



Kiosk | Setup Guide

© 2022 – onePOS, an i3 Verticals company

Overview

The onePOS Kiosk is a cloud-based kiosk solution. This setup guide will prepare you to implement a Kiosk solution.

1. Setting up a menu
2. Setting up a Dining Area
3. Setting up an order source and Customization
4. Setting up a Kiosk
5. End user experience

Have a question?

If you have any questions, please contact your local reseller or onePOS support.

support@onePOS.com

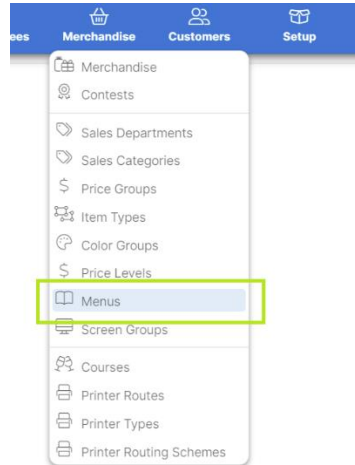
+1.407.650.8228

Section 1 | Setting up a menu

This guide assumes you have a fully set up merchandise and screen group catalog. If you have any questions regarding merchandise and screen groups, please see our related documentation or contact your local reseller.

The Kiosk will use the items base price, unless you have a price level defined at the screen group

1. First, navigate to the Menus home screen by selecting 'Merchandise' on the top-level menu and 'Menu' on fly out menu.



- a.
2. Create a menu by clicking the '+' symbol on the top right of the left pane.
 - a.
 - b. Menus can include, but are not limited to, any meal of the day. Our example is ambiguous.
 3. Populate the Name, Name(Ex) (Extended Name), and select a sort order. The sort order will drive the sorting of menus when in a list. For example, breakfast might be 1 and Lunch might be 2.

A screenshot of the 'Menu' configuration screen. At the top, there are three tabs: 'Info', 'Configuration' (selected), and 'History'. Below the tabs, there are several input fields: 'ID: 1', 'Local POS ID: 553', 'POS ID: 1', 'UID: 1', 'Name: Dining', 'Name (Ex): Dining', 'Sort: 1', 'Last Update:' (with a date picker), and 'Inactive:' (with a checkbox).

- a.
4. Next, we will populate the 'Configuration' tab. On this screen you will relate screen groups to a menu, these will act as categories, for example: Appetizers/Starters, Entrees, Burgers, Beer etc.

Additionally, this tab will capture the availability of this menu. The description can also be adjusted on this screen.

The screenshot shows the 'Menus' configuration interface with the 'Configuration' tab selected. At the top, there are three icons: a question mark, a document, and a menu. Below the tabs, a message states: 'Select an item from the list to get started in configuring your menu options.' A scrollable list of screen groups is shown, ranging from 101 to 109. Below the list are four buttons: a plus sign (+), an up arrow (↑), a down arrow (↓), and a trash can icon. The 'Days' section has checkboxes for all days of the week, all of which are checked. The 'Time From' field is set to '06:00 AM' and the 'Time To' field is set to '05:59 AM'. A 'Description' text area is at the bottom.

Menus

Info Configuration History

Select an item from the list to get started in configuring your menu options.

Screen Groups:

- 101:
- 102:
- 103:
- 104:
- 105:
- 106:
- 107:
- 108:
- 109:

+ ↑ ↓ ✕

Days:

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☒ Saturday
- ☒ Sunday

Time From: 06:00 AM

Time To: 05:59 AM

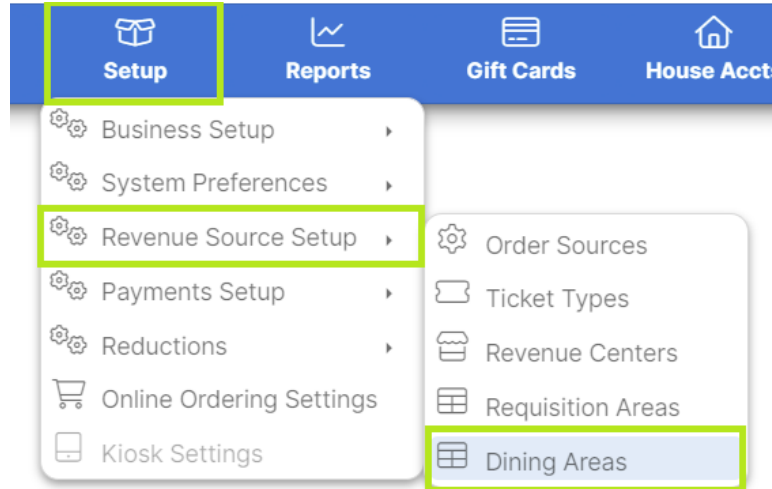
Description:

a.

Section 2 | Setting up a Dining Area

In this section we will set up a Dining Area, which essentially is a collection of Menus

1. First, navigate to the Menus home screen by selecting 'Setup' on the top-level menu and then 'Revenue Source Setup' and then 'Dinning Areas' on the fly out menu.



- a.
2. The first tab we will need to populate is the 'General' tab. Values are required for Name, Name (Ex) and Sort.

a.

3. The last step is to assign menus to the dining area. Multiple overlapping menus in 1 dining area at a time are allowed.

The screenshot shows a software window titled "Dining Area" with three tabs: "General", "Menus", and "History". The "Menus" tab is active. On the left side of the "Menus" tab, there is a list of menu options with checkboxes. The "All" option is selected. Below this list, the text "Allowed Menu:" is visible. In the top right corner of the window, there are three circular icons: a question mark, a document, and a camera.

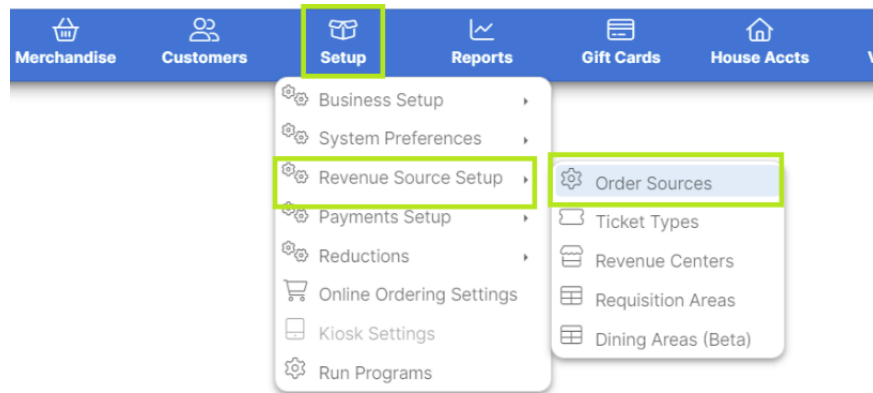
Menu Option	Selected
All	Yes
Dining	Yes
Bar A	Yes
Happy Hour	No
Bar B	No
Bar Sat	No
Online	No


a.

Section 3 | Setting up an order source and customization

In this section, we will set up an Order Source, each Kiosk device will need a unique order source.

4. First, navigate to the Menus home screen by selecting 'Setup' on the top-level menu and then and then 'Order Sources on the fly out menu.



- a.
5. Now we can add an order source with the '+' symbol.
 - a. 
6. First, we need to populate the 'Info' tab. Values are required for Name, Name (Ex), Sort and Order Type. Order Type must be set to 'Kiosk'. See below for an example.

a.

7. Next, we need to populate the 'General' tab.

Order Source

Info General Preferences Appearance

Current Prep Time: 0

Dining Area: Online

Allow Higher Pricing: ☐

Referral: -None-

Email on Receipt: ☒

Delivery Category: -None-

Email on Ready: ☒

Customer Category: -None-

Print Receipt On Order In: ☐

Delivery Fee Item: --None--

Close On Order In: ☐

Guest Name Item: --None--

Host Name:

Item Comment Item: --None--

Host Port: 0

Auto Gratuity: -None-

Host Connect:

Payment: Online

Host Interval: 0

Check Adjust Item: --None--

Print At:

Auto Create Ticket: No

Employee: ServerS

Terminal: Terminal #

Merchant

Username:

Password:

a.

b. Required fields:

- i. Dining Area: This will be driving the menus displayed to your Kiosk.
- ii. Print At: Use to select which printer the ticket should be printed at.
- iii. Auto-create ticket

8. Next let's populate the 'Preferences' tab. Values are required for 'Min Order', 'Max Order'

Order Source

Info General **Preferences** Appearance

Site Name:

Site Header Text:

Address 1:

Address 2:

Phone Num:

Min Order:

Max Order:

Delivery Fee:

Tip Option 1:

Tip Option 2:

Tip Option 3:

Pickup Enabled: ☐

Delivery Enabled: ☐

Dine-in Enabled: ☐

Require Dine-in Location: ☐

CurbSide Pickup Enabled: ☐

Pickup Instructions Enabled: ☐

CurbSide Instructions Enabled: ☐

Delivery Instructions Enabled: ☐

Dine-in Instructions Enabled: ☐

Cash Payments Enabled: ☐

Future Orders Enabled: ☐

Thank You Message:

YouTube Video ID:

Screen Saver Video:

Screen Timeout (Sec):

Single Screen Mode: ☐

Kitchen Times

Day	Open	Close	Not Open
Mon:	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="checkbox"/>
Tue:	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="checkbox"/>
Wed:	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="checkbox"/>
Thur:	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="checkbox"/>
Fri:	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="checkbox"/>
Sat:	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="checkbox"/>
Sun:	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="text" value="12:00 AM"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="checkbox"/>

- a.
- b. Required fields:
 - i. Dine-in Enabled (if you wish to provide dine-in)
 - ii. Pickup Enabled (if you wish to provide takeout)
 - iii. Values are strongly encouraged for 'Site Name', 'Address 1', 'Address 2'. 'Phone Num',

9. Finally, we will look at the 'Appearance' tab. Here you will select the color palette and upload site images.

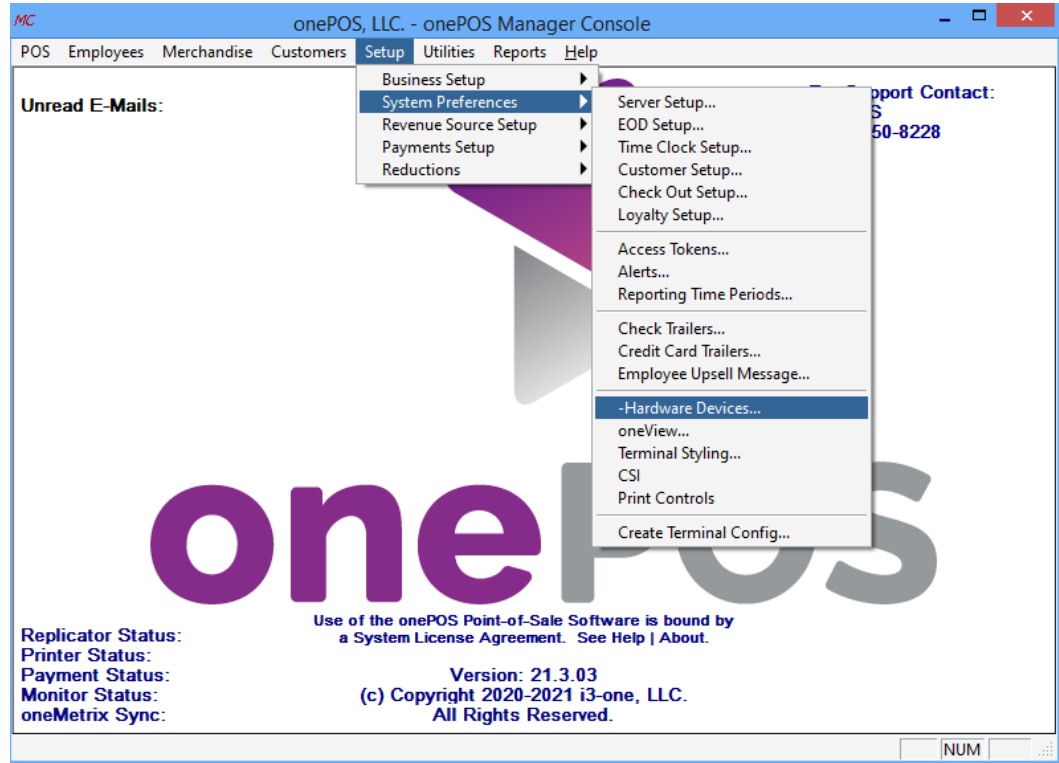
The screenshot shows the 'Appearance' tab of a kiosk setup interface. At the top, there are tabs for 'Info', 'General', 'Preferences', and 'Appearance', with 'Appearance' being the active tab. Below the tabs, there are five color selection options: 'Card Color' (blue), 'Background Color' (light blue), 'Text Color' (white), 'Button Color' (blue), and 'Button Text Color' (white). Each option has a color swatch and a dropdown arrow. Below these, there are four image upload sections: 'Site', 'Background', 'Takeout', and 'Dine-in'. Each section has a preview image and a set of buttons: a blue upload button (cloud with up arrow) and a red delete button (circle with X). The 'Site' section also includes a logo for 'onePOS'.

- a.
- i. If no background image is selected, the background will be a solid color of the background color.

Section 3 | Setting up a Kiosk

Each Kiosk and card reader will need to be configured in Manager console.

1. First, open Manager Console, then select 'Setup' > 'System Preferences' > '-Hardware Devices-'



- a.
2. Add a new device of type 'Kiosk', then reopen it to see more details.
3. Fill out the form with your UnitermCloud details. The reader must be IP based.

The screenshot shows the 'Setup | Edit Hardware Device | Kiosk - Generic...' form. The form contains the following fields and controls:

- ID: 26, 0.14089
- UID: 26
- Name: Kiosk
- Sort: 0
- Device Type: Kiosk (dropdown)
- Order Source: Kiosk (dropdown)
- Authorization section:
 - Processor: None (dropdown)
 - Uniterm Device Type: (text field)
 - Uniterm Device: (text field)
 - User Name: (text field)
 - Password: (text field)
- ☐ In-Active
- Last Update: 11-03-22 12:07
- Buttons: OK, Cancel, Previous, Next

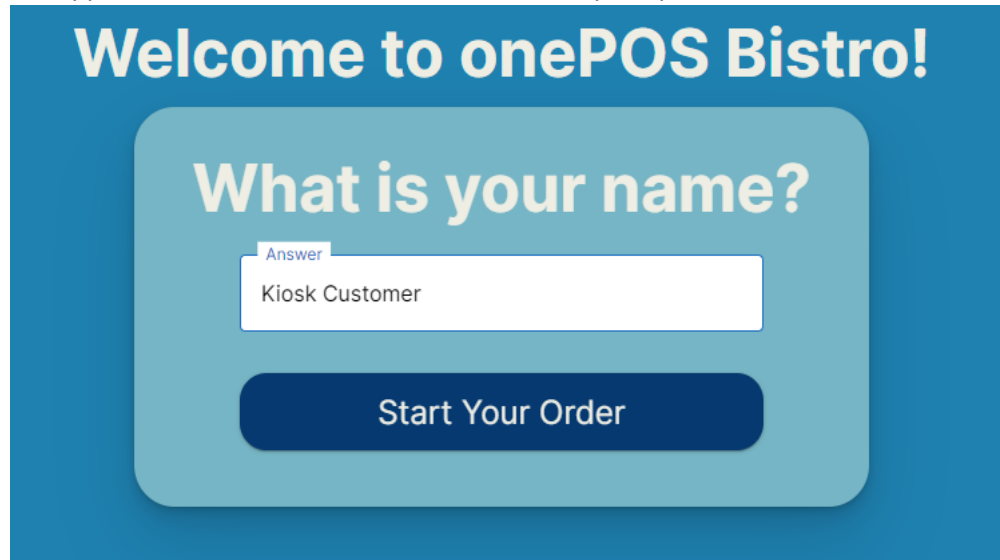
- 4.

5. Next, create a non-administrator user on the Kiosk device.
6. Log in as the user.
7. Create a batch file to open Edge in Kiosk mode, see the example below.
 - a. `msedge.exe --kiosk kiosk.viguest.com --edge-kiosk-type=fullscreen`
 - b. See more at: <https://learn.microsoft.com/en-us/deployedge/microsoft-edge-configure-kiosk-mode>
8. Place the batch file "shell:startup" folder for the kiosk user account.
9. Repeat all steps for each Kiosk.

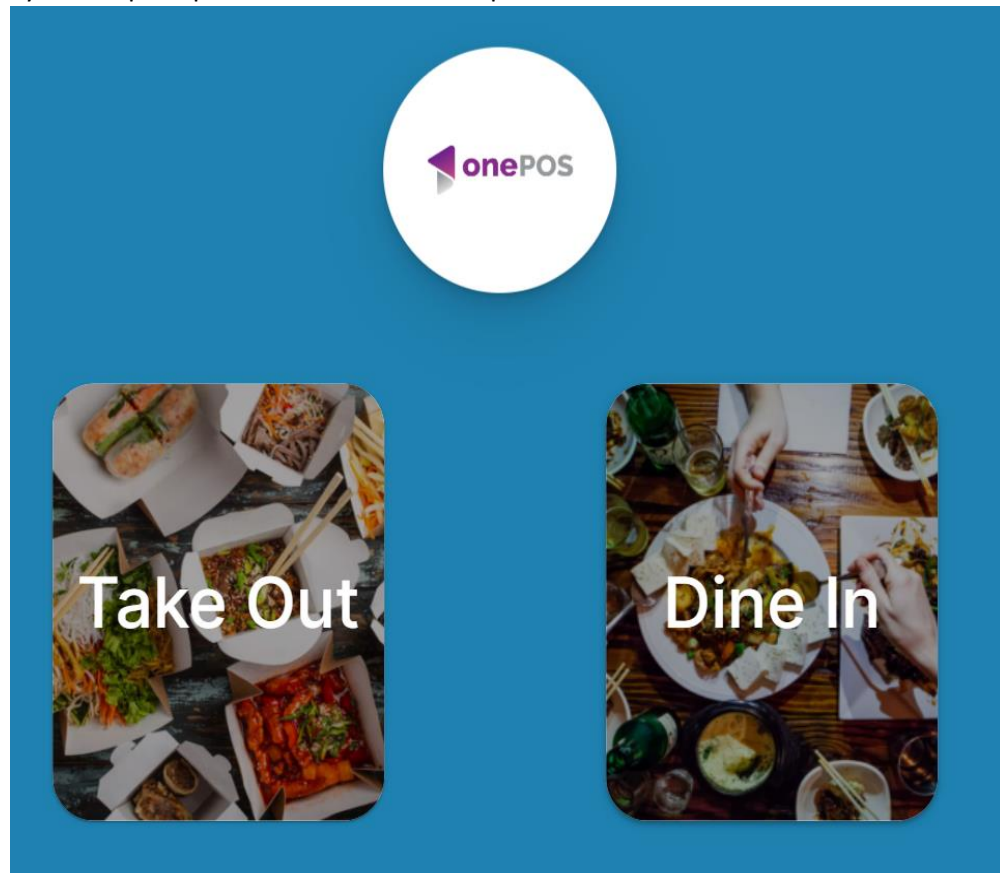
Section 3 | End user experience

The kiosk has a simple workflow for ordering.

1. A customer approaches and wakes the kiosk, and is then prompted for their name



- a.
2. Next, they will be prompted for their fulfillment preference.

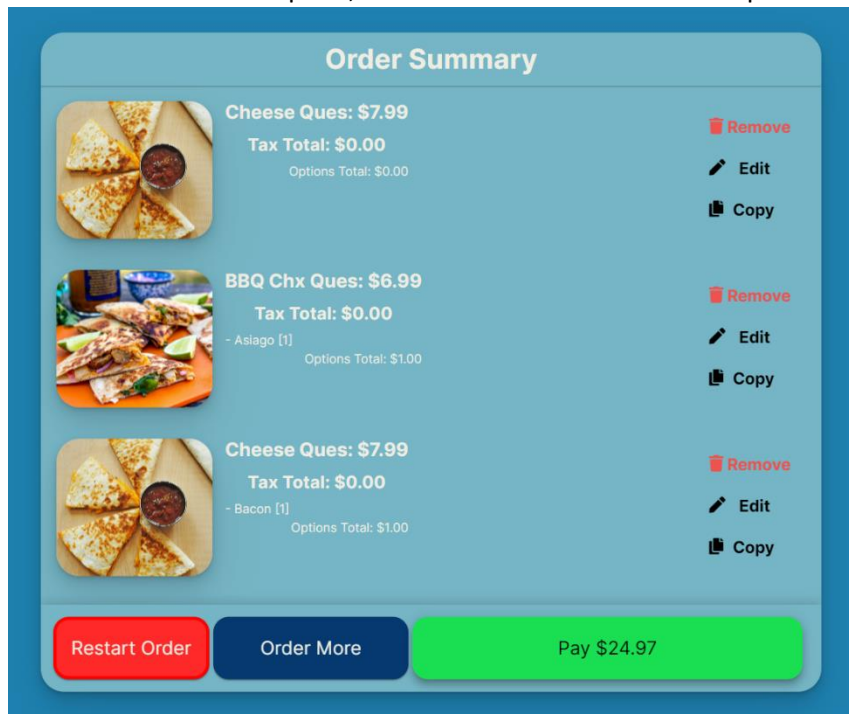


- a.

- After selecting the fulfillment preference, the menu is presented and the end user can explore and add items to their cart.



- After the order selection is complete, the user can view their cart and proceed to payment.



- Once the user clicks Pay, the payment device will initialize for the charge, and payment is completed on the payment device.
- After a successful payment, the user is greeted with a thank you message and customizable order number prompt