

## i3 POS Product Academy *Your Point of Sale Training Portal*

### Enabling Aloha Alerts

#### Step 1:

Once you log into Aloha Manager go to: **Maintenance > Business > Installed products.**

The screenshot shows the Aloha Manager software interface. The title bar reads "Aloha Manager : i3 POS Training #1". The main menu bar includes "File", "Functions", "Reports", "Maintenance", "Utilities", "Labor Scheduler", "User Tools", "View", "Window", and "Help". The "Maintenance" menu is open, showing options like "Labor", "Menu", "Taxes", "Screen Designer", "Pricing", "Payments", "Business", "System Settings", "Hardware", "Messaging", "Guest Experience", "QuickCount", "Electronic Draft Capture", and "Alert". The "Business" menu item is highlighted with a green circle and the number "2". A sub-menu is open for "Business", with "Installed Products" highlighted by a green circle and the number "3". The main content area displays the "i3 POS Home Page Helper" with various links and a "Training Request Form (Managers Only)" section.



## Step 2:

Once the Installed Products database loads scroll down to the Products installed section. At the bottom flag "Use Alerts". Press Save and close and reopen Aloha Manager.

The screenshot shows the 'Installed Products' configuration window in Aloha Manager. The 'Products installed' section is expanded, showing a list of settings. The 'Use Alerts' checkbox is checked, and a green arrow points to it from the top of the list. The 'Use Alerts' checkbox is marked with a '2'. The 'Use Kiosk' checkbox is also checked. The 'Use Alerts' checkbox is marked with a '2'.

| Section            | Setting  | Value                    | Checkbox                            |
|--------------------|--|--------------------------|-------------------------------------|
| Identification     | Number   | 1                        |                                     |
|                    | Name   | Global                   |                                     |
| Login settings     | Minimum password length                                | 7                        |                                     |
| Item limits        | Maximum number of items                                | 15000                    |                                     |
|                    | Maximum number of item price changes in thousands      | 5                        |                                     |
|                    | Maximum number of promotion price changes in thousands | 5                        |                                     |
|                    | Allow fractions for item guest count                   |                          | <input type="checkbox"/>            |
|                    | All items must be assigned to a tax group              |                          | <input type="checkbox"/>            |
| Menus              | Submenu rows   | 7                        |                                     |
|                    | Submenu columns  | 3                        |                                     |
|                    | Modifier rows  | 7                        |                                     |
|                    | Modifier columns                                       | 3                        |                                     |
|                    | Enable slave to submenu and items                      |                          | <input type="checkbox"/>            |
| Products installed | Uses Takeout   |                          | <input type="checkbox"/>            |
|                    | Uses Kitchen   |                          | <input type="checkbox"/>            |
|                    | Uses Occasions   |                          | <input type="checkbox"/>            |
|                    | Uses Order Point                                       |                          | <input type="checkbox"/>            |
|                    | Uses Electronic Draft Capture                          |                          | <input checked="" type="checkbox"/> |
|                    | Uses Connected Payments                                |                          | <input type="checkbox"/>            |
|                    | Uses Alerts  |                          | <input checked="" type="checkbox"/> |
| Uses Kiosk         |  | <input type="checkbox"/> |                                     |
| Regional Settings  |  |                          |                                     |



## Step 3:

When you log back into Aloha Manager your Alerts will be available in **Maintenance > Alerts > Alert Settings**.

The screenshot shows the Aloha Manager software interface. The title bar reads "Aloha Manager : i3 POS Training #1". The main menu bar includes "File", "Functions", "Reports", "Maintenance", "Utilities", "Labor Scheduler", "User Tools", "View", "Window", and "Help". The "Maintenance" menu is open, showing a list of options: Labor, Menu, Taxes, Screen Designer, Pricing, Payments, Business, System Settings, Hardware, Messaging, Guest Experience, QuickCount, and Electronic Draft Capture. The "Alert" option is highlighted with a green circle and the number "2". The "Alert Settings" option is highlighted with a green circle and the number "3". The main content area displays the "i3 POS Home Page Helper" with the website URL "www.i3pointofsale.com". Below this, there is a green banner with the phone number "800-683-2778" and the text "Training Request Form (Managers Only) training@sdc.com". The main content area also contains a list of links: "Welcome to the system", "Working with submenus", "Working with menus", "Working with activation schedules", "Working with event schedules", "Backing up your data", and "Working with Reports".

