

Manager Guide

Shift leadership: sales summary, kitchen board, delivery, closing, and operational reports.

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Summary

The Summary screen shows paid sales for a chosen business day: totals, payment mix, and quick print actions for shift leaders.

Open Summary

1. Tap Summary in the left sidebar (manager access).
2. The page shows a date calendar on the left and the daily sales report on the right.
3. Paid orders for the selected date drive all figures.

Daily sales summary — 2026-08-12

1. Sales revenue

Exclusive sales	Rs 0
Item sales only (before extras, service and tax).	
Extras	Rs 0
Order-level extras and surcharges attached to checks.	
Gross sales	Rs 0
Exclusive sales + extras (voided lines excluded).	
Item discounts	Rs 0
Discount value directly applied on line items.	
Subtotal discounts	Rs 0
Order-level discounts excluding item-level reductions.	
Coupon discounts	Rs 0
Coupon redemption amount.	
(-) Discounts	Rs 0
Line, order, and coupon reductions.	
Net sales	Rs 0
Gross sales - discounts.	

2. Surcharges and taxes

Collected surcharges and tax (from orders; typically calculated on net after discount).

Service charges	Rs 0
Amount on orders; based on net after discount	
Taxes	Rs 0
Government tax as recorded per order.	
Total revenue	Rs 0
Net sales + service charges + taxes (before tips).	

Summary screen with calendar and daily report.

Pick a business date

1. Use the calendar to select the day you want to review.
2. Previous date and Next date jump one day backward or forward.
3. You cannot select future dates.

2026 ▾

Aug ▾

Month

Year

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

Date calendar and day navigation.

Print actions

Print buttons may require manager PIN approval depending on your role.

1. Print summary sends the full daily sales summary to the configured printer.
2. Product mix report lists items sold with quantity and share of sales.
3. Server sales breaks down checks, guests, time on floor, and sales per server.

 PRINT SUMMARY

 PRODUCT MIX REPORT

 SERVER SALES

Print summary, product mix, and server sales.

Daily sales report

The scrollable report panel shows net sales, taxes, discounts, payment types, and other day totals.

1. Scroll the right panel to review all sections.
2. Figures update when you change the selected date.
3. If the day has no paid orders yet, sections may show zeros or empty lists.

Daily sales summary — 2026-08-12

1. Sales revenue

Exclusive sales Rs 0

Item sales only (before extras, service and tax).

Extras Rs 0

Order-level extras and surcharges attached to checks.

Gross sales Rs 0

Exclusive sales + extras (voided lines excluded).

Item discounts Rs 0

Discount value directly applied on line items.

Subtotal discounts Rs 0

Order-level discounts excluding item-level reductions.

Coupon discounts Rs 0

Coupon redemption amount.

(-) Discounts Rs 0

Line, order, and coupon reductions.

Net sales Rs 0

Gross sales – discounts.

2. Surcharges and taxes

Collected surcharges and tax (from orders; typically calculated on net after discount).

Service charges Rs 0

Amount on orders; based on net after discount

Taxes Rs 0

Government tax as recorded per order.

Total revenue Rs 0

Net sales + service charges + taxes (before tips).

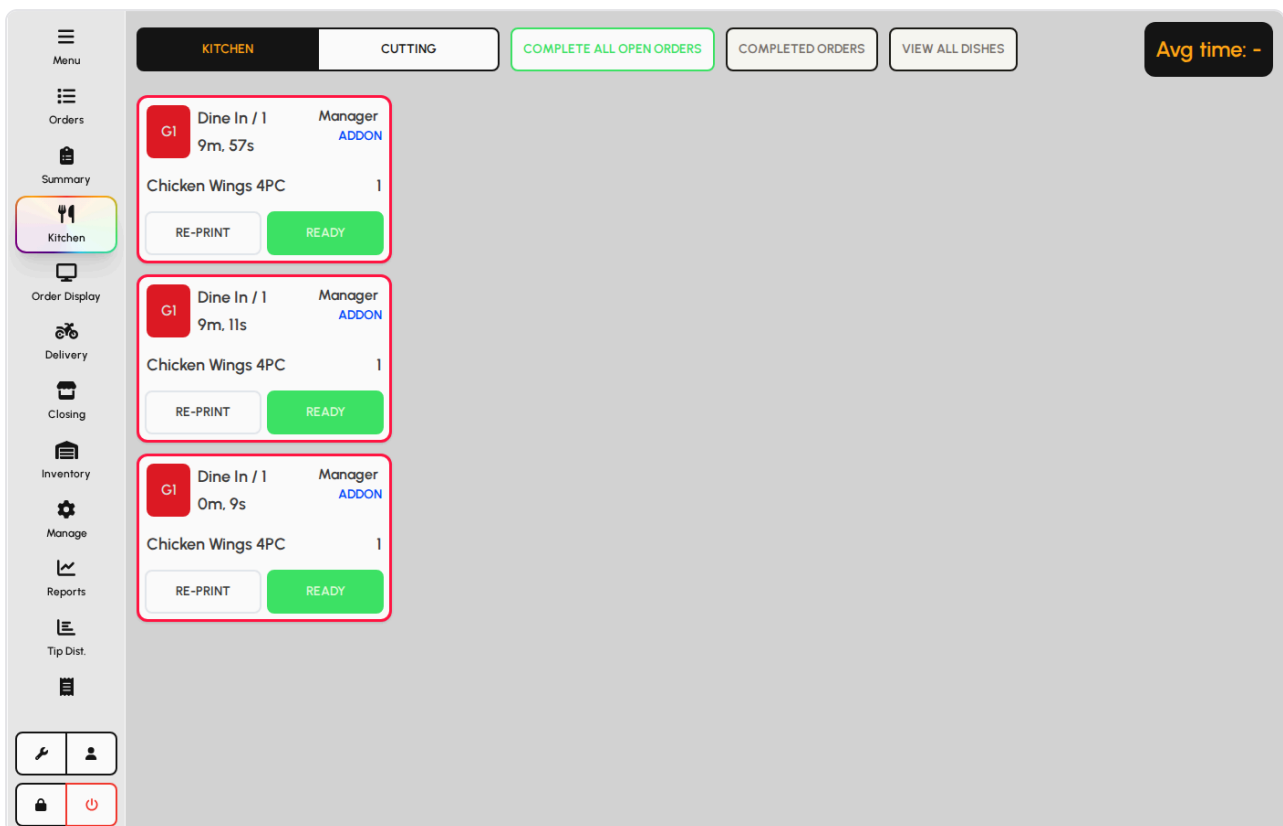
Daily sales summary report panel.

Kitchen

The Kitchen board shows live tickets per kitchen station. Staff bump items through workflow stages and recall completed batches when needed.

Kitchen board overview

1. Tap Kitchen in the sidebar.
2. Select a kitchen station at the top if you have more than one.
3. Tickets appear in columns as orders are sent To kitchen from the floor.



Kitchen screen with station selector and board.

Toolbar actions

1. Complete all open marks every active ticket on this station as done.
2. Completed orders opens a list of finished batches with Recall.
3. View all dishes shows a running count of each dish still on the board.
4. Average time shows prep duration for completed items today.

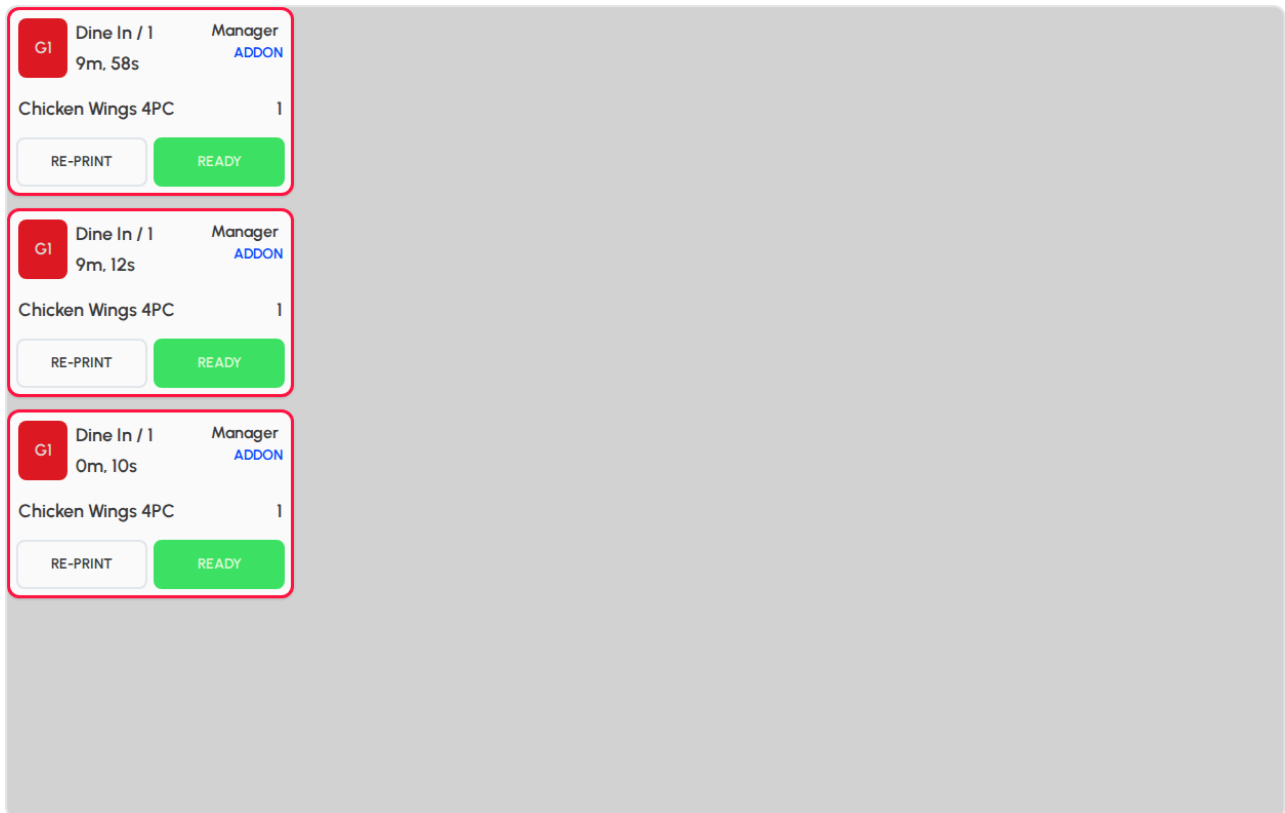


Kitchen toolbar and average prep time.

Ticket board

Each card is part of an order. Multi-part orders may use colored borders. Tap stages on a ticket to advance workflow.

1. Read table or order type, invoice number, and dish lines on each ticket.
2. Tap a stage button to complete that kitchen step for the line items.
3. Large orders may split across multiple cards on the board.



Kitchen ticket board with order cards.

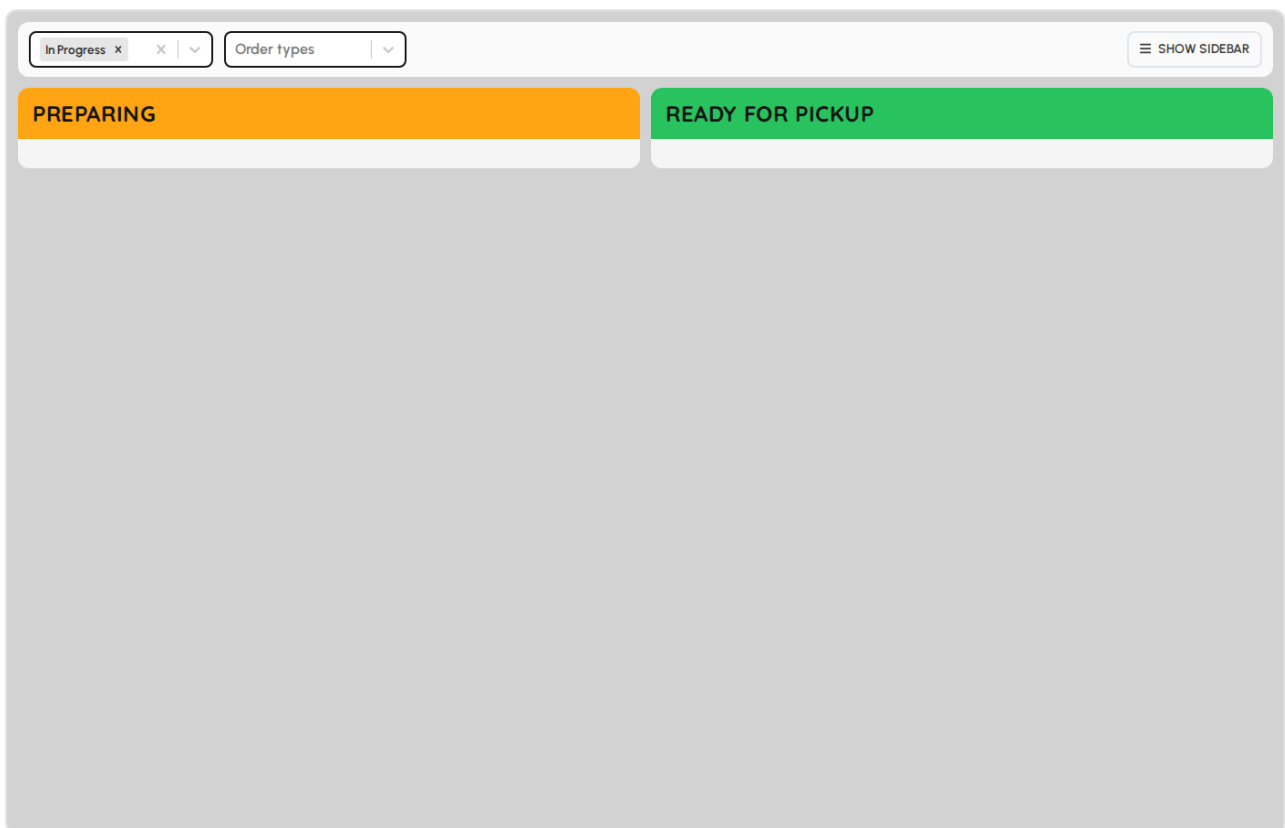
Send at least one order To kitchen before capture so tickets appear on the board.

Order display

Order display is a customer-facing board: orders in progress on one side and ready for pickup on the other. Filters control which statuses and order types appear.

Order display layout

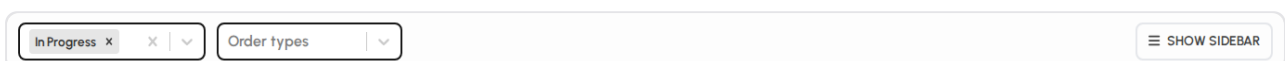
1. Tap Order display in the sidebar.
2. The top bar holds status and order-type filters.
3. The main area splits into Preparing (left) and Ready for pickup (right).



Order display with preparing and ready columns.

Filters

1. Status filter is multi-select (defaults to In Progress).
2. Order type filter limits which service types appear (dine-in, delivery, etc.).
3. Toggle sidebar shows or hides the left navigation on this screen.



Status and order-type filters.

Preparing and ready tiles

Orders move to Ready when kitchen workflow marks them complete. Ready orders may play a celebration when they first appear.

1. Preparing tiles show orders still being made.
2. Ready tiles show orders waiting for pickup or runner delivery.
3. Each tile shows order number and key header details.



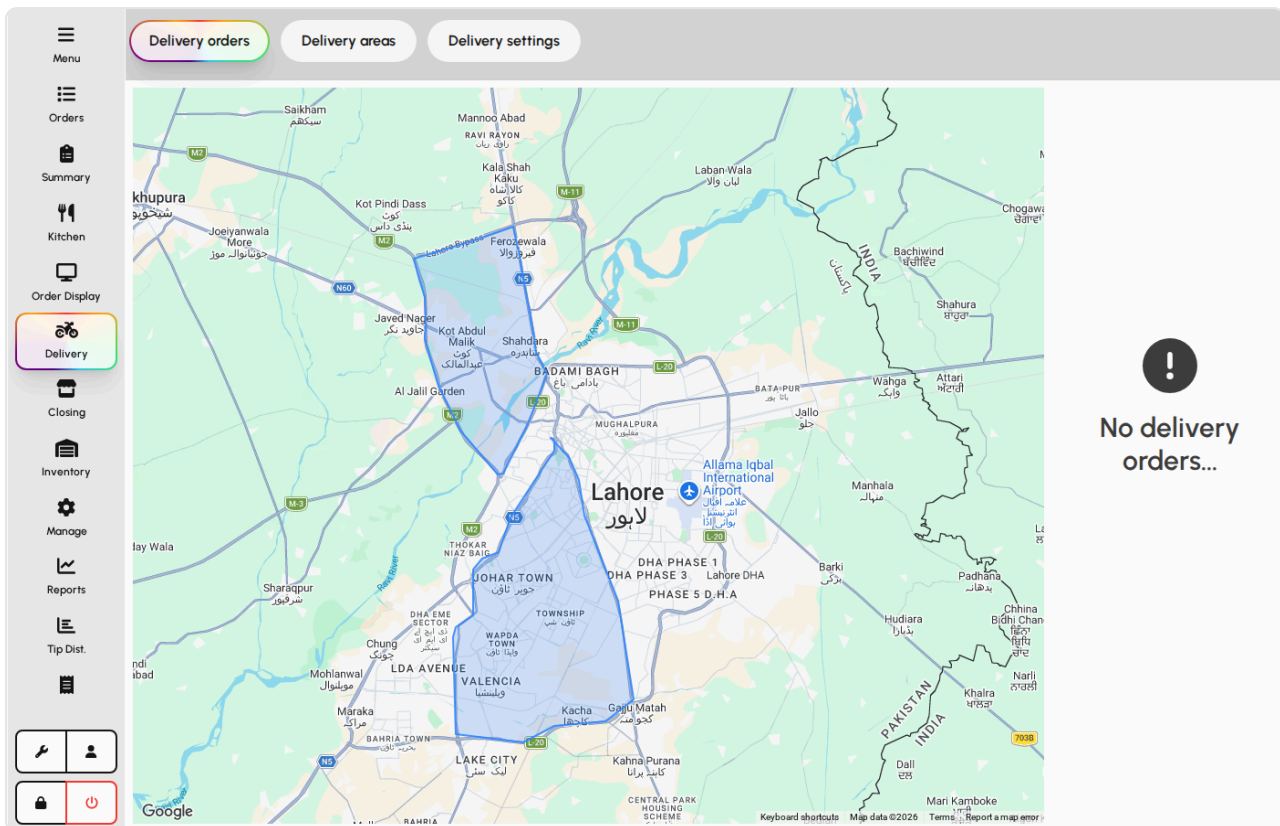
Preparing and ready order tile grids.

Delivery

Delivery helps managers track outbound orders on a map, manage delivery areas, and configure delivery settings.

Delivery hub

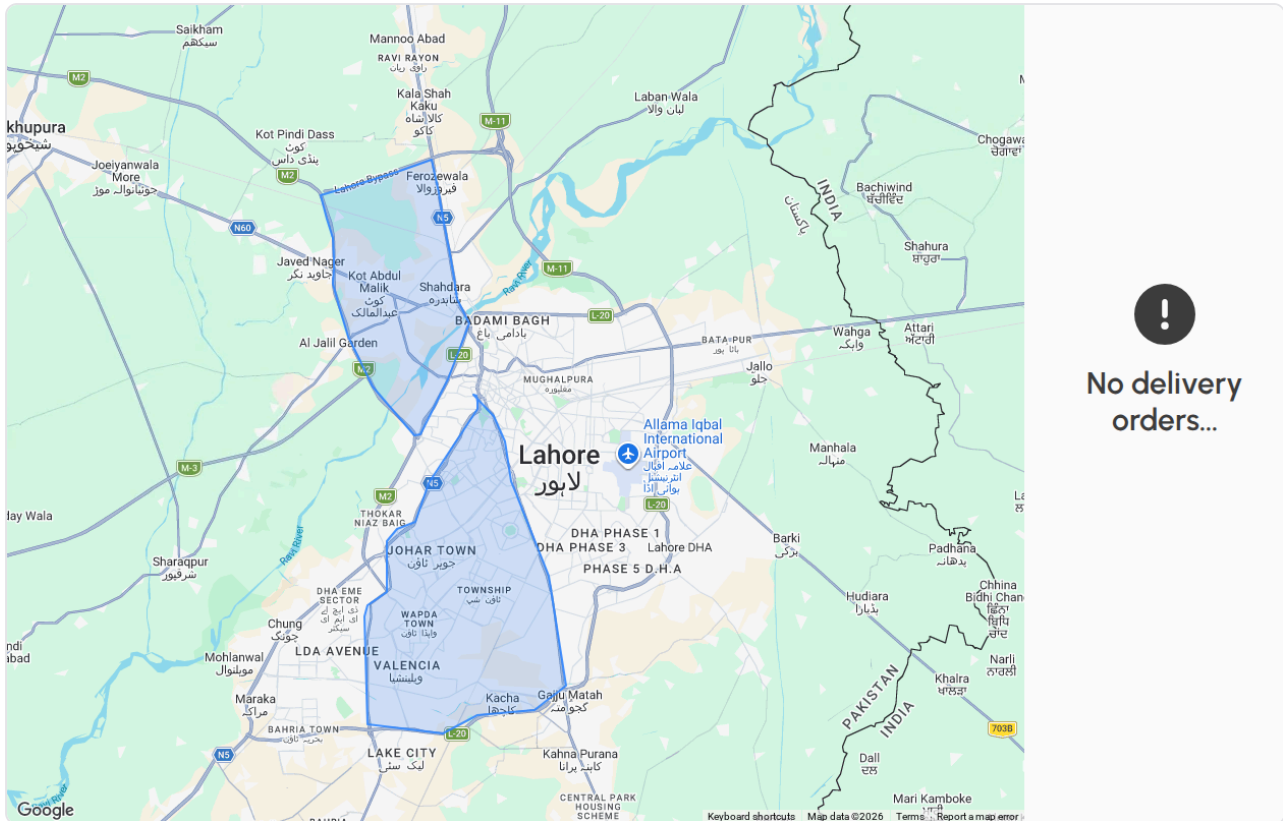
1. Tap Delivery in the sidebar.
2. Tabs at the top switch between Delivery orders, Areas, and Settings.
3. The Delivery tab shows a map and a list of active delivery orders.



Delivery screen with tabs.

Map and order list

1. The map shows delivery zones and order markers when coordinates exist.
2. Click a marker or list row to open the order popup.
3. When no delivery orders are open, the list shows an empty state.

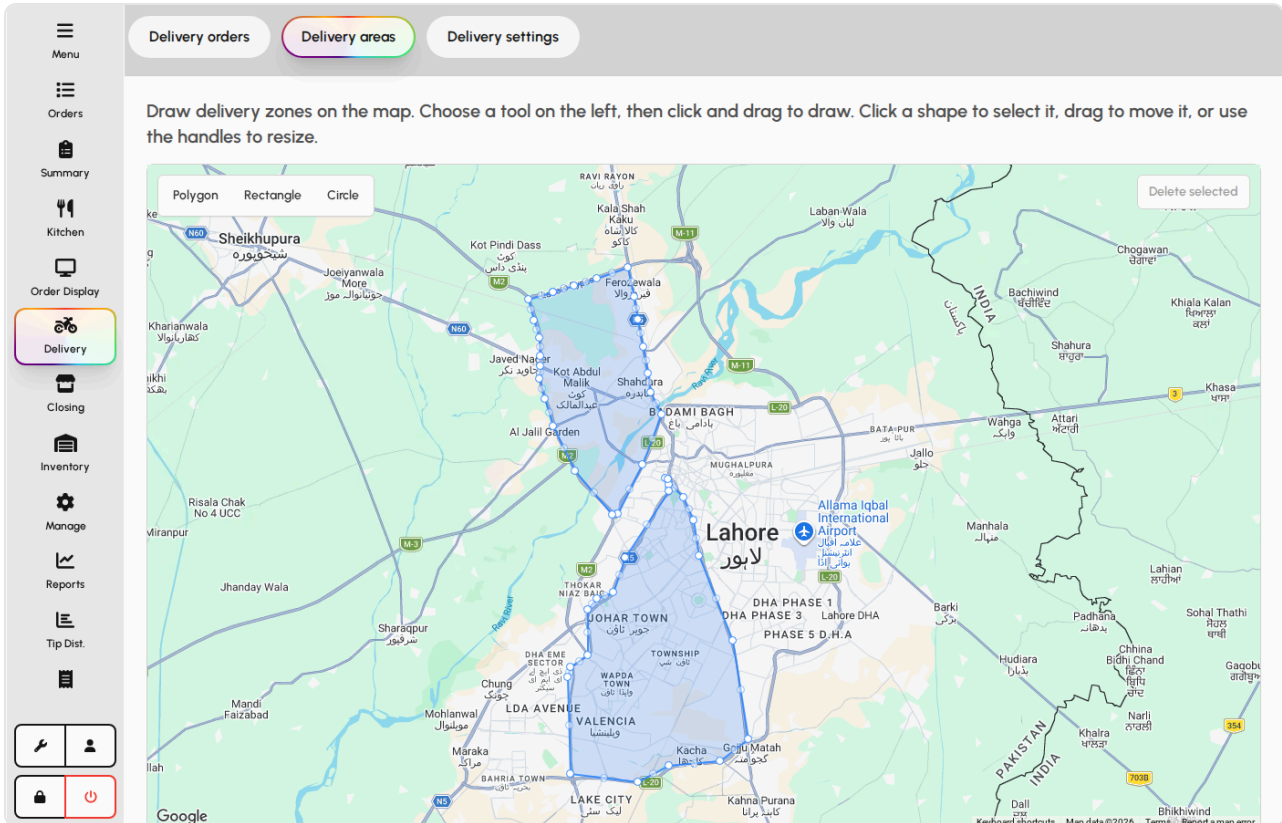


Delivery map and order sidebar.

Delivery areas

Define geographic zones used for delivery routing and reporting.

1. Open the Areas tab.
2. Draw or manage polygons on the map for each delivery zone.
3. Save area changes when your role allows editing.



Delivery areas tab.

Delivery settings

1. Open the Settings tab.
2. Configure map center, fees, and other delivery options for the venue.
3. Save when finished (manager approval may be required).

Menu

Orders

Summary

Kitchen

Order Display

Delivery

Closing

Inventory

Manage

Reports

Tip Dist.

Delivery orders

Delivery areas

Delivery settings

✓

Enable Delivery

Delivery Charges

99

Minimum Order

600

Delivery time in minutes

45

Delivery menu

Delivery

Map Center

Latitude

31.551326

Longitude

74.33036

Delivery Timing

+ ADD CUSTOM DATE

Day of Week

Monday

Start Time

11:00

End Time

00:00

✓

End time in next day?

✓

Enable delivery?

Day of Week

Tuesday

Start Time

11:00

End Time

00:00

✓

End time in next day?

✓

Enable delivery?

Delivery settings tab.

Closing

Closing is the end-of-day cash and payment reconciliation screen. Count terminal cash, record expenses, review payment totals, then save a draft or complete the closing cycle.

Closing overview

1. Tap Closing in the sidebar.
2. The title shows today's date and the active closing window (business day cycle).
3. Alerts warn if the cycle is disabled or already completed.

Menu

Orders

Summary

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Reports

Tip Dist.

Daily Closing as of 2026-08-12

Period: 18 Jun 2026, 06:15 PM - 12 Aug 2026, 09:20 AM

⚠ Closing cycle is disabled. The last completed closing time is used as the start of this period, and the current time is used as the end.

Previous Day Balance

0

Petty Cash

0

Terminal Cash

+ ADD TERMINAL

Terminal 1

Notes

Coins

x 10

x 20

x 50

x 1

x 2

x 5

x 100

x 500

x 1000

x 5000

0

0

0

0

0

0

0

0

0

0

Terminal Total: Rs 0

Closing screen header and cycle window.

Balances and terminal cash

1. Enter previous day balance and petty cash added today.
2. For each terminal, count notes and coins or enter a total cash amount.
3. Add or remove terminals with the Add terminal control.

Terminal Cash

+ ADD TERMINAL

Terminal 1

Notes

Coins

x 10

x 20

x 50

x 1

x 2

x 5

0

0

0

0

0

0

x 100

x 500

x 1000

x 5000

0

0

0

0

Terminal Total: Rs 0

Total Cash: Rs 0

Terminal cash counting section.

Payments and expenses

1. Payment summary lists each payment type with system totals (editable when not completed).
2. Add expenses with description, category, and amount.
3. Net amount summarizes cash, other payments, expenses, and balances.

Expenses

+ ADD EXPENSE

Payment summaries and expenses.

Save, complete, and print

1. Save closing stores a draft without locking the day.
2. Close closing completes the cycle (open orders in the cycle must be settled first).
3. Print closing sends a summary slip to the printer.
4. Reopen appears after completion if your role can edit closings.

SAVE CLOSING

CLOSE CLOSING

PRINT CLOSING

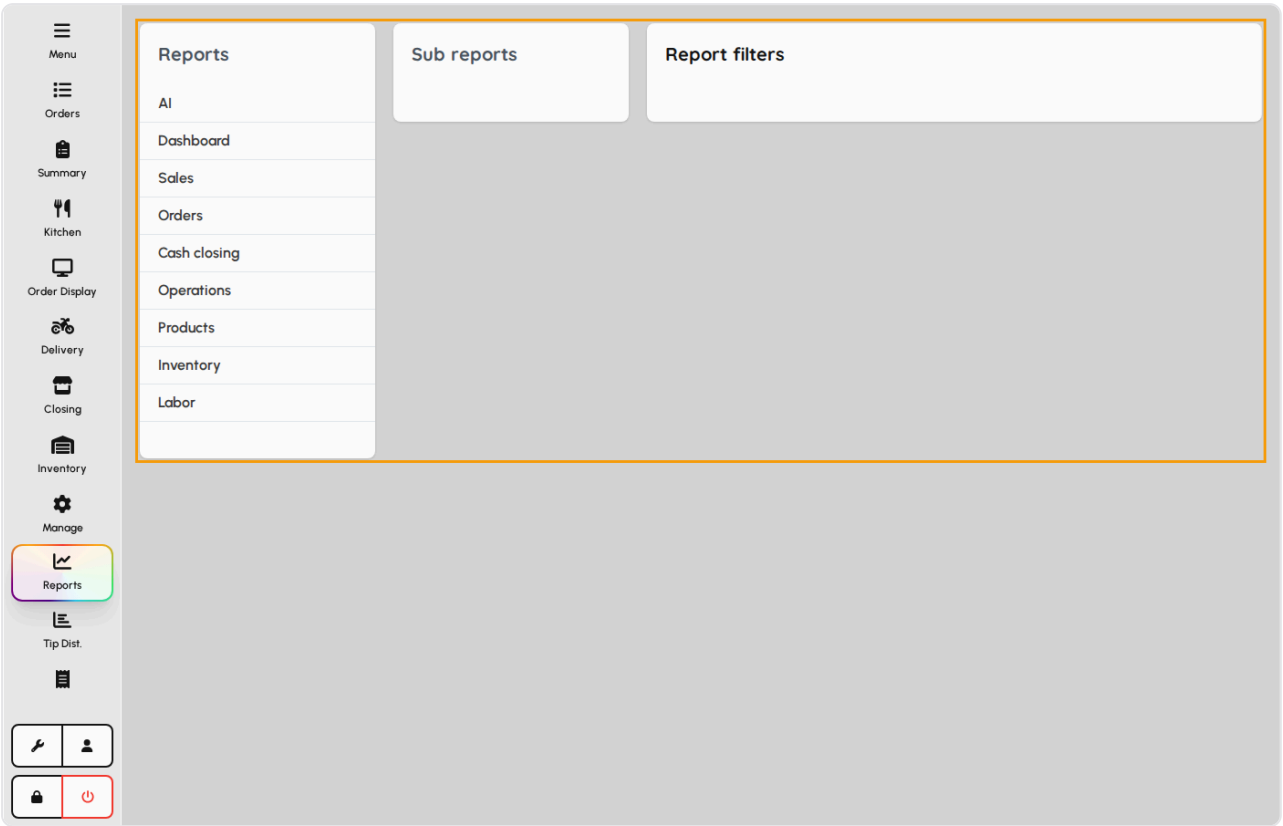
Save, close, print, and reopen actions.

Reports (operations)

The Reports hub lists operational and sales reports by category. Pick a category, choose a report, set filters, then run or export from the filter panel.

Reports hub

- 1. Tap Reports in the sidebar.
- 2. The left column lists report categories (Sales, Operations, Orders, etc.).
- 3. The middle column lists reports inside the selected category.
- 4. The right panel shows filters for the chosen report.



Reports hub three-column layout.

Categories

Categories group related reports: dashboards, sales, orders, cash closing, operations, products, inventory, labor, and AI.

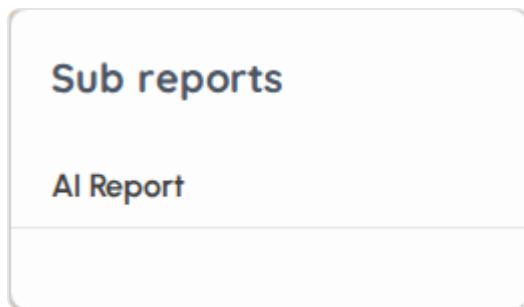
1. Click a category to load its report list.
2. A check mark shows the active category.
3. Opening some reports may require manager PIN approval.

Reports
AI
Dashboard
Sales
Orders
Cash closing
Operations
Products
Inventory
Labor

Report category list.

Choose a report

1. After selecting a category, pick a report name in the middle column.
2. The filter panel on the right updates for that report.
3. Common operational reports include Sales dashboard, Activity, Expense, and Cash closing.



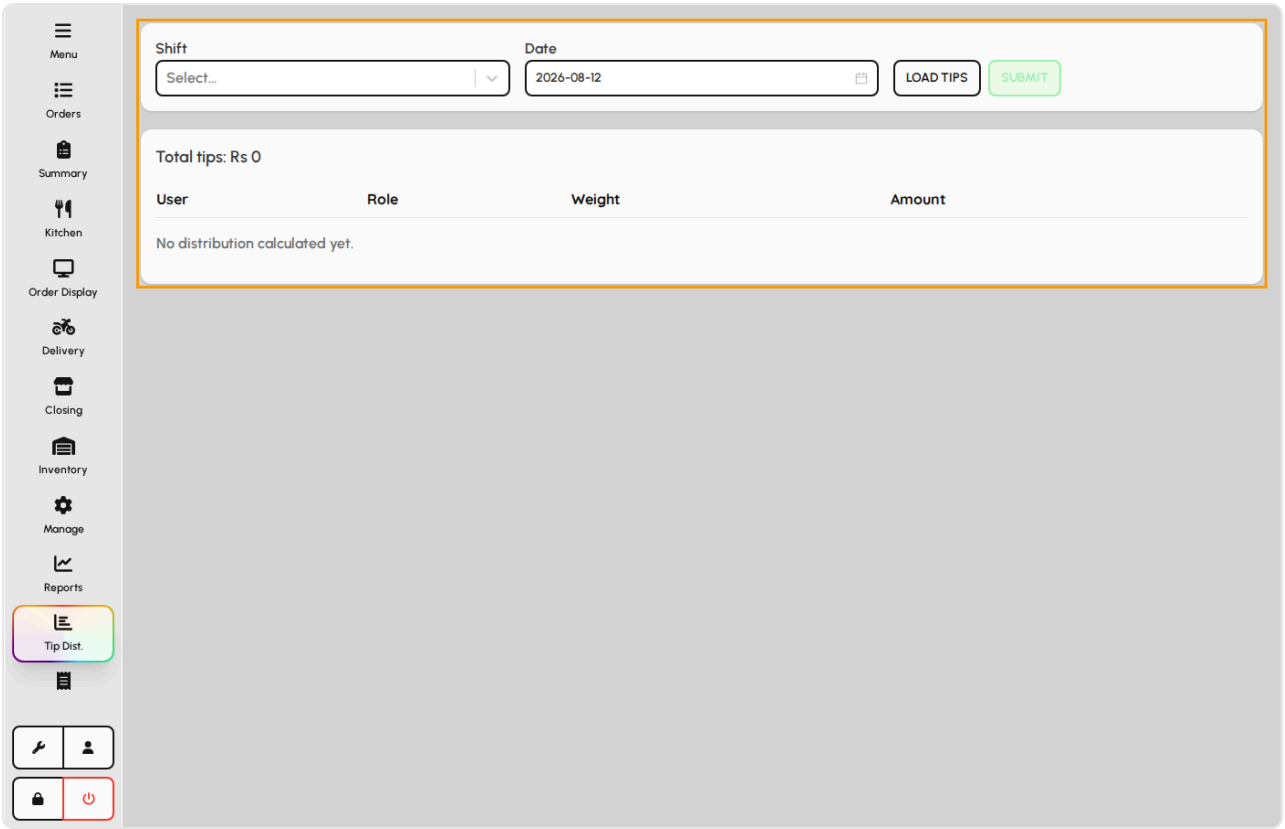
Sub-report list and filter panel.

Tip oversight

Tip distribution calculates how pooled tips for a shift should be split across staff using configured weights, then saves an official distribution record.

Tip distribution screen

- 1. Tap Tip distribution in the sidebar.
- 2. Select a shift and business date at the top.
- 3. Load tips calculates totals from paid orders in that shift window.



Tip distribution screen.

Shift and date

- 1. Choose the shift (morning, evening, etc.) from the dropdown.
- 2. Pick the date — cannot be in the future.
- 3. Tap Load tips to fetch tip totals and build the distribution table.



Shift, date, and load controls.

Distribution table

1. Total tips shows the pooled amount for the shift window.
2. Each row lists a user, role, weight, and calculated share.
3. Submit saves the distribution after you review amounts (weights come from global tip settings).

Total tips: Rs 0			
User	Role	Weight	Amount
No distribution calculated yet.			

Tip totals and per-user distribution table.