

## What's New in TouchBistro 6.2

Manager and bartender rights are now fully exposed and can be assigned to any staff type. We've also added a local backup feature that backs up your restaurant data before installing a new version of TouchBistro.

**Note:** If you are a Pro user and running an older version of OS X, you will need to update to [OS El Capitan](#).

Consult these release notes for full details on these changes along with other significant improvements added in version 6.2.

### Need More Help?

Email [support@touchbistro.com](mailto:support@touchbistro.com) if you are experiencing any issues with this update.

## Staff Types

< Restaurant	Staff
TouchBistro	Edit Staff Types
Restaurant	Customize the roles which are assigned to all your staff
Licensing	Edit Staff
Printers & KDS	Create and manage staff records and assign roles
Customer Facing Display	
Menu	
Staff	
Floorplan	

In 6.1 TouchBistro gave you the ability to create your own custom staff types to better reflect your staffing terminology. We've now expanded this feature by letting you enable/disable all rights previously available only to manager and bartender staff roles.

Prior to 6.2, we had two special staff roles (besides Admin) called **Manager** and **Bartender**. These staff roles had "hidden" rights you could not assign to other staff roles (e.g., a waiter). For example, only staff types with a **Manager** staff role could perform an end of day, approve voids, or adjust staff clock-in times. Bartender staff roles could be assigned their own printers.

In 6.2 we now give you the ability to give managerial and bartender rights to any staff member.

< Restaurant	< Back	Edit Staff Type	Done/Save
TouchBistro	Name	Shift Supervisor	
Restaurant	MANAGER PERMISSIONS		
Licensing	Can Access Reports	Staff with this setting enabled have access to all of TouchBistro's reports.	<input checked="" type="checkbox"/>
Printers & KDS	Can Launch TouchBistro	If you have the 'Require Passcode to Open Restaurant' setting activated, only users with this permission can open TouchBistro.	<input type="checkbox"/>
Customer Facing Display	Can Manage Discounts	Staff with this setting enabled do not require permission to discount items, and can authorize other staff members when they require it.	<input type="checkbox"/>
Menu	Can Manage Gratuity	Staff with this setting enabled do not require permission to add gratuity to bills, and can authorize other staff members when they require it.	<input checked="" type="checkbox"/>
Staff	Can Manage Orders	Staff with this setting enabled can do the following: - Resend items to the kitchen - Delete takeout orders - Exclude tax from orders - Add items that are marked out of stock - Add items that require manager approval - Delete order items from orders when the 'Require Manager Passcode to Delete Items' setting is enabled.	<input type="checkbox"/>
Floorplan	Can Manage Payment Gateways	Staff with this setting enabled have the ability to modify settings and credentials of integrated payment gateways.	<input type="checkbox"/>
Bill & Chit	Can Manage Shifts	Staff with this setting enabled have the ability to add, edit, and delete staff shifts.	<input type="checkbox"/>
Payment Gateways	Can Manage Staff	Staff with this setting enabled have the ability to force clock out other staff members.	<input type="checkbox"/>
Integrations	Can Manage Voids	Staff with this setting enabled do not require permission to void items, and can authorize other staff members when they require it.	<input type="checkbox"/>
Advanced	Can Open Cash Drawer	Staff with this setting enabled do not require permission to open a cash drawer, and can authorize other staff members when they require it.	<input type="checkbox"/>
Security	Can Perform End of Day	Staff with this setting enabled have the ability to run the End of Day. Note: In order to activate this setting the user must also have the 'Can Manage Staff' and 'Can Manage Orders' settings enabled.	<input checked="" type="checkbox"/>
Cloud	Can Receive System Notifications	Staff with this setting enabled will receive system-wide notifications.	<input type="checkbox"/>
Pro Server	Exit Restaurant		

For example, you can create a **Shift Supervisor** staff type with the ability to perform an **End of Day** and generate reports but not have the ability to approve voids and discounts.

## Full List of New Assignable Permissions

Option	Description
<b>Uses Bartender Printer (General Staff Permission)</b>	If enabled, when the staff member sends orders, menu items with a <b>Drinks</b> course setting will go to a designated <b>Global Bartender Printer</b> .
<b>Can Access Other Waiter Tables If Same Role (General Staff Permission)</b>	When disabled, staffers cannot access the tables of other staffers. If enabled, staffers can access other staffers tables as long as they have the same staff type set. For example, a staffer with a staff type of waiter can access any other table opened by a waiter.
<b>Can Bypass Unsent Items When Using Fast</b>	If TouchBistro has been set up to warn the user of the cash register that items have not been sent to

Option	Description
<b>Bar (General Staff Permission)</b>	the kitchen printer, you can disable this warning for fast bar users.
<b>Can Access Reports</b>	Allows the staff member to access TouchBistro reporting features.
<b>Can Launch TouchBistro</b>	If the <b>Security</b> setting <b>Requires Passcode to Open Restaurant</b> is enabled, staff members with this setting enabled have the rights to open the restaurant.
<b>Can Manage Discounts</b>	If enabled, the staff member does not have to seek authorization for discounts. As well, the staff member can approve other staff members' discounts.
<b>Can Manage Gratuity</b>	If enabled, the staff member does not have to seek authorization to add an auto grat to a bill. As well, the staff member can approve other staff members' auto grat additions.
<b>Can Manage Orders</b>	If enabled, the staff member does not need approval: <ol style="list-style-type: none"> <li>To resend items to the kitchen, delete takeout orders</li> <li>Exclude tax from orders</li> <li>Add items to an order that are marked out of stock</li> <li>Add menu items that have been set for requiring manage approval</li> <li>Delete items from an order if the <b>Security</b> setting that requires a manager passcode has been enabled. As well, this staff member can approve order deletes.</li> </ol>

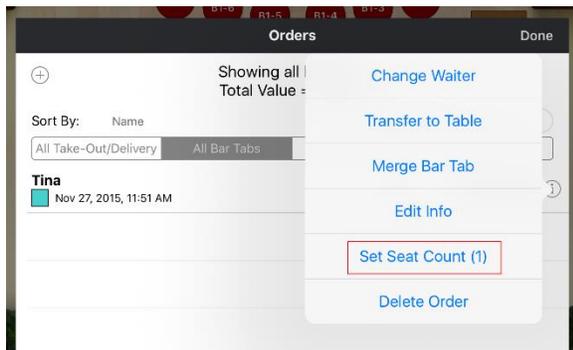
Option	Description
	Note: You must enable this if you wish to give the staff type the ability to perform an <b>End of Day</b> .
<b>Can Manage Payment Gateways</b>	If enabled, the staff member can access the Payment Gateway options and close batches.
<b>Can Manage Shifts</b>	The staff member can adjust the clock in/clock out times for other staff members. The staff member can also delete shifts as well as edit cash tips claimed.
<b>Can Manage Staff</b>	If enabled, the staff member can force other staff members to clock out.  Note: You must enable this if you wish to give the staff type the ability to perform an <b>End of Day</b> .
<b>Can Manage Voids</b>	The staff member can authorize the voids of other staff members. As well, the staff member does not require approval to process his/her own voids.
<b>Can Open Cash Drawer</b>	If enabled, the staff member does not have to seek authorization to open the cash drawer. As well, the staff member can approve other staff members' need to access the cash drawer.
<b>Can Perform End of Day</b>	Allows the staff member to close the business day and generate the end of day report. This option will be unavailable unless <b>Can Manage Orders</b> and <b>Can Manage Staff</b> are also enabled.
<b>Can Receive Notifications</b>	If enabled, the user will receive system generated messages like out of stock warnings.

Option	Description
<b>Can Reopen Bill</b>	If enabled, the staff member can reopen bills under <b>Bill/Guest Check History</b> .

## Orders

### Bar Tab Seat Counts

You can now assign a seat count to bar tabs for more accurate sales and statistics calculations.



After creating the bar tab, tap the **Information**  icon associated with the bar tab. Tap **Set Seat Count** if you need to adjust the seat count to a number greater than one.

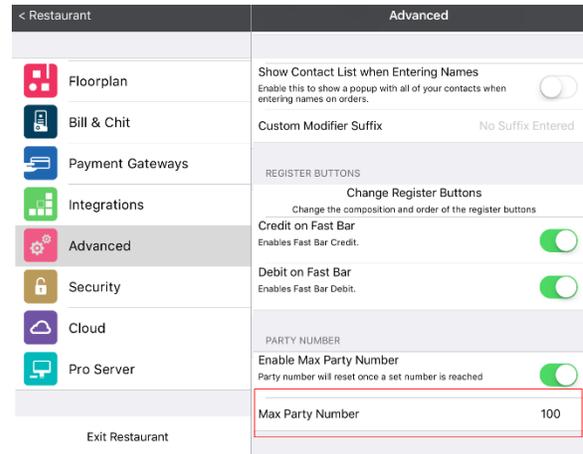
### Disable Ability to Transfer from Register to Orders

If a staff member has the **Can Access Takeout/Delivery** staff permission disabled, the staff member cannot transfer orders from cash register to a delivery, takeout, or bar tab under **Orders**.

### Automatically Reset Party Number

When you start your day, TouchBistro assigns the first order a party name number of 1. Each new order gets incremented by 1. When you close your day, the party name number is reset for the next day.

Some venues prefer their party number resets to 1 after a certain number of orders have been created. For example, after 100 orders, the party number resets to 1.

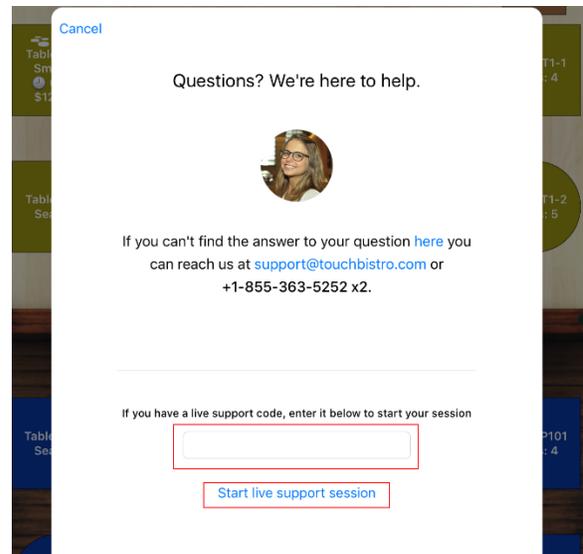


To do this with 6.2, access **Admin | Admin Settings | Advanced**. Slide **Enable Max Party Number** to the green position. Enter the highest party number in the **Max Party Number** field.

## Support Features

### TeamViewer Integration

We've added an easier way to share your screen with support via your TeamViewer app. Tap **Admin | Help**.

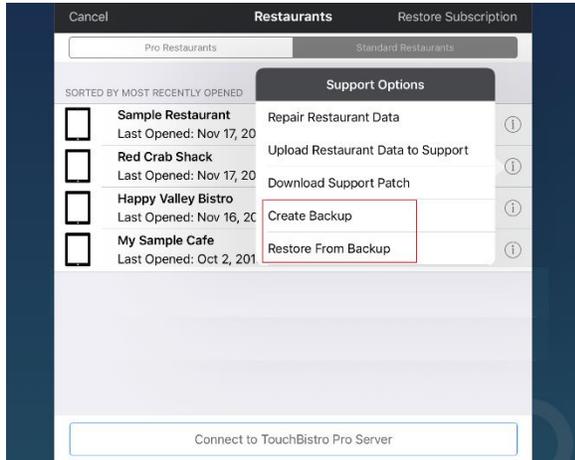


At the bottom of the help dialog box is a field to enter the TeamViewer invite code. After entering it, tap **Start live support session**.

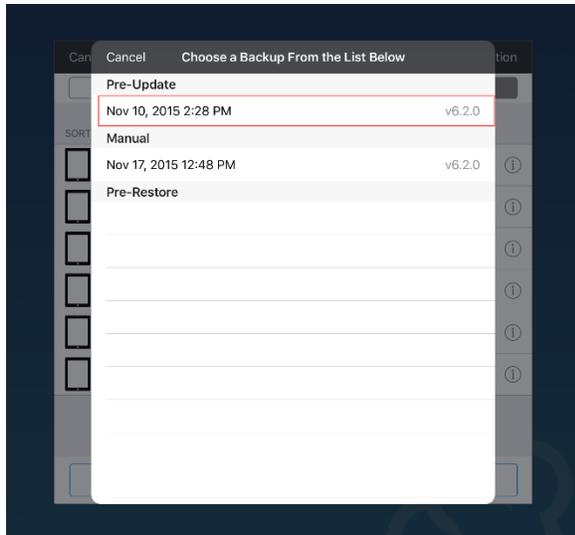
**Note:** You must have been given an invite code to get this to work.

## Automatic Backup

Before TouchBistro installs a new version, it backs up your restaurant data, either to your iPad (Standard) or to the Mac Pro server (Pro).



If you need to restore to your restaurant data, exit your restaurant and tap the **Information**  icon associated with your restaurant. Tap **Restore From Backup**. You can also do a manual backup at any time by tapping **Create Backup**.



If you tap **Restore From Backup** you will see a list of backups on the iPad. Tap the backup you wish to restore. Before TouchBistro performs any restore from backup it will do a "pre-restore" backup. If for some reason the backup restore is unsatisfactory you can return to your restaurant data before you restored your older data.

**Note:** All backup data is kept on your iPad (Standard) or your Pro server computer (Pro). If you lose your iPad or Mac you lose this data. Hence, this is **not a substitute for backing up your iPad via iTunes or backing up your Pro server**. This will not let you "roll back" to a previous version of TouchBistro (for example from 6.2 to 6.1). It is only intended as an extra layer of security for your restaurant data when you do version updates.

## Free Space Available

TouchBistro requires about 1 GB of free storage to install updates. As well, TouchBistro needs extra storage to create temporary files while TouchBistro runs. You should keep an eye on your free storage amount, particularly before you install an update.

< Restaurant	TouchBistro	
	iPad Count	1
 TouchBistro	iPad Connected to Wi-Fi	Yes
 Restaurant	iPad Connected to Internet	Yes
 Licensing	Pro Server Connected to Internet	Not Applicable
 Printers & KDS	Restaurant File Size	1.06 MB >
 Customer Facing Display	Available Storage	7.51 GB
 Menu	Last Archived Date	Never
 Staff	Online Diagnostics Test	>
 Floorplan	Online Help	

To help you and TouchBistro Support quickly determine free storage space on your iPad, we've added an **Available Storage** field on your TouchBistro diagnostic screen.

If TouchBistro detects your available storage has fallen below a required minimum, TouchBistro will alert you when you access the Admin screen.

**Note:** TouchBistro strongly recommends you do not run other apps on your iPad while you're in service. In particular you should not run apps that require network resources like music streaming.

## Empty Categories Won't Display On Menu

If a category has no menu items, or all the menu items have been set to be hidden by a **Promotion**, the **Menu Category** will not display on the menu. You can use this in conjunction with [a promotion that hides all menu items](#) in a category to keep an empty category off the server facing menu entirely.

## Coming Shogo Integration for QuickBooks and Xero

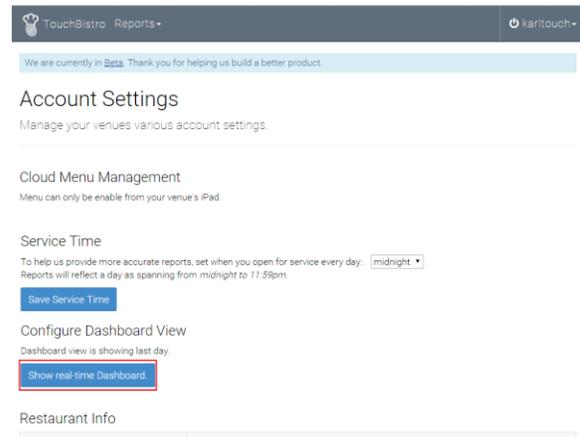
We will soon be adding the ability to integrate with the third party [Shogo app](#). Shogo will allow you to connect TouchBistro to QuickBooks (Windows or Web versions) as well as Xero. To facilitate the integration for our beta testers, you will find Shogo on the **Integrations** setting page. However, do not try to use the integration unless you're a specific beta testing partner.

To learn more about Shogo, please visit the [Shogo site](#).

## Cloud

### Dashboard Day Default

You can now set your **Dashboard** report to display the previous day on load or the current day on load.



Visit your **Settings** page and click **Show Real-Time Dashboard** to default the Dashboard report to show the current day on load.