

QUICKSERVE POS SYSTEM

USER MANUAL FOR RESTAURANT OWNERS

Welcome to QuickServe, your all-in-one solution for managing orders, sales, and insights effortlessly. This guide walks you through everything you need to get started and use the POS system effectively.



Table of Contents

Getting Started

Login & Profile Setup

Uploading & Managing Menus

Handling Orders

Tracking Sales & Earnings

Sales Reports & Insights

POS Features

Support & Help

Getting Started

Open the POS website on your desktop or tablet.

Use the credentials provided by QuickServe or sign up if it's your first time.

Make sure your restaurant profile is updated before you begin using the system.

Login & Profile Setup

Login using your email and password.

Go to the Profile section to update your:

Restaurant name

Contact info

Address

Logo or images

✓ **Tip:** Keep info updated so customers see the right details on the customer website.

Uploading & Managing Menus

Navigate to the Menu Manager tab.

Click “Add New Item” to upload a dish.

Add name, description, price, category (e.g., drinks, mains), and image.

Click Save — it will reflect on the customer website immediately.

To edit/delete, click the pencil or trash icon next to an item.

✓ **Tip:** Keep your menu fresh with seasonal items or limited-time offers.

Handling Orders

Incoming orders appear in Real-Time Order Panel.

Each order will show:

Items ordered

Special instructions (if any)

Customer info

You can Accept or Reject orders with a click.

Mark them as “Preparing”, “Ready”, or “Completed” as you progress.



Tracking Sales & Earnings

Go to the Earnings section.

View:

Daily/Weekly/Monthly income

Payment method breakdown (Cash, UPI, Card)

Order volume trends



Sales Reports & Insights

Go to Reports to download summaries for:

Total revenue

Best-selling items

Average order value

New vs. returning customers

Export as PDF or Excel for accounting purposes.



POS Features

Use POS Mode for direct, in-house orders:

Select items

Add to cart

Print bill or send to kitchen

Ideal for counter orders and takeaway.



Feature Highlight: Can be used on any tablet/PC – no special hardware needed.



Support & Help

For issues, go to the Help section or contact:



support@quickservice.com



+91-XXXXXXX

You can also request a live demo or troubleshooting session.



That's it! You're ready to run your restaurant smarter and faster with QuickServe.

Would you like this in a PDF format or want me to generate a designed version with icons and layout?