

What's New in TouchBistro 8.3

In 8.3, non-admin users can now be given permission to access Menu screen options. Menu Categories can now be set to print to multiple printers. Walls on your floor plan can now be labeled, helping staff orient themselves better when looking at your floor plan.

Consult these releases note for further details about these changes and more.

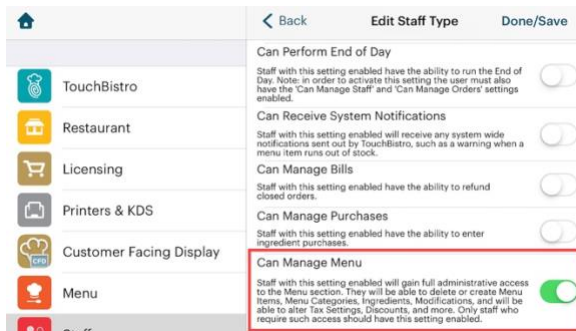
Need More Help?

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

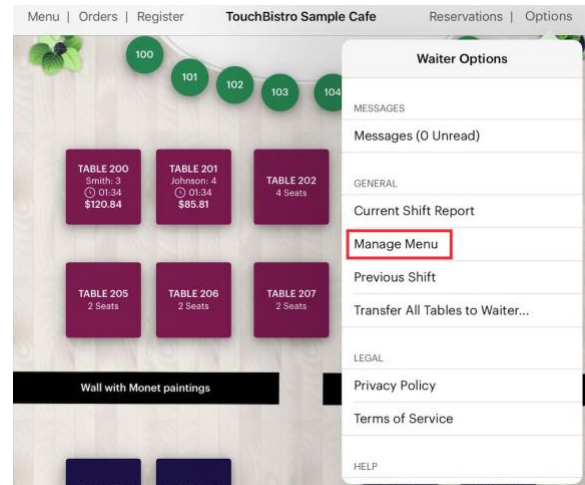
Allowing Non Admins to Manage the Menu

In previous versions of TouchBistro, only the Admin account could make changes to the menu (add new menu items, change prices, change ticket printers, etc.) and access other settings under **Menu (Admin | Admin Settings | Menu)** like the ability to change tax rates, add discounts, and set up item modifications.

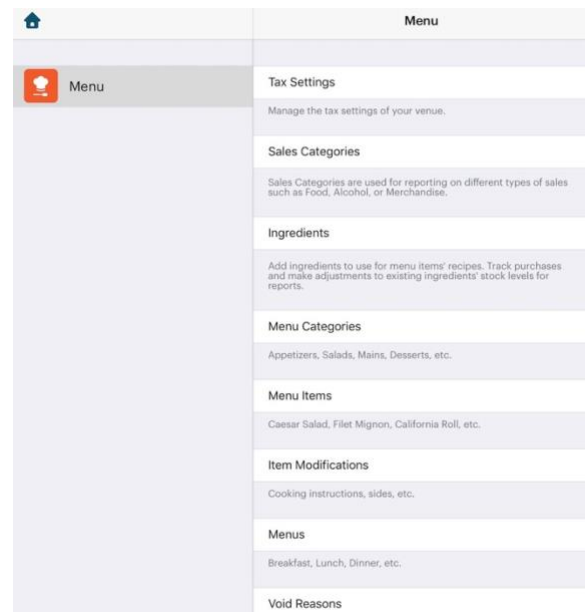
In 8.3, you can now allow other staff types (for example, managers) the ability to access the **Menu** screen and make modifications.



To do this, enable the new **Can Manage Menu** setting under **Staff Types (Admin | Admin Settings | Staff)**. For example, open your Manager staff type, scroll to the **Manager Permissions** section and enable **Can Manage Menu**.



When enabled, any staff member that clocks in under the staff type with this permission enabled will find a **Manage Menu** option under his/her **Options** menu.



If selected, the staff member with the enabled permission will have full access to the **Menu** screen options.

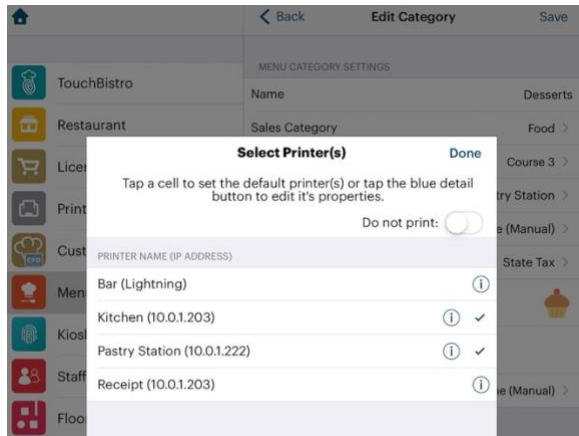
If you are using a multi iPad set up (using Pro Server), TouchBistro will not allow more than one user at a time to access the **Menu** screen. If one staff member is accessing the screen, all other users will be locked out until the original staff member exits the **Menu** screen.

Best Practices

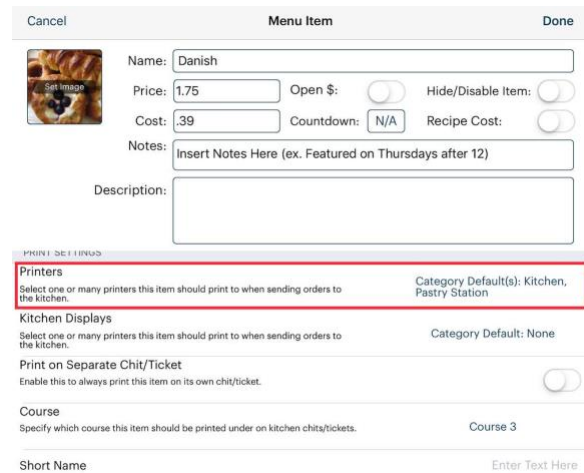
1. Since a staff member with access to the **Menu** screen can make a large number of changes that can affect things like taxes collected and profit margins, assign this permission with extreme caution.
2. We do not recommend making any changes to your menu during service hours. This can lead to data corruption.
3. If you started using TouchBistro with version 8.0, you might consider enabling Remote Menu Management instead:
<https://www.touchbistro.com/help/articles/remote-menu-management-guide/>

Assigning Multiple Printers to Menu Categories

In previous versions of TouchBistro, you could only assign one printer to a **Menu Category**. If you wanted certain menu items to print a ticket to multiple printers, you had to set the menu item's ticket printers separately.



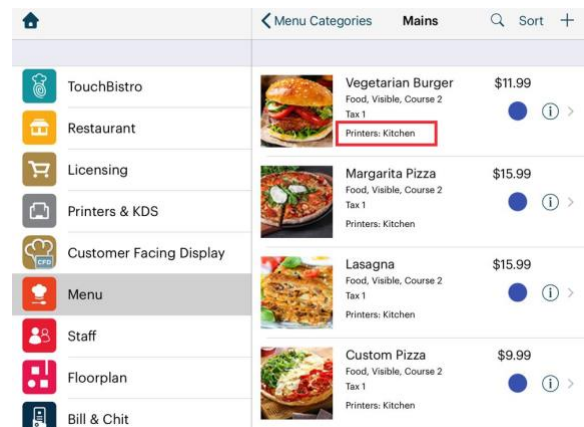
In 8.3, you can now set a **Menu Category** to print kitchen tickets to more than one printer. If set, all new menu items under the **Menu Category** will inherit the configured printers as their ticket printers.



Existing menu items, as long as they are set to inherit the menu category default, will likewise inherit the multiple printer setting.

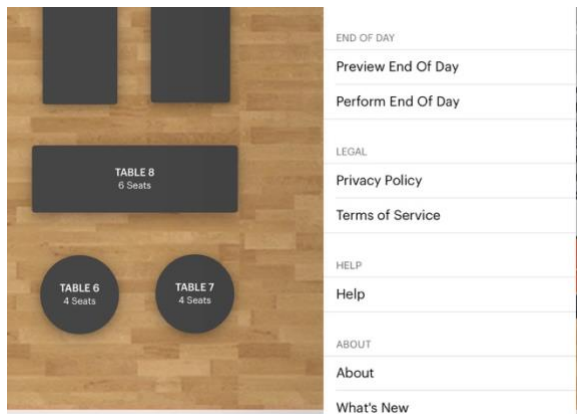
You might want to review menu items that have been specifically set for printer(s) different from the category default and ensure there are still going to the right printers.

Menu Item Screen Changes



On the **Menu Item** screen (**Admin | Admin Settings | Menu | Menu Items**) we've removed the menu item's description and replaced it with the menu item's configured ticket printer(s). By replacing the description with the printer setting, you can now more quickly scroll down your list of menu items and review key menu item settings (course number, applicable taxes, and configured kitchen printers).

Admin Menu Changes



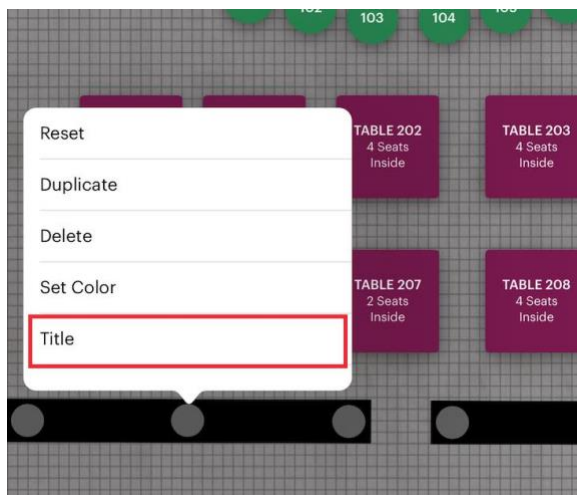
We've made a few minor changes to the options under the **Admin** menu.

Preview End of Day now proceeds **Perform End of Day**.

We've added options to view the **Privacy Policy** and **Terms of Service**. If you click these options, they will open a page on our web site. Users logged as accounts other than admin will see these options as well under their **Options** menu.

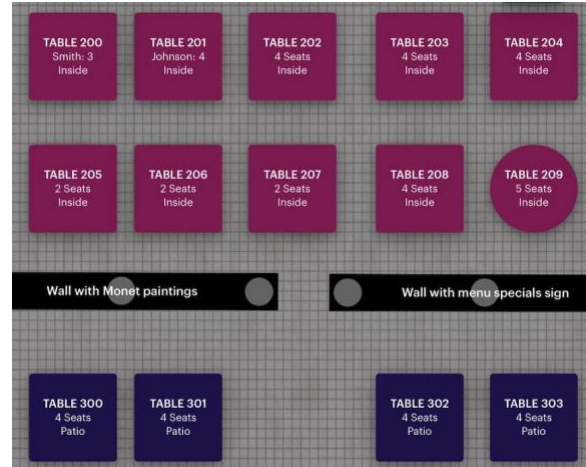
The **What's New** dialog box was previously available from the About screen. You can now open it directly from under the Admin screen.

Floor Plan Wall Objects Can Now Have Labels



We've added a **Title** option to a wall object's options menu. Tap it to give the wall a descriptive label that will be

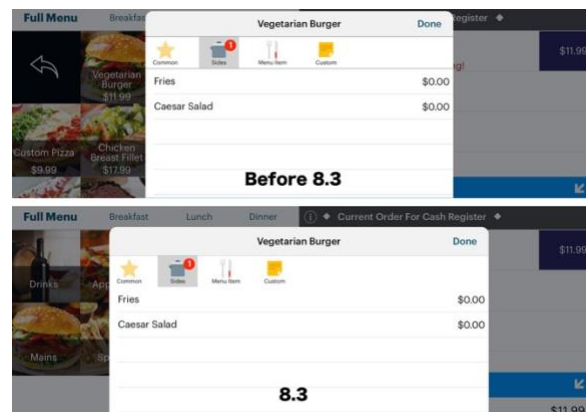
visible to all staff with access to floor plan (servers, hosts, bartenders etc.). The label font color will always be white. Ensure your wall's color provides good contrast.



By adding labels to walls, you can help staff better orient themselves when looking at the floor plan.

Larger Modifier Screen

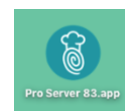
The **Modifier** dialog box will now scale to 60% of the iPad's horizontal width. Previously this dialog box was a fixed width regardless of iPad screen size or orientation.



The change will be most noticeable if your iPad is in landscape mode (see the example image above) or you are using a larger iPad like the iPad Pro.

Pro Server App Icon Updated

If you are using the Pro Server, after updating it to 8.3, the Pro Server app will use a new icon.



Cloud

New Reports

We have added six new cloud reports.

1. **Modifier Preference by Menu Item** (added under **Menu**)
2. **Labour Cost Analysis** (added under **Labor**)
3. **Discount Details** (added under **Discounts and Voids**)
4. **Discount Summary** (added under **Discounts and Voids**)
5. **Void Details** (added under **Discounts and Voids**)
6. **Void Summary** (added under **Discounts and Voids**)

Reports Removed

The new discount and void reports replace the following reports under **Discounts and Voids**:

1. **Menu Item Summary**
2. **Sales Category Summary**
3. **Sub Type Summary**
4. **Summary**

We have also removed the **Discounts & Voids** report under **Staff**.

Are You Using Scheduled Reports?

If you are using **Scheduled Reports** (you have the Cloud Portal regularly email you a selection of your reports) and you have any of these reports enabled for inclusion, TouchBistro will no longer include them (as they've been removed). TouchBistro will not automatically replace them with the new discount and void reports.

Schedule a Report

Step 1: Choose Your Reports



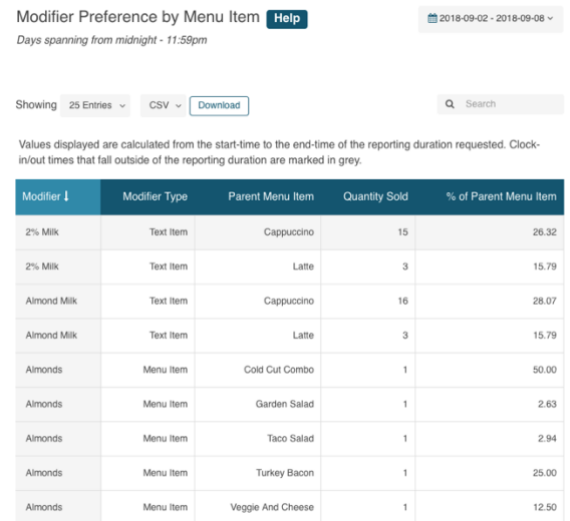
The screenshot shows a 'Schedule a Report' interface with the following categories and reports:

- Dashboards:** Sales Dashboard* (disabled), Weekly Targets* (disabled)
- Sales:** Drilldown Report* (disabled), Heat Map / Time of Day (disabled), Sales by Menu Item (disabled), Sales by Sales Category (disabled)
- Staff:** Discounts & Voids (disabled), Menu Item Sales (disabled), Tips by Payment Method (disabled), Gratuity & Service Charges (disabled), Payments & Tips (disabled)
- Discounts and Voids:** Discount Details (enabled), Void Details (enabled), Discount Summary (enabled), Void Summary (enabled)

Reports marked with * can only be generated to a maximum of 7 days.

You should access **Scheduled Reports** and add one or more of the new discount/void reports if desired.

Modifier Preference by Menu Item



The screenshot shows the 'Modifier Preference by Menu Item' report interface. It includes a date range selector for '2018-09-02 - 2018-09-08', a 'Help' button, and a 'Download' button. Below the interface is a table of report data.

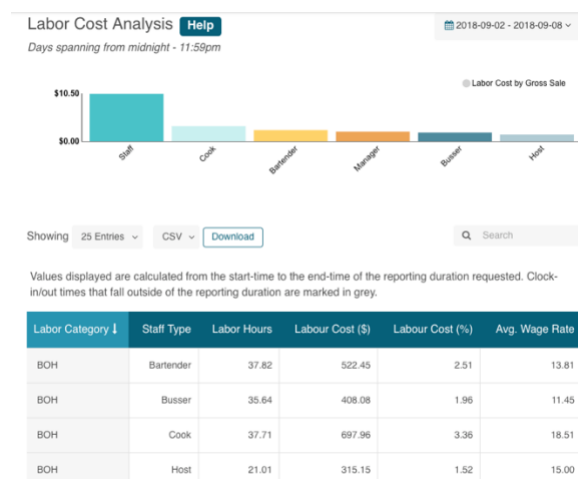
Modifier	Modifier Type	Parent Menu Item	Quantity Sold	% of Parent Menu Item
2% Milk	Text Item	Cappuccino	15	26.32
2% Milk	Text Item	Latte	3	15.79
Almond Milk	Text Item	Cappuccino	16	28.07
Almond Milk	Text Item	Latte	3	15.79
Almonds	Menu Item	Cold Cut Combo	1	50.00
Almonds	Menu Item	Garden Salad	1	2.63
Almonds	Menu Item	Taco Salad	1	2.94
Almonds	Menu Item	Turkey Bacon	1	25.00
Almonds	Menu Item	Veggie And Cheese	1	12.50

We've added this report to the **Menu** section. The report helps owners/managers with decisions regarding their modifier options. For example, this report could help a venue owner remove a poorly selling sandwich side or simplify his/her inventory by removing a rarely order salad dressing.

Balsamic	Menu Item	Caesar Salad	2	3.70
Balsamic	Menu Item	Garden Salad	16	42.11
Balsamic	Menu Item	Korean Ginger Salad	4	15.38
Balsamic	Menu Item	Seaweed Salad	5	19.23
Balsamic	Menu Item	Taco Salad	2	5.88
Balsamic	Menu Item	Thai Salad	5	10.42

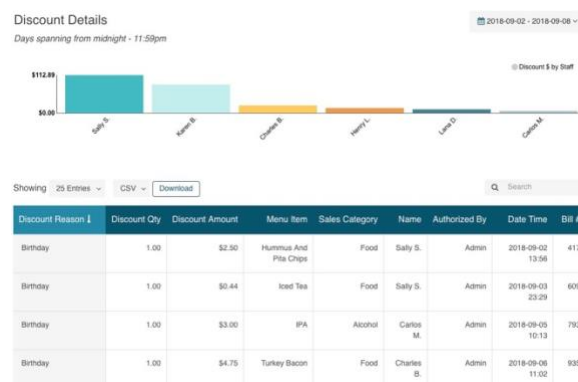
In the example above, we've sorted on our modifiers. We can see Balsamic dressing was selected 42.11% of the time when garden salad was ordered but only 3.7% of the time when Caesar salad was ordered.

Labor Cost Analysis



We've added a **Labor Cost Analysis** report to the **Labor** section. This report helps owners manage their labor costs. It provides visibility on labor cost by staff type and by front of house/back of house categories.

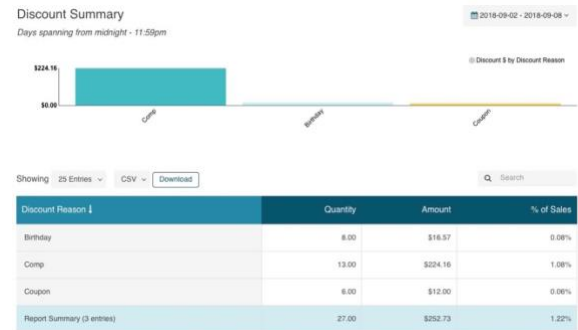
Discount Details



The **Discount Details** report will show you all bills that have had at least one menu item discounted for the given

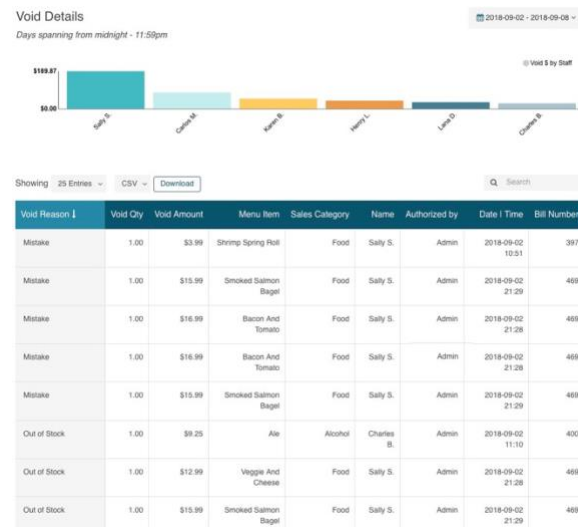
time period. You can use this report to see who is issuing an inordinate number of discounts and what menu items or sales categories have the most/fewest number of discounts.

Discount Summary



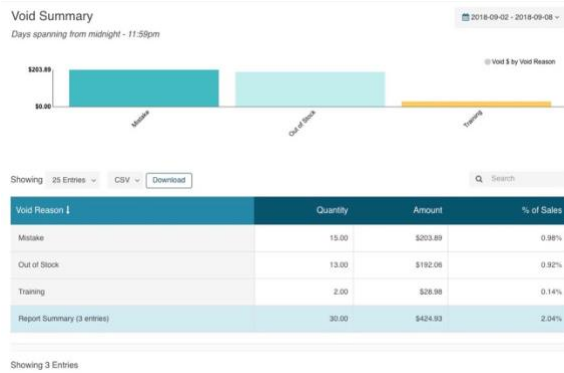
The **Discount Summary** report shows you how many of each discount was used for the given time period. It shows the monetary value of the discounts issued.

Void Details



The **Void Details** report will show you all bills that have had at least one menu item voided for the given time period. You can use this report to see who is issuing an inordinate number of voids and what menu items or sales categories have the most/fewest number of voids. This can help you spot menu items that may be confusing customers or problems with communicating whether or not an item is in stock.

Void Summary



The **Void Summary** report shows you how many of each void type was used for the given time period. It shows the monetary value of the items voided.