TM STUDIO USER MANUAL · VERSION 1.0.0

Costing, recipes, and invoicing — run properly, without a spreadsheet.

TM Studio turns raw ingredient prices into accurate recipe costs, suggested selling prices, and real invoices — and keeps every number connected, so a flour price change quietly ripples through every recipe and margin that uses it. This manual covers installing the program and every screen, in the order you'll actually meet them.

01 Installing TM Studio

TM Studio runs on your own Windows PC (Windows 10 or 11, 64-bit) and works without an internet connection. Everything you enter stays on your computer.

Installing

1. **Run the installer** you downloaded — `TMStudio-Setup-1.0.0.exe`.
2. **Allow it to make changes.** Windows asks *"Do you want to allow this app to make changes?"* — click **Yes**. The installer then offers **Install for all users** (recommended, into `C:\Program Files\TM Studio`) or **Install for me only**, which needs no administrator rights.
3. **Click Next** through the steps. Tick *Create a desktop shortcut* if you like.
4. **Finish.** Leave *Launch TM Studio* ticked to start it straight away.

IF WINDOWS OR YOUR ANTIVIRUS SHOWS A WARNING

A new program can trigger *"Windows protected your PC"* (SmartScreen) or an antivirus alert, even though nothing is wrong. Click **More info**, then **Run anyway**. In an antivirus, choose to allow or restore the file. TM Studio collects no personal data — nothing is sent anywhere except the optional update check.

Where your data lives

Everything you enter — recipes, invoices, settings, backups — is stored in `Documents\TM Studio`, **not** in the program folder. That separation is what makes updating and uninstalling safe: neither ever touches your data. `Settings → System & Backup → About & Updates → Open my data folder` opens it for you.

> **PLEASE DON'T**
>
> Rename, move, edit or delete the files in that folder while TM Studio is running. If Windows ransomware protection (*Controlled folder access*) is on, allow TM Studio through it — otherwise it can't save your data.

Starting and closing

Start TM Studio from the **desktop shortcut** or the **Start menu**. It opens in your web browser (the address is `http://localhost:8000`) and a small TM Studio icon appears near the clock. To close it, use **Close Program** at the bottom of the sidebar, or right-click the icon near the clock and choose **Quit**.

Uninstalling

Use `Windows Settings → Apps → Installed apps → TM Studio → Uninstall` (or *Uninstall TM Studio* in the Start menu folder). Your data folder is **not** deleted, so reinstalling brings everything back. Delete `Documents\TM Studio` yourself only if you want your data gone for good — make a Full Backup first.

02 Getting Started

The first time TM Studio opens, a short Welcome screen asks for your company name; after that, five steps get you to your first invoice.

1. **Name your company.** This becomes the header on every invoice and PDF you print, and the label shown in the company switcher. You can change it later under Settings → General Setup.
2. **Set your currency.** Found under Settings → Financial & Banking — every price field across the app follows this setting.
3. **Add your first products.** Start with the raw ingredients you buy — flour, butter, sugar, packaging — each with a cost per unit. Everything else is built on top of these.

4. **Build a recipe.** Combine products (and other recipes) into a Sub-Recipe or Final Recipe. TM Studio calculates the cost automatically as you add ingredients.

5. **Set a markup and start invoicing.** Once a Final Recipe has a selling price, it's ready to appear on an invoice.

> **TIP**
>
> You don't need to plan the whole recipe tree before starting. Add products as you need them — a recipe's cost recalculates the moment an ingredient price changes.

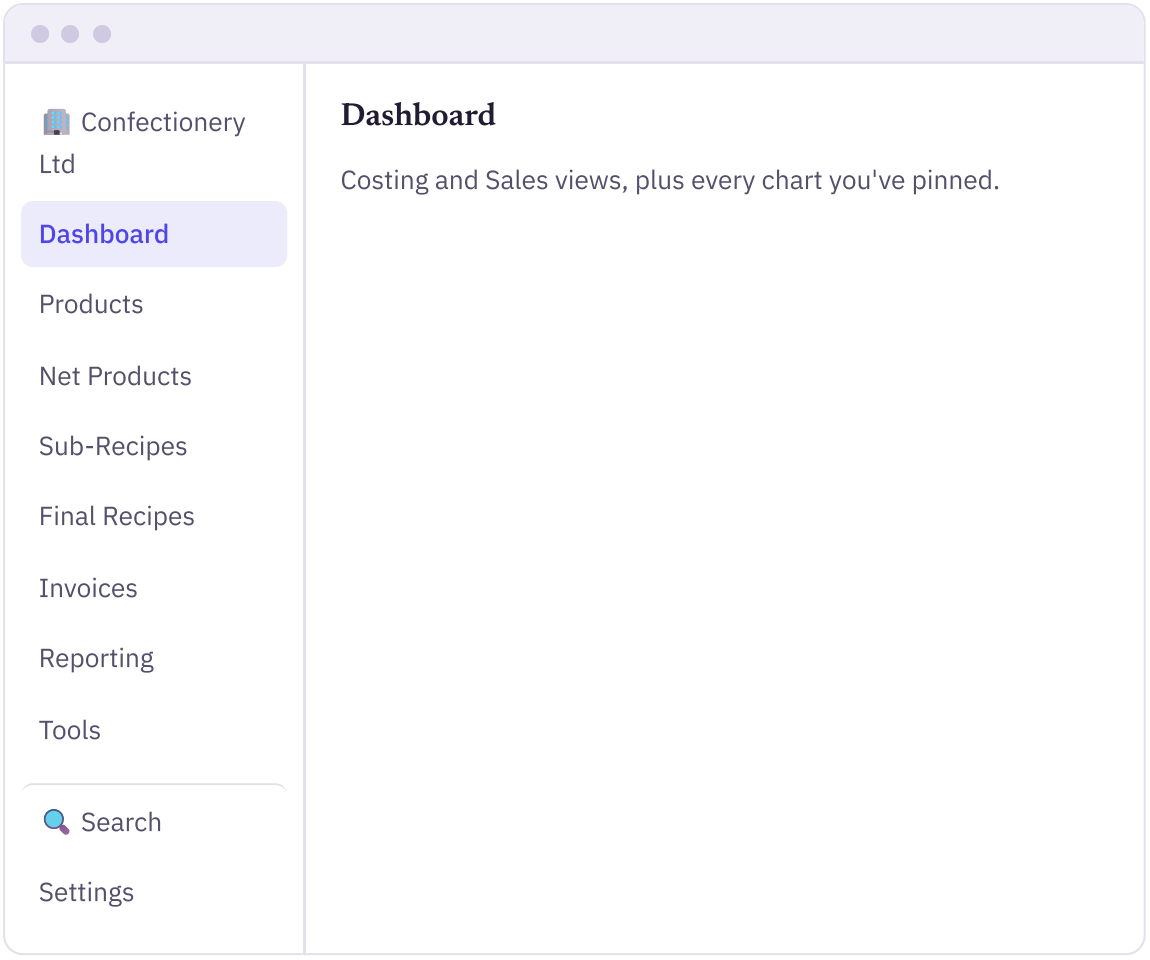
Before you send your first invoice, also fill in your address, VAT and company ID numbers, bank details and logo under Settings — they print on every invoice.

Quick-start flow

Raw Products → Sub-Recipes → Final Recipes → Invoices & Sales

03 Navigating the App

Everything lives behind the sidebar on the left. It never changes shape — only the main panel updates as you move between sections.



Company switcher	Top of the sidebar. Shows the active company and lets you switch, rename, or add another — see Multiple Companies.
Search	Above Settings, or press `Ctrl` + `F` anywhere. Searches Products, Recipes, Customers and Invoices at once.
Settings	Company profile, currency, banking details, VAT codes, customers, custom units, imports and backups all live here.
Close Program	Below Settings. Shuts TM Studio down completely — see Running as a Desktop App.
Status bar	Along the bottom: **Undo / Redo** buttons, the program version, the active company and database, and — when a new version is available — an **Update available** button.

Theme	Press `Ctrl` + `T`, or use `Settings → General Setup → Appearance`, to switch between light and dark mode.

04 Products

Products are the raw materials you actually buy — flour, butter, packaging, anything with a supplier price. They're the foundation every recipe cost is built from.

Adding a product

Product Name	e.g. "Unsalted Butter". Two names that differ only in capital letters (*Almond Flour* and *almond flour*) are not allowed.
Category	For organizing your list — managed under Settings → Data Dictionaries.
Unit of Measure	kg, g, l, ml, pieces, or a custom unit you define — see Custom Units.
Cost per Unit	The number every recipe calculation runs on. If you only know a package price (e.g. €37.50 for a 25 kg sack), click `Calculate Cost`, enter the package price and size, and TM Studio divides it out for you — €1.50 per kg.
Notes	Optional — supplier, pack format, anything worth remembering.

> **NOTE**
>
> Changing a product's cost updates every recipe that uses it — you don't need to open and re-save each recipe. On the Products list you can simply click a cost figure, type the new price and press `Enter`. Use `Tools → Recalculate All Costs` to force every recipe to refresh at once, e.g. after importing a batch of new prices.

Price history

The small trending-up icon beside a product shows a chart of every price change over time — handy for spotting that butter keeps getting dearer.

Deleting and archiving

An ingredient that is used inside a recipe can't be deleted — TM Studio blocks it and lists the recipes that use it, so you can never break a recipe by accident. A product that appears on an invoice can't be permanently deleted either: **archive** it instead, so your sales history stays complete. You can rename a product at any time: its sales history follows the new name, while invoices you already issued keep printing the name they were issued with.

Bulk import

Products can be imported from a CSV via `Settings → Imports`. Download the template first to get the exact column headers TM Studio expects, fill it from your supplier list, and upload — you'll see a preview before anything is committed. See Imports.

05 Net Products

A Net Product captures **yield loss** — the gap between what you buy and what you can actually use. Buy 1 kg of carrots, peel and top them, and you're left with maybe 950 g of usable carrot. That 50 g isn't a rounding error — you paid full price for it, so every recipe that uses "carrot" should really be costed against the *950 g you got*, not the 1 kg you bought. A Net Product is exactly that conversion, done once so no recipe has to think about trim loss again.

How it works

Set up a Net Product the same way you'd cost anything else — list what goes in — but where it differs is the output:

Ingredients	What you actually bought, at its purchase cost. In the carrot example: 1 kg of Carrots.
Output Quantity (post-loss)	What you're actually left with after trimming, peeling, baking, or any other loss — 0.95 kg, here.

TM Studio divides the ingredient cost by that smaller output quantity, so the Net Product's cost per kilogram is automatically higher than the raw purchase price — it quietly bakes the 5% loss into every recipe that calls for "Trimmed Carrots (Net)" from then on, instead of every

recipe silently under-costing that ingredient.

> **TIP**
>
> Anything with a meaningful gap between "bought" and "usable" is a good candidate: trimmed vegetables, deboned meat, dough that shrinks in the oven, syrup reduced over heat. If nothing is lost between buying and using it, it's just a Product — it doesn't need a Net Product wrapper.

Net Products aren't sold directly and don't appear on an invoice — they exist purely to feed an accurate, loss-adjusted cost into the Sub-Recipes and Final Recipes that consume them. Newly created ones automatically get `(Net)` appended to their name — including ones brought in through CSV import — so they're easy to tell apart from a similarly-named recipe at a glance.

06 Sub-Recipes & Final Recipes

Sub-Recipes are reusable components — a sponge base, a ganache — built from Products and other Sub-Recipes, but not sold directly. **Final Recipes** are the things you actually sell: a whole cake, a batch of a dozen cookies. Both use the same Recipe Builder.

The Recipe Builder

Add ingredients — Products, Net Products, or other Sub-Recipes — with a quantity each. Don't forget packaging: a cake board and box are real costs. The costing summary on the right updates live as you type, and a Final Recipe can carry a photo that prints on kitchen sheets.

Output Qty & Units per Batch

`Output Qty` is how much the whole batch makes (e.g. 1 cake, or 2.4 kg of dough). `Units per Batch` is how many sellable pieces that splits into (e.g. 12 slices). Cost per piece divides by both; Cost per output unit divides by output only.

Markup → Selling Price

Set a markup percentage per piece and/or per output unit. TM Studio applies `price = cost × (1 + markup%)` to suggest a selling price — override it any time. A markup can't be below −100%.

MARKUP IS NOT MARGIN

Here a 30% markup means: if something costs €10, you sell it for €10 × 1.30 = €13.00, and you make €3.00 profit.

Helpful recipe features

Cost breakdown	The pie-chart button shows what each ingredient contributes to the cost. Double-click the chart to open it larger.
Scale Batch	Type the number of pieces you need (say 35 for a wedding) and get a production sheet with every ingredient scaled up.
Batch Markup	Apply the same markup to many Final Recipes at once — tick them on the list and use `Batch Markup`. Leave either field blank to only touch per-piece or per-output pricing.
Select & Archive	Every recipe list supports multi-select with a header checkbox for "select all", and an `Archive Selected` action for retiring items you no longer sell without deleting their history.
Rename and delete	You can rename a recipe at any time — its sales history follows the new name. A recipe that appears on an invoice or credit note can't be deleted; archive it instead.

07 Invoices

An invoice is built from Final Recipes (and Products, if you sell raw goods directly), against a customer, with VAT applied per line.

Creating an invoice

1. Go to **Invoices** and click **+ Create Invoice**.

2. Pick the **customer** (or type a new one) and set the invoice and due dates.
3. Click **+ Add Line**, choose the item, and choose a **Sell Mode**: *Pieces* for slices or portions, *Whole* for whole cakes or complete batches (shown as "(whole)" on the PDF).
4. Enter the quantity and VAT rate. The price fills in automatically — you can always type over it for a one-off discount.
5. Click **Post Invoice**, or **Save as Draft** to finish later.

Where the price comes from

1. **Customer special price** — a markup override in the Customers Directory wins first.
2. **Recipe markup** — otherwise the markup saved on that recipe.
3. **Company default** — otherwise your default markup from Settings.

Draft → Posted → Cancelled

STATE	MEANING
Draft	Still editable. Doesn't count toward sales totals or reports yet.
Posted	Finalized and numbered. Now included in reports and the Dashboard, and can be paid.
Cancelled	Kept for your records, excluded from every total. Can be reset back to Draft if needed.

Payment status

Every posted invoice shows one of: Unpaid, Partially Paid, or Paid — worked out automatically from recorded payments and credit notes, never set by hand.

The invoice page

Opening an invoice shows a full-page workspace: lines, totals and payment history on the left, and a live, resizable **PDF preview** on the right (drag the divider). **Prev / Next** flips through invoices like pages in a binder, and a **Cost of Sales** tab shows the exact gross profit on that invoice.

Rules that keep your records correct

- **Amounts are always rounded to cents** on the server, so the lines on an invoice always add up to its total.
- **Invoice dates can't be more than 31 days in the future** — this catches a mistyped year. Dates must also follow the invoice numbers; if an earlier invoice has a wrong date, the message names it, so you can open it and fix the date with **Edit & Re-Post**.
- **Drafts** can be edited freely; **Edit & Re-Post** corrects a posted invoice. If you edit a paid invoice so its total goes up, it becomes Unpaid again for the difference.
- **To cancel or reset to draft** an invoice that has payments or credit applied, first click the payment under *Payments* and choose **Unreconcile** (or **Delete payment** if it was a mistake).
- **An invoice becomes Paid only by recording its payment** (date and amount), so every payment appears in the *Payments Received* report.
- **Items that aren't in your catalogue.** If you post an invoice containing an item that isn't one of your recipes or products (e.g. a typing mistake in an imported invoice), you're asked to confirm, because no cost of sales is recorded for it.
- **Cancelled invoices and drafts never count** in sales, cost of sales or dashboard figures.

Itemized import

Invoices can be bulk-created from a CSV — useful when migrating history from another system. Upload, review the parsed preview (lines with an item TM Studio doesn't know are marked `no cost`), then commit. If you import invoices with blank unit prices, the price is calculated from the recipe's cost and markup.

Exporting

From the Invoices page, the **Reports** menu offers a Sales Report and a Detailed Sales Report (Excel), a COGS Report, **All PDFs (ZIP)** of posted invoices and credit notes, and an **Xero CSV** for direct upload to Xero accounting.

08 Credit Notes

Use a credit note for returns or billing corrections — never edit or delete a posted invoice for that. A credit note can cover the whole invoice, only some items, or only part of a quantity.

Issuing a credit note

1. Open the posted invoice and click **Issue Credit Note**.

2. A window lists every line with the quantity invoiced and how much of it **can still be credited**. The credit note **starts empty**.
3. Type the quantity of each item that was returned in **Credit now** — part of a quantity is fine. Items left at 0 stay as invoiced. **Everything left** fills in the whole invoice; **Clear** starts over.
4. Check the estimated total and click **Issue Credit Note**. It is dated today.

It is deducted from the invoice straight away

The credit note is applied to that invoice's amount due at once — you don't need a separate "apply" step. If the credit covers everything still owed, the invoice becomes **Paid**.

> **WHEN THE CREDIT IS LARGER THAN WHAT IS OWED**
>
> If the invoice owes less than the credit note (for example it was already paid), only the amount still due is deducted. The rest stays on the credit note as **credit for the customer**: apply it to another invoice with **Apply Credit Note**, or refund it. Unapplied credit notes are listed at the bottom of the Invoices list.

Good to know

- **Several credit notes per invoice** are fine — for example one returned item now, another later. The credit notes of an invoice can never add up to more than was invoiced; the window tells you how much is left.
- Numbers: the first is `CN-` plus the invoice number, then `-2`, `-3` for further ones.
- **Cost of sales is reversed too** — the cost recorded on the original invoice, in proportion to what you credit, even if the recipe has changed since.
- **To undo one** that was deducted by mistake: click it in the invoice's payments list and unreconcile it, then **Cancel** the credit note. Its quantities become available again.
- A credit note can't be edited.

09 Payments & Receipts

Open any posted invoice's detail page to record a payment, print a plain invoice, or print a receipt that doubles as a payment statement.

Recording a payment

1. Open the invoice and choose **Record Payment** (or click the card icon on the Invoices list).
2. Enter the date, and choose **Full** or **Partial** — a partial amount is capped at whatever's still outstanding.
3. Save. The invoice's payment status and outstanding balance update immediately.

The receipt PDF

Choosing **Print / Download Receipt** generates a PDF built specifically to hand to a client as proof of payment:

- Line items, subtotal, VAT, and total — exactly as on the invoice.
- A **Payments Received** list directly beneath the total: one line per payment, with its date and amount.
- Your bank details, for anything still owed.
- The **outstanding amount** at the very bottom — and if the invoice is fully paid, the receipt is titled "RECEIPT" instead of "INVOICE" and stamped **PAID IN FULL**.

> **TIP**
>
> A plain invoice PDF (no payment history) is always still available from the same page — the receipt is an additional option, not a replacement.

10 Dashboard

The Dashboard has two views — switch with the **Costing / Sales** buttons at the top (TM Studio remembers your choice). A period bar (*Last 30 Days, This Quarter, Year-to-Date, All Time*, or custom dates) filters the dated charts, and every chart says underneath whether it follows the period, shows all dates, or shows current recipes.

Costing view

- **Cards**: number of products and recipes, recipes that **can't be costed** (e.g. a unit that can't be converted), and your **lowest markup**.
- **Lowest Markups** and **Most Expensive Recipes** — click a bar to open the recipe.

- **Ingredient Cost by Category**: *Sold* shows the ingredient cost of what you actually invoiced in the period; *Recipes* shows what one batch of every recipe is made of. Both include ingredients inside sub-recipes.
- Products by Category, Top 5 Used Ingredients, and a Per-Recipe Cost Breakdown.
- **Ingredient Price Changes**: cost changes in the last 90 days and which final recipes they affect.
- **Cost / Revenue Overview**: every Final Recipe with cost, price, markup, units sold and revenue — **Sold by the Piece** and **Sold Whole** side by side — sorted worst-markup-first so the recipes that most need a price review surface at the top. Click a row to open the recipe.

Sales view

- **Cards**: sales and gross profit for the period, outstanding balance, and overdue invoices.
- Revenue vs COGS, Monthly Invoice Volume, Outstanding by Customer, Cumulative Gross Profit, Most & Least Popular Products, Customer Mix and Cost Mix.
- **Payment Status**: money received, settled by credit notes, and still outstanding — the outstanding part is the same amount as the Outstanding Balance card.

Working with charts

Double-click any chart to open it larger, use the download icon to save it as a PNG, and drag a chart by its handle to reorder it.

Custom Chart Builder

Build your own chart: pick a dataset (Sales Summary, Recipe Profitability, Top Products, Sales by Customer, Payments Received, or Products & Inventory), a chart type (bar, line, area, scatter or pie), an X-axis field, one or more Y-axis fields, an aggregation (Sum, Average, Count, Min, Max), and optionally the top or bottom N results. TM Studio suggests a title from your field choices — edit it freely.

Choose where it shows: *Show on dashboard under: Costing or Sales*. A pinned chart appears only in that view. To move it later, click → **Sales** or → **Costing** on its card. Pinned charts can also be renamed or unpinned.

COSTING ONLY?

If you only use TM Studio to cost recipes, untick **Use invoicing & sales** in Settings. The Invoices menu, the Sales view, the period bar and the sales reports are then hidden — nothing is deleted, and ticking it again brings them back.

11 Reporting

Pick a report, set its filters, then click **Generate Report**. Every report can be exported to PDF or Excel, and viewed as a pivot table.

REPORT	WHAT IT SHOWS
Recipe Profitability	Cost, price, markup, and revenue for every recipe type. Ranks recipes by food cost percentage.
COGS Report	Cost of goods sold, one row per ingredient line by default — group by Month, Invoice No., Kit Name, or Product instead.
Sales Summary Report	Sales vs. cost vs. gross profit, grouped by Day / Month / Quarter / Semester / Year.
Top Selling Products	Best sellers ranked by revenue, split by piece vs. whole-batch sales.
Customer Sales	Totals per customer — group by Customer (default), Month, or Month & Customer together.
Payments Received	Actual cash received by payment date, not invoice date. Group by Month, Customer, or both.
Invoice Aging	Outstanding balances bucketed by how overdue they are: 0–30, 31–60, 61–90 and 90+ days.

On every report table

Click a column header to sort. Use the `Columns` button to hide fields you don't need, or the filter dropdown to narrow by one column's value. Right-click a row for quick actions, including excluding it from the current view (restorable any time). **Pivot Analysis** builds custom crosstabs, e.g. total sales by customer across months.

With **Use invoicing & sales** switched off, only Recipe Profitability is offered.

12 Tools

Shopping List Generator

Pick one or more Final Recipes and a quantity (in batches or pieces), and get back the total raw ingredients needed to make them — with an estimated cost per ingredient. Export it to PDF or Excel and send it straight to your supplier.

Batch Production Planner

Scale a single recipe to a target number of pieces or batches and see exactly how much of each ingredient that requires, plus total and per-unit cost at that scale. Print it as a production sheet for your kitchen staff.

Cost of Sales Calculator

Works out your true cost of sales straight from what your point-of-sale system says you actually sold — no manual recipe-by-recipe tallying required. Upload any CSV or Excel export of dishes sold and quantities — column names don't need to match anything, you map "which column is the dish name" and "which is the quantity sold" yourself, and that mapping is remembered for next time. TM Studio decomposes each sold dish into raw-ingredient consumption and cost, broken down both by ingredient and by dish.

The result exports straight to Excel, formatted so you can hand it to your accounting system as a cost-of-sales entry — if that system accepts spreadsheet imports, this is what feeds it, without re-keying anything by hand.

NOTE ON MATCHING

Dish names in the file must match a recipe or product name exactly. Anything that doesn't match is listed separately and excluded from the totals, rather than silently guessed at.

Recalculate All Costs

If you update many product prices or import a new price list, use **Recalculate All Costs** to instantly refresh every cost and margin in the database.

13 Multiple Companies

Each company is entirely separate — its own products, recipes, invoices, and settings, stored in its own database file. Use this to run genuinely distinct businesses, not to segment one business into parts.

Switch	Click a company name in the switcher. The app reloads against that company's data, and the undo history starts fresh.
New Company	Creates a fresh, empty database and switches to it immediately.
Rename	Changes the company's name everywhere — the switcher and the Company Name in Settings are one and the same. Two companies can't share a name.
Remove	Removes it from the switcher's list. Its database file is kept on disk, untouched.

14 Settings

General Setup

Company name, address, VAT/ID numbers, and logo — all of it appears on printed invoices and receipts exactly as entered here. The **Company Name** is the same name shown in the company switcher: changing it here renames the company there too. Upload your logo (PNG or JPEG) and it appears on all invoices, receipts and recipe sheets. Click **Save Settings** at the top right.

Use invoicing & sales	Untick it if you only use TM Studio to cost recipes — see Dashboard. Nothing is deleted.
Appearance	Switch between light and dark mode (also `Ctrl` + `T`).

Financial & Banking

- **Currency** — applies everywhere instantly, no save or reload needed.
- **Default markup per piece / per output unit** — the starting markup a new recipe gets, before you tune it. A blank field counts as 0, and a markup can't be below −100%.
- **Bank details** — Bank Name, IBAN, BIC/SWIFT — printed on every invoice and receipt for the customer to pay into.

Data Dictionaries

Four shared reference lists, each feeding a specific field elsewhere in the app rather than sitting on their own.

Categories

Plain labels for organizing the Products list — "Dairy," "Packaging," "Dry Goods," whatever groupings make your own ingredient list easier to scan. Purely organizational: a category doesn't affect costing or pricing anywhere.

VAT Codes

Named tax rates — a code, a display name, and a percentage, e.g. `STD` / "Standard" / 24%. Every invoice line is taxed against one of these, so setting up the rates that actually apply in your territory once here means you're never typing a VAT percentage by hand while building an invoice.

Customers Directory

Every customer's contact details, VAT number, and — the field worth knowing about — an optional **markup override**. Set one and it replaces a recipe's own markup automatically for every invoice line billed to that customer, without touching the recipe itself. That's the mechanism for a wholesale account or a long-standing client who gets a different rate than everyone else: pick them on an invoice and their pricing applies on its own, line by line.

Custom Units

Defines a unit as a multiple of one TM Studio already knows — `1 "bag" = 25 × "kg"`, say, or `1 "tray" = 12 × "pcs"`. Once defined, that unit shows up anywhere a Product or a recipe ingredient asks for a unit of measure, so you can cost a product exactly the way your supplier invoices it (by the bag, the box, the tray) instead of converting to kilograms by hand every time.

Imports

Already have ingredients, recipes, customers or invoices in Excel? Under `Settings → Imports`:

1. Click **Template** next to a section (Products, Recipes, Customers, VAT, Categories or Invoices) and download the CSV.
2. Paste your data into it with Excel or Google Sheets, then click **Import CSV** and choose the file.
3. Check the **preview** — nothing is saved yet. Choose **Skip** (only add new records) or **Update** (refresh existing ones from the file).
4. Click **Commit Import**.

Numbers can use European comma decimals (`1,50`) or points (`1.50`).

> **TIP**
>
> VAT Codes and the Customers Directory both support CSV import — download the template for the exact column headers, fill it in, and you'll see a preview before anything is committed.

15 Backups & Safety

Automatic backups	Taken on every launch, keeping the last 7 automatically, in the `backups` folder of your data folder (`Documents\TM Studio`) — no action needed.
Safety copies	TM Studio also copies your database automatically **before an update** changes it for the first time (`before_upgrade_…`) and **before a restore** replaces your data (`before_restore_…`). Restore only accepts genuine TM Studio backup files.
Backup Database / Restore Database	One company's database, for a quick manual save point (`Settings → System & Backup`).
Full Backup (All Companies) / Restore Full Backup	Every company's database, your logo, and every saved invoice PDF, in one zip. We recommend saving one to a USB drive once a week, and before restoring on a different PC or making any risky bulk change.

Undo / Redo	`Ctrl` + `Z` and `Ctrl` + `Y` (or the buttons in the status bar) step back and forward through up to 50 recent changes, snapshotted automatically before anything is saved. Inside a text box they undo your *typing* instead.

BEFORE YOU RESTORE

Restore and **Restore Full Backup** completely overwrite current data — there's no undo for a restore itself (a safety copy is kept as `before_restore_…`). Take a fresh backup first if you're at all unsure.

16 Updates & Support

Which version do I have?

The version is shown in the bottom status bar (e.g. *TM Studio v1.0.0*) and under `Settings → System & Backup → About & Updates`.

Installing an update

When a new version is available, a blue **Update … available** button appears in the status bar. You can also check any time with `Settings → System & Backup → Check for updates`. Checking only reads a small public file — none of your data is sent anywhere.

1. Click the button to see what's new. Under **Where did you buy TM Studio?**, click the store you bought from; your download page opens. Download the new installer.
2. Close TM Studio (sidebar → **Close Program**).
3. Run the installer. **Your data is kept** — it lives in `Documents\TM Studio`, separate from the program — and a safety copy is made automatically before the new version first opens it.

BOUGHT TM STUDIO FROM THE MICROSOFT STORE?

Then updates arrive automatically through the Microsoft Store — there is no "Update available" button and nothing to download by hand. `Settings → System & Backup → Check for updates` will tell you that updates are delivered by the Store. Your data is kept in the same place (`Documents\TM Studio`).

Reporting a problem

Go to `Settings → System & Backup → Report a Problem` and click **Create support file**, then email the downloaded file to support with a short description of what happened. It contains only the error log and version details — no recipes, invoices, customers or databases.

17 Keyboard Shortcuts

SHORTCUT	ACTION
`Ctrl` + `S`	Saves the recipe or invoice you are editing. (List changes are saved immediately.)
`Ctrl` + `F`	Global search across Products, Recipes, Customers and Invoices.
`Ctrl` + `T`	Toggle dark / light theme.
`Ctrl` + `N`	New item — context-sensitive to whichever list you're viewing (product, net product, recipe, invoice).
`Ctrl` + `Z`	Undo the last saved change. Inside a text box it undoes typing.
`Ctrl` + `Y`	Redo. Inside a text box it redoes typing.
`F1`	Open this shortcut list from anywhere in the app.
`Esc`	Close the current dialog or panel.

18 Running as a Desktop App

TM Studio installs like any Windows program — no Python or Node install required. It starts its own small local server, opens your default browser to it, and keeps your database, settings and backups in `Documents\TM Studio` (see Installing TM Studio).

Closing it

Three ways, all equally valid:

- The sidebar's **Close Program** option, below Settings.
- The TM Studio icon near the clock → right-click → **Quit**.
- Task Manager, if neither of the above is handy.

WORKS OFFLINE

TM Studio runs 100% on your own machine. Your recipes, customer lists and financial records never leave your computer. The only thing it ever contacts is the small public file used for the optional update check.

19 Troubleshooting

Windows or my antivirus shows a warning	See Installing TM Studio: click **More info → Run anyway**, or allow the file in your antivirus.
A number looks stale	Try `Tools → Recalculate All Costs` — it forces every recipe to re-derive its cost from current product prices.
Made a mistake	`Ctrl` + `Z` first. For anything larger, restore from a recent backup instead of manually undoing data changes.
A recipe shows a price of €0 on an imported invoice	The dish name in the imported file doesn't exactly match a name in your Final Recipes (e.g. *"Carrot Cake 8in"* versus *"Carrot Cake 8|""*). Make the spelling match so the recipe cost can be linked.
"NetworkError when attempting to fetch resource"	The browser can't reach TM Studio's local server. Close and restart TM Studio.
It can't save my data	If Windows ransomware protection (*Controlled folder access*) is on, allow TM Studio through it, or it can't write to `Documents\TM Studio`.
Can't create/rename something and nothing seems to happen	Refresh the page once — this can happen after a long idle period. If it persists, create a support file under Settings → System & Backup → Report a Problem.
PDF looks outdated after an edit	Re-open the invoice and regenerate the PDF — stored PDFs are cached and only refresh when regenerated.

TM Studio won't start	Check `console.log` in your data folder (`Documents\TM Studio`) for the exact error, and send it with a support file.

TM Studio User Manual — version 1.0.0. Screens are described by what they do, not by fixed screenshots, so small visual refinements won't make this guide stale.