What's New in TouchBistro 6.0

TouchBistro 6.0 offers some major improvements to the user experience. Most notably TouchBistro now supports landscape mode. Bar and counter service venues will appreciate this additional flexibility.

We’re also adding new ways to interact with your menu on your order screen with bigger, friendlier buttons that help bar and counter staff add items to the order more accurately.

Another major highlight is TouchBistro now better supports zero dollar menu items. You can add free items customers request but servers sometimes forget in the rush.

Consult these release notes for full details on these changes along with other significant improvements added in version 6.0.

Need More Help?

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

Order Screen

New Menu View Options

You can now view the menu items as a list (classic), an image grid, or a text grid.

<table>
<thead>
<tr>
<th>View</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>List (Classic)</td>
<td><img src="image1" alt="" /></td>
</tr>
<tr>
<td></td>
<td>Items:</td>
</tr>
<tr>
<td></td>
<td>Specials:</td>
</tr>
<tr>
<td></td>
<td>Limoncello: $49.99</td>
</tr>
<tr>
<td></td>
<td>Johnnie Walker’s Green Label: $69.99</td>
</tr>
<tr>
<td></td>
<td>Domaine Serene Red Wine: $39.99</td>
</tr>
<tr>
<td></td>
<td>Domaine Serene White Wine: $29.99</td>
</tr>
<tr>
<td>Image</td>
<td><img src="image2" alt="" /></td>
</tr>
<tr>
<td>Text</td>
<td><img src="image3" alt="" /></td>
</tr>
</tbody>
</table>

TouchBistro now supports landscape mode. If you rotate your iPad from portrait to landscape, TouchBistro will automatically adjust screens for the new orientation.

You may find a landscape orientation more suitable when TouchBistro is being used in cash register mode or in fixed location (e.g., at your bar).
When you’re in Image Grid or Text Grid view, the Menu Category bar is removed. Instead, tap the image or text category box to drill down to the associated menu items.

Specify Text Grid Colors

Text Grid box colors are definable in the Menu Category edit screen and the Menu Item edit screen.

A color set for the Menu Category will apply to the initial Menu Category button as well as associated Menu Items.

Specifying colors for menu items can be used to highlight menu items that might be on special or staffers are encouraged to sell.

For alcohol menu items, you can use colors to help differentiate between rail, call, and premium/top shelf brands.

Locking the View

Under Admin | Admin Settings | Advanced, we’ve added the Lock Menu View Toggle to lock the view to a specific view.
Tap Lock Menu View Toggle and select: List View, Image Grid View, or Text Grid View.

Change Register Buttons

Under Advanced (Admin | Admin Settings | Advanced), we’ve added the ability to customize what buttons appear in the “fast pay” area of the register.

To add or change a button, first tap the cell you want to add a button to or change.

Then tap the button you want to appear in that cell.
Tap the **Expand** button to restore the table view.

### Menu Icons

- **Print & Send**
- **Send**
- **Checkout**

#### Current Order For Cash Register

**Pasta with Clams** $18.99

We’ve introduced icons to the order screen menu bar.

### Menu Category

#### Adding a New Menu Category

To add a new **Menu Category** (Admin | Admin Settings | Menu), tap one of the available blank category slots.

![Menu Category](image)

If you want to create a custom category, enter the category name in the **New Category Name** field and tap **Create Custom Category**.

### Create Custom Category

Alternatively, select a pre-configured category from the list below.

### Visibility Settings

We’ve created a new **Visibility Settings** section. The **Hide** option has been moved under **Visibility Settings**.

### Adding Menu Items

When you add or edit a menu item, you’re now presented with a list of your existing categories. Tap the category and then add or edit the menu item for that category.

### Personal Register

We’ve added the ability to give servers their own personal register. The **Register** option (available from the menu bar) can be used ring up sales in register mode without having to access an iPad being used as a common register.

For a staff member to be able to access Personal Registers, you need to enable it in the staff settings. Tap **Staff**. Enable **Can Access Personal Register**.

---

TouchBistro™ V 6.0 Release Notes

TouchBistro USA  |  5 West 20th Street, 3rd Floor, New York, NY 10011, USA
TouchBistro Canada  |  487 Adelaide St. West, Suite 200, Toronto, ON M5V 1T4, Canada
1-855-963-5252  |  sales@touchbistro.com  |  support@touchbistro.com  |  www.TouchBistro.com
You can optionally disable Can Access Point of Sale to require the server to always use personal register.

Zero Dollar Menu Items

In previous versions, zero dollar menu items could not be sent to a kitchen printer alone. TouchBistro now supports sending zero dollar menu items to a kitchen chit/ticket. For example, a complementary bread basket that has no charge can be added as a menu item. This ensures wait staff can add complimentary items to the order screen, get it added to a kitchen chit/ticket, and not forget they were requested by the customer.

The item needs to be added as a menu item (Admin | Admin Settings | Menu | Menu Items) with an explicit zero dollar figure, versus leaving it blank.

By default, zero dollar menu items do not appear on the guest check. If you want zero dollar items to appear on the guest check, see below.

---

Handling Zero Price Items on the Guest Check

Under Advanced, we’ve given you greater control over which zero priced items appear on the guest check. We’ve broken the previous Print Zero Priced Items On Bill setting into three settings:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Zero Priced Modifiers</td>
<td>If enabled, TouchBistro will print zero priced modifiers in addition to modifiers with an up charge.</td>
</tr>
<tr>
<td>Print Zero Priced Menu Items</td>
<td>If enabled, TouchBistro will print menu items with a zero price.</td>
</tr>
</tbody>
</table>
Multi-Select Editing

You can now delete, discount, or move more than one item at a time.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print 100% Discounted</td>
<td>If enabled, TouchBistro will print menu items that have been discounted 100% (that is to $0).</td>
</tr>
<tr>
<td>Items</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discounts</td>
<td>Tap Discounts to apply the selected discount to all items checked.</td>
</tr>
<tr>
<td>Delete</td>
<td>Tap Delete to delete all of the items checked.</td>
</tr>
<tr>
<td>Move to Seat</td>
<td>Tap Move to Seat to quickly move these items to another seat at the current table. Select the desired seat.</td>
</tr>
<tr>
<td>Move Items to Another Table</td>
<td>Tap Move Items to Another Table, to move the checked items to another table. Tap the target table. They will be added to the shared order section. Tap Edit again to distribute the items to the proper seats at the new table.</td>
</tr>
</tbody>
</table>

Tap Done when you want to exit from Edit mode.

Bar Tab Swipe Creation

Mercury Authorization

In the previous version of TouchBistro, we introduced the ability to create a bar tab by swiping the offered credit card. If you are using Mercury as your integrated payment provider, TouchBistro will obtain a Mercury "valid card" authorization and allow you to process the order without having to re-swipe the credit card.

It's important to understand no pre-authorization is issued by Mercury. In other words, the swipe does not check if the card holder has enough remaining credit limit to pay for the accrued tab.

Disable Swiper Prompt

If TouchBistro detects you’re using a swiper, it will prompt you to populate the bar tab by swiping a credit card. If you prefer not to use this method to populate bar tabs, you can turn it off under Admin | Admin Settings | Payment Gateways.
Disable Create/Open Bar Tabs by Swiping Card.

### Alcohol Tax Changed to Tax 3

Many jurisdictions do not have a specific alcohol tax (applied to alcoholic drinks only) but need a third tax. For example, you need to charge a county tax sales, a state sales tax, and a hotel or resort tax on some items. To accomplish this, you can now use **Tax 3**.

If you were previously using the Alcohol Tax field for charging the alcohol tax, **Tax 3** will be automatically named **Alcohol Tax** for your venue. No changes are necessary on your end.

We've also redesigned the **Tax Settings** page layout. If you make any changes, tap **Save**.

### Transfer All Tables to another Waiter

We've added a **Transfer All Tables to Waiter** option under **Options**. In previous versions, if you were a waiter and wanted to transfer your open tables at shift’s end, you had to do it one table at a time. Now you perform one “bulk” transfer with **Transfer All Tables to Waiter**.

### Adjust Staff Clock-In Time during a Shift

It's not uncommon for staff members to clock in some time after they started their work shift. Managers and Admins have been able to adjust the staffer's Shifts page. However, this was only possible after the staffer had clocked out. It is easy to forget adjusting the shifts hours later when the staffer clocks out. You can now set the start time during the staffer's shift.
To adjust the clock-in time of a staff member currently clocked in, access the staff settings and tap the Information icon associated with the staff member. Tap Adjust Clockin Time.

![Staff Management Screen]

Use the time wheels to set the correct clock-in time and tap Done.

---

**Customize Auto Gratuity Name**

If you’re using an automatic gratuity (for example, 18% is automatically applied to a table of 6 or more), you can now customize how the term appears on the guest check. For example, you might rename it to "Service Charge" or "Terrace fee".

![Auto Gratuity Configuration Screen]

When a party size triggers the autograt, the text specified in Gratuity Display Name displays where the autograt is added.
Void Reasons

We’ve changed the Void Reasons page layout. It’s no longer a pop-up dialog box. As well, we’ve added a search box making it easier to find void reasons if you have a large number of them.

New void reasons are added with the icon at the top right.

Voids and Inventory

You can now flag some voids to "return" the item to the inventory count when voided. For example, a customer orders a bottle of beer. The inventory is reduced by one. The customer notes the served beer is incorrect. One can void the beer and, if the bottle has been not opened, return it to inventory.

Sending Screen Shots

At times, support might need you to send a screen capture of what you’re seeing on your iPad screen. To capture your screen, click simultaneously the lock/power button and the Home button. Release and you will hear a shutter sound.

In previous version, TouchBistro asked for a description of the issue. However, now TouchBistro prompts you for a description and a contact email. Please use the email you used to register TouchBistro.
Security Settings Page

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>TouchBistro</td>
<td>Security Presets</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Require Manager Passcode to Void Items</td>
</tr>
<tr>
<td>Licensing</td>
<td>Track Deleted Items</td>
</tr>
<tr>
<td>Printers &amp; KDS</td>
<td>Require Manager Passcode to Delete Items</td>
</tr>
<tr>
<td>Customer Facing Display</td>
<td>Unsent Items Warning</td>
</tr>
<tr>
<td>Manu</td>
<td>Unselected Modifier Warning</td>
</tr>
<tr>
<td>Staff</td>
<td>Require Manager Passcode to Open Cash Drawer</td>
</tr>
<tr>
<td>Flexiplan</td>
<td>Security</td>
</tr>
<tr>
<td>Bill &amp; Chit</td>
<td>Require Manager Passcode to Change Gratuity</td>
</tr>
<tr>
<td>Payment Gateways</td>
<td>Require Manager Passcode to Open Restaurant</td>
</tr>
<tr>
<td>Advanced</td>
<td>Security</td>
</tr>
<tr>
<td>Security</td>
<td>Lock Staff to Assigned Tables</td>
</tr>
<tr>
<td>Cloud</td>
<td>Lock Staff to Assigned Tabs/Deliveries/Takeouts</td>
</tr>
<tr>
<td>Pro Server</td>
<td>Security</td>
</tr>
</tbody>
</table>

Security related Advanced settings have been broken out into their own Admin Settings section called Security. The following Advanced settings are now found under the Security setting:

- Require Manager Passcode to Void Items
- Require Manager Passcode to Delete Items
- Track Deleted Items
- Unsent Items Warning
- Unselected Modifier Warning
- Require manager Passcode to Open Cash Drawer
- Allow Staff Editing of Modifiers
- Lock Staff To Assigned Tables
- Lock Staff To Assigned Tabs/Deliveries/Takeouts
- Require Passcode To Transfer Tables Between Staff
- Require Passcode To Transfer Tabs/Deliveries/Takeouts Between Staff
- Require Passcode To Transfer Tables Between Parties
- Require Passcode To Change Gratuity
- Require Passcode To Open Restaurant

If you have set any of these previously, TouchBistro will not change your settings.

Security Presets

We've also added security presets as a way to quickly set security.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Sets all security settings to disabled.</td>
</tr>
<tr>
<td>Medium</td>
<td>Sets some security setting to enabled. If you're unsure about setting, Medium is a good start.</td>
</tr>
<tr>
<td>High</td>
<td>Sets all security settings to enabled.</td>
</tr>
</tbody>
</table>

Tap Security Presents and then select one of the following:
Orders

Delivery Orders Delivery Map

When you create a delivery item (under Orders), TouchBistro now incorporates a map, directions, and travel time into the delivery order screen.

Show Contact List when Entering a Name

Previous to 6.0, when you enter a name into an order name field (for a takeout, deliver, or bar tab), TouchBistro would try to suggest known names from your iPad’s Contact app. We’ve added an Advanced setting that, by default, turns this auto suggest feature off.

Full Takeout/Delivery Information Now on Closed Bills

Bills and closed bills will now print all details entered into a Takeout or Delivery screen.

Fast Bar

Fast Bar Now a Staff Setting

In previous versions, staff members could enable or disable the Fast Bar setting via the Cash Register screen. We’ve now made this a staff setting (Admin | Admin Settings | Staff).
When enabled, the staff member will always be in Fast Bar mode when accessing the Cash Register screen. The staff member will not be able to exit from Fast Bar mode until the Admin disables Enable Fast Bar on Point of Sale.

Enable/Disable Credit and Debit Buttons

If your fast bar is purely cash only, you can disable the credit card and debit card fast pay buttons.

New Lock Screen

TouchBistro has given the lock screen a new look, moving the TouchBistro logo to the bottom and making the venue name more prominent.

If you’re using the QR code login, tap the QR Code icon in the top right to open the QR code reader.

Accessing PayPal Check-Ins

We’ve removed the swipe gesture to reveal the screen of customers who have checked in with the PayPal payment app.

Reports

Daily Sales Report

The Daily Sales Report (Admin | Reports | Sales | Daily Sales Report) now gives you a total of day totals.

Hours Report

The Hours Report (Admin | Reports | Labor | Daily Sales Report) report now includes first and last names in the CSV export.
Integrated Credit Card Handling

Reprinting a Credit Card Slip

We’ve added an option to reprint a credit card slip from the bill view.

Tip Adjust for Cayan Users

You can now correct errors customers have made in tips. For example, a customer entered a $100 tip when he/she meant to enter a $10 tip.

Logo for Your Guest Checks

In previous version, TouchBistro only supported a 150 x 150 square logo for the guest check.

You can now add non-square logos to your guest checks (Admin | Admin Settings | Bill & Chit | Bills / Guest Checks).

Floorplan

Walls Made Easier to Move/Resize

We’ve added small circles to walls to make it easier to move, resize, and rotate the walls.

New Floorplan Backgrounds

We’ve added stone and tile floorplan background patterns. Access Admin | Admin Settings | Floorplan and edit your Main Floor to view the new backgrounds.

Customer Facing Display (CFD)

Show Takeout

By default, items check out under Orders (Takeout, Delivery, and Bar tabs) will not display on the CFD. You can now enable their display with the new Show Takeout option.
Short Name Support

If short names have been entered for menu items, the CFD will now use the short names in place of the longer menu item Name. This is useful if your longer menu item Name is too long for the CFD display. Enter a shorter menu name in the Short Name field in the menu items Print Settings.

Cloud Reporting Changes

Accessing Settings

The Settings page and Logout options are now accessible from a drop down menu.

Setting Service Hours

By default, cloud reporting defines your day as any sales accrued from Midnight to 11:59 PM. However, this can be a problem for business that treat their business day as "from open until close". For example, from 11 am until 1 am. By default sales data accrued after midnight would appear on the next day's sales data.

If your business is open past midnight and you want your post-midnight sales data to be accounted for as sales data as part of day you opened, you can do this with the new Service Time setting.

Access the Settings page. Use the Service Time drop-down box to set your venue's opening time. For example if your venue opens at 11 am, set it at 11 am.

The Settings page will indicate the new time range for a service "day". Click Save Service Time.

Note: Remember, only set a non Midnight service time if your service day ends after midnight. If your service day ends before or on Midnight, leave the service time as Midnight.

After you've set your new service time, double check on reports that it correctly reflects the time range desired.

Category Summary Report

The new Category Summary report gives you sales by category. Sales data represents before tax totals and do not include gratuity.
Payment Type Pie Chart

We've added a pie chart to the Payment Types report.

By Payment Type

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMEX</td>
<td>$90.23</td>
</tr>
<tr>
<td>Cash</td>
<td>$246.65</td>
</tr>
<tr>
<td>MasterCard</td>
<td>$46.53</td>
</tr>
<tr>
<td>Visa</td>
<td>$195.94</td>
</tr>
</tbody>
</table>

REPORT SUMMARY (4 entries) $587.42

You can also filter out payment types by clicking on the payment type's associated radio button. You might, for example, want to view credit card payments relative to each other. Or MasterCard vs Visa.

Sales by Section Report

The new Sales by Section report gives you sales by your floor plan sections, plus your cash register, and Orders sales (takeout, delivery, and bar tab). Sales data represents before tax totals and do not include gratuity.

Order Type

The new Order report gives you sales by orders type (takeout, delivery, bar tab, or dine-in). Sales data represents before tax totals and do not include gratuity.

Grouped vs Stacked

You have an option to display the bar charts as either Grouped (individual order types represented by their own bar) or Stacked (order types are stacked by day).

Click the appropriate radio button to select the bar chart type.
You can also filter on order types to display on the bar chart. Click the radio button to add/remove an order type.

**Detailed Hourly Sales**

The **Detailed Hourly Sales** report gives you an hour by hour break down of sales by **Section**, **Sales Category**, **Menu Category**, and/or **Menu Item**. Use the checkboxes at the top to indicate how you want sales grouped.

The **Detailed Hourly Sales** report also gives you a visual "heat map" of sales. Darker the green, higher the sales.

You can download this report as a CSV or print it using the icons at the top of the report chart.

**Menu Items is now Waiter Items**

We've renamed the **Menu Items** report to **Waiter Items**.