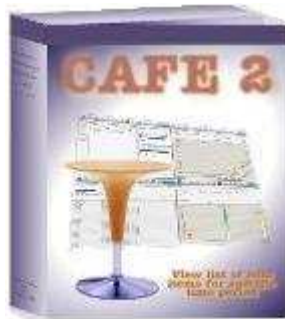




RMS – RESTAURANT/CAFÉ MANAGEMENT SOFTWARE

(manual)



RMS is a windows based billing software designed for cafes, cafeterias and restaurants.

RMS - Complete management solution for restaurants, cafes and cafeterias. Sell drinks and food on desired number of tables. View reports and graphs of sold items/earnings by stewards for time period, pay-list for you employees, account for stewards and account for administrators, keep track of sold items by stewards, and many more...

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Table of contents

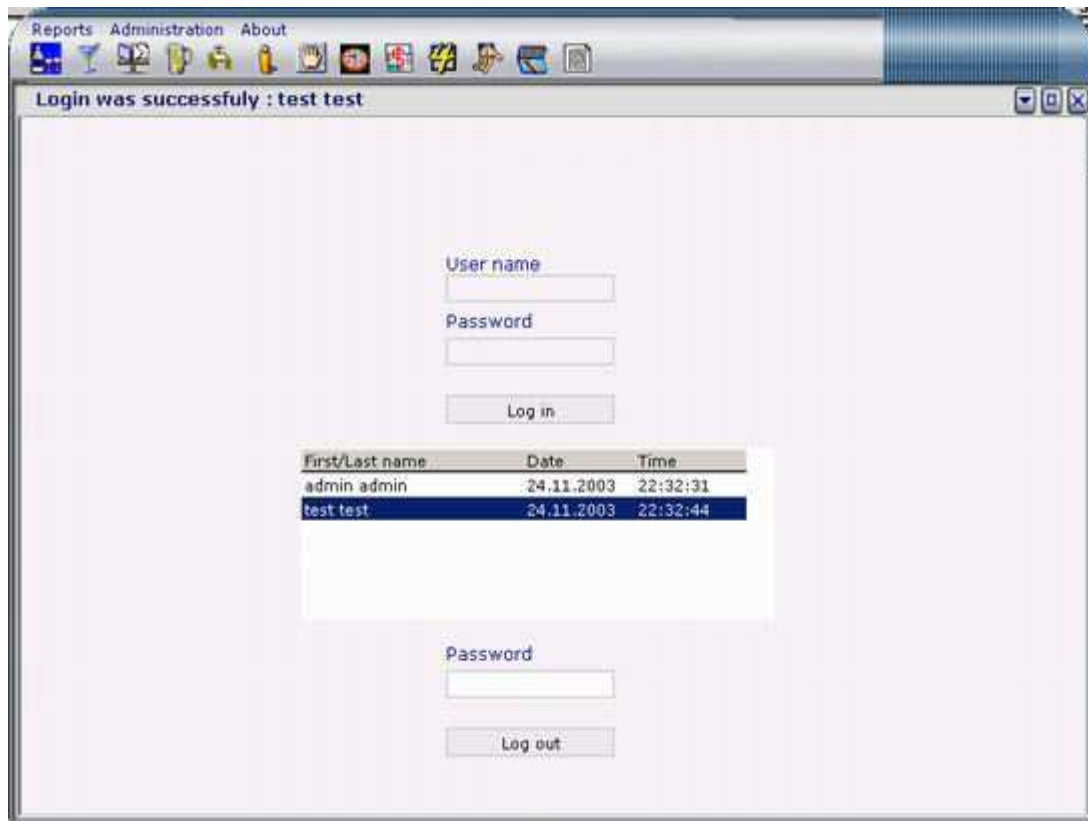
| | |
|---|----|
| RMS – RESTAURANT/CAFÉ MANAGEMENT SOFTWARE | 1 |
| Table of contents | 2 |
| Main features: | 3 |
| Login..... | 5 |
| Sink..... | 6 |
| Employees administration | 8 |
| Pay-roll list | 10 |
| Log in / Log out..... | 11 |
| Storage items | 12 |
| Drink/food categories | 13 |
| Menu items | 14 |
| Storage items number | 15 |
| Enter storage items number | 16 |
| Sold items number..... | 17 |
| Bills preview..... | 18 |
| Bill template | 19 |
| Profit | 20 |
| Tables | 22 |
| Setup language..... | 23 |
| Backup database | 24 |

Main features:

- **Bar code support.**
- **NETWORK SUPPORT.** Now you can use more than one computer to work with RMS.
There is a server software that can track all employees work. On the server software screen you can view time and description of employees work for any connected computer with RMS.
Later you can save log file on the hard disk.
Sever can be locked /unlocked with administrator password.
- Now you can **export database data** /employees, payments, reports, .../ in:
 - RTF file format
 - XML file format
 - HTML file format
 - XLS /Excel/ file formatand later change/print that files.
- Profit report for specific time period (numbers and graph) !
- Create **optimal menu** as you wish (you can create drink/food categories)!
- Create optimal menu items (drinks & food) !
- Add optimal number of tables !
- You can **design your own billing template!**
- **Control steward work** (check purchase every day, storage items number, ...) !
- Control items number in your storage (numbers and graph)!
- View entered items number (and amount) in your storage for specific time period!
- View **list of sold items** for specific time period by steward or summary for all stewards!
- Quickly create **database backup!**
- Multilanguage support is available through integrated editor.
You can translate this software.
- Cafe supports different password protected steward accounts and one administrator account
- Different kind of reports.
- **Pay - roll** administration for your employees!
- Keep track of you suppliers!
- Specify group categories and customize this software to your business!
- Check out earnings and get information about charged items!
- Each sold system is registered in database with date of sale and notification if customer has paid!

- RMS provides **full billing and income control** and supports different password protected employee accounts!
 - Server database is protected from unauthorized modifications!
 - Process payments quickly and efficiently!
 - Unique design with very functional user interface!
 - Improve your store business with various reports and statistics!
- and many more ...

Login

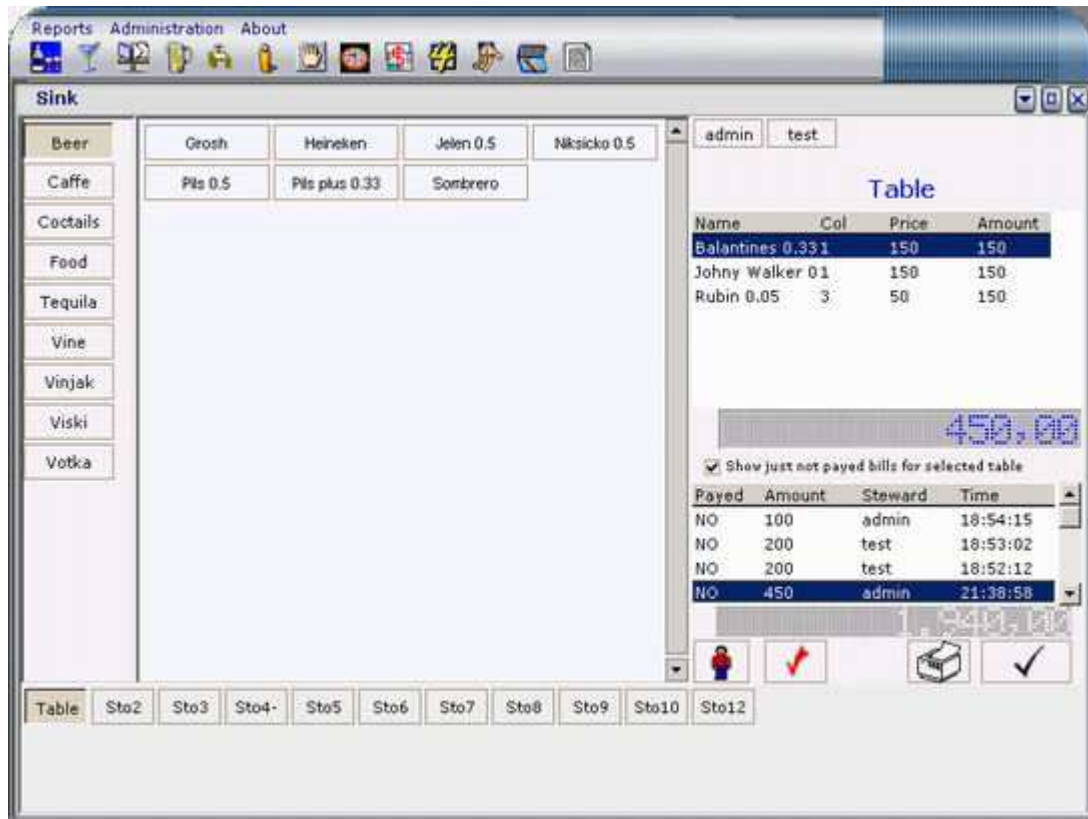


From this for you can login/logout from this software.

- How to login:
 - Enter username and password and click on '**Log in**' button
- How to logout:
 - Click on steward you wish to logout, enter password and click on '**Log out**' button
- **NOTE: When you login as administrator, don't forget to log out (because as administrator you have access to all functionality in RMS!)**

If you login as administrator, you can press on setup icon and you will see more options.

Sink



On this screen you have categories list (on left side), tables list (on the bottom), list of menu items for selected category (at the middle of the screen).

On the right side you have currently logged stewards list (top), next is bill data, than bills for selected table (paid or not payee depends of selected options "Show just paid bills").

- **NOTE:** To see buttons description hold mouse pointer above button for a second.

How to create new bill:

1. Select table form the table list
 2. Select steward form the steward list
 3. Click on category, than click on drink/food you want (number of clicks on some item = number or ordered items).
 4. If everything is ok, click on 'OK' button, or to cancel bill click on 'NO' button.
- If option '**Print new bill**' (on the setup form) is checked new bill will be automatically printed.

- **NOTE:** If option '**Need password while entering the bill**' is checked (on the setup form), steward must enter password when he want to remunerate bill.

- **NOTE:** If one steward create bill, some other steward CAN remunerate same bill, and in

database his name will be assigned to remunerated bill.

- You can print GRAND TOTAL BILL for selected table.



Window to enter password

- To see purchased items on created bill, click on the bill list for selected table. You can print selected bill again if you want!



- - Press this button when you are finish with people on selected table (when all bills are paid, are people are leaving table, when new people arriving on the selected table).

Employees administration

| First name | Last name | Address | Birth date | Phone |
|------------|-----------|--------------|------------------|-------|
| admin | admin | some address | 30.12.1899 23:57 | |
| test | test | 32e | 30.12.1899 13:25 | |

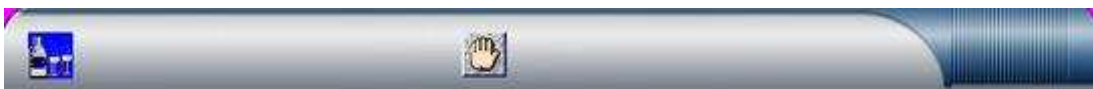
When software starts, password and username are needed to login.
Only steward with proper name and password will be granted to work in software.

- **NOTE:** RMS has one administrator account. When you login as administrator, you can access all cafe functionality and menu will look like this



Main menu for administrators

When you login as steward you can only access Sink and Login/Logout functionality, and menu will look like this



Main menu for stewards

When you login as administrator you can change only data for steward that not currently logged. Don't forget do logout when you finish your administrator work.

- You can set new steward account easy:
 1. Type steward username
 2. Type steward password, and retype it
 3. Specify first and last name

4. Type all other details
 5. You may enter two types of salary:
 - Fix salary
 - Percentage salary (0 - 100%) of sold items
 6. When you finish, press '**Save**' button
- From this moment new steward will be able to use this software.

- How to change steward data
 1. Click on steward in list,
 2. Change data, and then press '**Save**' button

Pay-roll list

Payments for selected period

From: 1.9.2003 To: 23.9.2003

☐ Salary %
☒ Fix salary
☐ Show selling sum by employees

Payments account for selected period

| Name | Amount |
|-----------|--------|
| test test | 22 |

Employee: -- Choose --
admin admin
test test

Amount: 0

Save

Payments for selected period

| Name | From | To | Amount |
|------|------|----|--------|
|------|------|----|--------|

On this page you can view payments list, for stewards with fix salary and percentage salary

- On the right side you can see list of received salaries for steward.
- On the left side you can see earned salary for selected period, and sum of sold items for each steward for selected period.
- You can add new salary to your employees, just select employee from list, enter salary amount, time period and press '**Save**' button.

Log in / Log out

Reports Administration About

Login/Logout time list

Steward name: -- Choose -- From: 23.11.2003 To: 24.11.2003

Export Delete

Annotation :
Delete only data that you don't need anymore

Show login/logout list for chosen period

| Steward name | Log in | log out |
|--------------|---------------------|---------------------|
| test test | 24.11.2003 22:32:45 | |
| admin admin | 24.11.2003 22:32:31 | |
| admin admin | 24.11.2003 20:12:49 | 24.11.2003 20:12:55 |
| admin admin | 24.11.2003 19:47:50 | 24.11.2003 19:47:52 |
| admin admin | 24.11.2003 19:42:18 | 24.11.2003 19:42:23 |
| admin admin | 24.11.2003 19:26:19 | 24.11.2003 19:26:23 |
| admin admin | 24.11.2003 19:26:05 | 24.11.2003 19:26:11 |
| admin admin | 24.11.2003 18:54:10 | 24.11.2003 18:54:26 |
| test test | 24.11.2003 18:52:50 | 24.11.2003 18:53:22 |
| test test | 24.11.2003 18:51:59 | 24.11.2003 18:52:33 |
| admin admin | 24.11.2003 18:50:25 | 24.11.2003 18:51:07 |
| admin admin | 24.11.2003 18:50:10 | 24.11.2003 18:50:12 |
| admin admin | 24.11.2003 18:48:40 | 24.11.2003 18:48:42 |
| admin admin | 24.11.2003 18:47:58 | 24.11.2003 18:48:05 |
| admin admin | 24.11.2003 18:47:05 | 24.11.2003 18:47:12 |
| admin admin | 24.11.2003 18:42:48 | 24.11.2003 18:42:51 |
| admin admin | 24.11.2003 18:41:34 | 24.11.2003 18:41:38 |
| admin admin | 24.11.2003 18:41:08 | 24.11.2003 18:41:13 |

- On this form you can see employees login/logout times.
- Choose steward, choose time period and you can see login/logout times for that time period.
- **NOTE:** You can delete data you don't need any more. Just press '**Delete**' button and all listed data will be deleted!

Storage items



The screenshot shows a window titled "Create new storage item". It has two input fields: "Storage item name" and "Number", each followed by a "Save" button. Below these is a red instruction: "To enter new amount into storage, click on 'Storage items number' button, then on 'Enter storage items' button". At the bottom is a table listing existing storage items and their current numbers.

| Storage item name | Number |
|--------------------|--------|
| Absolute | 0 |
| Absolute citron | 0 |
| Amstel | 0 |
| Beaugolis-Villages | 0 |
| Bitburger | 0 |
| Borzoï vodka | 0 |
| Budweiser | 0 |
| Carlsberg | 0 |
| Chablis | 0 |
| Desperados-0,33 | 0 |
| Elephant | 0 |
| Finlandia | 0 |
| Grolsch | 0 |
| Heineken | 0 |

You can set new storage item easy:


1. Type storage item name (e.g. Amstel)
2. When you finish, press '**Save**' button

- Default amount in storage for new item is zero. You can add new amount from *Storage items number* form.

From this moment you can use this storage item when you creating menu items.

- To change storage item data, just click on storage item in list, change data, and then press '**Save**' button.

Drink/food categories



On this form you can create new or change existing one drink or food category.

You can set new drink category easy:

1. Type category name (e.g. Beers)
2. When you finish, press '**Save**' button.

From this moment you can use this category when you creating menu items.

- To change category name, just click on category in list, change name, and then press '**Save**' button

Menu items

| Item name | Selling price | Category |
|---------------------|---------------|-----------|
| Jelen 0.5 | 100 | Beer |
| Pils 0.5 | 90 | Beer |
| Johnny Walker 0.33 | 150 | Viski |
| Belantines 0.33 | 150 | Viski |
| Rubin 0.05 | 50 | Vinjak |
| Pivo, Vinjak, Votka | 200 | Cocktails |
| Sombrero | 120 | Beer |
| Smirnoff | 100 | Votka |
| Souza | 0 | Votka |
| Heineken | 120 | Beer |
| Grosh | 100 | Beer |
| Pils plus 0.33 | 60 | Beer |
| Niksicko 0.5 | 90 | Beer |
| Pinot noir | 300 | Vine |

On this form you can create menu items as you wish.

You can set new menu item easy:

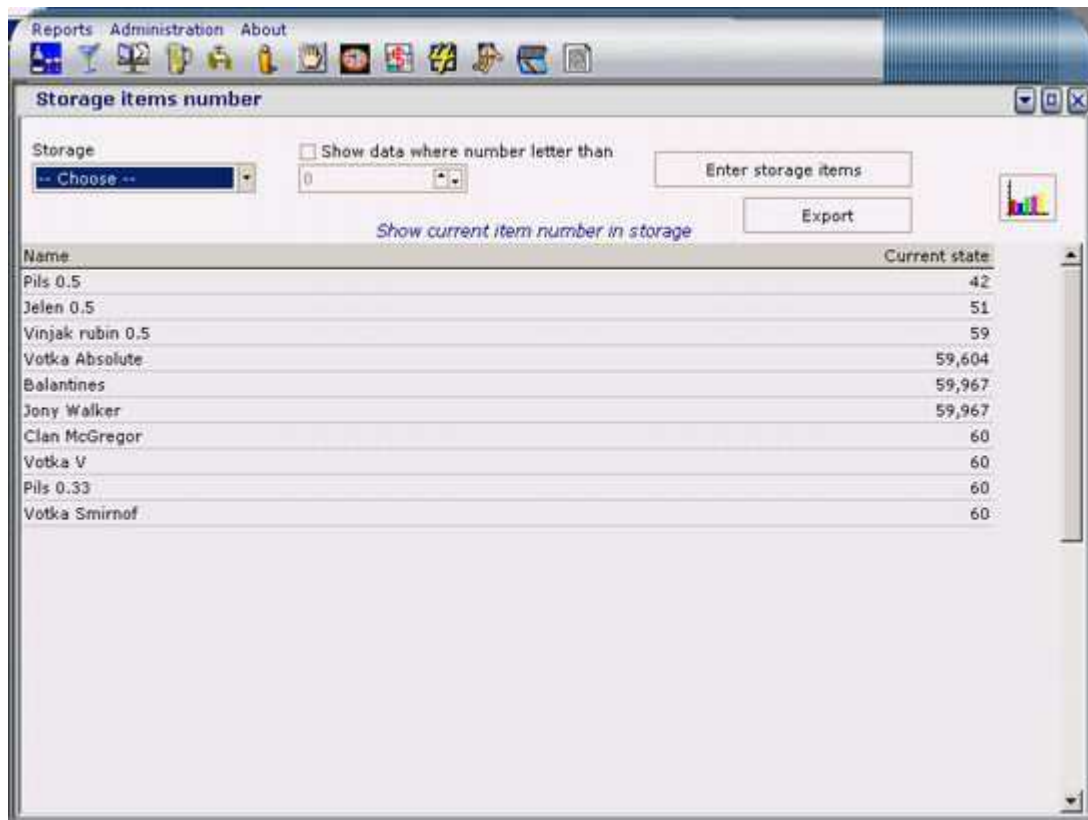
1. Type menu item name (e.g. Amstel 0.33)
2. Enter selling price for this item.
3. Select category (e.g. Beers)
4. From storage choose which storage item amount will decrease when you sell this item (e.g. Amstel col=1) means that when you sell "Amstel 0.33", in you storage will decrease "Amstel" item by 1.
5. For "Cocktails" you can add multiple storage items with different number to decrease in storage.
6. When you finish, press '**Save**' button

- From this moment you can use this menu item in sink functionality.

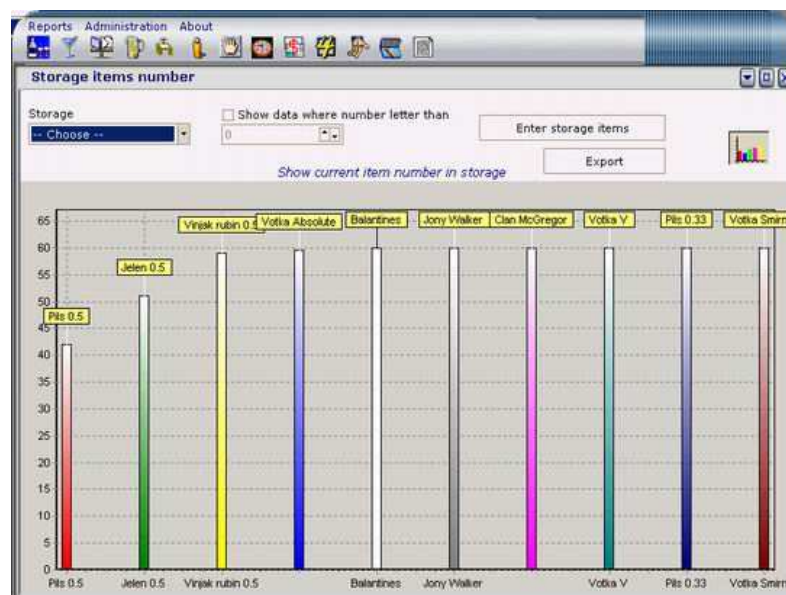
- **NOTE:** You can create menu item without using storage items.

- To change menu item data, just click on menu item in list, change data, and then press '**Save**' button

Storage items number



- On this screen you can view number of each storage item, or storage items with number lesser than "number you enter"
- You can see this data as graph to, by clicking on graph button.
- From this screen you can enter new amount for storage items. Just click to 'Enter storage items' button.



Storage items as graph

Enter storage items number

Storage

Absolute
Absolute citron
Amstel
Beaujolais-Villages
Bitburger
Borozoi vodka
Budweiser
Carlsberg
Chablis
Desperados-0,33
Elephant
Finlandia

Col: 10
Amount: 800
Save

From: 8/27/2002 To: 8/27/2002
☐ Group by date
Entered storage items amount for chosen time period

| Storage item name | Date | Number |
|-----------------------|-----------|--------|
| Absolute | 8/27/2002 | 100 |
| Amstel | 8/27/2002 | 50 |
| Desperados-0,33 | 8/27/2002 | 50 |
| Elephant | 8/27/2002 | 200 |
| Grolosch | 8/27/2002 | 100 |
| Heineken | 8/27/2002 | 100 |
| Heineken long run | 8/27/2002 | 60 |
| Kronenbier | 8/27/2002 | 500 |
| Nastro Azurro | 8/27/2002 | 300 |
| Sauza blanco | 8/27/2002 | 10 |
| Sauza gold | 8/27/2002 | 60 |
| Tequila olmeca gold | 8/27/2002 | 200 |
| Tequila olmeca silver | 8/27/2002 | 500 |
| Tuborg | 8/27/2002 | 99 |

Storage items number

| Storage item name | Number |
|---------------------|--------|
| Absolute | 100 |
| Absolute citron | 0 |
| Amstel | 48 |
| Beaujolais-Villages | 0 |
| Bitburger | 0 |
| Borozoi vodka | 0 |
| Budweiser | 0 |
| Carlsberg | 0 |
| Chablis | 0 |
| Desperados-0,33 | 49 |
| Elephant | 198 |
| Finlandia | 0 |
| Grolosch | 99 |
| Heineken | 97 |
| Heineken long run | 59 |

Form is divided in two parts:

- On the left side you can enter new items number in storage, and you can view current number in storage for each item
- On the right side you can see entered amount in storage for chosen time period (each storage enter /if you entered some amount for Amstel two times in one day, you will see both amounts/, or group by date /for last example you will see just one summary amount for that day/).

How to enter new storage amount (on the left side):

1. Select storage item name from list (e.g. Amstel)
2. Enter number for this item
3. Enter sum you have pay for it
4. When you finish, press 'Save' button

Sold items number

Reports Administration About

☒ Steward name From 26.5.2003 6:00:00 To 24.11.2003 23:59:59

Category -- Choose -- Sort by By category Export

Show sold menu item number for choosen period

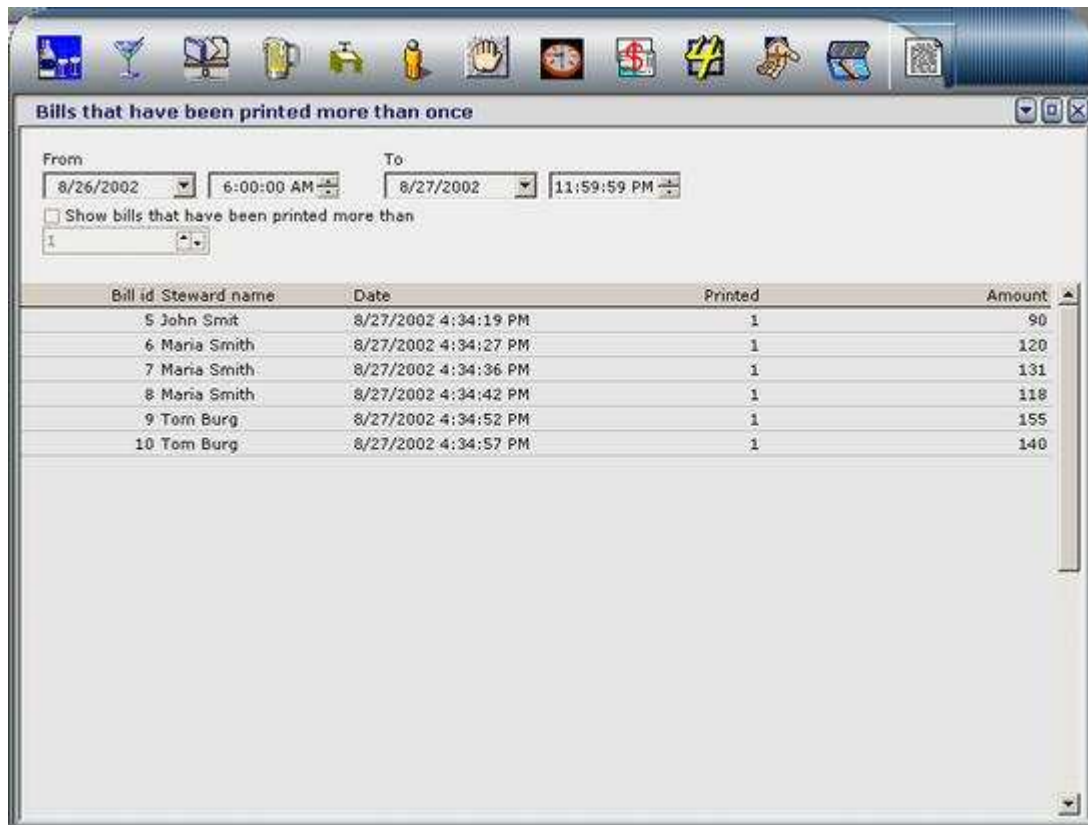
| Menu item | Sold number | Category | Steward name |
|---------------------|-------------|-----------|--------------|
| Jelen 0.5 | 17 | Beer | admin admin |
| Jelen 0.5 | 5 | Beer | test test |
| Pils 0.5 | 9 | Beer | admin admin |
| Pils 0.5 | 5 | Beer | test test |
| Sombrero | 1 | Beer | admin admin |
| Pivo, Vinjak, Votka | 10 | Cocktails | admin admin |
| Pivo, Vinjak, Votka | 2 | Cocktails | test test |
| Rubin 0.05 | 14 | Vinjak | admin admin |
| Balantines 0.33 | 1 | Viski | admin admin |
| Johny Walker 0.33 | 1 | Viski | admin admin |

On this screen you can view sold menu items number for selected time period.

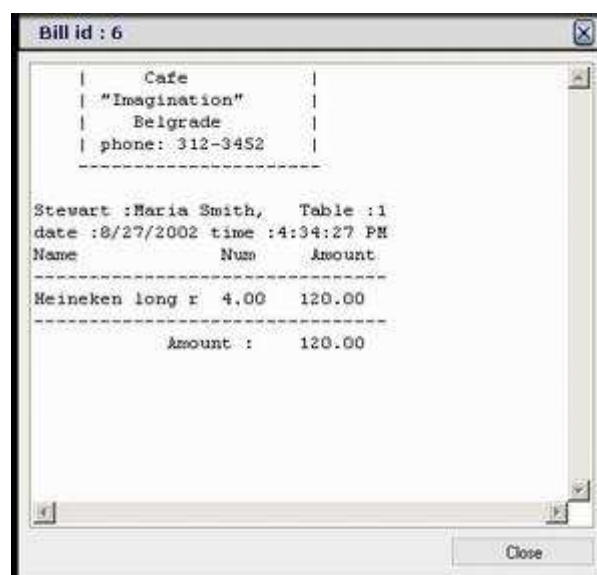
You can view sold items by:

- stewards or summary (for all stewards)
- selected steward only (check checkbox above steward list)
- or all that for selected drink/food category

Bills preview

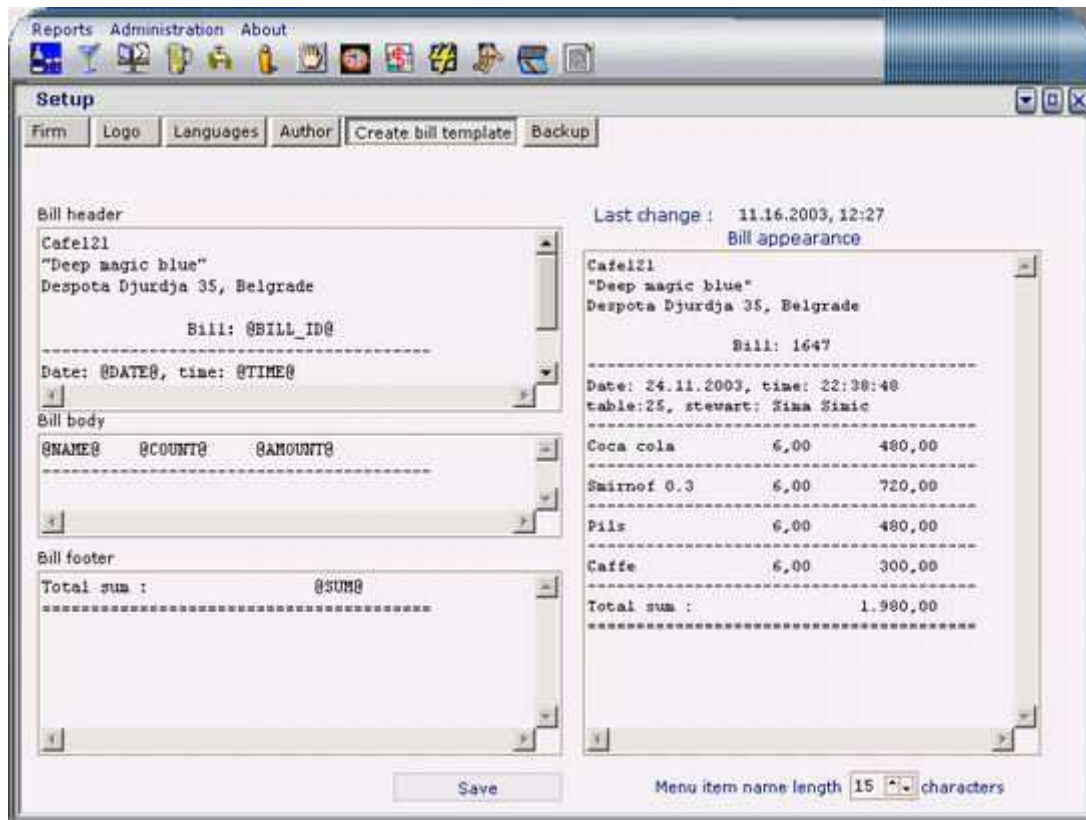


- On this screen you can see created bills for chosen period.
- Also you can view bills that have been printed more than once.
- To view bill just click on it on the bill in list, and you will see something like this



Bill

Bill template



Create header, body, and footer of the bill as you wish.

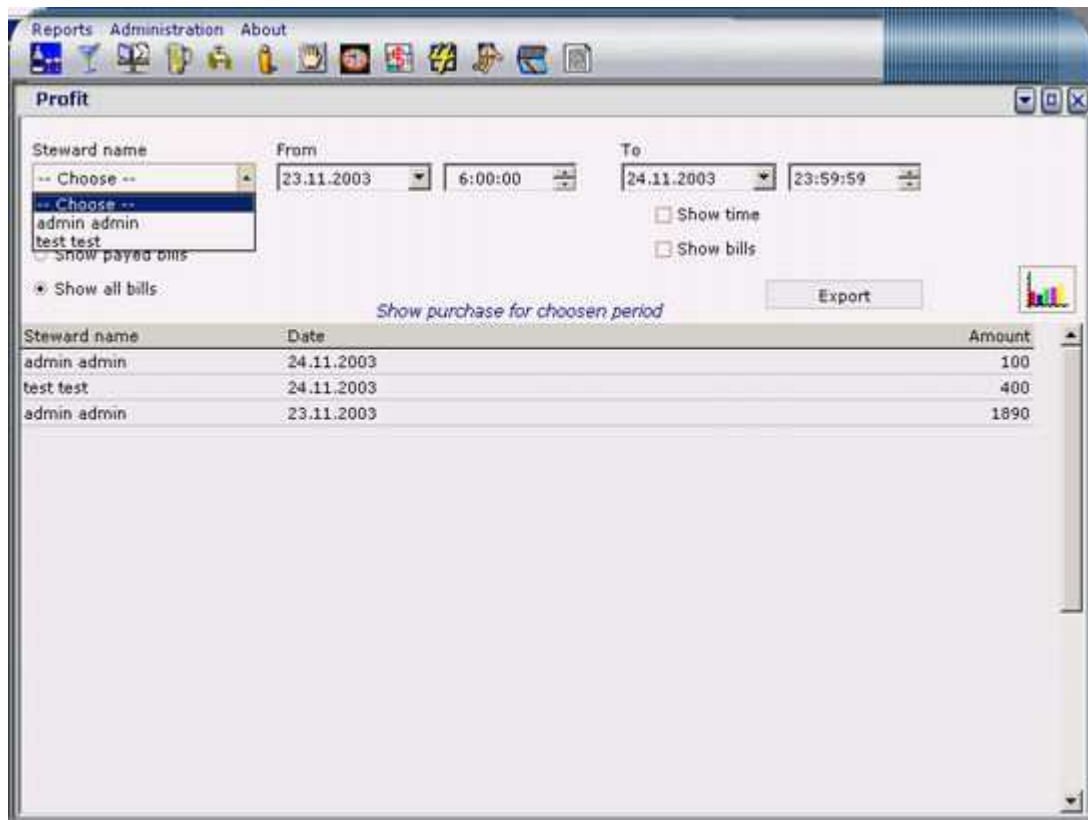
- **NOTE:** Right click on top, middle or bottom of bill to insert some constants:

- Date when bill is created
- Time when bill is created
- Steward name
- Table number
- Menu item name
- Menu item price

....

- Changes you made in the left side will manifest in the bill preview window.
- Also you can select maximum length for menu item name (to print).
- When you finish press '**Save**' button.

Profit



On this screen you can view profit for selected time period.

You can see profit by

- stewards or summary (for all stewards)
- each stewards you select

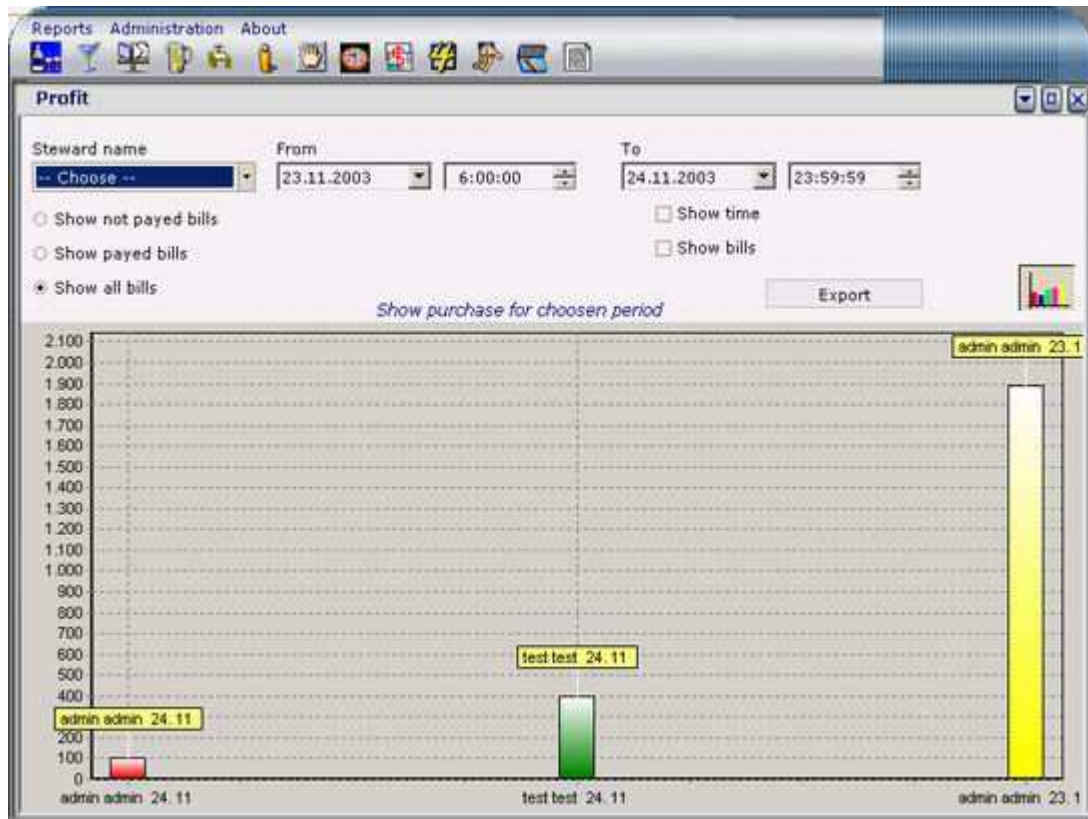
• You can see:

- all bills
- only paid bills
- only not paid bills

• Also you can see:

- each bill by checking "Show bills" option
- time when bill is created by checking "Show time" option

- You can see this data as graph to.



Profit for every employee

Tables



The screenshot shows a window titled "Add new table". At the top, there is a text input field labeled "Table caption" and a "Save" button to its right. Below the input field is a list of table captions, starting with "Table caption" and followed by numbered entries from 1 to 15. A "Close" button is located at the bottom right of the window.

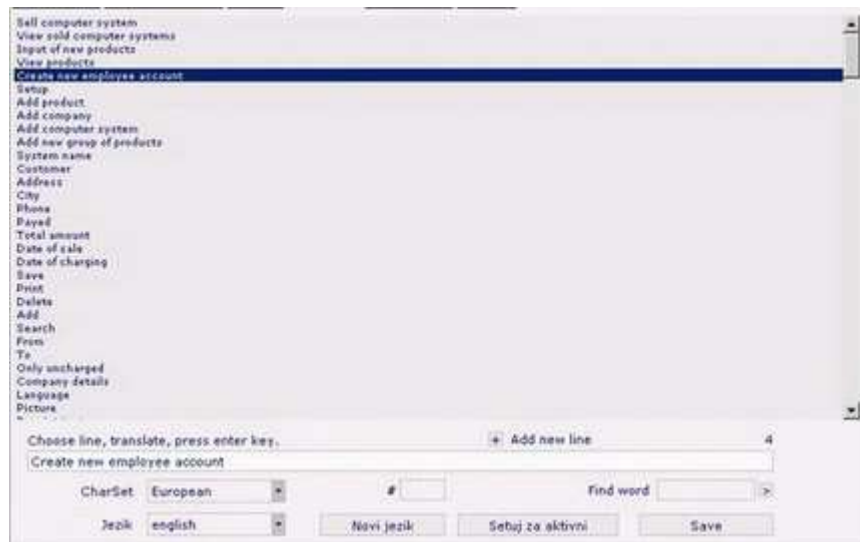
On this form you can add/remove tables.

You can set new table easy:

1. Type table caption
2. When you finish, press '**Save**' button

- To change table caption, just click on table in list, change caption, and then press '**Save**' button.

Setup language



Language editor is integrated in RMS. You can make a translation very easy:

1. Click on '**Setup**' icon in the toolbar -> then click on '**Language**' button
2. Press '**New language**' button
3. Enter language name and press ENTER button.

By default you will see all words, phrases or sentences that appears in dental clinic software in English translation. Now you can translate them on the language you want.

4. Click on sentence (phrase or word) in the list and it will appear in Edit field below
5. Type new translation in edit field
6. Press Enter key and new line will be stored in memory, and new line will replace old line in the list
7. Repeat steps 4-6 for all sentences you want to translate
8. When you finish, don't forget to press '**Save**' button

- If you want to change default language, just select new language from language list and press '**Change language**' button.

From this moment RMS will start with your translation.

- Also you can change character set for all words that appear in this software, you need just to select new character set from list.
- Also you can perform search for some word, just enter desired word in '**Find word**' edit field and click on '>' button near edit field.
- Another way to translate this software, is to make a copy of *english.dat* file (in */language* subfolder on hard disk), and with some text editor translate copied file in the language you want.
- By default you have English and Serbian translation for dental software.

Backup database



Backup/restore option is integrated in RMS.

You can make a backup of your files very easy:

Click on '**Setup**' icon in the toolbar -> then click on '**Backup data**' button:

- Press '**Backup data**' button to create *new archive*
- Select some archive file from list, than press '**Restore data**' button to *restore data* files from your archive
- Select some backup file from list, than press '**Delete data**' button to *delete archive* file from hard disc.

• **WARNING** Option '**Restore data**' will overwrite existing database files.

• All archive files are in subfolder ZIP on hard disc.

• Note that archive files are ZIP archive files, so you can open it (if you wish) with WINZIP or some other archiver that supports ZIP file format.