

Building Floor Plans



PowerEPOS makes building floor plans easy. Setting up floor plans to reflect the layout of your venue and table stage is a great way to get quick, at-a-glance information, assist staff to provide fantastic service, and smooth out the customer experience.

In this guide, you will learn how to build floor plans that reflect your business trading areas and add service modes and colour coding to incorporate table management functionality into your floor plans.

Learning areas:

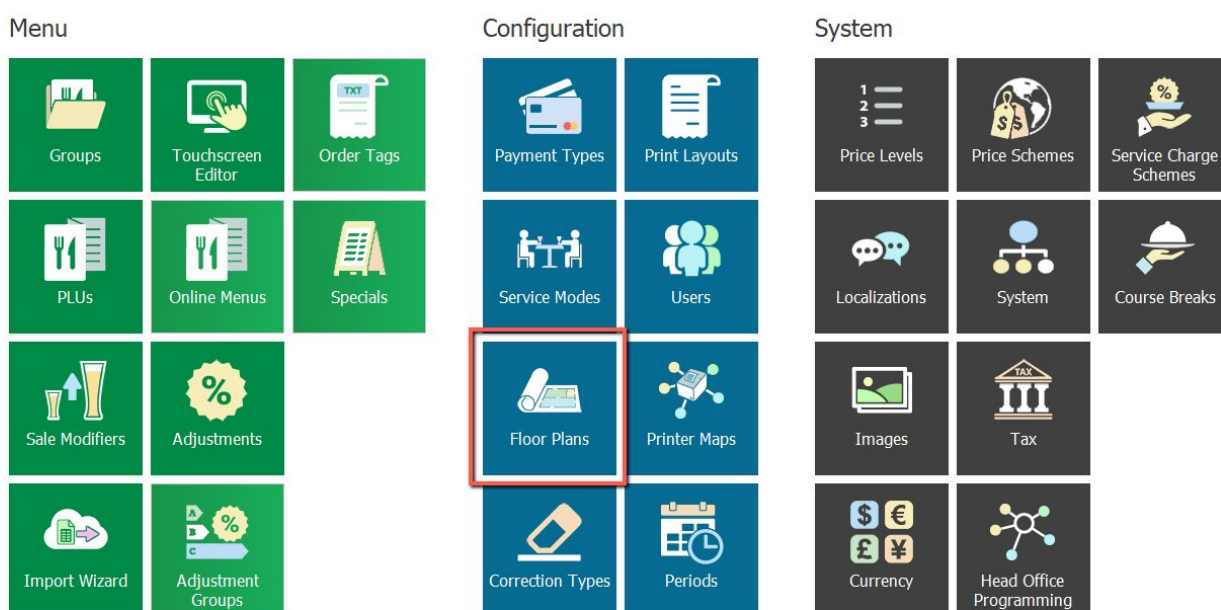
- Create a new floor plan
- Apply a Service Mode to a floor plan
- Add shapes and images
- Apply table management settings
- Publish floor plans to individual Point of Sale devices

Before you begin:

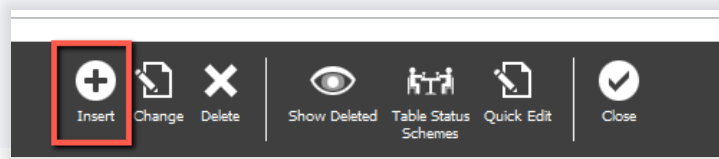
Ensure you have access to the PowerEPOS back office, and you have the necessary permissions to make changes to **Floor Plans**.

1. Create a new Floor Plan

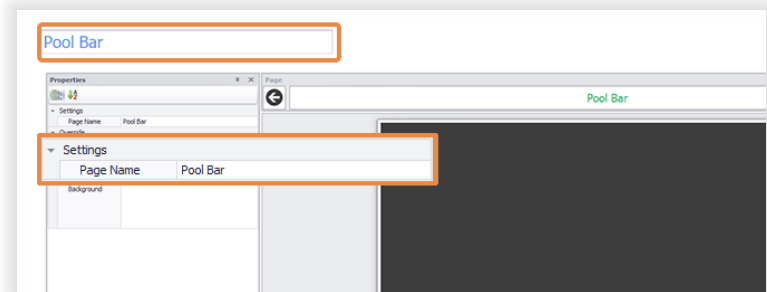
1. From the **POS Management** screen, select **Floor Plans**.



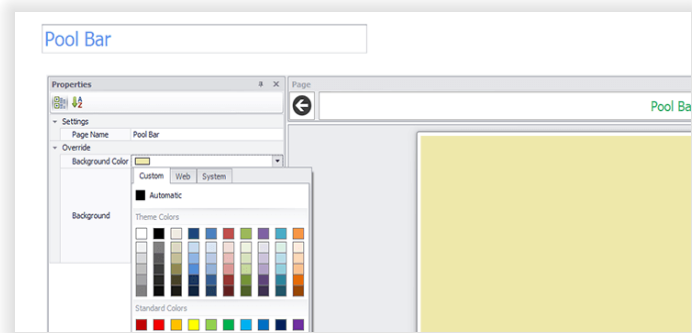
2. From the tool bar select **Insert**.



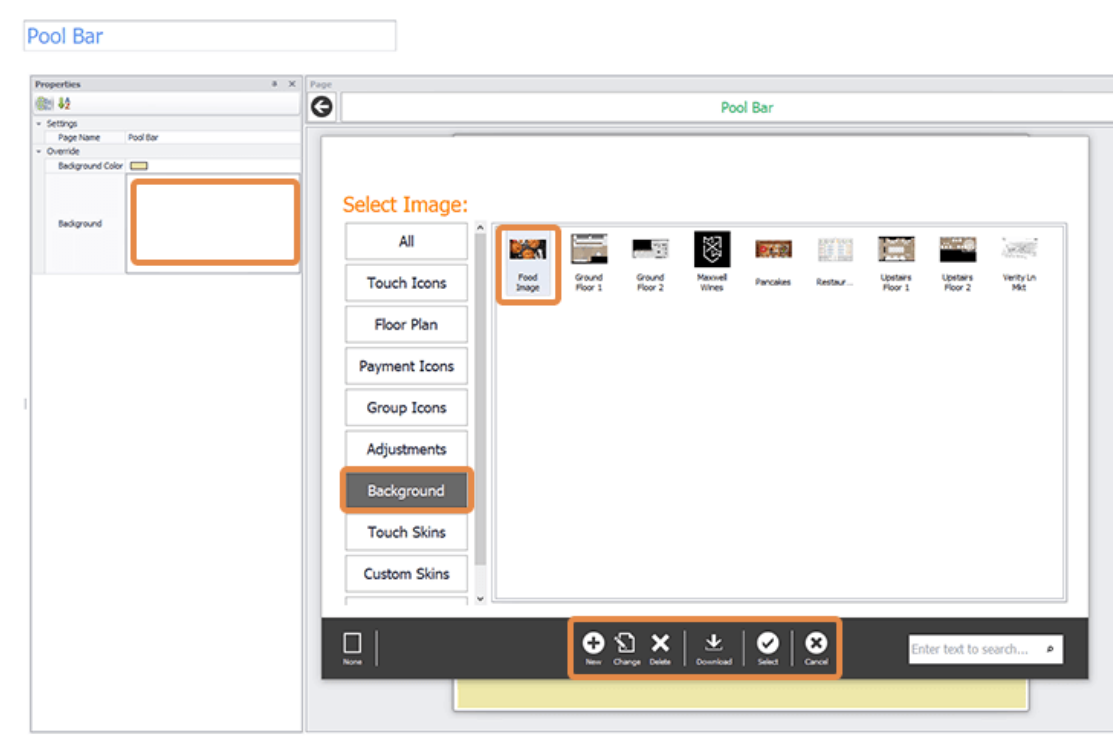
3. Give your new floor plan a name.
We'll call ours **Pool Bar**.



4. Next, we add a background to our floor plan. To add a colour we select it from **Properties**.

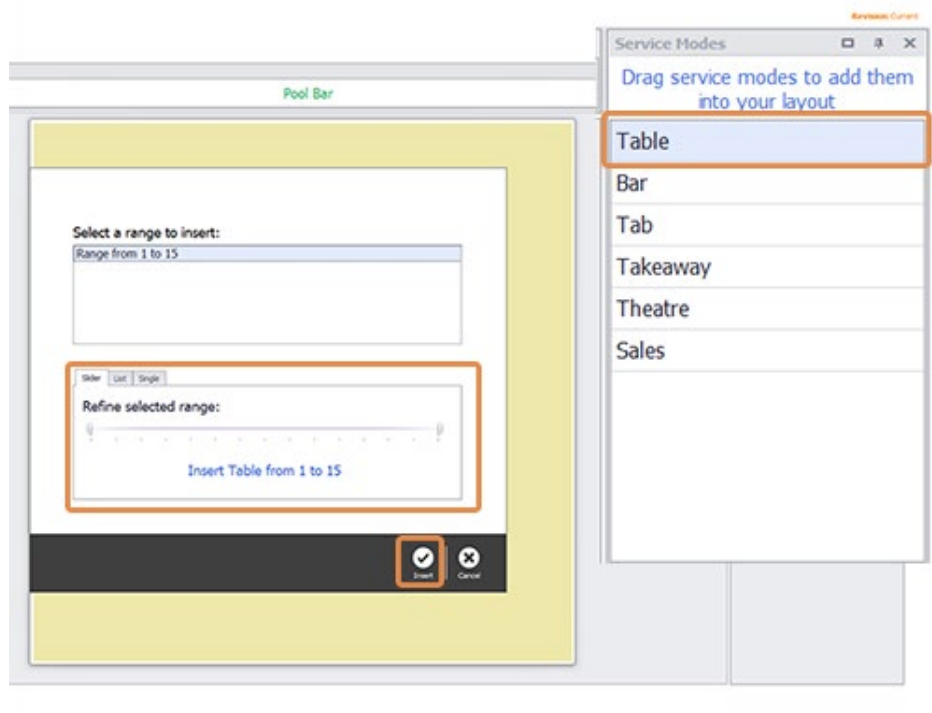


5. To add an image instead, click into the Background field to open the Graphics Library, then we can either double click the image to select the background or use the buttons in the control panel.

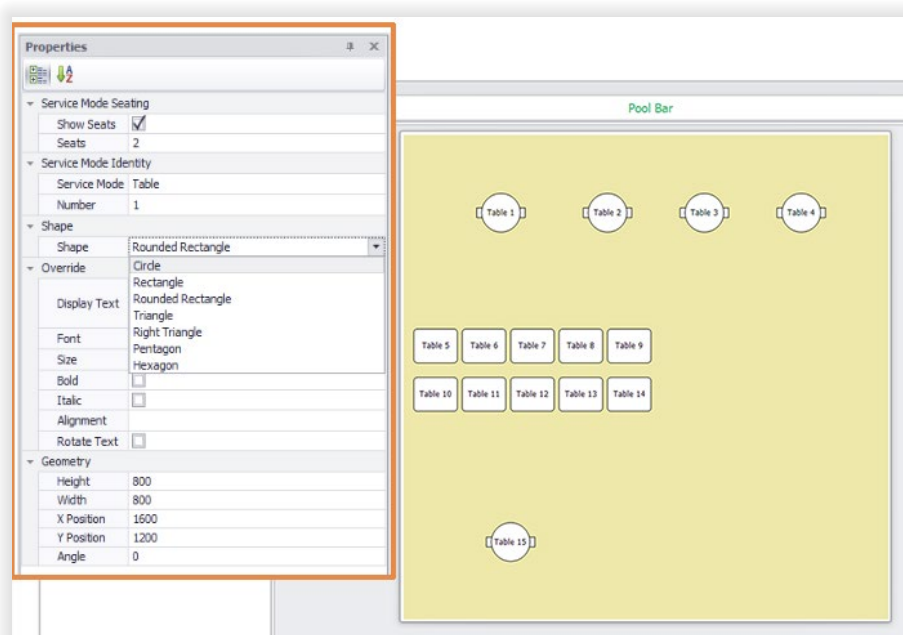


2. Apply a Service Mode to a Floor Plan

1. Service Modes that have been preconfigured are available from the Service Mode window, top right of the screen. To add **Table Service** to our floor plan we click and drag Table from the **Service Mode** panel on to our floor plan which then opens the **Table Range** window. We will add all 15 tables to this floor plan so we select **Insert** from the toolbar. The slider can be used to change the number of tables added.

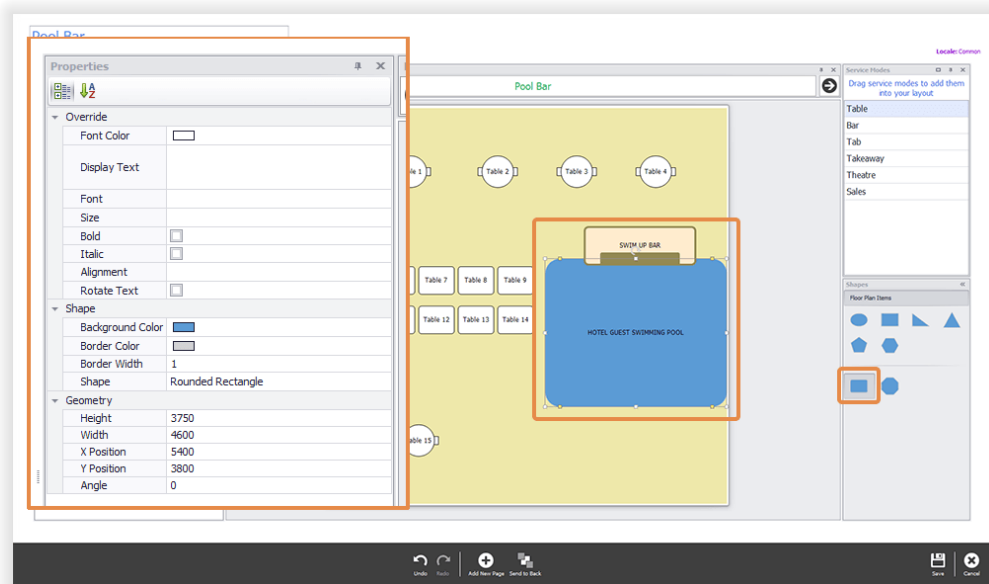


2. Next, we use drag and drop to move our tables to the correct positions in our floor plan. Then we format each table using Properties. Here we can change the table size, shape and number, add seats, and update the text.

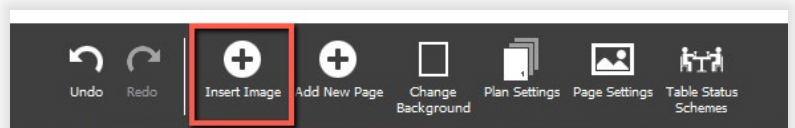


3. Add shapes and images

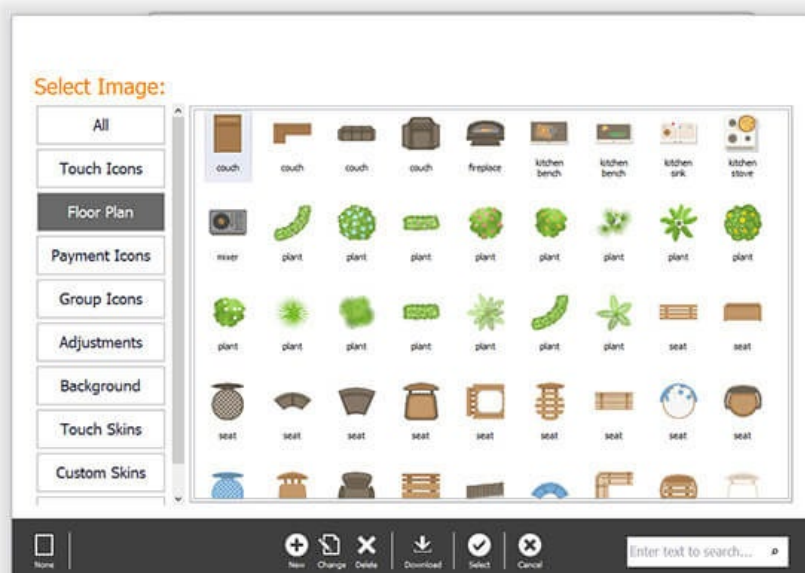
- Next we add shapes and images that represent other items in our floor plan. For the pool and pool bar we drag and drop shapes from the **Shapes Panel** bottom right of the screen. Next, we use the handles to resize and reshape it. We do the same using 2 rectangles to create the swim-up bar. Use **Properties** to make further changes to the shapes such as changing colours and adding text.



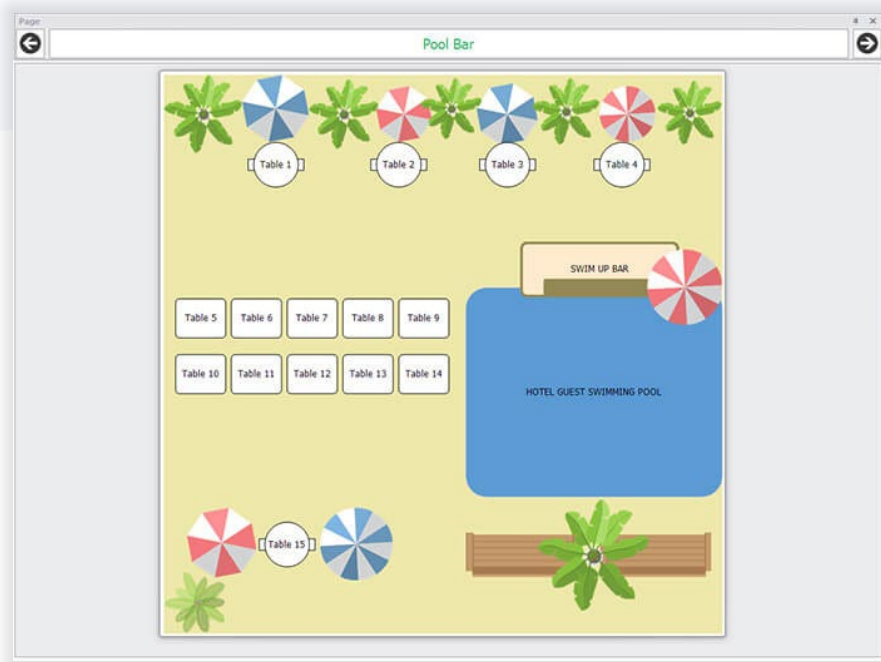
- To add images, we open the **Graphics Library** by clicking **Insert Image** from the toolbar.



- Then we locate our image and double-click or highlight it and select Insert from the toolbar to add it to our floor plan. Once added to the floor plan, images can be resized and repositioned as required.



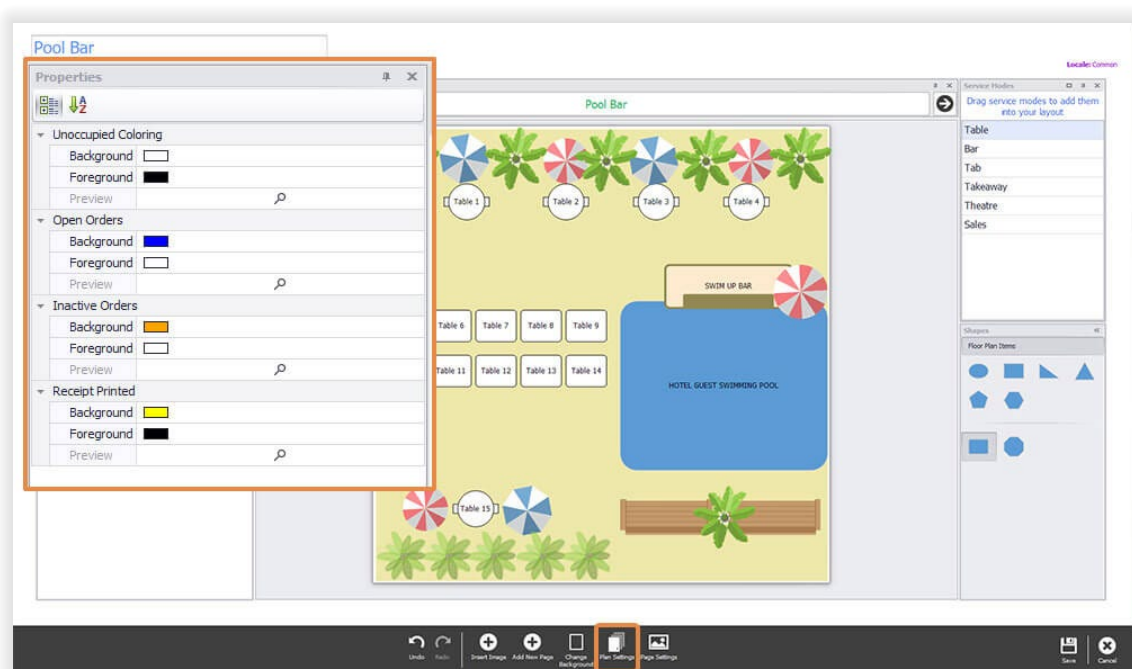
3. Our floor plan layout now looks like our pool bar.



3. Apply Table Management settings

Next, we will add Table Management settings to our tables to visually indicate the stage that each table is at during service.

1. First select **Plan Settings** from the toolbar. This will open the **Table Management Properties** panel. Then we select the colours to indicate when tables are unoccupied, have open and inactive orders, and when the receipt has been printed and the table is ready to be vacated.



2. Then we can view the colour scheme by clicking **Preview**.



Now that our floor plan is complete we hit **Save** and **Close** to exit the floor plan builder and then **Close** to exit the floor plan module which brings us back to the **POS Management** screen.

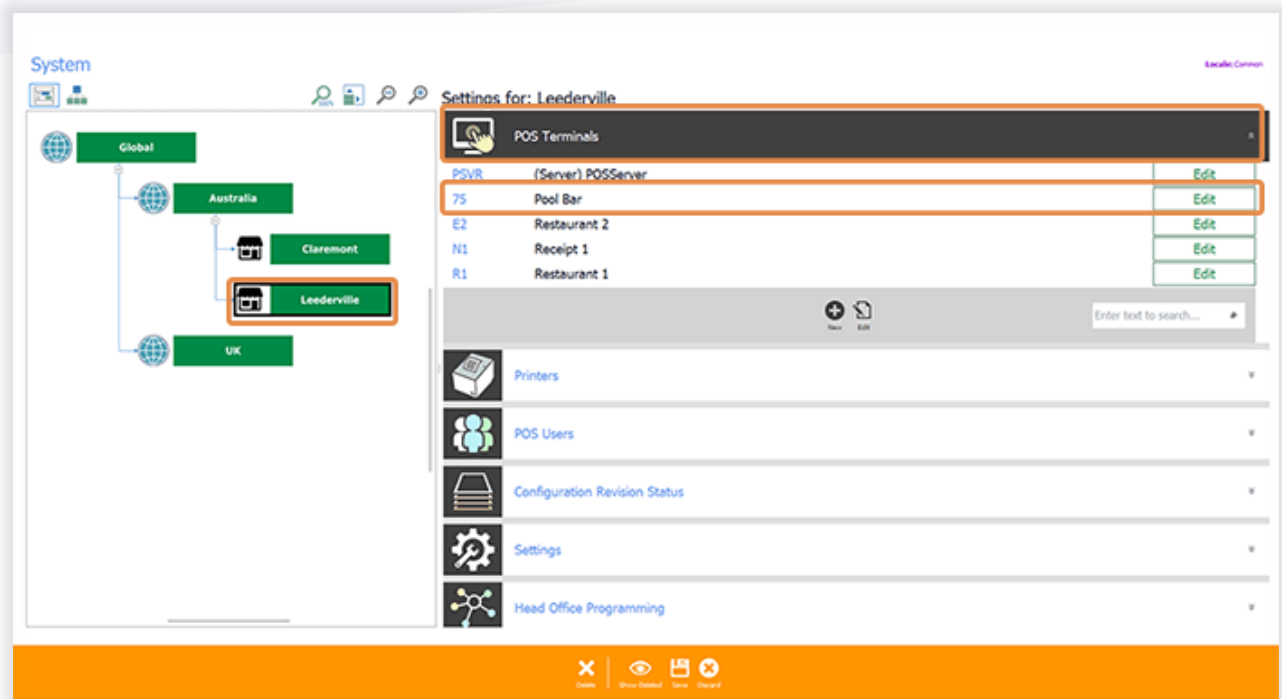
6. Publish floor plans for individual Point of Sale devices

Now we assign our floor plan to the Point of Sale terminal in our pool bar.

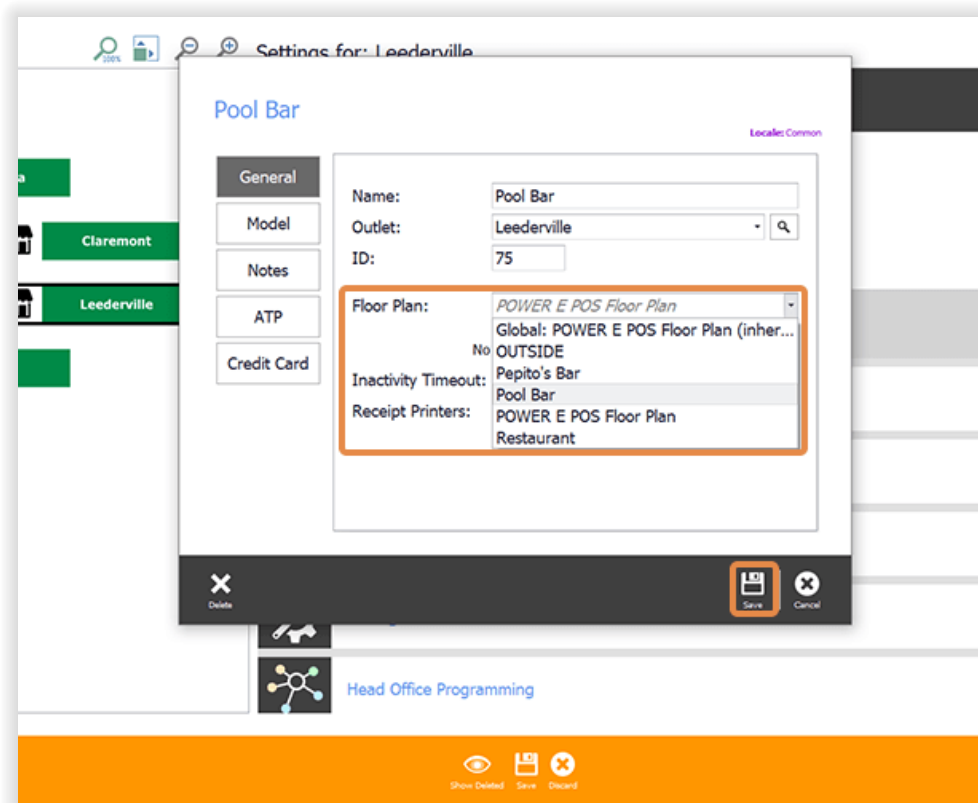
1. From our **POS Management** screen, we open **System**.



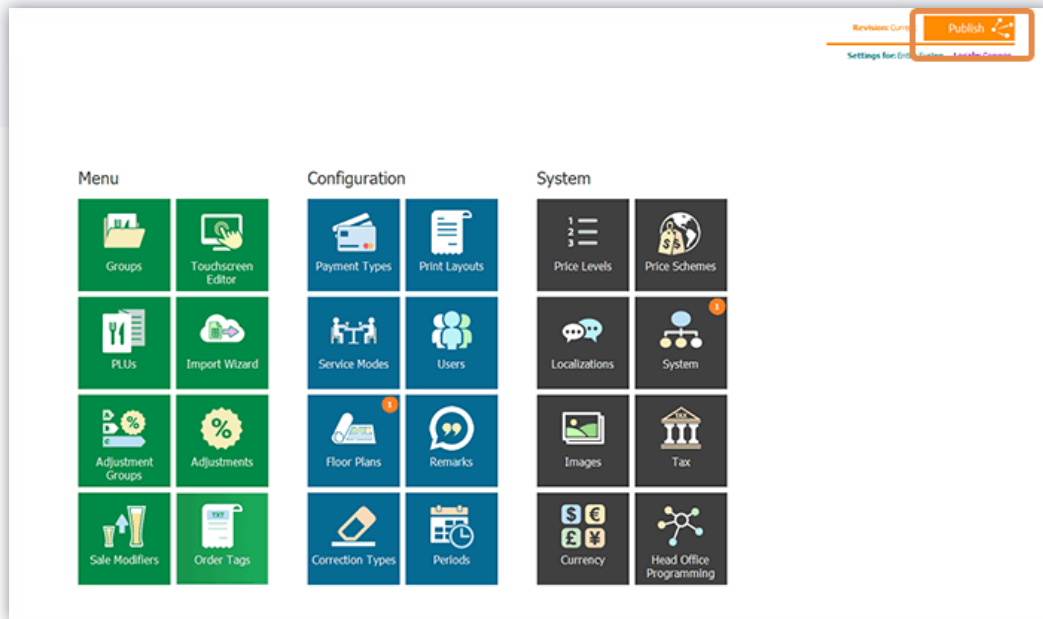
2. We select the outlet we are publishing our floor plan to, in this case Leederville, and open **POS Terminals** to view the POS devices for this outlet. Then we locate the Pool Bar and hit **Edit**.



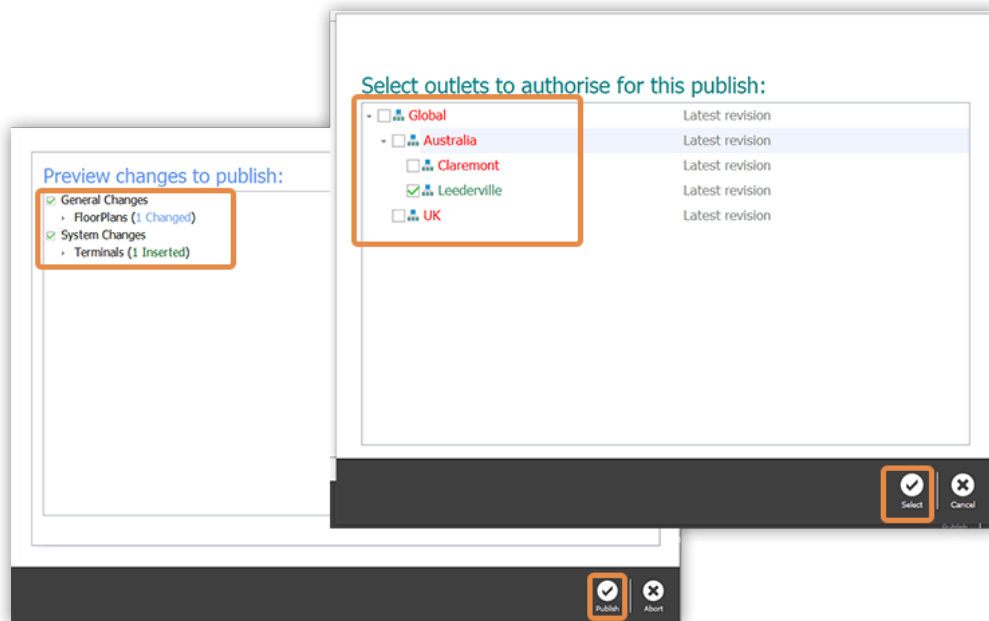
3. In **Floor Plan** we select **Pool Bar**, then **Save**. Then **Save** and **Close**, to bring us back to the **POS Management** screen ready to publish our new settings.



4. Select the publish button top right of the screen.



5. Check the changes we are about to publish and make sure the correct outlet is selected. Once published we receive a **Complete** message with a **Revision Number** that we can use to wind back changes in **Revision Management** if necessary.



Need more info?

If you still have questions or need further help, just contact us.

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