



**Restaurant Cashier Manual**

# Cashier Manual

## Contents

### 1) [Index](#)

### 2) [Login](#)

### 3) [POINT OF SALES](#)

#### a. [Section 0 Cashier Details](#)

#### b. [Section 1 Scan Barcode](#)

#### c. [Section 2 Category and Items](#)

#### d. [Section 3 \(New Order\)](#)

#### e. [Section 4 \(Order Details\)](#)

#### f. [Section 5 \(Payment and Customer Details\)](#)

#### g. [Section 6 \(Order Management\)](#)

##### i. [RECALL](#)

##### ii. [MERGE ORDER](#)

##### iii. [SPLIT ORDER](#)

##### iv. [OVERRIDE](#)

##### v. [REPRINT](#)

##### vi. [DINING TYPES](#)

##### 1. [TAKE AWAY](#)

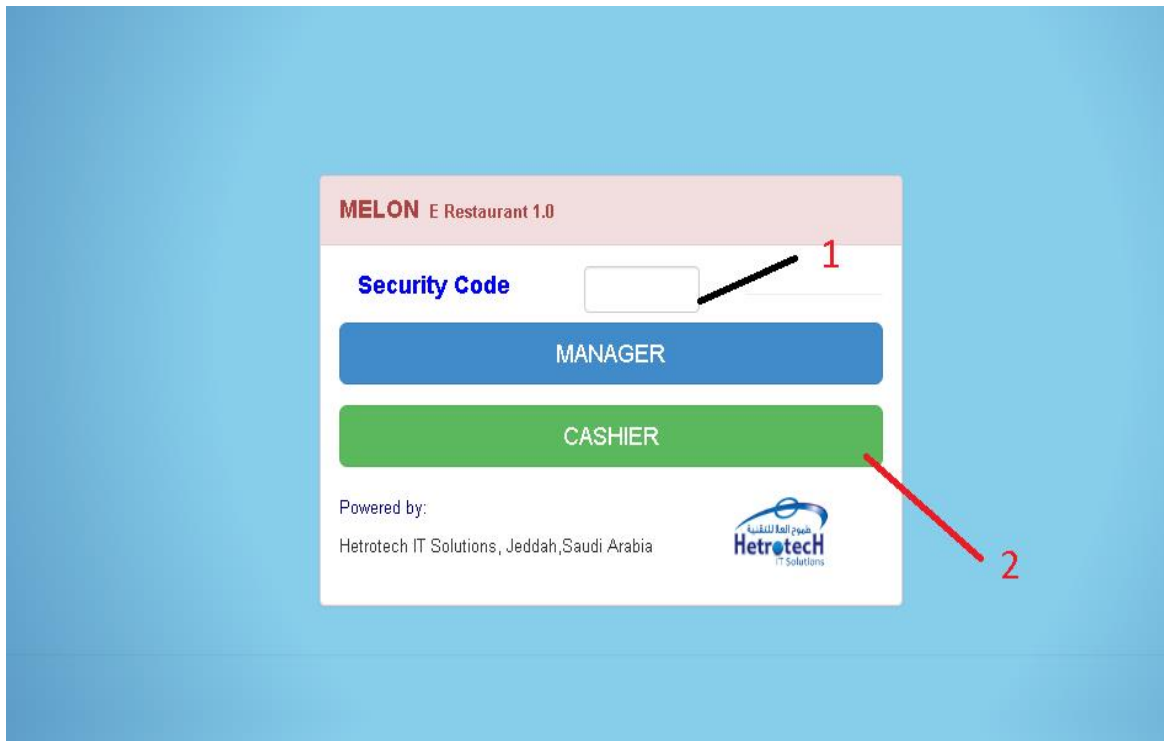
##### 2. [TABLE DINE IN](#)

##### 3. [DELIVERY](#)

##### vii. [VOID](#)

### 4) [Manage Shift](#)

## Index Page



- 1) Enter the Security Code
- 2) The click the Cashier Button

## Login

The image shows a login form titled "تسجيل / Login". It contains the following elements:

- Language:** A dropdown menu currently showing "English". A line points from the number "1" to this dropdown.
- Code:** A text input field. A line points from the number "2" to this field.
- Password:** A text input field. A line points from the number "3" to this field.
- Sign in:** A blue button. A line points from the number "4" to this button.

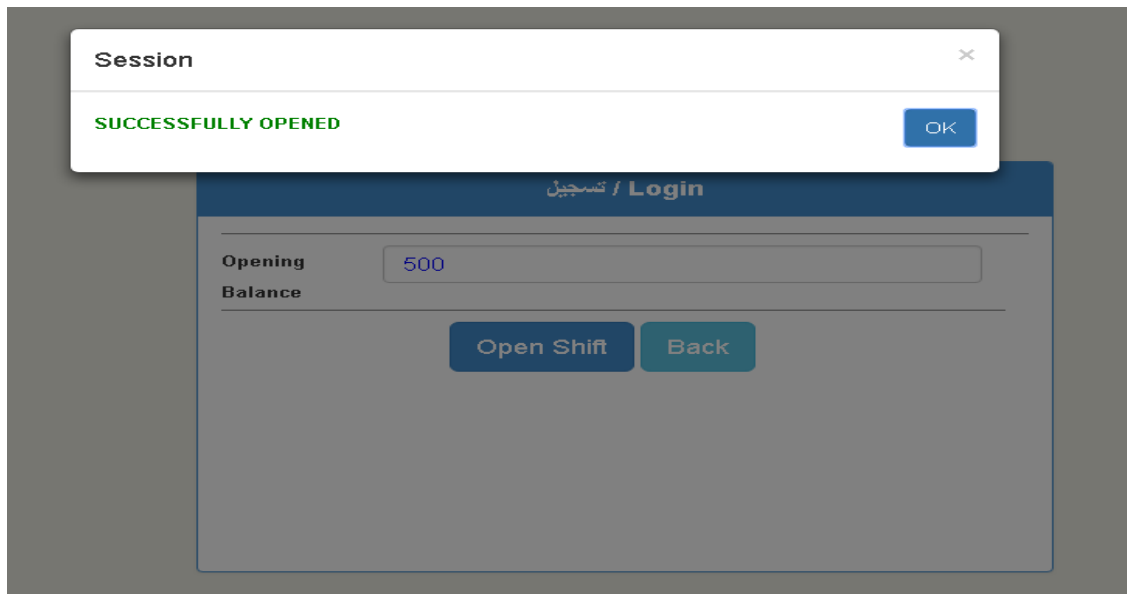
- 1) Select the Language (English / Arabic)
- 2) Enter the Cashier Code
- 3) Enter the Password
- 4) SIGN IN

After Successful login the cashier will view the existing shift details else he will open new shift with opening balance

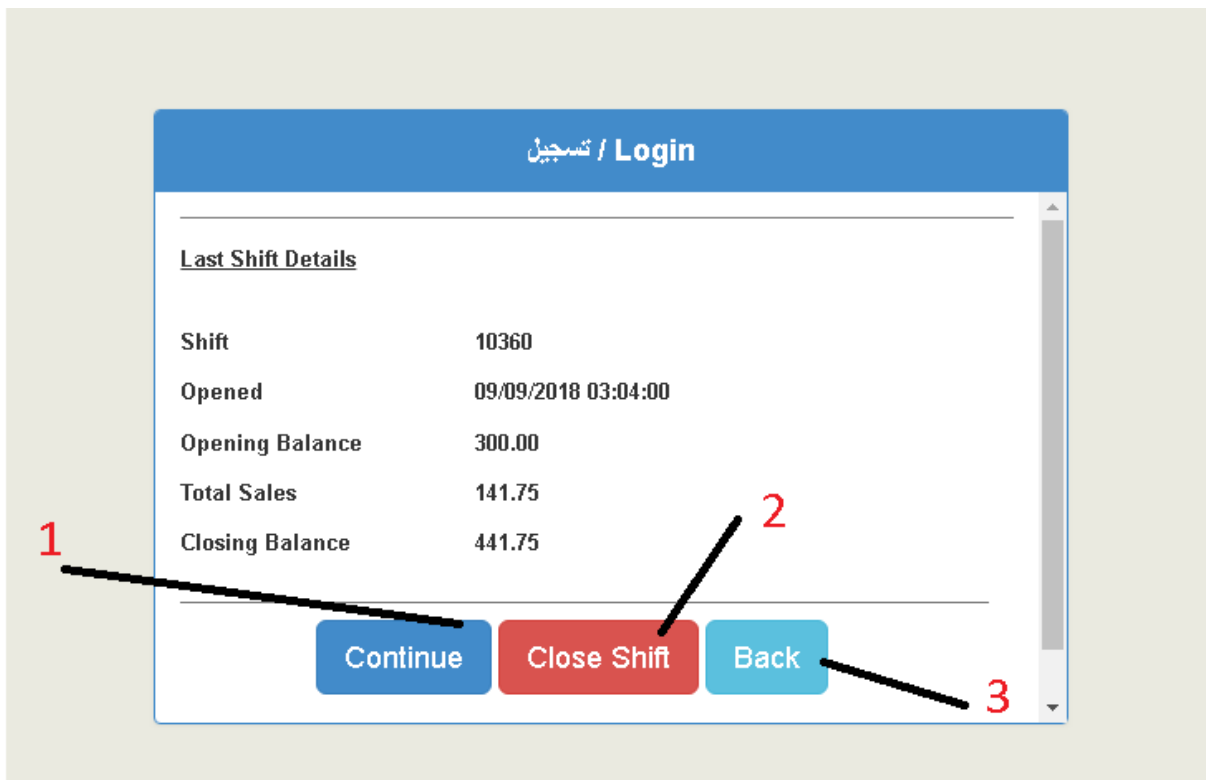
The image shows a form titled "تسجيل / Login" (though the content is for opening a shift). It contains the following elements:

- Opening Balance:** A text input field.
- Buttons:** Two buttons at the bottom: "Open Shift" (blue) and "Back" (light blue).

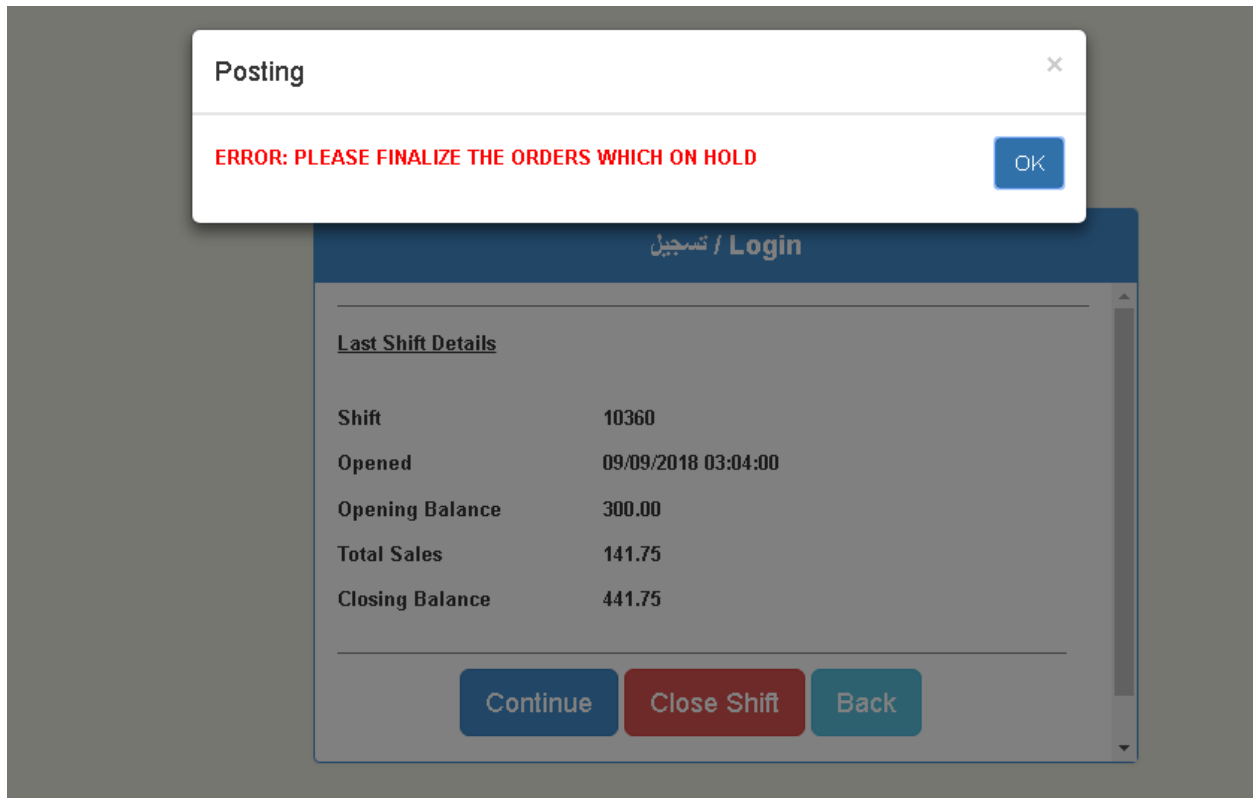
Enter the Opening Balance and then click Open Shift Button



To continue with existing open shift



- 1) Click continue button to continue the already opened shift
- 2) Click Close Shift button to close the shift
- 3) Click Back button to login again



**The Shift will be closed only after finalizing the Orders on HOLD**

## Restaurant Point of Sales Screen

The screenshot shows the Restaurant Point of Sales Screen. At the top, a blue header bar displays 'Welcome! Mr. roniel old', a session ID '10360', the opening time '09/09/2018 03:04:00', and the branch 'Riyadh Branch'. Below the header, the screen is divided into several sections. A red box labeled '1' highlights the search bar. A black box labeled '2' highlights the 'Cold Drinks' menu category. A black box labeled '3' highlights the 'Add' button. A black box labeled '4' highlights the item list table. A black box labeled '5' highlights the summary table. A black box labeled '6' highlights the bottom navigation bar.

Srl.	Description	Qty	Price	VAT	Item Net
1	frappee gelato فرابيه جيلاتو	1	25.00	1.25	26.25
2	ice pistachio ايسن پستاشيو	3	16.00	2.40	50.40
3	milkshake ميك شيك	2	20.00	2.00	42.00

Gross	Service	VAT	Discount	Net
113.00		5.65		118.65

Bottom navigation bar buttons: Recall, TAKE AWAY, Void, Manage Shift.

The Above point of sales screen is divided into 7 Sections

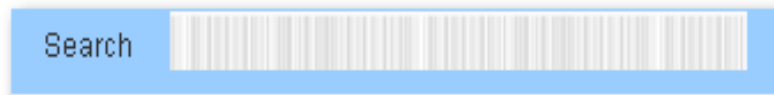
Each section be explained in details

### Section 0 (Cashier Login Details)

The screenshot shows the Cashier Login Details section. At the top, a blue header bar displays 'Welcome! Mr. roniel old', a session ID '10360', the opening time '09/09/2018 03:04:00', and the branch 'Riyadh Branch'.

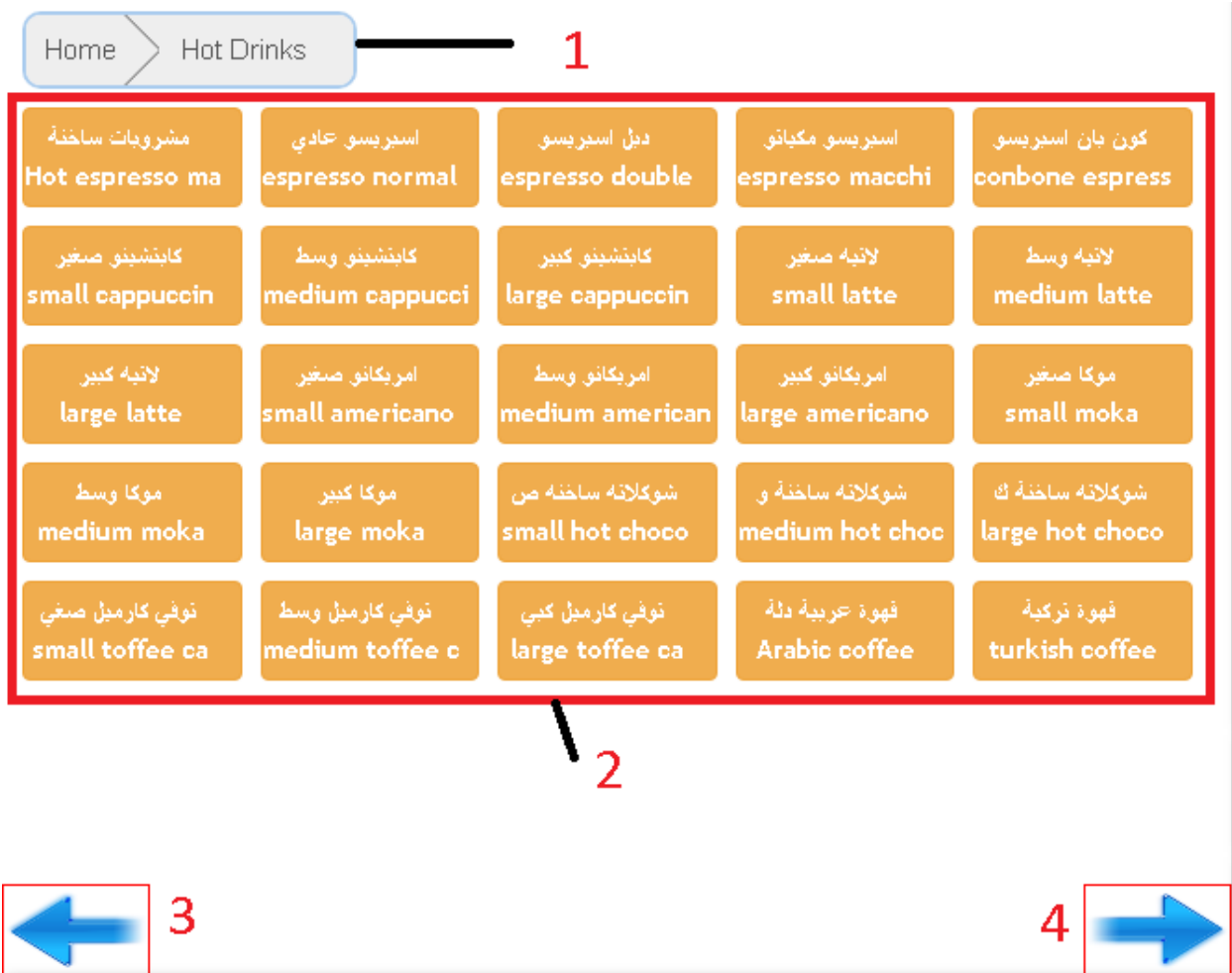
This section display the details of Cashier who has logged in along with the Session ID and the Opening Time and also the Branch which the cashier is working for

## Section 1 (Scan Barcode)



The above section is used to scan a Barcode of an item to sell

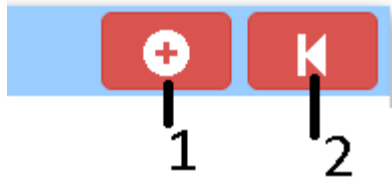
## Section 2(Food Categories and Items)



- 1) Displays the current selected category of Food Items
- 2) Displays the list of item to the specific category click on any item which the customer has ordered and the item will be added to the invoice
- 3) Left and Right arrow is used to the next and previous items belongs to same category

## Section 3 (New Order)





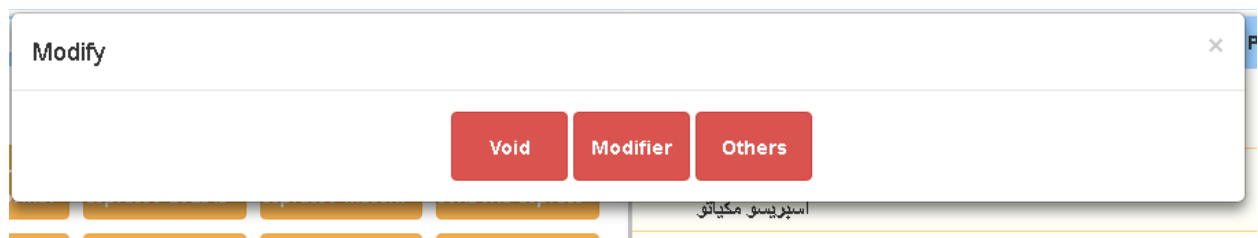
- 1) Click + Button for new Sales invoice
- 2) Click |< to logout

### Section 4 (Order Details)

Srl.	Description	Qty	Price	VAT	Item Net
1	turkish coffee قهوة تركية	+ 1 -	12.00	1.15	24.15
2					
×	Sugar			3 X 1.00	
×	milk			4 X 2.00	
2	small moka موكا صغير	+ 1 -	14.00	0.70	14.70
3	medium moka موكا وسط	+ 1 -	16.00	0.80	16.80

Diagram annotations: A red arrow labeled '1' points to the red button with '3' in the row for 'medium moka'. A black arrow labeled '3' points to the '+' button in the quantity field for 'medium moka'. A red arrow labeled '4' points to the '-' button in the quantity field for 'medium moka'.

- 1) Click the Red Color Button which will be used to Void , Add Modifiers & Other (Not in Use)



Click Void Button to the Item from the Invoice

Click on the Modifier Button it will display the list of Modifier belong to the Item

Item	Qty	Unit Price	Total Price
<input type="checkbox"/> ttt	2	12.00	24.00
<input type="checkbox"/> 32333	1	2.00	2.00
<input checked="" type="checkbox"/> Sugar	1	1.00	1.00
<input checked="" type="checkbox"/> milk	1	2.00	2.00

OK Cancel

Select the Modifiers for the Item based on customer request

- 2) Displays the list of selected modifiers for the item
- 3) Click Button + to increase the qty
- 4) Click Button – to decrease the qty

### Section 5 (Payment and Customer Details)

1) Net invoice amount: 34.65

2) HOLD button

3) Pay button

4) Customer icon

5) Invoice icon

- 1) Displays the net invoice amount with vat calculated
- 2) Click HOLD button to Hold the Order and later you can recall the order and complete the payment

### 3) Click this button below to add and search existing customers

**Select a Customer**

Mobile  Name   **Add**

**Search**

#0504454565	<b>Yousuf Yousuf</b> / 0504454565	Reward Points 2.8400
#0507777777	<b>Ismail Ismail</b> / 0507777777	Reward Points 0.0000
#0507877878	<b>Ahmed Ahmed</b> / 0507877878	Reward Points 0.0000
#0509369425	<b>Shakki Salam Shakki Salam</b> / 0509369425	Reward Points 0.0000
#0509369426	<b>Mohamed Mohamed</b> / 0509369426	Reward Points 0.0000
#0511111111	<b>Alkhan Alkhan</b> / 0511111111	Reward Points 0.0000

**First Previous Next Last**

Activate  
Go to Settings

Here you can add the new customer with Mobile No & Name English & Arabic or you can search the existing customers and select from the list

- 4) To Enter the Remarks or customer special request
- 5) Click the PAY button it will pop up payment window which allows customer to pay money in multiple mode of payment

Finalize Invoice

Total

22.05

LOYALTY	وفاء	<input type="text" value="0.00"/>
CASH	نقد	<input type="text" value="10.00"/>
DebitCard	بطاقة الصراف	<input type="text" value="12.05"/>
CreditCard	بطاقة ائتمان	<input type="text" value="0.00"/>

Total Amount Tendered

22.05

Balance

0.00

OK

Cancel

And enter the amount and then click ok

## Sample Customer Receipt

**Bellamia** بيلاميا الجيلاتو الايطالي  
**302278924600003** الرقم الضريبي  
 Hail Sababah, king Faisal Road



ألمس كروا نظار كالم يجب أن يكون

**Invoice No** 1809003886 **رقم الفاتورة**

Item	Qty	Price	VAT	Total
الصف	الكمية	السعر	ضريبة	المجموع
ice moka	1	16.00		16.00
موكا بارد		5%	0.80	16.80
ice americano	1	14.00		14.00
امريكانو بارد		5%	0.70	14.70
<b>Gross</b>		<b>مجموع الفاتورة</b>		<b>30.00</b>
<b>VAT</b>		<b>ضريبة</b>		<b>1.50</b>
<b>Net</b>		<b>صافي</b>		<b>31.50</b>
CASH	تدفق			10.00
DebitCard	بطاقة الصراف			21.50
<b>Total Tendered</b>		<b>المبلغ المدفوع</b>		<b>31.50</b>
<b>Balance</b>		<b>الباقى</b>		<b>0.00</b>

**تاريخ الطباعة :** 17/09/2018 **18:32**

**أمين الصندوق :** 1

**Thank you !**  
 شكرا لك

## Section 6 (Order Management)

Recall

TAKE AWAY

Void

Manage Shift

Recall

- 1) Click the Recall button → This recall functionality to reload the existing invoices which is on HOLD , PAID , VOID & REFUNDED in the current session of Cashier and to merge the Dine IN table orders which is on HOLD

The screenshot shows a window titled "Order List" with a close button (X) in the top right corner. Below the title bar, there are four colored buttons: "Hold" (orange), "Paid" (green), "Void" (blue), and "Refund" (red). Below these buttons is a table of orders. Each row has a checkbox on the left and text on the right. The text in each row includes an order number, a table name, a server name and amount, and a date/time stamp.

Order Number	Table	SR	Amount	Date/Time
#1809003884	TABLE8	SR	16.80	17/09/2018 00:00:00
#1809003885	TABLE7	SR	111.30	17/09/2018 00:00:00
#1809003865	TAKE_AWAY	SR	118.65	13/09/2018 00:00:00
#1809003866	TAKE_AWAY	SR	51.45	13/09/2018 00:00:00
#1809003867	TAKE_AWAY	SR	94.50	13/09/2018 00:00:00
#1809003868	TAKE_AWAY			

Below the table, there is a "Merge" button (blue) and a row of navigation buttons: "First", "Previous", "Next", and "Last" (all blue). On the far right, there is a partially visible button labeled "Activate" and "Go to Se".

In the above screen you can filter the Order based on the Status of invoice and also you can merge the Dine In orders by selecting the tables and by clicking the merge button

**If you recall the HOLD (DINE IN) orders cashier will view an option to split the order**

The screenshot shows a horizontal bar with five buttons. From left to right: "Recall" (red), "TABLE 8" (red), "Void" (red), "Split Order" (blue), and "Manage Shift" (red).

### Order details appears with chairs along with the food list

Srl.	Description	Chair	Qty			Price	VAT	Item Net
1	espresso normal اسپريسو عادي	1	+	2	-	8.00	0.80	16.80
2	affagatto gelato افوqاتو جيلاتو	2	+	2	-	20.00	2.00	42.00

If you want to split the order then you can assign chair no to the food order details based on the respective person chair which the food was served



Click on the Split Order Button you will view the below screen

Split Order
×

Invoice Total58.80

☒ Split Exactly Ordered
☐ Split Evenly

0

Total Amount Tendered  
Balance

OK

Cancel

- 1) Split Exactly Order -> The amount will distributed based on order by chairs
  - a. The splitted invoices is editable
- 2) Split Evenly -> To split N no of invoices irrespective of chairs
  - a. In this case N no of invoices will be created and the amount will be distributed among the invoices
  - b. Only Parent invoice is editable whereas child invoice is not editable

**If you recall the already PAID order you will see some extra buttons**

Recall

TAKE AWAY

Override

Reprint

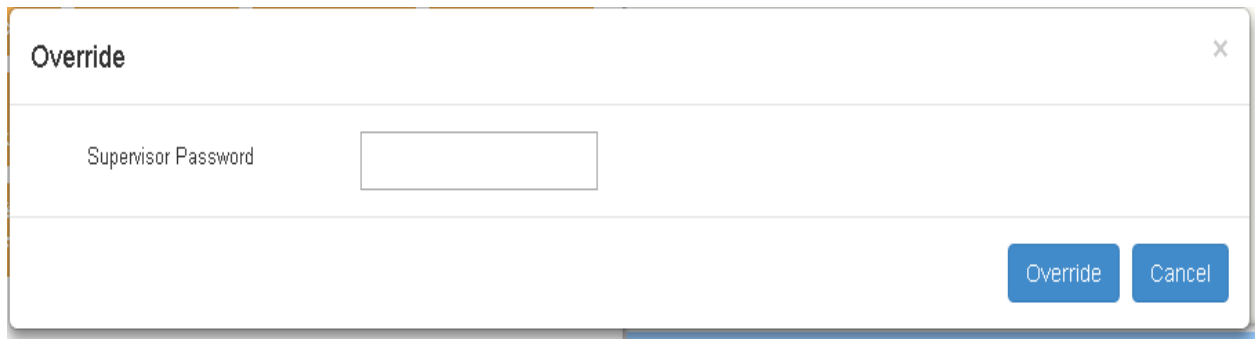
Manage Shift

Override

Click on the Override button



TO **override** the already PAID order you need to enter the security password

A dialog box titled "Override" with a close button (X) in the top right corner. It contains a label "Supervisor Password" followed by a text input field. At the bottom right, there are two buttons: "Override" and "Cancel".

Override

Supervisor Password

Override Cancel

Need to enter the supervisor password to override the existing paid invoice



Click on the Reprint Button to reprint the invoice for customer



Click on this Take Away button which is used to select the Dining Type (Takeaway, Table & Delivery)

The screenshot shows a 'Dining Type' window with a close button (X) in the top right corner. Below the title bar, there are three red buttons: 'TAKE AWAY', 'TABLE', and 'DELIVERY'. Below these buttons is a 4x5 grid of light blue buttons numbered 1 through 20. Buttons 7 and 8 are highlighted in green and each has the text '1 Orders' below the number. The grid layout is as follows:

1	2	3	4	5
6	7 1 Orders	8 1 Orders	9	10
11	12	13	14	15
16	17	18	19	20

If the dining type is **Table (DINE IN)** cashier can view the list of occupied tables and cashier can select the table which the customer is going to be served

The screenshot shows a 'Dining Type' window with a close button (X) in the top right corner. Below the title bar, there are three red buttons: 'TAKE AWAY', 'TABLE', and 'DELIVERY'. Below these buttons, there are six green buttons arranged in two rows. The first row contains 'OWN', 'Hunger Station', 'Wasel', 'HelloFood', and 'Talabat'. The second row contains 'Carriage'.

If the dining type is **Delivery** cashier can view the list of delivery companies which the restaurant has a contract between them and cashier can select the delivery company based on the order received


 A red rectangular button with rounded corners and the word "Void" in white text.

Click on the Void Button if the customer has cancelled the order which is in HOLD. The Order will be voided


 A red rectangular button with rounded corners and the text "Manage Shift" in white text.








Click on the Manage shift Button -> It will redirect to Cashier Shift Management

## Manage Shift:

MANAGE SHIFT

Show 10 entries

Search:

SESSION	CASHIER	Name (EN)	OPENED	CLOSED	OPEN_BAL
 91	1	Ahmed	18/06/2018 14:37:00	18/06/2018 14:39:00	100.00
 89	1	Ahmed	20/05/2018 19:03:00	18/06/2018 14:20:00	0.00
 88	1	Ahmed	20/05/2018 14:17:00	20/05/2018 19:02:00	0.00
 77	1	Ahmed	12/05/2018 14:42:00	12/05/2018 23:02:00	58.00
 75	1	Ahmed	11/05/2018 17:21:00	11/05/2018 23:09:00	0.00
 74	1	Ahmed	10/05/2018 21:25:00	11/05/2018 17:19:00	0.00
 73	1	Ahmed	10/05/2018 19:39:00	10/05/2018 21:19:00	0.00

Showing 1 to 7 of 7 entries

Previous

1

Next

6 Return to POS

Session

Opened

Closed

Code 1

Name Ahmed

Ahmed

Password

2

Opening Balance

3

300.00

Open Shift

Close Shift

Print

Clear

4

## Steps to Open New Shift

- 1) Enter the Cashier Code and Press TAB KEY
- 2) Enter the Cashier Password
- 3) Enter the Opening Balance for the new shift → if no balance then enter 0
- 4) Click on Open Shift Button -> It will open new shift for the cashier
- 5) Section 5 displays the list of Sessions opened by the Cashier with the opening and closing date & time
- 6) Click on Return to POS to create invoice

## Reopening & Closing the Shift:

MANAGE SHIFT

Return to POS

Show 10 entries

Search:

SESSION	CASHIER	Name (EN)	Name (AR)	OPENED	CLOSED	OPEN_BAL
92	1	Ahmed	Ahmed	18/06/2018 14:59:00		300.00
91	1	Ahmed	Ahmed	18/06/2018 14:37:00	18/06/2018 14:39:00	100.00
89	1	Ahmed	Ahmed	20/05/2018 19:03:00	18/06/2018 14:20:00	0.00
88	1	Ahmed	Ahmed	20/05/2018 14:17:00	20/05/2018 19:02:00	0.00
77	1	Ahmed	Ahmed	12/05/2018 14:42:00	12/05/2018 23:02:00	58.00
76	1	Ahmed	Ahmed	11/05/2018 17:21:00	11/05/2018 23:09:00	0.00
74	1	Ahmed	Ahmed	10/05/2018 21:25:00	11/05/2018 17:19:00	0.00
73	1	Ahmed	Ahmed	10/05/2018 19:39:00	10/05/2018 21:19:00	0.00

Showing 1 to 8 of 8 entries

Previous 1 Next

Session

92

Opened

new

Closed

new

Code

1

Name

Ahmed

Ahmed

Password

•

Opening

Balance

300.00

Open Shift

Close Shift

Print

Clear

## Steps to Reopen and Close Shift


- 1) Select the Session from the Grid
- 2) Displays the Session Status if the CLOSED is empty means the Session is not closed
- 3) Click on Open Shift Button -> It will reopen open the shift for the cashier
- 4) Close Shift will close the Current Shift
- 5) Print is used to print the Cashier closing Z Report for the Shift

### Sample Print of Cashier Shift Closing Z Report

**Bellamia** بيلاشيا الجيلاتو الايطالي

302278924600003 الرقم الضريبي

Hail Sababah, king Faisal Road



الاسم الكريم الوطني كما يجب أن يكون

**Session ID:** 10353

**Opened Time:** 03/09/2018 06:13:00

**Closed Time:** 09/09/2018 03:04:00

**Cashier:** 1  
roniel old

**Opening Balance:** 100.00

**Total Sales:** 1,002.75

**Closing Balance:** 1,002.75

---

Inv No	Type	Date	Amount
1809003859	REST.INV	09/09/2018	155.40
1809003860	REST.INV	09/09/2018	847.35
CASH			1,002.75

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**Printed Date :** Monday 17-09-2018 14:42.22

**Thank you. Please visit again.**