

Sales Item Lock

Introduction to Franchisee Level

Franchisees that have multiple restaurants currently have a method of logging into the back office to run consolidated reports for all of their restaurants. This is done by logging into the Franchisee Level, which appears in a drop-down menu when logging into the back office. The new back office system introduces some features that allow changes to take effect at all restaurants below the Franchisee Level, these features can also be used by single restaurant owners to enact changes at their single restaurant. Sales Item Locks is one of those features.

Org Unit: Goetz S (Franchisee) - Goetz S
Role: Owner
Remember selections:
Continue Cancel

Example of a Franchisee Level login. The Org Unit will be the owners last name and first initial

Sales Item Locks For Individual Restaurants

In order to access individual restaurants, one restaurant at a time, while logged in under your **Franchisee Level**, do the following steps. Choose the **Org Type (1)**, **Business Unit (2)** and then select the individual restaurant you would like to change **(3)** (see example below).

Sales Item Lock

Item

Org Type: Business Unit
Business Unit: [None]
Category: [Show All]
Retail Item Name: Contains
Modifier Group: [Select]
Modifier Name: [Select]
Sales Item Status: Active
Sales Item Lock Status: [Show All]
Show Only Items Linked to POS Menu Buttons:

Select Business Unit

Business Unit Code	Business Unit Name	Level
001 Sauk City	001 Sauk City, WI - Phillips	BU
003 Baraboo	003 Baraboo, WI - Linn	BU
005 Middleton	005 Middleton, WI - Parmenter	BU
038 Spring Grn	038 Spring Green, WI - US Hwy 14	BU
103 Richland C	103 Richland Center, WI - Hwy 14 E.	BU
224 Rockwall	224 Rockwall, TX - Ridge	BU
246 Romeoville	246 Romeoville, IL - N. Weber	BU
99999	TEST_BU_KG	BU
End of data.		

After selecting a restaurant, find the item that you'd like to lock by searching using **Retail Item Name Contains**. Then *select Show Only Items Linked to the POS Menu Buttons*. Selecting this option will show the items that are assigned to POS buttons on the register (which are the only ones that need to be locked in order to hide a button). Then *click View Results*.

Sales Item Lock

Item

Org Type: Business Unit

Business Unit: 001 Sauk City

Category: [Show All]

Retail Item Name: Contains cheese curds

Modifier Group: [Select]

Modifier Name: [Select]

Sales Item Status: Active

Sales Item Lock Status: [Show All]

Show Only Items Linked to POS Menu Buttons

The **Business Unit Locks** column displays which **Business Unit or Units** of yours that currently have the item locked. This is informational only.

Sales Item Lock Instructions Cancel

Org Type: Business Unit

Org Unit: 001 Sauk City

Number of Business Units: 1

Item	Retail Item Name	Linked to POS Menu Button?	Business Unit Locks
<input checked="" type="checkbox"/>	Chipotle Cheese Curds, FMLY	Yes	0
<input type="checkbox"/>	Chipotle Cheese Curds, LG	Yes	0
<input type="checkbox"/>	Chipotle Cheese Curds, REG	Yes	0
<input type="checkbox"/>	Dairyland Cheese Curds, FMLY	Yes	0
<input type="checkbox"/>	Dairyland Cheese Curds, LG	Yes	0
<input type="checkbox"/>	Dairyland Cheese Curds, REG	Yes	0

End of data.

Lock Selected UnLock Selected

Select the items to lock or unlock. Then *click* on the action at the bottom you wish to do.

The screenshot shows the 'Sales Item Lock' window. At the top, there are input fields for 'Org Type' (Business Unit), 'Org Unit' (001 Sauk City), and 'Number of Business Units' (1). Below these is a table with the following columns: 'Item', 'Retail Item Name', 'Linked to POS Menu Button?', and 'Business Unit Locks'. The table contains six rows of 'Chipotle Cheese Curds' and 'Dairyland Cheese Curds' items. The first three rows are checked. At the bottom of the window, there are two buttons: 'Lock Selected' (highlighted with a red circle) and 'UnLock Selected'.

Item	Retail Item Name	Linked to POS Menu Button?	Business Unit Locks
<input checked="" type="checkbox"/>	Chipotle Cheese Curds, FMLY	Yes	<u>0</u>
<input checked="" type="checkbox"/>	Chipotle Cheese Curds, LG	Yes	<u>0</u>
<input checked="" type="checkbox"/>	Chipotle Cheese Curds, REG	Yes	<u>0</u>
<input type="checkbox"/>	Dairyland Cheese Curds, FMLY	Yes	<u>0</u>
<input type="checkbox"/>	Dairyland Cheese Curds, LG	Yes	<u>0</u>
<input type="checkbox"/>	Dairyland Cheese Curds, REG	Yes	<u>0</u>

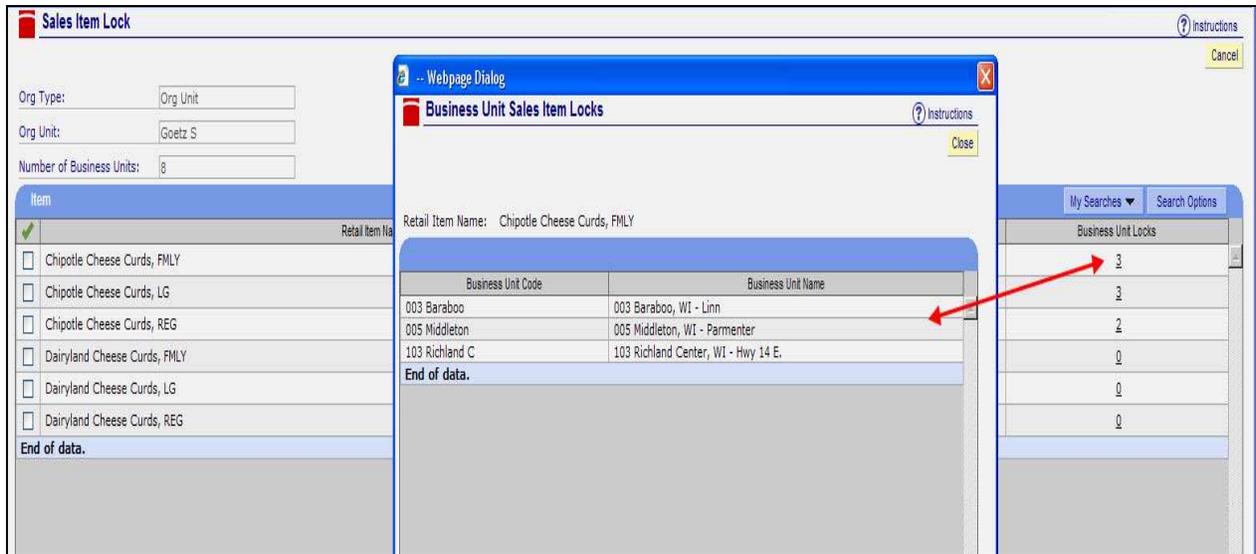
Sales Item Locks for Multiple Restaurants All at Once

To lock or unlock items for multiple restaurants all at once for all restaurants in your group, choose **Organization Unit** under the **Org Type** and your **Franchisee Level** name under **Org Unit** (see examples below).

The left screenshot shows the 'Sales Item Lock' window with the 'Org Type' dropdown menu open, highlighting 'Organizational Unit'. The right screenshot shows the same window with 'Organizational Unit' selected for 'Org Type' and 'Goetz S' selected for 'Org Unit'.

Follow the procedures in the previous section when locking or unlocking buttons for multi-restaurants at the same time. The **Business Unit Locks** column may have underlined numbers. Those numbers indicate how many of the restaurants in your group

have an item locked out. To view which restaurants have that item locked, *click* on the underlined number for that item. A webpage dialog box will appear displaying those restaurants. It doesn't matter if some restaurants have the item locked and others unlocked, your action to unlock or lock the item will affect all restaurants.



Approve a Pricing and Item Locks download to make the changes go into effect at the POS. The last change will take effect whether it was done at the restaurant level or franchisee level.