

# Feature Focus Guide: Recipes

Core Product: Aloha Quick Service, Aloha Table Service  
Last Updated: June 5, 2024

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## Revision Record

Date	Version #	Description
Prior to 01/13/2023	TS v3.6+	Implemented the Recipe feature for Aloha Table Service.
	TS v3.908+	Added the option to automatically display a recipe when ordering.
	TS v3.940+	Forced the system to store all images and movie files associated with a recipe in the Recipe directory.
	TS v4.910+	Added the option to display the use of recipes in the FOH.
	QS v6.4.0+	Added the Recipe feature for Aloha Quick Service.
	TS and QS v14.1+	Updated document to reflect Aloha Configuration Center and new Aloha Manager.
01/13/2023		Converted the document to use new template. Updated the front cover and back page to reflect new NCR branding.
12/05/2023		Updated document to reflect NCR Voyix branding.

## About Recipes

Recipes at a Glance	
Core Product	Aloha® Quick Service, Aloha Table Service
Complementary Products	No
Separate License Required?	No
Other References	Aloha Quick Service Reference Guide, Aloha Table Service Reference Guide

A recipe is a list of ingredients with directions for making or preparing an item. For the Aloha® Point-of-Sale (POS) system, you can use recipes for a wide range of purposes, from empowering employees with the ability to answer ingredient questions for the guest, to providing the bartender instructions on how to prepare a drink. The system does not use data from the Recipes feature for inventory tracking. Most of the time, you access recipes on demand using a Front-of-House (FOH) terminal, but you can configure the system to display or print a recipe each time, or for a defined number of times, you order the item. You can also optionally provide an image of the item and an instructional video for how to prepare the item on the FOH.

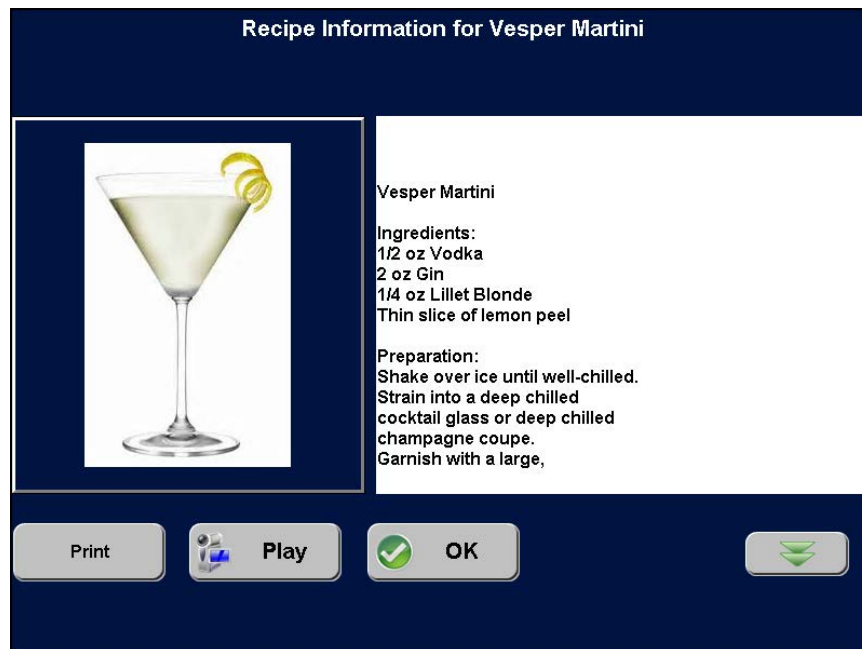


Figure 1 FOH Recipe Information Screen

**SCENARIO: BAR** The guest orders a Vesper martini and the bartender is unfamiliar with this drink. The bartender starts a check, adds the item to the guest check. Using the Recipe feature, the bartender is able to view the recipe of the item and prepare the drink for the guest.



Figure 2 FOH Recipe Information Screen

**SCENARIO: INGREDIENT LOOKUP** A guest inquires if the Swedish cookies contain almonds, to which the guest is allergic. A newly-hired employee starts a check, enters the item on the guest check, and using the Recipe feature, views the recipe for the item. The employee can provide the information to the guest before it is prepared without having to ask a coworker. If the item contains the ingredient, the employee can remove the item from the guest check.

## Configuring Recipes

This section details the configuration requirements within Aloha Configuration Center (CFC) and new Aloha Manager for Recipes. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

Recipes Procedures at a Glance:	
If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task.	
1.	Access <b>Maintenance &gt; Business &gt; Store &gt; Store Settings</b> tab > <b>User Interface</b> group to enable recipes. See <a href="#">page 6</a> .
2.	Access <b>Maintenance &gt; System Settings &gt; Media Files</b> to import the image files and instructional videos so that they are available for use. See <a href="#">page 8</a> .
3.	Access <b>Maintenance &gt; Menu &gt; Items &gt; General Settings</b> tab > <b>Recipe information</b> group bar to enter the recipe, attach a recipe bitmap or movie, and configure the display and print options for each item for which you require a recipe. See <a href="#">page 10</a> .
4.	Access <b>Maintenance &gt; Screen Designer &gt; Table Service Screen Designer</b> or <b>Quick Service Screen Designer</b> to add a Recipe button to the bottom right row of the order entry screen, This button displays the recipe, if one is available, for the item currently selected in the FOH guest check window. See <a href="#">page 12</a> .
5.	Select <b>Utilities &gt; Refresh POS &amp; All Products</b> to refresh the data. See <a href="#">page 13</a> .

### Enabling recipes

Upon installation, the use of recipes for the Aloha POS system is enabled, by default; however, if you disabled the Recipes feature, you must enable it in Store Settings.

#### To enable the use of recipes:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.

3. Select the **User Interface** group located at the bottom of the screen.

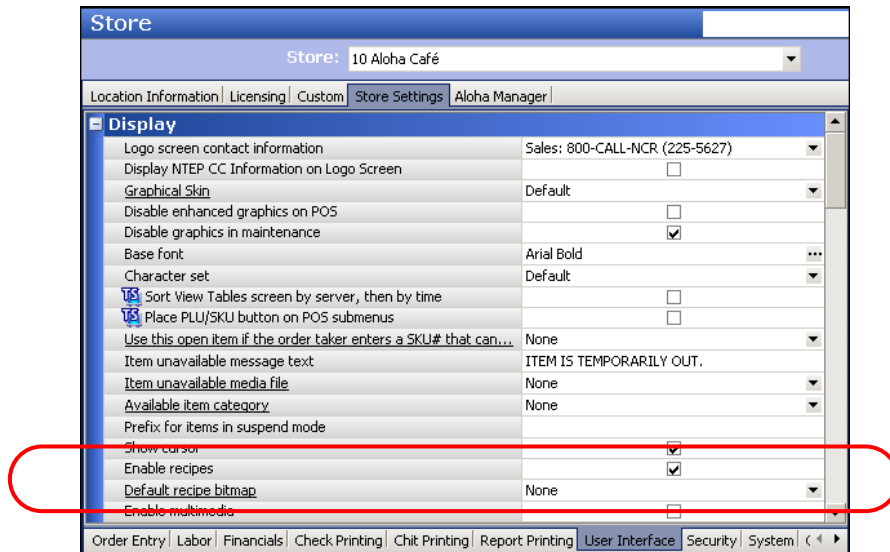


Figure 3 Store Settings Tab - User Interface Group

4. Under the 'Display' group bar, select **Enable recipes** to activate the use of recipes on the FOH. For Quick Service, you must access Panel Editor and add the Recipe button function to a panel in use. For Table Service, the Recipe button appears on the FOH Order Entry screen.
5. Select a **default recipe bitmap** from the drop-down list. The default bitmap appears on the recipe screen for any item for which you create a recipe but do not designate a specific recipe bitmap under the 'Recipe information' group bar on the General Settings tab in Maintenance > Menu > Items.



**Note**

You must upload images using the Media Files function, before you can select it for use in the Aloha POS. See ["Making image files and video files available for use"](#) on page 8 for more details.

6. Click **Save** and exit the **Store** function.

## Making image files and video files available for use

The Aloha POS system allows you to add an image of the menu item on the FOH Recipe Information screen and to provide your employees an instructional video on how to prepare the item; however, to make an image file or instructional video available for use in the system, you must first upload the image and video files using **Maintenance > System Settings > Media Files**.

### To make an image or video file for a recipe available for use:

1. Select **Maintenance > System Settings > Media Files**.
2. Click the **New** drop-down arrow, select **Aloha Point-of-Sale**, and click **OK**.
3. Accept the **system assigned number** or click the **ellipsis (...)** next to 'Number' to display the Number Assignment dialog box, from which you can choose an **alternate number**.



Figure 4 Media Files - Image File

4. Type a **name** to help you identify the image file or instructional video. For example, 'Vesper Martini.'
5. Select the **file type** from the drop-down list. For example, BMP (image file) or AVI (instructional video).
6. Click the **ellipsis (...)** to browse to and select the image file or instructional video for the recipe from the directory in which you have it saved. The system defaults to the BMP directory.



7. Select the **Preview** tab to preview the image, if necessary.



Figure 5 Media Files - Preview Tab

8. Click **Save**.
9. Repeat this **procedure** for any other menu items for which you want to make an image file and instructional video available for use.
10. Exit the **Media Files** function.

## Attaching a recipe and instructional video to an item

You can attach an image file and instructional video to individual menu items; however, you cannot attach an image file or instructional video to the modifier of an item. You can also type a recipe for a menu item right here in the Items function. When you add a recipe to a menu item, the system creates a text file in the Recipe directory. The naming convention for the recipe text file is RCnnnnn.txt, where nnnnn is the ID number of the menu item. For example, 'RC000537.txt.'

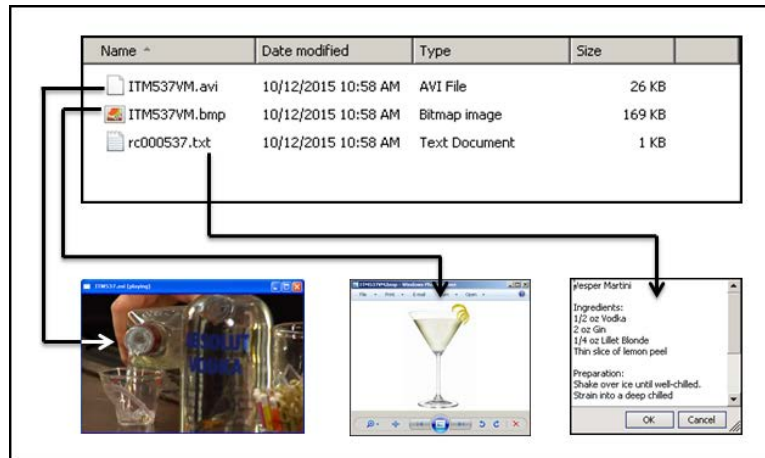


Figure 6 Recipe Directory

### To attach an image file or instructional video to a menu item:

1. Select **Maintenance > Menu > Items**.
2. Select the **item** from the drop-down list.
3. Select the **General Settings** tab.

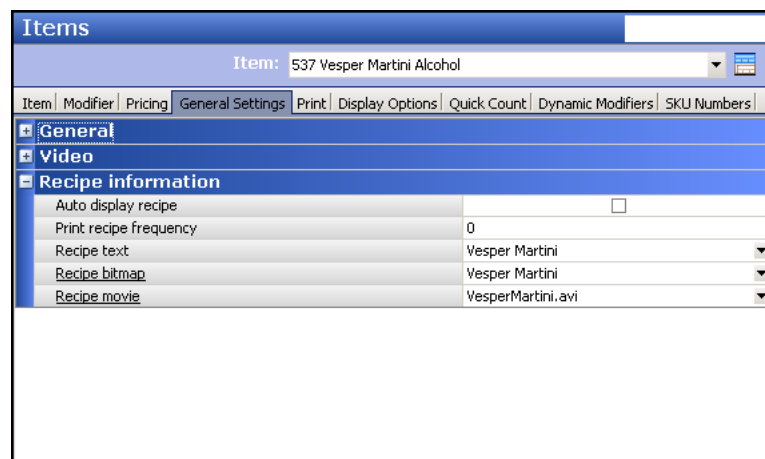


Figure 7 General Settings Tab - Recipe Information Group Bar

4. Under the 'Recipe information' group bar, select **Auto display recipe** to automatically display the recipe for the item when you select the item in the FOH.



**Note**

If you select 'Auto display recipe,' the recipe automatically displays every time you enter the item on the FOH guest check. For example, if you receive multiple orders of Vesper Martinis for the same guest check, each time you add a Vesper Martini to the check, the recipe appears on the screen. You must touch OK to dismiss the recipe each time it appears. If you clear 'Auto display recipe,' the employee must touch Recipe to view the recipe of the selected item.

5. Type the **Print recipe frequency**, from zero to nine, to indicate the number of times you must order the item before a copy of the recipe prints. The recipe prints on the kitchen chit or appears on a video display system monitor, according to the print group or video group to which it is assigned. If you do not want the recipe to print, type '0' in this text box.



**Note**

You can enable the system to automatically print the recipe for an item to the local printer, based upon the frequency in which you order the item in FOH.

6. Type the **recipe text**. Start the recipe with the menu name on the first line, for ease of use.
7. Select the **recipe bitmap** from the drop-down list, if you want to display an image of the menu item. The selections that appear in the drop-down list are those from the Media Files function that are designated as for the Aloha Point of Sale and have a .bmp file extension.
8. Select the **recipe movie** from the drop-down list, if you want to provide an instructional video of the menu item. The selections that appear in the drop-down list are those from the Media Files function that are designated as for the Aloha Point of Sale and have an .avi file extension.
9. Click **Save**.
10. Repeat this **procedure** for each item for which you want to attach a recipe and instructional video.
11. Exit the **Items** function.

## Adding a recipe button

After you enter the recipes and configure the display and print options for the individual items, you must provide access to the Recipe button in the FOH. For Quick Service operations, you must add the Recipe button function to a panel. For Table Service operations, the Recipe button appears on the bottom right row of the FOH Order Entry screen by default; however, you can replace the bottom right row with a custom panel of the 'Order Entry' type for additional flexibility and functions. If a custom panel is in use, you must add the Recipe button to the custom panel.



### Reference

Refer to the [Custom TS Order Entry Screen Feature Focus Guide - HKS314](#) for detailed instructions on replacing the bottom right row with a custom panel.

### To add the recipe button:

1. Select **Maintenance > Screen Designer > Table Service Screen Designer** or **Quick Service Screen Designer**. The screen designer function opens in a new window.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**, select a **panel** of the 'Order Entry' type (TS only) or any **panel** (QS only) and click **OK**.
4. Select an **available button**, or select **Panel > New Button** to create a new button. The Properties dialog box appears.

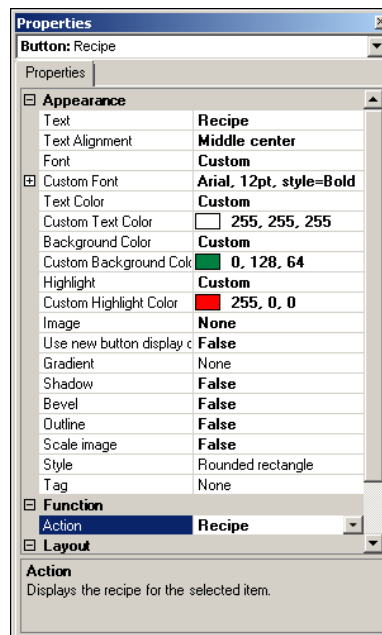


Figure 8 Recipe Button

5. Under the 'Function' group bar, select **Recipe**.

6. Configure the **remaining options** as you would for any other button.
7. Exit the **Screen Designer** function.

## Refreshing the data

After all settings are in place in new Aloha Manager, it is necessary to select **Utilities > POS > Refresh POS & All Installed Products** to transfer the new information to the FOH terminals, or wait for the End-of-Day (EOD) process to accomplish the data refresh for you. If you run the refresh prior to the EOD process, select 'Automatically restart all POS terminals' and click OK to continue. After the data refresh is complete, all new settings become operational across the Aloha network.



### Caution

Refresh data with caution and never during peak hours of operation. All FOH terminals reboot during a refresh and are down for a short period of time.

## Using Recipes

When you have a recipe attached to an item, three red asterisks appear on the bottom left corner of the respective button on the FOH. When you see the asterisks, you know there is a recipe available for the item.



Figure 9 FOH- Vesper Martini Button

When you use Smart Items with the Recipe feature, the system displays the three red asterisks for the designated default item only. If a recipe is configured for any size other than the default item, the asterisks do not appear because the button does not appear on the submenu panel; however, you can still access the recipe.

### To view a recipe in the FOH:

1. From the FOH, select an **item with an attached recipe**. For example, 'Vesper Martini.' The Recipe Information for Vesper Martini screen appears.

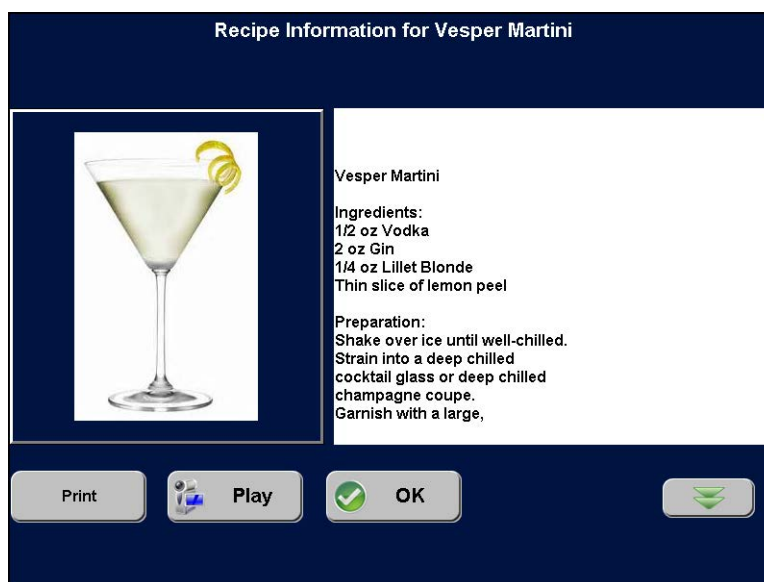


Figure 10 Recipe Information Screen - First Part of Recipe

2. To view the entire recipe, touch the **double-down arrow** button.



Figure 11 Recipe Information Screen - Second Part of Recipe

3. To return to the beginning of the recipe, touch the **double-up arrow** button.
4. To print the recipe, touch **Print**.
5. To exit the recipe information screen, touch **OK**.

**To view the instructional video for a recipe in the FOH:**

1. From the FOH, touch the **item with an attached recipe**. For example, 'Vesper Martini.' The Recipe Information for Vesper Martini screen appears.



Figure 12 Recipe Information Screen

2. Touch **Play** to play an instructional video for the item, if available.





Figure 13 Instructional Video

3. Touch **X** on the video screen to stop and close the video and return to the Recipe Information screen.
4. Touch **OK** to exit the recipe information screen.

## Recipes, Feature Focus Guide

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