——— SMP Reference Guide ———

Time Keeping Report by Employee
This report provides information regarding the count and dollar value of your sales during the specified time periods.
1. Open **SMP**
2. Click **Run Reports** on the program bar
3. Select **Timekeeping Report by Employee**
   (Located under Time and Attendance)
4. Click **Execute**
5. Use drop down to select **Date Range**
6. Select **Destination**
7. Leave format as is
8. **Detailed Report** will be selected
   (This can be changed by de-selecting)
9. Select individual **Employees** or choose All
10. Click **OK**

Labor Cost by Sales Time Period
This report provides information regarding labor cost per customer.
1. Open **SMP**
2. Click **Run Reports** on the program bar
3. Select **Labor Cost by Sales Time Period**
   (Located under Time)
4. Click **Execute**
5. Use drop down to select **Date Range**
6. Select **Destination**
7. Leave format as is
8. **Zero Suppression** will be selected
   (This can be changed by de-selecting)
9. Use drop down to select a **Report Template**
10. Click **OK**

PLU Report
For each listed item, this report shows the percentage of sales, the count sold (used), the sales, and the promo count.
1. Open **SMP**
2. Click **Run Reports** on the program bar
3. Select **PLU Report**
   (Located under Production)
4. Click **Execute**
5. Use drop down to select **Date Range**
6. Select **Destination**
7. **Leave format as is**
8. **Zero Suppression** will be selected
   (This can be changed by de-selecting)
9. Select individual **Workstations** or **All**
10. Click **OK**

Menu Mix
Time ranges can be set up to track sales for varying time periods, including by quarter, by half hour and by hour.
1. Open **SMP**
2. Click **Run Reports** on the program bar
3. Select **Menu Mix**
   (Located under Production)
4. Use drop down to select **Date Range**
5. Select **Destination**
6. Click **OK**

Register Totalizer Report
1. Open **SMP**
2. Click **Run Reports** on the program bar
3. Select **Register Totalizer Report**
   (Located under Financial)
4. Click **Execute**
5. Use drop down to select **Date Range**
6. Select **Destination**
7. Leave format as is
8. **Zero Suppression** will be selected
   (This can be changed by de-selecting)
9. Select individual **Workstations** or **All**
10. Click **OK**

Cashier Totalizer Report
1. Open **SMP**
2. Click **Run Reports** on the program bar
3. Select **Cashier Totalizer Report**
   (Located under Financial)
4. Click Execute
5. Use drop down to select **Date Range**
6. Select **Destination**
7. Leave format as is
8. **Zero Suppression** will be selected
   (This can be changed by de-selecting)
9. Select individual **Cashiers** or **All**
10. Click **OK**

Electronic Journal
1. Open **SMP**
2. Double-Click **Electric Journal Viewer**
3. Enter any available **Range Criteria**
4. Select **Search Criteria**
5. Select **Journal**
6. Under show receipts, Click **Search**
Current Data To scroll through today's data, click on NEXT to scroll through the day's receipts.

How to Add Cashier(s)
1. Open **SMP**
2. Open **System Manager**
3. Double-Click **Cashier**
4. Locate and select an unused field
5. Enter a **Cashier ID** not currently used
6. In the **Cashier Name** field enter a name to identify this casher
7. In the **Cashier Code** field enter a code number for this cashier
   (This will be the cashier number used at the register)
8. In the **Enable** field, select the box if the cashier code is enabled. This allows the cashier to log on any time. Deselect the box if the cashier code is disabled. This prohibits the cashier from logging in until a manager enables the code.
9. Click **Apply**
10. Click **OK**

How to Add Employee(s)
1. Open **SMP**
2. Open **System Manager**
3. Click **Time and Attendance** on the program bar
4. Double-Click **Employees**
5. Click the **Insert** button to display the **New Employee** dialog box
6. In the **Employee #** box, enter a number to identify this employee
7. Click **OK**
8. Enter all employee information in the **Personal Data Tab, Time Setting Tab, Job Assignments Tab** and **Log Tab**
9. Click **Apply**
10. Click **OK**
Changes or updates only require opening the employee table, clicking on the appropriate employee, then changing or adding the new information

How to Edit Hour(s) Worked
1. Open **SMP**
2. Open **System Manager**
3. Click **Time and Attendance** on the program bar
4. Double-Click **Edit Hours Worked**
5. Select a **time period**
6. Select an **employee** from the employee list
7. Locate the line entry to change (Job description or Time in or out)
8. Click **Apply**
9. Click **OK**

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How to Add Manager(s)
1. Open **SMP**
2. Open **System Manager**
3. Double-Click **Manager**
4. In the **Manager ID** column, locate and select an unused field, enter a manager ID
5. In the **Manager Name** field, enter a name to identify the manager
6. In the **Manager Code** field, enter a code number for this manager (This will be the manager number used at the register)
7. In the **Level** field, click on the pull down menu and select **Manager2**
8. In the **Enable** box, select the box if the manager code is enabled. Deselect the box if the manager code is disabled, this prohibits the manager from logging on until the code is enabled again.
9. Click **OK**

How to Download Register(s)
1. Open **SMP**
2. Open **System Manager**
3. Double-Click on **Download/Upload**
4. **Download Send** will already be selected, leave as is
5. Under Select All, **Select the program files** that you want to download to the workstations
6. Select **individual** workstations or select **All** workstations
7. Click **OK**
8. When you receive *Download Request Was Successful*, Click **OK**
9. Click **Close**

How to Edit Item Prices
1. Open **SMP**
2. Open **System Manager**
3. Double-Click **Menu Items**
4. From the **Item Selection** options, select the **View** and **Sort** options to display the items by different combination groupings. Enter a keyword in the search box to start an incremental search. If you **Sort by Id**, you will be able to search by **PLU number**
5. **Price Tab will display**
6. **Preset** option will be selected (Leave as is)
7. Enter amount in **Price box** (Price 2, Price 3, and Price 4 are not used)
8. Select **Tax tab**
9. Select **Tax Table 1** or **Taxtable 2** (Taxtable 1 is for food, Taxtable 2 is for Beverages)
10. Click **Apply**
11. Click **OK**