Congratulations on your choice of catering software. Where it may have taken caterers hours or even days perhaps to manually work out costing calculations before, it now can be done in mere minutes. Menu Orders, Bills of Ingredients, Purchase Orders, Accounting Ledgers, Menu Orders, Invoicing, plus Integrated Stock Control with Low Stock Report reminders, Customer Database. This system will suit both the custom caterer who does custom events on a one off or infrequent basis, as well as mass production caterers, both will benefit from the features offered.

This MRP system software application was designed by caterers, for caterers specifically with ease of use and robust simplicity in mind. We have purposely designed it in such a way as to eliminate off-putting complexity. Honest, really powerful and simple to use with [?] built in 'Help Assistant' wizards, to guide you through each process, with step by step highlighted prompts for you to simply follow effortlessly, in this way offering great value for money attributes. We offer an initial admin 'set-up' service to help to get you going, provided you accurately take the time required to configure, ratio wise, all your dishes/platters, Ingredients and Quantities of each ingredient inputs with cost to retail percentages worked out all ready prepared in spreadsheets. We will then collaborate with you until the system is configured fully and ready to go as part of the product after sales service.

So for operation, in essence, you will simply work down your Menu Order listing in the app, selecting the number of each menu item you wish to prepare, from the dropdown list, assembling your 'menu order' in the process. The system will then work out all corresponding ingredients and costs for all numerically selected dishes/platters, all compiled in a concise Bill of Ingredients. The system automatically deducts all ingredients required from each stockpile of stock on hand, works out your Purchase Order or shopping list for the specific event and adds to the Accounting Ledgers log, produces reports like Menu Orders, Bills of Ingredients, Purchase Orders, Quotations, Invoices and Low Stock Re-order reporting, efficiently/speedily, automatically file these forms/reports into the relevant, automatically generated customer folders and automatically post to the schedule diary, all in one seamless action. Job done!

All reports are saved in .csv format and are sequentially numbered, so these can be sourced and opened instantly within Excel for further analysis and printing. Your system will be available 24/7, no down time as it is a stand-alone desktop application, not cloud based. It also has a backup feature that when activated, will back up all your important files contained within the 'Semblesoft Manufacturing' folder and labelled with the date and time they were backed up. It is highly recommended to periodically further 'copy backup' these files externally onto a memory stick as an extra precaution.

Installing the SembleSoft Catering MRP System onto your Computer

1) Simply follow the screens below in this sequence as shown below. Once you double click the Set-up icon shown below second from bottom, you will then see this form shown on next page.

Name

📁 Support
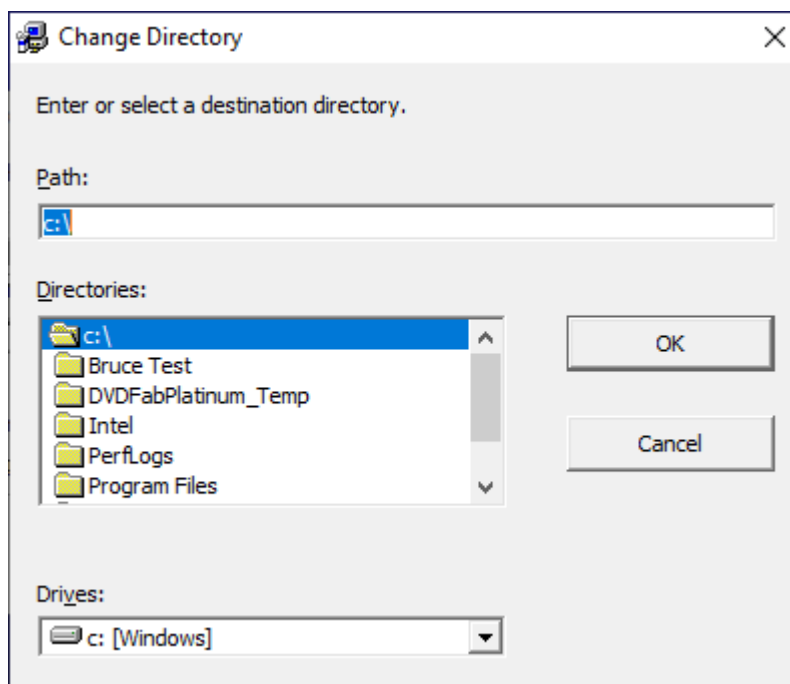📊 SembleserveManufacturing
📦 setup
📄 SETUP.LST
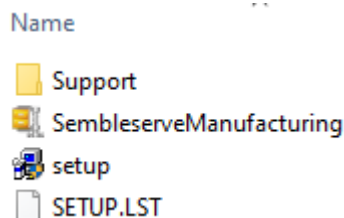
2) Click the 'Change Directory' icon to right, DO NOT install under 'Program Files'…
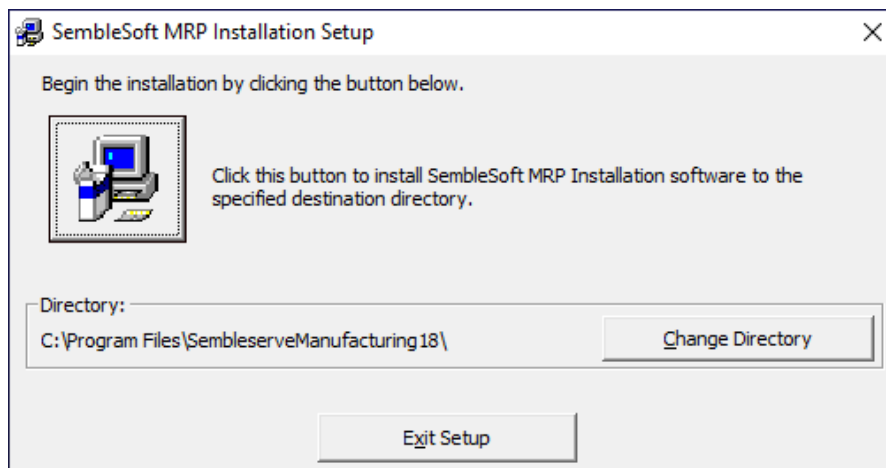
3) Type in your Company name to the right of the C:\ prompt shown next…

4) In this case 'My Company' was used as Company name, type your own company name instead to the right of C:\ prompt and click OK…
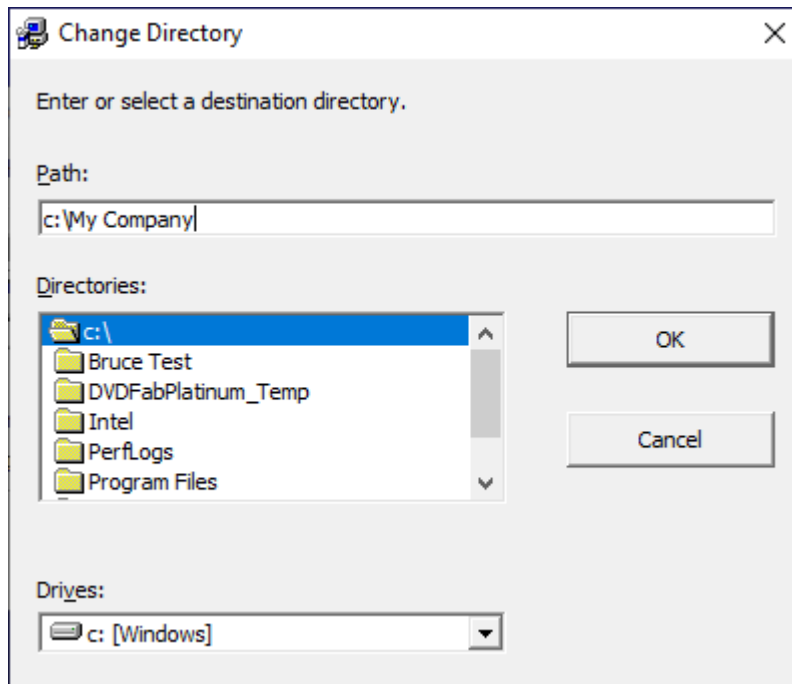
5) You will then see this message-box below, click Yes…
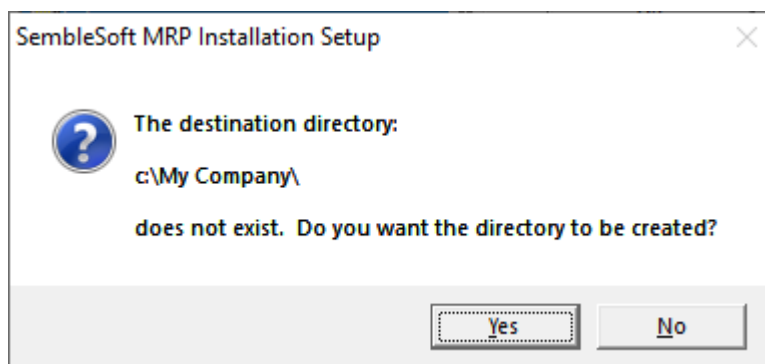
6) In this form 'My Company' (your company name) is now shown in the path C:\My Company\, now click the image button top left in form below to install Semblesoft MRP…
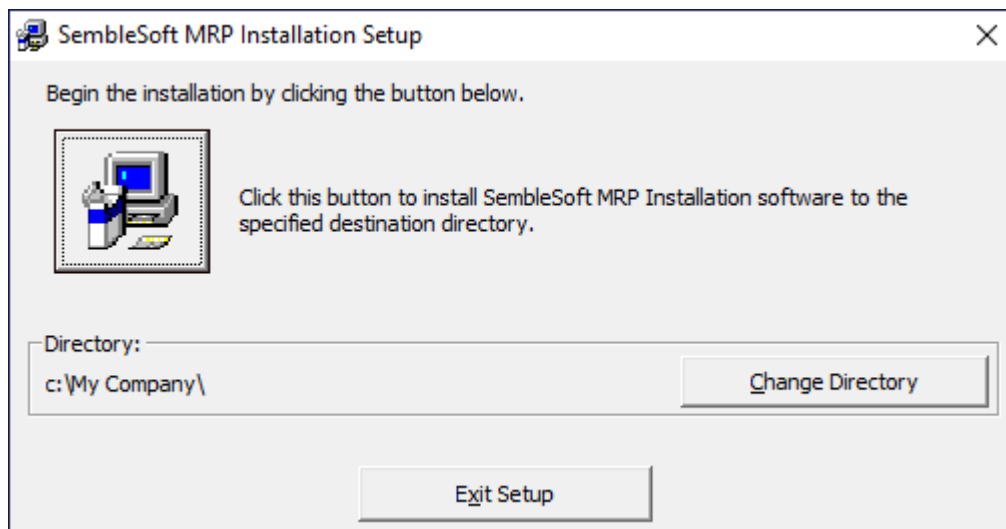
7) Click continue to install, then launch the application once installed…
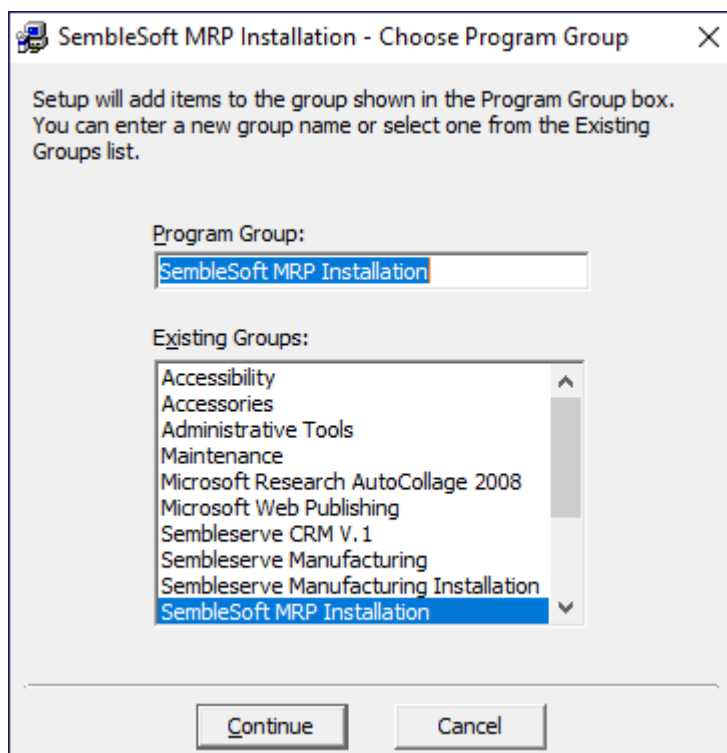
Setting Up the Application

After we send you your 30 day trial activation code, once app is installed and open, first thing to do is click on the 'My Company Details' option button top right in 'Control Panel' to open the 'My Company Details' form and complete the form fields, select 'Catering MRP' option and click 'Add/Amend My Company Details' to save, as shown below.

The system automatically prompts you to create a full backup of your system files when you close and exit the application, created in the same folder as the application resides in. Each created backup folder is named with the date and time it was saved, so it will keep an entire history of your system files for you for easy access should you delete or alter any system files accidentally.

If they get too numerous after a period of time, simply delete all except say the latest ten backup folders, to remove 'clutter'. It is still a good idea to periodically copy these to a memory stick as well for added extra security of data preservation, as recommended.

How to Set-up 'My Company Details'

To re-cap, complete all the fields and click the 'Add/Amend My Company Details' button at the bottom of form and all your inputted details will be saved to the database. You can return at any time to update any fields by simply selecting the 'My Company Details' option button in the 'Control Panel' form, amend any fields, and then click 'Add/Amend My Company Details' button to save/update.

You can reset the sequential report numbers for generated reports, to any start figure you like as well. Select and save the 'Catering MRP' option category by clicking the 'Add/Amend My Company Details' button once again. Click the 'Restore Backup Files' to bottom right on the below form to restore your data if you ever need to.

Activate 'Create Demo Files'

Click the 'Create Demo Files' check box at top right in above image, this will automatically populate your Dishes/Platters, Ingredients and Quantities forms with 'dummy data' of a simple sandwich menu, for you to play around with and practice running reports and generally familiarising yourself with how the system works.

The Customer Database will also automatically be populated with three fictitious customers with full details you can then use in practice as well. Good practice before you set about inputting your own data and begin using the application for real. These practice files are automatically deleted when you close the application down, so repeat as above to re-activate them when you next open the application for continued practice sessions.

Deleting Customer Records

Simply select the customer record you wish to delete under 'Customers' dropdown list and click the 'Delete Record' check box to bottom right in the image below.

Filtering Customer Records Notes

Simply select the 'Notes Filter' check box bottom right in the image below and only the customer records containing notes will be available in the dropdown listing in the first field. These notes, together with the relevant customer details, will also appear on the forms generated in Excel once a 'Menu Order' is generated.

Adding and Amending Products

Select the 'Dishes Pricing Input' option button shown at bottom right of the image below. Enter all your menu Dishes names you will be preparing, one at a time, together with the number of 'Dishes Item Components' (usually 1). Select 'Add to Menu' option button at top left, click 'Add/Amend' button to right and it will be posted into the 'Products Ledger'. Repeat as many times as needed until your menu dish names are all listed. Click the '?' help assistant to be guided through this process with prompts.

To amend any item later on, select the dish from the dropdown 'Dishes Item Description' and then select the 'Amend Menu Item' option button at middle top, click the 'Add/Amend' button to right and it will be amended and updated in the products ledger'.

Make use of the Help Assistant for easy 'step by step' highlighted prompts. Simply click the relevant blue help icon to right as shown below to activate the help assistant wizard for either 'Add to Menu' or 'Amend Menu Item' under Dishes. Again, simply click the '?' help assistant to be guided through this process with prompts.

Dishes Item Description | Add to Menu | Amend Menu Item | Delete Item | Components | Category | Add/Amend

MRP System

Options
- ● Dishes Pricing Input
- ○ Ingredients Pricing Input
- ○ Ingredients Stock Input
- ○ Item Quantities Input
- ○ Create MO/BOI
- ○ Dishes/Ingredients Lists
- ○ Low Stock Report

Event Date

Event Time

Operative

Pay Method

Notes

Dishes Report	Log Files
Run Menu Order, Bill Of Ingredients, Quote, Invoice, Purchase Order	Ingredients Report
	Stock Report
Re-Create Menu Order/Bill Of Ingredients from Previous...	Reports Folder
	Customer Folder

Semblesoft

Close

Adding and Amending Ingredients

Select the 'Ingredients Item Input' option button shown at bottom right of the image below. Enter all your ingredient names you wish to include one at a time together with the 'Supplier', 'Unit of Measure', and 'Cost', as shown in the below image.

Select 'Add to Ingredients' option button at top left, click 'Add/Amend' button to right and it will be posted into the Parts ledger'. Repeat as many times as needed until your ingredients names are all listed.

To amend any item later on, select the 'Amend Parts Item' option button at middle top, click 'Add/Amend' button to right and it will be amended and updated in the Parts ledger'. Make use of the Help Assistant wizard for easy 'step by step' highlighted prompts.

Simply click the relevant blue help icon to right as shown below to activate the help assistant for either 'Add To Parts' or 'Amend Parts Item' (ingredients) under 'Ingredients Item Description' dropdown list as shown below. Again, simply click the '?' help assistant to be guided through this process with prompts.

Caterers...

Ingredients Item | Add to Parts | Amend Parts Item | Delete Item | Supplier | Category | Unit of Measure | Cost | Add/Amend

Options
- ○ Dishes Pricing Input
- ● Ingredients Pricing Input
- ○ Ingredients Stock Input
- ○ Item Quantities Input
- ○ Create MO/BOI
- ○ Dishes/Ingredients Lists
- ○ Low Stock Report

Event Date
Event Time
Operative
Pay Method
Notes

Dishes Report	Log Files
Run Menu Order, Bill Of Ingredients, Quote, Invoice, Purchase Order	Ingredients Report
	Stock Report
Re-Create Menu Order/Bill Of Ingredients from Previous...	Reports Folder
	Customer Folder
	Close

Semblesoft

Adding and Amending Quantities

Once all your dishes/platters and ingredients are entered in full, then begin entering your Quantities required of each ingredient to dish/platter ratios, for all your finished dishes/platters you will be preparing, one at a time, as shown in the below image.

It would follow that one dish/platter would have many ingredients, so select the dish/platter you wish to link your ingredients quantities with, from the top 'Dishes Item Description' dropdown arrow.

Then begin selecting the relevant ingredients needing to be linked to your selected dish/platter, from the 'Ingredients Item Description' dropdown arrow. Then key in the whole number or decimal, the quantities measure should be entered into the 'Quantity' field in the bottom 'Item Quantities Input' frame.

Click the '?' help assistant to be guided through this process with prompts.

Copyright © 2016 Semblesoft - (Licensed to Concept Catering)

Dishes Item Description   Components   Category   Price   Cost   GP (%)
                                                                                              [Add/Amend]

Ingredients Item   Supplier   Category   Unit of Measure Cost
Description
                                                                                              [Add/Amend]

Dishes/Ingredients Combo [Add to Quantities] [Amend Quantities] [Delete Item]   Quantity Values Category   Supplier   Unit of Measure
                                                                                              [Add/Amend]

Options
○ Dishes Pricing Input
○ Ingredients Pricing Input
○ Ingredients Stock Input
● Item Quantities Input
○ Create MO/BOI
○ Dishes/Ingredients Lists
○ Low Stock Report

Event Date
Event Time
Operative
Pay Method
Notes

[Dishes Report]   [Log Files]
[Run Menu Order, Bill Of Ingredients, Quote, Invoice, Purchase Order]   [Ingredients Report]
                                                                         [Stock Report]
[Re-Create Menu Order/Bill Of Ingredients from Previous...]   [Reports Folder]
                                                               [Customer Folder]
                                                               [Close]

Semblesoft

Then select the 'Add to Quantities' option button and click the 'Add/Amend' button to right, this will save it to the quantities ledger. Repeat this process as many times as is necessary until all your ingredients are linked to all dishes in this way. Make use of the Help Assistant wizard for easy 'step by step' highlighted prompts. Simply click the relevant blue help icon to right as shown below to activate the help assistant for either 'Add to Quantities' or Amend Quantities' under Item Quantities Input. Again, simply click the '?' help assistant to be guided through this process with prompts.

Deriving a Retail Price for each Product

Select the 'Item Quantities Input' option button shown at bottom right of the image below. Then you need to enter your Gross Profit Margin Percentage for the Product in order to derive a retail price for each individual product. As a guide, an average for the manufacturing sector would be between 25% and 35%. For example:

25% Low Labour and/or Overhead Costs
30% Medium Labour and/or Overhead Costs
35% High Labour and/or Overhead Costs

For the food industry generally, depending on your labour and overhead costs, it is set between 65% and 75%. For example:

65% Low Labour and/or Overhead Costs
70% Medium Labour and/or Overhead Costs
75% High Labour and/or Overhead Costs

Guidelines for different sectors online,
http://research.financial-projections.com/IndustryStats-GrossMargin.shtml

Lower percentage for less labour/overheads, higher percentage for more
labour/overheads, etc. Of course you are at liberty to set this at any level you choose outside of these recommended parameters, however, you may run the risk of either under charging and running at a loss, or overcharging and preventing sales as a result. Worth observing market force gross profit margin percentages to keep in line with the industry specific sector.

This figure is to be inputted in the 'Dishes Pricing Input' frame at top and to right, within the field named 'Gross Profit (%). This is done automatically depending on what percentage you enter, so play around with entering different percentages to see how it effects derived retail prices.

Menu Orders and Bills of Ingredients

When you are ready to begin with a list of your dishes/platters you will be preparing, assuming you have completed all your dishes/platters inputs, ingredients and quantity ratio set-up as described in the previous chapter, here is how to begin compiling your menu orders in real time. As you compile your menu orders, automatically your bill of ingredients is simultaneously compiled alongside.

The algorithms in the system works all this out on the fly, so by the time you have finished selecting all required dishes/platters and their respective amounts of each required, the associated Bill of Ingredients along with all costing and pricing aspects is automatically completed as well, ready to print to file. So you only need to compile your menu order, the rest is done for you automatically as you compile. Simply click the '?' help assistant to be guided through this process with prompts.

Menu Orders Compilation

Select firstly, the option button in the frame 'Options' to right, 'Create MO/BOI'. Then select your first dish/platter you wish to prepare from the dropdown list 'Dishes Item Description', in this case a sandwich. The associated fields will be automatically populated with the corresponding information associated with this product. Next, key in the number of dishes/platters to be prepared in the 'Selection' field.

Next, click the 'Add to Lists' button to now add this selection to your Menu Order and the associated Bill of Ingredients, as shown below. If you make a mistake and want to remove the last added dish/platter item in the list, simply click the 'Undo/Delete MO List Item' button at midway left of the below form, or if you wish to delete one further up the list simply select the matching dish description from the top left dropdown list and click the 'Undo/Delete MO List Item', as shown below and it will be removed. Click the '?' help assistant to be guided through this process with prompts.

To re-create a complete 'Menu Order' from a previously generated one, simply click the 'Re-create Menu Order/Bill Of Ingredients from Previous' button bottom right of the form below, select the text file you wish to re-create and it will be re-created in the Menu Order listing. This saves a lot of compilation time involved inputting them one by one from scratch for larger/longer lists. Click the '?' help assistant to be guided through this process with prompts.

MRP System

Dishes Item Description | Components | Category | Selection | Price | Cost | GP (%) | Add/Amend

Catering Calculator

| Number of People | | Items per Person | Price per Person |

Menu Order

Dishes/Platters	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost

Totals

Bill of Ingredients

Ingredients	Quantity	Value	Category	Supplier	Unit of Measure

Total Value

? | Undo/Delete MO List Item | Add to Lists | Clear Lists

Options
- Dishes Pricing Input
- Ingredients Pricing Input
- Ingredients Stock Input
- Item Quantities Input
- Create MO/BOI
- Dishes/Ingredients Lists
- Low Stock Report

Customer

Event Date

Event Time

Operative

Pay Method

Notes

Dishes Report | Log Files

Run Menu Order, Bill Of Ingredients, Quote, Invoice, Purchase Order | Ingredients Report

Stock Report

Re-Create Menu Order/Bill Of Ingredients from Previous... | Reports Folder

Customer Folder

Close

Semblesoft

Copyright © 2016 Semblesoft - (Licensed to Concept Catering)

MRP System

Dishes Item Description: Sandwich Tray

Components	Category	Selection	Price	Cost	GP (%)	70
60	Cold Platters	6	133.80	40.14		Add/Amend

Catering Calculator

Number of People: 100   Items per Person: **3.78**   Price per Person: **1.45**   Products Listed #: **5**

Undo/Delete MO List Item | Add to Lists | Clear Lists

Options
- ○ Dishes Pricing Input
- ○ Ingredients Pricing Input
- ○ Ingredients Stock Input
- ○ Item Quantities Input
- ⦿ Create MO/BOI
- ○ Dishes/Ingredients Lists
- ○ Low Stock Report

Menu Order

Dishes/Platters	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost
Beef & Lettuce	1	Sandwich	3	1.5	70	0.45
Cheese Tomato & Lettuce	1	Sandwich	4	3.48	70	1.04
Ham & Lettuce	1	Sandwich	5	2.5	70	0.75
Salami & Lettuce	1	Sandwich	6	3.78	70	1.14
Sandwich Tray	60	Cold Platt...	6	133.8	70	40.14

Bill of Ingredients

Totals: 64 | 24 | 145.06 | 43.52

Ingredients	Quantity	Value	Category	Supplier	Unit of Measure
Black Olives	0.6	5.7	Shelf Item	Supermarket	kg
Bread	9.96	4.74	Bakery It...	Supermarket	(loaf)
Butter	1.86	12.54	Dairy	Supermarket	kg
Carrots	0.6	0.3	Fruit & Veg	Supermarket	(kg)
Celery	0.6	0.24	Fruit & Veg	Supermarket	(bunch)
Cheddar Cheese	0.23	2.32	Dairy	Supermarket	kg
Cling Wrap	0.3	0.3	Condiments	Supermarket	(30m)
Doilies	0.48	0.48	Condiments	Supermarket	(pack=48)
English Cucumber	0.6	0.48	Fruit & Veg	Supermarket	(ea)
Lettuce	3.36	1.38	Fruit & Veg	Supermarket	(ea)
Mayonnaise	0.3	3	Shelf Item	Supermarket	L
Onions	6.02	1.24	Fruit & Veg	Supermarket	(ea)
Paper Serviettes White	0.18	0.18	Condiments	Supermarket	(pack = 100)

Total Value: 43.52

Customer:
Event Date:
Event Time:
Operative:
Pay Method:
Notes:

Dishes Report | Log Files
Run Menu Order, Bill Of Ingredients, Quote, Invoice, Purchase Order | Ingredients Report
Stock Report
Re-Create Menu Order/Bill Of Ingredients from Previous... | Reports Folder
Customer Folder
Close

Semblesoft

You will notice how each dish/platter item listed in the Menu Order has a complete associated breakdown of ingredients required in the Bill of Ingredients with all purchase order quantities, values, suppliers and units of measure. As more dishes/platters are added to the Menu Order listing, the associated Bill of Ingredients listing has now also expanded to include the extra ingredients required for the new product. So while some of the materials are common to several products, others are not and are appended as new ingredients in the Bill of Ingredients listing. All the ingredients shared by all dish/platter item listed are summed and combined automatically by the system. Lets assume you have now added all you wish to complete the Menu Order and now need to generate both lists to be written to file. Click the '?' help assistant to be guided through this process with prompts.

Storing the Menu Orders and BOI Compilation files

Firstly, you need to give the files a customer name, so select an existing customer from the database dropdown listing. Then select Scheduled Event/Production Date and Time. Key in the operative for this job and below that the payment method and any notes.

MRP System

Dishes Item Description: Sandwich Tray

Components	60
Category	Cold Platters
Selection	6
Price	133.80
Cost	40.14
GP (%)	70

Add/Amend

Catering Calculator

Number of People: 100
Items per Person: 3.78
Price per Person: 1.45
Products Listed #: 5

Options
- ○ Dishes Pricing Input
- ○ Ingredients Pricing Input
- ○ Ingredients Stock Input
- ○ Item Quantities Input
- ● Create MO/BOI
- ○ Dishes/Ingredients Lists
- ○ Low Stock Report

Undo/Delete MO List Item | Add to Lists | Clear Lists

Menu Order

Dishes/Platters	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost
Beef & Lettuce	1	Sandwich	3	1.5	70	0.45
Cheese Tomato & Lettuce	1	Sandwich	4	3.48	70	1.04
Ham & Lettuce	1	Sandwich	5	2.5	70	0.75
Salami & Lettuce	1	Sandwich	6	3.78	70	1.14
Sandwich Tray	60	Cold Platt...	6	133.8	70	40.14

Customer	Joe Bloggs
Event Date	27/10/2021
Event Time	03:00pm
Operative	John
Pay Method	Debit Card

Notes

Bill of Ingredients

Totals: 64 | 24 | 145.06 | 43.52

Ingredients	Quantity	Value	Category	Supplier	Unit of Measure
Black Olives	0.6	5.7	Shelf Item	Supermarket	kg
Bread	9.96	4.74	Bakery It...	Supermarket	(loaf)
Butter	1.86	12.54	Dairy	Supermarket	kg
Carrots	0.6	0.3	Fruit & Veg	Supermarket	(kg)
Celery	0.6	0.24	Fruit & Veg	Supermarket	(bunch)
Cheddar Cheese	0.23	2.32	Dairy	Supermarket	kg
Cling Wrap	0.3	0.3	Condiments	Supermarket	(30m)
Doilies	0.48	0.48	Condiments	Supermarket	(pack=48)
English Cucumber	0.6	0.48	Fruit & Veg	Supermarket	(ea)
Lettuce	3.36	1.38	Fruit & Veg	Supermarket	(ea)
Mayonnaise	0.3	3	Shelf Item	Supermarket	L
Onions	6.02	1.24	Fruit & Veg	Supermarket	(ea)
Paper Serviettes White	0.18	0.18	Condiments	Supermarket	(pack = 100)

Total Value: 43.52

Dishes Report | Log Files
Run Menu Order, Bill Of Ingredients, Quote, Invoice, Purchase Order | Ingredients Report
Re-Create Menu Order/Bill Of Ingredients from Previous... | Stock Report
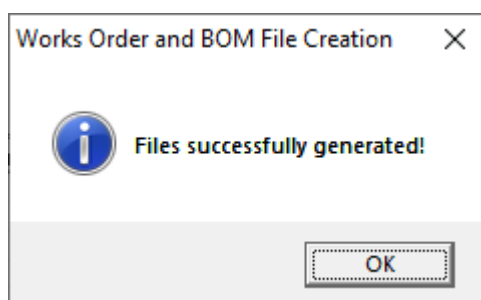Reports Folder
Customer Folder
Close

Semblesoft

Click the highlighted in blue 'Run Menu Order/Bill Of Ingredients, Quote,Invoice, Purchase Order' file' button, the system will then ask you if you are finished with all your Menu Order compiling, as shown below. Click 'Yes' if you have completed, or 'No' should you need to add any more.
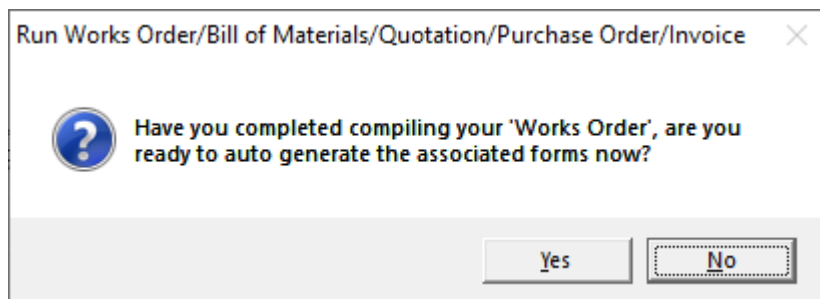
After clicking 'Yes', after a few moments you will see this message as shown below. Click OK to close the message.

Next, click the 'Customer Folder' button highlighted and shown on the previous page. This will take you to where the Menu Order, Bill of Ingredients, etc. files are located, under the folder 'Customer Reports'. Here below are five files generated, notice their titles comprise the report type (Menu Order or BOI), the customer's name, and the date/time of creation.

Stock Control

Built into the system is a stock control feature, these stock levels need to be set-up too, firstly click the 'Ingredients Item Inventory Input' option button to midway right. Then key in the number of stock items available for that specific part together with a 'Low Stock Reminder' figure for that specific part. This will automatically remind you when stocks of a specific part are low and need to be re-ordered, it will colour the 'Low Stock Alert Level' label red once this level is reached. It is then important to keep updating the new stock levels as you take in more stock.

Caterers...

Ingredients Item   Amend Stocks   Supplier   Category   Unit of Measure Cost   Stock on Hand Low Stock Alert Level

Bread   Supermarket   Bakery Item: Loaf   0.47   -146.04   5   Add/Amend

Options
- Dishes Pricing Input
- Ingredients Pricing Input
- Ingredients Stock Input
- Item Quantities Input
- Create MO/BOI
- Dishes/Ingredients Lists
- Low Stock Report

Event Date
Event Time
Operative
Pay Method
Notes

Dishes Report   Log Files

Run Menu Order,   Ingredients Report
Bill Of Ingredients,
Quote, Invoice,   Stock Report
Purchase Order

Re-Create Menu   Reports Folder
Order/Bill Of
Ingredients from   Customer Folder
Previous...
                       Close

Semblesoft

Stock Re-order Report

Fortunately the system will do this for you automatically by generating a low stock alert alongside each ingredient that is running equal to or less than your pre-input minimum stock levels alert figure. Firstly click the 'Low Stock Report' option button to bottom right. All you need to do is click the 'Generate Low Stock Report' button shown below. This report will be filed under the 'Reports' folder, to access this click the 'Reports Folder' button in above image bottom right. You can then double click the file and it will be opened in Excel, only reflecting all the pre-input items that have reached their minimum stock level alerts, for easy re-ordering admin.

Help Assistant

When you activate any of the Help Assistant "?" buttons, you will see this pop-up when you run any processes while the help assistant is on. Extra information is available on each highlighted control as this pop-up states.

Caterers...

MRP System
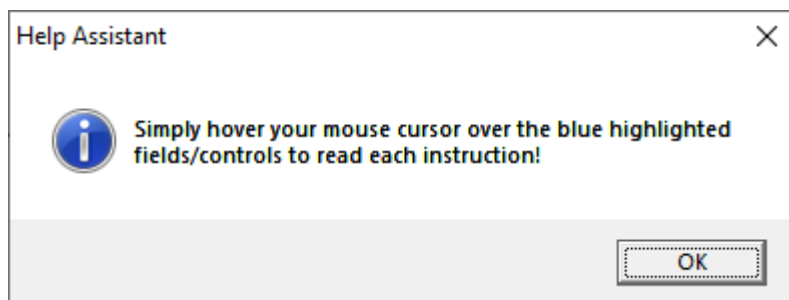
Products Listing All

Materials Listing All

Options
- ○ Dishes Pricing Input
- ○ Ingredients Pricing Input
- ○ Ingredients Stock Input
- ○ Item Quantities Input
- ○ Create MO/BOI
- ○ Dishes/Ingredients Lists
- ● Low Stock Report

Customer

Event Date

Event Time

Operative

Pay Method

Notes

Dishes Report	Log Files
Run Menu Order, Bill Of Ingredients, Quote, Invoice, Purchase Order	Ingredients Report
	Stock Report
Re-Create Menu Order/Bill Of Ingredients from Previous...	Reports Folder
	Customer Folder
	Close

Semblesoft

These low stock figures can also be viewed on the system by first selecting the 'Dishes/ Ingredients Lists' option button to right, as shown below. This will populate the Views as shown, where you will be able to scroll up and down at a glance to check the status before printing a low stock report. Checking all current status, at a glance.

Copyright © 2016 Semblesoft - (Licensed to Concept Catering)

Dishes Listing All

Dishes/Platters	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost	
Beef & Lettuce	1	Sandwich		0.5	70	0.15	
Cheese Tomato & Lettuce	1	Sandwich		0.87	70	0.26	
Ham & Lettuce	1	Sandwich		0.5	70	0.15	
Salami & Lettuce	1	Sandwich		0.63	70	0.19	
Sandwich Tray	60	Cold Platt...		22.3	70	6.69	
Tuna Mayonnaise & Lettuce	1	Sandwich		0.93	70	0.28	

Ingredients Listing All

Ingredients	Supplier	Category	Unit of Measure	Cost	Stock Levels	Stock Alert	
Bacon	Supermarket	Refrigerated Items	Pack	1.25	100	5	
Black Olives	Supermarket	Shelf Item	kg	9.5	85.6	5	
Bread	Supermarket	Bakery Items	Loaf	0.47	-146.04	5	
Butter	Supermarket	Dairy	Pack	1.6	53.96	5	
Carrots	Supermarket	Fruit & Veg	kg	0.5	85.6	5	
Celery	Supermarket	Fruit & Veg	kg	0.4	85.6	5	
Cheddar Cheese	Supermarket	Dairy	kg	10	94.48	5	
Chicken Fillets	Supermarket	Refrigerated Items	kg	1.5	100	5	
Cling Wrap	Supermarket	Condiments	(30m)	1	92.8	5	
Doilies	Supermarket	Condiments	(pack = 48)	0.48	88.48	5	
Eggs	Supermarket	Shelf Item	ea	0.1	100	5	
English Cucumber	Supermarket	Fruit & Veg	kg	0.8	85.6	5	
Lettuce	Supermarket	Fruit & Veg	ea	0.4	17.96	5	

Options
- ○ Dishes Pricing Input
- ○ Ingredients Pricing Input
- ○ Ingredients Stock Input
- ○ Item Quantities Input
- ○ Create MO/BOI
- ● Dishes/Ingredients Lists
- ○ Low Stock Report

Customer

Event Date

Event Time

Operative

Pay Method

Notes

Dishes Report | Log Files

Run Menu Order, Bill Of Ingredients, Quote, Invoice, Purchase Order | Ingredients Report

Stock Report

Re-Create Menu Order/Bill Of Ingredients from Previous... | Reports Folder

Customer Folder

Close

Add to Lists | Clear Lists

Semblesoft

In order to save these Dishes/Platters and Ingredients files to the 'Reports' folder, all you need to do is click the 'Dishes/Ingredients Lists' option button shown below, then click both the 'Dishes Report' and 'Ingredients Report'.

These reports will be filed under the 'Reports' folder, to access this click the 'Reports Folder' button top right in blue. You can then double click the individual files and they will be opened in Excel for viewing.

Production Event Schedule Diary

All documents are generated automatically, so too are the details of the scheduled production automatically posted into the scheduling diary on the day of the event time selected, various CRM colours as per below. Scheduling Event Diary is accessed from the Control Panel.

Filtering Diary Records

Simply select one or more of the check boxes you wish to filter on at the bottom of the diary form in below image, click the 'Run Query' button and only the customer records containing the selected options will be available in the dropdown listing in the Customers/Company/Subject field.

You can also select a date range you wish to filter on, as another further filter criteria should you so wish. This functionality is particularly useful for separating out to your dropdown listing only, for example, CRM criteria in a given date span that may need your urgent attention, or simply to inform you of how many of a certain CRM criteria there are, etc.

So, in essence, you can select all the options and a date range to pull out to your dropdown listing only those diary entries that contain all those criteria common to them all, perhaps for today's date only, or a date range chosen by you? Simple, but effective querying made easy.

Event/Production Scheduler Diary

Week 1	Week 2	Week 3	Week 4
Tue - 19/10/2021	Tue - 26/10/2021 -------------- Time: All:Day --------------	Tue - 02/11/2021 -------------- Time: 06:15am --------------	Tue - 09/11/2021 -------------- Time: All:Day --------------
Wed - 20/10/2021 -------------- Invoice Number:21 --------------	Wed - 27/10/2021 -------------- Invoice Number:27 --------------	Wed - 03/11/2021 -------------- Time: All:Day --------------	Wed - 10/11/2021 -------------- Invoice Number:26 --------------
Thu - 21/10/2021 -------------- Time: All:Day --------------	Thu - 28/10/2021 -------------- Invoice Number:26 --------------	Thu - 04/11/2021 -------------- Time: All:Day --------------	Thu - 11/11/2021
Fri - 22/10/2021	Fri - 29/10/2021 -------------- Time: All:Day --------------	Fri - 05/11/2021 -------------- Time: All:Day --------------	Fri - 12/11/2021 -------------- Invoice Number:26 --------------
Sat - 23/10/2021 -------------- Time: All:Day --------------	Sat - 30/10/2021 -------------- Time: All:Day --------------	Sat - 06/11/2021 -------------- Invoice Number:20 --------------	Sat - 13/11/2021 -------------- Invoice Number:20 --------------
Sun - 24/10/2021 -------------- Invoice Number:20 --------------	Sun - 31/10/2021 -------------- Invoice Number:24 --------------	Sun - 07/11/2021 -------------- Time: All:Day --------------	Sun - 14/11/2021 -------------- Invoice Number:20 --------------
Mon - 25/10/2021 -------------- Invoice Number:27 --------------	Mon - 01/11/2021	Mon - 08/11/2021 -------------- Time: 06:00am --------------	Mon - 15/11/2021 -------------- Invoice Number:26 --------------

Customer Database Details

Company/Subject

Telephone

Email Address

Contact

Manually Generated Input

Scheduled Date: 19/10/2021

Scheduled Time:

CRM Status

Add | Remove

Notes

October 2021 | October | 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Go To Today

<< | >>
|<< | >>|

? | Update Diary | Clear Fields

Posting Options
- Re-post As New
- Move or New Post

Query Filters
- Date Range
- System Generated
- CRM Alert

Run Query

Delete Record

Close

Semblesoft

Simply click on each diary entry to see it enlarged in a new frame, click the enlarged frame to hide it again. Select from the Customer/Company/Subject dropdown any diary entry you wish to edit or re-schedule on a different day simply by changing the 'Schedule Date' by selecting a new date to right on the calendar, select from 'Posting Options' the 'Move or New post' option, then click 'Update Diary' and it will be reposted in the diary under the new date selected.

To add a new diary entry manually, simply change the 'Schedule Date' by selecting a new date to right on the calendar select from 'Posting Options' the 'Re-post as New' option, then click 'Update Diary' and it will be added and will be searchable in the

Customer dropdown list, as shown above and below. CRM status alerts you assign determine the diary entry colour.

To create your CRM alerts, simply key in the alert and click the 'Add' button to add the new CRM alert to the database, similarly click 'Remove' to delete one. Fifteen colours are allocated for the first fifteen CRM alerts created in the listing. Any more than fifteen CRM alerts will then be allocated a plain white background colour.

Production Analytics

Fortunately the system will do this for you automatically by generating an Excel file with a pivot table and pivot chart showing all your production to date from your production history ledger when you click the 'Log Files' button. This is a really useful feature enabling you to take a snapshot of your production progress and status at any time.

It produces analytics basics for you, but if you know a littler about pivot tables, you are at liberty to obviously enhance these pivot tables further yourself in any way you would like. We use Excel as the report medium as it is very widely used and easily adapted to your own requirements. Below is an example image of an automatically generated pivot table snapshot:

Below is the associated and generated pivot chart snapshot of the above pivot table:
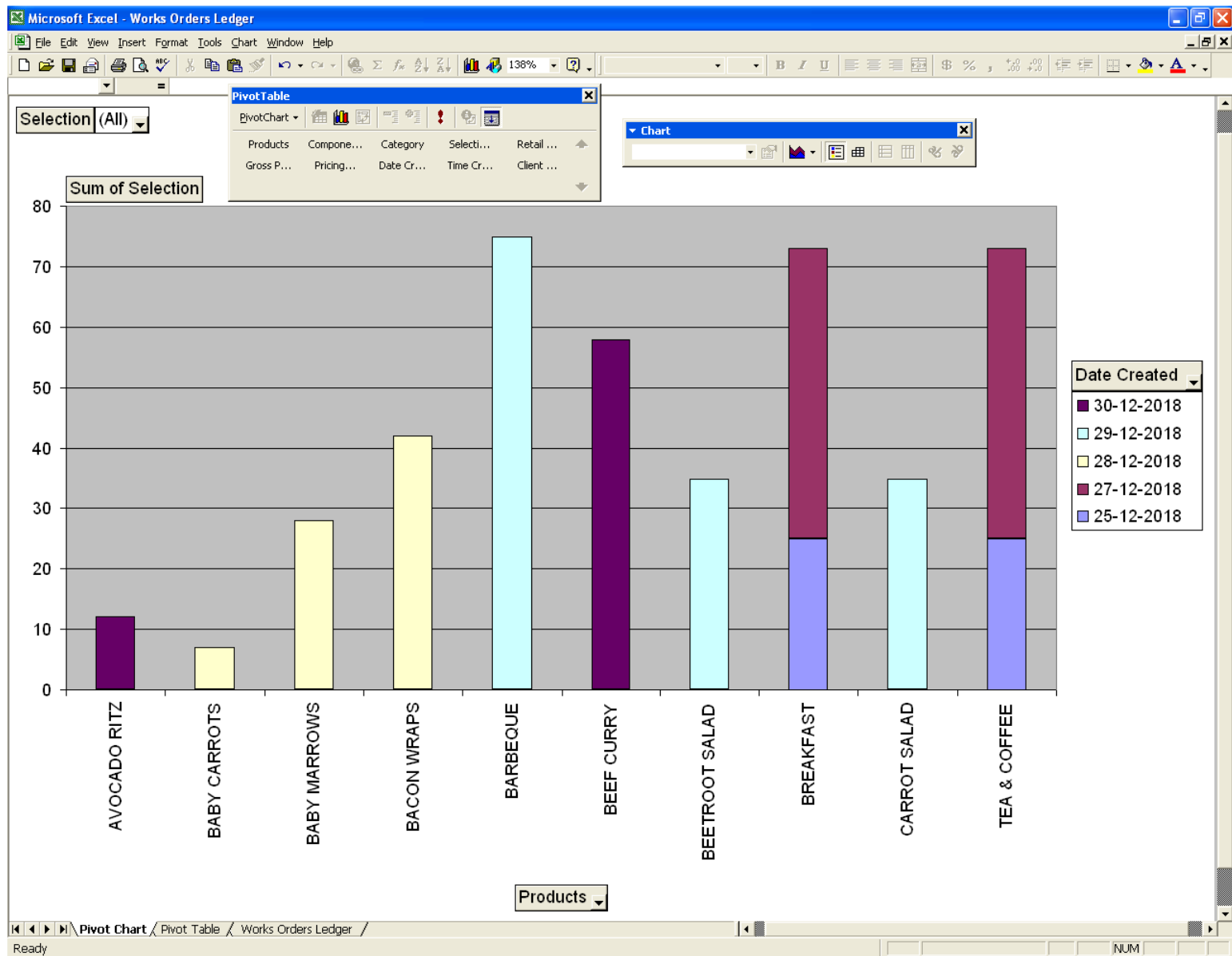
Reports Folder

These files can be opened as Excel spreadsheets for quick and efficient accounting purposes. Filed under the 'Customer Reports' and 'Reports' folder, these will look much like these below.

System Files Folder

The 'System Files' folder and all text files should NOT be accessed or fiddled with, as these text files are the crucial data files for the operation of this software system only.
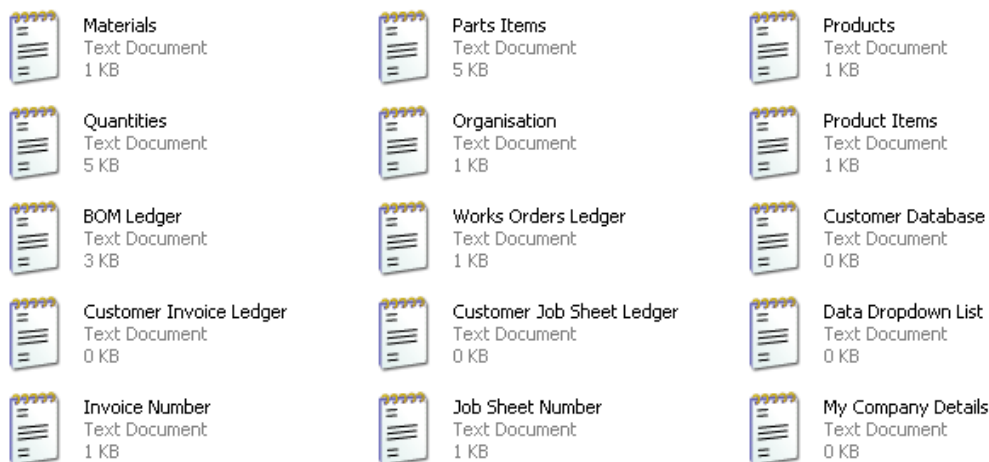
Catering Calculator Par Excellence...

This system is brilliant for and suits the catering industry 100%, in fact the first prototype was originally developed for the catering industry specifically and then additionally largely modified to include the manufacturers industry and assembly line factories as well. It does absolutely everything regarding admin for you seamlessly and in minutes. A 'per head' calculator rounds it off beautifully. Bon Appetite!