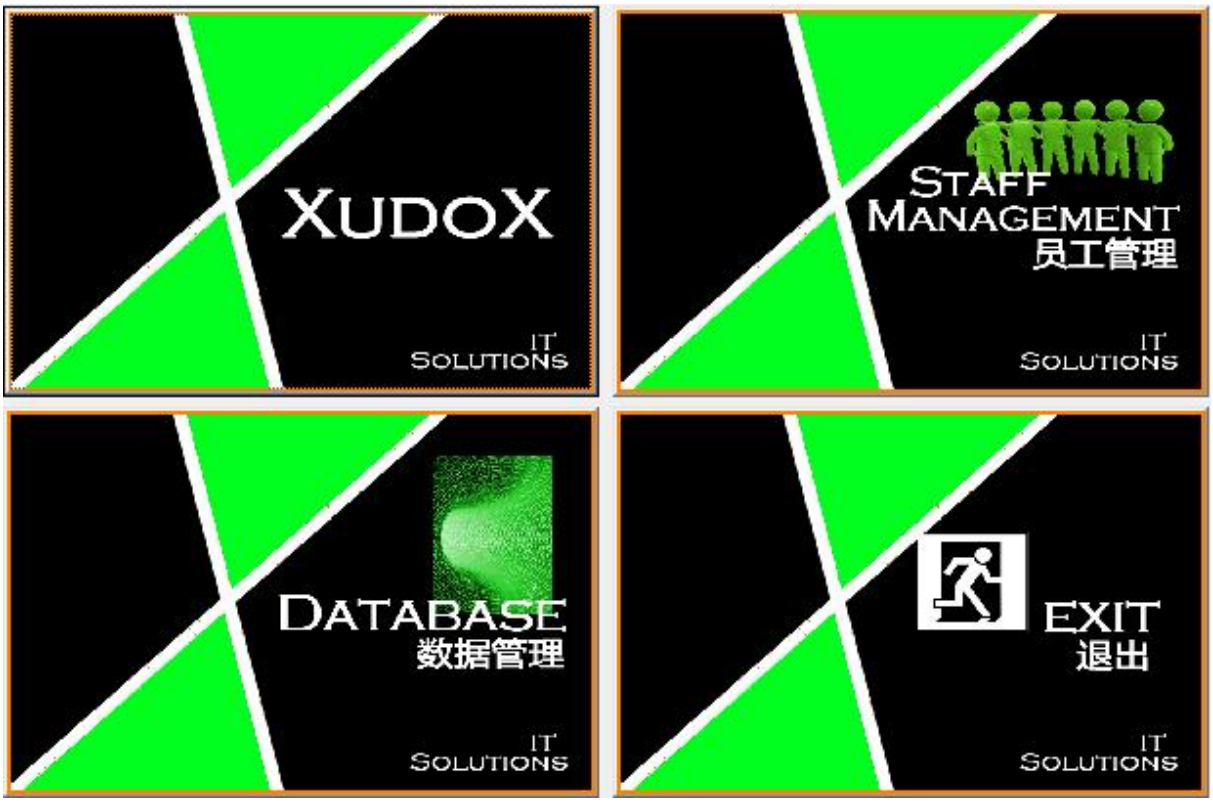

User Manuel

Cash register system XudoX

February 2015

Version 2.01

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1 Introduction

1.1 Intro

The Xudox Cash Register is a cash register system special designed for Asian restaurants. 1 of the characteristic of this program is the usability.
It's very simple to use. It makes easier for the customer to master it.
It's needed to make such simplified program, because most of customers aren't familiar with software programs or using the computer in general.

Our software is multi-lingual. We provide Dutch, French and Chinese.
Chinese is an essential language for our program; many customers don't master Dutch or French. By adding Chinese they can use the program much easier.

Xudox Cash Register is compatible for different versions of windows operating systems. Computers with versions starting from Windows 95 till Windows 8.1 can install this cash register.

1.2 The purpose

The purpose of this document is to explain the functions of XudoX cash register software. Everything will be explained in detail.

1.3 How to use this document

Chapters 2 and 3 contain information about the general overview of the program. Chapter 4 give you the explanations about the operations specifically for the normal mode. Chapter 5 is about the database. And at the end there is a chapter for employee management.

2 Starting

When you start up a home screen appears.

You can choose “XudoX” for the normal use of the cash register.

In “Database” You will find all the items that the restaurant offers.
The offered items are split in several categories (because of the different VAT restaurant or take away). Here you can modify the items, only accessible when you know the manager’s password.

“Staff management” is an option for the manager to manage the workers.
It will be used to add/ remove employees, start and end the work timer.

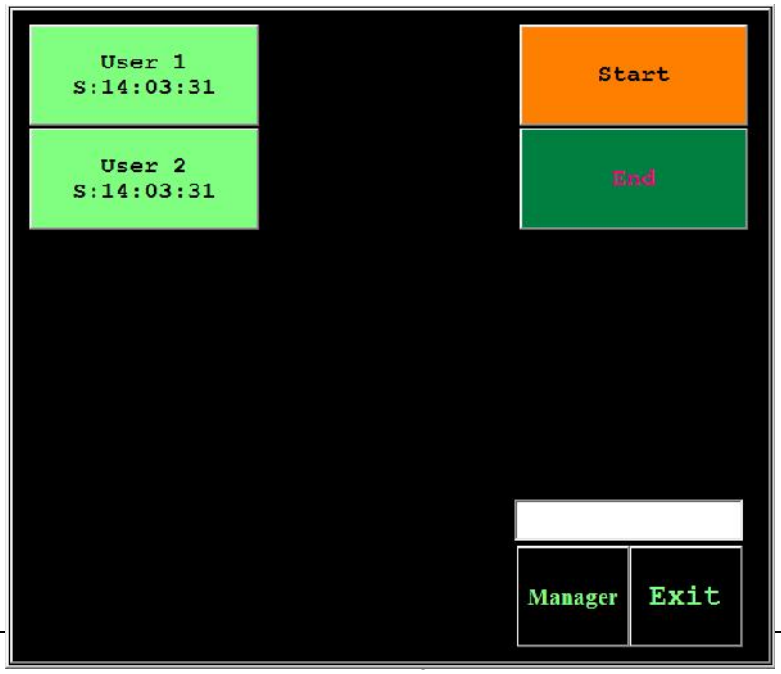
“Exit” to leave the program.

Whenever you choose “Database” or “Staff management”, you must enter the manager’s password to continue further in 1 of these 2 categories.

Create a new password.

This screen appears whenever you need to enter a password like for entering the database or staff management.

U can enter the normal cash register modus by entering the manager password. (manager can't make or modify tables)
You can also log in with 1 of the employee's account made by the manager.
You can only log with an employee's account when a manager started the work timer in the "staff management" category.

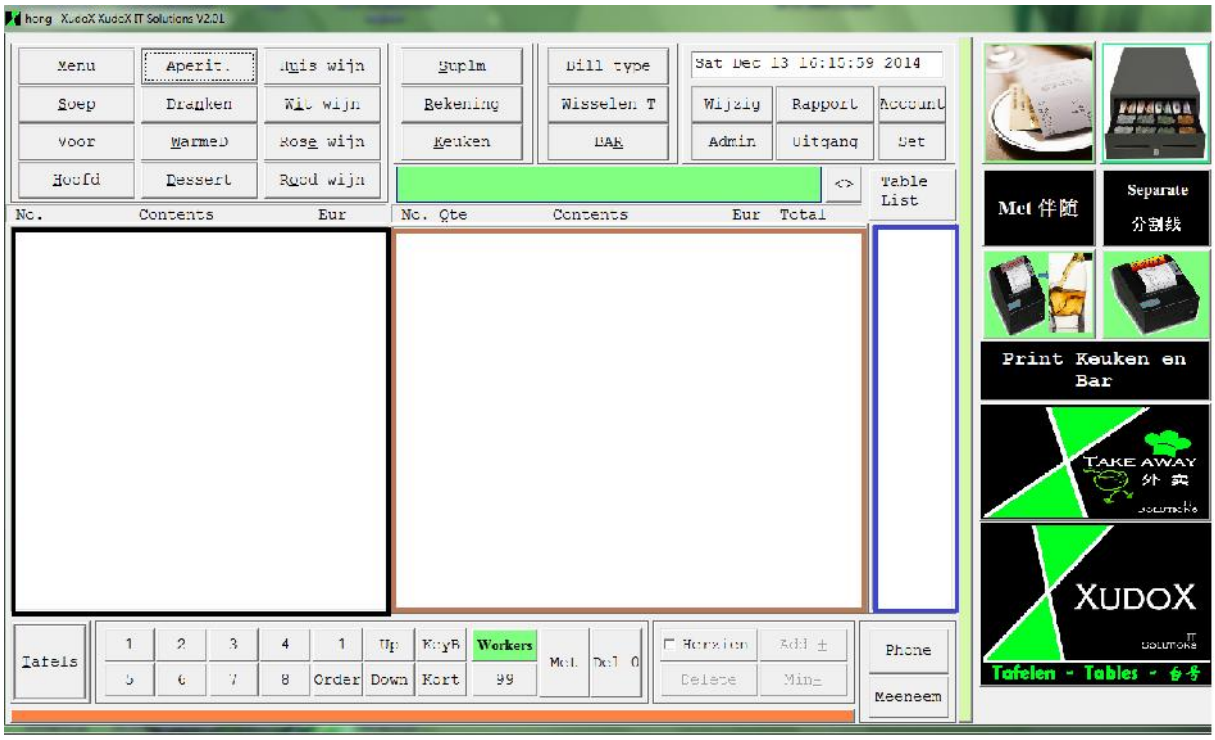


3 Overview

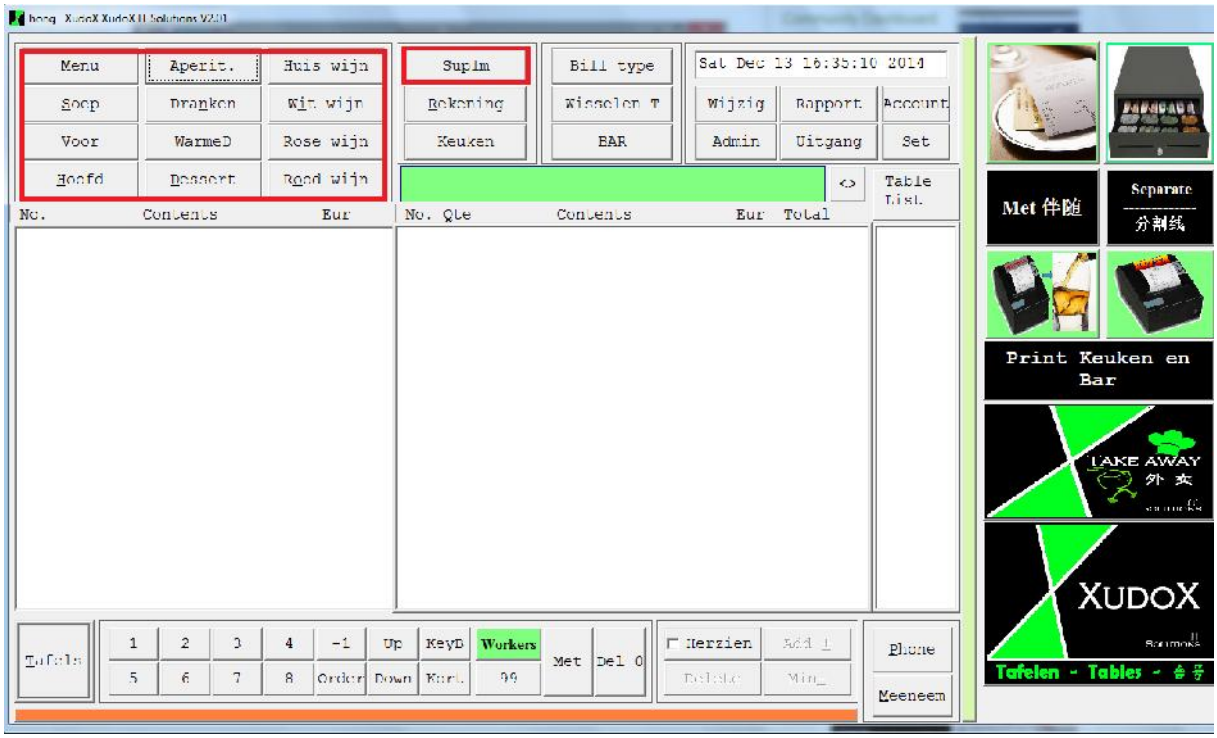
When you enter the normal mode by hitting “XudoX” a window appears.

This program is compatible for normal PC and touchscreen PC.
We provide settings for both of them.

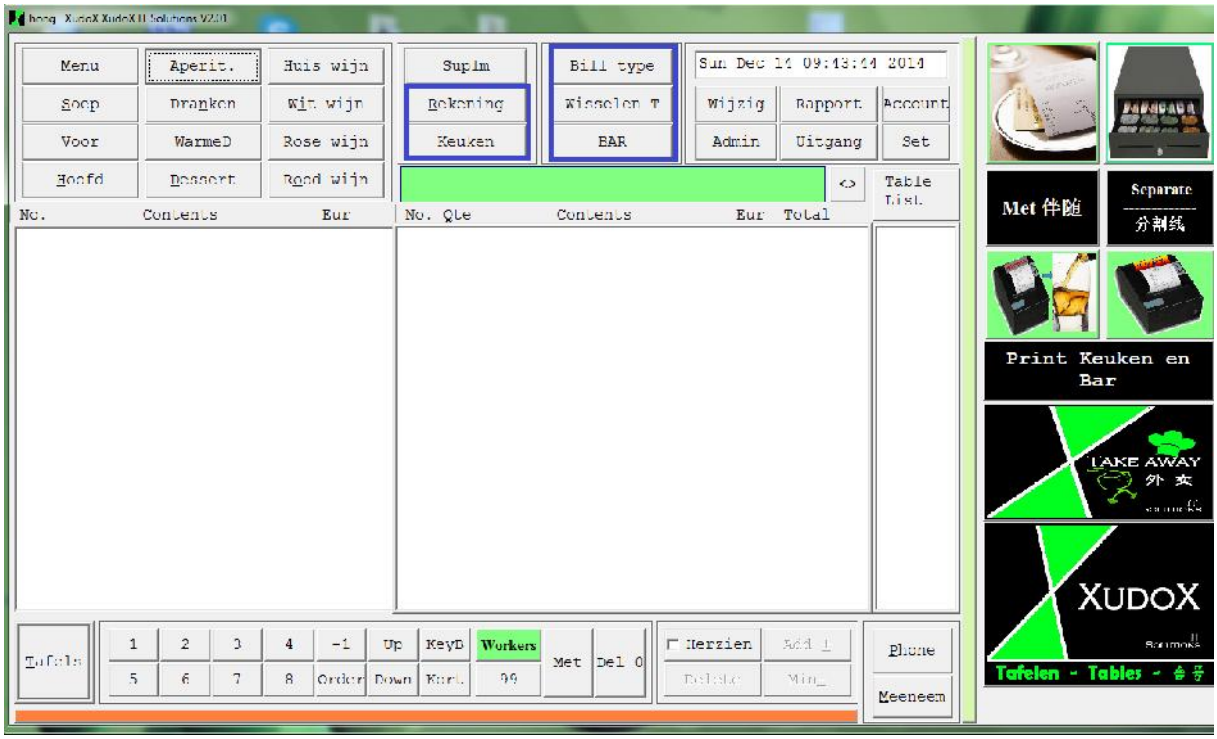
This cash register program got 3 main frames, left, middle and the right 1.
Left 1 contains any choices you can choose from to add to the bill.
Middle got the information about the current bill you have chosen.
Right is the bill you can choose from and navigate through it by clicking on it.



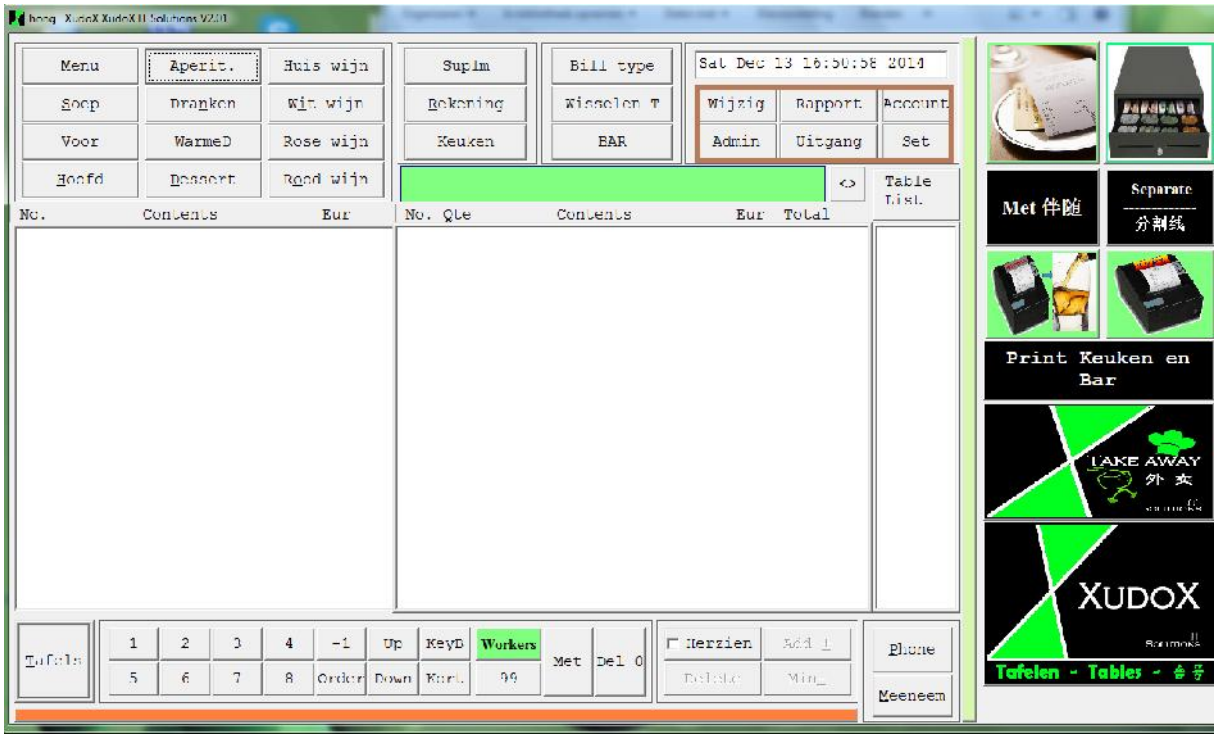
On the upper left you can find all the different categories you offer in the restaurant.



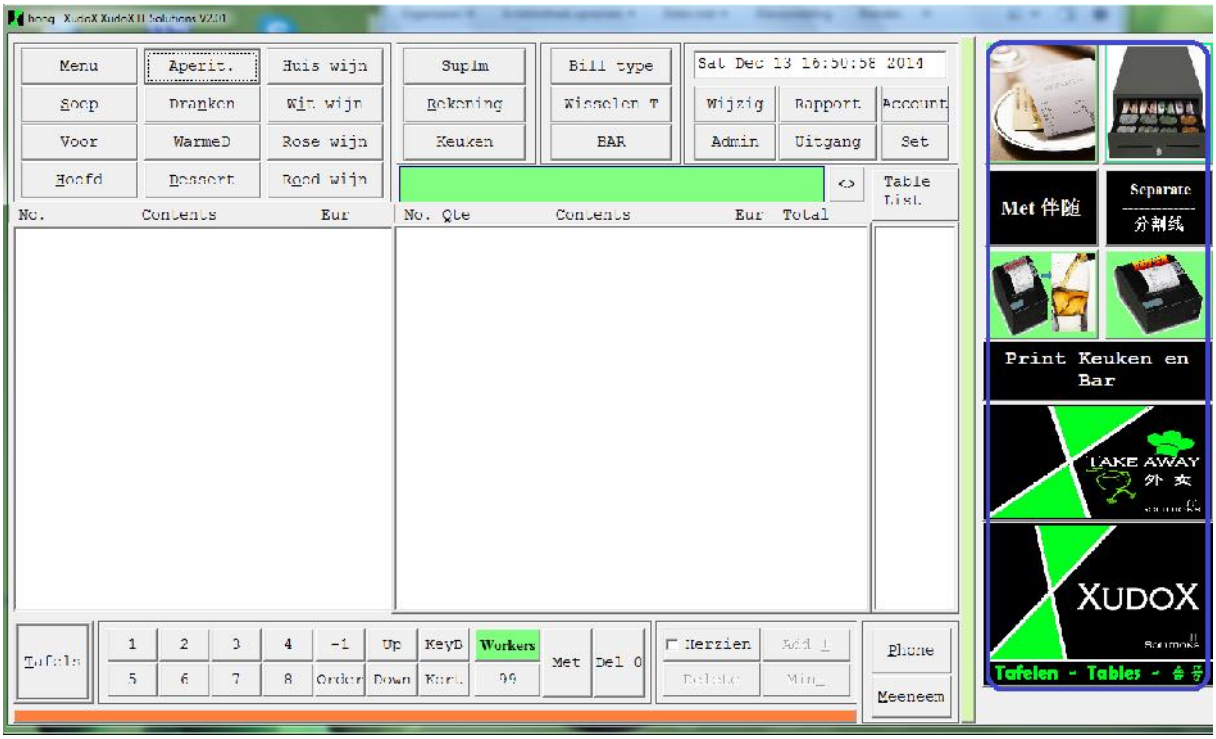
On the upper middle you mainly get different printing functions



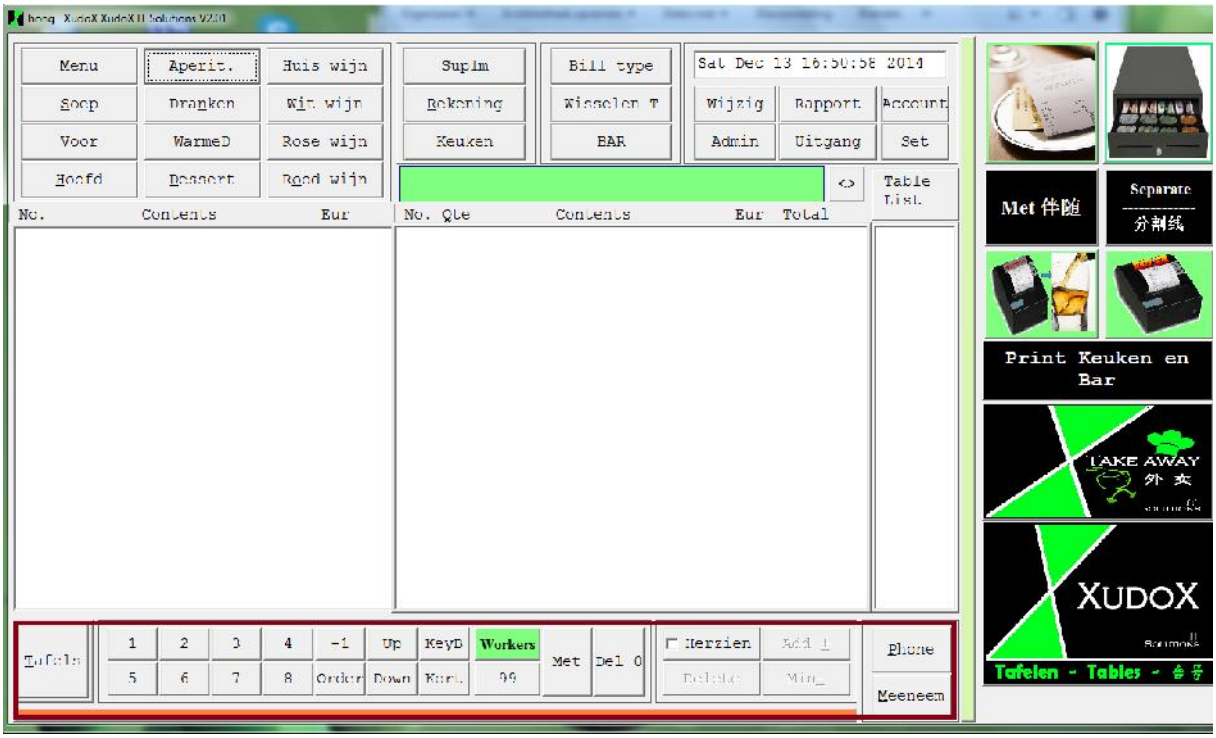
Upper right is the place where u can find buttons for settings.



On the right side you find the frequented used actions.

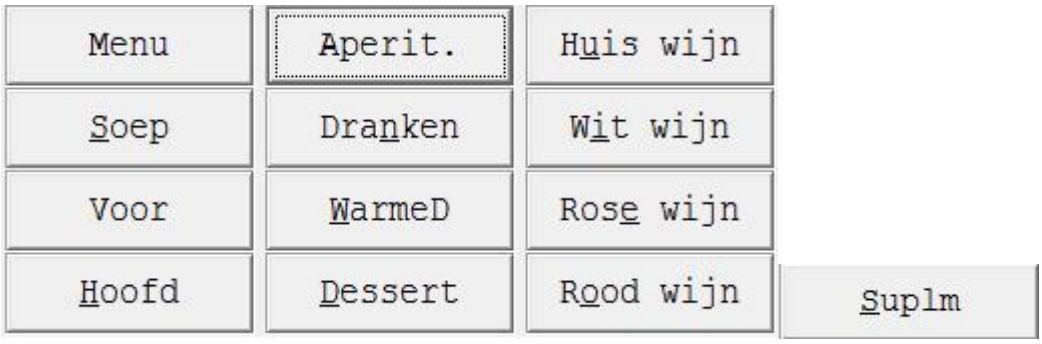


Bottom has some buttons for several actions.



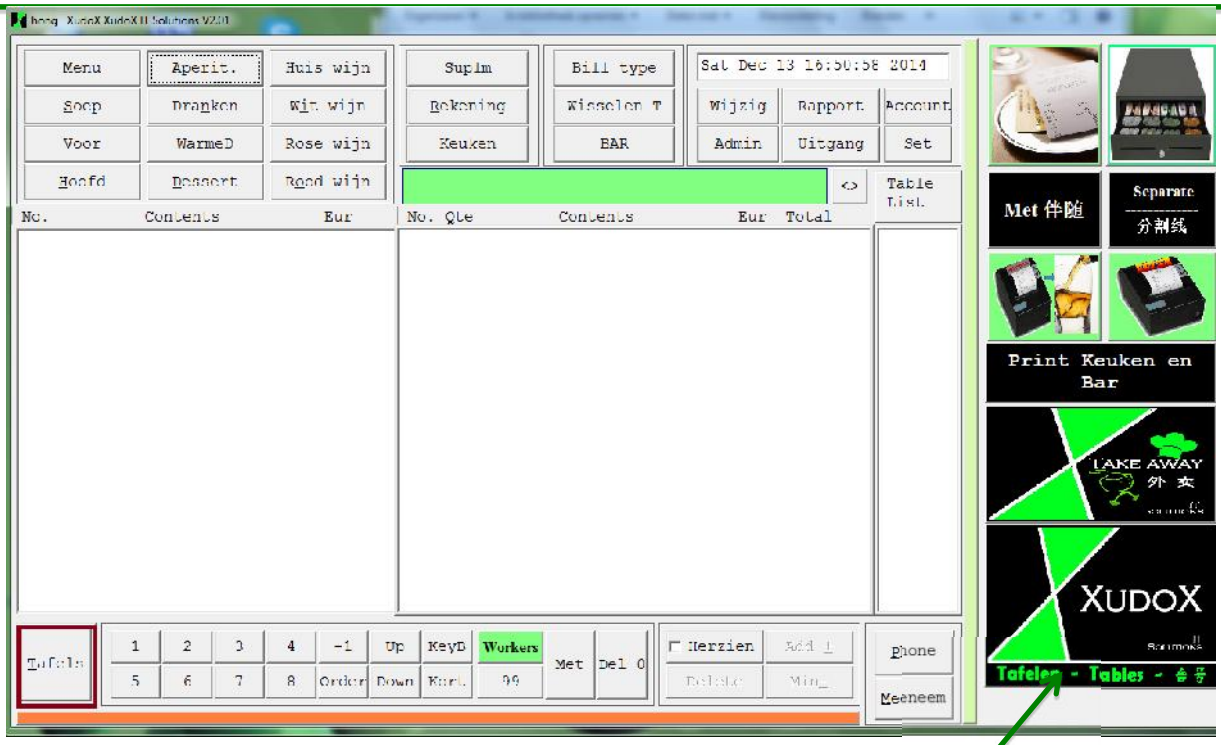
4 Normal mode

4.1 Restaurant's items



All these categories contain items that are only used for the restaurant.

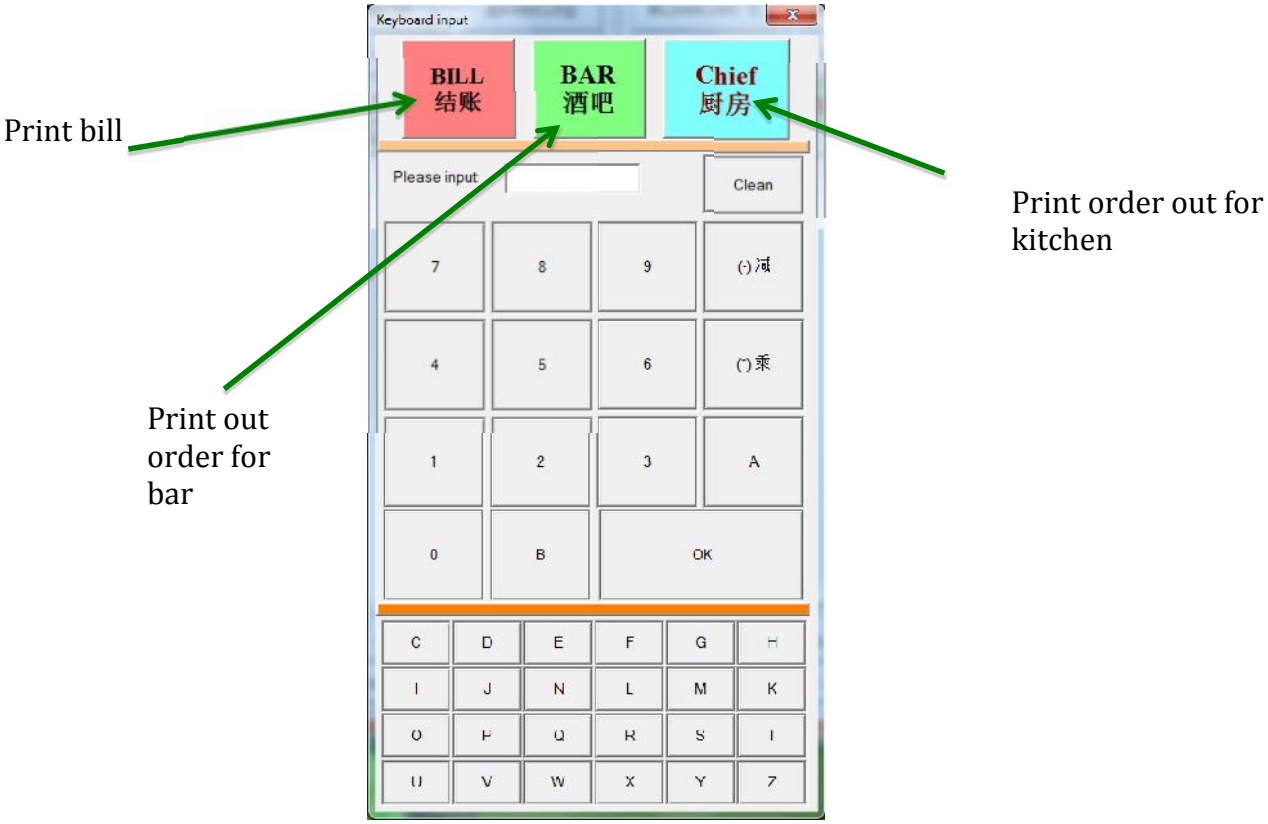
Before you can use these buttons you need have an existing table.
To make a new table you can use "Tafels" a button on the bottom or "Tafels" on the right side.



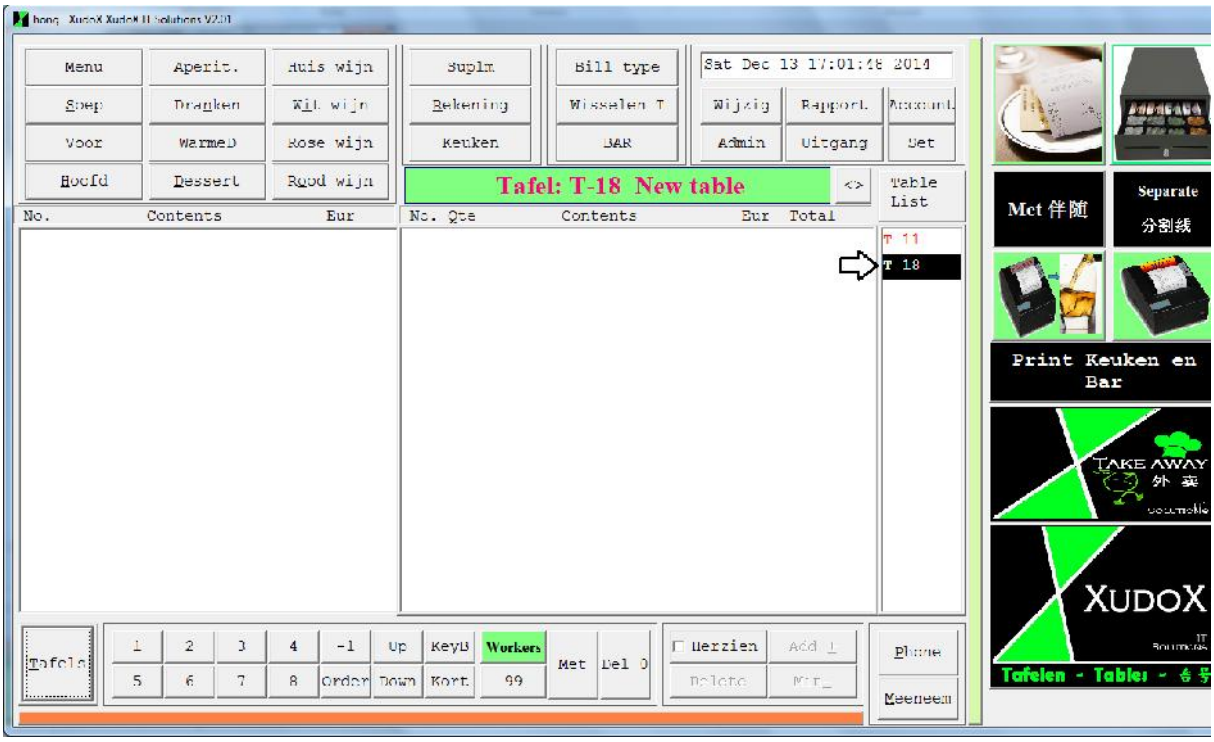
Create new table

After that a new window appears for choosing the fitting table number.

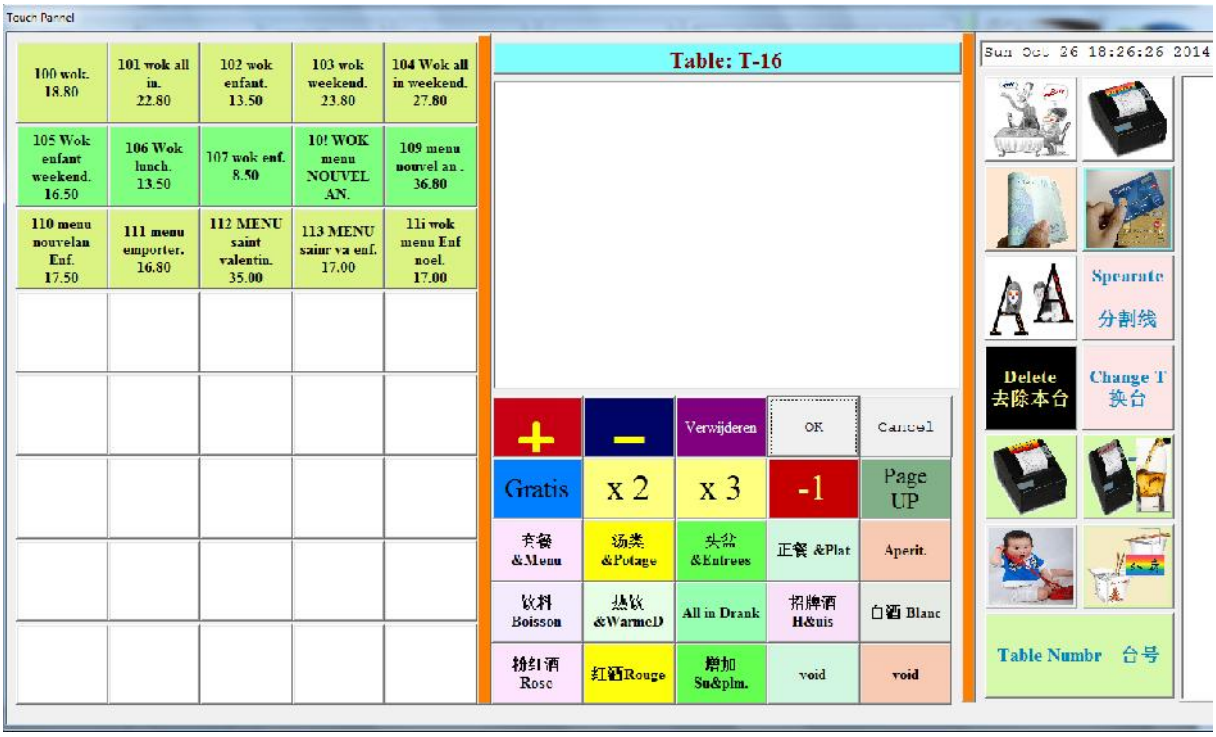
A keyboard pops out when u have chosen the table number.



Now you have created a table and it appears on the right frame.

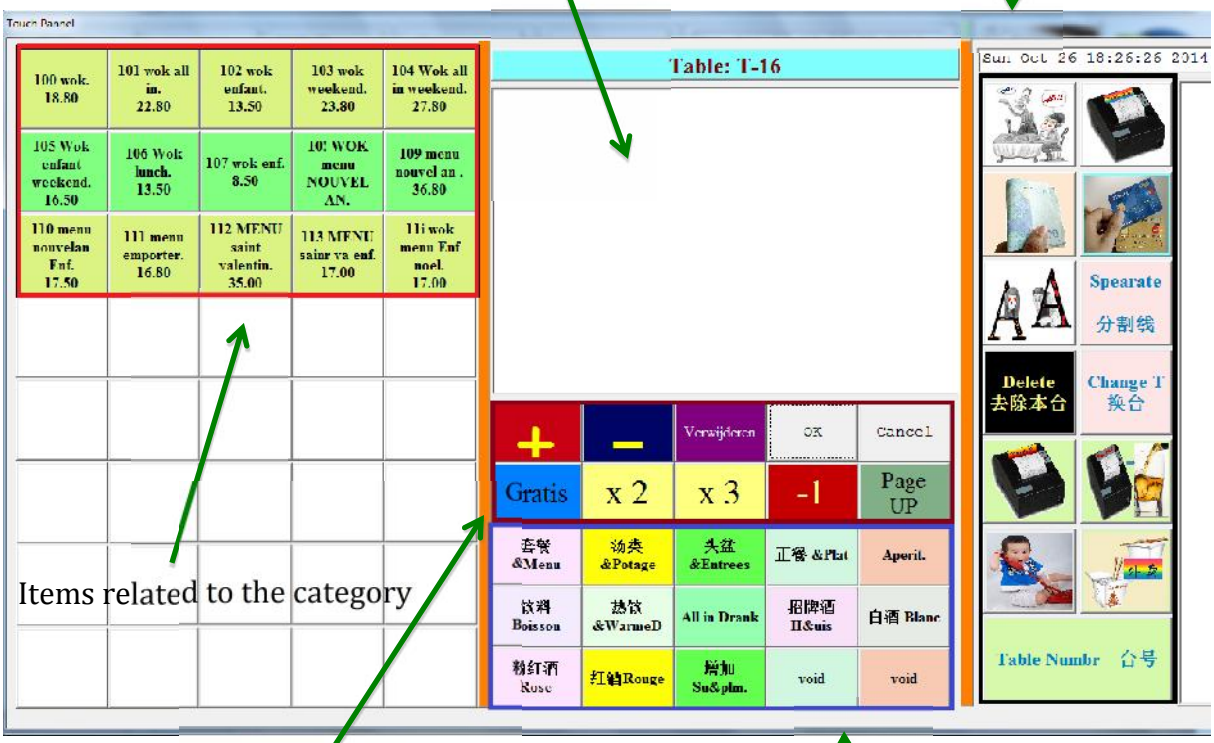


Whenever you hit 1 of the categories for the restaurant it pops out the same screen with other different items related to that category. (this only work when u checked “show touch panel” on in the settings)



Screen for the selected items

Frequent used keys



Items related to the category

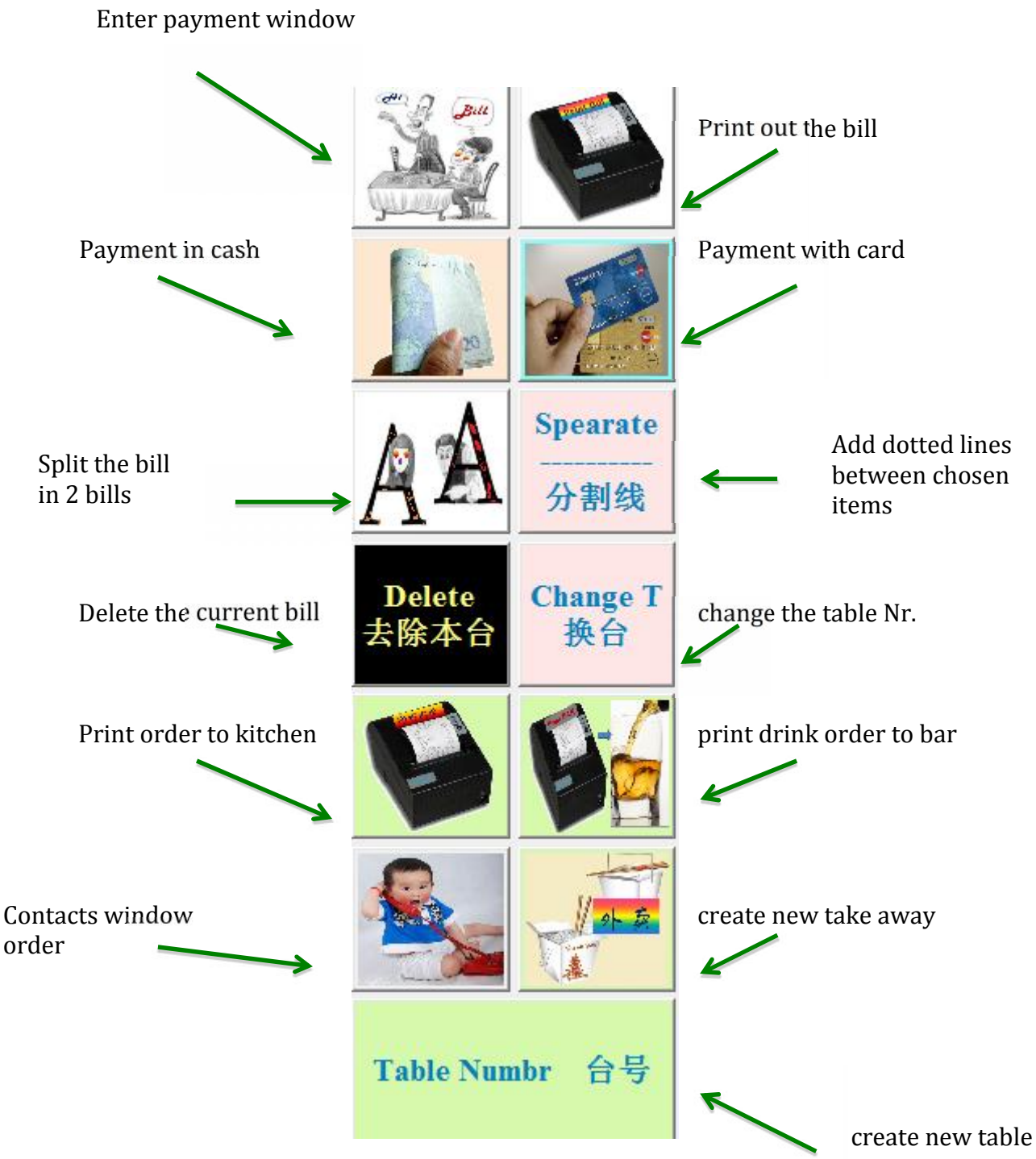
Buttons to modify the items

Shortcut to other categories

[Buttons for modifying]

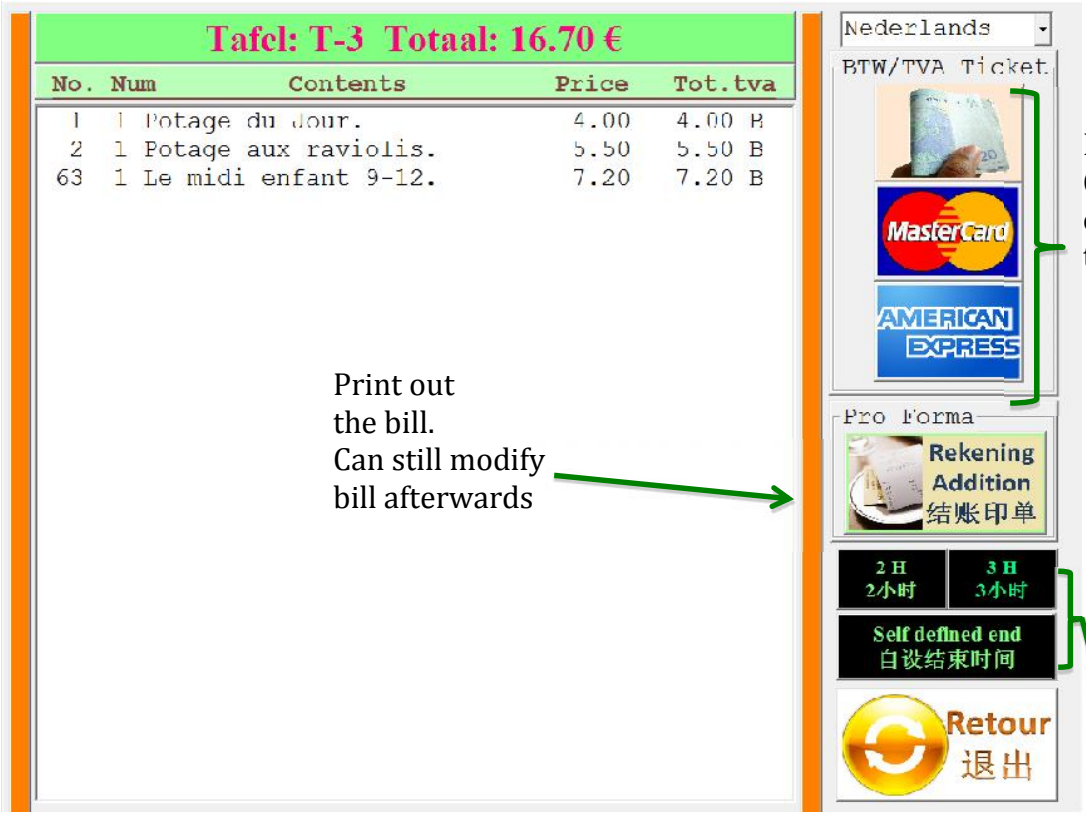
- "+" : to increase the selected item by 1.
- "-" : to decrease the selected item by 1.
- "verwijderen" : to remove the selected item.
- "ok" : to save and go back to the home screen.
- "cancel" : go back to home screen without saving .
- "gratis" : to make that item free, price will be turned to 0 and will be shown that's free.
- "x2" : double the selected item.
- "x3" : triple the selected item.
- "-1" : decrease the selected item by -1 (hit -1 than choose a selectable item on right frame)
- "page up" : page up when not all items can be showed on 1 page.

Frequented used keys



4.2 Rekening

When you hit the button “Rekening” a payment screen appears.



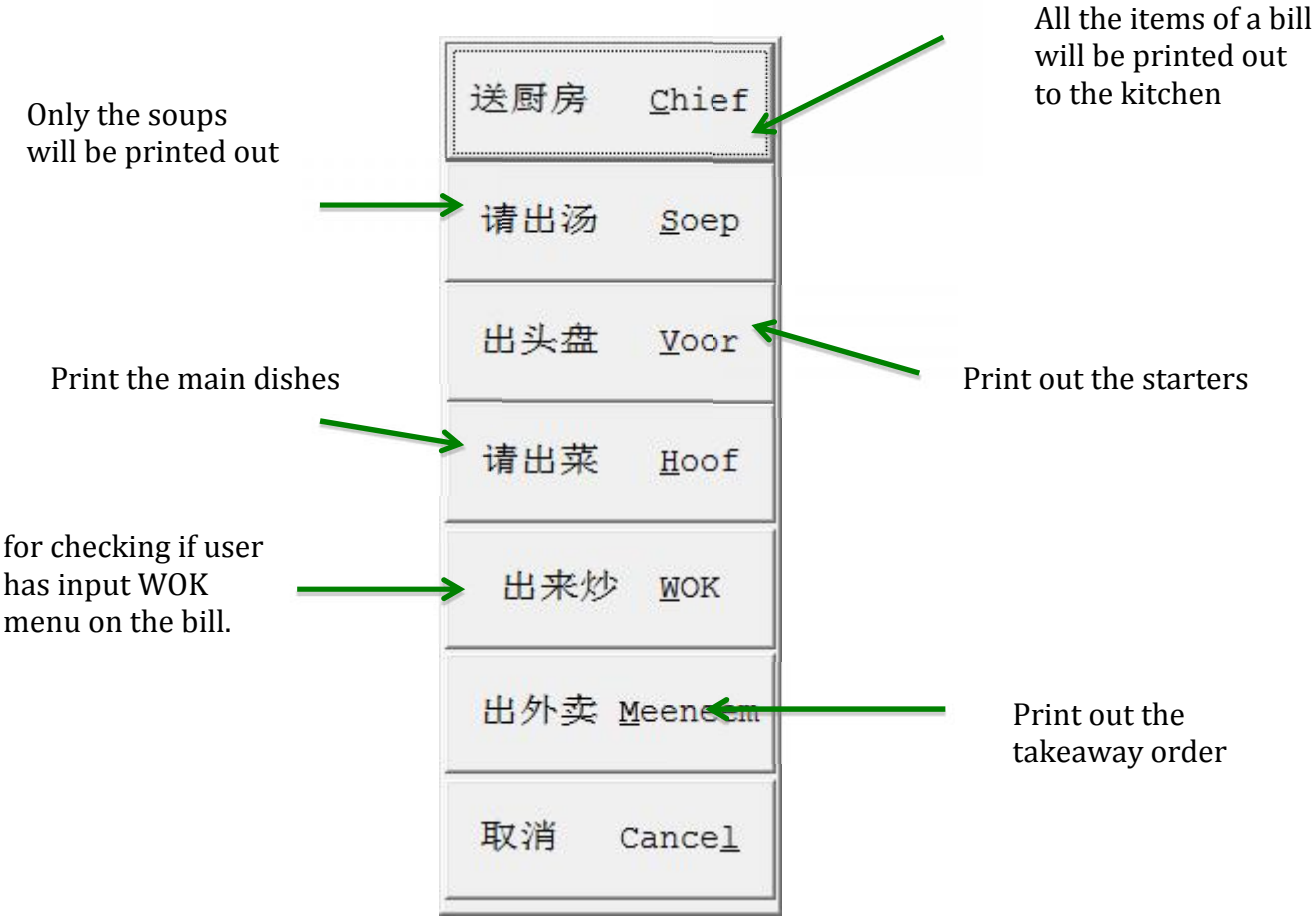
Payment methods. Once is paid, u can’t change anything from the bill anymore.

Print out the bill. Can still modify bill afterwards

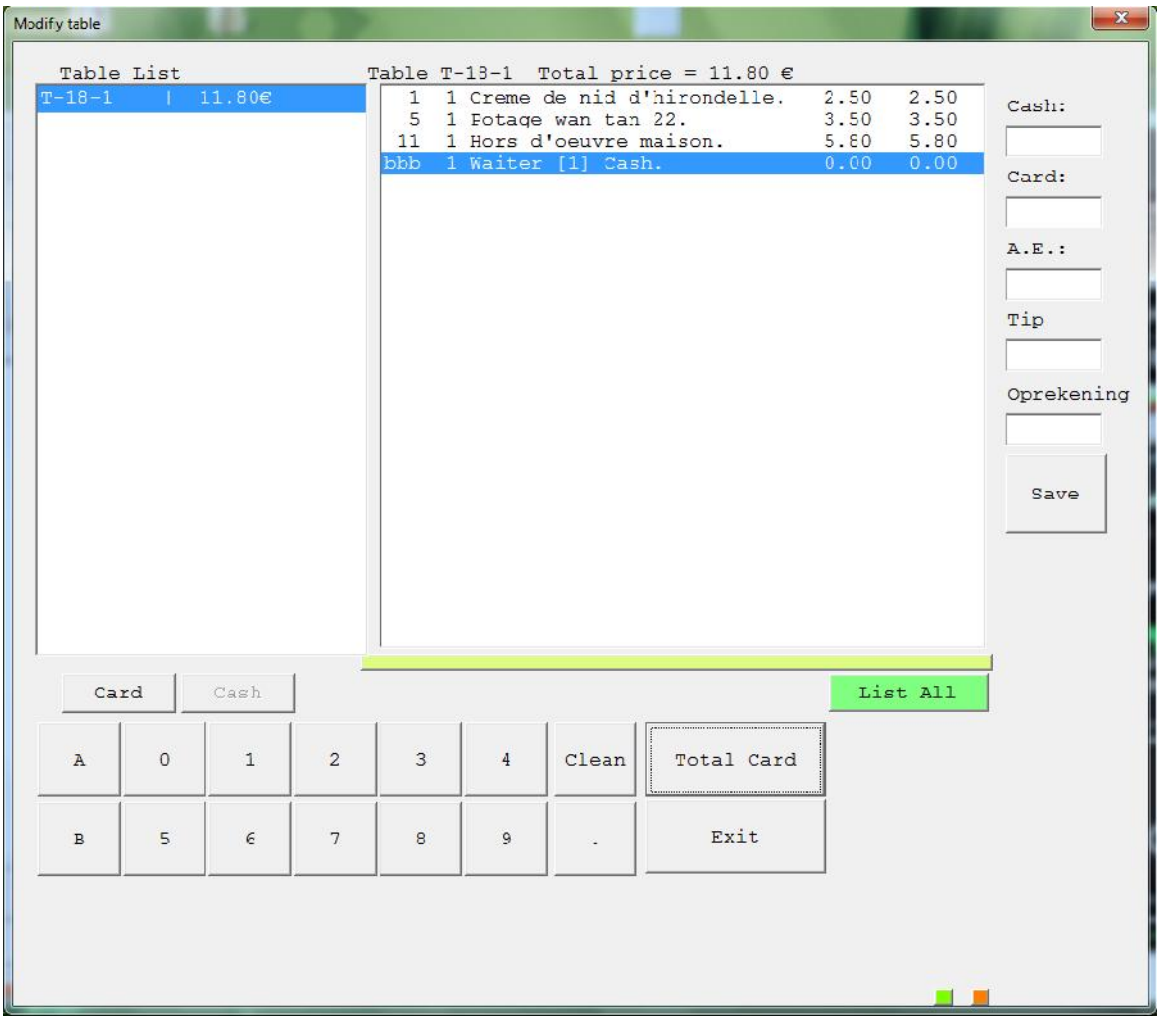
Print out the time that table has to end with the buffet. Option “open time” has to be check on.

4.3 Keuken

In keuken contains different print options for the kitchen.



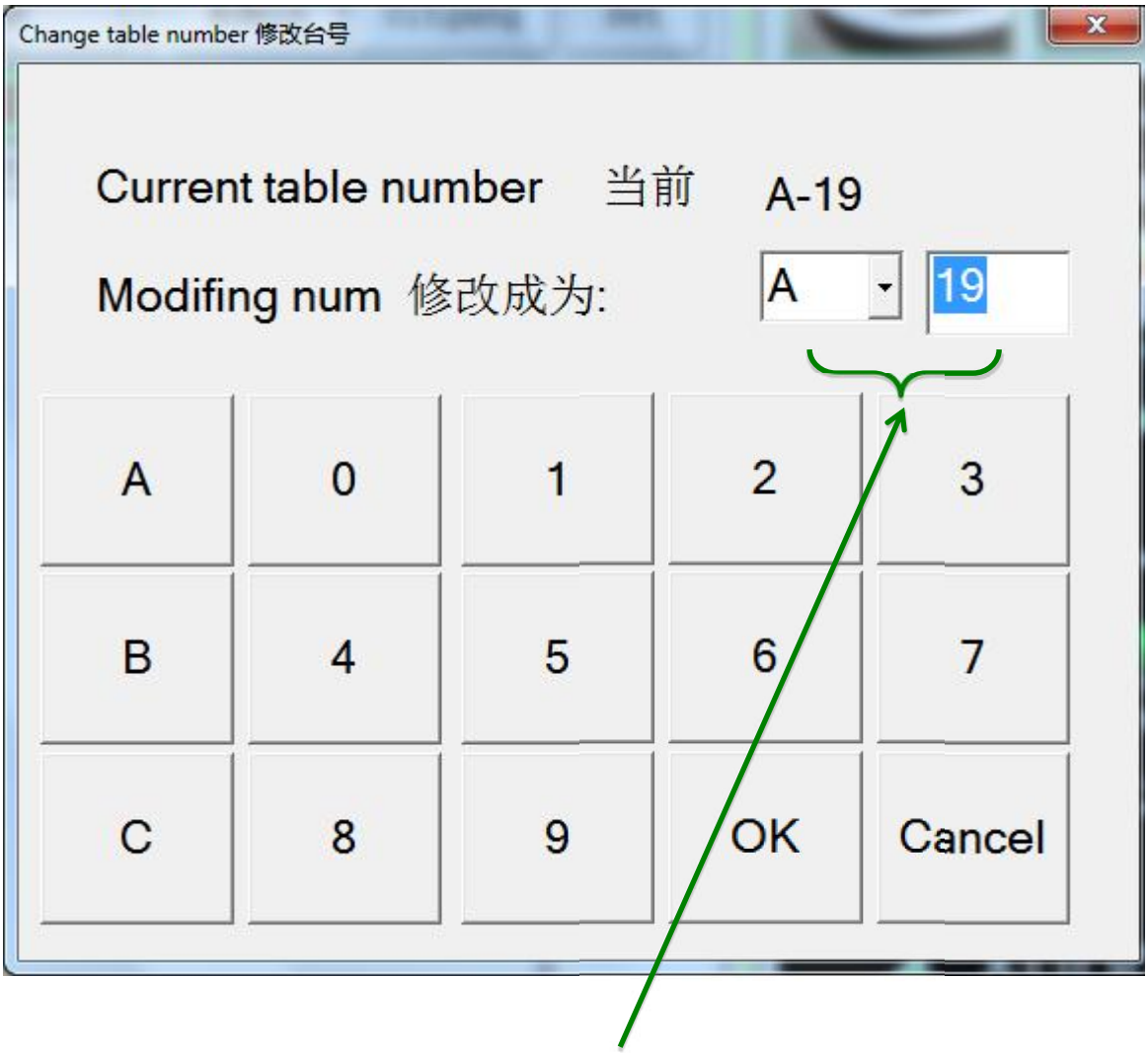
4.4 Bill type



Here the client can change payment methods into cash or card after the btw bill is printed out. This can be used when the waiter have picked cash. But afterwards the customer wants pay with card.

4.5 Wisselen T

Use this button to change an existing table to another table.

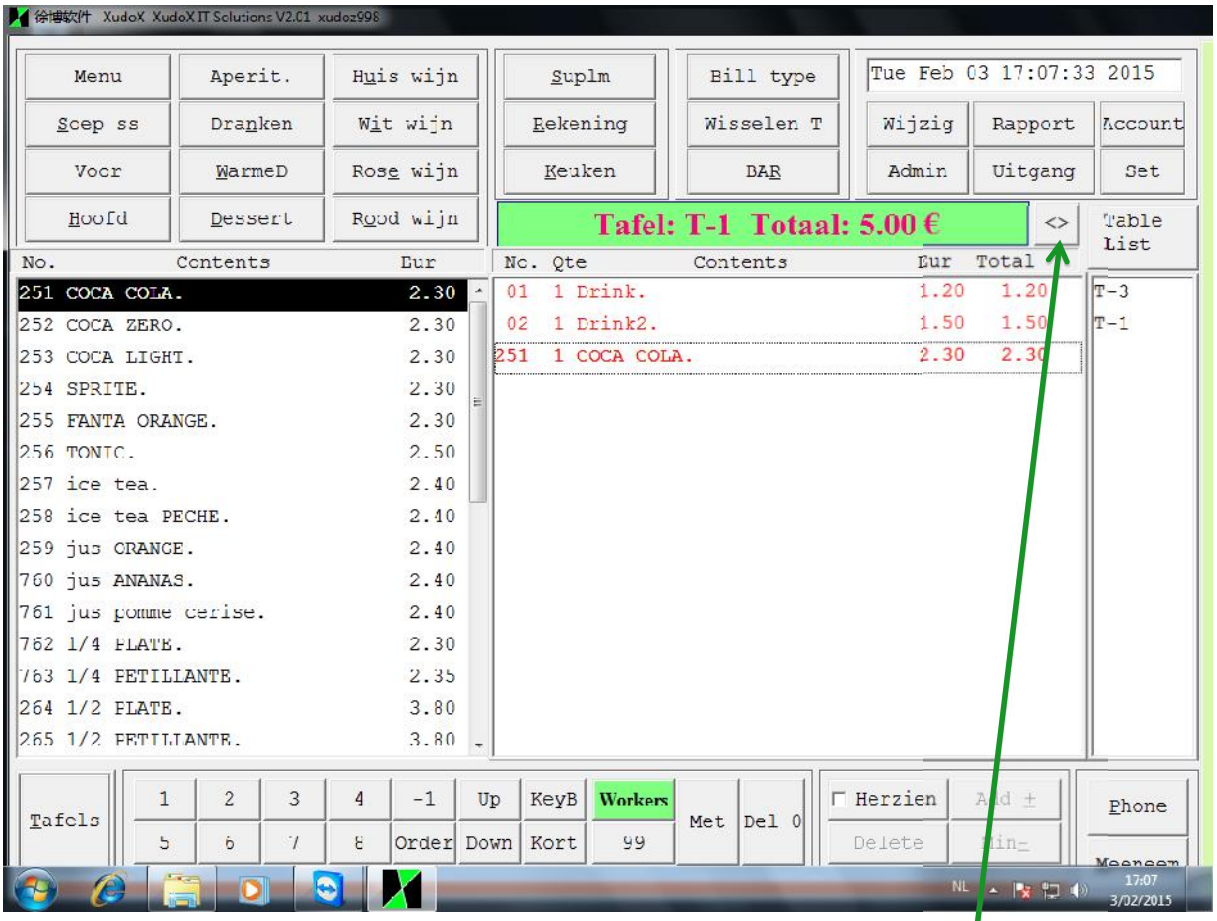


This screen pops out.

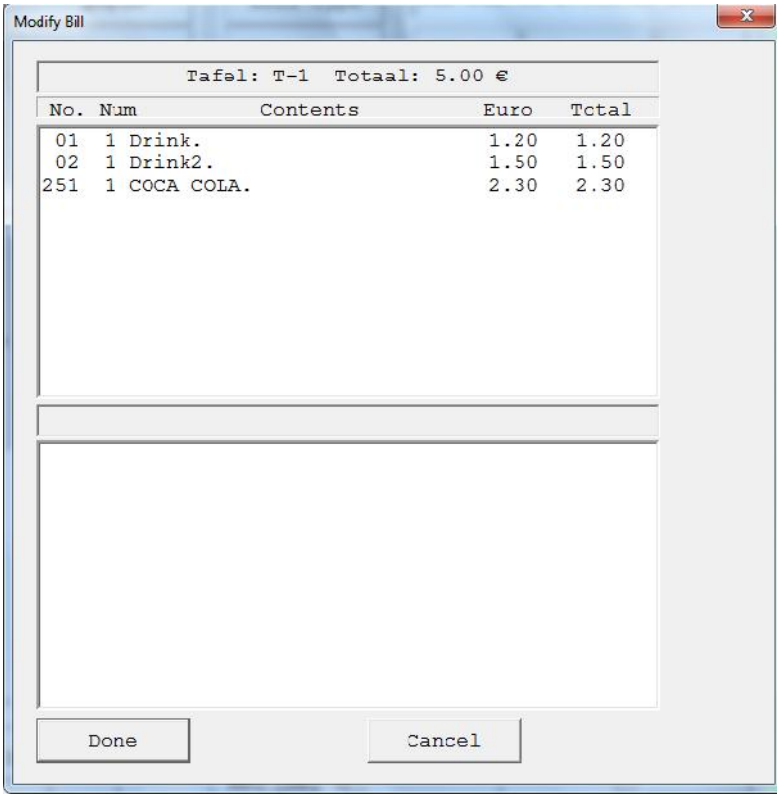
Enter here the new table number

4.6 Splitting table

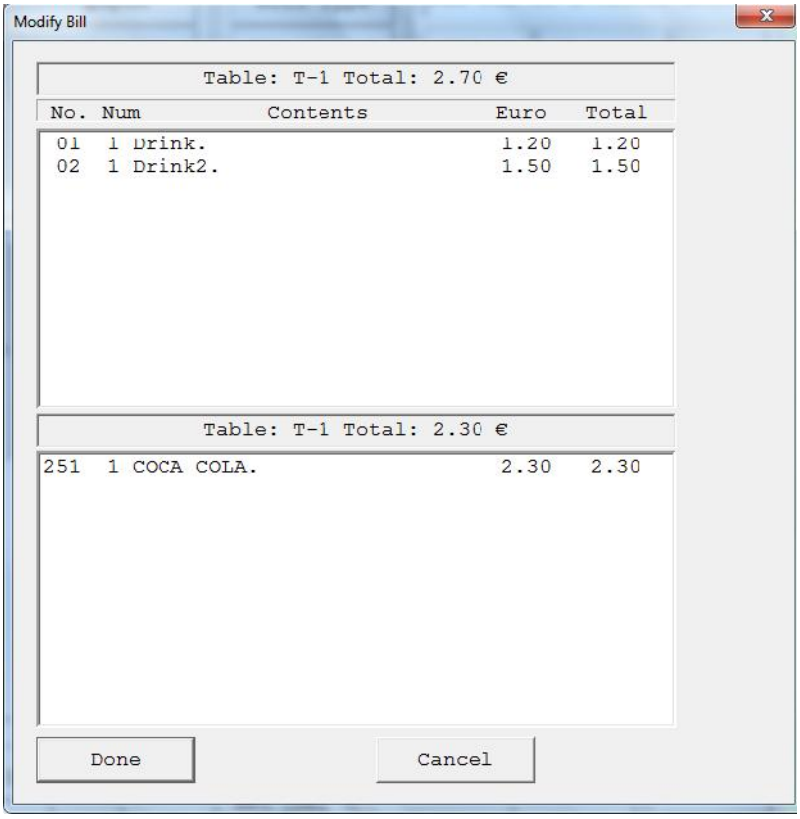
Splitting the table is only possible when u already have a table with articles.
It's possible to move the chosen article to another table.



Choose this for splitting the table

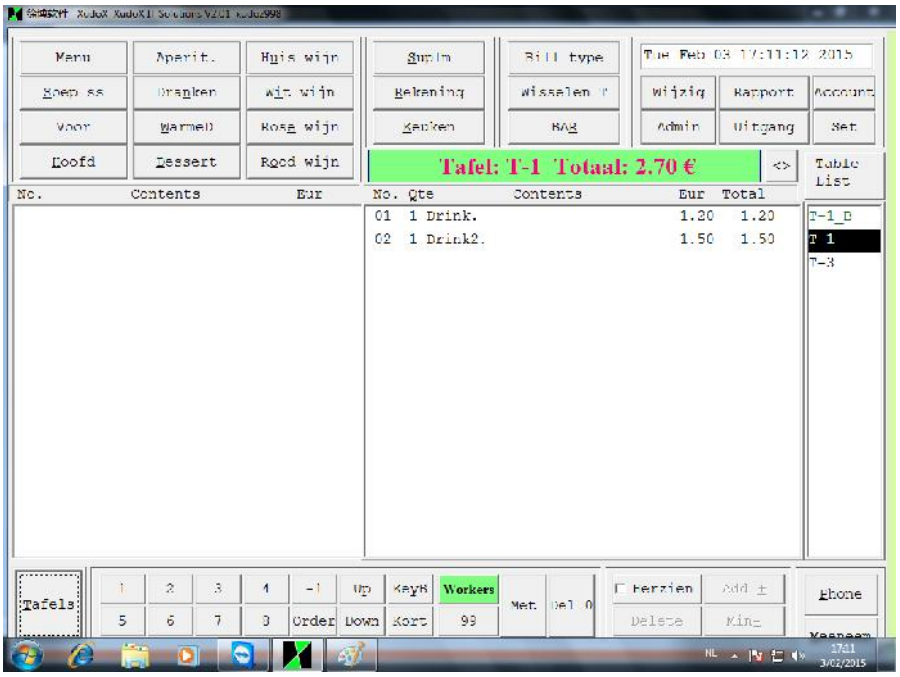


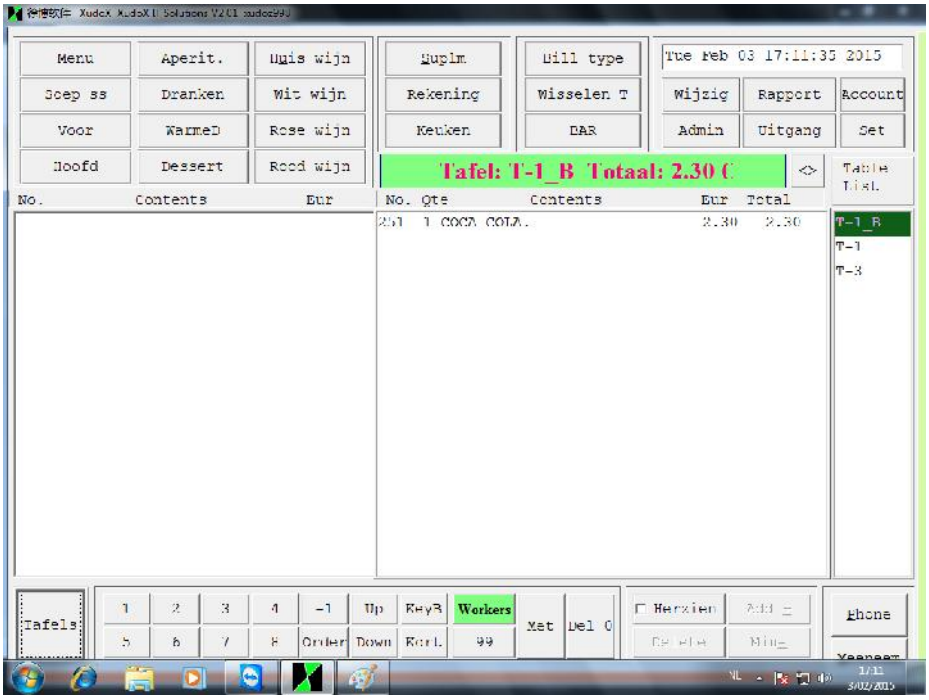
This appears after
u hit that button



Click on 1 of the articles
to transfer to another table

Results:





4.7 Bar

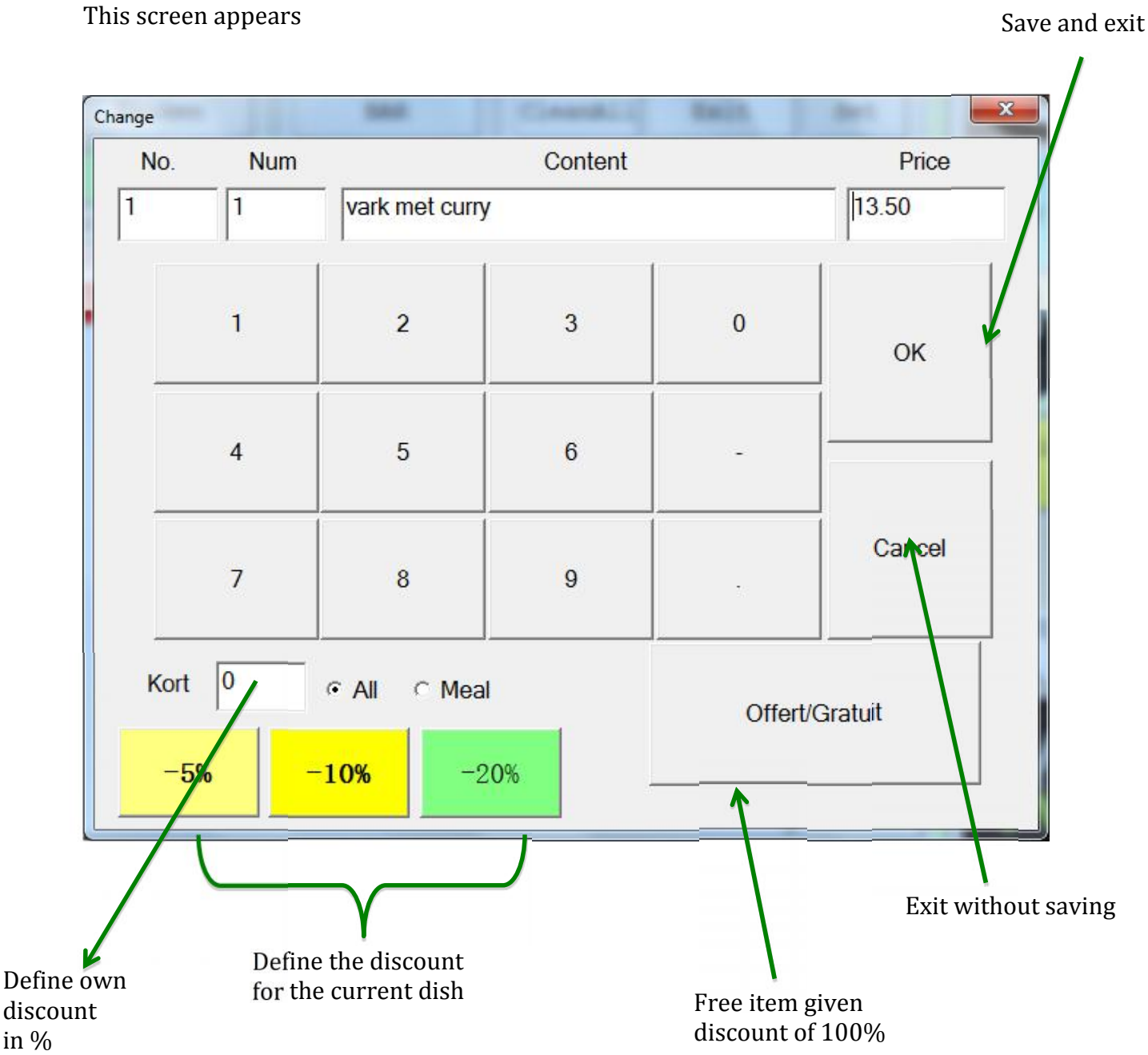
“Bar” is the key to print out the drinks to the bar.

4.8 Wijzig

With “wijzig” key you can give discount to items from the created table.

1. Choose the correct table.
2. Click on the “wijzig” button.
3. Hit the item you like to give discount to it.

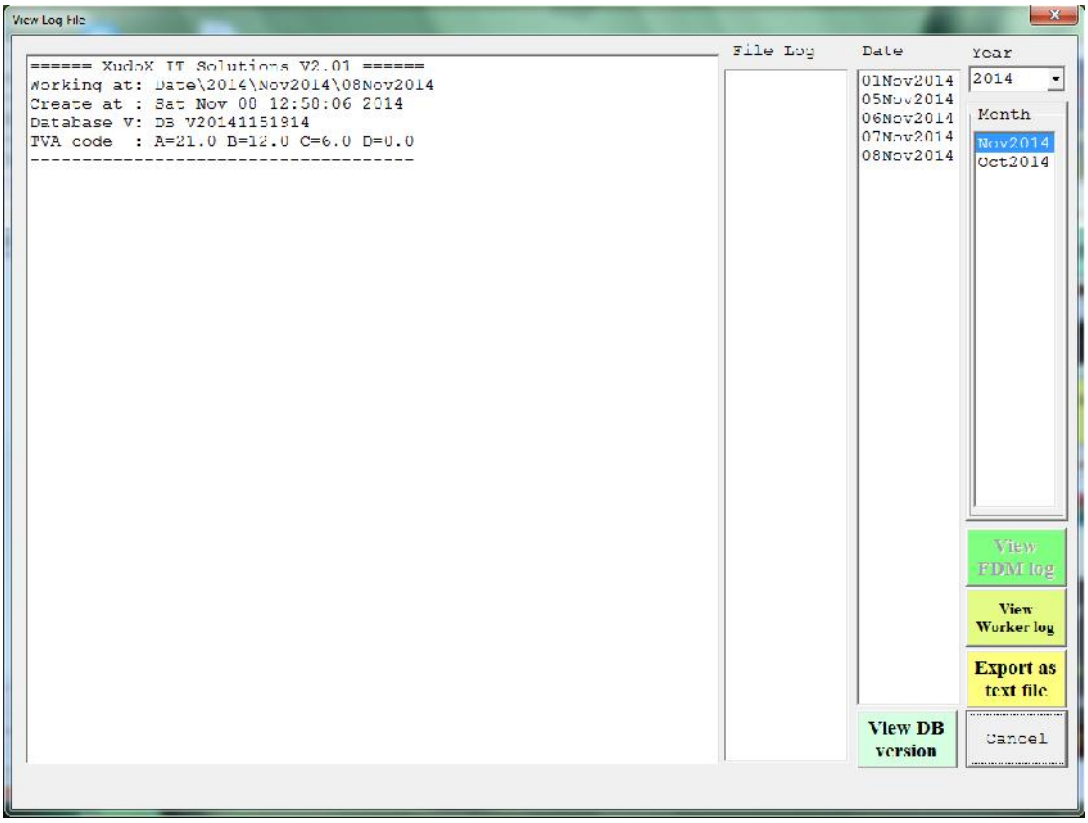
This screen appears



4.9 Admin

Before you can use this function you need to know the password first.

A log file appears.



4.10 Rapport

"Rapport" contains 4 different reports. Reports give you information about the income/ worker's performance.
To make sure you are authorized, you must enter the password.

- X-financieel
- Z-financieel
- X-gebruiker
- Z-gebruiker

Choose 1 of the report to print the corresponding report out.

4.10.1 X-financial

```
   LISTING  22:54:30  05/02/15
X-FINANCIEEL!
Period:from Thu Feb 05 22:32:34 2015
        to Thu Feb 05 22:54:04 2015
   XudoX
   徐博软件
   Jan Sonnevillesftra 19
   09334455
   Gent
   BE0988766788
TVA No: BE0896.365.854
REVENUE
TYPE       Total    No
NS+NR    1421.00     1
PS+PR       0.00     0
NR          0.00     0
VAT INFO
VAT ID Tot NS VAT NS  Tot NR  VAT NR
 A       0.00    0.00    0.00    0.00
 B     152.25  1268.75    0.00    0.00
 C       0.00    0.00    0.00    0.00
 D       0.00    0.00    0.00    0.00
DISCOUNTS
TYPE                     Total    No
none
  1 in Restaurant= 1421.00€
 TVA    Net   Excl    Total
  6%   0.00   0.00    0.00€
 12% 152.25 1268.75 1421.00€
 21%   0.00   0.00    0.00€
  1  Tables Total= 1421.00€
T-  1  1421.00€
Dit is geen geldig BTW-kasticket
```

Financial reports show the different earnings in detail.

4.10.2 Z-financial

```
   LISTING  22:56:35  05/02/15
Z-FINANCIEEL Z-No: 15
Count from 31 to 31 = 1
Period:from Thu Feb 05 22:32:34 2015
        to Thu Feb 05 22:56:32 2015
   XudoX
   徐博软件
   Jan Sonnevillesftra 19
   09334455
   Gent
   BE0988766788
TVA No: BE0896.365.854
REVENUE
TYPE       Total    No
NS+NR    1421.00     1
PS+PR       0.00     0
NR          0.00     0
VAT INFO
VAT ID Tot NS VAT NS  Tot NR  VAT NR
 A       0.00    0.00    0.00    0.00
 B     152.25  1268.75    0.00    0.00
 C       0.00    0.00    0.00    0.00
 D       0.00    0.00    0.00    0.00
DISCOUNTS
TYPE                     Total    No
none
  1 in Restaurant= 1421.00€
 TVA    Net   Excl    Total
  6%   0.00   0.00    0.00€
 12% 152.25 1268.75 1421.00€
 21%   0.00   0.00    0.00€
  1  Tables Total= 1421.00€
T-  1  1421.00€
Dit is geen geldig BTW-kasticket
```

4.10.3 X-user

```
   LISTING  22:58:11  05/02/15
X-Gebruiker!  ID: 00000000097
Naam: Technician  [Waiter]
Arbeid In  S:20:17:25
Arbeid Uit E:20:46:32
Arbeid In  S:20:47:58
Arbeid Uit E:21:12:29
Arbeid In  S:21:13:34
Arbeid Uit E:21:51:34
Arbeid In  S:21:54:04
Arbeid Uit E:22:12:07
Arbeid In  S:22:39:33
Arbeid Uit:

Period:from Thu Feb 05 22:56:32 2015
        to Thu Feb 05 22:58:05 2015

   XudoX
   徐博软件
   Jan Sonnevillesftra 19
   09334455
   Gent
   BE0988766788
TVA No: BE0896.365.854
REVENUE
TYPE       Total    No
NS+NR       0.00     0
PS+PR       0.00     0
NR          0.00     0
VAT INFO
VAT ID Tot NS VAT NS  Tot NR  VAT NR
 A      0.00    0.00    0.00    0.00
 B      0.00    0.00    0.00    0.00
 C      0.00    0.00    0.00    0.00
 D      0.00    0.00    0.00    0.00
DISCOUNTS
TYPE                    Total    No
none

  0 in Restaurant=     0.00€

 TVA    Net    Excl    Total
  6%   0.00   0.00    0.00€
 12%   0.00   0.00    0.00€
 21%   0.00   0.00    0.00€

  0  Tables Total=     0.00€

Dit is geen geldig BTW-kasticket
```

The user's reports show the information about the employees working with this software.

4.10.4 Z-user

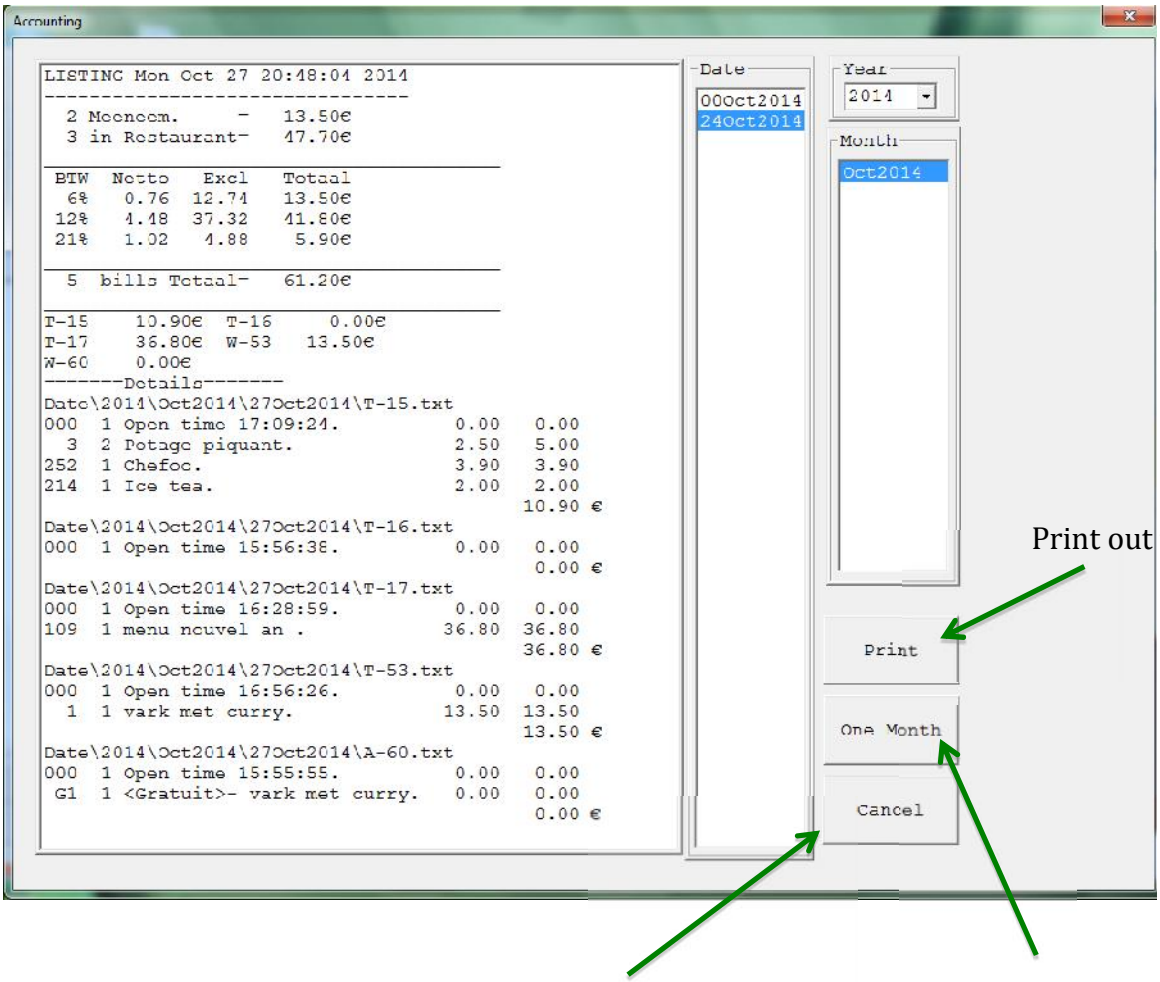
```
   LISTING  22:58:52  05/02/15
E-Gebruiker!  ID: 00000000097
Naam: Technician  [Waiter]
Arbeid In  S:20:17:25
Arbeid Uit E:20:46:32
Arbeid In  S:20:47:58
Arbeid Uit E:21:12:29
Arbeid In  S:21:13:34
Arbeid Uit E:21:51:34
Arbeid In  S:21:54:04
Arbeid Uit E:22:12:07
Arbeid In  S:22:39:33
Arbeid Uit:

Period:from Thu Feb 05 22:56:32 2015
        to Thu Feb 05 22:58:50 2015

   XudoX
   徐博软件
   Jan Sonnevillesftra 19
   09334455
   Gent
   BE0988766788
TVA No: BE0896.365.854
REVENUE
TYPE       Total    No
NS+NR       0.00     0
PS+PR       0.00     0
NR          0.00     0
VAT INFO
VAT ID Tot NS VAT NS  Tot NR  VAT NR
 A      0.00    0.00    0.00    0.00
 B      0.00    0.00    0.00    0.00
 C      0.00    0.00    0.00    0.00
 D      0.00    0.00    0.00    0.00
DISCOUNTS
TYPE                    Total    No
none

  0 in Restaurant=     0.00€

 TVA    Net    Excl    Total
  6%   0.00   0.00    0.00€
 12%   0.00   0.00    0.00€
 21%   0.00   0.00    0.00€

  0  Tables Total=     0.00€

Dit is geen geldig BTW-kasticket
```

4.11 Uitgang

Use this button to close the program.

4.12 Account

Accounting information will be found here.
Bills information can be found quickly by selecting the right month and year.
This is an admin function, so a password is required to use it.



exit

Create file for Current month

4.13 Set

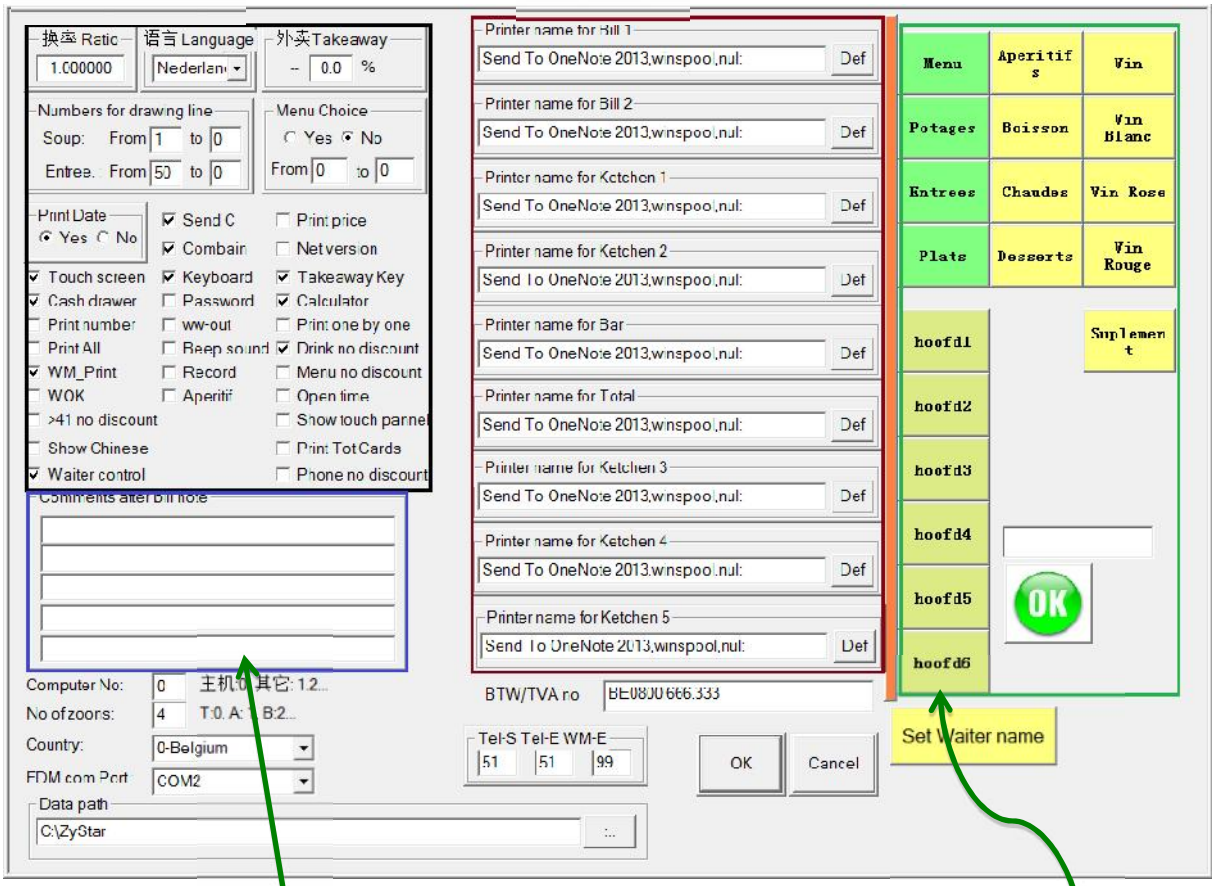
Here you can find the settings for the programs.

Only authorized persons can access it with a password.

After you entered the right password a new window will pop out.

General settings

Settings for the printer



Bill note

Categories' name that can be modified

4.13.1 Ratio

Before, when most of the European countries have their own currency, this was set up for the exchange rate. Now most of the countries use the same currency “Euro” this option is unnecessary anymore.

4.13.2 Language

This setting is used to set up the language for the software, you can choose between FR and NL. FR will modify the program in French and Chinese. NL gives you Dutch and Chinese.

4.13.3 Takeaway

Set up how much % the dishes will cost lesser compared to the dishes from the restaurant.

4.13.4 Numbers for drawing line

Numbers for drawing lines is a printing option. If you choose “1 tot 0” whenever you print out the bill, all information about the company will be printed out (incl. BTW number). The second chose is “1 tot 75” here the bill will only print out the company name.

4.13.5 Menu choice

Once this is activated, a window with choices will pop out whenever you send a menu to the kitchen.

4.13.6 Print date

Is a printer’s setting, you can choose for printing the date out(“yes) or (“no”) if you don’t want.

4.13.7 Send C

A new button “chief” appears after you hit “keuken” , this allow you to send “soup”, “starter” or “main dish” to the kitchen without sending the whole bill to the kitchen.

4.13.8 Combain

Whenever you add the same dish several times, it will be combined together in the same line. It won’t showed separately under each others.

4.13.9 Print price

“Print price” is a printing option for the kitchen.
Is allow the kitchen see the total price of the bill whenever you send the order to the kitchen. Mainly used whenever the boss is working in the kitchen.

4.13.10 Net version

This is an option you only use whenever several computers need to be connected to each other.

4.13.11 Touch screen

This function can only be used when the computer is touch compatible.
It’s allowing you to make us of the program by using the touchscreen.

4.13.12 Keyboard

A keyboard pops up left of the screen when you create a new table or by double clicking on the existing bill. It allows you to type the numbers in of the chosen dishes.
It’s a faster than searching the items in 1 of the categories whenever you know the item number.

4.13.13 Takeaway key

This key has the same as “keyboard”. A keyboard pops out whenever a new takeaway order is created or by double clicking the existing bill.

4.13.14 Cash drawer

A function that works whenever you hit the button “cash” under the category “bill.
the cash drawer pops out automatically after you choose “ok”.

4.13.15 Print one by one

Is an option for sending order to the kitchen.
The every items will be printed out separated.

4.13.16 Calculator

A calculator comes out when you hit the button “cash” under the category “bill”.
It makes you easier calculate quickly the change for the customer.

4.13.17 Print number

This is another print option for the kitchen. If it’s marked, linked numbers of the items will be printed out too.

4.13.18 www.out

It allows you to print out the orders to the kitchen in 2 difference languages.

4.13.19 Password

Whenever this is activated, every change of the system is now protected with a password. E.g. to modify any items from the category “starter” you need to know the password before you can modify the items.

4.13.20 Print all

This is a function mostly used for all you can eat restaurant. Everything is included to the price. It allows you print out everything that table has eaten, but next to the items you will find 000 when is included to that menu. Because the customer only pay 1 price for

4.13.21 Beep sound

An option that makes a beep sound whenever you succeed to add an item to a bill.
It helps the user to make sure they did append a new item to the bill.

4.13.22 Drink no discount

When this is tick on, customers from takeaway that buys drinks need to pay the same price as in the restaurant.

4.13.23 Wm print

U print out the bill too when u hit the button “keuken”.

4.13.24 Record

Everything will be recorded. You can see everything that’s deleted.

4.13.25 Menu no discount

Takeaway menus don’t get discount compared to the menus in restaurant.

4.13.26 WOK

A function that’s only useful for the restaurants with all you can eat concept, restaurants where you pay 1 price for the food.
This option is a reminder whenever you print out a bill without adding the all you can eat menu.

4.13.27 Aperitif

By applying this. Whenever an order is print to the kitchen, the kitchen will see when a table got aperitifs to drinks. It’s the idea that kitchen doesn’t need to hurry with preparing the dish when customers are enjoying their aperitifs.

4.13.28 Open time

If this option is enabled, you can see whenever an order is created.

4.13.29 >41 no discount

This is a function for business with delivery service.
If you apply an order with delivery service you pay the normal, however if you choose to pick up the order by yourself there will be a discount for it.

4.13.30 Show touch panel

A panel will appears whenever u hit a dish/ item category.
In the touch panel you can add items to a bill.

4.13.31 Show Chinese

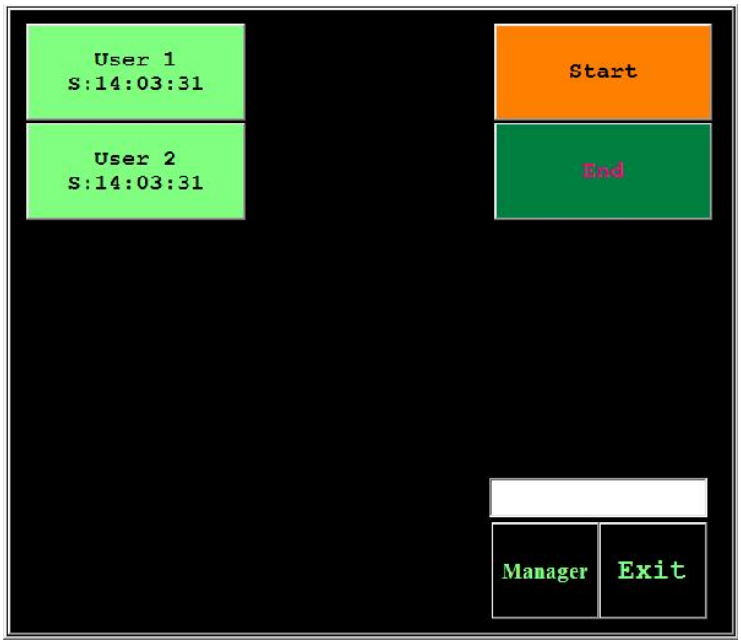
All the items that are showed in the left window will be changed into Chinese.
This function is for customers who doesn't know Dutch or French , so they can still able to pick up the right dish. However it won't change the language when you print out the bill for the customer.

4.13.32 Print tot cards

Whenever you print out the daily total you will see an overview about what cards is used to pay and how much the total is for every individual card that's used to pay.

4.13.33 Waiter control

This is always checked on. If you hit this button you can choose the corresponding user for by entering the correct pass. You can now work with this user account when the pass is correct.



4.13.34 Phone no discount

If checked on, delivery will not have discounts.

4.13.35 Comments after bill note

In his area you can write anything you want, it will be written in the bill when you print it out for the customer. It can be used to promote a special action, or advertisement.

4.13.36 ComputerNo

The given number for the computer.

4.13.37 No of zoons

Amount of different zones in restaurant.

4.13.38 Country

Select the correct country.

4.13.39 Fdm com port

The connected port to the black box.

4.13.40 Data path

Place where the program is installed.

4.13.41 Btw/va.no

Here you need to fill in the V.A.T number of the business.

4.13.42 Tel-S/ Tel-E / WM-E

Set up the price for restaurant, delivery and take away by filling numbers in.

- Tel-S: reserved for restaurant.
- Tel-E: reserved for delivery.
- WM-E: reserved for take away.

For example:
Tel-s: 40 (1-39 numbers are kept for restaurant).
Tel –e: 61 (40-60 for delivery).
WM-E: 99 (61-98 for take away).

4.13.43 Ok

Save the modification and exit the program.

4.13.44 Cancel

Exit the window without saving.

4.13.45 Set Waiter name

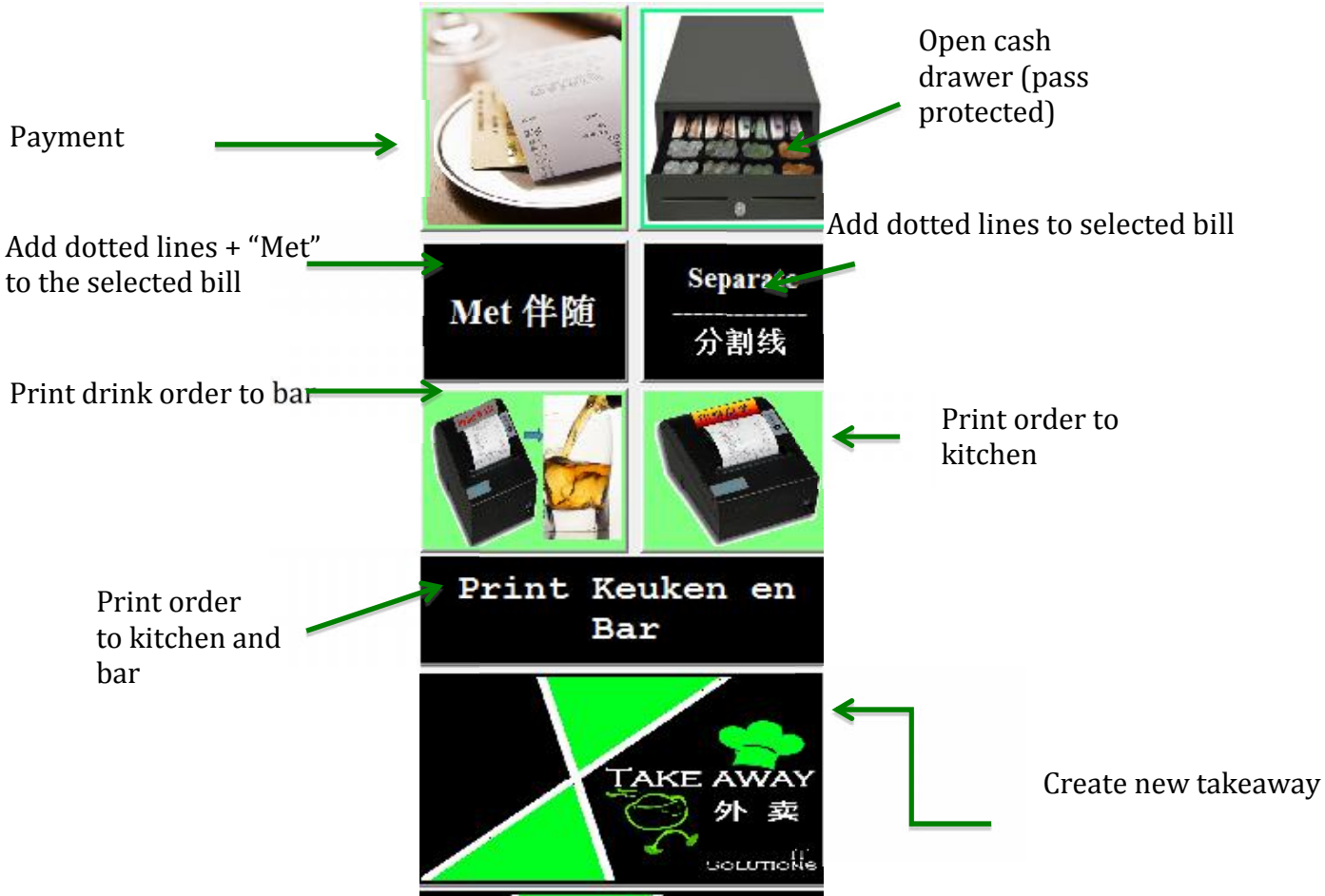
Set a list of waiters that's working and their own personal pass.
After you hit the button a confirm box appears. Hit "Ja" to continue and "Nee" to exit.
A text editor comes up.

To create a new waiter, fill the name than type ";" enter the personal pass of 4 digits.

E.g. create a new waiter with "Luke" as name and " 2984" as pass.

Than you should write on the text editor Luke; 2984

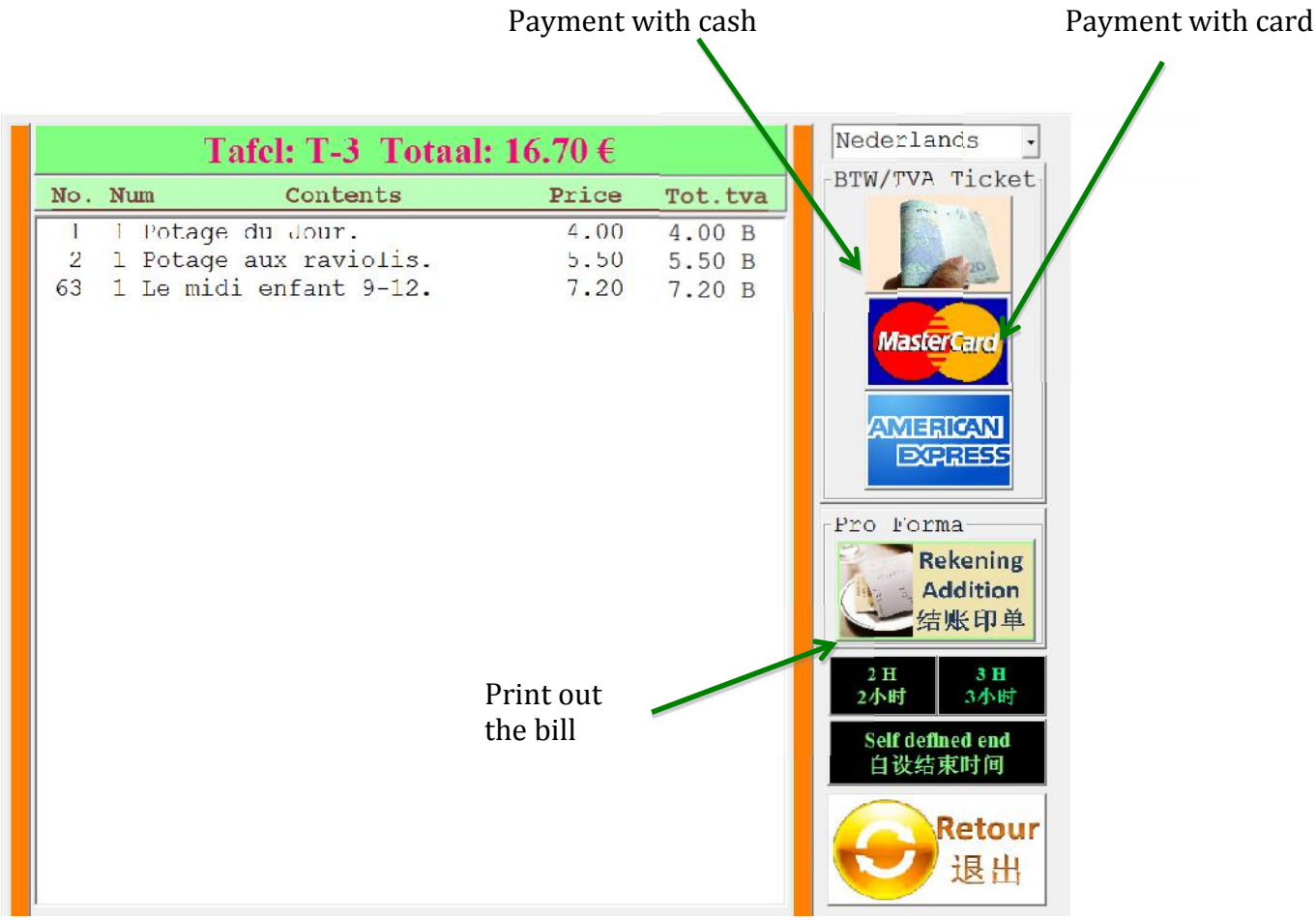
4.14 Frequent used buttons



Create new table

4.14.1 Payment

When you hit this button a new window pops out, you can decide which methods you want to pay.



4.15 Bottom buttons

To create new table

Reservation

4.15.1 Reservation

A new window pops up when hit Order where you can fill the info for the reservation.

Date of reservation

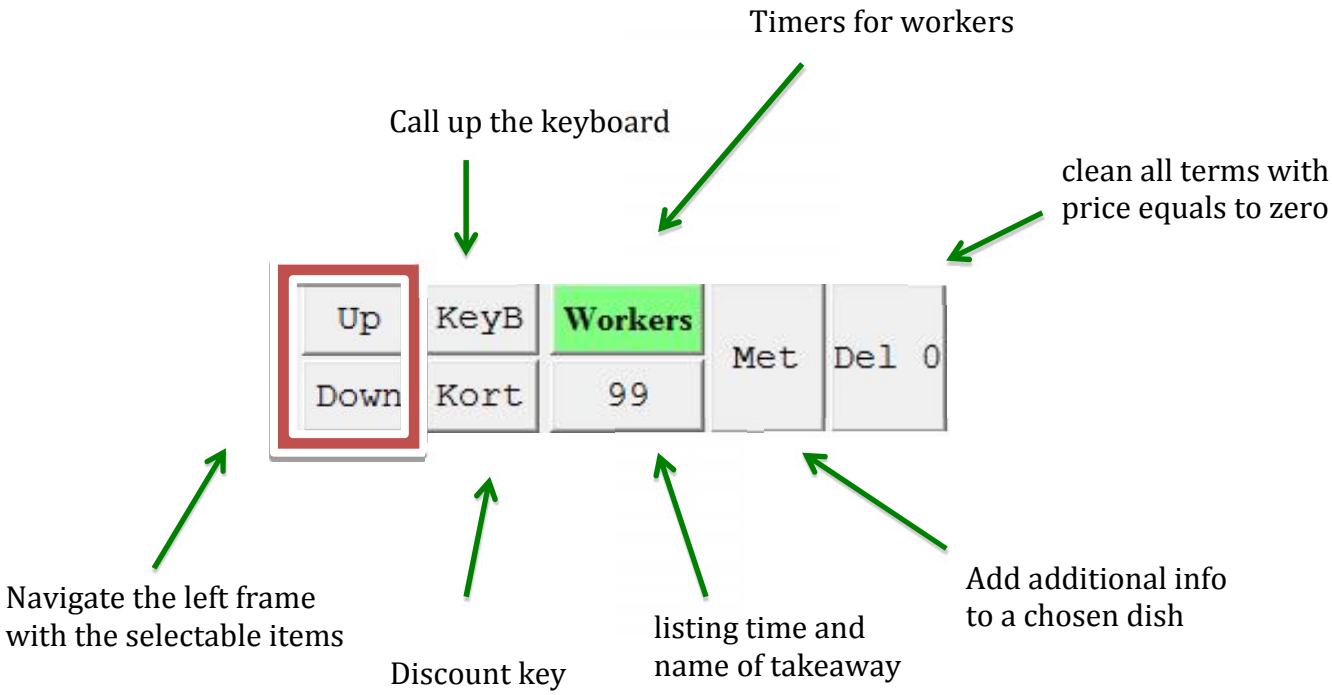
Reserved date

Paid money

Amount of people

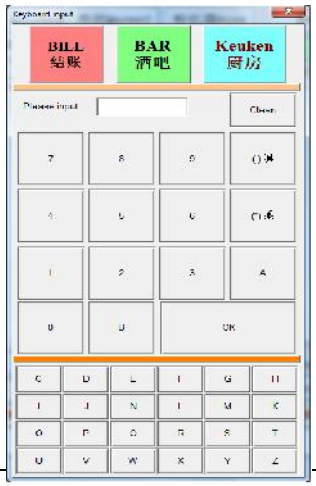
Numbers are used to multiply the chosen item.
Like when you choose a dish and click than on 5, you will have 5 times that item.

-1 is used to decrease an item that's already in a bill.



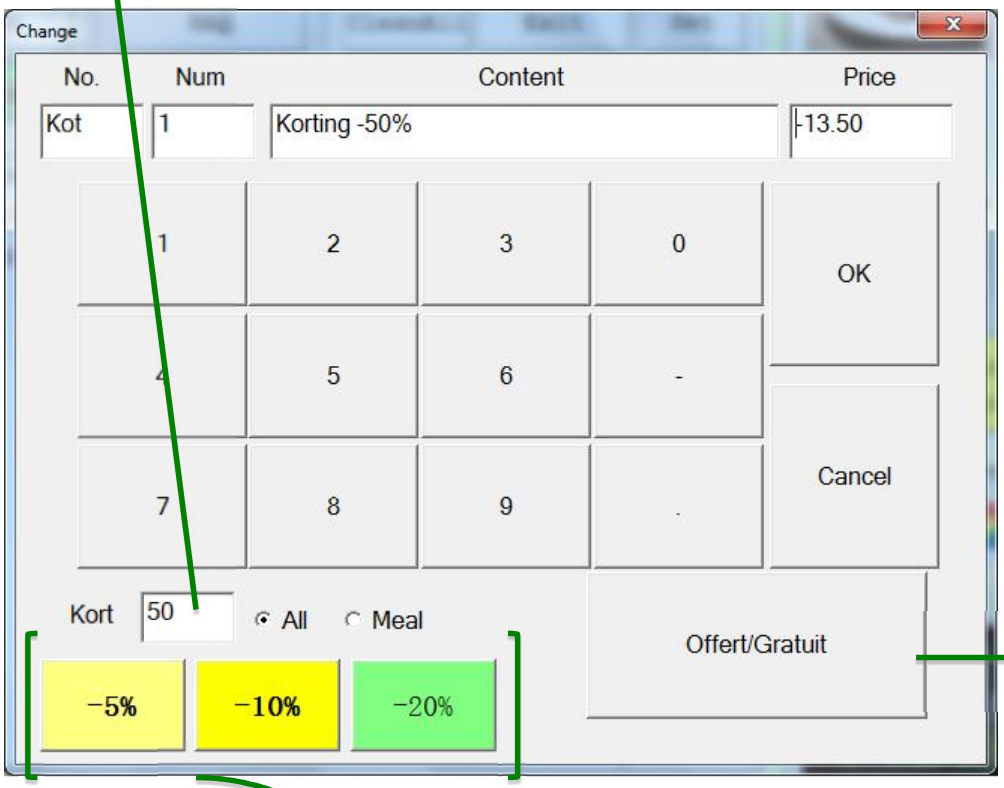
Keyboard appears whenever you hit “KeyB”.

This only work when you still have bills on the right frame.



4.15.2 Discount

Define own discount in %



This screen appears when you hit "kort" key.

It only appears when you have bill with dishes.

So it won't work when the bill is empty.

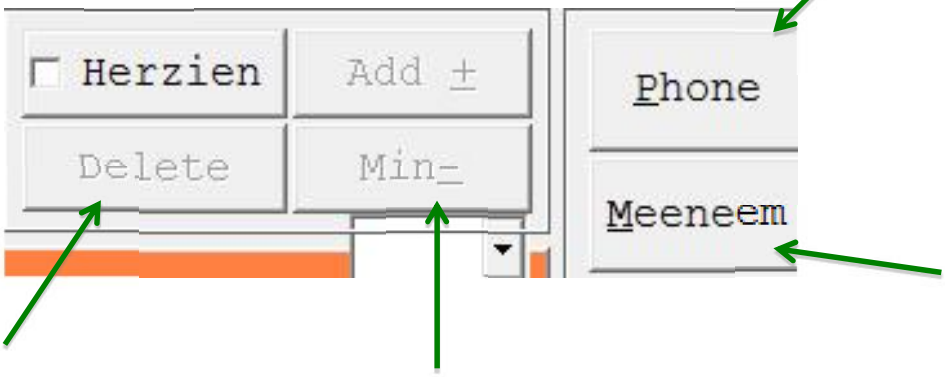
100% discount.

Discount of 5%, 10% and 20% of the total ticket price

Tick off to able to use “add”, delete and “min” function.

Increase the existing item in a bill with 1.

Store information about the customers. And link it with the chosen bill.

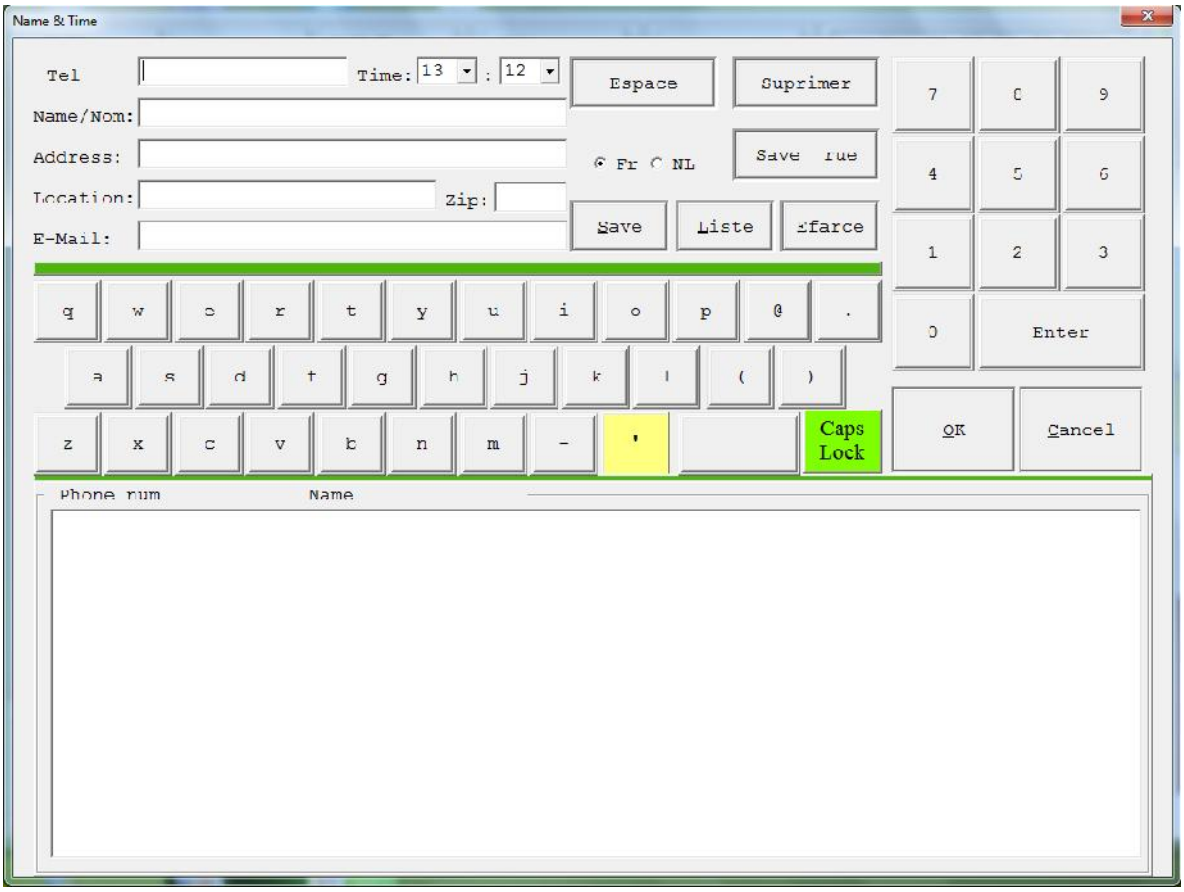


Create a new take away

Delete the existing item from the bill

Decrease the item on the bill with 1.

This screen appears when



you hit “Phone”. This only works when you have chosen a bill on the right frame <table list>.

5 Database

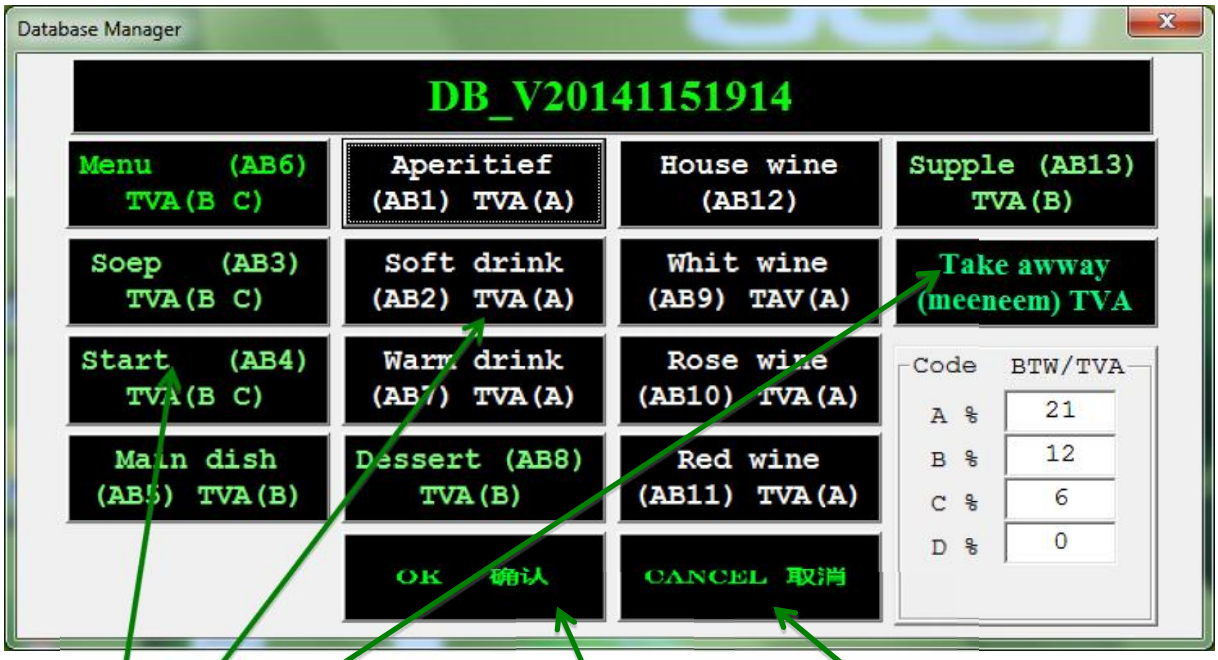
Choose this

In the database mode you can modify the offered items.

When you start up the program, choose "database".

A password is required for this action.

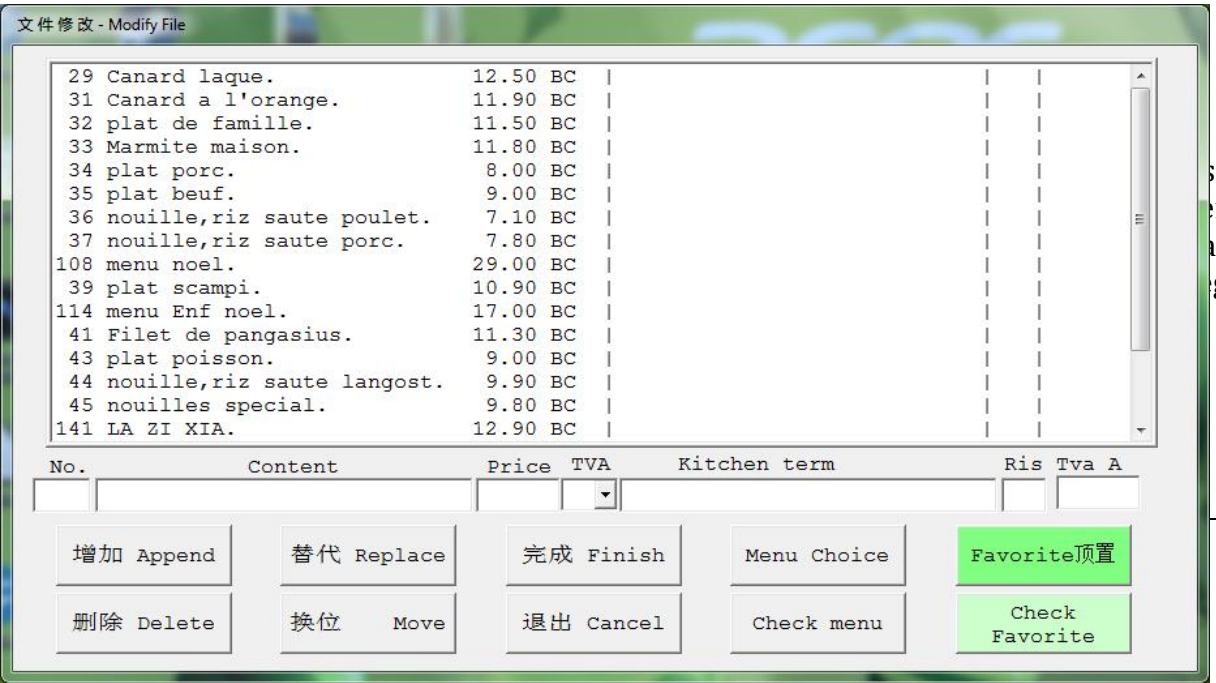
This will appears



Exit without saving

Save and exit

Choose 1 of the categories to modify.



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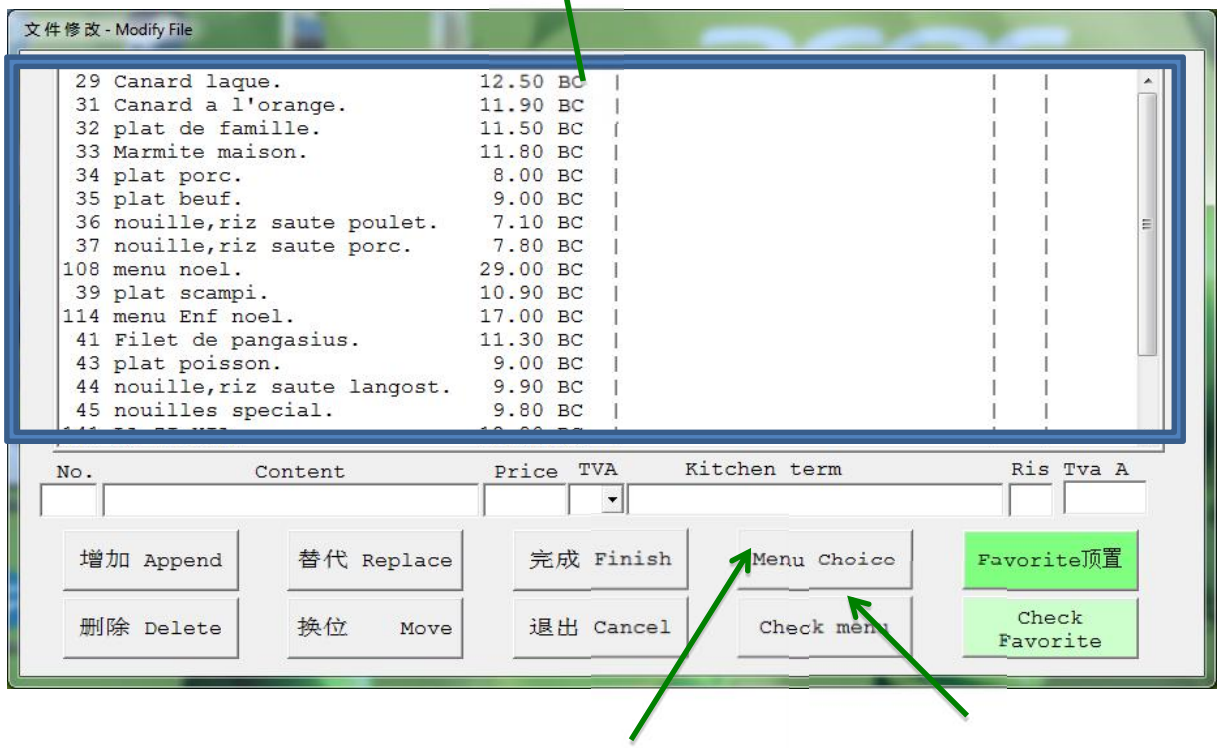
Existing items in the database



Add item to menu choice

Check the current existing menu choices

- Append: duplicate chosen item and put behind the rest.
- Delete: delete the chosen item.
- Replace: replace the chosen item with things you filled in.
- Move: change the order of an existing item.
- Finish: save and exit.
- Cancel: exit without saving.
- Favorite: Add items as favourite. The items will appear on the first page whenever you choose items from that category.
- Check: check the current favourites.

6 Employee management

A password is required to enter this mode.

Hit this button

Here you can manage your employees.

- Add: this is a button to add a new employee to the system. Fill in all the required field and than hit the button “Add”.
- Modify: use this key to modify the available employees.
- Delete: to remove a employee from the system.
- Save/Exit: Save up all the modifications and exit “staff management”.
- Cancel: Exit without saving the changes.
- “Start” button: is a button to start the work time of an employee. Choose 1 of the available employee and hit “Start”.
- “End” button: is to stop the timer of a working employee. Hit the working employee and than hit “End”.