

Setting up floor plans

Floor plans in PowerEPOS

ESTIMATED TIME 25 minutes

A floor plan that matches the room tells staff at a glance where every table is up to. PowerEPOS builds one from your service mode, a background, shapes and images, and a set of colours for the stages of service — then you assign it to the POS terminal that stands in that part of the venue.

Setting up floor plans

<https://www.youtube.com/watch?v=keVIM94dc48>

Before you start

- Access to the PowerEPOS Management Console.
- Your service modes already configured.
- Any background or decoration images loaded into the Graphics Library.

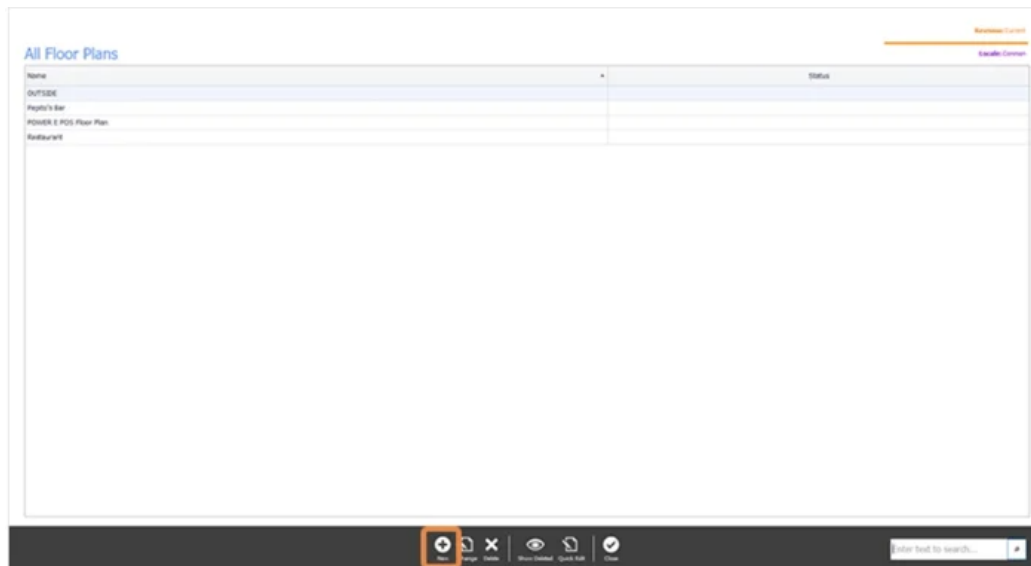
Creating the floor plan

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Open the Floor Plan module

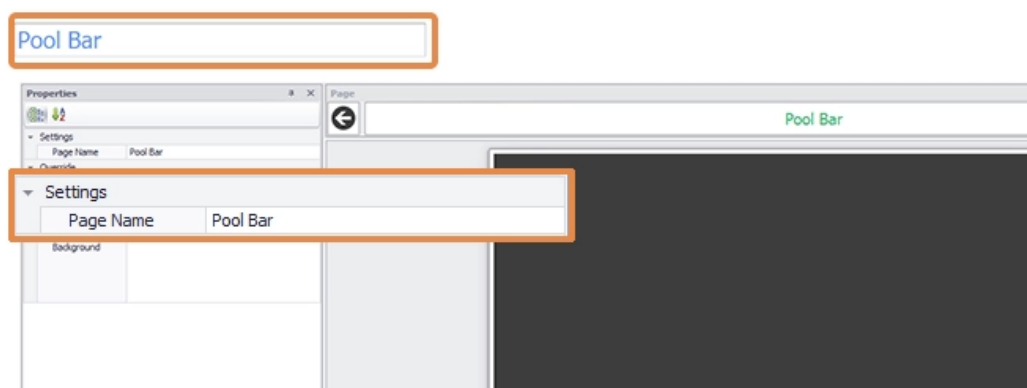
From the Management Console, select the **Floor Plan** tile, then **New** in the control panel at the bottom of the screen.





2 Name it

Give the floor plan a name — *Restaurant* in this example — in the name field at the top left of the screen and under **Settings**.

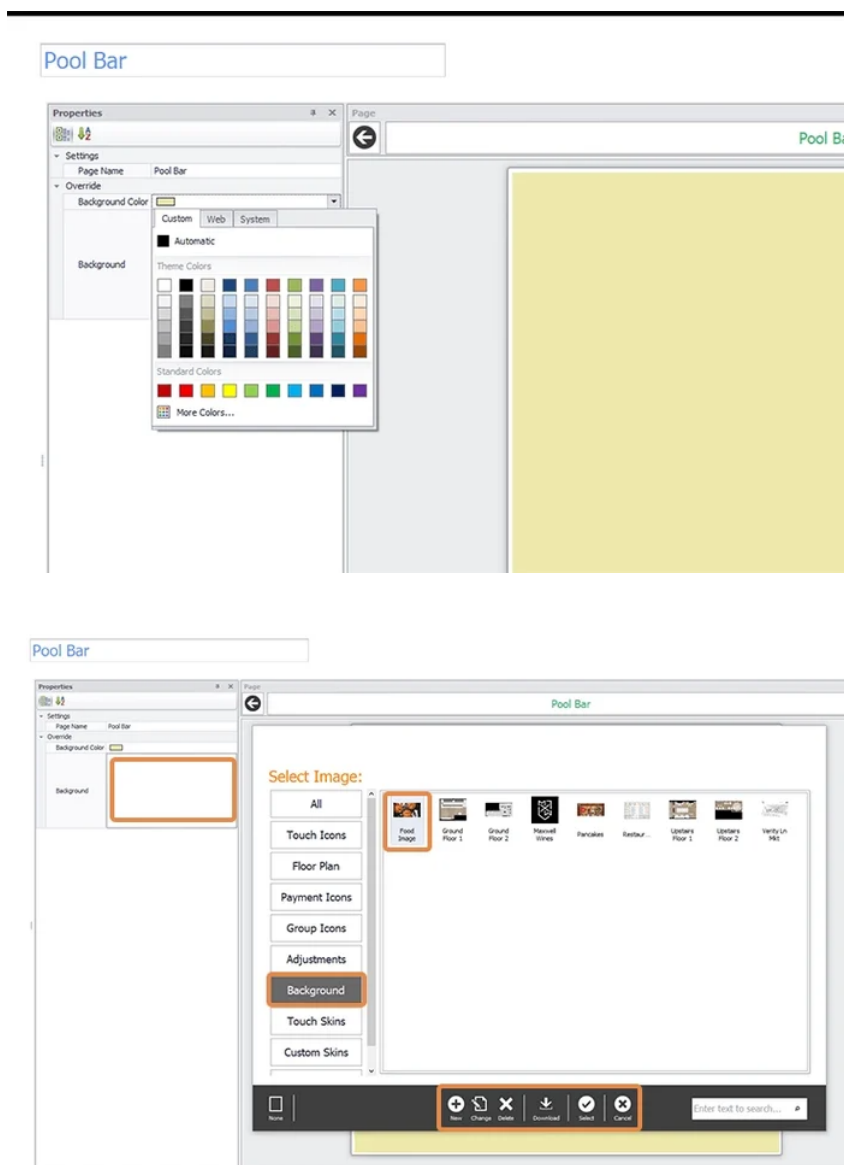


3

Give it a background

For a plain colour, make sure **Page Settings** is selected in the control panel, then pick the colour in the Properties panel.

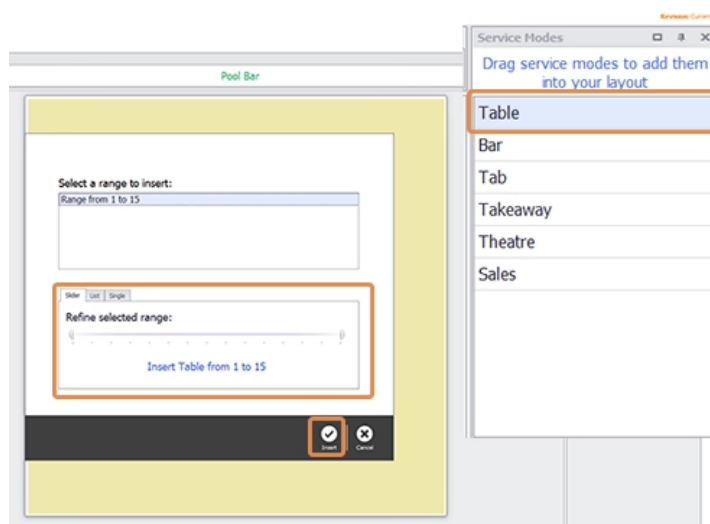
For an image instead, click into the **Background** field to open the Graphics Library and double-click the image, or use the buttons in the control panel.



Adding the tables

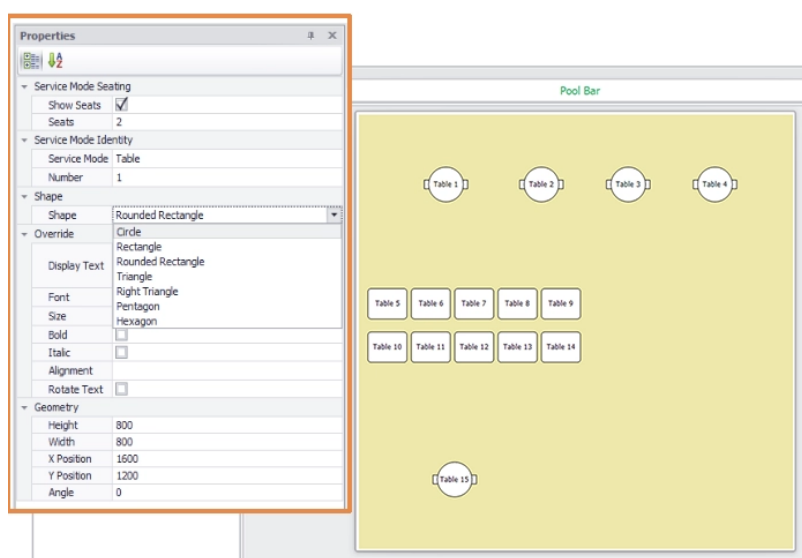
4 Drag a service mode onto the plan

The service modes you have already configured sit in the **Service Mode** panel at the top right. Drag **Table** onto the floor plan and the Table Range window opens. Select **Insert** to add the whole range — 15 tables here — or use the slider or the list first to add fewer.



5 Place and format each table

Drag the tables into the positions they stand in. Select one and use **Properties** to change its size, shape and number, add seats and change the text, until the plan matches the room.

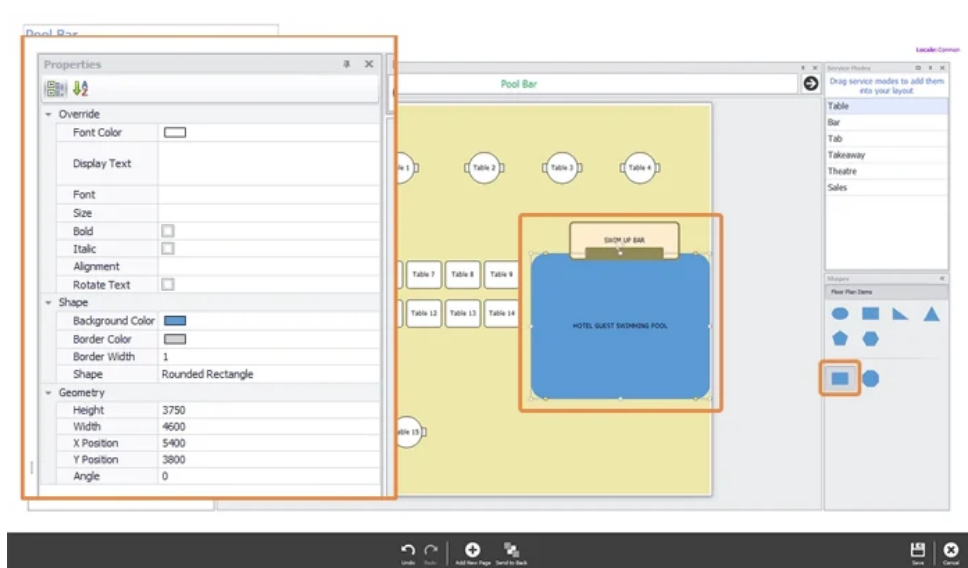


Adding shapes and images

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Draw the fixed parts of the room

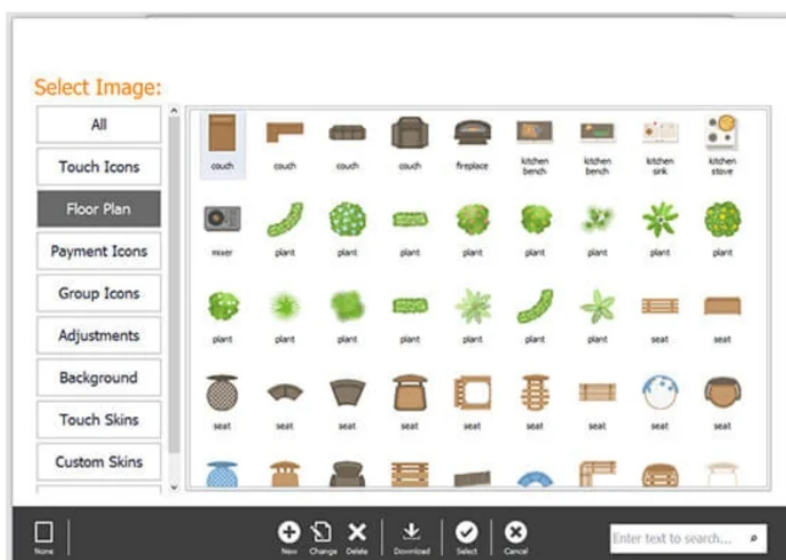
From the shapes panel at the bottom right, drag a rectangle onto the plan and use the handles to resize and reshape it — two rectangles make the swim-up bar in this example. **Properties** changes a shape's colour and adds text to it.



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Add images

Select **Insert Image** in the control panel to open the Graphics Library, find your image and double-click it, or use the control panel buttons. Once it is on the plan you can resize and move it.



CAUTION Add every image from the Graphics Library

Copying and pasting an image inside the floor plan looks as though it works, but the image's properties do not come with it and the pasted copy will not be saved. Insert each one from the Graphics Library.

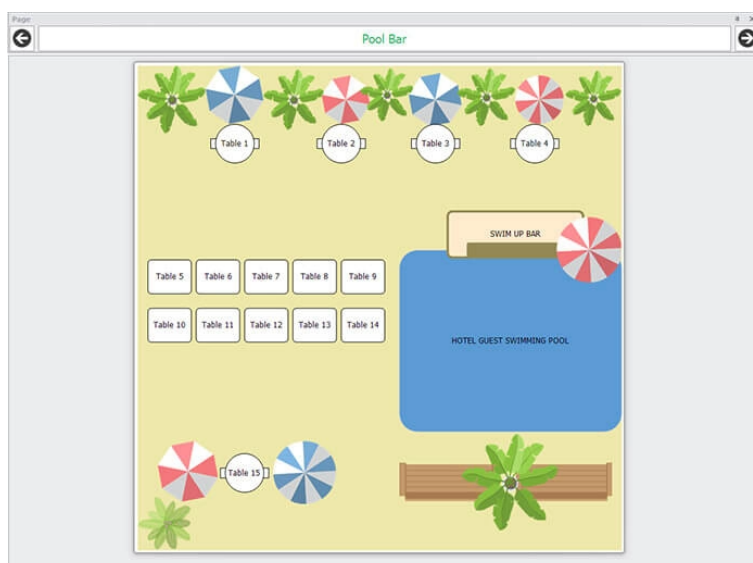
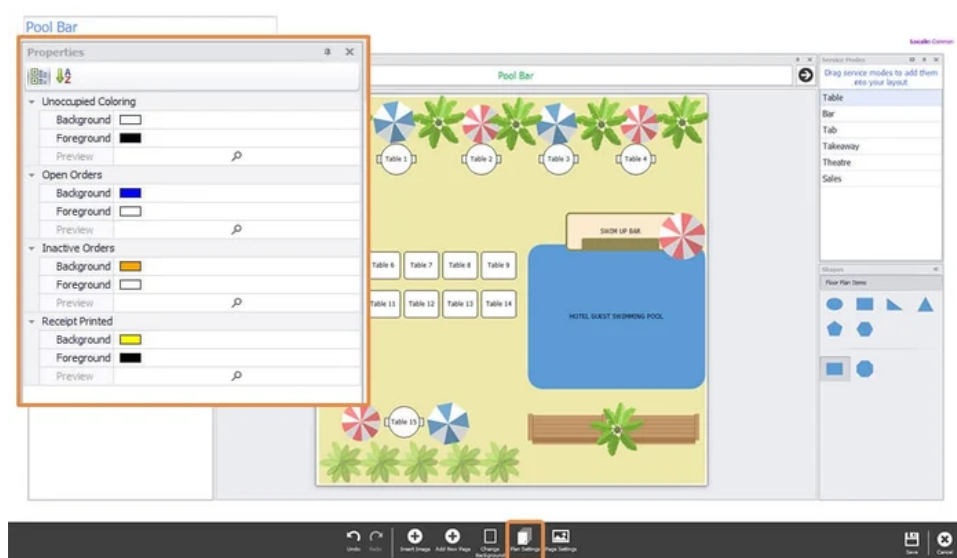


Table management colours

8 Set a colour for each stage of service

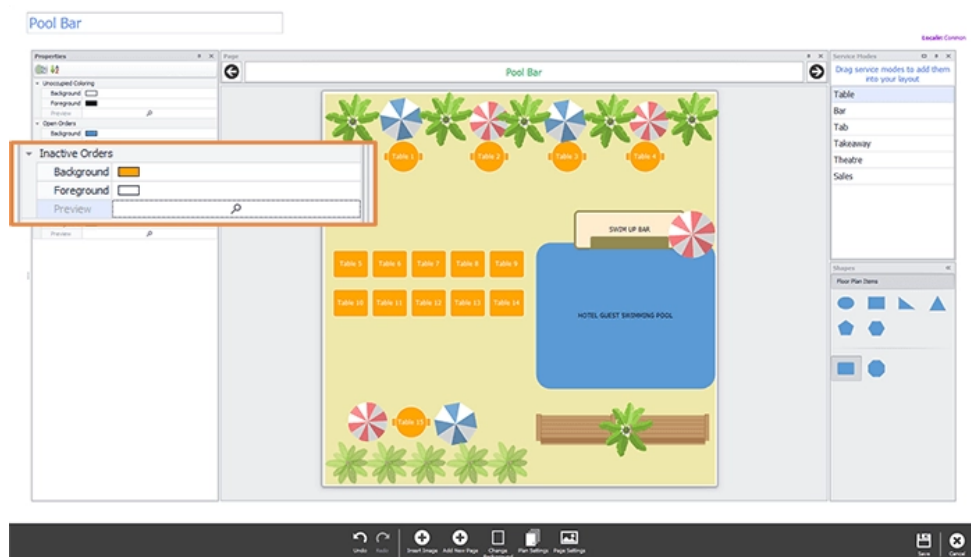
Select **Plan Settings** in the control panel to open the Table Management properties. Choose the colours that mean unoccupied, an open order, an inactive order, and a printed receipt with the table ready to be cleared.



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Preview and close

Select **Preview** to see the colour scheme on the plan. When you are happy, select **Save and Close** to leave the floor plan builder, then **Close** to leave the module and return to the Management Console.



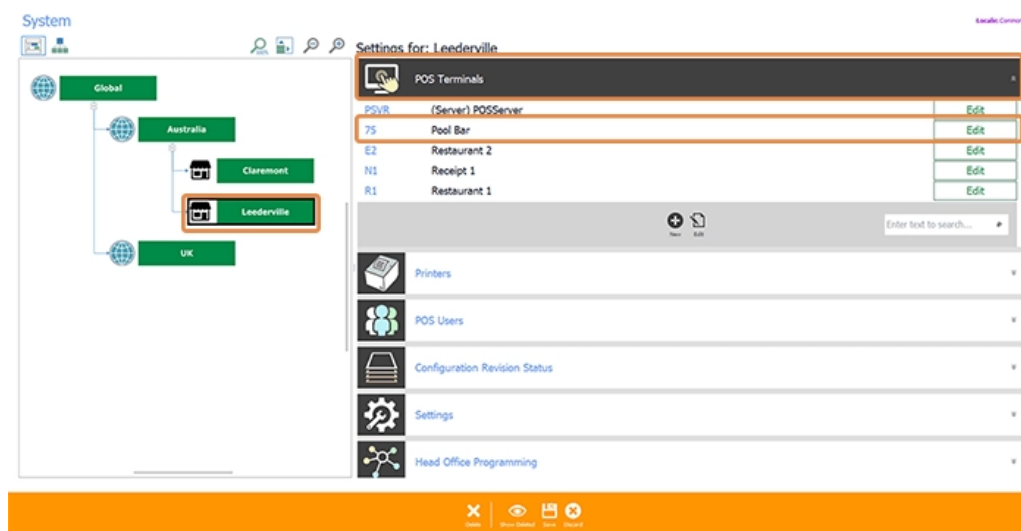
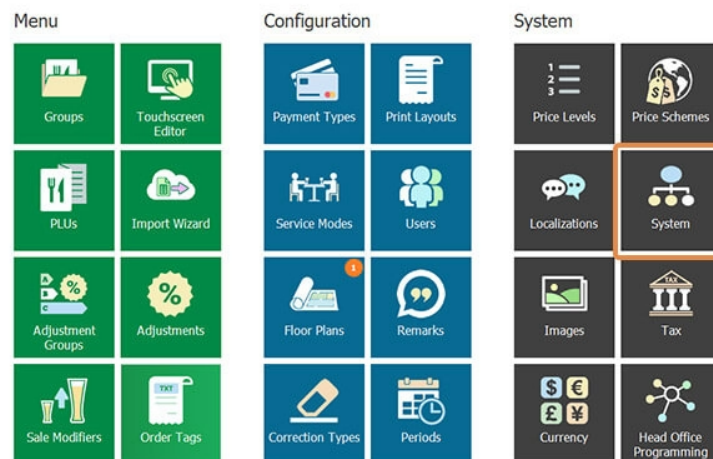
Assigning the plan to a POS terminal

A floor plan belongs to a terminal, because a terminal stands in one part of the venue. Until you assign it, the plan is not on any POS.

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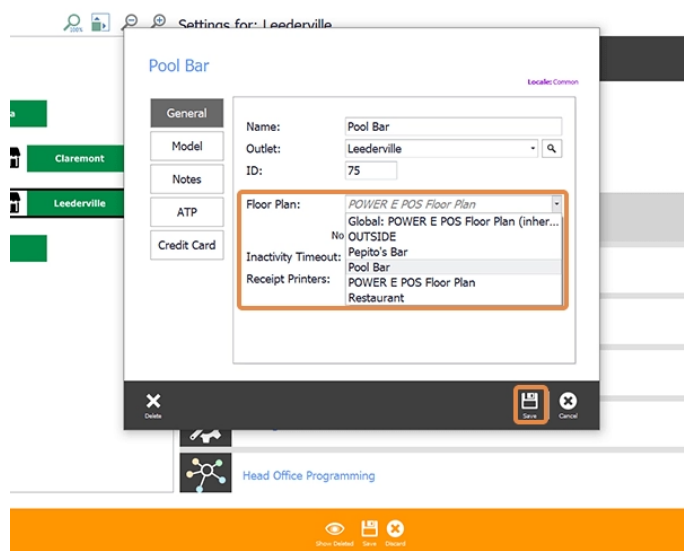
Find the terminal

From the Management Console select the **System** tile. Choose the outlet — Leederville here — then **POS Terminals**, find the terminal (Pool Bar) and select **Edit**.



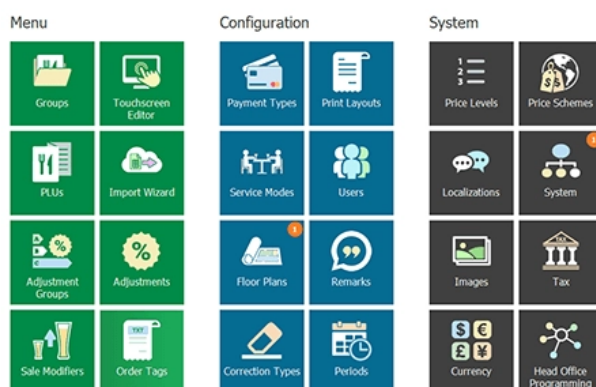
11 Set its floor plan

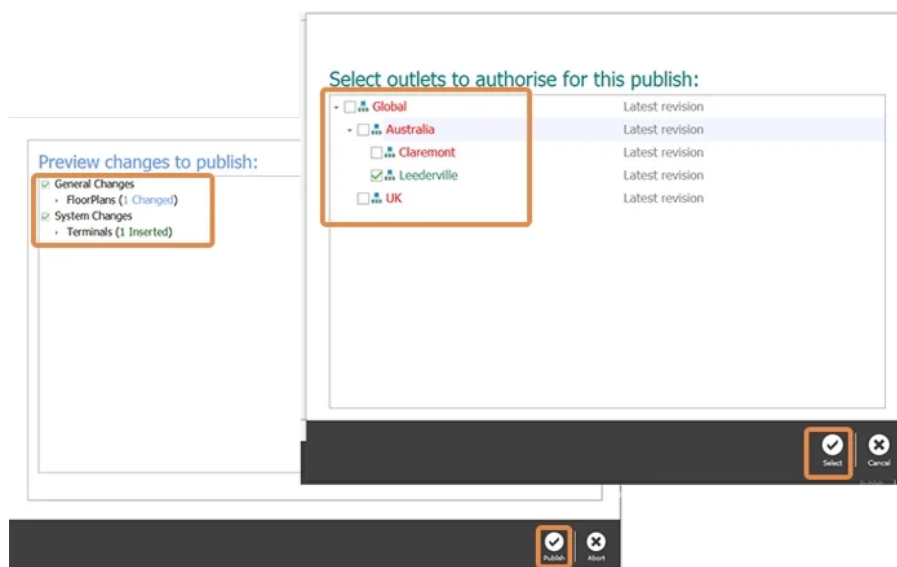
In the POS Terminal Configuration window, find the **Floor Plan** drop-down, choose your plan and select **Save**. Then **Save and Close** to leave the System module.



12 Publish to that outlet

Select **Publish** at the top right of the screen, check the changes, and make sure only the outlet you mean — Leederville here — is ticked. When it finishes you get a **Complete** message with a revision number, which the Revision Management Tool can wind the change back by.





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Need a hand? Contact Triniteq Support

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Phone **1300 784 276**

Email **support@triniteq.com**

Our support team is here to help.