

**Chefexact Events & Menu** is software designed and developed to manage, control and plan easily and efficiently, any kind of menu in the hotel industry and catering. Our program is particularly suitable for: industrial canteens, schools, residences, hospitals, barracks, or business that their main source of income is the development of menus or foods prepared for sale.

The system consists of 5 sections that allow you to work with the software:

### **1. Articles**

Manage the items classifier system, stocks, inputs and consumption items, as well as deficits in existence based on minimum stock. And to group and to search items by families so they can be located and found quickly.

### **2. Order.**

Carrying out the daily operations of purchases, or allows the making of the orders placed to provide or supply the missing items from storage. On the other hand, it allows you to review orders of commodity inputs of the various suppliers and to confirm them as input to the articles section and from that section registered as stock items.

### **3. Récipes.**

Preparation and planning of consumption offer rules or dish for a detailed inspection of the profits with the quantities and prices of items as well as fixed ratios.

### **4. Menú.**

It allows the preparation of banquets, menus and culinary events, detailing each one of the offers or plates, it can be obtained the necessary order, it allows you to see the costs and outcomes, the impact on the benefit discounting salaries, extras, telephone. The last parameters are optional.

### **5. Suppliers.**

Address book integrated with the system that allows you to store important supplier data.

### **6. Sales.**

Studies of sales, you can record daily information regarding customers, sales, ratios, special services and VAT. In this way we can estimate the average behavior of these, as well as deduct consumption (cost) for PAX.

### **7. Agenda.**

It's useful for making a calendar of events and record all dates contracted. When the date is fixed from the menu section it automatically records the date data.

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## **SYSTEM REQUIREMENTS**

Chefexact runs perfectly under any version of Windows later than Windows 98, i.e.: Windows 98 SE, Windows ME, Windows 2000, Windows XP, Windows Server 2003 and higher versions compatible with API Win32.

To ensure correct operation and to obtain acceptable software performance, we recommend a PC with the features given below:

- Pentium 3 or higher, no less than a 500MHz microprocessor. Recommended: Pentium 4, 1GHz or higher.
- 128 Mb RAM Memory. Recommended: 256 Mb or higher.
- 250 Mb of available space on hard disk space because the program will increase its need for space, depending on data input. Recommended: 1 Gb or more.
- Super VGA Monitor with 16 color bits per pixel with a resolution of at least 800x600 pixels. We recommend 1024x768 pixels for greater comfort, more workspace and better data distribution in the software's windows. The program adapts to the operating system's resolution, readjusting its visual components automatically.
- You will need to have installed a PDF viewer to read the PDF user's manuals. We recommend Acrobat Reader 6.0 or higher.
- Chefexact uses the Crystal Reports 7 as its report engine, so it is advisable not to have any software that uses a different version of report engine installed. Otherwise, conflicts could arise between the different Dynamic Link Libraries (DLL) and inside the operating system, causing incorrect execution of this and other programs.

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## REGISTRATION & ACTIVATION

Unlike other software, registration and activation take place when you run the system. Protection against piracy occurs at hardware level, not at software level as is usually the case (password, serial number). In other words, the software is protected by a HASP key connected to a USB port (See Figure 1).

The key is obtained once payment is made for the amount specified in the sales contract. The key is immediately sent via courier or post.

Each time the program is run, it checks for a HASP key in the PC's USB ports. If the system fails to detect this key, it closes automatically, preventing the program from being used. This key should **ALWAYS** be present in the USB port for the program to run properly. Loss of the key will prevent you from being able to run the application. The HASP key identifies the person as one of our customers, allowing us to give better and safer service.



**Figure 1:** HASP keys for USB ports used for software registration

With this registration method you will be able to install the software in as many PCs as you wish, but you will only be able to use one PC at a time. To be able to run the software simultaneously in different PCs, you will have to get as many keys as PCs.

## **HOW TO SET UP THE SYSTEM**

Below we give a series of logical steps to set up the system once you have installed it.

To get the maximum potential of the software, we suggest the following steps:

1. Check that we have not installed the demo version of the program on our PC. If you have, we will have to uninstall it before installing the original software.
2. Proceed to install the original by following the steps that tells the setup program.
3. Articles. This section is the list of products or items that are handled in the company, namely our own warehouse with inputs of goods, rebates or departures, the average purchase price , setting the minimum desirable stock for each product replacement needs based on minimum stocks established by the user to cover their products. A qualified person can adapt the articles which incorporate software, overwrite and leaving the same product codes, or by clicking the [+] located in the navigation bar at the bottom of the section. When activated you will get a window for that purpose and assigned a unique code and unique for each item you include.  
You decide the best way to mount it.

Of each product in the system are collected the following data:

- **Code:** code to each product.
- **Description:** product name.
- **U / M:** unit of measurement.
- **Price:** price of each item.
- **Existence:** the existence of each product available.
- **Stock minimum:** the quantity that we want for each item.
- **Entrance price:** new price of a purchase, which will take it to confirm as a basis for average price to stocks and calculate the new price.
- **Input:** The amount that enters each item.

- **Consumption:** automatically recorded consumption generated by sales, and remains there until you confirm.

CODIGO	DESCRIPCION	U / M	PRECIO	EXISTENCIA	STOCK MIN	PRECIO ENT	ENTRADA	CONSUMO
10010150	ACEITE DE OLIVA CARBONEL	LT	8.08	10.000	12.000	0.00	0.000	0.000
10010171	ACEITE DE OLIVA PICIAL	LT	1.78	0.000	2.000	0.00	0.000	0.000
10010172	ACEITE DE OLIVA VIRGEN	LT	25.14	0.000	10.000	0.00	0.000	0.000
10010250	ACEITE DE SOYA	LT	1.11	12.000	50.000	0.00	0.000	0.000
10020070	CAFE MOLIDO	KG	7.73	7.000	6.000	0.00	0.000	0.000
10020140	CAFE SOLUBLE DISPENSADO	KG	9.25	0.000	3.000	0.00	0.000	0.000
10020151	INFUSIONES DE LIMON	U	5.67	0.000	1.000	0.00	0.000	0.000
10020170	INFUSIONES DE MENTA	U	4.67	0.000	1.000	0.00	0.000	0.000
10020190	MANZANILLA	U	5.00	0.000	1.000	0.00	0.000	0.000
10020231	TE	U	5.00	4.000	5.000	0.00	0.000	0.000
10020244	TE FRUTA PASION SHIP	U	1.13	0.000	0.000	0.00	0.000	0.000
10020247	TE JAZMIN SHIP	U	1.03	0.000	0.000	0.00	0.000	0.000
10020249	TE MANGO SHIP	U	1.13	0.000	0.000	0.00	0.000	0.000
10020250	TILA	U	4.14	0.000	0.000	0.00	0.000	0.000
10020254	TE ROMERO SHIP	U	1.03	0.000	0.000	0.00	0.000	0.000
10030030	ARROZ	KG	0.86	36.000	50.000	0.00	0.000	0.000
10030130	FRIJOLES	KG	1.46	7.500	10.000	0.00	0.000	0.000
10030150	FRIJOLES NEGROS	KG	0.99	6.200	8.000	0.00	0.000	0.000
10030170	GARBANZOS	KG	1.55	3.100	6.000	0.00	0.000	0.000
10030210	JUDIAS BLANCAS	KG	1.36	0.000	3.000	0.00	0.000	0.000
10030230	LENTICIAS	KG	5.83	0.000	2.000	0.00	0.000	0.000
10040010	AZUCAR EN POLVO - LUSTRE	KG	1.46	15.000	30.000	0.00	0.000	0.000
10040012	AZUCAR LUSTRE SABOR VAINILLA	KG	0.90	0.000	3.000	0.00	0.000	0.000
10040013	AZUCAR LUSTRE SABOR CAÑELA	KG	0.90	0.000	3.000	0.00	0.000	0.000
10040031	AZUCAR MINIDOSIS	KG	10.20	3.200	5.000	0.00	0.000	0.000
10040032	AZUCAR EN PASTILLA	KG	0.40	0.000	0.000	0.00	0.000	0.000
10040071	AZUCAR	KG	0.69	123.750	100.000	0.00	0.000	0.000
10050011	CANELONES DE CARNE	KG	4.48	0.000	0.000	0.00	0.000	0.000
10050012	CANELONES DE JAMON	KG	6.60	0.000	0.000	0.00	0.000	0.000
10050013	CANELONES DE ESPINACA	KG	4.61	0.000	0.000	0.00	0.000	0.000
10050015	PASTA BUCATINI	KG	0.49	0.000	0.000	0.00	0.000	0.000
10050018	TORTELLINI	KG	1.08	0.000	0.000	0.00	0.000	0.000
10050160	ELICHETTI	KG	0.55	0.000	0.000	0.00	0.000	0.000
10050260	FETTUCINE	KG	2.44	20.000	25.000	0.00	0.000	0.000
10050510	PASTA FUSILLI	KG	1.70	0.000	0.000	0.00	0.000	0.000

#### 4. Orders:

This section is where you reflect replacement needs of our business based on sales, the remaining items are transferred automatically from the [articles section](#). It creates a replacement based on minimum stock of items from this section, so it is fixed in the order section automatically and the request can be printed to know what to buy or send to a supplier via email.

Moreover this order section is useful as an input for items delivered by suppliers, and confirm to the articles section as a new purchase automatically. These items already ordered are located and registered at our warehouse with the [confirm purchase](#) button of this section, which facilitates and speeds up the job.

**Note:** We recommend saving and eliminate the order once it has been registered to avoid confusion and to repeat again.

CODIGO	DESCRIPCION	U / M	PRECIO	CANTIDAD	EMPLEA	DISPONIBILIDAD
10010150	ACEITE DE OLIVA CARBONEL	LT	8.08	2.000	<input checked="" type="checkbox"/>	8.000
10010171	ACEITE DE OLIVA PICUAL	LT	1.78	2.000	<input checked="" type="checkbox"/>	-2.000
10010172	ACEITE DE OLIVA VIRGEN	LT	25.14	10.000	<input checked="" type="checkbox"/>	-10.000
10010250	ACEITE DE SOYA	LT	1.11	38.000	<input checked="" type="checkbox"/>	-26.000
10020140	CAFE SOLUBLE DISPENSADO	KG	9.25	3.000	<input checked="" type="checkbox"/>	-3.000
10020151	INFUSIONES DE LIMON	U	5.67	1.000	<input checked="" type="checkbox"/>	-1.000
10020170	INFUSIONES DE MENTA	U	4.67	1.000	<input checked="" type="checkbox"/>	-1.000
10020190	MANZANILLA	U	5.00	1.000	<input checked="" type="checkbox"/>	-1.000
10020231	TE	U	5.00	1.000	<input checked="" type="checkbox"/>	3.000
10030030	ARROZ	KG	0.86	14.000	<input checked="" type="checkbox"/>	22.000
10030130	FRIJOLES	KG	1.46	2.500	<input checked="" type="checkbox"/>	5.000
10030150	FRIJOLES NEGROS	KG	0.99	1.800	<input checked="" type="checkbox"/>	-4.400
10030170	GARBANZOS	KG	1.55	2.900	<input checked="" type="checkbox"/>	0.200
10030210	JUDIAS BLANCAS	KG	1.36	3.000	<input checked="" type="checkbox"/>	-3.000
10030230	LENTEJAS	KG	5.83	2.000	<input checked="" type="checkbox"/>	-2.000
10040010	AZUCAR EN POLVO - LUSTRE	KG	1.46	15.000	<input checked="" type="checkbox"/>	0.000
10040012	AZUCAR LUSTRE SABOR VAINILLA	KG	0.90	3.000	<input checked="" type="checkbox"/>	-3.000
10040013	AZUCAR LUSTRE SABOR CANELA	KG	0.90	3.000	<input checked="" type="checkbox"/>	-3.000
10040031	AZUCAR MINIDOSIS	KG	10.20	1.800	<input checked="" type="checkbox"/>	1.400
10050260	FETTUCCINE	KG	2.44	5.000	<input checked="" type="checkbox"/>	15.000
10050660	MAICENA	KG	0.77	8.000	<input checked="" type="checkbox"/>	8.000
10050810	PURE DE PATATAS	KG	4.77	5.000	<input checked="" type="checkbox"/>	-5.000
10050962	SPAGHETTIS	PAQUET	0.51	13.000	<input checked="" type="checkbox"/>	24.000
10070050	CALDO DE PESCADO	PAQUET	6.02	2.000	<input checked="" type="checkbox"/>	-2.000
10070070	CALDO DE POLLO	PAQUET	5.86	1.000	<input checked="" type="checkbox"/>	0.000
10070090	CALDO DE RES	PAQUET	6.16	1.000	<input checked="" type="checkbox"/>	0.000
10080060	CEREZAS ROJAS	LATA	14.51	3.000	<input checked="" type="checkbox"/>	-1.000
10080210	COCKTAIL DE FRUTAS	LATA	5.31	3.000	<input checked="" type="checkbox"/>	-3.000
10080260	FRESA EN ALMIBAR	LATA	10.62	3.000	<input checked="" type="checkbox"/>	-3.000
10080510	TAJADAS MANGO	LATA	6.04	3.000	<input checked="" type="checkbox"/>	-3.000

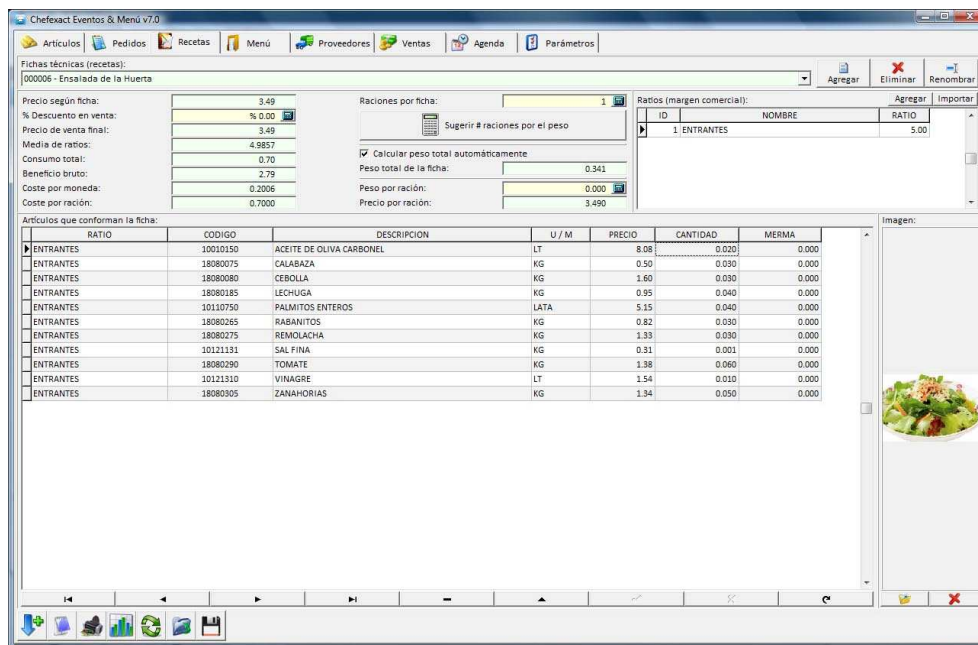
1. **Recipes:** This section is where we make the recipe of dishes, drinks, cocktails, wines, canapés, etc. .., which the company bid. This section also the calculation of sales prices and benefits. To make the recipes the first thing to do is to click the option "Add" and insert name of the dish. Then add ratios or profit margins for each product in the blank space by selecting "Add Ratio" to have the ratios available and to link them with products of the recipe.

In relation to trade margins (ratios) you can define a general ratio for all the recipes or one for each dish and the software lets you assign one to each family, Example: meat 3.5, 3.0 vegetable, seafood, 2.6, 4.0, desserts, drinks 3.0, Wine 2.2, liquor 3.0, 3.0 fat, 3.0 food, coffee and tea 4.5, etc., because we understand that not all items can work with the same margin or ratio, but we leave that to you to decide how you want to work.

**Note:** once the margins are defined in the first recipe record when you add a new one disappears, but dont worry, the ratios automatically come back by clicking the option "Import ratios". A window appears and you choose the recipe record you want to bring the ratios.

Once these operations are done, you can go to each recipe and adding items one by one. For food records, we advise doing to a specific number of guests to make it easier, for example, 6 rations recipe or record and set the number of rations for 6. The form will automatically calculate the price of the ration once you add items, quantities and trade margins that you want to work with.

To fix the ratios to the recipe, put the mouse in the column ratio that is next to the box code and double-clicking on the first row is in red, a window will be displayed where you can link each ratio to each dish. For example, meat has to be displayed in its ratio, fish in its ratio and so on.



## 2. **Menu:** Similar to the recipe section

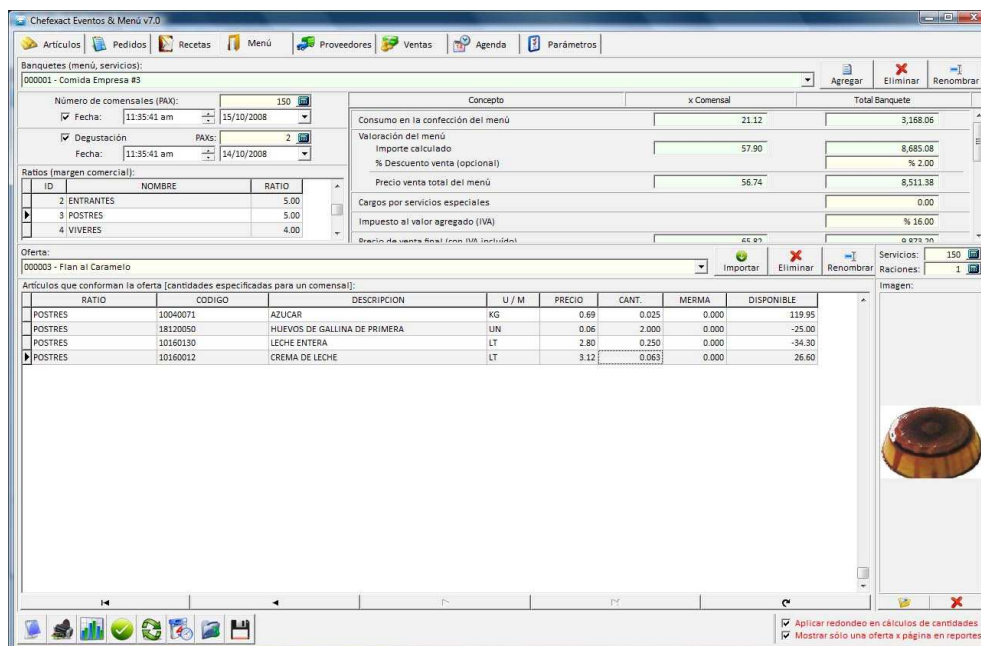
Here we compose all menus and for this reason we add the recipes associated to this menu by selecting "Import." Quantities are set automatically for a PAX and when the customers are set the software automatically tells you the items needed and their prices. In addition, it calculates the individual and general sales price of the menu. The software also allows you to modify the amount of rations and services. This is very easy option. For example, if we have 300 services and we want to serve three croquette portions we

mark the amount we want for the whole group. In the same way, we can find some customers who don't want to eat meat or fish; we can fix the number of dishes we want to serve for each dish.

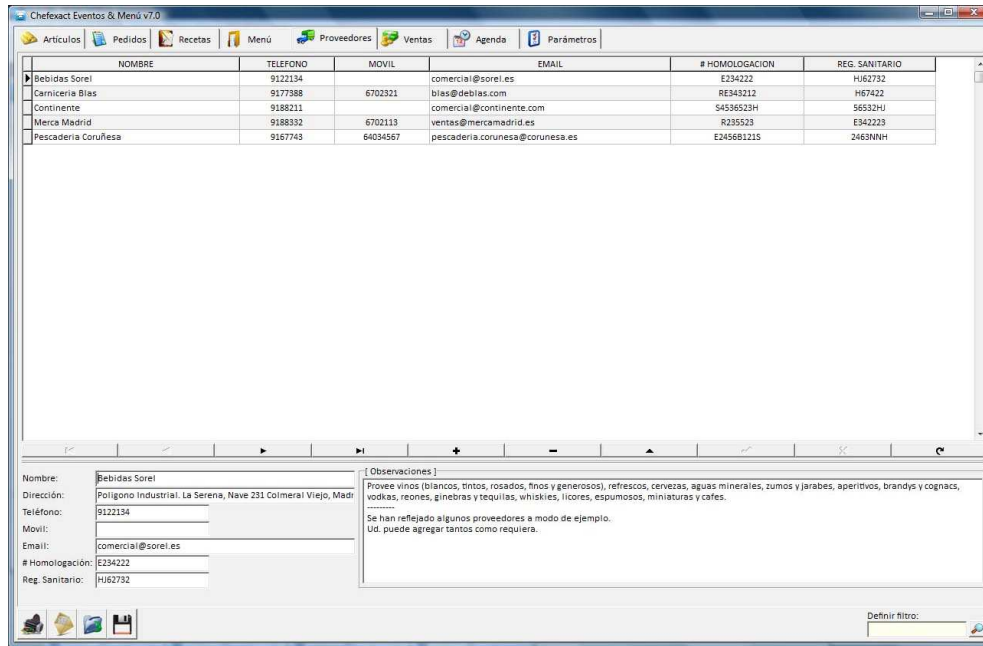
It may also define, as appropriate, the date of the menu (for events), so you can create the corresponding citations in the Agenda section automatically and never forget important issues.

The [purchasing needs report](#), review the product needs to develop the menu with the items in the store or articles. It shows everything you need to buy.

The [order report](#) shows all the articles you have to take from the warehouse and the need to purchase in the case you don't have the necessary amount. It generates a report for the employee's development with the ingredients to be used in each preparation for the total number of services. Very important, this report is used to guarantee quality preparations and without missing dishes.

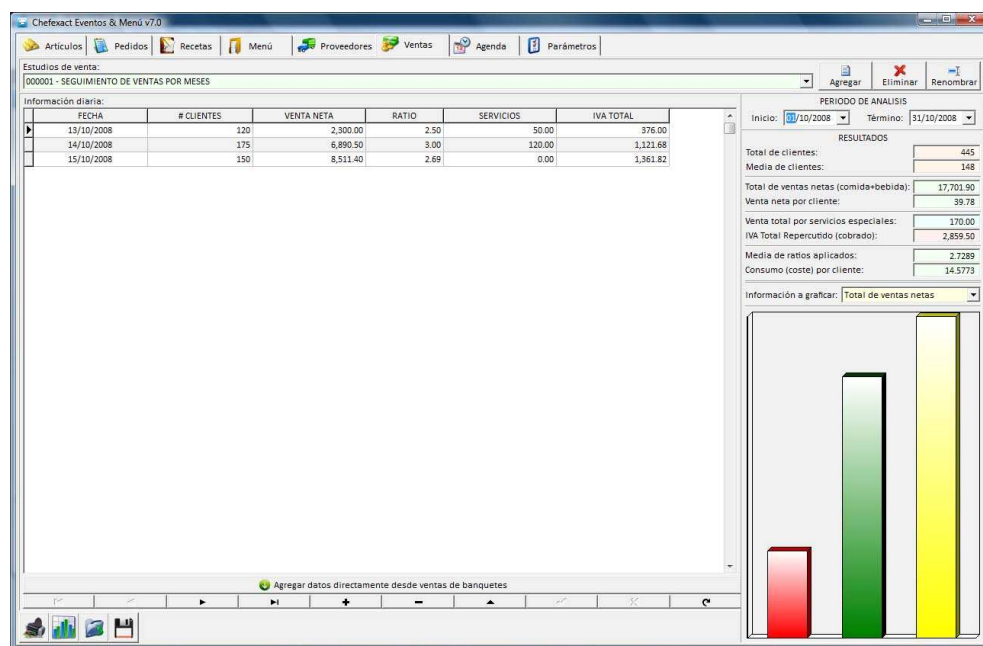


3. **Suppliers:** In this section is where you register your suppliers.

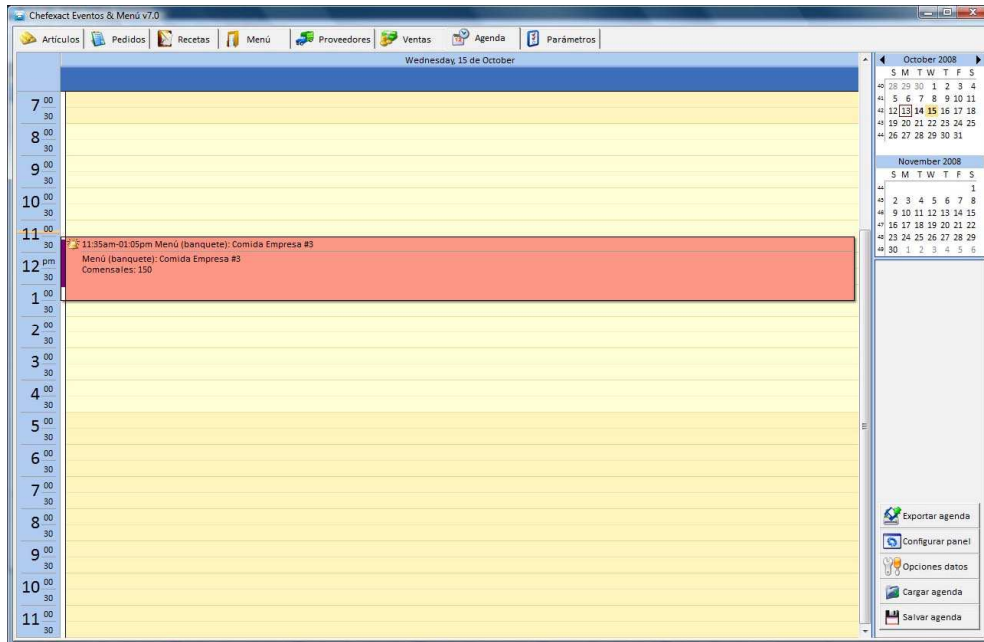


8. **Sales:** This is where you can take control of your sales.

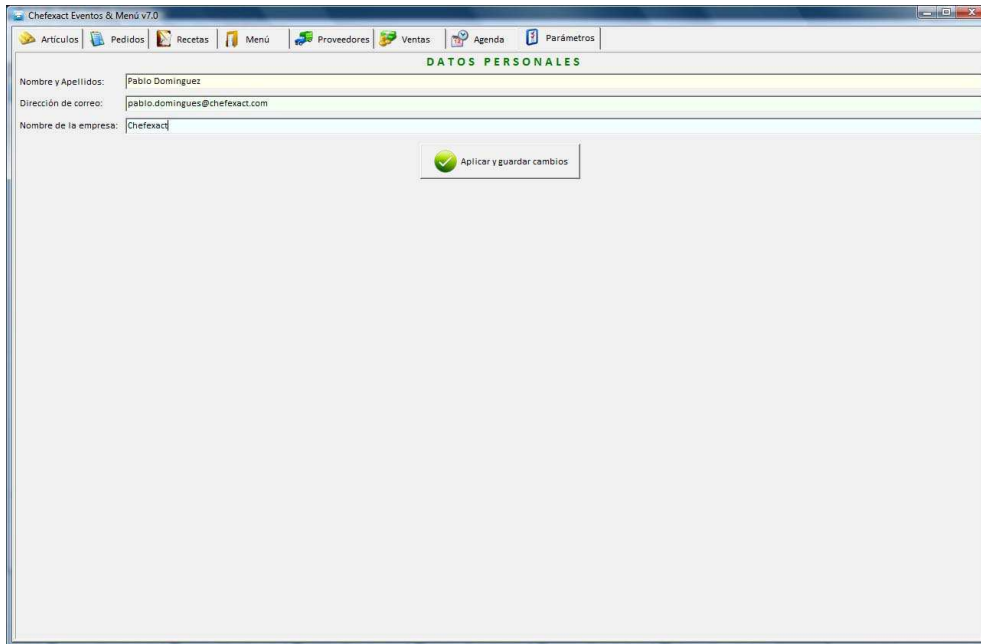
It is very easy and it is imported automatically, giving an overview of the performance of the company. Add you name the study or studies you want to make, such as sales of menus weddings, business lunches or a general event, which reflects all the information, you decide. By activating the option "Add sales data directly from the menu", check the menus you sold on the day and brings you all the information automatically with the ratios included, all other information the program will be automatically calculated.



4. **Agenda:** to keep track of events so you never miss important Appointments or bypass agreements must meet.



5. **Parameters:** Input your personal information.



6. Configure your printer and email server.