

# Kitchen Display System Guide



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# **General Settings Tab**

General settings that affect the entire site.

To access the General Settings tab tap the arrows To access the General Settings tab tap the arrows

three dots <sup>\*</sup> next to the username and tap setup.

### **Time Based Alerts**

This section will control the alerts for each course. There are multiple levels of alerts set up that the user can turn on or off through the Station Display or the Expediter View.

### **Primary & Secondary Alerts**

Designated by the clock icon and will turn red after the specified amount of time.



### Served Alerts

Designated as a coffee cup icon with an arrow to indicate part of the ticket has been bumped by the Expediter. Once the Primary amount of time has passed, the icon will turn red and start to flash.

21 106 50	13 05 \$0	ð 21 🔯 18 🛒 6	13 🔯 18 🛒 6 🔥
3• Appetizers Sara Litk	e 3. Other Sara Lit	tke 3• Appetizers Sara Litke	3• Other Sara Litke
Potato Skins	1 Sweet Potato Fries	Potato Skins	Sweet Potato Fries
Fried Goat Cheese Bites	2 Potato Skins	1 Fried Goat Cheese Ertes	Potato Skins
Caesar Salad	2 Chicken Romana	2 Caesar Salad	2 Chicken Romana
	Burger Combo	3	3 Burger Combo





### **Display Settings**

Display Settings	
Special tags Urgent tags Rush!	Ŧ
Exclude by time Exclude fired courses (in minutes) 60	
Exclude served courses (in minutes) 8	
Status colors (BG Header)	
PENDING FIRED & FIRED AFTER NOTIFIED & READY PREPARED & SERVED	
Order type colors (BG Content)	
SEATED TAKE AWAY	
Expediter Tickets	
Min Width O	150px
Font Size	100%

### Special Tags

Designating a tag as "urgent" will pull any Item, course, order, or guest with the specified tag to the front of the Expediter screen and will cause the icon to turn red and flash.

		Expediter	(I)	:	= 🕲 🗞		COURSE TYPE ~ OR	DER TYPE 🗸 SOURCE	✓ SERVERS ✓	
Display Settings		Q Find items			001			000		च
Special tags		Priority 👻	til V	,	1. Mains	© 0	() Jess Server	bUU 2• Mains	© 14	Sara Litke
Rush!	v	Mains 1 Steak Sar	ndwich			Rush!	1	Steak San	dwich	1
Exclude by time Exclude fired courses (in mi 60	Exclude served courses (in 15	1 Whole Bra 1 Dover Sol	anzino le Filet		Dover Sole	Filet		Whole Bra	nzino	2



### Exclude By Time

Determines how long a ticket stays on the screen and available for reference.

- Exclude fired courses
  - Determines how long a ticket stays on the Expediter screen without being updated to 'served' status
- Exclude served courses
  - Determines how long a ticket is available when filtering, recalling, or looking at Served tickets

Status colors (BG Header)							
		FIRED AFTER NO	TIFIED				
READY	PREPARED	SERVED					
Order type	Order type colors (BG Content)						
SEATED	TAKE AWAY	DELIVERY					
Expediter	Expediter Tickets						
Min Width 🔾	)		150px				
Font Size	•		100%				

### Status Colors

Assigns colors based upon actions and status of an Item and tickets. This changes only the header color of the ticket.

### **Order Type Colors**

Assigns colors based upon service type (seated, takeaway, delivery). This changes the color of the body of the ticket.

### **Expediter Tickets**

Controls the font size and the width of the tickets. This can be adjusted for each station.



### Expediter

Controls the primary functions of the Expediter screen.

Expediter
Generate ticket method
Course / Time
Group ticket method
Don't group
Enable immediate items display
Track ready status
Manage urgent on items
Sour Cream × Search for items
Exclude items by course
Other *
Track served on item

### Generate Ticket Method

Determines how the user sees the tickets.

- Course
  - If multiple courses are ordered at the same time, each course will be displayed as a separate ticket





### • Course/Time: recommended as best practice

 If multiple courses are ordered at the same time, all Items will be displayed on one ticket

Expediter (?) :	E 🛛 🏷 🗸 COURSE TYPE 🗸 ORDER TYPE 🤟
Q Find items	13 0 4 Appetizers Sara Lilke
Priority 🔹 🏌	1 Burger Combo
Appetizers	Cheeseburger 1 Medium
1 Caesar Salad	1 Baked Potato
1 Potato Skins	Potato Skins
Mains	Caesar Salad
1 Burger Combo	
1 Cheeseburger	
1 Baked Potato	

- Offer
  - Currently not supported



### Group Ticket Method

Determines how the user sees the tickets.

- Group by stage
  - All courses within an order that were sent to the kitchen at the same time will be grouped under one ticket



- Group by table
  - Groups all tickets by table regardless of course or fire time





### Enable immediate Items display

Quick service feature relevant for PAD Over the Counter orders only.

The Parameter **Settings** > **Site Parameters**> **OTC** - **Update KDS with Items Dragged into the Order** must be set to **True**. When enabled, any action performed on the order screen will be reflected immediately in KDS before the Item is fired. Until the Items are fired from the PAD, all actions on that ticket are blocked on the Expediter screen.

### Track Ready Status

This is relevant for restaurants that work with 2 expediter stations – internal and external. It allows a 2-step bump before serving Items.

### Manage urgent on Items

Designating an item as "urgent" will pull the item to the front of the Expediter screen and will cause the icon to turn red and flash.



### Exclude Items by Course

Determine what Courses should not be seen by the Expediter

• Best practice is to hide Beverages and Other



### **Kitchen Stations**

Managed preparing status on Items

Allows the Kitchen Display user to let the Expediter know that an Item is being worked on. Also affects the All Day counter to indicate the number working compared to the number that still need to be made.

Grill - Ticket View	■ 図 ORDER TYPE ~ SOURCE ~ SERVERS ~
Q Find items	21 0 7 0 3. Sara Litke
Priority 👻 🎦	1 Sweet Potato Fries
Appetizers          0       Caesar Salad         1       Sweet Potato Fries         1       Toasted Ravioli	Toasted Ravioli Caesar Salad

Grill - Line Station	:	= 🕻	I 🚺 🗸 ORDE	R TYPE - SOURCE - SERVERS -	FIND ORDER	C ₩ :
Q Find items		Ø	Item Name	Modifiers		#
Priority	t≞.	00:06	Sweet Potato Fries			Table: 21 Sara Litke
0 Caesar Salad	0	00:06	Toasted Ravioli			Table: 21 Sara Litke
1 Toasted Ravioli		00:06	Caesar Salad		IJŕ	Table: 21 Sara Litke

### Ready for pickup message

Configure message that will be sent to the customer from the Kitchen Station.



### Tags Mapping

Controls the different colors of tags, the color selected will show both on the Expediter and Kitchen Screens.

Tags Mapping
Item
DO NOT MAKE
Course
@RUSH!



# **Profiles**

A Profile is a pre-set configuration of a KDS station. For a step by step guide to set up a Profile please reference the KDS Profile Set-Up Guide.



## **Expediter**

Expediter		:
Profile name *		
Expediter		
Presentation		
Presentation Item display method	Item Grouping Method	

### Presentation

### Item Display Method

This setting determines whether the Item Name or the Item Name for Printing is looked at or in which Order the name appears.

- Item Name
  - o Only shows the Item Name
- Kitchen Name
  - Only shows the Item Name for Printing
    - If there is nothing filled out, it will display Item Name
- Item then Kitchen
  - o Shows the Item Name and then the Kitchen Name for Printing
- Kitchen then Item: recommended as best practice
  - Shows the Kitchen Name for Printing and then the Item Name

Edit Item - Caesar Salad	×
Item Name	Catalog
Caesar Salad	Food / Appetizers / Salads 🔹
General Routing Decisions Modifiers Offers	Image Tags
Item Code	Inventory
12	Available
Short Name	
Caesar Salad 12 / 12	
Default Course	Taxes
Appetizers 🗸	No Tax
Quantity Type [Units]	Tay Bula
Each 🗸	Sales Tax V
Quantity Package Unit Of Measure	General Properties
1 Unit ~	Ic Manu
Item Name For Printing	13 MCIM
Caesar	Is Modifier
·	Сору Заче



### Item Grouping Method

Controls how multiples of the same Item appear on the expediter ticket.

- Don't Group
  - o Every Item ordered will appear individually on the ticket



### Identical Items

• Items that are identical will be aggregated on the check, except for Items with different modifications (ex: 2 burgers with American cheese, one with Provolone)





### • Unmodified Items: recommended as best practice

• Will only aggregate Items that are exactly the same and unmodified

Expediter (?) :	E COURSE TYPE ~ ORDER TYPE ~ SOURCE ~ SERVERS ~
Q Find items	23 to 2 1 · Appetizers Sara Litke 3 · Appetizers Sara Litke
Priority - 12 V	Tuna Tartare 2 Tuna Tartare
Appetizers 4 Tuna Tartare	Tuna Tartare 1 without Jalapeno

### Show diner NO

Determines if seat numbers are visible.

### Group Combo Items

Shows Combo Items in a group.





### Split Modifiers

Determines how modifiers are shown.



### Show Modifiers Determines if modifiers are visible.

### Show Combo Name

Determines if Combo name is shown.



### Headers Only

Collapses all Items ordered and only shows the header of the ticket.

### Max tickets count

Determine max amount of tickets shown on the screen. This can also be configured from within the Profile.



### **Ticket Options**

Can determine which of the ticket options will be available (from the header).



### **Open Course Dialog**

Opens window that shows all Courses from a single Order.

Move to start Will move the ticket to the far left of the screen.

Mark all as served

One tap will mark all Items in a ticket as served.

Undo Course served

One tap will unmark a Course that was marked served and bring the ticket back.





### Mark as delivered

One tap will mark all tickets in an Order as delivered (for TD Orders).

Print ticket Prints a physical kitchen ticket.

### Notify customer

Sends an SMS text "Ready for pick up". Will only appear for Orders with a valid phone number. The default message can be changes in Tabit Office – **Settings** > **System Parameters** > **Regional Settings** > **SMS Templates** 





### Filters

Hide the following Items

Allows an Item to be Ordered and excluded from being seen on the Expediter screen, it will still appear on the corresponding kitchen station screen.

### Include excluded Items by Tag

If an Item is excluded due to Course or being hidden, this setting allows the use of a Tag to override these settings when applied.

← Setup KDS Setup		
General Settings Profiles	Virtual work station	
Profiles 😌	Filters Hide the following items	
C Find Profile	Honey Mustard x Search for items Include excluded items by tag To Go	21           3* Appetizers         Sara I
Kitchen Stations	Exclude by order type 👻	Potato Skins
Line Station     Ticket View	Exclude Tables Table numbers	Sweet Potato Fries
Customer Displays	Operation All-Day-Select Item action	
Customer Display	Filter item -	

# 21 Image: Constraint of the state of

### Exclude by Order Type

Exclude certain Order types from being shown.

### Exclude Tables

Exclude certain tables from being shown.



### Operation

All-Day - Select Item Action

When utilizing the "All Day" functionality tapping on an Item will either highlight or filter the tickets with the corresponding Items.

- Highlight Item
  - Will highlight where the Item is located on the corresponding tickets (all other tickets are still visible)





### • Filter Item

o Will collapse all other tickets and show all tickets the Item has been ordered

Expediter (?) :	Cont	RSE TYPE 👻 ORDER TYPE 👻 SOURCI	E × SERVERS × TUNA TARTARE	
Q Find items	12 0 34	23 05 9 👌	21 Ø 6 🔊	
Priority - 12 V	1 Caesar Salad	Tuna Tartare without Jalapeno	2 Tuna Tartare	
Appetizers	2 Tuna Tartare	Tuna Tartare 1 without Jalapeno	Tuna Tartare	
5 Tuna Tartare	1 Chicken Romana		Z Tuna Tartare	
1 Potato Skins	Steak Sandwich			
1 Sweet Potato Fries				
1 Honey Mustard				
1 Chicken Romana				
1 Steak Sandwich				

### Print ticket on served

Will enable to print a ticket when served so the server can have a printed copy of the kitchen ticket. This requires a print spooler and a kitchen queue defined with the name ExpoTicket.

### Alert on New Order

Turns on an audio indication when a new Order is fired from the PAD.

### **Review New Tickets**

A pop up of the new kitchen ticket will appear and 3 actions can be taken on it: open Course dialog, move to start, or mark as reviewed.



# Kitchen Stations

Determine whether Kitchen Station Profiles are connected to a specific Kitchen Queue. If "none" is selected, when the User logs in, after a Profile is selected, they will be sent to the "Select Kitchen Queue" option screen. From here configure multiple Profiles connected to different Kitchen Queues.

### Operation

### All-Day - Select Item Action

When utilizing the "All Day" functionality tapping on an Item will either highlight or filter the tickets with the corresponding Items.

### • Highlight Item

• Will highlight where the Item is located on the corresponding tickets

Grill - Ticket View		ORDER TYPE ~ SOURCE ~ SE	RVERS ~ TUNA TARTARE
Q Find items	12 🔯 36 👌 2- Sara Litke	21 ☎ 9 👌 3- Sara Litke	11 0 5 👌 2- Sara Litke
Priority 👻 🏦	1 Caesar Salad	1 Tuna Tartare	Honey Mustard To Go
Appetizers	2 Tuna Tartare	2 Tuna Tartare	1 Sweet Potato Fries
1 Caesar Salad	Chicken Pomana		2
3 Tuna Tartare	2		Potato Skins
1 Potato Skins	Steak Sandwich		
1 Sweet Potato Fries			
1 Honey Mustard		~~~~	



### • Filter Item

o Will collapse all other tickets and show all tickets the Item has been ordered

Grill - Ticket View		ORDER TYPE - SOURCE - SERVERS - TUNA TARTARE
Q Find items	12 🔯 37 👌 2- Sara Litke	21 © 10 3- Sara Litke
Priority 👻 Î	1 Caesar Salad	1 Tuna Tartare
Appetizers	2 Tuna Tartare	2 Tuna Tartare
1 Caesar Salad	1 Chicken Romana	
3 Tuna Tartare	2 Steak Sandwich	
1 Potato Skins		
1 Sweet Potato Fries		
1 Honey Mustard		

### Print Ticket on prepared

All Items on a ticket must be marked as prepared for the Ticket to print.

To enable this the following setting must be checked - **Settings** > **Kitchen Queues** > **Print only from KDS** 

Tabit Training Site 1	=		😌 🖸 Sara Liti
Support	SETTINGS > KITCHEN	QUEUES	
Site Details	Q Kitchen Queues	Expo Kitchen Queue	Cancel
Application Settings	🖹 Bar	Kitchen Station Ticket Layout	
Accounts	Expo Kitchen Queue	Name	
Kitchen Queues	🖹 Grill	Expo Kitchen Queue	Print only from KDS (1)
WorkFlow Profiles	Salad	Limit to order type	Print All Items
System Parameters	🖹 tableMove	Limit to order type	
Site Parameters		Limit to order source	Categories Items

### Print Item on prepared

As each Item is marked as prepared, a Ticket will be printed.

To enable this the following setting must be checked - **Settings** > **Kitchen Queues** > **Print only from KDS** 

Either Print Ticket on Prepared or Print Item on Prepared can be checked, not both



Enable sending SMS to customer

Allows the Site to send an SMS to a customer regarding a Take Away/Delivery or Over the Counter Order.

U	Item Name	Modifiers	#
		Diner: 1	
00:00	Delivery Fee		Delivery Order: 110
00:00	Sweet Potato Fries	Garlic Dipping Sauce (On Side:)	Delivery Order: 110
00:00	Caesar Salad	Delivery X	Delivery Order: 110
	-	Order: 110 Sara (234) 567-8912	
		CANCEL SEND SMS	

### Alert on New Order

Turns on an audio indication when a new Order is fired from the PAD.



### Presentation

**Ticket Display** 

Determines how the tickets will appear in KDS.

• Ticket View

= 🛎 🧿	$\checkmark$	DRDER TYPE	SOURCE	SERVE
12 Ø 0 2•	sara Litke	11 ₃.	ପ 0	sara Litke
Potato Skins	1	Caesar S	alad	1
Toasted Ravioli	2	Tuna Tar	tare	2
Chicken Romana	1	Sweet Po	otato Fries	3
Dover Sole Filet	2	Steak Sa	ndwich	1
$\sim \sim$		Dover So	le Filet	2
		Hawaiiar	n Pizza	3

• List View

	R 🚺 🗸 ORDER T	YPE - SOURCE - SERVERS - FIN	ND ORDER	G	Ж	:
Ø	Item Name	Modifiers		#		
00:01	Potato Skins			Table Sara l	: 12 .itke	
00:01	Toasted Ravioli			Table Sara l	: 12 _itke	
00:01	Chicken Romana			Table Sara l	: 12 _itke	
00:01	Dover Sole Filet			Table Sara l	: 12 _itke	
00:01	Caesar Salad			Table Sara L	: 11 _itke	
00:01	Tuna Tartare			Table Sara l	: 11 .itke	
00:01	Sweet Potato Fries			Table Sara l	: 11 .itke	
00:01	Steak Sandwich			Table Sara l	: 11 Litke	



### **Item Display Method**

View the details for Item Display Methods at the link above.

### Item Grouping Method

View the details for Item Grouping Methods at the link above.

### Hide served Items

Hides Items that have been bumped by the Expediter. If not turned on, served Items on a ticket will have a red strike through.

### Group Combo Items

Shows Combo Items in a group.

LO 🔯 0 👌 2- Cassie Smith	10 🕫 0 👌
Lunch Menu \$29	1 Caesar Salad
Caesar Salad	2 Caesar Salad
Whole Branzino	1 Lunch Menu \$29
1 Mini Bonbonloni	1 Whole Branzino
z Lunch Menu \$29	Lunch Menu \$29
Caesar Salad	Prime Filet Mignon 6oz Medium Rare
Prime Filet Mignon 6oz Medium Rare	1 Mini Bonbonloni
Sorbet	Sorbet

Items turned ON

Items turned OFF

### Split modifiers

Relevant only to Ticket View. Determines whether modifiers should be shown as their own line on a ticket.



### Group by diner

Relevant only to List View. Groups Items on a ticket by diner.

Grill - Line Station		🛛 🚺 🗸 ORDER	TYPE - SOURCE - SERVERS -	SEND SMS FIND ORDER	G # :
Q Find items	0	Item Name	Modifiers		#
Priority 👻 🎦			Diner: 1		
Appetizers 2 Potato Skins	00:00	Cheeseburger	Medium		Table: 11 Sara Litke
Mains	00:00	Potato Skins			Table: 11 Sara Litke
1 Chicken Romana			Diner: 2		
1 Cheeseburger 1 Steak Sandwich	00:00	Chicken Romana			Table: 11 Sara Litke
			Diner: 3		
Burger Combo	00:00	Steak Sandwich			Table: 11 Sara Litke
			Diner: 4		
	00:00	Burger Combo			Table: 11 Sara Litke
	00:00	Potato Skins			Table: 11 Sara Litke

Show Combo name Determines if Combo name is shown.

Show diner NO

Determines if seat numbers are visible.

Max tickets count

Determine max amount of tickets shown on the screen. This can also be configured from within the Profile.

### **Filters**

Exclude tables Exclude certain tables from being shown.



# Customer Display

### Track Order Types

Defines which Order types should be shown in the customer display.

### Track Course Types

Define which Courses should be marked as ready so that the whole Order can appear in the customer display.

### Show Customer Name

Will display customer name if entered before firing the Order into the kitchen.

### **Order Status Colors**

Controls the colors of the different status.

Order Status C	Colors		
PENDING	INPREP	READY	
PREADY WAR	N PELIVER	ED	

- **Pending:** Enables a delay so the customer will not see their Order immediately as "In Prep" it will delay from be showing in the INPREP status immediately
- In Prep: Every Order that is fired will move to this status
- **Ready**: All relevant Courses are marked as ready by the Expediter
- **Ready Warn:** After the defined time, the Order will be marked as Ready Warn to indicate the Order has been waiting
- Delivered: An Order is moved to this status when it is marked as "delivered" by a driver
  - This is dependent upon the following parameter being marked TRUE Settings > Site
     Parameters > TD & OTC > TD Enable "Delivered" status



### Order Source Colors

Controls the colors of the different sources of the Orders.



### Timing

Controls the different timings of the statuses.



### Titles

Control the captions shown for the different status.



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