

Restaurant Management System



Developed by: Card Transaction Services Inc.

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Website: <http://www.cardtransac.com>

1. Install the software

1) Where to get the software

We provide a free demo version of RMS.

Go to <http://www.easypos.ca/rms/rmssetup.exe> download it. Or contact us to ask for an installation CD. Log on to <http://www.easypos.ca> to get more information.

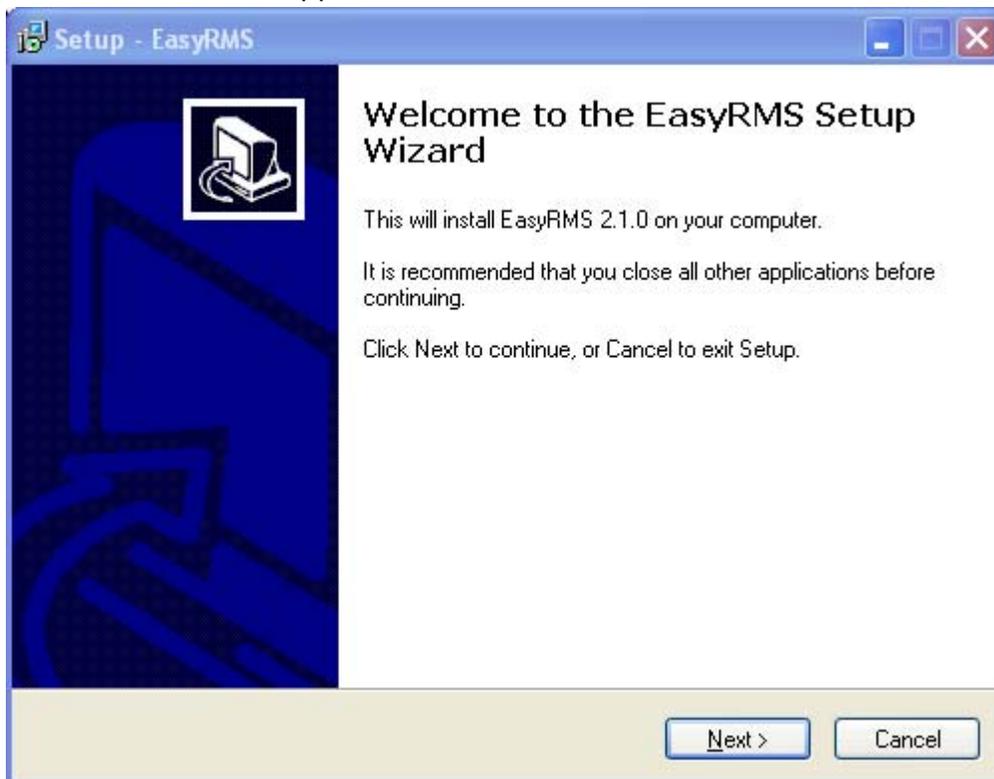
2) Installation

We provide two methods to install RMS, a) installation through a CD; b) installation through a downloaded program RMSsetup.EXE. Either method a) or b), it will take two steps to complete the installation.

First, install the demo version.

Second, run the RMS, and click [Activate] button in [Backoffice] to activate it to become a full version.

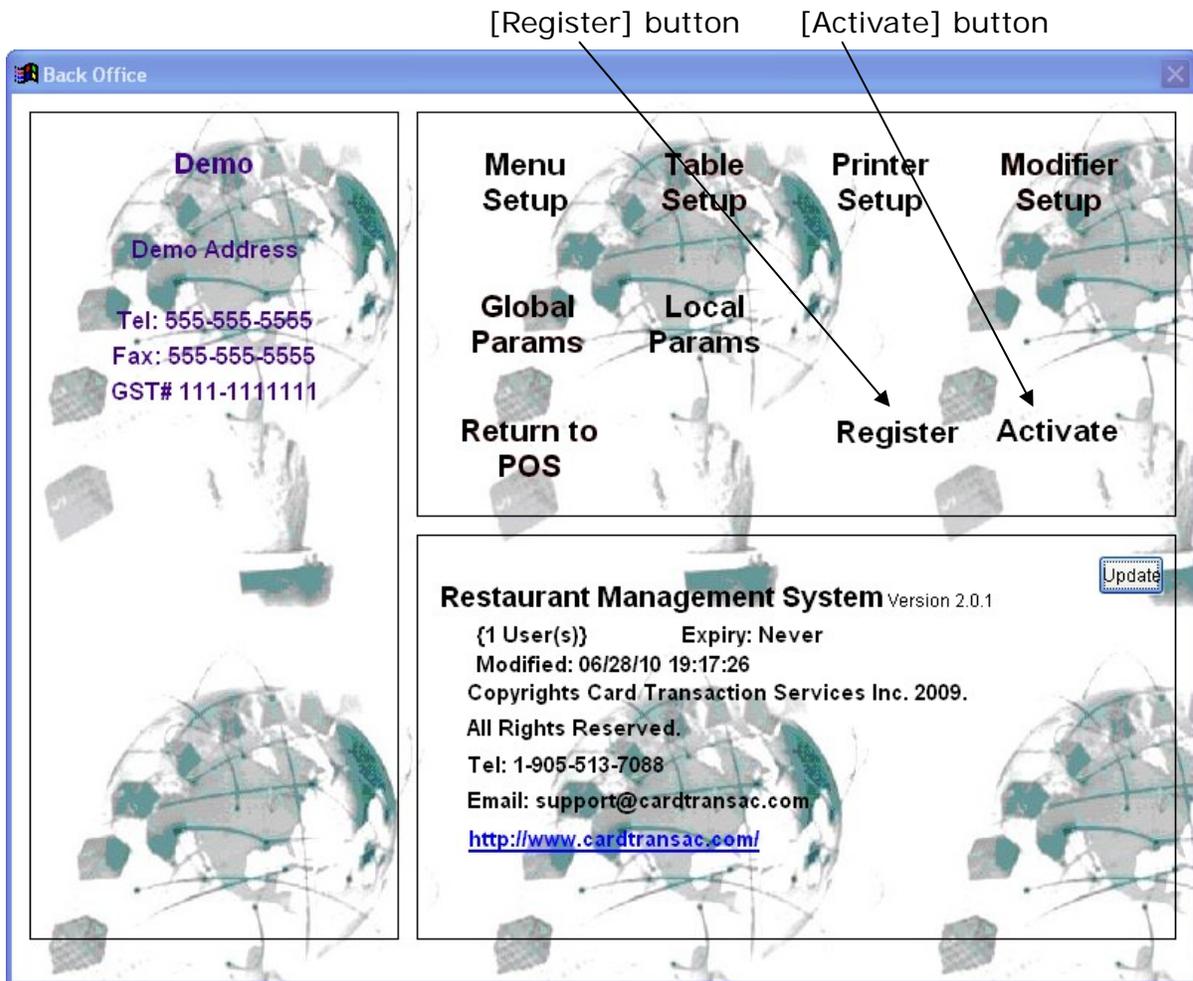
- If you install RMS from the installation CD, please follow the installation guide README.TXT in the CD.
- If you download the software from our website, you can just simply double click the RMSsetup.EXE you downloaded, and then follow the instruction to install it. An installation window appears as below:



3) How to get the activation code

Contact us to buy an Activation Code or buy it online at:

<http://www.easypos.ca/rms.htm> or click the [Register] button in the demo version of RMS as below:



4) Activate the software

After you have bought an Activation Code, you will receive an email that includes a file like **activexxxx.zip** (xxxx should be 4 digits) or an activation key. To activate the software RMS, run the RMS demo version and simply click [Activate] button, and then activate over Internet or provide where the activexxxx.zip stored path. Click [ok], everything will have been done. When you restart RMS, a new full version will appear in front of you.

5) Set up a remote environment

The RMS is designed for not only running in a single computer, but also with multi store and multi cashier networking via Internet/Intranet. If you want RMS



to run on Internet, you have to set up a remote environment. That includes the conditions,

- a) A server connecting to Internet with a static IP address or a domain name which can be accessed over Internet, or have a hosting of SQL server.
- b) Install a Database in the server, such as MySQL, MS SQL Server, Oracle, or etc. and its ODBC interface in your client computer. For the detail of Database server installation, please consult for the Database administrator.
- c) Have a database account with the privilege to access a created database and set up an ODBC DSN in your client computer.

(Ask the Database Administrator to prepare for all these things)



2. System Functions Overview

System Menu

- Dine In
- Take Out
- Delivery
- AllYouCanEat
- Table Status
- Order Status
- Delivery Status
- Server Status
- Settled
- No Sale
- Void Bill
- Refund
- Password
- Guest Info
- Cashier In
- Cashier Out
- Time Card
- Report
- Back Office
 - Menu Setup
 - Table Setup
 - Printer Setup
 - Modifier Setup
 - Return to POS
 - Report
 - Items Sales Report
 - Cashier Sales Report
 - Location Sales Report
 - Period Sales Report
 - Sales/Purchase Report
 - Category Sales Report
 - Cashier Closing Report
 - Cashier Current Report
 - Inventory
 - Inventory Items Check-in
 - Items Check-in Revise



- Show Inventory Status
- Print Inventory Status
- Items Coding
- Items Pricing
- Modify Items
- Modify Category
- Customers
 - New Customers
 - Display Customers
 - Search Customers
- Suppliers
 - New Suppliers
 - Display Suppliers
 - Search Suppliers
- Accounting
 - Account Receivable
 - Account Payable
 - Cust. Pymy Pending Lists
 - Invo. Pymt Pending Lists
 - Cancel Invoice
- Tools
 - New/Edit Connection
 - Switch System
 - System Synchronizing
 - User Management
 - Backup Database
 - Restore Database
 - Export to Excel
 - Menu Items
 - Item Codes
 - Customers
 - Suppliers
 - Invoices
 - Sales
 - Check for Update
 - Configuration
 - Global Parameters
 - Local Parameters
- Return
- Exit



Place Order

Select Item

Guest Name

Number of Guest

Change Table

Half

Modifier

Split Merge

Void Items

Void Order

More Order

Re-send Item

Quantity

Discount

Print Bill

SEND

PAY

Revise

Code

Return

3. Operation guide

- Getting start



This is the main screen of the system.

Every time touch the button on the main screen, you will be asked for entering a access code unless you save the access code last time,

1) <Dine In>, <AllYouCanEat>

A table layout will appear as below,

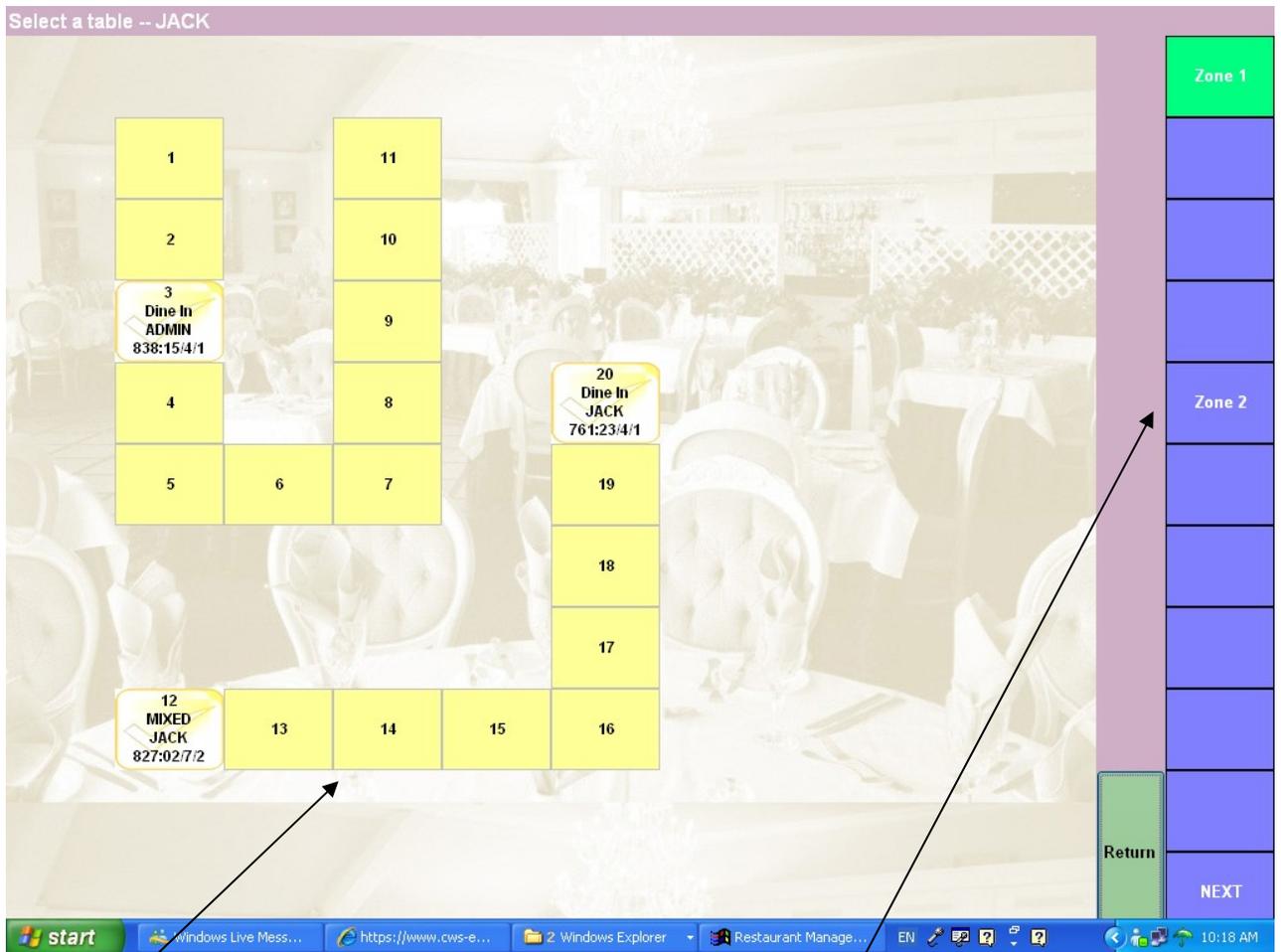


Table layout

Zone name

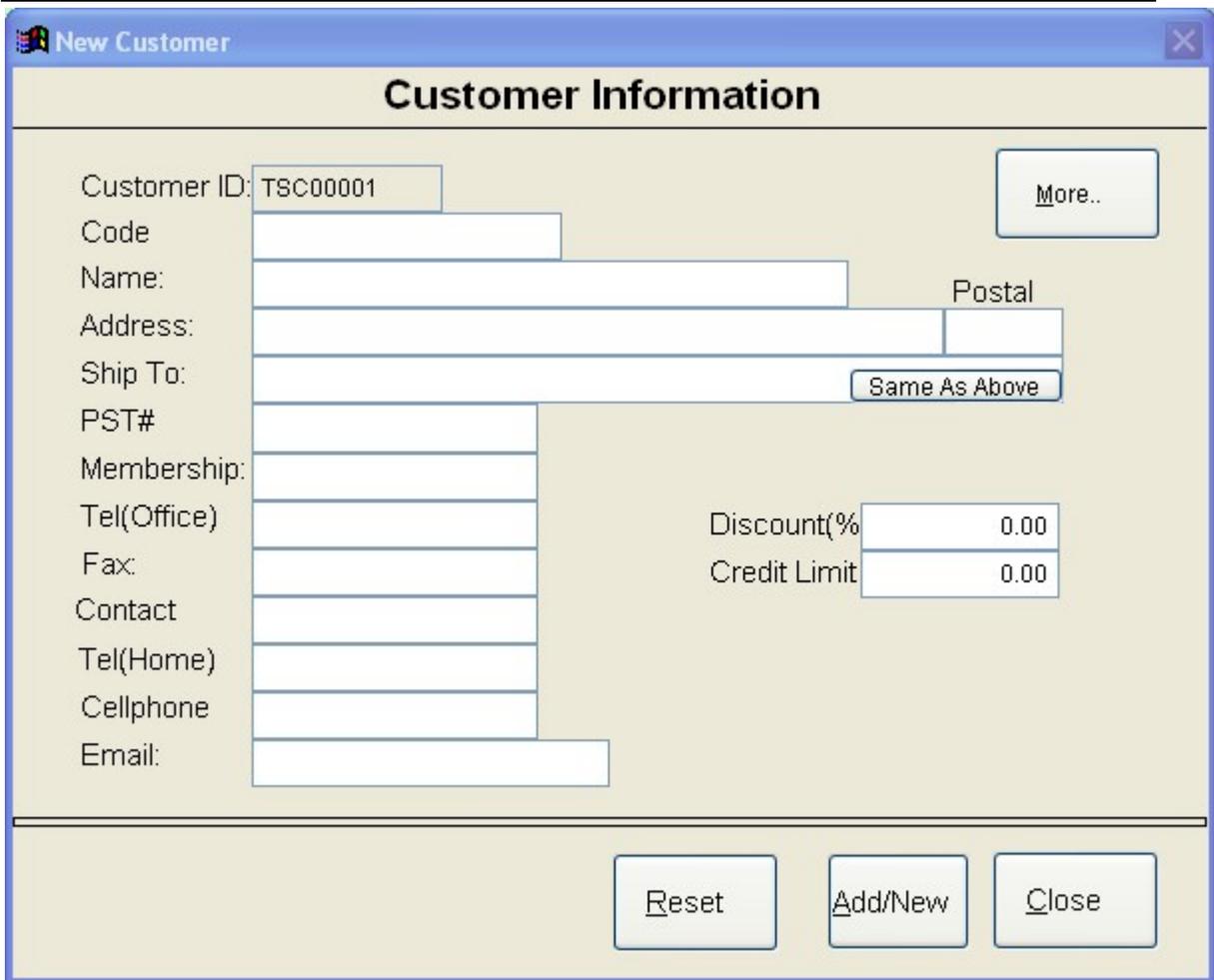
Select a table, system then asks the guest number, enter the number, the place-order screen appears.

2) <Take Out>

The place-order screen appears.

3) <Delivery>

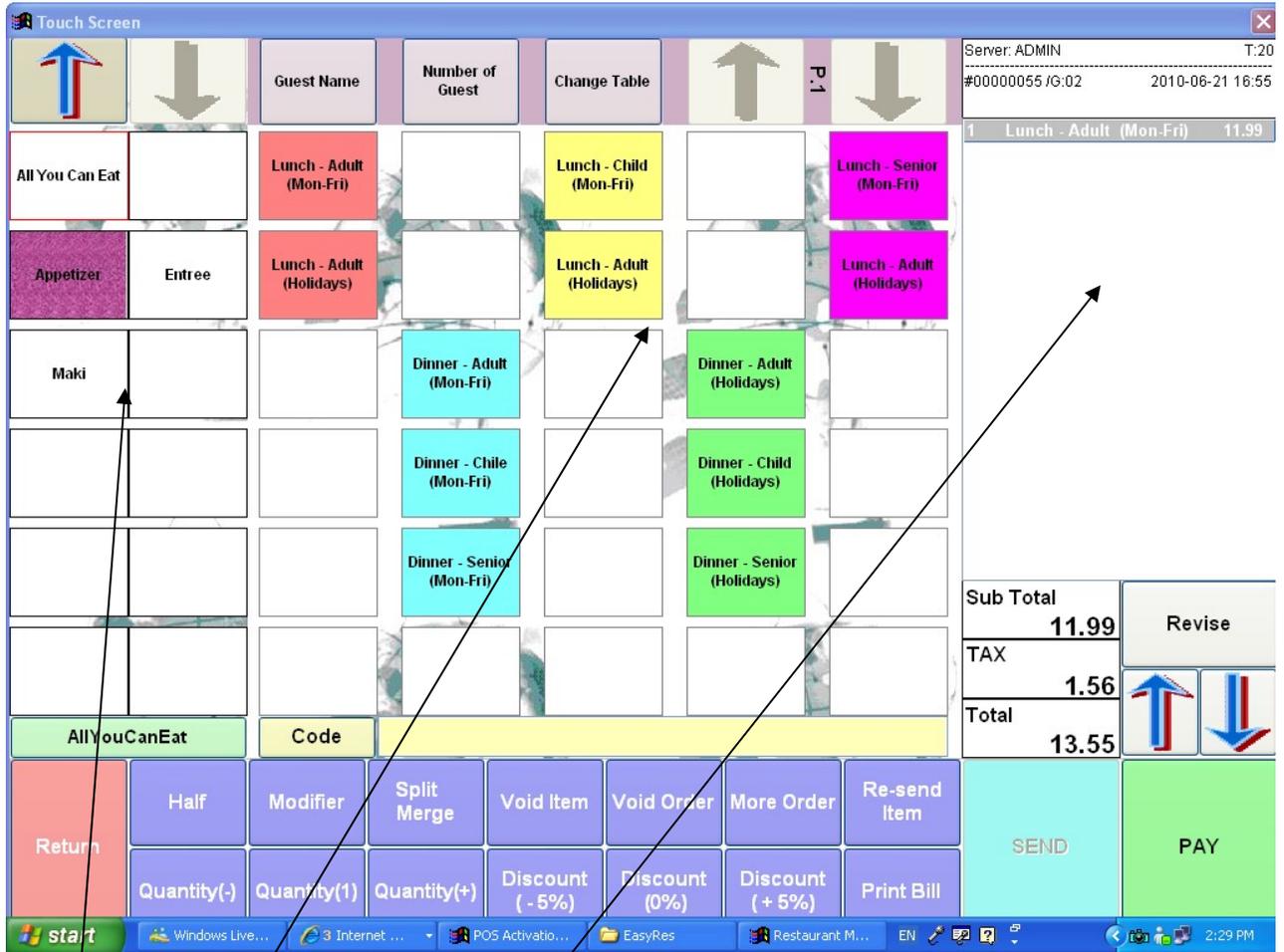
You will be asked for entering the customer information. Whatever enter the customer's name or phone#, or address. If the customer exists in database, the place-order screen appears. Otherwise ask you enter the customer information as below,



The screenshot shows a software window titled "New Customer" with a sub-header "Customer Information". The window contains several input fields for customer data. The "Customer ID" field is pre-filled with "TSC00001". Other fields include "Code", "Name", "Address" (with a "Postal" sub-field), "Ship To" (with a "Same As Above" button), "PST#", "Membership", "Tel(Office)", "Fax", "Contact", "Tel(Home)", "Cellphone", and "Email". On the right side, there are two rows of data: "Discount(%)" with a value of "0.00" and "Credit Limit" with a value of "0.00". A "More.." button is located in the top right corner. At the bottom of the window, there are three buttons: "Reset", "Add/New", and "Close".

After completing the customer's information, the place-order screen appears,

Place-order Screen:



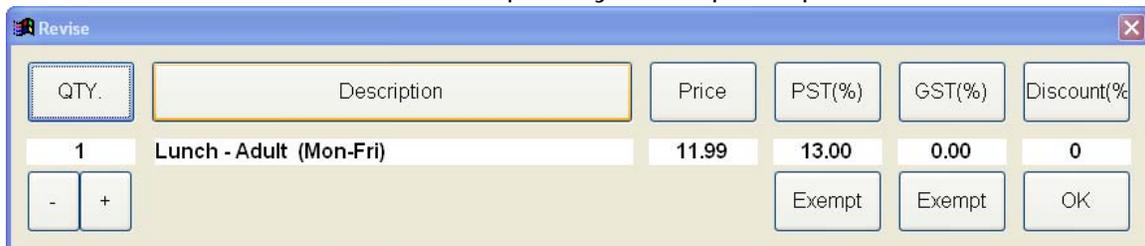
Menu items

Menu category

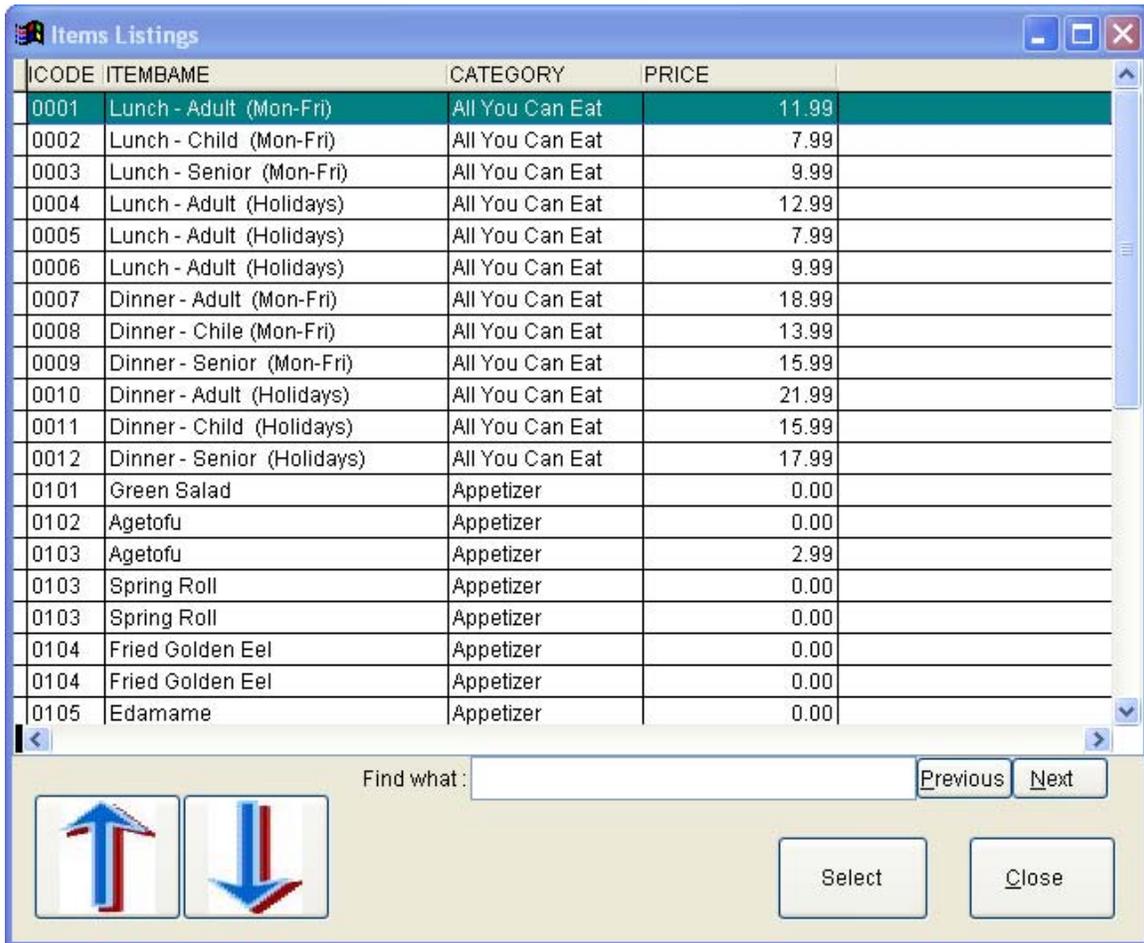
Items order lists

. Description of the buttons:

- <Guest Name> Enter or change a guest name
- <Number of Guest> Enter or change the number of guest
- <Change Table> Change table
- <Revise> Revise the quantity, description, price, tax, and discount



<Code> Find the menu item by code



ICODE	ITEMNAME	CATEGORY	PRICE
0001	Lunch - Adult (Mon-Fri)	All You Can Eat	11.99
0002	Lunch - Child (Mon-Fri)	All You Can Eat	7.99
0003	Lunch - Senior (Mon-Fri)	All You Can Eat	9.99
0004	Lunch - Adult (Holidays)	All You Can Eat	12.99
0005	Lunch - Adult (Holidays)	All You Can Eat	7.99
0006	Lunch - Adult (Holidays)	All You Can Eat	9.99
0007	Dinner - Adult (Mon-Fri)	All You Can Eat	18.99
0008	Dinner - Child (Mon-Fri)	All You Can Eat	13.99
0009	Dinner - Senior (Mon-Fri)	All You Can Eat	15.99
0010	Dinner - Adult (Holidays)	All You Can Eat	21.99
0011	Dinner - Child (Holidays)	All You Can Eat	15.99
0012	Dinner - Senior (Holidays)	All You Can Eat	17.99
0101	Green Salad	Appetizer	0.00
0102	Agetofu	Appetizer	0.00
0103	Agetofu	Appetizer	2.99
0103	Spring Roll	Appetizer	0.00
0103	Spring Roll	Appetizer	0.00
0104	Fried Golden Eel	Appetizer	0.00
0104	Fried Golden Eel	Appetizer	0.00
0105	Edamame	Appetizer	0.00

- <Return> Return to Main screen
- <Half> Change the item to half size
- <Modifier> Add materials to the menu item
- <Split/Merge> Split or merge order(s)
- <Void Item> Delete an item
- <Void Order> Delete the order
- <More order> Display another order. Right click or hold, the order lists will pop up for choosing,

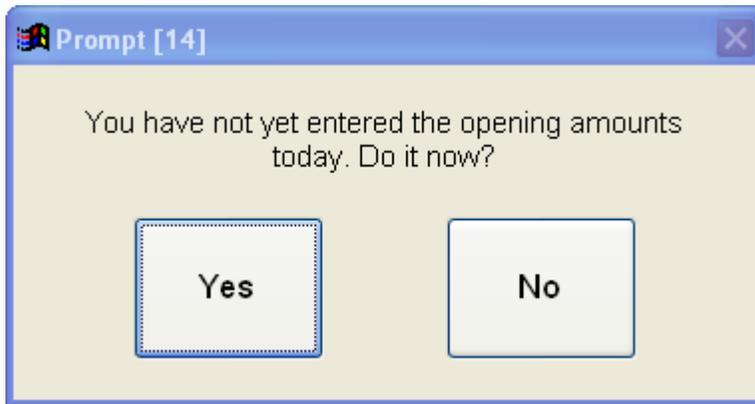


Order#35	Take Out	ADMIN	Order#36	Take Out	ADMIN
T:	Guest: 00	\$11.29	T:	Guest: 00	\$20.32
P.1					
			Previous Next Close		

- <Re-send Item> Send the item to print again
- <Quantity(-)> Decrease the quantity
- <Quantity(1)> Reset the quantity to 1
- <Quantity(+)> Increase the quantity
- <Discount(-5%)> Subtract 5% of discount
- <Discount(0%)> Reset discount to 0
- <Discount(+5%)> Add 5% of discount
- <Print Bill> Print the bill
- <Send> Send all items to printer

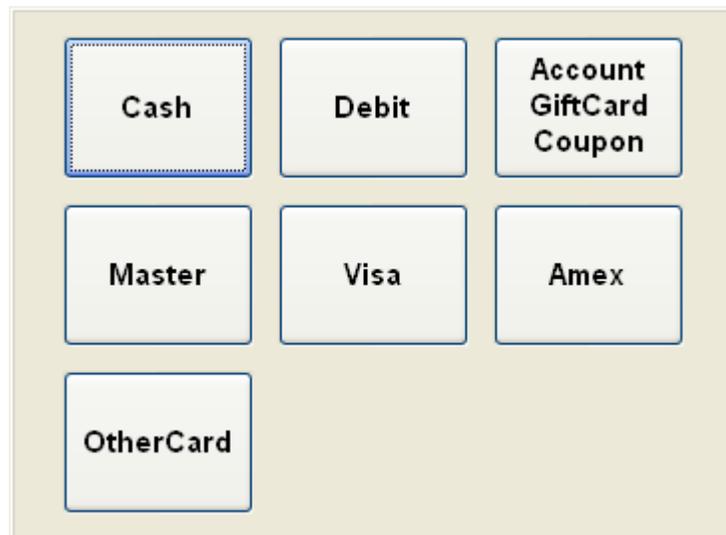
<Pay> Make the payment

If the cashier hasn't entered the opening amount, a message box pops up:

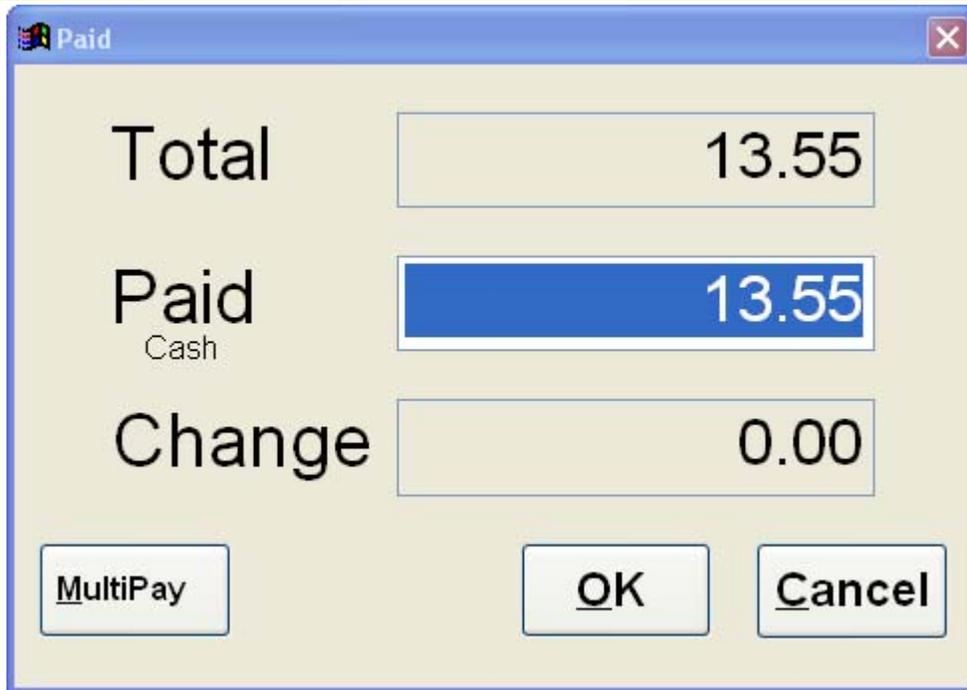


* Usually click [Yes] at the beginning of a shift for the cashier

Click [Yes] to enter the open amount. And then a payment method window pops up,



Choose a payment method, and then pay,

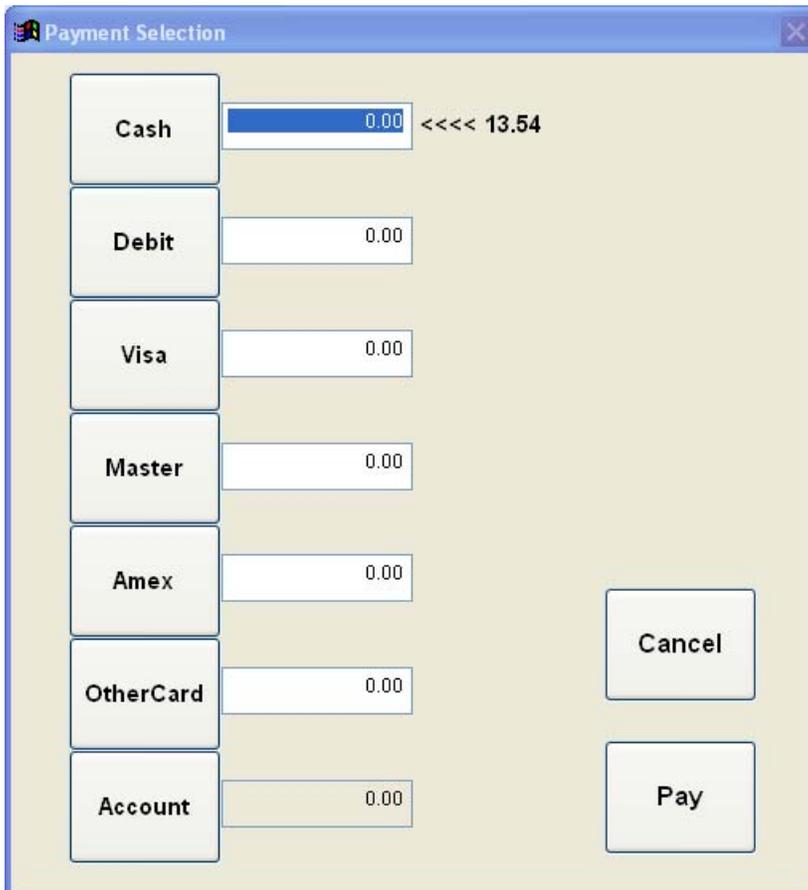


The 'Paid' dialog box displays the following information:

Total	13.55
Paid Cash	13.55
Change	0.00

Buttons: MultiPay, OK, Cancel

Click [Multipay], you can choose paying by multiple methods.



The 'Payment Selection' dialog box displays the following information:

Cash	0.00	<<<< 13.54
Debit	0.00	
Visa	0.00	
Master	0.00	
Amex	0.00	
OtherCard	0.00	
Account	0.00	

Buttons: Cancel, Pay



Click [OK] to complete. The receipt is printed out and the cash drawer opened.

4) <Table Status>

Display the table layout with the status.

5) <Order Status>

Display the active order lists.

6) <Delivery Status>

Display the on-going delivery orders.

7) <Server Status>

Display the on-duty server lists.

8) <Settled>

Display the payment history.

9) <No Sale>

Open the Cash Drawer without payment.

10) <Void Order>

Display the active orders to be voided.

11) <Refund>

Make a refund.

12) <Customers>

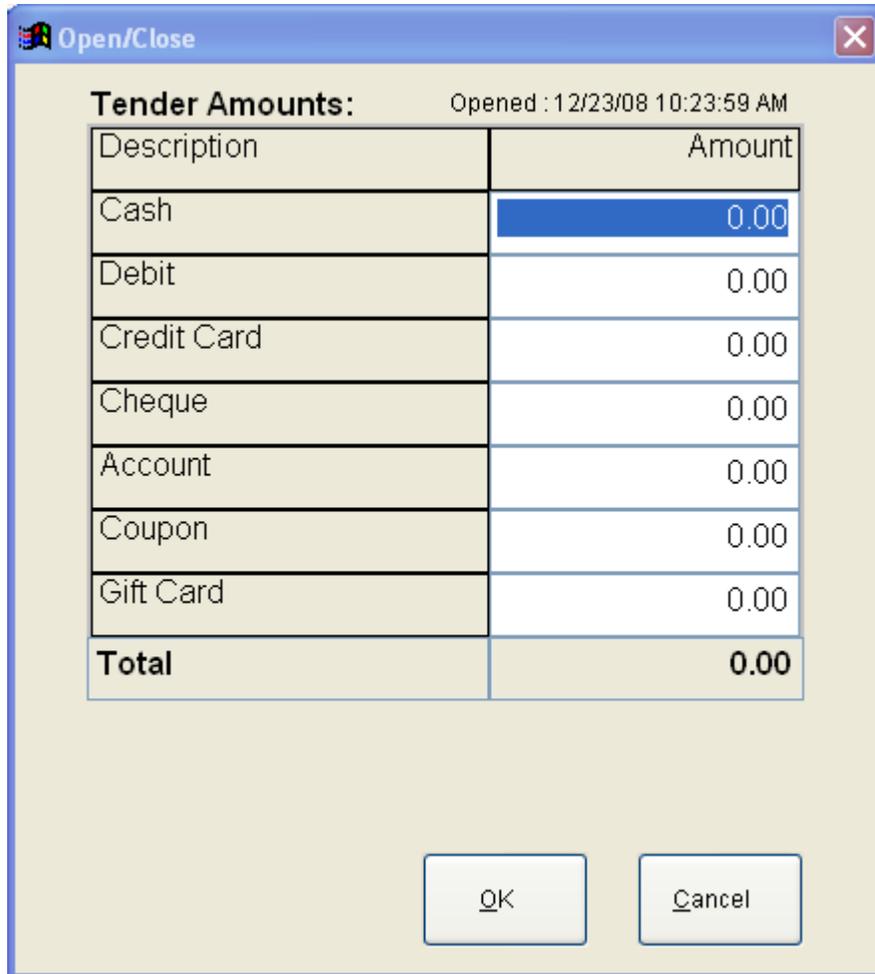
Display the customers information.

13) <Time Card>

Print the time card of clock-in/clock-out for the server.

14) <Cashier In>

At the beginning of day, the cashier must open the drawer and enter the amount of opening balance.



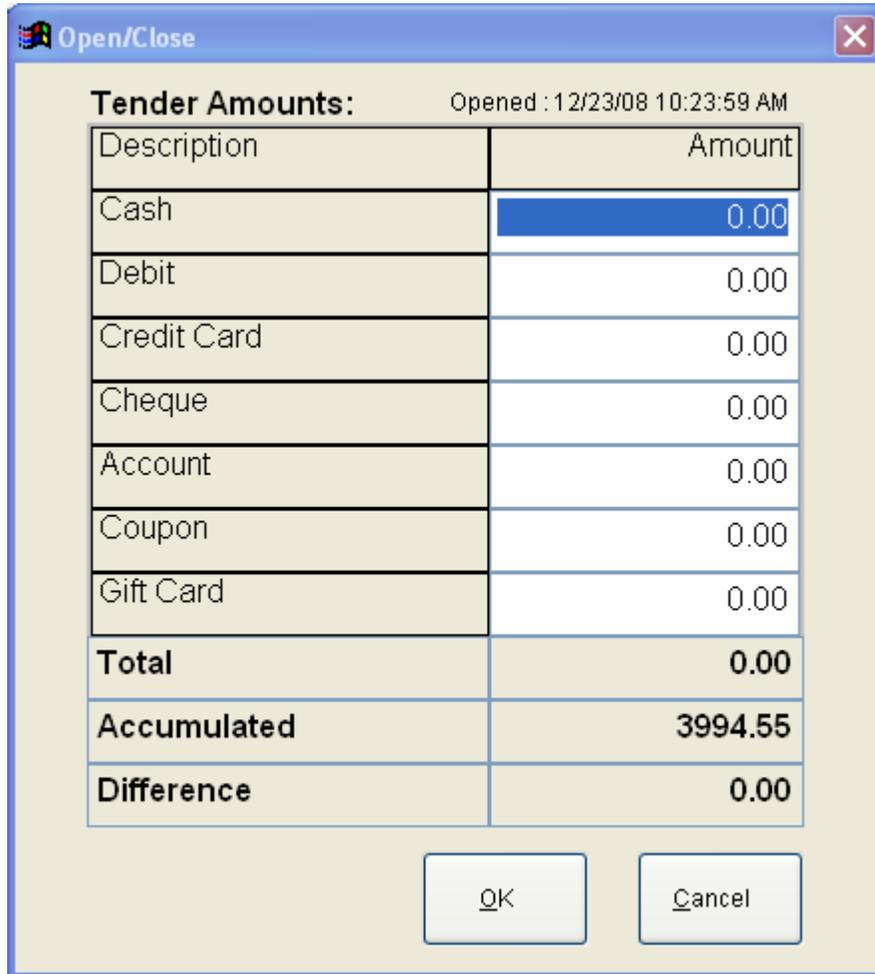
Tender Amounts: Opened : 12/23/08 10:23:59 AM

Description	Amount
Cash	0.00
Debit	0.00
Credit Card	0.00
Cheque	0.00
Account	0.00
Coupon	0.00
Gift Card	0.00
Total	0.00

OK Cancel

15) <Cashier Out>

At the end of day, the cashier must enter the amount of closing balance.



The screenshot shows a dialog box titled "Open/Close" with a close button (X) in the top right corner. The dialog contains a table with the following data:

Tender Amounts:		Opened : 12/23/08 10:23:59 AM
Description	Amount	
Cash	0.00	
Debit	0.00	
Credit Card	0.00	
Cheque	0.00	
Account	0.00	
Coupon	0.00	
Gift Card	0.00	
Total	0.00	
Accumulated	3994.55	
Difference	0.00	

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

16) <Report>

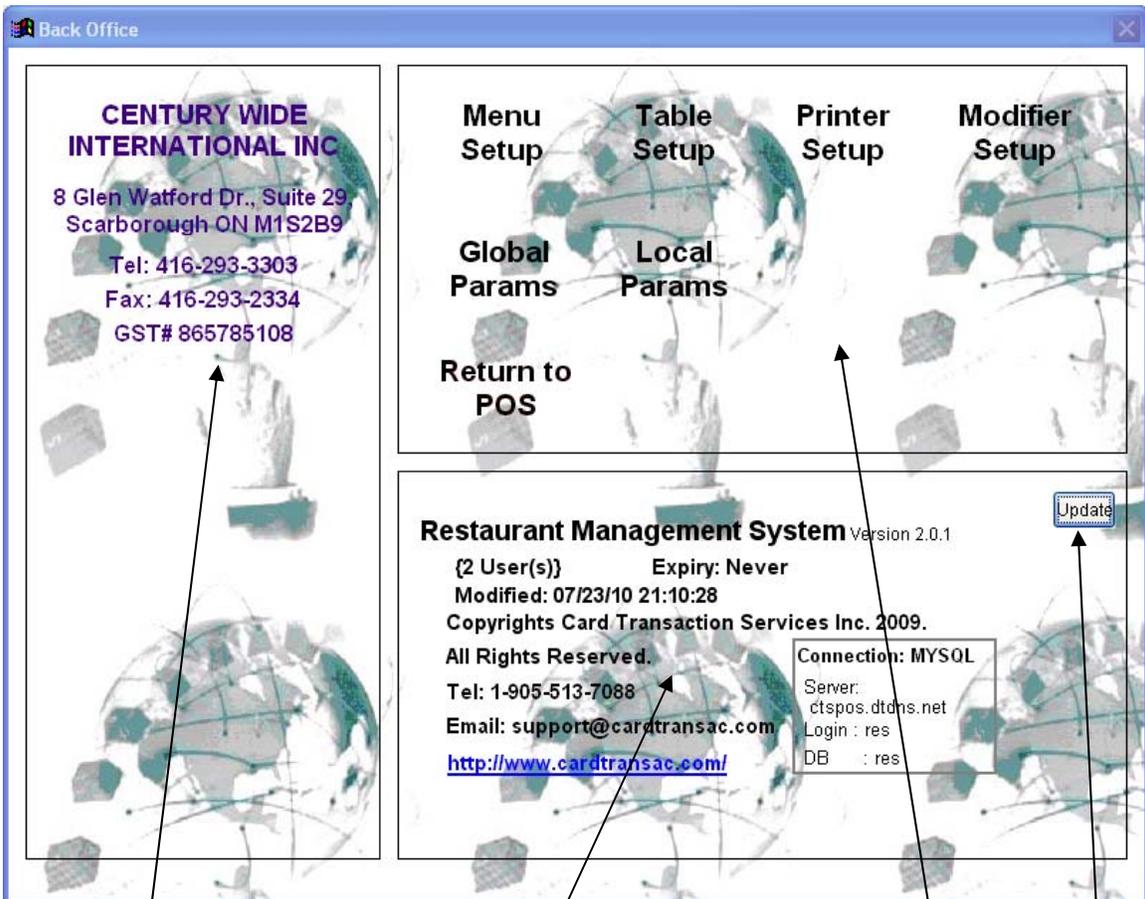
Print the summary report in a specific period.

17) <Password>

Change the access code and password.

18) <Back Office>

Back office management.



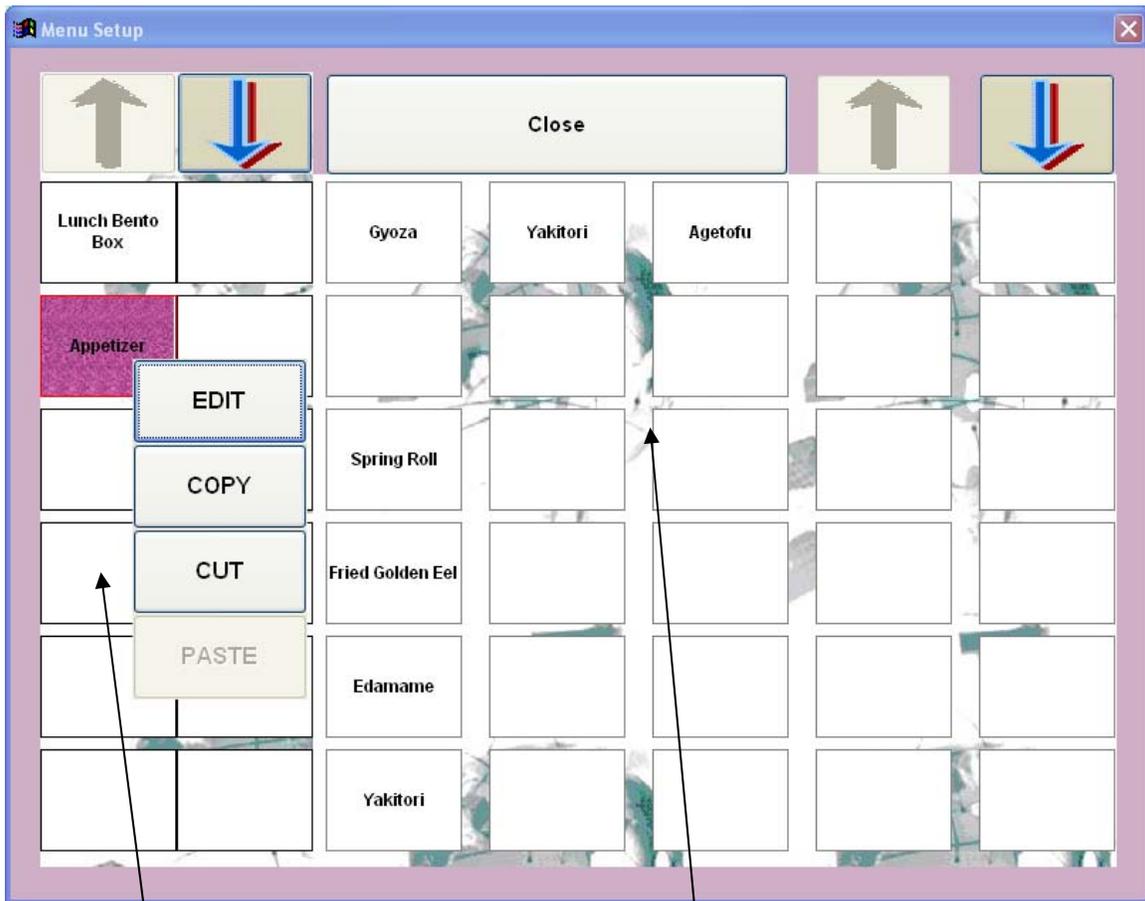
Restaurant information

System information

Management functions

Check update

<Menu Setup>



Menu Categories

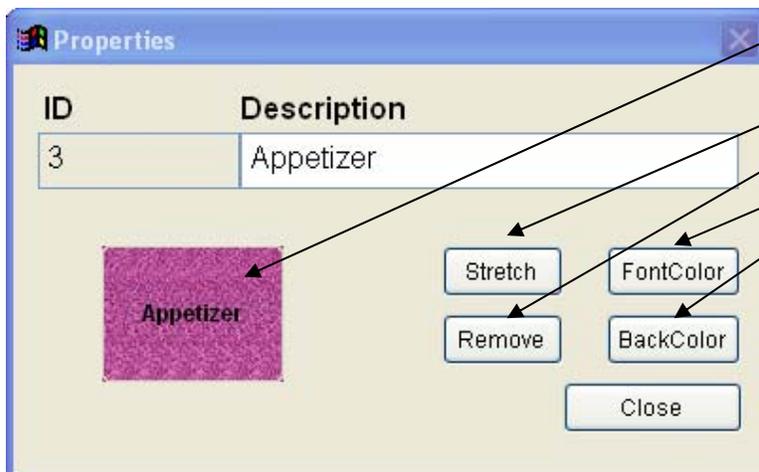
(Hold or right click to pop up menu)

Menu Items

(Hold or right click to pop up menu)

Click the category button to select.

Hold or right click the category button, a pop-up menu appears, [EDIT] button to edit the category information.



Double click to select a background picture.

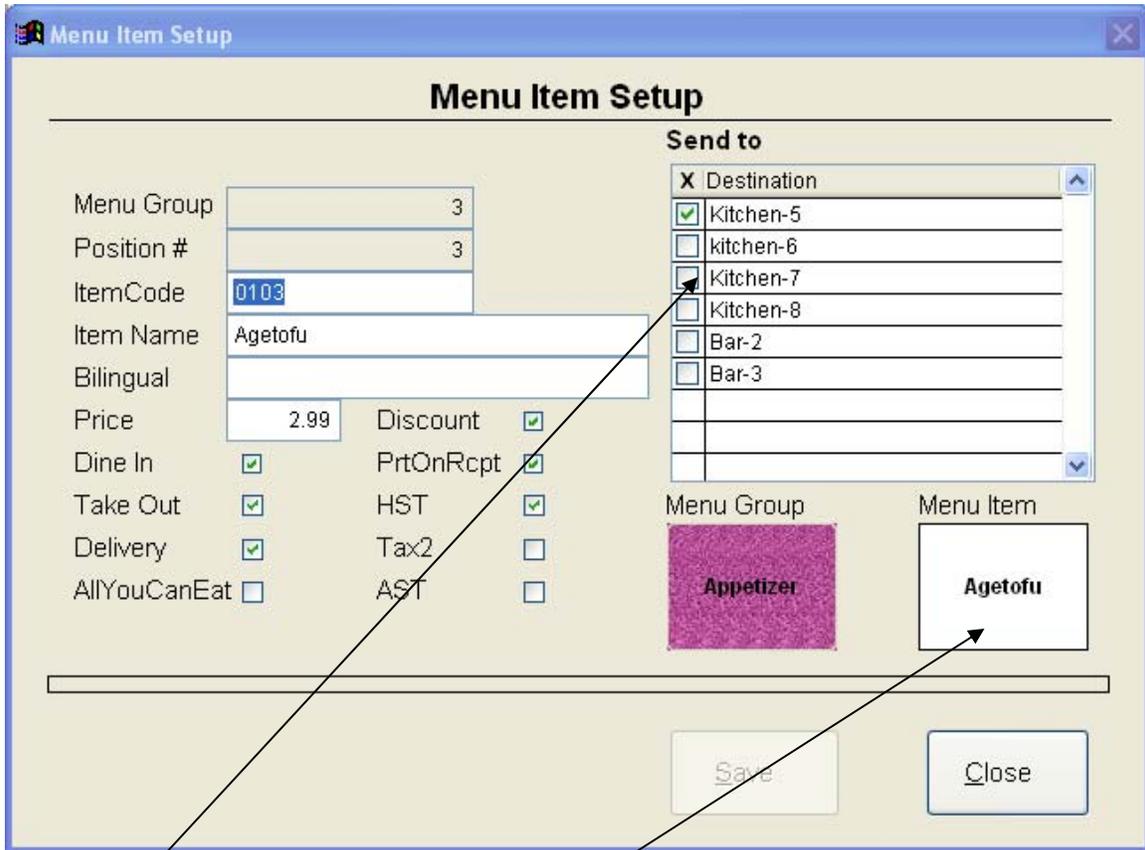
Stretch the picture.

Remove the picture.

Set the font color.

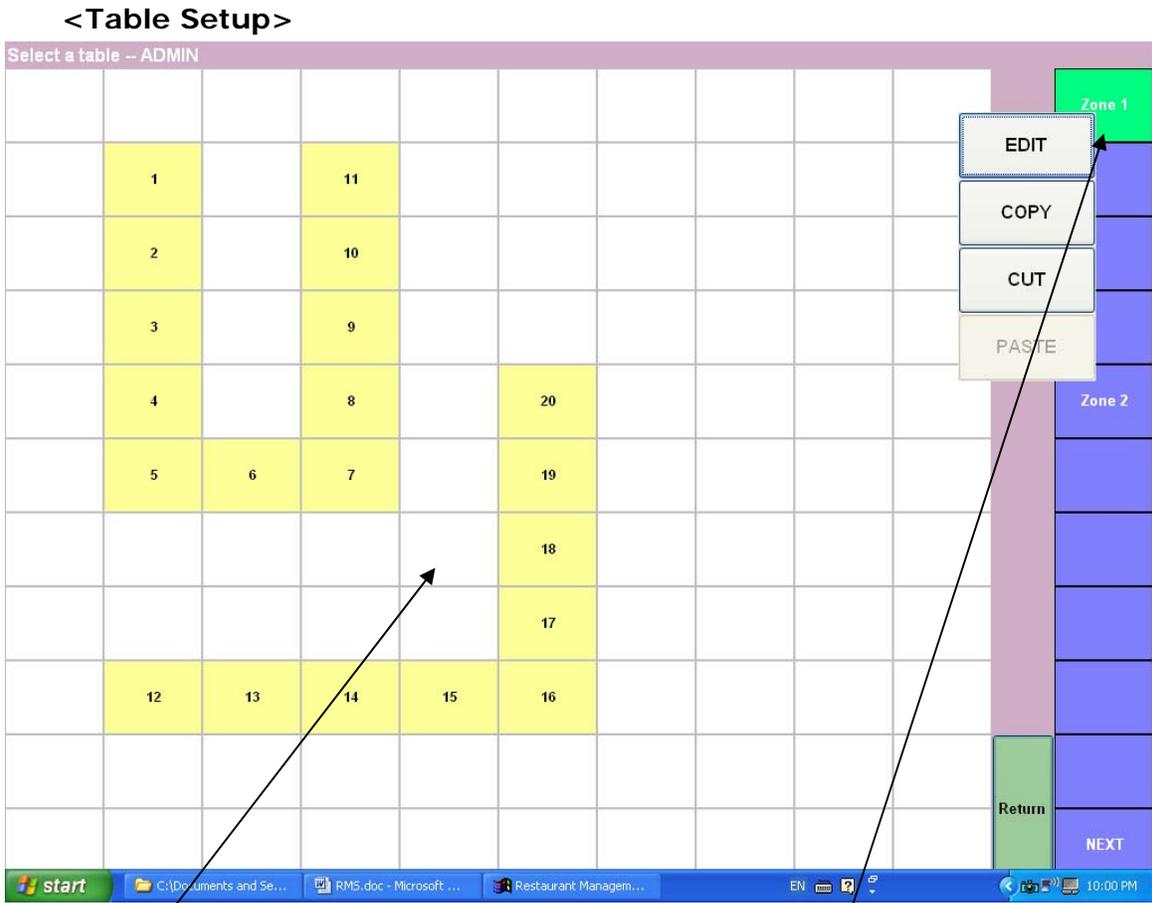
Set the background color

Click the item button to edit the item information,



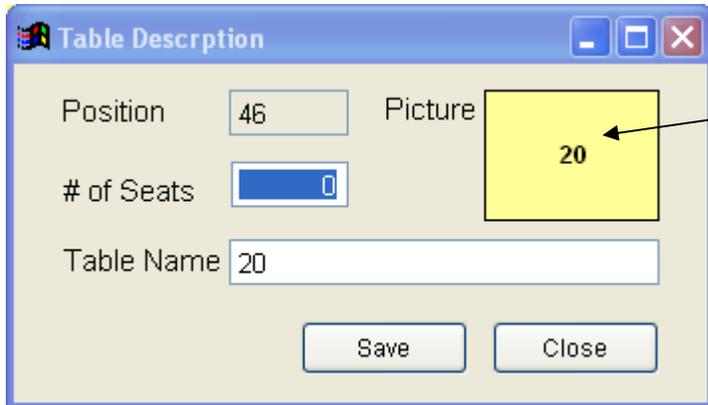
Printers to be sent to

Double click to set the picture, color, and etc. of the button.



Click to edit a table

Hold or right click to pop up menu



Double click to edit the picture, color, and etc.

<Printer Setup>

Print Name	Printer Driver	Language	Separate
Kitchen-5	Adobe PDF	1	0
kitchen-6		2	0
Kitchen-7		1	0
Kitchen-8		1	0
Bar-2		1	1
Bar-3		1	1

Double click to select a printer

1 – First language,
2 – Second language

0 – one ticket with one item
1 – on ticket with more items

<Modifier Setup>

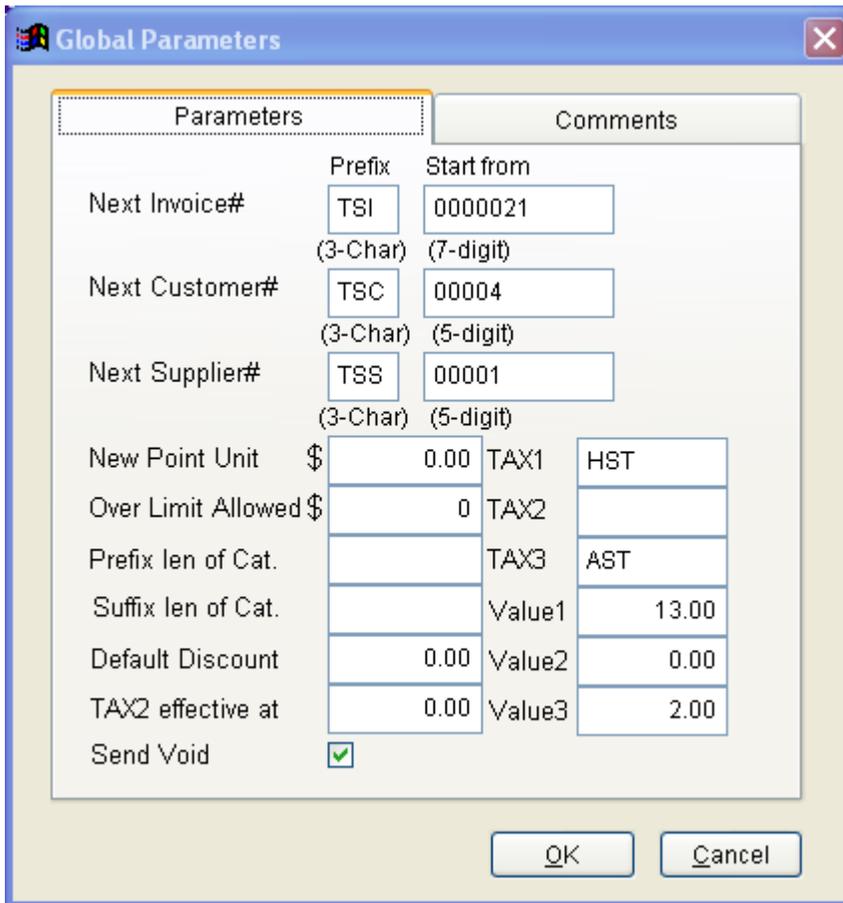
No Salt	No Spicy						

P.1

Previous Next Close

Click to edit.

<Global Params>



Parameters		Comments	
Next Invoice#	Prefix: TSI (3-Char)	Start from: 0000021 (7-digit)	
Next Customer#	Prefix: TSC (3-Char)	Start from: 00004 (5-digit)	
Next Supplier#	Prefix: TSS (3-Char)	Start from: 00001 (5-digit)	
New Point Unit	\$ 0.00	TAX1	HST
Over Limit Allowed	\$ 0	TAX2	
Prefix len of Cat.		TAX3	AST
Suffix len of Cat.		Value1	13.00
Default Discount	0.00	Value2	0.00
TAX2 effective at	0.00	Value3	2.00
Send Void	<input checked="" type="checkbox"/>		

Comments page can input the comments that will be printed on the invoice and receipt over company-wide.

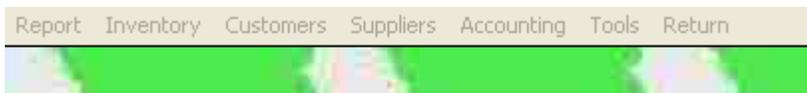
<Local Params>

The 'Local Parameters' dialog box contains the following fields and controls:

- Assign Printers** (selected tab):
 - Invoice Printer: Adobe PDF (with Select button)
 - Invoice Type: Normal (dropdown) and Customer Pole connected (checkbox)
 - Receipt Printer: Adobe PDF (with Select button)
 - Model: None
 - Preview: Copies: 1 Width: 80mm (dropdown)
 - Report Printer: Adobe PDF (with Select button)
- Location: CTS
- Station#: 0 Payment: None (dropdown)
- Download Freq: 0 Days
- Buttons: OK, Cancel

Comments page can input the comments that will be printed on the invoice and receipt only in that specific location.

Pull down menu



[Report]

Request for a period to print the reports.

The 'Input Box' dialog box contains the following fields and controls:

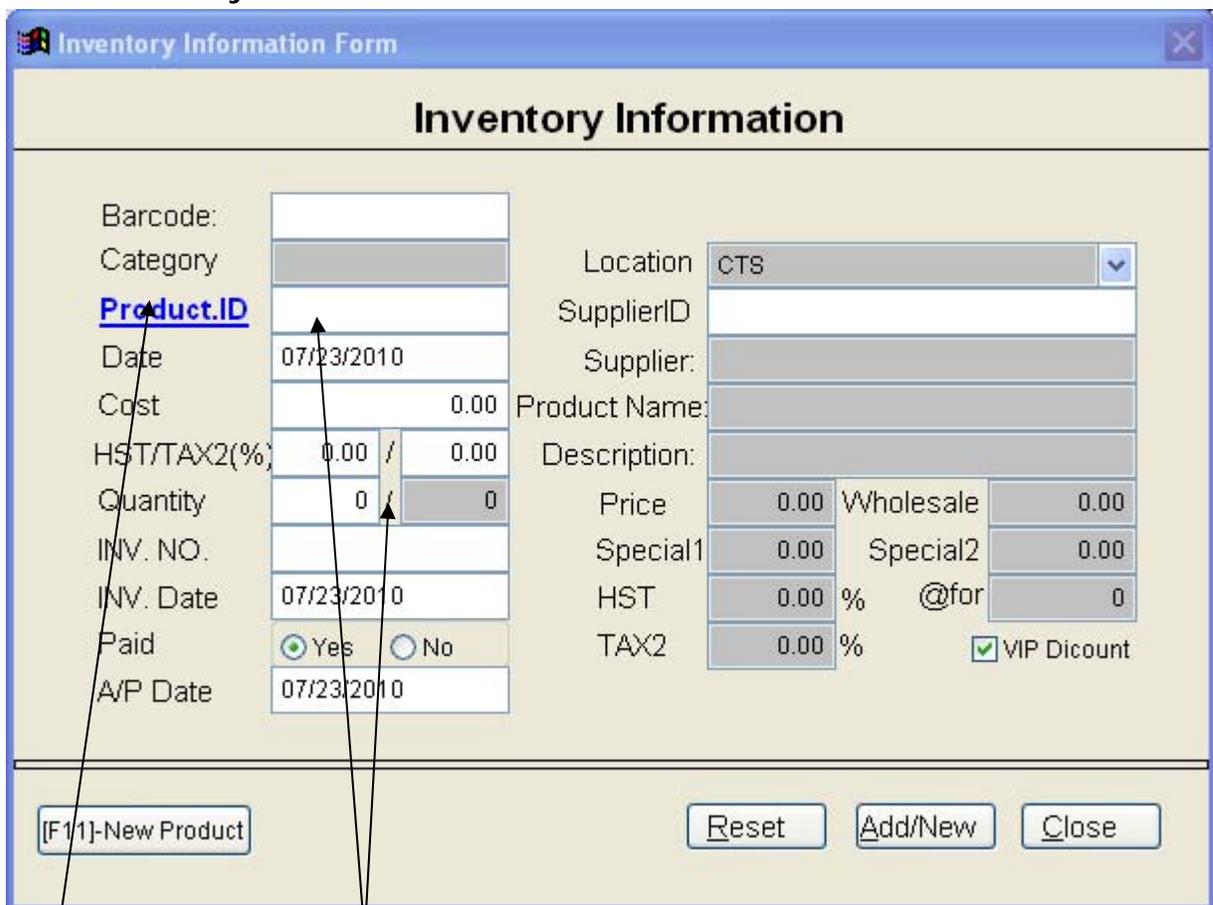
- Start: Date (08/23/2010) and Time (00:00:00)
- End: Date (07/23/2010) and Time (23:59:59)
- Button: Enter

Enter a period to report

- Items Sales Report – report the sales volumes sort by items
- Cashier Sales Report – report the sales volumes sort by cashier
- Location Sales Report - report the sales volumes sort by location
- Period Sales Report – report the sales volumes ort by date
- Sales/Purchase Report – report the Purchase vs Sales net income and tax
- Category Sales Report – report the sales volumes sort by category
- Cashier Closing Report – report the Cashier sales history
- Cashier Current Report – report the cashier current status

[Inventory]

• **Inventory Items Check-in**



The screenshot shows the 'Inventory Information Form' with the following fields and values:

Barcode:	
Category	
Product.ID	
Date	07/23/2010
Cost	0.00
HST/TAX2(%)	0.00 / 0.00
Quantity	0 / 0
INV. NO.	
INV. Date	07/23/2010
Paid	<input checked="" type="radio"/> Yes <input type="radio"/> No
A/P Date	07/23/2010
Location	CTS
SupplierID	
Supplier:	
Product Name:	
Description:	
Price	0.00 Wholesale 0.00
Special1	0.00 Special2 0.00
HST	0.00 % @for 0
TAX2	0.00 % <input checked="" type="checkbox"/> VIP Dicount

Buttons at the bottom: [F11]-New Product, Reset, Add/New, Close.

Enter data directly or double click to select a value from the pop-up window

Double click if it is a new item, then the more products' information can be input.

• **Modify Items**

Input the barcode, product ID, and any information of an item, and find out and display the detail.

The screenshot shows the RMS software interface. On the left, a 'Products Listings' window displays a table with columns 'Pro_id', 'Pro_name', and 'Description'. The 'Item Detail' window is open, showing 'Item Information' and 'Inventory' sections. The 'Item Information' section includes fields for Category, Item Number, Item Barcode, Item Name, Description, Quantity, Price, Wholesale, PST, and GST. The 'Inventory' section has a table with 'Location' and 'QTY.' columns. A callout points to a picture of a globe in the 'Item' section of the 'Inventory' table, with the text 'Double to modify the picture'.

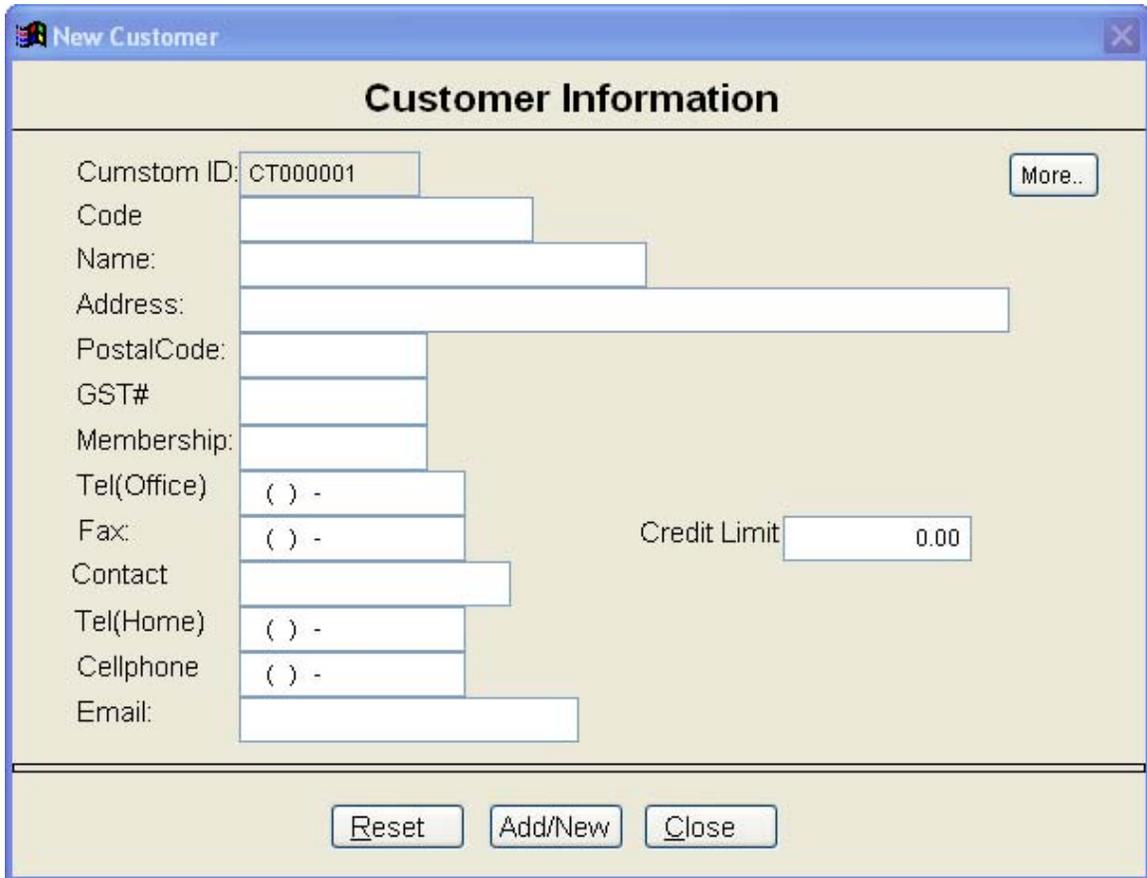
Stand-alone

• **Modify Category**

The screenshot shows the 'Properties' dialog box for a category. It has two main fields: 'ID' with the value '01' and 'Description' with the value 'Sauce'. Below these fields is a picture of a red maple leaf logo with the text 'LSM Sauce' underneath. To the right of the picture are four buttons: 'Stretch', 'FontColor', 'BackColor', and 'Close'.

[Customers]

- New Customers



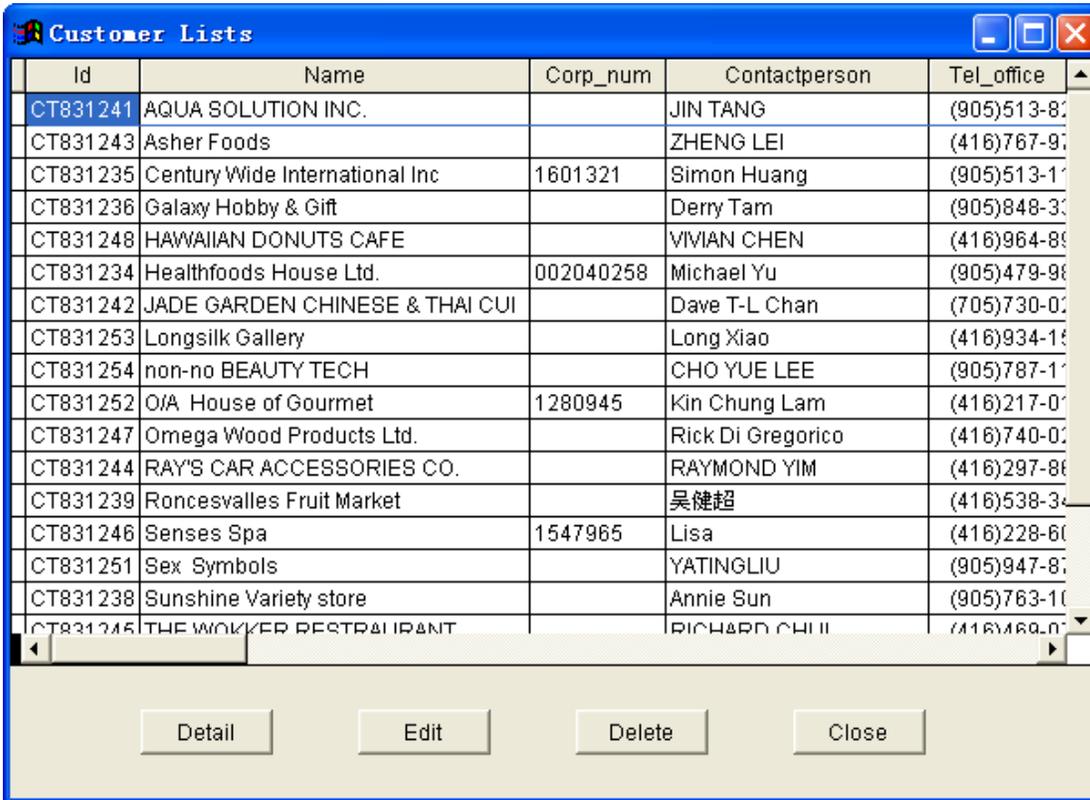
The screenshot shows a software window titled "New Customer" with a close button in the top right corner. The main heading is "Customer Information". The form contains the following fields:

- Cumstom ID:
- Code:
- Name:
- Address:
- PostalCode:
- GST#:
- Membership:
- Tel(Office):
- Fax: Credit Limit
- Contact:
- Tel(Home):
- Cellphone:
- Email:

At the bottom of the window are three buttons: , , and .

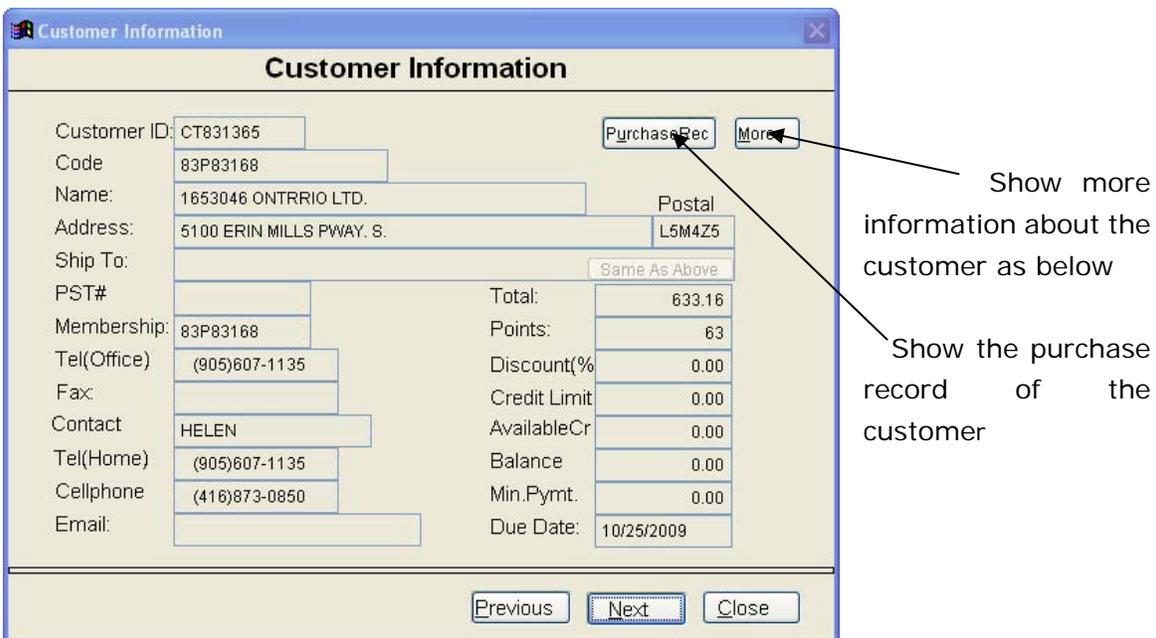
• **Display Customers**

You may high light a customer record to display detail, edit, or delete.

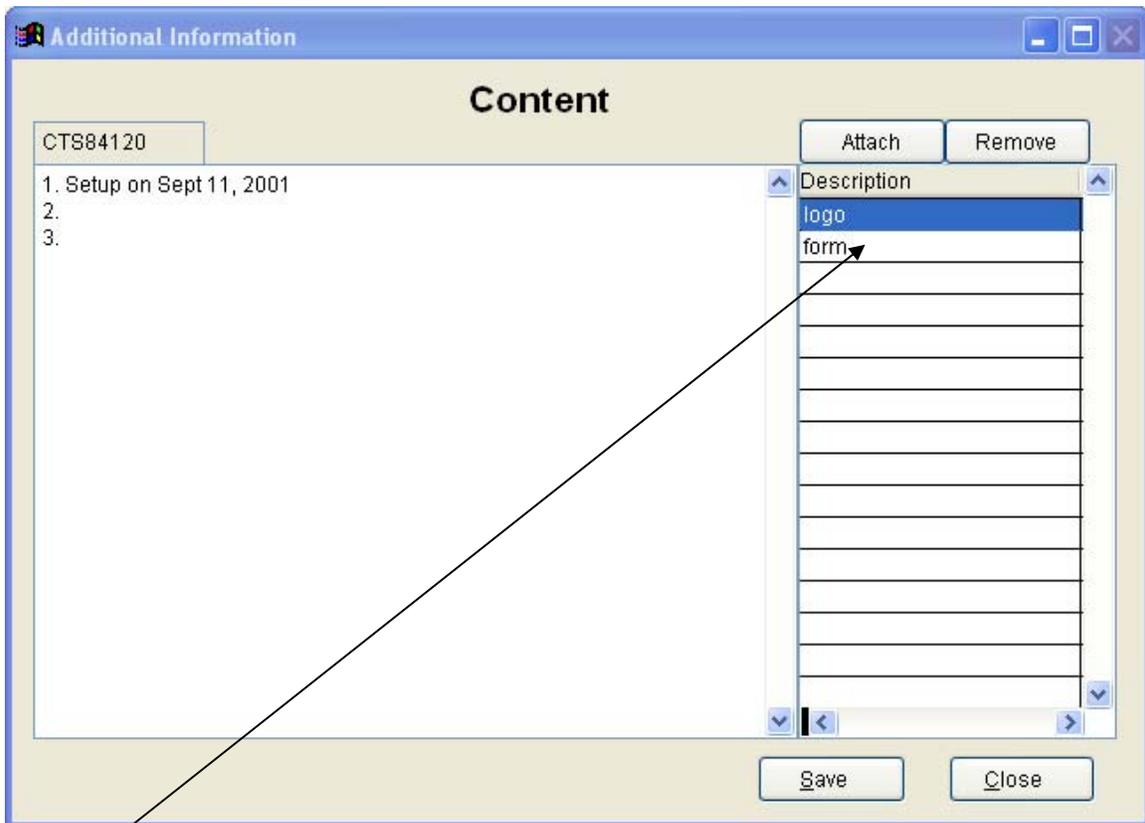


• **Search Customers**

Search a keyword from the customer database and display the details



. More customer information



Attachment can be any type of file, such as PDF, DOC, JPG and etc. Double click to open it.



[Suppliers]

- New Suppliers

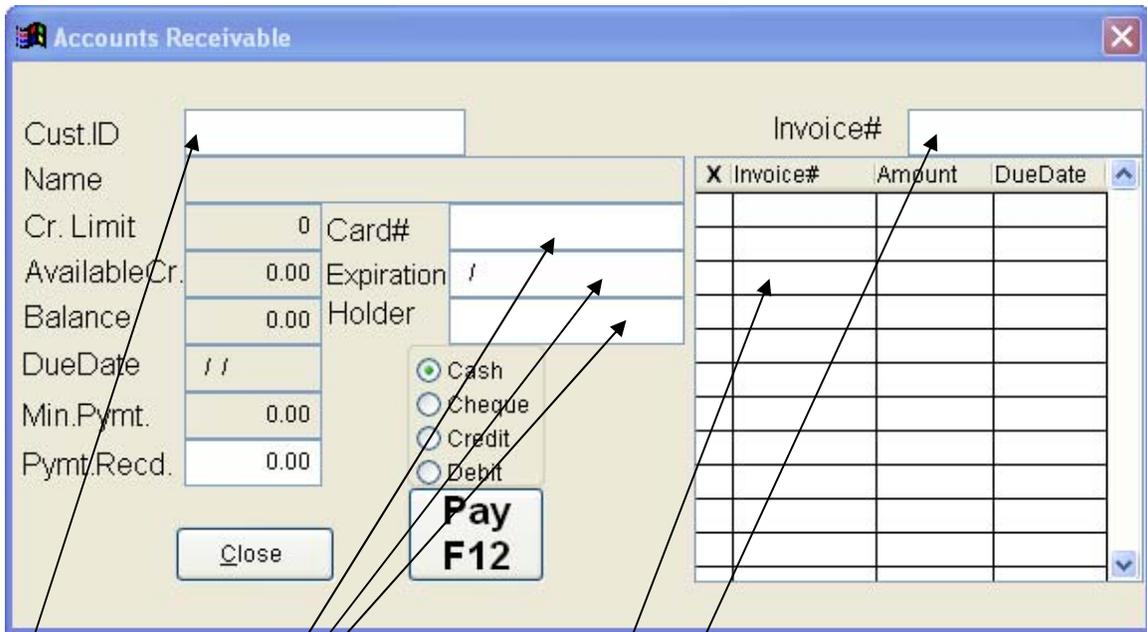
Supplier Information Form

Supplier Information Processing

SupplierID:	<input type="text" value="SU000004"/>
Name:	<input type="text"/>
Corp.#	<input type="text"/>
Address:	<input type="text"/>
PostalCode:	<input type="text"/>
ContactPerson	<input type="text"/>
Tel(Office)	<input type="text" value="() -"/>
Tel(Home)	<input type="text" value="() -"/>
Fax:	<input type="text" value="() -"/>
Cellphone	<input type="text" value="() -"/>
Email:	<input type="text"/>

[Account]

- **Accounts Receivable**



Double click to pop up a window in which displays all the customers who still have unpaid bill.

Collection of credit card information if the customer pays by credit card

Double click to pop up a window in which display the unpaid invoices

Here displays the unpaid invoices relevant to the customer to be selected.

- **Accounts Payable**

Print out all invoices we have to pay for

- **Cust. Pymt. Pending Lists**

Print out all customers who still have unpaid bill

- **Invo. Pymt. Pending Lists**

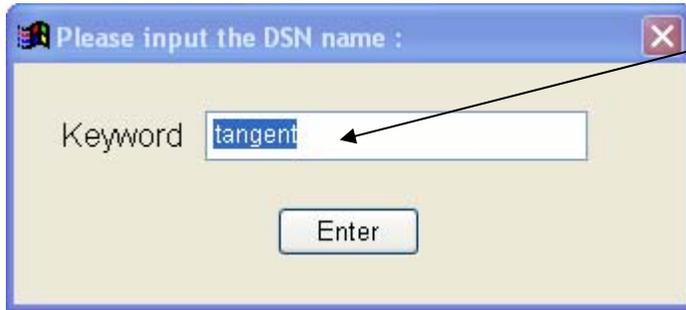
Print out all unpaid invoices from customers

- **Cancel Invoice**

Delete an existing invoice

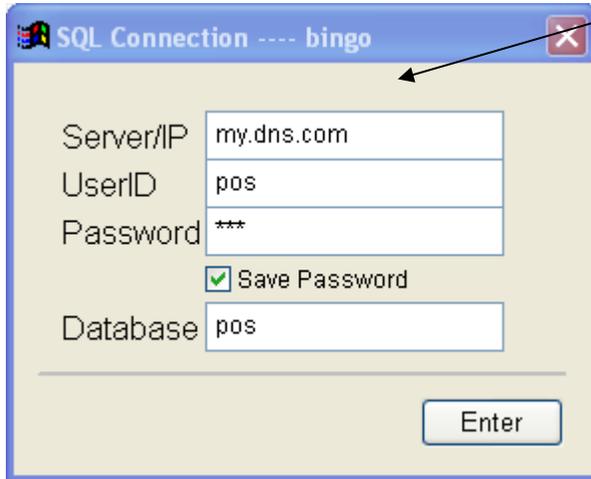
[Tools]

• New/Edit Connection



The default value is the last switching name. If empty this field, the operation system box will appear to ask the DSN.

After click the Enter button, a box pops up as blow:



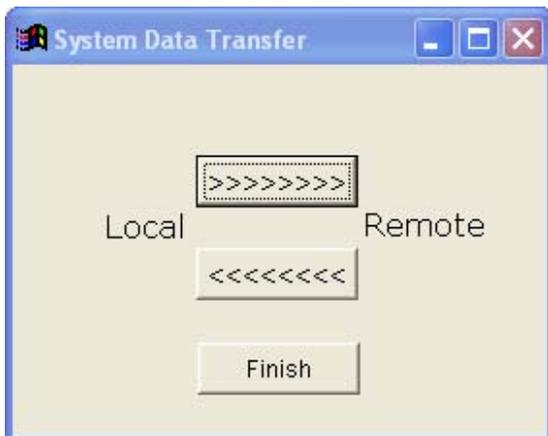
The database server's IP/Domain
Default value of UserID, Password, and Database is the last remote connection, those are issued by the database administrator.

• Switch System

Switch the system between Multi-user version and Stand-alone version.

• System Synchronizing

Transfer all data between SQL Server database and File database. The box will appear as below.





- **Backup Database**

Back the data from the computer. If the data is in the remote server, you must synchronize from the server in advance, and then do backup.

- **Restore Database**

Restore the data to the computer

- **Export Data to Excel**

Export Items, Customers, Suppliers, and Invoices information to an Excel file.

- **Check for updates**

Check the updates from the website. It will show you the current version and the latest version. You can download the latest one to update the application.

- **Configuration**

Set up the basic parameter including Global Parameters and Local Parameters.

- **Global Parameters**

- Set up the parameters apply to the whole system.

- **Local Parameters**

- Set up the parameters apply to the current station.

- **Return**

19) Exit

Exit the system