

Idealpos 8 Build 2 - Update History

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Hold Print Function

IP-412 – Hold Print Function – Option to automatically release to kitchen after number of minutes

This function adds the ability to specify a number of minutes that Idealpos will wait before it automatically releases a Held Order to the Kitchen. This may be useful in cases where staff forget to either use the “Make this the Last Order” or “Finalise & Print” buttons. Once the number of minutes entered have lapsed, all items in the Held Order will be printed to the Kitchen.

Note that the number of minutes count from the time the last items were saved or added to the Held Order.

E.g. If the number of minutes is set to 5 and additional items are added to the Held Order after 4 minutes since the original items were saved, the timer will start again. When no additional items have been added to the Held Order for the number of minutes specified, the order will then be released to the Kitchen Printer(s).

It is assumed that your system is already configured for the Hold Print function before completing the below steps. If you would like further details on how to configure the Hold Print function, [click here](#) to go to the Setup Hold Print topic in the User Guide.

To configure and use this function, go to: Back Office > Setup > Global Options > Restaurant.

In the Hold Print Function section – Automatically Print to Kitchen after # minutes, enter the number of minutes that you want Idealpos to wait before it automatically prints to Kitchen.

Close the Global Options window to save your change.

Global Options
Site 1 (Site 1)
S X

General
Miscellaneous
Purchases
Restaurant
Customers
Sales
Reservations
Accounting
Credit Notes/
Gift Vouchers
Interfaces
Printing
Gaming
Other
Options

User-Defined Table Status Buttons

Button Caption	Table Caption	Instruction Item to KP
■ ENTREE AWAY	Entree	1003014 >
■ MAINS AWAY	Mains	1003015 >
■ DESSERT AWAY	Desserts	1003016 >
■ DRINKS AWAY	Drinks	1003017 >
■		>
■		>

Miscellaneous

Not Ordered Alert Time 2 min

Bill not Paid Time 2 min

Food Ordered Alert Time 20 min

Clerk Reset Time 0 sec

Table Details Unlock
Permissions Password

Bill Print Surcharge Percent Text CREDIT CARD

Table Status

Ready	<input type="checkbox"/>	Ready
Seated	<input type="checkbox"/>	Seated
Unprinted	<input type="checkbox"/>	Unprinted
Sent to Kitchen	<input type="checkbox"/>	Printed
Served	<input type="checkbox"/>	Served
Bill Presented	<input type="checkbox"/>	Bill Print
To Clean	<input type="checkbox"/>	Clean
Reserved	<input type="checkbox"/>	Reserved

Hold Print Function

Automatically Print to Kitchen after minutes ←

Always Print Beverages immediately

Sessions

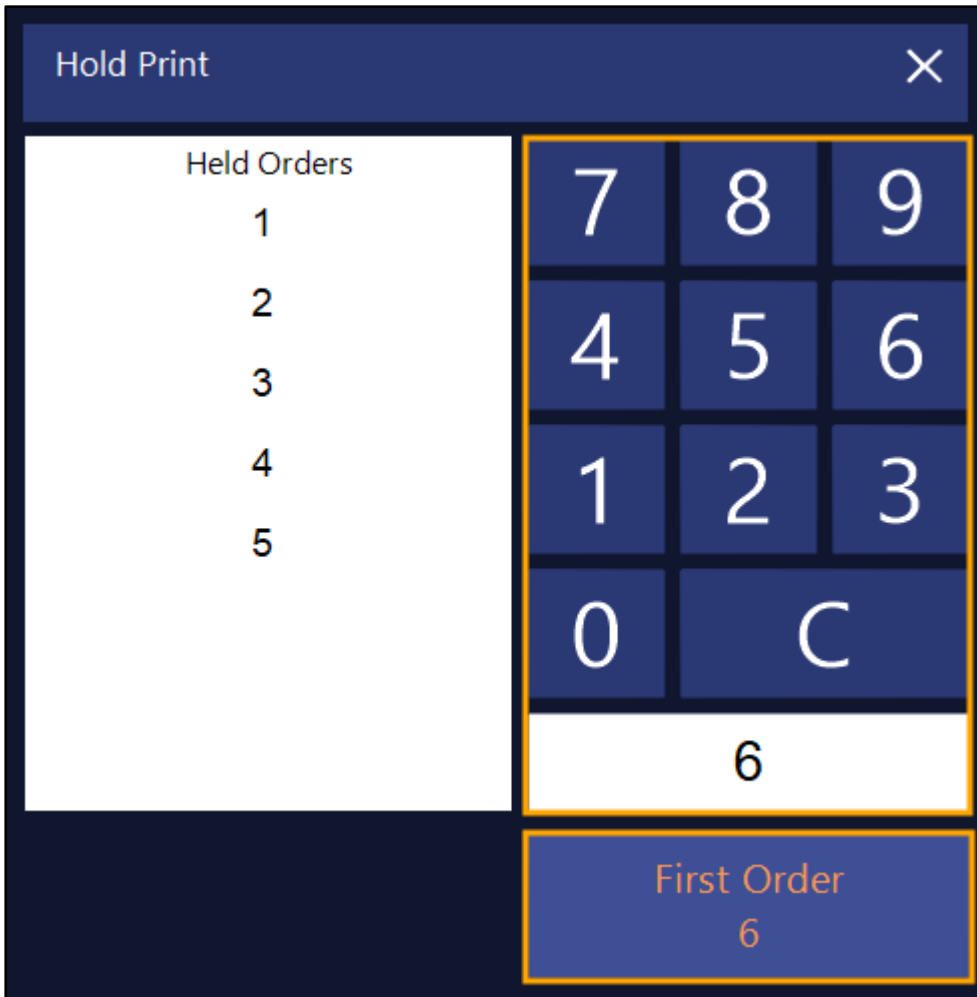
Session	Name	Start	End
1	Brekky	5:00	10:00
2	Lunch	10:00	15:00
3	Dinner	15:00	23:00
4		:00	:00
5		:00	:00

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Go to the POS Screen, then add items to the sale.

Press the "Hold Print" button and enter an Order Number using the on-screen numeric keypad, then press the "First Order #" button.



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IP-4489 – Hold Print Function – Option to send Beverages to Kitchen immediately

When an order that contains Beverage Items and other items is held using the Hold Print Function and the new “Always Print Beverages immediately” option is enabled, Idealpos will immediately print all the Beverage Items to the Kitchen Printers. Any other non-beverage Stock Items will be held from printing via the Hold Print Function until the Clerk either presses the “Finalise and Print” button, or until the Clerk saves the last items to the Held Order using the the “Make this the Last Order” button.

This functionality is useful in venues where customers want their drinks prioritised and served before their meals.

Before configuring this functionality, ensure that your system is configured for the Hold Print function. Further details on setting up the Hold Print Function are located in the Hold Print Function > Setup Hold Print topic of the User Guide. Alternatively, you can [click here](#) to go to the Setup Hold Print topic in the User Guide.

To configure and use this function, go to: Back Office > Setup > Global Options > Restaurant.
Enable “Always Print Beverages immediately”.

Global Options
Site 1 (Site 1)

General Miscellaneous Purchases **Restaurant** Customers Sales Reservations Accounting Credit Notes/ Gift Vouchers Interfaces Printing Gaming Other Options

User-Defined Table Status Buttons

Button Caption	Table Caption	Instruction Item to KP
ENTREE AWAY	Entree	1003014 >
MAINS AWAY	Mains	1003015 >
DESSERT AWAY	Desserts	1003016 >
DRINKS AWAY	Drinks	1003017 >
		>
		>

Miscellaneous

Not Ordered Alert Time 2 min
Bill not Paid Time 2 min
Food Ordered Alert Time 20 min
Clerk Reset Time 0 sec
Table Details Unlock Permissions Password
Bill Print Surcharge Percent Text CREDIT CARD

Table Status

Ready	Seated	Unprinted	Caption
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ready
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unprinted

Hold Print Function

Automatically Print to Kitchen after [] minutes

Always Print Beverages immediately

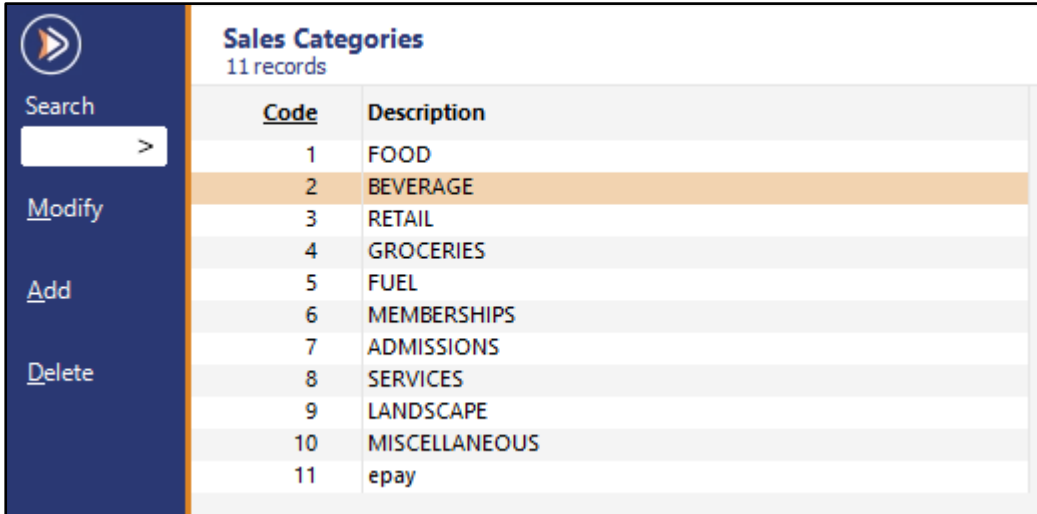
Close the Global Options window to save your change.

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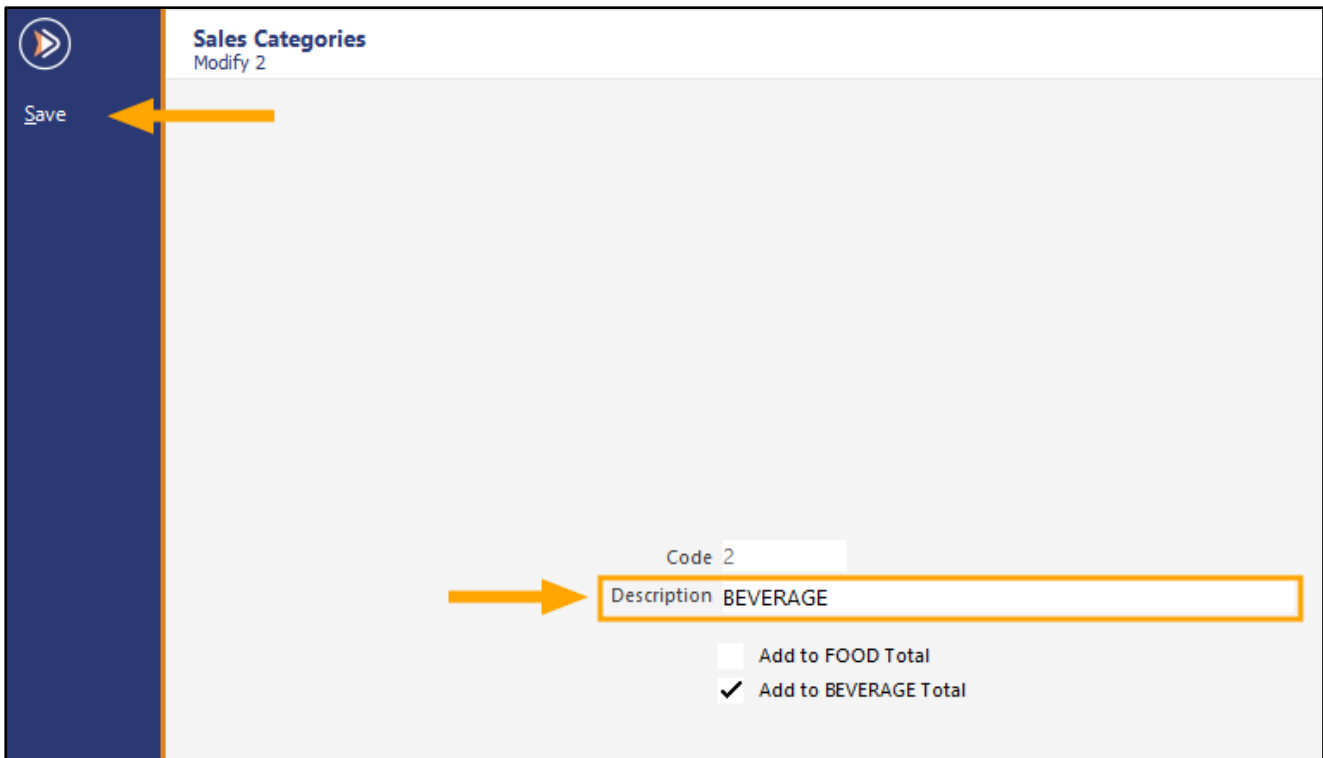
In order for this function to correctly identify which items are a Beverage item, the Stock Item's Department must be linked to a Sales Category called BEVERAGE.

Go to: Back Office > File > Sales > Sales Categories.
Ensure that you have a Sales Category called BEVERAGE.



Code	Description
1	FOOD
2	BEVERAGE
3	RETAIL
4	GROCERIES
5	FUEL
6	MEMBERSHIPS
7	ADMISSIONS
8	SERVICES
9	LANDSCAPE
10	MISCELLANEOUS
11	epay

If a BEVERAGE Sales Category does not exist, it may be created by pressing the "Add" button on the top-left corner of the Sales Categories window, entering "BEVERAGE" into the Description then pressing "Save".



Code 2

Description BEVERAGE

Add to FOOD Total

Add to BEVERAGE Total

Save

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Ensure that the Departments used by your Beverage Items are also linked to the BEVERAGE Sales Category.

Go to: Back Office > File > Sales > Departments.

If your system already had a BEVERAGE Sales Category, you may sort by the Sales Category column by pressing the Sales Category column header.

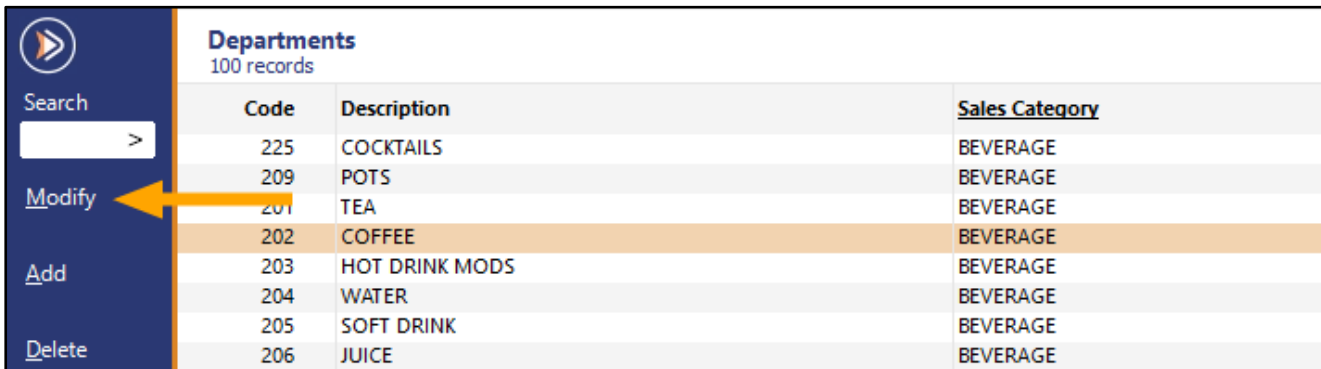
All Departments that are linked to the BEVERAGE Sales Category will be grouped together, similar to the below example:

Departments		
100 records		
Code	Description	Sales Category
227	SPARKLING GLS	BEVERAGE
219	SPIRIT BTL	BEVERAGE
220	SPIRITS	BEVERAGE
222	LIQUEURS	BEVERAGE
224	APERITIFS	BEVERAGE
234	DRINK MODS	BEVERAGE
226	SPARKLING BTL	BEVERAGE
216	RTDS	BEVERAGE
228	WHITE WINE BTL	BEVERAGE
229	WHITE WINE GLS	BEVERAGE
230	RED WINE BTL	BEVERAGE
231	RED WINE GLS	BEVERAGE
232	DESSERT BTL	BEVERAGE
233	DESSERT GLS	BEVERAGE
225	COCKTAILS	BEVERAGE
209	POTS	BEVERAGE
201	TEA	BEVERAGE
202	COFFEE	BEVERAGE
203	HOT DRINK MODS	BEVERAGE
204	WATER	BEVERAGE
205	SOFT DRINK	BEVERAGE
206	JUICE	BEVERAGE
218	RTDS CARTONS	BEVERAGE
208	BEER KEGS	BEVERAGE
217	RTDS PACKS	BEVERAGE
210	SCHOONERS	BEVERAGE
211	PINTS	BEVERAGE
212	JUGS	BEVERAGE
213	SINGLE BEER	BEVERAGE
214	PACK BEER	BEVERAGE
215	CARTON BEER	BEVERAGE
223	APERITIFS BTL	BEVERAGE
207	MILKS	BEVERAGE
221	LIQUEURS BTL	BEVERAGE

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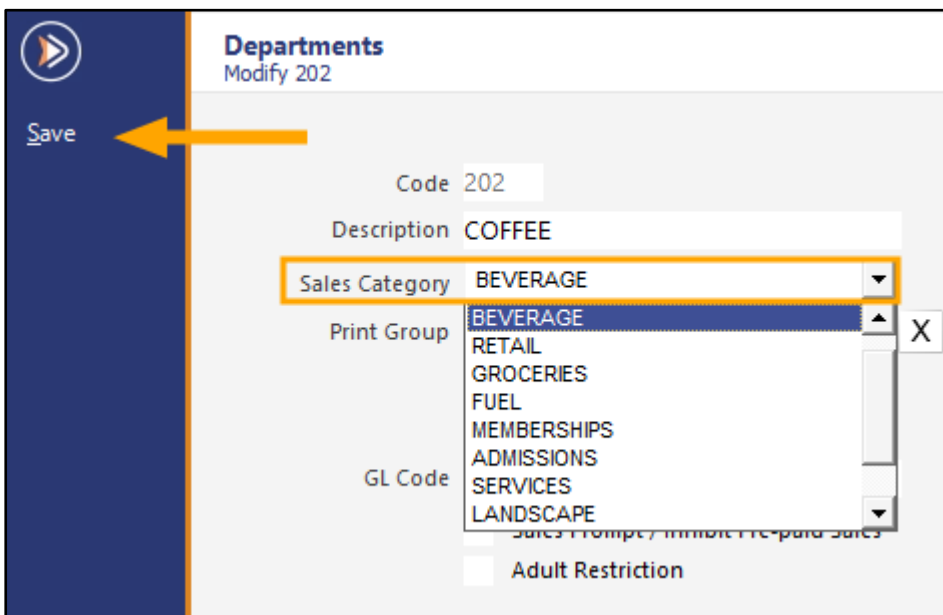
To link a Department to the BEVERAGE Sales Category, select it from the list and press the "Modify" button located on the top-left corner of the window.



The screenshot shows a table titled "Departments" with 100 records. The table has three columns: Code, Description, and Sales Category. The row for Code 202 (COFFEE) is highlighted in orange. A yellow arrow points to the "Modify" button in the left sidebar.

Code	Description	Sales Category
225	COCKTAILS	BEVERAGE
209	POTS	BEVERAGE
201	TEA	BEVERAGE
202	COFFEE	BEVERAGE
203	HOT DRINK MODS	BEVERAGE
204	WATER	BEVERAGE
205	SOFT DRINK	BEVERAGE
206	JUICE	BEVERAGE

From the Sales Category dropdown box, select BEVERAGE, then press the "Save" button on the top-left corner of the window.



The screenshot shows the "Modify 202" form. The "Sales Category" dropdown is open, showing "BEVERAGE" selected. A yellow arrow points to the "Save" button in the left sidebar.

Code 202
Description COFFEE
Sales Category BEVERAGE
Print Group BEVERAGE
GL Code
Adult Restriction

You may repeat this process for all Departments that are required to be linked to the BEVERAGE Sales Category.

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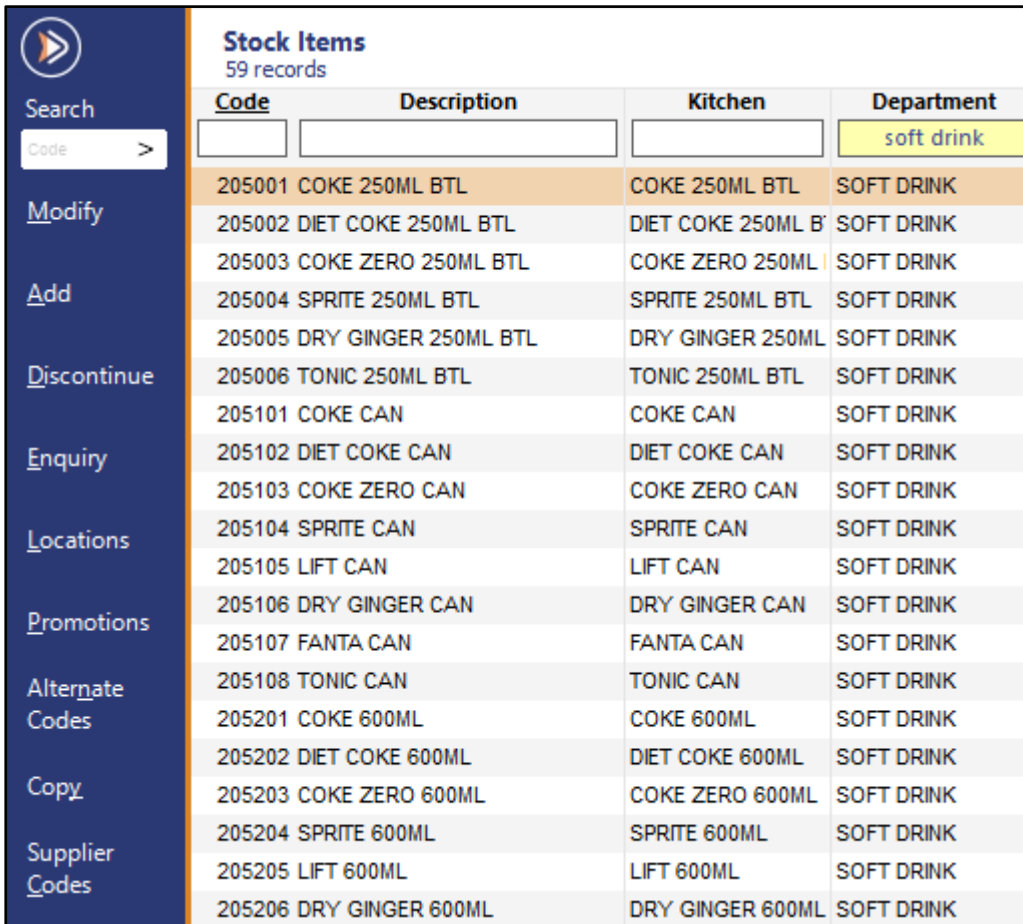
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The final step to setting up this function is to ensure that your Beverage Stock Items are linked to a Department which has been associated with the BEVERAGE Sales Category.

Go to: Back Office > File > Stock Control > Stock Items.

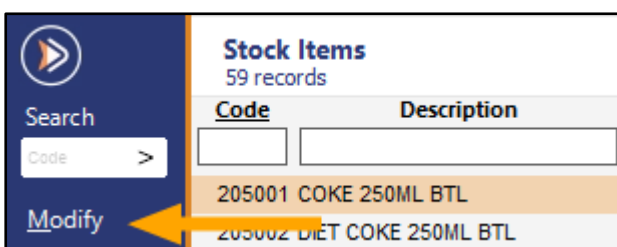
Search for Beverage Stock Items.

They should be linked to a Department which is associated with the BEVERAGE Sales Category.

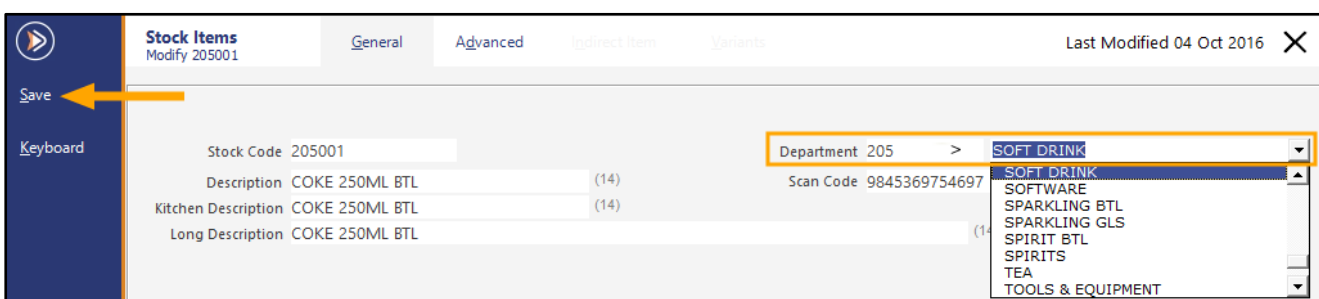


Code	Description	Kitchen	Department
205001	COKE 250ML BTL	COKE 250ML BTL	SOFT DRINK
205002	DIET COKE 250ML BTL	DIET COKE 250ML BTL	SOFT DRINK
205003	COKE ZERO 250ML BTL	COKE ZERO 250ML BTL	SOFT DRINK
205004	SPRITE 250ML BTL	SPRITE 250ML BTL	SOFT DRINK
205005	DRY GINGER 250ML BTL	DRY GINGER 250ML BTL	SOFT DRINK
205006	TONIC 250ML BTL	TONIC 250ML BTL	SOFT DRINK
205101	COKE CAN	COKE CAN	SOFT DRINK
205102	DIET COKE CAN	DIET COKE CAN	SOFT DRINK
205103	COKE ZERO CAN	COKE ZERO CAN	SOFT DRINK
205104	SPRITE CAN	SPRITE CAN	SOFT DRINK
205105	LIFT CAN	LIFT CAN	SOFT DRINK
205106	DRY GINGER CAN	DRY GINGER CAN	SOFT DRINK
205107	FANTA CAN	FANTA CAN	SOFT DRINK
205108	TONIC CAN	TONIC CAN	SOFT DRINK
205201	COKE 600ML	COKE 600ML	SOFT DRINK
205202	DIET COKE 600ML	DIET COKE 600ML	SOFT DRINK
205203	COKE ZERO 600ML	COKE ZERO 600ML	SOFT DRINK
205204	SPRITE 600ML	SPRITE 600ML	SOFT DRINK
205205	LIFT 600ML	LIFT 600ML	SOFT DRINK
205206	DRY GINGER 600ML	DRY GINGER 600ML	SOFT DRINK

If a Stock Item needs to have the Department modified, select the Stock Item from the list and press the Modify button on the top-left hand corner of the window.



Select the required Department from the list, then press the "Save" button on the top-left corner of the window.

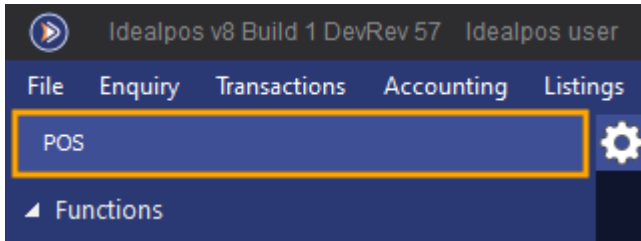


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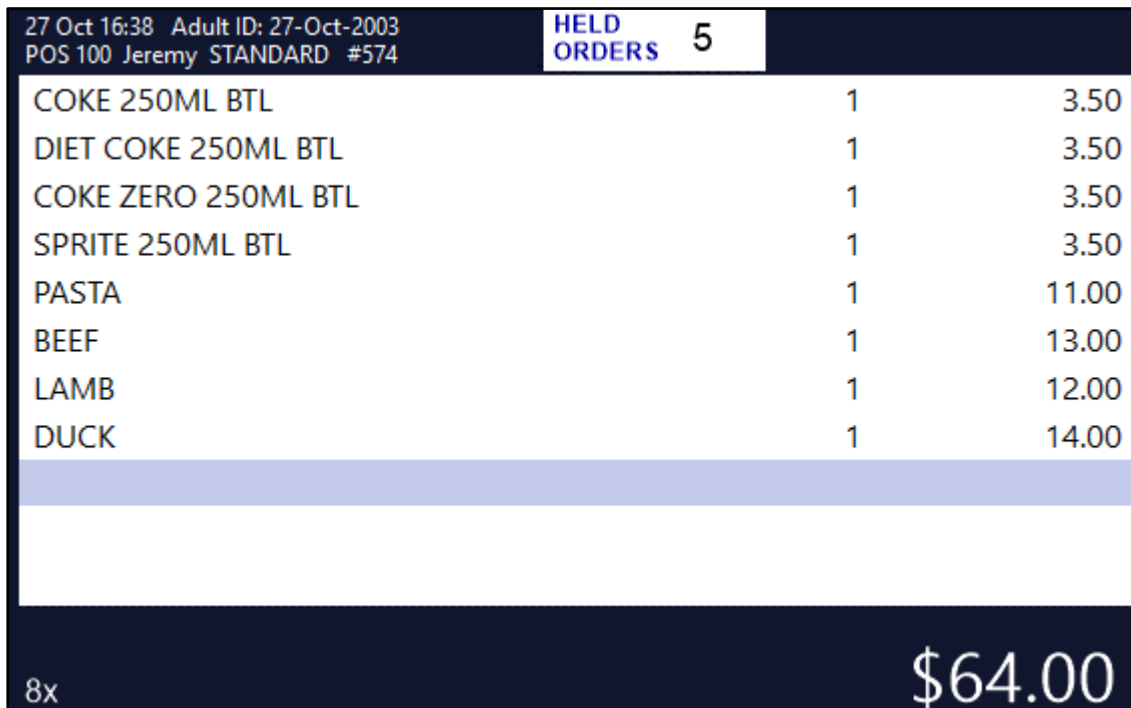
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Once completed, the Hold Print function is ready for use.

Go to the POS Screen by pressing the POS button on the top-left corner of the Back Office.



Add any Beverage Items to the sale and add any other non-Beverage Items to the sale.

A screenshot of the POS screen showing a list of items and a total. The top bar displays the date and time '27 Oct 16:38', the user ID 'Adult ID: 27-Oct-2003', the POS number 'POS 100', the name 'Jeremy', and the standard '#574'. A 'HELD ORDERS 5' indicator is also present. The main area lists items with their quantities and prices:

Item	Quantity	Price
COKE 250ML BTL	1	3.50
DIET COKE 250ML BTL	1	3.50
COKE ZERO 250ML BTL	1	3.50
SPRITE 250ML BTL	1	3.50
PASTA	1	11.00
BEEF	1	13.00
LAMB	1	12.00
DUCK	1	14.00

The total amount is \$64.00, displayed in the bottom right corner. The bottom left corner shows '8x'.

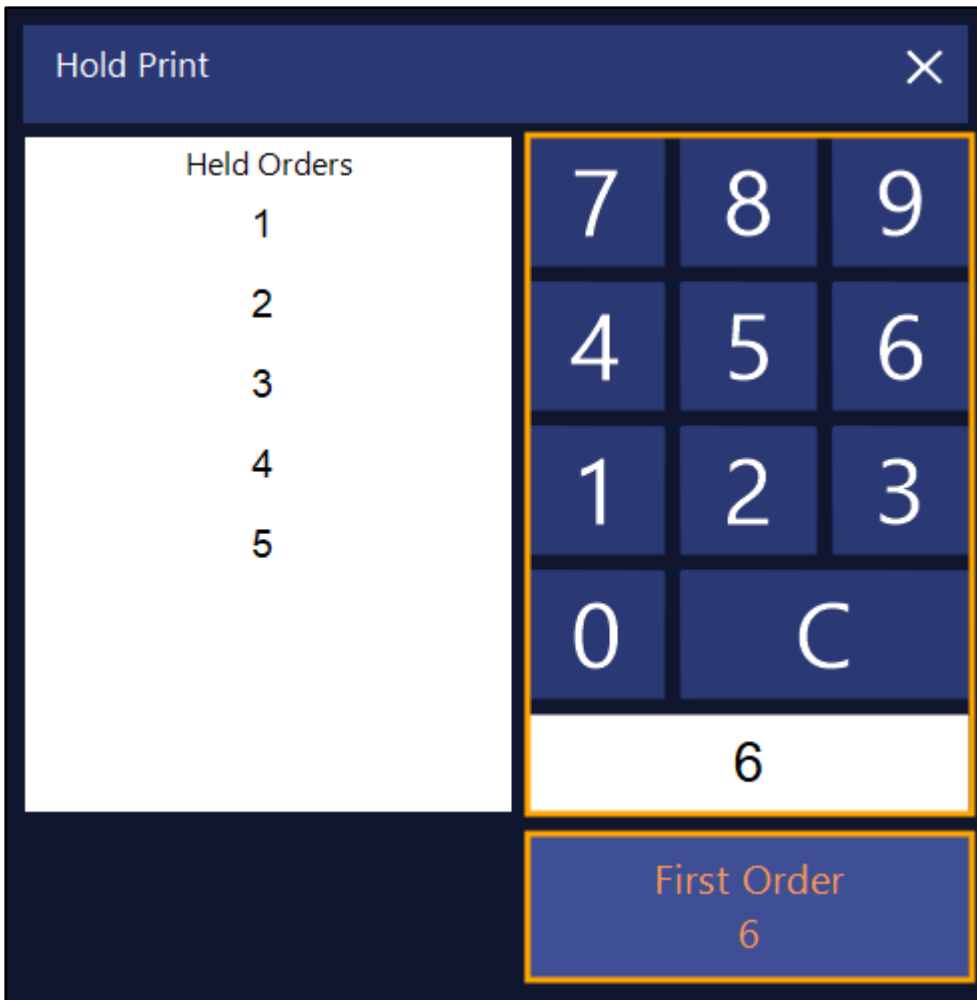
Press the "Hold Print" button that would have been configured as part of the Hold Print Setup process (outlined [here](#) in the User Guide).



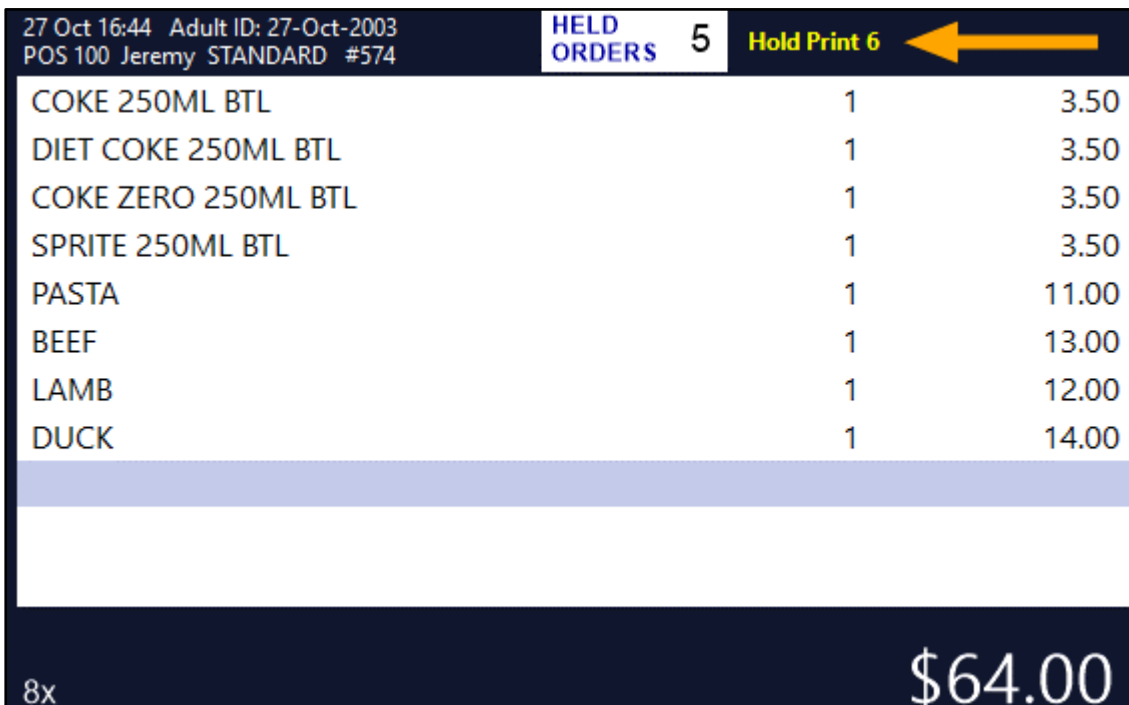
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Enter an Order Number using the on-screen numeric keypad, then press "First Order".



"Hold Print #" (where # is the Order Number entered) will appear at the top of the sale window.



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You may now Tender the sale by pressing the ENTER button on the POS Screen and taking payment.

27 Oct 16:46 Adult ID: 27-Oct-2003 POS 100 Jeremy STANDARD #574			HELD ORDERS 5	Hold Print 6	✕				
COKE 250ML BTL	1	3.50	RECEIPT	CLERK	7	8	9	CL	
DIET COKE 250ML BTL	1	3.50	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE	
COKE ZERO 250ML BTL	1	3.50	CUSTOMER	5% ITEM	1	2	3	X	
SPRITE 250ML BTL	1	3.50	BAR TAB	REFUND	0	.	ENTER		
PASTA	1	11.00	PENDING	VOID SALE					
BEEF	1	13.00	TABLE MAP	VOID					
LAMB	1	12.00							
DUCK	1	14.00							
8x		\$64.00							
CASH			<div style="border: 1px solid black; padding: 5px; text-align: center;"> 64.00 </div> <p>Balance 64.00</p>						
EFTPOS									
AMEX/DINERS									
POINTS									
LAYBY									
GV REDEEM									
CREDIT NOTE									
ACCOUNT									

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After tendering, the Customer Receipt will be printed (if Receipt was enabled).

```

      I D E A L P O S

      1/212 Curtin Ave West
      Eagle Farm QLD 4009
      Australia

      TAX INVOICE
      123-456-789-11

#000574-100 Jeremy 27-Oct-2021 16:47:13

* * *   O R D E R   6   * * *

- - - - E N T R E E - - - -
PASTA*                               $11.00
BEEF*                                $13.00
LAMB*                                $12.00
DUCK*                                $14.00

- - - - B E V E R A G E - - - -
COKE 250ML BTL*                       $3.50
DIET COKE 250ML BTL*                   $3.50
COKE ZERO 250ML BTL*                   $3.50
SPRITE 250ML BTL*                       $3.50

T O T A L                               $64.00
-----
GST Amount                             $5.82

C A S H                                 $ 6 4 . 0 0

FOOD TOTAL                             $50.00
BEVERAGE TOTAL                          $14.00
Other Categories TOTAL                    $0.00

*indicates taxable supply

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```

Beverage Items in the order will be printed to the Kitchen immediately.

```

      *   €   *

      4 : 4 7 p m      27-Oct-2021
      J e r e m y

-----

- - - - B E V E R A G E - - - -
1 x C O K E   2 5 0 M L   B T L
1 x D I E T   C O K E   2 5 0 M L   B T L
1 x C O K E   Z E R O   2 5 0 M L   B T L
1 x S P R I T E   2 5 0 M L   B T L

```

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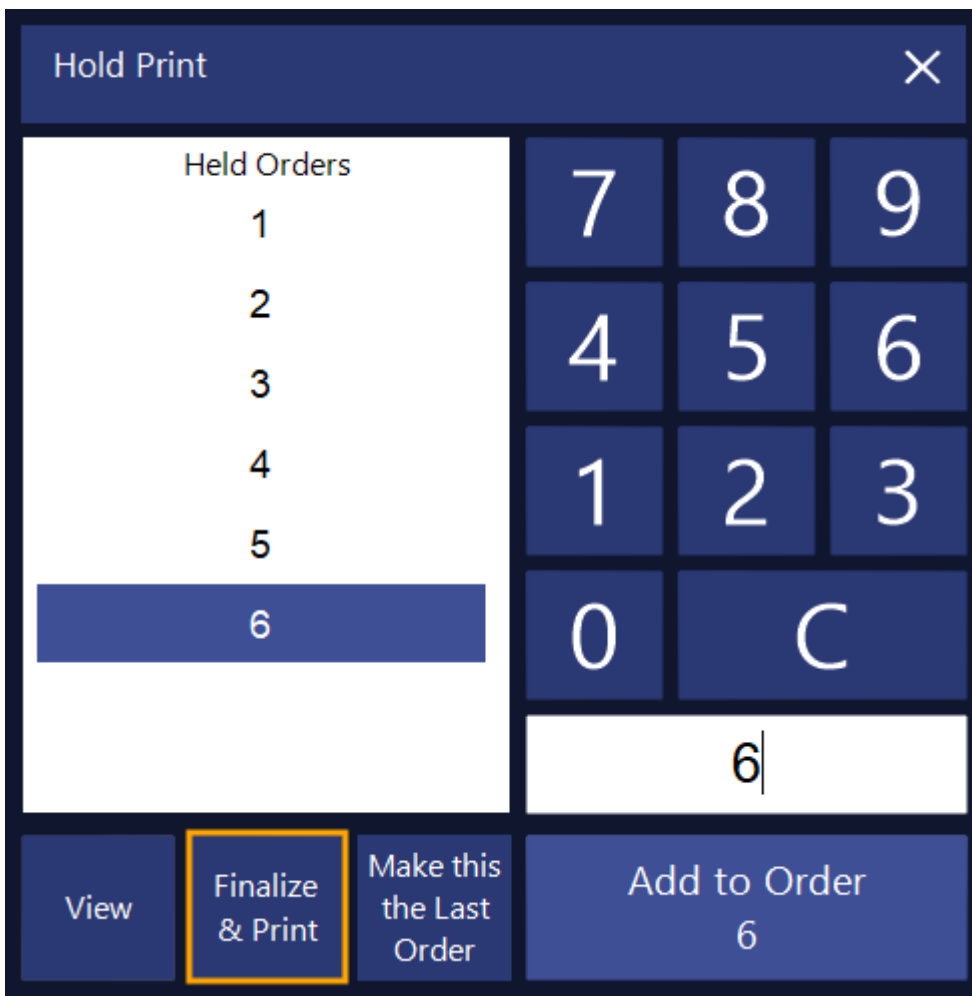
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The non-beverage items will remain in the held order.

To print the non-beverage items to the Kitchen, press the "Held Orders" button at the top of the POS Screen.



Select the Order Number from the list, then select "Finalise & Print" to send the remaining unprinted items to the Kitchen.



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The remaining unprinted items from the Held Order will now print to the Kitchen:

```
*   H E L D   O R D E R   6   *  
  
4 : 5 6 p m      27-Oct-2021  
J e r e m y  
-----  
  
- - - - E N T R E E - - - -  
1 x P A S T A  
1 x B E E F  
1 x L A M B  
1 x D U C K
```

Interfaces – eCommerce

IP-4453 – eCommerce Orders – Option for Kitchen Prints to be delayed until closer to Expected/Delivery time

This function adds the ability to delay Stock Items that have been ordered in an eCommerce Order from printing to the Kitchen Printer(s) until a specified number of minutes before the expected/delivery time.

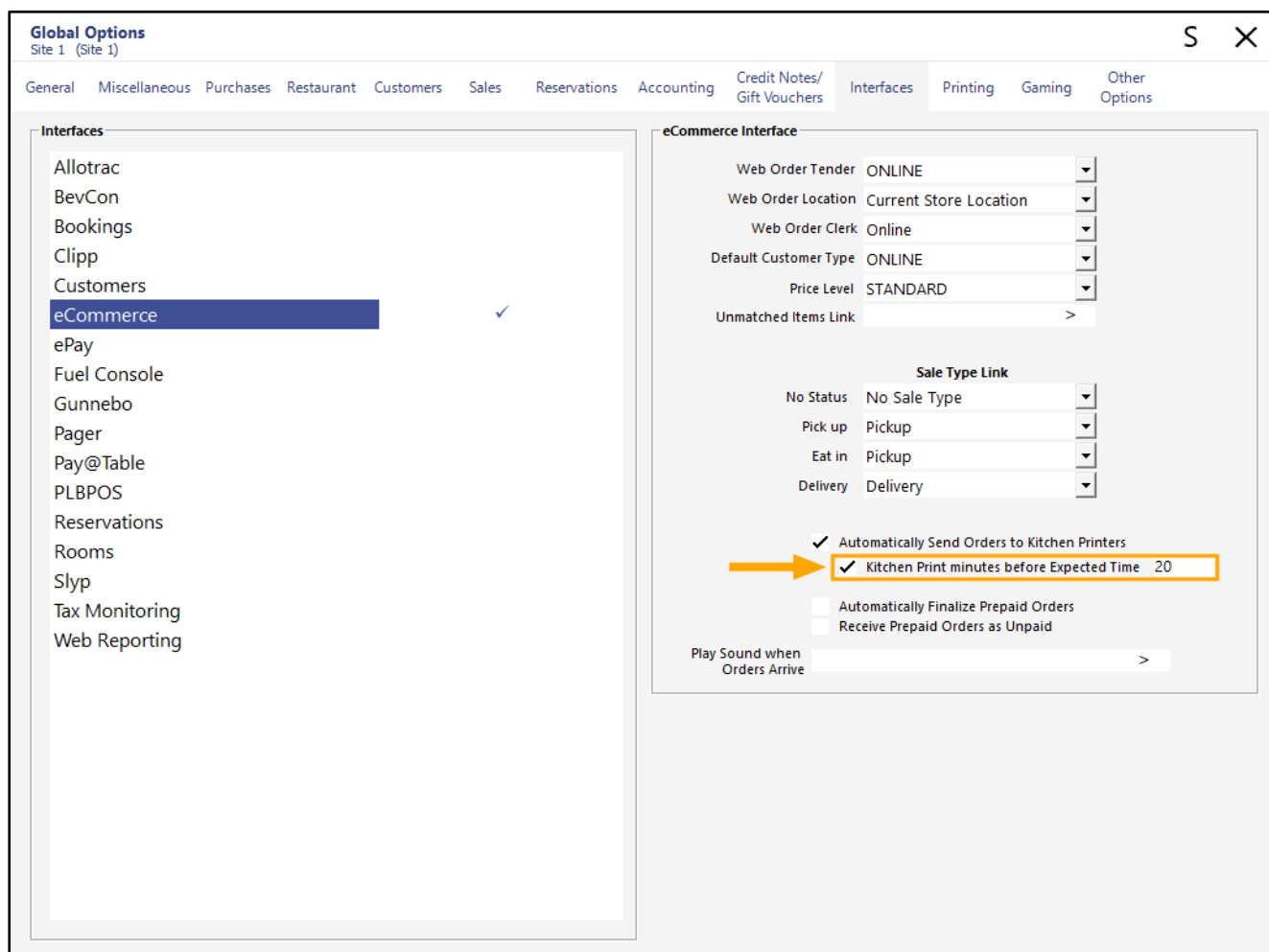
As there are numerous types of eCommerce integrations (Shopify, WooCommerce, etc.), the steps outlined below only cover the configuration of this setting and do not demonstrate the section in each commerce integration where the expected/delivery time is specified.

To configure this option in Idealpos, go to: Back Office > Setup > Global Options > Interfaces.

Select "eCommerce" from the list of Interfaces.

Ensure that Automatically Send Orders to Kitchen Printers is enabled.

Enable "Kitchen Print minutes before Expected Time" and enter the number of minutes before the expected/delivery time that you want eCommerce Orders containing Kitchen Items to be sent to the Kitchen Printer(s).



Close the window to save your change.

When Idealpos receives an eCommerce order that contains Kitchen Items, it will be printed to the Kitchen Printer(s) the number of minutes entered prior to the expected/delivery time.

Receipts

IP-4486 – NMI Compliance – Per Litre Stock Items on Receipts

This function adds the ability to display the Per Litre price on Receipts in the same way as per kg items are shown on a receipt. This is useful and required by NMI when selling liquids per litre.

In order to implement this function, we have leveraged the existing "Scale" checkbox in the Stock Item.

Prior to Idealpos 8 build 2, enabling the Scale checkbox on an item and entering ML or L into the Scale field would trigger Idealpos to try and weigh the item when it is added to the sale.

As liquids are sold per litre and not weight, this required a modification.

Enabling the Scale checkbox in a Stock Item and entering either L or ML in upper or lower case into the scale field will bypass the weighing of the item.

To configure this function, go to: Back Office > File > Stock Control > Stock Items > Select an item > Modify.

Enable the Scale checkbox and enter either L or ML in upper or lower case into the Scale field, leaving the Tare field as either blank or 0 as shown in the example below.

Once the change has been made, ensure that you press "Save" on the top-left corner of the window.

The screenshot shows the 'Stock Items' configuration window for 'OLIVE OIL'. The 'Advanced' tab is active. In the 'Other Options' section, the 'Scale' checkbox is checked, and the 'Scale' field contains 'L' and the 'Tare' field contains 'L'. An orange arrow points to the 'Scale' field. The 'Selling Prices (inc Tax)' table is also visible.

		Profit	
		%	\$
STANDARD	7.50	56.01	3.82
STAFF	0.00		
EXTRAS	0.00		
BOTTLESHOP	0.00		
Price 5	0.00		
Price 6	0.00		
Price 7	0.00		
Price 8	0.00		
Price 9	0.00		
Price 10	0.00		
Price 11	0.00		
OWNERS	0.00		

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Close the Stock Items windows, then open the POS Screen.

Add the item to a sale, entering the quantity (i.e. the number of Litres or Millilitres) that are being purchased.

This can be done by pressing the "X" button, entering the Quantity, then adding the item to the sale.

The Item will appear using the Price/L next to the description

28 Oct 17:27 Adult ID: 28-Oct-2003 POS 200 Jeremy STANDARD #502		
OLIVE OIL *M [\$7.50/L]	5.000	37.50
1x		\$37.50

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Tender the sale.

The Customer receipt will also display the price per litre as per the example below:

```

      I D E A L P O S

      1/212 Curtin Ave West
      Eagle Farm QLD 4009
      Australia

      TAX INVOICE
      123-456-789-11

#000503-200 Jeremy 28-Oct-2021 17:29:07

- - - F O O D - - -
OLIVE OIL*
  5.000 L @ $7.50/L *M          $37.50
-----
T O T A L                      $37.50
-----
GST Amount                     $3.41

C A S H                        $ 3 7 . 5 0

*M = Manual Weight Entry

FOOD TOTAL                     $37.50
BEVERAGE TOTAL                 $0.00
Other Categories TOTAL         $0.00

*indicates taxable supply

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```