



Administrator's Manual

This manual is written for the sysadmin/webmaster in charge of installing, configuring, or tuning a mySeat system.

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Installation Guide

The following is a simplified guide to create a mySeat system in a few easy steps. Under most circumstances installing mySeat is a very simple process and takes less than five minutes to complete.

To follow these steps, you will need an FTP client such as Cyberduck, Transfer or FileZilla, a web server that meets some basic requirements and minor knowledge on websites.

Requirements

Webserver

Apache 2.2 recommended

Database

mySQL 5 recommended

PHP

PHP 5 recommended

Quick Install

Step 1: Download

1. Download the latest version of mySeat at Sourceforge or GitHub.
2. You will get a file called mySeatXT-x.x.zip.
3. Extract the compressed files.

Step 2: Create a database

1. Create a new database through your hosting provider's control panel.
OR through phpMyAdmin if local hosted.
2. Make a note of the database name.
3. Create a user, add that user to the database, and grant the user full rights on the database. Make a note of the username and password.

Step 3: Configure the database access

1. Open config/config.general.php and also PLC/plc.class.php in a text editor.
2. fill in your noted database details (database name, username and password for database).

Step 4: Upload

1. Log into your server using your FTP client and navigate to the web root directory.
OR put all files into /htdocs folder if local hosted.
2. Upload all of the files inside your mySeat folder into the web root folder on your server.
3. Be sure to set the right of the folder /uploads and all content in it to ,777'.

Step 4: Run the installer

- Browse to your new mySeat site to the directory /install. This will take you to the mySeat installer, which starts with a small explanation.
- Press „Install“ to continue.
- The database tables will be created and the progress indicated.
- After creating the database tables, Press „Proceed“ to continue.
- Enter the details of your property in the following form.
- Also upload a picture of the property with a best size of 350x250px.
- Press „Save“ to continue.
- Now create your administrator user on the next form. This user has full access to your new mySeat system! Be careful with this user account and do not use it on a daily basis, but rather for administrative settings on the system.
- Press „Save“ to continue.
- You now see a success message and when pressing „Login“, you will be taken automatically to the login page of your new site
- Login with the administrator account, and you can begin to configure your mySeat system.
- To configure your mySeat system, choose the menu item „System“ of the Main Menu.

(see Administration Guide for more details)

Notice:

mySeat uses the PLC (PHP Login Class) library for the user administration and authentication, written by Bernd Orthenburger. Within PLC the Redux_auth method from Mathew Davis, written for CodeIgniter and Kohana, is used in mySeat to encrypt the user passwords in the database.

If you do a mistake on your administrator password, you'll have to clear the already installed system and re-start the installation from scratch!

Understanding mySeat

mySeat is an easy to use restaurant reservation system. Its archetype is the classic paper based restaurant diary. The ease of use makes mySeat since everyone knows how to use a classic diary. You and your employees must not invest much time to get used to it.

The Intelligence behind

mySeat is designed to be „Capacity Controlled“ not „Table Controlled“. An artificial algorithm called ©timecontrol calculates on a timely basis the availability of each outlet.

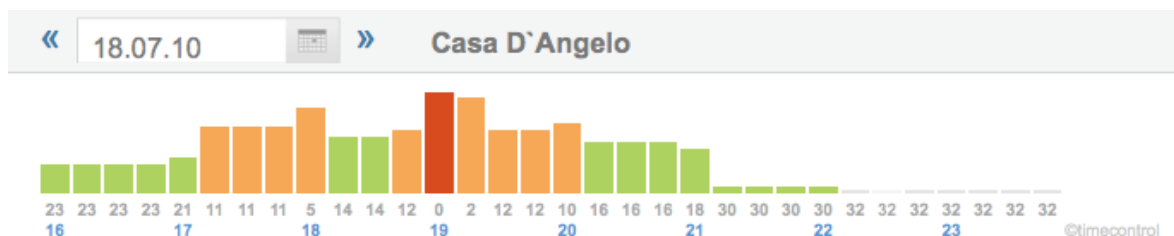
What does „Capacity Controlled“ mean?

You just have to define the number of tables and seats per outlet. mySeat calculates the rest for you.

There is *no* definition of each table, its seats, drawing a roomplan and having a complex process when putting two tables together.

Another advantage is that the table assignment will still sit at the restaurant manager and employees can't book on a specific table.

Even a complicated process of setting reservations first „on hold“ and then assigning is not necessary.



The structure of mySeat

mySeat is structured in properties and outlets.

1. Property

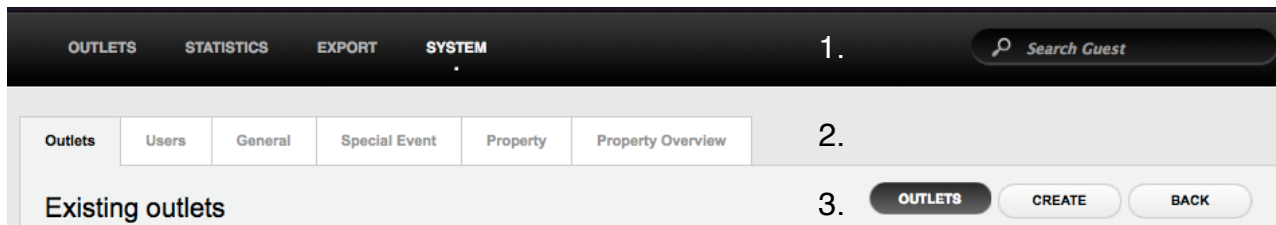
A property is a building. For example a property is your hotel or your restaurant. A property can hold an unlimited numbers of outlets.

2. Outlet

An outlet means a restaurant, a part of a restaurant, a special event, or even a bookable area within a property.

Main Features

Validation



mySeat validates the reservation data to be shure doing reservations right.

mySeat also corrects automatically the entered values or only lets you input data which makes sense.

Intelligence

mySeat remembers on old, critical and doublicate reservations. Reduce your risk of No-Shows!

You will also get a hint while reserving large tables to choose a common menu.

Table Management

mySeat has an easy to use table management to assign table number, status and seating. The table assignment still sits at the restaurant manager.

Time Control

mySeat shows instanlty the occupany by time in a well-arranged bargraph.

You see clearly the next timeslot to book, to prevent all guest coming at the same time.

Multilingual

mySeat is designed to be multilingual and is translated in English, German, French, Spain and Swedish.

Statistic

The most significant key data is displayed as statistics to give you an overview over your outlets.

History

Every time you edit a reservation detail, mySeat remembers the authors name and the date. mySeat summarizes and show you a history about the guests preferences.

Information

Publish info messages and special events. Gain maximum flexibility with in- and decreasing the capacity for every single day.

Structure Guide

The mySeat Admin Area has got one main page from which you can access all functions.

Navigation Menus

The navigation menus are divided into 3 parts:

1. Main Menu

- a. Outlets - choose a outlet with a dropdown menu
- b. Statistics - see statistics of selected outlet
- c. Export - select reservation data to export to an Excel file
- d. System - administration of your mySeat system
- e. Guest and Booking number search field - Search in *all* reservations

2. 1st level Menu

Holds the menu with the functions of the selected Main Menu item.

3. 2nd level Menu

Holds the action buttons

Administration Guide

In order to administer mySeat, choose the menu item „System“.

In most cases the items and fields are self explanatory so we will focus in this section on the more complex details.

Create a new Outlet

Here you add and edit your outlets. In the 2nd level menu you find the buttons:

1. Outlets - overview list of all outlets, go to detail view, delete an outlet
2. Create - Add a new outlet
3. Back - go back to main page

Fill out the complete form and press „Save“ when finished. You can see the newly created outlet in the overview list of the outlets.

Hints on the fields:

Seats: Just count your seats you have in the restaurant/special event/area and put it in here. If you have a varying table/seats layout, just choose a) the maximum number of seats or b) the mostly used layout.

Tables: It's the same procedure as with seats. If you have large tables in your restaurant where more parties take place at one table (e.g. at special events), put the numbers of parties in here. For example if you have a 12 person table, you where you place couples, the number of tables to fill in would be ,6'.

Max. Passerby: Here you set up how many guests from outside you allow in general. This is useful for hotels, which wants to reserve capacities for their in house guests and limit the capacity for outside guests (Passer by). Leave blank or set to ,0' if you do not want to use it.

The number of tables/seats and max. Passerby can be increased individually for each separate day! So you have the ability to react flexible on daily changing capacities.

Open & Close time: This is the timespan within you can do a booking. This can differ from the open and close time for the guests. The close time is meant as the ,last order' or the ,taking the last reservation' time.

Residence time: Put in the hours the guest is staying at average in the outlet. This is the most important value to calculate the capacity for @timecontrol. If you are not sure, just take a longer residence time as you think and decrease it when you are more experienced. Otherwise you'll overbook the outlet! If the residence time is too high, it happens that you are not booking out the restaurant ideally and you'll going to loose money! In most POS systems you can have a statistic on the average residence/staying time. It is a good starting point!

Saison start and Saison end: This values defines the open and close dates *for each year*. If the outlet has open the whole year, just take 01/01 and 31/12.

Year: If the outlet has only open for a special date and NOT repeating every year at the same date, set the year here.

If the restaurant opens repeatedly every year, leave blank here '--'.

Day off: Set the weekly day off of the outlet.

Webform: Set here if this outlet is bookable for your customers over the webform.

Detail view and editing an outlet

By clicking on the outlet name in the overview list, you get the detail view of the outlet. Here you see all informations about the outlet.

In the 2nd level menu you find the button „Edit“.

After editing the outlets details press „Save“.

Users

The users section has got the same logical design as the outlet section. No magic here.

To choose the right user role in the users form, there is a role grid displayed, showing the roles and right for each user role.

The „Superadmin“ is not available/neccessary for the single property download version.

General

Here you set some general settings for your property and mySeat. Most things are self explanatory and sets up local date and time settings.

Manual lines: Number of lines for handwritten notes when you print out the reservation list.

Max Menu: Maximum number of persons of a party/reservation you can eat a la carte. More persons than this value requires a common menu and a popup message will appear.

Old days: Number of days after which a reservation appears as beeing old. A small clock will indicate this in the reservationlist view. Older reservations tend to be inoperative and it is good to have an eye on it.

Special Events

Here you define special events in the outlets. They will appear in all outlets as an advertise and if you have an account at myseat.us also will advertise online.

There should be no magic to have an overview, add, edit and delete the special events. The special events section has got the same logical design as the outlet section.

To point out is only the setting of start advertise:

Start advertise: Here you set how many days in advance the advertise of the special event should start.

Property

Here you see and edit the property settings you have made during installation.

Of particular note is, to leave the field for the image empty if you do not want to change it.

The best resolution for the photo will be 350x250px and the accepted types are .GIF, JPG and PNG.

User roles

The user types are defined in an array in `/config/config.general.php` called `,$roles`.

Here you are able to change the names of the roles, even if we do not advise this and you really know what you are doing.

The rights of each of each user type is stored in the database in the table `,capabilities`.

As you like you can change here easily the right of each role by setting the values to `,1` for allowed or `,0` for not allowed.

License

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