

Feature Focus Guide: Print Designer

Core Product: Aloha Quick Service, Aloha Table Service
Last Updated: February 3, 2025

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Revision Record

Date	Version #	Description
Prior to 01/23/2023	v12.3+	Implemented Print Designer for production chits, including expo, kitchen, order taker, tray chits, and guest checks.
	AK v13.1+	Added support for the Pager Location within a Custom Line element.
	v14.1+	Incorporated Campaign Rulebook elements.
	v19.3+	Added support for Custom line for label printing for exclusive use for NCR Sticky Media™.
	AK v19.3+	Added support for the following enhancements: <ul style="list-style-type: none"> • Group and print items based on categories. • Apply line attribute overrides, such as bold and italics, to menu items and modifiers on the kitchen chit. • Assign an image to each menu item, for printing on the kitchen chit. • Assign an image to each modifier code, for printing on the kitchen chit. • Associate a production chit with each order mode. • Rewards Member element. • Customer Paid Line Text element. • Override font and font sizes when using a Windows printer. • Customer Name and Customer Name and First Initials elements.
01/23/2023		Converted the document to use new templates. Updated front cover and back page to reflect new NCR branding.
09/22/2023		Added Aggregator element to production and order taker layouts.
06/13/2024		Converted the document to NCR Voyix branding.
01/31/2025		Add support for the following enhancements: <ul style="list-style-type: none"> • Label print sequence element. • Pickup instructions element. • Payment status element. • Delivery partner name element. • Delivery partner order number element. • Loyalty customer name and image element.

About Print Designer

Print Designer at a Glance	
Core Product	Aloha Quick Service and Aloha Table Service
Separate License Required?	No
Other References	Aloha Quick Service Reference Guide; Aloha Table Service Reference Guide

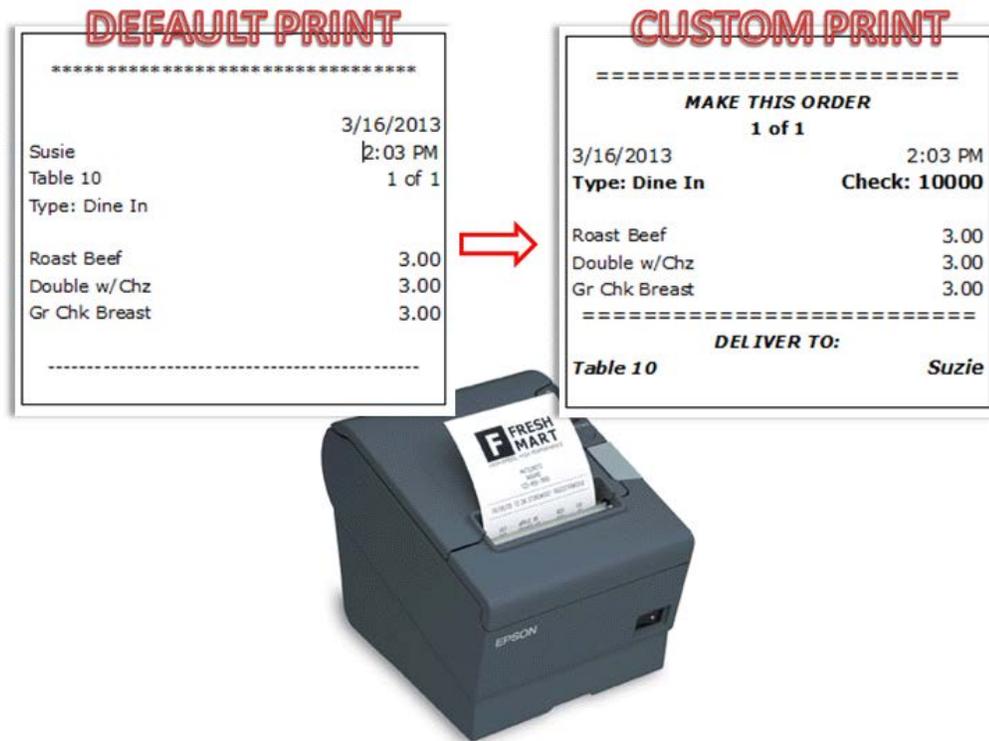


Figure 1 Print Designer Illustration

The Aloha[®] Point-of-Sale (POS) system provides a generic layout for the guest check and for chits that print in your restaurant. You can do limited customization to these layouts using options available in functions like Store Settings, Printers, and others. Print Designer provides the ability to create custom layouts with much more flexibility on what prints on a guest check or chit, as well as increased control over the positioning of the information. You can create as many custom layouts as needed to fit your business needs.

Tip

Print Designer does not affect the print attributes of items and modifiers on the chit or guest check. Additionally, you cannot use Print Designer to customize such things as credit card vouchers, clock-in chits, and more.

You also use Print Designer to design printed vouchers for use with campaigns to drive traffic back into your restaurant. Use the Campaign Rulebook function to define the actual set of conditions under which a guest earns a voucher reward.



Reference

Refer to the [Campaign Rulebook Feature Focus Guide - HKS324](#) for more information on creating voucher rewards using Print Designer.

Benefits of Print Designer:

Print Designer enables you to change the appearance of your chits, guest check, and campaign vouchers. With Print Designer you can:

- Use the Aloha generic chit layout as a template for designing a custom production chit layout for an expo chit, kitchen chit, tray chit, and more.
- Use the Aloha generic guest check layout as a template for designing a custom guest check layout.
- Use the Aloha generic general message layout as a template for designing a custom reward voucher.
- Define in what order the elements appear on a chit or guest check.
- Define the horizontal position (left, center, right) of elements.
- Define free text data elements to appear on the printed form.
- Define the location of static elements on the printed chit, such as surveys, bar codes, and more.
- Promote “green” printing by suppressing line feed to control paragraph spacing and reduce the number of blank lines.
- Define text and font styles.

Once you complete a custom layout, access Maintenance > System Settings > Event Schedule and use the Activate Layout Override event to notify the system to use the custom layout, and use Disable Layout Override to revert back to the default layout before the end-of-day, if necessary.

Layout types

When you create a new custom layout, it is easier to select the template that corresponds to the type of layout you want to create and make modifications, but you can click the down-arrow next to ‘New,’ select the type of layout you want to create, and start from scratch. Select from the following types:

Production chit provides the elements you need to design a custom chit to print in the kitchen, such as an expo chit, kitchen chit, and tray chit. You must include the Items and Training elements on a custom chit of this type to save the new layout.

Guest check provides the elements you need to design a custom guest check. You must include the Items and Training elements on a custom guest check to save the new layout.

General message provides the elements required to design a printed voucher for use with campaigns.

Order taker chit provides the same elements you need to design a custom chit to print in the kitchen (production chit) without the requirement of including the Items and Training elements. With this type, as long as you include one of the available elements in your design, you can save and use the new layout.

Layout alignment and elements

The Print Designer tool uses elements to build and design your layout, such as 'Ordermode name,' 'Day part,' 'Revenue center,' and many more. Some of these elements are standard to all businesses and some are only required when you use a certain feature or interface with a complimentary product. For example, you would always include the 'Current date' element, and only include the 'eFrequency check total' element if you use Aloha Insight.

Whether you create a layout for a chit or a guest check, you must be familiar with the divisions of the layout to properly create your design. Envision the layout in three vertical (top-down) areas, Header, Item, and Footer, and three horizontal positions, Left, Center, and Right.

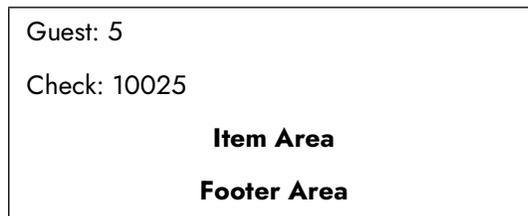


Figure 2 Layout Alignment

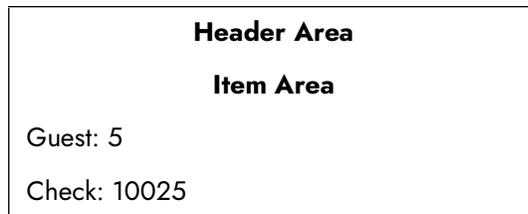
Vertical areas

The vertical areas (Header, Item, and Footer) are defined sections of the layout for customization. With the exception of the Item area, they are unrestricted, meaning an element that is normally hard-coded for the Header area can easily be placed in the Footer area, with Print Designer. Additionally, there is no limit to the elements you can add to the Header or Footer area.

- **Header** - The Header area is usually designated for store information, essential check requirements, such as employee name, time, check number, and anything else you deem as header information.



- **Item** - The Items area is restricted, meaning you cannot make any design changes within the Print Designer tool. This area consists solely of the Items element, which is a required element in your design for the guest check.
- **Footer** - The Footer area is usually designated for salutations, guest experience feedback, and anything else you deem as footer information.



Horizontal positioning

The horizontal positions (Left, Center, and Right) provide the flexibility to align elements flush against the left or right sides, or directly in the center of the layout. Each element has a default alignment; however, you can change this alignment to your liking. For example, the default alignment for a guest count appears flush left; however, you can easily place it in the middle or flush right.



Additionally, using the 'Custom line' element, you can assign up to three select elements to appear on a single line, to conserve space and provide unity.



Required configuration for Print Designer

Printing configuration resides in several areas of the Aloha POS system, and each serves its own purpose. You can perform printing configuration in the following areas:

- Store Settings - Defines print configuration at the store level.
- Printer Maintenance - Defines print configuration for a specific printer.
- Item Maintenance - Defines print configuration for a specific item.

With the inception of Print Designer, the system now uses the following hierarchy when determining the printing within the Aloha POS system (with 1 being the highest and 4 being the lowest):

1. Print configuration in Item Maintenance.
2. Print configuration in Print Designer.
3. Print configuration in Printer Maintenance.
4. Print configuration in Store Settings.

The Print Designer tool overrides configuration in Printer Maintenance and Store Settings; however, this does not mean configuration in these areas is overlooked. You must still configure all applicable options in Store Settings and Printer Maintenance to enable a printing feature to print with the Print Designer tool.



Tip

If you add an element to your Print Designer layout but do not also configure a required option elsewhere in the system, the information does not print on the chit or guest check.

Here are some print hierarchy scenarios:

Setup	Result
Configure print options in Store Settings. Do not configure Print Designer.	The system prints in accordance to the configuration in Store Settings.
Configure print options in Store Settings. Configure print options in Printer Maintenance. Do not configure Print Designer.	The system prints in accordance to the configuration in Store Settings, but is overridden by any print configuration in Printer Maintenance for that specific printer.
Do not configure print options in Store Settings. Configure Print Designer.	The system does not print any Print Designer elements that have a required configuration in Store Settings.
Do no configure print options in Printer Maintenance. Configure Print Designer.	The system does not print any Print Designer elements that have a required configuration in Printer Maintenance.
Configure print options in Item Maintenance. Configure Print Designer.	The system prints in accordance to the configuration in Print Designer, but is overridden by any print configuration in Item Maintenance.

Setup	Result
Configure a layout in Print Designer for expo chits. Do not configure a layout in Print Designer for kitchen chits. Configure print options in Store Settings.	The system prints at the expo printer in accordance to the configuration in Print Designer and prints at the kitchen printer in accordance to the configuration in Store Settings.

To help visualize this, the following examples depict how to add the 'Guest count' element to a chit. In the first example, the default chit for Aloha Quick Service and Table Service does not contain an entry to print the number of guests for a table/order.

*****	*****
3/16/2013	3/16/2013
Susie 2:03 PM	2:03 PM
Table 10 1 of 1	1 of 1
Type: Dine In	Type: Dine In
Roast Beef 3.00	Roast Beef 3.00
Double w/Chz 3.00	Double w/Chz 3.00
Gr Chk Breast 3.00	Gr Chk Breast 3.00
_____	_____

Figure 3 Default Chit Print for Aloha Quick Service (Left) and Table Service (Right)

Access Maintenance > Business > Store > Store Settings tab and select 'Show guest count' under the 'Chit Content' group bar to enable the system to print the guest count in a fixed location, flush left and beneath the Order Mode (Type) field.

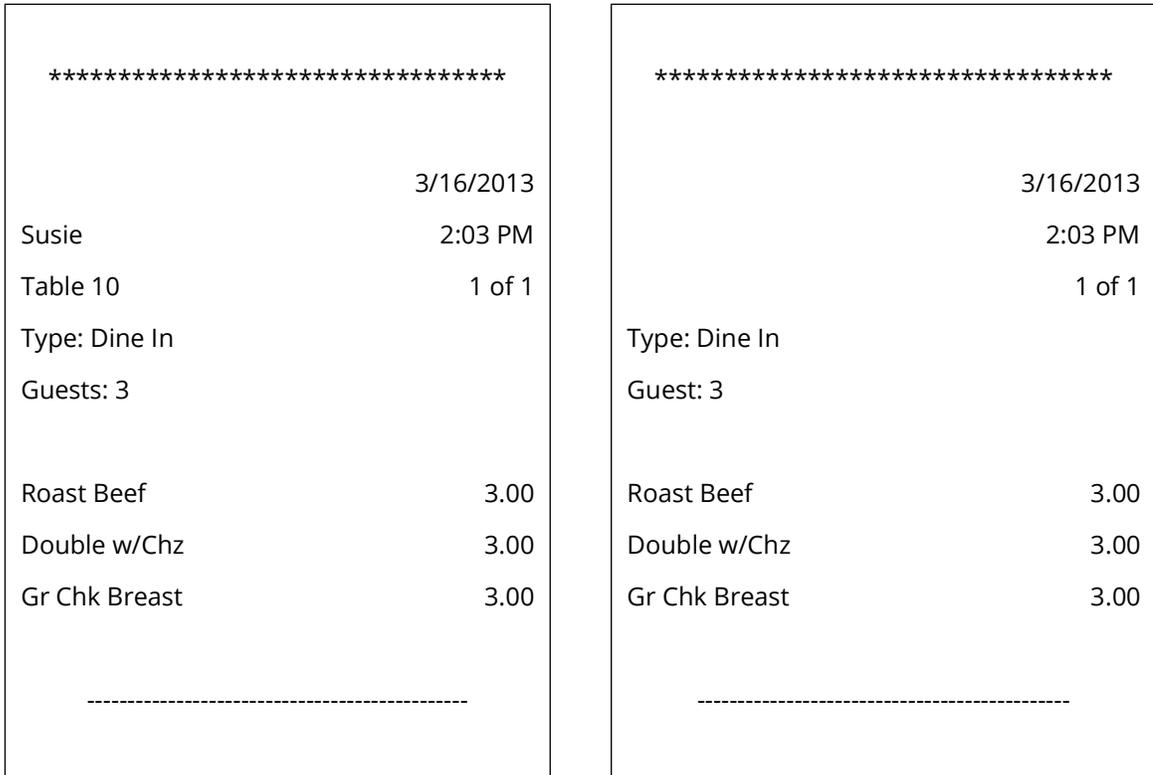


Figure 4 Chit Print When Guest Counts are Enabled in Store Settings

Once the guest count is enabled to print in Store Settings, you can add the 'Guest count' element to the layout for a chit, using Print Designer.

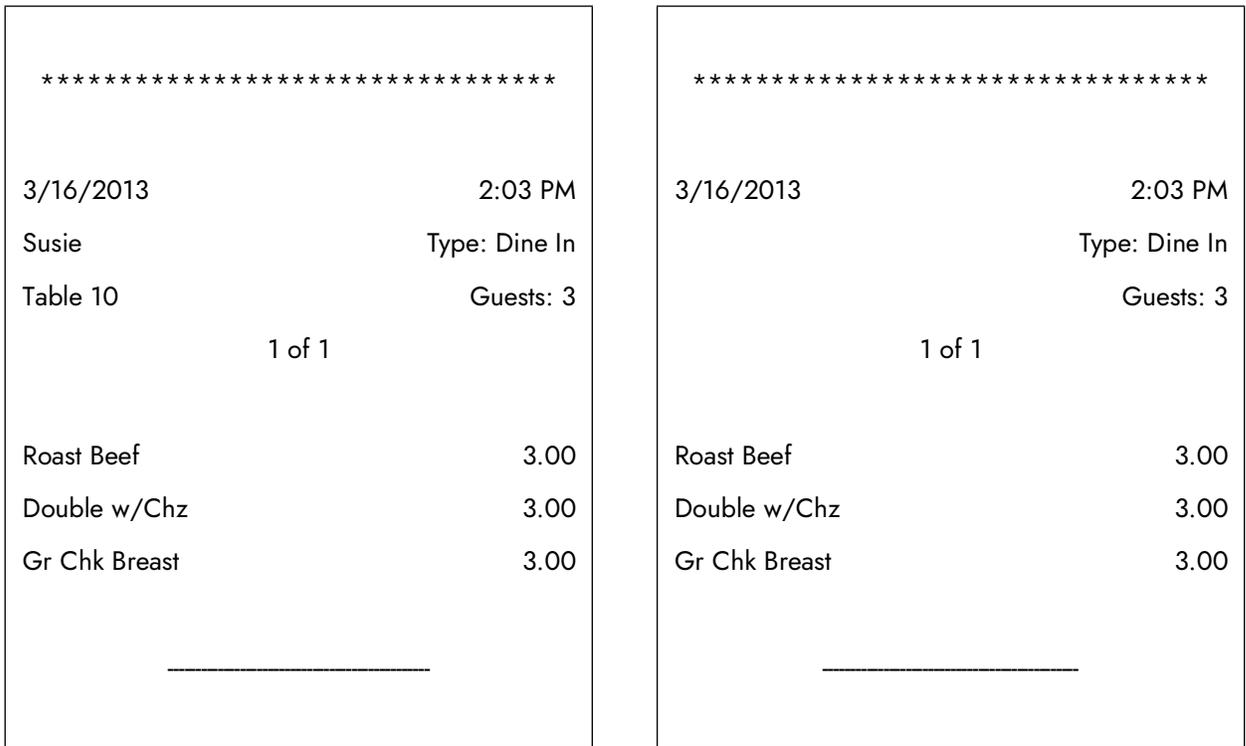


Figure 5 Chit Print with Guest Count Element Added in Print Designer

In the last example, not only did we add the 'Guest count' element, but we also did the following:

- Moved the guest count flush right on the chit.
- Moved the current date flush left on the chit and aligned with the current time, using a custom line.
- Moved the order mode (type) flush right on the chit and above the guest count.
- Moved the 'Number of number' element to print in the center on the chit.

Configuring Print Designer

Procedures at a Glance:	
If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task.	
1.	Create a layout from the default template. See page 12 to create a new, or edit an existing, layout.
2.	Customize the print designer layout. Organize and assign attributes to the elements on the layout. to add, remove, rearrange, or format elements on a chit or guest check. See page 21 .
3.	Associate a production chit layout with an order mode. See page 32
4.	Activate the new layout using the Activate Layout Override and Disable Layout Override events in Event Schedule. See page 33 to activate or disable an operational event that determines the layout for a chit or guest check at any given time.
5.	Refresh POS data. See page 34 .

Configuring a layout from the default template

To create your own custom layout, we recommend you begin by copying and renaming the default template provided for you in the Aloha POS system. You can then remove, add, and organize elements as you see fit. This method saves you time and allows you to be functional more quickly, rather than creating a layout from scratch.



Tip

The default templates are not intended for use as your production prints. Each one is protected, preventing you from making any changes to it; instead, use the “copy” command to copy a template to a new record and then modify the new record.

It is up to you to remove elements from, or add elements to, your new layout, and to move elements up or down to change the order in which they appear. You can also combine certain elements so that they print on the same line in the layout, using the ‘Custom line’ element. For example, you can print the current date and time on the same line.



Tip

If you include an element for a feature you do not have your system configured to use, the system allows you to add the element to the layout, but does not print anything on the chit.

For a default chit layout, the elements are the same for Aloha Quick Service and Table Service. The following example depicts the elements provided on the default chit template.

Custom header top Promise time Delivery info Filled line Linefeed Linefeed Linefeed Modified Order info						
<table border="1"> <tr> <td></td> <td>Current date</td> </tr> <tr> <td>Server name</td> <td>Current time</td> </tr> <tr> <td>Order name</td> <td>Number of number</td> </tr> </table>		Current date	Server name	Current time	Order name	Number of number
	Current date					
Server name	Current time					
Order name	Number of number					
Print ordermode on check Guest count Check numbers Custom header middle Club members Bar audit chit header Terminal name						
<table border="1"> <tr> <td> Training <linefeed> </td> </tr> </table>	Training <linefeed>					
Training <linefeed>						
Membership Table tent Void Linefeed						
<table border="1"> <tr> <td> <linefeed> </td> </tr> </table>	<linefeed>					
<linefeed>						
<table border="1"> <tr> <td> Alerts </td> </tr> </table>	Alerts					
Alerts						
<table border="1"> <tr> <td> Ordermode header <linefeed> </td> </tr> </table>	Ordermode header <linefeed>					
Ordermode header <linefeed>						
Custom header bottom						

Items
Custom trailer top
Void
Total
Recipes
Other menu
Ordermode trailer <linefeed>
Chit tag totals
Custom trailer middle <linefeed>
Split chit message
Linefeed
Linefeed
Filled line
<linefeed>
Promise time <linefeed>
<linefeed>
Expo barcode
Custom trailer bottom
ATO bag sort number

Figure 6 Default Chit Template

Legend	
Bold box	Indicates elements containing internal leading and trailing linefeeds which you can suppress.
Double line box	Indicates a 'Custom line' element was used to add up to three specific elements onto the same line.

For a default guest check template, we provide one for each environment, Aloha Quick Service and Aloha Table Service. The following examples depict the elements provided on the default Quick Service (Left) and Table Service (Right) guest check.

Placeholder text ("Header Elements")	
Bitmap	
<linefeed>	
Header	
<linefeed>	
Large check name	
<linefeed>	
Linefeed	
<linefeed>	
Refund	
<linefeed>	
Linefeed	
Server name	Current date
Cashier name	
Order name	Current time
Guest count	
Order/Check number	
Fiscal Quebec transaction ID/date	
Duplicate	
Reprint	
Order mode	
Revenue center	
Menu name	
Order attribute	
Survey banner text	
Day part	
<linefeed>	
Placeholder Element ("Body Elements")	

Placeholder text ("Header Elements")	
Bitmap	
<linefeed>	
Header	
<linefeed>	
Linefeed	
<linefeed>	
Refund	
<linefeed>	
Linefeed	
Server name	Current date
Cashier name	
Order name	Current time
Guest count	
Order/Check number	
Fiscal Quebec transaction ID/date	
Duplicate	
Reprint	
Order mode	
Revenue center	
Menu name	
Order attribute	
Survey banner text	
Day part	
<linefeed>	
Placeholder Element ("Body Elements")	

<linefeed>
Items
<linefeed>
Placeholder Element ("Footer Elements")
Training
<linefeed>
Advance Order info
<linefeed>
PMS info
<linefeed>
PMS room
<linefeed>
Frequent Diner subtotal
<linefeed>
Frequent Diner message
<linefeed>
Sales Category detail
<linefeed>
Inclusive taxes breakout
Exclusive taxes breakout
Signature
<linefeed>
<linefeed>
eFrequency check text
<linefeed>
Guest Check messages
<linefeed>
Gift Card Offline message
<linefeed>
<linefeed>
Delivery info

<linefeed>
Items
<linefeed>
Placeholder Element ("Footer Elements")
Training
PMS info
<linefeed>
PMS room
<linefeed>
Frequent Diner subtotal
<linefeed>
Frequent Diner message
<linefeed>
Sales Category detail
<linefeed>
Inclusive taxes breakout
Exclusive taxes breakout
Signature
<linefeed>
<linefeed>
eFrequency check text
<linefeed>
Guest Check messages
<linefeed>
Gift Card Offline messages
<linefeed>
<linefeed>
Delivery info

<code><linefeed></code>	<code><linefeed></code>
<code><linefeed></code> Advance Order footer <code><linefeed></code>	
Linefeed	Linefeed
<code><linefeed></code> Footer	<code><linefeed></code> Footer
Linefeed	Linefeed
<code><linefeed></code> Barcode	<code><linefeed></code> Barcode
Comp form	Comp form
	<code><linefeed></code> <code><linefeed></code> Two Part check
Quebec Fiscal info	Quebec Fiscal info
Separate survey	Separate survey

Figure 7 Default Guest Check Template for Quick Service (Left) and Table Service (Right)

Legend	
Bold box	Indicates elements containing internal leading and trailing linefeeds which you can suppress.
Double line box	Indicates a 'Custom line' element was used to add up to three specific elements onto the same line.
Shaded box	Indicates areas in the example to be ignored and are provided only to align the Quick Service and Table Service elements side by side.

To configure a custom layout starting with a template:

1. Select **Maintenance > Hardware > Print Designer**.

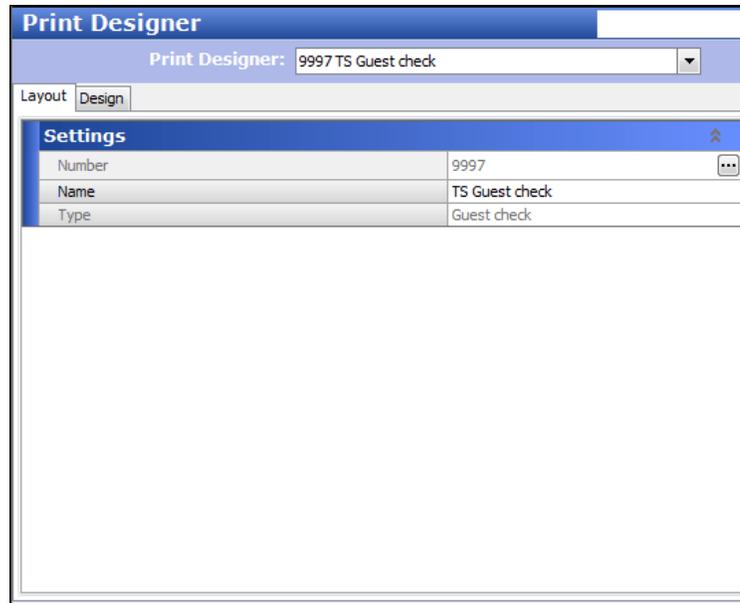


Figure 8 Print Designer - Layout Tab

2. Select either **9996 General Message**, **9997 TS Guest Check**, **9998 QS Guest Check**, or **9999 Default Kitchen Chit** from the 'Print Designer' drop-down list.
3. Click **Copy** in the Command panel to display the copy options.

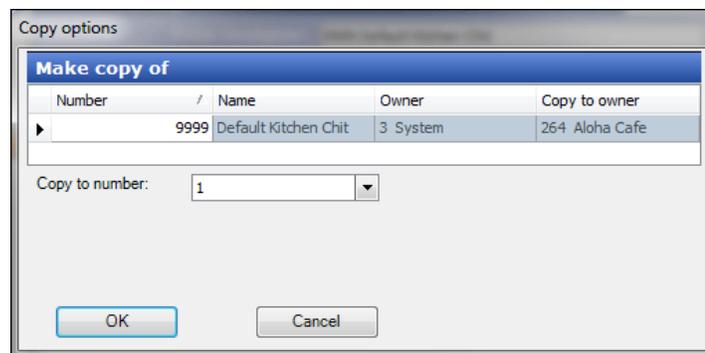


Figure 9 Make Copy of Dialog Box

4. Type a **name** for the new layout, such as 'Expo Chit' for a chit or 'Custom Check' for a guest check.
5. Accept the **system assigned number** or click the **drop-down arrow** next to 'Copy to number' to display the Number Assignment dialog box, from which you can choose an **alternate number**, and click **OK**.

6. Select the **Design** tab.

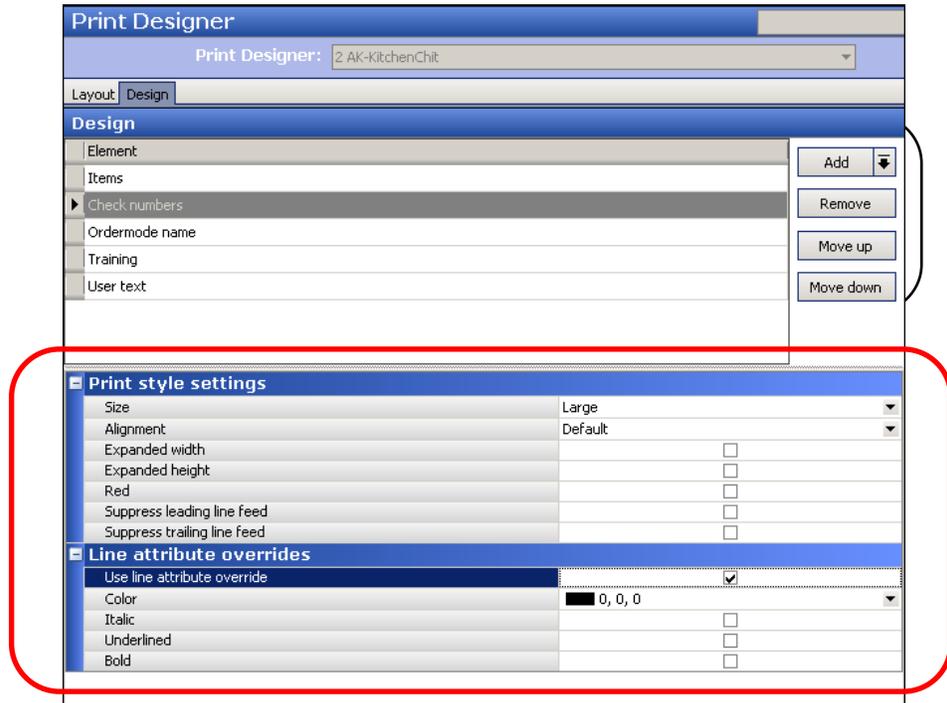


Figure 10 Print Designer - Design Tab



Reference

Refer to [“Appendix A: Field definitions” on page 41](#) for a comprehensive list of field definitions for options available on this screen.

7. To design the layout, perform any of the following **steps**:

- a. To add an element to the layout, click the **Add** drop-down arrow to display a list of available elements.

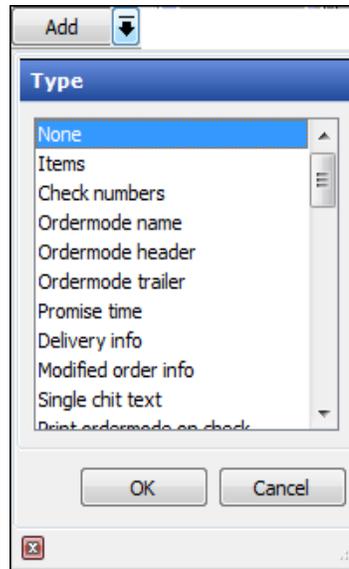


Figure 11 Available Elements

Select the **element** to add from the 'Type' list box and click **OK**. The element appears at the bottom of the list of elements under the 'Design' group bar. Also, based on the element you select, additional options may appear under the 'Print style settings' group bar, which require you to complete the element.



Reference

For a comprehensive list of elements available to use, refer to ["Appendix B: Production chit and order taker elements" on page 45](#), ["Appendix C: Guest check elements" on page 60](#), or ["Appendix D: General message elements" on page 74](#).

- b. To remove an element from the design, select an **element** you do not need from the list of elements available under the 'Design' group bar and click **Remove**. A confirmation appears.



Figure 12 Print Designer - Remove Record Prompt

- Click **Yes** at the prompt to confirm the removal of the record from the layout.
- c. To change the top-down order in which elements appear on the layout, select an **element** and click **Move up** or **Move down**.
8. Repeat this **procedure** for other elements to include in the new layout until you are done adding, removing, or moving items in the list.

 **Tip**

The Items and Training elements are required elements. If you do not select a required element, an error message appears prompting you to add the element to your layout.

9. Click **Save** and exit the **Print Designer** function.

Customizing the Print Designer layout

As you add elements to the Print Designer layout, you can customize them by changing the font size and style, width and height, and alignment as they appear on the custom print. Additionally, you can suppress any leading and trailing internal linefeeds to promote a 'green' environment and regulate the size of the chit or guest check.

Grouping items by categories (production layout)

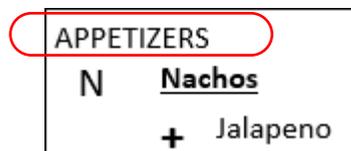


Figure 13

Items on a production chit appear and print in the order in which you add them to the check, or by using a defined priority. For better organization, you can group and print items using general (non-sales) categories. For example, you can group items by:

- Courses, such as appetizers, entrees, and dessert.
- Stations, such as grilled, fried, and cold.
- Length of time to prepare, such as two minutes, three minutes, five minutes.

To do this, assign items to general categories in the Categories function, and then use the Chit Item Category Grouping function to group the categories. We recommend putting an item in only one of these categories. Once grouped, all production chit layouts defined in the Print Designer function use that grouping. Any item not assigned to a category within the grouping prints independently. You can configure only one Chit Item Category Grouping record, per store. If you later decide you do not want the grouping, delete the Chit Item Category Grouping record.

To assign items to a general category:

1. With Kitchen selected in the product panel, select **Maintenance > Menu > Categories**.
2. Click the **New** drop-down arrow, select **General**, and click **OK**.
3. Type a **name** for the category, such as 'Apps.'
4. Select the **Items** tab.
5. Select an **item** from the 'Available' list and click **>>** to move the item to the 'Included' list.
6. Repeat **step 5** to include each item in the category.
7. Click **Save**.
8. Repeat this **procedure** until you assign all necessary items to a category.
9. Exit the **Categories** function.

To assign categories for chit item category grouping:

1. With Kitchen selected in the product panel, select **Maintenance > Hardware > Print Designer Configuration > Chit Item Category Grouping**. The Chit Item Category Grouping function appears.

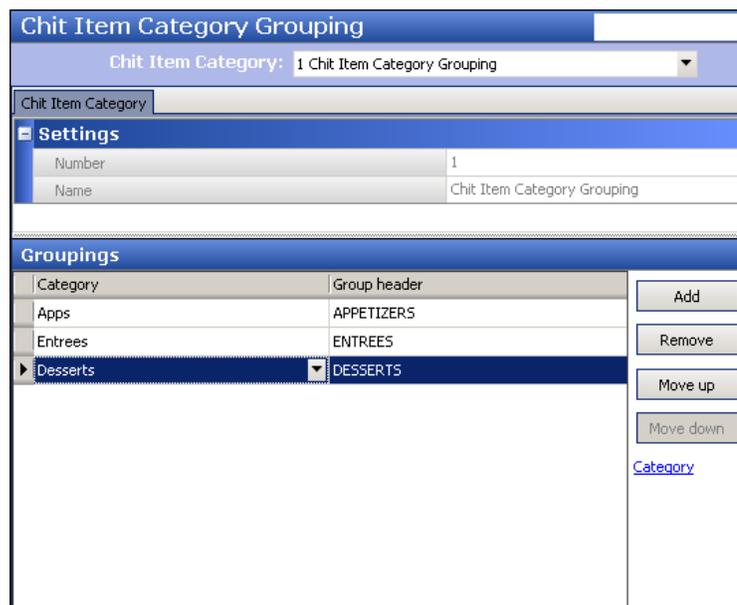


Figure 14 Chit Item Category Grouping Function

2. Under the 'Groupings' group bar, click **Add**.
3. Select a **category** to include in the production chit grouping from the 'Category' drop-down list.
4. Type the **name** to identify the category in 'Group Header,' if different than the default text. The name of the category appears as the default text, but you can use an alternate name that is more

descriptive or friendly. To have more than one category appear as though it belongs to a single category, type the same group header for each applicable category.

5. Repeat **steps 2 through 4** until you group all the necessary categories.
6. Click **Save** and exit the **Chit Item Category Grouping** function.

Changing the size of an element (all layouts)

You can control the size of an element layout by setting the size, width, and height attributes for each element to print. You can change the printing to preset relative sizes for the text.

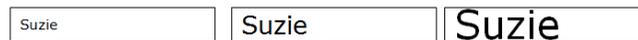


Figure 15 Relative Size Examples for Elements

You can expand the width and height of an element.



Figure 16 Expanded Examples for Elements

To customize the size of an element:

1. Select an **element** in the list, under the 'Design' group bar.
2. Under the 'Print style settings' group bar that appears, select the **relative size** of printed text for the selected element from the 'Size' drop-down list. Your choices are 'Large,' 'Medium,' 'Small,' 'Very small,' and 'Very large.'
3. Select **Expanded width**, to stretch the printed element horizontally across the line.
4. Select **Expanded height**, to increase the height of the printed element.
5. Click **Save** in the Command panel.

You can override the font and font sizes for an element defined in Print Designer when you use an Epson TM-88 printer with Windows printer drivers in the Printers function. These drivers have proven to print text and graphical images on a chit with more clarity. We recommend you use an Ethernet connection for your operations since an Epson TM-88 printer installed with Windows printer drivers may print slower in comparison to other printers.

For example, if you select 'Large' as the font size for an element in Print Designer, you can stipulate the font size for large as being 15 points in the Windows printer definition. While there is no option in the Print Designer function to specify the font type, you can override the default font using 'Font name' in the Windows printer definition.

To override the font and font sizes for an element using a Windows printer:

1. With Kitchen selected in the product panel, select **Maintenance > Hardware > Printers**.
2. Click the **New** drop-down arrow, select **Aloha Kitchen**, and click **OK**.



Figure 17 Printers - Printers Tab

3. Type a **name** to identify the printer.
4. Under the 'Settings' group bar, select **Windows Printer** from the 'Mode' drop-down list to expose the 'Windows printer settings' group bar.
5. Select the **terminal** that uses the printer.
6. Select the **backup printer** to use for the terminal.
7. Under the 'Windows printer settings' group bar, type a **name** to identify the printer in 'Printer name.'
8. Select a **font** to use instead of the default font for chit printing from the 'Font name' drop-down list, if desired.
9. Select a font size to use for **very small printing** from the 'Font size (very small)' drop-down list, if desired. The default is 5 points. This option overrides the default font size used for the 'Very small' choice for 'Size' on the Design tab in the Print Designer function.
10. Select a font size to use for **small printing** from the 'Font size (small)' drop-down list, if desired. The default is 7 points. This option overrides the default font size used for the 'Small' choice for 'Size' on the Design tab in the Print Designer function.

11. Select a font size to use for **medium printing** from the 'Font size (medium)' drop-down list, if desired. The default is 10 points. This option overrides the default font size used for the 'Medium' choice for 'Size' on the Design tab in the Print Designer function.
12. Select a font size to use for **large printing** from the 'Font size (large)' drop-down list, if desired. The default is 13 points. This option overrides the default font size used for the 'Large' choice for 'Size' on the Design tab in the Print Designer function.
13. Select a font size to use for **very large printing** from the 'Font size (very large)' drop-down list, if desired. The default is 15 points. This option overrides the default font size used for the 'Very large' choice for 'Size' on the Design tab in the Print Designer function.
14. Click **Save**.
15. Repeat this **procedure** for any other printer using a Windows printer.
16. Exit the **Printers** function.

Changing the appearance of an element (production layout)

You can configure basic text attributes for your production layout, such as bold and italics, and print the element in a color of your choice, by setting line attribute overrides for each element to print. This allows an element to stand out while other elements print normally. You cannot customize attributes for a specific item or modifier.

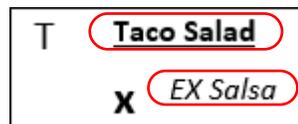


Figure 18 Line Attributes Applied to Item and Modifier

To change the appearance of an element:

1. Select an **element** in the list, under the 'Design' group bar.
2. Under the 'Line attribute overrides' group bar that appears, select **Use line attributes** to enable you to use additional basic text attributes, such as bold, italic, and underlined, and to print the element in a color of your choice. Selecting this option exposes the remaining options in the group bar.
3. Select the **color** in which to print the text of the element from the 'RGB color settings' palette, as desired. The default is 0.0.0. You must use a color printer to print in color.
4. Select **Italic** to print the text of the element in italic.
5. Select **Underlined** to print the text of the element with an underline.
6. Select **Bold** to print the text of the element in bold.
7. Repeat **steps 2 to 6** for any other element for which to override the standard printing.
8. Click **Save** in the Command panel.

Changing the alignment of an element (all layouts)

Each element has a default alignment; however, you can change the alignment to print flush left or right.



To change the alignment of an element:

1. Select an **element** in the list, under the 'Design' group bar.
2. Under the 'Print style settings' group bar, select the **horizontal position** of the element on the chit from the 'Alignment' drop-down list. Each element has a default alignment. You can override that default by selecting another alignment from the drop down list. Your choices are Left, Center, and Right.
3. Click **Save** in the Command panel.

Suppressing linefeeds (all layouts)

A linefeed is a blank line in the layout used for readability and sectioning. Reducing the number of blank linefeeds on your layout not only promotes a "green" environment, but also saves on the cost of expensive printer paper.

Inserted linefeed elements

The copied chit or guest check template from which you create your new layout contains inserted linefeed elements. Remove these linefeed elements as you would for any element, if desired.

Internal linefeeds

Some elements contain inherited leading or trailing linefeeds that appear on the layout to match the printing behavior of the element when you do not use Print Designer. For example, if you add the 'Day part' element to the design, the element has an internal linefeed after the printing of the element. Where applicable, you can suppress any internal linefeeds of a particular element. If an element has more than one internal linefeed, regardless if they are leading or trailing, the system suppresses all linefeeds.

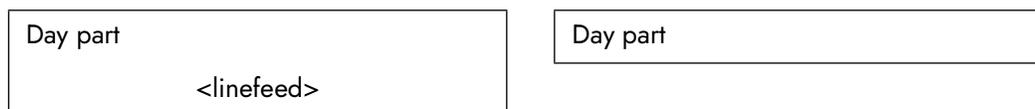


Figure 19 Internal Linefeed for Day Part is Suppressed



Reference

Refer to [Figure 6](#) and [Figure 7](#) for a visual representation of the internal linefeeds that appear.

To suppress the internal linefeeds of an element:

1. Select an **element** in the list, under the 'Design' group bar.
2. Under the 'Print style settings' group bar, select **Suppress leading line feed** and/or **Suppress trailing line feed** to promote "green" printing by using less paper.
3. Click **Save** in the Command panel.

The following elements have suppressible internal linefeeds:

Element	Supported Layout	Product	Internal Linefeed
Advance Order info	Guest Check	QS	Leading and Trailing
Advance Order footer	Guest Check	QS	Leading and Trailing
Alerts	Chit	QS/TS	Leading
Barcode	Guest Check	QS/TS	Leading
Day part	Guest Check	QS/TS	Trailing
Delivery info	Guest Check	QS/TS	Leading and Trailing
eFrequency check text	Guest Check	QS/TS	Trailing
Expo barcode	Chit	QS/TS	Leading
Footer	Guest Check	QS/TS	Leading
Frequent Diner message	Guest Check	QS/TS	Trailing
Frequent Diner subtotal	Guest Check	QS/TS	Trailing
Gift Card offline message	Guest Check	QS/TS	Leading and Trailing
Header	Guest Check	QS/TS	Leading and Trailing
Items	Guest Check	QS/TS	Leading and Trailing
Large Check name	Guest Check	QS	Leading and Trailing
Ordermode header	Chit	QS/TS	Trailing
Ordermode name	Chit	QS/TS	Trailing
Ordermode trailer	Chit	QS/TS	Trailing
PMS Info	Guest Check	QS/TS	Trailing
PMS Room	Guest Check	QS/TS	Trailing
Promise time	Chit	QS/TS	Leading and Trailing
Refund	Guest Check	QS/TS	Leading and Trailing
Sales Category detail	Guest Check	QS/TS	Trailing
Signature	Guest Check	QS/TS	(2) Trailing

Element	Supported Layout	Product	Internal Linefeed
Single chit message	Chit	QS/TS	Leading
Split Chit message	Chit	QS/TS	Leading
Training	Chit	QS/TS	Trailing
Two Part check	Guest Check	TS	(2) Leading

Linefeeds caused by unused elements

Obviously, you want to add only the elements for the features you are using. If you add an element to the design related to a feature you are not using, the system prints a blank line. For example, if you add the 'Club member number' element, and you are not interfacing with Membership, only a blank line prints. You should leverage the features you are actually using when adding elements to your design.

Using a custom line element to position multiple elements (all layouts)

Custom lines contain up to three elements that print together on one line. You can create up to three custom lines; however, there is a very specific list of elements from which you can choose. You must select 'None' when you want only two elements on a line.

	Current date
Server name	Current time
Order name	Number of number

Figure 20 Example of Three Custom Lines



Tip

All three elements in a custom line use the print style settings for the grouped element 'Custom line.' For example, you cannot select only one 'Custom line' element to print in red ink and then have the others print in normal type, bold, or italics.



Reference

For a comprehensive list of elements available to use, refer to ["Appendix B: Production chit and order taker elements"](#) on page 45, ["Appendix C: Guest check elements"](#) on page 60, or ["Appendix D: General message elements"](#) on page 74.

To create a custom line:

1. Select **Custom line** under the 'Design' group bar.
2. Select an **element** from the 'Left,' 'Center,' and 'Right' drop-down lists under the 'Custom line settings' group bar.

Tip

You must select three elements to print on a custom line. If you only want two elements on a line, select None for one of the three alignments.

3. Click **Save** in the Command panel.

Printing an image with a menu item (production layout)

You can designate an image to print to the left of a menu item on a production chit created in Print Designer. You may want to do this to promote signature items or identify generic items, such as an image of a drink for your drink items. You could also use an image to indicate the serving temperature recommended for items, such as HOT for a coffee, or use an image containing the first letter of an item, such as the letter B for a burrito.



Figure 21 Item with Image

To designate an image to print to the left of a menu item on a production chit:

1. Select **Maintenance > Menu > Items > Item** tab.

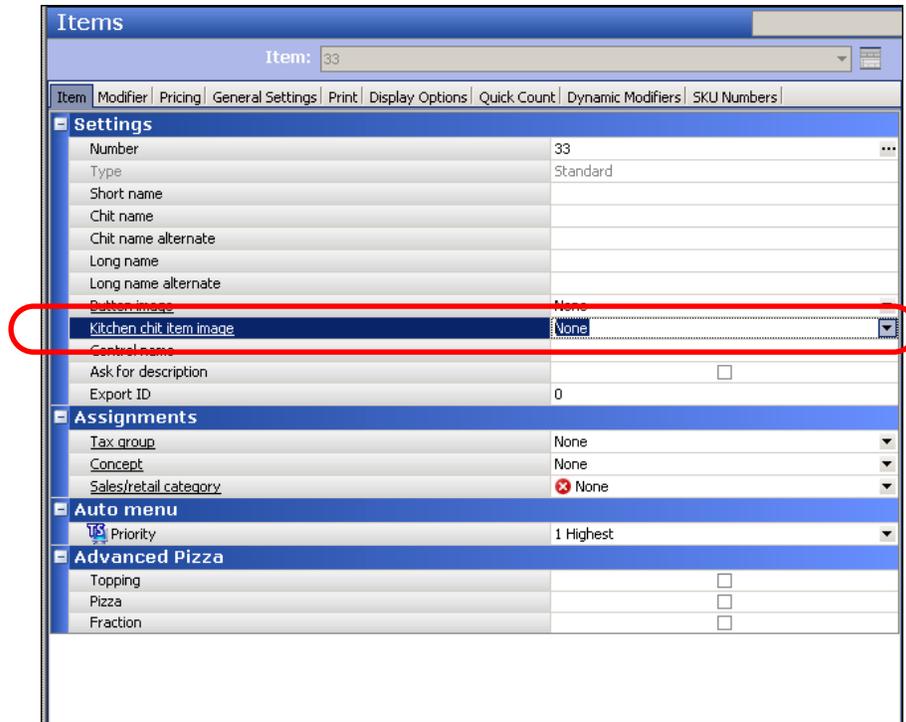


Figure 22 Items - Items Tab

2. Under the 'Settings' group bar, select the **image** to print to the left of the menu item from the 'Kitchen chit item image' drop-down list. The image prints to the left of the menu item on a kitchen chit, when using a production chit layout in Print Designer. You may want to do this to promote signature items or identify generic items, such as an image of a drink for your drink items. You could also use an image to indicate the serving temperature recommended for items, such as HOT for a coffee, or use an image containing the first letter of an item, such as the letter B for a burrito. We recommend using 22x22 as the dimensions for your image. **Required Options:** You must import the image using the Aloha Kitchen application type in the Media Files function to make the image available in the drop-down list.
3. Click **Save**.
4. Repeat this **procedure** for any other menu item for which to designate an image.
5. Exit the **Items** function.

Printing an image based on modifier code (production layout)

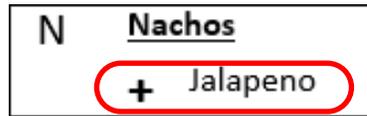


Figure 23 Modifier Code with Image

You can designate an image to print to the left of a modifier code on a production chit created in Print Designer. You might use a plus sign for a modifier added to an item (Add), a minus sign for a modifier removed from an item (No), and others. You could also use an image with the word ADD or NO. You must import the image using the Aloha Kitchen application type in the Media Files function to make the image available in the drop-down list.

To designate an image to print to the left of a modifier code on a production chit:

1. Select **Maintenance > Menu > Modifier Codes**.

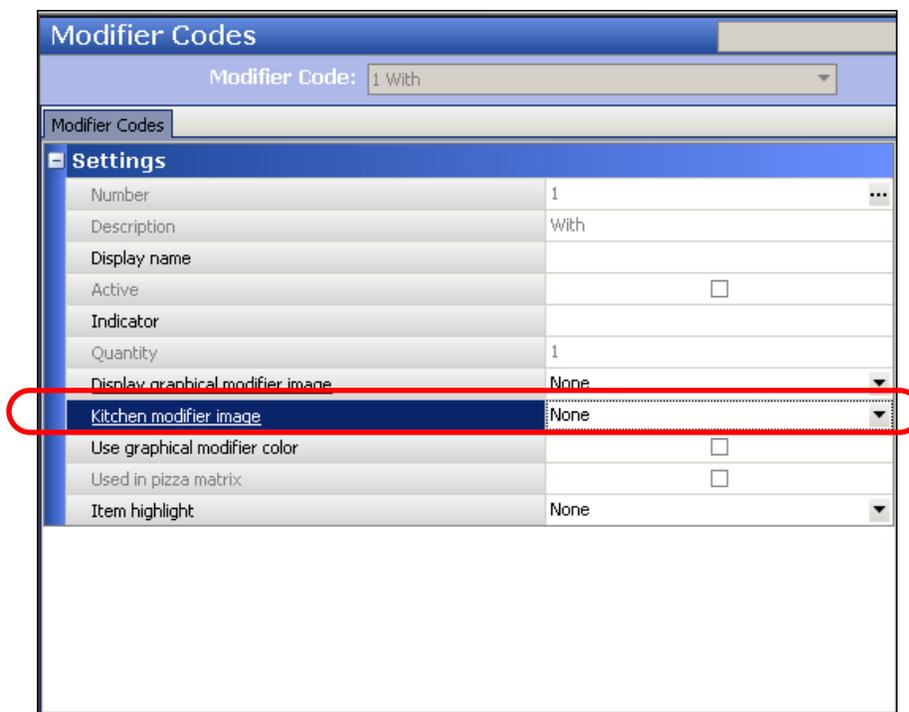


Figure 24 Modifier Codes Function

2. Select a **modifier code**.
3. Under the 'Settings' group bar, select the **image** to associate with the modifier code from the 'Kitchen modifier image' drop-down list. The image prints to the left of a modifier code on a kitchen chit, when using a production chit layout in Print Designer. You may want to use a plus sign for a modifier added to an item (Add), a minus sign for a modifier removed from an item

(No), and others. You could also use an image with the word ADD or NO. We recommend using 22x22 as the dimensions for your image.

4. Click **Save**.
5. Repeat this **procedure** for any other modifier code for which to designate an image.
6. Exit the **Modifier Code** function.

Associating a production chit layout with an order mode (production layout)

You can associate a production chit layout designed in Print Designer for use with a specific order mode. For example, to print a production chit layout specifically for takeout orders, attach the layout to the Takeout order mode. Aloha Kitchen uses the layout to print the chit each time you place a takeout order. This option overrides the default layout selected in the 'Item chit layout' drop-down list in Maintenance > Kitchen Configuration > Kitchen Settings.

To associate a production chit layout with an order mode:

1. With Kitchen selected in the product window, select **Maintenance > System Settings > Order Mode**.
2. Select the **Kitchen** tab.
3. Select an **order mode** from the drop-down list.

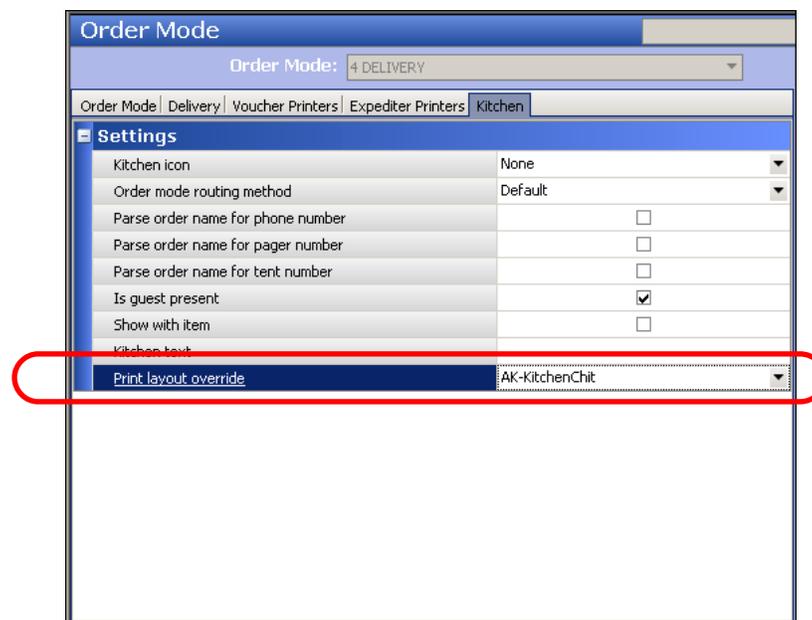


Figure 25 Order Modes - Kitchen Tab

4. Select the **layout** from the 'Print layout override' drop-down list. When you apply this order mode, the system uses the production chit layout designed in Print Designer.
5. Click **Save**.

6. Repeat this **procedure** for each order mode for which to print an override production chit.
7. Exit the **Order Mode** function.

Activating a layout using Event Schedule (all layouts)

You activate the customized layouts you create for your locations using Event Schedule. For each layout, you must assign an 'Activate Layout Override' event to notify the system to use the customized layout, and a 'Disable Layout Override' event to revert back to the default layout before the end-of-day, if necessary.

How you are using the Event Schedule function determines whether you add new events to an existing event schedule or add them to a new event schedule you create. For the purposes of this document, we assume you use one event schedule to which you add all events.

To activate a custom layout:

1. Select **Maintenance > System Settings > Event Schedule**.
2. Select an existing event schedule, if different than the active schedule.
3. Select the **Events** tab.
4. Click the **Add drop-down arrow**, select **Activate Layout Override**, and click **OK**.
5. Select the **frequency of the event** from the 'Activation schedule' drop-down list. Your choices are 'None,' 'Always,' 'EOD,' or 'EOD Daily.'
6. Select whether you want to assign the layout to a **type of chit** or **the guest check** from the 'Override layout type' drop-down list under the 'Activate Layout Override' group bar.
7. Select the **desired layout** from the 'Override layout selection' drop-down list.
8. If the layout needs to discontinue prior to the end-of-day, click the **Add drop-down arrow** again, select **Disable Layout Override**, and click **OK**.
9. Select the **frequency of the event** from the 'Activation schedule' drop-down list. Your choices are 'None,' 'Always,' 'EOD,' or 'EOD Daily.'
10. Select the **layout** to disable from the 'Override layout type' drop-down list under the 'Activate Layout Override' group bar.
11. Select the **same layout** from the 'Override layout selection' drop-down list.
12. Click **Save** in the Command panel.
13. Repeat this **procedure** for other layout overrides you want to activate or disable.
14. Click **Close** in the Command panel to exit the **Event Schedule** function.

Refreshing POS data

After all settings are in place in Aloha Manager, you must 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.

Viewing custom Print Designer layout examples

Once configured, the Print Designer feature is easy to take advantage of, requiring no additional attention from management or restaurant staff. When you direct an order to a printer, the system prints using the layout you specified.

Production chits

The following is an example of the default chit for Aloha Quick Service and Table Service.

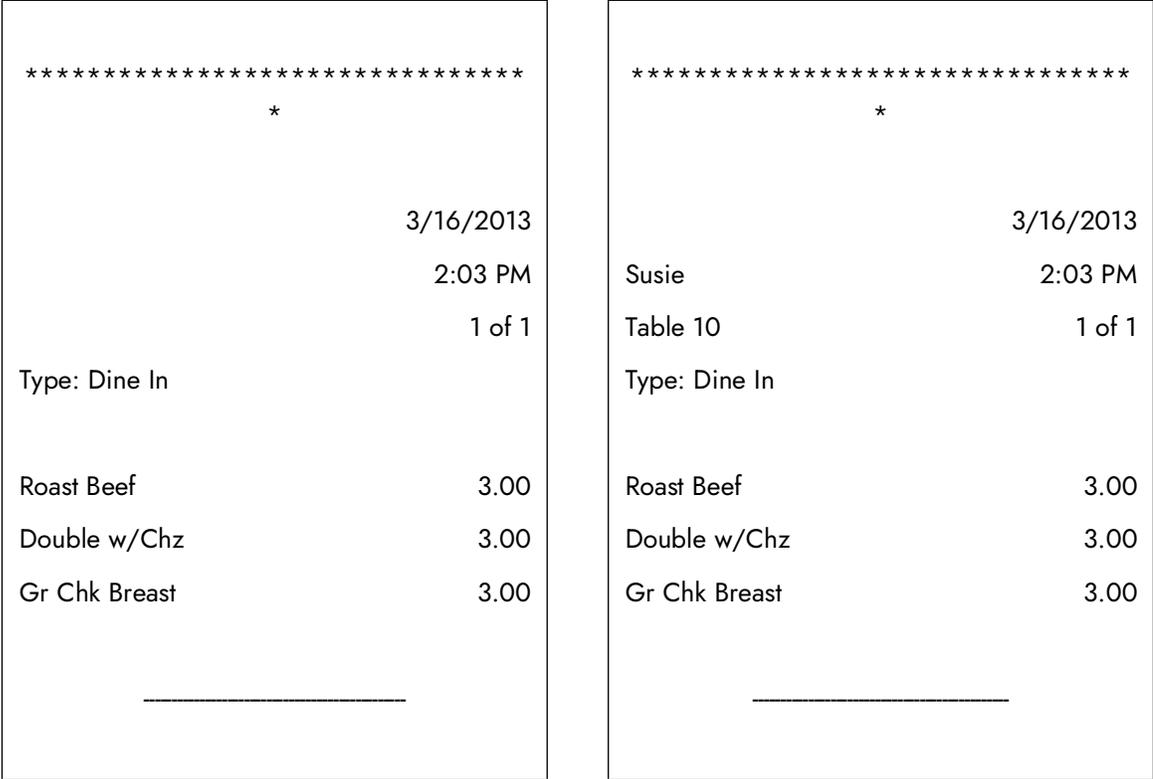


Figure 26 Default Chit for Quick Service (Left) and Table Service (Right)

When using Print Designer to customize your layout, the system prints as designed, as in the following example.

<p>=====</p> <p>MAKE THIS ORDER</p> <p>1 of 1</p> <p>3/16/2013 2:03 PM</p> <p>Type: Dine In Check: 10000</p> <p>Roast Beef 3.00</p> <p>Double w/Chz 3.00</p> <p>Gr Chk Breast 3.00</p> <p>=====</p> <p>DELIVER TO:</p> <p style="text-align: right;">Suzie</p>	<p>=====</p> <p>MAKE THIS ORDER</p> <p>1 of 1</p> <p>3/16/2013 2:03 PM</p> <p>Type: Dine In Check: 10000</p> <p>Roast Beef 3.00</p> <p>Double w/Chz 3.00</p> <p>Gr Chk Breast 3.00</p> <p>=====</p> <p>DELIVER TO:</p> <p>Table 10 Suzie</p>
---	---

Figure 27 Customized Chit for Quick Service (Left) and Table Service (Right)

Guest checks

The following is an example of the default guest check for Aloha Quick Service and Table Service.

<p>Aloha Cafe</p> <p>1234 Anywhere</p> <p>3/16/2013</p> <p>3:30 PM</p> <p>#20040</p> <p>Order Type: Dine In</p> <p>Area: Counter</p>	<p>Aloha Restaurant</p> <p>1234 Anywhere</p> <p>Server: Suzie 3/16/2013</p> <p>Table 12/1 3:30 PM</p> <p>#20040</p> <p>Order Type: Dine In</p> <p>Area: Dining</p>
--	--

Roast Beef	3.00	Roast Beef	3.00
Double w/Chz	3.00	Double w/Chz	3.00
Gr Chk Breast	3.00	Gr Chk Breast	3.00
Subtotal	9.00	Subtotal	9.00
Food Tax	0.68	Food Tax	0.68
Total	9.68	Total	9.68
Cash	\$20.00	Cash	\$20.00
Change	\$10.32	Change	\$10.32
Thank You for Visiting Aloha Cafe Have a nice day! --Check Closed--		Thank You for Visiting Aloha Cafe Have a nice day! --Check Closed--	

Figure 28 Default Guest Check for Aloha Quick Service (Left) and Table Service (Right)

General message



Figure 30 Print on Demand Offer

Troubleshooting Print Designer

The following are troubleshooting tips provided for Print Designer:

Nothing Prints for an Element

If nothing prints for an element from your layout, this could be caused by several reasons. The Print Designer tool is only the 'face' of your printing configuration. It does not enable or disable features. If an element did not print before you implemented Print Designer, it will probably not print after implementing Print Designer. Try the following troubleshooting tips, if nothing prints for an element:

- Ensure the element exists on the Print Designer layout in use.
- If the element has required options, ensure these are enabled, such as options located in Store Settings or Printer Maintenance. This is explained in detail in ["Required configuration for Print Designer" on page 8](#).



Reference

Refer to ["Appendix B: Production chit and order taker elements" on page 45](#), ["Appendix C: Guest check elements" on page 60](#), and ["Appendix D: General message elements" on page 74](#) for a complete list and description for each available element.

The Chit Runs Too Long

If the chit runs too long when printing, consider the following:

- Remove any unused elements from the layout.
- Suppress any linefeeds that print as blank line entries on the layout. Refer to ["Suppressing linefeeds \(all layouts\)" on page 26](#) for more information.

Appendix A: Field definitions

Layout tab

When you create a new custom layout, you must select the type of layout you want to create. Select from the following types when you click the New drop-down to add a new layout:

Production chit provides the elements you need to design a custom chit to print in the kitchen, such as an expo chit, kitchen chit, and tray chit. You must include the Items and Training elements on a custom chit of this type to save the new layout.

Guest check provides the elements you need to design a custom guest check. You must include the Items and Training elements on a custom guest check to save the new layout.

General message provides the elements required to design a printed voucher for use with campaigns.

Order taker provides the same elements you need to design a custom chit to print in the kitchen (production chit) without the requirement of including the Items and Training elements. With this type, if you include one of the available elements in your design, you can save and use the new layout.

Name — Identifies the layout.

Design tab

Use the Design tab to choose the elements to include in the custom layout you are designing and to change how elements appear in the layout, such as font, alignment, and more.

Group bar: Design

Element — Indicates the elements already selected to include in the custom layout. To add an element, click the Add drop-down arrow to display the Type list box and select from the list of available elements for the specific type of layout you are designing. For example, if you select 'Guest check' as the type of layout, only the elements available to add to a custom guest check layout appear in the Type list box.

Group bar: Design > Print style settings

Size — Specifies the relative size of the printed text. Select from Large, Medium, Small, Very small, and Very large.

Alignment — Specifies the horizontal position of the element on the layout. Select from Left, Center, and Right.

Expanded width — Stretches the printed element horizontally across the line.

Expanded height — Increases the height of the printed element.

Red — Prints the element in red.

Suppress leading line feed — Does not precede the element with a leading blank line, if any. For example, when you add the 'Alerts' element, a blank line usually precedes the element on the printed artifact. When you select this option, the system does not precede the Alerts element with a blank line, which promotes a 'green' environment.

Suppress trailing line feed — Does not follow the element with a trailing blank line, if any. For example, when you add the 'Ordermode name' element, a blank line usually follows the element on the printed artifact. When you select this option, the system does not follow the 'Ordermode name' element with a blank line, which promotes a 'green' environment.

Group bar: Design > Line attribute overrides

Allows you to add color, italic, underline, and bold to an element. **Required Options:** You must select 'Production chit' as the layout type to expose this group bar.

Use line attribute overrides — Enables you to use additional basic text attributes, such as bold, italic, and underlined, and to print the element in a color of your choice. This allows an element to stand out while other elements print normally. Selecting this option exposes the remaining options in the group bar. **Required Options:** You must select 'Production chit' as the layout type to expose this option.

Color — Specifies the color in which to print the text of the element. The default is 0.0.0. You must use a color printer. **Required Options:** You must select 'Production chit' as the layout type to expose this option.

Italic — Prints the text of the element in italic. **Required Options:** You must select 'Production chit' as the layout type to expose this option.

Underlined — Prints the text of the element with an underline. **Required Options:** You must select 'Production chit' as the layout type to expose this option.

Bold — Prints the text of the element in bold. **Required Options:** You must select 'Production chit' as the layout type to expose this option.

Group bar: Design > Bag label settings

Prints the current name, and the total number of bags, on the order label. **Required Options:** You must add the '[Bag label sequence](#)' element to expose this group bar.

Bag label text — Specifies the text to print on the left of a custom line. **Required Options:** You must add the '[Bag label sequence](#)' element to a layout to expose this option.

Group bar: Design > Custom line settings

Allows you combine up to three elements from a limited list on one line. **Required Options:** You must add the '[Custom line](#)' or '[Custom line for label printing](#)' element to expose this group bar.

Left — Specifies the element to print on the left of a custom line. Select None to show the area as blank. **Required Options:** You must add the '[Custom line](#)' or '[Custom line for label printing](#)' element to expose this option.

Center — Specifies the element to print in the center of a custom line. Select None to show the areas as blank. **Required Options:** You must add the '[Custom line](#)' or '[Custom line for label printing](#)' element to expose this option.

Right — Specifies the element to print on the right of a custom line. Select None to show the area as blank. **Required Options:** You must add the '[Custom line](#)' or '[Custom line for label printing](#)' element to expose this option.

Group bar: Design > Custom paid line settings

Allows you to define the text to appear on the chit when a check is tendered, such as 'PAID OUT.'
Required Options: You must add the '[Custom paid line text](#)' element to a layout to expose this group bar.

Text — Specifies the text to use for the paid line. **Required Options:** You must add the '[Custom paid line text](#)' element to a layout to expose this option.

Group bar: Design > Filled line settings

Allows you to print a line using the character you designate, such as *. **Required Options:** You must add the '[Filled line](#)' element to a layout to expose this group bar.

Text — Specifies the character to print across the line. **Required Options:** You must add the '[Filled line](#)' element to a layout to expose this option.

Group bar: Design > Image settings

Allows you to add an image to the layout. **Required Options:** You must select the '[Image](#)' element to expose this group bar.

Select image — Specifies the image to add. **Required Options:** You must add the '[Image](#)' element to a layout to expose this option. **Related Requirement:** You must upload the image using the Media Files function.

Group bar: Design > Label Print Sequence settings

Allows you to print the 'x of y' label sequence on the production chit. **Required Options:** You must add the '[Label print sequence](#)' element to a 'Production chit' or "Order taker chit" layout to expose this group bar.

Label print text — Specifies the text to print for an 'x of y' printing sequence on the kitchen chit. The default is 'Label print is {0} of {1},' enclosed in braces, where {0} is the specific print number and {1} is the total number of prints. You can modify the free text to further customize the text that prints on the chit. **Required Options:** You must add the '[Label print sequence](#)' element to a 'Production chit' or "Order taker chit' layout to expose this option. **Documented Version:** v19.11.

Group bar: Design > Loyalty customer name and image settings

Allows you to add the Loyalty name and image to a production layout. **Required Options:** You must add the '[Loyalty customer name and image](#)' element to expose this group bar.

Loyalty image — Specifies the image to add. **Required Options:** You must add the '[Loyalty customer name and image](#)' element to expose this option. **Required Requirement:** You must upload the image using the Media Files function.

Group bar: Design > Placeholder text settings

Allows you to add free text to the layout. **Required Options:** You must add the '[Placeholder Element](#)' or [Placeholder Text](#) element to a layout to expose this group bar.

Placeholder text settings — Allows you to define free-form, non-printing text to include in the layout. This text serves as a label in the list of elements on a chit, such as ****END OF HEADER**** or ****START OF TRAILER****. **Required Options:** You must add the '[Placeholder Element](#)' or '[Placeholder Text](#)' element to a layout to expose this option.

Group bar: Design > Redemption period

Establishes the number of calendar days after printing a reward voucher an offer is valid. The system uses the number of days to determine and print the beginning and ending dates during which a guest can redeem a voucher for an earned reward. **Required Options:** You must add the '[Redemption Period](#)' element to expose this group bar.

Redemption period (in days) — Specifies the number of days to allow the consumer to redeem a voucher for an earned reward. **Default Alignment:** Centered. **Required Options:** You must add the '[Redemption Period](#)' element to expose this option.



Reference

Refer to the [Campaign Rulebook Feature Focus Guide - HKS324](#) for more information.

Group bar: Design > User text settings

Allows you add free text to the layout. **Required Options:** You must add the '[User text](#)' element to a layout to expose this group bar.

User text settings — Allows you to define free form text to include in the layout. **Required Options:** You must add the '[User text](#)' element to a layout to expose this option.

Appendix B: Production chit and order taker elements

The following is a comprehensive list of the elements available for use when you choose a layout type of 'Production chit' or 'Order taker,' listed in alphabetic order. The list includes the default alignment of the element as it appears on the generic chit layout and a brief description. Also included are related or required options you must select or clear when adding the element to a custom layout.

Aggregator

Prints the name of the aggregator on the kitchen chit. **Default Alignment:** Center.

Alerts

Prints each alert for the order, followed by a line feed. **Default Alignment:** Center.



Reference

Refer to the [Alerts Feature Focus Guide - HKS334](#) for more information on alerts.

ATO bag sort number

Prints the bag sort number received from Aloha Takeout. Aloha Takeout sends the bag number automatically, but you must add the element to the header or footer to include it on your custom chit. **Default Alignment:** Left.



Reference

Refer to the [Aloha Takeout documentation](#) for more information on Aloha Takeout.

Bag label sequence

Bag 1 of 1

Prints the current number, and the total number of bags, on the order label. Use this element to design an order label for an operation such as a production assembly line. **Default Alignment:** Center.



Reference

Refer to the [Production Assembly Line Feature Focus Guide - HKS1548](#) for more information on a production assembly line operation.

Bar audit chit header

AUDIT CHIT

Prints a header containing the text “***AUDIT CHIT***” on bar chits. **Default Alignment:** Center.

Check numbers

Check: 0100

Check: 0101

Prints one line for the check number, formatted as "Check: nnnnn." Multiple entries print when you split a check. **Default Alignment:** Left. **Required Options:** You must select 'Print check number' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Content' group bar.



Tip

The check number is also available using the 'Custom line' element, where you can combine the check number with three other elements in either the left, center, or right alignment.

Chit header text

Order is Ready!

<available text>

<available text>

<available text>

<available text>

Prints up to five lines of custom text in the chit header. **Default Alignment:** Center. **Required Options:** You define the custom text in the five 'Text line #' options in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Order Taker Chits' group bar.

Chit tag totals

20 oz Steak

20 Shrimp

Prints a consolidated summary of ingredient information on the bottom of the chit, as defined in ChitTag.cfg. You can use this feature to print some or all ingredients needed to prepare selected items on the chit, such as the total number of steaks or shrimp needed for the table. **Default Alignment:** Left.

You must configure each line in the ChitTag.cfg, using the following format:

<item_ID,><space><ingredient_label,><space><quantity>

Item_ID refers to the item ID in Item Maintenance. Ingredient_Label refers to an alphanumeric field, up to 80 characters, listing the ingredient associated with the item. Quantity refers to a numeric field listing the weight or quantity of the ingredient. The quantities for like ingredients are always consolidated regardless of the chit consolidation options configured within the Aloha POS system.

For example, in a Japanese steakhouse, the chef must know how much to prepare and load on a food cart to present to the guest. The Steak Dinner (ID 1001) contains 12 ounces of steak, the Shrimp Dinner (ID 1002) contains 12 pieces of shrimp, and the Steak and Shrimp Dinner (ID 1003) contains eight ounces of steak and eight pieces of shrimp. The ChitTag.cfg file would list the following entries in the format of:

```
1001, oz Steak, 12
1002, Shrimp, 12
1003, oz Steak, 8
1003, Shrimp, 8
```



Reference

Refer to [Consolidated Kitchen Chit Ingredient Tags - HKS1749](#) for more information on configuring ChitTag.cfg.

To configure ChitTag.cfg:

1. Create a **new text file named ChitTag.cfg** and place the file in the **Data directory**.
2. Type the **name of the item ID, ingredient**, and **quantity** for which you want to print ingredient information, using the appropriate format.
3. Select **File > Save**.

Club members

Smith, John
Harvey, Tom

Prints one line per club member associated with the order. Line formatting is "Last name, First name." This is a Table Service only element. **Default Alignment:** Center. **Required Options:** You must select 'Print club member name' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Content' group bar.



Reference

Refer to the Interfacing with Memberships User Guide for more information on memberships.

Custom header top

Prints custom text at the top of the header section. **Default Alignment:** Left. **Required Options:** Define the custom text in 'Kitchen chit header' in Maintenance > System Settings > Order Modes > Order Mode tab under the Settings group bar.

Custom header middle

Prints custom text in the middle of the header section **Default Alignment:** Left. **Required Options:** Define the custom text in 'Kitchen chit header' in Maintenance > System Settings > Order Modes > Order Mode tab > under the Settings group bar.

Custom header bottom

Prints custom text at the bottom of the header section, immediately before printing the items section. **Default Alignment:** Left. **Required Options:** Define the custom text in 'Kitchen chit header' in Maintenance > System Settings > Order Modes > Order Mode tab > under the Settings group bar.

Custom line

	3/16/2013
Susie Server	2:03 PM
Table 10	1 of 1

Allows you to print up to three elements on the same line, starting with left alignment, then center, then right. Add a custom line for each line. There is a very specific list of elements from which you can choose. [See "Using a custom line element to position multiple elements \(all layouts\)" on page 28.](#) **Default Alignment:** Left.

Select from the following to complete your custom line:

Cashier name	Check number	Current date
Current time	Guest count	Number of number, such as 'x' of 'y.'
Order name	Order number	Ordermode name
Pager number	Pager Location	Printer name
Server name	Tent number	Terminal name

Custom line for label printing

Prints the order number in bold, and the item number on the same line, such as Order #25, (item 1 of 2). This is used exclusively for printing a label for NCR Sticky Media™. **Default Alignment:** Left.

Custom paid line text

Allows you to define the text, such as 'PAID OUT,' to appear on the chit when a check is tendered. Use this element instead of the 'Is paid' element. **Default Alignment:** Center. **Required Options:** You must select 'Show paid indicator' in Maintenance > Hardware > Kitchen Screen under the 'Order display' group bar.

Custom trailer top

Prints custom text at the top of the footer (trailer) section, immediately after printing the items section. **Default Alignment:** Left. **Required Options:** Define the custom text in 'Kitchen chit footer' in Maintenance > System Settings > Order Modes > Order Mode tab under the Settings group bar.

Custom trailer middle

Prints custom text in the middle of the footer (trailer) section of the chit. **Default Alignment:** Left. **Required Options:** Define the custom text in 'Kitchen chit footer' in Maintenance > System Settings > Order Modes > Order Mode tab under the Settings group bar.

Custom trailer bottom

Prints custom text at the bottom of the footer (trailer) section of the chit. **Default Alignment:** Left. **Required Options:** Define the custom text in 'Kitchen chit footer' in Maintenance > System Settings > Order Modes > Order Mode tab under the Settings group bar.

Customer first name

Prints the first name of the consumer on the production chit. **Default Alignment:** Left. **Required Requirements:** You must access Maintenance > System Settings > Order Modes and select 'Parse order name for customer name' to use this option.

Customer last name first initial

Prints the initial of the last name of the consumer on the production chit. **Default Alignment:** Left. **Related Requirements:** You must access Maintenance > System Settings > Order Mode > Kitchen tab and select 'Parse order name for customer name' for each order mode to use this option.

Cut

Cuts the chit at the defined section.

Delivery info

Phone: 555-5555

Name: Smith, John

Prints available delivery information, based on the printer printing the chit. **Default Alignment:** Left for Phone and Name; all else is Center. **Required Options:** You must clear 'Never print delivery/carryout information in Maintenance > Hardware > Printers > Options tab > under the 'Chit printing' group bar.



Reference

Refer to the [Delivery Area Feature Focus Guide - HKS351](#) for more information on delivery.

Delivery partner name

TAKE IT AWAY DELIVERY

Prints the name of the third-party delivery partner on the order label to assist the delivery partners in identifying their orders. Use this element to design an order label for an operation such as a production assembly line. **Default Alignment:** Center.



Reference

Refer to the [Production Assembly Line Feature Focus Guide - HKS1548](#) for more information on a production assembly line operation.

Delivery partner order number

Order Number 1234

Prints the order number the third-party delivery partner uses on the order label to assist delivery partners in identifying their orders. Use this element to design an order label for an operation such as a production assembly line. **Default Alignment:** Center.



Reference

Refer to the [Production Assembly Line Feature Focus Guide - HKS1548](#) for more information on a production assembly line operation.

Expo barcode

```
<line feed>
<bar code>
<line feed>
```

Prints a bar code for each check on the order, with a leading and trailing linefeed. **Default Alignment:** Left. **Required Options: 1)** You must select an 'Expediter printer' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the Content group bar, and **2)** You must select 'Print barcode on Expediter' in Maintenance > System Settings > Order Mode > under the 'Printing' group bar.

Filled line

```
*****
```

Prints a line across the chit using the character you designate, such as * or =, in 'Text' under the 'Filled line settings' group bar that appears when you select this element. **Default Alignment:** Left.

Guest count

```
Guests: 5
```

Prints a line, formatted as "Guests: n", where n is the guest count. **Default Alignment:** Left. **Required Options: 1)** You must select 'Print guest count' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Content' group bar. **2)** You must clear 'Allow a guest count of zero' in Maintenance > Business > Store > Store Settings tab > Order Entry group > under the 'Guest count' group bar.



Tip

The guest count is also available using the 'Custom line' element, where you can combine the guest count with three other elements in either the left, center, or right alignment.

Header

Prints the store name, address, and phone number, if defined. The header also includes an optional list of items configured in a guest check token file. **Default Alignment:** Center.

Image

Prints an image on the chit, such as your company logo, using the image you designate under the 'Image settings' group bar that appears when you select this element. **Related Requirements:** You

must import images specific to the Aloha Kitchen application in Maintenance > System Settings > Media Files. Use this element for such things as printing your company logo on NCR Sticky Media™.

Is paid

Paid

Prints “Paid” above the order mode header on chits. Use this element to design an order label for an operation such as a production assembly line. **Default Alignment:** Center. **Required Options:** You must have Aloha Kitchen installed and select ‘Show paid indicator’ in Maintenance > Hardware > Kitchen Screen > under the ‘Order display’ group bar.



Reference

Refer to the [Production Assembly Line Feature Focus Guide - HKS1548](#) for more information on a production assembly line operation.

Item chit counter

Prints item counts for orders that print single-item chits to multiple printers in the kitchen. All unique single-item chits print ‘Item x of y’ where ‘x’ is the sequence number of the item in the order and ‘y’ is the total number of items in the order. **Default Alignment:** Left. **Related Options:** You must configure your printers for single-item chit printing under the ‘Chit settings’ group bar in Maintenance > Hardware > Printers.

Items

Specifies where the main item section appears on the printed chit. The system considers items the main body of information on a chit and always positions items between the header and footer. This is a required element in your layout. **Default Alignment:** Left.

Label print sequence

Prints the ‘x of y’ chit or label sequence on the kitchen chit, with respect to all printers involved in the order. For example, if you have four chits printing across two printers in use, the ‘x of y’ sequence includes both printers in the counter, ‘1 of 4’ to ‘4 of 4.’ **Documented Version:** v19.11.

Linefeed

<line feed>

Inserts an empty line into the print design, to set elements apart from each other. **Default Alignment:** Left.

Loyalty customer name and image

Prints the name of the Loyalty member, along with an image, on the order label. Use this element to identify bags you need to give special treatment, or to identify bags into which to insert a flyer encouraging non-loyalty members to join your Loyalty program. Use this element to design an order label for an operation such as a production assembly line. **Default Alignment:** Center.



Reference

Refer to the [Production Assembly Line Feature Focus Guide - HKS1548](#) for more information on a production assembly line operation.

Membership

New Member

Prints the item name associated with one of the three items you create for interfacing with Membership and selling in a dry county. These items indicate whether the guest is a new member, renewing member, or existing member. This is Table Service only. **Default Alignment:** Center. **Required Options:** You must specify a category from the 'Require membership if items from this category are ordered' drop-down list in Maintenance > Business > Store > Store Settings tab > Order Entry group > under the 'Liquor Memberships' group bar to use this feature. When you select a liquor category, prompts appear in the Front-of-House (FOH), requiring the selection of one of these items.

Modified order info

Some items were previously ordered

Prints a message indicating some items were previously ordered for this check when you modify an order after the first chit print. **Default Alignment:** Center. **Required Options:** You must select 'Print all items on all kitchen chits' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Content' group bar.

Ordermode header

The following items are To Go:

Prints the header text designated for the specific order mode applied to the check, in the header of the chit. **Default Alignment:** Left. **Required Options:** You designate the header text for each order mode in 'Kitchen chit header' in Maintenance > System Settings > Order Mode > under the 'Settings' group bar.

Ordermode name

Dine In
<line feed>

Prints the name of the order mode applied to the check, followed by a line feed. **Default Alignment:** Left.

Ordermode trailer

The above items are To Go:

Prints the footer text designated for the specific order mode applied to the check, in the footer of the chit, followed by a line feed. **Default Alignment:** Left. **Required Options: 1)** You designate the footer text for each order mode in 'Kitchen chit footer' in Maintenance > System Settings > Order Mode > under the 'Settings' group bar. **2)** To print the order mode footer text in red ink, select 'Print order mode in red' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > 'Appearance' group bar.

Other menu

* - Items from Breakfast menu

Prints "*" - Items from" followed by "MenuName menu" if you order items from an off-cycle menu, such as a breakfast menu item ordered during the hours normally scheduled for the lunch menu. **Default Alignment:** Left.

Payment status

*** NOT PAID ***

Prints the payment status on the order label, depending on if the check is fully tendered. If the check is fully tendered, PAID prints on the label. If the check is not fully tendered, NOT PAID prints on the label. Use this element to quickly identify if the consumer has already paid for the order at the time the label was printed or if the order still requires payment. Use this element to design an order label for an operation such as a production assembly line. **Default Alignment:** Center.

**Reference**

Refer to the [Production Assembly Line Feature Focus Guide - HKS1548](#) for more information on a production assembly line operation.

Phone number

123-456-7890

Prints the phone number of the guest on the chit. **Default Alignment:** Left. **Required Options:** You must configure your Aloha Takeout phone number requirements under the 'Settings' group bar on the Phone Numbers tab in Maintenance > Takeout Configuration > Takeout Settings.

Pickup instructions

Pickup

Prints the order destination, such as Curbside, on the order label and leverages the Source and Destination feature in Aloha Takeout. If the selected destination for the order is the default destination defined in the Source and Destination feature, the destination does not print. Any destination not selected as the default destination will print on the label. Use this element to design an order label for an operation such as a production assembly line. **Default Alignment:** Center. **Required Options:** You must select 'Use ATO destination' in Maintenance > Kitchen Configuration > Kitchen Settings to use this element.



Reference

Refer to the [Production Assembly Line Feature Focus Guide - HKS1548](#) for more information on a production assembly line operation.

Refer to the [Source and Destination - HKS334](#) for more information on using the Source and Destination feature.

Placeholder Element

END OF HEADER

Contains non-printing, optional text, to use as a label in your design, such as **END OF HEADER** or **START OF TRAILER**. Designate the label text in 'Placeholder text' under the 'Placeholder text settings' group bar that appears when you select this element. **Default Alignment:** Left.

Print order mode on check

Dine In

Prints the order mode on the chit when you have the order mode designated to print on the guest check. If you do not select Large as the 'Size' under the 'Print style settings' group bar that appears when you select this element, the prefix 'Type' precedes the order mode name. Prints 'None' if printing of chit occurs prior to order mode assignment. **Default Alignment:** Left. **Required Options:** 1) To stipulate you want to print the order mode on the guest check, select 'Print Order Mode' in

Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar. **2)** To print the order mode name in red ink, select 'Print order mode in red' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Appearance' group bar.

Promise time

<line feed> 12:47 PM <line feed>
--

Inserts a line feed, followed by a line containing the promise time and another line feed. **Default Alignment:** Center. **Required Options:** You must clear 'Never print delivery/carryout information' in Maintenance > Hardware > Printers > Options tab > under the 'Chit printing' group bar.

Recipes

Chicken Quesadillas 2 Flour tortillas 1 cup Chicken 8 oz Cheese 8 oz Tomatoes 8 oz Onions 1 tbs Sour Cream
--

Prints the defined recipe for any item, every 'n' times the item prints. **Default Alignment:** Header, Center; all else, Left. **Required Options: 1)** You must select 'Enable recipes' in Maintenance > Business > Store > Store Settings tab > User Interface group > under the 'Display' group bar. **2)** You define the recipe for the item in 'Recipe text' in Maintenance > Menu > Items > General Settings tab > under the 'Recipe Information' group bar. **3)** You must set the value of 'Print recipe frequency' in Maintenance > Menu > Items > General Settings tab > under the 'Recipe Information' group bar to a number greater than 0 (zero).

Reward member text

Prints the text to indicate the consumer is a Loyalty rewards member. You must assign the consumer to the check in the Aloha POS system to populate this element. **Default Alignment:** Center. **Related Options:** You can customize the text to print using 'Reward member text' in Maintenance > Kitchen Configuration > Kitchen Settings.

Set print style

Sets the print size and format for all following text, such as a change to the size, italics, and more. To change or return to the default print style, you must add another 'Set print style' element. **Default Alignment:** Left; however, the element is only a command and does not print on the chit.

Single chit text

This chit contains a single item. Look for more chits to complete the order.

Prints up to 30 characters of additional text on the chit. **Default Alignment:** Center. **Required Options:** **1)** You must select 'Single-item' or 'Both' as the 'Chit type' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Content' group bar. **2)** You define the text in 'Additional text to print on single-item chits' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Content' group bar. **3)** You can suppress the message by clearing 'Print message if order contains items routed to more than one order printer' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Content' group bar.

Split chit message

<line feed>
More Items @ <printer name>

When you route an order to more than one production station, inserts a line feed followed by the message "More Items @," followed by a line feed and then the 'PrinterName' followed by one line for every other printer name used to fill the order. **Default Alignment:** Left. **Required Options:** You must select 'Print message if order contains items routed to more than one order printer' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Content' group bar.

Table tent

Table Tent #

Prints the text associated with the table tent feature. **Default Alignment:** Left. **Required Options:** Define the text to print in 'Chit text' in Maintenance > Business > Store > Store Settings tab > Chit Printing group > under the 'Table Tent' group bar.

Terminal name

Term 1

Prints the name of the terminal from which the items were ordered, if selected in the printer configuration. **Default Alignment:** Center. **Required Options:** You must select 'Print terminal name' in Maintenance > Hardware > Printers > Options tab > under the 'Chit printing' group bar.

**Tip**

The terminal name is also available using the 'Custom line' element, where you can combine the terminal name with two other elements in either the left, center, or right alignment.

Total

Total

Prints a 'Total' line for each check on the order, if selected in the printer configuration. **Default Alignment:** Center. **Required Options:** You must route the chit to a printer for which you select 'Print order total' in Maintenance > Hardware > Printers > Options tab > under the 'Chit printing' group bar.

Training

*****TRAINING***** *****DO NOT PREPARE***** <line feed>

Prints a header containing two lines of text, "*****TRAINING*****," "*****DO NOT PREPARE*****," followed by a line feed. This is a required element in the layout but it prints only when a training employee is clocked in. **Default Alignment:** Center.

User text

This line is intentionally left blank.
--

Prints the contents specified in 'Text' under the 'User text settings' group bar that appears when you select this element. **Default Alignment:** Left.

Void

VOID

Prints “***VOID***” for a voided item using a large font. This element only prints when you void an item. If you specify a void reason, the system prints this text at the end of the chit header. **Default Alignment:** Center.

Zone

1

Prints the zone text on the chit, as configured in Aloha Kitchen. **Default Alignment:** Center.

Appendix C: Guest check elements

The following is a comprehensive list of the elements available for use when you customize a guest check layout, listed in alphabetic order. The list includes the default alignment of the element as it appears on the generic guest check layout and a brief description. Also included are related or required options you must select or clear when adding the element to a custom guest check layout.

Account receivable

Prints accounts receivable information on the guest check. **Default Alignment:** Left.

Additional charge

Prints the additional charge information on the guest check. **Default Alignment:** Left. **Required Options:** You define additional charges in Maintenance > Business > Store > Store Settings tab > 'Financials' group > 'Additional charges' group bar.

Advance Order Footer

Prints "Unfilled" or "Do not pay" when the order is an advance or future order. **Default Alignment:** Left.

Advance Order Info

Prints the name, phone number, date, time, and order mode on the guest check when the order is an advance or future order. This is a Quick Service only feature. **Default Alignment:** Left.

Alerts

Prints each alert for the order, followed by a line feed. **Default Alignment:** Center.



Reference

Refer to the [Alerts Feature Focus Guide - HKS334](#) for more information on alerts.

Aloha Loyalty check text

Credit earned for current visit: Business Person's Lunch-12 points Beer Tout-5.00 spent Current balance: Business Person's Lunch-22.00 Beer Tour-43 points

Prints the custom text defined in Aloha Insight on the guest check. **Default Alignment:** Left.



Reference

Refer to the Aloha Loyalty User Guide for more information on configuring and using Aloha Loyalty.

Aloha Loyalty new price

Congratulations! You earned a 50% coupon on your next visit.

Prints the message defined in Aloha Insight for the new price promotion. **Default Alignment:** Left.

Barcode

Prints the bar code on the guest check in the format of "999xxxxxxx" where 'x' is the check number with leading zeros. For example, for check ID 10001, "99900010001" prints. **Default Alignment:** Left.

Bitmap

Prints a custom bitmap on each printed guest check. **Default Alignment:** Left. **Required Options:** You must configure the 'Printer bitmap,' 'Printer bitmap size,' and 'Printer bitmap justification' options in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar,



Reference

Refer to [Receipt Logos - HKS1750](#) for more information on adding a bitmap to the guest check.

Cashier

Cashier: Suzie

Prints the name of the cashier on the guest check, when an employee is clocked in with a job code configured as a cashier: otherwise, the server name prints. **Default Alignment:** Left. **Required Options:** You must select 'Cashier' in Maintenance > Labor > Jobcodes > Order Entry tab > under the 'Order entry' group bar.

Change item

Prints the changed item information on the guest check. **Default Alignment:** Left.

Club member number

1524

Prints the ID number of the club member associated with the order on the guest check. This is a Table Service only element. **Default Alignment:** Center. **Required Options:** You must select 'Print club member number on check' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar.



Reference

Refer to the [Interfacing with Memberships User Guide](#) for more information on memberships.

Comp form

Prints the custom comp approval form on the guest check, according to the print requirements of the form. **Default Alignment:** Left. **Required Options:** You must select 'Print custom comp chit' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Comp Slips' group bar.



Reference

Refer to the [Comp Approval Forms Feature Focus Guide - HKS345](#) for complete information on configuring and using comp approval forms.

Custom line

	3/16/2013
Susie Server	2:03 PM
Table 10	1 of 1

Allows you to print up to three elements on the same line, starting with left alignment, then center, then right. Add a custom line for each line. There is a very specific list of elements from which you can choose. [See "Using a custom line element to position multiple elements \(all layouts\)" on page 28.](#) **Default Alignment:** Left. Select from the following to complete your custom line:

Cashier name	Check number	Current date
Current time	Guest count	Number of number
Order name	Order number	Ordermode name
Pager number	Printer name	Server name
Tent number	Terminal name	

Cut

Cuts the chit at the defined section.

Day part

DAY PART: 11-12 AM

Prints "DAY PART:" followed by the name of the day part in effect on the guest check. **Default Alignment:** Left. **Required Options:** You must select 'Print Daypart' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar.

Delivery Info

Prints delivery information, if the printer is configured to print this information. **Default Alignment:** Left. **Required Options: 1)** You must clear 'Never print delivery/carryout information' in Maintenance > Hardware > Printers > Options tab > under the 'Chit printing' group bar to allow delivery information to print. **2)** You must interface with Aloha Takeout to use this feature.

Disclaimer

Prints the training mode disclaimer on the guest check. **Default Alignment:** Left.

Duplicate

DUPLICATE

Prints DUPLICATE, followed by the number of prints, when you reprint the check after it is closed. **Default Alignment:** Center. **Required Options:** You must select USEDUALREPRINTNUMBERING in Maintenance > Business > Store > Custom tab > under the 'Name' group bar to enable this option.

Employee

Suzie

Prints the nickname of the employee on the guest check. The first and last name do not print on the guest check. **Default Alignment:** Left.

Exclusive Taxes Breakout

Exclusive Taxes		
8% Base	6.00 IncTax	0.48
5% Base	5.00 IncTax	0.25
2% Base	14.98 IncTax	0.30

Prints a list of each applied exclusive tax on the guest check. **Default Alignment:** Left. **Required Options:** You must select 'Print exclusive tax breakout' and 'Print exclusive tax breakout section' on guest check' in Maintenance > Business > Store > Store Settings group > Check Printing group > under the 'Tax Breakout' group bar.

Filled line

Prints a line across the guest check using the character you designate, such as * or =, in 'Text' under the 'Filled line settings' group bar that appears when you select this element. **Default Alignment:** Left.

Fiscal Quebec Transaction ID/Date

123456	04/16/2013
--------	------------

Prints the transaction ID on the left of the guest check, and the transaction date on the right. **Default Alignment:** Left. **Required Options:** You must be using Fiscal Quebec to enable this element.

Footer

–Check Closed–

Prints “–Check Closed–” in the footer of the guest check if it is closed. **Default Alignment:** Center.

Frequent Diner Message

This element relates to the Delivery/Frequent Buyer program, which is obsolete. **Default Alignment:** Left.

Frequent Diner Subtotal

This element relates to the Delivery/Frequent Buyer program, which is obsolete. **Default Alignment:** Left.

Gift card international info

Prints the gift card International information on the guest check. **Default Alignment:** Left.

Gift Card Offline Message

Prints a custom offline gift card message when the check contains gift card transactions occurring during offline mode. **Default Alignment:** Left.

Gratuuity

Prints the gratuity information on the guest check. **Default Alignment:** Left.

Guest Check Messages

Prints a guest check message. **Default Alignment:** Left. **Required Options:** You must access Maintenance > Messaging > Guest Check Messages and define a guest check message to print.

Guest Count

Guest: 3

Prints the guest count on the guest check. If a refund is performed, the count is zero. **Default Alignment:** Left.

Header

Aloha Cafe #1234
111 Anywhere
555-555-5555

Prints the store name, address, and phone number, if defined. The header also includes an optional list of items configured in a guest check token file. **Default Alignment:** Center.

Inclusive Taxes Breakout

GST Taxes		
8% Base	6.00 IncTax	0.48
5% Base	5.00 IncTax	0.25
2% Base	14.98 IncTax	0.30

Prints a list of each applied inclusive tax on the guest check. **Default Alignment:** Left. **Required Options:** You must select 'Print inclusive tax breakout' and Print inclusive tax breakout section on guest check' in Maintenance > Business > Store > Store Settings group > Check Printing group > under the 'Tax Breakout' group bar.

Items

Specifies where the main item section appears on the printed guest check. The system considers items the main body of information on a guest check and always positions items between the header and footer. This is a required element in a guest check layout. **Default Alignment:** Left.

Large Check Name

Prints the check name in large font on the guest check. This is a Quick Service only feature. **Default Alignment:** Left. **Required Options:** You must select 'Use large font for order name' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Style' group bar.

Linefeed

<line feed>

Inserts an empty line into the print design for the guest check. **Default Alignment:** Left.

Menu Name

Menu: Lunch

Prints "Menu:" followed by the name of the current menu in use on the guest check. **Default Alignment:** Left. **Required Options:** You must select 'Print Menu name' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar.

Order / Check Number

Order: 123456

Prints the check or order number on the left side of the guest check. **Default Alignment:** Left. **Related Options: 1)** If you select 'Do not print check number' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar, the check number prints on the right side. **2)** To print the order number in bold font, select 'Use bold font for check number' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Style' group bar. This is a Table Service only option.

Order Attribute

Sales Type: Banquet

Prints the name and ID of the order attribute (sales type) on the guest check. This is Table Service only. **Default Alignment:** Left. **Required Options:** You must select 'Print sales type' in Maintenance > Business > Store > Store Settings group > Check Printing group > under the 'Guest Check Content' group bar.

Order Mode

Order Type: Dine In

Prints the order mode applied to the order on the guest check. **Default Alignment:** Left. **Required Options:** You must select 'Print order mode' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar.

Order Mode Charge

Prints the order mode charge. **Default Alignment:** Left.

Paymentech agreement

Prints the Paymentech agreement message. **Default Alignment.** Left.

Payment Information

Prints the general payment information, such as cash, credit card, authorization code, tip, and more.
Default Alignment: Left.

Phone Number

Prints the phone number of the guest on the chit. **Default Alignment:** Left. **Required Options:** You must configure your Aloha Takeout phone number requirements under the 'Settings' group bar on the Phone Numbers tab in Maintenance > Takeout Configuration > Takeout Settings.

Placeholder Element

END OF HEADER

Contains non-printing, optional text, to use as a label in your design, such as **END OF HEADER** or **START OF TRAILER**. Designate the label text in 'Placeholder text' under the 'Placeholder text settings' group bar that appears when you select this element. **Default Alignment:** Left.

PMS Info

Room: 21B
Guest: John Smith
x _____

Prints the PMS room number and name of the guest on the guest check, for checks closed to a tender used with PMS. The element also prints a signature line, if it was not previously printed. **Default Alignment:** Left. **Required Options:** You must select 'Print room number and guest name lines' in Maintenance > Business > Store > Store Settings tab > Guest Check group > under the 'Guest Check Content' group bar.

PMS Room

Guest: John Smith

Prints the name of the guest associated with the room on the guest check, for checks closed to a tender used with PMS. **Default Alignment:** Left. **Required Options:** You must select 'Print Hotel PMS guest name' in Maintenance > Business > Store > Store Settings tab > Guest Check group > under the 'Guest Check Content' group bar.

Quebec Fiscal Info

Prints the transaction ID on the left side of the guest check, and the transaction date on the right.
Default Alignment: Left. **Required Options:** You must enable Revenu Quebec in Maintenance >

Business > Store > Store Settings tab > Check Printing group > 'Guest Check Content > Fiscal printer' group bar.

Refund

REFUND

Prints "REFUND" on the guest check when you perform a refund on the check. **Default Alignment:** Center.

Reprint

REPRINT

Prints REPRINT, followed by the number of prints, when you reprint the check after it is closed. **Default Alignment:** Center. **Required Options:** You must clear 'USEDUALREPRINTNUMBERING' in Maintenance > Business > Store > Custom tab > under the 'Name' group bar to enable this option.

Revenue Center

Area: Patio

Prints "Area:" followed by the name of the revenue center from which the check originated on the guest check. **Default Alignment:** Left. **Required Options:** You must select 'Print Revenue Center' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest check content' group bar.

Sales Category Detail

Sales: \$4.00
Retail: \$0.90
Total: \$ 4.90

Prints a subtotal and grand total line for each sales category from which an item was entered on the guest check. **Default Alignment:** Left. **Required Options:** You must select 'Print sales category totals' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest check content' group bar.

Seat Total

Prints the total sales value for each seat (guest). **Default Alignment:** Left.

Separate Survey

Prints the customer survey message text on the guest check, based on the printing requirements of the survey. You must configure the survey to print independently and the survey prints after the guest check. **Default Alignment:** Left. **Required Options: 1)** You must select 'Active' and select 'Print Survey separately' in Maintenance > Messaging > Survey > Survey tab > under the 'Settings' group bar. **2)** You must specify the message to print in 'Message text 1' through 'Message text 20' in Maintenance > Messaging > Survey > Message tab > under the 'Message text' group bar.



Reference

Refer to the [Customer Survey Feature Focus Guide - HKS304](#) for complete information on configuring and using the customer survey feature.

Service Charge

Additional Charge	2.00
-------------------	------

Prints the text defined for additional charges, along with the amount, on the guest check. **Default Alignment:** Left. **Required Options:** You must type the text for the additional charge in 'Text' in Maintenance > Business > Store > Store Settings tab > Financials group > under the 'Additional charges' group bar.

Set Print Style

Sets the print size and format for all following text, such as a change to the size, italics, and more. To change or return to the default print style, you must add another 'Set print style' element. **Default Alignment:** Left; however, the element is only a command and does not print.

Signature

Total:	_____
Tip:	_____

Prints a Total, Tip, and Signature line on the guest check, when printed before closing the check. **Default Alignment:** Left. **Required Options:** You must select 'Print total, tip and signature lines on all checks' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar.

Surcharge

Prints the surcharge information on the guest check. **Default Alignment:** Left. **Required Options:** You define surcharges in Maintenance > Business > Store > Store Settings > 'Financials' group > 'Surcharge' group bar.

Survey Banner Text

You have been selected for the Aloha Cafe's guest poll!!

Prints the customer survey banner text on the guest check, based on the printing requirements of the survey. You must configure the survey to append to the guest check and not print separately to use this feature. **Default Alignment:** Left. **Required Options: 1)** You must select 'Active' and clear 'Print Survey separately' in Maintenance > Messaging > Survey > Survey tab > under the 'Settings' group bar. **2)** You must specify the text to print in 'Banner text 1' through 'Banner text 10' in Maintenance > Messaging > Survey > Banner tab > under the 'Text lines' group bar.

Survey Message

Prints the customer survey message text on the guest check based on the printing requirements of the survey. **Default Alignment:** Left. **Required Options: 1)** You must select 'Active' and select 'Print Survey separately' in Maintenance > Messaging > Survey > Survey tab > under the 'Settings' group bar. **2)** You must specify the message to print in 'Message text 1' through 'Message text 20' in Maintenance > Messaging > Survey > Message tab > under the 'Message text' group bar.



Reference

Refer to the [Customer Survey Feature Focus Guide - HKS304](#) for complete information on configuring and using the customer survey feature.

Table Name

Table: 11

Prints the alphanumeric name associated with the table on the guest check. **Default Alignment:** Left.

Tax invoice information

Prints tax invoice information on the guest check. **Default Alignment:** Left.

Tender Signature

Prints a signature line on the guest check, based on the tender. **Default Alignment:** Left. **Required Options:** You must select 'Print signature line' in Maintenance > Payments > Tenders > Tender tab > under the 'Settings' group bar.

Time

12:30 PM

Prints the current time on the guest check. **Default Alignment:** Right.

Total

Dine In Total \$3.48

Prints the total guest check value preceded by the order mode. **Default Alignment:** Right.

Total Tax

Prints the total tax value on the guest check. **Default Alignment:** Left. **Required Options:** You must select 'Print total tax line' in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar.

Training

****TRAINING****
****DO NOT PREPARE****
<line feed>

Prints a header containing two lines of text, "****TRAINING****," "****DO NOT PREPARE****," followed by a line feed. This is a required element in the layout and only prints when a training employee is clocked in. **Default Alignment:** Center.

Two Part Check

Inserts a partial cut after the first check, then prints the check number, table name, time, and date on the second guest check. **Default Alignment:** Left.

User Text

This line is intentionally left blank.

Prints the contents specified in 'Text' in Print Designer > Design tab > 'User text settings' group bar that appears when you select this element. **Default Alignment:** Left.

VBO Text

Prints the VBO (ecard) message on the guest check.

Appendix D: General message elements

The following is a comprehensive list of the available elements when designing printed vouchers for use with campaigns to drive traffic back in to your restaurant. Use the Campaign Rulebook function to define the actual set of conditions under which a guest earns a voucher reward. The list includes the default alignment of the element as it appears on the printed vouchers and a brief description. Also included are related or required options you must select or clear when adding the element to a voucher.

Bitmap

Prints a custom bitmap on each printed guest check. **Default Alignment:** Left. **Required Options:** You must configure the 'Printer bitmap,' 'Printer bitmap size,' and 'Printer bitmap justification' options in Maintenance > Business > Store > Store Settings tab > Check Printing group > under the 'Guest Check Content' group bar,



Reference

Refer to [Receipt Logos -HKS1750](#) for more information on adding a bitmap to the guest check.

Cashier

Cashier: Suzie

Prints the name of the cashier on the guest check, when an employee is clocked in with a job code configured as a cashier: otherwise, the server name prints. **Default Alignment:** Left. **Required Options:** You must select 'Cashier' in Maintenance > Labor > Jobcodes > Order Entry tab > under the 'Order entry' group bar.

Employee

Suzie

Prints the nickname of the server on the reward voucher. The first and last name do not print on the voucher. **Default Alignment:** Left.

Filled Line

Prints a line across the reward voucher using the character you designate, such as * or =, in 'Text' under the 'Filled line settings' group bar that appears when you select this element. **Default Alignment:** Left.

Header

Prints the store name, address, and phone number, if defined. **Default Alignment:** Center.

Linefeed

Inserts a blank line between two lines of text.

Placeholder Text

END OF HEADER

Contains non-printing, optional text, to use as a label in your design, such as ****END OF HEADER**** or ****START OF TRAILER****. Designate the label text in 'Placeholder text' under the 'Placeholder text settings' group bar that appears when you select this element. **Default Alignment:** Left.

Redemption Period

2:00 PM, Thu Jun 14, 2025

Establishes the number of calendar days after printing a reward voucher an offer is valid. The system uses the number of days to determine and print the beginning and ending dates during which a guest can redeem a voucher for an earned reward. **Default Alignment:** Left.

Set Print Style

Sets the print size and format for all following text, such as a change to the size, italics, and more. To change or return to the default print style, you must add another 'Set print style' element. **Default Alignment:** Left; however, the element is only a command and does not print.

User Text

This line is intentionally left blank.

Prints the contents specified in 'Text' under the 'User text settings' group bar that appears when you select this element. **Default Alignment:** Left.

Print Designer, Feature Focus Guide

NCR Voyix welcomes your feedback on this document. Your comments can be of great value in helping us improve our information products. Please contact us using the following email address:
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