

GASTROFIX

Kasse leicht gemacht

Cloud Manual



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1. The GASTROFIX Solution

1.1 Foreword

Thank you for choosing the GASTROFIX solution. We are pleased to welcome you as a customer.

Two components - One smart solution

The GASTROFIX cash register is made up of two components:



The GASTROFIX Cloud

It is there for you for the administrative area, such as for managing, changing and evaluating data.



The GASTROFIX App

As a local cash register, this makes the operational part of everyday business easier for you.

1.2 Login

To log in to your personal GASTROFIX cloud, open your internet browser (Mozilla, Safari, Google Chrome, etc.) on an internet-enabled terminal (PC, Mac, tablet) and enter cloud.gastrofix.com (without www.) in the address bar. The following page opens, where you can enter your login details that you received by mail. If you have not received any access data, please contact support@gastrofix.com.



There are two ways of logging into the GASTROFIX Cloud. One is by using the new login details with the combination of your email address and password, and the other is with the previous login details. Here, you need to use the combination of operator, user and password.

1. The GASTROFIX Solution

1.3 Overview

Once you have logged into your cloud, you obtain the following screen and have various options, which are described below.





Tisch	Mitarbeiter	Betrag	Zeit
20/01	Schichtleiter 1	52,10 €	12:38
22/01	Schichtleiter 1	6,30 €	12:38
2	Gesamtumsatz	58,40 €	

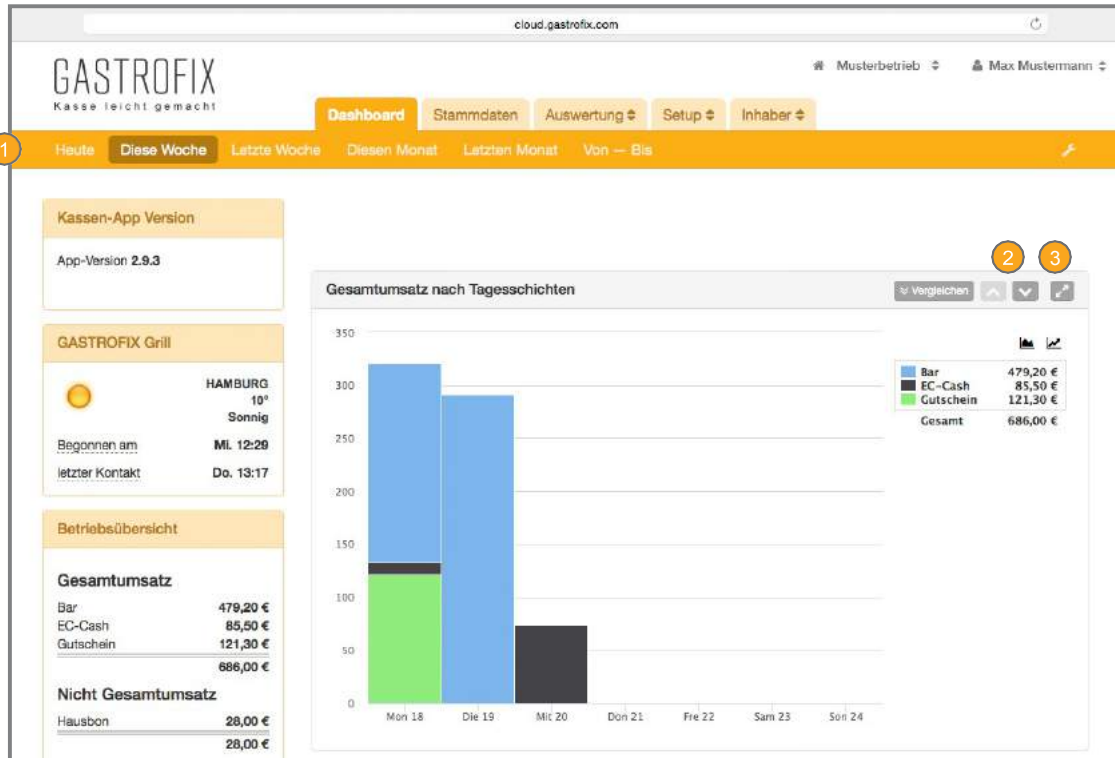
Allgemeine Information	
Offene Tische	2
Mitarbeiter	1
Bediente Tische	1
Hinzugefügte Kunden	0
Gesamte Arbeitszeit	0 min

- 1 You can find your profile here. Here, you can change your password and/or the language and add another email address.
- 2 If you run several businesses with our cash register system, you can switch between the businesses here.
- 3 Here, you get a quick overview of your businesses for various periods. (Further details about this under point 2 *Dashboard*)
- 4 Under the Master data tab, you have the option to change, expand and optimise your operational data, such as item base, item groups and order masks. (Further details about this under point 3 *Master data*)
- 5 You can find everything related to the reports and journals under the evaluations. (Further details about this under point 4 *Evaluations*)
- 6 Under Setup, you have additional sub-menus with Setup, Hardware, Finances and the handbook. (Further details about this under point 7 *Setup*)
- 7 If you work with our customer and/or voucher administration, you can find all important information about your customers/vouchers here. (Further details about this under point 10 *Customers*)

2. Dashboard

When you log into your cloud, the dashboard gives you a brief summary of what is going on in your business, or you can change the period in the top bar (1) (according to predefined specifications or you can specify the time “from - to” yourself) and get a quick overview of different periods of time.

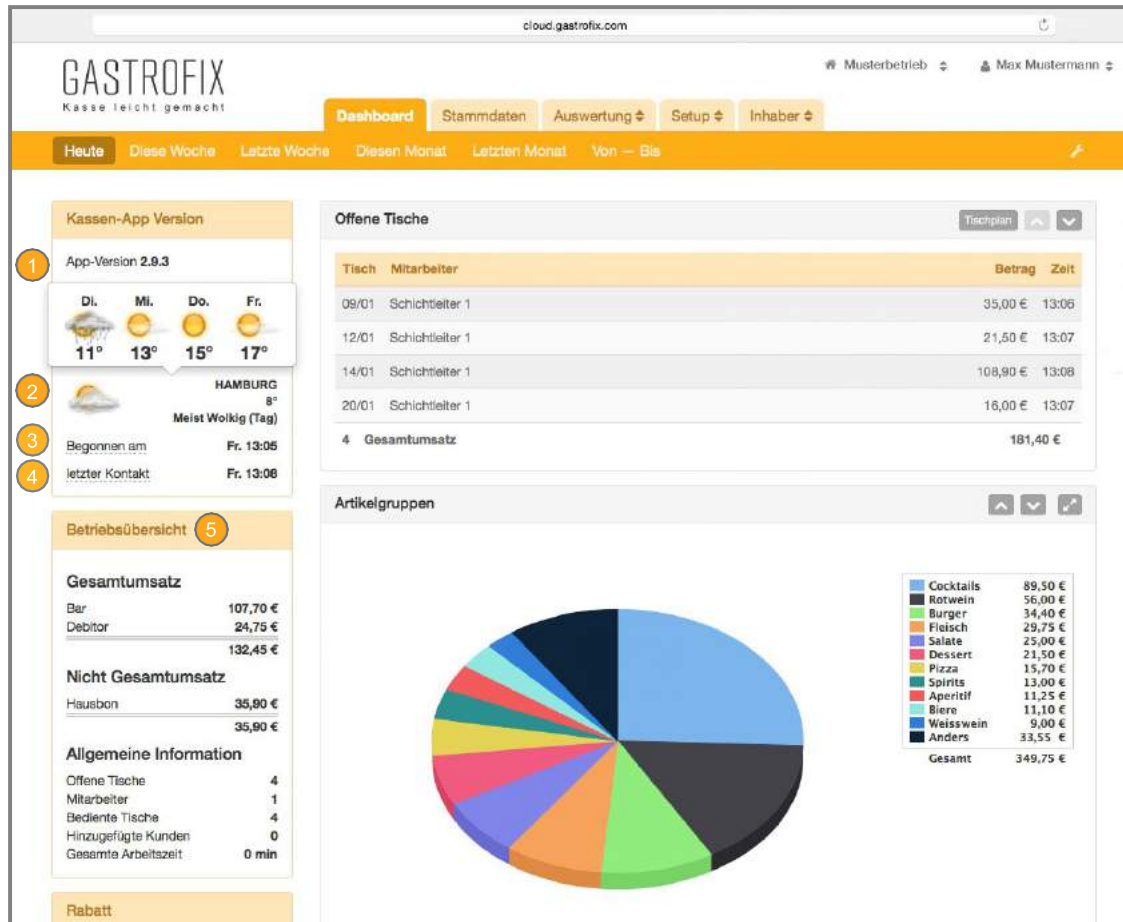
With the buttons,    (2) you can switch to the following report and the button  (3), you can expand the listed report.



2. Dashboard

2.1 Dashboard Overview

Once you are in the dashboard, you obtain the following image and have various options, which are described below.



- 1 Here, you can see which App version is currently installed on the iOS terminals.
- 2 When you move your cursor to the weather information, a window opens with a 4-day weather forecast for your business's location. (Prerequisite is that the address was entered correctly. (See points Business(es) 7.2)
- 3 Here, you can find information on when the current day's shift was opened or closed.
- 4 Here, you can find the time of the last data upload of your cash register and the last contact of the App to your cloud.
- 5 In the business overview, you get a summary of how much revenue you have made on this day/time section with the various billing types, as well as cancellations and discounts. You can also find here an overview of open tables and employees who are logged into the time log, tables that have already been served and whether you have newly added any customers via our database. (Continued on next page)

2. Dashboard

2.1 Dashboard overview (continued)

The screenshot shows the GASTROFIX dashboard interface. The main area displays a table plan with tables numbered 1 through 16. A menu overlay is visible over table 19, listing items and their prices. The total amount for the items on table 19 is 108,90 €. The dashboard also includes sections for 'Kassen-App Version', 'GASTROFIX Haus am Meer' (HAMBURG 8°), 'Betriebsübersicht' (Gesamtumsatz, Nicht Gesamtumsatz, Allgemeine Information), and 'Rabatt'.

Item	Price (€)
Apfelstrudel	5,50
Artischocken	8,50
Blue Philly Cheese Burger	9,00
Caesar Salad	10,50
Campari Spritz 0,2l	5,50
Crème Brûlée	4,50
Framboise	6,50
Melting Chocolate Cake	7,00
Pinot Noir 0,2l	8,00
Riesling 0,2l	6,00
Salat Garnelen	14,50
Sambuca	6,50
Steakburger	16,90
Total	108,90

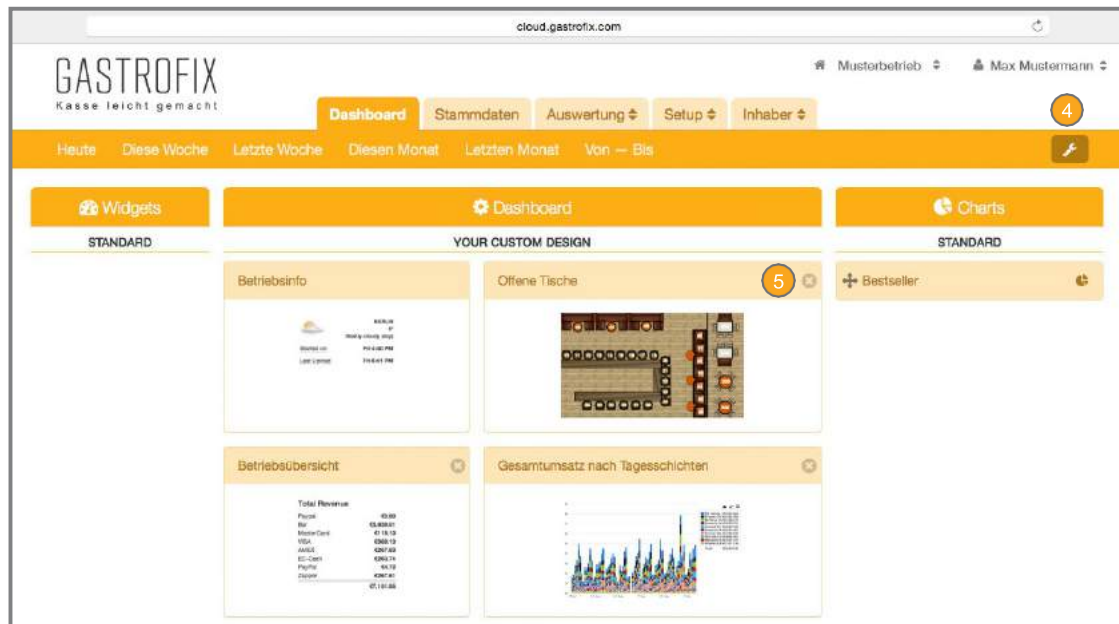
- 6 You can use this button to switch between a simple list of open tables (see screen on the previous page) and a visual display of your table plan. In the following image, you can see the view with the digital table plan, where, when you click with the cursor on an occupied (blue) table, you can see the items that are currently booked to this table and the total amount.

2. Dashboard

2.2 Dashboard configuration

The dashboard offers you numerous reports, which you can compile yourself so that you see just the information that is relevant for you at a glance. Click on the tool icon **4** at the top right to customise your dashboard.

To remove reports from the dashboard, click on the X **5** in the top-right corner of the reports or windows. To add a report to your dashboard, drag the report or the window from the left (widgets) or right (charts) to the centre and position it where you would like to have it. When you have finished making your changes, save your view at the end of the page using the following button: **Speichern**



3. Master data

Under the Master data tab, you can maintain all your data from operational business - regardless of whether you only adapt names or prices, change your menu, change order screens or would like to add a new employee. You maintain and edit all this data under this section. We have used a uniform input tool to make data input as straightforward as possible for you.

Tip: To get started easily, we recommend that you begin with the item groups so that you can work in a structured way.

3.1 Input tool

The input tool should simplify the expansion or modification of items, item groups or the changing of data from your cash register system. We have used this type of data processing everywhere in our cloud and you should thus become familiar with the work of this tool.

As with Excel, with this tool, you can make changes directly in the cell and navigate through the table using the tab and arrow keys. Changes do not need to be adopted by confirming with a separate button, but they are automatically adopted by clicking on or navigating to a new cell. Here you can find a few reference points for the overview:

The screenshot shows the GASTROFIX web application interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'Stammdaten', 'Auswertung', 'Setup', and 'Inhaber'. Below this is a secondary navigation bar with 'Artikel' selected, and other options like 'Inventar', 'Artikelgruppe', 'Gang/Vorgang', 'Bestellmaske', 'Mitarbeiter', and 'Rechnungs-Layout'. A 'Download XLS' button is present. A blue notification banner reads: 'Bitte beachten! Damit die Artikel auf den Geräten sichtbar werden, müssen diese auf der Bestellmaske angeordnet werden.' Below the banner is a table with 6 columns: PLU, Artikel, *Kurzbezeichnung, *Gruppe, *Art, and *Preis. The table has 25 rows. The first row is a header row. The second row contains a search bar with the text 'Suchbegriff eingeben und "Return" drücken'. The third and fourth rows contain data for 'Apfelschorle' items. The fifth row is an empty row for adding new data. At the bottom right of the table, there is a dropdown menu for '25 Zeilen' and a '6' in a circle indicating the action buttons.

PLU	*Artikel	*Kurzbezeichnung	*Gruppe	*Art	*Preis	
	Suchbegriff eingeben und "Return" drücken					
1	Apfelschorle 0,2	Apfel schorle 0,2	AFG	Standard	3.00	
2	Apfelschorle 0,4	Apfel schorle 0,4	AFG	Standard	2.70	

- 1 Here, you can specify how many items per page you would like to have. You can select the number yourself from a dropdown menu.
- 2 If you have many items and a low number of displayed items, here you can open additional pages with your items.
- 3 In this row, you can find the names of the different columns, whose descriptions are to be entered in the corresponding cells.
- 4 In this cell, we have included a search function for the data, with which you can search your data according to specific word combinations (e.g. steak, wine, etc.). Here, it is possible to search in each column according to all items of a group, item types or prices.
- 5 The last row is there for inputting new data in the fastest possible way. Here, you can directly add new items without a lot of extra effort. In this row, the PLU number is automatically issued with the next free one or you enter the number yourself as the first one. You receive an error message if the PLU number is already in use. If you do not want to determine the PLU number yourself, leave the PLU field empty, since the PLU will be automatically issued after inputting all data.
- 6 At the end of each row, there is an action button for further action. We will look more closely at these actions in the different sub-categories.

3. Master data


3.2 Item groups

When you click on the Item groups tab, you find yourself in the predefined parent groups. These groups are not mandatory and may be deleted as wished.





ID	*Artikelgruppe	*Kurzbezeichnung	Obergruppe	Bon-Drucker	Im Haus MwSt.	To Go MwSt.	
	Zum Filtern Suchbegriff eingeben						
33	Getränke	Getränke	--	Printer Bar	19% MwSt.	19% MwSt.	
34	Speisen	Speisen	--	Printer Bar	19% MwSt.	7% MwSt.	
36	Alkoholfreie Getränke	AFG	Getränke	Printer Bar	19% MwSt.	19% MwSt.	
64	Biere	Biere	Getränke	Printer Bar	19% MwSt.	19% MwSt.	
65	Heißgetränke	Heiß getränke	Getränke	Printer Bar	19% MwSt.	19% MwSt.	
103	Salate	Salate	Speisen	Printer Bar	19% MwSt.	7% MwSt.	
104	Burger	Burger	Speisen	Printer Bar	19% MwSt.	7% MwSt.	
106	Vorspeisen	Vorspeisen	Speisen	Printer Bar	19% MwSt.	7% MwSt.	
107	Dessert	Dessert	Speisen	Printer Bar	19% MwSt.	7% MwSt.	
110	Hinweise Küche	Hinweise Küche	--	Printer Bar	19% MwSt.	7% MwSt.	
141	Aperitif	Aperitif	Getränke	Printer Bar	19% MwSt.	19% MwSt.	
142	Wein	Wein	Getränke	Printer Bar	19% MwSt.	19% MwSt.	

- 1 Enter here a long and short name for your item group (e.g. alcohol-free drinks, wine/sparkling wine, meat, starters, etc.).

Important: Here is the difference between the long and short name. The short description is the name of the item which appears on the App button on the iPad. The space here is limited to just 20 characters.

- 2 Here, you can sort your item groups again under higher level groups (e.g. food, beverages). If you do not want this, just leave this field blank.
- 3 In the receipt printer column, select the terminal on which the items of this item group are to be printed out during operational business. Multiple selections are also possible here. If you want to select more printers than the two that were predefined, you can add the missing printers under point 8.2.
- 4 The VAT rate for the corresponding item group for “in-house” and “to-go” business is defined in the last two columns. If you use VAT rates which differ from those that were predefined by us, you can modify them under 9.1.
- 5 With the action buttons, you can duplicate an item group and, if required, change the name or press  to enter the detailed editing screen of the item group.

Explanation “Action buttons”:

-  Edit the item group in detail (see 3.2.1)
-  Change the ID number of an item group
-  Duplicate an item group
-  Delete an item group

3. Master data

3.2.1 Item groups - detailed

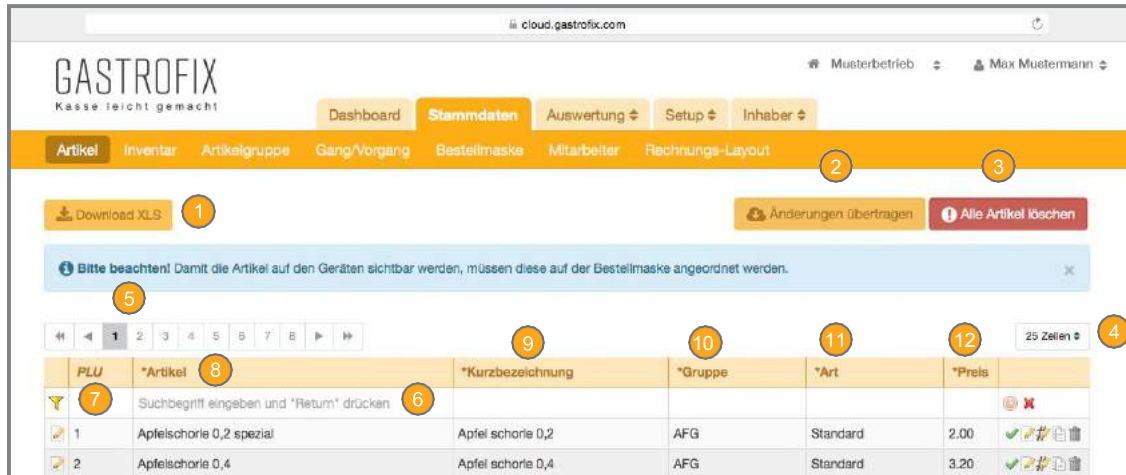
To keep the clarity of the data as compact as possible, we have only listed the necessary information in the initial view. Please click on the Edit icon to configure further settings. This opens the following display:

- 1 Here, you can find all basic settings, which you can also use in the input tool.
- 2 Under the Printer manager section, in addition to choosing the assigned printer, you can also specify that all items from an item group can be printed on a separate receipt.
- 3 The layout for the order receipt and the cancellation receipt can be selected here. If no layout is selected, then no receipt/cancellation is printed. The layout can be individually adapted (further details about this under point 8.3).
- 4 In these fields, you can apply an image and preferred colour to the button.
- 5 You have the option of applying the colour and/or image to all items which are stored in this group.
- 6 You can determine with this button whether items of an item group are able to be discounted. If a discount is to be given on the final bill, items which belong to this group are exempt from the granted discount.
- 7 If you work with units of measurement in your business; i.e. you calculated goods according to weight, for example, the unit of measurement must be defined in this field in which items of this group are measured (further details about this under 7.4.4).
- 8 You can change the item group ID later on using the “Other ID” button.

3. Master data

3.3 Items

Similar to the item groups, the adding, changing or extending of items in the GASTROFIX cloud has a simple structure. Here, we would also first like to explain the layout.



- 1 Using this button, you can download your items as an Excel list.
- 2 You can transfer your changes to your iOS terminal by using a “push”.
- 3 Here, you have the option of deleting all items that you have already added.

Important: Please use this button carefully. Deleted items cannot be recovered.

- 4 Here too, you are shown a selection of items and you can increase the number of items.
- 5 Here, you can display the various pages of your items.
- 6 As with the item groups, you can use the first row for searching items in the different columns.
- 7 You can issue the PLU number manually. If you leave this field blank, the cloud automatically provides an incremental number.
- 8 Here, enter the long name of the item.
- 9 Here, enter the short name of the item, which may only have 20 characters.






Important: Here is the difference between the long and short name. The long name is the text of the item, which is printed on the bill for the guest. The short description is the name of the item which appears on the App button on the iPad. The space here is limited to 20 characters.

- 10 In this column, assign the added items to the respective groups (e.g. alcohol-free drinks, salads, starters, etc.).
- 11 Define which item type the new item is to have and which properties it should have. Further details about the individual item types under point 7.4.
- 12 Specify here the sale price for the item (continued on next page).

3. Master data

3.3 Items (continued)

Explanation "Action buttons":

-  Enable or disable the items
-  Edit the items in detail (see 3.3.1)
-  Change the PLU number of an item
-  Duplicate an item (the item constraints are also copied here)
-  Delete an item

3. Master data

3.3.1 Items Details

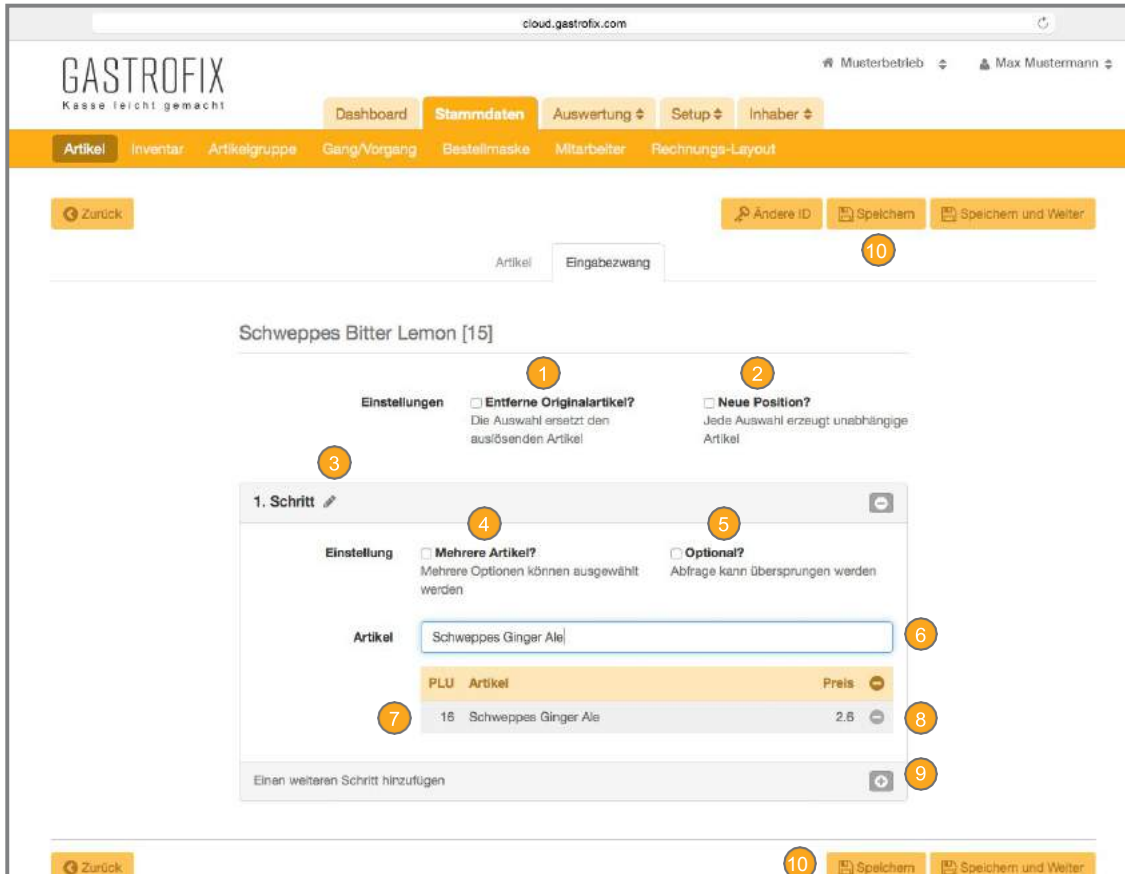
To keep the clarity of the data as compact as possible, we have only listed the necessary information in the initial view. Please click on the Edit icon to configure further settings. This opens the following display:

- 1 Here, you can find all basic settings, which you can also use in the input tool.
 - 2 If your company has price levels, you can define the price for the different times here (further details about price levels under 9.6).
 - 3 In these fields, you can assign an image and preferred colour to the button on the iPad.
- Important:** If you have configured the application of the colour and icons from the item group, these are overwritten at this point with the changes (see 3.2.1 point 4).
- 4 If you work with a scanner or use EAN codes from items, you can enter these here. Several EAN codes per item can also be used.
 - 5 The item constraints for the corresponding items are set up over this (further details about this under point 3.4).

3. Master data

3.4 Item constraints

When you click on the “Required field”, you find the various settings here. The “Required field” controls the additional items, which are attached to an item and which are linked to this as a query.



- 1 “Remove original item” causes the original item, which initiates the order, to be deleted and replaced by the first item of the query.
For example, you have burgers in three different sizes and the price is determined by the size. First item Cheeseburger – first query is by size. The initial item Cheeseburger is deleted and the item Cheeseburger 250g is appears on the receipt on its own.
- 2 “New position” is selected if you want to make a separate position from each item which is queried in the required fields. For example, steak with query about degree of cooking, side dishes and sauce is summarised as one item, which can also only be cancelled as a combination. If “New position” is selected with this example, the steak, cooked level, side dishes and sauce are recorded individually in the left column of the App.
- 3 Here, you can configure how the additional function is to be named. Example – the degree of cooking for a steak.
- 4 With this option, you specify whether several items may be selected for the query. For example, side dishes which cost extra and can thus also be selected as multiples.
- 5 Here, you can specify whether the entry is to be “optional”. This means that you can define whether the query is “mandatory” (e.g. degree of cooking for steak) or whether it can also be skipped (e.g. herb butter with steak, since the customer does not want any herb butter).
(Continued on next page)

3. Master data

3.4 Item constraints (continued)

- 6 In this field, you can search and add your desired items for the query (continued on page 15).

Important: For the query, the items must already exist.

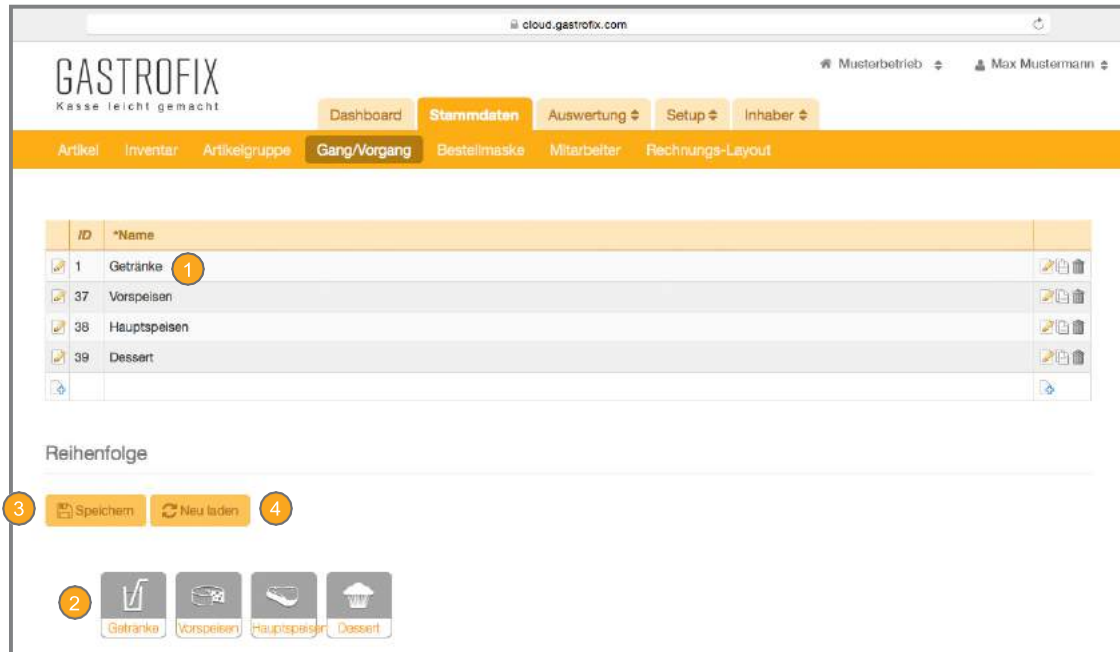
- 7 The respective items that you added to the above row appear there.
- 8 The desired items can be removed again using the button.
- 9 Further input constraints can be added here; e.g. side dishes.
- 10 You save your entered data with this button.

3. Master data

3.5 Courses


With the “course/operation”, you can optimise the course manager of your App. You can add a separate order screen behind each course, thereby ensuring a basic order your App. It is also possible with the course manager to separate the individual courses on the printout of the order receipt.

Configure the sequence of your respective courses; e.g. drinks, starter, main course, dessert and the images which then appear on the iPad accordingly.



We have already pre-set four courses for you (drinks, starter & main course, dessert).

- 1 Here, you can change the desired name for the order screen simply by clicking in the field and overwriting the existing name.

You have the option to assign an image to your courses. To do so, click on: 


- 2 At the end of the page, you see the corresponding order as the courses would appear on your iPad. With “drag&drop”, you can change the order of the courses and apply.
- 3 Save the changes.
- 4 Here, you can “Refresh” the view to display the changes. If you have not saved the changes, the order will be reset to the initial state.

3. Master data

3.6 Order masks

In the order mask section, you can prepare the layout of your items/ item groups on the respective Apple terminal that you have chosen. The items are sorted by item group; the item groups are sorted alphabetically.

ID	*Name	Zellen	Spalten	Gänge	*Displaygröße
2	Spisen iPad	6	8	--	iPad
110	Spisen iPod	6	3	--	iPhone
111	Getränke iPad	6	7	Getränke	iPad
112	Getränke iPod	6	3	Getränke	iPhone
113	Dessert iPad	6	7	Dessert	iPad
116	Check Out	6	3	--	Checkout

- 1 There, you can define the name of the respective order masks.
- 2 Here, you can define the number of rows and columns of the order mask. For an iPod/iPhone, we recommend 6 rows and 3 columns. For the iPad/iPad mini, 6 rows and 7 columns are optimal. The number of columns should not be changed. The rows can be expanded to any number and this makes the order mask scrollable on the terminals.
- 3 Here, assign the order mask to the course in which the mask is to be displayed. If you leave the selection empty, this order mask will be shown with all courses which do not have their own defined order mask.
- 4 Define here for which terminal (iPad/iPod/Checkout) the order mask is to be displayed.
- 5 Click on  to reach the following view. Here, you can assign the item groups and items to the order mask as you wish. We distinguish between items and item groups. Here, you can drag the desired items/item groups to the order mask again and arrange them.

Artikelgruppen

Artikelgruppe eingeben

Aperitif
Auslagen
Beilage
Beilage
Biere
Burger
Cocktails
Dessert
Diverses
Dressing
Fisch
Fleisch

Zurück Speichern Speichern und neu

Details - Getränke iPad

AFG Heiß getränke Bier Wein Cocktails Aperitif Spirits
Coke 0,33 Café Crema Helles Meist 0,2 l Ein Tonic Aperol Spritz Sambuca
Red Bull Café Latte Pils 0,5l Pinot Noir 0,2l Cuba Libre Hugo Vodka

3. Master data

3.7 Employees

Similar to the item groups, the adding, changing or extending of employees in the GASTROFIX cloud has a simple structure. Here too, we would first like to explain the layout.

ID	*Vorname	*Nachname	*Personalnummer	Login-PIN	*Mitarbeiter-Rolle	
112	Kellner	1	1	1111	Kellner	[Edit] [Delete]
126	Kellner	2	2	2222	Kellner	[Edit] [Delete]
128	Kellner	3	3	3333	Kellner	[Edit] [Delete]
129	Schichtleiter	1	4	1234	Chefkellner	[Edit] [Delete]
135	Koch	Manuel	6	6666	Nur Zeiterf.	[Edit] [Delete]
140	Bitte	anmelden	7	9999	Monitor	[Edit] [Delete]
141	Kellner	4	9	4444	Kellner	[Edit] [Delete]

Enter here the specific information about the employee first name, surname.

- Enter the personnel number of your waiter in the field. The personnel number may only contain letters, but is no longer relevant for the operational workflow.
- Here, the waiter's individual login PIN is entered, with which the employee can log into the respective terminals (iPad/ iPod). Here, each employee must have a different login PIN.
- Here, you define the rights/role of the employee. We have predefined the employee roles (further details about this under 7.3).
- The entries are saved with this button.
- With this button, you can edit or delete your entries.

Important: Waiters cannot log into the cloud! Cloud login details are only give to the operator and, on request, to the restaurant manager.

Mitarbeiter

Zurück

Speichern Speichern und neu

Vorname *

Nachname *

Personalnummer *

Login-PIN

Passwort

Mitarbeiter-Rolle Option auswählen -

Zurück

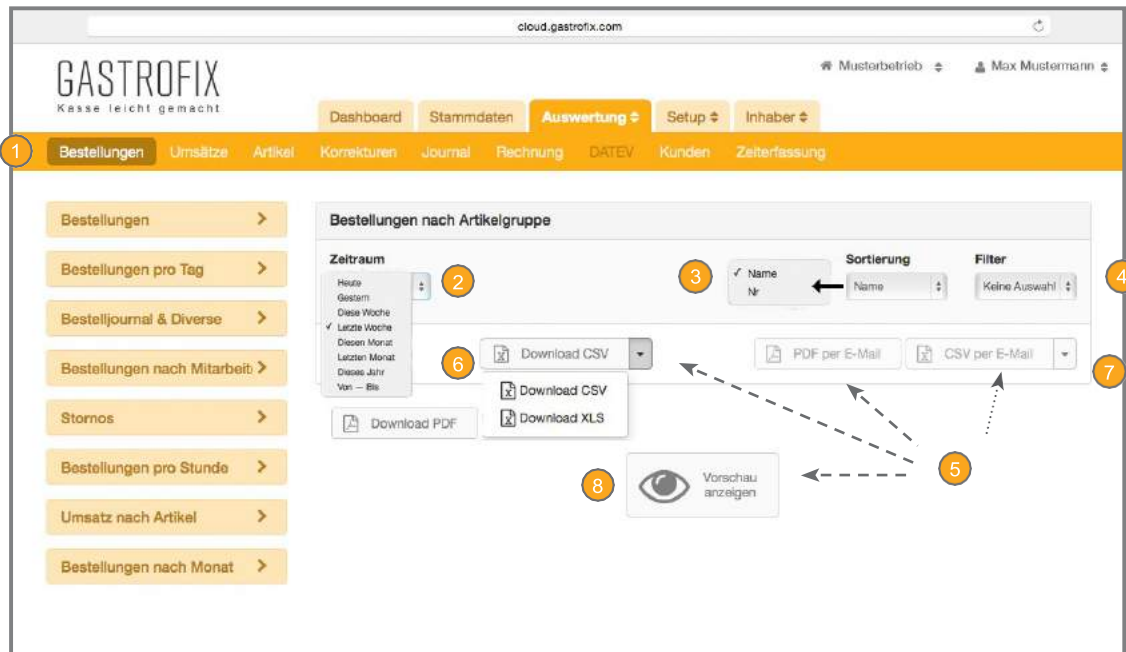
Speichern Speichern und neu

4. Evaluations

In the Evaluations area, you have access to many different reports. We divide our reports into six main categories (orders, sales, items, corrections, journal, bills), which are available in our standard variants. Another three (DATEV, customers, time log) are available with optional extensions that can be selected. In this section, you can see the evaluation page with a report that has already been prepared. The evaluation screen has the following layout, which we would like to show you.

4.1 General operation

Operation of the different evaluations is the same for all sub-categories. First, we would like to show you the basic structure of our evaluation tool.



- 1 There are other helpful reports under the general term of the individual categories.
- 2 Over this drop-down menu, you define the desired time period for which you would like to make the evaluations. In the “from-to” setting, you can freely define the period.
- 3 Under Sort, you can change how the order of the report is shown. This option is not available for all reports.
- 4 In the Filter field, you can save the filter that you created so that only the data that are relevant for you are displayed. We show you how to create filters under point 6 of this manual.
- 5 There are five ways of editing and processing the evaluations.
- 6 Download as XLS, CSV or PDF file.
- 7 Have the report sent to you by email as an XLS or PDF file. To do so, you need to have saved your email address in your profile under 1.2.1 and have confirmed it.
- 8 With the “Show preview” button, you can display the report directly online.

Important: Please note that reports which are older than two months can no longer be shown online. In this case, please select either the option Download or Send by email.

4. Evaluations

4.2 Orders

Under the Orders tab, you can call up many different reports and evaluations related to the items that have been ordered or cancelled by you and your team. Here, you see an example view of a report.

The screenshot displays the GASTROFIX web interface. The main navigation bar includes 'Dashboard', 'Stammdaten', 'Auswertung', 'Setup', and 'Inhaber'. The 'Auswertung' tab is active, showing a sidebar with various report options like 'Bestellungen nach Artikelgruppe', 'Bestellungen nach Artikel', and 'Bestellungen pro Tag'. The main content area shows a report for 'Bestellungen nach Artikel Gruppe' for the period '18.04.2016 - 24.04.2016'. The report includes a table with the following data:

Artikel Gruppe	Anzahl	Rabatt	Netto	MwSt	Brutto(EUR)
AFG im Haus	1x		3,78	0,72	4,50
Apertif im Haus	3x	-5,75	8,45	1,80	11,25
Bellaire im Haus	2x		5,88	1,12	7,00
Biere im Haus	14x	-1,59	39,42	7,49	46,91
Burger im Haus	4x		37,72	7,10	44,80
Cocktails im Haus	10x		75,19	14,31	89,50
Dessert im Haus	12x		25,45	5,04	31,50
Fisch im Haus	2x	-7,25	30,45	5,70	36,15
Fleisch im Haus	2x	-8,75	25,01	4,74	29,75
Getranke im Haus	2x		0,00	0,00	0,00
HeiÙ getranke im Haus	495x	-3,11	1294,00	234,46	1496,49
Hinweise Küche im Haus	2x		0,00	0,00	0,00
Pasta im Haus	1x		5,88	1,12	7,00
Pizza im Haus	2x		13,19	2,51	15,70
Rotwein im Haus	15x		84,11	17,69	112,00
Salate im Haus	3x		44,11	8,33	52,80
Speisen im Haus	2x		0,00	0,00	0,00
Spirits im Haus	2x		10,92	2,08	13,00
Vorspeisen im Haus	2x		14,28	2,72	17,00
Weisswein im Haus	2x	-0,00	7,56	1,44	9,00
Total	578x	-29,45	1677,45	318,80	1996,25

Below the table is a pie chart showing the distribution of orders by article group. The largest slice is 'HeiÙ getranke' (495 orders, 85.6%). Other significant slices include 'Rotwein' (15 orders, 2.6%), 'Cocktails' (10 orders, 1.7%), 'Biere' (14 orders, 2.4%), 'Salate' (3 orders, 0.5%), 'Burger' (4 orders, 0.7%), 'Dessert' (12 orders, 2.1%), 'Pasta' (1 order, 0.2%), 'Apertif' (3 orders, 0.5%), 'Spirits' (2 orders, 0.3%), 'Vorspeisen' (2 orders, 0.3%), 'Fleisch' (2 orders, 0.3%), 'Fisch' (2 orders, 0.3%), 'AFG' (1 order, 0.2%), and 'Hinweise Küche' (2 orders, 0.3%).

4. Evaluations

4.3 Sales

In the list of sales, you can find many important reports which you need for your records and maybe also your tax consultant. Some items you can find here are:

- 1 digital Z report per day
- 2 GDPdU bills
- 3 GDPdU journal
- 4 cumulated daily closing over a variable period

The screenshot shows the GASTROFIX web application interface. The top navigation bar includes 'Dashboard', ' Stammdaten', ' Auswertung', ' Setup', and ' Inhaber'. The ' Auswertung' menu is expanded, showing options like 'Bestellungen', ' Umsätze', ' Artikel', ' Korrekturen', ' Journal', ' Rechnung', ' DATEV', ' Kunden', and ' Zeiterfassung'. The ' Umsätze' menu is further expanded, showing options like ' Umsatz nach Mitarbeiter, Währung und Zahlart', ' Umsatz nach Kostenstelle', ' Umsatz nach Mitarbeiter und Kostenstelle', ' Umsatz nach MwSt.-Satz', and ' Umsatz nach Abrechnungsarten'. The ' Umsatz pro Tag' menu is also expanded, showing options like ' Umsatz nach Datum', ' Umsatz nach Wochentag', ' Umsatz nach Datum und Abrechnungsarten', ' Z-Bericht, Journal & Divers', ' Umsatz Journal', ' Umsatz-Journal (detailliert)', ' Tagesabschluss', ' Wechselgeld Bericht nach Uhrzeit', ' Z-Bericht pro Tag', ' Trinkgeld Berichte', ' Rabatte', ' Umsatz pro Stunde', ' Umsatz nach Artikel', ' Umsatz nach Monat', ' GDPdU Berichte', ' GDPdU Rechnungen', ' GDPdU Journal', and ' Umsatz pro Tisch'. The ' Z-Bericht pro Tag' option is highlighted with a red circle and the number 1. The ' Umsatz nach Mitarbeiter, Währung und Zahlart' option is highlighted with a red circle and the number 4. The ' GDPdU Rechnungen' option is highlighted with a red circle and the number 2. The ' GDPdU Journal' option is highlighted with a red circle and the number 3. The ' Z-Bericht pro Tag' option is highlighted with a red circle and the number 1. The ' Umsatz nach Mitarbeiter, Währung und Zahlart' option is highlighted with a red circle and the number 4. The ' Umsatz nach Mitarbeiter, Währung und Zahlart' report is selected, showing a ' Zeitraum' dropdown set to ' Letzten Monat', ' Sortierung' set to ' Name', and ' Filter' set to ' Keine Auswahl'. There are buttons for ' Download PDF', ' Download CSV', ' PDF per E-Mail', and ' CSV per E-Mail'. A ' Vorschau anzeigen' button is also visible.

4. Evaluations

4.4 Items

Under this category, you can see all items that you have added in your business. The download is also available to you as an Excel file. With these reports, you can get a fast overview of your items and also see for which items you have defined additional queries with constraints.

The screenshot shows the 'Artikelliste' (Item List) page in the GASTROFIX system. The page includes a navigation bar with 'Auswertung' selected, and a sidebar with 'Artikelliste' and 'Inventur'. The main content area displays a table of items with columns for 'Artikel', 'PLU', 'Typ', 'Artikel Gruppe', and 'Preis(EUR)'. The table lists items like 'Apfelsaft', 'Apfelsaft naturtrüb', 'Apfelschorle', and 'Apfelschorle 0.2'.

Artikel	PLU	Typ	Artikel Gruppe	Preis(EUR)
Apfelsaft	76	Standard	Säfte	3,00
Apfelsaft 0.2	22	Standard	Apertif	5,50
Apfelsaft naturtrüb	76	Standard	Säfte	3,00
Apfelschorle	220	Standard	Alkoholfreie Getränke	0,00
Apfelschorle 0.2	1	Standard	Alkoholfreie Getränke	3,00
Apfelschorle 0.2	06	Standard	Apertif	5,50

4.5 Corrections

The Corrections section is very important for you as a caterer. Here, you can see later on which waiter recovered, i.e. reactivated, which table and what happened to the table after it was reopened. You can also see here which of your employees changed the billing type of an invoice at a later point in time. For both functions, the rights must have been granted to the respective waiter (further details about this under 7.3).

The screenshot shows the 'Korrekturen' (Corrections) page in the GASTROFIX system. The page includes a navigation bar with 'Korrekturen' selected, and a sidebar with 'Abrechnungsarten ändern' and 'Tisch retten'. The main content area displays a table titled 'Abrechnungsarten ändern' with columns for '#', 'Zeit', 'Tisch #', 'Partei #', 'Mitarbeiter', 'Kostenstelle', and 'Grund'. The table lists five entries with dates and times ranging from 10.03.2016 13:05 to 14.03.2016 10:33.

#	Zeit	Tisch #	Partei #	Mitarbeiter	Kostenstelle	Grund
1	10.03.2016 13:05	1	1	Schichtleiter 1	1	333
2	12.03.2016 13:54	18	1	Schichtleiter 1	1	333
3	13.03.2016 17:02	1	1	Schichtleiter 1	1	333
4	14.03.2016 10:29	1	1	Schichtleiter 1	1	333
5	14.03.2016 10:33	1	1	Schichtleiter 1	1	333

4. Evaluations

4.6 Journal

This journal shows the activities of your App on the used terminals. This journal is used by our Support Team to look at and define emerging problems when support is needed. Likewise, you can also see which waiter opened and closed the shift and at what time.

The screenshot shows the 'Journal' section of the GASTROFIX software. The main heading is 'Tagesschichten' (Daily Shifts). Below this, there are options for 'Zeitraum' (Time Period) set to 'Heute' (Today), 'Sortierung' (Sorting) set to 'Name', and 'Filter' set to 'Keine Auswahl' (No Selection). There are buttons for 'Download PDF', 'Download CSV', 'PDF per E-Mail', and 'CSV per E-Mail'. Below these options is a table titled 'Übersicht der (Tage-)Schichten' (Overview of (Daily) Shifts) for the date 26.04.2016.

Nr	Tag	Eröffnet	Eröffnet durch	Geschlossen	Geschlossen von
17	26/04/2016	26.04. 10:42	Schichtleiter 1	26.04. 10:46	Schichtleiter 1
18	26/04/2016	26.04. 11:05	Bitte anmelden	26.04. 11:09	Schichtleiter 1

4.7 Bill

Here, you can create bills that a customer would like to have printed out again or bill that you would like to send to the customer later on by post.

To do so, enter the corresponding bill number of the bill that you would like to print. Here, there is a distinction between whether you created the bill with a normal billing type (cash, EC, credit card, etc.) or whether you issued the bill to the debtor from the iPad cash register. Debtor bills have their own billing run and thus their own bill number.

The screenshot shows the 'Rechnung Drucken' (Print Bill) interface in the GASTROFIX software. The 'Rech.Nr.' (Bill No.) field contains the number '125'. There are buttons for 'Download PDF', 'Download CSV', 'PDF per E-Mail', and 'CSV per E-Mail'. Below this, the bill details are displayed:

GASTROFIX Haus am Meer
GASTROFIX GmbH
Stromweg 3
20255 Hamburg
Deutschland

Datum: 13.03.2016 17:41
Bediener: Schichtleiter 1
Rech.Nr: 125

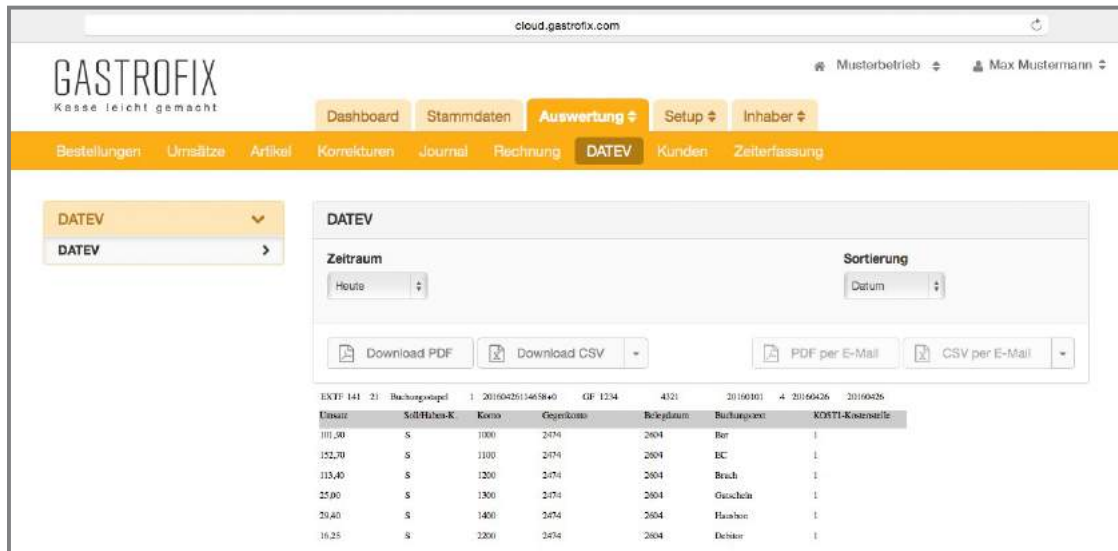
Rechnungskopie
Vom 13.03.2016 17:41

1x Wasser 0,2	2,50 €	2,50 €
		2,50 €

4. Evaluations

4.8 DATEV export

The DATEV export is an additional feature, which is to be paid for in addition to the standard cash register solution. If you have ordered the DATEV export, you can find the download for the DATEV file here for the freely defined period. This interface is to be set up with our Support Team in consultation with your tax consultant (further details about setting up the individual accounting ledgers under 9.3).

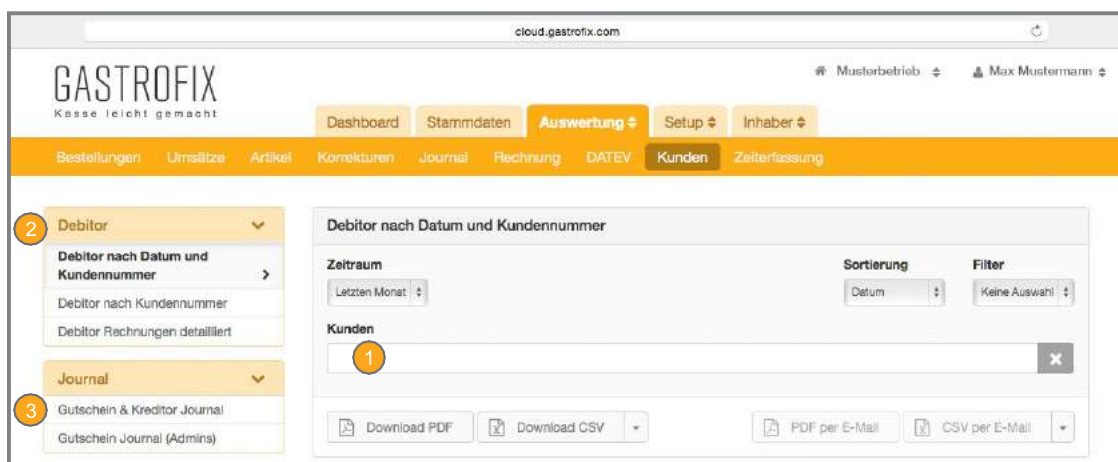


Umsatz	Soll/Haben-K	Konto	Gegenkonto	Belegdatum	Buchungsart	KOSTI-Kostenstelle
111,50	S	1000	2474	2604	Bar	1
152,70	S	1100	2474	2604	EC	1
113,40	S	1200	2474	2604	Bruch	1
25,90	S	1300	2474	2604	Gutschein	1
20,40	S	1400	2474	2604	Haarben	1
16,25	S	2200	2474	2604	Debitur	1

4.9 Customer/voucher manager

As with the DATEV export, the customer retention tool is also an additional and paid feature. Under this tab, you have the opportunity to open the invoices of individual customers over a cumulative period. To view the sales of a customer, you can enter **1** the name or customer number. Under the individual reports **2**, you can change the display of the report.

If you have purchased our voucher manager in addition to the customer retention tool, you can view your vouchers with the respective waiters under **3** Loading and unloading.



4. Evaluations

4.10 Time logging

Staff time logging is also a paid add-on of our cash register solution. If you have ordered this too, you can view the working hours of your employees here and download as usual.

The screenshot shows the GASTROFIX web interface. The main navigation bar includes 'Dashboard', 'Stammdaten', 'Auswertung', 'Setup', and 'Inhaber'. The secondary navigation bar includes 'Bestellungen', 'Umsätze', 'Artikel', 'Korrekturen', 'Journal', 'Rechnung', 'DATEV', 'Kunden', and 'Zeiterfassung'. The sidebar menu on the left shows 'Zeiterfassung' expanded with 'Zeiterfassung-Journal' and 'Journal nach Mitarbeiter'. The main content area is titled 'Zeiterfassung-Journal' and features a 'Zeitraum' (Time Period) dropdown set to 'Letzte Woche', 'Sortierung' (Sorting) set to 'Datum', and 'Filter' (Filter) set to 'Keine Auswahl'. Below these are buttons for 'Download PDF', 'Download CSV', 'PDF per E-Mail', and 'CSV per E-Mail'. The data table below is titled 'Zeiterfassungsjournal' and shows the following data:

Start	Ende	T-Schicht	Stunden	Zeit	Id	Mitarbeiter	Gerd
18.04.16 16:29	18.04.16 16:43	18.04.16	0.23	00:14	129	Einwohler 1	Gastrofix

5. Store manager

Important prerequisite: You have equipped several companies with our cash register system and have also booked the Store manager.

There are several cross-store reports under the heading Store manager so that you can compare the data from your businesses.

Name	Nr	Anzahl	Netto(EUR)	MwSt(EUR)	Brutto(EUR)
Apfelschorle 0,4					
GASTROFIX Grill		1x	2,27	0,43	2,70
Apfelschorle 0,4		1x	2,27	0,43	2,70
Artischocken					
GASTROFIX Grill		1x	7,14	1,28	8,50
Artischocken		1x	7,14	1,36	8,50
Avliner Laser Hell 0,5					
GASTROFIX Restaurant		2x	5,88	1,12	7,00
Avliner Laser Hell 0,5		2x	5,88	1,12	7,00

- 1 Here, you can find the orders for each store by item or item group.
- 2 Under this tab, you can display the sales of each store.
- 3 If you have booked the DATEV export for your businesses, you can get here a cumulative DATEV export for all your stores.
- 4 Since our customer database, which can be booked as an option, can also be used across different stores, you get here the same reports as those named under 4.9, but you can see the sales of the customers from all stores.

6. Filter/store filter

In the Filter/store filter section, you can filter our reports another time according to your own wishes. Please note that you need a filter for each of the different report groups (orders, sales, master data, customers, etc.).

We show you how a "Report filter" is created in the example "Order filter".



- 1 Go to the menu item "Order filter" on the "New entry" button.
- 2 Enter a unique name for your new filter so that you still know later on what you wanted to use the filter for.
You then have the possibility to create the filter as you please and to filter the report (see page 30).

Important: Please note that the created filter is always available for the specified category only (sales filter for sales, order filter for orders, store filters for orders only under stores).

6. Filter/store filter

The screenshot shows the 'Auswertungsfiler' (Evaluation Filter) interface in the GASTROFIX system. The interface includes a navigation bar with 'Dashboard', 'Stammdaten', 'Filter', 'Setup', and 'Inhaber'. Below the navigation bar, there are several filter categories: 'Bestellfilter', 'Umsatzfilter', 'Stammdaten-Filter', 'Journalfilter', 'Kundenfilter', and 'Zeiterfassung'. The main filter area is titled 'Auswertungsfiler' and contains the following fields:

- Name * (text input)
- Tische (dropdown: Option auswählen)
- Mitarbeiter (dropdown: Option auswählen, marked with 1)
- Artikelgruppen (dropdown: Option auswählen)
- Obergruppe (dropdown: Option auswählen)
- Artikel (dropdown: Option auswählen)
- Transaktionsart (dropdown: Alle auswählen, marked with 2)
- Wochentage (dropdown: Option auswählen, marked with 3)
- MwSt. (dropdown: Option auswählen)
- Im/Außer Haus (dropdown: Alle auswählen)
- Kostenstellen (dropdown: Option auswählen)

At the bottom, there is a 'Zeitraum' (Time Period) section with a '+ Zeit hinzufügen' button (marked with 4).

An example:

You would like to see the cancellation activities of an employee every Wednesday between

12:00 an 19:00.

- 1 Define the employee as "XY".
- 2 Select the transaction type "Cancellation"
- 3 Determine the weekday as Wednesday
- 4 Define the time from 12 - 19h

Important: Weekdays

In the GASTROFIX cloud, a weekday is not strictly linked to the date of a booking, but to the shift. If your shift ends after midnight, the day when the shift was opened is saved. Thus, a booking on Wednesday at 00:30 has the weekday Tuesday, since the shift opened after midnight.

Important: If nothing is selected for a filter value, no filtering is done according to this criterion. Following the same pattern, you can also create filters for the store manager and thus refine the existing reports according to your specifications.

Please note that the created filter is always available for the specified category only (sales filter for sales, order filter for orders, store filters for orders only under stores).

7. Setup

Under the “Setup” tab, general settings are made for your restaurant, the hardware and the financial settings.

7.1 Business(es)

Make the settings for your businesses in the Businesses area. The structure looks as follows:

The screenshot shows the GASTROFIX web interface. The top navigation bar includes 'Dashboard', ' Stammdaten', ' Auswertung', ' Setup', and ' Inhaber'. Below this, a secondary navigation bar lists ' Betriebe', ' Mitarbeitergruppe', ' Artikelart', ' Wechselaufs', ' Räume', and ' Tisch'. The main content area is titled ' Betriebe' and has a sub-navigation bar with ' Adresse', ' Öffnungszeiten', ' Grafiken', ' Einstellungen', and ' Features'. The ' Adresse' section (1) contains the following fields: ' Betriebsname *' (GASTROFIX Haus am Meer), ' Firmenname *' (GASTROFIX GmbH), ' Adresse *' (Marienburgerstraße), ' Telefon', and ' Steuernummer'. The ' Banking' section (2) contains the following fields: ' Account Holder *', ' IBAN *', ' BIC *', and ' Debitor Footer Salutation'. A ' Lokalisation' section is partially visible at the bottom. A ' Speichern' button is located in the top right corner of the form area.

- 1 Enter here the information that is specific to your business. This includes the company address, business name, company name, tax number. The business name and tax number are on the bill (e.g. “Schnitzelwirt im Wald!”).
- 2 Here, you can store your bank details, which will be shown later on in the printed bills or debtor bills. See 4.7.
(Continued on next page)

7. Setup

7.1 Business(es) (continued)

3 Lokalisation

Sprache: Deutsch

Zeitzone: Europe/Berlin +2

3 Währung: Euro

4 Im Haus MwSt: 19% MwSt.

5 Außer Haus MwSt: 7% MwSt.

Schicht / Geschäftstag

6 Aktuelle Tagesschicht: 07 : 00 bis 02 : 00

7 Autom. Tagesabschluss: Aus

8 Drucker-Einstellungen

Default Rechnungslayout: Rechnung

Default Bonlayout: Standard Bon

Storno Konfiguration: Standard Stornobon

Default-Bondruck auf: Option auswählen

Default Rechnung auf: Wert auswählen

Berichts- & Journaldrucker: Wert auswählen

9 Erweiterte Funktionen

Here, enter the currency of your restaurant; this currency will be used as the default currency.

- 4** Specifies the standard tax rate for in-house sales. This can be changed individually for each product group.
- 5** Specifies the standard tax rate for outside catering sales. This can also be changed here individually for each product group.
- 6** Here, you can define the times of your business day. These only play a role if you want to use automatic daily closing.
- 7** Automatic daily closing causes the cash register App to automatically close the open business day at the time you saved.

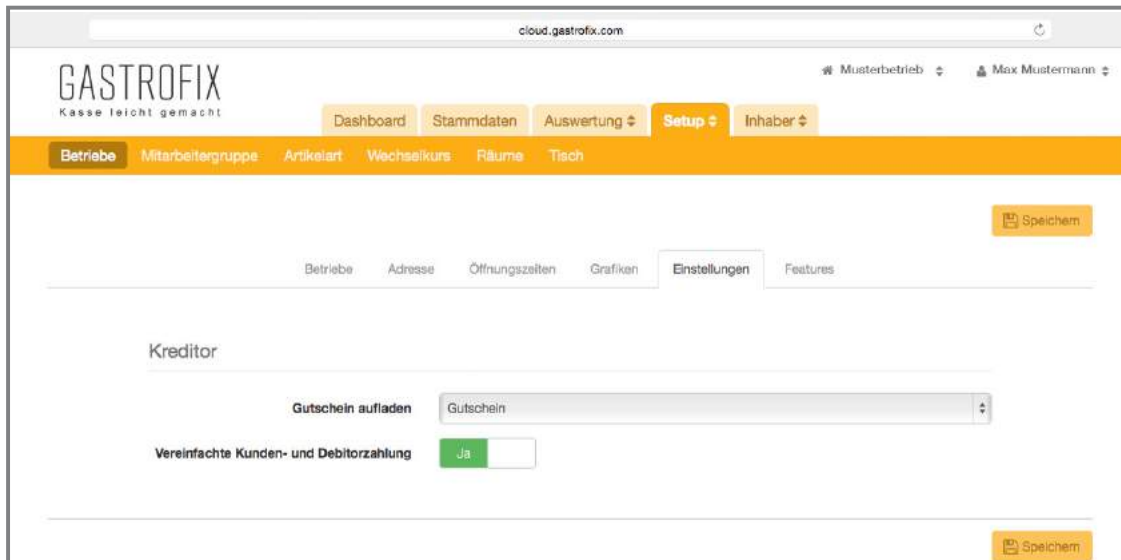
Important: The cash register can no longer be operated after closing the business day / shift. If you want to use the automatic daily closing, please contact our Support Team to make the correct settings.

- 8** The printer settings can be completely ignored. These have already been set for future developments.
- 9** You only need the advanced function if you want to use our Store manager. More details about this under Add-on 1.

7. Setup

7.2 Features and settings

There are various options for you under the heading Features and settings. If you use one of our interfaces, you can make additional important changes under Settings. These affect, for example, the definition of the item for vouchers or the setting up of interfaces to PayPal, Ibelsa and Zapper etc.

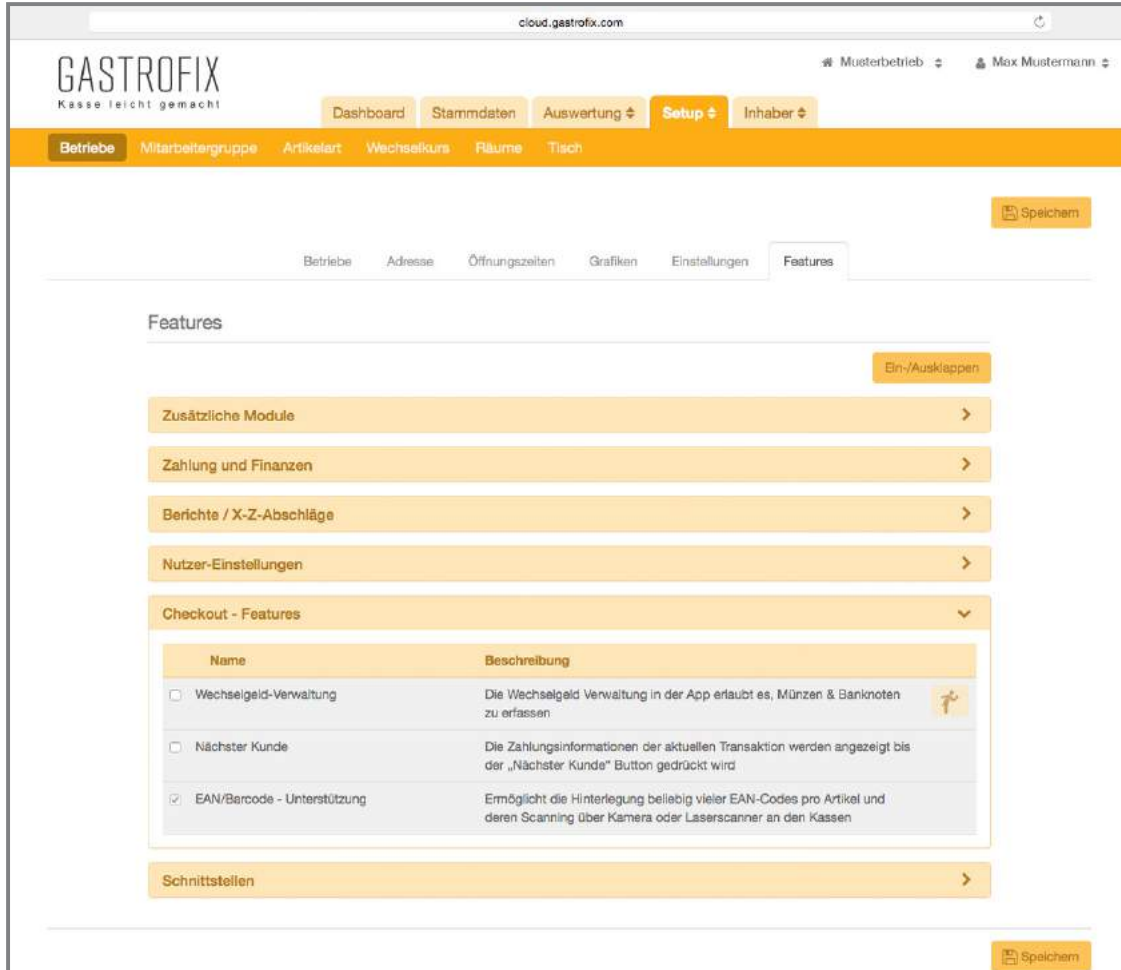


You can find more information about the features you get on the next page.

7. Setup

7.2 Features and settings (continued)

The features include an overview of the other possibilities that the GASTROFIX cash register system offers you. You can make various settings to expand your cash register.



- 1** Additional modules:
Here is an overview of modules that are still available with our App. Please note that all of these features are paid features.
- 2** Payment and finances:
Activation of Zapper (www.zapper.com) or number of guests query. Furthermore, you are shown each day the average transaction size and average bill in the digital Z reports.
- 3** Checkout features:
These are only intended for the POS/checkout mode. EAN code support and digital bill on the iPad for easier billing for your staff.
- 4** Interfaces:
Here, you can view and select our available interfaces. Please also remember here that enabling this could lead to additional costs for you and that it needs to be set up by our Support Team.

7. Setup

7.3 Staff groups

Define your individual employee groups in the category. You can manage the rights for your employee groups and assign them to the respective waiters (as described under 3.8). We distinguish between two different views.

In the standard view (see 7.3.1), the individual waiter groups are shown and these can be equipped or reduced by editing with other rights.

The feature view (see 7.3.2) provides an overview that shows what rights the individual groups are equipped with.

ID	*Name	*Beschreibung	
1	Kellner	has all permissions a default waiter needs	
2	Chefkellner	has all additional permissions a shift owner needs like daily closing	
4	Monitor	monitor mode only, cannot place orders	
5	Nur Zeiterf.	Aushilfe	
6	Check Out Kellner	Check Out Kellner	

- 1 Enter here the name of the employee group, e.g. Waiter, Head waiter
- 2 Here, you can add a unique description so that you know which level of rights this group contains.
- 3 With this button, you reach the detailed view and can extend or reduce the individual rights for the group.

Mitarbeitergruppe

Name *

Beschreibung *

Rechte

- 4 Save the adopted changes.
- 5 Expand and collapse the individual groups of rights for a clearer view.

7. Setup

GASTROFIX
Kasse leicht gemacht

Dashboard | Stammdaten | Auswertung | **Setup** | Inhaber

Betriebe | **Mitarbeitergruppe** | Artikelart | Wechselkurs | Räume | Tisch

Zurück | Speichern | Speichern und neu

Mitarbeitergruppe

Name * Kellner

Beschreibung * has all permissions a default waiter needs

Rechte

Ein-/Ausklappen

- Grundfunktionen >
- Bezahlen und Bargeld >
- Abrechnungsarten ändern >
- Tischverwaltung >
- Tagesschicht & Berichte >
- Erweiterte Funktionen >
- Kunden >
- Mitarbeiter Zeiterfassung >
- Gutscheine >

Zurück | 4 | Speichern | Speichern und neu

7.3.1 Staff groups - detailed view

6 Order of waiter rights

Ein-/Ausklappen

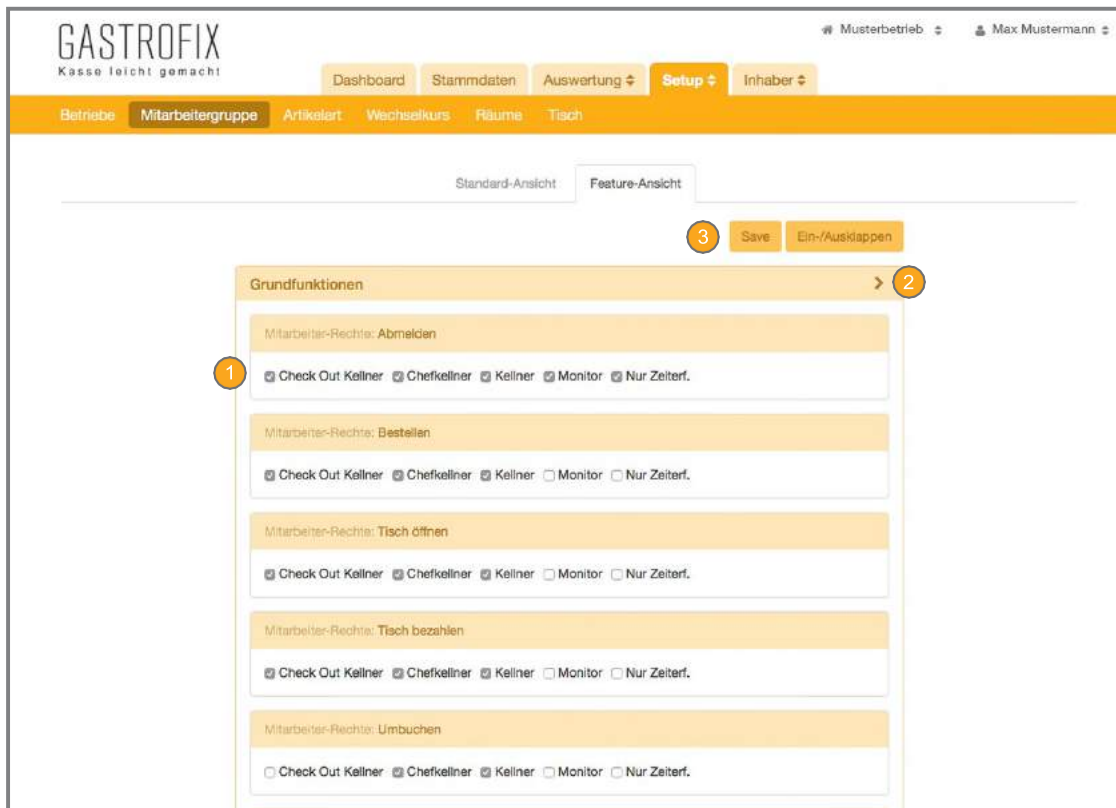
7 Grundfunktionen

Name	Beschreibung
<input checked="" type="checkbox"/> Abmelden	Erlaubt dem Mitarbeiter sich abzumelden (die App läuft weiter)
<input checked="" type="checkbox"/> Bestellen	Erlaubt auf einen Tisch zu buchen
<input checked="" type="checkbox"/> Tisch öffnen	Erlaubt einen Tisch zu öffnen
<input checked="" type="checkbox"/> Tisch bezahlen	Erlaubt einen Tisch zu bezahlen
<input checked="" type="checkbox"/> Umbuchen	Erlaubt Artikel auf einen anderen Tisch umzubuchen
<input type="checkbox"/> Stornieren	Erlaubt Artikel zu stornieren
<input type="checkbox"/> Einstellungen sperren	Verhindert, dass der Mitarbeiter die App-Einstellungen aufrufen kann
<input type="checkbox"/> Keine Berichte	Mitarbeiter kann keinerlei Berichte sehen

Bezahlen und Bargeld >

7. Setup

7.3.2 Staff groups - feature view



- 1 Overview of the individual rights and the respective waiter group which has rights to this group or not.
- 2 Expanding and collapsing the individual groups of rights to get a clearer view.
- 3 Save the changes.

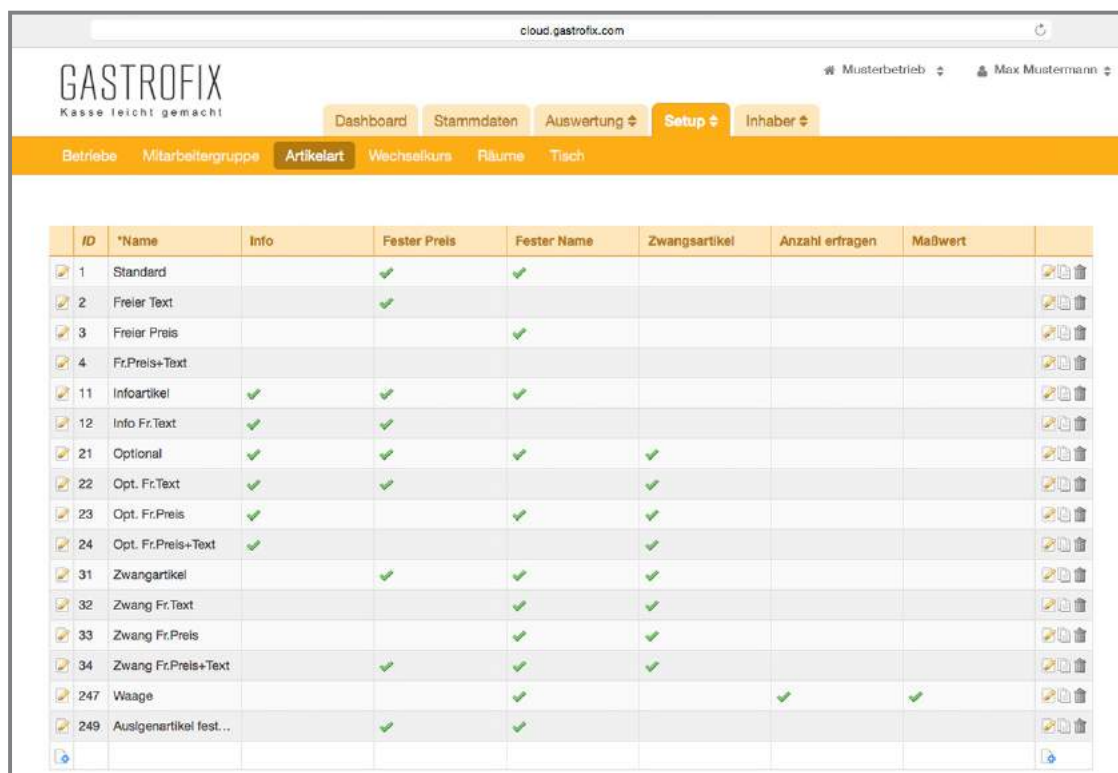
7. Setup

7.4 Item type

You can find the section for the “item types” under the tab “Setup -> Setup”. No changes should be made to the item types; the maximum number of item types is already predefined. Disabling item types can lead to problems with handling the corresponding items. .

Our cash register has six different item types (standard, info, optional, mandatory measurement, expense). Below, we will briefly explain in which properties these types differ. All item types can be used in four different ways:

- Fixed price and fixed name (e.g. Coca Cola € 2.10)
- Free price and fixed name (e.g. lunchtime specials with various prices)
- Fixed price and free name (e.g. flavour for hot beverages, which all cost the same)
- Free price and free name (e.g. option for special guest requests)



The screenshot shows the GASTROFIX web interface. The top navigation bar includes 'Dashboard', 'Stammdaten', 'Auswertung', 'Setup', and 'Inhaber'. The 'Setup' tab is active, and the 'Artikelart' sub-tab is selected. Below the navigation bar is a table with columns for 'ID', '*Name', 'Info', 'Fester Preis', 'Fester Name', 'Zwangartikel', 'Anzahl erfragen', and 'Maßwert'. The table lists 18 item types with their respective configurations.

ID	*Name	Info	Fester Preis	Fester Name	Zwangartikel	Anzahl erfragen	Maßwert
1	Standard		✓	✓			
2	Freier Text		✓				
3	Freier Preis			✓			
4	Fr.Preis+Text						
11	Infoartikel	✓	✓	✓			
12	Info Fr.Text	✓	✓				
21	Optional	✓	✓	✓	✓		
22	Opt. Fr.Text	✓	✓		✓		
23	Opt. Fr.Preis	✓		✓	✓		
24	Opt. Fr.Preis+Text	✓			✓		
31	Zwangartikel		✓	✓	✓		
32	Zwang Fr.Text			✓	✓		
33	Zwang Fr.Preis			✓	✓		
34	Zwang Fr.Preis+Text		✓	✓	✓		
247	Waage			✓		✓	✓
249	Auslagenartikel fest...		✓	✓			

7. Setup

7.4.1 Standard items

The standard item is the item that is used most frequently. The standard item is used for items which should have a fixed name and a fixed price in the cash register. (Example: Coca Cola € 2.20, Beck's Pils € 3.00).

The screenshot shows the 'Artikelart' (Item Type) configuration form. The 'Name' field is set to 'Standard'. The 'Info' field is set to 'Nein'. The 'Fester Preis' (Fixed Price) field is set to 'Ja'. The 'Fester Name' (Fixed Name) field is set to 'Ja'. The 'Zwangsartikel' (Mandatory Item) field is set to 'Nein'. The 'Anzahl erfragen' (Ask for quantity) field is set to 'Nein'. The 'Auslagen-Artikel' (Display Item) field is set to 'Nein'. The 'Maßwert' (Measure) field is set to 'Nein'. The 'Beschreibung' (Description) field contains the placeholder text 'Eine kurze Beschreibung'. The form includes a 'Zurück' (Back) button and 'Speichern' (Save) and 'Speichern und neu' (Save and new) buttons.

7.4.2 Mandatory items

Mandatory items are items which must be stored as a query for items. These queries open each time when ordering the item to which they are appended. The best example we would like to give here is the degree of cooking for meat dishes (rare, medium, well-done).

The screenshot shows the 'Artikelart' (Item Type) configuration form. The 'Name' field is set to 'Zwangartikel'. The 'Info' field is set to 'Nein'. The 'Fester Preis' (Fixed Price) field is set to 'Ja'. The 'Fester Name' (Fixed Name) field is set to 'Ja'. The 'Zwangsartikel' (Mandatory Item) field is set to 'Ja'. The 'Anzahl erfragen' (Ask for quantity) field is set to 'Nein'. The 'Auslagen-Artikel' (Display Item) field is set to 'Nein'. The 'Maßwert' (Measure) field is set to 'Nein'. The 'Beschreibung' (Description) field contains the placeholder text 'Eine kurze Beschreibung'. The form includes a 'Zurück' (Back) button and 'Speichern' (Save) and 'Speichern und neu' (Save and new) buttons.

7. Setup

7.4.3 Optional Items

Optional items are items that you can append to ordered items to inform the bar or the kitchen of special orders. They are similar to mandatory items but with the difference that these items can be added on request and they are not queried every time. Here we can name “decaf” as an example. Also, the information texts for the bar/kitchen are useful as an optional item. In contrast to info. items, these items are directly appended to the booked item.

The screenshot shows a web-based configuration form for 'Artikelart' (Article Type). The form is titled 'Artikelart' and is located within a navigation menu that includes 'Betriebe', 'Mitarbeitergruppe', 'Artikelart', 'Wechselkurs', 'Räume', and 'Tisch'. The form contains the following fields and options:

- Name ***: A text input field containing the value 'Optional'.
- Info**: A radio button labeled 'Ja' (Yes), which is selected.
- Fester Preis**: A radio button labeled 'Ja' (Yes), which is selected.
- Fester Name**: A radio button labeled 'Ja' (Yes), which is selected.
- Zwangsartikel**: A radio button labeled 'Ja' (Yes), which is selected.
- Anzahl erfragen**: A radio button labeled 'Nein' (No), which is selected.
- Auslagen-Artikel**: A radio button labeled 'Nein' (No), which is selected.
- Maßwert**: A radio button labeled 'Nein' (No), which is selected.
- Beschreibung**: A text area with the placeholder text 'Eine kurze Beschreibung'.

The form includes navigation buttons: 'Zurück' (Back) at the top left and bottom left, and 'Speichern' (Save) and 'Speichern und neu' (Save and new) at the top right and bottom right.

7. Setup

7.4.4 Info. items

Classic info items with which you can send information from the terminals to the production areas. Info items are not printed on the bill, unless you have a price. The item is then also printed on the invoice. Again, the note bar / kitchen is specified. The difference is that the booked info item is not booked to a specific item, but it is printed on the receipt as a separate item as general information.

The screenshot shows a web-based configuration form for 'Artikelart' (Item Type). The form is titled 'Artikelart' and is located within a navigation menu that includes 'Betriebe', 'Mitarbeitergruppe', 'Artikelart', 'Wechselkurs', 'Räume', and 'Tisch'. The form contains the following fields and options:

- Name ***: A text input field containing 'Infoartikel'.
- Info**: A radio button set with 'Ja' selected (green background).
- Fester Preis**: A radio button set with 'Ja' selected (green background).
- Fester Name**: A radio button set with 'Ja' selected (green background).
- Zwangsartikel**: A radio button set with 'Nein' selected (red background).
- Anzahl erfragen**: A radio button set with 'Nein' selected (red background).
- Auslagen-Artikel**: A radio button set with 'Nein' selected (red background).
- Maßwert**: A radio button set with 'Nein' selected (red background).
- Beschreibung**: A text input field containing 'Eine kurze Beschreibung'.

The form includes navigation buttons: 'Zurück' (Back) on the left and 'Speichern' (Save) and 'Speichern und neu' (Save and new) on the right. The 'Speichern' button is disabled.

7. Setup

7.4.5 Measurement items

Measurement items are used when the price of the booked item is based on the weight. Meat, fish or fruit can be given as examples. You define the measuring quantity in the item group (see 3.2.1 (6)) and the item is calculated in the price through the query when booking the item (e.g. price per kilo of steak EUR 65.00; the steak which was cut weighs 384g - so, when making a booking, you make a query according to the gram quantity and the price of 384g on the basis of EUR 65.00 / kg would be calculated).

Betriebe Mitarbeitergruppe **Artikelart** Wechselkurs Räume Tisch

Zurück Speichern Speichern und neu

Artikelart

Name * Waage

Info Nein

Fester Preis Nein

Fester Name Ja

Zwangsartikel Nein

Anzahl erfragen Ja

Auslagen-Artikel Nein

Maßwert Ja

Beschreibung this type of article is only printed for additional information in the kitchen and will not be displayed on the customer bill

Zurück Speichern Speichern und neu

7. Setup

7.4.6 Outlay items

“Outlay items” are items that are calculated and taxed differently and these items thus have their own item group. Outlay items do not affect the cash balance because they are offset against the staff outlay when billing the table. An example is the outlay of money for cigarettes for the customer. The waiter gives the customer EUR 6 change and books it to the table. The customer repays this money to the waiter along with the total bill.

Important: To add an outlay item, the cloud user must have “Access to outlay items”. Tables with outlay items cannot be handed over since this results in differences in the employees’ cash balances.

The screenshot shows a web-based configuration form for 'Artikelart' (Item Type). The form is titled 'Artikelart' and is located within a navigation menu that includes 'Betriebe', 'Mitarbeitergruppe', 'Artikelart', 'Wechselkurs', 'Räume', and 'Tisch'. The form contains the following fields and options:

- Name ***: A text input field containing 'Auslagenartikel fester Preis'.
- Info**: A radio button set with 'Nein' selected.
- Fester Preis**: A radio button set with 'Ja' selected.
- Fester Name**: A radio button set with 'Ja' selected.
- Zwangsartikel**: A radio button set with 'Nein' selected.
- Anzahl erfragen**: A radio button set with 'Nein' selected.
- Auslagen-Artikel**: A radio button set with 'Ja' selected.
- Maßwert**: A radio button set with 'Nein' selected.
- Beschreibung**: A text area containing 'Eine kurze Beschreibung'.

The form includes navigation buttons: 'Zurück' (Back) and 'Speichern' (Save) at the top left and bottom left, and 'Speichern und neu' (Save and new) at the top right and bottom right.

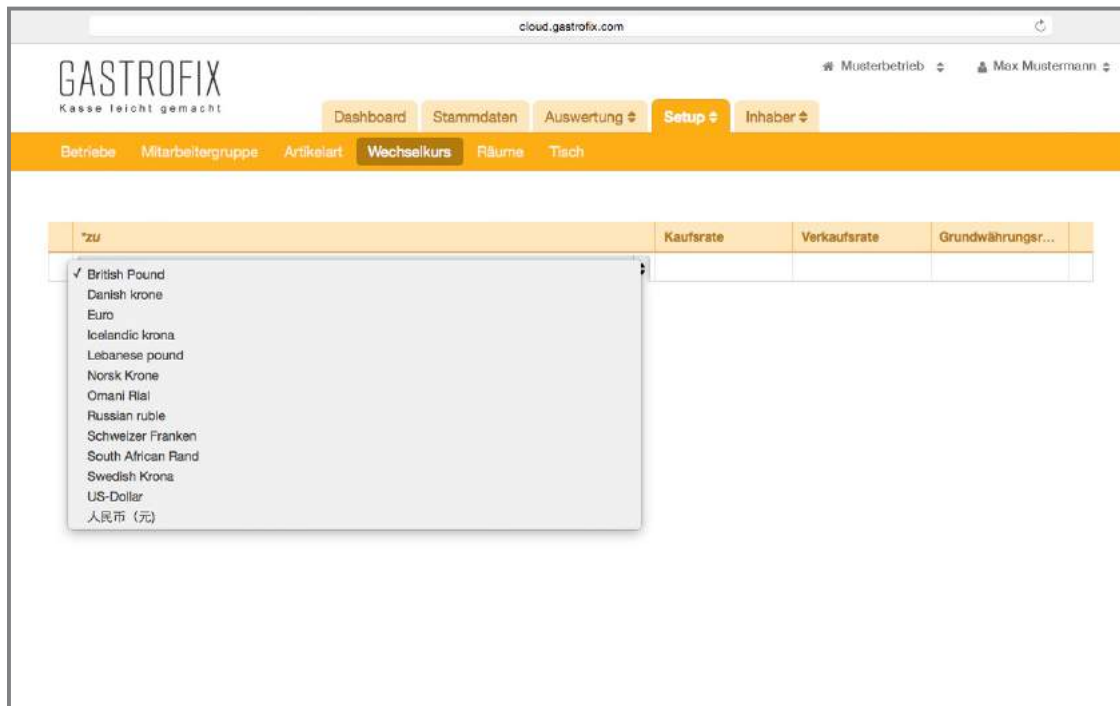
7. Setup

7.5 Exchange rate

The GASTROFIX cash register solution enables you to accept several currencies. Here, you can select from predefined currencies and define the buy, sell and basic currency rates. In doing so, you specify the value at which you accept your business's items with another currency.

The following currencies are available:

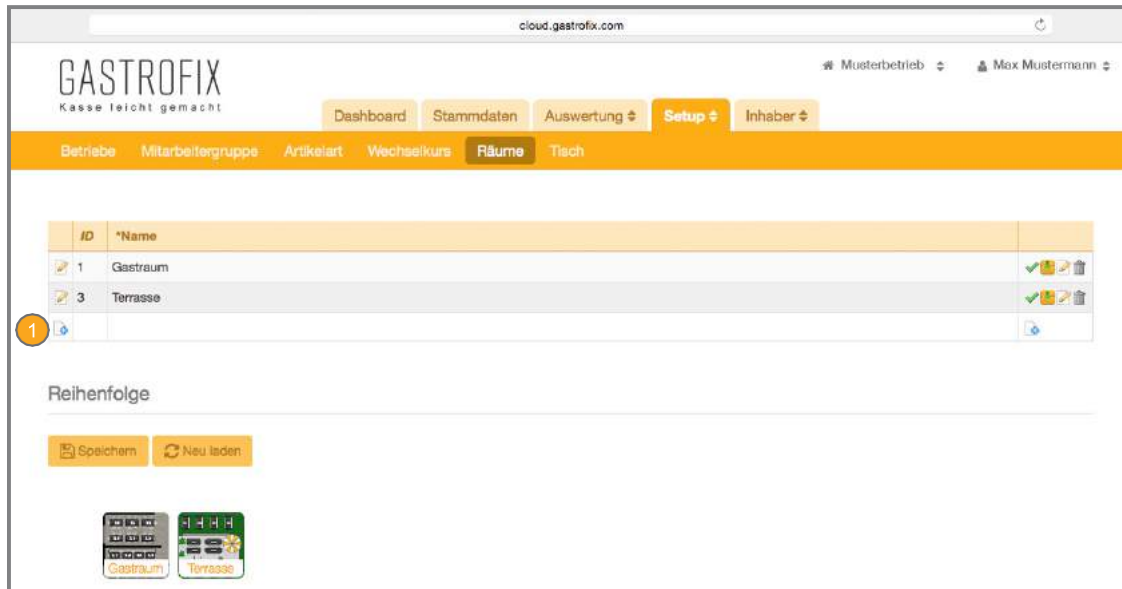
- British pounds
- Danish crowns
- Euros
- Icelandic crowns
- Lebanese pounds
- Norwegian crowns
- Iranian rials
- Russian roubles
- Swiss francs
- South African rand
- Swedish crowns
- US dollars
- Chinese yen



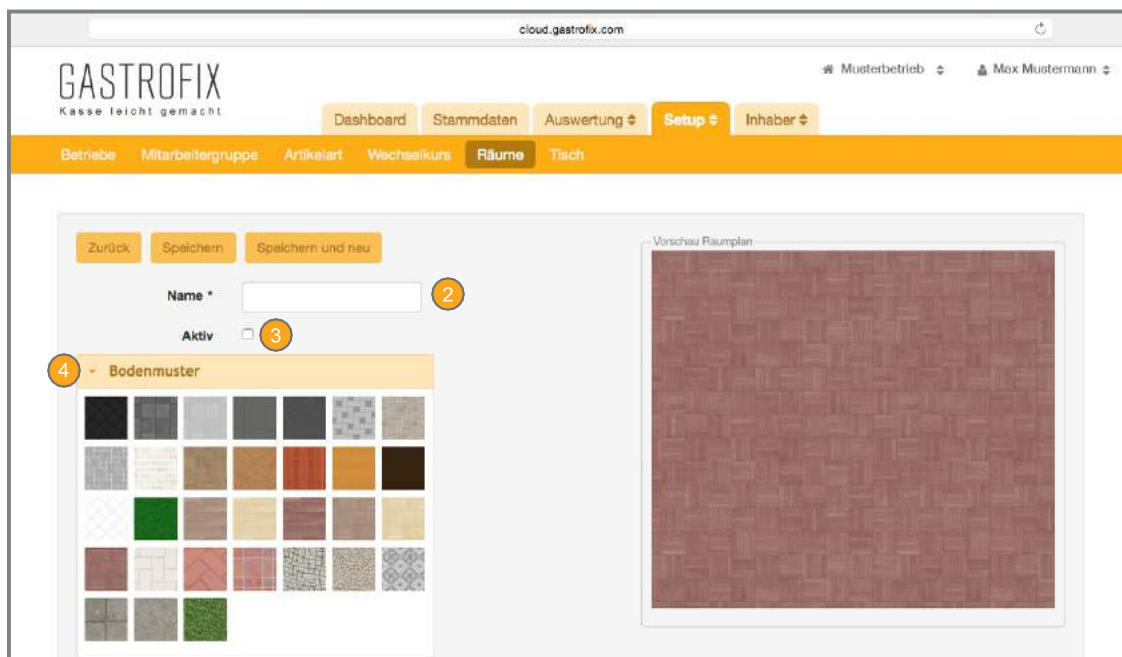
7. Setup

7.6 Rooms

Under this sub-point, you can set up your room or rooms as you please. You have a choice between different floor patterns, tables, chairs and other add-ons.



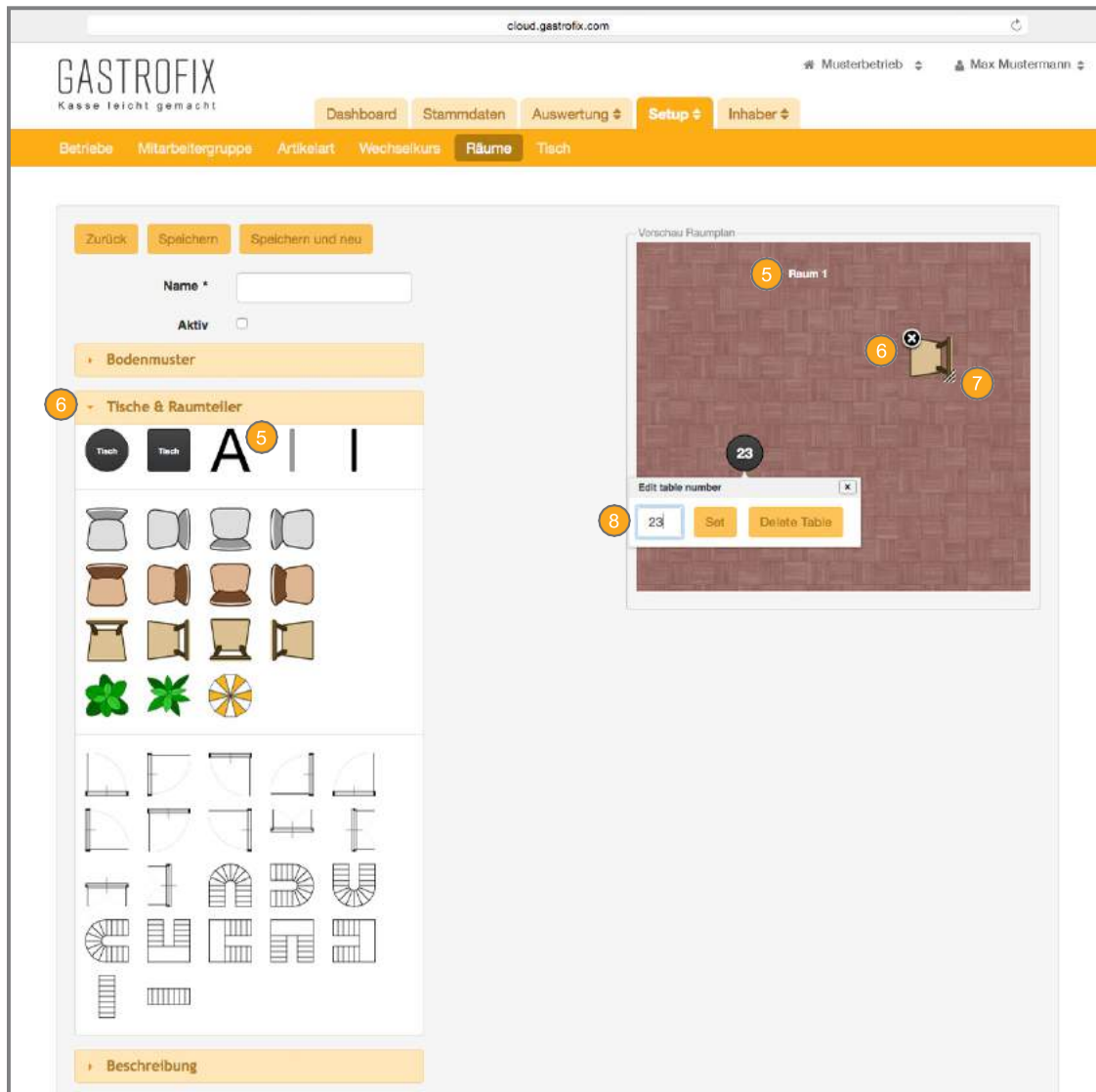
- 1 Click on this icon to add a new room.



- 2 In this field, name your room; e.g. guest room.
- 3 Activate your room
- 4 Choose from different floor patterns and design the restaurant floor according to your wishes.
(Continued on page 42)

7. Setup

7.6 Rooms (continued)



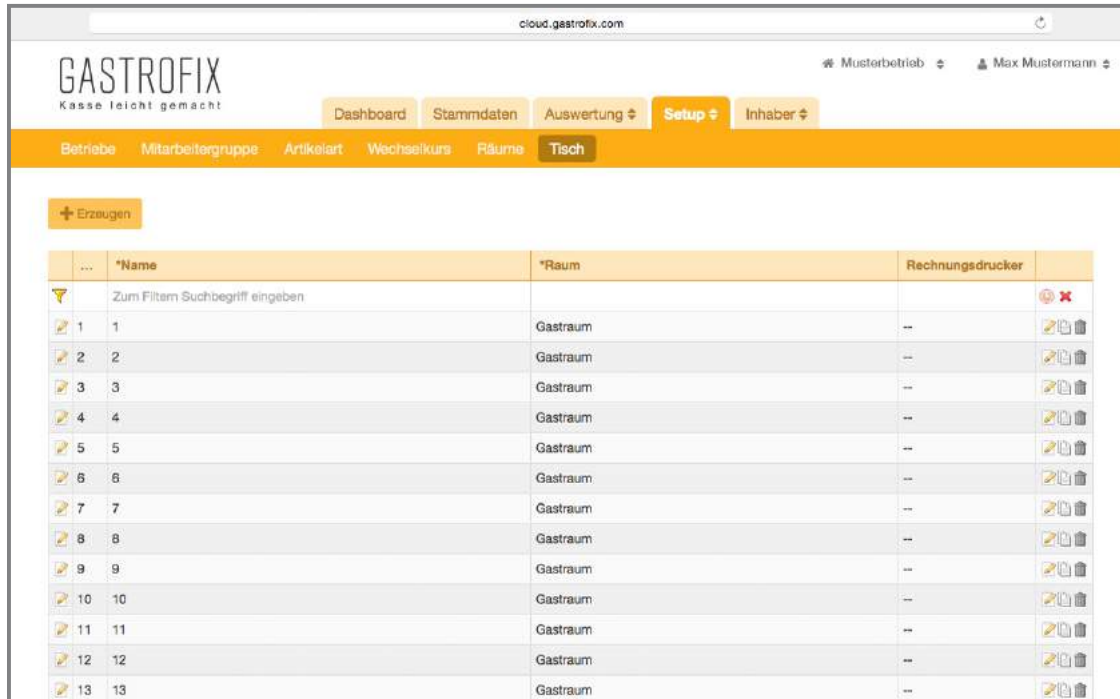
- 5 Here, you can add text to the room.
- 6 Here, you can select tables, chairs, room dividers and other elements to design your room. You can drag all elements to the room plan using “drag&drop”.
- 7 You can change the size of each element at the lower right corner by pulling the item to make it large or small.
- 8 You can change the table number by clicking on a table.

Important: Bookings are only made to tables and chairs. Other elements are only here for decoration.

7. Setup

7.7 Tables

The display shows all tables that you have added to the room plan. These are created automatically when you drag the table onto the room plan. Furthermore, you can also add tables which should not appear on the room plan (cancellation table, staff table). These can be called in the App via the table selection. Tables that are not added here can also not be called in the App.



...	*Name	*Raum	Rechnungsdrucker	
	Zum Filtern Suchbegriff eingeben			
1	1	Gastraum	--	
2	2	Gastraum	--	
3	3	Gastraum	--	
4	4	Gastraum	--	
5	5	Gastraum	--	
6	6	Gastraum	--	
7	7	Gastraum	--	
8	8	Gastraum	--	
9	9	Gastraum	--	
10	10	Gastraum	--	
11	11	Gastraum	--	
12	12	Gastraum	--	
13	13	Gastraum	--	

8. Hardware

In the hardware area, configure information about your terminals, the printers and the bill layout of your restaurant.

8.1 Terminals

Here, you control the terminals that are operating in your restaurant (iPads, iPods, etc.). Terminals are not created in the cloud manually, but are registered in your cloud by entering data or scanning a QR code.

Here are a few reference points, which should make setting up easier for you and show you the basic settings all together.

ID	Geräte ID	*Ge...	*Gerätename	*Mitarbeiter b...	*Kostenstelle	Check-Ou...	*IP-Adresse	App V.	8
6	fbaf048c64a541a8b0e1f27da67957148...	iPad	iPad (2)	Bitte anmelden	1	--	192.168.7.44	2.9.3	👍👎🗑️

- 1 Define what kind of terminal it is. Automatically detected during registration.
- 2 Here, you can give the terminal an individual name.
- 3 Define a fixed employee, who is always logged in when the terminal is started. We recommend that you take our predefined "Please log in" waiter to avoid incorrect bookings.
- 4 You can assign the individual terminals a cost centre to separate the evaluations, e.g. according to indoors and outdoors (you can find out about setting up the cost centres under 9.4).
- 5 If you work with your terminal in checkout/POS mode, you need to assign a unique table to each terminal. If you work in normal restaurant mode, this field remains blank.
- 6 You can change/enter the IP address of the terminal in this field.
- 7 The App version which is currently on your terminal is displayed.
- 8 Enable or disable the terminal.

8. Hardware

8.1 Terminals (continued)

When you click on the Edit icon, you enter the detailed view of the terminal, where you can make additional settings. You can skip the first detailed settings, since they only take up the previous points again. Printer settings:

The screenshot shows a web interface for configuring a terminal. At the top, the URL 'cloud.gastrofix.com' is visible. The user is logged in as 'Musterbetrieb' and 'Max Mustermann'. The main settings are divided into two sections: 'Grundeinstellungen für dieses Gerät' and 'Drucker-Einstellungen für dieses Gerät'. The 'Grundeinstellungen' section includes fields for 'IP-Adresse' (192.168.7.61) and 'Port' (3333). Below this are four dropdown menus for 'Mitarbeiter beim Starten', 'Check-Out Tisch', 'Kostenstelle', and 'Preisebene'. The 'Drucker-Einstellungen' section contains several options, each with a numbered callout: 9 'Bon-Druck immer auf' (radio button), 10 'Kein Druck auf' (radio button), 11 'Rechnung immer auf' (dropdown), 12 'Berichts- und Journaldrucker' (dropdown), 13 'Rechnungslayout' (dropdown), 14 'Ersten Gang öffnen' (checkbox), and 15 'Bildschirmschoner & Kundendisplay' (checkbox).

- 9 If you would like all ordered items to always be printed on just one receipt printer, you need to select this here. This selection overrides the receipt printer in your item groups. If you do not want this, leave this field blank (select option).
- 10 If you do not want the terminal to print any production receipts or only on one printer, select a printer here.
- 11 Define here on which printer that the bills from this terminal are to be printed on (e.g. Printer bar or Printer kitchen).
- 12 Define here on which printer the terminal is to print out the X & Z reports of the registered waiter.
- 13 Select here the layout that bills from this terminal are to be printed with.
- 14 When ordering in the operational area, if you do not want the terminal to always jump back to the course that you defined as the first one, you can disable this here.
- 15 In the next area, you will find the settings for a screensaver and the integration of a customer display. You can find these settings under Add-on 8.

8. Hardware

8.2 Printers

In this area, you can change the new predefined printers or add new ones.



- 1 Enter the name of the printer and preferably also the location (e.g. kitchen, bar).
- 2 Enter the IP address of the printer with which the printer was configured.
- 3 The TCP and UDP ports may not be modified.
- 4 Select the correct driver here so that the controller works. Although we distinguish between different models of the interface, there are, however, effectively only the Epson LAN (over a cable-connected printer) and the Epson Wifi UB R04 (over a WLAN-controlled printer). For other modules from the companies Metapace, Star, Citizen and Bixolon, please contact Support.

8.3 Bill layout

In this section, you can find the layouts of your bills, receipts and cancellation slips. Please contact our Support Team if you would like to change your layout.

Important: Please only change your bill layout if you are familiar with HTML code.

The layouts available here are the standard layouts and individual changes should first be discussed with our Support Team to avoid faulty effects.

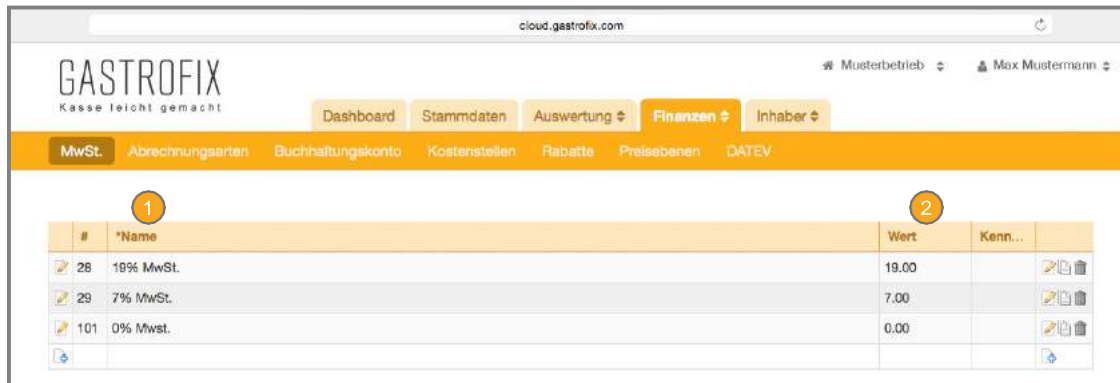


9. Finances

Under this tab, you can find all important information about your billing types, DATEV accounts, discounts, price levels, VAT and cost centres. We will now give you a brief overview of the individual categories.

9.1 VAT

With this tab, you define your VAT rates for your restaurant.




#	*Name	Wert	Kenn...
28	19% MwSt.	19.00	
29	7% MwSt.	7.00	
101	0% MwSt.	0.00	

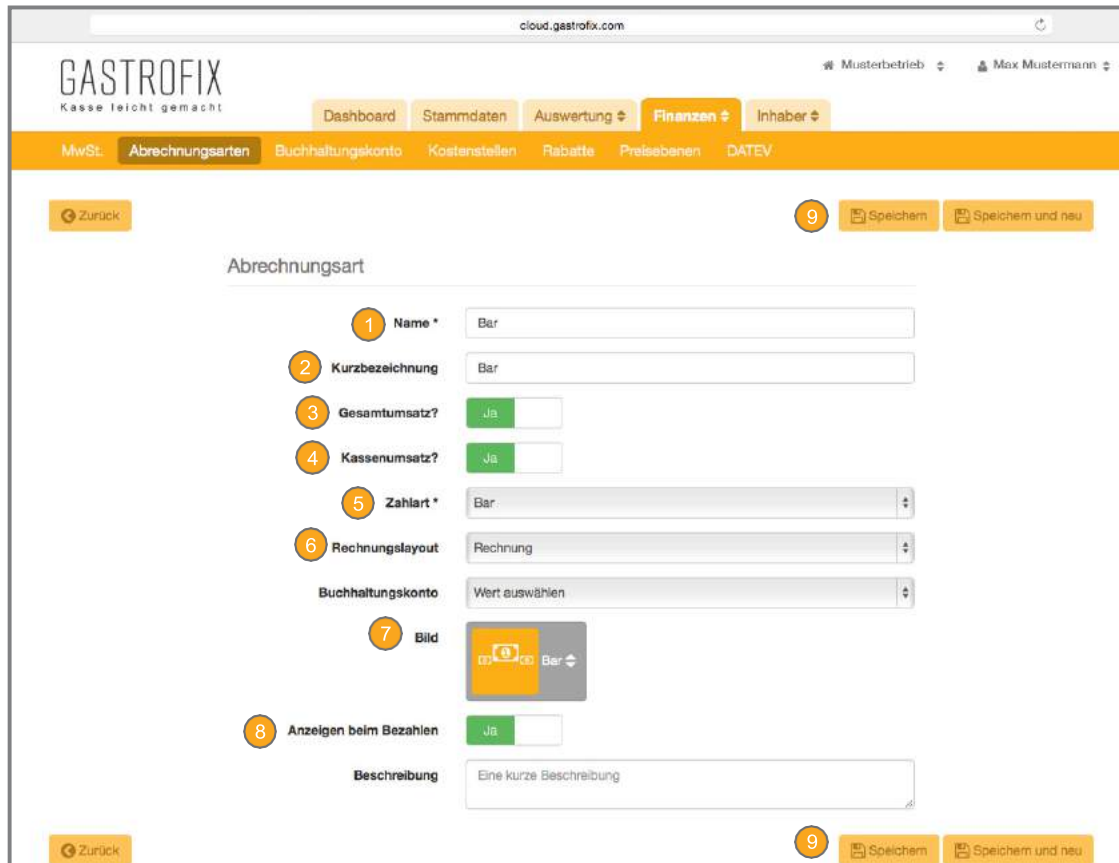
- 1 There, enter the name of the respective VAT rate (e.g. 19% VAT).
- 2 Here, it is the VAT rate that you want to specify.

The advanced settings are only used for the DATEV export. If you use these, you can find further information under Add-on 3.

9. Finances

9.2 Billing types

Under the “Billing types” tab, you define the types of billing that exist in your restaurant. You can add several billing types. Here, we would also first like to explain the layout. To add a new billing type, click on the  icon.



The screenshot shows the 'Abrechnungsart' configuration page in the GASTROFIX system. The form contains the following fields and options:

- 1 Name ***: Text input field containing 'Bar'.
- 2 Kurzbezeichnung**: Text input field containing 'Bar'.
- 3 Gesamtumsatz?**: Radio button selection, 'Ja' is selected.
- 4 Kassenumsatz?**: Radio button selection, 'Ja' is selected.
- 5 Zahlart ***: Dropdown menu with 'Bar' selected.
- 6 Rechnungslayout**: Dropdown menu with 'Rechnung' selected.
- Buchhaltungskonto**: Dropdown menu with 'Wert auswählen' selected.
- 7 Bild**: Image upload area showing a preview of a button with 'Bar' text.
- 8 Anzeigen beim Bezahlen**: Radio button selection, 'Ja' is selected.
- Beschreibung**: Text area with placeholder 'Eine kurze Beschreibung'.

Navigation buttons include 'Zurück' (Back) and 'Speichern' (Save) / 'Speichern und neu' (Save and new) buttons, with callout 9 pointing to the latter.

- 1 Define the name of the payment type
- 2 Here, enter the short name of the billing type, which may have a maximum of 20 characters.

Important: Here is the difference between the long and short name. The long name is the text of the item, which is printed on the bill for the guest. The short description is the name of the item which appears on the App button on the iPad. The space here is limited to 20 characters.

- 3 Here, you can enter whether the sale should be included in the total revenue. This is the case with all standard billing types (cash, EC, Visa, Mastercard etc.). Billing types which are not to be included in the total revenue are, for example, in-house vouchers, personnel, breakage, merchandising etc. Our Support Team is happy to help further if there are any questions.
- 4 Enter if the sale is included in the cash register revenue. This should only be the case with cash.
- 5 Select the corresponding payment type which affects the new billing type.
(Continued on next page)

9. Finance

5 The following payment types are available:

Cash	=	Cash/cash register
Credit card	=	Visa/Master/Amex
Debtor	=	Debtor/on account
Discover Network	=	Mobile payment provider
Internal	=	e.g. breakage, personnel, in-house
iZettle	=	Mobile payment provider
SumUp	=	Mobile payment provider
Payworks	=	Mobile payment provider
Twint	=	Mobile payment provider
Creditor/voucher	=	Vouchers with our interface

6 Enter here with which bill layout the bill is to be printed. All types of bill usually have the same layout.

7 Define an image with which the billing type is to appear on the iPad. Important - an image needs to be added so that the billing type appears on the iPad/iPod.

8 Hide billing type during payment should only be disabled if you work together with our partner Zapper.

9 Save the data.

9.3 Accounting costs

Other DATEV settings are made with the accounting ledgers. More details about this under Add-on 3



9. Finances

9.4 Cost centres

In the cost centre section, you can create as many cost centres as you like, which you assign to the different terminals. Cost centres can help you with the evaluations if you would like to see how much revenue/how many orders you have in a guest room or on the terrace, for example. However, to do so, the terminal needs to be assigned to an area.



9.5 Discounts

Under the “Discounts” category, your desired discounts can be configured or you can choose between percentage and absolute discounts.



- 1 Enter here a clear name for the discount. (e.g.: EUR 2 lunchtime discount or 15% regular customer discount).
- 2 Enter the value as a figure.
- 3 Define in this box whether the discount is a percentage or absolute discount.
- 4 With this button, you define whether all items are to be checked for discounting during the payment operation (see 3.2.1. - point 5).

9. Finances

9.6 Price levels

Using the price levels, you can tie various price reductions to days of the week and times. To add a price level, please click on the button.

- 1 Enter a unique name for the price level; e.g.: HappyHour Cocktails.
- 2 With this button, you can enable or disable the price levels
- 3 Select the weekdays on which the price levels are to be effective in your business.
- 4 Define the time from when to when the price of the items are to be reduced.
- 5 You can add an additional description in the field.

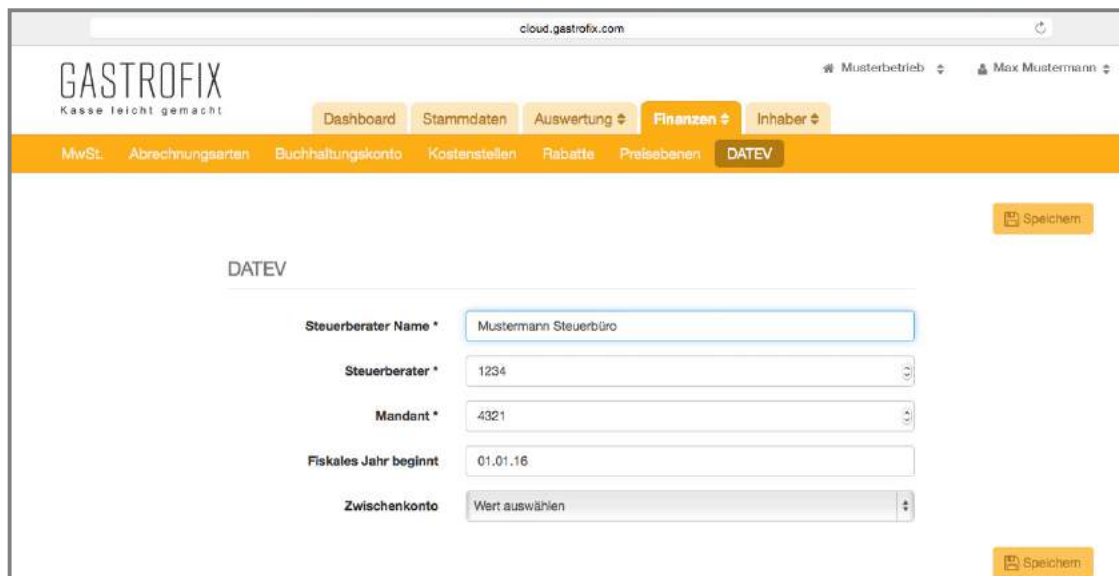
After having added a price level, you can enter a new price in the desired item's detailed editing, which should be used for the defined periods/set period. (see 3.3.1 (2))

9. Finances

9.7 DATEV

Data that is still necessary for using the DATEV export needs to be entered here. Your tax consultant must send the required data to our Support Team and the settings are to be made by us. The requirements are as follows:

- Name of the accounting framework plan
- Account numbers of the different goods accounts (e.g.: Earnings 19% alcohol-free drinks, 7% hot dishes etc.)
- Account number for each billing type used (e.g.: cash, credit card, breakage etc.)
- Tax advisor number
- Client number
- Start of business year
- Customer number



The screenshot shows the GASTROFIX web interface. The browser address bar displays 'cloud.gastrofix.com'. The page header includes the GASTROFIX logo with the tagline 'Kasse leicht gemacht' and user information for 'Musterbetrieb' and 'Max Mustermann'. A navigation menu contains 'Dashboard', ' Stammdaten', ' Auswertung', ' Finanzen', and ' Inhaber'. A secondary menu below it lists 'MwSt.', ' Abrechnungsarten', ' Buchhaltungskonto', ' Kostenstellen', ' Rabatte', ' Preisebenen', and ' DATEV'. The main content area is titled 'DATEV' and contains a form with the following fields:

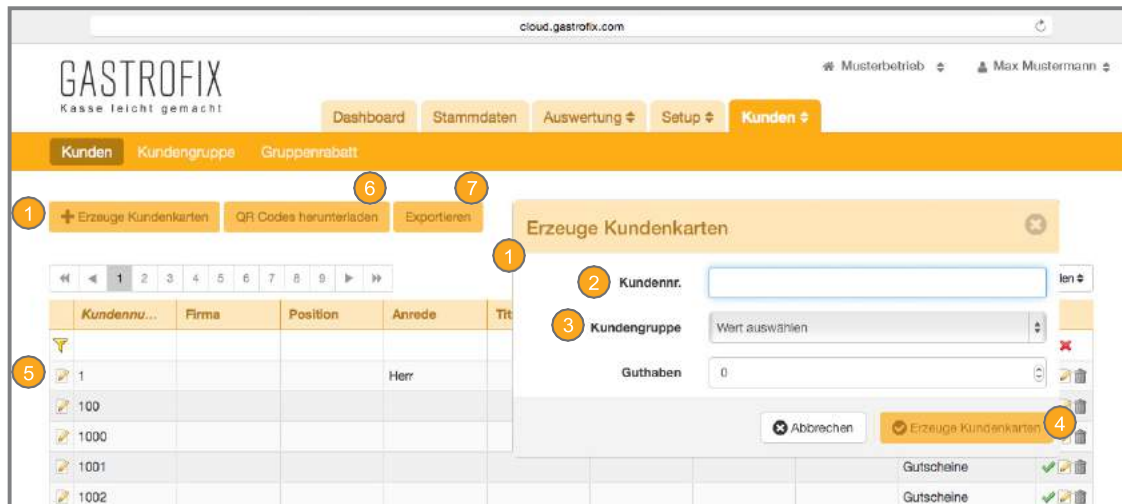
Steuerberater Name *	<input type="text" value="Mustermann Steuerbüro"/>
Steuerberater *	<input type="text" value="1234"/>
Mandant *	<input type="text" value="4321"/>
Fiskales Jahr beginnt	<input type="text" value="01.01.16"/>
Zwischenkonto	<input type="text" value="Wert auswählen"/>


There are two 'Speichern' (Save) buttons, one in the top right and one in the bottom right of the form area.

10. Customers

In the section Owner -> Customers, you manage your customers, customer groups and can define group discounts.

10.1 Add customers



- 1 Here, you can add the customer cards (pop-up window opens).
- 2 Enter the customer's respective customer number. You can also add several customers at once by entering the numbers in this window as follows: 1 – 1000 would add customers from 1 to 1000.
- 3 Select the customer group. The credit field has no meaning without our Voucher and creditor manager.
- 4 Click on Create and the desired number of customers is created.
- 5 Click on the Edit icon to edit the customers in detail: 
Here, you can create additional data from your customers and see the individual QR codes of the data sets.
- 6 Using the QR code, you can download your customers' data as an Excel spreadsheet. An Excel spreadsheet that can be used for further editing for printing customer cards and/or vouchers, for example, can be created.
- 7 You can also export the customer data you entered (name, company, email address, telephone number, address, etc.). To do so, click on "Export".

You can find further information about the voucher and creditor function under Add-on 2.

10. Customers

10.2 Customer group

In the Customer group section, you can add various groups for your customers.

- 1 Define the group name, e.g. March promotion, regular customers, business customers, VIP customers.
- 2 Assign the discount that was added earlier to the group (see 10.3).

10.3 Group discount

- 1 Enter a unique discount name, e.g. 15% regular customer discount, 50% VIP customer discount.
- 2 The amount of discount that is to be given. Here too, you can choose between a percentage and an absolute discount.
- 3 With this button, you define whether all items are to be checked for discounting during the payment process (see 3.2.1. - point 5).

11. Add-ons

Add-on 1: Store manager

The Store manager enables you to run several stores with our cash register system, to administer your data at a top level, and to apply changes to all or individual and self-defined groups. This saves you a lot of time, since you make the changes in what is called a “Master business” and not in every single business. The precondition for this is that the items and item groups are set up identically at the beginning (name, PLU, etc.). Please contact Sales if you have any further questions about this feature. Our Support Team is happy to help you set up the Store manager in the cloud.

Add-on 2: Voucher/ creditor manager

The voucher/creditor manager is an extension of the customer database. This tool enables you to load credit to individual customers' personal cards, which the customers can use when paying. This tool enables you to create a voucher card (without data) and to load credit instead of creating a customer card. The advantage of this function is a detailed overview of issued vouchers and multiple use of these cards. The flexible data format means you can have vouchers created with your design. Regardless of whether it is a plastic card or paper. You can let your imagination be free.

Our Sales Team is happy to advise you if you have any questions about this tool from the GASTROFIX cash register solution.

Add-on 3: DATEV export

The DATEV export enables you to export your revenue in the data format from DATEV. This format is the standard format, which can be read in DATEV. Our Support Team will be happy to help you set it up.

Add-on 4: PayPal

The interface to PayPal enables you to accept payment via PayPal using our cash registers. Please contact our Support Team if you are interested in this interface.

Add-on 5: Zapper

Zapper is another interface to a payment provider. With this, a QR code is printed on the bill. Using the Zapper App, this QR code can be scanned and payment can be made. You can find further information about this tool at www.zapper.com. Please contact Sales if you are interested in this payment provider.

11. Add-ons

Add-on 6: Hotel interfaces (Ibelsa/HS3/Hogatron)

We provide several interfaces to hotel software programs. With these interfaces, you can transfer revenue to your PMS (Property Management System) and book the bills from guests to your room so that you receive a total bill when leaving. Please contact Sales if you have any questions about the individual providers.

Add-on 7: Necta

Necta is a goods management program from Austria which has a transfer interface from our cash register system. You can find further information about this at: www.necta.at

Add-on 8: Customer display

If you use our cash register system in checkout/point of sale mode, you can integrate a customer display. The iPad mini is available for this. The ordered items, total price and change are shown to your customers on this display. There are two ways of using a customer display. Please contact Sales if you are interested in this product.

Add-on 9: Screensaver

You can provide the stationary iOS terminal with an individual screensaver ¹. In this way, after a time period that you can define, an image appears on the screen. This also automatically logs out the registered waiter. By touching the screen, the screensaver disappears and the login screen appears. Please contact our Support Team for further information about the format of the screensaver.

1 Bildschirmschoner & Kundendisplay

Bildschirmschoner-URL

Bildschirmschoner nach

Kundendisplay Nein

Kundendisplay Quelle Nein

Kompakt-Modus Nein

Geändert am

Zurück Speichern Speichern und neu