

# Restaurant POS-User Guide

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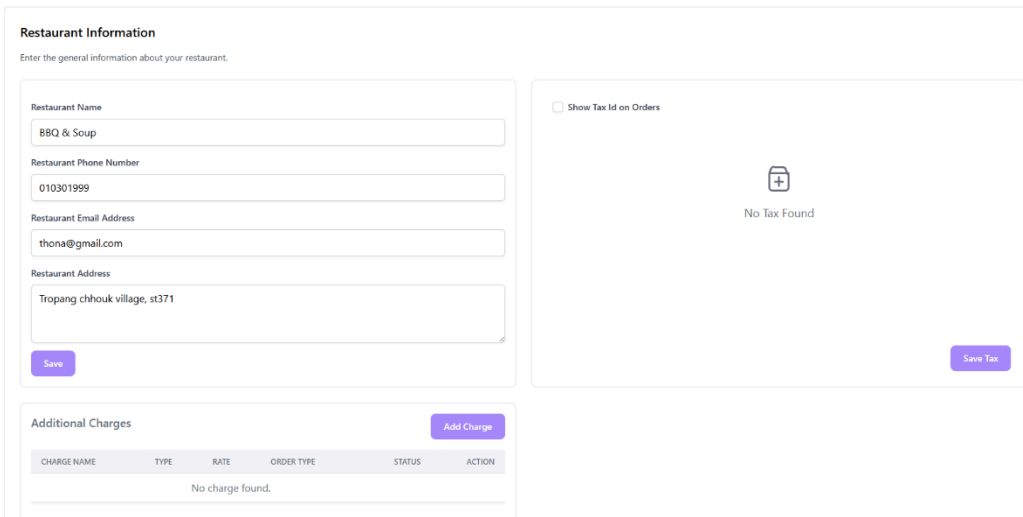
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## Chapter 1: Settings

### 1.1 Restaurant Information

The general information, tax settings, and additional charges for a restaurant.



**Restaurant Information**  
Enter the general information about your restaurant.

Restaurant Name  
BBQ & Soup

Restaurant Phone Number  
010301999

Restaurant Email Address  
thona@gmail.com

Restaurant Address  
Tropang chhouk village, st371

Save

Show Tax Id on Orders

No Tax Found

Save Tax

**Additional Charges** Add Charge

CHARGE NAME	TYPE	RATE	ORDER TYPE	STATUS	ACTION
No charge found.					

#### Enter the Restaurant information fields:

- Restaurant Name: A text field to enter the name of the restaurant.
- Restaurant Phone Number: A text field to enter the restaurant's phone number.
- Restaurant Email Address: A text field to enter the restaurant's email address.
- Restaurant Address: A text area to enter the full address of the restaurant
- Save Button: A button to save the general restaurant information that has been entered.

#### 2. Tax Configuration:

- "Show Tax Id on Orders" Checkbox: A checkbox to enable or disable the display of the restaurant's Tax ID on customer orders.
- Tax Status Area: This area shows the current tax information. The image indicates "No Tax Found," suggesting that a tax rate has not yet been configured.
- Save Tax Button: A button to save any changes to the tax configuration.

#### 3. Additional Charges:

**Add Charge Button:** A button to add a new additional charge (e.g., service fees)

**Add Charge**

Charge Name  
e.g. Service Charge

Rate  
e.g. 10

Type  
Percent

Order Type  
Select Order Types

**Apply Charge**  
Check to enable this Charge.

**Save** **Cancel**

- o **CHARGE NAME:** The name of the charge.
- o **TYPE:** The type of charge (e.g., percentage, fixed).
- o **RATE:** The rate of the charge.
- o **ORDER TYPE:** The type of order the charge applies to (e.g., dine-in, delivery).
- o **Apply Charge:**
  - o Check the **"Apply Charge"** box to enable the charge and make it active. Unchecking this box would mean the charge is saved but not currently active.
  - o Finalize: Click the **"Save"** button to create and save the new charge with all the specified settings or click the "Cancel" button to discard the information and exit the process without saving the new charge.

## 1.2 App Settings


**Restaurant's Country, Timezone & Currency**

Country  
Cambodia

Time Zone  
UTC

Currency  
Dollars (USD)

Use exchange rate

  
 No exchange rate configured

**Hide Top Navigation**

**Hide Today Orders**  
Enable this to hide today orders widget from top navigation.

**Hide New Reservation**  
Enable this to hide new reservation widget from top navigation.

**Hide New Waiter Request**  
Enable this to hide new waiter request widget from top navigation.

Save

Part1

Part2

### Part 1: Restaurant's Country, Time zone & Currency Configuration

1. Country: Selects the country where the restaurant is located from a dropdown menu..
2. Time Zone: The user selects the time zone from a dropdown menu.
3. Currency: The user selects the primary currency for transactions from a dropdown menu.
4. Exchange Rate: There is an option to "Use exchange rate."
  - If this option is enabled (the checkbox is ticked), it would likely reveal a new interface for configuring exchange rates for other currencies.

Use exchange rate

Converted to currency  
Dollars (USD)

Exchange Rate Mode  
 Manual  Auto

Base Rate Converted Rate

Adjust parameters and settings manually. You are in full control. Ex: 1 USD = 4100 KHR, 4000 KHR = 1 USD



**The user must then select an "Exchange Rate Mode":**

- **Manual:** This option is currently selected. In this mode, the user manually enters the exchange rates.
- **Auto:** If this were selected, the system would likely automatically fetch and update the exchange rate from an external source.
- **Manually Enter the Exchange Rates**
  - Base Rate: This field is for the primary currency's value.
  - Converted Rate: This field is for the converted currency's value, which corresponds to the base rate.
    - The image shows that the option is not enabled, and a message "No exchange rate configured" is displayed, indicating that this feature is currently inactive.

**Part 2: Hide Top Navigation.**

1. Hide Today Orders: Enable or disable a checkbox to hide the "today orders" widget from the top navigation.
2. Hide New Reservation: Enable or disable a checkbox to hide the "new reservation" widget from the top navigation.
3. Hide New Waiter Request: Enable or disable a checkbox to hide the "new waiter request" widget from the top navigation.

## 1.3 Branch Settings

BRANCH NAME	EMAIL ADDRESS	PHONE NUMBER	ACCOUNT NAME	ACCOUNT NUMBER	LATITUDE	LONGITUDE	BRANCH ADDRESS	IS AVAILABLE	ACTION
 tropang chhouk	thona@gmail.com	010301992	thona	001536786	10.3678465	9.6786543	Tropang chhouk village, b	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <small>Cannot delete current branch.</small>
 Chom Chao	manageer@mailinator.com	+1 (206) 668-1104	Reuben Santos	00157843	10.678944	8.349864	chom chao	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>

### Add Branch

Branch Name

Email Address  Phone Number

Account Name  Account Number

Latitude  Longitude

Branch Address

Is Available

Logo  
 No file chosen

### Process: Adding a New Branch

- Branch Name: In the first text field, enter the name of the new branch.
- Email Address: Enter the email address for the branch.
- Phone Number: Enter the phone number for the branch.
- Account Name: Enter the name associated with the branch's account.
- Account Number: Enter the account number for the branch.
- Latitude: Enter the latitude coordinates for the branch's location.
- Longitude: Enter the longitude coordinates for the branch's location.
- Branch Address: In the text area, enter the full street address of the branch.
- Availability: select whether the branch is "Yes" (available) or "No" (unavailable).
- Logo: Choose File: Click the "Choose File" button to upload a logo.
- Finalize: Click the "Save" button to create and save the new branch or click the "Cancel" button to discard the information and exit the process.

## 1.4 Currency Settings

Each Restaurant need to add the currency for each branch the they have

## Bee Ja POS

CURRENCY	CURRENCY SYMBOL	CURRENCY FORMAT (SAMPLE: 12345.6789)	ACTION
Dollars	USD (\$)	\$12,345.68	<a href="#">Update</a>
Riel	KHR (៛)	៛12,346	<a href="#">Update</a> <a href="#">Delete</a>

## Add Currency

Example : 12,345.68

## Process: Add Currency

- **Currency:** Type the full name of the currency (e.g., US Dollar).
- **Currency Symbol:** Enter the symbol (e.g., \$).
- **Currency Code:** Enter the ISO code (e.g., USD).
- **Currency Position:** Choose whether the symbol appears on the left or right of the amount (e.g., \$100 or 100\$).
- **Thousand Separator:**

Define the separator for thousands (e.g., , for 1,000).

- **Decimal Separator:** Define the separator for decimals (e.g., for 10.50).
- **Number of Decimals:** Enter how many decimal places to show (e.g., 2 → 100.00).

## Preview Format

- A live example is displayed (e.g., 12,345.68) based on entered settings.
- Save: System validates inputs and stores the currency configuration.
- Cancel: Discards changes and returns to the previous screen.

## 1.5 Exchange Rate Settings

The screenshot shows the 'Add Exchange' form in the Bee Ja POS system. The form is overlaid on a blurred background of the main application interface. The 'Add Exchange' form includes:

- Base Currency:** A dropdown menu set to 'USD'.
- Converted Currency:** A dropdown menu set to 'Select converted currency'.
- Base Rate:** An input field set to '1'. Below it, a hint reads 'Amount of base currency: 1 or 4000'.
- Converted Rate:** An input field set to '1'. Below it, a hint reads 'Equivalent amount in converted currency: 4100 or 1'.
- Calculated Rate:** A display showing '1 USD = 1'.
- Date:** A date field set to '19-Aug-2025 04:25 AM' with a calendar icon.
- Buttons:** 'Save' and 'Cancel' buttons.

### Process: Add Exchange Rate

1. **Base Currency:** Selecting the base currency from a dropdown menu.
2. **Converted Currency:** The user selects the currency they want to convert to from another dropdown menu.
3. **Base Rate:** The text below the field, "Amount of base currency: 1 or 4000," provides a hint on the expected input format. In the image, the value is set to "1".
4. **Converted Rate:** The text below the field, "Equivalent amount in converted currency: 4100 or 1," provides a hint. In the image, the value is set to "1", which will be updated by the user once they select the converted currency.
  - o The system automatically calculates and displays the resulting rate below the input fields. The image shows "Calculated Rate: 1 USD = 1", which will change once the correct converted currency and rate are entered.
5. The user can use the calendar icon to manually adjust the date and time if necessary.
6. clicks the **"Save" button** to store the new currency exchange rate configuration in the system. The "Cancel" button can be used to close the pop-up without saving the changes.

## 1.6 Email Settings

**Notification Settings**

**New Order Received**  
Restaurant admin will receive an email when a new order is placed by the customer.

**Reservation Confirmation**  
Customer will receive an email after making the reservation.

**New Reservation Received**  
Restaurant admin will receive an email when a new reservation is made by the customer.

**Order Bill**  
Customer will receive the order bill via email.

**Staff Welcome Email**  
Staff Member will welcome email when you add a new staff member.

### Here's what the settings mean:

- New Order Received – If enabled, the restaurant admin will get an email whenever a customer places a new order. (Currently OFF ❌)
- Reservation Confirmation – Sends a confirmation email to the customer after they make a reservation. (Currently ON ✅)
- New Reservation Received – Sends an email to the restaurant admin when a customer makes a new reservation. (Currently OFF ❌)
- Order Bill – Sends the order bill to the customer via email. (Currently ON ✅)
- Staff Welcome Email – Sends a welcome email when a new staff member is added. (Currently ON ✅)

## 1.7 Telegram Settings

Automatically send real-time sales reports, alerts, and notifications to owners or managers, allowing them to monitor business activities remotely and conveniently through a Telegram group

Telegram Settings				
Manage Telegram groups for receiving reports				
CHAT ID	GROUP NAME	REPORT TYPE	ACTIVE	ACTION
[REDACTED]5638	PosRestaurant	alerts	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

### Add Telegram Group

Chat ID [How to get Chat ID?](#)

Group Name

Report Type

Daily Report

Choose which reports this chat should receive

Active

Yes

**Test Connection**

Send a test message to verify the connection before saving.

[Send Test Message](#)

[Save](#) [Cancel](#)

### Add Telegram Group

Chat ID [Hide Help](#)

**How to Get Telegram Chat ID:**

1. Add your bot to the Telegram group/channel
2. Send a message in the group mentioning the bot (e.g., @yourbotname)
3. Visit: [https://api.telegram.org/bot<YOUR\\_BOT\\_TOKEN>/getUpdates](https://api.telegram.org/bot<YOUR_BOT_TOKEN>/getUpdates)
4. Look for "chat":{"id": in the response - that's your Chat ID
5. Group Chat IDs usually start with -100

**Note:** Make sure your bot has permission to send messages in the group!

Group Name

### Process: Add Telegram Group

1. Open Add Telegram Group Form
  - o The user navigates to the **"Add Telegram Group"** page.
2. Enter Group Details
  - o **Chat ID:** Enter the Telegram chat/group ID (e.g., -1234567890).
  - o **Group Name:** Provide a descriptive name (e.g., Bee Ja).
3. Configure Report Settings
  - o **Report Type:** Select the type of report this group should receive (e.g., Daily Report).
  - o **Active:** Choose whether the group is active (Yes/No).

#### 4. Test Connection

- o Click Send Test Message to verify that the connection with the Telegram group works.
- o If successful, the system confirms message delivery.
- o If failed, the user is prompted to re-check the Chat ID and retry.

#### 5. Save or Cancel

- o **Save:** System validates inputs and saves the Telegram group configuration.
- o **Cancel:** Discards changes and returns to the previous page.

## 1.8 Tax Settings

Add the Tax button, which opens a form on the right.

📄 The Add Tax form has two input fields:

- o **Tax Name** → for example, VAT, Service Tax, GST, etc.
- o **Tax Percent** → the percentage value of the tax (e.g., 10, 15, 7.5).

The screenshot displays the 'Add Tax' form in the Bee Ja POS application. The form is positioned on the right side of the screen, featuring two input fields: 'Tax Name' and 'Tax Percent'. Below these fields are 'Save' and 'Cancel' buttons. The background shows the main settings menu with various options like 'Restaurant Information', 'App Settings', 'Branch Settings', 'Currencies', 'Exchange Rate', 'Email Settings', 'Telegram Settings', 'Reservation Settings', 'About Us', 'Customer Site', and 'Receipt Settings'. A table at the bottom of the background shows 'No Tax found.' with columns for 'TAX NAME' and 'TAX PERCENT'.

- o **Save** → stores the new tax information into the system and applies it to future orders.
- o **Cancel** → closes the form without saving

## 1.9 Payment Getaways

### 1.9.1 Payment Getaways Via KESS

**Payment Gateways**

Enter payment gateway credentials to receive order payments.







Kess
QR Code Payment
General Settings

Enable Kess

**Save**

---

**Additional Payment Methods** Add Payment Method

PAYMENT METHOD	CURRENCY CODE	LOGO	STATUS	ACTION
Kess	Dollars		Active	 
Sathapana	Dollars		Active	 

- Click to checkbox on **<Enable Kess>** for setting up payment via Kess
- Enter the information fields of Kess such as:
  - o Kess Username
  - o Kess Password
  - o Kess Client Id
  - o Kess Client Secret
  - o Kess Seller Code
  - o Kess API Secret Key
  - o Kess Webhook Url

Kess
QR Code Payment
General Settings

Enable Kess

Kess Username 
 Kess Password

Kess Client Id 
 Kess Client Secret

Kess Seller Code 
 Kess API Secret Key

Kess Webhook Url

**Save**

## Bee Ja POS

- Click on **button <Save>** for saving your payment method via kess

## 1.9.2 Payment Getaways Via QR Code Payment

**Payment Gateways**

Enter payment gateway credentials to receive order payments.

QR Code Payment ● General Settings

Pay Via Qr Code  
Enable this to allow customers to pay via QR code.

Upload QR Code Image

Existing QR Code

+

Upload QR Code

Upload a QR code image for payment. The image should be a clear, high-quality image of the QR code.

Save

- Click to checkbox on **<Pay Via Qr Code >** for setting up payment via Qr code
- Uploading the Qr Code image
- Click on button **<Save>** for saving payment method via QR code

## 1.9.3 Payment Getaways Via General Settings

Enabling this allows only online payments via the active gateway. If disabled, both online and cash payments are accepted with an active gateway.

**Payment Gateways**

Enter payment gateway credentials to receive order payments.

QR Code Payment ● General Settings

ⓘ Enabling this allows only online payments via the active gateway. If disabled, both online and cash payments are accepted with an active gateway.

Dine-in: Online payment required

Delivery: Online payment required

Pickup: Online payment required

Save

## 1.9.4 Add Payment Method

Enable different payment options (like banks, cards, or wallets) so customers can pay using their preferred method.

The screenshot shows a form titled "Add Payment Method". It contains the following fields and controls:

- Payment Method:** A text input field with the placeholder text "e.g. ABA".
- Currency:** A dropdown menu currently showing "Dollars (USD)".
- Logo:** A file upload area with a "Choose File" button and the text "No file chosen".
- Apply Payment method:** A checkbox with the label "Apply Payment method" and a sub-label "Check to enable this Payment method.".
- Buttons:** "Save" and "Cancel" buttons at the bottom.

### Process Summary: Enter required field for creating payment

1. Enter Payment Method name (e.g., ABA, Wing, Visa).
2. Select the Currency (e.g., USD, KHR).
3. Upload a Logo (bank or payment provider logo).
4. Tick Apply Payment Method to enable it for use.
5. Click **Save** to activate, or **Cancel** to discard.

## 1.10 Theme Settings

**Theme Settings**

**Logo**  
Upload a logo for your restaurant.

**Show Restaurant Name with Logo**  
Enable this to show the restaurant name with the logo.

**Favicons**  
Upload a favicon for your site. [Generate Favicon ...](#)

**Theme Color**  
Select the theme color for your restaurant.

Professional

Pastel

Warm

#A7B8FA

### Part 1: Logo Configuration

1. Uploading the Main Logo: The uploading the main logo for their restaurant by clicking the **"Upload Logo"** button.
2. Displaying the Restaurant Name: There is a checkbox option labeled "Show Restaurant Name with Logo." The user can enable this to display the restaurant's name alongside the logo on the interface.

### Part 2: Favicon Configuration

This section is for uploading different versions of a favicon (the small icon that appears in browser tabs). This ensures the favicon looks good on various devices and platforms.

1. Uploading Different Favicon Sizes: The user can upload multiple versions of the favicon, each tailored to a specific size or device:
  - o Upload Favicon for Android Chrome (192x192px)
  - o Upload Favicon for Android Chrome (512x512px)
  - o Upload Favicon for Apple Touch icon
  - o Upload Favicon (16x16px)
  - o Upload Favicon (32x32px)

## Bee Ja POS

- o Upload Favicon (a general-purpose favicon)
2. **Generating a Favicon:** A link labeled "Generate Favicon →" is provided, which likely directs the user to an external tool or a built-in function to create a favicon from an uploaded image.

### Part 3: Theme Color Selection

This section allows the user to choose the primary color scheme for the system's interface.

1. **Color Picker:** which likely opens a more detailed color picker for a custom selection.
2. **Predefined Color Palettes:** from three predefined color palettes:
  - o Professional: This palette offers a range of solid, bold colors.
  - o Pastel: This palette offers softer, lighter colors.
  - o Warm: This palette offers a range of warm tones, including reds, oranges, and pinks.
3. The user simply clicks on a color circle to select it as the new theme color.

## 1.11 Reservation Settings

This feature is useful for restaurant reservations or time-based ordering, ensuring bookings don't overlap and match the restaurant's schedule

SLOT TYPE	START TIME	END TIME	TIME SLOT DIFFERENCE	AVAILABLE
Breakfast	08:00 AM	11:00 AM	30 Minutes	<input checked="" type="checkbox"/>
Lunch	12:00 PM	05:00 PM	60 Minutes	<input checked="" type="checkbox"/>
Dinner	06:00 PM	10:00 PM	60 Minutes	<input checked="" type="checkbox"/>

Save

**Day Tabs (Monday – Sunday):** You can configure different slot timings for each day of the week

**Slot Type:** Categories of time slots, e.g. Breakfast, Lunch, Dinner.

📅 **Start Time & End Time:** Defines when each slot begins and ends.

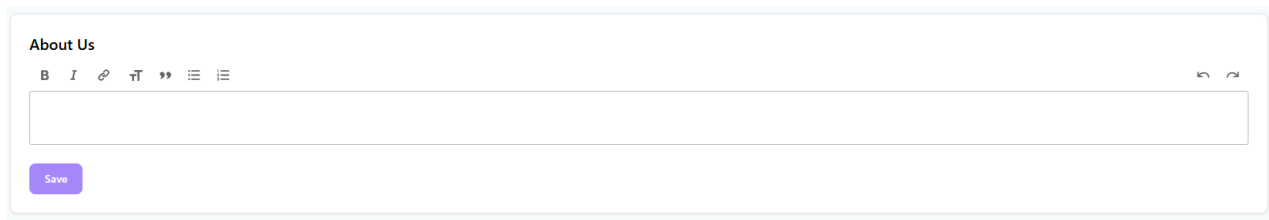
📅 **Time Slot Difference:** The interval between reservations within a slot.

(For example, if Lunch is 12:00 PM to 05:00 PM with 60 min intervals, the available slots will be 12:00, 1:00, 2:00, etc.)

📅 **Available (Checkbox):** If checked, the slot is active and customers can book it.

📅 **Save Button:** Saves the configured slots for that day.

## 1.12 About Us



- The user is presented with a text editor field.
- The text editor has a toolbar with basic formatting options:
  - Bold (B)
  - Italic (I)
  - Underline (U)
  - Link (chain icon)
  - Image (picture icon)
  - Blockquote (quotation marks)
  - Ordered List (numbered list icon)
  - Unordered List (bullet point icon)
- The user can type or paste the desired "**About Us**" information into the large text area. This information could include the restaurant's history, mission, or a brief description of its offerings.

## 1.13 Receipt Settings

### Receipt Settings

#### Customer Information

Show Customer Name

Show Customer Address

#### Restaurant Information

Show Restaurant Logo

Show Restaurant Tax

#### Order Details

Table no.

Show Waiter Name

Show Total guest

#### Payment Details

QR Code

Show Payment QR Code

Show Payment Details

Setting format, the receipt after print the receipt of ordering

## 1.14 Printer Settings

### 1.14.1 Add Printer Device

Click on the top right button **<Add Printer>**

### Add Printer

Title (To identify printer easily)

Add Printer Name

Printing Choice

Browser Popup Print

Select Kitchen

Select only idle (unassigned) kitchens to assign to this printer

Default Kitchen  Assigned KOT Printer

Select Pos Terminal

Select only idle (unassigned) POS terminals to assign to this printer

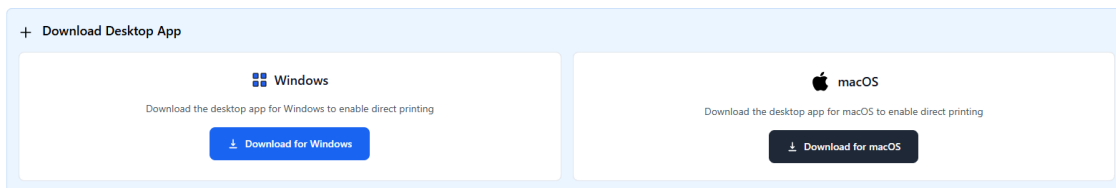
Default POS Terminal  Assigned Cashier Printer

Is Default

## UI Elements & Functionality

- **Title (To identify printer easily):** A text field where the user can enter a name for the new printer.
- **Printing Choice:** A dropdown menu to select the method of printing. The current selection is "Browser Popup Print" or "Direct Printer".
- **Select Kitchen:** A section that lets the user assign the new printer to a specific kitchen.
  - **Default Kitchen:** A checkbox option.
  - **Assigned KOT Printer:** A tag showing that the "Default Kitchen" is already associated with a "KOT Printer" (Kitchen Order Ticket).
- **Select Pos Terminal:** A section to assign the new printer to a POS terminal.
  - **Default POS Terminal:** A checkbox option.
  - **Assigned Cashier Printer:** A tag indicating that the "Default POS Terminal" is already linked to a "Cashier Printer."
- **Is Default:** A checkbox, likely used to set the new printer as the system's default.
- **Buttons:**
  - **Save:** To confirm and create the new printer entry.
  - **Cancel:** To close the window without making any change

### 1.14.2 Download Desktop App



## Process : Setting up the Desktop App

### Instructions:

1. Download and install the desktop app on your computer
2. Open the desktop app and go to settings

## Bee Ja POS

🔍 Desktop App Connection

Domain URL  API Key  🔍 🔍 ✖ Reset Branch Key

**Instructions:**

1. Download and install the desktop app on your computer
2. Open the desktop app and go to settings
3. Enter the Domain URL and Branch Key shown above
4. Click connect to establish the connection

### 3. Enter the Domain URL and Branch Key shown above

**Printer Configuration** 🔄 Check Updates 🚫 Disconnect

📶 Connection

Domain URL  API Key

🔄 Test Connection

🖨️ Printer Setup 🔄 Refresh Printers

• Map each kitchen to a local printer on your system.

Click "Refresh Printers" to fetch and configure printer mappings

▶ Save & Start Printing

### 4. Click connect to establish the connection

- ❖ **Note:** For direct printing to work, you need to have the desktop app running in the background on your computer. The desktop app acts as a bridge between your web application and the physical printer.


## 1.15 Customer Display Ads Settings


- Click on button <Upload Ads> for uploading the image to display the best view UI with processing order to place order

Customer Display Ads

Ads ✖

- Action after uploading image and want to see the customer display just click on icon





**Clazz Coffee & Eatery**  
Order #

IMAGE	ITEM NAME	QTY	DISCOUNT	AMOUNT
No record found				
Sub Total				\$0.00
<b>Total</b>				<b>\$0.00</b>

Thank you for placing your order.  
Please check your order.

🕶
🖱
🌙
PK

🖥

## 1.16 Order Settings

- Configure order settings to manage how orders are processed.

Order Settings

Configure order settings to manage how orders are processed.

# Prefix Settings

**Enable Order Prefix Settings**  
Enable this to use custom order number prefixes as per your settings. If disabled, the system will use default order numbering without any custom prefix.

**Preview**

**Custom prefix off. Using default (e.g. #23).**

This is a live preview of how your next order ID will be generated.

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- Enable **<Order Prefix Settings>** this to use custom order number prefixes as per your settings. If disabled, the system will use default order numbering without any custom prefix.

**Enable Order Prefix Settings**  
Enable this to use custom order number prefixes as per your settings. If disabled, the system will use default order numbering without any custom prefix.

Custom Prefix	Separator	Number Digits
Order	-	3

Prefix example: ODR, BR01, Taco Bell (TB). Use a short code to identify your orders.

**Date Parts**

Show Year   
 Show Month   
 Show Day   
 Show Time

**Reset Sequence Daily**  
If enabled, the order number sequence will reset every day.

Preview

Order - 001

This is a live preview of how your next order ID will be generated.

### Step 1: Configure the Prefix Format

The customize the order ID format using three fields:

1. Custom Prefix: The user can enter a custom string to appear at the beginning of each order number
2. Separator: Choose a character to separate the prefix from the rest of the order number.
3. Number Digits: The number of digits for the sequential part of the order number (e.g., 001)

### Step 2: Add Date Parts (Optional)

The user can choose to include parts of the date in the order number by checking the corresponding boxes:

- Show Year: Includes the year.
- Show Month: Includes the month.
- Show Day: Includes the day of the month.
- Show Time: Includes the time.

### Step 3: Reset the Sequence (Optional)

The user can choose to "Reset Sequence Daily" by checking the box.

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- If this option is enabled, the sequential part of the order number (e.g., 001, 002) will reset to "001" at the beginning of each new day.
- If it's disabled, the sequence will continue to increment indefinitely. The image shows this option is not checked.

**Step 4: Preview the Result or Save**

- A "Preview" section is prominently displayed at the bottom of the page.
- Click button <Save> for saving the format receipt after printer

**Chapter 2: Setting Up Menu****2.1 Setting Up Menus**

Menus

Search your menu here

**Add Menu**

**Drink Menu** 5 Item(s)

**Drink Menu**  Update

ITEM NAME	PRICE	ITEM CATEGORY	MENU NAME	IS AVAILABLE	NEW ARRIVAL	ACTION
Ice latte	\$0.00	Drink	Drink Menu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ Show Variations <input type="checkbox"/> Update <input type="checkbox"/>
strawberry smoothies	\$0.00	Drink	Drink Menu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ Show Variations <input type="checkbox"/> Update <input type="checkbox"/>
Iced Cappuccino	\$0.00	Drink	Drink Menu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ Show Variations <input type="checkbox"/> Update <input type="checkbox"/>

**Create Menu**

- Click on top right button **<Add Menu>**
- Input menu name
- Click **<Save>**

**ADD MENU** 

Enter the menu name below to create a new menu.

Menu Name (English)

e.g. Breakfast

Save

Cancel

## 2.2 Setting Up Menu Items

- Click on the top right button **<Add Menu Item>**

### Add Menu Item

Fill in the details below to add a new menu item.

**Item Name (English)**

**Item Description (English)**

**Choose Menu** **Item Category**

-- --

**Veg** **Non Veg** **Egg**

**Drink** **Other**

**Preparation Time**

 **Minutes**

**Is Available**

**Item Image**

**Choose File** No file chosen

**Has Variations**






**Variation Name** **Price**

e.g., Small \$ 0.00

**Add Variations**

**Save** **Cancel**

**Process: Add Menu Item**

- Enter Item Name
  - Type the name of the menu item (e.g., Margherita Pizza): This is how the item will appear to staff and customers.
- Enter Item Description: This helps customers know what they're ordering.
- Choose Menu & Item Category
  - Choose Menu: Select the main menu it belongs to (e.g., Main Menu, Lunch Menu).
  - Item Category: Select the relevant category (e.g., Pizza, Dessert).
- **Select Food Type**
  - Veg 
  - Non-Veg 
  - Egg 
  - Drink 
  - Other 
- **Set Preparation Time:** Enter preparation time in minutes (e.g., 10 minutes).
- **Set Availability**
  - Choose Yes if the item is currently available.
  - Choose No if it's out of stock.
- **Upload Item Image** (Optional but Recommended): Click Choose File and upload a clear image of the item.
- **Add Variations (Optional)**
  - Check Has Variations if applicable.

## Bee Ja POS

- For each variation, enter:
  - Variation Name (e.g., Small, Large)
    - Price for that variation.
    - Click Add Variations to add more.
- **Save the Item**
  - Click Save to add the new menu item.
  - Click Cancel to discard changes

## 2.3 Setting Up Item Categories

Create Item Categories

- Click on top right button **<Add Item Category>**

### Item Categories

Search your item category here Add Item Category

ITEM CATEGORY	MENU ITEMS	ACTION
Drink	5 Item(s)	<span>Update</span> <span>🗑️</span>

- Enter item category name

**Item Category**

Item Category Name (English)

Save

Cancel

- Click button SAVE

## 2.4 Setting Up Modifier Groups

### Add Modifier Group

Modifier Name

e.g., Toppings

Description

e.g., Additional toppings for your pizza.

Modifier Options

name

e.g., Extra Cheese

Price

0



Is Available

Add Modifier Option

Locations

Select Menu Item

Save

Cancel

#### 1. Enter Modifier Name

- In the Modifier Name field, type the name of the modifier group.
- Example: Toppings.

#### 2. Enter Description

- In the Description box, type a brief explanation of the modifier group.
- Example: Additional toppings for your pizza.

**3. Add Modifier Options**

- In the name field, enter the modifier option name.  
Example: Extra Cheese.
- In the Price field, enter the price for this modifier.  
Example: 0 for free, or 1.50 for an additional charge.
- Check or uncheck Is Available depending on availability.
- To add more options, click Add Modifier Option and repeat the above steps.
- To remove an option, click the red X next to it.

**4. Select Locations (Menu Items)**

- In the Locations dropdown, select the menu item(s) this modifier group applies to.
- You may choose multiple items if needed.

**5. Save the Modifier Group**

- Once all details are filled in, click the Save button.
- If you do not want to proceed, click Cancel.

## 2.5 Setting Up Item Modifier

### Add Item Modifier

**Menu Item Name**

Select Menu Item ▼

**Modifier Group**

Select Modifier Group ▼

**Allow Multiple Selection**  
Allow users to select multiple options

**Is Required**

**Save** **Cancel**

### Create an Item Modifier

1. Select Menu Item Name
  - o Click the Menu Item Name dropdown.
  - o Choose the menu item you want to add a modifier to.
  - o Example: Margherita Pizza.
2. Select Modifier Group
  - o Click the Modifier Group dropdown.
  - o Choose the modifier group you created earlier.
  - o Example: Toppings.
3. Enable Allow Multiple Selection (optional)
  - o Check the box if you want customers to be able to select more than one option from the modifier group.
  - o Example: Customers can choose both Extra Cheese and Olives.
4. Enable Is Required (optional)

## Bee Ja POS

- o Check the box if customers must select at least one option from the modifier group before placing an order.
- o Example: If the topping choice is mandatory.

## 5. Save the Item Modifier




- o Once all selections are made, click Save.
- o If you do not want to proceed, click Cancel.

## 2.6 Setting Up Menu Item Combos

Click on the top right button **<Add Menu Item Combo>**

Menu Item Combos

Search your menu item combo here Show Filters Add Menu Item Combo

ITEM NAME	PRICE	ITEM CATEGORY	MENU NAME	IS AVAILABLE	NEW ARRIVAL	ACTION
 Iced Caramel (M) + Croissant Iced Caramel (M) 1, Croissant 1	\$3.84	Combo Set	Combo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>+ Show Combo</span> <span>Update</span> <span>Remove</span>
 Hot Chocolate (M) + Croissant Hot Chocolate (M) 1, Croissant 1	\$3.56	Combo Set	Combo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>+ Show Combo</span> <span>Update</span> <span>Remove</span>
 Ice Vanilla Latte (M) + Croissant Ice Vanilla Latte (M) 1, Croissant 1	\$3.84	Combo Set	Combo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>+ Show Combo</span> <span>Update</span> <span>Remove</span>

Enter the fields for creating the menu item combo:

- Enter combo Name
- Enter Item Description: This helps customers know what they're ordering.
- Choose Menu & Item Category
  - Choose Menu: Select the main menu it belongs to.
  - Item Category: Select the relevant category (e.g., Pizza, Dessert).
- Select Food Type
  - Veg ■
  - Non-Veg ■
  - Egg 🥚

**Add Menu Item Combo**

Fill in the details below to add a new menu item.

Item Name (English)  
e.g., Combo Set A

Item Description (English)  
e.g., Original Recipe Burger 1 Pepsi Can 1 Fun Fries Regular 1

Choose Menu: -- Item Category: --

Veg  Non Veg  Egg

Drink  Other

Preparation Time  
0 Minutes

Is Available  
Yes

Item Image  
Choose File No file chosen

Price  
\$ 0.00

- Drink 🥤
- Other
- **Set Preparation Time:** Enter preparation time in minutes (e.g., 10 minutes).
- **Set Availability**
  - Choose Yes if the item is currently available.
  - Choose No if it's out of stock.
- **Upload Item Image** (Optional but Recommended): Click Choose File and upload a clear image of the item.
- Enter price of menu item combo

#### Fix Item Combo

Select Menu Item

#### Combo Groups

Select Combo Groups

Save

Cancel

- Select dropdown **menu item** and **combo groups**
- Click on button **<Save>** for saving menu item combo or **<Cancel>** for Rejecting menu item combo

## 2.7 Setting Up Combo Option Groups

- ❖ Click on the top button **< Add Reward Items>**

Add Combo Option Group

Combo Option Name

Combo Group Label

Locations

Select Menu Item

Save Cancel

ITEMS

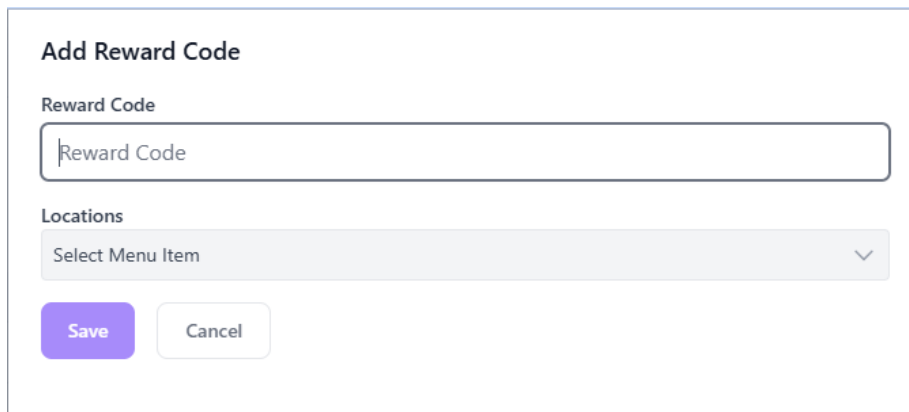
No combo option group found

## Bee Ja POS

- **Combo Option Name:** A text field where the user can enter a name or label for the combo group (e.g., "Side Dish," "Drink Selection," ).
- **Locations:** A dropdown menu labeled "**Select Menu Item**" to associate this combo group with specific menu items.
- **Save Button:** Used to save the new combo option group .

## 2.8 Setting Up Reward Items

- Click on top button < **Add Reward Items**>



**Add Reward Code**

Reward Code

Reward Code

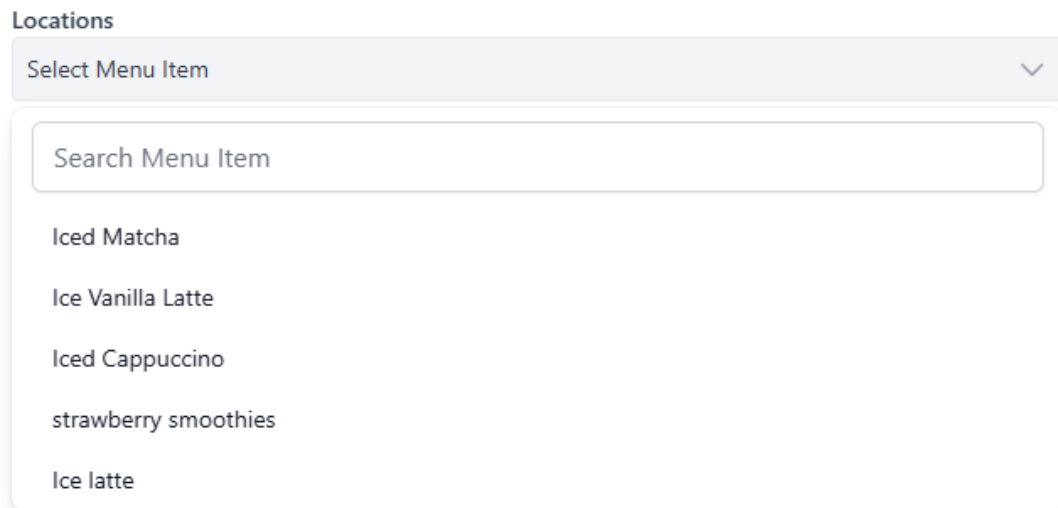
Locations

Select Menu Item

Save Cancel

- User Action

- Enter Reward Code:  
The user types the reward code into the "Reward Code" text box.



**Locations**

Select Menu Item

Search Menu Item

Iced Matcha

Ice Vanilla Latte

Iced Cappuccino

strawberry smoothies

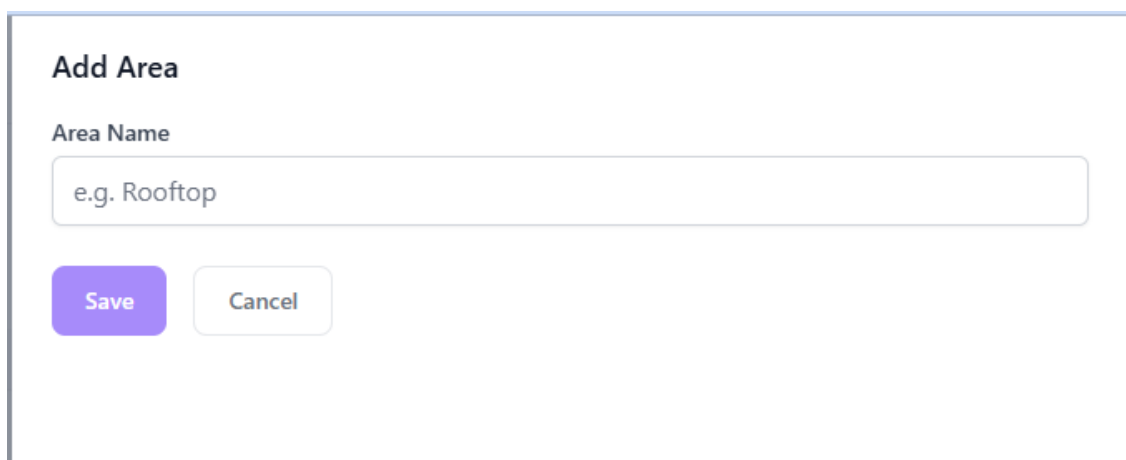
Ice latte

- Select Location(s):  
The user picks a location from the "**Locations**" dropdown list.
- Click the button <Save>

## Chapter 3: Setting Up Tables

### 3.1 Setting Up Areas

- Click on the top right button < **Add Area**>
- Enter Area Name:
  - o The user types the name of the area in the "Area Name" field (example: Rooftop, Garden, Lobby)



### 3.2 Setting Up Table

- Click on the top right button <**Add Table**>



#### User Action

- Choose Area:
  - o The user selects an area (e.g., Rooftop) from the dropdown list.
- Enter Table Code:
  - o The user inputs a unique code for the table (e.g., T01, T02).

- Enter Seating Capacity:
  - The user types the number of seats available at the table (e.g., 4).
- Set Status:
  - Choose Active or Inactive.

### Add Table

Choose Area

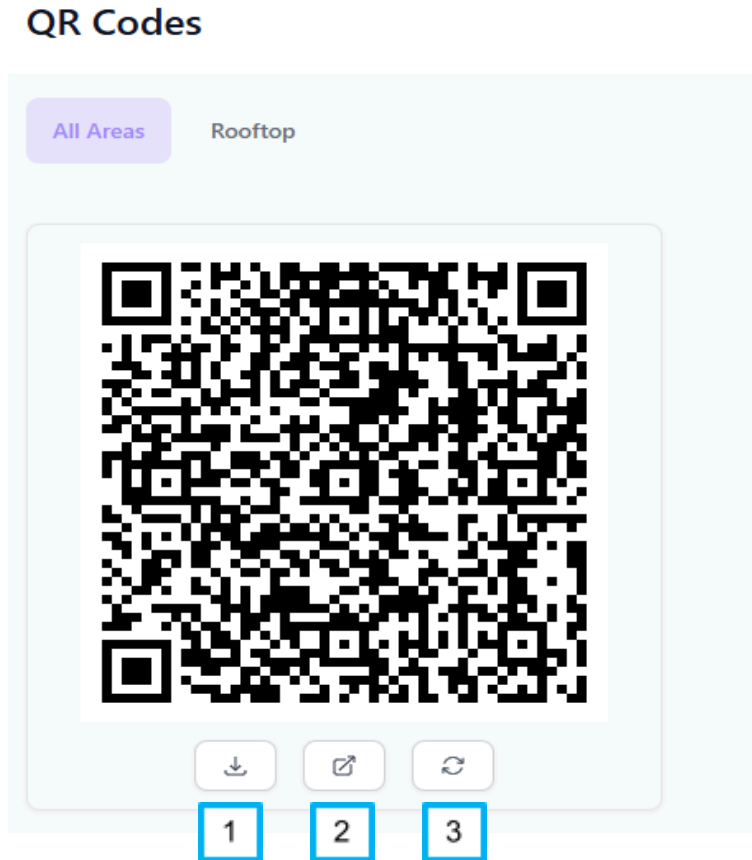
Table Code

Seating Capacity

Status

Active  Inactive

### 3.3 Setting QR Codes



📄 **Download Icon (labeled 1):** Clicking this icon will likely download the QR code image to the user's device. The image file would then be stored locally, probably in the device's downloads folder.

📄 **Share Icon (labeled 2):** Tapping this icon will probably open the device's native sharing menu. This allows the user to use applications, such as messaging apps, place orders, call a waiter, book a table, or download the app and others.

📄 **Refresh Icon (labeled 3):** Pressing this button will most likely refresh or regenerate the QR code. This could be useful if the current QR code has expired or if the user wants a new, unique QR code for security or tracking purposes. The new QR code would then be displayed on the screen in place of the old one

## Chapter 4: Reservations






### Create New Reservation

- Click on the top right button **<New Reservation>**

---

**New Reservation**

1

dd-----yyyy   1 Guests   Lunch 

**Select Time Slot**

2

12:00 PM 01:00 PM 02:00 PM 03:00 PM 04:00 PM 05:00 PM

3

Any special request?

4

Customer Name Phone Email Address

Reserve Now

1. Set Reservation Details The user first provides the core reservation details using three input fields at the top:

- Date: A date picker allows the user to select the desired date for the reservation.
- Number of Guests: A dropdown menu is used to specify the size of the party, with "1 Guest" as the default.
- Meal Time: A dropdown menu lets the user choose between options like "Lunch" (as shown), "Dinner," etc.

2. Select a Time Slot Once the initial details are set, the user is presented with available time slots for their selected date and meal time. In the image, these are

## Bee Ja POS

shown as clickable buttons: The user must click on one of these buttons to choose their specific reservation time.

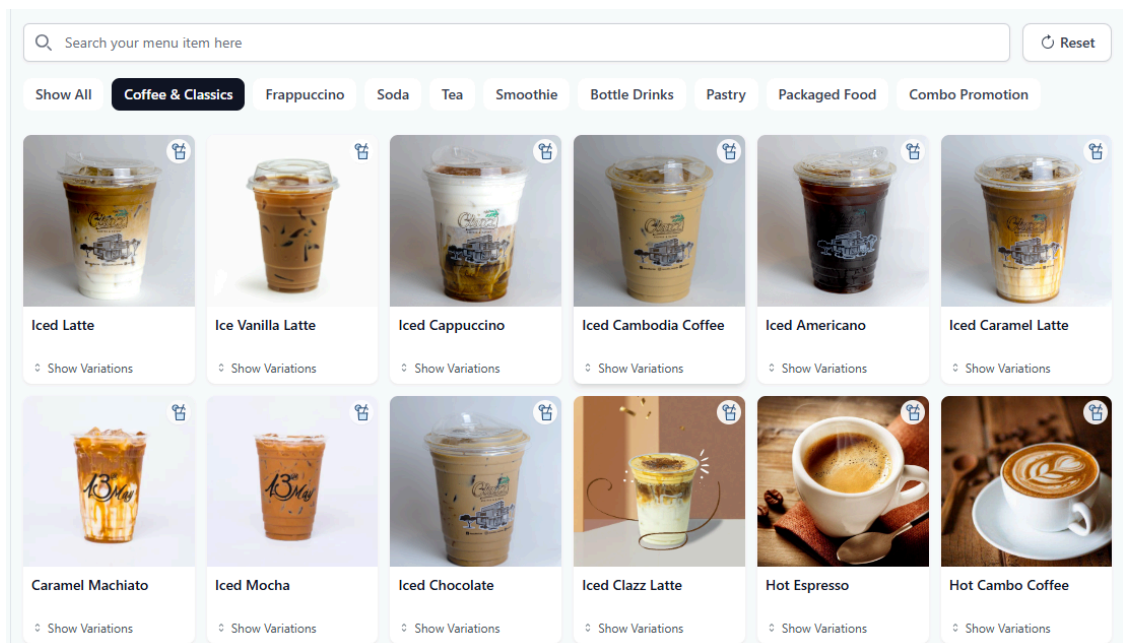
3. Add Special Requests (Optional) An optional text box labeled "Any special request?" is provided. The user can type in any notes or special needs they may have, such as dietary restrictions, seating preferences, or celebrating a special occasion.

4. Provide Contact Information. Before confirming the reservation, the user must enter their personal contact information:

- Customer Name: A text field to enter their full name.
- Phone: A text field for their phone number.
- Email Address: A text field for their email address.

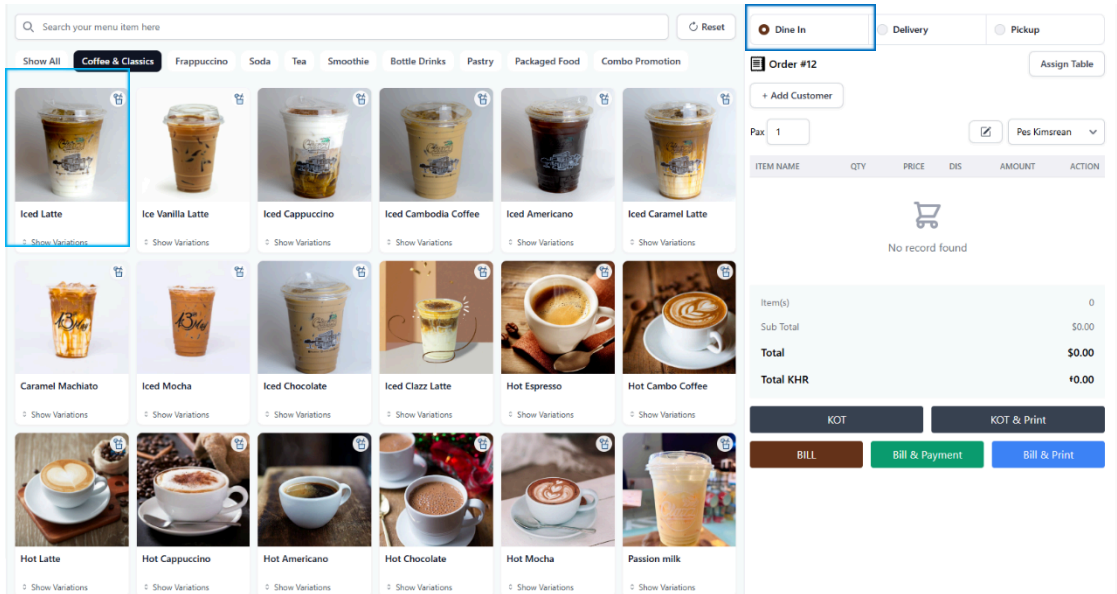
5. Confirm and Submit: click the "**Reserve Now**" button.

## Chapter 5: Setting Up POS

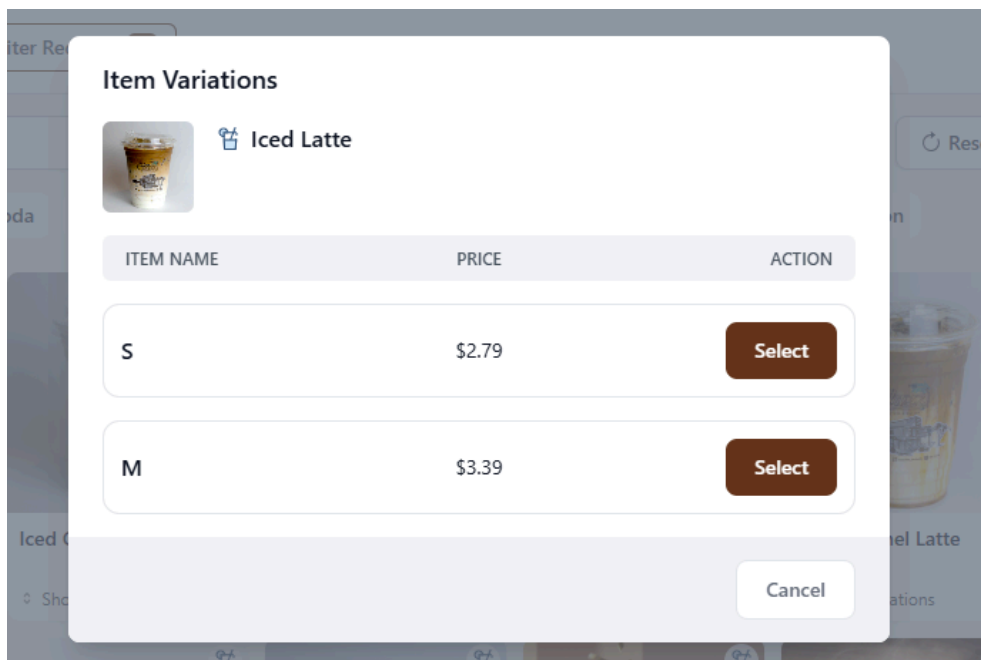


## 5.1 Setting Up Order Items Dine IN

- Click on a menu item and choose Dine in




- Choose the item variations



□ Choose the Item Modifiers

Item Modifiers

 Iced Latte (S)  
--

**Ice** ^

OPTION NAME	PRICE	SELECT
Less Ice	--	<input checked="" type="checkbox"/>
Normal Ice	--	<input type="checkbox"/>
More Ice	--	<input type="checkbox"/>

**Sugar Level** ^

OPTION NAME	PRICE	SELECT
Sugar 0%	--	<input type="checkbox"/>
Sugar 25%	--	<input type="checkbox"/>
Sugar 50%	--	<input type="checkbox"/>
Sugar 75%	--	<input type="checkbox"/>
Sugar 100%	--	<input type="checkbox"/>

**Save** **Cancel**

🎬 **Modify "Ice"**: The user is presented with an "Ice" modifier section

🎬 **Modify "Sugar Level"**: The user is then presented with a "Sugar Level" modifier section, which is also a dropdown or expandable menu.

## Bee Ja POS

The screenshot displays the Bee Ja POS interface for order management. At the top, there are three radio buttons for order type: **Dine In** (selected), **Delivery**, and **Pickup**. Below this, the order is identified as **Order #53**. A blue box labeled '1' highlights the **Assign Table** button. A blue box labeled '2' highlights the **+ Add Customer** button. The **Pax** field is set to **1**. A dropdown menu shows the name **thona**. A table lists the items ordered:

ITEM NAME	QTY	PRICE	DIS	AMOUNT	ACTION
Ice latte S	1	\$2.56	\$0.00	\$2.56	[Edit] [Delete]

A blue box labeled '4' highlights the quantity field for the first item. Below the table, there is an **Add Discount** button (blue box '5'). A summary section shows:

Item(s)	1
Sub Total	\$2.56
<b>Total</b>	<b>\$2.56</b>

A blue box labeled '6' highlights the **Total** amount. At the bottom, there are six buttons for order completion: **KOT**, **KOT & Print**, **BILL**, **Bill & Payment**, and **Bill & Print**.

**Manage Customer and Table:**

- **Order #Number:** The order has a unique identifier, "Order #53."
- 1. **Assign Table:** There's an option to "Assign Table," which is relevant for a "Dine In" order type.
- 2. **Add Customer:** The user can click "+ Add Customer" to associate a customer with the order.
- **Pax:** The number of people (pax) is set to "1."

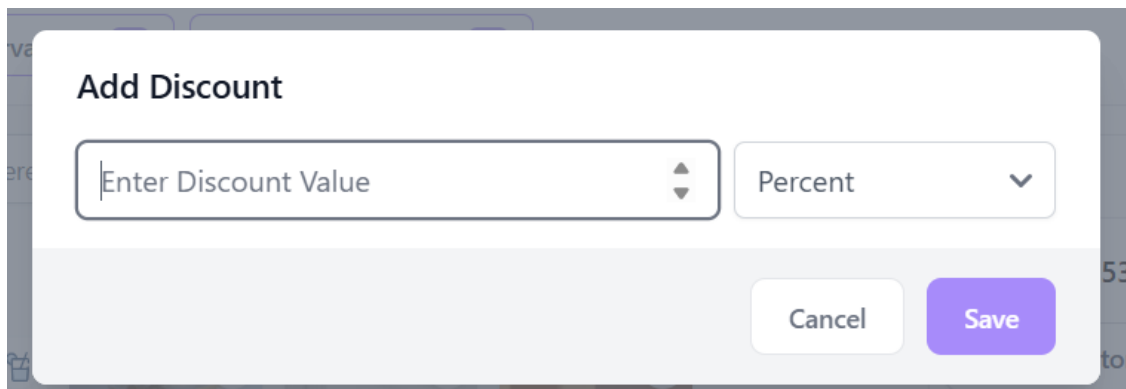
3. **Staff:** The order is associated with a staff member named "thona."

4. **Manage Order Items:** The main section of the screen shows the items in the order. In this case, there is one item:

- Item Name: "Ice latte S" (presumably, a small iced latte).
- QTY (Quantity): The quantity is "1," with plus and minus buttons to adjust it.
- PRICE: The price per item is "\$2.56."
- DIS (Discount): There is no discount applied to this item.
- AMOUNT: The total amount for this item is "\$2.56" (1 x \$2.56).
- ACTION: There are icons to modify (a pencil icon) or delete (a trash can icon) the item.

5. **Add Discounts and View Totals:**

- Add Discount: A button "+ Add Discount" is available to apply a discount to the entire order.



The screenshot shows a modal dialog box titled "Add Discount". It features a text input field with the placeholder text "Enter Discount Value" and a small up/down arrow icon on its right side. To the right of the input field is a dropdown menu with "Percent" selected and a downward arrow icon. At the bottom of the dialog, there are two buttons: a white "Cancel" button and a purple "Save" button.

6. **Finalize the Order:** At the bottom of the screen, there are five buttons to finalize the order process:


- **KOT:** This likely stands for "Kitchen Order Ticket." Pressing this sends the order details to the kitchen or bar staff for preparation without printing a bill for the customer.
- **KOT & Print:** This button performs the same action as the "KOT" button but also prints a physical kitchen order ticket.
- **BILL:** This button likely generates a customer bill without finalizing payment.

## Bee Ja POS


- **Bill & Payment:** This button processes the payment for the order and generates a bill, completing the transaction.
- **Bill & Print:** This button generates and prints a customer bill without processing payment.

## 5.2 Setting Up Delivery

Dine In
 Delivery
 Pickup

 **Order #53**


+ Add Customer
1




Select Delivery Executive
▼

2

ITEM NAME	QTY	PRICE	DIS	AMOUNT	ACTION
Ice latte S	<span>−</span> <span>1</span> <span>+</span>	\$2.56	\$0.00	\$2.56	<span style="font-size: 0.8em;">✎</span> <span style="font-size: 0.8em;">🗑</span>

 Add Discount
3

 Add Discount
4

Item(s)	1
Sub Total	\$2.56
<b>Total</b>	<b>\$2.56</b>

KOT

KOT & Print

BILL

Bill & Payment

Bill & Print

1. Add Customer

- Click on **+ Add Customer** to enter or select customer details.

## 2. Assign Delivery Executive

- Use the dropdown Select Delivery Executive to assign a driver for delivery.

## 3. Add Item(s)

- Choose an item from the menu.
- Example: Ice Latte (Small) is added.
- Adjust quantity using – / + buttons.
- The price is displayed (\$2.56), with any discount (DIS) and calculated amount.

## 4. Apply Discounts (Optional)


- Click Add Discount if you want to apply for a promotion or special offer.
- ❖ Review Order
- Check Item(s), Subtotal, and Total.
- Example: Sub Total = \$2.56, Total = \$2.56.

## 5.3 Setting Up Order Pick Up

Dine In



Delivery


Pickup

 **Order #53**

+ Add Customer

1

ITEM NAME	QTY	PRICE	DIS	AMOUNT	ACTION
Ice latte S	- 1 +	\$2.56	\$0.00	\$2.56	 

 Add Discount

3

Item(s)	1
Sub Total	\$2.56
<b>Total</b>	<b>\$2.56</b>

KOT

KOT & Print

BILL

Bill & Payment

Bill & Print

### 1. Add Customer

- Click on **+ Add Customer** to enter or select customer details.

### 2. Add Item(s)

- Choose an item from the menu.
- Example: Ice Latte (Small) is added.
- Adjust quantity using – / + buttons.
- The price is displayed (\$2.56), with any discount (DIS) and calculated amount.

### 3. Apply Discounts (Optional)

- Click Add Discount if you want to apply for a promotion or special offer.

#### ❖ Review Order

- Check Item(s), Subtotal, and Total.
- Example: Sub Total = \$2.56, Total = \$2.56.

## 5.5 Processing The Bill & Payment Button

The screenshot displays the 'Payment' screen in the Bee Ja POS application. At the top right, it shows 'Order #58' with a total of '\$2.67'. Below this, there are two buttons: 'Full Payment' (highlighted in purple) and 'Split Bill'. To the right of these are four buttons for payment amounts: '\$50.00', '\$100.00', '\$500.00', and '\$1,000.00'. Below the 'Full Payment' button, there are three options: 'Cash', 'Sathapana' (with a logo), and 'Add Tip' (with a dollar sign icon). A blue box labeled '1' highlights the 'Add Tip' option. Below these options is a text input field for 'Amount (USD)' containing the value '2.67'. A blue box labeled '2' highlights this input field. Below the input field, there is a summary section with 'Order Total' and '\$2.67', and 'Exact Payment' with a green checkmark. A blue box labeled '3' highlights this summary section. At the bottom of the screen, there are two large buttons: 'Cancel' and 'Complete Payment' (highlighted in purple). A blue box labeled '4' highlights the 'Complete Payment' button. To the right of the payment options is a numeric keypad with buttons for digits 1-9, 0, a decimal point, and a backspace key. Above the keypad is the text 'Base Currency'.

## 5.5.1 Payment Process Flow (Full Payment)

### 1. Choose Payment Method

- Options such as Cash (as shown), or other payment types (e.g., card, digital wallet if available).
- Optionally, users can add a tip before completing payment.

**Add Tip**

Suggested Tip: 5%, 10%, 15% (selected), 20%

Custom Amount: \$ 0.40

Tip Note (Optional): Add a note with your tip...

Current Total	\$2.67
Tip Amount	+ \$0.40
<b>New Total</b>	<b>\$3.07</b>

Buttons: Cancel, Save

### Add Tip Process

#### 1. Choose Tip Type

- % (Percentage-based tip): 5%, 10%, 15%, 20%

Example: Selecting 15% on \$2.67 = \$0.40 tip.

- \$ (Fixed amount tip): Enter a custom dollar amount manually (e.g., \$0.50, \$1.00).

#### 2. Add Tip Note (Optional)

- A text box is provided to add a note (e.g., "Thank you" or "Customer request").

- Review Tip Calculation
- Save or Cancel

### 2. Enter Payment Amount

- Enter the Amount (USD) manually using the number pad or quick-select buttons (\$50, \$100, \$500, \$1000).
- The Order Total is displayed (example: \$2.89).

### 3. Case Handling



#### Case 1: Exact Payment

- If Amount = Order Total

## Bee Ja POS

- o System shows: Exact Payment ✓
- o Example: Enter \$2.89 for an order of \$2.89.
- o No change or due balance.
- o Button: Complete Payment

### ⚠ Case 2: Underpayment (Amount < Order Total)

- If Amount < Order Total

- o System shows: Due Payment
- o Example: Enter \$2.00 for an order of \$2.89.
- o Remaining due = \$0.89
- o The system will not allow completing the order until full payment is made.

The screenshot shows the 'Payment' screen with the following elements:

- Buttons: 'Full Payment' (highlighted in purple), 'Split Bill'.
- Options: 'Cash' (highlighted), 'Add Tip' (dashed border).
- Amount (USD) input field: contains '2'.
- Summary table:
 

Order Total	\$2.67
Due Amount	\$0.67

- o Option to enter additional payment or switch to Split Bill.

### 💰 Case 3: Overpayment (Amount > Order Total)

- If Amount > Order Total

- o System calculates and shows: Return Amount
- o Example: Enter \$5.00 for an order of \$2.89.
- o Return = \$5.00 – \$2.89 = \$2.11
- o The system prompts the cashier to return \$2.11 to the customer.
- o Payment completes after confirming return.

The screenshot shows the 'Payment' screen with the following elements:

- Buttons: 'Full Payment' (highlighted in purple), 'Split Bill'.
- Options: 'Cash' (highlighted), 'Add Tip' (dashed border).
- Amount (USD) input field: contains '2.90'.
- Summary table:
 

Order Total	\$2.67
Amount to be returned	\$0.23

#### 4. Complete Payment

- Once payment is exact or overpaid (with return amount shown):
  - User clicks Complete Payment.
  - The system saves the transaction and marks the order as Paid.
  - Receipts can be generated (if required).
- If the user clicks **Cancel**, the process is aborted, and no payment is recorded.

### 5.5.2 Order Detail (Full Payment)

Order #55 thona Dine In

Assign Table ± Add Customer Details PAID  
August 18, 2025 01:29 AM

**Set Order Status** Order Preparing

Order Placed Order Confirmed Order Preparing Order Served

Move to Order Served →

ITEM NAME	QTY	PRICE	DIS	AMOUNT
Iced Cappuccino S	1	\$2.67	\$0.00	\$2.67
Item(s)				1
Sub Total				\$2.67
Total				\$2.67

PRINT Cancel Close

AMOUNT	PAYMENT METHOD	DATE & TIME
\$2.90	Cash	18 Aug, 2025 01:34 AM
Balance Returned	\$0.23	

#### 1. Order Details

- Each order is assigned an Order Number (e.g., Order #55).
- Setting up:
  - Assign Table: Select any table the customer was booking

## Bee Ja POS

The screenshot shows the 'Available Tables' section with 'Rooftop' selected and '1 Table' available. A table labeled 'T01' with '4 Seat(s)' is highlighted with a blue border. The 'Today Reservations' section indicates 'No table is reserved.' A 'Cancel' button is located at the bottom right.

- o Customer name/details (Add Customer Details”)

### ✓ Case 1: Customer

The 'Add Customer' form has two tabs: 'Customer' (selected) and 'Loyalty Card'. The 'Customer' tab contains the following input fields: 'Customer Name' (with placeholder text 'Please enter customer name'), 'Phone', 'Email Address', and 'Address'. There are 'Save' and 'Cancel' buttons at the bottom.

Enter the information of the Customer that have the field:

- CustomerName
- Phone
- Email Address
- Address (option input)

### ✓ Case 2: Loyalty Card

📺 Input field available to:

- o Manually type the loyalty card number, OR
- o Scan the loyalty card using a scanner.

📺 Fetch Customer Info

The 'Add Customer' form has two tabs: 'Customer' and 'Loyalty Card' (selected). The 'Loyalty Card' tab features a 'Card Number' input field with the placeholder text 'Enter or scan card number'. Below this is a 'Customer Info' section with a green bar. There are 'Save' and 'Cancel' buttons at the bottom.

---

Bee Ja POS

- o System retrieves Customer Info (linked to that card number).
- o Customer details are displayed in the "Customer Info" section.

## **2. Set Order Status**

- Workflow buttons allow tracking the order progress:
  - o Order Placed → Order Confirmed → Order Preparing → Order Served.
- Users can move between statuses by selecting the relevant step.
  - o Example: Clicking Move to Order Served marks the order as completed.

## **3. Payment Handling**

- Shows how the order was paid:
  - o Amount Paid
  - o Payment Method
  - o Date & Time

## Bee Ja POS

- Balance Returned is displayed if the customer paid more than the total.
  - o Example: Customer paid \$2.90 for a \$2.67 order.
  - o System calculates and shows Balance Returned = \$0.23.
  - o The cashier must return \$0.23 to the customer.
- Case Due Payment

Order #56 thona Dine In

Assign Table + Add Customer Details PAYMENT DUE

August 18, 2025 01:35 AM

**Set Order Status** Order Preparing

📄  
Order Placed

🕒  
Order Confirmed

🍽️  
Order Preparing

✅  
Order Served

Move to Order Served →

ITEM NAME	QTY	PRICE	DIS	AMOUNT
Iced Cappuccino S	1	\$2.67	\$0.00	\$2.67
Item(s)				1
Sub Total				\$2.67
Total				\$2.67

📄 Add Payment

🖨️  
PRINT

✖️  
Cancel

✖️  
Close

AMOUNT	PAYMENT METHOD	DATE & TIME
\$2.00	🏠 Cash	18 Aug, 2025 01:35 AM
\$0.67	due	<span style="border: 1px solid grey; padding: 2px;">Add Payment</span>

- o The customer must pay the restaurant back later

## 5. Action Buttons

- PRINT → Print receipt or order slip.
- Cancel → Cancels the order (if not already finalized).
- Close → Closes the order window without changes.

## Chapter 6: Setting Up Order

### 6.1 Processing KOT

**KOT**

Today ▼ 08/18/2025 To 08/18/2025

**KOT #16** Order #59  
1 Item(s) August 18, 02:10 AM

thona **IN KITCHEN**

ITEM NAME	QTY
Iced Cappuccino S	1

Print Food is Ready Cancel

#### 📄 Order Sent to Kitchen

- Order # Number is generated.
- CustomerName.
- Order time
- Status: IN KITCHEN (ticket has been sent to the kitchen).

#### 📄 View KOT Details

- KOT # number is shown with Item(s) of Menu.
- Item details:
  - Item\_Name with Quantity

#### 📄 Kitchen Actions

- The kitchen staff can perform the following actions:
  - Print → Print the KOT for physical reference in the kitchen.
  - Food is Ready → Mark the item as prepared and ready for serving.
  - Cancel → Cancel the item/order if required (e.g., customer request, mistake).

## 📺 Order Tracking

- The KOT remains visible until the kitchen updates its status (either Food is Ready or Canceled).
- Once marked as Food is Ready, it will move to the serving stage.

## 6.2 Processing order

Recoding all orders after processing orders in POS that include the order paid, KOT, order with Billed, and order with payment due.

Orders (7) Grid List

Today 08/18/2025 To 08/18/2025 Show All Orders Show All Waiter Shift Closing New Order

<div style="text-align: right; font-weight: bold; color: green;">PAID</div> <div style="text-align: center;">Order #60</div> <div style="text-align: center; font-size: small;">August 18, 2025 02:56 AM</div> <div style="text-align: center;">1 Item(s)</div> <div style="text-align: center; font-weight: bold;">\$2.56</div> <div style="text-align: right; font-size: x-small;">thona</div>	<div style="text-align: right; font-weight: bold; color: orange;">KOT</div> <div style="text-align: center;">Order #59</div> <div style="text-align: center; font-size: small;">August 18, 2025 02:10 AM</div> <div style="text-align: center;">1 KOT</div> <div style="text-align: center; font-weight: bold;">\$2.67</div> <div style="text-align: right; font-size: x-small;">thona</div>	<div style="text-align: right; font-weight: bold; color: blue;">BILLED</div> <div style="text-align: center;">Order #58</div> <div style="text-align: center; font-size: small;">August 18, 2025 01:52 AM</div> <div style="text-align: center;">1 Item(s)</div> <div style="text-align: center; font-weight: bold;">\$2.67</div> <div style="text-align: right; font-size: x-small;">thona</div>	<div style="text-align: right; font-weight: bold; color: blue;">BILLED</div> <div style="text-align: center;">Order #57</div> <div style="text-align: center; font-size: small;">August 18, 2025 01:51 AM</div> <div style="text-align: center;">1 Item(s)</div> <div style="text-align: center; font-weight: bold;">\$2.67</div> <div style="text-align: right; font-size: x-small;">thona</div>
<div style="text-align: right; font-weight: bold; color: red;">PAYMENT DUE</div> <div style="text-align: center;">Order #56</div> <div style="text-align: center; font-size: small;">August 18, 2025 01:35 AM</div> <div style="text-align: center;">1 Item(s)</div> <div style="text-align: center; font-weight: bold;">\$2.67</div> <div style="text-align: right; font-size: x-small;">thona</div>	<div style="text-align: right; font-weight: bold; color: green;">PAID</div> <div style="text-align: center;">Order #55</div> <div style="text-align: center; font-size: small;">August 18, 2025 01:29 AM</div> <div style="text-align: center;">1 Item(s)</div> <div style="text-align: center; font-weight: bold;">\$2.67</div> <div style="text-align: right; font-size: x-small;">thona</div>	<div style="text-align: right; font-weight: bold; color: blue;">BILLED</div> <div style="text-align: center;">Order #54</div> <div style="text-align: center; font-size: small;">August 18, 2025 01:23 AM</div> <div style="text-align: center;">1 Item(s)</div> <div style="text-align: center; font-weight: bold;">\$2.89</div> <div style="text-align: right; font-size: x-small;">thona</div>	

- Click on each card order if you want to check the detailed order, with payment not yet made.
- Click on the button <New Order> for new ordering  it will bring you to add a new order item in the POS module for processing a new order again.

### 6.2.1 Processing Shift Closing

Today 08/18/2025 To 08/18/2025 Show All Orders Show All Waiter Shift Closing New Order

- o Selecting for filtering date with the select dropdown data of <Show ALL Waiter>
- o Click on the button icon < Shift Closing>  It will generate the report of waiters' selling with the specific date that you filter the dat

## Chapter 7: Setting Up Customers

### 7.1 Table Customers

Customers						
<input type="text" value="Search by name, email or phone number"/>				<input type="button" value="Import"/>	<input type="button" value="Export"/>	<input type="button" value="Add Customer"/>
CUSTOMER NAME	EMAIL ADDRESS	PHONE	TOTAL ORDERS	ACTION		
GPAS.IO CO.,LTD	gpas.developer@gmail.com	010301992	1 ORDERS	<input type="button" value="Update"/> <input type="button" value="Delete"/>		
Customer	Customer@example.com	--	15 ORDERS	<input type="button" value="Update"/> <input type="button" value="Delete"/>		
kjov sell	sellkjov@gmail.com	--	7 ORDERS	<input type="button" value="Update"/> <input type="button" value="Delete"/>		
Pes	kimsrean.pes@gpas.co	--	0 ORDERS	<input type="button" value="Update"/> <input type="button" value="Delete"/>		
Ouyy Gihav	gihav.ouy@gmail.com	069250267	19 ORDERS	<input type="button" value="Update"/> <input type="button" value="Delete"/>		

### | Exporting the data of the customer and checking in Excel

#### Updating a customer

1. Locate the Customer: Find the specific customer in the list whose information needs to be updated. You can use the search bar to quickly locate them by name, email, or phone number.
2. Initiate Update: Click the "Update" button associated with that executive's row

#### Deleting a Delivery Executive

Initiate Deletion: Click the red delete icon (often represented by a trash can or similar symbol) in the "Action" column corresponding to the executive's row.

### 7.2 The Adding Customer

#### Add Customer

Customer Name

Email Address

Phone

Address

## Restaurant POS

Access the **"Add Customer" feature**: On the Staff management interface, click the "Add Customer" button. prompting for information such as:

- o Customer Name: The full name of the delivery executive.
- o Email Address: Their Gmail connection
- o Phone: Their contact phone number.
- o Address: Their location.

## Chapter 8: Setting Up Staff

### 8.1 Table Staff

Staff

Search by name or email Export Add Member

MEMBER NAME	EMAIL ADDRESS	PHONE	POSITION	ROLE	ADDRESS	ACTION
Pes Kimsrean	kimsrean.pes@gpas.co	--	--	You cannot change own role.		Update
Teng Solin	solin.teng@gpas.co	--	--	Branch Head	--	Update
Ngon Thona	thonangon@gmail.com	--	--	Branch Head	--	Update
Sonon Seong	sonon.seong@gpas.co	--	--	Branch Head	--	Update
Chef Main	chefmain@gpas.co	--	--	Chef	--	Update
Waiter 1	waiter1@gpas.co	--	--	Waiter	--	Update
Waiter 2	waiter2@gpas.co	--	--	Waiter	--	Update

### | Exporting the data of the Staff and checking in Excel

#### Updating a Staff

3. Locate the Staff: Find the specific staff in the list whose information needs to be updated. You can use the search bar to quickly locate them by name, email, or phone number.
4. Initiate Update: Click the "Update" button associated with that executive's row

#### Deleting a Staff

Initiate Deletion: Click the red delete icon (often represented by a trash can or similar symbol) in the "Action" column corresponding to the executive's row.

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 Restaurant POS

## 8.2 Add New Staff

**Staff**

Search by name or email Export **Add Member**

MEMBER NAME	EMAIL ADDRESS	PHONE	POSITION	ROLE	ADDRESS	ACTION
Pes Kimsrean	kimsrean.pes@gpas.co	--	--	You cannot change own role.	--	<a href="#">Update</a>
Teng Solin	solin.teng@gpas.co	--	--	Branch Head	--	<a href="#">Update</a> <a href="#">Delete</a>
Ngon Thona	thonangon@gmail.com	--	--	Branch Head	--	<a href="#">Update</a> <a href="#">Delete</a>
Sonon Seong	sonon.seong@gpas.co	--	--	Branch Head	--	<a href="#">Update</a> <a href="#">Delete</a>
Chef Main	chefmain@gpas.co	--	--	Chef	--	<a href="#">Update</a> <a href="#">Delete</a>
Waiter 1	waiter1@gpas.co	--	--	Waiter	--	<a href="#">Update</a> <a href="#">Delete</a>
Waiter 2	waiter2@gpas.co	--	--	Waiter	--	<a href="#">Update</a> <a href="#">Delete</a>

Access the "Add Staff" feature: On the Staff management interface, click the **"Add Staff"** button, prompting for information such as:

### Add Member

<b>Member Name</b> <input type="text" value="superadmin@example.com"/>	<b>Position</b> <input type="text" value="e.g., Casheir"/>
<b>Role</b> <input type="text" value="Admin"/>	<b>Phone</b> <input type="text" value="e.g., +85512345678"/>
<b>Email Address</b> <input type="text" value="example@email.com"/>	<b>Password</b> <input type="password" value="....."/>
<b>Address</b> <input type="text" value="Street, City, Postcode"/>	
<b>Description</b> <input style="height: 50px;" type="text" value="Notes about the staff member."/>	

o

- o Member Name: The full name of the delivery executive.
- o Position: Their position (cashier, Chef...).

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 Restaurant POS

- o Role: Their role (admin,).
- o Phone: Their contact phone number.
- o Email (if applicable): Their email address.
- o Password: staff's password.
- o Address: staff's location
- o Description (optional): staff's bio

## Chapter 9: Delivery Executive

### 9.1 Processing the Executive

**Delivery Executive**

Export Add Executive

MEMBER NAME	PHONE	TOTAL ORDERS	STATUS	ACTION
Dara	0967854321	0 ORDERS	AVAILABLE	<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">Update</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; color: white; background-color: #f44336; margin-left: 5px;">✖</span>

### Exporting the data of the delivery executive and checking in Excel

#### Updating a Delivery Executive

5. Locate the Executive: Find the specific delivery executive in the list whose information needs to be updated. You can use the search bar to quickly locate them by name, email, or phone number.
6. Initiate Update: Click the "Update" button associated with that executive's row

#### Deleting a Delivery Executive

Initiate Deletion: Click the red delete icon (often represented by a trash can or similar symbol) in the "Action" column corresponding to the executive's row.

## 9.2 Adding The Executive

### Add Executive

Member Name

Phone

Status

Available ▼

Access the "Add Executive" feature: On the Delivery Executive management interface, click the "Add Executive" button. prompting for information such as:

- o Member Name: The full name of the delivery executive.
- o Phone: Their contact phone number.
- o Email (if applicable): Their email address.
- o Status: Their initial availability status (e.g., "Available", "Unavailable").

## Chapter 10: Payment

### 10.1 Table Payments

Payments								
Today		08/18/2025	To	08/18/2025	Show All Waiter	Search payments by amount, method, TX ID		Export
ID	ORDER	AMOUNT	PAYMENT METHOD	TRANSACTION ID	CASHIERS	PAYMENT TYPE	DATE & TIME	
1	<a href="#">Order.#1779</a>	\$10.00	Cash	-	Waiter 1	Normal	18 Aug 2025, 03:12 PM	
2	<a href="#">Order.#1778</a>	\$2.79	Sathapana	-	Waiter 1	Normal	18 Aug 2025, 02:28 PM	
3	<a href="#">Order.#1777</a>	\$2.39	Sathapana	-	Waiter 1	Normal	18 Aug 2025, 02:01 PM	
4	<a href="#">Order.#1772</a>	\$1.59	Sathapana	-	Waiter 1	Normal	18 Aug 2025, 01:29 PM	
5	<a href="#">Order.#1776</a>	\$3.29	Sathapana	-	Waiter 1	Normal	18 Aug 2025, 01:23 PM	
6	<a href="#">Order.#1775</a>	\$5.88	Sathapana	-	Waiter 1	Normal	18 Aug 2025, 01:22 PM	
7	<a href="#">Order.#1773</a>	\$10.08	Sathapana	-	Waiter 1	Normal	18 Aug 2025, 01:14 PM	
8	<a href="#">Order.#1771</a>	*23,000	Cash	-	Waiter 1	Normal	18 Aug 2025, 12:53 PM	

- Filter the Data (Optional): Before exporting, you can narrow down the data you want to download by using the available filters:
  - Date Range: Select a specific period using the date pickers
  - Waiters: to filter payments by a specific waiter (e.g., "Show All Waiters").
  - Search Bar: Search for specific payments by entering an amount, transaction I.
- Initiate the Export: Once your desired data is displayed, click the "Export" button located on the top right-hand side of the screen.
  - Note: You can click on each order # Number to view the details of the order

### 10.2 Due Payment

Due Payments (\$0.67)							
Search payments by amount or order #		Today	08/18/2025	To	08/18/2025	Show All Waiter	Export
ORDER	CUSTOMER	AMOUNT	PAYMENT METHOD	DATE & TIME	CASHIERS	ACTION	
<a href="#">Order.#56</a>	No Customer	\$0.67	Due	18 Aug 2025, 01:35 AM	thona	Add Payment	

---

 Restaurant POS

- Filter the Data (Optional): Before exporting, you can narrow down the data you want to download by using the available filters:
  - Date Range: Select a specific period using the date pickers
  - Waiters: to filter payments by a specific waiter (e.g., "Show All Waiters").
  - Search Bar: Search for specific payments by entering an amount, transaction I.
- Initiate the Export: Once your desired data is displayed, click the "Export" button located on the top right-hand side of the screen.
  - Note: You can click on each order # Number to view the details of the order and add due payment, or click on the button <Add Payment> for due payment. □ you will see:

The screenshot displays the 'Payment' screen for Order #56, which has a total of \$2.67. At the top, there are two main options: 'Full Payment' (highlighted in purple) and 'Split Bill'. Below these are payment method icons for 'Cash', 'Sathapana', and 'Add Tip'. A numeric keypad is used to enter the payment amount, which is currently set to 0.67. To the right of the keypad, there are buttons for 'Base Currency' and a grid of numbers from 1 to 9, along with a decimal point, zero, and a clear button. A summary section shows 'Order Total' as \$2.67 and 'Exact Payment' as 0.67 with a green checkmark. At the bottom, there are 'Cancel' and 'Complete Payment' buttons.

### 10.3 Expense

#### Expenses

EXPENSE TITLE	CATEGORY	AMOUNT	EXPENSE DATE	PAYMENT STATUS	PAYMENT DATE	DUE DATE	PAYMENT METHOD	ACTION
Food Ingredients	Inventory	\$100.00	18 Aug, 2025	Paid	18 Aug, 2025	--	Bank Transfer	Update

## Restaurant POS

1. Open the **"Add Expense"** Form: This action will display the "Add Expense" form.

2. **Fill Out Required Information Expenses:**

- Enter a title for the expense (e.g., "Office Supplies", "Utility Bill").
- Category: Select a category from the dropdown menu that best fits the expense. You may also have the option to add a new category by clicking the plus (+) icon.
- Amount: Enter the numerical value of the expense.
- Expense Date: Specify the date the expense was incurred.

**Add Expense**

Expenses \*

Category \*

▼ +

Amount \*

Expense Date \* Payment Date Due Date

Payment Status \* Payment Method

Description

Receipt

No file chosen

3. **Fill Out Optional Information:** Provide additional details for better record-keeping.

- Payment Date: Enter the date the payment was made.
  - Due Date: Enter the date the payment is due.
  - Payment Status: Select the current status of the payment from the dropdown menu
  - Payment Method: Choose the method used for
  - Description: Add a detailed description of the expense.
4. **Attach a Receipt (Optional):** Click the "Choose File" button to upload a digital copy of the receipt for the expense.
5. **Save the Expense:** click the "Save" button of the form to create and log the new expense, and click the "Cancel" button to discard the information and close the form.

### 10.4 Expense Categories

Expenses Category		
CATEGORY	DESCRIPTION	ACTION
<input type="text" value="Expenses Category"/>		<input type="button" value="Add Expense"/>
Inventory		<input type="button" value="Update"/> <input type="button" value="Delete"/>
Operating Expenses		<input type="button" value="Update"/> <input type="button" value="Delete"/>

## Restaurant POS

- ❑ Click on the button **< Add Expense>**
- ❑ Input some information in the expense category field, such as:
  - Enter the category Name
  - Enter the Description (optional)

### Add Expense Category

Category \*

Description

Save

## Chapter 11: Report

### 11.1 Sales Report

**Sales Report**  
Check and track your restaurant's earnings

Total Sales

**\$169,134.68**

43 Orders

Total Discount

**\$7.35**

Total Tips

**\$0.00**

Cash Payments

+281,500 + \$9.07

Digital Payments

Sathapana: \$98.19

Received Payment

**\$15.17**

Current Week 08/18/2025 To 08/24/2025 Select Cashier Export

DATE	TOTAL ORDERS	CASHIERS	SUB TOTAL	TOTAL DISCOUNT	TIP	TOTAL	TOTAL DUE	PAYMENT METHODS					RECEIVED PAYMENT					
								CASH (USD)	CASH (KHR)	KESS (USD)	SATHAPANA (USD)	GRAB (USD)	CASH (USD)	CASH (KHR)	KESS (USD)	SATHAPANA (USD)	GRAB (USD)	
Aug 19, 2025	6	Waiter 1	\$29.60	\$2.00	\$0.00	<b>\$27.60</b>	<b>\$0.00</b>	0.00	+16,800	0.00	23.50	0.00	0.00	+0	0.00	0.00	0.00	0.00
Aug 18, 2025	26	Waiter 1	\$112.43	\$5.35	\$0.00	<b>\$107.08</b>	<b>\$0.00</b>	\$9.07	+95,700	0.00	\$74.69	0.00	0.00	+0	0.00	\$15.17	0.00	0.00

#### 1. Sales Summary Calculation

- Total Sales = Sum of all sales before discounts and tips.
- Total Discount = Sum of all discounts applied across orders.
- Total Tips = Sum of all tips received.
- Cash Payments = Total payments made in cash (both USD and KHR).
- Digital Payments = Payments received via online banking or e-wallets (e.g., Sathapana, KESS).
- Received Payment = Total amount already confirmed/received.

#### 2. Report Filters

---

## Restaurant POS

- User can filter sales by:
  - Date Range (From – To).
  - Cashier (individual staff performance).
  - Time Period (e.g., Current Week, Today, Custom Range).

### 3. Detailed Report

- Total Orders = Number of orders placed that day.
- Cashiers = Name/ID of cashier handling the sales.
- Subtotal = Sales before discounts.
- Discount = Total discount given.
- Tip = Any tips received.
- Total = Subtotal – Discount + Tips.
- Total Due = Remaining balance (if customer owes money).
- Payment Methods = Amount collected by each method:
  - Cash (USD, KHR)
  - KESS
  - Sathapana
  - GrabPay
- Received Payment Verification
  - System checks which payments are confirmed as received.

### 4. Exporting Report

- Click the Export button to download the sales report in Excel format for accounting or management review.

## Restaurant POS

## 11.2 Item Report

**Item Report**  
View detailed sales and performance of items

Sum of Total Revenue

**\$142.83**

Total Quantity Sold

**54**

1

Current Week ▼ 📅 08/18/2025 To 📅 08/24/2025 Sold All ▼

Search your menu item here

2

3

Export

ITEM NAME	ITEM CATEGORY NAME	QUANTITY SOLD	SELLING PRICE	TOTAL REVENUE
Iced Latte (M)	Coffee & Classics	2	\$2.50	\$5.00
Iced Latte (L)	Coffee & Classics	2	\$3.00	\$6.00
Ice Vanilla Latte (M)	Coffee & Classics	0	\$2.50	\$0.00
Ice Vanilla Latte (L)	Coffee & Classics	0	\$3.00	\$0.00
Iced Cappuccino (M)	Coffee & Classics	1	\$2.50	\$2.50
Iced Cappuccino (L)	Coffee & Classics	0	\$3.00	\$0.00
Iced Cambodia Coffee (M)	Coffee & Classics	1	\$2.50	\$2.50
Iced Cambodia Coffee (L)	Coffee & Classics	2	\$3.00	\$6.00

## 1. Report Summary

- Sum of Total Revenue = Total sales amount of all items combined.
- Total Quantity Sold = Total number of items sold during the selected date range.

## 2. Filtering Options

- Date Range: Select start and end date.
- Sold Filter: Choose between “Sold All” or filter by sold/unsold items.
- Search: Quickly find a specific menu item by name.

## 3. Exporting Report

- Click Export to download the report in Excel format.
- Useful for management analysis, inventory planning, and sales performance review.

## 11.3 Category Report

### Category Report

See sales by category to understand performance

To
 
Export

ITEM CATEGORY	QUANTITY SOLD	AMOUNT
Coffee & Classics	36	\$95.94
Frappuccino	4	\$14.16
Soda	4	\$10.96
Tea	3	\$8.27
Smoothie	0	\$0.00
Bottle Drinks	0	\$0.00
Pastry	7	\$13.50
Packaged Food	0	\$0.00
Combo Set	0	\$0.00

#### Report Filters

- User can filter Item Categories by:

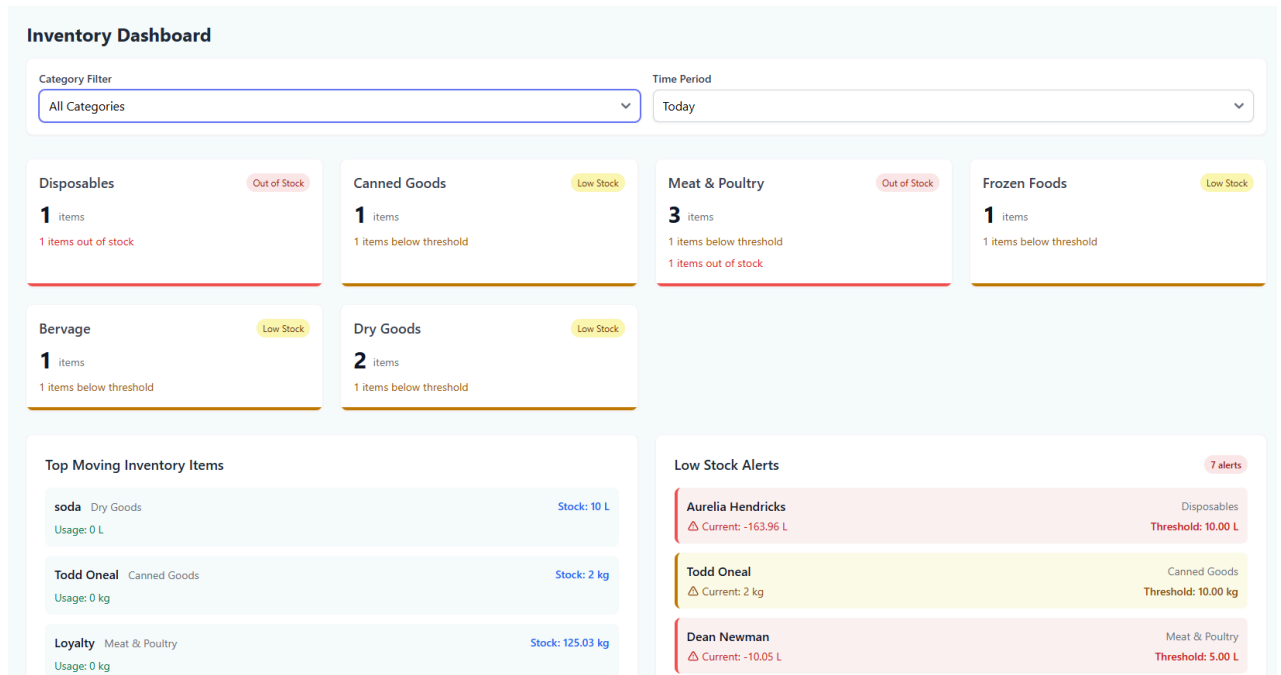
- Date Range (From – To).
- Cashier (individual staff performance).
- Time Period (e.g., Current Week, Today, Custom Range).

- **Exporting Report**

- Click the Export button to download the sales report in Excel format for accounting or management review.

## Chapter 12: Inventory

### 12.1 Inventory Dashboards



#### o Category & Time Filter

- o User selects a Category Filter (e.g., All Categories, Disposables, Canned Goods, etc.).
- o The user selects a Time Period (e.g., Today, This Week, This Month) to view inventory data for the chosen duration.

#### o Inventory Status Overview

- o Dashboard displays categories
- o Each category shows:
  - Number of items
  - Stock status (Low Stock / Out of Stock)
  - Items below the threshold

## 12.2 Setting Up Units

### Units

Search Unit by Name or Symbol

UNIT NAME	UNIT SYMBOL	ACTION
Kilogram	kg	Update
Gram	g	Update
Liter	L	Update
Milliliter	ml	Update
Piece	pc	Update
Box	box	Update

### Process: Add Unit

#### Enter Unit Name

- The user inputs the full name of the unit.
- Example: Kilogram, Litre, Meter, Piece,

#### Enter Unit Symbol

- The user inputs the symbol or abbreviation of the unit.
- Example: Kg, L, m, pcs, etc.

#### Save or Cancel Action

- Save:
  - o The system validates the inputs (checks if fields are filled and valid).
  - o If valid → Unit is saved into the system database.
  - o Success confirmation is displayed.
- Cancel:
  - o User exits without saving changes.
  - o Redirects back to the previous page or unit list.

#### Add Unit

##### Unit Name

##### Unit Symbol

## 12.3 Inventory Items

Inventory Items				
<input type="text" value="Search Inventory Item by Name"/> <span style="float: right; background-color: #6a3d9a; color: white; padding: 2px 5px; border-radius: 4px;">Add Inventory Item</span>				
ITEM NAME	CATEGORY	UNIT	THRESHOLD QUANTITY	ACTION
soda	Dry Goods	Liter (L)	5.00	<span style="font-size: 0.8em; border: 1px solid #ccc; padding: 2px 5px;">Update</span> <span style="color: red; font-size: 0.8em; padding: 2px 5px;">✖</span>
coffee	Dry Goods	Kilogram (kg)	10.00	<span style="font-size: 0.8em; border: 1px solid #ccc; padding: 2px 5px;">Update</span> <span style="color: red; font-size: 0.8em; padding: 2px 5px;">✖</span>
clazz coffee	Meat & Poultry	Kilogram (kg)	10.00	<span style="font-size: 0.8em; border: 1px solid #ccc; padding: 2px 5px;">Update</span> <span style="color: red; font-size: 0.8em; padding: 2px 5px;">✖</span>
Cassady Foster	Bervage	Milliliter (ml)	5.00	<span style="font-size: 0.8em; border: 1px solid #ccc; padding: 2px 5px;">Update</span> <span style="color: red; font-size: 0.8em; padding: 2px 5px;">✖</span>
Yvonne Good	Frozen Foods	Box (box)	461.00	<span style="font-size: 0.8em; border: 1px solid #ccc; padding: 2px 5px;">Update</span> <span style="color: red; font-size: 0.8em; padding: 2px 5px;">✖</span>
Dean Newman	Meat & Poultry	Liter (L)	5.00	<span style="font-size: 0.8em; border: 1px solid #ccc; padding: 2px 5px;">Update</span> <span style="color: red; font-size: 0.8em; padding: 2px 5px;">✖</span>
Loyalty	Meat & Poultry	Kilogram (kg)	1.00	<span style="font-size: 0.8em; border: 1px solid #ccc; padding: 2px 5px;">Update</span> <span style="color: red; font-size: 0.8em; padding: 2px 5px;">✖</span>

### Process: Adding a New Inventory Item

#### 1. Basic Information:

- o Item Name: Enter the name of the inventory item in the text field.
- o Category: Click the dropdown menu to select the appropriate category for the item.
- o Unit: Click the dropdown menu to select the unit of measurement.
- o Unit Purchase Price: Enter the purchase price of a single unit of the item in the text field.

#### Add Inventory Item

**Basic Information**

Item Name

Category Select Category ▼

Unit Select Unit ▼

Unit Purchase Price  USD

**Threshold Settings**

Threshold Quantity

Set the minimum quantity at which you want to be notified for restocking.

**Preferred Supplier**

Search Supplier

Auto Reorder Quantity

Save
Cancel

#### 2. Threshold Settings:

- o Threshold Quantity: This is the minimum quantity at which you want to be notified to restock the item.
- o Preferred Supplier: In the "Search Supplier" text field, type to find and select a preferred supplier for this item.
- o Auto Reorder Quantity: This is the quantity that will be automatically reordered when the stock level falls to the threshold quantity.

#### 3. Finalize:

---

 Restaurant POS

- o Save: Click the **"Save" button** to save the new inventory item.
- o Cancel: Click the **"Cancel" button** to discard the information and exit the process without saving.

## 12.4 Inventory Item Categories

The screenshot displays the 'Inventory Item Categories' management interface. A modal window titled 'Add Item Category' is open, allowing a user to create a new category. The modal contains a text input field labeled 'Item Category Name' with a placeholder 'Enter Item Category Name (e.g. Food, Beverage, etc.)' and two buttons: 'Save' and 'Cancel'. In the background, a table lists existing categories with 'Update' and delete icons for each.

ITEM CATEGORY NAME	ACTION
Disposables	Update
Kitchen Equipment	Update
Cleaning Supplies	Update
Frozen Foods	Update
Oils & Vinegars	Update
Baking Supplies	Update
Condiments & Sauces	Update
Beverages	Update
Canned Goods	Update

### Process: Add Item Category

**Category Name:** In the "Item Category Name" field, type the name of the category (e.g., "Food,") as prompted.

- o Click the **"Save" button** to submit the new category.
- o If you decide not to proceed, click the **"Cancel" button** to discard the entry.





## 12.5 Inventory Stock

The screenshot shows the 'Stock Inventory' dashboard. It includes a summary of stock status and a table of inventory items.

ITEM NAME	CATEGORY	CURRENT STOCK	STOCK STATUS	COST
Ice #1	Frozen Foods	0.00 kg Min Stock: 5.00 kg	Out of Stock	\$0.00

## Process: Stock Inventory Management

### 1. Dashboard Overview

- o The system shows inventory summary at the top:
  -  Available Items → Number of items currently in stock.
  -  Low Stock Items → Items that are near minimum stock threshold.
  -  Out of Stock Items → Items with zero or negative stock.
  -  Total Cost → Combined value of all inventory items.

### 2. Search & Filter

- o Filter items by Category or Status (Available, Low Stock, Out of Stock).

### 3. Inventory Table Display

- o Item Name → Name of the stock item.
- o Category → Type/category of the product (Disposables, Canned Goods, etc.).
- o Current Stock → Quantity available vs. minimum required stock.
- o Stock Status → Tagged as In Stock, Low Stock, or Out of Stock.
- o Cost → Total value of the item based on current stock.

### 4. Stock Status Indicators

- o Green (In Stock) → Quantity is above minimum stock.
- o Yellow (Low Stock) → Quantity is at or just above minimum stock.
- o Red (Out of Stock) → Quantity is zero or negative.

## Process: Add Stock Entry

This process is used to update the inventory with new stock transactions.

### 1. Transaction Type:

- o Select the type of transaction you are performing. There are four options presented as buttons:

---

 Restaurant POS

- **Stock In:** For adding new items to the inventory (e.g., from a new purchase or return).

Transaction Type

Stock In Stock Out Waste Transfer

Item Name

Search items by name or category...

Quantity

Unit Purchase Price

0 USD /

Expiration Date

dd-----yyyy

Select Supplier

--

Save Cancel

**Information Fields:**

**Item Name:** In the text box labeled "Search items by name or category...",

**Quantity:** In the text box below "Quantity," enter the number of units involved in this transaction.

**Unit Purchase Price:** In the text box, enter the purchase price for a single unit of the item. The currency is indicated as USD.

**Expiration Date:** Click the calendar icon or type the expiration date of the item.

**Select Supplier:** Click the dropdown menu to select the supplier for this specific stock entry.

- **Stock Out:** For removing items from the inventory (e.g., due to a sale).

Transaction Type

Stock In Stock Out Waste Transfer

Item Name

Search items by name or category...

Quantity

Save Cancel

**Information Fields:**

**Item Name:** In the text box labeled "Search items by name or category...",

**Quantity:** In the text box below "Quantity," enter the number of units involved in this transaction.

- **Waste:** For logging items that are no longer usable and need to be removed from the stock.

**Information Fields:**

**Item Name:** In the text box labeled "Search items by name or category...",

## Restaurant POS

The screenshot shows the Restaurant POS interface with the 'Waste' transaction type selected. The 'Waste Reason' dropdown menu is open, displaying options: Expiry, Spoilage, Customer Complaint, Over Preparation, and Other.

**Quantity:** In the text box below "Quantity," enter the number of units involved in this transaction.

**Waste Reason:** Click dropdown

The close-up shows the 'Waste Reason' dropdown menu with the following options: Expiry, Spoilage, Customer Complaint, Over Preparation, and Other.

- **Transfer:** For moving items between different inventory locations.

The screenshot shows the Restaurant POS interface with the 'Transfer' transaction type selected. The 'Select Branch' dropdown menu is open, displaying a search bar and a dropdown arrow.

### Information Fields:

**Item Name:** In the text box labeled "Search items by name or category...",

**Quantity:** In the text box below "Quantity," enter the number of units involved in this transaction.

**Select Branch:** Click dropdown

- Click the **"Save"** button to apply the changes to the inventory and click the **"Cancel"** button to discard the entry and exit the process.

## 12.6 Inventory Movements

Kitchen Inventory Movements + Add Stock Entry

Stock In  
**0.00**  
Total Incoming Stock


Stock Out  
**0.00**  
Total Outgoing Stock

Waste  
**0.00**  
Total Waste Stock

Transfers  
**0.00**  
Total Stock Transfers

🔍 Search ingredients, staff... All Types ▾ All Categories ▾ This Month ▾

🔗 For audit purposes, only inventory movements from the last 7 days can be edited. Older transactions are read-only.

DATE/TIME ▾	ITEM & CATEGORY	MOVEMENT	QUANTITY	SUPPLIER	ADDED BY	ACTIONS
 No inventory movements found <small>Try adjusting your search or filter criteria</small>						

### Process: Kitchen Inventory Movements

#### 1. Dashboard Overview (Top Summary Cards)

- o Stock In (Green) → Total incoming stock (ingredients/items received).
- o Stock Out (Red) → Total outgoing stock (ingredients/items used).
- o Waste (Yellow) → Total wasted stock (expired, spoiled, or discarded items).
- o Transfers (Blue) → Total stock transferred between locations (e.g., kitchen to storage).

#### 2. Search & Filter Options

- o Search by ingredients or staff.
- o Filter by:
  - Types (Stock In, Stock Out, Waste, Transfers).
  - Categories (e.g., Meat, Vegetables, Beverages).
  - Time Period (Today, This Week, This Month, etc.).

#### 3. Add Stock Entry

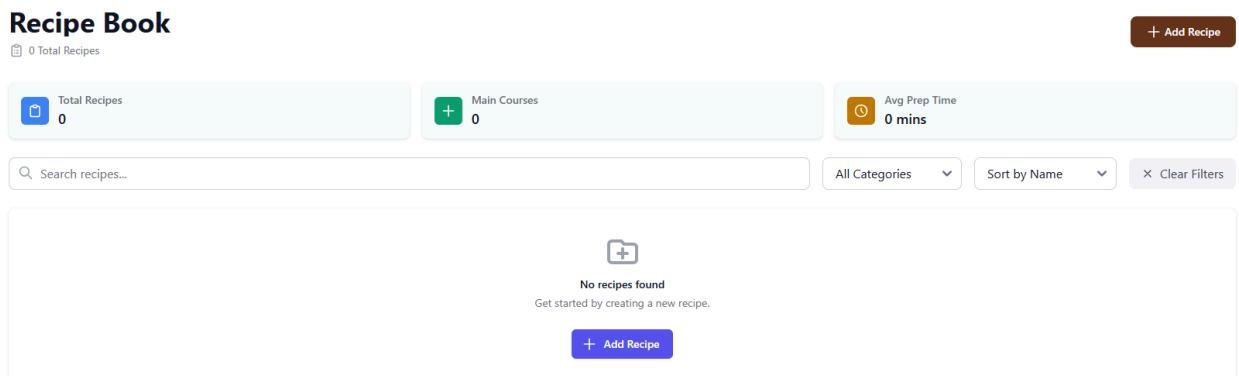
- o Clicking the “+ Add Stock Entry” button allows new stock movements to be recorded.
- o Options:
  - Add Stock In (purchase/delivery).

---

### Restaurant POS

- Add Stock Out (usage in kitchen).
- Add Waste (discarded items).
- Add Transfer (between locations).

## 12.7 Recipes



### Dashboard Metrics:

- Total Recipes: A card displaying the total number of recipes currently in the "Recipe Book"
- Main Courses: A card indicating the number of recipes categorized as "Main Courses."
- Avg Prep Time: A card showing the average preparation time for all recipes

### Search and Filtering:

- Search recipes: A search bar to find specific recipes by typing in keywords.
- All Categories: A dropdown menu to filter recipes by their category.
- Sort by Name: A dropdown menu to sort the displayed recipes
- Clear Filters: A button to reset any applied search or filter criteria.

+ Add Recipe Button (Top Right): A primary action button to create a new recipe.

+ Add Recipe Button (Center): A secondary action button, placed prominently in the center of the screen, to also initiate the process of creating a new recipe.

### Process: Adding a New Recipe

---

## Restaurant POS

1. **Menu Item:** Click the dropdown menu labeled "**Select Menu Item**" to choose the specific menu item

### 2. Ingredients:

o Add Ingredient: To add an ingredient to the recipe, you have two options:

- The interface already provides one row to get started.
- Click the "**+ Add Ingredient**" button to add another row for an additional ingredient.

---

**Add Recipe**

Menu Item

Select Menu Item

**Ingredients**

Ingredient	Quantity	Unit
Select Ingredient <input type="text"/>	<input type="text"/>	

- o Ingredient Selection: click the dropdown menu labeled "Select Ingredient" to choose an ingredient.
- o Quantity: In the text field next to enter the required quantity of that ingredient.
- o Unit: The unit of measurement (e.g., kg, ml, etc.)

3. Click the "**Save**" button to save the new recipe with all the specified ingredients and quantities or click the "**Cancel**" button to discard the recipe

## Restaurant POS

## 12.8 Purchase Orders

The screenshot displays the 'Purchase Orders' management interface. At the top, three summary cards show 'Total Orders: 4', 'Pending Orders: 4', and 'Completed Orders: 0'. Below these is a search bar and filter dropdowns for 'All Suppliers' and 'All Status'. A table lists purchase orders with columns: PO NUMBER, SUPPLIER, ORDER DATE, EXPECTED DELIVERY DATE, STATUS, and ACTIONS. A 'Create Purchase Order' button is located in the top right of the table area. A modal window titled 'Create Purchase Order' is open, showing fields for 'Supplier' (a dropdown menu), 'Order Date' (pre-filled with '19-Aug-2025'), and 'Expected Delivery Date' (with a calendar icon). Below these are 'Items' with columns for 'ITEM NAME', 'QUANTITY', 'UNIT PRICE', and 'ACTION'. A 'Notes' field is also present. A context menu is open over the 'Draft' status in the table, showing options: Send, Edit, View, Download PDF, Cancel, and Delete.

🎬 **Select Supplier:** Click the dropdown menu labeled "Select Supplier".

🎬 **Order Date:** The order date is pre-filled by typing directly into the field.

🎬 **Expected Delivery Date:** Click the calendar icon next to "Expected Delivery Date".

🎬 **Add Items:** Click the "Add Item" button to include a new row for an item.

- o In the "ITEM NAME" dropdown (initially showing "Select an item..."), choose the item from the list.
- o Enter the desired "QUANTITY" in the corresponding field (defaults to 1).
- o Enter the "UNIT PRICE" in the field (defaults to 0).

## Restaurant POS

- o Repeat this step for additional items by clicking "Add Item" again.
- o To remove an item, click the red "Remove" link next to the row.

🎬 **Add Notes (Optional):** In the "Notes" text area, enter any additional information.

🎬 **Save or Close:** Click the purple "Save" button to create and submit the purchase order. If you need to discard changes, click the "Close" button to exit without saving.

## 12.9 Setting up Supplier

Click the top button **<Add Supplier>** for create new supplier

Suppliers				<a href="#">Add Supplier</a>
Search suppliers by name, email or phone...				
Name	Email	Phone	Address	
<a href="#">dara</a>	dara@gmail.com	0312785438	tropange chhouk	<a href="#">Update</a> <small>This supplier has 2 purchase orders, you cannot delete it.</small>
<a href="#">Darath</a>	darath@gmail.com	0312785437	St.1984A, Sangkat Phnom Penh Thmey, Khan Sen Sok, Phnom Penh, Building No. 105, F04	<a href="#">Update</a> <small>This supplier has 1 purchase orders, you cannot delete it.</small>
<a href="#">GPAS.IO CO.,LTD</a>	gpas.developer@gmail.com	010301992	St.1984A, Building No. 105, F04	<a href="#">Update</a> <small>This supplier has 1 purchase orders, you cannot delete it.</small>

### Process for Adding a Supplier

1. Enter Name: In the "Name" field, type the supplier's name.
2. Enter Email: In the "Email" field, input the supplier's email address.
3. Enter Phone: In the "Phone" field, provide the supplier's phone number.
4. Enter Address: In the "Address" field, type the supplier's address details.
5. Save or Cancel:

**Add Supplier**

Name

Email

Phone

Address

## Restaurant POS

- ❖ Click on supplier's name in table display to view the information detail of each supplier

### Darath

#### Supplier Information

Name Darath	Phone 0312785437
Email darath@gmail.com	Address St.1984A, Sangkat Phnom Penh Thmey, Khan Sen Sok, Phnom Penh. Building No. 105, F04

#### Purchase Orders

View all purchase orders for this supplier [+ Create Purchase Order](#)

PO NUMBER	ORDER DATE	EXPECTED DELIVERY DATE	STATUS	ACTIONS
PO-000002	Aug 08, 2025	Aug 26, 2025	Draft	<a href="#">View &gt;</a>

## 12.10 Inventory Report

Inventory Usage Analysis | Inventory Usage Forecast | Stock Turnover Analysis | Cost of Goods Sold (COGS)

### Inventory Usage Analysis

Monitor and analyze inventory usage patterns to optimize stock management and identify trends.

Report Period: Weekly Start Date: dd-....yyyy End Date: dd-....yyyy Search Items:

Total Usage: **90.00**  
↗ 0.0% increase

#### Usage Trends

ITEM	QUANTITY	DATE	TRANSACTION TYPE
Aurelia Hendrick	90.00 L	2025-08-18	Stock Out