

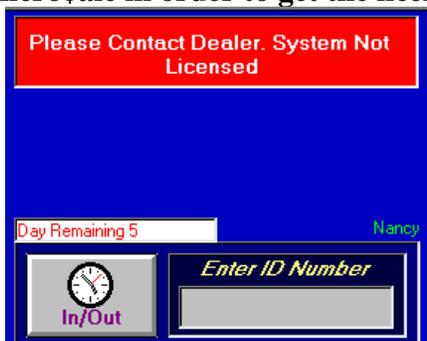
## 1.0 ID ENTRY SCREEN



The ID Entry Screen is the first screen you will see in Micro\$ale.

On this screen there is a ten digit number pad. To **access the program**, key in your ID number on the number pad and press OK (the default is 9137). If you are using a magnetic card, just swipe the ID card. (Setting up access numbers is discussed in the **Employee Maintenance** chapter of this manual.) To access the time clock, touch the *In/Out* button. The screen also shows site license information. There is a list of Daily Specials on the right side of the screen. (To add text to the Daily Specials screen go to the Manager's Menu/ Messages Menu). If you press Daily Specials it will print on the receipt printer. This is helpful for servers to bring with them to the table and tell the customers the specials without having to memorize them.

If license information is no longer valid due to losing a key, or changing the number of users, this information will appear on the screen, as shown below in the picture. You have 7 days to license or the system will go into demo mode. Each day it is not licensed it will show the remaining days left. On the 8<sup>th</sup> day, all menu items will ring up a \$1.00. It is now in demo mode. **You must call Micro\$ale in order to get the license back**



At the bottom of the ID entry screen is the copyright for Micro\$ale, the version and serial number.

### 1.1 Daily Specials:

- Daily Specials or other messages for employees can be set to appear on the ID Screen.

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### Manager Menu – Messages Menu – Daily Special



*ID Screen*

Touch the words “Daily Specials” at the top of this “chalk board” on the ID Screen to print the information displayed in the box.

Different messages can be programmed for each day of the week, and the displayed message will change at midnight. If no message is available for a specific day, the default message will be displayed.

## 1.2 Receipt Message:

**Receipt Message**

**Line #1**  
Ask About Our Lunch Club Card

**Line #2**  
|

**Line #3**  
Thanks For Visiting With Us

**Line #4**  
See You Again Soon!

Day of Week

Each line can have as many as 33 letters and numbers

**Delete** **Save** **Exit**

*Manager Menu – Messages Menu – Receipt Message*

Customer Receipts can print up to 4 lines of information on the bottom of the guest checks. Different messages can be programmed for each day of the week, and the message that prints will change at midnight. If no message is programmed for a specific day, the default message will print. Leave all lines blank to disable the printed message.