



StarChef Training Workshops



Available Courses:

StarChef Professional Edition

1 Day Basic Introduction – Hands-On

½ Day Administrator Workshop

StarChef Standard Edition

1 Day Basic Introduction – Hands-On

All courses devote extensive time to hands-on exercises providing the delegates with the skills they can use immediately when returning to work.

All workshops are conducted in a class-room environment using laptop computers provided by us. We allow a maximum of 10 delegates per workshop.

Location:

Courses are held at a conference facility in Oxford and include refreshments. Courses can be held on-site and we request that a multi-media projector and screen is provided for workshops attended by 2 or more delegates.



Pricing:

On-site prices displayed below exclude expenses.

Courses for up to 10 delegates (price shown is for entire course for a max. of 10 delegates)	On-site	Oxford
Professional Edition - 1 Day Basic Introduction – Hands-On	£750	£1,200
Professional Edition - ½ Day Administrator Workshop	£500	

One-to-one Training	On-site	Oxford
Professional Edition - 1 Day Basic Introduction – Hands-On	£375	£475
<i>Extra Charge per delegate (max. 5 delegates)</i>	£50	£100
Professional Edition - ½ Day Administrator Workshop	£190	£250
<i>Extra Charge per delegate (max. 5 delegates)</i>	£30	£60

1 Day Basic Introduction - Hands-on (Professional)

This Course Covers:

- Installing and activating StarChef on your PC.
- Navigating around the StarChef interface
- Entering ingredients.
- Creating dishes, building dish content, entering methods and CCPs.
- Linking pictures to dishes and ingredients.
- Understanding the difference between master and local databases.
- Creating menus in StarChef (à la Carte and Fixed Price).
- Analysing menu profitability.
- Designing menus using the Menu Layout Wizard.
- Utilising StarChef reports.
- Synchronizing a local database with a master database.
- Exporting local data.

Course Benefits:

Delegates will learn the basics of StarChef and will gain the practical experience required to take advantage of the features and capabilities of StarChef Professional Edition.

Who Should Attend:

- This course is valuable to anyone using StarChef Professional edition to create dishes, add ingredients, build menus and analyse menu profitability.
- Basic computer skills and some experience of Windows applications is assumed.
- Users wishing to making use of the Menu Layout Wizard should have some exposure to Microsoft Word.

Course Content:

Introducing StarChef

- Install and activate StarChef.
- Use the shortcut bar, tree and data area to view ingredients, dishes and menus.
- Utilise the Find feature to search for ingredients.

Entering and retrieving data

- Create new dishes and build the dish content using the Selector window.
- Add dishes and sub-dishes.
- Enter the dish method and mise en place.
- Enter Critical Control Points and use the copy and paste feature to copy and paste CCPs from existing dishes.
- Input service information for a dish.

- Link dish pictures to a dish, add multiple pictures and remove pictures.
- Make a copy of a dish.
- Add new ingredients to a dish.
- Add new ingredients to the database.
- Compare the difference between locally entered dishes and ingredients and master dish and ingredient records.

Creating and costing menus

- Create an à la carte menu and select dishes to include in the menu.
- Create a fixed price (TDH) menu and select dishes to include in the menu.
- Add and remove courses.
- Assign dishes to a course.
- Allocate a wastage percentage to dishes.
- Adjust selling prices and target GP% to analyse the menu profitability.
- Create menu layouts using the Menu Layout Wizard.

Utilising StarChef Reports

- Use the reports tree to view and print reports.
- Customise report headers, footers and fonts.
- Export reports to portable document format (.pdf) and Excel format (.xls).

Understanding and implementing Synchronization.

- Use the Download Wizard to download to the latest synch database.
- Use the Synchronize Wizard to synchronize a local database with the master database.

Exporting Data

- Use the Export Wizard to export ingredients, dishes and menu records.
- Email exported data

Practical Exercises:

Throughout the course, extensive hands-on exercises provide practical experience using StarChef, these include:

- Installing and activating StarChef.
- Navigating around the interface.
- Adding dishes, building dish content, entering methods and CCPs.
- Creating Fixed Price and a la carte menus, selecting dishes and analysing menu profitability.
- Synchronize a local database with a master database using the Synchronization Wizard.
- Exporting dishes using the Export Wizard.

½ Day Administrator Workshop - Hands-on (Professional)

This Course Covers:

- Creating local databases from a master database.
- Creating a synchronize database.
- Importing StarChef data.
- Managing user permissions.
- Setting database passwords.
- Using the SC Importer tool to import ingredient prices from suppliers.

Course Benefits:

This hands-on course provides the practical knowledge and skills required to manage StarChef Professional Edition master databases in a multi-user environment.

Administrators will gain invaluable experience in updating and maintaining a master database.

Who Should Attend:

- This course is valuable to anyone using StarChef Professional edition as an administrator.
- “StarChef Professional Edition - 1 day Basic Introduction - Hands-On” or equivalent experience is assumed.
- Some experience using Windows applications including Microsoft Excel and Word is required.

Course Content:

StarChef Administration

- Creating master databases.
- Creating local databases.
- Managing local user permissions.
- Setting the password on a master database.
- Setting the password on a local database.
- Creating a synchronize database.

Importing Data

- Using the Import Wizard to import StarChef data from local users.
- Using SC Importer to import price updates from suppliers.

Practical Exercises:

Throughout the course, extensive hands-on exercises provide practical experience with advanced features in StarChef. You perform exercises under the guidance of a tutor which will include:

- Creating a local database.
- Creating a synchronize database.
- Importing data from local users.
- Importing ingredient updates using SC Importer.



1 Day Basic Introduction - Hands-on (Standard)

This Course Covers:

- Installing and activating StarChef on your PC.
- Navigating around the StarChef interface
- Creating dishes, building dish content, entering methods and CCPs.
- Linking pictures to dishes and ingredients.
- Creating menus in StarChef (à la Carte and Fixed Price).
- Analysing menu profitability.
- Designing menus using the Menu Layout Wizard.
- Utilising StarChef reports.
- Sharing data using the import and exports wizards.
- Customise the StarChef environment

Course Benefits:

Delegates will learn the basics of StarChef and will gain practical experience required to take advantage of the features and capabilities of StarChef Standard Edition.

Who Should Attend:

- This course is valuable to anyone using StarChef Standard edition to create dishes, add ingredients, build menus and analyse menu profitability.
- Basic computer skills and some experience of Windows applications is assumed.
- Users wishing to making use of the Menu Layout Wizard should have some exposure to Microsoft Word.

Course Content:

Introducing StarChef

- Install and activate StarChef.
- Use the shortcut bar, tree and data area to view ingredients, dishes and menus.
- Utilise the Find feature to search for ingredients and dishes.

Entering and retrieving data

- Add new ingredients to the database.
- Create new dishes and build the dish content using the Selector window.
- Add dishes and sub-dishes.
- Enter the dish method and mise en place.
- Enter Critical Control Points and use the copy and paste feature to copy and paste CCPs from existing dishes.
- Input service information for a dish.
- Link dish pictures to a dish, add multiple pictures and remove pictures.
- Make a copy of a dish.

Creating and costing menus

- Create an à la carte menu and select dishes to include in the menu.
- Create a fixed price (TDH) menu and select dishes to include in the menu.
- Add and remove courses.
- Assign dishes to a course.
- Allocate a wastage percentage to dishes.
- Adjust selling prices and target GP% to analyse the menu profitability.
- Create menu layouts using the Menu Layout Wizard.

Utilising StarChef Reports

- Use the reports tree to view and print reports.
- Customise report headers, footers and fonts.

Sharing data

- Use the Export Wizard to export ingredient, dish and menu records.
- Use the Import Wizard to import dishes, ingredients, menus and suppliers.

Practical Exercises:

Throughout the course, extensive hands-on exercises provide practical experience using StarChef, these include:

- Installing and activating StarChef.
- Navigating around the interface.
- Adding dishes, building dish content, entering methods and CCPs.
- Creating Fixed Price and a la carte menus, selecting dishes and analysing menu profitability.
- Synchronize a local database with a master database using the Synchronization Wizard.
- Exporting dishes using the Export Wizard.

