What's New in TouchBistro 5.7

TouchBistro 5.7 has introduced a newly redesigned Admin section. Admin features are better organized and the Admin UI adopts a more familiar iOS look and feel.

TouchBistro has included a public beta for our new Cloud Reporting feature.

KDS users will need to update to the latest version of the KDS for use with TouchBistro 5.7.

Consult these release notes for full details on these changes along with other improvements added in version 5.7.

Need More Help?

Email support@touchbistro.com if you are experiencing any issues with this update.

Admin Update

Admin Menu

If you login with your Admin passcode and tap the Admin option in the menu bar, you now get a menu similar to your Option menu you get when you're logged in as a manager account.

The following options that were previously available from the Admin section are now found on the Admin options menu:

<table>
<thead>
<tr>
<th>Admin Menu Option</th>
<th>Previous Admin Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill / Guest Check History</td>
<td>History &amp; Reports</td>
</tr>
<tr>
<td>Customer Account List</td>
<td>Orders &amp; Credit Cards</td>
</tr>
<tr>
<td>Payment Gateway Options: Batch Summary, Manage Terminals, Terminal Batch Summary</td>
<td>Orders &amp; Credit Cards</td>
</tr>
<tr>
<td>Reports</td>
<td>History &amp; Reports</td>
</tr>
<tr>
<td>Sales Statistics &amp; Charts</td>
<td>History &amp; Reports</td>
</tr>
<tr>
<td>Snapshot Report</td>
<td>History &amp; Reports</td>
</tr>
<tr>
<td>Perform End of Day</td>
<td>History &amp; Reports</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Admin Settings

To access the Admin section, tap Admin Settings from the Admin Options menu.

The toolbar across the top has now been replaced by a sidebar similar to your iPad's settings screen. The available settings are:

![Sidebar Settings](image)

TouchBistro™ V 5.7 Release Notes
### Admin Setting

<table>
<thead>
<tr>
<th>Admin Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TouchBistro</td>
<td>Much of the information previously available from the Purchase &amp; About page is now found here.</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Your restaurant profile is now found here.</td>
</tr>
<tr>
<td>Licensing</td>
<td>Your licensing and purchasing options found under Purchase &amp; About are now found here.</td>
</tr>
<tr>
<td>Printers &amp; KDS</td>
<td>Printers and the TouchBistro Kitchen Display System (KDS) are set up here. Previously printers were added/configured under Printer Settings.</td>
</tr>
<tr>
<td>Menu</td>
<td>Your Sales/Menu Categories, Modifications, Menu Items, and Promotions are setup here.</td>
</tr>
<tr>
<td>Staff</td>
<td>Add and manage your staff and review/edit shift hours. Previously you added/managed staff under Staff &amp; Hours.</td>
</tr>
<tr>
<td>Floorplan</td>
<td>Now where you setup your restaurant floor plan and sections. Bill &amp; Chit options found under Layouts &amp; Floorplan are now under Bill &amp; Chit (see below)</td>
</tr>
<tr>
<td>Bill &amp; Chit</td>
<td>Area to customize your bill/guest check and your kitchen chits (sometimes called kitchen tickets).</td>
</tr>
<tr>
<td>Payment Gateways</td>
<td>Integrated payment processors are configured and managed here. Previously this was the Edit Payment Gateways button under Order &amp; Credit Card Settings.</td>
</tr>
<tr>
<td>General</td>
<td>Various payment-related options are now found here. Setting up Card Types, Tax Settings, Void Reasons, Discounts, Gift Cards, and Tip/Autograt options are now found here. Previously these options were found under Order &amp; Credit Card Settings. The Archive Data option previously found under History &amp; Reports is now found here.</td>
</tr>
<tr>
<td>Advanced</td>
<td>Options previously found under Custom Settings are now found here.</td>
</tr>
<tr>
<td>Cloud</td>
<td>Options related to TouchBistro and its access to cloud features are found here. The Upload Menu option previously found under Menu &amp; Categories has been moved under here.</td>
</tr>
</tbody>
</table>

### New Admin Settings Features

#### TouchBistro Settings

<table>
<thead>
<tr>
<th>Admin Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro Server</td>
<td>Similar to the previous Pro Server screen.</td>
</tr>
</tbody>
</table>

#### Restaurant Settings

<table>
<thead>
<tr>
<th>Admin Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Touch Kitchen</td>
</tr>
<tr>
<td>Address</td>
<td>5 West 20th Street</td>
</tr>
<tr>
<td>City</td>
<td>New York</td>
</tr>
<tr>
<td>State/Province</td>
<td>New York</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
</tbody>
</table>

The TouchBistro Settings screen provides some critical information that may be requested by technical support including information like:

1. TouchBistro Version
2. iOS Version
3. Device Running Time
4. License information
5. Wi-Fi and Internet connectivity status
**Restaurant Settings** is functionally the same as the **Restaurant Profile**. In previous versions, the Country name field was an open field. For example, you could type USA, United States, U.S., etc. The field has been changed to a pick list. Ensure your country field has updated correctly. If not tap **Country** and select your country from the list.

**Printers & KDS Settings**

TouchBistro 5.7 has changed the way you add and configure printers. In previous versions, you selected your class of printer (Global Receipt Printer, Global Bartender Printer, etc.), added a printer, and then configured it.

In the new **Admin** section, you first add your printer with the **Add** + icon (top right of the screen). Tap **Add Printer**. You are then taken to your familiar **Printer** details screen. Tap **Done** when you've configured the printer. TouchBistro will default the first printer you add to role of Global Receipt Printer and Global Report Printer. To modify this default, tap and enable the printer’s availability for that printing role.

We’ve also removed the HP Air Print Mode.

If you have the TouchBistro Kitchen Display System (KDS), it was previously configured under the **Menu Category** screen. Now, add it similar to a printer. Tap the **Add** + icon. Select **Add Kitchen Display**. Enter a name for your KDS (e.g., Kitchen Display) and enter the IP (found across the top of your running KDS app screen). Tap **Test Kitchen Display Connection**. If successful, tap **Done**. Your KDS will be available on the **Menu Category** and **Menu Item** screens.

**Menu Settings**

**Sales Categories**

Sales Categories are used for reporting on different types of sales such as Food, Alcohol, or Merchandise.

**Menu Categories**

Appetizers, Salads, Mains, Desserts, etc.

**Item Modifications**

Cooking instructions, sides, etc.

**Menu Items**

Caesar Salad, Filet Mignon, California Roll, etc.
required or optional but we suggest you complete them (for example, Inventory and menu item image).

**CATEGORY SETTINGS**

**Menu Category**
This determines where users can find the menu item in Touchbistro.

**Dine-in Category**
This determines where sales of this item are recorded in the Sales Totals report. **Drinks**

**Print Settings**

- **Printers**
  - Select one or more printers this item should print to when sending orders to the kitchen.
  - Category Default: Don’t Print.

- **Kitchen Displays**
  - Select one or more printers this item should print to when sending orders to the kitchen.
  - Category Default: None.

- **Print on Separate Chit/Ticket**
  - Enable this to always print the burger or any chits attached.

**Short Name**
Enter Text Here

**Course**
Specify which courses this item should be printed under on kitchen chits/tickets.

**ADVANCED SETTINGS**

**UPC**
Enter Text Here

The options in the Additional Details section are largely items set by the Menu Category this menu item is related to. A few items here are not set by the Menu Category and might need your attention:

**Print Settings:** Print on Separate Chit/Ticket and Short Name.

**Advanced Settings:** UPC and Allow Returns.

**Promotional Pricing**

Your Promotional Pricing set up is unchanged.

**Staff Settings**

**< Restaurant Settings>**

- **TouchBistro**
- **Restaurant**
- **Licensing**
- **Printers & KDS**
- **Menu**
- **Staff**

The layout is in keeping with the new Admin UI design. **Staff Type/Permission Level** is a pick list. Tap on it and then select the **Staff Type**.

Staff can now share colors. If you have more staff members than available colors, you can double up on some colors.

**Floorplan Settings**

**Floorplan Settings** is unchanged.

**Bill & Chit Settings**

**Bill & Chit**

**Edit Bills / Guest Checks**

Customize what the customer will see when you print the bill/guest check.

**Edit Chits**

Customize what information fields will appear on kitchen chits.

**Payment Gateways Settings**

Configuring your integrated payment gateway is unchanged, although we now support the Smooth Pay loyalty program (see below).

**General Settings**

- **Include Tipline on Credit Card Receipt (Pre-Auth)**
  - On

- **Default Card Swipe Action**
  - Sign on Screen

- **Current Order #**
  - 18

- **Current Bill #**
  - 14

**GLOBAL PRINTERS**

- **Min. Party Size**
  - 6

- **Default %**: 0.18

**Gratuity Mode**:
- Include Gratuity in Tip

Configuring/managing Card Types, Tax Settings, Void Reasons, Discounts, Gift Cards, Include Tipline, Default Card Swipe Action, and Auto Grat is unchanged.
Advanced Settings

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Settings</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>TouchBistro</td>
<td>Automatically Proceed to Order Input Screen</td>
<td>On</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Automatically proceed to order input screen after seizing a party</td>
<td>On</td>
</tr>
<tr>
<td>Staff</td>
<td>Open Cash Drawer When Accepting Cash Payments</td>
<td>On</td>
</tr>
<tr>
<td>Floorplan</td>
<td>Require Access to 2D floorplan and check before all items have been sent to the kitchen</td>
<td>On</td>
</tr>
<tr>
<td>Bill &amp; Chit</td>
<td>Manager Password to Open Cash Drawer</td>
<td>On</td>
</tr>
<tr>
<td>Payment Gateways</td>
<td>Allow Discounts on Receipt</td>
<td>On</td>
</tr>
<tr>
<td>General</td>
<td>Require Manager Password to Edit Items</td>
<td>On</td>
</tr>
<tr>
<td>Advanced</td>
<td>Require Manager Password to View Items</td>
<td>On</td>
</tr>
<tr>
<td>Custom Settings</td>
<td>Option to &quot;Print Receipt &amp; Close&quot; when all bills / order are done</td>
<td>On</td>
</tr>
</tbody>
</table>

Custom Settings options have been moved under Advanced Settings. New Advanced Settings and their uses are as follows:

Print Zero Priced Modifiers on Bill

When enabled, all modifiers (those that trigger additional charge and those that don’t) will appear on a customer bill.

Lock Order to Waiter

Under Staff we've added the new option Lock Staff to Assigned Tabs/Deliveries/Takeouts. If enabled and an order is assigned to a waiter, only the waiter (or a manager) can view the order. Other waiters cannot view the order.

We've added a Print Zero Priced Modifiers on Bill option under Printing.
You can now “lock” an order to a staff member. Tap the Information icon associated with an order item and select Assign to Waiter. Select a clocked-in staff member.

![Order screen with Assign to Waiter option]

If you always want the staff member who creates an order to be assigned to the order, enable the new Automatically Assign Staff to Bar Tabs, Deliveries, and Takeouts option.

**Track Deleted Items**

In previous versions we’ve given you the ability to track voids (that is removing items from the order screen after they’ve been sent to the kitchen). However, if you don’t send items to a kitchen printer/KDS (for example, you’re using TouchBistro in register mode), you may want the ability to track and control deletes in a fashion similar to voids.

To enable this, we’ve added Require Manager Passcode to Delete Items and Track Deleted Items to Advanced. These options can be found under the Order Input section.

If Require Manager Passcode to Delete Items is enabled, the server will need to get a manager to enter her/his passcode to allow the item to be deleted from the order screen.

If Track Deleted Items is enabled, deleted items are tracked on a per waiter basis.

You can see your deletion stats on the new Deleted Items Report (under the Labor report section).

![Deleted Items Report]

The Deleted Items Report shows you which staff members’ deleted items, the number of times they deleted an item from the Order screen, the total number of deleted items, and the value of items deleted. The Deleted Items Report can be helpful in identifying staff members with unusually high number of deletes.
Cloud Settings

**Cloud**

Upload Menu
Uploads your menu to the TouchBistro Cloud. This lets you restore your menu to another iPad and will let you take advantage of online ordering in the near feature.

**Active Table Sync**
Activating this will allow TouchBistro to sync active parties with the cloud, allowing you to use 3rd party PayPal Pay at Table solutions such as PayPal.

**Cloud Reporting Sync (Beta)**
Activating this will allow TouchBistro to sync sales data with the cloud.

Uploading your menu to the cloud remains unchanged. We've added two settings:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Table Sync</td>
<td>Activate to enable PayPal Pay at Table features. Disable to temporarily suspend the features.</td>
</tr>
<tr>
<td>Cloud Reporting Sync</td>
<td>Enable if you want to use TouchBistro's new cloud reporting features. This is still a beta feature. Use with caution.</td>
</tr>
</tbody>
</table>

Cloud Reporting

Your cloud page can be found at [http://cloud.touchbistro.com](http://cloud.touchbistro.com)

Use the Account Name and Password you created when registering for TouchBistro. If you forgot your Account Name, tap Admin | Admin Settings | Licensing.

Managing Your Account and Downloading Pro Server

The new cloud page replaces the old manage.touchbistrom.com site. If you are a Pro user and need to download the Pro Server, access the cloud site. You can also manage your account information from the cloud site.

Pro Server Settings

Linking your iPad to the Pro Server and uploading your restaurant to the pro server remain unchanged.

Exit Restaurant

The Exit Restaurant option is found at the bottom of the Settings area.
Orders Menu

The Orders screen now organizes Takeout, Delivery, and Bar Tab items under their own banners.

Orders can also set a reminder. Slide Show Reminder to the green position. Use the time/date wheels to set the time you want the reminder. It will default to when the order is being placed. For example, if you want the delivery to go out at 7 pm, set the time wheel to 7 pm. You could also set it to 6:45 or some time before to give you more advanced notice.

For a bar tab you might set a future time/reminder to check in on a person seated at a bar who is waiting for a table.

On Standard you will get a pop-up reminder. In Pro you will get a message in your message center (usually within about 10 minutes of the set time).

Bar Tabs, Delivery, and Takeout in Reports

TouchBistro will now track these separately in reports.

Smooth Pay

TouchBistro now supports Smooth Pay loyalty program as an integrated digital wallet. You will find the set up screen in Admin | Admin Settings | Payment Gateways.

Visit Smoothpay.com to learn more.

Inventory

Managers can now override an out-of-stock alert and add it to an order.
Kitchen Display System

If you’re using the KDS, you need to download the latest version of the KDS which is compatible with 5.7.

TouchBistro 5.7 can now send voids to the updated version of the KDS. Tickets with a void appear in red.

As well, you can add multiple kitchen displays and have orders sent to more than one KDS.