

Gastroconsult 

GastroTime
1.4
User manual

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1. Preface

GastroTime is a software designated to hotels or restaurants wishing to set up an information system for the management of time registration of its employees. It is configured complying the regulations of the General Collective Convention of Work (GCCW).

GastroTime allows you to:

- Plan the working hours of your employees by a graphical and intuitive tool and to print out these plannings.
- To create automatically the different controlling documents of hours of GastroSuisse on a basis of daily entered data: Checkup of the period of work, monthly and annual recapitulation. A document showing the necessary data to draw up the salary accounts is also at your disposal.

From GastroTime version 1.4 on, data will no longer be stored locally on the user's computer but on a Gastroconsult server. This allows its use on different computers and by different people. On the other hand, simultaneous use by several people within the same company will not be possible. From this version onwards, internet access will be required in order to use GastroTime.

2. Installation and setup of GastroTime

2.1 Software installation

To install GastroTime on your computer, insert the CD-ROM in the correspondent reader. The installation starts automatically. If this is not the case, please execute the *setup* program on your CD-ROM.

As GastroTime is a multilingual software (French, German, Italian and English), the first thing to do is to select the installation language. The language chosen at this moment will also be the standard one, but you can change it at any moment. We advise you to select your most current language as installation language.

This software needs another application to work (.NET Framework 4.0.) This one is automatically settled during the installation of GastroTime if you do not already possess it. One shall thus ask you maybe to accept the license agreement for this software.

Two other applications are necessary to assure the functionality of GastroTime (.NET Framework 2.0 and Crystal Reports). If they are not already installed on your computer, they will automatically be installed by GastroTime. You then have to accept two license contracts for these applications.

After this follow up the standard installation instructions of GastroTime.

2.2 Registration of the licence

When you acquired GastroTime, you would have received a Gastroconsult SA licence file. This is the unique licence file for your establishment. You can give it to any colleagues who will be given the task of using GastroTime. This licence file is the key that will let you access your database on the server.

Figure 1: Licence registration window

When using GastroTime for the very first time with the provided licence, you will be asked to set up an administrator type of user (click twice on the licence file to open figure 1). This user will thereafter allow you to set up other users for your colleagues. The same window shown in Figure 1 allows you to select the initial database to be stored on the server and the licence file to be used.

In the majority of cases, you can keep [use] the default proposal. If GastroTime detects that you have already had a database in a previous version, it offers to import it.

When you have finished, click the *Save* button. A dialogue box will open and request you once more to enter your username and password. This same dialogue box will open every time you start GastroTime. When you have entered this information, GastroTime launches.

When launching GastroTime for the first time on another computer, the licence registration window will not be displayed. On the other hand, you should select the licence file, unless a valid licence is detected automatically by GastroTime. You should then enter your username and password to launch GastroTime.

2.3 User management

You have the option of setting up as many users as you need. You should be careful not to confuse users with employees; a user has access to the GastroTime application of your company, whereas an employee is a person whose work time management is managed in GastroTime. When registering your licence, you set up the first user from your company. This person has the role of administrator, which gives him or her all rights over the GastroTime application. Other authorisations can be assigned to your users:

- Personnel management: Allows the user to have access to the *Personnel management* tab and hence manage the employees in GastroTime.
- Time recording: Allows the user to have access to all the functions of employee work time management, i.e. those related to planning, time recording, time clocks and absences.
- Report management: Allows the user to have access to the Reports tab and hence manage the various reports and schedules available in GastroTime.

Naturally, you can assign more than one authorisation to one user.

User management takes place in the *User management* tab shown in Figure 2. In the left column, you have the list of users already set up; on the right, the permissions for the selected user. You can set up, delete and edit users from this tab.

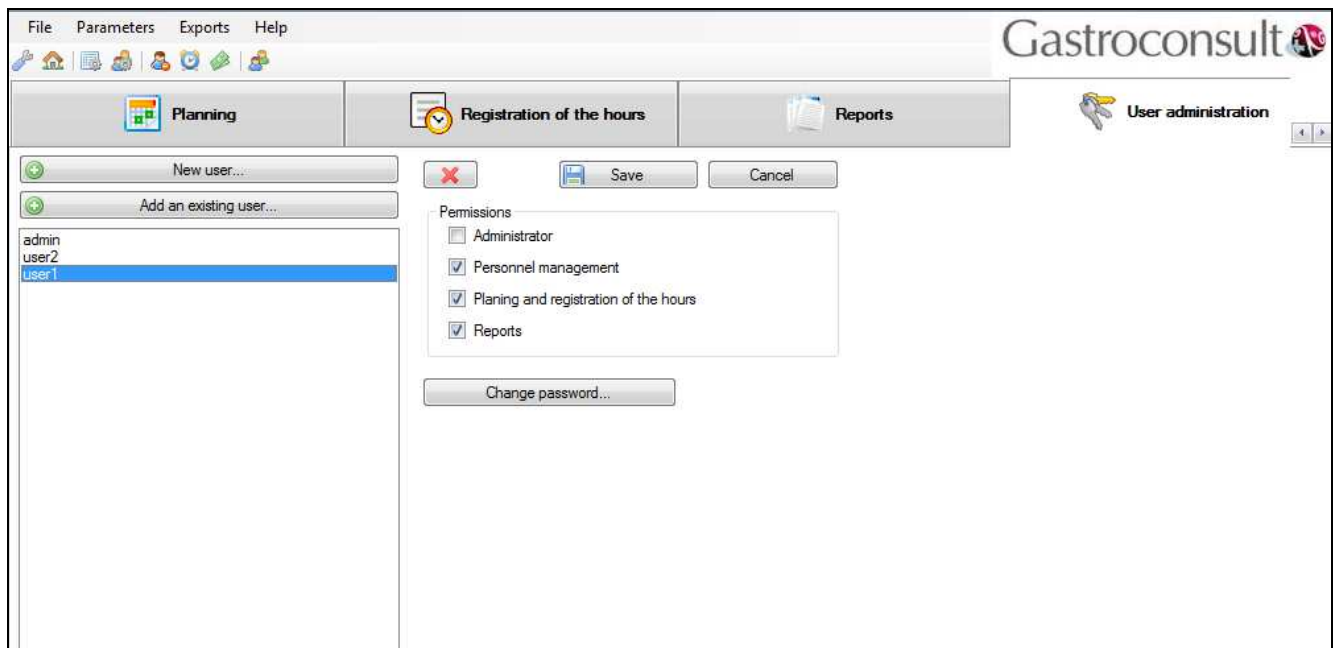


Figure 2: Main window with *User management* tab

2.4 Management of GastroTime Multi-licenses.

GastroTime only allows one license per workplace as standard. As the licenses are linked to just the one establishment, this only permits the one single establishment to be managed. However, licenses that permit the management of a number of establishments do exist. The functionalities described in this chapter are only available if you possess at least one license of this type. You can register as many licenses as you possess.

Start GastroTime with every license and with a double click on the license file. The procedure for each file is as described in Chapter 2.2 *Registering the license*. There are then two ways to select the establishment from among those for which you possess a license.

- Start up GastroTime as usual. If you do this, you will be asked to choose which establishment you wish to open.
- Start up GastroTime with a double click on the license file that corresponds to the relevant establishment.


In general, users are always linked to the establishment to which they have been assigned. You can, however, add a user to a different establishment. This allows one person to manage a number of establishments with a single user name and password. To add a user to a different establishment, click on the *User administration* bookmark and on *Add existing user*.

Then select the user to be added and assign the rights that that user is to have with regard to the current establishment. These rights will not affect the other establishments for which this user is specified. He will look like a user for this establishment, but with the name of the original establishment.

Please note that you can only add users to a different establishment if you possess a license for this different establishment.

2.5 Parameter of application

2.5.1 General parameters

On the occasion of your first application of the GastroTime software, you are demanded to define a certain number of parameters. Therefore open first  *General parameters* in the menu *Parameters*. You can define the language as well as the first day of a week in the open pop-up window. You can inactivate certain alerts. Here you can also chose and set the parameters of your clock system.

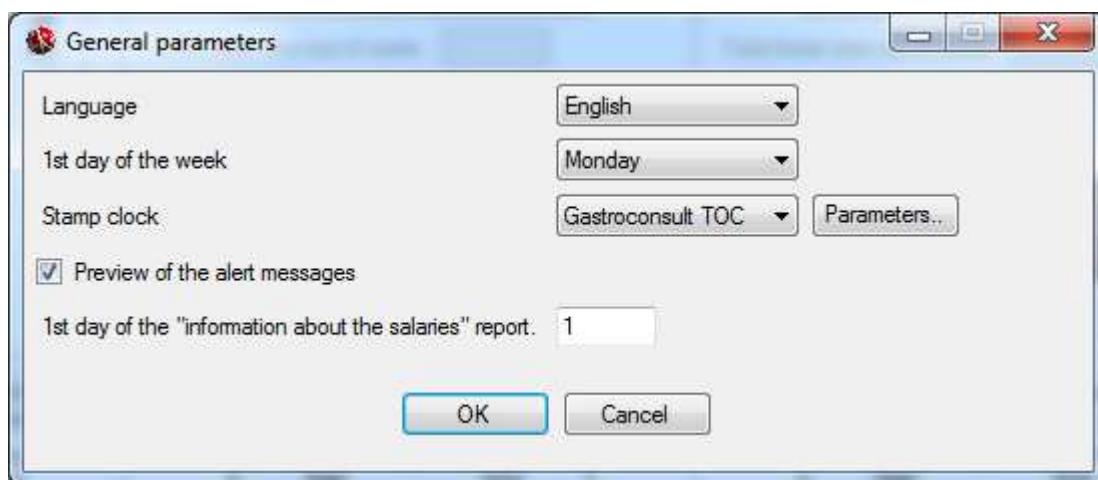



Illustration 3 : Pop-up window *General parameters*

2.5.2 Parameters of the establishment

From the menu *Parameters* you can open the pop-up window  *Parameters of the establishment*. Now you can define all appropriate parameters valid for your establishment, except the name. As they are not always the same during the lifetime of your establishment, you have the possibility to

change them without influencing the existent data. Each defined value is associated to a validity date « valid from ». This is why this pop-up window has not an ordinary functionality.

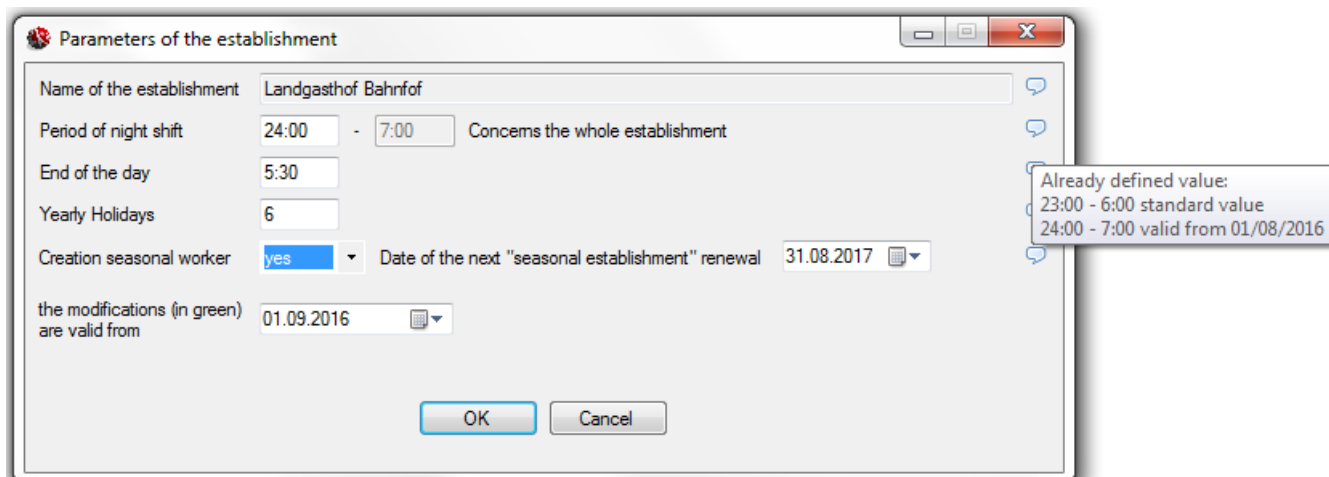



Illustration 4 : Pop-up window *Parameters of the establishment*

Beside of every parameter you see an icon in form of a bubble: . If you place your pointer of your mouse on it, you'll see a remark. It shows you the list of values and data, which have been associated to this parameter. The entered value of this parameter is the actual one. The illustration 4 shows you, that the parameter *Period of night shift* consists of two values:

- The standard value is 23:00 - 6:00
- The modified value is 24:00 – 7:00, valid from 01.08.2016

This proceeding is also valid for the two other parameters *End of the day* and *Yearly Holidays*.

However, it is not valid for the name of the establishment. In case of modification or change of the establishment name, please contact your retailer who will establish a new license, which will replace the former one.

If you change of a parameter value, its array is turning to green. This indicates that by clicking on the button OK, this parameter will be saved with the selected date of validation.

Attention: if you introduce a date of validity previous to the date of day, all the data registered up to there will be erased.

2.5.3 Seasonal establishment

If you want to be considered as a seasonal establishment, you have to deposit an homologation request as such, to the Office of control of the CCNL of the hotel and restoration business. Please attach the monthly turnovers of the last two calendar years preceding the asking of the request (from January 1st to December 31st). If the Office of control considers the conditions as filled, it grants you an agreement as seasonal establishment for the coming 2 years.

Further information on <http://www.l-gav.ch>

2.6 Setup of GastroTime

After having defined the parameters mentioned in the preceding chapter, you have to execute some applications in order that GastroTime will be ready to manage the working hours of your employees. First you have to define the listing of your employees. Therefore, refer to chapter 3.1 Add an employee.

After having entered all your employees, you can start to use these data for the time management. We advise you also to follow the instructions of the following chapter: 2.6 *Startup for an existent establishment*. By following the instructions of chapter 4 Planning of the time registration you also can configure the planning.

2.7 Startup for an existent establishment

In most of the cases, as it is probably also yours, the application of GastroTime for the management of the employees' working hours doesn't start at the same time as the foundation of the establishment. You certainly noted these facts already by the aid of another system, maybe handwritten. GastroTime provides tools for an easy transition of your old method to the proposed one. This transition can be created at any moment, but we advise you to enter the data the first day of a month.


If you are in this situation, you have to execute different steps for the take over and correct working of the management of time by GastroTime. Please check in advance if you already followed the instructions of the antecedent chapter.

First of all you should define the date of entry of all your employees, instead of their real date of engagement, at the day of startup. Open the pop-up window *Personnel management*, where you will find the listing of your staff as well as their corresponding entry. Check all your employees and change their entry date, if it antecedes the startup date of GastroTime. This application is not necessary for the employees engaged after the startup date of GastroTime. For these ones please enter the correct date of beginning of their engagement.

Secondly you have to define the reports of hours, Holidays of all your employees already engaged before the setup of GastroTime. You can activate this application in the pop-up window *Personnel management*. Select an employee and press the button *Initial reports...* showing you new parameters for this employee. At this place please enter the daily reports of rest period, Holidays, vacations, working hours and supplementary off-time of the selected employee. These reports will be incorporated for the establishment of the reports of the first month of your management of hours with GastroTime.

The initial reports only have to be defined on the occasion of the startup and only for the employees already working for you at this moment. For the personnel engaged after, you don't have to modify the initial reports at all.

3. Staff management

Contents of the pop-up window  *Personnel management* allows you to define the list of your employees and their particular data. On the left you see the listing of your employees¹, which will be empty at the first execution of GastroTime. The rest of the pop-up window shows you the data of the selected employee.

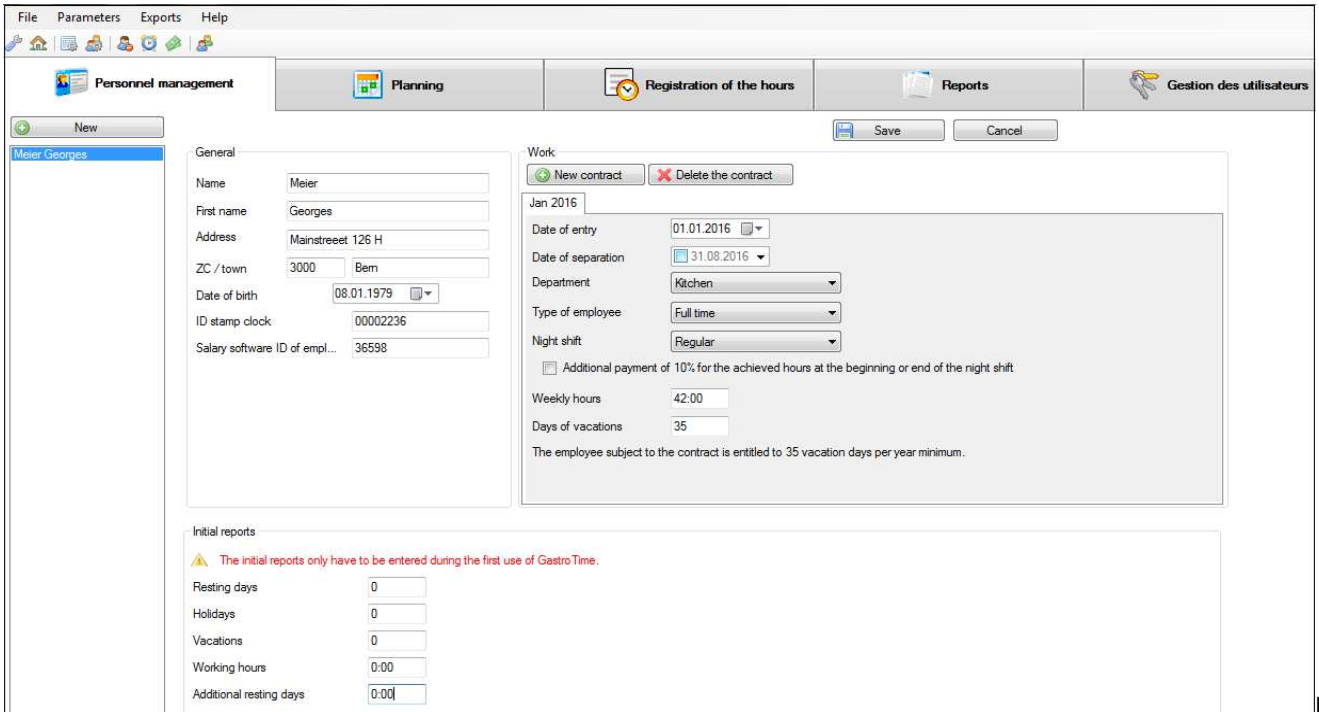




Illustration 5 : Main-window with pop-up *Personnel management*


3.1 Add an employee

Click on the button  *New* to create a new employee. On the right side you now can complete the particular information of this employee. Don't forget to press the button  *Save* when you have finished.


3.2 Modification of the employee's data

A modification of the employee's data can be executed at any moment. You therefore select his name in the listing, execute the modifications and save the document afterwards.

3.3 Management of an employee's contract

If certain data of an employee should change during his employment, GastroTime allows the creation of a new contract including the new data. By default, every employee possesses a contract. To create a new one click on the button  *New contract*: a new pop up window for the contract will be created (with the month of entry as title). You only have to complete the data of this new contract.


The periods of an employee's contracts cannot overlap. Furthermore, you could not define two different contracts for an employee on the same month. The modifications without any interruption of work have to be made for the end of a month. For example, you cannot terminate a contract for

¹ This listing only consists of the employees actually engaged. If you like to show all employees, included the ones who don't work for you anymore or not yet, click on the button *Display of all employees*  on the toolbar.

January 15th 2017 and start the following on January 16th 2017, but you can terminate it for January 31st and start the following on February 1st.

It is also possible to delete a contract by clicking on the corresponding button. In case of an error, you can procedure in the same way. Please pay attention to the fact that all related entries to this contract (hours, planning...) will definitively be deleted, if you delete the contract.

3.4 Suppression of an employee

The suppression of an employee is possible, but not advised in most of the cases. To do it, click on the right of your mouse and select  *Delete*.

Attention, this action deletes all particular data of this employee. If the employee has left the establishment, it is advised to define his date of separation, but not to delete his data.


4. Planning of the time registration

GastroTime offers you a tool for the planning of all working hours of your staff. You can either printout these planning's (see 7 Printout of the reports) or import them in the registration of the hours (see 6.4 Importation of the planning in the registration of working hours).

A perfect utilization of this program consists in defining the planning of the working hours of all employees/departments in advance for every day from the starting up of GastroTime for the management of the working hours. Contrary to the time registration, the planning is not a compulsive operation. You can very well execute the management of time without this tool.

4.1 Selection of the type of planning

GastroTime offers two different types of planning. The planning per employee allows you to define the working hours of all your employees separately and the planning per department has been designed to define the working hours for a group of employees.

The type of planning per employee is defined as standard. If you prefer a planning per department, press  *Departments for the planning* in the menu *Parameters*. This action opens a particular dialogue window for the management of the departments. Select *Use the departments for the planning*. Further, you define your departments. Follow the instructions of the chapter 4.3 Management of the departments.

If you like to recover a planning per employee, you only have to deactivate *Use the departments for the planning*.

4.2 Management of the planning templates

If working hours are often repetitive, the planning templates can relieve your planning work. You simply have to create one time a planning template defining the beginning and end of a typical working day. Subsequently this template can be recovered in you planning with only a few clicks.

To define your planning templates, click on  *Planning templates* in the menu *Parameters*. The above showed window will display.

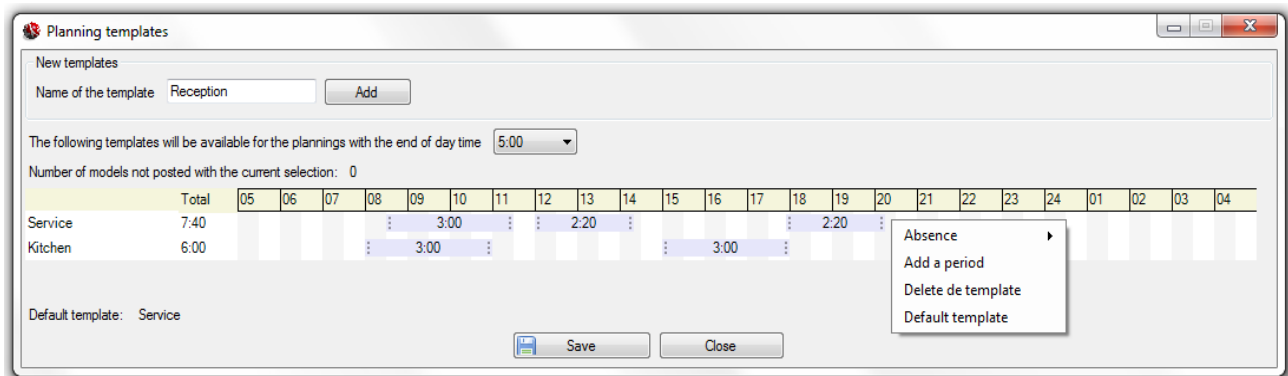



Illustration 6 : Pop-up window *Planning templates*

This window is separated in two parts. The first one serves you to define a new template, the second one shows the existent templates and allows you its modification.

The modification of a template for the working periods or absences happens like in the real life. To delete a template, click on the right button on the corresponding line (not on the period), then click on the element of the concerning menu. By the same procedure you can define a template by default.

4.3 Management of the departments

Departments are used to facilitate the planning, notwithstanding you have selected a planning by employee or department. GastroTime proposes five predefined departments as standard, but you can change them or add ones as you like. Press  *Departments for the planning* in the menu *Parameters*. The window displayed shows amongst others the listing of your departments. GastroTime allows you to create up to ten departments.

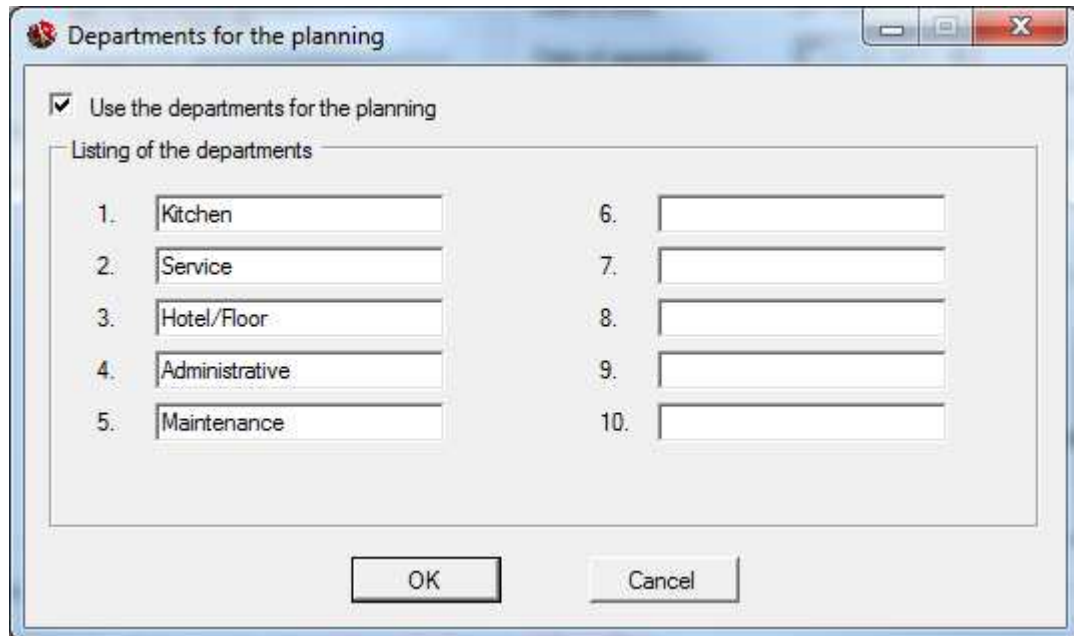





Illustration 7 : Pop-up window *Departments for the planning*

To modify an existent one, you only have to change its name. To create a new one, insert its name in an empty array. To delete one, simply delete its name.

Every employee is associated to a department. You have to define the index  *Personnel management*.

4.4 Realisation of a planning

To manage your establishment's planning, click on the index  *Planning*. This index consists in the planning of the selected week. You can change this week by modifying the calendar at the left side on the top the planning. If you have selected a planning per employee, you can also select a department to reduce the view to the employees of this only department. Don't forget to save your work with the button  *Save* before changing the date or department.

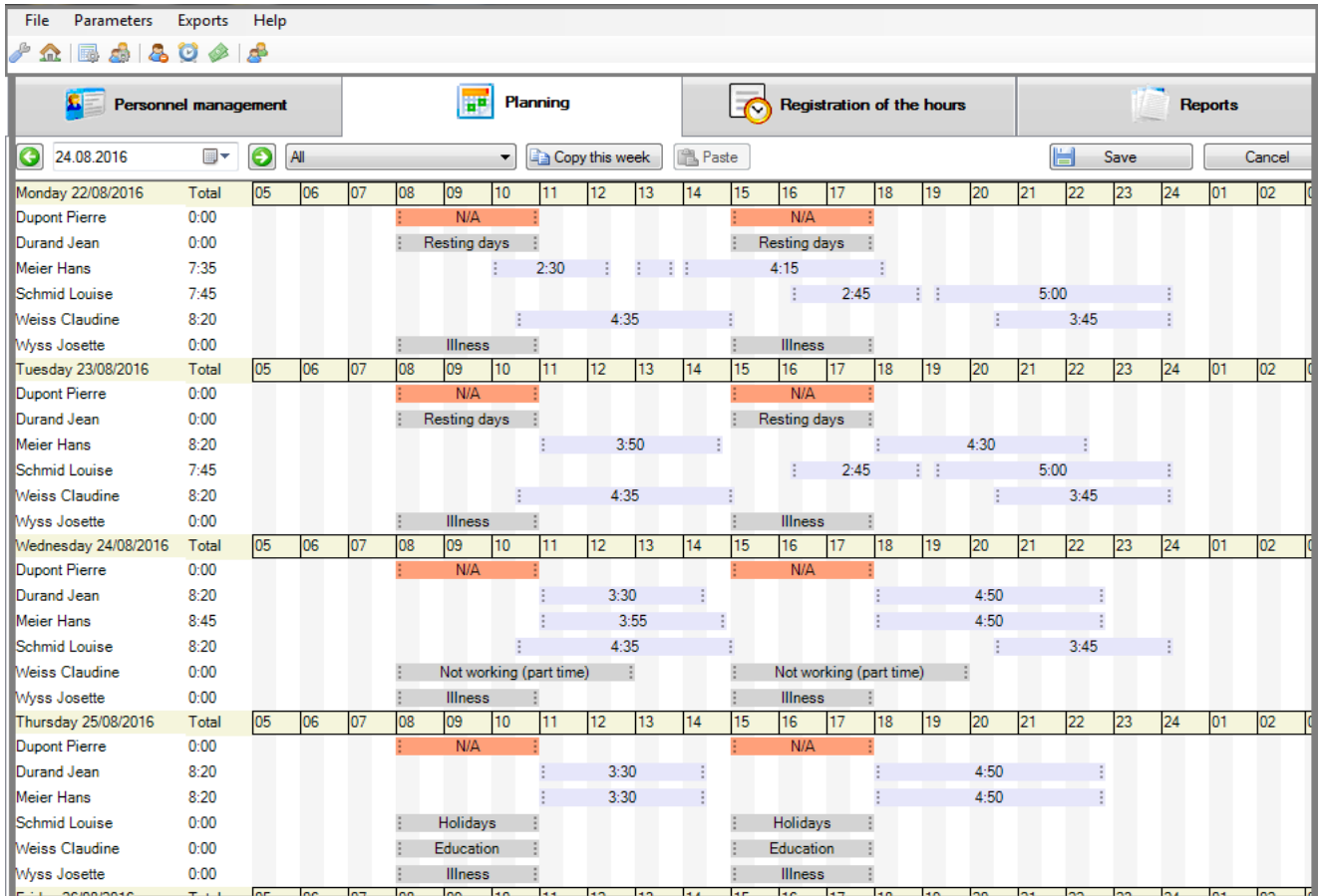


Illustration 8 : Main window with index *Planning*

Every employee or department is represented by a line for every day of your planning. Each of these lines contains one or several periods of work which you can move or dimension so that they correspond to the desired time-table. The length of the period is shown at the centre of it. The total of the working hours are shown at the left.



To move a working period, press on it and relocate it by moving your mouse. To change the starting hour of a period, press on its extremity on the left and relocate it. Idem for the end time of a period.


If you like to add a new period of work or an absence, do a click right on the line (but not on a period) where the new period should be created, than select *Add a period* in the contextual menu. To delete a period, click on the right on this period, than chose *Delete the period*.

To define a day of absence, click on the right on the line. You will see a contextual menu. Chose *Absence* then the reason of the absence. You also can move and resize the periods of absence, even if the hours of beginning and of end don't have any particular signification for GastroTime. To come back to a normal working period, chose the absence *None*. You also can define half-day absences. To do this, click on the right on the working period you like to change to a half-day absence and select *Half-day absence*, chose than the reason for the absence. ²

²As you certainly noticed, the absences in GastroTime can be taken in half-days. To define a complete day of absence, indicate the same reason for both working periods of the day.

You also can apply a template (see 4.2 Management of the planning templates) to a planning line. Open the contextual menu by aid of a right hand click on the line in question, then select *Templates* and he name of the template.

If the week you like to plan resembles to another one, you also have the possibility to copy this week. To do it, show the planning of the week you like to copy, then click on  *Copy this week*. Further select the week you like to complete and click on  *Post*.

Don't forget to save your planning before changing the index, date or to close the program. Use the button  *Save*.

5. Time monitoring via time clock

The GastroTime software may be interfaced to one or multiple time clocks in order to monitor employees' work periods. In the current version, only the Gastroconsult TOC 2.16 time clock is fully supported by GastroTime. **Please use only the power cable of 7,5V supplied with the device.**

5.1 Time clock installation

The installation of your Gastroconsult TOC 2.16 time clock depends on your current IT infrastructure. You can:

- Integrate the time clock into your computer network, even if it is very basic (i.e. a router to access the Internet).
- Directly connect the time clock to your PC if you do not have a computer network.
- Not connect the time clock to the PC and transfer the time data manually using a USB key.

Consult the following chapters for further explanations regarding the installation and configuration of these three solutions.

5.1.1 Installation of a time clock in an existing computer network

If you have a computer network, you may integrate the time clock into this network. This installation requires certain technical knowledge; do not hesitate to contact a professional for help if necessary.

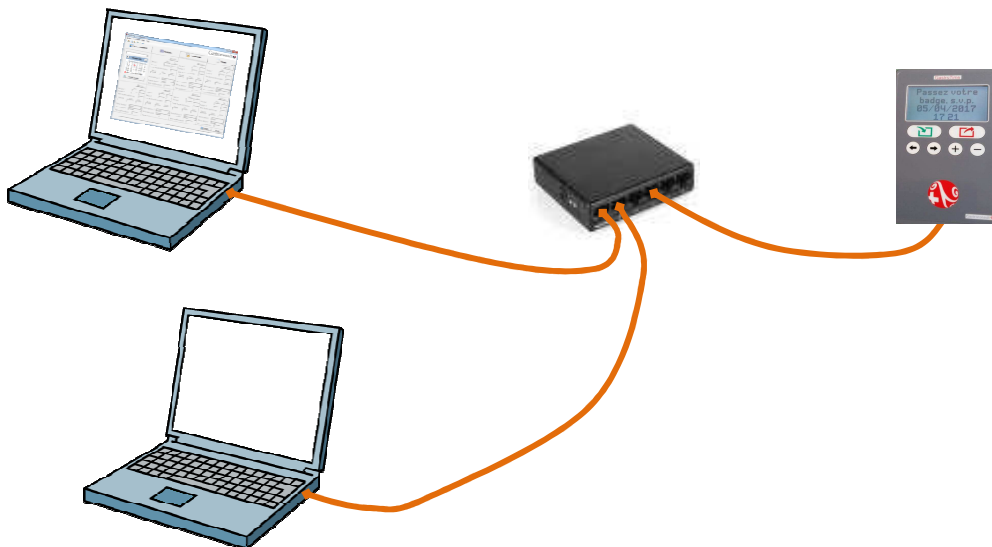


Illustration 9a : Installation of a time clock in an existing computer network

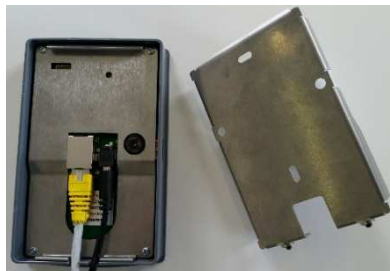



















Illustration 9b: Connection of the socket and the LAN cable behind in the device

The time clock requires a fixed IP address. You must therefore assign it one. This may require you to configure your router or DHCP server. When an IP address has been reserved for the time clock, you must record the subnet mask (MSK), which you will need later on. Now you can configure the router:

IP Address setting:

- Log in as administrator
- The *CONFIGURATION MENU* message will be displayed; press ENTER 
- Browse the menu items using the   buttons up to *NETWORK SETTING*
- Press the YES and *IP EDITION: YES*
- Modify the IP address by moving the  or  buttons, then each number by using the  or  buttons
- When finished, press *Save* and twice on *Quit* 
System reboot? *Yes*

Sub-mask (MSK) setting :

- Log in as administrator
- The *CONFIGURATION MENU* message will be displayed; press ENTER 
- Browse the menu items using the   buttons up to *NETWORK SETTING*
- Press the YES, and  to *MSK EDITION*
- Modify the *MSK EDITION* by moving the  or  buttons, then each number by using the  or  buttons
- When finished, press *Save* and twice on *Quit* 
System reboot? *Yes*

You may now connect the time clock to your network.

If you have multiple time clocks to install, repeat the procedure for each one by assigning a different fixed IP address to each one. You may then proceed to the chapter 5.2 Time clock configuration.

5.1.2 Connecting a time clock directly to a PC

If you do not have a computer network but you still wish to connect the PC directly to the time clock in order to access the time data, follow the instructions in this chapter.



Illustration 10 : Diagram for the connection of a time clock directly to a PC

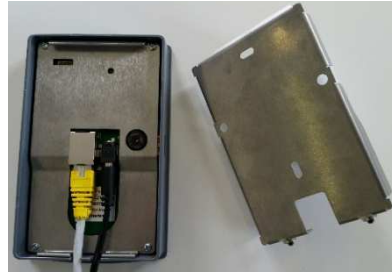










Illustration 10b: Connection of the socket and the LAN cable behind in the device





First ensure that your PC has a network port which is not already being used. If it is already being used, this means that you already have a computer network (perhaps a very simple one with only one PC and a connection to the Internet). In this case, refer to the first chapter 5.1.1 on Installation of a time clock in an existing computer network.






Begin by configuring the network connection of the time clock. To do so, proceed as follows:

IP ADDRESS:

- Log in as administrator
- The *CONFIGURATION MENU* message will be displayed; press ENTER 
- Browse the menu items using the   buttons up to *NETWORK SETTING*
- Press the YES button, *IP EDITION: YES*
- Attribute the *IP Address 192.168.100.025* by moving the  or  buttons, then each number by using the  or  buttons. **ATTENTION:** the IP address consists of 4 fields. The numbers of these fields must **not exceed 255**.
- When finished, press *Save* and twice on *Quit* 
System reboot? *Yes*

SUB-MASK (MSK):

- Log in as administrator
- The *CONFIGURATION MENU* message will be displayed; press ENTER 
- Browse the menu items using the   buttons up to *NETWORK SETTING*
- Press the YES button, than  up to *MSK EDITION* and press Yes

- Attribute the *MSK EDITION* by moving the  or  buttons, then each number by using the  or  buttons.
- When finished, press *Save* and twice on *Quit* 
System reboot? *Yes*

You will need the IP address assigned to the time clock during the GastroTime configuration. Record it: 192.168.100.26 Please note that the initial zeros of the four numbers making up the address are not important, i.e. 192.168.1.31 = 192.168.001.031.

Then continue with the connection to the local network of your PC:

With Windows 7, Windows 8, Windows10:

Open the *Start* menu by clicking simultaneously the buttons with the *Windows logo* and *R*. (ill.11a). Register *ncpa.cpl* in the *RUN* window, then click OK. (ill.11b)



Illustration 11a

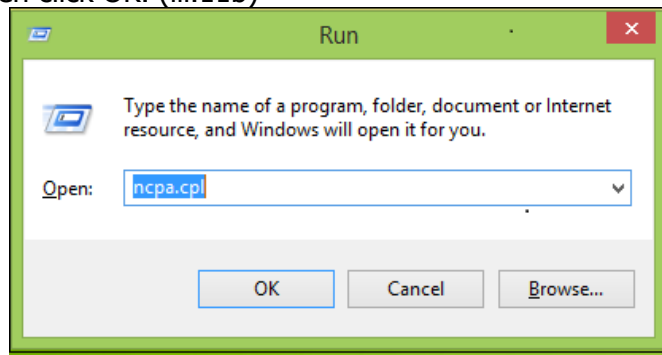


Illustration 11b

The window *network Connections* opens. Double-click on the icon *Ethernet*, the window *Ethernet Status* opens. Click on *Properties* to open *Ethernet Properties*. Click on the line *Internet Protocol version 4 (TCP / IPv4)*, then the button *Properties*. (Ill.11c). Opening of window *Internet Protocol version 4 (TCP / IPv4)*. (Fig.11d). Mark line *Use the following IP address* and enter under IP address: 192.168.100.1 and under Subnet mask: 255.255.255.0

ATTENTION the IP address consists of 4 fields. The numbers of each field must **not exceed 255**

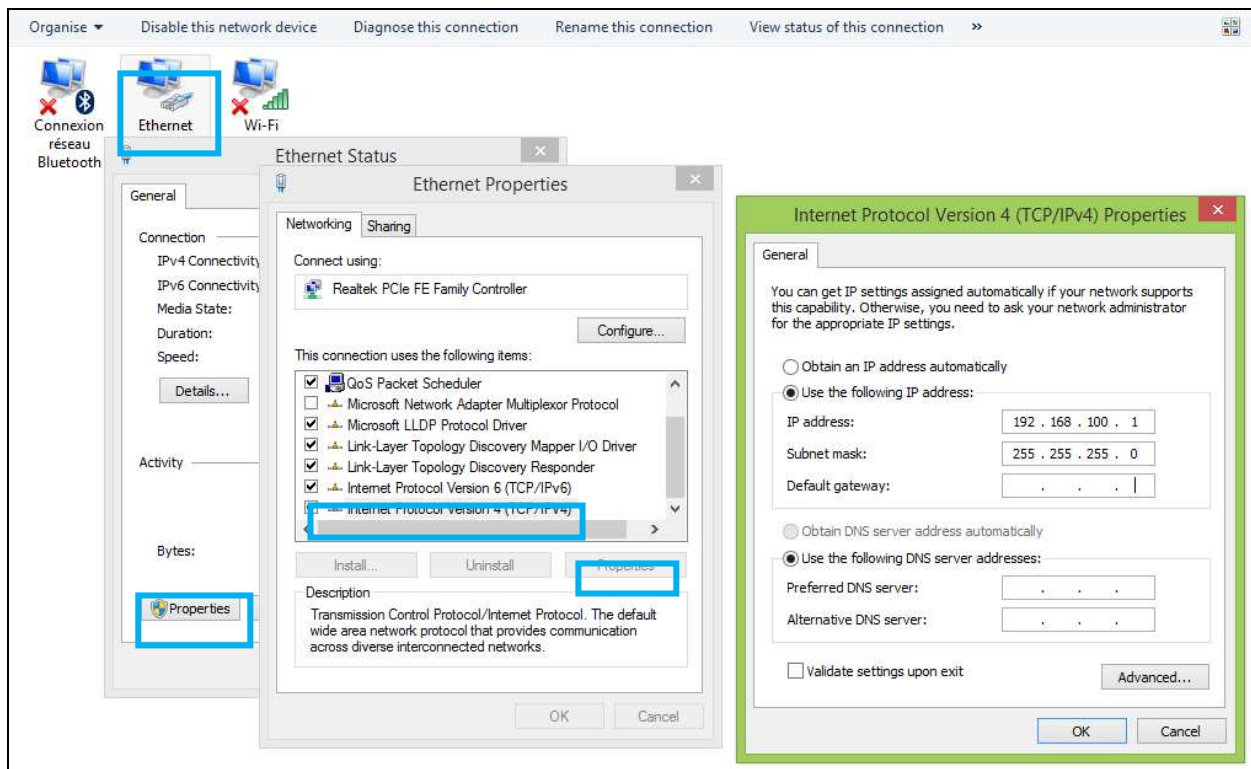


Illustration 11c

Illustration 11d

Illustration 11d: *Properties of Internet Protocol* are completed and ready for the connection to a time clock Gastroconsult TOC 2.16.

Close all the windows with the button OK.

5.1.3 Installation of a time clock without a network connection (transfer of data via USB)

If you do not wish to connect a time clock to the PC on which you will use GastroTime, you may manually transfer the data via USB. This installation does not require any special actions. You may then proceed to the chapter 5.2 Time clock configuration.

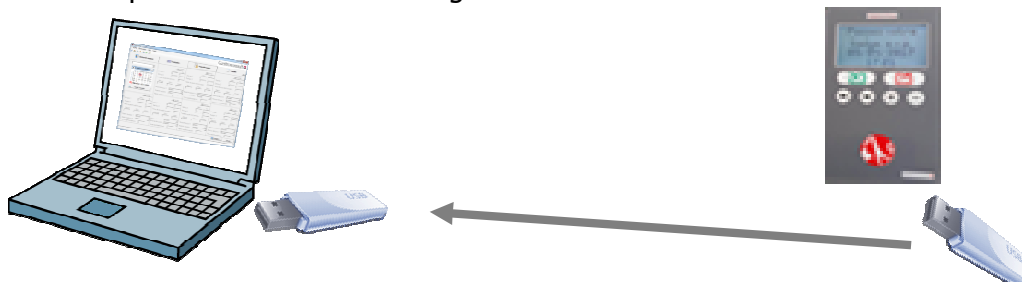


Illustration 12 : Diagram for the use of a time clock without a network connection

5.2 Time clock configuration






5.2.1 Changing the date and time

In order to modify the date on a time clock, proceed as follows:

- Log in as administrator

The *CONFIGURATION MENU* message will be displayed; press ENTER 









- Browse the menu items using the   buttons up to *Date and time settings*

- Press the YES
- Modify the date by moving the  or  buttons, then each number by using the  or  buttons
- When finished, press *Save* and twice on *Quit* 

In order to modify the time on a time clock, proceed as follows:

- Log in as administrator

The *CONFIGURATION MENU* message will be displayed; press ENTER 

- Browse the menu items using the   buttons up to *Date and time settings*
- Press the YES and  up to *Time setting*
- Modify the time by moving the  or  buttons, then each number by using the  or  buttons
- When finished, press *Save* and twice on *Quit* 

5.2.2 Assigning the machine number

A 4-digit number must be assigned to each machine (ex: 0001). GastroTime uses this to identify them when it collects the time data. If you have multiple time clocks, their numbers must be different. **The time clock does not register a new machine number if stampings are present. If necessary, proceed to a data transfer with USB (see 5.1.3)**

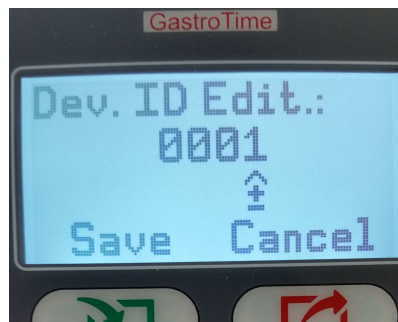








Illustration 13: ID number assigned to the time clock

In order to assign a number to a time clock, proceed as follows:

- Log in as administrator

The *CONFIGURATION MENU* message will be displayed; press ENTER 

- Browse the menu items using the   buttons up to *Time clock ID settings*
- Press the YES
- Modify the time by moving the  or  buttons, then each number by using the  or  buttons


- When finished, press *Save* and twice on *Quit* 






You will need to know this number when you configure GastroTime. (see chapter 5.3.1 GastroTime configuration)

5.2.3 Language selection

In order to change the language for the text displayed on the time clock, proceed as follows:


- Log in as administrator

The *CONFIGURATION MENU* message will be displayed; press ENTER 

- Browse the menu items using the   buttons up to *Language selection*
- Press the YES
- Select the language by moving the  or  buttons
- When finished, press *YES* and on *Quit* 

5.3 GastroTime configuration

5.3.1 Time clock configuration in GastroTime

After installing and configuring the time clocks in your business, you must configure GastroTime to be able to use them. To do so, begin by opening the  *General parameters* and then select the *Gastroconsult TOC 2.16* stamp clock. Then click on the *Parameters...* button, which will open a new dialogue box allowing you to enter all of the time clocks used in your business into the system.

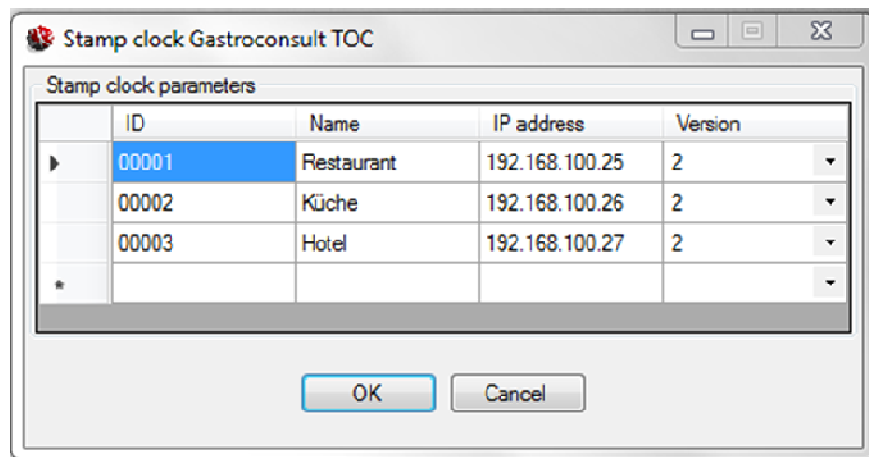


Illustration 14: *Parameters for Gastroconsult TOC 2.16 time clocks* dialogue box


For each time clock installed in your business, you must enter:

- Its unique *ID* identification number corresponding to the 4-digit machine number, plus one zero (00001) which you defined in the time clock configuration (see 5.2.2 Assigning the machine number 4-digit number).
- A name which will be used in GastroTime and which will allow you to easily identify your time clocks if you possess more than one.
- The network or *IP* address assigned to the time clock during installation (see the chapter 5.1 Time clock installation). Please note that the initial zeros of the four numbers making up the

address are not important (i.e. 192.168.1.31 = 192.168.001.031). If they are displayed in the configuration menu for the time clock, this is only so that they may be changed. If your time clock is not connected to a computer network and you intend to only collect the data by USB key, do not enter anything into the *IP address* column.

When this is done, you may close the dialogue box.




5.3.2 Assignment of employee badges

In order to be able to use the time clocks, you must still provide each of your employees with a badge. Each badge has a unique ID identification number which you must assign to an employee in GastroTime. To do so, open the  *Personnel management* tab, select the employee and then enter the ID number of the employee's badge into the *ID stamp clock* field (**ex.00002345**) located in the *General* section. When you have done this for all of your employees, you may begin to use the time clocks.

If you wish to know the ID for a badge, you may use the time clock:

- Log in as administrator

The *CONFIGURATION MENU* message will be displayed; press ENTER 


- Browse the menu items using the   buttons up to *Badge reading*
- Press the YES and present the badge in front of the red icon
- When finished, press *OK* and *Quit* 

In the event of the departure of an employee, you may reuse the badge for a new employee without any problem. However, this is only possible if the dates of employment of the two employees do not overlap.

5.4 Time clock use

The use of the time clocks by employees is straightforward: At each departure or arrival, the employee swipes the badge against the time clock. PLEASE SPECIFY is then displayed. The employee must then press the IN or OUT button. When this is done, the time clock has recorded the employee's passage.

5.5 Import of time clock data

You may import the data from your time clocks at any time. To do so, go to the *File* menu,  *Import from the stamp clock*. A window will then open allowing you to search, correct and the import the data from the time clock.

The top section includes a table listing all of your time clocks, the date of the most recent collection of data from each of them and the status of that collection. This status may be:

- *Updated*: GastroTime was able to connect to the time clock via the network and has collected all time data.
- *Updated (via USB key)*: You have collected the data from this time clock using a USB key
- *Not updated (time clock network unavailable)*: GastroTime was unable to connect to the time clock. Ensure that the time clock is working, correctly connected to the network and that the network configuration is connect. You may also collect the data using a USB key.

- *Retrieval with USB-stick may be necessary.* This time clock is only configured for collection using a USB key. Ensure that you have collected the data from this time clock (using the date of the most recent collection) before proceeding.

Below this, you will see various fields allowing you to search for time data among all the data which has been collected. You may specify:

- The dates for which you would like to access the time data. We recommend that you not search for the time data for the current date because these may not yet have been carried out.
- The employee(s) for whom you are searching, either by specifying an individual employee, a department or all employees.

To begin the research, click on the *Search data* button. GastroTime will then display the time data corresponding to your research in the table. If the table remains empty, this means that no time data are available for the selected research criteria.

The screenshot shows the 'Import from the stamp clock' window. At the top, there is a table for 'Data retrieval of time clocks' with columns: Stamp clock, Last retrieval, and Current state. Below this is a 'Retrieve data from a time clock via USB stick' button. The 'Research' section has date pickers for 'From' (samedi 16 juillet 2016) and 'to' (mardi 16 août 2016), and radio buttons for 'Of all employees of the company', 'Of all employees of the department', and 'Of the employee' (selected). A dropdown menu shows 'Dupont Pierre'. A 'Data search' button is present. Below is a table with columns: Date, Employee, Start, End, Start, End, Start, End, Start, End. The table contains 8 rows of data. Below the table is a 'Correct the hours of the beginning by the next hour' field with a value of 8.00 and a 'Correct all' button. A 'Legend' section explains the icons: a red exclamation mark for errors, a yellow triangle for duplicate registrations, and a green checkmark for identical registrations. At the bottom are buttons for 'Import selection in the registration of the hours', 'Create a log score based on current research', 'Save changes', and 'Close'.

	Date	Employee	Start	End	Start	End	Start	End	Start	End
<input checked="" type="checkbox"/>	03/08/2016	Dupont Pierre	7:55	12:36	15:00	18:22				
<input checked="" type="checkbox"/>	05/08/2016	Dupont Pierre	7:54	10:10	10:15	12:48	15:30	18:24		
<input checked="" type="checkbox"/>	08/08/2016	Dupont Pierre	8:03	11:35	15:50	20:32				
<input type="checkbox"/>	10/08/2016	Dupont Pierre	7:55	12:40	15:30					
<input checked="" type="checkbox"/>	12/08/2016	Dupont Pierre	7:56	12:47						
<input checked="" type="checkbox"/>	05/08/2016	Meier Hans	7:55	12:35	18:15	21:05				
<input type="checkbox"/>	08/08/2016	Meier Hans	13:29	16:00	16:25	21:05				
<input type="checkbox"/>	10/08/2016	Meier Hans	8:00	15:00						

Illustration 15 : Import to time clock window

Each line of the table corresponds to the time data for one employee for one day. The first column contains a checkbox allowing you to select the data which you wish to import into the time record. By default, all of the lines which may be imported into the time record without any problem are checked. The second column indicates if the data of that line may be imported or not:

- Empty cell: the line may be imported normally into the time record.
- : The time record already contains the data from this line: you do not need to import them again.

- ⚠️: The time record already contains the data for this employee for this date, but they are different. If you import the data from this line, the current data in the time record will be replaced.
- 🚫: The data from this line are incomplete or contain errors. You must correct them before being able to import the line.

You will then have two columns containing the date and the name of the employee. You may sort the data in the table by clicking on the headers of these two columns. Finally, you can see the time data: one column for each start time and another for each end time.

You may correct, complete or delete certain time clock hours. The various time data are reordered chronologically after each change. Do not forget to save your changes using the *Save changes* button. Saving the data is different from importing them into the time record. It only allows you to save the changes made to the time data in order to use them again later if necessary.

You can also schedule the beginning time of your choice. If the working day starts at 9:30 a.m., enter the chosen time and click the button 🔄 **Correct all**

If you wish to return to the original time data or to keep a record of the changes made, you may export a time record using the *Create a log score based on current research* button. The CSV file thus created will contain the original and modified data for the current search. You can then open this file using your spreadsheet program (i.e. MS Excel).

When you have selected (using the checkboxes in the first column) and verified the lines which you wish to import, you may click on the *Import selection in the registration of the hours* button. The selected time data has been added to the time record.

5.6 Importing data from a time clock using a USB key

If you are unable to access the time clock via the network for any reason, you can recover the time data using a USB key. To do so, proceed as follows:

- Log in as administrator

The *CONFIGURATION MENU* message will be displayed; press ENTER 

- By *Upload to USB* press the YES button
- Insert the USB key into the corresponding port in the time clock (see Illustration 16)




Illustration 16 : Photo of the insertion of a USB key into the time clock


- Press the OK button. PLEASE WAIT will be displayed until the data has been copied onto the USB key.

If FILE ALREADY ON KEY, EXPORTING CANCELLED is displayed, this means that data from a time clock are already on your USB key. You must import them into GastroTime before collecting new data (even from a different time clock).

If you see a different error message, ensure that your USB key is working correctly or attempt to use a different USB key.

- When FILE COPIED is displayed, press the OK button.
- When *File copied* is displayed, remove the key.
- DELETE LOG FILE will appear. If you press YES, the time data on the time clock will be deleted, as you have collected them using the USB key.
- LOG FILE DELETED will then be displayed; press the OK button.
- Exit the CONFIGURATION MENU by pressing the *QUIT* 

Erase data 2 or 3 times a year in order to free space on the time clock.


Now that the data have been copied to the USB key, launch GastroTime and then open the import from time clock window using *File* menu,  *Import from the stamp clock*. For a description of how to use this window, please consult the previous chapter. Before carrying out a search, click on the *Retrieve data from a time clock via USB stick* button. A dialogue box will open allowing you to select the file containing the data. This will be named *gtm_0001.xml* and should be located in the root directory of your USB key. Select it and click *Open*. GastroTime will then recover the time data as if it was doing so via the network.

6. Registration of working hours

The principal functionality of GastroTime is the registration of the working hours of your staff. Previously you used perhaps a controlling note of the length of the period of working hours. The registration of hours allows you to proceed the same way, but without any calculations: GastroTime takes charge of it at your place.

The registration of the hours with GastroTime is executed daily for every employee. It's up to the employer or a person of the administration desk to do this. You have to register the starting and end hours of work for every day, the different periods of breaks and eventual absences.

6.1 Index of the registration of working hours

To attain the registration of hours, open the index  *Registration of the hours* as it is showed above. It consists of eight parts. The first one, above on the left, allows you to select the employee³ as well as the week. The seven other parts allow you to realise the registration of the hours of the seven days of the corresponding week for the selected employee.

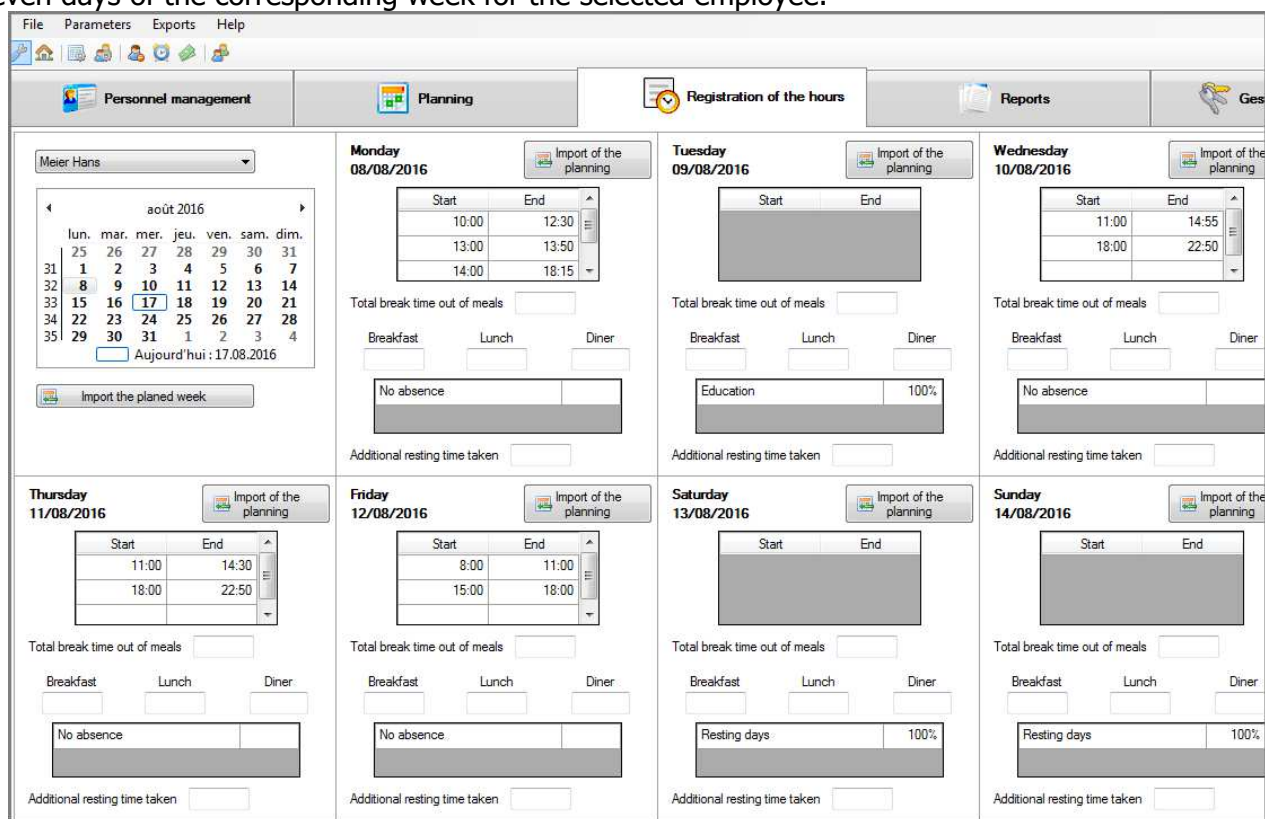



Illustration 17 : Main-window with index *Registration of the hours*


The calendar allowing you to select a date can consist dates in grey. This means, that a registration of hours has already been achieved for this employee and the corresponding date.

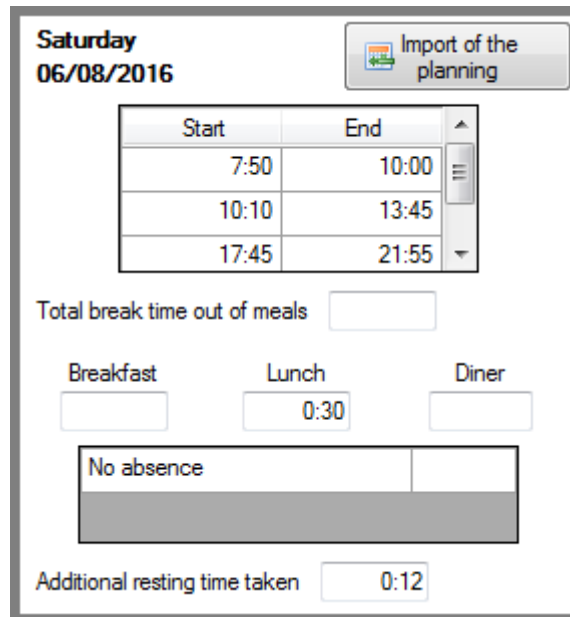
Even if the index of the registration of hours allows you to realise a registration of all seven selected days of the week, you are not obliged to do so. You are free to fulfil only one or several days of a week. Only the days for which you entered information will be saved.

Do not forget to save your work before changing the index, employee, date or close the program. Use the button  Save.

³This listing contains only the employees actually engaged. If you like to show all employees, including those who do not work for you anymore or not yet, press the button *Display of all employees*  in the toolbar.

6.2 Description of the different input fields

For a correct management of the working hours, different information for every day and every employee has to be entered. All these information are grouped in the daily plane in question in the index  *Registration of the hours*.



Saturday
06/08/2016 Import of the planning

Start	End
7:50	10:00
10:10	13:45
17:45	21:55

Total break time out of meals

Breakfast Lunch Diner

No absence

Additional resting time taken

Illustration 18 : Panel of the index *Registration of hours* to register the hours of one day

First of all you have the different working periods for which you can enter a starting and end time. You are free to enter the number of working periods (line of the list) you want, as long as they don't overlap. If you like to delete one, simply remove the corresponding starting and end time and save. By the saving process, this list will automatically be indexed.

In the array *Total break time out of meals* enter the total period of breaks the employee took during this day, without considering the time he passed to have his meals.


In the array *Breakfast, Lunch, Diner* enter the period of breaks the employee took for this different meals. If the employee didn't take a meal in your establishment, simply leave the corresponding array empty.

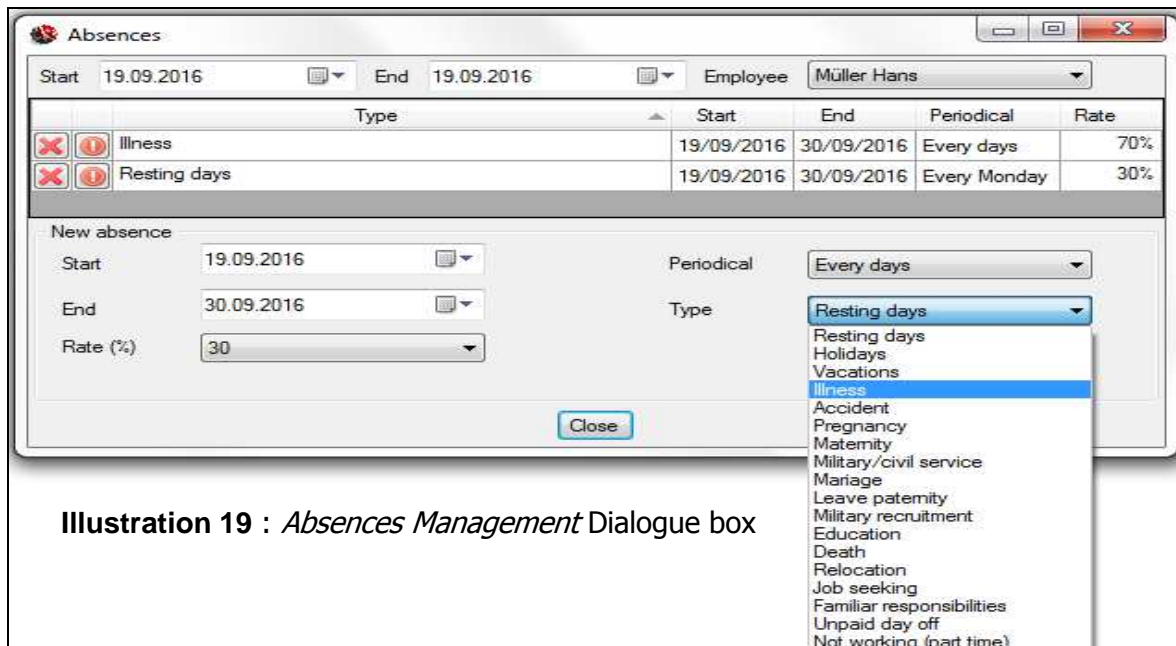
Select eventually a reason for the absence of the employee in the arrays *Absence*. If the employee worked, leave the comment *None*.

You can click in the field of the absences to manage the absences of the employee for the concerned day. You will find more information on the absences management in the following chapter 6.3.


The array *Additional rest time taken* allows you to indicate the rest time your employee took this day. The rest time accorded to your employees corresponds to the number of working hours your employees executed during the night.

6.3 Manage the absences


To manage the absences of the employees click the button  *Absences* in the toolbar

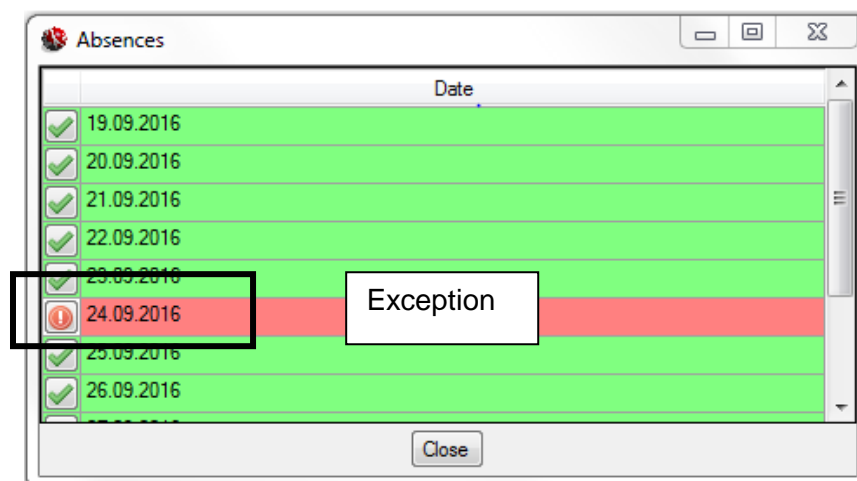


The upper part allows an absences research during a given period and for a selected employee. The central part is the list containing the various absences according to the criteria of researches. The part below is the form allowing inserting a new absence.


You can eliminate an absence by clicking the button  *delete*.

6.3.1 Manage the exceptions

An exception cancels an absence at a precise date. It can be useful to define exceptions for the long-term absences. Click the button  *Exceptions* (illustration19).



The absences are coloured in green and the exceptions in red.

To define an exception, click on  on the absence, and the exception will become red.

To cancel an exception, click on  and the absence will become green

6.3.2 Manage the conflicts

It is possible to insert absences which enter in conflicts with each other (for example for holidays which enter in conflict with long-term absences).

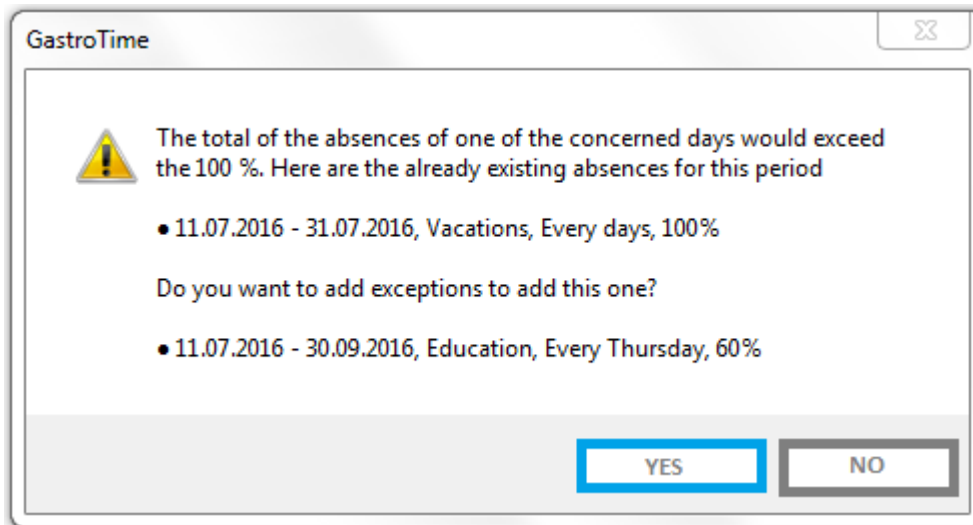





Illustration 21: message of confirmation *Management of the conflicts*

GastroTime adds exceptions in the already existing absences (of which days are in conflict) to be able to insert the new absence.

6.4 Importation of the planning in the registration of working hours



If you use GastroTime for the planning of the working hours in your establishment, you can simplify your registration. In most of the cases the starting and end hours don't really correspond to the executed planning. Why then do the work twice? GastroTime allows you to import the planned starting and end working hours as well as the absences in the registration of hours. You then can apply the eventual necessary corrections and save your work.

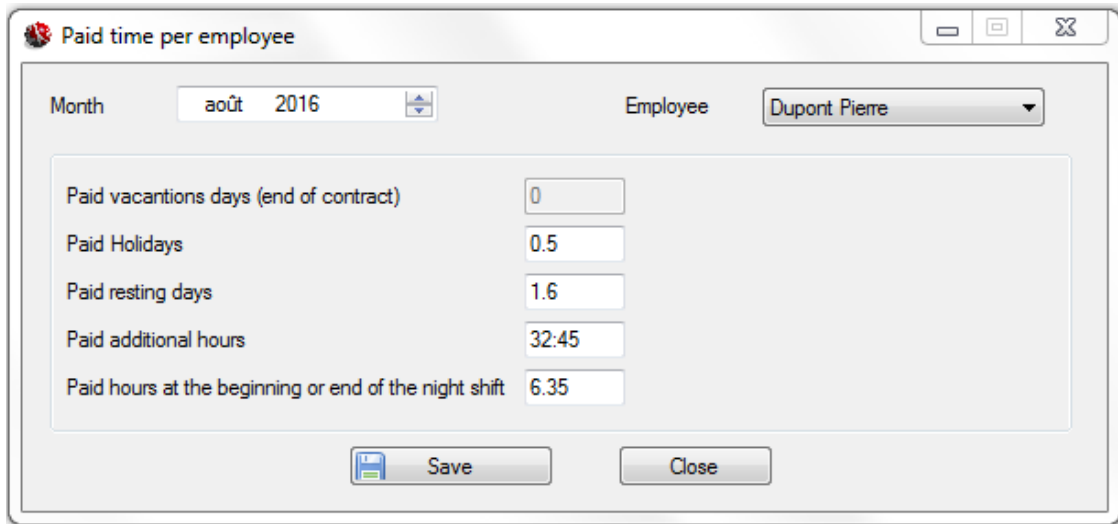
Of course it is important that you already realised a planning for this week before it can be imported. Refere hereby to chapter 4 Planning of the time registration. You have two possibilities to import your planning in the registration of hours. First of all press the index  *Registration of the hours* and select an employee and week. Decide, if you like to import the planning for the whole week or only for a particular day. To import the planning for the whole week, press on the button  *Import the week* below the calendar. To import the planning of a particular day, press the button  *Import of this day*. If you selected a planning per department, a pop-up window will be open to allow you to select the department. If you have a planning per employee, you simply import the planning of the employee.

6.5 Management of the paid time per employee

The balances of hours, Holidays..... of your staff are reported from month to month. For a certain period, GastroTime allows you to indicate them as paid. This means that they are subtracted of the balance and no more considered in the account of the following month. It is up to the employer to verify, if this procedure is according to the general working contract. **Days of rest may only be paid at the end of contract.** Gastro time allows to indicate the following data per employee monthly:

- A number of paid vacations days (available if the current month contains the end of contract)
- A number of paid Holidays
- A number of paid days off
- A number of paid extra hours
- A number of paid hours at the beginning or end of the night shift

Select in the menu *Parameters*,  *Paid time per employee*. The now open pop-up window allows you to indicate the paid periods. First select the corresponding month and employee, after enter the different periods. Finally save your modifications by the aid of the button  *Save*.




Field	Value
Month	août 2016
Employee	Dupont Pierre
Paid vacations days (end of contract)	0
Paid Holidays	0.5
Paid resting days	1.6
Paid additional hours	32.45
Paid hours at the beginning or end of the night shift	6.35

Illustration 22 : Pop-up window *Paid time per employee*

7. Printout of the reports

GastroTime allows you to register the working hours of your employees, to realise planning, but above all to create the different reports you need to manage correctly the working time of your establishment. These reports are automatically generated by the software on the bases of the information you deliver by entering hours and planning.

To show and print these reports, open the pop-up window  *Reports*. This pop-up contains a calendar allowing you to select a date. You also see the lists allowing you to select the departments and employees⁴ of your company. Finally, the planning lists and reports which can be generated by GastroTime will appear.

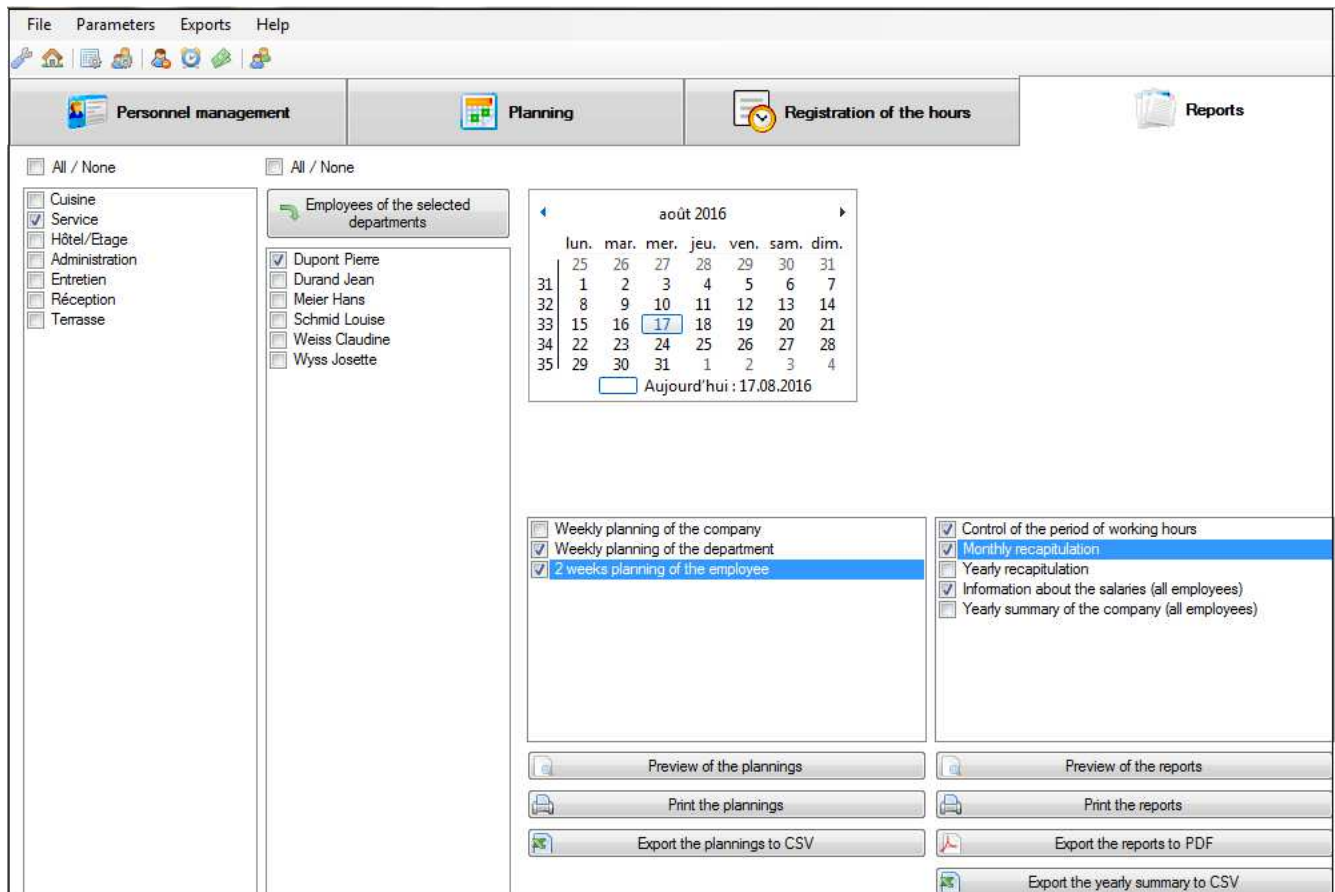






Illustration 23 : Main window with index *Reports*

Begin by selecting the date which will correspond to the period of the report as well as the employees or departments for which you like to generate the reports. If you like to select all employees of certain departments, begin by marking the departments, then click on the button > between both lists. Thereafter select the designated reports and plannings by marking them on both corresponding lists. Finally click on the button referring to the choice of your reports:  *Preview* to visualize the reports on the screen,  *Print* to print all selected reports or  *Export* to create a PDF document per report. The same procedure can be done for the plannings.

⁴ This listing only contains employees actually engaged. If you like to see all employees, including those who don't work anymore or not yet for your establishment, press on the button *Display of all employees*  in the toolbar.

7.1 Controlling report of the period of working hours

The first report you can generate thanks to GastroTime is the *Control of the period of working hours*. It basically corresponds to the one established by GastroSuisse. You'll have such a report monthly and per employee. To create this report, select at least an employee, a month (by selecting any day of the corresponding month) as well as the report in question.

This report is based on the entered data in the registration of hours for the corresponding month and employee. For its completeness it's necessary that you have saved the registration of the hours of the employee in question for every day of the month. Conversely, the report consists in empty lines.

7.2 Monthly recapitulation

The report *Monthly recapitulation* corresponds basically to the one established by GastroSuisse. You'll have such a report per employee and per month. To create this report, select at least an employee, a month (by selecting any day of the corresponding month) as well as the report in question.

This report is based on the entered data in the registration of hours for this month and employee. For its completeness it's necessary that you have saved the registration of the hours of the employee in question for every day of the month. Conversely, the report consists in incomplete parts.

7.3 Yearly recapitulation

The report *yearly recapitulation* corresponds basically to the one of GastroSuisse. You'll have such a report per employee and per year. To create the report, select an employee, a year (select any day of the corresponding year) and the report in question.

This report is based on the entered data in the registration of hours for this year and employee. For its completeness it's necessary to have saved the hours of the employee in question for every day of the year. Conversely the report consists of incomplete parts.

7.4 Information about the salaries

The report *Information about the salaries* indicates the listing of your employees and their executed working hours during the month with the partition in day and night work, the different absences... Shortly, all necessary information to establish a salary account. Thus you will have a monthly report of this type, but it is not obligatory to begin by the 1st of the month. For its creation select the first day of the report as well as the report in question. It is not necessary to select an employee, because the report contains anyway all employees.

This report is based on the entered data in the registration of hours for this month and all employees. For its completeness it's necessary to have saved the registration of hours of all employees in question for every day of the month. Conversely the report consists in incomplete parts.

7.4.1 Export to GastroSocial@net

Employee ID

To ensure that the data for the correct employee is imported into the salary programme from GastroTime, it is imperative that the «Salary software ID of employee» is entered in GastroTime.

The screenshot shows the GastroTime software interface. The main window is titled 'GastroTime / GastroSocial Console - GastroSocial Console (400437-13)'. The 'Personnel management' section is active, showing a list of employees on the left and a detailed view of 'Dupras Virgine' on the right. The 'Salary software ID of empl.' field is highlighted with a red box, containing the value '2963'. Other fields include 'Name: Dupras', 'First name: Virgine', 'Address: Oberdorfstrasse 20', 'ZC / town: 6207', 'Date of birth: 16.07.1980', 'ID stamp clock: 00000888', 'Date of entry: 12.06.2014', 'Date of separation: 31.03.2015', 'Department: Service', 'Type of employee: Part time auxiliary per hour', 'Night shift: Regular', 'Weekly hours: 0.00', and 'Days of vacations: 35'.

The relevant ID for each employee can be found in the salary programme under «Mitarbeitende» («Employees») > «Personalien» («Personal Details») > «Mitarbeiter ID» («Employee ID»).

The screenshot shows the GastroSocial web interface. The main page is titled 'Adressdetail von Dupras Virgine | Aktuelle Periode 7 - 2014'. The 'Mitarbeiter ID' field is highlighted with a red box, containing the value '2963'. Other fields include 'Name: Dupras', 'Vorname: Virgine', 'Anrede: Frau', 'Adresszeile 1: Oberdorfstrasse 20', 'Adresszeile 2: ', 'Land / PLZ / Ort: Schweiz 6207', 'Telefon: ', 'Mobile: ', 'E-Mail: ', 'Geschlecht: weiblich', 'Zivilstand: unbekannt', 'Nationalität: Schweiz', and 'Heimatort: '.

Exporting data

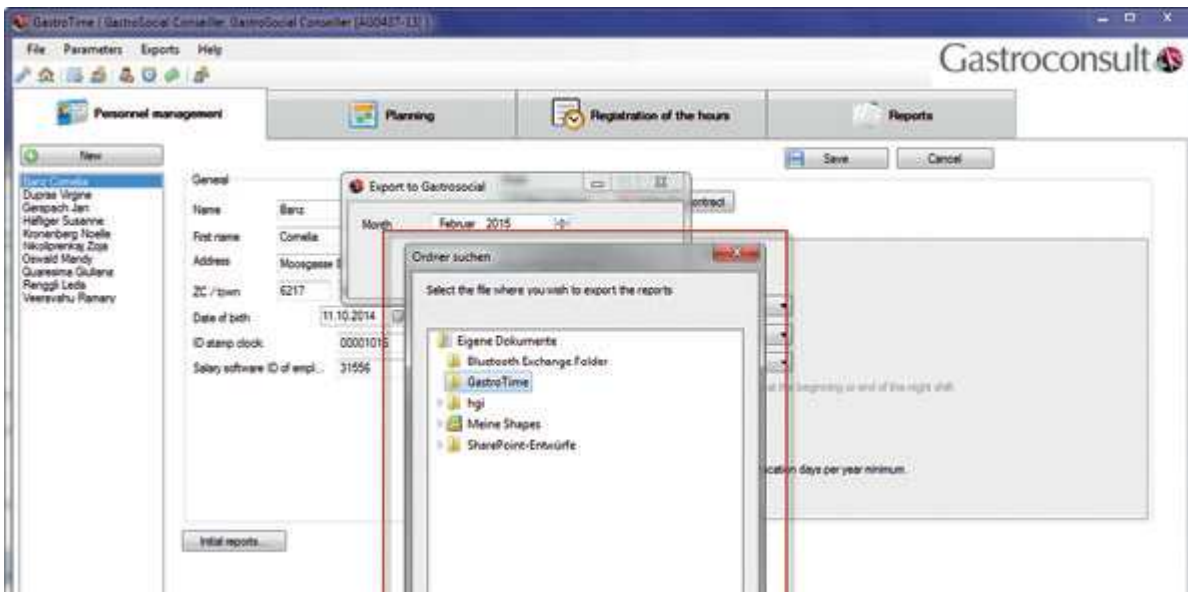
To export data from GastroTime, click on «Exports» and select «Export to GastroSocial ...».



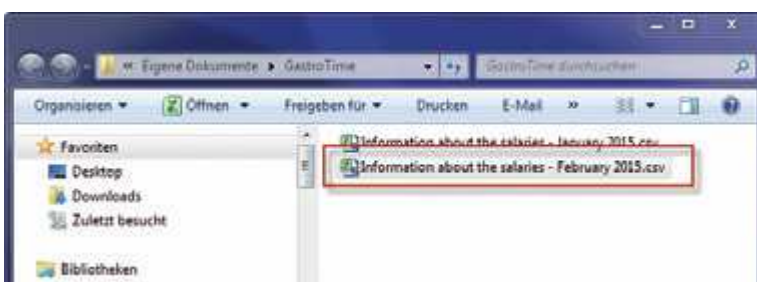
Select the desired time period of the data to be exported and click «OK».



Select a destination folder in «Eigene Dokumente» («Own Files») and click «OK».



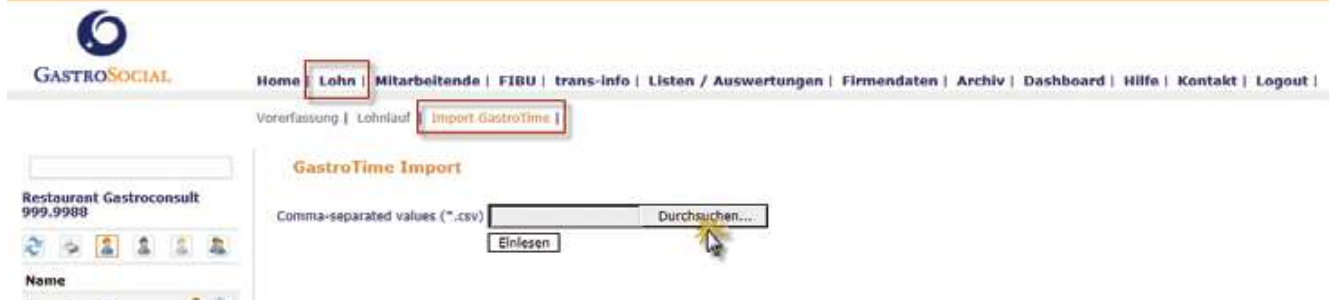
The newly created file is then saved.



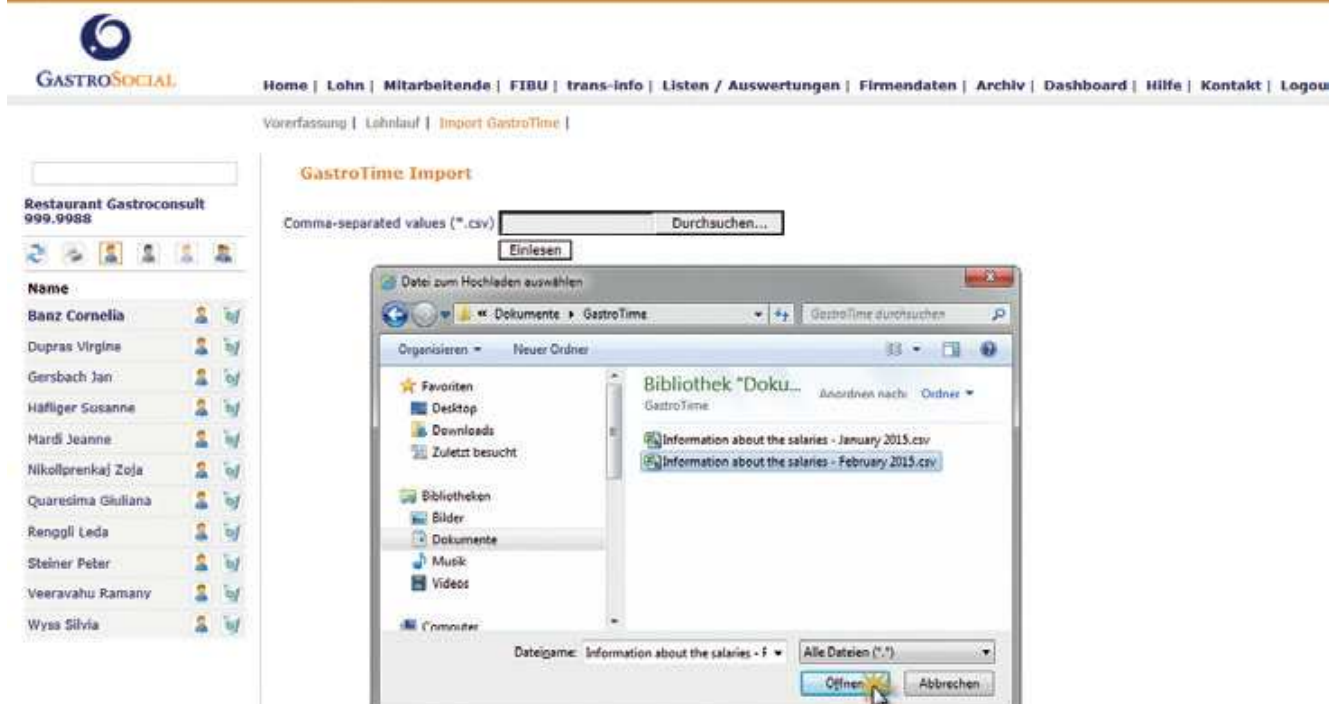
Importing data into the salary programme

Open the salary programme on GastroSocial@net.

Under «Lohn» («Salary») in the main menu, select the sub-menu item «Import GastroTime». You can then select the file by clicking on «Durchsuchen» («Browse»).



Select the desired file in the «Dokumente» («Files») folder. Click «Öffnen» («Open») and then «Einlesen» («Import»).



When the following notification appears, this means that the data has been successfully imported.



Post-processing of salary data (important information)

In the following **salary cases**, post-processing and manual entry of additional information is required, once the salary data have been imported:

Illness: manual entry of the waiting (qualifying) period

In the case of illness within the waiting (qualifying) period, the number of days of continued payment of wages must be entered manually.

Please see the chapter on «Erfassung Krankheit inklusive Wartefrist» («Recording illness including the waiting period») in the Salary Programme Handbook (from page 42) for more details on this.

Accident and illness: partial incapacity for work

Partial incapacity for work is defined as a less than 100 % incapacity for work due to illness or accident. If you have recorded an employee's partial incapacity for work due to accident or illness, please do the following:

1. In the salary programme, for the relevant employee, delete the salary types transferred from the GastroTime interface:
 - a. salary type 0050 in the case of illness
 - b. salary type 0070 in the case of accident
2. Then enter the partial incapacity manually. For further details, please see the chapter on «Erfassung einer Teilzeitarbeitsunfähigkeit infolge Krankheit» («Recording partial incapacity for work as a result of illness») (from page 43) and/or «Erfassung einer Teilzeitarbeitsunfähigkeit infolge Unfall» («Recording partial incapacity for work as a result of accident») (from page 45) in the Salary Programme Handbook.

Whole-month sickness or accident: monthly wage earners

In the case of monthly wage earners whose incapacity for work lasts an entire month (from the first day of the month to the last), please ensure that you always count 30 days per month. No adjustment needs to be made for employees who are paid by the hour.

For months with 28, 29 or 31 days, please make the following corrections:

1. Change the number of absence days to 30 in the following:
 - a. salary type 0050 in the case of illness
 - b. salary type 0070 in the case of accident

Payment of night extra hours of 10%

The insert of night extra hours of 10% must be manually made in the salary program of GastroSocial. Proceed as follows:

1. Add in the sub-tab *Data of salary* of the concerned collaborator, the salary element *0325 Supplement night hours of 10%* (quantity).
2. In the field *Quantity*, insert the number of night extra hours which you wish to pay.

7.5 Summary of the "time" balances and totals of the company

The report entitled *Summary of the "time" balances and totals of the company* imports the various different balances of all employees in the company at the end of the selected month and in addition, provides the totals for these per type of employee (full-time, part-time and/or part-time assistant). To set up this report, select a month (by selecting any day of the desired month) and the report in question. In addition, select the employees or departments you wish to include in the report. If no employee is selected, this means that every employee in the company should appear in it.

This report is based on the data entered in time recording up to this month for all the employees. For the report to be complete, you should have stored the time recordings of all the employees in question up to the last day of the month, otherwise, the report will include incomplete sections.

7.6 Monthly summary of the breaks

The Report *Monthly summary of the breaks* reports the supplied for every day of the selected month and for the selected employee of the list of working periods. To create this report, select one month (by selecting any day of the wished month) and the report in question. Also select the employee whom you wish to include in the report.

7.7 Weekly planning of the establishment

The report *Weekly planning of the establishment* allows you to printout the realized planning of a week as it is described in the index *Planning*. You have a report of this type weekly. For its creation, select a week (by selecting any day of the corresponding week) and the planning in question.

This report is based on the entered data in the planning for this week and all employees or departments. To its completeness, it's necessary to have saved the planning of this week.

7.8 Planning of the employee or department

The report *Planning of the employee* or *Planning of the department* (according to the type of the chosen planning) allows you to print out the realized planning for an employee or department for two weeks. You have a report of this type every second week and for every employee or department. For its creation, select two weeks (by selecting any day of the first week), at least an employee or department as well as the planning in question.

This report is based on the entered data in the planning for these two weeks and for all employees or departments. To its completeness it's necessary to have saved the planning of this week.

7.9 Weekly planning of the department

The report *Weekly planning of the department* allows you to print out the weekly planning of the employees of the selected department. It is only at your disposal, if you have executed a planning per employee. For its creation, select one week (by selecting any day of the corresponding week) as well as the planning in question.


This report is based on he entered data in the planning of this week and for all employees of the department. For its completeness, it's necessary to have saved the planning of this week.


8. Backup copies

GastroTime consists of data you certainly don't want to lose even if your computer should break down. A functionality allows you to realise backup copies to avoid such inconvenience.

We firmly advise you to realise backup copies (every day or every week). GastroTime doesn't execute backups automatically. It is up to you to realise it regularly.

The backup system proposed by GastroTime allows you to create a file consisting of the saved data entered in the software. You have to save this file on an external support (such as external hard disk, CD-ROM, USB stick...) to assure a reliable backup that you can regain in case of a breakdown of your computer.

To realise a backup copy with GastroTime, open the menu *Files* and press  *Backup copier*. A pop-up window for file backup will be opened. Select the place to realise your backup, name the file and press *Save*.

If you have to restore an ancient backup, go to the menu *File* and press  *Restore from a backup*. A pop-up window of standard files will be opened. Select the place, after the file of your backup and press open. The presented data in this backup file are then loaded in GastroTime.

9. GastroTime update

GastroTime is a software which evolves and offers new features. To take advantage of last novelties, do not forget to update GastroTime

9.1 Automatic updates

GastroTime is equipped with a system of automatic updates from the version 1.3.25 on. This system verifies the presence of a new version thanks to your Internet connection.

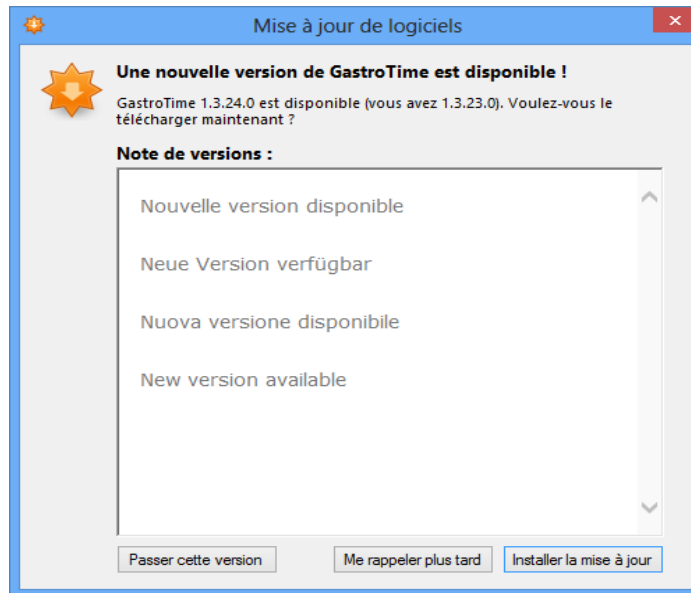


Illustration 24 : Update Dialogue box

If a new version is detected during the starting up of GastroTime, the pop-up window above opens. Click on *Install update* to obtain the new version. Follow the instructions on the screen for the installation

9.2 License update

If you wish to acquire a new GastroTime version with substantial changes, you will receive a new license file. To install it, double-click on license file:



Illustration 25 : License file

A message of confirmation is shown and GastroTime is automatically relaunched.

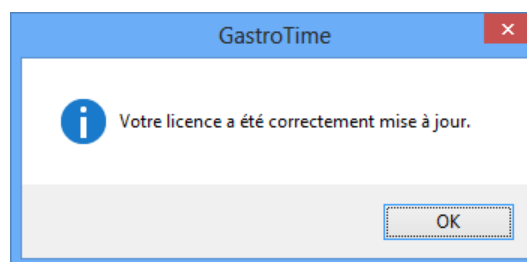



Illustration 26: Update confirmation pop-up window

As soon as your license is updated, you will receive automatically the updates of the GastroTime version with substantial changes.


10. Frequently asked questions (FAQ)

- **In the registration of hours, I selected a date and employee, but the arrays of the days are inactive (grey).**


The registration of hours is only possible for employees, who are actually engaged in your establishment. Check the date of entry and date of separation of your employee in the index  *Personnel management*.

Because of an important modification of the GCCW concerning the seasonal establishments, the version 1.2 of the software doesn't allow you to modify already registered hours before January 1st 2010 anymore

- **I don't find all my staff in the planning.**

Check first of all, if you really selected the planning per employee. To check, read the instructions of chapter 4.1 Selection of the type of planning. If you are right, check the date of entry and date of separation in the index  *Personnel management* of the employee in question. The planning contains effectively only the employees engaged in the defined period of time.

- **I defined a separation date for an employee and since his data disappeared.**

The listings allowing you to select an employee in the different indexes effectively contain only the employees engaged during the current year. This is made not to overload these listings with employees no more engaged. However it can be possible that you like to select one of these employees for a reason or another. Press simply the button  *Display of all employees* in the toolbar. This button stays pressed and indicates, that all employees are at your disposal in the listings. If you like to retrieve the normal listings, press the same button again.

- **Why does GastroTime not translate certain parts such in my favourite language such as the calendar ?**

The calendar and certain pop-up windows can simply not been translated in a specific language, because they are directly delivered by MS Windows. The configuration of your computer imposes the language for these ones.

- **The message "Translation is missing. It has been replaced by the standard translation » appears. What can I do?**

First of all don't worry, if this message appears. It simply wants to inform you, that the translation system integrated in GastroTime didn't find a translation for the selected expression. Normally this shouldn't happen, but if it does, ignore it and continue to use GastroTime. The only inconvenience could be a software message, which cannot be translated in the selected language.

- **I would like to uninstall GastroTime, but I don't know how to proceed.**

Enter the configuration management, add or delete programs. Select GastroTime in the listing and press the button *Modify/Delete*.