

Manger and Server Codes

Manager and **Server** codes allow you to define additional identifying codes that can be assigned to comps listed on the *Comps* tab of the [Daily Sales Report](#) (DSR). In turn, these codes can be used when running a [DSR Comp Inquiry](#) to view comps by associated manager and/or server to determine factors such as frequency of use.

Sales		Comps			Paid Outs		Additional Deposits		Taxes & Receipts		House Accounts		Labor	
Entity	Code	Description	Manager	Server	Reason	Food	Liquor	Tip	Total					
101	EMPME	Emp. Meal	Bob	Tony Daniels		11.50	0.00	0.00	11.50					
101	106	Police	Bob	Rachel		4.00	0.00	0.00	4.00					
101	CDISC	Coupon Disc	Bob	Rachel		2.50	0.00	0.00	2.50					
101	OCOMP	Order Comp	Sam	Tony Daniels		3.00	0.00	0.00	3.00					

If you poll manager and server POS codes with comp data, then you can “map” the code so the manager and/or server name appears on the *Comps* tab of the DSR.

If you do not poll manager or server POS codes with comp data, you can still manually apply manager and server codes. Simply access the *Comps* tab of the desired DSR and select the corresponding code from the *Manager* and/or *Server* drop-down.

Manager Codes

Manager codes allow you to identify the manager on duty, or the manager who approved a comp. To create manager codes, navigate to **Setup > DSR > Managers**.

If this is your first manager code, you are taken directly to a record; otherwise, select *New Record* from the Manager Code listing to create a new code.

Manager



Entity #

Code:

Name:

- » **Entity:** Select the corresponding entity from the drop-down.
- » **Code:** Enter the manager’s POS code. Codes can be no longer than three characters.

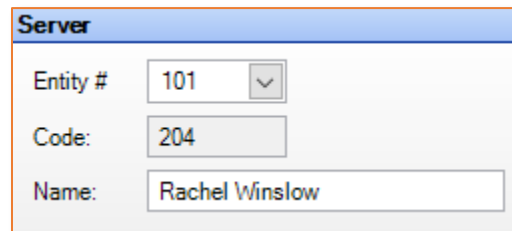
- » **Name:** Enter the manager's name, or additional identifying information.

Once done, select the save  icon in the toolbar. To continue with another code, select the plus  sign icon in the toolbar.

Server Codes

Server codes allow you to identify the server whose check or table contained a corresponding comp. To create server codes, navigate to **Setup > DSR > Servers**.



If this is your first server code, you are taken directly to a record; otherwise, select *New Record* from the Server Code listing to create a new code.



The screenshot shows a form titled "Server" with three input fields:

Entity #	101
Code:	204
Name:	Rachel Winslow

- » **Entity:** Select the corresponding entity from the drop-down.
- » **Code:** Enter the server's POS code. Codes can be no longer than three characters.
- » **Name:** Enter the server's name, or additional identifying information.

Once done, select the save  icon in the toolbar. To continue with another code, select the plus  sign icon in the toolbar.