

PROGREST IS A SOFTWARE TO MANAGE

RESTAURANTS, BARS, PUBS AND ALSO BAKERY OR DELISHOP.

PRINCIPAL FEATURES

Entering by touch screen, ipad, iphone and mobile / tablet android.
Possibility of input by barcode reader.
Ability to give the name of a client as a table name.
Transfer and junctions of tables.
Cash payment with currency to be returned.
Multiple payments and management credits.
5 different prices depending on mode of sale:
Standard - special - carry - happy hours - counter
Possibility of giving a different libelle for good cooking.
(Different wording or in a foreign language)
Information of the number of dishes of the day or suggestion to the entry.
Management of offered clients, offered staff and losses.
Management of cash expenses.
The day can be taken out according to hours.
Stock management with alarm for mini stock reached.
Management of AC and VAT.
Server-managed usage rights.
Sales history and item purchases.
Management of check in check out with summary (for hotel).
And many other functions.

The 8 article families as well as the VAT rates are created at the installation by *ProgRest*.

INDEX

	PAGE
IDENTIFICATION	3
USERS	4
OPTIONS OF USE	5/6
TABLES	7
ITEMS LIST	8
TECHNICAL SPECIFICATIONS AUTO	9
ITEM CREEN	10 à 12
COOKING ANNOTATIONS ADD ON	13
ORDER ENTRY	14/15
RECEIPT WITH CUSTOMER'S NAME	16
RECEIPT WITH SIGNATURE SPACE	16
OPEN RECEIPTS	17
PAID RECEIPTS	18
RECEIPT TRANSFER	19
TABLES JONCTION	20
CASH PAYMENT	21
TR PAYMENT	22
MULTI - PAYMENTS	23
PAYMENT BY CREDIT	24
START AND END DUTY	25
END OF THE DAY	26
DAYS CLOSED	27
CREDITS MANAGEMENT	28/29
PURCHASES	30
STOCK	31
STATISTICS ITEMS	32
STATISTICS TO YEAR -1	33
CODE BAR CREATION	34
SKETCH TABLES	35
BACKUP / RESTORATION	36
UNLOCKING WINDOWS PRINTING SPOOLER	36
INDEX FILES FILES PROBLEM	37

IDENTIFICATION

The first window at startup is the identification window.

Two types of identification are possible.

The default is SESSION identification. Type your code and click on enter. As long as you do not leave the input screen, your identification will be active.

The second is the one activated in OPTIONS

By USER CODE that you enable by YES (NOT by default).

In this case, each time you create or open a ticket, you will have to give your identification.

In this type of identification, the rights assigned to each user will be active. USERS in OPTIONS.

The MOBILE button gives you the possibility to exploit PogRest with Ipad - Iphone - Mobile / Android Tablet by Wifi.

If the button is red, it means that you do not have the license.

In the left part of the screen, it is possible to display an image of your establishment. The format of the image is 290 x 640 pixels. The files should be named image.jpg and placed in the ProgRest V5 hard drive directory.

USERS

There must absolutely be an account (MANAGER) with all the rights.

When creating a user, all rights are set to NO by default.

To assign YES, click in the column corresponding to the right to modify, enter Y or N and then press the ENTER key.

The rights are:

Offering / Discount / Assigning a dish to MENU

CUSTOMER FILE

Access SERVERS (USERS)

Gives the right to change the user on a ticket.

MENU Access

Access BACK OFFICE

Price change/ Deletion

DRAWER CODE (or B to lock the opening of the cash drawer)

END OF THE DAY

DAYS CLOSED

PURCHASES

STOCK

If you have forgotten your MANAGER code, please contact ProgRest who will be able to locate your code or replace the vendor.file and vendor.ndx files in the C: \ ficprogrest directory with the ones located in the C: \ ProgRest directory V5 \ file-based.

The MANAGER code will be 0.

You will need to recreate your users.

OPTIONS (settings for use options)

For all options to be set by YES or NO, click 1 time for NO, click 2 times for YES on the zone under the option.

List box **SCREEN**

RESTAURANT for a restaurant.

SALE if you do not use tables.

The input screen will automatically adjust.

NAME POS

If you enter a name (eg POS1 or POS2 or other name), it will replace the name of the server on the tickets.

SCHEDULES

Corresponds to the start and end time of the Happy hours.

If an item have a SCHEDULE PRICE, this one will be taken into account automatically during the happy hours.

DUTY button

This button allows the manager to change an incorrect score.

Button AUTO BAR/COUNTER

If YES, when the ticket is printed, the ticket will be automatically settled in cash and a new BAR ticket will be automatically opened waiting for items to be entered.

Button AUTO TAKE OUT

If YES, when the ticket is printed, the ticket will be automatically settled in cash and a new **TAKE OUT** ticket will be automatically opened waiting for items to be entered.

CUSTOMER DISPLAY

Select the port of your customer display from the **PORT** list.

SWITCHES (Receipts - Without Receipts - Training)

Click on the switch to select the option.

The **WITHOUT RECEIPT** function does not concern France.

The **TRAINING** function is used to train a user even during normal operation.

A **TRAINING** table will be created and can be used for training purposes.

TRAINING tickets are valued at 0 and the items entered are not managed in

stock. In the **END OF DAY**, it is possible to edit all tickets made in **TRAINING**.

The **TRAINING** table is in the list of table names in **CALL TABLE**.

The **TRAINING** table disappears when the switch is on **RECEIPTS**.

ADDITION SCREEN AND CATEGORY

Allows you to select an input color background color and category field.

DEFINE PRINTERS

Opens the printer selection screen for different printouts.

HIGH MARGIN KITCHEN ORDERS allows to change the high margin of the orders of kitchen or bar.

Default setting is 0. Enter a value in millimeters.

TABLES

In the IDENTIFICATION screen, the **BACK OFFICE** button
In the **BACK OFFICE** screen, **TABLES** button

NEW button to create a new table

Enter the table number and press the enter key
(One number or T followed by a number for Terrace)
By default the place and the waiter will be ROOM or TERRACE.
However, you can enter a different value.

The sort number will be assigned automatically.
Sorting is used for the order in which the tables are displayed.

If you give a customer name to a table, enter 99999 to sort.

For the **BAR COUNTER DIRECT DELIVERY TAKE OUT** buttons, enter 0 to sort.

The **PLACE / WAITER** list is used to automatically assign a value to place and waiter. Enter a name or select a name from the list.
Do this before pressing **NEW**.

DELETE - select a table and click the button.

SELECTED TABLE FREE - affects the status of the table to free.

FREE ALL TABLES - affects the status of tables to free.

The status of an open table is 1.
The status of a closed table is 0.

LIST ITEMS

In the **IDENTIFICATION** screen, **MENU** button
Or button **BACK OFFICE** then **MENU** button

NEW button to create a new item

MODIFY button to edit an item

To search for an item :

Select a **FAMILY** and a **CATEGORY** with the corresponding drop-down lists or click on the **ITEM**.

The **CANCEL** buttons are used to cancel the current sorts.

NEW	Creating a new article.
MODIFY	Editing an article.
DELETE	Delete an item.
PRINT	Editions of the displayed articles.
DELETE	Delete an item.

FAVORITES

By checking this box, when viewing or creating an order, the favorite products will be displayed automatically.

To globally assign a **VAT** rate and or a **PRINTER** to a family and category, select a **FAMILY** and a **CATEGORY** and select a **VAT** or printer.

To assign a color to items in a family, category, or button in a category, click the color square to choose one, then click **FAMILY COLOR**, **COLOR CATEGORY**, or **COLOR BUTTON**.

AUTOMATIC SHEET

Click on this button to create data sheets automatically. The forms are created with the same name of the article and with the unit concerning the quantity.

For glass alcohols (those with LITER checked),
Enter the quantity in the CODE BAR field, ex 0.04 for 4 CL,
Select the **FAMILY** and **CATEGORY** and click on **AUTO SHEETS**.

The items that already have a data sheet are not processed.

ITEM SCREEN

In the identification screen, **MENU** button
Or button **BACK OFFICE** then **MENU** button

NEW button to create a new item

MODIFY button to edit an item

ITEM - Enter the name of the item.

The second zone under the item is used to put a different name or possibly a different language for the kitchen orders.

Select a value from the **FAMILY** list.

Select a value from the **CATEGORY** list or enter a new category in the box below the **CATEGORY** list.

(Selecting a category automatically assigns its color to the button of the item)

Click in the rectangular area to the left of the **ITEM** field to assign another color or an image to the button of the item.

Select the **VAT RATE** (if necessary change it).

Rate 4 allows you to assign rates 1 and 2 with a share for the rate 2 that you select from the List Low VAT rate.

Rate 4 is used for menus with VAT apportionment.

COOKING - Check the box so that the cooking window opens automatically.
(Cooking, annotations, add on, supplements)

MENU - Check the box if the item is part of a menu. It will not appear on the ticket.

PRINTER NUMBER - Select the order number from the list.

UNIT - Check the box for a stock management per unit.

WEIGHT - Check the box for one entry per weight (Price per kilo).

LITER - Check the box for stock management per liter.

BAR CODE - barcode assignment.
Click in the box and then flash the barcode of the article.

COEFF - Enter the desired coefficient.

PRICE - Enter the normal price.

COUNTER - Enter the counter price. Leave at 0 if not different from the normal price.

The counter price is assigned when entering a ticket with the **COUNTER** button.

TAKE OUT - Enter the price taken. Leave at 0 if not different from the normal price.

The price tag is allocated when entering a ticket with the **TAKE OUT** button.

SPECIAL - Enter the special price. Leave at 0 if not different from the normal price.

The special price is affected if the **SPECIAL PRICE** option is activated as input.

The UP and DOWN arrows around the prices are used to increase or decrease prices in steps of 0.10.

STOCK - Enter the quantity available for the item. Usually used for dishes and suggestions of the day. In order entry, the available number of this item will be indicated during the service.

FAVORITE - If checked, this item will appear in the Favorites view.

In the frame is the data sheet of the article.

PRODUCT - Enter or select the name of the product from the list.
To use the product name for the product, double-click **PRODUCT**.

UNIT - Check Kilo, Liter or piece.

QUANTITY - Enter the value or use the CL or GR or VB lists.

GR - select a value from the list or enter a value in grams.

CL - select a value from the list or enter a value in centiliters.

PACKAGING - Enter the value (1 by default).

V / B - For wine by the glass, select a number corresponding to the number of glasses dispensed per bottle. ProgRest will calculate the ratio.

PRICE OF PURCHASE - Enter the price HT of purchase of the product. If the product has already been purchased, its last purchase price is displayed.

ASSIGN A PRICE - Affects the selling price according to the coefficient and the purchase price.

HISTORY SALES - Display of sales history.

HISTORY PURCHASE - View purchase history.

COOKING – ANNOTATIONS - ADD ON – SUPP

In **BACK OFFICE** button.

Creation of cooking and supplements.
The supplements or add on can be valued.

Select a **FAMILY** and a **CATEGORY** from the lists.

Enter the black area and enter a value (eg **COOKED**)
Click on the order list to select a number or enter a number.
This number is used to give a display order for annotations.
After the first entry of a digit, it will be incremented automatically.

For Cooking, Annotations and Free Add On: Put a code above 10000.

For Add On Pay: Code + 10000 value display. Code - 10000 on-screen display and increases the price of the basic item.

If the add on or charge is charged (eg Add on fries)
In the white rectangle, enter the price of the add on or supplement and click on **CREATING THE ADD ON IN THE ITEM FILE**.

A code of less than 10000 will increase the price of the base item.
A code of more than 10000 will display the Add On with valuation on the ticket.

To copy the displayed annotations to another family and category, select a family and category above **DUPLICATE ON THIS FAMILY** and click on this button.

SAISIE TICKET (SAISIE dans IDENTIFICATION)

To create a new ticket, use **CALL TABLE**, **COUNTER**, **BAR**, **TAKE OUT**, **DIRECT** and **HOTEL** (if hotel option).

If **USER CODE** on **YES** in **OPTIONS**, a sales code will be requested each time a ticket is opened. The vendor code can be entered manually or by using an electronic key (optional).

The **CHANGE TABLE**, **GUEST**, and **WAITER** buttons are used to change values in an open ticket.

QUANTITY buttons are used to increase or decrease quantities.

The **QTY** button is used to open the Quantity window that allows you to enter a quantity directly.

To offer or delete an item, click once on the corresponding line and press **DELETE**, **OFFER**, **LOSS** or **OFFER STAFF**.

The 8 **FAMILY** buttons and the **CATEGORIES** buttons are used to filter the items to be billed (24 to 49 depending on screen definition).

The **FAVORITE** button is used to display the items is **FAVORITE** is checked on.

The **MENU** button is used to assign a card item as an item that is part of a menu (does not appear on the ticket).

The **SPECIAL PRICE** button is used to charge an item with its price indicated in **SPECIAL PRICE** (see ITEM SCREEN). Press once to activate the **SPECIAL PRICE** (the button changes to red). Press once to deactivate the **SPECIAL PRICE**. The **SPECIAL PRICE** is automatically disabled when a ticket is changed.

The **CUSTOMER** list is used to retrieve the discount rate assigned to a customer in the customer file.

The **DISCOUNT** button is used to make a discount on all or part of the ticket.

The **TRANSFER** button is used to transfer one or more items to another or new receipt (see **TRANSFER** page 19).

The table junction is done with the **TRANSFER** button (see **TRANSFER** page 19).

The **CASH**, **CHECK**, **CB**, **CRT** and **AE** buttons are used to pay a ticket. Press the button once.

The **MR** button is used to pay a multi-payment ticket (see **MULTI-PAYMENT**).

The **TR** button is used to pay by ticket restaurant and cash (see **PAYMENT TR**).

The **PRINT** button is used to print the receipt.

If the receipt has already been printed, a **DUPLICATE** watermark will be printed across the receipt.

The **SKETCH TABLE** button is used to display the table plan.

The open tables are in red, the tables closed in green.

SHORTCUTS FROM ORDER SCREEN if receipt not open:

Right click on the zone **TTC**

END OF DAY

Right click on the **CHANGE TABLE** button:

TABLES screen

Right click on the **CHANGE SERVER** button:

USERS screen

Right click on the **ANNOTS COOKING** button:

COOKING screen

Right click on the **CRT** button:

CREDITS MANAGEMENT screen

Only users with rights can use them.

SHORTCUTS FROM ORDER SCREEN if open ticket:

Left click on the zone **TTC**

ZOOM of the current ticket

PRINT A RECEIPT WITH NAME AND CUSTOMER ADDRESS.

Click CRT.

Enter the name of the customer in the NAME field.

Enter the address in the **ADDRESS** field.

Click **PRINT BILL**.

PRINT A TICKET WITH CUSTOMER SIGNATURE SPACE.

Click on CRT.

Select a name from the **CREDIT NAME** list or enter a new name.

Click on **PRINT BILL**.

The receipt will be automatically paid in credit on behalf of the customer.

OPEN RECEIPTS

To open the list of open receipt, press **OPEN BILLS**.
ProgRest displays the open receipts.

The detail of the ticket is displayed. N, O or E is indicated at the end of each line.

N = not sent in kitchen

O = sent to the kitchen

E = receipt already printed

The ticket is displayed in duplicate if one party has been sent to the kitchen and the other has not.

Select a ticket and press a button:

OPEN SELECTED TABLE - Receipt is displayed in order screen.

PRINT BILL - Print the receipt.

IN FIRST - order in the kitchen

NEXT - order in kitchen

NEXT DISH - order in the kitchen

NEXT DESSERT - order in the kitchen

DISPATCH ALL – sent one more time order in the kitchen

The Up and Down arrows are used to go down and up the list of tickets.
You can also use **CALL TABLE** or **SKETCH TABLES** to open an open ticket.
CLOSE to return to input.

RECEIPTS PAID

To view or modify the payment of a receipt, press **PAID BILLS**.
ProgRest displays the receipts for the current day.
You can select another day using the calendar.

The upper part of the receipt displays the details of the selected receipt.
If RED = receipt partially paid. GAP gives you the amount to settle.
If GREEN = receipt is fully paid. GAP is empty.

Select a receipt and press a button:
When you select a receipt, the detail of the ticket is displayed.

OPEN BILL SELECTED - The receipt is displayed in order screen and delete its payment.

PRINT BILL - The RECEIPT is printed.

CARD - Display of BANK CARD details.

CHECK - Display of check details.

TR - Display of restaurant ticket details.

AE - Displays the details of American Express cards.

CASH PLACE – Displays cash per places.

EXIT to return to order screen.

TRANSFER RECEIPT

To transfer or join tables, display a receipt and press the **TRANSFER** button.

TRANSFER

The principle is to transfer an item (s) of a receipt to a new receipt bearing the same table number (indexed), in order to be able to invoice items separately or on an existing table.

By default, 1 cover will be removed from the initial table and assigned to the new ticket.

In first, select the table to transfer :

JOIN A NEW TABLE OR EXISTING TABLE.

You can increase the number of covers to be allocated to the new receipt by using the arrows next to the cover.

Select on an item from the left list and press the **TRANSFER** button.

Use the up and down arrows to increase or decrease the quantity to transferred.

Click on 1/4 or 1/3 or 1/2 to assign a partial quantity.

The article goes to the list on the right.

Repeat for all items to be transferred.

To finish, press the **EXIT** button.

The transfer window closes and the new receipt will be displayed in order screen.

JUNCTION OF TABLES

Select the receipt to be attached to another ticket and press the **TRANSFER** button.

The receipt to be attached is displayed on the left.

JOIN to - Select the table to which to attach the left receipt.

The articles of the latter are displayed in the list on the right.

Press the **JOIN** button to make the junction.

The transfer window closes and the receipt is displayed in order screen.

CASH PAYMENT (button CASH)

The **CASH** button is used to make a cash payment with cash receipt and indication of the change to be returned.

Click on **CASH**.

Enter the amount received and click on **CHANGE**.

The change to return is displayed in green.

Make the change and press **OK CASH**.

The window closes automatically.

If you print the ticket after entering the amount received, the receipt will be paid automatically.

(Only if the amount received is equal to or higher than the receipt amount)

The amount received and the returned change will be indicated on the ticket

You can also pay by cash in **OPEN BILLS**.

TICKETS RESTAURANT (TR button)

The **TR** button is used to set a ticket with restaurant tickets of the same amount and cash.

Use the **MULTI PAIEMENT** in the case of **TR** of different amounts.

Enter the **TR** amount and press **OK AMOUNT**.

ProgRest tells you the number of **TR** and the cash needed to settle the ticket.

You can change the number of **TR** by entering a number and pressing **OK QUANTITY**.

CASH is in red if the customer needs to add cash supplement.

CASH is green when the amount of **TR** is more than the ticket.

You can find the **CHANGE** to be returned by entering an amount and pressing **OK CASH**.

Example for a receipt at 32 to be settled with 3 **TR** at 7.50 and a note 20 of cash

Press **TR**.

Enter 7.50 and press **OK AMOUNT**.

ProgRest tells you that it takes 4 **TR** + 2.00 in cash.

Enter 3 and press **OK QUANTITY**.

ProgRest indicates that it takes 9.50 € in cash.

Enter 20 and press **OK CASH**.

ProgRest tells you that you have to return 10.50 to the customer.

Amounts can be changed at any time.

To close the settlement, press **OK** or **OK PRINT** if you want to print a credit note in the case of a positive balance.

MULTI PAIEMENT (MR button)

The general principle is to enter an amount and to click on the payment mode.

ie: enter 12 and click on **CB**

The button **QTY** under each payment title indicates the number of payment modes (by default the quantity is 1). Enter the number and click on **QTY**.

ie: enter 12 and click on **CB**, enter 2 and click on **QTY CB**.

Every entry, the balance to pay is displayed.

Enter all the payments and click on **TOTAL PAYMENT**.

To recover the balance automatically on a payment mode, directly click on payment mode. Click again on payment mode to cancel the balance recovery.

It is possible to enter an amount higher than the balance to know the amount of cash back.

ie: for a 12.50 balance, pay with a 50 bill.

1 – enter 50 and click on **CASH**

2 – the balance field will display in green 37.50.

If you have different amounts for a same payment mode, enter like previously and click on **PARTIAL PAYEMENT**

ie: for 3 **CB** for 12 each and one **CB** for 15

1 – Enter 12 and click on **CB**

2 – Enter 3 and click on **CB QTY**

3 – Click on **PARTIAL PAYEMENT**

4 – Enter 15 and click on **CB**

5 – Click on **PARTIAL PAYEMENT**

It is possible to delete a partial payment line by selecting a line of partial payment (it turns in yellow) and click on **DEL LINE**.

CREDIT PAYMENT (CRT button)

In the **CREDIT NAME** list, select a name from the list or enter a new name.

Press **CREDIT** to pay the ticket.

Press **PRINT TICKET** to pay the receipt and print the receipt to be signed to the customer.

DUTY

In the screen **IDENTIFICATION**, enter the code and double click the button **START DUTY** or **END DUTY**.

A message is displayed, **service started** or **end duty**.

A control prevents start or finish a not started or unfinished service.

A message is displayed, the **duty already started** or **duty not started**.

In **END OF THE DAY**, select the day or period* and double click on **DUTY** for details and total hours worked by users.

* Select a period with start and end frames.

Note that the state works even on the days closed, so not visible.

In the case of pointing errors, a manager can change the score in **OPTIONS** hours with the **DUTY** button.

Changing the number of hours worked is calculated after entering or changing the ending time of service.

If you delete a end duty entry by mistake, also remove the number of hours worked.

END OF THE DAY (in BACK OFFICE screen)

allows to get different information per day or per period.

In the higher part is displayed the details of payments of the selected day.

IF RED = Day partially paid. **GAP** gives you the amount to pay.

IF GREEN = Day entirely paid. **GAP** is empty.

Select a day and click on the button (**Z, QTY, OFFERED ...**)

ProgRest displays the report corresponding to the screen.

Click on the printer icon to print the report.

In the printer dialog box, select the printer and tick current page or all pages.

To get the CA of a period :

Select the starting date with the calendar under **Start**.

Select the ending date with the calendar under **End**.

Click on **TO PERIOD**.

Progrest displays the stage corresponding to the screen.

To close a day :

Select the day and click on **CLOSE**.

Wait for the message **Day Closed** and click on **OK**.

Days must be closed sequentially.

CLOSED DAYS (in BACK OFFICE screen)

Allows to get different informations per day or per period.

In the higher part is displayed the details of payments of the selected day.
Select a day and click on the button (**Z**, and **TICKET LIST**).

ProgRest displays the report corresponding to the screen.

Click on the printer icon to print the report.

In the printer dialog box, select the printer and click current page or all pages.

To obtain the report by **PERIOD**:

Select the starting date with the calendar under **Start**.

Select the ending date with the calendar under **End**.

Click on the button **XXX PERIOD**.

ProgRest displays the report corresponding to the screen.

Click on the printer icon to print the report.

In the printer dialog box, select the printer and click current page or all pages.

CREDITS MANAGEMENT (in BACK OFFICE screen)

Consultation and printing credit account.

The credit account can be a room account, then you can print the Check In Check out.

Select a Name or Room in the list **Select Name**.

By default, the First and Last bill to manage is from the last date.

To change the **First** or **Last bill** to manage, clic on one of them and clic on a bill. It will assign the Bill's date selected.

Only the bills not paid will be accounted.

Use the **PAY** or **UNPAY SELECTED LINE** for change the status of the selected bill. Use the button **ALL** to assign all the bills.

OUI = YES - NON = NO.

To print a **Check In Check Out**, select first a customer in the **Custmer List**.

(Use **CUSTOMERS** button in **BACK OFFICE** to create a customer)

EDITION STATEMENT : Listing of all the bills with the total.

EDITION ITEM DETAIL: Listing of all the items bought.

PRINT BILLS : Listing of all the bills.

EDITION STATEMENT A4 : To print the **Check In Check Out** on A4 paper.

EDITION STATEMENT RECEIPT : To print the **Check In Check Out** on receipt printer.

CHANGE CREDIT NAME FOR SELECTED LINE : Select a line, select a name in the list above the button **CHANGE CREDIT NAME...** and clic on it.

PURCHASES (in BACK OFFICE screen)

Date

Choose the billing date by using the calendar

Supplier

Select a supplier in the list or enter your name to create one

Billing number

Enter the billing number with the 3 first letters of the supplier in the front.

ie: for PROMOCHASH 12345678 enter **PRO12345678**

Or 2 clicks in bill number for get an automatic number like : **PRO20141218** (3 first letters of the supplier + date)

Product

Select a product in the list or enter your name to create one. If the product already exists, ProgRest displays the latest price as well as the available quantity.

Range

Select a range in the list or enter your name to create one.

Kilo, Liter or Single

Select the purchase unit of product.

Quantity

Enter the quantity according to the price showing on the bill either by unit or packaging.

Example 1: one box of 24 sodas

If the price is by box, enter 1 for Quantity, 26,40 for Price and 24 for packaging.

If the price is by unit, enter 1 for Quantity, 1,10 for Price and 1 for packaging.

Taxes

Select the taxing rate

Click **OK** to finish.

To check a bill, select it's number in **BILL NUMBER**

STOCK (in BACK OFFICE screen)

The mini column is used to indicate the minimum stock for a product. If a minimum stock is reached, progrest will display a warning message at startup.

STOCK MINI to print all mini stocks reached. On the state will be indicated the stock mini, current and quantity to buy to return to the stock mini.

STOCK (replace or add) is used to make a manual adjustment, such as after an inventory.

PRINT A4 to print the stock in a4 format.

PRINT STOCK to print the stock to the ticket printer.

If you have to change unit of a product, select a unit in the list and click **CHANGE SELECTED PRODUCT UNIT**. All datasheets containing this product will be automatically updated.

The same for the name of a product. Enter the new product name in **PRODUCT NAME** and click OK.

ITEM STATISTICS



Select the period with the calendar and then select an item in the ITEM list.

Sales of an item over a period with:

Quantity sold.

Total ca.

Item price.

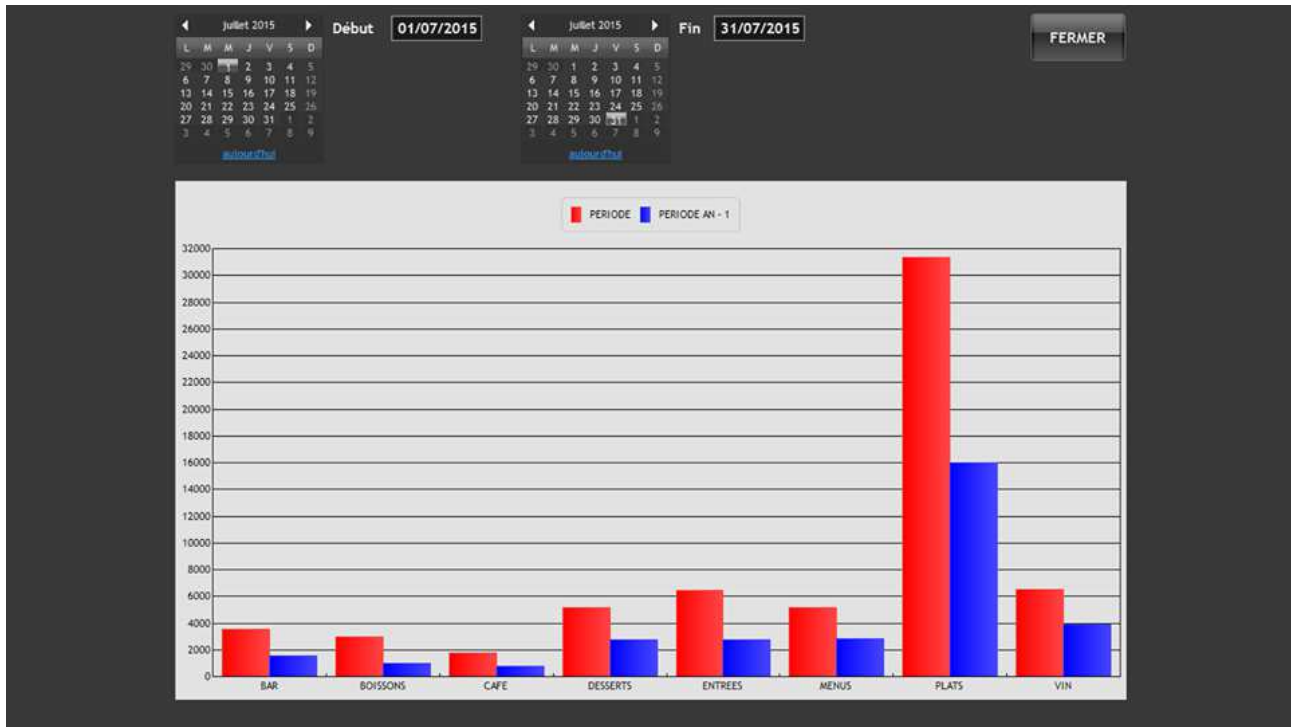
Average selling price. (Includes items lost or offered)

Item cost.

Coefficient achieved.

Total margin achieved.

TO STATISTICS COMPARED TO AN - 1



Select the period with the calendars.

Statistics of change in turnover per family over the same period AN - 1.

CREATE BARS CODES

Button in screen **BACK OFFICE**

Enter the name of the item in the **TITLE BAR CODE** zone.

Enter the barcode number in the **BAR CODE** zone.

To finish, click on **GENERATE**.

Click **PRINT**, a print preview will appear, select a printer, specify the number of copies and press **PRINT**.

You can create function code bars.

ZOOM



ZOOM EXIT



TICKET



ESP



OK ESP



SKETCH TABLES

Button P =	small square table
Button GH =	large horizontal table
GV button =	large vertical table
OUT Button =	To Outside Out Table
Green field =	Enter the number of the table image
Black area =	Enter a new table name
Maxi 5 characters for a small table	

All the above functions are only accessible to the MANAGER.

To move a table :

Enter the number of its image in the green area.
Flipping over a table with the mouse cursor indicates Image number.
Click on the place where you place the top left corner of the table.
Then click twice on the green area.

By default the tables files range from 1 to 30.

To change the name of a table :

Enter the new name in the black area and press **ENTER**.
Then, double-click the right-hand side of the table with the right mouse button.

To change the shape of a table or exit it :

Click on one of the buttons and then twice on the bottom right corner of the table.

You can change the background picture in the C: \ Progrest V5 \ plan \ PLAN2.jpg folder.

SAVING YOUR FILES

In **BACK OFFICE** button **SAVE**

You must have a USB key.

Click on **SAVE**, click on **OK** then insert the USB key.
Wait for the end of backup message.

A backup to your local disk is available to you every time you exit ProgRest.

This backup is done in the ficprogrest-save directory of disk C.

RESTORATION OF YOUR FILES

In **BACK OFFICE** button **LOAD**

You must have your backup USB key.

Click **LOAD**, click **OK** and then insert the USB key.
Wait for the restore completion message.

UNLOCKING THE WINDOWS SPOOLER (in BACK OFFICE)

When using a USB-connected printer

Sometimes, the Windows print spooler hangs, causing your printer to print out.

In this case, double-click **UNBLOCK SPOOLER** and wait for the end message.

INDEX FILES FILES PROBLEM

(Problems of index errors by Windows. Often in the case of power cuts)

go to
ALL PROGRAMS
ProgRest V5

Then click WDOptimizer.



To select the files to be processed: (if not already selected)
Click the yellow icon represents a folder (above the red cross in the top left).
Click on Local Disk (C :)
Select the folder ficprocrest and click.
Click on OK.

Check the boxes: Remove inactive records or scratched.
 Delete the corrupted records.
 Trying to recover data from a damaged memo.

Ensure that no other boxes are checked.

Click the Optimize tab indexes (top left)
Click on the option 3
Click on the green V to close this window.
Click OK or YES to the following questions. Treatment starts.
Click Close to finish.