

11.0 TABLE LAYOUT INTERFACE

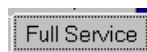
(Full Service configuration only)

The Table Layout interface uses a picture to represent the floor plan of your restaurant. The whole restaurant can be displayed on one screen, or the different dining areas of your restaurant can each have a separate screen. Servers, bussers, and managers can use table buttons to access tables and print and close checks. The Table Screen also displays the status of each table for quick reference.

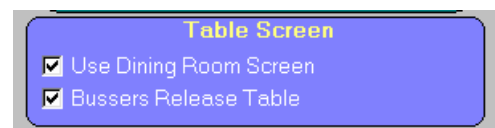


11.1 Activating Table Layout

This feature must be activated if you wish to use it. From the Manager Menu, go to Register Setup, then Register Options. Click on the **Full Service** tab.



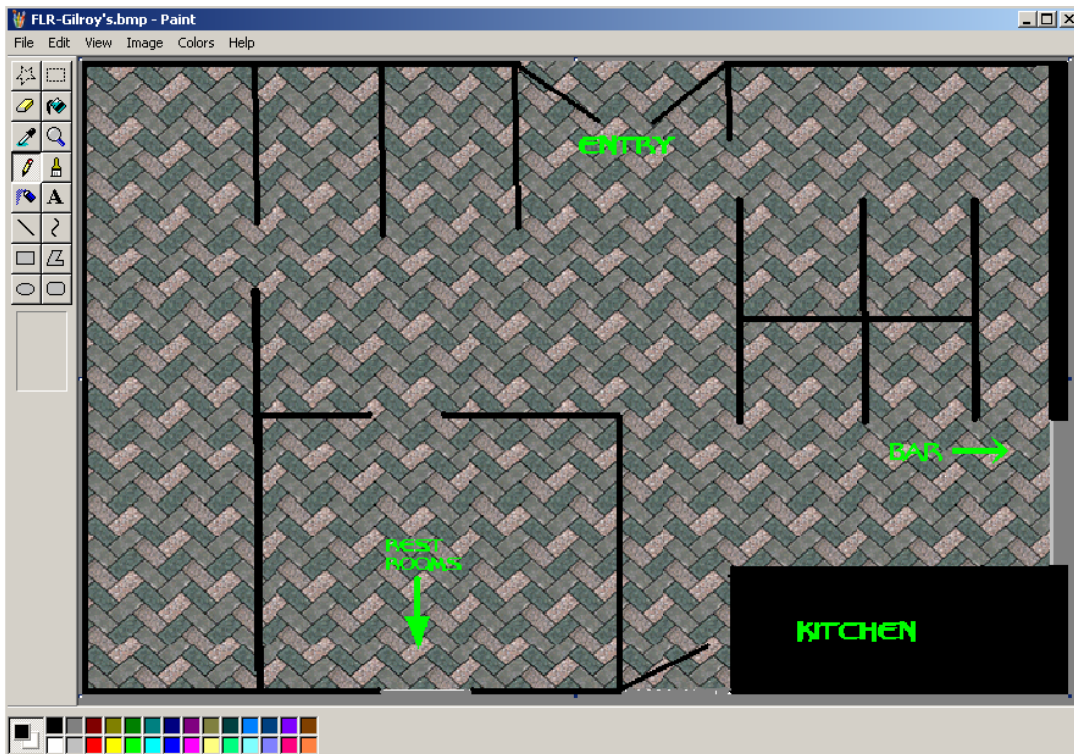
Check the box labeled *Use Dining Room Screen* to enable the Table Layout Feature. If you want your bussers to use the Table Layout screen to indicate when tables have been cleared and are ready to be seated again, check the box labeled *Bussers Release Table*.



SAVE your changes before exiting.
Creating the Table Layout Screen

11.2 Create a Floor Plan

The first step in setting up the Table Layout Screen is to create the basic floor plan of the restaurant (or each dining area in the restaurant, if you will have different Floor Screens for different dining areas). The installation routine installs a default set of floor and table bitmaps in various shapes, sizes, colors, and orientations. These are ready for use, or they can be altered to reflect your store. You can also create your own floor and table bitmaps using any bitmap file (*.bmp) editor, such as *MS Paint* (included with Windows).



With a desktop resolution of 800 by 600, the floor bitmaps need to be no greater than 796 by 518 to allow room for the border of the screen and the function buttons at the bottom.

You can start with one of the default tile or carpet textured bitmaps that is installed with Micro\$ale. Floor Screen bitmap files must be named in this format to be recognized by Micro\$ale: **FLR-room.bmp**. “**FLR-**” is the file prefix, “**room**” is the name of the dining area, and “**.bmp**” is the file extension. Draw lines to establish where walls and doors are, along with any other objects that are useful as a frame of reference (restrooms, host station, planters, dessert display cabinet, etc.). These will help you to place the table buttons on the screen. Do **not** draw tables on the floor bitmap. You will add those later.

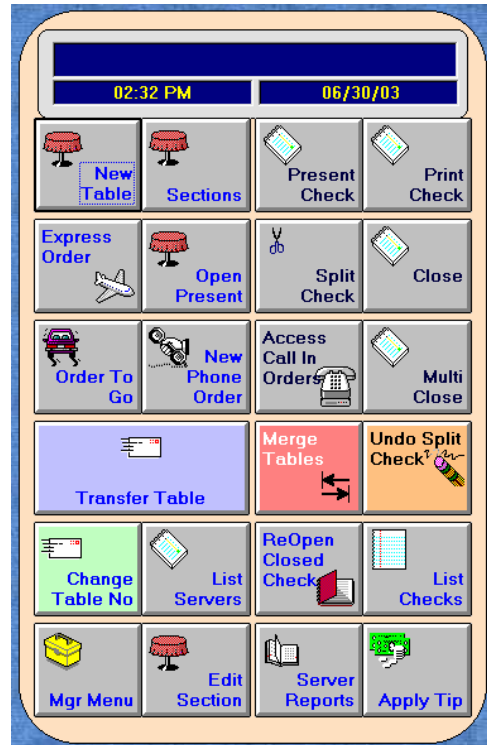
Table bitmap files must be named **TBL-*sizeshape*.bmp**. “TBL-“ is the file prefix, “*sizeshape*” is the identifier for this table (such as *Circle6* for a circular six-top), and “.bmp” is the file extension.

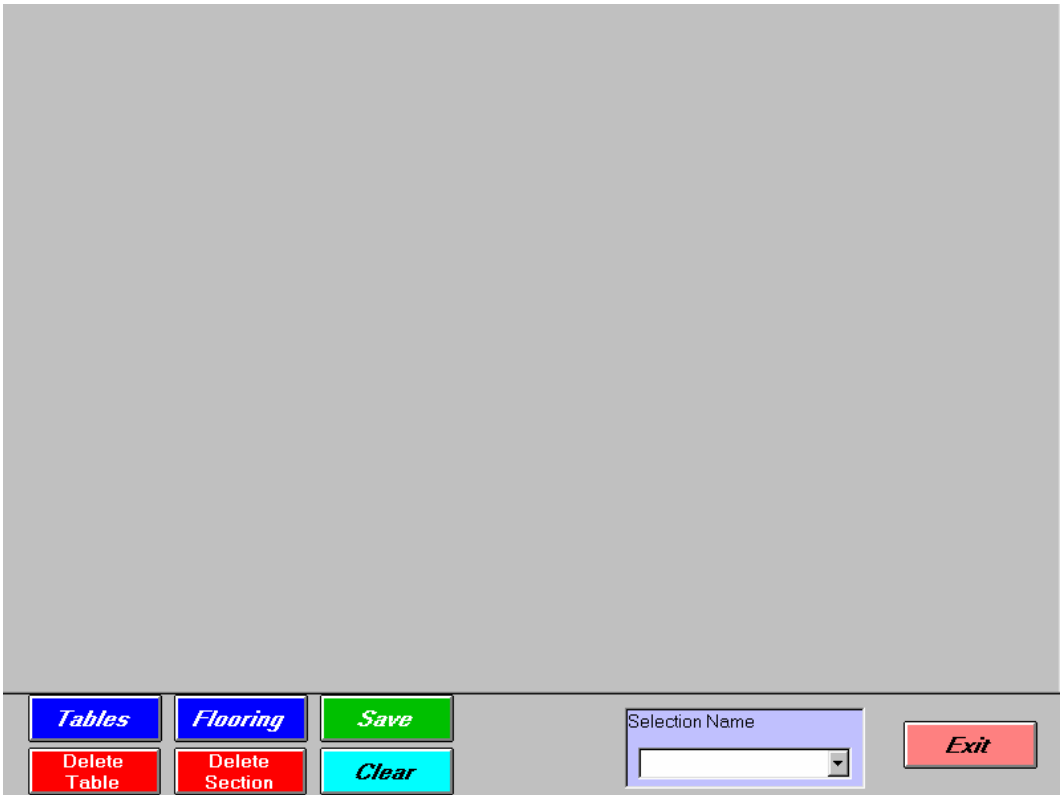
11.3 Create/ Edit a Table Screen

It is not necessary to divide the restaurant into different areas with a different Table Screen for each, but it may be more helpful for the servers or bussers especially in larger restaurants. When an audit is started for a server, that server will choose or be assigned a default Section. The Table Screen for this default Section will load automatically when the server logs in. Servers can change between the different Table Screens (also called Sections) by using the **Sections** button at the top of the Server Screen if they need to access a table that is not in their default Section.

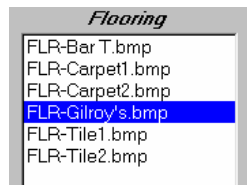
Enter a Manager ID #, and touch **OK** to go to the Server Screen. Touch the **Edit Section** button near the bottom of the screen.

This will take you to a blank screen with buttons at the bottom for creating and editing the flooring and tables in the different sections of your restaurant.

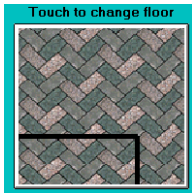




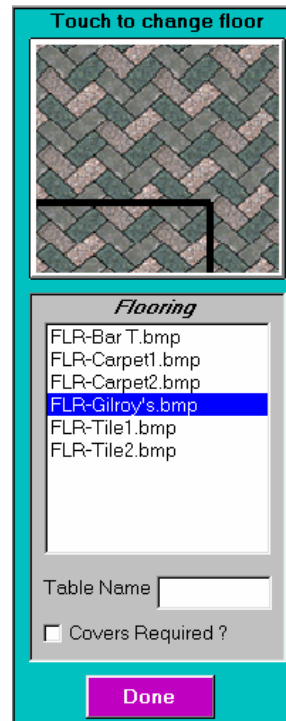
Touch the **Flooring** button to load the different Floor bitmap images that are available into the “tool window”.



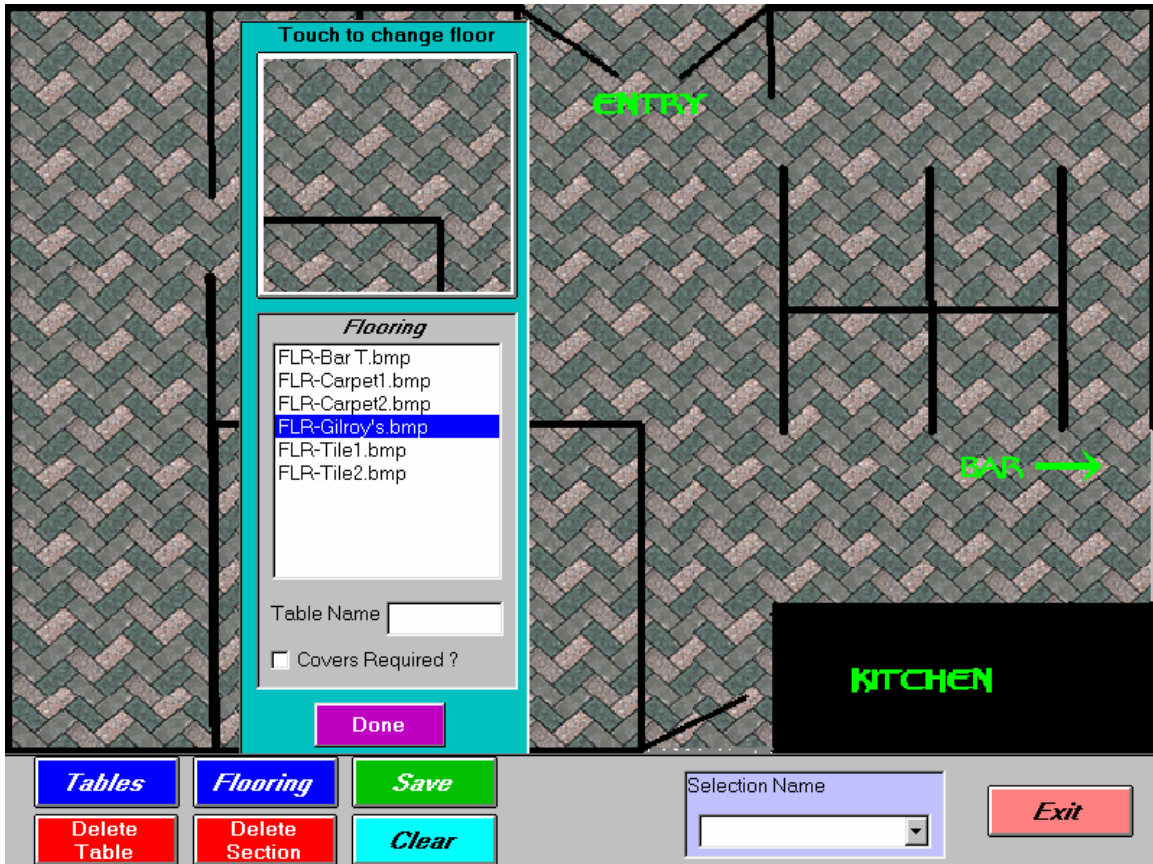
You will see a list of the **FLR-** bitmap files. Click on the file you would like to use to display a sample in the top box.



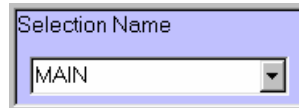
Then click on the floor sample “button” and click anywhere on the blank grey background area to apply the selected floor pattern to the Section you are working on.



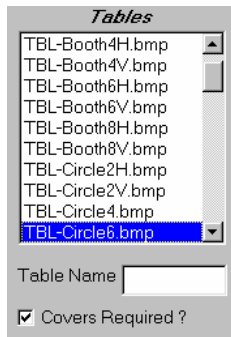
(Tool Window)



Next type the name of this Section (*MAIN* dining room, *BAR*, *PATIO*, etc.) in the box labeled *Selection Name*, and click *Save*.

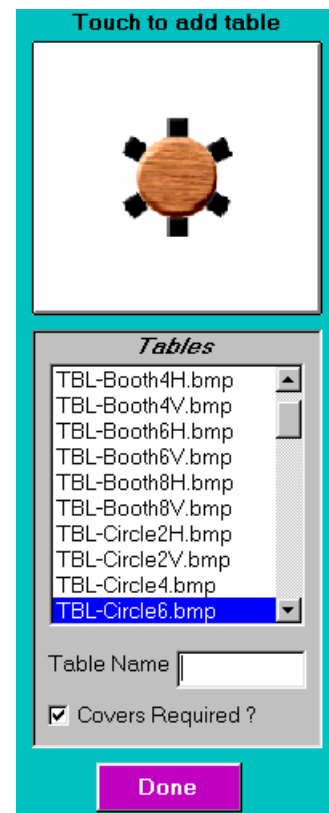


The next step is to add tables to the Section. Touch the *Tables* button at the bottom of the screen to display in the tool window a list of the table bitmap files that are available.



TBL-Circle6.bmp

Click on a table from the list to see a sample of its appearance in the top window. Once you have found the appropriate table file name and corresponding picture, type the table designation (name

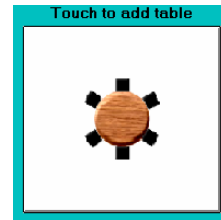


and/ or number) in the box labeled *Table Name*. For the Table Name, you should use the name or number that everyone in your restaurant uses when referring to that table. You can use the same table bitmap files for different tables, but each table **must** have a unique *Table Name*. You can use a combination of letters and numbers, but remember to keep your names short enough to fit on the table button.

(*Tool Window*)

If you put a check in the box labeled *Covers Required?*, then the server will be prompted to enter the number of guests when that table is opened.

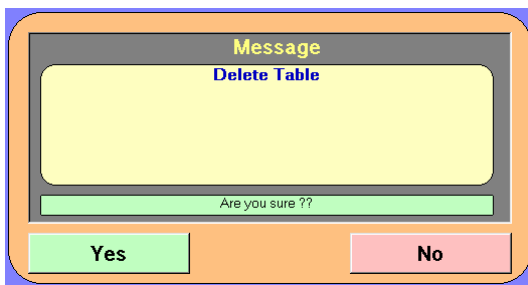
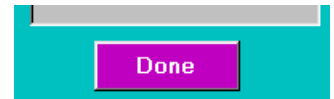
After you type the Table Name, touch the sample table button in the top window, and the table will appear in the upper left-hand corner of the screen. You can click and hold the right mouse button to drag the table into the correct position on the floor plan.



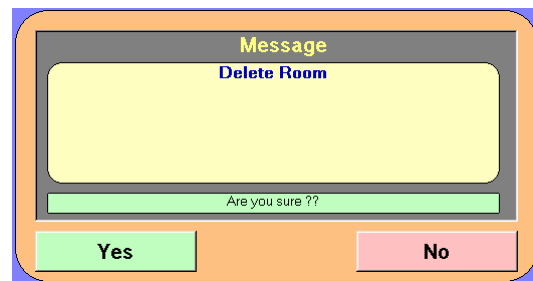
Add the next table by selecting the appropriate file name from the list, typing the *Table Name*, and clicking the sample button again. Each new table will appear in the upper left-hand corner of the screen. Click and drag each table to its appropriate spot on the floor plan.

You can move the tool window out of the way by clicking on the blank space on either side of the **Done** button and dragging the window to one side or the other.

To delete a table, click once on the table to highlight it, and click the **Delete Table** button at the bottom of the screen. A message will appear asking you to confirm your decision. Click **Yes** to delete the table, or **No**



to
kee
p
it.



If you wish to remove all tables and the floor pattern and start this Section completely over, click the **Delete Section** button at the bottom of the screen. A message will appear asking you to confirm your decision. Click **Yes** to delete the room, or **No** to keep it.

The **Clear** button will remove **all** of the tables in the current Section, while keeping the current floor design. When you click **Save**, the current floor design will be saved with no tables under the current Section Name. Then you can start adding tables again.

When you are finished adding and placing tables in this Section, make sure you have a *Section Name*, and click the green **Save** button near the bottom of the screen. A confirmation message will appear on the screen. Click **Yes** to save the Section, or click **No** if you are not finished, and then continue adding and placing tables.



11.4 Using the Table Layout Screen

Assigning and Changing Sections

When an audit is started, MicroSale will display a list of available Sections (also called Rooms). Select the primary Section that that employee will be working in, and click the **Select Room** button. Each time that employee logs into MicroSale, the selected Section floor plan will be displayed automatically. If the audit is being started for a manager or another employee who will be working in more than one Section, select *All Areas* from the list and click **Select Room**.

