
Professional system

R-KEEPER V7

for restaurants



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Introduction

Restaurant system R-Keeper V7 is designed for hospitality and entertainment industries to automate sales, service, bar and kitchen operation, accumulate and analyze data for certain periods concerning sales and service. The accumulated data is used in inventory and accounting systems.

The work of any enterprise, whether it is a small café or bar, large entertainment center or multi-property chain, a multiple hall restaurant or a fast food facility, is characterized by its own peculiarity, and needs various installation settings and functions. Some enterprises need additional functions, others – a combination of various functions.

In a large multiple hall restaurant with table service there are such issues as distributing of duties and privileges, variety of work areas, subtle adjustment of printers. Managers develop and implement compound marketing schemes (discount systems, personalized approach to the customer service, demanding a variety of detailed reports, etc). Different types of stations can be used in different halls: touch screen, handheld and keyboard.

Work organization in small restaurants requires the possibility to combine the functions of employees, cash stations and printers. At this point, the major criterion of making the decision is the cost; it is possible that keyboard stations with small displays will become popular.

Operation of fast food restaurant is characterized by eliminating of some concepts that are used in restaurants with table service, such as table, waiter, serving time, etc. As their priority is high speed of client service and some special screen forms.

At any type of enterprise can be used such additional functions as consumption, tariff charges for some additional services, personal (discount, bonus and credit) magnetic cards for clients, control over kitchen work.

In any type of restaurant, dishes can be distributed between the covers and, as a result, between guests, can be kept statistics on guest types, and for some of them can be created special discounts. Maximum attention was paid to development of the possibilities of enabling settings, focused on a particular restaurant.

Complete automation of a facility is provided by two levels of the program: station (the level of operating) and manager. The terminal level provides automation of sale process and creation of sales database.

The manager level (restaurant office) is responsible for manual creation, various settings of the terminal level, reports making, providing necessary interaction with other systems (Personal Discount System, StoreHouse, etc).

Each object of manager application has great number of different properties. You can adjust list of properties of each object, in which the information about performed changes (Log Book) could be easily registered. In the log book you can see when, what time, and by whom the changes were made, the type of changes (adding, deleting, altering value), property values before and after changes were made.

The technology of operating on the station level corresponds to the technology of customer service in a restaurant, and is provided with a wide range of flexible settings of the manager level. Hardware configuration is formed in such way as on the one hand, make it correspond to the tasks of net usage, and on the other hand, meet the requirement of economic expediency.

The flexibility of prices provides the opportunity to use different prices for different time periods, stations, tables, waiters, etc.

R-Keeper V7 system allows you to enable various settings of the used equipment. For example, you can use one fiscal register with several cash stations, or several fiscal registers with one cash station. Successive usage of several cash drawers at one cash station is possible as well.

In the special editors of the system you can edit forms of displaying menu on

the screen of sensor stations, configure the screen outward appearance or some of its parts. For example, form of the order can comprise not all fields, but only some of there parts, that allows to use the free part of the screen for hot keys.

In keyboard stations you can adjust the outward screen appearance, as well as distribution of hot key, operations on the keyboard and screen form area.

Firstly we will show the usage of R-Keeper system on the example of a full service restaurant with multiple halls (so called “concept restaurant”). Then, we will examine examples of work with “Quick Receipt” technology (can be used in Fast Food restaurants) and implementing R-Keeper V7 in entertainment centers with many bars, selling points, repeated service of one and the same company of customers.

Lastly, we will mention concepts of the system, general for every facility: “Adjustment of information displaying on the screen”, “Printing”, “Reports”, “Staff” and employees’ “Rights”, “Consumation”, “Registration in the system”, “Client’s personal information”, “Scripts”.

1.1 Full service restaurant with Many Halls

1.1.1 Seating a Group of Guests (Order Creation)

All *Tables* that are available in restaurant halls are brought into the system, and a unique (unrepeated) name and numeric code are assigned to them. For every table it is specified, to which hall it is related to; additionally can be specified the type of table, if such information is needed for reports. Different characteristics of tables can be regarded as their types. For example, type of the table can be: “Round”, “Square”, “Oval”, or “Grown-up”, “Child”. Each table may have only one type. Every table has a certain amount of covers. When the amount of covers is exceeded, an alert window pops up instead of an error.

There can be a special table in the restaurant hall; which service differs from the other tables. For example, if an order is created for this table you can select dishes from the buffet or diet dishes.

You can create the hall plan to select the needed table on the touch screen.

Occupied tables will look different from the free ones.

Guest serving in the restaurant begins from their seating at the table, assigning the main waiter, as well as (if it is necessary) other waiters that can also serve this table. By creating an order, you can put in some information about the guests, their number and Labels. Some additional information about this order can be brought in. These data can be used for statistics and for setting discounts that can be created for some types of guests (e.g. students, old age pensioners).

By seating guests at the table, you can enter comments to the visit. The comments can be viewed by a waiter and head waiter by opening the order, and the waiter can see the comments by editing the order. For example, the head waiter can make a note, that the guests asked for the taxi to come up at some particular time, or for their service to be as quick as possible. Comments can be of two types: saved by rebooting the server or non-saved.

When assigning a waiter to serve a table, his Waiter's Position is specified. Usually, the waiter serves only the tables included into his service area. In exceptional circumstances the waiter can serve the table from the other service area, but he should be provided with special Rights.

Head waiter seats guests at their tables, timely enters information in computer system about occupied and free tables in the restaurant, makes sure that the amount of occupied tables corresponds with that amount in the system (in some restaurants this positions is called Hostess).

Creation of an order (when the table becomes occupied) does not mean that dishes should be entered into the order. At this stage an empty order is created, and the waiter starts to serve only when guests are ready to order.

System settings allow to close the order automatically (to free the table) when entire order is paid or manually. If the order does not close automatically, it can be changed further by adding dishes or editing them. In this case order is closed by hostess in the "order closing mode".

According to the settings, you can allow or prohibit seating a group of guests at a table that is already occupied, and exceed cover limit.

Trade group that is in charge of dish availability, discounts and other trade objects, and also of the price types used, depends on the order table.



1.1.2 Order editing

Several waiters can serve one and the same table successively, one of them will be in charge. This waiter is called Main Waiter. Only one employee can open and operate the order on the screen (it is impossible to open and operate the same order on the other station at the same time).

If the employee is distracted from editing his order, after some time, he will be deleted from the list of employees that are in the system. In this case, the order will be available for opening at the other station. The period of time, in which the employee will be deleted from the list, is specified in the settings.

If last changes in the order were saved at another station, the order cannot be edited and saved on the first one.

When the guests have chosen dishes from the menu and are ready to order, waiter takes an order and enters it into PC right away (using the handheld), or enters his/her notes at the waiter station (keyboard or Touch Screen). Creating the order is the most important function of waiters and bartenders. Entering dish names and modifiers, and their quantity is described in § 1.1.3

All dishes for sale make the menu. At any moment cashier has an access to any part of the menu.

Special menus with different prices are available during different periods of time, days of the week, calendar periods, for different restaurant. For example, Breakfasts (from the opening till 12.00), Business lunch (from 12.00 till 15.00), Evening menu (from 15.00 till the closing time). (In more detail see §1.1.4)

If it is necessary, waiter distributes ordered dishes between the covers (see §1.1.5).

Some restaurants use special Call Waiter Button mounted on each table.

One waiter serves several *Tables*, and for editing the order he chooses needed order from the list of his orders (tables). If the waiter uses Touch Screen, he can use the hall plan to select tables, as the head waiter does. If to choose on the hall scheme the table where two or more groups of guests are served, on the screen will remain buttons with orders available for this table.

If the sale was made with the help of consumators, it is registered in the order history (consumation calculation see §1.8).

If there are discounts (markups) for a particular guest category, or for a specific guest or dish, they are set by the waiter (or if it is necessary by manager, who confirms discount (markup)). You can see details in “Discounts and Markups” in §1.1.8.

It is possible that not one but several actions should be performed by the manager to confirm discount (markup). For example, the manager has to delete or cancel guests' bills while calculation by covers. There is a *Temporary Registration* for that. When all necessary manipulations are performed, the manager cancels the temporary registration.

If the guests made use of an additional service (e.g. child care), waiter adds tariff price into their order.

If different dishes are ordered at the same time (desserts, cold and hot appetizers, main course, pastry, etc), waiter can automatically group them into courses to simplify the serving procedure.

If the dishes were ordered discordantly, and 2-3 portions of the same dish were added to the order several times, all such lines can be put together with Packing operation. If there are dishes that should not be packed (e.g. dish “Upon request” that has different values for different guests), packing can be forbidden.

According to the dish cooking time, waiter can calculate the minimal time for dish serving and agree upon its transportation with the client.

This time can be changed within acceptable limits upon guest's request. If the

paging system is implemented in the enterprise, the waiter can receive the message on his pager that the dish is ready. When there is no such system, waiter can see the serving time in the information window of the order editing form.

After the waiter has closed the order, each dish that was ordered by guests is printed on the service printing device in the corresponding shop (Hot shop, cold shop, pastry shop, etc.). Dishes that have same time of the service printing, and were added by one employee at the same station, make the *block* of the order. After the service printing was done, the block is called “printed”. The printed block visually differs from the unprinted. Before printing a block, changes can be made, for example adding and deleting dishes, changing their quantity. You cannot make changes in the already printed block, except that you can enter the weight of the dish that is weighted after the dish is cooked.

You can read details in Order execution, §1.1.6

Waiter can enter the time of the service printing manually, if immediate printing is unnecessary.

Sometimes printing time and serving time differ from each other considerably, e.g. in the morning waiter takes order for the evening. In this case, the block is printed at 11.00, and the serving time is 19.00. In order to start cooking on time, there is Reminding Time. Reminding Time should be fixed on the beginning of cooking. For example, if the serving time is 19.00, and it takes 1 hour to cook the dish, Reminding Time will be 18.00. If the reminding time is unnecessary, it can be cancelled.

Reminding Time can be assigned automatically, according to the cooking time, if the right settings are enabled.

One can add newly ordered dishes to the new blocks, after service printing of one or several blocks.

A dish can be deleted from the block by the manager, together with an indication of the explanation of the deleting reason.

It is possible that while editing the order, the period can be changed, together with prices and the list of available objects. If changing of the period does not imply price changes and all objects of the order: dishes, modifiers, discounts, etc. are

available in the new period, waiter proceeds usual editing of the order.

If in the newly started period act new prices, the message with the following information will pop up on the screen. If in the trade group that will be operated in the coming period some of the objects of the order will be unavailable, the following message will pop up on the screen, that if the session was not saved in X minutes these objects will be deleted. The time is fixed in the settings of the manager station.

For example, the order is being edited at 11.55; it contains dishes from the Morning menu group: Omelet with cheese and Muesli with milk. At 12.00 the period Day begins and dishes Omelet with cheese and Muesli with milk become unavailable. The message: “Order should be saved in 5 minutes, otherwise dishes Omelet with cheese and Muesli with milk will be deleted” appears on the screen.

It is possible that one of the restaurant halls specializes in foreign guest service. In these halls entire interface of the screen forms and their objects that are chosen by employees (menu, modifiers, discounts, etc.), all information messages are displayed in the alternative language.

All additions, changes, deletions performed by the employee while order editing, will be saved in the system together with the user's name, last executor indicated, and the time when it was made.



1.1.3 Dish and modifier selection

Dish can be selected with the help of its code, hot key, or touch screen button. Menu has a hierarchic structure for quick search. Dish buttons on the screen and keyboard keys can have icons and specific for the particular dish colors.

Quantity format is specified in order to exclude mistakes by entering information. For example, when a dish can be sold as a whole piece only, you cannot not enter decimal signs after the comma. There might be some dishes that require besides number of portions their size (weight) indication. Prices of dishes are assigned automatically. Also, there might be dishes that do not have “open” price, i.e. their

prices are specified when the dish is ordered. Usually such dishes are prepared by special guest order.

Dishes can have **modifiers**. Modifier is a special instruction how a dish should be cooked, e.g. medium steak, and some special instructions how to change a standard recipe, e.g. without sugar.

Modifiers are meant to add some ingredients, and in this case their price will be added to the dish price, or to eliminate some ingredients from the recipe and the price will be lower.

System provides an opportunity to modify unlimited number of dish characteristics (i.e. create unlimited amount of groups of modifiers). And for each characteristic feature there may be its own control of “obligatoriness”. It is performed by specifying the minimal and maximal amount of modifiers from each group for this dish.

For example, some meat dish may be additionally characterized by roasting degree, pepper and sauce quantity. Defining the properties of this dish, you can specify it, that only one roasting degree will be selected from the list (in other words, the kitchen staff will not receive the service print out without roasting degree, or with two of them. In the group of modifiers “Amount of pepper” there will be no obligatory modifiers, i.e. minimal amount of modifiers for this group will be zero. That means that it will be put as much pepper in the dish, as it is written in the recipe. In order to change this you should select any modifier from this group. You can denote that the maximum amount of modifiers from this group for the dish will be 1 (one). In the group of additional sauces you can set the price of modifier that will be added to the dish price.

The majority of modifiers are entered in the database ready to use - it is enough to select them from the list. However, there might be some modifiers, the text of which must be entered by creating the order. In this case you can convey to the kitchen special guest wishes. Most of the times, such modifiers are used with “Open Dish”. Entered text might be printed on the guest’s bill instead of the name of the dish.

For example, there is a dish with the name “Open Dish – Kitchen”. For this dish price and modifier can be entered with any text. The bill should be printed with the text

of the modifier instead of the dish name. Suppose, a guest ordered fried eggs with ham, that are not in the menu. Waiter (manager) enters “Open dish” in the order, sets its price, and adds the modifier with the text “Fried eggs with ham”. The name of the ordered dish will look like “Fried eggs with ham”.



1.1.4 Limiting the use of trade objects

In a large full service restaurant with many halls one has to provide different menus for different halls, with various prices and discount schemes. It can be performed with the help of different sets of available trade objects (dishes, discounts, currencies, etc) for waiter stations, waiters, and periods of time.

Limiting operating options of employees, who operate on the cash stations, is considered by software developers to be one of the most important tasks of automation. For instance, in a certain moment, only a part of menu, discounts, consumators, currencies is available on the certain station. A waiter can open an order only for the table that refers to his service area. Such approach allows to accelerate the pace information entering and avoid number of mistakes.

Most common ways to limit options are:

- Item status – active, non-active, draft, deleted
- Starting and ending dates of using
- User rights can be assigned to trade objects. Many user rights are available for roles and stations.
- *Trade groups* – are groups of trade objects that can be entirely adjusted by a user. Trade objects from one trade group available in one time unit according to the period of time, station, table operator, order category.
- User can place buttons on the screen himself, in a certain moment, on a certain station, for a certain waiter.

Beside these ways, there are other restrictions, specific for each particular type of objects.



1.1.5 Account covers

Dishes, payments, discounts can be general or refer to one cover.

In order to bind a guest with his cover, one can give a special **label** to this guest. In this case, the label is displayed instead of the cover number. Standard labels can be entered beforehand according to the guest types. For example, for “Just married” guests can be given standard marks “He” and “She”, to confirm that these marks are needed; the waiter can only press the buttons that contain these marks. Other marks can be entered in the special Guest Label editor.

When guests want to pay separately, system can create as many bills, as there are covers with “by covers” payment type. Bills are paid separately. After one or several bills are paid, the rest of them can be put together, and paid as one whole. After having paid one or several bills, one can order again. In this case the paid cover is considered to be “closed”. All newly added dishes do not refer to it. The cover can be “opened” again, if it is necessary.

If a new guest joins the company of guests, a new cover (or covers) can be added. When this operation is performed, the number of covers of the order increases by the number of added covers.

Cover counting can be disabled. In this case “by covers” payment is impossible.

Dishes can be distributed between the covers by editing the order. With the help of operation named “Cover”, each dish gets the necessary cover.

Another way to distribute dishes between the covers is without applying to the editing form. This method is described in §1.1.7.

If Admission Pay Card is used for entering, dishes are assigned by swiping the guest’s card.

Waiter can assign “cover by default”. Selected cover will be assigned to selected dishes until the waiter will canceled.



1.1.6 Order execution

Guest orders are printed from saved blocks on special service printers in different restaurant shops (hot shop, pastry shop, etc.).

In order to print a dish from the menu in the right shop, the dish has to be referred to one of the categories of the service printing.

Service printing of the reminder is performed by taking an order on an appointed time. Serving dishes on an appointed time is ensured with serving time kept in the system.

There can be one service printing layout for several departments, or each department can have its own layout.

With corresponding settings, there can be block reminding time for cooks. Printing layout of time reminder can differ from printing layout of service printing of this shop.

If the service printing was not carried out because of printer breakdown, it is transferred to backup printer.

By printing the order, automatic packing of dishes is performed, even it was not done by the waiter while order editing.

An automatic dish sorting according to its code can set by service printing. It can be useful, if the technology of cooking is considered somehow in dish encoding. For example, dish codes of dishes that require similar cooking ingredients start with 10, 20, etc.

When, for example, dishes of different categories are printed together during one printing session, because different shops are close to each other, the dishes can be grouped by categories automatically, which considerably simplifies dish distribution for the kitchen.

Manager can void printed dishes, indicating the **Reason** of voiding. Dish can be voided with the write off (for instance, when it was accidentally spoiled and cannot be sold again), or without one (waiter's mistake by order creating).

When dishes are voided, service printing is preformed, with special printing layouts in the corresponding departments.

Kitchen display system (KDS) can be implemented to optimize connection between halls and the kitchen. With KDS different stages of the cooking process are displayed on the special screens.



1.1.7 Dish transferring

Sometimes there are situations, when dishes should be transferred from one table to another. For instance, waiter made a mistake by entering the order into the computer, and ordered coffee for table 9, instead of 8. Transfer is made with the help of special command.

Here is another case: Editing order for birthday party. The client asked to serve wines at 16.00, but then he changed his mind, and asked to serve the drinks at 14.00, together with the second course. In such case, dishes have to be transferred between the sessions of one order. There are different commands to transfer dishes from printed and non-printed packs, just like for transferring dishes between orders.

When a big group of guests is served, and it is necessary to distribute dishes between guests, for this purpose dish transferring form can be used as well.

On the dish transferring form there are two (for stations with small screens) or three (for stations with bigger screens) panels on the screen. Each panel – is a separate block (by transferring dishes between blocks), or a table (by transferring dishes between tables). Waiter selects a dish for transferring, amount of portions, and specifies the panel, where the dish should be transferred to.



1.1.8 Discounts

Different discounts and markups are widely used in the restaurant industry to attract more clients and develop an optimal strategy of customer service.

In R-Keeper V7 there are two ways of how to add discounts (markups): manually and automatically. Discount (markups) is added manually by the waiter, assigned to the

order, or manager, who has the right to add discounts (markups). They are added automatically on certain conditions. For example: all orders, created during the period from the 7th to 9th of March, have the discount “Holiday”. A particular period of time is not the only condition, on which automatic discounts (markups) are assigned, but it can be a waiter station, a role, a certain employee, assigned to the order as a main waiter, and many other factors as well.

Discount (markup) may be limited by category, i.e. it can be applied only to the dishes of a selected category. For instance, the discount “Child” can be applied only to dishes from the “Menu for children”.

Discounts (markups) can be of 2 types: calculated by amount or by percent. For example, price markup for “Serving a dish with music” is always 300 RUR, and the student discount is 5 % of the total order price.

Percent discounts (markups) can have various values for dishes of different categories. For example, one can assign 7% “Refreshing season” discount for the dishes of the category “Beer”, and for fresh squeezed juices – 12%.

In the system can be discounts (markups) applicable to: the entire order, cover, and dish. For instance, “Holiday” discount is 10 %, it can be applied to dishes “Upon request”, when the total price of the order is 1500 RUR. The amount of the discount is: $(1500 \cdot 10) / 100 = 150$ RUR.

Now let us say that “Holiday” discount is 10 % off, is applicable to the category “Cover”, when the amount of guests in the group is 3, with the total amount 1500 RUR for the cover 2. To make the calculation easier, let us assume that the total price for all covers is divided equally between all the covers, i.e. the bill for each cover is for 500 RUR. Discount amount in this case would be $(500 \cdot 10) / 100 = 50$ RUR.

The third example – “Holiday” discount – is 10 %, applied to “Dish” category. Let us say that the order is a fruit pie, which price is 300 RUR, and for this dish was fixed a discount. The amount of dish discount will be $(300 \cdot 10) / 100 = 30$ RUR.

On the enterprise, where **Visits** are used, can be discounts/markups for “Cover of the Visit” or for “Visit”, that can be assigned on Visit payment.

For undistributed markups, when they are created in the system, **Fiscal Group** is selected. It means that the tax from such a markup is taken just like from the served dishes. Undistributed markup can be used, for example, for tips, that will permit to keep record of the tips with the official tax payment. The other example of undistributed markup using– is an “Entrance fee”. For some categories of guests, this markup can be automatically added to the total amount due.

The sum of divided markups is divided in the order proportionally to the dish total price, as well as the total amount of all discounts.

There can be discounts (markups) in the system, which assigning by manager (or any employee, who has the corresponding right) specifies the value, percent rate, or amount of these discounts (markups). This function allows to increase the role of human factor by assigning discount (markup). Pre-settings can be adjusted in order not to make a discount (markup) above the top limit. They can be adjusted not only for discounts (markups) that are entered manually, but for any discount (markup).

One and the same discount can be applied differently; it depends on the number of guests, guest types, total amount, number of dishes ordered. For example, discount “For young people” can be 35 RUR for “Student” category of guests, if the group counts from 2 to 4 people or it can be 55 RUR, if there are from 5 to 7 people.

Another example: When the total amount of the order is not less than 1500 RUR, the discount “Summer” has value 20 %, when the total amount of the order is not less than 1000 RUR, the value is 15 % from the order amount.

In the process of serving, creating the order and additional order current conditions are constantly changing, and the order amount, number of dishes, their distribution by covers is changing as well. All these changes are taken into account by the system when a discount (markup) is assigned.

For example, one can set discount increase altogether with the number of ordered dishes. This possibility is illustrated by the example below.

The discount “Dessert race” is assigned when the number of ordered dishes “exceeds the value X”. X is specified in the discount settings of the ordered dishes.

Different modes of this discount can be chosen for several threshold values of ordered portions: “For all”, “For all after X”, “For every X”.

For example, the first threshold value of this discount is $X = 2$, if guests order 3 or 4 desserts, they will pay for them $\frac{1}{3}$ of their price (For all after X mode). The second threshold value is 5 portions. If guests order 5, 10 or 15 every fifth portion will be sold with 70% discount (For every X mode). By ordering 20 or more portions, all portions of dessert are sold with 30% discount (For all mode).

The rule of interaction, compositions can be assigned for some discounts. For example, with the help of such composition one can assign, that by setting discounts “For children” and “Birthday”, their sums sum up. One can fix the system that way, that by assigning of two, three or four discounts, only the maximal or the first nonzero discount will be made.

For discount composition can be assigned maximal allowed percent, made up by summarized composition discount.

1.1.9 Prices Currencies order calculation

Every dish can refer only to one menu or be present in several menus and have different prices in each of them. E.g., garnish French fries in the Morning period (during this period Morning menu is used) cost 40 RUR; in the Evening period (during this period Evening menu is used) cost 55 RUR.

System permits to fix the tax very flexible. Up to eight taxes can be operated simultaneously. Taxes that are added and included to the prices are supported in the system. That means that prices in the bill can be pointed with and without taxes.

Tax rates can depend on the dish or undistributed markup. Taxes can be taken from different rates, for e.g. from baked goods and alcohol drinks, or from markup “Entrance fee” and from markup “Tip” (see §1.1.8).

Tax advantage can be fixed by currencies. E.g., any of taxes is not collected by order payment with any currency.

Besides, tax rates and tax advantages depend on the service type and the place

of service. For e.g., if the banquet hall is served than one set of taxes on some rates is used; if the hall Summer café is served than other set of taxes or the same set but with changed rates is used.

The total order sum is calculated by the system automatically on the basis of prices, quantities, discounts or added taxes. Total sum is the same by calculating it by covers.

On calculation system saves information by every dish: what sum, by what currency the payment was made. The same way saves the information about every discount and every tax -what part of the discount (tax) falls to the dish. In future, this information will be transferred to the storage base. Such way of saving the information allows to compare all reports on dishes, payments, discounts, taxes. Any distortion (by right fixed report) is impossible.

There are non-fiscal currency and non-fiscal undistributed price markups. For e.g., invoice can be closed on room in the hotel restaurant (invoice will be paid when the client will leave the hotel). In order to avoid double taxation for currency “closing on room”, should be defined the characteristic non-fiscal; data will not come to the fiscal memory by payment of such currency.

One can put the limit on dish categories to which the currency is applied. For e.g., by currency Chips (chips are played by slot machines as a reward) only goods of the category “Prize desert” can be paid.

If some inner currencies (e.g., Chips) do not have nominal value less than defined one, sum for payment of these currencies would be occurred with the rounded nominal value. For e.g., there are chips with face value of: 5 RUR, 10 RUR, 20 RUR and 50 RUR. If the is rounding rule for them “5.00”, than the payment sum of 158 RUR will be equal 160.

It is possible that in the system exist such currencies on payment of which *discount* or *markup* is charged. Such discounts/markups are called “On payment”. For e.g., if the client will pay for the bill with Counter currency, the “discount Prize payment” at the rate of 10% from the sum is charged on the bill sum.

Undistributed markup for tips can be set for some currencies. Cashier can

choose by carrying in this sum currency that is bigger than the cheque sum: whether to draw the giving out of change to the client or with the help of operation “Rest to tips” automatically refer the change to the markups. Let’s imagine, that for the currency Rubles markups for tips are fixed, that have the name “Tips”. Client pays with the help of this currency restaurant bill that exceeds the payment sum by 25 RUR, and says: Keep the change. The list with pointed quantity will be printed in the cheque under the printed dishes and their cost, “Tip” 25 RUR.

You can forbid giving charge by some currencies. E.g., you cannot give change by currencies such as Credit cards.

For some currencies one can fix automatic putting of exceeded payment on the bill to tip. The cashier does not need to press any additional button except the carried sum entering by bill payment with these currencies; the change will be automatically referred to the markups “Tip”.

In the system can be some currencies, from which the change cannot be given. The sense of using such settings is to forbid the cashing. E.g., employees can pay for their dinners by currencies “Meal ticket”. 1 meal ticket = 100 USD. Properties Without change are defined for this currency. If the sum of the dinner equals 245 RUR, an employee can give two meals tickets and pay the rest by other currencies. He cannot give three meal tickets and receive the change. In distinction from other currencies for which automatic change labeling to the tip markups is fixed, the sum with these currencies on the bill cannot be entered.

If for some currencies the limits on using on the category (categories) were fixed, the flag “without change” is fixed for it automatically. Such setting is necessary as the acceptable sum for payment with currency that has limits on the category, as a rule, smaller than the total sum of the bill; and consequently, the sum exceeding in this currency cannot be transferred for payment of dishes of other categories.

For process acceleration the process of data entering to the system by payment, for some currencies can be permitted an *auto* filling. That means, that you don’t have to enter the sum of this currency payment, only to choose the currency from the list and the sum will be placed automatically.

By payment by some currencies, one should enter additional datum, e.g., credit or personal card number; hotel number on which the invoice closing is made or the number and date of the invoice, if the cashless transfer is made etc. Such data entered to the special screen form or from the magnetic reader.

Using the personalized currencies for payment (e.g., PDS (personal discount system) cards) bonuses can be transferred to the client card. For some personalized currencies, you can forbid the charging of bonus transferring.

The system can be fixed that way, so that automatic opening of the cash drawer will be fulfilled by payment by some currencies.

By the end of the service, when guests decide that there won't be any new orders they ask to bring them the bill. If the calculation was made by covers, waiter prints bills on the number of ordered covers.

Until the bill printing, the account sum of the order can be automatically changed by price and discount changes (in R-Keeper V7 this procedure is called bill printing). After the bill was printed, all sums are recorded.

After bill printing any changes in the order are inadmissible. If it is necessary to make changes, you can perform an operation "Bill Cancel"; after that, the order is considered to be open for editing.

The sum of change is calculated automatically after entering the payment sum.

There is an opportunity to fix the settings of change calculating without entering of payment sum in two touches - if to take into consideration the minimal nominal currency in which the payment was done.

After the guest made payment, a waiter or a cashier prints the receipt.



1.2 Technology «Quick Receipt» (Fast Food)

Form of guest serving, when the dish order, order forming, order serving and payment (fiscal receipt printing) occurs in one work session, without pauses, is called Quick bill. Any Fast Food Restaurant or bar can work like that. A barman or a group of

employees form the order and client gets it at the bar counter by cash purpose.

When you form the order with the technology quick bill, you do not need to enter many data, as served table, waiter, guest type, their quantity, etc. The quantity of operations that the cashier operator performs by serving the clients with this technology is also reduced.

Setting of entered and calling back in the forms information, list of necessary operations are defined by technology of work at the concrete enterprise.

If the order collecting is fulfilled by packager or a group of packagers at the time when the cashier is forming the payment for the order, you can fix simultaneous display output of the current order and the last paid order. The increase of the content output duration of every order is very convenient for the packager that collects the order.

If guests make the order at the bar and want their order to be passed to the table where they will seat, you should add to the barman function the order passing to the definite table to the definite waiter.

If the orders are cooked in different shops, by using the technology Quick bill you can fix the service printing as in the conceptual restaurant.

1.3 Entertaining center, repeated guest serving club

In the entertaining full service centers, where guests stay for a long time, get different services, make a lot of orders in different service points (bars, child cafés, etc.) it will be useful for you to use the technology *Card Entry*.

Using this technology, visits are created; they include several *orders*, to pay for which the guest can once or by total visit calculation. Pluses are: personal account of clients, discounts, bonuses, sale counting, and payment from the card account.

When the company of guests comes to the entertaining center, they get a magnetic Card, on which staff enters data about the content and serving sum of every order. By leaving the center all orders that were made during the visit are presented as a total order (that was grouped by separate orders), that the guests pay off.

Every guest of the company can receive this card for individual payment; in this case, places on dishes in the order can be fixed by swiping the guest card on the reader.

Comments can be entered for the visits; they can be saved or non-saved after the server rebooting. These comments are displayed on the editing form of the order and on the choose form of the order. Comments on the visit can be changed or added if it is necessary.

As well as when the hostess can create an empty order for a future waiter that will serve it. One also can create an empty visit that will identify the company of guests.

It is possible that in big entertaining centers, it will be better to use in different halls different types of working stations (sensor Touch Screen, keyboard stations or handheld PC).

1.4 Adjustment of information displaying on the screen

Screen forms of the working stations can be fixed by the content and appearance. In special editors, they can be changed in the correspondence to the work of the particular enterprise or even user.

In the creation (editing) form of the order, you can form the most convenient list of object selection, including personal depicting settings of the object groups. E.g., you can set your own split-list on pages, set transfers between the pages and transfers from the list with objects of one type to the list with objects of another type (e.g., in the list of dishes you can put a transferring button to the list of modifiers).

Lists can be formed from the different types of trade objects (e.g., dishes, modifiers, discounts, consumators).

The outward design of the list page, user can fix by himself: buttons size, their location, any picture of the object and its placement, background color, text color.

From frequently used operations as from the object choice buttons you can form your own lists that will be displayed instead of the system settings that were fixed by installation.

You can edit not only the buttons of the objects, but also the whole area of the screens forms. E.g., you can reduce (or increase) the information message area, broaden the area of the menu output. Frames that delimit areas, prints, colors, text can be changed and useless components - hidden or replaced by others.

Every item of the order (dish, modifier, discount, prepayment, etc.) matches special format in the editing area where the user can choose properties of the display items, text, print, color.

User can choose the order properties in the choose order form for their editing, that will be displayed on the buttons with orders, place these properties in suitable for him manner.

The full set of the screened forms form the scheme of the forms. By creating different form schemes, you can fix their using according to the station, employee, trade group, and other conditions.

Proper screen forms are automatically chosen by using stations with different screen resolutions.

If during the serving of the guest, appeared a complicated situation, you can save Screenshot of the cashier screen and examine it later.

1.5 Printing and service-printing

Document printing and all service printing are carried out on the document models based on the printing schemes.

Printing document layouts can be changed in the special editor, as well as new printing layouts can be created in order to use them with already created ones. User can choose the data that is printed independently. E.g., instead of the remaining sum “To payment” you can choose the sum “Paid”. Besides, you can choose special commands to the printer resume of the stroke-code, beeping by document printing.

You can set the selection of printing layout and printer that depends on the conditions: Employee, Role, Trade group, Station, Period, and some other.

There is a reserve printer that in case if the main one is unavailable will perform

printing.

Using the settings of printing schemes on periods, you can provide for e.g. automatic redirection from one printer to another, it depends on the daytime or day of the week.

If there are several available layouts of the document, they will be offered for the user to choose one. E.g., the cashier while printing can choose the bill layout “General count” or “Count by covers”.

Service printing is settled separately, due to the dish categories of the block, *service checks* are printed on the different service-printers (hot shop, pastry shop, etc.). You can fix different layouts for primary printing, recall printing, deletion printing.



1.6 Report building

OLAP-technology is realized (abbreviation On-Line Analytical Processing) in order to make the reports in R-Keeper V7. On its basis the system builds multidimensional cubes on tables with data from work and manager stations. Using the graphical interface user can choose by oneself the required data for the cube structure.

Manager can form many report based on every generated cube. In order to create the report with the help of the mouse, user takes out required fields in the visible area and groups them independently from the others.

E.g., user can create different reports on the basis of one cube “Sales”: “Sales per month”, “Sales on waiters”, “Sales on stations”, “Sales on currencies” and others. One can also create based on this cube a cross-report that has for e.g. such view: at the top – there are stations, to the left -waiters, in the report field - sale sums.

Reports visualization broads numerous graphic charts, tat can illustrate the returns.

You can use developer settings by reports printing or change them with the help of the editor Fast Report. It is possible to export the report to Excel.

The majority of the reports are built on the basis of shift logical data. The logical data of the shift can be specified by the date of the current or next day, depends

on the settings of the system and closing time of the shift.

There is the possibility of creation of personal cash reports either on the data set or their form.

There is the possibility to look through the information on every order: at what time, who entered the dishes in the order, discounts, and markups, consumators, information on the additions, changes of their authors, and detailed information about the entering time.



1.7 Staff, employee's rights

At the working (waiter, barman or cashier) station, employees can register with the help of swiping the magnetic card on the reader or by entering code or password. About employees' registration see § 1.9.

Every employee that has the access to the system refers to one of these roles. Predetermined roles are waiter, barman, cashier, hostess, and administrator. User can add new roles and vest them any set of rights he wants.

All rights are subdivided on four big groups:

1. Rights on operation performing at the station
2. Rights on using trade objects (access right)
3. Rights on work with manager station
4. Rights on reports of manager station

The first and the third groups were created by the developers of the software package. Rights of this group are given or removed from the user only by manager or administrator. References with the list of access rights and the rights on reports are created by user independently.

The first group includes all number of rights that describe actions on the working stations. Here refer rights that are necessary for employee registration, guest placement, order choosing and its editing, commands of the main menu fulfillment, and the possibility to choose objects.

The second group of rights is not obligatory. If the user did not create the access

right, this group of rights will be empty. Created in the reference *Rights*, by the access right necessary objects are protected. E.g., on some enterprises there is a position of a sommelier, only this employee can have the possibility to choose the vine for the client in the menu. In the reference access rights, the right Vine is created. Only sommelier has this right. In dish characteristics for all vines the right Vine is fixed. As a result, only employees with sommelier role have the access to vines.

The third group of rights consists of the access rights to the references of the manager attachment.

The forth group as the second one is not obligatory. Created in the reference *Right on the report*, necessary cubes are protected by these rights. Work with this group is similar to work with the rights of the group “access right”.

Employees on the working stations unite to the teams. If you fix the sign of “general bills” for the team, than every employee can add dishes to orders of other employee of this team.

1.8 Consumption

Consumation is a reward for the realization assistance. Consumators are people that receive rewards for selling of definite dishes. Consumators can be employees existing or not existing in the system (employees that have access rights to the system).

Consumation reward is calculated for all dishes where consumator was mentioned, being based on the special price of the dish (consumation price), that cannot be the same as the price for sale. Let's imagine that the bottle of brandy in the restaurant is sold at the price 400 RUR (Morning prices) and in the evening at the price 1500 RUR (Evening prices), while banquet serving at the price 600 RUR (Banquet price), so the consumator reward is always calculated on the base of brandy price 500 RUR (consumation price).

Every consumator has its own coefficient. For e.g., experienced employees get 100% of the reward, while newcomers get only 75%. In this case, from the calculated sum of the consumation you should take percent of the coefficient consumation.

Consumation can calculated as a fixed sum or calculated as a percent from the consumation price.

E.g., if only one bottle of brandy is sold, the consumator will receive for e.g. 50 RUR (Fixed sum). If the consumation sum equals 100%, than the payment for the consumator will be 50 RUR. If the coefficient of the consumator is 75%, the payment will be: $(50 \cdot 75) / 100 = 37.5$ RUR.

If the consumation calculated as a percent from the consumation price (e.g. 8%): $(500 \cdot 8) / 100 = 40$ RUR. If the consumation coefficient is 100%, payment sum to the consumator is 40 RUR. If the consumation coefficient is 75%, payment sum is: $(40 \cdot 75) / 100 = 30$ RUR.

Consumation sum can be calculated from the dish price including the discount (markup), modifier price or without them.

You can set more than one consumator on one dish, than the consumation price is divided on the quantity of the dish consumators.



1.9 Registration in the system

Every employee that has the access to the system has personal magnetic card.

When the system is loaded and ready for work, there will be a window on the screen “Invitation for the registration”. When the employee swipes his card on the reader (or enters the code and the password on the keyboard), system recognizes the employee, or appears the window with the message of wrong entering the code or password.

If the system “recognized” the employee, then can appear the working window the employee or the window of the initial registration.

Manager or any other employee that has the right of registration confirmation confirms the initial registration of waiters, cashiers, barmen at the beginning of their shift or working day.

The confirmation of the initial registration in the system can be made by the employee himself, if he has corresponding rights.

The registered employee does not lose his initial registration when he leaves the system. Next time, by entering the system he does not have to make the registration again, he can start right away to edit order, choose the order for editing etc.

The initial registration of the employee in the system can continue until at one of the system stations the employee that has the corresponding right will not perform the command of initial registration cancellation for this employee or command “Cancel all registrations”. After this command all employees that do not work at the canceling moment, lose their initial registrations. All employees (including the employee that made the operation “Canceling of all registrations”) that are in the system at the moment of this operation can work unlimited time, but when they will leave the system, they lose their initial registration. If the employee wants to enter into the system after “Canceling of all”, he ought to confirm his initial registration.

❖ If the service position is used on the enterprise, the initial registration coincides with the registration on the service position.

Employee can be registered on “the serving position” by personally, if he has the corresponding rights, or by the manager of the shift.

Registration in the system can be performed on the “standard” service position, if there is such position for the employee, or at “any” other service position.

Employee can leave the system in two ways:

- With the help of operation “End of the session” performed by the employee (Cancellation of manager functions by temporary registration of the employee in the order)
- Automatically – if the time when the system is idle reaches threshold value

If during the order editing the employee was distracted, when he will try to enter

the system next time at any station, he will find himself at the order that he had edit before. In case of need any other employee can edit the order (if he has corresponding rights).

In order to control system rebooting there is a right on the first registration after loading exists.

There is a possibility to set control over employees' working time in the system. Working time control can be not only for employees that have an access to the system and that are registered in the reference *Employees*, but also for the employees that have a personal magnetic card with a code that can be identified by MCR algorithm as a code of an employee that has an access to the system (cooks, service staff, etc.)



1.10 Personal information about the guest

If the interaction between the PDS and R-Keeper was adjusted, then by using the guest personal card at the station screen the information about the guest will be displayed: First and last names, discount, bonus type, non-payer type (set of permitted currencies), accessible rest on the personal card.

R-Keeper V7 transfers to PDS data on sales, discounts, charged bonuses, payment from the personal account.

R-Keeper V7 does not save full personal information about the guest. Personal Discount System (PDS) or any other system (e.g., hotel) gives full personal information about the guest. Guests can be identified by magnetic card, stroke code, Dallas chip, etc. You can also receive the reports on the personalized guests in R-Keeper V7.



1.11 Scripts

User can create scripts for build in Pascal and Delphi for deep optimization of

the enterprise.

In R-Keeper v7 is used the scripts interpreter Interfuse Pascal Script 3, (<http://www.remobjects.com/>).

In you want to get information about the work with these blocks, use the special sources. E.g. (see: <http://info.borland.com/techpubs/delphi/delphi5/oplg/contents.html>, <http://valera.asf.ru/delphi/help/>, <http://program.rin.ru/razdel/html/1049.html>, <http://progers.ru/articles/cat124.htm>, <http://books.kulichki.com/data/pascal/pas1/>, <http://progs.biz/delphi/pascal/pascal01.aspx>, <http://dl.sumdu.edu.ua/e-pub/op/op00.html>, http://www.republika.pl/przystanek_delphi/pascal.html, <http://www.functionx.com/objectpascal/Lesson.htm>, <http://www.etvto.ir/ostadonline/ebook/Object Pascal Language Guide.PDF>).



2 About the given manual

The given *Manager manual* was written for the managers and system administrators of the restaurants that work with the set of programs R-Keeper v.7. The system includes manager application and cashier application.

The manager application contains property editors, system settings, menu items for making and editing reports.

All information about different area of manager and cashier modules functioning is contained in the references. For successful work of the restaurant it is necessary to fill and renew them promptly.

In the settings (main menu items *Service* and *Settings*) are defined the configuration of logical and physical system devices, specified the parameter values,

form the log settings, carrying out the access to the windows settings etc.

Reports are formed on the base of OLAP technology (so named cubes). To form the cube you can choose from the structure the report fields that can be taken from the data of the reference server or from the data of operating level.

Chapters from 3 to 7 of the given manual describe the work with the manager part of R-Keeper v.7; it is installed at the office on the personal computer. To work with the manager part you should have the initial skills of work with Windows-application. In order to work with some editors of some references you should know the programming system. These are the editors of screen form (§3.4.8), screen forms of the buttons (§3.4.5), formats of order item (§3.4.6), model of documents (§3.4.7), MCR – algorithms (§ 5.13), interfaces (§5.14), price formulae (§ 4.8.1.3).

Chapters 8 -15 describe the work with cashier part of R-Keeper v.7. You should remember that in the given manual the screen forms, selectors, printing models are described in the standard format; they have this format at the initial installation. If you see any differences in devices from the described ones that might mean that your enterprise uses its own settings and the given manual can be used selectively.

Chapter 16 has different attachments.

2.1 Complex composition

R-Keeper v.7 contains two levels of automation:

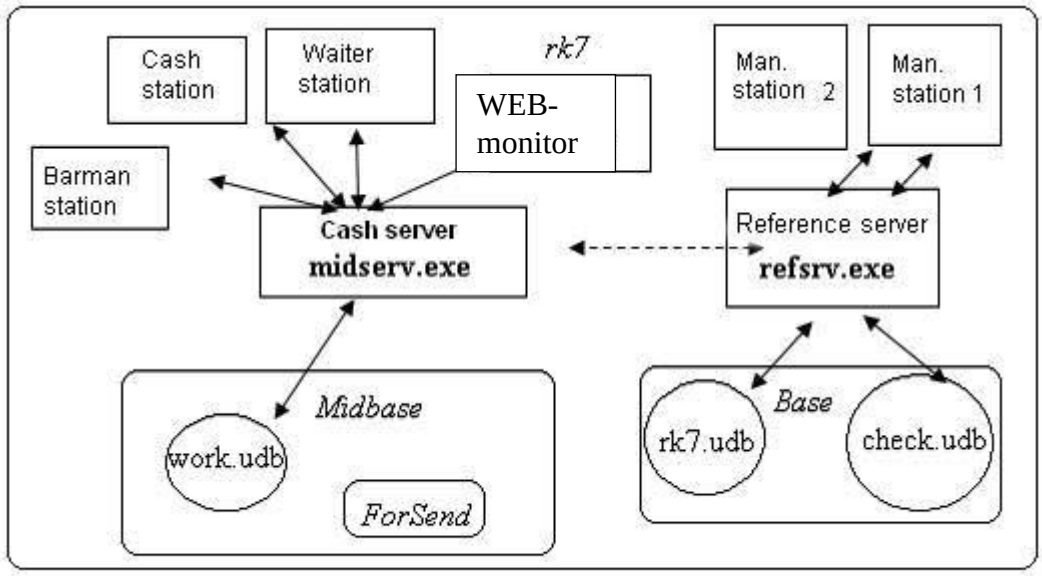
- Operational level (work stations: cashier, waiter and bar stations, cashier servers, WEB-monitor)
- Manager complex (restaurant office)

Group of work stations is connected to the server of workstation (waiter, cashier, barman stations). It is possible to install several groups of workstations, every of which is connected to its own server.

Operative level data is the accumulated information about bills, orders, operations of the work station during common shift. These data is saved and provided by the server of working stations and saved in the base work.udb.

Manager station is connected to the reference server.

The information of manager level that is references of trade objects, interface of workstations, access rights, parameters, report settings, are kept in rk7.udb and check.udb bases. Reference Data is saved in main memory of all attachments that work in the complex.



Picture 1

- ❖ Cashier server will not start by deleting work.udb, the information about it will appear in the systems mistake log and in the file midsrv.stk. If there was such mistake on the manager station, in the pop-up menu of the cashier server will appear the special item “recreate cashier server”. With the help of the item of this menu, in order to start cashier server recreate the item “cashier server”.

If you want to close the shift, a file with information about closed during the shift bills and orders is formed in the folder ForSend on the server of workstation; than it transfers to the reference server.

If the reference server is included, references synchronization for the workstations occurs with the correspondence of the chosen synchronization mode. There are following synchronization modes:

- To set the synchronization for all groups of stations;
- To switch off the synchronization for all groups of stations;
- To set the synchronization for the chosen station groups.

If synchronization of some groups of stations was switched on the server, all included to the server stations immediately receive the change of data from the manager station. The changes of some server references of manager level (*Forms, Keyboards*, the change of station drivers of the reference *Stations and Devises*) are updated for the workstations after rebooting of the working station. Information about the changes in references *Taxes, Currencies* is refreshed at the working station after closing the common shift.

If the reference server or synchronization is switched off than the workstation server uses the information of the last synchronization.

Restaurant office or manager complex includes:

- Reference editors
- Reports system (OLAP technology (Cubes) is used)
- Discount and payment cards control system (option)
- Inventory system StoreHouse v.4 (option)

You can include to the system interfaces for connection with other systems. The most popular are credit card authorization, hotel systems (automatic room closing), accounting system of the working time Time Keeper, external payment, discount, bonus systems (including the top-up of mobile phones).



2.1.1 System activation procedure

Recommended system activation procedure:

1. Reference server (if the server running was fixed as “Service”, the server

runs automatically by switching on the computer)

2. Working station server (if the server running was fixed as “Service”, the server runs automatically by switching on the computer)
3. Working stations

Manager attachment can be run after the references server running.



2.2 Main characteristics of the equipment

R - Keeper v.7 works on different cashier devices and waiter terminals, which are called stations; they are joined into one local computer network.

The maximal quantity of stations that can be connected to one network is limited by the network characteristics. Stations are divided into 4 types:

- 1) cashier station;
- 2) waiter station;
- 3) barman station;
- 4) manager PC (IBM PC compatible PC)

Cashier devices, barman and waiter stations correspond to specialized IBM PC compatible PC that have as additional devices: magnetic card readers or any other identification devices, plugs for receipt printers, interfaces for cashier drawer and customer display, fiscal recorders.

You can use waiter-paging system to increase the efficiency of the client's service. There are two kinds of paging: tonal and text.

In the kitchen, you can fix the terminal for waiter calling.

If in a big restaurant, where there are three or more working stations, it is recommended to use the dedicated server (IBM PC plug-compatible PC with good high-speed characteristics). Additional costs are repaid by considerably high speed of the work of the system.

Three types of the printing devices are used in the system:

- 1) Fiscal recorders that are used for printing of receipts. Service printing is possible to be set on the fiscal recorders.

2) POS printers (Slip) are used for printing bills on the special forms. Forms can be double: for simultaneous printing of the bill and its copy, it can contain the logo of the restaurant and other additional information. Such printers are fixed at the cashier, waiter, barman stations. They can be with successive and with parallel interfaces.

3) *Remote printers (Service printers)* of web printing. They are used for order printing in shops (kitchen, bar, etc.).

4) Printers of web printing (Roll). They are used for printing of cashier reports. They should be installed at the barman and cashier stations.

As an additional device at the barman station (in the conceptual restaurants) and cashier stations (in the fast food restaurants) can be used customer display, where all current information on the account, total sum and the rest is shown.

Barman or cashier stations, where the client pays his order should have cashier drawers for different currencies. The administration of cashier drawer is fulfilled by the program. Several drawers can be connected to one station in order to divide the access to money by different employees.

Guest tables can be equipped with the waiter call button for acceleration of staff work.

Kitchen and bar can be equipped, along with that the service printers, with the video-displays that simplify the staff work.

Video recording system can be installed in the restaurant that includes special software that is installed on the manager PC and video cameras that are installed on the territory of the restaurant.

The system can work with the control over beer drawing system and other alcohol production.

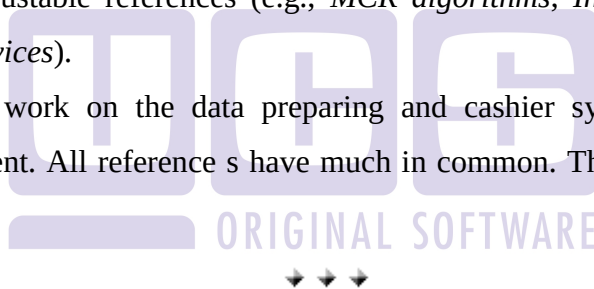


3 General information on references and the work with the window form of the reference

Manager references contain data that define different-type aspects of work of the cashier reference. All references can be for convenience divided into following groups:

- References that contain object-item of data base filling (*menu* items, list of *employees*, *currency* and *discount* list, etc).
- References that define the external view of the cashier reference and printing documents (*selector* references, *document layouts for printing* and *screen forms*, etc.).
- References that regulate the access to the other objects (*Trade Groups*, *Order Type*, *Order Category*, *Rights*, *Periods*, *Use* references).
- Parameter reference that regulates the work of the system
- Reports
- Adjustable references (e.g., *MCR algorithms*, *Interfaces*, *Stations and Devices*).

The main work on the data preparing and cashier system configuration is reference fulfillment. All reference s have much in common. The following chapter is about it.



3.1 Hierarchy structure

Reference corresponds by itself a great number of items (objects). All objects of the reference are used in cashier and/or manager module of the system. This can be menu of dishes, prices, rights, periods, hall plan and other objects. Every item has a set of properties (detailed information can be found in § 3.3).

Items are grouped in a special way for easier reference usage. Groups of items represent separate objects of the reference description.

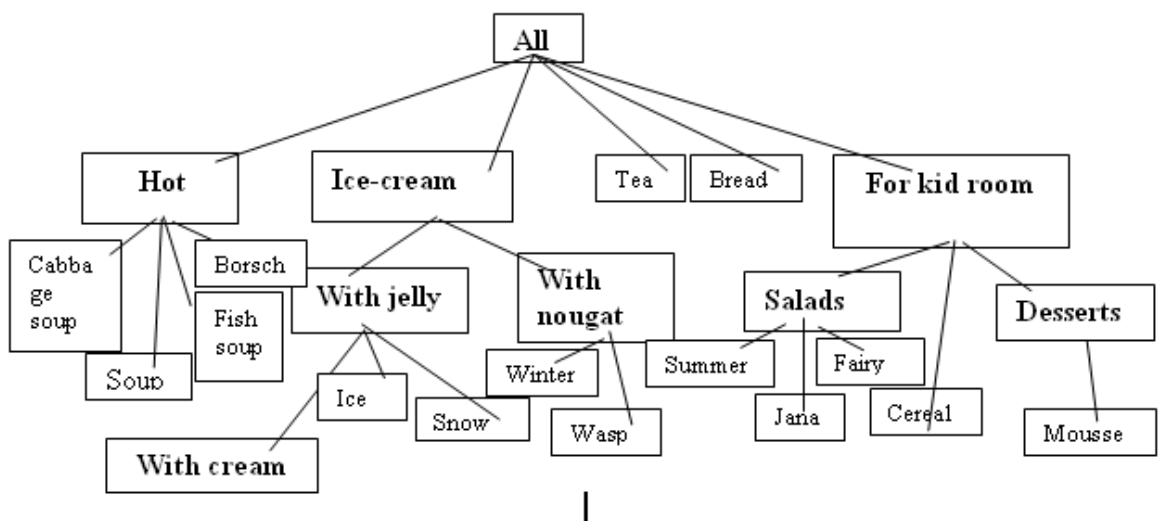
In different references, groups can contain only reference item and/or other reference groups of items. If the group belongs to another group we will call it a *subgroup*. The group that contains subgroups is called *parent* group. The subgroup of the first level can also have subgroups for which this group will be the parent one. The

quantity of the hierarchy levels in different references can be different.

A great number of relations of reference groups are called *hierarchy structure*. Conditional schematic image of the hierarchy structure is called *hierarchy tree*.

The principle of hierarchy data organization is used for systematization of large information volume and for easier search of the object in the list. The unification of the same type objects to the groups allows to fulfill the action with the whole group of the objects, speeds up work with the system.

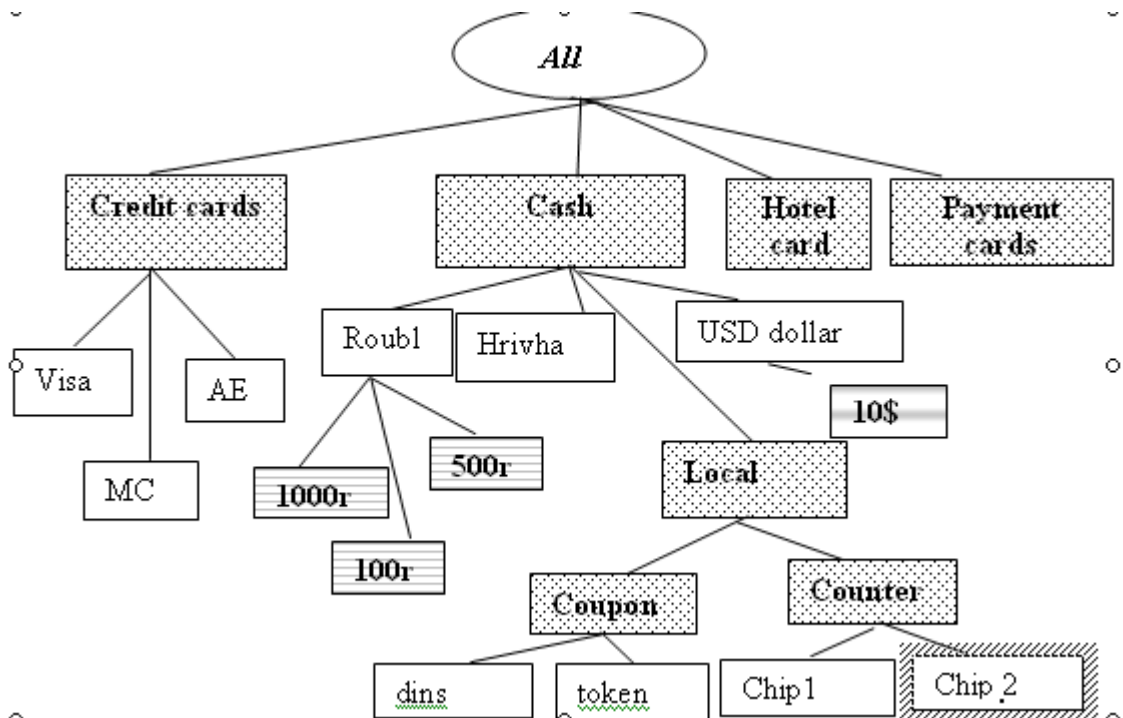
On the Picture 2 you can see hierarchy tree of the reference Menu. The group of the zero level *All* contains the subgroups *Hot*, *Ice cream*, *for kid room* and is parent for all of them. The group *All* also contain *Tea* and *Bread*. Group of the first level *Hot* contains only dishes: *Soup*, *Borsch*, *Fish soup*, *Cabbage soup*. The group of the first level *Ice cream* is a parent one for subgroups *With jelly* and *With nougat*. Group of the first level *For child hall* contains the dish *Cereal* and subgroups *Salads* and *Deserts* (and it is parent for them). The group of the second level *With jelly* is a parent for subgroups *With cream* and contains dishes *Ice* and *Snow*. The group of the second level *With nougat* contains dishes *Winter* and *Wasp*. The group of the second level *Salads* contains dishes *Summer*, *Fairy*, *Yana*. The group of the second level *Deserts* contains the dish *Mousse*. The group of the third level *With Chocolate* does not contain any objects.



Picture 2

In some references the quantity of nesting level of the hierarchy structure can have any quantity, in other it is limited. E.g., the reference *Taxes* has one nesting level every tax has its rate. The reference *Rate classes* does not contain any nesting level.

There are references where the quantity of nesting level can be unlimited, but the subclasses of the definite type of the objects can be the objects of the other type. In this case *nesting levels of hierarchy tree* and *nesting levels of object types* can mismatch. An example of such reference is the reference *Currency* (see Picture 3).



Picture 3

One and the same object of such reference can be an item or a group (subgroup); it depends on the nesting level of the reference that is viewed. The group *All* cannot be edited or deleted, so we can consider it as the zero level of the reference.

The first level (as *the hierarchy tree*, so as *object types*) contains *Currency types* (on the Picture 3 that are objects with the shading like ). *Currency type* can include:

- As the subgroup, another *currency type* (on the Picture 3 the currency type *Cash* includes the currency type *Local*). In this case, the second tree level will include the first level of object type. (Quantity of nesting one to another currency type is unlimited).
- Reference item - *currencies* (on the Picture 3 these objects are without shading). If on the second level *currencies* are located tree nesting levels and objects types are coincided with each other (on the Picture 3 these currencies with type credit cards: Visa, MC, AE; currencies with type Cash: Rubles, Hryvnas, and Dollars).

Items of currency types are always *currencies*. By emphasis in the tree the *currency type* in the area of *Item* window (see the Picture 4) *currencies* always depict that refer to the emphasis currency type, page *Characteristics* contains the characteristics of the currency type, window *Inspector* contains currency characteristics at the emphasis in the area of *Item* window (in this case that is *Currency* page).

Currency items are *nominal* of the currency (on the Picture 3 that are objects with such shading ) - the third *nesting level of the objects type*.

If you mark *currency* in the tree, currency nominal will appear in the *Item* window (in this case it is the *Nominal* page). Tab *Properties* contains currency properties on which the emphasis was made in the tree; *Inspector* window contains *nominal* properties, on which the emphasis was made on the tab *Nominal*.



3.2 Window structure of the reference

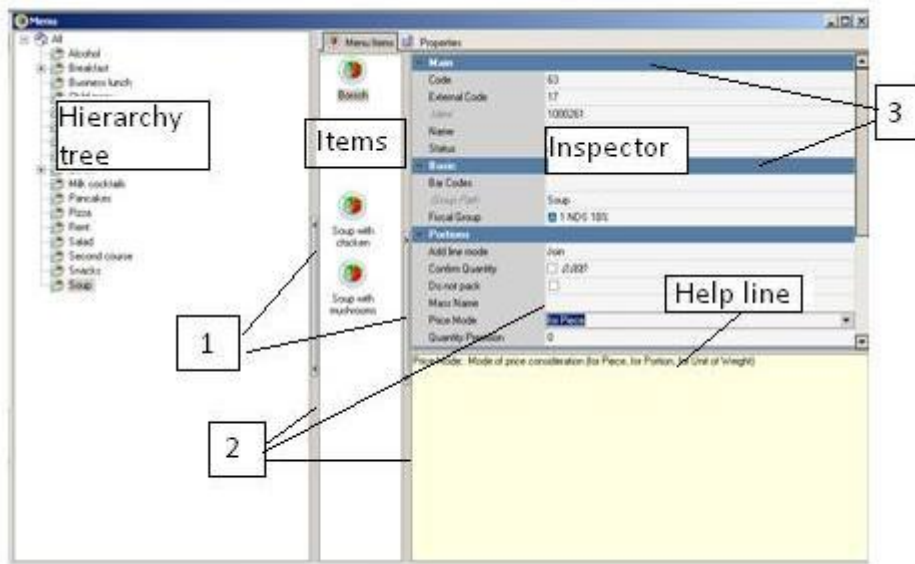
Reference window can be displayed in the standard mode or in the reviewed one (see § 3.9). In this chapter, we will examine the window structure in the standard mode on the example of the reference Menu that is represented on the Picture 4.

The hierarchy tree is located to the left (hierarchy tree can be of one-level, or there can be none).

The top *All* in the hierarchy tree is a top of zero level and it does not contains any Items.

Changing and viewing of the object properties are made on the *Properties* tab. If the size of the window does not allow to show all properties on the viewed area, properties displaying will be made in several columns, using the horizontal scrolling.

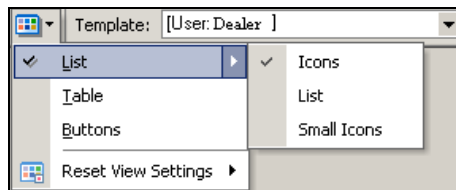
All objects and their groups have their icons; it simplifies orientation among several opened windows at the working table.



Picture 4

In the hierarchy structure there are object types that have *Items*. For currency type (that was selected in the tree) in this area the currency of this type (see § 4.13) will be depicted; for currency (selected in the tree) in the item area nominal of this currency will be depicted. Description of characteristic of the selected item is shown at the Inspector window area (see the Picture 4, § 3.2.1).

With the help of the button  at the Toolbar or subparagraphs List, Table, Buttons of the main menu View performed switching of the item form. *List* form you can select from the sub items of this menu item (see the Picture 5).



Picture 5

Reference items represented in the form of the list on the Picture 10 and Picture 11 in the form of the table, and on the Picture 6 in the form of buttons.



Picture 6

Cell item mode in the form of button allows to see external view of the button at the cash station: mutual disposition of the inscription and the picture (if picture was fixed for the item), background color and print.

Areas *Inspector* and *Hierarchy Tree* can be removed from the viewing area, if you use the narrow rectangular buttons that are shown on the Picture 4 under the numeral 1. In order, areas *Inspector* and *Hierarchy tree* become visible again, you should use the button, shown on the Picture 9 numeral 1.

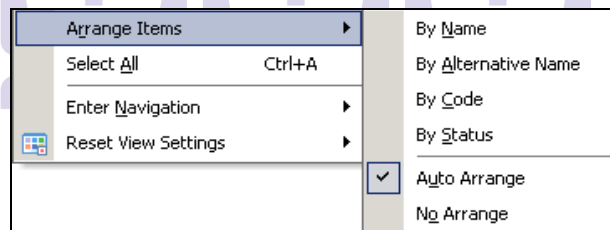
- ❖ It is convenient to use the possibility to leave in this window only item zone by looking through the items in table form (see the Picture 10).

With the help of this button  at the Toolbar, you can return to the settings of the Inspector area and settings of the table view by default. You should use the following commands: Reset the View Settings of Table Mode and Reset the View Settings for Inspector.



Picture 7

For reference items that were displayed at the list mode, you can choose the sorting way. Call the pop-up menu from window area Items, command to Order the items, and choose the sorting way (see the Picture 8).



Picture 8

By name - object sorting by name;

By alternative name - object sorting by alternative name;

By code - object sorting by code;

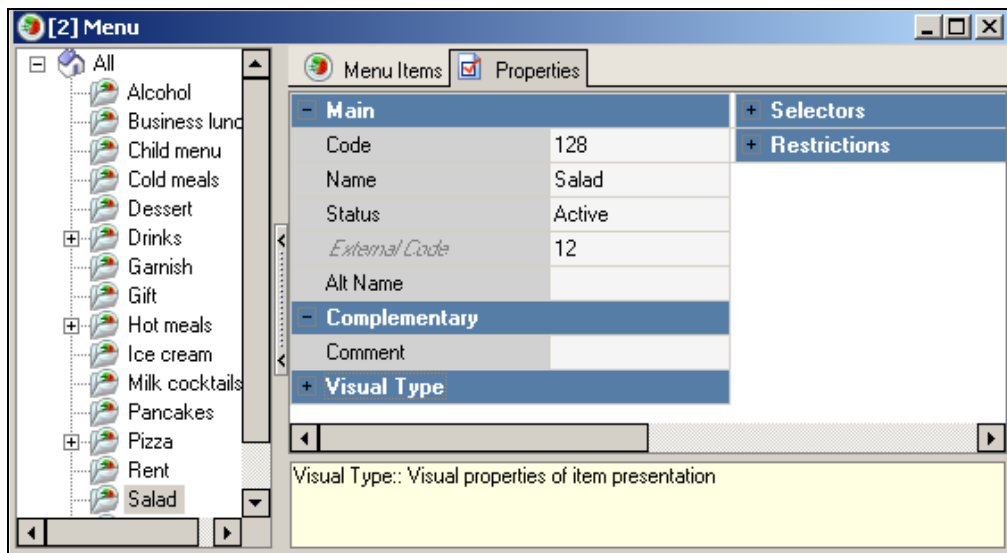
By status - object sorting by status;

Auto Arrange - object sorting by name. If the area contains the priority indication (see § 4.2);

No Arrange - changes that were made by the user with the object name in this mode will not lead to the object movement in the Item area.

You can see the list of changes if you use the item of pop-up menu Show the log that can be called from table area. Log configuration (with taking into account changes) are fixed in the item of the main menu *Service log Configuration* (see § 5.18.1).

The same reference can be opened in several windows. If the second window of the reference is opened, near its name (in square brackets) will appear number 2 (see the Picture 9), after opening of the third window of the reference, near its name will appear number 3, and so on.



Picture 9

Changes that were made in one of the opened windows will be shown immediately in the others.



3.2.1 Inspector area

On the Picture 3 is defined the window area that contains the properties of the item (chosen in the inspector form). This area is present by items choosing either in the table form, or in the button form, or in the list form.

Name of the page of the item area corresponds to the object name that it contains. The possibility of simultaneous marking of several items for editing their characteristics (see details § 3.6.6-3.6.9) is very important.

All characteristics are divided into groups. Names of the groups are displayed on the dark blue background and have from the left side the hierarchy marks  ().

Property names, property groups and property classification are represented in every reference according to the *inspector settings*. In the reference *inspector settings* (see § 5.17) you can change the settings of the property names and groups of properties; you can change the name of the concrete property as for one reference, so for all references that contain this properties. E.g., only in the reference Staff you can change property name from Name to First and last name of the client. For all references you can change property name from *Code* to *Cipher*.

The property groups can be placed in any convenient for you order by dragging the line with the name of the group of properties (see numeral 3 on the Picture 4). Properties inside the group can be place by dragging the line with the property name.

Inspector window view, opening and closing of the group of properties in the form of the list, columns in the form of the table can be saved in the layouts (see §3.13).

The Window of the reference editor is opened according to the pattern *User's*. Properties order and groups of properties of the Inspector area are stored in the pattern before the last closing by this user. Settings of every user are saved at the moment of normal program closing. If the program was closed by emergency, all settings would be lost.

If you press the hierarchy buttons  () near the group name, you can display or hide the properties of this group. Group can have sub properties; near them will appear such hierarchy buttons  (.

The window sizes can be reduced or enlarged by dragging the boundaries. You can also drag the boundary in the *inspector* window between the properties names and their values (number 2 on the Picture 4).

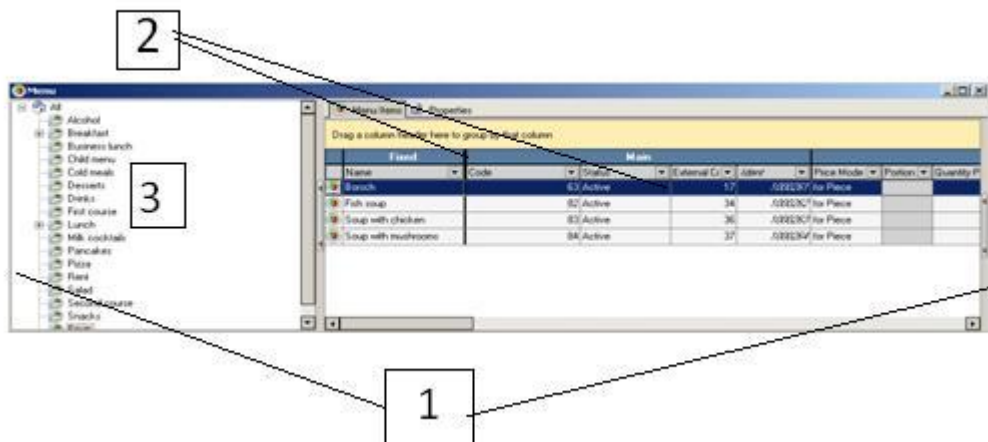
Properties reflection of the chosen *item* is possible only in one column, using the vertical scrolling. (In comparison with the tab *Properties*, where horizontal scroll scrolling and increase in number of buttons are used).

Help line contains auxiliary information about the selected properties or selected group. You can remove (display) it from the screen by putting the flag in main menu: *View Panels Help bar*.



3.2.2 Work with the table

You can change the width of the columns by dragging them in the title area (see number 2 on the Picture 10). Double click of the right button of the mouse on the column boundary in the title area will justify the column on its title.



Picture 10

You can change the sequence order of property names or group names by their dragging. You cannot replace the property to another property group.

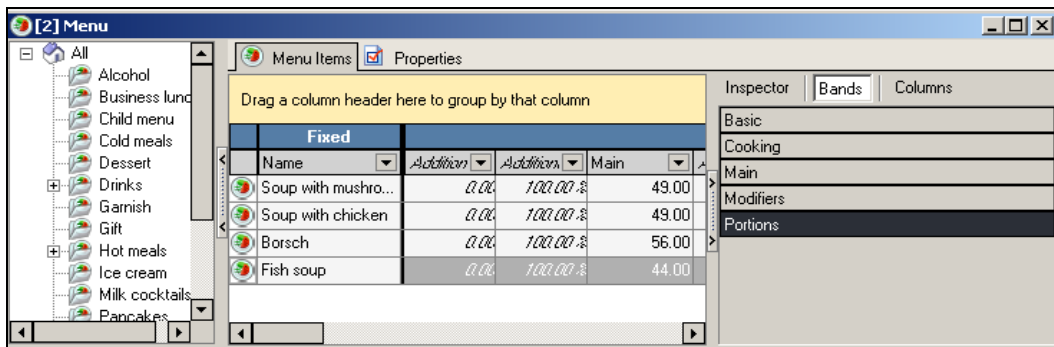
Item cells have grey background, for which any property is absent. For all dishes, except the dish Strawberry bay, property *Portion weight* is not defined, as the property *Price mode* has the value *Piece* for all of them, Picture 10.

The table view of conditionally used properties, see §3.3.1.



3.2.2.1 Pages Groups and Columns in the Table mode

If all items are represented in the form of the table and the *inspector* window area is not hidden with the help of the special button (see the Picture 10, number 1), in the right window area there are pages *Inspector*, *Brands*, *Columns* (see the Picture 11).



Picture 11

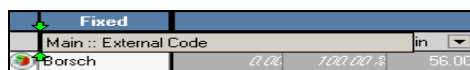
The *Inspector* page has the list of property items and their values (see the Picture 4, § 3.2.1).

Putting the property groups and separate properties on the pages *Brands* and *Columns*, user excludes them from the table.

For property (groups of properties) excluding from the table, you should complete the dragging when the mouse pointer takes such view .

Pages *Brands* and *Columns* are automatically activated; it depends on whether you drag the whole property group or only a separate property.

In order to return the property group to the table, drag it from the *Group* page to the area of the table title. If there is a possibility to put the dragged group between the others, the pointer turns into green arrow signs (see the Picture 12). Complete the dragging at the place where the group should be placed.



Picture 12

When the group was returned to the table, all properties that were on the page *Column* will be lost (see the Picture 13, the group Modifiers).

Fixed		Main	
Name ▾	Cc ▴ ▾		Additions ▾
 Soup with mushro...	78		0.00
 Soup with chicken	79		0.00
 Borsch	80		0.00
 Fish soup	81		0.00

Picture 13

The property can be put back from the page *Columns* only to the group to which it belongs or to the area *Fixed*. Mouse pointer turns into green arrow signs, when the dragging between the characteristics is complete.



3.2.2.2 Fixed area

The outside left area of the table *Fixed* (see the Picture 11) is intended for placing properties into it, which by horizontal scrolling will be always visible.

You can place the property in the area *Fixed* with the help of dragging.



3.2.2.3 Items assortment

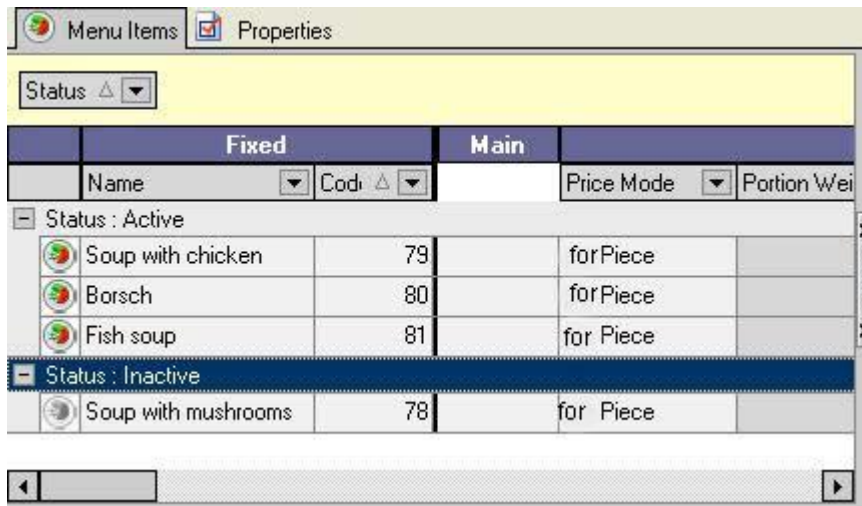
In table mode of the item viewing, you can fix the sorting way with the help of the click of the left button of the mouse on the column name. Repeated click of the left button of the mouse on the column name will change the sorting order into opposite one. The column, according to which the table is sorted, has a triangle mark in the name area. By changing the sorting order, the top of the triangle (see the column Name on the Picture 10) will be directed into bottom.

In order to make the sorting in several columns, mark it by holding Shift and the left button of the mouse. In order to remove the sorting in one of the chosen columns, holding Ctrl click the left button of the mouse (not removing the sorting from other columns).



3.2.2.4 Items grouping

You can group items on every property in the viewing items “table” mode. For that you need to drag the property name according to which the grouping should be done to the area, pointed by number 3 on the Picture 10. Then in this area is displayed property name according to which all items are grouped (see the Picture 14), items in the table are grouped according to the chosen property.



Picture 14

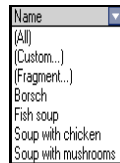
If you need to make the grouping on two or more properties, you can drag them into the grouping area.

In order to cancel the grouping, you should drag the property (properties) from the grouping area into the column name area of the table. If the mouse pointer by dragging completion has such view , then the property will be placed on its initial place. If the mouse pointer by dragging completion has such view , then the property will be placed between properties that are pointed by green arrow signs. The change of the property place is possible only inside in-group property boundaries.



3.2.2.5 Filters

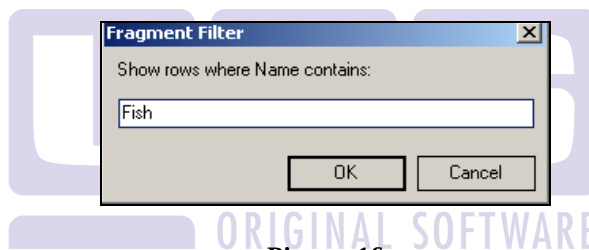
By pressing the button  in the column name of the table, the list of property values and following settings are offered for choice as a filter condition (see the Picture 15):



Picture 15

All - for all values displaying;

Empty - records displaying, which properties have the zero (empty) value (this setting is offered in the list only if the column has unfilled property value);



Picture 16

Is not empty - records displaying which properties have the value 'is not empty' (this setting as the previous one is offered in the list only if the column has unfilled property meaning);

Fragment - for value displaying that contains a text fragment that is entered in the fragment window *Filter on the fragment* (see the Picture 16);

Condition - choose according the condition.

Filter conditions setting is made in the window that is shown on the Picture 17. In the selection area of the operation condition can be chosen on of the following operations:

Equals;

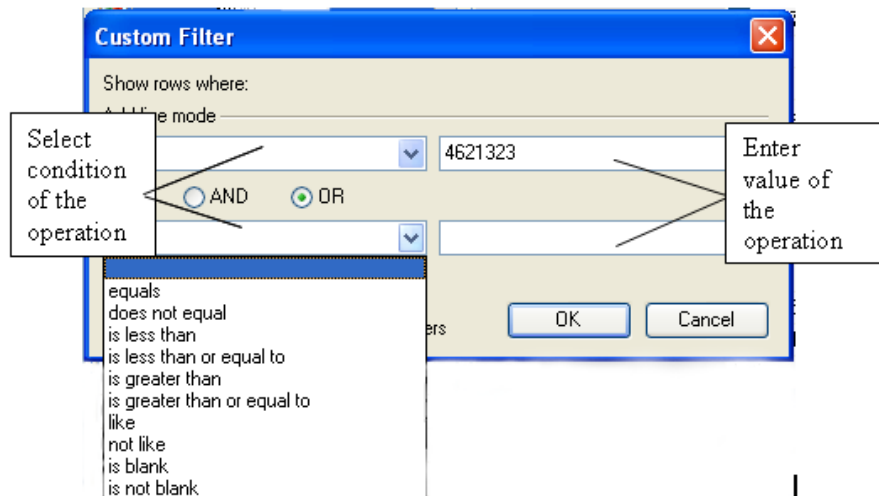
Does not equal;

Is less than;

Is less than or equal;

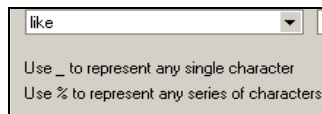
Greater than;

Greater than or equal.



Picture 17

How - choosing values similar to "particular mask". Help appears at the bottom of the window, when you choose operation (see the Picture 18): symbol '_' will change any single symbol (in enter window in operation value), symbol '%' will change random quantity of any symbols (in enter window in operation value);



Picture 18

Not how - value will be chosen "not similar to mask". At the bottom of the window by choosing this operation, appears help (see the Picture 18);

Empty - empty value (by choosing this operation the field of operation value is not filled);

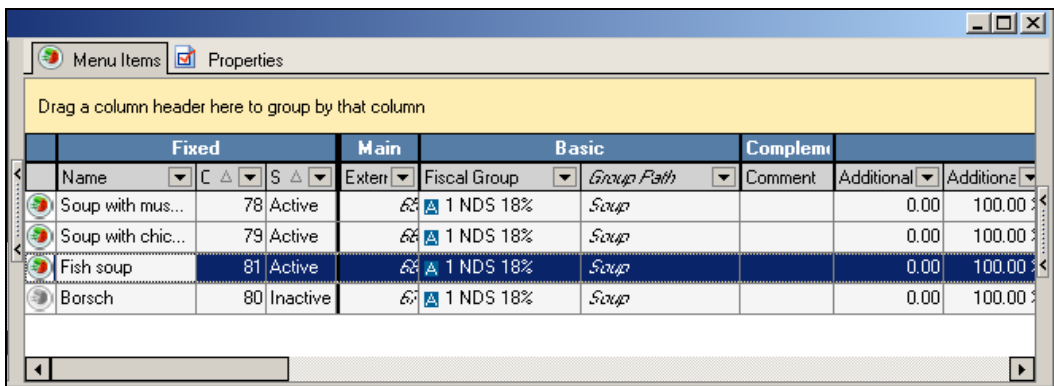
Not empty - not empty value (by choosing this operation the field of operation value is not filled).

By fixing of two conditions you should put the switch And/Or in necessary position.

Press the OK button to fix the filter, or Cancel button to cancel the filter fixing.

The arrow on the button  in the column name, where the filter is fixed, has the dark blue color. If the filter was fixed, filter conditions and buttons, displayed at the bottom of this window ,  (see the Picture 19).

If you want to remove the filter, choose the setting *All* in the choosing list of the filter settings (see the Picture 15) or press the button  at the bottom of the window (see Picture 18). If you want to display general list of items without filter settings removing, remove the flag at the bottom of the window (see the Picture 19).



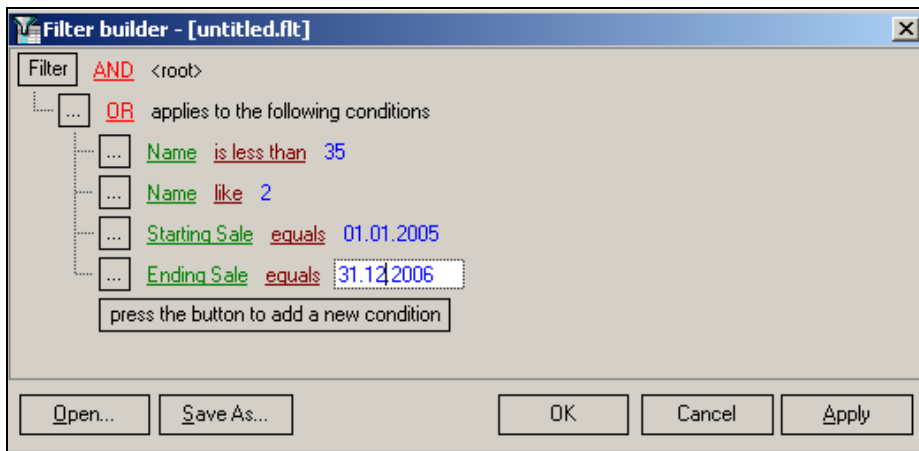
Drag a column header here to group by that column

	Fixed	Main	Basic	Comple			
Name	C ▲ S ▲	Extern	Fiscal Group	Group Path	Comment	Additional	Additional
 Soup with mus...	78 Active	 1 NDS 18%	Soup			0.00	100.00
 Soup with chic...	79 Active	 1 NDS 18%	Soup			0.00	100.00
 Fish soup	81 Active	 1 NDS 18%	Soup			0.00	100.00
 Borsch	80 Inactive	 1 NDS 18%	Soup			0.00	100.00

Picture 19

You can call the creating window of compound filter with the help of this button

 (see the Picture 20).



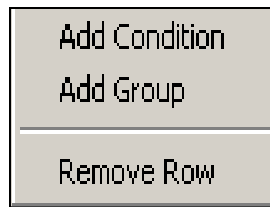
Picture 20

In this window you can create filters with multilevel conditions. The top level of conditions starts from the top "Filter". All conditions and groups of conditions of this level are united by logical operation near the top "Filter". Word 'root' means top level of the condition tree.

Button  is displayed near conditions and groups of conditions. Pressing on it permits to perform following actions (see the Picture 21):

- Delete corresponding condition or condition group. Command "Remove Row".
- Add on the level condition, on which this button is located. Command "Add Condition".
- Add on the level the group of conditions, on which this button is located. Command "Add Group".

Logical operation, that unites properties of the level, can be chosen near the level button  that is one level higher. On the Picture 20 with conditions "Beginning of selling", "End of selling" use the operation OR, and with conditions "Rates class", "Classification" and with the group of the lower level ("Beginning of selling" OR "End of selling") use the operation AND.



Picture 21

Every level of the filter tree is shown in brackets that point the group of conditions by writing filter into the line. The filter scheme is shown on the Picture 20.

(Rates class < 35) AND (Classification = empty) AND ((Beginning of selling = 01.01.05) OR (End of selling = 01.01.05))

Filter can be saved as files with extension .flt, and open earlier created filters.

After filter creation press the “OK” button - for applying the filter with the window closing and the “Apply” button for the filter applying without window closing.

In order to save the created filter, press the “Save” button, as in order to open earlier created filter use the “Open” button. In order to close the window without filter applying, press the “Cancel” button.



3.2.2.6 Export to Excel, XLM

Table data of reference editors can be exported to Excel with the help of the command *Export Export to Excel* of pop-up menu that was called from the table area. In standard window "Review" you can name the file for export, after this action performing the exported file will be opened on the screen automatically.



3.3 Object properties

Every item of the reference and every group has the set of different properties, that describe the given item or group by a special only for this item or group way.

Every property of the object has the name and the value. The value of the object property is specified by the user of the application. In some cases in the value field, the object property is put (button ) in special editor, where is created e.g. the layout of the printed document, the model of the screen form, keyboard layout or the editor of the graphical form of the hall plan.

In §§ 3.4.1, 3.4.2, 3.4.3, 3.4.4, 3.4.5, 3.4.6, 3.4.7, 3.4.8 are described different editors, that are used in the references of this manual.

Forms for property values entering can be of following types:

1. Textual (see the Picture 22). Text is entered from the keyboard. The maximal available value is 40 symbols.

Name	Banana with coconut

Picture 22

2. Integral (see the Picture 17). It is possible to enter only integral number (from 0 till 2147483647). The entering of other numbers is impossible. The number can be entered from the keyboard. Another way - with the help of the arrow signs from the right side of the field you can increase and reduce the value in the value field per unit.

Quantity Precision	2

Picture 22

If the entered value cannot be taken into account for the defined property, a message will appear on the screen where its acceptable parameters are pointed.

3. Number entering by the format (see the Picture 23). The quantity of symbols after the comma is fixed by the format value. If you want to divide the number, you can use a dot or a comma. If the delimiter was not entered, all entered numbers will put

together an integer part of the number, in the fractional part of the number will be automatically added zeros.

Portion Weight	1.250

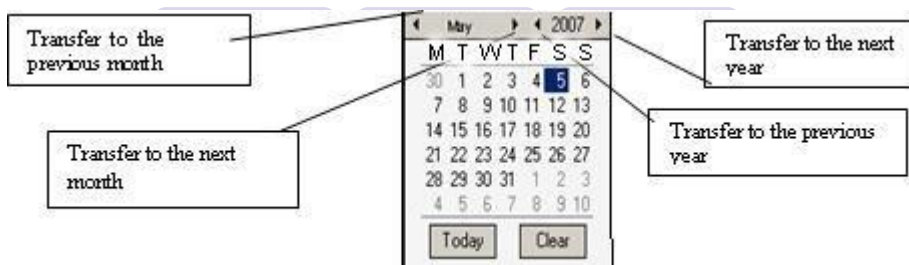
Picture 23

4. Date, time (see the Picture 24).

Starting Sale	☒ 05.05.2007 03:35	▼

Picture 24

The value can be entered from the keyboard or with the help of the button "call the calendar" (see the Picture 25) and choose the value from the Calendar.



Picture 25

5. Choose from the list (see the Picture 26). To open the list you should press the button ▼ or 'Alt' + «↓».

Status	Active	▼
External Code	Active	
	Inactive	

Picture 26

- ❖ To scroll the list of values that is not the part of reference you can use the double click of the left button of the mouse.

- ❖ Double click of the left button of the mouse in the value field of property with the list - the reference calling - will open this reference.

6. Choice from the list with the help of the button  or entering to the corresponded reference with the help of the button  (see the Picture 27).



Picture 27



Picture 28

The chosen value is reflected with the identifier of its status (see the Picture 28). See details § 4.1.1. There are following variants of reflections:

-  - Item is Active;
-  - Item is Inactive;
-  - Item has the Draft status;
-  - Item is Active; his parent has the status Inactive;
-  - Item has the status Deleted or he is not in the list.

You can delete, edit or add items and save the changes by entering the reference. In order to choose the item from the reference, mark it in the *Item* area (see the Picture 3) and press the button OK at the bottom of the window. In order to deny the choice of the items in the reference, press the button Deny.

7. Flag (see the Picture 29). In order to fix and to delete the flag you can click the left button of the mouse.



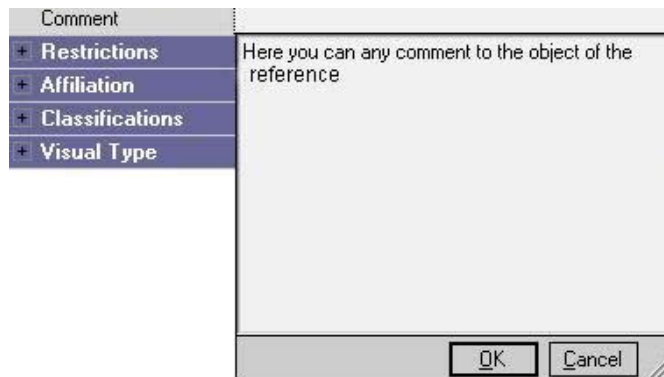
Picture 29

8. Conditionally used value (see the Picture 30). See details § 3.3.1



Picture 30

9. Comments. The window for text entering is opened with the help of the button .



Picture 31

- ❖ If the value property cannot be changed, the name of the property is reflected with grey color (see the Picture 32).



Picture 32

- ❖ If the property field was entered with mistakes, than it is reflected with the red color. Empty fields that are obligatory for fulfillment are reflected with the red color.

In some cases, the fulfillment of fields can be interconnected. That means that value definition in one field automatically brings to the value definition of the properties (e.g., to put or cancel the flag, or the change of the property value) in the field that is connected with the filled one.

In other cases, the value specifying of some properties can cause the necessity of specifying of the other that is connected with the first one. Reflection of such situation in the table form and in the form of property display in *Inspector* is different.

By the form of display of the *Inspector* properties occurs the adding in the property list that is connected with the chosen value and necessary for its specifications (or in the contrary, deletion of some properties). All properties are represented in the table form; designation of the absent items is described in § 3.2.2

All object properties are grouped. Some groups are proper only for one object type. In this case, their description can be found in the reference to which they refer. Other property groups repeat, their description is represented in the chapter General properties of objects (see § 4.1).

Value editing of some properties can be made in different references. E.g., you can define the ownership of the property to the trade group in the reference of the trade group by adding or deleting the reference on any object; or in the object reference *Inspector* with the help of choosing the conditional ownership to the trade group.



3.3.1 Conditional usage of properties

Some property fields (except the entering field of the value) include the flag field. That means this value in such field can be taken into account or not by the system, it depends on the flag whether was it put or removed. For the numerical properties, the value properties cannot be absent (if the value was not specified than it equals zero). For the non-numerical properties you can edit the flag field only after you

have chosen the value. Before the property was chosen (if the property value was not specified) the flag field has grey background and cannot be edit.

◆ **E.g.** on the Picture 33 in the field Special discounts the value was not chosen, that s why the flag field has grey background.

Dis-nts for students	
Bar	☐ 5 Day
Buffet	☒ 4 Evening

Picture 33

In the field Bar the flag was not put, that is why the value, entered into it, will not be taken into account by the system. In the field Buffet flag was put, that is why the value will be taken into account by the system.

In the table view of the items, the field of property value (that cannot be edited without specifying the value, connected with him) property has grey color.

Min Amount	Effects Excess
200.00	
☒ 200.00	

Picture 34

By specifying the value in the connected property, the depended property becomes acceptable for editing. On the Picture 34 the property *For exceeding* is accessible for filling only in the case when the property *Min Amount* is taken into account (the flag is put).



3.4 Special editors of the system

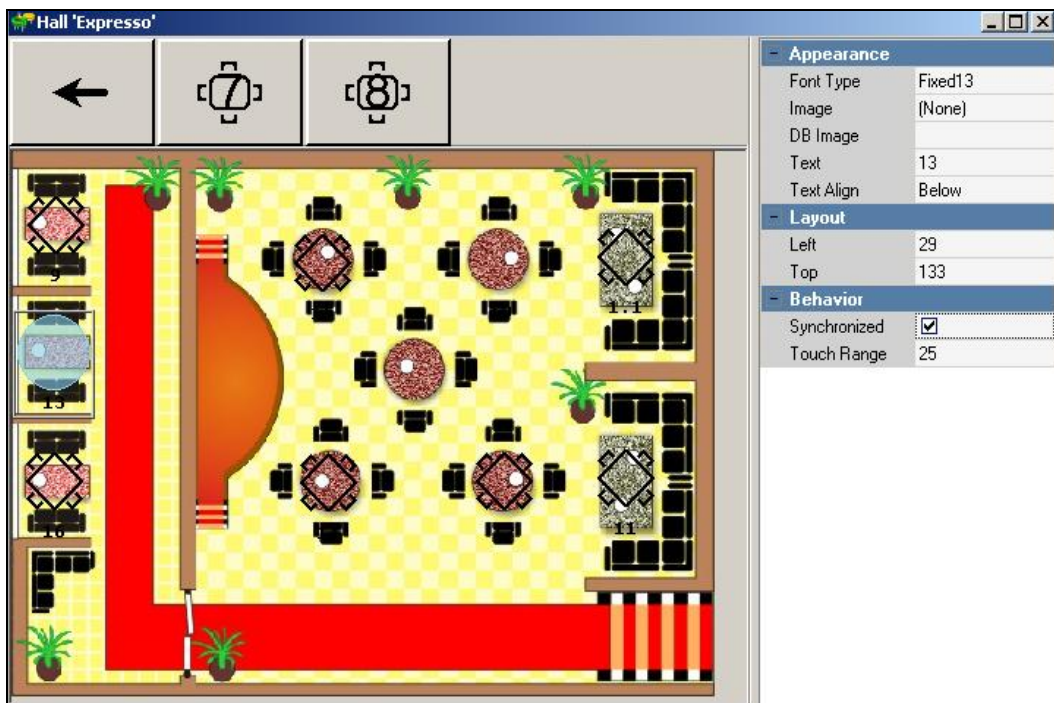
In the system references: *Tables and Halls, Selectors, Pictures, Forms, Documents and Layouts, Configuration of OLAP* reports there are object properties that are available for editing.

It is better to read this chapter when you got acquainted with the connected references.



3.4.1 Graphical editor of the hall plan

Editor of the hall plan (see the Picture 35) is an editor for properties of the *Hall plan* of the same name object from the reference *Tables and Hall plans*. It is intended for putting the tables on the model of the hall plan. As a background of the model of the hall plan (under layer) you can use created .bmp file.



Picture 35

You can work with two types of objects: *tables* and *bottom layer* models.

In order to select the bottom layer of the hall plan, click the left button of the mouse at any place except the area where the table was put on the model; background (bottom layer) properties will appear at the *Inspector* area:

Outer view

Color - background color;

Picture - to call the window Picture editor (see § 3.4.3) for creating new or loading existed picture

Transparent - fixing the picture transparency;

Position

Height - models height in pixels;

Width - model width in pixels;

Horizontal alignment - horizontal alignment of the picture about the model.

Possible values: Left, Right, Center;

Vertical alignment - vertical alignment of the picture about the model. Possible values: Top, Bottom, Center.

At the top of the window, above the model, tables that were not put on the model are enumerated; that hall plan includes. In order to put the table on the model, click the left button of the mouse and than on the place on the model, where the table will be put. At the pointed place the table will appear; and will disappear from the list of tables for choosing. You can drag the table to any place you want.

Table properties:

Behavior

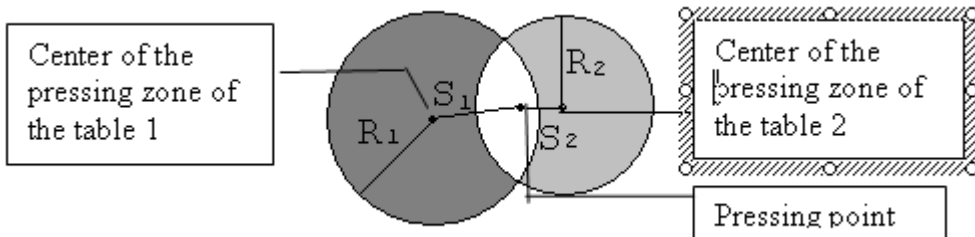
Synchronize - if the flag was put, you can display the view of the table that corresponds with the description in the reference Tables (property group Visualization) on the screen of the working station. If the flag was not put, the external table view on the screen of the working station will correspond the description of the graphical editor.

Radius of pressing - the radius of the pressing zone by choosing the table at the station with the type Touch Screen in pixels. Pressing zone will become visible by marking the table at the model of the hall plan. On the Picture 35 the table 12 is selected. Pressing zone has the color of the position perform table serving. If the position of the table serving was not specified, pressing zone is colorless (transparent color).

In case, when the pressing dot gets in the crossing of the pressing zone of different tables (the Picture 36), the following rules are in action:

1. The table that has the smaller distance from the pressing dot to the centre of the pressing zone is chosen (comparison of the distance S1 and S2 is on the Picture 36).

2. If the distance is equal, than the table with larger pressing zone is chosen (comparison of R_1 and R_2 radiuses on the Picture 36).
3. If this distance is equal than table would be chosen accidentally.



Picture 36

Appearance

Picture - choosing the picture for the table;

Text - text of the object Table;

Printing color - color of the printing text;

Printing type - type of the printing text: choosing of the printing size with the fixed width of any symbol or with proportional to the form of the symbol;

Alignment of the text - alignment of the text about the picture. Possible meanings: Top, Bottom Left, Right, Center;

Position

From the left - distance from the center of pressing zone to the left border of the model in pixels;

From the top - distance from the center of pressing zone to the top border of the model in pixels.



3.4.2 Graphical editor of the selector page

Editor is served for editing the property Model of the page selector and intended for creation of the graphical model of the page selector. (see Description of Selectors §

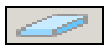
5.2; 5.3). Selector buttons are situated under the model at the top of the window. Selector buttons can be of three types:

- Selector items that were not put to the model
- Service buttons –are in the ‘Service’ group
- Links to the selector pages

You can put on this page all functional buttons in which the flag near inclusion to this selector type was put with the help of command *Add compulsory keys* that is called from the model area of the selector page.

In order to put the selector button on the model, click the left button of the mouse and than click on the place on the model where you will put it. In order to delete the button – mark it and than press ‘Delete’.

While working with the editor on the Toolbar will be marked the following buttons (see the Picture 37):



- clear the form;



- create the new page;



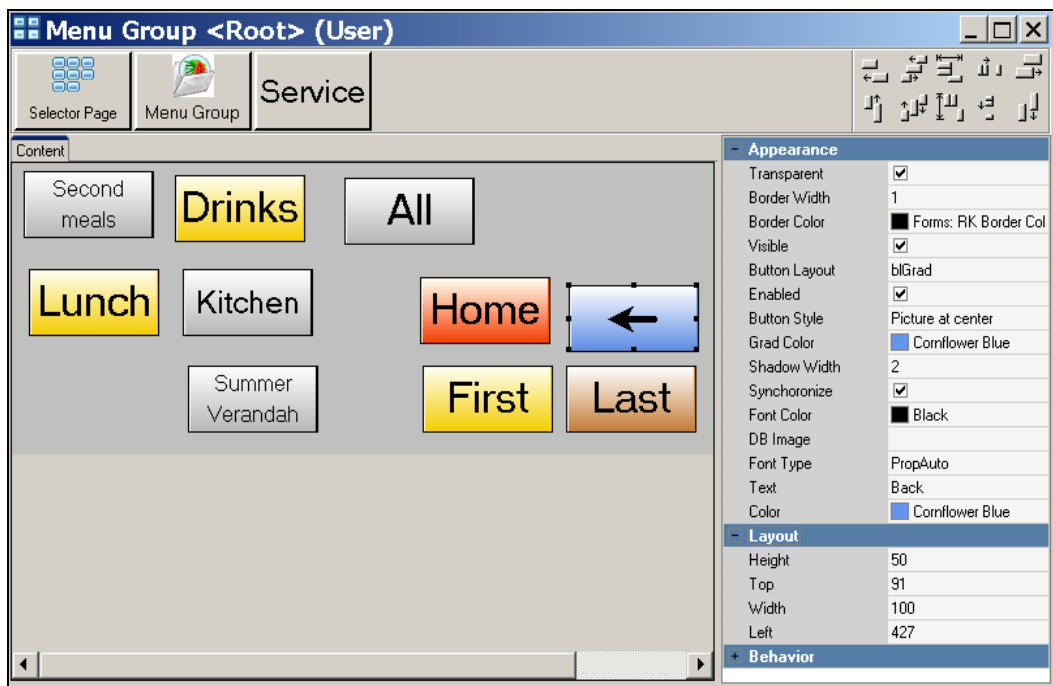
- delete the current empty page;



- save changes;



- cancel the changes.



Picture 37

It is possible to mark several buttons on the model, if you click on them with the left button of the mouse and hold the button «Shift»;

In order to align marked objects with different ways, use following buttons:

 - Left-alignment. The alignment is fulfilled by the left side of the object that was marked first;

 - Vertical-alignment. Object that was marked first stays at its place and the other are aligned by the center of the first marked object;

 - Horizontal-alignment on the horizontal window axis. If several objects were marked, the marked group is viewed as one object with the coordinate of boundaries that are defined of the extreme coordinates of the boundaries that enter to the group of the marked objects;

 - Even placement of the marked objects (at equal distances from each other) horizontally by the length between the outside marked objects;



- Right-alignment. The alignment is fulfilled by the right side of the object that was marked first;



- Top-alignment. The alignment is fulfilled by the top side of the object that was marked first;



- Horizontal-alignment. Object that was marked first stays at its place and the other are aligning by the center of the first marked object;



- Vertical-alignment on the vertical window axis. If several objects were marked, the marked group is viewed as one object with the coordinate of boundaries that are defined of the extreme coordinates of the boundaries that enter to the group of the marked objects;



- Even placement of the marked objects (at equal distance from each other) vertically by the length between the outside marked objects;

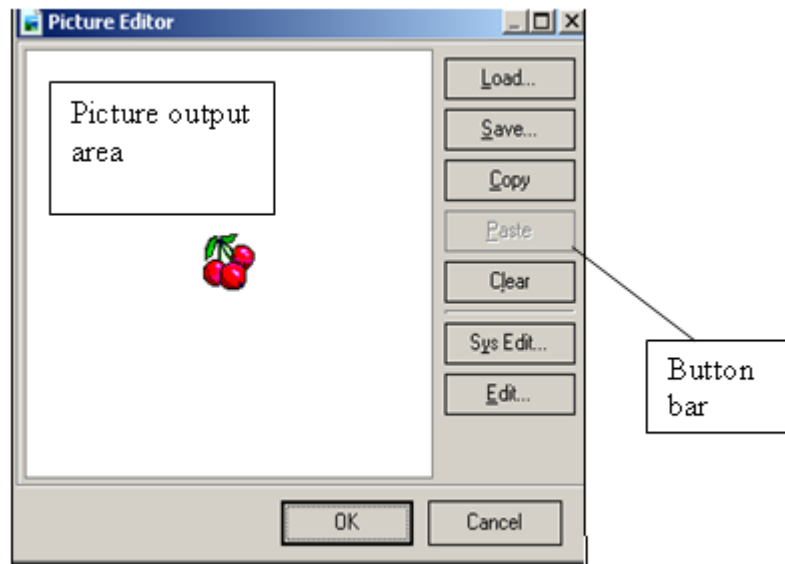


- Bottom-alignment. The alignment is fulfilled by the bottom side of the object that was marked first.

3.4.3 Picture editor

Property *Picture* of property group **Visualization** of all objects (that have there own icons) is edited here. Available for fixing on objects pictures are in the reference *Pictures*.

Window *Picture Editor* is represented on the Picture 38.



Picture 38

If the editor was opened for creation of the new picture, the central field of the editor would not contain the image.

Button bar contains following buttons:

Load... - to open a graphical file. Displaying on the screen the window *Open* with the file review that already exist on the hard disk of the PC;

Save... - to save the icon;

Copy – to place the image to the clipboard;

Paste – to insert the earlier put to the clipboard image to the output area;

Clear – clean the output field;

System editor... - pressing this button allows to create or edit the icon with the help of build in editor of the system (editor that opens all graphical files by default). The icon of the editor *Paint* is displayed on the button. For the other build in editors the corresponding icon of this editor is displayed on the button;

Edit... - to open the editor «E-graph» - that build in the editor of R-Keeper v.7.

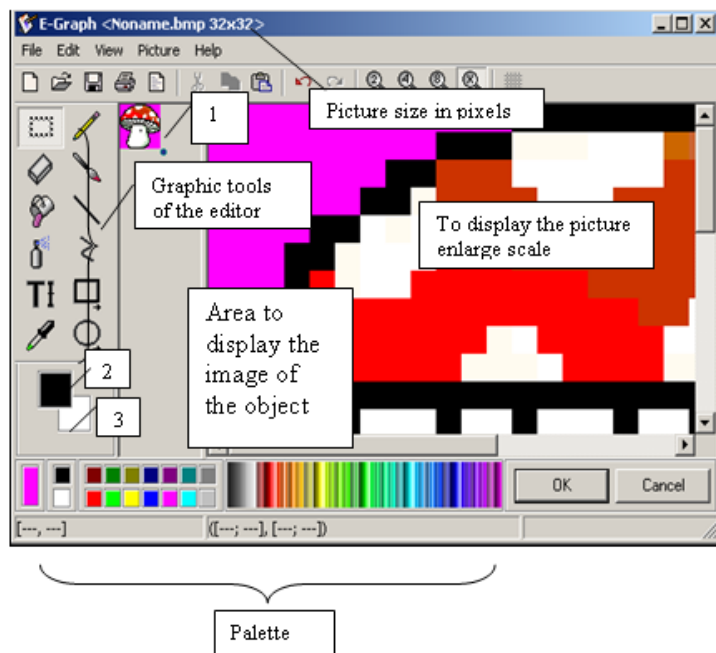


3.4.4 E-graph editor

The working area of the editor is divided into two parts with the movable boundary (see the Picture 39). The image in the scale 1:1 is displayed to the left; the image in the increased scale is displayed to the right. By default with the opened editor, the scale of the image at the right part is – 1:16, with the help of buttons  at the Toolbar or with the item of the main menu *View Scale* you can change to 200%, 400%, 800% or specify it by yourself.

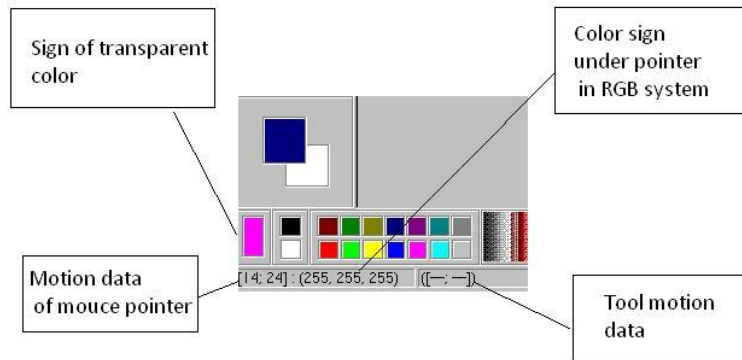
The dot of dragging of boundaries is displayed on the Picture 39 with the number 1. The size of the image in pixels is displayed near the title name.

The color of the left button of the mouse by working with the image is shown on the Picture 39 by the number 2, the background color (right button of the mouse) is defined by the number 3.



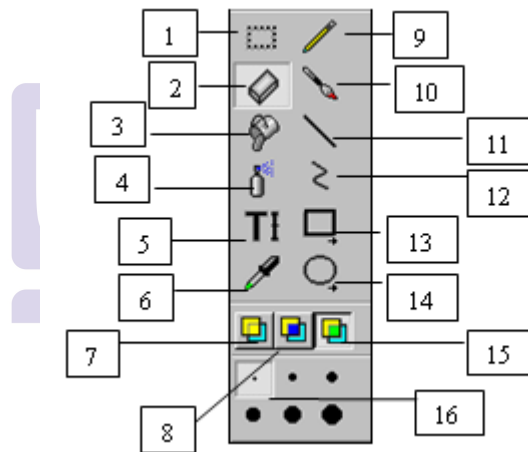
Picture 39

The output field of the transparent color is displayed on the Picture 40; values are decoded in the Help line.



Picture 40

Instruments for drawing are represented on the Picture 41:



Picture 41

1 – *Fragment marking* - marked fragment can be moved in the window, copied to the clipboard, cut to the clipboard and pasted from the clipboard. The marked fragment can be displayed about vertical, horizontal, diagonal axis with the help of dragging (corner points of the marked out fragment); increased or decreased;

2 – *Eraser* is used with the diameter choice (see number 16);

3 – *Filling*;

4 – *Spray* is used with the diameter choice;

5 – *Text entering* to the pointed by the mouse pointer place;

6 – *Pipette* – you can choose the color for the right and left buttons of the mouse in the color field and use these colors for further work of paint tools. It is used in that case when the color on the picture referred to the complicated color and not to the simple one;

7 – Painting in the normal mode (RGB system);

8 – Painting of the inverted color (mode «NOT» in RGB system);

9 – *Pencil*;

10 – *Brush*. Use with the diameter choice (see number 16);

11 – *Line* used with the diameter choice (see number 16). Line is made holding the button «Shift» with angle of 45 degree;

12 – *Curve* used with the diameter choice (see number 16). First, you should make the line from the initial place to the end point. You can only add two bend to the curve by stretching the curve to the necessary position;

13 – *Rectangle* used with the diameter choice (see number 16) and choice of the fulfillment;

14 – *Ellipse* used with the diameter choice (see number 16) and choice of the fulfillment;

15 – Painting in the mode «OR NOT» in RGB system;

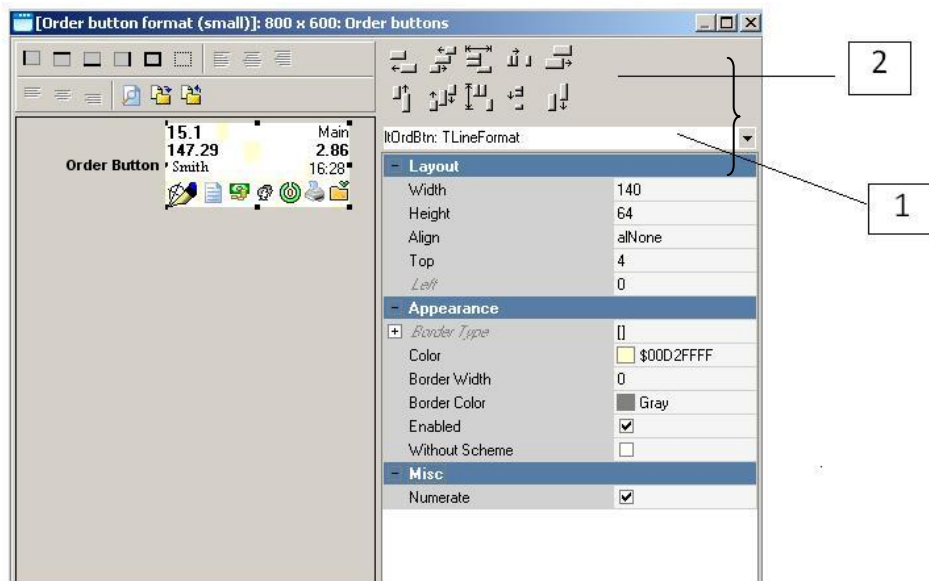
16 – Choose the diameter of the painting tool.



3.4.5 Editor of the screen form of the buttons

There are the choice order buttons in some forms of the cash reference (see § 9.6, Picture 353) or visit (see § 9.8.2, Picture 358). The buttons view can be changed with the help of the special editor (called from the property *Model* of the object *Buttons with order* of the reference *Forms*), that is described in this chapter.

Editor window of the button forms is represented on the Picture 42.



Picture 42

The button model represents itself a *line* of the object 'Order button'. You can add fields and pictures on the line with the help of the commands *Add field* and *Add picture* from the pop-up menu that is called from the *line* area.

You can choose in the property *Field name* of the object with the type *field* the property of the object from the list that will be represented in this field. You can choose also the icon for the object with the type *picture* in the property *Picture* that is viewed in this field.

New field is added to the left bottom corner of the line than you drag it to the necessary place and fix sizes with the help of dragging of boundary dots or entering the value in the properties *Left* and *Top* (group **Placement**).

You can select the object with the help of the mouse pointer or choosing from the list of the line that is pointer number 1 on the Picture 36.

Fields have following properties:

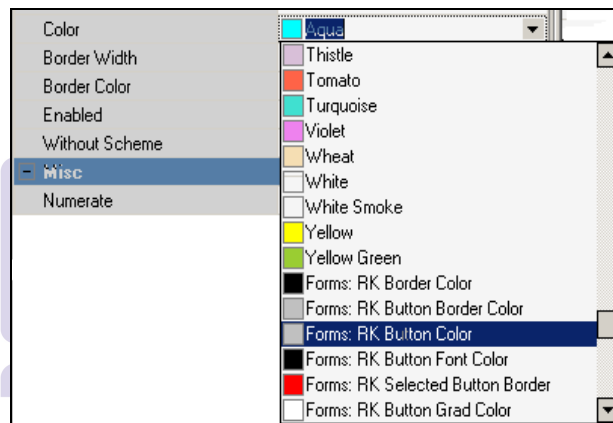
Group **Appearance**

Boundary types – is a subgroup of properties that is responsible for putting left, right, top and bottom boundary lines that limit the field of the object. Boundaries of the

frame can be fixed and deleted with the help of the buttons at the Toolbar

Color – color of the background;

- ❖ Substitution colors are located at the end of the list of colors that are placed alphabetically (see the Picture 43); colors are fixed in the *color scheme* (see § 5.5). If you use colored schemes, you need to select property values that specify color of the background and print from this palette.



Picture 43

Bounder Width– width of the frame in pixels;

Bounder Color– color of boundaries;

Subgroup **Printing** – defines the properties of the printing:

Bold – semi bold;

Sign encoding – fixing type of the printing;

Color – color of the printing;

Printing type – you can choose the type of the printing: *Proportional* or *Fixed* size.

Format – specifies the way of the field reflecting. It can take following values for the fields of the type *Date*: *Date*, *DateTime*, *Time*. It can take values *With sign* («+» or «-») and *Without sign* for the field of the type *Sum*.

Hide zeros – flag that was put in this field allows to hide no significant zeros;

Visible – if to delete the flag, the object will become invisible;

Group **Placement**:

Height – height of the field in pixels;

Width – width of the field in pixels;

Alignment – alignment of the field about the button boundaries;

Vertical alignment – vertical alignment of the text in the field: *Top border*, *Center*, *Bottom border*. To specify this property can be used the buttons at the Toolbar;

Horizontal alignment – horizontal alignment of the text in the field: *Left*, *Center*, *Right*. To specify this property can be used the buttons at the Toolbar .

Left – distance in pixels to the left border of the button model;

Top – distance in pixels to the top border of the button model;

Group **Data**:

Field name – choosing the variable that is reflected in the field;

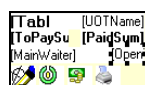
Suffix – any symbol that is displayed after the value of the object type;

Prefix – any symbol that is displayed before the value of the object type;

Objects with the type *picture* have shortened list of above-written properties.

Usage of buttons of object alignment (see number 2 on the Picture 42) you can read in § 3.4.2

You can work with the model in the mode ‘data’ or in the mode ‘property indication’. You can switch the modes with the help of the flag *Data mode*. Button model in the mode ‘property indication’ is shown on the Picture 44.



Picture 44



- Preliminary view of the model.



- saving of the created model in the format of .dfm file (or combination of buttons «Ctrl + S»).



- load the model from the file (or combination of buttons «Ctrl + O»).



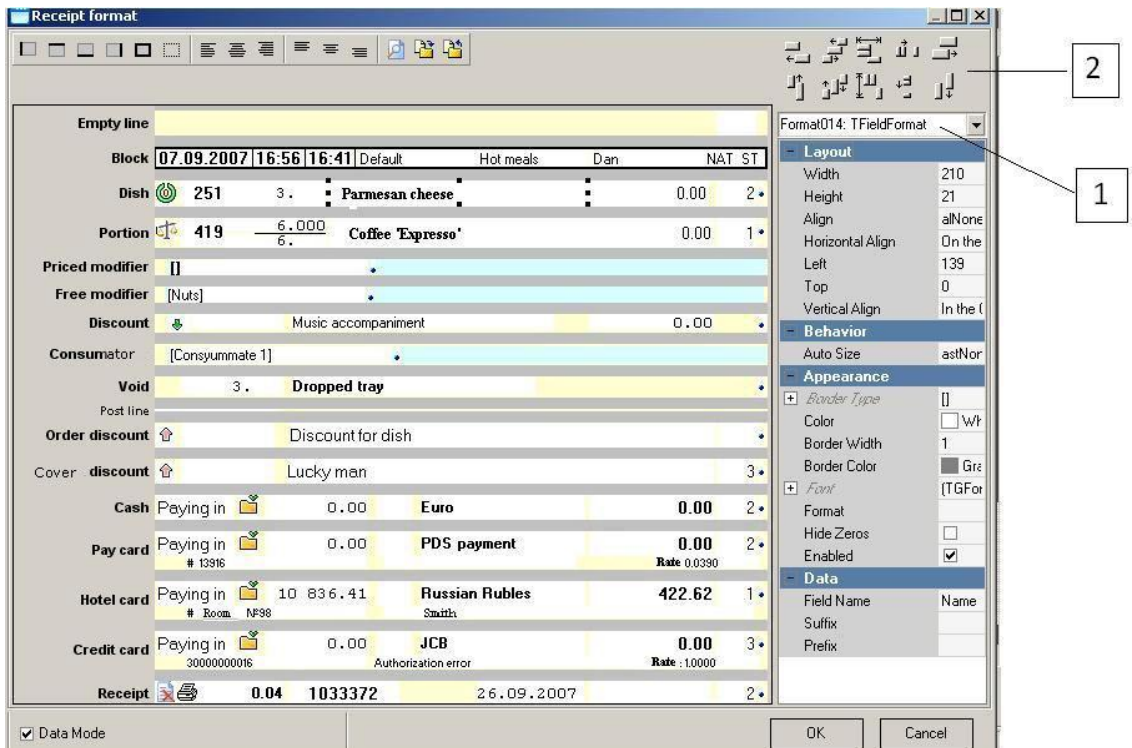
3.4.6 Format editor of items of the order

Form calculation area of editing the order at the cash station (see § 10.1, Picture 372, Picture 371) can be edited in special editor that is described in the following chapter.

Items format editor is called from the editor of screen forms (see § 3.4.8) forms *Order editor* (group *Order*) in the reference *Forms*. To enter the editor of the screen form, press the button  property of this form *Model*. To enter the editor of order item format, select the object of the form *TCheckView*. Press the button  in the property *Format* of the object *TCheckView*.

The window of the bill area editor is represented on the Picture 45.

Format consists from the set of *lines*, every of which is intended for drawing on the screen of the object of the definite type. Name of the object type is described in the left part from the line. Line can be one. Button editor (see § 3.4.5) – is a format that consists from one line – object type *Order Button*.



Picture 45

You can place *fields* and *pictures* to the line with the help of the command of pop-up menu. You can also put *cycles* on the line alongside with *Modifier with price*, *Free modifier*, *Deletion*, *Discount* or *Consumer*, except *fields* and *pictures*.

Properties of the marked object (lines, fields, pictures, cycles or all area) are reflected in the *Inspector* area. Object can be marked out with the help of the mouse pointer or can be selected in the list of the line, number 1 on the Picture 45.

Property of the objects will be reflected in the filed; properties can be selected in the property *Field name*.

Cycle specifies format, where several values will be put from the left to the right and not in the column. For e.g., modifiers, consumers and other dish properties are reflected this way.

Icon for withdrawal in the line is selected in the property *Picture*.

Usage of button for object aligning see in § 3.4.2.

Description of properties of the *filed*, *cycle* and *picture* see § 3.4.5

Yellow background has *line*, field on the *line* is white, cycle is blue, and background of the panel is grey.



3.4.6.1 Setting of colored schemes

If to mark the panel, where lines are situated (grey background) or select the value of *TFormatPanel* in the selection line, than you can work with the colored design of the bill areas in the *Inspector* area, if the bill contains:

- 1) Scheme for *Closed* – property group to reflect the paid dishes;
- 2) Scheme for *Printed* – property group to reflect the dishes that have service-printing;
- 3) Scheme for *Fisc.* –property group to reflect dishes that are forbidden to be changed (see § 8.5.2.4);
- 4) Scheme for *Deleted* lines – reflection of deleted dishes;
- 5) Colored schemes – property group to reflect unprinted dishes.

Every of these property groups contain following properties:

Color – color of the background of the bill area;

Font color – font color;

Color (marked out) – color of the marking background;

Font color (marked out) – color of the marking background.



3.4.6.2 Format lines of bill area

Below you can find the enumerated lines of the format editor in the bill area; every line is connected with the drawing of the specified object or specified bill area. A number is put after every title that shows the example of usage on the Picture 46.

Empty line (1) – reflection of the empty place in the bill area. Number 1 specifies this line on the Picture 45 and right vertical line is fixed in the area of this line on the Picture 46.

9/7/2007	16:50	16:50	Day	Administrator	NAT_ST
160	0.000	Green tea		0.00	
109	1.	Coffee		6.00	
152	1.	Honey cake		39.00	
Good choice				-3.90	

9/7/2007	17:04	17:04	Day	Administrator	NAT_ST
51	2.	Vanilla ice-cream		50.10	
[apricot], [Nuts], [To one plate]					
152	1.	Honey cake		39.00	2.
Birthday				-20.00	
129	0.180	Fresh Vegetables		61.00	
3.000 Waiter error with processing				Green tea	

Picture 46

Block (2) – data on the block that are displayed in the service line;

Dish (3) – dish, mode of the price - «Piece»;

Portion (7) – dish, mode of the price – «Portioned for portion» and «Portioned for weight»;

Modifier with price – modifier that changes the price of the dish;

Free modifier – modifier that does not influence on the price of the dish;

Discount (4) – discount for dish that was added to the unsaved block;

Consumator – consumator;

Deletion (6) – reason of deletion;

Bottom line

Discount (order) – discount for the order;

Discount (cover) (5) – discount for the cover. You can see that discount was fixed for the cover '2' on the picture.

Picture 47 demonstrates the lines of the format editor:

Cash (1) – line that specifies money deposit by cash;

Payment card – line that specifies money deposit by the payment cards;

Hotel card – line that specifies money deposit by the currency 'Close for the hotel';

Credit card (2) – line that specifies money deposit by credit cards;

Cheque (3) – line of the bill;

Bill currency (4) – decoding of the currency with the help of which the bill was paid.



The screenshot shows a bill payment interface. Callout 1 points to the 'Paying in' section. Callout 2 points to the 'Paying in' section. Callout 3 points to the 'Authorization error' message. Callout 4 points to the '100.00 American Express' line item.

Paying in	70.00	Dollar USA	70.00
Paying in	100.00	American Express	100.00
Authorization error		Kipo: 10000	
9/7/2007	16:50	16:50	Day
1.20		171.20	
100.00 American Express		100.00	
70.00 Dollar USA		70.00	

Picture 47

Void Line – deletion of saved dishes;

Title – line of the title of the timed registration;

Block (Transfer) – service line of the block that is added with the help of transferring.

3.4.7 Editor of document layouts

Document layouts are used for defining of the visual representation of the document on the paper. On the working station printers (working stations) bills, reports and other printing documents are printed. Layouts, on which the documents are printed, can be changed at the special editor. The editor is calling from the property Layout of the object, printing layout of the reference *Documents and Layouts*.

In order to make a document layout you should use bands (sections) and memo-fields that are put on pages. Every band has corresponding data source; that is set of records. With the help of memo-field, you can display separate data sources or any text you want. The size of bands and fields can be changed by dragging their boundaries.

Band can meet the *data source* (dataset) that represents a set of records. Separate data source fields or any text can be displayed with the help of memo fields. Names of data source fields are enclosed in square brackets.

In order to place the band on the model, use the operation "Create band" and outline the band area, from the upper left corner to the lower right corner, pressing the

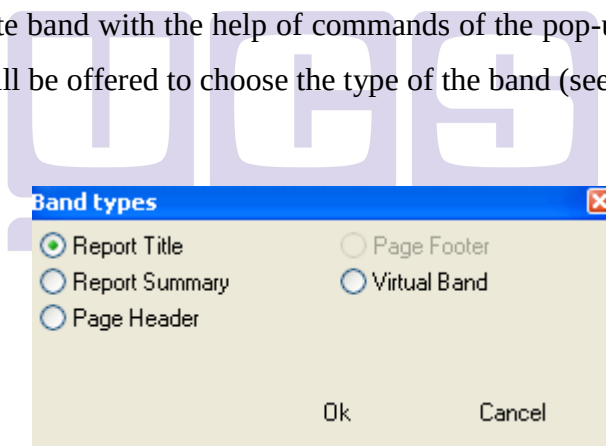
left mouse button. The pointer will look this way . In order to place memo-field in the section, use the operation "Create memo-field" and outline the memo-field area, from the upper left corner to the lower right corner, pressing the left mouse button. The

pointer will look this way .

Operations of memo-field and band creation can be chosen in several ways:

- Using the page *Help*. In this case the chosen data source automatically connects with the band that contains in its name the mentioned source.
- Using buttons from the toolbar  - for band and  - memo creation.
- Using the command of the pop-up menu *Create band* and *Create memo*.

If you create band with the help of commands of the pop-up menu or buttons of the toolbar, you will be offered to choose the type of the band (see the Picture 48).



Picture 48

Report Title – is displayed at the beginning of the report;

Page Header – is displayed at the beginning of every page;

Report Summary – displaying of the final data on the page;

Page Footer – is displayed at the end of every page;

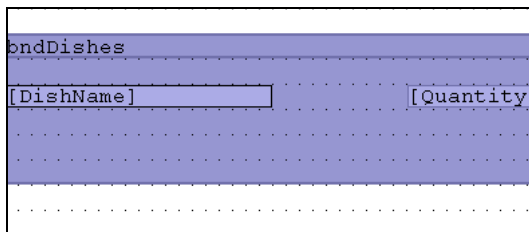
Virtual Band – section that can be used for creation and displaying any calculation result, based on several data sources or different text sources.

Every band, connected with dataset, has: *header*, *body* and *footer*. The body is displayed as many times as there are records in the data source. Bands *Page Header* and *Report Title* only have the area of the page header. Bands *Page footer* and *Report Summary* only have the area of the page footer.

If there is no field in the data source, that is placed in the body of the band, the message «Error!» is displayed. The data source of the band is unavailable in the header and footer of the band. There can be entered text memo-fields of fields from other sources.

By pressing the button  («View»), the document is displayed on the screen in that way as it can be printed, if to save the layout right now. Text data fulfillment happens by random from the data base references.

E.g., Let's place bands with data sources of the “Dish” and “Modifiers” on the document layout. We will place memo-fields “Name” and “Quantity” in the body of the band. Memo-fields “Name” and “Modifiers” we will place in the body of the band Modifiers and in the header and footer we will place border lines. You can see ‘view’ of the document layout (the Picture 49) on the Picture 50.



Picture 49

Apple, 0.25	1.00
Montekristo	4.00
Cappuccino	2.00
Mul Marine	3.00

Picture 50

Now, for the comparison, let's place the band “Modifiers” inside the band “Dishes” (the Picture 51), you can see this ‘view’ on the Picture 52.

Dishes		
Dish	Qnt	Sum

[DishName]	[Quantit	[PRListSum]

Modifiers		

[ModiName]		

Total:	[SUM (PRListSum)]	

Picture 51

Bocca		
3 South Anne st, Dublin 2		
Phone: 01 6774205		
www.bocca.ie		

4 Check #70	Table Visi	Guests 0
1/12/2011	Opened 10:51 A	Closed 9:10 AM
Cashier: maxoriol		
Waiter: Manager 2		
Dish	Qnt	Sum

SPAGHETTI BOCCA	0.00	0.00
Onions		
INSALATA DI POLLO	0.00	0.00

Total:		0.00

VAT		0.00

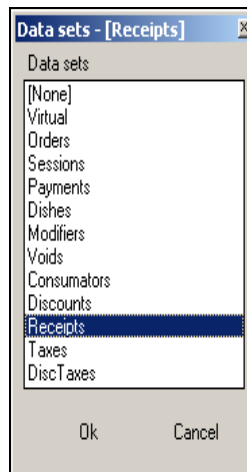
VISA	0.00	0.00
Badrutdinova Ksenia		
VISA	0.00	0.00
20673 Reports		
Card rest: 5700.00, Limit: 0.00		
VAT 13.5%	0.00	0.00

Thank You!

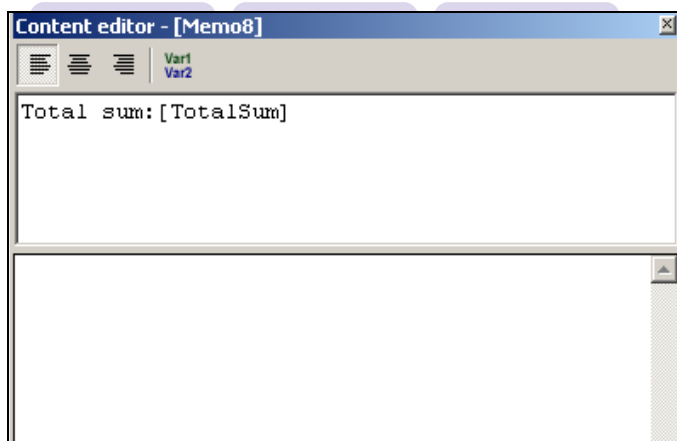
Picture 52

Data of the “Modifiers” band are displayed to every dish from the data source “Dishes”.

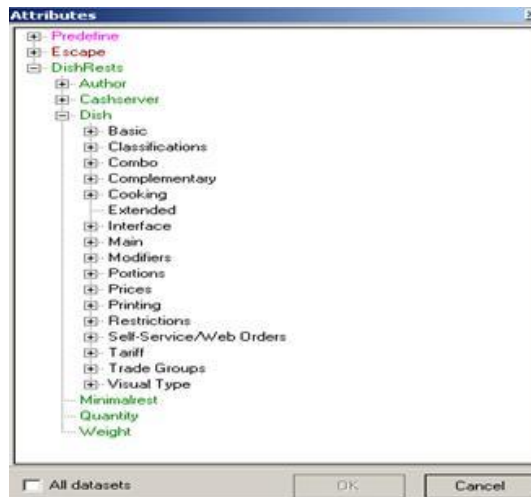
In order to edit data source of the band or to choose it, perform double click of the left mouse button in the band area or press the button  in the property Data sets of the band. The window with the available data sources list will be displayed on the screen (see the Picture 53).

**Picture 53**

The window Content editor is open by double click of the left button of the mouse (see the Picture 54). At the top of the window text can be edit and at the bottom you can edit script.

**Picture 54**

With the help of the button  or clicking of the right button of the mouse, the new window *Attributes* is opened in this one (see the Picture 46), where you can choose or add the field attribute.



Picture 55

The flag *All datasets* helps to change the data source display mode only for the data source of the band to which belongs memo-field or all available data sources.

You can edit the chosen band (or choose the field) with the help of commands of pop-up menu or specifying the property values on the *Properties* page.



Picture 56

You can add new page of the model with the help of the command “Paste” of the pop-up menu that was called from the output area of page titles at the bottom of the editor (see the Picture 56) or combination of buttons «Shift» + «Ctrl» + «N».

With the help of the flag *System names* it is possible to change modes of data source names and variables in the memo-fields.



3.4.7.1 Editor of document layouts, tab Assistant

Editor is used for creation of the printing layout of documents. The document layout is situated at the left part of the window (see the Picture 57). On the page Help with the help of the Toolbar you should choose the correct mode of its reflection: *Field list*, *Data source list*, *List of Global variables* or *Show All*.

Data source list - the output on the Help page only the data source;

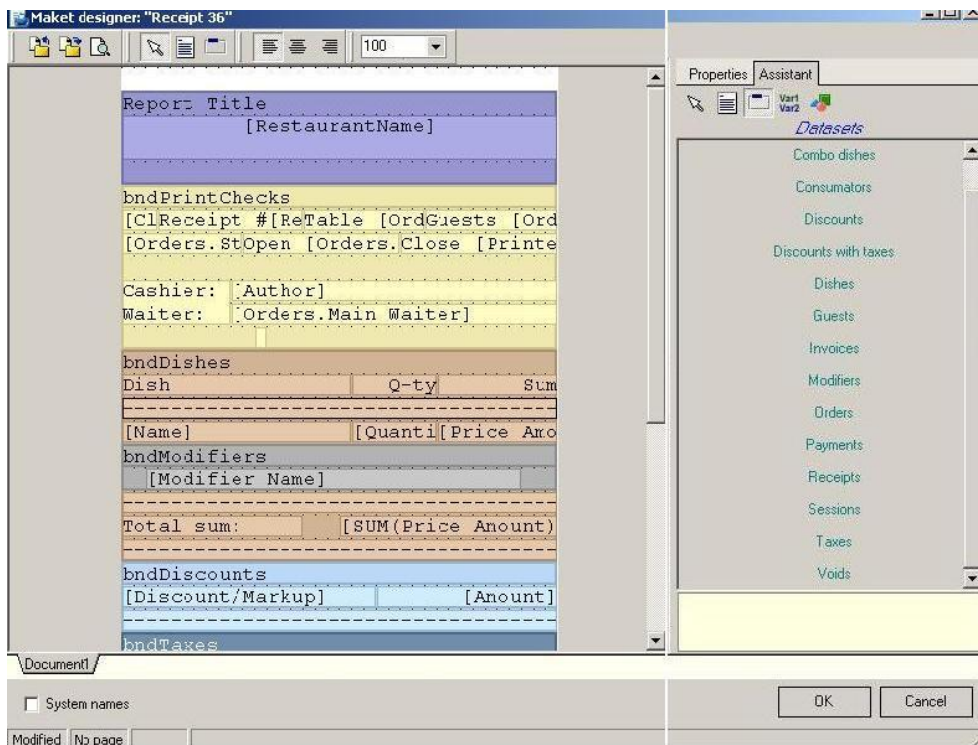
Field list - the output of field list on the selected band on the layout;

List of global variables - the output of the list of global variables;

Show all - the output of all data sources and fields of the selected band.

Properties of the selected layout item are enumerated on the *Property* page.

By marking the section on the layout, attributes names (with green color) from the corresponded table are reflected on the Help page (they can be placed at the section area).



Picture 57

Followings buttons are reflected on the Toolbar:

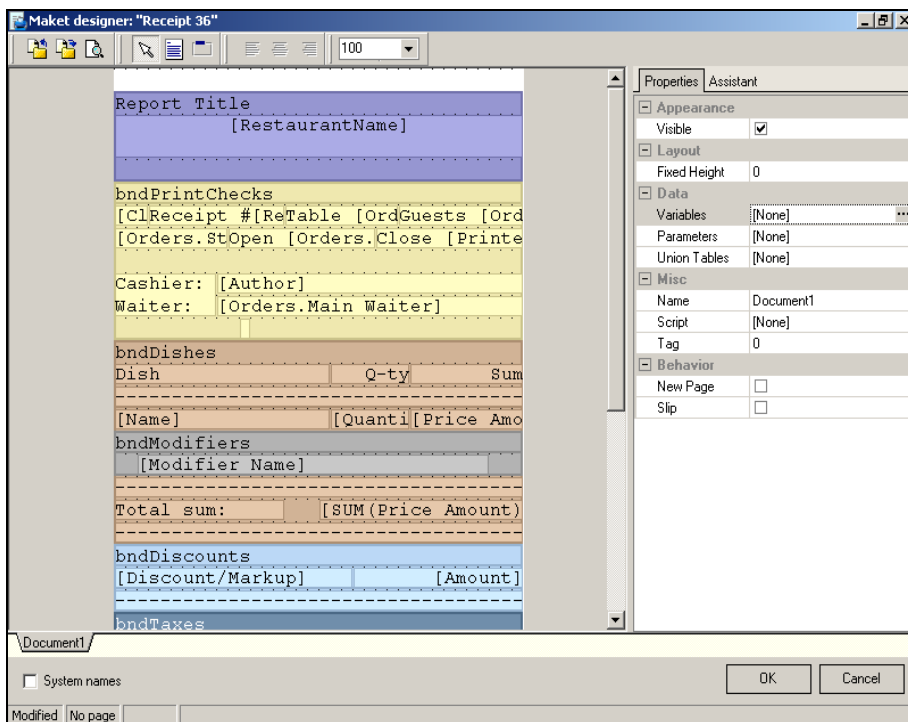
-  - Layout import;
-  - Layout export to the file with the filename extension .mak;
-  - Viewing of the prototyped text (pre-defined text values are used for filling the fields);
-  - Enclosure / disconnection of the working mode with the section;

-  - To create memo;
-  - To create the band;
-  - Way of alignment;



3.4.7.2 Editor of documents layouts, tab Properties

You can see the properties of the chosen item: documents pages, band or field on this page. Properties of the document pages are represented on the Picture 58.



Picture 58

Properties of the document page:

Group Appearance

Visible - to print the page. If the flag was not put - do not print the page;

Group Layout

Fixed Height - the height of the page in lines. For slip-printing;

Group Data

Parameters - is filled only for Cash reports. The list of parameters;

Variable - the list of external variables (global) that are accessible for all scripts of the page;

Union Tables editor for adding of table integrations;

Group Behavior

New page - compulsory beginning of the new page;

Slip - if this flag was not put, all documents are printed on the roller. If the flag was put, the server of the cash station would check automatically whether the slip-printer can print. If it could be print, printing is considered to be pageble. You will use the size of the page that was pointed in the Fixed Height property. A question-reminding “Put the page” will appear automatically. If the roller was put, paper would be cut automatically after the printing of the layout was finished. If this flag was not put, you should add the command “Cut” in order to cut the paper after the printing of the layout;

Group Different

Name - name of the page. It is entered by the Latin letters;

Script - script that is fulfilled before the printing of the page;

Tag - number that is connected with the object. It can be used in scripts.

Property of the Section:

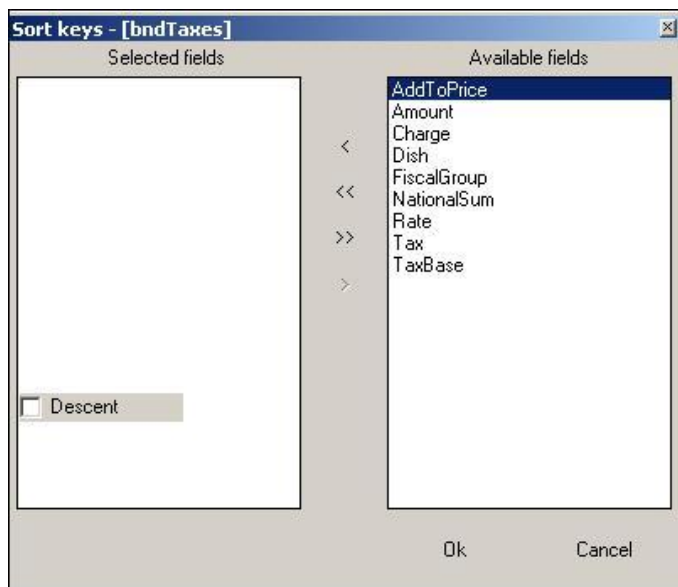
Data group

Category - section category;

Data source - section data source;

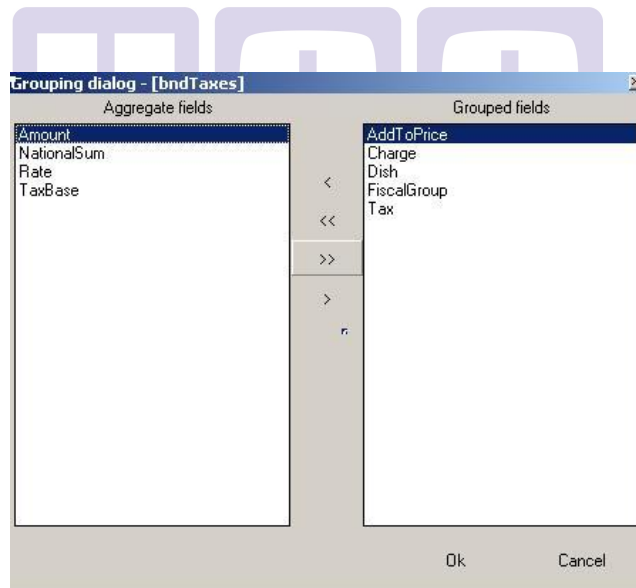
Filter - editor of filter creation;

Sorting - field choosing for sorting (see the Picture 59);



Picture 59

Grouping - field choosing for grouping (see the Picture 60);



Picture 60

Group Appearance

Body, *Upper Headline*, *Lower Headline* - the size of the area at line quantity.

The description of these bands areas has similar set of sub-properties:

Color – printing chromaticity;

Double Height - printing height;

Double Width - printing width;

Hide Empty Lines - printing options that allow not printing out the empty lines;

Size - lines quantity - area size;

Group Position

Height - lines quantity - band size;

From Top - lines quantity - from the upper border of the layout;

Group Behavior

Show empty - flag that points whether to display the band, if there were no records at the data source that is connected to the band;

Group Different

Name - band name;

Before the beginning - scripts that are fulfilled before the band printing;

After Ending - scripts that are fulfilled after the ending of the band printing;

Script - script that is fulfilled before the printing of every line of the data source;

Tag - number that is connected with the object.

Fields have following properties:

Group Position

Alignment - field alignment;

Height - line quantity the height of the field;

Width - symbol quantity width of the field;

Left - symbol quantity from the left side of the band to the left boundary of the field;

Top - lines quantity from the top side of the band to the top boundary of the field;

Group Data

Content field - content fulfilled the quantity of occupied for examination lines;

Group Appearance

Format field - format choose from the list: Date, Date Time, Time, Unsigned;

Hide Zeros - printing options that permit not to print zero values;

Visible - to print the field by the put flag; do not print if the flag was not put;

Transfer by words - if the flag was put, transfer by word is permitted;

Alternative language - if the flag was put, printing would be fulfilled with the choice of character set of the alternative language.

Group Different

Name - field name;

Script - script that is fulfilled before the printing of the field;

Tag - tag.



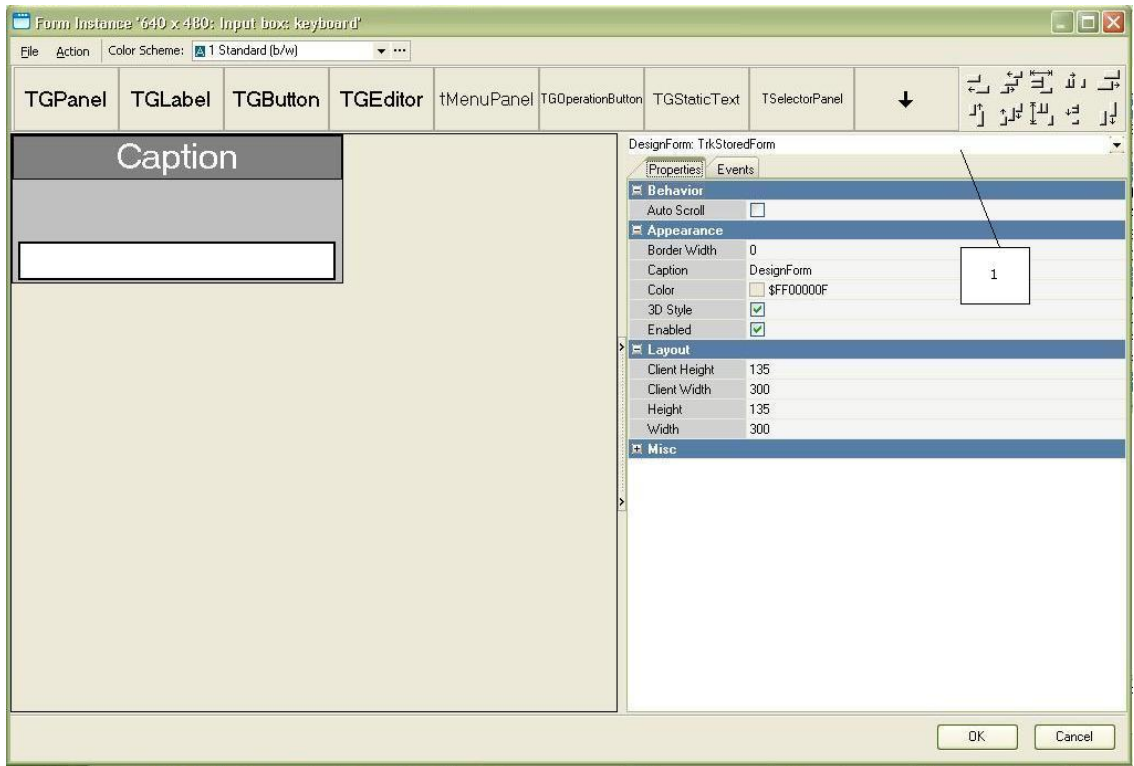
3.4.8 Screen forms editor

Editor (see the Picture 61) is intended for editing of screen forms of the cash application. It is called from the Model object property of the reference Form.

Form is a set of the object forms, properties that the user can edit. An example of the form *Name of the random modifier entering* is represented on the picture above.

Object forms can be placed layer-by-layer. The selected object can be *moved back* or *moved ahead* with the help of the similar commands of the pop-up menu. “Esc” button pressing allows to move the extraction from the subsidiary object to the maternal. The root is the object “Design Form”.

User can place on the form objects of following types: TGLabel, TGOperation Button, TGStaticText and TSelectorPanel



Picture 61

Help line (see number 1 on the Picture 61) contains the following data of the selected object:

[Object name]: [Object type].

Property *Format* of the object *TCheckBox* of the form *Order editing* is an entering to the independent editor of the format in the bill area (see § 3.4.6).

You can select palette to view the picture in the filed *Palette*.



3.4.9 Report layout editor

Window for working with the cube is represented on the Picture 62. On the basis of the generated cube you can create different report forms. Reports can be seen in the graphical view.

Following operations can be performed while working with the cube:

Receipts for printing

Date: 24.05.2011 - 25.05.2011

Signs of undistributed axe

Signs of vertical axe

Signs of horizontal axe

Dimension meanings

Fact value

Specification of facts						Totals					
Cash Server	Date	Receipt Num	Cash Shift Num	Cashier	Table	National Sum	Basic Sum	Guest Count	National Sum	Basic Sum	Guest Count
ENGYNAMID	04.05.2011	100001	1	7	4	920,00	920,00	3,00	920,00	920,00	3
Totals						920,00	920,00	3,00	920,00	920,00	3
		100002	1	7	3	270,00	270,00	3,00	270,00	270,00	3
Totals						270,00	270,00	3,00	270,00	270,00	3
		100003	1	7	2	1 120,00	1 120,00	3,00	1 120,00	1 120,00	3
Totals						1 120,00	1 120,00	3,00	1 120,00	1 120,00	3
		100004	1	7	3	1 490,00	1 490,00	4,00	1 490,00	1 490,00	4
Totals						1 490,00	1 490,00	4,00	1 490,00	1 490,00	4
		100005	1	7	3	420,00	420,00	3,00	420,00	420,00	3
Totals						420,00	420,00	3,00	420,00	420,00	3
		100006	1	7	2	250,00	250,00	3,00	250,00	250,00	3
Totals						250,00	250,00	3,00	250,00	250,00	3
		100007	1	7	3	0,00	0,00	3,00	0,00	0,00	3
Totals						0,00	0,00	3,00	0,00	0,00	3
		100008	1	7	5	1 170,00	1 170,00	3,00	1 170,00	1 170,00	3

Picture 62

In order to edit the report layout at the editor Quick receipt, use the button  on the Toolbar. In the opened window (see the Picture 63) with the help of the flag **Use System names**, you can choose: system or user names of the fields that will be used in the report.

Params

Font: Times New Roman, 10

Column width: 85

Row height: 15

Orientation:

☒ Portrait

☐ Landscape

Paper size: A4

Report title:

Group bands: 0

Report filters:

☐ Use system names

☒ Fill the totals with gray paint

OK Cancel

Picture 63

Use the button  in order to install the date filter for the report. In order to clean the date filter, use the button .

If you have created the report, you can save it by pressing the button  at the

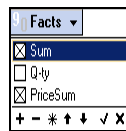
Toolbar.

In order to close the report without saving you can press the button  at the Toolbar (or with the help of the command in the pop-up window *Close without saving*).



3.4.9.1 Facts definition

With the help of the button  open the list of facts (see the Picture 64).



Picture 64

Mark the facts in the list (the sign ☒ to the left from the fact name), that you want to see in the report.

Following commands can be used by working with the fact list:

- + - select all facts;
- - remove the marking from all facts;
- * - invert the marking;
- ← - remove the fact in the list to the left;
- - remove the fact in the list to the right;
- ✓ - leave the list with the saved list of chosen facts;
- ✗ - leave the list without saving the list of chosen facts.

It is obligatory to define at least one fact for the cube creation. If several facts were defined, fact names are reflected as the column titles (see the Picture 66). If the only fact was chosen for the analysis, its name would not be reflected in the table (see the Picture 65). If all facts were chosen, the word Facts is written with the ordinary printing, if not all - in italics.

9 Facts	Sorting	Shift number	Object type	ExcludFromIncome	Code
		Date			
Category	Name	06.08.2007	08.08.2007	09.08.2007	Totals
	Pay for entrance		70,00		70,00
	Totals		70,00		70,00
Bar	Coffee			35,28	35,28
	Hot chocolate	11,40	88,40	15,60	115,40
	Juice	48,50	70,00	30,00	148,50
	Totals	59,90	158,40	80,88	299,18

Picture 65

9 Facts	Sorting	Shift number	Object type	ExcludFromIncome	Code	Receipt status			
			Date						
			06.08.2007	08.08.2007		09.08.2007		Totals	
Category	Name	Sum	PriceSum	Sum	PriceSum	Sum	PriceSum	Sum	PriceSum
—	Entrance payment			70,00	70,00			70,00	70,00
	Totals			70,00	70,00			70,00	70,00
— Bar	Coffee					35,28	36,00	35,28	36,00
	Hot chocolate	11,40	12,00	88,40	88,40	15,60	15,60	115,40	116,00
	Juice	48,50	50,00	70,00	70,00	30,00	30,00	148,50	150,00
	Totals	59,90	62,00	158,40	158,40	80,88	81,60	299,18	302,00

Picture 66

In order to reflect the facts value at the percentage relation to lines, use the button  at the Toolbar.

In order to reflect the facts value at the percentage relation to columns, use the button  at the Toolbar.



3.4.9.2 Measurement axes definition

Measurement can be dragged from the undistributed axis to the horizontal or vertical axes. You can also drag the measurement from the horizontal or vertical axes to the undistributed one. You can also drag the measurement from the horizontal axis to the vertical one or vice versa. One more possible usage of the dragging is the change of the movement order of the measurement on the axis.

Measurement during the dragging has green color. The result of dragging, if the end of it is current moment, is reflected with the changed form of the mouse pointer. If the change of the measurement place was not made, a small white circle that is divided

in two parts is reflected. If the measurement, as a result of dragging, was transferred, near the mouse pointer is reflected a small white rectangle.

On the Picture 66 and the Picture 67 one and the same cube is presented, on the vertical axis two measurements are reflected *Hour* and *Sale Object Object Name*. You can see how information in the report is reflected on pictures; it depends on the order of delivery measurement on the axis.

9 Facts	Year	Main Waiter	Table	Common Shift	Status	Sort	Shift Num	Date	Restaurant Name	Hk
Category	Dish	Quantity	Avg Price	Amount	Paid Sum	Discount Sum	Tax Sum			
All	Borsh	1,00	55,00	55,00	55,00	,00	,00			
	Cheeseburger	3,00	51,67	155,00	152,00	-3,00	,00			
	Corn flakes with milk	4,00	93,75	375,00	337,50	-37,50	,00			
	Fanta	1,00	55,00	55,00	55,00	,00	,00			
	Fish soup	1,00	55,00	55,00	55,00	,00	,00			
	Hot tea	5,00	100,00	500,00	462,50	-37,50	,00			
	Pancakes	5,00	124,00	620,00	595,00	-25,00	,00			
	Pepsi	1,00	55,00	55,00	55,00	,00	,00			
	Scrambled eggs	1,00	,00	,00	,00	,00	,00			
Desserts	Apple pie	40,00	60,30	2412,00	2272,80	-139,20	,00			
	Cherry pudding	3,00	50,00	150,00	145,00	-5,00	,00			
	Ice-cream	10,00	174,00	1740,00	1740,00	,00	,00			
Drinks	Coffee	7,00	20,29	142,00	133,80	-8,20	,00			
	Limonade	5,00	30,60	153,00	137,70	-15,30	,00			
	Tea	3,00	10,33	31,00	27,90	-3,10	,00			

Picture 67

You can turn the table by changing the axes. Call the pop-up menu in the cube window and choose the command Change places (or the button  at the Toolbar).

The reflecting of the values of measurement can be full or selective. In order to define the list of measurement value you should mark them in the list as it was in the list of facts (see § 3.4.9.1). If all values of measurement were chosen, its title would be in usual printing, if not - in bold printing.

If axes reflect some measurement, than consolidated information (without dividing on the sub-levels) would be reflected at any level (see the Picture 68).

Code	Category	Dish	Quantity	Avg Price	Amount	Discount Sum	Paid Sum	Ta
5		'Reduced' measuring	10,00	174,00	1740,00	,00	1740,00	
6			40,00	60,30	2412,00	-139,20	2272,80	
7	Second course	Meat balls with rice	2,00	60,00	120,00	-12,00	108,00	
	Totals		2,00	60,00	120,00	-12,00	108,00	
8	Desserts	Cherry pudding	3,00	50,00	150,00	-5,00	145,00	
	Totals		3,00	50,00	150,00	-5,00	145,00	
9	Drinks	Limonade	5,00	30,60	153,00	-15,30	137,70	
	Totals		5,00	30,60	153,00	-15,30	137,70	
10	Drinks	Coffee	7,00	20,29	142,00	-8,20	133,80	
	Totals		7,00	20,29	142,00	-8,20	133,80	
11	Drinks	Tea	3,00	10,33	31,00	-3,10	27,90	
	Totals		3,00	10,33	31,00	-3,10	27,90	
12	First course	Cream soup	11,00	60,00	660,00	-24,00	636,00	

Picture 68

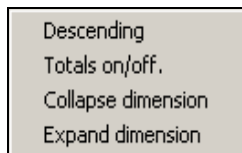
In order to minimize the unwind measurement, press the sign to the left from the name of measurement or use the command “Minimize” measurement of the pop-up menu that was called from the area of measurement title. In order to minimize all measurement at once, press the button  at the Toolbar (or use the command Minimize of the pop-up menu that was called from the area of cube window (except the area of the measurement title) see the Picture 69).

In order to expand the minimized measurement, press the sign  to left from the measurement title or use the command *Unwind the measurement* of the pop-up menu from the area of measurement title. In order to open all measurements at once, press the button  on the Toolbar (or use the command *Unwind* of the pop-up menu that was called from the area of the cube window (except the area of measurement title) see the Picture 69).



3.4.9.3 Representation of totals

Automatic total calculation (by lines or columns) is possible for any measurement. You should call the pop-up menu from the area of measurement title and use the command Totals on/off (see the Picture 69).



Picture 69

The mode of the representation of totals can be switched on for any quantity of measurement. Sums are reflected on the yellow background (see the Picture 70).

9 Facts	Year	Code	Main Waiter	Table	Sort	Shift Num	Date	Restaurant Name	Hou
Category	Dish	Quantity	Avg Price	Amount	Discount Sum	Paid Sum			
All	Borsh	1,00	55,00	55,00	,00	55,00			
	Cheeseburger	3,00	51,67	155,00	-3,00	152,00			
	Corn flakes with milk	4,00	93,75	375,00	-37,50	337,50			
	Fanta	1,00	55,00	55,00	,00	55,00			
	Fish soup	1,00	55,00	55,00	,00	55,00			
	Hot tea	5,00	100,00	500,00	-37,50	462,50			
	Pancakes	5,00	124,00	620,00	-25,00	595,00			
	Pepsi	1,00	55,00	55,00	,00	55,00			
	Scrambled eggs	1,00	,00	,00	,00	,00			
Desserts	Apple pie	40,00	60,30	2412,00	-139,20	2272,80			
	Cherry pudding	3,00	50,00	150,00	-5,00	145,00			
	Ice-cream	10,00	174,00	1740,00	,00	1740,00			
Drinks	Coffee	7,00	20,29	142,00	-8,20	133,80			

Picture 70



3.4.9.4 Report printing

Received on the screen report can be printed. In order to print the report, press the button  on the Toolbar. The window with predetermined parameters of the layout will appear on the screen (see Picture 71) for printing on the A4 paper size paper.

Parameter setting - fields of the report:

Report Engine – usable report designer;

Report Source – source of report: «Cube data» or «SQL query»;

Font – font of the report;

Column width – width of the report column;

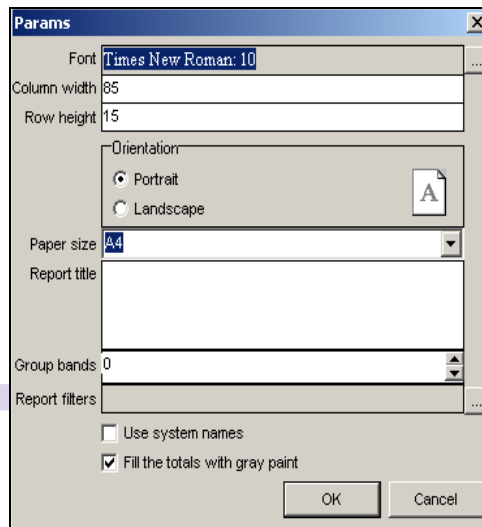
Row height – height of the report row;

Orientation – vertical («Portrait») or horizontal («Landscape»);

Paper size – paper size of the paper, used for printing;

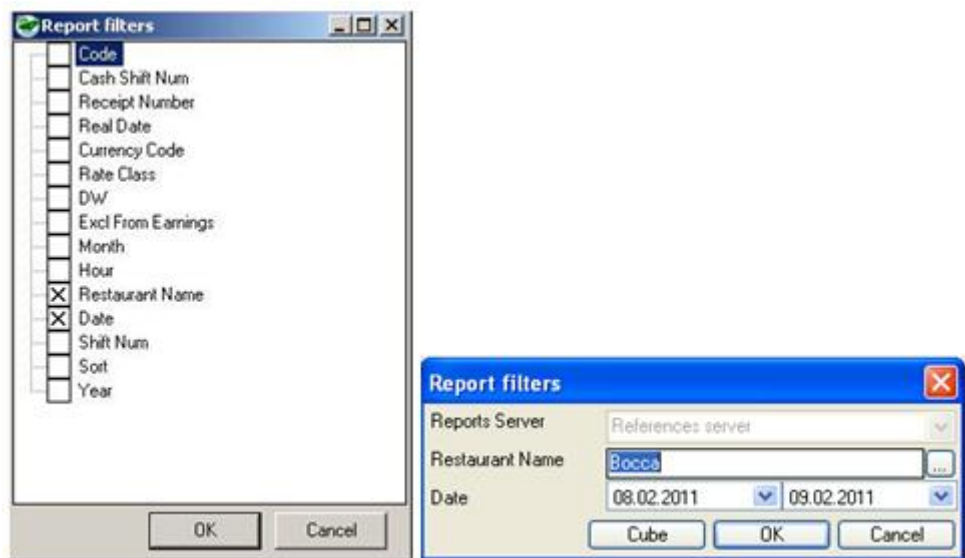
Report title – title of the report;

Group bands– quantity of report groups;



Picture 71

Report filters – fields that will be displayed in the report filter by its opening from the main menu *Reports*. E.g., if you choose three fields in the filter, as it shown on the Picture 72 from the left, then the filter will have the form as it shown on the Picture 72 from the right. Usually the filter includes such fields as *Restaurant and Date*.



Picture 72

In order to confirm the predetermined settings, press OK. View window will appear on the screen (see the Picture 73).

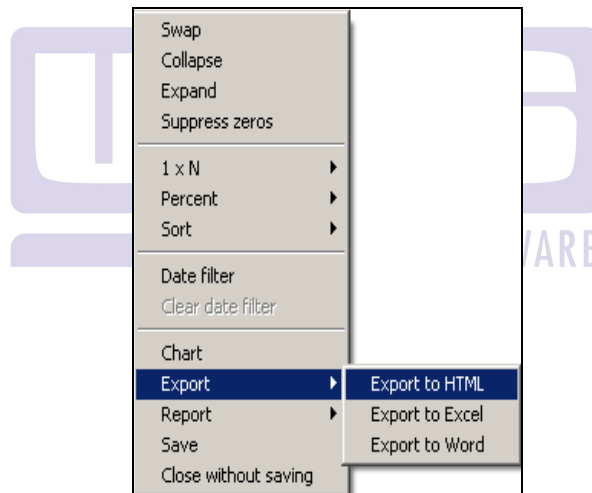
Preview					
100%					
Category	Name	06.08.2007		08.08.2007	
		Sum	PriceSum	Sum	PriceSum
	Pay for			70.00	70.00
	Totals			70.00	70.00
Bar	Coffee				
Bar	Hot chocolate	11.40	12.00	88.40	88.40
Bar	Juice	48.50	50.00	70.00	70.00
Bar	Totals	59.90	62.00	158.40	158.40
Cold shop	Banana with	128.25	135.00	369.00	369.00
Cold shop	Fresh			23.18	24.40
Cold shop	Fruit	400.00	400.00	680.00	680.00
Cold shop	Fruit salad	58.90	62.00	475.54	496.00
Cold shop	Greek salad			61.00	61.00
Cold shop	Honey cake	185.25	195.00	279.40	280.80
Cold shop	Salad			138.00	138.00
Cold shop	Sea Salad			105.00	105.00
Cold shop	Vanilla			48.75	50.00
Cold shop	Totals	772.40	792.00	2 179.87	2 204.20
Hot shop	Borsch			140.00	168.00
Hot shop	Fish soup			217.80	220.00
Hot shop	Ragout				
Hot shop	Soup with			49.00	49.00
Hot shop	Totals			406.80	437.00

Picture 73

In order to print the report, use the button  on the Toolbar. The button  is intended for changing the scale of the layout view. You can open the other report with the help of the button  (.frp file). If changes were made in the layout, you can save them by pressing the button . You can search the text fragments with the help of the button . Button  - close the view window.

3.4.9.5 *Export to the other applications*

You can export data (that is reflected in the cube) to MS Excel, MS Word and HTML. Use the command Export (see the Picture 74) of the pop-up menu, called from the area of the cube window (except the area of the measurement titles).

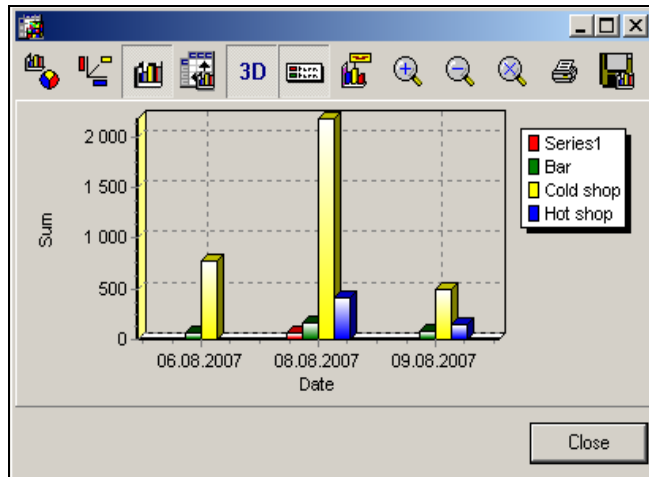


Picture 74

3.4.9.6 *Graphical representation of the report*

There is a possibility of the report representation as in the form of different charts. In order to call the window for the work with the chart, press the button  on the Toolbar or use the command “Charts” of the pop-up menu that was called from the table report area. The window, represented on the Picture 75 will appear on the screen.

Data about the extreme left and extreme left horizontal and/or vertical axes are represented on the chart.

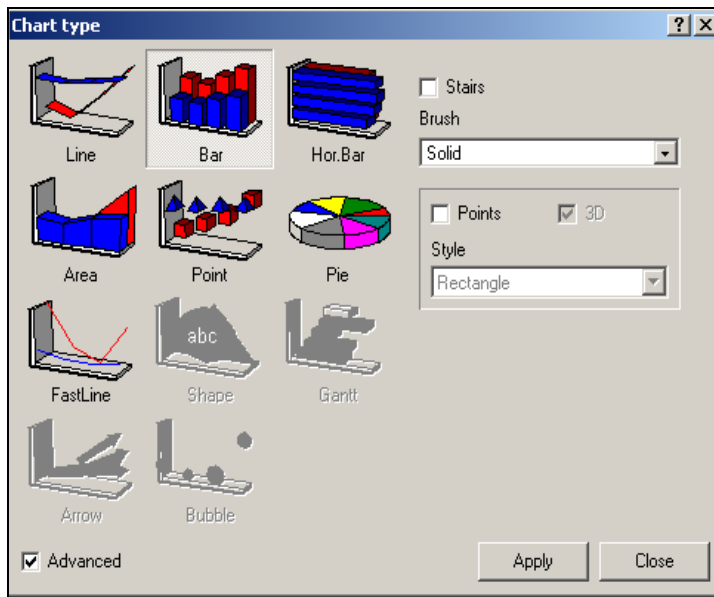


Picture 75

There are following buttons on the window toolbar:



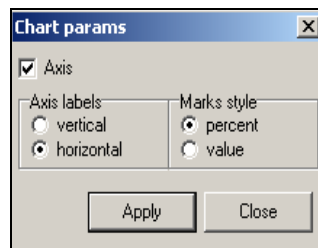
- Select the type of the chart (see the Picture 76). If the flag “Broaden” was put, additional set of chart parameters would appear on the screen to the right window area; it is special for every type of the chart.



Picture 76



- Definition of the chart parameters. The window, shown on the Picture 77, appears on the screen. The switch *Axis signing* defines the vertical or horizontal position of marks on the horizontal axis. The switch *Marker type* defines the view of the data output: percentage or numeric.



Picture 77



- switching on/off the mode of reflection on the chart, accounting their subdivisions on the value measuring of the opposite axis;



- To reverse the chart axes;



- switching on /off 3-D of chart view;



- switching on /off the output of color decoding;



- switch on /off the output of value markers by the vertical axis;



- To enlarge the chart scale;



- To reduce the chart scale;



- To come back to the standard scale of the chart view;



- To print the chart;



- To save the chart as .bmp file.



3.4.9.7 Bill, order viewing

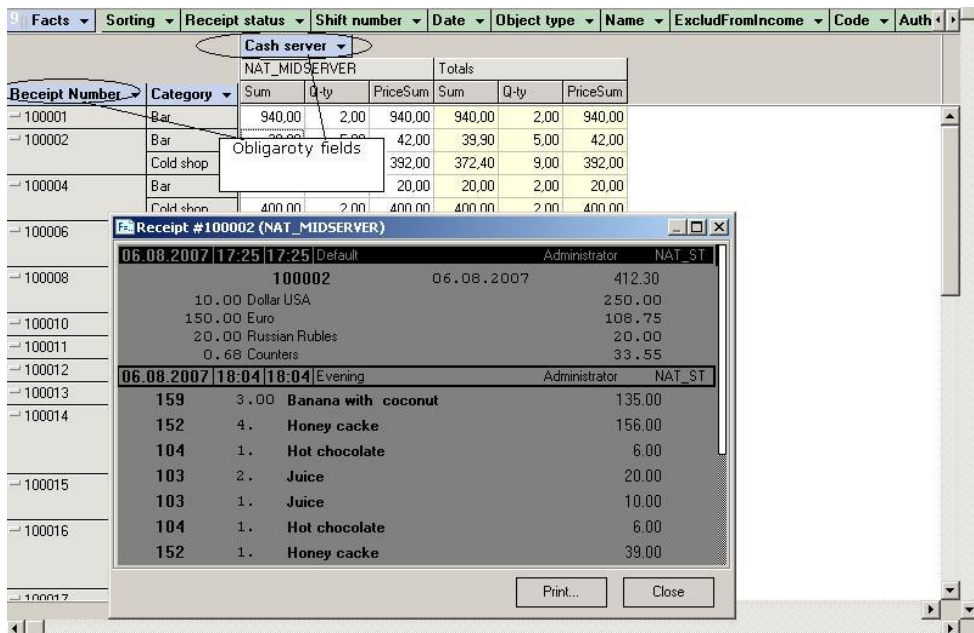
There is a possibility to view the order from the window editor of the report. In order to perform it, a cube should have the following fields:

1. 'Bill - bill number' and simultaneously the field 'Cashier server Network ID' (or field 'Close station')
2. 'Order - order name' and simultaneously the field 'Close station' field (or 'Cashier server Network ID'), number or date of the common shift.

In the editor of the report layout you should take out all these fields on the vertical or horizontal axis of the measurement, than perform double click of the right mouse button at the table area of the report data on the line with a bill or an order, the content of which you want to look through.

In order to examine the printing form or the chosen for printing bill, use the command "Print" at the bottom of the view window. The command "Invoice" is used for the invoice viewing.

E.g. On the Picture 78 that contains the obligatory field "Station group" and "Bill number", and the order that can be called by the double click of the left mouse button from the bill line 100015.



Picture 78

3.4.9.8 Invoice printing

Invoice printing is possible by the use of the module *Invoice* or without it – if the invoice was fixed on the cash. In the latter case the inscription **Invoice** on the command button will be displayed in boldface font (see the Picture 79).

“Invoice” command calls the module *Invoice*. If the Invoice was fixed for this bill in the cash, then the question “There is the Invoice on the cash. Would you like to print it?” appears. If the answer is “yes”, then the Invoice is printed according to the printing layout. If the answer is “no”, then the module *Invoice* is printed.

Order #1001/1 (IRELAND_MID)					
05.05.2010	17:50	Main	starters	Administrator	reland_cas
17	1,	BRUSCHETTA			5,45
23	1,	CALAMARI FRITTI			6,65
20	1,	CAPRESE			5,95
05.05.2010	17:50	Main	main course	Administrator	reland_cas
45	1,	BISTECCA ALLA GRIGLIA			19,95
47	1,	FISH OF THE DAY			0,00
46	1,	POLLO VEZUVIO			16,50
05.05.2010	17:50	Main	desserts	Administrator	reland_cas
72	1,	CHEESECAKE			5,25
73	1,	DESSERT OF THE DAY			5,25
75	1,	HOMEMADE ICE CREAM			5,25
05.05.2010	18:32	Main	starters	Administrator	reland_cas
17	2,	BRUSCHETTA			10,90
Order: 1001/1		Table: 1			
Amount: 214,80		Waiter: Administrator			
Invoice		Print...		Close	

Picture 79

3.5 Interface languages and data base of the system

In order to output the data of the references on the cash and manager station can be used two languages: main and alternative. This possibility can be realized only in case if the fields of objects names in the references of the system were filled with main and alternative languages.

If the field of the object name in the reference was selected in the main language, the keyboard layout would be automatically activated with the main language. If the field was selected in the alternative language, the keyboard layout would be automatically activated with the alternative language.

If the flag “Alternative language of DB” was put in the property of the worker’s station, by the registration in the system of this employee (as at the manager, so at the

cashier station) alternative language of DB would be used for the data output.

Interface of the manager station can be entered at any language, on which all files will be translated that contains the name of the menu items and reference properties. The interface language is chosen in the menu item “User Language”.

If the character set of the interface language does not coincide with the character set of the current language, message about mistakes will be displayed in English.

Data that are entered from the keyboard on the working station: comments to the visit and name of the random modifier etc. can be entered only using the character set (Symbol is set in the window *Symbol table Windows*) of the main language.

Different character sets can be used for the main and alternative language in the annexes of the manager and printers.

If the alternative language is English, the changeover of the character set does not happen, as Latin symbols are in all character sets.

3.6 Actions with objects

3.6.1 Changes saving

You can save the changes in the reference with the help of the button on the Toolbar, or the combination buttons, Ctrl+S, or the item of the main menu *Editing Save*.

- ❖ All changes are saved automatically by closing the window of the reference or moving to any other item.

The button for saving is active, if any unsaved changes were made. The button for saving becomes inactive after the changes were saved.



3.6.2 Object adding

Objects can be: items of references, groups or links.

The object groups are created in the hierarchy tree. They can have different

names, it depends on the structure level of different references, but they can be created only in the hierarchy tree.

In order to create the object group, perform the following actions:

- Select the group in the tree to which the added group should refer;
- Use the item of the pop-up menu **New [object]** (or the button combination **Ctrl+Ins**);
- Fill the page with property of the created group;
- Save the changes (see § 3.6.1).

On the reference page that contains the selected in the tree group, you can add new items of the reference that correspond to the page name.

In order to add the new item to the chosen group of the reference, perform the following actions:

- Choose in the tree the group, to which the created item should refer;
- Call the pop-up menu on the page that contains the items (see the Picture 4), item **New [object]** (press the button **Ins** or use the button with the icon of the object on the Toolbar);
- Fill the page Inspector for the created object;
- Save the changes (see § 3.6.1).

❖ If you click the right mouse button on the dish, a pop-up menu appeared, where the top command is *New dish (copy)*. If you choose this command, the new dish will be created, where the fulfillment of fields of dish sample is saved, and the title fields, pictures and bar code are cleared.



3.6.3 Object deletion

Objects in the references can be groups, items or links. Links are used in the references, which objects describe the object distribution of the other references. (E.g. modifier groups distributions by schemes are described in the reference *Modifier*

Schemes).

In order to delete the item or group you should choose the group or item of the reference and use the command of the pop-up menu *Delete* (the combination of buttons Ctrl + Delete or  button on the Toolbar). You can simultaneously delete several groups or items (see § 3.6.6). The status of the deleted object is assigned to the object after this action.

You can view the objects and their properties with the status *deleted* in the Recycle Bin mode. You can go to the Recycle Bin with the help of the button  on the Toolbar or the command *Recycle Bin* in the item View of the main menu.

Different objects can be represented in the Recycle Bin mode, such as active, non-active, draft and deleted. Deleted objects have such mark . You can edit the object properties in Recycle Bin mode. You can cancel the status deleted of the object with the help of the command *Restore*. Objects are restored with the non-active status that can be changed to the active if it is necessary.

If the object has no property *Status* (e.g., item or group of the reference *Right*, see § 4.18.1), its deletion is irreversible.

If the object had subsidiary items that have the property *Status*, they also receive the status of the deleted item.

Object that has the property *Status* can have subsidiary items that do not have any property *Status* (e.g., discounts/ markups have property *Status*, detailing of discounts/markups do not have the property *Status*), in this case the item is put to the Recycle Bin (it acquires the status deleted) with the subsidiary items. Item is restored with its subsidiary items by the restoring.

Predetermined objects (forms, hierarchy of the selectors and etc.) cannot be deleted.

Links to the objects can be deleted with the help of the command *Delete*. Reference that contains links, link to the object by this action will be deleted, but the status of the object in the reference that contains objects will not be changed to the deleted. You cannot restore the link; you can create the new one (choose from the

corresponded reference, the object on which the link should be put).



3.6.4 Object change

The value of any property can be changed in the reference that contains objects of one type. If one and the same property is defined in different references, changing of its value can be fulfilled in each of them. E.g., accessory of the trade group can be defined in the reference *Trade groups* on pages *Included* and *Excluded* or in the reference of objects with the help of choosing of accessory signs (see § 4.1.8).

If several references of one type were opened on the screen than changes that were put to one of them would be reflected in all after straight saving of changes (button  at the Toolbar), reference closing to which changes were made or activation of any other window.

It is possible to change several selected items (about emphasizing items see § 3.6.6).

3.6.5 Dragging the object

Transferring of the chosen object by dragging with the help of mouse pointer with the pressed left mouse button is called *dragging*.

With the help of dragging you can transfer not only one object, but also several selected objects (about several objects selecting see § 3.6.6).

Dragging is used in R-Keeper v7 for fulfillment of the following operations:

- To transfer the object to another group (to another parent)
- To change the priority, sequence order of the order
- To add to the reference links to the object
- To connect the property with the object
- To change the size of the window or the width of columns with the help of boundary dragging
- To change the sequence order of the group properties or properties inside the group of properties

- To choose the property (properties) for the table grouping (see § 3.2.2.4)
- To transfer the annex of the main menu to any boundary of the window (left, right, bottom)

The name of the dragged object is shown near the mouse pointer with grey color. The result of dragging in case of its stop in the current moment is reflected by one of the stated below conventional signs.

Such sign  is reflected near the mouse pointer during the dragging in that case if the completion of dragging in the current moment did not bring to changes in references.

Let's see the fulfillment of different operations with the help of dragging in more detail.

Such sign  means that completion of dragging will lead to the link creation. E.g., in order to create the link to the modifier group in the modifier scheme, you should open references Modifiers and Modifier schemes. You should select the scheme to which the reference will be added at the reference Scheme and drag the modifier group from the reference Modifier to the page *Modifier groups* of the reference *Modifier schemes* (see § 3.6.5.1, p. 138).

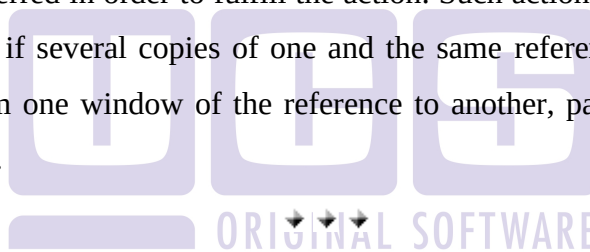
- ❖ Bring the pointer of the mouse with the dragged item to the reference that looks like a button at the bottom of the window for activation of the reference, where the object should be dragged.
- ❖ Bring the mouse pointer with the dragged item to the page title for activation of the reference page, where the dragging should be performed.

Such sign  is reflected near the mouse pointer by dragging the objects that are the property values of the other objects. It is used for property definition with the

help of dragging. E.g., in order to choose the team with the help of dragging in the employee's property Team, you should open the references Team and Employees and drag the necessary Team from the corresponded reference to the item with the employee's name on the page Employees in the reference Employees.

Such sign  is used by changing *objects* or *priorities* sequence order (see § 4.1.9). This dragging type is possible in those references, which structure includes priorities or order.

Such sign  near the mouse pointer is reflected in that case when the end of dragging at the current moment brings to the object dragging to another parent group. It is necessary to select the object (objects) at the hierarchy tree or at the page that contains the reference items and drag them to the group of the hierarchy tree where they should be referred in order to fulfill the action. Such action of changing the parent group is possible, if several copies of one and the same reference are opened. If you drag the item from one window of the reference to another, parent group of the item would be changed.

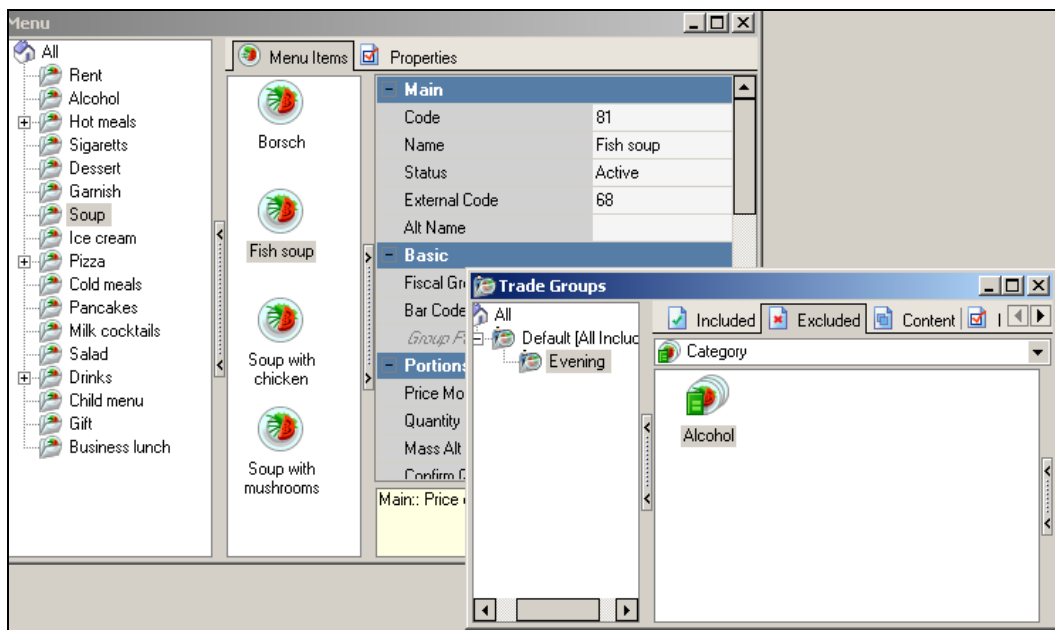


3.6.5.1 Examples of using the dragging for reference creation

Suppose you should add the link to the dish “Irish breakfast” to the page *Switched on* in the *Trade groups* reference (see § 4.4, § 4.4.1).

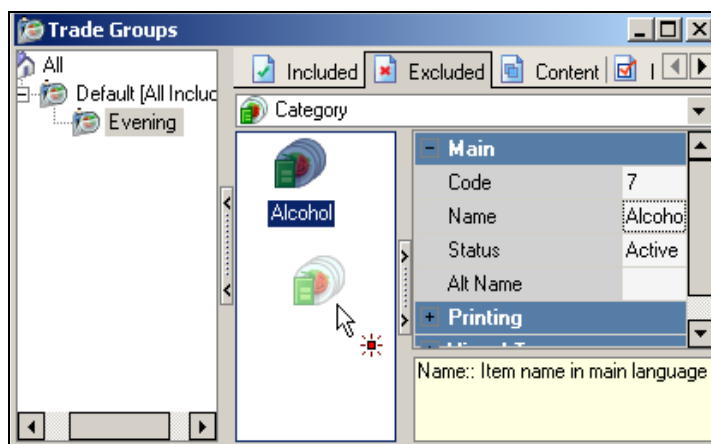
You should do following action in order to make it by dragging:

- Open the reference *Trade groups*
- Open the reference *Menu*
- Drag the dish “Irish breakfast” at first to the reference title *Trade groups* at the bottom of the window (see the Picture 80). This action activates the window *Trade group*.



Picture 80

- Holding, drag the dish “Irish breakfast” to the page title *Included*. The page will be activated.
- Drag the dish to the *items* area of the page *Included*. End the dragging when the mouse pointer will get the form of such sign  (see the Picture 81).



Picture 81



3.6.6 Selecting objects

Group operations can be made with several selected objects of the reference.

In order to select the object, click on it with the left mouse button.

In order to select the part of the text value, point on it with the left mouse button at the beginning of the fragment, then holding it, drag the selection to the end of the fragment.

Selection of several items is possible only by representing the items in the form of the list. If the items look like tables or buttons, in this case it is possible to select only one item.

In order to select the group of the items of the reference in succession, select the first item of the group, then holding the button Shift, click the left mouse button on the last item.

In order to select the group of items selectively, click them by the left mouse button, holding the button Ctrl. In order to remove the selection from the item and do not remove from the other, click on it with the left mouse button, holding the button Ctrl.

In order to select all items on the page, use the command of the main menu Edit Select all, or button combination Ctrl+A or call the pop-up menu to the item area and choose the command Select all.

In order to select several objects with the mouse, outline, holding the left mouse button of the area around them, from the dot outside the picture of the item and the sign of its name. All items inside of the outlined area are select.

Group operations help to speed up the process of entering of changes in the lists.



3.6.7 Copy, Cut, Paste

You can copy, cut and paste text values and their parts, objects, links on items and items that have there own properties. The pasting of the item can be fulfilled without the sub-items or with them. E.g., if you copy the discount, you can paste it with the details of this discount or without them. You should use the command *Paste with*

sub-items in the first case (Ctrl+Alt+V), in the second one - command *Paste* (Ctrl+V).

The selected text values (or part of them) can be cut, copied and pasted to the other text fields. In order to fulfill all this actions from selected area of the text property value, the pop-up menu is called and the command *Cut* is used (combination of buttons Ctrl+X), or *Copy* (Ctrl+!). Selected text area is put to the clipboard. In order to fulfill the pasting from the clipboard, point by the mouse pointer the paste place and use the command *Paste* (Ctrl+V) of the pop-up menu. The standard Windows clipboard is used, general with the other programs.

In order to copy and paste (or to cut and paste) the object, select it (item in the item area, objects type or objects group in the area of hierarchy tree) and use the command of the pop-up menu *Copy (Cut)* (combination of buttons Ctrl+! (Ctrl+%)) or the command of the main menu *Edit Copy (Cut)*). The Item will be put to the clipboard

with the property set. The picture of the cut item has the sign  («scissors»).

It is possible to select the item for copying/cutting and pasting not one objects, but two or more objects.

In order to paste an object or group of objects, that was put to the clipboard, select necessary objects/group in the hierarchy structure where pasting would be fulfilled, call the pop-up menu and use the command *Paste* (combination of buttons Ctrl+V or command *Paste* with the sub-items (Ctrl+Alt+V)). Copied item will be pasted with the status non-active. Prices, Classifications, Accessories to the Trade group are also copied by copying the properties of the item. Using the command *Cut* and *Paste* is equal the dragging of the object from one parent group to another.

The cutting of the item in the non-Recycle Bin mode and pasting it in the Recycle Bin mode equals the item deleting. The cutting of the item in the Recycle Bin mode and pasting it in the non-Recycle Bin mode equals the item undeleting (see §4.1.1) to the chosen parent group.

If you *Copy* and *Paste* the link (e.g., in the Trade groups), the item is copied and pasted without the change of the status. The action *Cut* is unavailable for the references.

Properties are defined in the *Modifier schemes* and *Printing schemes* for links (on the modifiers group in the reference *Modifier schemes* and on the layouts of the printing documents in the reference *Printing schemes*). These links are copied (cut) with the property values by the fulfillment of the command *Copy* and *Paste*. If the links were pasted with the name of already existed in the parent group, its property value is changed to the properties of the link from the clipboard.

About coping of role and employee see § 4.17.1.5, about coping (cutting) and pasting of the trade group see § 4.4.



3.6.8 Properties of several selected objects

If several objects of the reference were selected (see § 3.6.6), in the window *Inspector* similar property values of the selected objects would be viewed. Property fields that have different values will not be filled. If you select several objects and focusing (putting the mouse pointer in the *Inspector* window) on any property (that has the type that differentiate from the type *flag*), in the field of this property, the value of this property for the first selected object would be reflected.

Flag with the pale grey color in the property value field means, that the flag was put for several selected objects for this property, for others not.

The editing of properties in such mode changes the property values of all selected items.



3.6.9 Items viewing of the chosen groups

In order to view the list of the items that refer to different groups and sub-groups of the tree, you should select (see § 3.6.6) the necessary groups; all items that belong to them will be presented at the *item* area.

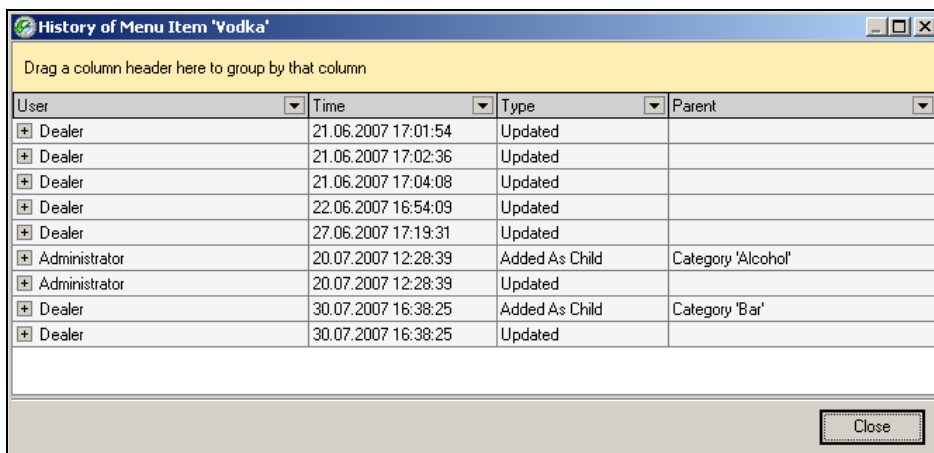
If the whole tree was marked out and the list of items was presented as a table, with the help of filters or sorting, you can fulfill the search on all items in the reference. You can fulfill these actions in the viewing mode (see § 3.9).



3.6.10 Viewing of the history of the object

From the moment of its creation for every object of the system, a record about its changes in the properties is made. Property lists, information about the changes that are kept in the log are defined in the editor *Log configuration* (the item of the main menu *Service Manager station Log configuration*, see §5.18).

In order to view the log of objects, mark it out, call the pop-up menu and use the command *History*. A window will appear on the screen, see the Picture 82.



History of Menu Item 'Vodka'

Drag a column header here to group by that column

User	Time	Type	Parent
+ Dealer	21.06.2007 17:01:54	Updated	
+ Dealer	21.06.2007 17:02:36	Updated	
+ Dealer	21.06.2007 17:04:08	Updated	
+ Dealer	22.06.2007 16:54:09	Updated	
+ Dealer	27.06.2007 17:19:31	Updated	
+ Administrator	20.07.2007 12:28:39	Added As Child	Category 'Alcohol'
+ Administrator	20.07.2007 12:28:39	Updated	
+ Dealer	30.07.2007 16:38:25	Added As Child	Category 'Bar'
+ Dealer	30.07.2007 16:38:25	Updated	

Close

Picture 82

Table contains the following data:

User - user that have fulfilled the actions;

Time - date and time of change fulfillment;

Type - type of changes;

* Added As Child - change of the parent group.

* Inserted - object creation. At this stage appears the full list of object properties and their values by creation.

* Updated - change of the object.

Parent - parent group of the object.

If to click the object hierarchy icon , then will be presented values of the changed property before and after the changes.

On the Picture 83 is represented the history of the object *Order Type*:

- created 08.02.2006 at 16.54.41;
- renamed 08.02.2006 at 16.55.05 (the property value *Name* was changed);
- deleted 13.04.2006 at 15.52.35 (status was changed on *Deleted*);
- restored 13.04.2006 at 15.52.40 (object was restored with the status *Non-active*);
- object status was changed to *Active* 13.04.2006 at 15.54.52

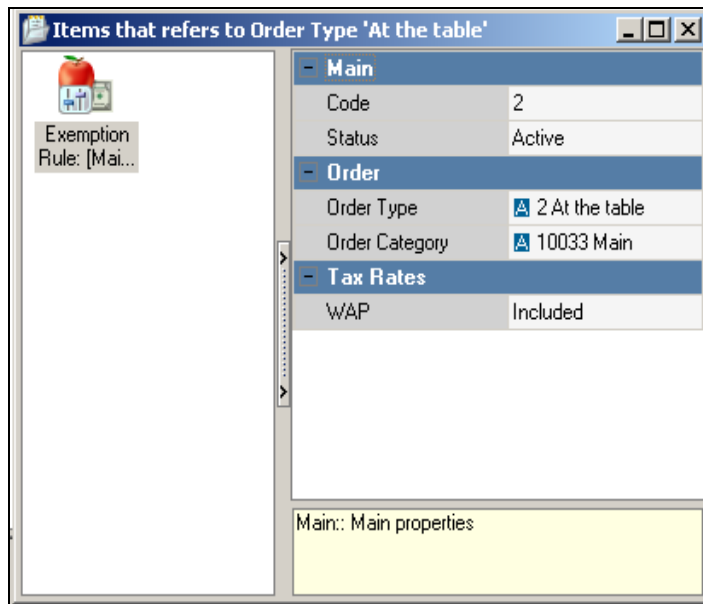
User	Time	Type	Parent
7	25.05.2011 17:18:50	Inserted	
Change quantity once	No		No
Change to combo	0		0
Classification	Snacks		Snacks
Code	55		55
Combo Scheme	0		0
ComboDiscount	0		0
Comment			
Confirm Quantity	0.000		0.000
Cooking Time	0		0
Default	Included Jointly		Included Jointly
Default Limit	0		0
Do not pack	No		No
Ending Sale	25.05.2011 17:18:18		25.05.2011 17:18:18
Evening menu	Included Inherently		Included Inherently
External Code	36		36
Fiscal Group	NDS 16%		NDS 16%
Flags	0		0
GUIDString	{6C9A949D-4069-4FD1-8710-1E3BDBFE4BA0}		{6C9A949D-4069-4FD1-8710-1E3BDBFE4BA0}
Image	0		0
In Busy time	55.00		55.00
Interface	Can't join		Can't join
Join mode	50.00		50.00
Mass			
Mass Alt Name			
Mass Name			
Max. Amount	0.00		0.00
Max. Time	0		0
Min. Amount	0.00		0.00
Min. Time	0		0

Picture 83



3.6.11 Viewing of the referred items

Every object of the reference can be added as a link on the pages of other references. In order to view the items, that have links on the given object, call from it the pop-up menu and use the command “*Referred Items*”. As a result, a window with *Items referred to ...* will appear (see the Picture 84).



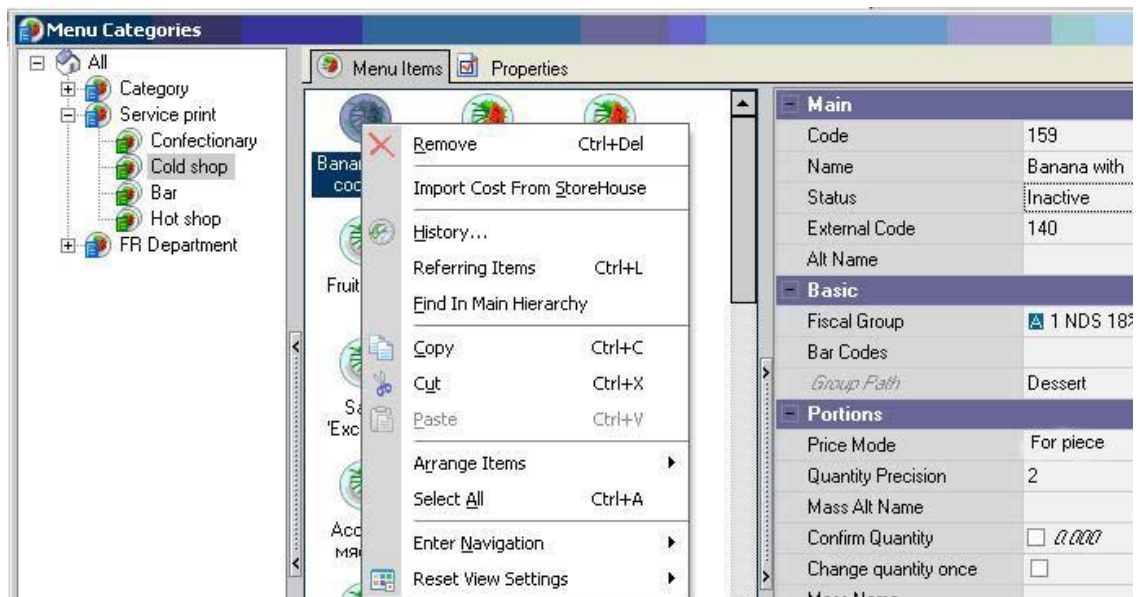
Picture 84

Items, that have links on the object from which the request was made, will appear in the left window area. In the right window area will be properties of the selected item.

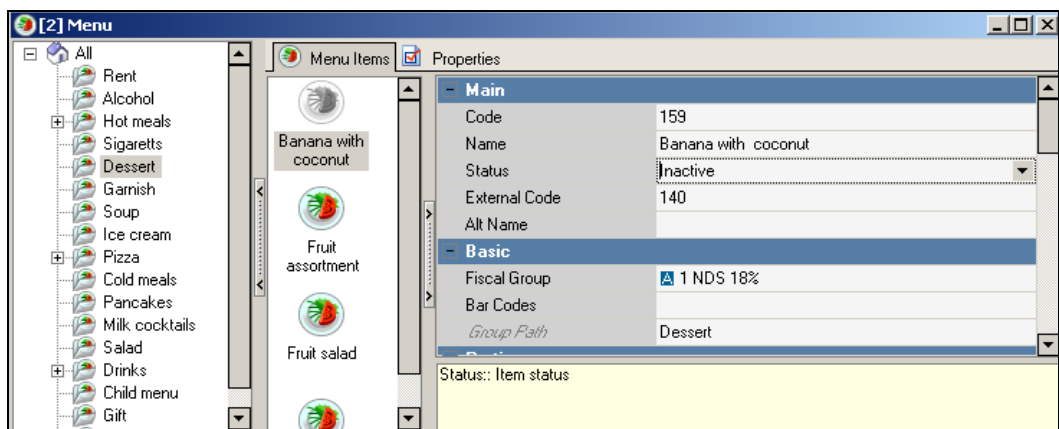
3.6.12 Find the item in the main hierarchy

From the items that were met in other references except the main, you can call the command of the pop-up menu *Find in the main hierarchy*. As a result the main reference of the chosen object will be opened, with the marks that were put on the object.

E.g., chose the command *Find in the main hierarchy* for the dish “Toasts with cheese” (see the Picture 85) in the reference *Dish category*. The reference *Menu* (see the Picture 86) will be opened as a result of fulfillment.



Picture 85



Picture 86

3.7 Preset

The row of objects in the manager attachment that are necessary for the normal work of the system is preset by developers and dealers. That means that actions of *deleting* and *editing* for such objects are impossible inside the program. Not editable properties of the preset items are marked with dark grey italics.

- ❖ If the preset object *was copied and pasted* (see § 3.6.7), and then opened in an ordinary way, then it can be viewed and edit.

So if you have copied and pasted any preset form (see §5.4.2), it can be edited and then define its usage on the cash in the references *Form schemes* and *of Form schemes usage*.

The icon of the preset object has red exclamation mark in the right bottom corner (see the Picture 87).



Picture 87

Some properties of preset objects can be changed (for instance, periodicity of recount of predefined ‘cubes’). Such properties are marked by ordinary font.

Object property Preset can have values: “System preset “, “Dealer preset”, “Nonpreset”.

3.8 Navigation by Enter

With the help of the command ‘*Navigation by Enter*’ of the pop-up menu (see the Picture 88), that was called from the items area at the table view or the item of the main menu *Edit ‘Navigation by Enter’* (is available when items are represented in the form of the table), you can choose the movement direction of the mouse pointer by pressing the button Enter (as in Excel).



Picture 88

It is possible to choose one of the following values:

Fixed		Main	
	Name 	Code 	Status 
	Banana with coc...	159	Inactive
	Fruit assortment	147	Active
	Fruit salad	156	Active
	Honey cake	152	Active

Picture 89

No - the position of the mouse pointer does not change (on the Picture 89– after pressing the button *Enter* the mouse pointer remains at the cell, that contains the value “Fruit salad”);

Right - mouse pointer moves to the right (after the pressing the button *Enter* the mouse pointer removes to the cell that contains the value “156”);

Down - mouse pointer removes to the bottom (after pressing the button *Enter* the mouse pointer removes to the cell that contains the value “Honey cake”).



3.9 Viewing mode

With the help of the button  on the Toolbar you can switch the editors to the *viewing mode*. The hierarchy tree is absent in this mode. Every page of the reference editor contains all objects of the definite type. The names of pages correspond to the names of object types that they contain. The quantity of pages equals the quantity of object types of the reference. E.g., the reference *Currency* in the viewing mode contains 3 pages: *Currency types*, *Currencies*, *Nominals* and the reference *Menu* - 2 pages: *Dish Groups*, *Dishes*.

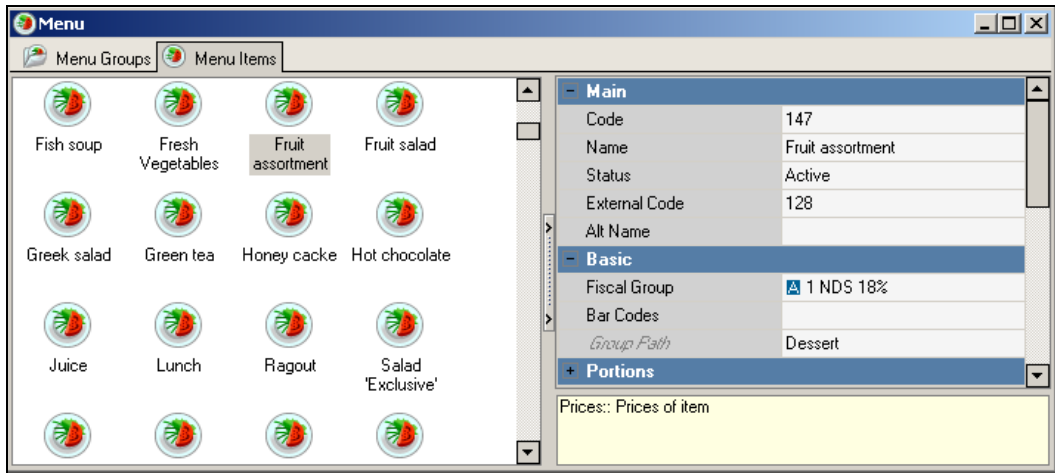
The properties of the marked out object is represented in the *Inspector* area (see the Picture 90).

It is forbidden to perform the following operations in the viewing mode:

- Adding of *new* objects
- Pasting of the objects from the clipboard (ending the operation *Copying* and *Pasting*)
- Change of the *sequence order* and *priorities*

The fulfillment of other operations is possible as well as in the standard mode of

the window representation.



Picture 90

- ❖ If you want to leave the “viewing mode”, the marking on the item remains unchanged. So if before the leaving the “viewing mode”, the dish “Fruit assortment”, by transfer to the reference window of the viewing mode with the group tree, all parent groups of this dish will be opened in the tree and marking will be put on the dish “Fruit assortment”.



3.10 Searching for objects

In order to search for the objects in R-Keeper v7 you should use the table view of the items. You can fulfill the searching not only in the window with the hierarchy tree viewing mode, but also by different ways in the *review mode*.



3.10.1 Search by filter

- Select groups in the tree, where you will search the object (only for the window with the hierarchy tree viewing mode)

- Fulfill the sorting by the searching field of the object (see § 3.2.2.3)
- Choose the necessary object in the filter searching column.



3.10.2 Search by fragment

In order to search for several objects that contain the given text value, you will need:

- Select groups in the tree in where you want to search the objects (only for the window with the hierarchy tree viewing mode)
- Choose the command *Fragment* in the searching field of the filter; enter in the window *Filter by the object* (see the Picture 16) the text value for object searching.



3.10.3 Search by condition

In order to search by non text fields you should use the command of the filter *Condition* (see § 3.2.2.5).

3.11 Toolbar Buttons

-  - Button «*Previous group*». It is used to move in *Group Tree* according to the history of user's moves in the direction 'forward';
-  - «*Next group*». It is used to move in *Group Tree* according to the history of user's moves in the direction 'back';

Button with the image of the item of this type '*Create reference object*' («*Ins*»button);

-  - «*Delete reference item*» (combination of buttons «*Ctrl*» + «*Del*»);
-  - «*One level up*». It is used for tree of groups that have several groups of nesting;
-  - «*Recycle Bin*». You can see deleted objects, when you press on this button;
-  - «*Save*». It is used to save changes (combination of buttons «*Ctrl*» + «*S*»);

-  - «Cancel unsaved changes» (combination of buttons - «Ctrl» + «Z»);
-  - «Cut selected item». Allows putting the marked item to the clipboard (combination of buttons «Ctrl» + «X»);
-  - «Copy selected item». Allows putting the marked item to the clipboard (combination of buttons «Ctrl» + «C»);
-  - «Paste». Paste the item from the Clipboard (combination of buttons «Ctrl» + «V»);
-  - «Item viewing mode». Selection of one of the modes: *List, Table, Buttons*
-  - Switching on/off the viewing mode

Pattern:

- List of templates;

-  - creating of new layout;
-  - save the layout;
-  - delete the layout.
-  - form opening *Проверка MCR algorithms checking* (only when the window *MCR algorithms* is active). See §5.13.1.

Toolbar can be moved to the right, left or bottom border of the window with the help of dragging.



3.12 List of 'Hot buttons'

- «Ctrl» + «S» - save
- «Ctrl» + «Z» - cancel last unsaved action
- «Ctrl» + «C» - copy item, text
- «Ctrl» + «X» - cut item, text
- «Ctrl» + «V» - paste items, text
- «Ctrl» + «Alt» + «V» - paste item with sub-items
- «Ctrl» + «A» - select all
- «Alt» + «F4» - Exit

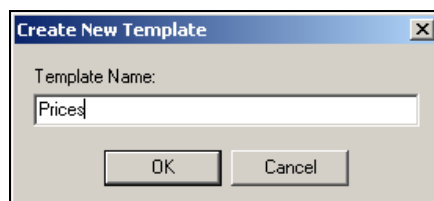
«Ctrl» + «U» - create the rule of using
«Ctrl» + «D» - create the rule of using by default
«Ctrl» + «Del» - delete object or reference
«Ins» - add object or reference
«Ctrl» + «Ins» - add group
«Ctrl» + «↑» - move to one position up (in references with the priorities)
«Ctrl» + «↓» - move to one position down (in references with priorities)
«Alt» + «↓» - open the list for choosing of the property value;
'Ctrl' + 'Space' - change the property value if the choice of value was fulfilled from the list (button  at the line of the property value)
«Ctrl» + «Enter» - entering to the list for choosing the value (button  at the line of the property value)
«Ctrl» + «Shift» + «Space» - put / remove the flag.

3.13 Templates

You can save the settings of the Inspector area with the help of the template – the convenient view of the window for work, placement of the opened and closed property groups or the chosen columns that are reflected in the table.

You can open the window in the template *user* that saves for every user the view of the last window in the reference that was not closed abnormal.

In order to create the new template, use the button  on the Toolbar. Select the name of the new template in the window *Create new template* (see the Picture 91).



Picture 91

Choose from the list the created template to open it (see the Picture 92), fix the necessary settings and save all changes with the help of the button .



Picture 92

In order to open the window in the necessary template, choose it from the list.

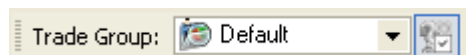
- ❖ Separate templates should be created for different editors of the references that contain different property groups.
- ❖ It is recommended to create separate templates for the table and list viewing of the reference editor.

In order to delete the template, use the button . Setting of the template *user* will be used for the opened window.



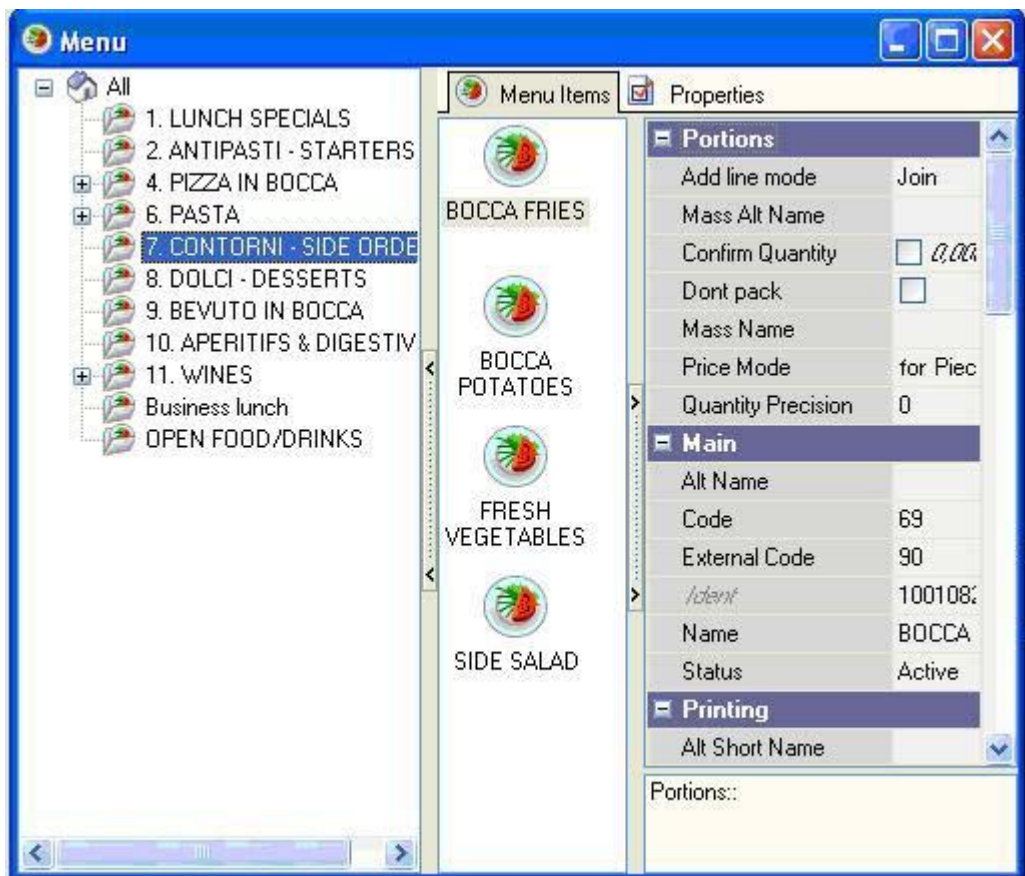
3.14 Representation of the items of the current trade group

You can select the current trade group in the field, represented on the Picture 93, which is located on the Toolbar.



Picture 93

In the references, the excess to the items of which is controlled by the trade groups by selecting the current trade group, where instead of the item icon will be represented the sing of its belonging to the trade group (see the Picture 94). There is the cross-tabulation table of sings of the items belonging to the trade group, see §. 4.1.8



Picture 94

By pressing the button “Only included” (see the Picture 93, to the right) all absent in the current group items will not be represented.

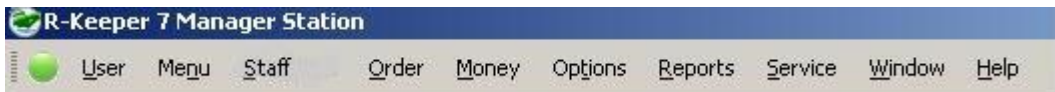
If the current trade group has all items of this type, the “Only included” button will look like that  (the picture is colorless). In this case the icons of items in the reference will take there normal view.

4 Main references and system conceptions

Main menu of the manager application contains the following items: *User*, *Menu*, *Staff*, *Order*, *Money*, *Options*, *Reports*, *Service*, *Window*, *Help* (see the Picture 95).

Items *Edit* and *View* are intended for work with windows and they are absent in

the menu if there were no opened window.



Picture 95

Items *Settings* and *Service* contain special references and settings, brief description of which you can read § 5 .

The language of the program interface and data base language can be changed in the item *User*; in this item you can change the password of the user for entering to the manager program. There is a command of exit from the application *Exit* in this item of the main menu.

The item of the main menu *Menu* contains the references editors: Menu, Menu categories, Modifiers, Modifiers schemes, Tariffs, Prices types, Prices contents, and Courses.

The item of the main menu *Staff* contains the list of employees that have the access to the manager applications and cashiers of R-Keeper V.7.: cashiers, waiters, managers, hostess etc. The rights on the fulfillment of the operation on the working station to the staff are fixed with the help of *Roles* definition. The type set of rights are fixed for roles and roles to the staff. There is the list of *Consumators*, *Teams* of cashiers and barmen references, and *Serving Positions* in the item *Staff*. Reference *Rights* contains the rights on actions with trade groups. User creates this reference by himself, corresponding to the necessity of division of such rights.

Item *Order* contains the sub-items: *Periods*, *Trade groups* and *Usage of Trade groups*, *Order types and Orders Categories*, *Usage of order categories*, *Guest types*, *Order Voids*.

Item *Money* contains the sub-items: *Currencies*, *Rates classes*, *Taxes*, *Tax groups*, *Tax benefits*, *Discounts and Markups*, *Usage of Discounts and Markups*, *Discounts composition*.

Cubes are used to create and edit the reports and reported forms with the help of OLAP (On-Line Analytical Processing) in the item *Reports*.

Item *Window* contains the settings of placement of the opened window and information about active one at the current moment.

Some objects except the editors of their properties have additional editors with rules description of the objects usage. Names of such editors include the word *Usage* and the name of the object. Reference Usage was created for: *Trade groups, Order categories, Discounts / Markups, Selectors, Schemes of the screen forms, Keyboard layout, Documents and layouts, Service-printing schemes, Parameters, Boxes.*



4.1 General characteristics of objects

Some properties are general for many different objects. Fixing of such properties does not change from one reference to another and it does not require the knowledge of the features of the concrete references.

Pay attention that the name of any of properties and their grouping can be changed by the user and the administrator of the system (see § 5.17). Additional instructions should be created in the restaurant. Here are their properties and their grouping as it was provided by the Developer. Some Properties can be hidden from viewing or editing because of right limitation of the concrete user (see § 5.17.2). In this case you can receive additional information from the administrator of the system.



4.1.1 Status of the object

Objects in R-Keeper V.7 can have one of the following statuses: *Draft, Active, Non-active* and *Deleted*.

The status *Draft* by default is given to the objects by their creation. Object that has such status does not appeared to be the calculation object, is not seen at the cash station, but it is examined on the uniqueness. Usually this status is used when the objects description was not completed and was planned to finish it later. This objects status is available for fixing only to the moment of changing of the objects status.

Icons of these objects with the status *Draft* are pale gray and have such sign .

Items with the status *Non-active* (like the items with the status *Draft*) are not seen at the cash station are not appeared to be the calculation objects, but they are examined on the uniqueness. Such status can be fixed to the object properties of which should be changed and their using in the existing view is undesirable. Objects with the status *Non-active* have black-and-white icon.

Objects with the status *Active* are active and have colored icon.

Objects with the status *Deleted* (see §3.6.3) are available for the viewing and editing in the mode Recycle Bin (it is called with the help of the button  at the Toolbar). Command Restore of the pop-up menu that was called for the deleted object, allows restoring of the deleted object with the status *Non-active*. It is possible to restore the object with the status *Active* if you change its status from *Deleted* to *Active*.

If one of the parent groups of the item has the status *non-active* then to the items value is added such sign . Such item will not be available on the cash station till the status of all parent groups will be marked as *active*.

4.1.2 Object code, Groups of objects

At the moment of creation, object receives the unique code (numerical code) between the objects of this type for identification and for searching of a group or objects in the reference and also for the possibility to choose the object at the cash application. The given code is made by adding 1 to the maximal existing code between the objects of the given type.

User can change the code of the object manually (for number smaller than 10000000000). If the code that user gave to the object is the same as the code of the earlier created active object of this type, a mistake will appear on the screen. It is impossible to save this code.

If the item code coincides with the code of the deleted item, the deleted item will be impossible to restore, a corresponding message will appear on the screen. Objects of different types can have similar codes.

Object selection on the cash station by its code is the fastest way of its entering. The right coding simplifies the codes using. It is necessary carefully think over rules of coding in the restaurant and stick to them. During staff training it is necessary to pay attention to the knowledge of codes of the main references.

User can use coding by “tree” as a way of coding. The item code consists of two components: “group code” and “item code inside the group”. You should remember that every group (except the group of the first level) is by itself a group item of the higher level. The component of the “group code” is identical with all items of this group. Groups of the one item are enumerated by adding the number 1.



4.1.3 Basic

Group of properties ‘**General**’ contains the following properties:

Code - unique item code of the reference in the system. It is given automatically, but can be changed manually (see §4.1.2);

Name - item name of the reference;

Alternative name - item name of the reference in the alternative language;

Status - item status of the reference (see § 4.1.1).

Outer code – code of the object that is used to connect with other programs. It is predetermined by developers of the program and cannot be changed.



4.1.4 Restrictions

Access Right - the choice of the access right to the trade object that should have the employee of the cashier station, in order the described object could be accessible for selection (see § 4.18.1);

Starting sale - if there was the date when the created item of the reference is started to be used, enter it to this field;

Ending sale - if there was the date when of the object is finished to be used, enter it to the field;

Right on objects – access right that employee should have in order he can edit the object at manager station (see § 5.19).



4.1.5 Printing

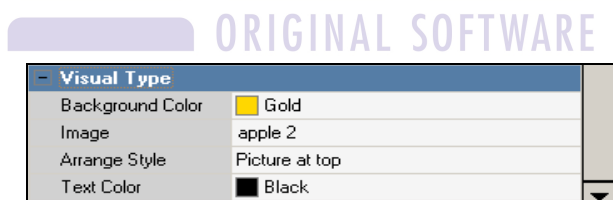
Short name - item name of the reference by printing at the narrow printer. In order the value of this property is been used by printing; it is necessary to choose in the layout *Short name* instead of *Name*.

Alternative short name - item name of the reference in the alternative language by printing at the narrow printer.



4.1.6 Visual type

Using this group of properties, you can personally choose the picture that corresponds to the object; specify the color gamma of the background and the text and also specify the place of the picture and the text.



Picture 96

Background color of the button (you can choose from the list or from the palette that is called by the double click of the left mouse button at the area of property value);

Picture - to choose the picture for the object;

Placement - mutual placement of the picture and the text;

Text color - text color (you can choose from the list or from the palette that is called by the double click of the left mouse button at the area of property value).

You can see how the icon will look on the cash station, if you use the viewing mode *Buttons* (item of the main menu *View Buttons*).

Fixing of this property group is in action, if at the button in the *selector* form the flag *Synchronize* was put or *Selector Behavior by default* is in action.

Color definition of the items of screen forms

- A) If this is a function key, visualization is fixed in the group of properties “Visual type” of the function key (available from the references function keys and Selectors)
- B) If for the function key is selected “Color is not defined”, then the color of the text and background is selected from the properties of the color style of the component button TSelector Panel form, where is the form button (reference Forms)
- C) If to choose the color “RK color...” in this property, then the color is taken from the color scheme
- D) If the template (personal form) is used for the selector page, then the button color is taken from the template (directly from the visual description of the button on the selector page template)
- E) Visual type for buttons with dishes is taken from the template of the used selector page – if there is one of from the property group of the dish “Visual type”, if the standard selector supply “Bill: Main selector” is used.



4.1.7 Interface

Interface – you can select the object interface with other programs. The choice is made from the objects of the reference *Interface*, see § 5.14.



4.1.8 Indication of attachment to the trade group

Every object, for which in the property group are defined *Trade groups* (see §4.4) belonging to the trade groups, has the following definition of the property:

- ☒ - Full inclusion - all items and item groups of this type (are fixed automatically) are included into the trade group. Attachment to the trade group at the fixing field can be edit. In order to change the value of the attachment you should

remove the flag near the type name of the given object in the *Trade group* reference.

◆ **E.g.** You should change the attachment that is marked with the sign  for the currency credit card 'Visa' to the trade group 'Morning menu'. Remove the flag *All currencies* in the reference *Trade groups*, trade group 'Morning menu' on the page *Properties*. And now on the pages *Included* and *Excluded* of the reference *Trade groups* (see § 4.4, §4.4.1, §4.4.1.2). Another way: after you have removed the flag *All Currencies* in the reference *Currency*, specify the attachment of the currency - credit card Visa. Following variants are possible:

- - to use the inheritance by trade groups for specifying the attachment of the object to the given trade;
- - exclude the item from the trade group;
- - include the item to the trade group.

If the conflict by specifying the object attachment appears, function following priorities:

1. Direct attachment;
2. Including the parent to the trade group (hierarchy inheritance);
3. Inheritance by the trade groups;
4. Inheritance the parent by the parent group.

The change of the attachment in the object property window equals the change of the attachment of the following pages: *Included*, *Excluded*, *Content* of the reference *Trade groups*.

Following variant of the values in the attachment field are possible after you have chosen the attachment values:

Attachment identification to the trade group

<i>No.№</i>	<i>Sign</i>	<i>Inheritance by the trade group</i>	<i>Inheritance by the hierarchy</i>	<i>Direct attachment</i>	<i>In the reference Trade group</i>
1		Full inclusion of the objects of this type to the trade group. (Reference inclusion)			The flag was put near the objects of this type at <i>Properties</i> page
2		Included, as the parent group includes this item			The flag was put near the objects of this type in the parent trade group at the <i>Properties</i> page or this item at the <i>Included</i> page of the parent trade group
3			Included, as all group of objects is Included		All group of objects of this type - at the page <i>Included</i>
4		Switched on, as parent trade group includes all group of objects of this type			At the parent trade group at the page <i>Included</i> - all group of objects of this type
5				Item is included	Item at the page <i>Included</i>
6				Item is excluded	Item at the page <i>Excluded</i>
7			Excluded, as all group of objects is excluded		All group of objects of this type – on the page <i>Excluded</i>
8		Excluded, as it was excluded in the parent trade group			At the parent trade group item - on the page <i>Excluded</i>
9		Excluded, as all group of objects was excluded from the parent trade group			In the parent trade group all group of objects of this type located on page <i>Excluded</i>

4.1.9 User's attributes

User's Attribute 1; User's Attribute 2; User's Attribute 3 – these properties can be defined for guest types, tables, employees, order categories. Properties represent themselves attribute hierarchy levels of the enumerated objects, that are displayed on the cash screen by object selection according to the used parameter value *Hierarchy by attributes of guest types (Hierarchy by table attributes, Hierarchy by table attributes of the order categories, Hierarchy by employees' table attributes)*.

Name	Fixed	Visual Type	Complementary	User Attribute1	User Attribute2	User Attribute3
Women	BL...	Pictur...	BL...	F	Loc	30
Students 5	BL...	Pictur...	BL...	M	Fr	25
Students 4	BL...	Pictur...	BL...	F	Loc	25
Students 3	BL...	Pictur...	BL...	M	Fr	25
Students 2	BL...	Pictur...	BL...	F	Loc	25
Students 1	BL...	Pictur...	BL...	M	Fr	25
Men	BL...	Pictur...	BL...	M	Loc	35
Guest	BL...	Pictur...	BL...	M	Loc	40
Foreign	BL...	Pictur...	BL...	M	Fr	25

Picture 97

Suppose that for guest types attribute 1 defines sexual identity of the company; attribute 2 defines whether these guests are local or foreigners, attribute 3 defines the age of the company of guests. On the Pictures 98 – 101 is represented the cash screen view for guest type selection “Students 5” by attributes defining, as it shown on the Picture 97. Attributes can be used for different object analysis in the reports.

New guests

Types of guests: [] Number of guests: []

Table: 1 Administrator, 10033 Main

Buttons: 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., Del, Enter, Create and edit, Choose visit, Visit only, Create empty order, Guests labels, Table, Extra tables, X

Picture 98

The screenshot shows the 'New guests' form. At the top, there is a header bar with a logo and the title 'New guests'. Below the header, there are two input fields: 'Types of guests' and 'Number of guests'. To the right of these fields are two buttons: 'Create and edit' and 'Choose visit'. Below the input fields, there is a section for 'Table' with two sub-sections: 'Administrator' and 'Main'. The 'Administrator' section has a value of '1' and the 'Main' section has a value of '10033'. Below these sections is a numeric keypad with buttons for digits 0-9, a decimal point, and a 'Del' button. There are also buttons for 'Enter', '←', '→', and 'Fr'. To the right of the keypad, there are buttons for 'Create empty order', 'Guests labels', 'Table', 'Extra tables', and a red 'x' button.

Picture 99

The screenshot shows the 'New guests' form after some data has been entered. The 'Administrator' section now shows '1' and the 'Main' section shows '10033'. The 'Fr' field in the 'Main' section now contains the value '25'. The 'Loc' field in the 'Main' section now contains the value '30'. The numeric keypad and other buttons remain the same as in the previous screenshot.

Picture 100

Picture 101

4.2 Priorities Ordered sequence of objects

Let's view an example of the selection on the priority.

◆ **E.g.1.** We need to define whether a definite year is a leap one or not. Using conditions are put at the order of increasing the priorities.

Name	Using condition	Result
A	Always	Common year
B	Year is divided on 4 evenly	Leap year
C	Year is divided on 100 evenly	Common year
D	Year is divided on 400 evenly	Leap year

How should you use the given instruction? Let's take the condition with the highest priority. If this condition fit, you'll finish the selection of conditions. If not,

move to next (up of our table) condition. Take into account that the lowest priority has the condition 'By default'. Otherwise we will receive unspecified result. Let's specify whether the year is leap or not:

- 2000 year: condition «D» fulfills (divided on 400 evenly). Year is leap.
- 2001 year: Condition «D» does not fulfill (do not divided on 400) – move to condition «C». Condition «C» does not fulfill (divided on 100) – move to condition «B». Condition «B» does not fulfill (do not divided on 2) – move to condition «A». Condition «A» always fulfills. Year is not leap.
- 2004 year: «D does not fulfill, «C» - does not fulfill, «B» - fulfills. Year is leap.
- 2100 year: «D» does not fulfill, «C» - fulfills. Year is leap.

The object or group place relatively to each other (higher-lower, left-right) can have values in R-Keeper v7. There are two ways of these objects processing by the program.

- One functioning object is selected from the list. The choice is made according to the **priorities** (have the sing ) that are defined by the order of objects placement in the reference (this case is shown in 1 e.g.).
- The list of all objects will start to function. The **order of compliance** of objects in the reference defines the order of objects displaying on the screen (the sign )).

In the first case, by searching the object for using from the reference in which objects are placed in the ordered sequence, first will be used the object from the right side at the bottom of the window. If this object cannot be used, than the following object is viewed. The highest left object has the lowest priority and is appeared to be the object by default; it is used when other objects cannot be used. The viewing of

objects is proceeded till the necessary object with appropriate condition will be found (this can be the object by default). A singular object functions. In the above-written example, the object by default is the condition with the result Year. Priorities are used in the following references:

Price types (calculations rules)

Tax groups (tax politics)

Tax benefits (rules of the tax benefits)

Discounts and markups (details of discounts/markups)

Discounts compositions (discounts compositions)

In the second case - all objects are displayed on the screen at the definite order: top bottom, left right. Such situation is represented in the following example:

- **E.g.2.** Objects are defined in the reference *Serving Order*: I. Desert, II. Hot, III. Snack. To every dish corresponds one of these objects. Waiter enters the dishes as he wishes. After he fulfills the operation *Split by the serving order*, dishes will automatically put in such way: first will *Snack*, than *Hot*, at the end *Desert*.

To change the order of objects movement is possible in the modes list and table (but impossible in the mode buttons) by dragging the items (see § 3.6.5). Another way to move the object on one position up or down - is to mark the object and use the combination of hot buttons «Ctrl» + «↑» or «Ctrl» + «↓» (or with the help of the pop-up menu *Move [object] up / move [object] down*).

Sequence order is used in the following references (in brackets defined the objects that are put in the priority order):

Schemes of modifiers (modifiers groups)

Serving order (serving order)

Taxes (taxes)

Selectors (selector buttons)

Service-bills (service-bill)

If items were put in the sorting order or grouping by any property, but not by the priority order  , the sign of indication and priorities become  . In this case to drag the items by the priority scale or sequence is impossible and commands Move [object] up / move [object] down are non-active. In order to cancel the sorting or grouping and return the viewing to the priority mode, you should click the left mouse button on this sign .



4.3 Reference Objects usage...

The conception *usage* is introduced to define in what cases we can use this or that object. Reference *Usage...* contains the rules of objects usage.

Every rule of usage represents the set of usage rules (in other words usage properties) of the object that is described; rules are placed at the order of priorities (see §4.1.9). Object is used if all conditions of usage were fulfilled and there was no rule of usage with bigger priority.

E.g. 1. There is a dish Specialty of the restaurant. Different cooks prepare different dishes as Specialty in the morning and in the evening. Additional for the table Diet all cooks prepare the same dish - mousse Milky Rivers.

To provide the printing at the current menu (for diet or for usual table) of the necessary Special dish can be defined by its usage rules and placing at the priority order:

<i>Dish</i>	<i>Cook</i>	<i>Period</i>	<i>Diet table</i>
Omelets Rio	Anisimov	Morning	
Kulebyaka Don	Anisimov	Evening	
Salad Sormovskiy	Volodin	Morning	
Vegetable fantasy	Volodin	Evening	

Mousse Milk river			Yes

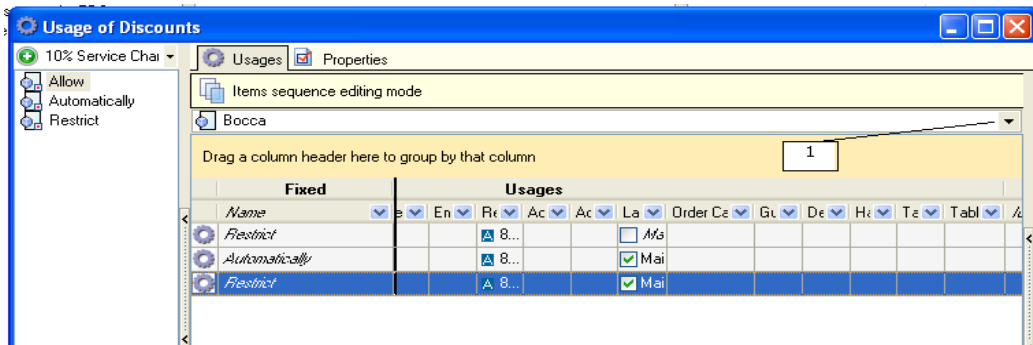
Every line of this table is the rule of usage of the object Dish (omelet Rio, kulebyaka Don and others). Conditions of usage rules are: *Cook, Period, Diet table*. Rules of usage should be viewed bottom-up:

1. If the dish in the menu for serving of the diet table the Mousse Milky Rivers should be selected.
2. The Dish Vegetable fantasy is printed for the evening period of Volodin shift
3. The Dish Salad Sormovskiy is printed for the morning period of Volodin shift
4. The Dish Kulebyaka Don is printed for the evening period of Anisimov shift
5. The Dish Omlette Rio is printed for the morning period of Anisimov shift.

References Usage... were created for the following objects: *trade groups, order categories, discounts/markups, selectors, forms schemes, keyboard layouts, printing schemes, service-printing schemes, parameters, boxes, price types*. The rules of usage define the dependence of object usage to the following conditions:

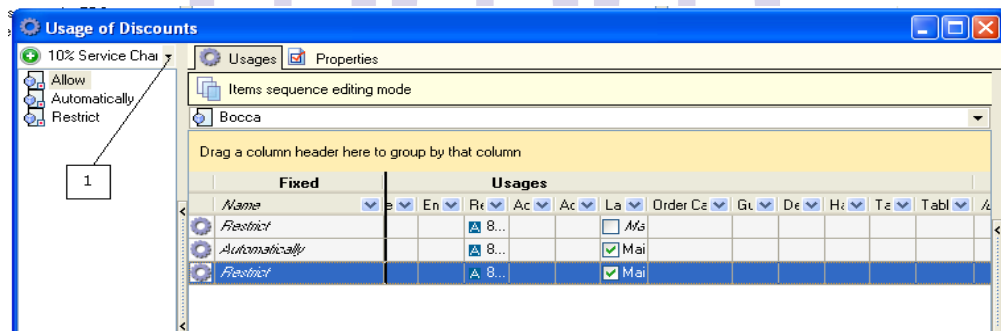
- *Group of employees* (only for screen forms)
- *Employee*
 - *Language*
- *Role*
- *Station*
- *Table*
- *Table type*
- *Hall plane*
- *Order category*
- *Period*
- *Guest type*
- *Trade group*
- *Order type*
- *Screen spectral color*

The set of conditions that influence on the object usage can be different in different references Usage....



Picture 102

The rules of object usage are on the page Usage, (the *Inspector* for the convenience is better to hide). The most illustrative is the table form viewing.



Picture 103

Editors of the reference Usage contain the description of objects at the left side of the window (see the Picture 102) (or line where to choose object description - see the Picture 103 number 1). In the second case there is no page *Properties* in the reference.

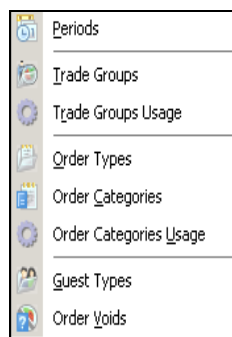
Under the priority icon there is the line of the restaurant selection (number 1 on the Picture 102 defines the button of the restaurant list opening) for which usage rules are defined. By the window opening the restaurant, chosen as the *current*, is pointed out

in the line (the item of the main menu *User Current Restaurant*). Availability of editing of rules of usage of different restaurants by different users is regulated by *privileges on objects* of users' roles.

The item *By default* is compulsory for some references that do not contain any conditions. This item is not obligatory for the other references. If the item by default is not obligatory for description in the reference Usage than the choice of the object by the absence of the objects description in the reference Usage is fulfilled with the correspondence to the program settings for this case.

The obligatory presence of the item by default (without limited conditions of usage of this object) is for the following references: Trade groups, Order category, Keyboard layout, Documents and layouts, Service-printing schemes, and some groups of selectors of the reference Selectors. All limited conditions are removed automatically for usage of rules with the smallest priority in these references. The usage rule *By default* occupies the left top position. Deletion of this usage rule is impossible. References for Discounts and markups, Form schemes, Parameters and Boxes can contain no usage rules.

Editors of references *Object Usage* you can find in the references to which they refer (see the Picture 104, references *Trade groups Usage*, *Order categories Usage*).



Picture 104

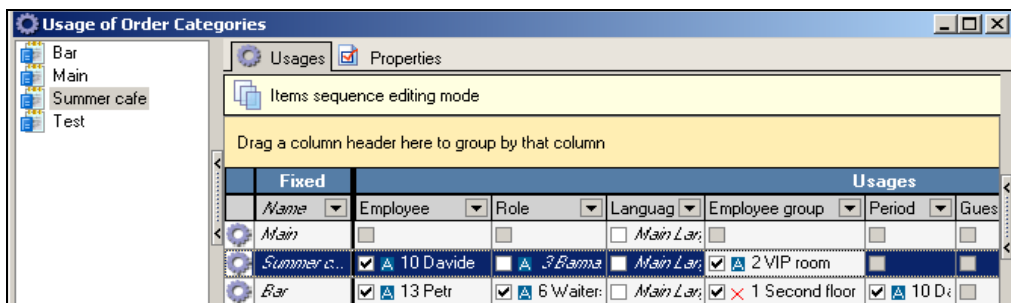
In order to open the editor Usage you can use the button  on the Toolbar. This button opens the reference *Usage...* for the active reference. If the window of the reference was active, for which there was not any *Usage...* reference, a call button

Usage will not be on the Toolbar.

In order to create the usage rule of the object perform following actions:

- Mark the object and use the item of the pop-up menu *Add to the list* (or use the buttons combination Ctrl+U or double click of the left mouse button on the object for which the usage rule should be created or drag the object to the Usage page). The line for creation of the usage rule will be added to the table and it will be the last one.
- Fix the necessary priority to the line with the usage rule (Actions in the window area that contains priorities is described in §4.1.9);
- Define the conditions of the object s usage with the help of properties with conditional usage (see §3.3.1). In order to use the object it is necessary to fulfill following conditions.

❖ If object was used instead of condition, and this object was deleted, a red cross will appear near it (see the Picture 105). Usage rules under such conditions will not be executed by the system.



Picture 105

In order to create the usage rule for the object *By default* (or put the usage rule on the first line of the table - if the usage rule *By default* is not compulsory) mark it in the left window area and use the command of the pop-up menu *Add to the list by default* (or combination of buttons Ctrl+D). Line for creation of the usage rule will be added and put as the first line of the table. Conditions that limit the objects usage do not

have usage rule *By default*.

In order to delete the usage rule, click on it and use the command of the pop-up menu *Delete* or the combination of buttons Ctrl+Del.

Conditions *Employee*, *group of Employees* in the references *Trade groups*, *Service schemes* and *Discounts and Markups* are defined by the main waiter of the order (chooses in the field 'Main waiter' in the form of the visit and order creation). Condition *Employee* in the other references *Usage* is defined by the operator (employee that fulfills the current actions).



4.3.1 Examples of specifying the rules of usage

◆ **E.g. 2.** There exist several different menus: Diet, Evening, Special discounts, Bar, Banquet, Child, General.

The choice of menu is defined by such conditions: *Periods*, *Table*, *Order type*, *Order category*, *Station*:

- Evening - is used during the period Evening
- Special discounts - is used during the period Discount
- Bar - is used by serving on the station Bar during the period Evening
- Banquet - is used with the order type Banquet
- Diet - is used under condition of functioning of any period, except the period Evening and additional conditions: 1. serving the table Diet. 1 or 2. serving the table Diet. 2 at the station Station 1
- Child - is used with the order category Café for children
- General - is used in all other cases.

When you create the usage rules and put them in the priority order, which provides the specification of the usage of different menus:

Menu	<i>Period</i>	<i>Table</i>	<i>Order type</i>	<i>Order category</i>	<i>Station</i>
«General»					

«Banquet»			Banquet		
«Spec. discount»	Discount				
«Diet»		Diet 2			Station 1
«Diet»		Diet 1			
«Evening»	Evening				
«Bar»	Evening				Bar
«Child»				Child cafe	

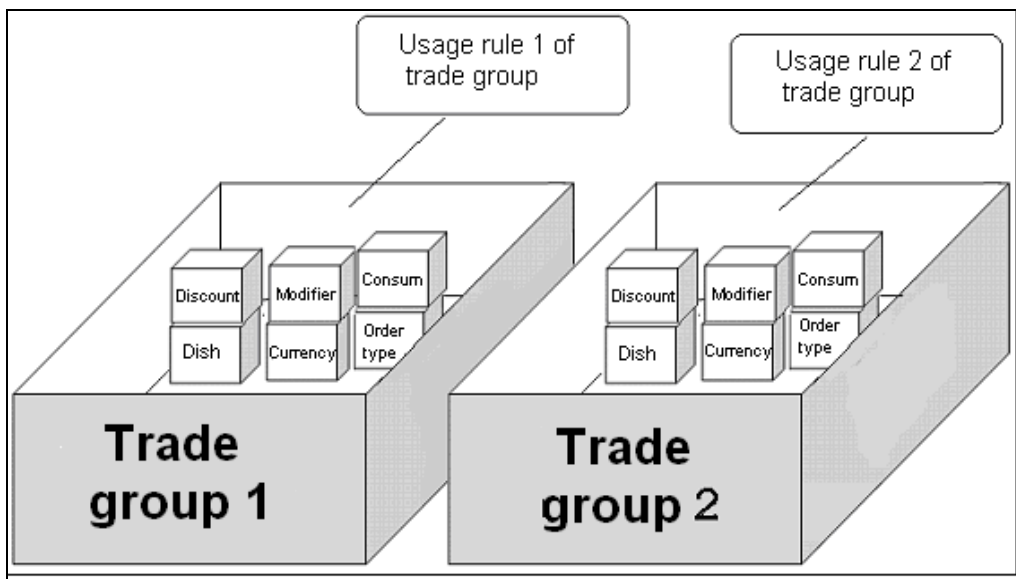
If you choose the first one, the using rule of the menu **Child** is considered. If the order category *Child cafe*, **Child** menu is used, if not, than the rule of using menu **Bar** is considered; it corresponds the condition combination Period = Evening and Station = **Bar**, if these conditions were fulfilled than menu **Bar** is used, etc.

At the given example for the menu **Diet** two rules of using were defined. That allows specifying its value for two different condition combinations.

4.4 Trade groups

One of the main conceptions in the system is the conception of the Trade group. Trade group is a set of different trade objects that was created for usage under certain conditions (see the Picture 106). In other words, trade group is a box where necessary for using in the concrete conditions were put: dishes, discounts, modifiers, consumators, order types and currencies. The trade group acts within the block for conditions that were on the moment of block printing.

Different trade groups include different sets of trade objects. The accessibility of trade objects depends on running trade group in every moment of time and at every concrete station. Conditions that define the action of the trade group are fixed in the reference *Trade groups Usage* (see §4.4.2).



Picture 106

By the standard initial installation of the application, the reference contains one trade group that contains all trade groups and is called 'By default'. This group can be always used, if you did not add other trade group and their usage rules. You can create new trade groups and define the usage rules (see §4.3.). E.g., you can forbid usage of some dishes or menu categories in the period Morning, or forbid usage of any discounts/markups you want and also some currency types for reception in the summer cafe.

Trade groups regulate the access to the following objects:

Consumators

Order types

Currency and currency types

Discounts /markups and discount types /markups

Dishes and menu categories

Modifiers and modifier groups

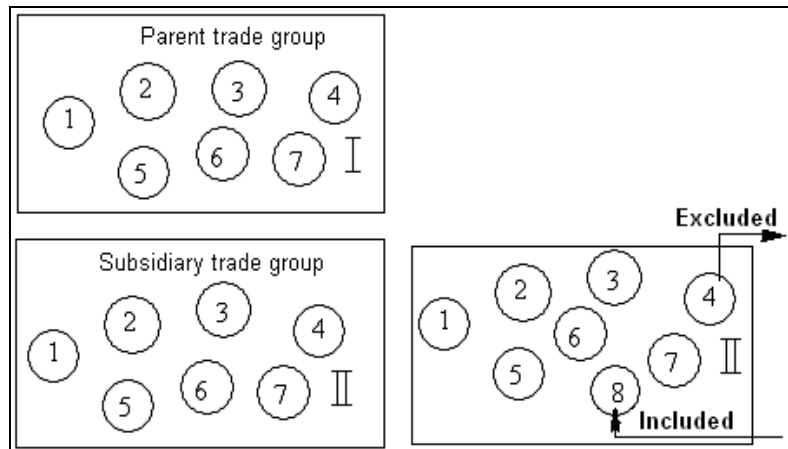
The belonging to the trade groups is defined in the properties of these objects (property group *Trade groups*).

The important property of the trade groups is *inheritance*.

Inheritance can be of two types:

- *Inheritance by the trade groups* means that if an object or a group of objects belongs (or does not belong) to the trade group, than this object or the group will belong to the subsidiary group (see the Picture 107).

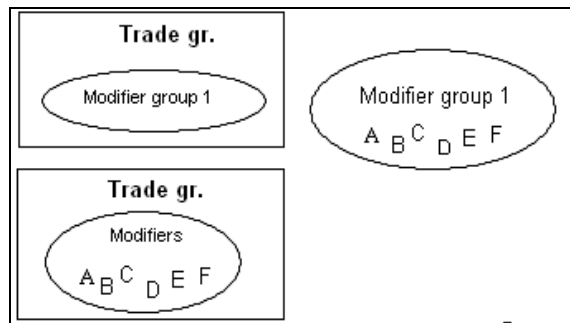
◆ **E.g.** On the graphical scheme (see the Picture 107) a parent trade group (I) and subsidiary trade group (II) are represented. At the creation moment the item composition of the trade group is the same as in the parent trade group. Then we can see that the composition of the subsidiary trade group was changed the item 8 was added and item 4 was deleted. These actions are fulfilled on the pages *Switched on* (add the item 8) and *Excluded* (add item 4). Page *Content* of the subsidiary trade group contains the item: 1, 2, 3, 5, 6, 7, 8.



Picture 107

- *Inheritance by the object hierarchy* means, if the group of items belongs/does not belong to the trade group, consequently, any item of this group belongs /does not belong to this trade group (e.g., item-modifier, group-modifier group; item currency, group currency type, etc., see the Picture 108).
- **E.g.** the inheritance by the object hierarchy is schematically represented on the Picture 108. The modifier group '1' is represented to the left of the scheme that belongs to some trade group. Modifiers A, B, C, D, E, F are included in the

group of modifiers. Consequently, modifiers A, B, C, D, E, F are included in this trade group (at the bottom of the scheme).



Picture 108

According to the inheritance by the trade group, trade group that was created as a subgroup of the trade group *By default* (if it was not edited earlier) will include all objects of all types at the creation moment. Forbidden to the access items should be deleted. The trade group that was created as a subgroup of the top of hierarchy tree of the trade group *All* (sign ) at the creation moment is empty (if it will not contain any object, you should add all necessary objects).

The reference Trade groups contains the following pages: *Properties*, *Included*, *Excluded*, and *Content*. The flags are put on the page *Properties* for those objects that are included into the trade group. In order to delete the objects you should point them on the page *Excluded*. For adding the item you should point them on the page *Included*. The exclusion of objects from the first and the second type of inheritance can be fulfilled on the pages *Excluded* and *Included*.

All objects that are included to the trade group are enumerated on the page *Content*. You cannot change the items belonging on this page.

You can define the inclusion/exclusion of the object to different trade groups on pages *Excluded* and *Included* of the reference Trade group, so as in the object reference (see § 4.1.8). This statement always works, except the cases when the trade group includes all objects of the given type, i.e. near the name of the type of the trade object was put a flag on the page *Properties* of the trade group. In this case the object

inclusion can be changed only after you remove the flag near the full (common) inclusion of objects of this type to the trade group.

You can use such designation *inheritance by the trade group* and *inheritance by the objects hierarchy* to specify the object belonging to the trade group (see § 4.1.8).

Near the name of the object types that are included to the trade group in brackets the title *Included all* is displayed on the page *Excluded* and Included in the reference *Trade groups*. In this case, including/excluding of objects on the corresponded page will be fulfilled only after removing the flag *full switching on* of the object.

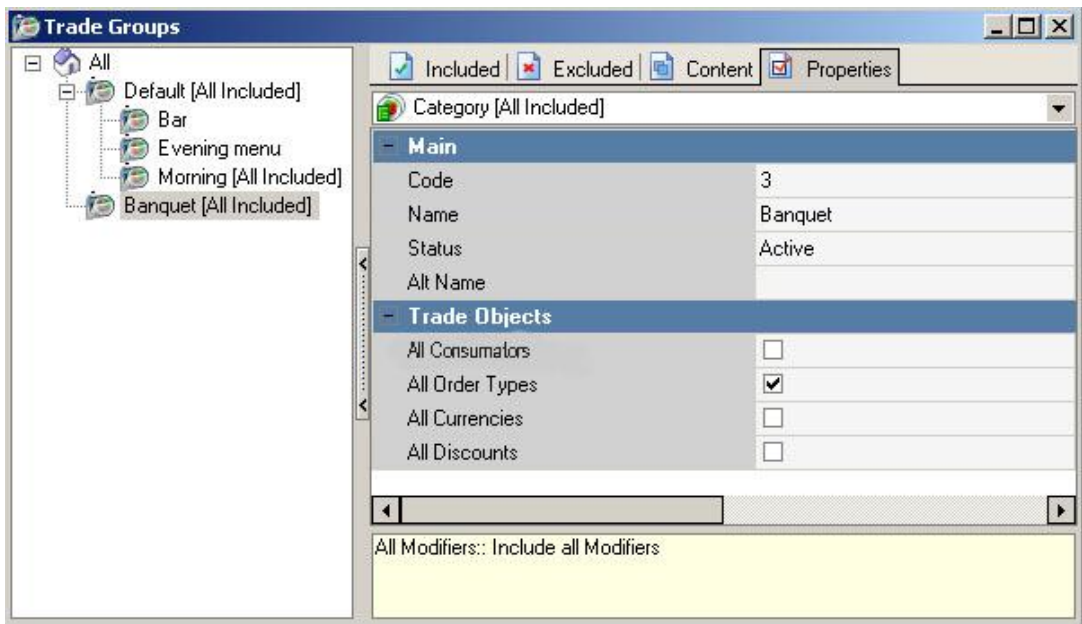
The change of the parent in the trade group with the help of operation *Copy* (*Cut*) and *Paste* you can fulfill only for non-active trade groups.



4.4.1 Reference Trade groups

4.4.1.1 Properties of Trade groups

Reference *Trade group* is represented on the Picture 109.



Picture 109

Page *Properties* contains following groups:

Main – see § 4.1.3

Restrictions – see § 4.1.4

Trade objects - trade objects are enumerated in this properties group (*All Orders types*, *All Consumators*, *All Currencies*, *All Dishes*, *All Modifiers*), to which the access is regulated in the trade group. If the flag was put, all objects of the corresponded type would be available on the cash station by using this trade group.

Flags on the page *Properties* are not put by the creation of the trade group, but the page *Content* contain by default all objects that contain the parent trade group. Pages *Excluded* and *Included* of the created group are empty, as at the creation moment its fulfillment repeats the fulfillment of the parent trade group.

Objects, defined on pages *Excluded* and *Included* are exceptions of the edit trade group.

About the trade objects belonging to the trade groups see § 4.1.8.

The message *All Included* is displayed in the hierarchy tree near those trade groups where the object type is switched on, mentioned in the selection line of the

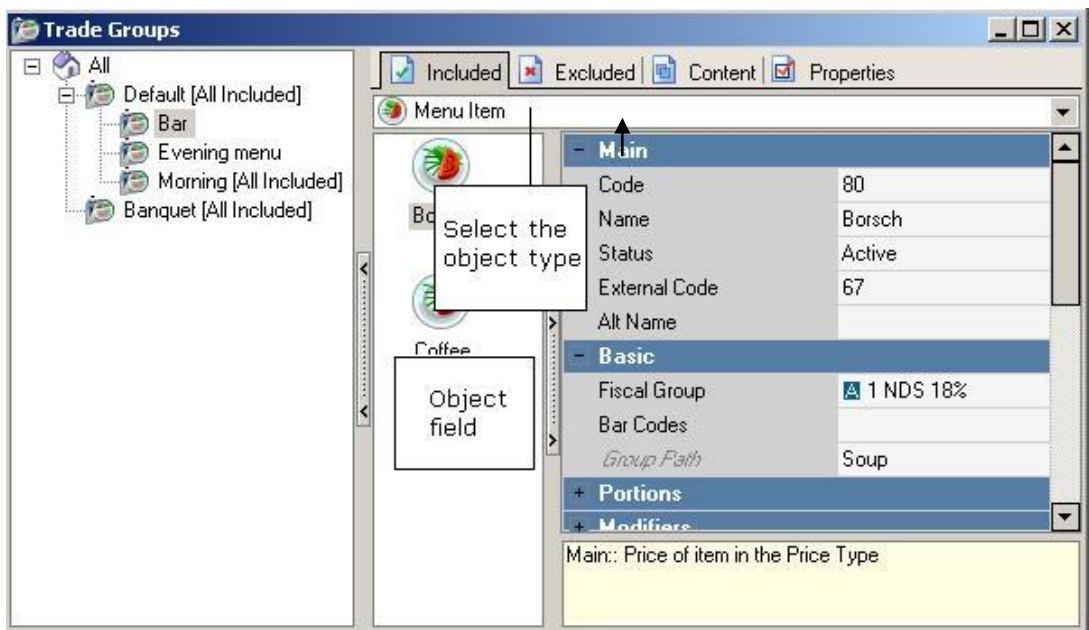
object type (see the Picture). On the Picture 109 *All categories* are Included in the following groups: *By default* and *Evening menu*.



4.4.1.2 Trade groups Included and Excluded Pages

Excluded and *Included* Pages contain objects that distinguish the described trade group from the parent trade group.

Every page contains the selection line of the object type and field of the object (see the Picture 110). Objects that were pointed in the line type are enumerated in the field of the object.

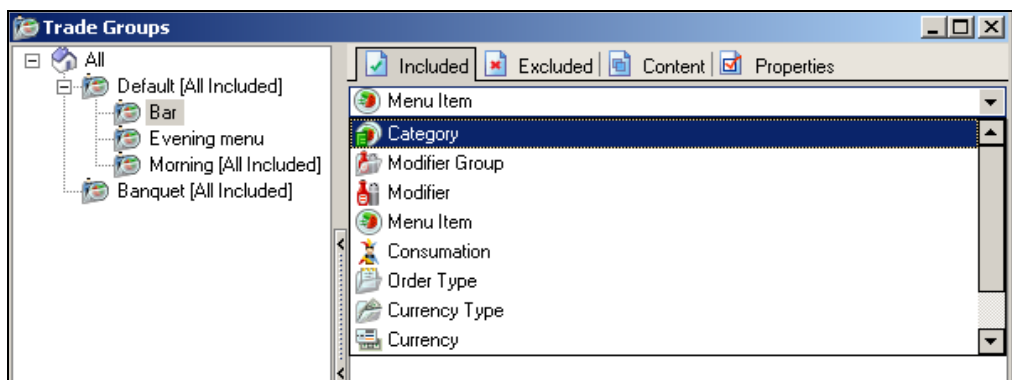


Picture 110

In order to add the object to the page you should choose from the list (see the Picture 111) the object type that will be added; then call the pop-up menu in the object field, item *Included* / *Excluded* the trade object (or use the button of the Toolbar  (Include the trade object, or with the help of the button Ins) /  (Exclude the trade

object, or with the help of the button Ins)). Than from the reference of objects of the chosen type choose want you to include (exclude) from the described trade group. You can also add the object on the *Excluded (Included)* page by dragging the object from the reference (see § 3.6.5.1) or from the second opened window (copy) of the reference *Trade groups*.

In order to delete the object from the pages *Included / Excluded* you should mark it up and call the pop-up menu, command *Delete*.



Picture 111

It is possible to include any *object group* to the trade group and exclusion of the one or several items of this group and vice versa. E.g., currency type *Credit cards* can be included into the trade group and the currency “Visa” can be excluded. The including of the currency type *Credit cards* can be two types:

1. Currency type - *Credit cards* enters to the parent group. Then it enters to the described trade group *By default*. In this case the currency type *Credit cards* are not represented on the page *Included*.
2. Currency type *Credit cards* do not enter to the parent group, but it enters to the described trade group. In this case, the currency type *Credit cards* are represented on the *Included* page of the described trade group.

The currency type *Credit cards* should be represented on the page *Excluded* of the described trade group (object type *Currency*) by any type of inclusion of the

currency type Credit card to the described group, if the currency Visa was excluded from the Trade group.



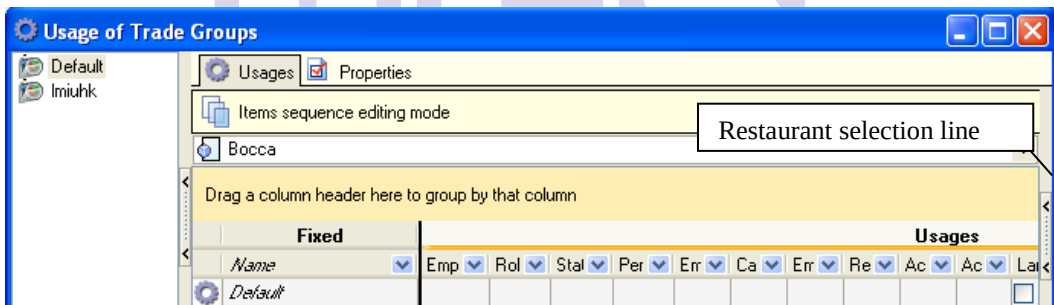
4.4.1.3 Trade groups Page Content

The page *Content* cannot be edit. Objects that are included to the trade group are represented on this page.

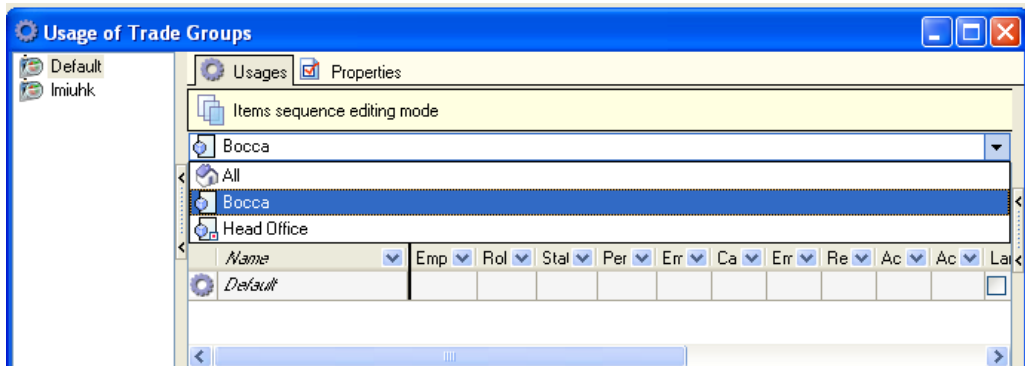


4.4.2 Reference Trade groups usage

Reference *Trade groups usage* is represented on the Picture 112. The item by *default* is obligatory for this reference. The item for using by default (i.e. without conditions) is coincided with the name of the trade group *By default* on the picture (trade group that contains all trade objects without exception). Such coincidence is not obligatory. The trade group for using by default can be any other trade group.



Picture 112



Picture 113

It is possible to leave in the reference the rule of not all but one restaurant usage if to use the restaurant selection line (see the Picture 113).

Reference contains trade groups as objects of usage. Objects that are fixed as conditions in the reference are: *Employee*, *Group of employees*, *Guest type*, *Hall plan*, *Table*, *Table type*, *Period*, *Language*, *Role*, *Station*, *Order category*.

The definition of two rules of usage with the condition *Period* can rounp provide the possibility of using different printing schemes, discounts/markups and other objects that have there own references *Usage* in these periods. But, in the period *Evening* and in the period *Weekend evening* the same trade group is used, that is why in the reference *Usage of Trade* group two usage rules of the trade group are defined with the following conditions: *Period = Evening* and *Period = Weekend evening*.

Conditions *Employee* and *Group of employees* are specified by the main waiter of the order (is selected in the field «Main waiter of order» in the form of the order and visit creation). The condition *Employee* of other references ‘Usage...’ is specified by the operator (employee that fulfills current actions).

4.4.3 Trade groups Examples

◆ **E.g. 1.** Special menu can be created and function with the help of creation of special trade groups to different holiday periods (New Year, A Town day, March, 8, etc.) in the restaurant.

Discounts can be fixed during the functioning of the holiday menu; these discounts are absent in other periods, special prices are fixed.

Features of the restaurant work during holidays, weekends and everyday, counting the actions of necessary prices, discounts (markups), menu schemes, admitted the currency is easily achieved with the help of trade group creation for every holiday period.

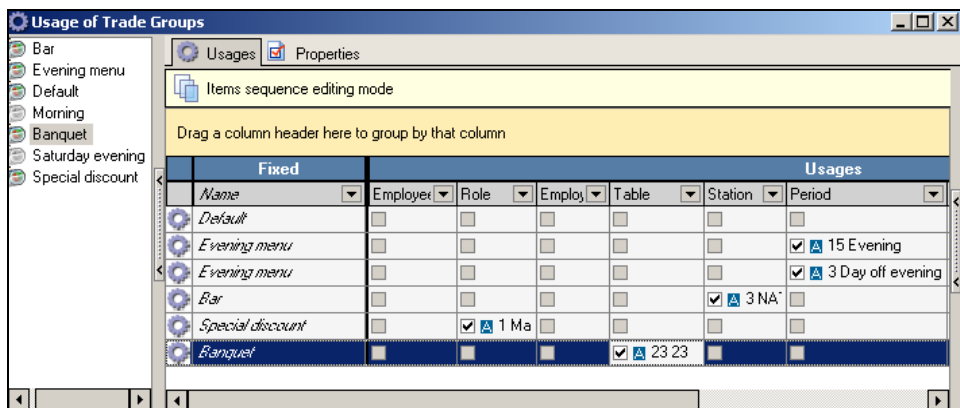
◆ **E.g. 2.** Special tables exist in the restaurant to which special orders are made, e.g., serving VIP clients or banquet serving. Menu by such order serving can differ

from the menu of order serving at other tables. Different sets of discounts/markups and currencies that are available for order payment by these orders also can be different. Special trade groups are created for VIP serving or banquet serving that include all necessary dishes, discounts/markups and currencies. Usage rules are defined in the reference *Usage of Trade group* according to the condition *Order table*.

◆ **E.g. 3.** Let's view the example of creation and placement of the usage rules on priority for trade groups:

1. By default - functions in all cases when there are no conditions that limit the usage of this trade group;
2. Evening menu - functions in the period Evening;
3. Bar - is included for usage only at the working station Station №7;
4. Special discounts - are used only by the employee with role Manager;
5. Buffet - is used only at one special table with the name Buffet.

We define the usage of the trade group by fixing for every trade group in the reference *Usage of Trade groups* conditions under which it will work and put them according to the priority order (see the Picture 114). On the Picture 114 trade groups Morning and Saturday evening have the status Non-active and usage rules are not defined for them. The offered above priority order of trade groups usage (the biggest priority has the trade group Buffet) reflects the situation when trade groups Buffet, Special discount and Bar will be used according to the fixed for them conditions even in the period Evening.



Picture 114

If you gave the biggest priority to the trade group Evening menu, and place trade groups Buffet, Special discount and Bar above the group Evening menu then these groups would be used (correspond to the defined for them conditions) in any period except the period Evening.

4.5 Accessibility of trade groups and operations on the cash station

The accessibility of operations at the cash station is defined in the *roles* properties in the reference *Employees* (see § 4.17.1.2).

The accessibility of trade objects on the cash station is defined by the great number of factors. Main of them are:

- *Status of object activity*
- *Status of object activity of parent group*

Properties Object	Status	Parent status	Start sale End sale	Access right	Accessib ility to the trade group	Comment
1.Dish	+	+	+	+	+	
2.Modifier	+		+	+	+	

3. Modif. group	+				+	
4.Modifiers scheme	+					Used, if it was fixed for the dish
5.Price type	+					Used with the trade group
6.Calculation rules	Used, if the viewing category (group of modifiers or modifiers) was included to the constrained zone of the alculcation rule					
7.Consumator	+	+			+	
8.Consumator group	+					
9.Employee	+	+				(«parent» - role)
10.Table	+	+		+		Refer to available service positions
11.Hall plan	+			+		Refer to service position
12.Order type	+			+	+	Permitted to use
13.Order category	+			+		Selected from the reference Usage... by default.
14.Reason of deletion	+			+		

15.Guest type	+	Available quantity of guests. It is possible to select guest type, if the parameter <i>Use Guest type</i> has the value «True»				
16.Currency type	+	+			+	
17.Currency	+	+	+	+	+	See § 4.5.1
18.Disc/mark up	+	+	+	+	+	See § 4.14
19.Discount type	+	+			+	See § 4.14
20.Document	+					
21.Layout	+	+		+	Layout is included to the used printing scheme.	
22.Service cheque		+	Is specified by the conditions of the reference <i>Usage of schemes of service printing</i> . Service ckeck is used, if it did not have limit on condition <i>Classification [Category]</i>			
23.Station	+			+		
24.Pages of selectors	+	+				
25.Selectors	+					Specify the service of the reference Usage...
26.Functional buttons	+					
27.Forms	+					
28.Schemes of Form	+					Specify the service of the reference

						Usage...
29.keyboard layout	+					Specify the service of the reference Usage...

- limit on functioning of the object by date *Start Sale, End Sale*
- *access right* (see §4.18)
- including the object to the used *trade group* (see § 4.4)
- *usage rules* (see §4.3) of the object (reference *Usage...* was created for such objects)

A table of dependence of objects accessibility on the cash station on the first five factors is represented above. Additional factors are pointed in the column *Comments* that influenced on the objects accessibility (if they are already existed). Object is used if all conditions that provide its accessibility were fulfilled. Sign + is put in the cell on the crossing of object (line) and typical factor that influenced on the objects (columns) accessibility and if the factor was taken into account by the identification of the objects accessibility.

❖ The choice depends on the right on operations and the access right of the ***main waiter of the order***:

1. Trade group (accessibility of items of trade group)
2. Schemes of service-printing (accessibility of service schemes)
3. Discount/Markups (accessibility of discounts/markups and their automatic setting)

❖ Setting by the condition *Employee* in the reference *Usage* will not make the above-written objects ***available*** for the manager with

timed registration in the order if he does not have the corresponded access rights.



4.5.1 Currency accessibility

Except the present in the table (see § 4.5) factors for the currency availability you need to fulfill the following conditions:

1. Currency was not limited for usage in the used Order type;
2. Currency was not limited for usage in the used Order Category;
3. There is no limit in the classifications categories in the currency properties;
4. The flag 'Do not accept' was not put in the currency properties.
5. The way of entering of additional information was defined correctly (about flag in *Add. Information* see § 4.13.1.2)

4.6 Menu

Menu is one of the main references. It contains dishes and combo dishes (see § 4.22) as items. Dishes will be displayed in the central menu of the cash references according to the defined in this reference grouping. In order to generalize dishes to groups, choose any indication (snacks, drinks, meat or vegetable dishes, etc.).

You can define any quantity of different dish classification in the reference *Menu Categories*. Categories to which menu is divided by the classification indication are entered to the classification.

This can be the menu division by the age category on child and adult, by meat inclusion to the dish on vegetarian and non-vegetarian, by applied day - holiday, everyday and day off, by day time - morning, day and evening, etc.

In order to have the possibility to name different discounts to different dishes (see § 4.14.1.2, § 4.14.1.3), you can create the special classification (e.g. For discounts) for which the categories are included that are defined by different discounts of the fixed dishes. The quantity of the discount system can be several; it depends on the

complexity of the discount system.

Currency type can exist in the restaurant (e.g., bonuses, coupons or counters) that can be used by payment only limited set of dishes. If you want to fix for this currency type the limitation on usage by category (categories), you can create the classification that contains such categories.

The reference *Menu categories* consists of two levels. The first level contains menu classification and the second one - categories of the menu.

Classification contains all dishes of the menu by its creation. Categories are created empty. Dishes are transferred to the category by dragging (see §3.6.5) or by fixing the dish characteristic [*Category name*].

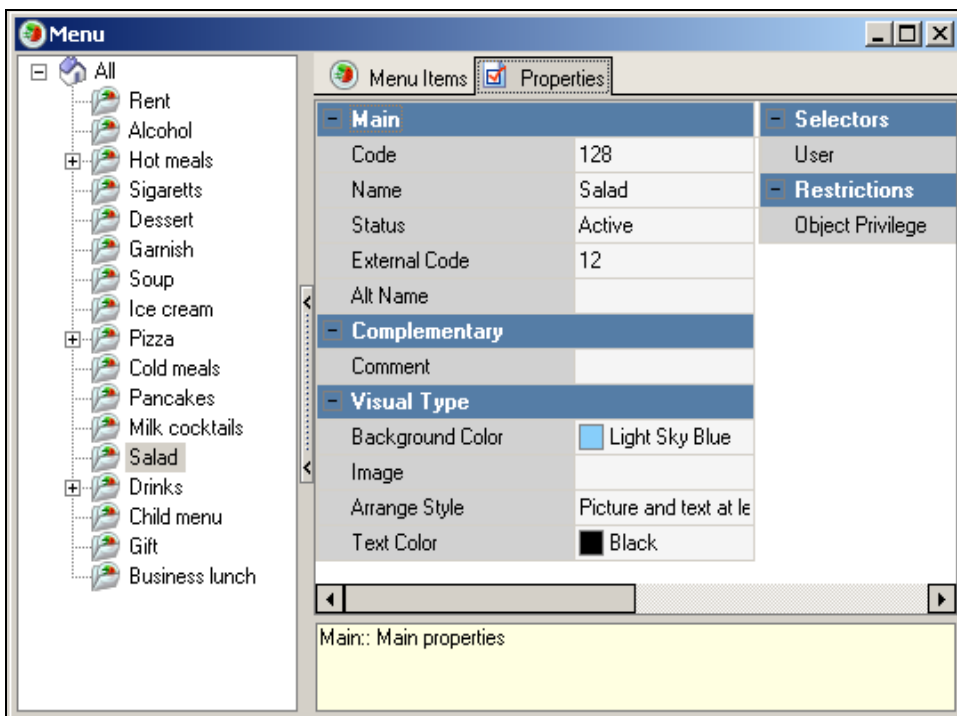
There is a conception serving order in R-Keeper V7 that allows automate fulfilling or manual dividing of order dishes to the sense groups (serving order); e.g., Desert, Hot, Snack, Aperitif etc. The serving order is a block characteristic (see § 8.5). *Serving order* contains the reference of the same name.

4.6.1 Reference Menu

4.6.1.1 Menu Properties of menu groups

The group of dishes in the reference Menu (see the Picture 115) contains the following properties:

Main – see § 4.1.3;



Picture 115

Visual type – see § 4.1.6;

Complementary

Comment – here you can enter any comment that refers to the menu group;

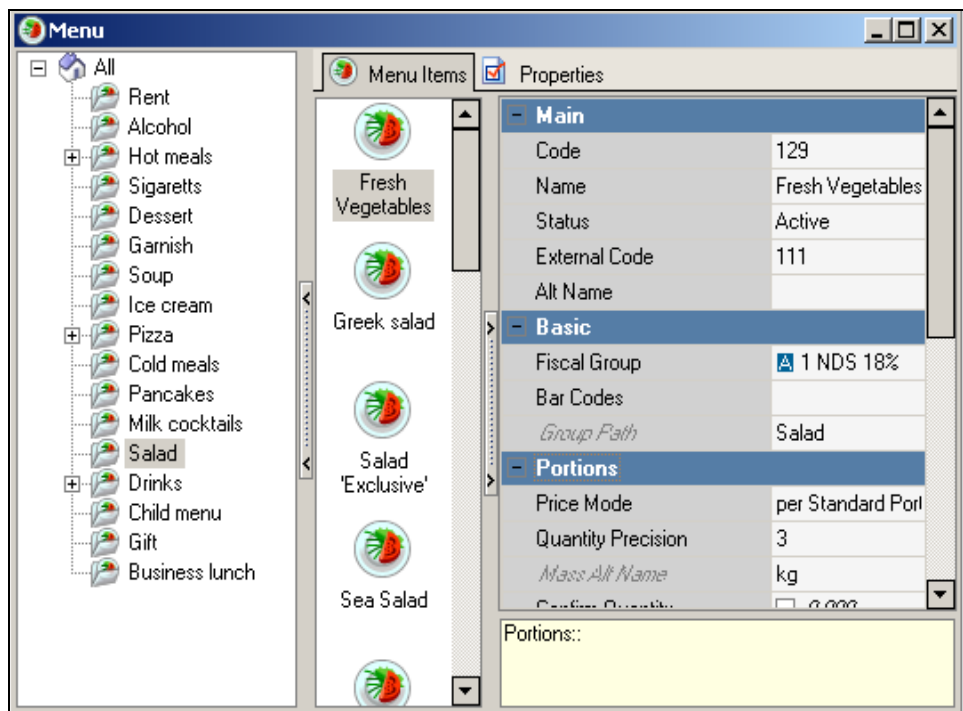
Selectors – group, where non-predetermined selectors type of the selector are enumerated with type *Bill: Main selector* (if they were created by user). You can create graphical model of the selector page in these properties for the described group of dishes (see §5.3.2.3).

Restrictions - §4.1.4



4.6.1.2 Menu Dish characteristics

Page is represented on the Picture 116.



Picture 116

Dish properties contain the following groups:

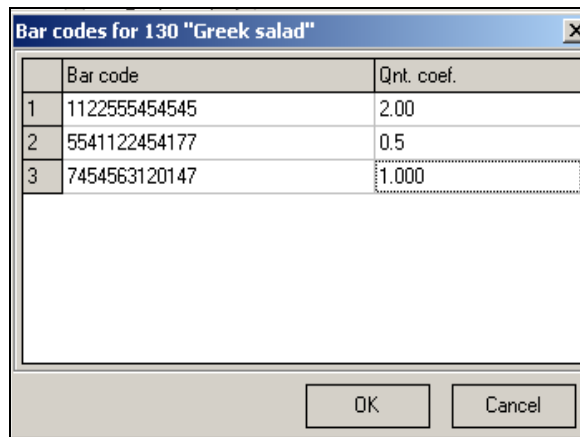
Main – see §4.1.3;

Basic

Fiscal group – relation of the given dish to the tax group (see § 4.15.3);

Bar code – bar code is entered in this field, if you use this code to mark the dish.

It is possible to enter several bar codes for one dish. In this case you should press  button for bar codes entering to the table.



Picture 117

Bar code of the dish is entered to the field *Bar Code*, quantity of dishes entered to the field *Coefficient of quantity*. The length of the bar code should not exceed 20 digits. In order to add the new bar code, use the command of pop-up menu *Add* or button «Ins». In order to delete the bar code, use the command of the pop-up menu *Delete* or combination of buttons «Ctrl» + «Del». In order to clear the field, use the command of the pop-up menu *Undo* or button «Esc». If the field of Bar code is empty, button «Esc» fulfills the exit from the window.

Path to groups – this field is fulfilled automatically and you can see the path to the dish in the hierarchy tree;

Add to order – this property has three values: *Stick together*, *Separate line*, *Separate line for every portion*.

Stick together – if to fix this value, then one and the same dish will be summed at the cash, i.e. will be added to one line;

Separate line – one and the same dish will be added at the cash by separate line;

Separate line for every portion - if to fix this value, then dishes with the fixed weight will be added by separate lines.

Alt. unit of measurement – the identification of the unit of measurement name on the receipt in the alternative language;

Confirmed quantity – restriction on dish adding to the order, more than the specified value, if the employee does not have the right “Enter of quantity more than restriction”.

Do not pack – if there is this flag, then by the operation “packing” fulfillment at the cash, the dish quantity in different lines do not sum at the level of one block. For the portioned dishes, the flag is automatically fixed (as portions of the weighted dish, usually, have different weight).

Unit of measurement – the name of the weight unit of measurement in the main language. The value of this property can be printed by the fiscal recorder on the receipt after the dish name (if the protocol of the fiscal recorder supports such function). The format of some fiscal recorders does not support some characters (for example, figures) and displays an error by printing. For the portioned dishes this property is not recommended, the value of this property is taken from the parameter *Unit of measurement of weighted dishes*;

Price mode – you should select the mode from the list, with the help of which price of the dish will be represented in the menu:

«For weight» - price of the dish is pointed for 1 kg in menu. Property value “measurement unit and alternative measurement unit” is taken from the parameter “measurement unit of weight dishes”. The set should be created for 1 kg. for the dish in the SH4.

«For standard portion» - price of the dish is pointed for weight that was fixed in the field *Portion weight*; In the SH4 the norm of the link in the set should be put on the portion of the dish. The set should be created by weight mentioned in the dish properties in the field *Portion weight* in the R-keeper 7.

«For standard Dose» - price mode for different dishes. The price is made out for the portion volume mentioned in the property *Portion weight*. Property value Measurement unit and Alt. Measurement unit are taken from the parameter *Measurement unit of dosing liquids*. By choosing this price mode value the property PVRK interface (the group of **Dosing devices**) is added. There should be chosen the

dosing device that controls selling of this dish. The reference *Dosing devices* appears only after adding of the corresponding interface (§5.14)

«For piece» - this mode is fixed for the dishes that are sold by pieces;

Weight of the dish can be changed on the cash station (operation 'Weight' is available (see § 10.6). Price of the dish is calculated in the correspondence with the displayed weight of the portion.

◆ **Example of calculation the dish price with the mode 'Portioned for standard portion'.** Price 29.00 USD is specified for the dish 'Sea cocktail'. *Portion weight* equals 0.333 kg. When you select this dish in the menu (till cooking), its weight equals 0.333, price – 29.00 USD. Weight of cooked dish is 0.455 kg. System will at first calculate the quantity of portions accurate within 3 digits after coma, then received quantity is multiplied to the price: $(0.455 / 0.333) * 29.00$. After you have entered the real weight of the dish and its price will be automatically rebuilt and become equal 39.62 USD.

◆ **Example of calculation the dish price with mode 'Portioned for weight'.** Price 29.00 USD is specified for the dish 'Salad 'Spring melody''. *Portion weight* is 0.333 kg. **When you select this dish in the menu (till cooking), its weight equals 0.333, price – 9.657 USD ($29.00 \text{ USD} * 0.333 \text{ kg}$).** Weight of the cooked dish is – 0.455 kg. After you have entered the weight of the dish, its price will be automatically rebuilt and become equal to 13.2 USD ($29.00 \text{ USD} * 0.455 \text{ kg}$).

Exclusively – if the flag was fixed, one portion can be ordered. If this dish was added to the order without specification its quantity, it would be added in separate lines with quantity 1. If this dish was added to the order with specification of its quantity that differs from 1, it will be added to one line and served in one plate. Quantity of dishes in different lines is not summed, when the operation 'Block' is fulfilling. Flag is put automatically for portioned dishes (as all portions of portioned dish have different weight). Dishes are not summed, for which open modifier was selected (with fixed flag *Name enter*).

Portion weight – numerical measurement of the portion in kilograms or other liters.

Format of entering = 3 digits after coma. This value will be specified in the field ‘Portion weight’, when guest will order this dish (only for portioned dishes);

Change quantity once – flag was fixed for dishes, weight of which is permitted to change only once after service printing. This option can be use for dishes, order for which is fulfilled earlier than their cooking; their weight cannot coincide with the weight of the standard portion (average or expected weight). Thus, it is permitted to change only once the weight of the dish after it was cooked. Dishes that have this flag fixed, in dependence upon the parameter *Compulsory weight*, should be weighted without fail (order calculation is impossible without entering the weight manually with the help of the operation **Weight**) or not;

Price mode – name of the measurement unit of the weight in the main language. The value of this property can be printed by fiscal cash register on the bill after the dish name (if the protocol of the fiscal cash register supports this function). Some fiscal cash registers does not support some symbols (e.g. digits) and return an error by bill printing. For portioned dish this property cannot be edit, value of this property is put from the parameter *Price mode of weighted dishes*;

Mass alt name – sign on the bill on the alternative language;

Quantity precision – quantity of digits after coma, when you specify the quantity of dishes in the bill. It is used to specify the fraction quantity of the dish. For instance, dish « fresh squeezed Juice ». Mode of the price – «Portioned (for weight or for standard portion) », weight of *portion* – 0.333. *Quantity precision* – «1». Such definition will help to specify quantity of dish portions 1.8 (equals 0.599). If *quantity precision* equals – «2», quantity of portions for dish can be specified 2.25 (will equal 0.749). If one of the «Portioned...» modes of price was used and meaning with tree or more signs after coma was fixed in the characteristic *Package weight*, meaning ‘3’ will be automatically fixed for the characteristic *quantity precision*;

Confirm quantity – max quantity of portions/units of the dish in the order that should be confirmed by manager;

Package weight – weight of the package that is placed to the dish. It is used to specify the net weight of the dish, when you weight it with the package;

Modifiers

Modifier scheme – scheme (see §4.7.2), modifiers of which will be automatically offered on the cash, when you want to select this dish;

Modifier weight – max available weight of modifier of the dish (see § 4.7.1). Meaning «0» in this field means that limits on modifier weight of the dish does not exist.

Cooking

Service order – service order of the dish. Reference of service order see in § 4.6.5.

Cooking time – it is not obligatory to fill this field, where you can specify the cooking time of the dish. If parameters *Use reminding time* and *Calculation of reminding time* were used with the value «True», quantity of minutes of cooking time would be used to calculate the reminding time automatically: ‘value of service time’ minus ‘quantity of cooking time’. If dishes of the block have different preparation time, reminding time will taken in max to calculate it automatically. It can be used to control the work in the kitchen and work with KDS, also is used during operation ‘Split by service order’ fulfillment.

Receipt – here you can enter the receipt of the dish, that will be available on the cash in the lower part of the “Receipt» form area.



4.6.2 Reference Dish categories

4.6.2.1 Dish category Page Properties

Page contains following properties of classification:

Main– see § 4.1.3;

Basic

Obligatory grouping – is necessary to select the category for all dishes. If classification exists, for which this flag was put, dish cannot be saved as active, until the category will be specified in all such classifications;

- ❖ If during initial entering the data, flag *Obl. Grouping* was not fixed, you can drag all dishes by categories in this reference after you have entered all data. Do not forget to put the flag *Obl. Grouping* for all classifications with obligatory categories.

Use in the reports – classification can be chosen in the reports of the cash station and in the cube “Cube for reports on dish expenses”

Visual type – see §4.1.6

If the category was marked out in the hierarchy tree, page will contain properties of this category:

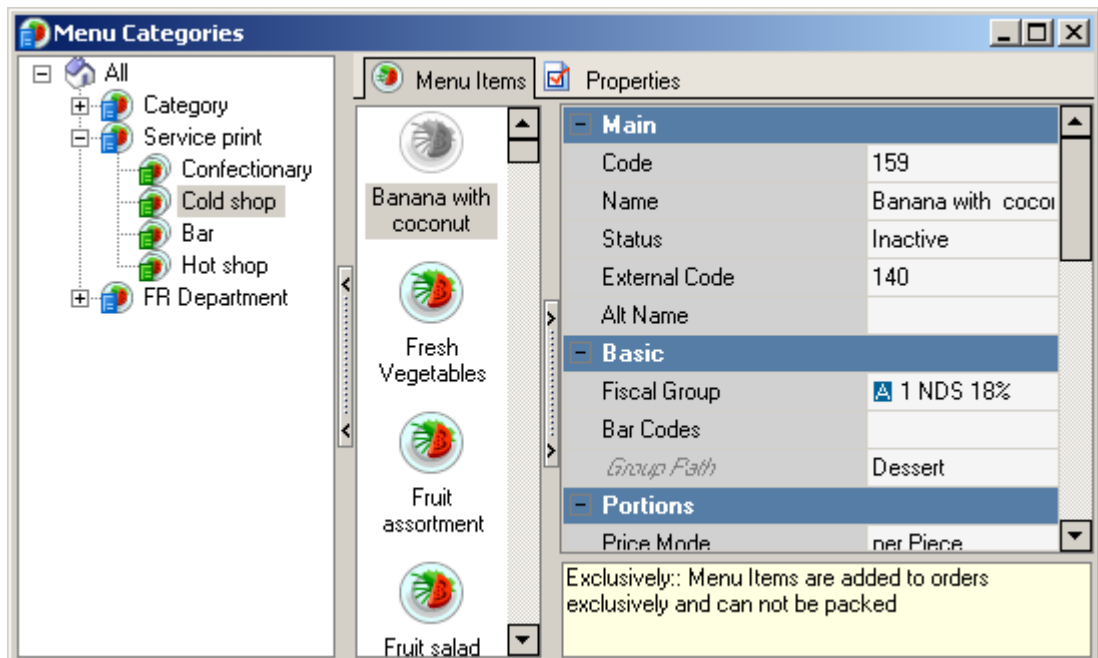
Main – see § 4.1.3

Printing

Sorting – serial number of this category relatively other during printing.

4.6.2.2 Dish category Dish properties

Window of the reference is represented on the Picture 118.



Picture 118

Item

Items property of the menu are similar to those that are located in the reference *Menu* (see §4.6.1.2).

New dishes cannot be created in the reference *Menu category*; it is possible only in the reference *Menu*.

Dishes, for which the category was not fixed, are represented as referred to the whole classification.

- **E.g.** Classification 'Aged' of the dish is in the restaurant that includes the following categories: 'Adult' and 'Kid'. In this case, for e.g., dish 'vodka' will be referred to the category 'Adult', dish 'Cake' will be referred to the category 'Kid' and dish 'cutlet' will not be included to any of the categories. Dish 'cutlet' will be reflected as referred to the classification 'Aged'.



4.6.2.3 Dish distribution between the categories

In order to distribute the dish of the menu between the categories, please choose the classification in the left part of the window. List of dishes will be reflected in the right part of the window. Distribute all dishes between the categories with the help of dragging.

Dish belonging to the category can be changed with the help of dragging.

In order to delete the dish from the category select it and use the command of the pop-up menu *Delete*.

Another way to change the dish belonging to the category – is from the property group of the dish **Classification**. Select the necessary category in the reference *Menu* in the property with the classification name.



4.6.2.4 Classification for departments of fiscal register

The fiscal register can use departments. The department code is taken as the maximal from the codes of this department *Order type*, *Order category*, *Table type*, *Dish categories* by classification that was specified in the parameter *Depart Classification*.

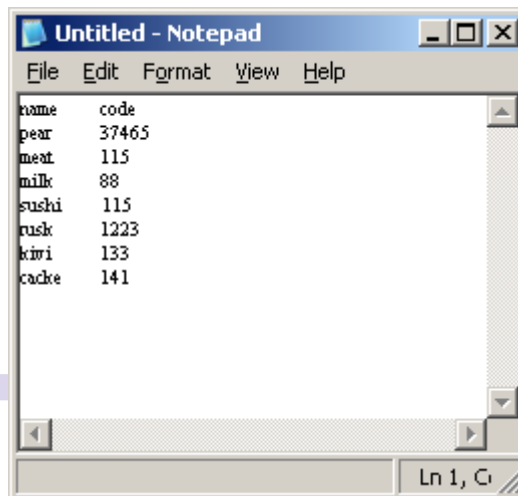
If departments were programmed for the fiscal register, it is necessary to create special classifications that contain names of all departments instead of categories. These names will be printed by the fiscal register in bills and reports. Link on the classification for departments of the fiscal register is fixed in the parameter *Depart Classification* (parameter group **Enterprise working settings**, subgroup **Printing**). In this case, categories of this classification will be not only a source of the department, but also the list that includes all possible departments for programming. Department programming is fulfilled before you have printed the first bill of the new common shift.

If the department programming is not used, than you can specify departments by codes (without names). In this case, you should create the special classification that is not obligatory.



4.6.3 Menu import

There is the possibility to import the menu from the text file, an example you can see on the Picture 119.



Picture 119

Property names according to the system name that was fixed in the reference *Inspector settings* on the page *Text* properties will be written in the first line of the text file through the sign 'Tabulation', see § 5.17.1. Exceptions – 1 dish bar code - “BarCodesText”; 2 dish price entering – property “Price: price name of the dish”. It is impossible to import the belonging to the menu categories and trade groups.

Property values are entered to the second, third and other lines as well with the help of tabulation. One line is one writing.

The data source for import in the format .xls can be saved with the file type “Text files (with tabulation separator)” and then to perform import as it is written below.

In order to fulfill the import of the menu, call the pop-up menu from the area *Items* on the page *Dish*, command *Menu import*. Select necessary text file in the open standard window ‘Overview’. The import of dishes from this file will be fulfilled to the

group of the menu, where you are now. Dishes will be imported with the *Non-active* status.



4.6.4 Prime cost import from StoreHouse

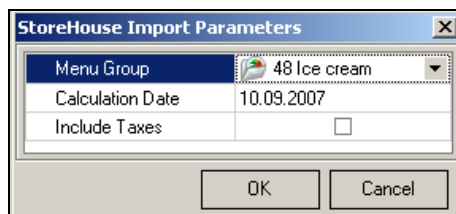
There is a possibility to import the data on the prime cost of goods from StoreHouse v4 to R-Keeper v7. You need to use the operation of the pop-up menu *Prime cost import from StoreHouse*. You can call this operation marking out:

- ✓ Dish
- ✓ Category (marked out in the reference *Dish category*)
- ✓ Group of menu.

Prime cost of all dishes of this group and dishes of inserted groups of the menu will be import, when you marked out the group of the menu.

❖ Prime cost of goods by the operation *Prime cost import from StoreHouse* fulfillment, the prime cost of goods without income will equal 0.00.

Calculation of the export prime cost to SH is fulfilled according to the last income of the dish or according to the last income of the set of products, on the base of which this dish was prepared.



Picture 120

The window setting of the prime cost of the item import is represented on the Picture 120. You should select the date of calculation and specify the including of taxes to the specification of the prime cost with the help of the flag *Include taxes* and choose the setting *Only active items*, if is necessary to import prime cost for all items or only for active ones. *Storehouse Code* – to choose the code for SH list for prime cost calculation (codes of storehouses entered in the parameter SH4 *Storehouse Code* get to the list).

You need to fix the parameters of the group *Installation* of the subgroup *Store House 4* to fulfill this operation correctly.



4.6.5 Reference serving order

R-Keeper v.7 allows to split the list of ordered dishes into the sense groups (serving order), for e.g., ‘Hot’, ‘Snack’. By automatic split unprinted dishes from the order are grouped into blocks according to the prescribed serving order. The list of such groups contains the described reference. Every sense group of ordered dishes represents itself a *block*. But, conception block is wider than the conception *serving order*. The block can have the service order and cannot have it. Detailed information see in §§ 8.5, 8.5.2

Every block is characterized by the printing, reminding and service times. There is a possibility to calculate the service time automatically by the fixed durations of serving orders. You can also fix the system in such a way that time of dish preparation will take into account during service printing.

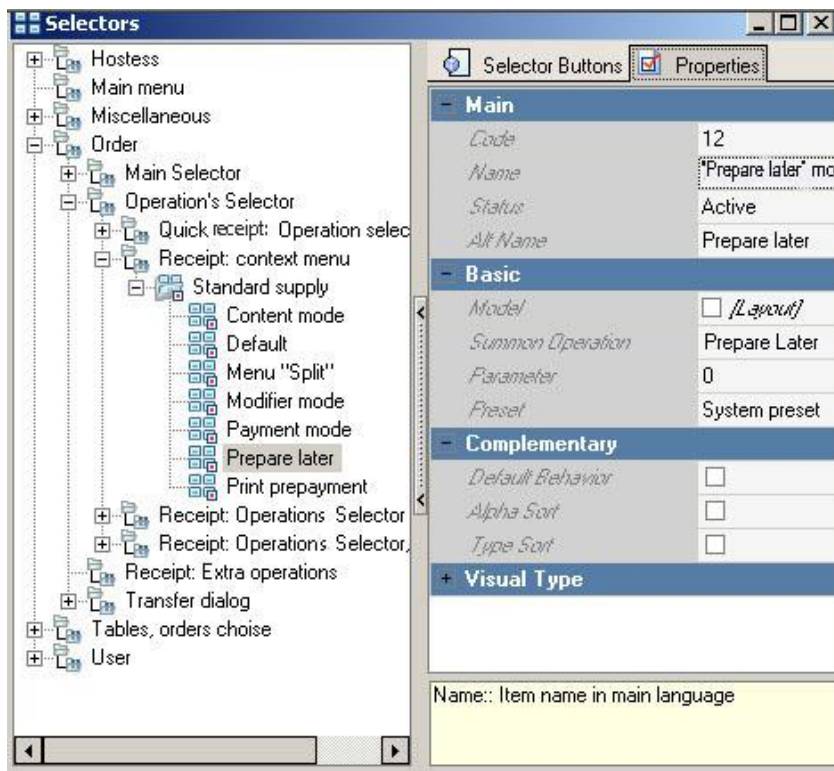
You can use only one serving order – ‘Prepare later’, for which the editing of time of the pocket was switched off.

For automatic dish splitting on the serving order, every dish should get its *serving order*. Serving orders that have the flag *Drafts* or *Manually* cannot be fixed for the dish.

Reference is represented on the Picture 121. Service orders are located in the sequence order of objects (see § 4.1.9). Time of dish serving will be calculated in this sequence during automatic division by service order. You should take into account that sequence of reflection in the order of the block with different servicing orders depends upon the reminding time of the block and in some cases cannot coincide with the sequence of the serving order that was fixed in this reference.

Part of the window *Inspector* of the serving order contains following property groups:

Main— see § 4.1.3



Picture 121

Complementary

Minutes to next – during automatic split by serving order (see § 10.13), number of minutes that was specified in this property, divides the serving time of dish blocks.

Allow times – access flag to edit the reminding time and time of service printing of the block.

Draft – blocks, for which this order was fixed, will not be printed on the service printer till that time, when the service order would no be changed – draft on the service order, where the flag was not fixed. It is impossible to print the bill and pay the bill, if the order contains the block with this status. You cannot fix course for the dish, if it has this flag;

Manually – serving order, which have this flag are available in the list of selection to fix it manually. You cannot fix the serving order to the dish, if it has this flag. If the serving order with this flag is the only one, then the service line with this printing order will be added automatically by using the operation **Line**.

Delay cooking – if your enterprise uses service printing reminder on the special waiter's instruction, without entering beforehand reminder, is recommended to use the flag. If this flag is put, the first service printing is performed without inscription "Start cooking", and the service printing of the reminder - after saving the order with deletion of this serving order (the waiter marks the service line and performs the operation **Clear**).

Restrictions

Access right – access right. If the employee does not have this right, by automatic split of the dish with this serving order will be referred to the block with indefinite serving order.

Interface

Name entering – to let serving order entering from the keyboard;

Format Additional information - is the format of entering of the additional information from the keyboard.



4.7 Modifiers Modifier groups Modifier schemes

Modifiers are additional information about the dish that can be pointed, by putting the dish to the order. Additions or deletions of some components of the dish or some comments on the dish preparing can be used as modifiers.

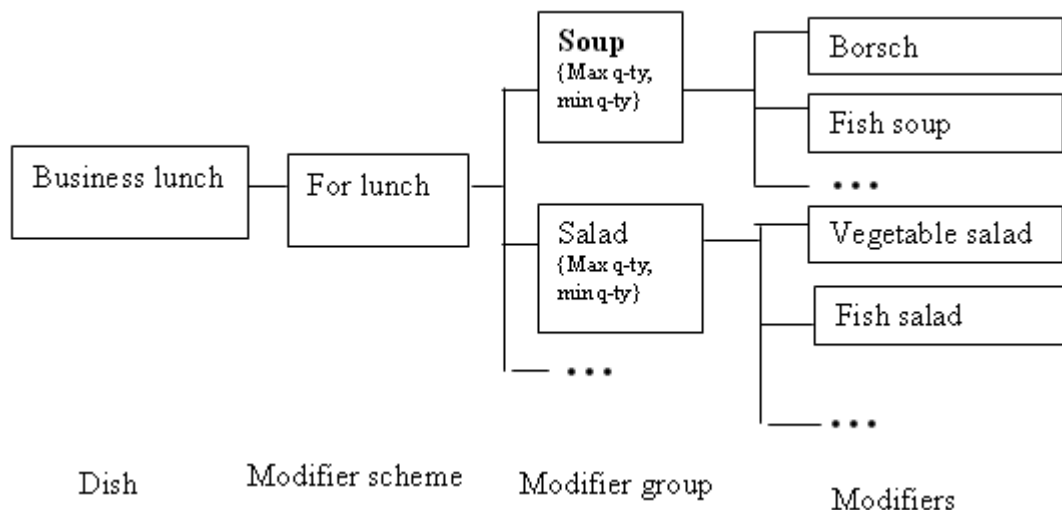
Every modifier has *modifier weight* – the integral number from 0 to 255. Weight of the modifier does not have the reference to the physical measure ‘weight’ that is weighted in grams or kilograms. You can regulate the quantity of available for the dish modifiers with the help of the modifier weight. You should specify the max weight for one portion of this dish in its properties.

Name of the modifier can be added to the name of the dish or change it, printed in the bill or do not – it depends on the settings.

Price of the modifier can be zero or not zero. Price of the modifier can be calculated as a percentage from the price of the dish or independently from it. Modifier can change the price of the dish (increase or decrease) or do not change it.

Modifiers are united to *groups*. Every modifier can belong only to one *modifier group*.

Modifier scheme can be selected for every dish on the manager station. *Modifier group* is included to the *modifier scheme*. You should specify *utmost min* and *max quantity* of modifiers for every *modifier group* that is included in the *modifier scheme*.



Picture 122

You can see interdependency of dish, modifier scheme, modifier group and modifiers on the Picture 122.

«Common modifier» - it is a property of modifier group. All modifiers that are included into this group can be selected for the dish; regardless of was any modifier scheme fixed for this dish or not.

Following modifiers can be included to the group 'Common': «Without salt», «Serve on one plate', etc.

Obligatory modifiers are called modifiers of the group, for which the min quantity of modifiers '1' or more is fixed in the modifier scheme. If the dish that is connected with this scheme was ordered, list of modifiers of the group will be automatically offered to select on the screen of central menu of the form (see § 10.16). It is obligatory to select the modifier from the group. The roasting degree can be used as a modifier: 'with blood', 'roast thoroughly' or 'average roasting'. Max and min weight for such modifier group should be 1.

You can fix the modifier 'by default' for the group of modifiers of the scheme, where the quantity of modifiers equals 1. If you select the dish that is connected with this modifier scheme, such modifier will be automatically fixed for the dish. It can be changed or deleted (it depends on the settings of the modifier scheme).

Work with modifiers scheme on the cash station is fulfilled in the mode 'Modifiers' (see § 10.16).

- **E.g.** 'Business lunch' is offered in the café. It consists of the following dishes: 1 soup, 1 salad, 1 second meal and 1 drink. All components of business lunch guest can select from the list of 'Soup', 'Salad', 'Second meal' and 'Drinks'. It is obligatory to select one item from every group. Price of the dish does not depend on the selected modifiers and it is specified 'with formula usage' or 'without formula usage' (it depends on the settings in the reference *Price type* see § 4.8.1).

In *Modifier* reference:

- Create the modifier group: 'Soup', 'Salad', 'Second course' and 'Drinks' (see the Picture 122)
- Create modifiers in the modifier group 'Soups': «Mushroom soup», «Borsch», «Fish soup»
- Create modifiers in the modifier group 'Salad': «Vegetable salad», «Fish salad»
- Create modifiers in the modifier group 'Second meals': «Kiev cutlet», «Cheese pudding»
- Create modifiers in the modifier group 'Drinks': «Fruit drink», «Orange juice».
- Weight of every modifier equals 1
- Do not fix the flag *Change the price* for all modifiers.

In the *Modifier scheme* reference:

- create the modifier scheme 'For lunch' and include the following modifier groups 'Soup', 'Salad', 'Second meal' and 'Drinks'.
- *Bottom bound* and *Top bound* for every group of the scheme let's specify 1(it is obligatory to select one modifier from each group; it is impossible to select several modifiers for every group)
- Fix the modifier 'by default' for every group of modifiers.

In Menu manual:

- Create the dish «Business lunch» and select the scheme of modifiers 'For lunch' for this dish
- Property *Modifier weight* is specified for the dish and takes into account the possible selection of common modifiers (if they exist and their weight is from 1).



4.7.1 Reference modifiers

4.7.1.1 Modifiers Properties of modifier groups

Main – § 4.1.3

Basic

General modifier – if the flag was put then modifiers that belong to this group can be applied for all dishes, i.e. group contains *general* modifiers. The icon of the general group of modifiers group has such view ;

Complementary

Help – text that was entered in this field will be displayed in the message window on the cash application if you have chosen the modifiers of this group. If the help was not put, then the following name would be displayed;

Alternative help – field for entering the text in the alternative language;

Visual type – §4.1.6

Restrictions - § 4.1.4

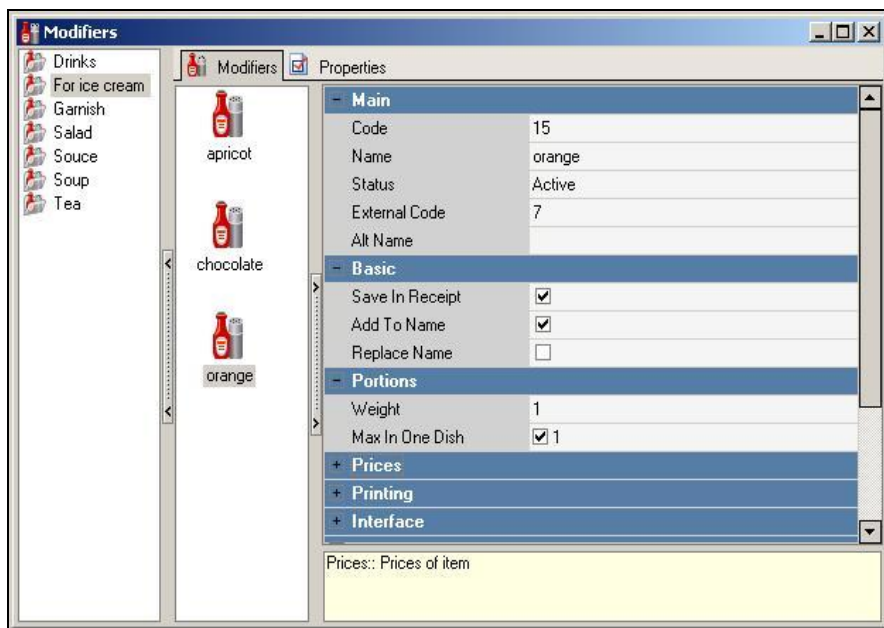
Selectors - the group where enumerated unpredefined selectors like *Bill: Main selector* (if they are created by user). Graphical layout of the selector page can be created in these properties for the described currency type (§ 5.3.2.3)

Trade groups – § 4.4



4.7.1.2 Modifiers Modifier's characteristics

Modifier properties contain the following groups (see the Picture 123):



Picture 123

Main – §4.1.3**Basic**

Save in receipt – if the flag was put, name of the modifier would be printed in the bill. Modifier printing in the bill can be fulfilled by tree ways: with the help of the colon after the dish (you should put the flag *Add to name* for such way of printing - see lower); under the name of the dish (no flag can be put); instead the name of the dish (for this way of printing you should put the flag *Change the name* – see below);

Add to name – flag regulates the form of the modifier type-out in the bill. Flag is put for modifiers, name of which should be added with the help of the colon after the dish name. Flag is available only for modifiers that are printed in the bill (in the property *Printing in the cheque* a flag should be put);

Replace name – this flag regulates the form of modifier type-out in the bill. Flag is put for modifiers, name of which should replace the name of the dish in the bill. E.g., dish «Buffet Second course», modifiers: «Stuffed beef», «Irish chicken», modifier should replace the name of the dish in the bill. Flag is available only for modifiers that are printed in the (flag was put in the property *Save in cheque*);

Prices

Change prices – if the flag was put, the value of the modifier price is calculated in the price of the dish. Printing modifiers in the bill that change the price of the dish are compulsory (flag *Save in cheque* is put automatically).

Main – prime cost of the modifier;

Names of price types. Price value, names of which are displayed in grey color cannot be edit; they are defined in the reference *Price types* on the page *Modifiers* (§ 4.8.1.2). Price value, names colored black can be edit.

Sign «%» after price value means that for this price type, the flag in the property *Modifier – percentage* was put; and pointed measuring is the percentage from price of the dish ;

Restrictions – § 4.1.4

Complementary

Comments – you can enter into this field any text information corresponded the described modifier.

Visual type- § 4.1.6

Trade groups – § 4.4

Interface

Enter name – if the flag was put, the changes can be made for this modifier at the cash station on the guest's wish; a timed name to the received changed modifier can be given. E.g., modifier «Dress» with the possible *Name entering*. Waiter can print in the special form 'sunflower oil', 'olive oil', 'sesame oil' or any other text if he has chosen such modifier; the entered text will be the name of the modifier. If the dish has the name «Dish by order», and represents by itself a dish that is absent in the menu and prepared on the individual order of the guest. In one case it can be «Sailor Macaroni», and in another case - «Ham and eggs». If you want that in the service-printing will be present information about such dish, you can enter it in the modifier *Enter name*.

You can fix the format by entering the modifier name with the help of the flag near *Format* (see below);

Format – if the flag was put, the modifier name entering would be fulfilled only by the offered special template. The flag is interconnected with the property *Name*

entering. You cannot define the format of entering the name, if the name entering was forbidden (do not put the flag near *Name entering*);

Interface – if it is necessary, you can choose from the list the usable interface with other programs;

Portion – limits on the portion of the dish;

Weight – specific weight of the modifier;

Max for 1 Dish – max quantity of such modifiers for 1 dish;

Printing – § 4.1.5



4.7.2 Reference Modifier schemes

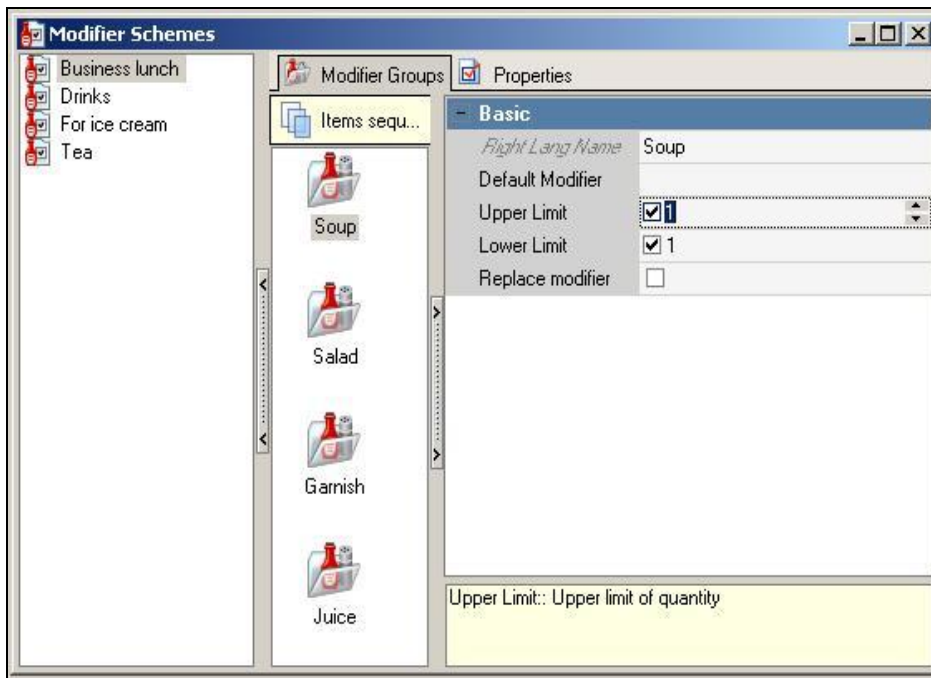
Modifier schemes are used for fixing the rules of modifier settings for the dish. Every dish can be connected with the modifier schemes in the reference *Menu*. Modifiers groups with restrictions are included to the modifiers schemes.

Modifier groups in the scheme are placed in the object sequence order. Modifiers groups are always offered in the first place for choosing; modifiers groups contain not empty restrictions of the bottom limit the modifiers quantity (compulsory modifiers). Modifiers group ‘General’ is offered after compulsory modifiers, then modifiers groups on the scheme with correspondence to the sequence order.

Page *Properties* of the reference contains only properties of the group **Basic** – § 4.1.3 and Restrictions - § 4.1.4

Auto open – automatically open the first group of scheme modifiers, when you select the dish, even if the scheme did not contain groups with obligatory modifiers.

Reference *Modifier schemes* is represented on the Picture 124.



Picture 124

Name – name of the modifier group;

Bottom limit – you point the min quantity of modifiers in this field by using modifiers of this group;

Upper limit – you point the max quantity of the modifiers in the marked-up group for dish, if you have fixed the modifiers of the described scheme;

- ❖ Fix the *Bottom limit* that equals 1 (or more) in the modifier scheme for this group, in order the modifier group opens automatically for choosing the compulsory modifier, if you want to choose the dish.
- ❖ If you put the *Upper limit* equal to the necessary quantity of modifiers, this modifier group will be closed automatically after you have chosen the max available modifier quantity. The following modifier group will be opened according to the scheme (or group «General modifiers»).

Default Modifier – modifier that is chosen automatically from the group, if you have chosen the dish. Only for the group with the upper limit «1».

Replace modifier – by adding the modifier from this group – it should replace the modifier «by default». Otherwise, the modifier «by default» should be deleted. Only for the group with upper limit «1».

SH Quantity – is the quantity that will be separated between modifiers by export to StoreHouse (by 0 value of the property). If *SH Quantity*=0, then by adding of 2 modifiers to the dish, 0.5 of every modifier is sent to (and wrote off), by adding of 3 modifiers, 0.333 of every modifier is wrote off and so on.

Change price – if this flag is put, then price value of modifiers of this modifier group is taken into account in the dish price.



4.8 Prices

The full set of prices of all dishes (minimal price restriction is fixed separately) combo dishes of the menu, modifiers, consumations and bonuses that were created for using in the definite situations (e.g., evening prices, weekend prices, banquet prices, summer prices, etc.) is called *Price type*.

You can create any quantity of price types in the system, for which usage rules are created in the reference *Usage of Price types*. There are *additional* price types, which values can be used to save ‘non-monetary’ information about the dish. For example, it can contain calorie content or information about alcohol capacity in any drink. Flag *Non-priced* is fixed for the additional price type. Non-priced price type cannot be used as price-list.

- ❖ Price types that can be fixed to the trade group are calculated in the basic currency.

Additional price types can be used in the price calculations that are used as price lists.

§ 16.1.1 contains the block-scheme where the settings of the reference are represented that influence on the definition of the dish price. Below you will find the description of settings for price definition for dish, combo dish, modifier, consumation, and bonus.

The prices of the dish by selling, for consumation calculation and for bonus calculation can be differentiated in every price type for one dish in R-Keeper v7. E.g., dish «Vegetable salad» can be sold with the price 55 RUR, consumation of this dish can be calculated from the price of the dish 75 RUR, and bonus is calculated from the price 60 RUR. In this case 55 RUR – is the price of the dish on the page *Dish*, price 75 RUR – is the price of consumation on the page *Consumation*, 60 RUR – is the price of the bonus on the page *Bonus*.

Prices on the modifiers, consumation prices and prices of bonuses can be summed or calculated as a percentage from the price of the dish to which they belong.

Block scheme of the modifier price definition is described in § 16.1.2. Block scheme of consumation (bonus) value and sum calculation of payment to the consumator (payment sum – for bonus) are divided. Verbal description of the consumation calculation is described in § 4.17.3

There are two modes of price definition (Flag *Usage of Calculation rules*):

- **Mode Without Usage of Calculation rules** – prices are fixed and can be edited directly in the reference *Menu* (for dishes, consumation and bonuses); in the reference *Modifiers* (for modifiers); in the reference *Combo Groups* (for combo items), in the property group **Prices**.
- **Mode With Usage of Calculation rules** – prices are calculated automatically by rules that were fixed in the reference *Price types* on the corresponded page (*Dishes*, *Combo items*, *Modifiers*, *Consumation* and *Bonuses* – minimal prices).

Dish objects and *combo items* automatically get the value “unspecified bin rate” by creation of the new price type. The same value is prescribed to the minimal dish price. *Modifier* objects get 0 value by price type creation, consumation and bonus get

100% value. It is necessary to define price value for all objects, making the following system setup.

- ❖ Objects with the “Unspecified” price value cannot be sold on the cash.

It is necessary to define 0.00 price value – objects with this value can be sold – and price value “Unspecified”.

- ❖ In order to provide the opportunity to sell some dishes only as a part of combo dish (as combo items), it is possible to leave “Unspecified” price value for such dishes, and to define the price value of the combo item, connected with the dish.

In order to change the price value for “Unspecified”, mark the specified value and press *Delete* button – for price types without Usage of Calculation Rules. For price types with Usage of Calculation Rules – it is necessary to add to the price type formula with unspecified value, the value of such calculation rule will be “Unspecified”.

Mode *With Usage of Calculation Rules* represents great number of possibilities by the price definition.

Calculation rule – this is a way of the automatic calculation of the price of the dish, modifier, consumption or bonus.

You can fix the value definition in the properties *Calculation rules: Formula* (script) or direct input of the price value in the property calculation rules *Value*.

Separate *Calculation rules* can be created for different functioning area:

- dish *categories* (consumation, bonuses)
- for *modifier group*, *combo items* or separate *modifiers* of combo items

Calculation rule is automatically created for usage *By default* during creation the price type on pages of the reference: *Dish, Modifiers, Consumation, Bonus*. This rule

will be used to calculate the value of those objects (dishes, modifiers, consumation, bonuses) that were not included to the functioning area of calculation rule *By default*. Its formula is empty, when you create this calculation rule and its value is zero. Calculation rule *By default* should be specified, if flag *Non-priced* was not fixed for the price type and it has fixed mode *With usage of calculation rules*.

❖ It is impossible to delete the calculation rule 'by default'.

Calculation rules of prices to dishes and modifiers, consumation reward and bonuses are displayed on the corresponded pages of the reference *Price types* on the priority sequence order (§4.2). Such order is made for the following reason: value of the price that is defined by the priority of the calculation rule can be used in the price type of the object (e.g., dish) that refers to several categories.

The calculation formula of the price can include constants (defined in the corresponded reference), value of other price types and functions *min*, *max*, *power*.

Calculation rules can be edited or deleted.

❖ It is impossible to edit the functioning area of calculation rules.

Price value of the modifier, *consumation value* and *bonus value* are defined in the manager application. A fully calculated set of the price value comes to the cash station. Station does not change the price value. Calculation sum for consumator payment, sum of bonus charge, modifier prices are fulfilled on the cash station.

It is possible to define the prices for modifiers, value of the consumation reward and bonuses - their calculation as a percentage form the price of the dish to which they refer. You can fix such calculation mode of value of the corresponded objects in the properties of price type with the help of the flag (*Modifier – Percentage*, *Consumation – Percentage*, *Bonus – Percentage*). In this case, two property-flags will be displayed on the object page: *Clear price* and *Discounts (Markups)* for pointing the price of modifiers and discounts (markups) in the price of the dish.

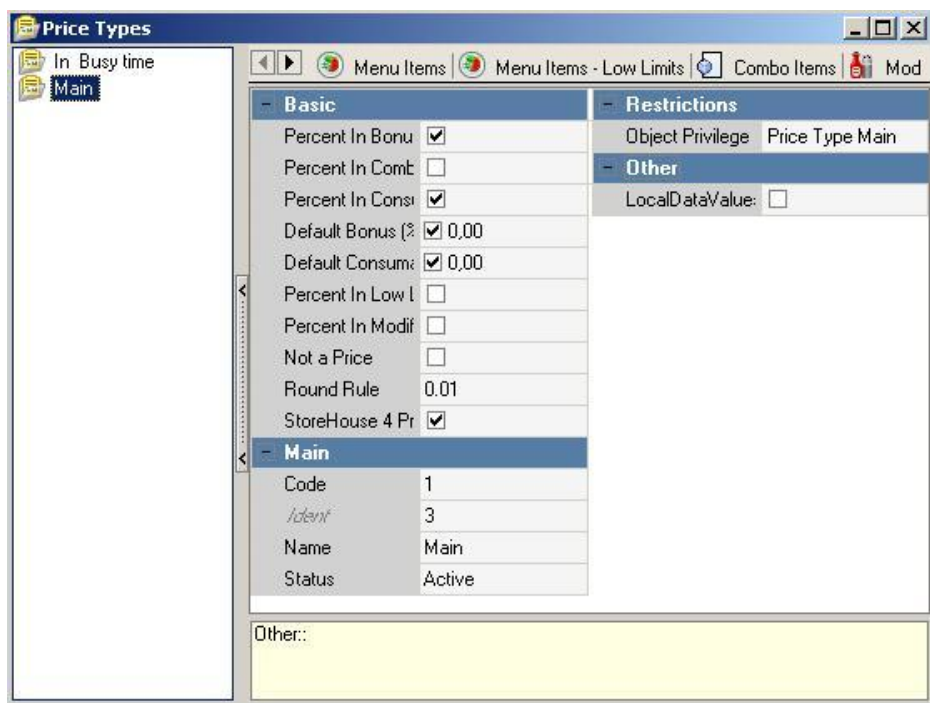
You can fix the consumption value and/or bonuses for using by default in the price type, where flags *Consumation – Percentage* and/or *Bonuses – Percentage* in the mode ‘Without formula usage’ were put. You need to define the value and put the flag in properties *Consumation by default (%)*, *Bonus by default (%)*.



4.8.1 Reference Price types

4.8.1.1 Price Types Properties of the price types

Page *Properties* of the reference *Price types* is represented on the Picture 125.



Picture 125

In the left part of the window the reference contains the price types that are used in the system. Page *Properties* contains information about the price types that is marked in the left part of the window.

Main – § 4.1.3

Basic

Percent in Modifier – this flag influences on the calculation of the modifier prices. If the flag was not put, than the modifier price for this price type would be calculated as a percentage from the price of the dish. The percentage value for calculation the modifier price is defined on the page *Modifiers* in the calculation rule, field *Value* or in the reference *Modifiers* (if for price types the mode ‘without usage the calculation rule’ was fixed).

Percent in Consumption – flag works as the flag for modifiers. Details about calculation of the consumption percentage see § 16.1.3; 4.17.4.1;

Percent in Bonus – flag works as the flag for modifiers.

Percent in Combo - flag works as the flag for modifiers.

Percent in Minimal - flag works as the flag for modifiers.

Round rule – choose from the list in this field the necessary round rule of this price type. Rounding is fulfilled with the correspondence to math rules. If you have chosen the rounding value «5 RUR », following values would be received. If the price value that was calculated by the formula or entered manually was equal 32.49 RUR, then the price value after rounding would be equal 30 RUR. If the calculated by the formula or entered manually the price value was equal 32.50 RUR, then the price value after rounding would be equal 35 RUR.

Use Formulae – if this flag was put, then the value of the given prices type would be calculated using the formula (or formulas) that is represented on pages *Dishes*, *Modifiers*, *Consumation*, *Bonuses* – for every of these objects correspondingly. If the flag was not put, the price value for dishes, modifiers, consumations, bonuses you can enter in the reference *Menu* – for dishes, consumption and bonuses. The price value for modifiers in this case you have to enter in the reference *Modifiers*;

Not a price– flag was put for additional price type. Additional price types can be used for saving non-price information (e.g., caloric content or alcohol content, etc.). Value of the additional price types can be used in the calculation formulas of the price types of the prices. There are no bonuses and consumption for the *non-price* of price type, correspondingly boundaries *Bonuses* and *Consumation* are absent also.

StoreHouse 4 Price – flag is put for price types, value of which during the data transfer to StoreHouse 4 will be put in the field ‘Release price’ of the commodity card.

Default Bonus (Consumation, Combo) (%) – value that is substituted by the new dish creation to the property *Bonus (Consumation, Combo) (%)* of this price types. Property is available only in the mode *Without calculation rules usage* and if the flag was put near percent in *bonus (consumation, combo)*.

Restrictions – see § 4.1.4



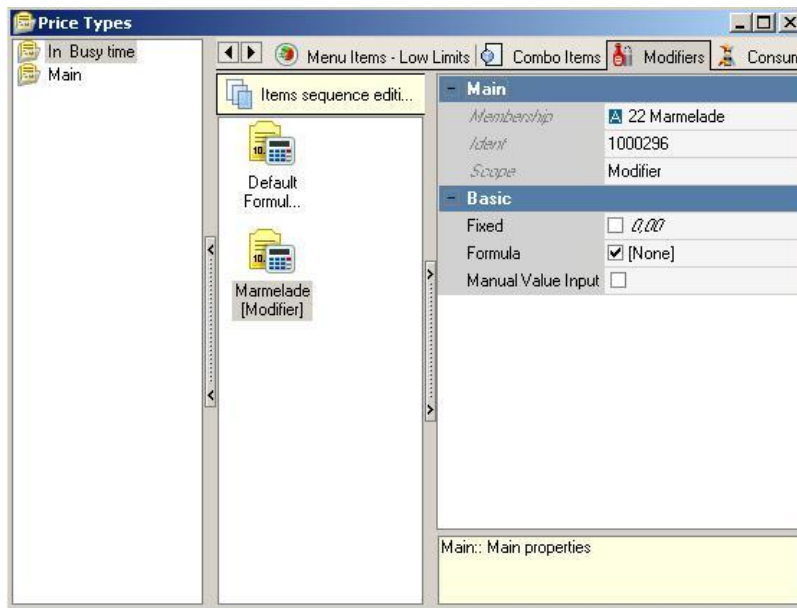
4.8.1.2 Price types Properties of Calculation rules

You can create calculation rules for prices of corresponded object types on pages *Dishes, Modifiers, Consumation, Bonus*.

Calculation rules or value of price types will work only in that case when the flag was put on pages *Properties* in the field *Usage of calculation rules*. If the picture that specifies the calculation rule was black-and-white in the item area, the flag near *Usage Calculation rules*; the picture will be color, if the flag was not put.

Properties *Calculation rules* are represented on the Picture 126.

Calculation rules that are placed in the priority order (§4.1.9) in the left window area of price type are represented on pages *Dishes, Modifiers, Consumations, Bonuses*. Data about functioning *area* of calculation rules is represented in the property group **Basic** in the *Inspector* area.



Picture 126

Price value, that corresponds the calculation rule, can be fixed (in the property *Value*) or calculated by the *Formula* (formula editor – § 4.8.1.3.).

For modifiers (consumation, bonuses) – percentage properties of the calculation rule additionally contain the following properties:

Net price – if the flag was put for the calculation of the modifier price as a percentage of the dish price, the dish price without accounting modifier price. If the flag was not put – percentage calculation would be made taking into account the modifier price. If the flag was put in the reference *Menu* in the dish property *Value of consumption price* (bonus), the value ‘Net’ is displayed;

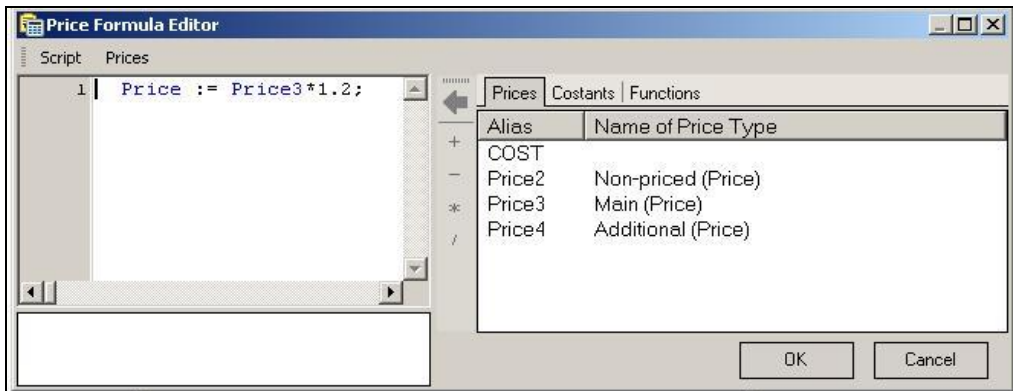
Discounts / Markups – flag will appear, if the flag *Net price* was removed. Flag specifies whether you should include the sum of the discounts (markups) to the price of the dish to calculate the price of consumation or bonus or not. If this flag was fixed, the value ‘Disc/Markup’ will appear in the reference *Menu*, in the dish property *Value of consumption price*.



4.8.1.3 Formula editor

Formula editor is represented on the Picture 127.

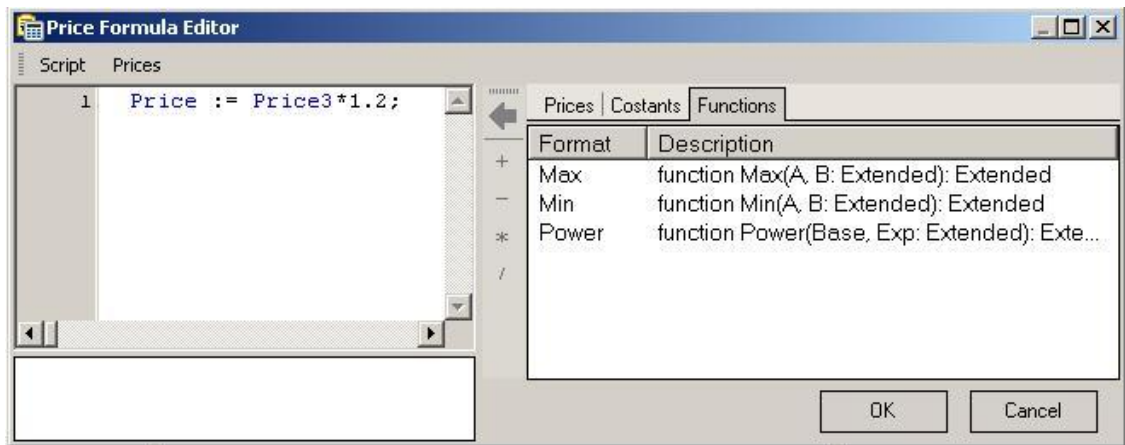
Formula for price calculation is represented in the left part of the window. Under it – there is an area of the window for output of possible messages about mistakes by formula compilation. Compilation is fulfilled with the help of the menu item *Script Compilation* or button ‘hot’ combination «Ctrl» + «F9» or by pressing the button «OK». Following pages *Prices*, *Constants*, *Functions* are in the right window area. Between the right and the left window area are buttons for adding math operations: «+», «-», «*», «/». Button  activates when price, constant or function are marked out in the right window area and it serves for transferring the chosen item to the expression on the position where the mouse pointer was put.



Picture 127

Formula editor can work in the extended mode for Pascal language. In this case you can write a program in the Pascal language to define the value of expression, using the cycles and conditional operators or in the mode, where the formula value is calculated with the help of one expression. Switching of the working mode of the editor is fulfilled with the help of the flag in the menu item of the editor *Script Extended*.

On the page *Functions* (see the Picture 128) there is a list of functions that can be used in the formula.



Picture 128

Max – maximum;

Min – minimum;

Power – exponentiation;

Round – round-off number;

Trunc – not to take fraction into account

Constants are enumerated on the page *Constants* that are established in the the constant reference (§ 4.8.3).

Price types are enumerated on the page *Prices* that is in this system. Meaning Price types value can be used as formula components. Price types can be reflected in two modes:

- Reflecting all price types that are in the system;
- Reflecting prices types that can be used in the formula without circularity.

Circularity – is a situation, when the formula for calculation the price type, for e.g. ‘Evening’ is used as a component of the price types that in there turn are used as components of the price type ‘Evening’ (i.e. formula references to itself).

Switching the modes is fulfilled in the menu item formula editor *Prices*.

Active – is a mode of presentation of all price types of the system with the active status.

Accessible – is a mode of presentation only those price types, usage of which is possible without circularity.

COST – this is a prime cost of the dish (property value of the dish *Cost* from the group **Prices**).

Formulas *Consumation* and *Bonus* at the same name pages of the reference can include the price type to which the formula refers on the page Prices formula editor. E.g. for the type ‘Evening prices formula may contain the value of the price formula on the dish price type ‘Evening prices’.

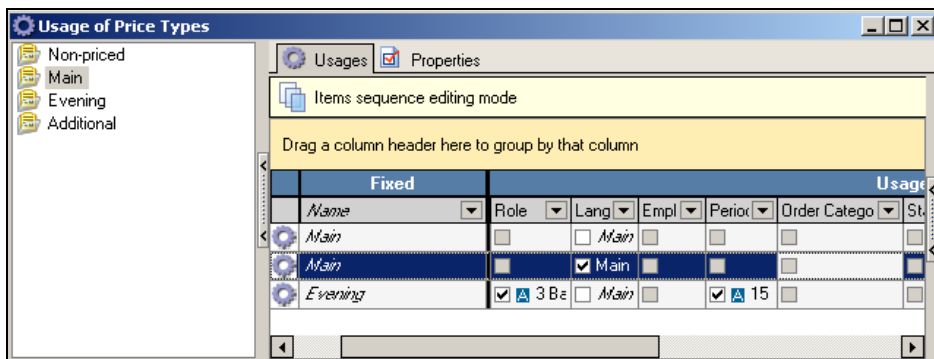
In order to choose the formula, price type or constant - double click on the chosen object with the help of the left mouse button. Formula, constant or the chosen price type will appear in the left window area (*formula* area).



4.8.2 Reference Price Types Usage

Reference *Price types usage* is represented on the Picture 129.

Price types are used instead of objects in this reference. Top usage rule ‘default’ does not contain conditions and cannot be deleted.



Picture 129

Objects that are fixed as conditions in the reference are the following: *Employee, Guest type, Language, Group of employees, Period, Role, Order category, Station, Table type, Hall plan, Trade group.*

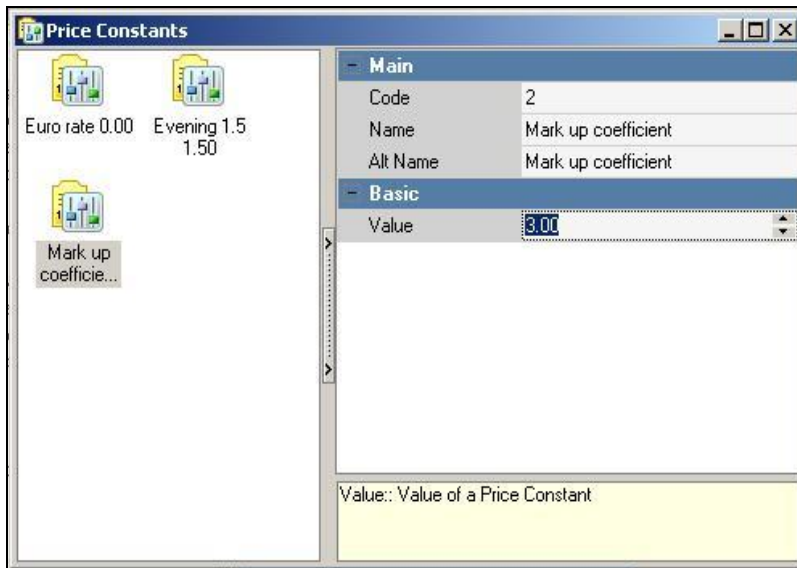
- ❖ Condition *Employee* is checked by the main waiter of the order.

Information about the work of the reference read in §4.3.



4.8.3 Reference Price Constants

Here you can specify constants for usage of price type in formulas. Reference is represented on the Picture 130.



Picture 130

Information on the new constant adding see in §3.6.2.

Property group **Main** see § 4.1.3.

Enter constant value to the field *Value*. Enter at first integral part of the number and than fractional part of the number – point. It is not obligatory to enter fractional part of the number.



4.8.4 Price definition Examples

Let's view as an example the restaurant, where for "Day" and "Evening" periods there are different price types. Besides prices for different dish categories are calculated according to different calculation rules. The special price type (Prices - Discount) was created for selling dishes of certain trade group by cut-prices.

- Price type «Day» - is used in the period «Day»
- Price type «Evening» - is used in the period «Evening»
- Price type «Discount» - is used only by the employee (Aleksandrov) registration and has limited set of dishes (in comparison with trade groups «Day» and «Evening»)

In order to provide the possibility to fix the prices differentially, dish classification with categories were created: «Aged» (*Child, Adult*) and «Bar» (*alcohol, non-alcoholic*).

Following modifier groups are created in the reference *Modifiers*: «To salad», «To desert», «For drinks», «For cocktail».

You should create constants in the reference *Price constants* that will be used for calculation of the markups to dishes of different categories in different trade groups:

Child markup = 1.25 – markup that is used for the menu category *Child*;

Evening markup = 1.75 – markup for the price type that is used in the period 'Evening' with the similar trade group;

Alcohol markup = 2.5 – markup for the menu category *Alcohol*.

Price definition for dishes and modifiers is described below.

Consumation and bonus definition see description, scheme §4.17.3, §16.1.3 .

Following price types are created in the reference *Price types*:

Base price (BP). The flag was not put in the property of this price type *Usage of calculation rules* that is why the price value of this type should be defined: on dishes, consumation and bonuses – in the property *Base price* in the reference *Menu*, on modifiers – in the reference *Modifiers*. As calculation rules are not used in this price

type, the property name *Base price* in these references is written in black color and its value is available for editing.

Modifier price will be calculated as a percentage from the price of the dish for which the modifier was fixed. You should put the flag *Modifier-Percentage* in the property price type. Now, user defines the percentage from the price of the dish for calculation of the modifier price in the reference Modifiers in the property *Base price*. A sign «%» will be automatically displayed to the right from the price value.

Fix this type for using in the property *Price type* of trade group 'Day'.

Evening price (EP). Put the flag near *Usage of calculation rules* in the properties of this price type.

Create the calculation rules for dishes for dishes of following categories on page *Dishes*:

1. *By default* (is used for price calculation on dishes that are not included to the category 'Child' or 'alcohol' and for which the calculation rules are described below). Put the flag in the property calculation rule **Formula** and specify the calculation formula in the formula editor:

$EP = BP * \text{Eveningmarkup};$

2. Category *Alcohol*. Put the flag in the property calculation rule *Formula* and specify the formula:

$EP = BP * \text{Alcohol markup};$

3. Category *Child*. Put the flag in the property calculation rule *Formula* and specify the formula:

$EP = BP * \text{Childmarkup}.$

Create calculation rules on modifiers on the page *Modifiers*.

1. Create the calculation rule *By default*:

$EP = BP * \text{Eveningmarkup}$

2. Create new calculation rules for price calculation on modifiers of the group *For desert*. Functioning area will be 'Modifier group'. Choose the group *For desert* in the reference Modifiers. Put the flag in the property *Formula* to create new calculation rule and calculation formula:

$$BP = COST * 1.5;$$

3. Create new calculation rule with the functioning area 'Modifier group' for price calculation on modifiers of the group *For cocktail*. Choose the group *For cocktail* in the reference *Modifiers*, put the flag in the property *Formula* and create calculation formula:

$$EP = COST * 1.75.$$

4. Specify the price for modifier *Roll with poppy* – 10 RUR. You should create for this the new calculation rule; choose the formula functioning area -'Modifiers'. Choose the modifier *Roll with poppy* in the reference *Modifiers*. Put the flag in the property Calculation Rule and put the value «10.00».

The price type is fixed for using with the trade group 'Evening'.

Alcohol content. (AC). A flag was put near *Non-priced* in the property of this price type. Subsidiary price type contains the data on alcohol constant in the dish (degree). Price type is not specified for using with trade groups.

Flag *Usage calculation rules* is not put. Non-priced value *Alcohol content* is entered for alcohol drinks manually in the reference *Menu*. Discounts for all in the price type (see below) value of price type of **AC** are used for percentage calculation of the markup on dishes of *Alcohol* category.

Pages *Consumation* and *Bonuses* are absent for non-priced price type and prices for these objects cannot be defined.

Discount for all (DA). Price type is intended for definition of the price on the dish that is served by using the trade group 'Discount'. Value calculation of this price type is fulfilled on the calculation rules that is why you should put the flag *Usage of calculation rule*.

Let's create rules of price calculation for dished with the following categories on the page *Dishes*:

1. *By default* (is used for price calculation on dishes that are not included to the category *Alcohol* and *Child*; calculation rules are defined for them

below). Put the flag near the calculation rule *Formula* and define the formula in the formula editor:

$$DA = BP * 0.8;$$

2. Category *Alcohol*. Put the flag in the property calculation rule *Formula* and specify the formula that calculates the alcohol content during the price calculation (value of the price type ***Alcohol content*** (AC)):

$$DA = BP * 0.8 + (BP * 0.8 * CA) / 100;$$

3. Category *Child*. Put the flag in the property calculation rule *Formula* and specify the formula that chooses as the value of dish price of the category *Child* max value from: [(base price of the dish) / 2] and its [cost]:

$$DA = MAX (BP * 0.5, COST).$$

Modifiers in this price type will be calculated as a percentage from the price of the dish. You need to put the flag near *Modifier-Percent* in the property of the price type. Create the calculation rule of the percentage value from prices on dishes to which modifiers are added on the page *Modifiers*.

1. Create the calculation rule *By default* for price calculation on modifiers that were not included to the functioning area of the lower created formulas and defined values:

$$DA = MIN (BIQ / 7, BP / 5) (\%)$$

2. Create the new calculation rule with the functioning area “modifier group’ for calculation the prices on modifiers of the group *For cocktail*. Choose in the reference *Modifiers* group *For cocktails* and put the flag in the property *Value* and also put the value «5.00 %».
3. Create calculation rule for calculation the prices on modifiers of the group *To salad*. The functioning area of the calculation rule will be ‘Modifier group’. Choose the group *To salad* in the reference *Modifiers*. Put the flag in the property of calculation rule *Formula* and define the formula:

$DA = \text{MAX} (\text{COST} / 3, \text{BP} / 5) (\%)$.

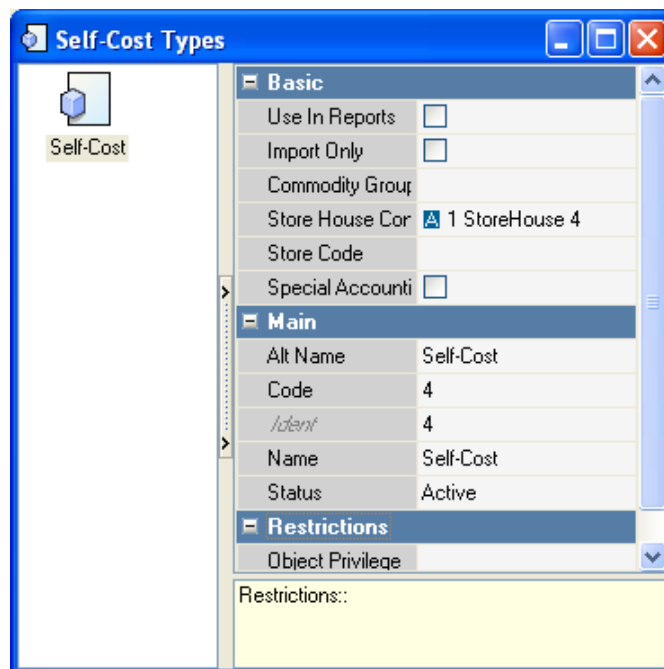
Let's create the usage rule for price type "Prices - Discounts", where as usage conditions we will define "Trade group = Discount" and "Employee = Aleksandrov".



4.8.5 Reference Prime cost types

The reference *Prime cost types* is necessary for setting of the prime cost import from Store House. Several prime cost types are made in that case, if there are several Store House bases in the restaurant.

The page of properties of the reference is represented on the Picture 131.



Picture 131

Main – see § 4.1.3 *Ошибка! Источник ссылки не найден.*

Basic

Use in reports – if this flag is fixed, then prime cost type is used in the cube 'Cube for reports on dish outgo';

Import Only – if this flag is fixed, it is impossible to enter values manually (only import from SH4);

Trade group – the SH4 trade group;

Store House Settings – settings of communication with Store House;

Store House Code – the SH4 code;

Import from Special Account – if this flag is fixed, then the import from SH4 will be fulfilled exactly from the Special Account;

Restrictions – see § 4.1.4

4.9 Periods

Periods are created to provide the possibility to define the object usage in the time period, for which the reference *Usage...* was created in R-Keeper v.7 (trade groups, discounts/markups, parameters, printing and service-printing schemes, etc.).

Conception *period* includes the set of *intervals* (it can contain only one interval in the simplest case).

Interval is set defining time, date of its beginning and the end. It is possible to set week days of the interval functioning. By defining the date of the beginning (end) of the interval functioning, it is possible not to use year (and/or month), if you want it to function always in the fixed days.

Intervals can be *opened*, *closed* or *unlimited* by dates. If there is the date of beginning of the interval and the end date is absent or vice versa, the interval is considered to be open. If there are both the date of beginning and the end date, the interval is considered to be closed. If the date of beginning and the end date were not defined, the interval is considered to be unlimited by dates.

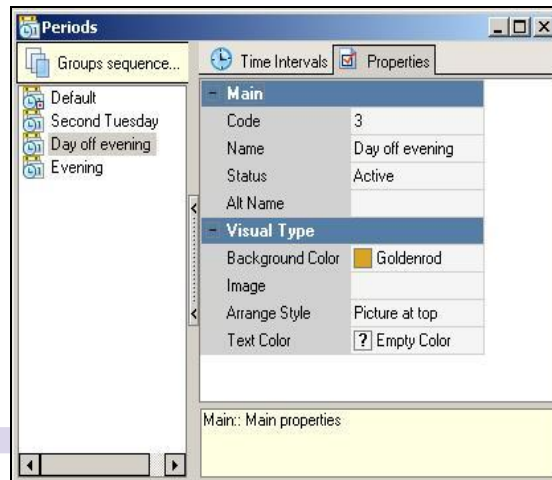
Different time periods can intercross with each other. E.g. Periods “Discount 1” and “Lunch” fall to Tuesday from 3p.m. to 5p.m.. The period “Lunch” can be fixed as a condition for the time group selection in the reference *Trade groups usage*; and for fixing of the automatic discount in the reference *Discounts\markups usage* – period “discount 1”.

You can see the action of the periods with the help of the *visualizer* in the graphic form (§ 4.9.1.3).



4.9.1 Reference Periods

Reference Periods (see the Picture 132, Picture 133) contains periods that are in the system. Every period can contain one or several intervals.



Picture 132

Periods are represented in the left area of the window.

Page *Properties* (see the Picture 132) contains properties of the marked out period:

Main – see § 4.1.3

Visual type – see § 4.1.6

- ❖ During fulfillment operations *Copy* and *Paste* with the period (or *Paste with sub items*) in all references *Usage...* that were fixed as conditions, usage rules will be automatically lifted on one position up with same conditions, but instead of the condition 'Period' new period (copied and pasted) will be selected.



4.9.1.1 Periods Interval properties

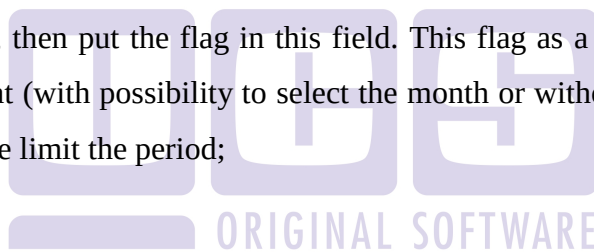
Properties of the selected interval are represented in the *Inspector* area (see the Picture 133).

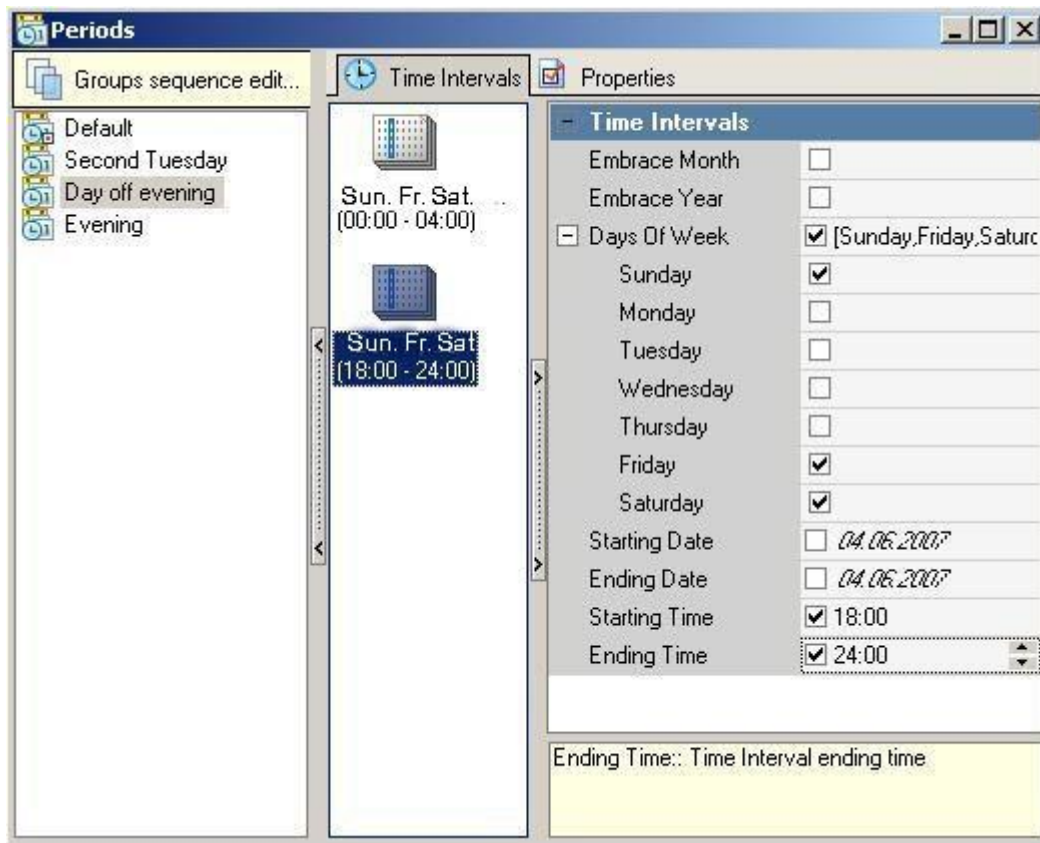
Days of week – if the created period should function only in specified days of the week, fix the flag in this field, and press the sign of structure  near the name of the field *Days of week* and mark the day of the week, when the period should function;

- ❖ Flags *Embrace year* and *Embrace month* are always fixed for opened intervals.
- ❖ Flags *Embrace year* and *Embrace month* are always deselected for unlimited intervals.
- ❖ For closed intervals can be defined usage of the year and month.

Embrace year –Year can be specified only with functioning months for the closed periods. Year and month are not specified for unlimited intervals;

Embrace month – if you need to use the month to specify the start date and end date of the period, then put the flag in this field. This flag as a previous one specifies the calendar format (with possibility to select the month or without such possibility) to select dates that are limit the period;





Picture 133

Start dates – if the period has the start date, select it from the calendar in this field. *Start date* should be smaller than *End date*, otherwise this message will appear on the screen (see the Picture 134);



Picture 134

End date – if the period has the end time, select it from the calendar in this field;

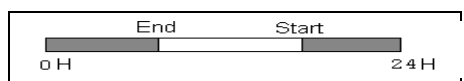
Start time – the time of the beginning of the period;

End time – the end time of function of the period (except the last minute of the specified interval).

If the value *Start time* is smaller than the value *End time*, time of the functioning period will be the sections of time between these two values (see the Picture 135, marking out with grey color).



Picture 135



Picture 136

If the value *Start time* is bigger than *End time*, time of the functioning period will consist of two sections: from 00.00 till the value *End time* and from the value *Start time* till 23.59 (see the Picture 136, marked out with grey color).

Interval signs:



- start time was fixed, end time was not fixed;



- end time was fixed, start time was not fixed;



- end and start times were fixed;



- days of week were fixed;



- start and end times were fixed and days of week were specified;



- start time was fixed, end time was not fixed, days of week were fixed;



- start time was not fixed, and time and days of week were fixed;



- only functioning time of the interval was fixed.

If there are 'three pages in a column' on the interval picture (see the picture «days of week' and «functioning time of the interval was fixed») – the following conditions are specified: «do not use month and year».

If there are ‘two pages in the column’ on the picture (see the picture «end and start times were fixed») – the following conditions are specified: «use month, do not use year».

If there is ‘one page in the column’ on the picture (see the rest of pictures) – the following conditions are specified: «use year and use month».



4.9.1.2 Examples of periods

E.g. 1.

Period «Evening of the weekend» functions without limits on dates in the enumerated below periods of time:

Friday from 18.00 till 24.00 (or 0.00)

Saturday from 0.00 till 4.00 and from 18.00 till 24.00 (or 0.00)

Sunday from 0.00 till 4.00 and from 18.00 till 24.00 (or 0.00)

Monday from 0.00 till 4.00

On the Picture 137 is represented how to specify such period with the help of the intervals in the reference *Periods*. It is enough to create only two intervals:

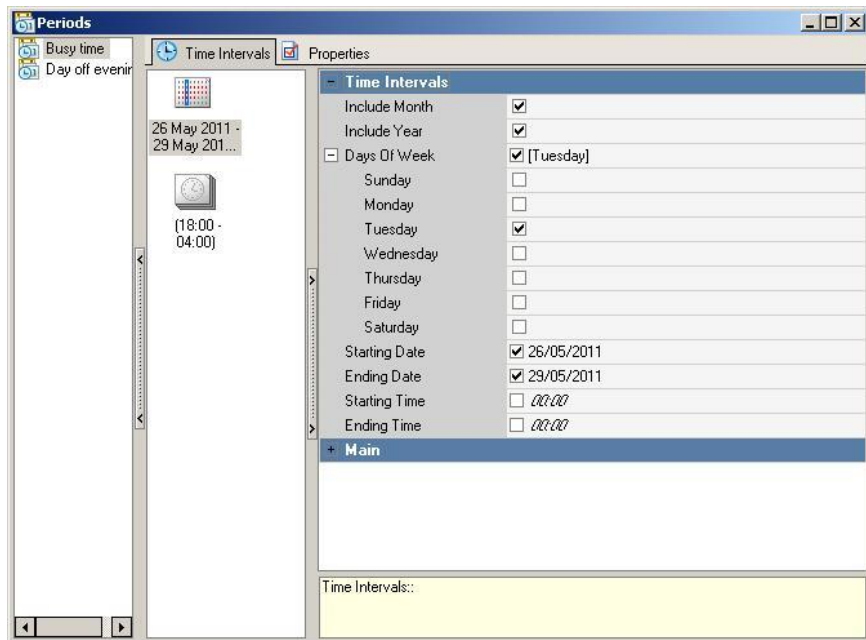
1. functions from 0.01 till 4.00
2. functions from 18.00 till 24.00

We specify days of the week, when they should function. The flags *Use year* and *Use month should not be used*, in order the period could function without limits on dates.

E.g. 2.

The period «Second Tuesday» functions every Tuesday of the month without limits on dates. Values of the interval properties that specify such period are represented on the Picture 137. Day of the week, when the period functions is Tuesday. The second Tuesday of the month cannot fall on the numbers smaller than 8 (as in this

case it will be the first Tuesday of the month) or bigger than 14 (as it will be the third, forth, etc. Tuesday of the month).



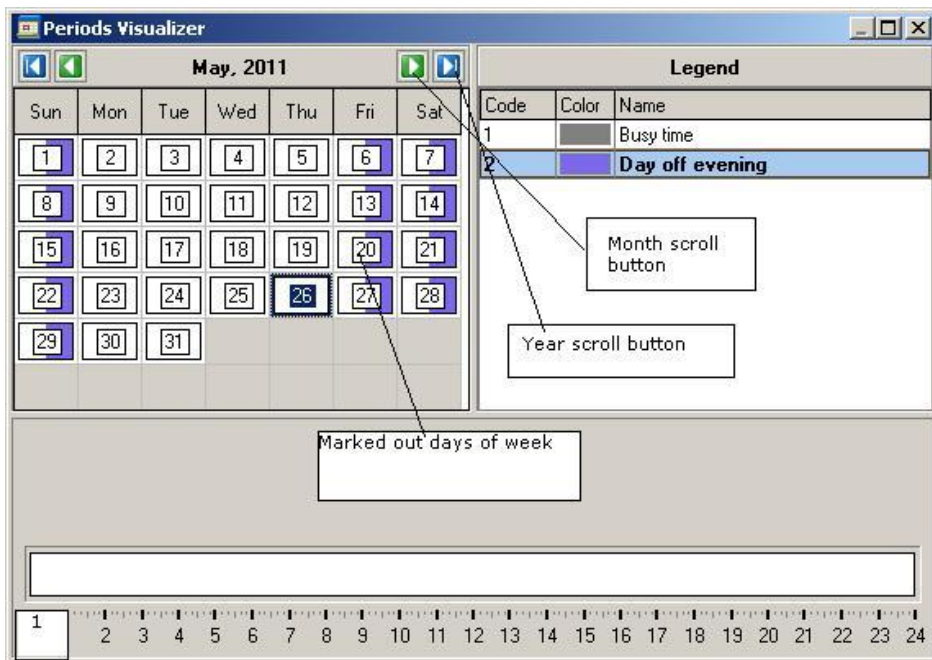
Picture 137

As flags *Start date* and *End date* were fixed and flags *Use year* and *Use month* were not fixed, numbers of the month interval would be taken into account.



4.9.1.3 Visualizer

You can see the graphical represented action of periods, if you will use the button  on the Toolbar. *Period visualizer* is represented on the Picture 138.



Picture 138

Decoding of the colored symbols of periods of the marked out calendar day is given in the right part of the window (*Period* area).

The calendar is represented in the left part of the window. The graphical image of the functioning period during marking out in the calendar days is represented in the bottom part of the window (see number 1 on the Picture 138). Functioning periods are represented by the corresponded colors in the square of every date of the calendar. On the Picture 138 we can see that the period “Evening of the weekend” functions from 00:00 till 02:00. We also can see that this period is available for each Friday, Saturday, Sunday and Monday.



4.10 Order Category (OC) Order Type (OT)

There are conceptions *Category* and *Type* of the order in R-Keeper v7. The combination of these properties is used for:

*for the taxation policy

* for defining of accessibility of the currency list on the cash

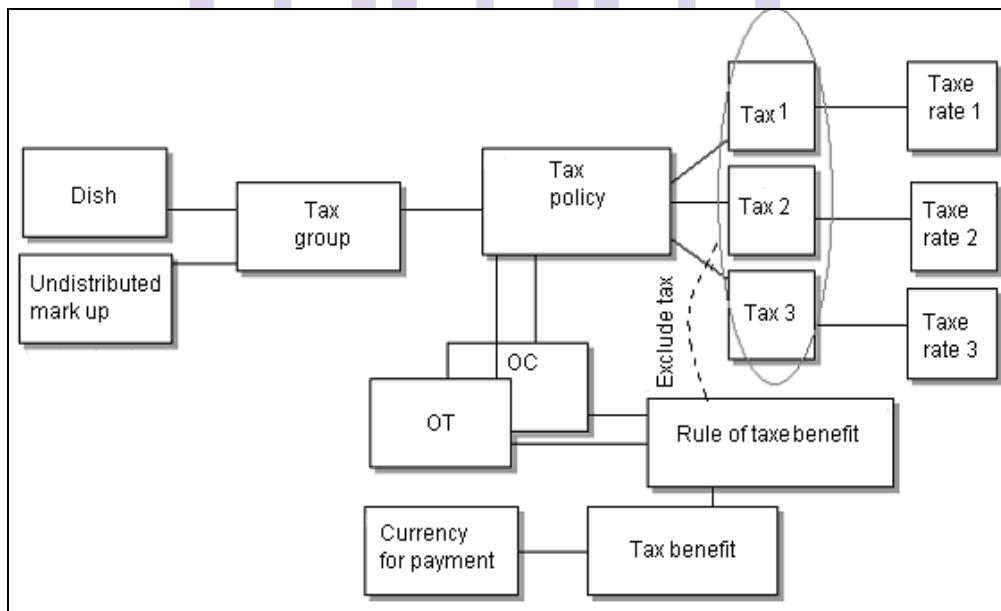
* for defining of the sales department of the fiscal recorder for dishes from the order

It is also important for organization of import to SH4.

1. Order category (order types) can differ by tax schemes.

Taxation of the order depends on the used categories and types of the order by means of *tax policy* (§ 4.15.3). Tax policy selection is made according to the used combination of the category and the type of the order.

You can see on the Picture 139 the connections between the objects by means of which taxation of dishes and undistributed markups are controlled. Discrete arc that connects the rule of the tax benefit and the list of taxes shows that this action is optional.



Picture 139

2. With the help of the *order category* and *order type* it is possible to organize the availability of currencies at the cash.

Let's view an example:

The net of catering institutions has the common menu and includes the following subdivisions: 'Child café', «Restaurant». Every subdivision is separate legal person and has different schemes of taxation.

Let's imagine that:

- In 'Kid cafe' guests can be served only *at the table*
- in 'Restaurant' guests can be served *at the table* or by *take-away* scheme

Order category can be fixed automatically as an order attribute and cannot be changed by the employee of the working station (if the employee has no right to *Change order category*). The employee, who works in the restaurant cannot mention 'Child cafe' in the order data.

The currency 'Ruble' is accepted in all subdivisions and for all types of services. Additional ways of payment exist:

- 'Chips' can be accepted in 'Child café'
- In the restaurant guest can pay the order with the help of 'Payment card' (it is allowed to bay by 'credit card' only by take-away scheme)

As tax group is specified for every dish, *Order category* and *Order type* specified tax policy, on base of which tax will be calculated (§ 4.15.1).

Acceptability of currencies during bill payment is checking, when any type of service was used in any subdivision.

Let's specify four *Order categories*: «Child cafe», «Restaurant», and fix *prohibition* (X) on currency usage for every order category in correspondence with our conditions.

Currency	Kid cafe	Rest aura nt	Comments
Rubles			Currency is permitted everywhere
Chips		X	Permitted only in 'Child café'
Payment card	X		Is always permitted in

			'Restaurant'
Credit card	X		Is permitted in 'Restaurant' only by take-away scheme

Let's fix prohibition on currency for every order type.

Currency	<i>At the table</i>	<i>Take-away</i>	Comments
Rubles			Currency is permitted everywhere
Chips			Currency is permitted in the 'Child cafe'
Payment card		X	Currency is always permitted in restaurant
Credit card	X	X	Currency is permitted only for take-away service

If you unite the data from the first and second tables, you will receive the final table, where you can see all possible combination of categories and types of order, and also usage of which currencies is permitted in each case.

	«Child cafe»			«Restaurant»		
	<i>b.s</i>	<i>s.t.</i>	<i>t.w.</i>	<i>b.s</i>	<i>s.t.</i>	<i>t.w.</i>
R						
T		X	X		X	
T	X			X	X	
C	X			X	X	
PC	X	X	X	X		
CC	X	X	X		X	

3. Order categories and types of order can work with different shops of the fiscal recorder.

The shop for the dish is specified on the maximal *shop code* value, the *shop code* of the *dish category*, *order type*, *order categories* and *table type* are also taken into account.

4. Order category is necessary for organization of import to SH4.

If there are several places of goods selling on the enterprise, and there is a separate writing-off for every good, it is necessary to create as many order categories as there are places of goods selling. Separate documents on expenses for every order category are formed by export to SH4.

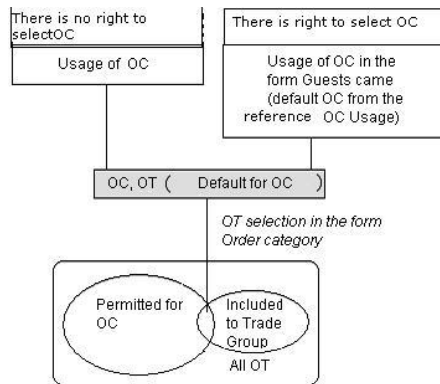
For example: separate writing-off from the Store House happens for the Bar and the Restaurant. In the reference **Order category** (see §4.10.2) it is necessary to make two order categories “Bar” and “Restaurant”. By sales import from RK7 to SH4 from 02.03.2010 till 03.03.2010 will be formed the following documents on expenses:

Date	Place of goods selling	Expense category
02.03.2010	Bar	Rubles
02.03.2010	Restaurant	Rubles
03.03.2010	Bar	Rubles
03.03.2010	Restaurant	Rubles

Order category and order type selection in the created order.

You can see the scheme of choice of *Order category* and *Order type* that function in the order (they are represented in the square, which is shaded by grey color) on the Picture 140. The choice of the order category is fulfilled automatically – according to the usage rules that are defined in the reference *Usage of Order Category*. Order category can be changed by the station employee, in case of need (if he has the corresponding rights) during order creation in the form *Guests come*.

- ❖ The order category cannot be changed after the order creation (even an empty one).



Picture 140

Order type that functions in the order is pointed in the property of the order category *OT* by default. Order type ‘Was not chosen’ would be chosen, if this property of order category was not fulfilled.

❖ There is always order type ‘Was not chosen’ in the system, is not displayed in the list order type and cannot be deleted.

There is the possibility to change the order type by the station employee (if he has the corresponding rights) in the form *Order editing*. Choice is fulfilled from the list of legal orders for type category (legal order types for OC are oriented in the property group **Usage of Order types**) that are included to the used trade group. There are great number of legal order types for selection that are represented as crossing of ovals ‘Legal for OC’ and ‘Included to Trade group’ on the scheme. In other words, if there is a prohibition on OT selection, it will be always fulfilled.

It is possible to analyze of the enterprise work by the order categories in the future.



4.10.1 Reference order types

The reference is represented on the Picture 141.

Properties of the order type contain following groups:

Main – see § 4.1.3

Basic

Predetermination – this field cannot be edited. Flag is fixed in predetermined items; see § 3.7

Printing

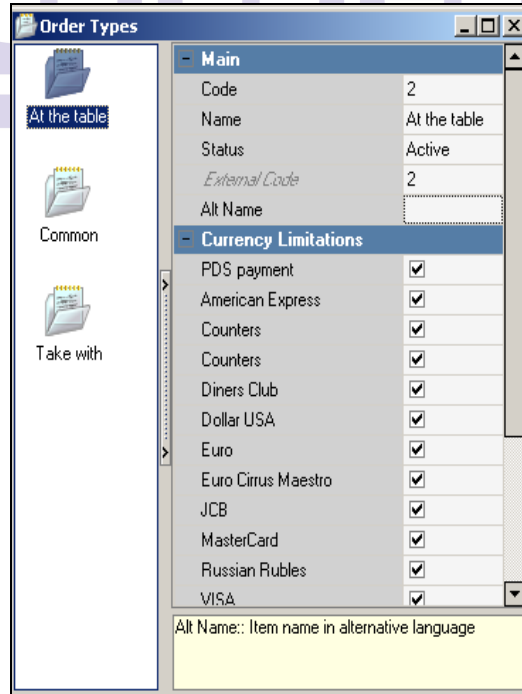
Restrictions – see § 4.1.4

Visual type – see § 4.1.6

Trade group – see § 4.4

Interface – see § 4.1.7

Currency restriction – currencies that are permitted for calculation during usage of the order type are specified here.



Picture 141



4.10.2 Reference Order categories

The reference *Order category* is represented on the Picture 142.

Main – see § 4.1.3

Basic

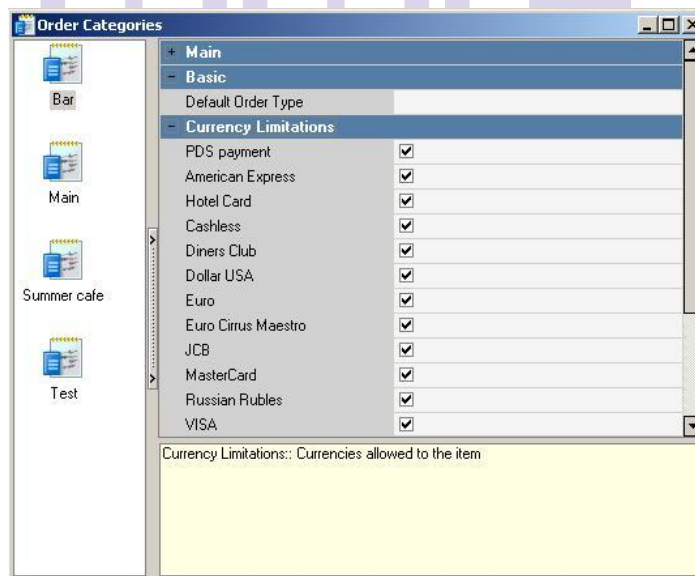
Default order type – here you can select the order type from the list. It will be selected during usage of the described order category as default one;

Restrictions – see § 4.1.4

Printing

Visual type – see § 4.1.6

Currency limitations – currencies that are allowed for calculation during usage of the order category are specified here;



Picture 142

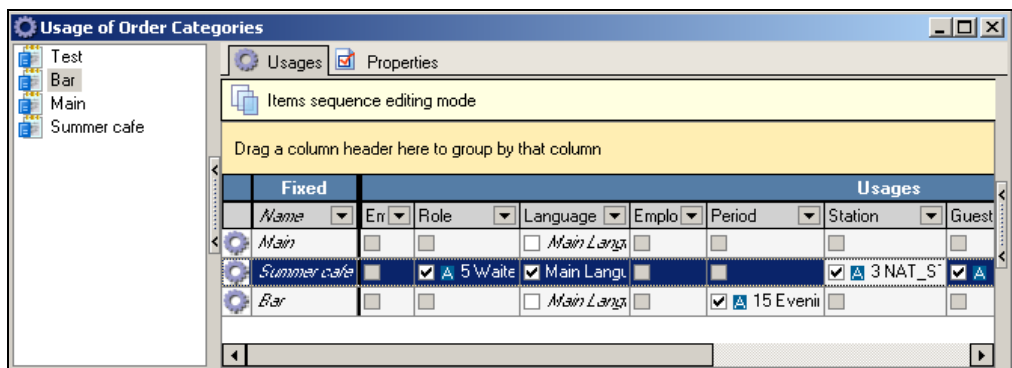
Order type usage – fix this flag in this property group for those order types that can be selected during the usage of the described category.



4.10.3 Reference Usage of order categories

The reference *Usage of Order Categories* is represented on Picture 143.

Order categories are used instead of objects. Order categories are fixed as default ones in the correspondence with the usage conditions at the cash station, when you fill the form *Guests came* (§9.8). The employee that has the right of *Change of order category* can change the order category to another one, which differs from the fixed according to the usage rule in the reference *Usage of Order Categories*.



Picture 143

- ❖ It is impossible to change order category after you have created it (end of editing the form *Guests came*).

Objects that are fixed as conditions in the reference are the following: *Employee*, *Guest type*, *Language*, *Group of employees*, *Period*, *Table type*, *Table*, *Hall plan*.

The information on the work with the reference see in §4.3.



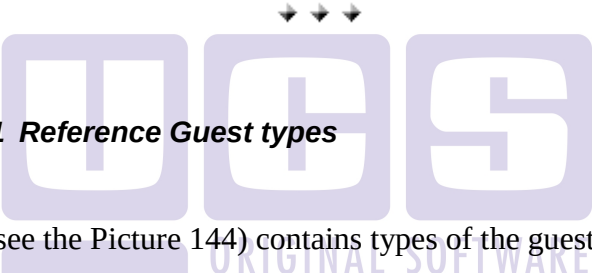
4.11 Guest type

You can systemize all companies of guests with the help of the conception *Guest type*. For e.g., it can be 'Students', 'Old couple', 'Family with a child', etc. You can select the type of the guest, when you fill the form of creation and placement of the

company of guests, alongside with entering the information about quantity, name of the table and so on.

Condition of *guest type* is included to the settings of usage of discount or markup, order categories, trade groups, printing schemes, service schemes. Every restaurant can fix special discounts for different social-aged categories of visitors. Special discounts can be also fixed, for e.g., for women on March, 8-th or for men February, the 23-th. Besides there can be necessity to analyze the work of the enterprise on the types of the served guest groups.

Necessity to enter the information about the type of served guests depends upon the used value of the logical parameter (see §5.12) *Use of guest type*. Value of the parameter «True» means that it is compulsory to enter such information, value «False» means that enter of such information is not compulsory.



4.11.1 Reference Guest types

Reference (see the Picture 144) contains types of the guests' companies.

Guest Types	
Main	
Code	3
Name	Young
Status	Active
Alt Name	Young
Order	
Maximum Guests	9
Minimum Guests	1
Confirm Guests	3
Labels	Man, woman, girl, boy
Visual Type	
Background Color	Aqua
Image	
Arrange Style	Picture at top
Text Color	\$00408000
Text Color.: Text Color of item button	

Picture 144

Guest types that were created in this reference will be offered to choose them at the cash station by the order creation, and can be used by definition of discounts (§4.14.1.3).

Main – see § 4.1.3

Restrictions – see § 4.1.3

Visual type – see § 4.1.6

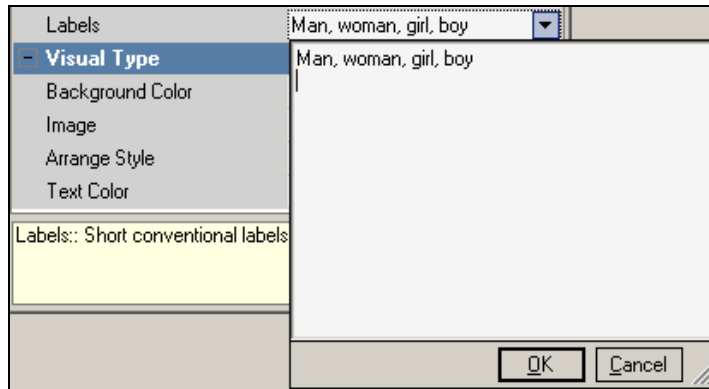
Order

Labels – in this field (see the Picture 145) create the signs of the company's members. Waiter needs these marks to serve the dishes correctly and calculate order 'by cover', if it was necessary.

You should enter the list of signs of one company through coma or space. Buttons with the corresponded quantity of signs will be offered to choose them in the central menu, after you have entered the quantity of guests at the cash station.

Waiter has the possibility to enter at the cash station his signs for the company of guests, if he couldn't choose the proper type signs from the existing. Numbers

beginning from 1 to the guest's quantity are used, if the labels of guests were not entered in this field and waiter did not enter them by the order forming;



Picture 145

Min guests – you can enter min quantity of guests of the described type in this field. Value that was pointed in this field is checked when the company is created in *Guests came* form (§9.8.3) when the field the quantity of guests is entered;

Max guests – you can enter max quantity of guests of the described type in this field. Empty value will be automatically changed to zero and it is considered as the absence of the limits on the quantity of guests. Value that was entered to this field, will be checked by the creation of the company in *Guests came* form (§ 9.8.3). The exceeding of quantity of places will not be checked, if you add additional place in *order editing* form (§10.1);

Confirm guests – you can enter min quantity of guests that is necessary to confirm by the employee that has the corresponding rights (confirmation is made with the help of the magnetic card).



4.12 Reasons of dish deletion

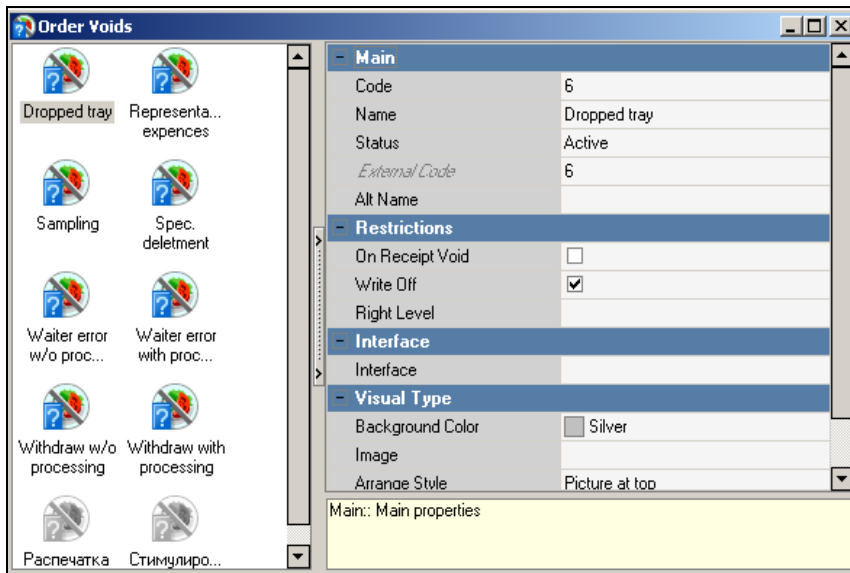
You have to delete the ordered dishes under some circumstances in the restaurant.

The reference *Reasons of deletion* contains reasons of deleting of already saved (printed) dishes from the order.



4.12.1 Reference Order voids

Reference (see the Picture 146) contains the reasons of deletion of dishes.



Picture 146

Adding of the new item is made traditionally (§ 3.6.2).

The following properties are included into the description of the dish deletion reasons:

Main – see § 4.1.3

Restrictions – see § 4.1.4

On receipt void – to offer this reason in the list of possible reasons by bill deletion (bill deletion – all dishes will be deleted that were paid with this bill. Dish cancellation – the cancellation of the bill payment without dish deletion);

Write off – to write off the deleted dishes by this reason from the stock;

By bill cancellation – to offer this reason in the list of possible reasons by bill cancellation;

By dish deletion - to offer this reason in the list of possible reasons by deletion of the saved dish:

By Combo deletion - to offer this reason in the list of possible reasons by deletion of combo components

Interface – see § 4.1.7

Format additional information – entry mask of the name (see the Attachment 5)

Name enter – to allow name entering from the keyboard

Visual type – see § 4.1.6



4.13 Currencies

There are five types of payments: *Cash*, *Credit cards*, *Hotel cards*, *Payment cards* and *non-cash*. One of the following *types of payment* is given to the newly created type of currency (group of currencies). The quantity of levels of the hierarchy group nesting is unlimited.

You should refer non-personalized currencies to the payment type *Cash*: rubles, dollars and etc. If you use for payment at the cash any coupons or counters of the internal circulation, you can create the corresponded type of currencies with such payment type *Cash* and put in it all necessary currencies.

Cards ‘Visa’, ‘MasterCard’ and etc. are referred to the payment type *Credit cards*. Authorization with bank server can be used for such types of payment.

Such currency as ‘Closing for room’ can be referred to the payment type *Hotel cards*. The sum of the order is automatically added to the hotel bill of the guest. Guest pays the total sum by departure. Automation of the hotel system can be used.

Payment type *Payment cards* include different cards of clients, non-payment cards, dallases, proxy-cards and bar codes. The sum of the rest of money at the personal card can be written on the magnetic devices (maybe with the credit account). Bonuses can be charged to the magnetic cards, or discounts for bill can be given with the help of magnetic card of the client. Such magnetic cards can be only personal. Readers of the

magnetic cards are used for their reading and recognition. Special programs of the account management are for the calculation with clients.

Payment type *Non-cash* is made for counting the non-cash calculations. Currencies of such type can be, for example, the name of enterprises that signed contracts on serving dinners for employees.

Currency type can be defined as fiscal or non-fiscal. If the currency type was fiscal, the fiscal printer prints in the bill accepted to the payment sums in currencies of this type. If the currency type was non-fiscal, you choose the processing technique of the fiscal recorder of the accepted sum in currencies of this type.

Currency groups of the first level correspond to above-written payment types that are represented in the system. The printing is given in the day report (X - report, Z - report) by groups of the first level. You should not create new type of currency, if the enterprise did not use it.

Reference *Currency* is represented on the Picture 147.

Currency tree is situated on the left part of the window. Page *Properties* contains properties of the marked out object in the left part of the window (currency or type of currencies). If you put the marking in the currency tree to the currency group (currency type), you will see currencies that refer to the marked out group in the window *Items*.

If you put the marking on the currency tree on the currency type 'Cash', list *Nominals* will be represented for the marked out currency in the window *Items*. E.g., for currency 'Ruble' they are: 1 kopeck, 5 kopecks, 10 kopecks, 50 kopeck, 1 ruble, 2 rubles, 5 rubles, 10 rubles, 50 rubles, 100 rubles, 500 rubles, 1000 rubles.

Adding of the currency group and the new currency to the reference are made traditionally (§3.6.2).

Currency Dragging (and also actions «Cut» and «Paste») to the currency group of the other type is impossible. It is possible to copy the currency to the group of currencies of the other type with changes of currency belongings to the payment type. About properties of the copied objects see §3.6.7.

Rates classes of the currency are made in the same name reference.

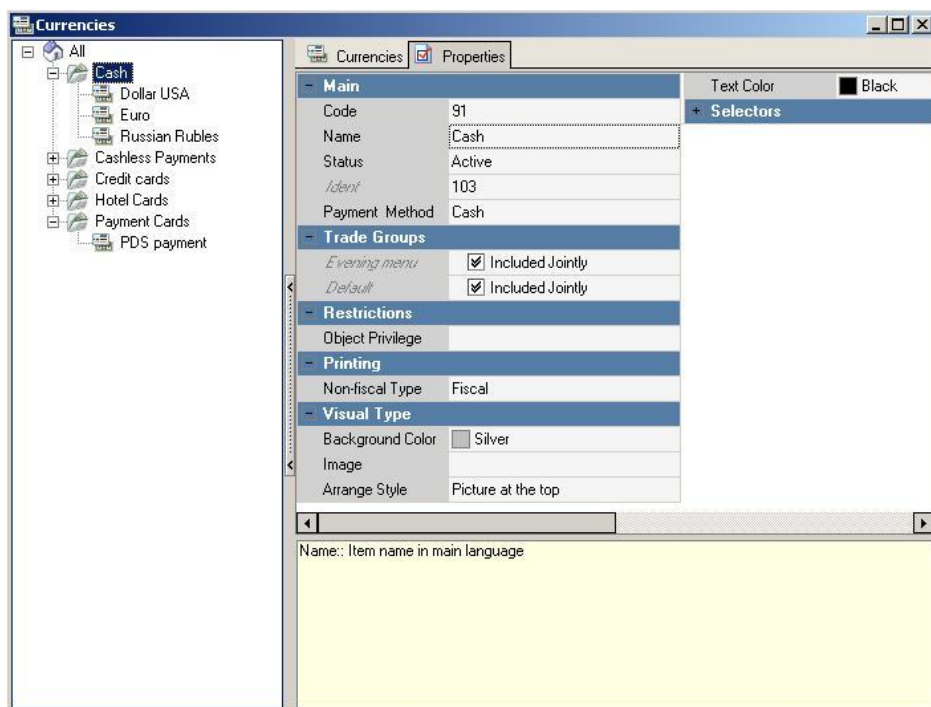
It is possible to execute the bill for non-payers with the help of cooperation of R-Keeper 7 and PDS (personal discount system). See details of this theme in § 4.13.3 «Defaulter types».

♦ ♦ ♦

4.13.1 Reference currencies

4.13.1.1 Currencies Properties of the currency type

Page contains the following groups, if the currency type was marked out in the currency tree (see the Picture 147):



Picture 147

Main – see § 4.1.3

Type – you should choose from the list of this field to which type of payment refer is created currency type;

Restrictions – see § 4.1.4

Visual type – see § 4.1.6

Trade groups – see § 4.4

Selectors – is the group where enumerated all pre-defined selectors of the type *Bill: Main selector* (if they are created by user). It is possible to create the template of the selector page in the properties of the described currency type (see § 5.3.2.3);

Printing (property group is available only for dialers)

Fiscal type1, Fiscal type 2, Fiscal type 3 – only for the fiscal type of the currency. Payment type of the fiscal recorder (for every driver of the fiscal recorder is defined separately). You choose one value from the list: *FiscRegPayType1, FiscRegPayType2* or *FiscRegPayType3* in the reference *Stations and Devices* (in item of the main menu *Service*) on the page *Drivers*, by marking out the driver of the fiscal recorder in its property *FiscRegTypeNum*. Payment type that was defined in this field would be used by the driver of the fiscal recorder for definition of the payment type of the fiscal recorder by the currency payment of this type. Values of payment type of the fiscal recorder specify in the description of the fiscal recorder;

Non-fiscal – choose the fiscal currency type ‘by default’. If the non-fiscal type was chosen, you choose the way of printing of the sum in currencies of the described type on the fiscal recorder. This type of the non-fiscal recorder will be fixed by default by adding new currency of this type. Non-fiscal type and way of printing of the non-fiscal types can be changed to every concrete currency in case of necessity. Synchronization of changes in the fiscal type of the currency at the cash station will be fulfilled after closing the general shift.

Below you can see the ways of printing of non-fiscal currency types:

Add discount to the sum – adding discount to the sum in the bill that was put by the currency of this type;

Do not print the receipt – do not print the receipt, if there was a payment by the currency of this type;

Do not print the bill – do not print the bill if there is payment by this type of the currency;

Total with deduction – bill printing without one by one dish decoding on the sum with payment deduction that was put by the currency of this type.

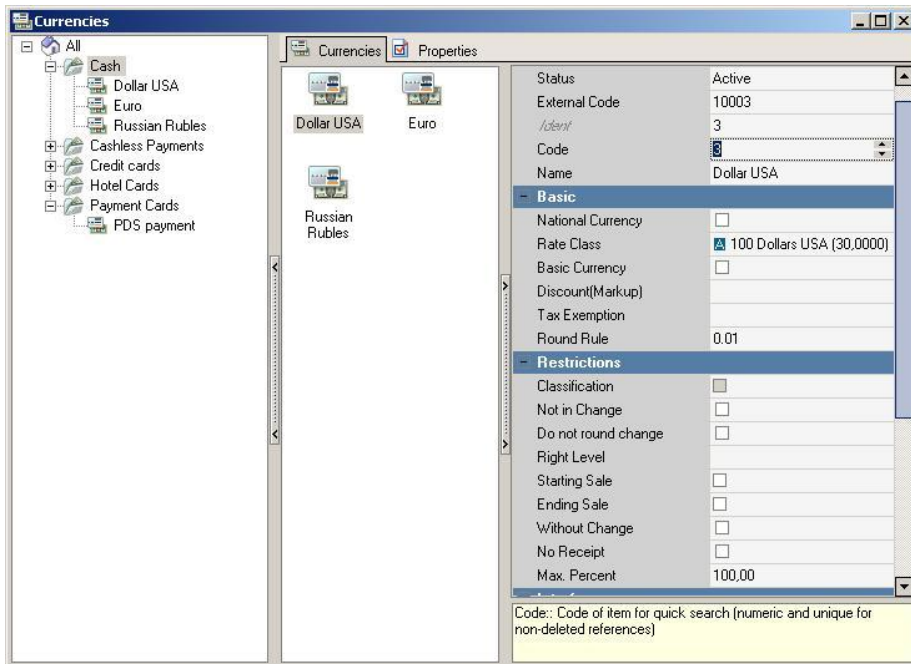
These values are viewed by the driver of the fiscal recorder, when you print the bill. You should take into account the following features by payment bills with the mixed payment (fiscal and non-fiscal):

- ❖ If there is fiscal payment (prepayment), then non-fiscal payment will be possible only without the rest (or vice versa). You can use cash currency, if the nominals were fixed.
- ❖ Change for fiscal payment is possible only with the help of fiscal type of the payment (or vice versa).
- ❖ Prepayment can be done only by the fiscal type of currency, or only with the non-fiscal type of currency.

Page contains currency properties, if the currency was marked out in the tree (§ 4.13.1.2).

4.13.1.2 *Currency Currency properties*

If the currency type was marked out in the currency tree, window *Inspector* would contain the following properties of the group on the page *Currency* (or on the page *Properties*, if the currency was marked out in the currency tree) (see the Picture 148):



Picture 148

Main – see § 4.1.3

Basic

National currency – flag in the field is put for national currency of the country; only one such currency can be in the system. This currency will be offered to be paid by default at the cash station when you close the bill. Property *Rate class* for the national currency equals the national rate class. The rate of other currencies is calculated relatively to the national currency. Changing of the national currency during the general shift of the object at the cash will function only after its closing, with new general shift. Receipt is printed and taxes are calculated in the national currency;

Basic currency – that is currency, where prices for dishes are calculated and bill is printed, report data are calculated (except the tax data). It is obligatory to fix one currency as a base one;

Rate class – you can choose the rate class of the currency in this field from the list (§ 4.13.2);

Markups to tips – non basic currencies have this property, if they have the flag near the property *Without change*. Markup is selected from existed *undistributed*

summed markups (see § 4.14.1.2). You should select markup for basic currency; in order during the payment the order with the help of any currency you can refer the change with the help of the operation ***Change to tips***. The sum «Change to tips» for any currency in this case will be rebuilt at the rate of basic currency and refer to this markup. It is possible to refer any overpayment in any currency to tips automatically (without operation fulfillment ***Change to tips*** by the cashier). Flag *Without change* should be fixed for the currency, and the markup for tips is selected in the described property. It is necessary to take into account, that change in the described currency is calculated from the sum that is available for payment in this currency. This sum will not always be equal the total sum of the bill, as limits on category can be fixed for the category;

Discount (Markup) – Choose the discount or markup from the list in this field, if they were foreseen in your restaurant by the payment by this currency. It cannot be fixed for national and base currencies. Available usage areas of discount/markup ‘For payment’ are ‘Order’ and ‘Cover’. Features of the payment of the bill by the currency for which the discount was fixed see § 10.15.7. You cannot change the discount/markup values that were fixed ‘For payment’. Value will always be calculated in correspondence to the used detailing, even if discount/markup for the currency were fixed as the discount/markup with the changing value;

Discounts for all – this flag can be put, if discount was foreseen by the payment of this currency. Discount/markup is calculated relatively to the total sum of the order (that is spread to all dishes), if the flag was put. If the flag was not put, discount/markup would be calculated relatively to the sum by dishes that were paid by the currency with discount/markup (see e.g. in §11.10). If the discount participates in the compositions, the calculation of composition operations will be fulfilled from the sum of all dishes of the order that have been paid by this currency;

Tax benefit – if the payment by this currency foreseen the tax benefit that was defined in the reference *Tax benefit* (§4.15.4), choose it from the list in this field;

Ignore bonuses – if the currency got the flag, you cannot fix bonuses by the payment of the bill by this currency;

Round rule – you can choose the order of rounding-off during calculations in this field;

Magnetic card type – the number of magnetic card. This property is displayed only for currency type «Pay cards» or «Cashless payments». The number of the type of the magnetic card is returned by MCR algorithm, with its help the currency with the necessary non-payer can be calculated;

Restrictions – see § 4.1.4

Classification – there is a prohibition to use the currency for payment the dishes of the chosen category of classification. You should put the flag for this category (categories) to allow paying by the currency the dishes of any category (categories) of this classification.

You cannot pay by this currency any dish, if the classification was chosen and the flag was not put near at least one category. You can pay by this currency only with the help of undistributed markups (§ 4.14).

- **E.g. 1.** Some enterprises pay with the non-cash the meals of it employees by the categories ‘Food’ and ‘Non-alcohol drinks’. The currency type ‘non-cash payment’ is created for the payment of meals, for which limits on the categories ‘Food’ and ‘Non-alcohol drinks’ in the classification ‘For reports’ were put.
- **E.g. 2.** Undistributed markup ‘Payment for entrance’ you can pay with the help of special currency ‘Flyer’. You should put limits on any classification without choosing the categories.

If the classification was chosen, you cannot remove the flag *Without rest* for the currency. This limit is entered for the prohibition to the cashed currency that was forbidden to pay some categories of dishes. Currency that has the limits on usage by the categories cannot be used as prepayment;

Max Percent – percent of the order sum that can be paid with this currency;

Not in change – if the flag was put, you cannot give the change by this currency. E.g., you can pay the bill by the chips in the casino, but you cannot receive the counters as the rest of the paid bill. Imagine that guest have paid the bill with the exceeding sum

and ask to give the change by chips. If the flag was put near *Not in change* in the currency ‘chips’, such action is forbidden. If the described flag was not put, than such action is possible;

Without change – if this flag was put, then you cannot give the change by the bill payment by this currency. The flag is used to prohibit cashing of the magnetic cards, coupons, etc. Flag is automatically put, if classification was chosen as limit of usage in the currency. You cannot make prepayment by currencies for which this flag was put. The put flag with the defined *markup for tips* (see the property group **Calculation**), automatically refer the change to tips by the payment of this currency;

No receipt – this flag is put for currency that is forbidden for the acceptance at the cash station. You can give the change by this currency;

Visual type – see § 4.1.6

Trade groups – see § 4.4

Interface

Auto fill field – if the flag was put, you can balance the sum in this currency at the cash station after filling the field *Sum* manually with the help of choosing the currency. The sum of the bill will be placed automatically. You should not choose the nominal of the currency in this case;

Extra info – if the flag was put, additional information at the cash would be inquired by the payment of this currency. That can be, for e.g., the number of the room (if it was the payment ‘Closing to the room’) or number of the magnetic card of the client (if it was the payment ‘Discount card’). Additional information can be entered from the keyboard or can be read from the reader of magnetic cards. If the additional information has to be entered from the reader of the magnetic cards, you should put the flag *Auto Magn. Card*. If additional information has to be entered from the keyboard, put the flag *Add. Info. from the keyboard* and point the format in the field *Format*. The currency that has this flag and the way of entering of additional information is not defined, is not displayed in the currency list that are available for the payment at the cash;

MCR algorithm – you can choose the algorithm in this field for reading from the magnetic card information about writing-off currency (§5.13.1). Only those algorithms are available that have property value Area is ‘currency’; and other currency was not chosen as *object* in the property *Object*;

Keyboard for extra info – if the flag was put near *Add. Info.*; and you enter additional information from the keyboard, put the flag in this field;

Format – layout of entering *Add. Info.* of the currency in case its entering from the keyboard; It is necessary to use standard symbol masks in the layout (see the attachment 5)

Title of Extra Info – title of the entry form Extra info from the keyboard. This property is available for filling only if the flag *Extra Info* is put;

Magn Card Auto – if the flag was put near *Add. Info.*, and additional information about the used for the payment currency should be read from the magnetic card (without interface). Put the flag in this field;

Interface – choose from the list interface that is used with the other programs. E.g., interface of PDS. If non-payers were served by cards at your enterprise, currency for which the interface was defined, can appear as expense item of the defaulter (§ 4.13.3.);

Interface is necessary – DLL interface library should be downloaded on the cash server, otherwise the currency will be inactive;

Transaction code – transaction code for this currency transfer to FarCards;

Open drawer – if you put this flag, cash drawer will be automatically open by choosing this currency at the cash station for payment or giving the change;

Do not count in PDS expenses – do not count this currency in PDS in the sum “Spent”;

Without bonuses – do not put bonuses by payment by this currency;

Printing

Printing in bill – if you put the flag in this field, sum of payment of the described currency will be printed in bill;

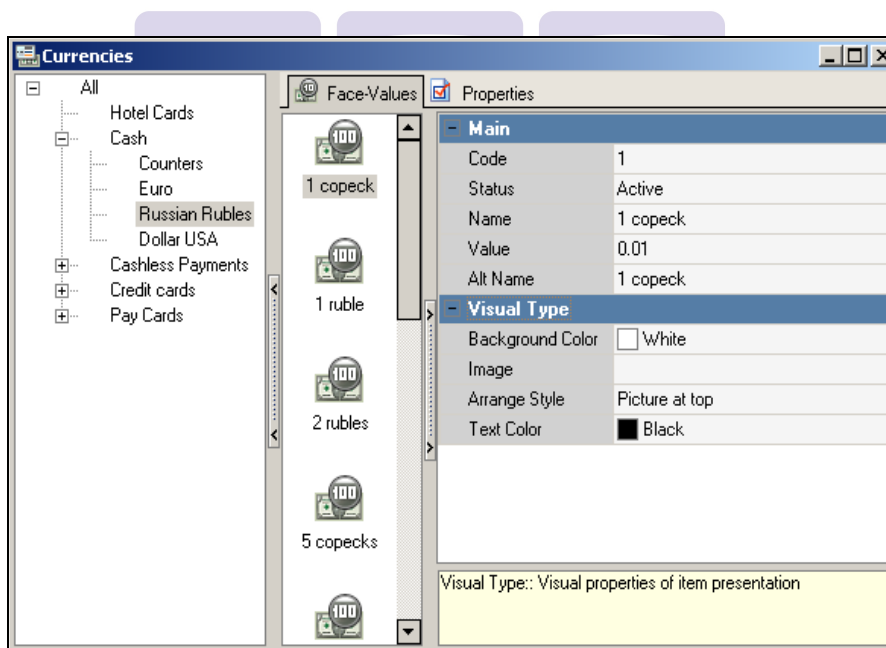
Nonfiscal (only dealers have such property) – you can choose the currency fiscality. The type of fiscality is fixed to the currency «By default»from the property *Nonfiscal* type of currency to which it refers (§ 4.13.1.1). Synchronization of changing the currency fiscality is fulfilled by closing of the common shift;

Fiscal type 1, Fisc. type 2, Fisc. type 3 – only for fiscal currencies. Description of the properties see in the similar properties of the currency type (§ 4.13.1.1).



4.13.1.3 Currencies Nominal properties

If the currency was marked out in the currency tree, their items would be *Nominals* (see the Picture 149). Window *Inspector* of the currency nominal contains the following properties:



Picture 149

Main– see § 4.1.3

Value – value of the currency nominal;

Visual type – see § 4.1.6



4.13.2 Reference Rate classes

You should define rate classes to recount the sum from one currency to another. The Reference *Rate classes* are represented on the Picture 150.

Rate classes are located in the left part of the window, in *Inspector* area – properties of the marked out in the left part of the window rate classes:

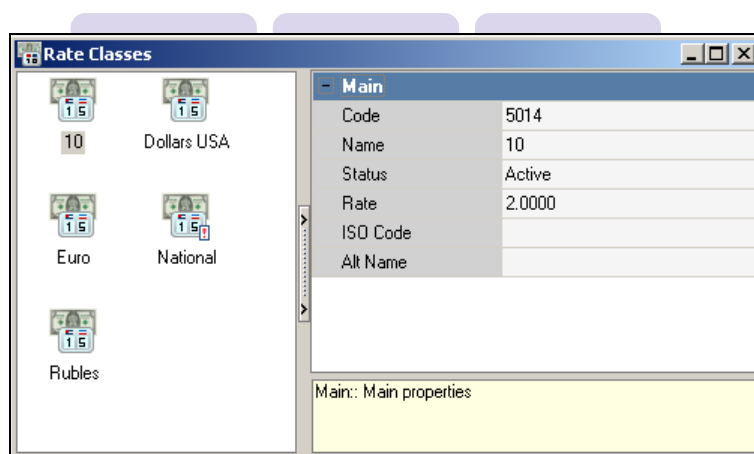
Code – unique item code of the reference in the system (§4.1.2);

Name – name of the rate classes;

Alternative name – name of the rate classes in the alternative language;

Rate – value of the rate;

ISO code– code of the rate classes in ISO;



Picture 150

Status – status of the activity of the rate classes (§4.1.1).

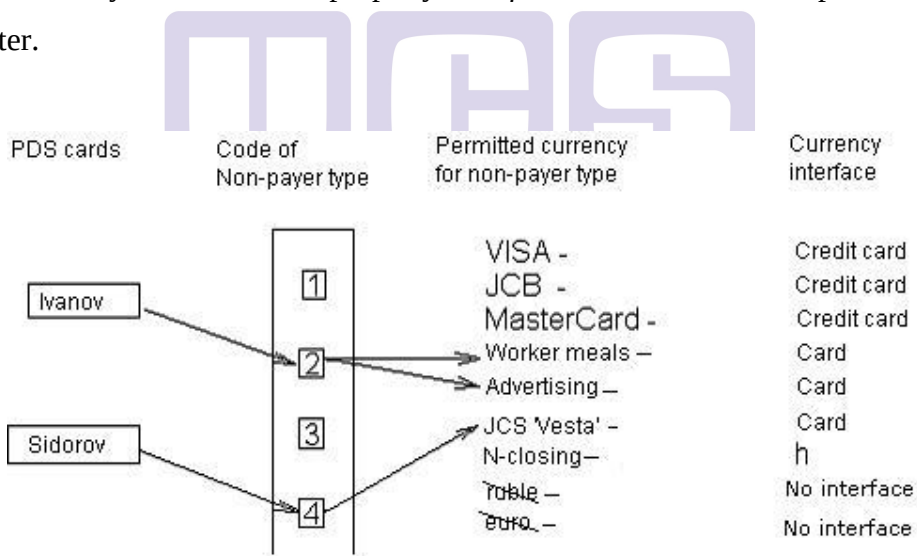
Pre-defined is the rate classes of the national currency - *National*, its value equals 1.



4.13.3 Types of non-payers / Defaulters

Non-payer card is a magnetic card that is processed by the device for entering 'Add. Info.' (the reader of magnetic cards, scanner of bar-code, keyboard, etc). E.g., it can be the PDS card. The non-paid code is defined in PDS system, on the page *Parameters* from the similar reference of R-Keeper v.7. Personal information about magnetic card is transferred from PDS system to R-Keeper v.7, after all information has been identified. If the information was not read from the PDS card, MCR-algorithm can transfer the code of the non-payer as a parameter to R-Keeper v.7.

Non-payers/Defaulter types are created in the reference *Defaulter types* in R-Keeper v.7; that are objects for which (except the properties of the group **Main**) the list of available currencies was defined (expense items of the non-payer). You can choose them from the currency list with the specified interface. Limits are distributed only on currencies that have the same interface as a currency from where the defaulter has come. Currency with the filled property *Interface* can become the expense item of the defaulter.



Picture 151

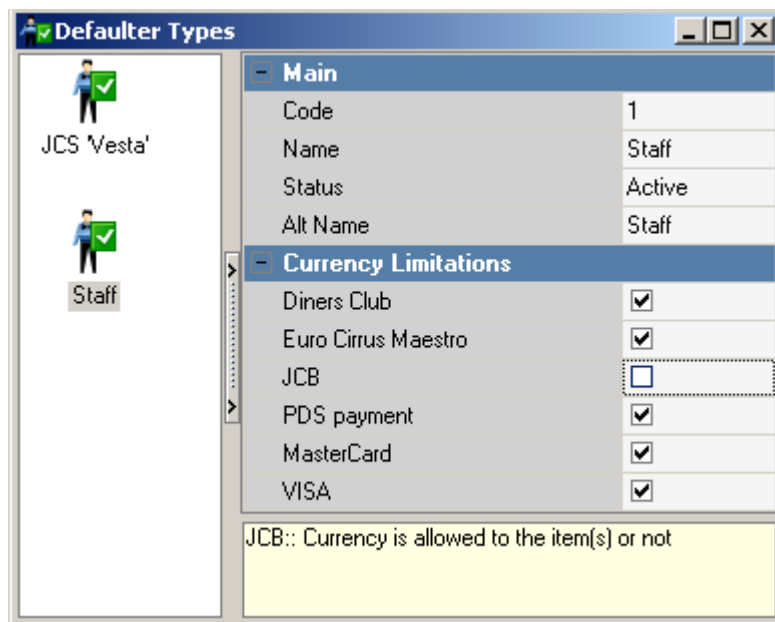
- **E.g. 2.** We can see on the Picture 151 that:
 1. Defaulter type 2 is defined for PDS card 'Ivanov', defaulter type 4 is defined for PDS card 'Sidorov'.
 2. Property interface was not filled for the currencies «rub» and «Euro» (they do not exist in the group **Restrictions on currencies** of the reference *Defaulter*

types), interface «credit card» was specified for currencies «VISA», «JCB», «MasterCard», interface «card» was specified for currencies «employees meals», «Advertising» and «JSC Vesta» (this can be PDS interface or any other card system), interface «hotel» was specified for the currency «closing N».

3. Expense items «Employee's meals» and «Advertising» are permitted in the defaulter type «2», expense item «JSC Vesta» is permitted in the defaulter type «4».
4. Permitted expense items during the usage of PDS card «Ivanov» will be «Employees meals» and «Advertising». Permitted expense item during the usage of PDS card «Sidorov» will be «JSC Vesta».
5. Limits of the defaulter type do not reflected on the usage of currencies with the following interfaces no «card» and «hotel».

We can see on the Picture 152 that currencies 'Employees meals' and 'Representative's expenses' cannot be the expense items of the defaulter type 'Employees'.

Put flags in currencies that are permitted for using for this type of the defaulter in the property group ***currency limitations***.



Picture 152

Data on non-payer's bills are kept in PDS system (§4.14.5).

4.14 Concepts of discount and markup

Flexible and adjustable system of discount/markup is realized in R-Keeper v.7. Discount/markup can be summed or percentage. The size of the summed discount/markup is specified as fixed sum that is deducted from the sum (add to the sum) to which discount (markup) is used. The value of the percentage discount/markup is calculated as the percentage from the sum to which the discount/markup is applied.

You should create at least one *detailing* for every discount/markup. Detailing specifies the value of the discount/markup in the percentage or sum of the discount/markup (and/or value and type of the bonus) and conditions that are necessary for the beginning of functioning of the discount/markup. Detailing are located with the priority usage (§4.1.9).

Markup is considered to be *distributed*, if the tax group was not chosen. In this case, the sum of the markup is distributed proportionally to the sum of the dish in the order (as the sum of any discount).

Discount is considered to be *undistributed*, if the tax group was chosen. Tax will be calculated for the markup according to this group as for the dish with such tax group. Sum of the distributed markup is distributed between the costs of the dishes in the order. Sum of the undistributed markup is carried out in separate order position. Payment for the entrance can serve as an example of the undistributed markup. Undistributed markup in contrast to discounts and distributed markups can have no detailing, as it can be fixed as ‘markup for tips’.

If you use calculation ‘by places’, sum of the markup is distributed only by non-empty places, proportionally to the sum of the place.

Discounts/markups are calculated from the order sum of the price list (sum includes the sum of the cost of dishes with modifiers that change the cost of the dish). Charge of discounts/markups does not fulfilled from the sum of the undistributed markups.

You should choose field (fields) of use on the page *Properties*, if you want to create discount/markup: *order*, *cover* and *dish*. If discount/markup with field of use *order* or *cover* was fixed in the mode «Visit calculation» (see § 9.8.5), it will be applied to the whole visit.

You can choose several fields of usage for one discount (markup). If you want to choose discount/markup with the field of use *cover* at the cash station, parameter Cover usage (§5.12.1) should have the value «True».

Undistributed markups can be only on the *order* or on the *cover*.

The most usable discounts/markups are – on the *order*; discounts on the *cover* are rarely used. Such discounts can be used in the calculation by covers, if they were fixed for any currency as the discount ‘for payment’ (see below) or they can be fixed manually by the cashier, he points the member of the company for whom this discount was fixed. Discounts for dish are used in that case, if the concrete dish had small liquidity or small expiration date. The field of use *dish* – is the line in the order that

contains any quantity of portions of the dish. If the same dish was entered in the order with the help of one more line, it would have independent field of use – *dish* by fixing discounts/markups. The same discount/markup can be fixed for this dish as for the first one or any other discount/markup (other discounts/markups) with the field of use *dish*.

Discounts can be freely combined or not; it depends whether the flag *Combine with any discount* was put or not. Discounts that do not have the flag ‘*Combine with any discount*’ on the page *properties* are called unfreely combined. Discounts that have the flag ‘*Combine with any discount*’ on the page *Properties* are called freely combined. You should define compositions for unfreely discounts. Freely combined discounts do not have limits on the combined usage. Operations of combining for different sets of unfreely combined discounts are fixed in the reference *Discount compositions*.

All markups can be freely combined. You can choose the discount for the composition from the list of unfreely combined discounts. “Any discount’ can be chosen to the composition as one of the discounts that allow choosing by using the composition no more than one any discount. You should fix one of the following *composition operations* for discount composition:

- Max discount is functioning
- Discount sum is functioning
- Following do not function. (The first zero discount is functioning).

Operation of discount compositions function only at the crossing of all areas of the discount fulfillment that are included to the composition.

Composition is chosen by the system separately for every dish (with cover calculation that was or can be defined). If the composition is not found, the discount will not work. If at least one necessary composition for at least one dish from the discount (markup) field of use was absent, it is impossible to enter the set of discounts in the composition. It is possible to enter the discounts in the composition, if it was compositionally possible for all dishes of the field of use and also for any covers that could be fixed for any new dish. Details see in § 4.14.6.

Discounts (markups) can be with fixed value or with permitted entering/changing of the value at the cash station, if the flag was or not put near *Property value*.

There are discounts/markups 'for payment'; they can be used by the currency payment for which they were fixed. You can create discount/markup in the reference *Discounts/markups*. Then, you can choose them in the reference *Currency* in the currency property *Discounts/markups*. The sum of the payment is automatically calculated with the discount/markup on this payment by the payment of the currency on which this discount/markup was fixed (if this discount was not added manually earlier).

Discounts/markups 'for payment' can be only for the *order* or on the *cover* (it depends to which payment it refers).

If the flag *Not manually* was put for discount/markup, such discount/markup is fixed automatically by the bill payment of the currency for which it was specified; and this discount/markup is inaccessible for choosing, when you fix discount/markup manually.

If the flag *Not manually* was not put for the discount/markup 'for payment', it can be added as any other discount/markup to the order or place (by specifying corresponded field of use). As the usage of any discount/markup on one and the same field of use is impossible, the discount/markup 'for payment' those were added manually to the field of use during the order forming order or cover, would not be added.

The reference *Usage of discounts/markups* contains rules of usage of discounts/markups with conditions of their values. There are 3 rules of usage: *Permit (by default)*, *Forbid*, *Automatically*. If no rules were fixed for discount/markup, it is permitted for fixing. The rule *Permit* should be fixed for overlap in case of the necessity of rules *Automatically* and *Forbid*.

Rule (rules) of usage is fixed for every discount/markup and fills the table of usage conditions of this rule. Usage rule *Automatically* cannot be fixed for discounts/markups with the usage area 'For dish' and 'For cover'. If discount/markup in which the flag *Changeable value* was fixed due to the usage rule *Automatically*, its

value cannot be changed, it will be calculated by the using of discount (markup) detailing. If this discount (markup) was added non-automatically, its value can be changed.

Discounts/markups that were added automatically can be deleted by the employee that has the right 'Deleting of automatic discounts'.

There own detailing is chosen for every dish during fixing percentage discounts/markups (as dishes can differentiate by categories of discount classifier). One detailing for the field of use is chosen for summed discounts/markups.

You can specify the belonging of discount types to the trade groups in the reference *Trade groups*.

In case, when the discount (markup) is absent in the list of discounts that are available for housing, check the fulfillment of the following conditions:

- Discount (markup) is active, discount (markup) type is active;
- Discount (markup) can be added to the block, exactly to:
 - Date of the block is in the interval that limits discount functioning: *Beginning of sale ... End of sale...*, if it was specified;
 - Discount (markup) is included to the trade group of the current block or discount (markup) type is included to the using trade group;
 - Author's role does not have the limits on the access rights.
- Corresponding field of use is fixed for discount (markup): *order, cover or dish*;
- There is at least one block for which fit usage rules of discount/markup, and discount is included to the trade group of this block (reference *Usage discounts/markups*);
- Discount in composition is possible (§4.14.3);

- Such discount (markup) was not defined at the nested or outward filed of use (that crosses such field of use) (except the undistributed discounts/markups) (§ 4.14.6);

- Flag *Not manually* was not put.

The following conditions are checked for every dish during the discount/markup fixing and calculating its value (this value can equal zero):

- Dish refers to the block, in which discount usage rules allow its using and trade group of this block contains this discount/markup;
- Dish is included to the category of classification (specified in detailing), that allows using this discount/markup;
- If discount/markup 'for payment' was checked on limits by the category for the currency on which it is calculated, the calculation of distribution of the payment is fulfilled;
- If discount was included to the composition for which the operation *Following do not function* was defined, its value can be empty;
- Calculation conditions of detailing Min quantity (if they were defined);
- Calculation conditions of detailing Min payment (if they were defined);
- If the dish was paid with the closed bill, discount would not work in this case.

If you want the operation "Rest in tips" existed during payment of the order by any currency, create special undistributed markup to which the sum 'Rest in tips' would refer and fix it for this currency. Markup that is fixed for the currency can be only summed (cannot be percentage). Markup that is used for 'Rest in tips' can be fixed as any other markup (permitted, forbidden, automatically); but if you fulfill the operation 'Rest in tips' at the cash station, detailing of this markup would not be taken into account.

If you use with R-Keeper v.7 Personal Discount System (PDS), in PDS number of the discount will be pointed in the editor of R-Keeper v.7. Discount is fixed at the moment of you swipe the card at the magnetic card reader. If the field of use was specified 'Order', discount would be used on the order. If the field of use of the discount was specified 'Cover', discount would be used to the cover after the employee defined the place.

Bonus type that is defined by the PDS for the guest card can be used in *detailing* of the discount as one of the conditions of the beginning of action of the described discount/markup. The bonus percentage can be specified in detailing along with the value of the sum or percentage of discount/markup.

You can use two or more discount cards for one order.

If the discount was used under any conditions (discount with such code was not found, prohibition on the composition, this discount was used earlier without using the card or using another card, etc) it means that the card is not given to the given order. In this case, the sum of the bill will not be calculated in PDS as the sum of the buying (for saving discount). If the card of PDS was available to the order, but there should not be discount (there is no non-zero detailing of the discount), you should use zero discount.

If the field of use of the discount is order, then all bills of the order will be taken into account in PDS as sum of buying. If the discount was given to the cover, bill on this cover and general bills would be taken into account as the sum of the buying in PDS.

4.14.1 Reference Discounts/Markups

The tree of the reference contains discounts (markups) and their types. If you marked out the type of the discount in the discount tree, *Discounts/markups* would be represented in *Items* window (see the Picture 153). If you choose discount/markup in the tree, *Detailing of Discounts/markups* will be represented in the *Items* window (see the Picture 155).

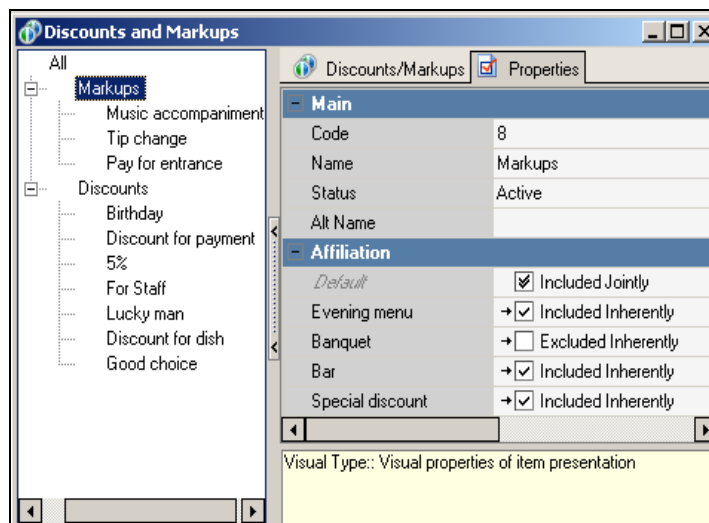


4.14.1.1 Discounts/markups Properties of Discount /markup type

The page *Properties* can contain the description of the discount/markup type or description of the discount/markup; it depends on the object that is marked out in the discount/markup tree.

The page *Properties* for discount/markup type contains the following groups (see the Picture 153):

Main – see § 4.1.3



Picture 153

Visual type – see § 4.1.6

Trade groups – see § 4.4

Restrictions - § 4.1.4

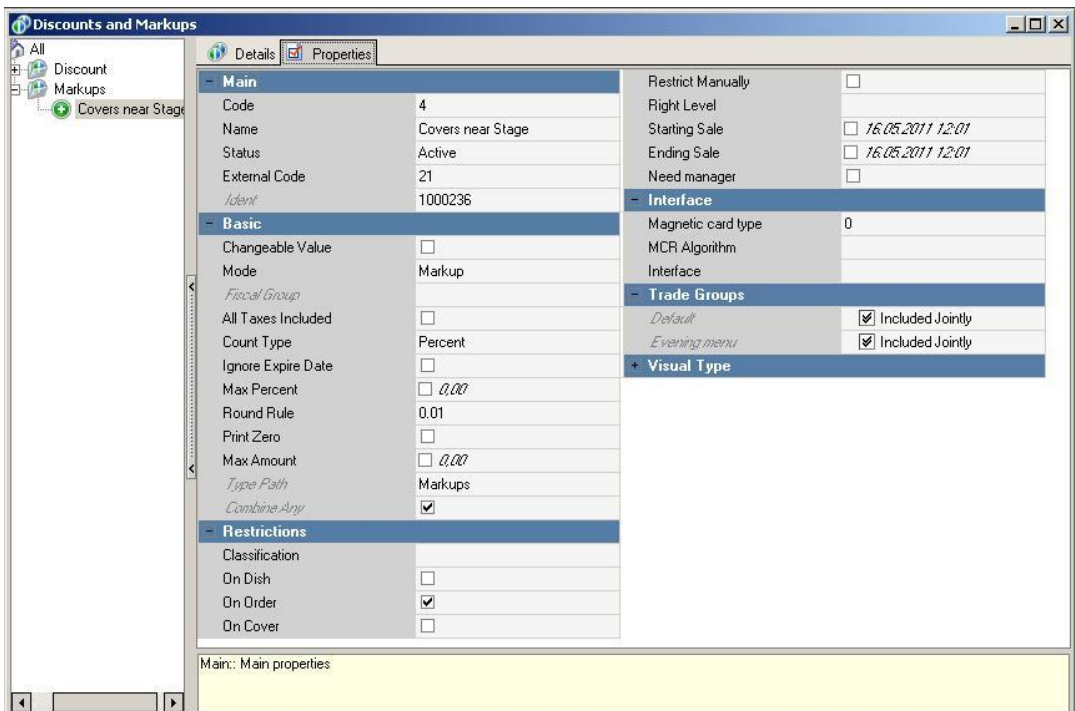
Selectors – is the group where enumerated unpredefined selector types like *Bill*: *Main selector* (if they are created by users). It is possible to create graphical template of the page in the properties of the described type of discounts\ markups of the selector (§ 5.3.2.3).

Information about page *Properties* for discount/markup see in § 4.14.1.2.



4.14.1.2 Discounts/markups Properties of discounts/markups

If the type of the discount was selected in the tree, properties of this discount/markup would be represented on this page in the *Inspector* window (see the Picture 154):



Picture 154

Main – see § 4.1.3

- ❖ If PDS is used on your enterprise, then it is necessary that the discount codes should be not bigger than two-digit (from 2 to 99).

Basic

Type path – the way to the created discount/markup, that is displayed automatically in this field;

Mode – choose from the list in this field: «Discount» or «Markup»;

Type – type of the added discount/markup can be percentage or summed;

Combine any – if this flag was put in this field, discount would be freely combined and you cannot include it into the ordered sets of discounts in the reference *Discount compositions*.

Max amount – you can point the max available sum that can be reached by the created discount/markup;

Max percent – you can point the max available percentage from the cost of the dish that is covered by the discount (field of use of the discount);

Print zero – if you put this flag, this discount will be printed in the bill even with zero value;

Round rule – order of rounding of discount (markup) value;

Tax groups – (only for undistributed markups) choose the tax group of the markup in this field. Distribution of the sum of the undistributed markup on all guests is calculated proportionally to the order sum of every guest.

❖ Change of the undistribution (choosing for distributed markup of the tax group or undo the choosing of the tax group for undistributed markup) is possible only for the markup with the status *Draft*. Prohibition is called out that active or –non-active markup can be passed to StoreHouse, where it functions as a dish. It impossible to delete the dish traceless, you can change the status on *Deleted*.

All Taxes included – only for undistributed markups. If the flag was fixed, all taxes will be considered included (it does not depend, whether the flag *Add to price* was fixed in the reference Taxes or not. Flag is used for tips);

Non-fiscal operation – if the flag was put near *Tax group*, discount is considered to be *undistributed* and the flag *Non-fiscal operation* appears on the window *Inspector*. This option is intended to calculate different kinds of tips, payments for the service. If it was permitted not to calculate such sums through the fiscal memory by the

legislation of your country, you can put this flag and as result markup would not be calculated of the fiscal register and cannot be included to the receipt.

E.g. Client pays 100 RUR for the dish and 20 RUR – «tips», if the flag was put *Non-fiscal operation* for the markup 'Tips'; '20 RUR' automatically will be added to the bill.

Exclude from earnings – if the flag was put near *Non-fiscal operation*, this flag would appear, that can be used in reports for separation different types of non-fiscal operations, receipts from which does not go to the cash.

As non-fiscal markups do not printed in the receipt, distortion of cash will be at the cash station and in the final reports. These distortions can be edit with the help of additional fiscal documents that include information about putting money to the cash station. Quittance on putting tips will be printed only when the markup has the flag *Non-fiscal operation* and the parameter *Tips calculation* is used with the value «True»;

Changeable value – if the flag was put in this field, you could enter the value of the discount manually. If the usage rule *Automatically* was fixed for the discount/markup, its value cannot be changed;

Magnetic card type – number that is described at the magnetic card of this discount. This property will appear only for those discounts that have filled property of *MCR-algorithm*;

Ignore the end date – if you put this flag, you can undo the end of the discount expiration date (do not confuse with PDS). There will not be such property if *the MCR-algorithm* property is unfilled;

Restrictions – see § 4.1.4

On dish – put the flag in this field to specify the field of use of the added discount (markup) 'For dish'. The quantity if the fields of use *dish* in the order equals the quantity of lines in the order. This field of use is not available for discounts (markups) that have the flag *Not manually*;

On order – put the flag in this field to specify the field of use of the added discount (markup) 'For order'. The field of use *order* in the order equals one;

On cover – put the flag in this field to specify the field of use of the added discount (markup) ‘For cover’. Discounts (markups) with such field of use are available for fixing only in the case if the parameter *Use covers* (§ 5.12.1) was used with the value «True». The quantity of fields of use *cover* in the order equals the quantity of guests;

Classification – if it necessary, choose the classification in this field from the list. Choose the menu category for the created discount that refers to the chosen classification in *detailing* of this discount (Markup).

❖ If classification was fixed and the category was not chosen in the detailing, then this detailing refers to dishes with non-fixed category with the corresponded classification (§4.6.2).

Not manually – if the flag was put, discount (markup) would be accessible for fixing manually (it would not be represented at the cash station in the discounts list for choosing, if you wanted to fix it manually). You can use this flag, for e.g., for discounts (markups), ‘For payment’ or markups that were fixed for ‘Rest in tips’. Discounts (markups) that have this flag cannot have the field of use ‘For dish’;

Need manager – if the flag was fixed in this field, discount cannot be fixed manually by the employee that does not have the right «Manger confirmation for discount»;

Visual type – see § 4.1.6

Trade groups – see § 4.4

Interface

Interface – see § 4.1.7

MCR algorithm – if the institution used the reader of the magnetic cards, MCR algorithm would be fixed for the given discount in this filed (§5.13.1). Property discounts *Type of magnetic card* and *Ignore the end date* appear by filling this property;

Type of magnetic card – the number written on the magnetic card of this discount. Property appears only for discounts which property of *MCR algorithm* is filled. The property of *MCR algorithm* can be used in parameter of *MCR algorithm* for defining of this discount. This property is absent if the property of *MCR algorithm* is not filled.

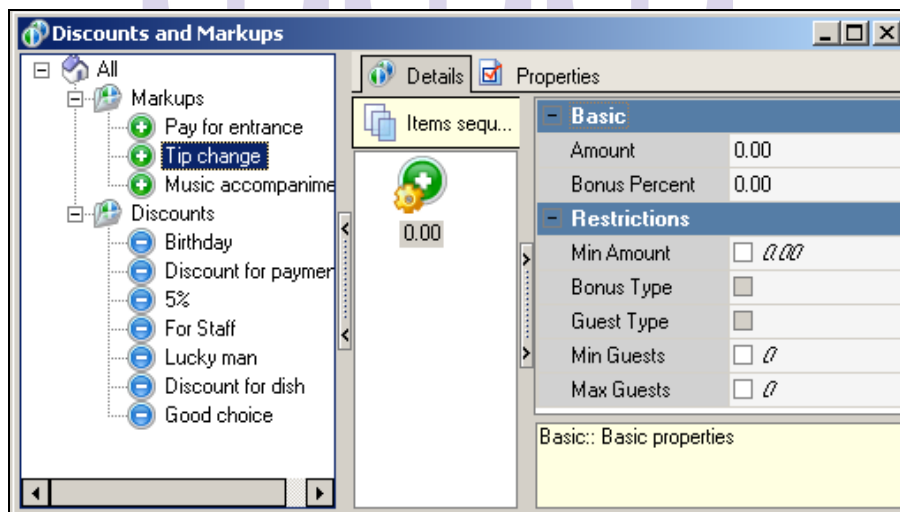


4.14.1.3 Discounts / Markups Properties of Detailing

Detailing are created for discounts/markups, where usability conditions are pointed and sum or percentage of discounts/markups and bonus are specified.

One detailing works for the summed discounts/markups and for the percentage discounts/markups with non-fixed classification. Separate detailing is chosen for percentage discounts/markups with the fixed classification for every category.

Properties of detailing contain the following groups (see the Picture 155):



Picture 155

Restrictions

Category – this is the classification category that is pointed in the properties of discounts/markups. Choose the dish category in this property to which the described detailing will be applied;

Min amount – you can enter the min sum of the price-list in this filed, after that it is possible to apply the detailing of the discount. If the discount (markup) did not have limits on the fields of use, *Min sum* would be defined on this category. If the flag was put in this filed, you can fill the property *For exceeding* (see below);

For exceeding (only for percentage discount) – if the flag was put, discount would be fixed for dishes that are placed in the order after they reached the sum that was pointed in the field *Min sum*. The order of dish placement in the order in this case has the value for the discount sum. If the flag was not put, discount would be calculated to all dishes of the order, if the sum according to the price-list exceeded the sum that was pointed in the field *Min sum*.

Min quantity – you can enter the min quantity of the dish portions in the field of use, when it is possible to use the detailing of this discount. This condition you can fix only for percentage discounts/markups. The condition can be checked for the summed quantity of dishes of this classification group in all fields of use. The property *Quantitative Mode* is displayed by fixing the flag in this field;

Quantitative mode – choose from the list in this filed the way of use of the detailing, if the *Min quantity* was specified: «For all», «For every N», «For all after N», then dishes are selected from the field of use in the entering order within the category (if classification was fixed). E.g., discount for the order was specified, *Min Quantity* was fixed in detailing = 5, way of use of detailing 'Exceeded N' was fixed. 5 dishes were ordered in the first period and 5 in the second. If the discount functioned in the first period and in the second – do not, then discount would not be fixed and if it was vice versa, then discount would be fixed;

Bonus type – functions in this detailing bonus type (from the reference *Bonus types*). In order to fulfill this condition of detailing, it should coincide with the bonus type on the client's card of the account in PDS

Guest type – choose the type of the guest from the list in this field for whom the discount would be applied;

Min guests – min guest quantity when the given detailing of the discount is usable;

Max guests – max guest quantity when the given detailing of the discount is usable;

- ❖ The fulfillment of these limits is done after operation **Open cover**. You cannot fulfill the checking of limits after the operation **Close cover**, as this operation equivalent the bill closing for the cover.

Main

Percentage (Sum) – you can enter the discount value in this field, percentage from the cost of the dish (if the discount was percentage) or sum (if the discount was summed);

◆ **E.g.**, Let's view the fixing of the percentage and summed discount with the field of use 'Order' on the same order. Discount was specified for the classification 'meat content'. The following dishes are included to the order: «Borsch» (category «non-vegetarian menu») – 3 portions, each costs 70 RUR, «Vegetable ragout» (category «Vegetarian menu») – 2 portions, each costs 55 RUR, «Fruit salad» («Vegetarian menu») – 2 portions, each costs 73 RUR.

Summed discount «Special» (for classification 'Meat content') has detailing:

- 1) 10 RUR that can be applied to orders that contain dishes with the category 'Non-vegetarian menu' with the min sum 200 RUR (flag *For exceeding* was put);
- 2) 15 RUR that can be applied to the orders that contain dishes with the category 'Vegetarian menu' with the min sum 250 RUR (flag *For exceeding* was not put).

Detailing priority 15 RUR is higher than the detailing priority 10 RUR that is why the detailing 15 RUR will be considered at first. As the sum of dishes 'Fruit salad' and 'Vegetable ragout' that refer to the category 'Vegetarian menu' equals 256 RUR that is higher than 250 RUR (the necessary min sum for the detailing usage); detailing of the discount 15 RUR will be applied to the order.

Percentage discount «Special» has detailing:

- 1) 10 %, that is applied to orders that contain dish with the category 'Non-vegetarian menu' with the min payment 200 RUR (the flag *For exceeding* was put);

2) 15 %, that is applied to the orders that contain dishes with the category ‘Vegetarian menu’ with the min payment 250 RUR (the flag *For exceeding* was not put).

Detailing priority 15% is higher than the detailing priority 10% that is why detailing with 15% will be viewed at first. As the sum of dishes ‘Fruit salad’ and ‘Vegetable ragout’ refers to the category ‘Vegetarian menu’ equals 256 RUR that is higher than 250 RUR (necessary min sum for applying the detailing), discount detailing 15% will be applied to the sum of all dishes of the category ‘Vegetarian menu’. Discount that is applied to the dish ‘Borsch’ with the sum 210 RUR (higher than 200\$ - min sum when the discount can be used). As the flag *For exceeding* was put, discount 10% will be fixed for $(210 - 200) \text{ RUR} = 10 \text{ RUR}$ – sums that exceed the min sum for the fixed discount.

Bonus type – functioning in this detailing the type of the bonus (from the reference *Bonus type*).

Bonus percentage – is the percentage of the calculated bonus. It is calculated from the value of the bonus that is specified for the used type of the price (reference *Price type*, page *Bonuses*). The value of the bonus for the price type can be calculated on the corresponding category of the dish of the calculation rule (page *Bonuses*), or specified in the reference *Menu* in the property *Bonus* (group **Prices**) – if the price type did not use the calculation rule. If the flag was put *Bonus-Percentage* in the price type, the percentage of the bonus that was specified in the described property would be taken from the sum that was calculated as a percentage of the bonus in the described price type. It is fulfilled similar to the calculation of the consumption value and the out payments to the consumator. *Bonus Percentage* that was pointed in this property on the scheme *Calculation of out payment to the consumator* that is equivalent to the property of the consumator *Percentage*.



4.14.1.4 Adding the type of discount/markup, discounts/markups, detailing

In order to create the type of discount/markup:

- ✓ Select *discount/markup type*, to which the created type of discount/markup should refer (if the created type of discount/markup had to be created in the root of the hierarchy tree, select the group of the zero level *All*)
- ✓ Call the pop-up menu, command *New discount type* in the hierarchy tree or from the area *Items*
- ✓ Fill the properties of the discount/markup type (§4.14.1.1)
- ✓ Save the changes

In order to create the discount/markup, make the following:

- ✓ Select *discount/markup type*, to which the created type of discount/markup should refer
- ✓ Call the pop-up menu, command *New discount/markup* in the hierarchy tree, area *Items*
- ✓ Fill the properties of the discount/markup (§4.14.1.2)

❖ You should add at least one detailing before activation of the discount/markup (except the undistributed markups).

- ✓ Save changes

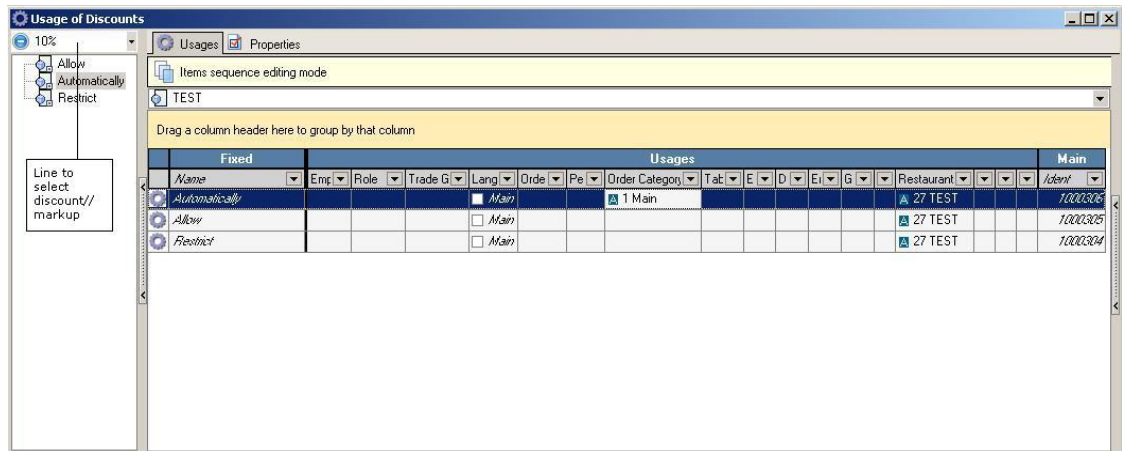
In order to create the detailing of the discount/markup:

- ✓ Select the discount/markup in the hierarchy tree to which detailing should refer
- ✓ Call the pop-up menu from the area *Items*, pages *Detailing*, command *New Detailing*
- ✓ Fill the properties of the detailing (§ 4.14.1.3)
- ✓ Save the changes
- ✓ If it is necessary, place the detailing on the priority

➡ ➡ ➡

4.14.2 Reference Usage of Discounts/Markups

Reference *Usage of Discounts/markups* is represented on the Picture 156.



Picture 156

You can see the application rule in the left part of the window that can be fixed in the choosing line. A table with usage rules of discount/markup is located in the right part of the window.

If no application rules were fixed for discounts/markups, rule *Permit* without conditions would work.

If the flag *Not manually* was fixed in discount/markup, it would be unavailable for fixing at the cash station manually by any employee; it does not depend on the usage rules.

Objects, that were fixed as conditions of usage: *Order type, Employee, Period, Role, Trade group, Order category, Hall plan, Table type, Guest type, Group of Employees, Language*.

The rule *Permit* will be represented on the Picture 156. It functions for the employee Kuzmin in the trade group 'Evening menu'. The rule *Forbid* functions for this employee in other cases. It is possible to fix the discount "Third birthday" in all cases that do not describe in the usage rules (by default functions the rule *Permit*). Discount 'Third birthday' is fixed *automatically* in the period "Discount".

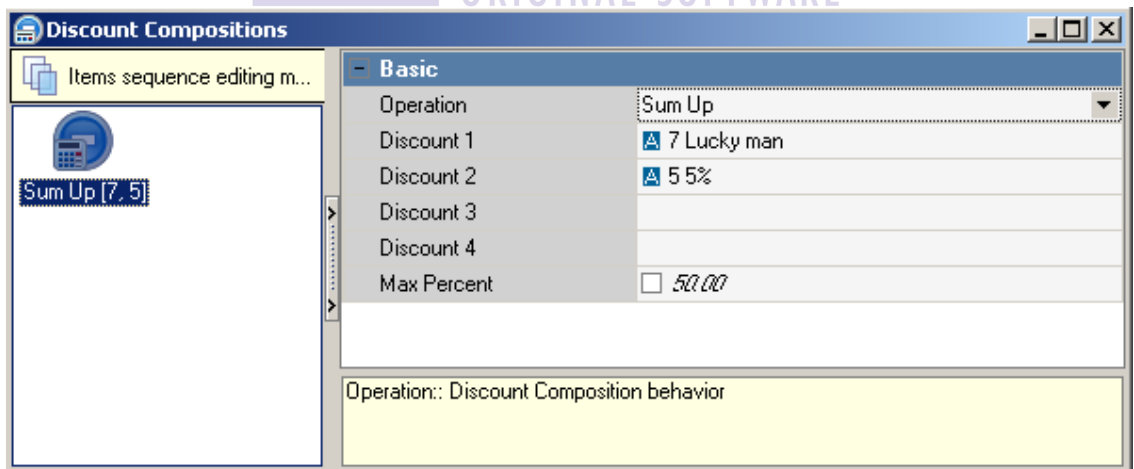
- ❖ If by the usage terms, rule *Automatically* should work for two unfreely combined discounts, discount with smaller code will be fixed.
- ❖ The discount, fixed automatically, acts only in blocks that have rules of automatically fixed discounts that is why the discount value, fixed manually, can mismatch with the value of the same automatically fixed discount.



4.14.3 Reference Discount compositions

Window *Discount compositions* is represented on the Picture 157.

Discount compositions are reflected in the left part of the window, properties of the composition in the right one.



Picture 157

Compositions are put by priorities in the reference.

- ❖ Priority of the discount composition will play the decisive role if 'any composition' is used as one of the discount compositions.

«Any discount» is reflected in composition with the code «-1».

In order to add the new discount composition, call the pop-up menu in the left part of the window, command *Create discount composition*. Fill the window *Inspector* for the created discount composition.

Main

Operation – select from the list the operation in this field that will be fixed for the composition:

- *Sum up*
- *Highest possible*
- *First Non-zero*
- *Minimize the following* (see §4.14.6)

- ❖ If you calculate the composition with the operation *Highest possible*, the sum of the max discount will be distributed on discounts that will be applied to the dish proportionally to their value.

Discount 1 – first discount of the composition;

Discount 2 – second discount of the composition;

Discount 3 – third discount of the composition;

Discount 4 – forth discount of the composition;

- ❖ Operation *First non-zero* is convenient to use during creation of discount composition, one of which has the limit *Category*. You should choose it as *Discount 1* in the composition. In this case, the

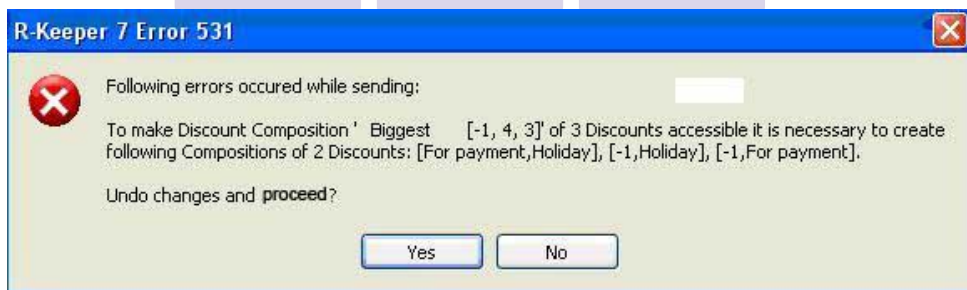
possibility to use this discount to the dish of the chosen category will be considered at first. In order to apply the second discount (and following discounts), dishes that do not refer to the category and *Discount 1* was fixed for it would be considered.

Max percent – you point the max percentage of the discount composition from the sum of the dish in this field.

If *max percent* was fixed and it was smaller than calculated, then the sum that was taken on this percentage would be distributed proportionally to the discounts sums that were calculated to combining.

In order to create the composition with 3 or more discounts, pair composition of all incoming to it discount should be.

If the necessary composition were not created, the message about mistake would be displayed, where compositions that had to be created are enumerated (see the Picture 158).



Picture 158

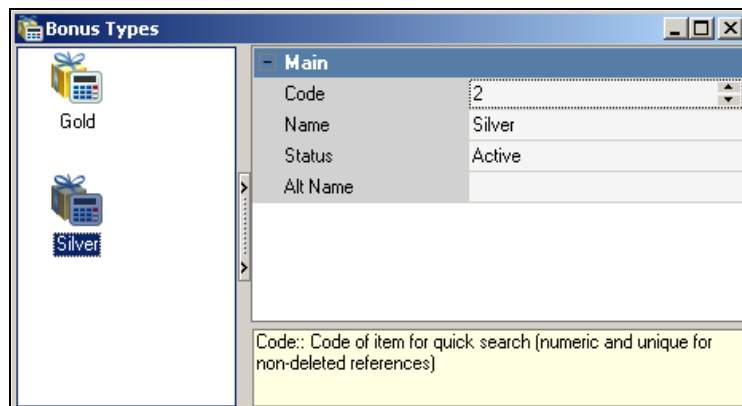


4.14.4 Bonus types

It is necessary to fill this reference, if bonus calculation is supposed with the help of PDS cards.

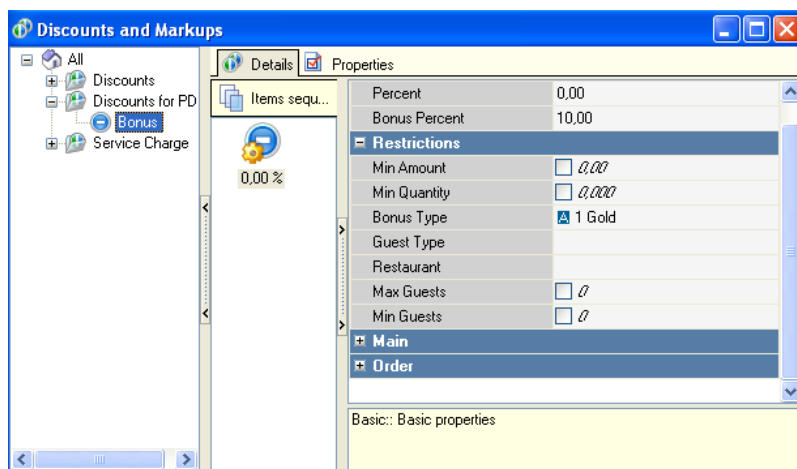
Bonus type creation takes place in the reference *Bonus types*.

Bonus type is described in the property **Main** – §4.1.3.



Picture 159

Bonus type and bonus value are mentioned in the discounts detailing (see the Picture 160).



Picture 160

The main criteria for bonus fixing on the PDS card are:

- the bonus percent in the discount detailing should be distinct from “zero” (see the Picture 160)
- bonus type, mentioned in the discount detailing should coincide with the bonus type, mentioned in PDS card properties on the tab *Parameters* (see the Picture 161)

Picture 161

- the discount in R-keeper 7 should be mentioned in the properties of PDS card on the tab *Discount* (see the Picture 162)

Account 2

Card: 1234567891

Owner: admin2

Restaurants | Personal | Image | Message

Parameters | Discount | Usage

Discount

☒ Permanent

5 Personal Rabatt

☐ By schedule

☐ Discount level

Sum limitation

Day limit

Sum: 90,00

OK Cancel

Picture 162

* the bonus percent in the dish properties should be distinct from “zero” (see the Picture 163), as the calculation of the bonus charged sum on the PDS card occurs from the *bonus sum of the dish* (see § 4.8).

Menu

All

- 1. LUNCH SPECIALS
- 2. ANTIPASTI - STARTERS
- 4. PIZZA IN BOCCA
- 6. PASTA
- 7. CONTORNI - SIDE ORDERS
- 8. DOLCI - DESSERTS
- 9. BEVUTO IN BOCCA
- 10. APERITIFS & DIGESTIVO
- 11. WINES
- Business lunch
- OPEN FOOD/DRINKS

Menu Items

- BRUSCHE...
- CALAMARI FRITTI
- CAPRESE
- FUNGHI ALL AGLIO
- GAMBERI PICANTE

Properties

Starting Sale ☐ 28.11.2009 13:09

Ending Sale ☐ 28.11.2009 13:09

Interface

Interface

Modifiers

Modifier Scheme

Modifiers Weight 0

Prices

Open Price ☐

Main

Consumption (%) 0.00 %

Bonus (%) 100.00 %

Low Limit 0.00

Self-Cost 0.00

mk [Not specified]

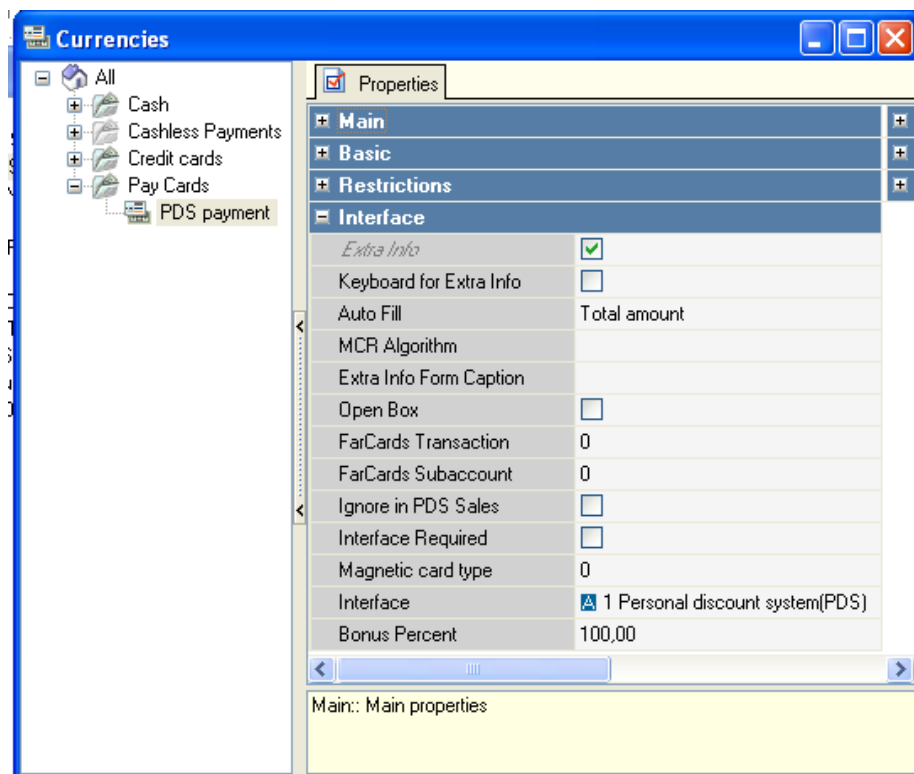
Visual Type

Background Color ■ Crimson

Low Limit:

Picture 163

- the bonus percent in the currency properties should be distinct from “zero” (see the Picture 164)



Picture 164

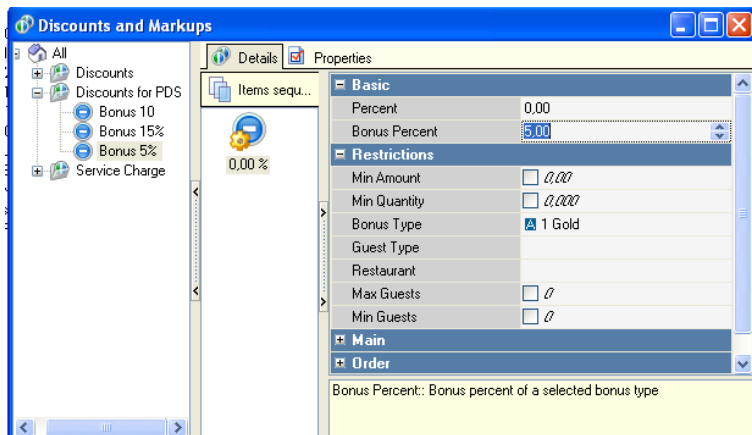
With the help of R-keeper 7 and PDS can be regulated the percent of bonus charging on the PDS card in accordance with the spent sum:

The rules of bonus adding will be the following:

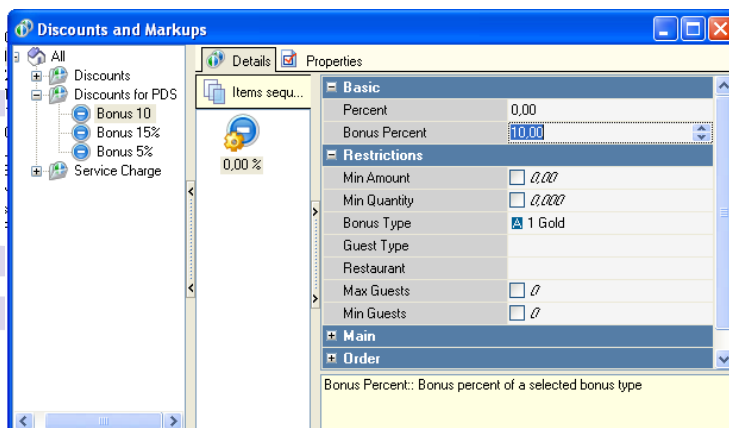
Spent Sum RUR	Bonus percent, %
0	5
2000	10
10000	15

- In R-keeper 7 in the reference *Bonus types* create the bonus type, for e.g. “gold”
- In the reference *Discounts and markups* create three “zero” discounts with different bonus percentage. The discount percent

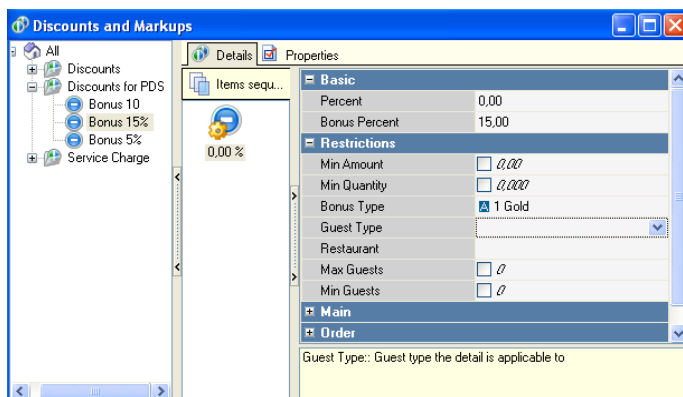
should be equal zero, as the card is only bonus one (see the Picture 165, Picture 166, Picture 167)



Picture 165



Picture 166



Picture 167

- 3) In PDS in the reference *Compound discounts* create the discount (see the Picture 168)

Spend sum	Discount
from 0,05	[5] Personal Rabatt
from 20,00	Absent
from 7777,00	[97] 97

Picture 168

- 4) In PDS properties mention the following:
- On the tab *Parameters* mention *Bonus type*, that is mentioned in discounts detailing,
 - On the tab *Discounts* mention the compound discount, that is created in PDS.

Note: *Bonus (%)* in dish properties and *Bonus percent* in currency properties should differ from zero.

→ → →

4.14.5 Interaction of R-Keeper v.7 and PDS

You can fulfill the following actions with the help of PDS cards in R-Keeper v.7:

- Calculate the discount by PDS card

- Calculate the bonus by PDS card
- Calculate the discount and bonus by PDS card
- Use PDS card as a currency by bill payment with charging or without charging discount and/or bonus

- ❖ It is possible to fix the bonus by PDS card, if the following tasks were fulfilled: 1. Bonus type; 2. Discounts from R-Keeper. If you do not need the discount, detailing of this discount should have zero value.
- ❖ Discount code, intended to fix with the help of PDS card, should correspond to the discount code in PDS card.
- ❖ Discount percentage, fixed by PDS card is always calculated from the unpaid sum of the order. If for the discount except the definition area 'Order' area 'Cover' was specified, put the mouse pointer on this discount and use the operation **COVER**.

R - Keeper v.7 with the help of special interface (§5.14.1) fulfills the interaction with the personal discount system (PDS).

You can fix the following items in PDS card:

- ✓ You can choose the discount (from the list of discounts of R-Keeper v7) on the page *Discount*
- ✓ You can choose the bonus (from the list of bonus types of R-Keeper v7) on the page *Parameters*
- ✓ You can choose the *type of defaulter* (from the list of defaulter types of R-Keeper v7) by the code of the non-payer on the page *Parameters*.

If the defaulter type was not chosen (the value of the field *Defaulter type* on the page *Parameters* PDS cards equals '0'), limits on the articles would not be fixed. If the non-payer type was chosen, currencies are available for payment of the bill by this type of the non-payer (§ 4.13.3).

List of operations by PDS card contains data that reflects the actions with the card in R-Keeper v7:

Discount – the sum of the discount that was chosen for this personal card on the page ‘Discount’;

Payment through the cash – the sum that included in the currency – expense item of the card;

Spent – common sum of the bill (cannot coincide with the sum of *Payment through the cash*). This sum is calculated on the card, if discount was given for this card. As a result:

❖ You should fix the first threshold value 0.00 for the stocker discount in PDS. If you do not want to fix the discount, you should fix zero discounts for the threshold value.

Discount deletion – this is the sum of deleted discount in case of annulation or deletion of the bill;

Expense cancellation – this is the sum of the deleted expense in case of annulation or deletion of the bill.

The following actions are fulfilled when you swipe the magnetic card on the reader:

1. R - Keeper v.7 searches MCR – algorithms. If MCR – algorithm was found, that had *Area* - «Interface» and *Object* - «Personal discount system», request would carry out to PDS, where the code of the card would transfer.
2. PDS returns the information about the client’s card to R-Keeper v.7 – name, surname, picture, discount and / or code of bonus type, code of the defaulter, rest. Data are displayed on the cash station in the special screen forms.

3. The discount is added to the order, if it can be added. The discount can have the zero value, if the conditions dissatisfy any of detailing or nonzero value (calculated on the current detailing).

❖ If for the bonus calculation and for the calculation of the discount sum on this detailing the detailing flag *Bonus type* was fixed, it is necessary that the code of the bonus type coincide in detailing with the code of the bonus type that is mentioned on the page *Parameters* of the personal card.

Bonus percent, fixed in this property of detailing, is calculated from the bonus price in the manager application (see §4.17.3; 16.1.3). The calculation of the sum of the bonus charging takes place at the working station (see §4.17.3).

❖ Bonus is fixed only in that case, when the discount was fix for the card (i.e., discount was not selected manually). The value of the discount can be zero.

4. *Preliminary personalization* of the currencies that is connected with this card with the help of defining the *type of defaulter*, after you have swiped the card on the reader (§4.13.3). As a result, currencies – expense items that were specified for this card area are displayed (available only for employees with the right on *preliminary personalized currency*) in the currency group ‘Payment card’. Name of the card owner and name of the expense item are displayed on the button with such currencies.

R-Keeper v7 allows to fix the nutrition calculation of employees by the cards with the help of which they are registered in the system. You should fix the employees’ cards in PDS. AN exception is the case of the timed registration: manager cards for the timed registration should be fixed separately from PDS. If the discount or the currency were bounded with the card (by means of MCR-algorithm or authorization by means of

interface was fulfilled), then timed registration would not be fulfilled on this card. If there is such card in PDS, the discount or the currency will be added.

You can avoid this limit, if you fulfill the timed registration with the help of operation 'timed registration (and not with the help of the swiping the card on the reader). This operation is present in the menu of operations of TS-stations in the standard form. You should replace this operation on one of the buttons of the button station.



4.14.5.1 Fixing of R-Keeper v.7 for interaction with PDS

I. In the reference MCR – algorithms (§5.13.1)

- ✓ Add MCR – algorithm 'PDS' and specify:
 1. *Area* – value 'Interface';
 2. *Object* – value 'Personal discount system';
 3. *Device types*: 'Magnetic card' (if it was used as 'Proxy-card' and 'Bar code')

I. In the reference Bonus types (it is fulfilled only in that case, when it is necessary to fix the bonuses on PDS cards).

- ✓ Create type (types) of the bonus (e.g., *Gold*)

II. In the reference Discount and Markups (it is fulfilled only in that case, when it is necessary to fix the calculation of discounts and/or markups on PDS cards).

Create discount that you should enter in the field 'Discount' for the card in PDS. You should specify properties:

- ✓ Flag Field of use – *For order* or *For Cover*

III. Create the detailing of the discount, where:

- ✓ Specify the value *Bonus type* (you can choose from the list of bonus types of R-Keeper (e.g., *Gold*)). It is fulfilled in case, if the bonus had to be calculated for the card.
- ✓ Specify the value of *Bonus percentage* (it is fulfilled in case, if the bonus had to be calculated for the card).
- ✓ If you need the discount – than % of the discount (sum of the discount). If the discount should not be calculated for the card (only bonus), the value of this discount should equal zero.
- ✓ You can fix other detailing conditions in case of necessity.

IV. In the reference currencies (is fulfilled only in case, when it is necessary to pay the bill with the help of the card).

- ✓ Create the currency, specify *Interface*: 'PDS Interface'
- ✓ The flag *Without bonuses* should not be put for currencies (property group Main) by payment of which you can charge the bonus.



4.14.6 Calculation of discount compositions

In this chapter we will see in details composition influence on the possibility to use discounts.

Discount composition can include discounts that have different fields of use: *order*, *cover* and *dish*.

Field of use of the order includes fields of use of all *covers* and fields of use of all *dishes*. The field of use of every *cover* is 'independent' from the fields of use of other *covers* (do not include the fields of use of the other *covers*). Field of use *cover* includes *dishes* that refer to this *cover* and also parts of *dishes* for which cover was not

defined (in case of calculation by covers § 11.8, the cost of such dishes will be distributed between all covers of the order).

Viewing the discounts during the calculation of the composition is fulfilled in the position order in the composition in the property group **Main**.

The possibility to use the discount is specified for every dish separately. The control over discount compositions for the dish is fulfilled due to the cover that was fixed or was not fixed for the dish (in this case, dish is 'common').

Unfreely combined discount that was not included to any composition can be fixed, if any other unfreely combined discount were not fixed for this field of use. If any other unfreely combined discounts were fixed for this field of use of this discount or the field of use of this discount was included to the field of use of earlier fixed unfreely combined discounts, it could be fixed, if only the composition that allows its using has been found.



❖ If the order did not contain any unfreely combined discount and any discount composition were not specified in the corresponded reference, it is possible to fix the unfreely combined discount that have the following fields of use:

- «*For order*». You can fix one discount with such field of use, after this all unfreely combined discounts become inaccessible for fixing.
- «*For cover*». You can fix by one discount with such field of use on every cover, after this all unfreely combined discounts will be inaccessible for fixing. There is another variant. If the company of guests that consists of 3 people is served and the discount with the field of use 'For dish' is fixed on the first place for every dish. All unfreely combined will be unavailable for fixing after this.
- «*For dish*». You can fix one discount with the field of use 'For dish' for every dish. All discounts with the fields of use 'For order' will be unavailable for using after you have fixed the first discount for the

dish. If the cover was specified for this first discount 'For dish', then all discounts 'For cover' would be unavailable for fixing. If the cover for the dish was specified, discount with the field of use 'For cover' could not be fixed for this cover. All unfreely combined discounts will be unavailable for fixing after this. E.g., company of guest that consists of 3 people is served; the discount 'For dish' is fixed for the dish that was specified the first cover. The discount with the field of use 'For cover' can be fixed for the 2-nd and/or 3-rd covers and cannot for the 1-st one.

For the composition that consists of 3 discounts, the existing of all pair compositions included into it is necessary. For the composition that consists of 4 discounts, the existing of all pair and ternary compositions included into it is necessary.

For example there is the composition that consists of 3 discounts (see the Picture 169). (Preliminary created compositions from the pair discounts that are included to this composition: with the operation "Decrease Next" –for 5%, 15% and 10% discounts; with the operation "Sum up" - for 15% and 5%.)

Basic	
Operation	Decrease Next
Discount 1	2 25% Discount Special
Discount 2	8 Bonus 5%
Discount 3	10 Bonus 15%
Discount 4	

Picture 169

All discounts with the field of use – "For order". The order sum is 200 RUR. The sum of the first added discount is 15%, calculated from 200 RUR. (see the Picture 170)

57	1. fish in aspic	200.00
15%		-30.00

Picture 170

The sum of the second added discount is 5%, calculated from 200 RUR on composition operation “Sum up” (see the Picture 171).

57	1. fish in aspic	200.00	
	15%	-30.00	
	5%	-10.00	

Picture 171

The composition of three discounts comes into action by adding the third discount, the sums of discounts recalculated: 5% discount mentioned in the composition as “Discount 1”, that is why it is calculated from the order sum 200 RUR. The sum of discount 10% is calculated from the order sum due to the first discount – 190 RUR. (200-10). The sum of the third discount 15% is calculated from the order sum due to two discounts – 171 RUR. (200 – 10 -19) (see the Picture 172).

57	1. fish in aspic	200.00	
	15%	-25.65	
	5%	-10.00	
	10%	-19.00	

Picture 172

4.15 Tax, Tax groups, Tax benefits

You can specify up to eight active taxes in the reference *Taxes* in R-Keeper v7.

Taxes are put in the priority order (§4.2) that fixes the calculation sequence of taxes in the order.

Taxes from the order according to the current legislation are calculated from the sum that is compound of price-list sums and distributed markups with the deduction of the discount sum. Tax with undistributed markup is calculated according to the tax group that was defined for it earlier.

Every tax can have several rates. Rate of the tax sum from the order or dish is specified in the reference *Tax groups*. It is obligatory to point in the properties of active dishes to which tax group they refer.

As the taxation of goods that refer to one tax group can be different; it depends on the type of service (take-away or at the table) or place of goods selling (e.g. bar or kid café), every tax group contains one or several *Tax politic*.

The list of tax politic is placed in the priority order (see the Picture 176). Rates of tax collection for goods are specified in the tax politic that refer to the described tax group.

The tax politic selection is made according to the used *Order type* and *Order category*.

If there are benefits (exclusion of any tax) while using of some currencies, they are enumerated in the reference *Tax benefits* with the application rules. You should choose the corresponding benefit in the currency property.

Graphic scheme of the tax collection from the dish and undistributed markup is represented on the Picture 195.

All changes that are entered in the references *Taxes*, *Tax groups* and *Tax benefits* will be shown at the cash station after closing the common shift (§ 12 .) during which these changes were made, if at least one order was made or there is the transferred order in the current shift.

- ❖ Tax cannot be activated without at least one active tax rate. Correspondently, the last tax rate of the active tax cannot be deleted.
- ❖ Tax rate after activation cannot be deactivated; it can only be deleted.
- ❖ Tax rate cannot be deleted, if it is used in the active tax policy.
- ❖ You cannot deactivate tax group, on which the active dish refers.
- ❖ You cannot deactivate the tax policy 'Any order category – Any Order type' in an active tax group.

4.15.1 Sketchy description of references Tax and Tax groups

Different dishes in menu can be charged the tax with different tax rates (e.g., from bakery the H1 tax is charged on the rate Gr01, from alcohol - H1 tax is charged on the rate Gr11). You should create the corresponding quantity of tax groups that will equal to all possible groups of dishes with the identical taxation rules. A tax group should be created for every dish with the status 'active' in the reference *Menu*.

Let's imagine, that in the enterprise network, which is described in § 4.10.2, there are two tax groups Gr1 and Gr2.

Tax calculation can be made on different tax rates for different *order categories* (4.10, § 4.10.2) and even for dishes of one tax group. Different tax rates can be used for different *order types* (§ 4.10, § 4.10.1) and even for dish with one tax group.

Tax shames that refer to one tax group and that are differ by tax rates, are called *tax politics*. The order category and order type are specified for every tax politic.

Let's imagine that there are three taxes: H1, H2, H3

Tax H1 has rates: Rt1, Rt 11, Rt 01

Tax H2 has rates: Rt 2, Rt 22, Rt 02

Tax H3 has rates: Rt 3, Rt 33, Rt 03

Let's draw a table of the tax calculation for the enterprise network.

Gr1	«Child cafe»	<i>Banquet serving</i>	Gr 1(H1 Rt 1; H2 Rt 2; H3 Rt 3)
		<i>At the table</i>	Gr 1(H1 Rt 1; H2 Rt 02; H3 Rt 3)
		<i>Take-away</i>	Gr 1(H1 Rt 1; H2 Rt 22; H3 Rt 3)
	«Restaurant»	<i>Banquet serving</i>	Gr 1(H1 Rt 1; H2 Rt 2; H3 Rt 03)
		<i>At the table</i>	Gr 1(H1 Rt 1; H2 Rt 2; H3 Rt 33)
	«Bar»	<i>At the table</i>	Gr 1(H1 Rt 01; H2 Rt 2; H3 Rt 3)
		<i>Take-away</i>	Gr 1(H1 Rt 01; H2 Rt 02; H3 Rt 3)
	«Summer cafe»	<i>Take-away</i>	Gr 1(H1 Rt 01; H2 Rt 22; H3 Rt 3)

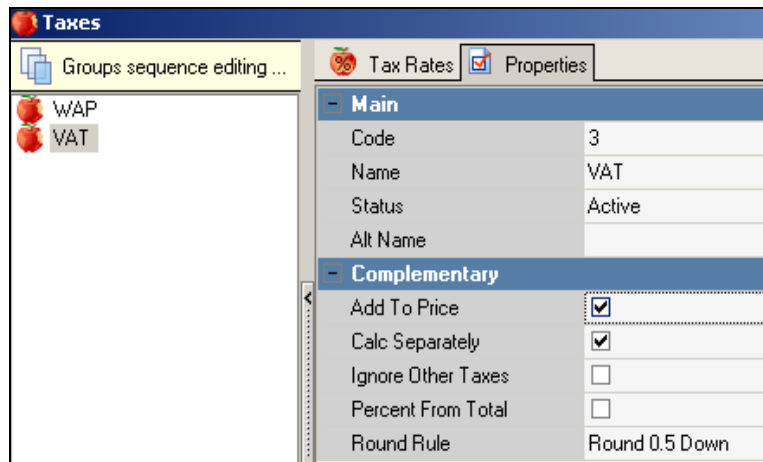
Gr2	«Child cafe»	<i>Banquet serving</i>	Gr 2(H1 Rt 01; H2 Rt 2; H3 Rt 03)
		<i>At the table</i>	Gr 2(H1 Rt 01; H2 Rt 2; H3 Rt 33)
		<i>Take-away</i>	Gr 2(H1 Rt 11; H2 Rt 2; H3 Rt 3)
	«Restaurant»	<i>Banquet serving</i>	Gr 2(H1 Rt 11; H2 Rt 02; H3 Rt 3)
		<i>At the table</i>	Gr 2(H1 Rt 11; H2 Rt 22; H3 Rt 3)
	«Bar»	<i>At the table</i>	Gr 2(H1 Rt 11; H2 Rt 2; H3 Rt 03)
		<i>Take-away</i>	Gr 2(H1 Rt 11; H2 Rt 2; H3 Rt 33)
	«Summer cafe»	<i>Take-away</i>	Gr 2(H1Rt 11;H2 Rt 02; H3 Rt 03)

Tax politics are pointed by the name of the tax group in the table, with the indication name of every tax and rate on which this tax is charged. E.g., Gr1(H1Rt1; H2Rt2; H3Rt3) – tax politic that is reffered to the tax group 1, where tax H1 is charged on the rate Rt1, tax H2 is charged on the rate Rt2, tax H3 is charged on the rate Rt3.

4.15.2 Tax reference

4.15.2.1 Taxes Tax properties

The reference *Taxes* (see the Picture 173) contains the list of all taxes that are used in the system.



Picture 173

The page *Properties* contains the following property groups:

Main – § 4.1.3

Complementary

Round rule – you should choose one of the round rule shares for the tax in the following field:

- ✓ «round 0.5 top»;
- ✓ «round 0.5 bottom»;
- ✓ «round 0.5 random» (counting sensor of the accidental numbers depends on the order number);
- ✓ «round all to top»;
- ✓ «round all to bottom».

Add to price – this flag defines how the prices with the reference to the tax will be displayed in price-list. If the flag was put, the sum of the tax would not be added to the price, and it should be pointed in the price-list that the price is without the tax. If the flag was not put, then the price is pointed ‘include the tax’. All taxes will be included to undistributed markups that have the flag *All taxes included*, independently from the described flag.

Ignore other taxes – if the flag was put, the tax calculation would be made for the sum of the order (dish) without calculation of other taxes. If the flag was not put,

then the calculation would be made for the sum that includes the sum of the earlier calculated taxes. This flag is ignored for the first tax;

Percent from total – if the flag was not put, the tax calculation would be made ‘from top’. If the flag was put, the tax calculation would be made ‘including’.

◆ **E.g.**, the sum of the order is 101.7\$. The sum of the order with the tax is 120\$. The tax rate is 18 %. The tax calculation «from top»: $101.7 * 18 \% = 18.3\$$. The tax calculation ‘including’ $(120 * 18) / 118 = 18.3\$$. (The tax calculation ‘including’ can be made different way: $120\$ * 15.25 \% = 18.3\$$). You should take into account that during the tax calculation ‘from top’ the tax rate 18% is used; during the tax calculation ‘including’ the tax rate 15.25% is used.

Calculated separately – if the flag was put, the tax calculation is fulfilled for every dish separately. Accordingly, the rounding-off the tax will be fulfilled for every dish separately, and then will be made the summing on tax groups. If the flag was not put, the tax calculation would be fulfilled for the sum of dishes of every tax group. Accordingly, the rounding-off will be made for the tax group and not for every dish.

◆ **E.g.** Order includes:

«Dish 1» on the sum 19 RUR and «Dish 2» on the sum 28 RUR that referees to the ‘tax group 3’ (rate 20%), and also «Dish 3» on the sum 15 RUR and «Dish 4» on the sum 25 RUR that refers to ‘tax group 5’ (rate 18%).

If the flag was put ‘calculate separately’, the tax calculation would be fulfilled in the following way:

$19 \text{ RUR} * 16.67 \% \text{ (rate 20\%)} = 3.1673 \text{ RUR (after rounding – 3.17 RUR)}$

$28 \text{ RUR} * 16.67 \% = 4.6676 \text{ RUR (after rounding – 4.67 RUR)}$

$16 \text{ RUR} * 15.25 \% \text{ (rate 18\%)} = 2.44 \text{ RUR}$

$27 \text{ RUR} * 15.25 \% = 4.1175 \text{ RUR (after rounding – 4.12 RUR)}$

The sum of the tax in ‘tax group 3’ will equal - $3.17 \text{ RUR} + 4.67 \text{ RUR} = 7.84 \text{ RUR}$, sum of the tax in ‘tax group 5’ will equal - $2.44 \text{ RUR} + 4.12 \text{ RUR} = 6.56 \text{ RUR}$

If the flag «Calculate separately» was not fixed, the calculation will be fulfilled according to the following scheme:

19 RUR + 28 RUR = 47 RUR;

47 RUR * 16.67 % = 7.8349 RUR (after rounding - 7.83 RUR) – the sum of the tax according to «tax group 3»;

16 RUR + 27 RUR = 43 RUR;

43 RUR * 15.25 % = 6.5575 RUR (after rounding - 6.56 RUR) – the sum of tax according to «tax group 5».

It is necessary to put the flag *Calculate separately* in case, if the fiscal recorder keeps records ‘by dish’ and tax account coincides with the tax calculation in the fiscal recorder.

The calculation rules of taxes should be specified with the account the possibility to fulfill the calculation. Here are the rules that should be followed by putting the flags.

- If the flag *Without other taxes* was put, then the flag *Percentage from the total sum* should be removed;
- If the flag *Without other taxes* was put by any tax, then it should be included to the other taxes too;
- If the flag *Without other taxes* was put by any tax, then the flag *Calculate separately* should be put near this one and previous taxes;
- If the flag *Add to price* was put by any tax, it should be put near the following ones.

The message about mistake will be displayed on the screen, when you put the flag that causes the mistake. In this case, you should correct the priority order of the taxes or change the value of the already put flags.



4.15.2.2 Taxes Properties Tax rates

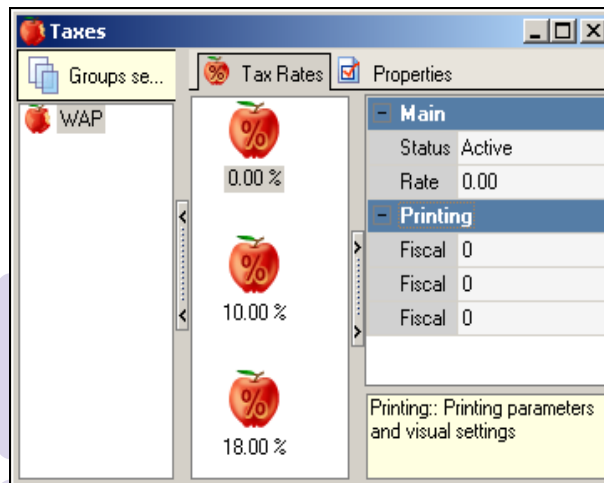
The possible rates, for every tax, are enumerated on the page *Tax rates* (see the Picture 174). You can add the tax or rate in the reference by the standard way (§3.6.2).

❖ It is impossible to delete the tax rate if it is used by the active tax policy.

- ❖ It is impossible to deactivate the rate of the active tax. It is necessary to deactivate the tax and then to delete the rate.
- ❖ By the rate creation, first of all it is necessary to change the 0.00 value to the required one and then activate it. It is impossible to change its value after the activation of the rate.

Main - § 4.1.3

Rate – value of the tax rate;



Picture 174

Printing

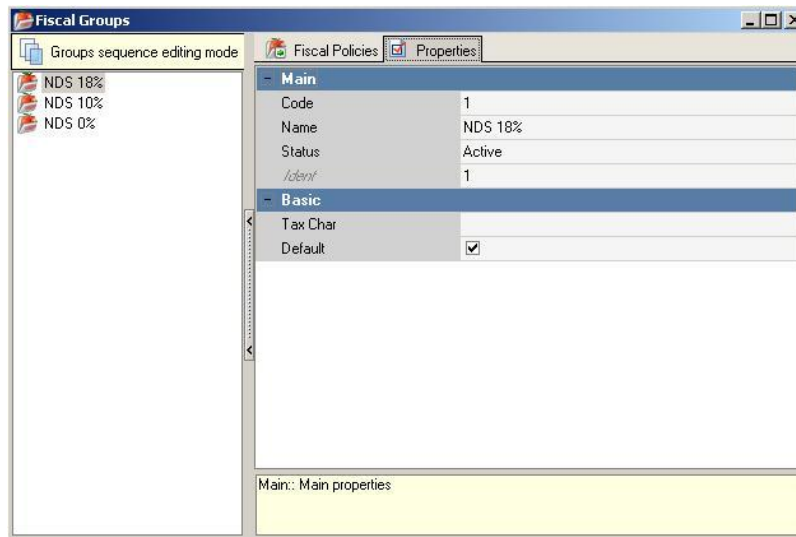
Fiscal type 1, Fiscal type 2, Fiscal type 3 – are payment types of the fiscal recorder (the fiscal type is specified for every driver of the fiscal recorder separately). You should choose one of the values from the list *FiscRegPayType1*, *FiscRegPayType2* or *FiscRegPayType3* in the reference *Stations and Devices* (in the item of the main menu *Service*) on the page *Drivers*, when you marked out the driver of the fiscal recorder in its property *FiscRegTypeNum*. The payment type that was specified in this field will be used by the driver of the fiscal recorder for defining the payment type of the fiscal recorder by collection of this tax rate. Values of the payment types of the fiscal recorder specify in the description of the fiscal recorder.



4.15.3 Reference Tax groups

4.15.3.1 Tax groups Properties of the Tax group

The page *Properties* (see the Picture 175) of the reference *Tax groups* contains the following properties of the group:



Picture 175

Main - § 4.1.3;

The property *Code* of the tax group is used for specifying the code of the tax group of the fiscal recorder, if numbers were used for it. If there for specifying the tax group in the fiscal recorder were used letters, then the sign would be taken from the property *Tax sign* (see below).

Basic

Tax sign – this is the definition of the tax group in the bill. (The definitions that have types A,B,C,... are used in some countries).

Default – this group will be given by default during the creation of the dish.



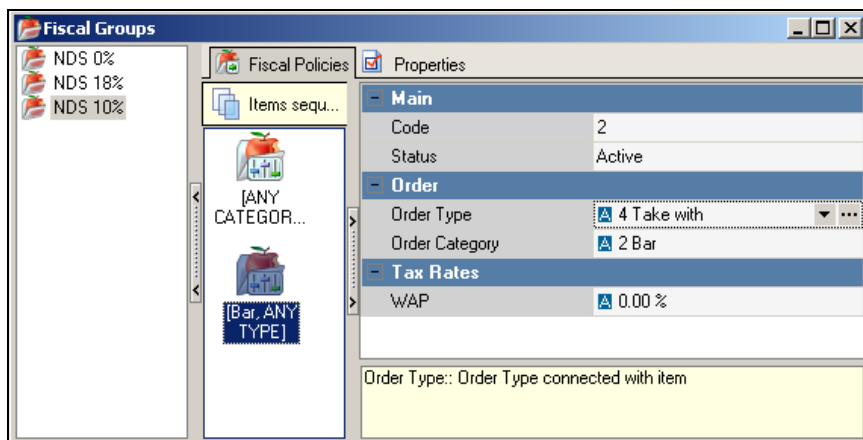
4.15.3.2 Tax groups Properties of Tax policy

The window *Inspector* of the tax policy (see the Picture 176) contains the following property groups:

Main – § 4.1.3;

Order – is used in the tax policy *Order types* and *Order categories*.

It is obligatory for every tax group to have the tax policy ‘For all order types; For all types of order categories’. The taxation of goods of the tax group will be made according to this tax policy, if the other policy were not chosen under usage conditions. The activation of the tax group is possible only under the presence of such policy with the ‘Active’ status.



Picture 176

You can delete the tax politic ‘For all order types; For all types of Order categories’ only in the inactive tax group (active status is on the page *Properties*). You can delete the tax group after deletion of all tax policies of this tax group.

Tax rates – contains the list of taxes and values of rates on which they are charged.



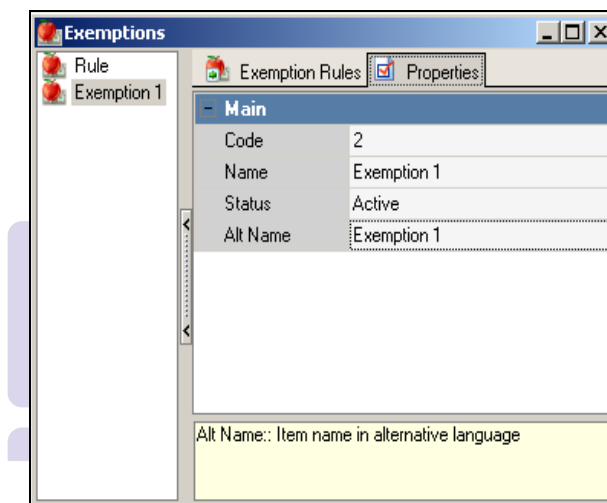
4.15.4 Reference Tax exemptions

Tax exemptions are created in the reference with the similar name in case of excluding of any taxes, when you use definite currencies (see the Picture 177, Picture 178). Then tax exemptions are fixed for the currencies.

❖ It makes sense to use tax exemptions only if the tax is *Added*.

Tax exemptions are enumerated in the left part of the window; their properties are specified on the page *Properties*. The page *Exemption rules* contains usage rules of tax exemptions in the priority order (see §4.1.9).

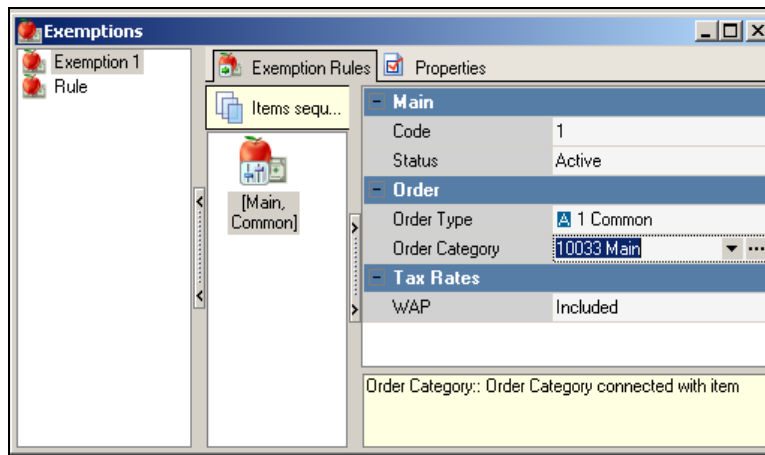
You can add tax exemption or usage rule in the standard mode (see §3.6.2).



Picture 177

You can enter the main and alternative name and fix the status on the page *Properties* (see the Picture 177).

Page *Exemption rules* is represented on the Picture 178.



Picture 178

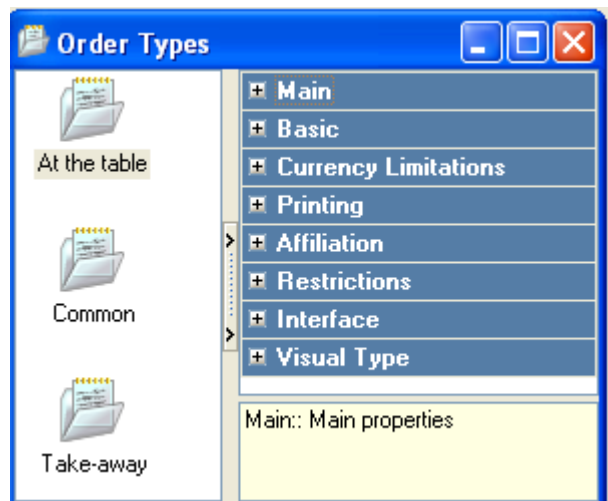
Excluding/including of taxes is specified for every usage rules.

❖ If you want to exclude any tax, it should have zero tax rate.

It is possible to fix the combination of order type and order category for every usage rule, when the described usage rule will function.

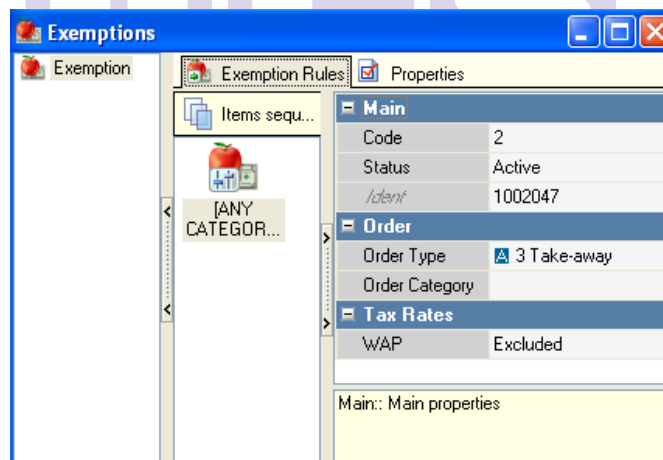
E.g.: In this enterprise the added tax is VAT 18%. If the customer makes the take-away order and pays for it with the American Express card, then the tax should be excluded.

1. As the charge of the tax exemption depends on the order property, then it is necessary to make two types of order (*At the table* and *Take-away*) in the reference *Order types*. (see the Picture 179)



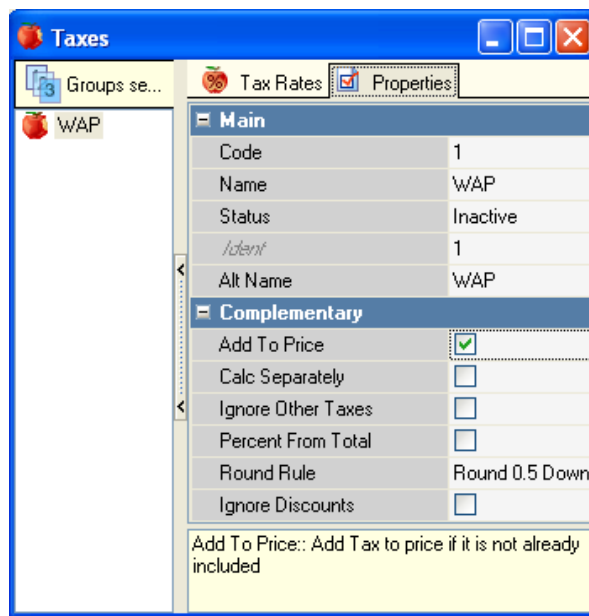
Picture 179

2. It is necessary to create an exemption and mention rules of the exemption charging in the reference Exemptions. In this situation it is necessary to create an *Exemption* and to mention that for this exemption by the *take-away* order, VAT is excluded (see the Picture 180).



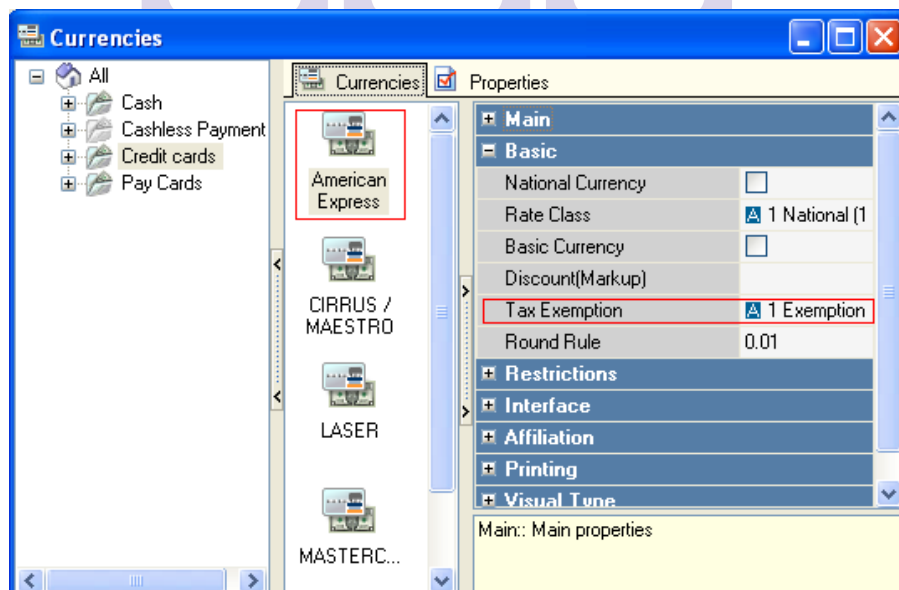
Picture 180

3. The tax should be addable. That is why it is necessary to put the flag *Add to price* in the tax properties (see the Picture 181).



Picture 181

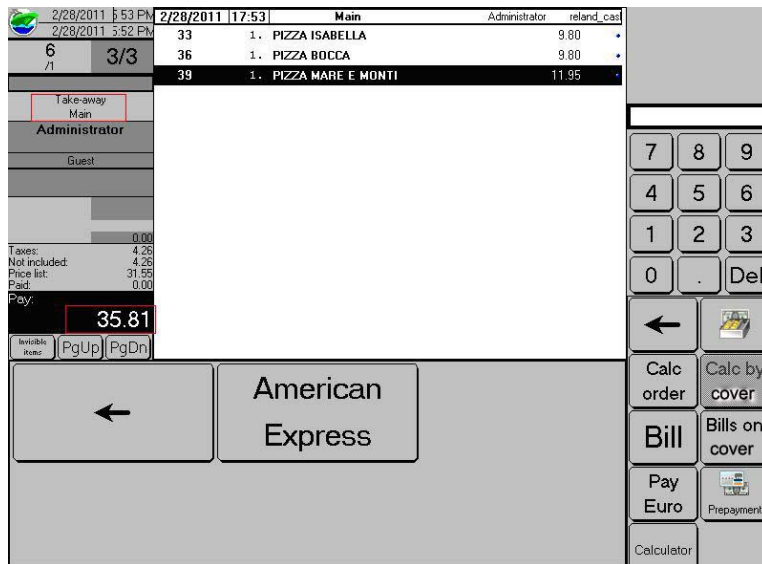
4. As the exemption should function only by payment with the help of credit cards American Express, it is necessary to mention the created exemption in the properties of the necessary currency (in this case American Express) (see the Picture 182).



Picture 182

5. The result will be displayed at the cash screen:

✓ Order type *Take-away*(see the Picture 183):



Picture 183

✓ Order type *At the table* (see the Picture 184):



Picture 184



4.16 Hall plans and tables, Table types and Serving positions

If you create the order at the cash station, you should specify the table, where the guests will be served. You can choose the table from the list or at the hall plan.

In order to choose the table at the cash station, you should fill the reference *Hall plans and Tables*, where enumerated all tables on which the order can be formed. Hall plan can be created in the special graphical editor to choose them at the working station Touch Screen. Tables can refer to different types. Parents of the table *types* are the restaurants.

There is a possibility to define some special properties for tables such as table types that are contained in the same name reference. For e.g. you can specify table types: “Round”, “Square”, “Oval” or “Fait” and “Dark” and others.

The general list of tables is divided into the *serving positions*.

Serving position is called the group of tables that is specified for one employee (waiter) for serving. This group of tables can be referred to one hall or different halls.

The whole hall or the hall except several tables can be included to the serving position. Table including to the serving position has higher priority than hall including. In other words, the hall can be included to the serving position from which, one or several tables will refer to another serving position.

Every table can be included only to one serving position.

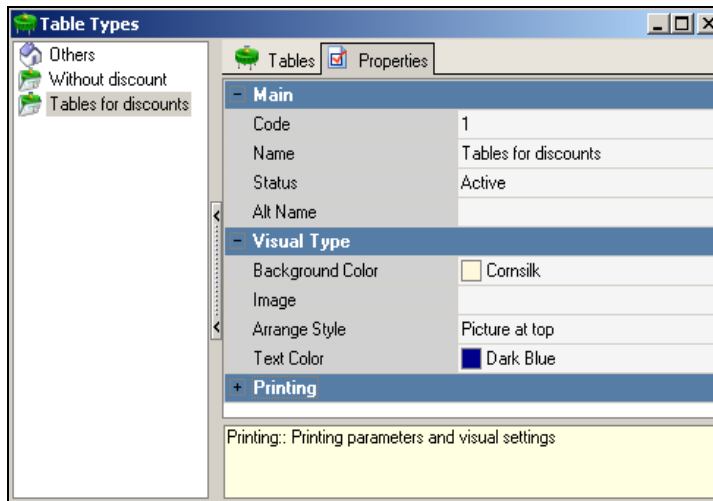
The serving position can be fixed by default for the employees (standard serving position for the given employee).

The employee can choose standard or any other serving position when he enters the cash system. In order to register at any serving position he should have the right ‘Registration at any serving position’. In order to register the employee at the standard serving position, he has to have the right ‘Registration at the standard serving position’. The manager or any other employee that has the right ‘Can register others’ can confirm the chosen serving position for the employee.



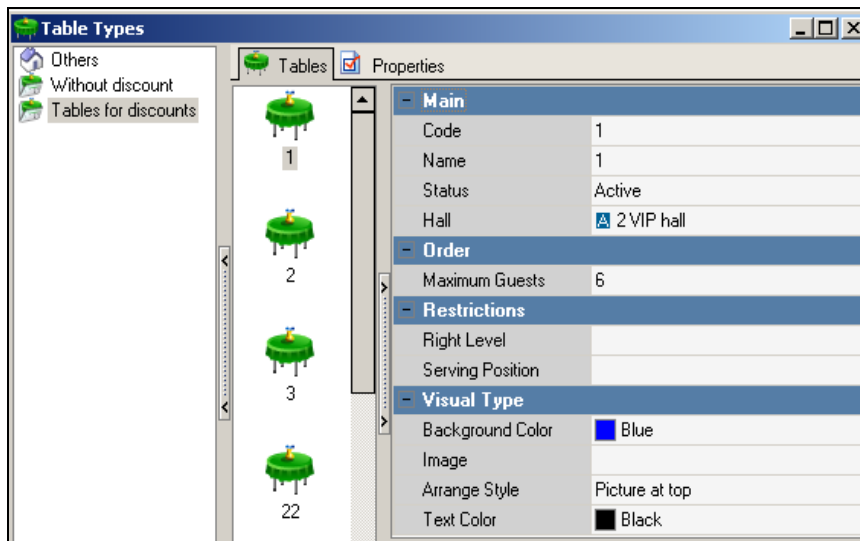
4.16.1 Table types reference

Created in this reference table types (see the Picture 185) will be offered in the list of property values of the table with the name *Table type* in the references *Hall plans* and *Tables* and *Serving positions*.



Picture 185

The page *Properties* of the table type contains the groups **Main** (see § 4.1.3) and **Visual type** (see § 4.1.6).



Picture 186

The page Tables (see the Picture 186) contains similar items. The description of the object properties (table) you can see on the page *Tables* of the reference *Serving positions* (see § 4.16.3).

4.16.2 Reference Hall plans and Tables

One level hierarchy tree of the reference *Hall planes and Tables* are the restaurants that contain hall planes. *Tables* are items of the *hall plane*. You can create templates of the hall plane in the special graphical editor. The reference is represented in § 5.15.1.

Hall properties (see the Picture 187) contain the following groups:

Main – see § 4.1.3

Hall plane – with the help of this button  you can open the graphical editor (see §3.4.1) of the hall;

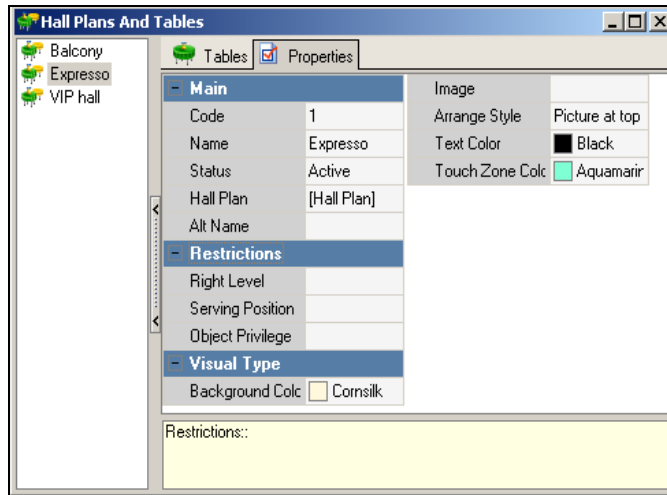
Restrictions – see § 4.1.4;

Serving position – serving position to which the hall refers. Representation of serving positions at the cash station depends on the station coloration. Details see § 5.15.2.1;

Visual type – see § 4.1.6

Touch Zone Color – the color of the touch zone of the hall plan with tables, if the serving position is not defined for them or if the color for the serving position is not defined.

The page Table contains the list of tables, referred to the marked out hall.



Picture 187

The description of the item properties 'Table' you can see on the page *Table* of the reference *Serving positions* (see § 4.16.3, the Picture 189).

The properties of the rated device are represented on the Picture 188:

Main – see § 4.1.3

Order

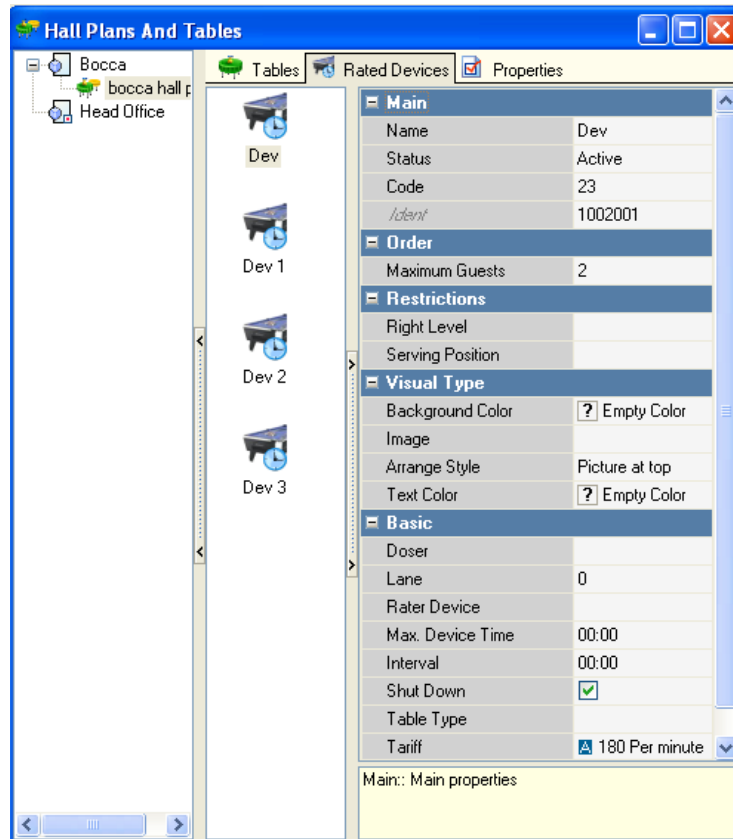
Maximum Guest – the maximal quantity of guests for the following rated device;

Basic

Table type – table type of the rated device;

Logical device – the property is not obligatory for filling. Choose the logical device, rather, from the list. The device is added to the list by the following actions: 1. Add the interface *UCS Ethernet Rater for windows* or *UCS Ethernet Rater DOS* on the page *Devices of the cash server* (reference *Stations and Devices*). 2. Add to the reference *Interface* the new interface, choose in the group of properties **Library**

Files(DLL) the corresponding (*UCS Ethernet Rater for windows* или *UCS Ethernet Rater DOS*);



Picture 188

Max Device Time – the maximal device usage time;

Interval – the interval between switching ons;

Shut Down – to shut down by exceeding time restrictions If the flag is not put, after exceeding time restrictions the device will keep on working;

Tariff – device tariff;

Lane – the lane number;

Restrictions – see §4.1.4;

Serving position – serving position of the rated device;

Visual Type – see § 4.1.6 **Ошибка! Источник ссылки не найден..**

You can refer the table to the definite hall, if you specify the hall in the properties *Hall* of the 'Table' item in the reference *Table types* and *Serving positions*.

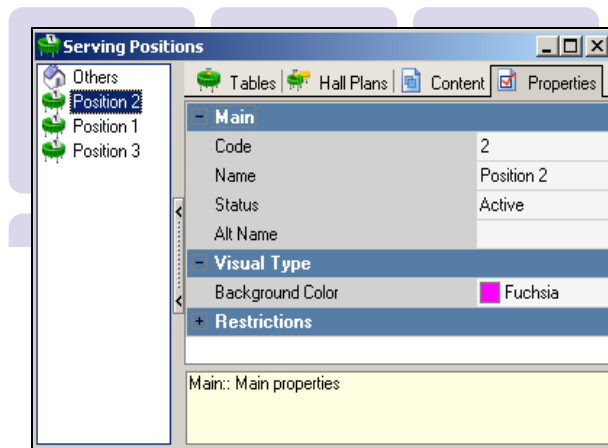
Another way to refer the table to the hall – is to put it with the help of the dragging to the necessary hall. Hall plans are available in the graphical editor for putting only those tables that refer to the hall, for which this plan is created.



4.16.3 Reference Serving positions

You can refer to this reference from the menu item *Staff Serving Positions* or from the item of the main menu *Settings Tables and Halls Serving positions*. In both cases you refer to one and the same reference.

The reference *Serving positions* is represented on the Picture 189, Picture 190, Picture 191.



Picture 189

The list of serving positions is located in the left part of the window.

Properties (see the Picture 189) serving-positions:

Main – see § 4.1.3;

Visual type – (see § 4.1.6)

Background color – tables will be viewed in the cash reference in the background that you chose in this field, if the parameter *Use serving positions* was used

with the value “True”. See the information about influence of station coloration on the reflecting of serving positions, § 5.15.2.1.

Restrictions – see §4.1.4;

The page *Tables* (see the Picture 190) contains the list of tables that refer to the marked out serving position.

Properties of the table:

Main – see § 4.1.3;

Hall – in this field is reflected the table to which hall plan it refers. If you chose another hall plan, table will be moved;

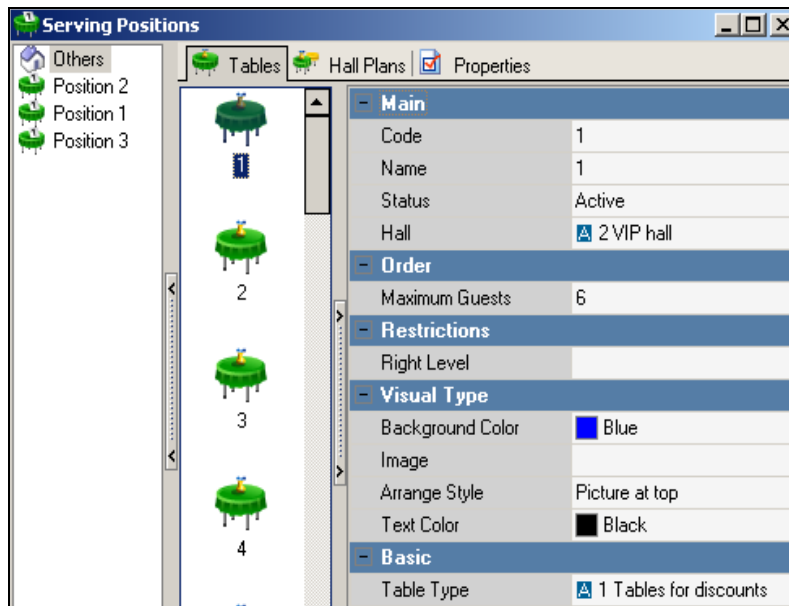
Order

Max guest quantity – maximal quantity of guests that can be placed to the table. The quantity, mentioned in this property, is displayed on the table selection button in brackets after the name of the table. The warning is displayed by entering the quantity of guests exceeding this value, but still it is possible to create such order;

Restrictions – see § 4.1.4;

Basic

Table type – you can choose the table type (see §4.16.1);

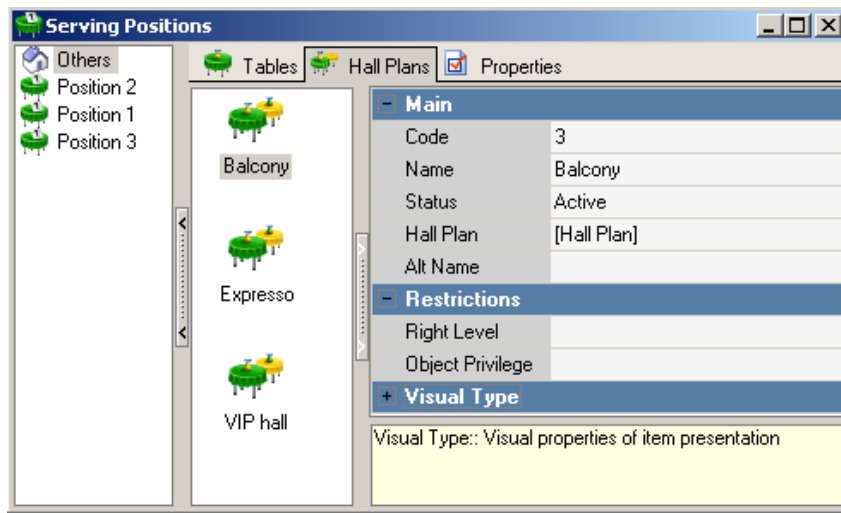


Picture 190

Visual type – see § 4.1.6 Installable in the property *Background color* specifies the background color of the table button in the form *Guests came* of the cash application and in the button area under the hall plan in the form *Choosing the table on the hall plan*. The zone color of pressing the table on the hall plan is specified by the color of serving position. Properties *Picture*, *Placement* and *Text placement* that was installed in this property group, will be used in the hall plan or not, it depends on the flag *Synchronize* in the table properties in the hall plan editor (see §3.4.1);

You can put halls on the page *Hall planes* instead of items that are included to the serving position (see the Picture 191).

It is possible to see the list of halls and tables on the page *Content*, the tables that are related to the serving position. You should remember that including tables to the serving position has higher priority than including the hall planes. Some tables that are included to the hall plan and added to the serving position can refer to another serving position or can be excluded from all serving positions.



Picture 191

Properties of the marked out hall plan are described in the reference *Halls* (see § 4.16.2).

Tables that do not refer directly to any serving position are displayed in the group *Other*.

You can put table or hall plan to the serving position with the help of dragging from the group *Other* or with the corresponding reference. Another way to change belonging to the serving position – is with the help of fixing the corresponding property of the object.

If it is necessary to delete a table or a hall plan from the serving position without deletion of the table or the hall plan from the corresponding reference, drag them to another serving position or root position *Other*. The command of the pop-up menu *Delete* deletes the marked out object from all references and makes it unavailable for using in the further work.

- ❖ Tables for which the serving position was not chosen (such tables belong to the group *Other*) are available for choosing for the employee during registration at any serving position.



4.17 Employees, Consumers, Teams

The reference *Employees* contains employees instead of items that work with cash stations and manager program. Employee's tree contains *roles* instead of groups.

Roles can be *common* (belong to the top of the reference *All*) or refer to the restaurants (belong to the top with the restaurant name).

❖ An employee can refer to one role in every restaurant and to one common role.

If an employee refers to one role of the restaurant and to one common role, then role rights of the restaurant will be used by registration at the cash, if the role for the employee is not found, then the common role is used.

In order to add an employee into the roles of different restaurants it is necessary to drag him, at the same time he will keep the role of the restaurant-sender and will be added to the role of recipient from the common role of the sender and vice versa.

For common roles and roles of one restaurant, by dragging the employee disappears from the role sender and adds to the role recipient.

Sets of rights are defined for roles. These sets are divided into property groups according to the **Cash Restrictions** and **Manager Restrictions**.

Cash Restrictions include rights:

Manager Restrictions include:

- *Privileges* on the objects at the manager station (see §5.19)
- *Privileges* on access to menu items of the manager application (see § 4.17.1.4)

-

Cash Restrictions include

- *Access* right to the *trade objects* (see § 4.18.1, § 4.18)
- For *operations* fulfillment at the cash station (see § 4.17.1.3)

Roles that belong to the specific restaurant do not have the property group **Manager Restrictions**. That means that every employee, that can work at the manager station should refer to one of the common roles.

Access rights to the restaurant are not editable for restaurant roles that means that the access right to the restaurant is put automatically (see § 4.18), to which the role belongs, and which removes the access right to the other restaurants.

❖ When the employee refers to the role of the other restaurant and is not included to the common role, the following message is displayed at the cash station: “The role of the employee NN is not found in the restaurant [the name of the restaurant]”.

You can group employees by *roles* in the reference *Employees*. Every employee has rights that were specified for his role. You cannot selectively add or delete right inside the role for any employee. In order to give the unique set of rights to one of the employees, create the role with rights that you want to give him and add this employee to the list on the page *Employees*.

The reference *Group of employees* is created for the unification of employees to the group, for which you can later specify the using conditions in the reference *Usage....* One employee can refer to different groups.

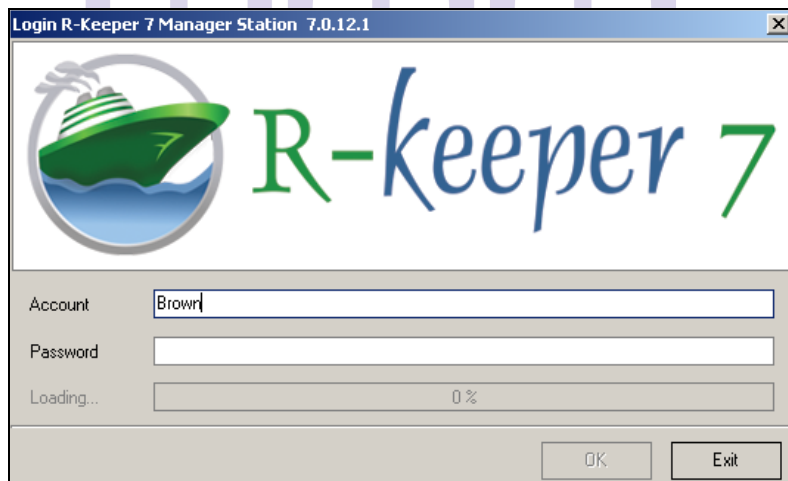
Consumators of the enterprise are enumerated in the same name reference. You can create your own calculation formula of the consumption reward for different types of dishes in case of necessity.

The reference *Teams* contains the list of employees of teams of the working stations. Employees of one team that have the flag *Common bills* can edit the order of each other by default. You can choose the name of the team in the property *Team* on the page *Employees* of the reference *Employees*. You can create reports in shifts.



4.17.1 Reference Employees

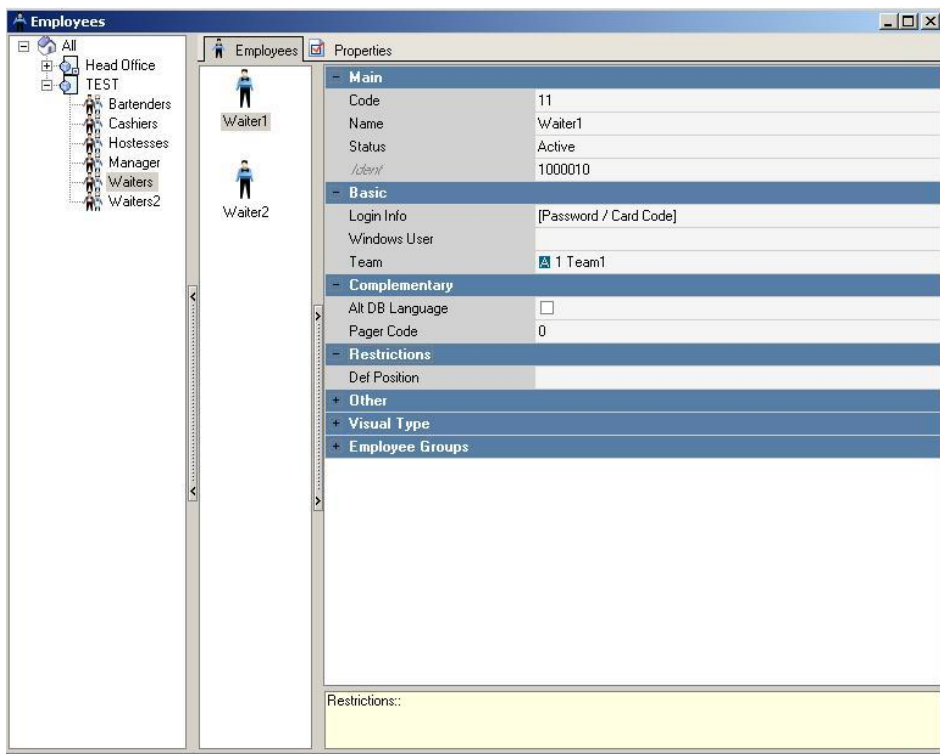
- ❖ The reference contains general list of employees of manager and cash applications.
- ❖ By registration in the manager reference in the field *User* (see the Picture 192) the property value of the group **Main** is used.
- ❖ By registration in the cash reference in the field *Code* (see the Picture 348) the property value *Code* of the group **Main** is used.
- ❖ Right differentiation of different halls for the operation confirming only with 'my' orders in different halls and at different serving positions are provided with the help of *access right to the trade objects* (tables, halls and order types) (see §4.18).



Picture 192

4.17.1.1 Employees, Employee's properties

Employees of the enterprise are enumerated on the page (see the Picture 193) for whom the role marked out in the left part of the window was specified.



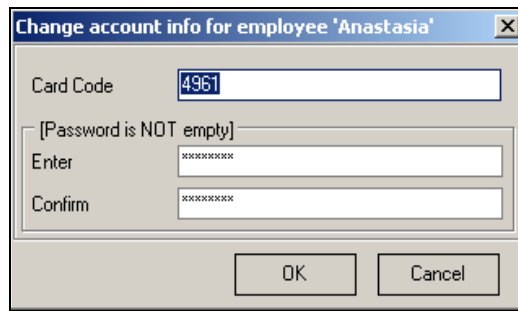
Picture 193

Properties of the employee contain the following groups:

Main – see § 4.1.3;

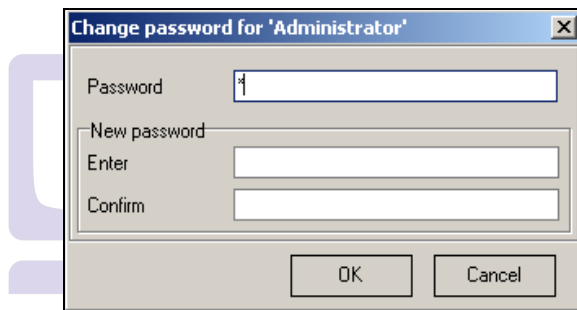
Basic

Account line – in this window (see the Picture 194) you should enter the identification data about the employee: password (till 10 numbers) and number of the personal magnetic card (4 numbers) with the help of which the employee can register in the system at the cash station. It is not obligatory to enter the code of the card. The manager can enter the personal password and inform the employee about the password, or the employee for whom this account is created can do it personally. Stars are displayed on the screen instead of the numbers of the password. You should enter the password twice: in the field *Enter* and *Confirmation* in order to avoid mistakes during entering the password;



Picture 194

During the work on the manager reference, the employee can change his password in the item of the main menu *New password* (see the Picture 195). You should enter the old password of the user to the field 'Password' and the new password to the fields *Enter* and *Confirm*.



Picture 195

Team – you should choose the team from the drop-down list, to which the added to the system employee will refer (the reference *Teams*, see § 4.17.5, p. 348).

Complementary

Alternative language of the Data base – if the flag was put in this field, the alternative language of the data base would be chosen automatically to display the data, when the employee entered the system;

Pager type – you should choose the type of the pager in this field: tonal, digital or lined;

Pager code – you should specify the code of the pager that belongs to the employee in this field.

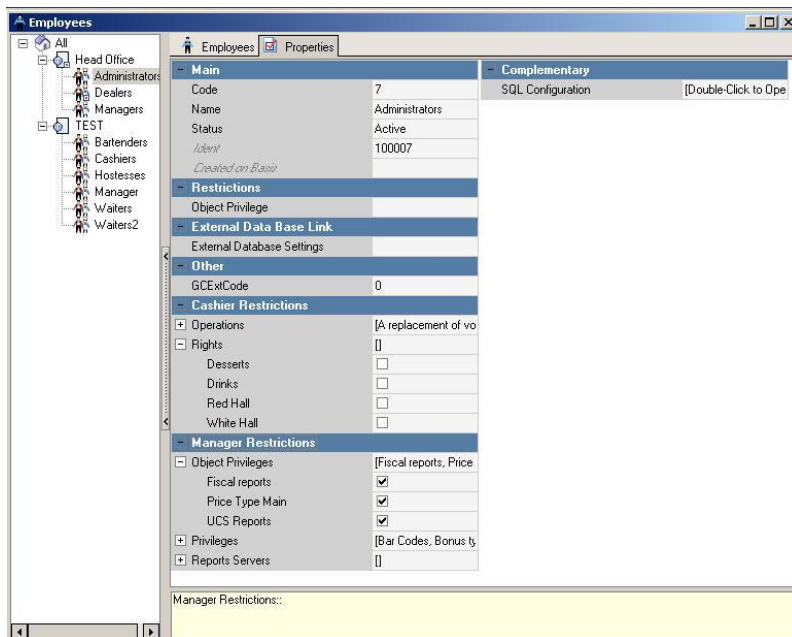
Restrictions

Serving position by default – you can choose the serving position from the drop-down list that will be fixed to the employee by default.

Group of employees – reflecting the accessory of the employee to the trade group of the reference *Group of employees*.

4.17.1.2 Employees Role properties

The page Properties (see the Picture 196) of the reference contains the following property groups:



Picture 196

Main – see § 4.1.3;

Created on basis – you cannot edit this property. If the role was created with the help of copying of the other role, the role-source is specified automatically;

Cash Restrictions

Rights on operations – the list of access rights to operations at the cash station (see §4.17.1.3).

Rights – the list of access rights to the trade objects (see § 4.18.1);

Manager Restrictions

Privileges – employee's access rights to references and settings of the manager application (see §4.17.1.4).

Privileges on objects - employee's rights on work with reports (see § 5.19).

You specify rights that are given to the described role by putting the flags. If you guide the mouse pointer to the field of property value *Rights* and *Rights on operations*, the complete list of specified rights appears in the pop-up Help.

Rights (on operations, on access to the trade objects, privileges) can be represented in the list form (see the Picture 196) or in the tree form (see the Picture 197).



Picture 197

The conversion to the presentation of rights in the tree form is fulfilled with the help of the button ; it appears when you mark out the line with the name of the property subgroups: *Rights*, *Rights on operations* or *Privileges*.

The sign near the object name shows that this right belongs to the role;

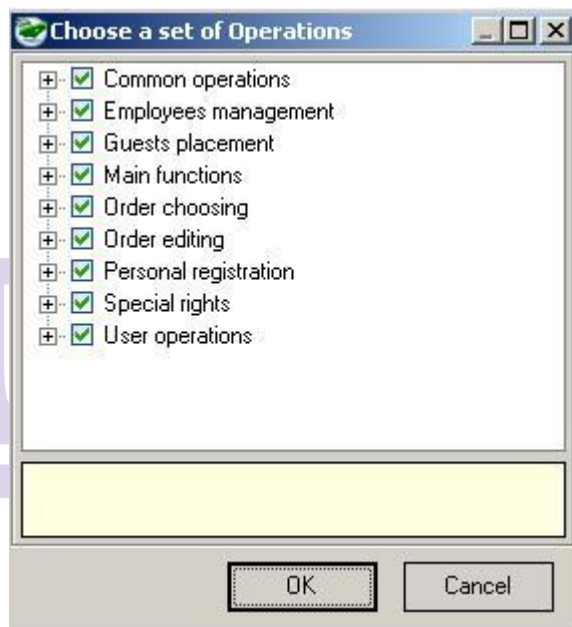
The sign near the right name shows that role does not have this right. Such sign near the name of the group shows that the group does not have any rights that belong to this role;

The sign (light-green checkmark) near the name of the group shows that the group has at least one right that belongs to this group;

The sign ☒ (bright green checkmark) near the name of the group shows that all rights of the group belong to the role.

4.17.1.3 Cash restrictions

The hierarchy tree *Rights on operations* contains the following group of rights: *Main menu*, *Order editing*, *Guests placement*, *References*, *Order Choosing*, *Staff registering* (see the Picture 198).



Picture 198

The group **Order, table, choosing**:

Choose order to close – the right for closing, for example if the order is empty and it is necessary to close. The transfer from the form “*Order editing*” to the form “*Choose order to close*”.

Open any order – the right for opening any order in the form “*Order editing*”.

The subgroup Tariffication:

Add tariffication in order – The right to add tariffication to the order
Tariffication is added to the order by the  button (Add→ ) in the order window,

or from the window “Tariff”. The following right works with the right *Tariffication*. If the rated devices are used on the enterprise, it is necessary to activate parameter “Use tariff”.

The end of tariffication – the right on termination of tariffication.

Specify tariffication client – the right on the operation “Specify client” from the window “Raters”. For example, if it is necessary to add the discount from the PDS card, then it is not necessary to swipe card in the order window, it is enough just to select an operation “Specify client” and swipe the card and the discount will be added to the order.

Change tariffication parameters – the right on changing “Tariffication restrictions”, after the tariffication was activated.

Transfer tariffication – the right on tariffication transfer to another order.

Change device of tariffication – the right on transfer of tariffication to the other rated device inside one tariffication.

Synchronize tariffication devices – the right on operation *Synchronize devices* in the tariffication window.

The group **Common operations**:

Code from keyboard – The right on the key “Code keyboard” (Additional→ Code from keyboard). For example it is possible to use bar-code entering from the keyboard in case of the scanner breakdown or number of PDS cards entering in case of card reader breakdown (see § 5.13.1).

Confirm operations – the right on operation conformation by the card (or by entering the code and password) of the employee that has rights that unavailable for other employees, in the window “Confirm the operation fulfillment”.

The group **Main functions**:

Quick bill – the right on order creation in the Quick receipt mode (Fast food).

Exit – an access to the button Exit (cash closing) in the main menu.

Close common shift – The right on closing of the common shift (the item of the main menu Close common shift).

Close cashier shift – the right on shift closing at the cash (the item of the main menu Close cashier shift).

Prohibited dishes – the right on the form “Prohibited dishes”. It is possible to forbid to sell the dish with the help of this form. Dishes that prohibited for selling are not displayed at the cash.

Collect money out of cash box – the right on money encashment (the item of the main menu). If in the layout properties “Withdrawal of cash” there is no tick “training”, then by cash withdrawal will be printed keeper bill and the receipt.

Cash reports – the access right on the item of the main menu “cash reports”. The right on cash reports printing.

Rest dish control – the access right to the main menu item “rest dish control”.

Reload references – the access right to the item of the main menu “Reload references”. The operation can be used in case of lack of connection between the reference server and cash server. In the DB catalogue there is catalogue filesync with the following structure:

The catalogue, where references will be saved by pressing the key “Save references” in the window of the reference server. Files should be placed to the folder incoming in the catalogue with the cash server base. For e.g., if the cash server base is in the catalogue “C:\UCS\RK7\MidBase”, then it is necessary to save the incoming files in “C:\UCS\RK7\MidBase\incoming”. References will be loaded from this catalogue by pressing the button “reload references” in the main menu at the cash. If it is necessary just renew references (without command from the cash), then you should shut down the cash server and copy the following files to the catalogue from DB cash server.

Clear drawer registration for current user – the right on the item of the main menu “Clear drawer registration for current user”.

Pay in cash box – the right on the operation “Pay in cash box” of the main menu. If there is no need the pay in cash box was fixed by the fiscal recorder as pay in, then you should put the tick “Training” in the layout properties “Balance replenishment deposit” of the fiscal options.

Deposit creation for payment card - the right on the operation Deposit creation for payment card in the main menu item. If there is no need the deposit creation for payment card was fixed by the fiscal recorder as pay in, then you should put the tick “Training” in the layout properties “Balance replenishment” of the fiscal options.

Preview cash reports - the right on preview cash reports in the item of the main menu. In order to print the report, it is necessary to give rights “Cash reports” from the viewing mode.

Register staff - the right on the “staff registration” in the item of the main menu.

Closed orders list – the access right to the list of closed orders in the item of the main menu “Closed orders”.

Closed bills list - the access right to the list of closed orders in the item of the main menu “Closed bills”.

Tariffication - the access right to the item of the main menu “Tariffication”.

Choose order form – the right on the main menu item “Order editing”.

Add new order to visit existing form - the access right to the item of the main menu “Visits”. The parameter *One order for visit* should be shut down.

Order control form - the access right to the item of the main menu “Order control”. The order contents of every block displayed in this form. Blocks can be printed from this form. This form is relevant if there is KDS on the enterprise. By reaching the time mentioned in the parameter “Order control: time 1”, blocks are painted by the Color 1, by reaching the time mentioned in the parameter “Order control: time 2”, blocks are painted by the Color 2.

Order and visit creation form - the access right to the item of the main menu “Create order”.

Clock-in\ Clock-out form - he access right to the item of the main menu “Clock-in\ Clock-out”.

The group ***Special rights:***

Deposit/ collect money from any drawer – this right is necessary only in that case, if several cash drawers are connected with the cash, and the employee has the right to deposit/ collect money from any drawer.

Extract unclosed parts of order – the user needs this right for transfer of unpaid orders to another common shift. If he does not have this right, the employee cannot close the shift without paying for all orders.

Printing Z reports after failure – the right for Z report printing after the failure, such situation can appear for example in case of exceeding of the maximal shift duration or turning on the fiscal recorder, that was earlier was connected with another server. Main menu item “cash reports” → functions of the fiscal recorder → Z report.

Print reports by other waiters – the right on choosing the employee on whom the report will be built. Without this right the employee can built reports on the of basis personal data.

Print reports by unfiscal pays – the right to see unfiscal currency in the cash reports.

The group **User operations**:

Execute FarCards(PDS) transaction - the right on fulfillment of the request to FarCards from scripts.

Form for debugging MCR algorithm - the access right to the item of the main menu “debugging of MCR algorithms”. With the help of this operation it is possible to view what information this card contains.

The group **Guests placement**:

Be order waiter – the right is necessary for the employee that can be the main waiter of the order. If the employee does not have this right, but has the right to *Set new order waiter*, the employee can create the order, but the main waiter of the order will be the set by him employee.

Choose visit for new order – the right for new order creation in the existed visit (the club system). If the Visits will be used in the enterprise, the parameter “One order for visit” should be shut down.

Extra tables – the right permits to unite the definite quantity of tables into one order. Extra tables occupied and vacated with the main one. By order editing in the order Properties, it is possible to change lists of extra tables (occupy and vacate). It is relevant to use extra tables in case of banquets, when several tables are put together.

Other waiters - the right on adding other (additional) order waiters. The access to the key “Waiters” is (Order → Waiters). If the employee does not have the right *Open any order*, but he was added to the order, he will be able to see the order in the Form “Choose order for editing”.

Set main waiter of order – The right on setting the main waiter of the order.

Close visit – the right on the key “Close visit” in the form “Visits”.

Change of guest card – the right on change of the guest card in the window “Guest marks” (Order → Guest marks).

Change order category (Station groups) - the right to change Order category by order creation in the window “Guests came”.

Confirm quantity of guests – the right to confirm quantity of guests, more than *Guests quantity*, but less than Max quantity of guests, mentioned in properties of “Guest types”. If “Guest types” will be used on the enterprise, then it is necessary to activate the parameter “Use guest types”.

Calculate visit – the right to calculate a visit. For e.g. if the payment by exit (club card) is used on the enterprise, then the employee that has this right can calculate all orders within the visit.

Edit guest marks – the right on editing of guest marks. Order → Guest marks.

Edit visit comments – the right to add comments to the order / visit. It is necessary to activate “Use comments”.

Create visit – the right to create visit (club card). If the parameter *One order for visit*, then the employee needs this right for order creation.

Create and edit order – the right to create and edit order, where this employee is the main waiter.

Create empty visit - the right to create an empty visit (club card), it is necessary to activate the parameter *Empty visits*. If the parameter *One order for visit* is activated, then the employee does not need this right.

Create empty order - the right to create an empty order in the window “Guests came”.

The group **Staff registration**:

Can register others, Can register on any position, Can register oneself – these are the rights to register on the necessary *Serving position*.

- If the employee has the right *Can register on any position* and *Can register others*, then this employee has the right to register other employees on any serving position.
- If the employee has the right *Can register oneself* and *Can register on any position*, then this employee has the right to register himself on any serving position.
- If the employee has the right *Can register oneself*, then this employee has the right to register himself on the serving position by default.

If the serving position is not used on the enterprise, then you should shut down the parameter “Use serving position”.

Unregister all users – the right to unregister all employees that were registered at the station in the form “Staff registration” (right *Staff registration*). In case if serving positions are changed every shift, then it makes sense to set the parameter “Auto Unregistration”.

Unregister employees - the right to unregister employees in the form “Staff registration” (right *Staff registration*).

Clock-in/ Clock-out without card – the right on Clock-in/ Clock-out of employees without card in the main menu item “Work time control” (the right type of *Work time control*).

Group **Order editing**:

Entering of open price –the right permits to change dish price at the cash. The flag ‘Open price’ should be set in the dish properties.

Close the order without saving – the right on the button  in the order window (Order → ).

Close the order from order window - the right on the button “Close order” (there is no such button in the predefined selector). Such right helps to close the paid order from the order window, if there is no the parameter “Auto order close”.

Close the order with savings – the right on the button .

Weight request from scales – the right on request of dish weight from scales. It works together with the right *Change the dish weight*.

Change the dish weight – the right on manual entering of dish weight.

Set the table for quick receipt – the right on order saving created in “Quick receipt” mode at the table.

Open the closed order – unpaid order return from the “Closed orders” form to the editing mode. They are necessary, if visits are used on the enterprise.

Open cash drawer – right on cash drawer opening from the order window (Payment → ).

Editing of order properties – this right permits to edit Guest Type, Guest Quantity, reset of the order waiter, transfer order to the other table in already created order (Order → Order properties).

Delete the line – the right on line deleting from the order window.

The subgroup Prepare later:

Remind time – the right to change the remind time, if there is the flag “Authorize Times” in the properties of the following *Serving order*. If there will be used The Reminding time, then it is necessary to activate “Use Reminding time”.

Printing time - the right to change the time of block printing, if there is the flag “Authorize Times” in the properties of the following *Serving order*. The Printing time on the enterprise, then it is necessary to activate the parameter “Use Printing time”.

Serving time – the right to enter Serving time. It makes sense if the line in the Menu reference of dish properties is filled. By serving time entering the remind time well be automatically recount (if there is parameter “Remind time calculation”). If the Remind time will be used on the enterprise, then it is necessary to activate the parameter “Use Remind time”.

Change serving order – the right to change the order of serving.

Line – the right to add the *Line/Block* to the order.

The subgroup Payments:

Undo receipt – the right to undo the receipt. The undo the receipt returns the order to the editing mode.

Undo without refund - the right to undo the receipt. The following operation turns the paid order sum into prepayment.

Add prepayment – the right to add prepayment to the order, the button “Prepayment” (Payment → Prepayment).

Close unpaid order – the right on the button “Payment by exit” (Payment→ Payment by exit). The following right permits to close unpaid order, as a result the table vacates, and the order marks with the red plus  in the form “Closed orders”. The order closed with the help of this operation is paid by visit (club system – payment by exit). The parameter “One order for visit” should be shut down while the parameter “Payment by exit” should be activated.

Close receipt – the right to close receipt. The following right works together with the right *Payments* and with the *Calculate receipt*. The following rights are checked by payment as follows: 1) Calculate receipt, 2) Payments, 3) Close receipt.

Cancel receipt after printing attempt – the right to cancel the receipt after the printing attempt, if the receipt by any reason was not printed (the lack of paper, connection etc.).

Cancel bill payments – the right to cancel deposited amount of money, before the bill printing.

Delete prepayment – the right to delete bill.

Right on repeated printout of bill – the right on repeated printout of bill, in case if the bill was not printed. If the bill was not printed for some reason, then the picture of unprinted bill  will appear in the ordered window.

Right on repeated printout of receipt - the right on repeated printout of receipt, in case if the receipt was not printed for some reason. If the receipt was not printed for some reason, then the picture of unprinted receipt  will appear in the ordered window.

Transform payment into prepayment – the right to transform the deposited amount of money to the order of “Prepayment”.

Personalized currency – the right on the list of preliminary personalized currencies in the order. For e.g. by one time swipe of PDS card, the employee, by second viewing of the order, he will see the following card in the list of currencies and can pay the order by this card.

Calculate receipt – the right on order calculation. Works with the right *Payments* and *Close receipt*. By the order payment the following rights are checked as follows: 1) Calculate receipt, 2) Payments, 3) Close receipt.

Print receipt copy – the right to print receipt copy from the form “Close receipt” and “Closed orders”.

Print bill – the right to print bill.

Print bills by covers - the right to print bills by covers (Payment → Bills by covers).

Calculate receipt by covers - the right to calculate receipt by covers. Works with the right *Payments* and *Close receipt*.

Edit additional info on currency – the right gives to the employee the right enter additional information on the currency in which properties the flag “*Additional information from the keyboard*” is put.

Change to tips – the right on money transfer, mentioned for change in tips. In this case you should create undistributed discount with one detailing (Detailing value = 0). In properties of undistributed discount it is necessary to chose *Tax group* and mention the Type (there should be the Sum value in this field), if the mark up cannot by fixed manually, but it is necessary to set the flag *Not manually*. The created markup should be mentioned in the properties of the national currency.

Delete closed receipt – the right to delete receipt. The following operation leads not only to the deleting not only receipt but also all dishes that are in this receipt. It is necessary to give the right *Reasons of deleting*.

Cancel bill – the right to cancel prepayment from the order within one cash shift.

The subgroup Covers:

Cover number entering – the right on entering of cover number to the proper dish (the button *Cover* in the order). It is one of the opportunities to split the order by covers. The second opportunity to split the order by covers is the right *Split by covers*.

Add cover - the right to add cover in the order window, the button “Add cover” (Order → Add cover).

Close cover – the right on the operation “Close cover” (Order → Close cover). If, for e.g., the quantity of guests is more in the order at the moment of order payment, then the quantity of guests at the table and the order should be paid by covers, then it is necessary to close extra covers with the help of the operation “Close cover” and then make bills by covers or calculation by covers.

Open cover – the right on opening of the closed cover (Order → Open cover).

The subgroup Split:

Unite orders – the right helps to transfer the order to the other table, with the help of function key “Add order to ...” (there is no such key in the predefined selector).

Transfer only unpaid part of the order. The quantity of guests in the new visit-order will increase by the quantity of guests in the old one (if these are united orders in different visits).

Split dishes by serving order – the right to split automatically dishes by serving order (Split → Split by serving order). In this case to mention the proper Serving order in the reference Menu in the dish properties (Prepare → Serving order).

Split by orders – the right to split dishes that were added to the order in this session, by orders.

Split by covers – the one of opportunities to split the order is (Split → Split by covers). The following operation opens the window of order transfer by covers.

Split by blocks – the right to split dishes that were added to the order in this session, by blocks.

Split printed dishes by orders – the right to split saved dishes by orders.

Split printed dishes by blocks – the right to split saved dishes by blocks.

The subgroup **Order editing** (write to log):

Quantity entering beyond restrictions – the right on entering the dish quantity beyond *Quantity confirmation* (dish property in the reference Menu).

Can add dishes to the other orders – the right to add dishes to the other orders. If the employee has the right to add dishes to the other orders, then it is necessary to give him the right to *Open any order*.

Can add discounts to the other orders– the right to add discounts to the other orders. If the employee has the right to add discounts to the other orders, then it is necessary to give him the right to *Open any order* and the right of *Discount*.

Change reasons of back-word – the right to change reasons of back-word.

Change order type – the right to change Order type (Order → ).

Manager conformation for PDS card – the right to add discount to the order from PDS card, if there is the tick “Manager confirmation» in its properties. It is also necessary to give the right *Discount* to the employee.

Discount amount editing – the right to edit discount amounts. The tick changeable *value* should be set in the discount properties.

Can edit other waiter's items – the right to edit other's records. If the employee does not have this right, then dishes that were set in the order by the main waiter cannot be deleted by the other waiter. It is also impossible to set a Consumator and discount for these Dishes.

Remove automatic discount – the right to remove automatic discount from the order.

Delete prepared dish - the right to delete the saved dish from the order, if the Block has the status “prepared” (the following status comes from KDS).

Decrease of order amount - the right to decrease the amount of order.

The subgroup **References**:

Dish – the access to the dish reference in the order (dishes are visible, but it is impossible to add them to the order).

Consumators – the right to add modifiers consumators to the dish (Add→ ).

Modifiers - the right to add modifiers  to the dishes.

Markups - the right to add modifiers to the order

Invisible items - the right on the reference Invisible items in the order window.

Payments - the right on the order payment. This right works together with the right *Close receipt* and *Calculate receipt*. By order payment the following rights are checked as follows: 1) *Calculate receipt*, 2) *Payments*, 3) *Close receipt*.

Void – the right to choose void reasons.

Discounts – the right to add discounts to the personal orders.

Attention! If you do not have the right on any operation, for e.g. “*Split dishes by serving order*”, then you will be able to hide the following button in the selector, by putting the flag “Hide” in the properties of the function key (Settings→ Graphical interface→ Function keys).

4.17.1.4 Privileges

The subgroup of rights **Privileges** contains access rights to the references and settings of the manager station. The privileges tree contains the following groups of privileges:

Administration, Money, Order, Menu, Settings, Reports, Staff, Service.

The group **Administration** contains the following rights:

Role administration; Code change of employees’ card; Password change (the command of the main menu User Change password); **Manager Station; Right’s fixing to characteristics; Inspector text settings; Video surveillance.**

The group **Money** contains the following rights:

Currencies; Discounts and markups detailing; Rate classes; Discount compositions; Taxes; Tax groups; Tax benefits; Discounts and markups; Bonus types; Currency types; Defaulter's type; Discount and markup types.

The group **Order** contains the following rights:

Order categories; Periods; Deletion causes; Guest types; Order types; Trade groups.

The group **Menu** contains the following rights:

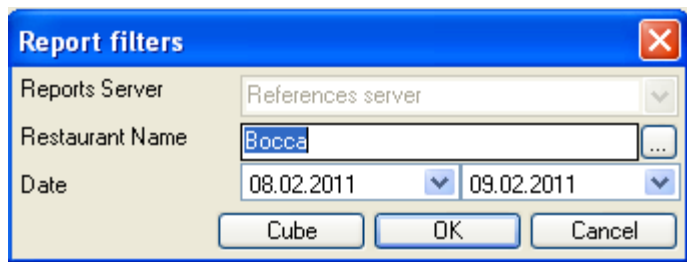
Menu categories; Menu; Modifiers; Order procedure; Modifier schemes; Price types and price constants.

The group **Settings** contains the following rights:

Table groups; Documents and layouts; Pictures; Keyboards; Parameters; Hall plans; Selectors; Service checks; Tables; Printing schemes; Forms; Functional buttons; Coloration schemes.

The group **Reports** contains the following rights:

OLAP cubes (the right on editing of cube properties, except the property of the *Field* for operation fulfillment *Rebuild* cube); **OLAP Reports** (the possibility to create new reports and save changes in already existed – available only by entering the report as a cube item); **Report fulfillment** (report viewing from the item of the main menu *Reports*), **Report viewing in the form of the cube** – (the right on the operation “Cube” in the report filter – see the Picture 203 and the operation “View as a report” (the pop-up menu by marking the cube)); **Editing of fields of OLAP cube** (the right to enter the editor Editing of cube fields – cube properties *Fields* or double click of the left mouse button on the cube. Besides this right on entering the editor of cube fields it is necessary to have the privilege **OLAP cubes**).



Picture 199

The group **Staff** contains the following rights:

Teams; Group of employees; Consumators; Serving positions; Rights on trade objects; Employees; Employee's password fixing.

The group **Service** contains the following rights:

MCR algorithms; Data backup/recovery; Logical date changing of the common shift; Data import; Interfaces; Configurations of external DB; Log configuration; Clearing of logical date of the common shift (shifts with cleared date will not come into report data after rebuilt of cubes); **Stations and devices; Data export; Data export about selling.**

4.17.1.5

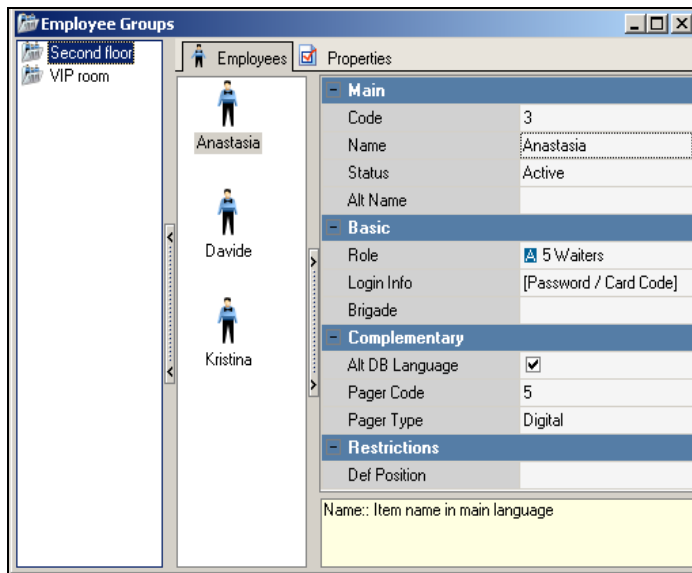
Role coping

If you copy and paste the role, it will contain all flags on the page *Properties*. If you copy the role, all flags that were fix for this role (by chosen this role in chosen role window) from the reference *Inspector settings* (see § 5.17.2) on the page *Access rights*.



4.17.2 Groups of employees

The reference (see the Picture 200) contains groups of employees in the hierarchy tree area and links on employees that are related to the selected group.



Picture 200

Group of employees has properties only **Main** group (see § 4.1.3) and **Restrictions** (see § 4.1.4).

The link on the employee contains the same properties as object employee (see §4.17.1.1).

4.17.3 Consumption, bonus calculation

R-Keeper v7 allows to fulfill the calculation of the amount of consumption benefits though a variety of means.

The particular calculation way of pay sum to consumator (amounts of bonus) can be realized in every price type – **With calculation rules** or **Without calculation rules**.

If you use the mode ‘With calculation rules’, separate calculation rules *consumation values (prices)* can be created for different dish categories. As well as for different dish categories in this mode can be created different calculation rules for *bonus value (price)*.

Consumation (bonus) value is specified in the manager application. If the mode *Using of Calculation rules* is used, it is calculated on the base of the calculation rule in the reference *Price types* on the page *Consumation* (see § 4.8.1.2). The calculation rule

of consumption value can be represented in the for of *formula* or specified in the similar property of the calculation rule.

If the mode without *Using the calculation rule* is used, the consumption (bonus) value is entered in the property *Consumation* (or *Consumation (%)*) or *Bonus* (or *Bonus (%)*) of the corresponding price type in the reference *Menu*. The block of calculation scheme of consumption value is represented in §16.1.3.

Payments to the consumator (consumators) are calculated on the base *consumation value (price)* at the cash; it depends on the quantity of dish portions and quantity of consumators (block – scheme of calculation the sum of payments to the consumator **Ошибка! Источник ссылки не найден..** The *Bonus percent* is calculated on the basis of *bonus value (price)*, mentioned in the current discount detailing, that was put on the PDS card.

The consumption (bonus) value can represent itself a fixed **sum** or being calculated as a **percentage** from the consumption base; it depends on the flag in the property of price type *Consumation-Percentage*.

Consumation (bonus) base – is a value from which the *percentage* of consumption is taken. According to the placement of corresponding flags (property of calculation rules *Net price* and *Discounts/Markups*), consumption base corresponds: «dish price without modifier calculation», «dish price with modifier calculation» or «dish price with modifier calculation and discount/markup calculation». The result of percentage calculation from the consumption base gives the *consumation (bonus) sum*.

If the consumption represents itself a fixed *sum* and not the *percentage*, *consumation sum* – this is a result of consumption value on the quantity of dish portions.

If the price type uses the mode ‘Without calculation rules’ and the flag is put near *Consumation-Percent (Bonus-Percent)*, you can specify the value of the consumption that is put by default in the dish property *Consumation (%) (Bonus (%))* in the reference *Menu* during creation of new dishes.

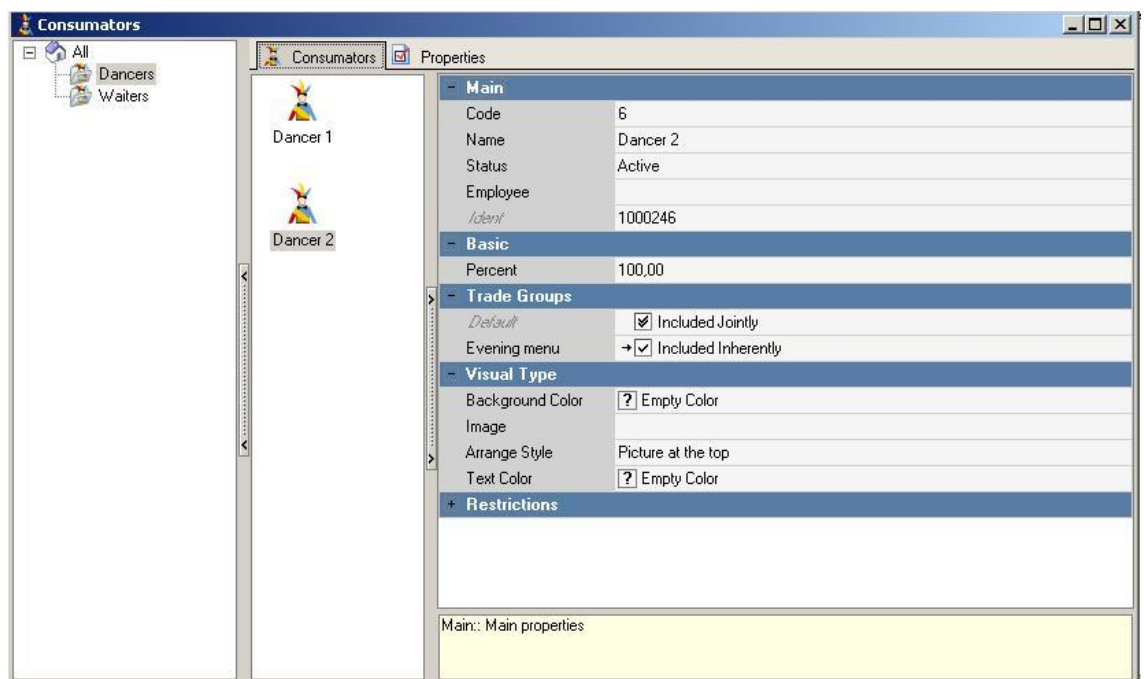
If the dish has several consumations, the consumption sum will be divided into there quantity.

Consumator percentage is calculated from the received *calculation sum*. The received result appears to be the *sum of pay to consumator* (consumators). By default (without specifying the value in the consumators property *Percentage*, the value 100% is used).



4.17.4 Manager restrictions

The reference (see the Picture 201) contains the list of consumators of the reference.



Picture 201

The tree of consumators types is located in the left part of the window. The page *Properties* contains groups **Main** (see § 4.1.3), **Visual type** (see § 4.1.6) **Restrictions** (see § 4.1.3) and **Selectors** – the group where enlisted unpredefined selectors like *Bill: Main selector* (if they were created by users). For the described consumators type can be created graphical model of the selector page in these properties (see § 5.3.2.3).

Adding to the reference is fulfilled in the standard way (see § 3.6.2).

4.17.4.1 Consumators Consumator properties

The window *Inspector* contains properties of the selected consumator:

Main - see § 4.1.3

Employee – if the created consumator has been entered as an employee at the cash station, put the flag in this property and choose it from the drop-down list of employees;

Visual type – see § 4.1.6;

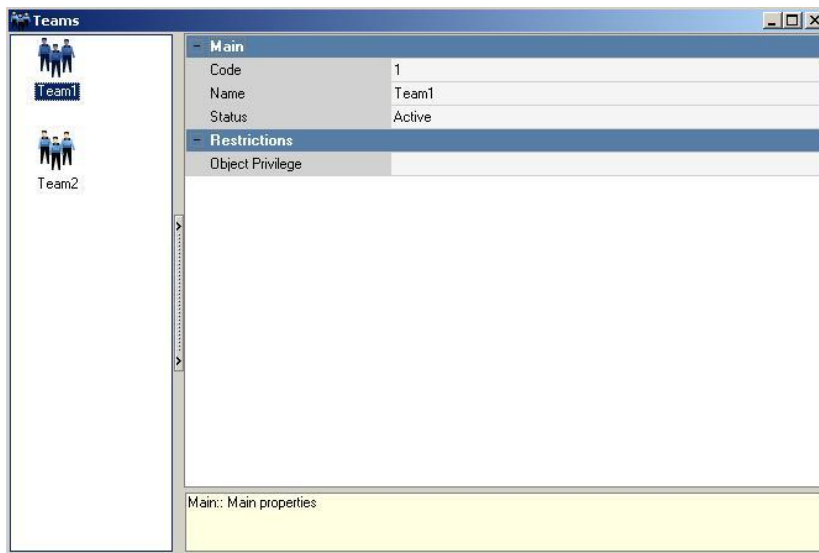
Trade groups – see §4.1.8;

Calculation

Percentage – percentage of the benefit to the consumator is calculated from the consumption sum (by default – 100%). The information about consumption calculation see §16.1.3, 4.17.3. p. 345. If there are several consumators, the calculation value will be divided into quantity of consumators, and then from the received value will be taken the percentage which was pointed in this field.

4.17.5 Reference teams

This reference contains the list of teams of cash workers (see the Picture 202).



Picture 202

The page *Inspector* contains the following groups:

Main – see 4.1.3;

Restrictions – see 4.1.4;

4.18 Rights

Access rights to the trade objects at the cash are created in the editor *Rights*.

The tree of access rights to the trade objects is created by user.

Items of the reference - *access rights* can be specified for trade objects, i.e. choose them in the property *Access right* of the object. The specifying of the access right to any object, fixes the additional level of security of this object. Only employees that have such right will be able to work with this object.

The menu group protected by the access right, all inserted subgroups and dishes become protected by the following access right. The employee should have rights on all parents- great-grandparents for the dish availability.

Right belonging to the role is specified in the property *Rights* of subgroup of properties *Cash restrictions* in the reference *Employees*.

Access rights can be fixed to the following trade objects:

- Dishes
- modifiers
- tables
- hall plans
- discounts/markups
- currencies
- reasons of dish deletion
- order categories
- order types
- stations

The group of rights *Restaurants* is predefined. By restaurant creation, the right with the restaurant name is included automatically, the name, that is set automatically in the restaurant property *Access right*. In this case if you do not change this setting, the restaurant is always protected by access right to it.

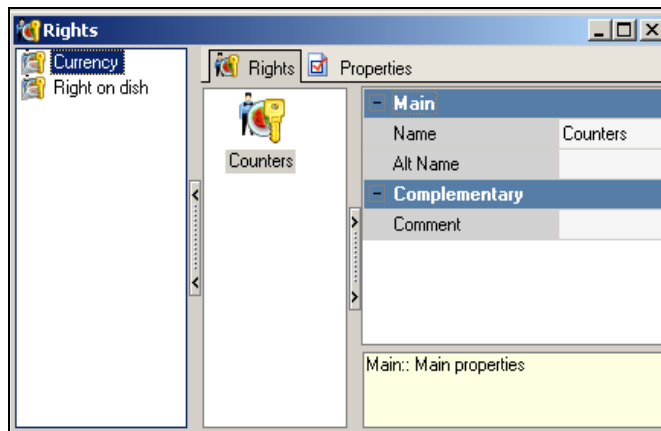
In order to fix the access right to the trade object (trade objects) mark it (them) out in the reference and choose in the list of properties *Access rights* (property group *Limits*) the necessary right.

4.18.1 Reference Rights

The editor of the reference is represented on the Picture 203.

The top of the tree is a group of rights. The group of rights is described in the properties *Name* and *Alternative name*.

Items of the right groups are access rights. Access rights except the properties *Name* and *Alternative name* have the property *Comments*.



Picture 203



4.18.1.1 Examples of creation and fixing the rights to the trade object

◆ Let's create the access right to the menu group 'Drinks'. Call the pop-up menu in the group area in the editor *Rights*, the command *Create the group of rights*. Enter the *Name* for the created group of rights on the page *Properties*. E.g., «Rights on the menu items» (see the Picture 203). You can enter the name of this group in the alternative language in the line *Alternative name*.

Call the pop-up menu, the command *Create the right* on the page *Rights* (marking out is made in the left part of the screen, where the group of rights is located). Enter the *Name* of the created right 'Drinks' in the *Inspector* window. You can enter the name of this right in the alternative language in the line *Alternative name*. You can also enter any comments related to this right in the *Comments* field. Save all changes that you have made in this reference (see the Picture 203).

Select menu items in the reference *Menu* (see § 3.6.6) for which you want to fix the access rights. Choose from the list of rights 'Drinks' in the property *Access right* (group **Restrictions**). Access right 'Drinks' is fixed for all marked out menu items. Save changes (see § 3.11).

4.19 Tariffication

Tariffication – is the addition of any of resources usage by time to the order.

Billiards, bowling, karaoke and etc. can be a resource. In order to activate tariffication, the resource connects with rated devices. For example, if during the table service guests have an opportunity to play billiards; one should add a required quantity of billiard tables in the *Hall plans and tables* on the page *rated devices*.

Every Rated device connects with the *rate*, where the unit of measure of the resource (hour, minute or one-time pay) is identified, as well as the resource tariffs according to different conditions. The dependence of the rates on conditions: period, category and type of the order, table, type of defaulters and type of detailing reflect *tariff* detailing. Tariff detailing falls into periods. The uppermost left detailing of the tariff should be detailing of choice without conditions “By default”. Tariffs are created in the *Reference Tariffs* that can be found in the *Main menu*.

After tariffication activation, the line with the name of the tariff detailing is added to the order as well as minutely updated amount of tariffication. If the conditions have changed, and detailing stopped correspond to them, then the detailing that have next following priority, and so forth, until it will reach detailing “By default” will be viewed. The order with activated tariffication cannot be paid, bill cannot be printed. The terminated tariffication in the order does not differ from the ordinary dish.

Several Tariffication, activated on different devices, can be added into one order. Besides, the table order can be an ordinary table, as well as Rated device. In other words, if guests of one company use not just one but two billiard tables, then the table order can be, for example, the Rated device B1, in the order of which Rated devices B1 and B2 are included. An ordinary table A3 also can be the table order, in the order of which Rated devices B1 and B2 are included.

Tariffication can be transferred from one order to the other. For example two companies of guests that are served at the table A1 and A2, started to play billiards together. For the calculation of the resource «Billiards» the tariffication on the device

B1 was activated and added to the order A1. At play guests decided that the guests from the table A2 should pay for the game. In order to reflect this fact the waiter performs an operation “change order” for Tariffication and transfers the order to A2.

One can change Rated device. Let’s use the conditions of the previous example and suppose that the billiard-table surface did not satisfy guests, and they asked to transfer the game for the other table. In order to reflect this fact the waiter performs an operation “change device” for B2 device. After the line of Tariffication on the B1 device obtains the status of the terminated Tariffication, the line of Tariffication on the B2 device appears.

If the Rated device is connected with the logical device, its interface should be added to the server, while the logical device should be added to the page *Rates* of the working page.

4.19.1 Reference Tariffs

The hierarchy tree of the reference *Rates* contains rates, every rate contains not less than one detailing.

The screenshot shows a software window titled 'Tariffs'. On the left is a tree view with 'Bowling' selected. The main area has two tabs: 'Details' (active) and 'Properties'. The 'Details' tab displays a form with the following fields:

Main	
Code	85
External Code	46
Ident	1000284
Name	Bowling
Status	Active
Tariff	
Default Limit	00:00
Max. Amount	0,00
Min. Amount	0,00
Money Round R	0.01
Rate Type	One-Time
Round To	1
Time Round Rul	Math
Basic	
Fiscal Group	[Dropdown menu]
Classifications	
Classification	
Service print	

At the bottom of the window, a yellow status bar contains the text: 'Fiscal Group:: Fiscal group assigned to item'.

Picture 204

Properties of rates are represented on the Picture 204.

Group of **Rate** properties:

Min. Time – that is the fixed minimal time that should be paid. When Tariffication will reach the value, mentioned in *No-Charge Time*, the amount will be calculated for the time mentioned in *No-Charge Time*, even if the real device usage time was less.

Min. Amount – that is the amount, less then that, cannot be added in this tariff. If *Min. Time* and *Min. Amount* are set, then amount to be paid will be added in accordance with the maximal restrictions.

No-Charge Time - that is the time from the moment of Tariffication activation, during of which the tariffication amount will be equal to zero.

Max. Time – is the maximal time of the rate

Max. Amount - is the maximal amount of the rate

Rate Type – type of rate calculation: “Per Hour”, “Per Minute”, “One-Time”

Round to – round tariffication time to the number of minutes mentioned in this property

Time Round Rule – is the choice of time round rule of tariffication: “Up”, “Down”, “Mathematically”.

Group of properties **Main** – See § 4.1.3

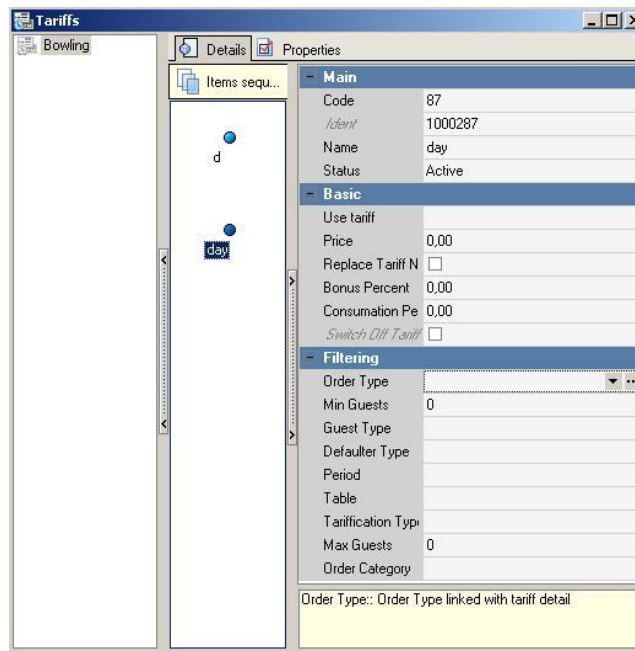
Group of properties **Basic**

Tax Group – tax group of the rate

Group of properties **Visual type** - See § 4.1.6

Group of properties **Classification** – definition of the classification category, to which belong this tariffication.

Tariff detailing situates in the order of priorities. Examination begins from the detailing with the highest priority (the lower right detailing). Detailing “by default” is a must if it does not contain conditions.



Picture 205

Detailing properties are represented on the Picture 205:

Price – is the tariffication price for measuring unit that was chosen in the rate property *Rate Type*;

Alt mane –detailing name will replace the tariff name in the bill. Otherwise detailing name will be added to the rate name;

Order type – detailing condition – type of order;

Order category – detailing condition– category of order;

Max. Duration – maximal duration of detailing;

Period – detailing condition – period;

Guest type – detailing condition – guest type;

Defaulter type – detailing condition – type of defaulters;

Tariffication Type – type of tariffication (see the Picture 205);

Table – detailing condition – table.



4.19.2 Reference Tariffication types

The price of a bowling might depend on tariffication types: «Double», «Triple», « privileged», « presidential». In order it could be possible to choose *tariffication type* by tariffication activating on the device, it is necessary to fill the reference (See the Picture 206) and add necessary tariffication types.

Main	
Alt Name	
Code	1
Ident	1001953
Name	Type 1
Status	Active

Restrictions	
Right Level	

Filtering	
Period	

Visual Type	
Background Color	? Empty Color
Arrange Style	Picture at top
Image	
Text Color	? Empty Color

Main:: Main properties

Picture 206

Tariffication type is described by properties:

Main - see 4.1.3

Visual type – see 4.1.6

Restrictions

Filtering

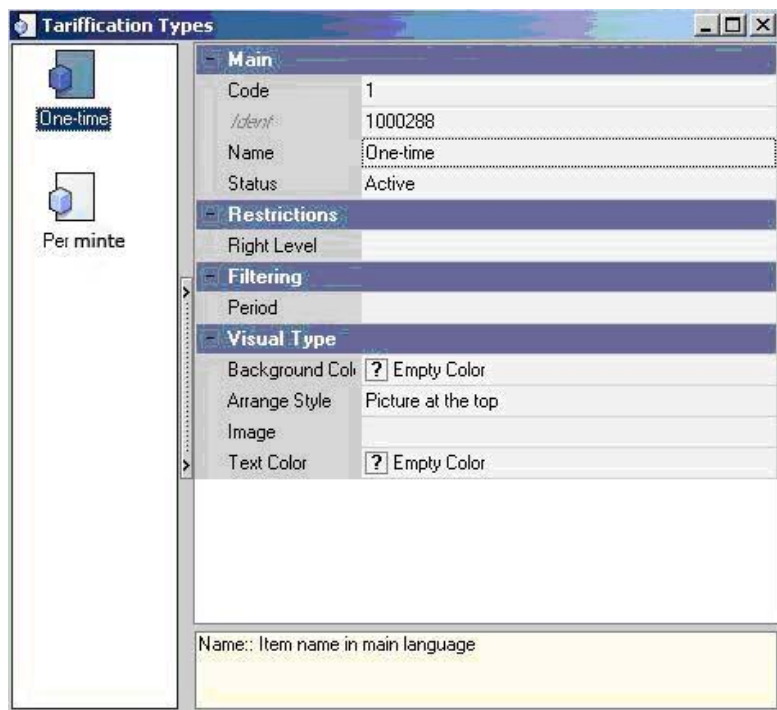
Period – if the period is fixed, then tariffication type will be available only in time of action of the following period.

Access right – the choice of access right to the trade object, the employee should have, in order the described object was available for him for selection.

Let's study an example, when one rated device can work by per minute and one-time rate.

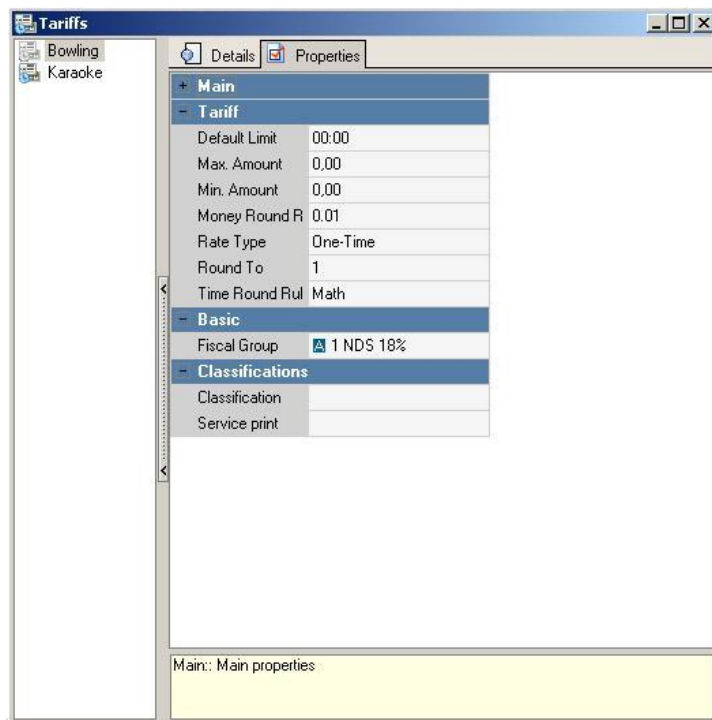
If it's necessary to make a rate that can have a fixed price or can add amount to be paid according to the play time, it's necessary to fix the following settings:

1. In the reference *Tariffication types* (see the Picture 207) it's necessary to create two tariffication types like: one-time and per minute.



Picture 207

2. In the reference *Tariffs* create a rate (see the Picture 208). In the properties of which in the line *Rate type* put the value "For minute".



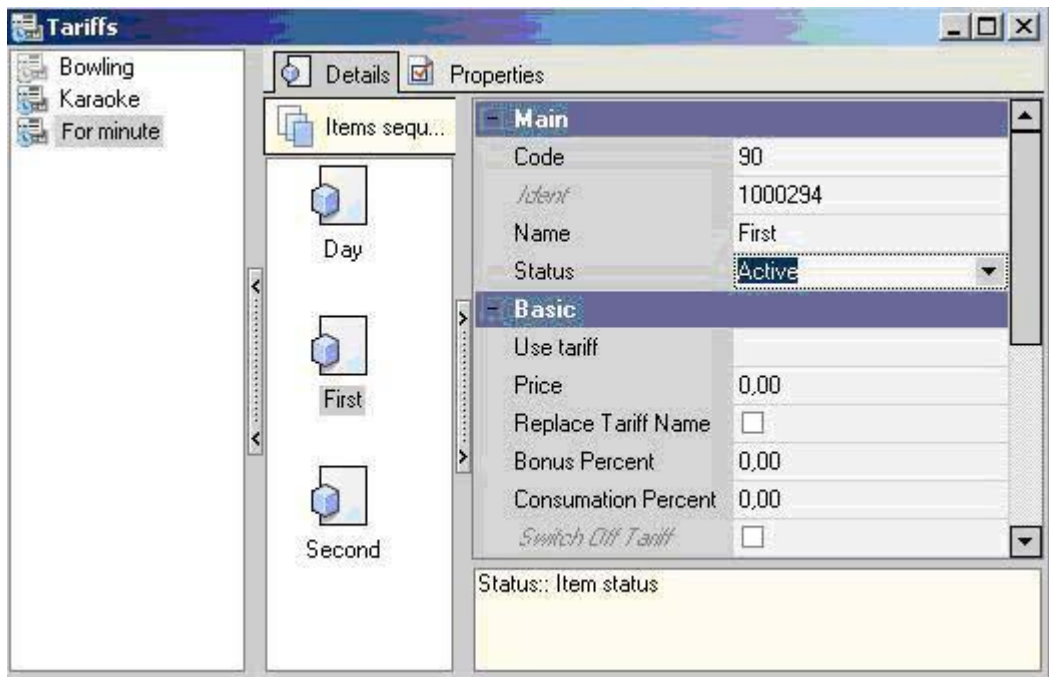
Picture 208

Open the tab *Details* and create four detailing. The first detailing is necessary for the opportunity to activate per minute tariffication at the cash. The second detailing is necessary for the opportunity to activate one-time tariffication at the cash. Duration of the second detailing will be equal to one minute. After one minute detailing will be automatically switched off, but as the guest did not finish the game, the automatically switch on of the next detailing is necessary. For this reason the third detailing with the zero price should be created. There should be one unlimited detailing in the system, for this reason it is necessary to create the forth detailing.

By the rate detailing creation it is necessary to consider the sequence of there creation on the tab *Details*. Sequence check works bottom-up.

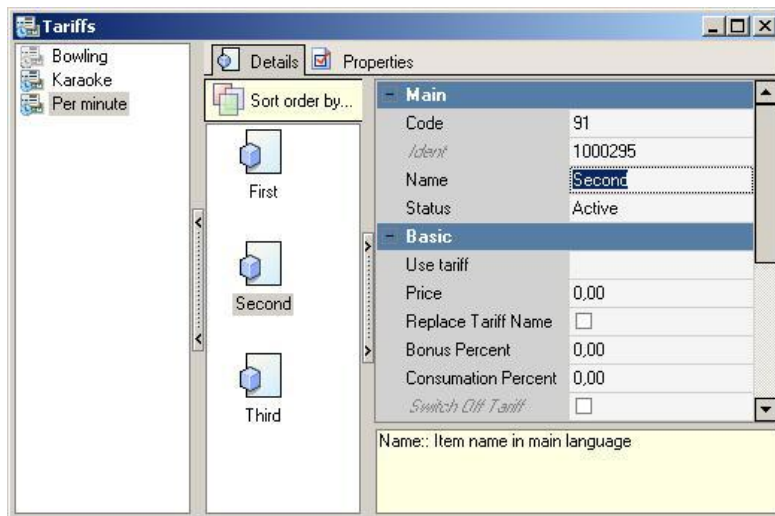
Special settings should be made for every detailing (detailing description will be described bottom-up):

- ❖ The field should be filled in the properties of the first detailing: *price* and *tariffication type*. In the field *tariffication type* should be chosen “For minute” (see the Picture 209). The price per minute will be that value, that is mentioned in the field *Price* of the current detailing;



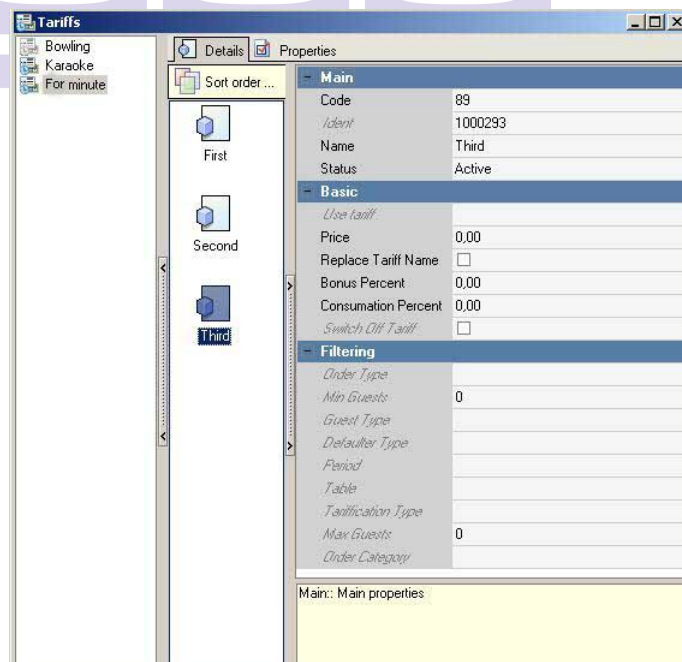
Picture 209

- ❖ The field *price* should be filled in the properties of the second detailing, *tariffication type* and *Max.Time*. In the field *tariffication type* should be mentioned “one-time”, the maximal time for this detailing will be equal to one minute (00:01). The price of one-time rate defines the value, mentioned in the field *price* of this detailing. (See the Picture 210).



Picture 210

- ❖ The third detailing is the continuation of the second detailing. Properties of the third will be following: *price* will be “zero”, as the price of one-time rate we already mentioned in the price of the second detailing. In the *Rate type* should be mentioned one-time, as well as in the second detailing (see the Picture 211).



Picture 211

The second and the third detailing are necessary in that case, when the rate should have fixed price even if in the rate properties the rate type is chosen per minute.

- ❖ The forth detailing is necessary only because in the system should be mentioned one detailing that can function without any conditions. This detailing will start to function, if the *rate type* will not be chosen in the window **Tariffication Parameters** by activation of the rated device at the cash.

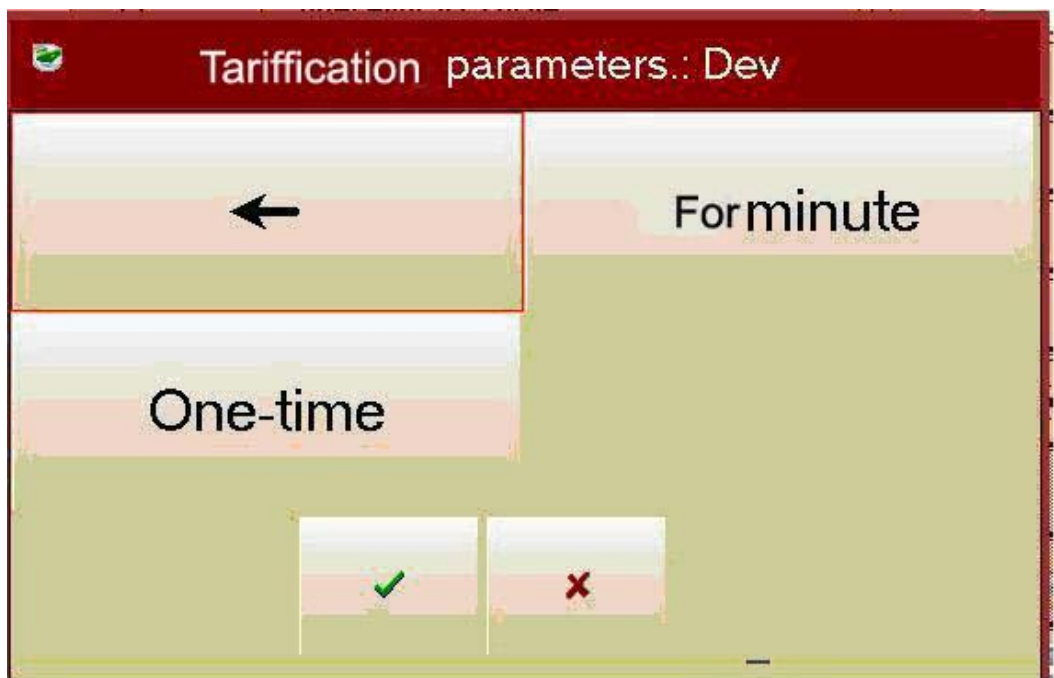
3. The created rate should be mentioned in the properties of the necessary rated device.

By activation of the rated device at the cash in the settings permits to define the rate price according to the chosen **Tariffication type**. For that if it is necessary in the window **Tariffication Parameters** should be chosen *Tariffication type* (see the Picture 212 and Picture 213).

The screenshot shows a software window titled "Tariffication parameters.: Dev". The window contains the following elements:

- Time limit:** A text input field containing "00:00".
- Money limit:** A text input field containing "0".
- Type of Tariffing:** A dropdown menu showing "...".
- Keypad:** A numeric keypad with buttons for digits 0-9, a decimal point ".", and a "Del" button. Below the keypad is a large "Enter" button.
- Action Buttons:** At the bottom left, there are two buttons: one with a green checkmark and another with a red "X".

Picture 212

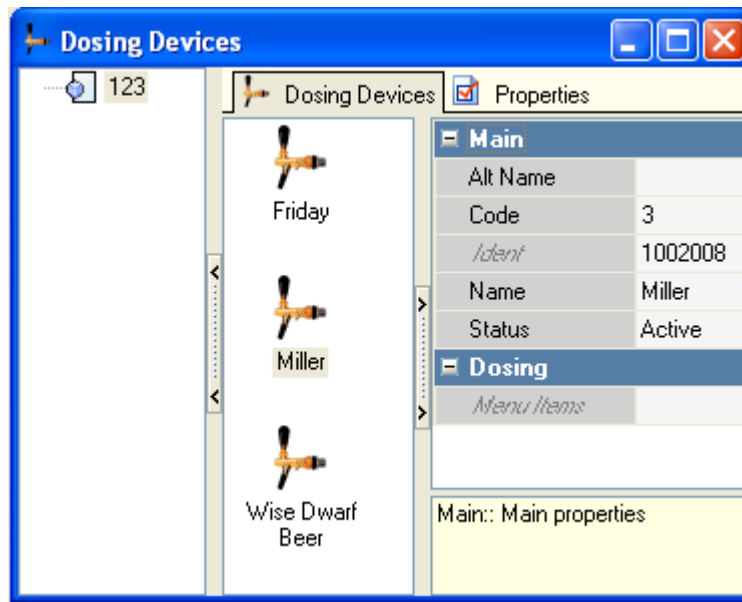


Picture 213

4.20 Portionong devices

The following reference appears in the Menu, only in that case when PVRK *interface* is added in the reference *Stations and Devices* (see § 5.15.4)

The reference is presented on the Picture 214 . Interface properties, see § 5.14.1.



Picture 214

Properties of the dosing device:

Main – see §4.1.3

Dosing

Menu item – the menu item, which metering is performed by the following dosing device.



4.21 Reasons of deposit / Payment

In the reference (see the Picture 215) are enlisted reasons that will be suggested by cash operations performing reasons of deposit / payment.

Main – see § 4.1.3

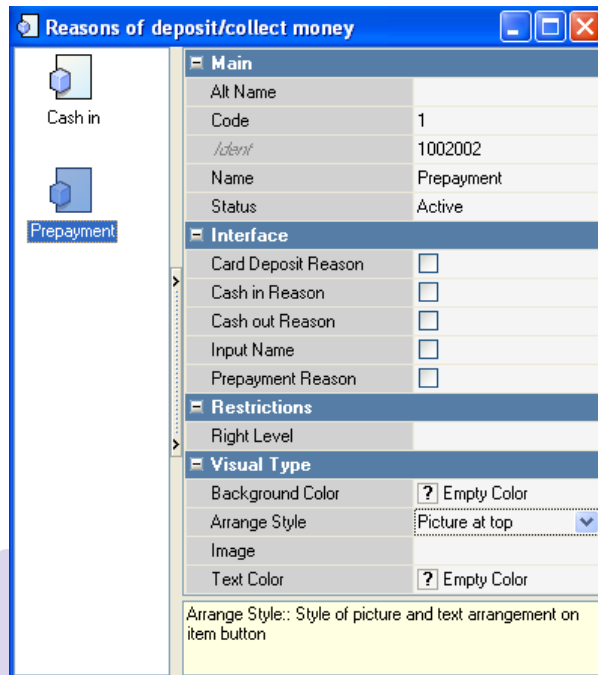
Restrictions– see § 4.1.4

Visual Type – see § 4.1.6

Interface

Cash in reason – to suggest this reason by performing the operation **Pay in drawer**;

Cash out reason – to suggest this reason by performing the operation **Collect money out of drawer**;



Picture 215

Card deposit reason – to use this reason for **Creation of deposit for a payment card** (if the employee has the right for «*Creation of deposit for a payment card*»). There are two ways how the card balance can be refilled: either with the help of main menu item **Creation of deposit for a payment card**, or out of the window card automation with the help of **Deposit** button, if **PDS Show data on the card** is activated;

Input name – to allow input deposit reason name with keyboard while operation performing;

Extra Info Format – input layout *Extra Info* (property is visible only if the flag **Input name** is put). Only standard symbol masks should be used in the layout (see Application 5);

Transaction Code – Transaction Code is for refilling of the balance card (for connection with other systems). The very field appears only if the flag **Card Deposit Reason** is put;

Markup – the property appears if the flag **Card Deposit Reason** and **Cash in reason** is put. Only *Undistributed markup* can be chosen in this field. By card deposit reason and cash in reason the bill with the mentioned *Undistributed markup* is printed. If the markup is not chosen, then the document on the card deposit reason or cash in reason is printed.



4.22 Combo Dish

For easier calculation of business lunch and set dish sales in R-Keeper v7, there is such concept as *combo dish*. Combo dish as it is – is just an empty container that might contain dishes that a guest chooses out of the list of the preliminary created sets (salad, the first course, the second course, drinks etc.). Combo price of a dish can either be formed out of the prices of dishes, it consists of (such dishes are called *combo items*) or to have fixed price. There is an opportunity to set the price of combo items either directly, or through the percent of dish price, to which combo item refers.

Creation of combo dish resembles the dish bounding with modifiers scheme, but the place of modifier takes combo item.

Combo dishes are in the reference *Menu*, there pictures differs from the item “dish” (See the Picture 216).



Picture 216

It is necessary for the correct setting of combo dish:

In the reference Combo Groups create combo items and fix prices for them (or fix rules for price calculation on the tab Combo Items in the reference Price Types)

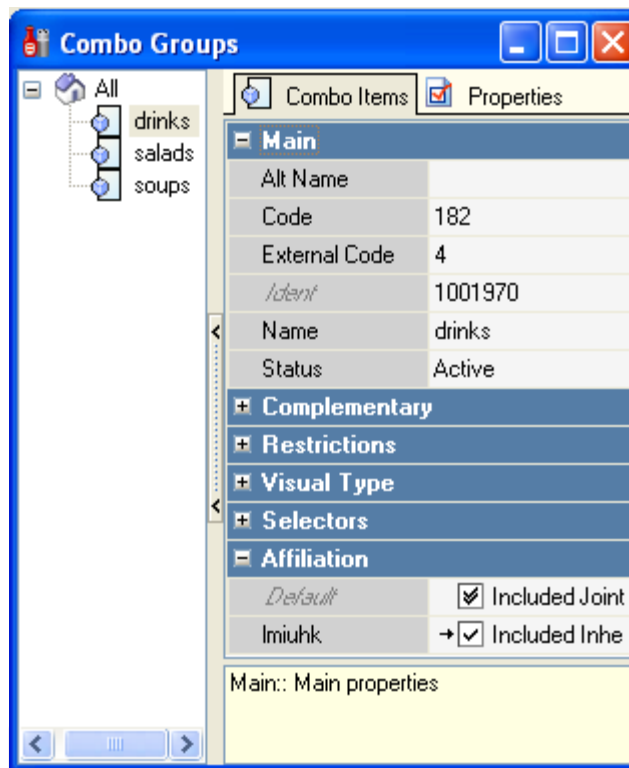
1. (Optional) If it is desirable to use percent of the dish price to which combo item refers for combo item price, it is necessary to put the flag *Combo* in the reference *Price types* and *Percent* in the properties of the necessary price type.
2. In the reference *Combo Schemes* create combo schemes with the necessary combo groups. With the help of *Upper* and *Bottom limit* to limit the lists of combo items to combo dish.
3. To bound Combo Dish with the necessary Combo Scheme, by choosing in the property Combo dishes *Combo Scheme*.

Availability of combo items in the trade groups depends on the availability of the bound with them dishes. So if the dish is unavailable for the trade group, in this case combo item will not be available either, as it refers for that dish. But if the dish is available for the trade group, it is possible to make unavailable its bound item.

4.22.1 Combo Groups

It is single-level reference. Combo groups are available in the left part of the window.

Combo group properties (see the Picture 217)



Picture 217

Main – See § 4.1.3

Complementary

Comments – any comment on the menu group can be added to this field (does not reflect at the cash);

Add to the order – add the menu group to the order for the further dish selection;

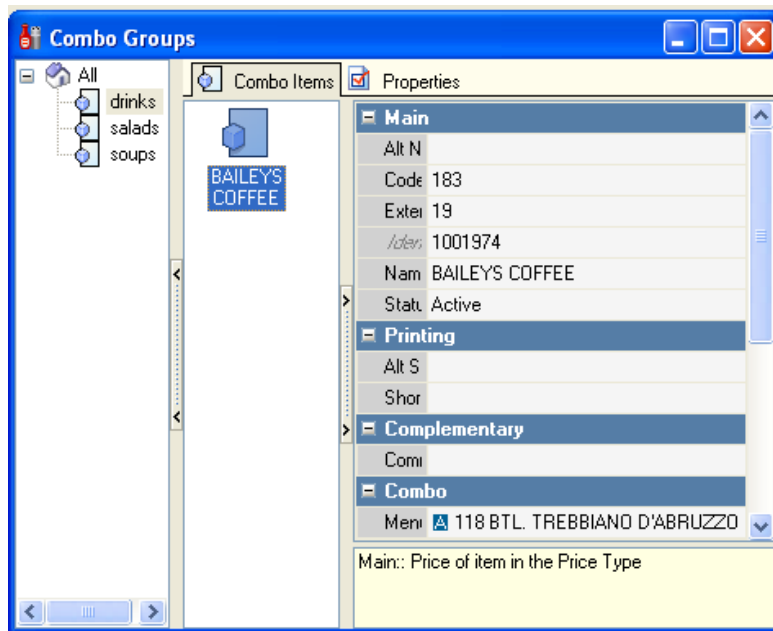
Restrictions – See § 4.1.4

Visual Type – See §4.1.6

Selectors – is the group with enlisted non-preset selectors of the type *Bill: Main selector* (if they are created by the user). The graphic model of the selector page can be created in the properties of the described dish group (see §5.3.2.3);

Affiliation – reflect belonging of the combo group to the affiliates

Combo Item properties (see the Picture 218)

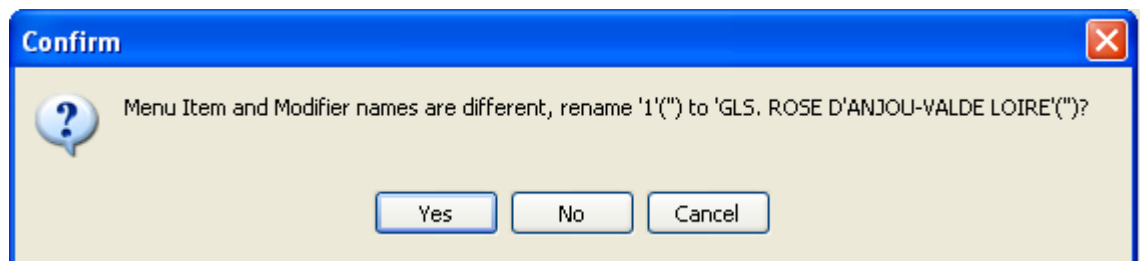


Picture 218

Main – see § 4.1.3

Combo

Menu Item – is the link for the dish. In order that the name of the combo item coincided with the name of the dish, it is necessary to choose “Yes” in the confirmation window (see the Picture 219).



Picture 219

Portions

Max In One Dish – is the maximal quantity of combo items available for one dish;

Weight – is the specific weight of the combo item;

Restrictions– see § 4.1.4

Visual type – see § 4.1.6

Interface – see § 4.1.7

Printing – see § 4.1.5

Trade group – see § 4.1.8

Affiliation

Comment – this field can be filled with the information on the combo item. This information can be displayed at the cash with the help of the *Recipe*;

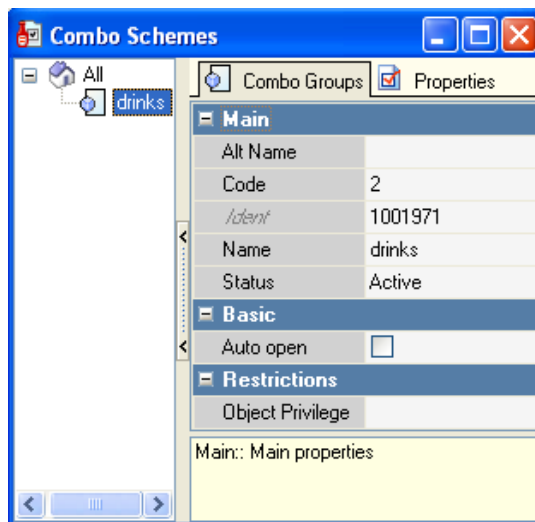
Prices

Price setting for combo items. If the flag *Combo percent* is fixed in the price type, in this case entered here value will be a percent from the dish price, on which combo item refers;

Self-Cost – self-cost of the menu item, on which combo item refers.

4.22.2 Combo schemes

Combo Schemes reference reminds by its structure Modifier Schemes, combo schemes properties coincide with modifiers schemes (see the Picture 220)



Picture 220

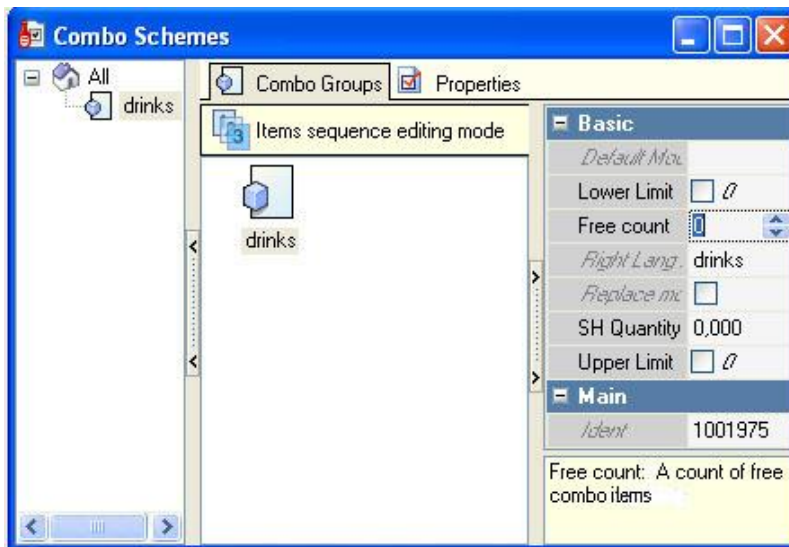
Main – see §4.1.3

Basic

Auto open – open automatically the first combo group out of the combo scheme by choosing combo dish, even if this combo scheme does not contain combo group with the required modifiers;

Restrictions – see § 4.1.4

Combo group properties in combo scheme coincide with the properties of modifier group in the modifier scheme (see the Picture 221):



Picture 221

Basic

Default Modifier – combo item from this field will be automatically added by choosing combo dish;

Free count – the count shows the quantity of chosen from this group combo items that should be added to the combo dish with zero price;

Replace Modifier – available only for the group with the upper limit “1”. Combo item by default replacement takes place by adding of combo item from this group. If the flag is not fixed, in order to replace combo item by default, it is necessary to delete it beforehand from the order;

Lower limit – in this field *should be* reflected the minimal quantity of combo items that should be added to the combo dish;

Upper limit – in this field *should be* reflected the maximal quantity of combo items that should be added to the combo dish;

SH quantity – see §4.7.2

Name – name of combo group.

Main

Identifier – internal item identifier.

5 Review of special references and concepts

Items of the main menu *Options* and *Service* contain editors of specialized references and menu items for system settings.

The item *Options* contains sub items: *User Interface*, *Tables and Hall planes*, *Keyboards*, *Printing* and reference *Parameters* and *Parameter usage*. You can control the behavior of the system in different situations with the help of parameters of the system. The list of parameters is predetermined and cannot be edit; change, add, or delete you can only the value of the parameter. Using the parameter value is described in the reference *Parameter using*.

The sub item *User interface* contains the following editors of the reference for work with internal view of the cash station: *Selectors*, *Forms*, *Form schemes*, *Colored schemes* with the reference *Selector using* and *Using the scheme forms*, *Using the colored schemes*, *Function buttons* (this reference you can find in the sub item *Keyboards*) and *Pictures*.

The sub item *Tables and halls* contain the editor of the following references *Hall plans and Tables*, *Table types*, *Serving positions* (this reference you can find in the item of the main menu *Staff*).

The sub item *Keyboards* contains the editor of the following references *Keyboard layout*, *Keyboard using*, also the editor of the reference *Function keys* (this reference you can find in the sub item *Interface*).

The sub item *Printing* contains the editors of the following references *Documents and Models*, *Printing schemes*, *Service checks*, also the editors of the references *Using the service-schemes*, *Using printing models*. The editor *Documents and models* contain the document models of printing and service printing. Editor *Printing schemes* contain different printing schemes; editor *Service checks* contain the schemes of the service printing. Editors *Usage* specifies the usage rules of printing schemes (service printing) of the document.

The item *Service* contains specialized editors of the references and settings.

The editor *Stations and devices* contains the description of working stations and devices of the system (printers, terrifies, and drawers).

The setting *Synchronization* is used for specifying the mode of the synchronization of manager and cash applications.

Interfaces – the editor of the interface of the reference with other programs and applications.

MCR algorithms – the list of algorithms that are used for information processing that is read from the magnetic cards.

Export to (DBF, XML, MS SQL) – data base export to different formats;

Calculate all cubes – the command starts generation of all cubes;

Data import – you can choose the source of import:

Import from UDB DB

Import of the self-cost from StoreHouse/

The sub item *Manager Station* contains the following editors of the reference:

Inspector settings – station of the appearance of the *Inspector* area and setting of the role access to viewing and editing of properties of this area.

Log configuration – specifying of saved in the *Log* property changes of different types of the object.

Reports groups – user grouping of reports;

Rights on report– the reference of rights on reports.



5.1 Operations

Pressing the button of screen form and keyboard buttons results in fulfillment of definite actions (operations). It can be the fulfillment of commands, trade objects selection, entering the field symbols or numbers. The reference *Operations* contains the common list of such actions. The reference cannot be changed by the user and fully predetermined.

The reference *Operations* is absent in the items of the main menu; it is available in the reference Function keys (by fixing the *operations* and *alternative operations* to the function key) and Selectors (by fixing *called operation* of the selector in the page properties of the selector).

The role rights in the reference *Employees* (page *Properties*, property group ***Restrictions***, subgroup *Operations*) is for operations, where the property *Access control* has the value «True» (see the Picture 222).

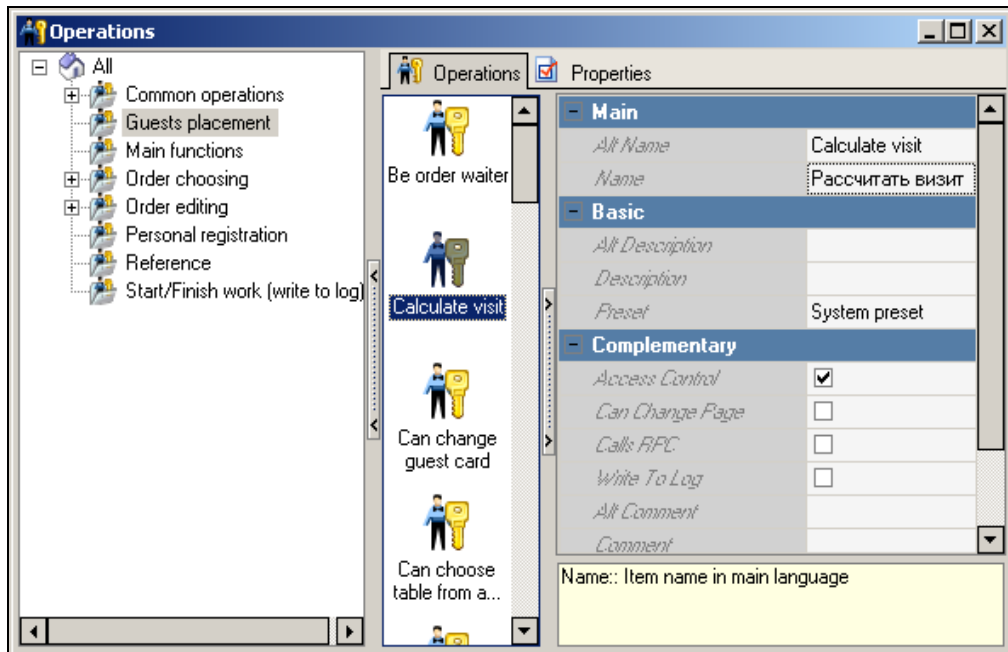
◆ **E.g.**, In the operation *Table choosing by hall plan* on the **Picture 222** the flag *Access control* was put; it means the right on the operation *Table choosing by hall plan* was specified in the subgroup *Operations* on the page *Properties* in the reference *Employees*.

5.1.1 Reference operations

The reference is represented on the Picture 222.

The operation tree is represented in the left part of the window; operations that refer to the marked out group are shown in the item area. The *Inspector* window contains properties of the marked out operation:

Main – see § 4.1.3;



Picture 222

Basic

Description – if there are comments to the operation, they are displayed in this filed;

Alternative description – displaying of comments to the operation in the alternative language;

Predetermination – see § 3.7;

Complementary

Access control – the right on this operation is contained in the reference *Employees* (role right);

Can change page – this operation is intended for switching the pages of the selector.

Call RPC – call RPC the procedure at the server. The result of the operation is written in the log by the RPC request;

Write to log – the fulfillment of this operation is recorded in the log of the cash server. The cube can be build according to the data of the log (cube schemes *Operations*) and create the report.

Interface – see §4.1.7.



5.2 Selectors

Selector – is one or several sets of buttons that are located in definite area of the screen form of the cash. Every such set of buttons is called *page of selector*.

Selectors that are necessary for the normal (standard setting) work of cash application are predetermined in the reference *Selectors*.

Creation and using of proper selectors by user are not obligatory and compulsory actions. You should use this possibility when the calculation of the sub item the peculiarity of work at you institution will improve.

If you should not make changes in the standard setting of the cash application in your enterprise, chapters that are devoted to general description of selectors, selector types, groups and hierarchy of selectors, references *Selectors* and *Usage of selectors* can be omitted (§ 5.3, 5.3.1, , 5.3.2.1, 5.3.2.4, 5.3.3, 5.3.4).



5.3 Selectors, selector pages, selector types and hierarchy of selectors

Standard settings of work of the cash application can be realized in one of two ways of entering on the screen function keys and buttons of choosing the objects. The first way – is with the help of selector creation. The second way – is with the help of specifying of properties of fiction keys in the reference *Function keys*.

In some cases program developers is used the output of function keys in areas of different selector type, with the help of specifying their properties in the reference *Function keys*. You need to fix them by flags in the subgroup of properties *Selector types* of the function key. Thus, function keys are displayed in the areas of some selector types, if there is no the selector in the reference *Selectors* (or was not created) or it does not contain any pages.

The area of the screen form of the cash application, where the selector is located is specified by the *Selector type*. The common list of the selector type (see § 5.3.1) contains all possible places of selectors in the cash application.

Trade objects, function keys and transfer buttons to other selectors can represent itself buttons of the selector page.

Selector type, *selector*, *selector page* can be described with the help of such example. Dishes modifiers currencies, discounts and other objects can locate according there functions on the screen form of order editing of the cash application in the central menu area (see the Picture 373). The screen form area, where are buttons of object selection: dishes (currency, modifier, etc) – are described by the *selector type*. In our example this area is described by the selector type, which is called ‘Bill: Main selector’ (see the Picture 223). Set of buttons that is displayed in this area in one instant is called *selector page*. One of the pages of the selector is: set of dish groups of the top level («Bar», «Kitchen», «Summer veranda», «Invisible objects»). Other selector pages are dishes and / or groups of dishes that are included to the parent group. As well the selector pages are discounts or markups, which are represented in this form area by manual discount or markup adding; currencies – are in the payment mode.

Object *selector page* in the reference *Selectors* is the item of the object *selector* and contains objects *selector buttons* as personal items. *Selector type* –is the object property *selector hierarchy*.

Selector hierarchy can include *selectors* or other *hierarchy* of selectors. All *selectors*, included into the *hierarchy* structure will refer to the *type* that is specified for the parent *hierarchy*.

If the hierarchy of the selectors contains other hierarchies, the property *Selector types* will not be specified for it (does not have any value). Only properties like *Name* and *Alternative name* are specified for such hierarchy. If the hierarchy of selectors contains selectors, the property *Selector types* will not be specified for it.

Used in the current conditions selector is chosen with according to the usage rules, specified in the reference *Selector usage*.

One page is displayed in one instant at the cash screen; you can choose this page according to the stated below settings in the selector properties and in the properties of the selector pages:

- Selector page is displayed on the screen, if you refer to the *called operation* that was fixed in the similar property of this page, if selectors are used at the moment.
- If the current page of selector cannot be chosen with the help of the called operation, one of the selector pages is fixed for displaying on the screen by using the selector (according to the usage rules that were specified in the reference *Selector usage*) to which it refers. Such page of the selector in the group is called *Page by default*.
- The transfer to the page of the selector is fulfilled with the help of the button from the other page of the selector.

Selectors that are used by the standard installation of the program, are preset and cannot be deleted or edited.

All hierarchies of selectors are preset and cannot be edited.

User can create selectors in the hierarchies, for which the selector type or selector pages are specified in separate selectors.

User can create personal selectors and put them on the screen forms. Special selector hierarchy *User* was created in the selector tree. Empty hierarchies are included to the *User* hierarchy: *User 1*, *User 2*, *User 3*, *User 4* and *User 5*, that have

corresponding selector types: *User selector 1*, *User selector 2*, *User selector 3*, *User selector 4* and *User selector 5*. Areas that are described by the *User types* of the selector, user specifies by himself.

If the user creates and uses personal selectors and there are no preset selectors of this type, there is a possibility to appeal to such behavior of the system, that it could have been, if there were no created by user selectors (*by default*). For this you should create an empty page in the selector (page that does not contain any buttons) with behavior 'By default' (property of selector page). If you chose this page in the area that is described by the type of selector hierarchy, objects with preset by the developer settings will be displayed. You should distinguish selector properties *Page by default* from properties of the selector' page *Behavior by default*.

You can fix the model of buttons placement meant for the selector page in the special graphical editor (see §3.4.2).

Types of the selector *Bill* are enumerated in the reference *Menu*, in the property group **Selectors: Main selector**. By the initial installation it is one selector *Standard supply*. If other selectors of this type were created by users, they will be enumerated in this group.

You can edit the page of the selector that contains dishes and menu subgroups of the described menu group in the graphical editor. In order to use the model of selector page, you should put the flag in selector property *Model* (group **Main**) in the reference *Properties*.

The example of selector creation by the user and its usage is viewed in §5.3.5.

5.3.1 List of selector types

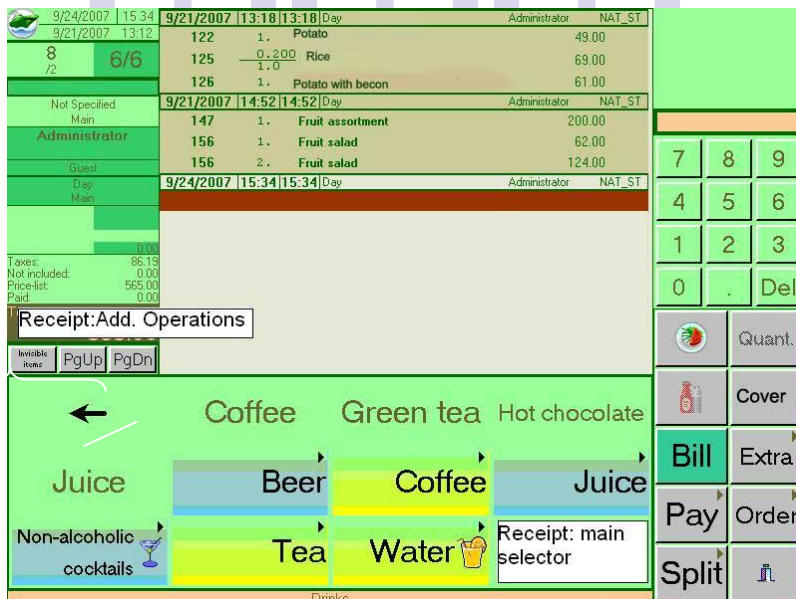
Selector types that are in the system are represented on the Picture 223-Picture 226:

- *Receipt: Main selector* – see the Picture 223;
- *Receipt: UCS Main Selector* – see the Picture 226. This type of selectors is located in the same screen area as selector type *Receipt: Main selector*,

but selector group of this type is located in this area, when the mode *Service line* is active;

Note. As the user can create his own selector (or selectors) with the type *Receipt: Main selector* in the reference Selector usage; in this case the using rules will be specified for all created by user and developer selectors with the type *Receipt: Main selector*. But entering of the information that defines the time of blocks (see § 10.7) you should have the possibility to fulfill from any used selector; that is why the menu service line cannot be referred to one of selector groups with the type *Receipt: Main selector*.

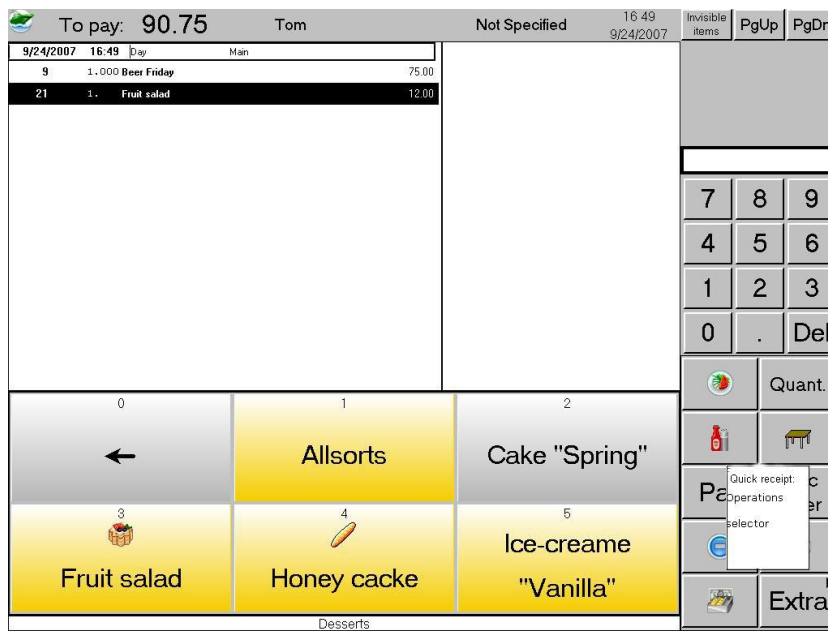
- *Receipt: Operation selector* – see the Picture 223;
- *Receipt: Operation selector, keyboard* – see the Picture 224;
- *Quick receipt: Operation selector* – see the Picture 225; Selector types are used in the mode ‘Quick receipt’ (on TS – stations), are located in the same area as selector type *Receipt: Operation selector*.



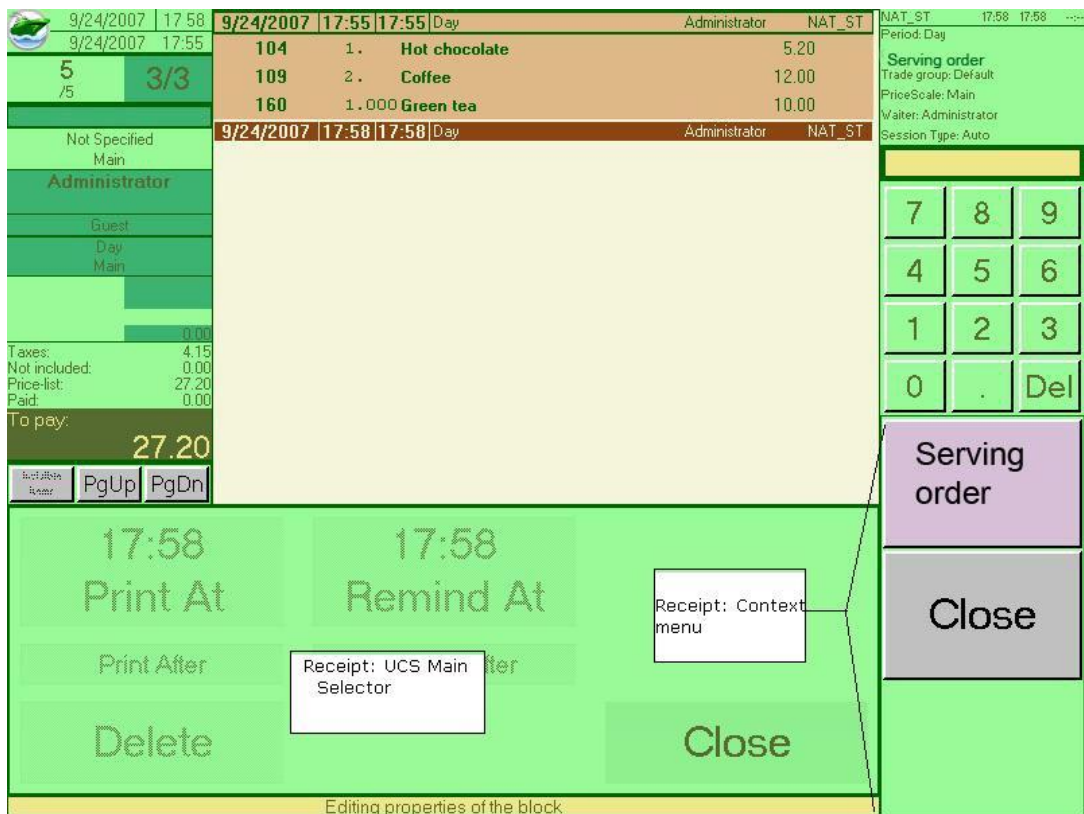
Picture 223



Picture 224



Picture 225



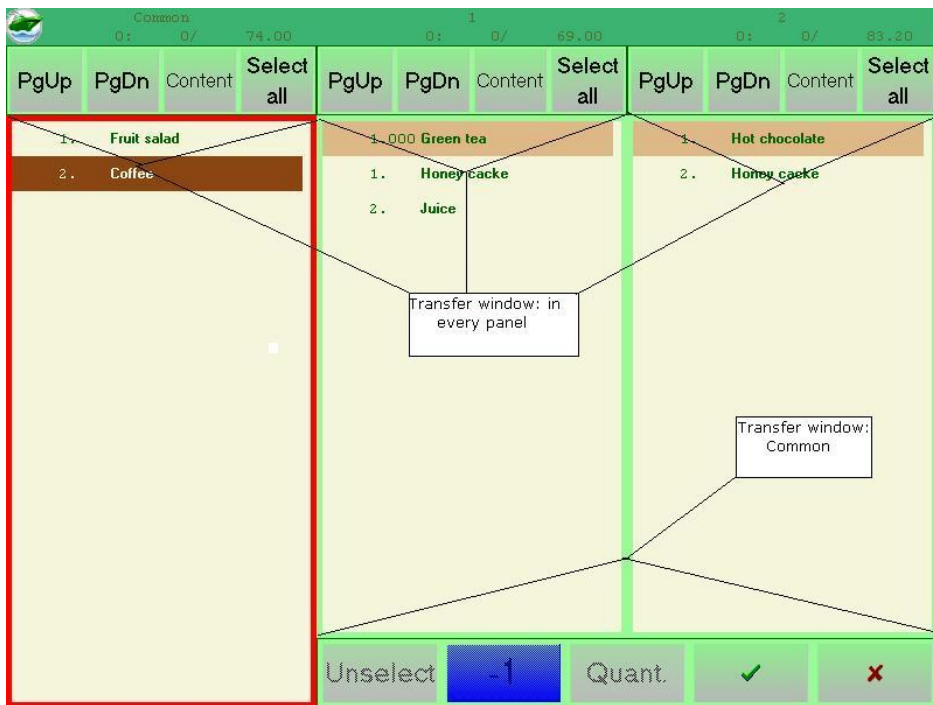
Picture 226

- *Receipt: Context menu* — the Picture 226. This type of selectors is situated in the same screen area as the selector type *Receipt: Operations selector*. Selectors of this type are situated in this area, when active are: mode 'Modifier', mode 'Order calculation', mode 'Pays', mode 'Service line', mode 'Consumators' or content editing mode 'Content';
- *Main menu* – see the Picture 227;
- *Transfer window: Common* – see the Picture 228;
- *Transfer window: In every panel* – see the Picture 228;
- *Hostess: Main* – see the Picture 229;
- *Hostess: Operations* – see the Picture 229;
- *Receipt: Add. operations*– see the Picture 223;
- *Waiter: Halls* – see the Picture 230;
- *Waiter: Tables* – see the Picture 230;

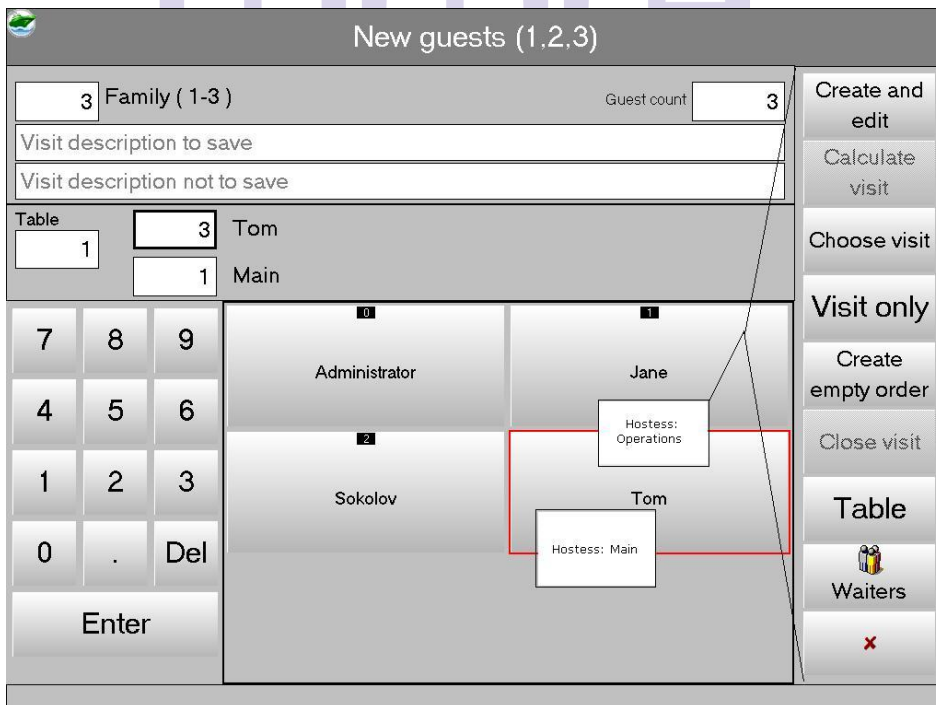
- *Waiter: Work operations with order* – see the Picture 230;
- *Waiter: Operations* – see the Picture 230;
- *Deposit/collect money: Pay selectors* – see the Picture 231;
- *OK, cancel* – see the Picture 231;



Picture 227



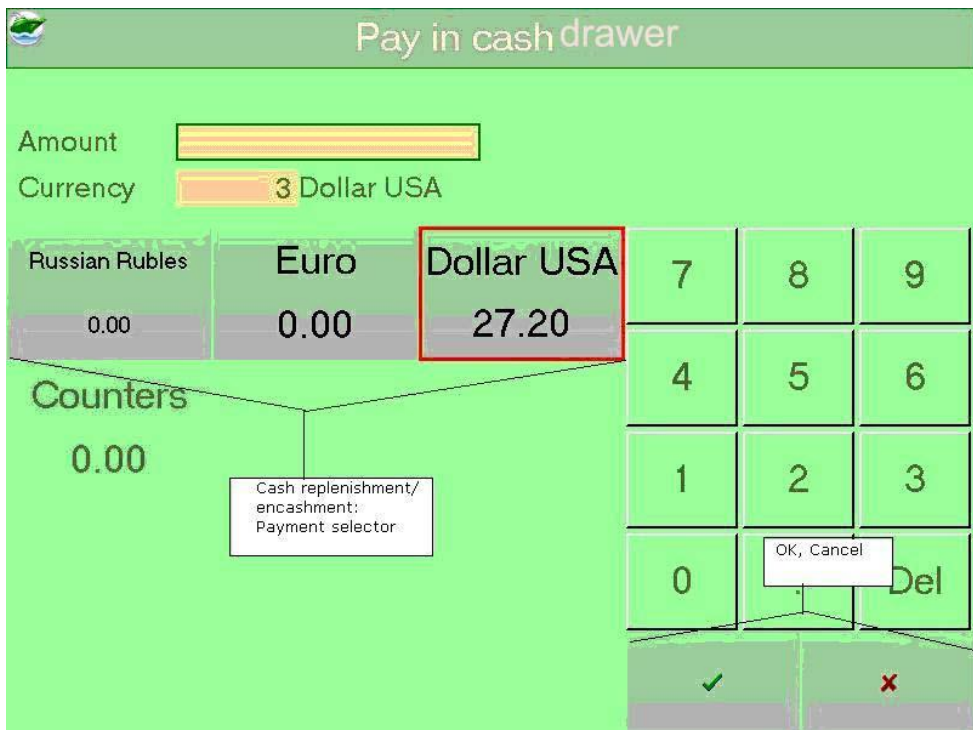
Picture 228



Picture 229



Picture 230



Picture 231

- *User* – selector types that can be specified by the user personally for selector creation in the area form that was not described by the preset selector type.



5.3.2 Reference Selectors

The selector reference (see the Picture 232, the Picture 233) contains *hierarchy* of selectors (sign  in the hierarchy tree), *selectors* () and *selector pages* ().

Selector hierarchy contains *selectors* or any other *selector hierarchy*; *selector pages* are items of the *selector*. Items of the *selector pages* are *selector buttons*. *Selector buttons* are located with the priority usage (see §4.1.9).

You can create personal graphical model (form) for the created selector. If you do not create personal form for the created selector, the form ‘By default’ will be used automatically, where the selector buttons are located top-down, from left to right.

In order to create the model of the selector, you may use almost the same graphical editor, similar to the editor hall plan (see §3.4.2). Objects that are put on the model are selector buttons and office buttons ‘Start’, ‘Back’, ‘Following’, ‘Previous’, ‘First’, ‘Last’.

5.3.2.1 Properties of the selector hierarchy

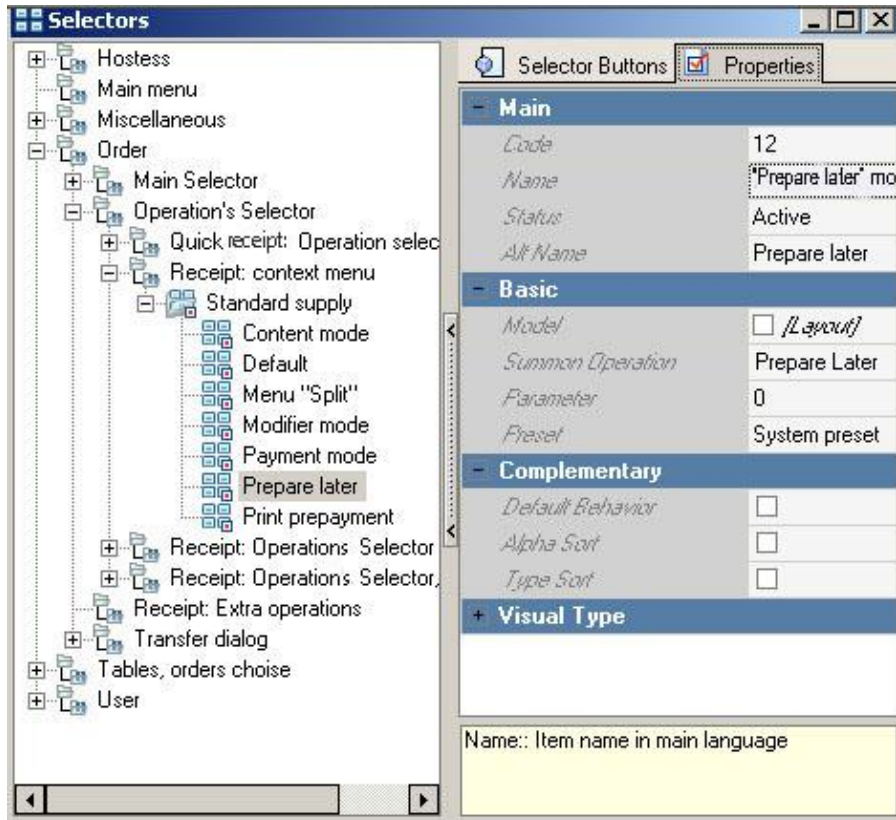
The page *Properties* of the reference contains properties of the selector hierarchy, selectors, selector pages or buttons; it depends on the marking out in the selector tree.

Properties of the hierarchy of selectors include the following fields: *Name*, *Alternative name* and *Selector types*. All properties of the hierarchy are preset.

Hierarchy that has unfilled property *Selector type* contains only other hierarchies of selectors. Hierarchy that has specified *Selector type* contains selectors of this type.

5.3.2.2 Selector properties

Here you can see properties of the selector (see the Picture 232):



Picture 232

Main – see § 4.1.3;

Basic

Model width – selector width in pixels;

Model height – selector height in pixels;

Page by default – in this field you can choose the page of the selector that will be used by default in this selector. This property is absent for the following selector types *Receipt: Main selector* and *Receipt: UCS Main Selector*. In order to transfer to the necessary page you can use selection of the necessary operation in the property *Call operation*;

Preset – see § 4.1.3;

Restrictions – see § 4.1.3

5.3.2.3 Properties Selector pages

Properties of the selector pages are represented on the Picture 233:

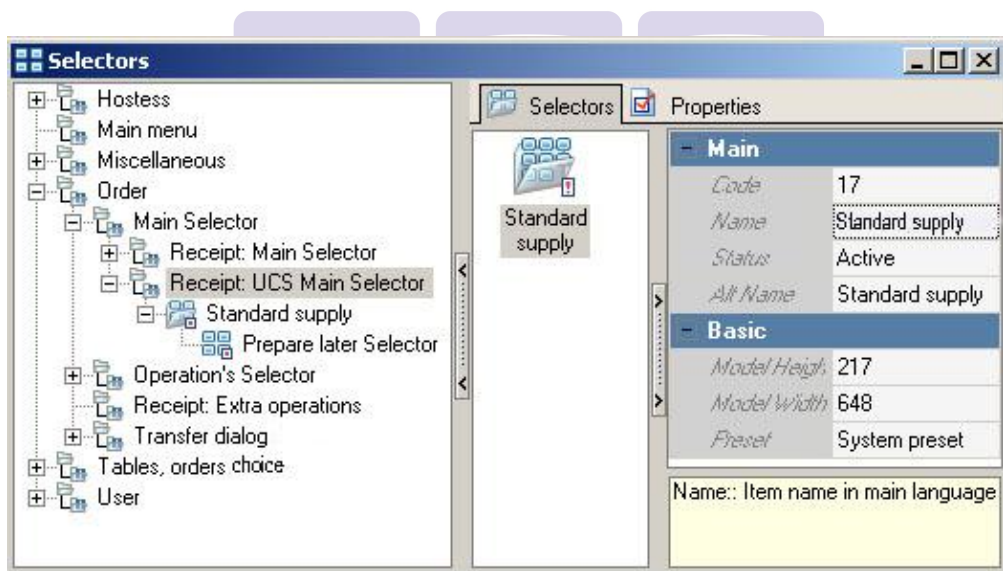
Properties of pages of predetermined selectors are unavailable for editing.

Main– see § 4.1.3;

Basic

Call operation – you should choose the operation from the list that will call the described selector;

Parameter – the hierarchy of the reference that is connected with the operation fulfillment as its parameter. In common case – it is a parameter of the call operation;



Picture 233

Model – with the help of the button  in this field you can enter the graphical editor for creation of the selector page model. The Size of the model is specified in selector properties. The selector model that was created in the graphical editor (information about the work in the graphical editor see §3.4.2), will be used if the flag was put in this field (see §3.3.1). If the flag was not put, buttons will be located according to the specified sorting (see below properties of *Sorting by alphabet* and *Sorting by type*) or (if sorting is not specified – by the specified on the page *Selector buttons*, the order of sequence of buttons);

Preset – see § 3.7;

Complementary

Behavior by default – if the selector that has the flag in this field is located on the page, the system behavior will be as if it had standard settings without using selectors that were created by the user. Buttons to the selector page are not added;

Sorting by alphabet – setting of the sorting of selector buttons by name;

Sorting by type – setting of sorting of selector buttons by the object type;

- ❖ If you use the template, buttons will be displayed according to the model without using the sorting.

Visual type – see § 4.1.6

5.3.2.4 Properties of selector button

Selector buttons are located according to the sequence order (see §4.1.9) and contain properties of the item, which they represent in the selector. Dish button contains properties of the dish; function key button contains properties of the function key, etc.

The displaying of buttons will be fulfilled in the form of the specified sequence on the selector page at the cash station, only if the button sorting was not fixed (*By Alphabet* or *By Type*).



5.3.3 Selector creation, selector pages

User can create selectors in hierarchies, for which the type of the selector or selector pages are specified in the selector.

- ❖ For every selector type there is a list of the allowed object types. The selection only out of allowed object types will be offered by button creation on the selector page.

In order to create the selector you need:

- ✓ Choose the hierarchy to which the created selector should refer. (type of the created selector is specified in the hierarchy property *Selector type*)
- ✓ Call the pop-up menu from the hierarchy tree or from the area *Items*, command *New selector*
- ✓ Fill properties of the selector (see §5.3.2.2)
- ✓ Save the changes

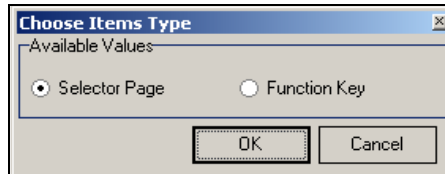
In order to create the selector page, perform the following actions:

- ✓ Choose the selector to which the created page of the selector should refer
- ✓ Call the pop-up menu in the hierarchy tree or from the *Items* area, the command *New selector page*
- ✓ Fill properties of the selector page (see §5.3.2.3)
- ✓ Save changes

In order to create the selector button you should do the following:

- ✓ Choose the selector to which the created button of the selector should refer
- ✓ Call the pop-up menu from the *Items* area of the *Selector buttons* page, the command *Add selector button*. In order to add all functional buttons that are in the preset selectors of this type (in the group of properties *Selector type* of these function keys flags should be put), you can use the command of the pop-up menu *Add obligatory buttons*

- ✓ In the window *Choose the object type* (see the Picture 234) fix the switcher *Available values* on the type of the added button, then choose necessary object from the reference
- ✓ Save changes



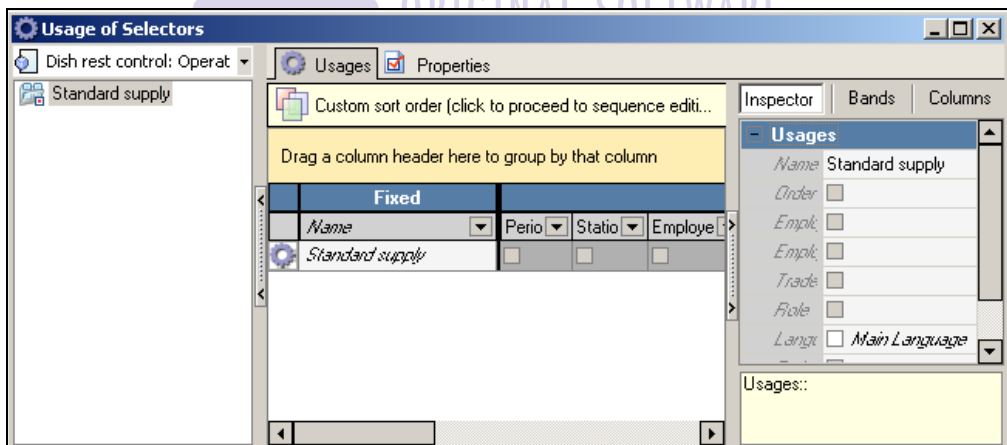
Picture 234

The example of the selector creation is described in details in §5.3.5.



5.3.4 Reference Usage of selectors

The reference *Selector usage* is represented on the Picture 235.



Picture 235

You can choose the type of the selector from the list in the left part of the window. Selectors of the chosen type are enumerated in the field of the object usage. Work with the references «Object usage» is described in 4.3.



5.3.5 Example of creation and usage of the selector

◆ Let's view an example of the creation and usage of the personal selector 'Quick menu' with the type *Receipt: Main selector* that contains the following pages: «Second courses», «Drinks», «Lunch» with the most frequently used dishes and drinks and page «Our pays» with the most frequent used for payment currencies and types of currencies.

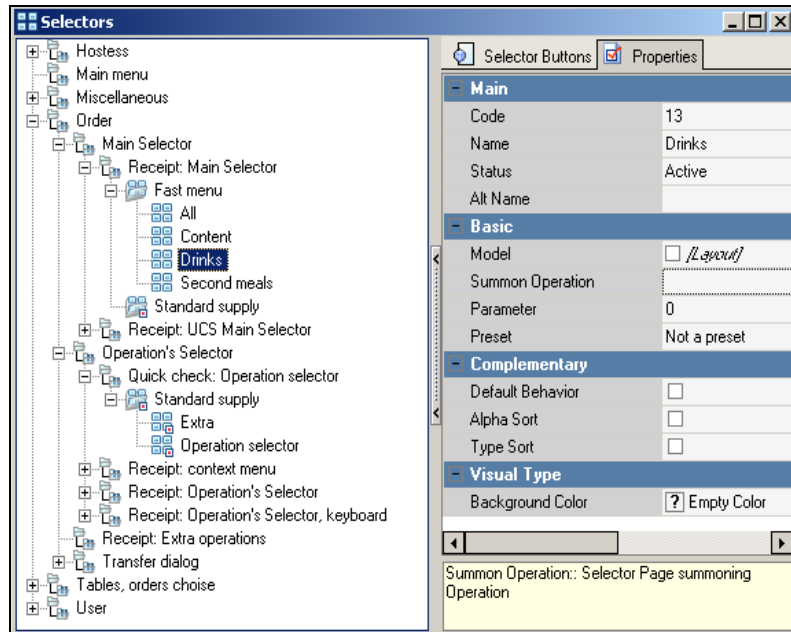
In order to work in the automatic mode (with selector pages that were created by the developer) e.g., to choose the dish from all available in the used trade group of the menu list or to choose the currency from the full list of payments, let's create the page 'All' with the behavior 'By default' in the group.

The page "content" will contain calling buttons of the created pages of the selector, buttons that contain dishes, and will be called by the operation 'Dish selector' (the button of the operation menu 'Dish').

The called operation for the selector 'Our payments' will be the operation 'Selector of payments'. We should fix the period 'Evening' for using the created selector. The selector 'Standard supply' will be used in other periods.

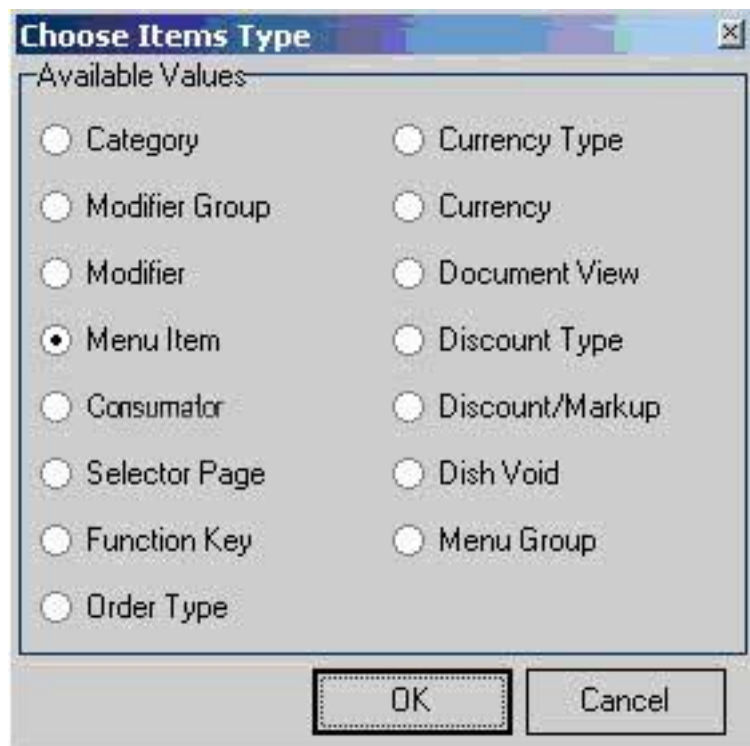
In order to create the selector 'Quick menu' fulfill the following actions:

- ✓ Create the selector 'Fast menu' in the selector hierarchy 'Order' (with the type *Receipt: Main selector*);
- ✓ Create the page 'Second course' in the selector 'Quick menu' (see the Picture 236);
- ✓ Add *selector buttons*: а) call the pop-up menu on the page *Selector buttons*, the command *Add selector button*; б) fix the switcher near 'Menu item' in the window *Choose the type of the item* and press OK; (see the Picture 236); в) Choose in the reference *Menu* (see § 3.6.6) the most frequently used second courses, which should be placed on the page 'Second course' and press 'OK' button.



Picture 236

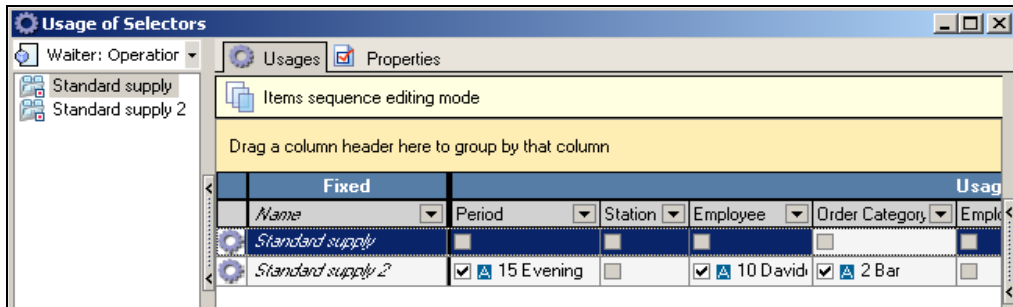
- ✓ Create the page of the selector with the name 'Drinks' (fulfill the same actions when you created the page 'Second course'). Choose the most frequently used drinks as the buttons of the selector;
- ✓ Create the page of the selector 'Lunch' (fulfill the same actions when you created the page 'Second course'). Choose dishes / modifiers of the dish as buttons;
- ✓ Create the page 'All' and put the flag in the property *Behavior by default*. You should not add any buttons on this page;
- ✓ Create the page 'Content' in the property *Called operation*, choose from the reference *Operations* for this page the operation Dish selector (operation is located in the reference in the group *References*);



Picture 237

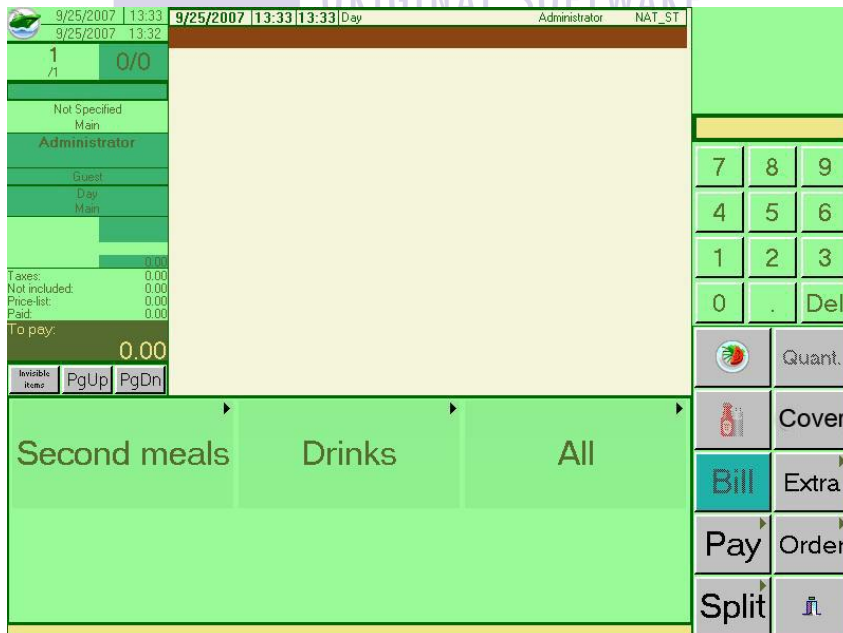
- ✓ Adding of *selector buttons*: a) call the pop-up menu on the page *Selector buttons*, the command *Add selector button*; 6) Fix the switcher near *Selector pages* in the window *Choose the item type* (see the Picture 237) and press 'OK' button; б) Choose the following selectors in the reference *Selectors*: (see §3.6.6) «Second course», «Drinks», «Lunch», «All» and press 'OK' button;
- ✓ Create the page of the selector 'Our payments' and choose in the property *Called operations* the operation *Pay* from the reference *Operations* (operation is located in the reference in the group *References*);
- ✓ By adding of selector buttons you perform the same actions as in the previous selectors. Choose the following currencies as buttons: «Rubles», «Visa», «MasterCard», «American Express», the type of currencies «coupons» and the page of selector «All»;

- ✓ Fix the usage rule *Period* 'Evening' in the reference *Selector Usage* for the created selector 'Quick menu'. The top rule of usage 'by default' is specified for the selector 'Standard supply' (see the Picture 238).



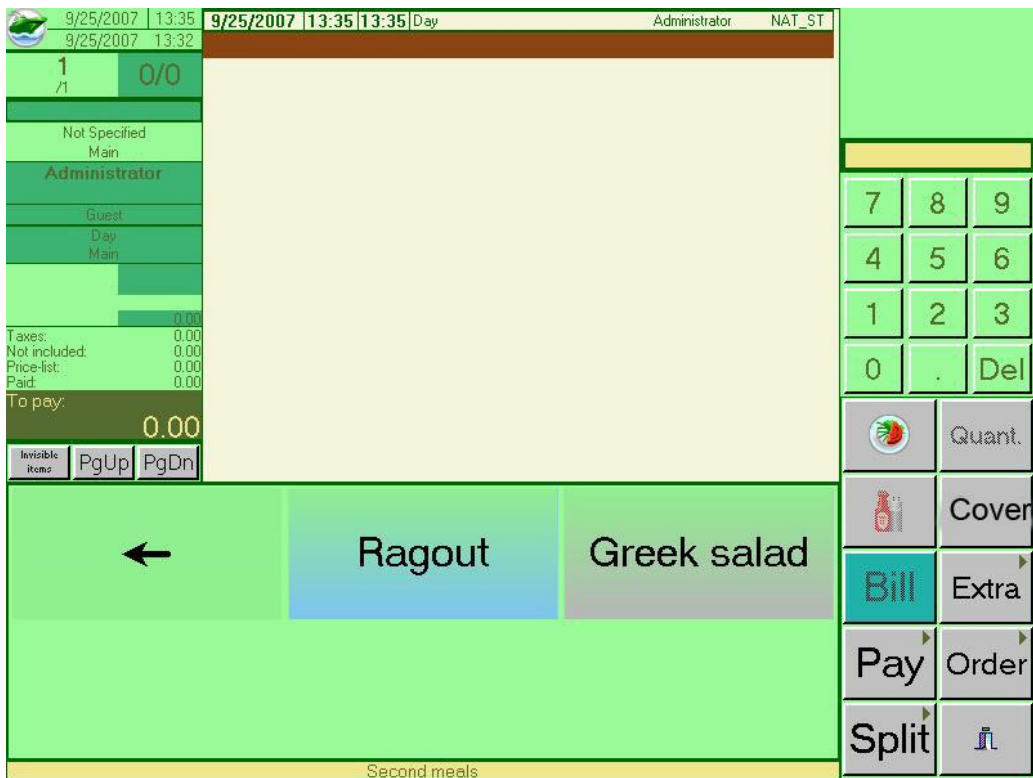
Picture 238

The created selector will be used by the work with the order in the period 'Evening' at the cash station, which will be specified by the selector type 'Receipt: Main selector'. The selector page 'Content' (see the Picture 239) will be displayed, when you should choose the dish or by pressing the button 'Dish' in the operation menu.



Picture 239

Imagine that you entered: 'Buckwheat porridge', 'Ragout', 'Vegetable salad' on the page 'Second dishes', then by transferring to the page 'Second courses' the screen will have such view as on the Picture 240.



Picture 240

The page «Our payments» (see the Picture 241) will be displayed on the screen in the 'Payment mode'.

9/25/2007 13:37	9/25/2007 13:36	13:36	Day	Administrator	NAT_ST
1	5/5	121	0.200 0.2	Ragout	15.00
		130	1.	Greek salad	61.00
		160	2.000	Green tea	20.00
		109	2.	Coffee	12.00
Not Specified	Main	9/25/2007 13:37	13:37	Day	Administrator NAT_ST
Administrator		9/25/2007 13:33	13:33	Day	Administrator NAT_ST
Guest		108.00	100058		108.00
Day	Main	0.00	Dollar USA		0.00
Taxes:	16.47				
Not included:	0.00				
Price-list:	108.00				
Paid:	0.00				
To pay:	108.00				
Invisible items	PgUp	PgDn			
Euro	Counters	All			
90.00	54.00				
The payment mode					

7	8	9
4	5	6
1	2	3
0	.	Del

Cancel	Pay
Bill	
Change	In
to tips	prepayments
Delete	Close
payments	

Picture 241

When you chose the button 'All' (the behavior 'by default' is specified for this page), objects that will be displayed on the screen, that could be entered in case of absence of the selector (see the Picture 242), but not the selector 'Quick menu'.

←	Soup	Gift	Rent
Salad	Pizza	Drinks	Garnish
Alcohol	Dessert	Pancakes	Ice cream
Hot meals	Sigaretts	Cold meals	↓

Picture 242

5.4 Forms

The editor tree *Forms* contains the list of all screen forms of the cash application (e.g., forms of *Main menu*, *table choosing*, *hostess*, *dish transferring*, etc.). Every *form* can have great quantity of *copies*.

Layouts of the receipt formats, order buttons and panel formats for transferring the dish from order to order, from place to place, from block to block are edited in the special editor (see §3.4.5). Examples of templates of screen form of the application can be edited in the graphical form editor (see § 3.4.8).

The resolution (minimal that can be used) and properties are displayed as an example of the name of the form copy (in the area *items*): keyboard or Touch Screen (TS) - form, the text of comment.

All necessary forms for the normal work of the cash application and formats are preset and cannot be edited or deleted. In order to edit the earlier created form you should 'Copy' it and 'Paste' and then open to edit.

Form schemes – includes the list of all forms with the set of examples that were specified for every form. You can fix copies for every form for every resolution separately (640x480, 800x600, 1024x768, 1280x1024, 640x480 TS, 800x600 TS, 1024x768 TS, 1280x1024 TS). The permissible minimum is the definition of one copy for every form. If the form of the copy was fixed only for one resolution or for several, then at present the copy that is close to the used resolution is used.

The usage rules of schemes of the form are specified in the reference *Usage of form schemes*.

- ❖ You cannot create new copies of form and formats. There is a possibility to change the preset copies of forms and formats.

In order to use personal copies of forms at the cash station, fulfill the following actions:

- ✓ «Copy» and «Paste» the copy of the preset form (format)
- ✓ Perform all necessary changes in the copy of the preset copy

- ✓ Include the received copy of the form (format) to the scheme of forms
- ✓ Specify the usage rules for form schemes

5.4.1 Reference Forms

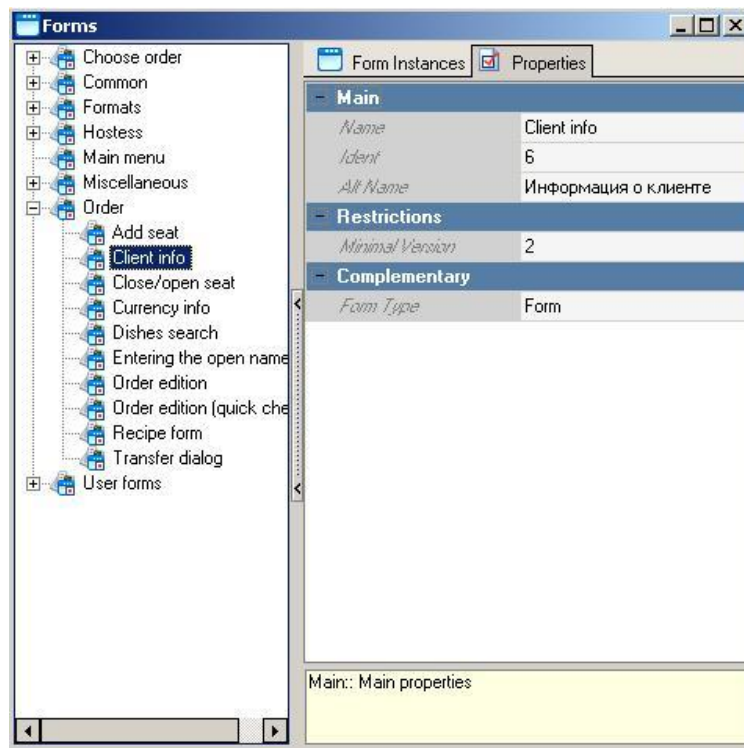
User can fix the appearance of the cash station, selection buttons for order editing and closed orders, the screen form of the receipt and selection buttons for closed orders as well as receipt forms for panels for dish transferring with the help of references *Forms* and *Usage of form schemes*.

The reference *Forms* is represented on the Picture 243.

The form tree is located in the left part of the window. Form items are *Form copies*. User can add personal layouts, delete or edit them.

5.4.1.1 Forms Form properties

The page *Properties* contains properties of the selected screen form:



Picture 243

Main – see § 4.1.3;

Complementary

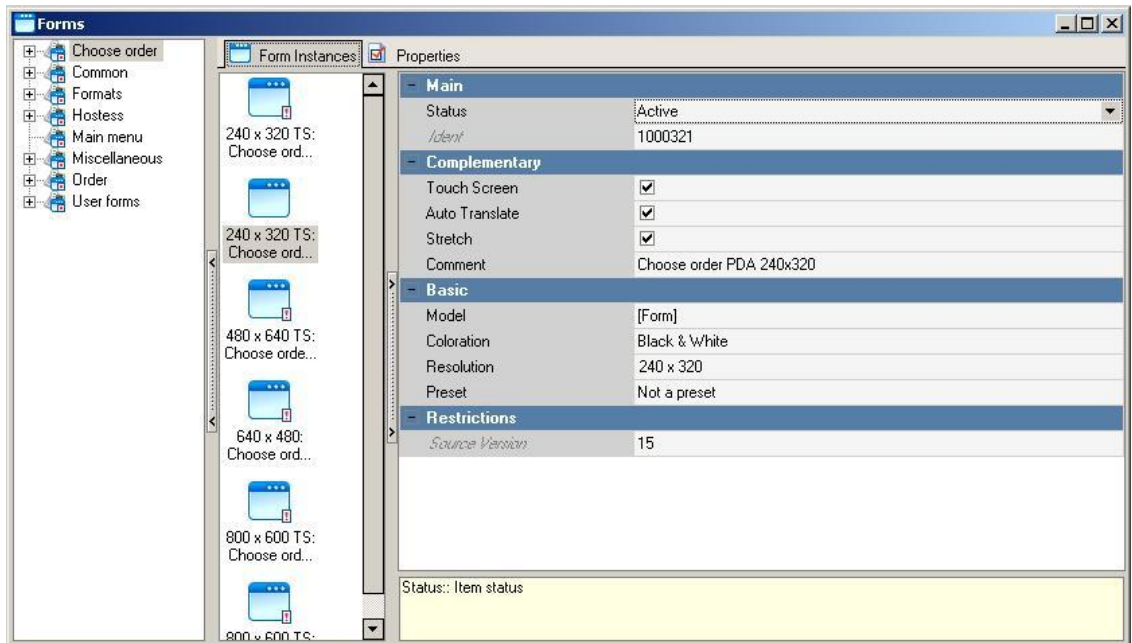
Form type – this field cannot be edit. Three values are possible. «Form» - is fixed for the screen forms, «button format» - for buttons of the order; «receipt format» - for formats of receipts.

Restrictions

Min version – it is the necessary minimal version of the original of the form copy.

5.4.1.2 Forms Properties of Form Copy

Properties of the selected template contain the window *Inspector* of the page *Form copies* (see the Picture 244).



Picture 244

Main – see § 4.1.3;

Basic

Resolution – choose the minimal resolution in this field from the list (1024x768; 320x240; 640x480; 800x600), on which the form will be used;

Coloration – you can choose the coloration in this field from the list (16 colors; 256 colors, super coloration; gut coloration, white and black), for which the form usage it is designed for;

Template – the entrance to the form editor, where you can create personal form and save it in the format DFM, or load the existed file in this format, edit and save. The button format editor is called for forms with the type ‘Button format’ (see §3.4.5), the editor of screen receipt form is called for forms with the type ‘Receipt format’ (see §3.4.6). The following editors are opened by double click of the mouse on the item on the page ‘Form layouts’.

Preset – see § 3.7

Restrictions

Source version – the version of the original of the form, from which this copy was received. It cannot be less than the minimal version of the form copy; it can be checked at the station for switching of the old forms;

Complementary

Comments – if you copy and paste the preset form, enter the text comment in this field, it will be displayed in the area of *Items* as sign to the layout (see the Picture 244, the marked out layout of the form «800x600 \ second»);

Alternative comment – this is the field for entering the comment in the alternative language;

Auto translate – if the flag was put in this field, form will be automatically translated with the help of the dictionary;

Stretch – if the flag is put, the form will be stretched, if the resolution is more than it was pointed in the layout resolution. If the flag is not put, and if you use bigger resolution than it was fixed for the form copy, the part of the screen will be unfilled;

Touch Screen – this flag is put for station forms, with type is Touch Screen (for the group of forms ‘Formats’ it is absent).

5.4.2 Reference Form schemes

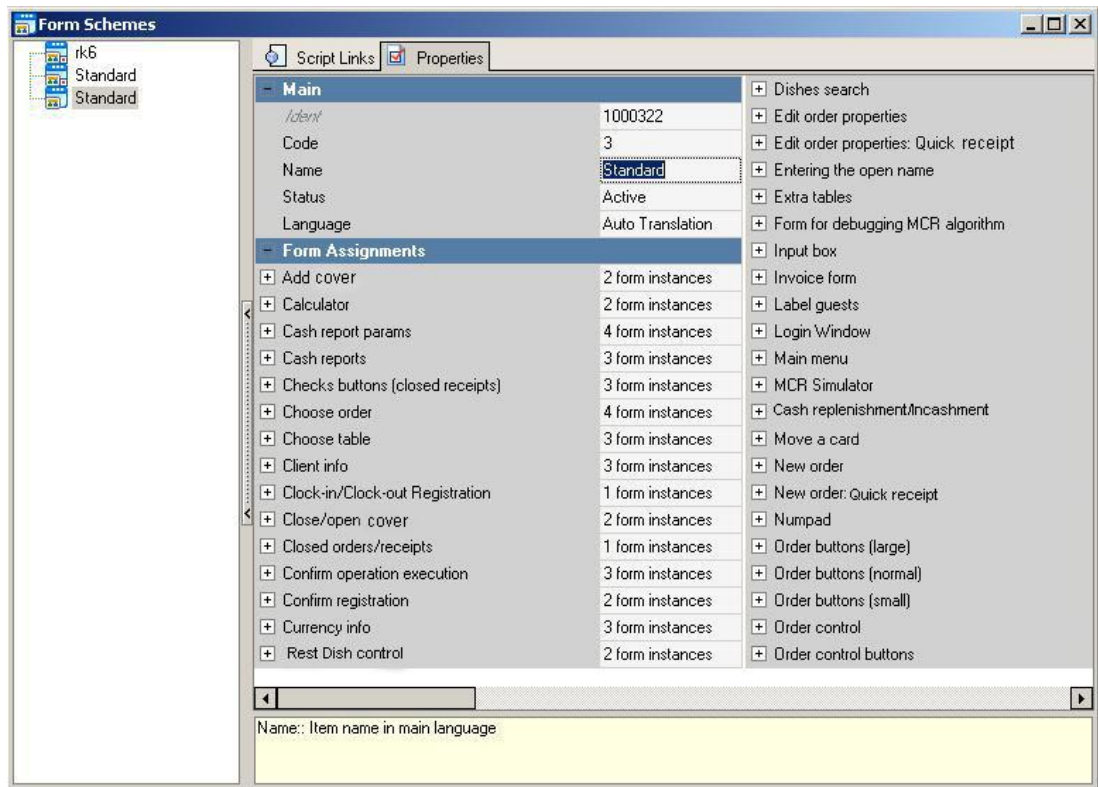
This reference is represented on the Picture 245. The hierarchy tree in the reference is absent, schemes are represented in the *Items* area, and there is a description of schemes in the *Inspector* area.

- ❖ You can activate only such schemes, where at least one form copy is specified for each form.

Properties of the group **Main** - see § 4.1.3

Language – language parameter of the form scheme. If the value of the parameter ‘Auto translation’ is chosen, the flag *Auto translation* should be put in all form copies of this scheme.

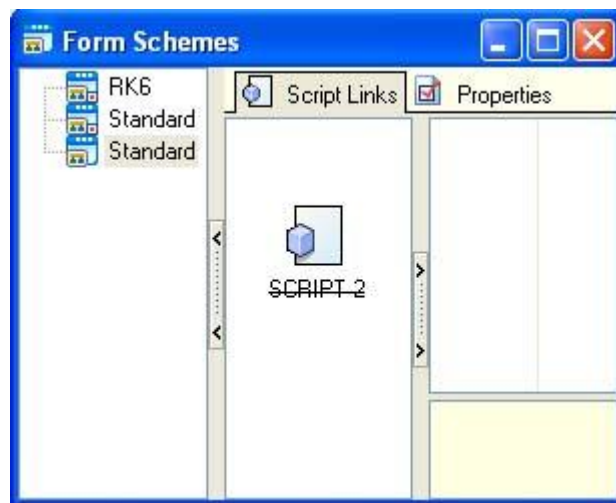
In the group **Form Assignments** enumerated all forms that are in the system; for every of which instead of sub-properties of this form a full list of dimensions is represented. If there are examples of the form, they will be enumerated in the list. (see the resolution 800x600 TS on the Picture 245). The font color of such property is black. If there are no such form copies, the font color of the property name is grey; and in the field of value property is displayed the following mark  and then the used form copy.



Picture 245

The Quantity of preset for its form copies are displayed as the property value [Form name].

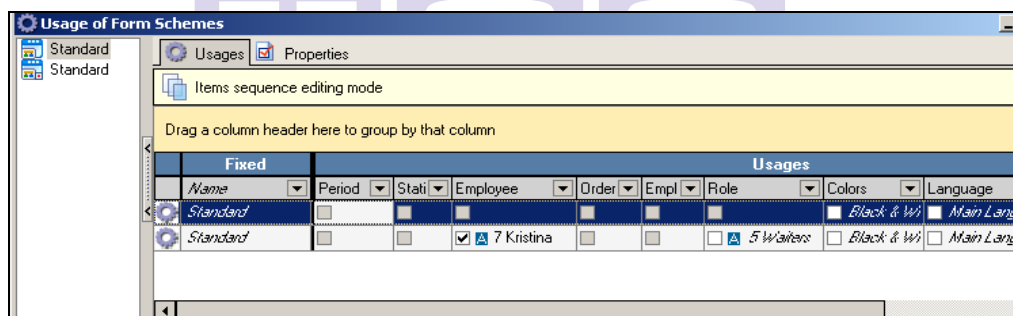
If for some operations (operation) of the form scheme are fixed scripts, which type is 'Cash operations control' (see § 5.24), add them to the reference page *Script Links* (see the Picture 246).



Picture 246

5.4.3 Reference Usage of form schemes

The reference *Usage of form scheme* is represented on the Picture 247.



Picture 247

This reference contains form schemes as usage objects. Objects that are fixed as conditions in the reference are: *Station*, *Employee*, *Group of employees*, *Colors*, *Language*, *Period*, *Role*, *Order* category.

Read information on the work with the reference in §4.3.



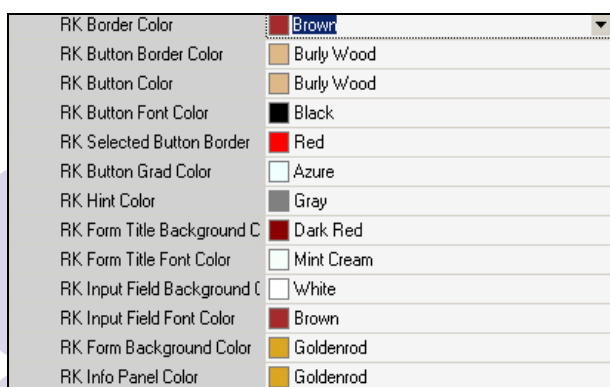
5.5 Color schemes

In this reference you can create colored schemes of the screen forms. Colored scheme is a matched set of colors, in which different form items will be colored, for

example: panels, buttons, prints, etc. User can change the colure design of the cash with the help of color schemes.

If you have several color schemes, the cash can have several color designs that can be chosen in order use according to the settings in the reference *Usage of color schemes*.

In order to use the color schemes you should fulfill the preliminary settings in the template editor of the screen forms (see §3.4.5). You should fix values that represent substitution colors and that define colures of the background and object fonts in the properties (see the Picture 248).



Picture 248

The value of substitution colors is selected in the property group of color scheme *Color mappings*.

5.5.1 Reference Color schemes

Color scheme (see the Picture 249) is described with the help of property group *Main* (see § 4.1.3) and *Color mappings*.

Property subgroups of formats contain the following common for format subgroups and property buttons:

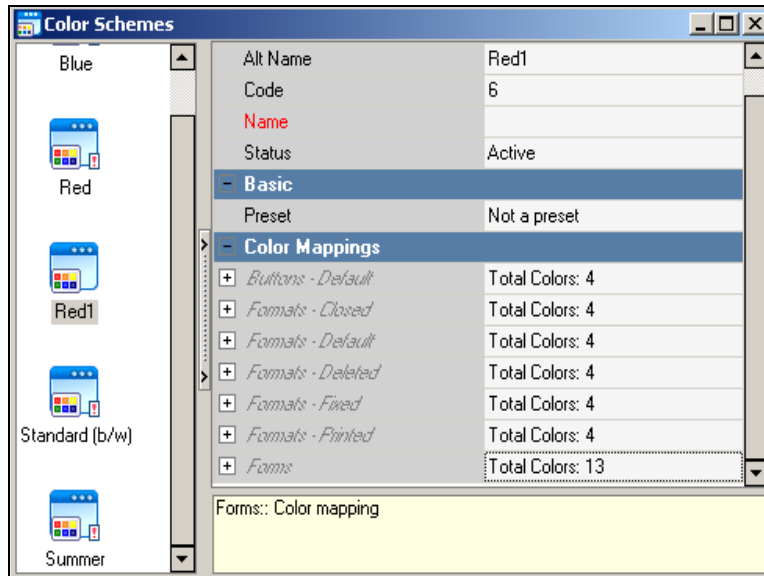
Color – color of the described area;

Font color – color of the font of the described area;

Color (marked out) – color of the described area by marking out with the help of the mouse pointer;

Font color (marked out) – font color of the described area by marking out with the help of the mouse pointer.

The group **Color mappings** contains the following subgroups of properties:



Picture 249

Buttons – Default – fixing the color of buttons that select objects. These are buttons with orders on forms *Order choosing for editing (closing)* and *Closed orders*, receipt buttons in the form *Closed receipts*;

Formats – Closed – specifying of colors for the closed items of the order (fully paid orders);

Formats – Default – specifying of colors for unprinted items of the order;

Formats – Printed– specifying of colors of printed items of the order;

Formats – Deleted – specifying of colors of deleted items of the order;

Formats – Fixed – specifying of colors for the forbidden for editing items of the order (see 8.5.2.4);

Forms – specifying the colors:

RK Border color – color of the object border;

RK Border button color – color of button border that selects objects;

RK Button color – color of buttons that are not the buttons for selection of objects on forms (selection buttons are described in the subgroup of properties *Buttons* – by default);

RK color of button font– color of the button font; buttons that are not the buttons for selection of objects;

RK border color of marked out button – color of the border of the marked out button;

RK color button gradient – only for buttons, which have the value «blGrad» in the property *External button view*.

RK Prompt color – color of the prompting font on forms (e.g., form *Guests came*, prompting ‘Saved comment’, ‘Unsaved comment’, ‘Guest type’).

RK Background color of Form name – background color of form name;

RK Font color of form name – print color of name of the form;

RK Background color of entrance field – background color of the entrance field;

RK Color of entrance field font – color of fonts of the entrance field;

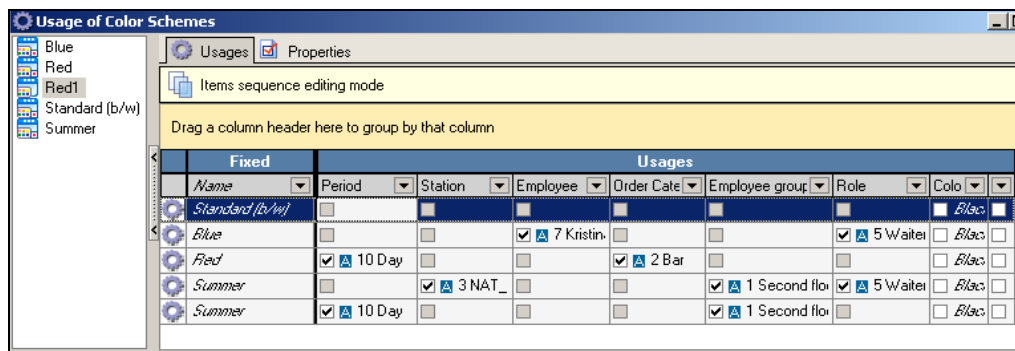
RK Color of form background – color of the form background;

RK Color of info panel – color of the info panel.



5.5.2 Reference Usage of colored schemes

Reference *Usage of colored schemes* is represented on the Picture 250.



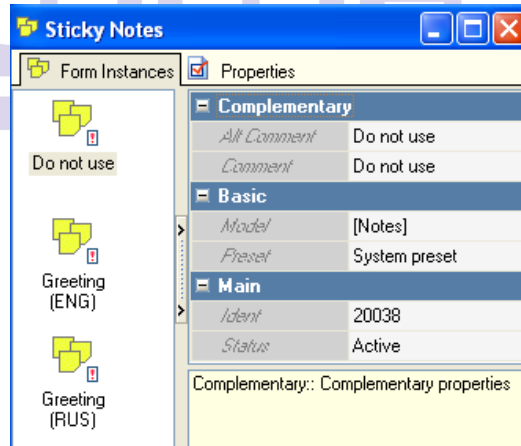
Picture 250

Usage rules for objects colored schemes – are created in this reference. Usage conditions can be: *Employees, Group of employees, Language, Period, Role, Station, Colors, Order categories.*



5.5.3 Reference Stickers

Properties of the reference are represented on the Picture 251.



Picture 251

Main – see § 4.1.3

Basic

Layout – graphical layout, where it is possible to change the location of the inscription and the meaning of the note;

Preset – non-editing item. The UCS preset;

Complementary

Alt. Comment – the comment in the alternative language;

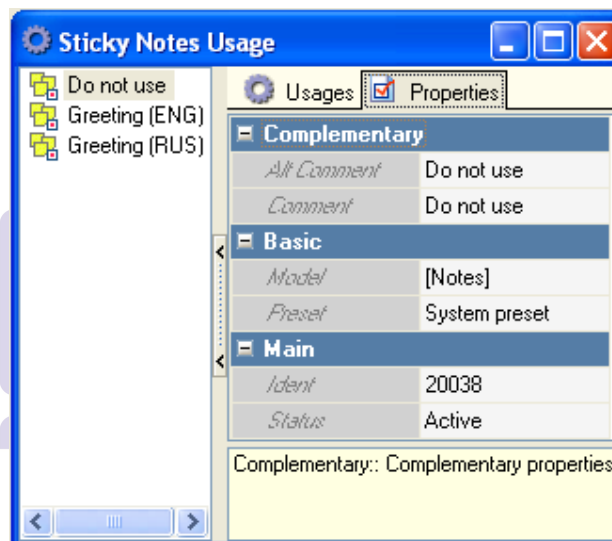
Comment – the comment in the main language, where the name of the note is written.

The necessary notes are written on the tab Layout.

This way it will be displayed at the cash:

5.5.4 Reference usage of stickers

The reference usage of stickers is represented on the Picture 252.



Picture 252

The reference contains stickers as usage items.

The detailed information on work with the reference see § 4.3.

5.6 Function Keys and keyboard layout

The list of all *function keys*, used in the cash application, contains the reference with the similar name. User can create personal function keys and use them later, e.g., by selector creation.

You can edit already existing and create new keyboard layouts in the reference *Keyboard layout*.

Keys of the keyboard can be used in the mode 'Object choosing' or in the mode 'Text'. You choose the object that was assigned to this button in the mode 'Object choosing', when you press the button. Symbols are reflected, when you press the button in the mode 'Text': main or alternative (if the button is pressed with the button «Alt»). On the Picture 253, when you press the marked out button in the mode «Text», the symbol «Я» will be printed; the symbol «Z» will be printed when you press the button with the key «Alt».

An object can be assigned for any key of the keyboard; that is chosen by the button and/or symbols - main or alternative. If 'empty' object was specified for the button, it is possible to fix main and alternative symbols without assigning the object for this button.

The object can be defined on the key by its name or picture.

You can specify color of the key background and color of the text font for every button (if the object is fixed with the help of the name). You can specify the font color for all main symbols of the keyboard and also for every alternative symbol of the keyboard. The color of background can be fixed separately for main and alternative symbols.

By function keys at the cash (manager) station can be called keys, the pressing of which calls the fulfillment of the fixed function. Function keys are included to the selector. Selecting buttons of trade objects besides the function keys can be included to the selector.

You can specify the layout in the reference Keyboard layout for keyboards with type «Demo», «Mitek KB99-128PL», «Standard 104 keys». You can specify the objects from the list of types to buttons of the keyboard:

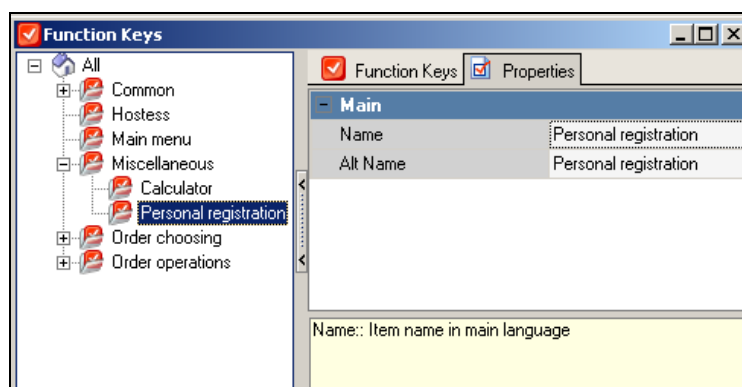
Order category
Currency
Modifier groups
Hall
Classification
Consumation
Printing layout
Modifier
Selector
Discount
Table
Currency type
Guest type
Order type
Discount type
Function key
Menu item



5.7 Reference Function keys

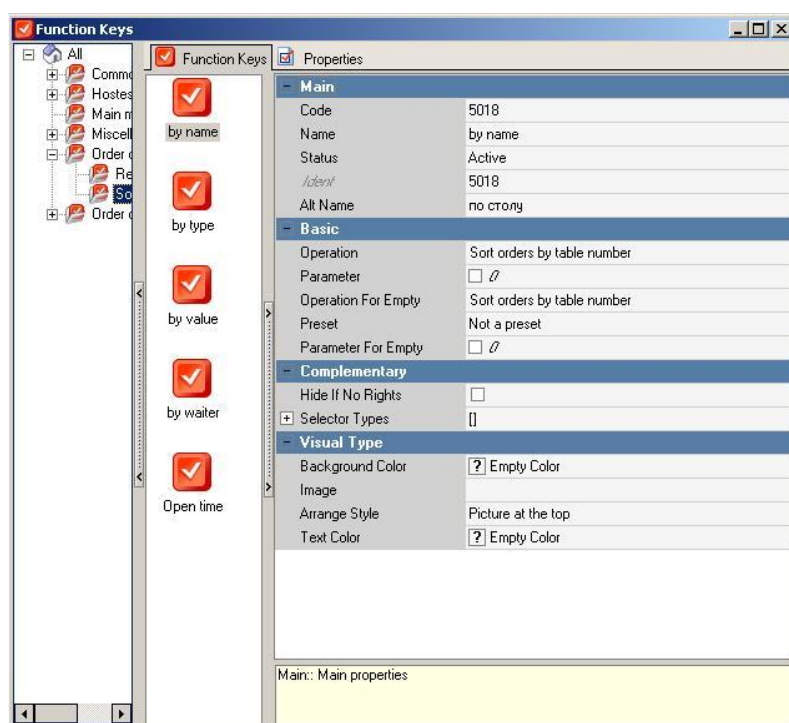
Reference is represented on the Picture 253.

The tree of *function keys* is represented in the left part of the window. Name of the marked out group of function keys in main and alternative languages is represented on the page *Properties*.



Picture 253

The list of function keys that refer to the marked out in the left part of the window group, is represented on the page with the corresponding name (see the Picture 254).



Picture 254

The window *Inspector* contains properties of the marked out function keys:

Main – see § 4.1.3;

Basic

Operation – you can choose the operation in this field from the reference *Operations* (see §5.1, §5.1.1) that will be fulfilled at the working station, if you press the function key and if the entrance field will be filled.

Parameter – parameter for the operation is set in this field, if the entering field is filled. If the operation represents the selector calling, you can specify the selector parameter (§ 5.3.2.3);

Operation Empty – is fulfilled, when the entering field is not filled.

Parameter for «Empty» – you should specify the parameter for the operation that is fulfilled with the empty entering field.

Predetermination – §3.7.

Complementary

Hide – if this flag is put, the button will not be displayed on the screen. If the flag is not put, ‘unavailable’ button will be colored with grey color.

Other

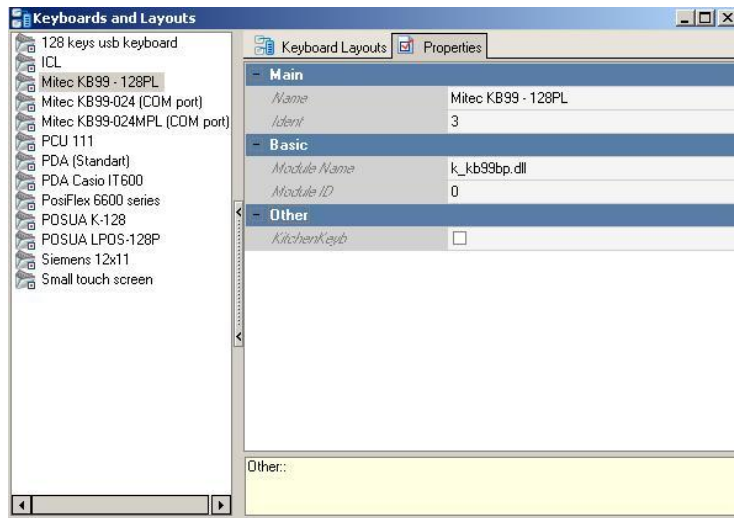
Selector types – the subgroup contains the list of selector types, where the given functional button will appear in case of behavior by default (if the selector has the flag ‘Behavior by default’).

Visual type– see § 4.1.6



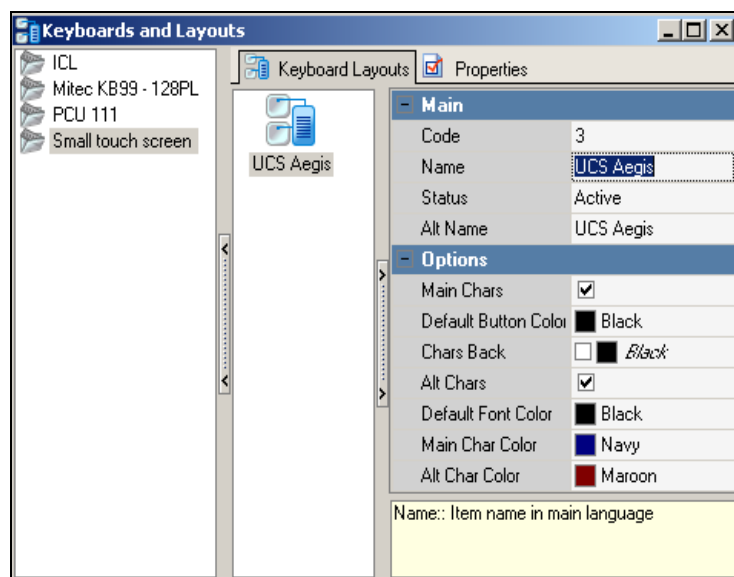
5.8 Reference Keyboard layout

The window of the reference is represented on the Picture 255. Properties of keyboard types are preset and cannot be edited.



Picture 255

Page *Keyboard layout* is represented on the Picture 256.



Picture 256

The window Inspector of the keyboard layout contains properties of the group **Main** (see § 4.1.3) and the property group **Options**:

Main symbol – the flag is put in that case, if main symbols are intended to be fixed for buttons of the keyboard.

Alt. Symbol – the flag is put in that case, if alternative symbols along with objects are intended to be fixed for buttons of the keyboard.

Color of Main symbols – color of main symbols on the keyboard;

Color of alt. Symbol – color of alternative symbols on the keyboard;

Color of bottom layer – color of the bottom layer of symbols on the keyboard.

5.8.1 Creation of keyboard layout

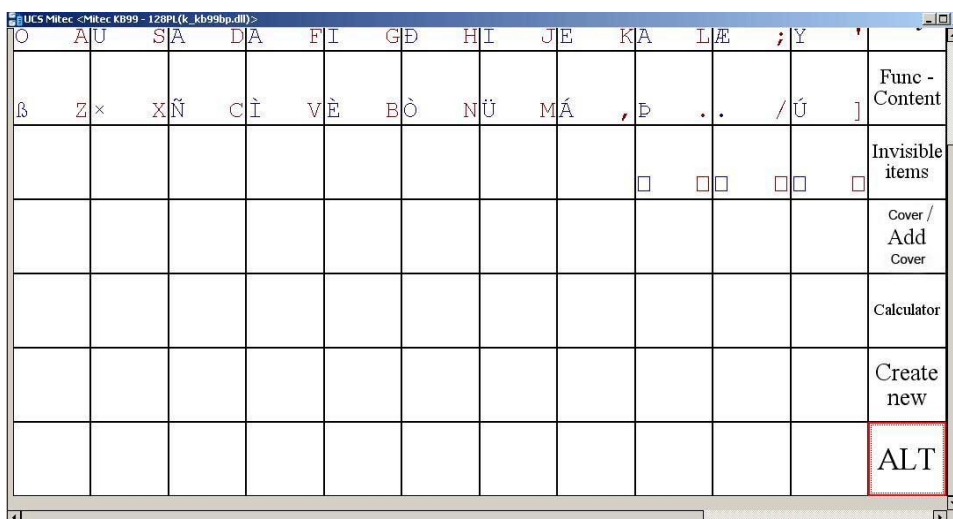
In order to create the keyboard layout you should add empty layout of the keyboard and then specify the objects and symbols to its keys (see §3.6.2).

If you press the key along with the key «ALT», the ‘alternative’ behavior will be used.

Keys of the keyboard can be used in:

- main (working) mode
- in mode of text entering

The specified symbol (or alternative symbol) is displayed as a result of button pressing. When you press the button, the specified object is chosen in the working mode. Object can be of a type, represented on the Picture 257. If the object with the type ‘Function key’ was specified for the button, operation is fulfilled that was defined for this function key. Operation and alternative operation can be fixed for some function keys simultaneously.



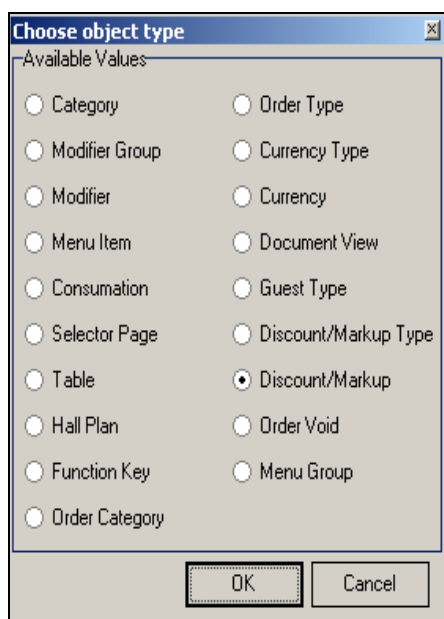
Picture 257

In order to enter the editing mode of keyboard keys, choose it and use the item of the pop-up menu *Edit layout* or double click of the left mouse button.

Layout name (see the Picture 257) will be displayed on the screen.

You can fix the object for the layout with the help of dragging the object from the reference. Another way to fix the object is to use the command of the pop-up menu *Specify the object* (key «Ins», button  at the Toolbar or to fill sequentially properties of *Object type* and *Objects*). The choosing window of object type will be opened after that (see the Picture 258).

You should choose from the list, what type of the object you specify for the key. Select the fixed object in the corresponding dictionary in the window *Items* and press the button 'OK' (or double click of the left mouse button on the specified object).



Picture 258

You should fill the properties of the button in the *Inspector* window (see the Picture 257):

Main

Name – if the flag is put, the name that you have entered in this field will be displayed on the button (see the Picture 257, the marked out button, property value: 'Discount'). If the flag is not put, the name of the object from the dictionary will be displayed.

Alt. Name – you can enter the name in this field that is displayed on the button in the mode 'Alternative language'. The flag for the alternative name functions as the flag for the name (see the previous property).

Other

Main symbol – the main symbol that is displayed on this key in the mode 'Text' (see the Picture 257 marked out key, property value 'я'). If the flag *Main symbol* was not put in the keyboard properties (see § 5.8) the main symbol will not be displayed by pressing the button.

Alternative symbol – alternative symbol (see the Picture 257, marked out key, value ‘z’). If the flag *Alternative symbol* was not put in properties of the keyboard, the alternative symbol will not be displayed, when you press the key.

Object type – object type that is chosen, when you press the key in the mode ‘Object choosing’. Object ‘Discount/markup’ was chosen on the Picture 257.

Alt. Object type – object type that is connected with the item, can be chosen, when you simultaneously press the key and «ALT»;

Object – object that is chosen by the described key in the mode ‘Object choosing’. The object ‘Cover ‘Ч’ was chosen on the Picture 257.

Alternative object – object that is connected with the item and is chosen by the described key that is simultaneously pressed with the key «ALT».

Basic

Predetermination – see § 3.7;

Visual type

Mode – the mode of object specification for the button: name or picture.

Background color – the color of the button background. If the flag is not put, the color of the background will be specified by the property value of the object (group **Visual type**, property *Background color*);

Picture – only for object specification on the key in the mode ‘Picture’. The picture that is displayed on the button. It coincides by default with the picture of the object.

Text color – only for object specification on the button in the mode ‘Name’. Color of the font of the object name.

You can use buttons at the Toolbar by editing the keyboard layout:



- remove all objects from the keyboard;



- cancel unsaved actions;



- save the layout in the .dat file ;



- load the layout from .dat file;



- print the current layout;

 - renew the name of keys according to the name of objects on the references (functions for the name and/or alternative name of the object, if the flags were not put near the key properties *Name* and the *Alternative* name correspondently).

 - save settings for the current layout;

 - set the object to the button;

 - create «empty» object;

 - increase the scale of the keyboard viewing;

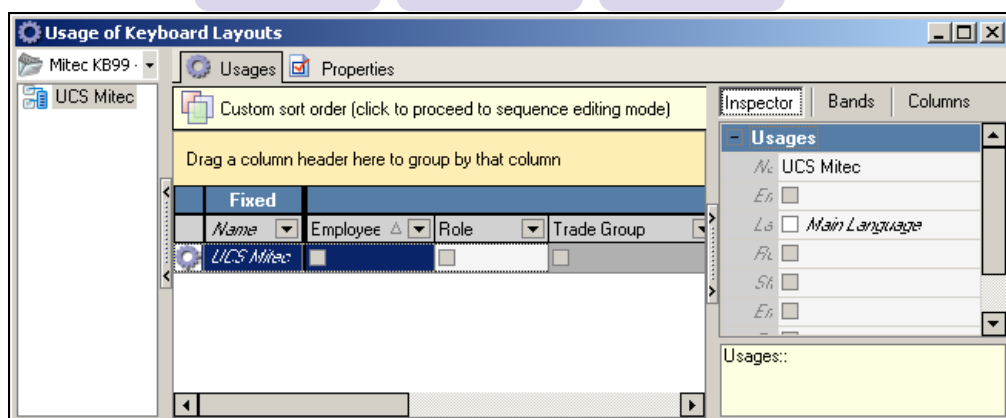
 - decrease the scale of the keyboard viewing;

 - cancel object fixing for the button.

➡ ➡ ➡

5.8.2 Reference Keyboard usage

Reference *Keyboard usage* is represented on the Picture 259.



Picture 259

Objects that are specified as conditions in the reference are: *Station*, *Employee*, *Group of employees*, *Language*, *Trade group*, *Role*, *Order category*. Work with the reference fulfills in the standard mode, see §4.3.



5.9 Documents and Printing layouts and Service printing

Printing of greater part of all documents occurs from the working station directly connected with printers or connected with the net. Printing documents are documents that are printed by fulfillment of monetary operations (*Bill, Receipt, cash replenishment/ encashment* etc.); different cash (fiscal and non-fiscal) reports; information that is displayed on the customer display in different periods of work of the cash station; WEB-reports.

In order to inform kitchen about the order and about time of dish preparation (it is possible to count the preparation time), takes place printing of ordered dishes and the reminder. In case of void or cancellation of dishes, the canceled dishes are printed in the kitchen. Dishes of different categories (cold shop, hot shop, pastry shop etc.) are printed in the corresponded shops. This kind of printing will be called further as *service printing*.

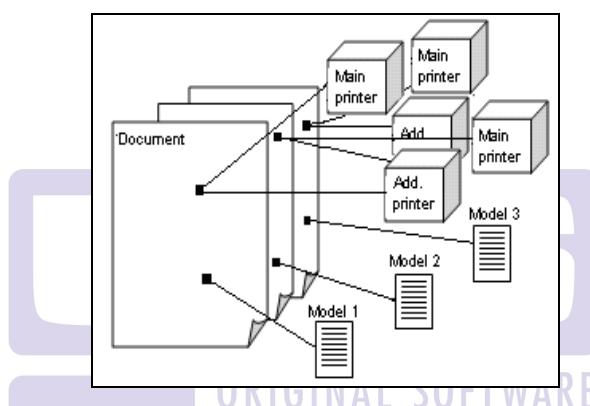
Besides service checks, where ordered dishes (as well as reminders and cancellations) are printed, the printing of *warning* about the fact that the quantity of *restricted* dishes reached its minimal threshold value, can be fixed.

Layout (layouts) is created for every document and service printing; according to this layout the document (service printing will be fulfilled). Layouts of documents are created in the special editor (see §3.4.7).

You can choose the layout in the *document presentation*, where the printing of the document will be fulfilled and main or subsidiary printer is specified (one printer can be specified for printing for different document presentations) (see the Picture 260).

Different set of documents for printing can be at the cash at every moment. *Printing scheme* – is a set of document *presentations* that was permitted for the current conditions. Printing document presentations in the printing scheme can be united into the *Document presentation groups*. The common list of printing schemes contains the hierarchy tree of the reference *Printing schemes*.

Usually printers for report printing, for printing of receipts, bills and XML reports are preset for working stations – all these standard predetermined *functions* of printers are included into the same name reference. If it is necessary, user can create new functions of printers. In the reference *Stations and Devices* in the property group **Printer purposes** for every *purpose* there is a separate printer, which in any particular situation will print particular documents (bills, receipts, reports etc.), is selected from the list. In the reference *Printing schemes* in the property group **Print** document presentations choose printer purposes. At any station printing of this document will be fulfilled on the printer that is chosen in the property *function* of this station.



Picture 260

◆ **Example.** In the reference *Stations and Devices* the “Printer 3” in the function For receipt is chosen for the “Station 1”, and the “Printer 4” in the function For receipt is chosen for the “Station 2”. In the reference *Document schemes* the function “for receipt” is chosen for the document presentation *Receipt*. That means that receipts from the “Station 1” will be printed on the “Printer 3” and receipts from the “Station 2” will be printed on the “Printer 4”.

Usage rules of printing schemes are specified in the reference *Usage of printing schemes* (see §5.9.3).

If the used printing scheme does not contain the layout of the document, which the employee sent to print, such message will appear (see the Picture 261).

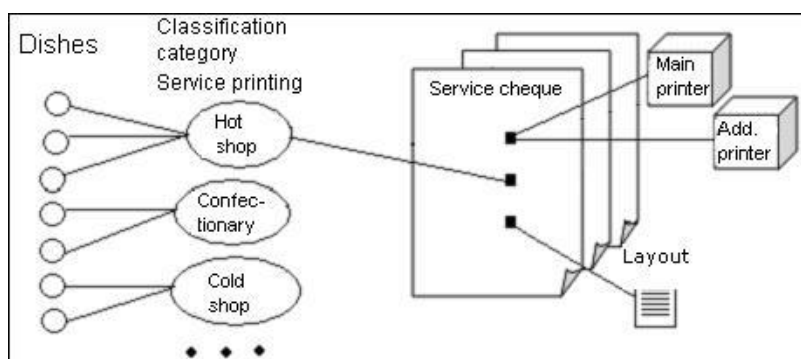


Picture 261

If the scheme contains several *presentations* of one document with different layouts, you can choose one of them by the name of the layout before printing at the working station.

You should choose main or subsidiary printer for the layout printing in the presentation properties of the document.

Service check is the layout of the document with specification of the main or subsidiary printer for its printing, specification of classification category (categories) 'Service printing', dishes of which will be printed by this service check (see the Picture 262).

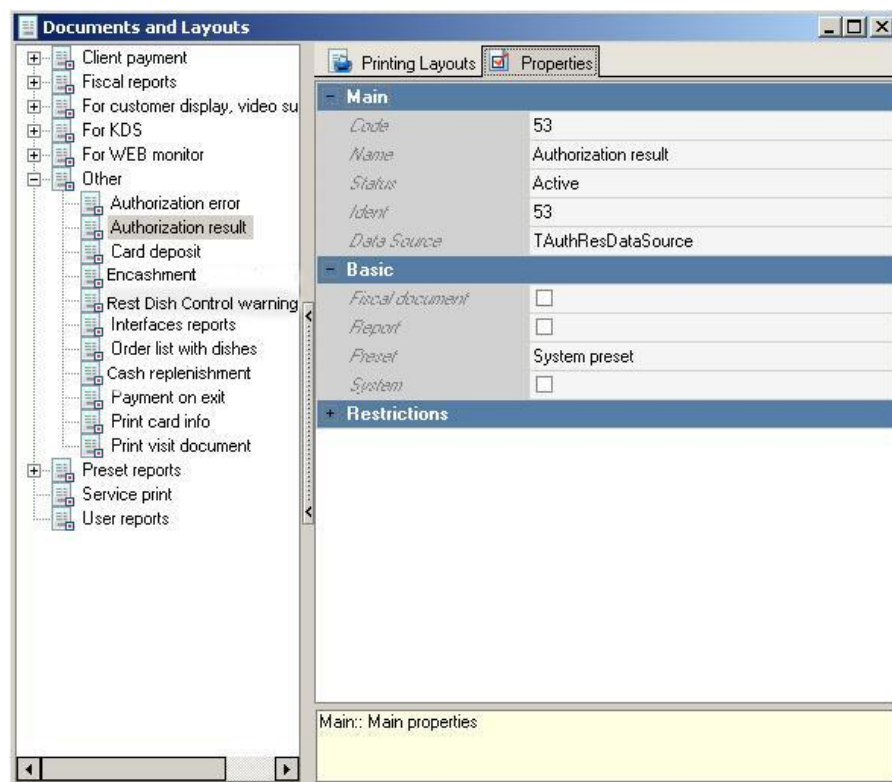


Picture 262

Split of receipts and bills according to the dish category is performed by setting in the reference Stations and Devices (see § 5.15.3).

5.9.1 Reference Documents and Layouts

Reference is represented on the Picture 263.



Picture 263

Hierarchy tree contains group of documents and documents that can be printed from the station. *Layouts* of the marked out document are represented on the *Items* page.

The following property groups of the document are located on the page *Properties*:

Main– see § 4.1.3;

Data source – this field cannot be edited. The name of data source of the document is displayed in this field.

Basic

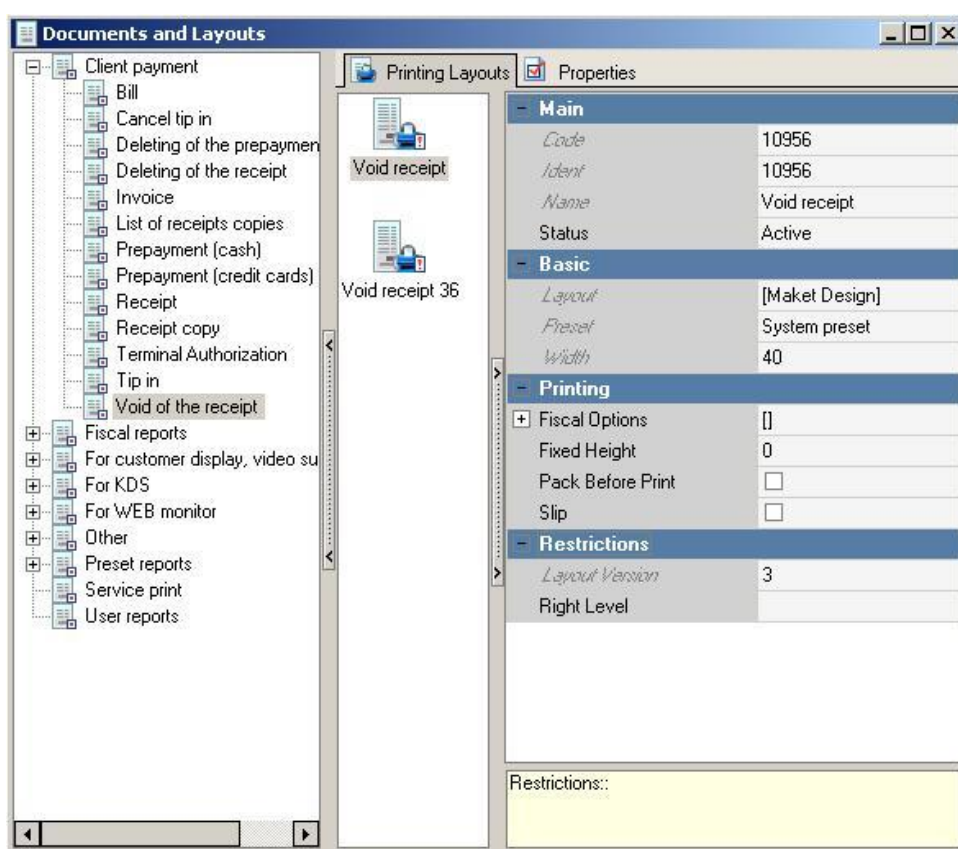
Fiscal document – this field cannot be edited. The flag is put for fiscal documents.

Report – in order to create the document, data that are configured in the cube editor are used.

Preset – see § 3.7;

System – this document is not intended to be print at the cash printer.

Layouts of the document that was marked out in the left part of the window are enumerated on the page *Printing layouts* (see the Picture 264).



Picture 264

The following groups contain layout properties:

Main – see § 4.1.3;

Basic

Layout – entrance to the layout editor (see §3.4.7);

Width – the number of symbols is a width of receipt layouts;

Fix. Height – page size of slip-printing or lines of the cut;

Slip – if this flag was not put, printing on the paper roll occurs in session. If to put this flag, cash server automatically checks whether the printer supports slip-printing. If it supports, then the printing consider to be static, and page sizes, mentioned in the property *Fix. Height*, are used. Within all this will be displayed reminder “Feed paper”. If the paper roll is loaded the cut will be made right away after layout printing. If not to fix the flag, the command “Cut” should be added for paper cut.

Preset – see § 3.7;

Restrictions – see § 4.1.4,

Printing (*Fiscal options*) – only for fiscal documents. Specification of parameters for printout of the fiscal recorder;

Only sum – if the flag is put, the fiscal document displays only summed information without dish decoding. This flag will be ignored and ‘Only sum’ will be always print, if non-fiscal currencies with the non-fiscal type ‘Summed with deduction’ were present in the payment;

Mark discounts – whether to print the information about discounts or not;

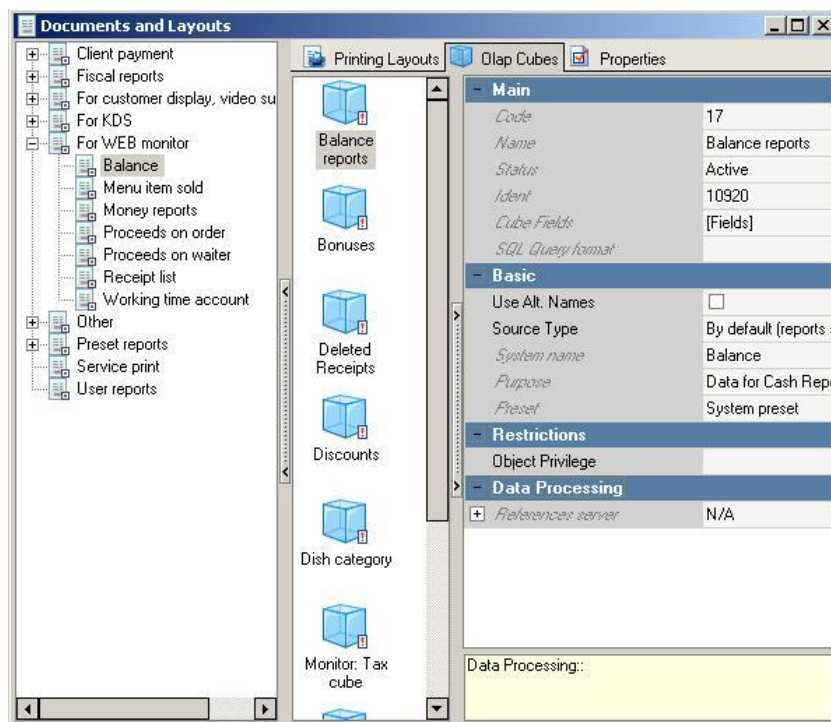
Print taxes – whether to print the information about taxes or not;

Dishes with zero markup – whether to print the dish with zero markup or not;

Prepayment – only for the document “*Money deposit*” for fiscal printers with this option (Lithuania).

Print change – whether to print information on change in the fiscal document.

TRAINING – in training mode fiscal printing is not fulfilled, there is no need to redirect training receipts to non-fiscal printer. These sums can be defined in reports according to the currency *Non-fiscal* in the property group **Printing**.



Picture 265

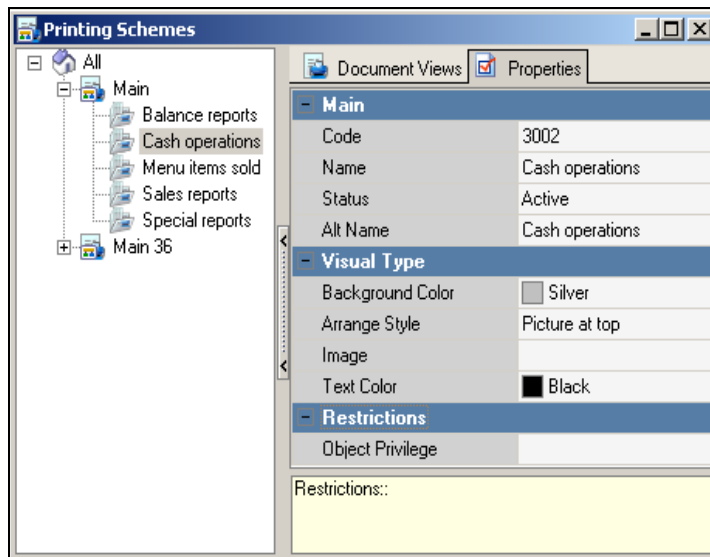
OLAP Cubes Page (see the Picture 265) – only for documents that have the flag *Report* in the properties.

Cube properties see §6.1.2.

5.9.2 Reference Printing schemes

Printing schemes and group of document presentations that can have several levels of nesting are included into the hierarchy tree of the reference *Printing schemes*.

Page of the reference *Properties* (see the Picture 266) contains description of *document scheme* on which the mouse pointer was fixed in the left part of the window or *group of document presentations*. Document scheme includes only properties of the group **Main** (see § 4.1.3) and **Restrictions** (see § 4.1.4). The group of document presentations includes properties of the group **Main** (see § 4.1.3) and **Visual type** (see § 4.1.6).



Picture 266

The window *Inspector* contains the following property groups of document presentation (see the Picture 266):

Main – see § 4.1.3;

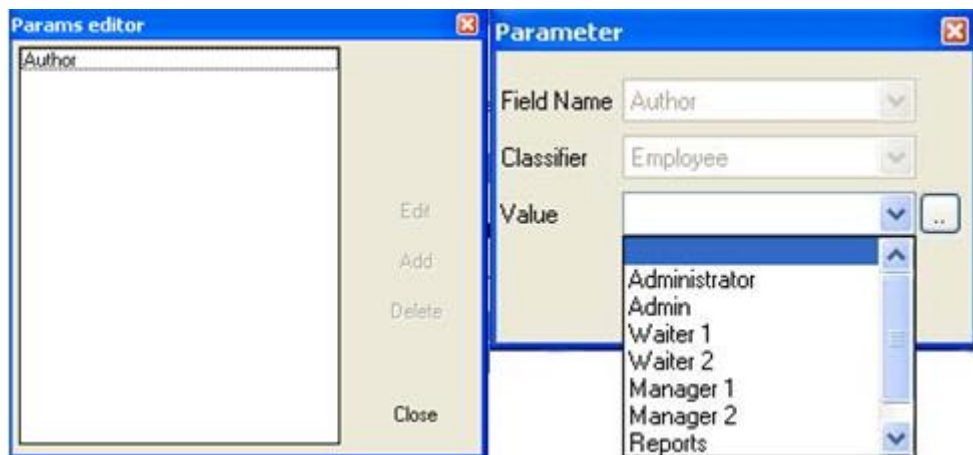
Basic

Layout – name of the layout is taken from the reference *Documents and Layouts*;

XML Layout – XML document layout;

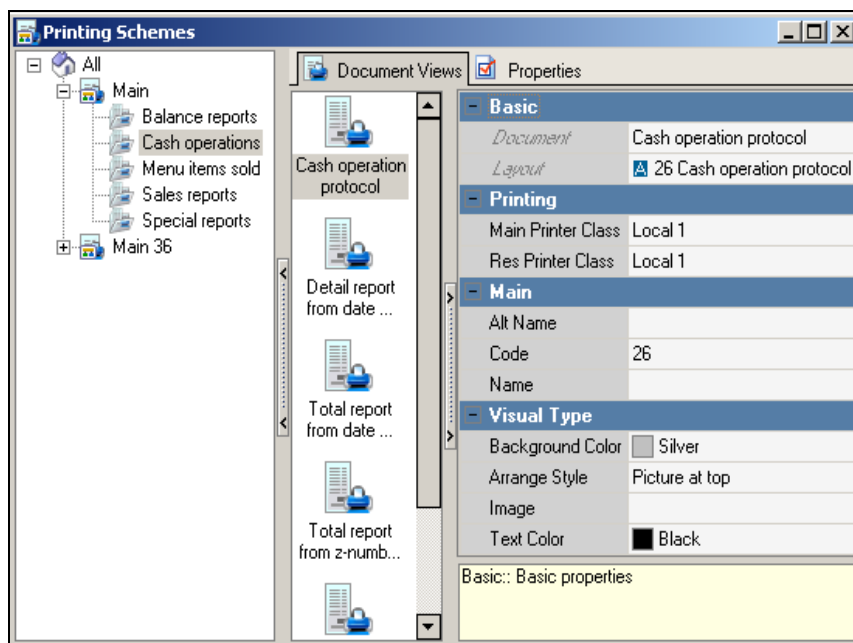
Document – name of the document is taken from the reference *Documents and Layouts*;

Report Parameters – this property is available only for reports. The ability to set value of the report parameter. For example, it is possible to create separate document presentation for data displaying on the particular employee for the report *Waiter's balance*. For that you should: 1) enter the property with the help of the button ; 2) choose the required parameter in the window Parameter editor (see the Picture 267 to the left) and use the command “Edit”; 3) choose the required value in the window “Parameter” (see the Picture 267 to the right).



Picture 267

Printing – group of properties, where the printer selection and additional printer for layout printing are fulfilled.



Picture 268

- ❖ Printers of unified fiscalty (both should be either fiscal or non-fiscal) should be set as main and additional for fiscal documents. If the additional printer has different fiscalty, then you will try to transfer printing on it, you will see the error window.

- ❖ Additional printer is ignored by bill and receipt printing, for which division on categories (see § 5.15.3) is fixed, as well as by document on receipt cancellation printing.

Class of main printer – you should choose in the field the function of the printer that will be used for printing of the layout as the main printer;

Class of add. Printer - you should choose in the field the function of the printer that will be used for printing the layout as the additional printer;

Non-fiscal printing

Non-fiscal Layout – the document layout, used in case of non-fiscal currency or the layout with the flag “Training”;

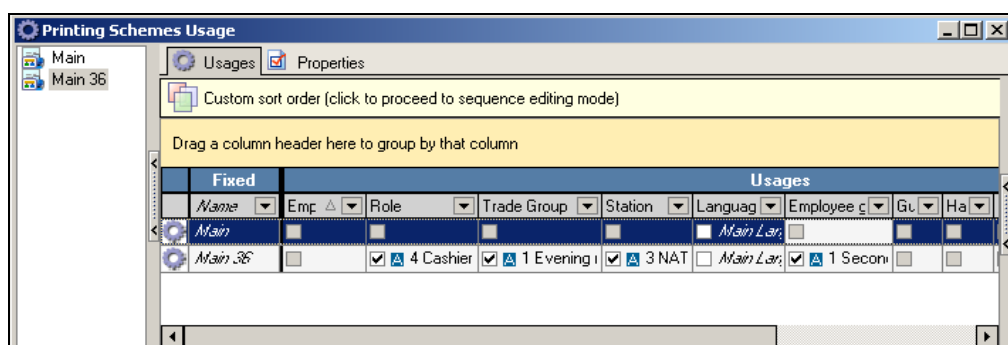
Non-fiscal class of main printer – the class of the main printer, used in case of non-fiscal currency or the layout with the flag “Training”;

Non-fiscal class of add. Printer– the class of the additional printer, used in case of non-fiscal currency or the layout with the flag “Training”;

Visual type – see § 4.1.6

5.9.3 Reference Usage of Printing Schemes

Reference *Usage of Printing schemes* is represented on the Picture 269.



Picture 269

Printing schemes are located in the left part of the window, usage rules – in the right part of the window. Objects that are fixed as conditions in the reference: *Station, Employee, Group of employees, Guest type, Table type, Language, Trade group, Period, Role, Order category, Order type, Hall plan.*

Information about the work with the reference see in §4.3.



5.10 Service checks

System fulfills the automatic printing of dishes from the order at the deleted printers (service printers) that are installed in the corresponding shops (e.g. cold shop, hot shop, bar, etc.).

In order every dish was printed in the correct shop, in the reference *Dish categories* in the property Service printing create as many categories as there are service printers: cold shop, hot shop, bar and others. It is necessary to fix the flag *Compulsory grouping* in the properties Service printing for correct service printing. It will not be possible with this setting to save the dish without choosing the category of service printing.

Service printing is fulfilled automatically, when you close the order. Block of the open for editing order cannot be printed. This rule does not apply to the case, when registration window was opened while long inactivity of the cash station in the editing mode. The saved block of the order in this state can be printed. There is a put aside service printing. You need to fix the time of service printing of the block.

If the *Reminder time* is used on the enterprise, besides service printing layout in the service check, one should the layout for reminder printing. Service printing is fulfilled when the reminder time reached its time (see § 8.5.2). The printing and reminding time can coincide, in this case the layout, preset in the property *If simultaneous*.

In order deletions of earlier saved dishes could be printed on service printers, it is necessary to mention the layout *deleted*.

If the *value of min rest* was filled for some dishes and the number of remained portions of these dishes was entered in the cash form *Dish limits*, the quantity of remained dishes would be reduced after service printing of these dishes. The special *warning* will be print, when you cross the threshold value of min remains.

The hierarchy tree of the reference *Service checks* contains schemes of service printing. Service checks are items of service schemes. Service checks are located in the sequence object order (see §4.1.9), which specifies the sequence of service ckeck printing by reaching the time of service printing.

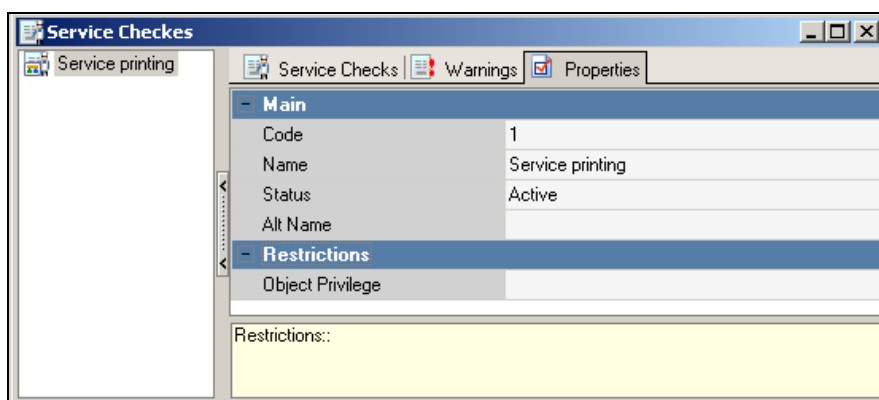
Layout of service printing and category of the printed dish are chosen for every service check. You can fix different layouts for service printing, deletion printing from blocks.

Main or additional printer should be chosen from the list of available printers for document of service printing.

The rules of printing schemes usage are specified in the reference *Usage of Service schemes*.

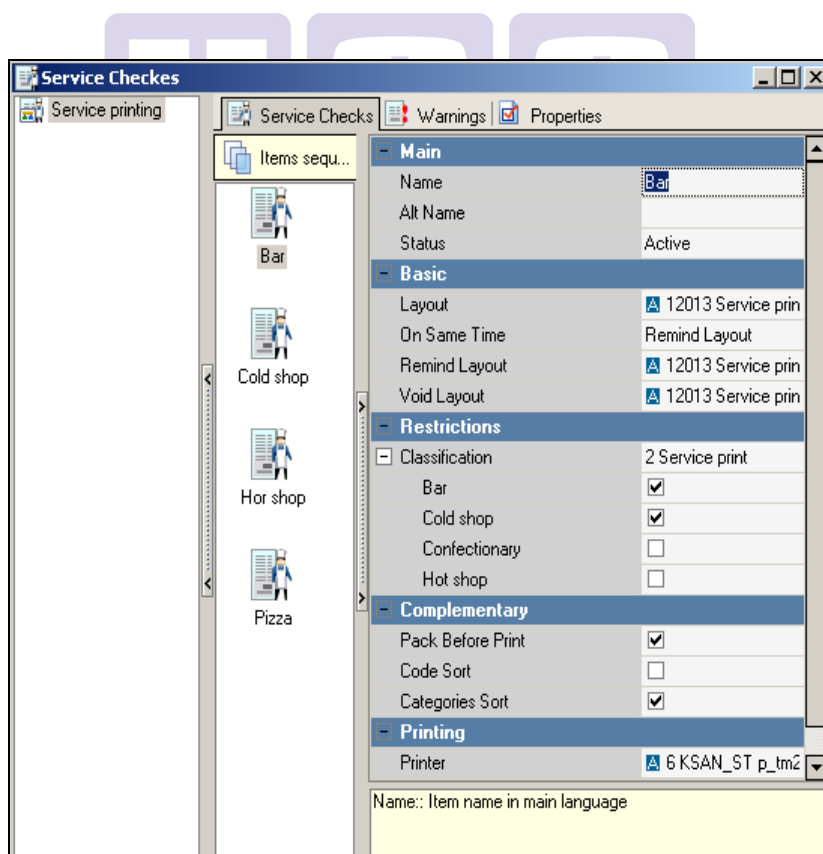
5.10.1 Reference Service checks

Reference contains service schemes in the left part of the window. The page *Properties* (see the Picture 270) contains only properties of service scheme of the group **Main** (see § 4.1.3).



Picture 270

The description of service check is represented in the window *Inspector* (see the Picture 271). Service checks are located with the priority usage (see §4.1.9). Service checks will be print with the help of the service printing according to the priorities (if you use service schemes to which they refer).



Picture 271

Main – see § 4.1.3;

Basic

Layout – you can choose the layout of service printing in this field. Selection is fulfilled from the set of document layouts *Service printing* in the reference *Documents and Layouts*;

Prompting layout – selection of the layout for prompting printing;

Deletion layout – selection of the layout the deleted dishes;

❖ If you will not choose deletion layout in this property, the dish deletion is not to be printed!

Weight measurement layout- the layout for document printing on changes in dish weight;

Dish transfer layout – the layout for service printing in case of dish transfer from one table to another;

On same time – the layout for the case when time of service printing and printing of reminder coincide with each other. Only for that case, if bought layouts preset and different;

Restrictions

Classification – you can choose classification and the category (categories) in this field, for which the described service check will be used. If you will not choose classification in this property, all dishes will be printed on this service check. If you want to use classification on categories (the described below property *Classification on categories*) for printing of all dishes on this service check, it is necessary to choose classification and to mark out with flags all its categories;

Common – the flag appears, if classification is selected, if it is necessary to print items (dishes, undistributed markups), that do not belong to any category, put this flag;

Complementary

Pack before printing – if this flag is put, the operation ‘Block’ will be fulfilled under the dishes of the order before their printing (see § 10.2);

Sorting by categories – if the flag is put, dishes in the service check will be sorted by categories of the selected classification;

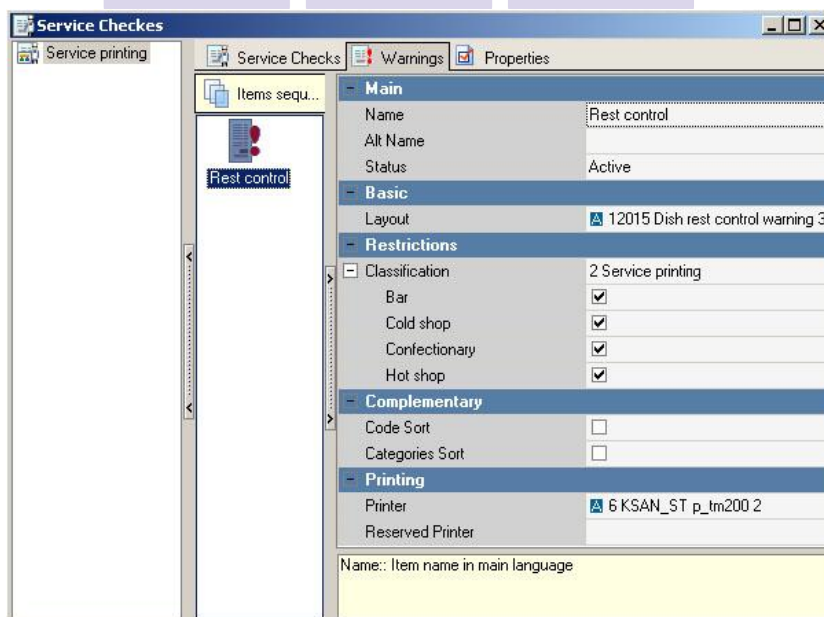
Sorting by code – if flag is put, dishes in the service check will be sorted by codes. If both flags of sorting are put, dishes will be sorted by codes inside the category;

Printing

Pinter – choose the printer from the list of printers described in the reference *Service Stations and Devices* on the page *Printers* for the station (from the list that contains printers of all stations from the page *Printers* of the reference *Stations and Devices*);

Reserve printer – you can choose additional printer (it is used, if the main printer is impossible to use) to print the service check (from the list that contains printers of all stations from the page *printers* of the reference *Stations and Devices*).

The page *Warning* contains list of printing layouts of warnings of limited dishes with specified for them printers.

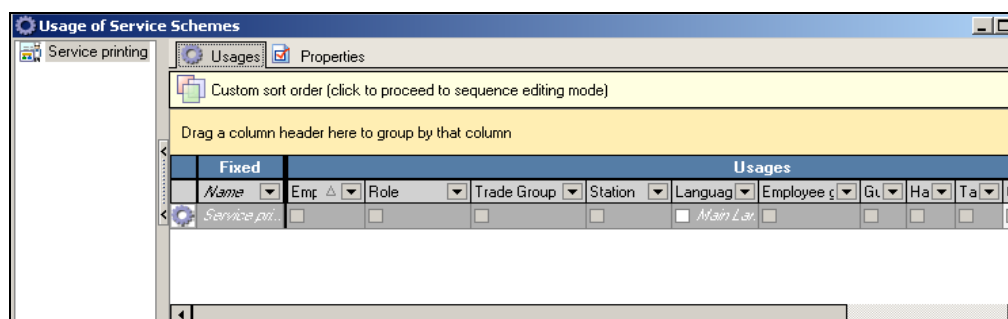


Picture 272

Description of properties of warnings you can see above, in the description of properties of service check. Warning does not contain properties *Prompt layout*, *Deletion layout*, *Same time and Pack before printing*.

5.10.2 Reference Usage of Service schemes

Reference is represented on the Picture 273.



Picture 273

Objects that are fixed as conditions in the reference are: *Station*, *Employee*, *Group of employees*, *Language*, *Trade group*, *Role*, *Table type*, *Hall plan*, *Guest type*, *Period*, *Table*, *Order category*. See description of work with the reference in § 4.3.



5.11 Printers setting, Printing setup and service printing of working station

Printing or service printing can be printed on the printers connected with printing station or on the active printers connected by net with other stations of cash server and stations of other cash servers of the restaurant.

Purpose functions of printing are created in the reference *Printer purposes*. Standard purposes are preset in the system: “for receipts”, “for bills”, “for reports”, “for XXML reports”, “for pagers”, “customer display”, “do not print”. If it is necessary user creates his own functions.

Printers, chosen in the property group ***Printer purposes*** of the restaurant, are used for the corresponding functions of all stations of the restaurant. Printers with purposes, not specified for the restaurant, are chosen directly in the group of properties of ***Printer purposes*** the station.

Necessary standard preset document layouts (receipt, bill, service printing layouts of cash reports) included into the reference *Documents and Layouts* by initial system installation. If you need some special document layouts, you can create them from scratch or on the basis of preset (with the help of the operation *Copy-Paste*).

Document layout output on the particular printers according to the printer purposes is fulfilled in the reference *Printing schemes*. This reference initially contains printing schemes “Main” and “Main 36” meant for printers with printing width 40 and 36 symbols. Any of these printing schemes contains all necessary for normal work of working stations layouts.

If to add in the printing schemes additional layouts for some documents, by its printing, the employee will choose the layout from the list of available on the name of the document presentation.

Excluding some printing layouts from used schemes, achieves unavailability of fulfilling of some operations at the stations. For example if there are no layouts of “Receipt cancellation”, at fulfilling this operation, the message “It is impossible to cancel receipt: there is no layout” will be displayed. Below you will find the detailed printing setup:

1. Create necessary functions in the reference *Printer purposes*. If only preset purposes will be used on the enterprise, this item is not fulfilled.
2. Add necessary quantity of ports and drivers of devices (printers, fiscal printers) (see§ 5.15.4) in the reference *Stations and Devices* on the page of the station *Devices*, fill properties of ports and drivers.
3. Add necessary quantity of printers on the page of the station *Printers*. Printers as logical devices, necessary for normal functioning of the whole system, enumerated on this page. Every driver of printer can be correlated with one or several printers – logical devices (this ability can be used, for example, by bill and receipt

printing with separation on categories see§ 5.15.3). Every logical printer connects with the driver through the property *Module*.

4. Choose concrete printers, where printing will be fulfilled (see§ 5.15.2), on the page of the station *Properties* in the printing function of the station.

5. Include\ exclude necessary presentations of documents from printing schemes in the reference *Printing Schemes*. Choose printer purposes for layouts printing of document presentations (see§ 5.9.2).

6. Create necessary quantity of uses of printing schemes in the reference *Uses of Printing schemes*.

For service printing setup it is necessary:

1. Create necessary service printing categories in the reference *Menu categories* in the classification *Service printing*.

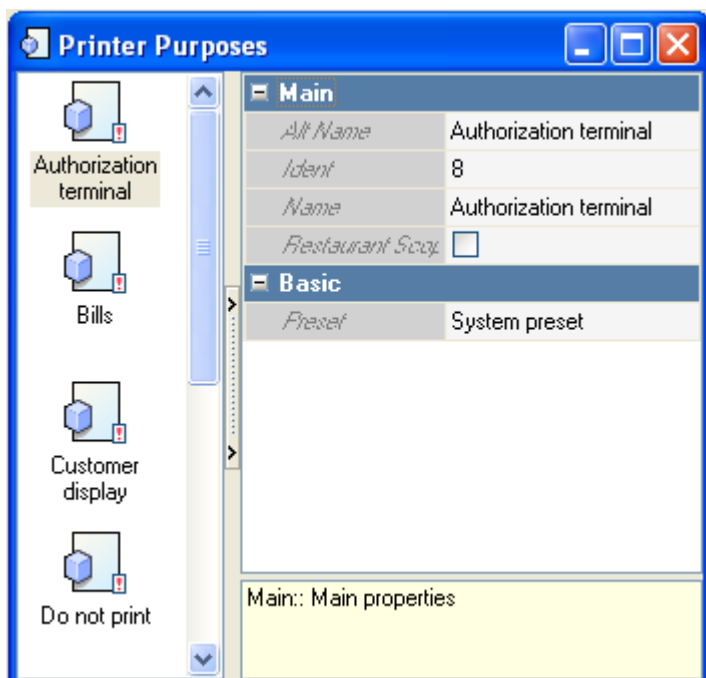
2. Create service schemes in the reference *Service checks*.

3. Add service checks to service schemes. Choose the value of *Service printing* for every service check in the property *Classification* and set the category (put the flag). Choose the value of the service check printing (reserve printing, XML printing) printer in the properties *Printer*, *Reserve Printer*, *XML Printer*.

4. Create usage rules of service schemes in the reference *Service Schemes Usage*.

5.11.1 Reference Printer Purposes

The reference is represented on the Picture 274. Printer purposes are characterized by properties *Name*, *Alt.Name* and *Preset* (see § 3.7).



Picture 274

5.11.2 Example of service printing setting

◆ Suppose ordered dishes were sent on service printing to cold, hot or pastry shop (it depends on the category). Besides, there are shops, where from numerous prepared dishes the orders for the concrete tables are gathered together. The service printing of common list of dish block is necessary for this shop.

In this case to the scheme of service printing are added service checks on the number of culinary shops, the special category and printer purposes (reserve printing and XML printing) are chosen for every service check. Additionally, you should add to the scheme *service check* without choosing classification and limits on the category. Choose the printer in the property *Printer*, *Reserve Printer* and *XML Printer* of service check that was fixed in the gathering shop.

5.12 Parameters

The reference contains list of parameters that are used in the settings of the system. This reference cannot be edited. User can change only values of parameters.

There are six types of parameters: logical, numeric, lined, enumerated, 'time' and 'link'.

- Examples of numeric parameters: «Max quantity of consumators for one dish» (*Consumators quantity*), «Max shift duration» (*Shift duration*).
- Example of parameter 'Time': «Put the shift data on the date of next day, if the shift came to an end by that time» (*NextDayIfCloseAfter*) (Time is fixed in the parameter, when the border of date of shift change is made).
- Example of lined parameter: «List of codes of proving messages through the coma» (*Proving messages*).
- Examples of logical parameters: «Card entry» (*Card entry*), «Only one order for visit» (*Only one order for visit*), «Can use covers» (*Use covers*). Sign of the value of logical parameter with the value «True» - was not fixed. Sign of the value of logical parameter with the value «False» - flag was not fixed.
- Example of enumerated parameter: «Start window» (*Initial window*). Used value of the parameter can be selected from the list.
- Example of the parameter «link»: «Tax that use VAT» (*VAT Tax*).

Parameters that have flag *Exclusion*, can have several values. Parameters that do not have the flag *Exclusion*, can have only one value that is used by default. You can choose the value of the parameter for using (only for parameters that have exclusions) with the help of the reference *Parameter usage*.

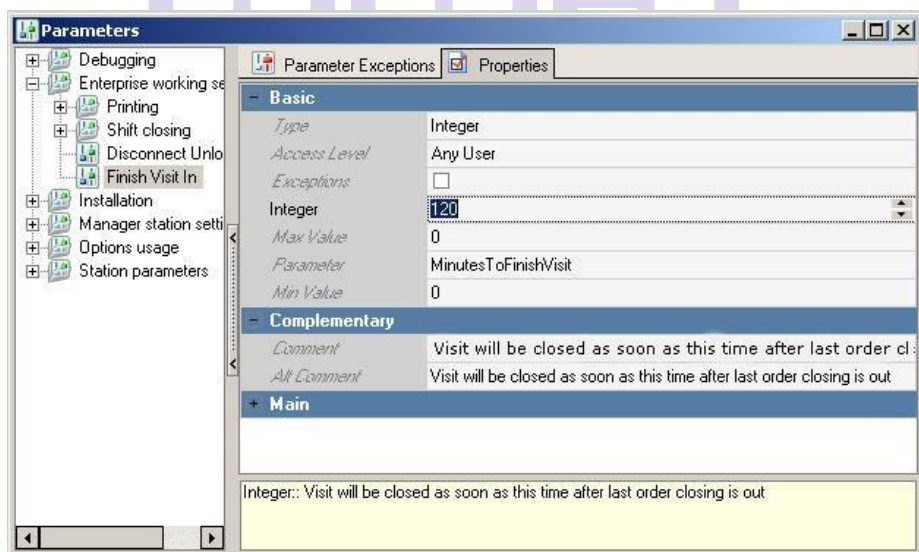
5.12.1 Reference Parameters

Reference is represented on the Picture 275. The structure of the reference is preset by the developers and depicts distribution of parameters by semantic groups.

The value of the parameter can be edited in the following properties: *Number* (for numeric parameters), *Lined* (for lined ones), *Logical* (for logical), *Time* (for parameters with the type 'Time'), *Value* (for enumerated) and *Link* (for parameters with the type 'Link').

You can fix the value not bigger than the limit that was fixed in the property *Max value* for integral parameters and not smaller the limit that was fixed in the property *Min Value*. If both these properties have 0 values, there are no limits to the definition of the parameter value.

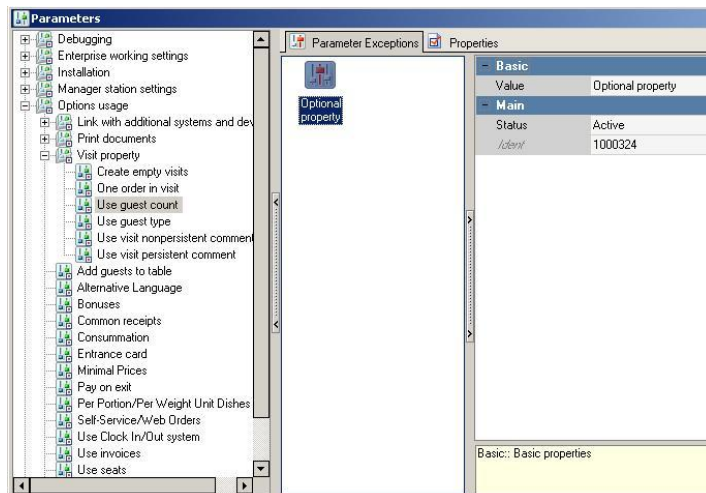
The role access to the changes of parameter value is specified in the property *Access level*.



Picture 275

You can add to parameters that have the flag in the properties *Exclusion* on the page *Parameter Exclusions* (see the Picture 276) another value of the parameters.

System name of the parameter is represented in the property *Parameter*. User name and alternative name of the parameter is given in the properties *Name* and *Alternative Name*.



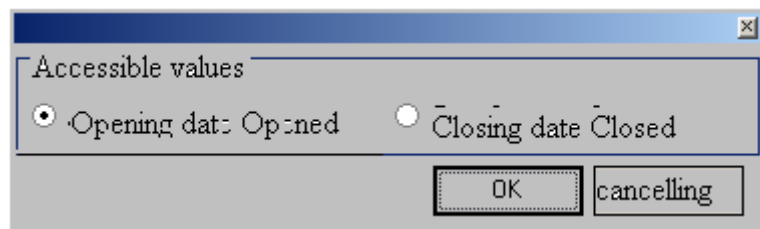
Picture 276

Parameters of the group ***Option usage***:

Use working time (log.) – use the system of working time control (enter the record on the clock in\ out of employees);

Use reservation (log.) –the used value “True” in this property helps to open the form *Visits* (reservations, transferred from the application *Reservation*, displayed in this form, see § 10.23) even if the parameter *One order for visit* has the value “True”;

Use video surveillance (log.) – if this parameter takes the value “True” in the report editor by double click of the left mouse button on the line with the receipt (see § 3.4.9.7), the form is offered for selection, represented on the Picture 277. If this parameter has the value “False”, the receipt viewing is called if there are all necessary fields in the cutoff of the cube.



Picture 277

Use logical drawers (log.) – the value “True” is fixed for the parameter, if it is possible to use more than one drawer at one station, or if there are any drawers that are not connected with the station. If the value “False” is fixed for the parameter in the reference *Stations and Devices*, the page *Drawers* is absent;

Use covers (log.) – if it is possible to use covers. When this parameter is used with the value “False”, operations **Covers** and **Calculate by covers** are not available by order editing.

Use serving positions (log.) – if it is possible to use serving positions;

Use invoices (enumerate) – is invoice should be output by receipt printing. Possible values: “Do not use” – do not output the invoice on the printer; “Manually” – the form for entering requisites of the enterprise to call manually by the operation **Invoice** in the operation menu of the mode payments; “By order creation” – to display the form for entering requisites of the enterprise before order editing, to print invoice after the receipt;

Card entry (enumerate) – regulates usage of card entry. Can be used with the value:

“Without card entry” – the mode when card entry is not used

“Compulsory” – covers in the order (by using visits in the visit) only with card. The operation *Create and edit by order creation* without card registration of at least one guest is used for transfer to order editing;

“Optional” – can be covers without card;

Common receipts for team (log.) – if the parameter is used with the value “True”, employees of one team will be able to edit each others orders. The value of the parameter does not influence the earlier created orders after its changing.

Payment on exit (log.) – it is possible to pay for the order by leaving the enterprise and by closing the order without payment (the operation ***Payment on exit*** in the form of order editing is available). This parameter can be used with the value “True” only by shut down parameter *One order for visit*;

Add guests to table (enumerated) is it possible to sit new guests (create an order) to the already occupied table.

Values:

“Allow” - by order creation at the already occupied table, the new order is created, the number of the company of guests is written in the name after the name of the table (the first company of guests is defined by table without number). Example: Table8, Table8.1, Table8.2, Table8.3 and etc.

“Allow on own tables” – only main or additional waiter can seat guests (or an employee, participates in the team of the main waiter; the parameter “Common receipts for receipt” has the value “True”);

“Ban” – it is ban to seat guests.

Prepayment account -

This parameter has several values:

Without prepayment – if there is such value, the prepayment will not be used at the cash;

Do not account – this value means that the prepayment can be added to the order, but it will not be accounted, it also will not be printed;

Print as paying in – to print paying in document for prepayment – issue (in case of prepayment at the other station). In order to know how much cash there is in the cash, it is necessary to activate the parameter and register money movement. If this parameter is used with the value “True”, then by prepayment by cash, the paying in is registered and after receipt printing, the document about issue is printed. By transfer of fiscal recorders, the amount in the cash (that registers fiscal recorder) does not correct.

Print receipt – if there is this value, the order for the amount of prepayment is created automatically and the receipt is printed.

Tip accounting (log.) – print tips as paying in – issue;

Parameters of the subgroup **Visit properties**:

Use guest quantity (log.) – fill the field ‘guest quantity’, when you fill the form *New order* in the mode *Guests came*;

Use comments (log.) – whether you need comments or not;

Use Guest type (log.) – is it possible to use *guest type* in the visit. Values: “Compulsory”- without guest type it is impossible to create the order, “Optional” – it is not obligatory to choose guest type for order creation, “Do not use” –do not offer the field for guests entering by order creation;

One order on visit (log.) – only one order on a visit. This parameter has more priority than the previous one;

Empty visits (log.) – it is possible to create empty visits;

Group **Settings of manager station**:

Classification for cube on consumption (link) – classification for cube on dish consumption (by default);

Obligatory presence of alt. name (log.) – property *Alt. name* should be filled for all items;

Items renaming (enumerated) – define the action by renaming,: renaming or creation of the copy of the item;

Create active (log.) –create new active items;

Name uniqueness (log.) – check the uniqueness of names of active items;

Parameters of the subgroup **visual type**

Layout for receipts (link) – the layout for receipt printing from the window of the cube report;

Hide unavailable (log) – hide menu items of references of the manager station, if the user does not have privileges on them;

Hide items, if there are no privileges (log) – hide items in the references, if the user does not have privileges on this object;

Receipt layout (link) – form detailing, from which the layout for order representation in the window of cube report (from the component CheckView) will be taken;

Group **Checkout:**

Calculation log (lined) – name of the file for calculation log (it does not work, when it is empty);

Proving message (lined) – list of codes of proving messages through the coma;

Folder screenshot (lined) – way to folder, where all screen shots and prefix of file name will be saved;

The group **Parameters of enterprise work:**

Close visit in (numeric) – in as many minutes after closing of the last order the visit will be closed;

Unblocking in (numeric) – in as many seconds after disconnection the order will be unblocked;

Subgroup **Reservation:**

Reserve: Time of obsolescence (numeric) – in as many minutes to close the order if nobody came by reserve.

Reserve: Occupy table in (numeric) – in as many minutes before reservation to have the table to be reserved;

Reserve: Inform about reservation (numeric) – to inform the staff about the attempt to occupy the table in as many minutes before reservation (0 – do not inform);

Subgroup **Printing:**

Request for new page on the call out station (log.) – by slipping printing send request on the page pasting to the station with which the printer is connected;

Switch to reserve printer in (numeric) – time in (seconds) when switching to reserve printer occurs if the main one does not work.;

Put together service checks (log.) – by service checks printing of one order on one and the same main\ reserve printer , the commands EndRoll, Beep, Drawer, DrawerNum are excluded. These commands are sent on this printer in the end of the service printing.

Reserve printing line (line) – this line is added above to the service printing text by printing at the reserve printer. The name of the printer will be written instead of %s;

Time-out printing – (num.) – time-out of the request on document printing from the cash in seconds;

Parameters of the subgroup ***Receipt printing***

Mark out markups (log.) – is it necessary to mark out markups by receipt printing, as well as discounts (if there is a flag “mark out discounts” in the printing layout);

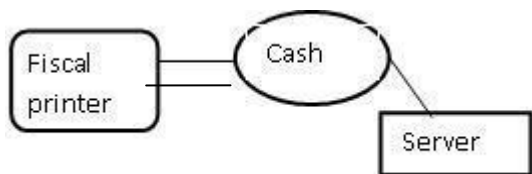
Classifications for Shop (link) – the shop code of the fiscal recorder will be chosen on the property *Shop* code of the category from the specified classification (the parameter is available only for users, that have the privilege *Taxes*)(see § 4.6.2.4);

Starting number (num.) – the starting printing number of the receipt by general numeration (if the parameter *General printing number* was set as “True”);

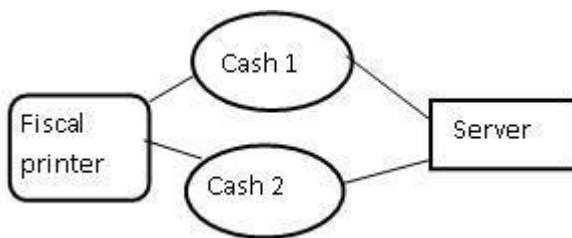
General printing number (log.) – if it is put, the printing receipt number, general for all cashes of one cash server, is reset by common shift closing, otherwise the printing number is kept at the stations and is reset by cash shift closing;

Receipt redirection (enumerated) – allows the redirection of the receipt ‘Everywhere’, ‘In borders of cash server’, ‘At the same station only’;

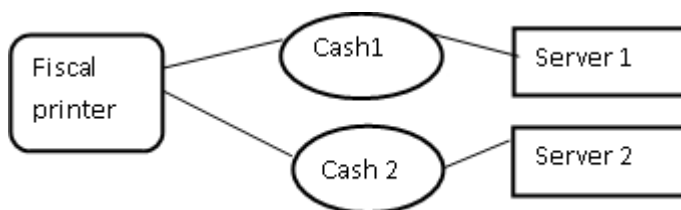
The value «At the same station only» corresponds the scheme on the Picture 278. The receipt redirection is possible only for printers of one and the same working station. In this case, Z – report will be verified with common shifts.



Picture 278



Picture 279



Picture 280

The value «in borders of cash server» corresponds to the Picture 279. Redirection of the receipt for printers of working stations is possible in the borders of one server. In this case, Z – report can be verified neither with common shifts, nor with the shifts of the cashier.

The value «Everywhere» corresponds to the Picture 280. Redirection of the receipt is not limited by working stations of one server. In this case, Z – report can be verified neither with cashier shifts nor with common shifts;

The subgroup **Shifts** (parameters that define the date of shift change are viewed in 12.4.)

Auto closing on time (time) – the attempt to close common shift will occur at this time (within 12 hours), if the limit of shift duration is exceeded. If 24 is set – it is ignored. For Fast Food restaurants without fiscal recorders the optimal shift duration is 23 hours.

Registration auto deletion (log.) – is registration of all employees by common shift closing should be canceled or not;

CashShift Autoclosing (log.) – close cash shift at all stations, when you close the general shift (if you had the connection and switched on printers);

Fiscal shift closing (log.) – close fiscal shift along with the shift of the cashier;

File name for transfer (line) – file name, where data on closed common shift are saved for transfer to the common storage base %0: 8x – last number; %1:d – restaurant code; %2:s – midserver netname; %3:s – file creation date; %4:d – shift number;

Classification for GenShiftRep (link) – classifier for common shift report;

Open common shift with fiscal (log.) – is it necessary to open common shift, if the fiscal shift opened on some of the fiscal devices. If there is value “False” in the parameter, then the shift will be opened with the first receipt. On some fiscal devices, fiscal shift can be opened by payment in, non fiscal printing, X-report printing;

Clear the rest by dishes (log.) – clear the list of rest dishes in the form ‘Rest control’, when by closing the common shift;

Transfer the order with bills (log.) – if the flag is put, bills in orders by common shift closing, will be cancelled. If the flag is not put and the bill of the order is printed, the order cannot be transferred to the new shift; the request about bill cancellation or order payment will appear;

Transfer empty orders (log.) – transfer empty orders and paid orders to the new shift by common shift closing. Dishes are not transferred, but tables will not be vacated. If the parameter has the value “False”, then empty and paid orders are closed before common shift closing;

Warning about shift end (numeric) – in how many minutes before compulsory shift ending the warning should be displayed;

Shift duration (numeric) – max shift duration in minutes;

The subgroup **Cash shifts**

Cash shift closing (enumerated) – possible values: “Independently” – always close cash shifts independently of common shifts; “Cash with common shift” – always close shifts at all cash stations by common shift closing; “Rest cashes are closed” – to perform check-out , that all shifts are closed before common shift closing. Otherwise – display the message about error. By closing the last cash shift – check, if there are any unclosed orders, if there are any, display the message about error;

Fiscal shift closing (log.) – close fiscal shift with the cashier’s shift;

Print shift report (log.) print user’s report on cashier’s shift by cashier’s shift closing. Otherwise – only Z report or X report;

Reset cash shifts numbers (log.) – by set parameter, printing numbers cash shifts will be reset, if the date of the common shift (in comparison with the last common

shift) has changed by cash shift creation, and it is not the shift transfer (by independent closing);

Subgroup **Logical data** (see §12.4)

PreviousDay IfBeginBefore (timed) – fix the date of the shift by date of the previous day, if the shift began before that time;

FollDay IfClosAfter (timed) – fix the date of the shift by the date of the following day, if the shift was ended after that time;

FollDay IfBegAfter (timed) – fix the day of the shift by date of the following day, if the shift began after that time;

ThisDay IfCloseAfter (timed) – fix the date of the shift by the current day, if the shift ended after that time;

The subgroup **Messages for waiter**

Lifetime of guest call for waiter (numeric) – by waiter call button;

Lifetime of manager message (numeric) – from web monitor;

Lifetime of ready dishes message (numeric) – time gap in minutes, on the expiry of which the waiter will not get the message on dish readiness (received if PDS is used);

Lifetime of print error message (numeric) – time gap in minutes, on the expiry of which the message about service printing will disappear;

Lifetime of kitchen message (numeric) – on the cook's keyboard with waiter call buttons;

Send message on serving time (line) – the text of the message, sent to the waiter by serving time. If the field is not filled, the message will not be send;

Message on guest call (line) – the text of the message, sent to the waiter on guest call. The combination of these symbols %s in the message format – means the name of the table;

Tariffication: Warning before closing (time) – in how much time inform employees about tariffication closing;

Warning text about tariffication closing (line) - the text of the message, sent to the waiter about approaching of tariffication closing (the format %0:s – table name definition; %1:s – time of tariffication closing);

Send on ready time (line) - the text of the message, sent to the waiter after the dish receives the status “Ready” in KDS. If the field is not filled, the message is not send;

The subgroup ***Working time control***

Clock: Auto logoff (log.) – control setting over maximal shift duration. “True” – to tick automatically the logoff by reaching maximal shift duration from the moment of clock in. “False” – by the attempt to register in the system in case of maximal shift duration value, the message “There is no clock out” will be displayed. In this case, first of all you should clock out and then clock in;

Clock: TimeKeeper Interface (link) - interface for interaction with TimeKeeper;

Clock: Login form buttons (enumerated) – the parameter shows what buttons should be shown in the login window. If there is button “Clock in” among selected buttons, the employee is registered automatically to the time control system;

Clock: Max shift duration (time) – if the time gap, fixed in this parameter, was reached and there is no clock out, the clock out is put automatically.

Clock: Shift start time (time) – the time of the beginning of the working shift;

Clock: Shift duration (time) – the time tat will be calculated from the beginning of the shift for calculation “actual duration” in the cube. If the time gap , fixed in this parameter, will be reached and there is not clock out, the flag “No clock out” is set;

Clock: Employee needed (log.) – if there is value “True”, the working time control is possible only for those employees that are registered in the reference *Employees*. If there is value “False”, the working time control can be fulfilled for the employees that have personal magnetic cards (defined by special MCR-algorithm as employees) and that are not registered in this reference.

The group ***Work parameters of the station:***

The subgroup ***Visual type***

Sound signal by mistake (log.) – whether produce the sound signal by mistake or not (if the cash was equipped with the corresponded device);

Mistakes in window (log.) – always show the message about mistakes in separate window with «OK» to confirm the reading;

Initial turning angle of the display (numeric) – initial (at the cash station starting) turning angle of the display (clockwise). If the parameter value *Turn display* is “True”, the described parameter trigs for the employee if there is no registration for the serving position (after fulfilling this registration). By entering the system on the serving position by already existed registration, the display turning will be fulfilled, that was last used for that employee (that the system “remembered for him”). If the parameter value *Turn display* is “False”, the described parameter always trigs;

Turn display (log.) – permits the about turning of the display for the station with the touch screen technology. It is necessary to press the title of the main menu (title of the selection window of the order, empty part of the screen in the registration form) for display turning. The triggering of the parameter *Initial turning angle of the display* (see above) depends on the used value of this parameter;

The subgroup **Timings** contains parameters and subgroups:

Message view delay (numeric) – time interval, when it is impossible to close the window with the message at the working stations (in seconds);

Minutes less than current (numeric) – parameter specifies for how many minutes time of the block printing can be expired without order saving. If the order was closed with the exceed value, time of the block printing begins to move with the current time; delay equals N minutes. E.g., the value of this parameter equals 3 minutes. Time of block printing is 14.25. If the order was not closed till 14.28, then in 14.29 time of the block printing becomes equal to 14.26; in 14.30 – 14.27, etc;

Warning of print before (numeric) – in how many minutes before the block printing time display the warning;

Warning of deletion before (numeric) - in how many minutes before objects expiration (dishes, discounts and etc.) display the warning. The expiration of objects

can come in the result of the current trade group changing or time period “beginning of sales” - “end of sales” of the object exceeding;

Max time from current (numeric) – the quantity of hours, by which the set time can exceed the current;

The subgroup ***Block times***

Use reminding time (log.) – use the reminding time. If the parameter is used with the value «False», reminding time will always coincided with the serving time. The possibility to change the time of entering is switched off;

Use Print time (log.) – whether to use time of block printing;

Use serving time (log.) - whether to use time of block serving;

Between PrTime and RemTime (numeric) – time (in minutes), within of which the reminding time can be changed after fulfilling of service printing;

Calculation of remind time (log.) – calculate automatically the remind time by entering the serving time. If this parameter is used with the value «True», by entering the serving time, the value of the remind time will be calculated automatically, as the «value of serving time» minus «quantity of minutes of dish preparation» (specified in the dish property *Preparation time*). This parameter is taken into account by the system, if only the parameter *Use remind time* is used with the value «True»;

The subgroup ***No actions timeout***

Timeout for timed registration (numeric) – time of the cash inaction in seconds, by order editing; the time, when the timed registration is canceled;

Timeout for order (numeric) – time of the cash inaction in seconds by order editing, time, when the registration window will appear. It does not act while payment in;

Timeout for rest (numeric) – time of cash inaction in seconds in other modes; it is a time, when the registration window will appear;

The subgroup ***Order \ table choice***

Image of completely occupied table (link) – the image on the icon of occupied table on the hall plan. Only in the form that is opened with the help of the operation

Table by order creation. The image is not represented in the form *Order selection for editing \ close*;

Image of partially occupied table (link) – the image on the icon of the table, where there are fewer guests, than it is set in the property *Max Quantity of guests* of the table. Only in the form that is opened with the help of the operation **Table** by order creation. The image is not represented in the form *Order selection for editing \ closing*;

Show order buttons on hall plan (log.) – show table choosing buttons on the hall plan. Order buttons in the upper part of the form are not displayed in this mode. It is comfortable to create special small formats of order buttons and include into the used scheme form by using this mode;

Order button coloration (enumerated) – definition of the way to choose color for the order button color. Possible values “Do not color”, “On table”, “On serving position”, “On order category”, “On order type”, “On type of guests”, “On waiter” (on the main waiter of the order);

Hall plan load mode (enumerated) – possible values of the used values of the parameter: “Usual”; “save in file” – is more quickly than by net, the availability of place is necessary; “Save in memory” – the quickest one, the free space is required;

Title format of order choosing form (line) - title format of order choosing form: %0:s – mode (“Order choosing for editing” / “Order choosing for closing”); %1:s – operator’s name; %2s – hall plan; %3:d – quantity of orders; %4:d – hall capacity; %5:s – capacity on the number of guest; %6:s – filter (display the table name in brackets in the form of the title, if there are several orders at one table , and this table is chosen);

Rater name format (line) – rater name format on the button in the form of the tariffication transfer (%0:s – rater name (short), %1:s – rate name);

The subgroup **Confirmations**

Confirm registration cancellation (log.) – is it necessary to have confirmation on employee’s registration cancellation in the form of the staff registration;

Confirmation of order saving (log.) – display the message “Save order?” after operation “Save order and quit”;

Confirm items deletion (log.) – is it necessary to display the request on confirmation of items deletion (dishes, discounts and etc.) at the working station;

The subgroup **Order editing**

Auto packing (log.) – fulfill dish packing before order saving;

Compulsory weight (log.) – weight should be entered for weighted dishes with put flag *1 weight change* after dish service printing. The error will be displayed by the attempt to pay for the orders that contain such dish without entered weight. It is also forbidden to close orders that contain such dishes (by activated parameter *Payment on exit* orders can be closed unpaid) and visits calculation, that contain such dishes;

Add dish by separate line (log.) – if there is the flag, the dish should be added to the order by separate line, even if the focus stands on the same dish, increase the quantity of dish portions by 1;

Complete order editing on bill (log.) – close window with order after bill printing;

Category amounts calculation (link) – classification selection on which categories amounts of ordered dishes will be displayed in the order editing form (it is not displayed at the standard preset form);

Control over maximal order amount (log.) – helps to control rest of the money on the client's card (in case of several guest cards – summed rest on used by the visit cards) by order signing. Values: “Do not use” – do not use control over maximal order amount; “Only warning” – in case of exceeding of the entered dishes amount over rest of the money on the card – display warning on this in the data window; “Ban order saving” – ban order saving with the exceeded amount of rest on the card.

Show full voided dishes (log.) – should be fully voided dishes (with 0 quantity) be shown in the order editor;

Line adding mode (enumerated) – the new item (dish, discount) adding mode: “At the end of block”, “Before selected item”, “After selected item”;

Save order locally (log.) – save order locally in file at the cash, if it was changed and there were no actions with just a second;

Compulsory order type (log.) – type of the order is compulsory for selection;

Parameters of the subgroup **Main selector**

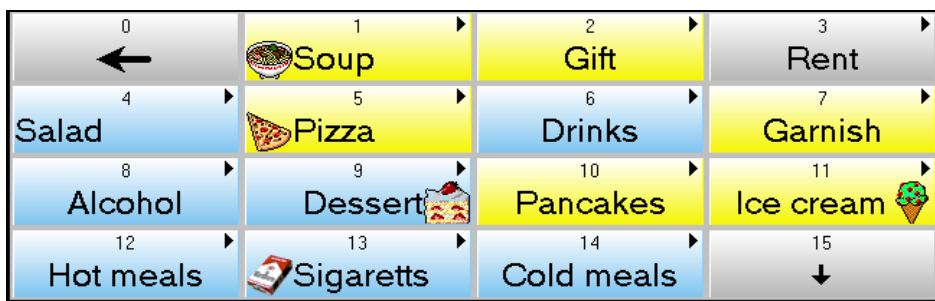
Close list automatically (log.) – close menu after dish selection;

Main selector sort type (enumerated) – type of sorting of the main selector in the order window;

Dish name format (line) – format for the name of the object in the main selector.

%0:s – name, %1:d – code.

- **E.g.** Line «%0:s [%1:d]» corresponds the name displaying and the code of the object that are represented on the Picture 281;



Picture 281

The subgroup **Restrictions** (refers to values that are entered in the entry field at the station)

Consumators quantity (numeric) – max quantity of consumators for one dish;

Max dish quantity (numeric) – the check-out on the max quantity of dishes in the order (lines with dishes and undistributed markups). Automatically undistributed markups and detailing of tariffication will be added even after the limit exceeding;

Max weight (numeric) – max possible weight;

Max quantity (numeric) – max possible quantity;

Max percentage (numeric) – max possible percentage;

Max amount (numeric) – max possible amount;

Confirmed amount (numeric) – if you enter larger amount, you should confirm it;

Confirmed quantity (numeric) – if you enter larger quantity, you should confirm it;

Confirmed weight (numeric) – if you enter higher weight, you should confirm it;

Confirmed percentage (numeric) – if you enter higher percentage, you should confirm it;

Parameters of the subgroup ***Calculate \ Pay order***

Auto close order (log.) – close order automatically, fully covered by printed receipts;

Currency of the zero payment (link) – currency selection for zero payment registration. Helps to register separate expenditure document as a result of export to SH4. If it is not filled or filled with unavailable currency – the basic currency is used;

Enter amounts in cents (log.) – by set flag in this parameter in the order calculation mode and in prepayment mode, the entering window format is 0.00. For example, in order to enter the amount 285.45 rubles in this format it is necessary to press sequence of buttons “2”, “8”, “5”, “4”, “5”. If this flag is not put, it is necessary to press “2”, “8”, “5”, “.”, “4”, “5”.

Pay by payment card (enumerated) – in this parameter it is possible to choose variants of payment card processing, for which currency the flag *Auto complete* is fixed: “Only by payment regime” – the payment by currency of payment card is possibly in the payment mode, in other modes – charge the discount; “Ask” – data window, displayed after card authorization will contain the button “Pay” – by its pressing the payment occurs, if not to press this button, the discount will be charged; “Always” – always fulfill the payment;

- ❖ If the card is used by identification of one of the guests, by its swiping in the order editing mode, the dish will be assigned to the cover of the guest, on which the pointer is placed.

Invoice printing (enumerated) – the way of invoice printing. “Via layout” – for invoice printing the layout “Invoice” will be used – is used for printing on fiscal printers. “Via invoice.dll” – the printing will be fulfilled with the help of invoice.dll – the printing will be fulfilled at the Windows cash. “Do not print” – do not print invoice;

Split by covers type (enumerated) – the way of division of common dishes by calculation by covers: “By quantity” – divide common dishes accurate to 0.001

quantity, the amount is calculated as multiplication of price by quantity; “By amount” – divide common dishes by money accurate to 1 cent; “By amount for fiscal recorder” – at first takes place division by amount, then quantities are corrected, so that the receipt amount was within 20% quantities;

The subgroup ***Modes of station work:***

Auto session end (log.) – automatically cancel the registration by the end of order editing;

Cash station (log.) – cash station. Otherwise, operation with money at the station will be forbidden. It can be used for the stations that are used only as waiter.

Initial window (enumerated) – parameter fixes initial window of the program. You can choose the value from the list: «Main menu», «Staff registration», «Quick receipt», «Order creation», «Order selection»;

Rights on order category (enumerated) – parameter regulates performing of checks of the access right on the order category for employees by order opening. Values: “By creation” – check access rights of the employee – the creator of order on the order category by its creation. By such order opening by such parameter value the access right will not be checked. “Always” – check access right by order creation by its opening for all employees, even for the main and additional waiters. “Always for non-waiters” – check access right by order creation; check access right, by order opening, if an employee is not the main or additional waiter of the order;

Registration for drawer (enumerated) – the parameter is used only by activated parameters *Cash station* and *Use logical drawers*. “Automatically” – the first available drawer is chosen for cashier registration. If there is no available drawer, the cashier cannot register; “By use” – the registration is fulfilled according to usage rules in the reference *Drawer usage*; “Do not use” – the registration on the drawer is not checked. It is convenient to use this parameter, if several cashiers work at one cash station, each with the personal drawer, or if cashiers with their personal drawers can register at different cash stations.

Parameters of the subgroup ***Order creation***

Auto order creation (log.) – create an order automatically after filling of all necessary fields in the order creating form;

Hierarchy of attribute order category (numeric) - how many attributes of order categories to use for creation of hierarchy selection in the order creating form (see § 4.1.9);

Hierarchy of employees' attributes (numeric) - how many attributes of employees to use for creation of hierarchy selection in the order creating form (see § 4.1.9);

Hierarchy of table attributes (numeric) - how many attributes of tables to use for creation of hierarchy selection in the order creating form (see § 4.1.9);

Hierarchy of guest types attributes (numeric) - how many attributes of guest types to use for creation of hierarchy selection in the order creating form (see § 4.1.9);

Quick receipt creation (enumerated) – whether to use preliminary order category entering form, guest type form and quantity of guests form for quick receipt. Values: “Create with form” – to use the preliminary form before order entering in the mode “Quick receipt”; “Create without form” - not to use the preliminary form before order entering in the mode “Quick receipt”; “Copy properties of the previous order” – to copy from the previous order values of the order categories, type and guest quantity;

Name format of the table button (the format for representation of the table name in the window “Create order”: %0:s – table name, %1:d – quantity of vacant covers, %2:d – quantity of covers at the table);

The group **Installation**:

Restaurant code (numeric) – restaurant code for PDS and “main office” (access level of the parameter - dealer);

Cube data source type (enumerated) – (available for users that have access level – privilege “OLAP cubes”) source data that is used as default for cube recalculation;

The subgroup **Weight goods**

Divider of bar code weight (numeric) – weight that is passed from scales will be divided on the given amount;

Measurement unit of weight dishes (line) – the name of measurement unit of weight dishes;

Measurement unit of dozed dishes (lined) – name of measurement unit of dozed dishes;

The subgroup **Connection with other systems**

Classification for KDS (link) – classification for KDS, if it is not set – KDS is not used;

The subgroup **Brunswick Bowling**

Tariffication: New table (log.) – defines interface behavior by transfer of tariffication result to R-Keeper. If ON – the new table will be created (table number coincides with the lane number), if OFF – the tariffication result will be added to the already existed table;

The subgroup **Shelter**

The group of for UCS Shelter (numeric) – recodes to the service code, see ShelterConnect.ini (section TranslateOperation);

Transfer all payments to UCS Shelter (log.) - transfer all payments to UCS Shelter;

Subgroup **Store House 4**

SH4 Stock code (lined) – stock code in StoreHouse, on which the self-cost of the dish will be calculated by fulfilling of the operation *Self-cost import from StoreHouse*. It is possible to enter several codes separated by commas, then it will be possible to choose the necessary store from the list before import fulfilling in the form *StoreHouse Import Settings*;

SH4 Code of trade group (lined) – code of the trade group in Store House4, from which the dish will be selected for self-cost calculation. If to enter several codes separated by commas, then it will be possible to choose the necessary trade group before self-cost import fulfilling to the form *StoreHouse Import Settings*. By default “RM” – trade group “Restaurant menu”;

SH4 Password (lined) –user’s password in StoreHouse;

SH4 User (lined) – user’s name in StoreHouse;

SH4 Server (lined) – server address of Store House;

Alt.Name (log.) – export alternative names to SH4:

Place of realization (enumerated) – values: “Order category” or “Restaurant”. In the field *Place of realization* of the expenditure document will be represented the restaurant name (it is used in case of usage of the one store base for different restaurants) or order category name;

Grouping type format (line) – name grouping format by transfer to SH4 by field *Expense category*. Instead of %s is substituted the name of the deletion reason, the name of the currency or the name of payment type (it depends on the grouping type, set expenditure import). For example, by parameter setting, fixed on the Picture 284 (above), in the field *Expense category* in SH4 (by import grouping type by deletion reasons), the value is displayed, represented on the Picture 282(below);

Line oriented			%s Gold			
И	Not required	No	4	13.05.2009	Restaurant	Withdraw with processing Gold
И	No	No	5	13.05.2009	Restaurant	Waiter error Gold

Picture 282

The subgroup ***Personal cards***:

PDS Transaction date (log.) – use as date of the cash day of the receipt (displayed in PDS in the column “Information” in the operations on the account NN) the logical date of the shift. Otherwise the astronomical date of the receipt closing will be used.

PDS Currency exchange (link) – the rate PDS currency (the parameter value is used, if the value of the PDS interface property *Currency Rate Class Code* is not set);

PDS Tax (link) – the tax that is used by FarCards;

PDS Show information on card (log.) – whether to show dialog with information about card:

PDS Show the picture (log.) – show the picture that is connected with the card;

PDS server (lined) – net name of the server of the client’s cards (value of the PDS interface property *PDS Server Name* (by selected server) in the reference *Stations and Devices* at the station *Devices* has higher priority than this parameter);

PDS request timeout (numeric) – request timeout to PDS in seconds:

PDS Layout for XML receipt (link) –the layout for XML receipt;

Subaccount for FarCards (numeric) – the number of subaccount, that will be used, if the currency has 0 value. The maximal payment from this subaccount is displayed in the form “Information on card”;

Subgroup **Language settings**:

Alternative Charest (numeric) – Charest of the alternative languages;

Alternative language (numeric) – Windows language identifier for alternative language;

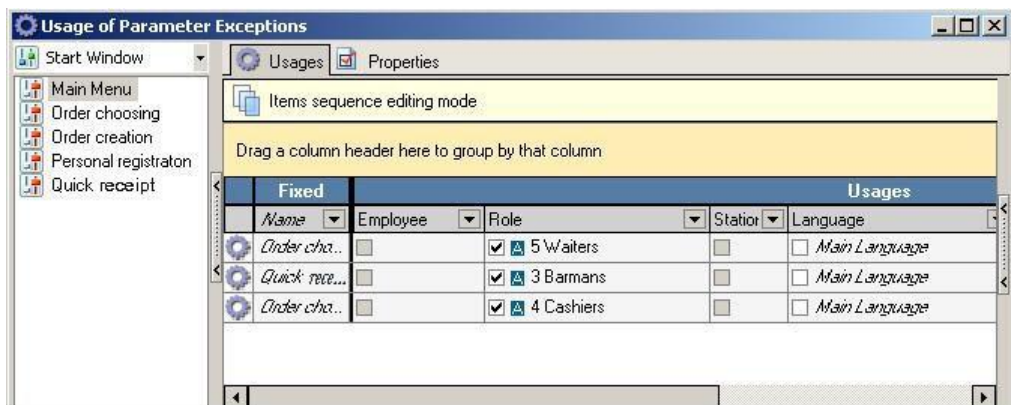
Main Charest (numeric) – Charest of main language;

Main language (numeric) – Windows language identifier for main language.



5.12.2 Reference Usage of parameters

You can specify the usage rules of parameter values with localization ‘One module’ in the reference *Usage of parameters* (see the Picture 283).



Picture 283

Choose the parameter from the list in the left part of the window, for the value of which their usage rule will be specified. Work with the reference is fulfilled in the standard for such references way (see §4.3).

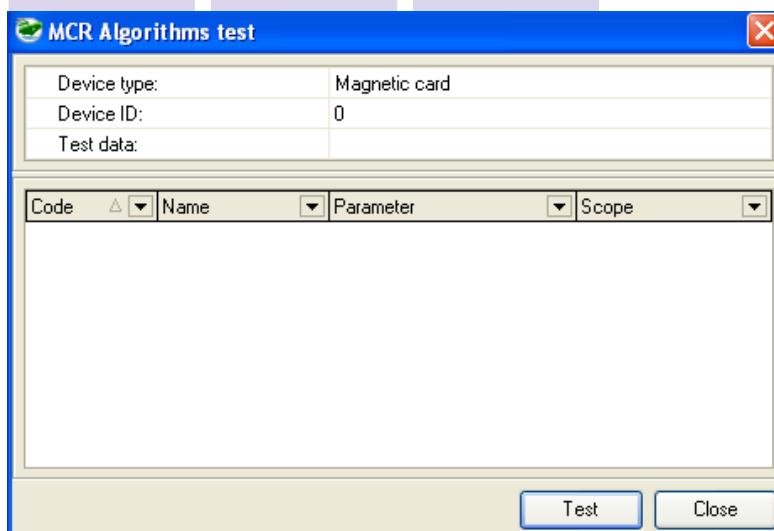


5.13 MCR - algorithms

MCR-algorithms fulfill the recognition of data that came to the system from different types of input devices (credit, personal cards, dallases, bar codes, keyboards, proxicards). The parameter values are transferred to the system, as a result of data processing of the algorithm.

It is possible to check the correctness of the work of MCR-algorithms bough at the manager or cash station:

- It is possible to check MCR-algorithm at the manager station with the help of  button on the toolbar. The window *MCR Algorithms test* (see the Picture 284) will be displayed on the screen. The data magnetized on the device, should be entered to the line *Test data*. In the field *Device type* should be chosen the type of device that is necessary to check, with the specified test data. If there are several identical devices, the identifier of the necessary one should be specified in the field *Device ID*.



Device type:	Magnetic card
Device ID:	0
Test data:	

Code	Name	Parameter	Scope

Test Close

Picture 284

MCR-algorithms that work with specified test data will be represented in the table in the lower part of the window.

- MCR-algorithm can be checked at the cash station with the help of the main menu item *MCR-algorithms debug*. It is necessary to give the right the “Form for debug of MCR-algorithms” to the employee’s role, for this item displaying.

MCR-algorithms can be of the following types: script, DLL, prefix, interface, and mask. You can read the detailed description of every type in the manual R-Keeper v7.

5.13.1 Reference MCR Algorithms

Reference is represented on the Picture 285.

Main – see § 4.1.3

Personal name – name of the MCR – algorithm

Basic

Area – you can choose usage field of MCR-algorithm from the list (currency, interface, card entry, employee, discount or function key);

Object – choose the object of MCR-algorithm (for the area “Employee” the object should not be fixed);

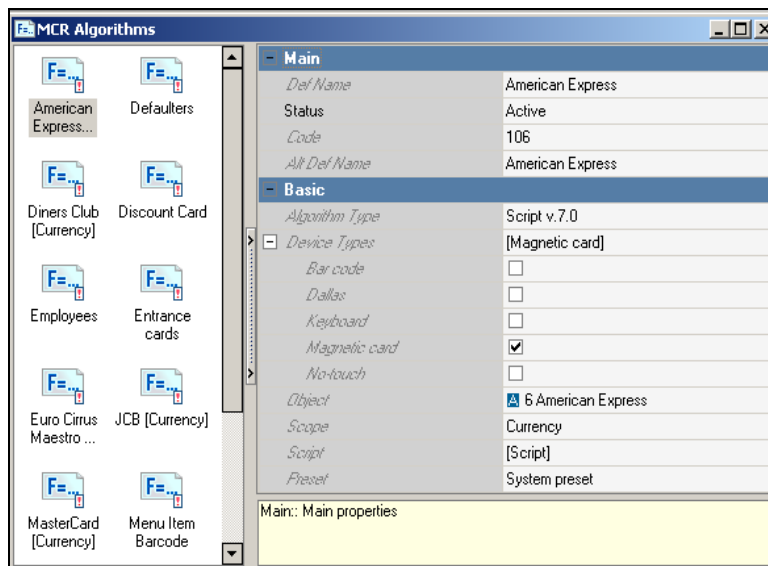
Fill entrance field by parameter – (only for function keys) whether to fill the entrance field by the script parameter or not;

Algorithm type – you should choose from the list the type of the described algorithm: script-formula, DLL-file, interface, handling by mask or prefix;

DLL (if it is an algorithm of DLL – type), choose from the list of DLL files in the server data base for saving the drivers in this field the file, which describes this algorithm;

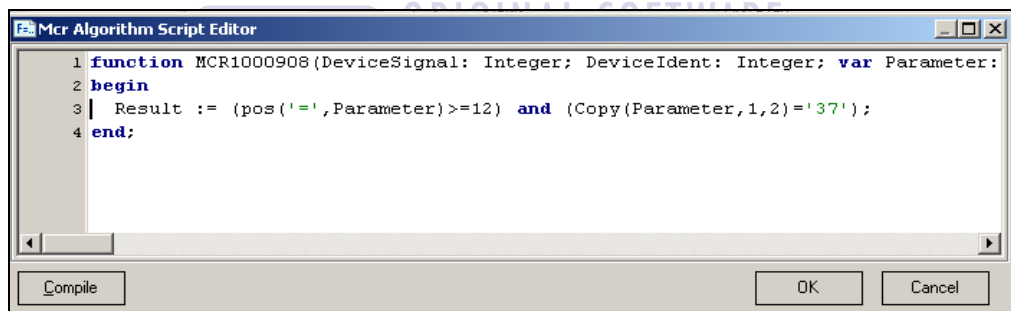
Interface – if this type of algorithm was chosen, it is necessary to choose the interface in the property *Analysis interface*. You can choose the interface from the list of interfaces of the reference *Interfaces*;

Handling by mask – you should enter the mask in the property *Handling mask* for the algorithm of this type (see the description of symbols for the mask in the reference ini.doc).



Picture 285

Script – if this algorithm has the type script, you should write its description in the window *Script of MCR algorithm* (see the Picture 286)
(see the detailed description in the reference ini.doc)



Picture 286

Prefix – enter the prefix in this field for similar type of the algorithm;
Device types – you should fix by the flag the type of the device to which MCR algorithm is applicable below in the property of this group:

Dallas

Magnetic card

Proxi-card

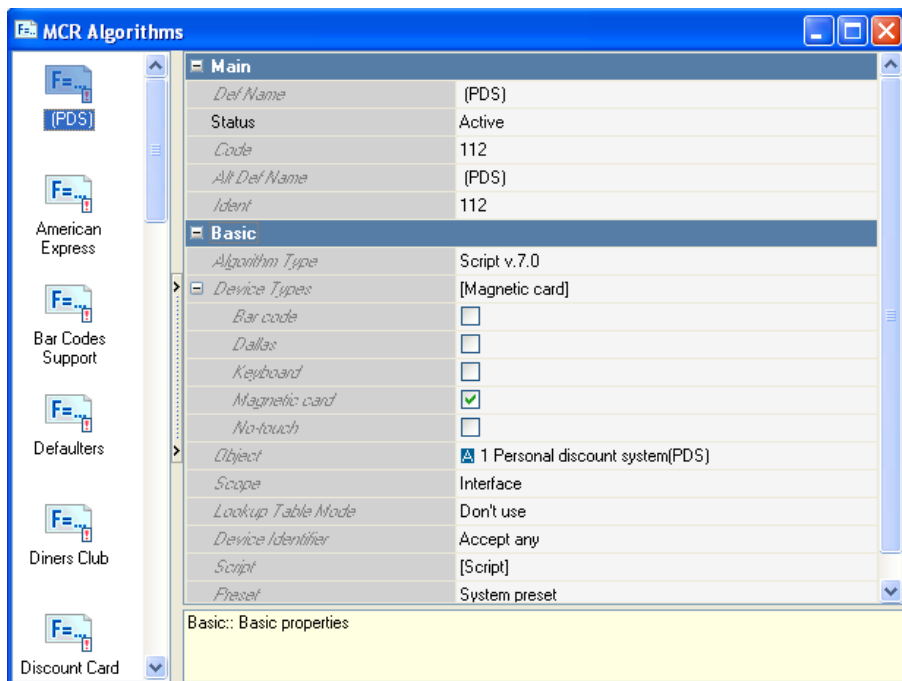
Bar-code

Keyboard

With the help of MCR algorithm it is possible to join any reader with the currency. For this it is necessary to create MCR-algorithm, and in the reference “Currencies” to choose the created algorithm for the necessary currency.

Let’s view the situation when in case of the reader fail it is necessary to enter the number of the PDS card manually (see the Picture 287)

- Copy the preset algorithm “Personal debit (PDS)” in the reference MCR–algorithms.
- Choose the value *Handling by mask* in the line *Algorithm Type*.
- Put the flag *Keyboard* in the *Device type*.



Picture 287

At the cash station the number of the card will be entered with the help of the function key *Code from keyboard* (see the Picture 288). The employee that should enter the number at the cash station should have the right *Code from keyboard*.



Picture 288

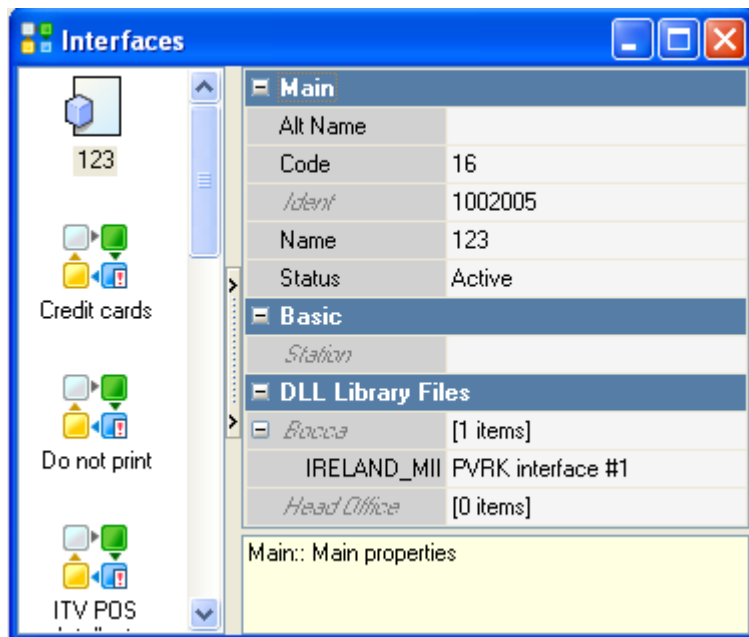
5.14 Interface

For R-keeper connection with other systems (server of acquiring company of credit card authorization, server of PDS cards, Shelter and etc.) special *interfaces* of R-Keeper v7 are created. Interface is a DLL file. It is possible to create several objects of the interface for one DLL file with different numbers.

Those objects that have property *Interface* in the description, by means of this file can be connected with other programs.

Interface creation we will view by the example of setting of connection between RK7 and *Beer drawing* system:

- Highlight the server in the reference *Stations and Devices*, choose the item of the pop-up menu *List of Drivers* on the tab *Devices*, choose the driver PVRK interface and add it to the page *Devices*;
- Create new interface in the reference *Interfaces*. Choose the added file in the properties of **Library Files (DLL)** in the line of cash server (see the Picture 289)



Picture 289

It is not necessary to fill the line *Common DLL name*. If this field is filled, the driver is automatically added to the cash server in the reference *Interface*.

5.14.1 Reference Interfaces

Reference is represented on the Picture 289.

Main – see § 4.1.3;

Basic

Minimal version – minimal version of the interface dll;

Number - numeric parameter of interface;

Station – station of the device;

Preset – data on the preset of the interface;

Possibilities

Purpose of the interface

DDL Library files

Files of interface libraries for cash servers of the system

Printing

Logging – all printing stream will be copied in the file on the cash server. See the property *Printing log path* of the cash server (see § 5.15.1)



5.15 Stations and Devices (Restaurants)

The reference contains description of stations and devices of the system.

The top *All* of the zero level of the reference contains *restaurants*, which items are *cash servers* that contain *stations*.

The selection of the current restaurant of the manager station is fulfilled in the item of the main menu *User Current restaurant*. The current restaurant is specified in forms of document layouts preview, the report forms are displayed for it, the check of MCR-algorithms work is fulfilled.

Different *devices* refer to the *station*. Devices of the system can be fiscal or nonfiscal printers, drawers, raters, etc.

Cash servers are displayed in the item area in the hierarchy tree by highlighting the restaurant.

Besides the page *Properties* the reference contains pages *Devices* and *Cash station* by highlighting the cash server.

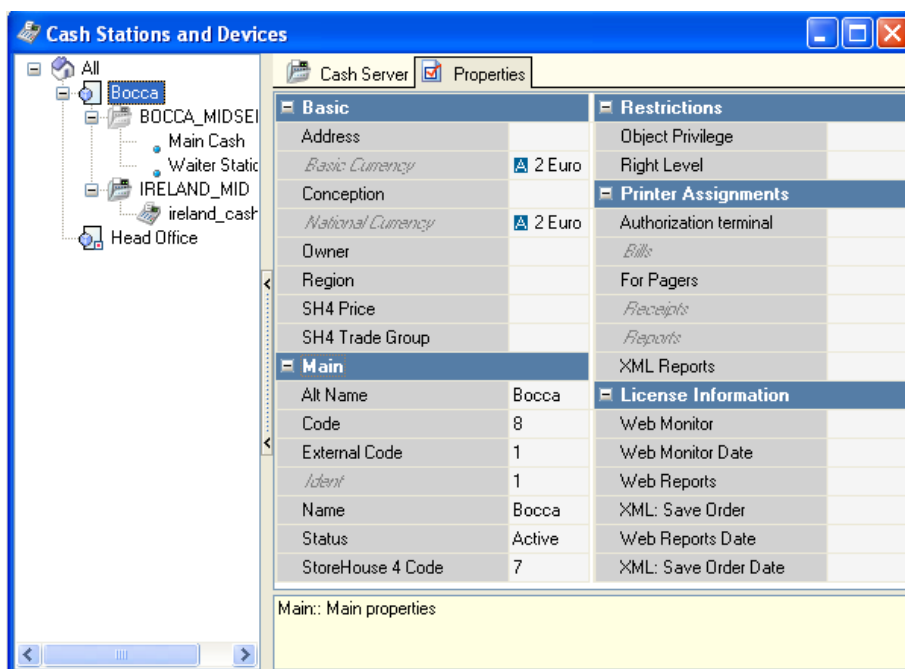
By highlighting the cash station, the reference contains besides pages *Devices*, *Printers*, *Drawers* on which enumerated the corresponding logical devices that refer to the cash station.

It is possible to redirect the printing of paid dishes for the logical device *Printer*; it depends on the category on other printers. It order to avoid the cycling, the redirection is possible only to such printers, for which the redirection was not fixed earlier. If there are two founders in the enterprise and only one has the license to sell alcoholic drinks, the printing will be fulfilled only on the fiscal recorder of the legal person.

The page *Devices* that refer to the working station, contains the scheme of the connected to the cash station drivers (physical devices), that are connected with the corresponding logical devices with the help of the property *Module* of logical devices.

5.15.1 Stations and Devices Characteristics of Cash server

The object *Restaurant* (see the Picture 290) is described by the following properties:



Picture 290

Main – see § 4.1.3

Basic

Conception – the selection out of the list of values of the reference *Conceptions* (see § 5.21);

Owner – you should enter the name of the owner of the restaurant;

Region - the selection out of the list of values of the reference *Regions*;

Address – address of the restaurant;

Basic currency – the value is put automatically according to the fixed flag with the same name in the properties of the currency;

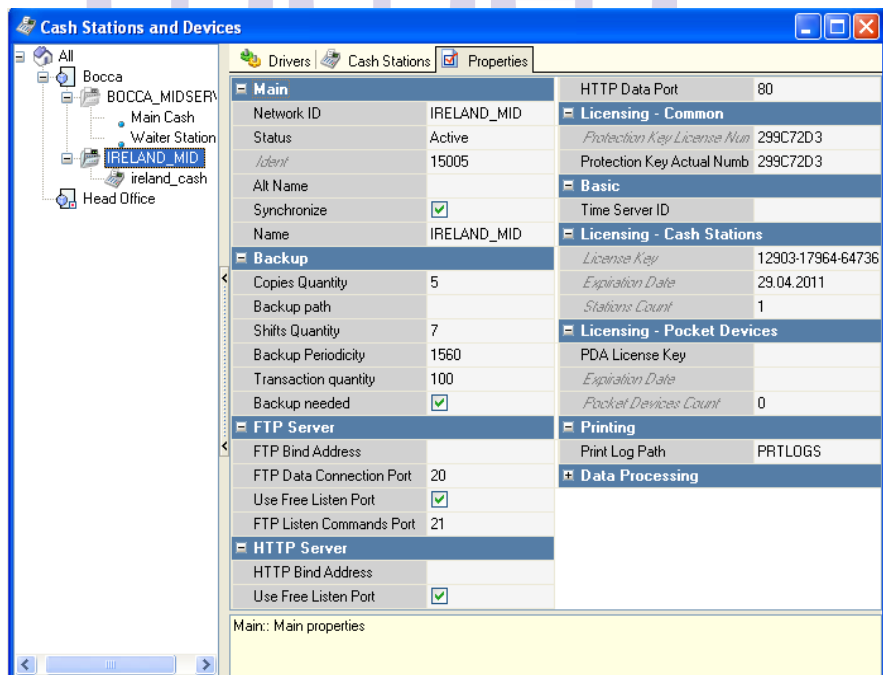
Price of SH4 – the price type that will be used by export to StoreHouse4, if the export of one restaurant to rk7tosh4.ini is specified. If the price type is not specified here, the price type will be used, for which the flag is set in the property *Price of StoreHouse 4*.

Trade group SH4 – the trade group that will be used by export of menu and modifiers to StoreHouse 4, if the export of one restaurant to rk7tosh4.ini is specified. If not to specify, all dishes and modifiers will be transferred:

Restrictions

Access right – the group of access rights *Restaurants* preset in the reference *Rights*. By restaurant creation in this reference, the access right with the name of the restaurant is created automatically and is substituted into this property.

The cash server (see the Picture 291) is characterized by properties:



Picture 291

Main – see § 4.1.3

Net ID – net name of the server;

Status – status of the server activity;

Synchronization – flag of the server synchronization of the manager station with the cash server;

Basic

Received data – date and time of the last data (orders) receiving from this server;

Backup

Path for Backup – the path to the folder for saving the reserve copy;

Quantity of copies – how many last versions of backup you should save;

Periodicity – periodicity of fulfillment of reserve copying (in minutes);

Quantity of transactions – periodicity of fulfillment of reserve copying (in transactions);

Fulfill Backup – whether you should fulfill the reserve copying or not.

Licensing

Protection key –License Number – hardware name of the protection key, for which the current license is generated;

License key – license key for this cash server;

Protection key – Actual Number - hardware name of the protection key physically installed (or later installed) at this cash server. Is used for license generation;

Expiration date – the date of license expiration;

Quantity of stations – the maximal quantity of temporally connected stations (except stations for printing);

Printing

Print Log Path – the path, where printing logs will be kept. If it is empty the logging is not fulfilled. The file name: “PRN%d.txt”, where %d means the code of the logic printer. See property Logging of the logical printer.

5.15.2 Stations and Devices Properties of Cash station

The Window *Inspector* of the page (see the Picture 292) contains the following properties of the cash station:

Main – see § 4.1.3;

Net ID – net name of the station;

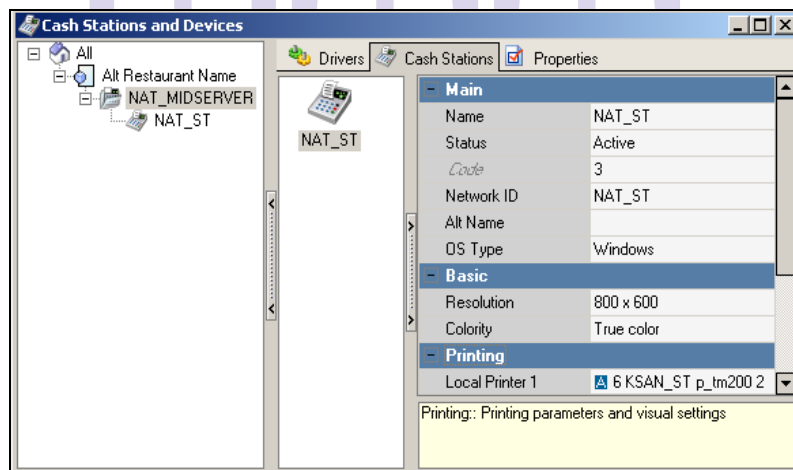
OS type – type of the operation system of the cash station. It is checked, when you add the driver;

Station Type – choose in this property “Station for printing” for the print server and “Cash station” for cashier, waiter or barman station;

Basic

Resolution – specifying of the station resolution;

Coloration – specifying of the coloration (see 5.15.2.1);



Picture 292

Hall plan by default – the hall plan that will be opened by default at this station by opening of the forms “Order selection for editing” and “Table selection”;

Graphics options:

Do not show mouse pointer

Do not use mouse/ touch screen

Easy graphics mode

Restrictions – see § 4.1.4;

Access right – to differentiate the access rights by stations. Employees that do not have access rights, chosen in this property, will not be able to work on the described station;

Cash restrictions

Rights – access rights of the station. The availability of the right at the station does not give the access right to the protected objects to employees that work at this station and that do not have this access right. In case of reversed situation – the object will not be available for the employee, if he has some access rights and the station does not have this access right;

Purpose of printers

Printers are defined in this group of properties according to there purpose (see § 5.11).

5.15.2.1 *Influence of station coloration on representation of service positions*

If the coloration ‘White-and-black’, ‘16 colors’ or ‘256 colors’ is specified for the station, the picture of the hall plan can be garbled. Service positions will not be highlighted by the color at the hall plan at such stations irrespectively of the parameter *Usage of service positions*.

If ‘Good coloration or ‘Super coloration’ is specified for the station, the full-colored picture will be displayed at the hall plan. Service positions will be displayed, when you use the parameter *Usage of service positions* with the value ‘True’; and will not be displayed, when you use this parameter with the value «False».



5.15.2.2 *Remote viewing*

The command **Remote viewing** will be available ‘if to highlight the station in the left part of the screen and if to call the pop-up menu. If all settings of the system are correct, with the help of this command is possible to display the screen of the highlighted cash (if it is activated), on which the employee of the manager station can look after actions that an operator performs ON LINE and to fulfill operations at that cash himself.

5.15.3 Stations and Devices Pages Printers Drawers

Pages (see the Picture 293) contain the list of logical devices that are connected with the cash station.

The list of devices is located in the left part of the window. Window *Inspector* contains the following properties of the device:

Main – see § 4.1.3;

Basic

Module – name of the driver of the physical device (see §5.15.4) for its connection with the described logical device.

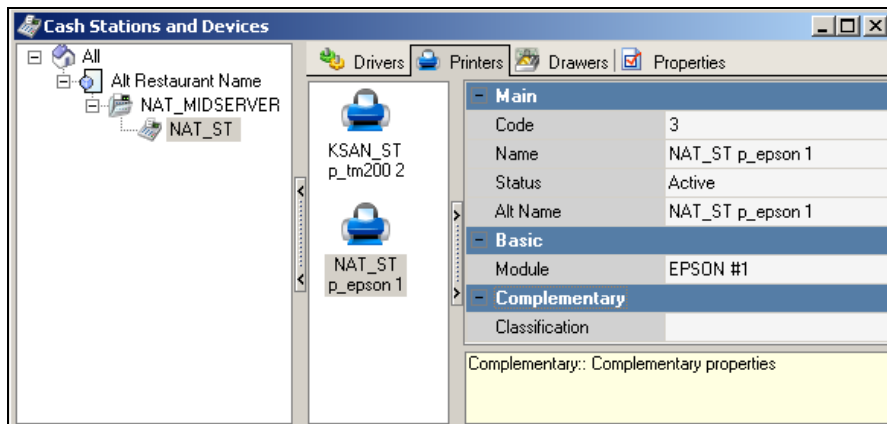
Printing

Logging –all printing stream will be copied in the file on the cash server. See the property *Printing log path* of the cash server ;

Complementary (only for printers)

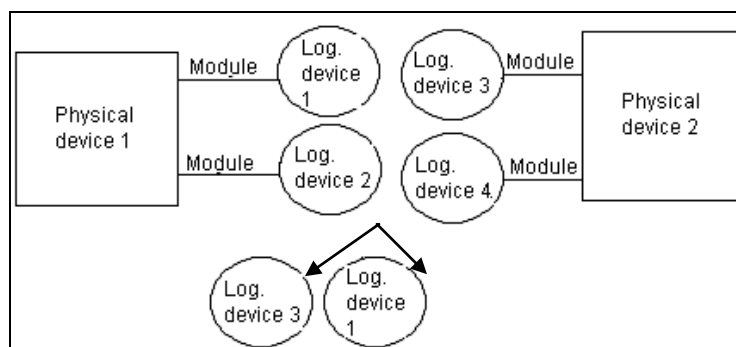
Classification – if to choose classification in this property, by receipt (bill) printing will be performed splitting of receipt (bill) for several receipts (bills) according to the classification categories of this property. Every receipt (bill) is printed on the printer, specified in the property *Category*. Thus, every receipt (bill) that was printed on the printer corresponds to the receipt (bill) in R-Keeper v7 (it is impossible, when to one receipt (bill) in R-Keeper v7 corresponds several receipt s (bills) that were printed on different printers).

- ❖ In case of receipt (bill) splitting on categories usage, the undistributed markups and dishes without categories (according to the chosen slitting classification) are printed by a separate receipt.



Picture 293

The connection of drivers of physical devices ('Physical device 1' and 'Physical device 2') with the logical devices is schematically shown on the Picture 294. You can fix redirection of receipt printing for logical device 'Printer'; it depends on the dish category. We can see on the Picture 294 that for the logical printer 'Log. Device 2' subordinates are logical printers 'Log. Device 1' and 'Log. Device 3'.



Picture 294

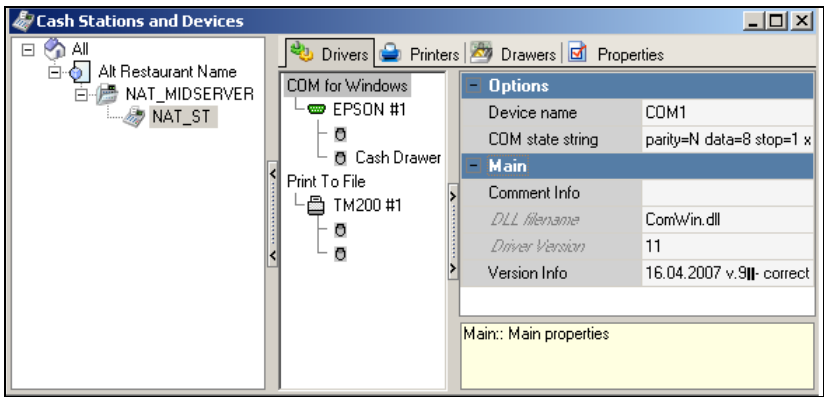
In order to avoid the cycling, the backup printer (printer that does not redirect the printing) is chosen from the printers that do not have personal subordinate. Dishes

that do not refer to any of the categories, as well as undistributed markups are printed on the physical printer that is specified in the property *Module* of the main printer.



5.15.4 Station and devices Page Devices

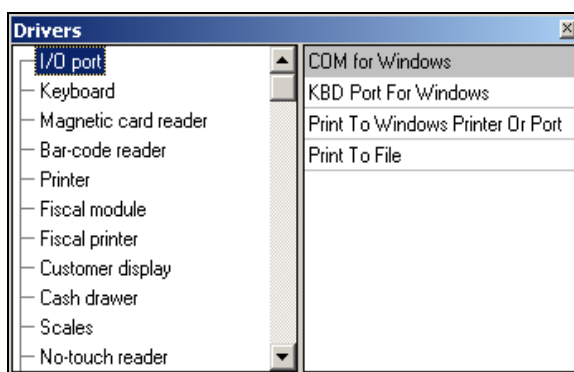
By highlighting the station, the page (see the Picture 295) contains the list of drivers that are connected with the working station.



Picture 295

The window *Inspector* contains properties of the highlighted driver: number of com-port, speed in bauds for the printer, etc.

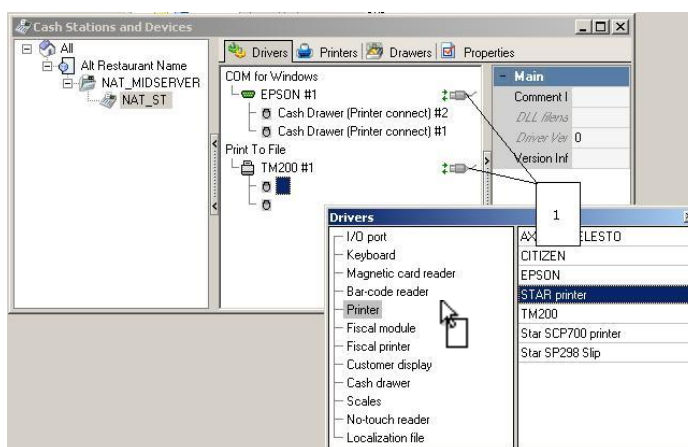
In order to add the driver, you should call the pop-up menu from the window *Items* on the page *Devices*, the command *List of drivers...* The window *Devices* (see the Picture 296) contains the list of driver types in the left part of the window and drivers of the highlighted type of the driver – in the right part of the window.



Picture 296

Drivers that are added to the scheme can be chosen in the list of the field *Module*, when you create the logical device at the stations *Printers*, *Raters*, *Drawers* (see § 5.15.3). They serve for connection of the logical device on the corresponding page and physical device on the page *Devices*. In order to add the driver, you should fix the connector in the window *Station and Devices*, where the driver should be put. Then, you should drag the driver from the window *Devices* to the window *Station and Devices*. The possible places of drives adding in this window will be marked with the sign (signs) that are represented in the area 1 on the Picture 297.

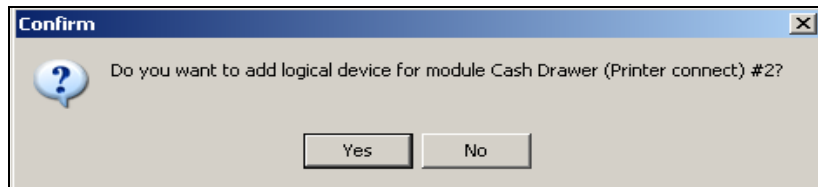
If the change is possible instead of adding of the driver, such sign  will be displayed in this area.



Picture 297

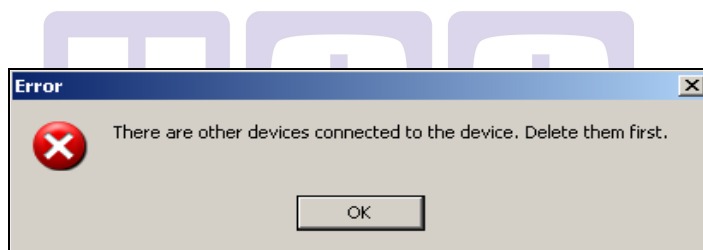
Completion of dragging with adding or change of the driver should be fulfilled, when the mouse pointer has the following view: see the Picture 297.

When you add a printer or a drawer to the cash configuration, you will be offered to create automatically connected logical device (see the Picture 298).



Picture 298

If you deleted or changed the driver, the message will appear, that is represented on the Picture 299. At first you should delete the logical device that is connected with the deleted (changed) driver and then to try again.



Picture 299

There is a possibility to save settings of the driver for cash devices. In order to save the changes of the filled driver properties, highlight it and call the pop-up menu, the command *Save as Settings by Default*.

In order to fix saved setting for the driver, highlight it and use the command of the pop-up menu *Load Settings by Default*.

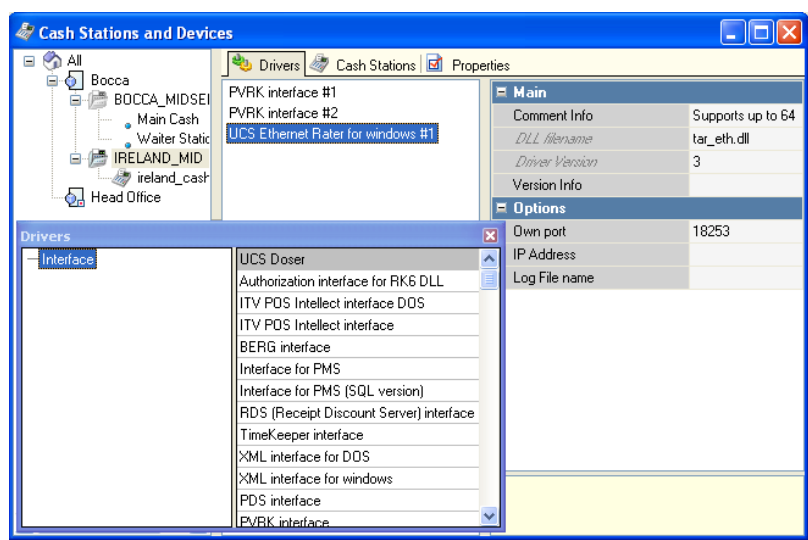
By opening the window *Cash stations and Devices* in the main menu, the item *Devices* is appeared, where commands of the pop up menu are duplicated, that is called by highlighting the device of the station with the same name.

“Settings by default” are saved in defparams.ini file to the Base catalogue. It is convenient to use the saved settings with the help of this operation, when you add new

printer. You can save defparams.ini files for every language for drivers on the other languages.

Supplemental information on driver parameters, ini.-files, connection settings of R-Keeper v.7. to the other systems and values of installation parameters (parameters in the reference *Parameters* in the group *Installed*) is located in the ini.doc file.

Interface files (see the Picture 300) are placed on the page *Devices*, by highlighting of the cash server.



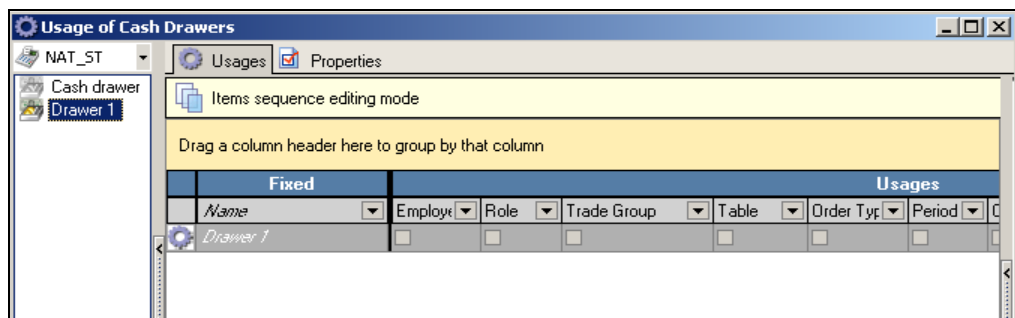
Picture 300

Properties of cash server (see the Picture Picture 291):



5.16 Usage of cash drawers

The reference is represented on the Picture 301. The rules of usage of cash drawers for the chosen station are specified in it.



Picture 301

Objects that are specified as conditions are: *Employee*, *Group of employees*, *Trade group*, *Period*, *Role*, *Order type*, *Table*, *Table type*, *Hall plan*, *Guest type*, and *Order category*.

Read the information about the work with the reference in §4.3.



5.17 Inspector settings

The window *Inspector settings* that consists of two pages opens in this menu item.

The appearance of the *Inspector* area is fixed on the page *Text properties*. You can change the name of the user and prompting of object properties.

It is possible to change the name of any property for all objects or only for one concrete type of the object. E.g., you can change the name of the property just *in one reference*: the property *Name* of the group **Main** you can change for the name *and surname* in just one reference *Employees*. Another example: change the name of the property *for all references*: property *Beginning of selling* of the group **Restrictions** change to *Beginning of action*.

It is possible to create personal property groups and drag property from other groups to them.

In order to use fuller the manager application in the big entertaining centre not only for restaurants and cafes, it is possible to change property names according to the specific of work, for example beauty shop.

The access for editing and displaying of references for different roles is regulated on the page *Access rights*.

You should differentiate three levels of *description of name and prompts*, when you work with the editor *Inspector settings*.

- The First level (preset) – name and distribution of properties by groups that were specified by developers;
- The Second level. Name editing and distribution of properties by groups involves the change in all references that have edited properties and groups in the object description;
- The Third level. Name editing and distribution of properties by groups involves the change of property view only for one type of objects.

You can fix the access rights of users to properties of the reference on the page *Access rights*.

You should differentiate four levels of user access right editing, when you work with the editor *Inspector settings*:

- The First level – any type of the object, any *role*
- The Second level – type of the object is specified, any *role*
- The Third level – any type of the object, *role* is specified
- The Forth level – type of the object and *role* are specified.

The first and the second levels of editing the users' rights are called 'Dealer's', the third and the forth – 'Restaurant levels' (of the concrete enterprise).

5.17.1 Editing of property names and prompts

The window *Inspector settings* is represented on the Picture 302.

The toolbar is located at the top of the window, when you work with this window and with this page.

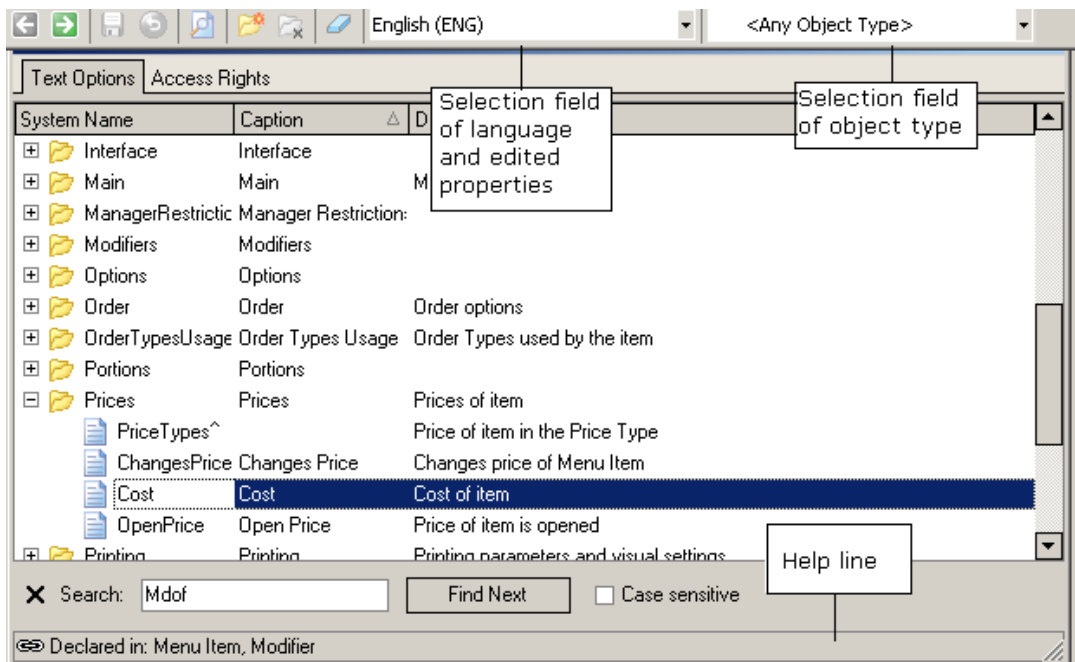
The window contains records of property groups and properties of the *Inspector* area. Property *groups* have hierarchy sign and sign of the group   in the left part of the widow. *Properties* have the sign  to the left. The information, what references

contain this property is given in the prompt line at the bottom of the window, when you select the property (and not groups).

The column *System name* contains system names of properties and property groups; you cannot make changes at any editing level. Property names and property groups, which the user can see in the inspector area, are represented in the column *Name*. The column *Description* – is a description, which is displayed in the prompt line in the *inspector* area.

Among object properties there are some, which names are independent objects that were created in other references. For example for dishes (the reference *Menu*) such properties are *price types* (objects of the reference *Price types*) – in the property group ***Prices***, and *trade groups* (objects of the reference *Trade groups*) – in the property group ***Belonging to trade groups***. The quantity of such groups equals the quantity of corresponding objects; names of such objects are names of objects that they represent by themselves.

System names that correspond to such properties are objects, which are represented in the column *System name* as the name of the object type with the sign ^ after the last letter (see system name *Price Types^*). Property names of such objects cannot be edited and they are absent in the column *Name*, description of such properties can be edited in an ordinary way.



Picture 302

Only six property groups contain the following properties:

Trade groups (the group ***Belonging to trade groups***)

Categories (the group ***Classifications***)

Currencies (the group ***Restrictions on currencies***)

Order types (the group ***Usage of order types***)

Price types (the group ***Prices***)

Taxes (the group ***Tax rates***)

In order to choose the language in which will be displayed properties for editing or viewing, you can in the corresponding field (see the Picture 302).

The first level represents itself the name of property groups, properties and distribution of properties by groups until the user will make some changes, i.e., to the first level refer settings, created by the developer. User cannot edit the first level. You can see the settings of the first level in the window *Inspector settings*, while choosing the object type 'Any object type' until making any changes by the user (or after you cancel all user's changes).

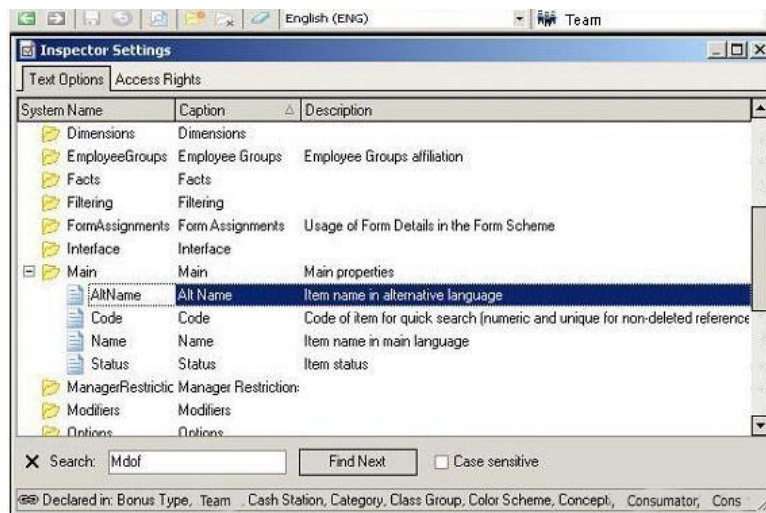
After you have made and saved user's changes (property names and property groups, distribution of properties by groups, adding of property group), by installation of 'Any object type' (see the Picture 302), the second level will be represented in the window *Inspector settings*. Changes that are made by the user on this level involve changes in all references that contain these property groups or properties.

If to fix the concrete object type in the selection field, all property groups will be represented in the editing window; properties inside the group will be only those that are present in the reference of the chosen object type (see the Picture 303).

This is the third editing level. Changes that are made at this level will be reflected only in the reference of the chosen object type.

You can edit available property names; property groups and the text of the property description (prompt line). With the help of dragging, you can change the property distribution by groups. The user can either create or delete (see § 5.17.1.1) personal groups and put properties inside of them.

In order to change the name of the property (group) or the text of the property description, you should highlight the changed text and enter the new one, then save changes with the help of the buttons «Ctrl» + «S» or the button  at the Toolbar. The saved changes of the user have boldface font (see the property name *Currency name* on the Picture 303).



Picture 303

- ❖ In order to return to the name of the separate property, group or prompting text to the condition of the first level at the second one, and to the condition of the second level at the third one – you should erase it, press the button ‘Enter’ and save changes.
- ❖ In order to cancel all changes that were made by user and return to the condition of the first level at the second one and to the second level at the third one, you should use the button  at the Toolbar.

Designations of other buttons at the Toolbar of the window:

-  - Return to the previous selected type of the object;
-  - Cancel returning to the previous type of the object;
-  - Cancel the last unsaved changes;
-  - Search for the text fragment (see § 5.17.1.2);
-  - Add property group (see § 5.17.1.1);
-  - Delete the property group of the second or the third level (see § 5.17.1.1).

5.17.1.1 Creation and deletion of property groups by user

The creation of property group by user is possible not only at the first but also at the second editing level. The created property group will be displayed correspondingly in one reference or in all references of the application.

In order to create new property group, use the button  at the Toolbar (the command *Add new group* or the combination of buttons «Ctrl» + «Ins»). The new group will appear in the list of property groups (see the Picture 304). The system name is created automatically, the name of the group you should enter to the column *Name*, enter its description to the column *Description*. Save changes.

System Name	Caption	Description
 UserDefined.2		

Picture 304

In order to delete the property group, highlight it and use the button  at the Toolbar.

- ❖ You can delete only empty property group of the first or the second level that is why before deletion it is necessary to drag all properties to other groups.
- ❖ You cannot delete the property group that was created by the developer of the program.
- ❖ The first number in the identification of the system name of created by the user group means the level, where the group was created (second or third). The second number – is the number of the first free cell of the created group (unlike the counter, in which by group deleting, the cell becomes free).

After deleting of such group at the second level, the group that contains properties at the third level, the name of the group (column *Name*) at the third level will become empty. The system name of the deleted at the second level group, at the third level will stay unchanged.

5.17.1.2 Search for the text fragment

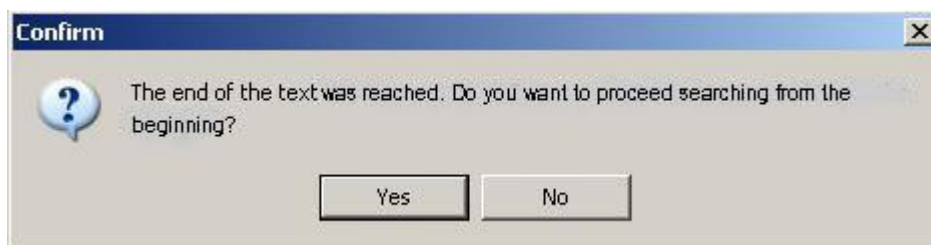
In order to fulfill the searching for the text fragment, use the button  at the Toolbar (or the combination of “hot keys” «Ctrl» + «F»). After that, the search line will appear at the bottom of the window (see the Picture 305).



Picture 305

You can fix (or remove) case-sensitive search with the help of the flag *With case-sensitive*.

The searching is fulfilled in the direction ‘Down’. The message will appear (see the Picture 306), when you reach the last record. In order to continue the search from the first record, press ‘Yes’. In order to stop searching, press ‘No’.



Picture 306

In order to begin or to continue the searching, press the button ‘Following’ or ‘F3’.

The found text fragment is highlighted, if it can be edited. If it is impossible to edit the found text fragment (it refer to the system name), the searching is stopped at the line with the found fragment (if the fragment did not have the marking out).

If the entered for searching value is not found in the text, the following message will appear on the screen the Picture 307.



Picture 307

In order to the search line, press  in the left bottom corner of the window.

5.17.2 Editing of access rights

The page *Access rights* is represented on the Picture 308. The toolbar of this page is represented above the picture.

You can choose the language, with the help of which you will enter names of property groups and names of properties in the field 'Language selection', in selection of the object type and the role selection is fulfilled in the corresponding fields.

Groups of rights of the selected object (or all objects, if the setting *Any object type* was chosen) are enumerated in the area *Properties Groups*.

Flags *Available* and *Visible* under the list of groups specify correspondingly availability/ unavailability to edit and visibility/invisibility to edit the property group in the *Inspector* area.

One of the following values can be fixed for the highlighted group with the help of the switcher *Rolling / Opening*:

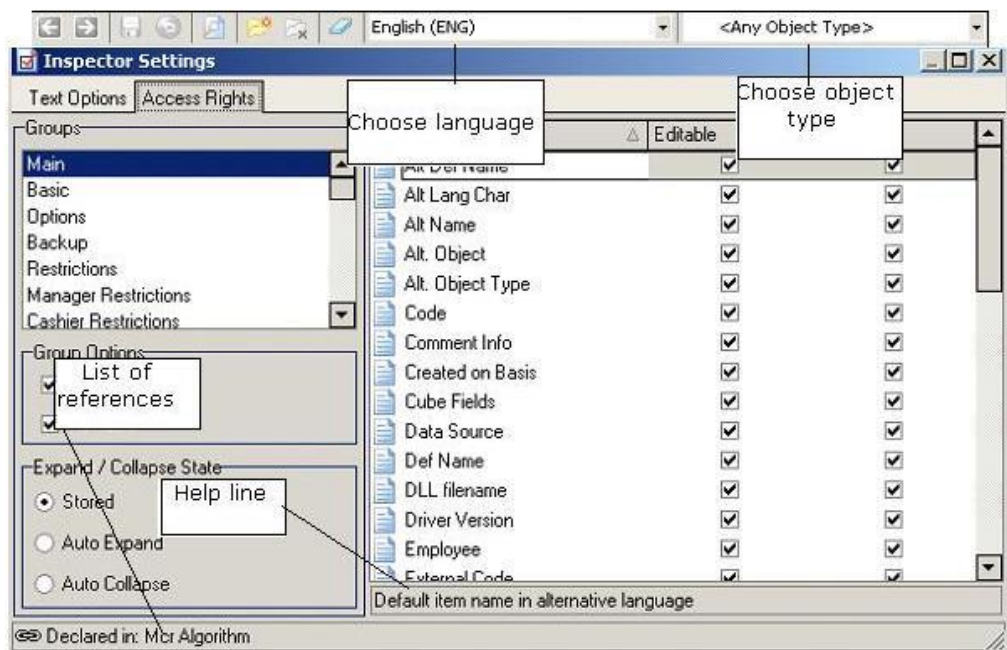
Saved – remember the last condition of the property group for this object and this user; save this setting, when the reference will be opened next time.

Autoopening – this property group will always be opened, when you open the reference.

Autorolling – this property group will always be rolled, when you open the reference.

The list of properties of the highlighted group will be displayed in the column *Name*. In columns:

Editable – specification of the availability to edit properties. If the flag is not put, properties will be unavailable to edit, its name will be displayed in the *Inspector* area by grey font color.



Picture 308

Viewable – specification the property as 'visible' or 'invisible' in the *Inspector* area.

- ❖ Attention! Flags *Editable* and *Viewable* of the group properties have higher priority than the same name flags of properties.

The prompting text to the property is displayed at the bottom of the window in the prompting line.

The level priority of the access right editing sinks from the forth to the first (see § 5.17). Example, if to remove the flag *Available* for the property 'Code' at the level 'Any object type' – 'Any role', and to put the flag 'Any role' for the property 'Code' at the level 'Consumators', then the property 'Code' will be impossible to edit for all roles in all references except the reference 'Consumators'.



5.18 Log configuration

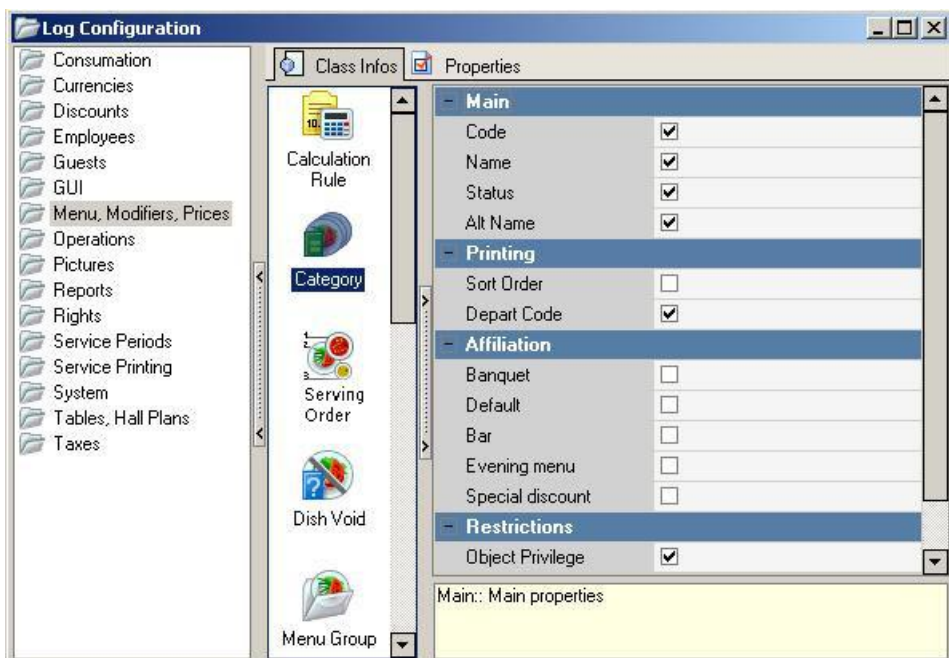
Changes that performed by the user in the references of the manager application are fixed with the correspondence with the settings that you will specify in this reference. The list of properties is specified in this reference for different types of objects, which changes will be displayed in the special log. In order to view changes of the object – highlight it and call the pop-up menu, the item *History...*

5.18.1 Reference Log configuration

The reference *Log configuration* contains object classes in the left part of the window, their names and the alternative names are on the page *Properties*.

The page *Object types* (see the Picture 309) contains objects of the reference, for which the list of saved in the log changes are specified.

Properties *Code*, *Name*, *Alternative name* and *Status* of the group **Main** (if these properties are for this object) are obligatory recorded into the log, that is why their names are colored by grey color and their values are always «True» and cannot be edited.



Picture 309

On the page Inspector you can see properties of the reference object and include or exclude from the log all changes of this object (if the corresponding flag is put/removed). Among the properties there are such properties, name of which are separate objects that were created in other references, for example., trade groups, price types (the full list of such properties you can see in § 5.17.1). It is possible to put (remove) flags for such properties only for all objects simultaneously.



5.19 Privileges on objects

With the help of privileges you can protect the objects in the references of the manager application. Items of this reference can be selected from the list in the property *Privileges on object* of the protected object. The employee that does not have the *Privileges on object* will not be able to edit only this object. Unprotected objects of such type will be available for editing.

The belonging of rights on objects to the role in the reference *Employees* is specified in the property *Privileges on objects* of the subgroup *Manager restrictions*.

By rights on objects you can protect the following:

- Menu groups
- Classifications
- Modifier groups
- Modifier schemes
- Price types
- Roles
- Teams
- Consumators groups
- Groups of employees
- Serving positions
- Hall plans
- Trade groups
- Currencies groups
- Discount types
- Printing schemes
- Schemes of service printing
- Cubes

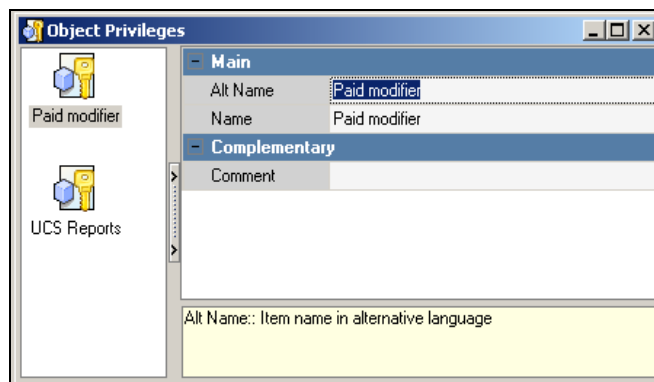


In order to set the privilege, you should select the protected object in the reference and choose this right in the list of property values *Privileges on objects*.

5.19.1 Reference Privileges on objects

The editor of the reference is represented on the Picture 310.

Items of the reference are privileges on objects. They are described by the properties *Name*, *Alternative name* and *Comments*.

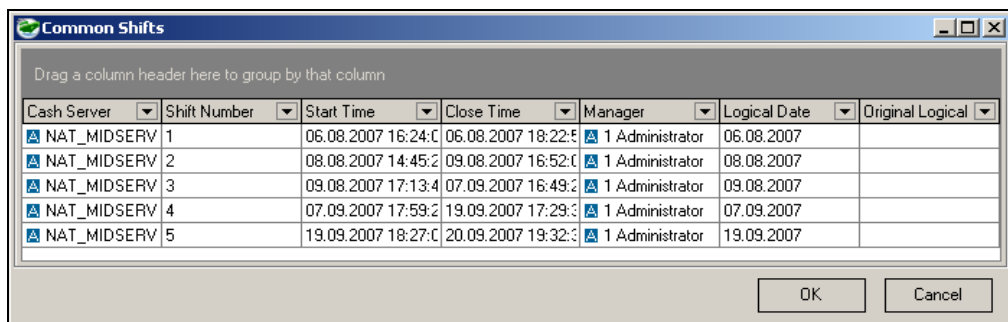


Picture 310



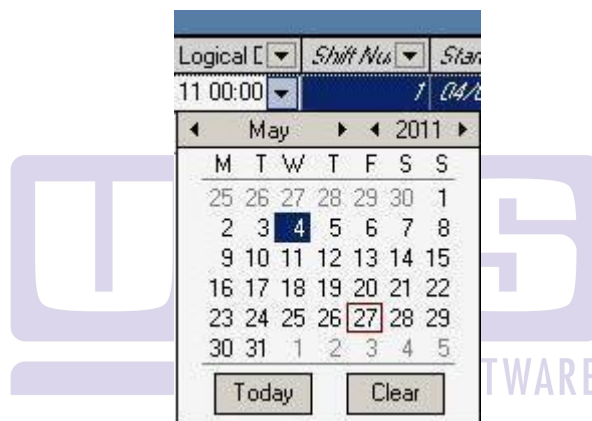
5.20 Information on Common shifts, Data deletion from storage base

The reference editor Common shifts (see the Picture 311) is meant for data deleting from the storage base (“cut” base) logical data changing of the common shift within limits. More often it is necessary to delete data for the out-dated period and data of any separate server.



Picture 311

In order to change the date, press the pointer to the right in the field *Logical data* and choose the new date of the shift (see the Picture 312).



Picture 312

If the chosen data is smaller than the date of the previous shift or bigger than the date of the next shift and at the attempt to save changes, the message about error will appear on the screen, see the Picture 313.



Picture 313

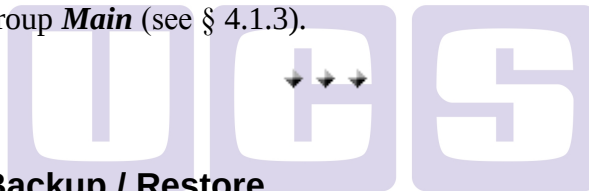
In this case, enter the correct date or deny entering the changes.

In order to “cut” bases call the pop-up menu from the line with the shift, that should be excluded, use the command “Delete”. In case of necessity to cancel shift deletion, recreate necessary shifts in the “recycle bin” mode. Press the button “Clean DB” at the toolbar, when all shifts, meant for “cutting”, will be deleted. This operation fulfillment is the irreversible means of the program interface.



5.21 Central office

References *Station and Devices*, *Regions*, *Conceptions* and *Rights on objects* are in the item of the main menu *Settings of Central office*. The first reference is described in §5.15. Objects of the references *Regions* and *Conceptions* are correspondingly regions and conceptions of restaurants. Regions and conceptions are described only by properties of the group **Main** (see § 4.1.3).



5.22 Backup / Restore

In the window *Backup/Restore Settings* (see the Picture 314) flag files for backup in the property group **Process Items**:

Events Log file – refsrv.stk

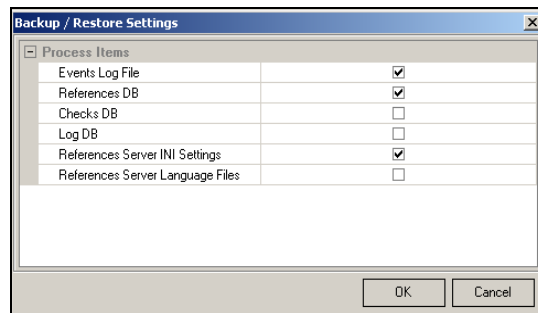
References DB - rk7.udb

Checks DB – check.udb

Log DB – rk7log.udb

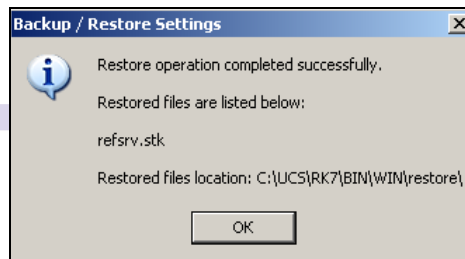
Reference server INI Settings– rk7srv.ini

Reference server language file – refSrv.rus



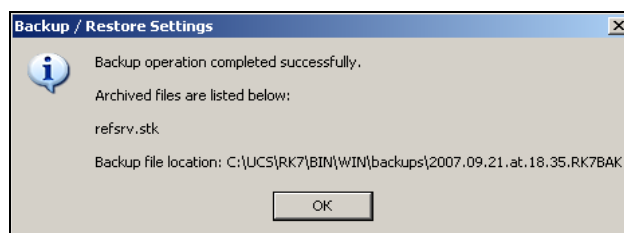
Picture 314

For backup press «OK». When the process is finished, in case of successive backup, the message will appear on the screen (see the Picture 315) with enumerated archived files, name of the archive and the path to it.



Picture 315

In order to fulfill the restoring operation, choose the archive file in the window *Backup/Restore Settings* and press the button «OK». In case of successful operation fulfillment, the message will be displayed on the screen (see the Picture 316) with the enumerated restored files and the path to them.



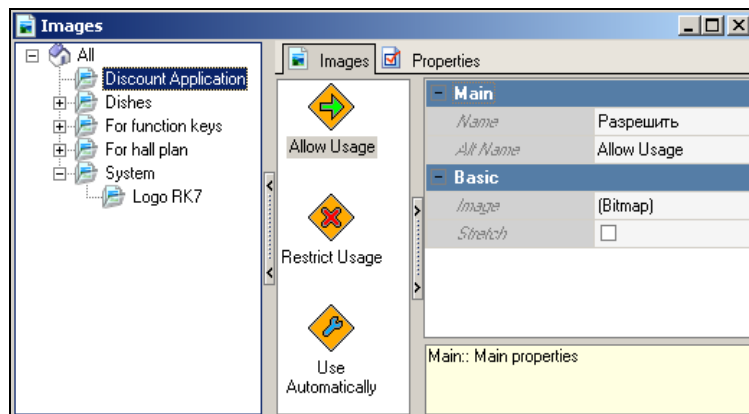
Picture 316



5.23 Pictures

In this item of the main menu you can create and edit the graphical image of objects. You can use the personal graphical editor of the application *E-graph* besides the system graphical editor of the user.

The window *Images* (see the Picture 317) contains the hierarchy tree in the left part of the window. The top of the tree are *lists of pictures* of objects. Items of the list of object are images.



Picture 317

The window *Inspector* of the image contains the following properties:

Main – see § 4.1.3;

Basic

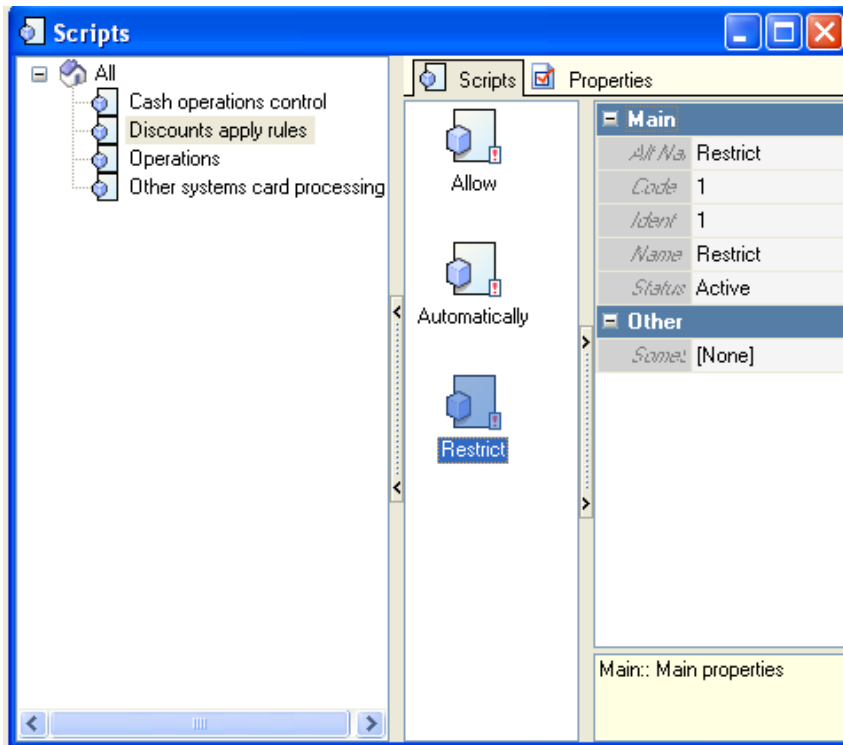
Image – with the help of the button  you can enter the editor in order to create or edit the image in this field (see § 3.4.3);

Stretch – if the flag is fixed in this field, the scale of the image will increase; if the flag is not fixed, the scale will be reduced so that it was possible to see all images (only at the manager station).

Image editing is fulfilled in the sub item graphical editor or in the build in editor of R-Keeper v7 – E-graph (see §3.4.3, §3.4.4).

5.24 Scripts

The reference Scripts contains systematized list of all scripts that are available in the system.



Picture 318

Scripts can be of two types: “Cash operation control” and “Operations”. Scripts of the first type describe some checkups that will be performed before the operation will be fulfilled in the order editing form. Scripts of the second type perform operations that are not in the list of prescribed system operations. For example, the script defined below adds a dish with the opened price to the order and fixes its price according to the inputted value. In the reference *Operations*, gets in touch with *User’s* operation (operation belongs to the homonymic group). The operation is assigned to the functional button that should be placed in operation selector that is in form of order editing.

```
procedure ProcessOperation1001510(Parameter: integer);
var NumberEditor: TNumEditor;
```

```
SomeoneBonus: double;
BonusPercent: double;
MenuItemCode: string;
begin
MenuItemCode := '99';
if not RkCheck.Valid then
    exit;

NumberEditor := TNumEditor(gui.FindComponentByName('Editor'));
if assigned(NumberEditor) then begin
    BonusPercent := strtofloat(NumberEditor.Text);
    if BonusPercent = 0 then begin
        gui.ShowMessage('Input the zero percent of incentives ');
        exit;
    end;
    SomeoneBonus := RkCheck.CurrentOrder.ToPaySum * BonusPercent / 100;
    // add the dish
    RkCheck.CreateCheckItemByReferenceCode(rkoDishSelector, MenuItemCode);
    // Set value of the price
    NumberEditor.Text := floattostr(SomeoneBonus);
    // And set in the recently added dish  RK7.PerformOperation(rkoEditOpenPrice, 0);
    //
end;
end;
```

For using scripts like “Cash operations control” they should be chosen on the page *Links for scripts* of the reference ***Scheme forms*** and prescribe using of scheme forms.



6 Reports

6.1 Cubes (OLAP-technology)

OLAP – this is an abbreviation of the OnLine Analytical Processing. OLAP represents convenient fast-acting means of access, viewing and information analysis. User receives natural, intuitive data model and systemizes them in the form of multidimensional *cubes* (Cubes).

Main attributes of the analyzed business-process serve as *Dimensions* of multi-dimensional coordinate system (axes). For example, it can be dishes for selling, currencies, discounts, etc. Time is used as one of dimensions. Data and *facts* that quantitize the process are located at the coordinate crossing. Otherwise, you can fix *facts* instead of some of the process properties, for which operations of summation or finding *min* (*max*) make sense. It can be sales by piece or in terms of money; the dish markup can be in terms of money or in terms of percentage and etc.

«Cutting» the cube in different directions, you can receive general (on years) or detailed (on days) reports.

Even 3D cube is not easy to preset on the screen in such a way so that you can see all values of facts. That is why for convenient data representation that is kept in the cube, the 2D is used, i.e. table values that have compound hierarchy titles of lines and columns.

You can receive the 2D cube representation, if you cut across one or several axes (dimensions): we fix values of all dimensions, except two, and receive usual 2D table. 1D is represented on the horizontal axe of the table (column titles), another – on the vertical axe (line titles), values of facts are in the table cells. The set of facts is viewed as one of the dimensions; we can choose one fact for representation or represent several facts (one of table axes will occupy fact names; another will be occupied with the value of the single ‘uncut’ dimension).

Example.

Let’s view several variants of cube cutting.

1. One fact (*sell sum*), 2D (*Date, Stock*)

	Bar	Kitchen	Café
10.02.0 3	23000.00	15040.00	12000.00
11.02.0 3	20100.00	13230.00	12100.00
12.02.0 3	18500.00	16200.00	9800.00

2. Two facts (*Quantity, Sale amount*), 2D (*Date, Stock*)

	Bar		Kitchen		Café	
	Q-ty	Amount	Q-ty	Amount	Q-ty	Amount
10.02.0 3	120	23000. 00	90	15040. 00	120	12000.00
11.02.0 3	110	20100. 00	92	13230. 00	130	12100.00
12.02.0 3	123	18500. 00	89	16200. 00	124	9800.00

3. One fact (*Sale amount*), 3D (*Date, Stock, Category*)

	Bar	Kitchen	Café

	Dishes	Alcohol	Dishes	Alcohol	Dishes	Alcohol
10.02.0 3	1400.0 0	21022.00	15040.0 0	0.00	8800.0 0	4022.00
11.02.0 3	980.00	23100.00	13230.0 0	0.00	9200.0 0	3100.00
12.02.0 3	1400.0 0	16900.00	16200.0 0	0.00	5900.0 0	2900.00

The process of forming of the complex report that analyzes big quantity of data takes much time and demands large amount of resources. One of the advantages of using the OLAP – technology is the ability to fix any time for the beginning the report forming; including night hours, when the load on resources is minimal. It is possible to specify the periodicity of report forming and they will be automatically fulfilled at the time, fixed in settings. User can view the reports after their fulfillment any time.

Choosing necessary data, you can create any report, on the basis of the generated cube.

The reference is located in the item of the main menu *Settings of OLAP reports*. The hierarchy tree of the reference *Configuration of OLAP Cubes* is two-level (see the Picture 325). The first level contains cube *Schemes*. The second one contains *cubes*. The cube as *items* contains *reports*, which were created on its basis. The report is the data that were received on the basis of cube generation and output form of its printing.

Fields (dimensions and facts) of cubes are chosen from the *structure of DB* (see §6.1.3). Every cube scheme is characterized by personal main table (property of cube scheme) and personal structure. In order to work with the structure of the cube, perform double click on *Item* area or on the range of values of cube property *Cube fields*.

Scheme of correlations of data tables in the cube structure is represented in § 6.2

6.1.1 Configuration of OLAP Reports Properties of Cubes

Cube scheme is described by the following properties:

Name

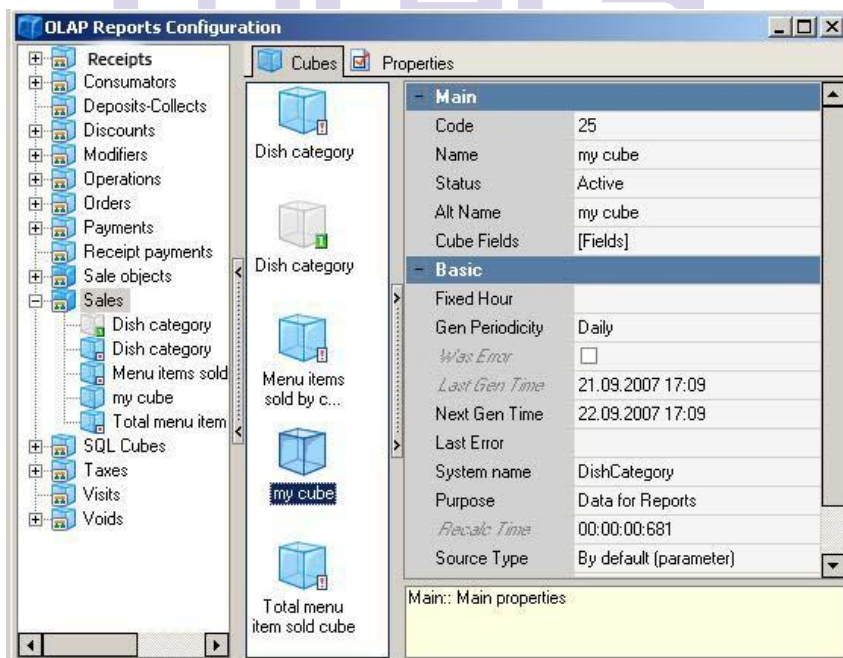
Alternative name

Main table – this property cannot be edit; it contains name of the table, elementary data of the cube scheme.



6.1.2 Configuration of OLAP Reports Cube properties

Cube properties are represented on the Picture 319:



Picture 319

Main – see § 4.1.3,

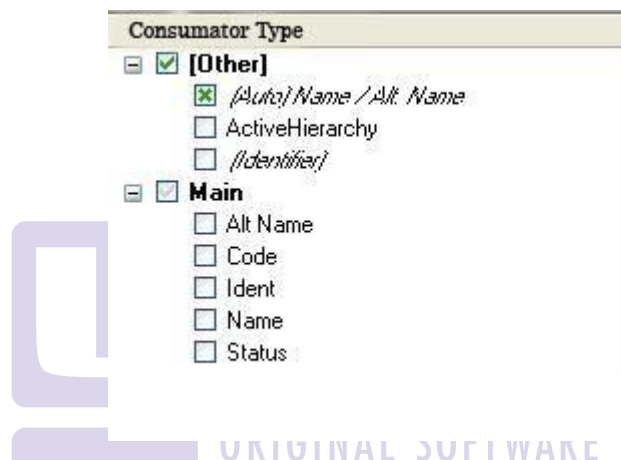
Cube fields – with the help of the button  in this field, you can enter to the window the forming of the cube fields (see the Picture 319);

Restrictions

Right on Object – right on Object (see §5.19)

Basic

Alt.Name – if the flag is fixed, use alternative names of objects in the reports. In order this cube “work” it is necessary to choose the object name in the cube in the group **[Other]** the field (Auto) *Name / Alt. Name*, but not the field *Name* (or *Alt.Name*) in the group **Main** (see the Picture 320).



Picture 320

Hour – hour that is fixed for the periodical generation of the cube;

Periodicity – you can choose the periodicity of cube forming in this field:

1. Never
2. Every hour
3. Every two hours
4. Two times a day
5. Every day
6. Every week
7. Every month
8. Every Sunday

9. Every Monday
10. Every Tuesday
11. Every Wednesday
12. Every Thursday
13. Every Friday
14. Every Saturday
15. First day of the month
16. First day of the quarter
17. First day of the year
18. When the shift is closed

System name – system name of the cube;

Next generation time – the date and time of next generation of the cube with according to the chosen periodicity;

Last generation time – the date and time of the last successful report generation;

Was error – the flag is put automatically in case of accident closedown by the report forming;

Last error – text in the message on the error;

Purpose – the cube is intended for: «For reports» or «for cash reports», «For StoreHouse4».

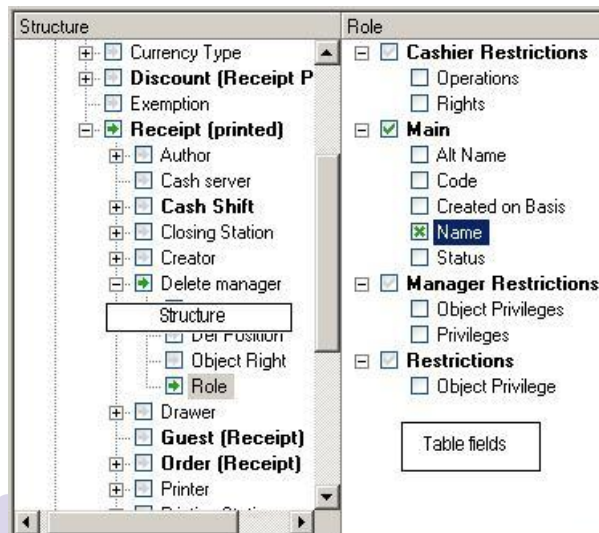
- ❖ You can run the sequential generation of all cubes with the help of the command *Recount all cubes*, which is located in the item of main menu *Service*. It is necessary to remember, that the fulfillment of this command slows down the fulfillment of other commands.



6.1.3 Cubes Field selection

The part of the structure of the cube type *Selling* is represented on the Picture 321.

Structure consists of:



Picture 321

- Data tables that are formed at the working stations (hereinafter – tables)
- References of the manager part (hereinafter – references)

Names of data tables are typed bold font (see example «Receipt payment», «Undistributed markup»). Names of the reference are typed in usual font (see *Currency*, *Currency type*).

Data tables and references are connected with each other by means of links.

Table links are visually represented by structure levels. Table of top level contains links on tables that are located one level lower, etc. On the Picture 321 we can see that:

- The table «Selling item» has links on tables «Receipt payment» and «Selling objects»
- The table «Receipt payment » refers to the table «Receipt (printed)» and references *Currency*, *Benefit* and *Currency type*

- The table «Receipt (printed)», in turn has links on tables «Cash shift», «Order (for receipt)» and «Guest (for receipt)» and references *Printing Station*, *Author* (made last changes), *Closed for*, *Initiator* (created the receipt), *Cashier*, *Printer*, *Box*

References cannot refer to the data tables. All other references are possible.

Fields of the marked out table (or object properties of the highlighted reference) are represented in the special window area (see the Picture 321).

- ❖ Facts, usually, are located in the upper table of the structure (on the Picture 321 this is the group «Selling item»). Facts are printed in the underlined font in the area «Table fields» (see the Picture 321)
- ❖ If user facts are created (see the Picture 322), they are located in the group «Calculated fields».

In order to form the cube, you should know the data placement in the tables of DB.

- ❖ Facts that do not belong to the upper data table can contain incorrect information (information that is used in intermediate calculations).

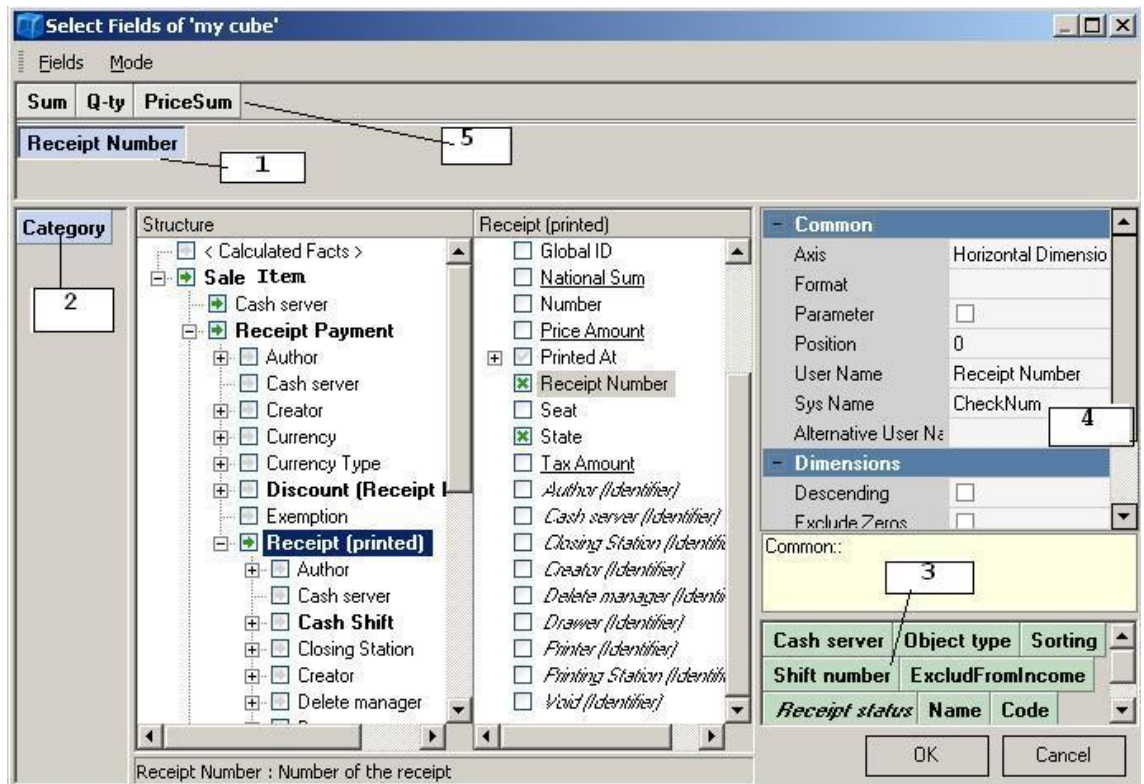
In § 6.2 you can see the description of link schemes of data table of working stations.

The selected fields are located on the vertical and horizontal axes or on the undistributed dimensions.

The general view of the window field selection for the cube generation is represented on the Picture 322.

Number 1 on the picture specifies the window area that contains the selected field of *horizontal dimension*, number 2 specifies the window area that contains the selected field of *vertical dimension*. Dimensions of horizontal and vertical dimensions are colored with blue.

Number 3 specifies output area of selected fields of external dimension of the cube. These fields are colored in light-green.



Picture 322

Number 5 specifies the output area of selected *facts*. The *facts* are colored grey. *Calculation facts* are colored light-yellow.

You can specify properties of the selected fields in the forming cube under number 4 on the Picture 322 (*Inspector* area).

In order to select the field as a fact or dimension, click on it with the left mouse button. This field will be marked with the green cross and its name will appear in the fact output area or in the external dimension area (numbers 5 or 3 on the Picture 322). With the help of the dragging you can drag the field from the facts and external dimension to the horizontal or vertical dimension.

Attribute groups that contain the selected field (selected fields) have 'tick' in the left part (see «Main» on the Picture 321).

In the structure of the tree, the path of included fields is pointed with the green arrow to left from the name (see for example, «Selling item», «Bill payment» on the Picture 321).

The property group **Basic** for dimensions and facts contains the following properties:

Dimension – field location in the cube;

User name – the name of the field in the cube. You can use either user name of the field or system name, when you create the layout of the cube report (see § 3.4.9);

System Name – the unique system name of the field;

Format – the line format of the field. You can specify the digital format for value displaying of the fact. It is written in the form ###.###.000000, where the quantity of zeros after dot is the quantity of displaying in the report decimal digits; spaces between the «gratings» specify the presence or absence of spaces, when the multidigit number is displayed.

Position – position of the field on the cube axe. The number of the position is increased for the horizontal dimension and facts (begins from zero) from left to the right; for vertical dimension – the number of the position is increased from top downward. The property value *Position* equals «-1» for the external dimension.

Parameter – the flag specifies whether there is a need to use dimension as a report parameter;

Alt. User Name – the name of the field written in the alternative language;

Base currency (only for facts) - the flag specifies whether the total should be formatted according to the base currency formatting rules.

The group **Dimensions** contains the following properties of dimensions:

Total – show the amount ‘Total’ by dimension in the report;

Decrease – dimension sorting in decreasing order that is opposite to the alphabetic;

Exclude zeros – do not show valueless zeros.

The group **Facts** (only for dimension *fact*) contains the following properties of the fact:

Scale – the scale of the fact value representation, i.e. the number, on which the fact value will be multiplied, when you build the cube. If, for example, you enter «0,01» in this field, the value of the fact «1400» will be represented in the cube as «14»;

Aggregation – the operation for the *Total* calculation by the column. It can take the following values: SUM, MAX, MIN;

Visible – if this flag is put by default, fact will be displayed in the report table. If the flag is not put, the fact by default will not be marked in the list of facts (see § 3.4.9.1, the Picture 64).

You can process fact values with the help of the statistic functions, when you create the cube. Besides, there is the possibility to include facts of the structure into the formula. The value of statistic functions and formulas are located in the specially created for these *user facts*.

In order to create the user fact, point the mouse pointer on the top of the structure ‘Calculated fields’ (see the Picture 322) and use the command *Fields Create fact* of main menu (the command *Create fact* of the pop-up menu that is called from the area *Table fields* (the Picture 321)) or with the help of the combination buttons «Ctrl» + «F».

The group ***Calculated:***

For calculated fields

Calculation type – the calculation type of the fact can have the following values:

- ✓ *Source aggregation* – it is necessary to fill the following fields by this calculation type:

- *Modifier* – the function selection for the statistical processing of the fact values, selected from the property fact-source. The choice is fulfilled from the following functions (all functions, except the last two are calculated for the values in the field *Total*):

COUNT – the quantity of entries of fact values to the group;

MIN – the min value from the group;

MAX – the max value from the group;

AVG – the average value of this fact;

AVEDEV – the average deviation of this fact;

VAR – the value of moved dispersion for the fact value (variation);

STDDEV – the moved value of mean square dispersion (standard deviation);

VARP – the value of unmoved dispersion for the fact value (coefficient of variation);

STDDEVP – the unmoved value of mean square deviation (standard variation);

RMS – the quadratic mean value;

RANKUP – place the fact values in the increasing order;

RANKDOWN – place the fact values in the descending order.

- *Fact – Source* – fact selections, to the values of which the statistical processing will be applied;

- *Before grouping* – the flag shows, that there is a need to calculate formula before grouping. Otherwise – after grouping.

✓ *Source on condition* – by this calculation type it is necessary to fill the following fields:

- *Fact – Source* – fact selection, to the values of which the statistical processing will be applied;

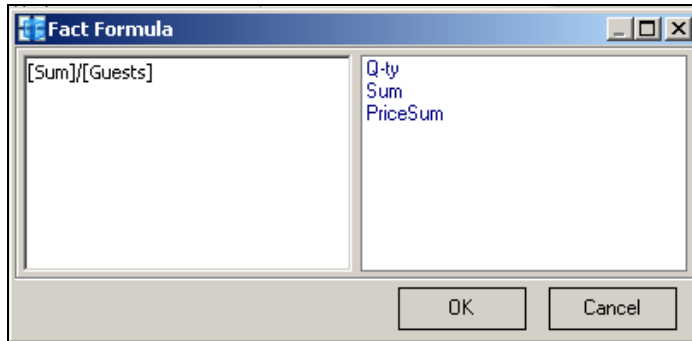
- *Field – Condition* – the value is selected from the offered list. The value *Fact – Source* is returned, on condition that the value *Field – Condition* equals to the value of the field *Value – Condition*.

- *Value – Condition* – shows the necessary value.

✓ *External source*;

✓ *No* – there is no rule of the flag calculation;

- ✓ Calculation on formula – the type of value calculation on the formula. Fill-in-the-blank-field:
 - *Formula* – the field for formula entering that will be used for the fact calculation (see the Picture 323)



Picture 323

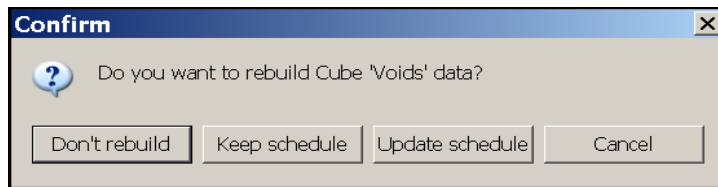
- *Before grouping* – the flag shows the formula should be calculated before grouping. Otherwise – after grouping;
- ✓ Specified value – by this type of calculation it is necessary to fill the following fields:
 - *Value* – the value of factors for counters;
 - *Before grouping* – the flag shows the formula should be calculated before grouping. Otherwise – after grouping.

For off-designed fields, for all dimensions except factors.

Filter type – it is necessary to choose the method of filtration from the list in this field: *Filter data*, *Without filtration*, *Filter and add data*.

Logical – the value of the logical field in the filtered data.

If changes were made in the cube fields, the message, see the Picture 324, would appear on the screen by transferring from one object to the other. Choose one of the variants:



Picture 324

Do not calculate – do not calculate the cube;

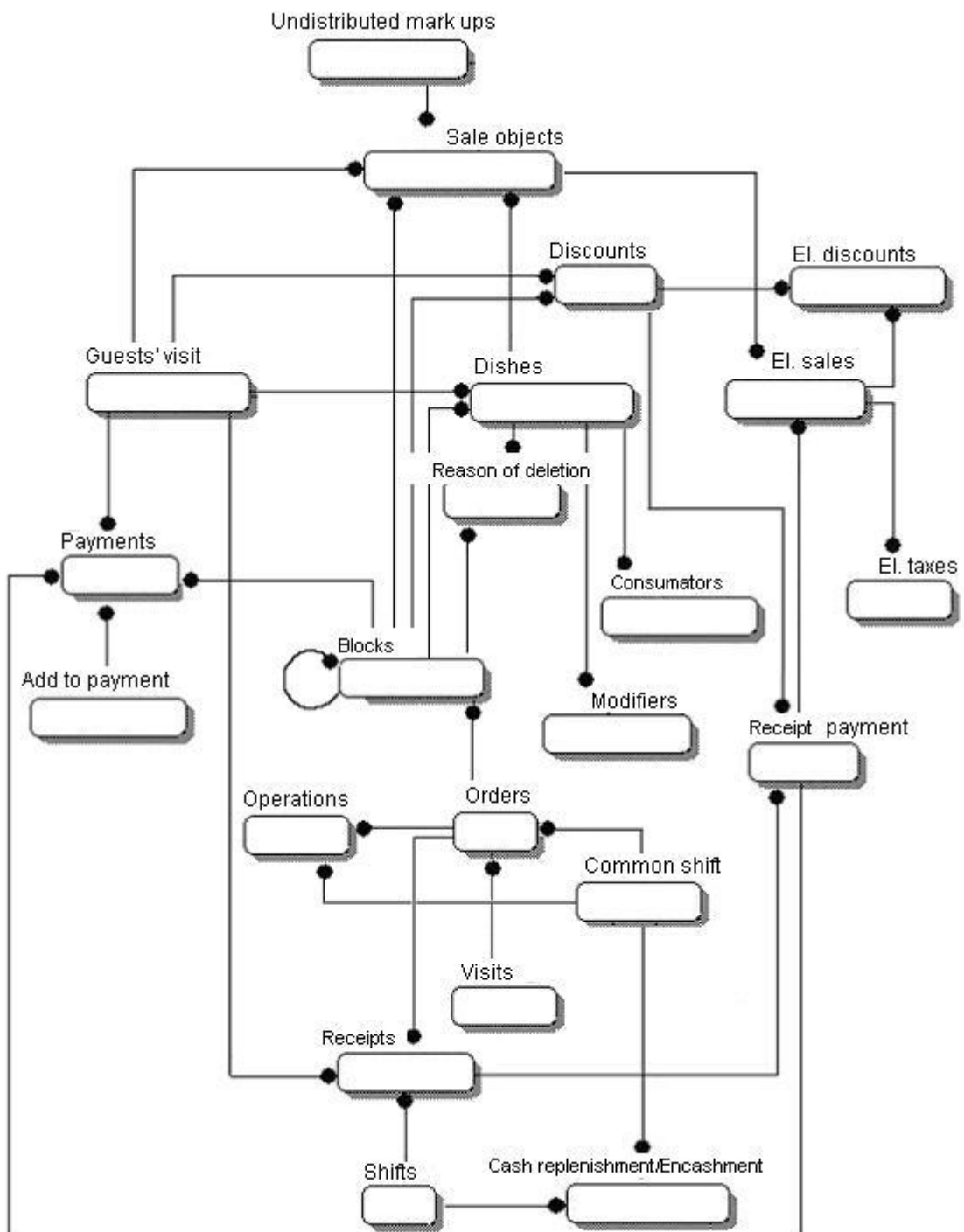
Update schedule – calculate the cub and *Time of next generation* relatively to the current time of the cube calculation;

Keep schedule – calculate the cube and do not change *Time of next generation*;

Cancel – cancel the action of transfer to the other object.

6.2 Schemes of data tables in R-Keeper v7

Dimensions (vertical, horizontal and external) and cube facts are selected from the fields of the data tables.



Picture 325

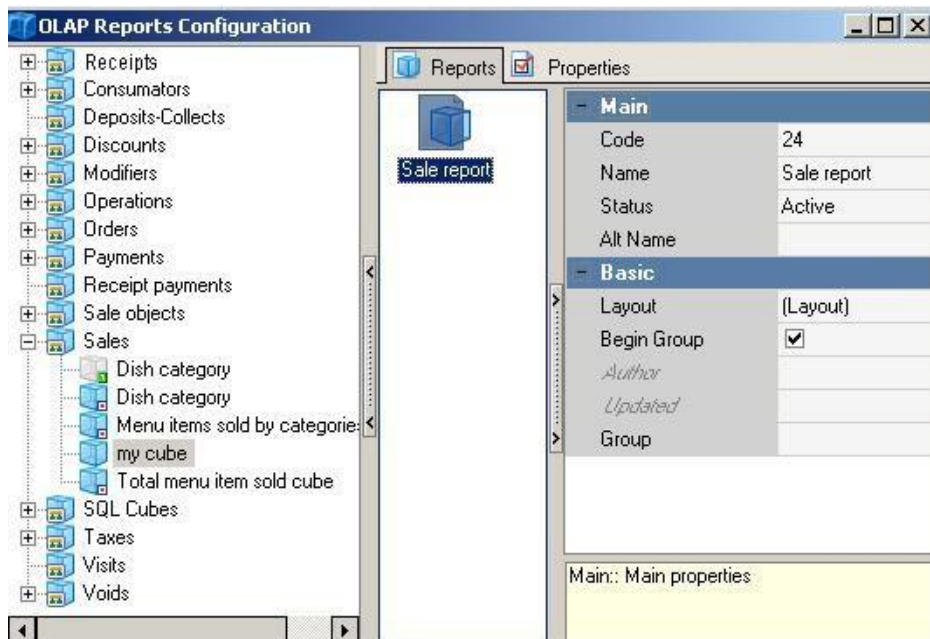
You can find very quickly tops of the structure that contain necessary for the cube creation data with the help of link schemes of the table (see above the Picture 325).

Fields of the cube tables are enumerated in the tables in the attachment 2.



6.3 Report creation and its editing

In order to create the report on the basis of generated cube, highlight it in the hierarchy tree and use the item of the pop-up menu *New report*, which is called from the area *Items* (page *Reports*). In order to edit already existing report, perform a double click on it or press the button  in the report property *Layout*.



Picture 326

Report has the following properties: (see the Picture 326):

Main - see § 4.1.3;

Report name – the name of the printing layout of the report;

Alt.Report Name – the name in alternative language of the printing layout of the report;

Basic

Layout – the editor of the report layout, see § 3.4.9;

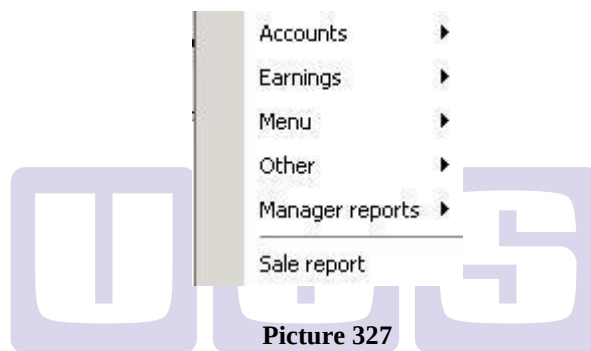
Author – the employee who made the last changes;

Changed – the date, time of the last report saving;

Preset – see § 3.7;

Group – the group of the reports in the reference *Report groups* (see § 6.4);

Beginning of the group – the line will be drawn at the top of the report in the report menu. The division of the list of reports with the help of lines helps to select semantic groups inside of it. The report menu is represented on the Picture 327; the flag is put near *Beginning of the group* ‘Report by discounts’.



Picture 327

Changed – time of last change;

Preset – the sign about the preset report.



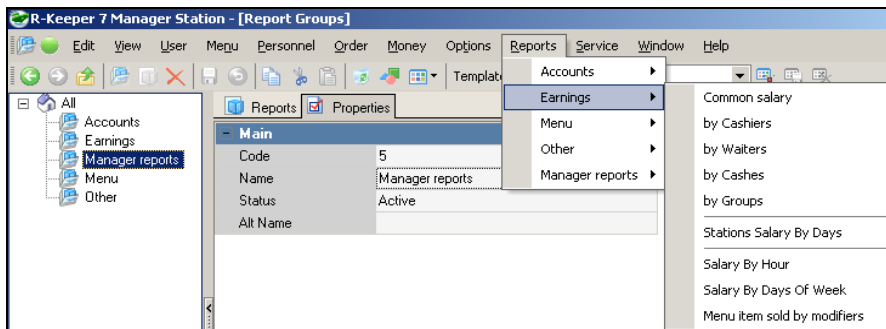
6.4 Report groups

Reference *Report group* is located in the item of the main menu *Settings of OLAP Reports*. The reference contains reports from the reference *Cubes and reports* and it is created in order the user could have the possibility to form personal report grouping. Reports are displayed in the item of the main menu *Reports* according to the grouping that was created in this reference (see the Picture 328).

The report is displayed in the root group *All* of the reference *Report groups*, when you create this report. The structure of the group of this reference the user creates on his own, and then distributes these reports to the created groups.

Tops of the reference *Report group* and reports that were created by the user (were not predetermined by the developer) are displayed in the item of the main menu *Reports*. Report groups that were created in the reference *Report groups* have arrow to the right (black triangle). The page with reports of this group is opened, when you point the mouse pointer at the report group. In order to open the report you should click on it by the left mouse button.

All properties of the report group refer to the group **Main** – see § 4.1.3



Picture 328

Properties of the report are described in §6.3. The *Group* of the report you can specify in the reference *Report groups* by the direct inclusion of the report to the necessary group or in the reference *Configuration of OLAP reports* in the report property *Group*.

You can find the report in the reference *Configuration of OLAP reports* with the help of the command *Find in main hierarchy* of the pop-up menu that is called from the report.



6.5 Cubes and reports

6.5.1 Scheme Receipts Cube by receipts

Facts:

<i>User name</i>	Field name in the table
<i>Nat. amount</i>	The amount in the national currency (table Receipt (printed))
<i>Base amount</i>	The amount in the receipt (table Receipt (printed))

Dimensions:

<i>Station groups</i>	Closed for - Network ID (table Receipt (printed) , manager reference)
<i>Date</i>	Logical date of common shift (Year, Month, Quarter, Day of week) (table Common shift)
<i>Receipt number</i>	Number of the receipt (table Receipt (printed))
<i>Receipt status</i>	Status (table Receipt (printed))
<i>Table</i>	Table - Name (table Common shift , manager reference)
<i>Waiter</i>	Main waiter - Name (table Common shift , manager reference)
<i>Opening hour</i>	Open – Time (table Order (for receipt))
<i>Guest</i>	Number of guests (table Visit)
<i>Printing stations</i>	Printing station – Name (table Receipt (printed)), manager reference)
<i>Closing hour</i>	Printed at – Time (table Receipt (printed))
<i>Box</i>	Box – Name (table Receipt (printed) , manager reference)
<i>Printer</i>	Printer – Name (table Receipt (printed) , manager reference)
<i>Cashier</i>	Author – Name (table Receipt (printed) , manager reference)
<i>Closing station</i>	Closed at – Name (table Receipt (printed) , manager reference)

Report 'Receipt list' is fulfilled on the base of this cube (see the Picture 329).

Receipt list

Date : 14.09.2007 - 20.09.2007

KSAN_MIDSERVER:15006

Date	Receipt number	Open time	Close time	Close station	Guests	Waiter	Cashier	Table	Nat.amount
14.09.2007	100849	11:55	11:59	KSAN_ST	2	Sam	Administrator	2.1	156.00
14.09.2007	100850	11:56	11:59	KSAN_ST	3	Olga	Administrator	9999	80.00
14.09.2007	100851	11:56	11:58	KSAN_ST	2	Olga	Administrator	12	68.00
14.09.2007	100852	12:01	12:02	KSAN_ST	0	Dik	Dik		122.40
17.09.2007	100853	12:45	12:52	KSAN_ST	2	Olga	Cashier	14	159.07
17.09.2007	100854	12:50	12:53	KSAN_ST	3	Olga	Cashier	13	287.79
17.09.2007	100855	12:58	12:59	KSAN_ST	0	Dik	Dik		768.00
17.09.2007	100856	12:59	12:59	KSAN_ST	0	Dik	Dik		12.00
17.09.2007	100857	12:59	13:00	KSAN_ST	0	Helena	Helena		24.00
17.09.2007	100858	13:00	13:01	KSAN_ST	0	Dik	Dik		5.70
17.09.2007	100859	13:02	13:03	KSAN_ST	3	Olga	Cashier	14	555.00
17.09.2007	100860	13:10	13:10	KSAN_ST	5	Olga	Cashier	11	908.00
17.09.2007	100861	13:36	13:36	KSAN_ST	3	Olga	Cashier	14	555.00
17.09.2007	100863	13:42	13:43	KSAN_ST	3	Olga	Administrator	14	1 200.00
17.09.2007	100864	14:25	14:42	KSAN_ST	3	Olga	Administrator	6	456.75
17.09.2007	100865	14:30	14:42	KSAN_ST	3	Olga	Administrator	11	203.00
17.09.2007	100866	14:42	12:49	KSAN_ST	2	Olga	Administrator	14	293.25
18.09.2007	100867	16:54	16:56	KSAN_ST	3	Olga	Cashier	12	443.00

Picture 329



6.5.2 Receipt scheme Cube for reports

Facts:

Guests	Number of guests (table Visit)
Amount	Price amount (amount without discount/markup calculation) (table Receipt (printed))
Markup	Amount of the discount (table Receipt (printed))
Paid	Amount (amount with discount/markup calculation) (table Receipt (printed))
Duration	Duration (table Order (for receipt))
Receipts	Calculated receipt – number of receipts
Amount / receipt	Calculated receipt – average amount of the receipt
Amount/ receipt	Calculated receipt – average amount of the guest
Guest / receipt	Calculated receipt – average receipt amount of one guest
Amount / guest /	Calculated receipt – average amount by one guest per hour

<i>hour</i>	

Dimensions:

Station	Closed at – Name (table Receipt (printed) , manager reference)
Hour	Printed in – Hour (table Receipt (printed))
Waiter	Main waiter – Name (table Order (for receipt) , manager reference)
Receipt status	Status (table Receipt (printed))
Receipt number	Number of the receipt (table Receipt (printed))
Table	Table – Name (table Order (for receipt) , manager reference)
Date	Logical date – All information (table Common shift)
Day of week	Logical date – Day of week (table Common shift)

The following reports are fulfilled on the basis of this report: «Receipt by days», «Receipt by days of week» (see the Picture 330), «Report on waiters» (see the Picture 332), «Report on tables» (see the Picture 331), «Receipt by hour» (see the Picture 333).

Proceeds on days of week

Date : 25.03.2006 - 05.04.2006

DW	Bills	Guests	Amount	Markup	Paid
Mn	25.00	85.00	6 944.47	2 368.83	9 313.30
Tu	8.00	29.00	3 592.03	1 580.34	5 172.37
Wn	49.00	177.00	30 510.89	1 476.87	31 987.76
Th	15.00	59.00	12 234.89	552.00	12 786.89
Fr	36.00	132.00	31 813.58	-201.26	31 612.32
Total am-t	133.00	482.00	85 095.86	5 776.78	90 872.64

Report on tables

Date : 01.09.2007 - 20.09.2007

Table	Bills	Guests	Paid
1	1.00	7.00	39.00
10	1.00		91.00
11	2.00	8.00	1 111.00
12	11.00	25.00	2 143.10
13	2.00	16.00	1 460.79
14	16.00	44.00	4 841.52
15	2.00	6.00	260.00
16	5.00	10.00	5 570.73
2.1	3.00	8.00	1 141.00
27	1.00	3.00	660.00
28	2.00	14.00	513.50
32	2.00	6.00	400.00
34	1.00	2.00	3.70
Totals	49.00	149.00	18 235.34

Picture 330

Picture 331

Report on waiters

Date : 27.03.2006 - 07.04.2006

Waiter	Bills	Guests	Sum	Sum/bill	Sum/guest	Sum/guest/hour	Guest/bill
Administrator	102.00	375.00	71 993.15	705.82	191.98	1.23	3.68
Kristine	8.00	26.00	2 906.66	363.33	111.79	32.50	3.25
Brown	5.00	19.00	4 164.20	832.84	219.17	104.13	3.80
Davide	27.00	94.00	10 055.27	372.42	106.97	6.03	3.48
Vitaline	2.00	8.00	120.25	60.13	15.03	2.70	4.00
Total sum	144.00	522.00	89 239.53	619.72	170.96	0.93	3.63

Picture 332

Proceeds per hour

Date : 27.03.2006 - 07.04.2006

Hour	Bills	Guests	Amount	Markup	Paid
10	2	7	926.40	400.00	1 326.40
11	5	15	4 963.18	55.62	5 018.80
12	20	84	9 201.22	714.94	9 916.16
13	22	80	10 740.93	1 250.41	11 991.34
14	16	59	7 207.19	1 023.45	8 230.64
15	32	108	11 294.48	1 027.90	12 322.38
16	14	53	11 969.04	429.20	12 398.24
17	13	44	10 078.40	933.12	11 011.52
18	16	56	17 400.86	3.43	17 404.29
19	3	13	3 294.75	-20.00	3 274.75
20	1	3	2 163.08	-103.25	2 059.83
Total amount	144	522	89 239.53	5 714.82	94 954.35

Picture 333



6.6 Working time control

R-Keeper v7 permits to control employees' working time, if the clock in and out is registered (see §9.10). Working time control settings are performed with the help of properties of the group *Enterprise working settings*, the subgroup *Working time control*.

In the Cube *Working time control* mentioned the following facts:

Duration – hours worked from the clock in to clock out (it cannot be more than the property value *Clock: Max. Shift Duration*);

Net duration – hours worked from the beginning of the shift to its end (calculated by adding the property value *Clock: Shift Duration* to the beginning of the shift);

Was late for – the difference in time of the shift beginning and the clock in;

Coming late – the quantity of the coming lates for the examined time gap.

6.7 Cash report creation

In order to create your own (user's) cash report, it is necessary to perform the following actions:

1. Create new cube in the property *Purpose* that should be mentioned "For cash reports". It is obligatory to mention in the cube property *System name* the value, according to which band will find the proper cube in the cube model;
2. Create new document: reference *Documents and Models*, mark the group of documents *Users' reports*, call it out of the pop up menu, the command is *New document*. Fill the properties of the document *Name*, *Alt. name* (unnecessary), *Status*. On the page OLAP reports add your new cube;

3. On the page *Printing models* create a model of report, in the report layout editor add the necessary sections and bands in the report;
4. Add service layout to the printing scheme in the homonymous reference.



7 Connection with server

The indicator of connection with the server of references in the manager application is the circle in the left top corner at the main menu panel (see the Picture 95). If it is of green color, there is the connection with the server. If the circle is red, there is no connection with the server.

The color of the server sign of the reference in the notification area – red – the server is in the process of preparation to work; green – it is free, yellow – it fulfills the time- consuming operation (example, recount of «cubes»).



8 Cash application

❖ **ATTENTION!!!** The description of all screen, printed forms, operation sets of selectors are specified for the standard cash settings. At any concrete enterprise it is possible to use personal set of forms and other settings; in this case, their description in the given reference cannot conform with the interface of your cash application.

Buttons with operations that were unavailable for the fulfillment can be hidden or the operation name will be written in grey color. The availability of operations at the cash application in different forms can depend on:

1. Employee's rights

2. Used parameter values (for example, if the parameter *Use Covers* was used with the value «False», the operation **Cover** will be absent in the operation menu)
3. Object properties (for example, if you highlight the portioned dish with the help of the mouse pointer, the operation **Weight** will be available; and if you highlight the piece dish, this operation will not be available)
4. You can fulfill the operations at the current period of order editing (for example, if the bill was not printed, the operation **Bill** will be available; if the bill was printed, the operation **Cancel bill** will be available).

8.1 Object selection, entry field of screen form

Many window forms of the cash application contain text boxes for the object selection. The object selection can be fulfilled in three ways:

Way I. At the Touch Screen station you can select an object on the screen with the help of not sharp and clean object or with the help of your finger. At the keyboard stations with the help of the buttons of the mouse pointer and the button 'Enter'. The value of the code will be placed to the text box automatically, when you have chosen an object on the screen.

Way II. You can select an object by 'Hot button' at the keyboard stations. The value of the code will be placed to the text box as well automatically.

Way III. If the employee at the station knows object codes, it is possible to enter the object code (with the help of the keyboard - for the keyboard stations or with the help of buttons with numbers on the screen for any station) to the text box and press the 'OK' button, or start to fulfill the next box.

Text box can be used for selection of different objects by codes or entering of their values in the window form for work with the order (see the Picture 373). Process of working with this window form is viewed in § 10 .

Dishes, modifiers, consumators, selector discounts/markups, order types, currencies, items of the mode 'Content' (see § 10.19), reasons of refusal, menu of service line (see § 10.7) can be represented in the area of the central menu of the cash

application. Object types that are represented at the current moment depend on the current mode. Methods of work with items in the area of the central menu are of the same type for all enumerated objects, except the objects of the last two modes.

Object groups are marked in the right top corner with the help of the small arrow . Group items do not have such arrow (on the Picture 334 «Other sorts» – name of the group, «Irish coffee», «Espresso coffee, 0,1», «Cappuccino coffee, 0,2» etc. – names of the dish).

The line parameter *Name format* (see § 5.12.1) specifies the format of and/or object code displaying in the area of the main selector (central menu for of the order editing).

Service buttons «Beginning» and «Back» are intended for returning to the first and previous levels of the menu. You can view the objects of one group per page with the help of the buttons «PgDn» and «PgUp», if they are not placed in the visible area.



Picture 334

You can move by the object buttons with the help of the pointer buttons. Another way: use the combination of buttons «Shift» + «Object number» at the station with the type TS; and «ALT» + «Object number» at the keyboard stations.

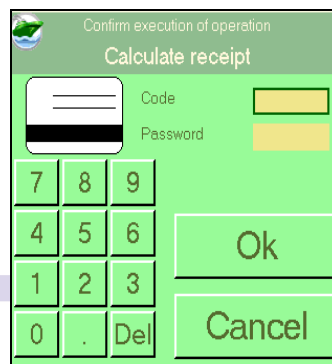


8.2 Employee's rights of the reference

Every employee that works with the cash application has definite rights. At the attempt to fulfill the action, on which the employee does not have the right, the message is appear, where the employee that has the corresponding right is asked to

confirm this action (on the Picture 335 the window is represented, where the employee should confirm the action ‘Add cover’). In order to fulfill necessary actions, the employee, who does not have the corresponding right, should call the employee (for example, restaurant manager) that has necessary rights.

In order to confirm the action, the employee that has the right, swipes the card on the reader from right to the left (top to bottom) or enters the number of his account in the field *Code* and the password in the field *Password* and press the ‘OK’ button.



Picture 335

Besides rights on work in the cash application, there are access rights to the trade groups. Trade groups (menu items, currencies, discounts, and etc.) are inaccessible for selection, if the employee does not have the corresponding right.



8.3 Temporary registration

While work with the order, can appear the necessity of the action fulfillment, for which the employee that serves the order does not have rights.

The operation **Registration** allows the employee that has necessary rights to register himself temporary. After fulfillment of all necessary actions with the order, the temporary registered employee cancels his registration with the help of the operation **Registration cancellation**.

The other way of temporary registration – the employee just swipes the card on the reader in the window of order editing. In order to cancel the temporary registration press «ALT» the operation ***Cancel the manager functions.*** The other way to cancel temporary registration is to swipe the card of the employee that has permanent registration in this order.

- ❖ If the discount or currency was fixed on the employee's registration card (for example, to pay for the dinner), then the temporary registration of this employee should be fulfilled only through the operation «Temporary registration» (the button on the keyboard and not with the help of the card swiping on the reader).

If the temporary registered employee does not have the right to edit the opened order, the message about this, and the employee can start to work with his permanent registration.

8.4 Service printing

Dishes before they will be served should be prepared at the kitchen, it is necessary to inform the cook (cooks) at a stated time about its ordering. The service printing is used for this purpose. Service printing – is the printing of the list of ordered dishes (on the special layout) at the kitchen (or any other special) printer.

There are three types of service printing:

- Preliminary service printing
- Reminder printing
- *Warning* printing (when the limited dish reaches its threshold value)

According to the system settings, these types of printing can be fulfilled at one or different printers on different printing layouts.



8.5 Visit Order Block

Guests can move in the hall in the entertainment center (billiard, bowling, etc.) and be served in several sales outlets (restaurant, bar, café, open café, etc.) on selling goods and dishes. Thanks to the separation of such meanings as an *order* and a *visit* with the help of special parameters, described below, it is possible to fix different variants of guest service automation and interaction of R-keeper v7 with other systems (for example, Game-Keeper, PDS).

Visit includes complete cycle of guest services from their arrival to the center up to their departure and contains from *Orders* of guests. Strictly speaking, the visit is always created by order creation, but if the parameter *One order on the visit* has the value “True”, there are no operations calling out forms of work with visits at the cash station. Fix this value, if by guests serving it is possible to create only one order for a group of guests and the conception “visit” is not used on your enterprise. If the parameter *One order on the visit* has the value “False”, every group of guests can have several *orders* that will be included into a *visit*.

An order can be opened ore closed, paid, unpaid and half paid. Full order payment does not always mean that it is closed. About details you can read in § 8.5.1. After order closing it will be displayed in the form *Closed visits*.

The order is identified by four-digit number with fraction in the form Closed orders. For example, “3814/1”. The first four digits are the visit identification, the value after the fraction is the order number in the visit. If the order is transferred from the old common shift to the new one, it is divided into two parts: the opened one and the closed one. The closed part stays in the old shift (this part can be empty, if the order is unpaid, or represent itself paid part of the order by partial payment in case of calculation by covers). The opened part is transferred to the new shift. The increase of the sequence number after the fraction: “3814/1”, “3814/2” is used for this order parts identification. The other case: orders that belong to one visit, have one number and different sequence numbers after the fraction. For example, “3940/1”, “3940/2”, “3940/3” and so on. The table name is displayed under the visit identifier. If the order is closed, instead of the

table name, the receipt number is displayed after the exclamation mark in the mode *Quick receipt*.

If the parameter *Payment on exit* is used with the value “True”, with the help of the same name operation (*Payment **on exit***) it is possible to close unpaid orders that will help to clear the tables, if guest changed the hall. The special sign is displayed in the form *Closed orders* (see § 13) on the buttons with unpaid orders in the upper left corner. The calculation of visit, total on its orders, will be performed when the group of guests will leave the entertaining centre.

The calculation of visit is possible only if in orders of this visit, there are no closed covers, the operation *Payment on exit* is not performed, if one or several covers of the order are closed.

One button, on which the order is identified by the table name, corresponds with the order in the form *Order selection for editing (closing)* (see § 9.6). If there are several orders at one table, the dot and the number of the order at this table is added after the table name (the order at the table without dot is considered as the first one). For example, “T14”, “T14.1”, “T14.2” and so on.

The special order that includes dishes of all orders of the visit is created by common calculation on the visit fulfillment. It is possible to enter into this order with the help of the operation ***Calculate visit*** in the mode “Existing visit” (see § 9.8.4). Orders that represent itself payment for the visit have an indication “Visit” instead of the table name. It is possible to see such orders in the list of the closed orders along with orders that represent itself order calculation.

The calculation of the visit can be fulfilled if there are no orders with partially closed covers. After the beginning of the visit calculation, the calculation of this visit is impossible – only calculation on visit.

With the help of the parameters of the group ***Options usage***: Use quantity of guests, Use comments, Use guest type, use covers, the presence of the corresponding entry fields is fixed in the visit creation form *Guests came* (see § 9.8.3).

If the parameter *Cover usage* was used with the meaning «False», definite *cover* was related to every guest.

Covers in the order by default are fixed with serial number. But the employee can change cover specifications: marks – to symbolic, which are entered in the special form.

Dishes of the order can be distributed among *covers*. If the mark of the guest is not fixed for the dish, dish is considered to be ‘general’ and its price will be distributed in equal portions between all order covers.

The cover is closed automatically after one of the receipts was closed by calculation by covers. Quantity of covers can be changed with the help of the following operations: **Add cover**, **open cover** and **Close cover**, in future by order editing.

Covers, closed in the order calculation on the visit, are closed in all orders of this visit.

Time, in which the visit is closed automatically, where all orders are paid and closed, is defined by the parameter *Close visit in*. Balanced visits, where there is no delayed service printing, can be closed manually.

It is possible to specify dishes, discounts (markups) and prepayments to the concrete guest, with whom they are connected, by order editing. The operation **Cover** serves for this purpose. If the parameter *Use covers* is used with the value “True”, the operation **Cover** is available. If the parameter *Use covers* is used with the value “False”, this operation is absent in the list of operations by order editing.

The conception *Cover* is used by order calculation “by covers”, i.e. with the calculation of the separate receipt for each cover. As a rule, the quantity of covers of the order coincides with the quantity of guests by calculation; but in some cases it can be different. For example, if every guest pays for dishes in the order with the separate receipt, while drinks are displayed in the separate place, and the separate receipt is calculated on them. Another example is - one of the guests pays for his dishes and dishes ordered by a child, in this case, the quantity of covers of the order is smaller then the quantity of guests.

All dishes, for which one cover is specified, is considered to be “common” and its price will be proportionally divided between all receipts of the order (visit – in case of calculation on visit).

For the concrete place of the order can be set only those *discounts/markups*, for which field of application *For cover* is fixed.

Prepayments, for which the cover is specified, will be taken into account in the receipt of this cover. The prepayment, for which the cover is not specified, is taken into account in the receipt, calculated on the first cover (or by the first in order cover with the symbolic label).

All guests of the order (covers of the order) have by default labels (marks) “1”, “2”, “3”, etc. By order creation (or by its editing) the employee can change identification of the cover (mark) for the symbolic that is entered manually in the special form.

If guests are identified on the enterprise by magnetic cards (there are can be PDS or Game-Keeper cards, or any other control system) it is necessary to specify the parameter *Card entry* properly. This parameter can be used with one of the values:

“Without card entry” – the quantity of guests (if it is used) enters from the keyboard. The system does not come to the wait swiping condition;

“Covers are allowed only with card” – by card swiping, the new guest is added to the quest quantity. Without card swiping at least of one guest, the operation of transfer from order creation to its editing (***Create and edit***);

“Can be covers without card” – entering of quantity of guests, can be set from the keyboard or by card swiping.

If there are guests in the order, identified by PDS card, card image is displayed on the form *Guest came* to the left from the field of quantity of guests entering.

Several *additional* waiters have right to work with one order besides the main waiter.

The part of the order, which defining feature is service-line, is called *block*. Blocks can include dishes, discounts (markups), prepayments, bills, receipts and there payments, payments of cancelled and deleted receipts. The important attributes of

service line are time of service printing, service printing of the reminder and serving service printing.

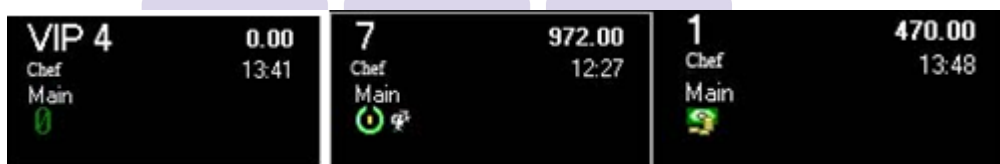
Usage of the block as a component of the order helps not only fulfill the delayed service printing, but also automatically divide the common list of dishes of the order on the serving order (courses). If the parameter *Calculation of time reminder* is used with the value “True”, the dish cooking time will be used for the automatic calculation of the time reminder.



8.5.1 Payment and closing of orders and visits

Orders can be empty, unpaid, partially paid and paid (fully).

Empty order is the order that does not contain any dish, undistributed markup and prepayments. The sign (see the Picture 336, the left button), displayed on the order selection button, is used for the empty order editing.



Picture 336

Partially paid order is the order that has at least one printed receipt, and the total of this receipt is smaller than the total of the account. Signs of the performed partial payment and the calculation by covers are represented on the Picture 336 (the second button).

Paid order is the order, where all dishes and undistributed markups were paid. The sign of this order is represented on the Picture 336(the left button).

Unpaid order is the order that does not have printed receipts. There are no special signs on the button of such order.

Orders can be *open* and *closed*. *Open* orders are displayed in the form *Order selection for editing*. *Closed* orders are enumerated in the form *Closed orders*.

Order can be closed automatically - by full payment for the order, or manually - with the help of the order selection in the mode “Order selection for closing” in the

“waiter form” (see §9.6), or with the help of the operation **Payment on exit** in the order editing form, that permits to clear tables if guests changed the hall. The special sign in the form of the red cross (see § 13) is displayed in the upper left corner of buttons with unpaid closed orders in the form *Closed orders*. When the group of guests will leave the entertaining centre, the calculation of the visit – total on all its orders, will be performed. Fully paid orders are closed automatically, if the parameter *AutoCloseOrder* is used with the value “True”.

The empty order can always be closed, if it is not blocked (is not open at the current moment at the other station for editing).

Not empty order can be closed, if the following conditions are fulfilled:

- The order does not contain unbound with the receipt prepayments (that exceed by the total the total of the ordered dishes and undistributed markups of the amount)
- The order does not contain closed covers (as it is possible to calculate the visit, that has such order)
- The order does not contain unprinted blocks
- The order is fully paid (all receipts of the order were printed). (The condition is obligatory, if the parameter *Card entry* is used with the value “False”)

The parameter *Card entry* is ignored, if the parameter *One order for a visit* has the value “True”; in this case it is impossible to calculated the visit.

Order opens by the receipt deleting (if the visit, to which this order refers to, was closed, the visit would be opened too).



8.5.2 Block

Every order includes one or several blocks. The information about the block is displayed in the information window by pointing the pointer on the service line (see §10.7).

Let's view an example of usage of the time of the preliminary printing of the reminder and the block serving. For example, at 10 a.m. a guide orders in the restaurant 5 portions of the dish 'Tourist dinner' to be served at 2 p.m.. An employee of the station enters the time of preliminary order printing at 10.05. Let's imagine that preparation time of this dish is 30 minutes. In this case, the time of the reminder should be fixed at 1.30 p.m., and 2 p.m. is the dish serving time.

If the *time* of the preliminary *printing* and *reminder printing time* were not specially fixed for the block with the help of the menu of the service line (see § 10.7), then when you exist the order with the help of the operation 'Close', the block is saved at the current system time, and the automatic printing on serving printer (service printers) takes place according to the settings. In this case, the time of the preliminary printing will coincide with the time of the reminder, and there will not be serving time of the block serving.

The employee chooses the *serving order* of the serving line by its adding. If the editing time (printing and reminding) is permitted for the fixed serving order (see §4.6.5), these times can be displayed.

If the time of the preliminary printing and reminding time are entered manually (see §10.7), the printing is fulfilled according to the entered data. The block is saved, after entering of the service time printing (even if it did not come jet); i.e. by leaving the order "without change saving" the content of this block will be saved.

The block is called *printed* after any service printing (preliminary or reminding). Printing of editing (open) block is impossible.

An employee at the station can create blocks manually in the order, if the guest asks to bring snack in one time and the desert in the other time. Such blocks will refer to one period, but they will have different set of printing and serving time that characterize the block.

Values of printing, reminding and serving times can coincide in different blocks (for example, if dishes of the order are distributed according to the serving order (see § 10.13).

Besides block printing, its automatic saving takes place in the following cases:

- Bill printing
- Prepayment printing
- Adding (deleting) to the block dishes with the help of the transfer between the orders (see § 10.9)

Binding of the *period* to the block is fulfilled according to the ***block reminder time***. In other words, the block refers to the period to which the reminding time of this block refers.

One trade group functions within the limits of the block. The employee, for whom the trade group is specified, is the *main waiter of the order*. Objects within the limits of the employee's rights are given to the employee that is temporary registered in the order within the limits of the current working group of the block.

If blocks were made as the result of the fulfillment of the operation ***Split on the serving order***, the automatic calculation of the reminding time according to the serving time and according to the preparing time is possible (property of the dish *Preparing time*).

If the parameter *Calculation of reminder time* is used with the value "True", the reminding time is calculated as the serving time minus the value of the property group *Preparation time*.

❖ Colors of blocks and other items of the order depend on the used color scheme (see § 5.5). Colors are described in the standard black-and-white color scheme in the example below.

8.5.2.1 Printed block

Printed block has light-grey background and black font (settings of the color schemes see §3.4.6.1). You cannot edit dishes there. You can delete the dish from the printed block only with the help of operation "Refusal reason" - if you select the reason

of deletion (see § 10.18). The printed lock contain the following dishes «Ragout», «Salad «Cesar» and «Fruit salad», «Roll «Shoko», «Coffee» on the Picture 337.

9/20/2007	19:56	19:56	Evening	Administrator	NAT_ST
156	1.	Fruit salad			62.00
152	1.	Honey cake			39.00
103	1.	Juice			10.00
104	2.	Hot chocolate			10.40
9/20/2007	19:57	19:57	Evening	Administrator	NAT_ST
51	3.	Vanilla ice-cream			75.00
[chocolate]					
9/20/2007	20:00	20:00	Evening	Administrator	NAT_ST
51	1.	Vanilla ice-cream			25.05
[Nuts]•					
160	1.000	Green tea			10.00

Picture 337

In N minutes (the quantity of N minutes is fixed with the help of the parameter setting *Inform about printing in*) before printing time (preliminary or reminder), if the block is not closed, the message will appear on the screen, see the Picture 338.



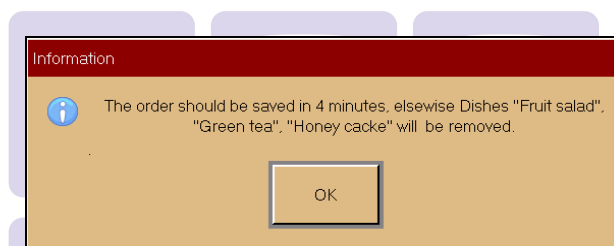
Picture 338

If you did not quit the order, when the printing time came, then in N (N is the value of the parameter *Less minutes than the current*) minutes after the printing time have come, the printing time of the pocket will start to move automatically with the current system time with the delay on N minutes. For example, the parameter value *Less minutes than the current* – is 3 minutes. The fixed time of the printing is 6.40 p.m.

At 6.44 p.m., if the order was not closed, the printing time will become 6.41p.m., at 6.45 p.m. – the printing time will be changed to 6.45 p.m., etc.

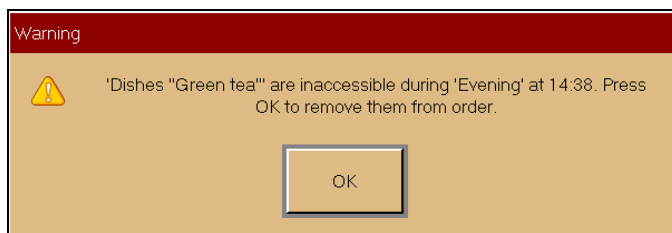
8.5.2.2 *Change of periods while block editing*

It is possible that while order editing the change of periods takes place, which results in the change of the current trade group, along with the list of available trade objects. If all objects of the order are available in the coming trade group, the user without any obstacles can edit the order. If some of the objects in the coming trade group are unavailable, the message will be displayed on the screen (see the Picture 339). The quantity of minutes before the end of the object functioning is fixed in the parameter *Inform about deletion in*.



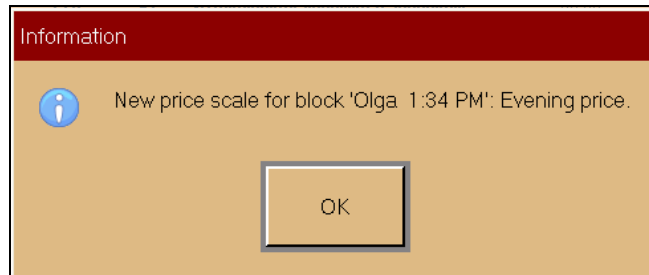
Picture 339

If you did not save the order during the fixed time, objects, that were unavailable in the current trade group, will be deleted from it, and the following message will appear, see the Picture 340.



Picture 340

If the price type was changed during the order editing, the message would appear on the screen, see the Picture 341.



Picture 341

8.5.2.3 Paid dishes

Paid dishes have dark-grey background. On the Picture 342 by calculation by covers, the paid is the cover “1”. The paid dishes are “omlette”, “toast” and “espresso”; the dish “Aqua minerale 0.5” is paid partially. The sign  to the left in the dish line means that this dish does not have a cover and that it was partially paid, i.e., calculation by covers was made, and one or several covers were paid.

21/07/2008	16:06	Sent	Main	admin	3K7CASH2
75	0.200	omlette	50.00	1	
76	1.000	toast	10.00	1	
51	1.	capuchino	100.00	2	
50	1.	espresso	50.00	1	
 42	1.	aqua minerale 0.5	70.00		
[non-sparkled water]					
Paying in	5.00	Dollar USA	150.00	1	
Change	-0.16	Dollar USA	-5.00	1	
21/07/2008	16:07		Main	admin	3K7CASH2
21/07/2008	16:05		Main	admin	3K7CASH2
100602		21/07/2008 16:0	145.00	1	
4.84 Dollar USA			145.00		
135.00			135.00	2	
0.00 Russian Rubles			0.00		

Picture 342

8.5.2.4 Prohibition on changes of unprinted dishes

If the printing time of the block did not come and the employee has already printed the bill, the order becomes unavailable for editing and cannot be saved. The background of such dishes is light-grey and the font is dark-grey (see the Picture 343).

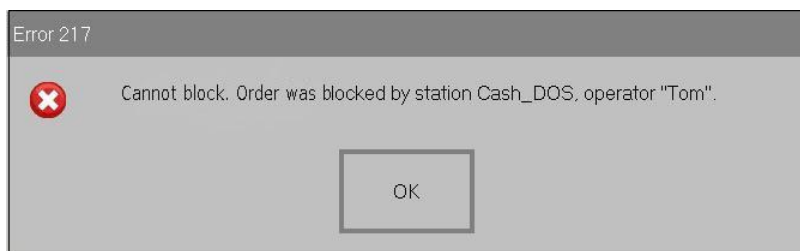
4/5/2011	17:49	Main	ACCA_Will
↓	Temporary	-14.00	
103	1. Pie "Imagination"	200.00	
113	1. Salad "Caesar"	250.00	
112	1. Tea black	120.00	
4/5/2011	17:55	Main	ACCA_Will
4/5/2011	17:50	Main	ACCA_Will
556.00	100028	556.00	
0.00	Russian Rubles	0.00	

Picture 343

The other case, when dishes have such highlighting: while the bill printing (the time gap, when the bill is printed), while dishes are not paid (the paid dishes have special highlighting, see § 8.5.3), but they are already closed for editing.

8.5.3 Editing of one order on different stations

Order that is opened at one station cannot be opened at the other one. The message will appear on the screen, if you will try to fulfill this action, see the Picture 344.



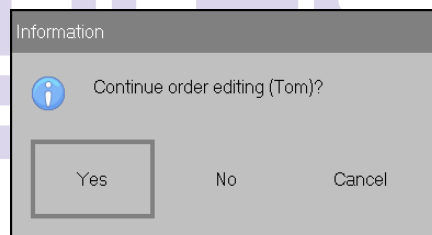
Picture 344

The button of such order has the following view  in the form *Order selection for editing* at all stations (except the one where the order is edited) (see §9.6).

If the order was open at the first station and changes were not made for a long time, so that the window of timed registration appeared on the screen (the period that was fixed in the parameter *Timeout for order*, was exceeded), it can be opened for editing at the second station.

If the user that created the order enters this order at the second station, he will find himself in the editing window of his order, but dishes will be added to the new unprinted block – the block that is edited by the first user at the second station.

If this unsaved order is opened by the other user at the second station (this user has the right to work with other's orders), he should select the variant of the answer before order editing: would he like to continue editing of the order considering unsaved changes that were made by the first user or without these changes (see the Picture 345).



Picture 345

If the second user edits the order at the second station and the user, who left the order in the editing mode, registers at the first station (where the order was left and as a result of the cash inactivity in the editing mode, the registration window has appeared), the message would appear on the screen that he was blocked by another user (see the Picture 344).

If the other user registers at the first station, he will find himself in the window that will be opened for him according to the value of the parameter *Initial window*.



8.6 Manager, waiter, hostess forms

Developers created special forms for a waiter, hostess and manager with the help of which the corresponding distribution of rights to the roles, employees can fulfill their functions with maximal comfort.

Theoretically you can name “manager form” as “Main menu” (see § 9.5), the form “Order selection for editing” (see §9.5) as “Waiter form”, and the form “Creation and placement of guests” (*Guests came / Visit selection*, see § 9.6) – “Hostess form”.



8.7 Consumators

If guests ordered some dishes, the consumator can get a reward, calculated at the manager station. You can specify consumator or consumators with the help of the operation “Consumators”, when you choose such dishes.

As the restaurant menu, the list of consumators has the hierarchy structure that is specified by the tree of the reference *Consumators*. The mode “Consumators”, see § 10.17



9 Beginning of work with cash application

9.1 System start

Operations on the working station startup can differ; that depends on the concrete hard environment (presence of net filters or uninterruptible power supplies). That is why you should consult with the specialist, who is responsible for the equipment in the restaurant.

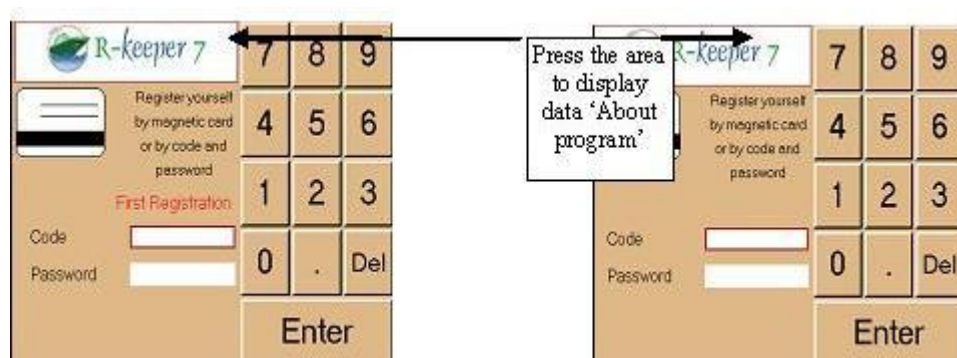
❖ **ATTENTION!** The cashier should check the availability of paper in the roll printer.

After successful startup, the worker of the station can register in the system (see §9.2).

Restart is fulfilled with the help of the main menu button «Exit», and then the power supply of the cash station can be switched off. It is recommended to switch on the working station only in 10 minutes after the switching off.

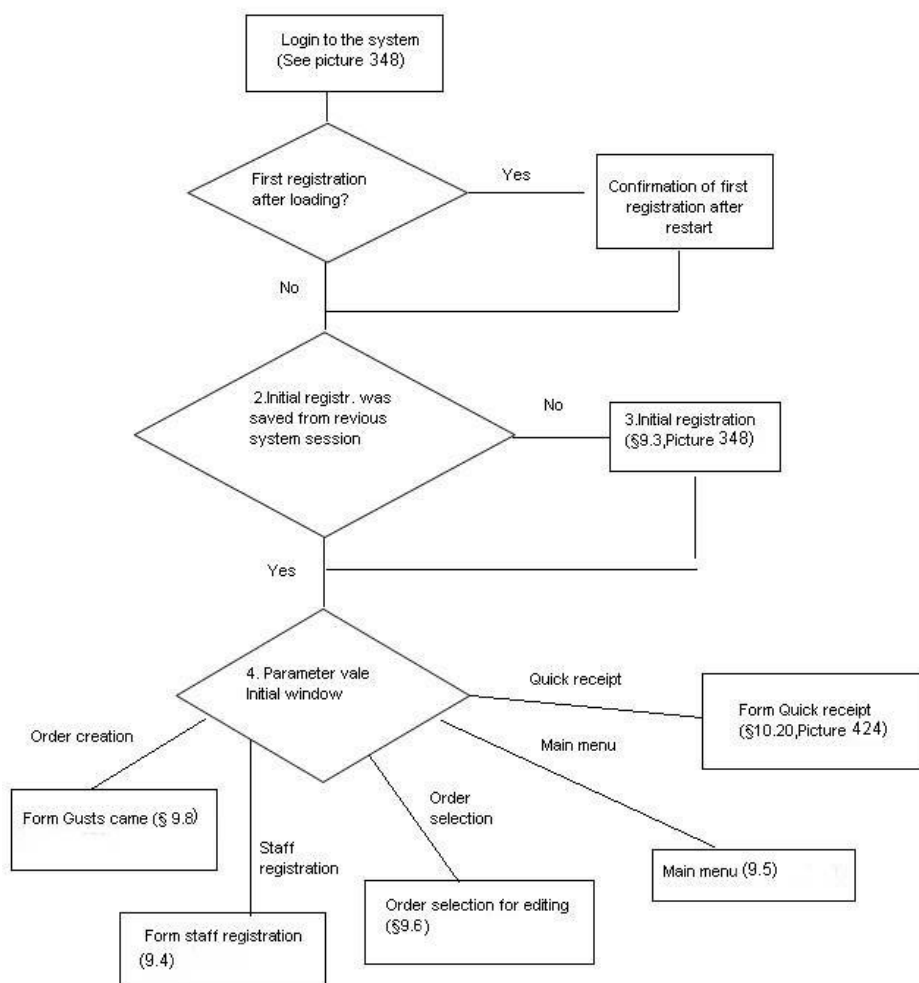
9.2 Login

The registration window will appear on the screen, after you start the system. The inscription 'First registration' will be displayed on the window, when you enter the system after the restart (see the Picture 346, to the left). The Login window will appear after you quit the system with the help of the command «End of session» or as a result of long inactivity of the system, this window is represented on the Picture 346, to the right).



Picture 346

In order to log-in to the system after the restart you will need the right «First registration after loading». If there is no such right, the log-in to the system is confirmed by the employee, who can confirm rights and who has the corresponding right.



Picture 347

If you press on the emblem of «R-Keeper 7» on the stations of Touch Screen type, you can see the information «About program» (see § 9.9). This information can be displayed on the keyboard stations with the help of the operation **About the program** in the main menu.

In order to login to the system you should to swipec the magnetic card on the reader from right to the left (top-downward). If other identification devices are used at your enterprise, login to the system with their help. The other way to register is to enter the number of your account record in the field *Code* and the personal password in the field *Password*.

- ❖ If the possibility to login to the system without the card is undesirable, then you should not enter the personal password of the employee at the manager station.

The subject on login to the system is described in details in §1.9, 9.3, §9.4.

Above you can see the dependence of screen form selection that will be opened, when you load the system from the parameter value *Initial window* (see §5.12).



9.3 Initial registration (selection of serving position)

If the employee does not have the initial registration, then the window with the selection of the serving position will be offered (see the Picture 348). If serving positions are not used at the enterprise, they will be absent in the form of registration confirmation. In this case, for the employee, who wants to register once again, he needs to get the confirmation on the registration from the employee, who has this right.

Picture 348

The serving position of the employee is called *standard*, if it was fixed for the employee at the manager station for the selected by default. The serving position that does not refer to the standard one, it is called *any* service position.

The selection of the service position is fulfilled in the standard way (see § 8.1) with the help of the buttons of pointer direction or if you select the necessary service position (service positions) on the screen.

The selected service position (or several selected service positions) is placed in the central part of the screen (see the serving position «Position 1» on the Picture 349).

In order to confirm the login, you should swipe the magnetic card on the reader or enter the code of your account in the field *Code* and personal password to the field *Password*.

The employee, who registers on the service position, can confirm his registration on the standard serving position, if only he has the right «Can register himself». The employee can confirm his registration on any service position, if he has the following rights: «Can register himself» and «Can register on any serving positions».

Picture 349

Confirmation of registration on any service position of some employee by the other one is possible, if the last has the following rights: «Can register others» and «Can register on any service positions».

If the employee, who confirms the registration, does not have the right 'Can register on any positions', but he has the right 'Can register others', he can confirm the registration of any employee only on his own standard position; independently of, whether his standard position coincides with the standard position of the other employee or not.

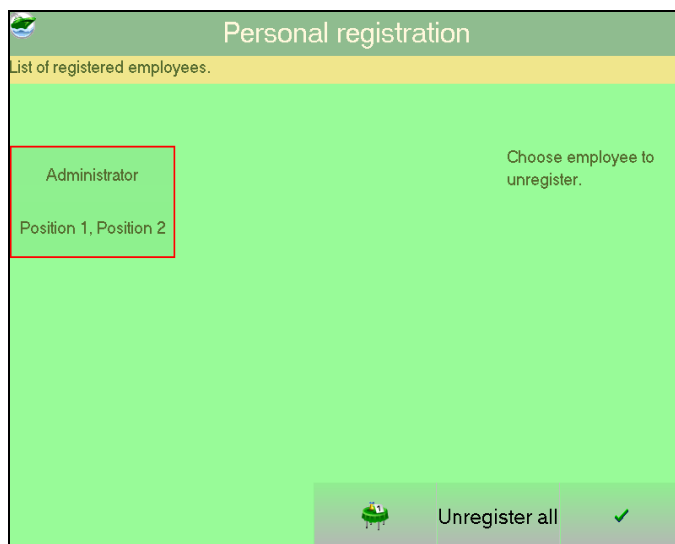


9.4 Staff registration

The form *Staff registration* is intended for registration of several employees at the same time, for example, before the shift begins and for common or individual cancellation of the registration of the employee at the end of the shift.

The form has two modes: "List of registered employees" (see the Picture 350) and "List of service positions" (see the Picture 351).

The registration of all employees at once or separately can be canceled in the first mode; the initial registration of employees is fulfilled in the second mode.



Picture 350

The Mode **List of registered employees**

In order to cancel registration of one employee, you should choose him in the list or swipe his card. In order to cancel the registration of all employees, you should use the operation ***Cancellation of all registrations.***

In order to register one employee or a group of employees on the service position (or several service positions), you should use the operation ***List of service positions*** (the button



at the Toolbar).



Picture 351

The Mode **List of service position**

The window **Staff registration** (see the Picture 351). Select the service positions on which you want to register the employee (employees). The selected positions will be moved to the upper part of the window (on the Picture 351 the position '1' was selected). After that, swipe magnetic cards of the employees, who should be registered on the selected position, on the reader.

In order to register other employees on other set of service positions, use the command **Clear**, and select necessary service positions and then swipe magnetic cards on the reader.

When all employees are registered, press the button , in order to move from the mode «List of service positions» to the mode «List of registered employees».

In order to exit main menu, use the button .

Colors of buttons with service positions in the mode «list of service positions» corresponds to the colors of service positions that were specified in the service position *Background color*.

The color of buttons with employees in the mode «List of registered employees» is selected by the color of the service position «By default» of the employee.



9.5 Main menu of the cash station

The main menu («manager form») is represented on the Picture 352.



Picture 352

Order editing – order selection for editing from the opened orders or creation of the new order («waiter form», see §9.6);

Create the order – «hostess form» opening in the mode *Guest came* (see the Picture 359, §9.8.3);

Visits – «hostess form» opening in the mode *Visit selection* (see the Picture 363, §9.8.2). If the parameter *One order on a visit* has the value “True”, there is no such operation in the main menu;

Raters – enter to the form Tariffication (see § 10.22)

Cash reports – entrance to the menu of cash reports (see § 15);

Reports viewing – the call of cash reports for viewing;

Staff registration – the operation that cancels all registrations on serving positions for all employees, unregistered for the current moment at the working stations. For registered for the current moment employees, the registration on service position (service positions) is cancelled after the current registration ends. After this operation is fulfilled, the registration on the service position will be asked (see § 9.3), by entering the application of any employee. If the operation *Cancel all registrations* was not fulfilled during the session, then by next entering to the application, the registration on the service position (positions) would remain from the previous session of this employee;

Close cash shift – closing of cash shift. Closing of the shift does not results in the cancellation of all registrations of employees at the stations (see § 12);

- Close common shift* – closing of the common shift (see § 12);
- Closed orders* – the viewing of closed orders (during the shift). There is a possibility to delete the closed receipt (see § 13);
- Closed receipts* – the viewing of closed receipts (during the shift) with the possibility to delete them (see § 13);
- Pay in drawer* – the cash putting to the cash station, document printing on the layout «Pay in drawer» (see § 14). It is used before the beginning of the shift, when the cash is put (for example, to give change).
- Cash withdrawal* – the cash withdrawal from the cash station, document printing on the layout «Cash withdrawal from the cash» (see § 14);
- Quick receipt* – transfer to the mode of the quick receipt (see §10.20);
- About program* – displaying of the information «About program», see § 9.9;
- Rest dish control* – the form of dish viewing, for which the limitation of the quantity was fixed (see § 10.21);
- Working time control* – the form of registration of clock -in and out of employees (see § 9.10);
- Debugging of MCR algorithms* – the possibility of testing MCR algorithms;
- Renew references* – this command is used for the renew of references from the external media , like a floppy disk;
- The end of session* – the end of work of the employee, termination of the registration;
- Exit* – the end of work at the cash station.



9.6 Order selection for editing (for TS station)

The form of order selection for editing (for Touch Screen stations) is represented on the Picture 353. The order can be selected from earlier opened and saved orders. Another name of this form is «Waiter form».

The form contains the following operations:

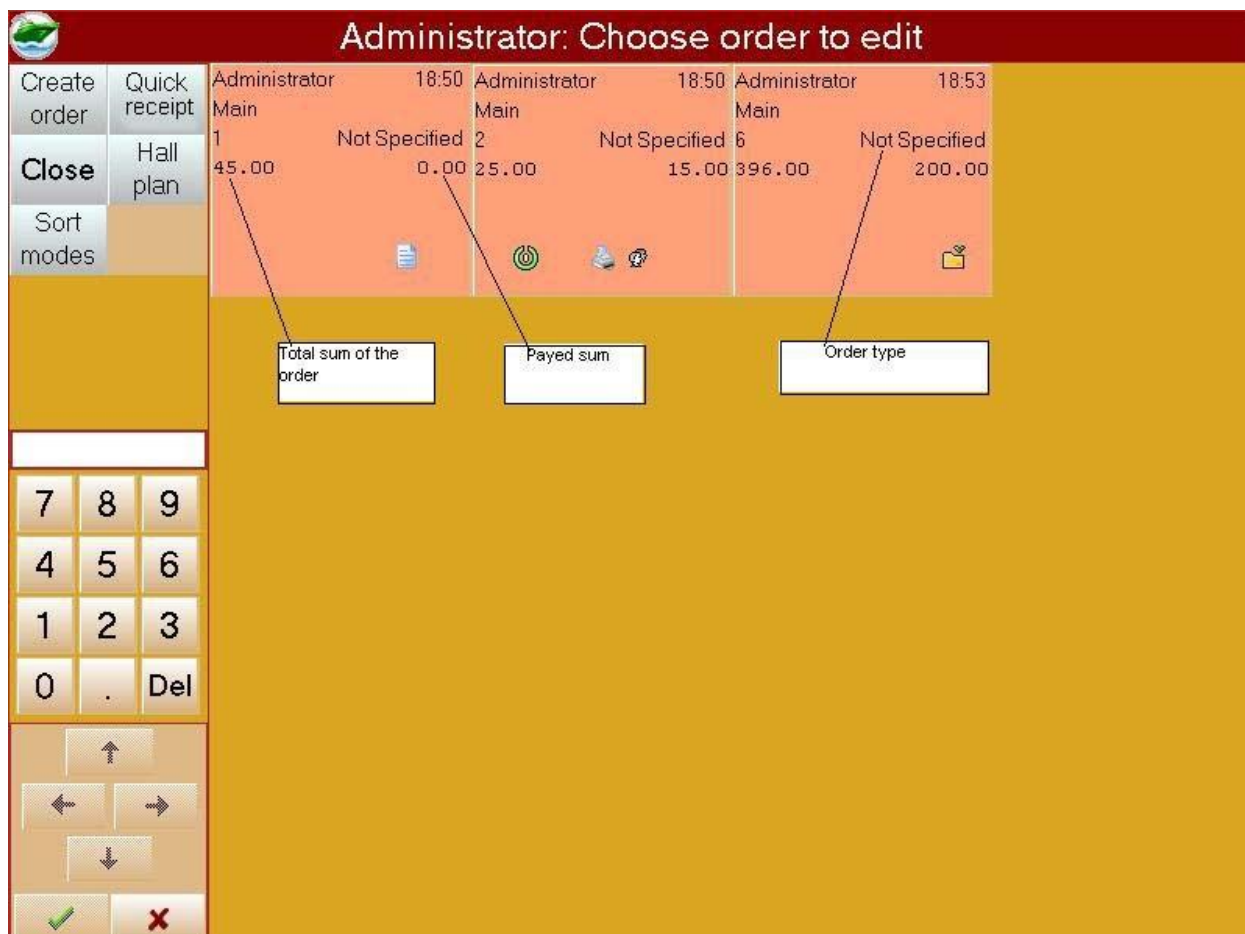
- Create order* – the operation of transfer to the form «New order» (see §9.8) (to the mode *Guests came*);
- Raters* – operations of transfer in the mode of the rated device selection (see § 10.22);
- Close* – operation of transfer to the viewing mode of the orders that are available for closing (see §9.6.1).
- Quick receipt* – operation of transfer to the same name mode (see § 10.20);

Sorting – operation of selection the sorting type of buttons with orders. The following variants are possible: «On opening» - on the opening time of the order; «On waiter» - on the name of the main waiter of the order; «On table» - on the name of the table; «On total» - on the total of the order; «On type» - on the type of the order.



Picture 353

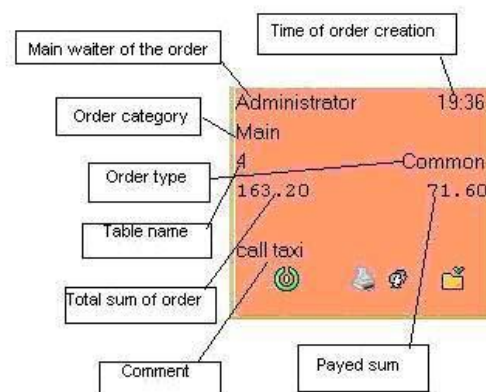
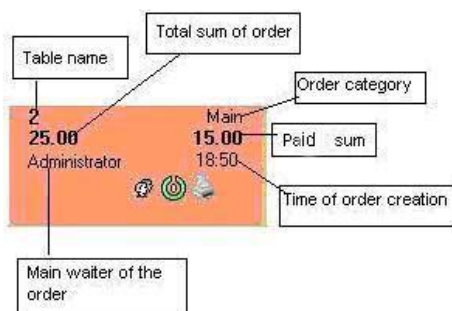
Details – operation of displaying on the screen increased selection buttons of the order instead of the hall plan (see the Picture 354).



Picture 354

Additionally buttons contain comments (if there are some) to the visit and data on the order type in such displaying mode. In order to return to the mode with the image of the hall plan, use the inverse operation *Hall plan*.

Fields of the order selection buttons specified in the mode 'Hall' (to the left) and 'Details' (to the right) on the Picture 355. Represented field values are for the standard application supply. If buttons at your cash station have different view, it means that some changes in the button format were made at the manager module.



Picture 355

In the bottom part of buttons you can see the following symbols:

-  - there are paid receipts (partial payment of the order);
-  - there is printed bill, or unprinted because of printing error receipt;
-  - order is paid. And can be closed (the order does not close automatically, if the parameter “Auto Close of Order” is switched off);
-  - there are some blocks, for which at least one service printing was not completed (service printing or service printing of the reminder). This sign is not displayed, if there is a block-draft (see § 4.6.5) and there are no unprinted blocks;
-  - order is opened for editing at the other station;
-  - calculation by covers;
-  - prepayment was made;
-  - the order is empty;
-  - there are dishes in the order, for which you should enter weight (see dish property 1 *weight change*, § 4.6.1.2)
-  -there is activated tariffication in the order (see § 4.19§ 10.22)
-  -there is unsaved version of the order (the other employee started to edit this order at the other station, and now it is the timeout mode).

Table selection can be fulfilled not only with the help of the order selection buttons but also on the hall plan. Name is blinking on those tables, where order (orders) is not closed. If the employee selects such table, he will find himself in the order form, which opened on this table. The table selection, where two or more orders are served (see the explanation to the number 3 the Picture 375), will leave in the list of order selection buttons only those orders, which refer to the selected table. Then you should choose the necessary order with the help of the button.

The ability to create the new visit and order as a result of the selection of the table without orders on the hall plan (table that does not have blinking green background), depends on the used parameter value *Auto new order*. If this parameter is used with the value «True», the creation form and the form of guest placement *Guests came* will be opened (see the Picture 359). If this parameter is used with the value «False», no actions will be fulfilled.

If there are several hall plans at the enterprise, the necessary one can be chosen with the help of the button of the hall plan selection (see the Picture 353). If the hall plan has sizes that exceeded the size of the screen, you can move on it with the help of the navigation buttons (see the Picture 353).

9.6.1 Close Mode

You can close balanced orders in this mode in case of necessity. Such possibility is foreseen in order the hostess (or any other employee that fulfills this work and has the corresponded rights) can close fully covered by printed receipts orders (in other words – clear tables) without entering the order editing form.

If the technology “Card entry” is used at the enterprise (the parameter *Card entry* is used with the value «True», and the parameter *One order on a visit* has the value «False»), you can close unpaid orders that are available for closing (see § 8.5.1).



9.7 Order selection for editing (keyboard stations)

The order selection form of for keyboard station is represented on the Picture 356.

Administrator: Choose order to edit			
Table			
Jane 15:45 Main 555 Not Specified 381.15 0.00	Administrator 17:27 Main cb2 Not Specified 126.60 0.00	Jane 17:27 Main cb2.1 Not Specified 167.50 113.34	
Administrator 17:36 Open-air cafe 17 At table 150.80 0.00 SAVED COMMENT UNSAVED COMMENT	Jane 17:39 Main B9 Not Specified 120.00 61.71 VIP CALL TAXI		

Picture 356

Switching of modes «Order selection for editing» / «Order selection for closing» (see §9.6.1) is fulfilled with the help of the button **Menu**.

You can call the function menu of this screen form with the help of the operation **Function** (see the Picture 357).

Picture 357



9.8 Form New order

The form «New order» («hostess form») has three modes: *Select the visit* (see the Picture 358), *Guests came* (see the Picture 359) and *Existing visit* (see the Picture 364). You can view the list of visits in the first mode and select earlier created visit for fulfilling any actions with it. You can create the new one or work with the already existing visit in the second and the third modes.

The transferring between the modes is fulfilled with the help of:

- ✓ The operation «Visits» - for the transfer to the mode *Select the visit*;
- ✓ The operation «Create the order» for the transfer to the mode *Guests came*;
- ✓ Buttons with visit (in the form *Select the visit*) for the transfer to the mode *Existing visit*.

The entry field is highlighted with the help of the black rectangle. The entry field of the main waiter of the order is highlighted, see the Picture 359.

The form «New order» in all modes is divided with the line (see the Picture 358), above of which entry fields are located that refer to the visit: *Guest type*, *Guest quantity*, *Saved comment*, *Unsaved comment*. Entry fields are displayed under the line; these fields characterize the order: *Table*, *main waiter of the order*, *order category*. Such form division allows to delimit actions with the order and the visit.

9.8.1 Form operations New order

Operations of this form in all three modes:

Visit selection – switching of the form in the mode *Visit selection* (see § 9.8.2);

Only visit – creation of the empty visit (in the mode *Guests came* (see §9.8.3) or comments editing to the visit (in the mode *Existing visit* (see § 9.8.4);

Calculate the visit – visit calculation;

Create empty visit – is activated after the table selection - order creation (empty one) and exit to main menu. The created order is available for the selection in the form *Order selection for editing* (see §9.6);

Create and edit – activated after the table selection - order creation and transfer to the form *Order editing* (see §10.1);

Close the visit – closing of the free visit (visit, where all orders are fully paid). The button is available in the mode *Existing visit*.

Guest labels – specification of guest labels (see § 9.8.3.2);

Table – the table selection by hall plan (only for the stations of the Touch Screen type) (see §9.8.3.4);

Other waiters – the selection of additional waiters for the order (see §9.8.3.6);

Exit to main menu – exit to the main menu without saving of settings.

The different set of operations is available according to the mode in which the form is located.

9.8.2 Visit selection Mode

The *Visit selection* mode is represented on the Picture 358. You can choose the visit for the order creation the, comments editing or the visit viewing.

1029 Administrator Staff 0 336.00

1030 Kristina Guest 1 116.00

1031 Administrator Guest 2 163.20

Buttons to select the visit

Exit to main menu

Picture 358

Visit, where all orders are closed, is called *free*. Only free visits or all unclosed for this moment visit can be represented for selection in the list of visits. Switching of the mode is fulfilled with the help of the operation *All visits / Free visits*.

The form switches to the mode *Existing mode* after the visit selection.

The operation «New visit» switches the form to the mode *Guests came*.

9.8.3 Guests came Mode

You can create and place a group of guests with or without order creation in this form (see the Picture 359).

Picture 359

In order to create a visit and an order you should fill the following fields:

1. Guest type (see § 9.8.3.1). It is filled, if the parameter *Guest type usage* was used with the value “True”.
2. Guest quantity (the quantity of guests cannot be smaller than the minimal quantity and larger than the maximal quantity of guests that was specified in the reference *Guest type* (see § 4.11.1). It is possible to specify guests’ labels (see § 9.8.3.2).
3. Entering of comments to the visit (saved and unsaved (see § 9.8.3.3). Entering is not obligatory. It is filled, if the parameter *Comment usage* has the value “True”.
4. Table selection (if the station is of the Touch Screen type; it is possible to use the form «Selection of table by hall plan» for the table selection, see §9.8.3.4). If the entering field of the main waiter is filled, then in the list of the available tables you will find the tables, available for the chosen main waiter. If the entering field of the main waiter is not filled, then in the list of the available tables you will find all tables; after the table selection, by transfer to the field of selection of the main waiter of the order, in the list of possible main waiters stay only those employees, that can be fixed for the selected table.
5. Main waiter selection for the order (see § 9.8.3.5)
6. Additional waiter selection for the order (see § 9.8.3.6).
- 7 Order category selection (see §9.8.3.7).

9.8.3.1 Guest type selection

The list of guest types is represented in the central menu of the window form, when you point the mouse pointer to the corresponding entry field (see the Picture 358).

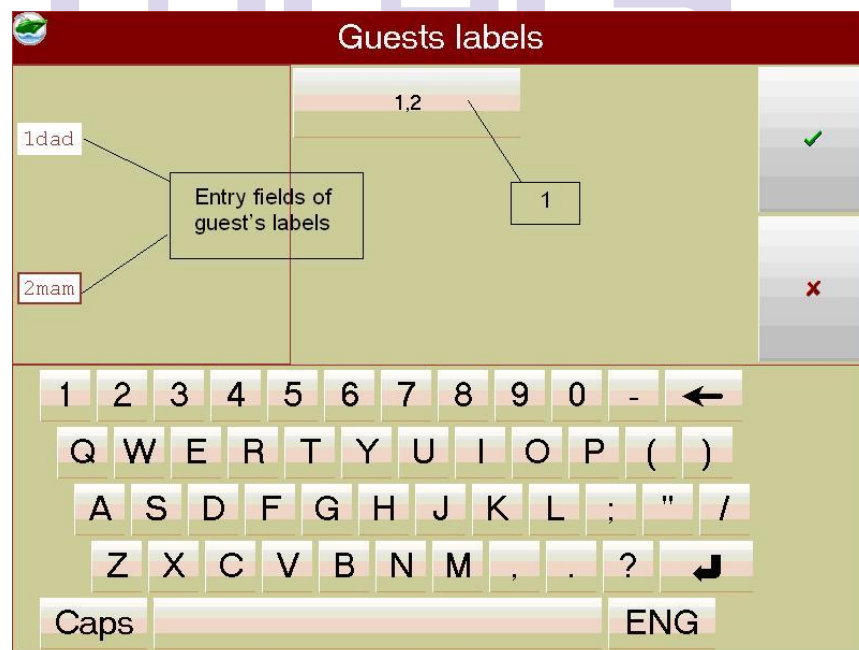
Value selection is fulfilled in the standard way (see § 8.1).

9.8.3.2 Entering of labels (signs of group members)

In order to serve dishes in the right order and calculate the order properly (in case calculation by covers), you can fix a *label* to any guest (or *guest signs*).

The screen form for entering the guest labels is represented on the Picture 360. The form is called on the screen with the help of the button «Guests labels» (see the Picture 360).

Enter labels for guests to the entry fields with the help of the keyboard buttons and then press the button 'Ok'. Only 4 symbols of the label will be shown, when the guest's label will be displayed on the screen. You cannot use 'space', when you enter the label. This symbol is accepted as the end of the label.



Picture 360

Number 1 on the Picture 360 specifies standard signs of the group of guests. If you need to change the sign only of one guest of the group, you can select a suitable standard sign and then change the necessary one.

9.8.3.3 Comments entering for the visit

Entered comments are reflected on the visit selection buttons and on the order selection buttons. The unsaved comment for the opened order will be deleted after the common shift closing. The saved comment to the visit will be saved after the shift closing.

If the field *Comment entering* in the screen form is highlighted, the keyboard will be displayed in the area of the central menu. Enter comments to the visit with the help of the keyboard and then transfer the highlighting to the next field.

Data can be entered only with the help of character set (*Character set* in the window *Symbol table* of Windows) of the main language. (If the alternative language is English, then switching of the character does not occur, as Latin symbols are available in all character set.)

Entering of comments for the visit is not obligatory.

9.8.3.4 Table selection by hall plan

The cash screen (while selection of the *table* by the hall plan) is represented on the Picture 361.

All tables that refer to the available service position of the employee are represented in the upper part of the screen.

Tables can vacant or taken by other guests. Vacant tables on the hall plan blink with green light. Taken tales, where is enough room for other guests, blink with red light. Taken tables, where is no room for other guests, do not blink at all.

The possibility to place guests at the taken table depends on the parameter *Add guests to the table*.

Tables that do not refer to the available (for employeeer) service position do not have the name.



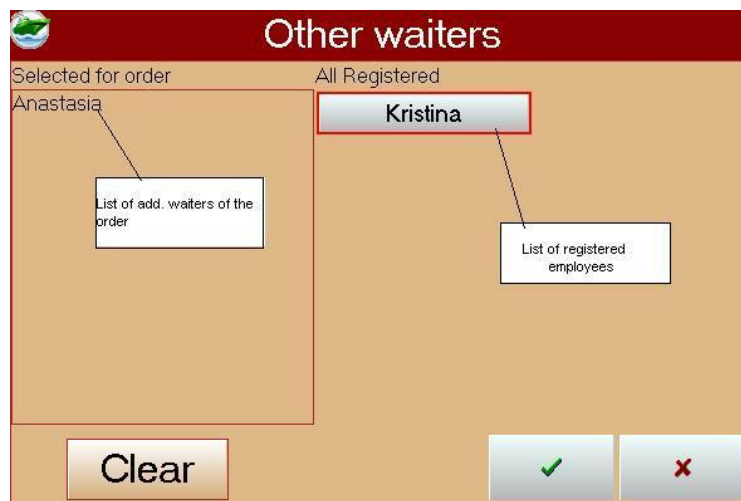
Picture 361

9.8.3.5 Selection of main waiter of the order

If the employee has the right to select main waiter of the order, then by filling the creation and placement of the group of guests form in the entry field of the main waiter of the order (see the Picture 359), it is possible to choose the main waiter of the order from the registered employee.

9.8.3.6 Selection of additional waiter of the order

If the employee has the right «Other waiters», then with the help of the button «Selection of additional waiter of order» (see the Picture 359) it is possible to select the additional waiter of the order (additional waiters of the order).



Picture 362

The selection is fulfilled from the list of registered employees that have the right 'Be the waiter of the order'. If you select an employee, his name will be transferred to the list of selected for the order of additional waiters (see the Picture 362).

9.8.3.7 Selection of order category

Order category is fixed by default according to the conditions of the reference *Usage of order category*.

If the employee has the right «Change order category», then by pointing the mouse pointer at the entry field of the order category (see the Picture 359), order categories are displayed for selection in the central menu of the window form.

Order category influences on the taxation of the order, selection of the trade group, printing schemes and service printing, the set of available discounts.

Order category selection is fulfilled in the standard way, see § 8.1



9.8.4 Existing visit Mode

You can add the new order to the visit, view visit orders or calculate the visit in this form (see the Picture 363).

Picture 363

If you add the new order to the already existing visit, entering fields: guest type and quantity of guests (the data related to the visit) are unavailable for editing.

If you want to view already existing visit orders, use the operation **Orders**. The viewing window of visit orders is represented on the Picture 364.

The sign  on the button means that this order is closed. The description of other possible signs on the order button, see § 9.6.

Picture 364

An employee can edit comments to the visit, if he has the right *Edit visit comments*. In order to change only visit comments, without adding a new order, after editing the text of

comment, use the operation **Visit Only** (the operation is available, if the parameter *Empty visits* has the value “True”).

In order to add the visit to the new order, specify a table for it, the main waiter of the order, the order category and (if it is necessary) – additional waiters of the order, then use the operation ‘Create and edit’ or the operation ‘Create empty order’.



9.8.5 Calculation of the visit

The calculation of the visit is fulfilled with the help of the operation **Calculate the visit**. The new order “visit calculation” is created automatically by its fulfillment.

The form of visit calculation is represented on the Picture 365. The bill includes the content of all orders, created at different tables. Editing operations of the order content in this form are unavailable. In order to create a receipt (receipts), you should use the operation **Order calculation (Order calculation by covers)**.

The screenshot shows the 'Calculate the visit' interface. On the left, there's a sidebar with a date/time selector (8/9/2007, 20:03) and a table/cover selector (3/1, 4/4). The main area displays a bill with the following items:

Date	Time	Table	Item	Price	Waiter	Status
8/9/2007	19:15	79	1. Soup with chicken	49.00	Kristina	NAT_ST
8/9/2007	19:15	130	1. Greek salad	61.00	Kristina	NAT_ST
8/9/2007	19:15	109	1. Coffee	6.00	Kristina	NAT_ST
8/9/2007	20:03	20:03	Administrator	116.00	Kristina	NAT_ST
8/9/2007	19:15	19:15	Evening	116.00	Kristina	NAT_ST

Below the bill, there's a section for 'To pay: 116.00'. On the right, there's a numeric keypad (0-9, ., Del) and action buttons: Cancel, Pay, Bill, Change to tips, Delete payments, and Close. At the bottom, there's a 'The payment mode' label.

Picture 365

- ❖ The calculation of the visit is possible, if there is an order in the visit (or orders with closed covers).

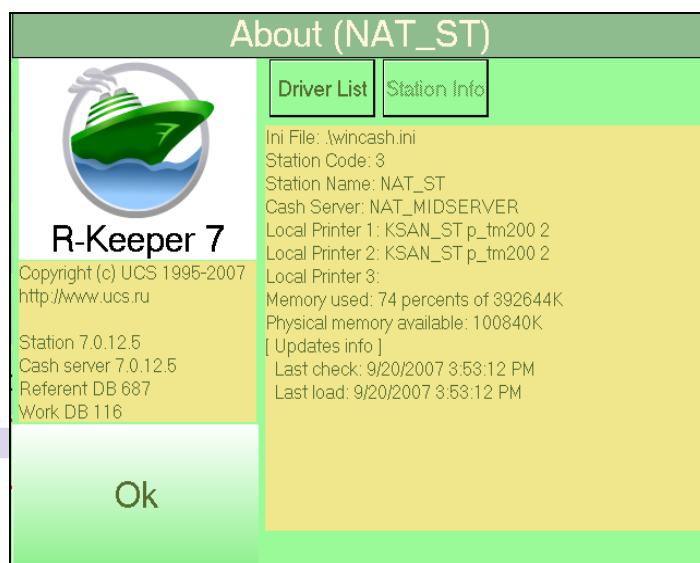
You can read about details of order and visit closing in § 8.5.



9.9 About program

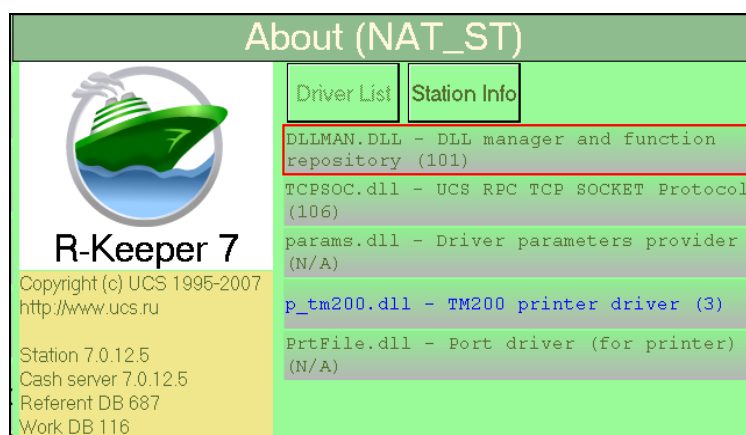
The informational window (see the Picture 366) opens with the help of the operation of the main menu **About program** or by clicking on the emblem (see the Picture 366).

The net ID of the station is specified in brackets on the title of the window. The window contains information about properties of the by its opening (see the Picture 366).



Picture 366

The information about the list of station drivers can be displayed in the same window (see the Picture 367) as well as about printer assigns. In order to switch the modes of the information representation, use buttons **Driver List**, **Station Info** and **Printer Assigns** in the upper part of the window.



Picture 367



Picture 368



9.10 Clock in/out registration

R-Keeper v7 permits to control employees' working time.

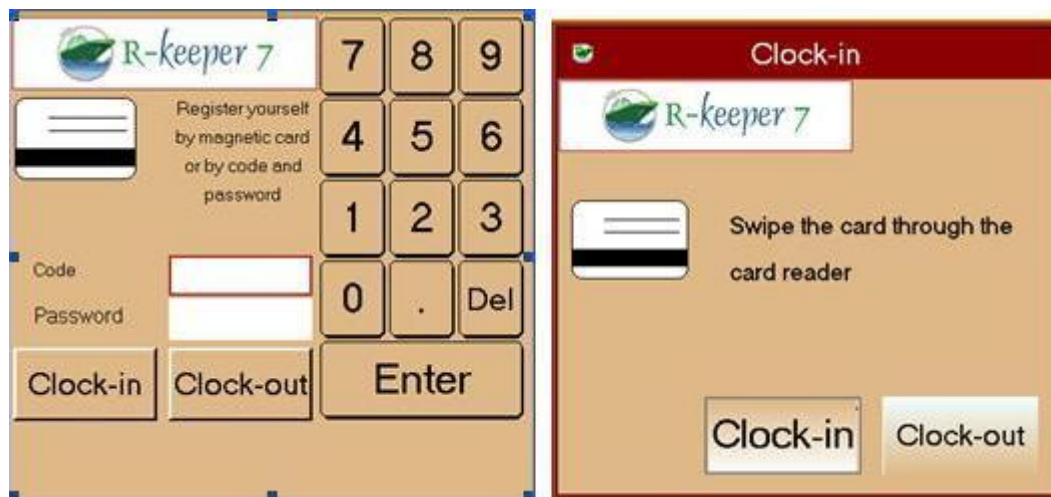
Working time control can be performed only for employees that are enlisted in the reference *Employees* or for any employee that has a personal magnetic card, which code is recognized by MCR. In the first case it is necessary to use the value of the setting *Clock: Employee needed* «True», for the second case – the value of the setting will be «False».

Clock in for working time control can be performed by any registered in the system employee personally or by manager that has the right of *Clock in\out registration without card* in the special form.

Clock in registration for working time control for any registered employee takes place in the moment of registration in the system in the login window (see the Picture 374 to the left), if the setting *Clock: Buttons in login window* are used with the value “Both Buttons” or “Or Clock-In Button Only”.

Employees that do not have the right to work in the system (like, cooks, service staff) use “Clock-in Button” in order to register there clock in, and in the appeared window *Clock in* (see the Picture 374, to the right) they swipe there personal magnetic card.

There is an opportunity of only clock in registration (without login) using just login and password, for those employees that are included in the reference *Employees*. In this case login and password should be inputted, then “Clock-in button” should be pressed. In order to login, enter your login and passport and press “Enter”.



Picture 369

For clock out registration an employee presses “Clock-Out Button” in the login window and swipes his\her personal magnetic card. Clock out registration of any employee, registered in the reference *Employees*, happens in much the same way as clock-in registration, with the help of login and password.

The maximal shift duration control (is specified by the parameter *Clock: Max. Shift duration*) can be performed by one of the described below ways. If the parameter *Clock: Clock-Out Automatically* is used with the value “True” – employee’s clock out registration is performed automatically, when the time gap from the moment of his\her clock in comes up to the parameter *Clock: Max. Shift Duration*. If the parameter *Clock: Auto logoff* is used with the value «False», at the attempt of the employee with the maximal shift duration exceeding registration, there will be such message: “You are already registered”(see the Picture 370). In this case in the first place the clock out should be registered, and only after that if there is such need to login.



Picture 370

After maximal shift duration exceeding, the mark about clock out will be put automatically.

Clock in\out of the employees that forgot there card can be registered by the manager, who has the right of *Clock in\out registration without card* in the form of *Working time control* (see the Picture 371).

	Administrator	Waiter 1	Waiter 2
	6:52:13 PM	8335 6:57:01 PM	8336 6:57:06 PM

Buttons: Clock-in, Clock-out, ✓

Picture 371

In the following form “Clock-in Button’ and “Clock-out Button” are specified for changeover of registration modes.

For *clock in* registration in the mode *Clock- in Registration*, it is necessary first of all to choose the employee’s role, then to choose the necessary employee or swipe his\her card. The list of registered employees with there card numbers and clock in time is represented in the mode *Clock-out registration* (see the Picture 371). For the clock-out registration it is necessary to choose the employee or swipe his\her card.

10 WORK WITH ORDER

10.1 Order editing form

10.1.1 Order Editing form (TS station)

The order editing form is represented on the Picture 372.

The screenshot shows a complex software interface for a restaurant or bar. At the top, there's a header with date and time. Below it, a list of items is displayed with their prices. A 'Bill area' is used for calculations. The 'Main menu of the form' offers payment options: 'Cash', 'Cashless Payments', and 'Credit cards'. The 'Menu of operation' contains buttons for 'Bill', 'Pay', 'Change to tips', 'Delete payments', and 'Close'. A 'Help line' is also visible.

Picture 372

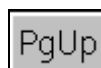
The form contains the line 'Service-line' (see the Picture 373) as well as empty lines: 'pointer' and the name of the automatically applied discount/markup in the bill area, by new order opening (if functioning conditions of the opened order satisfy the conditions of the automatically fixed discount/markup).

This is an enlarged fragment of the software interface. It shows a 'Service-line' highlighted in green, containing the text 'Lucky man'. Below it, a 'Discount line' is highlighted in brown. A 'Mouse pointer' is shown over the 'Service-line'.

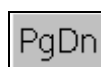
Picture 373

The enlarged fragment of the picture that is specified on the Picture 372 by number 1 is represented on the Picture 374.

The following buttons are located in the lower part of the area:



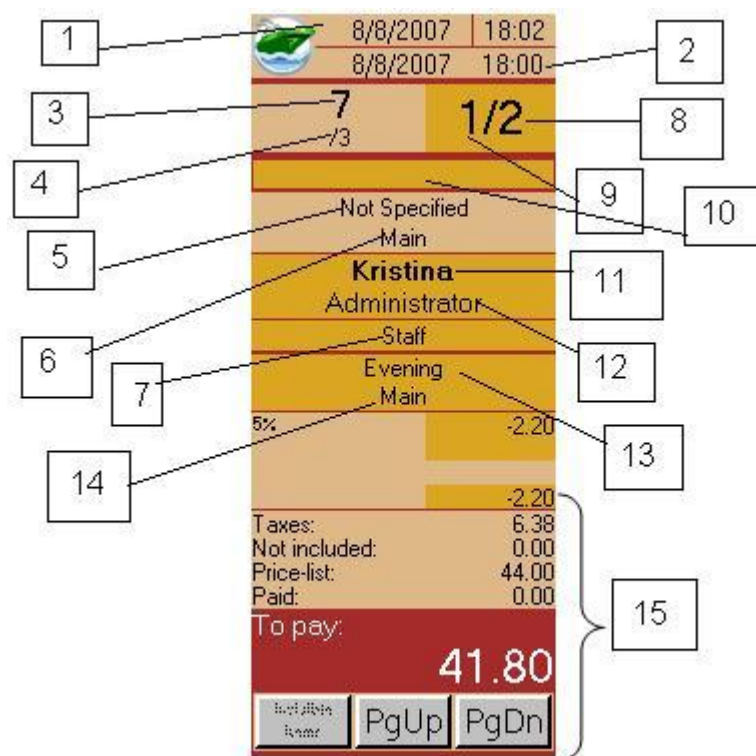
- in order to move one screen up;



- in order to move one screen down;



- in order to view invisible items in the main menu; with specification of reasons, why they are unavailable for selection (see §10.4).



Picture 374

Numbers specify the following:

1 – current date and time;
 2 – date and time, when the order was opened (if the order was transferred from the previous shift, date and time of its creation is considered the date and time of the common shift closing);

3 – name of the *table*. If there are several separate groups of guests at one table, the first order (on the time of its creation) will be fixed with the name of the table and the following with dote will have the serial number. For example: «402» - the first order on the table «402», the following order will be – «402.1», then – «402.2», etc.

4 – with '/': «The cover, on which new dish will be added» / «Quantity of opened covers». In order to specify the cover, point at the empty bottom line and use the operation 'Cover'. Covers will be changed sequentially after every pressing on the button with the operation. The information about cover fixing for the dish adding, see § 10.8.3. If the cover, on which the new dish will be added, is not specified, nothing will be displayed before the sign «/» (see the Picture 374);

5 – order type;

6 – order category;

7 – guest type;

8 – general quantity of order lines, including lines of discounts and receipt;

9 – line, where the mouse pointer is located;

- 10 – saved comment;
- 11 – waiter of the order;
- 12 – employee with temporal registration in the order;
- 13 – period;
- 14 – trade group;
- 15 – discounts, taxes, total according the price-list and total for payment.

Delete (button «Del», see at digital keyboard the Picture 372, at the keyboard station this



operation is called with the help of the button) – the description of the operation see § 10.2;

The enlarged fragment of the picture that then will be called as a bill area, is represented on the Picture 375.

Date	Time	Day	Administrator	NAT_ST
9/20/2007	14:39	14:39	Day	Administrator
121	0.200	0.2	Ragout	15.00
51	1.		Vanilla ice-cream	25.00
			[chocolate]	2
9/20/2007	14:43	14:43	Day	Administrator
156	1.		Fruit salad	62.00
			Pay for entrance	70.00
			5%	-5.85
Paying in			100.00	Dollar USA
			100.00	100.00
121	0.200	0.2	Ragout	15.00
9/20/2007	14:39	14:39	Day	Administrator
81.15				181.15
100.00			Dollar USA	100.00

Picture 375

The pointer line is fixed on the dish 'Ragout', see the Picture 375.

Amounts (for percentage – percentage value) are specified in the entry field for *discounts* and *markups* with the open value (the flag properties of discount/markup *Changeable value* is put). These amounts cannot be always added to the bill. Is it possible, when the amount that was entered by the employee for the fixed discount (markup) should not function according to the calculation rules of the discount (markup) size. The value, entered to the left from the discount (markup) will not be calculated in the column of total bill components (see §10.15.2.2).

The value 5% that is calculated in the bill and makes 70 USD was fixed for the markup «pay for entrance» that was added to the bill, see the Picture 375.

The sign that marks portioned dishes, for which the flag *Weight change* was put, has number 1 on the Picture 375. You should change the weight value of these dishes after the portion have been weighted (see § 10.6).

Number 2 on the Picture 375

specifies labels of covers of the order.

Number 3 on the Picture 375

specifies the sign that shows that the line was added during the current work session.

The line “Receipt” is displayed after fulfillment of the operation ‘Pay’, ‘Order calculation’ (see § 11.1), bill printing (see §11.1.3) or perform the prepayment (see § 11.6).

The content of the central menu depends on the position of the pointer. If the mouse pointer is fixed on the line «Discount», the central menu contains discounts that are available for fixing manually; if the mouse pointer is fixed on the line «*Service line*», the central menu contains the menu of the service-line (see §10.7).

Besides, the content of the central menu can contain items that are called with the help of operations from the operation menu, for example, modifiers, consumators or discounts (markups) with the changeable values.

The *Help line* contains the name of the current mode (modifier mode, payment mode, etc.) or the path by groups to the current state of the central menu (on the Picture 373) the mouse pointer is fixed on the line «Receipt» - the «Payment mode» is activated).

10.1.2 Order Editing form (keyboard stations)

The editing form of the order on the keyboard stations (see the Picture 376) looks different than at TS stations, as the majority of operations and item selection buttons are fixed for the keyboard keys.

8/8/2007 19:33		8/8/2007 19:33		Day		Sokolov		ST01	
8/8/2007 19:29		10%						-6.85	
555.1		3/3		7		1.0		Coffee	
/3				21		4.		Fruit salad	
								8.50	
								60.00	
Not Specified									
Main									
Sokolov									
Parents and child									
Day									
Price 2									
10%									
-6.85									
-6.85									
Taxes: 18.67									
Not included: 0.00									
Price-list: 68.50									
Paid: 0.00									
To pay:									
61.65									

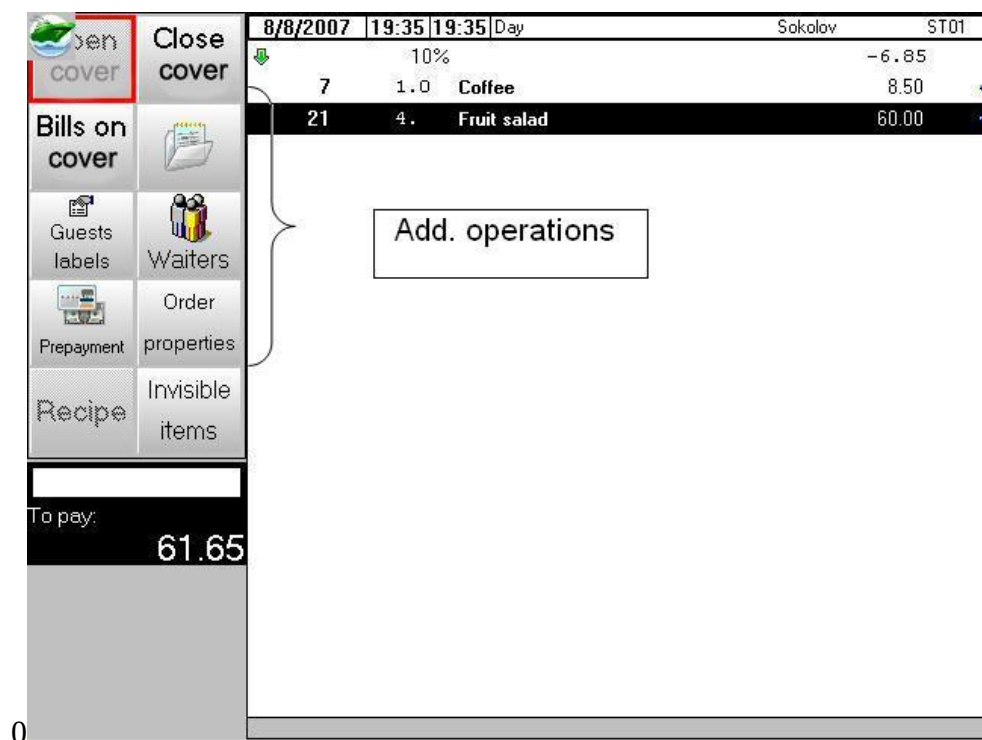
Picture 376

In order to call the whole list of the menu, you should use the operation **Menu**. The operation «ALT» **Menu** displays the menu on the screen at that level, where the last dish was chosen.

8/8/2007 19:40		8/8/2007 19:40		Day		Sokolov		ST01													
8/8/2007 19:29		10%						-6.85													
555.1		3/3		7		1.0		Coffee													
/3				21		4.		Fruit salad													
								8.50													
								60.00													
Not Specified																					
Main																					
Sokolov																					
Parents and child																					
Day																					
Price 2																					
10%																					
-6.85																					
-6.85																					
Taxes: 18.67																					
Not included: 0.00																					
Price-list: 68.50																					
Paid: 0.00																					
To pay:																					
61.65																					
<table border="1"> <tr> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>Confectionary</td> <td>Desserts</td> <td>Drinks</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Garnish</td> <td>Hot Meals</td> <td>New menu</td> </tr> </table>										0	1	2	Confectionary	Desserts	Drinks	3	4	5	Garnish	Hot Meals	New menu
0	1	2																			
Confectionary	Desserts	Drinks																			
3	4	5																			
Garnish	Hot Meals	New menu																			

Picture 377

The screen form of the order editing at the keyboard station with the list of dishes displayed in the area of the central menu, after you fulfilled the operation «ALT» **Menu** is represented on the Picture 377.



Picture 378

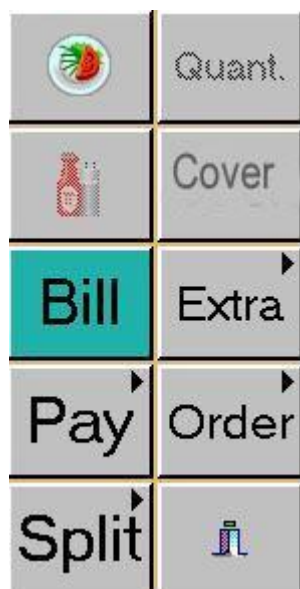
The additional operation **Function** is available at the keyboard stations, but there is no such operation at TS stations. The operation **Function** displays the menu with the rarely used operations (see the Picture 378, «additional operations»).

10.2 Operation menu

The general list of operations coincides at TS and keyboard stations. This list contains the reference *Operations* (see §5.1). Names of similar operations can differ at stations of different types. Two operations (main and alternative) can be fixed to one key at the keyboard station; alternative operation is called, when you press this button together with the button «ALT».

The different list of operations can be used at your enterprise than the one shown below. The operation menu for TS station is represented on the Picture 379. The operation **Delete** is located separately; it is called with the help of the button «Del» at the digital keyboard of the TS station (see the Picture 372); at the keyboard stations this operation is called with the help of the





Picture 379



Picture 380



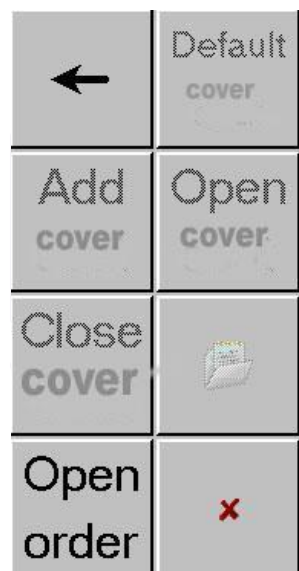
Picture 381



Picture 382



Picture 383



Picture 384

The description of operations for TS stations follows. The name of the operation (or “ALT” operation) that corresponds to the operation at the keyboard station keyboard stations is stated in brackets.

The button with the operation is available only in that case, when it can be fulfilled at TS stations. The unavailable operation (at the current moment) will not be fulfilled at the keyboard station.

Delete – with the help of this operation you can delete the dish, discount (markup), prepayment line, service-line from the order. You should select the *reason of deletion*, when you

delete the dish from the saved order. You can delete the discount or prepayment from saved or unsaved orders. The employee that has the right *Deletion of automatic discounts* can delete discounts (markups) that were fixed automatically. You cannot delete discount (markup) with the field of usage 'For dish' with the help of the described operation. This operation is fulfilled in the mode «Content» (see § 10.19). It is impossible to cancel the reason of deletion (dish restoration). You should add the new dish in this case. Changes of saved reason of deletion are fulfilled in the mode «Content». The information about usage of this operation for deletion and receipt cancellation, see §11.9;



(Dish) – this is an operation to display the list of dishes in the area of the central menu. It is used, if the list of consumators, currencies, discounts (markups) and reasons of deletion (in the saved blocks) were placed in this area. Another usage of the operation for the dish selection from menu is described in § 10.5.1. (You should use the operation **Menu** that will call the menu of the upper level at the keyboard stations (if there is no dish the 'hot key'). If you use the operation «ALT» **Menu**, the menu will be called from that level, where the last dish was called);

Quantity – the usage of the operation is described in § 10.6. (at the keyboard stations the operation is **Quantity**);

Cover –distribution of dishes of the order by covers (see § 10.8.1), without calling in the special window form (see § 10.8.2) (at the keyboard stations the operation is **Cover**);



(Modifier) – transfer to the mode «Modifiers» (see §10.16) (at the keyboard stations the operation is **Modifier**);

Bill / Bill cancellation – this operation is described in §11.1.3 (at the keyboard stations the operation is **Bill** / «ALT» operation is **Bill cancellation**);



(Close) – exit from the order to the main menu and saving of changes (at the keyboard stations the operation is **Create**).

The button **Add.** (at TS stations) is the button with the help of which you can transfer to the selector (see the Picture 385) that contain buttons with operations:

Content – transfer to the mode «Content» (see § 10.19) (at the keyboard stations the operation is **Content**);

Weight – the information about operation usage, see § 10.6 (at the keyboard stations the «ALT» operation is **Weight**);

Price – this operation is available for dishes with the open. Enter the price of the dish to the entry field and use this operation. The price of the dish will be changed according to the entered data. If you press the button ‘Price’ once again, the price will become equal to the price of the price list. Another function of this operation is to change the value of discount (markup) with ‘changeable value» (see §10.15.2.2) (at the keyboard stations the operation is **Price**;



(**Consumators**) – transfer to the mode «Consumators» (see § 10.17). (at the keyboard stations the «ALT» operation is **Consumators**);



(**Discounts**) – transfer to the mode «Discount» (see § 10.15) (at the keyboard stations the operation is **Discount**);



(**Markup**) – transfer to the mode «Markup» (see §10.15). (at the keyboard stations the «ALT» operation is **Markup**).

Code from keyboard – you can call the form for the code entering that will be worked by MCR algorithms, if there is the flag *Keyboard* inside them (see the Picture 385). (There is no such operation at the standard keyboard station);

Picture 385



(**Registration**) – the operation for the temporary registration of the employee. It is used to register the employee that has larger rights than the employee, who serves the order. This operation is fulfilled, when it is necessary to fulfill the action, unavailable for the employee,

who serves the order (see details in § 8.3). The registration is fulfilled with the help of the swiping the magnetic card on the reader at the keyboard station;

Cancel the registration – in order to cancel the temporary registration, it is necessary to use this operation. Another way to cancel the temporary registration is to select the screen with the blinking sign ‘Temporary registration’ (for Ts stations). (at the keyboard stations the «ALT» operation is **Cancel manager functions**);

Recipe – data displaying on the dish recipe. The operation is available only if the dish property *Recipe* was filled. (The operation *Recipe* is placed to the list of add. operations that is called with the help of the operation **Function**);

Dish search – see § 10.24.



- tariffication activation, see § 10.22.

The button **Split** is the button of transferring to the selector at TS stations (see the Picture 381), that contains buttons with operations (enter selector with the help of the operation **Split** at keyboard stations):

Line – operation of transferring to the mode of the service-line (see §10.7) (at the keyboard stations the operation is **Line**).

Packing – the operation of summing the similar dishes that were entered in several lines in the order. For dishes that were distributed by covers, lines with the similar dish and similar covers can be summed. Dishes that have modifiers are packing only by entire consentaneity of the set of modifiers (at the keyboard stations the «ALT» operation is **Packing**);

Split by service order – splitting of ordered dishes into pockets according to the service order (see § 10.13). (The same name operation of the selector of additional operations is displayed on the screen with the help of the operation **Split** at the keyboard station);

Split by covers – calling of the special window form for splitting of dishes of the order by covers (see § 10.8.2). Another way to split dishes of the order on covers is to use the operation ‘Cover’ (see §10.8.1). (The same name operation of the selector of additional operations is displayed on the screen with the help of the operation **Split** at the keyboard station);

Split by blocks – redistribution of dishes of the order by unprinted blocks (see § 10.11). (The same name operation of the selector of additional operations is displayed on the screen with the help of the operation **Split** at the keyboard station);

Split by orders – with the help of this operation you can move dishes of the order to other open at the current moment tables (see § 10.9, p. 591). (Similar operation of selector of add. operations that is called with the help of the operation **Divide** at the keyboard station);

Split the printed by pockets – redistribution of printed dishes by blocks (see § 10.12). (The same name operation of the selector of additional operations is displayed on the screen with the help of the operation ***Split*** at the keyboard station);

Split the printed by orders – possibility to move already printed dishes between the orders (see § 10.10, p. 592). (Similar operation of selector of add. operations that is called with the help of the operation ***Split*** at the keyboard station);

The button ***Order*** is the button of transferring to the selector (see the Picture 382, in the mode of viewing of closed orders see the Picture 384), that contains buttons with the following operations:

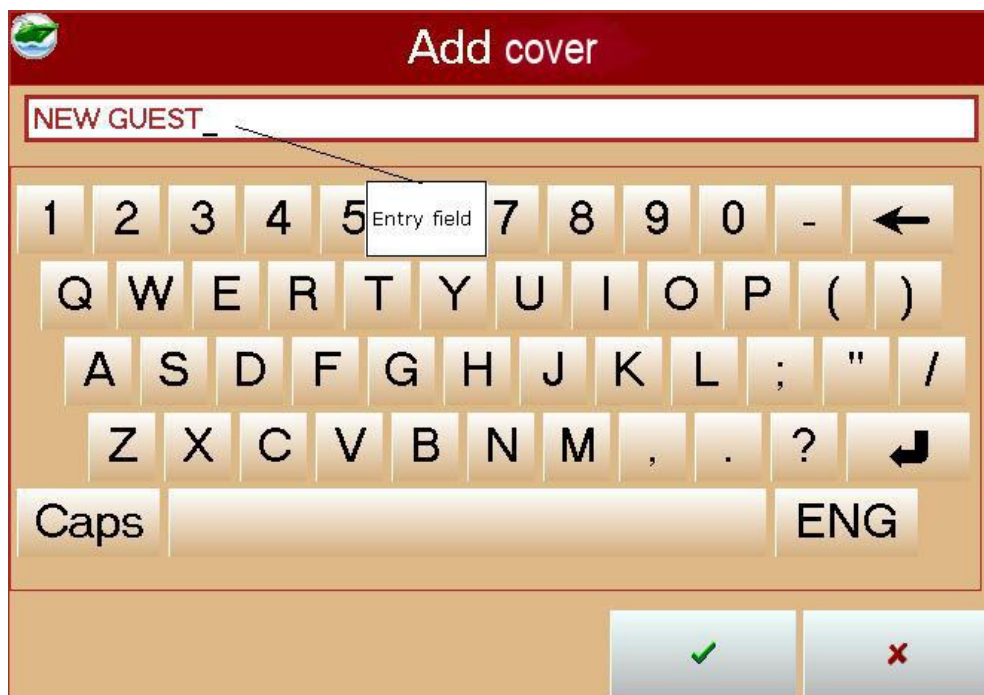


(***Order type***) – selection of the order type. You can change the already existing *Order type* only to such *order type* that is available in trade groups of all blocks of the order (saved and unsaved). (at the keyboard stations the Add. operation is ***Order type***);

Cover by default – fixing of the cover by default (see § 10.8.3) (place the mouse pointer on the empty line in the bottom of the form, enter the number of the cover that should be fixed as 'By default' and use the operation ***Cover*** at the keyboard stations);

Add cover – adding to the order one or several covers. Except the cases, when you should add the cover when the new guest came; in case the group of guests wants to pay the order by dishes (receipts 'by covers') and the total of the order by drinks – in one common receipt. All ordered drinks are transferred to the additional cover and it is paid by separate receipt. When you add the cover with the help of this operation, the checking of the maximal available quantity of guests for the guest type does not fulfill. The checking of restrictions of detailing on quantity of guests will be fulfilled, if the increasing of guests leads to recalculation of the amount of discount/markup. (at the keyboard stations the «ALT»operation is ***Add. cover***).

The form that is represented on the Picture 386, is intended for entering of the label of the new cover.



Picture 386

The new guest's label in the form of the ordinal number will be offered in the entry field, when you open the form. You can confirm the given label or enter with the help of the keyboard the other one for the new guest. For the confirmation of adding of the new guest with the label that is displayed in the entry field, press the 'OK' button. In order to cancel the adding of the new cover, press the 'Cancel' button.

Close the cover – the operation that allows to exclude from the 'calculation by covers' one of the covers. You can close the cover for which no dishes are specified. You cannot fix the 'closed' cover for the dish. The 'Closed' cover equivalents the cover that was already calculated, that is why the checking of the detailing on the guests' quantity does not carry out and if the decreasing of guests' quantity leads to the recalculation of the amount of the discount/markup, recalculation will not be fulfilled. (The add. operation **Close the cover** in the selector that is called by the operation **Function** at the keyboard stations);

Open the cover – the operation that allows adding earlier opened cover to the list of opened covers. (The add. Operation **Open the cover** in the selector that is called by the operation **Function** at the keyboard stations);



(Guest labels) – the operation for changing of guests' labels (see § 9.8.3.2) (Add. Operation **Guest markings** in the selector that is called by the operation **Function** at the keyboard stations);



(Waiters) – select an additional waiter of the order (see § 9.8.3.6). (The add. operation **Waiters** in the selector that is called by the operation **Function** at the keyboard stations);

Order properties – the operation that allows to change the order table, guest type, their quantity, main waiter of the order, comments. As a result of this operation fulfillment of the form *Editing the order property* - form – the analogue of the form *guests came*, but without the possibility to edit the order category. The order category will not be changed by any change in the order properties, even if they were included to the usage rules of the reference *Usage of order category*. (The add. Operation **Order properties** in the selector that is called by the operation **Function** at the keyboard stations);

Open the order – open the closed order. The operation is available only in the viewing mode of closed orders (see the Picture 384). (The add. Operation **Open the order** in the selector that is called by the operation **Function** at the keyboard stations). If the parameter *Order autocalling* is used with the value «True», the operation will be unavailable.



(Do not save) – exit from the order to the main menu of the application without saving of the made changes. (The button **Cancel** that according to the situation, functions as an exit without saving the changes from the form of order editing, rejection from the current operation, exit from the screen form at the keyboard stations);

The button **Payment** (there is no such button at the keyboard stations) is the button of transferring to the selector that contains operations (see the Picture 383):



(Drawer) – open the cash drawer. (at the keyboard stations the operation is **Drawer**);

Order calculation – transfer to the mode of payment of the receipt (see operations in receipt payment the mode in § 11.1.1). (at the keyboard stations the operation is **Order calculation**);

Calculation by covers – the operation that calls the calculation by covers (see § 11.8). (at the keyboard stations the «ALT» operation is **Calculation by covers**);

Pay – the operation is described in § 11.1.1. (at the keyboard stations the operation is **Pay**);

Bills by covers – bill printing in case of «Calculation by covers». (The add. operation **Bills by covers** in the selector that is called on the operation **Function** at the keyboard stations);

Bill cancellation – if there is the printed bill, this operation is available and serves for its cancelation. (at the keyboard stations the «ALT» operation is **Bill cancellation**);

Calculator – calling of the calculator;



(Prepayments) – transfer to the mode «Prepayments» (see § 11.6). (The add. Operation **Prepayments** in the selector that is called with the operation **Functions** at the keyboard stations);

Create – the operation of the keyboard station for quick login to the form *New order* (*Guests came*) from the main menu. You can login the form of the order editing very easy with the help of this button from the form *New order* (if all necessary fields are filled). This button serves for exit from the order with saving of all changes in the order editing form;

Function – the operation of the keyboard station is described in § 10.1.2;



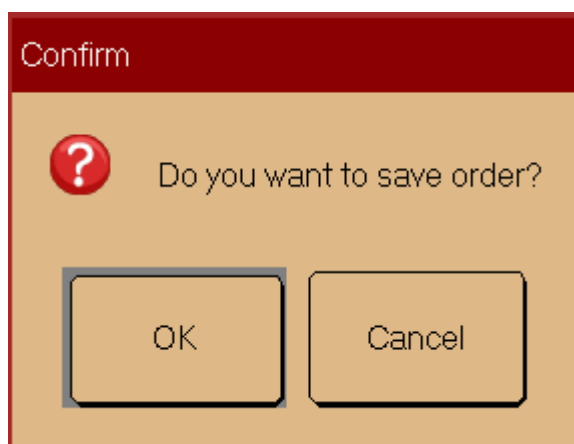
Following / Previous (button ) – the operation of the keyboard station for transferring between entry fields, in the modifier mode, modifier groups.

10.2.1 Operations that do not belong to the standard operation selector that can be added by the user to his/her selector

To add the order to... – to add unpaid part of the order to the chosen order. The quantity of covers in the resulting order consists of the quantity of open covers of the initial order and the recipient order (the chosen order).

Table transfer – table transfer takes place if there is no paid part of the order. If there is the paid part of the order, in this case transfers only unpaid part of the order. If to select the already occupied table (for example table XX) as a recipient table in this case transfer occurs for the table XX.1.

Exit from the order window – the window (see the Picture 387) pops up by calling this operation. By choosing “Yes” – the exit occurs with saved changes, by choosing “No” – the exit occurs without changes. In order to deny order exit it is necessary to click in the window or to use the operation “Cancel”.



Picture 387

10.3 Menu structure

The menu (see the Picture 388) consists of dishes that are subdivided on groups. Menu groups can contain dishes and / or other groups. Nesting of the group is specified by the structure of the tree group of the reference *Menu* (see § 4.6.1).

Buttons that have in the upper right corner little black triangle, are menu groups. Buttons that specify the dishes do not have such sign.



Picture 388

The path by groups to the current condition of the menu is displayed in the help line.



10.4 Invisible objects

Sometimes there are such situations at the cash stations, when the employee wants to add some discount or markup and cannot find them in the list of available for selection. In either case – the employee cannot find necessary currency, when the guest pays the bill. In order to display the objects that are hidden from the available for selection area on the screen, use the function *Invisible objects*. This function displays unavailable for selection objects with specification of reason why these objects are unavailable.

It is the button **Invisible objects** at the TS stations (see the Picture 374). The button **Invisible objects** of the operation menu that is called with the help of the button **Functions** at the keyboard stations.

Invisible objects of the type 'Discounts' are represented on the Picture 389. The reason 'Wrong usage area' is specified for the discount 'Lucky man'.



Picture 389

In order to transfer to the mode of representation of visible objects, use the button **Visible objects** or the command of the operation menu that calls the list of necessary objects. In order to transfer to the mode of the object representation, use the operation **Dishes**, in order to transfer to the mode of representation of the available discounts, use the operation **Discount**.

10.5 Main characteristics of the dish

Every dish has a unique code.

Dishes can have the following modes of the price: «portioned on weight», «portioned for standard portion» and «for piece». You can enter the weight of the dish at the cash station, if the dish is portioned. The operation **Weight** is unavailable for 'pieced' dishes.

The dish price can be 'opened' or 'closed'. If the dish price is 'opened', an employee (if he has the corresponding rights) can enter at the cash station the value of the price that is different from the value that was fixed as default. The operation **Price** is available for such dishes. If the price of the dish is 'closed', the value of the price at the cash station is impossible to change. The operation **Price** is unavailable, when you point the mouse pointer to such dish.

Consumators, modifiers and discount/markup can be fixed for the dish. The enumerated items in the order editing form that belong to the dish, highlighted with the sign, specified with 1 on the Picture 390.



	Temporal	
103	2. Pie "Imagination"	400.00
113	2. Salad "Caesar"	500.00
[In one pot]		
112	1. Tea black	120.00

Picture 390

10.5.1 Dish selection

There are several ways of adding of the dish to the order and enter its quantity.

1. Select the necessary dish in the menu. One portion of this dish will appear in the order.
2. Enter the quantity of portions to the entry field and select the necessary dish in the menu. The fixed quantity of portions of this dish will appear in the order. If the added dish is already in the order and it was highlighted, then the entered to the entry field quantity of portions would be added to the quantity of portions in the highlighted line.
3. Enter the code of the dish to the entry field and use the operation **Dish**. One portion of the dish with the displayed code will appear in the order.
4. You can select the dish with the help of the 'hot button' at the keyboard stations.
5. Another way to select the dish at the keyboard station is the button combination «Alt» + «Button marking with dish».

- ❖ For the keyboard stations. If you point the mouse pointer at any dish and pressed «Alt» + «Menu», the menu on the group will be opened, where this dish is located.
- ❖ If you enter the code of the dish to the entry field and press «Alt» + «Menu», a group will open, where this dish is located.

If the dish can be added to the current block, then it is added before the dish on which the focus is located. If the dish can not be added to the current block, then the block is specified to which the dish can be added. In this case the dish is added to the end of this block.



10.6 Entering of quantity and/or weight of the dish

The conception *quantity* represents the value that gives the total by its multiplying on the price. This is the quantity of pieces or portions for pieced dishes and for dishes with the price mode 'Portioned as standard portion'. Weight of the portion is for the dishes with the price dishes «Portioned for weight».

Dishes in the menu can be pieced or portioned. Quantity in pieces is fixed for the pieced dishes. The quantity of dishes – in standard portions and/or its weight can be fixed for portioned dishes. Price of the portioned dishes can be calculated relatively to the weight of the standard portion or relatively to the price of 1 kg, it depends on the settings (see § 4.6.1.2, property group **Portions**).

There are several ways to change weight and fix the quantity of portions:

1. Enter the quantity of portions simultaneously with dish selection (see § 10.5.1).
2. The operation **Q-ty** sequentially increases the quantity of portions of the highlighted dish per unit.
3. In order to change the quantity of portions of some dish in the order, select it and enter the necessary quantity of portions to the entry field and use the operation **Q-ty**.
4. In order to enter the weight of the portioned dish, highlight it and enter the weight value in kilograms (for example, instead of 200 grams you should enter «0.2») to the entry field and use the operation **Weight**. The dish price will be calculated according to the displayed weight of the portion. The quantity of dish portions will be calculated according to the weight of the standard portion of the dish.
5. Usage of the operation **Weight** without entering the value to the entry field will bring the weight of the dish to the weight of the standard portion, the quantity of this dish will equal 1.
6. For dishes that have fixed flag *1 weight change*, after single change of the weight in the saved block, the operation **Weight** will become unavailable. Such dishes before weighting (after saving) have the sign  to the left.



10.7 «Prepare later» Mode

In order to create the new block, use the operation **Line**. Select the serving order (for example, *Prepare later*) in the area of the central menu, which should be fixed to the block. Serving orders that have the flag *Manually* will come to the selection list. Blocks of the type *Draft* (see § 4.6.5, p. 203) are not printed.

The menu for the printing time, reminding time and block serving defining will be opened after the serving order selection (see the Picture 391). Printing time and reminder editing is available if the flag *Permit times* for the serving order is fixed; the editing is unavailable if this flag is not fixed.

19:44 Print At	19:44 Remind At	20:19 Ready At
Print After	Remind After	Ready After
Delete		Close

Picture 391

Block times (see §§8.5.2, 10.7.1, 10.7.2, 10.7.3). Times (*printing, reminding or service*) can be fixed in three ways:

I WAY. Enter the time to the entry field of the screen form in the following format: XX.YY, where XX - hours, YY – minutes (*printing, reminding or serving time*), press the corresponding button in the menu of the service-line (*Printing time, Reminding time or Service time*);

II WAY. Enter the quantity of minutes till the necessary time to the entry field and press the button *Print in (Remind in or Serve in)*.

If you specified the time this way, the report will be fulfilled from the time that was fixed in the field *Printing time (Reminding time or Service time)*. The *reminding time* value cannot be less then the *printing time* value. The *service time* value cannot be less then *printing time* and *reminding time* values. If you will try to enter the time this way, the service time and reminding time will be changed to the higher entered value.

III WAY. If the (*printing, reminding, service*) time was entered manually, in order to change it to the current system time, you should press the corresponding button (*Printing time, Reminding time or Service time*).

The entered information is displayed in the informational window (see the Picture 392). Except the printing, reminding and serving time, the information about data of the block is also displayed in this window: period, service order, trade group, price type (price-list), author of the block, block type. The block type describes its origin and can take the following values:

Automatically – automatic order creation

Manually – the block was created with the help of the operation **Line**

Inner transfer – the block was transferred from one order to the other

Shift transfer – the block was transferred from the earlier closed shift

MAT ST 19:44 19:44 20:19 Period: Evening Course: Later Trade group: Default PriceScale: Main Waiter: Administrator Session Type: Auto	Service time Reminding time Printing time

Picture 392

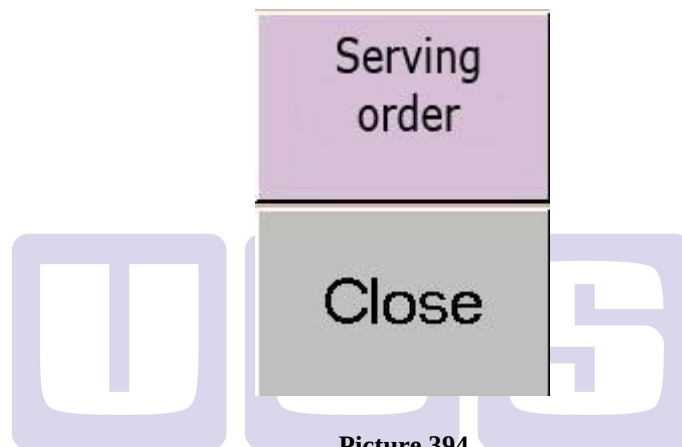
The service-line (*line*) (see the Picture 393) will be added after the serving order and the menu, which specifies the time in the order, closing.

8/8/2007	19:35	19:35	Evening	Administrator	NAT_ST

Picture 393

In order to change the time of the current block, you should highlight its service-line and make necessary changes.

You can fix or change the serving order of the block with the help of the command **Serving order**, the exit from the mode *Prepare later* – the command **Close** (the operation menu of this mode, see the Picture 394).



Picture 394

10.7.1 Printing time

The service printing of the block is fulfilling according to the *printing time*. The waiter, who serves the order, cannot perform changes in the quantity of dishes and modifiers, after the block printing. In case of necessity dishes can be deleted with the mentioned deleting reason.

The *printing time* cannot exceed the *reminding time* and *service time*.

→ → →

10.7.2 Reminding time

The printing of the reminder is fulfilled according to the *reminding time*. This time serves to remind about the beginning of the dish preparation and it should be higher or equal of the *printing time*.

If the parameter *Calculation of reminding time* is used with the value «True», the reminding time can be calculated automatically as «the value of the *service time*» - «the quantity of minutes for the dish preparing» (specified in the property of the dish *Dish preparation*).

The reminding time cannot be used in the system, if the parameter *Usage of reminding time* is used with the value «False».



10.7.3 Service time

The *service time* is the time, when the guest asks to serve the dish (dishes) of the block. The *service time* of the block to guests should be higher or equal to the *reminding time*.

The serving time is calculated automatically, when the operation ***Split on service order*** is fulfilling, according to property values of service orders *Minutes till next*.



10.8 Dish distribution between covers

Guests can ask the waiter to calculate the order for every guest separately. For this the waiter should have the possibility to distribute dishes between the covers.

Guests' marks can be standard (if the waiter selected labels that should be used for guests), entered specially for this visit (if waiter entered labels of guests by order creation); or order covers can be specified with the help of numbers (if guests' labels were not selected or entered).

The cover of the dish will be saved, when you transfer the dish with the fixed cover to the other block. The cover of the dish will not be saved, when you transfer the dish to the other order.

There are two ways of dish division between the covers; they are described in §§10.8.1, 10.8.2.

10.8.1 Operation Cover

In order to fix the guest's label for the dish or change earlier fixed label with the help of the operation ***Cover***, fulfill the following actions:

- ✓ Highlight the dish, for which you want to specify the dish;
- ✓ , the number 2);
- ✓ If the guest's label that appeared in the line of the dish, does not correspond the necessary one, press the button ***Cover*** once again. The guest's label will change to the next one in the dictionary;

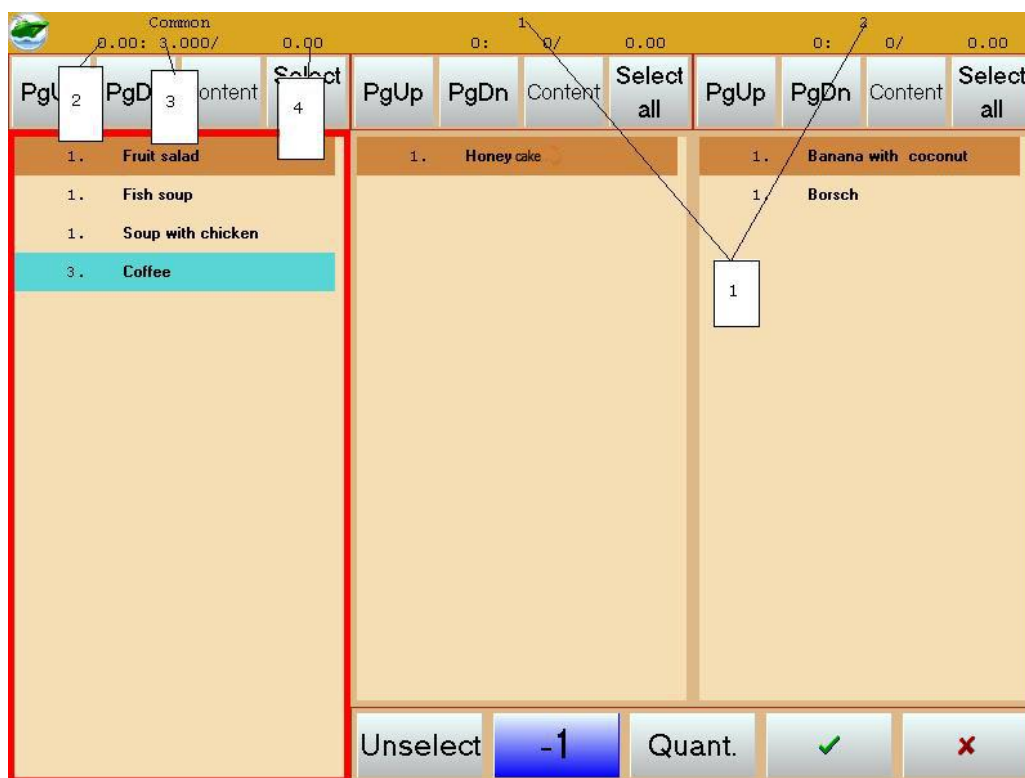
- ✓ Keep pressing the button **Cover** until the necessary label will appear in the line of the dish, for which we specify the guest's label.

If covers are specified by numbers, you should enter the necessary label in the entry field and press the button **Cover**. The entered guest's label will be specified to the line of the dish.

→ → →

10.8.2 Operation Split by covers

Select the operation **Split by covers**. The screen form of the dish division will be displayed on the screen, see the Picture 395. The form with the dimension 800x600, represented on the picture, contains three identical panels and working buttons at the bottom of the screen. The screen form with 640x480 dimension has only two panels. Dishes that refer to the order are not distributed between the covers and placed on the panel with the inscription 'Common' at the top.



Picture 395

10.8.2.1 Dish transfer between panels

Panels of this screen form are intended to distribute dishes between the covers (orders, blocks, and printed blocks). At the top of every panel (see the number 1 on the Picture 395),

identification of the cover is displayed (table, time of the block or printed block) to which dishes refer.

You can select the cover (table, block) with the help of the button 'Content' at the top of the panel; the panel of this cover will be displayed for editing the content of the dish that refers to this cover (table, block or printed block). You can select the cover (table, block) with the help of the button **Menu** at the keyboard station.

You can move between the panels at the keyboard stations with the help of the buttons  (**Following/Previous**).

You can select just one or all dishes to transfer them. In order to highlight all dishes, press the button «All» at the top of the panel. In order to highlight one dish, select it with the help of the mouse pointer and press **Enter**. The background of the dish starts blinking. Then specify the panel, where you want to transfer the dish. The line with the highlighted dish (dishes) will be transferred to the selected panel.

If you want to transfer not all portions of the dish, after its highlighting, press the button 'Q-ty' (the button **Q-ty** at the keyboard stations), the calculator will be displayed on the screen (see the Picture 396). Enter the numbers of the quantity of dishes, that should be transferred and press the button of the calculator . Then specify the panel, where the specified quantity of portions should be transferred. The calculator can be also used for arithmetical calculations.



Picture 396

If you want to cancel the selection of quantity of transferred portions, in the calculator press the button .

If you specify the quantity of portions higher than the line contains, all portions will be moved. The number 2 on the Picture 395 specifies the total of the highlighted dishes. The number 3 specifies the quantity of highlighted portions, which you want to transfer. The number 4 specifies the general total of the order on the panel.

The different way to transfer not all portions of the dish in the line is to highlight them and press the button ‘-1’ (at the keyboard stations – the button «-»). The quantity of moved portions will be reduced per unit, every time when you press this button (see the number 3 on the Picture 395). Specify the panel, where this dish should be transferred, when the quantity reaches the necessary amount.

If the list of dishes (tables, blocks) cannot be fully placed on the panel, use the button «PgDn» - to move to the next page, and «PgUp» - to move to the previous page.

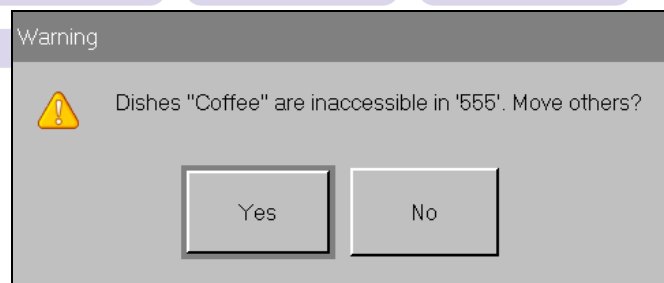
You can cancel the selection of the dish with the help of the button ‘Reset’. In order to cancel the dish distribution between the covers and exit from the screen form that is represented

on the Picture 395, press the button  (**Do not save**).

In order to finish the work with the screen form and exit with saving of dish distribution by covers (tables, blocks, printed blocks), press the button  (**OK**).

❖ Checking on availability of the transferred items in the current trade group of the block-receiver is fulfilled, by transferring between panels.

If there are no dishes, selected for the transfer, in the trade group of the block – receiver, the message will appear on the screen, see the Picture 397.



Picture 397

The same message is displayed, if the selected dish is permitted in the trade group of the block – receiver, but there are no modifiers, discounts and consumators of this dish in this trade group.

→ → →

10.8.3 Cover fixing by default

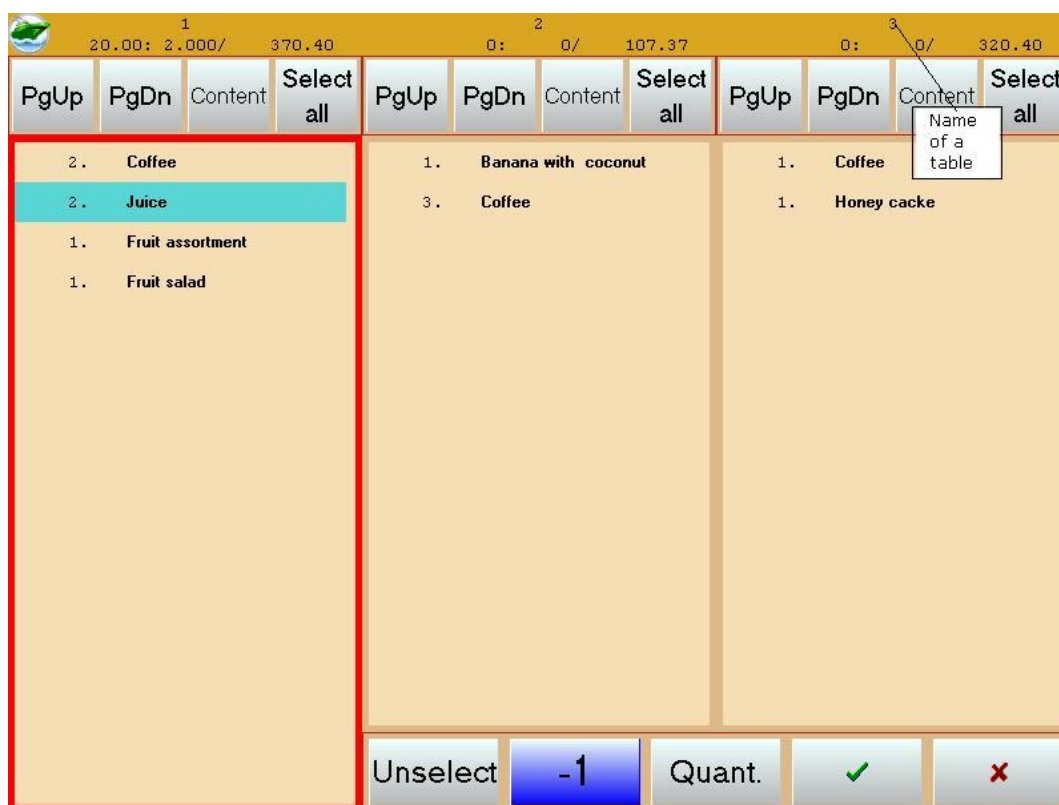
You can specify the cover, to which the added dishes will refer, with the help of the operation **Cover by default**, while the function of the operation will not be canceled.

The first cover will be selected, after the first pressing on the button **Cover by default**, the next pressing will select the next cover, etc.

In order to cancel the operation of the cover fixing by default, enter to the entry field «0» and press the operation **Cover by default**.



10.9 Dish distribution by orders



Picture 398

You can move the dish or part of the dish from one open table to the other, with the help of the operation **Split by orders**.

The screen form of the dish transfer between the orders is represented on the Picture 398.

The «Content» of this screen form contains buttons «New» and «All tables». You can open the new order at the current table with the help of the button «New». See the additional information in description to the number 3, the Picture 374. With the help of the button «All tables» it is possible to transfer to the list of all opened at the current moment tables to the selection of one of them.

The cover of the dish by transferring to the other order is not saved.

Dishes, transferred to the order from the other one, form the separate block. There is a sign at the service line of the block of the table from which they were transferred.

- ❖ The current time of the block of the transferred dishes is put by transferring between the orders.

Details on dish moving between the panels of the screen forms is represented in §10.8.2.1.



10.10 Distribution of printed dishes between the orders

The operation ***Split printed dishes by orders*** serves for transferring the printed dishes from one order to the other. The screen form of this operation is represented on the Picture 398.

The appearance of the form does not differ from the screen form «Split the dish on orders» (see the Picture 399), but it contains only printed dishes of blocks.

The screen form contains buttons «New» and «All tables». You can open the new order at the current table with the help of the button «New». See the description to the number 3, on the Picture 374 about definition of such order. You can move to the list of all opened at the current moment tables for selection of one of the table with the help of the button «All tables».

Printed dishes, transferred to the order from the other order, form the separate block. There is a sign on the service-line of the table from which they are transferred.

The cover of the printed dish by transferring to the other order will not be saved.

The detailed description of the dish transferring between the panels of screen form is represented in § 10.8.2.1.



10.11 Distribution of dishes by blocks

The operation ***Split by blocks*** serves for dish transferring from one block to the other. It is fulfilled for distribution of dishes by blocks that were not printed (saved).

The screen form of the dish distribution by blocks is represented on the Picture 399.

Administrator 1:28 PM 0.00: 2.000/ 0.00				Administrator Later 1:28 PM 0: 0/ 0.00				Administrator Take with 0: 0/ 0.00			
PgUp	PgDn	Content	Select all	PgUp	PgDn	Content	Select all	PgUp	PgDn	Content	Select all
2. Coffee 1. Fruit assortment 1. Fruit salad 2. Coffee				1. Coffee 2. Juice 1. Banana with coconut				1. Honey cake			

Unselect
-1
Quant.
✓
✗

Picture 399

Data about the employee, who serves the block, date of the block and time of the reminder printing, are represented at the top of every panel.

If block is fixed for the dish, this dish will be saved, when you transfer it to the other block.

The description of dish transferring from one panel to the other, see §10.8.2.1.

10.12 Distribution of printed dishes by blocks

There is a possibility to distribute printed dishes by blocks with the help of the operation ***Split the printed by blocks.***

The appearance of the screen form does not differ from the screen form 'Split by blocks' (see the Picture 399), but it has only printed dishes of the block.

The data about the employee that serves the block date of the block and the printing time of this block is displayed as in the form 'Split by blocks' at the top of every panel.

The cover, fixed for the dish is saved, when you transfer the dish to the other printed block.

The description of the dish transferring from one panel to the other see in §10.8.2.1.



10.13 Split dishes on serving order

The operation ***Split dishes on serving order*** allows to divide dishes of the order on blocks according to the serving order that was specified for dishes. On the Picture 400 you can compare the order before splitting on serving order (the upper one) and after it (the lower one).

09.08.2007	13:40	13:40	Day	Kristina	NAT_ST
159	1.	Banana with coconut		45.00	
104	1.	Coffee		5.20	
81	1.	Fish soup		44.00	
79	1.	Soup with chicken		49.00	
131	1.	Sea Salad		105.00	
138	1.	Salad 'Exclusive'		69.00	
130	1.	Greek salad		61.00	

09.08.2007	13:41	13:42	Day	Garnish	Kristina	NAT_ST
131	1.	Sea Salad		105.00		
138	1.	Salad 'Exclusive'		69.00		
130	1.	Greek salad		61.00		

09.08.2007	13:41	13:42	Day	Hot meals	Kristina	NAT_ST
81	1.	Fish soup		44.00		
79	1.	Soup with chicken		49.00		

09.08.2007	13:41	13:42	Day	Desserts	Kristina	NAT_ST
159	1.	Banana with coconut		45.00		
104	1.	Coffee		5.20		

Picture 400

The quantity of minutes that was set in the property of the serving order *Minutes till next* would be added to the serving time.

By automatic splitting on the serving order, the quantity of minutes, specified in the property of the serving order *Minutes till next* divides times of block serving.

If the parameter *Calculation of reminding time* is used with the value «True», the quantity of minutes from the property of the dish *Preparation time* will be used for the automatic calculation of reminding time: «the value of serving time» minus «quantity of minutes of dish preparation». If dishes of the block have different time of preparation, the maximal time for the reminding time will be taken.



10.14 Exit from the form of work with order

In order to close the form of work with the order and save all performed changes, use the

operation **Close** (button ) (at the keyboard stations is the button **Create**).

In order to close the form of work with order without saving the performed changes, use the operation **Do not save** (button  at TS stations). In this case all changes that were made after the last saving will not be saved (the automatic saving is made in this case see §8.5.2).



10.15 Discount/markup fixing

Discount/markup can be applied to the whole order, to one of the covers at the table (to the particular guest) or the particular dish (to the order line: 'Dish with quantity fixing').

Discounts/markups can be subdivided into the following groups and subgroups:

- automatic (see § 10.15.1)
- fixed manually (see § 10.15.2)
 - with the fixed value (see §10.15.2.1)
 - with the changeable value (see §10.15.2.2)
 - with the value by default (see § 10.15.2.3)
- discount on payment (see § 10.15.7)
- discount/markup fixing on the payment card (see 10.15.3)
- markup «tips from change» (see § 10.15.8)

Discount/markup can be fixed automatically by order forming, if order conditions (validity, order type, role of the employee that serves the order, total of the order, quantity of ordered dishes, etc.) correspond the conditions of the rule of automatic fixing of discount/markup, specified in the reference 'Usage of discount/markup'. The employee can delete such discount/markup, if he/she has the following right *Deletion of automatic discounts*.

Discount/markup can be fixed manually, if it is available for the employee and the order conditions satisfy the conditions that permit to fix such discount/markup in the reference *Usage of discount/markup*.

When you fix the discount/markup manually, their automatic grouping by usage areas: 'For order', 'For cover', 'For dish' will be displayed in the area of the central menu.

Discount/markup can be calculated as the percentage from the total of the order or the total of the dish (dishes), for which this discount/markup is calculated. The other type of discount/markup is the fixed total that is calculated as a discount or a markup to the order, dish or cover.

Besides usage rules there are detailing for discount/markup, where the possibility of fixing the discount/markup in accordance with the total of the order, quantity of ordered dishes, guest type

and their quantity, amount of the discount (markup). If the amount of the fixed manually discount/markup according to the detailing conditions cannot be taken into account in the bill, this amount is not displayed in the column of total components of the order and the discount will not function (see the Picture 375). If the order conditions will reach the necessary values, specified in one of the discount/markup detailing, the value of the discount/markup according to this detailing will be displayed in the column of the total components of the order and will be taken into account in the bill.

The value of the percentage (amount) of the discount/markup that is fixed manually can be calculated automatically or entered in the entry field, if the flag *Changeable value* is fixed for the discount/markup. If to fix the discount/markup with the 'changeable value' without specifying the value in the entry field, then the value 'by default' from detailing will be taken.

Discount/markup 'for payment' is called the discount/markup that is fixed for the currency in the property *Discount/markup*. The currency is automatically added to the bill, when you pay with this currency. The discount and its value is specified in the discount line, the total for payment will be reduced (increased) on the amount of the discount (markup).

If the property *Markup for tips* is specified for any currency, when you enter the amount bigger than the rest for payment, you can use the operation 'Change for tips' and balance the receipt. If for the currency with the specified 'Markup for tips' the flag *Without change* is fixed, then the exceeding of payment of this currency will be automatically referred to the 'Markup for tips'.

10.15.1 Automatic discount/markup fixing

When conditions appear (period, table, selection by the client the corresponding dish, achievement by the total of the order the limiting value or achievement the limiting quantity of ordered dishes, etc) the discount/markup fixing, it will be automatically displayed in the bill area in the separate line (see the Picture 401).

8/9/2007	13:53	13:53	Day	Administrator	NAT_ST
Day discount					-2.11
51	1.	Vanilla ice-cream			25.00
[chocolate]					
104	1.	Coffee			5.20

Picture 401

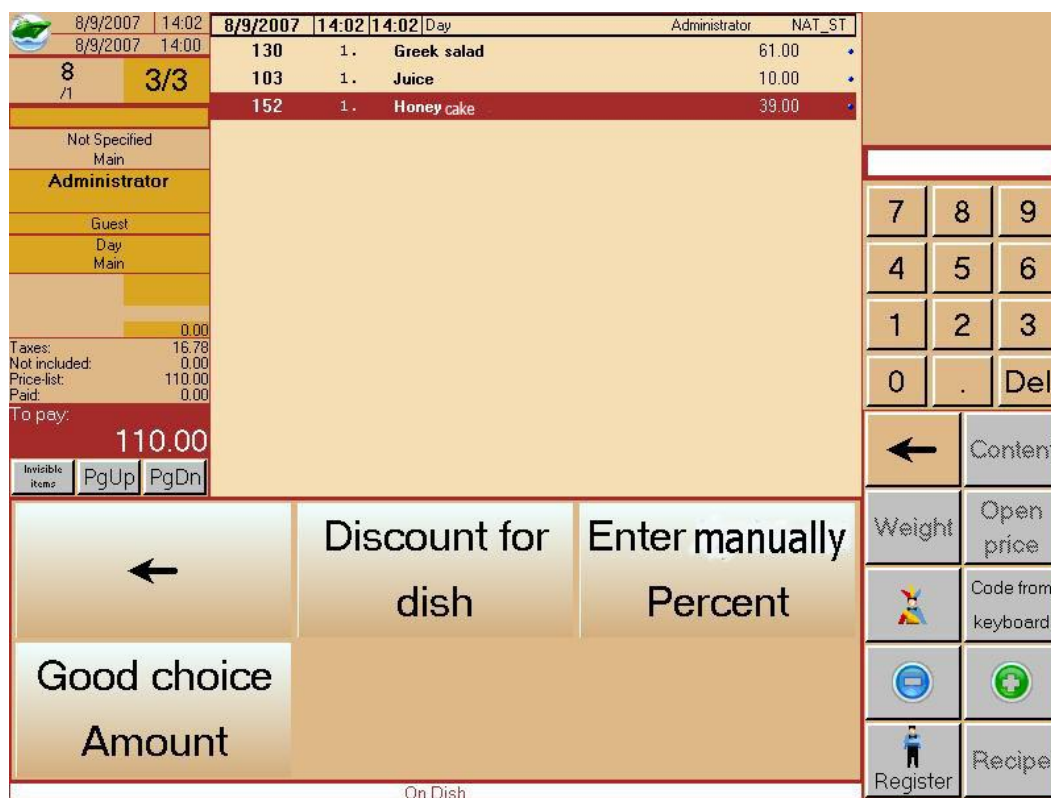
The amount (percentage) calculation of the automatic discount is fulfilled only automatically. You cannot enter the amount (percentage) of the automatic discount manually.

Discount/markup that is fixed automatically can be deleted manually by the employee, who has the right *Deletion of automatic discounts*.

10.15.2 Manual discount/markup fixing

In order to fix the discount/markup manually, use the operation **Discounts / Markups**

(buttons  and ). Names of usage area of discounts (markups) will be displayed in the central menu area of the form: «For order», «For cover» and «For dish» (automatic grouping). By every each group opening you will see discounts (markups) of the corresponding usage area that are available for fixing for the employee at the current moment (see the Picture 402).



8/9/2007 14:02		8/9/2007 14:02		14:02 Day		Administrator NAT_ST	
8	3/3	130	1.	Greek salad	61.00		
		103	1.	Juice	10.00		
		152	1.	Honey cake	39.00		

Not Specified Main
Administrator
Guest
Day Main

Taxes: 0.00
Not included: 16.79
Price-list: 0.00
Paid: 110.00
To pay: 110.00

Invisible items PgUp PgDn

Discount for dish Enter manually Percent

Good choice Amount

On Dish

Calculator: 7 8 9 4 5 6 1 2 3 0 . Del

Buttons: Content, Weight, Open price, Code from keyboard, Register, Recipe

Picture 402

Discount/markup types, created in the reference 'Discounts and markups', are located inside of groups of automatic grouping.

If two or three usage areas are fixed for one discount/markup (e.g., «For order» and «For dish»), this discount will be put for all necessary automatic groupings. The usage area would depend on the group of the automatic grouping from which it was fixed.

At discounts/markups with the fixed value, only the name of the discount/markup (discount «Discount for dish») will be displayed at the button. Name of the discount/markup with 'changeable value' and name of the calculation type of the discount 'Percentage' (see the

discount «Enter manually» on the Picture 402) or 'Amount' (see the discount «Good choice» on the Picture 402) are displayed at the buttons of discount/markup.

If the fixed discount/markup in the column of total component of the bill contains the '0' value (empty value), it means that there is no discount detailing that can satisfy the order conditions (see the Picture 403, discount «Enter manually»). If the total of the order, quantity of ordered dishes and quantity of guests (in case of adding the cover) or guest type (in case of dish transferring between the orders) is changed in such way that they will satisfy conditions of one of the discount/markup detailing in the column of total components of the bill, then its value will be displayed on the screen.

10.15.2.1 Manual discount/markup fixing with the fixed value

Select the discount/markup that you want to fix. The discount line with such name and amount (of percentage) will appear in the bill area.

10.15.2.2 Manual discount /markup fixing with the changeable value

Enter the value of the discount/markup to the entry field. If the discount/markup is summed, enter the amount of the discount; if the discount/markup is percentage, enter the percentage value. Select the discount/markup that you want to fix. The line with added discount will appear in the calculation area. The amount of the discount in rubles that was entered by you will be displayed in the column that contains values that are entered in the entry field (see the Picture 375, the number 1). The discount 'Entry manually' contains the value that was entered to the entry field «-12 %», see the Picture 403.

9/19/2007	18:42	18:42	Evening	Administrator	NAT_ST
51	2.		Vanilla ice-cream		50.00
156	0.		Fruit salad		0.00
	1.		Dropped tray		
109	2.		Coffee		12.00
9/20/2007	13:16	13:16	Day	Administrator	NAT_ST
160	2.000		Green tea		20.00
↓			Manual entry		-3.84 1

Picture 403

If order conditions do not satisfy the conditions of any detailing of the discount, then the value of the discount will be displayed in the column that contains total components of the bill (see the

Picture 375). If you do not have such detailing, in the column of total components of the order this value will not be entered, and correspondently will not be accounted by order calculation. The value of the discount «Enter manually» will not be accounted in the bill, see the Picture 403.

If by further order forming the data of the order (total by category, quantity of ordered dishes, etc) will be enough to calculate the value of the discount (markup), its amount will be displayed in the column of total components of the order and will be taken into account in the bill.

- ❖ In order to change the size of the discount/markup with the 'changeable value' with the usage field 'For cover' or 'For order', point the mouse pointer on it and enter the necessary value in the entry field and use the operation 'Price'. The value of the discount will equal the entered by you value.
- ❖ In order to change the size of the discount/markup with the 'changeable value' with the usage field 'For dish', you should use the operation 'Content', see § 10.19.1.

10.15.2.3 Manual discount/markup fixing with the value by default

If you will fix the discount/markup with the 'changeable value' without specifying its value in the entry field, the value from the used detailing discount/markup is placed. Such value of the discount/markup is used by its value 'by default'.



10.15.3 Discount fixing by payment card

In order to fix the discount by the discount card of the guest, point the mouse pointer at the line with any ordered dish and swipe the card on the reader. After that, the message will appear on the screen: 'Automation of PDS card...'. You will see the window *Client card {Number}* in case of successful card identification, see the Picture 404. The information from the page *Form* and the field *Additional information* of the PDS card are displayed under the name of the card owner. The following data is enumerated top-down:

- ✓ Rest
- ✓ Max discount (according to the settings in the area *Paying capacity* of the PDS card)
- ✓ Discount
- ✓ Bonus type
- ✓ Defaulter type

- ✓ The maximal rest of the discount, that is specified for the owner of the card (Data from the page *Discount*, the area *Amount restriction*)

If there is a message on the personal card on the page “Message” it will be also displayed (see the area “Entered message” on the Picture 404). It is possible to delete the message from the card with the help of the operation **Clear**. If there is an image on the client’s card, it is displayed in the right upper part of the window.

The discount status – the green tick is displayed under the image. Its meaning is that the discount is added. The red cross means that the discount cannot be added to the order. If to click on this area at the TS stations (or to press “Enter” at the keyboard stations), will be displayed the reason, why this discount cannot be added to the order.

In order to print the data about the card, use the operation **Print** on the TS stations or the button **Bill** (or **Function**) at the keyboard stations.

Client card 111

David Smith

Personal discount system(PDS)

Rest	2290.01
Discount	5%
Bonus Type	Gold
Defaulter Type	Founders
Max Discount	90000000.00

[Image]

✓ Authorized card number 111, interface "Personal discount system(PDS)"

✓ Discount "5%"

Picture 404

If the usage area of the discount is ‘for Cover’, select the necessary cover from the list of available covers for discounts to the cover (see the Picture 405).

Client card 12210

Rest	9,672.80
Max pay	9,672.80
Discount	Cover 15%
Bonus Type	2
Defaulter Type	0
Max Discount	90,000,000.00

List of available covers for cover discounts

1	2	3	4
5			

✓ Discount "15%", Cover 1

Deposit Pay by card Print Cancel

Personal discount system(PDS)

Picture 405

- ❖ Pay attention that the amount “Spend” and the bonus in PDS will be posted only in case of discount posting by card. If the discount is undesirable, its detailing can be made zero.

The information about order payment with the help of PDS card, see in § 11.4.

10.15.4 Peculiarities of fixing of discount/markup ‘For order’

Select the necessary discount (markup) from the usage area ‘For order’.

Discount/markup with the usage area ‘For order’ is displayed in the bill by the separate line (see the Picture 404, the discount «Enter manually»). In order to delete discount/markup ‘For order’ you should use the operation ‘Delete’ (see § 10.2).



10.15.5 Peculiarities of fixing of discount/markup ‘For dish’

Point the mouse pointer at the dish, for which the discount/markup will be fixed. Select the necessary discount/markup from the usage area ‘For dish’.

Three discounts are fixed for the dish ‘Ragout’, see the Picture 406: «Discount for dish», «Birthday», «Good choice». The «Discount for dish» with the fixed value – «20.04 rubles» is

taken into account in the bill. The discount «Birthday» - is the total discount with the changeable value. The entered for it value is – «4.50 rubles»; is not taken into account to the bill, i.e. at the present data according to the existing detailing it can have only zero value.

152	1.	Honey cake	39.00
156	1.	Fruit salad	62.00
		Discount for dish	-1.86
	-12.00%	Good choice	-7.44
	-4.50	Birthday	0.00

Picture 406

The discount «Good choice» - is a percentage one with the changeable value. The entered value «2%» corresponds to the amount of the discount «13.36» and it is taken into account in the bill.

156	1.	Fruit salad	62.00
		Discount for dish	-1.86
104	1.	Coffee	5.20
103	1.	Juice	10.00

Picture 407

You can delete or change the value of the discount/markup of the type 'For dish' in the mode 'Content' (see § 10.19).

10.15.6 Peculiarities of fixing of discount/markup 'For cover'

If the parameter *Cover usage* is used with the value «False», it is impossible to fix discount/markup 'For cover'. In this case, there is no the field of use of the discount 'For cover'. If this parameter is used with the value «True», then it is possible to fix discount/markup for the cover.

Select the necessary discount/markup from the usage area 'For cover', then select the place for which this discount/markup is fixed (see the Picture 408).

8/9/2007 14:38		8/9/2007 14:35		8/9/2007 14:38 14:38 Day		Administrator	NAT_ST
1.1	4/4	79	1.	Soup with chicken	49.00		
		104	1.	Coffee	5.20		
		138	1.	Salad 'Exclusive'	69.00		
		103	1.	Juice	10.00		
Not Specified Main							
Administrator							
Guest							
Day Main							
0.00							
Taxes: 20.32							
Not included: 0.00							
Price-list: 133.20							
Paid: 0.00							
To pay: 133.20							
Invisible items	PgUp PgDn						

←

OLYA

ASYA

IRA

Content

Open price

Code from keyboard

Register

Recipe

7

8

9

4

5

6

1

2

3

0

.

Del

List of available seats for discount "Lucky man".

Picture 408

The line with added discount (markup) and the identification of the cover to which it refers will appear.

8/9/2007	14:39	14:39	Day	Administrator	NAT_ST
79	1.	Soup with chicken	49.00		
104	1.	Coffee	5.20		
138	1.	Salad 'Exclusive'	69.00		
103	1.	Juice	10.00		
Lucky man			-22.21	ASYA	

Picture 409

The discount 'Lucky man' was added to the cover 'Asya', see the Picture 409

In order to delete the discount/markup 'For cover' you can use the operation **Delete** (see § 10.19).

→ → →

10.15.7 Fixing of discount/markup for payment

Discount/markup 'For payment' is automatically added by the receipt payment with the currency, for which it is fixed. Pay attention that the discount with the usage area 'For cover' will not be added to the receipt of the general calculation of the order and vice versa; the discount with the usage area 'For order' will not be added to the receipt for the cover.

Discount-markup displaying in the order does not differ from the discount/markup displaying 'For order' or 'For cover'.



10.15.8 «Change to tips» fixing

In order there was the possibility to put the overpayment by any currency into tips, it is necessary to meet two conditions: 1. There should not be the flag *Without change* for this currency; 2. There should be *Markup for tips* for the basic currency. In this case with help of the operation **Change to tips**, the amount of the overpayment can be referred to the markup, selected for tips.

If for the currency was specified the property *Without change* and *Markup for tips*, when you pay the amount in this currency and this currency exceeds the rest by the account, the change referrers automatically to the discount, selected for tips.



10.16 «Modifiers» Mode

If the obligatory modifier (modifiers) is fixed for the dish, when you select this dish in the menu, the editing form of the order will be automatically transferred to the mode 'Modifiers'. If it is possible to fix the modifier to the dish, but it is not obligatory, you should use the operation **Modifiers** in order to transfer to the mode of modifier editing. If the scheme of modifiers is not fixed for the dish, it is possible to fix only modifiers from the group 'Common'.

If the modifier influences on the price of the dish, when you select this modifier, the price of the dish will be automatically recounted.

The modifier that influences on the price of the dish is displayed in bold font (see in the invoice area the modifier 'Cream' on the Picture 410).



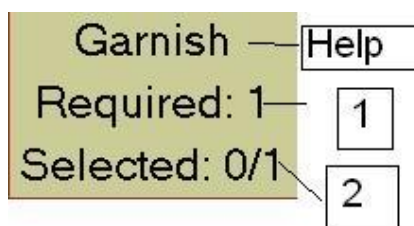
Picture 410

With the help of the special panel you can easily move between groups of modifiers of the scheme (only at TS stations). The text of the property *Help* of this modifier group is shown on the button of every group (on the panel of modifier groups). If the text of the help is empty, then the name of the modifier group will be displayed. The group, from which you should select the obligatory modifier, has the red font.

Menu of operations of the mode «Modifiers» contains the following buttons:

Next group – modifiers are offered for selection by groups according to the modifier group. In order to transfer to the next group of modifiers, use this operation.

Data about quantity of available and selected modifiers is reflected in the data window (see the Picture 411).

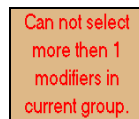


Picture 411

The Help (see the Picture 411) for the group of modifiers is displayed only in that case, when it was specified in the editor of the manager station.

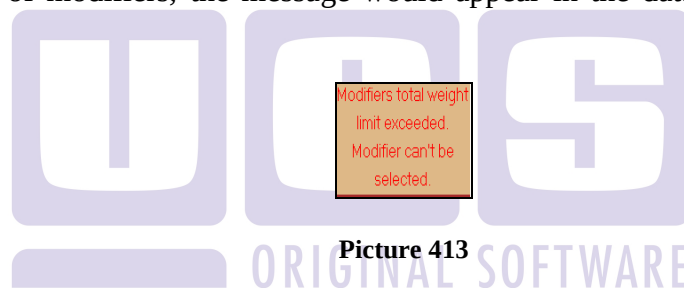
The number 1 on the Picture 411 specifies how many modifiers it is necessary to select from the opened group for the dish. The number 2 specifies, how many modifiers 'selected'/'possible to select'.

The message will be displayed, by the attempt to select more modifiers than it is possible to do, see the Picture 412.



Picture 412

If you have chosen the modifier and the sum weight of modifiers exceeded the maximal available weight of modifiers, the message would appear in the data window, see the Picture 413.



Picture 413

Clear the group – deletion of all selected modifiers of the current group.

Delete the last – deletion of the last entered modifier. The group to which the given modifier refers will be opened, after the modifier deletion.

Content – transfer to the mode «Content» (see § 10.19).

Delete the dish – dish deletion with all modifiers.

Close – exit from the mode of modifiers. The operation is unavailable, if all necessary modifiers were not selected for the dish.



10.17 «Consumators» Mode

You can specify the consumator (consumators) for the dish before the block is saved (printed). In order to fix the consumator, use the operation **Consumators** (button ). The list

of consumators will be displayed in the area of the central menu. You can select it in the standard way (see § 8.1).



10.18 Dish deletion from the printed block

In order to delete the dish from the printed (saved) block, point the mouse pointer at this dish and use the operation **Delete** (the «Del» button on the screen of the digital keyboard of TS



stations or the button **Del** at the keyboard stations). The list of *reason of deletion* will be represented in the area of the central menu (see the Picture 414).

Enter the quantity of deleting portions to the entry field and select the necessary reason in the central menu. The quantity of portions of the dish will diminish, and the line with the quantity of deleted dishes and reasons of deletion will appear under the line with the dish name. You cannot delete bigger quantity of dishes than it was ordered.

All portions of the dish will be deleted, if the quantity of portions is not entered and the reason of deletion is selected.

9/19/2007 18:43		9/19/2007 18:42 18:42 Evening		Administrator	NAT_ST
2	2/4	51	2 .	Vanilla ice-cream	50.00
1		156	1 .	Fruit salad	62.00
		109	2 .	Coffee	12.00
Not Specified		9/19/2007 18:43 18:43 Evening		Administrator	NAT_ST
Bar		9/19/2007 18:42 18:42 Evening		Administrator	NAT_ST
Administrator		124.00		124.00	
Guest		0.00 Dollar USA		0.00	
Evening					
Main					
Taxes: 18.92					
Not included: 0.00					
Price-list: 124.00					
Paid: 0.00					
To pay: 124.00					
Invisible items	PgUp	PgDn			
Dropped tray	Representative expences	Sampling			
Spec. deletment	Waiter error w/o processing	Waiter error with processing			
Withdraw w/o processing	Withdraw with processing				
		7		8	9
		4		5	6
		1		2	3
		0		.	Del
		Quant.			
		Cover			
		Bill		Extra	
		Pay		Order	
		Split			

Picture 414

It is possible to cancel the deletion only before you save the order. You should highlight it with the help of the mouse pointer and use the operation **Delete**. The reason of deletion can be change, after the order saving. You can fulfill this action in the mode 'Content'.



10.19 «Content editing» Mode

The mode «Content» is used for editing of dish properties or for editing of properties of made payments in the mode 'Payment'.

The menu of operations of the mode «Content editing» contains only two buttons:



- delete all items of the «Content», for which the deletion is possible.



- exit from the mode «Content editing».

10.19.1 Change dish properties

The following properties can be specified for the dish: modifiers, consumators, discount/markups with type 'For dish', dish deletion. These properties are represented lower than the dish line, to which they refer (see the Picture 415).

51	1.	Vanilla ice-cream	25.00	•
[chocolate]•[Nuts]•				
•	-7.00%	Discount for dish	-1.75	•
•		Music accompaniment	5.00	•
8/9/2007	17:14	17:14	Day	Administrator NAT_ST
28.25			28.25	
0.00 Dollar USA			0.00	

Picture 415

Consumators and modifiers are displayed in square brackets, discounts and markups 'For dish' are displayed by the separate line and have the sign 'discount' or 'markup'. Discounts and markups with the value specified manually, have in the calculation column (see the Picture 380) the sign of the percentage or manually entered amount. The value '7%', is entered manually on the Picture 415, the markup 'Music accompaniment' has the fixed value – «500.00».

Similar dishes that have different filling 'Content', do not 'pack' by fulfilling the operation 'Packing'.

In order to edit these properties of the dish, point the mouse pointer at it and use the operation **Content**.

The editing screen of the dish content 'Hot chocolate' is represented on Picture 416.

The screenshot displays the 'Hot chocolate' editing screen. The top header shows the date '8/9/2007' and time '17:28'. The left sidebar contains navigation options like 'Not Specified Main', 'Administrator', 'Guest', 'Day Main', 'Music accompanime', and 'Discount for dish'. The central menu lists items: '104 1. Hot chocolate 5.20', '[Vanilla classical] • [With cream] •', '[Consummate 1] •', '-5.00% Discount for dish -0.26', and 'Music accompaniment 5.00'. Below this, there are more items: '152 1. Honey cake 39.00' and '156 1. Fruit salad 62.00'. The bottom left shows a 'To pay:' amount of '110.94'. The right sidebar features a numeric keypad (0-9, ., Del) and buttons for 'Delete all' and 'Close'. At the bottom, there are buttons for 'Change discount value', 'Vanilla classical', 'With cream', 'Consummate 1', 'Discount for dish -5.00%', and 'Music accompaniment'.

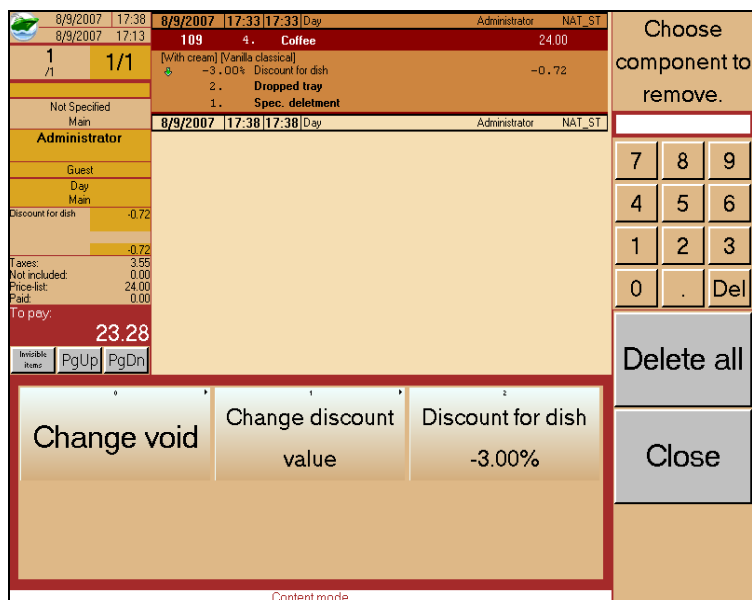
Picture 416

In order to delete the modifier, consumator, discount or markup, you should select this item in the area of the central menu.

In order to change the value of discount/markup (amount or percent) with 'changeable value', you should use the operation **Change the discount value**. Only discounts/markups with manual entering of the value will stay after this in the central menu. Enter the new value of discount/markup (amount or percent) to the entry field and press the discount/markup, the value of which you want to change.

In order to change the name of the random modifier, use the operation **Change the text**.

In order to change the reason of dish deletion, highlight it and use the operation **Content**. Select the command *Change the reason of failure* in the area of the central menu. Select the reason among reasons of failure that should be changed.



Picture 417

On the Picture 417 we can see that 7 portions of 'Coffee' were ordered, 2 portions were deleted with the reason 'Drop the tray' and 1 portion with the reason 'Special deletion'. After the command 'Change the reason of failure', they will be represented for the reason selection that should be changed. Select the necessary one among the list of possible reasons, after selection of the changeable reason. Close the mode 'Content'.

10.19.2 Change of payment properties

The operation **Content** is added, after you made the first payment in the mode "Payment" to the menu of operations. The operation **Bill** will be deleted from the menu of operations, as the bill printing is impossible, after the first payment.

In order to delete one of the payments you should to select it the central menu.

In order to change the entered «add. information» on payment, use the command **Change add. info**. Only currencies that contain additional information will remain in the central menu. Select the currency for editing and enter the new add. info to the window «Add. info» (see the Picture 418).

Picture 418



10.20 «Quick receipt» Mode

The quantity of operations in forms *New order* and *Order editing* in the mode 'Quick receipt' is reduced in comparison with their usage in the standard mode. Two orders are displayed in the form *Order editing*: the current and the last paid. This prolongs the time of the content displays of every order; that is convenient while order collecting according to the data from the screen.

10.20.1 «Quick receipt» Mode Order creation

The form *New order* in the mode «Quick receipt» is called *Quick receipt* (see the Picture 419).

Picture 419

- ❖ If parameters *Use guest type* (fill the field «Guest type»), and *Use guest quantity* (fill the field «Guest quantity») are used with the value «False», and the employee, who uses the form 'Quick receipt' does not have the right to change the order category, then he will be automatically transferred to the form *Order editing* by order creation. There is no form *New order (Quick receipt)*.

If according to the setting at least one field: «Guest type», «Quantity of guests», «Order category» is filled, the form 'Quick receipt' with all necessary fields will be displayed on the screen, when you create the order. There are no operations that connected with the visit in this form.

→ → →

10.20.2 «Quick receipt» Mode Order editing

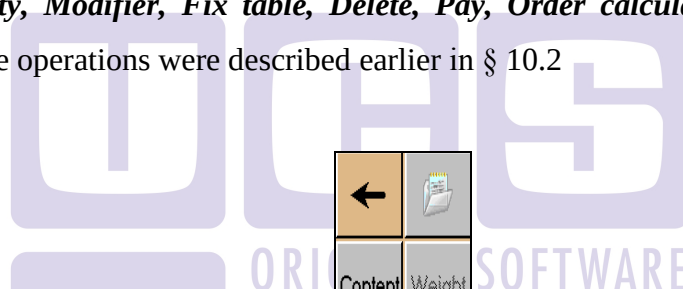
The editing form of the order for TS stations in the mode 'Quick receipt' is represented on the Picture 420.

The current order, edited by the cashier or barmen, is located in the left part of the form; the last paid order is located to the left. After the current order is paid, it transfers to the right part of the screen and the left part of the screen becomes the current order.

The screenshot displays the R-Keeper V7 software interface. At the top, it shows 'To pay: 59.20', the name 'Davide', and the time '17:51' on '8/9/2007'. Below this, there are two columns for menu items. The left column lists items like 'Hot chocolate' (5.20) and 'Banana with coconut' (54.00). The right column lists items like 'Juice', 'Salad 'Exclusive'', and 'Greek salad'. A numeric keypad is visible on the right side, along with buttons for 'PgUp', 'PgDn', 'Quant.', 'Pay', 'Calc order', and 'Extra'. At the bottom, there is a grid of menu categories: Alcohol, Business lunch, Child menu, Cold meals, Dessert, Drinks, Garnish, Gift, Hot meals, Ice cream, Milk cocktails, Pancakes, Pizza, Rent, Salad, and a downward arrow.

Picture 420

The menu of operations of this form was reduced. There are the following operations in it: **Dish**, **Quantity**, **Modifier**, **Fix table**, **Delete**, **Pay**, **Order calculation**, **Discount**, **Markup**, **Drawer**. All these operations were described earlier in § 10.2



Picture 421

The group of operations «Add» (see the Picture 421) contains the following operations: **Order type**, **Content**, **Packing**, **Registration**, **Calculator**, and **Cancel**. The first six operations are described in § 10.2. The operation **Fix the table** is described below.



10.20.3 «Quick receipt» Mode Order saving

The operation **Fix the table** (at TS stations; at keyboard station the button is **Create**) allows to save the entered order with its transfer to the selected table; then the form *Sit at the table* will appear on the screen (see the Picture 422).

Picture 422

In this form you can select the table, where guests will be served; and fix the main waiter of the order.



10.21 Rest Dish control

The form *Limited dishes* is called with the help of the operation of main menu *Rest dish control* (see the Picture 423). It is possible to specify the quantity that is left for selling in the form for dishes for which the minimal quantity is fixed (see the dish property *Minimal Rest*, § 4.6.1.2).

The list of limited dishes (with grouping by menu groups) is located in the central menu of the form. After the dish selection, it will appear in the selection area of the order items. The name of the employee, who added the dish to the form, will be displayed to the right of the dish. If the mouse pointer is pointed at the dish line, every pressing on this dish will add one portion of this dish. You can change the quantity of portions with the help of operations «+», «-», **Quant.** and **Weight**.

Limited dishes			
1	113	Salad "Caesar"	0
2	103	Pie "Imagination"	1.8
3	112	Tea black	4

0

Pie "Imagination"

Check value: 1

1

Tea black

Check value: 1

2

Salad "Caesar"

Check value: 1

7

8

9

4

5

6

1

2

3

0

.

Del

Cash reports

Invisible items

Quant.

Delete all

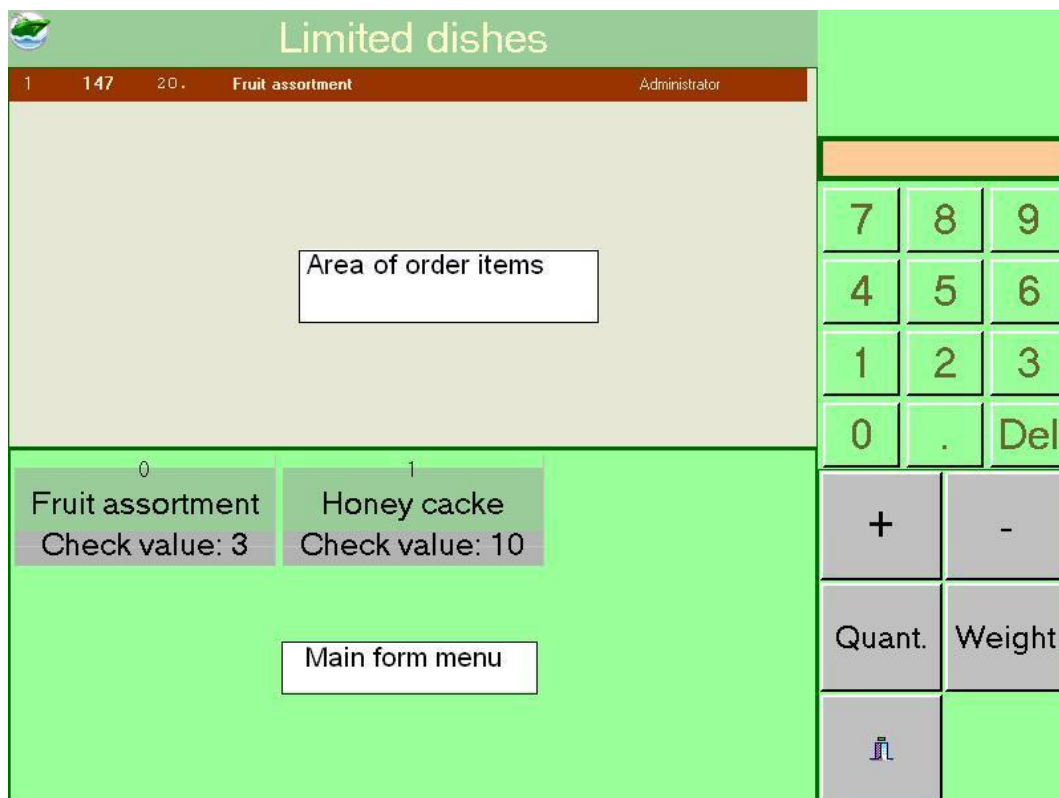
Weight

Picture 423

With the help of the operation **Delete all**, it is possible to delete all dishes from the area of order items. It is possible to exit from this form only “with saving of changes”, as every change or addition of quantity will start to work right away.

The operation **Cash reports** will display report names in the area of the central menu that can be started: “Report on rest dish” and “Coming to the end dishes”. In order to transfer to the

dish selection, use the operation **Dishes** (the button ).



Picture 424

If this dish is ordered after its service-printing, the rest will decrease to the quantity of ordered portions. When the threshold value (quantity that was specified in the property *Min rest*) will be reached, the *warning* will be printed according to the settings at the same name page of the reference *Service-bills*. The message can be also sent to the responsible employee (if there are such settings).

The message will appear at the cash station, if the ordered dish came to the end (see the Picture 425). You can order this dish if the quantity will change.

9/25/2007	18:30	18:30	Default	Administrator	NAT_ST	The dish "Fruit assortment" is out
147	2.	Fruit assortment		400.00		
156	1.	Fruit salad		62.00		
160	1.000	Green tea		10.00		
104	1.	Hot chocolate		5.20		
147	1.	Fruit assortment		200.00		

Picture 425

If the limited dish is ordered in different orders, it is possible to save it and perform the service-printing in the first order; but if you will try to save it in the second (and follow-up orders), the message will appear on the screen, see the Picture 426.

9/26/2007 13:45	9/26/2007 13:46	Day	Tom	ST01	There is lack of Juice portions of dish 1.0	
B9	1/1	6	1.0	Juice		11.80
Not Specified	Main					
Tom	Family					
Day	Main					7 8 9
						4 5 6

Picture 426

When you close the common shift, the rest control form can be cleaned or cannot – it depends on the parameter *Clear rest dish on shift end*.



10.22 Work with tariffication

It is possible to activate tariffication in the order with the help of the operation **Raters**. In

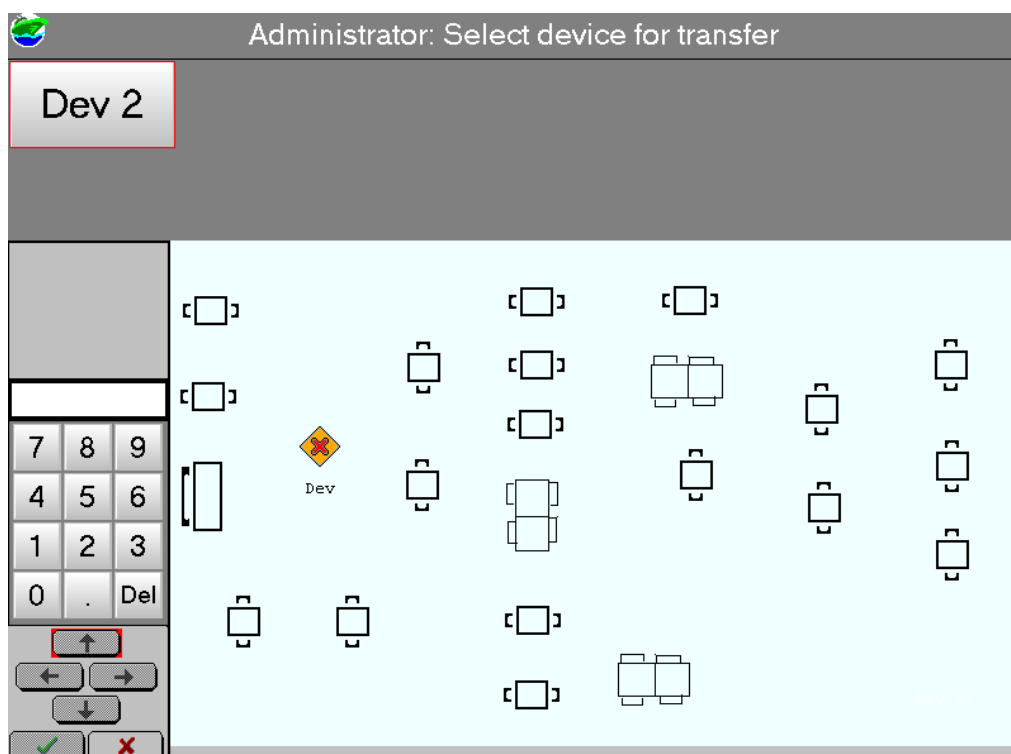
the operation menu (see the Picture 427) in the group **Add** this operation is defined by



12/28/2010 5:19 PM	12/28/2010 17:59	Main	Administrator	reland_cas
12/28/2010 5:59 PM	33	1. PIZZA ISABELLA	9.80	1.0
12/28/2010 18:19	Main	Administrator	reland_cas	
1	1/1			
Not Specified	Main			
Administrator				
Taxes:	0.00			
Not included:	1.32			
Price list:	9.80			
Paid:	0.00			
Pay:	11.12			
Invisible items	PgUp	PgDn		
1. LUNCH SPECIALS	2. ANTIPASTI - STARTERS	4. PIZZA IN BOCCA	6. PASTA	
7. CONTORNI - SIDE ORDERS	8. DOLCI - DESSERTS	9. BEVUTO IN BOCCA	10. APERITIFS & DIGESTIVO	
11. WINES	OPEN FOOD/DRINKS			
		7 8 9 4 5 6 1 2 3 0 . Del ← Content Weight Open price Code from keyboard + - + Recipe Register Dishes Search ⌚		

Picture 427

Then it is necessary to select the rated device in the form (see the Picture 428).



Picture 428

After that the form (see the Picture 429) is displayed, in which one can enter tariffication restrictions on time, money or tariffication type. The entered restrictions on money are automatically converted into restrictions on time. It is not necessary to enter restrictions; it is possible to leave the values unchanged. Press  if you want to activate tariffication on the

chosen device or if you want to add it to the order. Press  if you do not want to add tariffication to the order.



Tariffication parameters.: Dev

Time limit

Money limit

Type of Tatiffication

7 8 9

4 5 6

1 2 3

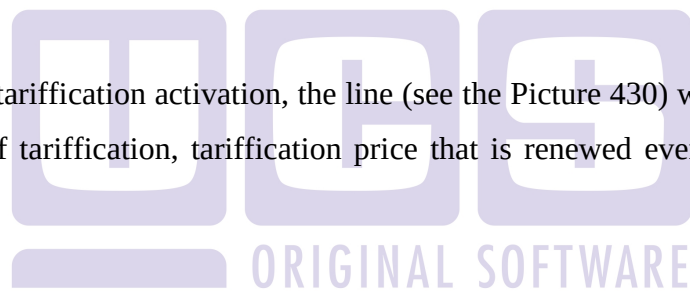
0 . Del

Enter

✓ ✗

Picture 429

After the tariffication activation, the line (see the Picture 430) with the tariffication name, detailing, time of tariffication, tariffication price that is renewed every minute is added to the order.





Picture 430

If the device name coincides with the name of the order, it is not shown, if it does not coincide, it is shown before the tariffication name. By highlighting the tariffication line in the order, if this tariffication is active (not finished), operations of the tariffication mode will appear in the operations menu. These operations can be also called in the pop up menu of the device. They are described below in § 10.22.1.

By highlighting the line of the terminated tariffication, operations menu of the editing order form does not change.

If the detailing terminates because of the termination of work period or *Max.Duration*, the new tariffication line with detailing name that starts to work according to the priorities, is automatically added to the order. The tariffication disconnects automatically by coming up to the tariffication restrictions (see the Picture 429) that are set in the form.

10.22.1 Raters

Select order to edit : bocca hall plan, Administrator :36 P

Create order	Quick receipt	1 Administrator Main	11.12 17:59	2 Administrator Main	45.63 17:38	4 Administrator Main	4.80 18:00	20 Administrator Main	11.12 12:27
Close order	In detail	Dev Administrator Main	17.13 14:58						
Sort modes	Rate								

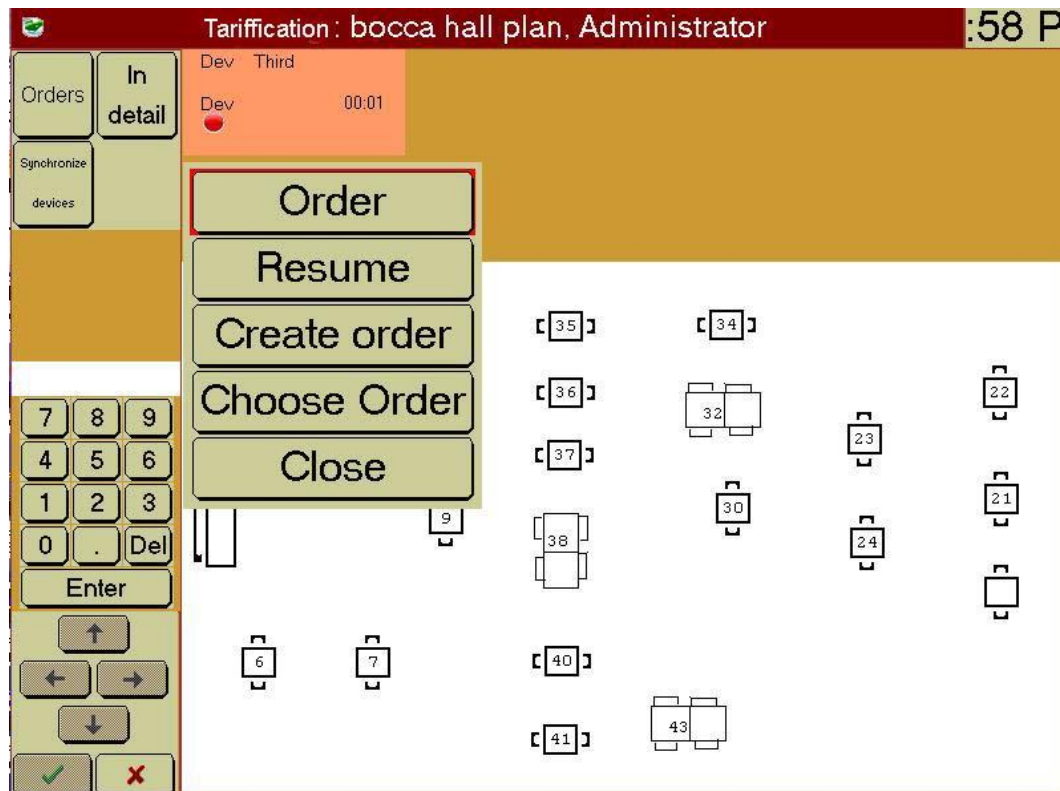
7 8 9
4 5 6
1 2 3
0 . Del
Enter
↑
← →
↓
✓ ✗

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Picture 431

On the Picture 432 you can see the form of dish selection in the mode “Raters”. You can enter this form with the help of the operation **Raters** in the main menu of the working station or in the form *Select order to edit* (see the Picture 431).

Rated devices locate in the upper part of the window. In the central part of the window one can find Hall plan that contain these rated devices. Toolbars are to the left, on which besides buttons for hall plan navigation, digital key-board and shift buttons, locate buttons with such operations as:



Picture 432

Orders – can be switched in the mode *Select order to edit*;

In detail – after performing this operation device buttons will be displayed in far more greater details and with some additional information. Hall plans are not displayed in this mode.

The pop up menu with commands appears by choosing device with the activated tariffication.

Order – to enter in the order editing form;

The end of tariffication – terminate tariffication on this device;

Change order – operation of order change in tariffication;

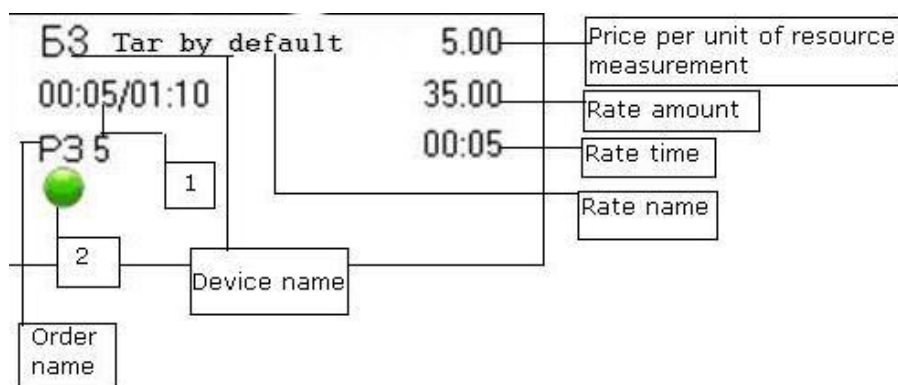
Change device – operation of device change in tariffication;

Restrictions – browsing or editing of tariffication restrictions;

Specify client – operation transfers the cash into waiting PDS card swipe mode;

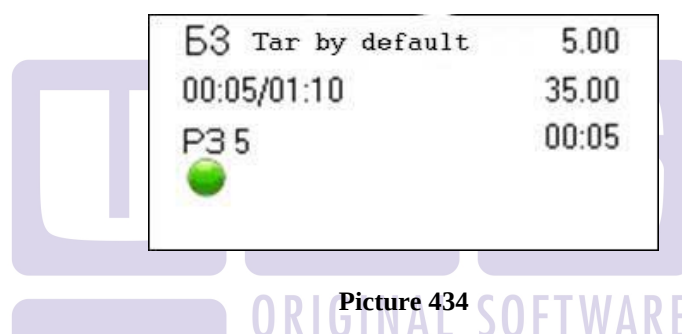
Close – to close the menu.

The rated device button is represented on the Picture 433.



Picture 433

Figure 1 shows the place on the button where with fraction are displayed: «The current tariffication value » / «The inputted tariffication restriction ». If there are time restrictions, these values are displayed in the format that is shown on the Picture 433. If there are time restrictions, these values are displayed in the format that is shown on the Picture 434.



Picture 434

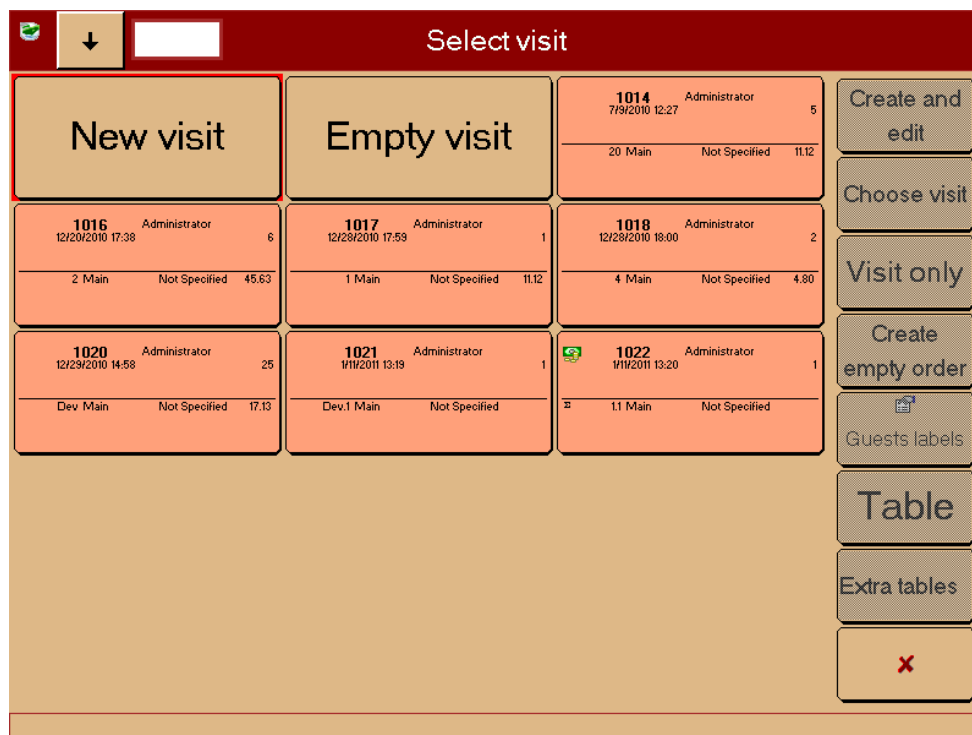
The indicator of the working rated device is a green dot (see the Picture 438, figure 2). The indicator of the termination of work of the rated device is the red dot. If the dot is half red, half green (), it means that it is less time left before termination of tariffication than it is marked in the *Tariffication parameter: To let know about termination beforehand*. If the green dot has the red stripe in the middle (), it means that the time of tariffication restrictions went by. By overdraft, tariffication can shut down automatically or not, it depends on the flag *Shut down* of the rated device.

After tariffication, payment and order shutdown all data on previous tariffication remains on the button until new tariffication activation.



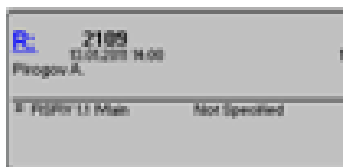
10.23 Work with application Reservation

If the application *Reservation* is used with R-Keeper 7, in this case in the form *Select visit* (see the Picture 435), buttons with visits that were created at the cash as a result of the transfer of the reservation information from the application *Reservation* are displayed. Such visits have the mark  in the upper left corner.



Picture 435

The reservation name, reservation comment, date and time of reservation, the number of guests (to the left), transferred from the application *Reservation*, are displayed above the line of the button (see the Picture 436). The cash application is given by the identifier of the visit.

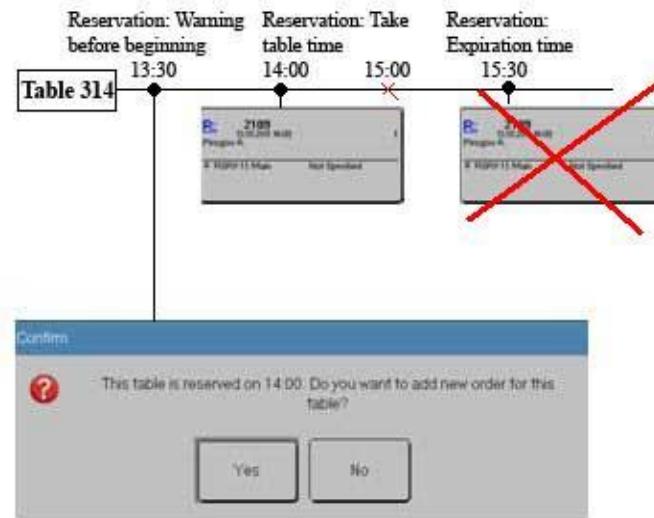


Picture 436

Visit identification – reservation «P3PB», reserved table name, information on type and category of the order are displayed below the line.

Visits – reservations are displayed on the form, when before the reservation time left as many minutes as it is specified in the parameter *Reservation: take table time*.

On the time scale (see the Picture 437) is represented duration of the parameters of the group “Reservation”.



Picture 437

Time of the beginning of reservation is 14.00. The message is displayed on the monitor by the attempt to create an order for the table where the reservation will start in that period of time that is specified in the parameter *Reservation: Warning before beginning*. The reservation automatically cancels if the order, based on the visit, has not been created in as many minutes that are mentioned in the parameter *Reservation: Expiration time*.

When the client with the reservation comes, it is necessary to choose the required visit, reservation, and create a new order on its basis; in this case the reservation mark will disappear.

10.24 Dish Search

In order to enter this form it is necessary (see the Picture 438) to press **Dish Search** button (button set *Extra*).

Picture 438

In order to find the dish, it is necessary to type its code, name or part of it in the search line. It is also possible to find the dish according to its property *Alt Short Name* (Group of properties **Printing**). In the lower part of the form can be seen those dishes that correspond to the search conditions. Dish selection is performed among those dishes that correspond with these conditions and can be added to the order. Dishes that correspond with the search conditions, but have restrictions on their status, trade group etc. are not displayed.



11 Bill payment

Bill payment is the last phase of the work with the order.

National currency is offered by default to pay the bill.

Every currency belongs to one of the following pay types: *Cash*, *Credit cards*, *Payment cards*, *Hotel cards*. If you want to pay the bill, types of currencies (that are used at your enterprise) will be displayed in the area of the main selector. Every type of payment contains currencies that refer to it.

Payment can be fulfilled with the help of different currencies in different combinations. Balanced bill is the bill with zero sum for payment.

You can pay only dishes that refer to the permitted classification category and undistributed markups with the help of currencies, for which restrictions on usage by dish

category were fixed. If the currency has the specified restriction on the classification and menu category was not selected, you can only pay amounts of undistributed markups in this currency. You cannot pay any dish with the help of this currency. If the discount/markup 'For payment' is fixed for the currencies, they cannot be used, i.e. any discount/markup is used to the sum on the price-list (the sum without taxes and discounts/markups).

If non-fiscal type of payments are used at your enterprise, there are the following restrictions on combined usage of fiscal and non-fiscal currencies (it is necessary to correct calculation of the change and its linkage to the payment):

If there is non-fiscal payment, then the fiscal payment will be admitted only without change.

The calculation by covers is the calculation for every member of the group according to the dish distribution by covers. The sum by dishes that completely refer to the order and without cover specification, in case of the calculation by covers, is distributed evenly by all covers of the order.

The order can be paid without prepayments or with prepayment (prepayments).

11.1 Payment mode

Select the operation **Order calculation** in order to pay the bill. In order to pay the bill alongside with creation of the separate one for every guest, use the operation **Calculation by covers**.

Receipt payments are always put to the separate pocket (for calculation by covers there are receipt lines).

The list of currency types will appear in the area of the central menu (main selector), when you highlight the receipt line with the help of the mouse pointer. The screen form for TS station in the payment mode is represented on the Picture 439. The receipt line is highlighted with the help of the mouse pointer.

The operation menu in the mode 'Receipt payment' at keyboard stations is called with the help of the operation **Function**, the list of currency types is called with the help of the operation **Menu**.

The operation menu of the mode **Receipt payment** is automatically appear at TS stations by highlighting the line of the receipt.

The screenshot shows the R-Keeper V7 software interface. At the top, there's a header with the date '8/6/2007' and time '17:52'. Below this, a list of items is displayed with their prices: 'Banana with coconut' (45.00), 'Honey cake' (39.00), 'Coffee' (6.00), and 'Juice' (20.00). A 5% tax is applied, resulting in a total of 104.50. The 'To pay' amount is 104.50. The interface includes a numeric keypad on the right and buttons for 'Bill', 'Pay', 'Change', 'to tips', 'Delete', and 'Close'. The bottom section has buttons for 'Cash', 'Cashless Payments', 'Credit cards', and 'Payment cards'. The status bar at the bottom indicates 'The payment mode'.

Picture 439

The operation **Content** will be displayed instead of the operation **Bill**, after the payment of the first amount with the help of any currency.

In order to exit from the 'payment mode' you should use the operation **Close**, if no payments have been made, and the operation **Delete the payment**, if payments have been made.

In order to bring the payment sum into accord with the sum that was paid by guest, enter the sum of the bill in the national currency and use the operation **Pay**. If the entered sum coincides with the sum of the bill, the receipt will be printed and calculation of the order will come to an end. If the entered sum exceeds the sum for payment, you should use the operation **Pay** once again (see the Picture 440), the change will be calculated automatically and the receipt will be printed.

If the flag *Auto filling* is put for the national currency, you can press the button **Pay** without entering the sum of the bill. The receipt will be automatically printed, in which the paid sum will equal the sum of the bill.

In order to pay the bill with the help of the other currency, select the payment type. Currencies that refer to the bill will be displayed in the area of the central menu.

The screenshot displays the R-Keeper V7 software interface. At the top, there's a header with dates and times. Below it, a receipt is shown with a list of items and their prices. The items are: 159 Banana with coconut (45.00), 152 Honey cake (39.00), 104 Coffee (6.00), and 103 Juice (20.00). The total amount is 54.50. The payment section shows the amount paid in Dollar USA (2.18) and Euro (75.18), with a remaining balance of 54.50 in Russian Rubles. The interface includes a keyboard on the right and various buttons for navigation and payment.

Picture 440

If the access right to any currency was fixed for the employee that does not have such right, the currency will be unavailable for selection.

Receipt payments are always added to the block with the current time; the block is created automatically by receipt line creation.

The sum (that is available to enter to make payment with the help of this currency) is represented below the name of the currency. The sum cannot equal the total sum of the bill by recalculation to rubles, i.e., restrictions on dish categories can be fixed for the usage of the currency. In this case, you can pay only that part of the total sum of the receipt with the help of this currency; this part consists of dishes that refer to the category that is allowed for payment by this currency and undistributed markups. If the sum that is permitted for payment by this currency is less than the total sum of the bill; the sign (exclamation mark in the yellow triangle) will be displayed in the upper left corner of the button with the name of the currency.

Besides restrictions on usage by categories, the payment sum depends on the presence of *discounts/markups* 'For payment', specified for this currency. If there are such discounts/markups, the sum below the name of the currency will be specified with their account.

If payment by any currency demands entering of the additional information (for example, from the keyboard) the question mark will be displayed on the button with the currency identification.

If the bill payment is made by different currencies (see the Picture 441), all entered sums in the order of their entering will be displayed above the receipt line and the summed decoding by currencies will be displayed below the receipt line.

Paying in	10.00	Dollar USA	250.00
Paying in	150.00	Euro	108.75
Paying in	20.00	Russian Rubles	20.00
Paying in	0.68	Counters	33.55
8/6/2007	18:16	18:16 Evening	Administrator NAT_ST
8/6/2007	17:25	17:25 Default	Administrator NAT_ST
100002		8/6/2007 1E	412.30
10.00 Dollar USA		250.00	
150.00 Euro		108.75	
20.00 Russian Rubles		20.00	
0.68 Counters		33.55	

Picture 441

You can see the payment making in the following order on the Picture 441: «250 – dollar USA», «108.75 – Euro», «20 – Russian rubles», «33.55 – chips».

Figures stand for:

- 1 – Paid sums with the decoding of currencies;
- 2 – The discount line for payment (appears automatically, when you pay with the help of the currency, for which the discount for payment is fixed);
- 3 – The rest to pay;
- 4 – Summed decoding by currencies of made payments;
- 5 – Sums of payments converted to the national currency;
- 6 – The bill sum for payment in the national currency;
- 7 – Conversion of the made payment to the basic currency payments with decoding of sums by currencies.

The last page in the list of summed decoding is national currency, even if you did not pay any sum in this currency.

The order of currency placement, in the summed decoding, corresponds the order of payment making in these currencies. (The first paid currency is located at the top of the list; the last one is in the bottom of the list of summed decoding). If payment by any currency is made again, than this currency in summed decoding will be moved to the bottom of the list.

If to enter the sum to the entry field and this sum equals the sum for payment, press the currency (with the help of which the sum is paid) and the receipt will be balanced. If the entered sum is less than the remaining sum for payment, it will be added to the list of paid sums, and the

sum for payment will be recalculated considering the entered sum. If the paid sum is bigger than the sum for payment, change will be calculated automatically.

Messages that can be displayed in the informational window during the work in the mode of the bill payment, are described in § 11.5.



11.1.1 Operations in the bill payment mode

The following operations of the payment mode:

Bill – bill printing on the base of the used layout (see § 11.1.3);

Bills by covers – bill printing for every cover of the order (see §11.1.311.1.3);

Content – the operation of transfer to the mode «Content editing», where you can change additional information on made payments and/or delete them (see § 10.19.2). The operation appears in the menu after making of the first payment instead of the operation **Bill**.

Bill cancellation – the operation appears instead of the operation **Bill** after the printing of the bill or unfulfilled printing of the receipt («ALT» + **Bill** at the keyboard station). The operation can be used in two cases: 1. cancellation of bill; 2. cancellation of the bill that was not printed, because the printer was not ready to print.

Pay – this operation allows to balance the rest for payment on the bill in the national currency, which name is displayed below the name of the operation. If the flag *Autofilling* is put near the currency property, the receipt will be balanced automatically. If this flag is not put, you should enter the sum that is payed by the guest to the entry field. If this sum is bigger than the sum of the bill, the change will be calculated automatically. The repeated pressing to the button **Pay** will balance the receipt. Whether the order will be closed after this operation or not, depends on the parameter *Order autoclosing*. If the order does not close automatically after the operation **Pay** (the parameter *Order autoclosing* is used with the value «False»), in order to close the order, you should select it in *Order selection for closing* mode (the command of the main menu «Order editing» (see §9.6). This operation is also used for the repeated attempt to print the receipt that was not printed because of technical reasons.

Give the change – if the sum that is paid by the guest bigger than the sum of the bill, you can balance the bill with the help of the operation ‘Give the change in national currency’. The information about giving the change in other currencies, see § 11.1.4;

Change to tips – if for the currency (with the help of which the last payment was made and its sum was bigger than the rest sum for payment) is specified ‘Markup for tips’, then with the help of this operation you can refer the change to tips (see § 10.15.8);

To prepayment – you can refer the paid sums to the prepayment with the help of this operation and exit from the mode of payment with the help of the operation **Cancel**;

Delete the prepayment – deletion of all made payments and exit from the payment mode.

Close – exit from the mode ‘payment’ to the mode of order editing. The operation is available only after deletion of all made payments.

Invoice – the call of the form *Company details*, in which the data on the invoice are filled. This operation appears in the operation menu, if the parameter *Use invoice* is used with the value “Manually” or “By order creation” (by this parameter value, the form of data entering to the invoice is opened automatically by order creation, before the opening of the order editing form). If this parameter is used with the value “Do not use”, the operation is unavailable.



11.1.2 Receipt printing Receipt cancellation after failed printing

Receipt is printed automatically, when the payment sum and the sum, paid by the client (by conversion to the national currency) become equal.

If the receipt was not printed (for example, because the printer is broken or not ready), the receipt line will have the following view, see the Picture 442.

8/6/2007	18:27	18:27	Evening	Administrator	NAT_ST
Paying in	204.00		Dollar USA		204.00
8/6/2007	18:23	18:23	Evening	Administrator	NAT_ST
			100005		204.00
	204.00		Dollar USA		204.00

Picture 442

The order button with the unprinted receipt has the sign .

It is impossible to make changes in the order that contains the unprinted, because of some technical reasons, common receipt. Such order has the status of the order with the bill. If the order contains unprinted receipt for a cover, you cannot make any changed in the order, except the changes that refer to the open covers. For example, you can fix one of the opened covers as ‘cover by default’ and add dishes to it.

You can fulfill the repeated receipt printing with the help of the operation **Pay**, if you have the corresponding right.

In order to cancel the payment by receipt after the failed printing, use the operation **Delete payments** and then the operation **Cancel the bill**. The message will appear on the screen: ‘Receipt was not printed as the mistake occurs by printing. Are you sure you want to delete the

receipt?’. Answer: ‘Yes’ – is for the receipt cancellation. In order to print the unprinted receipt once again, use the operation **Pay**.



11.1.3 Bill printing Bill cancellation

You can print the bill in order to view the order before you will print the receipt. You can print the bill with the help of the operation **Bill**.

After the common receipt printing, the order is blocked for making of any changes; and the service printing is fulfilled for those blocks, for which the later time was not specified. You should remember that changes of values of discounts/markups that were fulfilled at the manager station, would be displayed in the order with the bill status.

Indication of fulfilled printing of the precheque is a marking out of the line with light-grey color of the background, following sign  will be displayed in the left part (see Picture 443).

8/6/2007	18:23	18:23	Evening	Administrator	NAT_ST
204.00	100005			204.00	
0.00	Dollar USA			0.00	

Picture 443

For orders that contain the printed bill or in case of mistake by receipt printing (if the receipt was not printed because of some technical reasons), the same sign will be displayed as in the button of the order in the form **Order selection for editing**.

In order to print the separate bill for every cover of the order, you should use the operation **Bill by covers**. Bills for every cover of the order are printed as a result of fulfilling of this operation. The other variant to print the bill for a cover – is to fulfill the calculation by covers, point the mouse pointer at the line with the bill of the required cover and use the operation **Bill**.

As in the case with the failed receipt printing, if the order contains the bill for covers, you cannot make any changes except the changes that refer to the opened covers. For example, you can fix one opened cover as ‘cover by default’ and add dishes to it.

The order would be closed for changes, as if the bill was printed successfully (in case of failed printing of the bill because of some technical reasons). The sign  will appear in the bill line.

An employee can use the operation ‘Bill cancellation’ (after the bill printing), if he has the corresponding right.

The operation of bill printing cannot be fulfilled, if the order contains the block 'Draft'. The message will appear in the message window, see the Picture 444.



Picture 444



11.1.4 Change

If entered sum is bigger than the payment sum, you can give the change in the national currency with the help of the operation **Give the change**. You can use the button **Pay** at the keyboard station in order to give the change in the national currency. In order to give the change in the specific currency, you should select it in the currency list.

You can refer the change to tips with the help of the operation **Change to tips** (see § 10.15.8) (only for currencies, for which the 'Markup for tips' is specified).

You can give the change with the help of any currency that does not have the flag **Not in change**.

If the guest will pay the sum bigger than the sum of the order, values that are entered to the entry field are taken by the system with the 'minus' sign and they will refer to the change. You cannot enter bigger sum the sum for change.



11.2 Payment by cash

Nominal can be specified for the currency type 'Cash'. If the auto filling is forbidden for the currency of this type, the list of nominal of currencies will be represented in the area of the central menu, after the currency selection (see the Picture 445).

The screenshot displays the R-Keeper V7 software interface during a payment process. The main window shows a receipt with the following details:

Date	Time	Item	Amount
8/6/2007	18:40	Coffee	20.00
8/6/2007	18:23	Banana with coconut	180.00
Total			200.80

Below the receipt, there are buttons for 'Print', 'PgUp', and 'PgDn'. A large '←' button is prominently displayed. To the right of the main window is a numeric keypad with digits 0-9, a decimal point, and a 'Del' button. Below the keypad are buttons for 'Bill', 'Pay', 'Change to tips', 'Double', and 'Close'. At the bottom of the screen, it says 'Face values of the currency Dollar USA'.

Picture 445

The sum of the rest, with rounding to the nominal and the value of the change accurate within such nominal will be displayed below the nominal. If the rounding to the nominal is used, the change is not formed (for example, if you use the nominal '1 kopeck' of the currency 'ruble'), then the change with name of the nominal is not displayed. If you use different nominal, the quantity of the change will coincide; the higher nominal will not be displayed. In order to balance the bill, you should select the nominal from the list; in this case the change on the receipt will be equal to the change, specified in the selected nominal.

If the auto filling is allowed for the currency, the receipt will be balanced in this currency.



11.3 Payment by credit card

R-Keeper v.7 can be connected with the bank server. The authorization of credit cards is fulfilled in this case. The data about the credit card is transferred from the system R-Keeper v.7 to the bank server. The bank server processes the received information and sends, in its turn, the message on readiness to process the payment or on mistakes to R-Keeper. If the automatic card authorization took place, the bank server fulfills the reservation of the entered sum. You should close the receipt within 20 minutes (time is fixed with the help of the parameter driver) after the beginning of authorization.

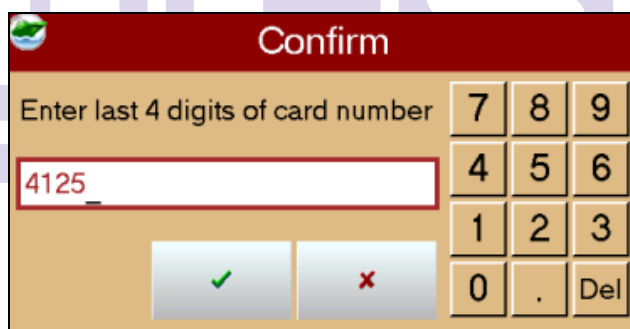
Below (§ 11.3.1) you can find the information about actions of the employee that fulfills payment using the credit card with the automatic recognition of the card.

The voice authorization might be used, if there will be mistakes by auto authorization of the card (see § 11.3.2).

If server of bank authorization is not connected with R-Keeper v.7, then the payment by the credit card can be fixed without authorization fulfillment. The necessary currency is selected in the currency type 'Credit cards'. Then the payment is made as in the case of payment by cash, only without nominal.

11.3.1 Auto recognition

Swipe the card on the card reader. The payment sum will be filled automatically, if auto filling is fixed in the settings for currencies. If this flag is not put, enter the payment sum before you swipe the card. In order to check the correspondence of the magnetic and the printed record on the card, the window will appear where you should enter the last 4 numbers of the card (see the Picture 446).



Picture 446

The message about mistake will be displayed on the screen, if case of data mismatching.

If the bank authorization server at your enterprise is not connected with R-Keeper v.7, then the payment by credit cards can be fixed without authorization fulfillment. The necessary currency is selected in the currency type "Credit cards". Then the payment is fulfilled according to the payment by cash, only without nominal.



11.3.2 Voice authorization

The bank authorization server can return the message about mistake ‘Voice authorization is needed’, after swiping the card on the reader. The window will be displayed with an offer to enter the authorization code.

In order fulfill the voice authorization, the employee that fulfils the payment, selects the necessary currency in the list of currencies “Credit cards”. The window is displayed on the screen for entering of *Add. Info* on the card (see the Picture 447), and its fields are filled.

Card number – the number of the credit card;

Picture 447

Expiry date – the expiry date of the card in the format YY **MM** (two last number are number of year and number of the month in two-digit form).

Authorization code – in order to receive the value of this filed, an employee should make a call to the bank and name number of the card and its expiry date to the bank operator. The bank operator should give the authorization code of the card, after fulfilling of all necessary checking.

Press ‘OK’ button, after you will fill all necessary fields. Then you should fulfill operations of the sum reservation and receipt closing.

If the card does not work by auto authorization because of some reasons, it is possible to fulfill voice authorization (if it is allowed by authorization system). Then the server of bank authorization processes the data, as it is written above.

If you delete the payment or prepayment by the credit card, the authorization of the card will be cancelled.

In order to maintain confidentiality of the code of the card, the card number is displayed with signs «***» in the middle of the number in the editing form of the order and in the reports.



11.4 Payment by payment card

If personal payment cards are used at your enterprise, they can be used for payment, in this case swipe the card smoothly on the card reader from right to the left (or top-down). The form will be displayed on the screen, after the card authorization, it is represented on the Picture 448.

The screenshot shows a software interface for a client card. At the top, a red header bar contains the text 'Client card 111'. Below this, the name 'David Smith' is displayed. A section titled 'Personal discount system(PDS)' contains a list of values: 'Rest' (2822.96), 'Discount' (5%), 'Bonus Type' (1), 'Defaulter Type' (0), and 'Max Discount' (90000000.00). To the right of this list is a large placeholder box labeled '[Image]'. Below the PDS section, a green checkmark icon is followed by the text 'Authorized card number 111, interface "Personal discount system(PDS)"'. At the bottom, another green checkmark icon is followed by the text 'Discount "5%"'. The entire form has a light beige background with red borders around the main sections.

Picture 448

If the discount that is specified for the card cannot be fixed, then to the left in the line with its name the sign  will be replaced by the sign . If you click on the line of the discount, the message with the reason, why this discount cannot be fixed will be displayed. In order to display the reason, why this discount cannot be fixed, at the keyboard station, it is necessary to point the mouse pointer at the discount line and press **Enter**.

If you want to close the form, click at any place of the title (press the button **Cancel** at the keyboard stations).

The currency (currencies) will appear in the group *Payment card* as a result of card authorization with the specification of the name of the card owner (see the Picture 449). Such currency is called *preliminary personalized currency*. If the card contains a discount that can be

fixed, it will be added to the order. If the bonus is fixed on the PDS card, it will be posted only in that case, if the discount was added.

Preliminary personalized currencies are available only for employees that have the right on operation 'Preliminary personalized currencies'.

←	LTD Vesta	Representative expenses
	Smith 2,997.75	Smith 3,370.50
Staff food	LTD Lotus	
Smith 1,685.25	3,370.50	

Picture 449

If the employee without this right authorized the card, then the discount will be added to the order, but there will not be the preliminary personalized currencies in the list of available currencies.

If *Defaulter type* is specified for the personal card, then currencies (expense items) will be available for calculation according to permissions on payment by currencies of this non-payer type (see § 4.13.3). As we can see on the Picture 449 that after the card authorization, two personalized cards 'Staff food' and 'LTD Vesta' became available. If the current trade group includes not all permitted currencies in this non-payer type, the currencies that are absent in the trade group would be absent in the list of available currencies for payment.

The rest sum at the card will be displayed on the button with the name of the currency. Personalized currencies have different rates relatively to the national currency. Enter the sum that the guest pays with the help of the credit card to the entry field and press the button with the personalized currency. Rest at the card will be reduced on the sum of the payment.

There is a possibility to create special settings of MCR-algorithms (see § 5.13) and currencies (see § 4.13.1.2), that allows to enter the magnetic card code from the keyboard. In this case, you should to enter it to the special forms (see the Picture 450).



Picture 450



11.5 Possible messages by bill payment

♦ If the message, which is represented on the Picture 451, appears on the screen, after entering the amount and selecting of the currency, you should enter the amount that is not bigger than the amount that is fixed below the name of the currency, as you cannot give the change by this currency (the flag *Without change* is fixed for the currency).

Maximal pay is
364.46. No
changes for this
currency.

Picture 451

♦ If the entry fielded is unfilled and if when you select the currency, there is the message on the screen, represented on the Picture 452, it means that the automatic fulfillment of the entry field by total amount is not permitted (there is no flag **Autofilling**), with allowed for payment currency. You should enter the amount to the entry field that is paid by the guest.

It is necessary
to enter
amount.

Picture 452



11.6 Peculiarities of bill payment with prepayment

There is a possibility in the system to execute the prepayment. The amounts of the prepayment can be made either in the mode 'Prepayment' by order editing or in the mode of order payment.

- ❖ In order to add the prepayment **in the national currency** in the order editing mode, you should enter the necessary amount in the entry field and use the operation **Prepayment** (the mouse pointer should not be pointed at the receipt line).
- ❖ In order to add the prepayment **not in the national currency** in the order editing mode, use the operation **Prepayments**, and then enter the amount of the prepayment in the entry field and select the necessary currency.

In order to refer the payment in the bill payment mode to the prepayment, you should use the operation **To prepayment**, after you have made the payment. All made payments will be transformed into the prepayments.

- ❖ If payments of the cheque in the currencies of type 'Noncash payment', 'Payment cards' or 'Hotel cards' exist, payments of this cheque cannot be referred to the prepayment.

The line with prepayment will be added, when the prepayment is fulfilled. Lines with amounts of the prepayment have such sign  (see the Picture 453.)

159	1.	Banana with coconut	45.00
156	1.	Fruit salad	62.00
152	1.	Honey cake	39.00
Paying in		 100.00	Dollar USA 100.00
8/7/2007	19:46	19:46 Evening	Administrator NAT_ST
		46.00	146.00
		100.00 Dollar USA	100.00

Picture 453

You can make the prepayment 'For cover' in two ways:

1. Fulfill the operation **Calculation by covers** and point the mouse pointer at the receipt, for which the prepayment is referred, enter the necessary amount and use the operation **To prepayment**
2. Fulfill the operation **Calculation by covers**, then fix the cover with the help of the operation **Cover** for the earlier created prepayment

❖ If you make the calculation 'by covers' after you have made the prepayment 'for order' (of general prepayment), the amount of the prepayment will be referred to the first cover (even if there are no dishes that refer to the first cover). It is not recommended to use the general prepayment by calculation by covers. The system does not fulfill the automatic split of the general prepayment.

The prepayment can be paid with the help of currencies that refer to the type 'Cash' and 'Credit card', except the currencies that have the flag 'Without change'. The corresponded message is displayed (see the Picture 454, the Picture 455), if you will try to make the prepayment with the help of such currency (or transform the payment into the prepayment).

Can not convert payments
to prepayments if currency
with flag "Without change"
exists (Counters).

Picture 454

Payment "Cashless_1"
cannot been
converted to
prepayment.

Picture 455

There are restrictions on making the prepayment with the help of the fiscal and non-fiscal currencies:

❖ The prepayment can be made either with the help of the fiscal types of the currency or with the help of non-fiscal types of the currency. It is impossible to make fiscal and non-fiscal prepayments in one order at the same time. The

message with the text of the error will be displayed by the attempt to fulfill such action (see the Picture 456)

Cannot add fiscal
prepayment since
unfiscal
prepayment exists

Picture 456

The document is printed, when the prepayment is made.

- ❖ Prepayments (if there were some), dishes will be deleted together with the receipt deletion.
- ❖ Prepayments are restored, by the prepayment cancelation.

11.7 Prepayment deletion

In order to delete the prepayment, you should select it and use the operation **Delete**. The deleted prepayment has the light-grey color of the font in the standard black-and-white scheme (see the Picture 457).

81	1.	Fish soup	44.00
104	1.	Coffee	5.20
156	2.	Fruit salad	124.00
Paying in		100.00 Dollar USA	100.00
8/8/2007	16:43	16:43 Default	Administrator NAT_ST
173.20			173.20
0.00 Dollar USA			0.00

Picture 457

The document 'Prepayment deletion' is printed, when this operation is fulfilled.



11.8 Order calculation by covers

The calculation by covers can be fulfilled, if every guest of the group wants to pay only for himself. In this case, amount by dishes, for which covers were not specified, and the amount of the discount/markup of the type 'For order' will be distributed in equal parts to all covers. The amount by dishes, for which covers we specified, refer to the corresponding receipt of the guest.

You should use the operation **Calculation by covers** for the automatic receipt calculation by the quantity of guests in the group.

The receipt payment of every guest does not differ from the payment of the common receipt. The cover will be closed, when you pay the total sum of the receipt on this cover.

If one of the receipts was fully paid (closed) by calculation by covers and guests ordered one more 'common' dish (for which the cover was not specified), its cost would be distributed between the opened receipts of the guests in equal parts.

If new dishes are ordered after closing of all receipts of the group (such situation is possible, when the parameter *Order autoclosing* is used with the value «False»), you should make either general calculation or open necessary covers and fixed them to dishes and after this operation, fulfill the operation 'Calculation by covers'.

When the receipt of one of the guests is closed, the checking of conditions *Max percentage* and *Max amount* from the reference *Discounts/Markups* will be fulfilled (discounts from the closed receipt are taken into account). These discounts take part in the checking of the compositions of discounts from the reference *Discount compositions*.

The receipt cannot be created for the empty cover (that was not fixed for any dish and there are no 'common').

The common dish with the zero cost by calculation by covers will be printed only in the receipt of the first cover.

The Amount of the markup is distributed by covers in proportion to amounts of dishes. Markups cannot be fixed for empty covers.



11.9 Receipt deletion Receipt cancellation Receipt cancellation without payments

Receipt deletion is the cancellation of all payments by receipt with dish deletion, paid by this receipt. By receipt deletion, it is necessary to select the *reason of deletion* of dishes. You should select the reason from the list of reason of dish deletion that has the flag *By receipt deletion*.

The receipt deletion is usually fulfilled in case, when the inspection agency performs the sample purchase.

The receipt cancellation – is the cancellation of all receipt payments. The receipt cancellation without payments is the cancellation of all receipt payments and simultaneous adding of prepayments to the amount of deleted payments. This operation helps to edit the order (delete or add necessary dishes) with the automatic calculation of the difference between the content of the initial order, and the content of the order after the performed editing.

In order to delete, cancel or cancel the receipt without payment, point the mouse pointer at the receipt line and use the operation **Delete**, **Cancel** or **Cancel without payment**. With the help of the operation **Delete** at the keyboard stations in the central menu, the receipt deletion reasons are displayed, one of them is the operation **Receipt Cancellation**. The operation **Cancel without payment** will appear in the operation menu, called with the help of the operation **Function**).

- ❖ You can delete, cancel or cancel the receipt without payment only at that station, where it was printed.

You can cancel without payments only receipts with cash and credit cards payment, as other types of payment cannot be transformed into prepayments. One more restriction for receipts is payments by currencies with the fixed flag “Without change”, such payments also cannot be transformed into prepayments.

You can delete, cancel or cancel the receipt without payments from the closed order of unclosed shift with the help of the item of main menu **Closed receipts** (see § 13).

11.10 Example of discount calculation for payment

◆ Let's view an example of the receipt payment by the currency, for which the 'discount for payment' is fixed. The property *Discount on all dishes* (see § 4.13.1.2) is added in this case to the group of properties of the currency **Main**. The percentage of the discount according to the detailing, in our example it equals 10%. Let's compare the calculation of the discount, when the flag **Discount on all dishes** is fixed and is not put.

In order to transfer to the mode of the bill payment, use the operation **Order calculation** (the group of buttons 'Payment').

Let's imagine that the discount 'Discount for payment' is specified for the currency 'Chips'. The amount of dishes in the price-list equals 800 rubles.

1. The flag *Discount on all dishes* is put. The payment with the help of the currency 'Chips' equals to 50 chips. If you want to pay any amount with the help of the currency 'Chips',

the discount will be 10 % from 800 rubles. (the amount in the price-list) = 80 rubles. (see the Picture 458)

8/8/2007 13:48		8/8/2007 13:48		Day		Sokolov		ST01	
8/8/2007 13:18		21		2.0		Fruit salad		30.00 *	
B9 /3 8/8		18		1.0		Honey cake		12.10 *	
Not Specified		6		2.0		Juice		59.00 *	
Main		7		1.0		Coffee		8.50 *	
Sokolov		Paying in		50.00		Counters		50.00 *	
Parents and child		Discount for payment						-5.56	
Day		8/8/2007		13:18		Day		Sokolov	
Price 2		69.04						119.04	
Discount for payment		-5.56		50.00		Counters		50.00	
Pay for entrance		15.00		0.00		Euro		0.00	
		9.44							
Taxes		26.00							
Not included		0.00							
Price-list		109.60							
Paid		50.00							
To pay		69.04							
Invisible items		PgUp		PgDn					
←		Counters		Dollar USA					
		63.64		89.50					
Euro		Russian Rubles							
69.04		2,416.40							

The payment mode

ORIGINAL SOFTWARE

Picture 458

2. The flag *Discount on all dishes* is not put for the currency «Chips». The calculation of the amount of the discount in this case will occur in the following way:

The amount of the discount = $(P * D) / (1 - D)$, where: P – Amount of the payment; D – size of the used detailing of the discount.

The amount of the payment by the currency 'Chips' on the Picture 459 equals to 50 chips.

The calculation of the discount amount see on the Picture 459: $(50 * 0.1) / (1 - 0.1) = 50 / 0.9 = 5.5555555... .$ After rounding – 5.56.

8/8/2007 13:46	8/8/2007 13:46	13:46	Day	Sokolov	ST01
8/8/2007 13:18	21	2	Fruit salad	30.00	*
B9 8/8	18	1	Honey cake	12.10	*
3	6	2	Juice	59.00	*
Not Specified	7	1	Coffee	8.50	*
Main	Payment for entrance			15.00	
Sokolov	Paying in			50.00	Counters
Parents and child	Discount for payment			10.96	
Day	8/8/2007	13:18	13:18	Day	Sokolov
Price 2	63.64			113.64	*
Discount for payment	-10.96			50.00	Counters
Pay for entrance	15.00			0.00	Euro
	4.04				
Taxes:	25.10				
Not included:	0.00				
Price-list	109.60				
Paid:	50.00				
To pay:	63.64				
Invisible items	PgUp	PgDn			
←		Counters	Dollar USA		
		63.64	82.50		
Euro		Russian Rubles			
63.64		2,227.40			

The payment mode

Picture 459

In order to balance the bill in the national currency after the payment by chips, use the operation **Pay**.

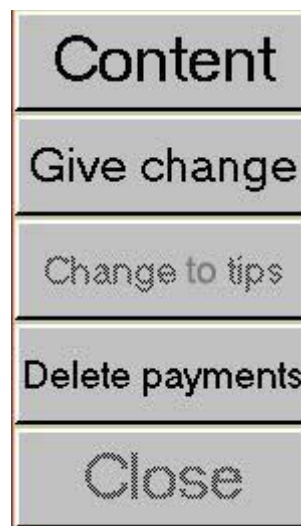


11.11 Payment mode in the «Quick receipt» mode

The operation menu of payment in the «Quick receipt» mode is represented on the Picture 460.



Picture 460



Picture 461

The operation **Content** is added to it, after the made payments (see the Picture 461). All operations are represented in § 11.1.1.

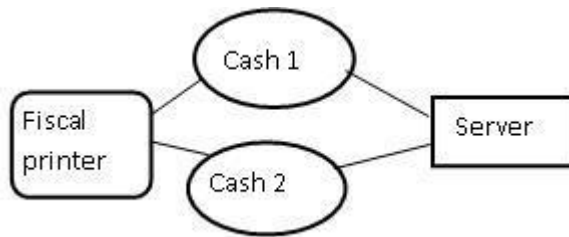
12 About shifts and shifts verifications

R-Keeper v7 settings allow to regulate closing of the following shift types: *common* (report) shift, *cash* (cashier's shift) and *fiscal* shift (shift of the fiscal recorder).

There is the report shift in R-Keeper for cash server that is why if there are several cash servers at the enterprise, the user should close them in such way, so that there is no bound between the date changes, no changes of references that should synchronize by shifts (taxes, national currency).

The information about identifiers of fiscal recorders is received from prepayments and fiscal receipts that were printed, by loading of the cash server.

◆ Let's explain such conceptions like cash, common and fiscal shifts with the help of the scheme, shown below. Let's imagine that the Cash 1 and the Cash 2 are connected with the cash server. Cash stations are connected with printers. Let's imagine that all three shifts (common, cash and fiscal) have started simultaneously and simultaneously get closed. The two fiscal receipts were printed at that time on the Cash 1: to the amount of 100 UDS and 150 USD. One fiscal receipt was printed on the Cash 2 – to the amount of 200 USD.



Picture 462

The fiscal shift (the amount for the shift of the fiscal printer) equals: $100 + 150 + 200 = 450$ USD.

Cash shifts: Cash 1: $100 + 150 = 250$ USD, Cash 2: 200 USD.

Common shift of the cash server in this case coincides with the fiscal shift, as there are no other fiscal printers. If there were other fiscal printers, connected with cashes, the common shift could include all amounts from all fiscal printers of this server.

As you can see from the example, by fulfilling of the fiscal printing, only on fiscal printers that are connected with the 'personal' cash, the verification of fiscal shifts is possible with cashiers' shifts.

R-Keeper allows to regulate the closing of the following shifts with the help of the parameters: *AutoClose CashShift*, *Close Fiscal Shift*, *Print shift report*, *Open Common shift with fiscal*, *Clear rests by dishes*, *Transfer orders with bills*, *Transfer empty orders*, *Shift duration*, *Warning on the shift end*.

12.1 Common shift

Common (report, day) shift of the cash server is identified by the number of the shift and logical date. You can close the common shift with the help of the command of the main menu **Close common shift**. The new common shift is opened, when you open the new order (you should differentiate the order creation and the visit creation).

Fiscal shifts of all fiscal printers will be always closed at the station, when you close the common shift (printing of the Z-report will be fulfilled, if you have printed the receipt from the period of printing of the last Z-report till the closing of the common shift). The *Common Shift report* will be also printed. The common shift includes several fiscal shifts, if Z-reports were fulfilled during the common shift. If no fiscal receipts were printed in the closing shift, only the *Common shift report* is printed.

The relation of closing of cash shifts to the common is regulated by the parameter *Close Cash Shifts*. The simultaneous compulsory *cash shifts* closing by closing of the common shift takes place if the parameter *Close Cash Shifts* has the value “Cash with the common”. There will not be simultaneous closing of cash shifts with the common one, if the parameter *Close Cash Shifts* has the value “Independently”. If the parameter has the value “Other Cashes are closed” by common shift closing, the checkup is fulfilled, that all cash shifts except the cash, where the common shift closing is fulfilled, are closed. By closing of the last cash shift it is necessary, that all orders were closed, otherwise the message about error will be displayed on the screen.

- ❖ The rest money withdrawal from the previous shift and depositing of this amount to the new one is fulfilled, by common shift closing. As a result, the rest at the cash does not zeroize.
- ❖ Only encashment of the cash is fulfilled, by cash shift closing. The rest of the cash station will zeroize.

The common shift will contain several cash shifts, if during the common shift; the closing of several cash shifts took place.

- ❖ If you have changed the basic or national currency, the common shift cannot be closed, if there are opened non-balanced orders.

If opened orders contain bills, the shift cannot be closed, if the parameter *Transfer orders with bills* has the value «False». If this parameter has the value «True», the shift can be closed, and bills will be cancelled.

Rest dishes in the form *Rest dish control* will be saved or cleaned, after the common shift closing; it depends on the used value of the parameter *Clear dish rests at shift end*.

If the parameter *Transfer empty orders* has the value “False”, all balanced orders (empty or fully paid) will be automatically closed in the old shift (tables are cleared). If this parameter has the value “True”, then balanced orders are transferred to the new shift in the form of empty orders. The delayed service-printing of fully paid orders is fulfilled by common shift closing.



12.2 Cash shift

Cash shift is the basis for verification of the cashier's revenue. It is identified by the number and the drawer. You can close this shift with the help of the command from the main menu **Close cash shift** or close simultaneously with the common shift, if the parameter *AutoClose CashShift* has the value «True». The new cashier shift will be opened after the printing of the first receipt.

Cash shift can be closed compulsory together with the fiscal shift; it depends on the parameter value *Close fiscal shift*. If the *Close fiscal shift* has the value «True», the fiscal shift will be closed and the Z-report is printed. In this case, the verification of fiscal shifts with cashier shifts is possible, if all fiscal printing is fulfilled only at fiscal printers, connected with the printing cash station. If the parameter *Close Fiscal Shift* has the value «False», the fiscal shift will not be closed and the X-report is printed.

The encashment of the rest money at the cash is fulfilled, by cash shift closing.

The necessity to print cash shift report, by cash shift closing is regulated with the help of the parameter *Print cash report*.

If the parameter *Close Fisc Shift* has the value «True» and *Print shift report* has the value «False», and the cash is connected with several fiscal printers, and all printed there receipts, pay-in/ pay-outs by cash shift closing; fiscal shifts are closed and the Z-report is printed at the fiscal recorders.

If the parameter *Close Fisc Shift* has the value «True» and the user *Cash shifted* is additionally printed to the Z-report.

If the parameter *Close Fisc Shift* has the value «False», then by cash shift closing, the X-report is printed.

If the parameter *Close Fisc Shift* has the value «False», and the *Print shift report* has the value «True», then by cash shift closing, instead of the X-report only the user *Shift report* is printed.

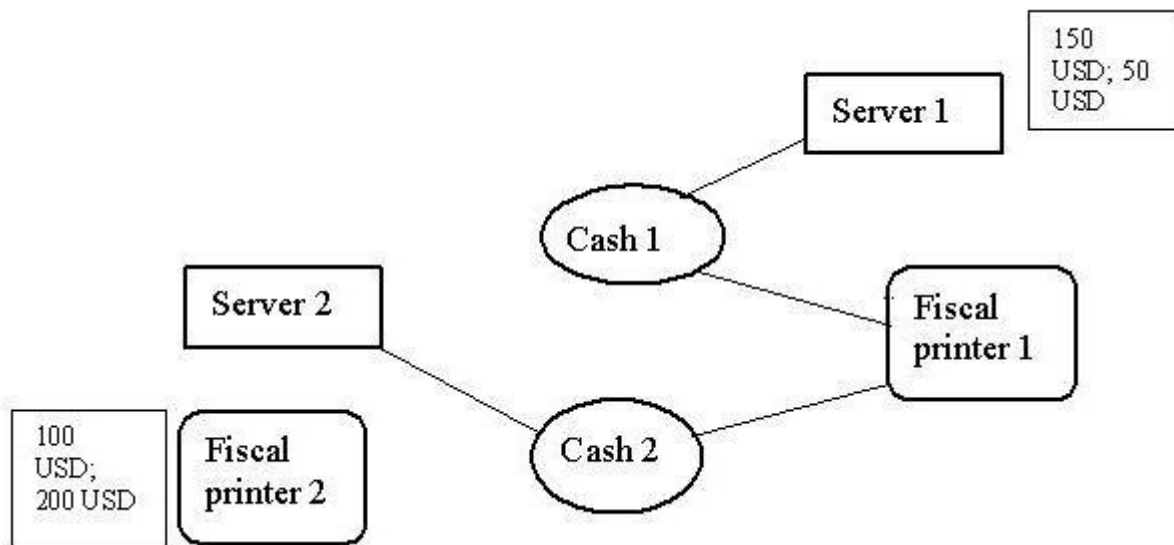


12.3 Fiscal shift

The fiscal shift of the cash recorder is identified by the number and device. You can close the fiscal shift the Z-report fulfillment and by every closing of the common shift. If the parameter *Close Fisc Shift* has the value «True», the fiscal shift is closed as well with every close of the cash shift. The fiscal shift will be opened after the printing of the first receipt.

◆ **Example.** Suppose that the Cash 1 is connected with the Server 1 and the Cash 2 is connected with the Server 2. The Cash 1 is connected with the fiscal printer 1 and the Cash 2 is

connected with the fiscal printer 1 and 2 (See the scheme below). The parameter value *Close Fisc Shift* is «True» (fiscal shifts close together with cashier shifts). Printing was fulfilled:



Picture 463

- One receipt on the Cash 1 (Fiscal printer 1) total amount 150 USD.
- Two receipts on the Cash (Fiscal printer 2) total amount 100 USD and 200 USD, and one receipt on the Fiscal printer 1 printing, total amount is 50 USD.

Now the fiscal amount of the Fiscal printer 2 equals: $100+200=300$ USD, and the amount on the Cash 2 equals: $100+200+50 = 350$ USD.

The fiscal amount of the printer 1 at the current moment equals $50+150=200$ USD, the amount on the Cash 1 equals 150 USD.

The total amount on cashes equals: $350+150=500$ USD. The total amount on Fiscal printers equals: $300+200=500$ USD. Amounts match. But, if you will close the common shift only at the Server 1 and will try to print receipts at the Cash 1 in the new shift, amounts of cash and fiscal shifts stop equal, the Cash 2 will 'lose' 50 USD (receipt, printed on the Fiscal printer 1).

Let's view an example of the 24-hours work of the enterprise. The common shift is closed daily, for example at 4.00 a.m., and contains three cash shifts: from 4.00 a.m. till 12.00 p.m., from 12.00 p.m. till 8.00 p.m. and from 8.00 p.m. till 4.00 a.m.. It is possible to verify the common shift with the cashier shifts. The amount of the revenue will equal to amounts of revenues of cash shifts. If the common shift is closed, for e.g. at 1.00 a.m., the cash shift (from 8.00 p.m. till 4.00 a.m.) will function in two reported shifts. In order to verify cash shifts with the common one, you should add the cash shift from 8.00 p.m. till 4.00 a.m. (from 8.00 p.m till 1.00

a.m. and the other one from 1.00 a.m. till 4.00 a.m.. In this case the dual cash report should be made, and make two records with links on different report shifts (if you have the cash book on your PC) or on different days (if you have any cash book).

In this case, the verification of the fiscal and cash shifts with reported shifts are possible, if any of the following conditions are fulfilled:

1. The absence of remote fiscal printers (Prohibition on the fiscal printing from the station, connected with other servers is fulfilled with the help of the parameter *Receipt redirection* (see § 5.12.1).

Remark: If two cash servers are connected with one fiscal recorder (the parameter *Receipt redirection* has the value 'Everywhere'), operations *Delete* and *Cancel* will be unavailable on the station of the other cash server, after the common shift closing on the first cash server. These operations will become available, after the receipt printing for the amount that is not less than the amount of the cancellation or deletion.

2. The simultaneously shift closing on all servers. It is obligatory that the parameter *Close Fisc shift* has the value «True». In this case the fiscal shift will always be closed together with the cashier shift.

In order to manage the amount of cash at the cash station, it is necessary to fix the parameter *Prepayment calculation* and draw the pay-in/out of the money. If this parameter is used with the value «True», then the money pay-in is registered by prepayment by cash and after the receipt printing, the document on cash withdrawal is printed. The amount at the cash station is not corrected, by transferring of fiscal recorders.

Shift will be closed only if the parameter *Close Fiscal Shift* has the value «True» and by transferring of the fiscal recorder from one cash station to another within the bounds of one cash server.

The fiscal shift will be always closed, by adding of the new printer for the cash server.

If the parameter *Close Fiscal Shift* has the value «False» and the parameter *Print shift report* has the value «False», the X-report is printed. If the report was not printed, then the next cashier shift will have the same "Number of the initial shift". That would help to group cashier shifts and receive the report as if the shift was not closed.



12.4 Shift date specification

The common shift is characterized by number and the date of the shift. We will call the date of the shift that can be found in the report, as 'logical date of the shift'. The logical date of the shift can mismatch with the current server date.

It is possible to regulate setting of the logical date (fix the logical date of the shift as the previous day, following day or leave it without changes, according to the time of the shift closing) by opening or closing of the shift with the help of the following parameters: *NextDay IfCloseAfter*, *NextDay IfStartAfter*, *PrevDay IfStartBefore* and *ThisDay IfCloseAfter*.

The viewing by the system of these parameters and specifying of the logical date of the shift occurs twice:

1. The following parameters are viewed, the shift opening: *PrevDay IfStartBefore* and *NexDay IfStartAfter*;
2. The following parameters are viewed, the shift closing: *NextDay IFStartAfter* and *ThisDay IfCloseAfter*.

If date of the shift is specified 'by opening', it depends on the opening time of the shift and the fixed value of the following parameters *PrevDay IfStartBefore* and *NextDay IfStartAfter*, then parameters than influence on the date of the shift by its closing 'switch off', (the value that is fixed for them will never "work").

The date of the shift that was specified by its opening can be changed or left unchanged. If the date shift should to be corrected according to the time of the shift closing, you should specify the parameter *NextDay IfCloseAfter* and *ThisDay IfCloseAfter*. Values of these parameters are essential in this case.

It is possible to «Switched off» parameters, if they have the following values:

PrevDay IfStartBefore – 00.00. This parameter will never work, as there is no time less than 00.00.

NextDay IfStartAfter – 24.00. This parameter will never work, as there is time bigger than 24.00.

NextDay IfCloseAfter – 24.00.

ThisDay IfCloseAfter – 24.00.

In order the shift date always coincide with the current system date, the value of the last parameter should be specified as 00.00, and all the rest parameters should be "switched off", in this case it will always work, as any time will bigger than 00.00. In order to fix the date of the shift 'By opening', you should "switched off" all parameters.

You should take into account the following conditions and the order of the parameter viewing, when you try to set parameters, which specify the logical date of the shift (LSD) (block schemes of specifying of the logical shift date, see the Attachment 4):

I By shift opening.

1.

A) If the previous shift is closed with the bigger date than the current system date, then this date is considered to be LSD, fixed by the shift opening. Transfer to the § 3.

B) If the previous shift is closed with the logical date smaller than the current system date, is viewed the parameter *PrevDay IfStartBefore*: if the current time is smaller than the time, specified in this parameter, LSD will be reduced by 1. Transfer to the § 2. If the current time is bigger or equal the time, specified in this parameter, LSD will stay changed. Transfer to the § 2.

C) If previous shift is closed with the logical date, equal to the current system date, the parameter *PrevDay IfStartBefore* is not viewed. Transfer to the § 2.

2. The time of the shift opening is compared with the value of the parameter *NextDay IfStartAfter*: if the current time is less than the time value of this parameter, than LSD will stay changed. Transfer to the § 3. If current time is bigger or equal the value of this parameter, LSD will increase by 1. Transfer to the § 3.

II. The correction of LSD (that is specified by the shift opening) will be fulfilled, by shift closing:

3. Shift is closed by the previous day, and the parameter viewing ends, if the following conditions are fulfilled:

A) The current system date is bigger than LSD (than the specified by its opening) on 1 day;

B) The time of the shift closing is bigger than the value, specified in the parameter *ThisDay IfCloseAfter* (parameter «works»);

C) The value of the parameter *ThisDay IfCloseAfter* <> (does not equal) 24.00 (this parameter is 'switched on').

4. If the current system date equals LSD, specified by the shift opening and is smaller or equal to this date and the current time is smaller than the time of the parameter *ThisDayIfCloseAfter* than the total LSD will coincide with LSD, specified by the shift opening. End of the parameters viewing.

5. If the current time is bigger or equal to the time of the parameter *ThisDay IfCloseAfter* and difference between the current date and LSD, specified by the shift opening is smaller or equal to 1, the parameter *NextDay If CloseAfter* will be viewed; if current time is bigger or equal to the time of this parameter, the current system date will

increase by 1. If the current system time is smaller than the time of this parameter, transfer to § 6.

6. If LSD, specified by the shift opening that has the smaller date than the current system date, then the total LSD will coincide with it. If LSD, specified by the shift opening is bigger or equal to the current system date, the total LSD will coincide with the LSD that was specified the shift opening, transfer to § 5.

❖ **Example 1.** Let's view an example of fixing the parameter value for the case of the 24-hour work of the enterprise; the planned time for the common shift closing is 11.00 p.m. The shift, closed before 11.00 p.m., should have the logical data of the current day. If the shift is closed after 11.00 p.m., it should have the logical date of the next day.

Let's fix the settings for the parameter 'Closing'. Let's fix the value 00.00 for the parameter *ThisDay IfCloseAfter*; this value will be always fulfilled. For the parameter *NextDay IfCloseAfter* we will fix the value 11.00 p.m.. The shift that was closed at 10.30 p.m. on the 15th of March would have the date 15th of March (as $10.30 < 11.00$). The logical date of the shift that was closed at 11.30 p.m. on the 15th of March would be 16th of March (i.e. $11.30 > 11.00$).

❖ **Example 2.** Suppose that the common shift usually closes at 11.00 a.m.. The shift that was closed before that time would be closed by yesterday; the shift that was closed after that time should be closed today. Parameters settings: *PrevDay IfStartBefore* = 11.00 a.m. (the shift that was closed before 11.00 a.m. should be closed by the date of the previous day); *FollowDay IfBeginAfter* – 12.00 a.m. (switched off); *ThisDay IfCloseAfter* = 11.00 a.m. (the shift that was closed after 11.00 a.m. will have the today's date); *NextDay IfCloseAfter* = 12.00 p.m. (switched off).

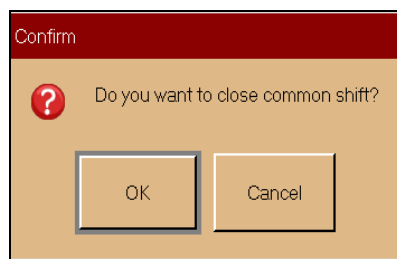


12.5 Shift closing

In order to close the cashier shift, use the operation of the main menu **Close cashier shift**. In order to close the common shift, use the operation **Close common shift**.

- ❖ All put aside service printing of paid orders will be fulfilled at the moment of closing of the common shift.

The message with confirmation that you want to close the common shift will be displayed on the screen before you start its closing (see the Picture 464).



Picture 464

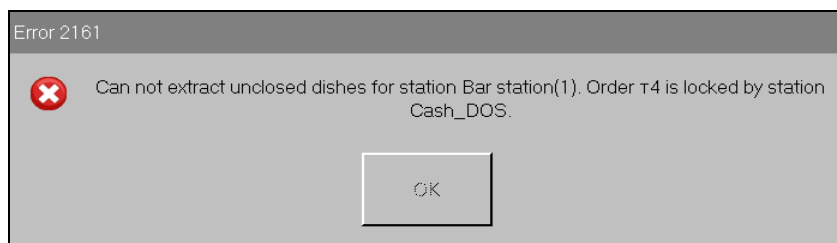
Press 'OK', if you want to close the common shift or 'Cancel', if you want to refuse this action.

- ❖ It is impossible to close the common shift, if there are unclosed receipts, unprinted because of the printer breakdown (the Picture 465). The possibility to close the common shift depends on the parameter *Transfer order with bill* (if there are bills) (see § 5.12.1).



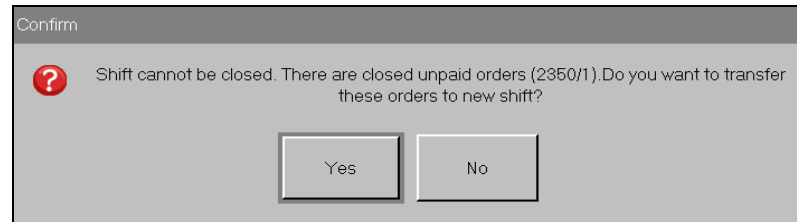
Picture 465

- ❖ It is impossible to close the common shift, if there is at least one station, at which the order is opened in the editing mode. The message will be displayed on the screen in this case, see the Picture 466.

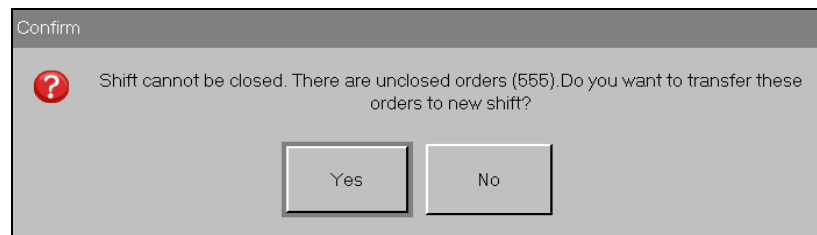


Picture 466

If visits are used at the enterprise, and there are closed unpaid orders, then the message will be displayed on the screen, see the Picture 467. Answer 'Yes', if you want to transfer such orders to the new shift. 'No' means that you refuse from the common shift closing.

**Picture 467**

If there are unclosed unpaid orders, the message will be displayed on the screen, see the Picture 468.

**Picture 468**

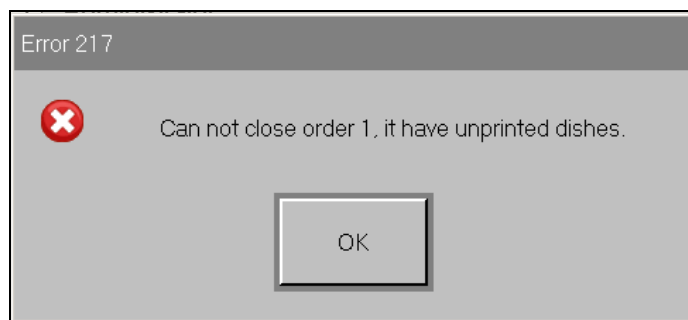
If the user selects 'Yes', the following actions will be fulfilled:

- All fully paid orders will be closed.
- All unpaid or partially paid orders will be divided on paid (that can be closed in the old shift) and unpaid (that are moved to the new shift). The empty order remains for the unpaid orders of the old shift.

❖ Amounts of the discount can be changed for the reason that the closed part was left in the other order.

If the visit is *calculated* wholly, the additional order with the sign 'visit calculation' will be created, by editing of which, the content of all orders of this visit is displayed.

If there are orders that contain unprinted dishes, the message will be displayed on the screen, see the Picture 469.



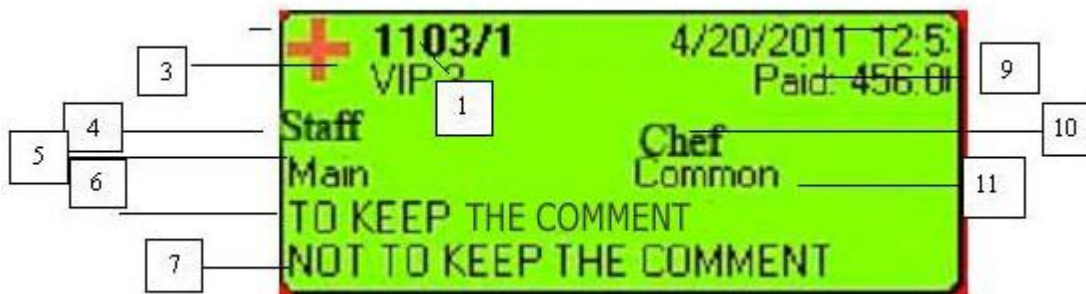
Picture 469

- ❖ The shift on the fiscal recorder cannot be open more than 24 hours.
- ❖ The maximal duration of the shift in R-Keeper is fixed in the parameter *Shift duration*.



13 VIEWING OF CLOSED ORDERS AND RECEIPTS

It is possible to view closed orders and closed receipts with the help of the menu items ***Closed orders*** and ***Closed receipts***. The window with the list of closed orders is represented on the Picture 470. The following data is represented on the button of the standard closed order:



Picture 470

1 – identifier of order in the visit in the format XXXX/YY, where X – identifier of the visit, Y – the number of the order in the visit;

2 – sign that the order is closed, but unpaid;

3 – table name (for the quick receipt – the number of the quick receipt);

4 – guest type;

5 – order category;

6 – saved comment of the visit;

7 – unsaved comment of the visit;

8 – date, termination of the serving time;

9 – order amount (for orders that represent themselves visit calculation that equals to zero, as amounts of included to the visit orders relate to these orders);

10 – main waiter of the order;

11 – order type.

In order to fulfill searching for the necessary receipts or orders, it is possible to set a filter on different conditions. In order to call (or hide) the panel of filters at TS- stations you should use the special button in the upper right corner. At the keyboard stations you should use the operation **Menu**.



Closed orders

↓

2338/1 555	8/7/2007	17:53 0.00	Administrator Not Specified	2340/1 cb2	8/7/2007	17:53 0.00	Administrator Not Specified	2341/1 555	8/7/2007	17:56 0.00	Administrator Not Specified	2342/1 555	8/8/2007	14:26 112.50	Administrator Specified
Main				Family Main				Family Main				Family Main			
2343/1 cb2	8/8/2007	14:50 724.80	Administrator Not Specified	2344/1 cb3	8/8/2007	14:50 10.00	Sokolov Not Specified	2345/1 B10	8/8/2007	14:26 0.00	Sokolov Not Specified	2346/1 B9	8/8/2007	14:26 0.00	Sokolov Not Specified
Family Main				Family Main				Parents and child Main				Parents and child Main			
2348/1 r11	8/8/2007	14:26 113.64	Administrator Not Specified	2349/1 555	8/8/2007	14:50 8.50	Administrator Not Specified	+ 2350/1 555	8/8/2007	15:57 198.50	Administrator Not Specified				
Parents and child Main				Guest Main				Family Main							

Picture 471

The form *Closed receipts* with the panel of the filter selection is represented on the Picture 472.

Closed orders							
Order Category	Order Type						
Card Number	Receipt Number	Pay Amount	Comment	Close Time	Show All		
1103/1 VIP 3 Staff Main TO KEEP TO COMMENT NOT TO KEEP TO COMMENT	4/20/2011 12:5 Paid: 456.0	1094/2 Visit Youth Main Do not smoke	4/20/2011 12:50 Paid: 0.00	1101/2 Visit Youth Main	4/20/2011 12:49 Paid: 0.00	1100/2 Visit Youth Main	4/20/2011 12:49 Paid: 0.00
1102/2 Visit Youth Main TO KEEP TO COMMENT NOT TO KEEP TO COMMENT	4/20/2011 12:48 Paid: 0.00	1102/1 1 Youth Main TO KEEP TO COMMENT NOT TO KEEP TO COMMENT	4/20/2011 12:44 Paid: 736.00	1101/1 3 Youth Main	4/20/2011 12:37 Paid: 552.00	1100/1 1 Youth Main	4/20/2011 12:35 Paid: 480.00
1094/1 Kpa 8 Youth Main Do not smoke	4/20/2011 12:28 Paid: 570.00	1099/1 1 Main Chief Not Specified	4/20/2011 12:23 Paid: 0.00	1098/1 110011; Main Chief Common	4/20/2011 12:19 Paid: 528.00	1097/1 1 Main Chief Common	4/20/2011 12:19 Paid: 0.00
1096/1 Main Chief Not Specified	4/20/2011 12:13 Paid: 0.00	1093/1 5 Youth Main Chief Not Specified	4/20/2011 12:10 Paid: 391.20				

Picture 472



- set filter on the main waiter of the order;



- set filter on the table;



- set filter on the currency;



- set filter on the dish;



- set filter on the discount (markup);



- set filter on the number of the PDS card;



- set filter on the number of the receipt;

Amount of payment – filter setting on the amount of the order;

Comment – filter setting on the comment (it is possible to enter both saved and unsaved comments of the visit);

Closing time – filter setting on the time of the receipt closing;

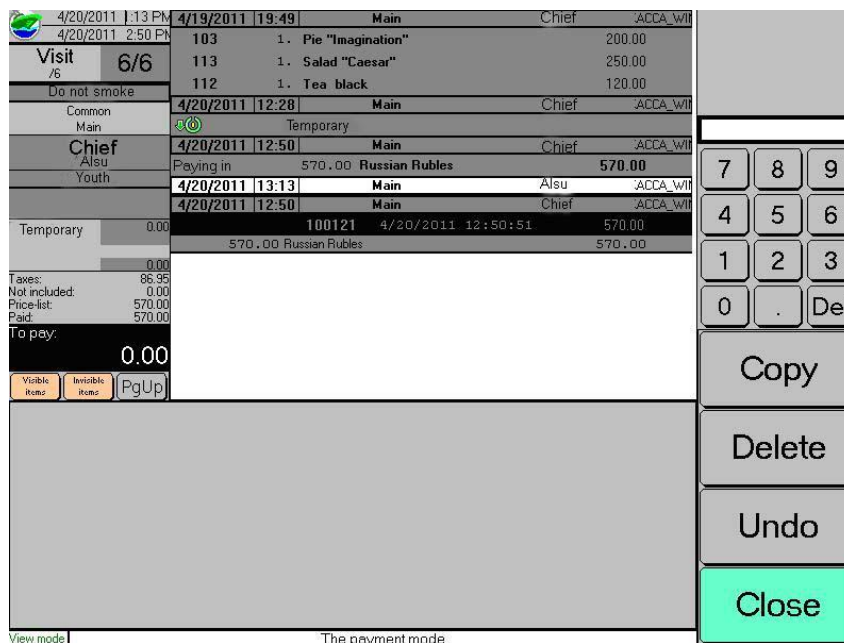
Search – fulfill searching;

Show all – deselect filter;

Printing – print list of receipts. This command displays receipts from the list of orders on the printer in the viewing window of the closed orders.

All operations will be blocked, if the mouse pointer is not pointed at the receipt line in the viewing mode of the closed order, except the group of operations 'Order': **Open order** and **Do not save**.

If the mouse pointer is pointed at the receipt line, the operation can be fulfilled (see the Picture 473):



Picture 473

Copy – printing of the receipt copy. The other way of the receipt copy printing

Delete – the closed receipt is deleted from the system together with the paid dishes (of this receipt). You should select the deletion reason that has the flag *On Receipt Void* from the list of reasons of deletion. The order is available for editing or closing in the form *Select the order to edit/close*, after the receipt deletion.

Undo – payments of the receipt will be deleted by this operation fulfillment, and paid dishes will stay in the order.

❖ The order transfers to the order editing mode, after cancellation of the first closed receipt.

❖ You can delete or cancel the receipt only at that station, where it was printed.

❖ You cannot delete or cancel the receipt after the common or cash shift closing.

Close – for the exit to the menu of order viewing operations.

In order to delete or cancel the receipt at the keyboard stations use the operation **Delete**, then select the necessary deletion reason from the list or choose “the receipt cancellation” for the receipt cancellation.



14 CASH REPLENISHMENT / ENCASHMENT

In order to deposit/withdraw money to/from the cash, use the command of the main menu **Cash replenishment/ Encashment**. The form of *Cash replenishment* (or *Encashment*) will be displayed, see the Picture 474. The field *drawer* is displayed only in that case, if the cash has several cash drawers. Select the drawer, for which the operation of cash replenishment (encashment) is fulfilled.

If the mouse pointer is pointed at the field *Currency*, the list with currencies will appear in the center of the form. The national currency is fixed by default.

Enter the amount to the field *Amount*. Press the button  («OK») in order to confirm the amount in the specified currency.

In order to select the other currency, click on it and press the button  («OK»).



Picture 474

The printing will be fulfilled according to the used layout of the document ‘Cash replenishment/encashment’.



15 Cash reports

The common list of reports is grouped as it is shown on the Picture 475 . In the manager attachment you can delete or change some reports and even create new, your own reports on the basis of OLAP – cubes with the assignation “Data for Cash reports”.

The following cash reports are preset in the system:

- Common shift report (see the Picture 476)
- Shift report (See the Picture 477)

The group *Reports on balance* includes the following reports:

- Cash balance report (see Picture 478)
- System balance report (see Picture 479)

The group *Receipt reports* contains the following reports:

- Common receipt (see the Picture 480)
- Waiter balance
- Decoding by cashiers
- Receipt by waiters (see the Picture 481)
- Decoding by subdivisions (see the Picture 482)
- Decoding by station (see the Picture 483)

The group *Reports on outgo* includes

- Common outgo of dishes (see the Picture 484)
- Dish outgo by categories (see the Picture 485)
- Running out dishes
- Report on dish rests

The group *Special reports* contains the report

- Refusals from receipts(see the Picture 486)
- Report on interface of credit cards
- Report on tariffication
- Detailed report on tariffication
- Personal discounts/markups (see the Picture 487)
- Consumation printing (see the Picture 488)
- Detailed consumation printing (see the Picture 489)
- Outgo per hour (see the Picture 490)

- Discounts/ Markups (see the Picture 491)
- Deleted receipts (see the Picture 492)

The following reports are included into the group *Functions of fiscal recorder*

- X – report
- Z - report
- Log printing after the shift from the electronic-control ribbon
- Closing report on dates
- Closing report on shifts



Picture 475

Common shift report			
cash day 5/13/2011			
Shift 2			
	receipts	guests	sum
Cash	11	34	4533.20
Total	11	34	4533.20
Unclosed prepayment:			630.00
Discounts / Markups			
Discount			
Automatic	9	28	-374.80
Voids			
	dishes		sum
DISHES:			
Waiter error with proc	1.00		80.00
Withdraw w/o processin	96.00		6260.00
Sum by categories			
All			780.00
Desserts			2222.00
Drinks			266.00
First course			660.00
Second course			350.00
			4278.00

Picture 476

Shift report		
6/1/2011 5:14:00 PM		
Station: ENGYANACASH		
Cash Shift: 6		

currency	sum	basic

Russian Rubles	935.00	<u>935.00</u>
Total: Cash		935.00

Total:		935.00
Receipts:		2
<u>Guests:</u>		<u>4</u>

Picture 477

Cash balance report			
Cash day 6/1/2011			
Shift 4			
6/1/2011 5:05:23 PM			

	receipts	guests	sum

Cash	4	12	633.25

Total	4	12	633.25

Unclosed prepayment:			0.00
Discounts / Markups			

Markup			
Automatic	2	7	18.25

Picture 478

System balance report			
cash day 6/1/2011			
Shift 4			
6/1/2011 5:24:11 PM			

	receipts	guests	sum

Cash	7	17	2258.25

Total	7	17	2258.25

Discounts / Markups			

Markup			
Automatic	2	7	18.25

Sum by categories			

All			870.00
Desserts			840.00
Drinks			240.00
First course			240.00
Second course			560.00
Snacks			120.00

			2870.00

Picture 479

Common receipt		
cash day: 6/1/2011		
Shift 4		
6/1/2011 5:46:25 PM		

currency	sum	basic

Euro	1.20	42.00
Russian Rubles	2216.25	2216.25
Total: Cash		2258.25

Total:		2258.25
Receipts:		7
Guests:		17

Picture 480

Receipt by waiters		
cash day 6/1/2011		
Shift 4		
6/1/2011 5:51:59 PM		

currency	sum	basic

<u>Mironov</u>		
Euro	1.20	42.00
Russian Rubles	2456.25	~~2456.25~~
Total Cash:		2498.25
Sum:		2498.25
Receipts:		6
Guests:		14

Sum:		2498.25
Receipts:		6
Guests:		14

Picture 481

Decoding by subdivisions		
cash day 6/1/2011		
Shift 4		
6/1/2011 5:56:26 PM		

currency	sum	basic

Main		
Euro	1.20	42.00
Russian Rubles	2216.25	~~2216.25~~
Total Cash:		2258.25
Sum:		2258.25
Receipts:		7
Guests:		17

Sum:		2258.25
Receipts:		7
Guests:		17

Picture 482

Decoding by station		
cash day 6/1/2011		
Shift 4		
6/1/2011 6:00:44 PM		

currency	sum	basic

ENGYANACASH		
Euro	1.20	42.00
Russian Rubles	2216.25	~~2216.25~~
Total Cash:		2258.25
Sum:		2258.25
Receipts:		7
Guests:		17

Sum:		2258.25
Receipts:		7
Guests:		17

Picture 483

Common outgo of dishes			
cash day 6/1/2011			
Shift 4			
6/1/2011 6:05:32 PM			

Code	Dish	Q-ty	Sum

6	Apple pie	7.00	420.00
7	Meat balls with ~~ri~~	2.00	120.00
8	Cherry pudding	2.00	100.00
9	~~Limonade~~	6.00	180.00
10	Coffee	1.00	20.00
11	Tea	4.00	40.00
12	Cream soup	1.00	60.00
13	Shrimps soup	1.00	80.00
14	Borsch	2.00	100.00
15	Italian pasta	4.00	280.00
16	Roasted beef with	2.00	160.00
23	Pancakes	2.00	320.00
50	Lemon	2.00	50.00
51	Olives	2.00	40.00
52	Potato chips	2.00	30.00
74	Corn flakes with m	2.00	250.00
76	Cheeseburger	4.00	120.00
78	Hot tea	2.00	375.00
80	Juice	1.00	125.00

Total:			2870.00

Picture 484

Refusals from cheque Cash day 01.02.2007		
01.02.2007 18:30:17		
Dish	Q-ty	Sum
Milk cocktail	3.00	369.00
waiter: Kristine		
Delete: Kristine		
20American pie	0.25	27.50
waiter: Brown		
Delete: Brown		
2Chocolate	0.75	90.00
waiter: Kristine		
Delete: Kristine		
4Roll 'Pocco'	0.25	27.50
waiter: Davide		
waiter: Davide		
Total:		4.25 514.00

Picture 485

Refusals from receipts cash day 6/1/2011 Shift 4 6/1/2011 7:13:31 PM		
Dish	Q-ty	Sum
Italian pasta	1.00	70.00
Waiter : <u>Mironov</u>		
Delete : <u>Mironov</u>		
Lemon	1.00	25.00
Waiter : <u>Mironov</u>		
Delete : <u>Mironov</u>		
Roasted beef with pota	1.00	80.00
Waiter : <u>Mironov</u>		
Delete : <u>Mironov</u>		
Olives	1.00	20.00
Waiter : <u>Mironov</u>		
Delete : <u>Mironov</u>		
Potato chips	1.00	15.00
Waiter : <u>Mironov</u>		
Delete : <u>Mironov</u>		
Meet balls with rice	1.00	60.00
Waiter : <u>Mironov</u>		
Delete : <u>Mironov</u>		
Total		6.00 270.00

Picture 486

Personal discounts / markups		
cash day 6/1/2011		
shift 4		
6/1/2011 6:40:00 PM		

Name	Q-ty	Sum

Mironov		
7%	1	-12.60
10%	2	-6.00

	Total:	-18.60

	Total:	-18.60

Picture 487

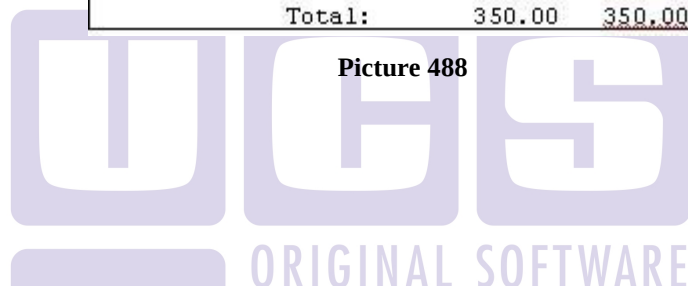
Consumation printing			
cash day 6/1/2011			
Shift 4			
6/1/2011 6:56:02 PM			

	Orders	Sum	by payment

Dancer 1	1	160.00	160.00
Dancer 2	1	60.00	60.00
Waiter 1	1	70.00	70.00
Waiter 2	1	60.00	60.00

	Total:	350.00	350.00

Picture 488



```

Consumation printing
      cash day 6/1/2011
              Shift 4
              6/1/2011 6:45:02 PM
-----
Dish Q-ty   Price      Sum   By payment
-----
Dancer 1
-----
  23  Pancakes
      1.00    160.00    160.00    160.00
-----
Total:      160.00    160.00    160.00
Dancer 2
-----
   6  Apple pie
      1.00    60.00    60.00    60.00
-----
Total:      60.00    60.00    60.00
Waiter 1
-----
  15  Italian pasta
      1.00    70.00    70.00    70.00
-----
Total:      70.00    70.00    70.00
Waiter 2
-----
   7  Meet balls with rice
      1.00    60.00    60.00    60.00
-----
Total:      60.00    60.00    60.00
-----
Total:      350.00    350.00    350.00

```

Picture 489

Outgo per hour			
cash day 6/1/2011			
Shift 4			
6/1/2011 7:04:42 PM			
period	receipts	guests	sum
00:00 - 00:59	0	0	0.00
01:00 - 01:59	0	0	0.00
02:00 - 02:59	0	0	0.00
03:00 - 03:59	0	0	0.00
04:00 - 04:59	0	0	0.00
05:00 - 05:59	0	0	0.00
06:00 - 06:59	0	0	0.00
07:00 - 07:59	0	0	0.00
08:00 - 08:59	0	0	0.00
09:00 - 09:59	0	0	0.00
10:00 - 10:59	0	0	0.00
11:00 - 11:59	0	0	0.00
12:00 - 12:59	0	0	0.00
13:00 - 13:59	0	0	0.00
14:00 - 14:59	0	0	0.00
15:00 - 15:59	0	0	0.00
16:00 - 16:59	1	2	490.00
17:00 - 17:59	6	15	1768.25
18:00 - 18:59	4	13	791.40
19:00 - 19:59	0	0	0.00
20:00 - 20:59	0	0	0.00
21:00 - 21:59	0	0	0.00
22:00 - 22:59	0	0	0.00
23:00 - 23:59	0	0	0.00
Total	11	30	3049.65

Picture 490

Discounts / markups on receipts		
cash day 6/1/2011		
Shift 4		
6/1/2011 7:10:15 PM		
Name	Q-ty	Sum
7%	1	-12.60
10%	2	-6.00
Covers near Stage	2	18.25
Total:		-0.35

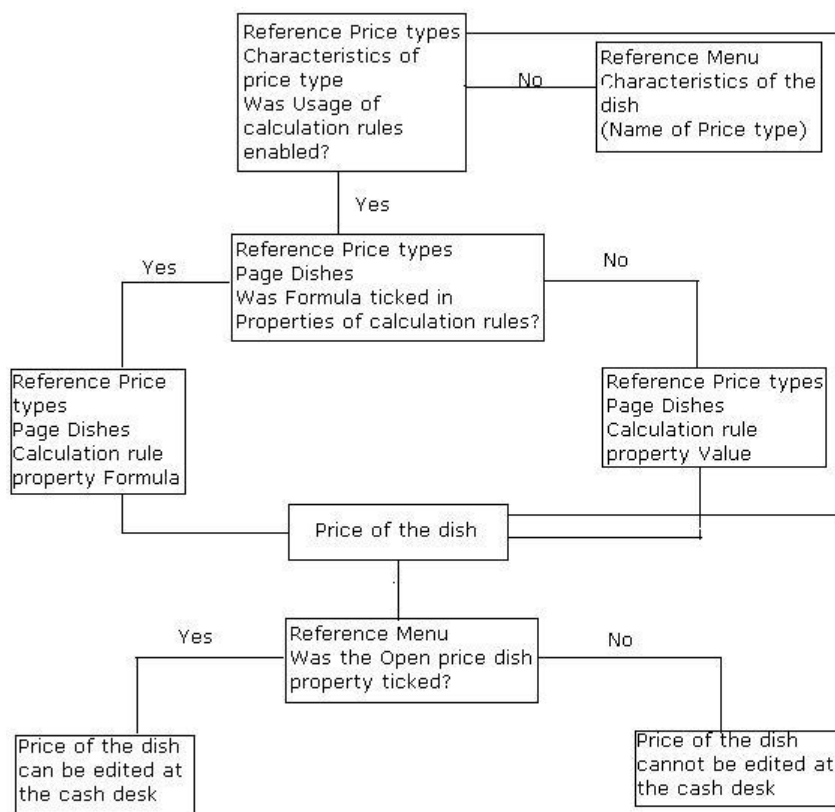
Picture 491

16 Attachments

16.1 Scheme of dish price determination

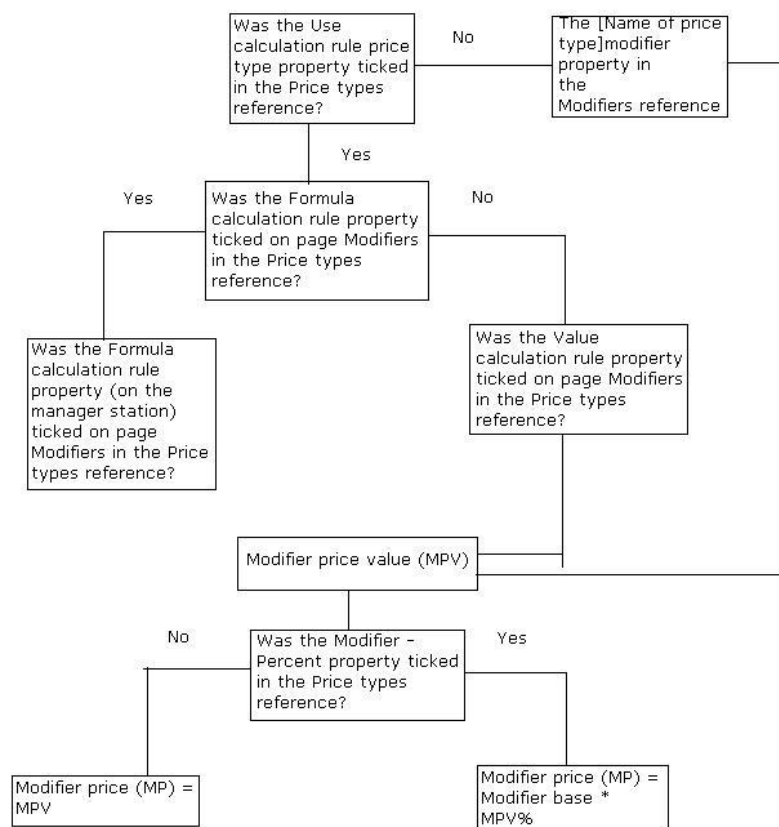
Block scheme of the dish price determination represents different ways of the dish price fixing, as well as necessary settings in the references *Menu* and *Price types*. Description of determination of dish prices, modifiers and consumations is represented in § 4.8.

Block scheme of dish price determination



Picture 492

16.1.1 Scheme of modifier price determination



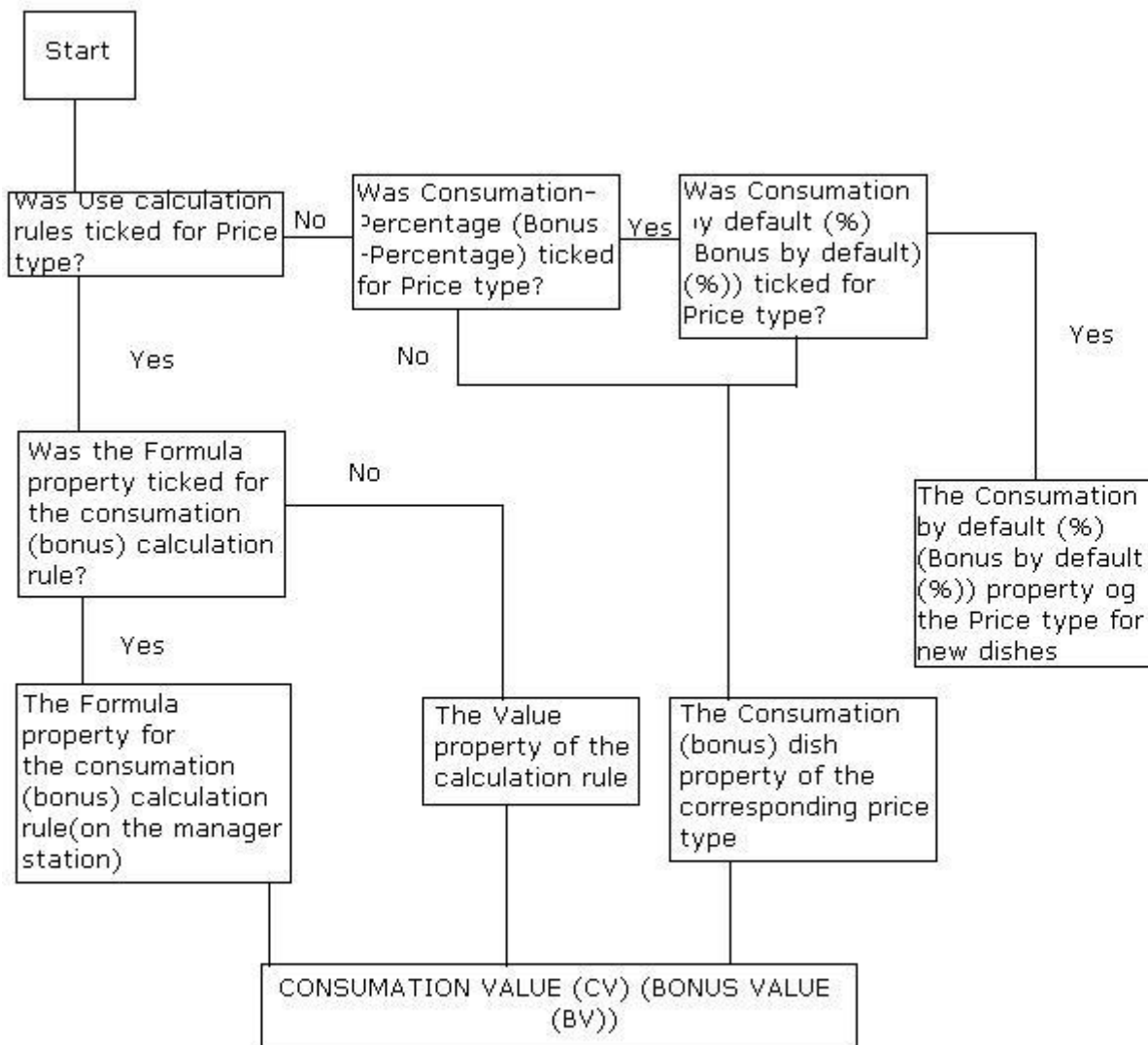
Picture 493

Block scheme represents different ways of the modifier price fixing, as well as necessary settings in the references *Modifiers* and *Price types*.

It is necessary to remember that the modifier price will be taken into account by the system, when it will be added, and the dish price will be changed only in that case (if the flag is fixed in the modifier property *Change price*).

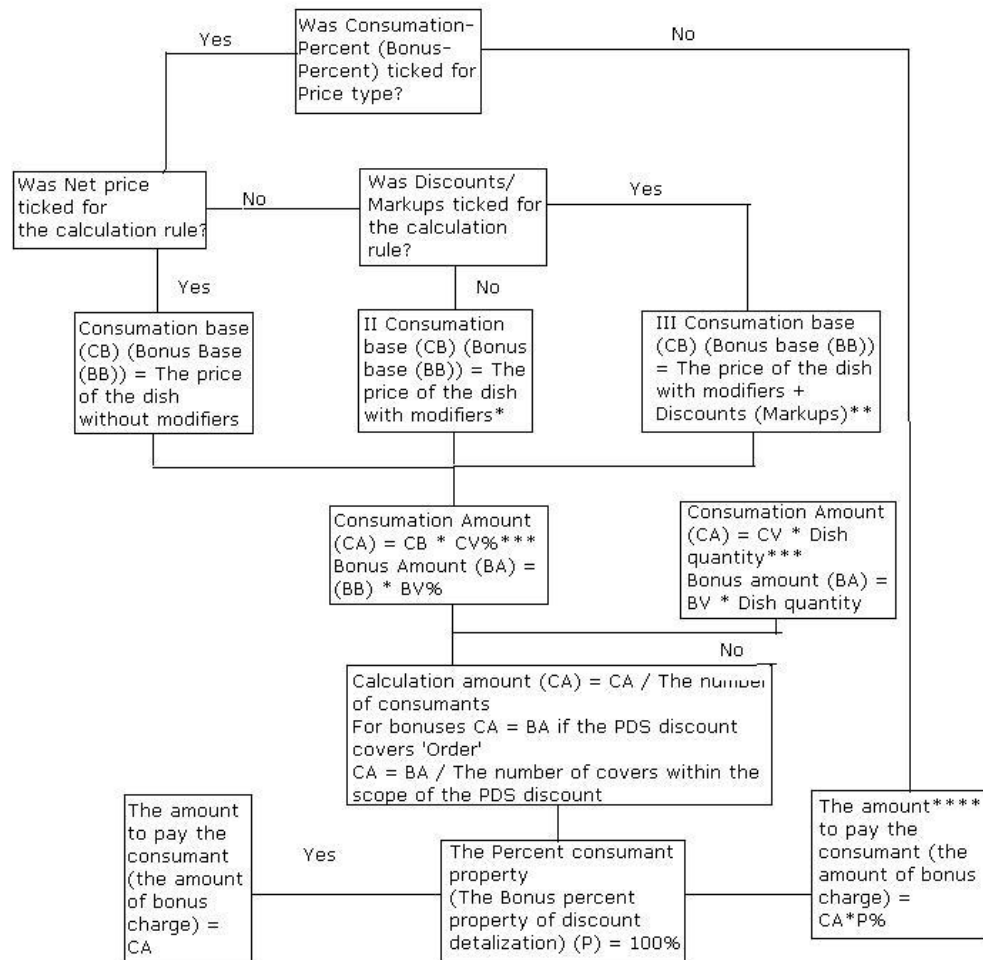
The modifier base is calculated similar to the consumption base and the bonus base (see § 16.1.3)

16.1.2 Scheme of consumption and bonus values calculation



Picture 494

16.1.3 Scheme of calculation of the payment amount to consumator and the amount of bonus



Picture 495

* The value in this field in the cube scheme 'Consumer' corresponds to the value Price amount (the system name is *PRListSum*) of the table *Consumer* that is divided by the quantity of consumers of the dish. If dish has one consumer, values coincide.

** The value in this field corresponds to the value of the field Payment amount (the system name is *PaySum*) of the table *Consumer* (Scheme of cubes «Consumer») that is divided by the quantity of consumers of the dish. If the dish has one consumer, values coincide.

*** The value in this field corresponds to the value of the field Consumed (the system name is *BaseSum*) of the table *Consumer* (scheme of cubes Consumers») that is divided by the quantity of consumers of the dish. If dish has one consumer, values coincide.

**** The value in this field corresponds to the value of the field Consumation amount (the system name is *ConsumSum*) of the table *Consumer* (scheme of cubes Consumers»).



16.2 Tables of fields, of cube tables

Column 'Name' contains data of the field: system name, name in English in formats, represented below.

Visit – name of the filed; font is bold italic;

Max credit – name of the filed that can be a fact; font is bold italic with underlining

Created (Timed info) – list of fields that characterize time (does not have a system name);

Sifr – system name of the filed (italics);

VISIT

Name	Comment
Visit	Visit identifier
<i>Sifr</i>	
Add info	Saved comment to the visit
<i>VisitExtraInfoToSave</i>	
<u>Quit (Timed info)</u>	Quit time (when the visit manually was closed or it was closed automatically)
<i>Quit Time</i>	
<u>Max credit</u>	The amount of prepayment in the moment of visit creation (card entry)
<i>MaxCreditSum</i>	
<u>Start quest quantity</u>	The quantity of guests in the moment of the visit creation
<i>StartGuestCnt</i>	
<i>Created (Timed info)</i>	Time, when the visit was created
<i>StartTime</i>	
Finished	Condition: The visit was finished, when the shift of the cube was closed
<i>Finished</i>	
<u>Guests number</u>	The quantity of guests in the visit (when the visit is finished or at the current moment, if the visit is not finished)
<i>GuestCnt</i>	

CASH REPLENISHMENT/ ENCASHMENT

Name	Comment
Replenishment	Condition: replenishment or encashment
<i>IsDeposit</i>	
<u>Amount</u>	The amount of replenishment/encashment in the currency of payment
<i>OriginalSum</i>	
Tax shift	Number of cash shift

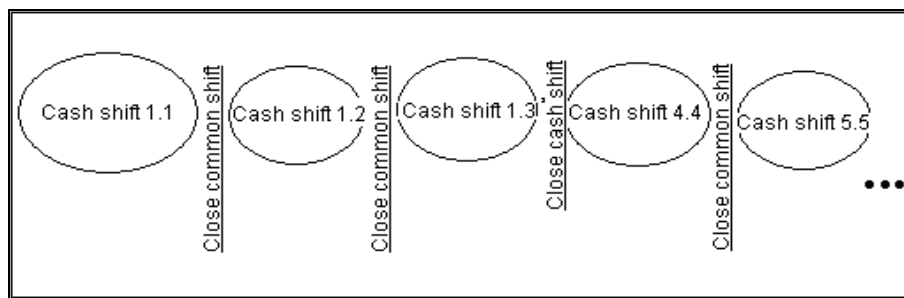
<i>iShift</i>	
Common shift	Number of common shift
<i>iCommonShift</i>	
Type	Type of replenishment (tips, paying back of tips, payment of the prepayment from the other cash station, prepayment, return of the prepayment)
<i>Kind</i>	
Cash server	Cash server of replenishment or encashment
<i>MidServer</i>	

CASH SHIFT

Name	Comment
<u>National amount</u>	Amount for the shift in national currency
<i>NationalSum</i>	
<u>Basic amount</u>	Amount for the shift in basic currency
<i>BasicSum</i>	
<u>Tax amount</u>	Fiscal amount for the shift (differs from 'national amount' on the payment value by non-fiscal currencies and amount of undistributed markups)
<i>FiscalSum</i>	
<i>Start time (Timed info)</i>	Start time of the shift. It is specified by printing of the first receipt or fulfillment of the first fiscal operation (for example, cash replenishment/ encashment)
<i>StartTime1</i>	
<i>Close time (Timed info)</i>	Close time of the shift
<i>CloseTime</i>	
<i>Printed number</i>	If the parameter <i>Print shift report</i> has the value «False» (the user report is not printed by shift closing), the printed number is the number of X-report. Otherwise - 0
<i>iPrintNumber</i>	
<i>Internal number</i>	Number of the cash shift
<i>ShiftNum</i>	
<i>Start shift</i>	Internal number of the first unclosed shift*
<i>StartShiftNum</i>	
<i>Printed</i>	Indicator whether the shift is printed or not

<i>Printed</i>	
Closed	Indicator whether the shift is closed or not
<i>Closed</i>	

* If the cash shift does close with the common shift, the internal number of the cash shift will increased per unit. The number of the new cash shift will be fixed according to the internal number of the cash shift (see the Picture below).



Picture 496

The internal numbers of shifts are represented on the picture. Therefore, numbers of cash shifts can contain gaps.

COMMON SHIFT

Name	Comment
Created (Timed info)	Creation time of this shift is the closing time of the previous shift
<i>CreateTime</i>	
Start (Timed info)	Creation time of the first order
<i>StartTime</i>	
Close (Timed info)	Closing time of the shift
<i>CloseTime1</i>	
Closed	Condition for cash reports (saving base): whether the shift is closed or not (common shift is always closed for reports)
<i>Closed</i>	
Logical date (Timed info)	Logical date of the shift
<i>ShiftDate</i>	

ORDER

Name	Comment
Order name	Name of the table is for opened orders, the unique number of the order is for closed orders
OrderName	
Table name	Name of the table + meaning of the field Number on table
TableName	
<u>Duration</u>	Order duration in seconds
Duration	
Guest quantity	Quantity of guests in the order
GuestsCount	
Start (Timed info)	The start of the serving time of the order (the opening time of the order editing form)
StartService	
Finished (Timed info)	The end of the serving time of the order (the closing time of the order)
EndService	
Number at table	It is used, when several groups of guests are served at one table
NumOnTable	
Common shift	Number of common shift of the order
iCommonShift	
Open (Timed info)	The opening time of the order (Filling the form <i>New order</i>)
OpenTime	
Last service (Timed info)	The time of the last order serving (time of last saved changes)
LastService	
<u>Unclosed amount</u>	Amount of the rest to pay. In cash reports this value can be non-zero. In manager reports this amount always equals to 0.
UnClosedPriceSum	
Last user	The last employee, who saved the order.
iLastUser	
<u>Paid amount</u>	Paid amount of the order in the basic currency.
Paid Sum	
<u>Amount to pay</u>	Amount to pay in the basic currency
ToPaySum	
<u>Pricelist amount</u>	Amount according to the price list, considering modifiers, but without discounts (markups) and added taxes.
PriceListSum	

CONSUMATOR

Name	Comment
<u>Amount paid</u>	The part of the amount paid to one consumator (general value for a single consumator). The dish price considering modifier and discount/markup that are fixed for a consumator.*
PaySum	
<u>Global ID</u>	Global consumator identifier
GlobalIdent	
<u>Quantity</u>	The part of the consumed quantity (general value for a consumator)*
Quantity	
<u>Consumed</u>	The part of the total amount of consumption (%). (<u>Consumation base</u> of the table Dish that is fixed for one consumator, see the note *** in the «Scheme of calculation of amounts paid to consumator, bonus payment amount»)*
BaseSum	
<u>Consumation amount</u>	Amount of money, received by consumator. It is calculated as <u>Consumed</u> multiply by the consumator percent.
ConsumSum1	
<u>Price amount</u>	The part of the amount of the dish according to the price list for a consumator (general value for a single consumator). The dish price considering the modifier, without discount/markup that is fixed for one consumator*
PRListSum	

* Values of consumator fields:

- ✓ PaySum (**Amount paid**)
- ✓ BaseSum (**Consumed**)
- ✓ PRListSum (**Price amount**)
- ✓ Quantity (**Quantity**)

Represent quotient from the dividing the values of dish fields:

- ✓ PaySum (**Amount paid**)
- ✓ CalcConsumSum (**Consumation base**)
- ✓ PRListSum (**Price amount**)
- ✓ Quantity (**Quantity**),

on the quantity of consumators.

The amount of all **Consumation amounnts** of the table, consumator will give the value **Consumation** of the dish.

DISH(see block scheme)

Name	Comment
<u>Bonus base</u>	Base amount for bonus calculation
BonusBaseSum	
<u>Consumation base</u>	Base amount for calculation the consumption*
CalcConsumSum	
<u>Consumation</u>	Amount of all <u>Consumation amounts</u> of the table CONSUMATOR. (amount of money that was charged for consumation)
ConsumSum	
<u>Global ID</u>	Global dish identifier
GlobalIdent	
<u>Opened price</u>	Was the price entered manually by user (for dishes with «opened price»)
IsUserPrice	
<u>Portion quantity</u>	For portioned dishes will always equal 1, for pieced dishes equals to the quantity of dishes
Pieces	
<u>Price amount</u>	Amount according to the price list, considering modifiers, without discount/markup and added taxes
PRListSum1	
<u>Weight change</u>	The quantity of weight changes. Usually waiter can enter the weight only once
ChangeCount	
<u>Quantity</u>	The sold quantity. Is calculated as initial quantity minus deletion.
Quantity1	
<u>Weight</u>	Weight of portioned dishes
Weight	
<u>Initial quantity</u>	Quantity of dish that was entered to the receipt before deletion
SrcQuantity	
<u>à la carte</u>	Condition: whether the dish à la carte or not
IsPortion	
<u>Price</u>	Price of the dish at the current price type (can be entered manually, if <i>Opened price</i> is = «True»)
Price	

<u>Paid amount</u>	<u>Price amount</u> + amount of discount/markup + amount of added taxes
<i>PaySum1</i>	
<u>Net amount</u>	Price*Quantity without calculation of modifier amount
<i>ClearSum</i>	

* See attachment 1, «Scheme of calculation the payment amount to the consumator and amount of bonus».

GUEST

Name	Comment
<i>Cash server</i>	Name of the cash server
<i>Midserver</i>	
<i>Number</i>	Number of the cover
<i>Guest</i>	
<i>Card number</i>	Card number
<i>CardNum</i>	
<i>Pseudonym</i>	Conditional value of the cover (cover label)
<i>Mnemonic</i>	

BLOCK

Name	Comment
<i>Reminding time</i>	Time, when the printing of the reminder is fulfilled
<i>RemindAt</i>	
<i>Printing time</i>	Time, when the block was printed at the service-printer
<i>PrintAt</i>	
<i>Service time</i>	Time, when the dishes should be served (if it was fixed)
<i>ReadyAt</i>	
<i>Global ID</i>	Global block identifier
<i>GlobalIdent</i>	
<i>Finished</i>	Time of the last saving of the block
<i>EndService</i>	
<i>Started</i>	The starting time of the block serving – time, when the block was created (or, if the block is taken from the other order – time of creation the parent block)
<i>StartService</i>	

Block type	Block type – created or transferred from the handheld(from the other interface)
<i>SessionType</i>	

MODIFIER

Name	Comment
<i>Dish UNI</i>	Uniqueness of the order item within the boundaries of the visit
<i>Dish UNI</i>	
<i>Global ID</i>	Global identifier of modifier
<i>GlobalIdent</i>	
<i>Visit</i>	Visit identifier
<i>Visit</i>	
<i>Opened name</i>	Condition: opened name of the modifier
<i>OpenName</i>	
<u>Price amount</u>	Amount of price of the modifier (Modifier price* <i>Pieces</i>)
<i>PRListSum</i>	

TAX ITEM

Name	Comment
<u>Tax base</u>	Base of the used tax. If the tax is added, then it is the dish price, considering modifiers and discount/markup. If it is included, then it will be calculated as 'top' or 'include'.
<i>BaseForTax</i>	
<i>Visit</i>	Visit identifier
<i>Visit</i>	
<i>Global ID</i>	Global tax identifier
<i>GlobalIdent</i>	
<u>National amount</u>	Sum of the tax in the national currency. (Currency is recalculated according to Rate from <u>Amount</u>)
<i>NationalSum</i>	
<i>Rate</i>	Percent rate of the tax
<i>TaxRate</i>	
<u>Amount</u>	Amount of the tax in basic currency
<i>Sum</i>	

SALE ITEM (part of the dish that was paid by concrete amount in concrete currency in concrete receipt)

Name	Comment
<i>UNI Dishes</i>	Uniqueness of the order item within visit boundaries
<i>DishUNI</i>	
<u>Bonus</u>	Amount of bonuses on the menu items
<i>BonusSum</i>	
<i>Visit</i>	Visit identifier
<i>Visit1</i>	
<i>Global ID</i>	Global identifier of sale items
<i>GlobalIdent1</i>	
<u>Consumation</u>	Amount of consumation of the menu item
<i>ConsumationSum</i>	
<u>Taxes</u>	Amount of added taxes
<i>TaxesAdded</i>	
<u>Paid amount</u>	Paid amount in the basic currency (Price amount of the sale item (PriceSum)+ DistrDiscounts + TaxesAdded
<i>PaySum</i>	
<u>Distributed discount</u>	Amount of discounts and distributed markups
<i>DistrDiscounts</i>	
<u>Price amount</u>	Part of the amount according to the price list for the Menu Item or markup (without Discount and added taxes). Price * Quantity + amount of modifiers (PRListSum of modifiers of sale items) * Piece)
<i>PriceSum</i>	
<u>Quantity</u>	Quantity of sold dishes for this sale item
<i>Quantity</i>	

UNI dishes – line identifier in the visit

Bonus – bonus amount for menu items in the basic currency

Visit – visit identifier on the cash server

Global ID – global identifier of the sale item;

Quantity – quantity of sold dishes;

Consumation – amount of consumation of menu items in the basic currency;

Taxes – amount of added taxes (TaxesAdded) - (in the basic currency-);

Paid amount – paid amount in the basic currency
 $(PaySum = PriceSum + DistrDiscounts + TaxesAdded - it is: price amount + amount of distributed markup + discount + amount of added taxes);$

Distributed discount – amount of distributed discount (DistrDiscount) – in basic currency -);

Price amount – part of the amount according to the price list for Menu item or Markup (except Discount and add Taxes) $(PRListSum = Price) * Quantity + amount of modifiers) * Pieces;$

SALE ITEM (dish or undistributed markup, sale item is characterized by dish properties and undistributed markup)

Name	Comment
Item alt name	Name of the item in the alternative language
AltName	
Item name	Name of the item in the main language
Name	
Item code	Code of sale item
Code	
Start sale	Start time of the item usage
SalesTerms_StartSale	
End sale	End time of usage the sale item
SalesTerms_StopSale	
Cover	Number of cover of the sale item
Cover	
Parent hierarchy	Parent hierarchy of sale items
TypePath	
Source amount	Price of the dish in the price list or amount of the undistributed markup
SourceSum	
Item status	Sale item status at the cube building moment
Status	
Item type	Type of sale item: dish or markup
ObjKind	

PAYMENT (every cash replenishment that is fulfilled by the cashier by the receipt calculation.
 Amount of PAYMENT in one currency is RECEIPT PAYMENT of this currency)

Name	Comment

<u>Basic sum</u>	Amount of the payment in the national currency
<i>BasicSum</i>	
<u>Global ID</u>	Global identifier of payment
<i>GlobalIdent</i>	
<u>Cover</u>	Cover, for which the payment is fixed
<i>Cover</i>	
<u>Payment by receipt</u>	Amount by receipt in the currency of payment (to have the possibility to give the change not by the currency of the payment)*
<i>CurrLineSum</i>	
<u>Prepayment</u>	Condition: payment is considered as a prepayment
<i>IsPrepay</i>	
<u>Rate</u>	Exchange rate of the amount in the currency of payment to national currency
<i>DBKurs</i>	
<u>Amount</u>	Amount in the currency of the payment
<i>OriginalSum</i>	
<u>Enter type</u>	The way to make the payment: from the magnetic card, from the keyboard, from the interface (numbers are conditional)
<i>InputType</i>	
<u>Line type</u>	Type of the payment (cash, credit card, hotel card, payment card, cashless)
<i>PayLineType</i>	

* Amount **Payment by receipt** does not equal to the amount **Amount**, if only change was given not in the currency of payment.

CHEQUE PAYMENT (summed payment by the currency)

Name	Comment
<u>Basic</u>	Amount of the payment in the basic currency
<i>Basic Sum</i>	
<u>Global ID</u>	Global identifier of the currency
<i>GlobalIdent</i>	
<u>Original</u>	Amount in currency of the payment
<i>OriginalSum</i>	
<u>National amount</u>	Amount to pay in the national currency
<i>NationalSum</i>	

<u>Rate</u>	Exchange rate to the national currency
<i>DBKurs</i>	
<u>Amount</u>	Connected to the amount of the dish in the national currency (Amount of the itemary selling, to fall at this receipt payment)
<i>BindedSum</i>	

RECEIPT

Name	Comment
<i>ID fiscal recorder</i>	Internal ID number of the fiscal recorder, where the receipt was printed
<i>ExtFiscID</i>	
<i>Cover</i>	Cover, for which the receipt was printed
<i>Cover</i>	
<i>Delete time</i> <i>(Timed info)</i>	Date and time, when the bill was deleted
<i>DeleteDateTime</i>	
<i>Global ID</i>	Global identifier of the receipt
<i>GlobalIdent</i>	
<i>Tax shift</i>	Number of the tax shift
<i>iFiscShift</i>	
<u>National sum</u>	Amount of the receipt in the national currency
<i>NationalSum</i>	
<i>Number</i>	Number that is printed by fiscal recorder on the fiscal document
<i>PrintNumber</i>	
<i>Receipt Number</i>	Number of the receipt in R-Keeper
<i>CheckNum</i>	
<i>Print in</i>	Date and time of the receipt printing
<i>CloseDateTime</i>	
<i>Status</i>	Receiptstatus (can be Deleted or Closed)
<i>State</i>	
<u>Amount</u>	Amount in the receipt in the national currency
<i>BindedSum</i>	
<u>Discount amount</u>	Amount of the receipt discounts in the national currency
<i>DiscountSum</i>	
<u>Price amount</u>	Amount by the price list, considering modifiers,

<i>PRListSum</i>	without discounts and added taxes
Price Amount	

ADD ON PAYMENT

Name	Comment
Owner	Card owner
<i>Owner</i>	
Hotel identifier	Hotel identifier
<i>HotelIdent</i>	
Card number	Number of the credit card
<i>CardNum</i>	
Expiry date	Expiry date of the credit or hotel card
<i>ExpDate</i>	

DISCOUNT ITEM

Name	Comment
Global ID	Global identifier of the item discount
<i>GlobalIdent</i>	
<u>Quantity</u>	Quantity, for which the discount was fixed
<i>DiscountQty</i>	
Percent	Discount percent
<i>DiscPercent</i>	
Bonus percent	Bonus percent
<i>BonusPercent</i>	
<u>Amount</u>	Discount amount
<i>Sum</i>	
<u>Bonus Amount</u>	Bonus amount
<i>BonusSum</i>	

DISCOUNT/MARKUP

Name	Comment
Global ID	Global identifier of the discount/markup
<i>GlobalIdent1</i>	

Localization	Usage area of the discount/markup
Localization	
Cover	Cover, for which the discount/markup was fixed
Cover	
<u>Initial value</u>	Initial value of the discount/markup
SrcAmount	
Undistributed	Condition: undistributed markup (otherwise – no)
IsCharge	
Representation	The way to fix the discount or markup: manually, automatically, by discount card, interface, by payment, change to tips
ChargeSource	
<u>Amount</u>	Discount/markup amount
CalcAmount	
Type	Discount/markup type
CountType	

UNDISTRIBUTED MARKUP

Name	Comment
<i>Exclude from benefits</i>	Condition: markup has the fixed flag 'Exclude from benefits'
<i>ExcludeFromEarnings</i>	
Representation	Way to fix the markup: manually, automatically, tips
ChargeSource	
Localization	Usage area of the undistributed markup
Localization	
<u>Initial value</u>	Initial value of the markup
SrcAmount	
Non-fiscal operation	Condition: if the markup has the fixed flag 'Non-fiscal operation'
UnfiscalOperation	
<u>Amount</u>	Amount of the markup
CalcAmount	
Discount/markup type	Discount/markup type
CountType	
<u>Deleted</u>	Amount that was deleted by bill deleting

<i>DeletedSum</i>	

REASON OF DELETION

Name	Comment
<i>Dish UNI</i>	Uniqueness of the order item within the visit boundaries
<i>Dish UNI</i>	
<u>Price amount</u>	Price of the deleted item* quantity
<i>PRListSum</i>	
<i>Visit</i>	Visit identifier
<i>Visit</i>	
<i>Global ID</i>	Global identifier of Deletion
<i>GlobalIdent</i>	
<i>Date Time</i>	Date and time of the item deletion
<i>DateTime</i>	
<u>Quantity</u>	Quantity of deleted items
<i>Quantity</i>	
<i>After bill undo</i>	Conditions: bill was deleted before deletion
<i>AfterBillUndo</i>	

OPERATION

Name	Comment
<i>Date Time</i>	Date is the time of the operation fulfillment
<i>DateTime</i>	
<u>Quantity</u>	For operations that function at dishes. Quantity of dishes. For other operations – 0.
<i>Qnt</i>	
<i>Parameter</i>	Parameter, with which the operation was fulfilled.
<i>Parameter</i>	

16.3 System setup procedure

Installation

INI files (net settings)

Installation parameters

MCR \-algorithms and parameters (if necessary)

Stations and devices (drivers)

Configuration and training

Stations and devices (logical and local (for station – it is necessary to fill the field *Local 1*) printers - training)

Order category

Dish categories (for service printing)

Service printing

Halls

Modifier schemes

Markups and Discounts

User

Tables

Employees

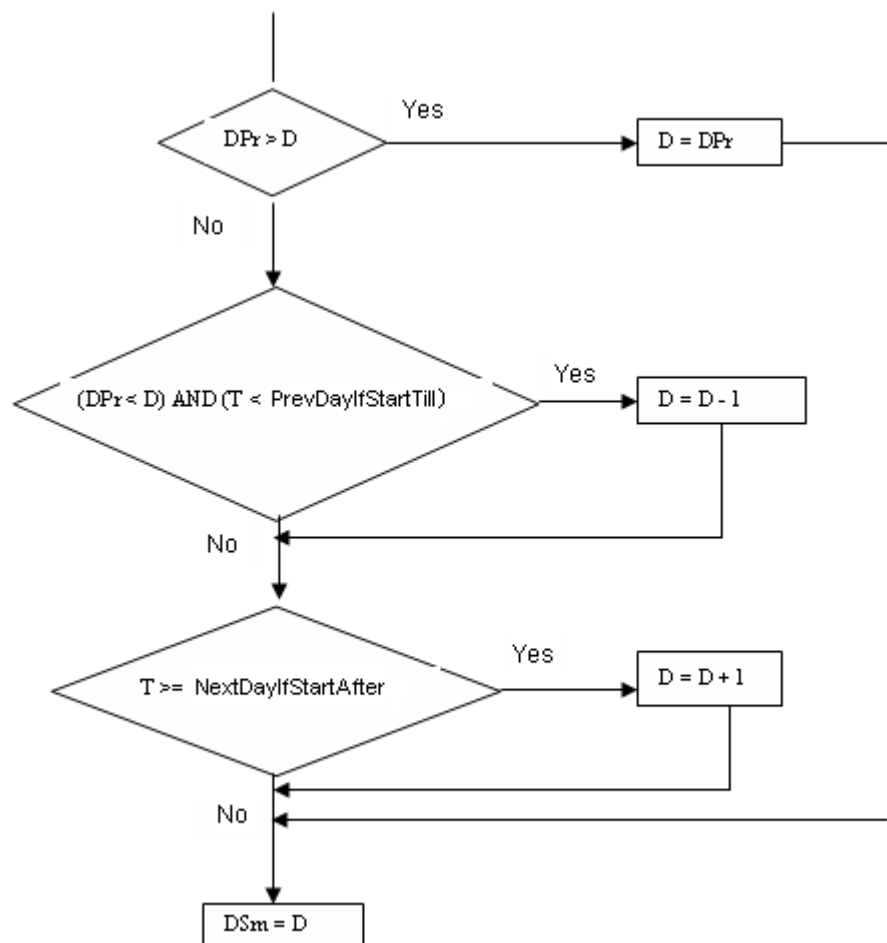
Dishes

Modifiers and modifier schemes, if necessary other references.

16.4 Calculation schemes of the logical date of the shift

DPr – close date of the previous shift; D – the current date; T – the current time; DSm – the logical date of the shift.

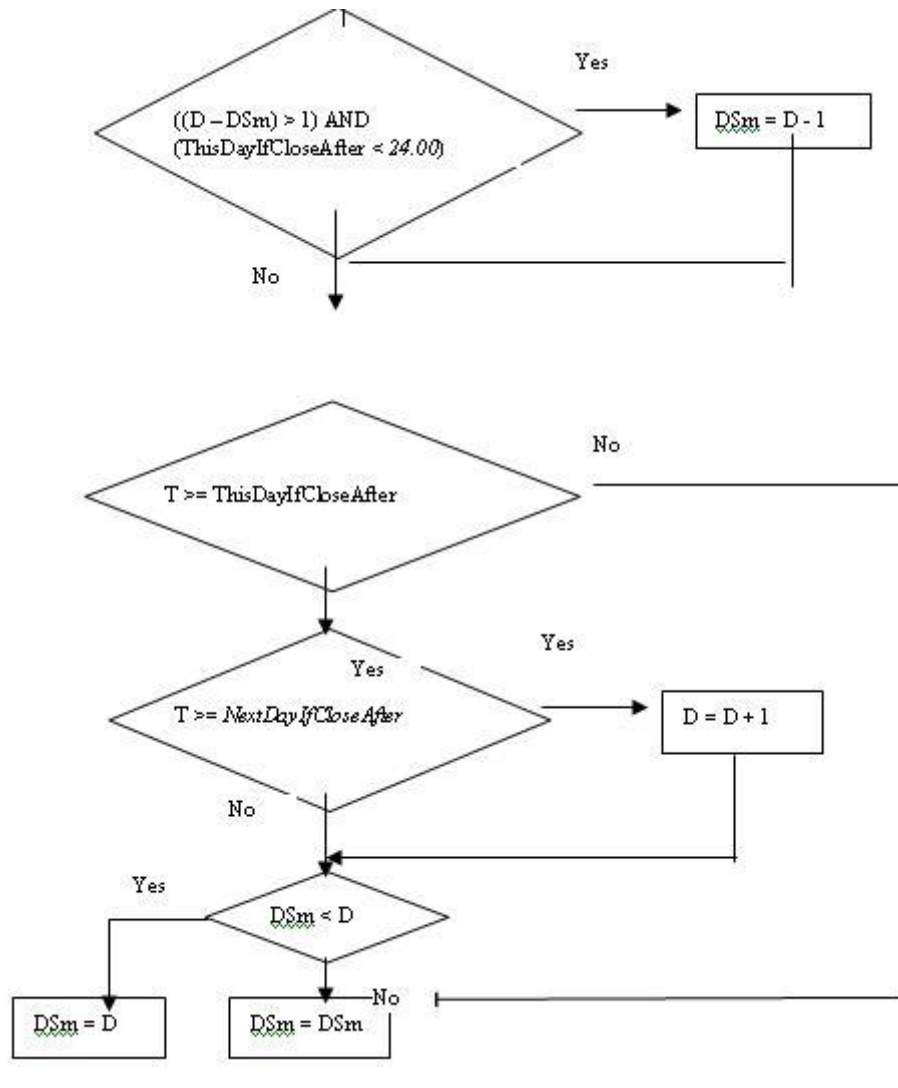
The following sequence of operations is fulfilled, when you open the shift:



Picture 497

The algorithm of patching of the logical date by shift closing.

DSm – logical date of the closed shift that is specified by shift opening.



Picture 498

16.5 Description of charters, available in the mask

! - means that optional characters in the entry line are filled by gaps at the beginning of the line. If there is no such character in the mask, then the optional characters are filled by gaps in the end of the entry line.

> - means that all characters that follow it will be in upper case. It is active till the end of the mask or before the mask character < will appear.

< - means that all characters that follow it will be in lower case. It is active till the end of the mask or before the mask character > will appear.

<> - if there are two such characters in the mask, it means the checking of the counter of the entered by user characters will not be fulfilled and the data will stay in that form, how it was

entered by user.

\ - means that the character, that follows this character will be displayed in the mask, and will not be available for editing. This character is used for entering of special characters to the data. data.

L – the character demands entering of the letter in this position.

l - permits the letter entering in this position, but does not require it.

A – requires entering of either a letter or a digit in this position.

a - permits entering of either a letter or a digit in this position.

C - The C character requires an arbitrary character in this position.

c - permits entering of any character in this position, but does not require it.

0 - requires entering of a digit in this position.

9 - permits entering of a digit in this position.

- permits entering of a digit or character + in this position.

: The : character is used to separate hours, minutes, and seconds in times. If the character that separates hours, minutes, and seconds is different in the regional settings on your computer system, that character is used instead.

/ The / character is used to separate months, days, and years in dates. If the character that separates months, days, and years is different in the regional settings on your computer system, that character is used instead.

: - is used for division of hours, minutes and seconds. If in the regional settings the other character is fixed for the time division, then it will be used instead of :.

/ - is used for division of days, months and years in the date. If in the regional settings the other character is fixed for the date division, then it will be used instead of /.

;- is used for the mask division into three parts.

_ - automatically fixes gaps in the text. When the user enters characters to the entry field, the cursor skips the _ characters of the mask.

All other characters (that were not enumerated above) cannot be added into the first part of the mask as ordinary alphabetic characters. In the entry line they will stay at those positions, where they were entered in the mask; the cursor would automatically skip over them by editing. The special mask characters can be added to the line, if you will enter (\)character before them.

The second part of the mask consists of the one character. This character defines, whether to add to the final text alphabetic characters or not. For example, the mask for the telephone number with area code could be the following line: (000)_000-0000;0;*

The number zero in the second part indicates that only 10 numbers can be entered to the final line, while the mask consists of 14 characters.

The third field of the mask is the character that specifies blank positions.

Subject index

Dish – is an item of the reference *Menu*. See § 4.6.1.1.

Price mode – dish property – the way of calculation of the dish price: *Portioned on weight*, *Portioned for standard portion* and *For piece*.

Opened price – dish property – the flag permits, an employee if he/she has the corresponding right, to change the dish price at the working station.

Quantity precision – dish property, specifies quantity of signs after the coma in the quantity of the dish. It is used for specification of the dish fraction quantity.

Confirm quantity – dish property that specifies quantity of dish portions, by ordering more, the confirmation of the employee, who has the right “Enter quantity more than restriction”, is required.

Change quantity once – dish property, flag is fixed for dishes, the weight of which is permitted to change only once after the service printing.

Exclusively – dish property, the flag shows that only one portion can be added to one line. Quantity of such dishes in is not summed, when the operation ‘block’ is fulfilled.

Team – is a formation of employees, usually working in one shift. There is a possibility to set the system so, that employees working in one team can edit each other’s orders without special permission. See § 4.17.5.

Quick receipt – that is the form of guest serving, when the dish order, order forming, order payment and bill payment (fiscal receipt printing) takes place in one work session, without pauses, is called Quick receipt. While using the technology quick receipt, the operation quantity in the form of *New order* and *Order editor* reduced in comparison with the ordinary mode. See § 10.20.

Currency – is the item of the reference *Currencies*. See §4.13.

Basic currency – the currency, in which dishes prices are calculated and bill is printed, report data are calculated (except the tax data). It is obligatory to fix one currency as a basic one.

National currency -this currency will be offered to be paid by default at the cash station when you close the bill. The property *Rate class* for the national currency equals the national rate class.

Discount (Markup) – property of the currency - discount (markup) that is automatically applied by bill payment in that currency, for which it is meant for.

Markup to tips – property of the currency - for which the *Markup for tips* is specified.

Auto fill field – property of the currency - the flag. If the flag is not fixed, the bill amount in this currency will be fixed automatically at the cash station in the field *Amount*.

Visit – is the complete cycle of services that are rendered for a group of guests in the entertaining center and consists from Orders of guests.

Visual type – is the group of properties, describing the button view with an object at the cash station.

Documents – are all possible printing forms, performed on printers and service printers of the working station. Receipts, bills, prepayment bills, cash reports, service prints and many other printing forms are referred to documents. Every document has many printing layouts, the choice of any particular printing layout occurs in accordance with the current printing scheme. If the printing scheme contains several printing layouts of the document, an employee makes the choice before printing.

Layout – is the graphical reflection of the margins of the document on the paper. It should be created in the special editor.

Document imaging – is an item of the reference usage of *printing schemes*. The document layout is with the fixed main and additional printers.

Printing scheme – is the set of printing layouts, permitted for the current conditions. Printing schemes are used in accordance with conditions of the reference *Usage of printing schemes*.

Order – is the complex of ordered dishes and fixed discounts (markups) that can be connected with the table, where guests are served.

Usage... (references) - are backup references that exist for some objects and contain rules of there usage..

Order category – describes order making conditions, that cannot be changed in the process of rendering the service (usually in the place of recreation, for example in a bar or open-air cafe etc.)

Dish classification – according to this feature , subdivision of dishes in the menu is fulfilled. For example: “Season”, “Dietetic” etc..

Dish categories – dish *classification*. For example: “Season menu” can have categories such as: “Summer, Winter, Autumn, Spring”; “Dietetic menu” can have categories such as: “Table №5, Table №2” etc.

Consumation – is the system of rewards for dish selling stimulation.

Consumator - is the person who stimulates dish selling and gets rewards for it. It can be an employee either registered or not in the K-Keeper v7.

Log configuration – is the editor, where the list of properties is defined, and the changes of the latest will be fixed and reflected in the log. Log configuration is called by command “History of pop up menu of an object”.

Cubes - is a multidimensional model of the report data. They are made on the basis of OLAP (OnLine Analytical Processing).

Cover – defined in the order by ordinal numbers and symbols, that replaces guests of the group..

Close cover– is the operation that permits to exclude one cover out of the list.

Open cover- is the operation that permits to include earlier excluded cover to the list.

Add cover - is the operation that permits to include an extra cover.

Cover by default - is the operation that permits to define a cover where all additional dishes will be included.

Modifiers – is the additional information about a dish that can be marked while including into the order. Including and excluding of some dish components and some additional information about dish cooking can be viewed as the modifier..

Group of modifiers– is the set of modifiers. One modifier can belong only to one group of modifiers.

Scheme of modifiers – is the sequence of *groups of modifiers*, offered to the dish. Any *group of modifiers* has above and below restrictions on the number of modifiers to be selected in the scheme.

Modifier weight –is an imputation with the help of which it is possible to regulate the quantity of available for the dish modifiers.

Modifier by default – is a modifier that is added to the dish from the group by default. Is used only by the upper restrictions in the group of modifiers in the scheme =1.

Tax – is an item of the reference Taxes.

Tax group – is the list of collected taxes related to the dish.

Tax group by default – is the tax group fixed for the new dish at the moment of its creation by default.

Tax policy – is the list of taxes and its rates collected from the dish in the correspondence with the *category* and *type of the order*.

Tax benefit – if the payment occurs in the special currency, one or several taxes are excluded from the list of collected taxes.

Invisible objects –is an operation in the form of dish editing, meant for displaying unavailable objects with the explanation why they are not available..

Window areas – is the editor of the reference.

Hierarchy tree – is the layout view of the hierarchic structure.

Inspector area – is the list of properties of the marked item and the value of these properties.

Items area – contains items of the highlighted top of the hierarchy tree.

Properties page – contains the list of properties and values of these properties of the highlighted in the hierarchy tree item.

Block – is the dish set between two service lines.

Printing time – time of dish service printing of the block

Reminding time – time of service printing of the block reminder;

Serving time – time of dish serving of the block;

Packing – operation for summing up the similar dishes that were entered in several lines in the order.

Parameters – settings that related to use of options, working regimes of the station, working characteristic of the object and some other. Parameters are to be fixed in the reference parameters.

Exclusions – the value of parameters that are added on the page *Parameter exclusion*.

Period – is the restricted or non-restricted period of time that serves for definition of working conditions of objects according to the time of the day, season, month and week. A period can include several intervals.

Interval – is the period of time restricted by the time of the day and/or dates may be repeated. Coincides with the *period* if the *period* contains only one interval.

Serving order – is the priority of dish serving in the general list of the menu..

Sequence order of objects – these objects are displayed in the special part of the window according to their sequence order.

Priority – in the special part of the window where objects are displayed according to their sequence order, it defines the consideration order of objects by search of the unique object for application.

Reasons of deletion – reasons for which dish deletion out of the block can be registered.

Viewing mode – that is the mode where all objects of the definite type are displayed without division into groups or subgroups.

Role – is the set of the access rights, rights on operations, reports and privileges anchored to the employees related to this role.

Access right – is one of the protection degrees of the object. The access right reference is formed by the employee, and then all necessary rights are protected by restrictions.

Rights on operations – rights on operations fulfilling at the working station.

Privileges – rights on operations fulfilling and excess to the references and settings of the manager station.

Rights on reports – rights on access to cubes. The reference rights on reports as well as the access right reference is formed by the employee, and then reports are protected by the current

restrictions.

Employee – is a worker that has the access to the R-Keeper v7 system, manager and cash applications. It can be identified by login and password (manager), by PIN code and password (working station) or by reading the data from the magnetic card (by swiping of the employee's card on the reader).

Selector - is one or several sets of buttons that are located in the definite area of screen form of the cash.

Selector page – is a set of buttons that is located in the definite area of the screen form of the cash.

Selector type – is the definite area of screen form that describes location of the selector.

Page by default – is a page that is used in the selector by default.

Behavior by default – if the selector that has the flag in this field, located on the page, system behavior becomes as if, it would have had standard settings without selectors, created by the user. Buttons to the selector page with the behavior by default cannot be added.

Initiating operation – is an operation that initiates transfer to the selector page.

Service line – is the separation line of blocks in the form of the order editing.

Service check - is a printing layout of the document with specification of the main or subsidiary printer for its printing, specification of classification category (categories). Service checks are items of service schemes that are displayed according to their sequence order.

Service scheme – is a set of service cheques that are displayed according to the sequence order of objects, that is define service cheques printing by service printing time.

Reminder layout – the layout for the reminder printing.

Deletion layout – the layout for printing the deleted from the saved blocks dishes.

Synchronization – definition of server synchronization of the manager station with the cash server. Legitimate values: turn on/off.

Discount (Markup) – is the enlargement of the amount to be paid for order, cover or dish.

Freely combined discount – is the discount that can be used irrespective of other available discounts (the discount has the flag *Combine with any discount*).

Undistributed markup – is the markup for which the tax group was chosen is called *undistributed markup*.

Discount (Markup) detailing – is the rule of discount calculation.

Discount/markup usage area – the object of the discount/markup usage: order, cover, dish.

Discount composition – the right to use *Unfreely combined discounts*. Can include from two to four discounts and one available for them operation: *Sum up, Highest possible, First Non-zero*.

Changeable value – Discount (Markup) value that can be changed by user at the working station, if he/she has of necessary rights.

Table - name of the table where order is served. Under service of several separate guest groups sitting at one table, to the name of the table will be added the serial number after dot. Before order closing the table identifies the order.

Table type – any of features that can be specified to the table. Table types are contained in the reference.

Hall plan – 1.is a graphical image of tables of the hall (bmp file).

2.Object *Hall plan* – the parent object of the table object.

Serving position – is the division of covers in accordance with areas served by waiters.

Guest type – is the list of frequently used guest group names, from which the necessary one is selected by order forming. It can be used as the condition in of discount (markup) detailing

Labels – are symbolic marks of the group of guests.

Order type – describes order conditions that can be changed during the process of serving.

Price type – is the complete price set for all dishes in the menu, modifiers, consumation and bonuses, created to be used in some particular situations.

Price constant – is the constant to be used in the price type formulas.

Calculation rule - is the way of the automatic calculation of the price of the dish, modifier, consumation or bonus. It can be defined by its direct value or calculated by formula.

Trade group – is the set of different trade objects available at the cash under conditions specified in the reference Usage of Trade groups for trade groups.

Inheritance by trade groups – means that if an object or a group of objects belongs (or does not belong) to the trade group, then this object or the group will belong to the subsidiary group.

Inheritance by object hierarchy – means that if a group of items belongs/does not belong to the trade group, consequently, any item of this group belongs /does not belong to this trade group (e.g., item-modifier, group-modifier groups; item currency, group currency type, etc).

Inspector settings – the reference for editing of internal view of the *Inspector* area: names of properties, groups of properties, classification of features according to there groups and rights of different roles to edit and display reference properties.

Forms - are items of the reference that contain all screen forms of the cash application.

Form example – is every template characterized by its own resolution, coloration and some other features.

Form schemes – includes the list of all forms with the set of examples that were specified for every form.

