Points of the features for user manual

1. How to create new users
   1. Go to user section and click to create new button
2. How to create restaurant layout
   1. Go to section setting to create setting
   2. Drag tables and obstacle
3. How to view table option
   1. Double click the table
4. How to occupy table
   1. Go to table option and click the occupy button
5. How to move occupied table to other table
   1. Go to table option and click move button
6. How to view the existing order of the occupied table
   1. Go to table option and click the view button
7. How to book the table
   1. Go to table option and click book button OR go to booking list
8. How to manage booking
   1. Go to table option and manage booking button OR go to booking list
9. How to view all booking list option
   1. Go to booking list option
10. How to occupy the booked table
    1. Go to booking list or view booking list of the particular table from manage booking list and click occupy button
11. How to place an order of a regular menu items
    1. Select the items to be ordered which will be displayed in order list
12. How to place an order of a special items
    1. Go to special order button, add the special items if it does not exists and select the required special items from the list and send it to order list
13. How to create FOC order
    1. Go to order view of the particular table and create foc from the order list
14. How to send kot
    1. Click the send kot button
15. How to cancel order if kot is already sent
    1. Go to kot list and click return kot button
16. How to apply discount
    1. Go to billing list and click the ticket sign
17. How to make item wise payment
    1. Go to payment section from billing list view and choose cash or credit item wise payment
18. How to make advance payment
    1. Go to payment section from billing list view and click advance payment button
19. How to make final cash payment
    1. Go to payment section from billing list and choose the option cash
20. How to make final credit payment
    1. Go to payment section from billing list and choose the option credit
    2. Select the debtor name from the debtor list or add the new debtor
21. How to make final card payment
    1. Go to payment section from billing list and choose the card option
22. How to create separate bills
    1. Go to billing list and click split bill button
23. How to add menu items
    1. Go to menu items section from the menu and click create menu item button OR,
    2. Upload menu items
24. How to manage display order of menu items
    1. Go to menu item section from the menu and click manage order button and drag to order the display order
25. How to add menu category
    1. Go to menu category section from the menu and add new category and define its bill type
26. How to manage display order of menu category
    1. Go to menu category section from the menu and click manage order button and drag to order the display order
27. How to add liquor item
    1. Go to product manager from the menu
28. How to add purchase entry
    1. Go to purchase section from the menu
29. How to view debtor list
    1. Go to debtor list section from the menu
30. How to make debtor payment
    1. Go to debtor list from the menu and click payment button
31. How to view debtor payment history
    1. Go to debtor list from the menu and click the view button
32. How to view all kot list
    1. Go to kot list section in the menu, where you can view the existing kot list and remove the finished kot
33. How to define printer for the bill type
    1. Go to printer setting section from the menu and select the printer for a particular bill type
34. How to define the default delivery charge
    1. Go to delivery setting from the menu and save delivery charge
35. How to set monthly sales target
    1. Go to set monthly target section from the menu where you can save monthly sales target for each month
36. How to view vat report
    1. Go to vat report section from the menu
37. How to view category wise report
    1. Go to category summary section from the menu
38. How to sales summary
    1. Go to sales summary section from the menu
39. How to return bill
    1. Go to sales summary and return particular bill from there
40. How to view the stock
    1. Go to stock section from menu
41. How to adjust stock
    1. Go to stock section from menu and adjust the stock of any particular item
42. How to view FOC history
    1. Go to foc history from menu
43. How to view audit log
    1. Go to audit log from the menu
44. How to view close day log
    1. Go to close day log from menu
45. How to add tips amount
    1. Go to table view and click add tip button
46. How to distribute tips
    1. Go to distribute tips section from the menu
47. How to manually backup the database
    1. Go to backup database option from the menu
48. How to upload picture of the users
    1. Go to upload picture option from the menu
49. How to change password
    1. Go to change password from the menu
50. How to change pin code for applying discount
    1. Go to change pin code from the menu