

## What's New in TouchBistro 7.4

TouchBistro 7.4 now integrates with the ReUp Loyalty system. ReUp offers a loyalty card and app that can also be used as a digital wallet. We also integrate with the BarVision system.

We've made a number of changes to inventory, including setting Recipe Measures.

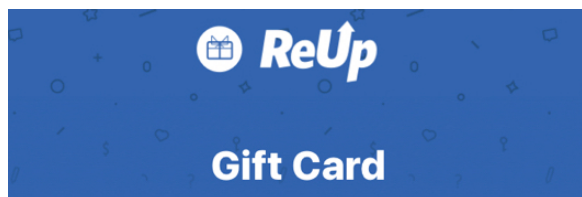
Cloud reporting now has a Weekly Targets dashboard that show you how close you are to achieving your weekly sales goal. It also provides key performance metrics.

Consult these release notes for full details on these changes along with other significant improvements to the cloud reporting site.

### Need More Help?

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

## Loyalty with ReUp



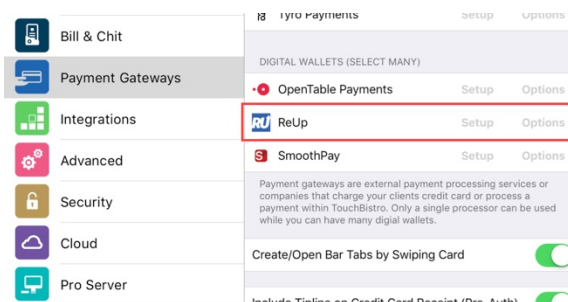
TouchBistro now integrates with the ReUp. ReUp is a loyalty/digital wallet system you brand for your venue. Customers can be given QR-Code based loyalty cards or download and use an iOS/Android app.

Customers can use the loyalty card and/or the app to pay for purchases, check in, and collect points. Customers can then redeem points for discounted food/beverage items.

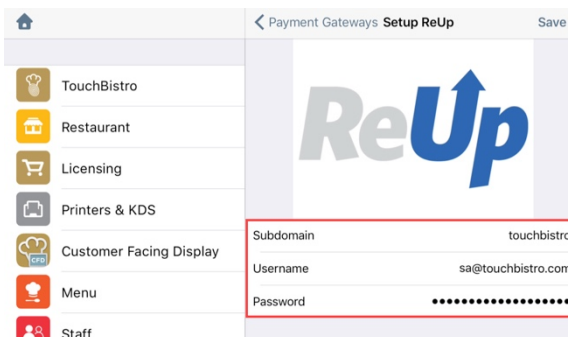
ReUp is available in Canada and the USA.

### Set Up

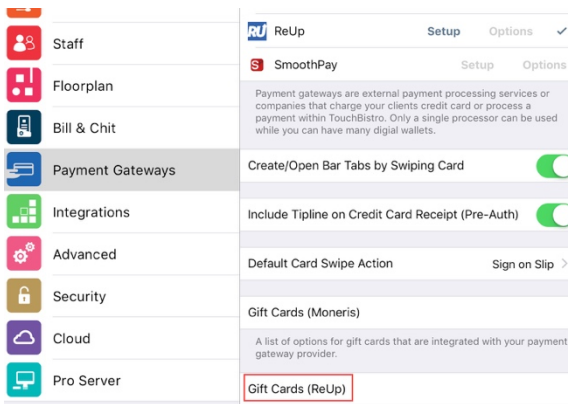
After you've set up your account with ReUp, you can enter your account details in TouchBistro and enable it.



Tap **Admin | Admin Settings | Payment Gateways**. Tap **ReUp** to select it as a digital wallet.

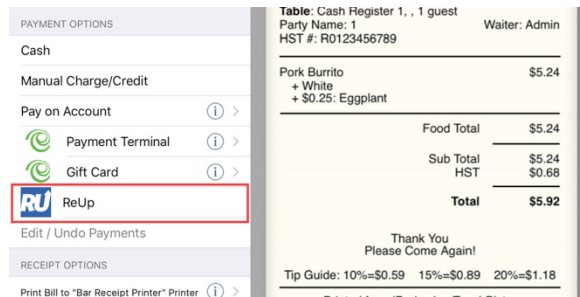


Tap **Setup** and then enter your ReUp details.



At the bottom of the **Payment Gateways** screen, we've also added an Admin option to manage ReUp cards and accounts.

## Using ReUp



When ReUp is enabled, you can use the **ReUp** payment option from the checkout screen to accept payments, check customers in, manage cards, and redeem rewards.

## Scanning QR Codes

ReUp uses a QR code system (either on the back of the loyalty cards or generated on the ReUp app screen) to authorize loyalty cards, verify payment, verify check-ins, and process reward redemption.

You can use:



The iPad's built-in camera (front or back)

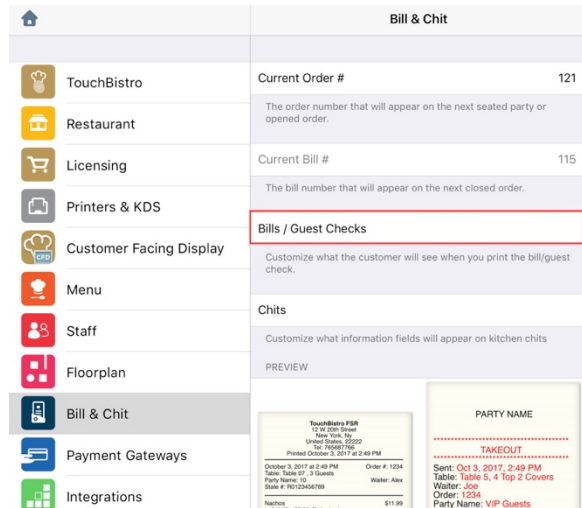


A Socket CHS 7Qi Bluetooth scanner.

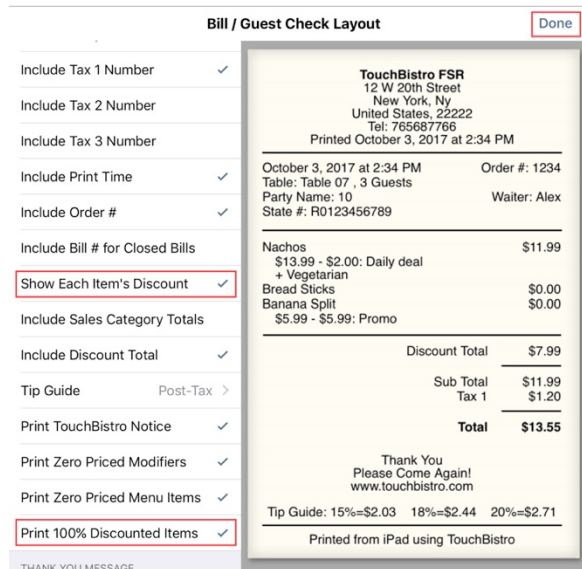
**Note:** if you have a CHS 7Ci barcode scanner for scanning UPC barcodes, the CHS 7Ci scanner cannot read QR codes.

## Enable Discounting on your Guest Check

If you are going to offer free items when customers redeem points, you will want to ensure your guest checks can display 100% discounted item.



To do this accessing **Admin | Admin Settings | Bill & Chit**. Tap **Bills / Guest Checks**.



Scroll down on the left. If **Show Each Item's Discount** and **Print 100% Discounted Items** are not enabled, tap each to enable them. Tap **Done** to save the changes.

## Ingredient Inventory System

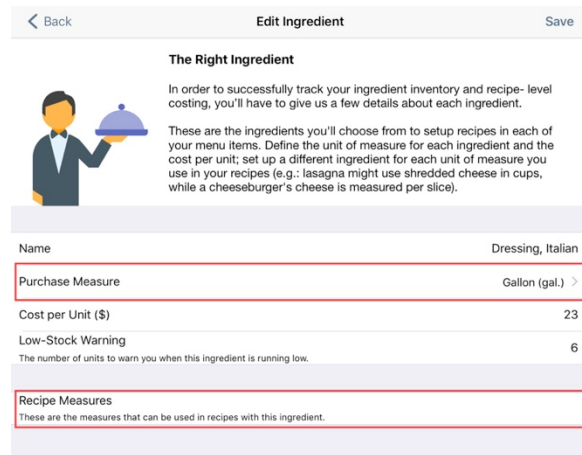
We've made two important changes to the **Ingredient Inventory System**:

1. You can set up **Recipe Measures**.
2. You can give **Staff Types** access to the **Stocking & Tracking** screen to update inventory counts

## Recipe Measures

Previously, your menu item recipe measures had to be manually converted to your inventory "intake" measure. For example, you purchase and stock salad dressing by the gallon but your salads use salad dressing by the tablespoon. In previous versions you would set your menu item recipes to use fractions of your stock measure. So, for example, a salad needed to be set to consume .004 gallons of Italian Dressing instead of 1 tablespoon.

In 7.4, you can now define your stock measure and then define available recipe measures and the conversion.



**The Right Ingredient**

In order to successfully track your ingredient inventory and recipe-level costing, you'll have to give us a few details about each ingredient.

These are the ingredients you'll choose from to setup recipes in each of your menu items. Define the unit of measure for each ingredient and the cost per unit; set up a different ingredient for each unit of measure you use in your recipes (e.g.: lasagna might use shredded cheese in cups, while a cheeseburger's cheese is measured per slice).

Name: Dressing, Italian

Purchase Measure: **Gallon (gal.)**


Cost per Unit (\$): 23

Low-Stock Warning: 6

Recipe Measures: **These are the measures that can be used in recipes with this ingredient.**

For example, we buy Italian salad dressing in bulk, in 5 gallon jugs, so we can set gallons as the **Purchase Measure**. However, our recipes at the menu item level may consume Italian salad dressing by the teaspoon, the tablespoon, or by the cup.

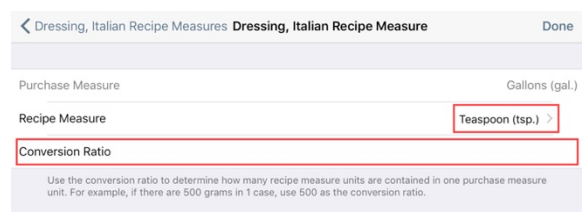
To set up available recipe measures, tap **Recipe Measures**.



**Edit Ingredient** Dressing, Italian Recipe Measures

Add or edit recipe measures to use Dressing, Italian in recipes.

Tap the **Add +** icon at the top right to create a **Recipe Measure**.



**Edit Ingredient** Dressing, Italian Recipe Measure

Purchase Measure: Gallons (gal.)

Recipe Measure: **Teaspoon (tsp.)**

Conversion Ratio: **[Empty]**

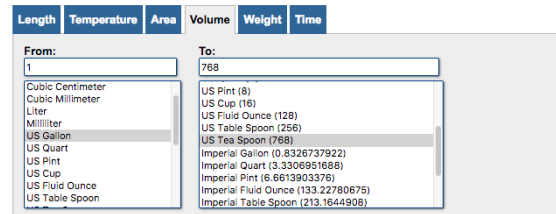
Use the conversion ratio to determine how many recipe measure units are contained in one purchase measure unit. For example, if there are 500 grams in 1 case, use 500 as the conversion ratio.

Tap **Recipe Measure** to select an available measure for your menu items. For example, select **Teaspoon**.

Finally, tap **Conversion Ratio** to set up how many of the **Recipe Measure** units are contained in the **Purchase Measure** unit. For example, enter how many teaspoons are in a gallon.


### Conversion Calculator

Use this conversion calculator to convert between the most common units. A full list of unit converters is available at [unitconverters.net](http://unitconverters.net).



Length	Temperature	Area	Volume	Weight	Time
From: 1			To: 768		
Cubic Centimeter			US Pint (8)		
Cubic Millimeter			US Cup (16)		
Liter			US Fluid Ounce (128)		
Milliter			US Table Spoon (256)		
US Gallon			US Teaspoon (768)		
US Quart			Imperial Gallon (0.8326737922)		
US Pint			Imperial Quart (3.3306951668)		
US Cup			Imperial Pint (6.6613903376)		
US Fluid Ounce			Imperial Fluid Ounce (133.22780675)		
US Table Spoon			Imperial Table Spoon (213.1644908)		

There are [many website](#) that can help you calculate this conversion.



**Dressing, Italian Recipe Measures** Dressing, Italian Recipe Measure Done

Purchase Measure: Gallons (gal.)

Recipe Measure: Teaspoon (tsp.)

Conversion Ratio: 768

Use the conversion ratio to determine how many recipe measure units are contained in one purchase measure unit. For example, if there are 500 grams in 1 case, use 500 as the conversion ratio.

For example, there are 768 teaspoons in a gallon.



**Dressing, Italian Recipe Measures** Dressing, Italian Recipe Measure Done

Purchase Measure: Gallons (gal.)

Recipe Measure: Cup

Conversion Ratio: 16

Use the conversion ratio to determine how many recipe measure units are contained in one purchase measure unit. For example, if there are 500 grams in 1 case, use 500 as the conversion ratio.

Or 16 cups in a gallon.



**Edit Ingredient** Dressing, Italian Recipe Measures +

Fluid Ounces (fl. oz.)

Tablespoons (tbsp.)

Teaspoons (tsp.)

Cups

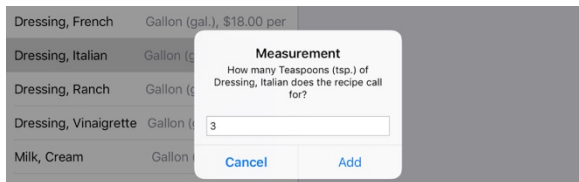
Add or edit recipe measures to use Dressing, Italian in recipes.

Repeat for other possible recipe measures (tablespoons, ounces, etc.).

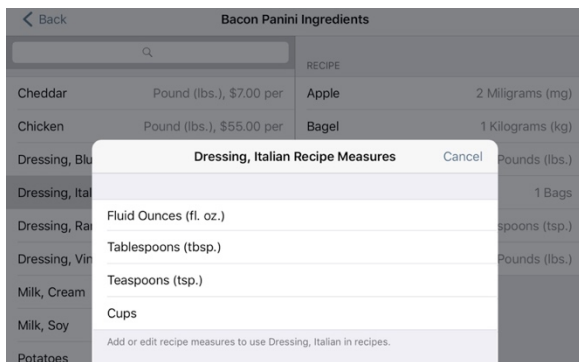
**Note:** Unlike previous version, you cannot use **Purchase Measure** as a **Recipe Measure**. You need to have at least one **Recipe Measure**.



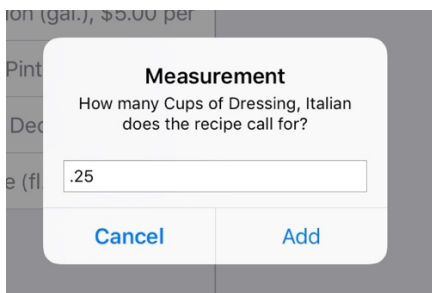
When you set up ingredient consumption for your menu items and select the inventoried ingredient, you can then select the appropriate recipe measure for this menu item.



Enter how many teaspoons, for example, this menu item consumes.



If another menu item calls for a cup of dressing, you can select your **Cups** recipe measure.



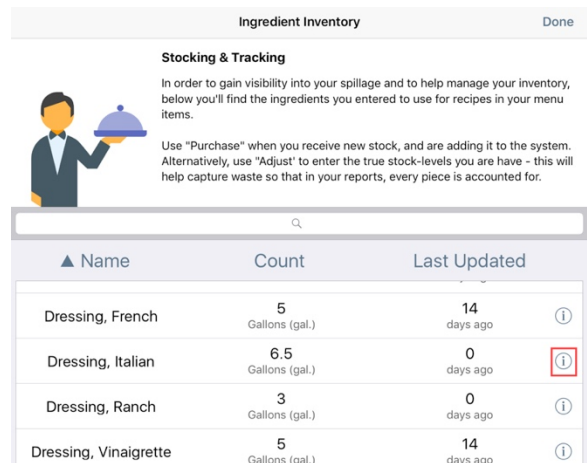
For example, we use a quarter cup of dressing to make our bacon panini menu item.

### Existing Ingredient Inventory/Menu Item Recipes

If you have already set up your menu item recipes to use fractional amounts of your purchase measures, you do not

have to convert them. You can, if you wish, on a go-forward basis set up recipe measures but TouchBistro will preserve the accuracy.

### Ingredient Activity Log



On the **Stocking & Tracking** screen we've added an ingredient **Activity Log**. Tap the **Information** icon associated with the ingredient to see a log of purchases and adjustments.

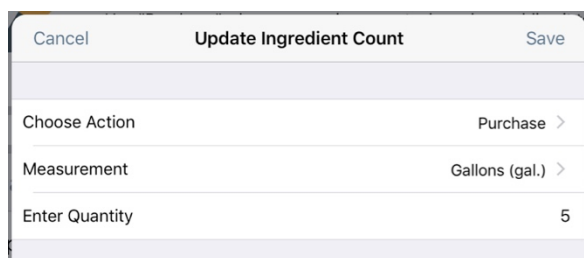
Date	Action	(+/-)	Staff	Updated Count
Sep 21/17 06:44	Purchase	5	Admin	5
Oct 04/17 08:51	Purchase	3	Admin	8
Oct 05/17 08:52	Adjust	-1.5	Admin	6.5

The log displays changes to the inventory by purchase measure and the date the change was made. This log cannot be printed or exported.

### New Inventory Purchase/Adjustment Method

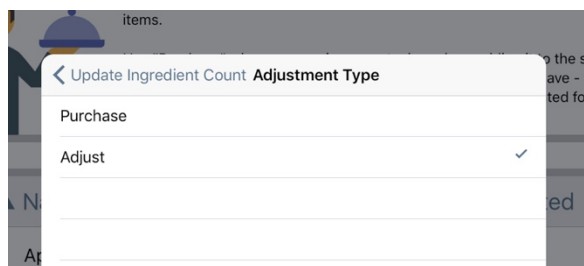
We've changed the dialog box that lets you add more stock to inventory (a purchase) or correct your inventory count (an adjustment).

From the **Stocking & Tracking** screen (**Admin | Admin Settings | Menu | Ingredients | Ingredient Inventory**) tap the inventory item you wish to add stock to or adjust.

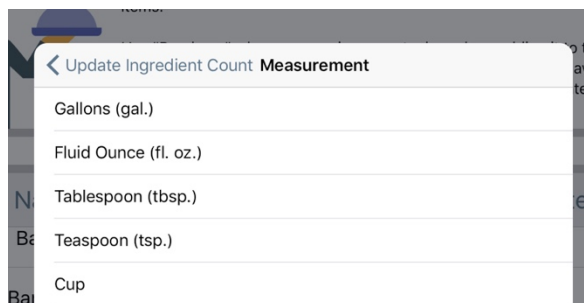


The new **Update Ingredient Count** dialog box appears.

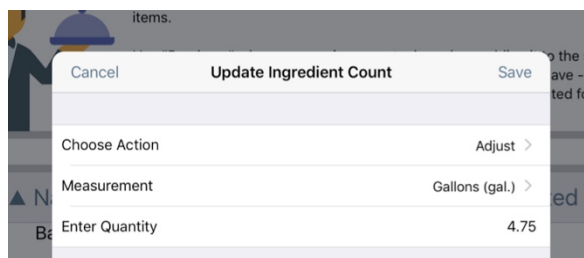
It defaults to **Purchase** and will always use the purchase measure you set for the ingredient. If you're adding new stock, simply enter the quantity and tap **Save**.



If you're adjusting the inventory count (for example, you're correcting a mistake), tap **Choose Action** and then tap **Adjust**.



You now have to select a **Measurement**. The new **Update Ingredient Count** dialog box allows you to adjust by either your **Purchase Measure** or a **Recipe Measure**.



In most circumstances, you'll adjust using your **Purchase Measure** (for example, your stock count reveals you don't have 5 gallons but 4.75 gallons of **Italian Dressing**). However, there may be circumstances where you want to

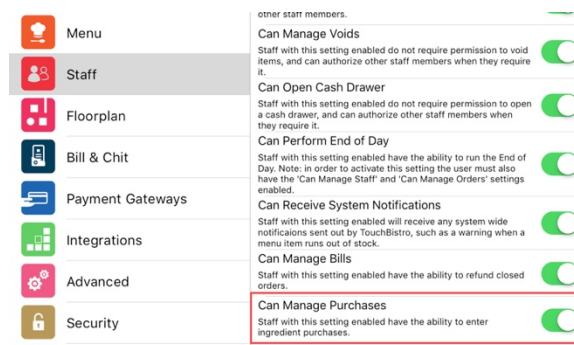
adjust by a more accurate **Recipe Measure**. For example, it's easier to enter you only have three cups of salad dressing left in stock versus trying to figure out you have 0.187 of a gallon left.

Just remember, the adjustment figure reflects the *real amount or number in stock* (you thought you had 5 gallons but you actually only have 4.75 gallons after a physical stock count). It is not an upward or downward correction (you're trying to bump your 5 gallon stock down by 3 cups).

## Giving Non Admin Staff Types Access to Inventory Management

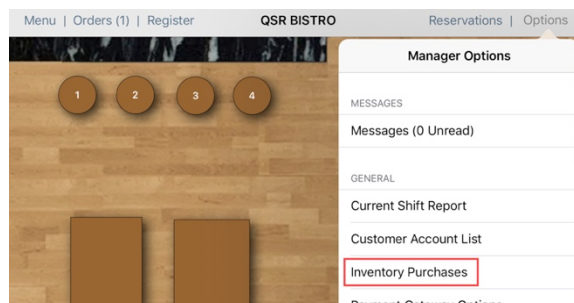
In previous versions of TouchBistro, only the administrator could manage the inventory (that is, add stock or modify stock counts). In 7.4, you can give non-Admin staff types access to the **Stocking & Tracking** screen.

To do this access your Staff Types screen (**Admin | Admin Settings | Staff | Staff Types**). Open a staff types (for example a manager staff type or a chef staff type) and scroll to the bottom of the **Manager Permissions** section.



Enable **Can Manage Purchase**. Tap **Done/Save** to save the change.

Any staff member logged in with a staff type that has it option enabled can access the **Stocking & Tracking** screen to add/adjust an ingredient's stock.



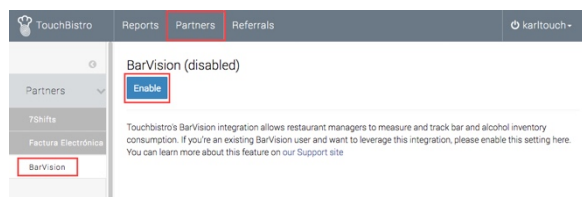
Tap **Options | Inventory Purchases**.

**Note:** this feature will not be enabled for existing Manager staff types in the conversion to 7.4. If you would like your existing Manager staff types to have access to the **Stocking & Tracking** screen you will need to enable it.

## Bar Inventory Integrations

TouchBistro connects with BarVision's "point of pour" real-time analytics system.

If you have the BarVision system, you can start sending TouchBistro sales data by accessing your TouchBistro cloud reporting account.



Tap **Partners** across the top menu bar and then **BarVision** on the side menu bar. Finally tap **Enable**.

BarVision (enabled)

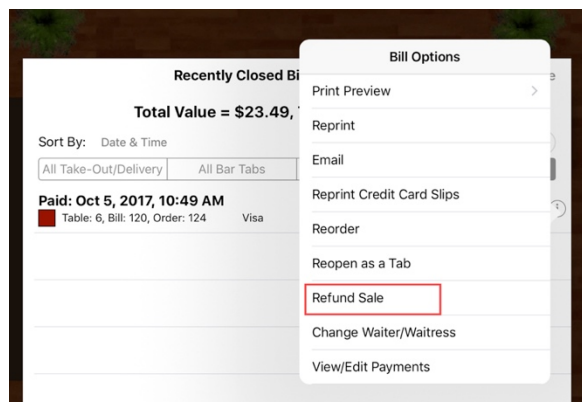
Restaurant ID: #3438

Disable

TouchBistro will generate a **Restaurant ID**. You can tap **Disable** if you need to terminate sending TouchBistro data to BarVision.

## Payment Integrations

### Refund Sale Now Refunds Tip



When you perform an integrated refund using the **Refund Sale** option, TouchBistro will now refund both the purchase amount and any tip charged to the card.

REPRINT	
October 15, 2017 at 2:31 PM	Order #: 5865
Table: Cash Register, 1 guest	
Party Name: 18	Waiter: Admin
Tax 1 #: R000123456789	
REPRINT	
Margarita Pizza	\$15.99
Chicken Breast Fillet	\$17.99
<b>Food Total</b>	<b>\$33.98</b>
Sub Total	\$33.98
Tax 1	\$4.42
<b>Total</b>	<b>\$38.40</b>
TouchBistro previously refunded this amount	
TouchBistro refunds this amount in 7.4	
Visa *0119 (Auth#: OK9999)	\$44.16
<b>Total Tips</b>	<b>\$5.76</b>

In other words, TouchBistro now refunds the full amount charged to the card, not the pre-tip **Total** portion.

### Reporting

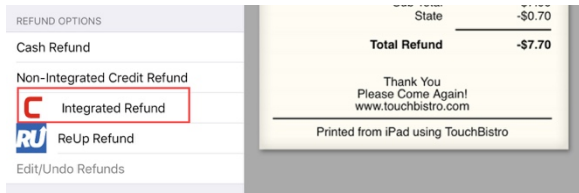
Payment and Refund Totals	
Cash	
Orders: 0	Total: \$0.00
Visa	
Orders: 1	Subtotal: \$38.40
	Tips: \$5.76
	Total: \$44.16
<b>Total Payments</b>	
Orders: 1	<b>Subtotal: \$38.40</b>
	<b>Tips: \$5.76</b>
	<b>Total: \$44.16</b>
Cash Refund	
Orders: 0	Total: \$0.00
Visa Refund	
Orders: 1	Subtotal: -\$38.40
	Tips: -\$5.76
	Total: -\$44.16
<b>Total Refunds</b>	
Orders: 1	<b>Subtotal: -\$38.40</b>
	<b>Tips: -\$5.76</b>
	<b>Total: -\$44.16</b>

Credit Card Tips Report	
Tips (Visa)	
Orders: 1	Total: \$5.76
<b>Total Credit Card Tips</b>	
Orders: 1	<b>Total: \$5.76</b>
Cash Owed to House	<b>Total: \$0.00</b>
Cash Owed to Servers	<b>Total: \$5.76</b>

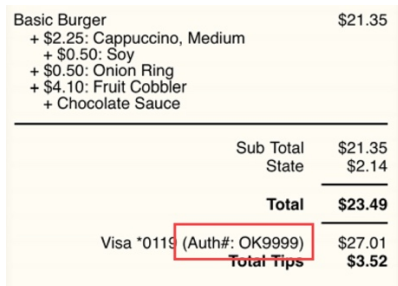
Although TouchBistro will refund the tip, it will not remove the refunded credit card tip from the server's **Credit Card Tips Report** or the end of day **Credit Card Tips Report**.

Typically, a refund may be due to circumstance beyond the server's control and the server may have still fairly earned his/her tip. If the refund was due to server error and you have a policy that claws back refunded tips, you will need to make a paper note.

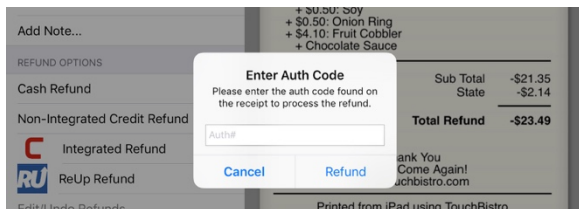
## More Integrated Refund Support



All integrated payment refunds can be closed to using an integrated refund option.

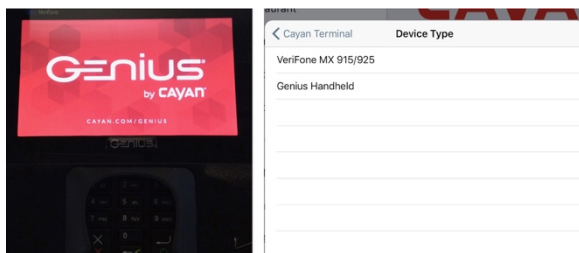


Most require the credit card authorization number that was printed on the closed guest check or the credit card slip (merchant or customer copy) to complete the integrated refund.



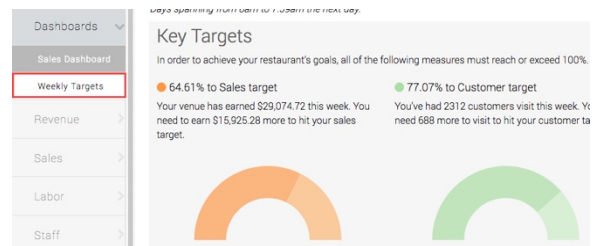
If required, you will be prompted after tapping the **Integrated Refund** option.

## Cayan MX925 Support (USA)

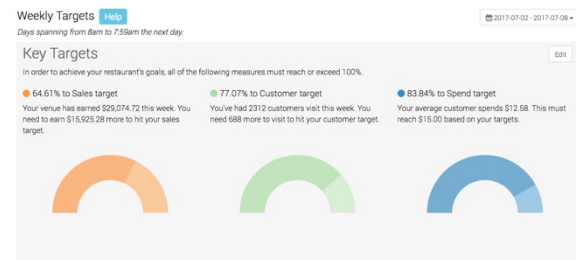


We now support the Cayan MX925 counter-top Genius payment device.

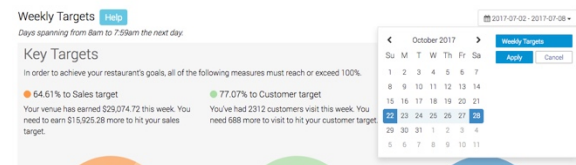
## New Cloud Features



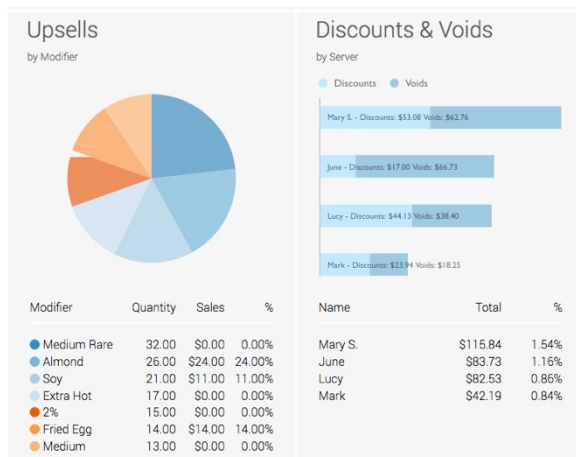
We've added a new **Weekly Target** dashboard. Click **Dashboards | Weekly Targets**.



The **Weekly Target** dashboard will tell you how close you are in terms of sales and number of customers to reaching your goals. Click the **Edit** button to adjust your targets.



Click the **Calendar** control on the top right to set the start of your current week. For example, it is Wednesday October 25. You are curious how close you are to your October 22 (Sunday) - Oct 28 (Saturday) targets. Click the start of your week and then click **Apply**.



The **Weekly Targets** dashboard also provides a number of key performance metrics, both venue wide and server specific.

#### By Server:

- Average Dining Duration
- Average Spend (bill total)
- Discounts & Voids
- Tips

#### General:

- Upsells by Modifier
- Average spend by time of day (heat map)
- Customers by Section
- Sales by Category
- Labor Costs by Day