



InterCafe 2004

User Manual

InterCafe 2004

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Important Notice:

The software is constantly being expanded and improved. Therefore it is possible that this manual is not yet showing all functions of the software. Please inform yourself about new versions of the manual on our homepage www.blueimage.de. The blue image GmbH Germany assumes no liability for the correctness of this documentation.

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Chapter 1

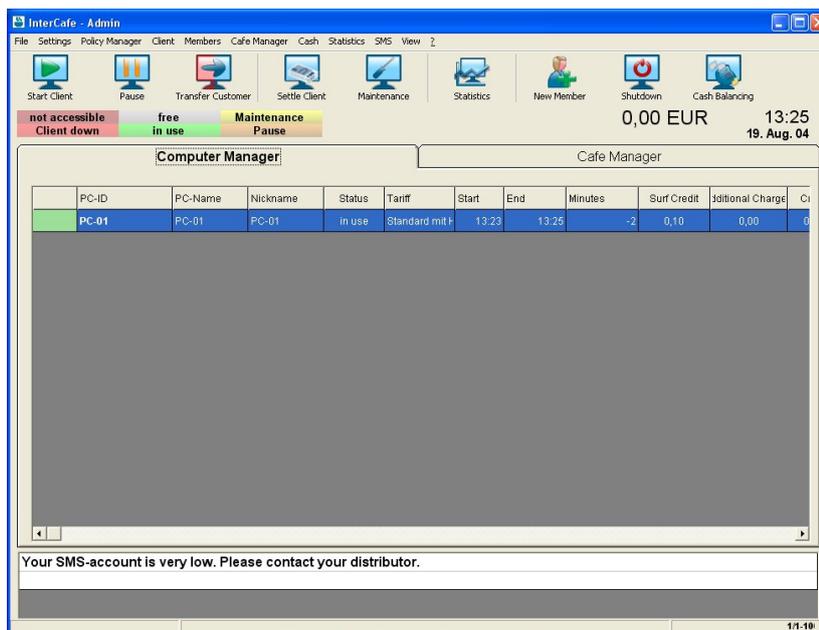
First Steps

1.1 Installation and Configuration

Before you can use InterCafe 2004 you need to correctly install and configure the program. Read the InterCafe 2004 Installation and Configuration Manual carefully and follow the instructions given there. This manual is only describing how to use InterCafe 2004.

1.2 The Start

Start the Server-PC as well as all Client-PCs and the InterCafe 2004 Client Software (if it is not being started automatically). Then start the InterCafe 2004 Server Software. The Clients will be found automatically and will appear in the Computer Manager Overview. InterCafe 2004 is now ready for use.



If the Client-PCs cannot be found then they have not yet been added. Please read the Installation and Configuration Manual for how you can add Client-PCs.

Chapter 2

InterCafe 2004 Server

2.1 Main Window

After having successfully configured InterCafe 2004 Server you will see all Client-PCs listed in the Computer Manager Overview. InterCafe 2004 is now ready for use.

2.1.1 Starting a Client / Login at Client

You can start a Client as following:

Starting a Client from Server

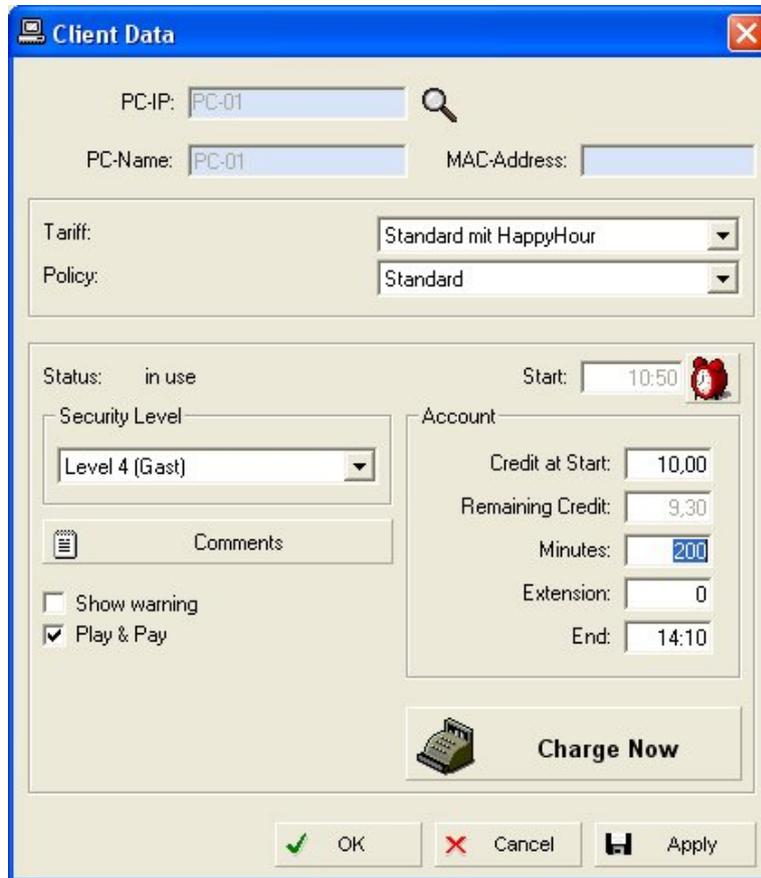
- The Client is being started from Server, the customer pays after the session ("Play and Pay")
- The Client is being started from Server for a certain time ("Prepaid")
- The Client is being started from Server for a certain credit ("Prepaid")

Login at Client

- The customer can login by entering nickname and password at Client
- The customer can login by entering a LoginCode at Client
- The customer can login by inserting chipcard into a chipcard reader at Client
- The customer can login by inserting coins into the coin acceptor at Client
- The customer can login as a guest

The following part of the manual describes the different starting and login options. Sometimes special presettings need to be made such as e.g. creating member accounts or LoginCodes. These steps are also being described.

2.1.2 Starting a Client from Server



Click on the Client you wish to start in the Computer Manager Overview. To start this Client click on *Start Client* or double click on the row (except first column).

Tariffs and Policy Settings Select the tariff you wish to use. You will automatically see the policy which belongs to this tariff if it is a different one then the one that you are using as standard on the Clients. You can also change this policy. By clicking on *OK* the Client will be started with the selected tariff and policy.

Security Level Select the security level you wish to use on the Client. The Security levels can be configured in the Client Configuration. You can create different desktops with different icons. Depending on the security level a selection of icons is available at the Client.

Show warning If the option *Show warning* is activated, a warning is being displayed or a sound is being played at the Client shortly before the end of the session. Define the time and the text of the warning in *Options* → *Client*. For more information please read the Installation and Configuration Manual.

Comments You can add *Comments* when starting a Client. These comments are being saved until the Client is being settled.

2.1.2.1 Play and Pay

To start the Client for an undefined time with postpayment you need to activate the *Play and Pay* mode. The credit will be counted into minus and the customer will pay after he has finished. There is no warning in the play and pay mode because the customer can use the computer as long as he wants.

2.1.2.2 Start Client for a certain time

To start a Client with Prepaid Credit for a certain time you need to make sure that the *Play and Pay* mode is **not** activated. If the *Play and Pay* mode is not deactivated the computer cannot be locked at the end of the time!

Enter the time in minutes for which you want the PC to be unlocked. You can also enter the end time. The program will automatically indicate the charges.

2.1.2.3 Start Client for a certain credit

To start a Client with a certain Prepaid Credit you need to make sure that the *Play and Pay* mode is **not** activated.

Instead of entering the time please enter the credit. The software might change the credit slightly if this is necessary because of the tariff. E.g. if you are entering a credit of EUR 1,00 but the tariff has a minimum charge of EUR 1,50 the entry will automatically be changed to EUR 1,50. The minutes will be indicated automatically, too.

2.1.3 Pause

To pause a Client click on the Pause Button in the menu bar; e.g. if a customer is leaving the PC because of a phone call etc. The pause screen will be shown at the Client during this time so that no other customers can login or see the current files of the user.

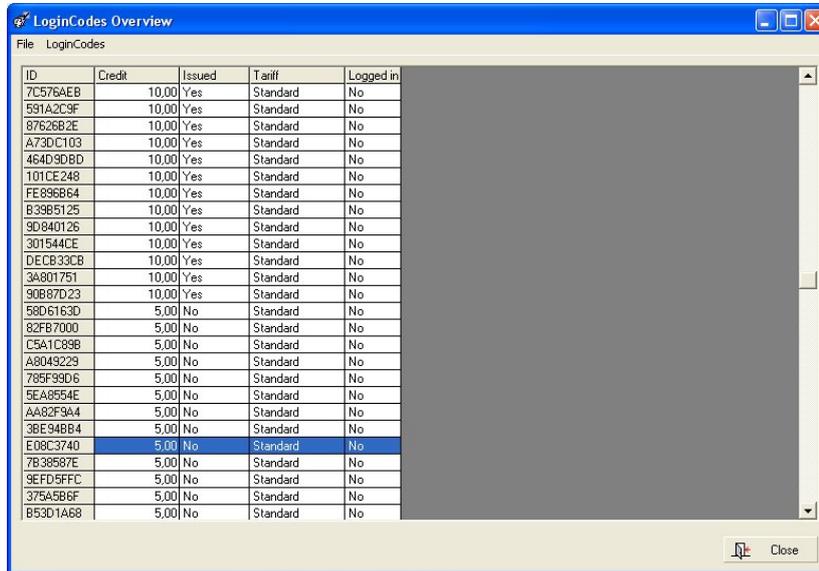
2.1.4 Transfer Customer

To transfer a customer from one Client-PC to another or to a table in the cafe click on *Transfer Customer* in the menu bar. All credit data will be transferred to the new Client-PC or table.

2.1.5 Maintenance

To activate a Client-PC in the Maintenance Mode please click on *Maintenance* in the menu bar. In this mode you have full access to the Client-PC to make changes in the Configuration.

2.2 LoginCodes



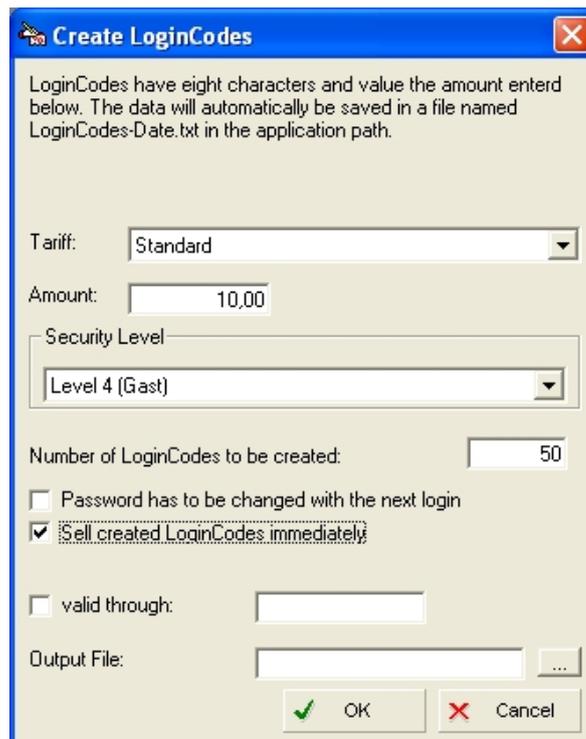
ID	Credit	Issued	Tariff	Logged in
7C576AEB	10,00	Yes	Standard	No
591A2C9F	10,00	Yes	Standard	No
87626B2E	10,00	Yes	Standard	No
A73DC103	10,00	Yes	Standard	No
464D90BD	10,00	Yes	Standard	No
101CE248	10,00	Yes	Standard	No
FE896B64	10,00	Yes	Standard	No
B3965125	10,00	Yes	Standard	No
9D840126	10,00	Yes	Standard	No
301544CE	10,00	Yes	Standard	No
DECB33CB	10,00	Yes	Standard	No
3A801751	10,00	Yes	Standard	No
90B87D23	10,00	Yes	Standard	No
58D6163D	5,00	No	Standard	No
82FB7000	5,00	No	Standard	No
C5A1C89B	5,00	No	Standard	No
A8049229	5,00	No	Standard	No
785F99D6	5,00	No	Standard	No
5EA8554E	5,00	No	Standard	No
AA82F9A4	5,00	No	Standard	No
3BE94BB4	5,00	No	Standard	No
E08C3740	5,00	No	Standard	No
7B38587E	5,00	No	Standard	No
9EFD5FFC	5,00	No	Standard	No
375A5B6F	5,00	No	Standard	No
B53D1A68	5,00	No	Standard	No

For the Login with a LoginCode the option *Login with LoginCodes* needs to be activated (see *Options* → *Login* in the Installation and Configuration Manual) and the LoginCodes have to be created and sold first.

To create LoginCodes please click on *Members* → *LoginCodes*. You will see an overview of the LoginCodes which have already been created and the status they have.

To create a LoginCode click on *LoginCodes* → *Create* in the menu.

2.2.1 Create LoginCodes



LoginCodes have eight characters and value the amount entered below. The data will automatically be saved in a file named LoginCodes-Date.txt in the application path.

Tariff: Standard

Amount: 10,00

Security Level: Level 4 (Gast)

Number of LoginCodes to be created: 50

Password has to be changed with the next login
 Sell created LoginCodes immediately

valid through:

Output File:

Choose a tariff you wish to use for the LoginCodes. Enter the Amount and the number of LoginCodes you wish to be created. If you are using different desktops at the Clients you can select a security level. By activating the password option the user will have to create a password when using the LoginCode for the first time. This password has to be entered for future Logins when using the same LoginCode.

If you want to use the LoginCodes immediately without having to sell them manually you need to activate the option *Sell created LoginCodes immediately*. The LoginCodes are now ready for use.

Enter a date in the option *valid through* if you want the LoginCodes to expire at a certain date (e.g. for a special offer that is only valid until the end of the month).

For the purpose of printing the LoginCodes the software automatically creates a text file in the InterCafe programm folder (usually C:\Programs\InterCafe Server) with the name LoginCodes+CurrentDate+Time.txt. This file can be used for easily printing the LoginCodes by using serial printing functions of MS Word or similar programs.

2.2.2 Sell LoginCodes

If you haven't sold the LoginCodes when creating them you need to sell them before they can be used. Click on *Cash* → *Sale of LoginCode* or press the F4-Key.



Select the LoginCode you wish to sell. You can filter the LoginCodes by selecting a tariff and the credit. This way only the LoginCodes which belong to this tariff for which have the selected value/credit will be shown.

To print the LoginCode on your POS printer you can activate the option *Print LoginCode*. To print a on your POS printer you can activate the option *Print*.

2.2.3 Delete LoginCodes automatically

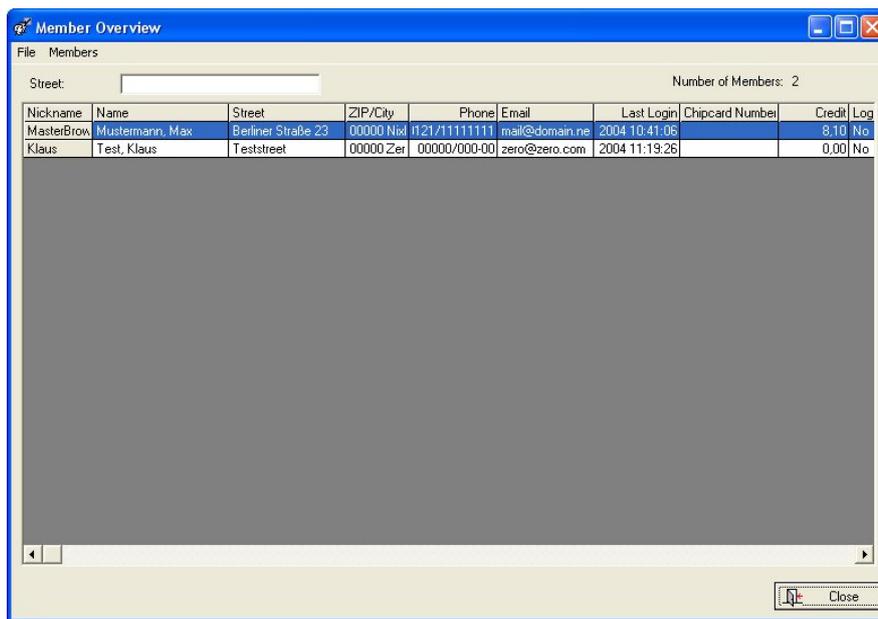


Activate the option *Delete when credit is gone* to have the LoginCode deleted automatically when all credit has been used up. The LoginCode cannot be extended by adding credit, same

for the option *Delete LoginCode at the amount of EUR 0,00*. You can also activate the option to delete a LoginCode if it has not been used for a certain time (e.g. after 40 days. Please note that credit which has not yet been used will be deleted, too!

You can find this option in the LoginCode main Window by clicking on *LoginCodes → Delete LoginCodes automatically*.

2.3 Member Manager



Member Accounts are an important feature for professional internet cafes. The customers (members) can enjoy the benefits of special member tariffs and prices and the cafe owner has less work with the login and logoff, a nice way to patronize customers.

The Member Overview can be reached by clicking on *Member → Member Overview* or by using the F12-Key.

To add a new member go to *Member → New Member* or press **Ctrl + E**. You can choose between entering the data at the Server or having the Customer enter his data himself at one of the Client-PCs.



2.3.1 Entering Member Data at Server

2.3.1.1 Member Data

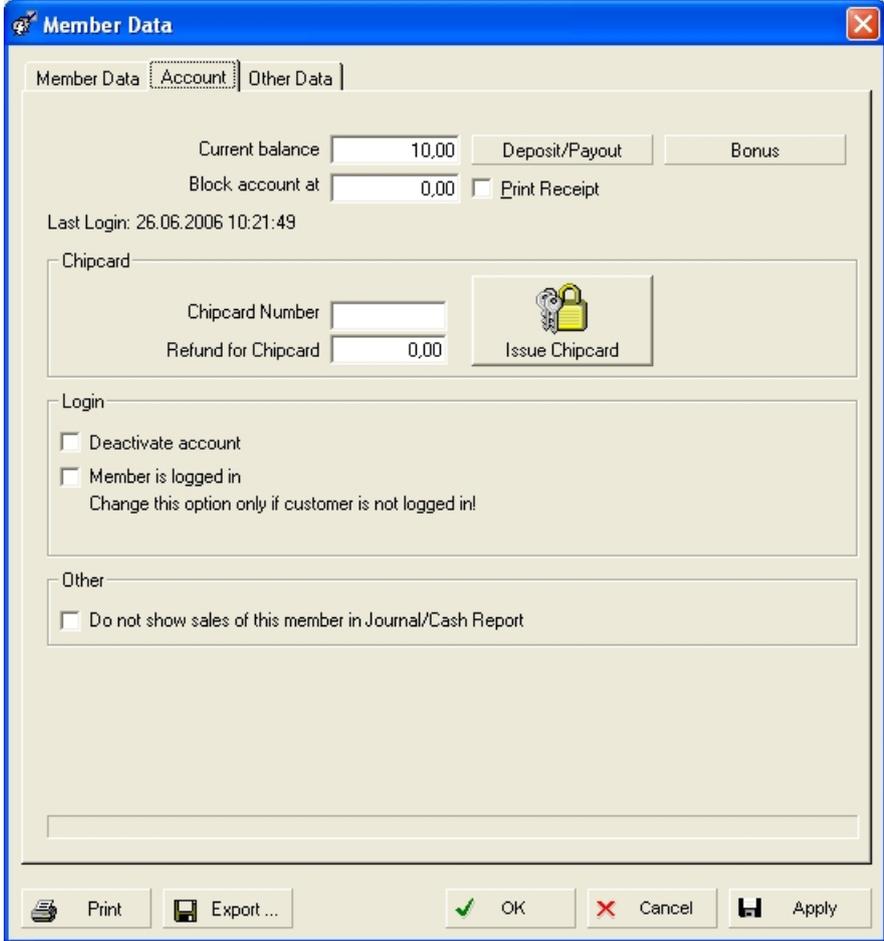
Enter all data of the customer you wish to save. All boxes marked with a star are mandatory (Preset mandatory boxes in *Options*→ *Members*). The *Age* is automatically being calculated and displayed by the software.

Choose a tariff and security level for this member.

Groups In the configuration you have the possibility to preset different groups of Computers (e.g. Computers with and Computers without games). Here you can choose which Computers of which group can be used by this member.

You can also define if the *Password has to be changed with next login*, if the *Member can change his Member Data at Client* and if the Member's tariff shall be changed automatically to a different tariff after a certain time of membership (The Option *Bind Member to prices of Member Tariff Manager*). Enter a date in the option *valid through* if you want the account to expire at a certain date.

2.3.1.2 Member Account



The screenshot shows a Windows-style dialog box titled "Member Data" with a close button (X) in the top right corner. The dialog has three tabs: "Member Data", "Account" (which is selected), and "Other Data". The "Account" tab contains the following fields and controls:

- "Current balance" text box with the value "10,00". To its right are two buttons: "Deposit/Payout" and "Bonus".
- "Block account at" text box with the value "0,00". To its right is a checkbox labeled "Print Receipt".
- "Last Login: 26.06.2006 10:21:49" text label.
- A section titled "Chipcard" containing:
 - "Chipcard Number" text box.
 - "Refund for Chipcard" text box with the value "0,00".
 - An "Issue Chipcard" button with a padlock icon.
- A section titled "Login" containing:
 - A checkbox labeled "Deactivate account".
 - A checkbox labeled "Member is logged in" with the instruction "Change this option only if customer is not logged in!" below it.
- A section titled "Other" containing:
 - A checkbox labeled "Do not show sales of this member in Journal/Cash Report".

At the bottom of the dialog, there is a toolbar with the following buttons: "Print" (with a printer icon), "Export ..." (with a floppy disk icon), "OK" (with a green checkmark icon), "Cancel" (with a red X icon), and "Apply" (with a refresh icon).

The *Account* shows all important information about the Member Account. Beside the current balance you can also set an amount at which the account will be blocked. This means that as soon as the balance of an account has reached this amount it will be blocked. You can also set a negative amount to give your customer a "loan".

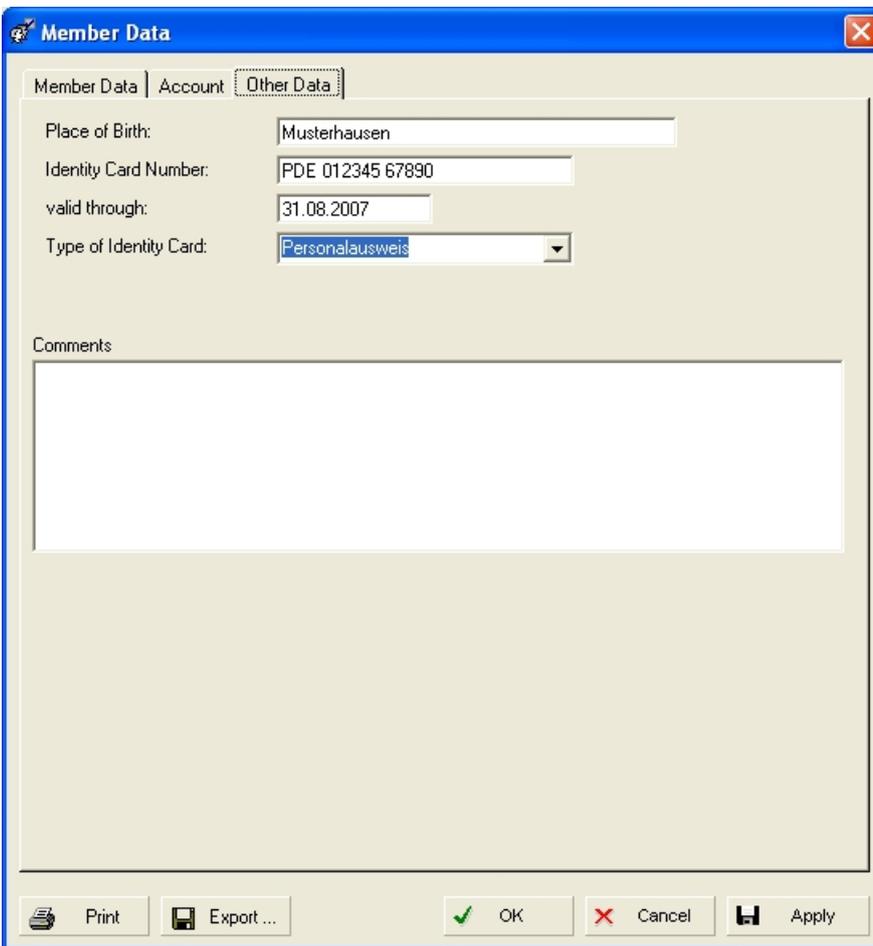
Issue Chipcard You can set a number for the chipcard and a refund. The refund is not being booked in the Cash. To issue a chipcard for this member account insert a chipcard into the chipcard reader and press *Issue Chipcard*. The data will automatically be written on the card.

Login With this option you can activate or deactivate the member account. By using this option it is possible to deactivate an account and force the customer to come to the Server/Reception Desk before he can Login again at the Client. The Option *Member is logged in* shows the current status of the Member Account. Only change this account if you are sure that this member is not logged in. This can only happen if the member has not logged of correctly.

Other If the option *Do not show sales of this member in Journal/Cash Balancing* is activated, the charges of this member will not appear in the Journal or the Cash Balancing. Only

activate this button if you want to give an account e.g. to your staff with which they can use the PCs without being charged.

2.3.1.3 Other Data



The screenshot shows a Windows-style dialog box titled "Member Data" with a blue title bar and a close button (X) in the top right corner. The dialog has three tabs: "Member Data", "Account", and "Other Data", with "Other Data" currently selected. The form contains the following fields:

- Place of Birth: Text box containing "Musterhausen"
- Identity Card Number: Text box containing "PDE 012345 67890"
- valid through: Text box containing "31.08.2007"
- Type of Identity Card: Dropdown menu with "Personalausweis" selected
- Comments: A large empty text area

At the bottom of the dialog, there are five buttons: "Print" (with a printer icon), "Export ..." (with a floppy disk icon), "OK" (with a green checkmark icon), "Cancel" (with a red X icon), and "Apply" (with a refresh icon).

In this part you can enter the personal ID information about this member (e.g. number of ID). You can also enter some comments.

2.3.2 Configure Member Tariff Manager

Here you can enter up to three different tariff levels for members.

1. Change tariff x days after begin of membership:
 present tariff:
 Tariff:

2. Change tariff x days after begin of membership:
 present tariff:
 Tariff:

3. Change tariff x days after begin of membership:
 present tariff:
 Tariff:

Use this function if you want the tariffs for your members to be changed after a certain time of membership (in days) e.g. change tariff after 10 day to a special member tariff. To access this option go to *Member/ Configure Member Tariff Manager* in the Member Overview.

2.3.3 Member-Guthabenmanager konfigurieren

set Member Credit automatically to this amount every day:

EUR

also for LoginCodes

Use this function to set the member credit to a certain amount every day. You can use the same option for LoginCodes by activating the option for LoginCodes.

2.3.4 Import/Export Member Data

You can *Import* and *Export* Member Data. For the import you need to save the data as CSV-File separated by ”;”.

Use *File* → *Export* for the export of the member data. To import member data us *File* → *Import*. The files need to be in one of the following formats: CSV, text file with TabStops or Excel.

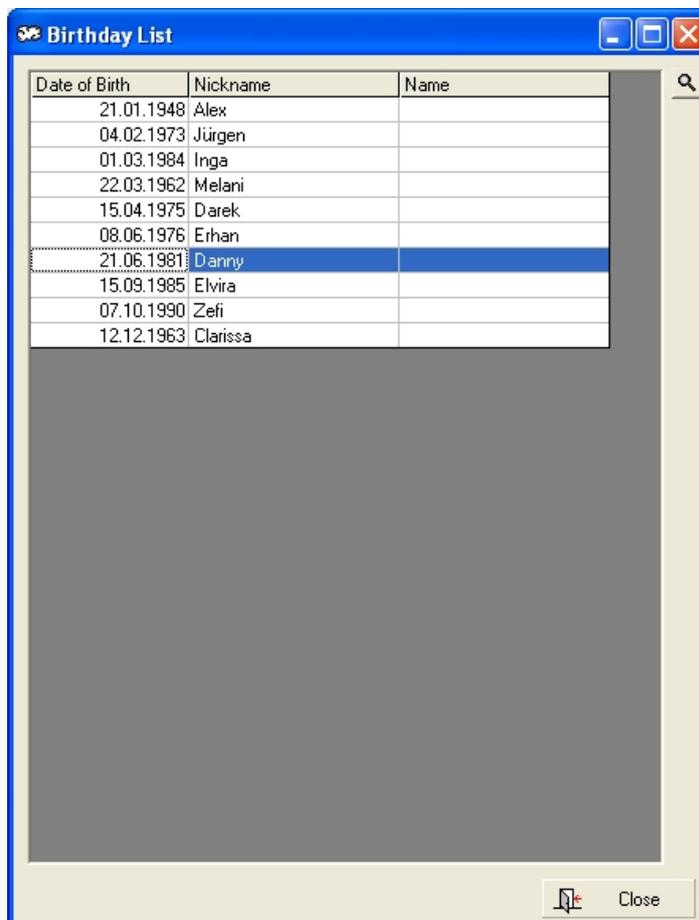
2.3.5 Member Sales Overview



Rank	Members	Sales
1	Jürgen	21,00
2	Elvira	10,00
3	Danny	10,00
4	Alex	2,50
5	Clarissa	2,00
6	Darek	1,00

In this overview you can see the members with the highest sales.

2.3.6 Birthday List



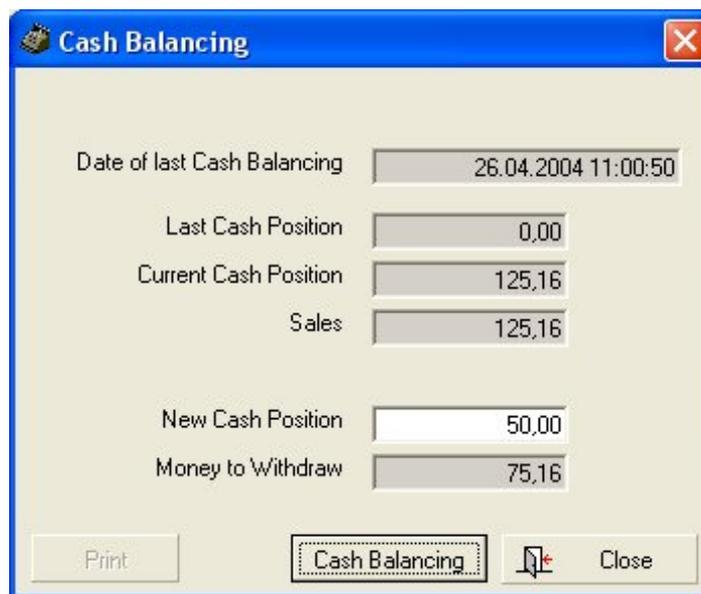
Date of Birth	Nickname	Name
21.01.1948	Alex	
04.02.1973	Jürgen	
01.03.1984	Inga	
22.03.1962	Melani	
15.04.1975	Darek	
08.06.1976	Erhan	
21.06.1981	Danny	
15.09.1985	Elvira	
07.10.1990	Zefi	
12.12.1963	Clarissa	

Activate the option *Print Receipt* if you want to print a receipt for your customer on your POS printer.

If the option *Execute selected action* is activated, the action which you have preset in *Options* → *Client* → *Login Screen* will be executed (e.g. Restart Client).

2.5 Cash Balancing and Shift Change

2.5.1 Cash Balancing



Date of last Cash Balancing	26.04.2004 11:00:50
Last Cash Position	0,00
Current Cash Position	125,16
Sales	125,16
New Cash Position	50,00
Money to Withdraw	75,16

Print Cash Balancing Close

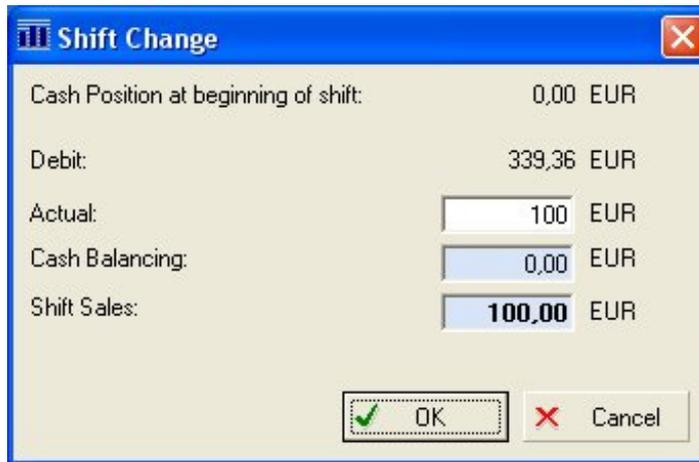
Choose *Cash* → *Cash Balancing* in the menu. You receive information about the date and time of the last Cash Balancing, the Cash Position of the last Cash Balancing and the current Cash Position .

Enter the new cash position (e.g. the amount of change for the beginning of each shift) and the program will automatically calculate the amount which you can take out of the cash drawer. The new cash position is what will be indicated as the old cash position for the next Cash Balancing.

Print Cash Balancing Click on *Print* if you want the Cash Balancing Report to be printed. You can also print the Cash Balancing Report later (see statistics).

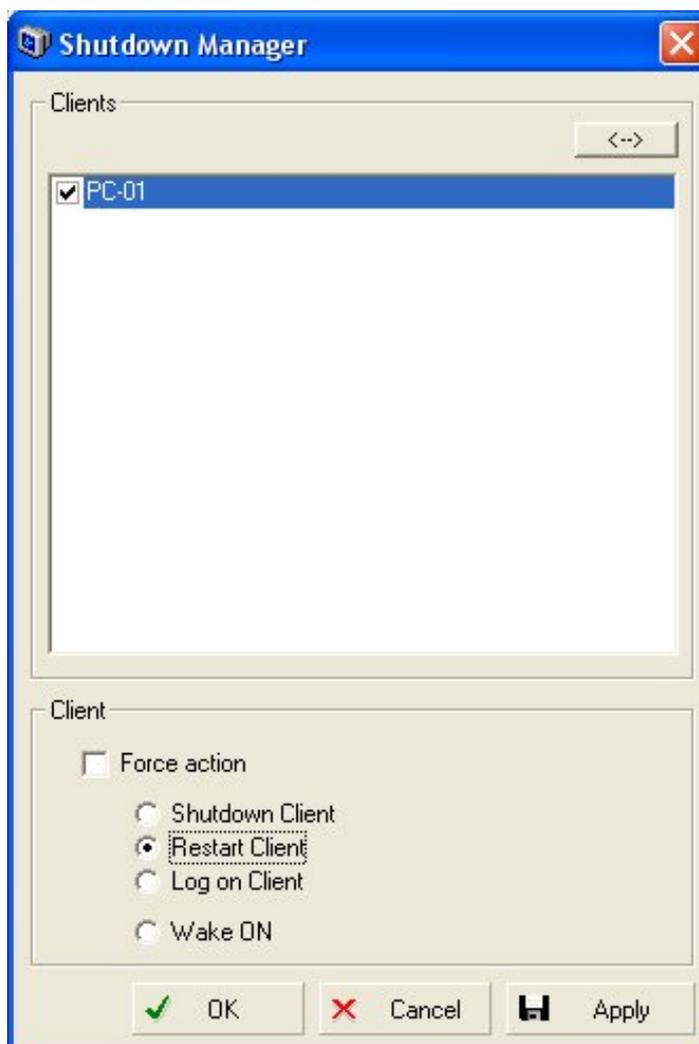
2.5.2 Shift Change

If a new User logs in or if a User logs off (*File* → *Log Off*) you will be asked to perform a shift change. Click *Yes* to perform the shift change.



The Cash Position at beginning of shift will be displayed as well as the debit. Enter the actual cash position. Click on *OK* to confirm the shift change.

2.6 Shutdown Manager



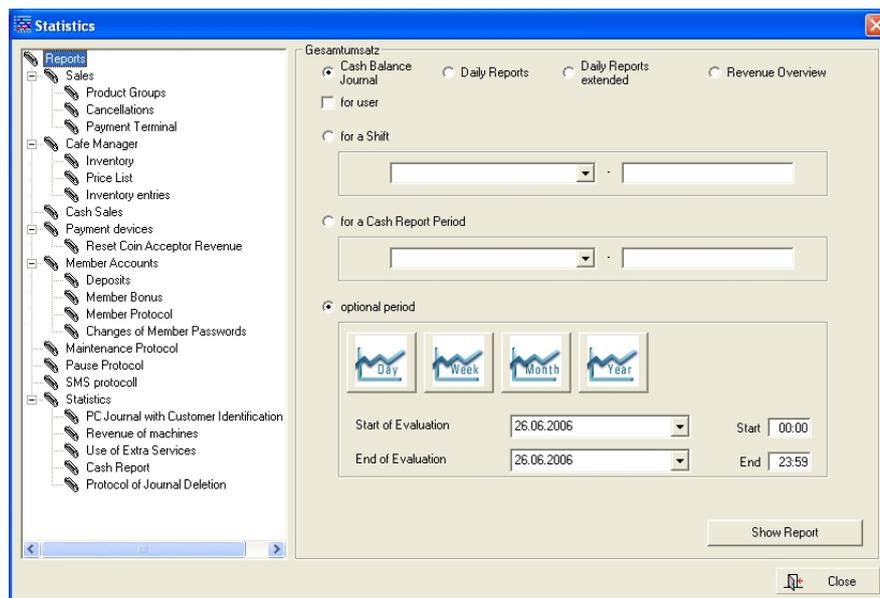
To access the Shutdown Manager click on *Client* → *Shutdown Manager* or use the button *Shutdown*. With this function you can easily shutdown one, several or all Clients from the Server. If your network interface cards support the feature "Wake-on-LAN" you can also boot your Clients with the Shutdown Manager.

Choose the PCs for which the action shall be executed. The Option *Force action* will cause the programmes to be closed without warning, e.g. Word will be closed without saving the open files.

Notice With the button <-> you can invert the selection of the Clients. This means that if you want to shut down all Clients but one you mark that one PC and click on this button to invert the selection.

2.7 Statistics

2.7.1 Journal



The statistics are divided into two parts. The first part is the Journal. In the Journal you can see the sales of a certain time period (since the last shift change, last cash balancing...). To access the Journal go to *Statistics* → *Journal* or press the F8-Key. By clicking on *Select Journal* you can choose between the following journals:

- *PC-Journal:*
The PC-Journal shows all sales at Clients including additional charges of a certain time period.
- *Cafe Journal:*
The Cafe Journal shows all sales of the Cafe Manager of a certain time period.
- *General Journal:*
The General Journal shows all sales of Clients and Cafe Manager together of a certain time period.

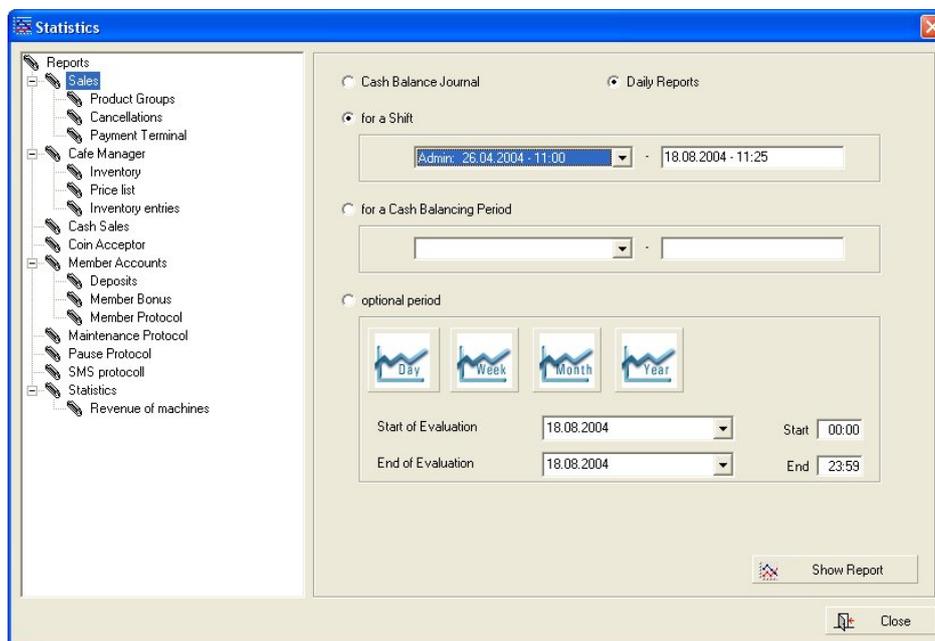
- *Cash-Journal:*

The Cash-Journal shows all Cash entries of a certain time period.

Entries in the Journal can be deleted by using the red cross on the right side. Selected entries are only being deleted from the PC-/ Cafe/ or General Journal, **not** from the Cash Journal! By clicking on *File* → *Delete Cash Register and Journals* all cash entries and journals will be deleted.

Warning: deleting the Cash Register and the Journals is irreversible!

2.7.2 Analyze Statistics



To analyze the statistics, click on *Statistics* → *Analyze Statistics* or use the button *Statistics*. The Basis A Version of InterCafe only has a few statistic functions, all major functions are part of the statistics module (optional module). With this module you have the possibility to generate detailed (printable and exportable) reports and statistics of sales in all areas of the software as well as protocols of Member Accounts and Pause and Maintenance Actions. The different options are being described here:

2.7.2.1 Sales

To get a summary of the daily sales, click on the button *daily sales*. To show all sales choose the *Cash Journal*. You can choose between a shift, a cash balance and an optional period. If choosing an optional period you can also choose between a report for a day, week, month or year.

2.7.2.2 Sales → Product Groups

Display the sales report sorted by product groups (*basic*), sorted by single items (*extended*) or even for a *single product group*. This function is very useful if you want to find out about how well some items sell or not. The option *with single positions* shows each entry separately.

2.7.2.3 Sales → Cancellations

This report shows all cancellations of the selected time period. You can choose between Cancellations of the *Cash* and Cancellations of *Orders*.

2.7.2.4 Sales → Payment Terminal

If using a Payment Terminal the Sales of this Terminal can be shown here.

2.7.2.5 Cafe Manager

This report shows all items which have been sold through the Cafe Manager (no Computer Usage).

2.7.2.6 Cafe Manager → Inventory

This report shows all articles of the inventory. With the option *Show all items* all articles will be shown with the actual inventory and the minimum inventory. The option *All Items with low inventory* shows all articles which are low in inventory. This report is very useful for creating a purchase list. To show *All items of one product group* activate the according option.

2.7.2.7 Cafe Manager → Price List

Shows *all items* or *all items of one product group* with price and tax.

2.7.2.8 Cafe Manager → Inventory entries

This report shows all inventory entries of a certain time period. The report can be displayed as of product groups (*basic*) or as of single items (*extended*).

2.7.2.9 Cash Sales

This report shows all Cash Sales of a certain time period.

2.7.2.10 Payment devices

Use this report to see the revenue of all payment devices (e.g. coin acceptor, bill acceptor). This report shows all journal entries of the payment devices.

2.7.2.11 Member Accounts

This report shows the unused credit of Member Accounts and LoginCodes. To see all credit use *Credit of Members and LoginCodes*, to see only *Credit of Members* or *Credit of sold LoginCodes* choose the according option. With the last option you can see the *Credit of (created but) unsold LoginCodes*.

2.7.2.12 Member Accounts → Deposits

This report shows all deposits for member accounts. The report is being shown *chronological, sorted by member* or for a *single member account*.

2.7.2.13 Member Accounts → Member Bonus

To give a bonus to your customers you have the possibility to enter a bonus amount in the member account which will not be shown in the cash. This report allows you to control the Member Bonus entries.

2.7.2.14 Member Account → Member Protocol

This report shows all sales of a member or LoginCode of a certain time period.

2.7.2.15 Member Account → Changes of Member Passwords

This report shows all changes of member passwords at the Server.

2.7.2.16 Maintenance Protocol

The Maintenance protocol shows all activations and deactivations of the Maintenance Mode as well as the name of the user.

2.7.2.17 Pause Protocol

The Pause protocol shows all activations and deactivations of the Pause Mode as well as the name of the user.

2.7.2.18 SMS Protocol

The *SMS Protocol* shows an overview of all SMS sent by the *Customers* from the Clients or sent by the *User* from the Server.

2.7.2.19 Statistics → Use of Machines

In this part of the statistics you receive a *chronological* overview of the use of machines, information about the use of *single machines* or of *Groups*.

2.7.2.20 Statistics → PC-Journal with Customer Identification

This report shows the PC-Journal including the users' personal data such as data of personal ID and address data.

2.7.2.21 Statistics → Revenue of Machines

This option allows you to see the *Revenue as of machines*, the revenue of *all machines*, all *Computers*, all *additional machines* or as of *Groups*.

2.7.2.22 Statistics → Use of Extra Services

The report *Use of Extra Services* shows the sales of the *Programm Billing* and the *Website Billing* either with single entries or accumulated.

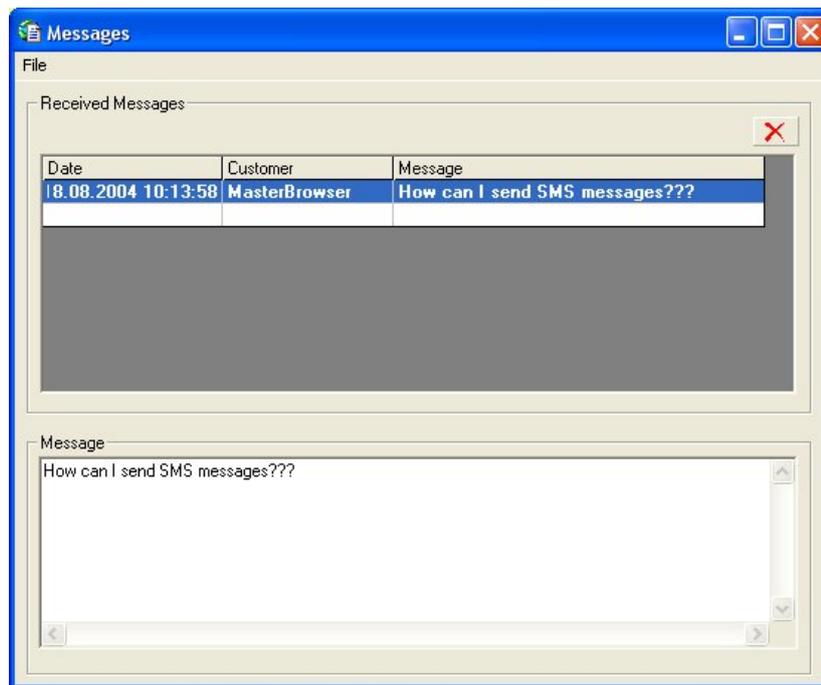
2.7.2.23 Statistics → Cash report

This report shows a list of all cash report either for *all users* or for a *single user*.

2.7.2.24 Statistics → Protocol of Journal Deletions

This protocol shows a list of all dates on which the journal was completely deleted.

2.8 Messages



The User can send messages from the Server to the Clients and receive messages from the Clients.

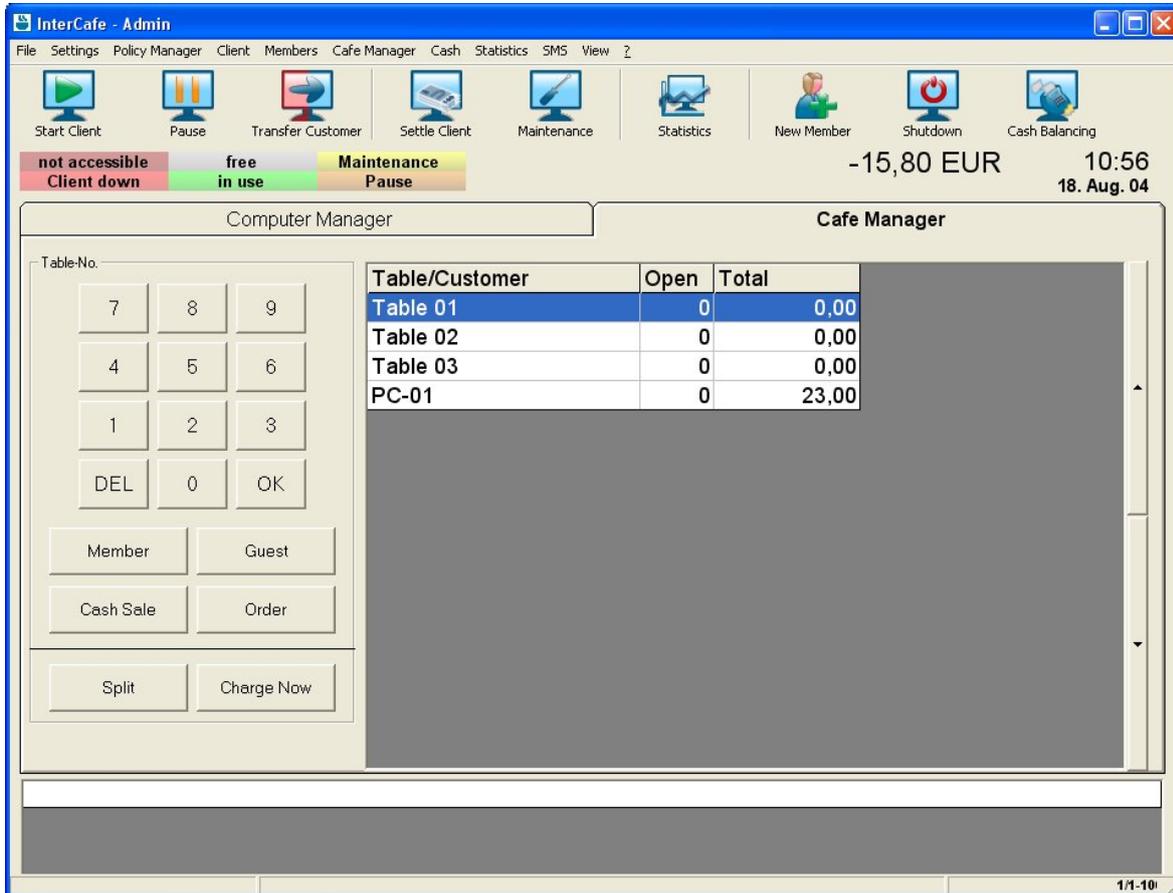
2.8.1 Read Messages

Received messages are being indicated with a message symbol in the first column of the Computer Manager Overview. Double click on this symbol to read the message.

To delete a read message click on the red cross. To answer the message double click on the message. A new window opens where you can write and send the message to the Client.

To access the Overview of Messages click on *Client* → *Messages*.

2.9 Cafe Manager

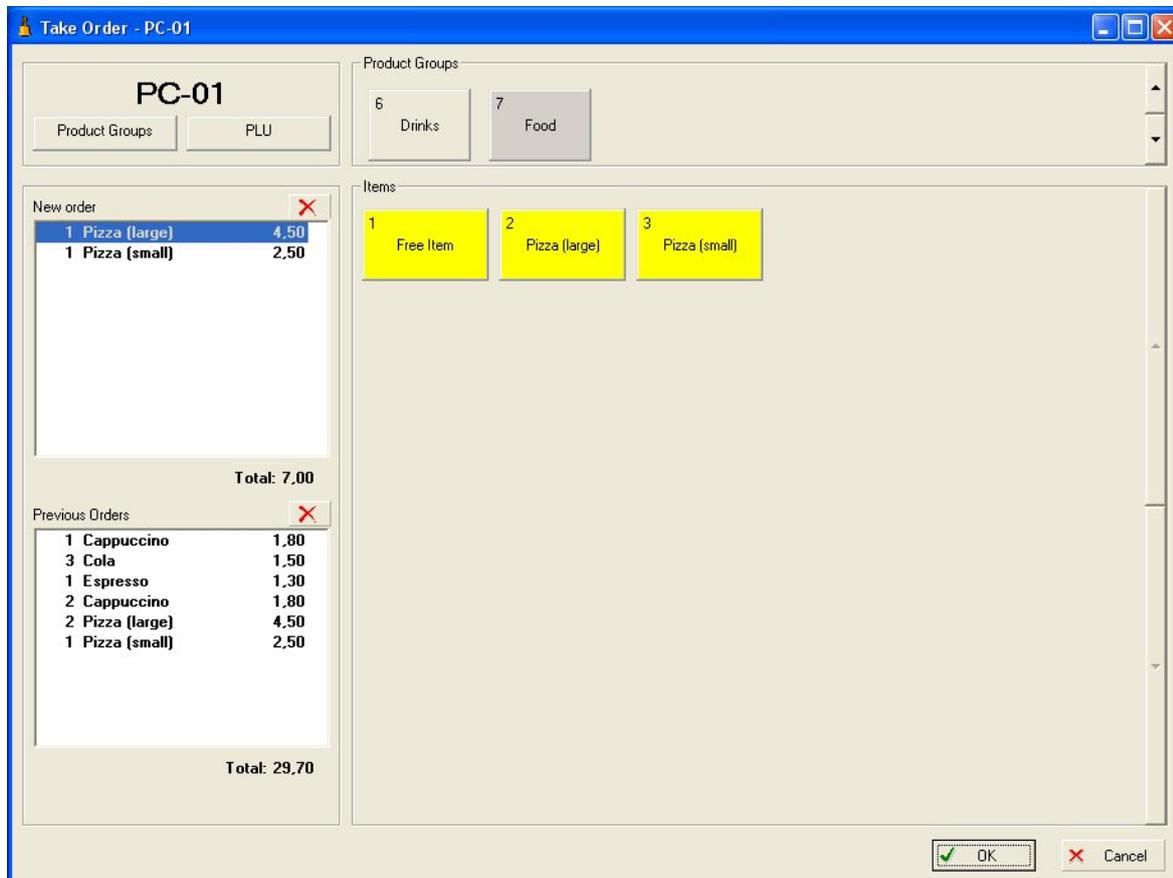


In InterCafe 2004 you have the possibility to handle orders and sales of additional products such as drinks, food, snacks, phone cards etc. in the same software. The functions of the Cafe Manager are being explained in the following part of the manual. The configuration of product groups, items and tables is being explained in the Installation and Configuration Manual.

2.9.1 Main Window

With the Tab-Strip you can change the overview from the Computer Manager to the Cafe Manager. A list of tables and customer that have been entered in the Cafe Manager will be displayed. You can now take orders and charge tables and customers or perform cash sales. The layout is optimized for the use with mouse and regular keyboard, POS keyboard and touch screen.

2.9.2 Take Order



To take an order double click on the according table or Client or highlight it and click on *Order*.

Choose the product group and select the icon you wish to add to the order. To order one item several times click on the button as many times as you need the item. With each click the quantity will increase automatically. To delete an item from the order just highlight it and click on the red cross. The order will be shown in the window *New Orders*. The *Previous Orders* of this customer are being displayed in the window below. To confirm the order click *OK*.

2.9.2.1 PLU

You can choose between the entry through product groups or the PLU entry when taking an order. The use of product groups has already been explained above. If using the PLU entry you can enter an article number (PLU) which has been defined in the Inventory Manager. Click on **Enter** to confirm the entry. If you want more than one piece of one item click **Enter** as many time as you want to order the item.

2.9.3 Split Positions

The screenshot shows a dialog box titled "Split - 1" with a close button (X) in the top right corner. It contains two tables of items with columns for Quantity, Items, and Price.

Quantity	Items	Price
2	Cappuccino	1,80
6	Cola	1,50
1	Espresso	1,30
2	Fanta	1,50
1	Pizza (small)	2,50

Quantity	Items	Price
1	Espresso	1,30
2	Pizza (large)	4,50
1	Pizza (small)	2,50

Below the tables, the following information is displayed:

Total: 12,80 EUR
Payment: 12,80 EUR
CASH: 15,00 EUR
Change: 2,20 EUR

Print Receipt

OK Cancel

To split the charges of a table or customer highlight it in the list and click on *Split*. Double click on the positions which you want to settle. They will automatically be moved to the bottom window and can be settled.

The other positions stay with the table or customer and can be settled later. Use this function if you have several customers at one table and they want to pay separately.

2.9.4 Charge

Settle Client - PC-01

PC-Usage

Duration (in min): 4 Start: 10:42
 Tariff: Standard mit HappyHour End: 10:45

Computer Usage: 0,20 EUR
 Prepaid Credit: 20,00 EUR

Payment: -19,80 EUR

Additional Charges

ID	Quantity	Description	U-Price	Total
7	1	Cola	1,50	1,50
8	1	Fanta	1,50	1,50
9	1	Mineralwasser	1,00	1,00

Total: 4,00 EUR

Total: -15,80 EUR
Change -15,80 EUR

CASH -15,80 EUR
Change 0,00 EUR

Print Receipt
 Execute Selected Action

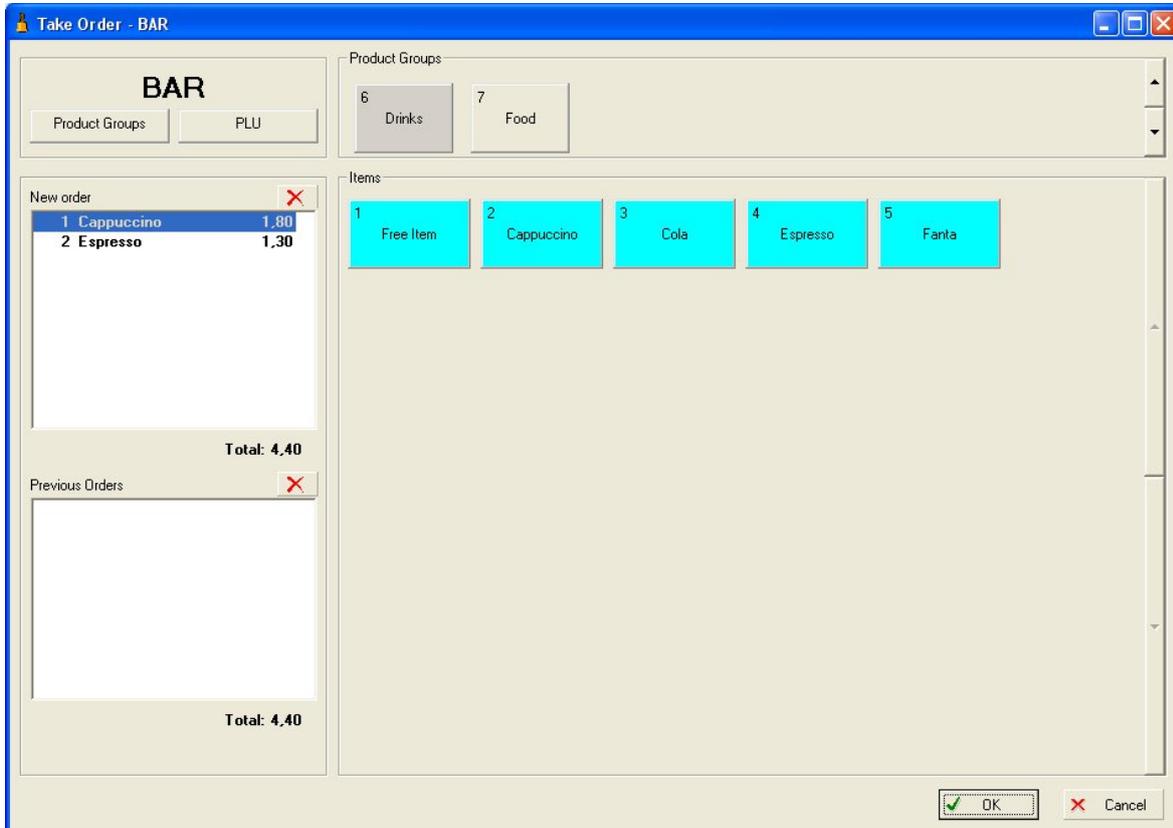
OK Cancel

To settle a Client, Table or Customer highlight it in the Cafe Manager and click on *Charge now* or *Settle Client*.

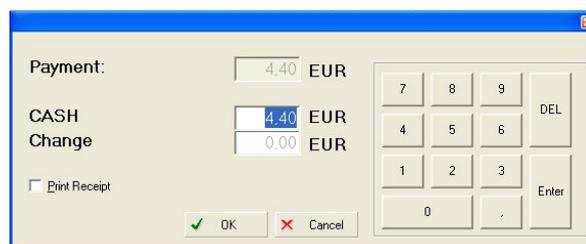
You will then see a list of all charges. You can edit the *Payment*(green) if you want to give a discount to the customer. If the payment is marked red this means that the customer gets a refund e.g. from unused prepaid credit.

Activate the option *Print Receipt* if you want to print a receipt for your customer on your POS printer. If the option *Execute selected action* is activated, the action which you have preset in *Options* → *Client* → *Login Screen* will be executed (e.g. Restart Client).

2.9.5 Cash Sale

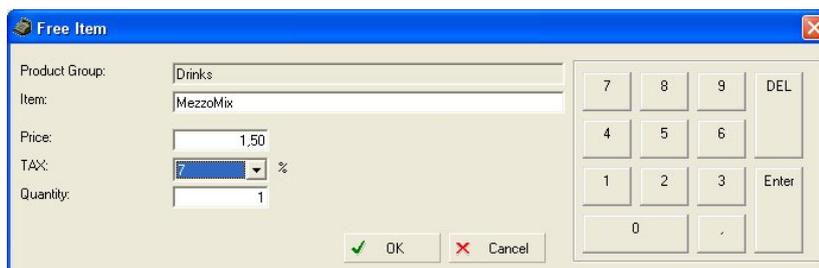


To sell an item directly to a customer who is not registered in the Cafe or Computer Manager you can use the option *Cash Sale*. Proceed with the order as usual and click on *OK*. You can settle the charges immediately.



Activate the option *Print Receipt* if you want to print a receipt for your customer on your POS printer.

2.9.6 Free item



If you want to sell an item which is not listed in your products you can choose the according product group and click on *Free Item*. You can enter the name and price of the item. Proceed with the order as usual.

2.10 Inventory Management

PLU	Product Groups	Item/Service	Price	Inventory	Give warning at inven
110	Drinks	Cappuccino	1,80	0	0
111	Drinks	Cola	1,50	10	200
112	Drinks	Espresso	1,30	10	200
113	Drinks	Fanta	1,50	56	100
222	Food	Pizza (small)	2,50	12	5
223	Food	Pizza (large)	4,50	8	10

The configuration of items and product groups is being described in the **Installation and Configuration Manual!**

To get to the Inventory Management go to *Cafe Manager* → *Inventory Management*. In the Inventory Management you can control the inventory. If the inventory for an item is low it will be marked red. You can sort the list as you wish (*View* → *Sort*) and print the list (*File* → *Print*).

2.10.1 Inventory Entries

Product Groups:

- 6 Drinks
- 7 Food

Items:

- 10 Pizza (large)
- 15 Pizza (small)

Quantity: 15

Buttons: +1, +5, +10, +25, Apply, OK, Cancel

To add new goods to your inventory choose *Edit* → *Inventory entries* in the menu. Select the item and enter the quantity of the new goods. Click *OK* to confirm the entry.

2.11 Other

2.11.1 Change Language

You can change the language in InterCafe 2004 Server at any time. To change the language go to *File* → *Change Language*. In a new window you can choose the language you wish to use. Only the fix parts of the software can be shown in different languages. The names of product groups and items as wells as the names of Clients and tables will stay the way you have entered them!

2.11.2 Logoff

To logoff go to *File* → *Logoff* or press CTRL + L. You will be asked to perform a shift change. To perform a shift change click on *Yes*. The Login Window will appear. You have to enter your name and password for the login. If you click on *Cancel* the Server will be closed after a security query.

2.11.3 Send SMS

You can send SMS from the Server by clicking on *SMS* → *SMS-Service*. The functions for sending SMS are described in → *InterSMS* in the Chapter *InterCafe 2004 Client*).

Choose *SMS* → *SMS Account* to control the quantity of SMS you have registered for your cafe.

2.11.4 View

2.11.4.1 Window

By clicking on *View* → *Window* you can see a list of all active windows in the InterCafe software. Choose one to view it.

2.11.4.2 Show Tab

Choose between the *Computer Manager* and the *Cafe Manager*. With *Reset Computer Overview* you can reset the settings of the Computer Overview.

2.11.4.3 Sort

Choose if you want the computers to be sorted by PC names or PC-ID. The sort modus is always alphabetical.

2.11.4.4 Show InterCall Icon

If you activate this option, the InterCall Icon is being displayed in the InterCafe Server software. You can then easily switch to the InterCall Software (if it is installed on your computer) by clicking on this icon. The InterCall software has the same function for InterCafe.

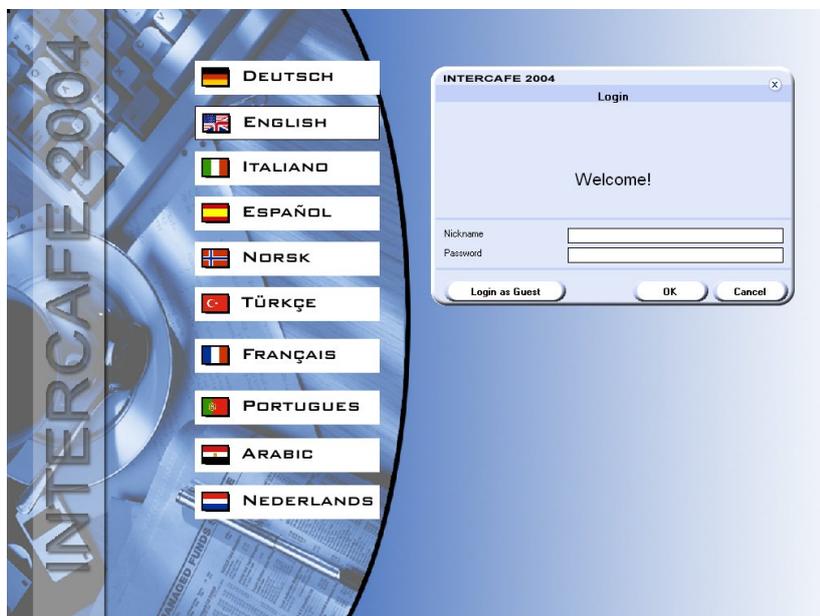
Chapter 3

InterCafe 2004 Client

Notice:

Depending on the configuration of InterCafe 2004 Client (see InterCafe 2004 Installation and Configuration Manual) the pictures in this manual might vary from the ones on your screen. If a function is missing please double check with the administrator of your cafe if the function is missing because of the way InterCafe 2004 Client was configured.

3.1 Login Screen



After the Client and the Server have been started you will see the Login Screen. Depending on the configuration you can either directly login at the Client or you need to have the Client unblocked for you from the Server. You can choose your language (also depending on the configuration) on the Login Screen.

3.1.1 Login at Client

3.1.1.1 Login with nickname and password

To login with nickname and password you can enter the nickname in the first box and the password in the second box. Confirm your entry by clicking *OK*. If your client is equipped with a coin acceptor you can insert coins to book credit onto your member account. If you don't have a nickname you can (depending on the configuration) login as guest.

3.1.1.2 Login with LoginCode

Enter the LoginCode you bought into the provided box. Confirm your entry by clicking on the button *OK*. The Client will be activated. To extend your credit you have to click on *Status* in the Client Menu. Choose *Extend* and enter another LoginCode. Your credit from the first LoginCode will be extended.

3.1.1.3 Login with Chipcard

If a chipcard reader is installed at the Client you can insert a Member Chipcard for the Login. The client will stay open until the chipcard is being removed from the chipcard reader. This is only possible if the configuration has been made for chipcard login (see Installation and Configuration Manual).

3.1.1.4 Login with coin acceptor

If a coin acceptor is installed you can insert coins to activate the Client. If the tariff is activated with a minimum charge be sure to insert enough coins to activate the Client.

3.1.1.5 Login as guest

To login as guest, choose the provided button.

3.2 Using InterCafe 2004 Client

The Client Menu appears automatically in the top right corner of the screen after the login.



If you move the mouse over the menu you will see an extended menu with the following options (depending on the configuration):

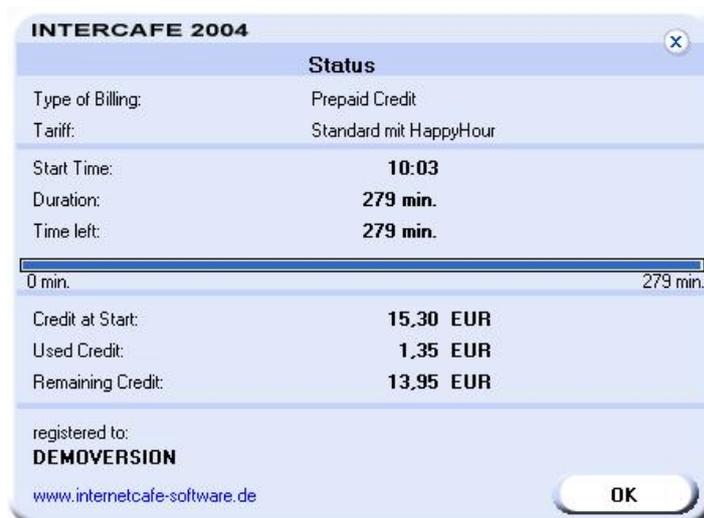


In the Status Bar of InterCafe 2004 Client Menu the language and the credit is being displayed.

Change Language To change the language just click on the flag in the Status Bar. You will see a window where you can choose the language you wish to use.

3.3 Status

To see the status with credit, tariff and time information click on *Status*.



You can see the tariff, the start time, the duration and the remaining time. You also see the Credit at Start, the used credit and the remaining credit you have.

3.4 Change Member Data

Depending on the configuration of the InterCafe 2004 Client you can make changes in your Member Data. This is only possible if you are logged in as member.



The screenshot shows a dialog box titled "INTERCAFE 2004" with a sub-title "Member Data Input". Below the title is a note: "Please fill in the form completely and correctly. All boxes with stars are mandatory." The form contains the following fields:

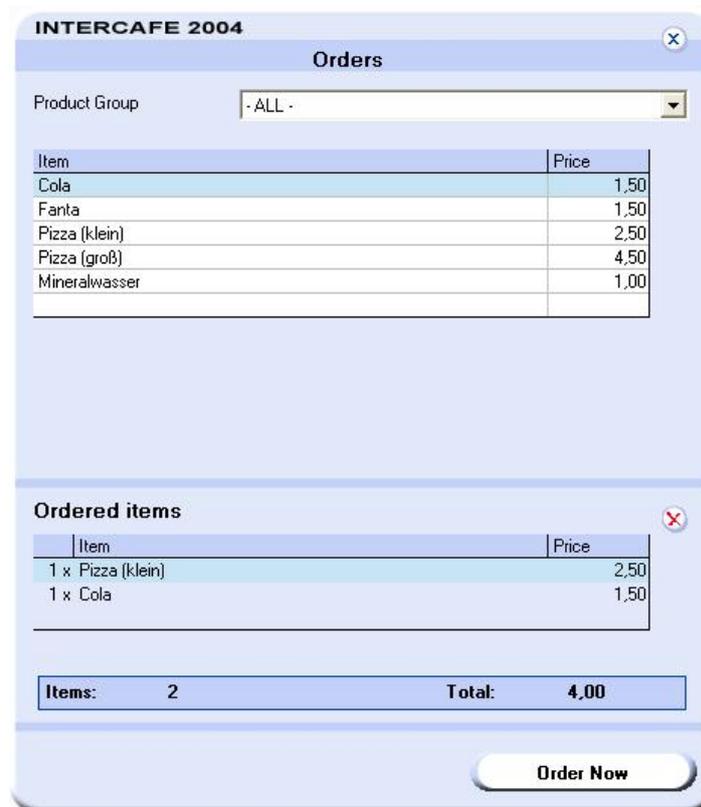
Nickname*:	MasterBrowser
Name:	Mustermann
First Name:	Max
Street/Nr.:	Berliner Straße 23
ZIP/City:	00000 Nixhausen
Phone:	0121/11111111
Mobile Phone:	0117/11112222
Email:	mail@domain.net
Date of Birth:	02.05.1982
Clan:	HacKerZ
Password:	*****
Confirm Password:	*****

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

Here you can change the Member Data and the password. Click *OK* to confirm your entry.

3.5 Order

You can make an order from the Client. This order automatically appears at the Server and the price is being deducted from your credit or added to your charges as soon as the staff has taken the order.



To order an item first choose the product group (or view all products, this is preset). Double click on the item you wish to order. All items you wish to order are listed in the bottom part of the window.

Before you send the order to the Server please double check the type, quantity and price of items you wish to order. Then confirm the order by clicking on *Order*. You will receive a message that the order has been indicated at the Server.

3.6 InterMessage

InterMessage is a tool in the Client Menu which enables you to send messages to the Server and other Clients in the Cafe.



Choose the Computer to which you want to send a message with a double click in the InterMessage window (see image on the left). With *Settings* you can preset your font color and background color (see image on the right). Here you can also *block messages* if you do not want to get any messages.

After having chosen a Computer from the list a new window will open where you can enter the message you wish to send.



Enter the message in the bottom window and click on *Send* to send the message. You can see all sent and received messages in the upper part of the window. The entries also show the time and the name of the users.

3.7 InterMail



INTERCAFE 2004

InterMail

Name of sender: Max Mustermann

E-mail address of recipient: maxi@hotmailerei.com

Subject: SMS

Hi! I can send SMS messages from the new internet cafe - worldwide!!

Attached Pictures:

Attach picture

Delete picture

Close

Send e-mail

With *InterMail* you have the possibility to send emails without needing an own email adress. Enter your name as *Name of sender* (it doesn't have to be an email adress) and enter the *email adress of the recipient*. Enter a subject to give a kind of topic to the email.

Enter the message you wish to send as email. If there is a Webcam connected to the Client you can make a picture of yourself by clicking on *Attach picture*. The attached pictures will be displayed in the message window. With the button *Delete picture* you can delete attached pictures from the email.

To send the email click on *Send email*. A message will indicate the successful sending of the email.

3.8 InterSMS

The screenshot shows the InterSMS interface within the InterCafe 2004 application. The window has a title bar with 'INTERCAFE 2004' and a close button. The main area is titled 'InterSMS'. It contains a list of countries with radio buttons: Deutschland, Italien, Griechenland, Grossbritannien, Türkei, and Spanien. The 'Other Countries' option is selected, and a dropdown menu shows 'Dänemark'. Below this is a 'Phone Number' field with a prefix dropdown set to '040' and a text input containing '00000200000'. There are three radio buttons for 'TextSMS' (selected), 'FlashSMS', and 'Extra long SMS'. A 'Message' text area contains the text 'New: sending SMS messages from our internetcafe'. At the bottom, it displays 'You will be charged for 1 SMS', 'You have 113 characters', and 'Price: 0,15 EUR'. There are 'Close' and 'Send' buttons at the bottom.

With InterSMS you can send SMS to mobile phones worldwide as long as there is prepaid SMS credit in the Server. You can access *InterSMS* through the Client Menu.

First of all you need to select the country you wish to send the SMS to. You can choose between the six preset countries or any other country from the drop down list. Then select the prefix and enter the phone number. Select the type of SMS you wish to send (TextSMS, FlashSMS or extra long SMS).

Enter the message you wish to send. The number of characters which you have left and the number of SMS you will be charged for are being indicated as well as the price. To send the message click on the button *Send*. If the SMS-Service was successful the price will be deducted from your credit or added to your charges and you will receive a confirmation.

3.9 LogOff

To finish the session without having used up all credit you can use the option *LogOff* in the Client Menu.

If you were logged in with nickname and password or chipcard your unused credit will be saved on your account.

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