

Catering Instructions

MWS/5500



Catering Overview

CATERING keys

- ✓ Used for offsite sales
- ✓ Use the CATR CHRG key to ring in service charges, delivery, or set up fees for catering.
- ✓ Use the IC, CAKE, and MISC keys to ring up catering items. All three of these keys have drop downs.

Catering Ringing

Catering Charge

- Log on with cashier number
- Enter \$ amount on keypad
- Press CATR CHRG key
- Subtotal
- Tender Order

Catering Items

IC, CAKE, MISC – These keys are used to ring in catered items

IC – Catered Ice Cream Items

- Log on with cashier number
- Press IC key
- Choose item from drop down and press corresponding number
- Subtotal
- Tender Order

CAKE – Catered Cakes

- Log on with cashier number
- Press CAKE key
- Choose item from drop down and press corresponding number
- Subtotal
- Tender Order

MISC – Catered Miscellaneous items; candles, extra mix-ins, toy

- Log on with cashier number
- Press MISC key
- Choose item from drop down and press corresponding number
- Subtotal
- Tender Order

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Pricing Catering Items

We realize stores may need to change prices on catering items from event to event. Below are instructions to follow when price changes need to occur.

1. Open **MWS**
2. Click **POS Programming**
3. Select **PLU File**
4. Click **OK**
5. Enter **PLU** Number in Search box (lower right hand corner)
6. Click **Search** (PLU will display)
7. Update Pricing
8. Click **Update**
9. Repeat Steps **5** thru **8** until updates are complete
10. Click **OK**

Download / Downline Items

1. Click on **Preset Data**
2. On Download Tab, **Select PLUs**
3. Click **Apply**
4. Click on Downline Tab, **Select PLUs**
5. Click **OK**

Catering PLUs

PLUs	DESCRIPTION	PLUs	DESCRIPTION
86907	4OZ GRAB-N-GO	87005	PETITE
86908	8OZ GRAB-N-GO	87006	SRD CUSTOM
86911	LG PAN	87007	MRD CUSTOM
86912	SM PAN	87008	MRC CUSTOM
87001	SRD SIGNATURE	87009	LG CUSTOM
87002	MRD SIGNATURE	87101	MIX IN
87003	MRC SIGNATURE	87102	CANDLES
87004	LRC SIGNATURE	87103	THEME TOY