

# ADATOP POS SYSTEM INSTRUCTION

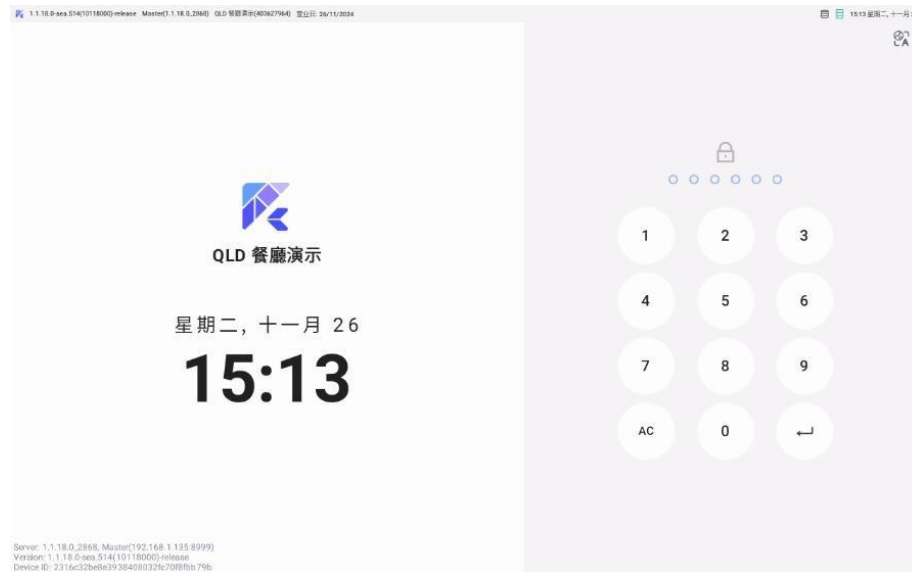


## Contents

<b>I. Starting Your Shift .....</b>	<b>3</b>
<b>II. Basic Ordering Functions .....</b>	<b>5</b>
Placing an Order .....	6
Navigating the Ordering System .....	6
Selecting Drinks or Items with Sub-Options .....	7
Assigning Orders to Specific Guests .....	8
Processing Payment for a Table .....	9
Table Functions.....	10
Cancelling Orders Already Sent to the Kitchen.....	11
Modifiers.....	12
Applying Discounts .....	12
Adding Kitchen Notes .....	14
<b>III. Reservation.....</b>	<b>26</b>
<b>IV. Adding a New Member.....</b>	<b>27</b>
<b>V. Report.....</b>	<b>29</b>
<b>VI. Stock Management .....</b>	<b>30</b>
<b>VIII. Loss Reporting .....</b>	<b>36</b>
<b>IX. Daily Closing.....</b>	<b>37</b>
<b>X. Lock Screen .....</b>	<b>39</b>
<b>XI. Viewing Employee Work Hours.....</b>	<b>40</b>

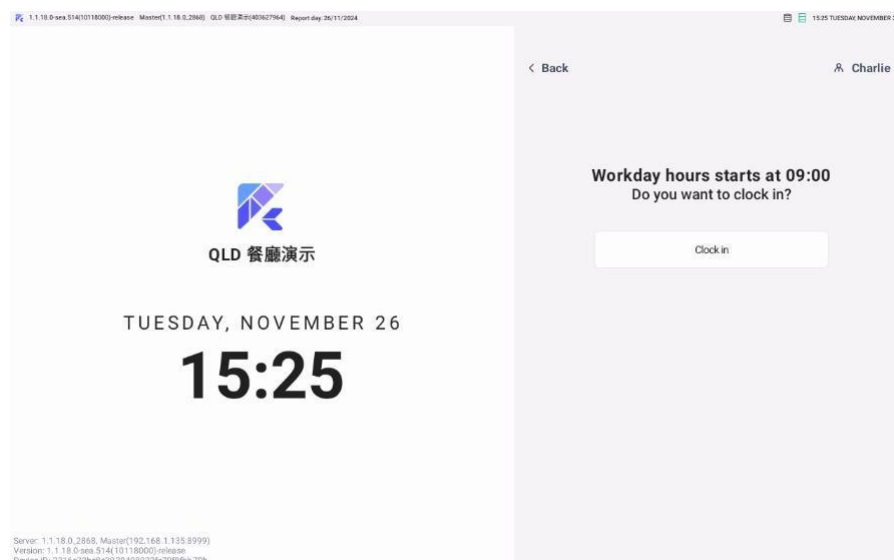
## I. Staff Log in

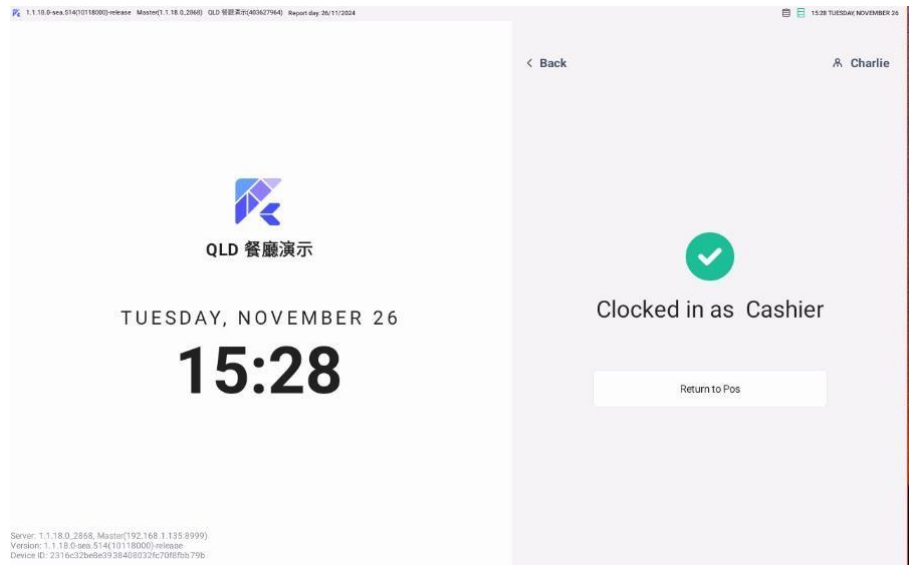
- **Dedicated Employee Login Number**  
Each staff member is assigned a unique login number for accessing the system.
- **Logging in and Signing In**  
When a staff member logs in using their employee login number, they are automatically signed in as part of the process.



## Starting Your Shift

- **Clock In**  
To begin your shift, click the "Clock In" button. (This function needs to be enabled at back office first)

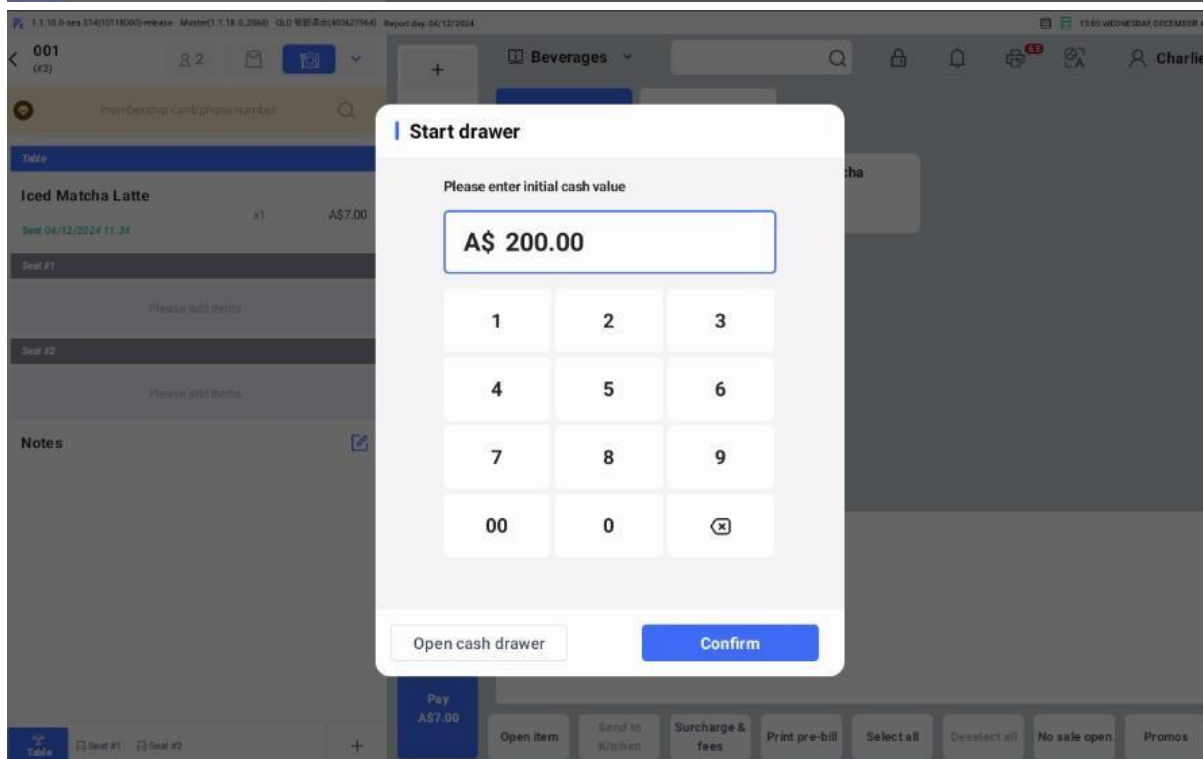
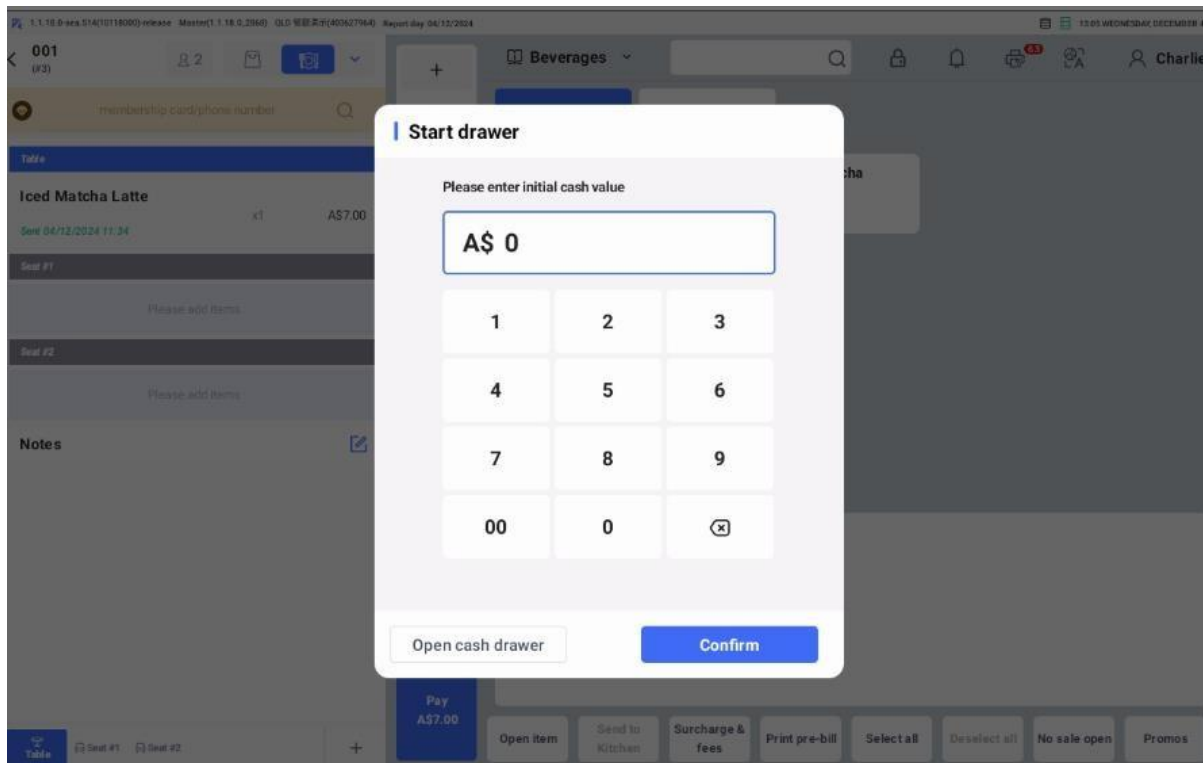




## II. Basic Ordering Functions

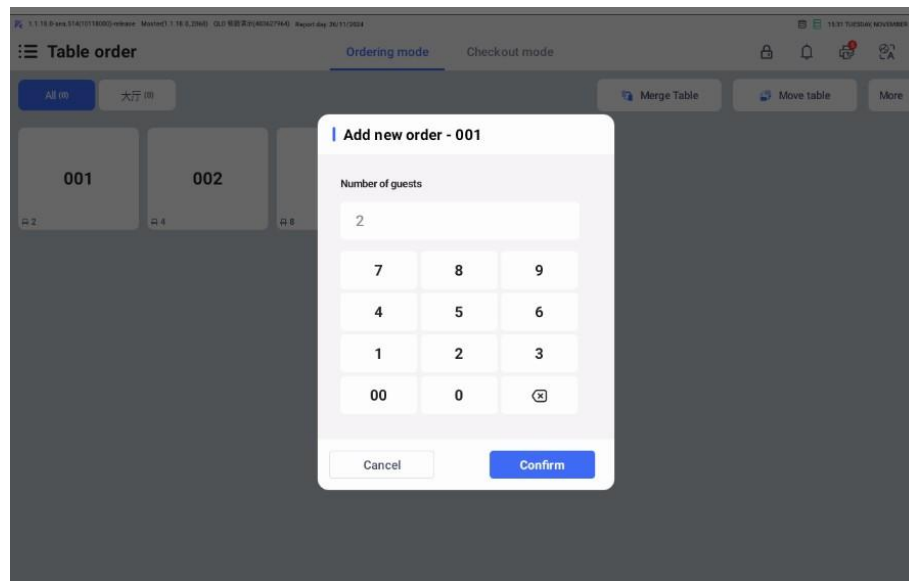
### Open Cash Draw

The first transaction of each day will trigger this popup, allowing merchants to input a reserve amount (this amount will be reflected in the daily settlement report). If the merchant does not require a reserve amount, they can simply enter "0".



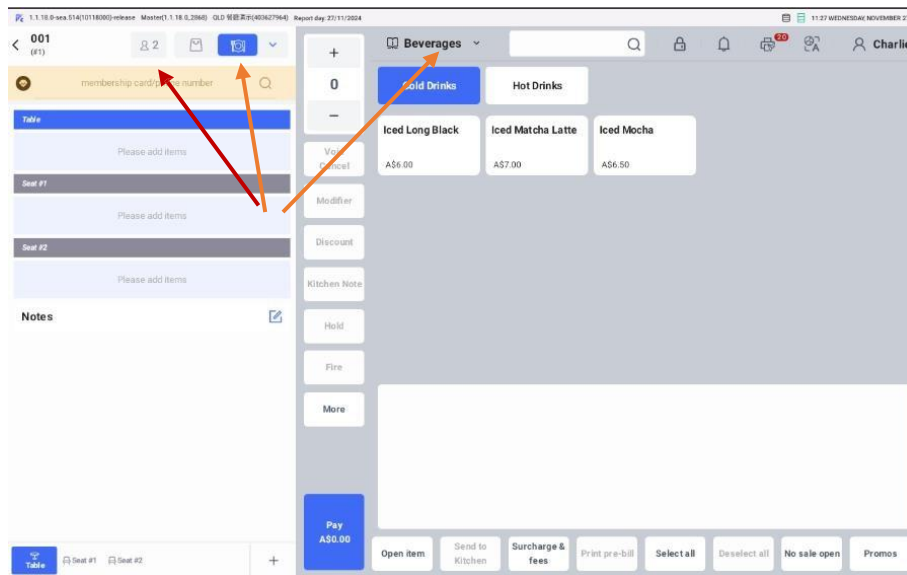
## Placing an Order

1. **Select Table Number**  
Click on the table number to begin placing an order for the customer.
2. **Enter Guest Count**  
Specify the number of guests.
3. **Access Table Section**  
Click on the table number again to enter the ordering section for that table.



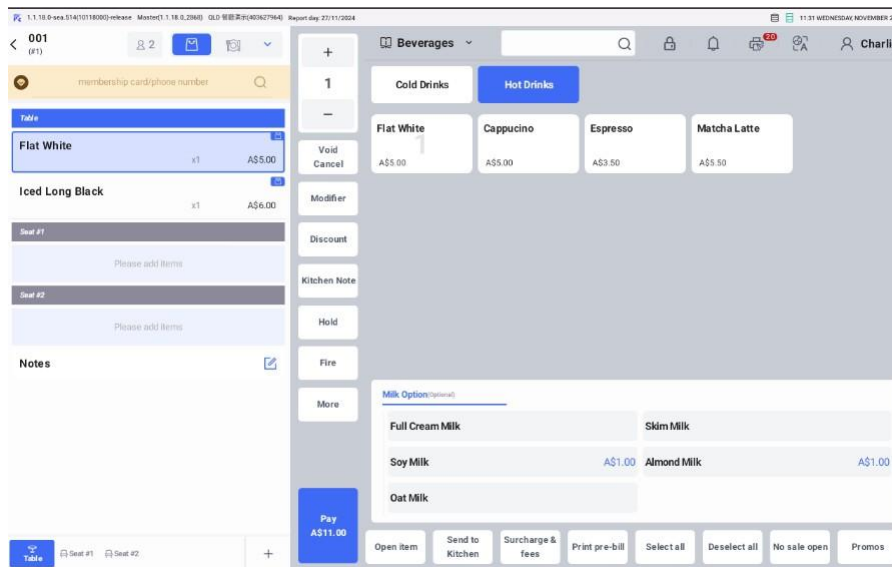
## Navigating the Ordering System

1. **Adjust Guest Count and Ordering Types**  
In the top-left corner, you can update the number of guests and choose the ordering type (e.g., dine-in, takeout, etc.).
2. **View and Select from the Menu**  
On the right-hand side, you'll see the main menu.
  - Scroll down to view the available menus.
  - Categories are displayed for easy navigation.
3. **Placing an Order**
  - Start by selecting a category.
  - Then, choose the desired dishes from the category.



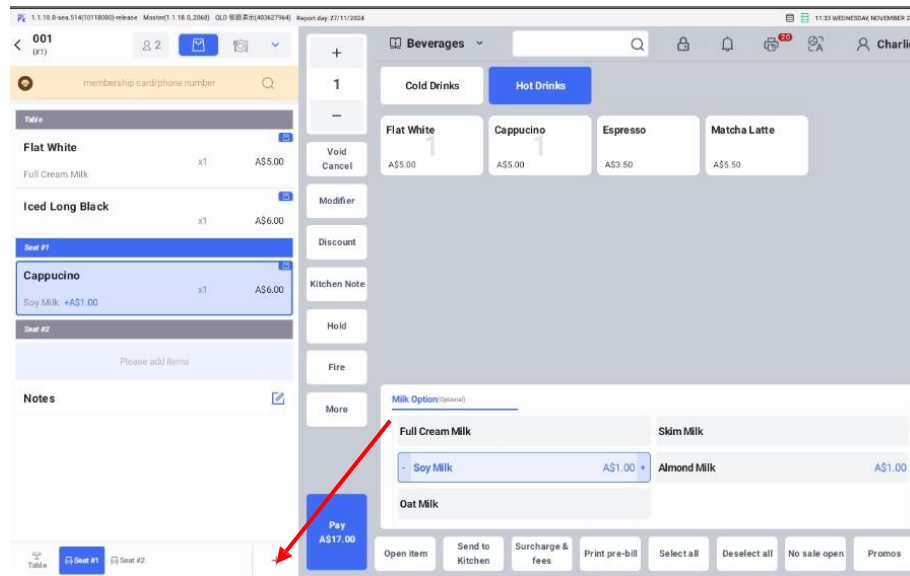
## Selecting Drinks or Items with Sub-Options

- For drinks or food items with sub-selections (e.g., size, toppings, flavours), the available options will appear on the right-hand side of the screen.
- Review and select the desired sub-options before confirming the order.

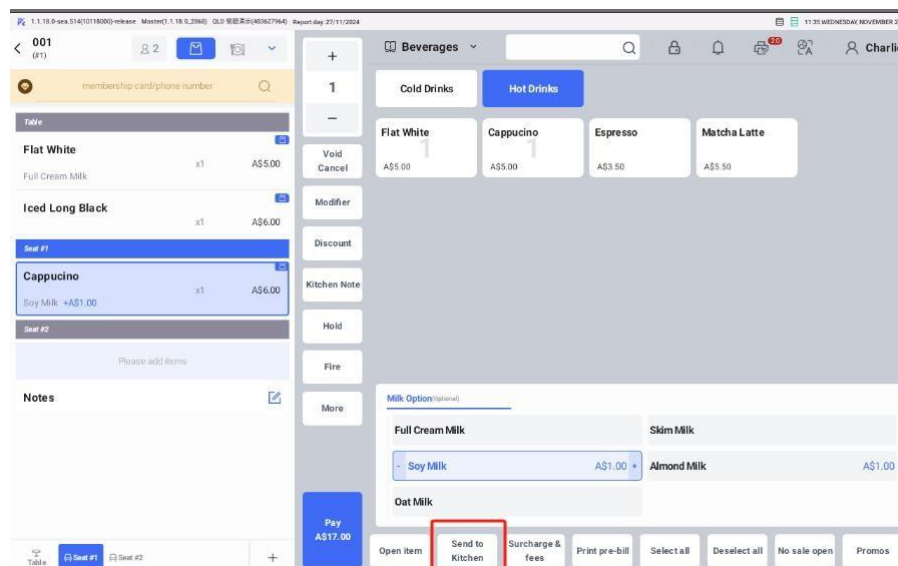


## Assigning Orders to Specific Guests

- If guests seated at the table want to place individual orders, use **Seat #1**, **Seat #2**, etc., to distinguish their orders.
- This ensures each guest's selections are assigned to the correct seat for clarity and convenience.

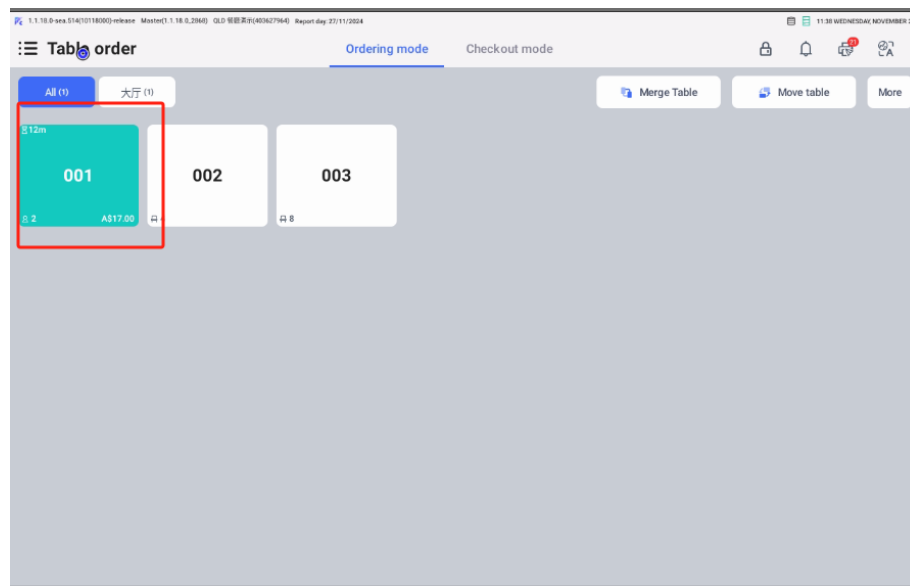


Once the ordering is complete, select the "**Send to Kitchen**" option to forward the order for preparation.



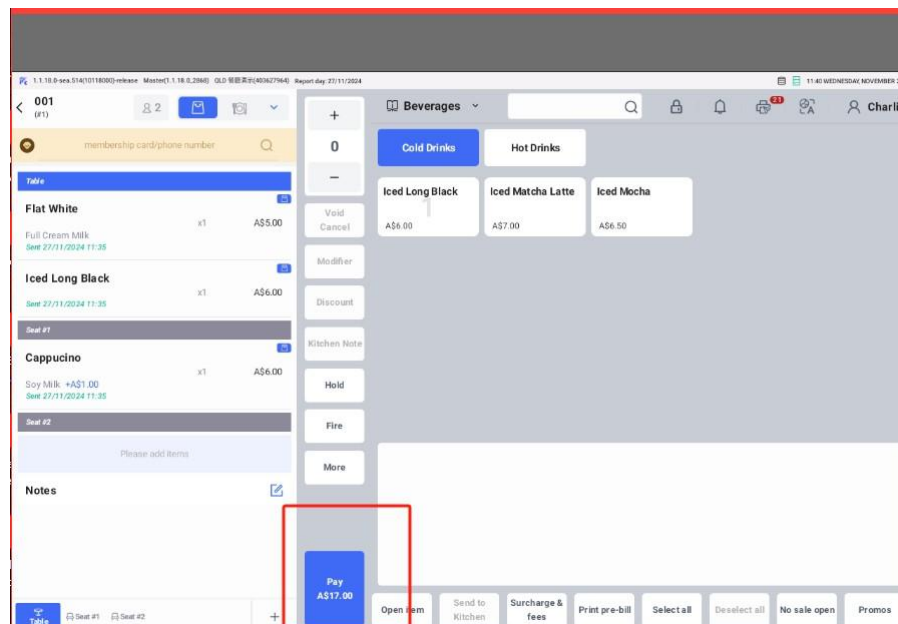


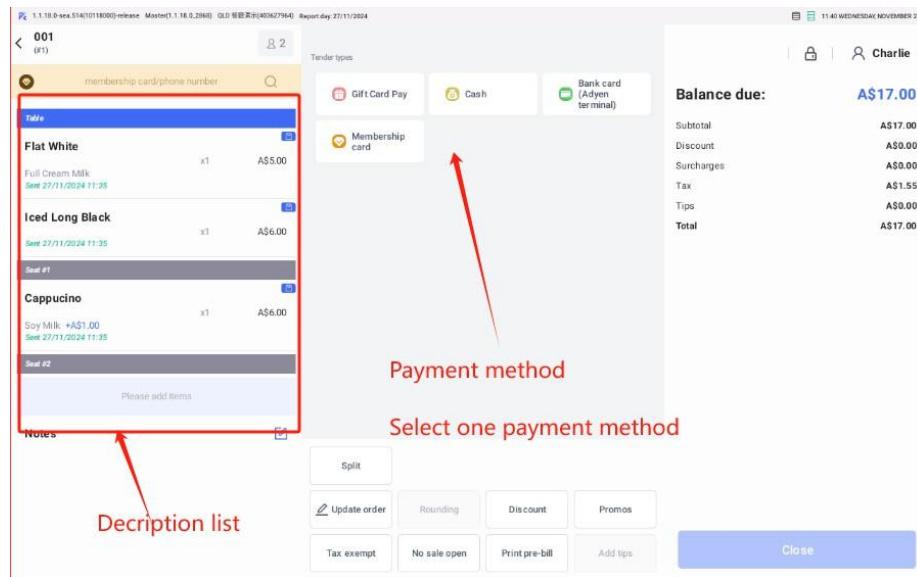
Once placed the order, the table would show like this



## Processing Payment for a Table

1. **Select the Table**  
Click on the table (e.g., Table 1) to access its order details.
2. **Initiate Payment**  
Click the "Pay" button to begin the payment process.





## Table Functions

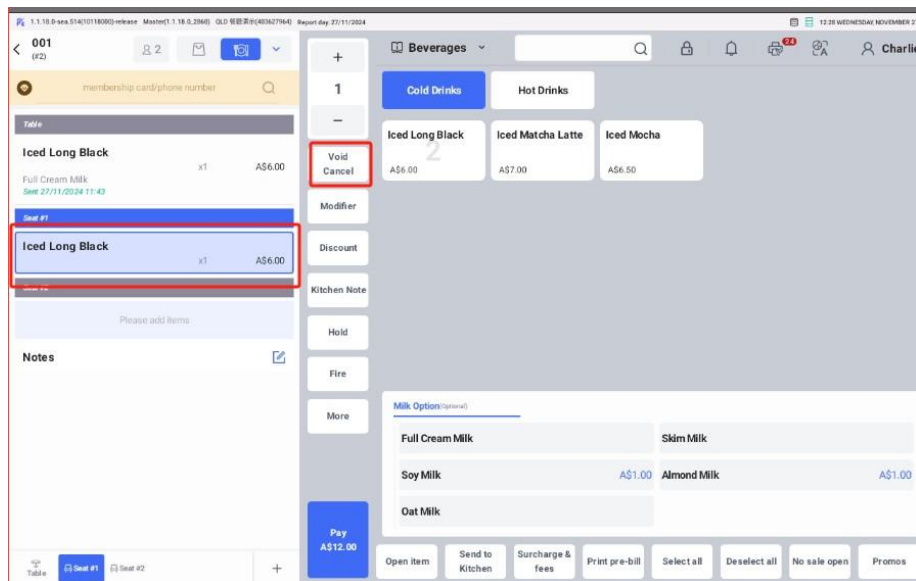
Once you access a table, the following action buttons are available:

### 1. Void Order

- Use this option to cancel an order or remove items if needed.

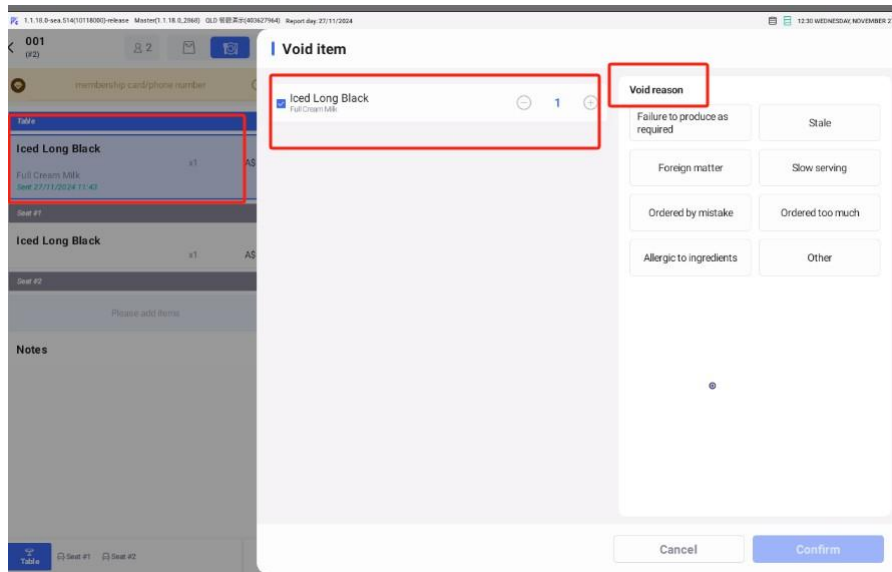
### 2. Deleting Order Items

- If you need to remove items from the order, you can click "**Void Cancel**" to delete the incorrect items from the cart.
- This option allows you to correct any mistakes made when selecting products.



## Cancelling Orders Already Sent to the Kitchen

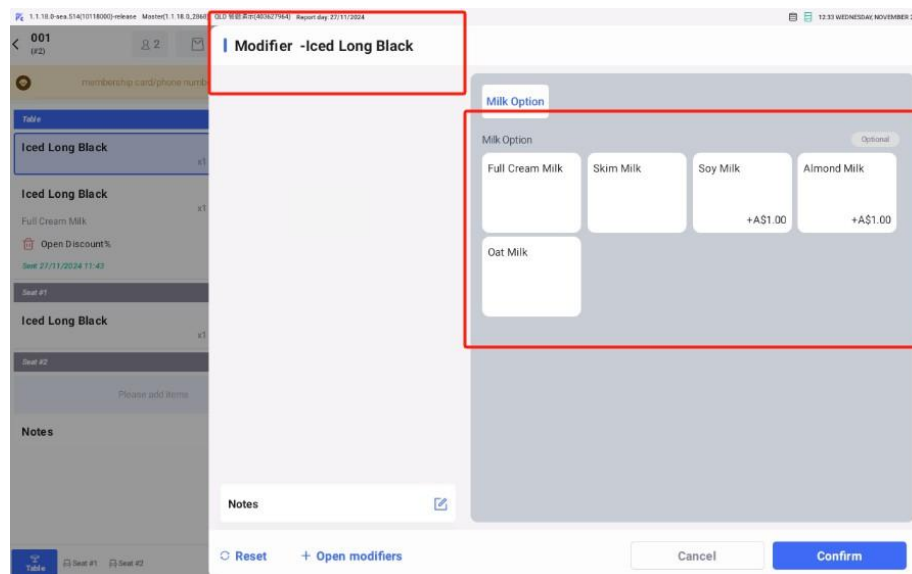
- If the order has already been sent to the kitchen, you can still click **"Void Cancel"** to cancel it.
- The system will prompt you to select a reason for why the order is being deleted.



## Modifiers

### Modifier

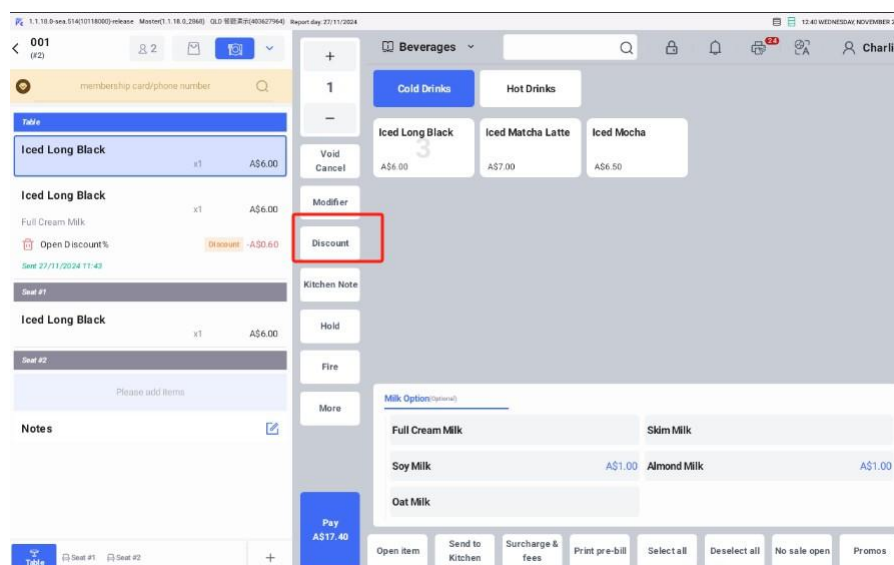
- If the product or item contains additional modifiers (e.g., size, toppings, special requests), click the **modifier icon** to view and select more options or details.

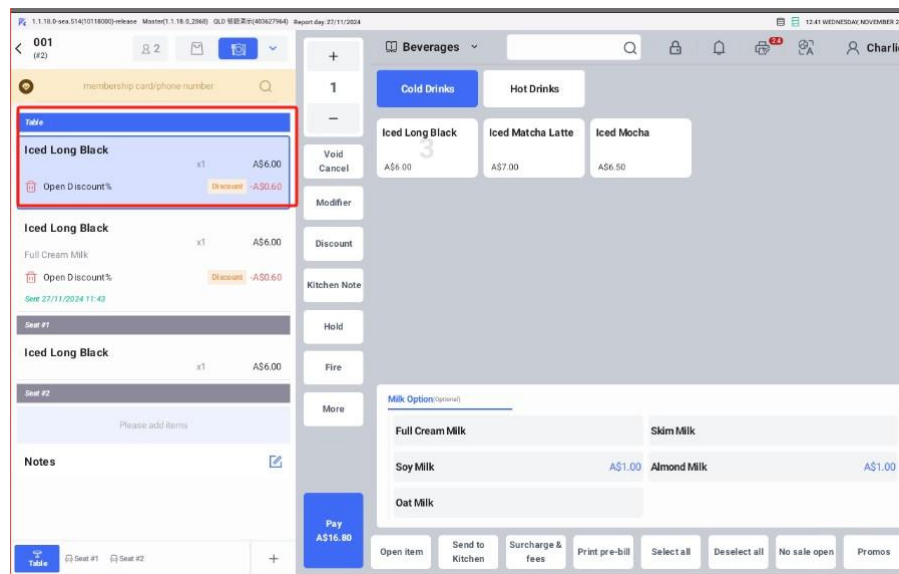
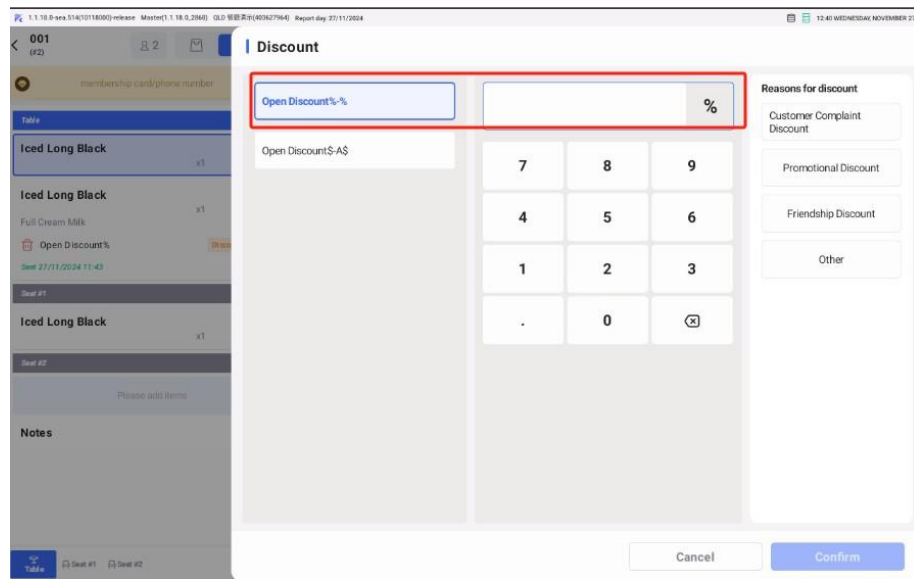


## Applying Discounts

### Discount

- Select the item you wish to apply a discount to.
- Click the **"Discount"** button and enter the discount percentage (e.g., 10% off will show as "10%").

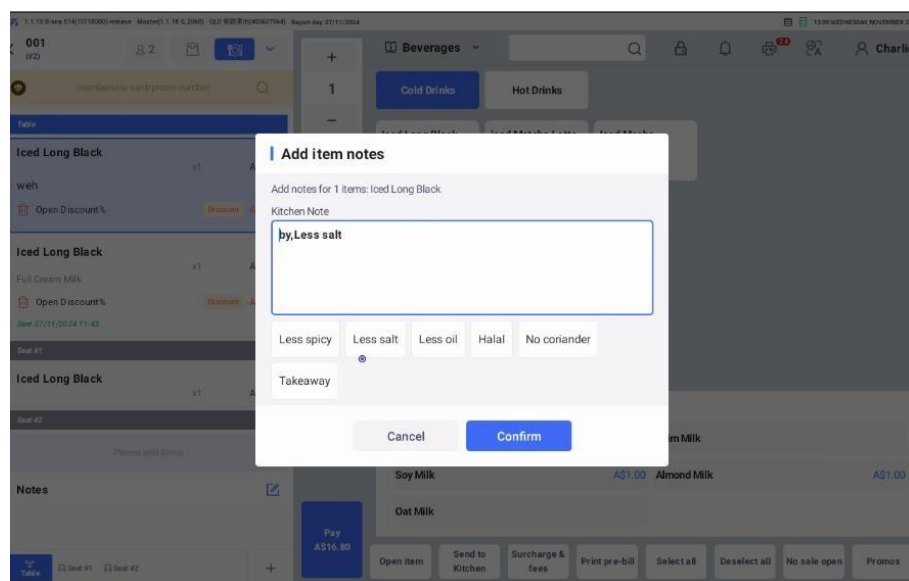
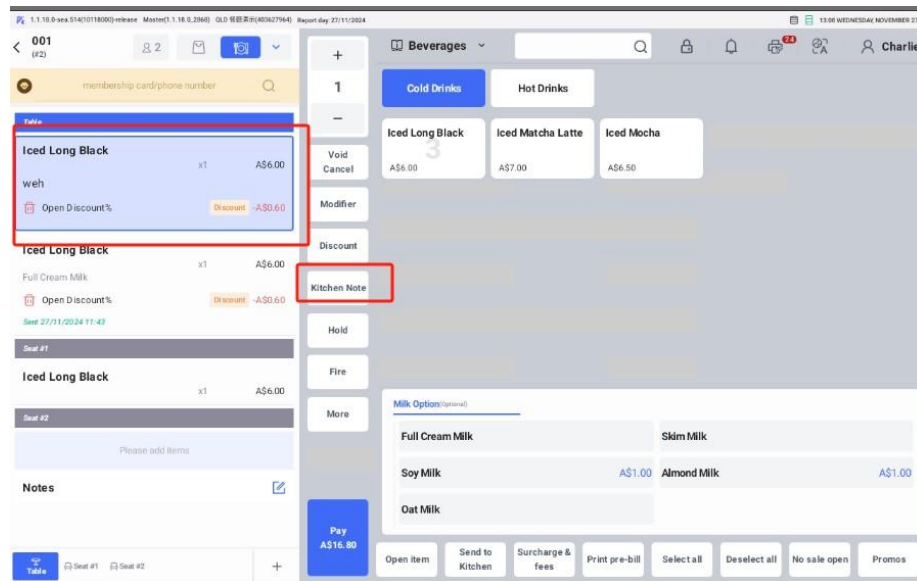


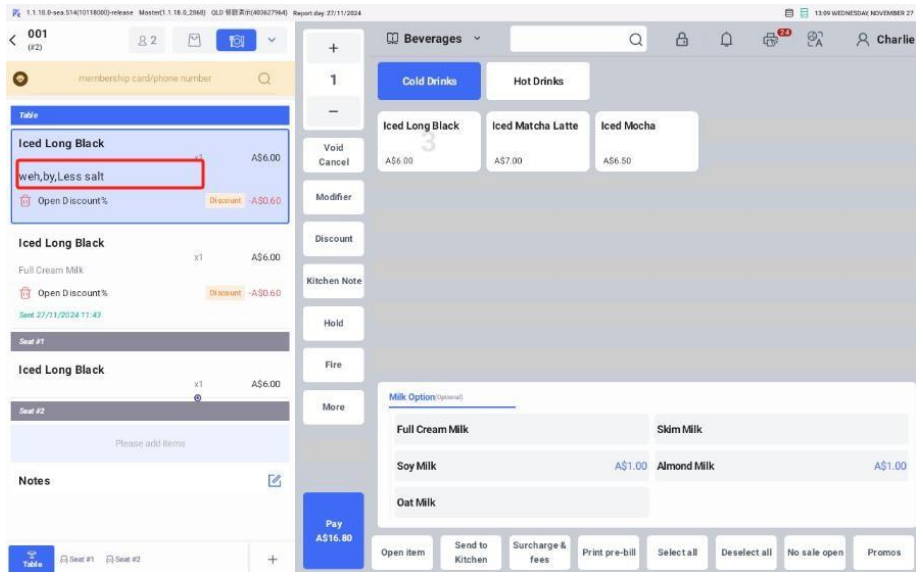


## Adding Kitchen Notes

### Add Kitchen Note for **single item**

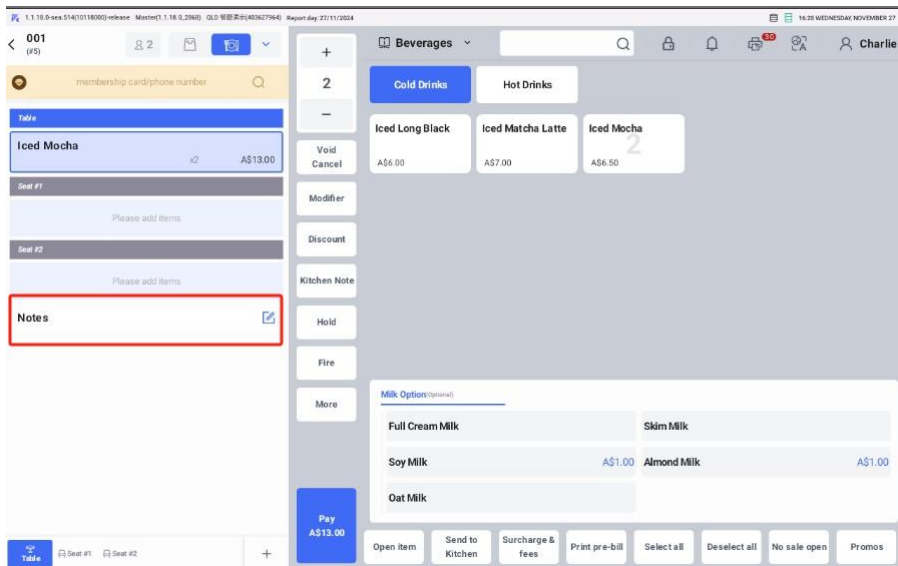
- Click on the dish you want to add a note for.
- Then, click the **"Kitchen Note"** button to enter any special instructions or notes for the kitchen.





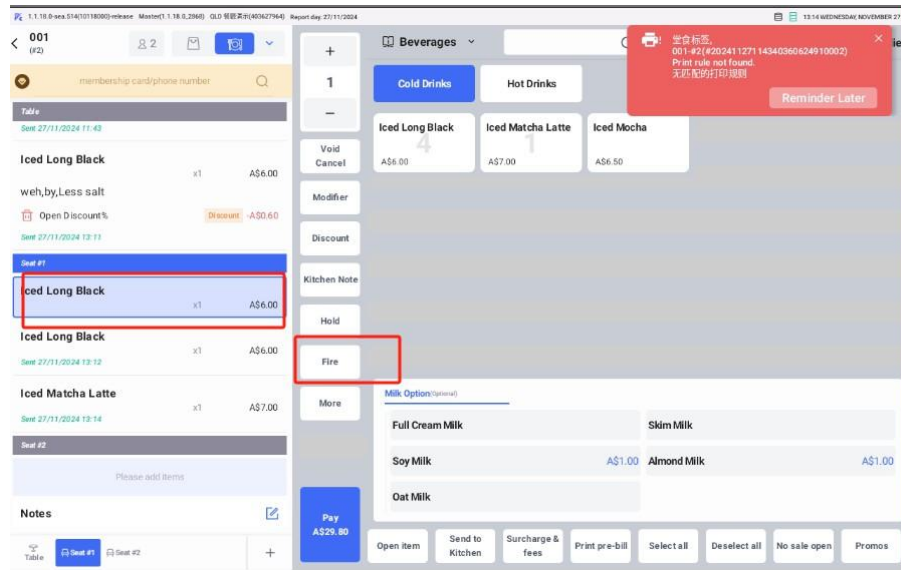
## Add Kitchen Note for **entire order**

- click the "Add Note" button (typically available for the whole table/order).
- Enter the desired note, and it will be sent along with the order to the kitchen.



## Fire Function

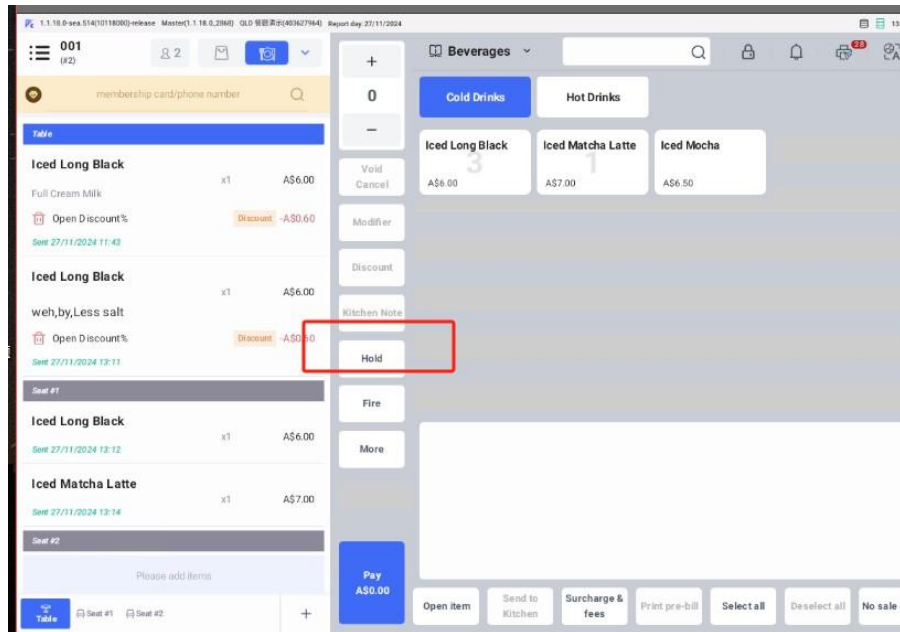
- For a single item, you can use the "Fire" function to immediately send that item to the kitchen for preparation.
- This option is typically used when you want to prioritize a dish.





## Hold Order

- Use the "Hold Order" function to temporarily pause or delay sending the order to the kitchen.
- This is useful when you want to wait for a specific time to send the entire order or to delay a item.



## For the Open Item

- For new products that haven't been added to the system yet, you can use the "Open Item" function.
- To add the item, enter the name, price, and select the area (e.g., kitchen, bar) where it should be printed.

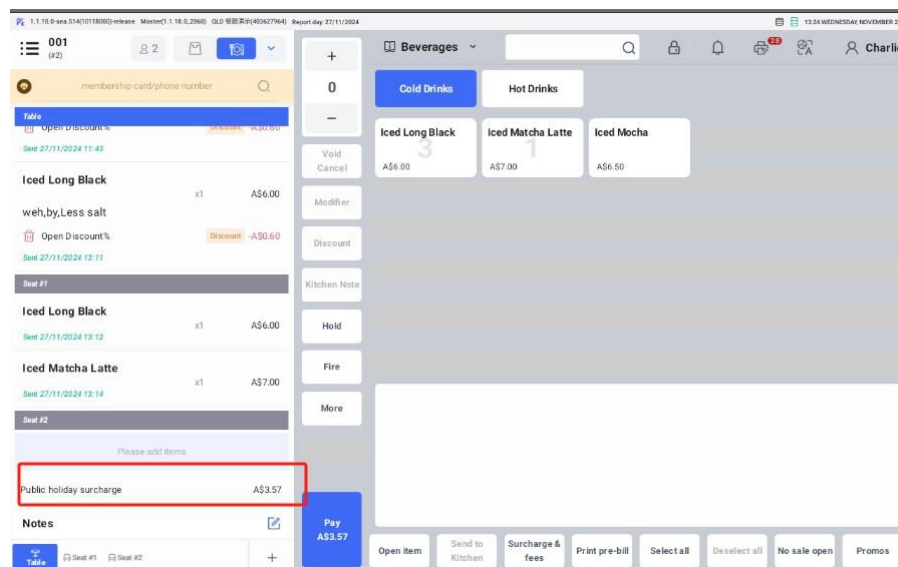
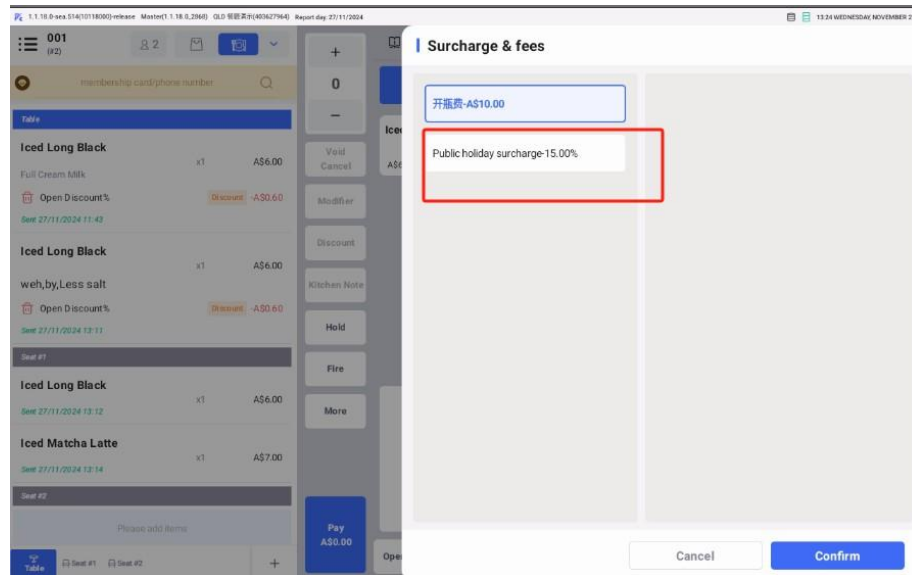
The screenshot displays a POS system interface with a modal dialog titled "Open Item". The dialog contains the following fields and controls:

- \* Item name**: A text input field.
- \* Price**: A text input field with the value "0.00".
- Notes**: A text input field with the placeholder "Please input".
- Area Selection**: Two buttons, "咖啡" (Coffee) and "后厨" (Back Kitchen), are highlighted with a red rectangle. The "咖啡" button has a blue checkmark.
- Buttons**: "Cancel" and "Confirm" buttons are located at the bottom of the dialog.

The background interface shows a list of items including "Iced Long Black", "Full Cream Milk", and "Iced Matcha Latte". The top bar includes a search icon, a lock icon, and a user profile icon labeled "Charlie". The bottom bar shows a total of "Pay AS\$0.00" and various action buttons like "Open item", "Send to Kitchen", "Surcharge & fees", "Print pre-bill", "Select all", "Deselect all", "No sale open", and "Promos".

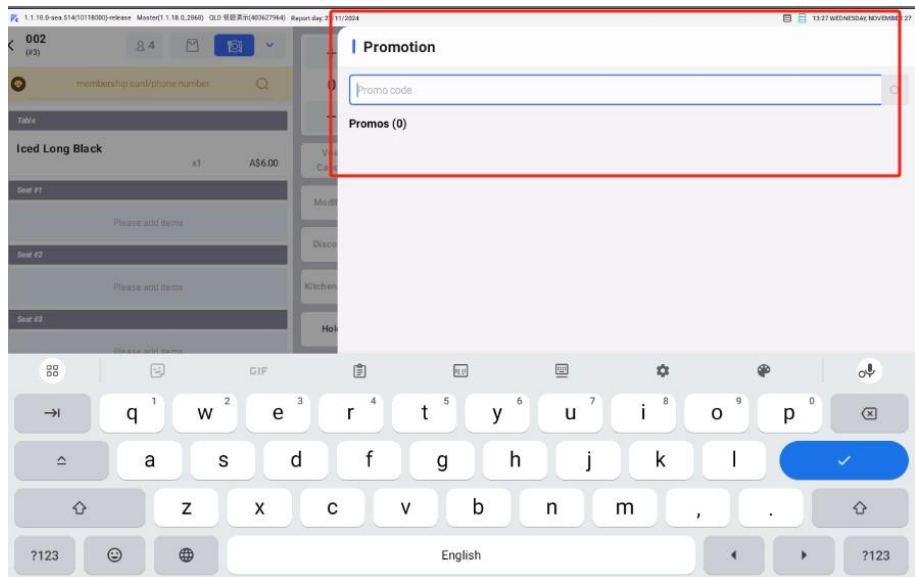
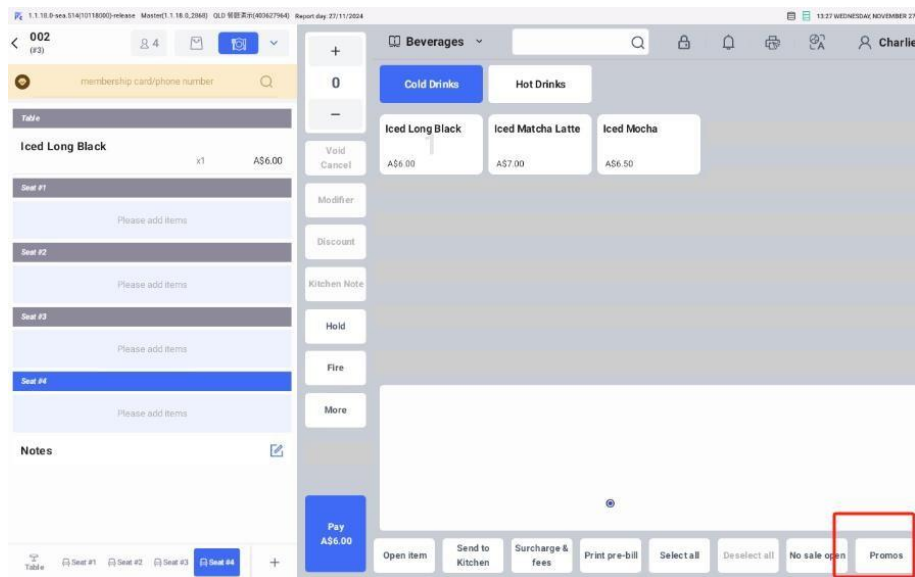
## Surcharge & Fees

- For additional charges like BYO (Bring Your Own) or Public Surcharge, you can apply these fees to the table order.
- Simply select the relevant surcharge or fee type and apply it to the order for the table.



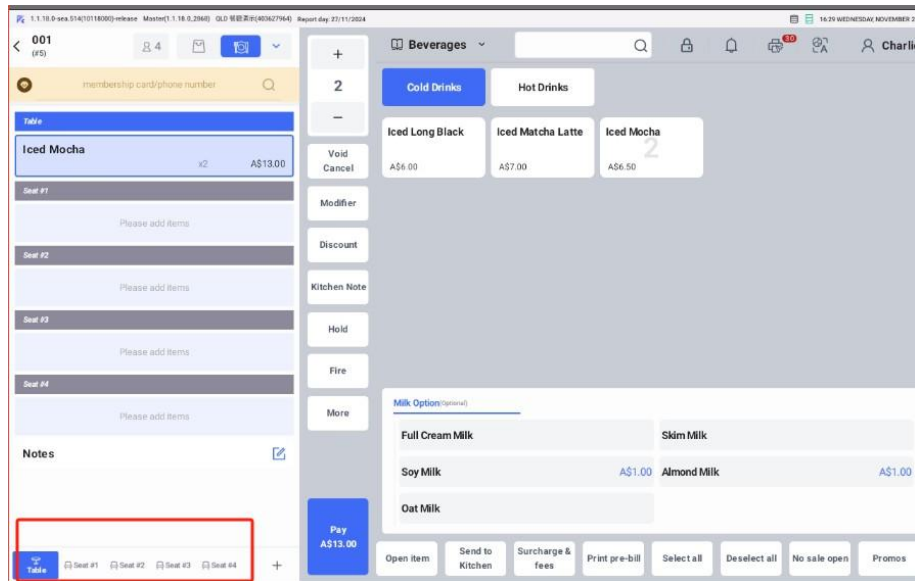
## Promotions

- If there are any ongoing promotions, you can apply them to the order.
- Select the applicable promotion, and the system will automatically adjust the price based on the promotion's terms (e.g., discounts, special offers).



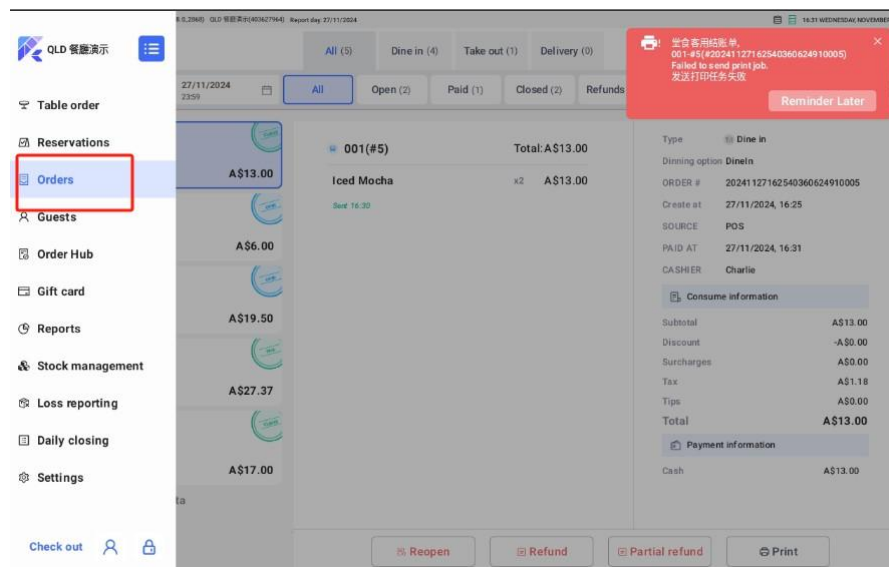
## For Adding More Seats

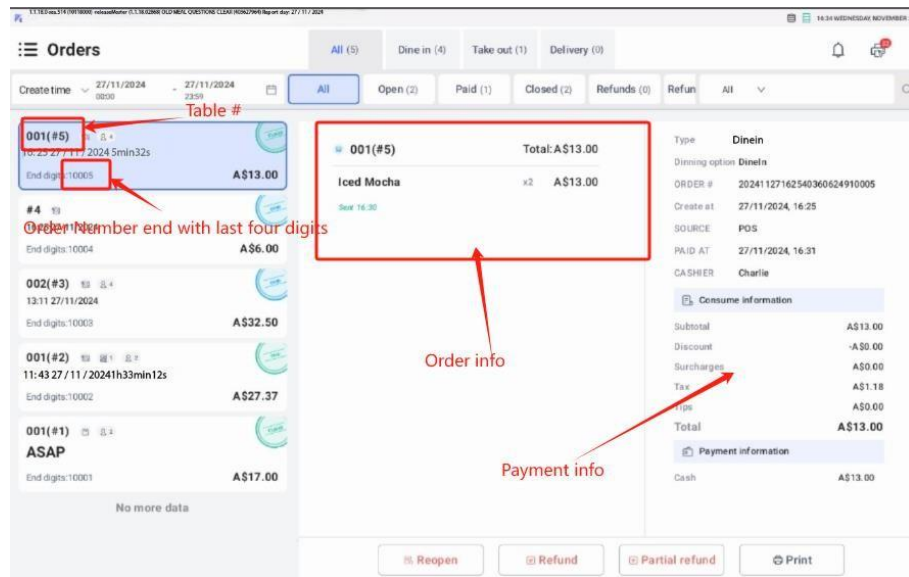
- To add more seats to the current table, simply select the "Add Seats" option.
- This allows you to update the number of guests and adjust the order accordingly.



## Check the Order History

- To view past orders, select the "Order " option.
- This will display a record of all previous orders for the table or session, allowing you to review details or make any necessary adjustments.



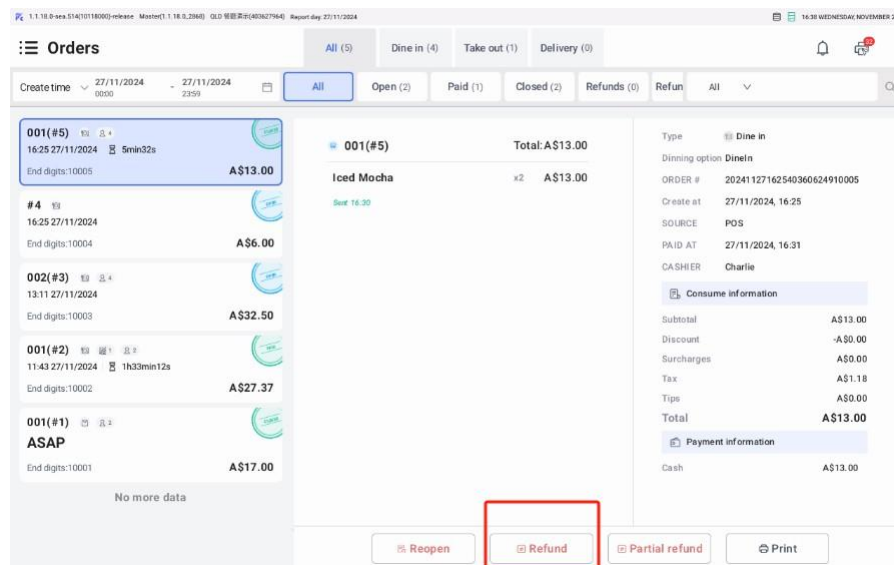


## Refund

- Clicking "Refund" will process a full refund for all items in the order.

## Partial Refund

- For a partial refund, you can select specific items to refund instead of the entire order.



1.1.18.0-vera-51470118000-release Master(1.18.0.2046) Q3.0 繁體中文(409277964) Report day: 27/11/2024 16:40 WEDNESDAY, NOVEMBER 27

## Orders

All (5) Dine in (4) Take out (1) Delivery (0)

Createtime: 27/11/2024 0000 - 27/11/2024 2359 All Open (2) Paid (1) Closed (2) Refunds (0) Refun: All

**001(#5)** 16:25 27/11/2024 5min32s End digits:10005 **A\$13.00**

**#4** 16:25 27/11/2024 End digits:10004 **A\$6.00**

**002(#3)** 13:11 27/11/2024 End digits:10003 **A\$32.50**

**001(#2)** 11:43 27/11/2024 1h33min12s End digits:10002 **A\$27.37**

**001(#1)** **ASAP** End digits:10001 **A\$17.00**

No more data

**001(#5)** Total: A\$13.00

**Iced Mocha** x2 **A\$13.00**

Seat 16:30

Type: Dine in  
Dinning option: Dinein  
ORDER #: 20241127162549360624910005  
Create at: 27/11/2024, 16:25  
SOURCE: POS  
PAID AT: 27/11/2024, 16:31  
CASHIER: Charlie

**Consume information**

Subtotal	A\$13.00
Discount	-A\$0.00
Surcharges	A\$0.00
Tax	A\$1.18
Tips	A\$0.00
<b>Total</b>	<b>A\$13.00</b>

**Payment information**

Cash	A\$13.00
------	----------

Reopen Refund **Partial refund** Print

### Partial refund

Item name	Quantity	Post discount Price(per item)	Return quantity	Total refund	
<input checked="" type="checkbox"/> Iced Mocha		A\$6.50	1	A\$6.50	
				<b>Total refund</b>	<b>A\$6.50</b>
				Tax	A\$0.00

Select payments to refund

Cash	Max refund A\$13.00	A\$6.50
Cash		A\$0.00

Please select a reason

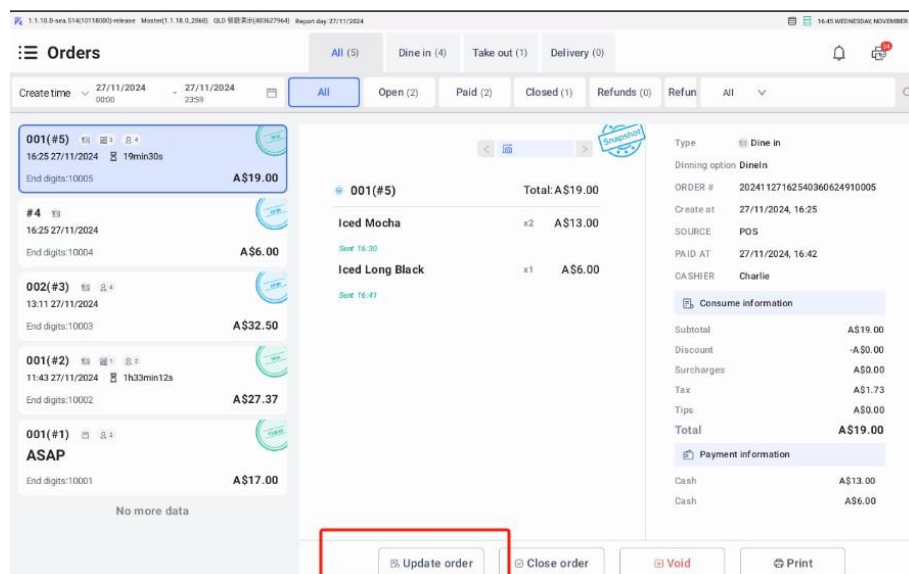
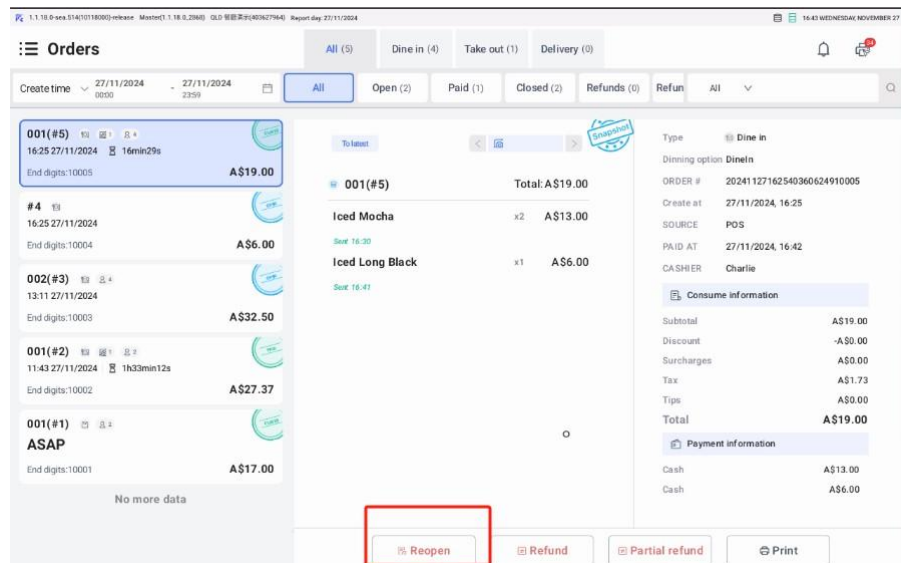
- ☒ Failure to produce as required
- ☐ Stale
- ☐ Foreign matter
- ☐ Slow serving
- ☐ Ordered by mistake
- ☐ Ordered too much
- ☐ Allergic to ingredients
- ☐ Other
- ☐ Other reason
- Please input

Cancel Refund

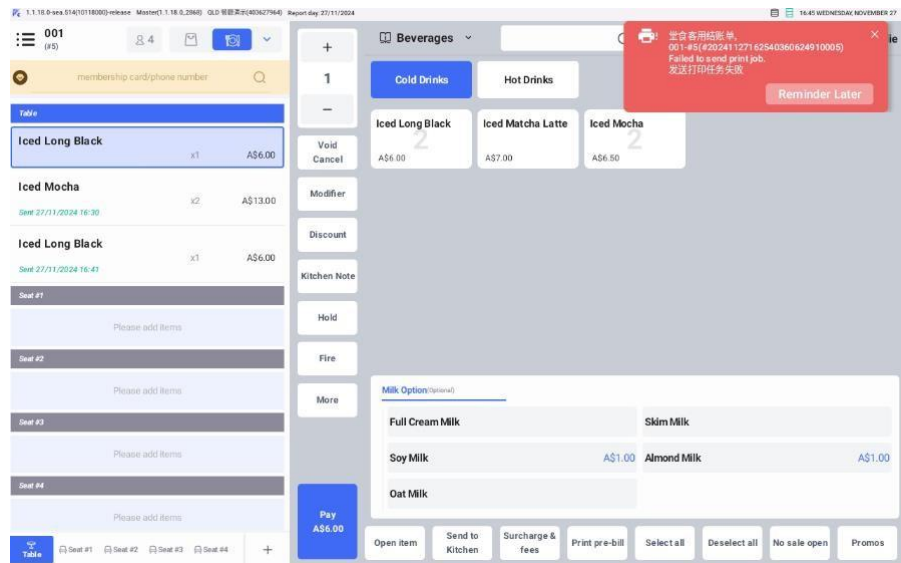
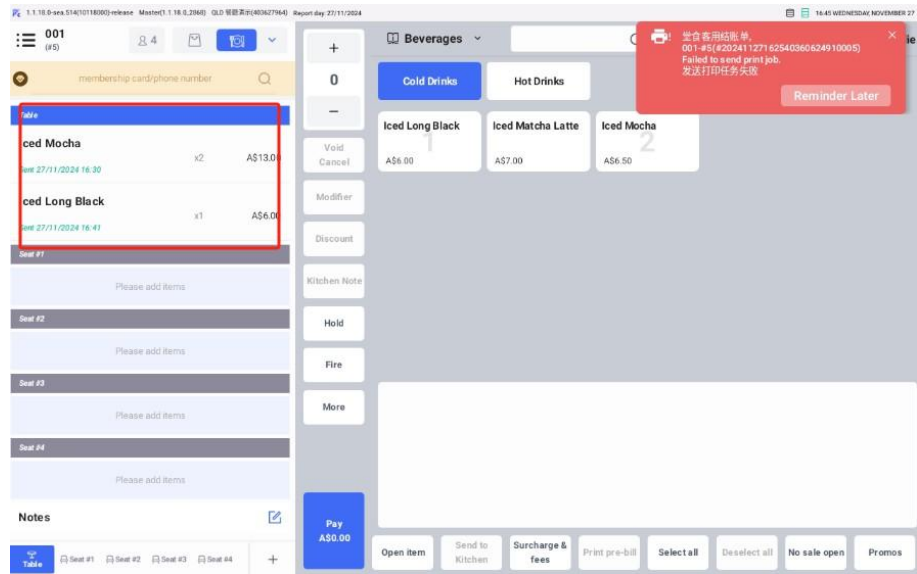
Reopen Refund Partial refund Print

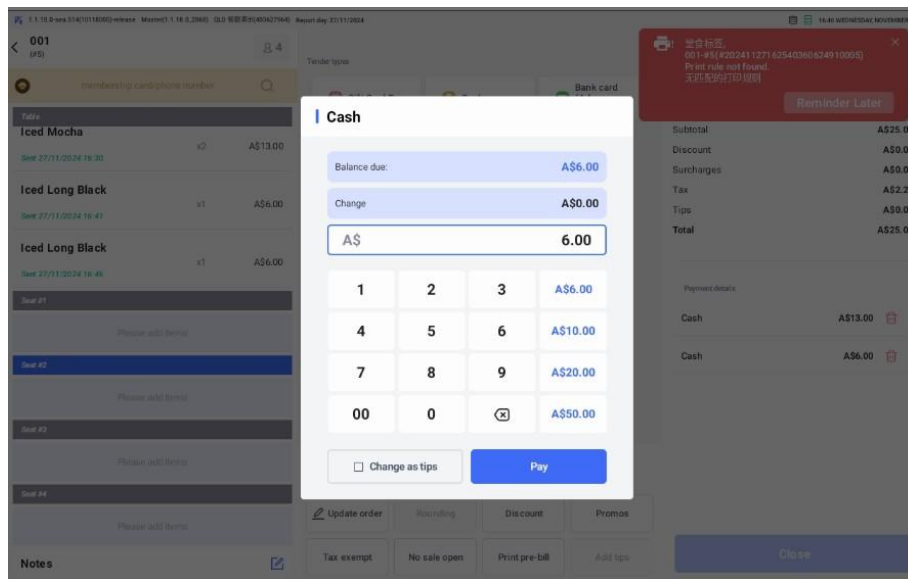
## Reopen

- If a customer wishes to add more items to an order they have already paid for, click **"Reopen"**.
- This will allow you to modify the order and add new items.





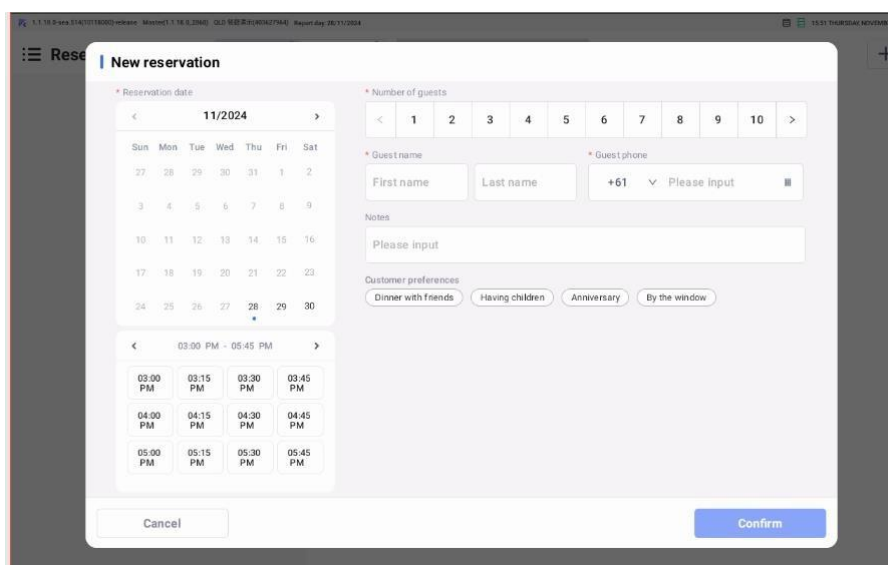


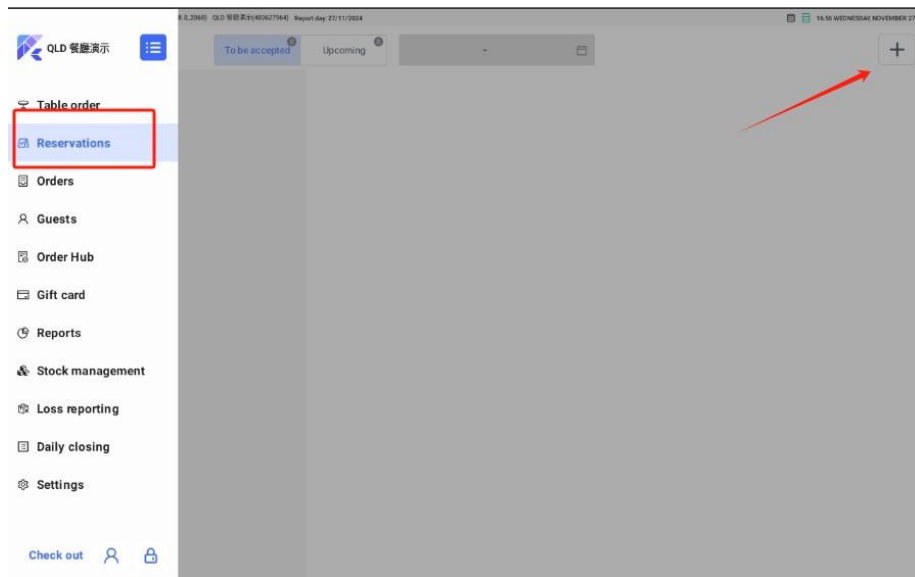


### III. Reservation

#### Add Reservation

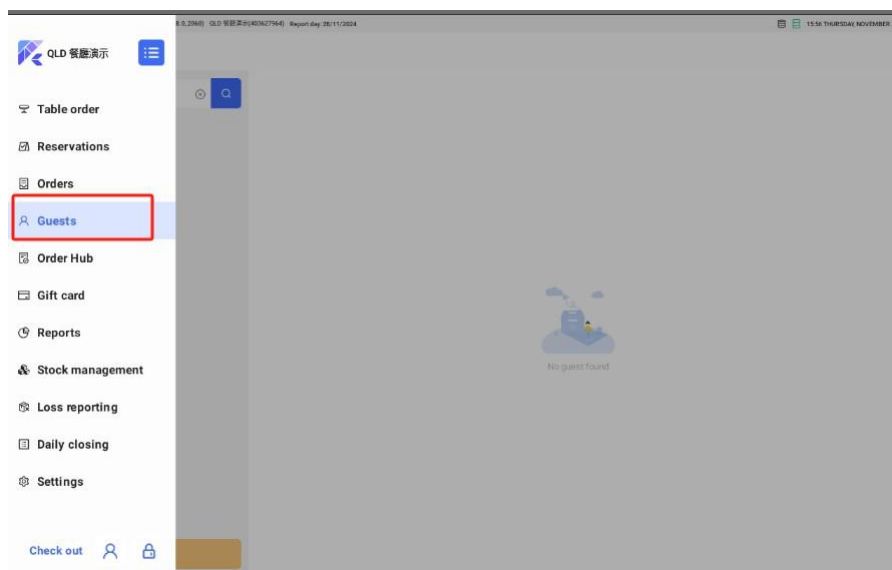
- To add a reservation, go to the front desk system.
- Choose the date and enter the customer's name and phone number.
- Once a table is assigned to the customer, they will receive a booking confirmation message with the reservation details.

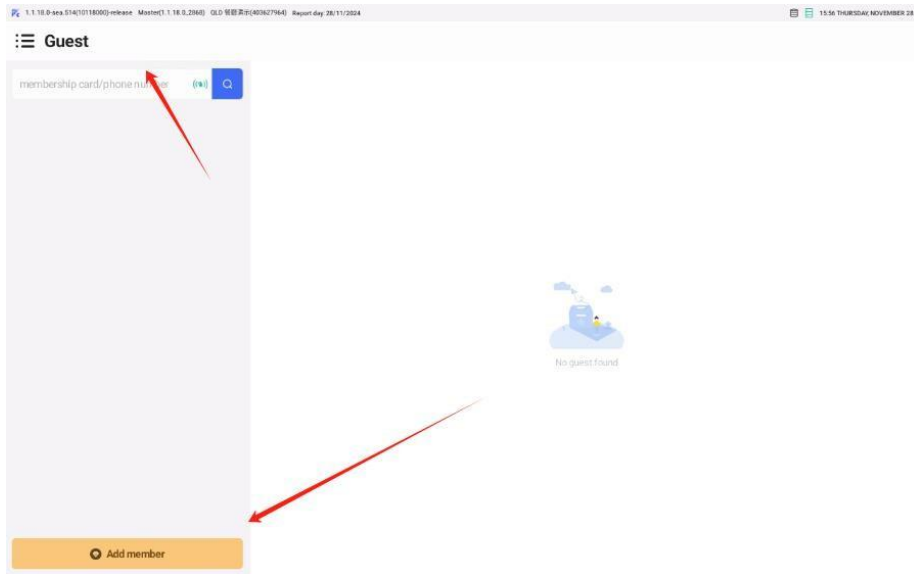




#### IV. Adding a New Member

- **Add New Guest Member**
- To add a new member to the POS system, go to the **Membership** section.
- Enter the customer's details, such as name, contact information, and membership details, to register them in the system.





This screenshot shows the 'Add Member' form. The form is titled 'Add Member' and is divided into two main sections. The left section is titled 'Choose a membership card' and contains three dropdown menus: 'Membership Card Program' (with the selected value '会员等级'), 'Level' (with the selected value 'VIP1'), and 'Card password' (with a masked input '\*\*\*\*\*'). The right section is titled '\*Phone number' and contains several input fields: 'Phone number' (with a dropdown showing '+61' and a placeholder 'Please input'), 'Email' (with a placeholder 'Please input'), 'Guest name' (with sub-fields for 'First name', 'Middle name', and 'Last name'), 'Birthday' (with a dropdown showing 'yyyy-MM-dd'), and 'Gender' (with buttons for 'Female', 'Male', and 'Unknown'). At the bottom of the form, there are three buttons: 'Cancel', 'Register', and 'Register & Top-up'. The 'Add member' button from the previous screenshot is visible at the bottom of the page.

## V. Report

- **Sales Report**

- To check today's sales report, navigate to the **Sales** section.
- This will display a summary of all transactions, including total sales, items sold, and other relevant data for the day.

1.1.18.0-sea-51410118000-release Master(1.1.18.0.2880) 0.0.0 0.0.0 (405627964) Report day 03/12/2024 14:19 TUESDAY DECEMBER 3

**Reports - Sales** Print

Business da... 03/12/2024 - 03/12/2024 Cashiers

**Sales summary**

	Amount
Gross sales	A\$6.00
total price of dishes	A\$6.00
Total surcharges	A\$0.00
bill discount	A\$0.00
Rounding	A\$0.00
Tax (incl)	A\$0.55
Tax(Excl)	A\$0.00
Tips	A\$0.00
Payment subtotal	A\$6.00
Not calculated based on actual receipts	A\$0.00
Tax(Excl)	A\$0.00
payment privilege	A\$0.00
surcharge (excluding actual collection)	A\$0.00
Tips	A\$0.00

**Deferred Sales**

Type [count]	Amount
Deposit [0]	A\$0.00
Gift Card [0]	A\$0.00
Member top-up [0]	A\$0.00
<b>Total [0]</b>	<b>A\$0.00</b>

**Member top-up summary**

Type [count]	Amount
Member top-up [0]	A\$0.00
Member reload refund [0]	A\$0.00
<b>Total</b>	<b>A\$0.00</b>

- **Void Report**

- The **Void** section shows a summary of all orders that have been voided.
- It will display the number of orders that were cancelled and the total value of the voided items or orders.

1.1.18.0-sea-51410118000-release Master(1.1.18.0.2880) 0.0.0 0.0.0 (405627964) Report day 03/12/2024 14:21 TUESDAY DECEMBER 3

**Reports - Void** Print

Business da... 03/12/2024 - 03/12/2024 Cashiers

**Void summary**

Type [count]	Amount
Refunded orders [1]	A\$6.00
Void qty [1]	A\$6.00

**Void orders by operator**

Operator [Orders]	Amount
Charlie [1]	A\$6.00
<b>Total [1]</b>	<b>A\$6.00</b>

**Void orders by reasons**

Reason [Orders]	Amount
Allergic to ingredients [1]	A\$6.00
<b>Total [1]</b>	<b>A\$6.00</b>

**Void items by reasons**

Reason [Qty]	Amount
--------------	--------

**Dish return summary**

Dish name, [specification]	Qty	Amount
----------------------------	-----	--------

- **Transaction Report**

- The **Transaction** section allows you to view all the orders that have been processed.
- You can check detailed information for each order, including the items purchased, payment method, and transaction status.

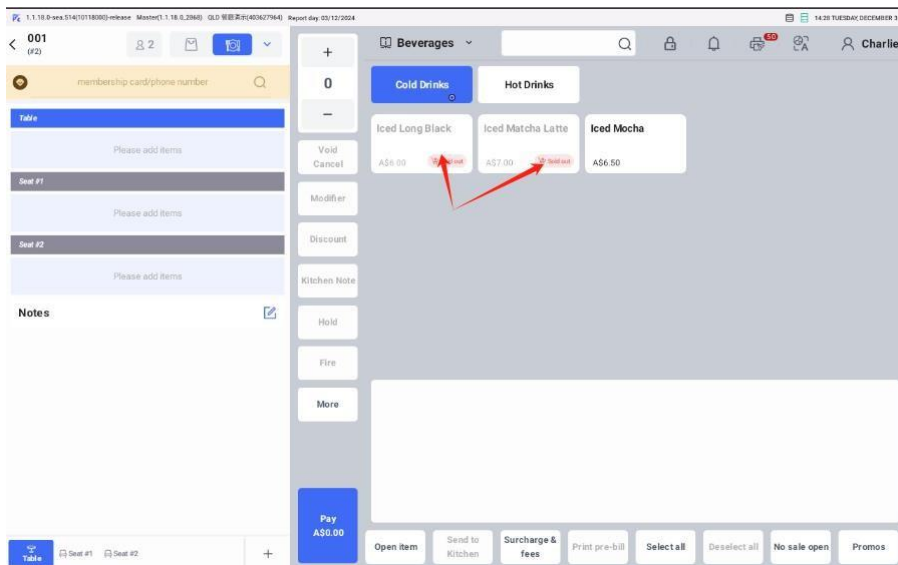
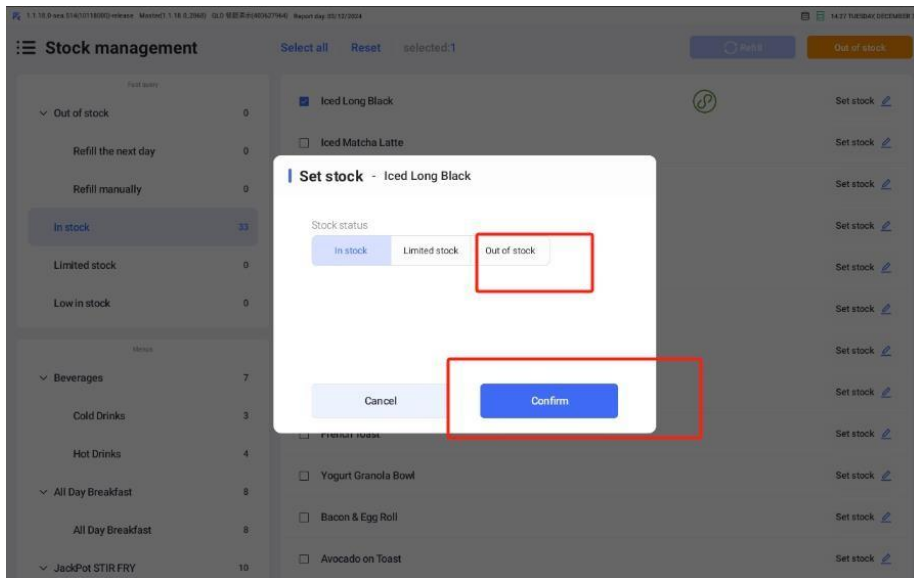
POS Order ID	Check #	Process date	Amount	Payment Method
20241203105040360624910001	#1	14:20 03/12/2024	-A\$6.00	Cash
20241203105040360624910001	#1	10:51 03/12/2024	A\$6.00	Cash
Total[2]			A\$0.00	

## VI. Stock Management

### 1. Sold Out

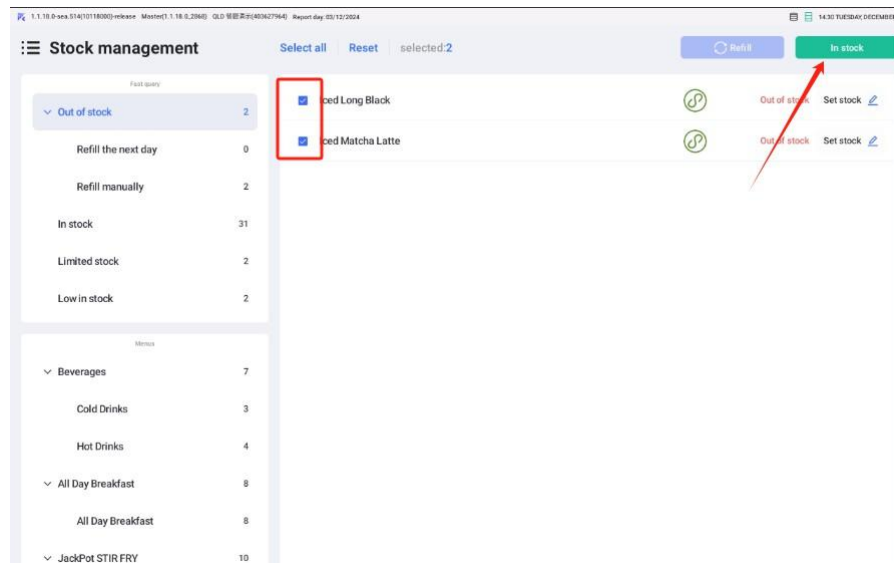
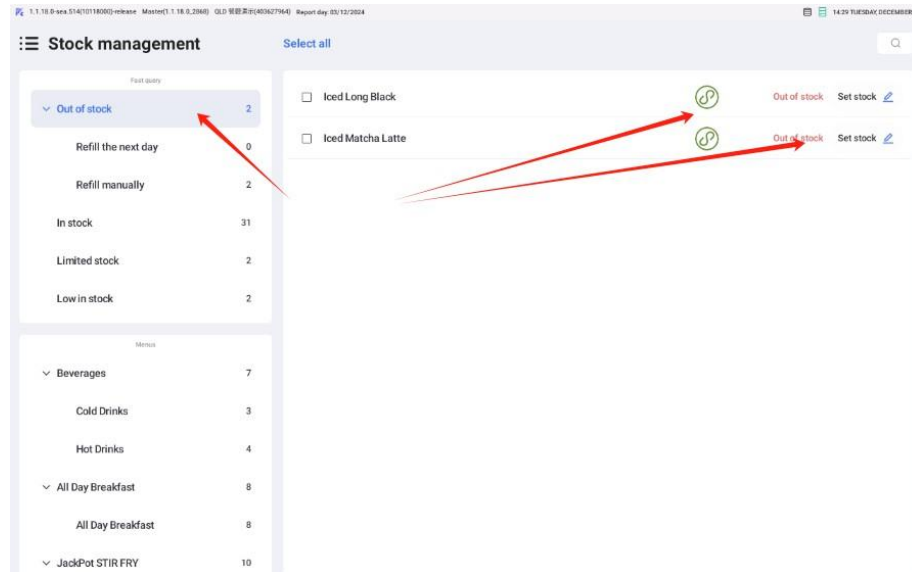
- The Sold-Out section tracks items that are no longer available due to being out of stock.
- You can view and update the status of products that are unavailable for sale, ensuring accurate inventory management.

Item	Status	Action
Iced Long Black	<input type="checkbox"/>	<a href="#">Set stock</a>
Iced Matcha Latte	<input type="checkbox"/>	<a href="#">Set stock</a>
Iced Mocha	<input type="checkbox"/>	<a href="#">Set stock</a>
Matcha Latte	<input type="checkbox"/>	<a href="#">Set stock</a>
Cappuccino	<input type="checkbox"/>	<a href="#">Set stock</a>
Espresso	<input type="checkbox"/>	<a href="#">Set stock</a>
Flat White	<input type="checkbox"/>	<a href="#">Set stock</a>
Pancakes	<input type="checkbox"/>	<a href="#">Set stock</a>
French Toast	<input type="checkbox"/>	<a href="#">Set stock</a>
Yogurt Granola Bowl	<input type="checkbox"/>	<a href="#">Set stock</a>
Bacon & Egg Roll	<input type="checkbox"/>	<a href="#">Set stock</a>
Avocado on Toast	<input type="checkbox"/>	<a href="#">Set stock</a>



## Restore Stock

- The Restore Stock function allows you to update and add back inventory for items that were previously out of stock.
- You can select the item and adjust its stock level to make it available for sale again.



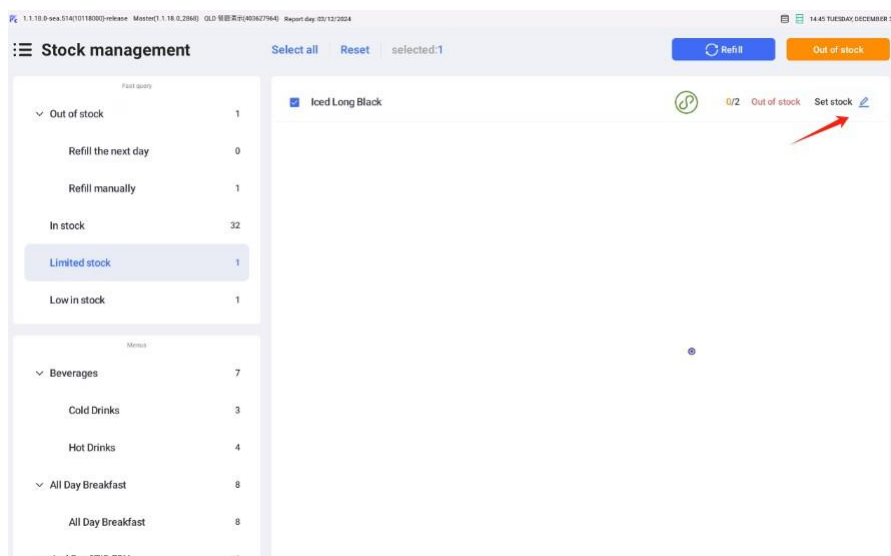
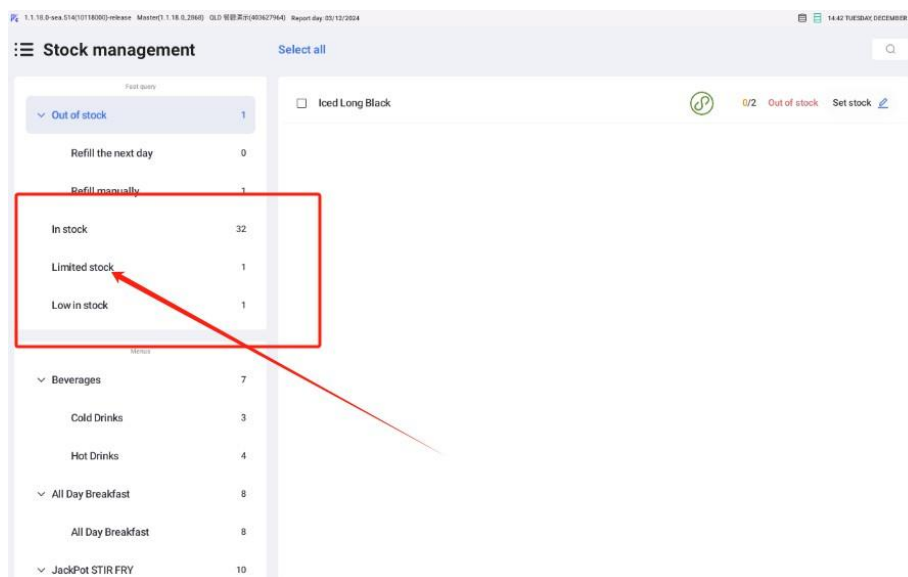


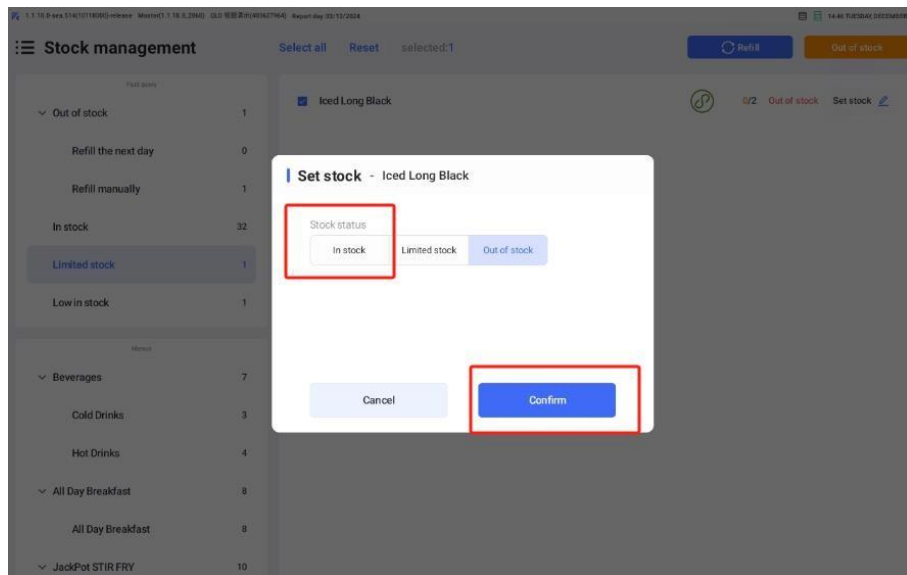
## □ Limited Stock

- The **Limited Stock** section displays items that have a very low inventory, indicating they are running out.
- These items can be monitored closely to prevent stockouts.

## □ Low in Stock

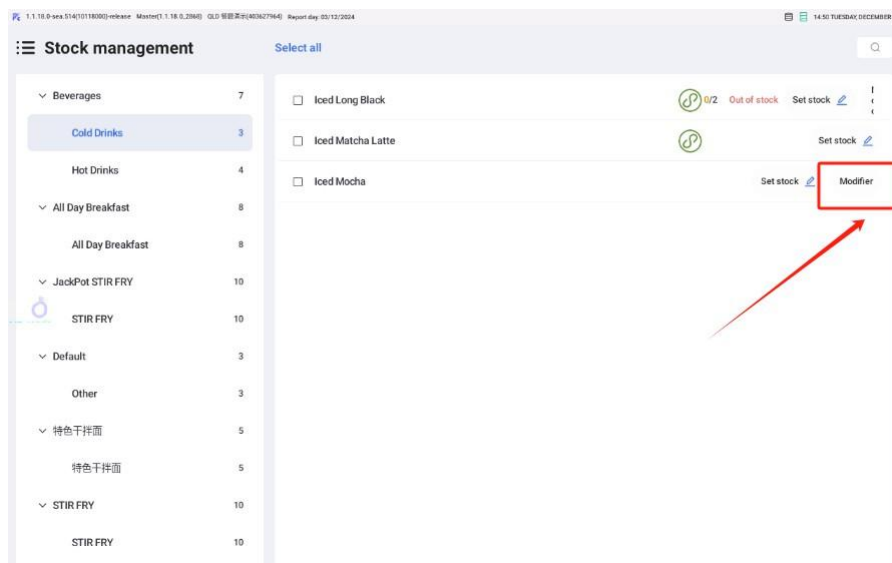
- The **Low in Stock** section shows items that have a decreasing stock level but are not yet critically low.
- This allows you to take proactive measures to restock before running out.





## VII. Set Stock for Modifiers

- You can set stock levels for modifiers (e.g., toppings, add-ons, or custom options).
- This ensures that when modifiers are selected, the system reflects accurate inventory levels, and you can manage availability for these customizations.



Stock management

Beverages

7

Cold Drinks

3

Hot Drinks

4

All Day Breakfast

8

All Day Breakfast

8

JackPot STIR FRY

10

STIR FRY

10

Default

3

Other

3

特色干拌面

5

特色干拌面

5

STIR FRY

10

STIR FRY

10

Modifier-Iced Mocha

Full Cream Milk

Set stock

Skim Milk

Set stock

Soy Milk

Set stock

Almond Milk

Set stock

Oat Milk

Set stock

1.1.18.0-beta.51410118000-release Master(1.1.18.0.2386) QLD 管理員(402627964) Report day: 03/12/2024

14:53 TUESDAY DECEMBER 3

Stock management

Select all

Scale

3

Weight

3

Cafe

15

All Day Breakfast

8

Cold Drinks

3

Hot Drinks

4

Modifiers

Milk Option

0/5

Eggs

0/4

葱香菜蒜

0/3

Takeaway

0/6

Spicy Level

0/2

Add meat

0/1

Iced Long Black

0/2

Out of stock

Set stock

## VIII. Loss Reporting

- **Loss Reporting**
- The **Loss Reporting** section allows you to track and report any loss in inventory or products.
- This can include items damaged, expired, or missing from stock.
- You can log the details of each loss to help with inventory reconciliation and to identify areas for improvement.

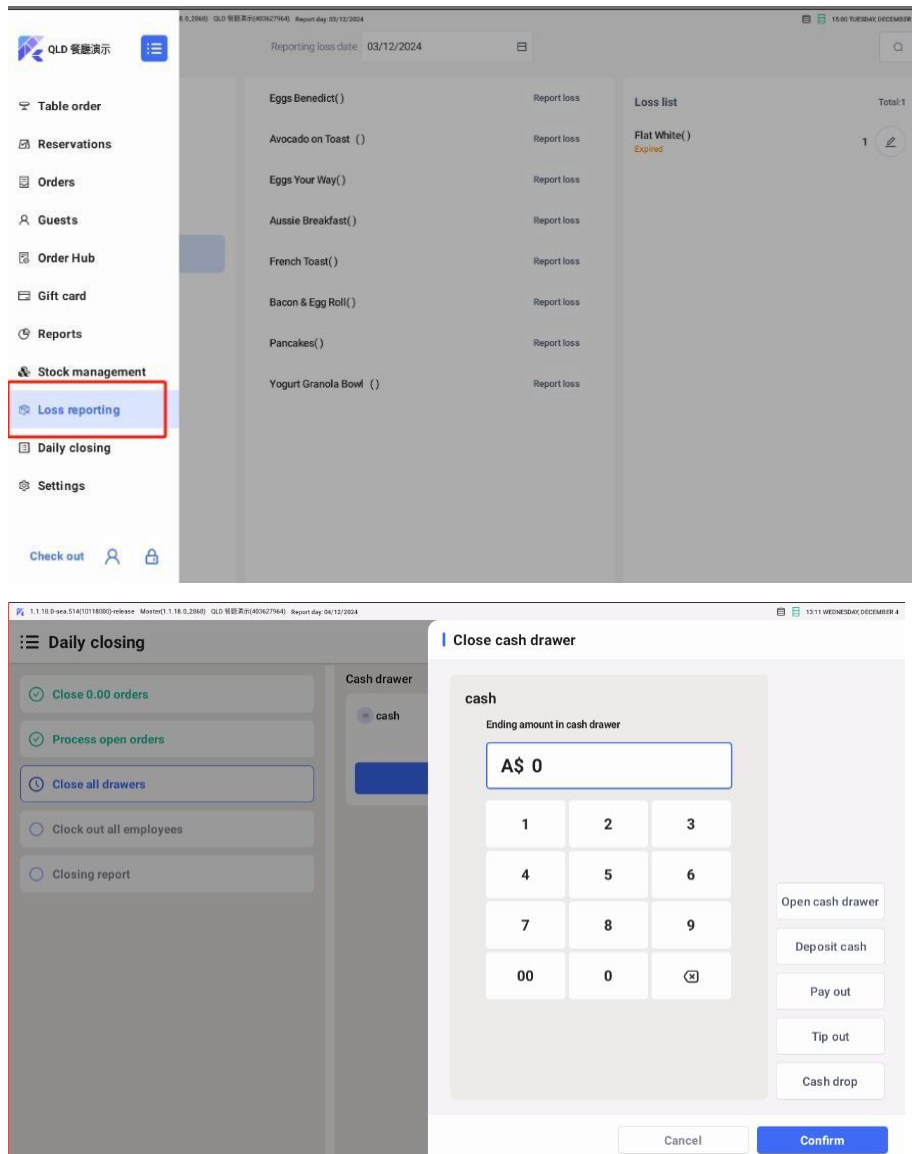
The screenshot shows the 'Loss reporting' interface. On the left is a sidebar with categories: Beverages, Cold Drinks, Hot Drinks, All Day Breakfast, JackPot STIR FRY, Default, and 特色干拌面. The 'Cold Drinks' category is selected. The main area displays a list of items: 'Iced Long Black()', 'Iced Matcha Latte()', and 'Iced Mocha()'. Each item has a 'Report loss' button next to it. A red box highlights the 'Iced Long Black()' item. On the right, there is a 'Loss list' section showing 'Flat White()' with a status of 'Expired' and a quantity of 1. The top of the interface shows the 'Reporting loss date' as 03/12/2024.

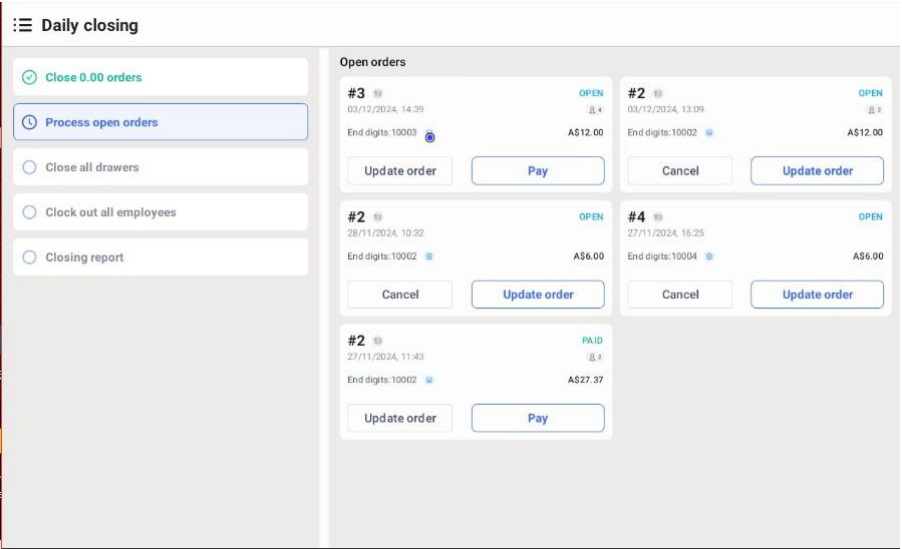
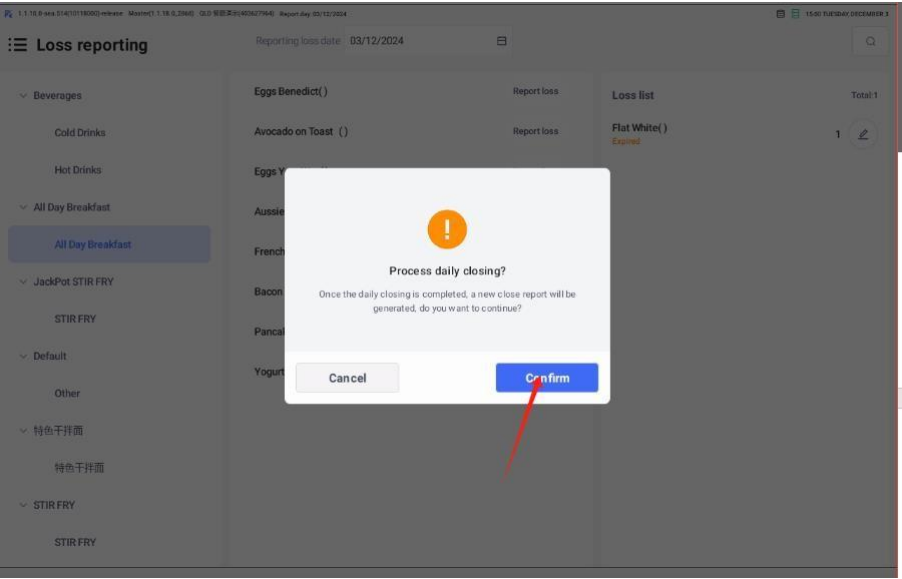
The screenshot shows the 'Report loss' modal form for the item 'Iced Long Black()'. The form has a 'Quantity' field set to 1. Below it is a numeric keypad with digits 7, 8, 9, 4, 5, 6, 1, 2, 3, a decimal point, 0, and a delete button. To the right of the keypad, there is a section titled 'Please select a reason' with three buttons: 'Expired', 'Quality issue', and 'Other'. The 'Expired' button is highlighted with a red box. Below these buttons is a text input field labeled 'Other reason' with the placeholder 'Please input'. At the bottom of the modal are 'Cancel' and 'Confirm' buttons. The background shows the same 'Loss reporting' interface as the previous screenshot.

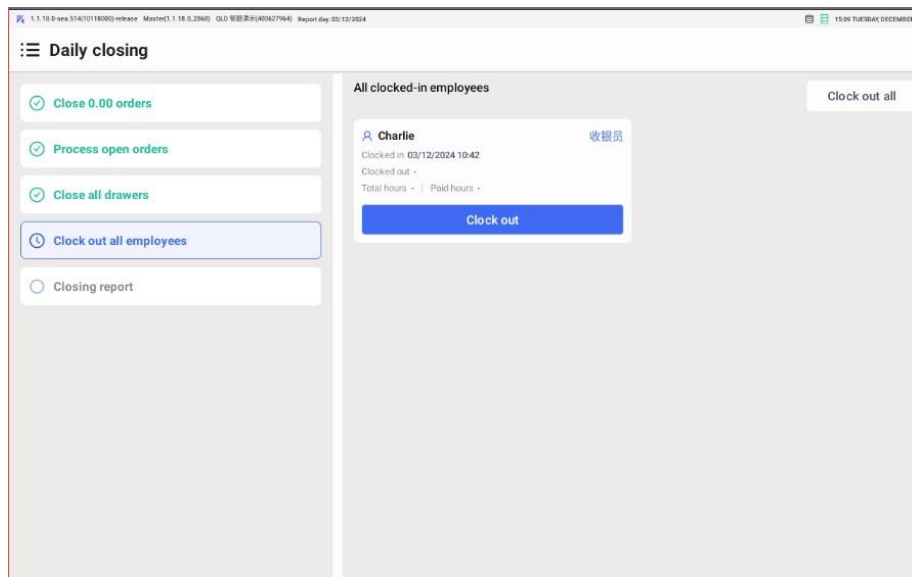
## IX. Daily Closing

### 1. Unpaid Orders

- If there are any unpaid orders at the front desk, they will be displayed in the **"Process Open Orders"** section of the daily closing report.
- You must process these open orders (e.g., finalize payments) before proceeding with the daily closing.

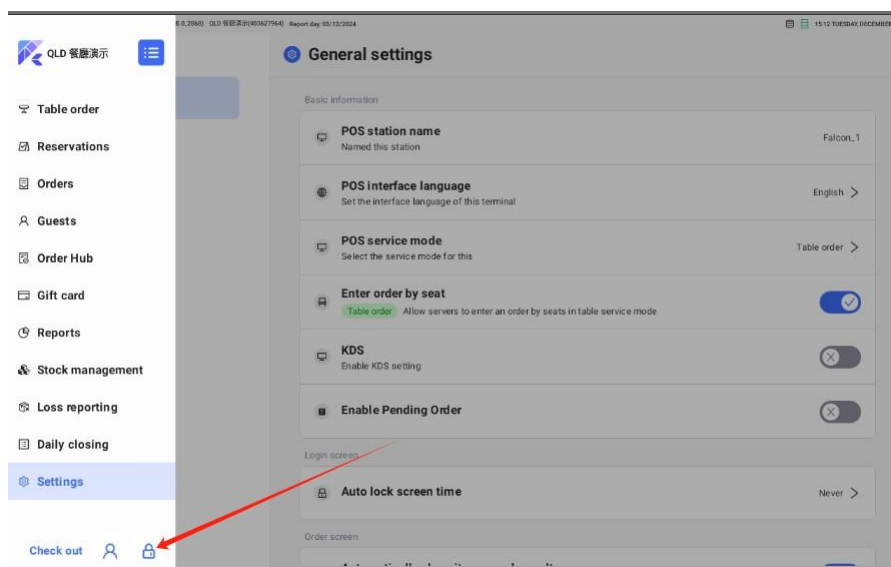






## X. Lock Screen

- **Lock Screen**
  - To secure the system and prevent unauthorized access, you can use the **Lock Screen** function.
  - This will temporarily lock the POS system, requiring a password or credentials to unlock and resume work.



## XI. Viewing Employee Work Hours

- **Check Employee Work Hours**

- You can view the work hours of employees by accessing the **Employee Time Tracking** section.
- This will show the clock-in and clock-out times for each staff member, along with total hours worked for the selected period.

