

Tab Wizard Food/Beverage: Creating custom Promo/Comp buttons

1st, Create a department for reporting purposes:

1. Go to >Settings >Setup >Department Setup
2. Click >Add
3. *Enter the name* of the reporting item that will appear on the Z report or other reports such as: *Promos, Comp Drinks*, etc
4. Select >OK >Exit

2nd, Create the custom button:

1. Go to >Settings >Setup >Product Setup
2. Select the location for the new button then, >Edit
3. Click >Name and give it a name such as *Comp Drinks* >OK
4. Click >Department and select the reporting department "Comp Drinks" >OK
5. Click >Price >Discount >Percentage and enter the desired discount percent >100% >OK
6. Click >Fixed Price >Yes
7. Click >Exit at the lower right of the screen