



# hypesoft<sup>+</sup>

## U S E R   M A N U A L F U N C T I O N A L I T Y   L O G

O C T O B E R , 2 0 2 5

### Introduction

- Table of Contents
- Purpose of the Manual
- Hype Software Overview
- Distinction Between POS (Point of Sale) and Back Office
- Technical Support



W W W . H Y P E S O F T . C H

PAGE 1

nexi



FLUXGROUP



SWAGENCY.CH



salesforce



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hypesoftware



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## PART 2

## POS (Point of Sale) Interface

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## OBJECTIVES

The Hype Soft manual is designed as an intuitive guide to help new users set up their database and become familiar with the Hype Software system.

It presents all essential system information in a clear and structured format, covering Back Office configuration, POS (Point of Sale) usage, and the management of products, menus, stock, and reporting.

As a true reference tool, this manual enables users to quickly master each module of the software and make the most of its features from the very first use.



USER MANUAL  
FUNCTIONALITY LOG

OCTOBER, 2025

## STARTING UP

THE DEFAULT ACCESS PASSWORD IS 1234. THIS IS THE ADMINISTRATOR PASSWORD, MEANING A PASSWORD WITH FULL RIGHTS.

### 0. THE WELCOME SCREEN

**POS | BACK OFFICE**

The POS section corresponds to the part used for sales registration, the Back Office is where the software is administered.

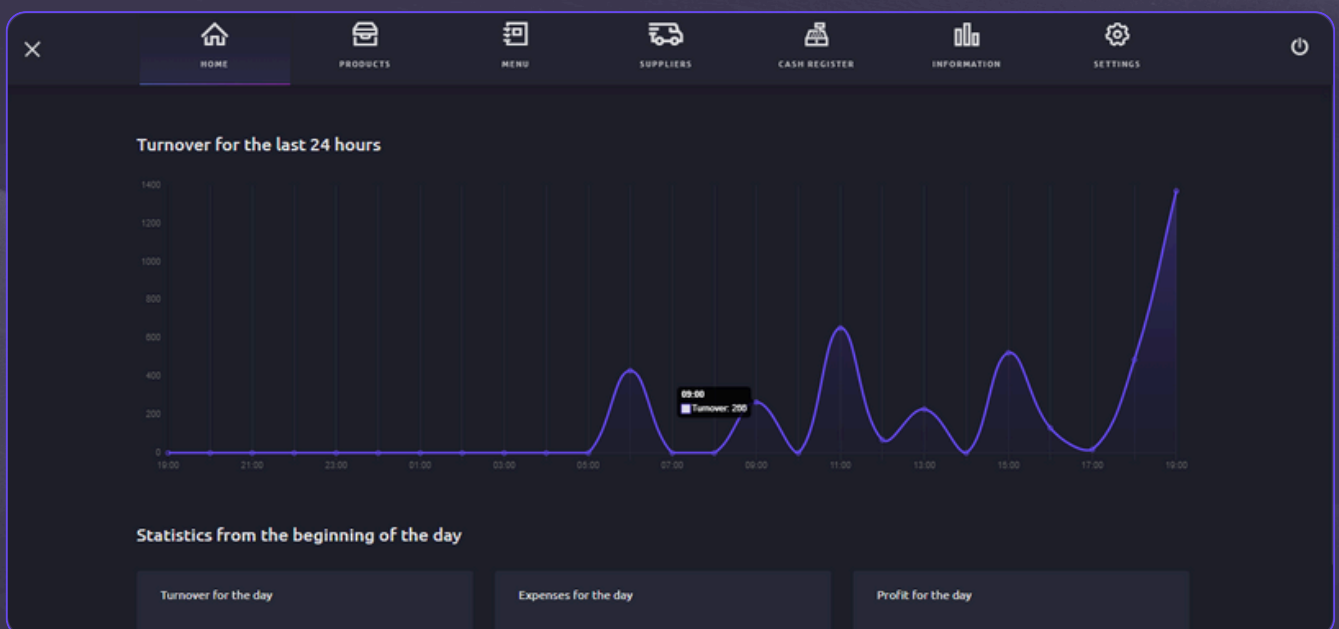


## BACK OFFICE

## 1. CONNECTING TO THE BACK OFFICE

## LOGIN AND ACCESS

Upon startup, the software displays a statistics screen. No action is required on this screen.



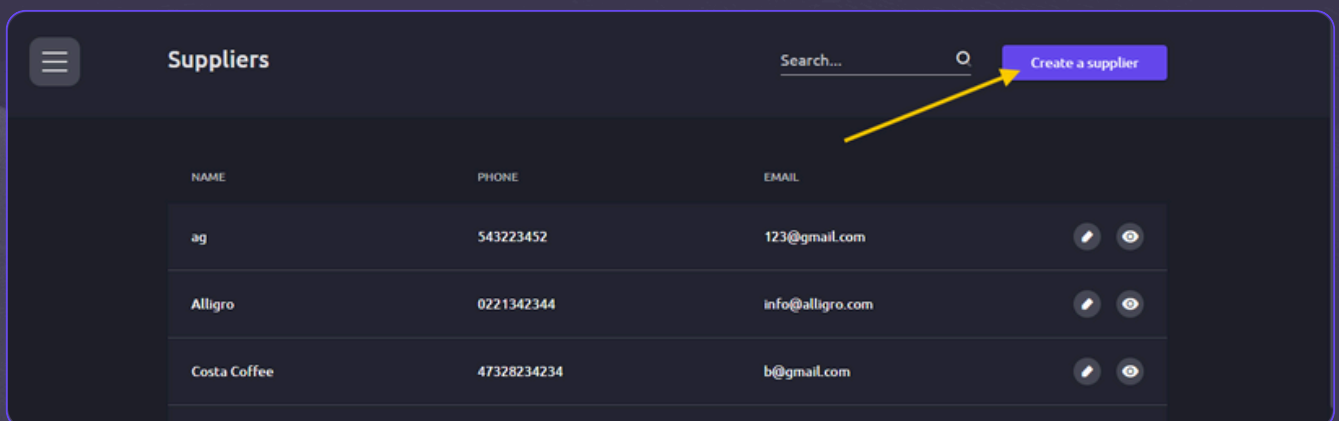
## BACK OFFICE

## 2. SUPPLIERS

**SUPPLIERS  
WAREHOUSE**

For clients using a warehouse with products and item recipes. The first step is to access the **Suppliers module** → **Supplier List**.

In the upper right corner, click on Create a supplier to register partners (companies from which goods are purchased).

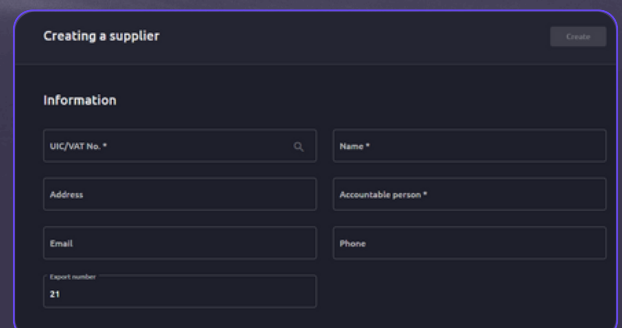


The screenshot shows the 'Suppliers' module interface. At the top, there is a search bar and a 'Create a supplier' button. Below this is a table with columns for NAME, PHONE, and EMAIL. The table contains three entries: 'ag', 'Alligro', and 'Costa Coffee'. Each entry has edit and delete icons to its right.

NAME	PHONE	EMAIL
ag	543223452	123@gmail.com
Alligro	0221342344	info@alligro.com
Costa Coffee	47328234234	b@gmail.com

**IMPORTANT :** All fields must be filled (except for the Export Number field).

Once the supplier information is entered, click on Create in the upper right to validate.



The screenshot shows the 'Creating a supplier' form. It has a 'Create' button in the top right corner. The form is divided into two sections: 'Information' and 'Export number'. The 'Information' section contains fields for UIC/VAT No., Name, Address, Accountable person, Email, and Phone. The 'Export number' section contains a field for the Export number.

Information	
UIC/VAT No. *	Name *
Address	Accountable person *
Email	Phone
Export number	

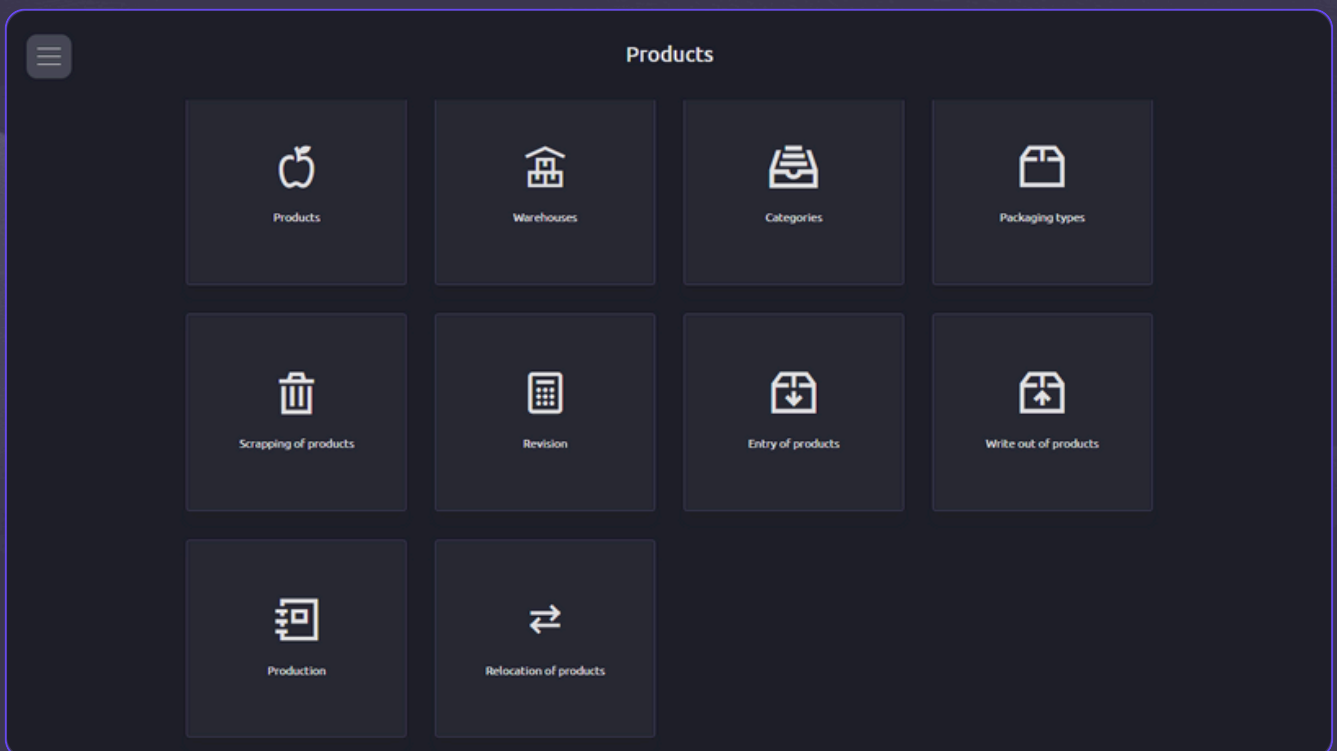
## BACK OFFICE

## 3. PRODUCTS

**WAREHOUSE,  
PRODUCTS,  
ITEM RECIPES**

For clients using a warehouse with products and item recipes.

Once the suppliers are created, proceed to the Products module. This module is directly linked to the establishment's warehouse.



## BACK OFFICE

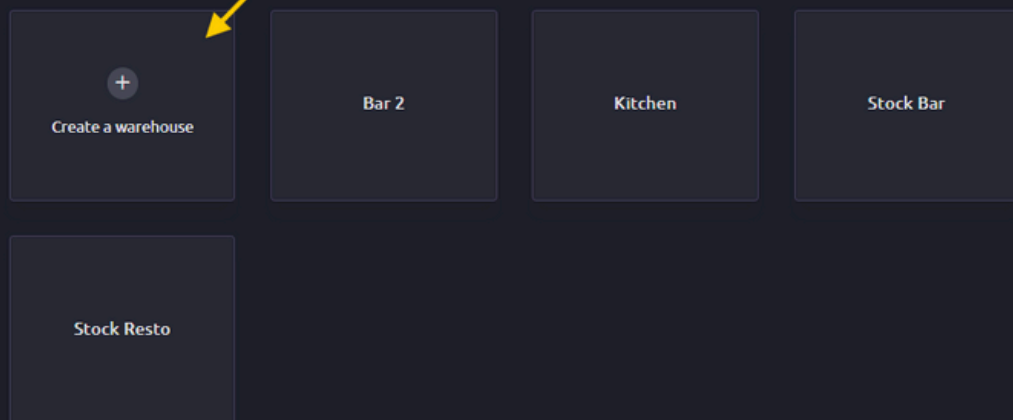
## 3.1. WAREHOUSES

## MAIN WAREHOUSE

By default, a main warehouse is already created.

From the Create a warehouse option, you can create other warehouses according to the operational mode of your establishment.

## List of warehouses





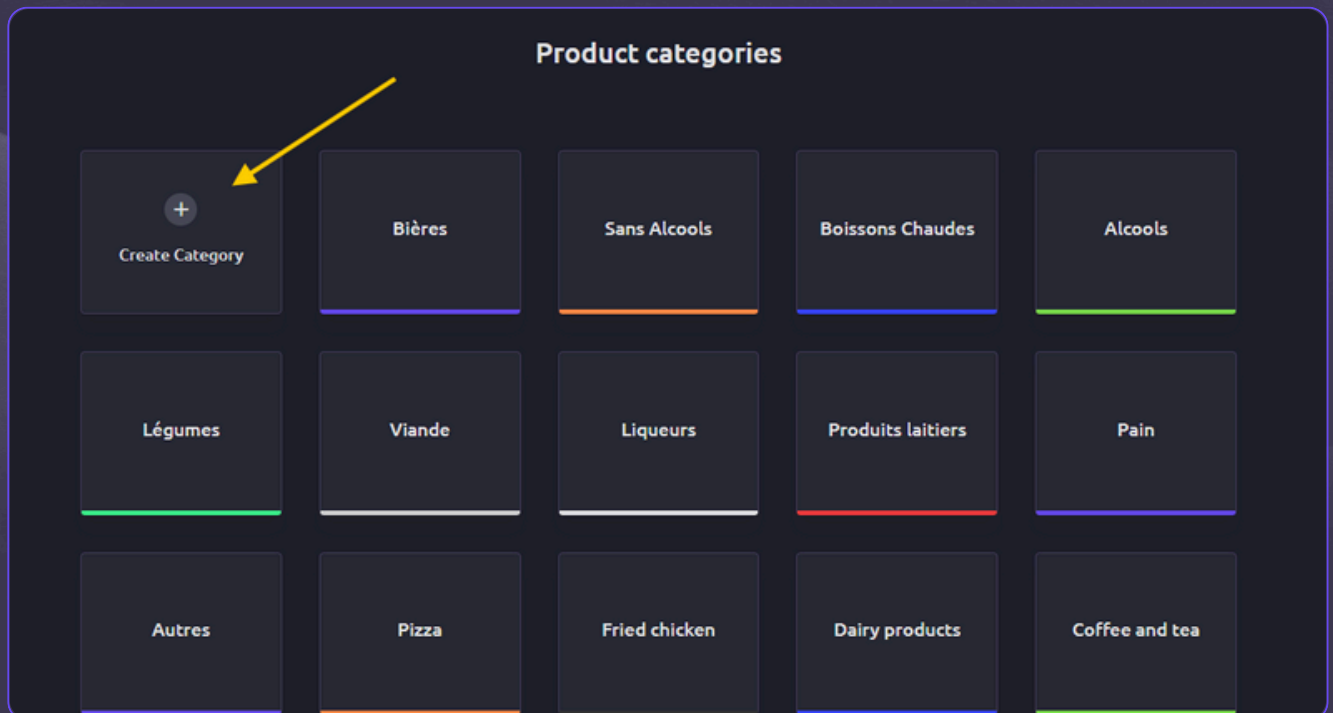
## BACK OFFICE

## 3.2. CATEGORIES

## PRODUCT CATEGORIES

These are the warehouse product categories. They allow for the organization of raw materials delivered according to their nature.

⚠ These stock categories do not correspond to the categories visible to the server in the POS section.





## BACK OFFICE

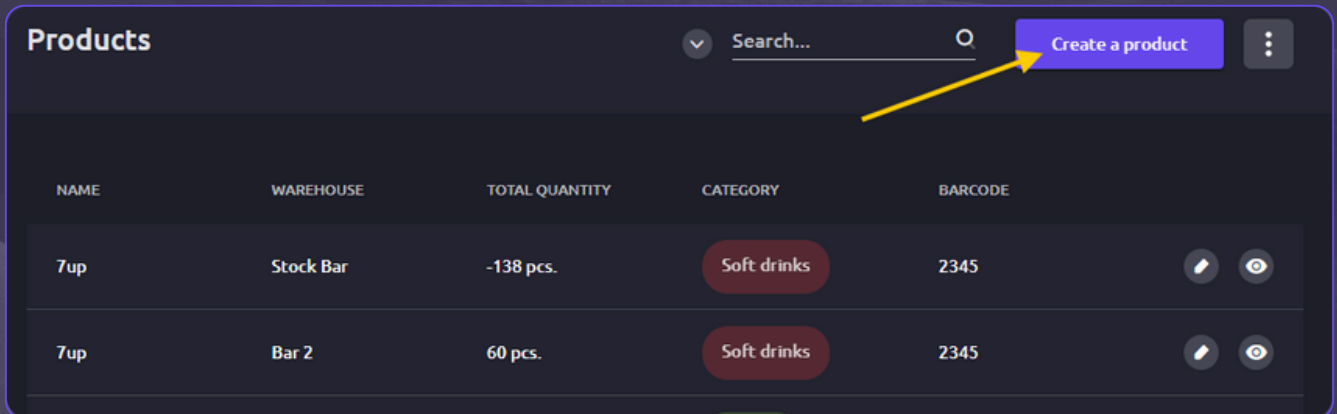
## 3.3. PRODUCTS

## PRODUCTS

Products represent the raw materials stocked in the establishment.

These products are then used for creating item recipes.

Example: Products are tomatoes, cucumbers, onions, etc., while the Caesar salad is a finished item.



Products					Search...	Q	Create a product	
NAME	WAREHOUSE	TOTAL QUANTITY	CATEGORY	BARCODE				
7up	Stock Bar	-138 pcs.	Soft drinks	2345				
7up	Bar 2	60 pcs.	Soft drinks	2345				

From the upper right corner, click on **Create a product** and fill in the fields as follows:

- **Product Name:** The name of the raw material, as it should appear in stock.
- **Unit of Measurement:** The unit used must be identical to the one employed in the recipes (kg, litre, piece, etc.).
- **VAT Group (TVA):** The Value Added Tax rate applicable to the product upon stocking.
- **Category:** Select the warehouse category to which the product belongs.
- **Warehouse:** The warehouse where the product should be available. The same product can belong to multiple warehouses.
- **Minimum Quantity:** Optional field, for informational purposes only.

**Example:** if you want to maintain a minimum stock of 5 kg of tomatoes, the Information module allows you to check at any time which products have fallen below this threshold.

## BACK OFFICE

## 3.3. PRODUCTS

## PRODUCTS

Products represent the raw materials stocked in the establishment.

- **Packaging:** This is a mandatory element when **creating a delivered product**.
- The Create packaging option allows you to define the different forms in which the product arrives at the establishment (for example, a 1 kg packet).

**Product creation** Create

**Information**

Product name *	Category *
Unit of Measurement *	Warehouse *
VAT Group *	Minimum quantity 1
Barcode	

**Allergens** + Add allergens  
No allergens added yet

**Packagings** + Add packaging

- **Example :** add a 1 kg package. You then select the concerned supplier.  
If the same product is supplied by several suppliers, a second package corresponding to another supplier must be added.  
The purchase price including tax (TTC) is associated with the packaging quantity and is taken into account for the calculation of the cost price of items with a recipe.

## BACK OFFICE

## 3.3. PRODUCTS

## PRODUCTS

These represent the raw materials supplied to the establishment.

- **Tags:** Tags are used when scanning documents during the recording of goods.

1. The product name must match at least 50% of the name shown on the document. If it does not, tags must be created.

Example: If in stock you group Coca-Cola, Fanta, and Sprite under the general category Non-Alcoholic Beverages, you must create tags corresponding to each name as it appears on the invoice.

2. To add a tag, enter the name in the designated field and press Enter.

3. Documents printed on dot matrix printers cannot be scanned by the software.

**Packagings** + Add packaging

Name of the packaging  
**Pack 1 kg**

Type of the packaging  
Pack

Quantity \*  
1 kg

Unit of Measurement \*  
kilogram

Supplier \*

Delivery Price (incl. VAT) \*  
CHF 0.00

Tags

## BACK OFFICE

## 3.3.1 PRODUCTS

## PRODUCTIONS

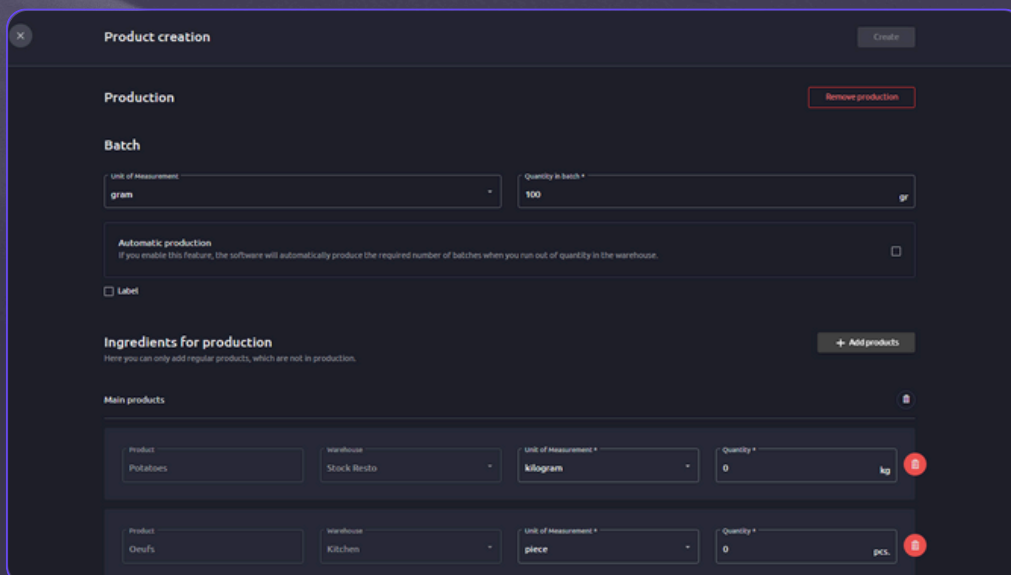
A production refers to a product made internally, not supplied by a vendor (for example: sauces, pasta, cakes, daily menus). These products are prepared in advance, not at the time the customer places an order.

## Creating a production

From the upper right corner, click **Create a Product** and complete the fields as follows:

1. Name, unit of measure, VAT group, warehouse, category
2. Packaging is ignored, as it only applies to products purchased from suppliers.

By selecting **Add a Production**, you create the recipe for a defined batch (for example: one cake = 10 servings). To create a production, all the products included in its recipe must first be registered.



## BACK OFFICE

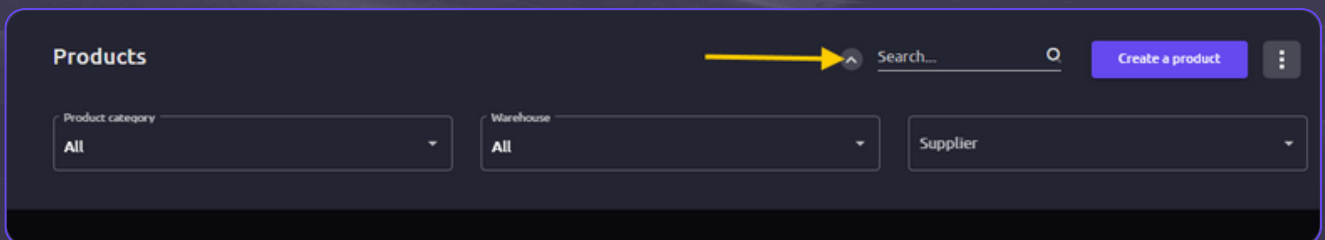
### 3.3.1 PRODUCTS

#### PRODUCTIONS

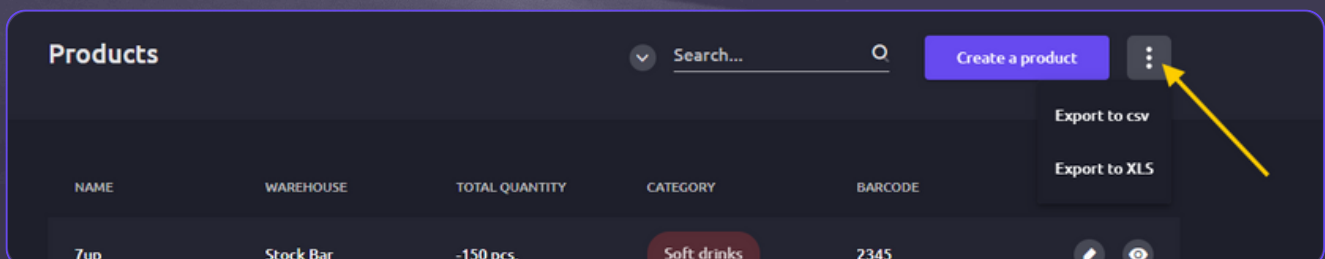
A **production** refers to a product made internally, not delivered by a supplier (for example: sauces, pasta, cakes, daily menus). These products are prepared in advance, not when the customer places an order.

#### Once the products are created:

- Products can be filtered by category, warehouse, or supplier (using the arrow next to the search field).



- The product list can be exported to Excel (via the three dots in the upper right corner → Export to Excel).
- The exported file contains the following columns: Product Name, Warehouse, Quantity, Unit of Measure, Net Cost Price (for the corresponding quantity), Currency, Barcode, Product Category, and Ingredients used for the production (for internally produced items).



- In the product list, the pencil icon on the right side of each product allows you to edit the product information.
- The only field that cannot be modified is the unit of measure.
- If a change is required, the product must be deleted and recreated.

## BACK OFFICE

## 3.4. ENTRY OF PRODUCTS

**PRODUCTS**

This section covers the entry of product quantities when receiving a delivery at the establishment.

- In the upper right corner, select New Entry → Via Delivery Note.
- A list of all suppliers will appear. After selecting the supplier, click Add Packaging to display the products and their associated packaging for that supplier.

**Choose the way of the entry of the stock**

By request to a supplier (5)



Through a goods receipt

**Choose a supplier**

Skip this step



ag



Alligro



Costa Coffee



Dupanquier



Gastroner



Georgien OOD



Kaufland



Lidl



Prodega



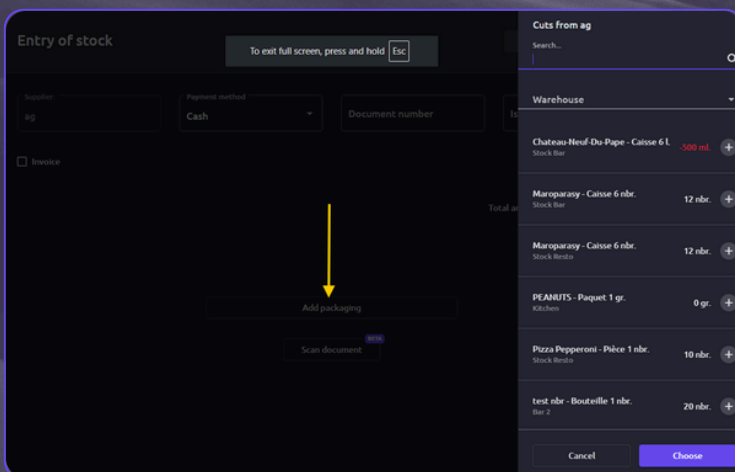
Supplier

## BACK OFFICE

### 3.4.1 ENTRY OF PRODUCTS

#### PRODUCTS

This section covers the entry of product quantities when receiving a delivery at the establishment.



Entry of stock

To exit full screen, press and hold **Esc**

Supplier: ag Payment method: Cash Document number: [blank]

☐ Invoice

Add packaging

Scan document

Cuts from ag

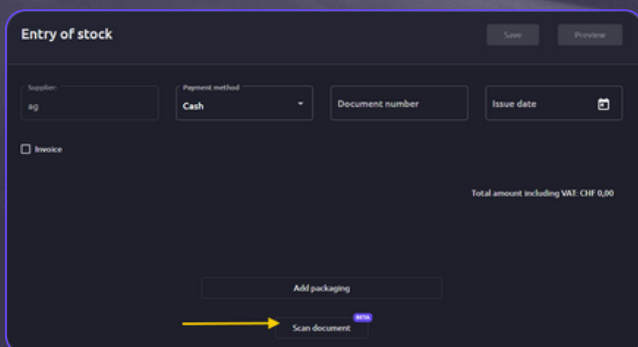
Warehouse

Product	Quantity
Chateau-Neuf Du Pape - Caisse 6 L. Stock Beer	500 nbr.
Manopary - Caisse 6 nbr. Stock Beer	12 nbr.
Manopary - Caisse 6 nbr. Stock Beer	12 nbr.
PEANUTS - Paquet 1 gr. Kitchen	0 gr.
Pizza Pepperoni - Pisce 1 nbr. Stock Beer	10 nbr.
test nbr - Bouteille 1 nbr. Bar 2	20 nbr.

Cancel Choose

#### Recording via Document Scanning

- Simply take a photo of the delivery note in a compatible format. From there, the software handles the digital processing—no additional program is required.
- The software then automatically scans and extracts the data, without the need for any specific external application.



Entry of stock

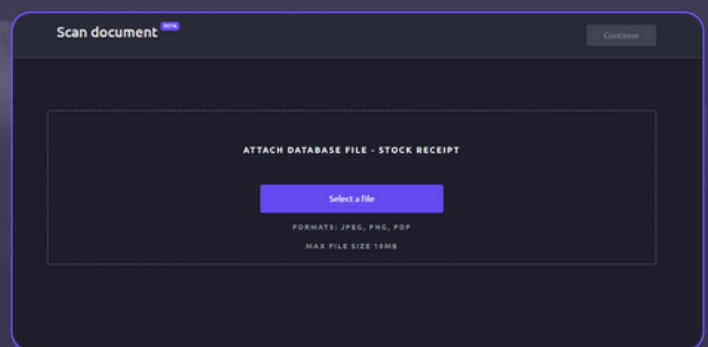
Supplier: ag Payment method: Cash Document number: [blank] Issue date: [blank]

☐ Invoice

Total amount including VAT: CHF 0,00

Add packaging

Scan document



Scan document

ATTACH DATABASE FILE - STOCK RECEIPT

Select a file

FORMATS: JPEG, PNG, PDF  
MAX FILE SIZE 10MB

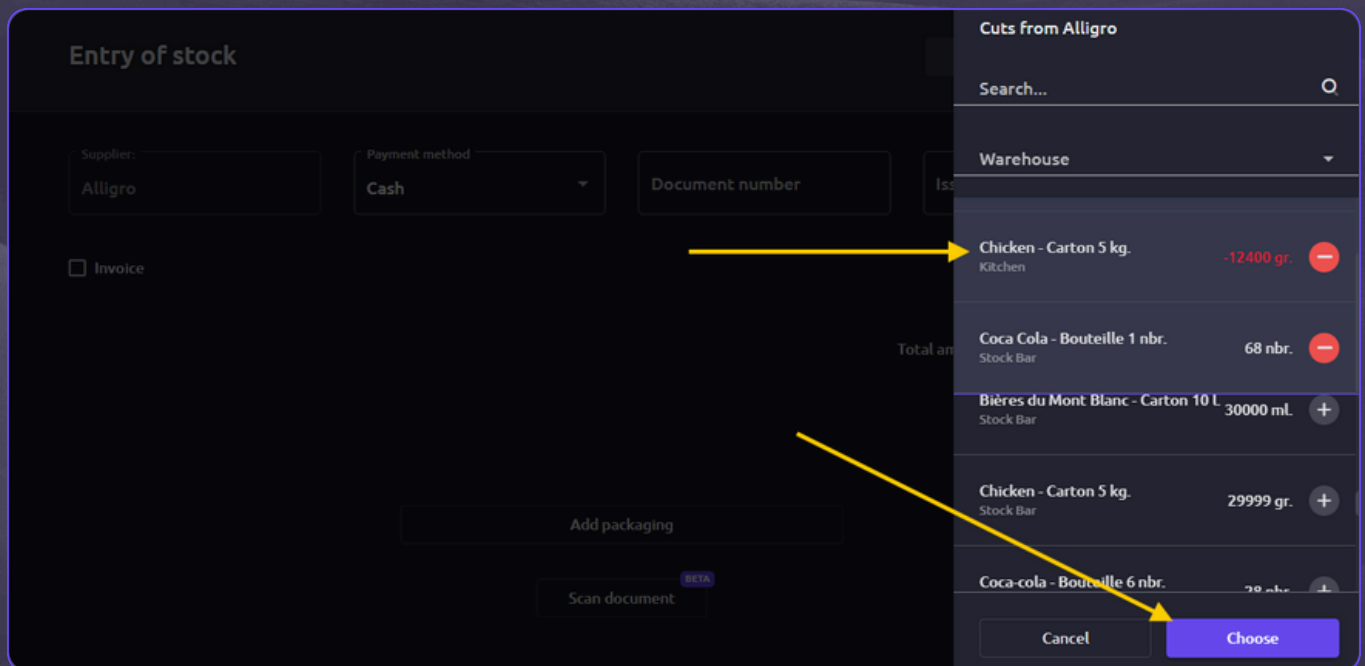
## BACK OFFICE

## 3.4.2 ENTRY OF PRODUCTS

## PRODUCTS

This section covers the entry of product quantities when receiving a delivery at the establishment.

- **Manual Entry of Goods**
- From Add Packaging, select the previously created products.
- You can select multiple products at once, not just one by one.



The screenshot shows the 'Entry of stock' interface. The main form has fields for 'Supplier' (Alligro), 'Payment method' (Cash), and 'Document number'. There is an 'Invoice' checkbox. A sidebar on the right, titled 'Cuts from Alligro', lists products with their quantities and a 'Choose' button. A yellow arrow points from the 'Add packaging' button to the sidebar, and another yellow arrow points from the 'Scan document' button to the 'Choose' button.

Product	Quantity	Action
Chicken - Carton 5 kg. Kitchen	-12400 gr.	-
Coca Cola - Bouteille 1 nbr. Stock Bar	68 nbr.	-
Bières du Mont Blanc - Carton 10 L Stock Bar	30000 mL	+
Chicken - Carton 5 kg. Stock Bar	29999 gr.	+
Coca-cola - Bouteille 6 nbr.	78 nbr.	+

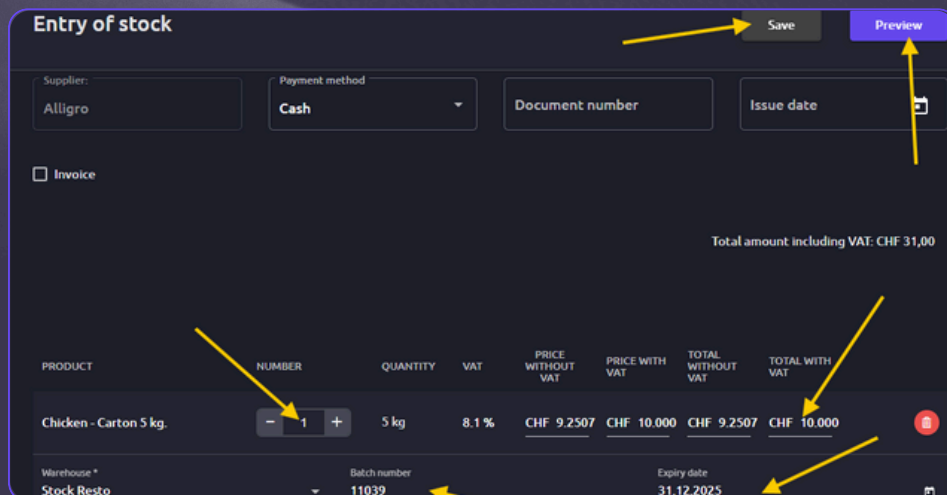
## BACK OFFICE

### 3.4.3 ENTRY OF PRODUCTS


#### PRODUCTS

This section covers the entry of product quantities when receiving a delivery at the establishment.

- In the list of selected products, enter the quantity received for each item.
- The “Quantity” field accepts decimal values, not only whole numbers.
- The Net Price (excl. VAT) and Gross Price (incl. VAT) fields refer to the unit price of the packaging, while the Total Net and Total Gross fields represent the total delivered value.
- You simply need to enter the total amount shown on the delivery note (for example: 100 levs incl. VAT).
- The software automatically calculates the remaining fields.
- Once the quantity and the corresponding purchase price are entered, the software automatically saves this value.
- During the next entries, the last purchase price will be displayed as a reference.
- The Batch Number and Expiration Date fields are optional.
- However, if you choose to enter this information, please note that the Information module keeps a report of all expiration dates.
- This report can be presented during an official inspection by the National Food Safety Agency.
- Depending on the format required by the authorities, this data can be exported to Excel, then printed or sent by email.
- The goods entry document can be saved (using the Save button), but this does not mean that the quantities have been added to the warehouse.
- Saving a document only allows you to return to it later to edit or delete it.
- Once Check and Record Goods is selected, the goods are added to the warehouse and the document becomes locked (it can no longer be modified).
- In case of an error during entry, please contact our support center.
- The recording date corresponds to the day on which the quantities are added to the warehouse.
- It is not possible to record a delivery with a past date.




**Entry of stock**

Supplier: Alligro    Payment method: Cash    Document number:    Issue date: 

☐ Invoice

Total amount including VAT: CHF 31,00

PRODUCT	NUMBER	QUANTITY	VAT	PRICE WITHOUT VAT	PRICE WITH VAT	TOTAL WITHOUT VAT	TOTAL WITH VAT
Chicken - Carton 5 kg.	- 1 +	5 kg	8.1 %	CHF 9.2507	CHF 10.000	CHF 9.2507	CHF 10.000

Warehouse \*: Stock Resto    Batch number: 11039    Expiry date: 31.12.2025 

## BACK OFFICE

## 3.5 WRITING OUT PRODUCTS (OUTPUT)

**PRODUCTS**

Products output is the opposite of the entry of products. Just as quantities can be added to the stock, they can also be removed through the output module.

## 3.6 SCRAPPING OF PRODUCTS

**PRODUCTS**

This operation is identical to goods output, but it applies to products that are being discarded (losses or damaged items).

## 3.7 SCRAPPING OF PRODUCTS

**PRODUCTS**

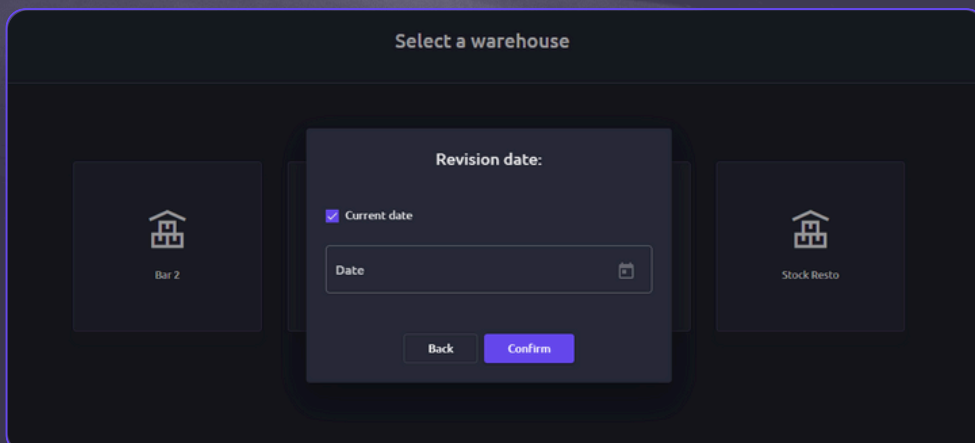
In the upper right corner, click New Inventory. Select the warehouse where the inventory will be performed.

**Inventory Date** – The software requires the date on which the inventory was carried out, meaning the date when the quantities were physically counted.

If the quantities were counted the day before but have not yet been entered into the software, they can be added later by specifying the counting date and time when creating the inventory.

If the current date is selected, the software will generate quantities based on the stock levels at the time of entry.

The revision can be performed on specific products or on entire categories.



## BACK OFFICE

## 3.8 PRODUCTION

**PRODUCTION | MENU**

This section allows you to produce batches of in-house items (products created through the Production module).

Each production generates a specific batch with full traceability, based on the products and quantities defined in the corresponding recipe.

## 3.9 RELOCATION OF PRODUCTS (STOCK TRANSFER)

**STOCKS**

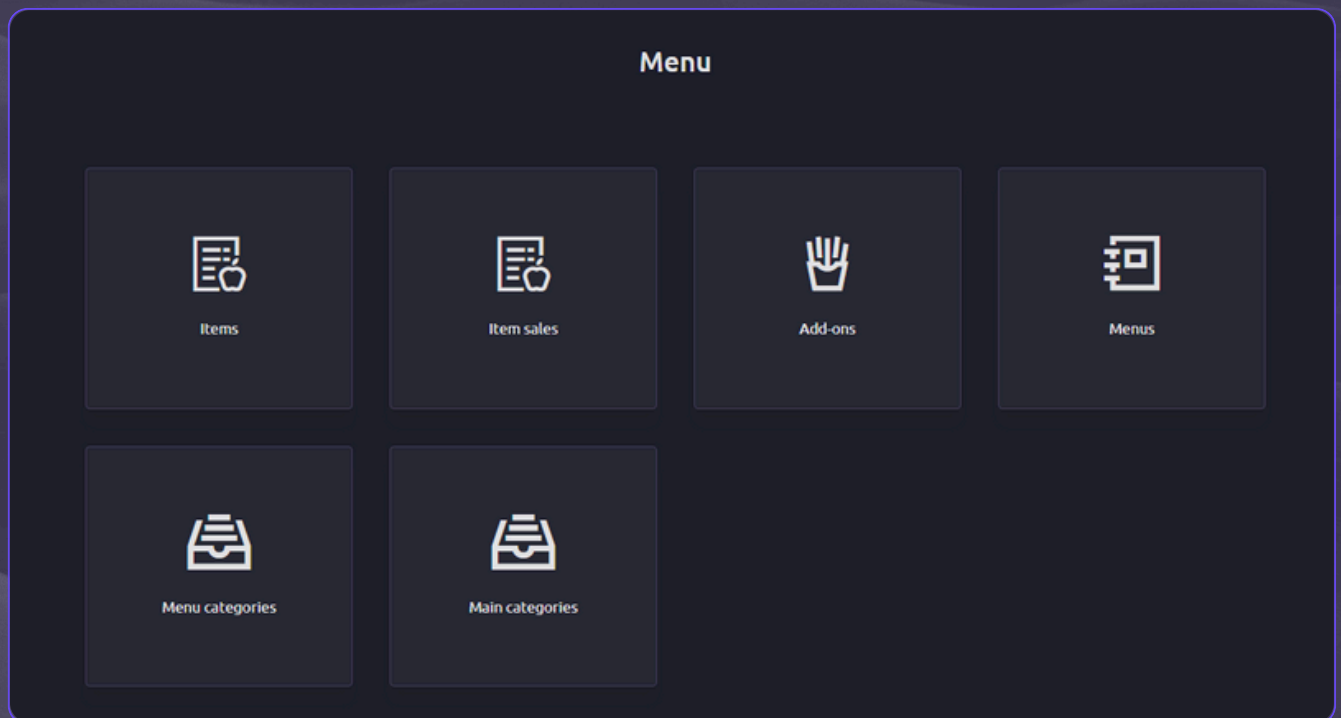
This function allows you to transfer a given quantity of a product from one warehouse to another.

For example, moving 10 kg of flour from the main stock to the kitchen stock.

## 4. MENU

## MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.



## 1. MENUS

**By default, a main menu is already created.** Additional menus can be added later (for example: Daily Menu, Summer Menu, Drinks Menu).

Each menu can have a defined **validity period** (start and end dates). Once the period has expired, the menu becomes invisible to the server.

It is also possible to manually activate or deactivate a menu, depending on the needs of the establishment.



## BACK OFFICE | POS


## 4. MENU

## MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 1. Menus

**Menus - list**

 Create menu	<b>Menu Principal</b> 50 RECIPES <b>ACTIVE</b>	<b>Drink</b> 1 RECIPES <b>INACTIVE</b>	<b>Promo Menu</b> 4 RECIPES <b>ACTIVE</b>
<b>Menu midi</b> 0 RECIPES <b>ACTIVE</b>	<b>Baguette</b> 1 RECIPES <b>ACTIVE</b>	<b>Entree</b> 1 RECIPES <b>ACTIVE</b>	<b>Sharing</b> 1 RECIPES <b>ACTIVE</b>
<b>A emporter</b> 2 RECIPES	<b>Delivery</b> 3 RECIPES	<b>Favoris</b> 0 RECIPES	<b>Evènement menu</b> 2 RECIPES

**Create a menu** Create

**Information**

<b>Menu name *</b>	<b>Period from</b>
<b>Status</b> Active	<b>Period to</b>
<input type="checkbox"/> Default	

## BACK OFFICE | POS

## 4. MENU

## MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

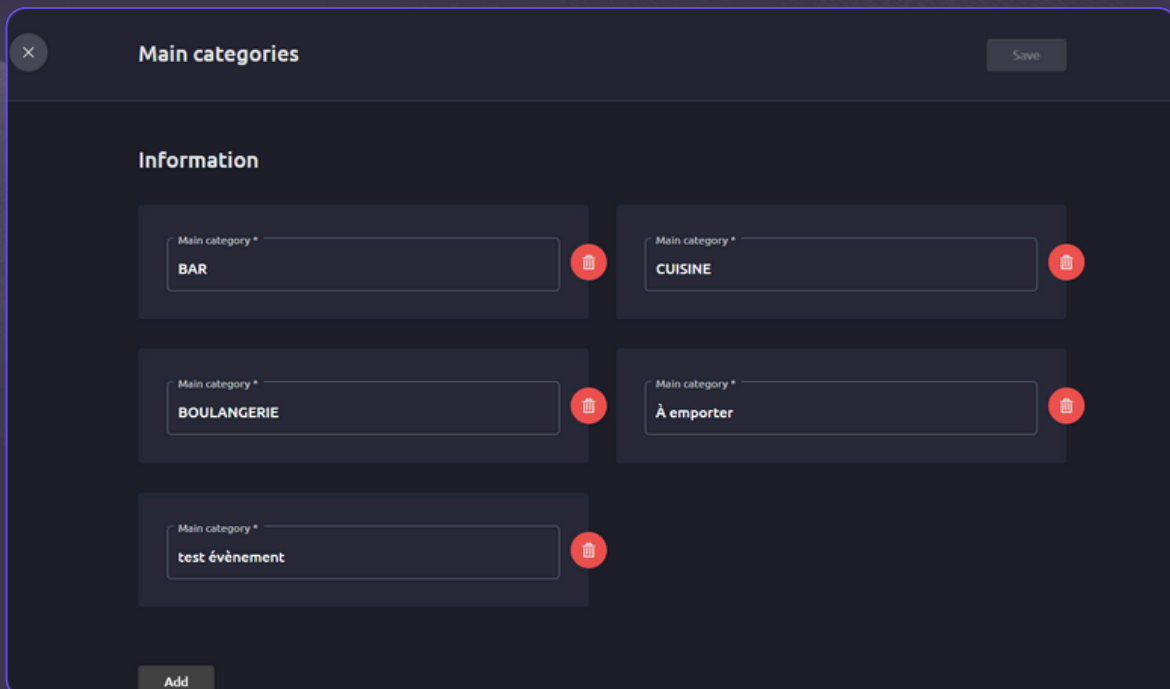
## 2. Add-ons

**This section allows you to create add-ons or options** (for example: “cheese,” “sauce,” “extra meat”) that can be linked to a main item.

Add-ons cannot be ordered separately; they must always be associated with an existing item.

## 3. Main categories

Main categories group the major sections of the menu, such as Bar and Kitchen. Each main category can contain multiple subcategories.



## 4. MENU

### MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 4. Menu Categories

**Menu categories are the subcategories linked to a main category (e.g., Salads, Main Courses, Desserts).**

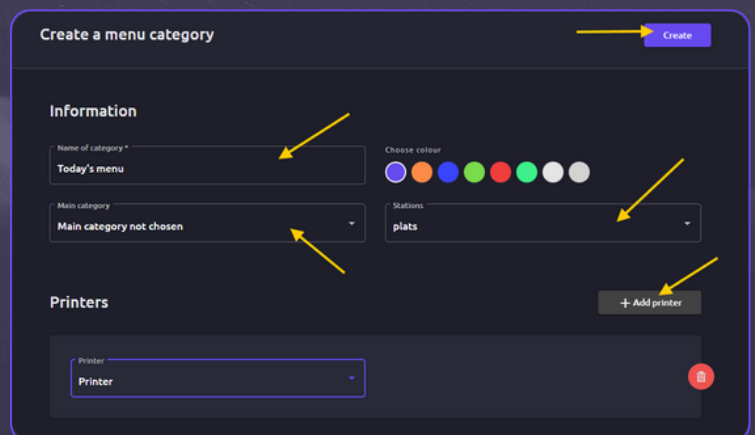
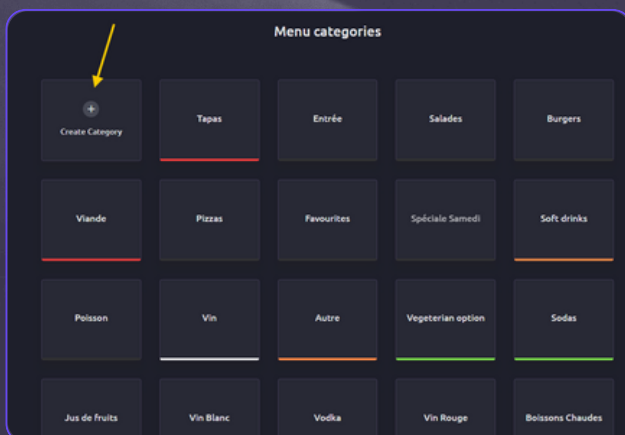
By clicking **Create** Category, enter the name of the subcategory (for example: Salads, Main Courses, Desserts).

Each subcategory must be assigned to a main category (e.g., Salads → Kitchen, Non-Alcoholic Beverages → Bar).

Optionally, each category can be associated with a kitchen **printer** or a KDS (Kitchen Display System).

Select an identification color for the category, then click **Create**.

Categories can be rearranged manually. The order in which you arrange them will correspond to the display order in the POS (Point of Sale interface).





#### 4. MENU

##### MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 5. Items

**This section allows you to create all items, including their recipes and sales prices.** From the upper right corner, click **Create** Item.

The creation process consists of five steps.

### STEP 1 : General Information

Cette étape est obligatoire lors de la création d'un article.

**Item Name** – Enter the name of the item as it should appear on the screen and on the fiscal receipt.

**Menu Category** – Select the menu category where the server will find this item.

**Preparation Time and Production Station** – These two fields appear only if the restaurant uses a **KDS** (Kitchen Display System).

These settings define on which screen (or production station) the order should appear and can optionally indicate an estimated preparation time..



## 4. MENU

### MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 5. ITEMS

### STEP 1 : General informations

This step is mandatory when creating an item.

**Note :** Even if the allotted preparation time is exceeded, the order remains displayed on the screen until it is validated.

**Unit of Measure and Quantity** – These settings depend on how the item price is defined. In most cases, the unit is 1 piece, meaning the recipe and price correspond to a single serving. In establishments equipped with a scale, the price is calculated per kilogram. The POS then allows entry of the exact weight and automatically calculates the corresponding price.

**Barcode – Fill in only if the product is scanned by barcode.** If the product and the item are identical (for example: a bottle of Coca-Cola), and the barcode is already defined at the product level, there is no need to re-enter it for the item. When the product is added to the recipe, the barcode is automatically assigned to the item.

**No Discount** – This option prevents discounts from being applied to certain items. For example: items already on promotion or products with regulated prices (tobacco, alcohol, etc.). When a discount is applied to an entire ticket, items marked as non-discountable retain their full price.

**Display of Remaining Portions** – The software calculates in real time, based on stock and recipes, the number of portions available for sale. The displayed number is indicative. If an ingredient is missing, the server will see “0,” but the sale will not be blocked.

This option is particularly useful for items produced in-house.

**Printers** – If multiple printers are used in the establishment, a specific printing device can be assigned to each item (e.g., kitchen printer, bar printer, pastry printer, etc.).

## BACK OFFICE | POS

## 4. MENU

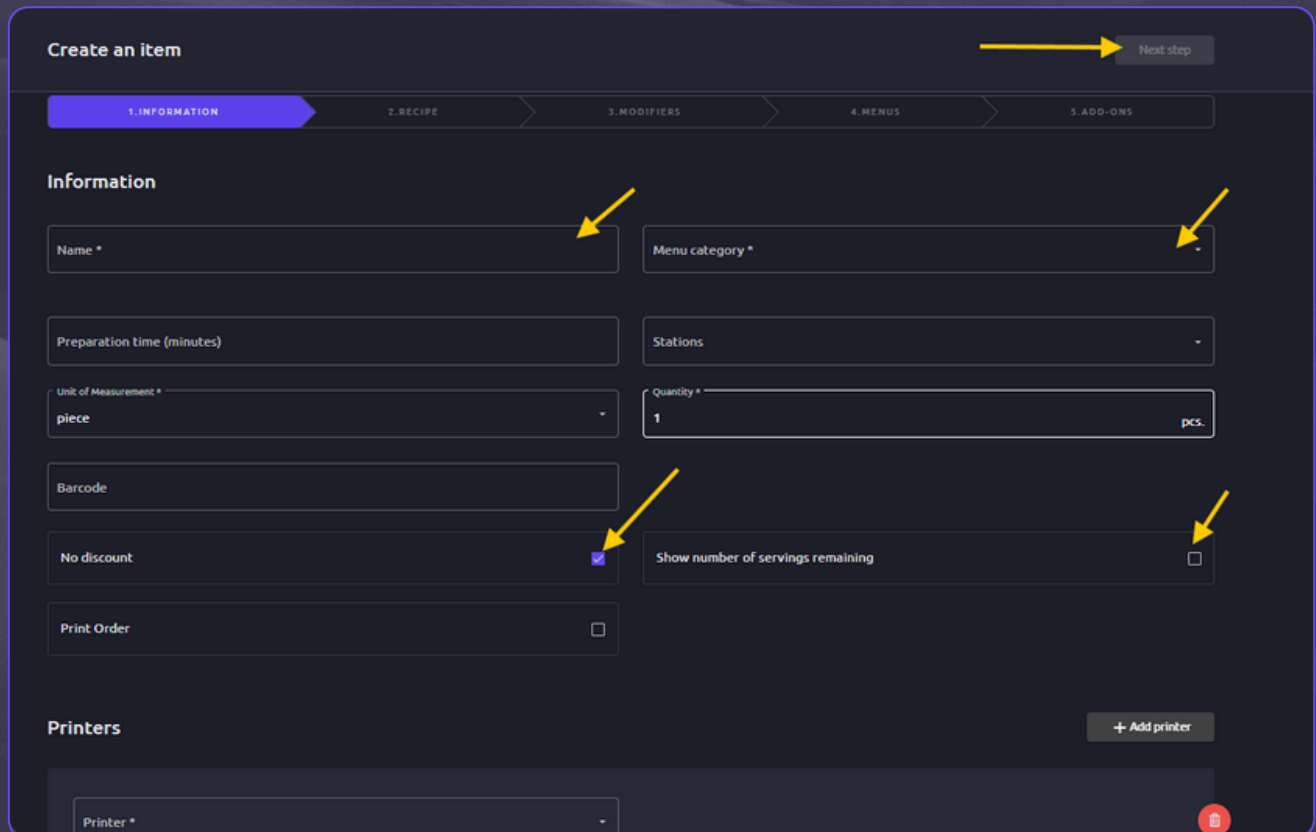
## MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 5. Items

## STEP 1: General informations

This step is mandatory when creating an item.



## 4. MENU

## MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 5. Items

## STEP 2 : RECIPE

This step involves creating the item's recipe, meaning linking the item to products available in stock. Creating a recipe is not mandatory, but it is highly recommended for stock tracking and automatic cost calculation.

**Add a Product** – Select the products that make up one serving of the recipe (if the unit is 1 piece). Once the products are added, enter the weight or quantity used for each ingredient in the Quantity field. It is recommended to include a loss margin (spillage, waste, cooking) rather than entering only the portion served to the customer.

If the unit of measure was set to 1 kg in Step 1, the recipe must correspond to the composition for 1 kg.

If the products have a VAT-inclusive purchase price or a unit price defined in their packaging, the software automatically calculates the total cost of the recipe (excluding VAT). You can choose the cost calculation method:

1. Weighted Average Price
2. Last Recorded Purchase Price

The cost of production corresponds to the purchase price excluding VAT for each ingredient, multiplied by the quantity used in the recipe.

**“Mandatory Ingredient” Option** – This allows you to define which ingredients are required and which can be removed at the customer's request. Each recipe must include at least one mandatory ingredient.

Example: In a Mediterranean salad recipe, onion can be marked as optional (checkbox unchecked). If a customer orders the salad without onion, the server can remove the ingredient directly from the POS. The system will notify the kitchen to serve the salad without onion, and stock will not be deducted for that ingredient.

**Add Existing Recipe** – This option allows you to incorporate a recipe that has already been recorded in another item (e.g., house sauce used in multiple dishes).

## 4. MENU

### MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 5. Items

### STEP 2 : RECIPE

This step involves creating the item's recipe, meaning linking the item to products available in stock. Creating a recipe is not mandatory, but it is highly recommended for stock tracking and automatic cost calculation.

Create an item

Previous step

Next step

COST PRICE

CHF 42,24

Type

Average

1. INFORMATION

2. RECIPE

3. MODIFIERS

4. MENUS

5. ADD-ONS

Allergens

Milk and dairy products

Sulphur dioxide and sulphites

Eggs

+ Add recipe

+ Add product

Ingredients

Product

chicken wings

Quantity\*

4

kg

Unit of Measurement\*

kilogram

Warehouse

Kitchen

Cost price

CHF 37,00

Required

☒

Product

Coca-cola

Quantity\*

1

pcs.

Unit of Measurement\*

piece

Warehouse

Stock Bar

Cost price

CHF 0,00

Required

☐

## BACK OFFICE | POS

## 4. MENU

## MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

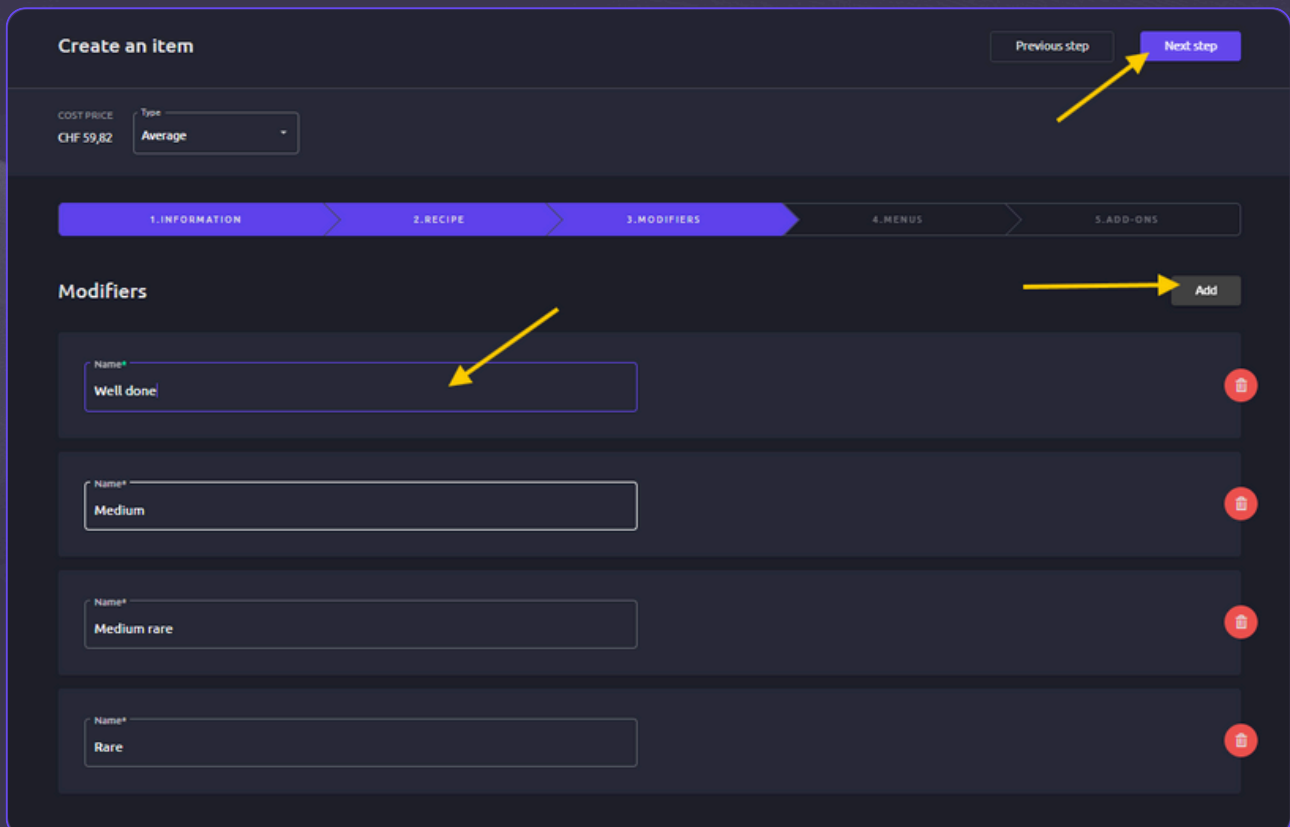
## 5. Items

## STEP 3 : Modifiers

This step is optional.

A modifier is a **predefined note** or **customization option** for the item.

**Example:** For an espresso coffee, modifiers could be long, regular, or short.  
If no modifier is defined, the server can add a manual comment when taking the order.



The screenshot shows the 'Create an item' interface. At the top, there are 'Previous step' and 'Next step' buttons. Below them, the 'COST PRICE' is set to 'CHF 59.82' and the 'Type' is 'Average'. A progress bar indicates the current step is '3. MODIFIERS', with other steps being '1. INFORMATION', '2. RECIPE', '4. MENUS', and '5. ADD-ONS'. The 'Modifiers' section contains a list of predefined modifiers, each with a 'Name\*' field and a delete icon. The first modifier is 'Well done', the second is 'Medium', the third is 'Medium rare', and the fourth is 'Rare'. A yellow arrow points to the 'Add' button at the top right of the modifiers list.

## 4. MENU

**MENU MODULE**

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

**5. Items****STEP 4 : Menus**

This step allows you to add the item to the menus in which it should appear.

If the item is not associated with a menu, it will have no price and will not be visible to servers in the POS.

The same item can appear in multiple menus with different prices (e.g., daily menu, main menu, room service, etc.).

Click Add and select the desired menu.

Set the applicable VAT rate.

In the Sales Price field, enter the final price including VAT for the item.  
The software automatically calculates the margin and markup percentage (%) based on the purchase cost (cost price) and the sales price.

# BACK OFFICE | POS

## 4. MENU

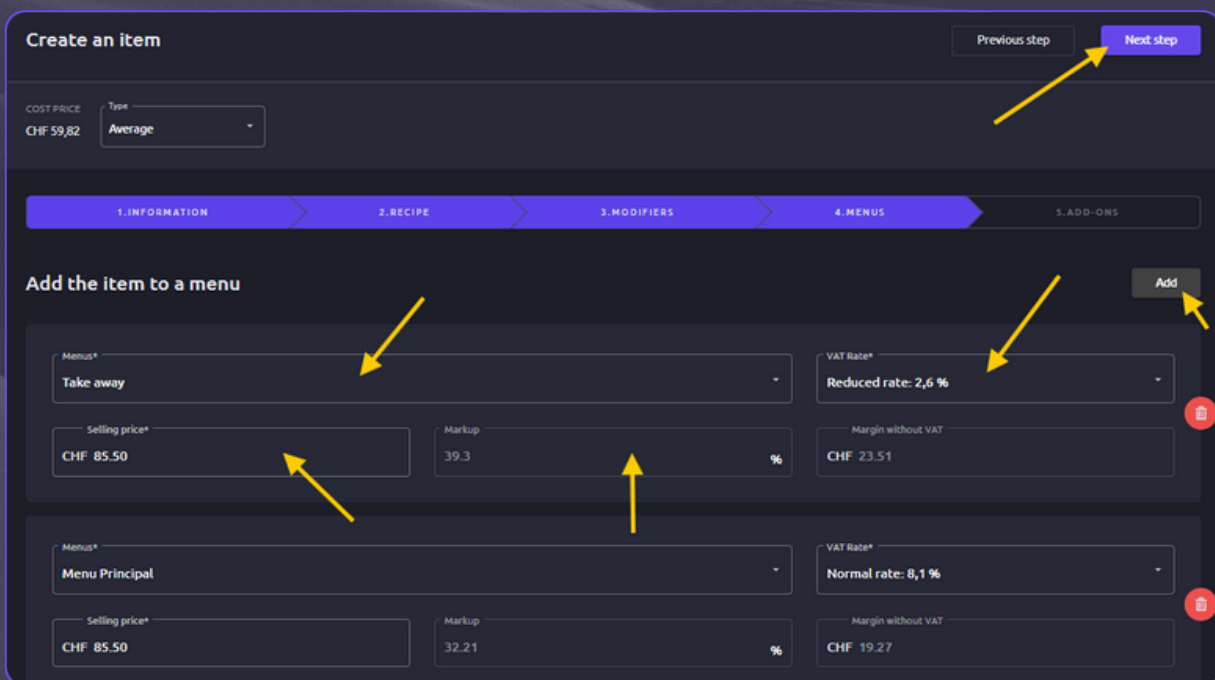
### MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 5. Items

### STEP 4 : Menus

This step allows you to add the item to the menus in which it should appear.



### Markup and Margin Calculation Formulas

- **Margin (excl. VAT / Profit) = Net Sales Price – Net Cost Price**
- **Markup Rate (%) = (Margin Value ÷ Cost Price) × 100**

### Removing VAT from the Gross Price (TTC):

- **For VAT at 8.1%, divide the gross price by 1.081**
- **For VAT at 2.6%, divide by 1.026**

## 4. MENU

**MENU MODULE**

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

**5. Items****STEP 5 : Add-ons**

This step is optional and is useful for adding specific add-ons to an item.

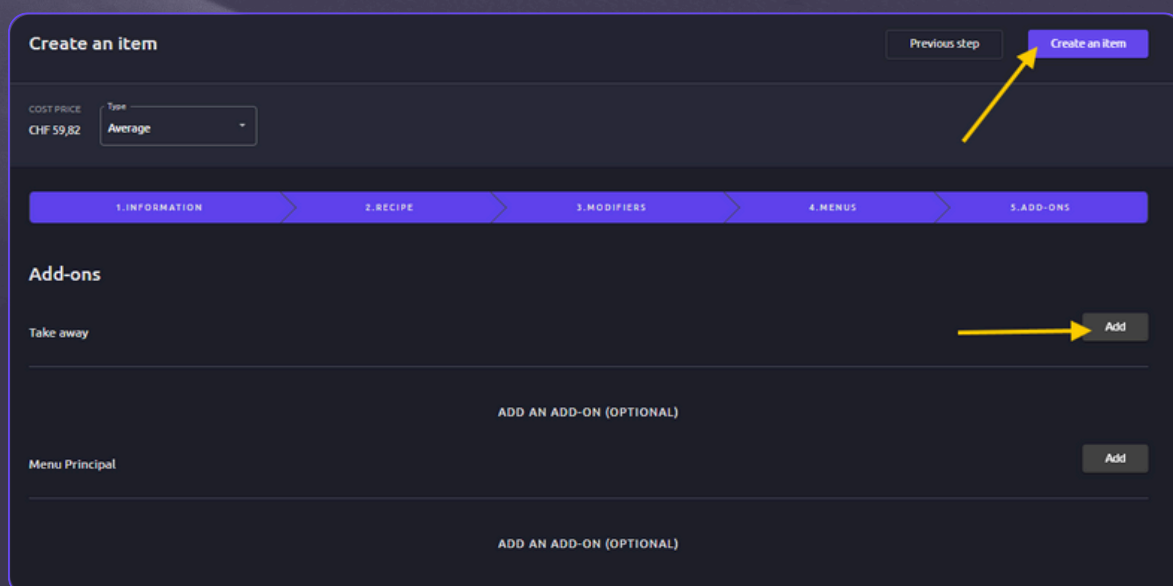
If add-ons have been created in the Add-ons menu, they can be linked here to the relevant item.

**Benefits of linking add-ons to an item:**

When a server selects an add-on, it appears under the main item in the order. This allows the kitchen or bar to immediately know which dish or drink the add-on is associated with, without any manual comment.

If the add-on is added as a separate item, it appears on a separate line and the server must add an explanatory note.

Once all steps are completed, click Create Item in the upper right corner.



## 4. MENU

## MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

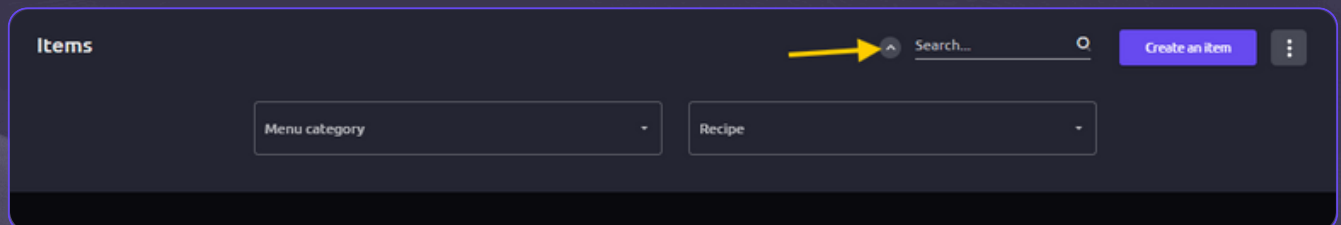
## 5. Items

## STEP 5 : Add-ons

This step is optional and is useful for adding specific add-ons to an item.

In the item list, all created items are visible. The pencil icon on the right allows you to edit an existing item.

To the left of the Search field, an arrow allows you to filter items by category, with or without a recipe.



In the upper right corner, the three dots allow you to export the complete item list to Excel, including their recipes (file named "Recipe Book").

By default, items in the POS appear in alphabetical order.  
The order of items within each category can be manually customized.

## 4 . MENU

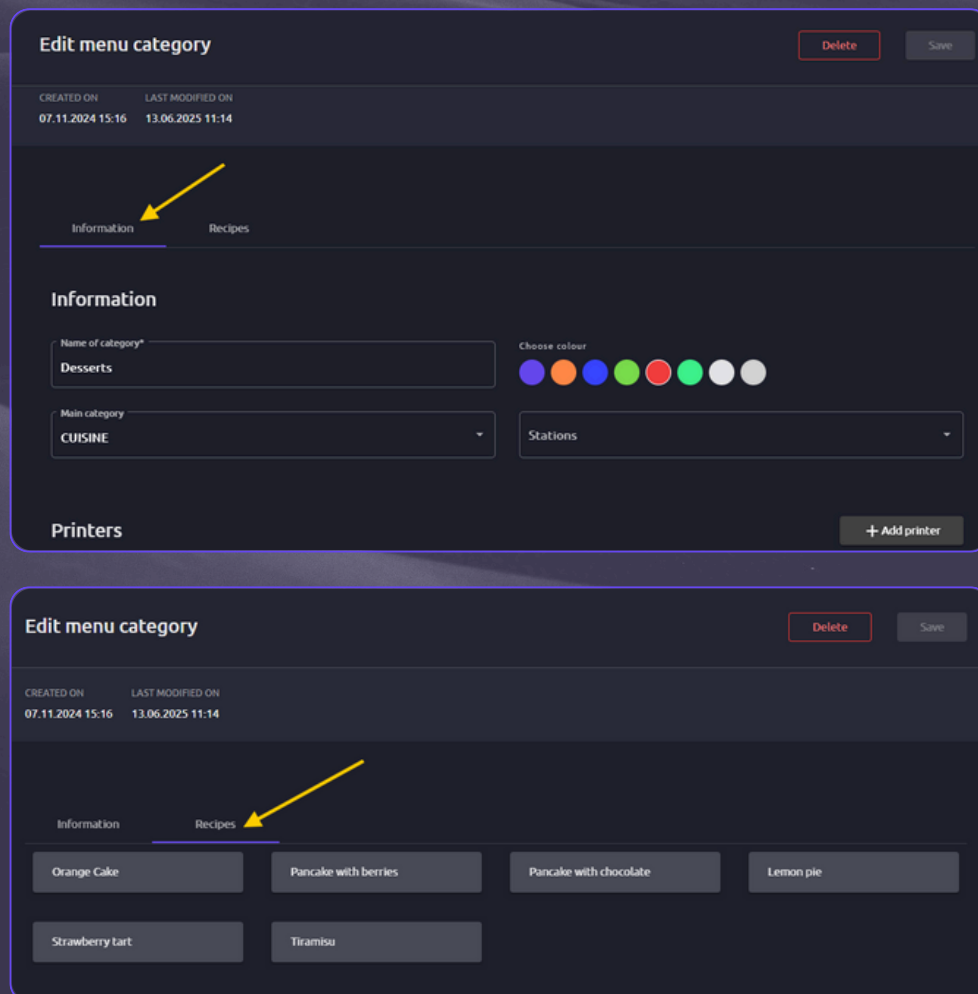
## MENU MODULE

The Menu module is used to create and organize the main menu. All items created here will be visible and available for servers to use in the POS.

## 5. Items

## STEP 5 : Add-ons

This step is optional and is useful for adding specific add-ons to an item.



The screenshot displays the 'Edit menu category' interface, which is divided into two main sections: 'Information' and 'Recipes'.

**Information Tab:** This tab is selected and highlighted with a yellow arrow. It contains the following fields:

- CREATED ON:** 07.11.2024 15:16
- LAST MODIFIED ON:** 13.06.2025 11:14
- Name of category\*:** Desserts
- Choose colour:** A row of seven colored circles (blue, orange, green, red, purple, white, grey).
- Main category:** CUISINE (dropdown menu)
- Stations:** (dropdown menu)
- Printers:** + Add printer (button)

**Recipes Tab:** This tab is also highlighted with a yellow arrow. It displays a grid of recipe cards:

- Orange Cake
- Pancake with berries
- Pancake with chocolate
- Lemon pie
- Strawberry tart
- Tiramisu

## BACK OFFICE | POS

## 5. CASH REGISTER

**CASH REGISTER**

This module concerns the cash register/fiscal device used in the establishment.

**The module allows the following operations to be performed:**

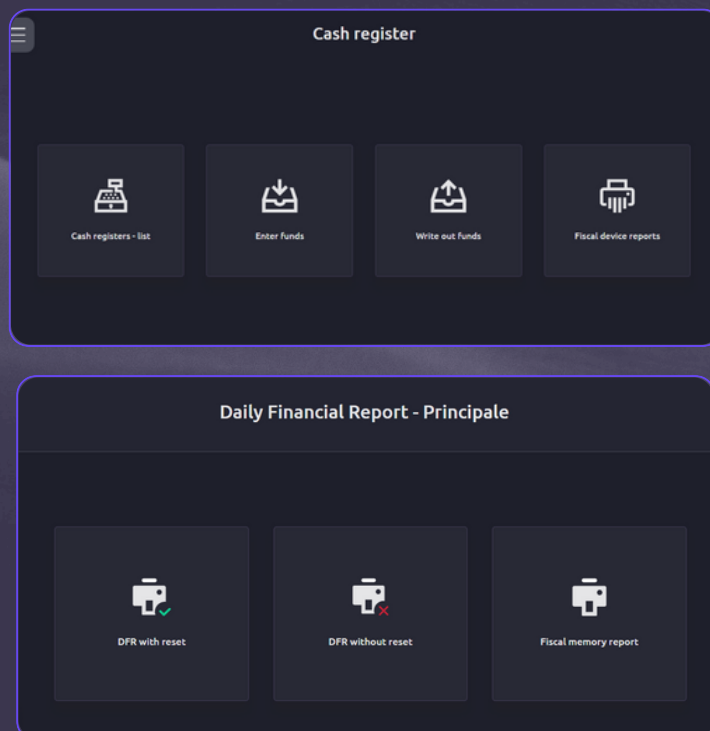
➤ **Cash In** – for example: “cash float” or “starting change.”

➤ **Cash Out** – if money needs to be removed from the register (for example, to pay for a purchase).

➤ **Fiscal Reports (Fiscal Device)**

Select the relevant cash register, then choose the desired report type:

- Z Report – Daily financial report with reset.
- X Report – Intermediate report without reset.
- Fiscal Memory Report – Report for a defined period (e.g., monthly report).



## BACK OFFICE | POS

## 6. SETTINGS

## 6.1 SYSTEM SETTINGS

**Billing Data** – It is recommended to enter your company information in advance (name, address, VAT number, etc.).

If you issue invoices through the software, you must set the starting invoice number and the billing range.

If the establishment operates as self-service, enable the Quick Order option.

It is possible to define a default table or room for orders.  
A Show Change option can be enabled as needed.

## System settings

☒ Prohibition on printing turnover.

Prohibition on printing turnover when there are unfinished accounts

☐ Dividing line between items in the receipt

Dividing line when ordering in the brand's kitchen between items

## Invoice details

Company name

Hype Soft Sarl

UIC of the company

123456789

Company address

-

Manager of the company

-

VAT Number of the company

-

Name of the city

Geneve

Only if it is registered for VAT

Next invoice number

22

End of invoicing range

9999999999

InternalList.Invoice\_Range

Payment term

0

Invoice payment term in days after issue date

Name of the bank

Name of the bank

BIC bank code

BIC bank code

IBAN

IBAN

Invoice logo



## BACK OFFICE | POS

## 6. SETTINGS

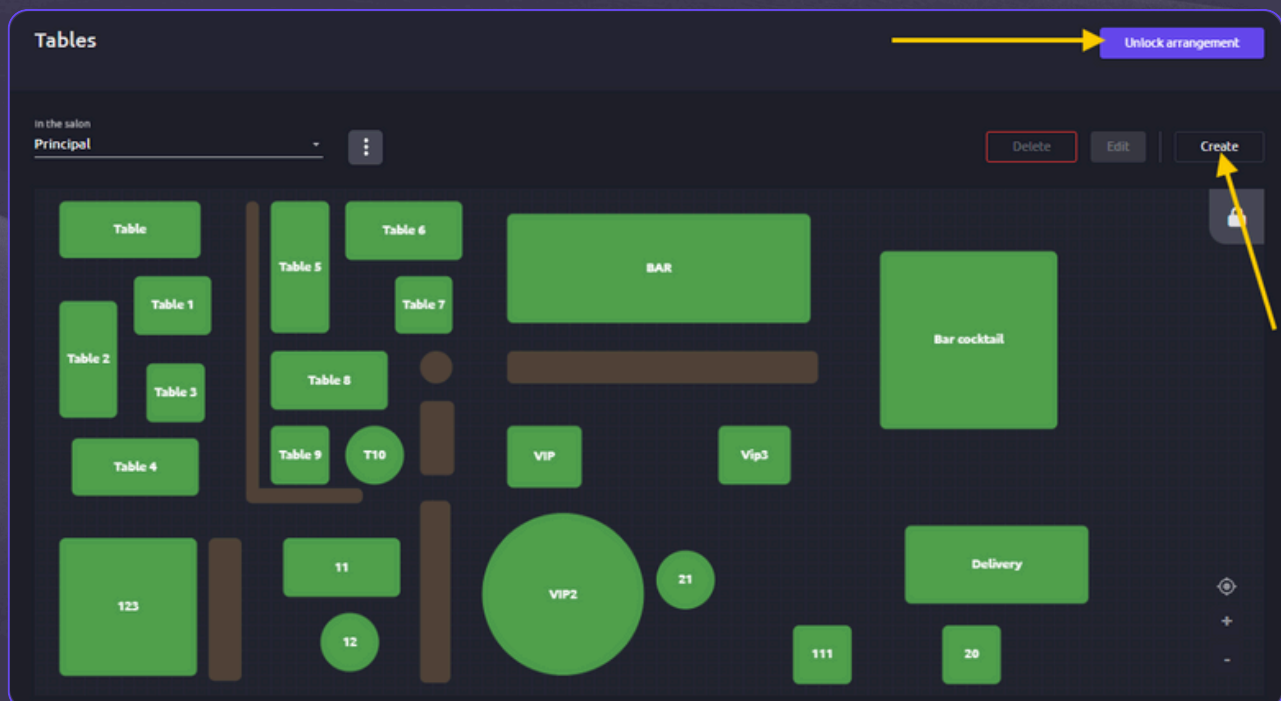
## 6.2 TABLES

This section allows you to create the floor plan of the establishment, displayed in the POS.

You can create multiple zones or rooms, and name each table by number or custom name (e.g., T1, Terrace, Bar...).

To modify the table layout, click **Unlock Layout**.

Once the changes are made, click **Save** to store the new layout.



### 6. SETTINGS

#### 6.3 USER ROLES

This section contains predefined user profiles, each corresponding to a function with specific access rights (e.g., server, cashier, manager...).

The **Administrator** role has all rights.

The **pencil icon** on the right of each role allows you to **modify** permissions.

**Access** indicates that the role has the right to use the function.

**Quick Access** grants temporary permission, validated by the password of an authorized user.

In the upper right corner, the **Create** button allows you to add new custom roles with specific rights.

Change of role

Delete

Save

To exit full screen, press and hold Esc

CREATED ON

25.03.2024 17:09

LAST MODIFIED ON

13.05.2024 10:44

Information

Name\*

Serveur 1

Rights

Description	Access	Quick Access
Gives the user the right to create and manage the accounts created by him.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gives the user the right to log in, order, close all accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
It entitles the user to move an account from one table to another.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gives the user the right to split an account.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allows the user to add a discount manually.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gives the user the right to cancel orders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Enables the user to add a client by searching the system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>



## BACK OFFICE | POS

### 6. SETTINGS

#### 6.4 USERS

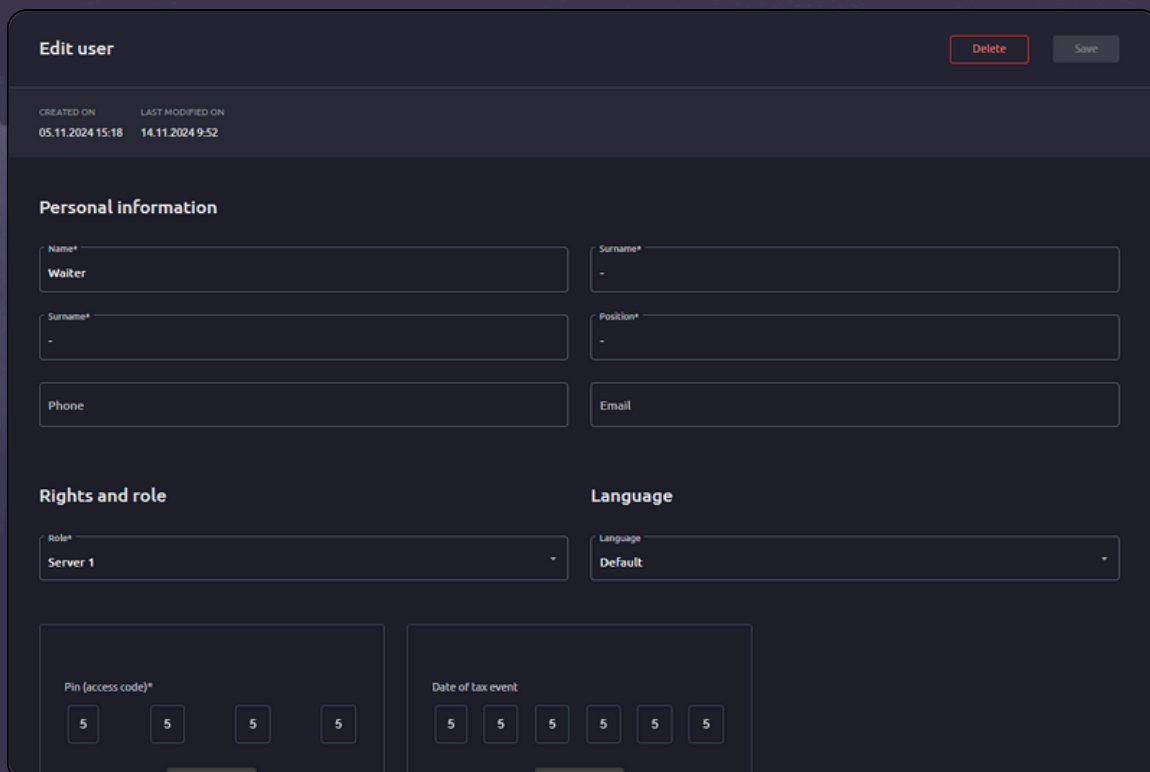
This section allows you to register operators (staff members).

Click **Create** (in the upper right corner) and fill in the mandatory fields: first name, last name, and position. Select the role corresponding to the employee's permissions.

Enter a 4-digit **PIN code** for **system access**, or let the software generate one automatically.

The **Administrator** user corresponds to the initial account, with the default password **1234**.

It is **strongly recommended** to change this password after the **first login**.



**Edit user** Delete Save

CREATED ON: 05.11.2024 15:18 | LAST MODIFIED ON: 14.11.2024 9:52

**Personal information**

Name\*  Surname\*

Surname\*  Position\*

Phone  Email

**Rights and role** **Language**

Role\*  Language

Pin (access code)\*

Date of tax event



## BACK OFFICE | POS

## 7. INFORMATION

## INFORMATION

This module groups all reports and statistics generated by the software.

## Performance Reports – Turnover by Operator

By default, the displayed period covers a 24-hour cycle (for example: today from 6:00 AM to tomorrow 6:00 AM). The period can be manually adjusted as needed (day, week, month, etc.).

Once the period is set, the report displays all operators who recorded revenue during that period.

For each operator, the table shows the total sales as well as the breakdown by payment method: cash, card, transfer, etc. The report also indicates if any tables are still open and the total amount of unpaid bills.

On the right of each row, a printer icon allows printing the individual operator report. It is possible to block printing as long as some bills remain open.

Printing the report does not reset the operator's total sales.

At the top of the report, the following are displayed:

- The overall total of closed sales.
- The total after cancellations (storno).
- The total of unpaid bills.

In the upper right corner, the **three-dot menu** allows exporting the report to Excel or printing it directly (on the order printer).

## BACK OFFICE | POS

### 7. INFORMATION

#### INFORMATION

This module groups all reports and statistics generated by the software.

### Performance Reports – Turnover by Operator

Turnover by operator

PERIOD FROM:31.10.2025 6:00

PERIOD TO:01.11.2025 6:00

FISCAL REVENUECHF 3 907,15

NONFISCAL REVENUECHF 0,00

TOTAL TURNOVERCHF 3 907,15

TOTAL TURNOVER AFTER REVERSALCHF 3 907,15

TOTAL UNPAID BILLSCHF 1 680,50

NUMBER OF CUSTOMERS40

Period from31.10.2025 06:00

Period to01.11.2025 06:00

OperatorAll

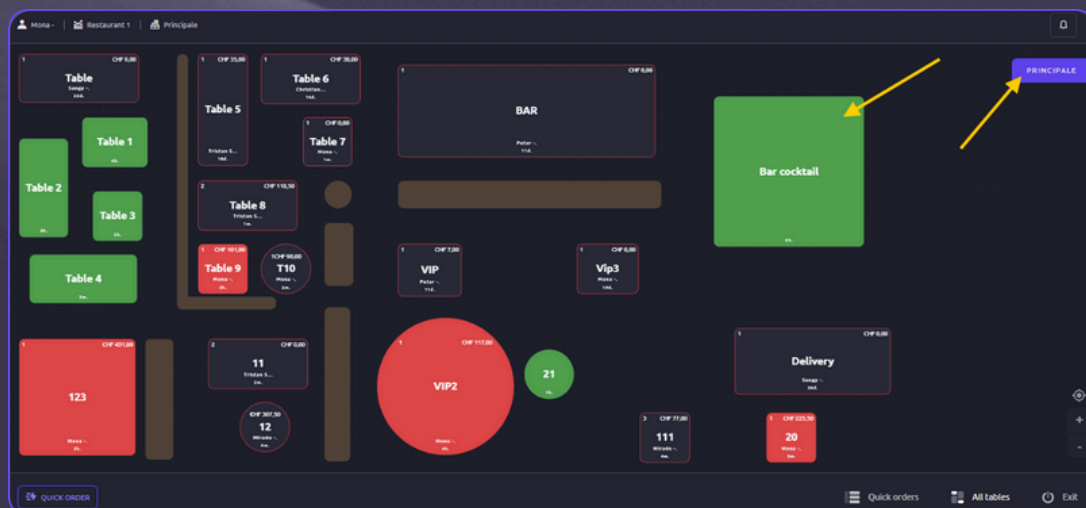
OPERATOR	TURNOVER	CASH	CARD	TIPS	OPEN BILLS	TOTAL UNPAID BILLS	NUMBER OF CUSTOMERS	FISCAL REVENUE	NONFISCAL REVENUE		
MUND -	CHF 3 907,15	CHF 2 031,10	CHF 1 876,05	CHF 34,00	1	CHF 0 14,50	3	CHF 3 907,15	CHF 0,00		
Super Admin	CHF 0,00	CHF 0,00	CHF 0,00	CHF 0,00	1	CHF 0,00	0	CHF 0,00	CHF 0,00		
Hello -	CHF 0,00	CHF 0,00	CHF 0,00	CHF 0,00	3	CHF 10,00	2	CHF 0,00	CHF 0,00		
Peter -	CHF 0,00	CHF 0,00	CHF 0,00	CHF 0,00	2	CHF 7,00	0	CHF 0,00	CHF 0,00		
Mona -	CHF 0,00	CHF 0,00	CHF 0,00	CHF 0,00	5	CHF 147,00	20	CHF 0,00	CHF 0,00		
Tristan SLM	CHF 0,00	CHF 0,00	CHF 0,00	CHF 0,00	11	CHF 266,50	9	CHF 0,00	CHF 0,00		
Looked at -	CHF 0,00	CHF 0,00	CHF 0,00	CHF 0,00	4	CHF 337,50	0	CHF 0,00	CHF 0,00		
Christian -	CHF 0,00	CHF 0,00	CHF 0,00	CHF 0,00	1	CHF 38,00	0	CHF 0,00	CHF 0,00		
TOTAL	CHF 3 907,15	CHF 2 031,10	CHF 1 256,05	CHF 52,65	34	CHF 1 680,50	40	CHF 3 907,15	CHF 0,00		

## PART 2 - POS INTERFACE (POINT OF SALE)

### 1. SYSTEM CONNECTION

#### INFORMATION

Access is granted using a default 4-digit PIN code: **1234**.  
Once logged in, the venue's floor plan appears on the screen.  
In the upper right corner, select the desired room using the **"Choose a Room"** option.



## PART 2 - POS INTERFACE (POINT OF SALE)

### 2. ITEM ENTRY AND ORDER MANAGEMENT

#### MANAGEMENT

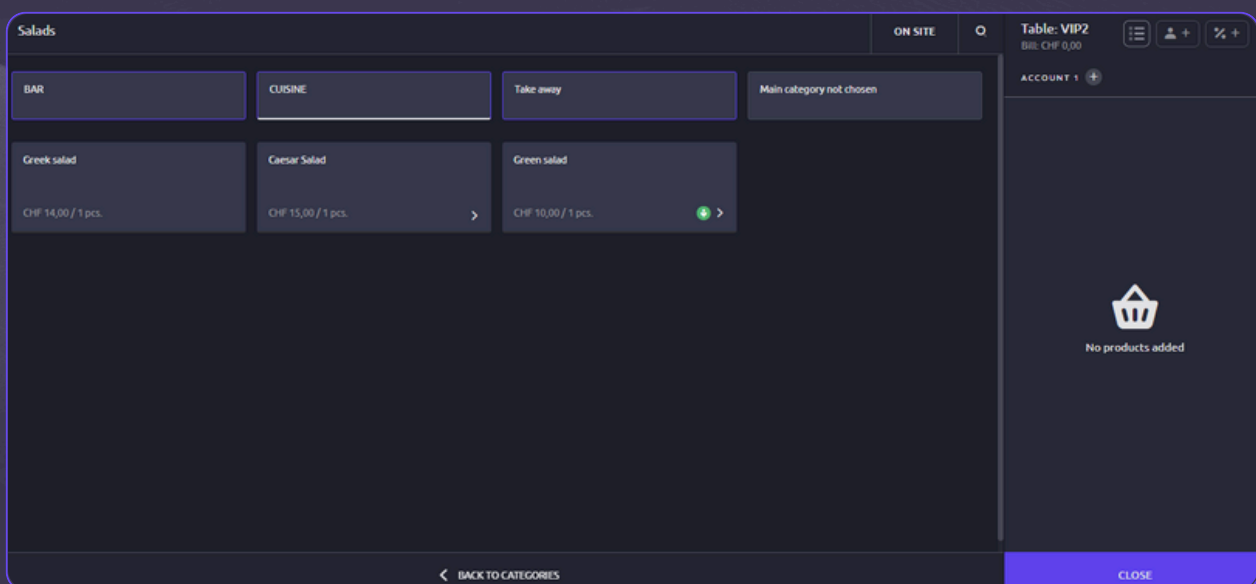
Select the table to which the order should be assigned.

The full menu (main categories and subcategories) will automatically appear.

#### Methods for selecting an item:

1. By navigating through the categories.
2. Or by using the free search bar, without needing to click inside the field first.

Select an item with optional ingredients, modifiers, and add-ons, or select a simple item without customization.

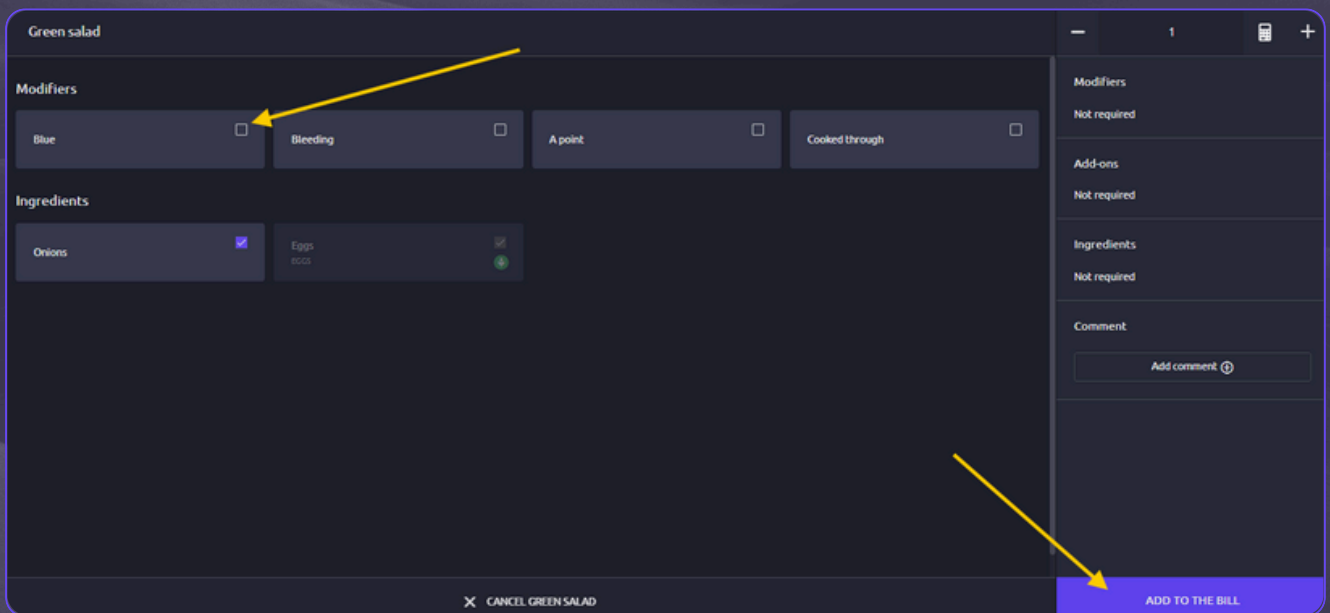


## PART 2 - POS INTERFACE (POINT OF SALE)

### 2. ITEM ENTRY AND ORDER MANAGEMENT

#### MANAGEMENT

Select the table to which the order should be assigned.



The screenshot shows the POS interface for a 'Green salad' item. On the left, there are sections for 'Modifiers' (Blue, Bleeding, A point, Cooked through) and 'Ingredients' (Onions, Eggs). A yellow arrow points to the 'Blue' modifier checkbox. On the right, there is a panel with sections for 'Modifiers' (Not required), 'Add-ons' (Not required), 'Ingredients' (Not required), and 'Comment' (Add comment). At the bottom right, a yellow arrow points to the 'ADD TO THE BILL' button. At the bottom left, there is a 'CANCEL GREEN SALAD' button.

The list of selected items appears on the right side of the screen.

#### Available actions for each item:

By swiping the item to the left or to the right.

#### Swipe left:

- Opens the quantity calculator (adjust the number of units).
- “+” button to increase the quantity, “-” button to decrease it.
- Red trash-can icon: delete the selected item.



## PART 2 - POS INTERFACE (POINT OF SALE)

### 2. ITEM ENTRY AND ORDER MANAGEMENT

#### MANAGEMENT

Select the table to which the order should be assigned.

**Table : Table 4**

+

+

Invoice: CHF 0.00

ACCOUNT 1 

+

---

CHF 14,00  
x1 nbr.

-

+

#### Swipe right:

- Apply a percentage discount to the item (before sending it to the kitchen/bar).
- Add a comment or hold the preparation for a defined amount of time
- (e.g., serve the dish after 20 minutes).

**Table : Table 4**

+

+

Invoice: CHF 0.00

ACCOUNT 1 

+

---

%

Greek salad

## PART 2 - POS INTERFACE (POINT OF SALE)

### 3. BILL MANAGEMENT

#### BILL

This module allows efficient management of bills and offers great flexibility in service.

At the top of the list, next to "Bill 1", the "+" button lets you create multiple bills for the same table (useful when each guest pays separately).

The name of the bill can be freely edited (it will not appear on the printed receipt).

- Order and Close (for self-service establishments).
- Order – sends the order to the kitchen/bar and returns to the table view.

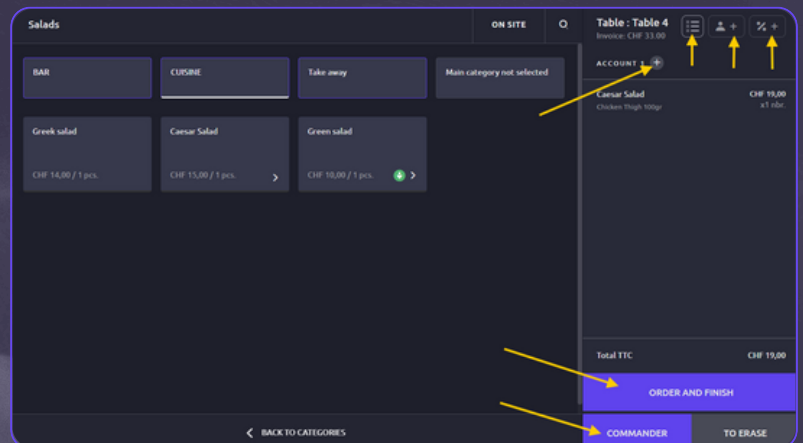
The three-bar icon (top right) displays the items already ordered and allows you to add more without reopening the full menu.

Customer icon – used to search for an existing customer (for discounts or invoicing).

If the customer is not yet registered, they can be created directly from the POS (name, contact details, VAT number, etc.).

"%" icon – Manual discounts: allows applying a global discount (editable in Back Office → Settings → Nomenclatures → Manual Discounts).

The module also manages customer deposits that have already been recorded.



## PART 2 - POS INTERFACE (POINT OF SALE)

### 4. OPERATIONS (BOTTOM OF THE SCREEN)

#### BILLS

This module allows efficient bill management and offers high flexibility in the service process.

**Split/merge bills** → separate or combine bills.

**Move the bill to another table** → transfer a bill to a different table.

**Item cancellation** → delete an item that has already been ordered.

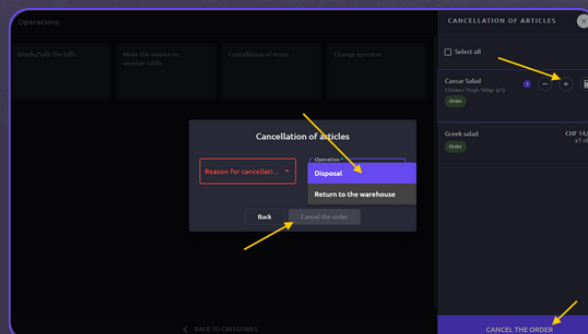
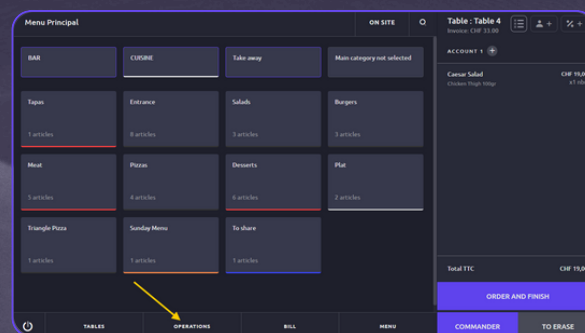
When cancelling an item, the software offers two options:

- **Return to warehouse** (the products are returned to stock), or
- **Discard** (waste – recorded as a loss).

**⚠ Important:** Product quantities are deducted from stock at the moment the order is sent, not when the bill is paid.

**Operator change** – allows transferring a bill from one employee to another.

**Menus** – select the active menu for order taking.



## PARTIE 2 - INTERFACE POS (POINT OF SALE)

### 5. BILL CLOSING

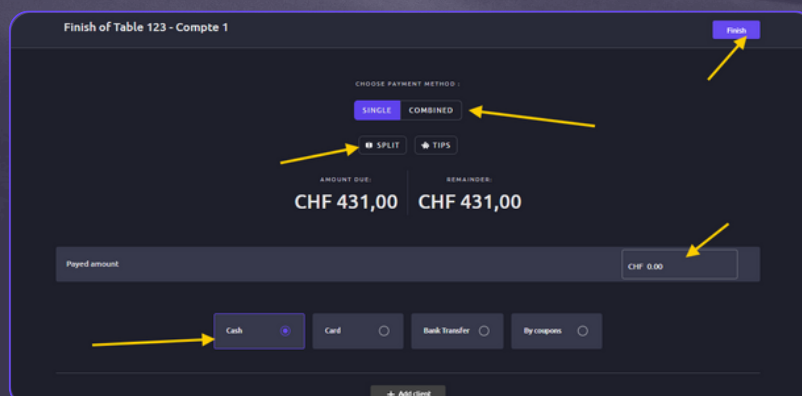
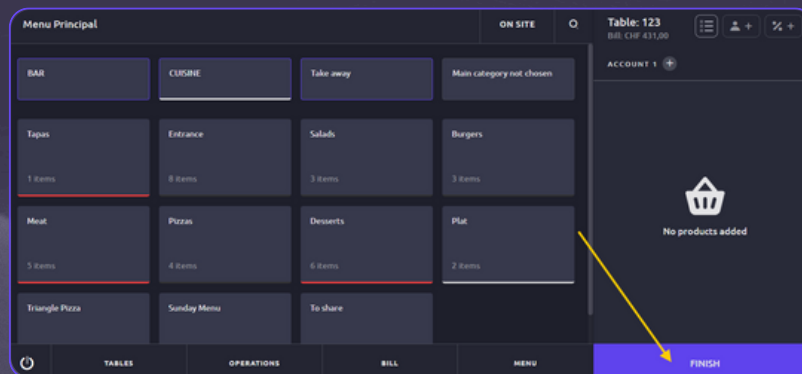
#### BILLS | CLOSING

This module allows efficient bill management and offers great flexibility during service.

Once “**Close**” is selected:

- The POS supports mixed payments (cash + card, etc.).
- Choose the payment method: cash, card, bank transfer, etc.
- Click Close (top right) to finalize the transaction.

**Bill splitting** – allows **dividing the bill** into several independent payments (e.g., 3 equal parts paid with different payment methods). Each payment is processed and validated separately.





# hypesoft<sup>+</sup>

## S U P P O R T

OCTOBER 2025

A N E X C E P T I O N A L S U P P O R T T E A M  
B Y Y O U R S I D E 2 4 / 7

+ 4 1 2 2 4 0 4 0 5 5 5  
H Y P E @ H Y P E S O F T . C H

Brilliant, skilled, and fully dedicated to your satisfaction, our Hype Soft support specialists work every day to provide fast and human assistance.

Special thanks to Mirado (Administrative Management), Sangy and Sedra (Technical Support), as well as Pamela and Mialina (Commercial Support), who passionately lead a service available in French, English, German, and more—ensuring reliable support wherever you are.



W W W . H Y P E S O F T . C H