

Employee Guide

Day-to-day POS work for floor staff: sign-in, take orders, cart and payment, manage open checks, lock the terminal, and clock out.

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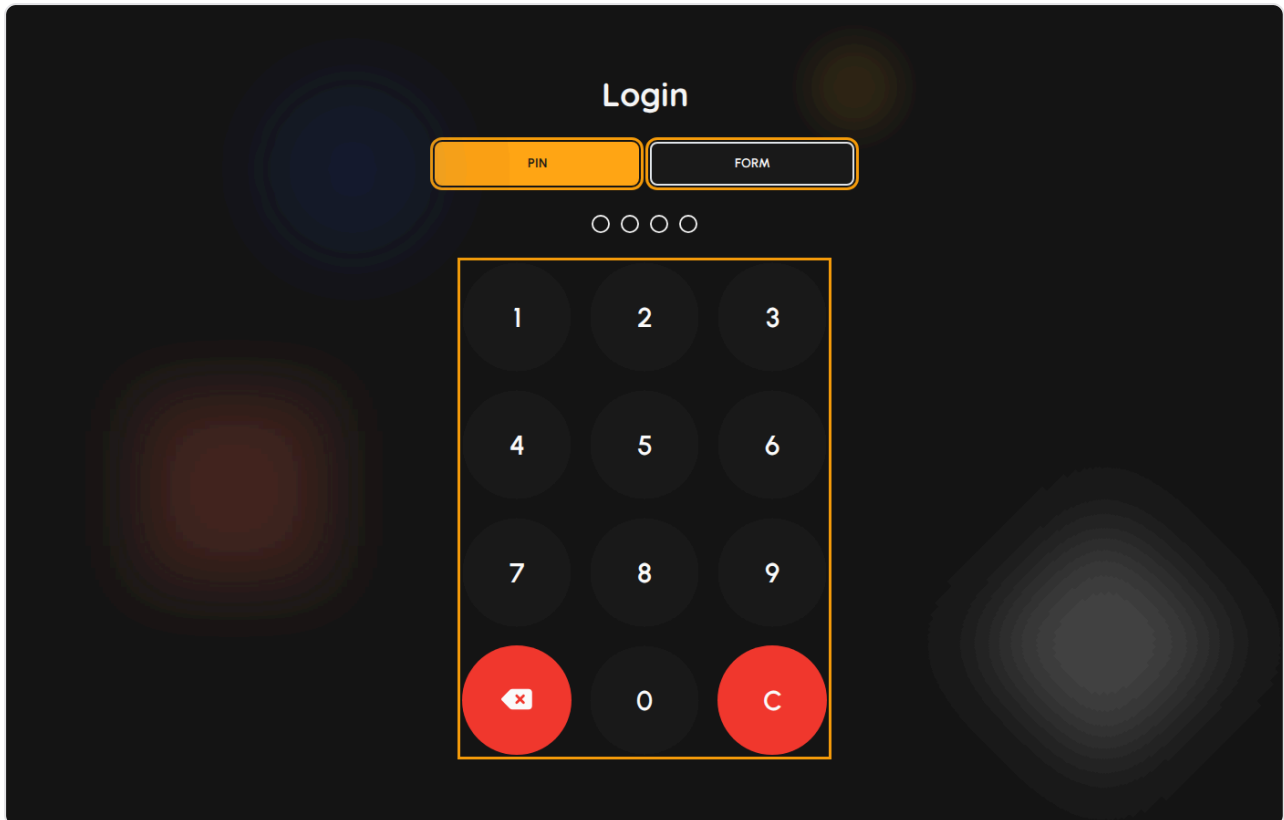
Login

Open POSR in your browser. The login screen is the first screen you see when you are not signed in or when the terminal is locked.

Choose a login method

You can sign in with a PIN pad or with a username and password form. Use the method your manager assigned to your user account.

1. On the login screen, choose Pin or Form at the top.
2. Pin is best for terminals that staff share on the floor.
3. Form is best when each person has a unique username and password.



Login screen with Pin selected (method toggle and PIN pad highlighted).

Sign in with PIN

1. Select Pin.
2. Enter your 4-digit PIN using the on-screen keypad.
3. The system signs you in automatically when the fourth digit is entered.
4. Use the backspace key to correct a digit or C to clear the PIN.
5. If a Clock in required dialog appears, tap Clock in to start your shift on this device.

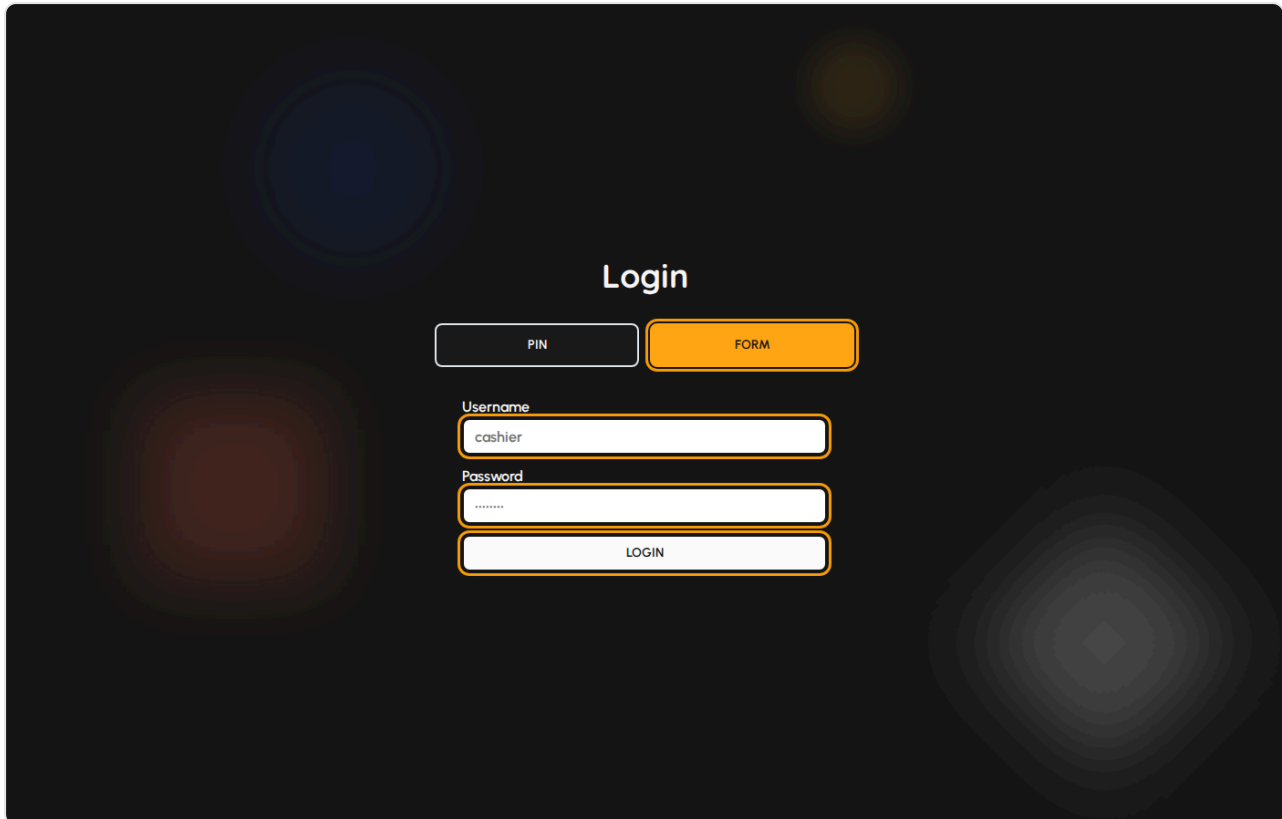


Pin and Form method buttons.

Demo environments often use PINs such as 1234, 0000, or 5555 (super admin). Your live PIN is set by your manager.

Sign in with username and password

1. Select Form.
2. Enter your username in the Username field.
3. Enter your password in the Password field.
4. Tap Login.
5. If prompted, complete Clock in to continue to the menu.

A dark-themed login screen with the title "Login" at the top center. Below the title are two buttons: "PIN" (white with black text) and "FORM" (orange with black text). The "FORM" button is highlighted with a yellow border. Below these buttons are two input fields: "Username" (containing the text "cashier") and "Password" (containing masked characters). Both input fields are highlighted with yellow borders. At the bottom of the form is a "LOGIN" button, also highlighted with a yellow border. The background features faint, abstract circular patterns.

Form login with username, password, and Login highlighted.

After a successful login

1. You land on the Menu unless you were redirected from another page.
2. Use the sidebar to open modules you have permission for.
3. Use Lock when stepping away so another person must sign in as the same user unlock path allows.

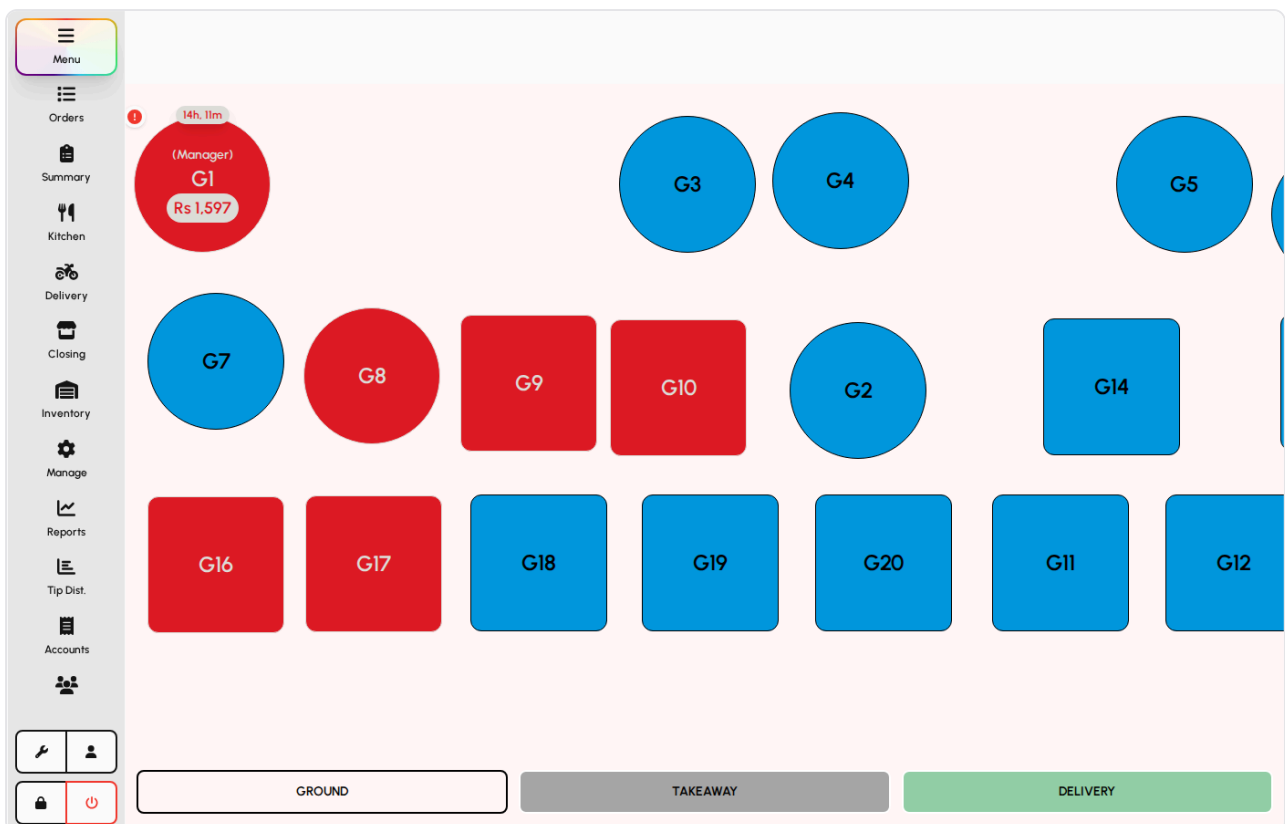
Menu and order taking

Use Menu to seat guests on the floor plan, enter covers when asked, choose an order type, browse categories and dishes, and add items to the cart.

Open a table from the floor plan

When table selection is enabled on this device, Menu opens on the floor plan first. Do not start an order without selecting a table unless your manager set up tableless mode.

1. From the left sidebar after login, open Menu (or land on it after sign-in).
2. Select a floor at the bottom if the venue has more than one floor.
3. Tap an available table on the floor plan to start or continue an order.



Floor plan with tables.

Enter covers (party size)

Some tables ask for the number of guests before the menu appears.

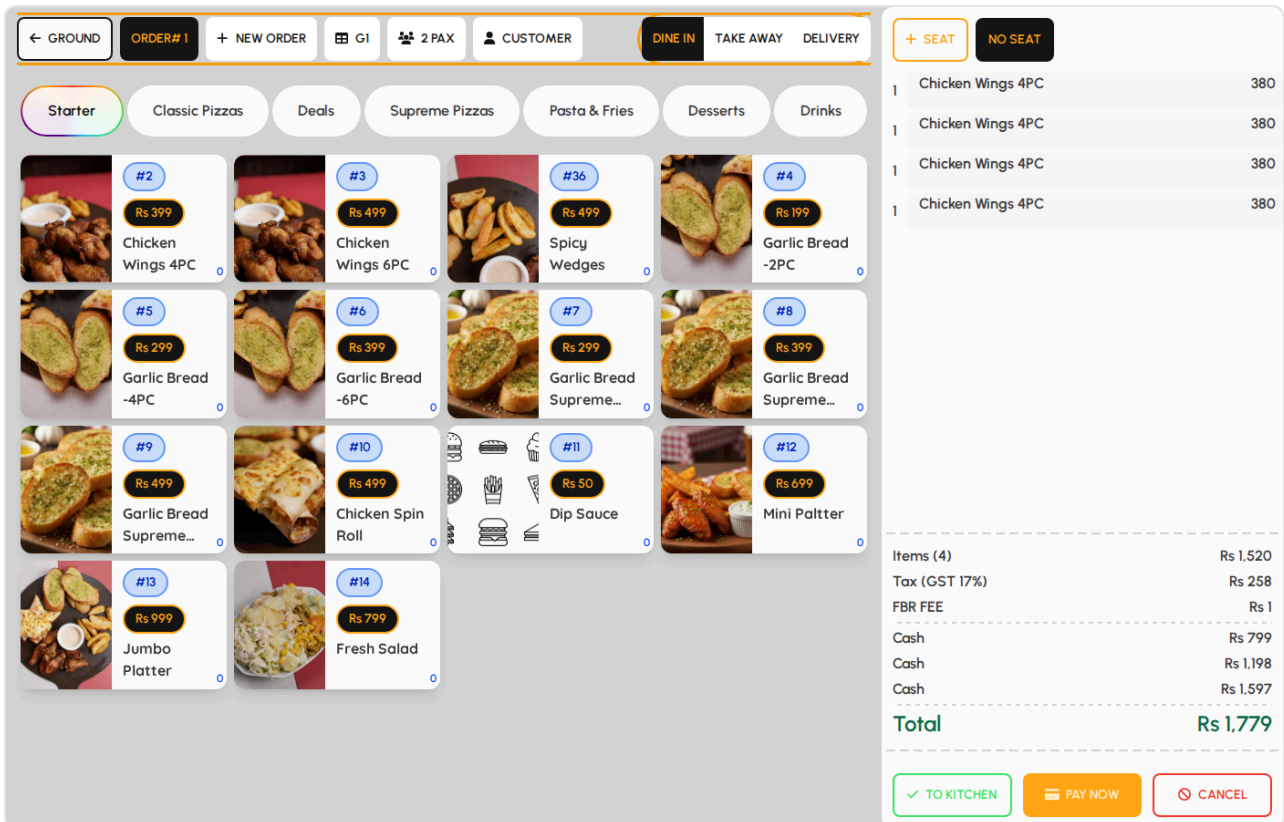
1. Use the number pad to enter the party size.
2. Tap OK to continue to the dish menu.
3. Tap C if you need to clear and re-enter the number.

Screenshot pending: menu-covers.png — run DOCS_GUIDE_LANG=en npm run docs:guide:capture

Menu ordering layout

The ordering screen shows a menu header and dishes on the left, and the cart on the right. The selected table appears in the header.

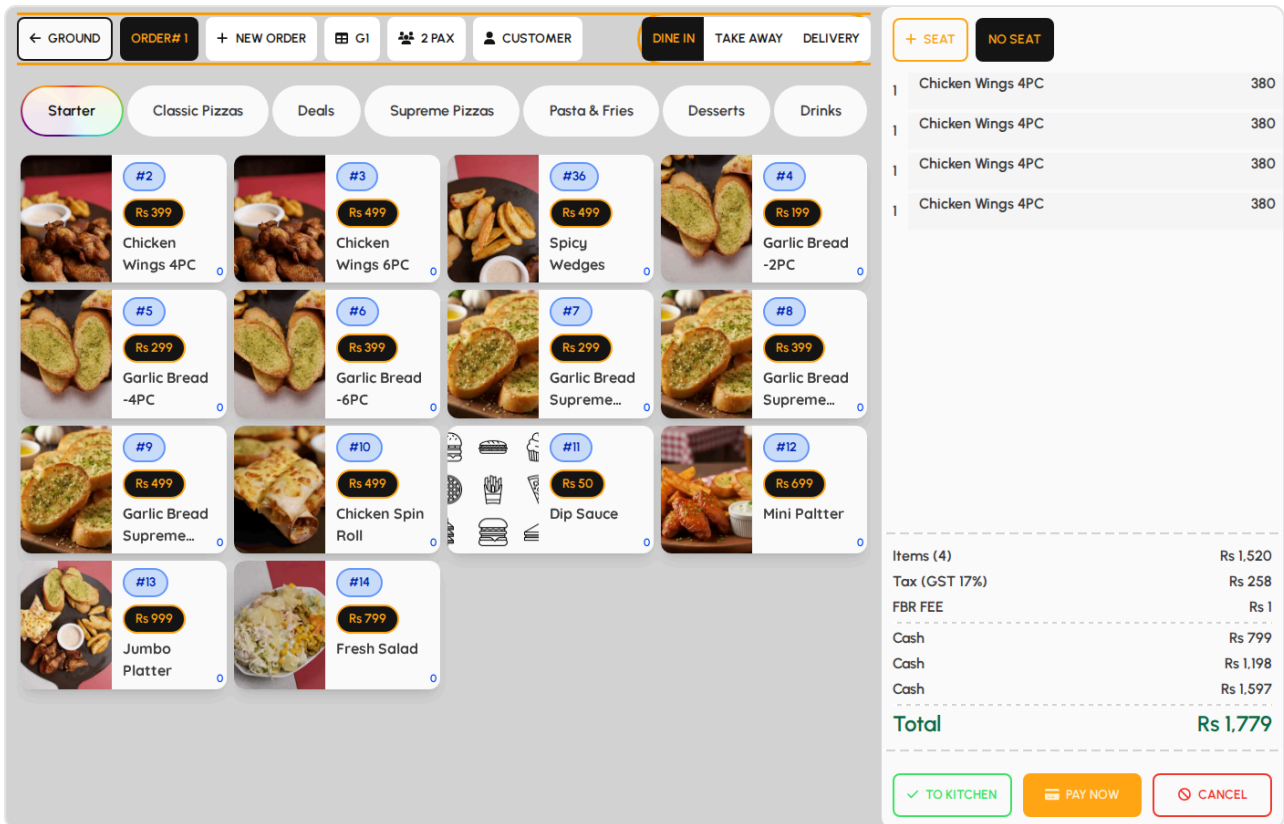
1. Use the header for table, covers, customer, and order type.
2. Choose categories, then tap dishes to add them.
3. Watch the cart fill on the right before kitchen or payment.



Menu header and order types (highlighted).

Choose an order type

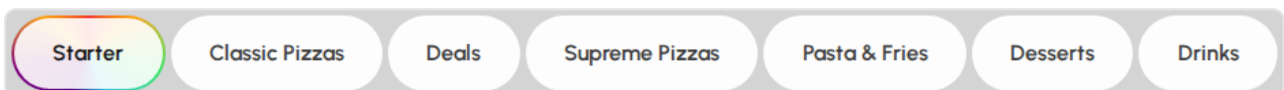
1. On the right side of the header, select Dine-in, Takeaway, Delivery, or other configured types.
2. The active order type applies to kitchen routing and pricing rules when configured.



Order type buttons in the header.

Browse categories

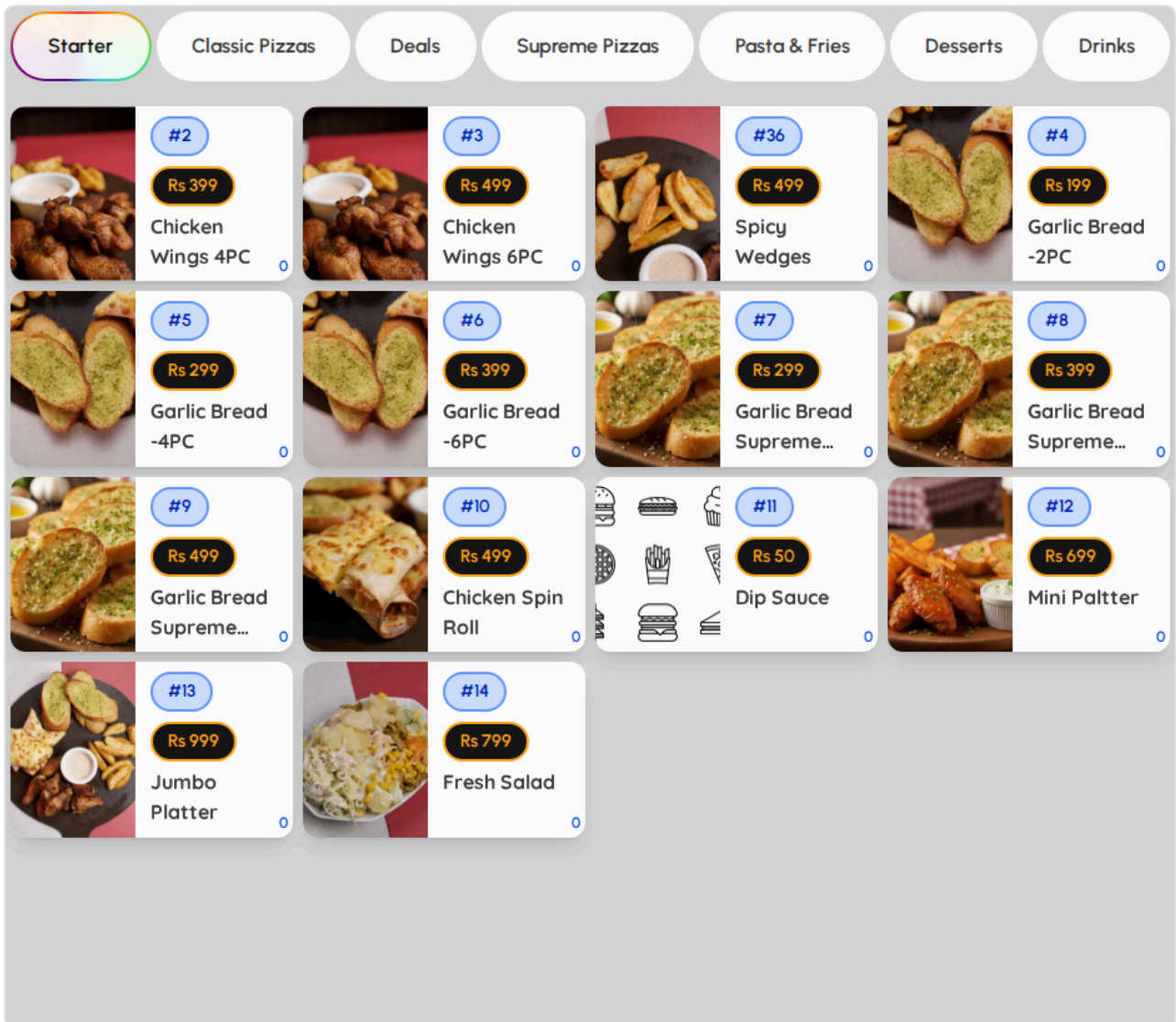
1. Tap a category pill above the dish grid.
2. The dish grid updates to show items in that category.



Category row.

Add a dish

1. Tap a dish tile to add it to the cart.
2. If the dish has required modifiers, complete the modifier dialog, then confirm.
3. Repeat for other items. Use Clear in the header only if you need to drop new (unsaved) lines.

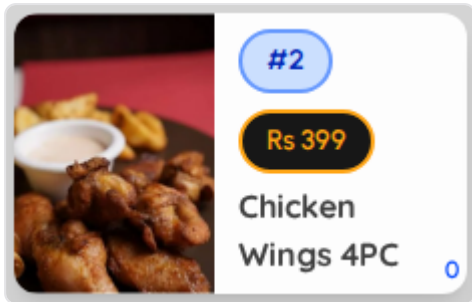


Dish grid with items.

Some devices enable dish number search from Settings → Items visibility.

Dish tile

1. Each tile shows name, price, and optional dish number.
2. A badge may show how many of that dish are already in the current cart.



Single dish tile (highlighted).

Cart

The cart holds items for the current seat or guest. From the cart you send lines to the kitchen or open the full payment screen.

Cart panel

The right-hand cart lists new lines (not yet sent) and previously ordered lines for the open check.

1. New lines appear at the top; sent (old) lines appear below a separator.
2. Tap a line to select it for cart actions (quantity, hold, void new lines, etc.).
3. Use seats when splitting one table check across guests.

+ SEAT

NO SEAT

+

1

Chicken Wings 4PC

399

1

Chicken Wings 4PC

380

1

Chicken Wings 4PC

380

1

Chicken Wings 4PC

380

1

Chicken Wings 4PC

380

Items (5)

Rs 1,919

Tax (GST 17%)

Rs 326

FBR FEE

Rs 1

Cash

Rs 799

Cash

Rs 1,198

Cash

Rs 1,597

Total

Rs 2,246

✓ TO KITCHEN

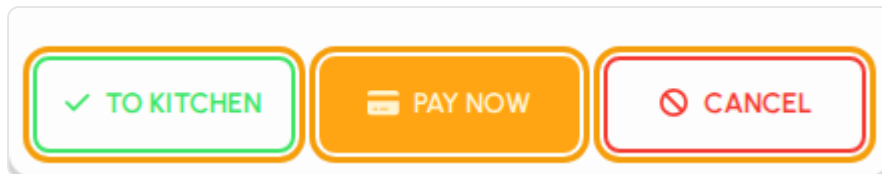
PAY NOW

CANCEL

Cart panel with payment actions.

To kitchen, Pay now, Cancel

1. To kitchen saves the order and sends new items to kitchen workflows/print when configured, then returns to the floor when tables are used.
2. Pay now saves the order if needed and opens the full payment screen (see the Payment chapter).
3. Cancel drops new cart lines (or returns) according to current cart rules.



Cart action buttons (highlighted).

Payment screen

Pay now opens a full-screen payment layout: order summary and adjustable totals on the left, an editor in the middle for tax/discount/coupon/service charge/tip/notes, and tender tools on the right.

Payment layout

The screen is arranged in three zones so you can review the check, adjust charges, and collect money without leaving the dialog.

1. Left column: invoice header, line items, tax, discount, coupon, service charge, tip, extras, notes, and grand total.
2. Middle column: editor for the totals row you selected. Changes stay draft until you confirm with OK or Apply (except notes and extras).
3. Right two columns: tendered amount, remaining/change, quick amounts, payment types, keypad, temp bill, Complete, and listed payments.

Order#1

GI

Order# 1 / Dine In

Manager

IN PROGRESS

Monday, August 10, 2026 09:39 PM

Chicken Wings 4PC
Chicken Wings 4PC
Chicken Wings 4PC
Chicken Wings 4PC
Chicken Wings 4PC

Items (5) Rs 1,900

Tax Rs 95

Discount Rs 0

Coupon Rs 0

Service charges (0%) Rs 0

Tip (0%) Rs 0

FBR FEE Rs 1

Notes

Total Rs 1,996

NO TAX

GST 5%

GST 17%

OK

Rs 3,594

Change: Rs 1,598

RS 1,996 RS 5,000 RS 1,000 RS 500

CASH CARD

1 2 3
4 5 6
7 8 9
. 0 C

TEMP BILL COMPLETE

X

CashRs 799

X

CashRs 1,198

X

CashRs 1,597

Full payment screen.

Order summary

The left card shows who ordered, when, and which items are on the check.

1. Confirm table, covers, order type, and invoice number in the header.
2. Scroll the item list if the check is long.
3. Tap a totals row (pencil icon) to open its editor in the middle column.



Order# 1 / Dine In

Manager

IN PROGRESS

Monday, August 10, 202609:39 PM

Chicken Wings 4PC
Chicken Wings 4PC
Chicken Wings 4PC
Chicken Wings 4PC
Chicken Wings 4PC

Items (5)Rs 1,900

Tax 

Rs 95

Discount 

Rs 0

Coupon 

Rs 0

Service charges (0%) 

Rs 0

Tip (0%) 

Rs 0

FBR FEE

Rs 1

Notes 

Total

Rs 1,996

Order summary column.

Totals breakdown

Each line under the items feeds the grand total used for tendering.

1. Items subtotal is shown first, then tax, discount, coupon, service charges, tip, extras (when configured), and notes.
2. Tap Tax, Discount, Coupon, Service charges, Tip, or Notes to open the middle editor.
3. Selecting a draft value alone does not change the bill — you must confirm with OK or Apply where shown.
4. Some rows may ask for a manager PIN if your security settings require it.

Items (5)	Rs 1,900
Tax 	Rs 95
Discount 	Rs 0
Coupon 	Rs 0
Service charges (0%) 	Rs 0
Tip (0%) 	Rs 0
FBR FEE	Rs 1
Notes 	
Total	Rs 1,996

Totals rows under the order lines.

Extras appear only when venue extras apply to this order; they toggle on the row itself (no middle panel).

Adjust tax

Tax often opens by default. Pick no tax or a rate, then commit with OK — the left amount does not change until OK.

1. Tap the Tax row if the tax panel is not already open.
2. Select No tax or a configured tax rate (name and %). That choice is only a draft.
3. Tap OK at the bottom of the middle panel to apply the tax to the bill.
4. Closing without OK leaves the previous tax in effect.
5. Payment types can still attach their own tax when you tender.

NO TAX

GST 5%

GST 17%

OK

Tax panel with OK to apply.

Apply discounts

Manual discounts use the middle panel: choose a discount, set amount when needed, then Apply.

1. Tap the Discount row (manager PIN may be required).
2. Optionally choose No discount to clear manual discounts.
3. Tap a configured discount. If a range is allowed, use the keypad for percent or fixed amount.
4. If the discount is item-scoped, select which lines it covers; if a reason is required, pick one.
5. Tap Apply so the discount appears on the left total. Draft selection alone does not update the total.

NO DISCOUNT

UP TO 50 PERCENT

BOGO PIZZA

FIX 150

UP TO 1000

Rs 0

APPLY DISCOUNT

Discount editor; confirm with Apply.

Coupons

Enter a coupon code and confirm with Apply (not OK).

1. Tap the Coupon row (manager PIN may be required).
2. Type the code in the field (on-screen keyboard available).
3. Tap Apply to validate and attach the coupon discount.
4. Use Clear to remove a coupon. Invalid codes show an error and leave the total unchanged.

Coupon code

APPLY CLEAR

Coupon code with Apply and Clear.

Service charges

Service charge is drafted with percent or fixed options, then applied with OK.

1. Tap the Service charges row (manager PIN may be required).
2. A banner may show the default from Manage settings; draft may start at that value when the order type allows service charges.
3. Choose No service charge, or Percent / Fixed, quick amounts, or the keypad.
4. Tap OK to put the charge on the left total — without OK the previous service charge stays.
5. If the order type does not allow service charges, the venue policy may keep this row at zero.

Default from settings: Rs 3

NO SERVICE CHARGE

PERCENT

FIXED

3

5

12

1

2

3

4

5

6

7

8

9

0

C

OK

Service charge panel; confirm with OK.

Tips

Tips use the same draft-then-OK pattern as tax and service charges.

1. Tap the Tip row (manager PIN may be required).
2. Choose No tip, or Percent vs Fixed amount.
3. Pick a quick tip (for example 10%, 15%) or type a value on the keypad.
4. Tap OK to apply. Leaving the panel without OK keeps the previous tip.
5. Tip increases the payable total used for tendering.

NO TIP

PERCENT

FIXED

5%

10%

15%

20%

30%

50%

100%

1

2

3

4

5

6

7

8

9

.

0

C

OK

Tip panel; confirm with OK.

Extras

Configured extras (for example delivery fees tied to tables or payment types) show as rows under tip. There is no middle editor.

1. If extras apply to this order, each extra name and amount appears in the totals list.
2. Tap an extra row to toggle it off (struck through / zero) or back on.
3. Manager PIN may be required for extras. Changes take effect when the toggle succeeds — no OK button.
4. If you see no extra rows, none are configured for this table, order type, or payment combination.

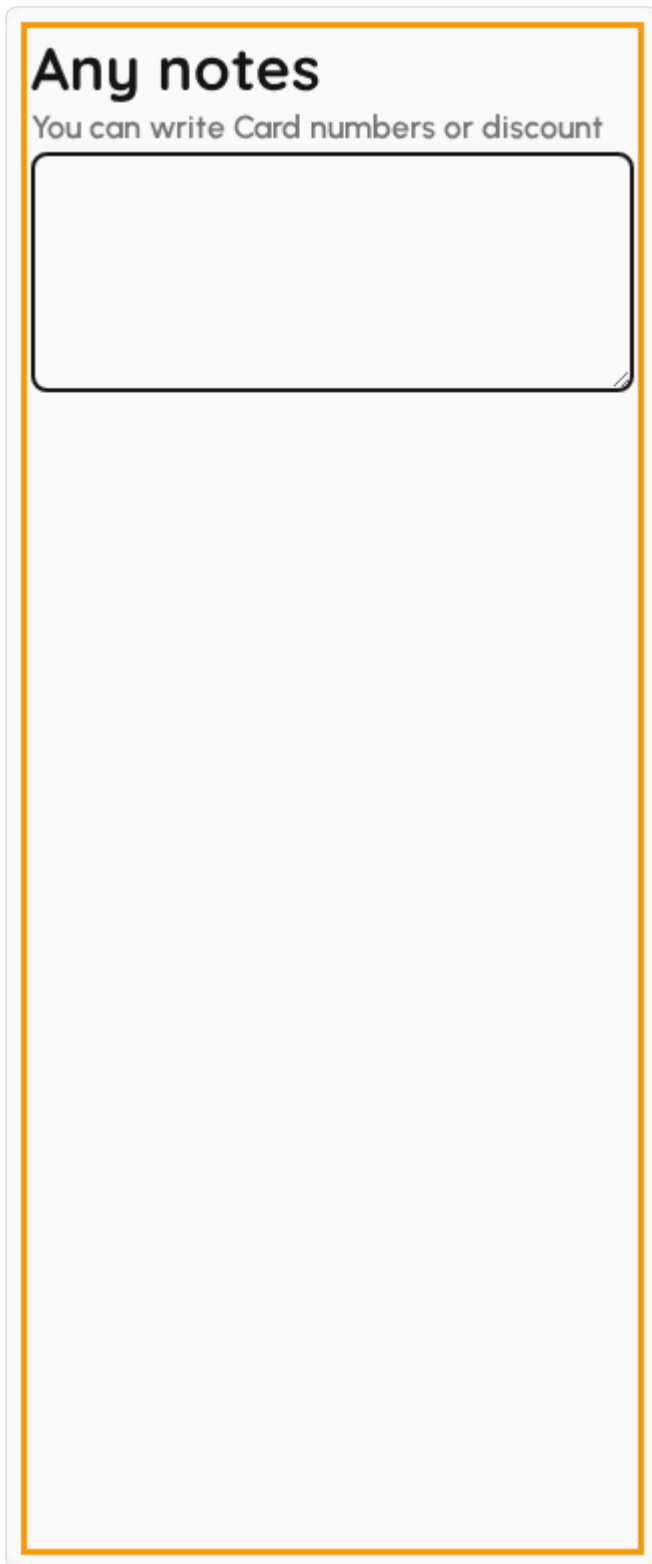
Items (5)	Rs 1,900
Tax 	Rs 95
Discount 	Rs 0
Coupon 	Rs 0
Service charges (0%) 	Rs 0
Tip (0%) 	Rs 0
FBR FEE	Rs 1
Notes 	
Total	Rs 1,996

Extras rows on the totals list (when configured).

Order notes

Notes are free text on the payment record. Typing updates the note immediately (no OK).

1. Tap Notes on the totals list.
2. Type in the middle panel (on-screen keyboard available).
3. The note appears on the Notes row and is saved when the order is completed.

The image shows a mobile application interface for adding notes. It features a light gray background with a prominent orange border. At the top, the text "Any notes" is displayed in a large, bold, black font. Below this, a smaller line of text reads "You can write Card numbers or discount". A large, empty rectangular text input field with a thin black border occupies the upper portion of the screen. The rest of the screen is left blank, suggesting a scrollable area for additional content or a keyboard.

Notes editor.

Receive payment

After totals are correct (including any applied tax, discount, coupon, service charge, tip, and extras), use the tender panel on the right.

1. Large figure at the top is total tendered so far.
2. Below it, remaining (red) or change (green) updates as you add payments.
3. Use quick amounts, the keypad, and payment type buttons to add tenders.

Rs 3,594

Change: Rs 1,598

RS 1,996

RS 5,000

RS 1,000

RS 500

CASH

CARD

1

2

3

4

5

6

7

8

9

.

0

C

TEMP BILL

COMPLETE

×

Cash

Rs 799

×

Cash

Rs 1,198

×

Cash

Rs 1,597

Tender panel and payment lines.

Tendered and remaining

1. Tendered starts at zero until you add a payment line.
2. Remaining must reach zero (or change due ≥ 0) before Complete is enabled.
3. If you change tax, tip, or discounts after tendering, remaining updates — adjust payments as needed.
4. Split payments by adding more than one line with different types or amounts.

Rs 3,594

Change: Rs 1,598

RS 1,996

RS 5,000

RS 1,000

RS 500

CASH

CARD

1

2

3

4

5

6

7

8

9

.

0

C

 TEMP BILL

COMPLETE

Tendered amount and change/remaining.

Payment types

Payment types come from Manage (or from the table's allowed list). Cash, card, and remote gateways each behave differently.

1. Tap a type to post the remaining balance, or enter an amount first then tap a type.
2. Quick amount chips (including the exact total) use the first available type.
3. Card usually cannot exceed remaining; overpayment may be blocked or clipped.

Rs 3,594

Change: Rs 1,598

RS 1,996

RS 5,000

RS 1,000

RS 500

CASH

CARD

1

2

3

4

5

6

7

8

9

.

0

C

 TEMP BILL

COMPLETE

Payment type buttons.

Remote types (Stripe, PayPal, M-Pesa, and similar) open their own flow instead of a simple cash line.

Amount keypad

1. Type an amount on the keypad, then choose a payment type to post it.
2. Tap C to clear the entry.
3. Exact remaining can also be taken with the currency chip equal to the total.

1	2	3
4	5	6
7	8	9
.	0	C

Numeric keypad.

Temp bill and Complete

1. Temp bill prints a provisional check when printing and permissions allow it.
2. Complete finalizes the order as paid and closes the payment screen.
3. Complete stays disabled while remaining is still due or a remote payment is processing.

 TEMP BILL	COMPLETE
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Temp bill and Complete.

Closing the dialog with Escape or the modal close control leaves the check open if you have not completed payment.

Payment lines

Each tender appears in the list on the far right of the receiving panel.

1. Review type and amount for every line.
2. Tap a line (×) to remove it if you need to retender.
3. When the balance is covered, Complete becomes available.

×	Cash	Rs 799
×	Cash	Rs 1,198
×	Cash	Rs 1,597
×	Cash	Rs 1,996

Tender lines after posting an exact amount.

Ready to complete

1. Confirm remaining is zero or change is correct for cash.
2. Tap Complete (manager PIN may be required).
3. The order moves to paid status; do not close early if the printer must fire.



Complete enabled after balance is covered.

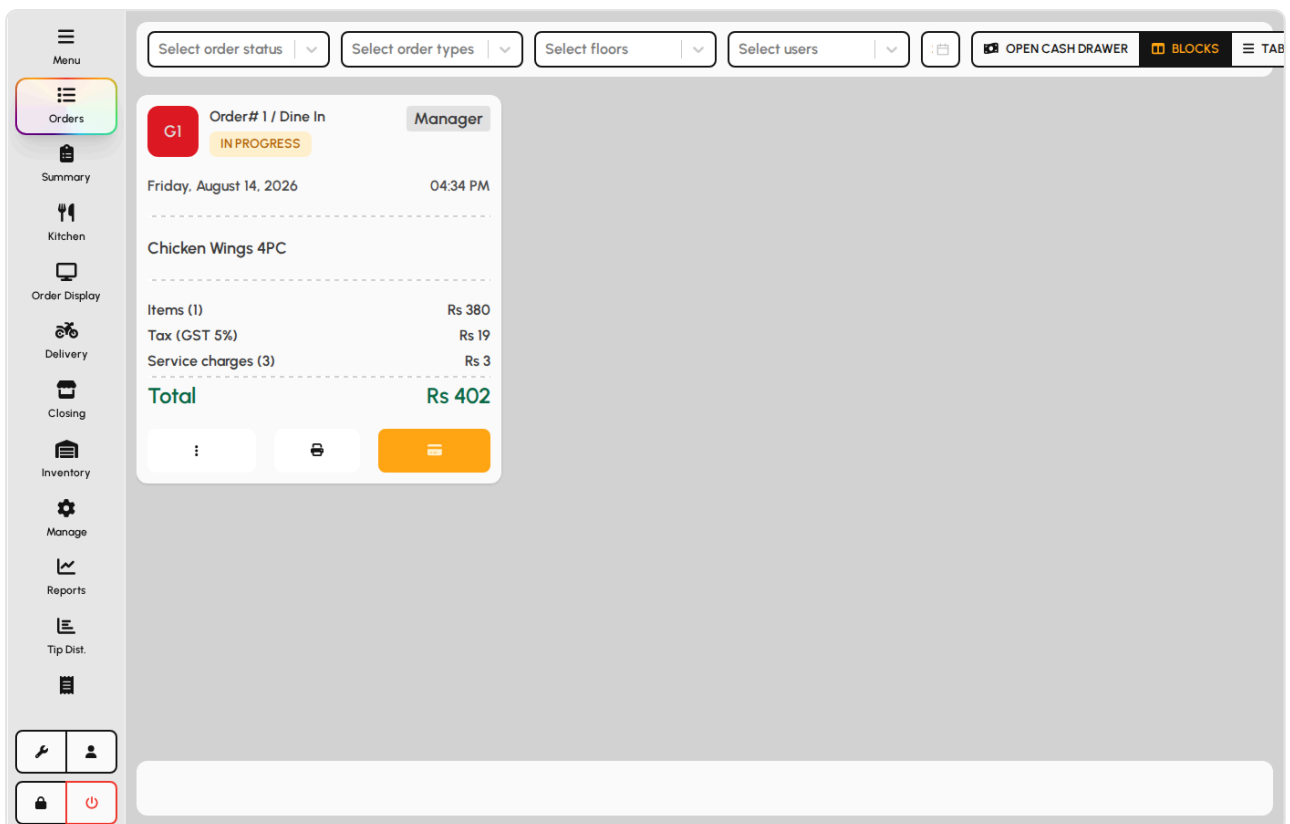
Orders

The Orders screen lists open and recent checks so you can pay, print, split, merge, cancel, or refund without returning to the floor plan.

Orders layout

Open Orders from the left sidebar. Filters sit at the top; order cards (or table rows) fill the main area.

1. Tap Orders in the sidebar.
2. Use filters to narrow by status, order type, floor, user, and date.
3. Switch between Blocks and Table views with the toolbar buttons.



Orders screen with filters and cards.

Filters

1. Status: In Progress, Paid, Cancelled, Split, Merged (multi-select).
2. Order type, floor, and user filters limit who and where.
3. The date picker shows paid/historical checks for that day; In Progress still appears when relevant.



Orders filter bar.

Toolbar

1. Open cash drawer pulses the cash drawer when printing and permissions allow it (may require manager PIN).
2. Blocks shows large order cards.
3. Table shows a compact list (tap an In Progress row to pay).

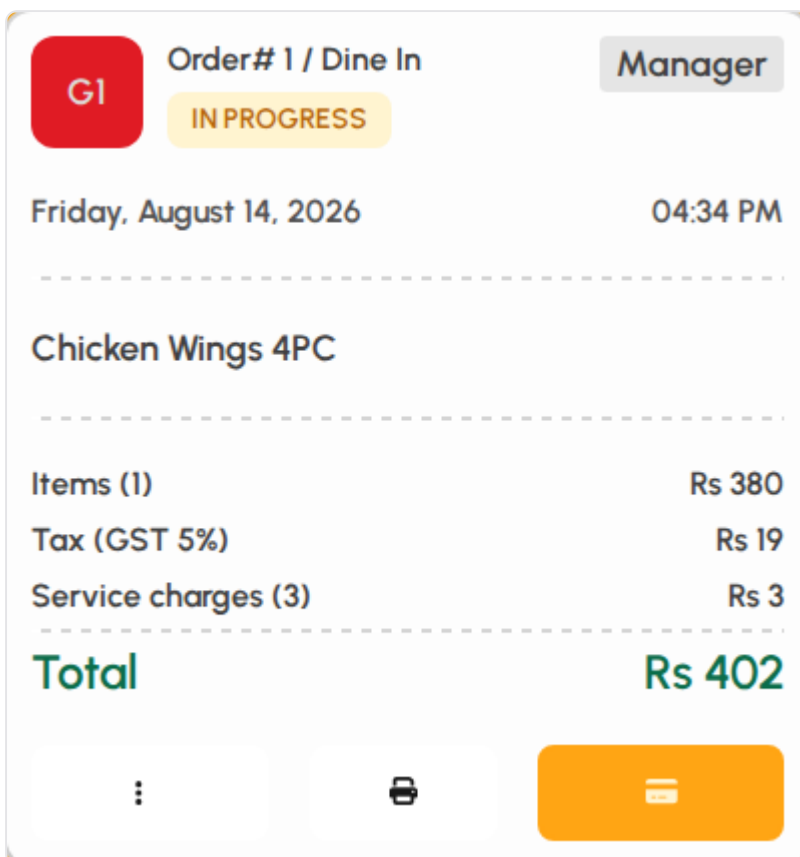


Cash drawer and view toggles.

Order card

Each card shows header, times, line items, totals, and action buttons for In Progress checks.

1. Review invoice number, table, status, server, and items.
2. Temp bill (print) and Pay (card icon) appear for In Progress orders.
3. Use the ... menu for cancel, split, merge, and kitchen print.



Order card with items and actions.

Card actions

1. Temp bill prints a provisional check when allowed.
2. Pay opens the full payment screen for that order.
3. ... opens more actions (see next section).

G1

Order# 1 / Dine In

Manager

IN PROGRESS

Friday, August 14, 2026

04:34 PM

Chicken Wings 4PC

Items (1)

Rs 380

Tax (GST 5%)

Rs 19

Service charges (3)

Rs 3

Total

Rs 402

⋮



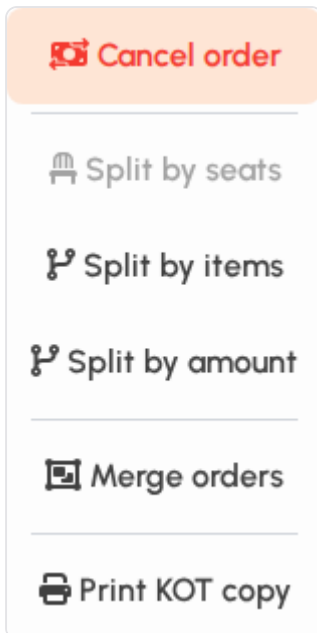


Print, Pay, and more on a card.

More menu (In Progress)

Protected actions may ask for a manager PIN.

1. Cancel order voids the check through the cancel flow.
2. Split by seats, items, or amount divides one check into multiple.
3. Merge selects this order for multi-table merge (finish with Choose table on the bottom bar).
4. Print KOT copy re-fires kitchen tickets when needed.



Order more-actions menu.

Table view

1. Switch to Table for a dense list of today's matching orders.
2. Tap an In Progress row to open payment quickly.

1 - Dine In	GI	Manager	IN PROGRESS	2026-08-14 04:34 PM	1 Items Rs 380		SC (3%) Rs 3		Rs 402
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Orders table view.

Cancel or void order

Voids an In Progress check. Full void cancels every line; partial void removes selected items only. Manager PIN may be required.

1. Open ... on an In Progress order card and choose Cancel order.
2. Pick a void reason from the list (required for reporting).
3. Leave Select all items checked for a full void, or uncheck and choose specific lines for a partial void.
4. Confirm to void the check and release the table when applicable.

Fields

- **Reason** — Required void reason recorded on the order for audit and reporting.
- **Select all items** — When checked, voids the entire check; when unchecked, enables per-line selection.
- **Partial void** — Check individual line items to void only those quantities while keeping the rest of the check open.

Cancel order

Reason

FOH Not Made BOH Not Made Guest Not Made FOH Made

BOH Made Guest Made Punch By Mistake Testing

Items [Select all](#)

☐ Chicken Wings 4PC - 0 + / 1

Comments

Enter comments

CONFIRM CANCELLATION

Cancel order modal with reason and item selection.

Refund paid order

Issues a refund against a paid check, optionally for selected items only.

1. Open a Paid order and choose Refund from the actions menu.
2. Select the line items and quantities to refund.
3. Choose a refund reason and confirm.
4. The system posts the refund and updates payment totals.

Fields

- **Items to refund** — Choose which paid lines and quantities are returned to the customer.
- **Reason** — Documents why the refund was issued for manager review and reports.

Refund order

Select items to refund

☐

Chicken Wings 4PC

1

399

Reason

Enter refund reason

CLOSE

REFUND

Refund modal with item picker and reason.

Split by seats

Divides one check into separate checks by seat number already assigned on line items.

1. From ... choose Split by seats on an In Progress order.
2. Review how items group under each seat.
3. Confirm to create one child check per seat with shared table context.

Split order 1

Split 1 (main)
Items start here. Drag to other splits.

Split 1

Total: 22040

Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399
Chicken Wings 4PC	1	399

Additional splits
Scroll horizontally for more splits

+ ADD SPLIT

No additional splits
Add a split to distribute items

✓ SAVE 1 SPLIT(S)

Add more splits before saving

Split-by-seats preview before confirming.

Split by items

Manually assigns line items to new checks regardless of seat.

1. From ... choose Split by items.
2. Move or assign each line to a new check column.
3. Confirm to create separate In Progress checks from the original.

Split order 1

Split 1 (main)
Items start here. Drag to other splits.

Split 1

Total: 380

Chicken Wings 4PC1399

Additional splits
Scroll horizontally for more splits

+ ADD SPLIT

No additional splits
Add a split to distribute items

✓ SAVE 1 SPLIT(S)
Add more splits before saving

Split-by-items assignment grid.

Split by amount

Splits the check total into fixed or equal parts for separate payment.

1. From ... choose Split by amount.
2. Enter the number of parts or custom amounts.
3. Confirm to generate child checks each owing a portion of the total.

Split by amount — Order 1

Order total

Assign amounts to each split. Remaining must be zero.

Rs 402

Assigned: Rs 0

Remaining: Rs 402

Split 1

Amount

0.00

1 item(s) in order

Chicken Wings 4PC

-100.0%

0

Split 2

Amount

0.00

1 item(s) in order

Chicken Wings 4PC

-100.0%

0

+ ADD SPLIT

AUTO-FILL REMAINING

DISTRIBUTE EVENLY

Assign remaining Rs 402

✓ SAVE 2 SPLIT(S)

Split-by-amount dialog.

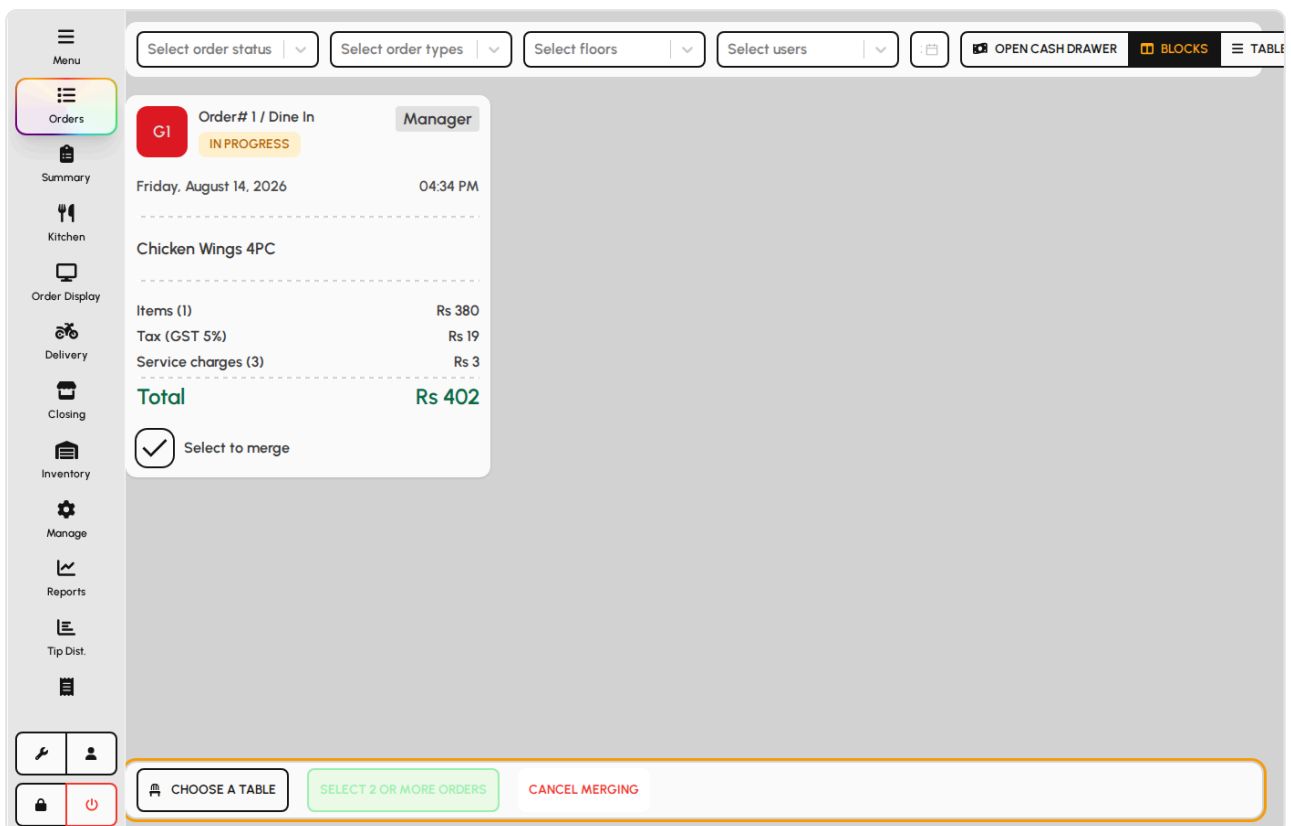
Merge orders

Combines multiple In Progress checks onto one table. Start from each order card, then finish on the bottom bar.

1. On the first order, open ... and choose Merge (or tick Select on the merge bar).
2. Repeat for each additional order to include.
3. Tap Choose table and pick the destination table.
4. Tap Confirm merge to combine lines into one check.

Fields

- **Select orders checkbox** — Marks an order for inclusion in the pending merge set.
- **Choose table** — Sets the floor table that will host the merged check.
- **Confirm merge** — Combines all selected checks into one In Progress order on the chosen table.



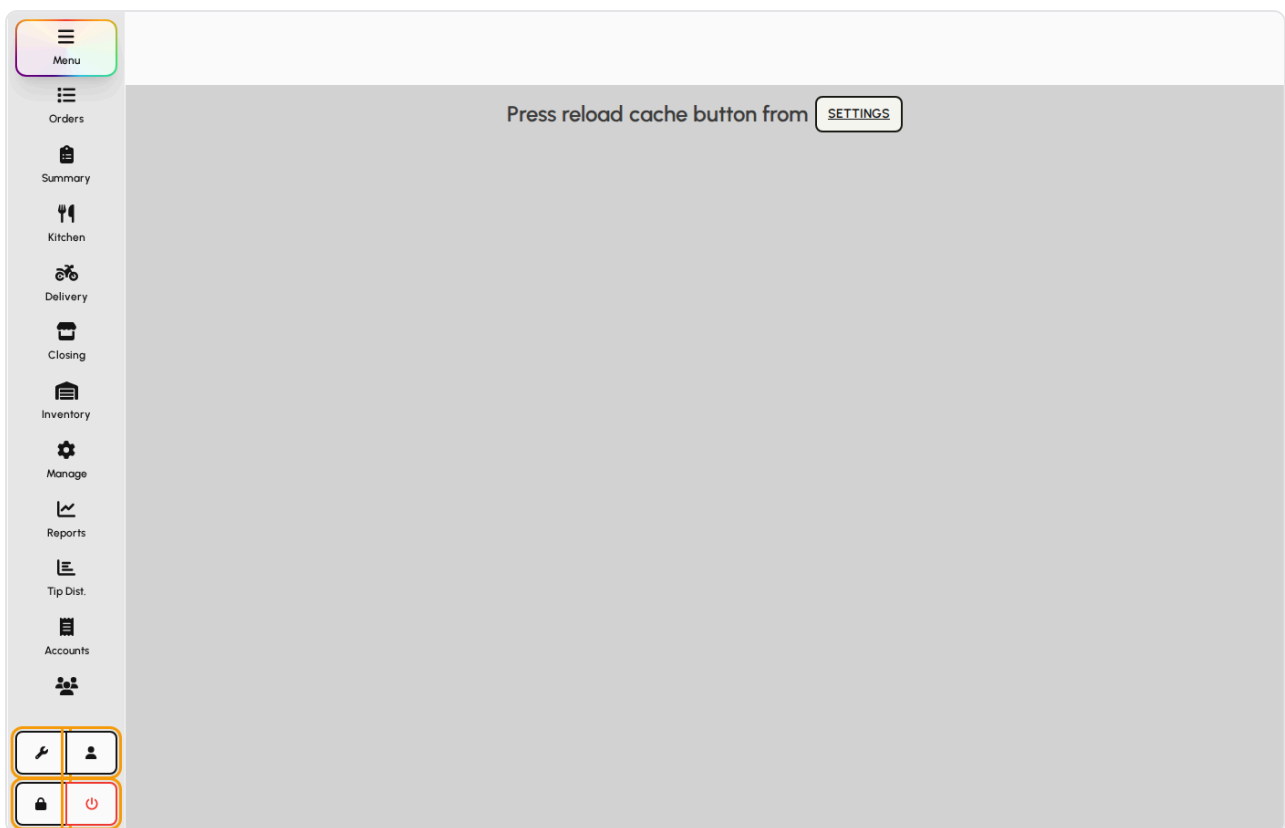
Merge bar with selected orders and table picker.

Session lock, logout, and clock

Use the sidebar bottom controls to lock the terminal, log out, open your clock/session screen, or open Settings. Idle lock/logout can also run from session security settings.

Sidebar session controls

1. Wrench opens Settings.
2. User icon opens Clock (session and sale summary).
3. Lock keeps your user but returns to the login screen.
4. Power logout ends the session and returns to open login.

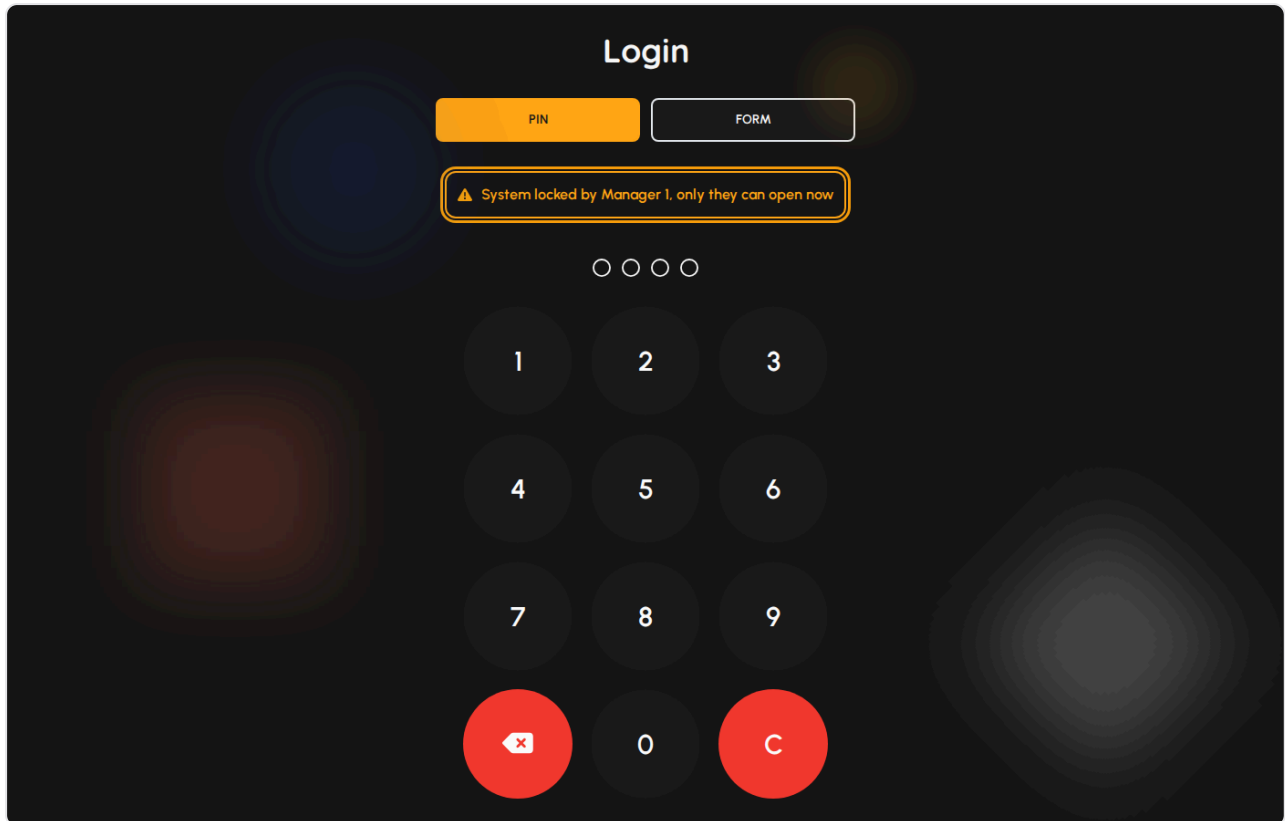


Settings, clock, lock, and logout on the sidebar.

Lock terminal

Lock is for short breaks so only the same user can unlock.

1. Tap Lock on the sidebar.
2. The login screen returns with a locked banner naming who locked it.
3. Enter the same user's PIN or password to unlock.



System locked banner on login.

Clock screen

Clock shows your active time entry, shift, elapsed time, and sale metrics for this session.

1. Open Clock from the user icon on the sidebar.
2. You need an open clock-in (some venues require clock-in after login).
3. Review sale summary widgets and clock-in time before clock-out.

The screenshot displays the 'Clock' interface. On the left is a sidebar with icons for Menu, Orders, Summary, Kitchen, Delivery, Closing, Inventory, Manage, Reports, Tip Dist., Accounts, and a user profile icon. The main content area is divided into two sections. The top section, 'Sale Summary', contains eight colored boxes showing metrics: Total Sales (Rs 73,280), Refunds (Rs 0), Service Charges (Rs 93), Discounts (Rs 1,562), Taxes (Rs 7,145), Extras (Rs 36), Voids (Rs 0), and Tips (Rs 0). The bottom section, 'Time Clock', features a clock icon and the text 'Track your work hours'. It shows the 'Clock In Time' as 11:26 PM on July 23, 2026. The 'Time Elapsed' since clock in is 446h, 1m, 55s. A red 'CLOCK OUT' button with a clock icon is at the bottom right. A user profile box in the top right corner indicates the user is 'SIGNED IN AS Manager 1 Master'.

Sale Summary							
Total Sales	Refunds	Service Charges	Discounts	Taxes	Extras	Voids	Tips
Rs 73,280	Rs 0	Rs 93	Rs 1,562	Rs 7,145	Rs 36	Rs 0	Rs 0

Time Clock
Track your work hours

SIGNED IN AS
Manager 1
Master

Clock In Time
11:26 PM
July 23, 2026

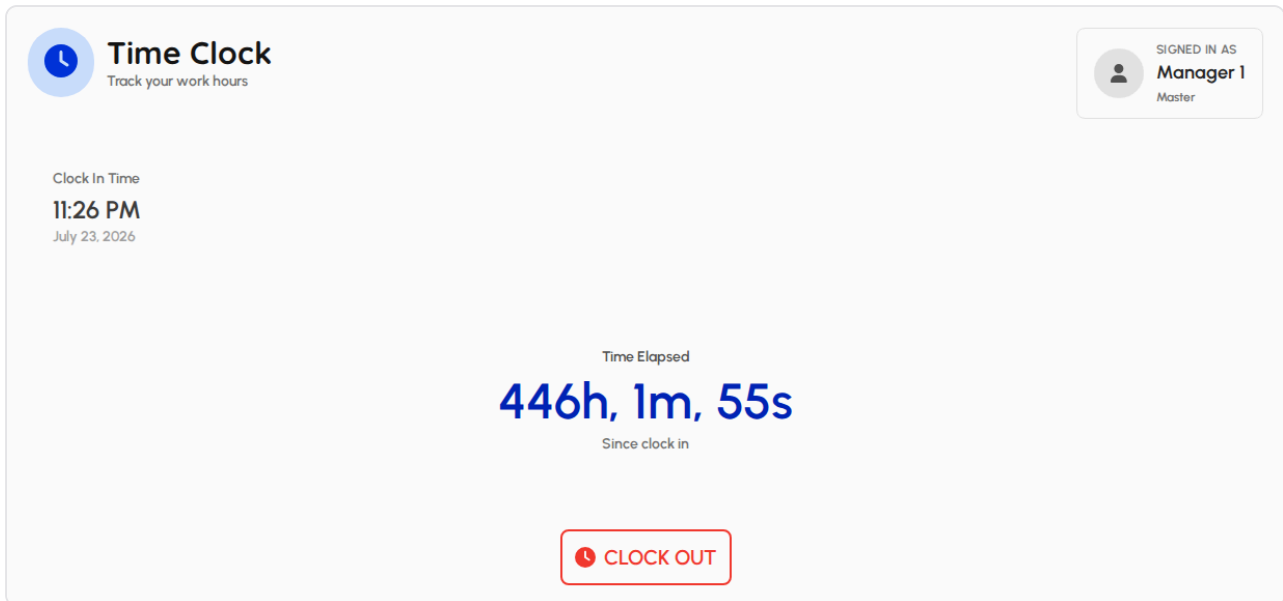
Time Elapsed
446h, 1m, 55s
Since clock in

CLOCK OUT

Clock screen overview.

User, shift, and clock-out

1. Confirm signed-in user and optional shift hours.
2. Watch live elapsed time since clock-in.
3. Tap Clock Out only when your shift work is finished — this signs you out of the POS.



Session panel with Clock Out.

Session sale summary

1. Metrics cover sales, refunds, service charges, discounts, taxes, extras, voids, and tips for the current clock-in session.
2. Use this before clock-out for a quick performance check.

Total Sales Rs 73,280	Refunds Rs 0	Service Charges Rs 93	Discounts Rs 1,562	Taxes Rs 7,145
Extras Rs 36	Voids Rs 0	Tips Rs 0		

Sale summary metrics.

Idle lock or logout (settings)

On Settings, Session security can automatically lock or log out after idle minutes.

1. Open Settings → Session security.
2. Enable the idle timer, set minutes, and choose Lock or Logout.
3. Save. When idle limit is hit, the POS locks or logs out and shows a toast.

Session security

Automatically lock or log out this user after a period of inactivity. Choose one action.

☒ Enabled

Idle minutes (e.g. 0.1 ≈ 6 seconds)

0.2

Action

LOCK

LOGOUT

SAVE

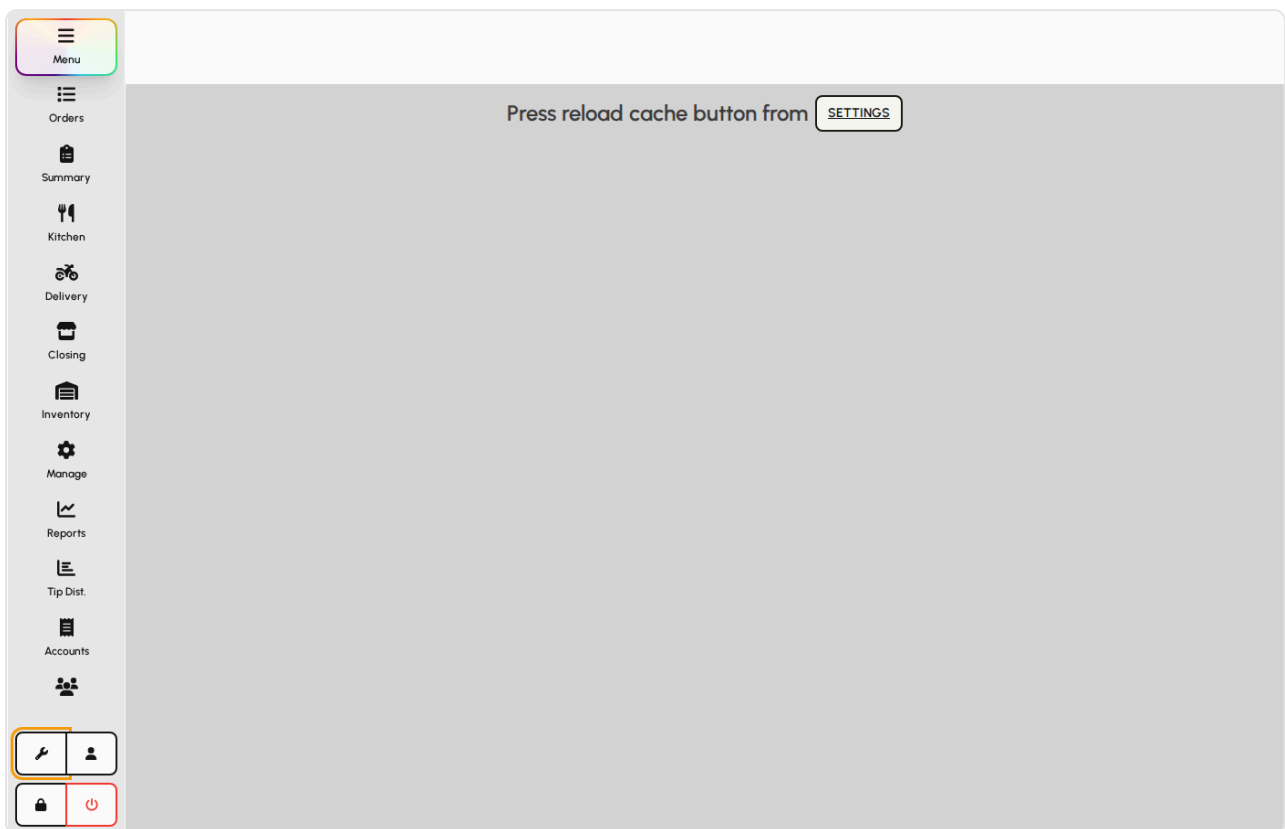
Session security card.

Settings

Device and venue operational preferences live on Settings. Open Settings with the wrench button at the bottom of the left sidebar after you sign in. Some cards apply only to this browser; others are global and may require manager PIN approval when saving.

Open Settings

1. Sign in with a user who can access Settings.
2. On the left sidebar, tap the wrench button.
3. The Settings page shows configuration cards in a multi-column layout.



Wrench control that opens Settings (highlighted).

Settings overview

Each card controls one area. Cards may be empty or restricted based on your role permissions.

1. Scroll through the page to find the card you need.
2. Change values on a card, then save when the card provides a Save action.
3. Some cards apply only to this browser or device; others apply globally or to your user profile.

The screenshot displays the Settings page with a sidebar on the left containing icons for Menu, Orders, Summary, Kitchen, Delivery, Closing, Inventory, Manage, Reports, Tip Dist., Accounts, and a user profile icon. The main content area features several configuration cards:

- What's New:** View release notes and recent updates for this app. Updated 2026-08-10. Button: OPEN WHAT'S NEW.
- Cache:** Stores data into browser for faster operations. Button: RELOAD CACHE.
- Language:** Choose the display language for this device. Only applies to this device. Options: ENGLISH (selected), ESPAÑOL, TÜRKÇE, PORTUGUÊS (BRASIL), FRANÇAIS, NEDERLANDS, DEUTSCH, ITALIANO, العربية, РУССКИЙ.
- Text direction:** Choose left-to-right or right-to-left layout for this device. Options: LTR (selected), RTL.
- Print options:** Set how many physical copies each print type produces, and how many times temp or final bills can be printed per order before manager approval is required.
 - Copies per print type:** Temp bill copies (1), Final bill copies (1), Refund bill copies (1), Kitchen / KOT copies (1), Delivery bill copies (1), Summary copies (1).
 - Max print attempts per order:** Set max attempts to 0 for unlimited. When the limit is reached, a manager with Override print limit permission must approve. Options: Max temp bill prints (1), Max final bill prints (1). Button: SAVE.
- Menu settings:** Activate menus. Dropdown: Delivery. Button: SAVE MENU SETTINGS.
- Show inclusive prices:** When enabled, line item amounts on the payment screen, receipts, and item-level reports show the tax-included (gross) price for menu items configured with inclusive tax. The Items/subtotal row stays tax-exclusive, tax is still shown as its own row, and the grand total is unchanged. Exclusive-tax items are not affected. This is display-only and does not change how prices are stored or how tax is calculated. Toggle: Enabled. Button: SAVE.
- Currency symbol:** Control whether the currency symbol appears next to amounts in the app and on printed receipts. Turning these off shows numbers only (e.g. 1,250 instead of Rs 1,250). This is display-only and does not change stored values. Toggles: Show on screen, Show on receipts. Button: SAVE.
- On screen keyboard:** Enable or disable on screen keyboard. Only applies to this device. Toggle: ENABLED.

Settings page with configuration cards.

What's new

1. Open the What's new card to see the latest release date in the app.
2. Tap Open to show the full product update notes again (useful after dismissing them at login).

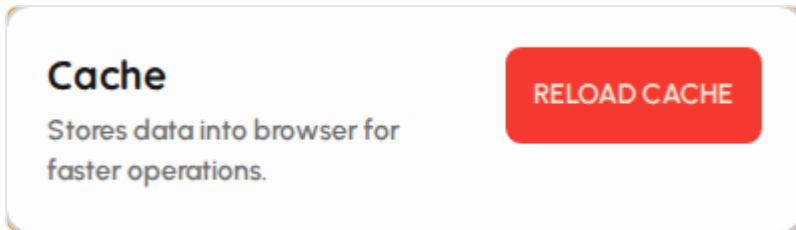
The screenshot shows the 'What's New' card with the following content:

- What's New**
- View release notes and recent updates for this app.
- Updated 2026-08-10
- Button: OPEN WHAT'S NEW

What's new card — re-open release notes.

Cache

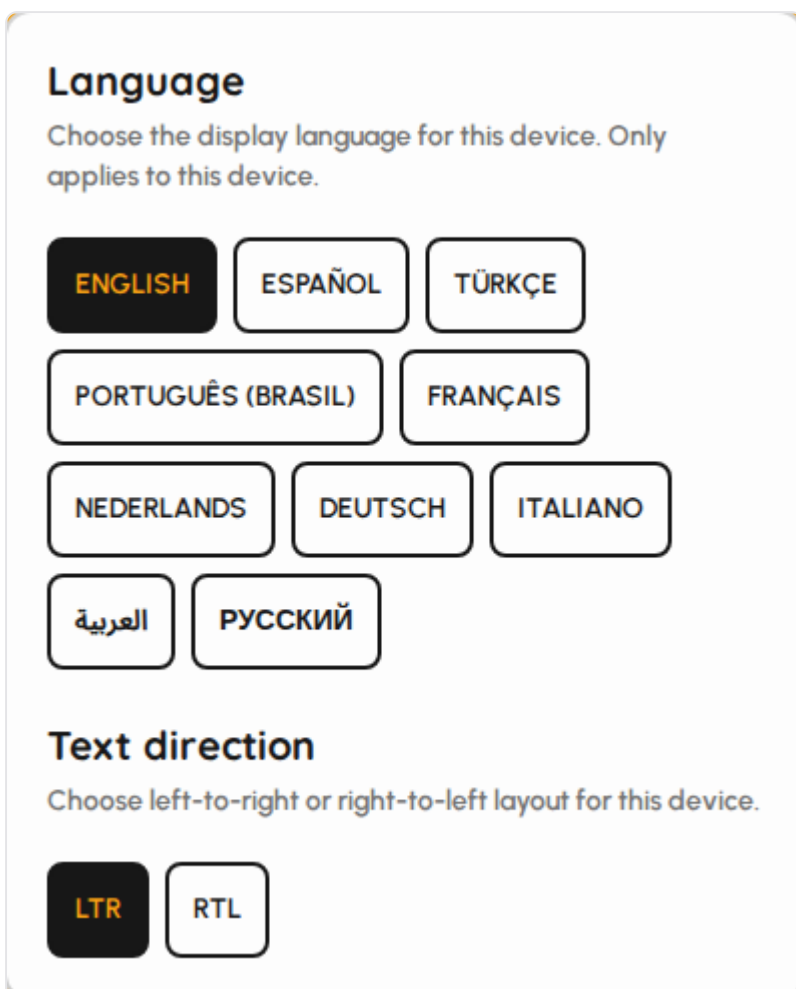
1. Open the Cache card if menus or related data look stale.
2. Tap Reload cache to refresh cached catalog data from the database.



Cache reload card.

Language and text direction

1. Open the Language card.
2. Select the display language for this device.
3. Choose LTR or RTL text direction when needed (for example Arabic).
4. The change applies immediately for this terminal.



Language and direction card.

Translate receipts

When enabled, printed receipt text follows the terminal language settings where supported.

1. Open the Translate receipts card.
2. Toggle Enabled on or off.
3. Save (manager approval may be required).

Translate receipts

When enabled, system labels on printed receipts (bill titles, Invoice#, Table, Tax, Total, kitchen tickets, and summary) use this device's selected language. Custom header and footer text from print settings is not translated.

☒ Enabled

SAVE

Translate receipts card.

Default printers

1. Open the Default printers card.
2. Optionally enable system printers for this browser/terminal.
3. Assign printers for temp, final, refund, delivery, and summary prints.
4. Save printer settings when finished.

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 x



Printers for final print

printer 1 x



Printers for refund print

printer 1 x

x | v

Printers for delivery print

Default printers configuration card.

Print options

1. Open the Print options card.
2. Set how many physical copies each print type should produce.
3. Set max temp/final print attempts per order (0 means unlimited).
4. Save print options when finished.

Print options

Set how many physical copies each print type produces, and how many times temp or final bills can be printed per order before manager approval is required.

Copies per print type

Temp bill copies	Final bill copies
1	1
Refund bill copies	Kitchen / KOT copies
1	1
Delivery bill copies	Summary copies
1	1

Max print attempts per order

Set max attempts to 0 for unlimited. When the limit is reached, a manager with Override print limit permission must approve.

Max temp bill prints	Max final bill prints
1	1

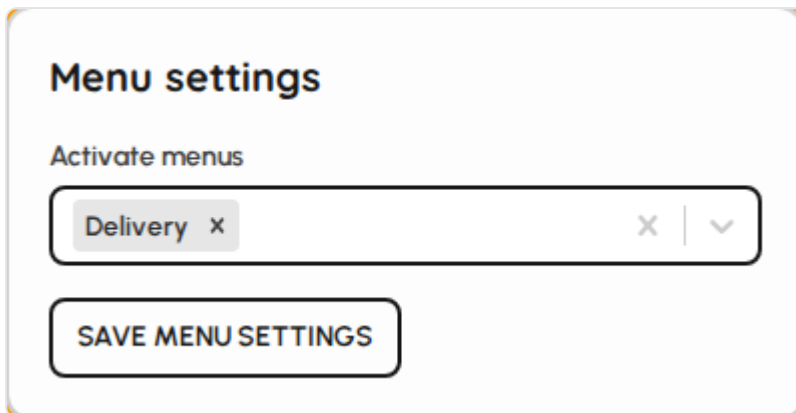
SAVE

Print copies and max attempts card.

Active menus

Choose which menus this venue/device can sell from. Only selected menus appear while taking orders.

1. Open the Menu card.
2. Select one or more active menus from the multi-select list.
3. Save (manager approval may be required).



Menu settings

Activate menu

Delivery x

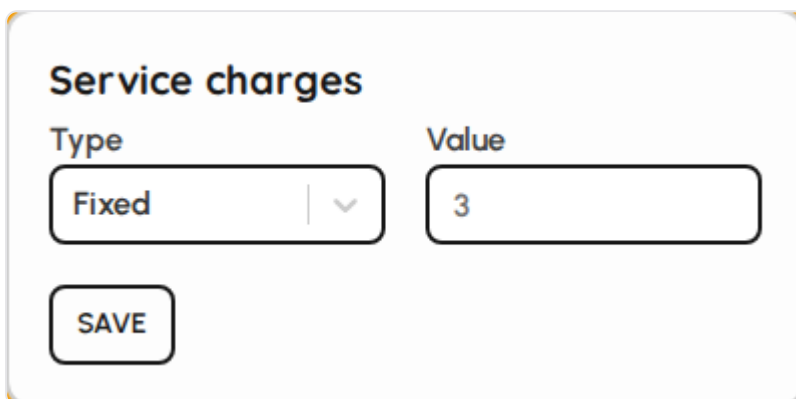
SAVE MENU SETTINGS

Menus available for ordering.

Service charges

Default service charge applied in payment when service is used (percent or fixed).

1. Open the Service charges card.
2. Choose type (Percent or Fixed) and enter the value.
3. Save (manager approval may be required).



Service charges

Type Value

Fixed 3

SAVE

Service charge default type and value.

Closing cycle

Defines the business day window used for closing and day-range operations (for example overnight venues that run past midnight).

1. Open the Closing cycle card.
2. Enable or disable the custom cycle.
3. Set start time and end time of the business day.
4. Save (manager approval may be required).

Closing cycle

Configure cycle start and end time. End time can be next day (example: 06:00 to 02:00).

☒ Enabled

Start time

00:00 

End time

23:59 

SAVE

Closing cycle time window.

Auto check close

Automatically settle open checks at the end of a cycle using a default payment type.

1. Open the Auto check close card.
2. Enable the feature and choose whether to print on close.
3. Select the payment type used when auto-closing.
4. Save (manager approval may be required).

Auto check close

Automatically close open table checks at closing cycle end time. Delivery orders are excluded. A warning appears 1 minute before close.

☒ Enabled

☒ Print final bill on close

Payment type

Select... ▼

SAVE

Auto check close options.

Session security

1. Open the Session security card.
2. Enable idle protection if the terminal should lock or log out after inactivity.
3. Set idle minutes and whether the action is lock or logout.
4. Save the settings (manager approval may be required).

Session security

Automatically lock or log out this user after a period of inactivity. Choose one action.

☒ Enabled

Idle minutes (e.g. 0.1 $\approx$ 6 seconds)

Action

Session security (idle lock/logout) card.

Auto clock-out

Automatically clocks out staff when the shift ends and/or at a defined clock time.

1. Open the Auto clock-out card.
2. Enable automatic clock-out.
3. Choose triggers: on shift end, at a defined time, or both.
4. If using a defined time, set the time of day.
5. Save (manager approval may be required).

Auto clock-out

Automatically clock out the logged-in user when their shift ends and/or at a fixed daily time. Uses the scheduled shift when available, otherwise the user's assigned shift. Applies to all users.

☒ Enabled

☒ Clock out when shift ends

☐ Clock out at a defined time

Clock-out time

23:00

SAVE

Auto clock-out triggers.

Show inclusive prices

When enabled, menu and order UI can display tax-inclusive prices according to venue tax configuration.

1. Open the Show inclusive prices card.
2. Toggle Enabled on or off.
3. Save (manager approval may be required).

Show inclusive prices

When enabled, line item amounts on the payment screen, receipts, and item-level reports show the tax-included (gross) price for menu items configured with inclusive tax. The Items/subtotal row stays tax-exclusive, tax is still shown as its own row, and the grand total is unchanged. Exclusive-tax items are not affected. This is display-only and does not change how prices are stored or how tax is calculated.

☒ Enabled

SAVE

Inclusive price display toggle.

Currency symbol

Control whether the currency symbol is shown on screen and on printed receipts.

1. Open the Currency symbol card.
2. Toggle show in UI and/or show on receipts.
3. Save (manager approval may be required).

Currency symbol

Control whether the currency symbol appears next to amounts in the app and on printed receipts. Turning these off shows numbers only (e.g. 1,250 instead of Rs 1,250). This is display-only and does not change stored values.

☒ Show on screen

☒ Show on receipts

Currency symbol on UI and receipts.

On-screen keyboard

1. Open the On screen keyboard card.
2. Toggle enabled/disabled for the virtual keyboard on this device.

On screen keyboard

Enable or disable on screen keyboard. Only applies to this device.

On-screen keyboard toggle card.

Table selection

When table selection is enabled, staff pick a floor table before ordering (dine-in). When disabled, the floor step is hidden on this terminal (useful for quick service).

1. Open the Table selection card.
2. Tap the button to enable or disable table selection for this device.
3. The change applies immediately on this browser.

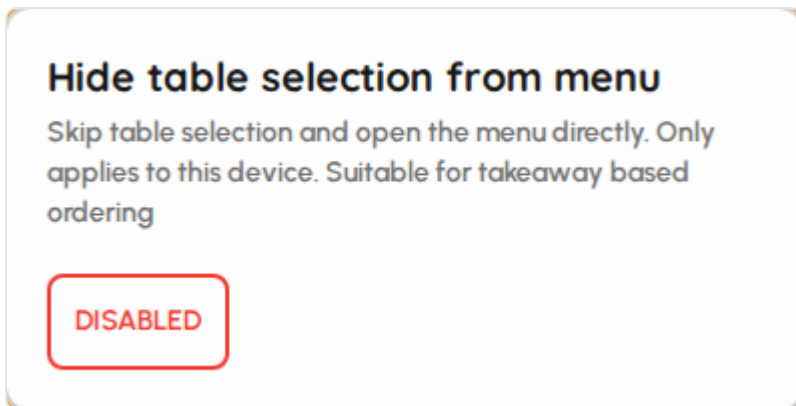


Table selection hide/show for this terminal.

Documentation capture requires table selection enabled (visible floors and tables).

Inventory settings

Global inventory behavior: ledger, batch/expiry, costing method, purchase discounts/taxes, and allocation defaults. Mostly used when inventory modules are active.

1. Open the Inventory settings card.
2. Toggle ledger, batch tracking, expiry, manufacturing dates, and purchase options as needed.
3. Choose costing method and default allocation / tax behavior.
4. Save (manager approval may be required).

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)



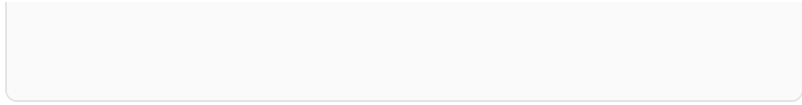
Non-recoverable tax is capitalized into inventory. Recoverable tax is ignored for valuation.



Enable batch tracking



Enable expiry tracking



Inventory configuration card.

Items visibility

Per-terminal display options for menu search, cart totals, and order cards. Changes apply immediately on this device.

1. Open the Items visibility card.
2. Under Menu: enable dish search, search type (number vs both), and show dish numbers.
3. Under Cart: show or hide totals in the cart.
4. Under Orders: show or hide totals and other order-card fields as listed.

Items visibility config

Update config for this device for which columns for items you want to show or hide. Only applies to this device.

Menu



Enable dish number search on menu

Dish search mode

NUMBER ONLY

NAME AND NUMBER



Show dish numbers on menu tiles

Cart



Show totals for items in cart item

Orders



Show totals for items in order card



Show groups for items in order card



Show quantity for items in order card



Show price for items in order card



Show modifiers for items in order card



Show modifier price for items in order
card

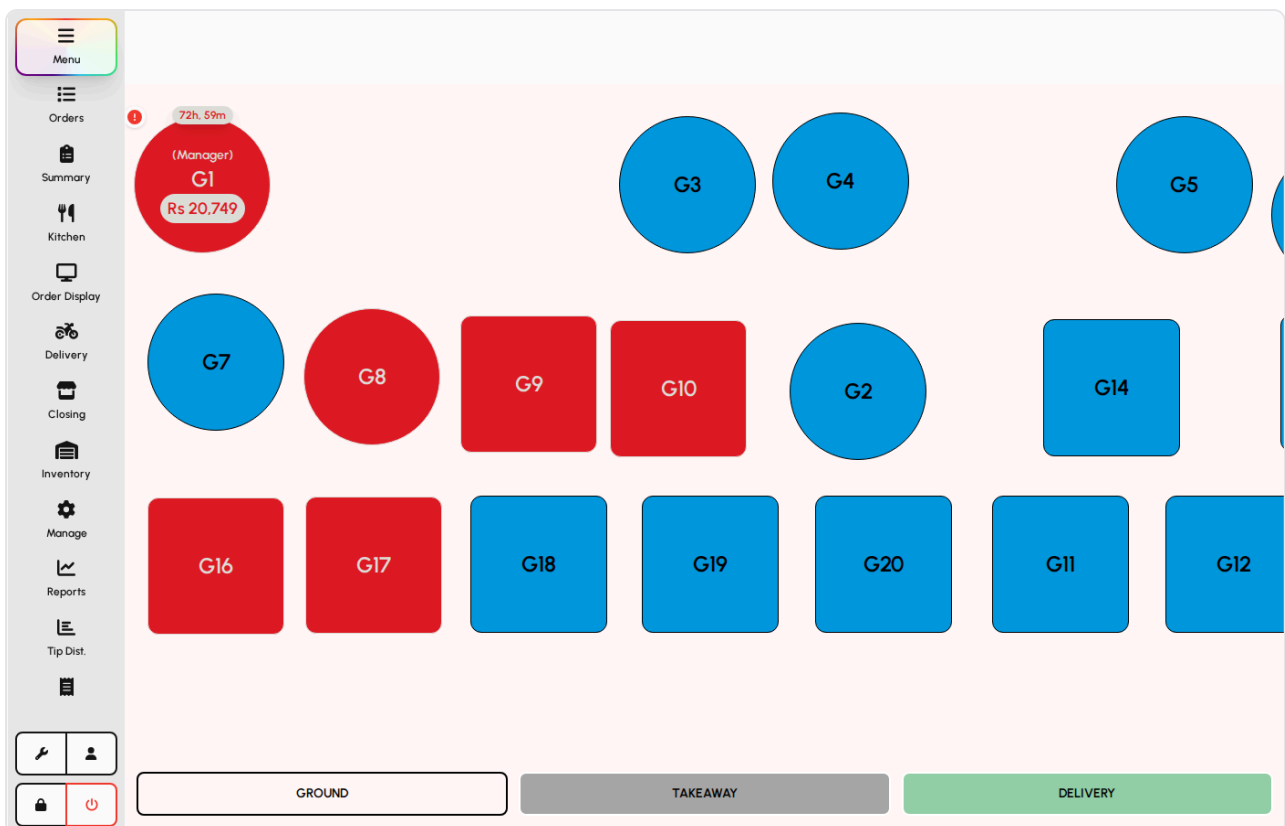
Menu, cart, and orders visibility toggles.

Tables and dine-in

Dine-in service starts on the floor plan: pick a floor, select a table, optionally enter covers, then take the order. This chapter walks through that flow in detail.

Floor plan

1. Open Menu from the sidebar (floor mode must be enabled in Settings → Table selection).
2. The floor plan shows tables for the active floor.
3. Occupied or locked tables may look different from free tables.



Floor plan with table tiles.

Switch floors

Venues with multiple dining areas use floor buttons at the bottom of the plan.

1. Tap a floor button to show that area's tables.
2. The active floor uses the primary highlight.
3. Each floor can have its own background and table layout.



Floor switcher buttons.

Select a table

1. Tap a free table tile to start or resume service at that table.
2. If the table is locked by another user, you may need manager approval or wait.
3. Selecting a table moves you toward covers and the ordering screen.

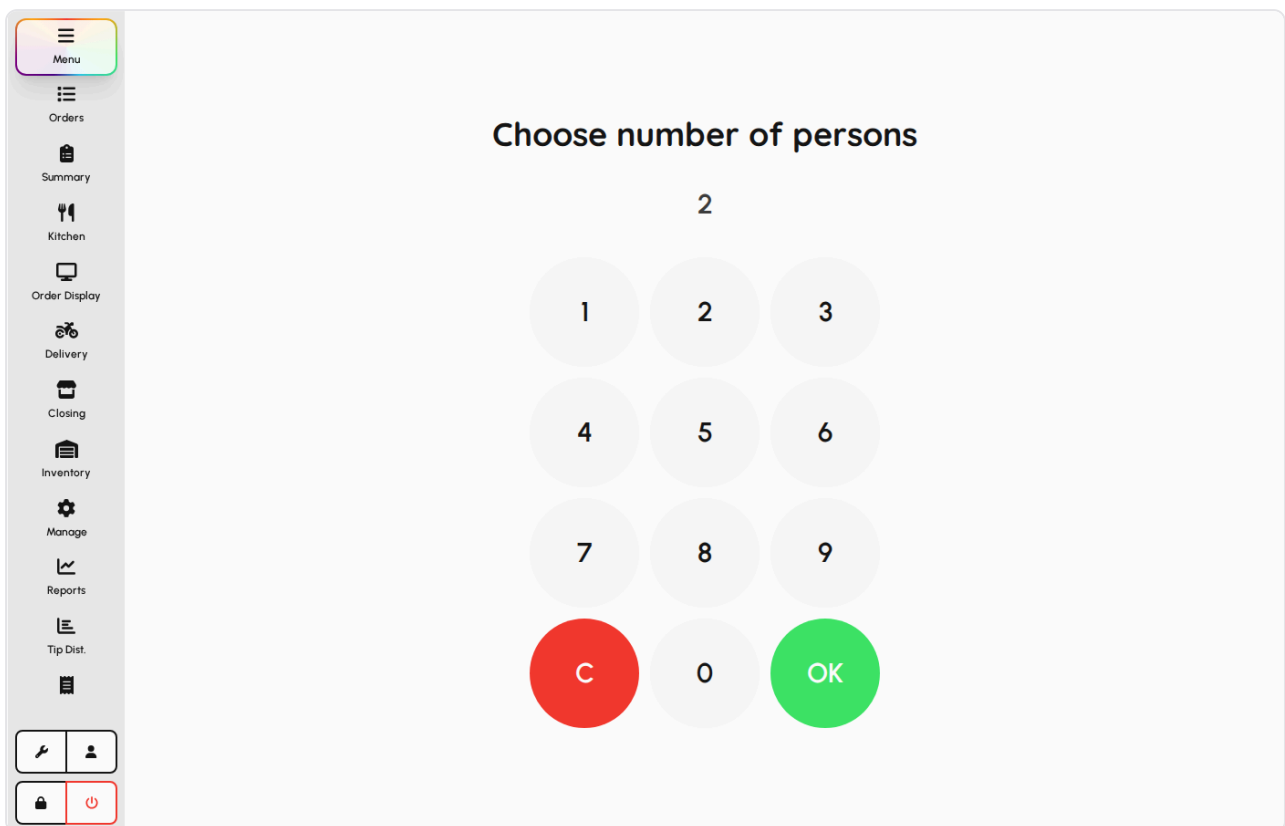


A table tile on the floor plan.

Covers (guests)

When covers are required, enter how many guests are seated before ordering.

1. Use the number pad to set the guest count.
2. Tap OK to continue to the menu.
3. Covers can appear later on checks and kitchen tickets.



Covers / persons screen.

Active table on the menu

1. After selection, the menu header shows the active table.
2. Use the table or covers controls in the header to review or change when allowed.
3. Orders and kitchen tickets stay linked to this table until the check is closed.

Screenshot pending: tables-active-table.png — run DOCS_GUIDE_LANG=en npm run docs:guide:capture

Return to the floor

1. Tap the floor name / back control in the menu header to leave the table view.
2. You return to the floor plan to pick another table or switch floors.
3. Open checks remain available from Orders if you left an unfinished table.

Screenshot pending: tables-back-floor.png — run DOCS_GUIDE_LANG=en npm run docs:guide:capture

Security re-authentication

Protected actions (voids, settings saves, restricted tabs, print overrides, and more) can require a manager to re-authenticate with PIN, password, or QR — even if you are already signed in.

When re-auth appears

1. You attempt an action your role does not auto-allow, or the action always requires approval.
2. A modal opens with a short description of what is being approved.
3. Session security settings (idle lock) are separate — that locks the terminal; this modal approves one action.

Session security

Automatically lock or log out this user after a period of inactivity. Choose one action.

☒ Enabled

Idle minutes (e.g. 0.1 $\approx$ 6 seconds)

0.2

Action

LOCK

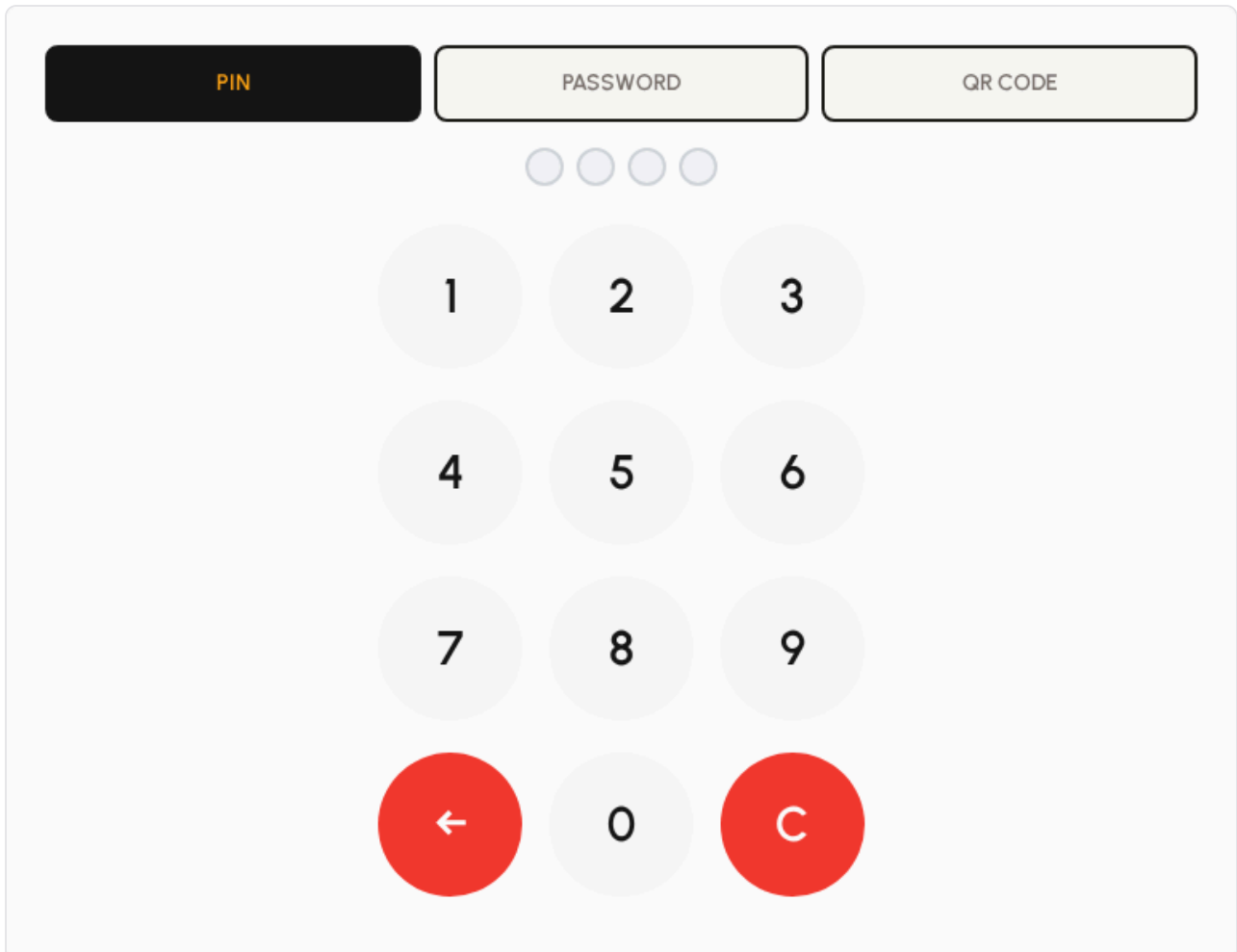
LOGOUT

SAVE

Session security settings (related but separate from action re-auth).

Approval modal

1. Read the action description in the modal title.
2. Choose PIN, password, or QR when multiple methods are available.
3. Complete authentication to continue, or cancel to abort the action.



The image shows a modal interface for manager approval. At the top, there are three buttons: 'PIN' (highlighted in black with orange text), 'PASSWORD' (light gray), and 'QR CODE' (light gray). Below these buttons are four small, light blue circles. The main area of the modal contains a numeric keypad with buttons for digits 1 through 9, 0, a back arrow (←), and a cancel button (C). The back arrow and cancel button are red, while the other buttons are light gray.

Manager approval (security) modal.

Auth method buttons

Venues can allow more than one manager auth method.

1. Tap PIN for the numeric pad.
2. Tap Password for username/password style entry when enabled.
3. Tap QR when a scanned manager badge is supported.

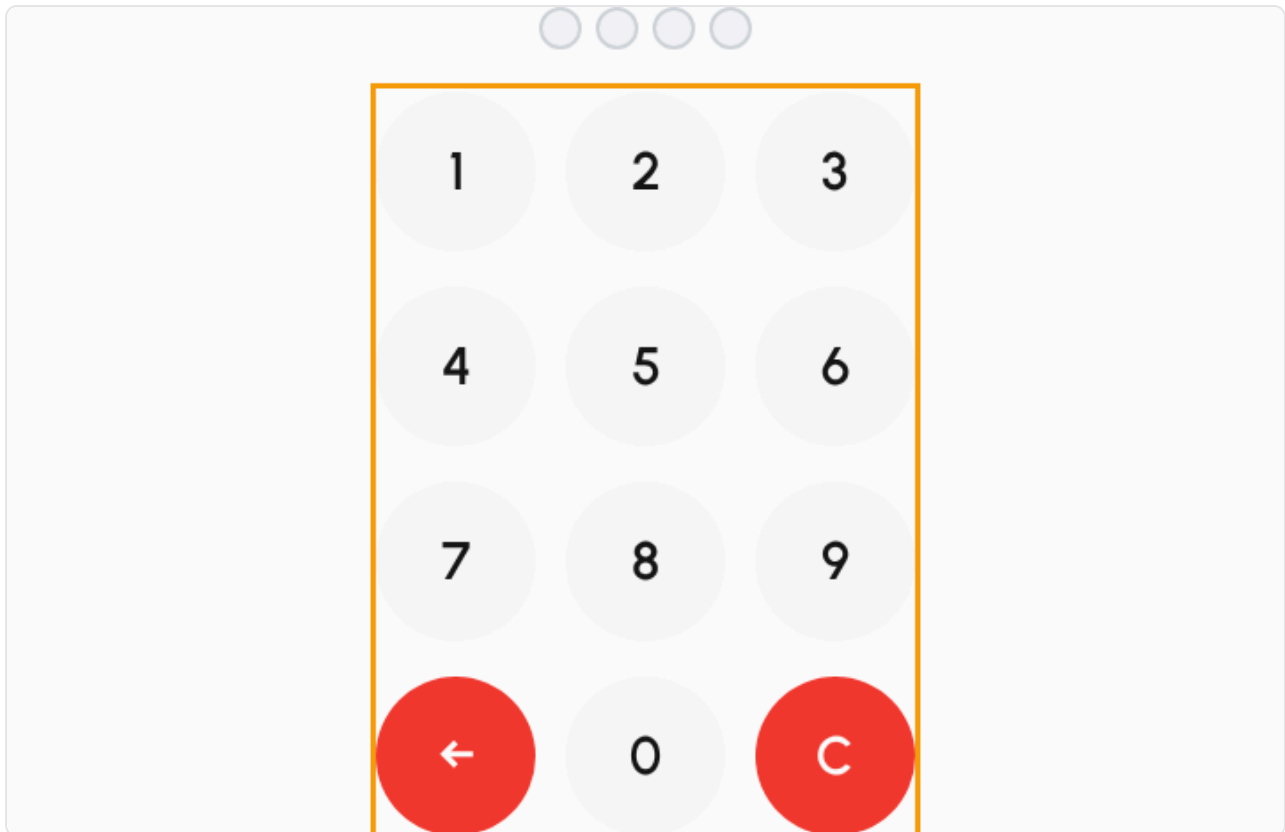


The image shows a method selector interface with three buttons: 'PIN' (highlighted in black with orange text), 'PASSWORD' (light gray), and 'QR CODE' (light gray).

PIN / password / QR method selector.

PIN entry

1. Enter the approving manager's 4-digit PIN on the pad.
2. Dots fill as digits are entered; validation runs when four digits are complete.
3. Invalid PIN shows an error — clear and try again, or cancel.



Security PIN pad.