

VitalLink Web Ordering Setup

VitalLink is integrated with GRS Online Ordering (powered by Let's Get Online)

Order Type & Station flow for Web Ordering

Order Type	Description	Type	Seq	Tax-able?	Table Req?	Comp on Coll	Prt on Coll	Name Req?	Cust Look	No Payee Assign?	Act?
Walk-in	Walk-in	Carryout	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DriveThru	DriveThru	Drive-Thr	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone In	Phone-in and Pick-up	Carryout	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carry Out	Carry Out	Carryout	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delivery	Delivery	Delivery	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Station	Seq	Auto Move?	New Order on update?	Expeditor?	Recipe?	Product Print?	Receipt	Print? / Printer / Copies
Order	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Customer: <input type="checkbox"/>	<input type="checkbox"/>
		Warn Min. <input type="text" value="0"/>					Preparation: <input checked="" type="checkbox"/>	<input type="checkbox"/>
		Caution Min. <input type="text" value="0"/>					Dispatch: <input type="checkbox"/>	<input type="checkbox"/>
							Dispatch Label: <input checked="" type="checkbox"/>	Label Printer
							Gift Card: <input type="checkbox"/>	<input type="checkbox"/>
							Loyalty: <input checked="" type="checkbox"/>	Printer1
OrderDue	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customer: <input type="checkbox"/>	<input type="checkbox"/>
		Warn Min. <input type="text" value="0"/>					Preparation: <input type="checkbox"/>	<input type="checkbox"/>
		Caution Min. <input type="text" value="0"/>					Dispatch: <input type="checkbox"/>	<input type="checkbox"/>
							Dispatch Label: <input type="checkbox"/>	<input type="checkbox"/>
							Gift Card: <input checked="" type="checkbox"/>	<input type="checkbox"/>
							Loyalty: <input checked="" type="checkbox"/>	Printer1

Two order types are supported for Web ordering, "Pickup" and "Delivery" the following rule set is critical for the interface to work correctly:

- Pickup Order type MUST be labeled "Pickup". This is a special case order type that has been enhanced to help us accommodate tip tracking on prepaid pickup orders.
- The first station for both order types used MUST be "Order" and the last station MUST be "Complete". There can be as many additional intermediary stations as the site requires for each order type.
- Order Types used in Web Ordering MUST be Taxable.

Pay Method for Web Ordering

The screenshot shows the 'Payment Method Types' window. The 'Weborder' entry is highlighted with a red box, showing its 'Type' as 'Credit'. Below the list, the 'Payment Method Business Information for Payment Method: Weborder' is shown with a table:

Business	Cash/Receivable Acct	Expense Acct
Jeff & Jims #3		
*		

A special Payment Method should be defined for prepaid web orders. The method may be named anything the customer requests, but MUST be set to a Type of Credit.

Employee for Web Ordering

The screenshot shows the 'Employee List' window. The 'Weborder' entry is highlighted with a red box. The table below represents the data shown in the screenshot:

Last Name	Detail	First Name	MI	Empl ID	Personel#	Day Phone	Night Phone	Business
Olsen		Taylor	A	TaylorD	3122	6083863276		Jeff & Jims #3
Dmans		Alex	B	AlexD	3113	(608)385-7663		Jeff & Jims #3
Sanders		Jason				608-784-0806		Jeff & Jims #3
Schroeder		Ryan	M	RyanM	3119	6087990867		Jeff & Jims #3
Schroeder		Ryan	M	RyanS	3118	6087990867		Jeff & Jims #3
Seamon		Michael	K	Mike	3061			Jeff & Jims #3
Stoda		Nathan	D	NateS	3121	608-498-9526		Jeff & Jims #3
Striegel		Shandia	M	ShandiaS	3124	6087830433		Jeff & Jims #3
Striegel		Shandia	M	3124				Jeff & Jims #3
Tariq		Connie	M	ConnieT	3017	3202663310		Jeff & Jims #3
Twite		Jason	L	JasonT	3123	5078944050		Jeff & Jims #3
Uetz		Jeffery	T	Jeff	9999			Jeff & Jims #3
Van Loon		Anna		AnnaV	3064	(608)792-7403		Jeff & Jims #3
Verdon		Gina	S	Gina	1707	715-828-2324		Jeff & Jims #3
Verdon		Jim	r	virain				Jeff & Jims #3
Weborder				weborder				Jeff & Jims #3
Wilke		Christopher	T	ChrisW	3086	6085479844		Jeff & Jims #3
*								

An employee should be set up for the web ordering function to use when creating orders. The employee can be named anything, but should have all normal ordering privileges.

Coupon for Web Ordering

The screenshot shows the 'Order Adjustments' configuration window. Key settings include:

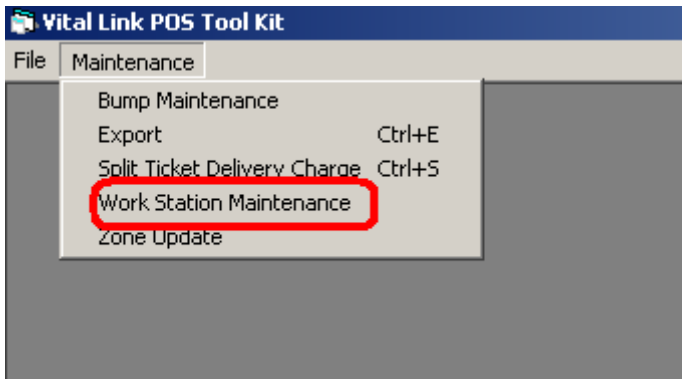
- Adjustment:** Open Coupon
- Active?:**
- Label:** Open Coupon
- Description:** managers use only
- Adjustment Type:**
 - Selecting from the Menu Pad at the time of adjustment.
 - Dollar amount to discount.
 - Set Price
 - Percent Off
 - User entering adjustment**
 - Void
 - Comp. (No Charge)
- Breakout Type:** Coupon
- Sales Type:** Adjustments
- Limit to Order Type:** [Empty]
- Valid on Menu?:** Main Menu
- Approval Required?:**
- Reason Required?:**
- Apply adjustment against menu item? otherwise, system will apply against order:**
- Not applicable to Tax Type:** [Empty]
- Apply Tax To Adjusted Amount?:**
- Tax Type:** State Tax
- Show on Staff Cash Out Coupons?:**

A coupon should be defined to allow discounts through the web ordering function. The following rules apply:

- Should be a “User Entering Adjustment” type
- Apply adjustment against menu item? Should be UNCHECKED
- Tax should be set appropriately (typically Apply to = Yes)

VLToolkit settings for Web Ordering

VLToolkit.exe has additional functions added to facilitate Web Ordering:



Select Work Station Maintenance to perform setup functions:

Work Station

Station1
Station2
Station3
Station4

Work Station: Station1

WorkStation Type: Order Entry

Call Center Status: Store

Web Order Menu: Main Menu

Web Order Coupon: Open Coupon

Web Order Payment: Weborder

Web Order Employee: weborder - Weborder

Edit Save Close

From the list of workstations, select the station on which Defer.exe will run (typically Station1) and hit “Edit”:

- Set Work Station Type to “Order Entry”
- Set Call Center Status to “Store”
- Set Web Order Menu to correct current menu
- Set Web Order Coupon to correct Coupon set up in Back Office
- Set Web Order Payment to correct Payment Method set up in Back Office
- Set Web Order Employee to correct Employee set up in Back Office
- Save and Close

New Defer.exe

Defer.exe has been restructured to monitor the arrival and process Web Orders. There is no change to the user interface. For Web Orders to work, the new Defer must be installed and operating.