📓 Administrator Guide

Venue configuration: Manage, integrations, and advanced settings.

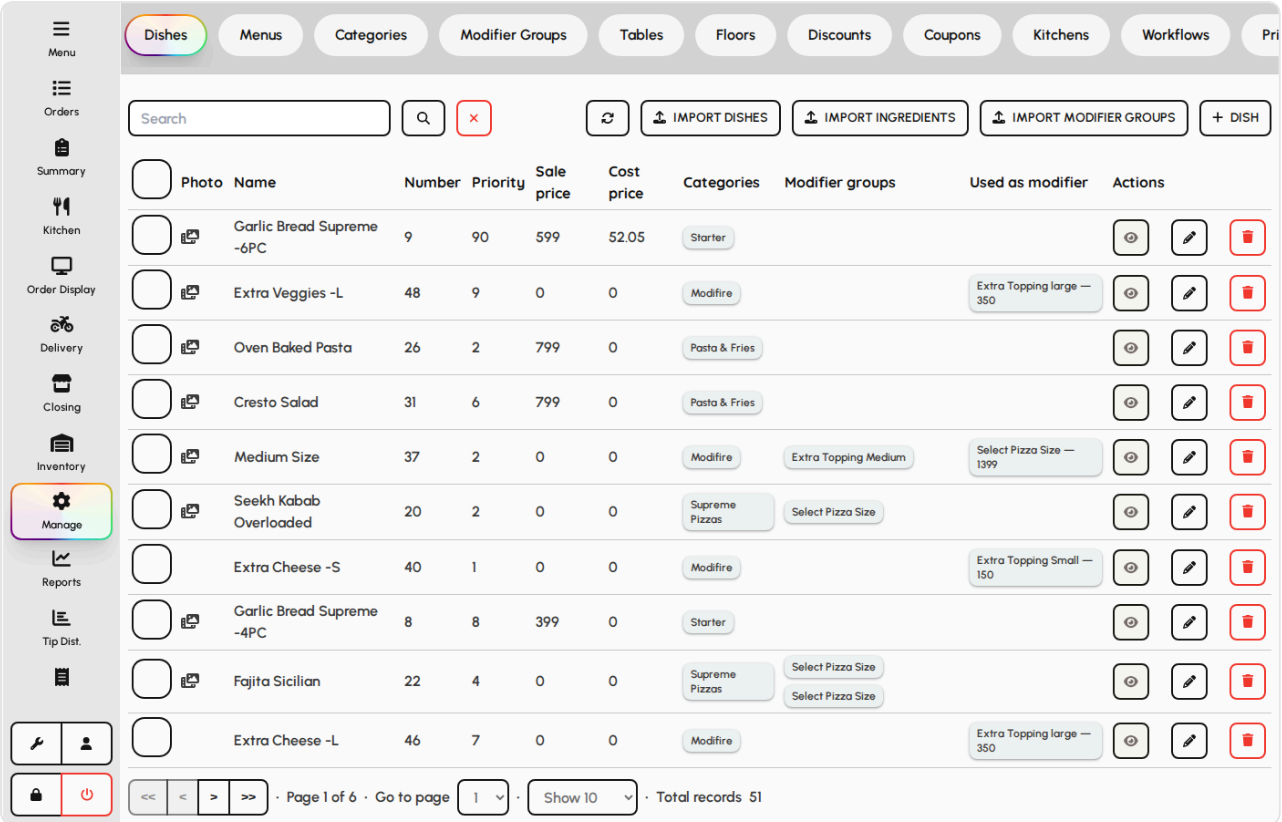
Contents

Manage overview

Manage is the administrator hub for venue configuration. Open it from the sidebar to maintain dishes, menus, floors, users, taxes, discounts, kitchens, printers, and more.

Open Manage

1. Sign in with a user that has administrator access.
2. Tap Manage in the sidebar (gear icon area for admin roles).
3. The screen opens on the Dishes tab by default.

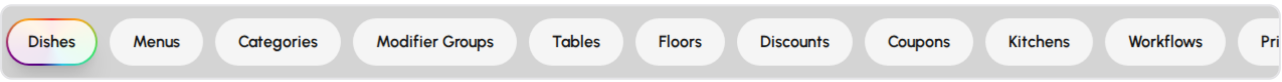


Manage screen with tab bar and content panel.

Tab navigation

Tabs group related settings. Switching tabs may require manager PIN approval depending on your role.

1. Scroll the tab bar horizontally when many tabs are visible.
2. Tabs cover menus, floor plan, promotions, kitchen routing, printing, payments, and users.
3. Each tab opens its own maintenance table or form list.
4. The selected tab is highlighted with the primary gradient.



Manage tab bar.

Dishes tab (default)

1. Dishes lists every sellable item with number, name, and price.
2. Use Add, Edit, Import, or bulk actions when your role allows.
3. Search and pagination help find items in large menus.

Search | IMPORT DISHES | IMPORT INGREDIENTS | IMPORT MODIFIER GROUPS | + DISH

	Photo	Name	Number	Priority	Sale price	Cost price	Categories	Modifier groups	Used as modifier	Actions
		Garlic Bread Supreme -6PC	9	90	599	52.05	Starter			
		Extra Veggies -L	48	9	0	0	Modifire		Extra Topping large — 350	
		Oven Baked Pasta	26	2	799	0	Pasta & Fries			
		Cresto Salad	31	6	799	0	Pasta & Fries			
		Medium Size	37	2	0	0	Modifire	Extra Topping Medium	Select Pizza Size — 1399	
		Seekh Kabab Overloaded	20	2	0	0	Supreme Pizzas	Select Pizza Size		
		Extra Cheese -S	40	1	0	0	Modifire		Extra Topping Small — 150	
		Garlic Bread Supreme -4PC	8	8	399	0	Starter			
		Fajita Sicilian	22	4	0	0	Supreme Pizzas	Select Pizza Size Select Pizza Size		
		Extra Cheese -L	46	7	0	0	Modifire		Extra Topping large — 350	

<< < > >> · Page 1 of 6 · Go to page 1 · Show 10 · Total records 51

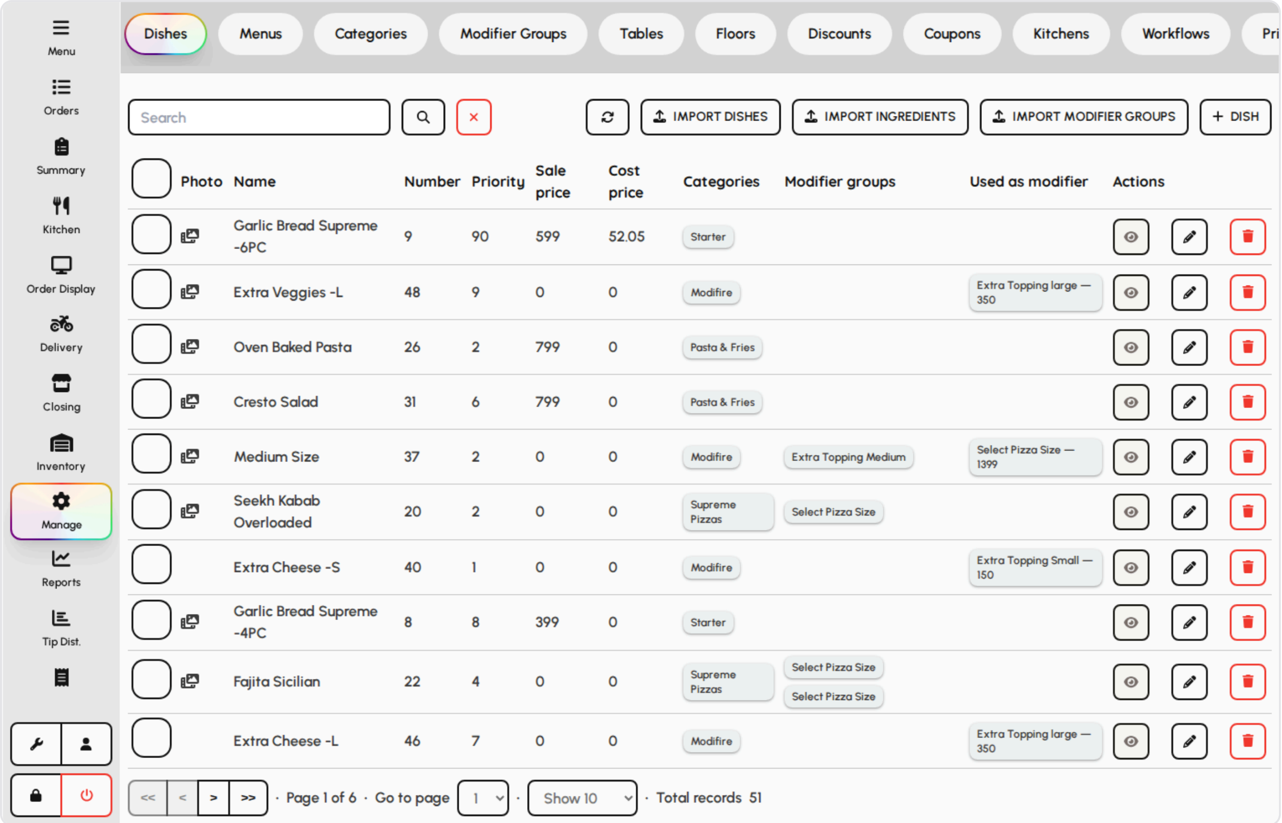
Dishes maintenance table.

Menus, categories, and dishes

Configure what appears on the ordering screen: dishes, menu groupings, and categories.

Dishes

1. Open the Dishes tab.
2. Create or edit dishes with price, categories, modifiers, and recipes.
3. Import CSV files for bulk dish or ingredient updates when needed.

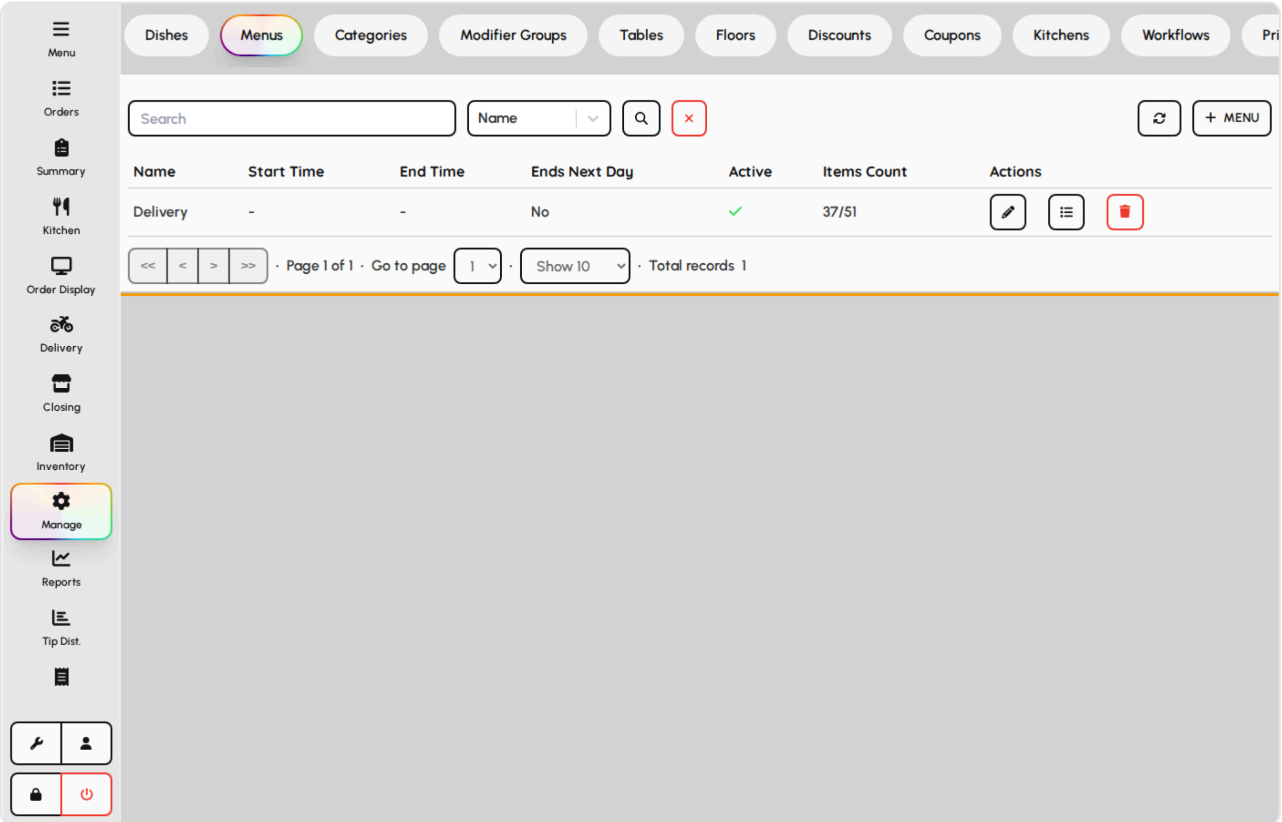


Dishes tab.

Menus

Menus control which dishes are visible on each service period or channel.

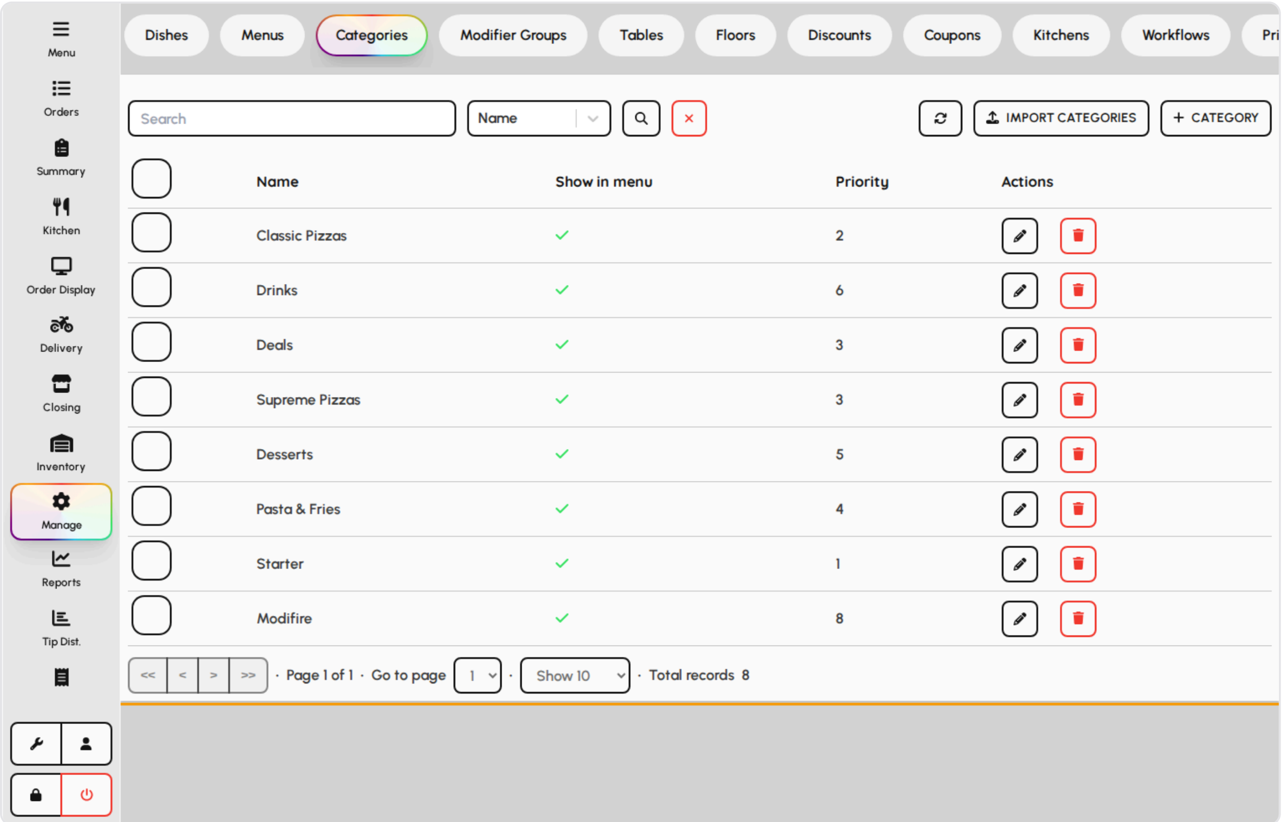
1. Open the Menus tab.
2. Assign dishes to menus and set availability windows.
3. Save changes so floor staff see updated items on the Menu screen.



Menus tab.

Categories

1. Open the Categories tab.
2. Group dishes for navigation on the ordering screen.
3. Reorder categories to match how staff browse the menu.

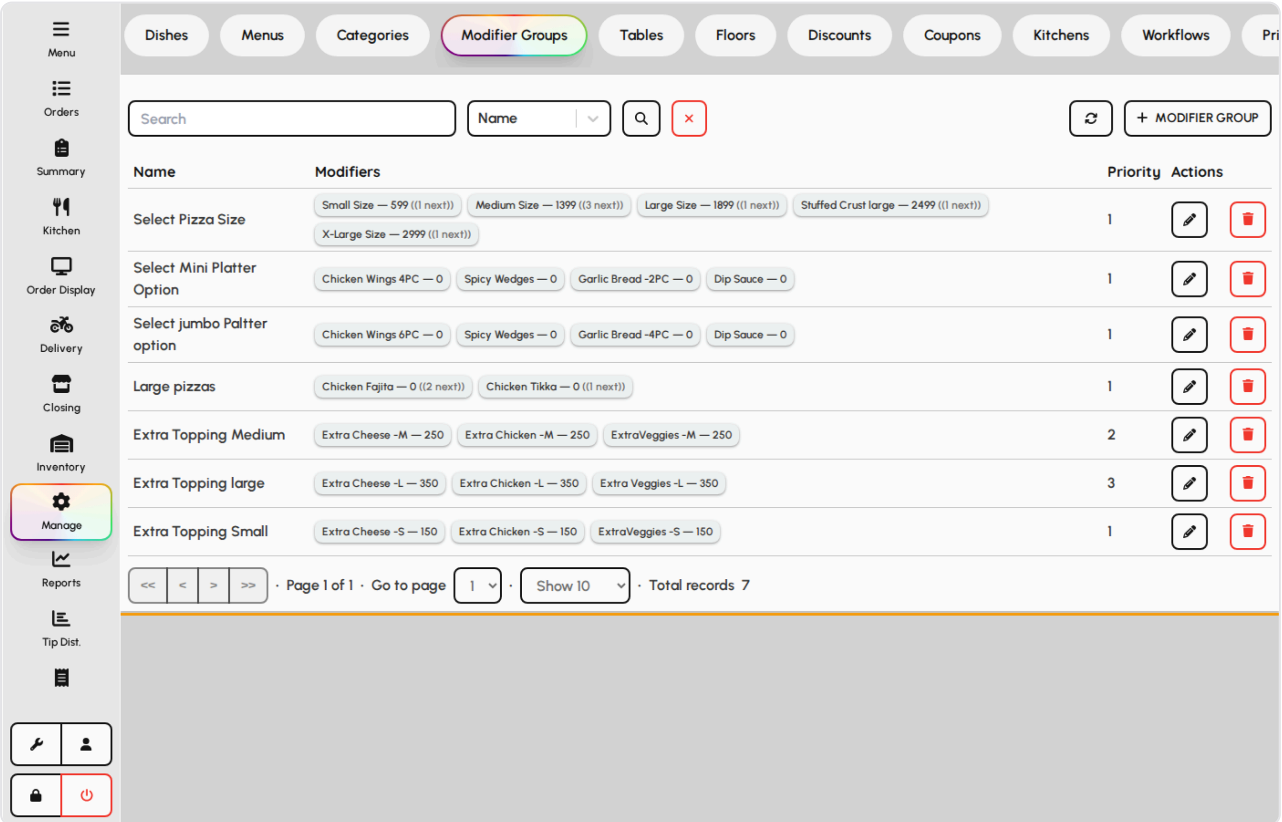


Categories tab.

Modifier groups

Modifier groups define optional add-ons, sizes, and nested choices shown when staff customize a dish.

1. Open the Modifier groups tab.
2. Create groups with modifiers, prices, and optional next-group rules.
3. Assign groups to dishes so the cart shows the correct customization flow.



Modifier groups tab.

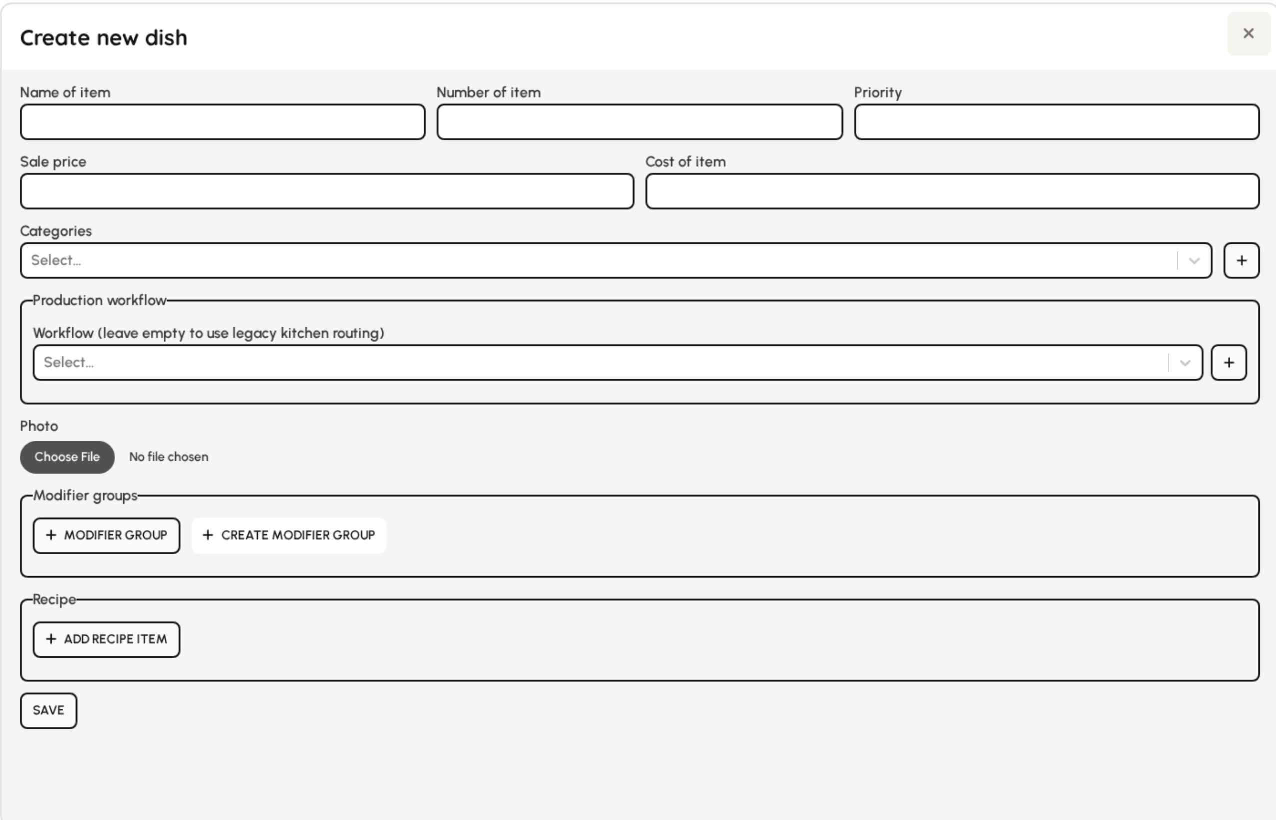
Dish form

Dishes are sellable items with price, categories, modifiers, recipes, and kitchen routing.

1. Open Admin → Menus → Dishes and add or edit.
2. Set number, name, price, cost, and categories.
3. Attach modifier groups, inventory recipe lines, kitchen, and workflow.
4. Save — dish appears on menus and POS immediately when active.

Fields

- **Number / name** — POS identifier and display name.
- **Price / cost** — Selling price and theoretical food cost.
- **Categories** — Menu grouping and discount targeting.
- **Modifier groups** — Customization flow with required/optional rules.
- **Recipe lines** — Inventory depletion when the dish is sold.
- **Kitchen / workflow** — Routes KOT printing and prep stages.



Dish maintenance form.

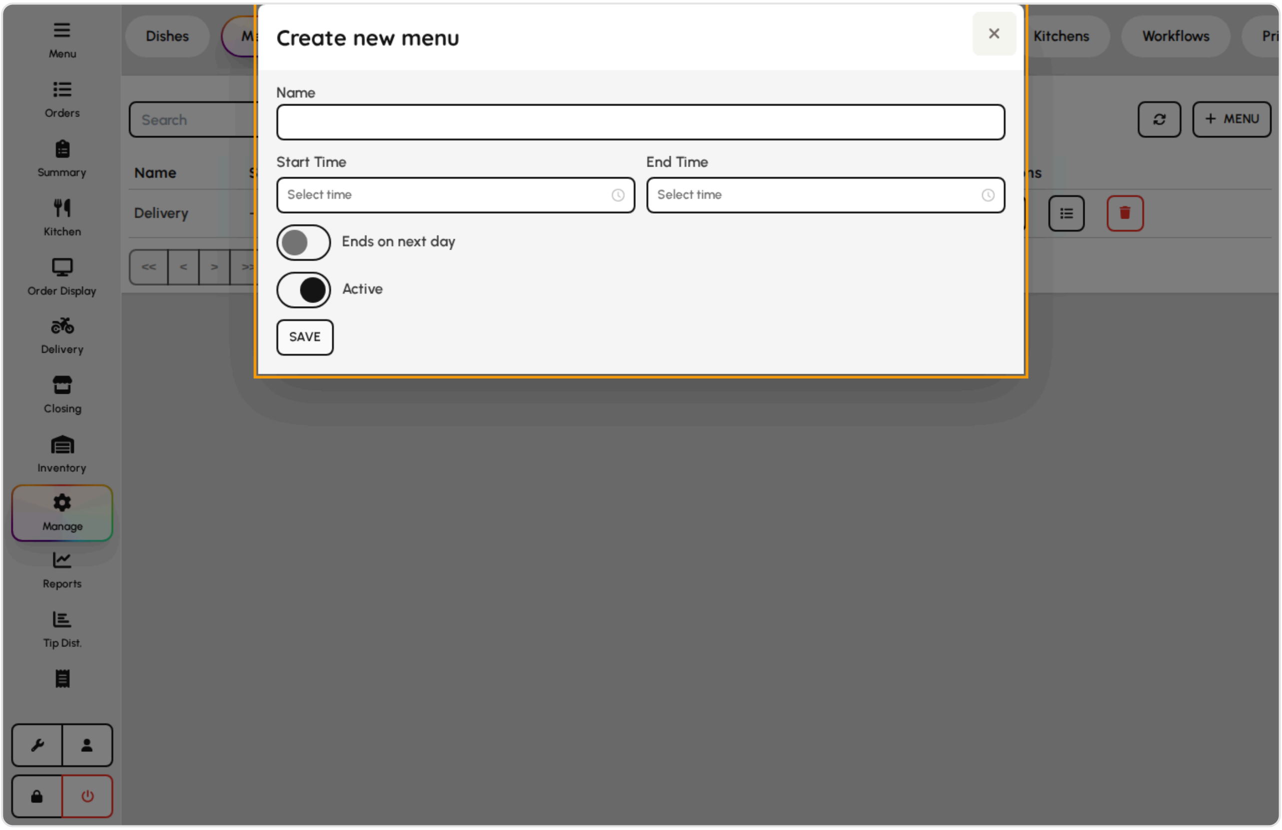
Menu form

Menus time-box which categories appear on POS (e.g. lunch vs. dinner).

1. Open Menus tab and add or edit.
2. Set name and optional start/end times.
3. Toggle active and ends-on-next-day for overnight menus.
4. Assign categories on the Menus list after saving.

Fields

- **Name** — Menu label on POS switcher.
- **Start from / end time** — Automatic availability window.
- **Ends on next day** — Allows service past midnight into the next calendar day.
- **Active** — Inactive menus are hidden from POS.



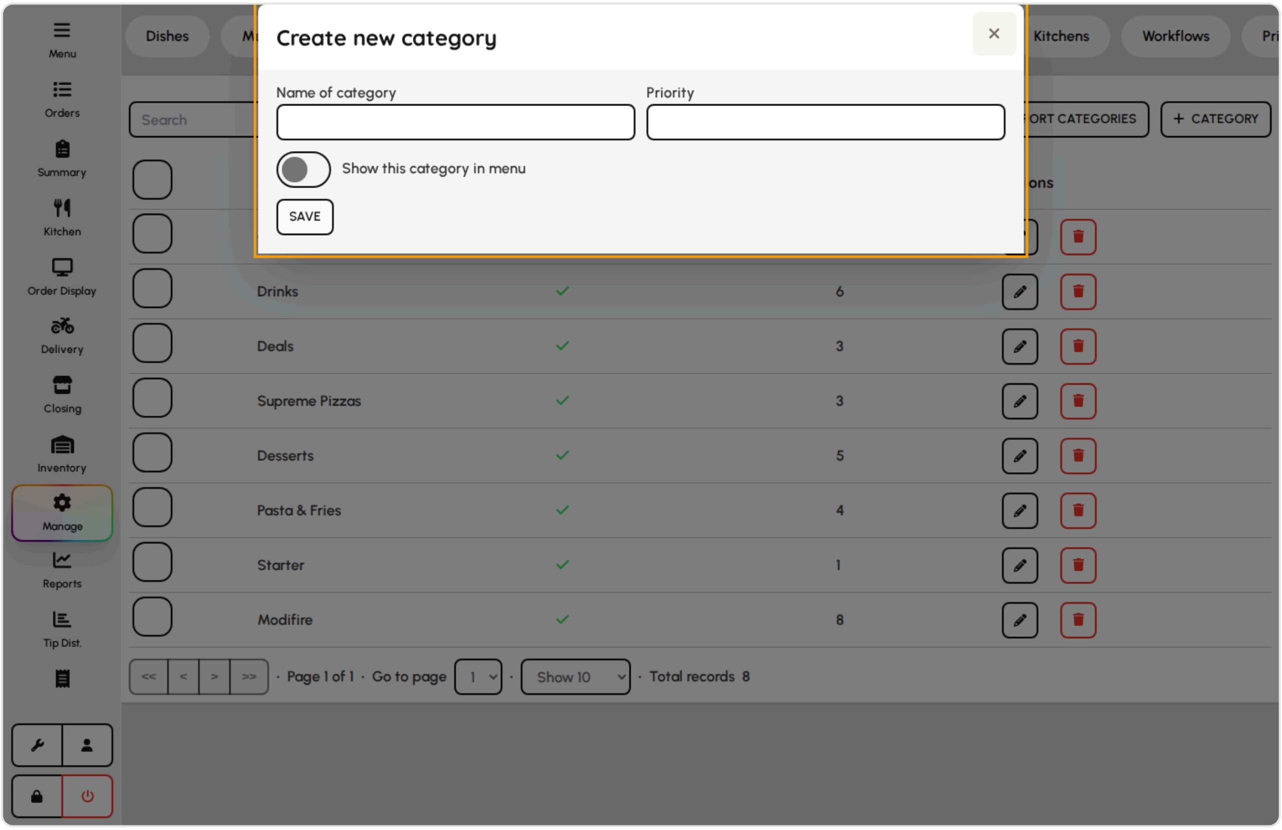
Menu form with service hours.

Category form

1. Open Categories and add or edit.
2. Set name, sort priority, and show-in-menu flag.
3. Save — assign dishes and link to menus.

Fields

- **Name** — Category header on POS and reports.
- **Priority** — Sort order among sibling categories.
- **Show in menu** — When off, category is hidden from customer-facing menu views.



Category form.

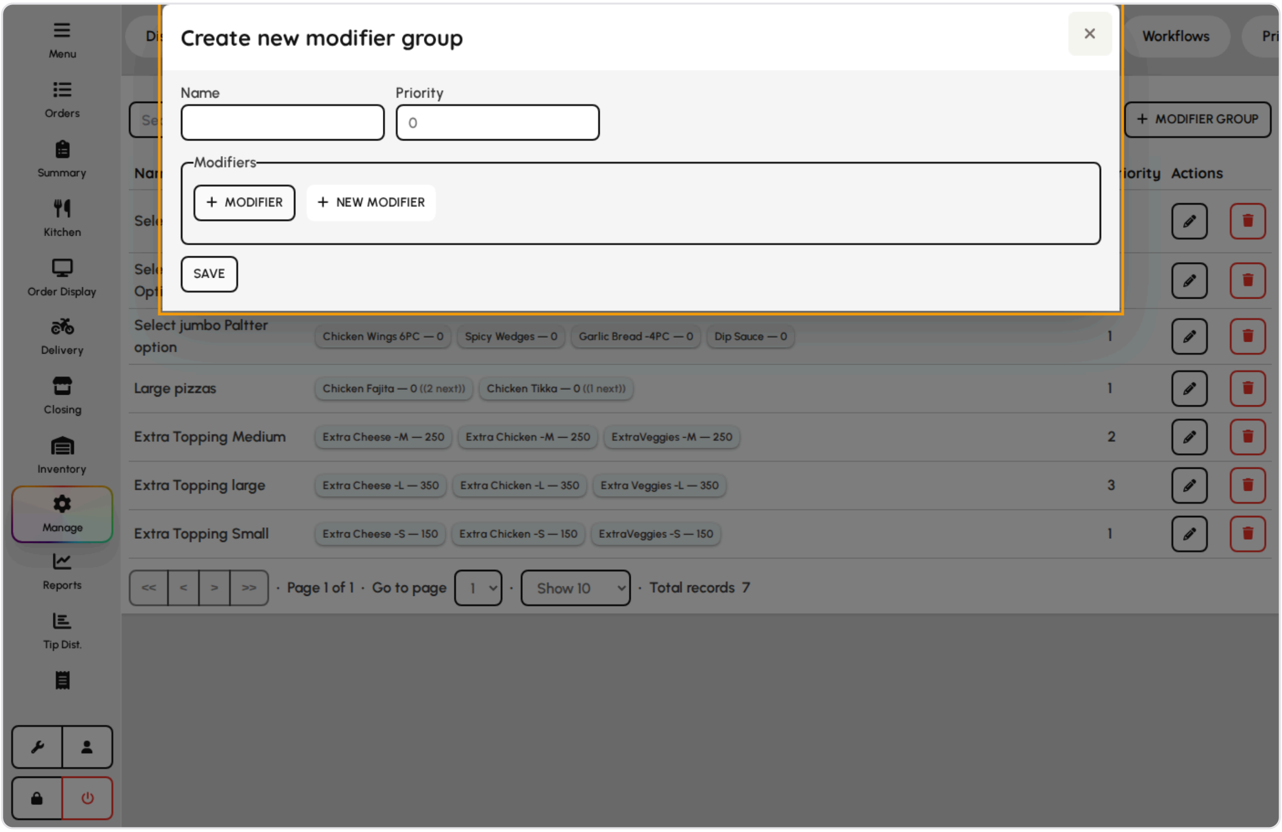
Modifier group form

Groups define modifiers, prices, and nested follow-up groups per choice.

1. Open Modifier groups and add or edit.
2. Set name, priority, and modifier lines with prices.
3. For each modifier configure allowed next groups.
4. Use next group overrides to hide or reprice nested modifiers.
5. Save and attach the group to dishes.

Fields

- **Name / priority** — Group label and order when multiple groups attach to a dish.
- **Modifier** — Selectable option (often a dish used as add-on).
- **Price** — Extra charge when the modifier is chosen.
- **Allowed next groups** — Which modifier groups open after this choice (nested flow).
- **Next group overrides** — Per nested group: override nested modifier price or hide items.



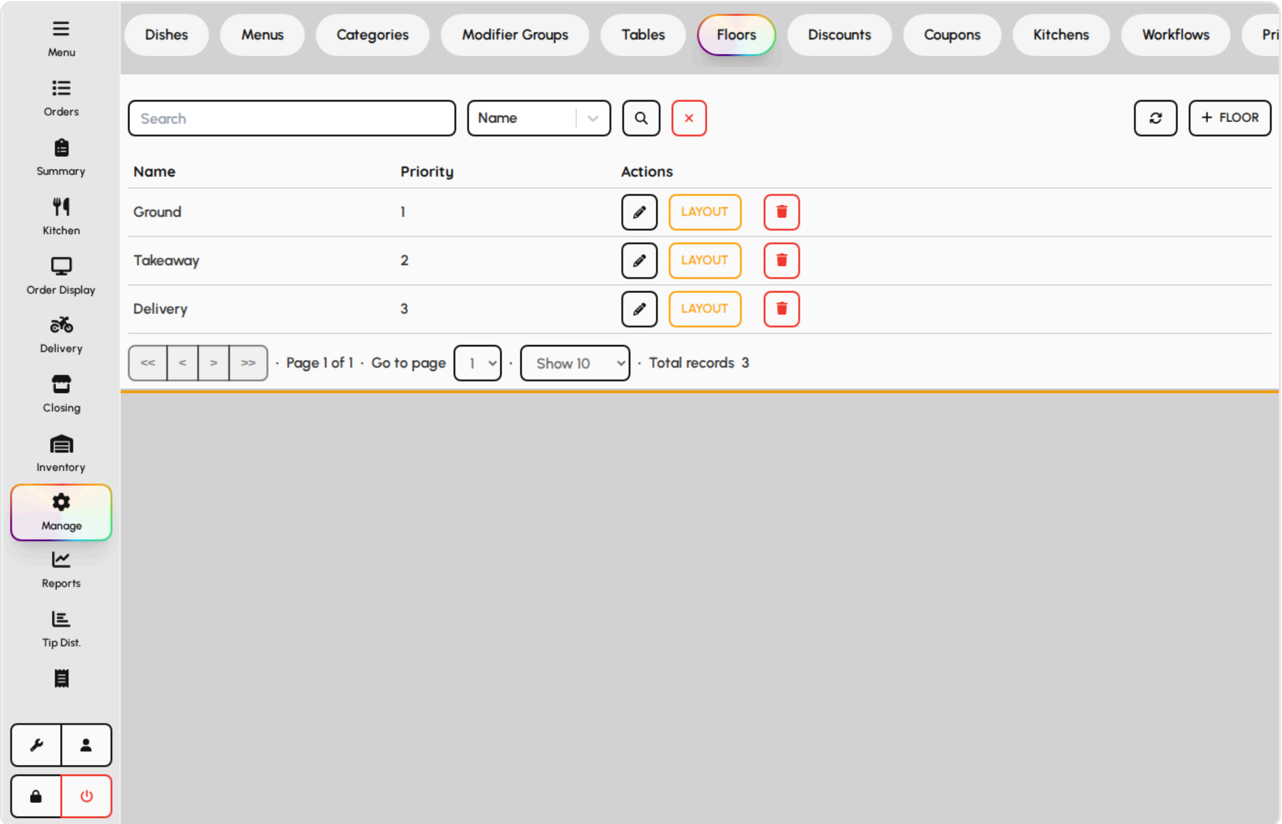
Modifier group form with nested groups.

Floors and tables

Floors and tables define the dine-in layout used when staff select a table before taking orders.

Floors

1. Open the Floors tab.
2. Create floor plans for each dining area (e.g. Main, Patio).
3. Floors appear on the table-selection step when floor mode is enabled.

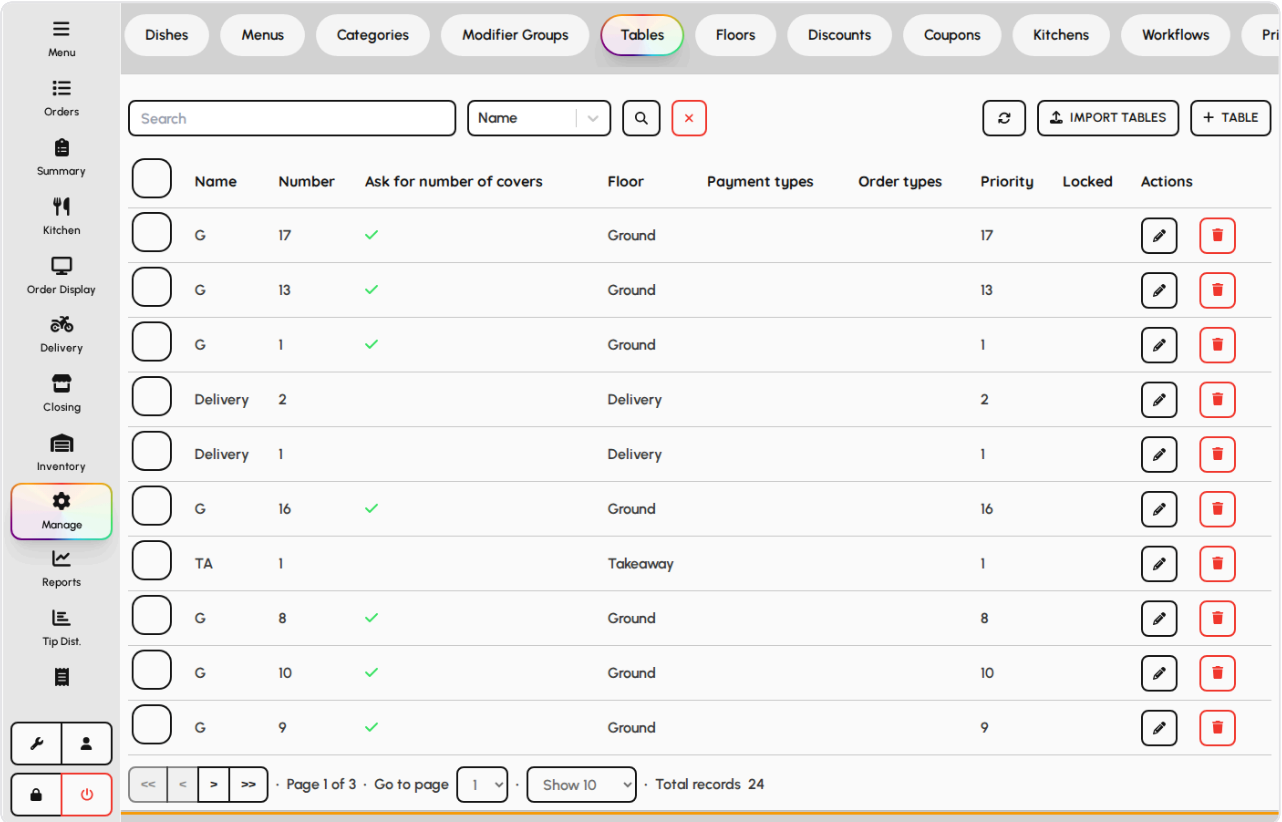


Floors tab.

Tables

Each table belongs to a floor and carries a name or number used on checks and kitchen tickets.

1. Open the Tables tab.
2. Add tables with capacity and floor assignment.
3. Edit or deactivate tables when the floor plan changes.



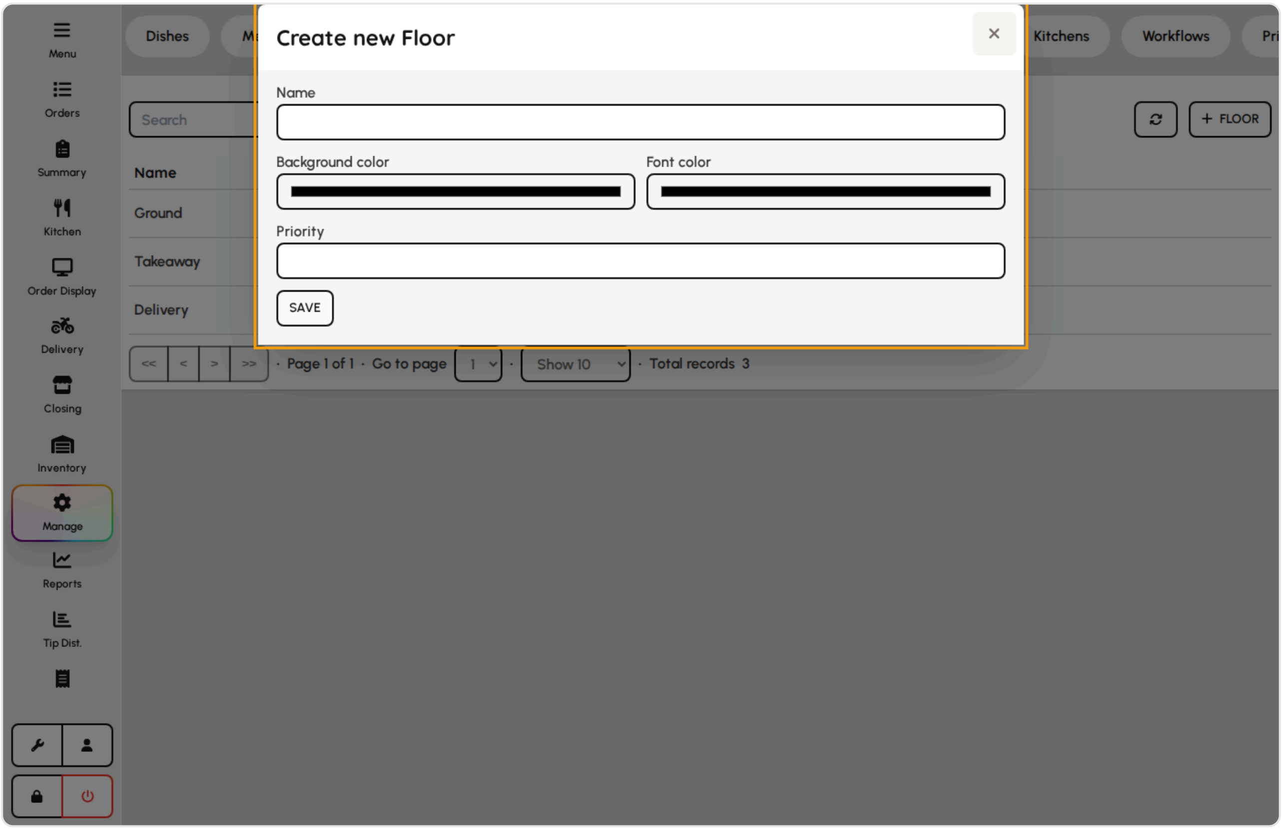
Tables tab.

Floor form

1. Open Admin → Floors and add or edit a floor.
2. Set name, priority, and tile colors.
3. Save — floor appears on the floor plan switcher.

Fields

- **Name** — Floor label on POS floor picker.
- **Priority** — Sort order in the floor list.
- **Background / color** — Default tile styling on the floor plan canvas.



Floor form.

Table form

Tables belong to a floor and may restrict categories, order types, and payment types.

1. Select a floor and add or edit a table.
2. Set number, name, colors, and floor.
3. Optionally limit categories, order types, and payment types.
4. Toggle ask-for-covers if guests should be prompted on seat.

Fields

- **Name / number** — Table label on floor plan and checks.
- **Floor** — Parent floor plan containing the table.
- **Priority** — Sort order on dense floor layouts.
- **Categories / order types / payment types** — Optional restrictions for this table.
- **Ask for covers** — Prompts for guest count when opening the table.

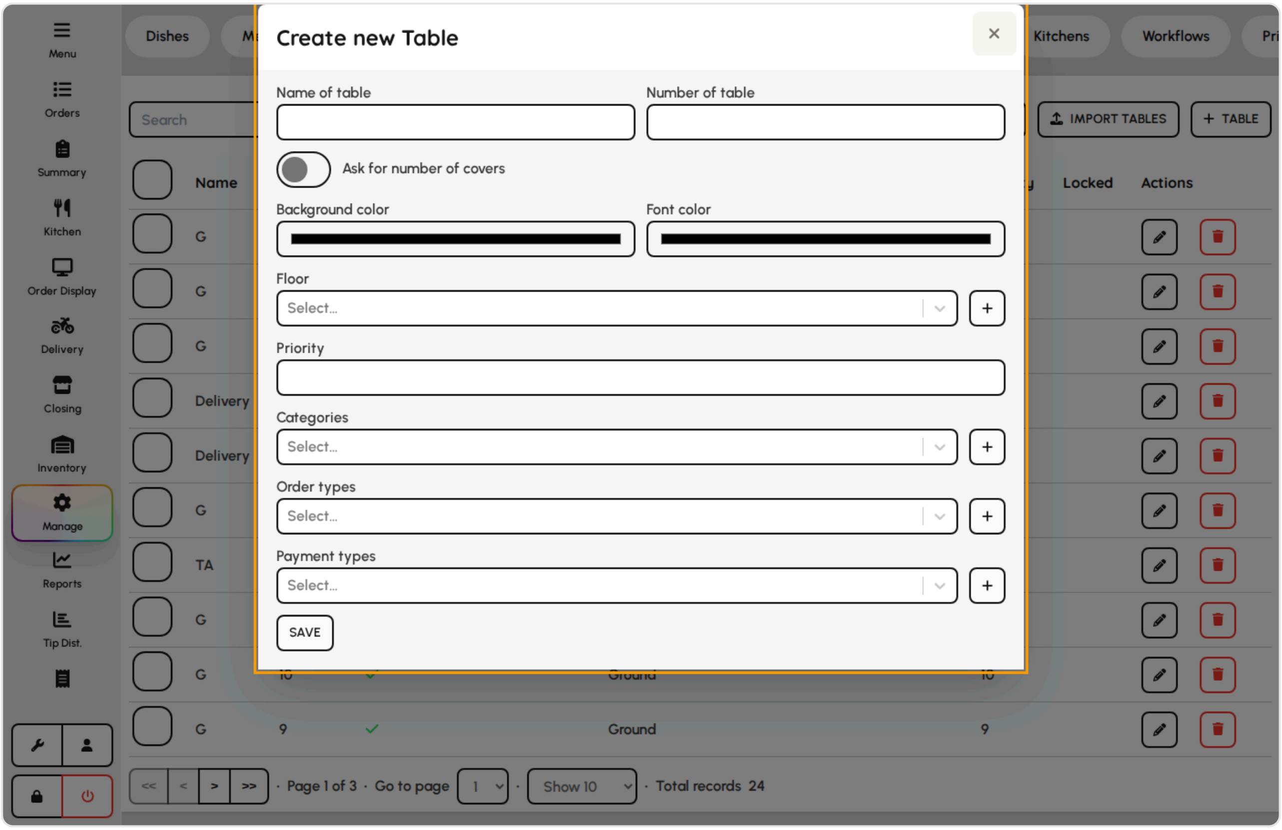


Table form.

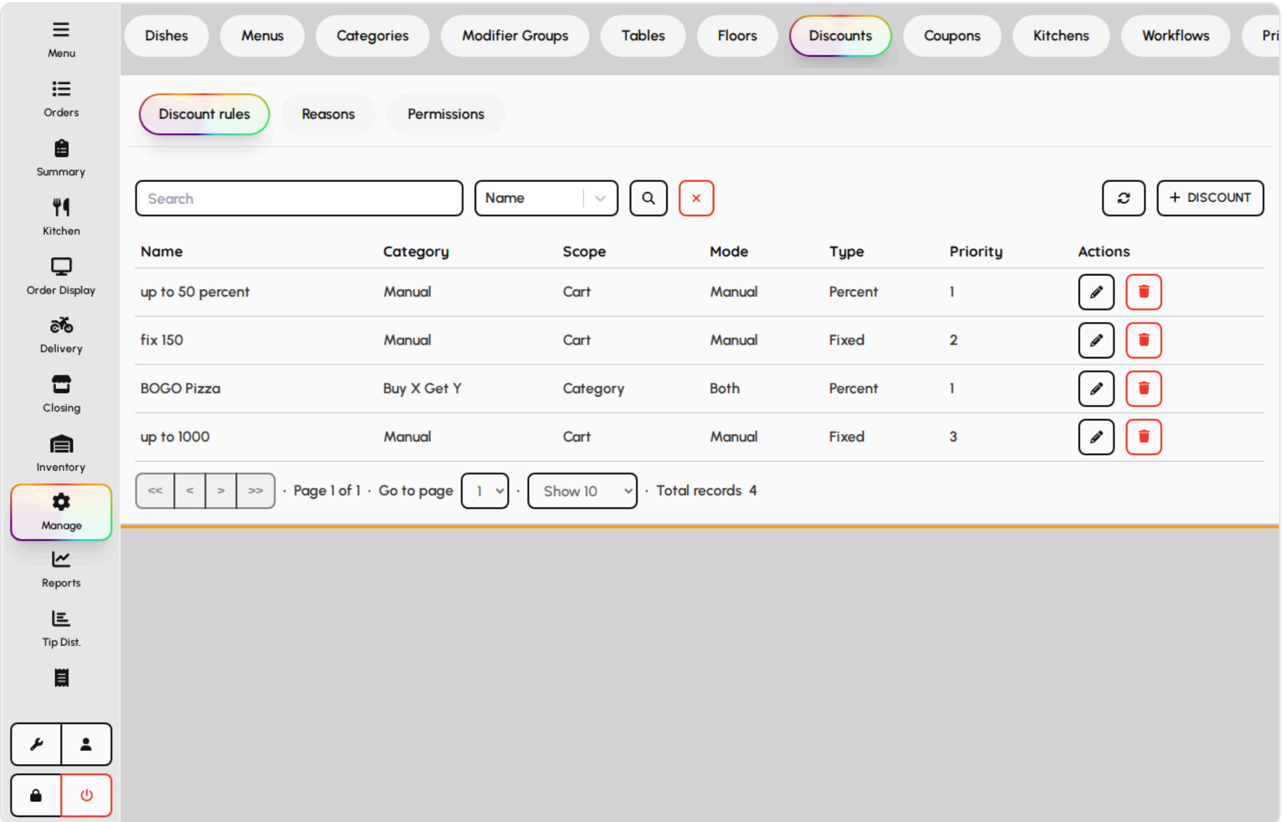
Discounts and coupons

Configure promotional pricing: discount rules with reasons and role permissions, plus coupon codes staff can apply at payment.

Discount rules

Discount rules define automatic or manual reductions by category, scope, and eligibility.

1. Open the Discounts tab in Manage.
2. Select the Rules sub-tab.
3. Add or edit rules; set type, value, scope, and when the discount applies.

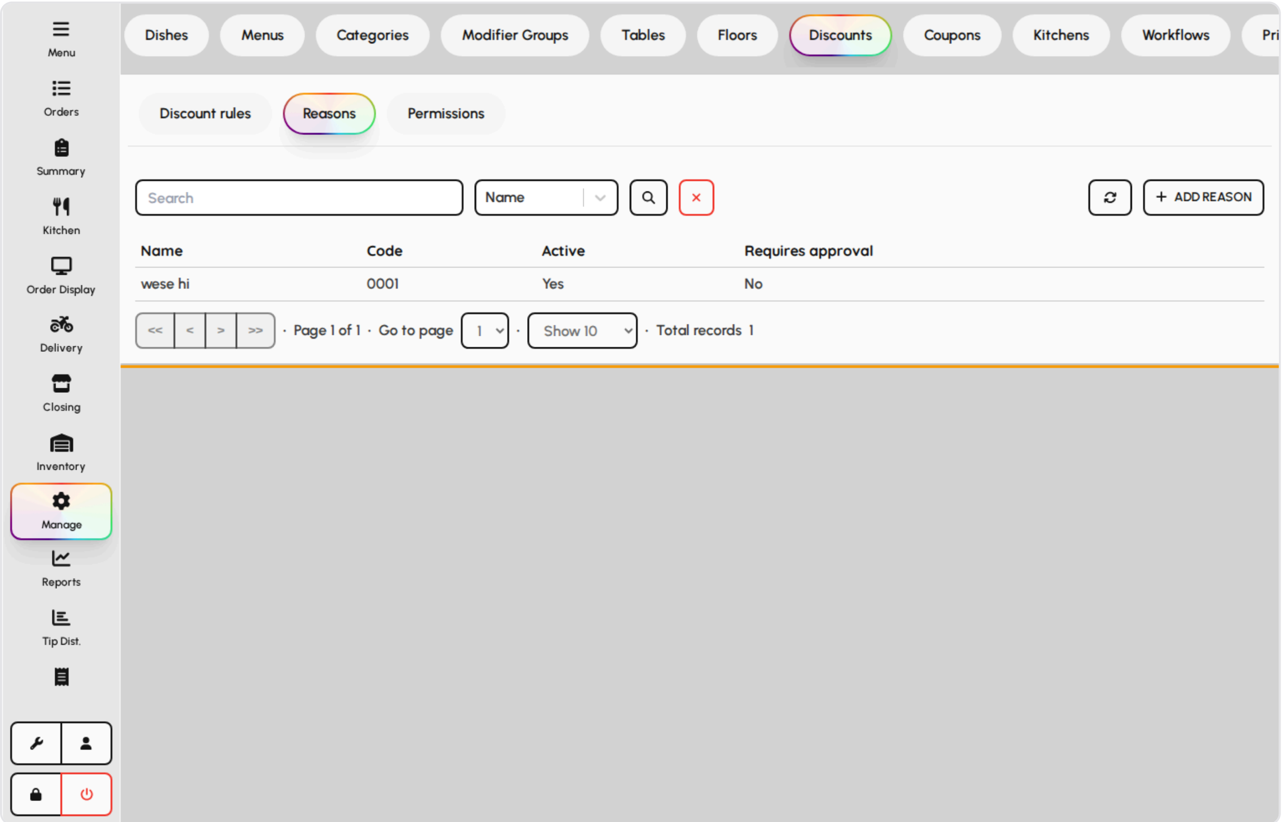


Discount rules list.

Discount reasons

Reasons appear when staff apply manual discounts so reporting can track why a reduction was given.

1. Open Discounts and switch to the Reasons sub-tab.
2. Create reasons staff can pick at the payment or cart screen.
3. Deactivate reasons you no longer want offered.

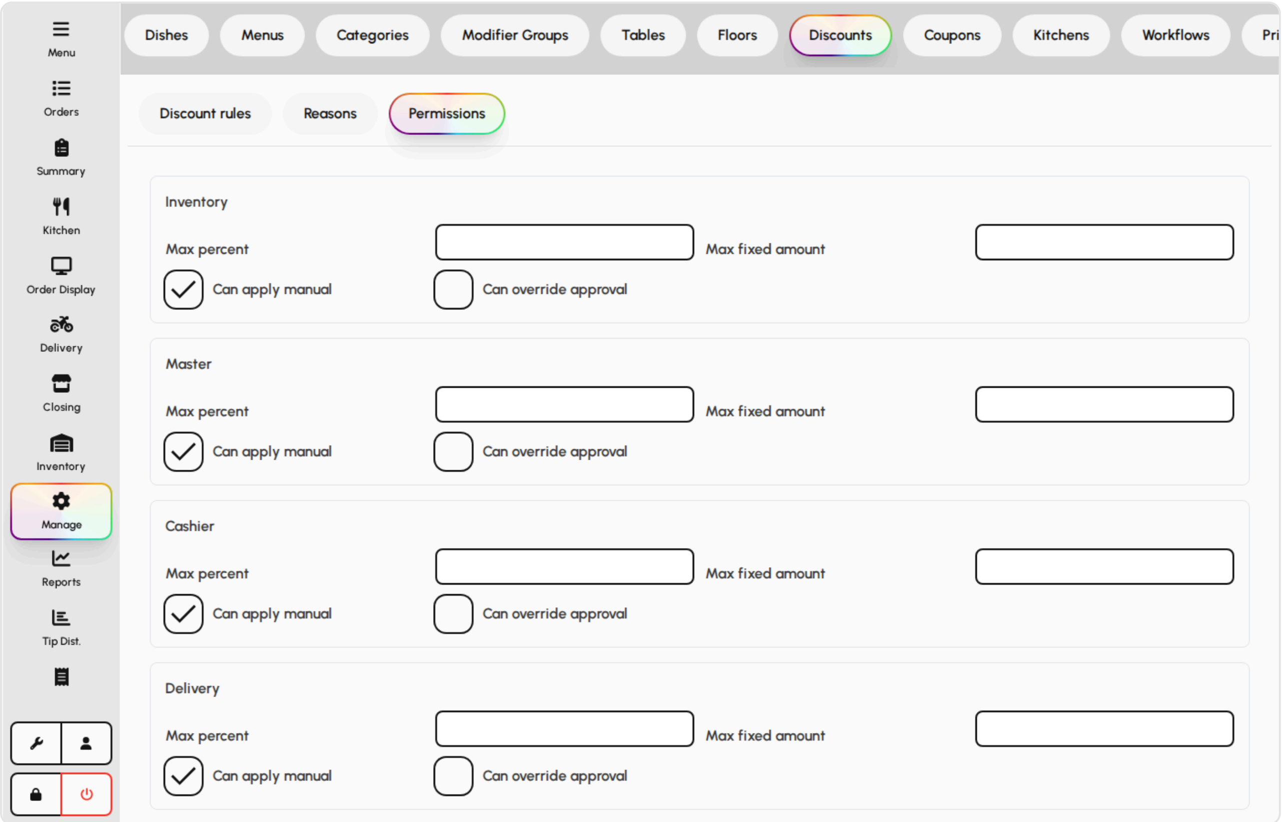


Discount reasons maintenance.

Discount permissions

Control which roles may apply each discount type or exceed limits without manager approval.

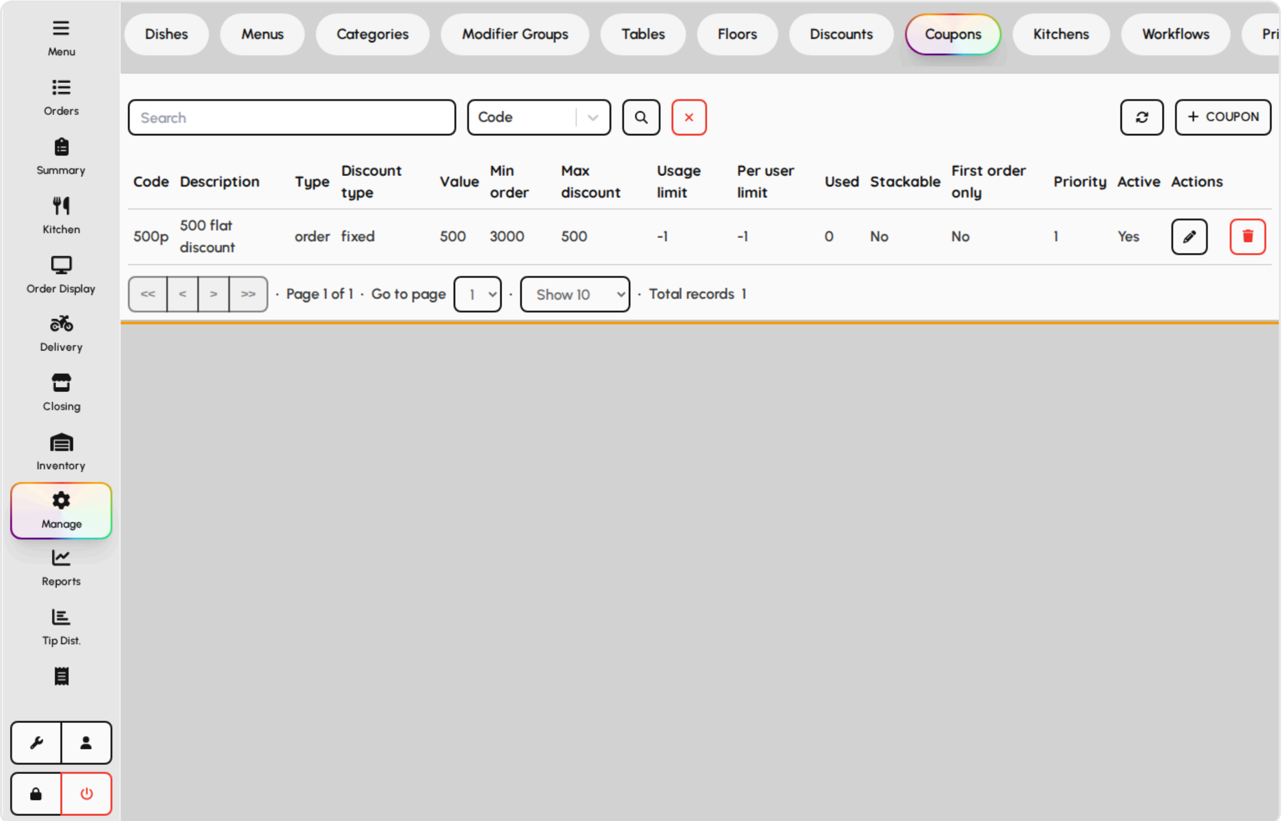
1. Open Discounts and switch to the Permissions sub-tab.
2. Review the matrix of roles versus discount capabilities.
3. Adjust permissions so only authorized roles can grant large or sensitive discounts.



Discount permission matrix.

Coupons

1. Open the Coupons tab.
2. Create coupon codes with value, validity window, and usage limits.
3. Staff enter coupons on the payment screen when the order qualifies.



Coupons tab.

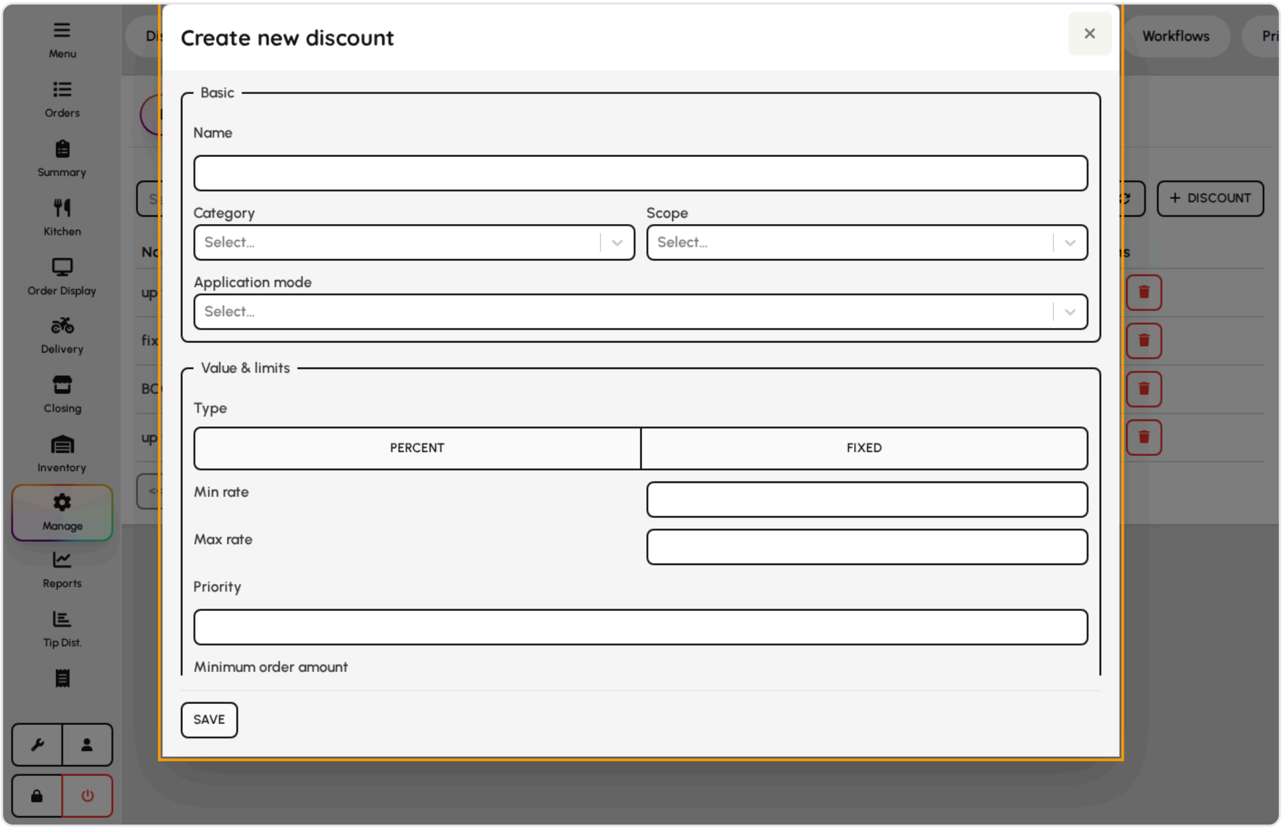
Discount rule form

Categories classify rules for permissions and reporting: manager, staff, vip, corporate, happy_hour, category, product, floor, damage_wastage, service_recovery, bulk_order, manual, scheduled, buy_x_get_y. Scope sets whether discounts apply to items, categories, cart, customers, or floors. Buy X Get Y uses the conditions editor instead of simple targets.

1. Open Admin → Promotions → Discounts → Rules.
2. Set name, category, scope, and application mode (manual, automatic, or both).
3. Configure targets for the chosen scope.
4. Set percent or fixed value range, priority, schedules, and stacking.
5. Save — cache refreshes and the rule is available in POS/discount engine.

Fields

- **Category** — One of 14 types — manager, staff, vip, corporate, happy_hour, category, product, floor, damage_wastage, service_recovery, bulk_order, manual, scheduled, buy_x_get_y — used for permissions and analytics.
- **Scope** — item, category, cart, customer, or floor — determines target editor.
- **Application mode** — manual (cashier applies), automatic (engine applies), or both.
- **Targets** — Specific items, categories, customers, or floors eligible for the rule.
- **Type (percent / fixed)** — Whether min/max rates are percentages or currency amounts.
- **Min / max rate** — Allowed discount range for manual entry or auto calculation.
- **Max cap** — Percent discounts only — upper currency limit per application.
- **Priority** — Order when multiple automatic rules compete.
- **Min order amount** — Cart subtotal required before the rule can apply.
- **Stacking mode** — allow, prevent, highest_wins, or priority vs. other discounts.
- **Tax treatment** — tax_before_discount, tax_after_discount, inclusive, or exclusive.
- **Schedules** — Day/time windows for scheduled and happy_hour categories.
- **Conditions** — Buy X Get Y thresholds and free-item logic.
- **Requires reason / approval** — Forces reason pick or manager PIN when applied manually.



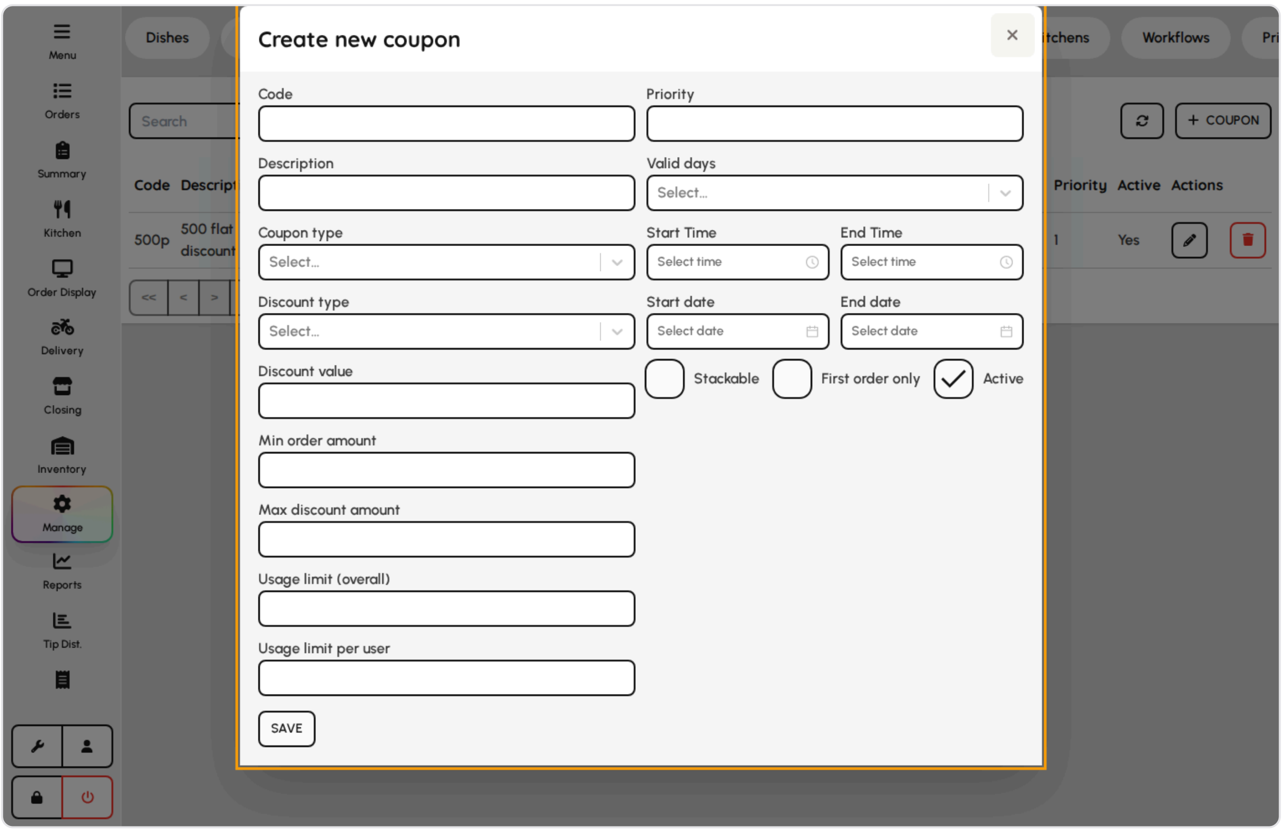
Discount rule form with category and targets.

Coupon form

1. Open Promotions → Coupons.
2. Set code, discount type/value, and usage limits.
3. Configure valid days, time window, and date range.
4. Save — cashiers enter the code at payment.

Fields

- **Code** — String customers or staff enter at checkout.
- **Coupon type** — Single-use, multi-use, or other coupon behavior.
- **Discount type / value** — Percent or fixed amount taken off the order.
- **Min order amount** — Minimum subtotal before the coupon applies.
- **Max discount amount** — Cap on percent-based coupon savings.
- **Usage limit** — Total redemptions allowed across all customers.
- **Usage limit per user** — Redemptions allowed per customer profile.
- **Valid days / start & end time** — Restricts coupon to certain weekdays and hours.
- **Start / end date** — Overall validity window.
- **Stackable / first order only** — Combining rules with other discounts or new customers only.



Coupon form.

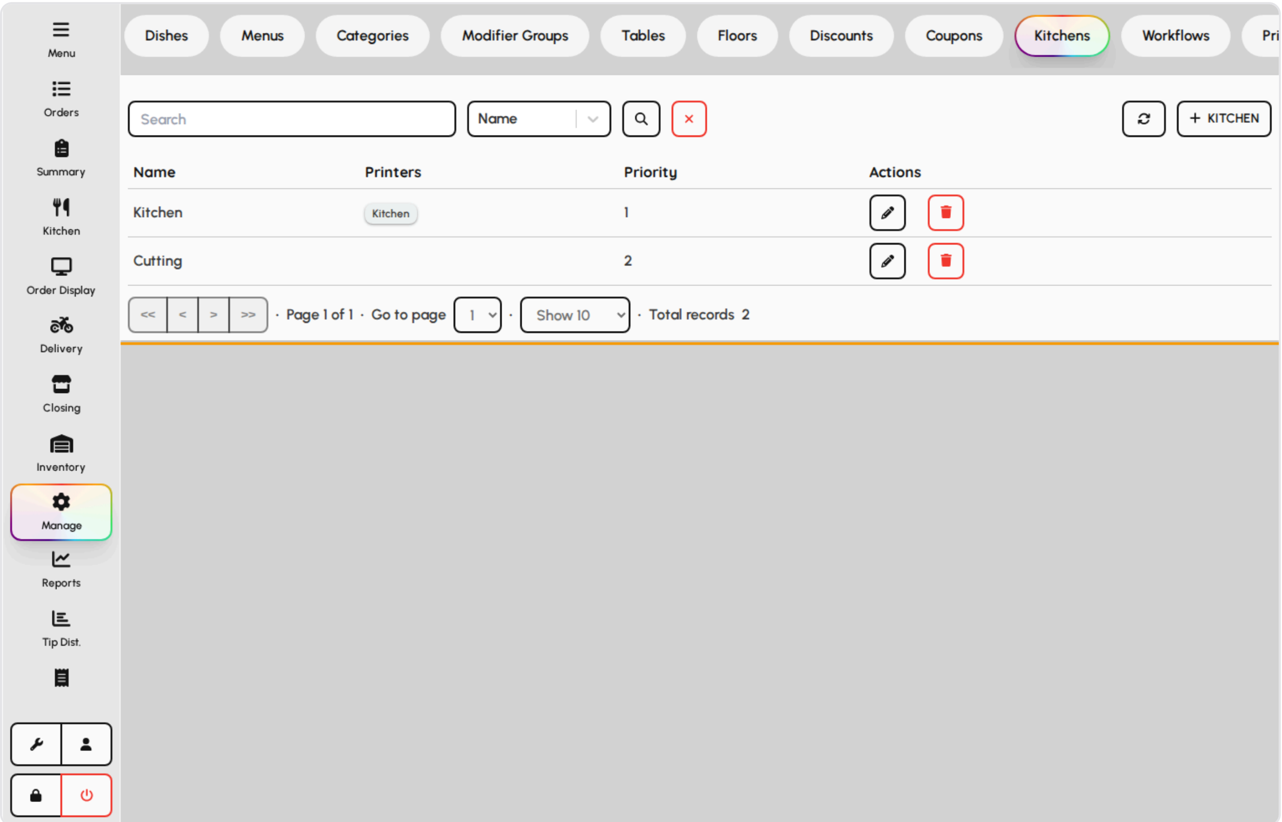
Kitchens and workflows

Route fired items to the right kitchen stations and define how orders move through preparation stages.

Kitchens

Kitchens group dishes and link to printers for kitchen tickets.

1. Open the Kitchens tab.
2. Create kitchen stations (e.g. Grill, Bar, Pastry).
3. Assign dishes and printers so tickets route to the correct station.

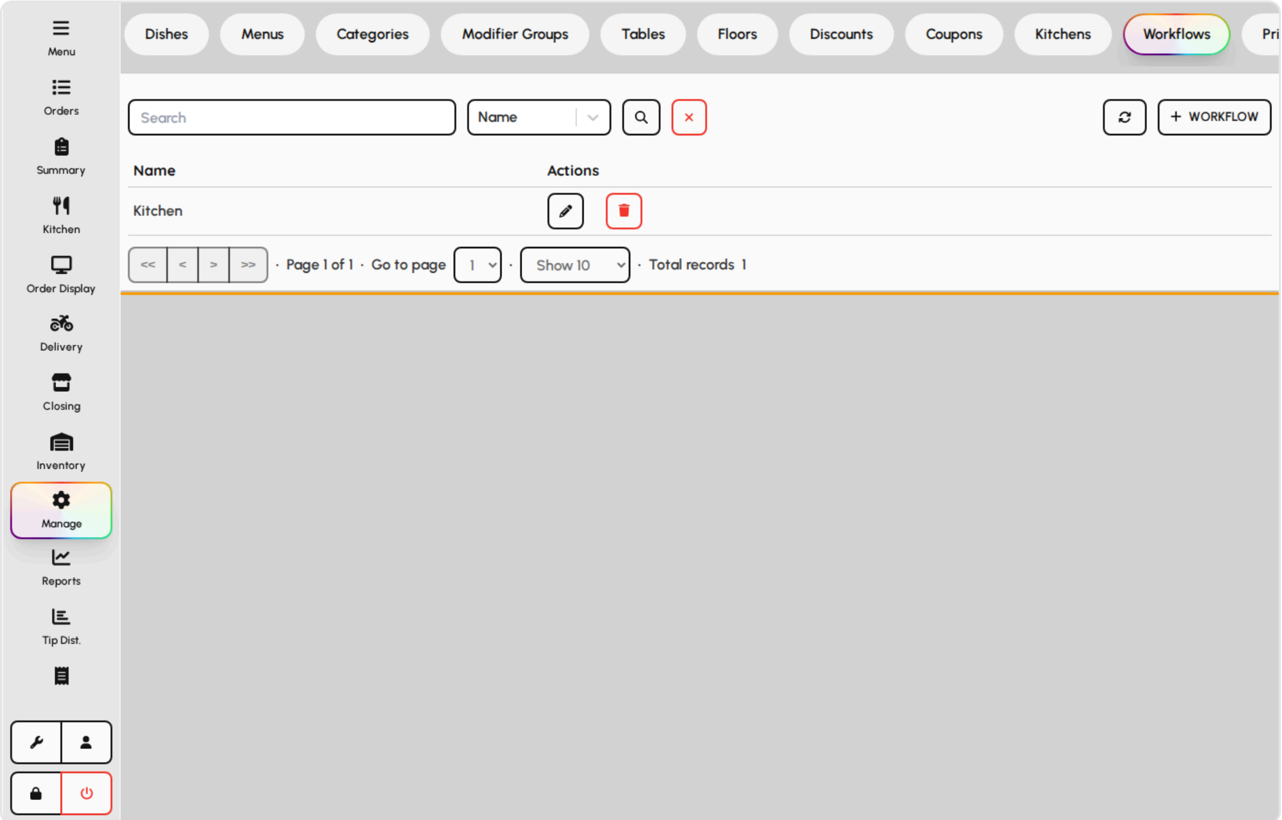


Kitchens maintenance table.

Workflows

Workflows define order-status steps used by kitchen and order-display screens.

1. Open the Workflows tab.
2. Create or edit workflow steps and transitions.
3. Link workflows to order types or kitchens as required by your venue setup.



Workflows tab.

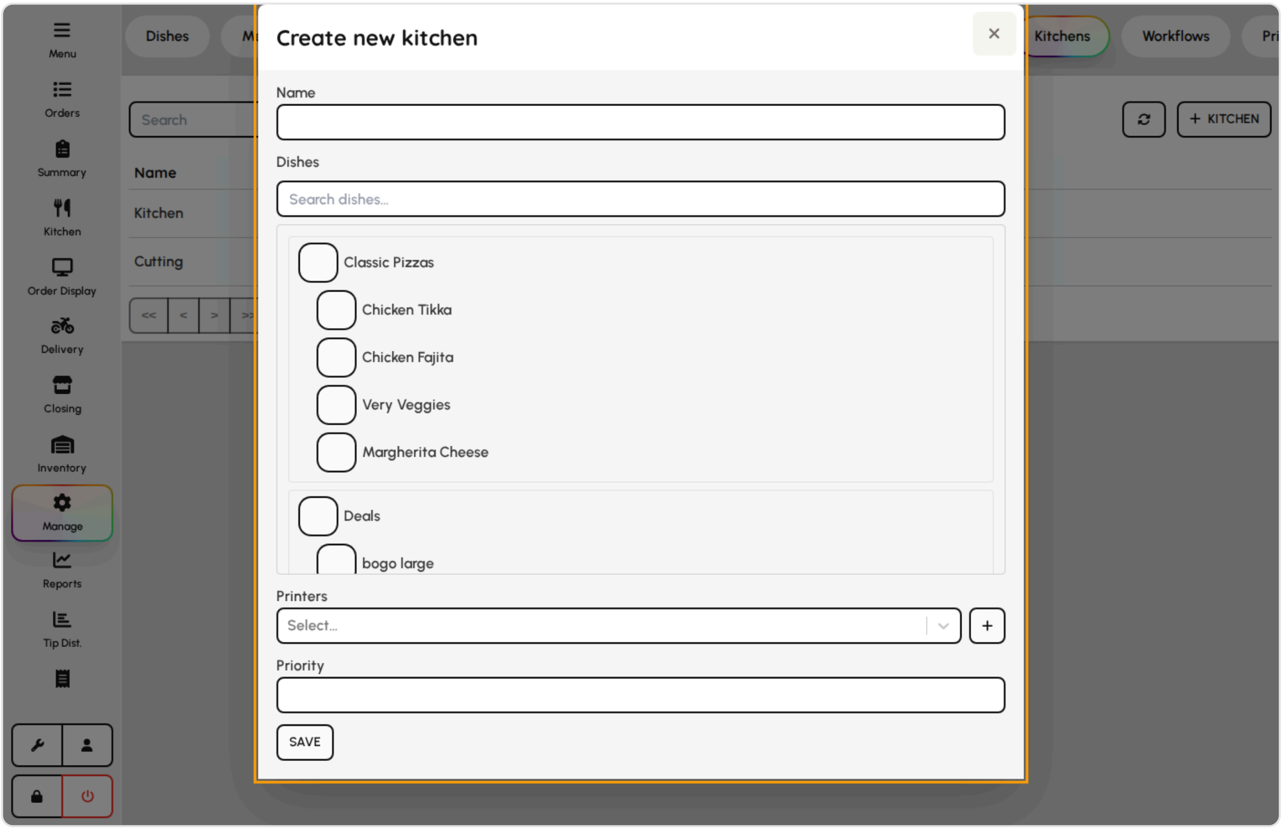
Kitchen form

Kitchens route dishes to printers and inventory locations.

1. Open Admin → Kitchen → Kitchens.
2. Add name, priority, linked printers, and dishes.
3. Save — new items print to this station when assigned on dishes.

Fields

- **Name** — Station label on KOT and order display.
- **Priority** — Order when multiple kitchens match.
- **Printers** — Devices that print tickets for this kitchen.
- **Items (dishes)** — Dishes routed to this station.



Kitchen station form.

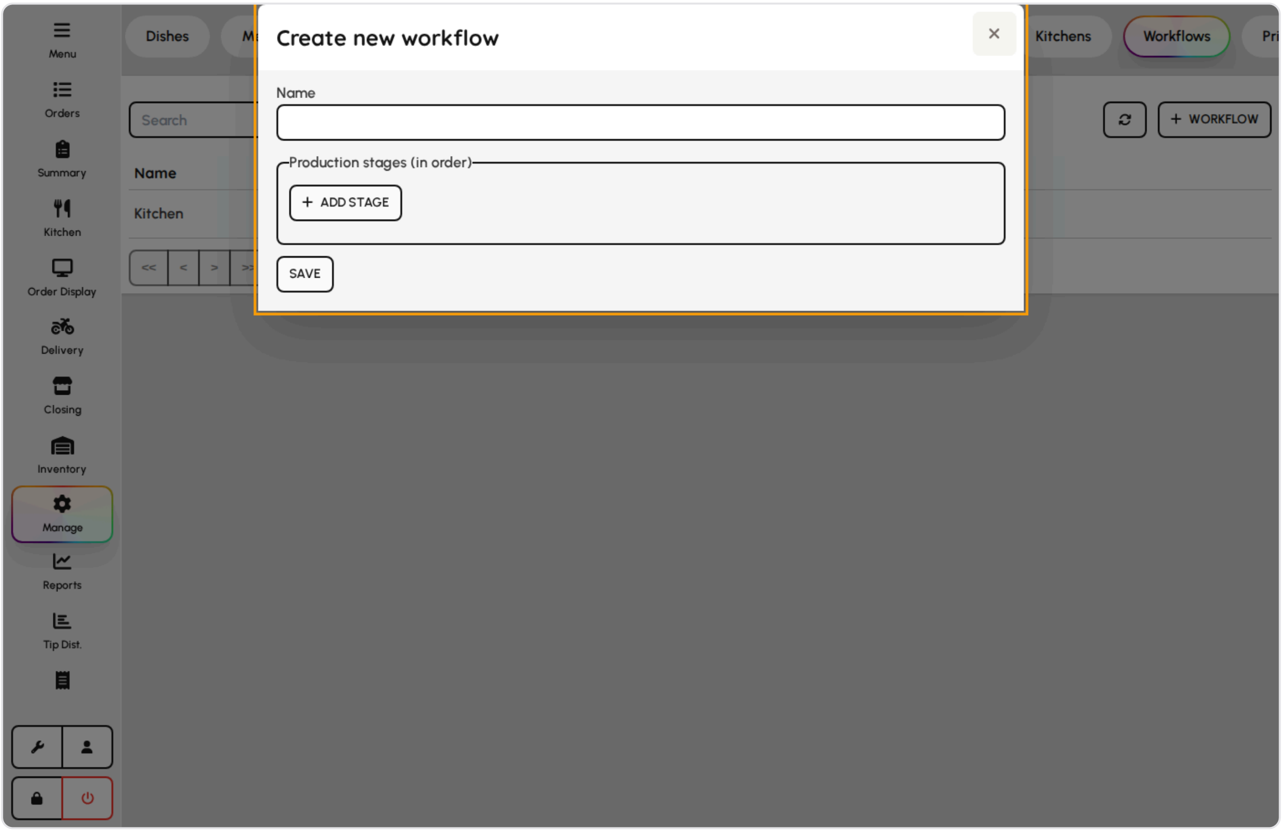
Workflow form

Workflows chain kitchen stages for order display and bump bars.

1. Open Kitchen → Workflows.
2. Name the workflow and add ordered stages.
3. Assign a kitchen to each stage.
4. Link workflow on dishes that need multi-step prep.

Fields

- **Name** — Workflow identifier on dishes and displays.
- **Stages** — Ordered prep steps (e.g. Grill → Expo).
- **Stage kitchen** — Which station owns each stage for routing and KPIs.



Workflow stages editor.

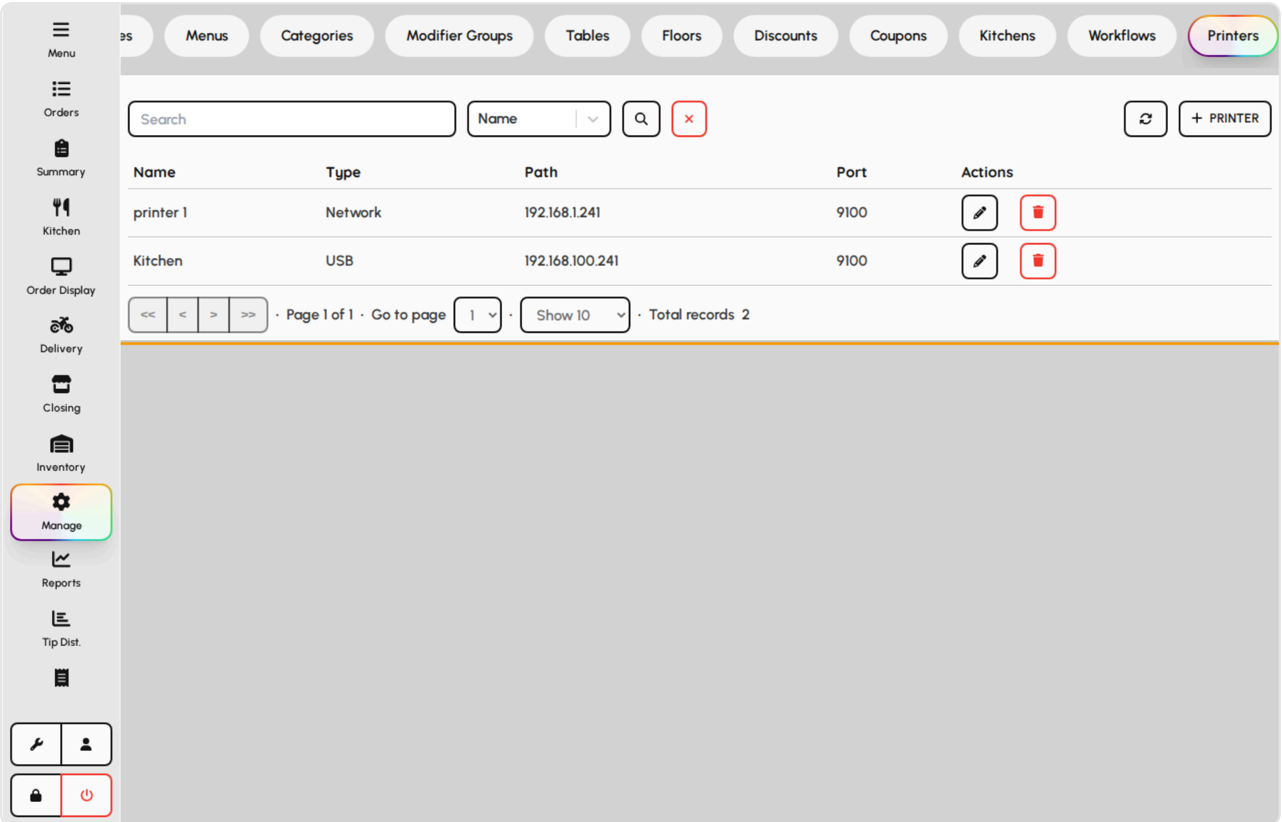
Printers and print settings

Define printer records in Manage, configure what each print job contains, then assign printers to devices in Settings.

Printers

Printer records store connection details used across receipt, kitchen, and report printing.

1. Open the Printers tab.
2. Add printers with name, type, and connection settings.
3. Link printers to kitchens and device Settings so tickets reach the right hardware.

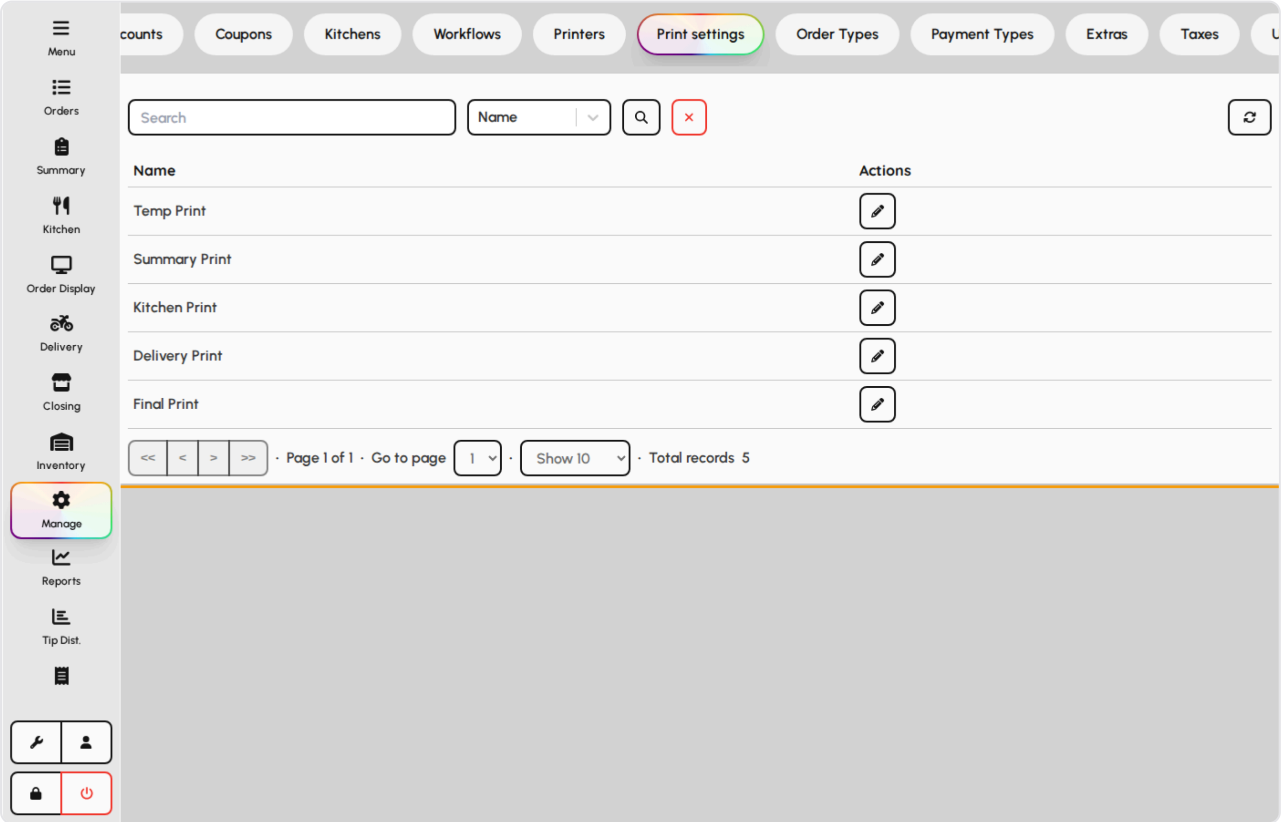


Printers master list in Manage.

Print settings

Print settings control templates and options for temp bills, final receipts, kitchen tickets, summaries, and delivery slips.

1. Open the Print settings tab.
2. Edit each print type (Temp, Final, Kitchen, Summary, Delivery).
3. Save so new orders use the updated layout and fields.



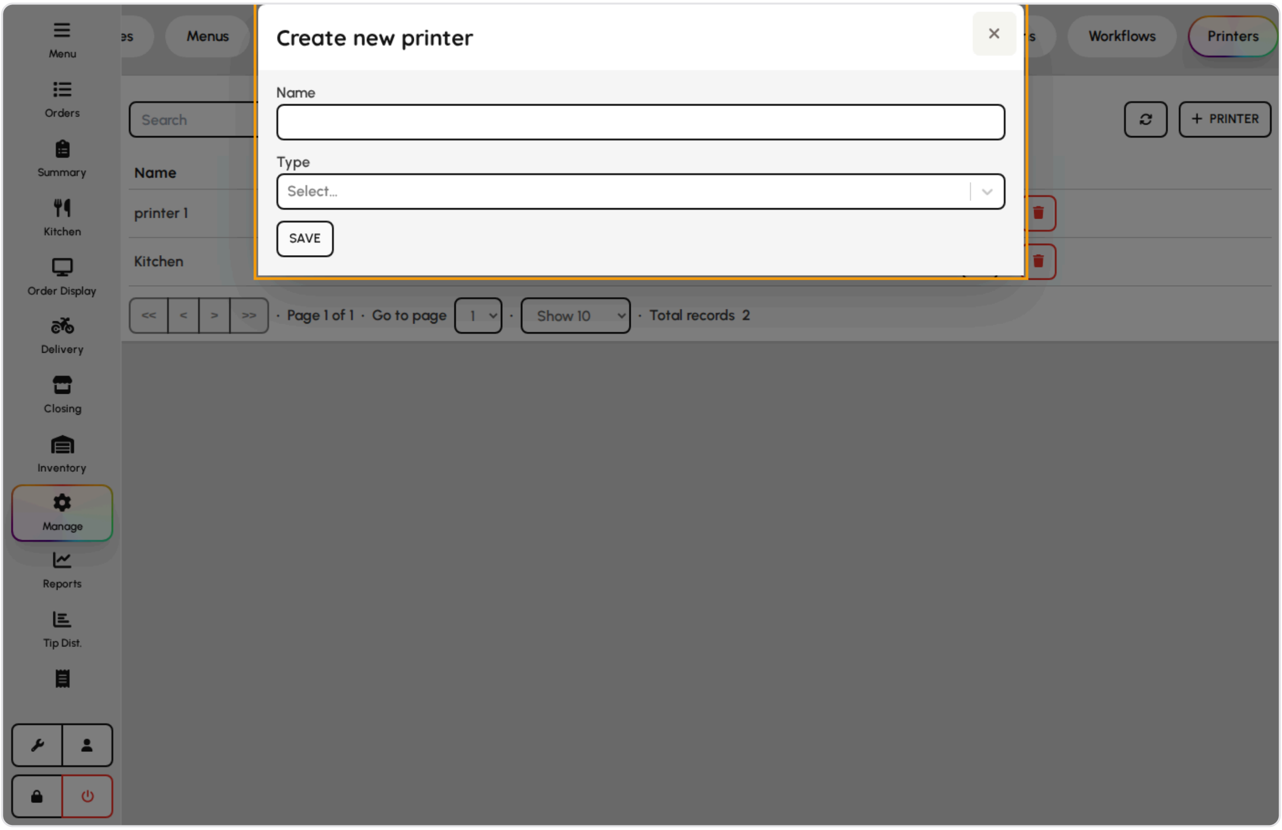
Print settings tab.

Printer form

1. Open Admin → Printing → Printers.
2. Add name and connection: network IP/port or USB identifiers.
3. Choose printer type (receipt, kitchen, label).
4. Save — assign in kitchens and device settings.

Fields

- **Name** — Friendly name in admin and device pickers.
- **Type** — Receipt, kitchen, or label driver profile.
- **IP address / port** — Network ESC/POS connection.
- **VID / PID** — USB vendor/product IDs for direct-attached printers.



Printer form.

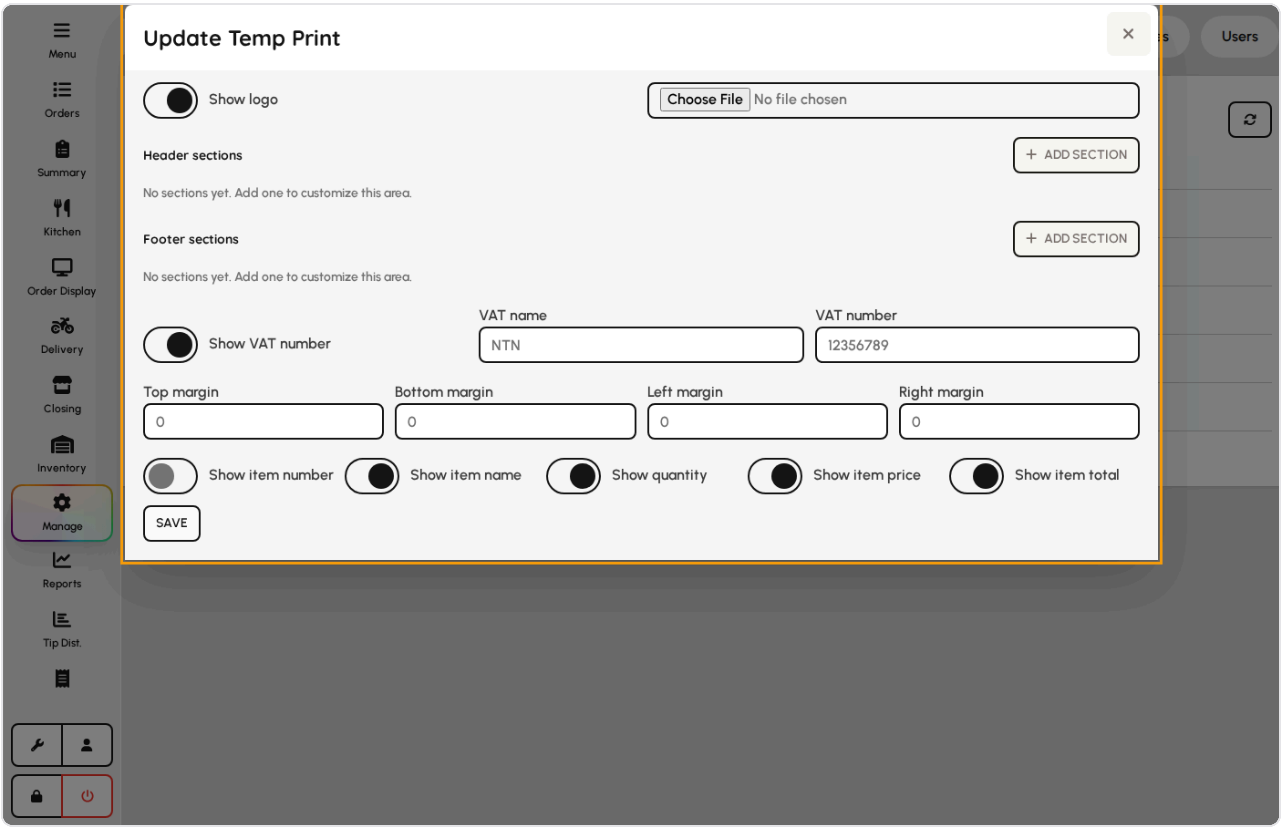
Print setting form

Each print job type (temp bill, final receipt, kitchen, summary, delivery) has its own template.

1. Open Print settings tab and pick a job type.
2. Configure logo, header/footer sections, VAT block, and margins.
3. Toggle line columns shown on receipts.
4. Save — the next print uses the updated layout.

Fields

- **Show logo** — Includes uploaded logo on the ticket.
- **Header / footer sections** — Rich text or image blocks above and below the body.
- **VAT name / number** — Tax registration block on guest receipts.
- **Margins** — Top, bottom, left, right spacing in printer dots.
- **Item columns** — Toggle number, name, qty, price, and line total columns.



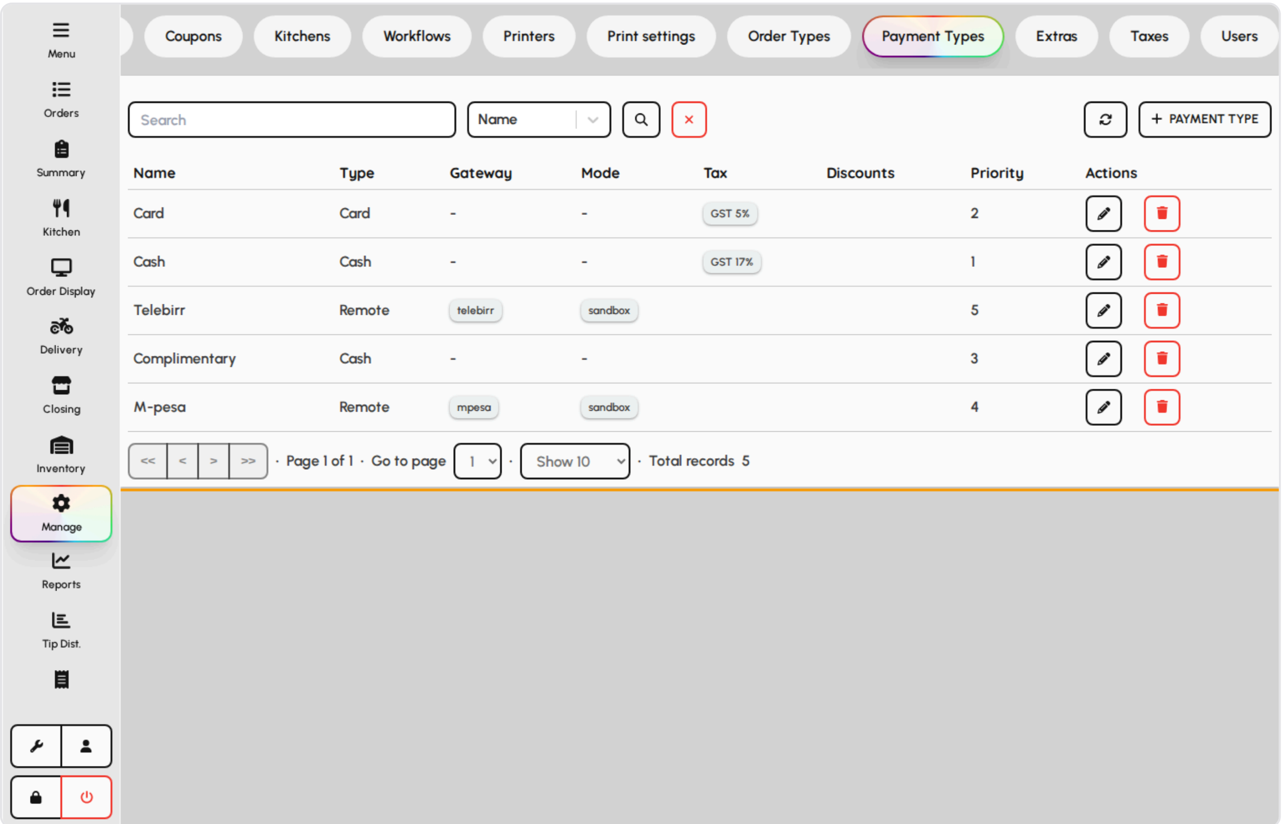
Print template editor.

Payment types, taxes, and order types

Configure how orders are classified and settled: payment methods, tax rules, and service types (dine-in, delivery, etc.).

Payment types

1. Open the Payment types tab.
2. Define Cash, Card, and custom tenders shown on the payment screen.
3. Set sort order and whether a type requires reference or change calculation.

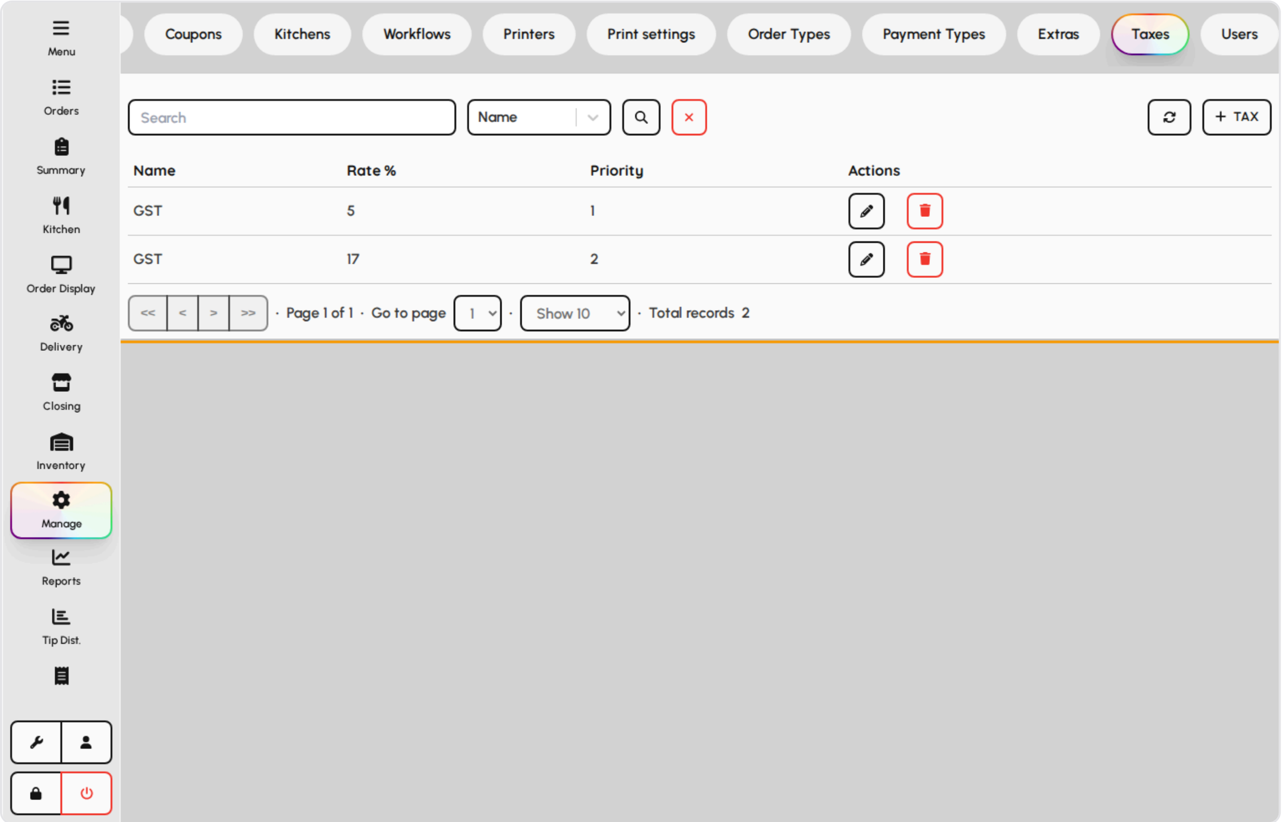


Payment types tab.

Taxes

Taxes apply to dishes and appear on receipts and reports.

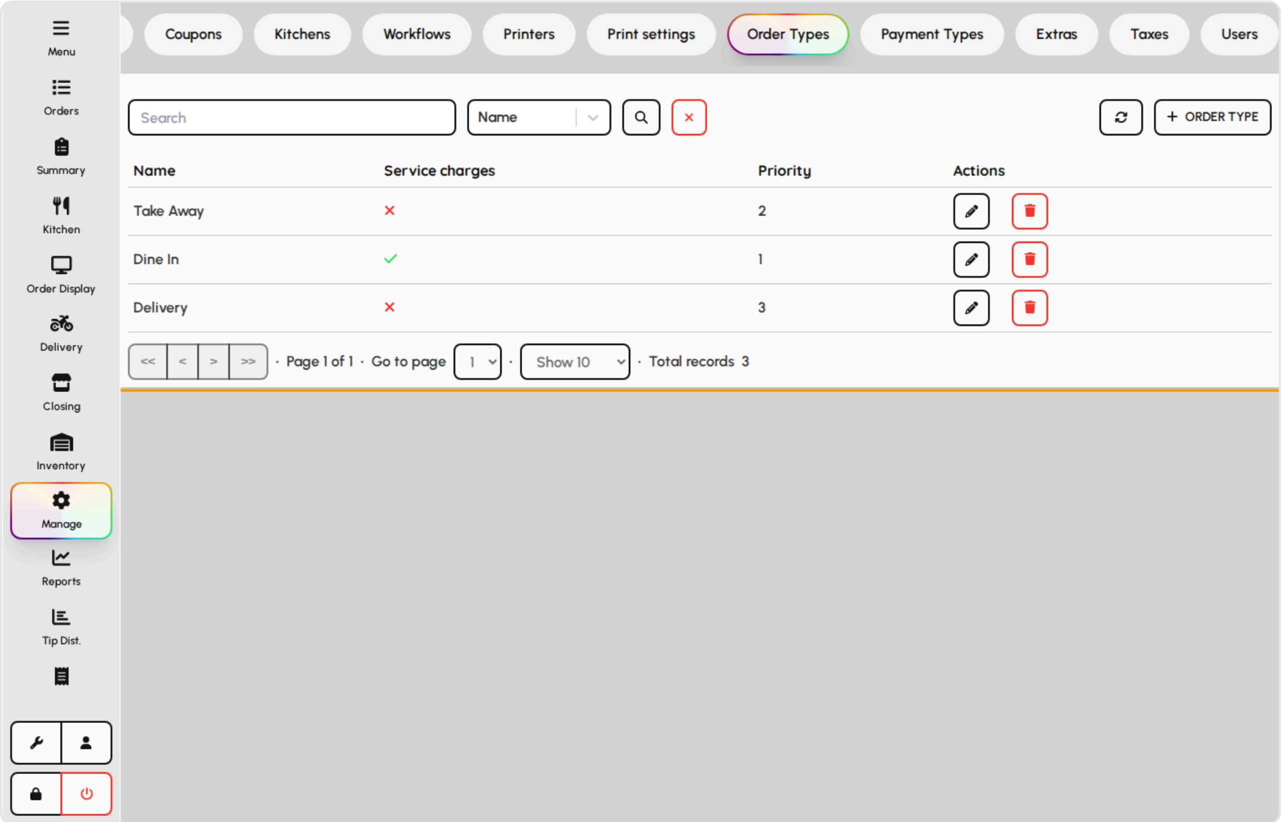
1. Open the Taxes tab.
2. Create tax rates and link them to applicable items or order types.
3. Save so new orders calculate tax correctly.



Taxes tab.

Order types

1. Open the Order types tab.
2. Configure dine-in, takeaway, delivery, and other service modes.
3. Order types drive kitchen routing, reporting, and default behaviors.

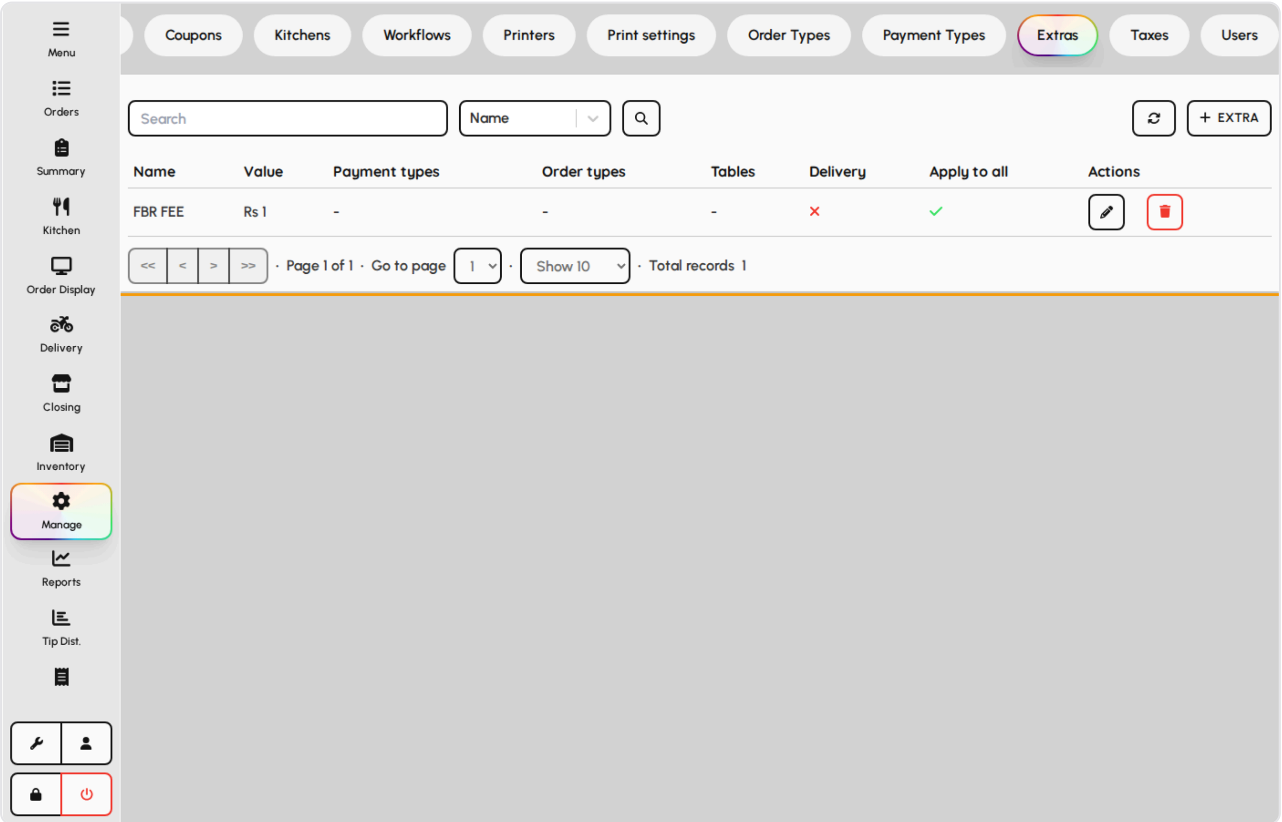


Order types tab.

Extras

Extras are automatic surcharges linked to payment types, order types, or tables (e.g. service fees or cover charges).

1. Open the Extras tab.
2. Create extras with name, amount, and applicability rules.
3. Save so qualifying orders include the surcharge on payment.



Extras tab.

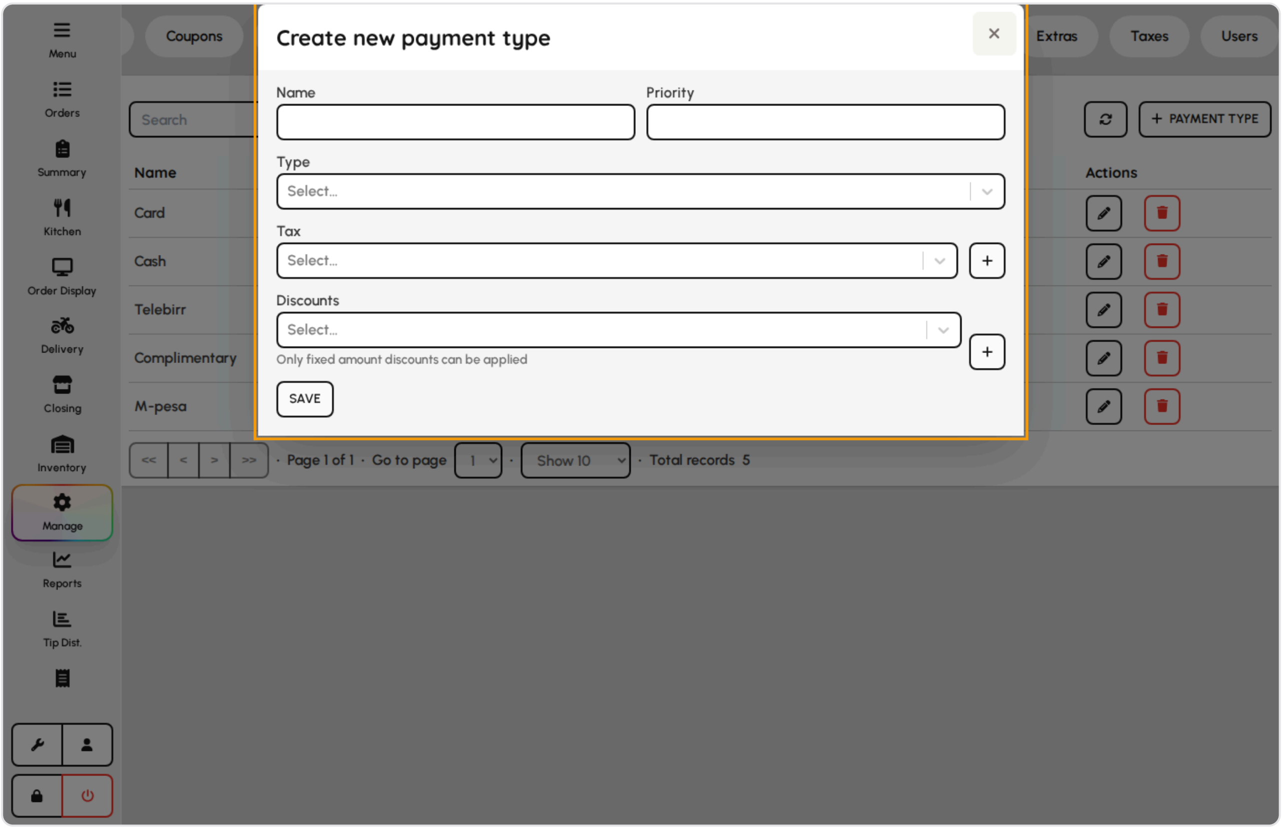
Payment type form

Payment types include local methods and Remote gateway types that delegate to Stripe, PayPal, etc.

1. Open Admin → Payments → Types.
2. Add name, priority, and type (Cash, Card, Remote, …).
3. For Remote: pick gateway provider, mode (test/live), and API keys.
4. Optionally link tax and automatic discounts.
5. Save — type appears on payment screen and table restrictions.

Fields

- **Name** — Label on payment screen buttons.
- **Priority** — Sort order among payment methods.
- **Type** — Behavior profile — choose Remote to enable gateway fields.
- **Gateway provider** — Stripe, PayPal, or other integrated processor.
- **Gateway mode** — Test vs. live credentials.
- **public_key** — Client-side or publishable API key for the gateway.
- **secret_key** — Server-side secret used to capture charges.
- **webhook_secret** — Validates asynchronous payment callbacks.
- **client_id / client_secret** — OAuth-style gateways that use paired credentials.
- **merchant_id / integrity_salt** — Provider-specific merchant and hash fields.
- **Tax** — Default tax rule applied when this type is used.
- **Discounts** — Auto-applied discount rules tied to the payment method.



Payment type form with remote gateway.

Tax form

1. Open Payments → Taxes.
2. Define name, rate, and inclusive/exclusive behavior.
3. Save — assign to payment types or order defaults.

Fields

- **Name** — Tax label on receipts.
- **Rate** — Percentage applied to taxable amounts.
- **Inclusive** — When true, tax is embedded in displayed prices.

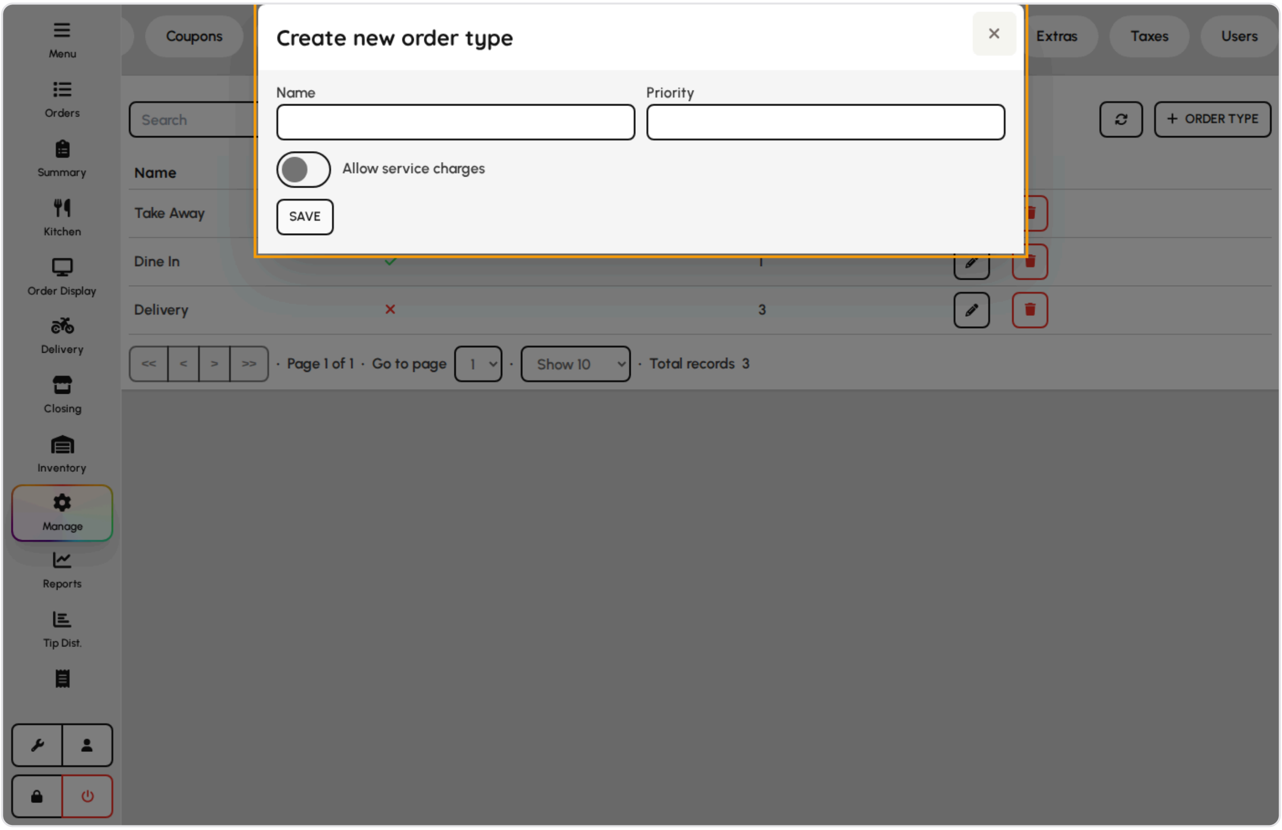
Tax form.

Order type form

1. Open Payments → Order types.
2. Set name and behavior flags (dine-in, takeaway, delivery).
3. Save — used on tables, POS, and reporting.

Fields

- **Name** — Order type shown on checks and filters.
- **Priority** — Sort order in selectors.
- **Default** — Pre-selected type for new orders when applicable.



Order type form.

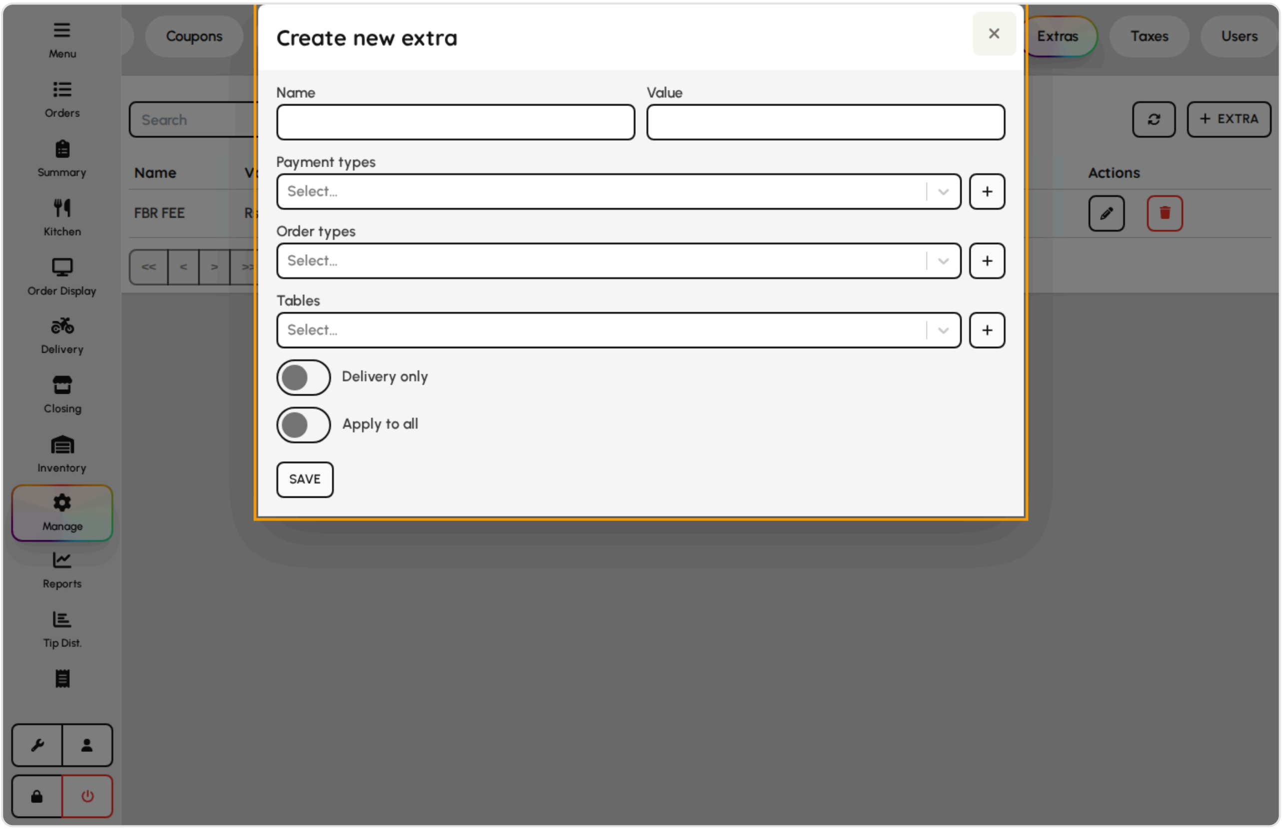
Extra (service charge) form

Extras add automatic surcharges (service charge, coperto) by payment or order context.

1. Open Payments → Extras.
2. Name the charge and set amount or percent.
3. Configure when it applies (order type, payment type, etc.).
4. Save — qualifying orders include the surcharge.

Fields

- **Name** — Surcharge label on guest receipt.
- **Amount / rate** — Fixed currency or percent of eligible total.
- **Taxable** — Whether tax is calculated on the surcharge.
- **Auto apply rules** — Links to order types, payment types, or floors.



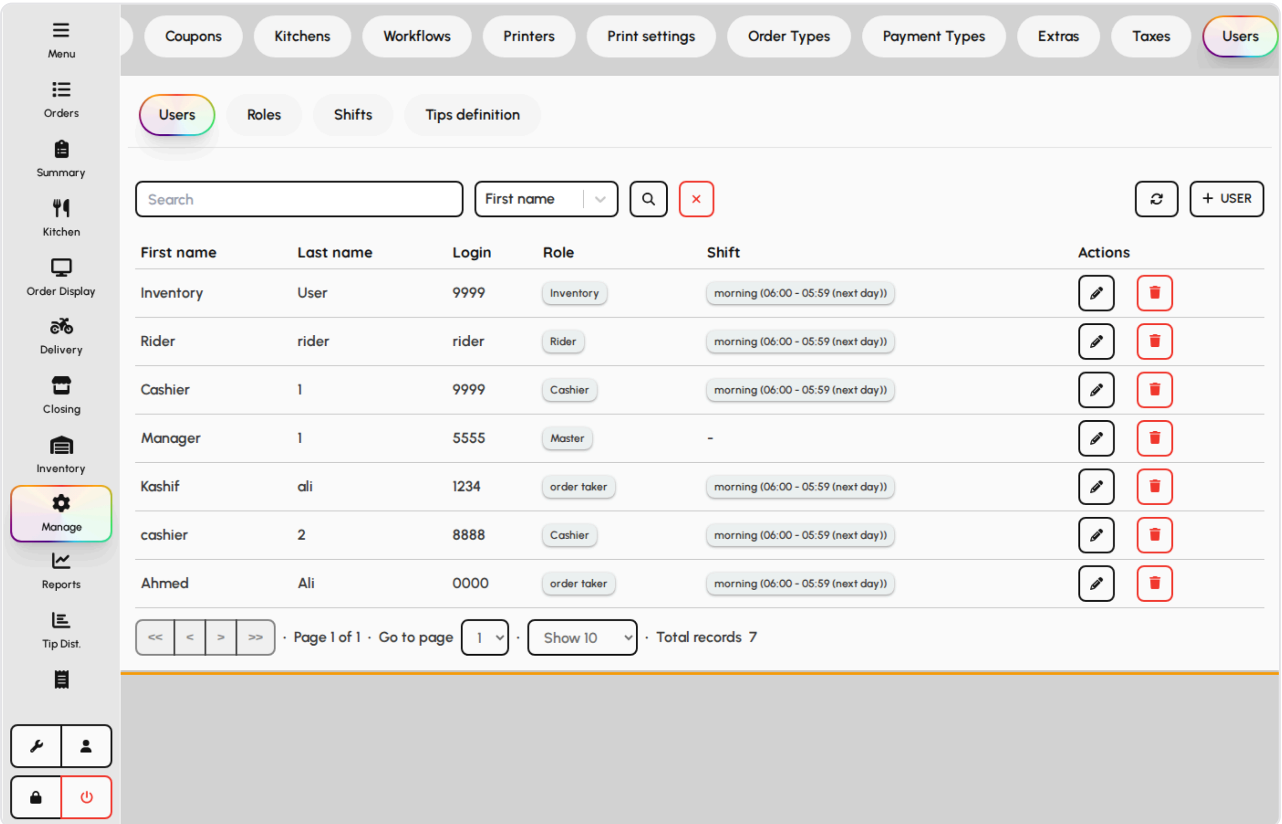
Extra surcharge form.

Users and roles

Manage staff accounts, PINs, role permissions, shifts, and tip-pool definitions that control who can access each screen and tab.

User list

1. Open the Users tab.
2. Browse active users with name, role, and contact fields.
3. Use Add user to create a new account or Edit to update an existing one.

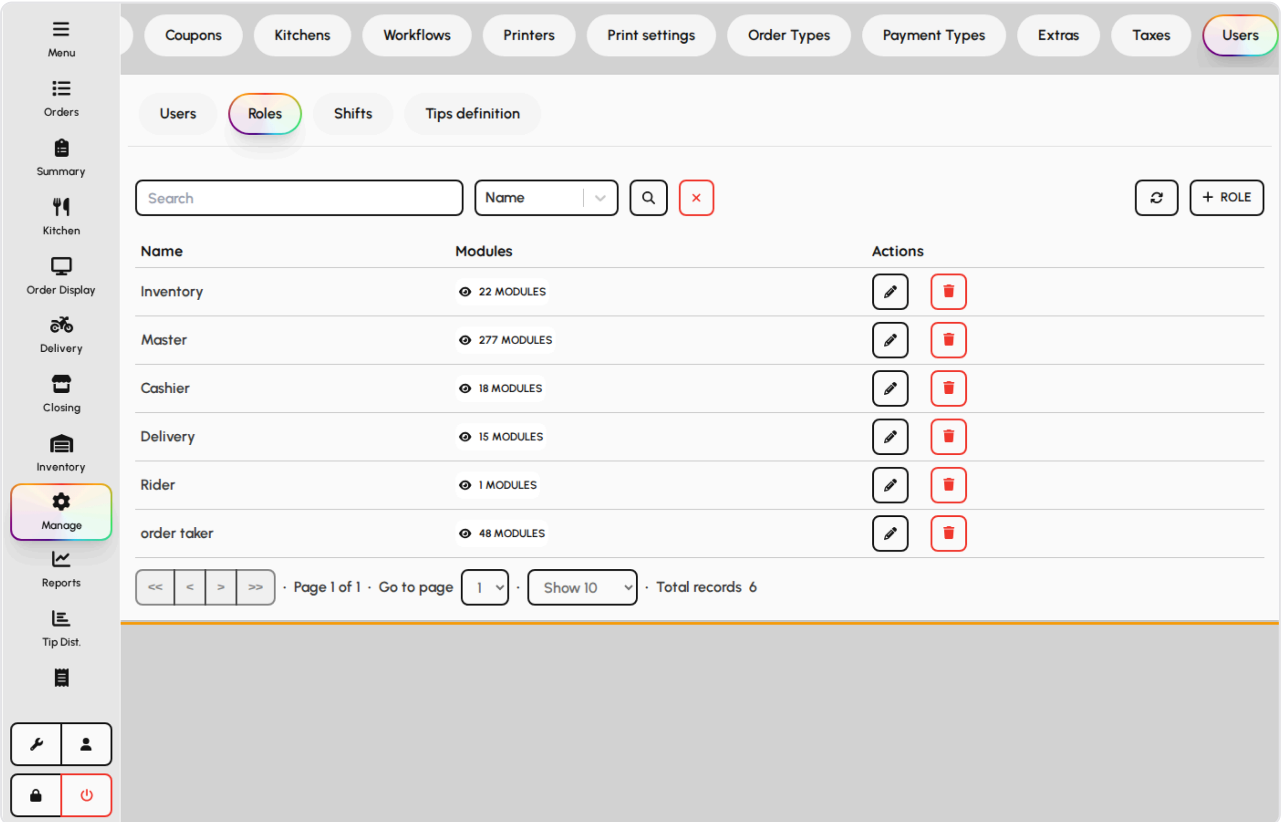


Users maintenance table.

Roles

Roles bundle permission modules that gate sidebar screens, Manage tabs, and protected actions.

1. Switch to the Roles sub-tab under Users.
2. Create roles and open the module list to enable or disable access.
3. Assign roles to users so permissions stay consistent across staff.

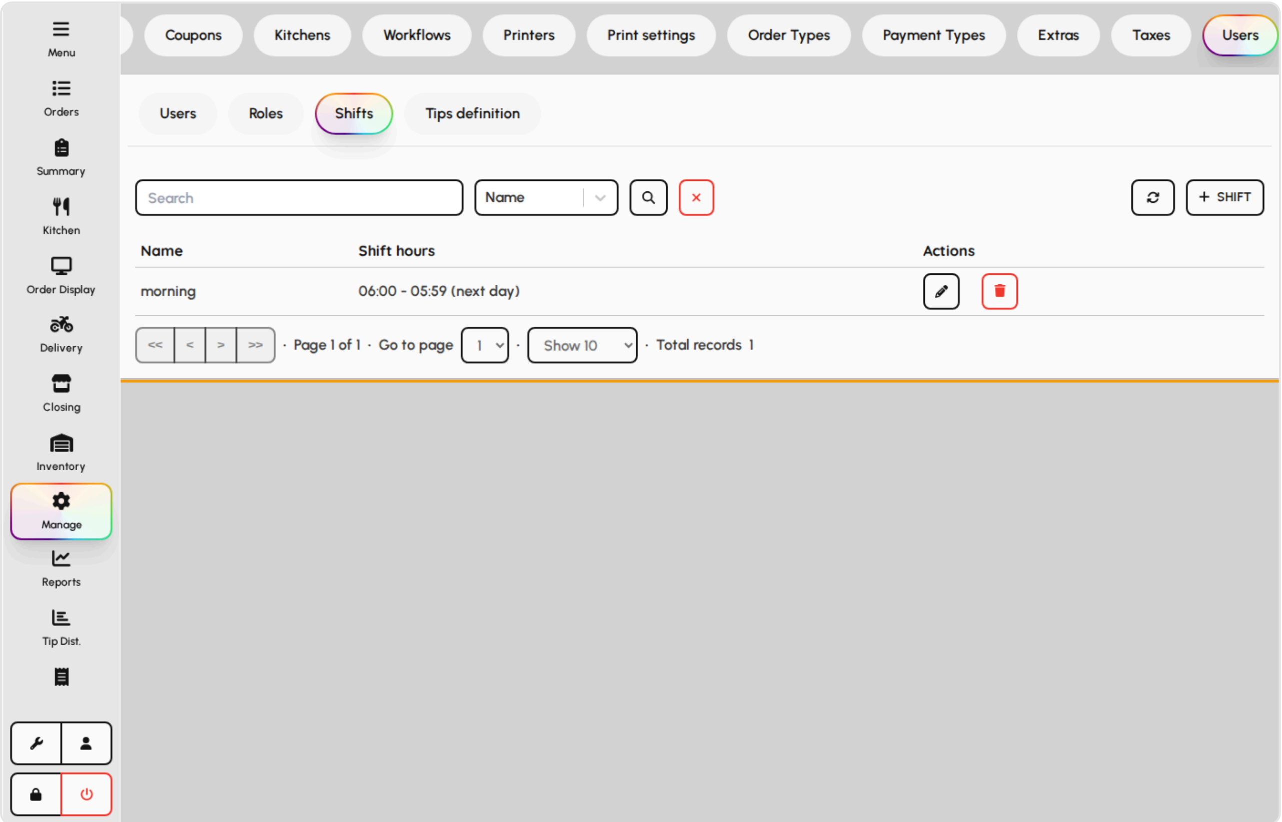


Roles sub-tab.

Shifts

Shifts define work windows used for labor reporting and automatic clock-out rules.

1. Switch to the Shifts sub-tab.
2. Add shift names with start and end times.
3. Assign shifts to users for scheduling and tip-distribution context.

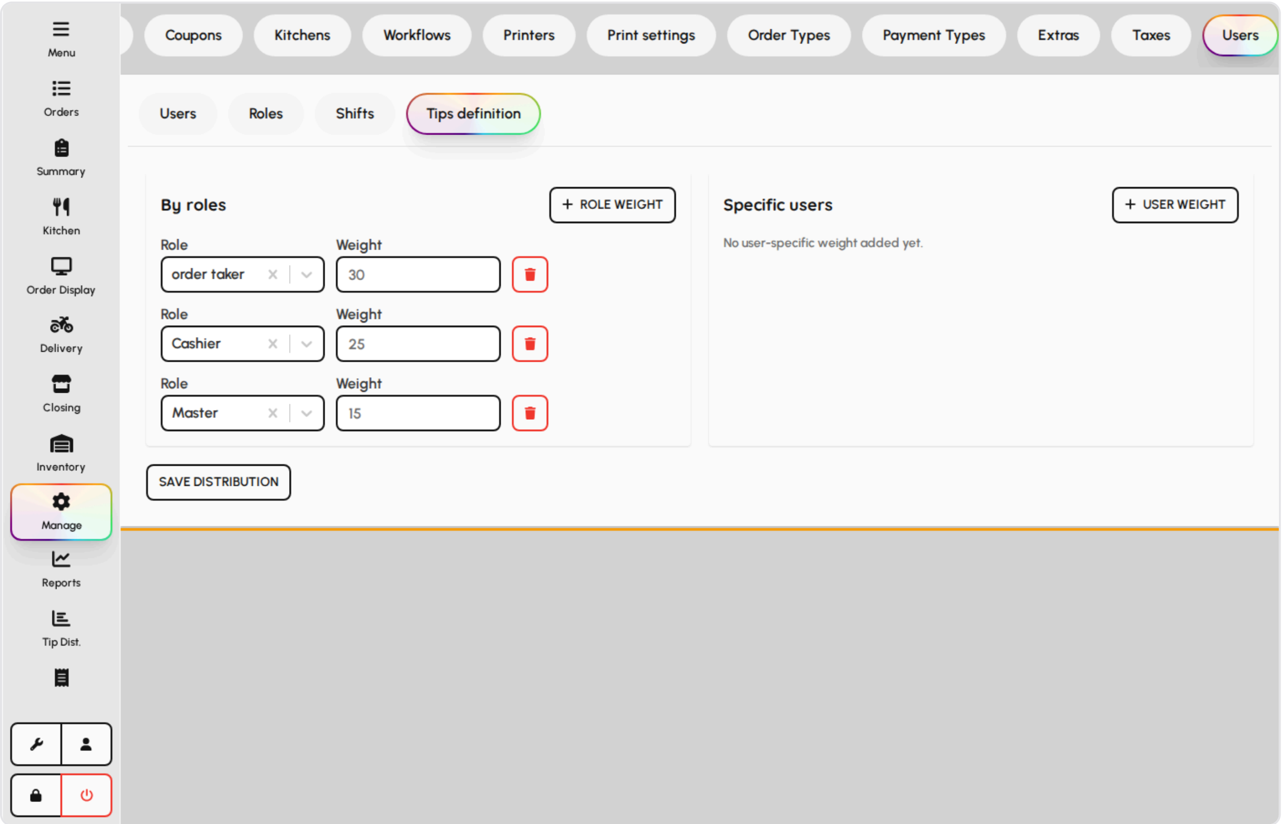


Shifts sub-tab.

Tip definition

Tip definition sets pool weights and rules used when managers run tip distribution (see HR Guide → Tip distribution for payout runs).

1. Switch to the Tip definition sub-tab.
2. Configure how tips are pooled and weighted by role or shift.
3. Save so tip distribution calculations use the latest rules.



Tip definition sub-tab.

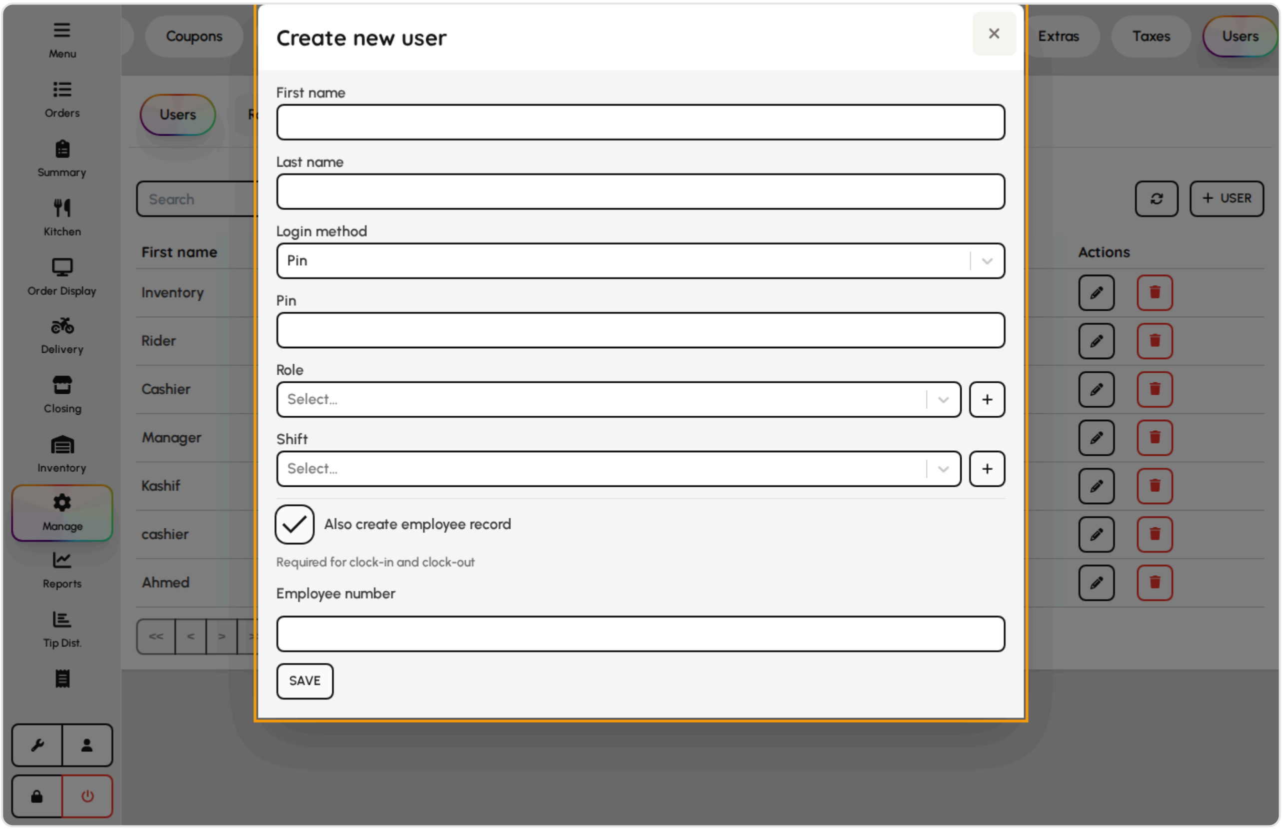
User form

POS operators log in with PIN or password and inherit role permissions.

1. Open Admin → Users and add or edit.
2. Set login method, name, credentials, role, and shift.
3. Optionally create a linked HR employee record.
4. Save — user can sign in on terminals with assigned permissions.

Fields

- **Login method** — PIN (4 digits) or password authentication.
- **First / last name** — Displayed name on checks and reports.
- **Login / PIN** — Credential used at sign-in.
- **Password** — Required when login method is password.
- **User role** — Permission bundle controlling modules and actions.
- **User shift** — Default work shift for labor reporting.
- **Create employee** — Auto-creates linked HR employee with employee number.



User account form.

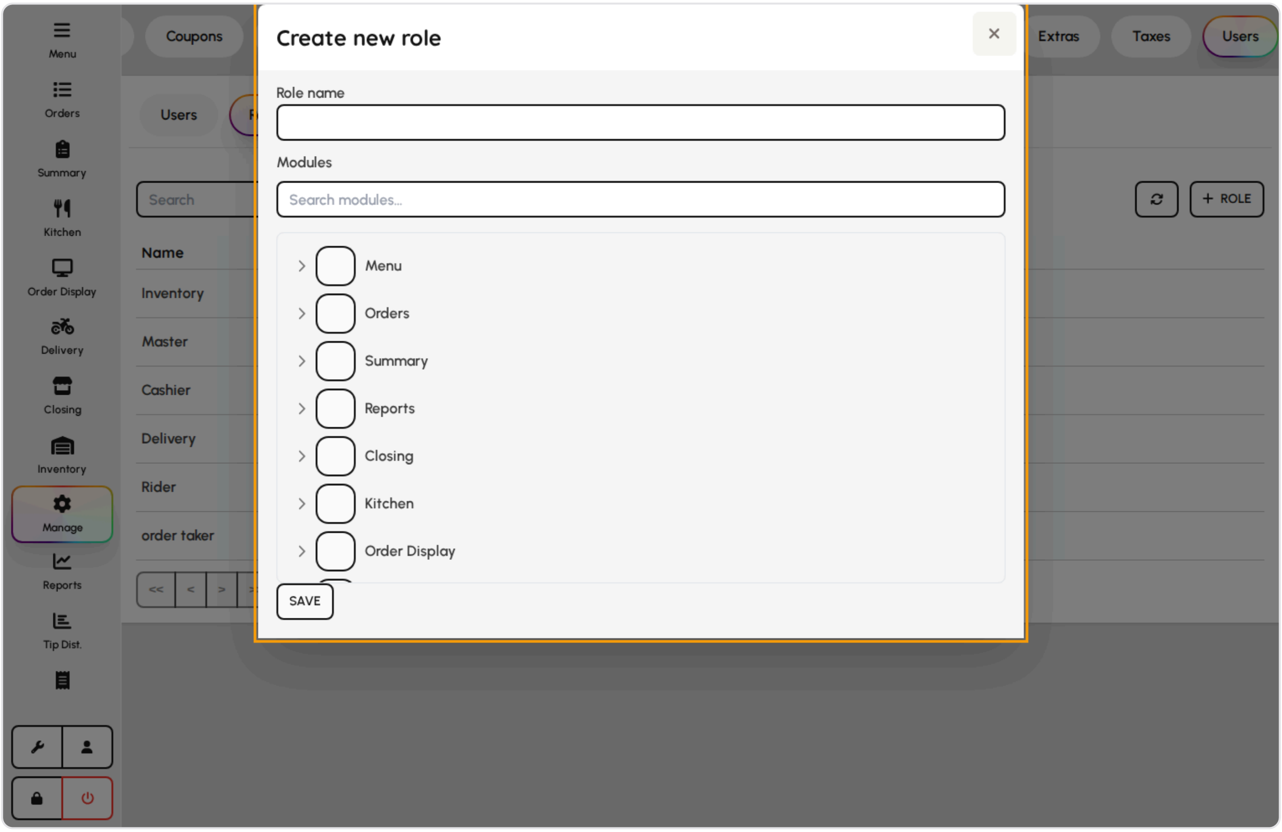
Role form

Roles grant module and action access checked by protectAction throughout the app.

1. Open Users → Roles.
2. Name the role and search the module tree.
3. Check parent modules or individual actions.
4. Save — assign the role on user records.

Fields

- **Name** — Role label on user form.
- **Module permissions** — Hierarchical checkboxes for screens and sub-actions.



Role permissions editor.

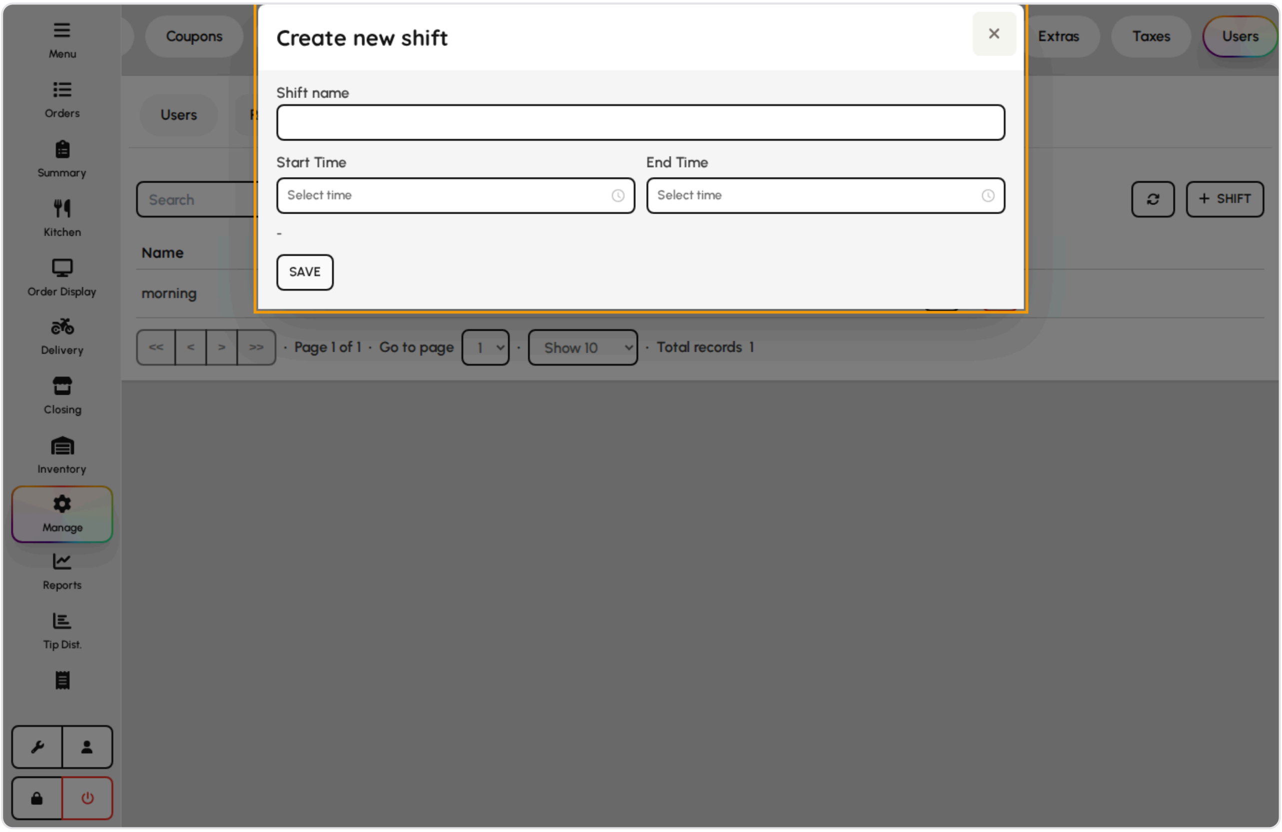
Shift template form

Shifts in Admin → Users define named time windows for user default shift and schedule templates.

1. Open Users → Shifts.
2. Enter name, start time, and end time.
3. Overnight shifts set ends_next_day automatically.
4. Save — selectable on users and HR schedule forms.

Fields

- **Name** — Shift label (e.g. Morning, Close).
- **Start time** — Scheduled shift start.
- **End time** — Scheduled shift end; may roll to next calendar day.



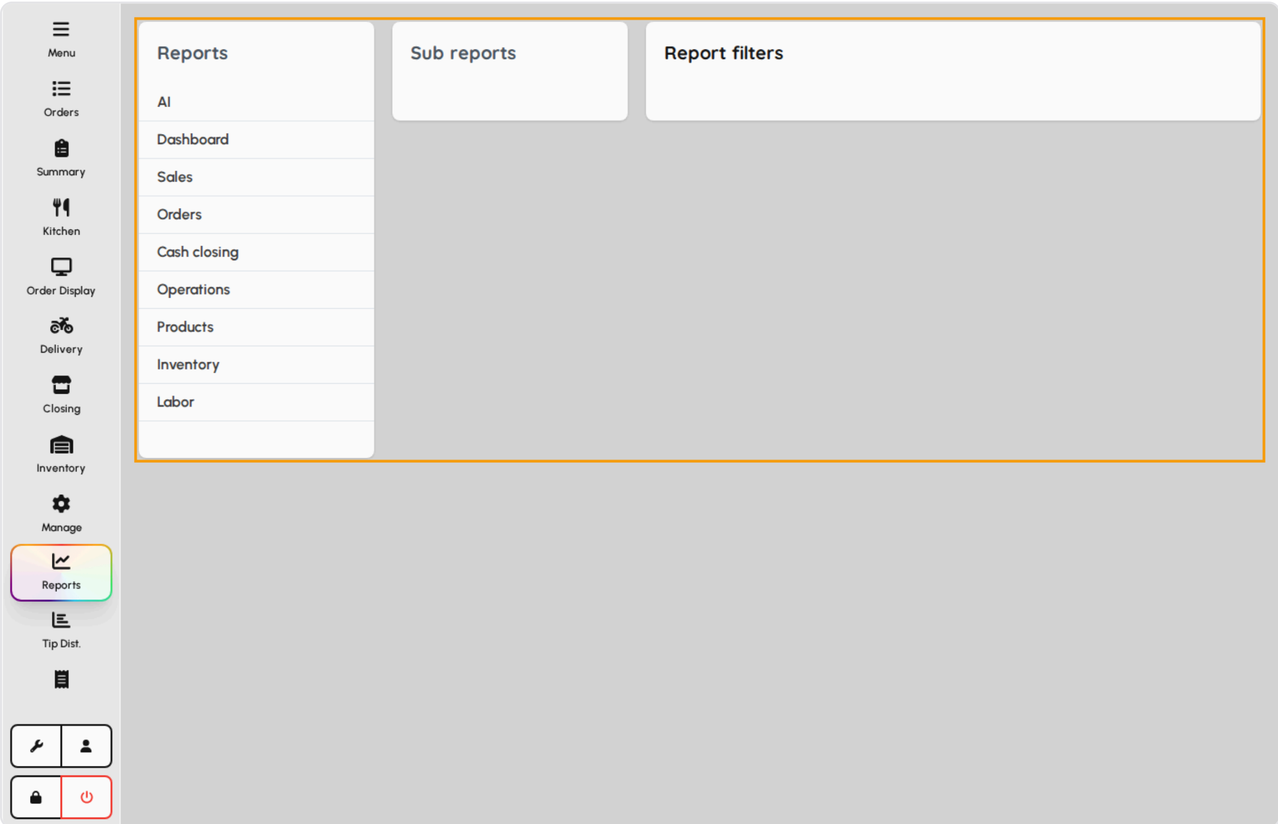
Shift template form.

Reports hub (administrator packs)

Administrators use the same Reports hub as managers, with access to deeper packs: inventory, labor, products, and tax. Open a category, pick a report, set filters, then run or export.

Administrator reports layout

1. Tap Reports in the sidebar.
2. Categories on the left include Inventory, Labor, Products, Sales, and more.
3. The middle column lists reports in the selected pack; the right panel holds filters.

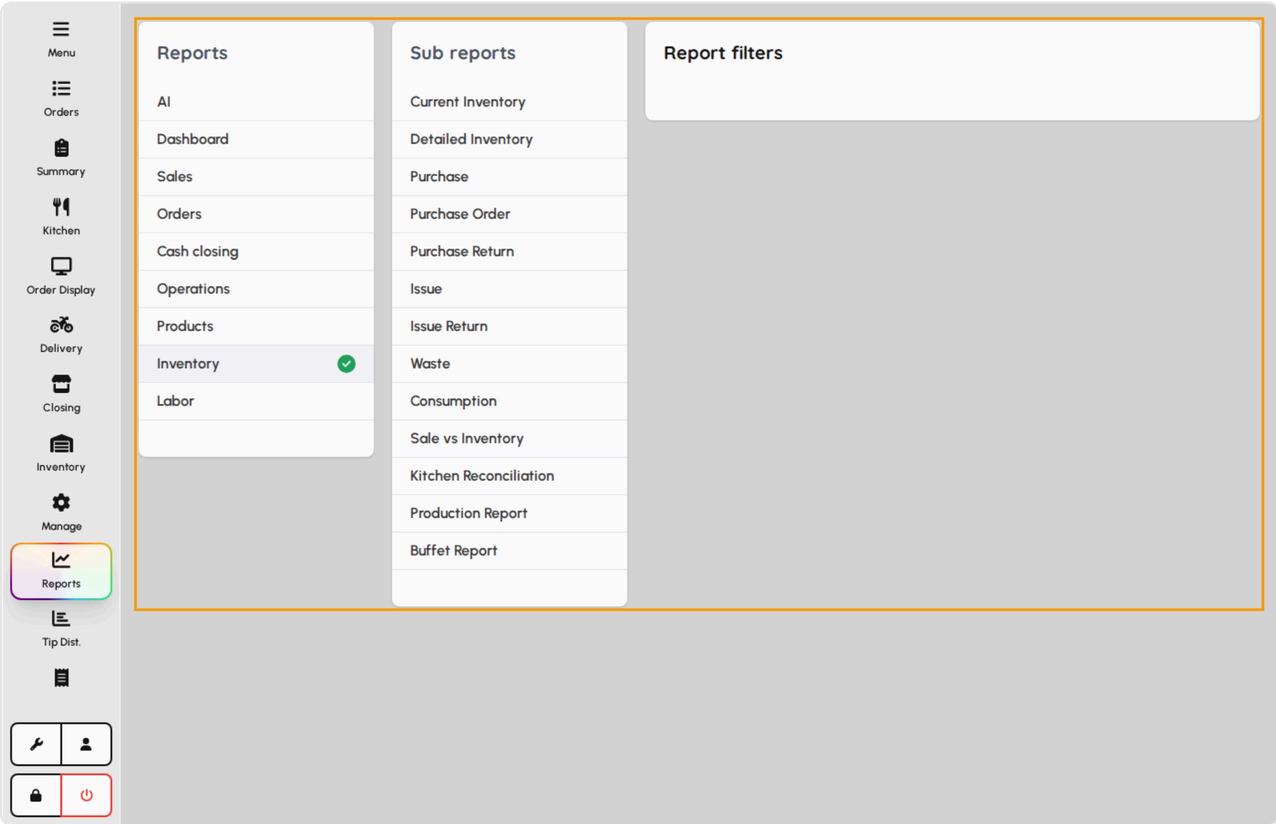


Reports hub for administrator packs.

Inventory pack

Inventory reports cover stock on hand, purchases, issues, wastes, consumption, production, and buffet.

1. Select the Inventory category.
2. Choose a report such as Current inventory or Purchase.
3. Set location and date filters, then run the report.



Inventory report pack.

Inventory filters

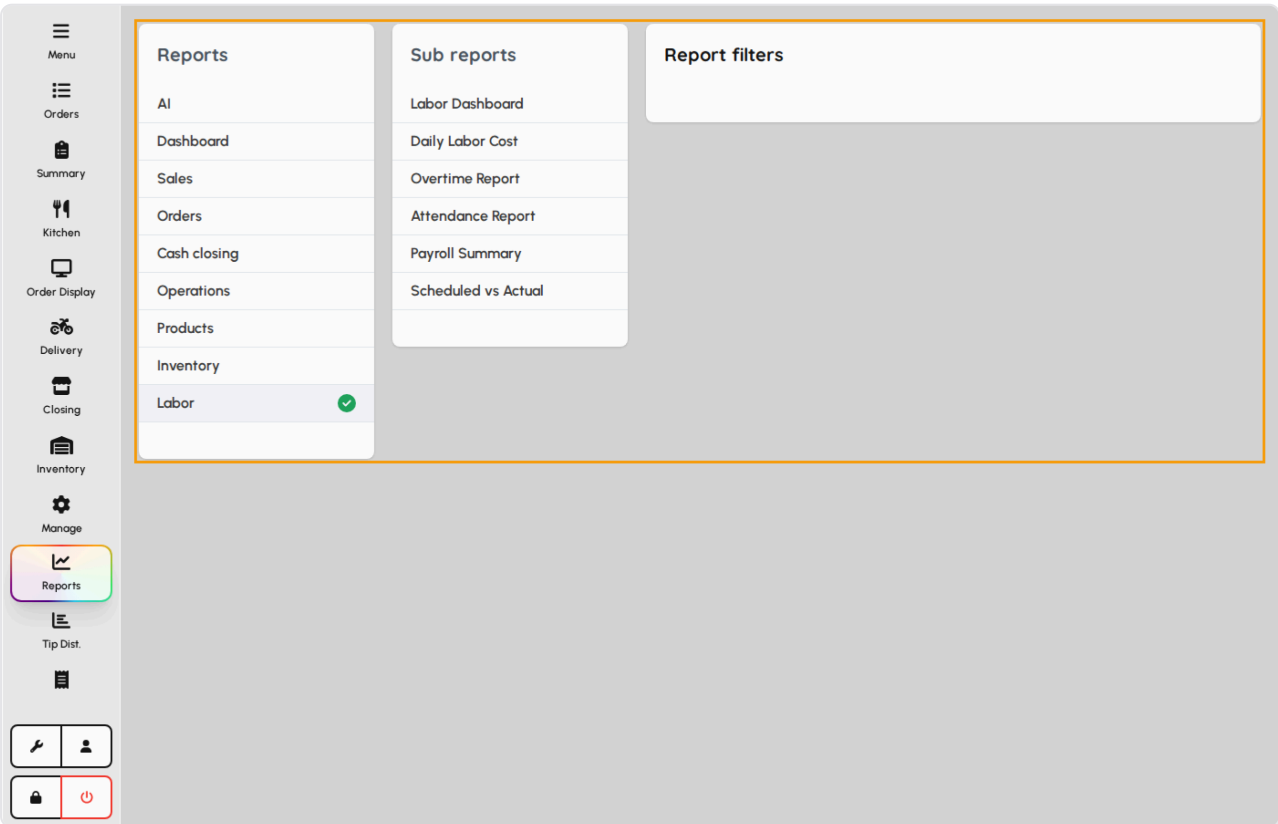
1. After choosing a report, the right panel shows its filters.
2. Adjust dates, locations, or item filters as needed.
3. Run or export when the filter set matches the question you need answered.

Filter panel for an inventory report.

Labor pack

Labor reports summarize cost, overtime, attendance, payroll, and scheduled vs actual hours.

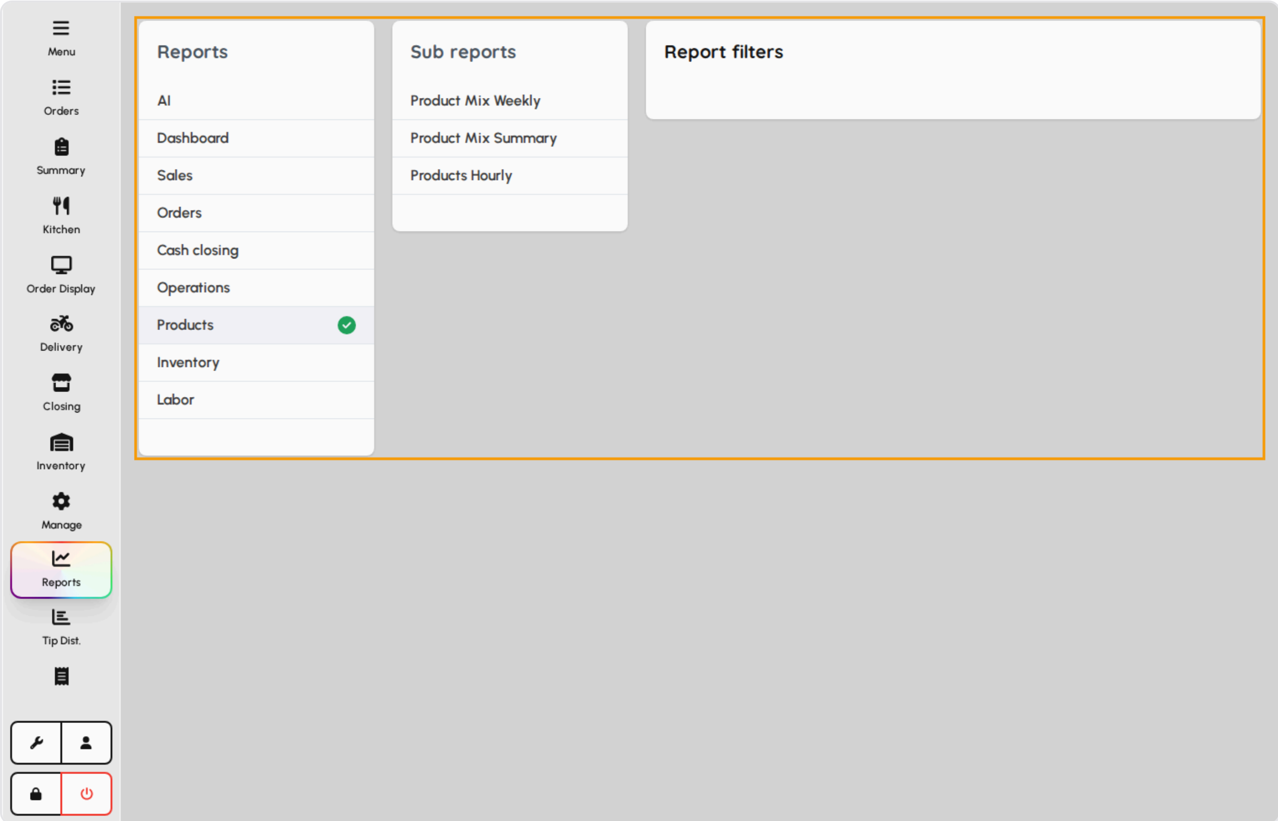
1. Select the Labor category.
2. Open Labor dashboard or Daily labor cost for high-level views.
3. Use Attendance or Payroll summary for people-cost detail.



Labor report pack.

Products pack

1. Select the Products category.
2. Use Product mix summary or weekly mix for item performance.
3. Products hourly shows velocity by hour for staffing and prep planning.



Products report pack.

Tax report filters

Tax sits under Sales. Administrators use it to reconcile collected tax by period.

1. Open Sales, then Tax.
2. Set the date range and any venue filters.
3. Run the report for filing or audit checks.

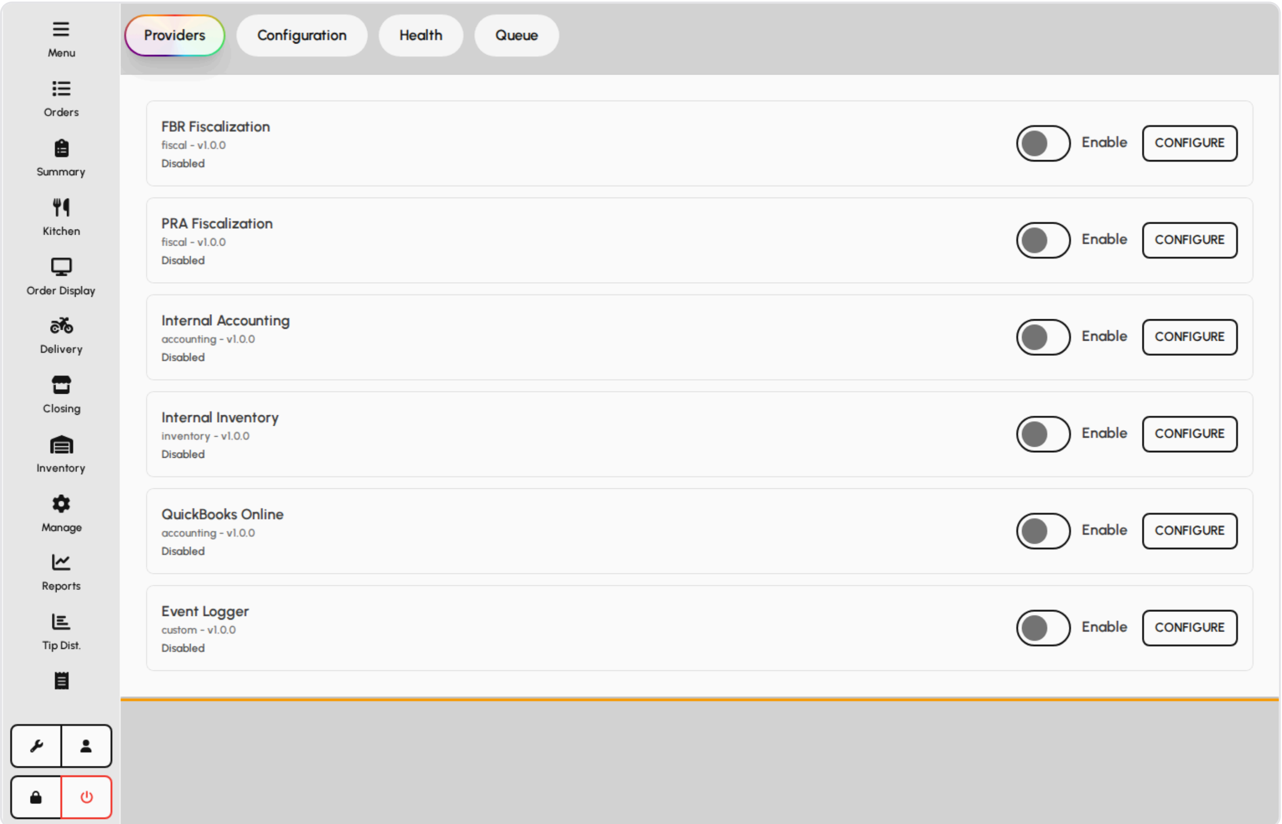
Tax report filter panel.

Integrations

Integrations connect POSR to external accounting, fiscal, logging, and inventory providers. Enable providers, configure credentials, and monitor health and the outbound queue.

Open Integrations

1. Sign in with a user that has integrations access.
2. Tap Integrations in the sidebar.
3. The screen opens on the Providers tab by default.



Integrations screen with tabs and providers list.

Tab navigation

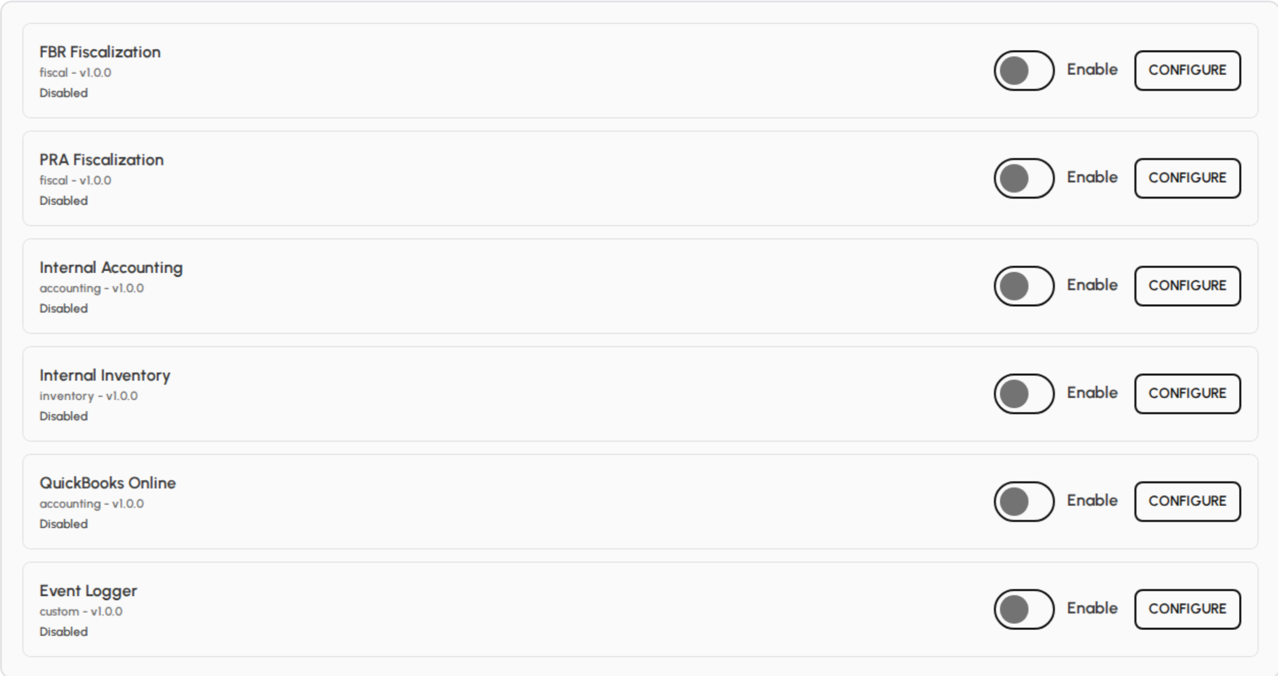
Tabs cover provider list, configuration, health checks, and the sync queue. Switching tabs may require manager PIN approval.

1. Providers lists available connectors and enable/disable switches.
2. Configuration holds credentials and provider-specific settings.
3. Health and Queue show runtime status and pending jobs.

Integrations tab bar.

Providers

1. Review each provider card: name, category, version, and enabled state.
2. Use the switch to enable or disable a provider (approval may be required).
3. Tap Configure to open that provider on the Configuration tab.

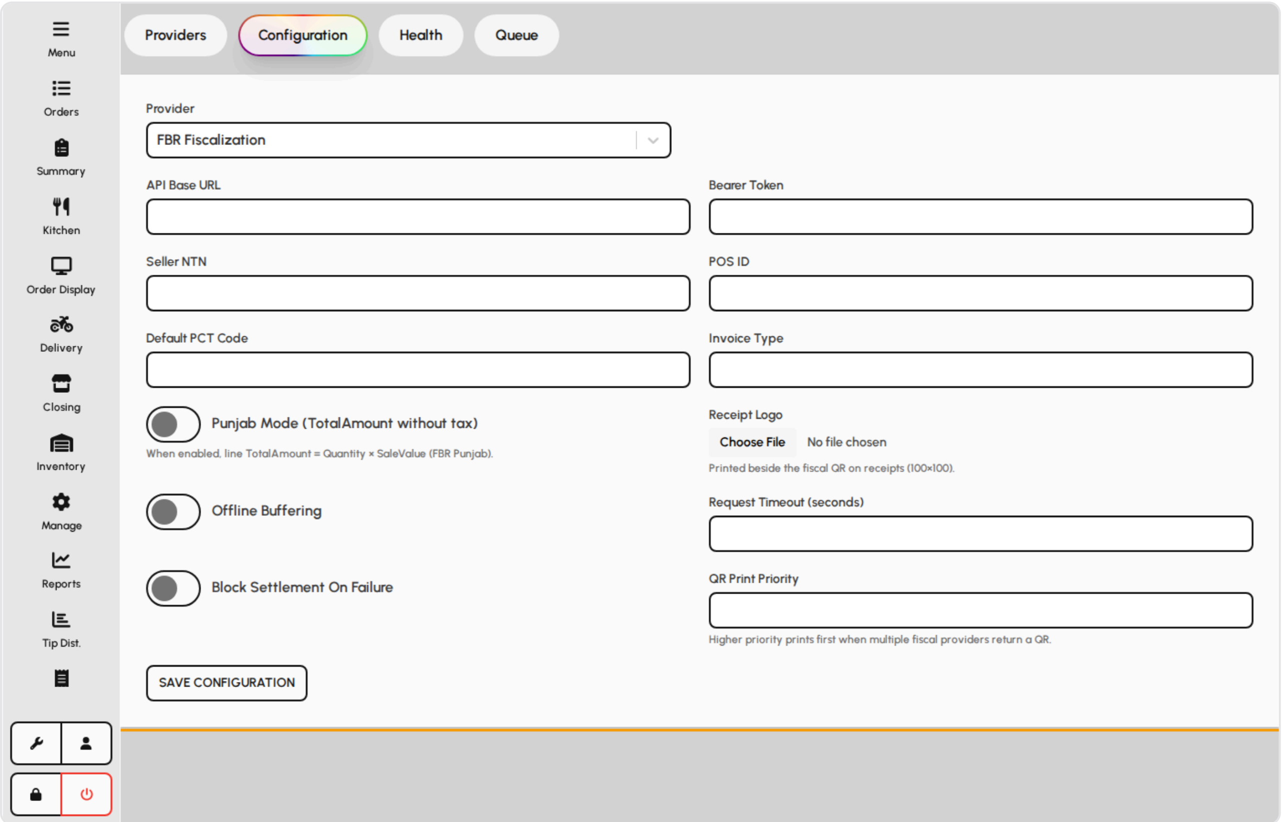


Providers list with enable switches.

Configuration

Configuration stores secrets and mapping options for the selected provider.

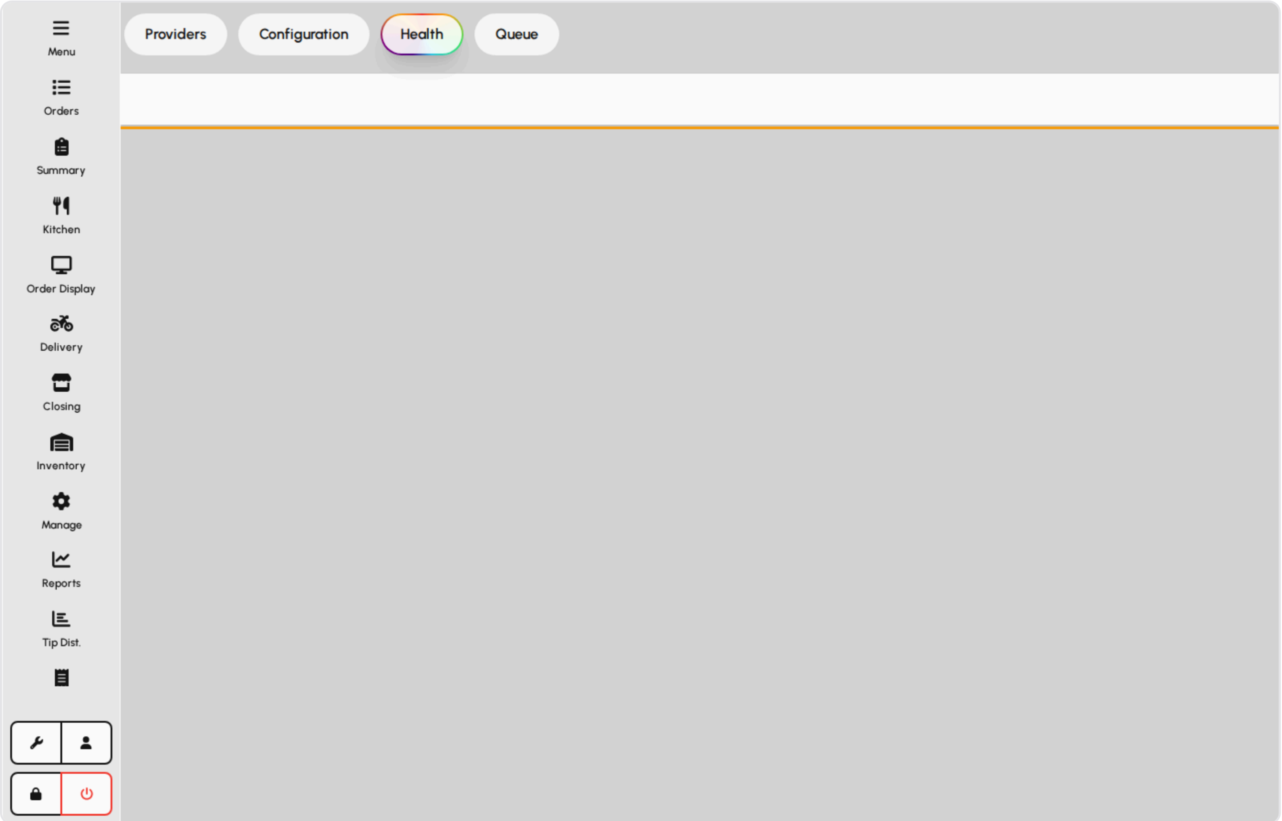
1. Select a provider from the dropdown or arrive via Configure.
2. Fill required fields (API keys, company IDs, account mappings, etc.).
3. Connect or run initial sync when the provider supports OAuth or bulk sync.



Configuration panel for a provider.

Health

1. Open the Health tab to see provider status snapshots.
2. Healthy providers can send events; failing ones need configuration or network checks.
3. Refresh happens when you open Integrations or after enable/disable.

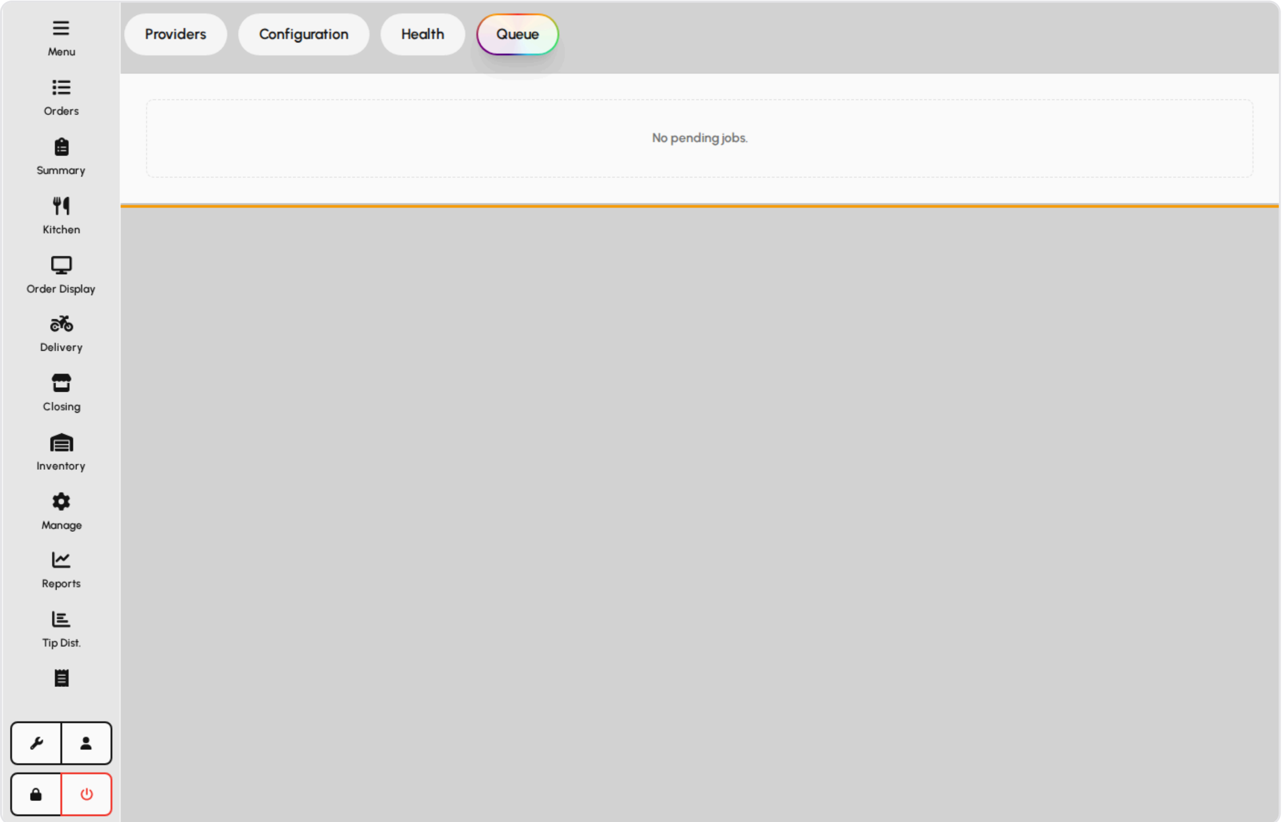


Health status panel.

Queue

The queue holds outbound jobs waiting to sync to external systems.

1. Open the Queue tab to inspect pending, retrying, or failed jobs.
2. Jobs update automatically while the tab is open.
3. Failed jobs usually clear after fixing configuration and retrying.



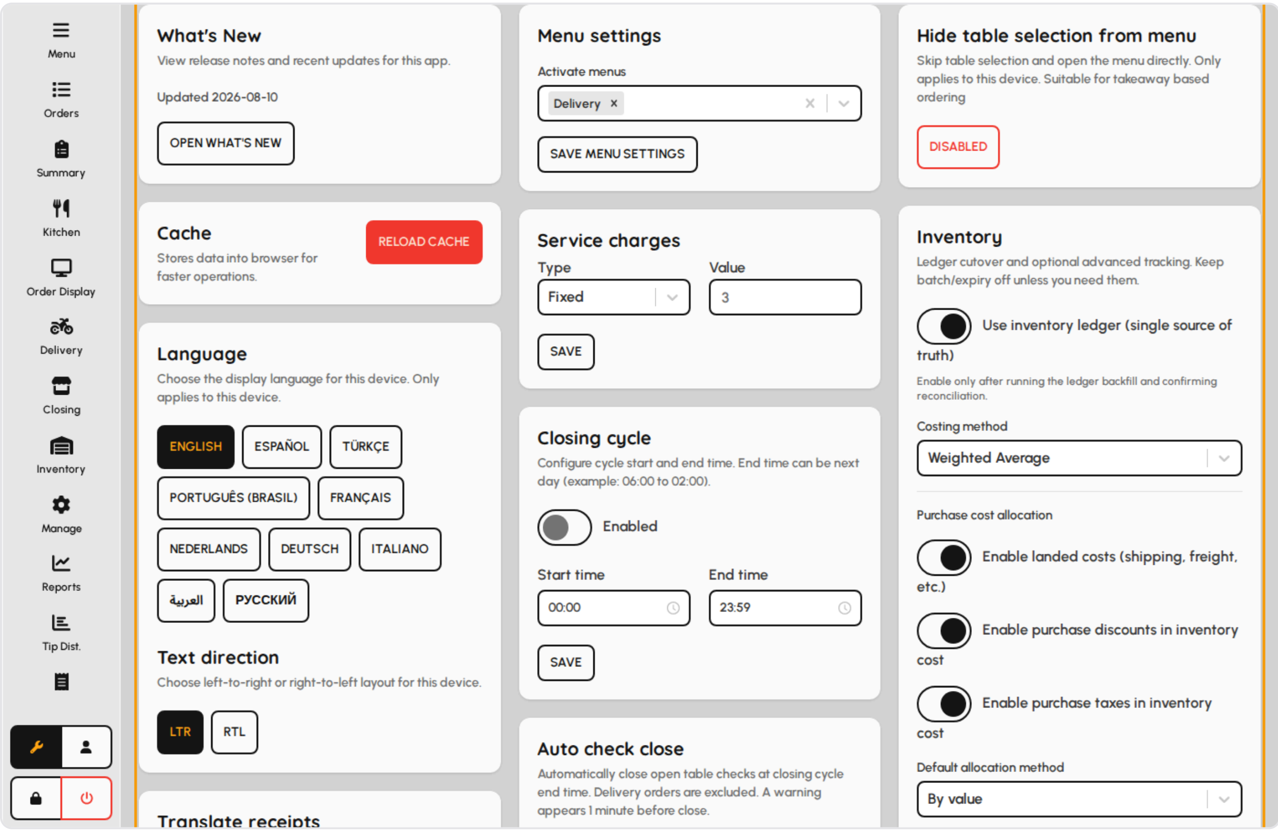
Integration queue panel.

Advanced device settings

Administrators use Settings for venue-wide operational controls: closing cycle, auto check close, session security, auto clock-out, service charges, active menus, inventory preferences, and printers. Open Settings with the wrench on the sidebar.

Settings for administrators

1. Sign in with a user that can change venue settings.
2. Open Settings from the wrench control.
3. Focus on cards that affect the whole venue, not only this browser's language or touch preference.

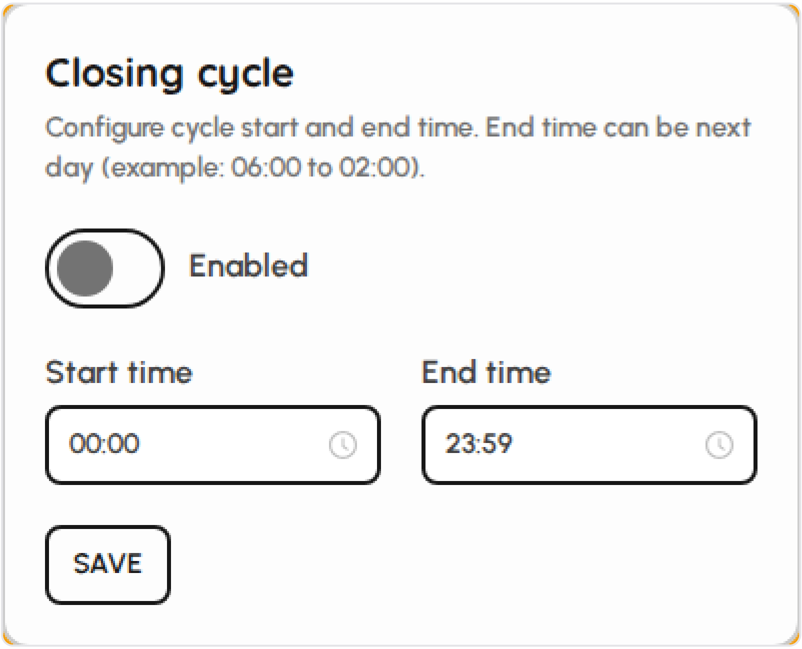


Settings page — advanced / venue cards.

Closing cycle

Defines the business-day window used for closing and day-range operations.

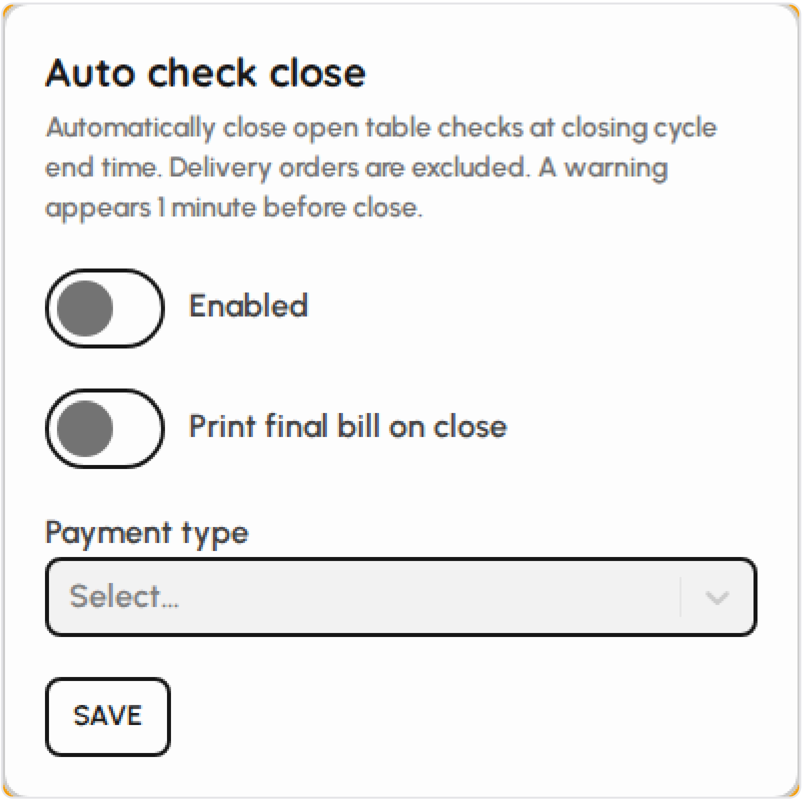
1. Enable a custom cycle when the venue runs overnight.
2. Set start and end times for the business day.
3. Save (manager approval may be required).



Closing cycle card.

Auto check close

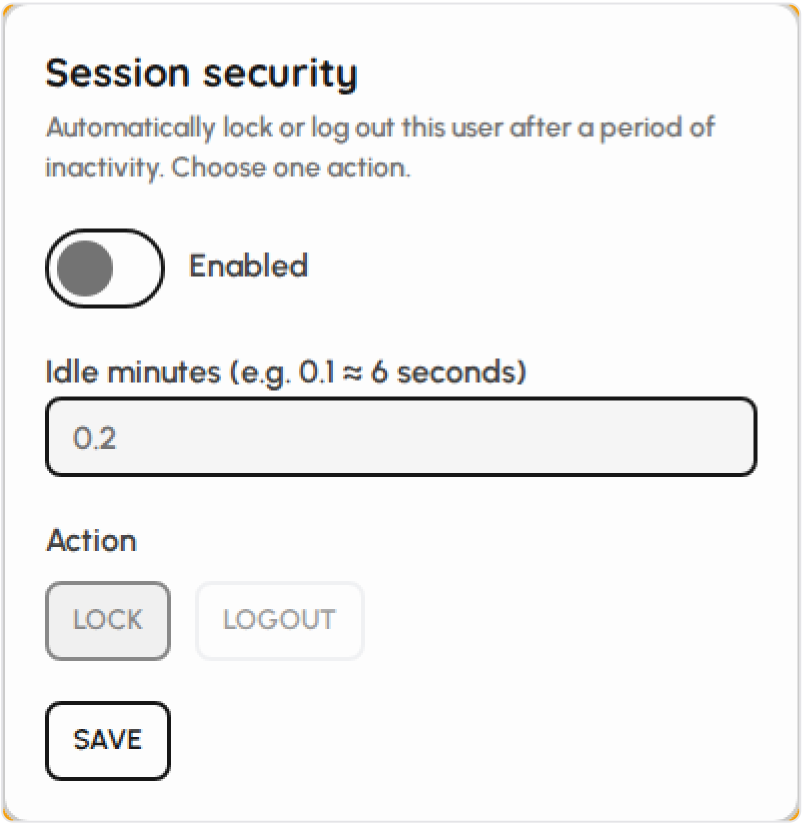
1. Enable automatic settlement of open checks at cycle end.
2. Choose whether to print and which payment type to use.
3. Save when finished.



Auto check close card.

Session security

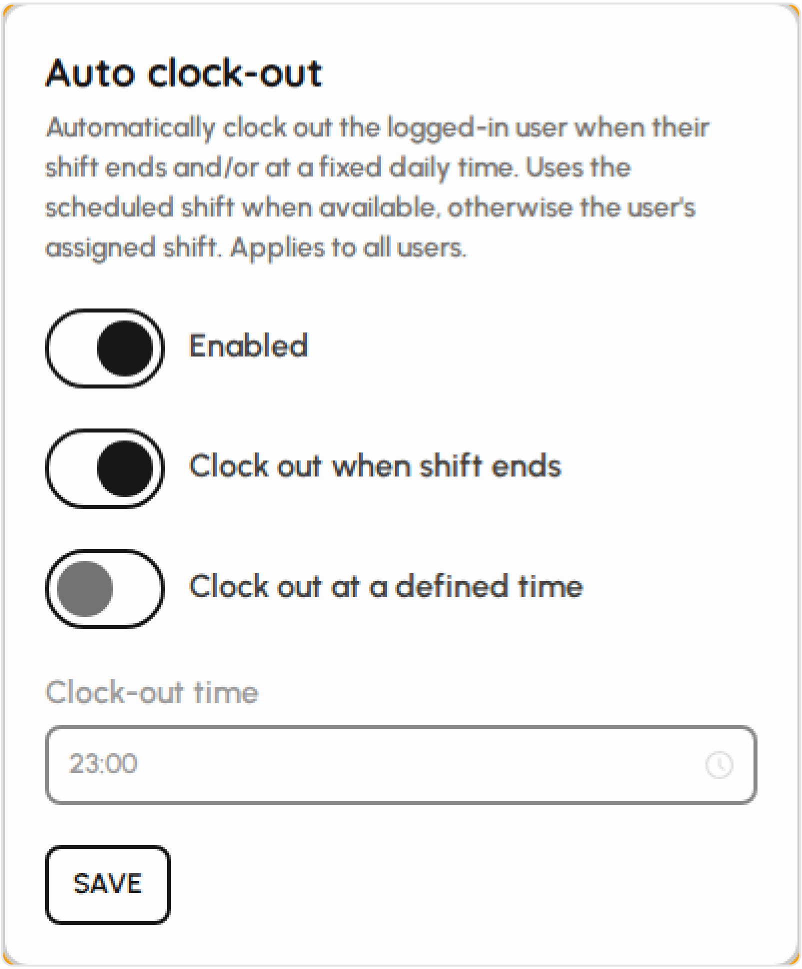
1. Enable idle lock or logout for unattended terminals.
2. Set idle minutes and the action (lock vs logout).
3. Save (manager approval may be required).



Session security card.

Auto clock-out

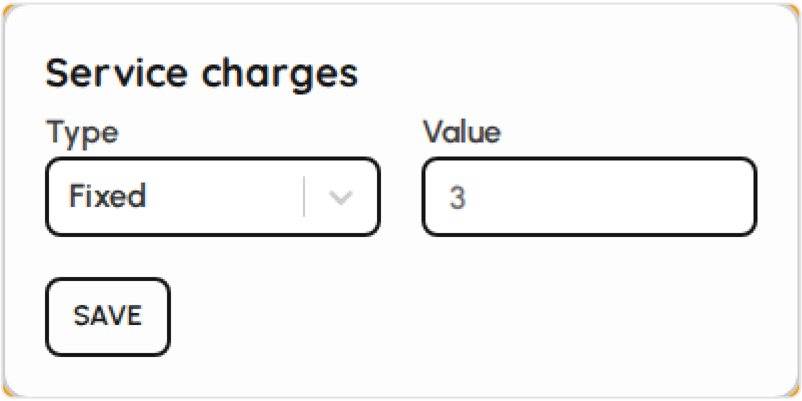
1. Enable automatic clock-out for labor accuracy.
2. Choose triggers: shift end, defined time, or both.
3. Save when finished.



Auto clock-out card.

Service charges

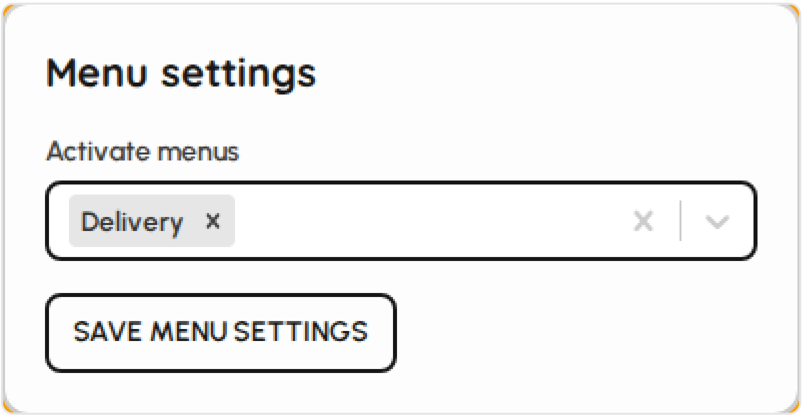
1. Set default service charge type (percent or fixed) and value.
2. These defaults apply when service charge is used on payment.
3. Save (manager approval may be required).



Service charges card.

Active menus

1. Select which menus this terminal can sell from.
2. Save so floor staff see the correct categories and dishes.
3. Combine with Manage → Menus for full menu maintenance.



Menus card.

Inventory settings

1. Configure inventory-related device preferences used by stock flows.
2. Save when finished.
3. Deep inventory documents live under the Inventory sidebar.

Inventory

Ledger cutover and optional advanced tracking. Keep batch/expiry off unless you need them.

Use inventory ledger (single source of truth)

Enable only after running the ledger backfill and confirming reconciliation.

Costing method

Weighted Average

Purchase cost allocation

Enable landed costs (shipping, freight, etc.)

Enable purchase discounts in inventory cost

Enable purchase taxes in inventory cost

Default allocation method

By value

Default purchase tax behavior

Non-recoverable (capitalize)

Non-recoverable tax is capitalized into inventory. Recoverable tax is ignored for valuation.

Enable batch tracking

Enable expiry tracking

Inventory settings card.

Printers

1. Assign receipt, kitchen, and other printers for this device.
2. Save so tickets and receipts print to the correct hardware.
3. Print options on neighboring cards control what is printed.

When enabled, this browser/terminal uses the system printer assignments below instead of the logged-in user's printers (except delivery).

System printers (this device)

Stored in this browser only. Ideal for shared terminals so prints go to nearby printers. Delivery is not included — it stays user or global.

Printers for temp print

Select printers...

Printers for final print

Select printers...

Printers for refund print

Select printers...

Printers for summary print

Select printers...

User printers

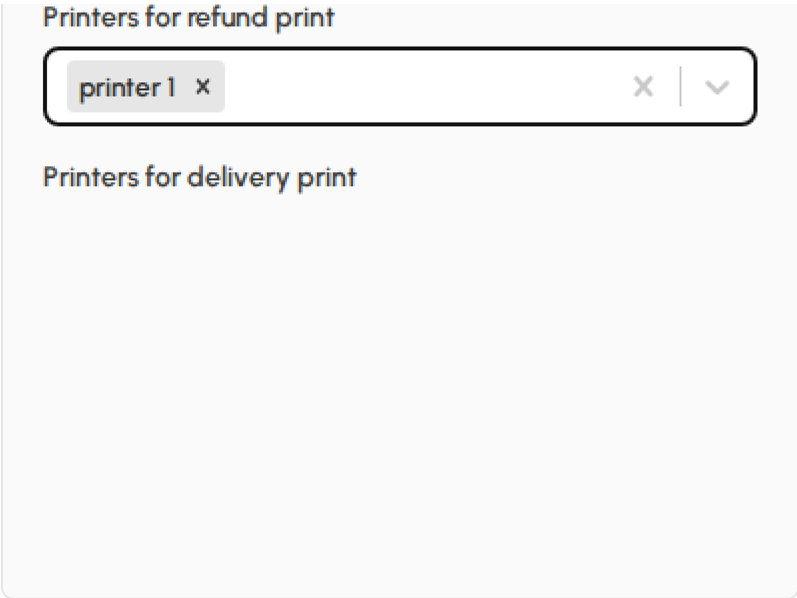
Stored per logged-in user. Used when system printers are off, and always for delivery.

Printers for temp print

printer 1 ×

Printers for final print

printer 1 ×



Printers card.