Catering Instructions
SMP/7900/7750 POS Quick

Catering Overview

CATERING & COOL CART Screen
- ✓ 4oz and 8oz Grab-n-Go will be sold from this screen. Press CATER IC CREAM and choose either from the pop up screen.
- ✓ To exit a pop up screen without choosing anything, press NONE
- ✓ Use the number pad on the left to ring in quantities
- ✓ Use speed keys at the bottom to go to other screens; ICE CREAM, DRINKS, CAKES. Speed keys are on several screens.
- ✓ Press EXIT to return to ORDER MENU

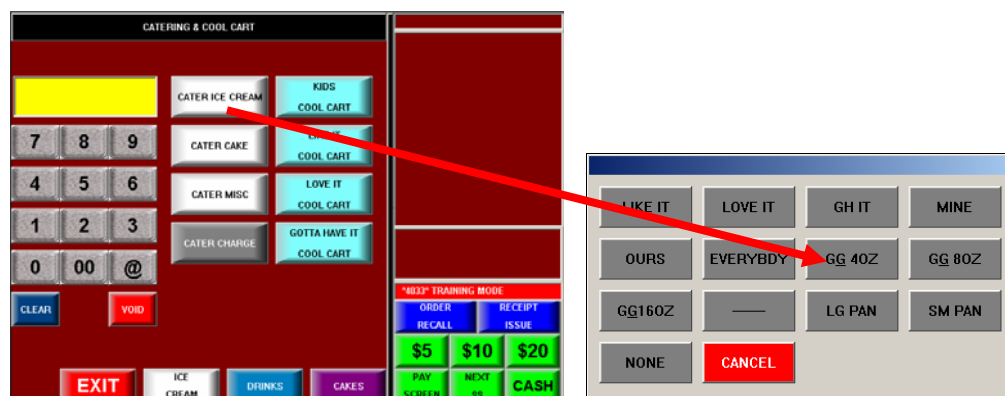## Catering Ringing

Catering Charge
Use this key if you need to ring in a catering service charge; i.e. delivery fee, set up fee, serving fee, hourly rate
- Log on with cashier number
- Press CATER from Main Order Menu
- Enter in amount of catering charge
- Press CATER CHARGE
- Press EXIT *or* Quick keys below *or* Tender Order

Catering
Use these keys if you cater items (offsite sales)
- Log on with cashier number
- Press CATER from Main Order Menu
- To ring in ice cream: press CATER IC CREAM
- Enter qty and press item from pop up screen
  (to exit from pop up without selling anything, press NONE)
- Press EXIT *or* Quick keys below *or* Tender Order

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 SMP
2. **Doubleclick on MENU ITEMS**
3. Click Sort by ID
4. Enter in PLU number to search for (see list below)
5. **Click on the PLU** you searched for
6. Update Price
7. **Click Apply**
8. Repeat steps 4 thru 7 for the PLUs that you need to update
9. Click **OK**

Download Items

1. Open SMP, **Double-click on Download/Upload**
2. Download Send will already be selected
3. Under Command Column, **Select Menu Items**
4. **Click on Select All** above Workstations
5. **Click OK**
6. **Keyboard layout will appear – leave open**
7. When complete, The System Manager PRO dialog box will appear – Download Request was successful. **Click OK.**

Catering PLUs

PLU	DESCRIPTION	PLU	DESCRIPTION
863000	G&G 4OZ	870020	MRD SIGNATURE
864000	G&G 8OZ	870030	MRC SIGNATURE
866000	G&G32OZ	870040	LRC SIGNATURE
869040	MINE	870050	PETITE
869050	OURS	870060	SRD CUSTOM
869060	EVERYBDY	870070	MRD CUSTOM
869070	G&G 4OZ	870080	MRC CUSTOM
869080	G&G 8OZ	870090	LRC CUSTOM
869090	G&G16OZ	871010	MIX IN
869110	LG PAN	871020	CANDLES
869120	SM PAN	871030	THEME TOY
870010	SRD SIGNATURE		