

# iCAFE - Manage Specials

## Introduction

iPOS is designed as an Enterprise system. This implies that the same version iPOS will be used in many different locations throughout an Enterprise (franchise, corporation, business) and will be centrally maintained to allow for the different locations to consolidate reporting. Local conditions do exist in many Enterprises and iPOS has methods handling these conditions.

One of those local conditions is the need to change the daily specials. Most systems just have a Daily Specials button and the staff have to remember the price, in the kitchen it would just print daily special and the chef would have to remember what the daily special was. If you have multiple specials then things can get a bit trickier.

iPOS on the other hand has this neat feature which allows you to change the name of the product and set a price quickly and easily.

## Procedure - To Set A Special

LOGIN to the system using your LOGIN and PASSWORD  
Select Products Local from the Administration Menu

Select the department from the list the product belongs to (top right of the screen) Find the product in the list.

In each department a number of Local Specials have been set up. If iPOS sees a local special it will change the display so you can change its name and price. This feature does not work on all products only those which have been designated as local specials.

Change the Name to the name of the special  
Change the Price

*To remove the special just delete the contents of the name and the price fields, the system will then return to the default name.*

Repeat for any other products in this department  
Click Save (top right corner, picture of a disk)  
*Don't select a new department until you have clicked Save or the changes will be lost.*

When you have completed all of the changes you want to make you need to complete this final step before the changes are shown on the FASTBAR screen.

Select Menu (top left corner)  
Select Build POS Screens from the Configuration Menu  
The system will now calculate all of the changes made into a picture of the Point of Sale system. When the system returns to the Main Menu then you can start Point of Sale system and check the results.

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