

Eat Out to Help Out Discount Scheme

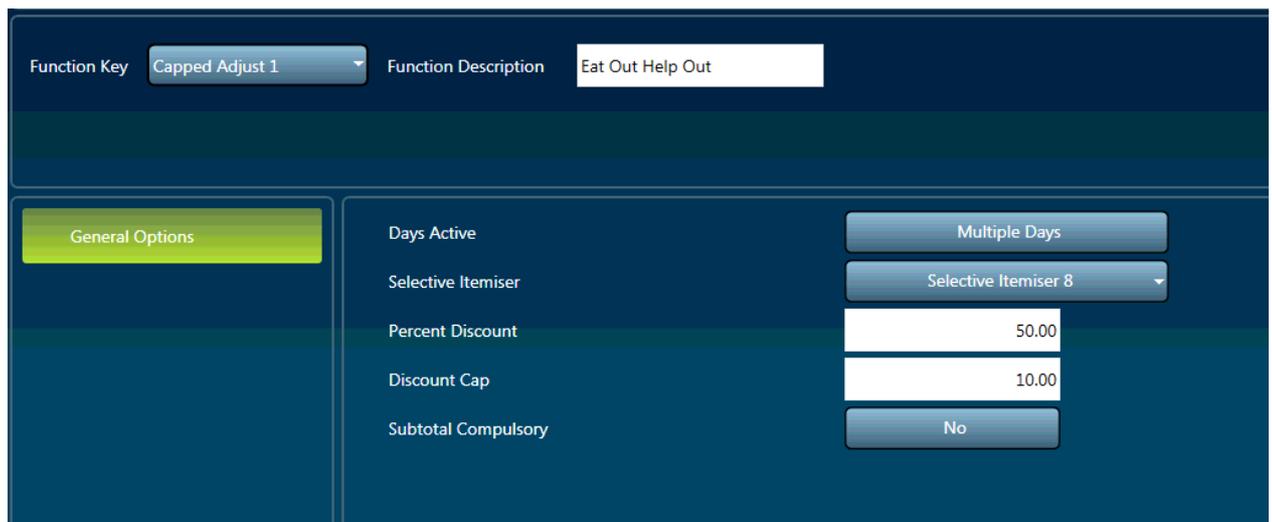
Introduction to the scheme

From the 3rd of August up until the 31st August, customers at participating restaurants can get a 50% discount on their meal, but not alcohol, up to the value of £10 per person during Mondays, Tuesdays and Wednesdays. There is no limit as to how many times the customer can use the discount in one day.

This is a very difficult discount to manage and requires the staff members to know all the rules and calculate the discount accordingly so is very open to mistakes. With this in mind, SamTouch has a new discount function that can be utilised to take the stress out of the offer and is programmable to allow for further, similar offers. It is designed to work with the guest count key however, if no guest entry has been done, it will prompt for a guest count when used.

Setup the Discount

The discount settings can be located within **Advanced Settings > Functions > Adjustments** and within this section you need to locate the **Capped Adjust 1** adjustment key.



The screenshot shows the configuration for the 'Eat Out Help Out' discount function. The 'Function Key' is set to 'Capped Adjust 1' and the 'Function Description' is 'Eat Out Help Out'. The 'General Options' tab is selected, showing the following settings:

Days Active	Multiple Days
Selective Itemiser	Selective Itemiser 8
Percent Discount	50.00
Discount Cap	10.00
Subtotal Compulsory	No

Days Active

This setting controls the day or days this function key will actually work, this will need to be set to Monday, Tuesday and Wednesday for the Eat Out to Help Out scheme.

Selective Itemiser

This needs to be set to at least one of the Selective Itemisers in order to control which products can and cannot be used with this offer, in the above example Selective Itemiser 8 has been used and all applicable products have also been linked into Selective Itemiser 8.

Percent Discount

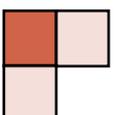
This is the discount rate which will be applied to the applicable products.

Discount Cap

This is the maximum amount of discount that can be given per person.

Subtotal Compulsory

Controls whether you will enforce subtotal before the discount can be applied.



Usage

The function key itself is very simple to use once it has been correctly configured, firstly sell the products in the transaction as you normally would. When the customer requests the bill you need to follow these steps: -

- Recall the check
- Press Subtotal (*if compulsory*)
- Press the Capped Adjust function key.
- Enter the number of guests (*if prompted*)
- Press Print Bill

1 11" Thin Caribbean	£5.40
1 11" Thin Magic Combination	£5.80
1 11" Thin Ham & Mushroom	£5.70
1 11" Thin Mexican Pizza	£5.80
1 PT Caffreys	£3.50
1 PT Guinness	£3.50
TOTAL	£29.70
Eat Out Help Out	£11.35

The system will then calculate the discount rate and apply it to this sale, in the above example only the pizzas have been discounted for two people ($22.70 / 2 = 11.35$). This sale can then be completed in the usual manner using Cash, Credit Card etc.

Notes:

- Selling or voiding a PLU will remove the discount allowing it to be re-applied with the new total.
- Ensure that all discounts are applied before using this function key.

Reporting

The SamTouch system will then report the usage of the discount to its own totalizer on the financial report with the media sales section. There is also a new report added within the Miscellaneous section called **Capped Adjustment Report** which will give a detailed breakdown of each transaction which used the discount key, This report is run using a date range selection and gives a list of each transaction within the range totalled daily and the full report.

Date/Time	Rec No	GC	Value	Disc
21/07/2020 10:32	14	1	16.50	8.25
21/07/2020 13:04	17	2	29.70	11.35
21/07/2020 13:36	2	2	11.40	5.70
21/07/2020 Count	3	5	57.60	25.30
TOTAL		5	57.60	25.30

Rec No = The transaction number (*run the report for each terminal separately if you need a pos number*).

GC = Guest Count entered.

Value = Total transaction value.

Disc = Value of discount given.

Contact Tracing

Introduction to the scheme

It is now a requirement through the Covid-19 pandemic that certain place of business, like pubs and restaurants, need to keep track of their customers should a local outbreak occur. This information can then be used by the track and trace team to contact any people who may have inadvertently been near somebody with the virus.

Setup the Contact Tracing

The discount settings can be located within **Advanced Settings > Functions > Functions** and within this section you need to locate the **Contact Trace** function key.

The screenshot shows the 'Contact Trace' function settings. The 'Function Key' is 'Contact Trace' and the 'Function Description' is 'Contact Trace'. The 'General Options' section is expanded, showing the following settings:

Setting	Value
Allow Contact Trace	Yes
Contact Trace Compulsory	Yes
Prompt On Tender	Yes
Days To Maintain	21
Allow Multiple Contacts	No

The screenshot shows the 'Contact Trace' function settings. The 'Function Key' is 'Contact Trace' and the 'Function Description' is 'Contact Trace'. The 'Value 1' section is expanded, showing the following settings:

Setting	Value
Value 1 Name	Lead Guest Name
Prompt for Value 1?	Yes
Value 1 Compulsory	Yes

General Options

Allow Contact Trace

Enables the contact trace system.

Contact Trace Compulsory

If this is set to Yes then the operator must enter contact details before the transaction can be finalised.

Prompt on Tender

When enabled, this will prompt for contact details when any tender action is performed.

Days to Maintain

Set this in line with current government guidelines as this controls how long the contact data is kept within Samtouch.

Allow Multiple Contacts

Will the prompt for contact details allow for more than one contact being added.

Contact Value 1 - 5

Value Name

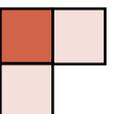
The name of the prompt for information i.e. Customer Name.

Prompt for Value

Adds the selected prompt to the dialog box.

Value Compulsory

Does the operator have to provide a response to the selected question.



Using Contact Tracing

There are two methods to enter contact details, the system can either have a contact tracing button on the display for the operator to press or the dialog box can pop-up when any tender key is pressed.

Contact Trace

Contact # 1

Lead Guest Name * Mr John Smith

Party Count * 3

Contact Info * 01924 438 238

Buttons: Add, Cancel, Ok

Each question that has been enabled will appear on this dialog, those with a * are compulsory entries and must be filled in by the operator. If the option is enabled then the user can press the Add button to add further contacts.

Reporting

The SamTouch system will then report the usage of the contact tracing system with its own report, this report is run on a day-to-day basis. The a new report has been added within the Miscellaneous section called **Contact Tracing** from within the reports menu. Once the report has been selected all that is left is to select the date that you wish to run the report for.

In Date/Time	Out Date/Time	CL	Tx
22/07/2020 11:20	22/07/2020 11:22	14	1
1: Derrick			
2: 2			
3: 01924438238			
22/07/2020 11:22	22/07/2020 11:22	14	1
1: Barney Gumble			
2: 3			
3: 01924438238			

In Date/Time = The date and time the transaction started

Out Date/Time = The date and time the transaction ended

CL = The clerk who served them

Tx = The terminal the transaction occurred on.

The report will then show the answer(s) to the prompts below so the user can instantly see who was in their establishment, this can then be printed or saved to a text file by pressing print or save once the report is generated.

