

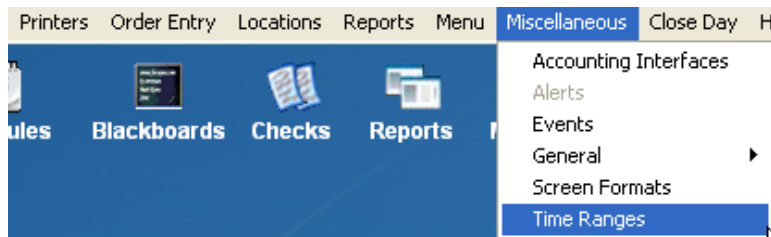


The FOCUS system is setup with default time ranges. Existing time ranges can be customized and new ones can be added for a store. Time ranges are used with reporting, discounts, price times, locations, events, menus, printer assignments, check filters, and taxes.

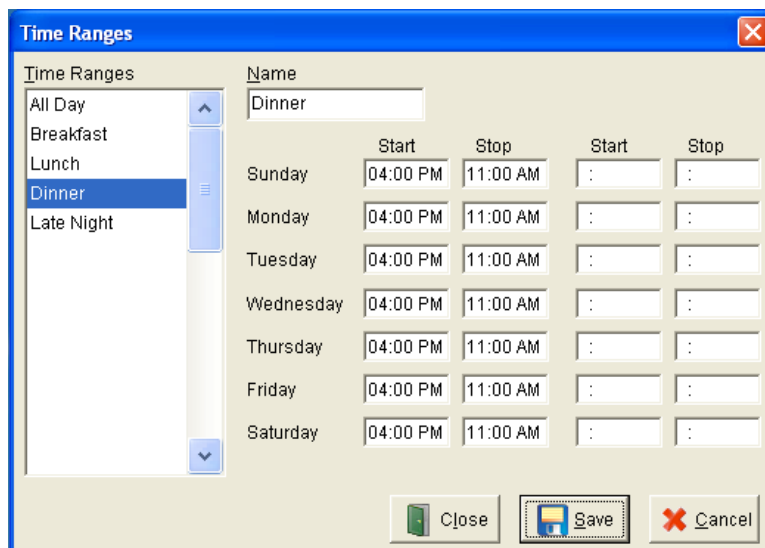
General Setup

This section is used when setting price times. Price times can be linked to menu items. Each menu item can have six price times to accommodate special pricing, happy hour pricing, late night pricing, etc.

1. access setup
2. select miscellaneous from toolbar
3. select time ranges from drop-down



4. the default time ranges can be set to whichever start and stop times are needed; names should be kept the same for consistency





5. new time ranges can be added to set up prices by time and/or day

- example below; \$1 off every monday, wednesday, friday between 1pm and 4pm

The screenshot shows the 'Time Ranges' dialog box. On the left, a list of time ranges includes 'All Day', 'Breakfast', 'Lunch', 'Dinner', 'Late Night', '\$1 Off' (which is selected), and 'Happy Hour'. The 'Name' field is set to '\$1 Off'. The table below shows the configuration for each day of the week:

	Start	Stop	Start	Stop
Sunday	:	:	:	:
Monday	01:00 PM	04:00 PM	:	:
Tuesday	:	:	:	:
Wednesday	01:00 PM	04:00 PM	:	:
Thursday	:	:	:	:
Friday	01:00 PM	04:00 PM	:	:
Saturday	:	:	:	:

At the bottom, there are buttons for 'Close', 'Save', and 'Cancel'.

- example below; happy hour monday – Friday between 3pm and 6pm

The screenshot shows the 'Time Ranges' dialog box. On the left, the list of time ranges includes 'All Day', 'Breakfast', 'Lunch', 'Dinner', 'Late Night', '\$1 Off', and 'Happy Hour' (which is selected). The 'Name' field is set to 'Happy Hour'. The table below shows the configuration for each day of the week:

	Start	Stop	Start	Stop
Sunday	:	:	:	:
Monday	03:00 PM	06:00 PM	:	:
Tuesday	03:00 PM	06:00 PM	:	:
Wednesday	03:00 PM	06:00 PM	:	:
Thursday	03:00 PM	06:00 PM	:	:
Friday	03:00 PM	06:00 PM	:	:
Saturday	:	:	:	:

At the bottom, there are buttons for 'Close', 'Save', and 'Cancel'.

6. select save

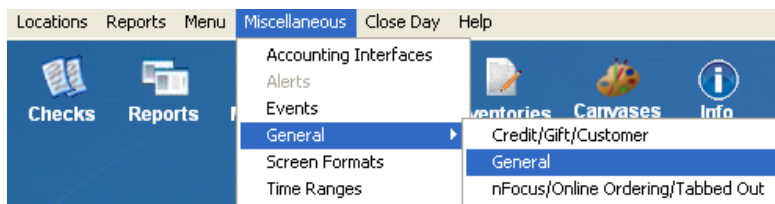
7. select close



Accounting and Timekeeping Setup

Make sure that the *end business day time* and the *scheduling start times* match the general setup.

1. access setup
2. select miscellaneous from toolbar
3. select general from drop-down
4. select general from 2nd drop-down



5. set end of business day time on general tab

The 'General' configuration window is shown with the following settings:

- Close Day Options:**
 - Automatic: ☒ Close Day Automatically
 - Station: 01 Focus
 - Time: 03:00 AM
 - Alternate Station: 02 Backup
- Checks to Include:**
 - ☒ All Checks
 - ☐ End Business Day Time
- Check File Date:**
 - ☒ Current Date
 - ☐ Tomorrow's Date
 - ☐ Increment Date
- ☒ Automatic Employee Clock Out
- ☒ Archive Configuration Folder

Options:

- ☐ Multiple Checks on a Table
- ☒ Tab Name Selection
- ☐ Alphanumeric Table Numbers
- ☐ Quick Amounts on Payment Screen

Payment Accountability:

- ☐ Owner of Check
- ☒ Owner of Payment
- ☐ Closer of Check

Alert Options:

- User Name: [Empty]
- Password: [Empty]
- Sender Name: [Empty]

Accounting Options:

- Last Day of Week: Sunday
- Check Files to Save: 400
- Last Month of Year: December
- End Business Day Time: 03:00 AM** (highlighted)
- Employee Messages to Save (Days): 7
- Credit Card Files to Save: 90

Event Station: 01 Focus

E-mail Station: 01 Focus

☐ Timed Rates Span Time Ranges ☐ QSR KVS Active ☐ QSR KVS Audit

Buttons: Close, Save, Cancel



6. select timekeeping tab
7. set start time under scheduling options

General

Suggestive Selling | Currencies | Support Notifications

General | Screen Layout | Screen Layout (Commands) | **Timekeeping** | Restaurant | Prep Modifiers

Payroll Options

Type
☒ Continuous ☐ Bi-Monthly

Continuous Payroll Options
Start Date: 10/25/2008 Length: 7

Bi-Monthly Payroll Options
Start Day: 1 End Day: 15 Day of Week: Mon

Tip %: 0.00 Cut Off Time: 04:00 AM

Retain Tips
☒ Pay Out Tips ☐ Retain All Tips

Overtime Options

	Hours	Rate
Daily	0.00	6th Day 0.00
Double	0.00	7th Day 0.00
Weekly	40.00	

☐ CC Tip % Example On Declare Tips

Employee ID Masks

1. 999-99-9999 2. ☐ ID2 Mandatory

☐ Add Employee (Fingerprint Required Option)
☐ Fingerprint Not Required with Setup Switch

Adjustments

	Minimum Wage	Tip Pool Caption
1. <input type="text"/> 3. <input type="text"/>	0.00	<input type="text"/>
2. <input type="text"/> 4. <input type="text"/>		

Scheduling Options

Start Day	Start Time	Overhead %	
Mon	05:00 AM	0.00	<input checked="" type="checkbox"/> Use Conventional Time

Time Server
NONE

Time Zone
<None>

Print Options

Chit Format	Chit Complete Format	Employee Report Format
Initialize	Full Cut	Initialize

Close Save Cancel

8. select save
9. select close

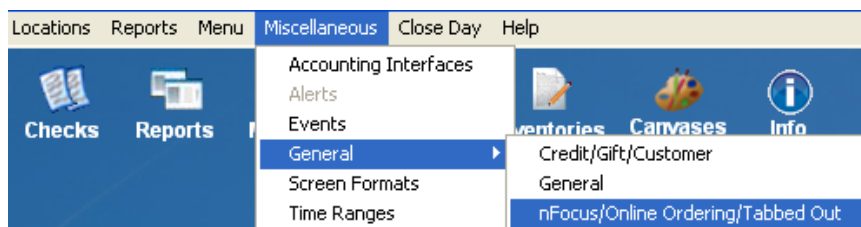


nFOCUS

This section is used to view sales by day part. This is where you set meal periods for nFocus.

nFocus		Meal Period (Breakfast)				
as of 02/07/2012 at 12:03:44 pm		Interval	Checks	Guests	Sales	Avg Check
Summary		06:00am-07:00am	0	0	\$0.00	\$0.00
Net Sales	\$331.45	07:00am-08:00am	0	0	\$0.00	\$0.00
Labor \$	\$0.00	08:00am-09:00am	0	0	\$0.00	\$0.00
Labor %	0.00	09:00am-10:00am	4	4	\$13.95	\$3.49
Voids (0)	\$0.00	Totals	4	4	\$13.95	\$3.49
Discounts (1)	\$1.39					
Refunds (0)	\$0.00					
Return Items (0)	\$0.00					
Deposits (0)	\$0.00					
Gift Cards (0)	\$0.00					
Paid Outs (0)	\$0.00					
First Clock In	Unknown					
Averages						
Checks (21)	\$15.78					
Guests (21)	\$15.78					
Time	5:53:10					
Checks						
Open	10					
Missing Beverages	0					
Sales by Period						
Breakfast	\$13.95					
Lunch	\$305.50					
Dinner	\$12.00					
Late Night	\$0.00					

1. access setup
2. select miscellaneous from toolbar
3. select time general from drop-down
4. select nfocus/online ordering/tabbed out from 2nd drop-down





10. the default time ranges can be set to whichever start and stop times are needed; names should be kept the same for consistency

- a meal period cannot be deleted, even if not used

The screenshot shows the 'General nFocus/Online Ordering/Tabbed Out' window. It has three tabs: 'nFocus', 'Online Ordering', and 'Tabbed Out'. The 'Tabbed Out' tab is active. The window is divided into several sections:

- Dealer Information:** Fields for Name (Kahala Corp), Address (9311 E. Via de Ventura, Scottsdale, Arizona 85258), Tech Support Phone # ((877) 811-3811), and E-mail Address (possupport@kahalacorp.com).
- Meal Periods:** A table with columns for Name, Start Time, and End Time.

Name	Start Time	End Time
1. Breakfast	03:00 AM	11:00 AM
2. Lunch	11:00 AM	04:00 PM
3. Dinner	04:00 PM	11:00 PM
4. Late Night	11:00 PM	03:00 AM
- Display Options:** A list of checkboxes for various features like Command Ribbon, nFocus Dashboard, Summary, Net Sales, Labor \$, Labor Percentage, Voids, Discounts, Refunds, Return Items, Deposits, Gift Cards, Paid Outs, First Clock In, Averages, Checks, Guests, Time, Open, Reopened, Missing Beverages, Sales by Period, and Sales by Order Type.
- Tracking Items:** A list of 13 items, mostly set to '<None>'. The first three are 'Small Chai Tea', 'Medium Chai Tea', and 'Large Chai Tea'.
- Labor Tracking:** A section with a 'Start Hour' field set to '03:00 AM'.

Red boxes highlight the 'Start Time' field in the 'Meal Periods' table and the 'Start Hour' field in the 'Labor Tracking' section. Red arrows point from the 'Start Time' field to the 'Start Hour' field.

5. if changing start time, make sure to update start hour field

6. select save

7. select close



Daily Sales Report

The time ranges in daily report options need to coincide with changes made to general setup and meal periods. This section may need to be completed by the Help Desk; 877-811-3811.

1. access setup
2. select reports from toolbar
3. select setup from drop-down
4. the default time ranges can be set to whichever start and stop times are needed; names should be kept the same for consistency
 - you can leave a day part blank if not used

5. select save
6. select close