



I. Installation Guide for **Aloha** Point of Sale Systems



Prerequisites:

Aloha Interface Terminal Licensing (**If not Licensed and Programmed FOH will be in constant loop**)

Aloha Transaction Gateway software Installed

POS Version 15.1 or Higher

.net 4.6.2 or higher

Windows 7 POS Ready 2009 or Higher

Firewall Whitelisting:

208.83.78.41 (www.vigilix.net)

208.83.78.43 (agent.vigilix.net)

208.87.85.52 (download.vigilix.net)

208.87.85.53 (initialdownload.vigilix.net)

208.83.78.45 (rc.vigilix.net) SC Gateway - Primary

208.83.78.46 (rc2.vigilix.net) SC Gateway

52.165.31.120 (rcia.vigilix.net) Iowa Gateway

52.88.11.253 (rcor.vigilix.net) Oregon Gateway

18.211.25.51 (rcva.vigilix.net) Virginia Gateway

xupdatesprod.blob.core.windows.net

citycheers.blob.core.windows.net

x-portal.citycheers.com

x-uapi.citycheers.com

cloud-brain-prod.azurewebsites.net

signalr.net



Step 1: Configure the POS

In Aloha Manager:

1. Configure Interface Server & Terminal:

A. Open Aloha Manager. Login with user that has programming permissions

B. Go to Maintenance > Hardware > Terminal

1. Add new terminal

- i. Terminal Number: 980
- ii. Name ExpressCheckSVR
- iii. Model: Clone
- iv. Function: Interface Server
- v. Revenue Center: Restaurant
- vi. Click Save

Identification	
Number	980
Name	ExpressCheckNew
Applications	
POS	
Settings	
Model	Clone
Function	Interface server
Printers	
Default printer	None
Voucher printer	None
Label printer	None
Screens	
Table Service screen	None
Other	
Revenue center	Dining
EDC info	
Kitchen terminal routing method	Default

2. Add a second new terminal

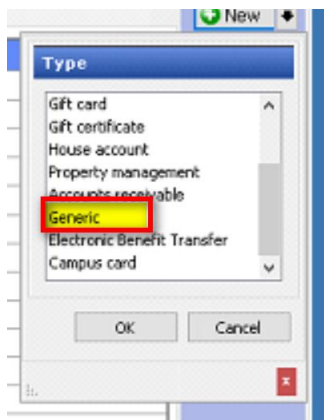
- i. Terminal Number: 981
- ii. Name: EC InterfaceTrm
- iii. Model: Clone
- iv. Function: Interface terminal
- v. Enable: Allow Order Entry (only 15.1)
- vi. Interface Host: ExpressCheckSVR
- vii. Revenue Center: Restaurant
- viii. Click Save & Close

Terminal Readers Output Devices	
Identification	
Number	901
Name	EC Interfaceview
Applications	
POS	☒
Settings	
Model	Clone
Function	Interface terminal
Allow order entry	☒
Interface host	ExpressCheckNew

2. Configure Tender:

A. Go to Maintenance > Payments > Tenders

1. Create a new Generic Tender



- i. Name it ExpressChk (**User Exact due to Character limit**)
 - ii. Set ID above any existing Tenders ie: 50 (**Make note of Tender ID for EC Settings**)
 - iii. Default Amount Behavior: Ask for amount
 - iv. Set to active
 - v. Close check upon payment
 - vi. Enable Allow tips
 - vii. Maximum tip 100%
2. Click Save & Close

3. Configure Comp:

A. Go to Maintenance > Payments > Comps

1. Create new Comp

- i. Set ID to 101 (**Make Note of ID for Skynet EC Settings**)
- ii. Name it ExpressReward
- iii. Enable: Active
- iv. Check Name: ExpressReward



v. Method: Prompt for Amount

Comp Taxes Restrictions Eligibility

Settings	
Number	101
Name	EC Reward
Type	Regular
Active	☒
Check name	ExpressReward
Method	Prompt for amount
Maximum amount	0.00
Allow before items ordered	☐
First available button position	☐
Button position	None
Report as	Default
Print check on close	☐

3. Restriction Tab

- Enable all Promotion Restrictions
- Enable all Comp Restrictions
- Set Maximum for Per Check and Per Table to 99

Comp Taxes **Restrictions** Eligibility

Promotion restrictions	
Allow with existing promotions on check	☒
Allow with existing promotions on table	☒
Allow subsequent promotions on check	☒
Allow subsequent promotions on table	☒
Comp restrictions	
Allow with existing comps on check	☒
Allow with existing comps on table	☒
Allow subsequent comps on check	☒
Allow subsequent comps on table	☒
Maximum	
Per check	99
Per table	99

- Click Save & Close

4. Configure the EC Fee menu item And Category:

A. Go to Maintenance > Menu > Categories

1. New > Sales

New

Type
General
Sales
Retail

OK Cancel

- Set Number to 900 or highest number available
- Name: CityCheers ExprssChk
- Description: CityCheers ExprssChk
- Enable: Exclude from Tippable Sales



v. Enable: Exclude from Tip Share

vi. Max Per Check: 999

2. Click Save & Close

Settings	
Number	900
Name	CityCheers ExprssChk
Description	CityCheers ExprssChk
Type	Sales
Suggestive	☐
PMS sales category	0
Accounts receivable sales category	None (0)
Exclude from tippable sales	☒
Exclude from tip share	☒
Maximum per check	999

B. Go to Maintenance > Menu > Items

1. New Item

- Set Item ID to 900001 outside of the range of any other Items
- Name: ExprRwrdFee
- Chit Name: ExprRwrdFee
- Long Name: ExprRwrdFee
- Sales/Retail Category: CityCheers ExprssChk
- Enable: Ask for description

Item	Modifier	Pricing	General Settings	Print	Dynamic Modifiers	SKU Numbers
Settings						
Number			900001			
Type			Standard			
Short name			ExprRwrdFee			
Chit name			ExprRwrdFee			
Chit name alternate						
Long name			ExprRwrdFee			
Long name alternate						
Button image			None			
Control name						
Ask for description						☒
Export ID			0			
Assignments						
Tax group			None			
Concept			None			
Sales/retail category			CityCheers ExprssChk			
Auto menu						
Priority			1 Highest			

- Select Pricing Tab
- Set Pricing Method: Ask for Price
- Maximum Price: 1.00
- Select General Settings Tab
- Enable: Revenue Item
- Click Save

2. Copy Item from step above

- Copy Item to 900002 name it EC Name
- Update Chit Name and Long Name to EC Name
- Select Pricing Tab



- iv. Make sure set to Ask for Price
- v. Set Maximum Price: 0.00

3. Click Save & Close

C. Go to Maintenance > System Settings > Integrations

1. If nothing displays Select New

- i. Interface Server Terminal: EC Server (Interface Server programmed)
- ii. Interface Terminal: EC Intrfc Trm (Interface Terminal programmed)
- iii. Enable Start the POS if not already running
- iv. Enable Force Start of POS even if instance found

2. If Dual NIC Select Add

- i. Fill out Computer Name
- ii. Place IP Address of POS Network for Aloha Server

3. Click Save & Close

Settings		
Polling time in seconds	35	
Interface server terminal	EC Srvr	
Interface terminal	EC Intrfc Trm	
Type of operation	Table Service	
Additional POS Parameters		
Start the POS if not already running		☒
Force start of POS even if instance found		☒
Print intercept timeout (in seconds)	5	
Maximum debut file size (in MB)	2	
Service username	LocalSystem	

Machines with dual NICs	
Machine name	IP address
CC-DEV-WOPR	192.168.1.200

D. Go to Maintenance > Labor > Jobcodes

1. New Job Code

- i. Set ID Number
- ii. Name: Interface
- iii. Description: EC Interface
- iv. Enable: Shift required to clock in/out
- v. Enable: Exclude from Labor Scheduling



Jobcodes

Jobcode: 1776 Interface

Jobcode Order Entry Financial

Identification	
Number	1776
Name	Interface
Description	EC Interface
POS icon	None
Job Group	None
Job Group for tip share	None
Training mode (unpaid)	☐

Time and Attendance	
Shift required to clock in/out	☒
Exclude from Labor Scheduling	☒
Export code	
Suppress the shift time out on printed schedule on FOH	☐
Enable prompt for punch and tip adjustment acknowledgement at clock in	☐
Enable prompt for sales and tip distribution adjustment acknowledgement at clock in	☐

2. Order Entry Tab

- Enable: Order Entry
- Enable: Order Taker
- Check Type: Tabs
- Enable: Can get checks from other employees
- Enable: Automatically return checks to original owner

3. Click Save & Close

Jobcodes

Jobcode: 1776 Interface

Jobcode Order Entry Financial

Order entry	
Order entry	☒
Interface	☐
Bartender	☐
Cashier	☐
Order taker	☒
Check type	tabs
Require tab name	☐
Pivot seating	☐
Can get checks from other employees	☒
Automatically return checks to original owner	☒
Go directly to get check, followed by close screen	☐
Automatically exit on close check	☐

E. Go to Maintenance > Labor > Employees

1. New

- POS Employee Number: Set Number
- SSN: 000000000
- Last Name: Check
- First Name: Express
- Nick Name: ExpressCheck

2. Job Code Tab

- Add Job Code: Interface
- Access Level: Manager

3. Click Save & Close

F. Go to Maintenance > System Settings > Table Definition

1. New



- i. Number: 900
- ii. Description: ExpressCheck
- iii. Alternate Name: 900
- iv. Save
- v. Repeat for how many Terminals venue has 900 to 9XX Save & Close

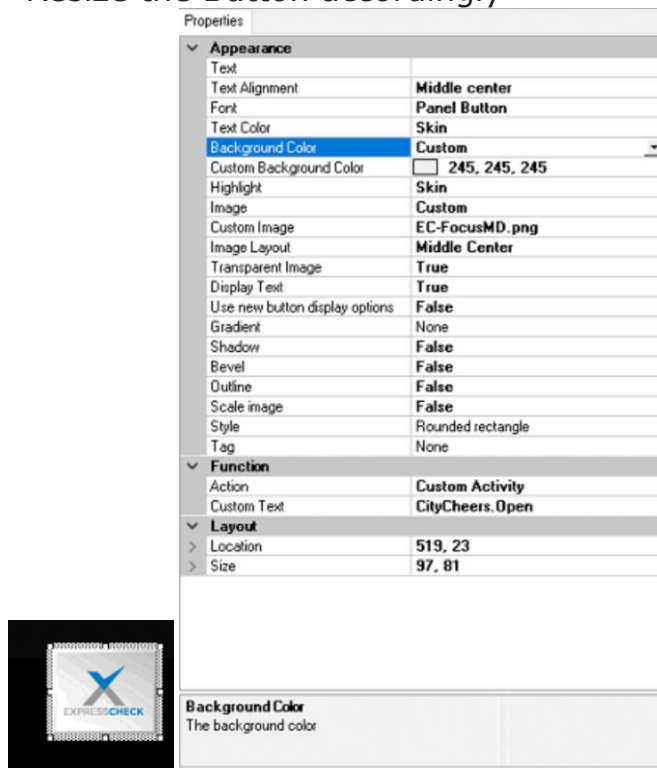
G. Go to Maintenance > Screen Designer > Table Service Screen Designer

1. Select Work With Panels

- i. Got To Panel > Open Panel
- ii. Locate Floor Plan
- iii. Create New Button and Move into open area
- iv. Go down to Function and Choose Custom Activity
- v. Set Custom Text: CityCheers.Open
- vi. Text: Clear text from field
- vii. Background Color: Custom

- 1. Set the Color to Black or a color that the png file will be easy to be displayed

viii. Resize the Button accordingly



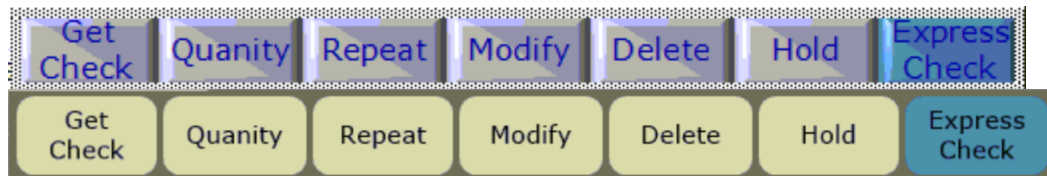
- ix. Go to Panel > Save Panel then Close Panel

2. Goto Panel > Open Panel

- i. Locate Order Entry Panel
- ii. Resize buttons to fit additional button to screen or create new panel
 - 1. If new panel goto Panel > New Panel Grid
 - 2. Set Columns = 8

X EXPRESSCHECK

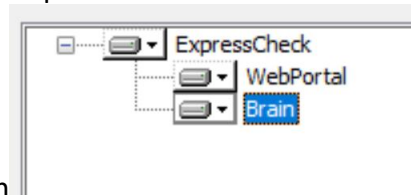
3. Rows = 1
4. Number of Buttons = 8
5. Reszie Grid to fit bar
6. Right Click on Grid > Fill Grid with Buttons
7. Add all buttons that were on the POS screen
8. Add button Custom Activity
 - a. Custom Text: CityCheers.OpenCurrentCheck
 - b. Text: Express\nCheck
 - c. Set background color to Custom
 - d. Choose Custom Color



- e. Save All Panels

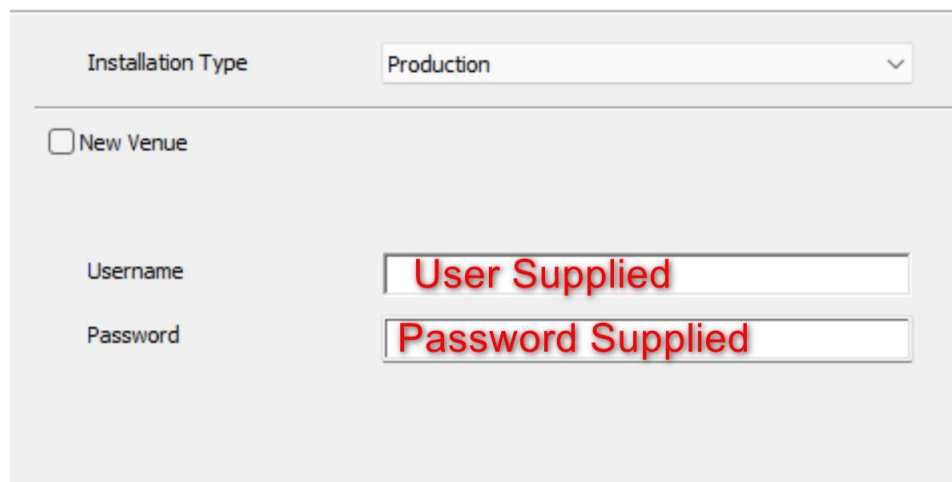
STEP 2: Installing ExpressCheck & CityCheers Plugin for Aloha

- 1) Install Aloha.CityCheersSetup.msi On Aloha File Server
 - a) Confirm C:\BootDrv\Aloha\EXTDATA\CityCheers is there and files are within the folder
- 2) If Closed Refresh Data for everything to be pushed for current day
 - a) Go to Utilities > POS > Refresh POS Data
 - i) Automatically Restart POS Terminals
 - ii) Terminals will Sync with Ral and register the plugin on both the FOH and BOH
- 3) Install ExpressCheck.exe
 - a) Download ExpressCheck Installer [ExpressCheck.exe](#)
 - b) If windows 10 run as Administrator
 - i) On Aloha File Server Expand ExpressCheck



- ii) Choose Workstation & Brain
 - iii) Click Next
 - II. Enter User Name and Password Supplied by CityCheers Team

X EXPRESSCHECK



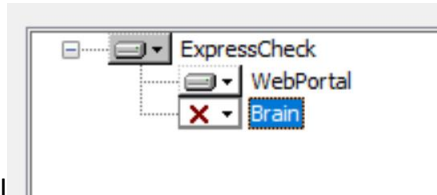
Installation Type: Production

☐ New Venue

Username: User Supplied

Password: Password Supplied

- iv) Follow the Prompts until Completion of Install
 - v) Portal will Launch go ahead and use the same User Name and Password Supplied to login the portal.
- c) On Terminals Use Administrator Account and run as admin



- i) Install Only WebPortal
- ii) Enter User Name and Password
- iii) Follow the prompts until Completion of Install
- iv) Portal will Launch again and use the same User Name and Password for Portal Login