

**TOSHIBA**

# PC Workstation

## Owner's Manual

Document No. OM-PCWS

Original: November, 2008

**TOSHIBA TEC AMERICA**

# Table of Contents

---

Chapter 1 – Reports .....	1-1
1.1 Reports Introduction.....	1-1
1.1.1 Reporting Functions .....	1-1
1.1.2 Report Viewer Functions .....	1-3
1.2 Available Reports .....	1-4
1.2.1 Employee Reports .....	1-5
1.2.2 Exports Reports .....	1-8
1.2.3 Graphs .....	1-10
1.2.4 Inventory Reports .....	1-11
1.2.5 Labor Reports .....	1-12
1.2.6 Listing Reports.....	1-13
1.2.7 Revenue Center Reports .....	1-17
1.2.8 System Reports.....	1-18
1.2.9 Terminal Reports .....	1-22
Chapter 2 – Inventory .....	2-1
2.1 Inventory Introduction.....	2-1
2.1.1 Required Programming .....	2-2
2.2 Inventory.....	2-3
2.2.1 Inventory Category Setup .....	2-3
2.2.2 Inventory Setup .....	2-4
2.2.3 Recipe Setup .....	2-7
2.3 Managing the Inventory System.....	2-10
2.3.1 Entering Initial Stock Quantities .....	2-10
2.3.2 Inventory Receiving .....	2-11
2.3.3 Inventory Returns .....	2-12
2.3.4 Inventory Waste .....	2-13
2.3.5 Inventory Ending .....	2-14
2.3.6 Inventory Count Sheets Procedure .....	2-14
2.3.7 Inventory Ending Procedure .....	2-14
2.3.7 Inventory Ending Procedure .....	2-15
2.4 Sample Inventory Reports .....	2-15
2.4.1 Daily Inventory Status .....	2-15
2.4.2 Daily Inventory Totals .....	2-16
2.4.3 Department, Major Group and Menu Item Food Cost.....	2-18
Chapter 3 – Labor .....	3-1
3.1 Labor Introduction.....	3-1
3.2 System Setup .....	3-1
3.2.1 Job Code Setup .....	3-1
3.2.2 Employee Setup .....	3-1
3.2.3 Labor Restriction Setup.....	3-1
3.2.4 System Settings Setup .....	3-1
3.3 Daily Procedures .....	3-2
3.3.1 Clock In/Out .....	3-2
3.3.2 Editing Punch Times and Totals.....	3-3
3.3.3 Review Open Check Report .....	3-9
3.3.4 Review Employee Clock In Report .....	3-9

# Table of Contents

---

3.4 Editing Labor Schedules.....	3-10
3.4.1 <i>Edit Labor Schedules Screen Overview</i> .....	3-10
3.4.2 <i>Scheduling Procedures</i> .....	3-11
3.5 Labor Z – Closing the Time Clock.....	3-12
3.5.1 <i>Daily System Labor Z</i> .....	3-13
3.5.2 <i>Weekly System Labor Z</i> .....	3-14
3.5.3 <i>Period to Date System Labor Z</i> .....	3-15
3.6 Example Payroll Procedures.....	3-16
3.6.1 <i>Weekly Payroll</i> .....	3-16
3.6.2 <i>Bi-Weekly Payroll (Two Week Pay Period)</i> .....	3-17
3.6.3 <i>Semi-Monthly Payroll (Two Pay Periods per Month)</i> .....	3-18
3.6.4 <i>Semi-Monthly Payroll (Without Daily Overtime)</i> .....	3-19
3.7 Sample Labor Reports .....	3-20
3.7.1 <i>Daily Job Code Labor Report</i> .....	3-20
3.7.2 <i>Daily Staffing Chart</i> .....	3-20
3.7.3 <i>Employee Pay Report</i> .....	3-21
3.7.4 <i>Employee Schedules</i> .....	3-21
3.7.5 <i>Employee Time Card</i> .....	3-22
3.7.6 <i>Employee Tip Report</i> .....	3-22
3.7.7 <i>Labor Analysis</i> .....	3-23
3.7.8 <i>Labor Budget Analysis</i> .....	3-23
Chapter 4 – POS Config.....	4-1
4.1 Introduction .....	4-1
4.2 Menu Item Setup .....	4-2
4.2.1 <i>Menu Item Setup – Menu Tab</i> .....	4-2
4.2.2 <i>Menu Item Setup – Recipe Link</i> .....	4-7
4.2.3 <i>Menu Item Setup – Modifier</i> .....	4-8
4.2.4 <i>Menu Item Setup – Flags Tab</i> .....	4-10
4.2.5 <i>Menu Item Setup – Forced Displays</i> .....	4-15
4.2.6 <i>Menu Item Setup – Promos</i> .....	4-16
4.3 Discount Setup.....	4-19
4.4 Tax Setup.....	4-23
4.5 Employee Setup.....	4-27
4.6 Job Code Setup.....	4-30
4.7 Order Type Setup .....	4-34
4.7.1 <i>Order Type Setup – Print tab</i> .....	4-35
4.7.2 <i>Order Type Setup – Tax tab</i> .....	4-40
4.7.3 <i>Order Type Setup – Options tab</i> .....	4-41
4.7.4 <i>Order Type Setup – Efficiency tab</i> .....	4-45
4.8 Media Setup.....	4-46
4.9 Terminal Setup .....	4-52
4.9.2 <i>Terminal Setup – Options tab</i> .....	4-55
4.9.3 <i>Terminal Setup – Printers tab</i> .....	4-58
4.10 Rev Center Setup.....	4-61
4.11 Department Setup .....	4-62
4.12 Meal Period Setup .....	4-65
4.13 Tare Setup.....	4-66
4.14 Color Setup.....	4-67

# Table of Contents

---

4.15 System Setup .....	4-69
4.15.1 System Setup – Main Menu Tab .....	4-69
4.15.2 System Setup – Options Tab .....	4-73
4.15.3 System Setup – Gratuity Tab .....	4-76
4.15.4 System Setup – Check Tab .....	4-78
4.15.5 System Setup – Error Tab .....	4-83
4.15.6 System Setup – Labor Tab .....	4-84
4.15.7 System Setup – Network Tab .....	4-86
4.15.8 System Setup – Report / Options 2 Tab .....	4-88
4.15.9 System Setup – Training Mode Tab .....	4-89
4.15.10 System Setup – Regional Settings Tab .....	4-91
4.15.11 System Setup – Screen Config Tab .....	4-94
4.15.12 System Setup – Access Control Tab .....	4-95
4.16 Screen Designer .....	4-95
4.16.1 Screen Configuration .....	4-96
4.16.2 Button Configuration .....	4-97
4.16.3 On Screen Guest Check Setup .....	4-105
4.17 Appearance Setup .....	4-106
4.17.1 Appearance Setup – Table Status Tab .....	4-106
4.17.2 Appearance Setup – Edit Tab .....	4-108
4.17.3 Appearance Setup – Message Window Style Tab .....	4-110
4.17.4 Appearance Setup – Error Tab .....	4-111
4.17.5 Appearance Setup – Dialog Tab .....	4-112
4.17.6 Appearance Setup – Button Config Tab .....	4-113
4.17.7 Appearance Setup – Report Font Tab .....	4-114
4.17.8 Appearance Setup – Menu Button Style Tab .....	4-115
4.18 Major Group Setup .....	4-116
4.19 Printer Type Setup .....	4-117
4.20 System Printer Setup .....	4-119
4.21 Charge Account Setup .....	4-121
4.22 FTP Site Setup .....	4-122
4.23 Function Setup .....	4-123
4.23.1 Function Table List .....	4-125
4.24 Macro Setup .....	4-128
4.25 Report Setup .....	4-129
4.26 Schedule Setup .....	4-131
4.27 String Setup .....	4-133
4.28 Card Scheme Setup .....	4-134
4.29 Export Setup .....	4-136
4.30 Rounding Setup .....	4-138
4.31 Labor Restriction Setup .....	4-139
Chapter 5 – Utilities .....	5-1
5.1 Introduction .....	5-1
5.2 Check Viewer .....	5-1
5.3 Limited Quantity .....	5-2
5.4 Deposit .....	5-3
5.5 Backup and Restore Program .....	5-3
5.6 Clear Totals and Clear PCWS History .....	5-3

# Table of Contents

---

5.7 Z Reports .....	5-4
5.8 Logout.....	5-4

This is a “Table of Contents preview” for quality assurance

The full manual can be purchased from our store:

[https://the-checkout-tech.com/manuals/TEC/PC Workstation software owners manual.htm](https://the-checkout-tech.com/manuals/TEC/PC%20Workstation%20software%20owners%20manual.htm)

And our free Online Keysheet maker:

<https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/>

[HTTPS://THE-CHECKOUT-TECH.COM](https://THE-CHECKOUT-TECH.COM)