



# USER MANUAL

[www.invopos.com](http://www.invopos.com)

## Table of Contents

Introduction .....	4
Getting Started.....	5
POS Hardware requirements .....	5
Network configuration.....	5
Prepare SQL Server .....	5
Adding printer using IP.....	9
POS Hardware setup .....	21
invo Installation.....	26
Set up invo add-ons .....	26
Setting up invo Mobile.....	26
Setting up invo Kitchen Display System .....	32
Owner Manual .....	35
General Setting .....	35
Restaurant information.....	35
Setting up email .....	39
Setting up currency and payment options.....	44
Change Language .....	51
Tax Activation.....	54
Change background .....	61
Services Set up .....	63
Cashier Set up .....	63
Dine in Set up.....	68
Delivery Set up .....	74
Employee Set up .....	78
Add Employees .....	78

Manage privilege for employees .....	83
Menu Set up.....	85
Create menu Category .....	85
Create Normal Menu Item .....	88
Create Combo Menu Item .....	92
Create Menu Selection Menu Item.....	97
Menu Modifiers .....	102
Pin the item to the menu board .....	118
Inventory Set up.....	122
Adding Suppliers .....	122
Add Ingredients.....	126
Linking the ingredients to menu items .....	129
Performing purchase orders .....	131
Price Management.....	136
Applying auto prices .....	137
Applying customer prices.....	143
Applying Menu prices .....	149
Applying Table section prices.....	153
Applying Service price .....	157
Applying Seasonal price .....	162
Surcharges and Offers.....	166
Accessing Reports .....	183
Cashier Operations.....	186
Clock in / out .....	186
Clock in .....	186
Clock out .....	187
Break in / out .....	189
Break in .....	189
Break out.....	190
Cashier in / out.....	191
Cashier in.....	191
Cashier out .....	193

Dine-in orders .....	195
Reservations.....	196
Delivery orders.....	196
Taking order .....	196
Taking order with Caller ID .....	197
Delivery Options.....	198
Takeout orders.....	201
Pickup orders .....	201
Order Page .....	201
Taking order by types.....	206
Actions on existing orders.....	213
Splitting receipt.....	215
Taking postponed order.....	222
Labelling or identifying order.....	225
Holding items (printing) .....	229
Payout (Restaurant Expenses) .....	237
Paying / settling orders .....	239
Pay orders with Cash.....	239
Pay orders on Credit .....	249
Pay customer's credit.....	251

## Introduction

Thank you for choosing **invo** Point of Sale as your assistant manager, as time goes by you will understand why we've chosen the assistant manager phrase. **invo**® is not only affordable, it is also considered as the new generation of restaurant software. The rich features give you the ability to automate your daily restaurant tasks. **invo** helps you to run dine-in service, take-out, delivery and car hop. Your restaurant, bar, bakery, Pizza store, food truck and café will witness a new operation that eliminate major leakage mistakes.

**Invo** will regulate your kitchen, cashier, reservation, wait list, scheduling, inventory, accounting, and more; and it will do so with highest level of security. To have extra features, **invo** supports add-ons such as Cloud, Mobile, Kitchen Display System, Menu, Queue and Call Center. You can find information about the add-ons through our website [www.invopos.com](http://www.invopos.com)

This manual provides information on Installation, setting up services, inventory, manage prices and menu set up.

## Getting Started

### POS Hardware requirements

The Minimum hardware requirements for using invo point of sale are:

1. Windows 7
2. 1.5 GHz possessor
3. 2 GB RAM
4. 20 GB of Free hard drive

### Network configuration

#### Prepare SQL Server

**This step is to allow Clients (“Other PCs or POS”) in the network to connect to same database**

1. Go to **Microsoft SQL Server** Folder from windows **Start** button

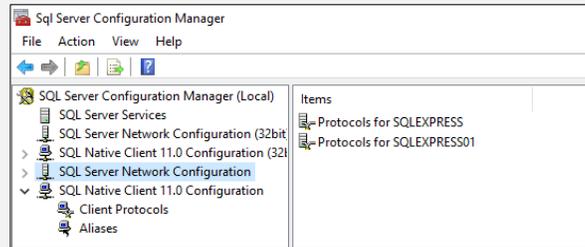


2. Click on **Microsoft Server Configuration Manger**

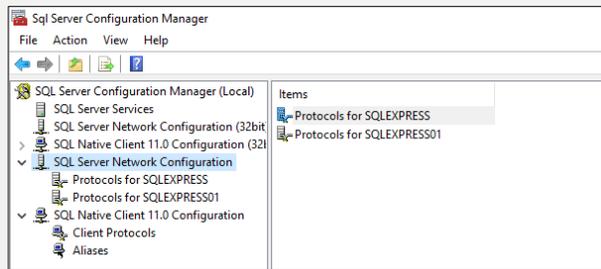
Note: In Our case it called ‘**SQL Server 2017 Configuration Manger**’

Name	State	Start Mode	Log On As	Process ID	Service Type
SQL Server (SQLE...	Running	Automatic	NT AUTHORITY\NE...	3508	SQL Server
SQL Server (SQLE...	Running	Automatic	NT Service\MSSQLS...	4644	SQL Server
SQL Server Agent...	Stopped	Other (Boot, Syste...	NT AUTHORITY\NE...	0	SQL Agent
SQL Server Agent...	Stopped	Other (Boot, Syste...	NT AUTHORITY\NE...	0	SQL Agent
SQL Server Browser	Running	Automatic	NT AUTHORITY\LO...	3476	

3. Click on **“SQL Server Network Configuration”**



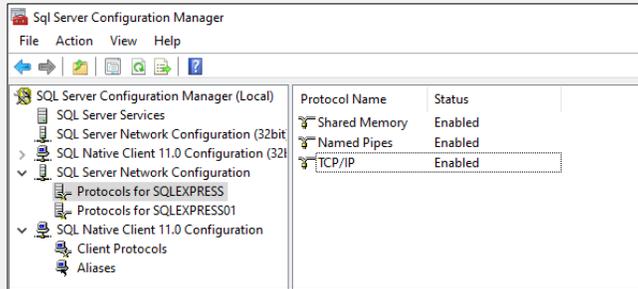
4. Then click on **“Protocols of SQLEXPRESS”**



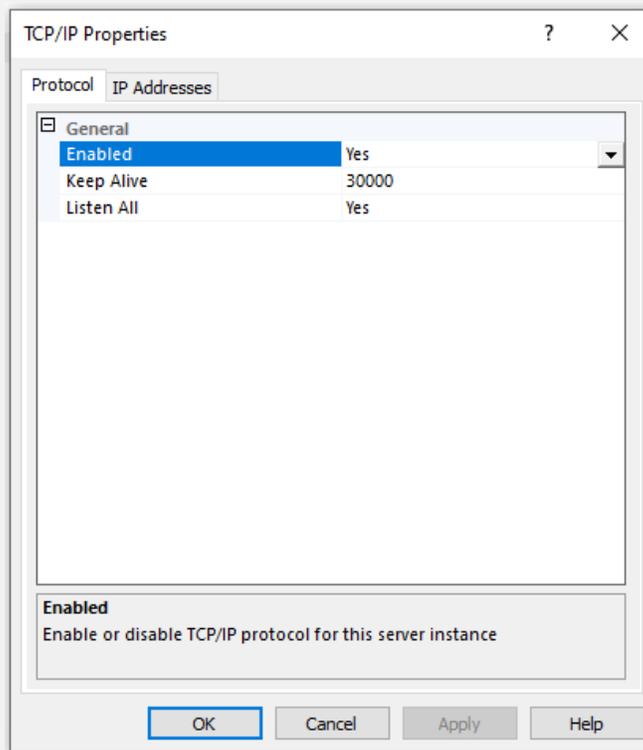
this page will show:

Protocol Name	Status
Shared Memory	Enabled
Named Pipes	Enabled
TCP/IP	Enabled

5. Double click on **“TCP/IP”**

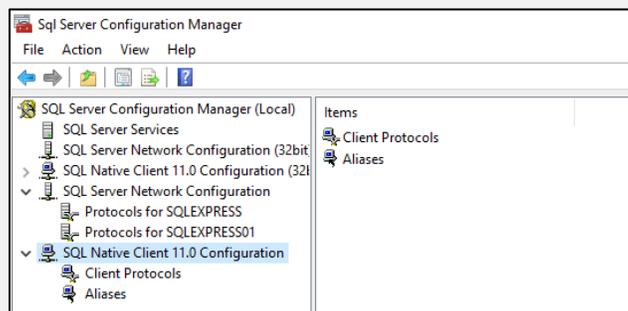


this page will show:

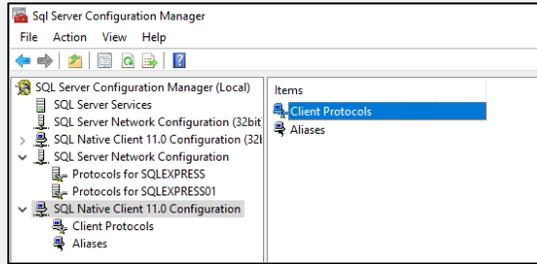


Mark enabled as "Yes" and click on **OK** button

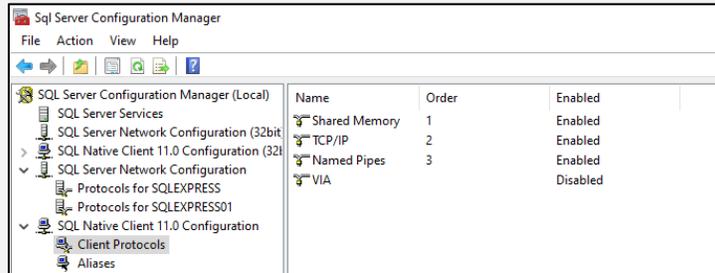
6. Next Step Click on "SQL Native Client Configuration"



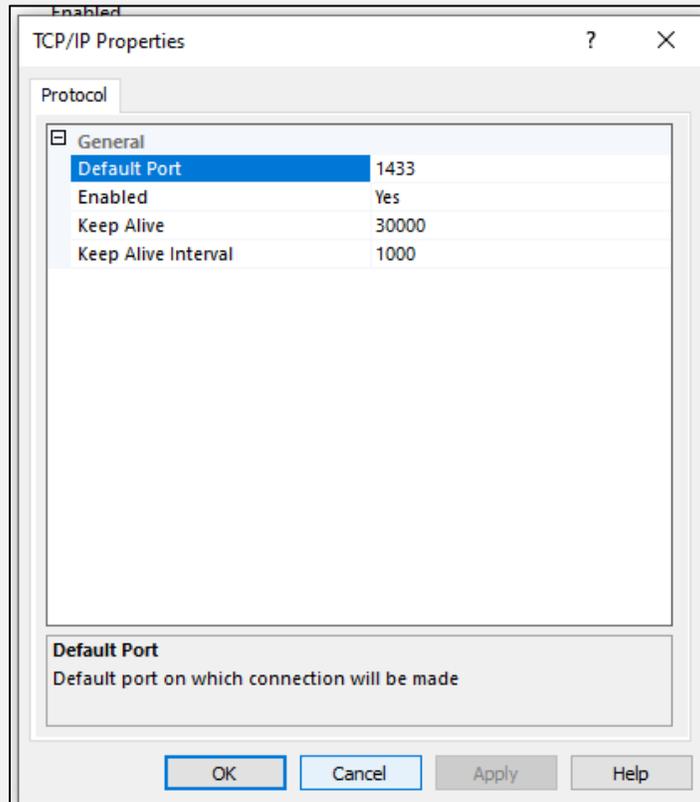
after that click on “Client Protocols”



it will show this page

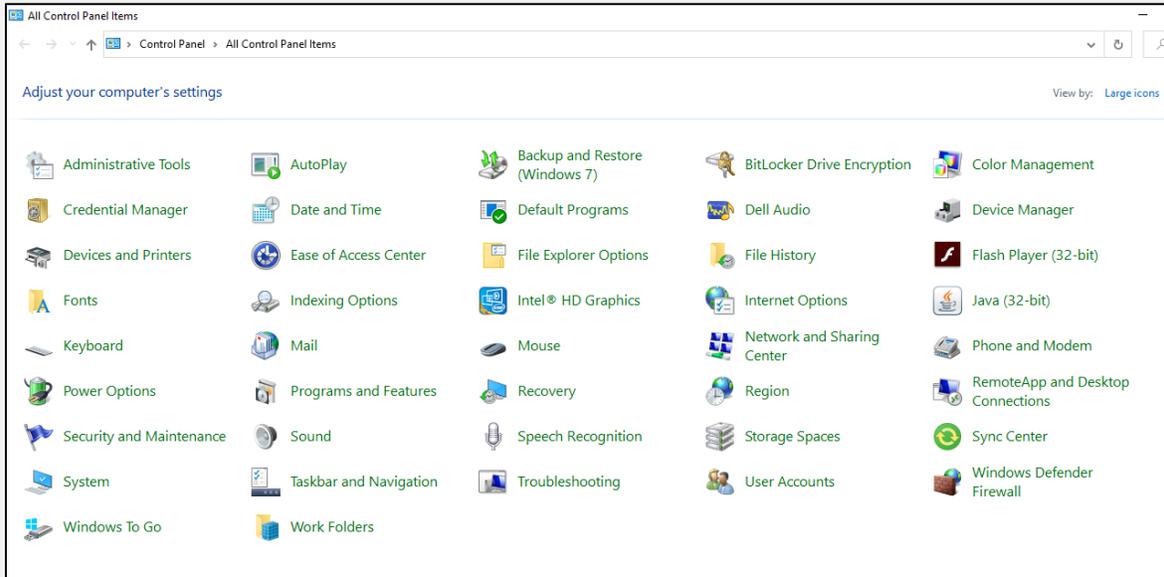


Double click on “TCP/IP” and make enabled as yes and then click on “OK” Button

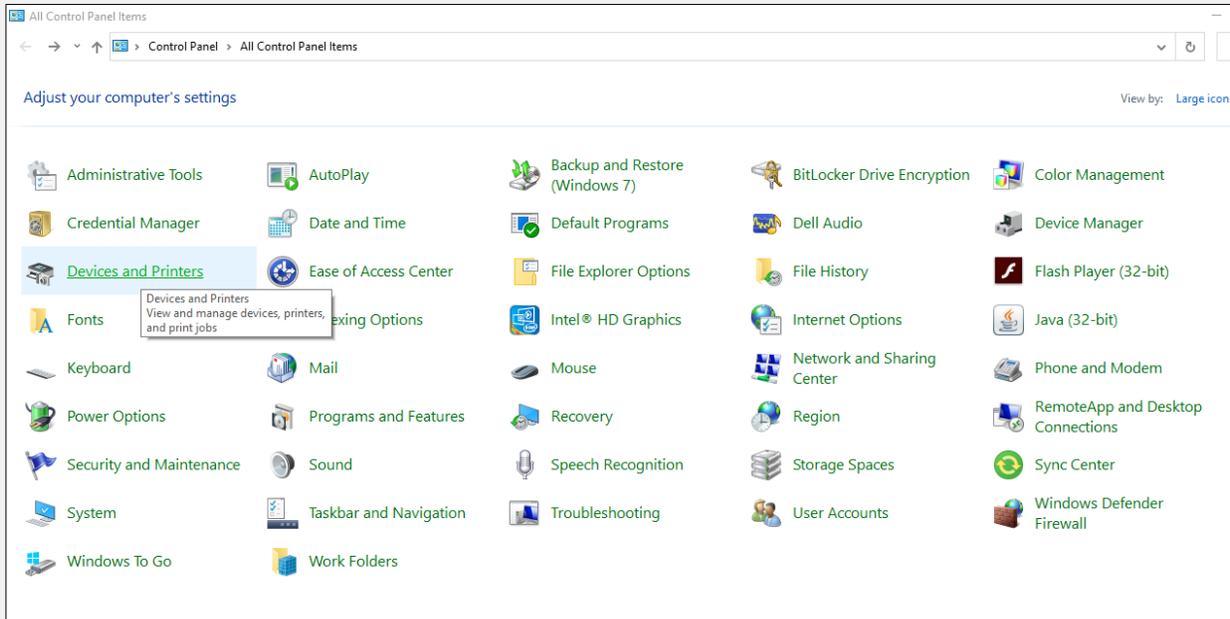


## Adding printer using IP

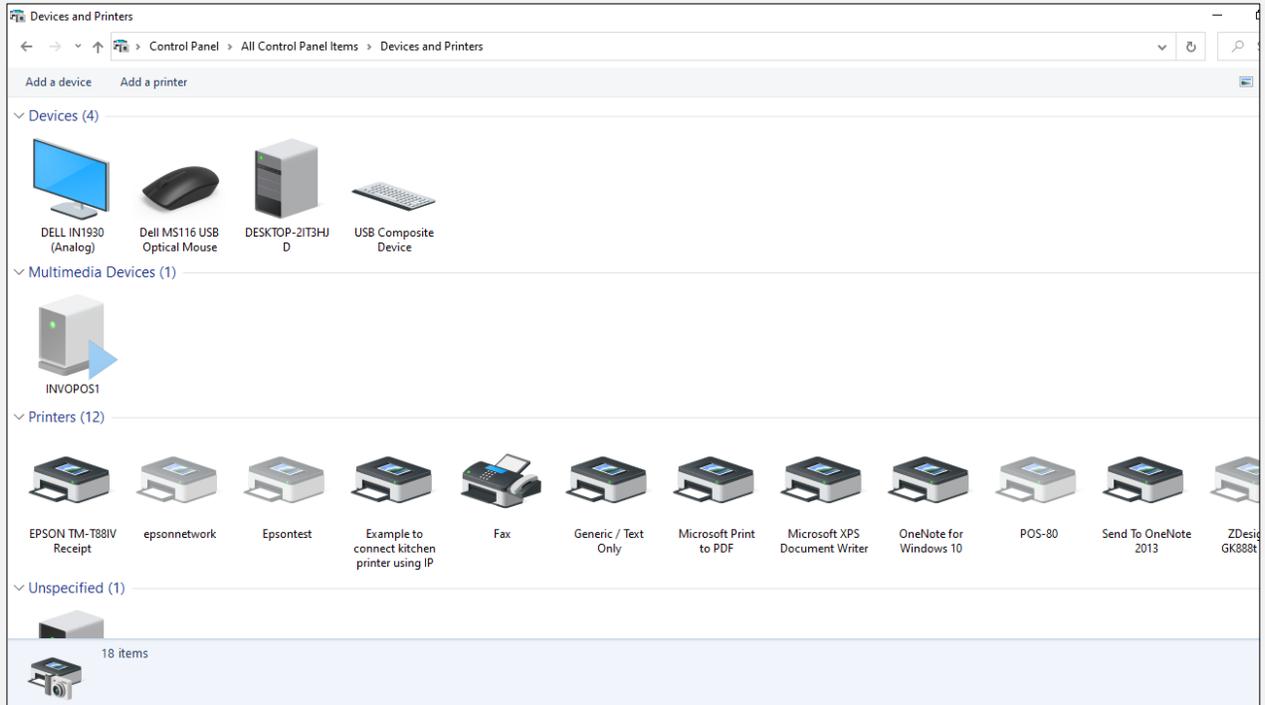
### 1. Go to **control panel** in windows



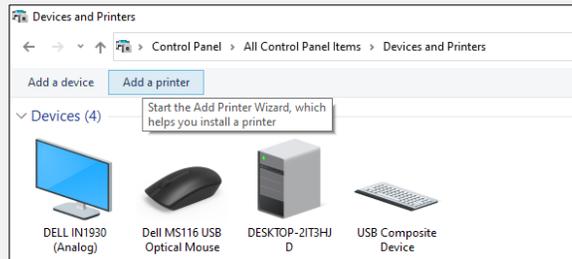
### 2. Double click on **“Devices and Printers”**



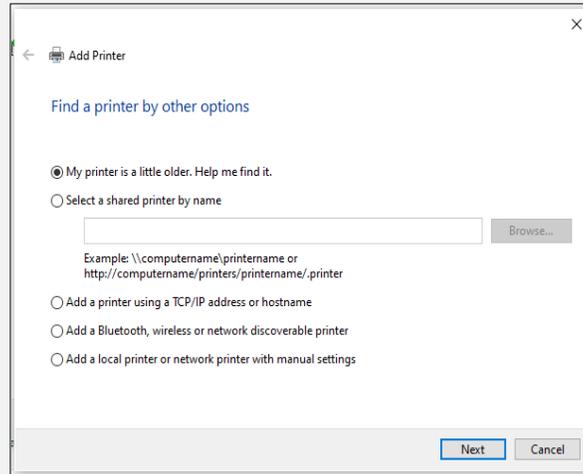
It will show this screen



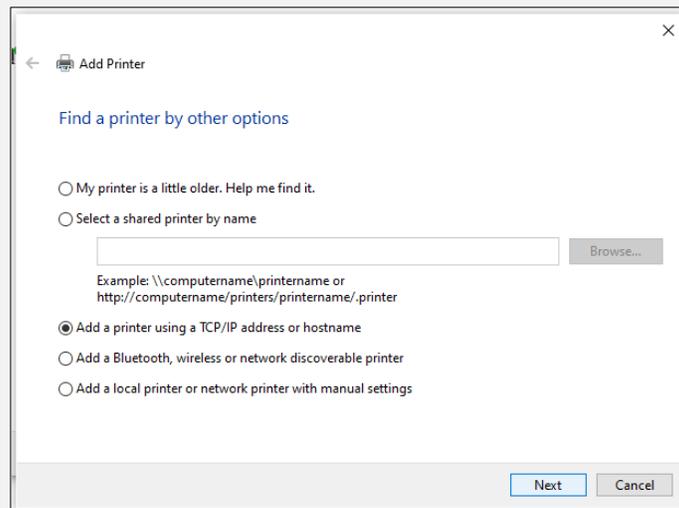
Click on “Add Printer”



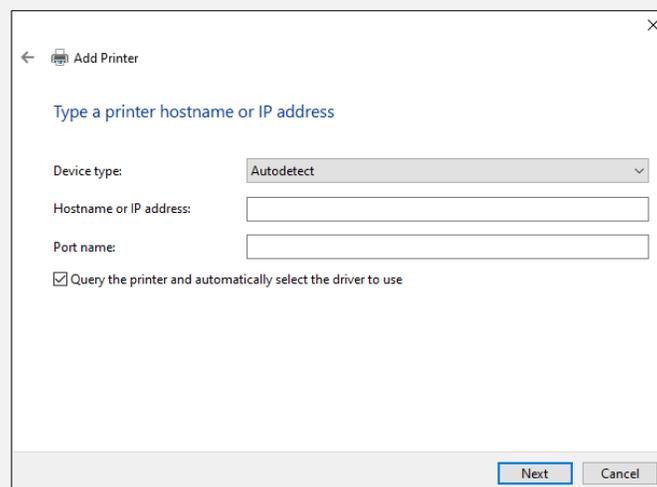
It will show this screen



Choose “**add a printer using a TCP/IP address or hostname**” and then click “**Next**” button

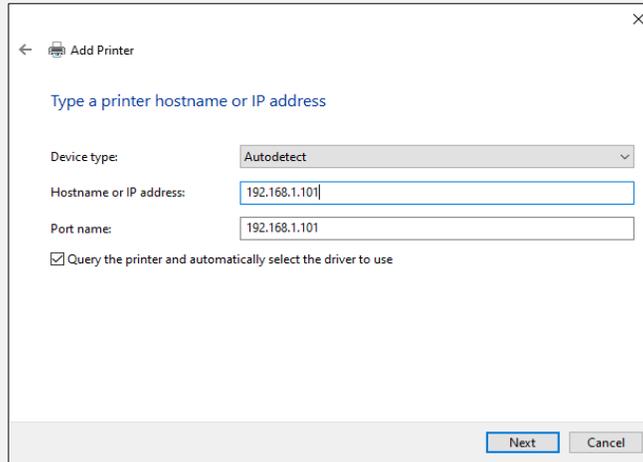


After that it will show this screen

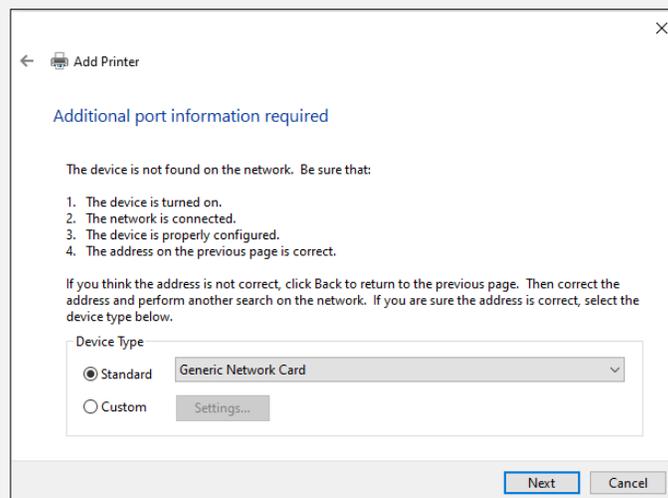


Write hostname or the IP Address and then click on “Next” Button

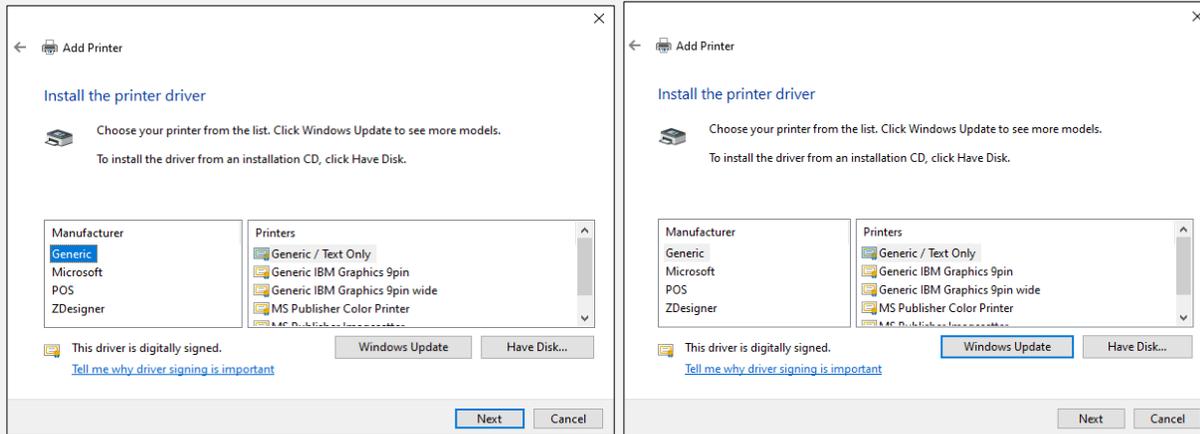
Note: Port name will be filled automatically while you write the hostname or IP Address, you can change it to a name before you click “Next” Button



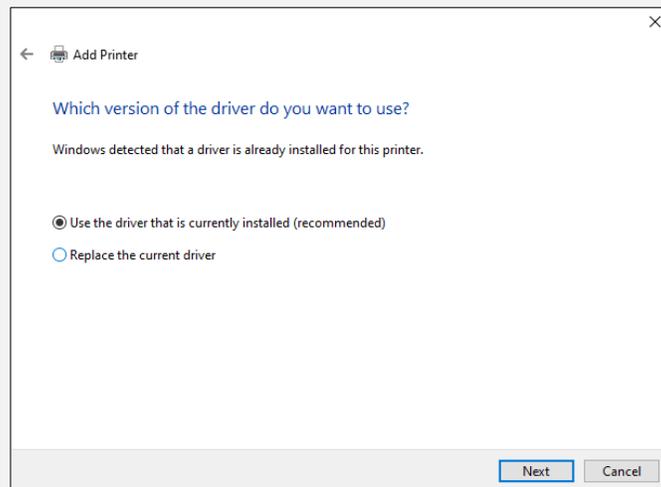
the next screen will be this



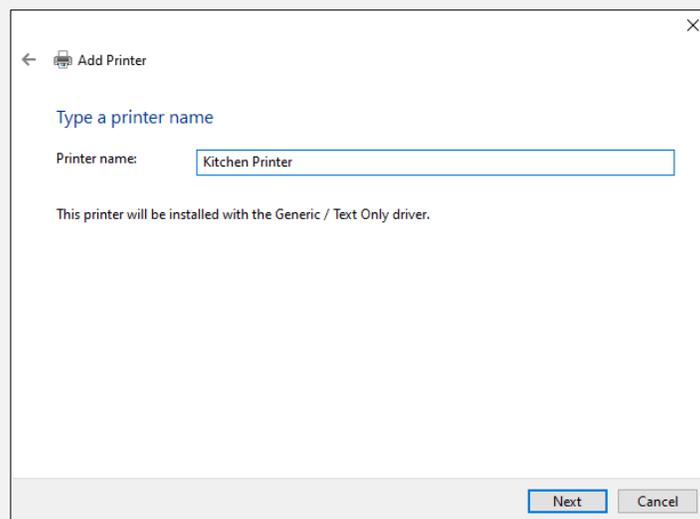
Do not change any option, click on “Next” and it will show the below screen, from the right side click on “Generic”



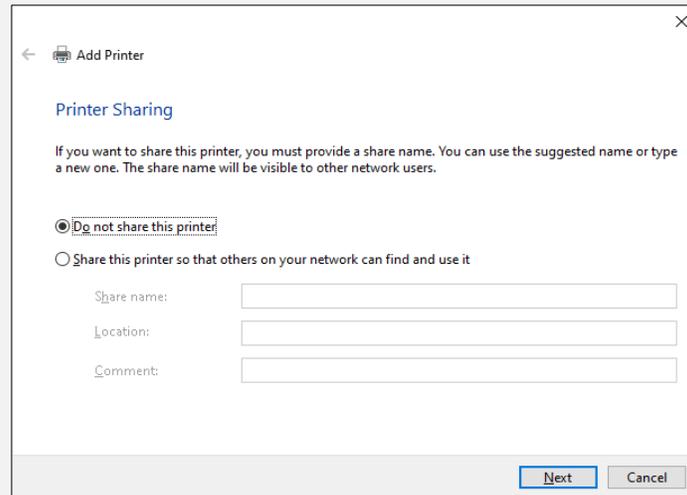
You do not need to change anything from the next screen, click on “Next” Button



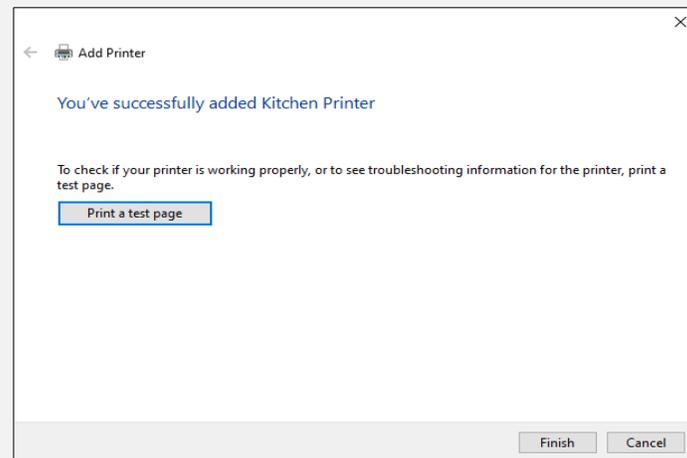
in this screen enter name of printer:



after that click “Next” Button. In the following screen you do not have to change anything. Proceed by clicking “Next” Button



The final screen will be as below, you can “Print a test page” Button to check if the printer is connected



If you choose “Print a test page” and the printer doesn’t work, check if the range of printer match range of device

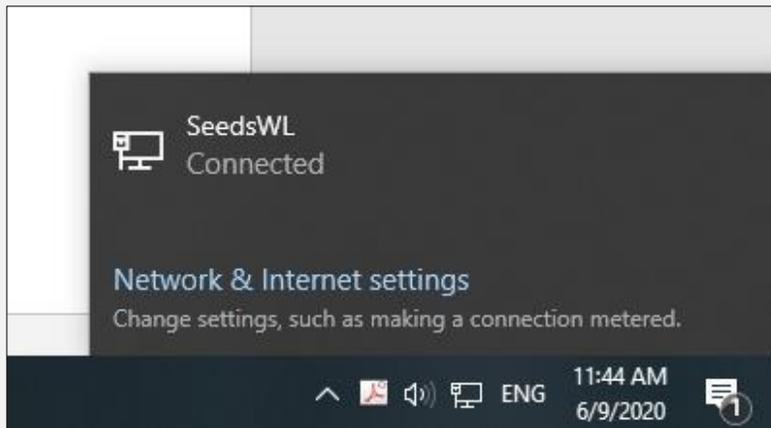
For example:

IP of printer is: 192.168.**1**.101

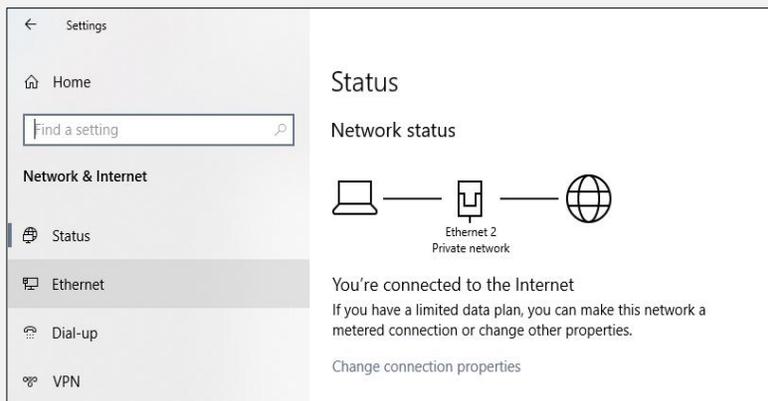
And the device IP is 192.168.**100**.100

The marked red bold color is the range, make sure both of them are same. If they are not, you can follow these steps to add range of printer to your device to be connected:

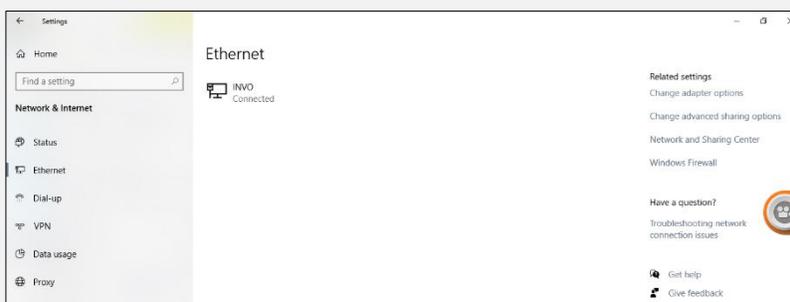
Go to internet connection:



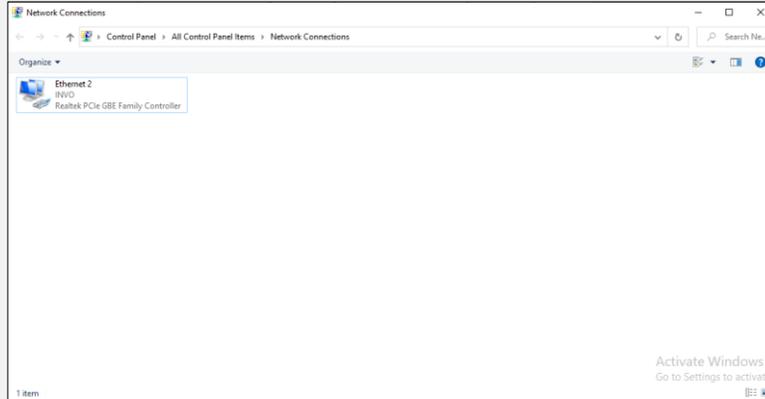
Click on “Network & Internet Settings”:



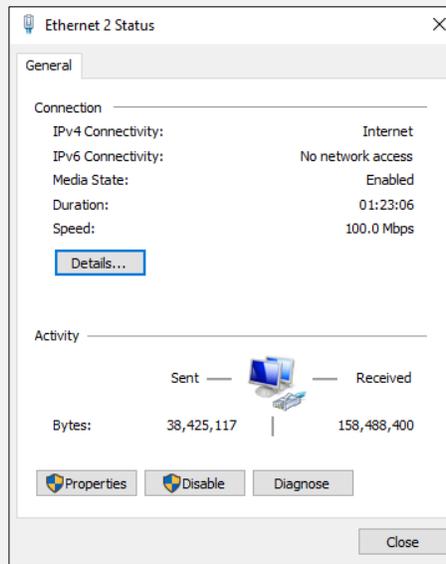
from related setting in right side click on “Change Adapter Options”



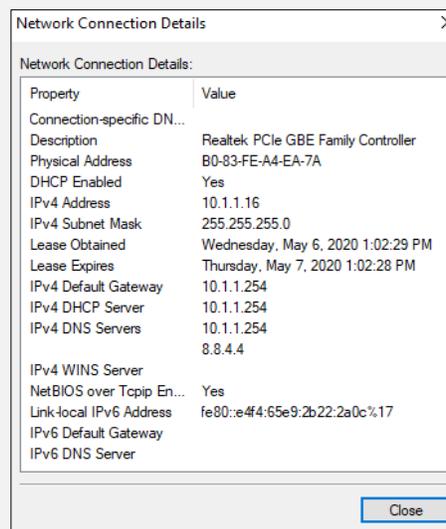
Double Click on Ethernet:



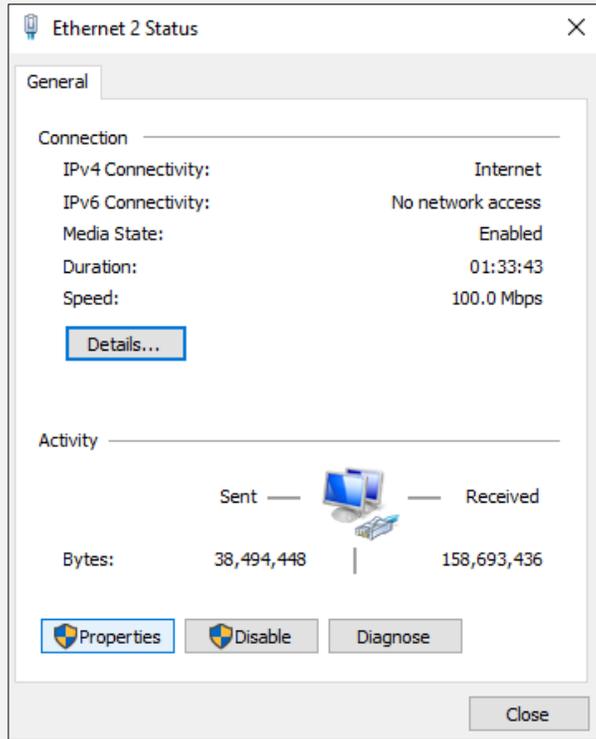
and it will show this screen:



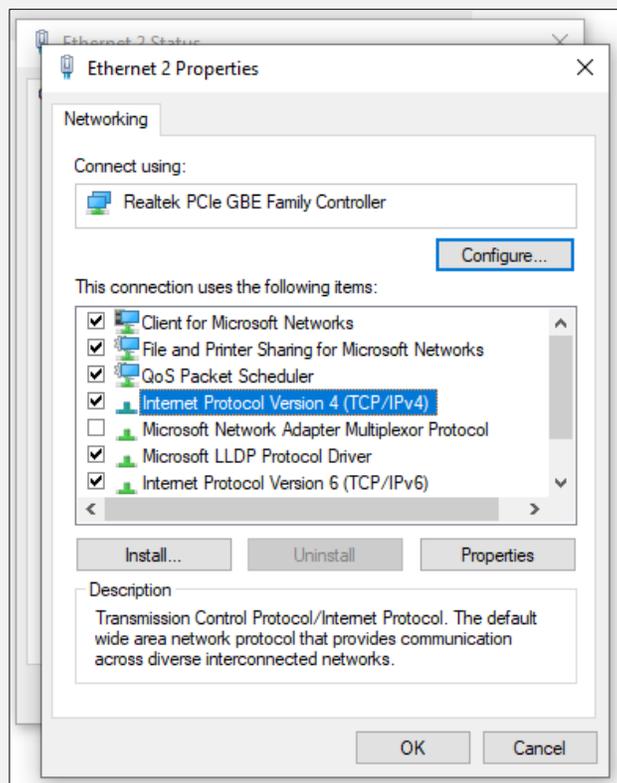
Click the “Details” Button and it will show details of the device, You will need only **IPv4** “IP Address”



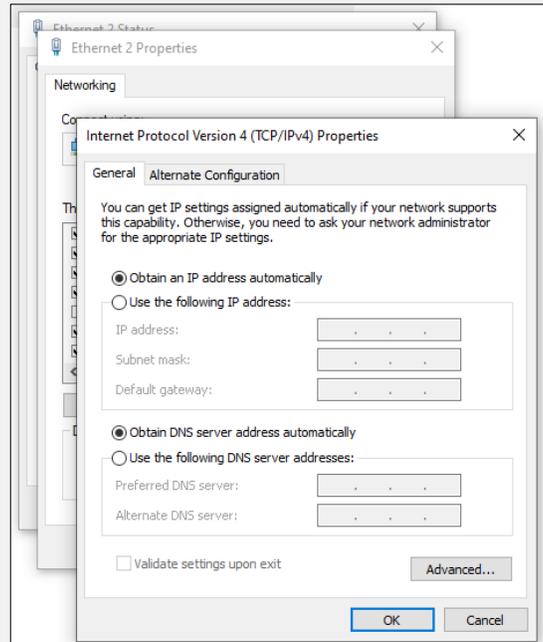
Click Close then click Properties:



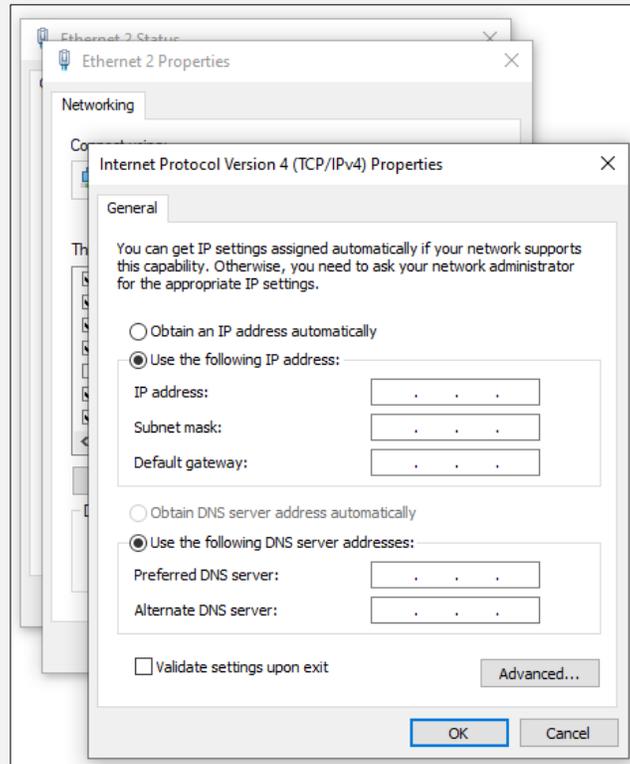
Double click on “Internet Protocol Version 4 (TCP/Pv4)”



The following screen will be this



Now convert automatic IP to static IP by choosing “use the following IP address” instead of “Obtain an IP address automatically” and also choose “Use the following DNS server address” like the below picture



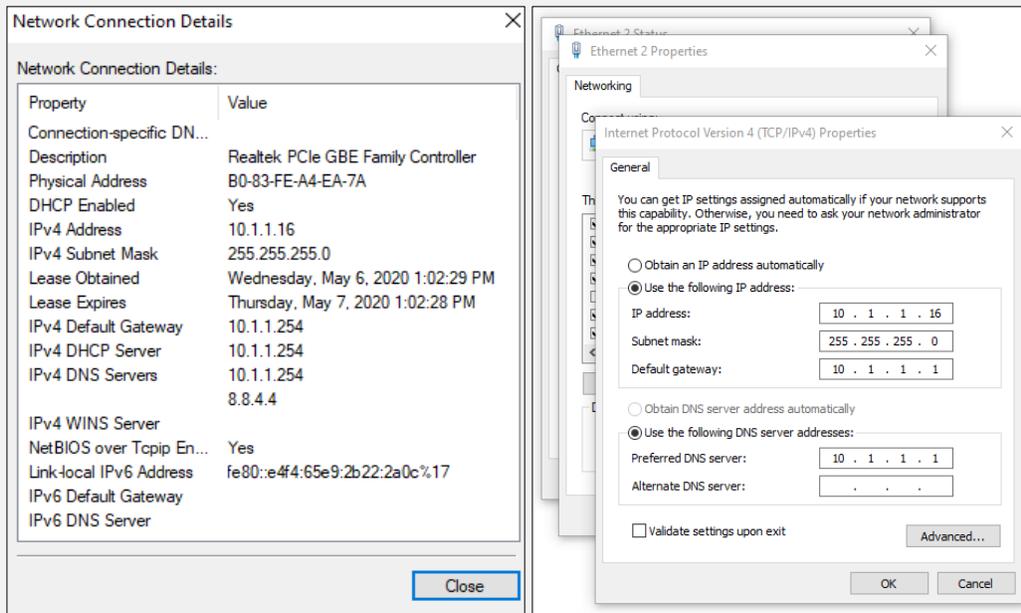
Enter the IP address obtained earlier from the detail page and the subnet mask with the default gateway along with the preferred DNS server

**IP Address** is the IP address that you obtained from the Network Connection Details “**10.1.1.16**”

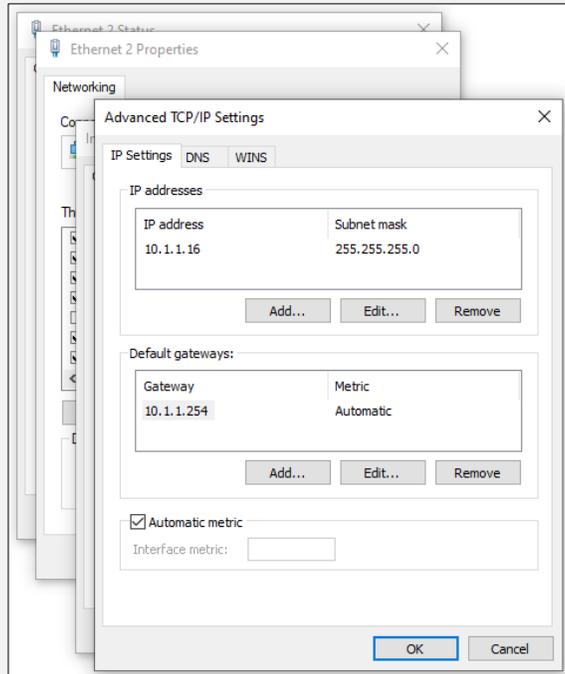
**Subnet Mask** will be similar to the Subnet Mask in Network Connection Details “**10.1.1.254**”

**Default Gateway** will be similar to the Network Connection Details “**10.1.1.254**”

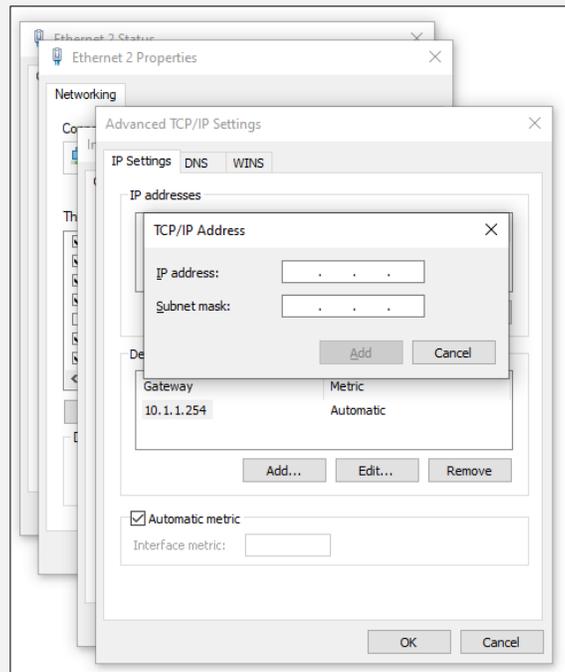
**Preferred DNS server** is the **Default Gateway** “**10.1.1.254**”



after that, click on advance to have the beneath page

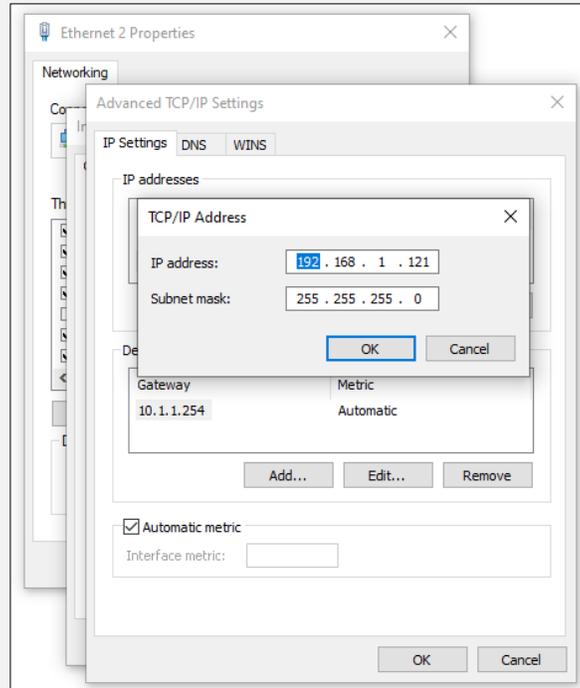


Click the add button under “IP Address” and it will show this screen



Enter any IP address related to the printer range and make sure it is not used in the network, in our example the IP of printer was **192.168.1.101**. We cannot use this IP address because it is a part in the network, we cannot use the gateway of the IP address as well. The gateway will be **192.168.1.1**, we can use only unused IP address that are available in our network.

In our example we will use **192.168.1.121** and subnet mask is **255.255.255.0**



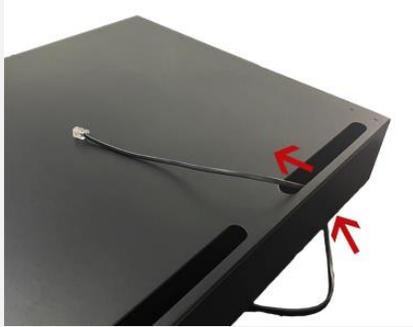
Finally, click save. Now you can print using printer added by IP address.

## POS Hardware setup

1. Take out the cash drawer from its box and place it on the cashier table



2. Pass the cash drawer wire through the back space



3. Carefully take out the POS hardware and place it on the cash drawer



4. Connect the hardware wire to the device





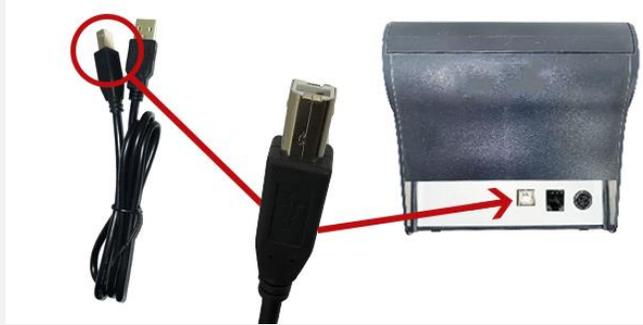
5. Carefully take out the printer from its box and place it on the cash drawer left side or your preferred access area



6. Connect the cash drawer wire to the printer's middle port



7. Connect the printer's USB wire to the first printer's port



8. Connect the other end of the wire to the hardware screen port



9. For better appearance attach the wire to the screen



10. Attach the power's printer wires



11. Connect the power wire to the last printer's port



12. attach the two plugs to wall sockets

## invo Installation

### 1. Install **SQL Server 2008 R2**

It is necessary to download older version 2008 to make it possible to upgrade, if you started using newer version it will be hard for you to upgrade and you must be cautious. invo already set up a local database, it is better to installed SQL server for installing more than one device.

### 2. Install **.NET framework 4.5.1** or newer

Most devices have one installed already, if you do not have it on your device you need to install it.

### 3. Start **invo Setup**

invo set up is like any other software set up. Click next until you reach finish.

After setting up invo you will have a list of options

<b>Selection</b>	<b>What is it</b>	<b>After clicking actions</b>
<b>DEMO</b>	Allows you to use the software as a trial for 30 days	You will have the option to use blank database to start with OR use a demo data to test how it works
<b>REGISTER</b>	In case you purchased the system, you will be given a serial number you need to register with it for permanent usage	You have to full the form that includes your information to register your serial. The necessary fields are (Restaurant name, Owner's email, name and business type) This step is important*
<b>BUY</b>	Allows you to buy the software	Takes you to our page to contact the resellers in order to purchase the system
<b>EXIT</b>	Quits the system	

After installing the system, you need to have a password in order to start using it, your default password is **1**.

## Set up invo add-ons

### Setting up invo Mobile

#### *Accessing mobile licenses*

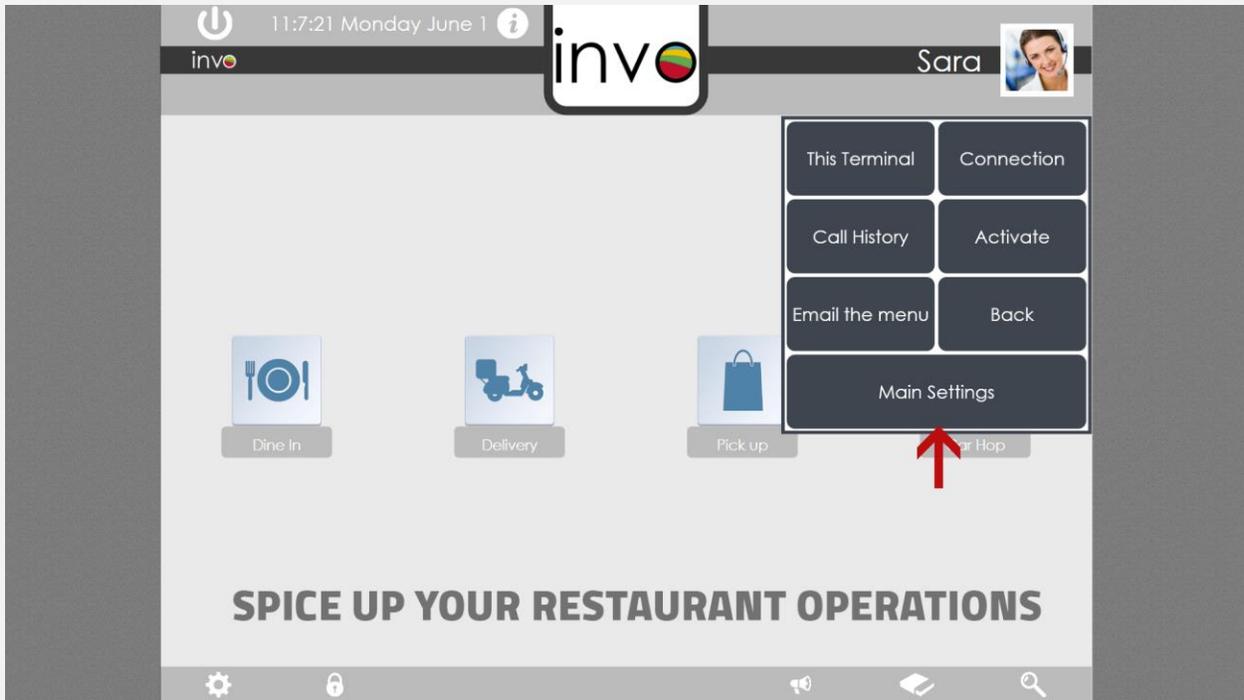
#### 1. Go to **User**



2. Enter your **Password** and go to **Setting**



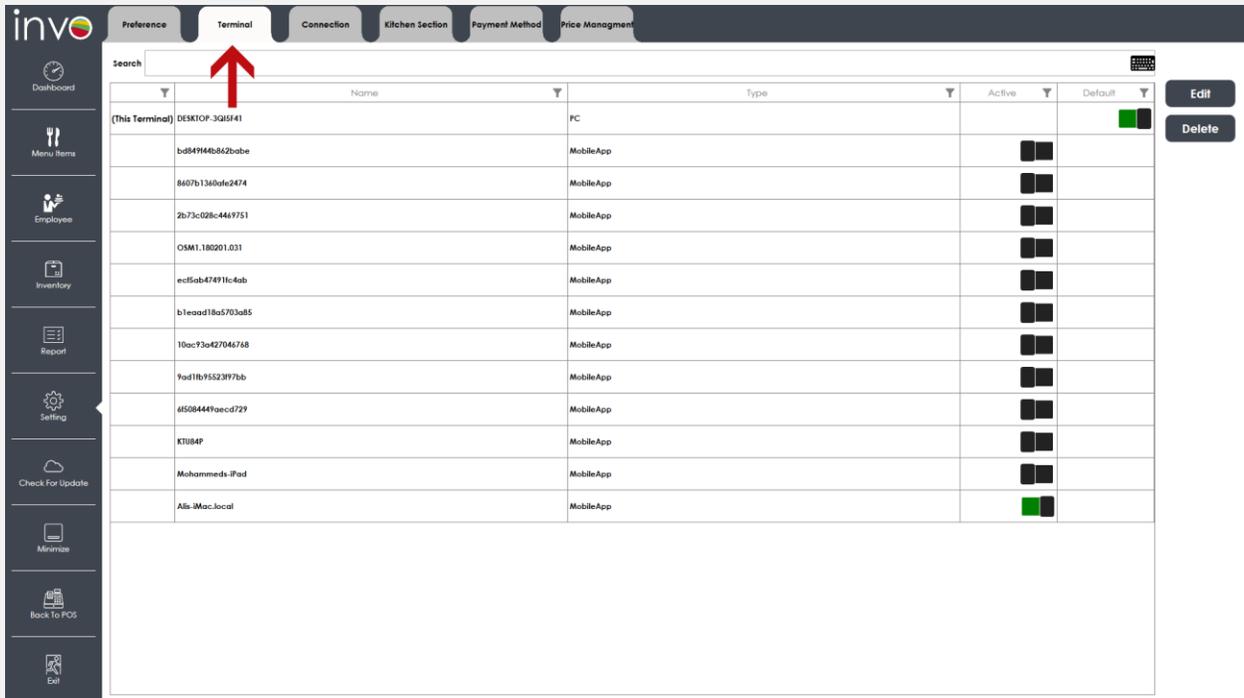
3. Go to **Main Setting**



4. Then **Setting** from the left menu



5. You will find all mobile licenses in the **Terminal** tab from top menu



6. The activated licenses are enabled

### Mobile licenses options

1. Go to **User**



2. Enter your **Password** and go to **Setting**



3. Go to **Main Setting**



4. Then **Setting** from the left menu



5. You will find all mobile licenses in the **Terminal** tab from top menu

Preference    **Terminal**    Connection    Kitchen Section    Payment Method    Price Management

Search

Name	Type	Active	Default
(This Terminal) DESKTOP-3GIG541	PC		<input checked="" type="checkbox"/>
bd849f46b82babe	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
8607b1360afe2474	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
2b73c028c4469751	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
OSM1.180201.031	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
ec55ab47491c4ab	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
b1eaad18a5703a85	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
10ac73a4270467a8	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
9ad1fb95523977bb	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
4f5084449aeed729	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
KTU84P	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
Mohammeds.iPad	MobileApp	<input type="checkbox"/>	<input type="checkbox"/>
Alis.iMac.local	MobileApp	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Edit    Delete

6. Choose the license you want to edit and click **Edit** button from the right menu, a pop-up window will show

General		
Terminal Number	Computer Name	Language
10	OSM1.180201.031	
Quick Service	<input type="checkbox"/> Default Service	Car Hop
Disable Security		<input type="checkbox"/>
Cannot Finalize With Open Orders		<input type="checkbox"/>
Stay At Order Screen		<input type="checkbox"/>
Skip Table Selection		<input type="checkbox"/>
Enable Aspect Ratio		<input checked="" type="checkbox"/>
Enable Quick Payment		<input type="checkbox"/>
Receipt Printer		
Cancel		Done

## Setting up invo Kitchen Display System

1. Go to **User**



2. Enter your **Password** and go to **Setting**



3. Go to **Main Setting**



4. Then **Setting** from the left menu

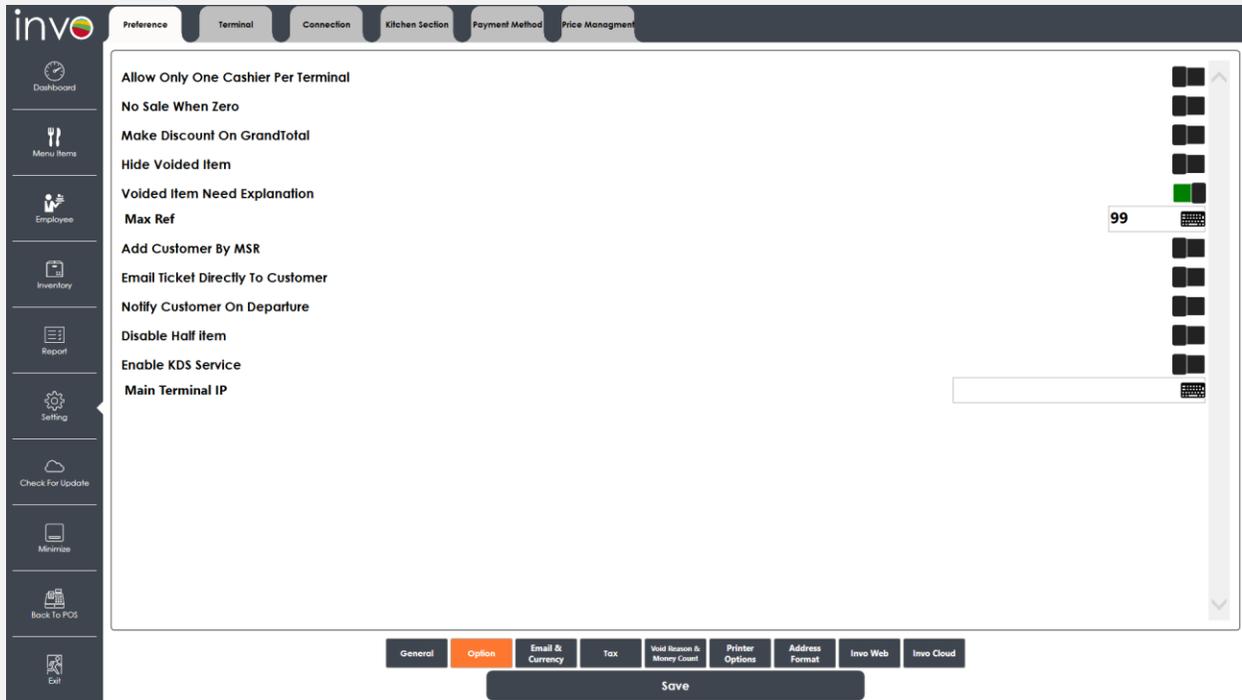


5. In the **Preferences** tab, go to the **Option** tab from the bottom menu

The 'Preference' screen is shown with the following fields:

- Restaurant Name: invo Restaurant
- Open At: 07:00
- Time To Send Report: 23:00
- address1: Manama
- address2: (empty)
- Country: Bahrain
- Telephone: 13112216
- Fax: VAT NO1234
- Website: TAX INVOICE

A red arrow points to the 'Option' tab in the bottom menu.



6. Enable the last option “Enable the KDS Service” and enter the Main Terminal IP

## Owner Manual

### General Setting

#### Restaurant information

The restaurant information appears in the receipt. Therefore, you need to be careful filling the blanks. To fill the information follow these steps:

- 1- First go to **User**



2- Enter your **Password**, then go to **Setting**



3- Enter **Main Setting**



4- Then **Setting**



On the **General** tab under **Preferences**, you will have multiple tabs. In General Tab you will have the primary restaurant information showing for you, on this tab start filling the information

The screenshot shows the 'Preference' screen with the 'General' tab selected. The 'Restaurant Name' field is highlighted with a red box. A red arrow points to the 'General' button in the bottom navigation bar.

Fields and values:

- Restaurant Name: invo Restaurant
- Open At: 07:00
- Time To Send Report: 23:00
- address1: Manama
- address2: (empty)
- Country: Bahrain
- Telephone: 13112216
- Fax: VAT NO1234
- Website: TAX INVOICE

Buttons: Select, Remove, Save, General, Option, Email & Currency, Tax, Void Receipt & Money Count, Printer Options, Address Format, Invo Web, Invo Cloud.

This is an identical screenshot of the 'Preference' screen in the 'General' tab, showing the same fields and values as the first image.

Name of field	What to fill	Important to fill or not
Restaurant Name	Enter your restaurant name as you want it to be viewed on receipt	Important
Open at	The time that the restaurant opens	
Time to send report	The time that the restaurant close, the report will be sent therefore	Important

	this is the time your restaurant will close	
Address 1	The restaurant address, by default it will show on receipt	
Address 2	An extra space for adding restaurant address, by default it will show on receipt	
Country	The restaurant country location, it will show on receipt	Important
Telephone	The restaurant phone number, it will show on receipt	Important
Fax	A second option to add a second phone number	
Website	The restaurant's website	

Then you can upload the restaurant logo in the square on the right side, click and choose the logo from your files. To change it you can click select again and choose another one. In case you do not want to have your restaurant's logo showing on home screen you can click remove. By default, it will be invo logo.

\*The logo will be appeared on software home screen.

### Setting up email

The restaurant email is very important for sending and receiving emails.

To add your email, follow these instructions:

- 1- First go to **User**



2- Enter your **Password**, then go to **Setting**



3- Go to **Main Setting**



4- Then **Setting**



5- **Email & currency** tab under preferences

**invo** Preference Terminal Connection Kitchen Section Payment Method Price Management

**General**

Restaurant Name:

Open At:

Time To Send Report:

address1:

address2:

Country:

Telephone:

Fax:

Website:

Restaurant Logo:

General | Option | **Email & Currency** | Tax | Void Receipt & Money Count | Printer Options | Address Format | Invo Web | Invo Cloud

**invo** Preference Terminal Connection Kitchen Section Payment Method Price Management

**Email Settings**

Email:

Password:

**Currency**

Smallest Currency:

Round Type:

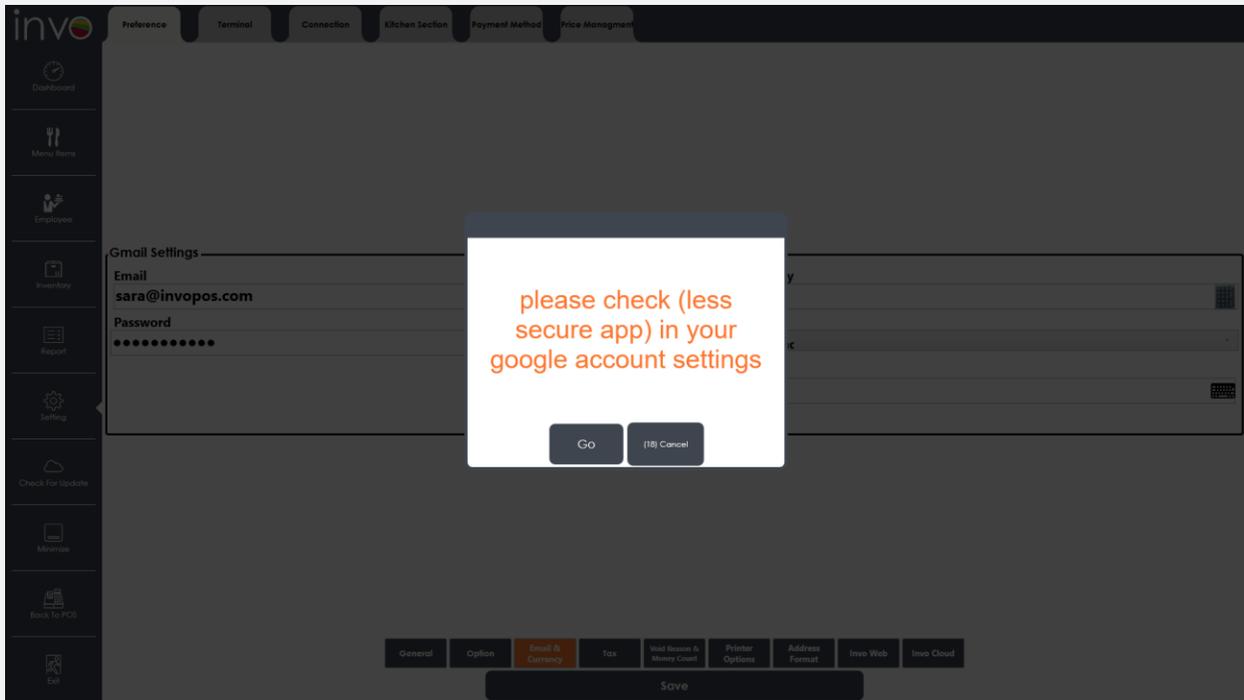
After Decimal:

General | Option | **Email & Currency** | Tax | Void Receipt & Money Count | Printer Options | Address Format | Invo Web | Invo Cloud

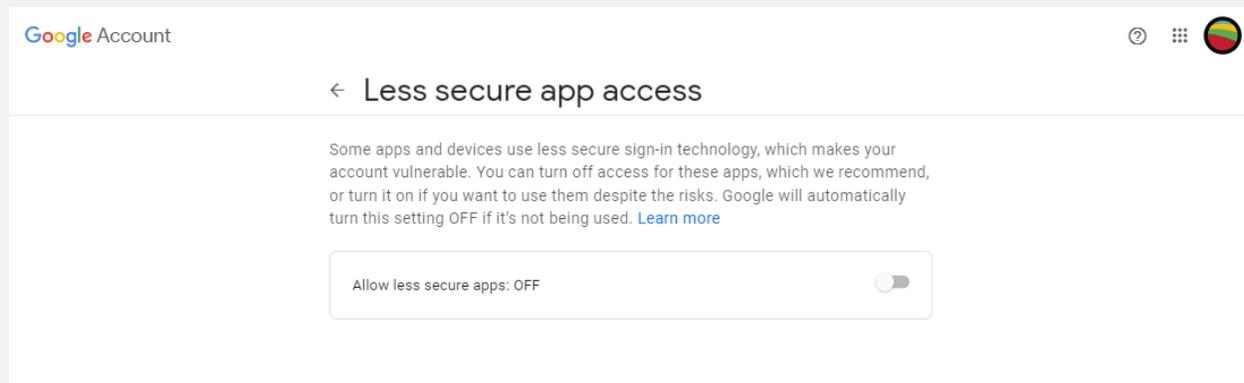
This tab has two sections; the left section is the one for setting your email. Enter your **email** in the email field and the **password** in password field then press test connection.

\*The test connection step is sending email as a test to check if it is connected.

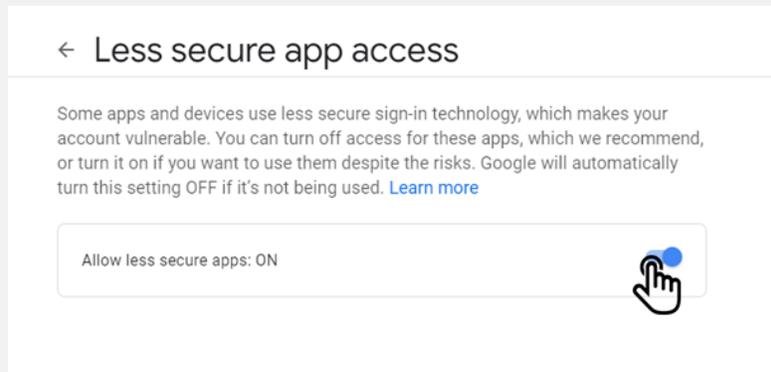
In case your email has advanced security, an error will be shown (Please check less secure app in your account setting)



Press **Go**. A Google page setting page will be opened



Allow less secure apps is allowing invo to use the system to send emails through it. Therefore, you need to enable it by toggling and enabling it as shown in the image below:



Now your email is used by invo to send reports, menu, closing sale report and all email functions.

### Setting up currency and payment options

To set restaurant currency options, you will have to add few information in multiple places, follow these instructions:

- 1- First go to **User**



- 2- Enter your **password**, then go to **setting**



3- Press **Main setting**



4- Then **setting**



## 5- Payment method tab

The 'Payment Method' tab is selected in the top navigation bar. The 'General' section contains the following fields:

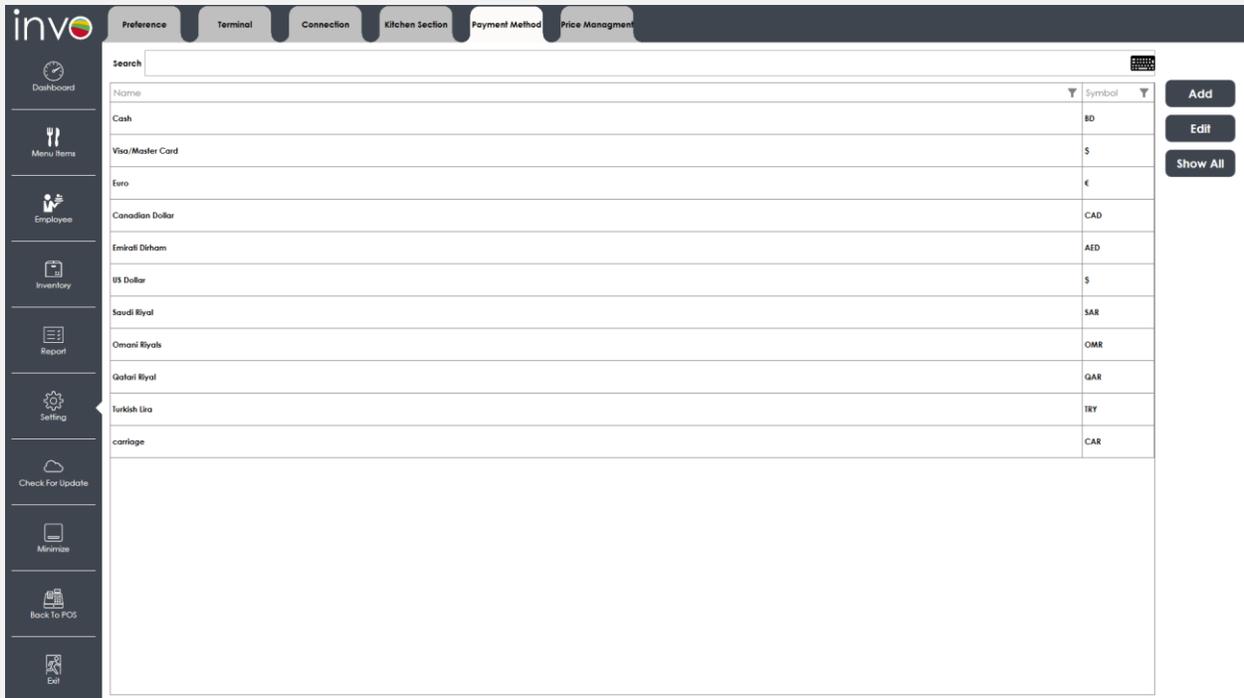
- Restaurant Name: invo Restaurant
- Open At: 07:00
- Time To Send Report: 23:00
- address1: Manama
- address2: (empty)
- Country: Bahrain
- Telephone: 13112216
- Fax: VAT NO1234
- Website: TAX INVOICE

On the right side, there is a 'Restaurant Logo' placeholder with 'Select' and 'Remove' buttons.

At the bottom, there are tabs for 'General', 'Option', 'Email & Currency', 'Tax', 'Vat Return & Money Count', 'Printer Options', 'Address Format', 'Invo Web', and 'Invo Cloud'. A 'Save' button is located below these tabs.

A red arrow points to the 'Payment Method' tab in the top navigation bar.

In the payment method tab you will find all accepted methods by the restaurant, you can **Add** and **Edit**. The **Show all** action will show all payment methods including the inActive ones.



If you clicked add to add a payment method you will have a form:

Name

Type

Rate

Symbol

After Decimal

InActive

Dont Open Cash Drawer On Settle

Add Currency to bill

**Name:** The name of the payment method. Ex: Cash, Credit Card, Paypal ...

**Type:** The type of payment you have cash, card and cheque.

**Rate:** The exchange rate of the currency. Some restaurants accept other currencies than the standard one. In case they wanted to add the other currency, they can include the exchange rate of the other currency. The default of the standard currency is 1.

**Symbol:** The currency symbol. Ex: \$, £, CAD, €, .....

**After Decimal:** The country's currency decimalization.

**InActive:** Disabling the payment method.

**Don't open cash drawer on settle** is for cards payments, you should enable it if the payment is not using the cash drawer.

**Add currency to bill** should be enabled too for adding the currency to the receipt.

**Image** is for reference; in case the employees do not remember which device to use or the currency form they can recall it while payment. Click **Select** and pick the image from your device. In case you want to choose another one, click select again and select another one, **Remove** will delete it in case you do not want to include an image.

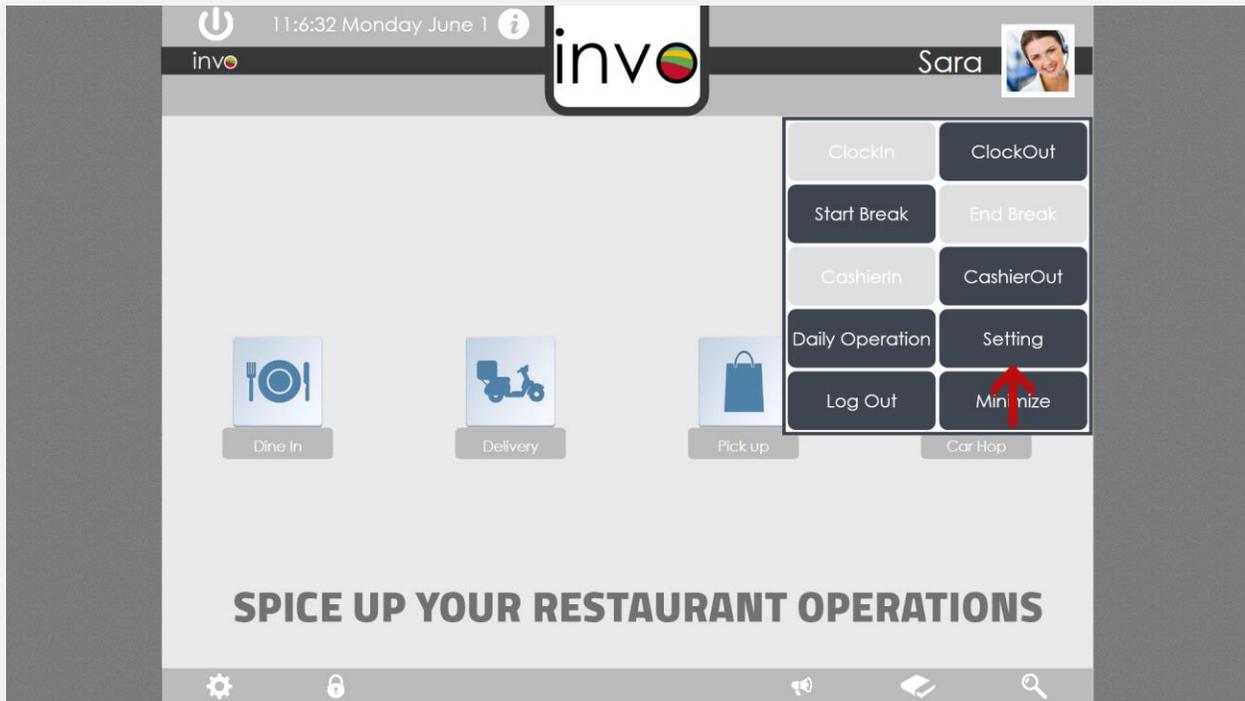
After you add all the information click **Done** to save the payment method. You can add as many as you need. There is no limited amount.

One more place to adjust the currency setting:

1. Go to **User**



2. Enter your **password**, then go to **setting**



3. Go to **main setting**



4. Then **setting**

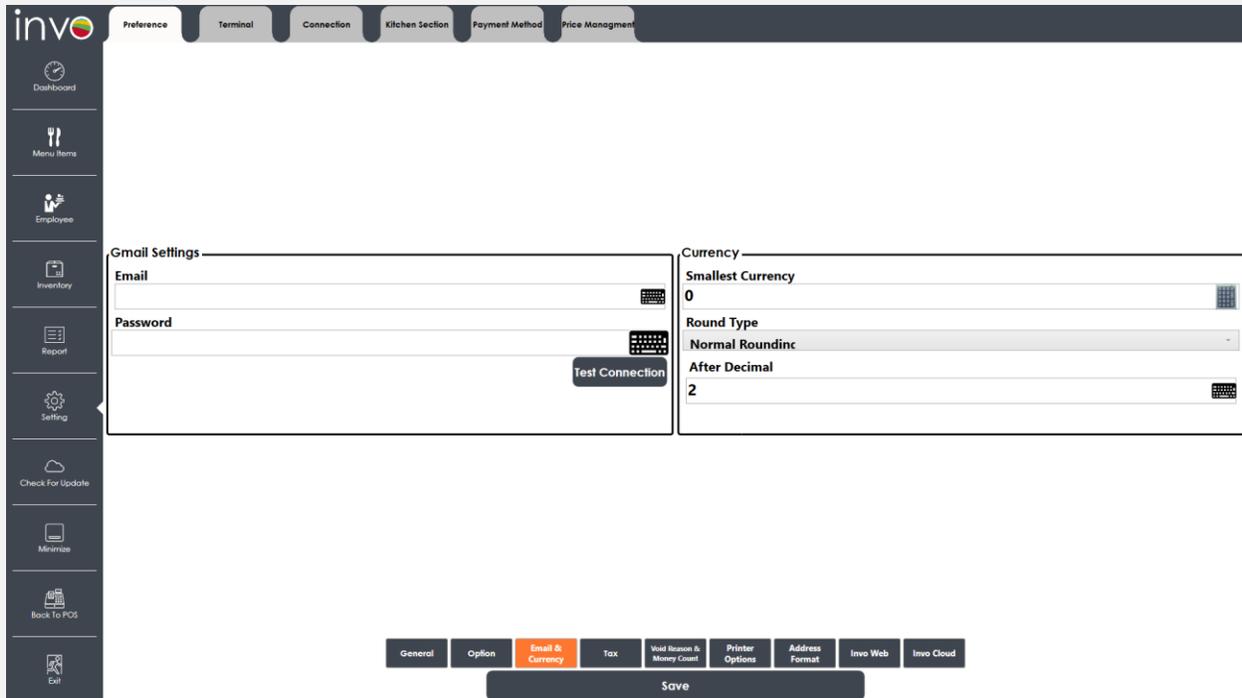


5. Email & currency tab under preferences

The 'Preference' screen is shown with the following settings:

- Restaurant Name: invo Restaurant
- Open At: 07:00
- Time To Send Report: 23:00
- address1: Manama
- address2:
- Country: Bahrain
- Telephone: 13112216
- Fax: VAT NO1234
- Website: TAX INVOICE

The 'Email & Currency' tab is selected in the bottom navigation bar, indicated by a red arrow. Other tabs include General, Option, Tax, Void Receipt & Money Count, Printer Options, Address Format, Invo Web, and Invo Cloud. A 'Save' button is located at the bottom center.



This tab has two sections; the right section is a part for currency setting.

**Smallest currency:** The lowest currency that the country uses. The rounding will be based on it

**Round type:** Rounds the receipt total balance

Round Type	Definition
Normal Rounding	It will give a normal value. Ex: 1.42 will be 1.45
Negative Rounding	It will round down the value. Ex: 1.42 will be 1.40
Positive Rounding	It will round up the value. Ex: 1.42 will be 1.50

\*Some countries are restricting by law to round positive, please check your country's law before selecting.

**After decimal:** The country's currency decimalization

### Change Language

To change invo language first you must **download** the language file from our website

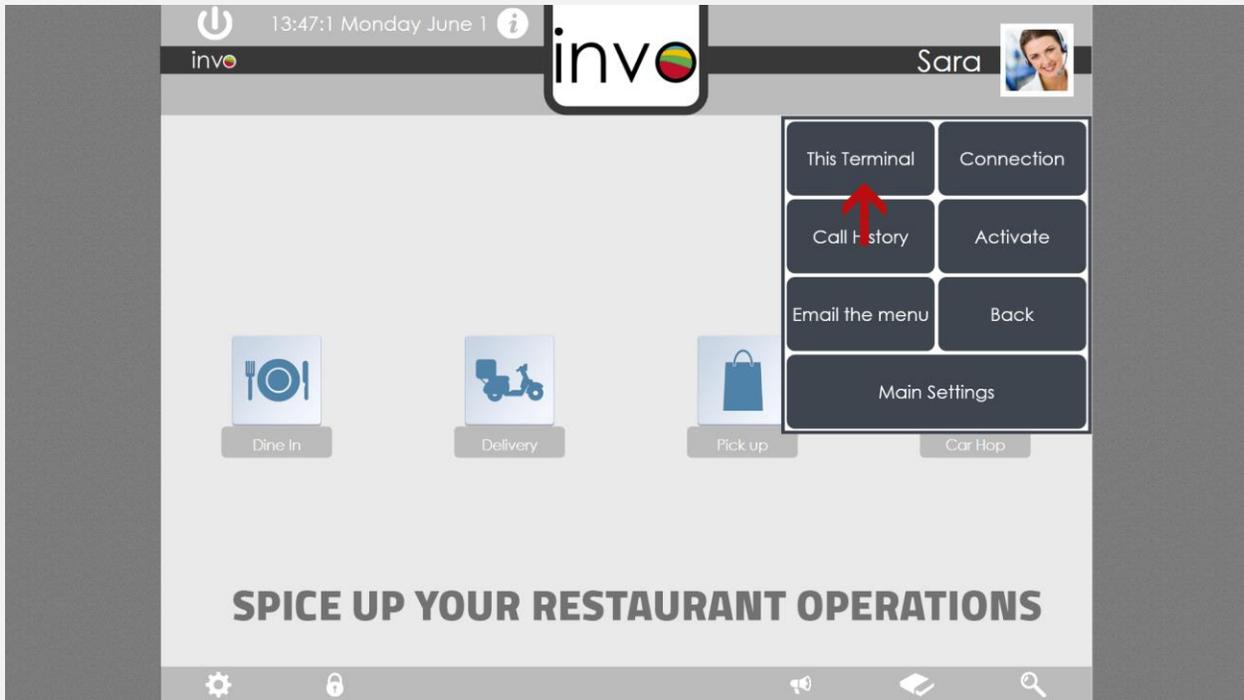
1. **Visit** the web page [www.invopos.com/languages](http://www.invopos.com/languages)
2. **Find** the language you want and **download** the XML file
3. Copy the file to My Computer / local disc C / program files x86 / seeds soft solutions / invopos / languages
4. **Open** invo software
5. Go to **User**



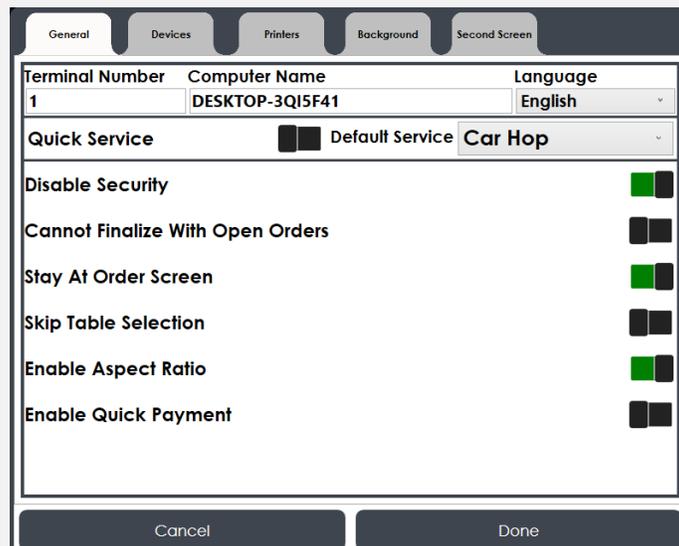
6. Enter your **password**, then go to **setting**



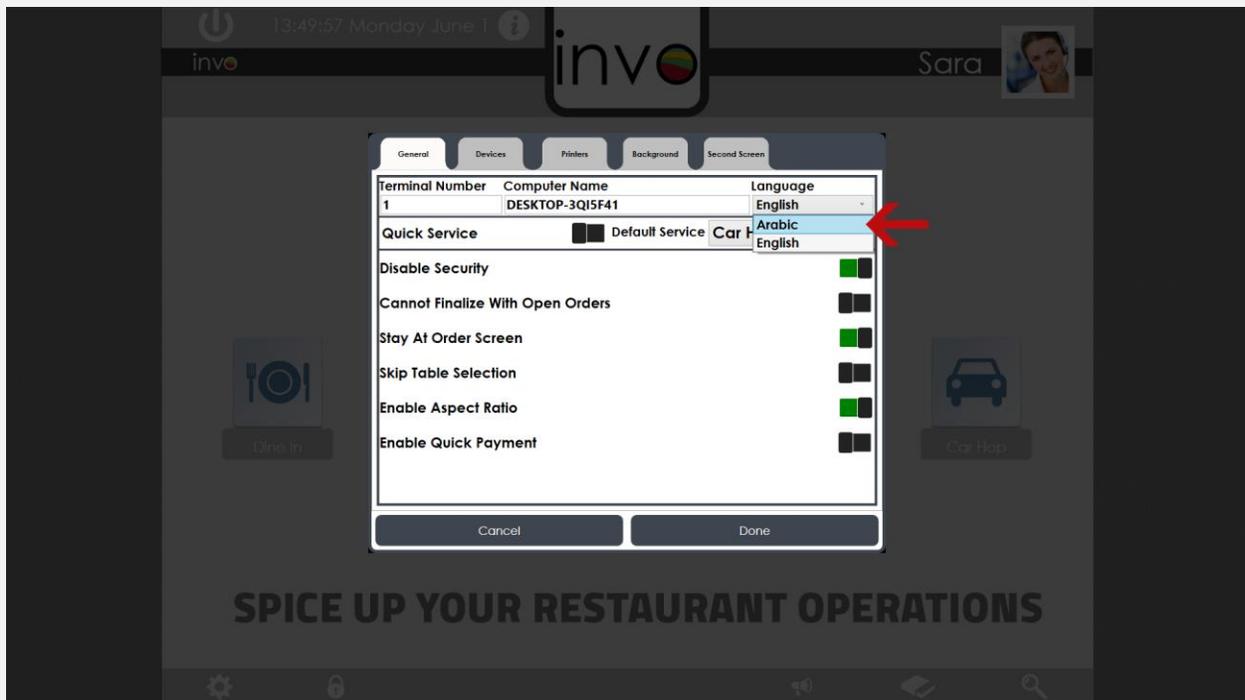
7. Choose **This Terminal**



This pop-up window will show:



8. **Choose** the language you downloaded from the list under language



9. Click **Done** and restart the system

### Tax Activation

To activate tax, follow these instructions:

1. Go to **User**



2. Enter your **password**, then go to **setting**



3. Go to **Main Setting**



4. After that **Setting**



5. Open **Tax** tab under the **Preferences**

The screenshot shows the 'Preference' settings screen in the 'invo' application. The 'General' tab is selected, and the 'Tax' tab in the bottom navigation bar is highlighted with a red arrow. The 'General' section contains the following fields:

- Restaurant Name: invo Restaurant
- Open At: 07:00
- Time To Send Report: 23:00
- address1: Manama
- address2: (empty)
- Country: Bahrain
- Telephone: 13112216
- Fax: VAT NO1234
- Website: TAX INVOICE

At the bottom, there is a 'Save' button and a navigation bar with tabs: General, Option, Email & Currency, Tax, Void Receipt & Money Count, Printer Options, Address Format, Invo Web, and Invo Cloud.

The screenshot shows the 'Taxes' settings screen. It contains three tax configuration sections:

- Tax 1 (exclusive):** Tax 1 Name: VAT, Tax 1 (exclusive): 5%
- Tax 2 (exclusive):** Tax 2 Name: (empty), Tax 2 (exclusive): 0%
- Tax 3 (inclusive):** Tax 3 Name: (empty), Tax 3 (inclusive): 0%

At the bottom, there is a checkbox labeled 'Tax 2 is Cumulative with Tax 1' which is currently unchecked.

You will have three fields for taxes we have included them for some countries, you can use as many as you want. Leave the others empty to disable them.

**Name field** include the tax name as shown above VAT or Tax, Government Tax and include the tax rate next to it.

- **Exclusive** counts the VAT price expressed from the items
- **Inclusive** counts the VAT price included within the items

**Tax cumulative** option at the end counts tax 2 before counting tax 1.

When you finish click **Save**

**Note:** in case you have menu items on your database you should enable the tax on them. Follow these steps to enable the tax on menu items:

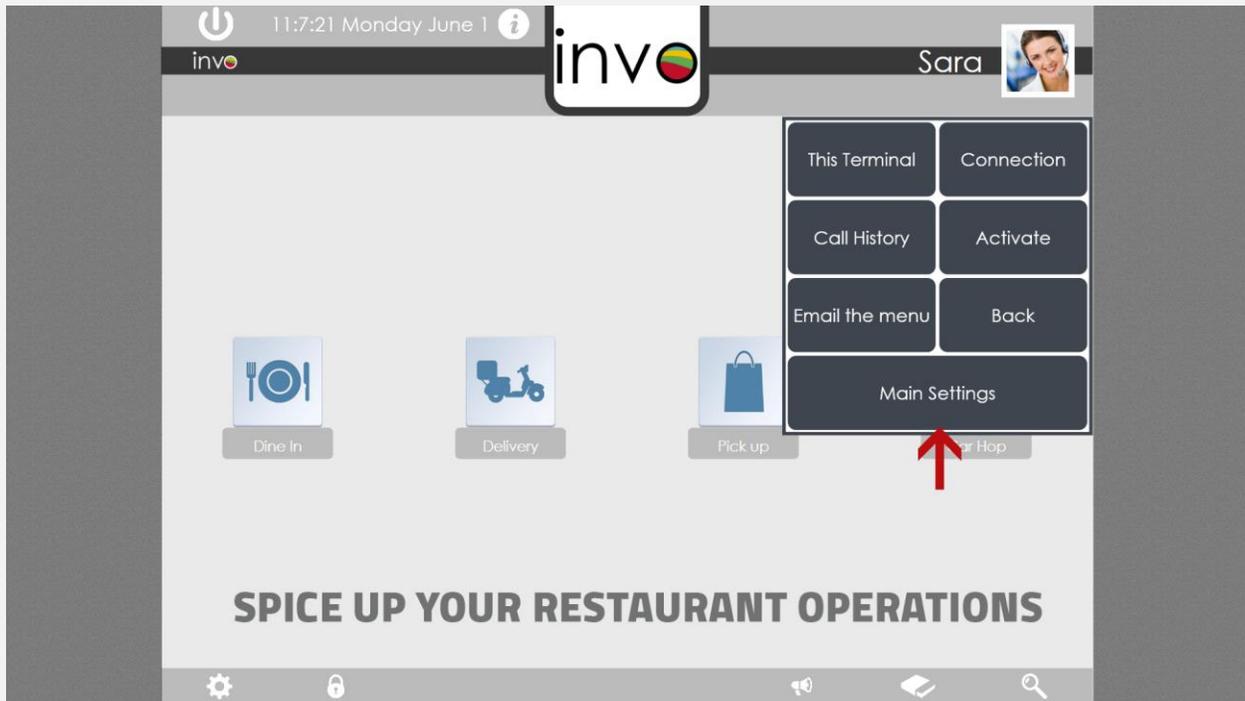
1. Go to **User**



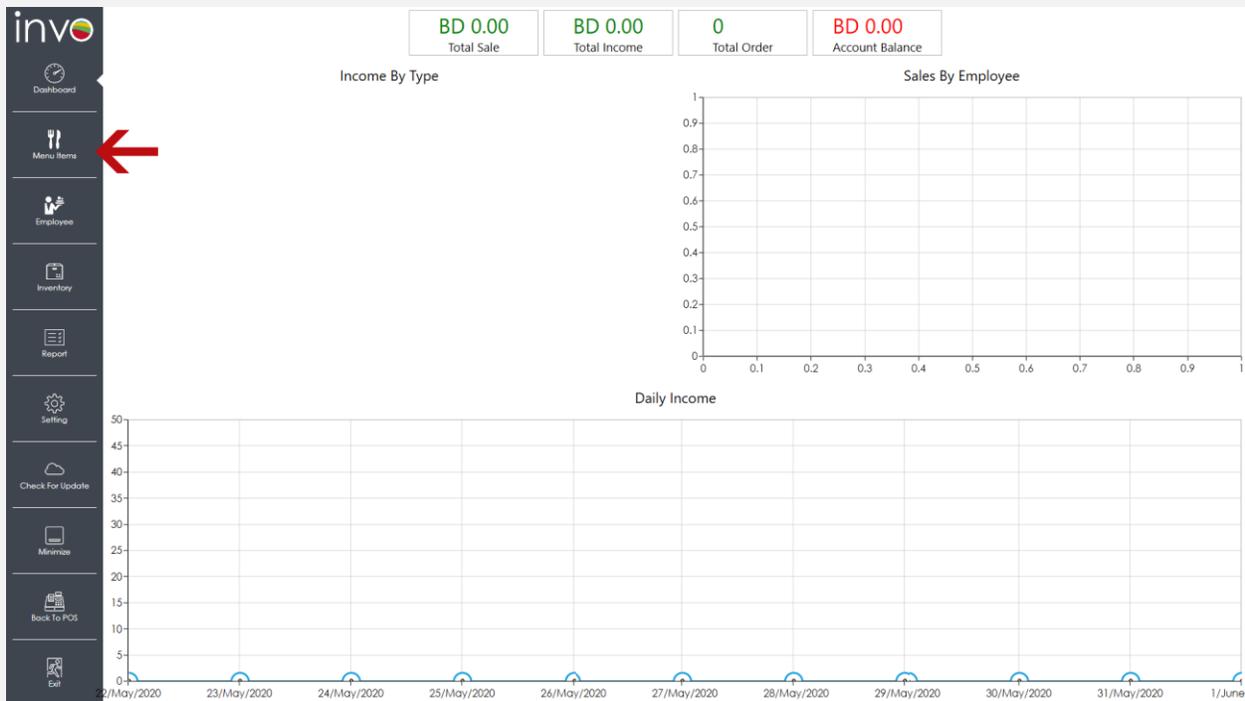
2. Enter your **Password**, then go to **Setting**



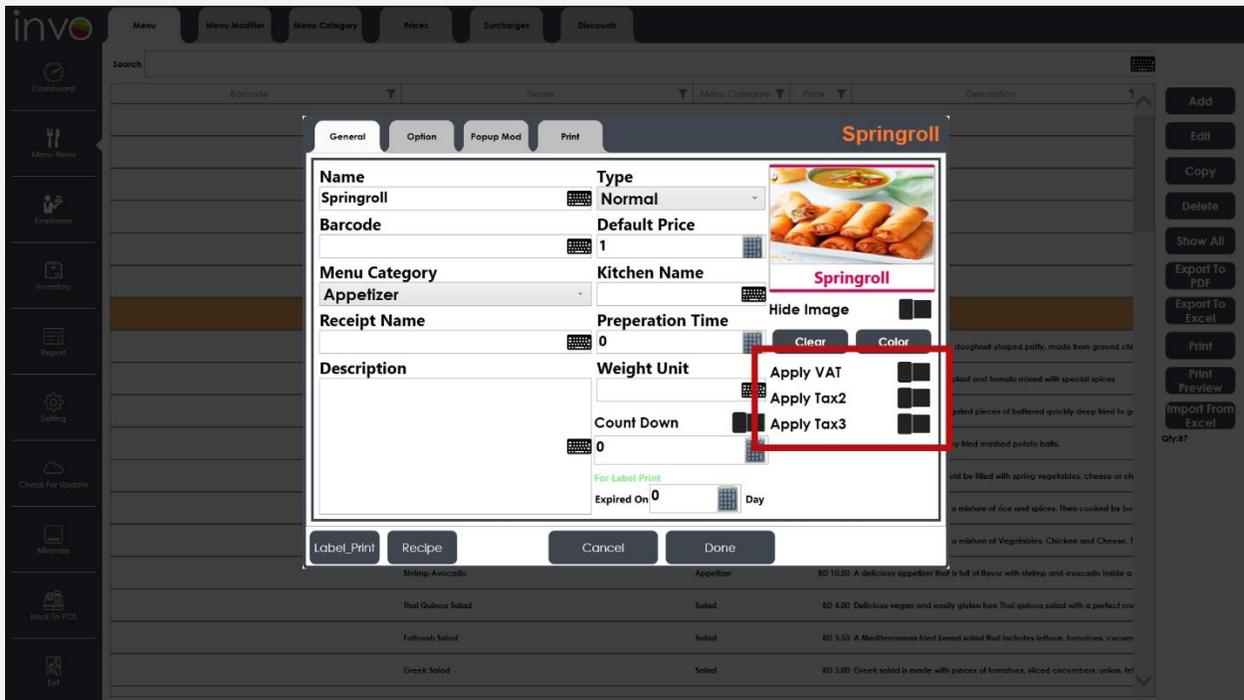
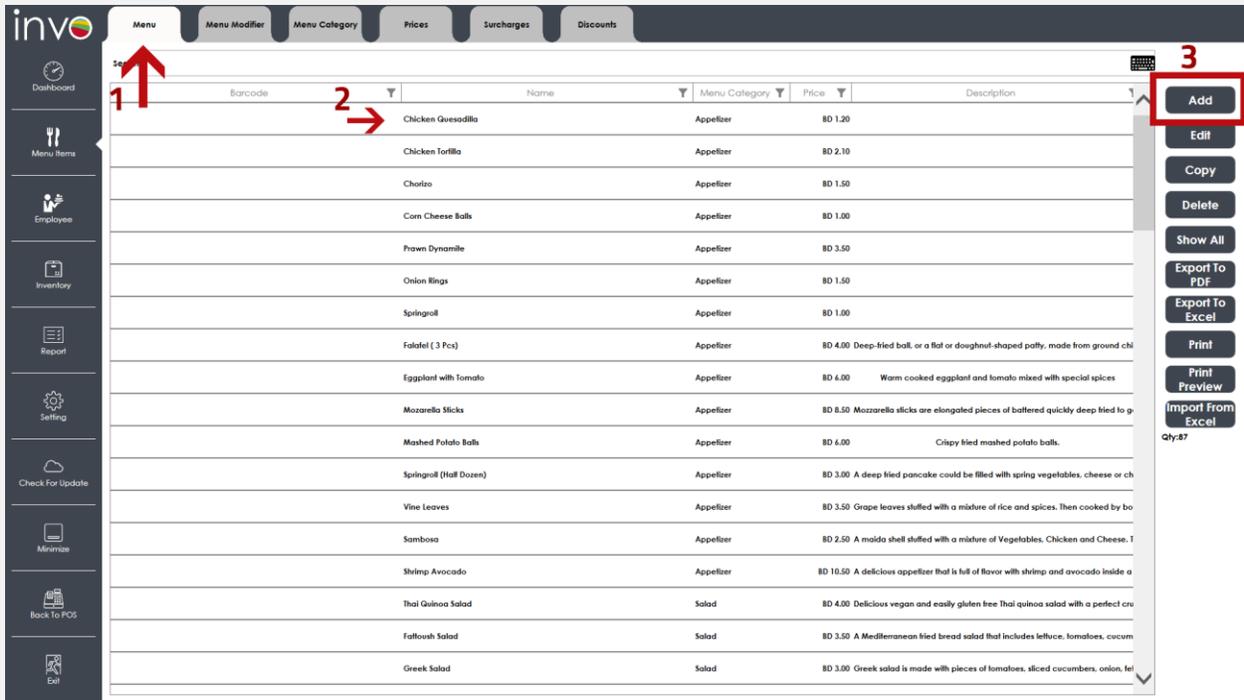
3. Go to **Main Setting**



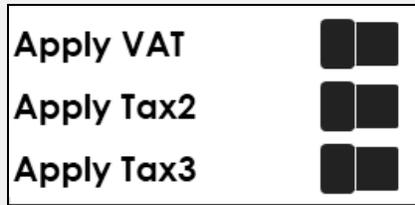
4. Then **Menu Items**



5. **Choose** the menu item that you want the tax to be implemented on and click **edit**



6. **Enable** the tax you want on the menu item by toggling the button.



### Change background

The background is customizable; you can include an image from your menu or design one your own.

1. Go to **User**



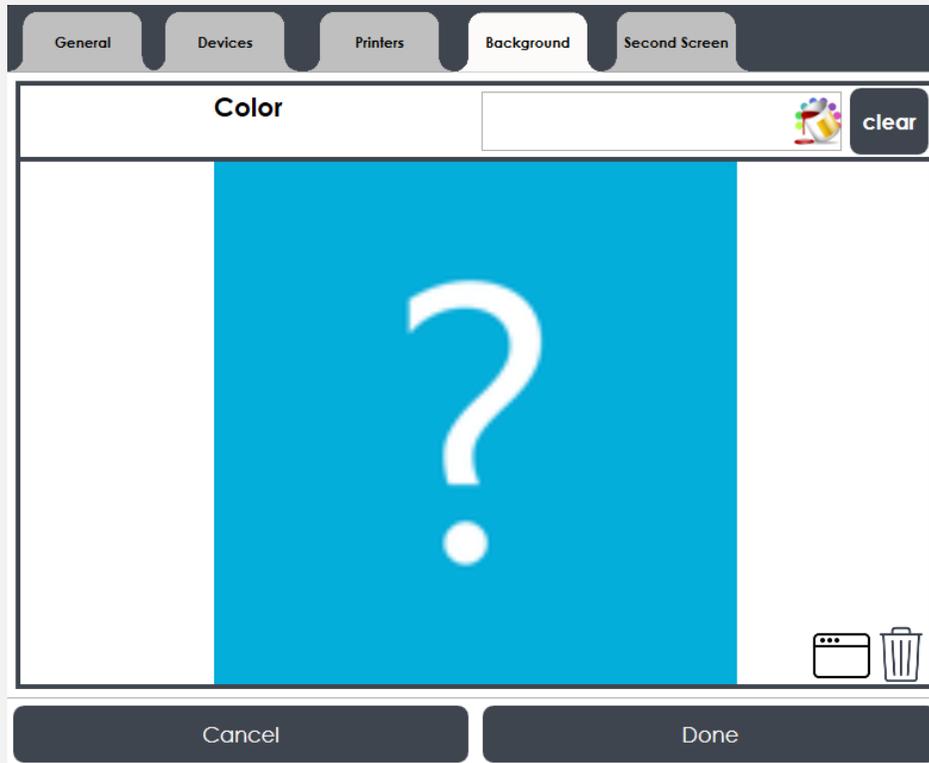
2. Enter your **password**, then go to **setting**



3. Go to **This Terminal**



4. A pop up will show with tabs, go to **Background** tab:



To set a plain color you can click on the **Paint Bucket** icon and choose a color then click **Done** to save it, clear button is for removing the color.

To choose an image click on **open folder icon** and choose the image from the device files, to change the image you can click the open folder icon again and choose another image. The **trash bin icon** deletes the image.

**Note:** The standard image size is 1920 px width by 1080 px height

## Services Set up

### Cashier Set up

Setting up a page for cashier is important; each restaurant has different operations or methods. We have included all cashier options for the owner to choose

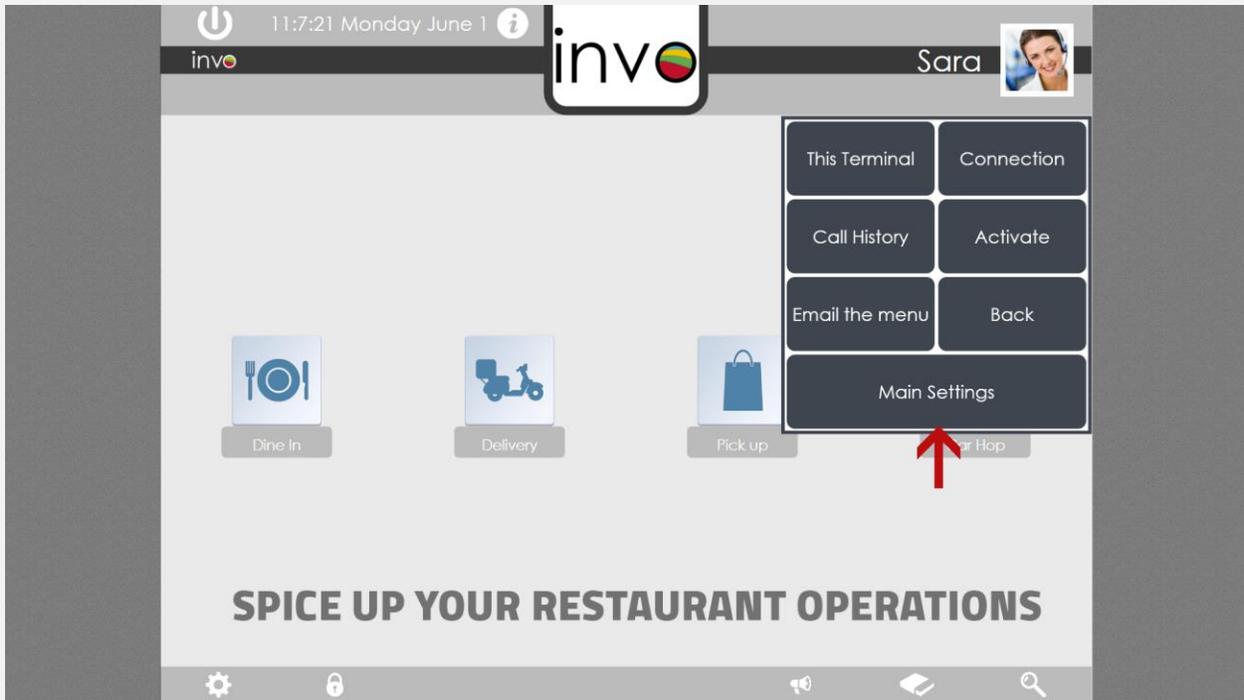
1. Go to **User**



2. Enter your **Password** and go to **Setting**



3. Click **Main Setting** and then open **Setting** page from the left menu



4. After that **Setting**



5. Go to **Option** tab from bottom menu bar

**Preference** Terminal Connection Kitchen Section Payment Method Price Management

**General**

Restaurant Name:

Open At:

Time To Send Report:

address1:

address2:

Country:

Telephone:

Fax:

Website:

Restaurant Logo:

Allow Only One Cashier Per Terminal

No Sale When Zero

Make Discount On GrandTotal

Hide Voided Item

Voided Item Need Explanation

Max Ref

Add Customer By MSR

Email Ticket Directly To Customer

Notify Customer On Departure

Disable Half item

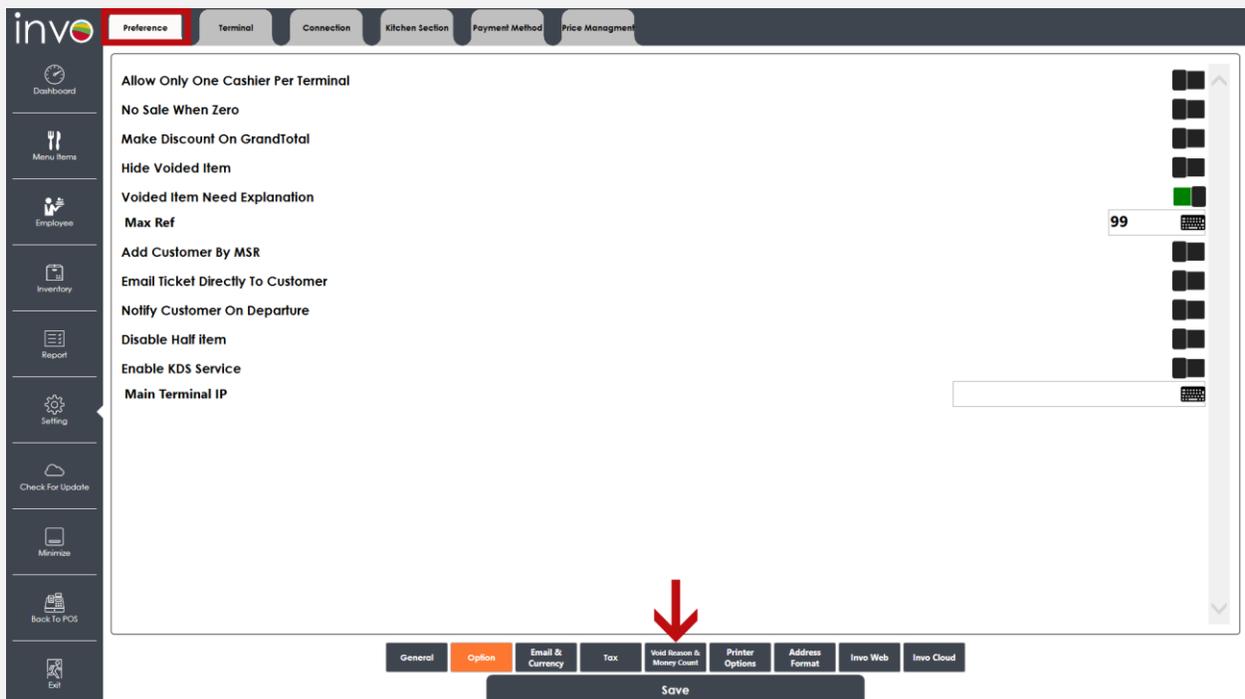
Enable KDS Service

Main Terminal IP

Title	Definition
Allow only one cashier per terminal	Once a cashier clocks in, the software locks to that particular cashier to do all operations
No sale when zero	When the discounts are applied and the total price reaches zero, it will cancel the ordering process
Make discount on grand total	The discounts are applicable on grand totals

Hide voided item	In invo we show voided items with strikethrough, this option allows you to hide it instead of showing it with a strikethrough
Voided item needs explanation	To void the item the cashier needs to provide a reason for it, the option forces them to give reason. Reasons can be predetermined in <b>step 6</b>
Max ref	Customer references will reset when the number reaches the one you enter
Add customer by MSR	Employees will not be allowed to add the customer on table without their physical magnet stripe card
Email ticket directly to customer	Once the receipt is issued it will be sent to the customer's email
Notify customer on departure	Once a driver assigned to the order, an email will be sent to the customer
Disable half item	An option for ordering allows the cashier to order half item such as half dozen, this option disable it
Enable KDS Service	Option for using invo add on Kitchen Display System
Main Terminal IP	Setting for the Kitchen Display System

6. Enable the options that you prefer and click **Save**
7. Go to **Void Reason and Money Count** from bottom menu



8. While enabling the explanation required option for voided items, you can predetermine the void reasons for the cashiers to choose fast. In void reason section, you can write up to 6 top reasons for the cashier to choose. If the reason is not available, the cashier can write a new reason during the operation
9. The Cash value depends on the country of the restaurant origin, define the cash value that the country use from highest value to lowest
10. Click **Save** after filling the information

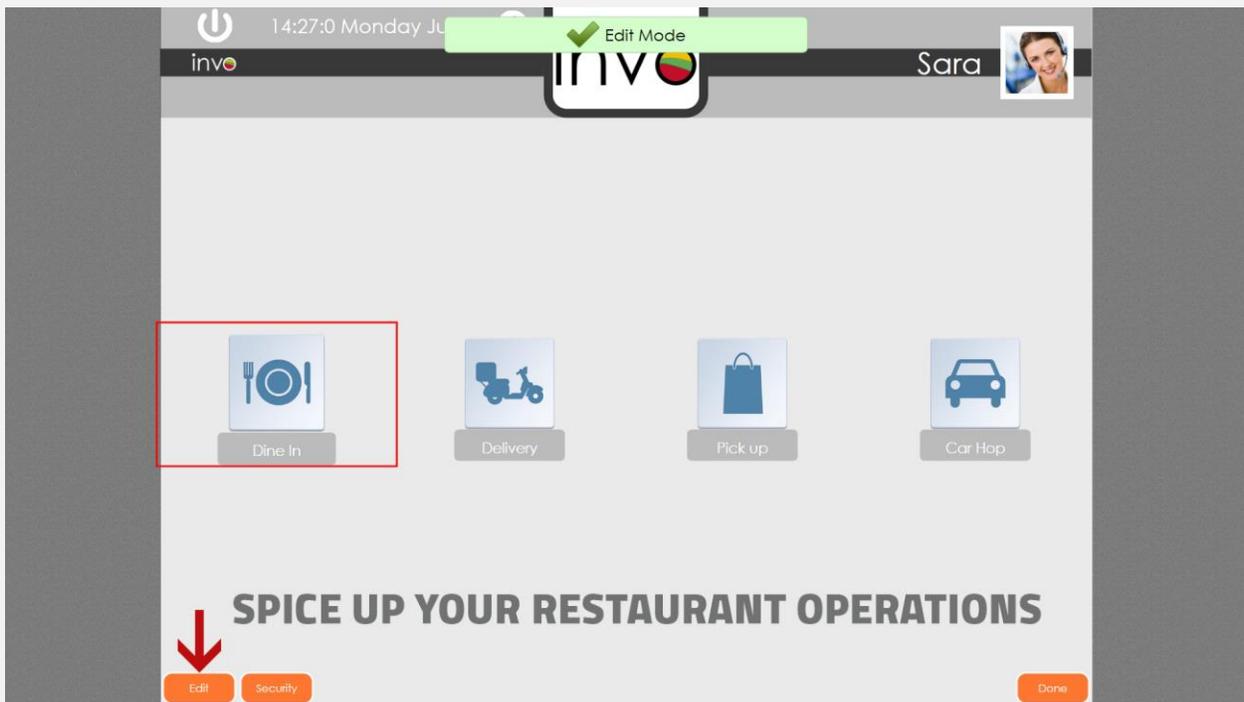
## Dine in Set up

Setting up dine in service needs few modifications, follow these steps to set up dine in:

1. On the software homepage, enter edit mode by clicking **Edit** button and enter your **password**



2. Choose **Dine in** Service and click **Edit**



General

Name  

Charge  

Price  

Hide

Option

Show Table Selection  

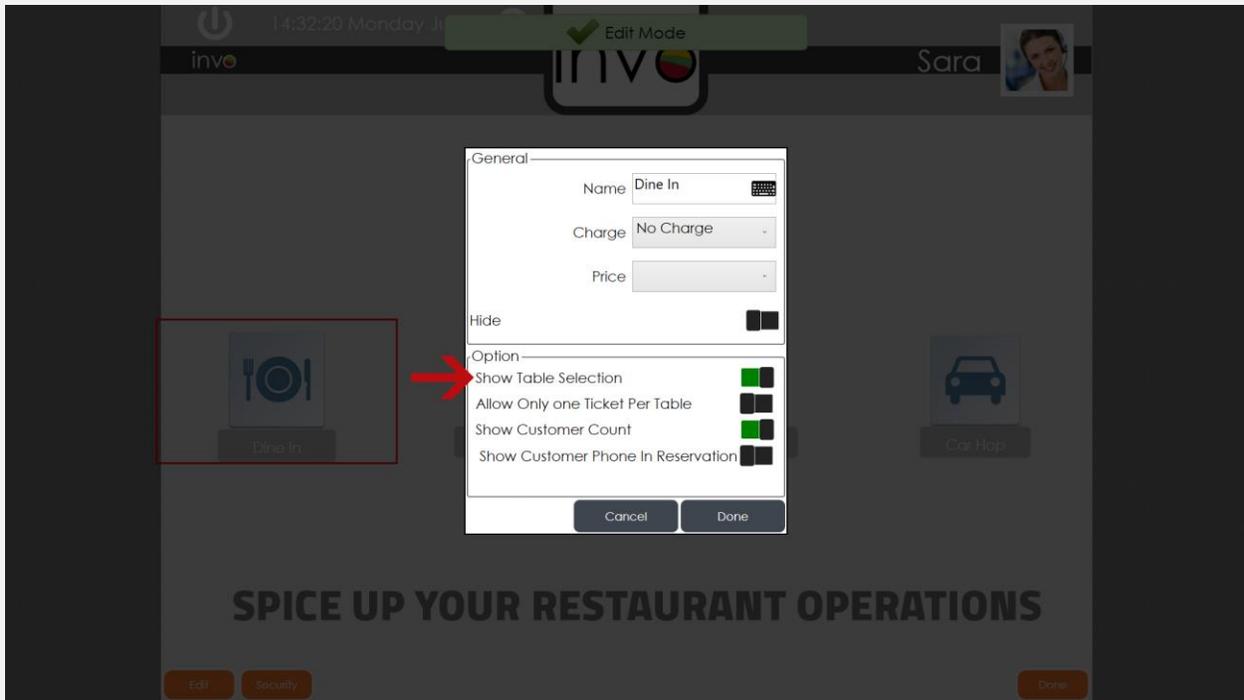
Allow Only one Ticket Per Table  

Show Customer Count  

Show Customer Phone In Reservation  

Title	Description
Name	The service name
Charge	Surcharge for the service
Price	Price list for the service
Hide	Disable dine in service in invo
Show table selection	Show table and flooring for dine in service, restaurants that are located in an open area such as malls can disable this option
Allow Only one ticket per table	Some tables request to open more than one ticket for splitting the bill, the option will disable the feature
Show customer count	Shows the number of customers available
Show customer phone in reservation	Allows to have privacy in reservation system where the customer's numbers are kept in discreet

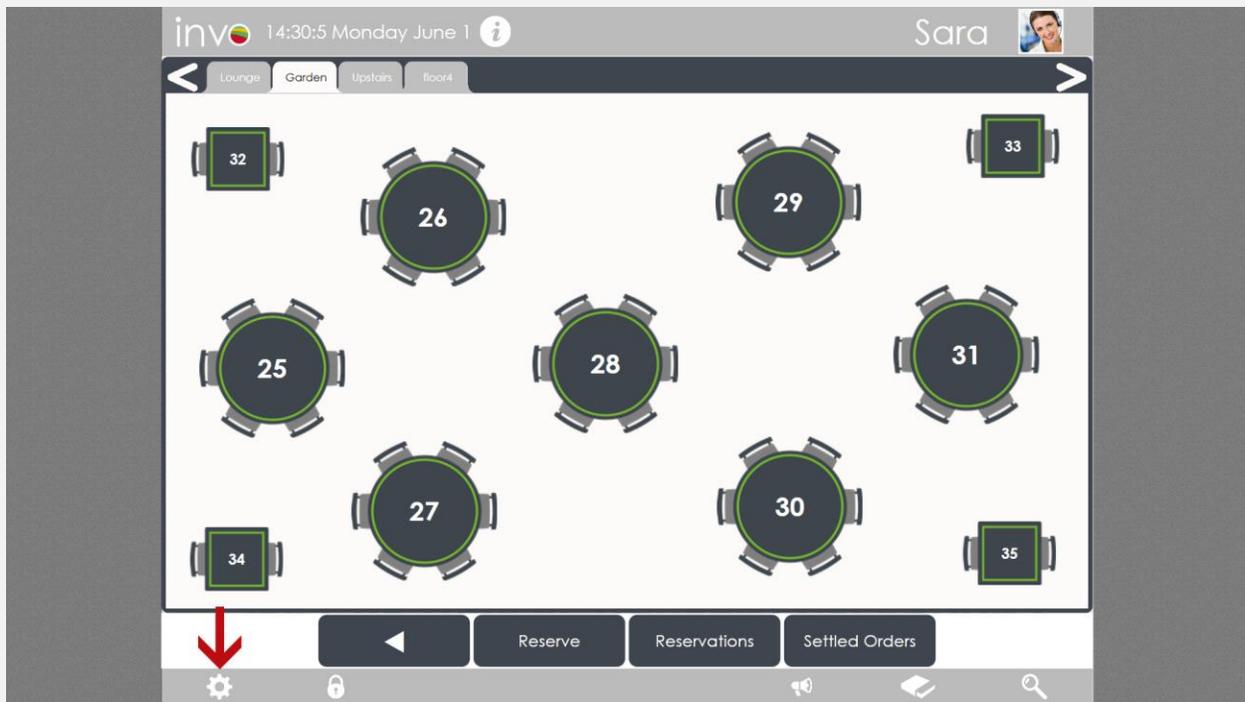
3. Enable **Show Table Selection** and click **Done**



4. Click **Done** to save and exit edit mode
5. Click **Dine in** as if you are taking an order



6. Enter edit mode by clicking **Edit** button on bottom bar and enter your **password**



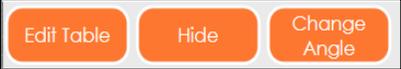
7. **Select** a place in the blank area and click **Add Table** button on the bottom bar

Name	<input type="text"/>	Image	
Surcharge	No Charge		
Minimum Charge	0		
Charge Per Hour	<input type="text"/>		
Charge After	<input type="text"/> Hours		
Max Seat	0		
Cancel		Finish	

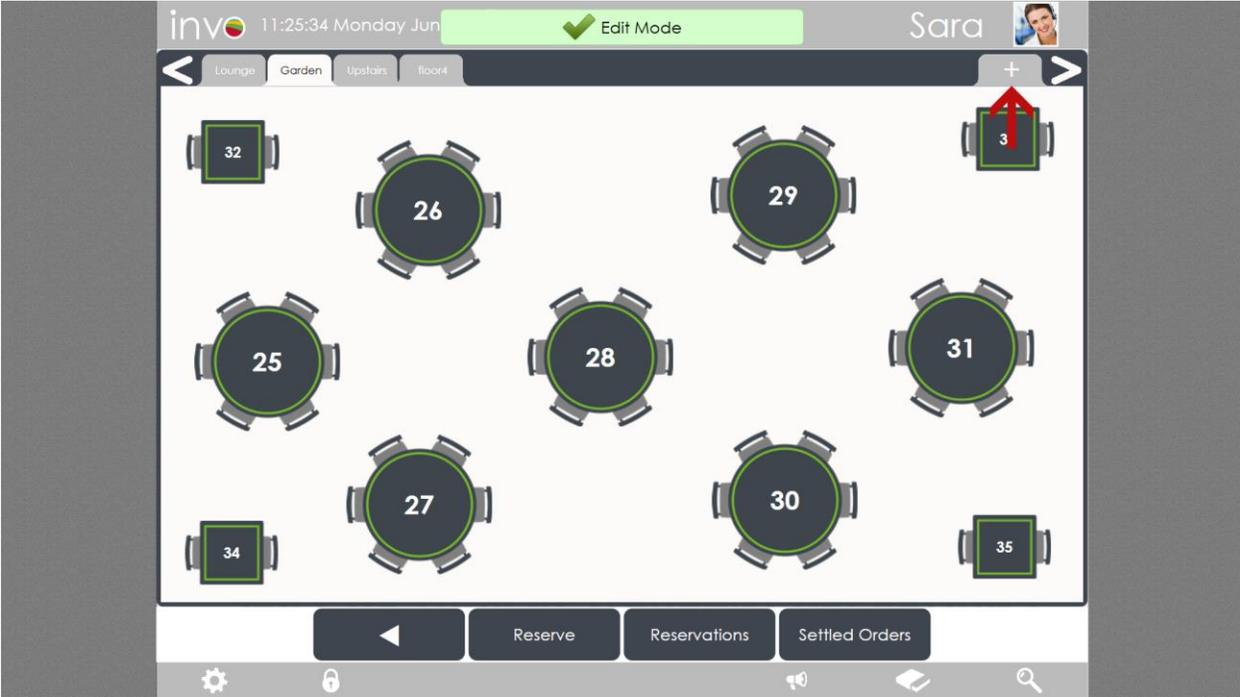
Title	Description
Name	The number of the table that identifies it
Surcharge	Additional charges on the table
Minimum Charge	Lowest price to be charged on the table, the ticket cannot be closed if the order does not meet the minimum amount you choose
Charge per hour	If the table is charged per hour, put the amount that will be charged
Charge After	If the charge per hour is enabled, you can set the start charging time
Max Seat	Maximum number allowed to sit on the table

Image	An image of the table
-------	-----------------------

- 8. Fill the information and click **Finish**
- 9. A new set of buttons will appear after choosing the table



- 10. You can **Edit** the table, **Hide** it and **Change** the **angle** of the table. In case you want to change the location of the table you can **Drag and Drop** it while you are in edit mode
- 11. Add the rest of the tables to finish the section, skip the upcoming steps in case you have only one section.
- 12. To add more sections, click on the plus button on top right bar



**DineIn Section**

Name

Price

Default

Cancel
Confirm

- Fill the **name** of the section and click **confirm**. (The price drop-down is explained in the price management section)
- To edit the first section name. Click on the section name on top, a list of buttons will show on bottom bar



Title	Description
Edit Table Section	Allows you to edit the table section name and price list
Hide Section	Deletes the section, to add it again you can click pick section and choose it
Pick Section	Allows you to add the available sections
Left arrow	Moves the section to left
Right arrow	Moves the section to right

- Click **Edit Table Section** to change the name and click **Finish**
- Add** the rest of the tables in the new section and click **Done** to save and exit edit mode

### Delivery Set up

To set up delivery service, follow these steps:

#### *Delivery Address format*

Each country set different address format; you need to enable what your country use for address format.

- Go to **User**



2. Enter your **Password** and go to **Setting**



3. Click **Main Setting** and then open **Setting** page from the left menu





4. Go to **Address Format** tab from bottom menu bar

**General Tab Settings:**

- Restaurant Name: invo Restaurant
- Open At: 07:00
- Time To Send Report: 23:00
- address1: Manama
- address2:
- Country: Bahrain
- Telephone: 13112216
- Fax: VAT NO1234
- Website: TAX INVOICE

**Bottom Menu Bar:** General, Option, Email & Currency, Tax, Vaid System & Money Count, Printer Options, **Address Format** (highlighted with a red arrow), Invo Web, Invo Cloud

**Other Elements:** Restaurant Logo placeholder with Select and Remove buttons.

Address Name	Use	Require
Flat		<input type="checkbox"/>
Building		<input type="checkbox"/>
House		<input type="checkbox"/>
Road		<input type="checkbox"/>
Street		<input type="checkbox"/>
Block		<input type="checkbox"/>
ZipCode		<input type="checkbox"/>
City		<input type="checkbox"/>
State		<input type="checkbox"/>
Postal Code		<input type="checkbox"/>
Line1		<input type="checkbox"/>
Line2		<input type="checkbox"/>

5. **Enable** the used address names and mark the required
6. Click **Save** when you finish.

### *Delivery options*

1. On the software homepage, enter edit mode by clicking **Edit** button and enter your **password**. Then Choose Dine in Service and click Edit

General

Name

Delivery Charge

Charge

Price

Hide

---

Option

Driver Selects Order

2. Under option there is **driver select order** option, enable it to allow driver's to select orders and click **Done** to save order.
3. Click **Done**

## Employee Set up

### Add Employees

The owner must add the employees who are going to use the system in order to record their movements in the system.

1. Go to **User**



2. Enter your **Password**, then go to **Setting**



3. Choose **Main Setting**



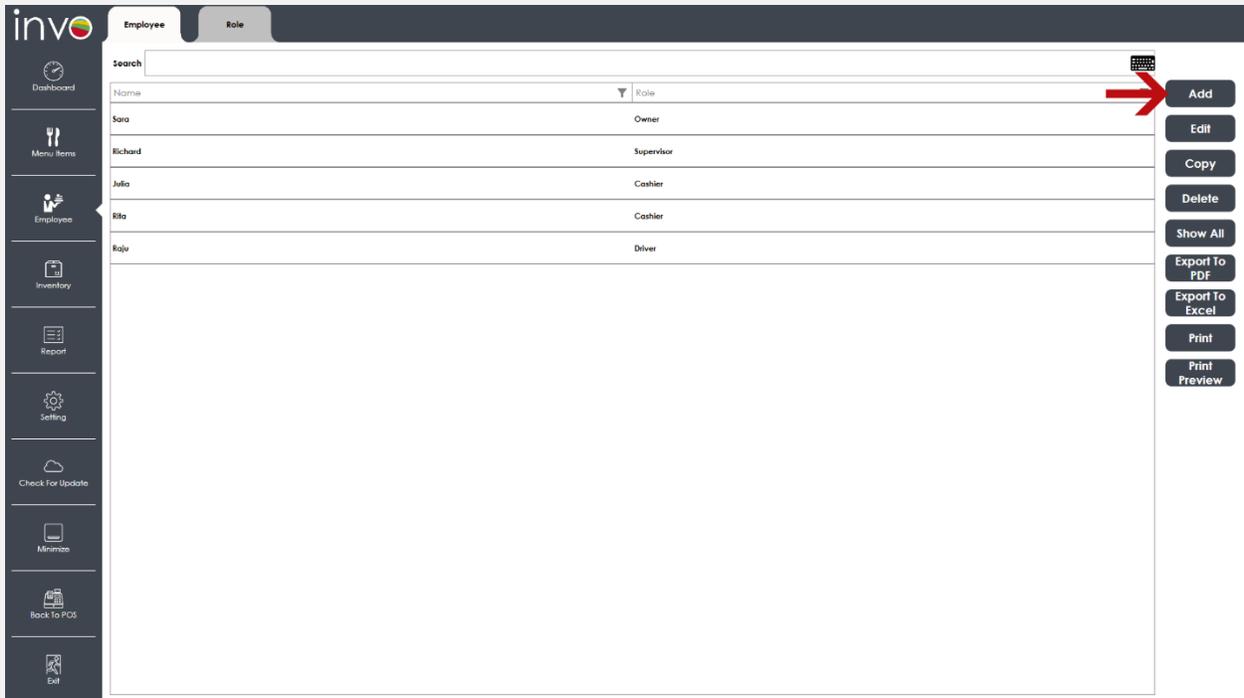
4. Then go to **Employees**



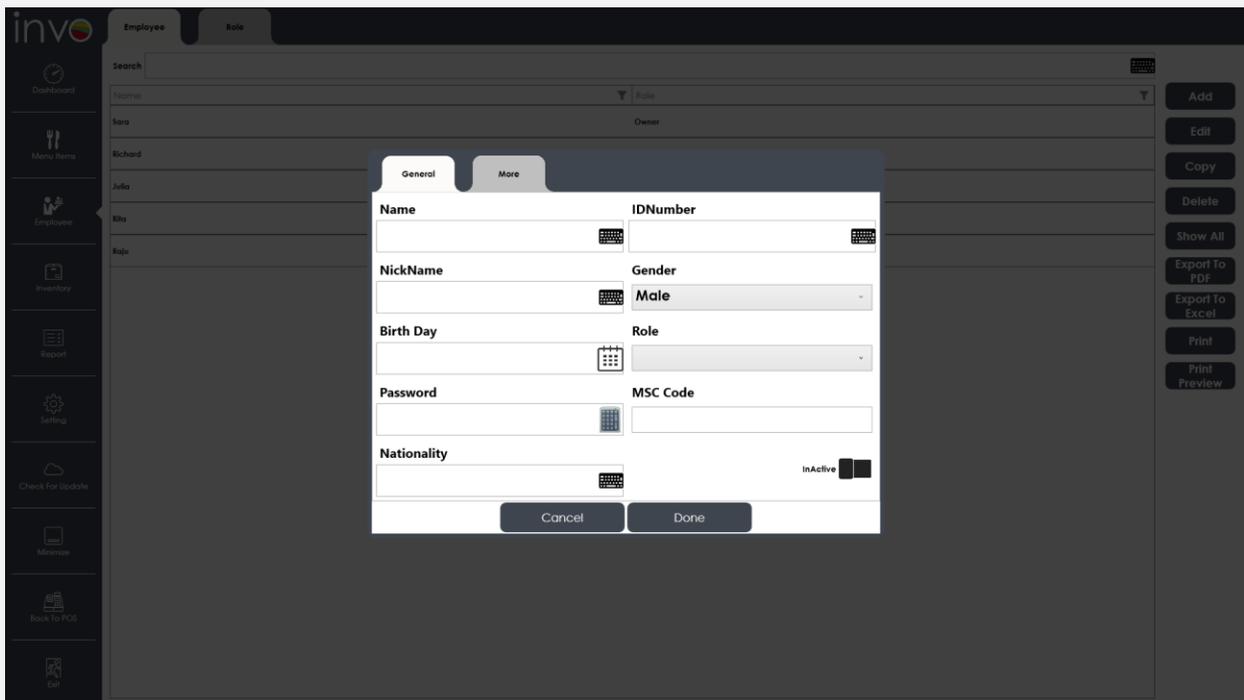
Employee		Role	
Name	Role		
Sara	Owner		Add Edit Copy Delete Show All Export To PDF Export To Excel Print Print Preview
Richard	Supervisor		
Julia	Cashier		
Biba	Cashier		
Raju	Driver		

You will find all your employees on this page with a number of options, you can Add, Edit, Copy and Delete.

5. Click **Add**



A pop-up will show with a form to add the employee information.



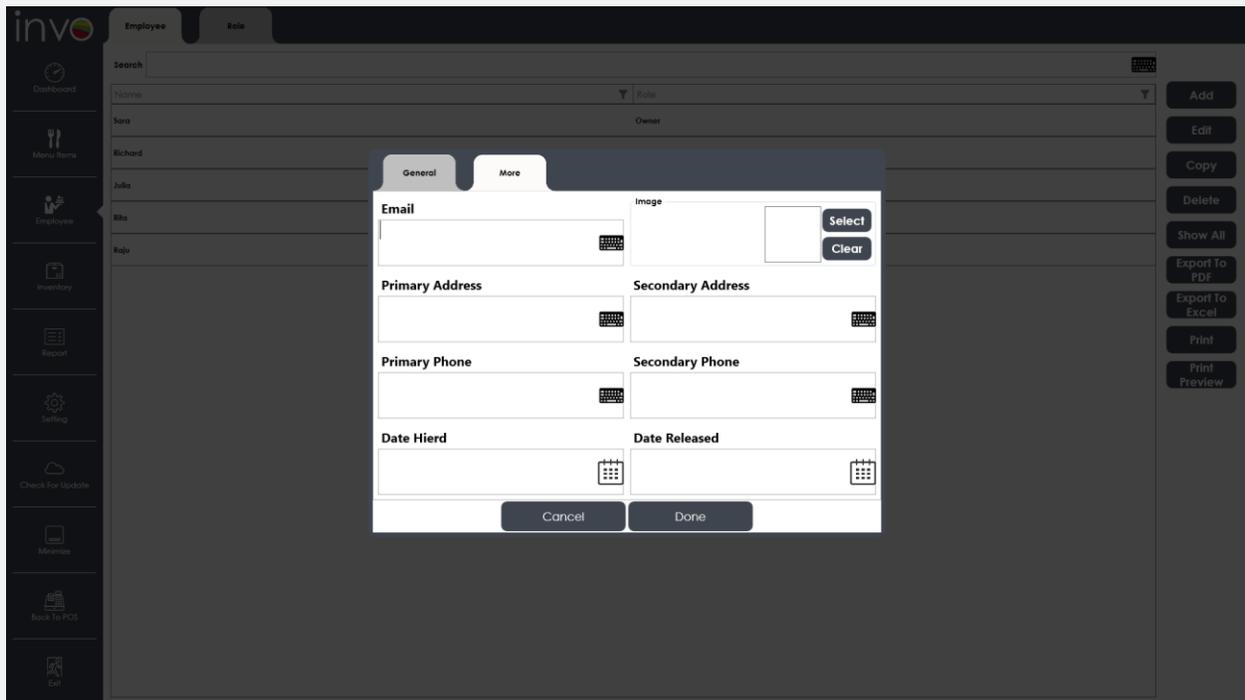
6. Fill the form, the table below will give detailed information about each input.

Name of Field	Description	Reason to fill
Name	Employee's name as shown on passport	*Reference
ID Number	The social security number of the employee	Safe to have

<b>Nickname</b>	Employee's preferred calling name	For specialization
<b>Gender</b>	Employee's Gender	For reference
<b>Birthday</b>	Employee's Date of birth	For Reference
<b>Role</b>	Employee's Role	*To have certain accesses
<b>Password</b>	Employee's preferred password	*Important for accessing
<b>MSC Code</b>	Employee's card code	For using the card
<b>Nationality</b>	Employee's nationality	For more information

**Note:** It is important to fill the **Name**, **Role** and **Password** for your own security.

7. After filling the form, go to the next tab '**More**' to fill more information about the employee.



Name of Field	Description	Reason to fill
Email	The employee's email address	More contact info
Image	The image of the employee	Will show at first page
Primary Address	The employee address	Reference
Secondary Address	The employee backup address	Better reference
Primary Phone	The employee's mobile number	Reference
Secondary Phone	The employee's backup mobile number	To be reached
Date hired	The date the employee got hired	For reference
Date released	In case the employee left, the date of leaving	For reference and reports

Note: the information above are not necessary, however they are considered as a replacement for the Human Resources files.

8. Click **Done** after filling all the information.

After adding all employees, you can add your information and change your password:

9. Find **Owner**, **choose** it and click **Edit**.

10. Add your information and include a password of your own.

**Note:** It is important to change your password to one of your own, it is widely known that we are using a default password for all owners.

Finally, there are a few more options such as exporting them to PDF or Excel and Print them.

### Manage privilege for employees

To manage the privilege for the employees:

1. Go to **User**



2. Enter your **password**, then go to **Setting**



3. Choose **Main Setting**



4. Then go to **Employees**



There are two tabs in the employees' page, to manage privileges go to the **Role** tab. The current roles available are mainly 4, you can add more and edit the current one's permissions. Each role is entitled to have certain permissions. To change a permission, enable the action you want for the role.

## Menu Set up

### Create menu Category

Before setting up your menu items you need to add menu categories first.

1. Go to **User**



2. Enter your **password**, then go to **Setting**



3. Choose **Main Setting**



4. Then go to **Menu Items**



5. Open **Menu Category** tab from the top bar

Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appelizer	BD 1.20	
	Chicken Tortilla	Appelizer	BD 2.10	
	Chorizo	Appelizer	BD 1.50	
	Corn Cheese Balls	Appelizer	BD 1.00	
	Prawn Dynamile	Appelizer	BD 3.50	
	Onion Rings	Appelizer	BD 1.50	
	Springroll	Appelizer	BD 1.00	
	Falafel ( 3 Pcs)	Appelizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chick
	Eggplant with Tomato	Appelizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
	Mozarella Slicks	Appelizer	BD 8.50	Mozarella slicks are elongated pieces of battered quickly deep fried to gok
	Mashed Potato Balls	Appelizer	BD 6.00	Crispy fried mashed potato balls.
	Springroll (Half Dozen)	Appelizer	BD 3.00	A deep fried pancake could be filled with spring vegetables, cheese or chic
	Vine Leaves	Appelizer	BD 3.50	Grape leaves stuffed with a mixture of rice and spices. Then cooked by boil
	Sambosa	Appelizer	BD 2.50	A maida shell stuffed with a mixture of Vegetables, Chicken and Cheese. Th
	Shrimp Avocado	Appelizer	BD 10.50	A delicious appetizer that is full of flavor with shrimp and avocado inside a W
	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect crun
	Falafush Salad	Salad	BD 3.50	A Mediterranean bread salad that includes lettuce, tomatoes, cucumbr
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, feta

6. Click **Add** and write the menu category then click done. Repeat the process to add as many as categories you have.

## Create Normal Menu Item

Normal menu item is a plain dish without any items included, the modifiers can be applied to it but there are no changes with what it is served with.

To create menu item, follow these steps:

1. Go to **User**



2. Enter your **password**, then go to **Setting**



3. Choose **Main Setting**



4. Then go to **Menu Items**, the list of your menu items should appear here



5. Fill the menu item first tab details.

Field name	Description
Name	The name of the menu item or product
Type	Choose Normal, you are creating normal menu item

Barcode	The product barcode, If applicable
Default price	The item price
Menu Category	Choose the item category
Kitchen Name	The name of the item when it is printed on the kitchen's printer, leave empty to print the default item name.
Receipt Name	The name of the item when it is printed on the customer's receipt, leave empty to print the default name
Preparation time	The approximate duration that the dish will be served, it is usually used to count the time for the customers
Description	A description about the dish, it is usually used for other invo products such as invo online ordering and invo menu.
Weight unit	The unit weight of the dish, this is usually used for cakes
Count down	In case the dish is available in quantities every day, include the quantity in the countdown. Each order taken will count down till it reaches 0 and disable the item.
Expired on	The date of expiry of the item, if applicable
Image	The item image, click <b>pick</b> and choose the image
Apply tax 1	Enable it to apply tax number 1
Apply tax 2	Enable it to apply tax number 2
Apply tax 3	Enable it to apply tax number 3

6. Go to the **Option** tab

Field		Description
Food Nutrition		The nutrition of the dish, Kcal, fat, carb and protein. These will be used in other invo products such as invo Menu and can be printed on receipt
Quick modifiers		The applicable quick modifiers to the dish, click pick if you have them added and new for new quick modifiers
Option	Available online	For other invo products, it will enable this item online
	Open price	The price cannot be defined unless time of sale, it is for the sweets and bakeries
	Order by weight	The price is based by weight, it is usually used for bakeries
	Available	The item is available in the menu
	Seasonal price	The Price differs by season and the ingredients' prices
	Discountable	Discounts can be applied to this item
	In Active	The item is no longer served in the restaurant
Prices		The prices of the item in different situations

7. Set a pop-up modifier from the next tab if applicable.
8. The final tab 'print' allows you to direct the menu item to certain printer in the restaurant; it is created for the sectioned kitchens.
9. Click **Done** after finishing all the information.

Note: Setting up quick and pop up modifiers are available in page number 103, please ensure to read carefully

## Create Combo Menu Item

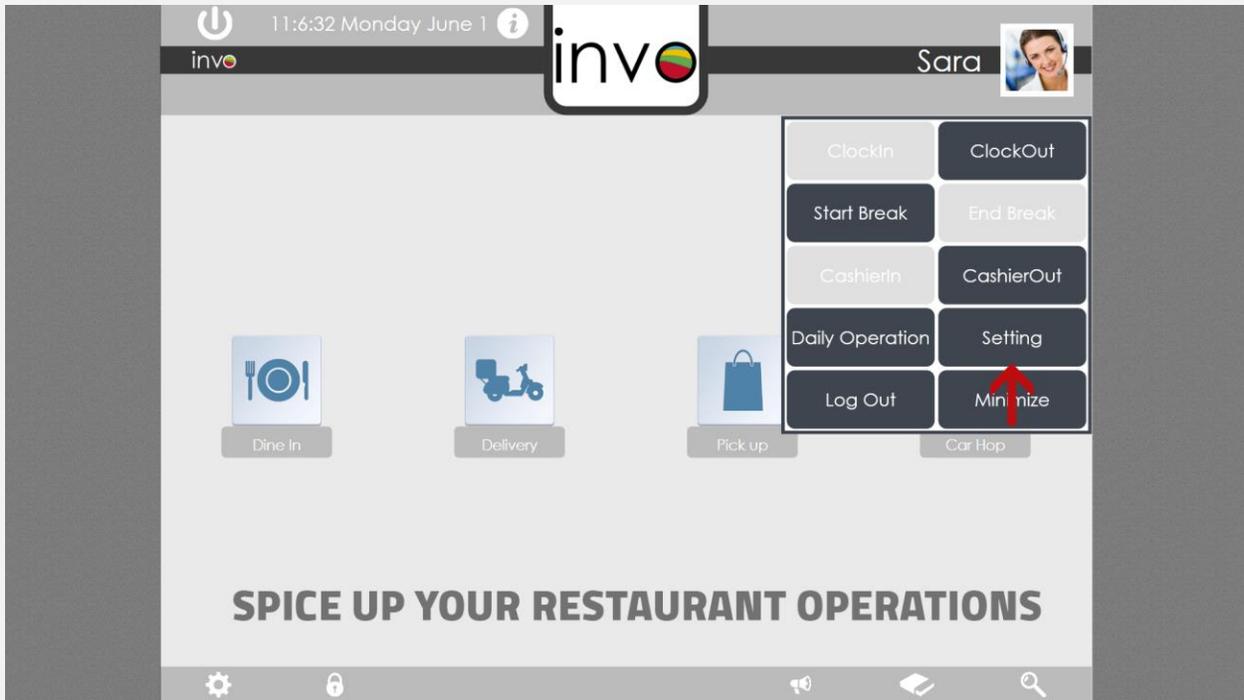
Combo menu item is known as meals, it is a combination of items. Few restaurants provide meal that includes one starter, one main course, and a drink with a specific price. It is called combo item. The modifiers can be applied to it.

To create menu item, follow these steps:

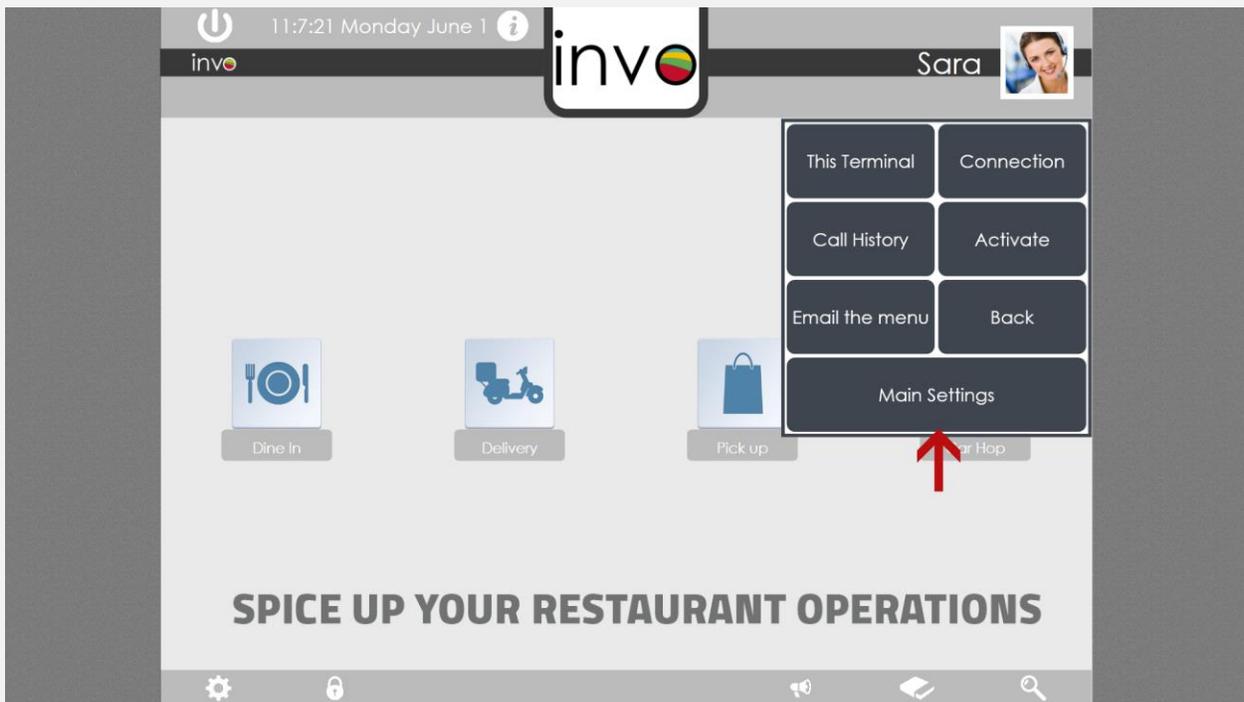
1. Go to **User**



2. Enter your **password**, then go to **Setting**



3. Choose **Main Setting**



4. Then go to **Menu Items**, the list of your menu items should appear here



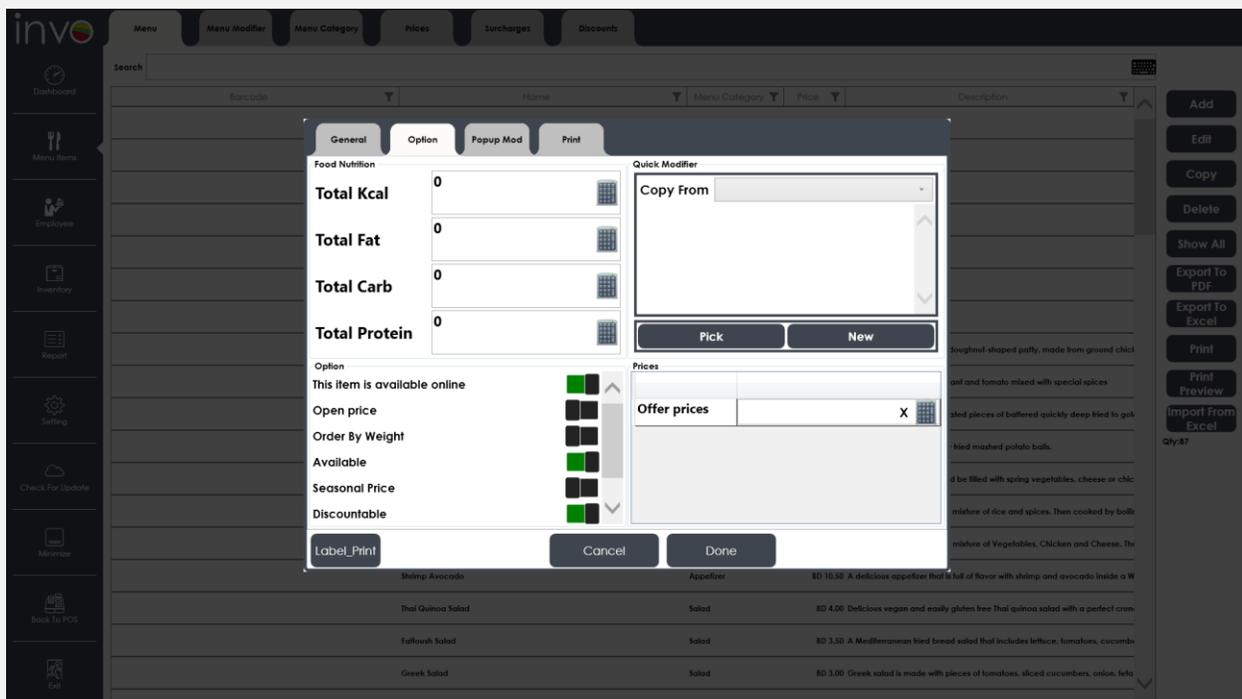
5. Click Add to add new menu item

6. Fill the menu item first tab details

The 'Menu Item' form is open, showing the following fields and options:

- General Tab:**
  - Name: [Text Field]
  - Barcode: [Text Field]
  - Menu Category: [Dropdown]
  - Receipt Name: [Text Field]
  - Description: [Text Area]
  - Type: [Dropdown] (Normal)
  - Default Price: [Text Field] (0)
  - Kitchen Name: [Text Field]
  - Preparation Time: [Text Field] (0)
  - Weight Unit: [Text Field]
  - Count Down: [Text Field] (0)
  - Expired On: [Text Field] (0) Day
  - Hide Image: [Toggle]
  - Apply VAT: [Toggle]
  - Apply Tax2: [Toggle]
  - Apply Tax3: [Toggle]
- Buttons:** Add, Edit, Copy, Delete, Show All, Export To PDF, Export To Excel, Print, Print Preview, Import From Excel.

Field name	Description
Name	The name of the menu item or product
Type	Choose Combo Item, a new tab will show after choosing combo item.
Barcode	The product barcode, If applicable
Default price	The item price
Menu Category	Choose the item category
Kitchen Name	The name of the item when it is printed on the kitchen's printer, leave empty to print the default item name.
Receipt Name	The name of the item when it is printed on the customer's receipt, leave empty to print the default name
Preparation time	The approximate duration that the dish will be served, it is usually used to count the time for the customers
Description	A description about the dish, it is usually used for other invo products such as invo online ordering and invo menu.
Weight unit	The unit weight of the dish, this is usually used for cakes
Count down	In case the dish is available in quantities every day, include the quantity in the countdown. Each order taken will count down till it reaches 0 and disable the item.
Expired on	The date of expiry of the item, if applicable
Image	The item image, click <b>pick</b> and choose the image
Apply tax 1	Enable it to apply tax number 1
Apply tax 2	Enable it to apply tax number 2
Apply tax 3	Enable it to apply tax number 3



7. Go to the **Option** tab

Field		Description
Food Nutrition		The nutrition of the dish, Kcal, fat, carb and protein. These will be used in other invo products such as invo Menu and can be printed on receipt
Quick modifiers		The applicable quick modifiers to the dish, click pick if you have them added and new for new quick modifiers
Option	Available online	For other invo products, it will enable this item online
	Open price	The price cannot be defined unless time of sale, it is for the sweets and bakeries
	Order by weight	The price is based by weight, it is usually used for bakeries
	Available	The item is available in the menu
	Seasonal price	The Price differs by season and the ingredients' prices
	Discountable	Discounts can be applied to this item
	In Active	The item is no longer served in the restaurant
Prices		The prices of the item in different situations

8. Set a pop-up modifier from the next tab if applicable.
9. The 'print' tab allows you to direct the menu item to certain printer in the restaurant; it can be used for the waiters' printer that gathers each item to the meal box.
10. Go to the final tab 'Combo items' and click Pick, choose the menu items that are included in the meal.

The list of items will show as below:

General Option Popup Mod Print Combo Items

Qty	Item	Price	Total	
1	 Mozzarella Sticks	BD 8.50	BD 8.50	X
1	 Chicken BBQ pizza	BD 11.00	BD 11.00	X
1	 Cocacola	BD 3.00	BD 3.00	X

Pick

Remove All

Label\_Print Cancel Done

Name	Description
Qty	Quantity of the item, you can increase the quantity of the item in the meal
Item	The item name
Price	The price of the item
Total	The total price of the item, it will increase if you increased the quantity
X	Will remove the item from the list

**Remove all** will remove all the items in the list.

- Click **Done** after finishing all the information.
- Now you should pin the item on menu

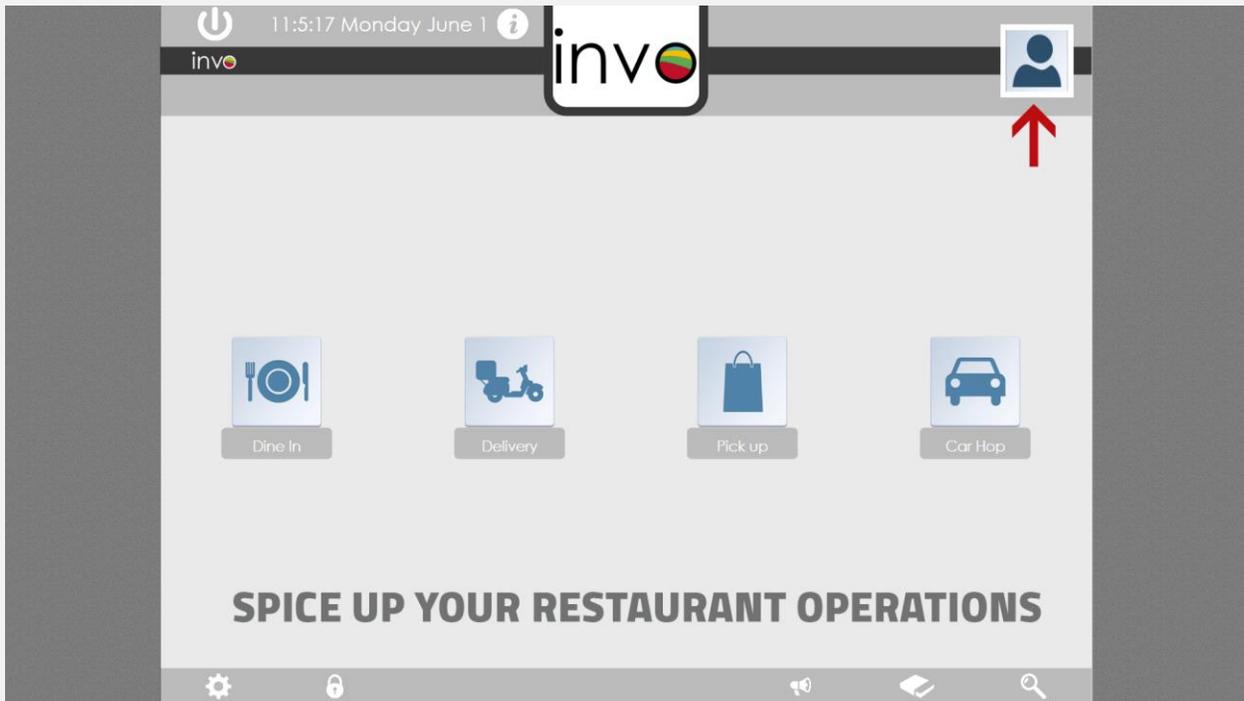
Note: Setting up quick and pop up modifiers are available in page number

### Create Menu Selection Menu Item

Menu Selection is a group selection of items within the menu item. Few restaurants provide meal that includes one starter, two main courses, and one large drink with a specific price. The two main courses are upon the customers' choice. The modifiers can be applied to it.

To create menu item, follow these steps:

1. Go to **User**



2. Enter your **password**, then go to **Setting**



3. Choose **Main Setting**

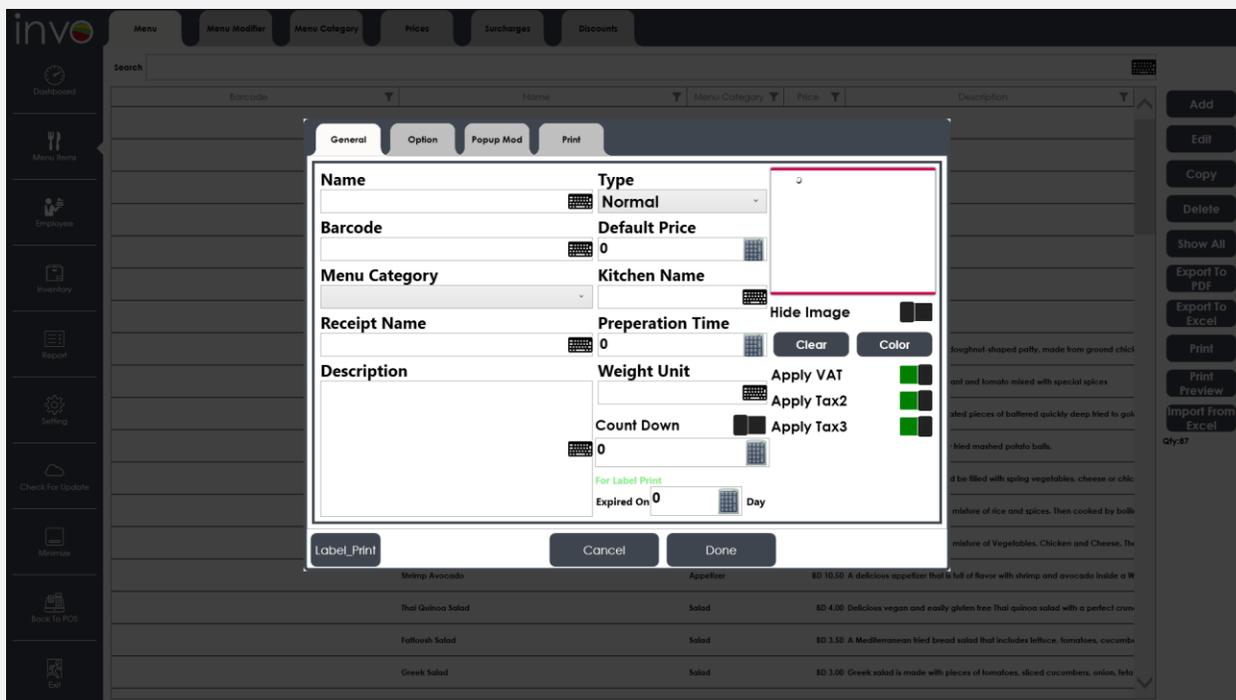


4. Then go to **Menu Items**, the list of your menu items should appear here

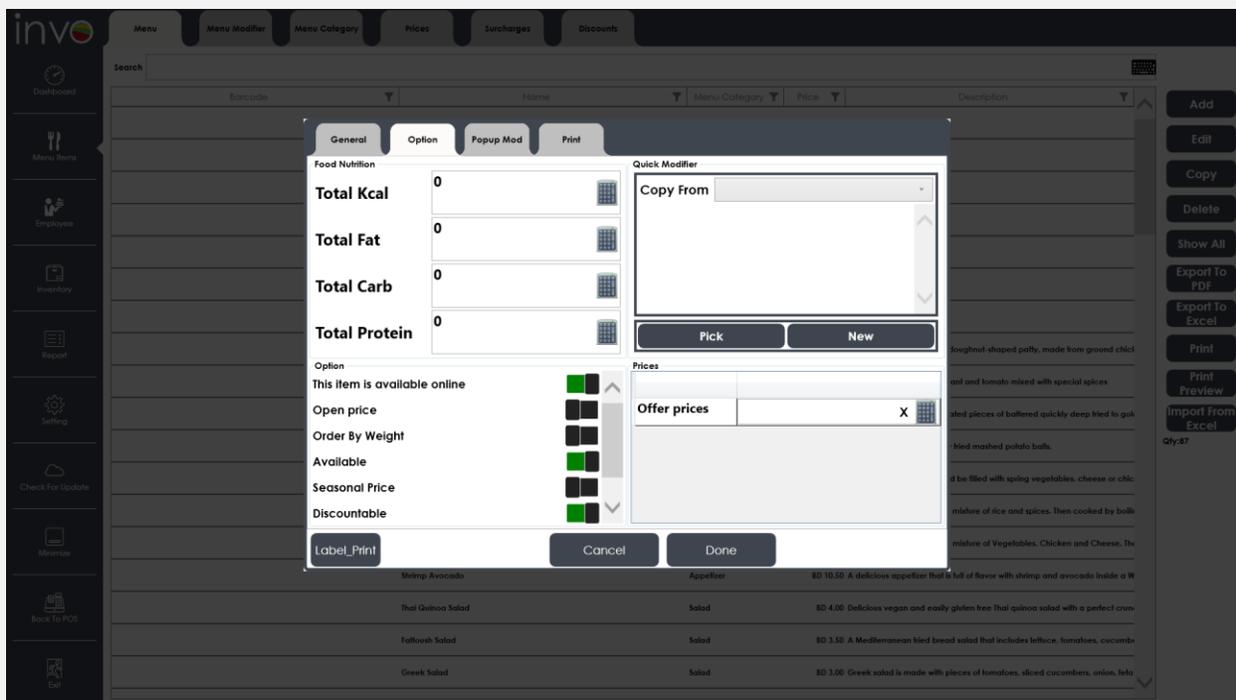


5. Click **Add** to add a new menu item

6. Fill the menu item first tab details.



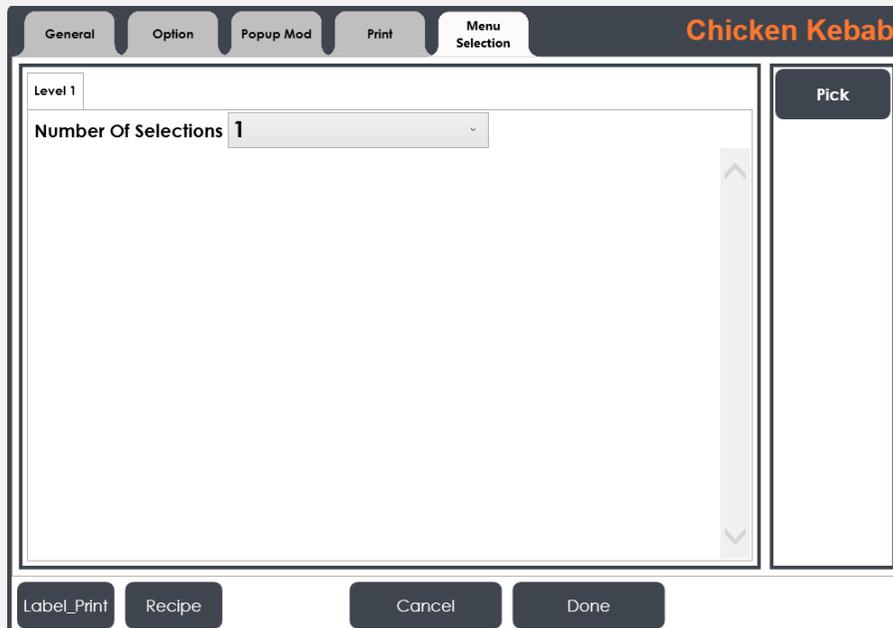
Field name	Description
Name	The name of the menu item or product
Type	Choose Menu Selection Item, a new tab will show after choosing it named Menu Selection.
Barcode	The product barcode, If applicable
Default price	The item price
Menu Category	Choose the item category
Kitchen Name	The name of the item when it is printed on the kitchen's printer, leave empty to print the default item name.
Receipt Name	The name of the item when it is printed on the customer's receipt, leave empty to print the default name
Preparation time	The approximate duration that the dish will be served, it is usually used to count the time for the customers
Description	A description about the dish, it is usually used for other invo products such as invo online ordering and invo menu.
Weight unit	The unit weight of the dish, this is usually used for cakes
Count down	In case the dish is available in quantities every day, include the quantity in the countdown. Each order taken will count down till it reaches 0 and disable the item.
Expired on	The date of expiry of the item, if applicable
Image	The item image, click <b>pick</b> and choose the image
Apply tax 1	Enable it to apply tax number 1
Apply tax 2	Enable it to apply tax number 2
Apply tax 3	Enable it to apply tax number 3



## 7. Go to the **Option** tab

Field		Description
Food Nutrition		The nutrition of the dish, Kcal, fat, carb and protein. These will be used in other invo products such as invo Menu and can be printed on receipt
Quick modifiers		The applicable quick modifiers to the dish, click pick if you have them added and new for new quick modifiers
Option	Available online	For other invo products, it will enable this item online
	Open price	The price cannot be defined unless time of sale, it is for the sweets and bakeries
	Order by weight	The price is based by weight, it is usually used for bakeries
	Available	The item is available in the menu
	Seasonal price	The Price differs by season and the ingredients' prices
	Discountable	Discounts can be applied to this item
	In Active	The item is no longer served in the restaurant
Prices		The prices of the item in different situations

8. Set a pop-up modifier from the next tab if applicable.
9. The 'print' tab allows you to direct the menu item to certain printer in the restaurant; it can be used for the waiters' printer that gathers each item to the meal box.
10. Go to the final tab '**Menu Selection**'



11. There are levels that will be added automatically, click **Pick** and **choose** the selections included in the meal.
12. Move to **level 2** and click **pick** again, choose the selections again and click again.
13. You can add as many selections as you want. Click **done** after you finish.
14. Now you should pin the item on menu

## Menu Modifiers

### *Setting up Menu Modifiers*

Menu modifiers are the modifications that can be applied to the dish. The modifiers need to be listed before proceeding with this step along with their prices.

1. Go to **User**



2. Enter your **password**, then go to **Setting**



3. Choose **Main Setting**



4. Then go to **Menu Items** and **Menu Modifier**



The list of menu modifiers will be on this page. You have few actions on this page:

Name	Description
Add	Add new modifier
Edit	Edit selected modifier

Copy	Copy the selected modifier
Delete	Delete selected modifier, the modifier cannot be deleted permanently from the database. It is still available when you click show all.
Show All	Shows the deleted modifiers
Export to PDF	Export all modifiers to PDF file format
Export to Excel	Export all modifiers to Excel file format, the excel format can be edited to import large quantity of modifiers easily.
Print	Print all current modifiers
Print Preview	Print preview all current modifiers
Import from Excel	Import the edited excel format of modifiers

5. Click **Add**

Name	Description
Name	The name of the modifier
Display Name	The modifier display name at invo software
Receipt Name	The modifier display name on the customer receipt
Kitchen Name	The modifier display name on kitchen receipt or kitchen display system
Price	The price of the modifier. Leave empty if there is no additional price for it
Description	A description of the modifier
Can be multiple	The modifier can be added in double extras
Visible	The modifier will not be visible to the waiters when they choose add modifiers, however it will be shown only on the assigned items
InActive	The modifier is not active "Delete"

The Prices tab will control the modifier price while it is applied to different price lists.

The screenshot shows a mobile application interface with two tabs: 'General' and 'Prices'. The 'Prices' tab is active. Below the tabs is a table with two columns: 'Label' and 'Price'. The first row in the table has 'Offer prices' in the 'Label' column and an empty field in the 'Price' column. To the right of the 'Price' field is a small calculator icon and an 'X' icon. Below the table is a 'Food Nutrition' section with four input fields: 'Total Kcal' (0), 'Total Carb' (0), 'Total Fat' (0), and 'Total Protein' (0). Each input field has a small calculator icon to its right. At the bottom of the screen are two buttons: 'Cancel' and 'Done'.

The list of price lists that you already have on the system will show, add the modifier price for each price list available.

Food nutrition section is giving the customer more information about the meal after their modification, on their receipt or invoice menu

6. Click **Done**
7. Add the rest of modifiers

### *Applying Quick Modifiers to Menu Items*

Quick modifier personalizes the dish for each customer. The waiter can place the order without modifying the dish.

1. Go to **User**



2. Enter your **password**, then go to **Setting**



3. Choose **Main Setting**



4. Then go to **Menu Items**, and choose the item that the modifier will be applied to edit



Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appetizer	BD 1.20	
	Chicken Tortilla	Appetizer	BD 2.10	
	Chorizo	Appetizer	BD 1.50	
	Corn Cheese Balls	Appetizer	BD 1.00	
	Prawn Dynamite	Appetizer	BD 3.50	
	Onion Rings	Appetizer	BD 1.50	
	Springroll	Appetizer	BD 1.00	
	Falafel ( 3 Pcs)	Appetizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chick
	Eggplant with Tomato	Appetizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
	Mozarella Slicks	Appetizer	BD 8.50	Mozarella sticks are elongated pieces of battered quickly deep fried to gok
	Mashed Potato Balls	Appetizer	BD 6.00	Crispy fried mashed potato balls.
	Springroll (Half Dozen)	Appetizer	BD 3.00	A deep fried pancake could be filled with spring vegetables, cheese or chic
	Vine Leaves	Appetizer	BD 3.50	Grape leaves stuffed with a mixture of rice and spices. Then cooked by boil
	Sambosa	Appetizer	BD 2.50	A maida shell stuffed with a mixture of Vegetables, Chicken and Cheese. Th
	Shrimp Avocado	Appetizer	BD 10.50	A delicious appetizer that is full of flavor with shrimp and avocado inside a W
	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect crun
	Falafush Salad	Salad	BD 3.50	A Mediterranean bread salad that includes lettuce, tomatoes, cucumbe
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, feta

5. Go to **Option** tab

**Chicken Quesadilla**

**Name:** Chicken Quesadilla

**Type:** Menu Selection

**Barcode:** 1.2

**Default Price:** 1.2

**Menu Category:** Appetizer

**Kitchen Name:** Chicken Quesac

**Receipt Name:**

**Preparation Time:** 0

**Weight Unit:**

**Description:**

**Count Down:** 0

**Apply VAT:**

**Apply Tax2:**

**Apply Tax3:**

**Expired On:** 0 Day

Buttons: Label Print, Recipe, Cancel, Done

6. The Quick Modifier section is the modifiers that can be applied to the dish



Name	Description
Copy From	Copies the quick modifiers from another menu item, the list of items appear under it
Pick	Pick modifiers that you added earlier in the system
New	Add new modifiers

When you add new modifier a pop up will show, follow the instructions to add modifier:

Name	Description
Name	The name of the modifier
Display Name	The modifier display name at invo software
Receipt Name	The modifier display name on the customer receipt
Kitchen Name	The modifier display name on kitchen receipt or kitchen display system
Price	The price of the modifier. Leave empty if there is no additional price for it
Description	A description of the modifier
Can be multiple	The modifier can be added in double extras

Visible	The modifier will not be visible to the waiters when they choose add modifiers, however it will be shown only on the assigned items
InActive	The modifier is not active "Delete"

The Prices tab will control the modifier price while it is applied to different price lists.

The list of price lists that you already have on the system will show, add the modifier price for each price list available.

Food nutrition section is giving the customer more information about the meal after their modification, on their receipt or invoice menu

7. Click **Done** after finishing and add all the other modifiers related to the dish
8. Finish adding the rest of modifiers for the dish and click done

### *Applying Pop up modifiers to Menu Items*

Pop up modifiers does not allow the waiter to take the order without personalizing the dish for the customers. It is mostly used for Pizza and Pasta chain.

1. Go to **User**



2. Enter your **password**, then go to **Setting**



3. Choose **Main Setting**



4. Then go to **Menu Items**, and **choose** the item that the modifier will be applied to **edit** it



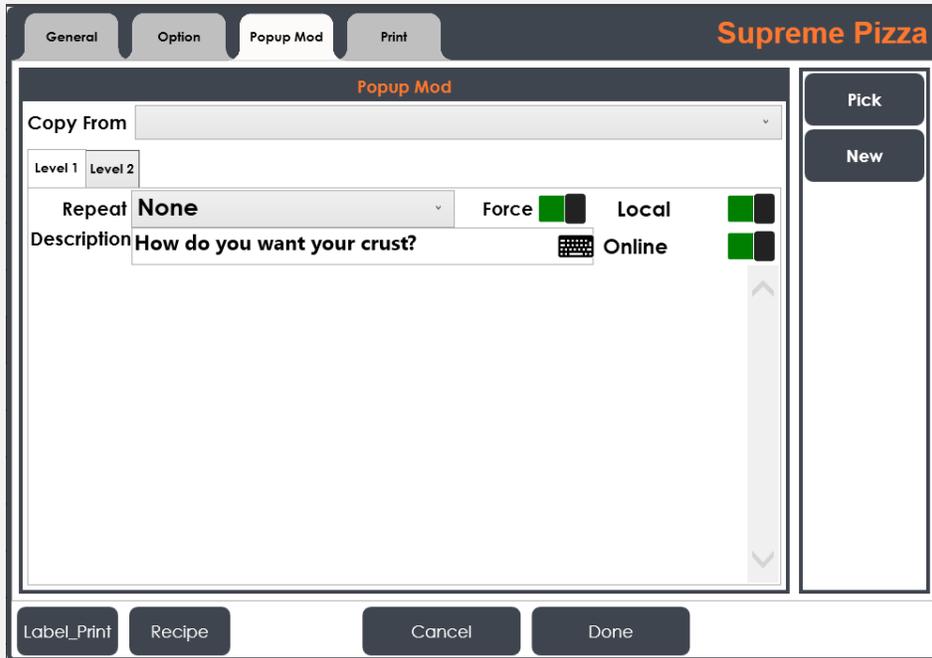
Menu	Menu Modifier	Menu Category	Prices	Surcharges	Discounts
Search					
Barcode	Name	Menu Category	Price	Description	
1 →	Chicken Quesadilla	Appetizer	BD 1.20	2 →	
	Chicken Tortilla	Appetizer	BD 2.10		
	Chorizo	Appetizer	BD 1.50		
	Corn Cheese Balls	Appetizer	BD 1.00		
	Prawn Dynamite	Appetizer	BD 3.50		
	Onion Rings	Appetizer	BD 1.50		
	Springroll	Appetizer	BD 1.00		
	Falafel ( 3 Pcs)	Appetizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chick	
	Eggplant with Tomato	Appetizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices	
	Mozzarella Slicks	Appetizer	BD 8.50	Mozzarella sticks are elongated pieces of battered quickly deep fried to gok	
	Mashed Potato Balls	Appetizer	BD 6.00	Crispy fried mashed potato balls.	
	Springroll (Half Dozen)	Appetizer	BD 3.00	A deep fried pancake could be filled with spring vegetables, cheese or chic	
	Vine Leaves	Appetizer	BD 3.50	Grape leaves stuffed with a mixture of rice and spices. Then cooked by boil	
	Sambosa	Appetizer	BD 2.50	A malida shell stuffed with a mixture of Vegetables, Chicken and Cheese. Th	
	Shrimp Avocado	Appetizer	BD 10.50	A delicious appetizer that is full of flavor with shrimp and avocado inside a W	
	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect crun	
	Falouah Salad	Salad	BD 3.50	A Mediterranean fried bread salad that includes lettuce, tomatoes, cucumbr	
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, feta	

Action buttons on the right: Add, Edit, Copy, Delete, Show All, Export To PDF, Export To Excel, Print, Print Preview, Import From Excel.

5. Go to Popup Mod tab

Name	Description
Pick	Pick modifiers that already exist
New	Creates new modifiers
Copy From	Copies modifiers from another menu item that is created
Repeat	The maximum choices the customer can choose
Force	Once enabled, the system will not add the item unless the option is chosen
Local	Enables the modifier
Online	Enables the modifier online
Description	The title or description, mostly it includes the question that will be asked to customers

6. Levels will be added automatically, each level has different description
7. **Fill** the first level question in the **description** field



- Click **Pick** and **choose** the modifiers that are related to the question, in case they are not already available click **New** and add modifier.

When you add new modifier a pop up window will show:



Name	Description
Name	The name of the modifier

Display Name	The modifier display name at invo software
Receipt Name	The modifier display name on the customer receipt
Kitchen Name	The modifier display name on kitchen receipt or kitchen display system
Price	The price of the modifier. Leave empty if there is no additional price for it
Description	A description of the modifier
Can be multiple	The modifier can be added in double extras
Visible	The modifier will not be visible to the waiters when they choose add modifiers, however it will be shown only on the assigned items
InActive	The modifier is not active "Delete"

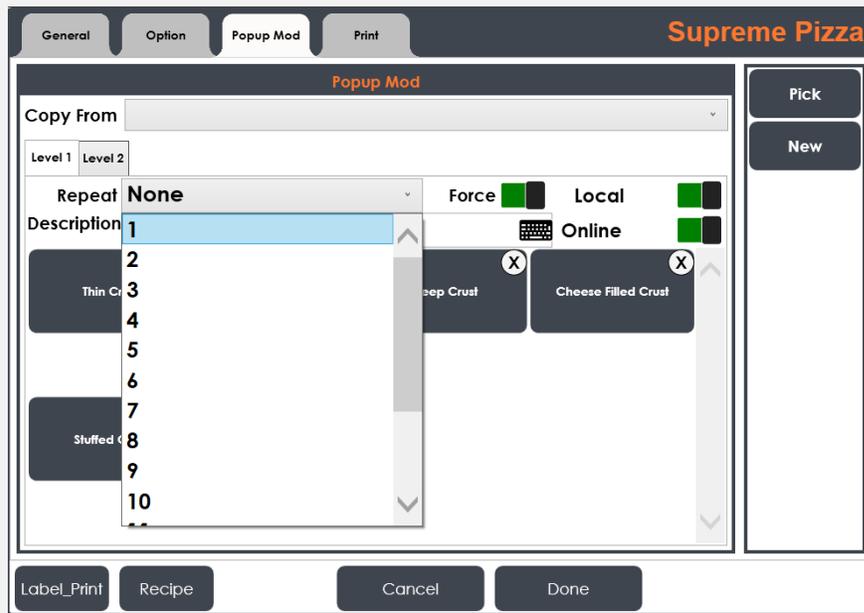
The Prices tab will control the modifier price while it is applied to different price lists.

The list of price lists that you already have on the system will show, add the modifier price for each price list available.

Food nutrition section is giving the customer more information about the meal after their modification, on their receipt or invo emenu

9. Click **Done** after adding all the information

10. Add all modifiers in the level and choose repeat



Name	Description
1 - 14	The chosen number will enable the customer to choose
Until finish	If chosen, the customer have the freedom of choosing or proceeding

11. In case there are more questions and choices go to level 2 and add new questions along with modifiers

12. After adding all modifiers click **Done**

13. Now you should pin the item on menu

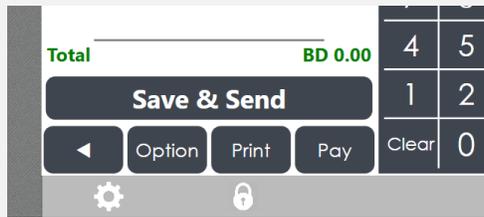
### Pin the item to the menu board

Invo supports unlimited number of menus, 18 menu groups and up to 36 menu item per group. First you must add and edit the menus then add the menu groups and finally pin the menu items to groups board.

The menu is available in all services and can be accessed to edit from all services.

### Create menu

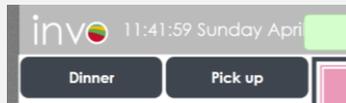
1. **Pick** any service (dine in, delivery, pick up, car hop)
2. **Proceed** to take order
3. Note that the menu is **empty**
4. Activate **Edit Mode** by clicking the icon on bottom bar



5. Enter the owner's password
6. Make sure you are in edit mode by having the top alert showing



7. Click on the menu drop down on top left corner



8. A drop down will show with a credibility of editing the current menu and adding new one. Choose the menu **New**
9. Click **Add Menu** button on the bottom toolbar

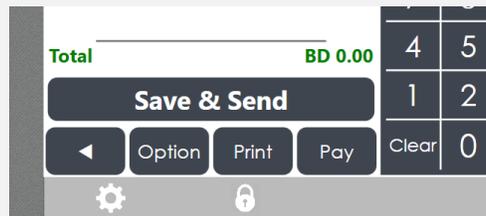
Field Name	Description
Name	The name of the menu, as default we named the first menu dinner
Start Time	Allows you to set specific time to have it changed for waiters
Price	Allows you to set specific price list for the specific menu
Locked	Allows you to lock the menus, waiters cannot access the rest at different timings
Print Menu Type Title	Restaurants with more than brand name can use this feature to print the brand name on customers' receipt

10. Click **Done** after filling all fields and including your preferences
11. You can skip adding new menu and edit the current default menu

12. Click **Done** to exit edit mode and save
13. Now you should **add groups to the menus**

*Add groups to menu*

1. **Pick** any service (dine in, delivery, pick up, car hop)
2. **Proceed** to take order
3. Note that the menu is **empty**
4. Activate **Edit Mode** by clicking the icon on bottom bar



5. Enter the owner's **password**
6. Make sure you are in **edit mode** by having the top alert showing



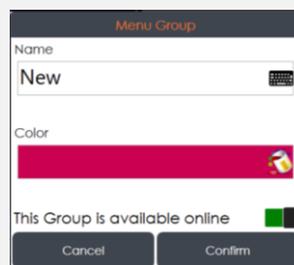
7. Pick on **New** menu group



8. A set of buttons will show on bottom bar



9. Click **Add Menu Group**

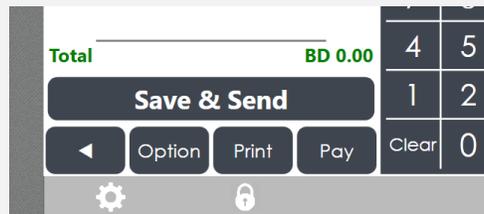


Title	Description
Name	The name of menu group
Color	The background color of the menu group
This group is available online	An option for enabling the group for other invo products

10. Click **confirm** after filling the information
11. Add the rest of menu groups by clicking **New** and repeat the process
12. Now you should **pin the items in the menu groups** board

### *Pin items to menu*

1. **Pick** any service (dine in, delivery, pick up or car hop)
2. **Proceed** to take order
3. Note that the menu is **empty**
4. Activate **Edit Mode** by clicking the icon on bottom bar



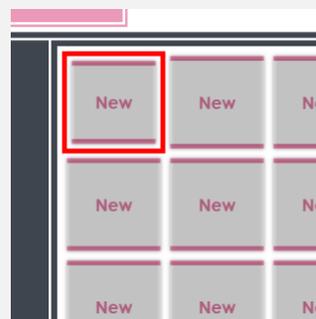
5. Enter the owner's **password**
6. Make sure you are in **edit mode** by having the top alert showing



7. **Choose** the menu group that you will pin the items to



8. Choose **New** on the items board.



9. Selecting an item will activate a menu on bottom bar



10. Click **Pick menu item** and **choose** the menu item you want to pin then click **pick**

11. Choose the item you inserted to edit, a menu at bottom bar will show



Title	Description
Edit Menu Item	Edits the menu item
Hide Menu Item	Deletes the menu item from the board
Left arrow	Move the item to the left
Up arrow	Move the item upwards
Right arrow	Move the item to the right
Down arrow	Move the item downwards
Change color	Change item's color
Sides arrow	Merge the item with the right space
Up down arrow	Merge the item with the down space
Out of stock	Mark the item as out of stock, the waiters won't be able to order it
Done	Save all and exit edit mode

12. **Add** all the items related to the menu group and click **Done**

## Inventory Set up

Selling a dish in a restaurant is related with more than inventory item. To set up the inventory, first you need to list the suppliers then you need to list the ingredients with their measurements. Finally, you have to link the ingredients with the menu items.

## Adding Suppliers

1. Click on **User** and enter your **Password**



2. Go to **Setting**



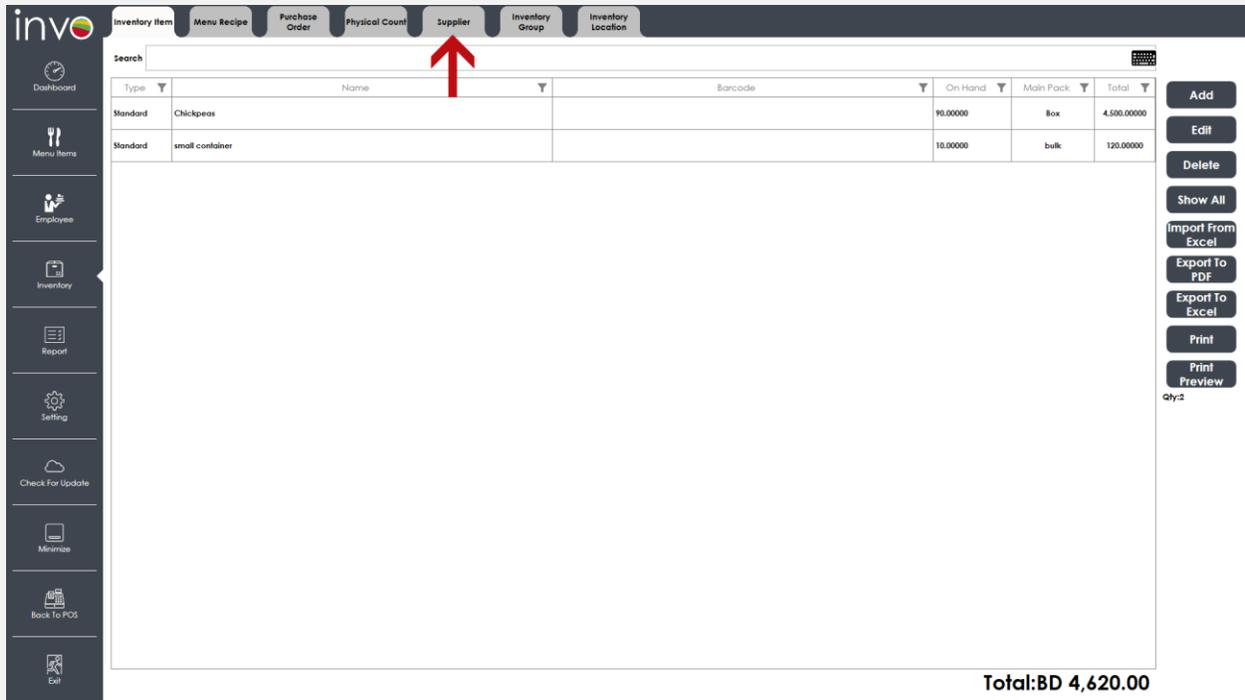
3. Then go to **Main Setting**



4. Press Inventory



5. Open the **Supplier** tab from the top



6. On the right side you will see a list of actions. Click **Add**, A new form will appear in pop up window

Title	Description
Name	The supplier's company name
Telephone	Supplier's telephone number, It will be on the invoice
Barcode	If applicable, Supplier's Rep
Contact Name	Supplier's point of contact name
Email	Supplier's email ID
Description	A description of the supplier

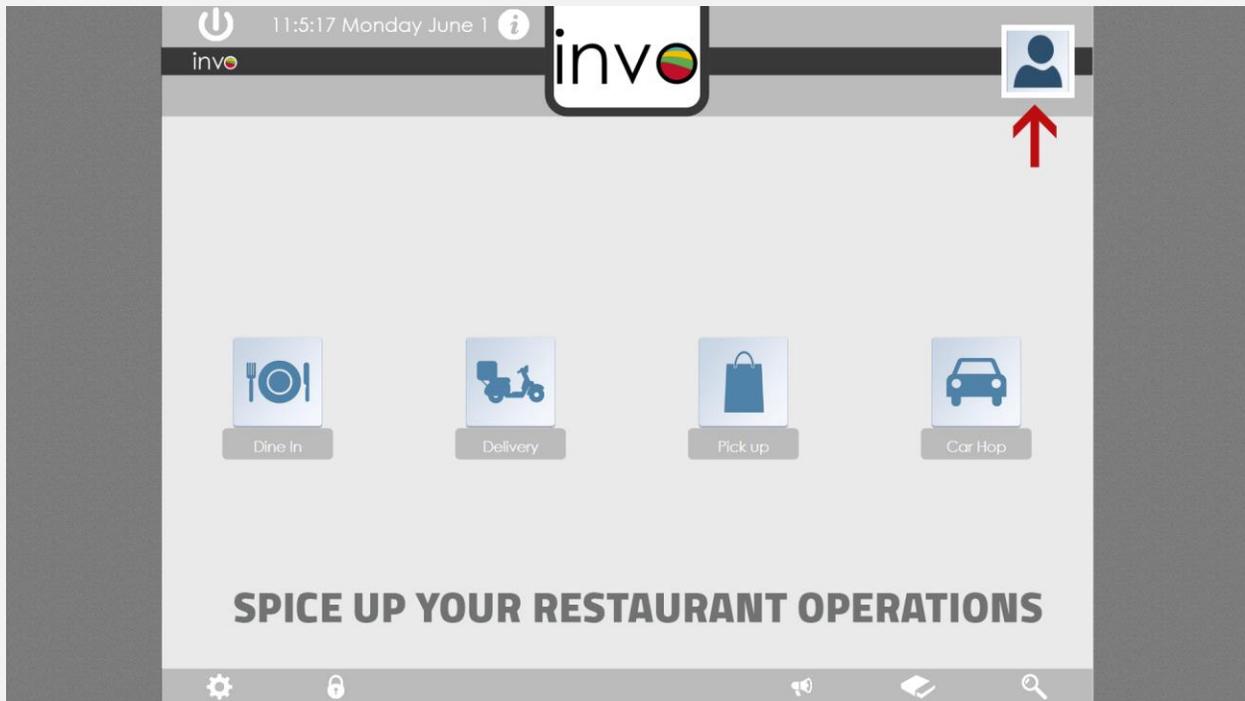
7. Click Done to save the supplier information

8. Add the rest of the suppliers and move on to add the inventory items

### Add Ingredients

Restaurants buy the ingredients in a form of bulk or pack with a wholesale price, each supplier provide different packaging and different price for each item

1. Click on **User** and enter your **Password**



2. Go to **Setting**



3. Then go to **Main Setting**



4. Click **Inventory**



5. In **Inventory Item** tab, click **Add**. A pop-up form will show

General
Packing
Supplier
Menu Recipe

**Name** Name Is Required

**Inventory Group**

New

**Barcode**

**Inventory Location**

New

**On Hand**

**Main Pack** MainPack Is Required

**Description**

**Unit Cost**

**Total Value**

Use This Item With

DineIn

Delivery

TakeAway

Car Service

**Date Created**

**Last Updated**

**InActive**

Cancel

Inventory Movement

Done

Title	Description
Name	Name of the item
Inventory Group	You can group the inventory based on your preference for reference
Barcode	The item barcode
Inventory Location	Where the item is located in your stock house or inventory
On hand	How many items you have on hand
Main Pack	The form of packing you purchase the item ( Box, Galoon, Sack, etc)

Description	A description of the item
Unit Cost	The main pack cost
Total Value	Once you fill on hand and the unit cost, the total value will be counted automatically
Services	Some items such as plastic culinary are used for all services except for dine in, you can disable the dine in service to avoid counting it
Date Created	For reference, the creation date of the item
Last Updated	For reference, the date that it was updated
InActive	Deactivates / deletes the item

6. Fill the information and go to **Packing** tab, this tab enables you to add the packing information of the product. Click **Add**

7. The contents of the main pack should be added, the form allows you to add the contents. Choose the packet form the drop down and enter the quantity it is providing then enter the pack form. In the example above my main pack was Box, quantity can be a number and the input form after quantity can be (Packet, Bag, Gram, Kilogram, MI, etc)  
Shrinkage is usually used for chicken or meat in case the bones are removed, the shrinkage is the percentage of the bones weight.
8. Click done after filling the information
9. Add another packing if applicable

### Linking the ingredients to menu items

After adding the ingredients, you must link them to the menu items in order to count the inventory

1. While you are in **inventory / Inventory** item go to **Menu Recipe**

inv

Inventory Item | Menu Recipe | Purchase Order | Physical Count | Supplier | Inventory Group | Inventory Location

Search

Type	Name	Barcode	On Hand	Main Pack	Total
Standard	Chickpeas	19178523574	10.0000	Cartoon	500.00000
Standard	Onion		3.00000	Sack	27.00000
Standard	Parsley		0.00000	Basket	0.00000
Standard	Garlic		0.00000	Sack	0.00000
Standard	Salt		0.00000	Bag	0.00000
Standard	Cumin		0.00000	Bag	0.00000
Standard	Black Pepper		0.00000	Bag	0.00000
Standard	Small Container		0.00000	Bulk	0.00000

Total:BD 527.00

Buttons: Add, Edit, Delete, Show All, Import From Excel, Export To PDF, Export To Excel, Print, Print Preview

Here you will find your all your menu items, you will use the measurements of the ingredients in this section

2. Double click the dish you want to add its ingredients
3. Click **add** to add the items related to this dish, **choose** them and click **Done**
4. After adding all the ingredients of the menu item, a table with a list of them will show

inv

Inventory Item | Menu Recipe | Purchase Order | Physical Count | Supplier | Inventory Group | Inventory Location

Search

Barcode	Name	Menu Category	Price	Description
	Chicken Guesadilla	Appetizer	BD 2.00	Layer half of each tortilla with the chicken and vegetable mixture, sprinkle...
	Chicken Fajitas	Appetizer	BD 2.50	Warm cheese over tortilla, stuffed with lettuce, chicken and cheese. Roll...
	Cheseeballs			Cheseeballs filled with corn and capicum
	...			...ed ball, or a flat or doughnut shaped puffy, made from ground ch...
	...			...firm cooked eggplant and tomato mixed with special spices
	...			...to sticks are elongated pieces of battered quickly deep fried to g...
	...			...Crispy fried mashed potato balls.
	...			...seasonal "dag" of onion (the circular structure of which lends beef...
	...			...designed in flour and then butter, then fried and coated with a sp...
	...			...fried pancake could be filled with spring vegetables, cheese or ch...
	...			...aves stuffed with a mixture of rice and spices. Then cooked by bo...
	...			...shell stuffed with a mixture of Vegetables, Chicken and Cheese. I...
	...			...es appetizer that is full of flavor with shrimp and avocado inside a...
	...			...is vegan and easily gluten free That quinoa salad with a perfect cr...
	Falafel Salad	Salad	BD 1.00	A Mediterranean bread salad that includes lettuce, tomatoes, cucum...
	Greek Salad	Salad	BD 1.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, let...
	Pineapple Chicken Salad	Salad	BD 1.00	A mixture of chopped ribollate chicken, crushed pineapple, honey roaste...

**Falafel ( 3 Pcs)**

Inventory Itc	Packing	Unit Used	Price	Shrinkage	Shrinkage Pi	Actual Usa
Chickpeas	Car	0	BD 0.0000	0.0000	BD 0.00000	0.0000
Onion	Gra	0	BD 0.0000	0.0000	BD 0.00000	0.0000
Parsley	Gra	0	BD 0.0000	0.0000	BD 0.00000	0.0000
Garlic	Gra	0	BD 0.0000	0.0000	BD 0.00000	0.0000
Salt	Gra	0	BD 0.0000	0.0000	BD 0.00000	0.0000
Cumin	Gra	0	BD 0.0000	0.0000	BD 0.00000	0.0000

Additional Cost
Cost
Total Shrinkage
Total Cost

0
BD 0.00000
BD 0.00000
BD 0.00000

Default Price
Food Cost %
Net Profit

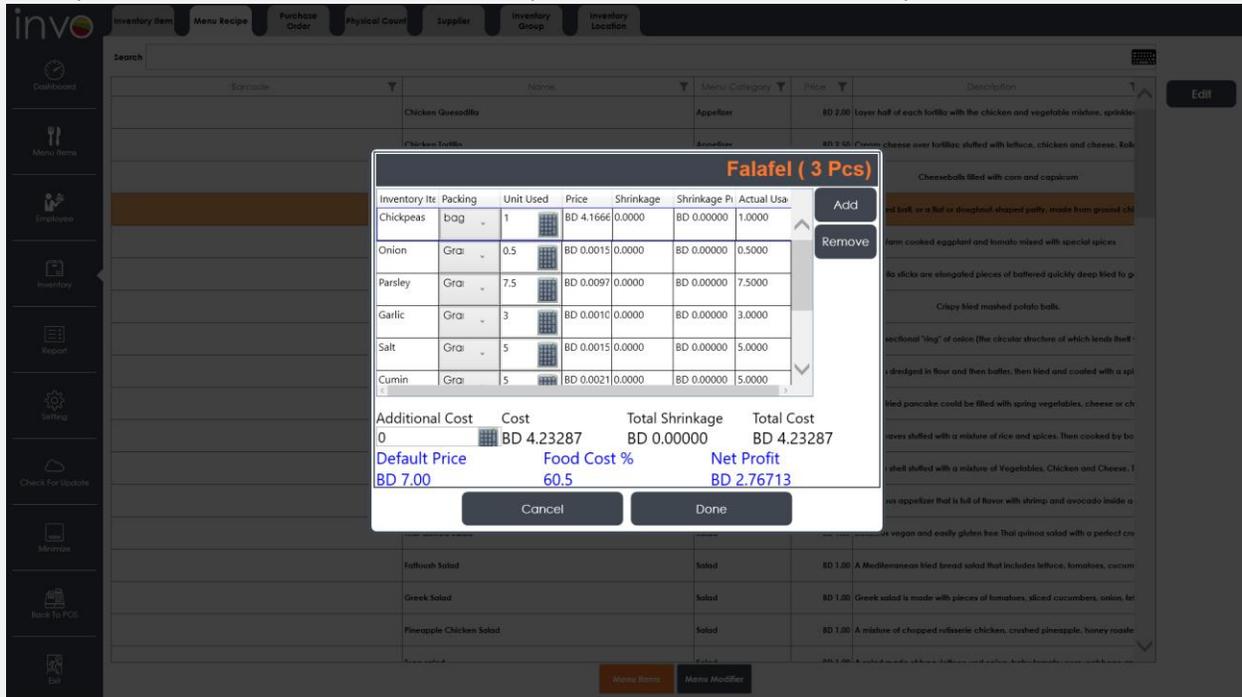
BD 7.00
0.0
BD 7.00000

Cancel
Done

5. Enter the measurements of each item to this particular dish

Title	Description
Packing	Choose the form of packing you are using for this dish
Unit Used	The measurement of this ingredient

Once you add the unit used, invo will directly count a lot of information for you



The **additional cost** is usually used for the cost that used to make this dish, some restaurants count gas or the chef salary included to the dish, and some restaurants that offer grills count the charcoal cost for the dish

After entering all the information invo provides the cost and shrinkage in case the dish contains chicken and bones will be removed it will count it and the total cost

The **total price** is your dish price

**Net profit** is your profit from this dish, in case you are not profiting from the dish, it will show in minus.

## Performing purchase orders

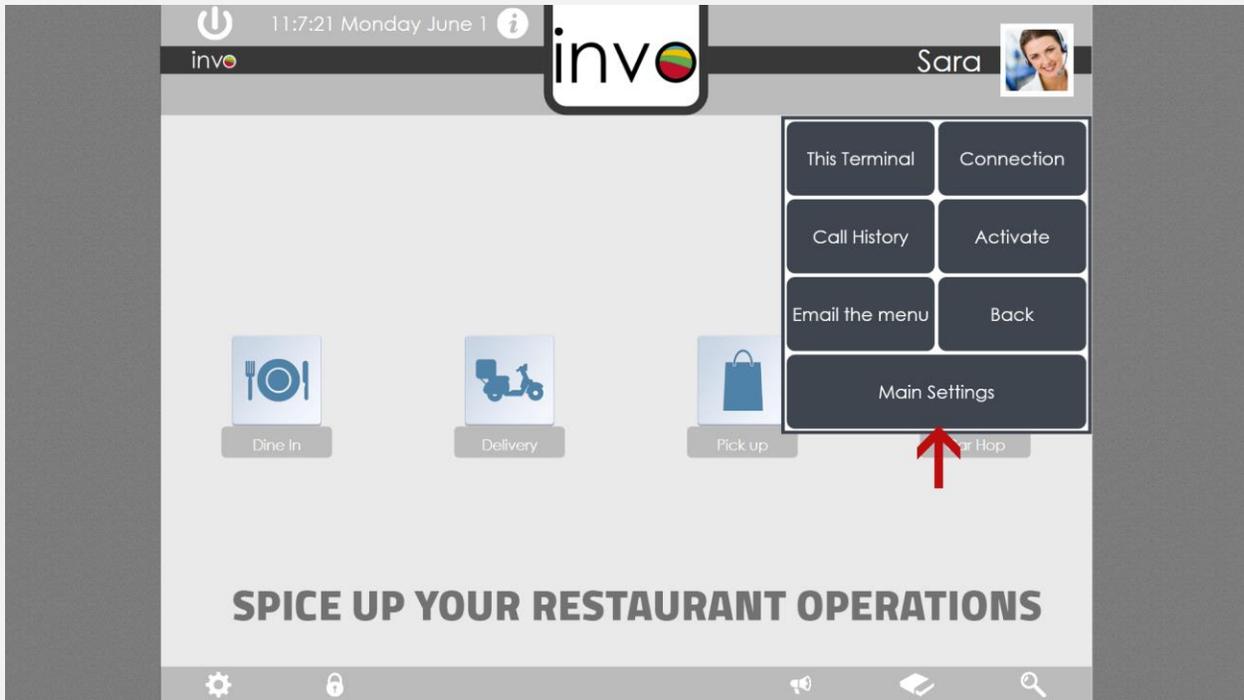
1. Go to User



2. Enter your password and click **Setting**



3. Then go to **Main Setting**



4. Open **Inventory** and go to **Purchase Order** tab from top menu



Menu: Inventory Item, Menu Recipe, **Purchase Order**, Physical Count, Supplier, Inventory Group, Inventory Location

Search:

Type	Name	Barcode	On Hand	Main Pack	Total
Standard	Chickpeas		90.00000	Box	4,500.00000
Standard	small container		10.00000	bulk	120.00000

Buttons: Add, Edit, Delete, Show All, Import From Excel, Export To PDF, Export To Excel, Print, Print Preview

Qty: 2

Total:BD 4,620.00

Menu: Inventory Item, Menu Recipe, Purchase Order, Physical Count, Supplier, Inventory Group, Inventory Location

Lookup:  Status: **Opened** From: 5/3/2020 To: 6/3/2020 Search:

Status	PO No	Reference#	Supplier	Date	Date Required
--------	-------	------------	----------	------	---------------

Buttons: Add, Edit, Print Ticket, Delete, Export To PDF, Export To Excel, Print, Print Preview

Total: 2

5. Click **Add**

PO No	Status	Reference#	PO Date	Date Required													
New PO	Open		1/18/2020	1/18/2020													
Supplier		Note															
Nursery		Supplier															
Barcode	Item	Packing	SIC	Qty	Unit Cost	Total	Tax Rate	Tax	Reieved								
	Pepsi	PCS		0	0	0.00000	0	0	0								
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <input type="button" value="Add Inventory Item"/> <input type="button" value="Delete Inventory Item"/> </div> <div> <table border="0"> <tr> <td><b>SubTotal</b></td> <td><b>Total Tax</b></td> <td><b>Shipping</b></td> <td><b>Total</b></td> </tr> <tr> <td>0.00000</td> <td>0</td> <td>0</td> <td>0.00000</td> </tr> </table> </div> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Print"/> <input type="button" value="Recieve All"/> <input type="button" value="Done"/> </div>										<b>SubTotal</b>	<b>Total Tax</b>	<b>Shipping</b>	<b>Total</b>	0.00000	0	0	0.00000
<b>SubTotal</b>	<b>Total Tax</b>	<b>Shipping</b>	<b>Total</b>														
0.00000	0	0	0.00000														

There are 3 important parts on this screen

**PACKING DETAILS** – This represents the units the item is stored in. It could be KG, LTR, PCS, PKT

**QUANTITY** – This is the quantity of items on the invoice. 24, 10, 5 etc.

When entering the Quantity, you must break it down to match the packing details. Example – Pepsi come in a case's, each case has 24 pieces (PCS), you received 5 cases = 120 PCS This is the value you must enter in the QTY box.

**UNIT COST** – The Unit cost must match the Packing details.

When entering the Unit Cost, you must break it down to match the packing details. Example – Pepsi come in a case's, each case has 24 pieces (PCS), each case cost BD7.500 including VAT.  $BD7.500 \div 24 = BD0.312$  – This is the number you enter into the UNIT COST box

PO No: New PO    Status: Open    Reference#:    PO Date: 1/18/2020    Date Required: 1/18/2020

Supplier: Nursery    Note:    Supplier:    Supplier:

Barcode	Item	Packing	SIC	Qty	Unit Cost	Total	Tax Rate	Tax	Received
	Pepsi	PCS		24	0.237	5.68800	00	0	0

1      2      3

Add Inventory Item    Delete Inventory Item    SubTotal: 5.68800    Total Tax: 0    Shipping: 0    Total: 5.68800

Cancel    Print    Recieve All    Done

6. If you have more items to enter from the invoice repeat Points 12 – 15.

PO No: New PO    Status: Open    Reference#:    PO Date: 1/18/2020    Date Required: 1/18/2020

Supplier: Nursery    Note:    Supplier:    Supplier:

Barcode	Item	Packing	SIC	Qty	Unit Cost	Total	Tax Rate	Tax	Received
	Pepsi	PCS		120	0.237	28.44000	0	0	0

Add Inventory Item    Delete Inventory Item    SubTotal: 28.44000    Total Tax: 0    Shipping: 0    Total: 28.44000

Cancel    Print    Recieve All    Done

7. When you are finished entering the items from the invoice, press DONE in the bottom right corner of the screen

### Price Management

There are 6 types of pricing:

Type of pricing	What is it	Applied on
Auto / offers Pricing	Price list applied on defined dates	New year, holidays and festive seasons
Customer Price	Prices used for specific chosen customers	Family, VIP price list
Menu Price	Prices used to each menu	Breakfast, lunch and dinner prices

Table Section price	Prices used for specific tables or sections	VIP section price list
Service Price	Prices applied for each service	Delivery, dine in price list
Seasonal Price	Prices changed based on season	Dishes based on seasonal ingredients

The prices will be applied by order:

1. Auto / offers pricing
2. Customer pricing
3. Menu prices
4. Table section prices
5. Service price
6. Seasonal price

In case the item has auto price, table section price, and seasonal price. Only auto price will be applied to the item. Other cases where you have table section price and seasonal price applied to an item, only table section price will be applied.

### Applying auto prices

1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to **Menu Items**



## 5. Open Prices tab

The 'Prices' tab is active, showing a list of menu items. A red arrow points to the 'Prices' tab header.

Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appetizer	BD 1.20	
	Chicken Tortilla	Appetizer	BD 2.10	
	Chorizo	Appetizer	BD 1.50	
	Corn Cheese Balls	Appetizer	BD 1.00	
	Prawn Dynamite	Appetizer	BD 3.50	
	Onion Rings	Appetizer	BD 1.50	
	Springroll	Appetizer	BD 1.00	
	Falafel (3 Pcs)	Appetizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chickpeas.
	Eggplant with Tomato	Appetizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
	Mozzarella Sticks	Appetizer	BD 6.50	Mozzarella sticks are elongated pieces of battered quickly deep fried to golden brown.
	Mashed Potato Balls	Appetizer	BD 6.00	Crispy fried mashed potato balls.
	Springroll (Half Dozen)	Appetizer	BD 3.00	A deep fried pancake could be filled with spring vegetables, cheese or chicken.
	Vine Leaves	Appetizer	BD 3.50	Grape leaves stuffed with a mixture of rice and spices. Then cooked by boiling.
	Sambosa	Appetizer	BD 2.50	A maida shell stuffed with a mixture of Vegetables, Chicken and Cheese. Fried in oil.
	Shrimp Avocado	Appetizer	BD 10.50	A delicious appetizer that is full of flavor with shrimp and avocado inside a soft shell.
	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect crunch.
	Fattoush Salad	Salad	BD 3.50	A Mediterranean fried bread salad that includes lettuce, tomatoes, cucumber, and olive oil.
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, lettuce, and olive oil.

On the right side, there are action buttons: Add, Edit, Copy, Delete, Show All, Export To PDF, Export To Excel, Print, Print Preview, and Import From Excel.

## 6. Add new price list, a pop-up form will show

Prices

InActive

⌨

submit

Item	Default Price	Price
Chicken Quesadilla	BD 1.20	X <span style="font-size: 20px;">⌨</span>
Chicken Tortilla	BD 2.10	X <span style="font-size: 20px;">⌨</span>
Chorizo	BD 1.50	X <span style="font-size: 20px;">⌨</span>
Corn Cheese Balls	BD 1.00	X <span style="font-size: 20px;">⌨</span>
Prawn Dynamite	BD 3.50	X <span style="font-size: 20px;">⌨</span>
Onion Rings	BD 1.50	X <span style="font-size: 20px;">⌨</span>
Springroll	BD 1.00	X <span style="font-size: 20px;">⌨</span>

Cancel

Confirm

Title	Description
Name	Name of the price list
InActive	Deactivate the price list
Menu items - Menu modifiers	Shows the list of menu items and menu modifiers for ease changing the prices
Increase by	Allows you to edit all prices at once you can use (+N, -N, +N%, -N%) where N is your defined number. Click <b>submit</b> to see the prices after applying the increase
Item	The item name of changed price
Default price	The default price of the item
Price	The price of the item after applying changes to it, if it is left empty the default price will be applied

7. Put the price of each item and click **Confirm**
8. After having the prices you want to be applied, you need to define when you want them to be applied.
9. While you are currently in **user/setting/main setting** go to **Setting** menu from left side menu

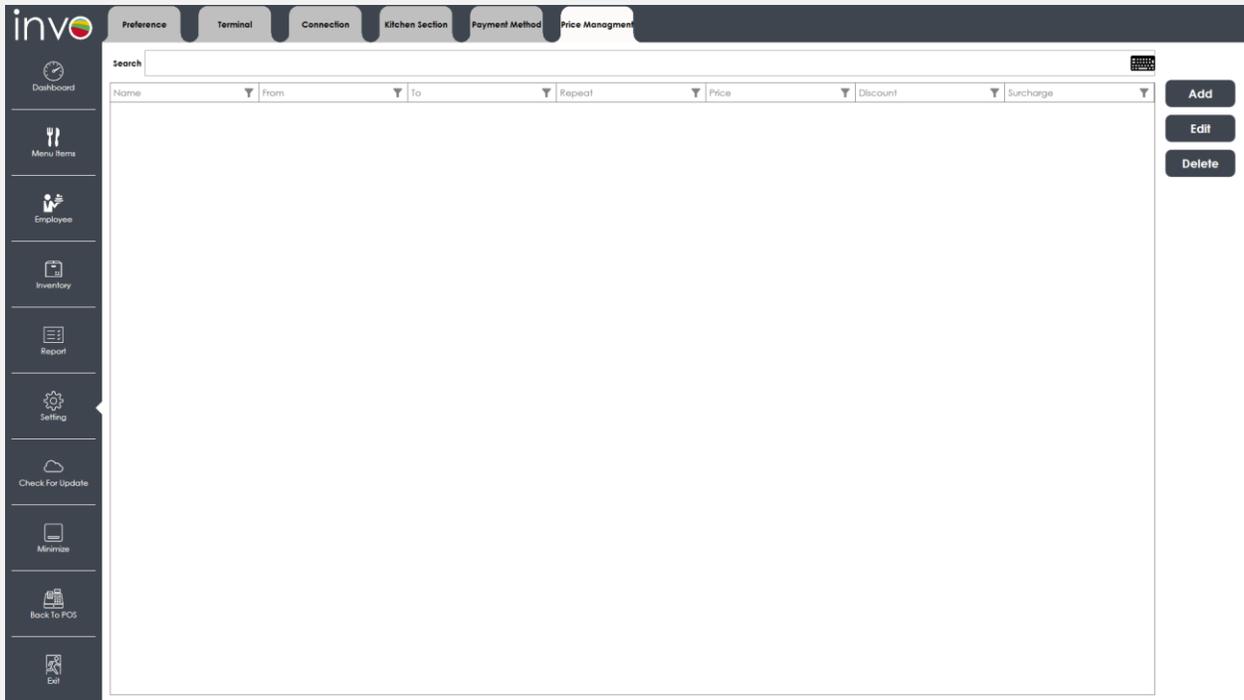


10. Open price management from top menu

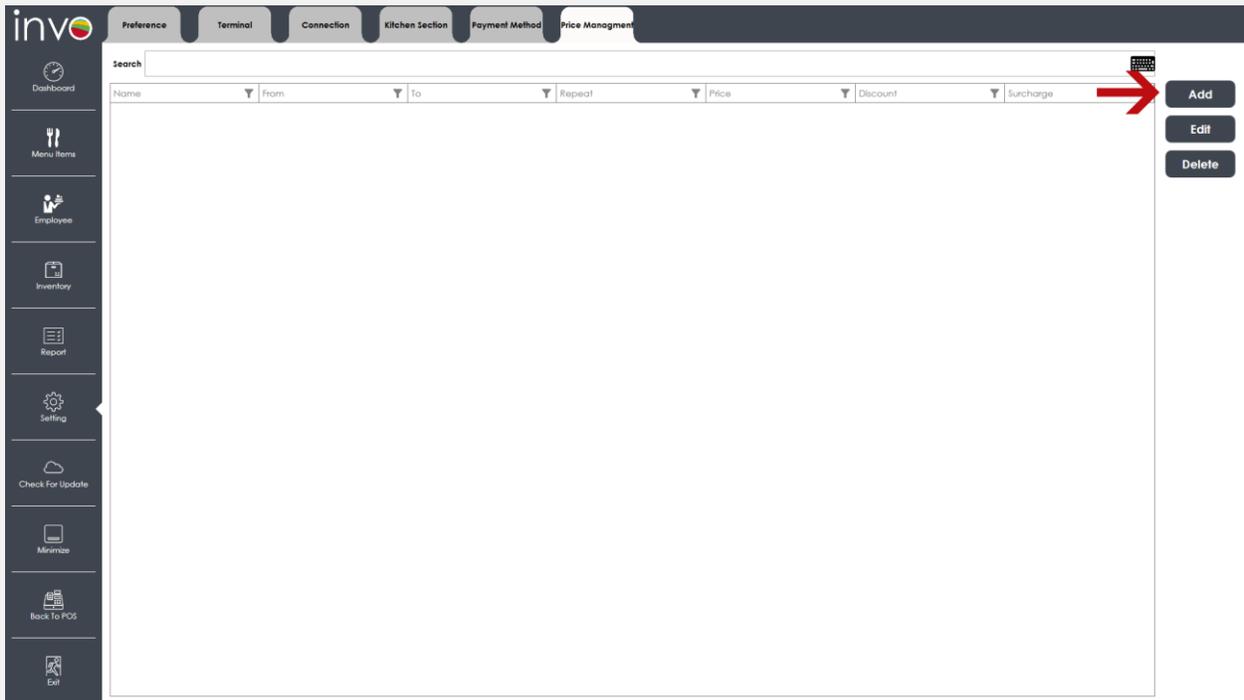
The 'Price Management' settings screen includes the following fields:

- Restaurant Name:** invo Restaurant
- Open At:** 07:00
- Time To Send Report:** 23:00
- address1:** Manama
- address2:** (empty)
- Country:** Bahrain
- Telephone:** 13112216
- Fax:** VAT NO1234
- Website:** TAX INVOICE

A red arrow points to the 'Price Management' tab in the top navigation bar. A 'Resturant Logo' placeholder is visible on the right side with 'Select' and 'Remove' buttons. A 'Save' button is located at the bottom center.



## 11. Click Add



Name

From 4/28/2020  To 4/28/2020 

Start Time 00:00  End Time 00:00 

Repeat

Apply this Price

Apply this Discount

Apply this Surcharge

DineIn  Delivery  TakeAway  Car Service

Title	Description
Name	Name of the pricing
From - To	Defining the price list dates to be applied from which date to which date
Start - End Time	Defining the price list times to be applied from which time to which time
Repeat	Forcing the prices to be applied (one time – Daily – weekly – monthly – yearly)
Apply this price	Drop down shows all price lists you have to choose in order to be applied
Apply this discount	Drop down shows all discount lists you have to choose in order to be applied
Apply this surcharge	Drop down shows all surcharges lists you have to choose in order to be applied
The Services	Specifies the price list to be applied on specific service

12. Write a **name** for the price list and set a **date** with **time** to be applied, under apply this price the list you created will show, **choose** it and enable all services then click **done**

### Applying customer prices

1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to Menu Items



5. Open Prices tab

6. Add new price list, a pop-up form will show

Item	Default Price	Price
Chicken Quesadilla	BD 1.20	X
Chicken Tortilla	BD 2.10	X
Chorizo	BD 1.50	X
Corn Cheese Balls	BD 1.00	X
Prawn Dynamite	BD 3.50	X
Onion Rings	BD 1.50	X
Springroll	BD 1.00	X

Title	Description
Name	Name of the price list
InActive	Deactivate the price list
Menu items - Menu modifiers	Shows the list of menu items and menu modifiers for ease changing the prices
Increase by	Allows you to edit all prices at once you can use (+N, -N, +N%, -N%) where N is your defined number. Click <b>submit</b> to see the prices after applying the increase
Item	The item name off changed price
Default price	The default price of the item
Price	The price of the item after applying changes to it, if it is left empty the default price will be counted

7. Put the price of each item and click **Confirm**
8. After having the prices, you want to be applied, you need to define on whom you want them to be applied. Go **back to POS**



9. Go to **User**



10. Enter your password, then **Daily Operations**



11. Then go to **Customers**



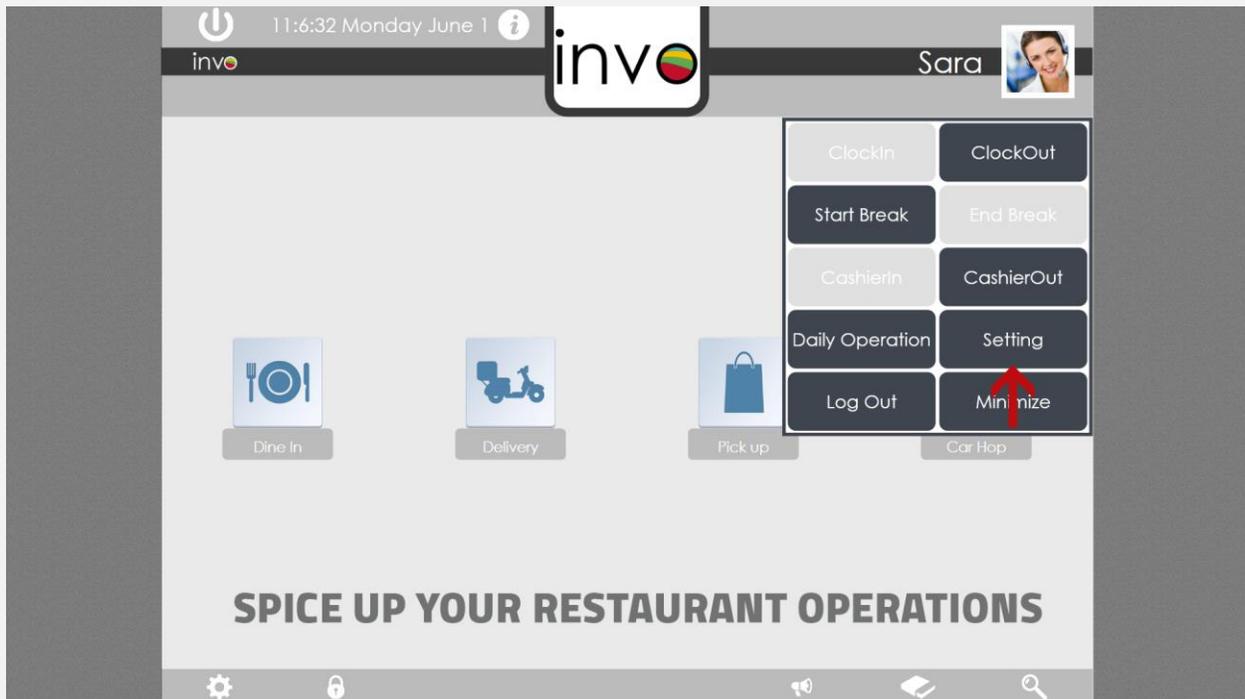
12. **Choose** the customer you want the price list to be applied to and click **Edit**
13. Go to **Account** tab
14. Under **price** drop down, **choose** the price list you just created and click **Done**

## Applying Menu prices

1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to **Menu Items**



5. Open **Prices** tab

6. Add new price list, a pop-up form will show

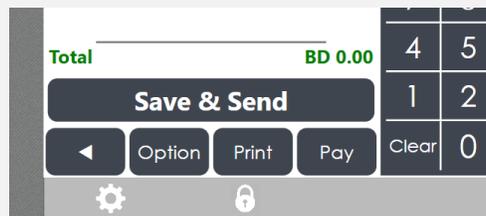
Item	Default Price	Price
Chicken Quesadilla	BD 1.20	X
Chicken Tortilla	BD 2.10	X
Chorizo	BD 1.50	X
Corn Cheese Balls	BD 1.00	X
Prawn Dynamite	BD 3.50	X
Onion Rings	BD 1.50	X
Springroll	BD 1.00	X

Title	Description
Name	Name of the price list
InActive	Deactivate the price list
Menu items - Menu modifiers	Shows the list of menu items and menu modifiers for ease changing the prices
Increase by	Allows you to edit all prices at once you can use ( +N, -N, +N%, -N%) where N is your defined number. Click <b>submit</b> to see the prices after applying the increase
Item	The item name off changed price
Default price	The default price of the item
Price	The price of the item after applying changes to it, if it is left empty the default price will be counted

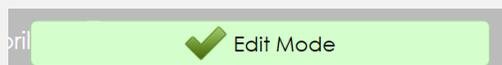
7. Put the price of each item and click **Confirm**
8. Go **Back to POS**



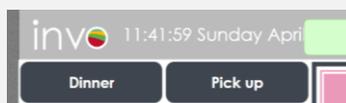
9. **Pick** any service (dine in, delivery, pick up, car hop)
10. **Proceed** to take order
11. Activate **Edit Mode** by clicking the icon on bottom bar



12. Enter the owner's password
13. Make sure you are in edit mode by having the top alert showing



14. Click on the menu drop down on top left corner



15. A drop down will show with a credibility of editing the current menu **Choose** the menu you want the prices to be applied on
16. Click **Edit Menu** button on the bottom toolbar

The image shows a 'Menu' configuration dialog box. It has a title bar with the word 'Menu' in orange. Below the title bar are several input fields: 'Name' with the value 'New', 'Start Time' with a clock icon, 'Price' with a dropdown menu showing 'Default', 'Locked' with a toggle switch, and 'Print Menu Type Title' with a toggle switch. At the bottom, there are two buttons: 'Cancel' and 'Confirm'.

17. Under the price drop down, you will find the price list you created for this menu, choose it and click confirm
18. Click **Done** after selecting the price list

### Applying Table section prices

1. Go to **User**



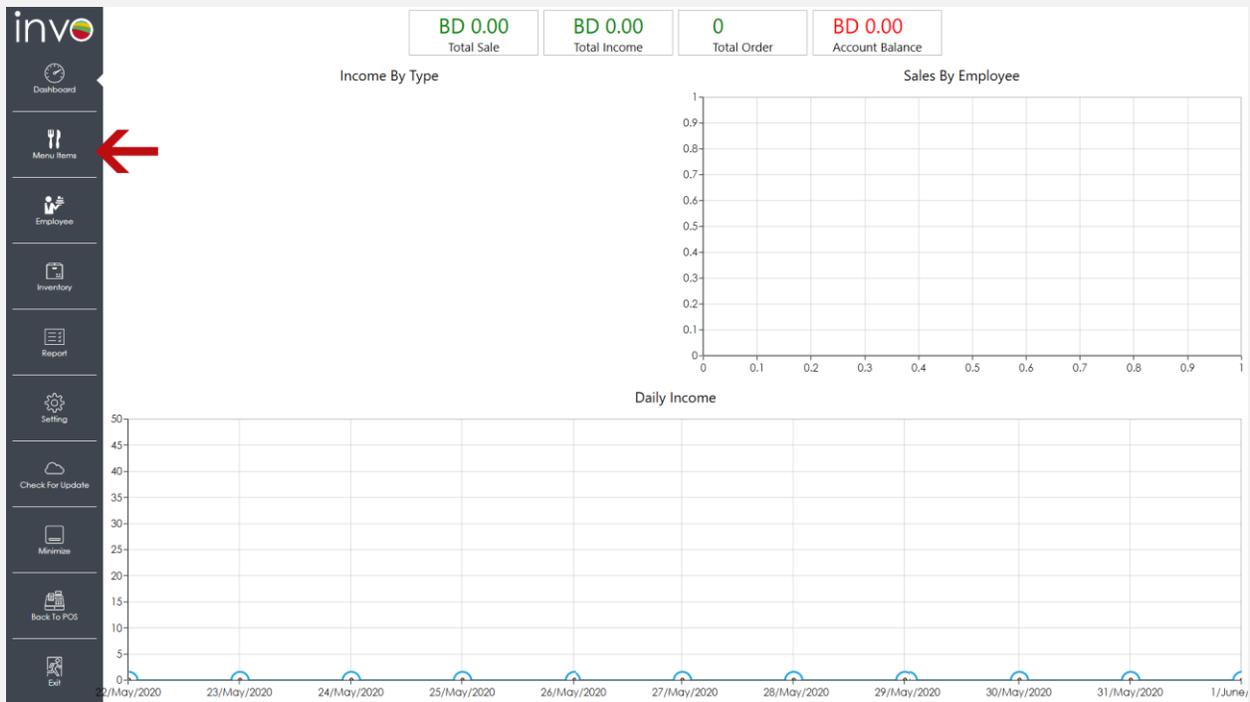
2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to **Menu Items**



5. Open Prices tab

Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appetizer	BD 1.20	
	Chicken Tortilla	Appetizer	BD 2.10	
	Chorizo	Appetizer	BD 1.50	
	Corn Cheese Balls	Appetizer	BD 1.00	
	Prawn Dynamite	Appetizer	BD 3.50	
	Onion Rings	Appetizer	BD 1.50	
	Springroll	Appetizer	BD 1.00	
	Falafel (3 Pcs)	Appetizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chickpeas.
	Eggplant with Tomato	Appetizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
	Mozzarella Sticks	Appetizer	BD 6.50	Mozzarella sticks are elongated pieces of battered quickly deep fried to golden brown.
	Mashed Potato Balls	Appetizer	BD 6.00	Crispy fried mashed potato balls.
	Springroll (Half Dozen)	Appetizer	BD 3.00	A deep fried pancake could be filled with spring vegetables, cheese or chicken.
	Vine Leaves	Appetizer	BD 3.50	Grape leaves stuffed with a mixture of rice and spices. Then cooked by boiling.
	Sambosa	Appetizer	BD 2.50	A maida shell stuffed with a mixture of Vegetables, Chicken and Cheese. Fried in oil.
	Shrimp Avocado	Appetizer	BD 10.50	A delicious appetizer that is full of flavor with shrimp and avocado inside a soft shell.
	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect citrus dressing.
	Fattoush Salad	Salad	BD 3.50	A Mediterranean fried bread salad that includes lettuce, tomatoes, cucumber, and olive oil.
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, lettuce, and olive oil.

6. Add new price list, a pop up form will show

**Prices**

Name  InActive

Increase by

Item	Default Price	Price
Chicken Quesadilla	BD 1.20	<input type="text" value="X"/> <input type="button" value=""/>
Chicken Tortilla	BD 2.10	<input type="text" value="X"/> <input type="button" value=""/>
Chorizo	BD 1.50	<input type="text" value="X"/> <input type="button" value=""/>
Corn Cheese Balls	BD 1.00	<input type="text" value="X"/> <input type="button" value=""/>
Prawn Dynamite	BD 3.50	<input type="text" value="X"/> <input type="button" value=""/>
Onion Rings	BD 1.50	<input type="text" value="X"/> <input type="button" value=""/>
Springroll	BD 1.00	<input type="text" value="X"/> <input type="button" value=""/>

Title	Description
Name	Name of the price list
InActive	Deactivate the price list
Menu items - Menu modifiers	Shows the list of menu items and menu modifiers for ease changing the prices
Increase by	Allows you to edit all prices at once you can use (+N, -N, +N%, -N%) where N is your defined number. Click <b>submit</b> to see the prices after applying the increase
Item	The item name off changed price
Default price	The default price of the item
Price	The price of the item after applying changes to it, if it is left empty the default price will be counted

7. Put the price of each item and click **Confirm**
8. Go **back to POS**



9. Click the service **Dine in**
10. Enter **Edit** mode by clicking edit button and enter your **password**
11. Go to the **section** you want to apply the prices to and click **Edit table section** button from the bottom bar

DineIn Section

**Name**

**Price**

Default

Cancel

Confirm

12. Under **Price** drop down menu you will find the price list you created, choose it and click **Confirm**
13. Finally, click **Done** to save your edit

### Applying Service price

1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to Menu Items



5. Open Prices tab

Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appetizer	BD 1.20	
	Chicken Tortilla	Appetizer	BD 2.10	
	Chorizo	Appetizer	BD 1.50	
	Corn Cheese Balls	Appetizer	BD 1.00	
	Prawn Dynamite	Appetizer	BD 3.50	
	Onion Rings	Appetizer	BD 1.50	
	Springroll	Appetizer	BD 1.00	
	Falafel ( 3 Pcs)	Appetizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chi
	Eggplant with Tomato	Appetizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
	Mozzarella Slicks	Appetizer	BD 8.50	Mozzarella sticks are elongated pieces of battered quickly deep fried to g
	Mashed Potato Balls	Appetizer	BD 6.00	Crispy fried mashed potato balls.
	Springroll (Half Dozen)	Appetizer	BD 3.00	A deep fried pancake could be filled with spring vegetables, cheese or ch
	Vine Leaves	Appetizer	BD 3.50	Grape leaves stuffed with a mixture of rice and spices. Then cooked by bo
	Sambosa	Appetizer	BD 2.50	A maida shell stuffed with a mixture of Vegetables, Chicken and Cheese. T
	Shrimp Avocado	Appetizer	BD 10.50	A delicious appetizer that is full of flavor with shrimp and avocado inside a
	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect cru
	Falouah Salad	Salad	BD 3.50	A Mediterranean fried bread salad that includes lettuce, tomatoes, cucum
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, fe

6. Add new price list, a pop-up form will show

Item	Default Price	Price
Chicken Quesadilla	BD 1.20	X
Chicken Tortilla	BD 2.10	X
Chorizo	BD 1.50	X
Corn Cheese Balls	BD 1.00	X
Prawn Dynamite	BD 3.50	X
Onion Rings	BD 1.50	X
Springroll	BD 1.00	X

Title	Description
Name	Name of the price list
InActive	Deactivate the price list
Menu items - Menu modifiers	Shows the list of menu items and menu modifiers for ease changing the prices
Increase by	Allows you to edit all prices at once you can use ( +N, -N, +N%, -N%) where N is your defined number. Click <b>submit</b> to see the prices after applying the increase
Item	The item name off changed price
Default price	The default price of the item
Price	The price of the item after applying changes to it, if it is left empty the default price will be counted

7. Put the price of each item and click **Confirm**
8. Go **back to POS**



9. Open **Edit** mode by clicking edit button and enter your password
10. Choose the **service** you want to apply the price list on, and click **Edit** button on bottom bar
11. A pop up will show with a price drop down menu

The screenshot shows a 'General' edit form for a service. The 'Name' field contains 'Pick up'. The 'Charge' dropdown menu is set to 'No Charge'. The 'Price' dropdown menu is currently empty. There is a 'Hide' toggle switch which is currently turned off. Below the 'General' section is an 'Option' section which is currently empty. At the bottom of the form are 'Cancel' and 'Done' buttons.

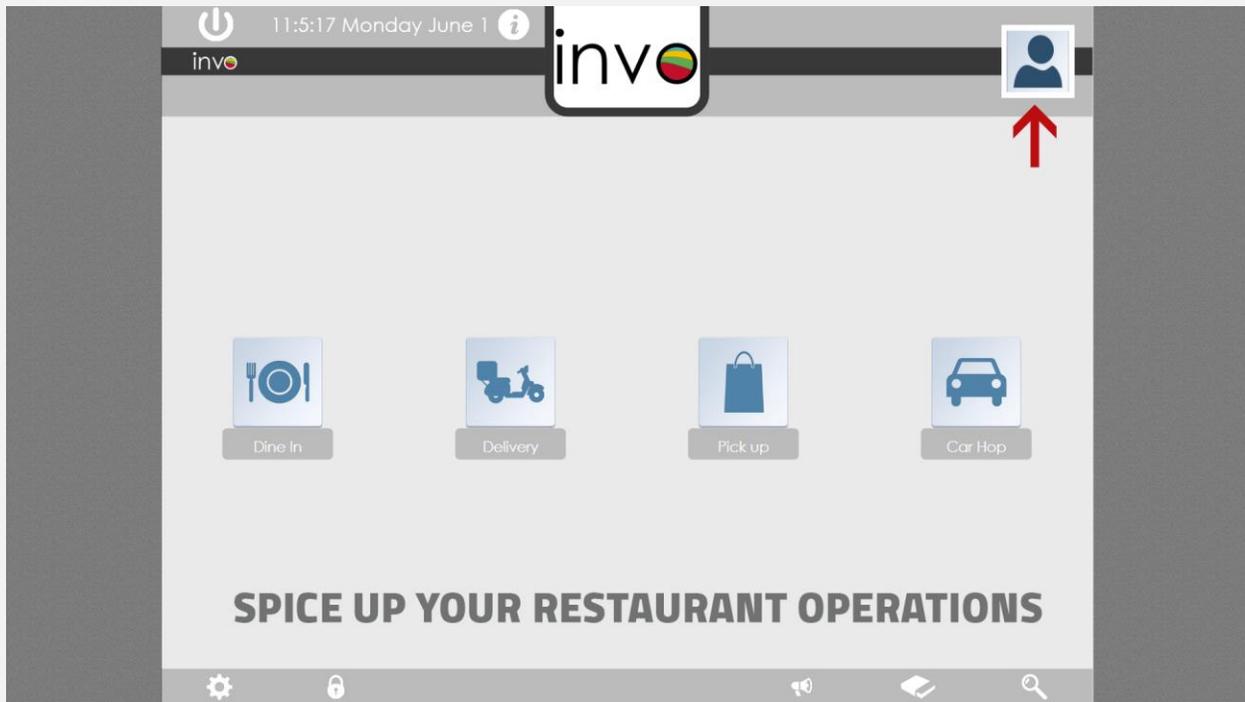
12. Under the price drop down menu choose the price list you created, and click **Done**

13. Click **Done** to save and exit edit mode

### Applying Seasonal price

You need to make sure the menu item is enabled to have seasonal price:

1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to **Menu Items**



5. In the **Menu** tab, **Choose** the item that cost varies due to its ingredients and click **Edit**
6. An edit pop up form will show, go to **Option** tab
7. Under **Option** section enable “**Seasonable Price**” to the item and click **Done**
8. Go **Back to POS** to save your edit



9. To change the dish price and put one of your choice on daily basis you need to access a certain page to do it
10. Go to **User**



11. Enter your password, then **Daily Operation**
12. Open **Seasonal price**, a pop-up page will show with the list of items that are applicable to have seasonal price applied on them

Seasonal Price

Search	Price	New Price
Thai Quinoa Salad	4	<input type="text"/>
Fattoush Salad	3.5	<input type="text"/>
Greek Salad	3	<input type="text"/>
Pineapple Chicken Salad	8	<input type="text"/>
Tuna salad	4.5	<input type="text"/>
Rocca Salad	4	<input type="text"/>
Low-carb Salad	4.5	<input type="text"/>
Five Beans Salad	4.5	<input type="text"/>
Purslane Salad	5	<input type="text"/>

13. In the **New Price** field include the updated price and click **Confirm**

## Surcharges and Offers

A surcharge is an extra fee the restaurant defines upon choice; a few restaurants add service charge or employees' healthcare charge.

### *Delivery charge*

1. On invo homepage enter edit mode by clicking **Edit** button, and enter your password
2. Choose **delivery** service and click **Edit** button on bottom bar

The screenshot shows a mobile application interface for editing a surcharge. The 'General' section contains the following fields and controls:

- Name:** A text input field containing 'Delivery' with a keyboard icon on the right.
- Delivery Charge:** A numeric input field containing '0' with a calculator icon on the right.
- Charge:** A dropdown menu currently set to 'No Charge'.
- Price:** A dropdown menu.
- Hide:** A toggle switch that is currently turned off.

The 'Option' section contains:

- Driver Selects Order:** A toggle switch that is currently turned off.

At the bottom of the form are two buttons: 'Cancel' and 'Done'.

3. In the **delivery charge** field add your delivery charge and click **Done**

### *Service surcharge*

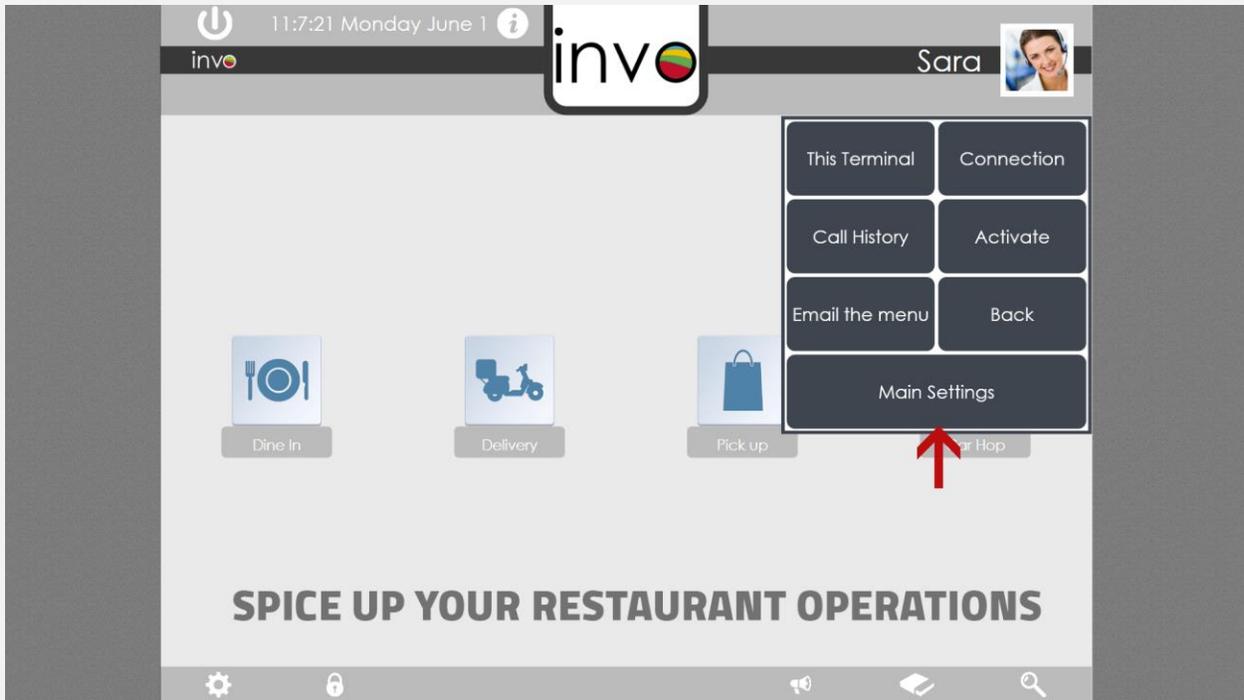
1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to **Menu Items**



5. Open **Surcharges** tab and click **Add**. A pop-up form will show

**Menu** | **Menu Modifier** | **Menu Category** | **Prices** | **Surcharges** | **Discounts**

Search

Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appelizer	BD 1.20	
	Chicken Tortilla	Appelizer	BD 2.10	
	Chorizo	Appelizer	BD 1.50	
	Corn Cheese Balls	Appelizer	BD 1.00	
	Prawn Dynamite	Appelizer	BD 3.50	
	Onion Rings	Appelizer	BD 1.50	
	Springroll	Appelizer	BD 1.00	
	Falafel ( 3 Pcs)	Appelizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chick
	Eggplant with Tomato	Appelizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
	Mozarella Slicks	Appelizer	BD 8.50	Mozarella sticks are elongated pieces of battered quickly deep fried to gok
	Mashed Potato Balls	Appelizer	BD 6.00	Crispy fried mashed potato balls.
	Springroll (Half Dozen)	Appelizer	BD 3.00	A deep fried pancake could be filled with spring vegetables, cheese or chic
	Vine Leaves	Appelizer	BD 3.50	Grape leaves stuffed with a mixture of rice and spices. Then cooked by boil
	Sambosa	Appelizer	BD 2.50	A maida shell stuffed with a mixture of Vegetables, Chicken and Cheese. Th
	Shrimp Avocado	Appelizer	BD 10.50	A delicious appetizer that is full of flavor with shrimp and avocado inside a W
	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect crun
	Falafoush Salad	Salad	BD 3.50	A Mediterranean bread salad that includes lettuce, tomatoes, cucumb
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, feta

Add  
 Edit  
 Copy  
 Delete  
 Show All  
 Export To PDF  
 Export To Excel  
 Print  
 Print Preview  
 Import From Excel  
 Qty:87

**Menu** | **Menu Modifier** | **Menu Category** | **Prices** | **Surcharges** | **Discounts**

Search

Name	Amount
------	--------

Add  
 Edit  
 Copy  
 Delete  
 Show All  
 Export To PDF  
 Export To Excel  
 Print  
 Print Preview

The screenshot shows a mobile application interface for configuring a surcharge. It features the following elements:

- Name:** A text input field with a keyboard icon on the right.
- Description:** A larger text input field with a keyboard icon on the right.
- Type:** Two radio button options: "Amount" (selected with a green checkmark) and "Percentage" (unselected with a red X).
- Amount:** A numeric input field containing the value "0" and a keyboard icon on the right.
- InActive:** A toggle switch currently in the "off" position.
- Tax Options:** Three toggle switches labeled "Apply Tax1", "Apply Tax2", and "Apply Vat", all currently in the "off" position.
- Buttons:** "Cancel" and "Done" buttons at the bottom.

Title	Description
Name	Name of Surcharge, it will appear on receipt
Description	Information about the surcharge
Type	The type of the amount charged
Amount	The amount charged
InActive	Deactivates the surcharge
Taxes	Counts the surcharge with the total amount to apply tax on it

6. Fill the **name**, choose **type** and enter the **amount** then click **Done**
7. Go **Back to POS**



8. Enter edit mode by clicking **Edit** button, and enter your password
9. Choose the **service** you want to apply the surcharge to and click the **Edit** button on bottom bar

**General**

Name

Charge

Price

Hide

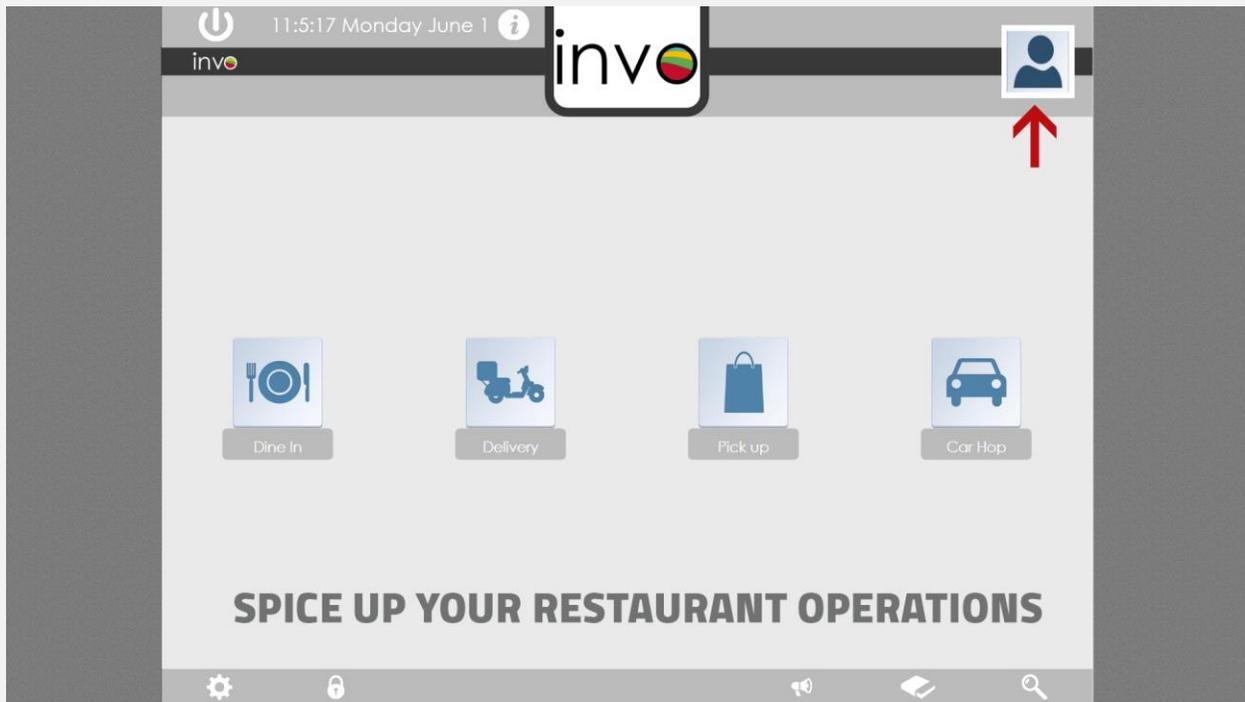
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**Option**

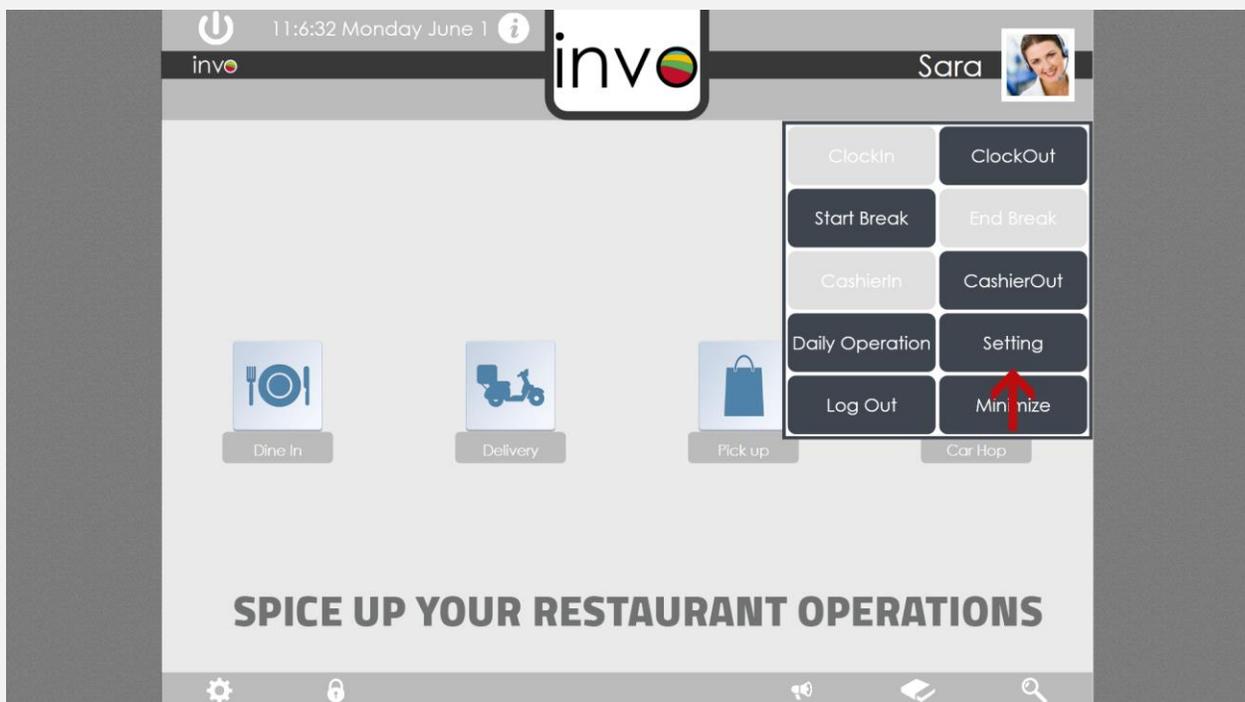
10. Under **charge** drop menu, you will find the surcharge you created, select it and click **Done**
11. Click **Done** to save and exit edit mode

## Table Surcharge

1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to **Menu Items**



5. Open **Surcharges** tab and click **Add**. A pop-up form will show

**Menu**   **Menu Modifier**   **Menu Category**   **Prices**   **Surcharges**   **Discounts**

Search

Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appetizer	BD 1.20	
	Chicken Tortilla	Appetizer	BD 2.10	
	Chorizo	Appetizer	BD 1.50	
	Corn Cheese Balls	Appetizer	BD 1.00	
	Prawn Dynamite	Appetizer	BD 3.50	
	Onion Rings	Appetizer	BD 1.50	
	Springroll	Appetizer	BD 1.00	
	Falafel ( 3 Pcs)	Appetizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chick
	Eggplant with Tomato	Appetizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
	Mozzarella Slicks	Appetizer	BD 8.50	Mozzarella sticks are elongated pieces of battered quickly deep fried to gol
	Mashed Potato Balls	Appetizer	BD 6.00	Crispy fried mashed potato balls.
	Springroll (Half Dozen)	Appetizer	BD 3.00	A deep fried pancake could be filled with spring vegetables, cheese or chic
	Vine Leaves	Appetizer	BD 3.50	Grape leaves stuffed with a mixture of rice and spices. Then cooked by boil
	Sambosa	Appetizer	BD 2.50	A maida shell stuffed with a mixture of Vegetables, Chicken and Cheese. Th
	Shrimp Avocado	Appetizer	BD 10.50	A delicious appetizer that is full of flavor with shrimp and avocado inside a W
	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect crun
	Falafoush Salad	Salad	BD 3.50	A Mediterranean bread salad that includes lettuce, tomatoes, cucumb
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, feta

Add  
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 Import From Excel  
 Qty:87

**Menu**   **Menu Modifier**   **Menu Category**   **Prices**   **Surcharges**   **Discounts**

Search

Name	Amount
------	--------

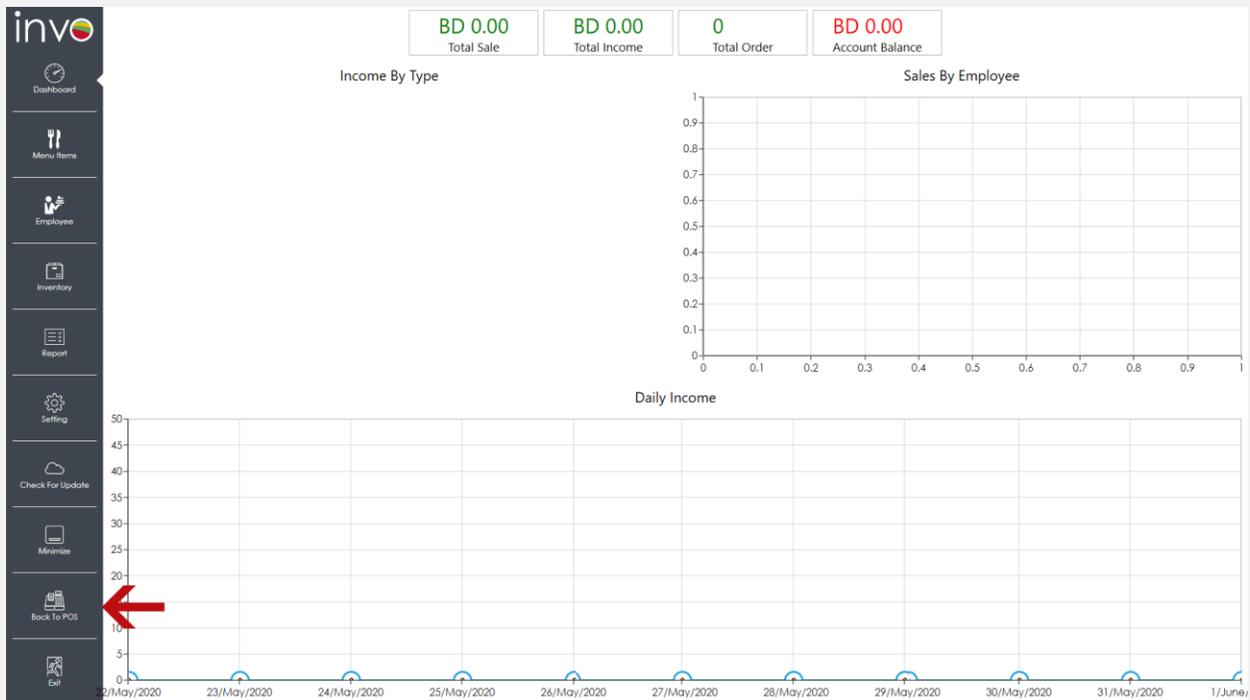
Add  
 Edit  
 Copy  
 Delete  
 Show All  
 Export To PDF  
 Export To Excel  
 Print  
 Print Preview

The screenshot shows a mobile application interface for adding a surcharge. It features the following elements:

- Name:** A text input field with a keyboard icon on the right.
- Description:** A larger text input field with a keyboard icon on the right.
- Type:** Two radio button options: "Amount" (selected with a green checkmark) and "Percentage" (unselected with a red X).
- Amount:** A numeric input field containing the value "0" and a keyboard icon on the right.
- InActive:** A toggle switch currently in the "off" position.
- Tax Application:** Three checkboxes labeled "Apply Tax1", "Apply Tax2", and "Apply Vat", all currently unchecked.
- Navigation:** "Cancel" and "Done" buttons at the bottom.

Title	Description
Name	Name of Surcharge, it will appear on receipt
Description	Information about the surcharge
Type	The type of the amount charged
Amount	The amount charged
InActive	Deactivates the surcharge
Taxes	Counts the surcharge with the total amount to apply tax on it

6. Fill a **name**, choose **type** and enter the **amount** then click **Done**
7. Go **Back to POS**



8. Pick **Dine in Service**
9. Enter edit mode by clicking **Edit** button and enter your password
10. Choose the **table** you want to apply surcharge on, and click **Edit Table** button on the bottom bar

11. Under **surcharge** drop down menu you will find the surcharge you created, choose it and click **finish**
12. Click **Done** to save and exit edit mode

## Discounts/ Offers

1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



4. Go to **Menu Items**



5. Open **Surcharges** tab and click **Add**. A pop-up form will show

Menu Menu Modifier Menu Category Prices **Surcharges** Discounts

Search

Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appetizer	BD 1.20	
	Chicken Tortilla	Appetizer	BD 2.10	
	Chorizo	Appetizer	BD 1.50	
	Corn Cheese Balls	Appetizer	BD 1.00	
	Prawn Dynamite	Appetizer	BD 3.50	
	Onion Rings	Appetizer	BD 1.50	
	Springroll	Appetizer	BD 1.00	
	Falafel ( 3 Pcs)	Appetizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chick
	Eggplant with Tomato	Appetizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
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 Export To PDF  
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 Import From Excel  
 Qty:87

Menu Menu Modifier Menu Category Prices Surcharges Discounts

Search

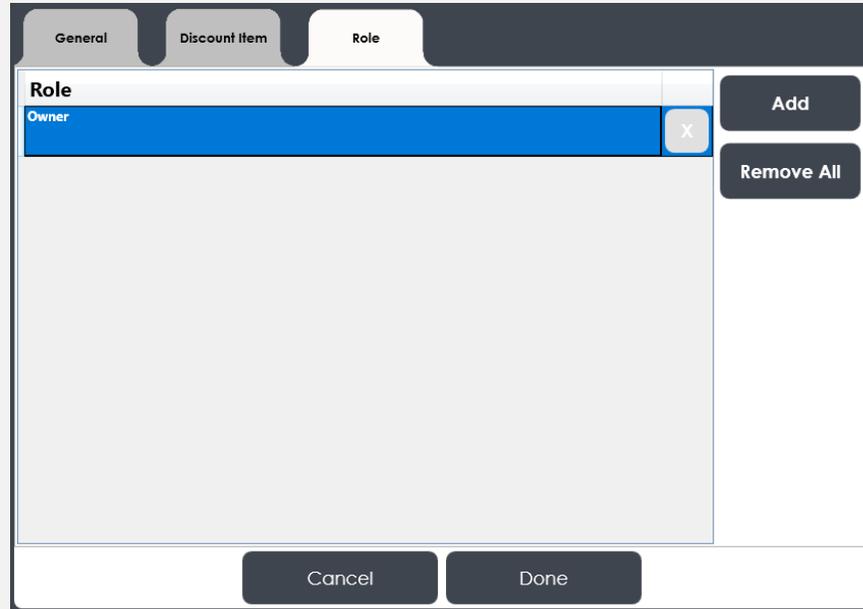
Name	Amount
------	--------

Add  
 Edit  
 Copy  
 Delete  
 Show All  
 Export To PDF  
 Export To Excel  
 Print  
 Print Preview

Title	Description
Name	Name of the discount
Type and Amount	The type of the discount and it's amount
Start and Expire Date	Start and end date of the discount, if left empty it can be applied all times
Min Price	Does not allow the discount to be applied unless the amount entered meets the total price of the receipt
InActive	Deactivates the discount
Description	The discount details or description

6. Fill the form and go to **Discount Item** tab

7. The **Discount Item** tab specifies the items that the discount is applicable to, in case it is not applicable to specific items leave empty and go to **Role** tab



8. The role tab allows you to specify who is eligible to give the discount, click Add and choose the employees that can apply this discount.
9. Click **Done** to save and create the discount.

Skip the following steps in case you do not want the discount to be applied on few items

10. To Disable the discount on specific items, go to **Menu** tab while you are in menu items section and **choose** the item you do not want the discount to be applied to

Barcode	Name	Menu Category	Price	Description
	Chicken Quesadilla	Appetizer	BD 1.20	
	Chicken Tortilla	Appetizer	BD 2.10	
	Charzo	Appetizer	BD 1.50	
	Corn Cheese Balls	Appetizer	BD 1.00	
	Prawn Dynamite	Appetizer	BD 3.50	
	Onion Rings	Appetizer	BD 1.50	
	Springroll	Appetizer	BD 1.00	
	Falafel (3 Pcs)	Appetizer	BD 4.00	Deep-fried ball, or a flat or doughnut-shaped patty, made from ground chi
	Eggplant with Tomato	Appetizer	BD 6.00	Warm cooked eggplant and tomato mixed with special spices
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	Thai Quinoa Salad	Salad	BD 4.00	Delicious vegan and easily gluten free Thai quinoa salad with a perfect cru
	Falouah Salad	Salad	BD 3.50	A Mediterranean fried bread salad that includes lettuce, tomatoes, cucum
	Greek Salad	Salad	BD 3.00	Greek salad is made with pieces of tomatoes, sliced cucumbers, onion, fe

11. Click **Edit** and go to **Option** tab

**Chicken Quesadilla**

**Name:** Chicken Quesadilla

**Barcode:** 1.2

**Menu Category:** Appetizer

**Receipt Name:** 0

**Description:**

**Type:** Menu Selection

**Default Price:** 1.2

**Kitchen Name:** Chicken Quesac

**Preperation Time:** 0

**Weight Unit:**

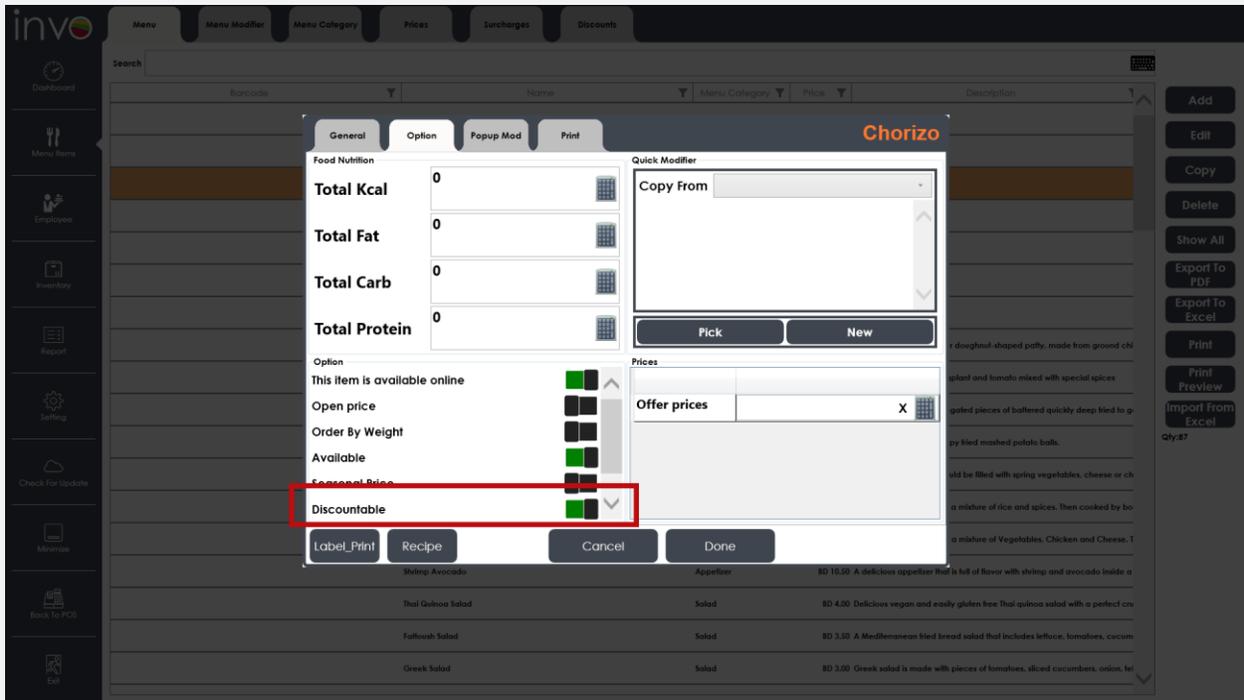
**Count Down:** 0

**For Label Print:**

**Expired On:** 0 Day

**Buttons:** Label Print, Recipe, Cancel, Done

12. In the Option section you will find **Discountable**, deactivate it to disable the discount on the item



13. Click **Done** to save

## Accessing Reports

To access reports, follow these steps:

1. Go to **User**



2. Enter your **password**, then **Setting**



3. Choose **Main Setting**



#### 4. Go to Reports



The screenshot displays the Invo Restaurant POS system interface. At the top, there is a navigation bar with buttons for Sales, Menu, Employee, Customer, Inventory, Other Report, and Custom Report. Below this, a date range is set from 6/15/2020 to 6/15/2020. The main content area shows the restaurant name 'Invo Restaurant', ID '13112216', and location 'Manama'. A report titled 'Sales By Service' is displayed for the date 6/15/2020. The report table has columns for 'service', 'Total Order', and 'Total Sale', but it is currently empty. Below the table is a chart area with the text 'No Data Available'. At the bottom of the interface, there are buttons for 'Send Email As PDF' and 'Send Email As Excel'. A sidebar on the left contains various system navigation options like Dashboard, Menu Items, Employee, Inventory, Report, Setting, Check For Update, Minimize, Back To POS, and Exit.

You can access reports from top bar, the actions are located at the bottom in case you want them to be sent to your email. To print or export the report or print them click the buttons at the top.

## Cashier Operations

### Clock in / out

Clocking in and out keeps a record of attendance for employees

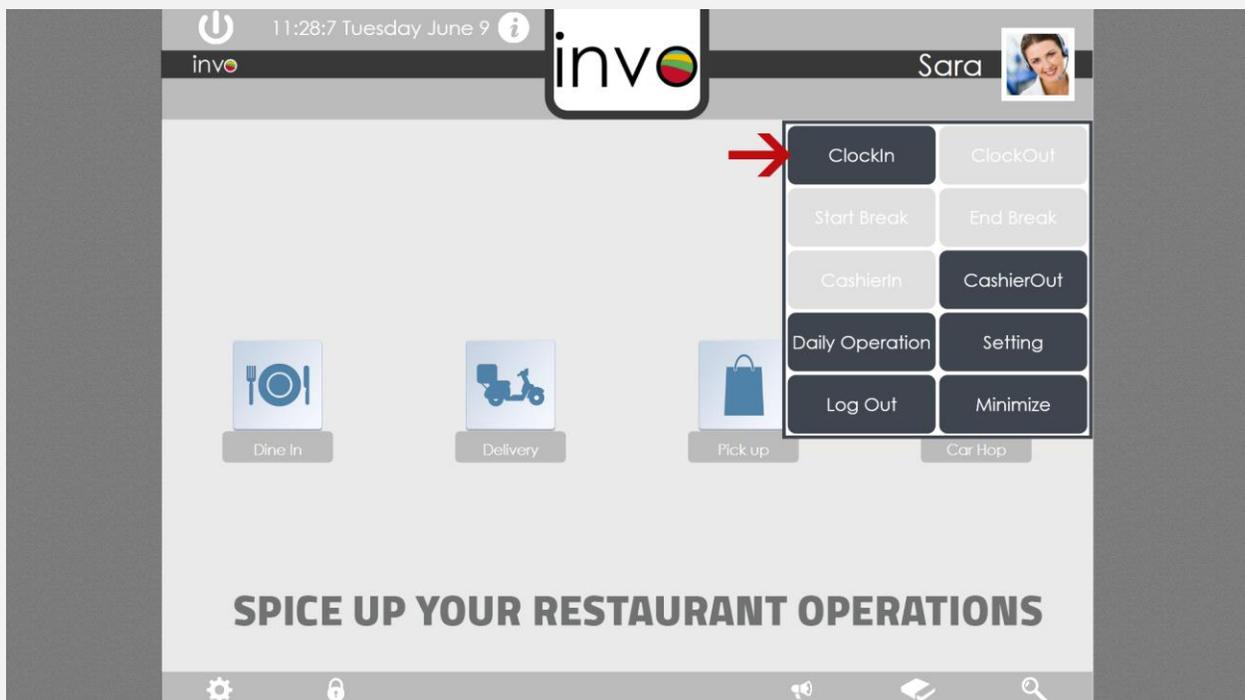
#### Clock in

Once employees arrive to the shop or restaurant, they can clock in through the system to have a record of their attendance

1. Go to **User**



2. Enter your **password**
3. Click **Clock in** and you will be Clocked in



### Clock out

After the employees finish their duty hours, they can clock out through the system to have a record of their attendance

1. Go to **User**



2. Enter your **password**
3. Click **Clock Out** and you will be Clocked out



Please note that each employee needs to use his own password for this feature

## Break in / out

In case the employee will take a break, it should be recorded in the system for employee attendance reports.

### Break in

Going out for break requires the employee to start break in the system

1. Go to **User**



2. Enter your **password**
3. Click **Break Start** and you can leave for break



## Break out

Coming back from break requires the employee to end break in the system

1. Go to **User**



2. Enter your **password**

3. Click **End Break**



**Cashier in / out**

**Cashier in**

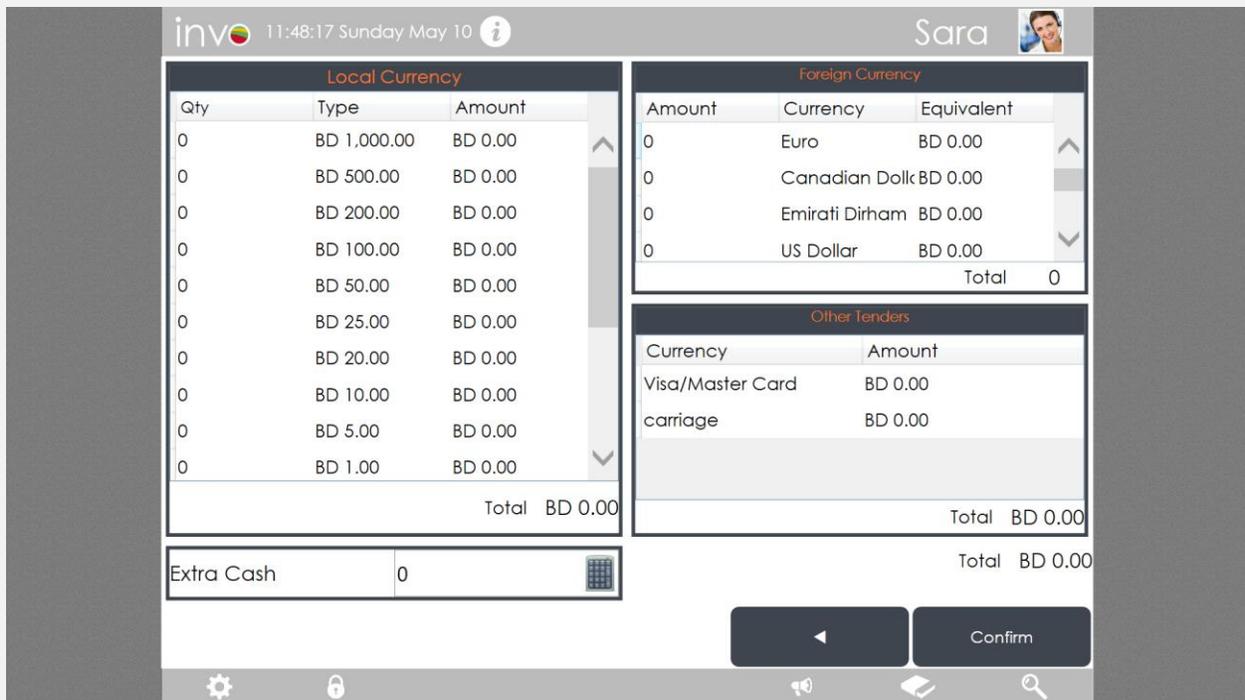
Cashing in accrues at the restaurant opening, the cashier will count the start cash available in cash drawer to start and it will be compared with the sales by the end of the day.

4. Go to **User**



5. Enter your **password**, then **Cashier In**, a money calculator page will show





Title	Description
Local Currency	Record the cash money available according to the value
Foreign Currency	Record the cash money available with other currencies
Other Tenders	Record other payments that the restaurant is providing
Extra cash	Some restaurants use this to record the money available in the cash drawer without categorizing it

6. Calculate the cash you currently have in the cash drawer and start recording it according to the type of the cash
7. Click **Confirm**, the cashier will be clocked in and a receipt of the report will pop up. Click **Print** to print it for submitting it at the end of the day
8. Click **Close** once you finish

### Cashier out

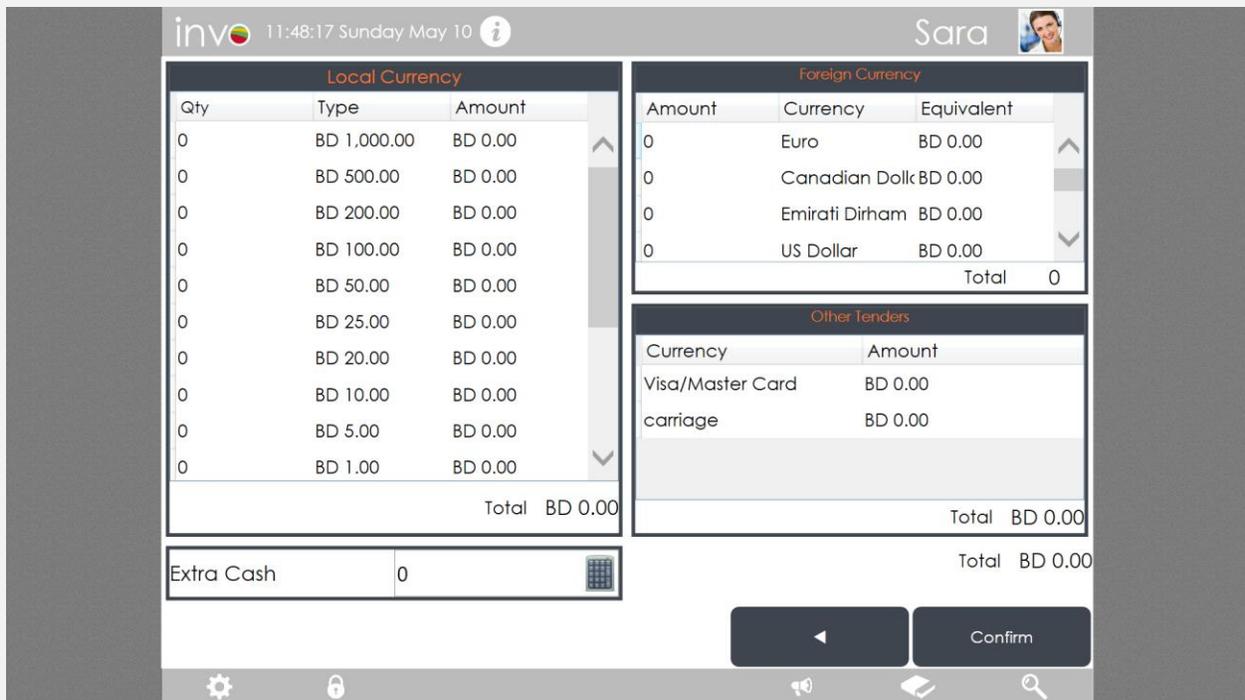
Cashing out accrues at restaurant closing, the cashier will count the cash available in cash drawer and count it. In case there is shortage or over the cashier will note that.

1. Go to **User**



2. Enter your **password**, then **Cashier Out**, a money calculator page will show





Title	Description
Local Currency	Record the cash money available according to the value
Foreign Currency	Record the cash money available with other currencies
Other Tenders	Record other payments that the restaurant is providing
Extra cash	Some restaurants use this to record the money available in the cash drawer without categorizing it

3. Calculate the cash you have in the cash drawer and start recording it according to the type of the cash
4. Click **Confirm**, the cashier will be clocked out and a receipt of the report will pop up
5. Scroll down the report and check for short/over report, you have to make sure you do not have any shortage
6. Click **Print** after checking to print it for submitting it at the end of the day
7. Click **Close** once you finish

### Dine-in orders

To place dine in order, follow these steps:

1. In case you have table selection, notice which table will be the customer sitting on.
2. Click **Dine in** service, and choose the **table**. (skip choosing the table in case you do not have table selection and click **New Order**)
3. The order page will open, you can start taking the order

## Reservations

To reserve a table, follow these steps:

1. Click **Dine in** service and enter your **password**
2. Click **Reserve** button from bottom bar
3. Choose the table that would be reserved, a pop up will show

Table :

Telephone      Name      Guest

5/10/2020      13:54

Block Before      Release After

Block Table Before 30 Minute      Release Table After 30 Minute

Cancel      Confirm

Title	Description
Telephone	The customer's phone number
Name	The customer's name
Guest	The guest count expected
Reservation Date	The date that the customer wants the table to be reserved
Reservation Time	The time that the customer wants the table to be reserved
Block Before	Locks the table before the reservation time with the duration chosen
Release after	In case the customer did not arrive to the restaurant, the table will be unlocked after the time chosen

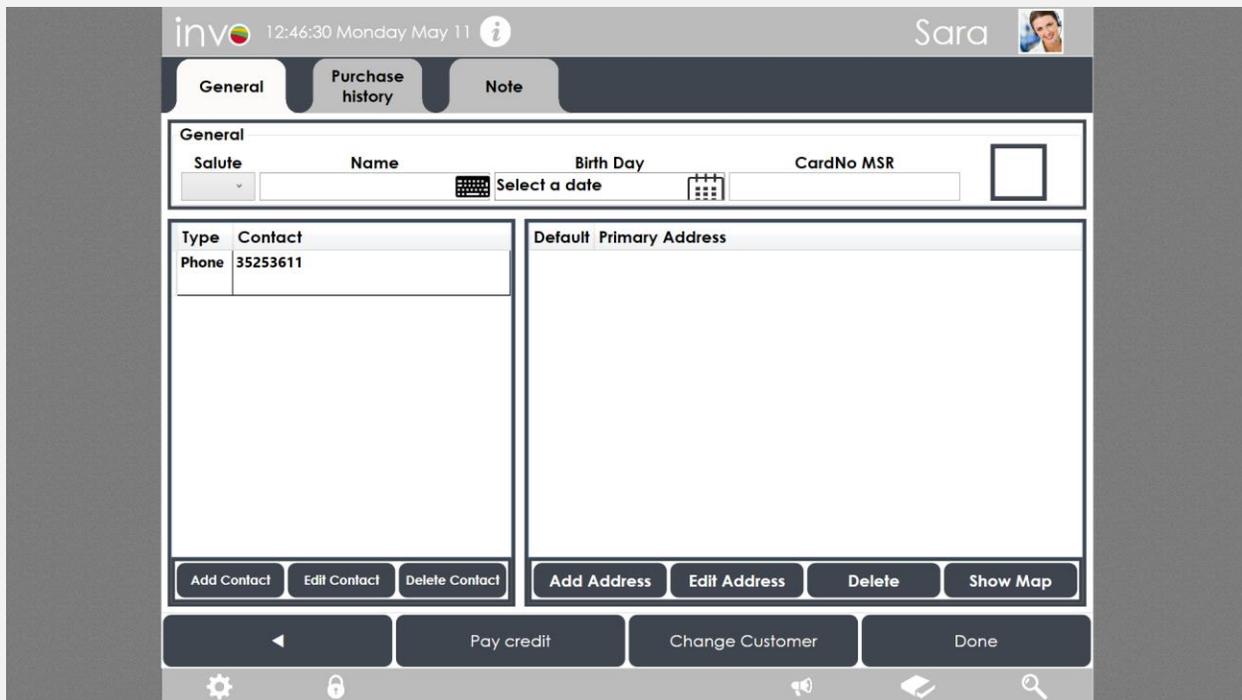
4. Fill the information and click Confirm

## Delivery orders

### Taking order

To place delivery order, follow these steps:

1. Click **Delivery** service, and enter your **password**
2. Usually you will receive a call for delivery orders therefore you need to take the customer's phone number and enter it in with the number pad
3. Click **Enter** after filling the number, a customer page will show



Title	Description
Salute	Customer's salute, from drop down you have Dr, Ms, Mrs, Mr
Name	The customer's name
Birthday	Customer's birthday
CardNo MSR	If applicable, customer's member card number
Top right square	Customer's image
Left contact square	The contact info of the customer. You can Add, Edit or Delete phone, mobile number or email
Right address square	Delivery addresses of the customer, you can add as many as possible and assign a default

4. Click Add Address and take the customer's address to fill the address fields
5. Click Done to add the address
6. Click Done to save the customer and go to order page

### Taking order with Caller ID

Taking orders while having caller ID is easier and effective. Once you receive a call the phone number will be showing at invo screen upper screen. In case the customer is registered in the system, invo will pop the customer's name on top

1. Answer the phone call and ask the customer if his order for delivery or pickup
2. Choose from the top delivery option
3. In the customer's page, select the customer's address or add new address in case it is not available

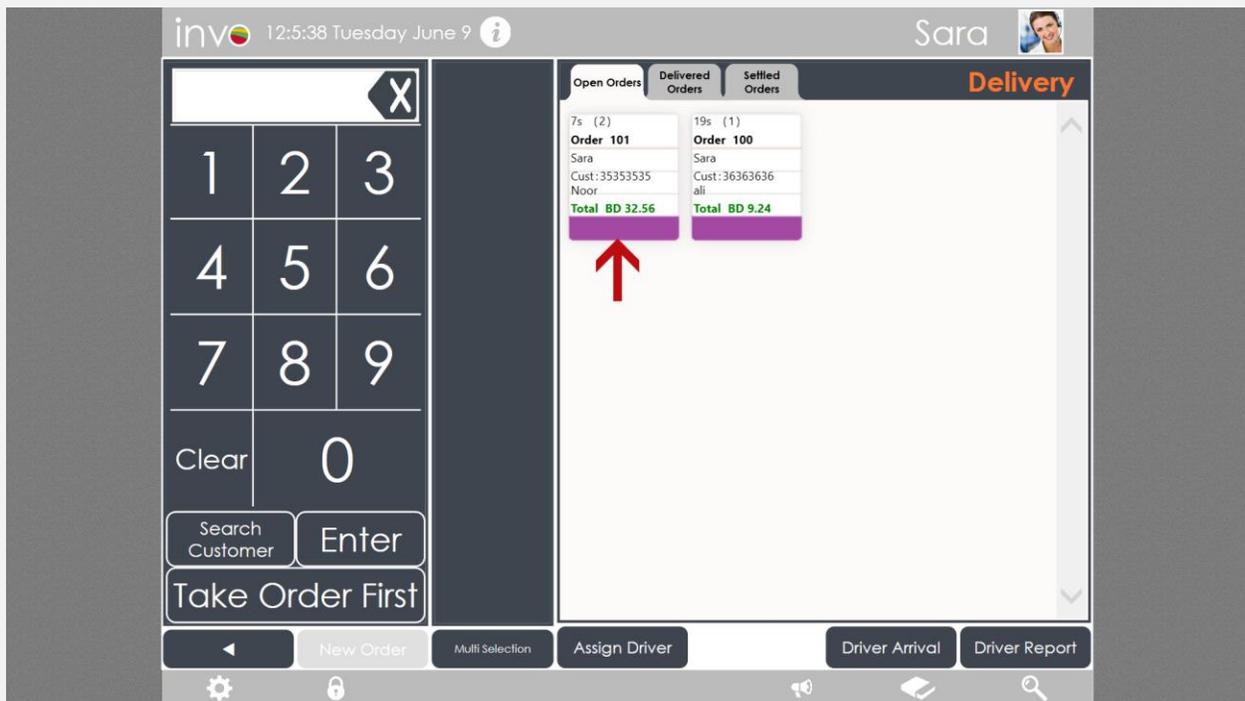
4. Proceed to order from order page

## Delivery Options

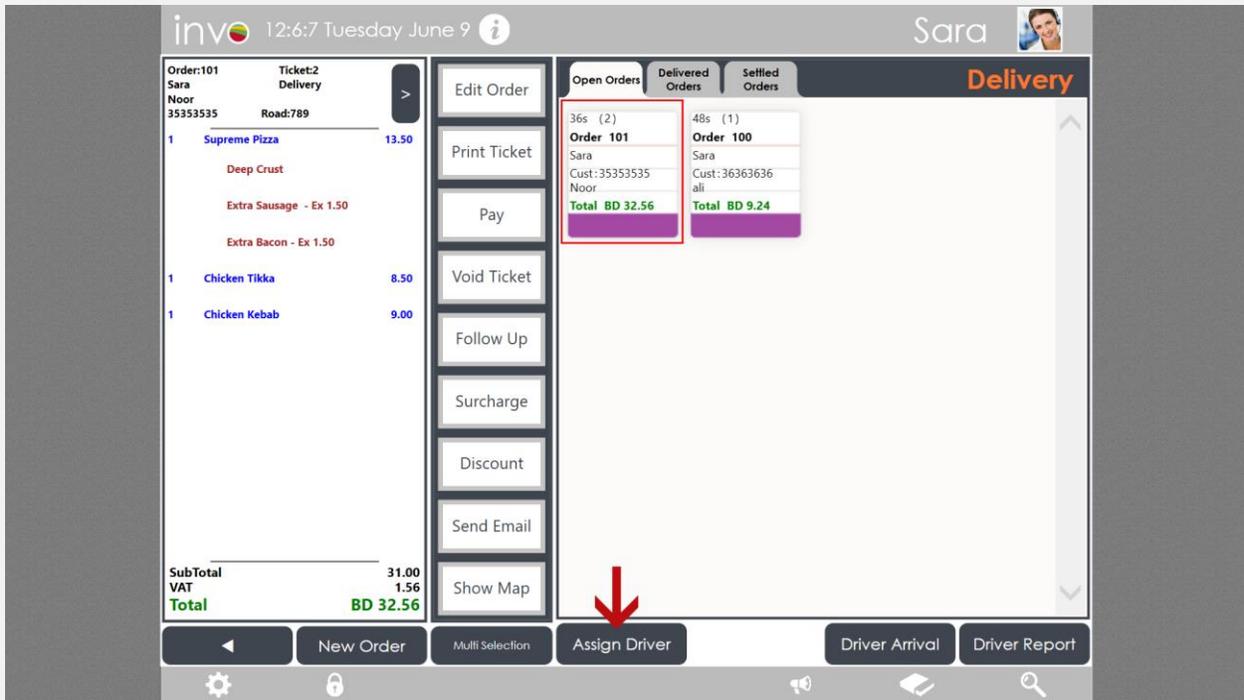
### *Actions on delivery orders*

After the order leaves the restaurant, the driver needs to be assigned to the order for reporting and having a time record.

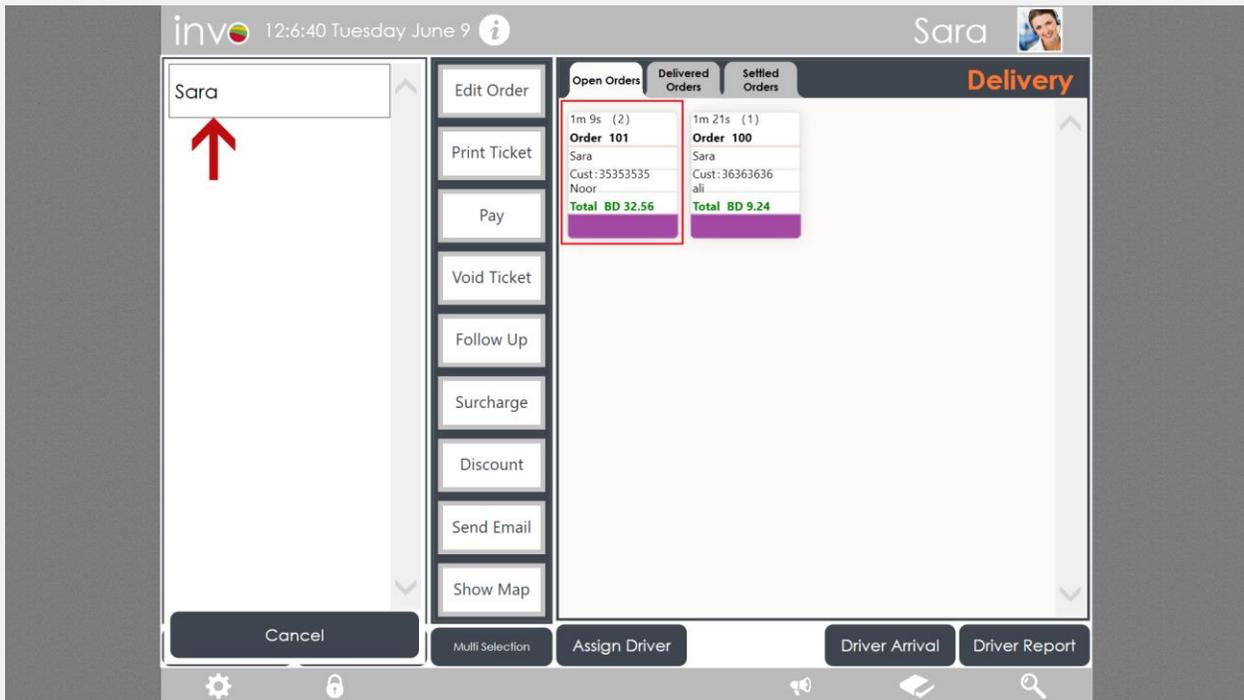
1. Click on **Delivery** service
2. **Choose** the order from the right list



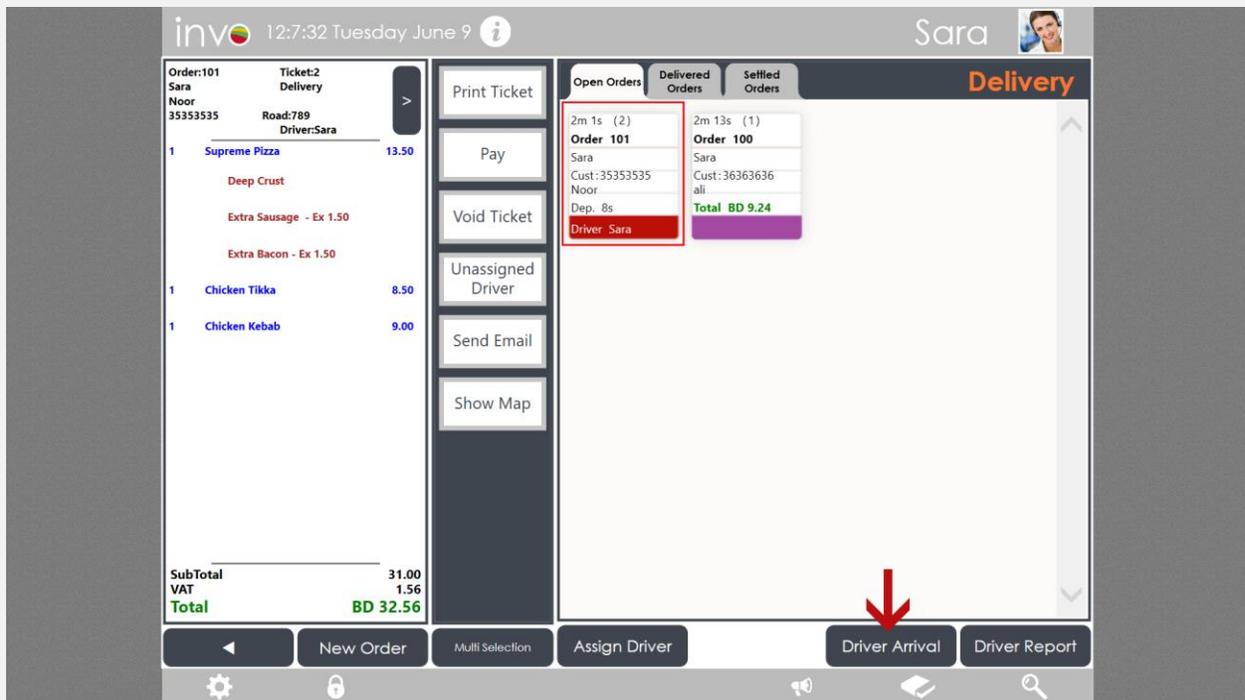
3. Click **Assign Driver** button on bottom menu



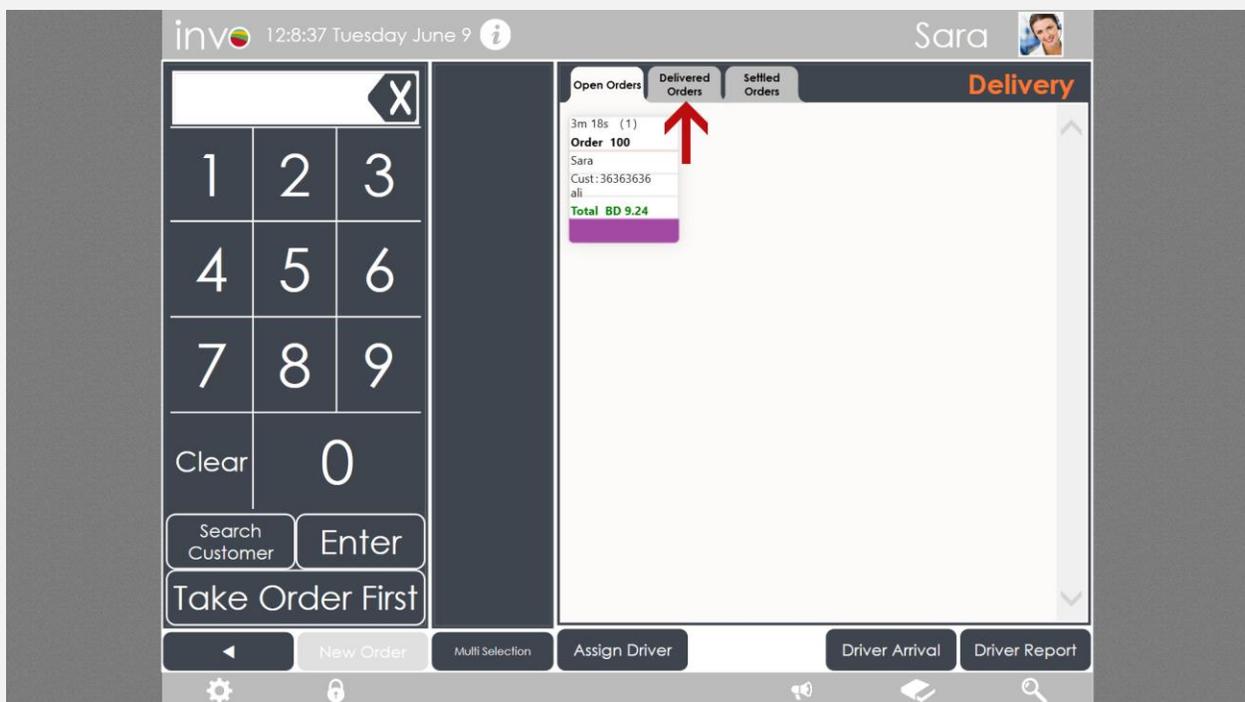
4. A list of the employees will show, choose the **driver** that will deliver the order



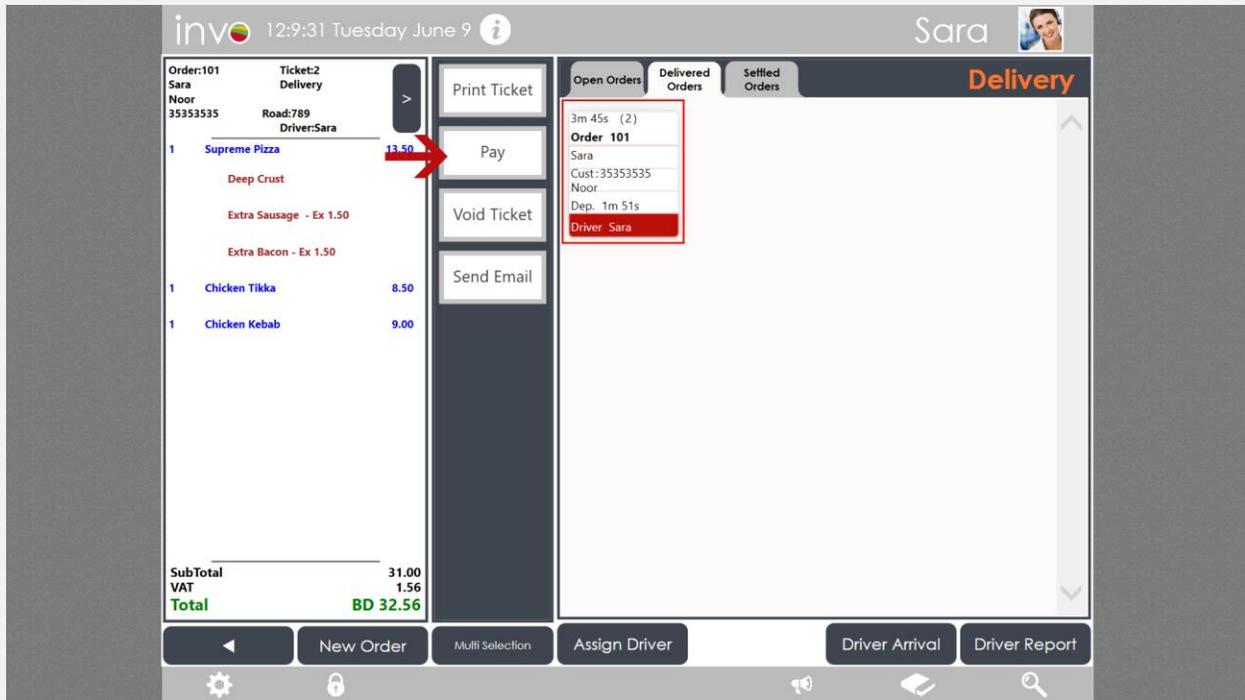
5. After delivering the order, the order needs to be marked as delivered. **Choose** the order with the assigned driver and Click **Driver Arrival** button



6. Choose the **driver** who delivered the order and the order will be marked as delivered
7. To settle the order, the order should be paid
8. On Delivery service page go to the **Delivered Orders** tab from top



9. Choose the order that you want to close and click **pay** from the left side menu



10. Pay the order

### Takeout orders

1. Click **Take out** service, and enter your **password**
2. Enter the customer's **phone number** if applicable using the pad, or skip the upcoming steps by choosing **walk in customer**
3. The order page will open, place the order

### Pickup orders

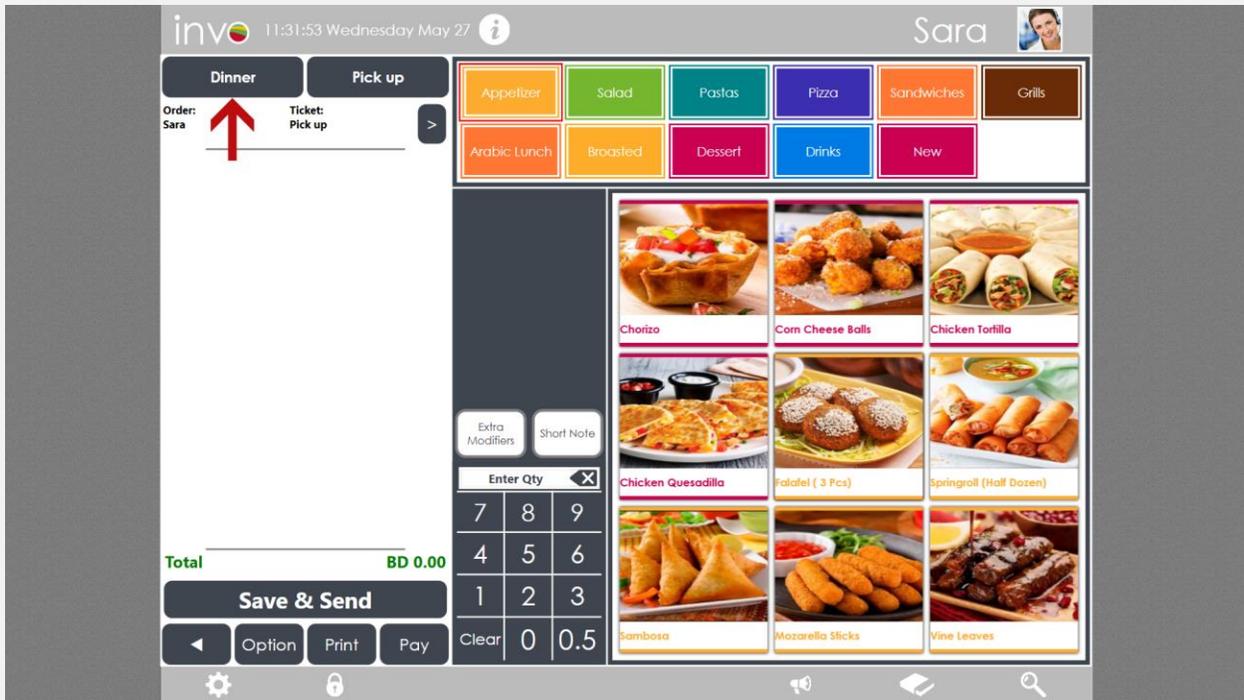
1. Click **Take out** service, and enter your **password**
2. Enter the customer's phone number
3. Customer page will open, enter the customer's **name** and click **Done**
4. The order page will open, place the order
5. After placing the order, you need to give the order number to the customer

Note: the order number will help the employees to fasten the procedure of handing the order to the customer, find the order in the system and easily edit it

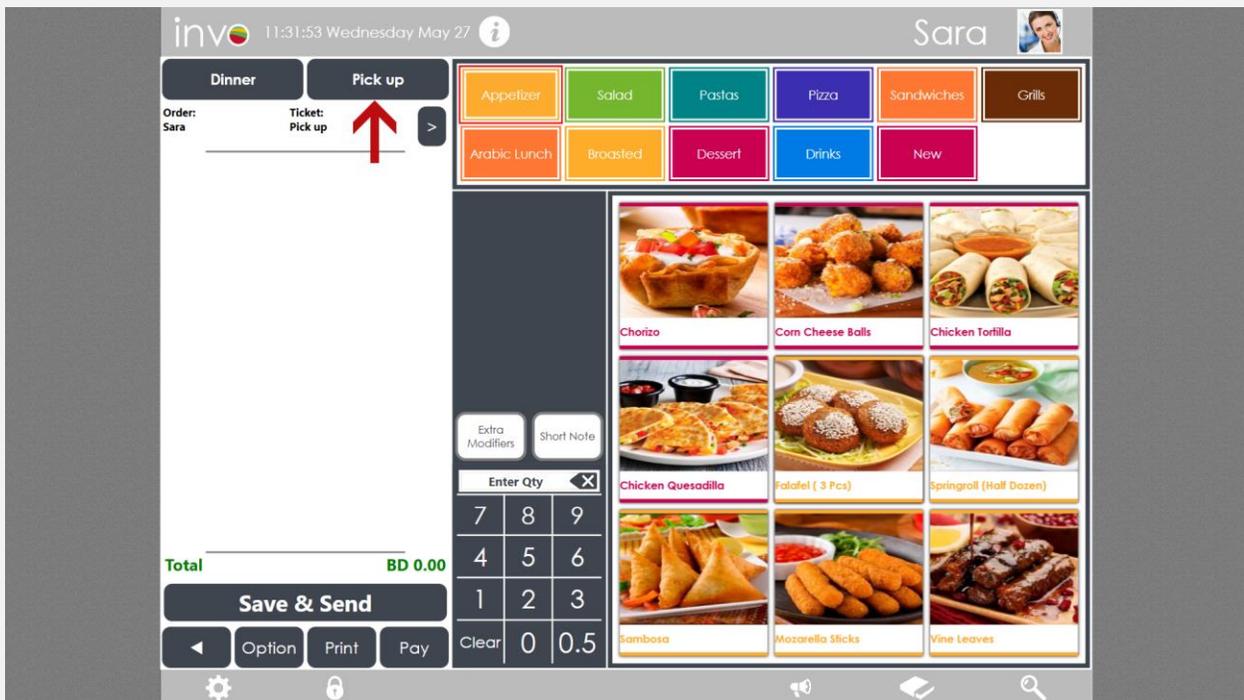
### Order Page

The order page is the most important page, the employees can take orders only from this page.

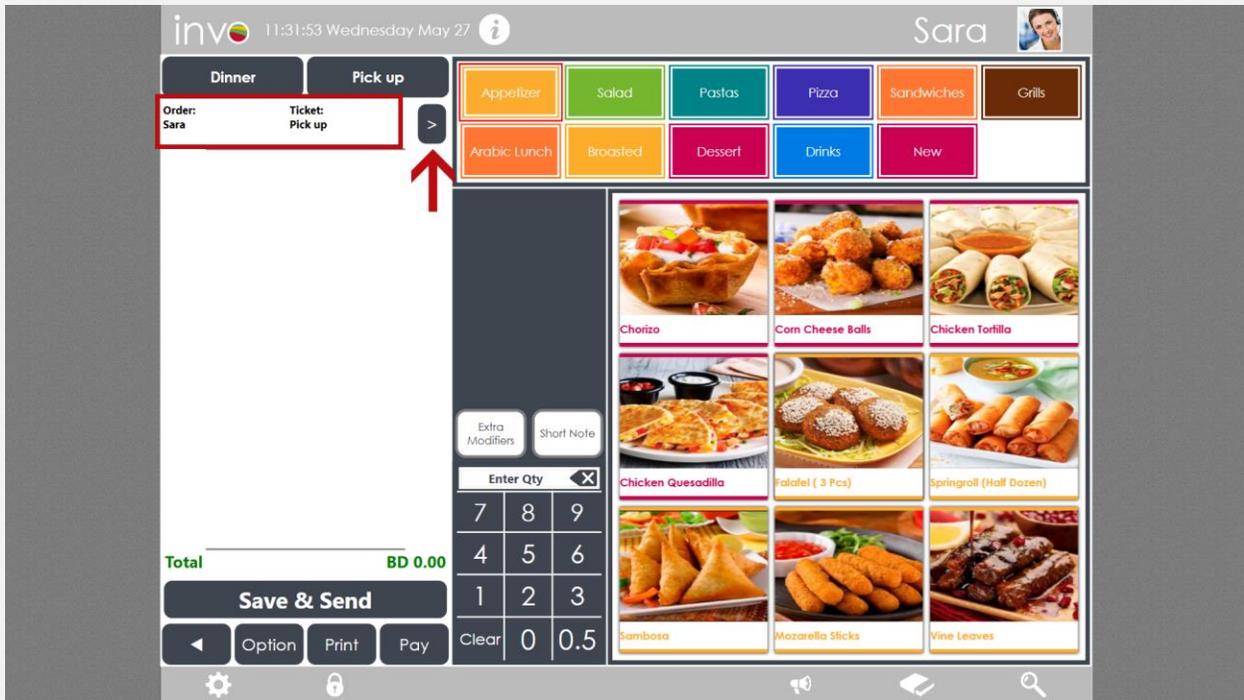
- To shift between the menus, click the menu button and a drop-down list of all menus will show:



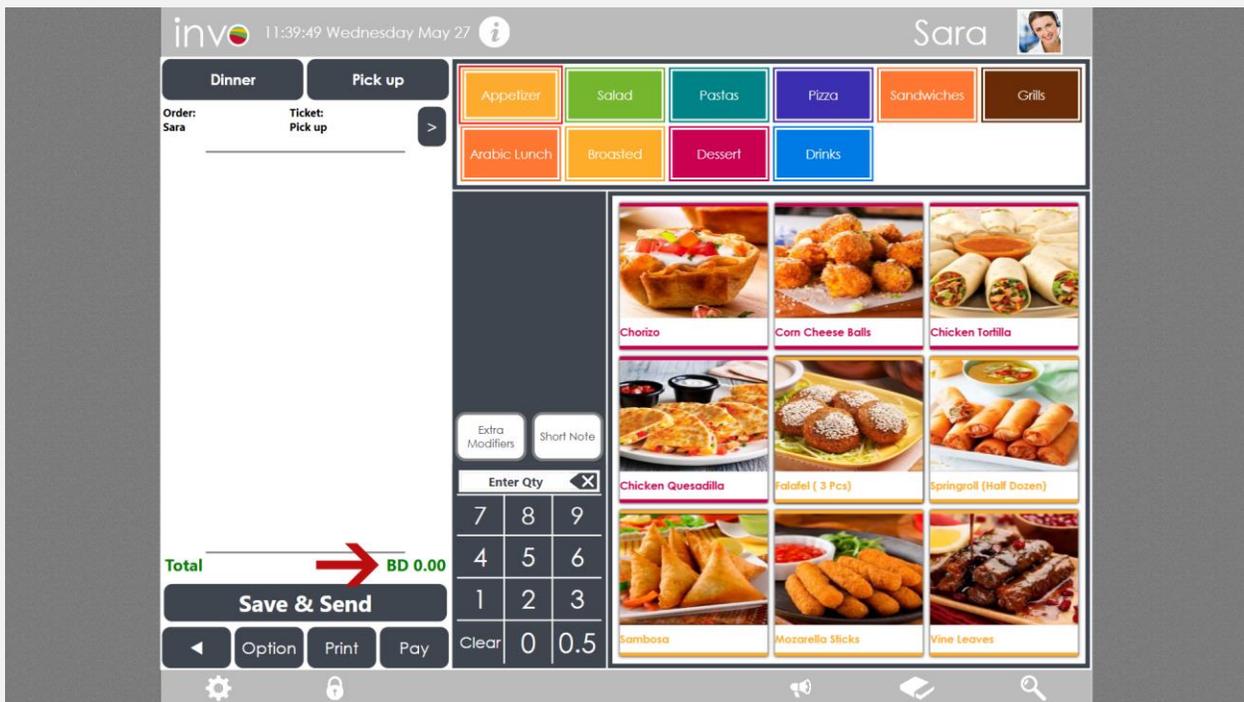
- To shift between services, click on the service button and a drop-down list of the services will show:



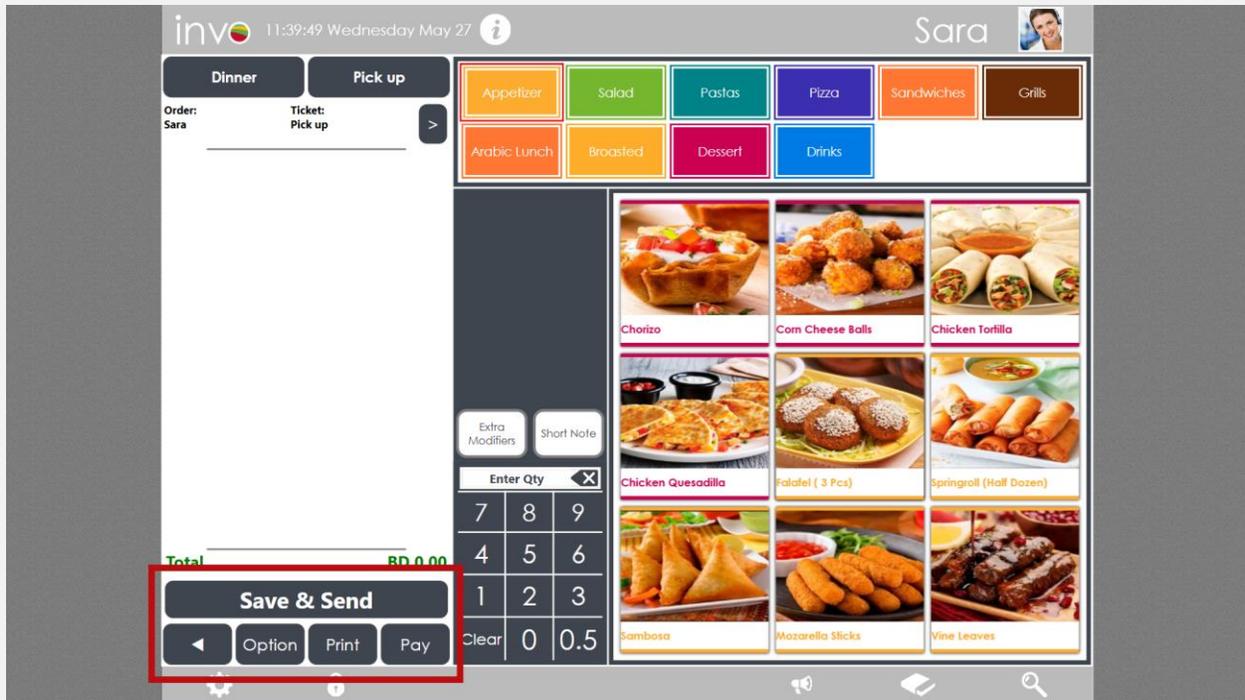
- The information of the order will show in the receipt section (red square), to show detailed receipt click on the expand button (arrow)



- To know the order total, you can find it at the bottom of receipt.

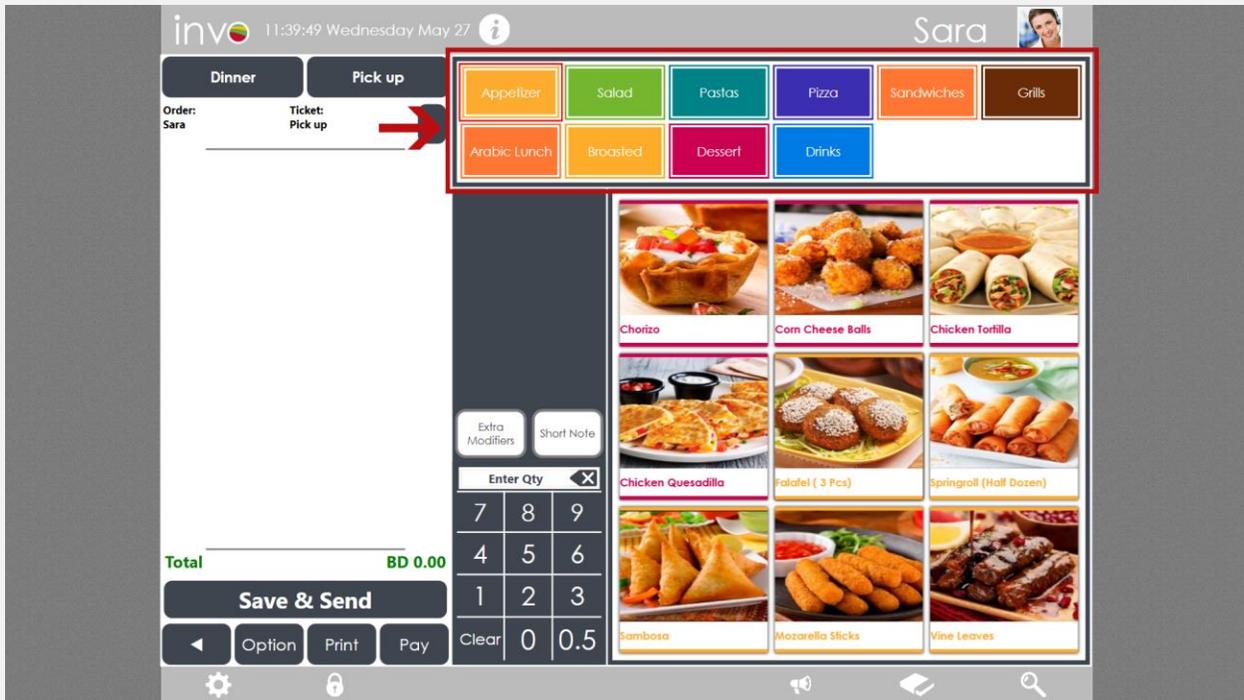


- The main primary actions are available under the receipt

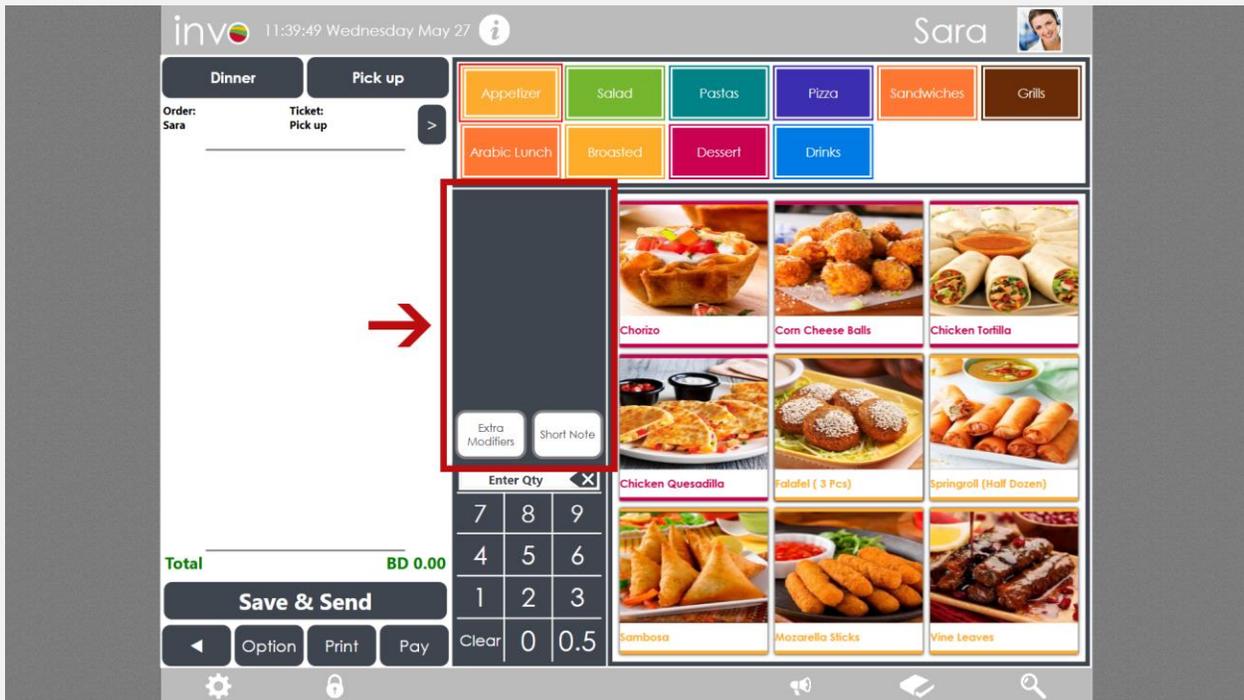


Button Name	Action
Save & Send	Save the order, prints a customer receipt and sends it to the kitchen printer
Left Arrow	Cancel the order process and go back
Option	Lists the order actions
Print	Prints the receipt for the customer
Pay	Takes you to pay order page to settle the order

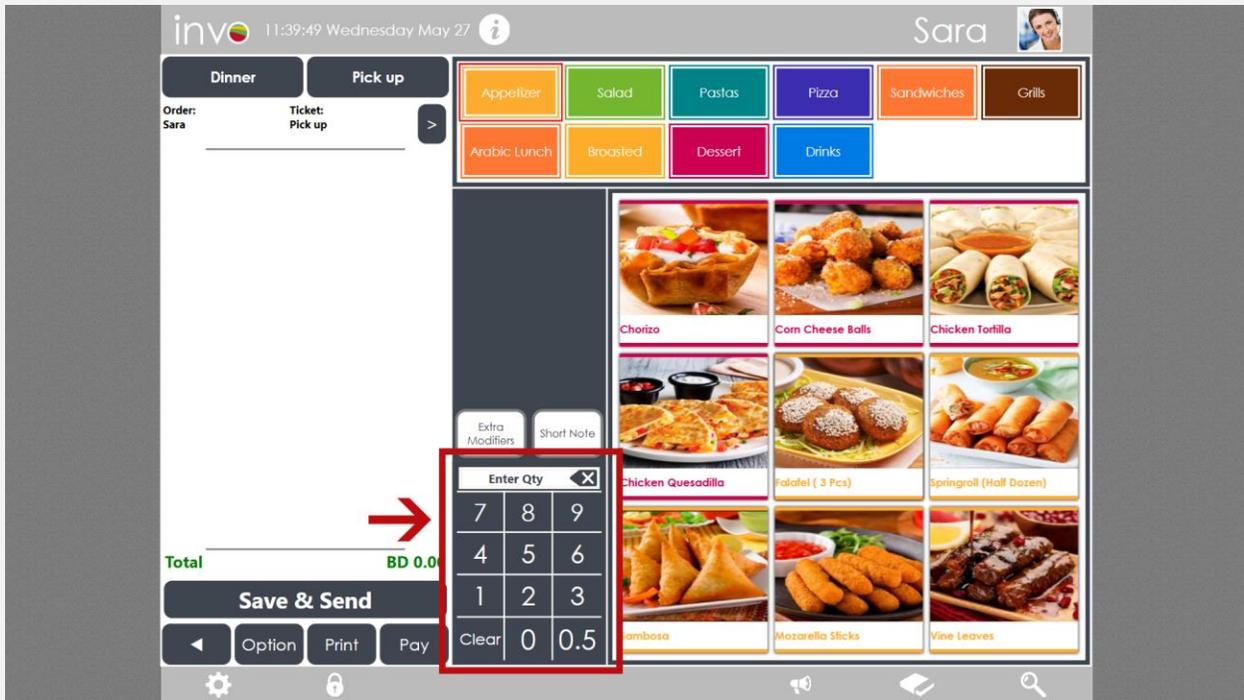
- To change the menu group, click a group in the groups' section



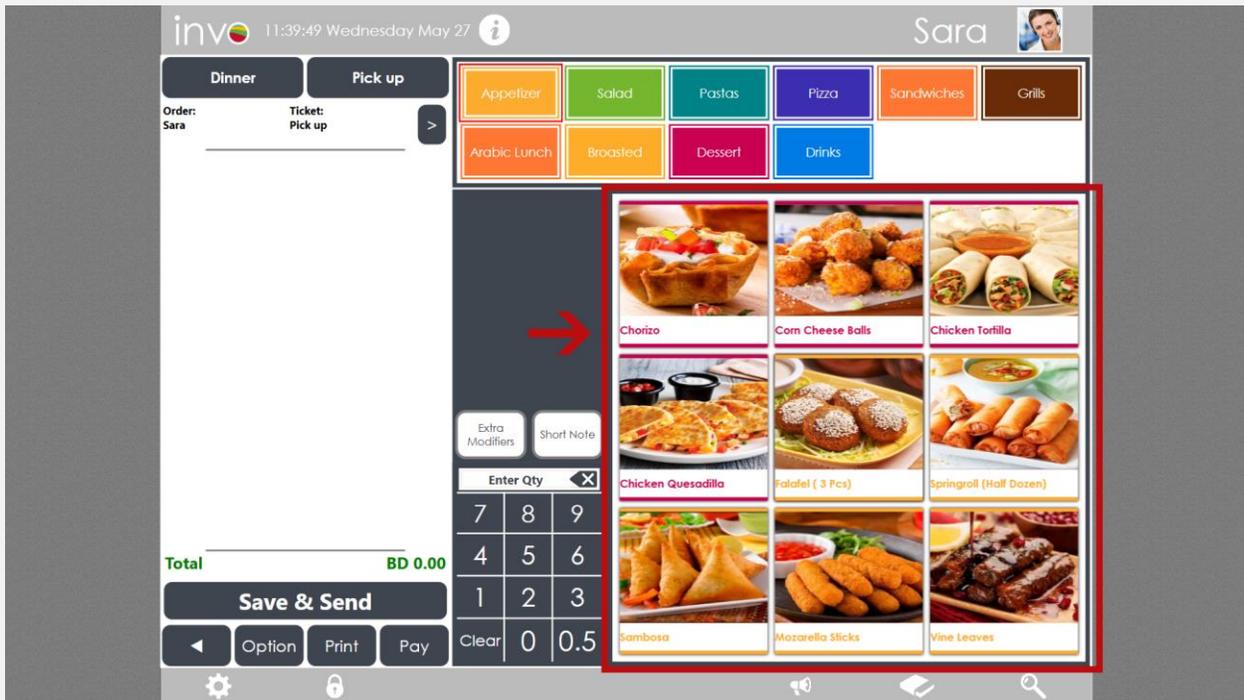
- Quick modifiers and options will show in the fast reaching area



- To order quantity, click the quantity in the number pad before choosing the item



- The items within groups are located in the items section:



## Taking order by types

### Add Normal item

- Choose the **item** the customer ordered to add it to the ticket

- Click Save & Send button

#### *Add Menu Selection item*

Menu Selection is a group selection of items within the menu item.

- Choose the **Menu Selection item** the customer ordered to add it to the ticket
- A pop-up window will show to choose the items related to the item
- Keep choosing the items until a finish button shows, click finish
- Click Save & Send button

#### *Take combo item*

- Choose the **Combo item** the customer ordered to add it to the ticket
- Click Save & Send button

#### *Taking order by weight*

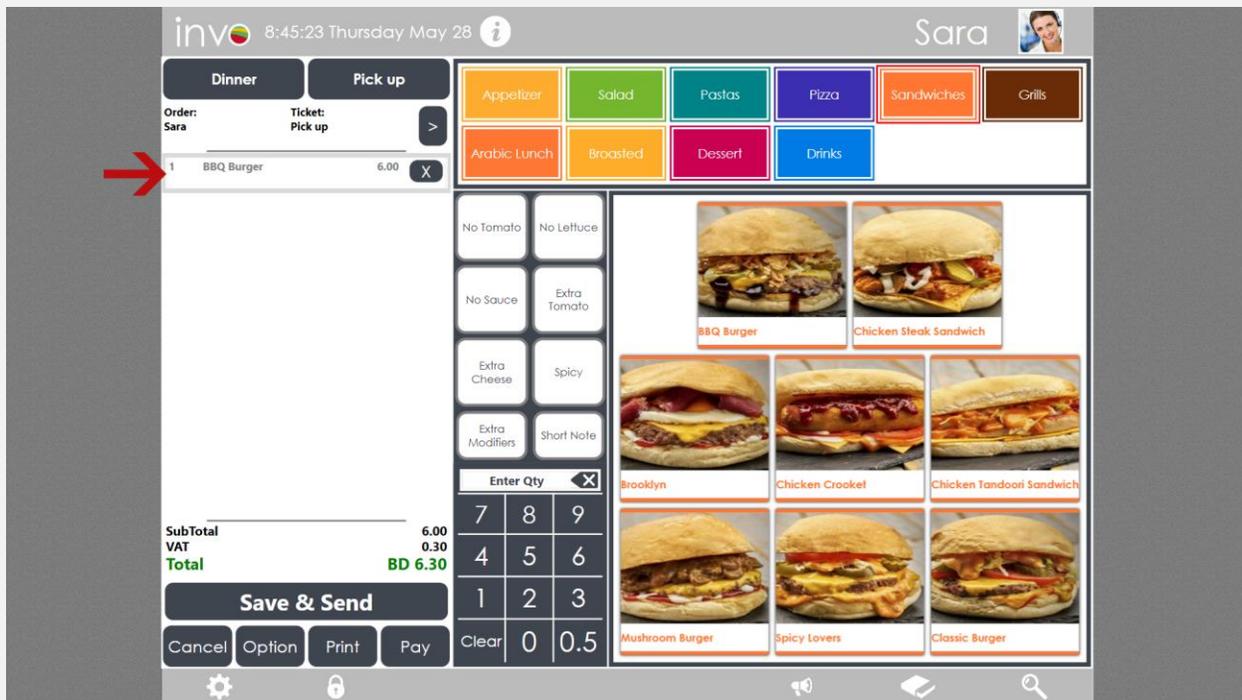
- Choose the **item** the customer ordered to add them to the ticket
- A pop-up window will show to choose the weight
- Add the weight on the number pad and click done
- Click Save & Send button

#### *Order with quantity*

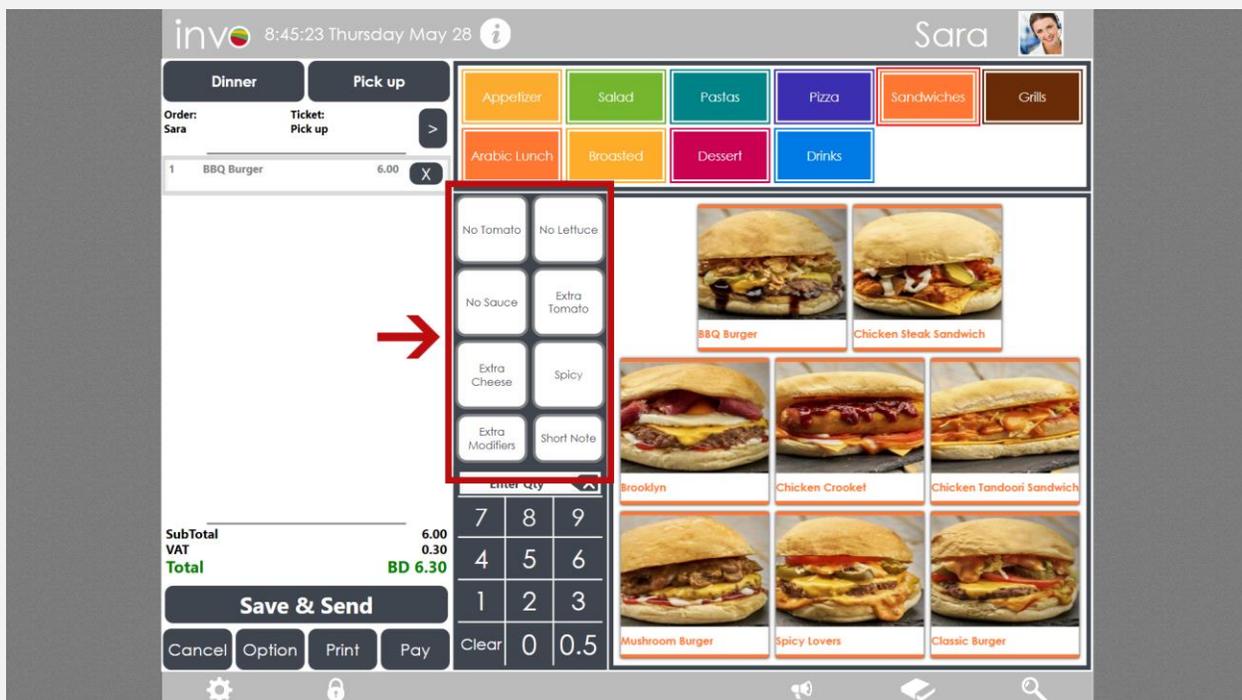
- Choose the quantity requested from the number pad
- Click on the item the customer ordered to add it
- Click Save & Send button

#### *Apply quick modifier to an item*

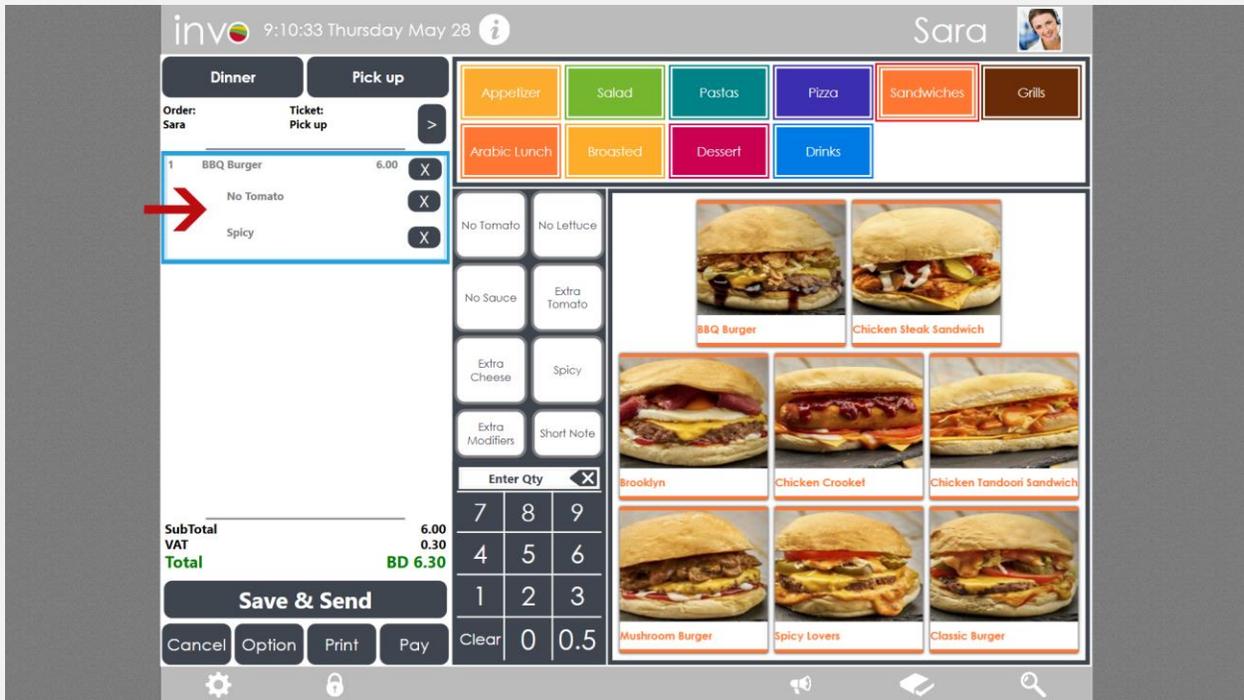
- To apply quick modifier to an item, make sure the item is selected, or click on the item in the receipt section



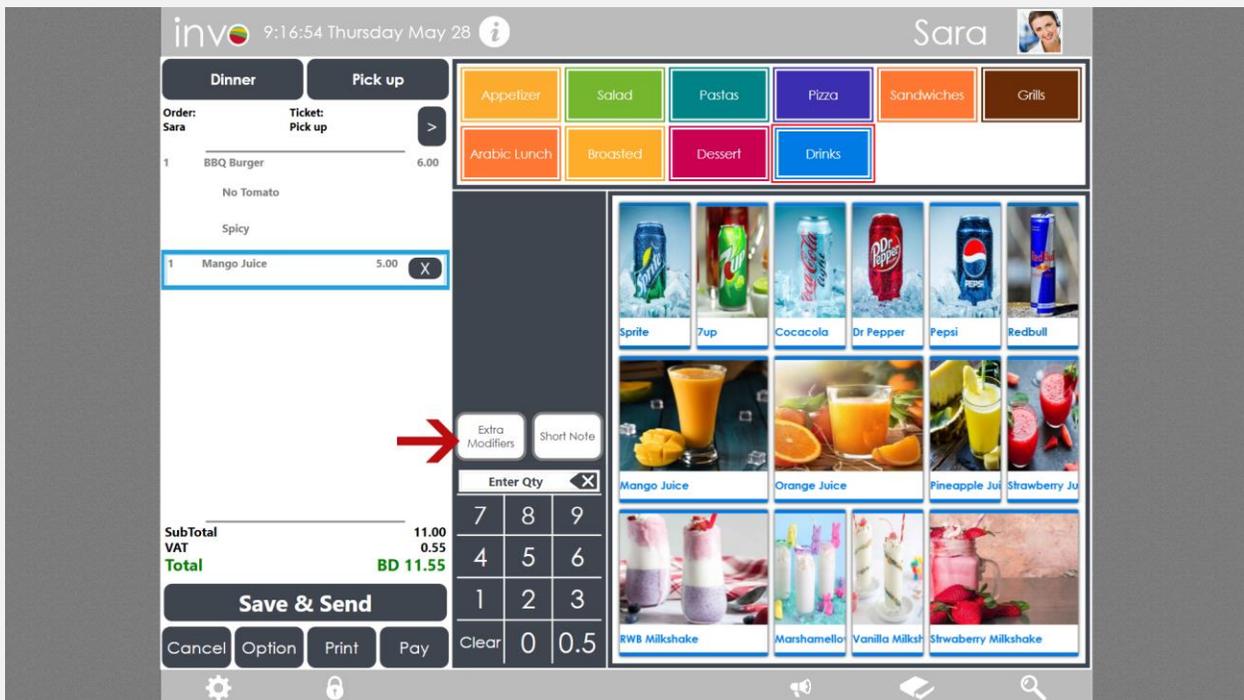
- Once the item is selected or added, the quick modifiers that are applicable to the dish will appear in the quick modifier's area



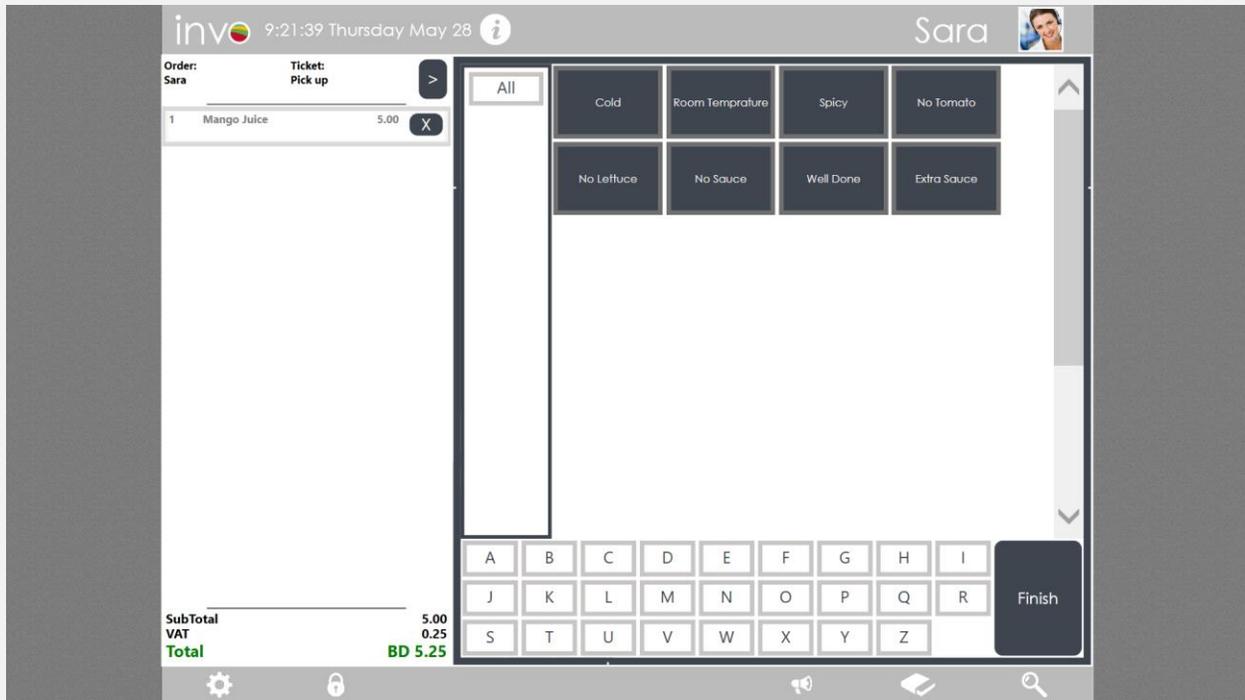
- Choose the modifier that your customer requested and proceed with ordering
- To make sure that the quick modifier is added you must see the quick modifier listed under your item



- In case you do not have the modifiers listed in the fast reach area or a specific modifier is not listed with them, click on Extra Modifiers button



The modifiers page will show:



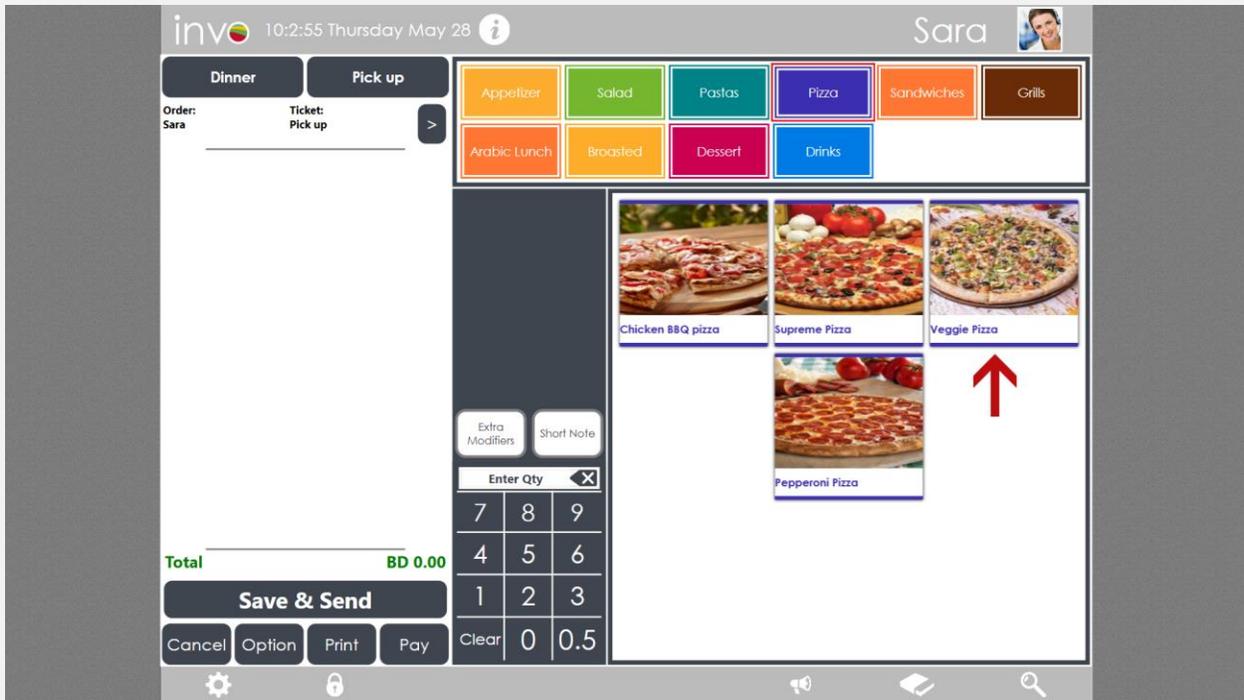
Choose the modifier you wanted, you can search for it using the keyboard pad on bottom and click Finish button

Please note that the modifiers are allowed to be added by only specific employees that only the owner choose them

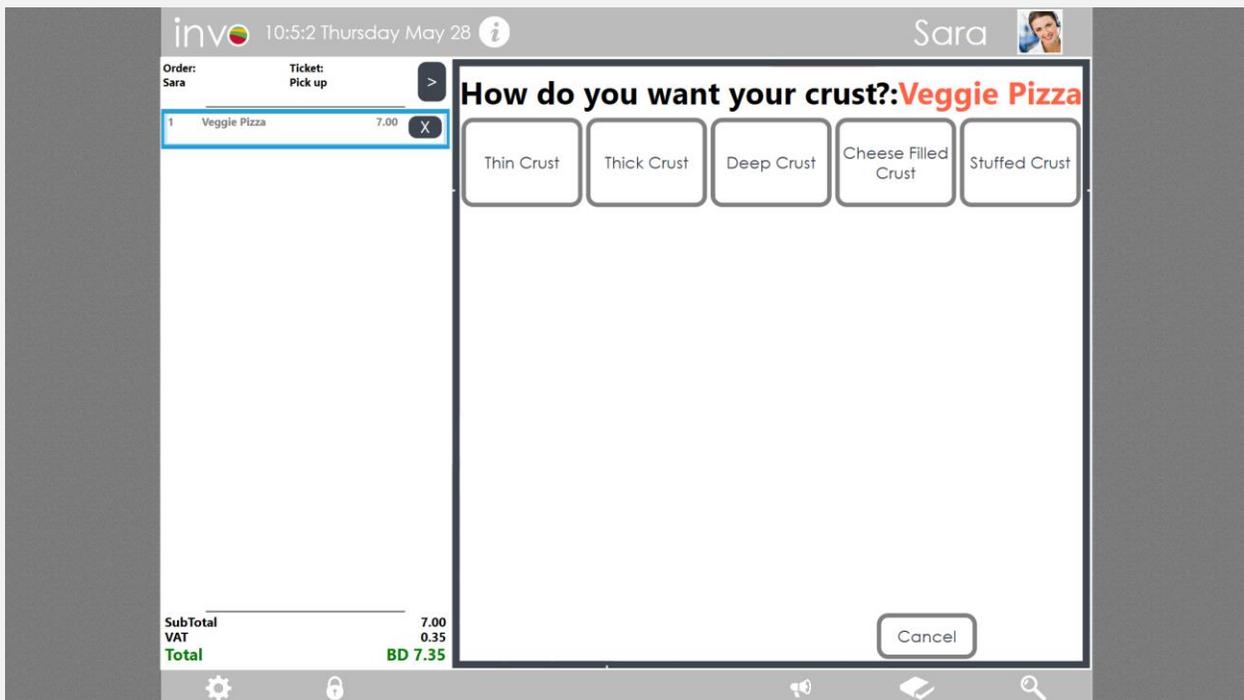
### *Apply Pop Up modifier to an item*

Pop up modifiers are applicable to specific items and they are mandatory. They are mostly applicable to pizzas and pastas.

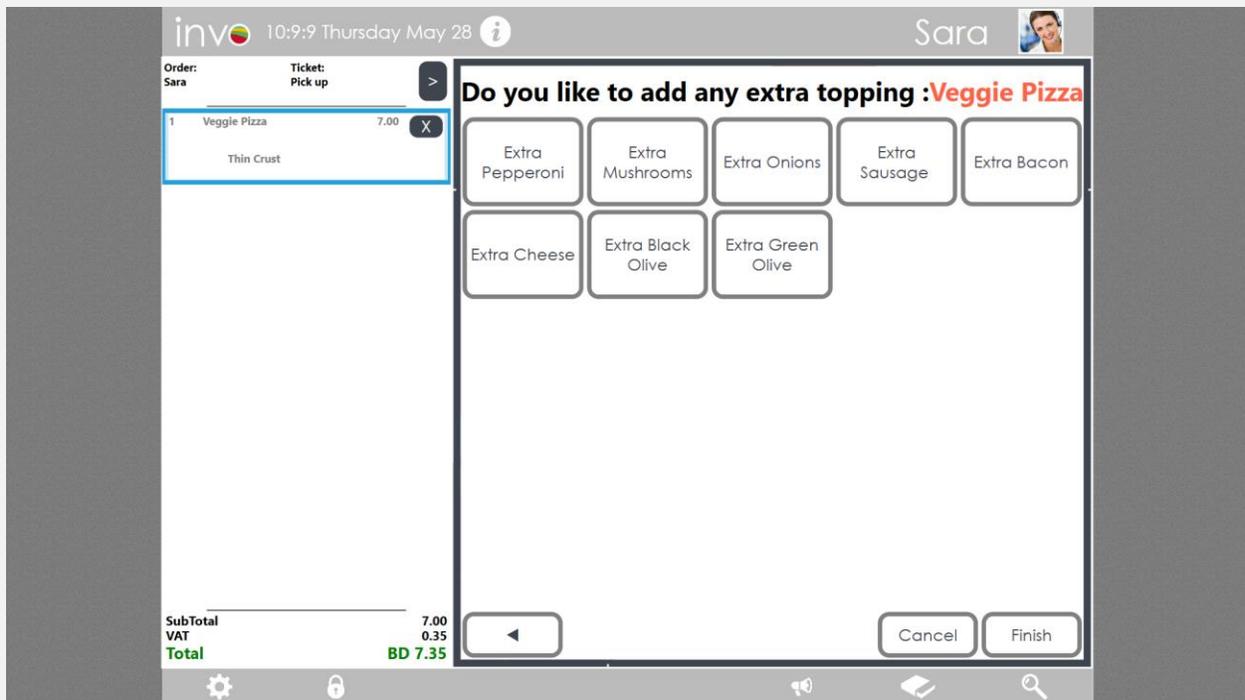
- The pop-up modifier is forced on specific items, when you add the item you will have a pop-up window to choose the modifier



The pop-up quick modifier window:

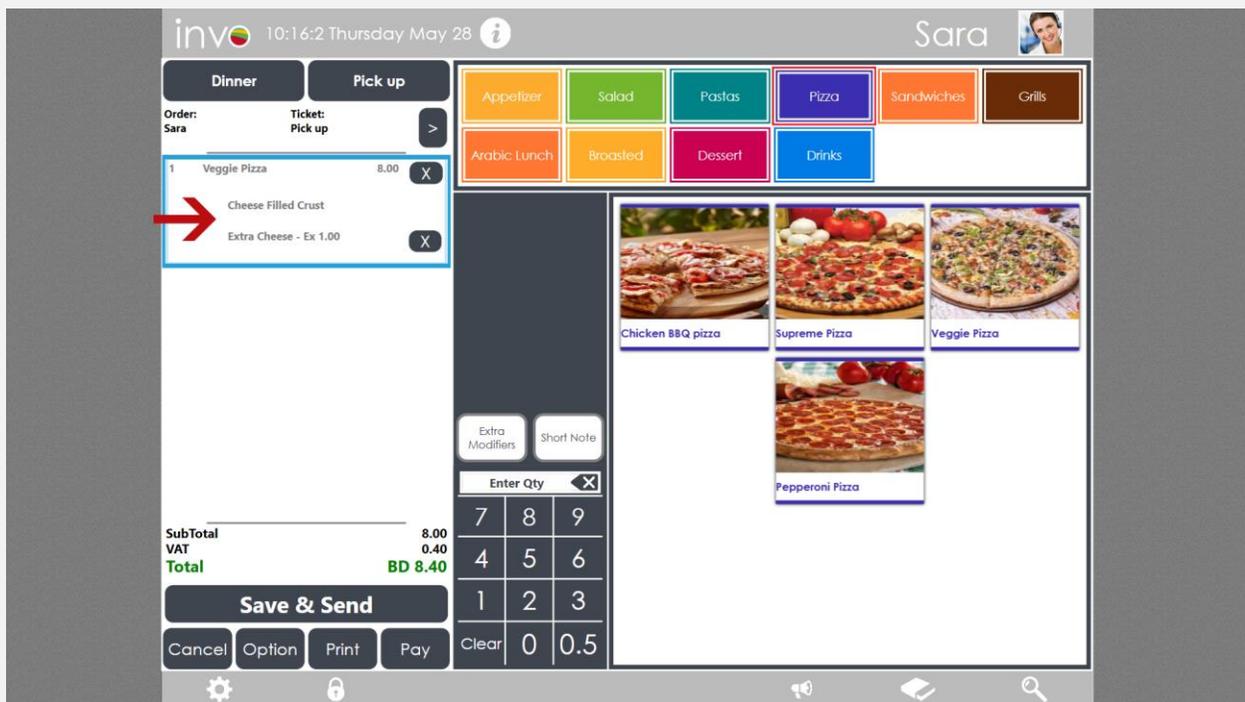


The question title should be for the customer and the answers are options for the customer. In order to record the item in the system you must proceed with the questions and selections, the Cancel button will cancel ordering



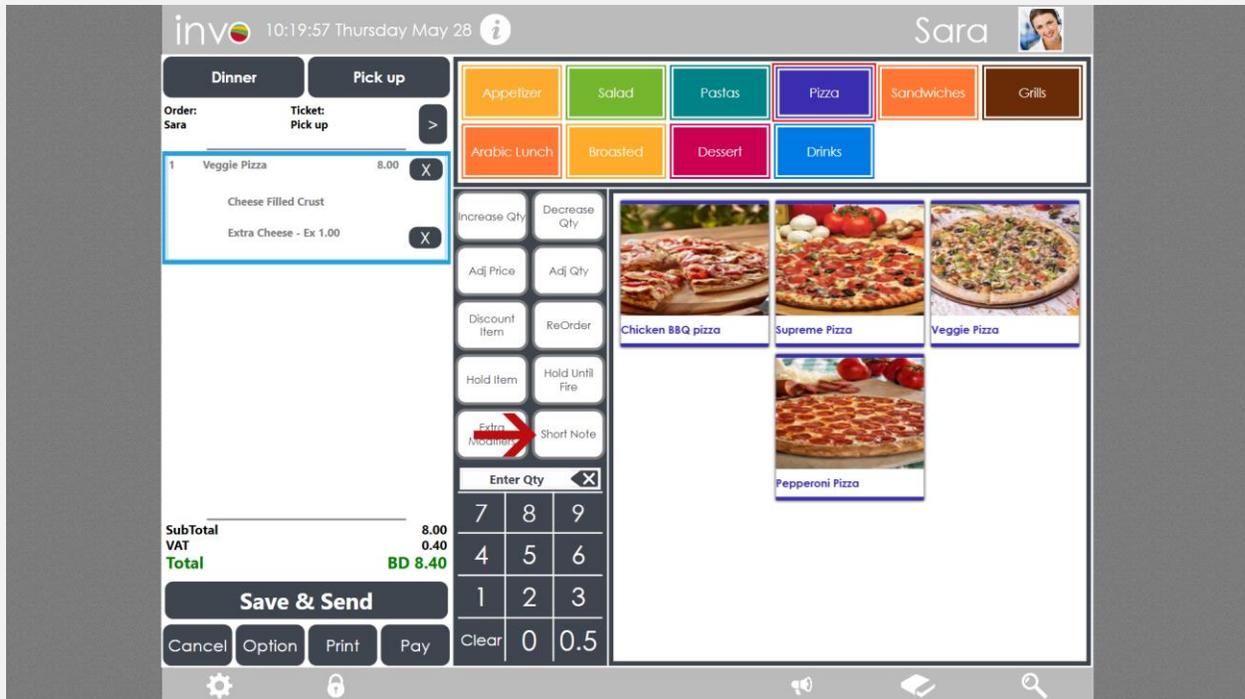
The back button will return to the previous questions and the Finish button will save the order without choosing an option, it is usually shows after finishing all required questions.

- After choosing finish, the item will be added to the receipt. To double check the pop up modifiers chosen you will find them under the item



If the pop-up modifier showed with (Ex NUMBER) it means the pop-up modifier has extra cost and the cost is the number comes after Ex

In case the item does not include pop up modifier neither quick modifier you can click Short note

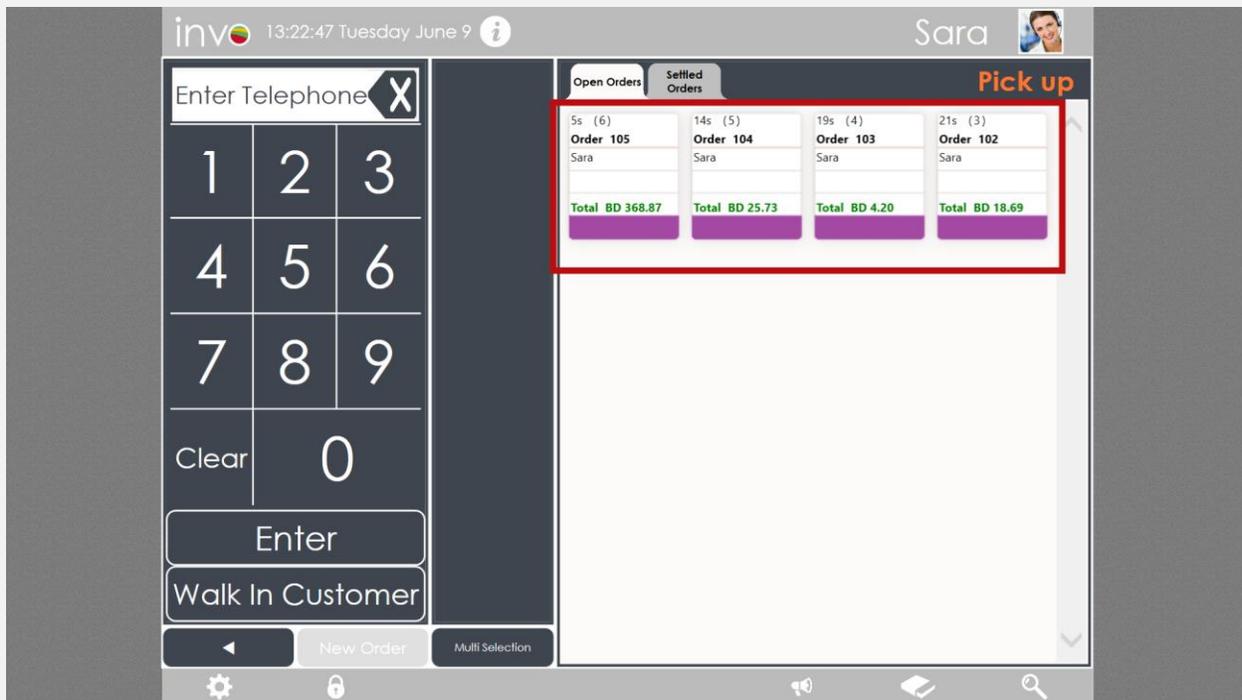


And write the modifier in a short note until you inform the responsible employee to add the modifier

### Actions on existing orders

After taking orders, the waiter can take several actions. To access the orders taken follow these steps:

1. Click on the service type of the order
2. Enter your password
3. You will find the orders listed in the right column

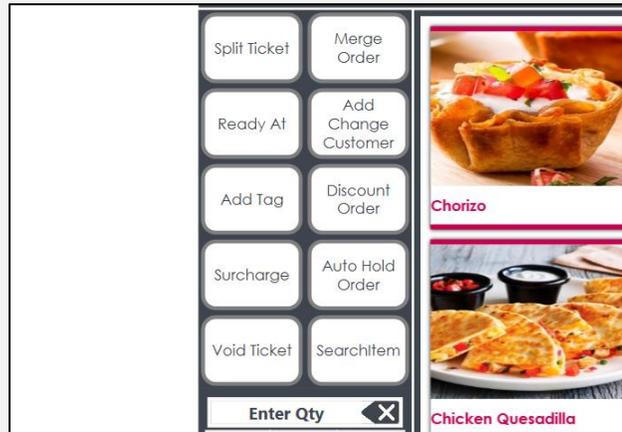


- Click on the order that you want to make action on, an actions menu will activate in the middle column

	Title	Description
Edit Order	Edit order	Takes you to order page to add more items
Print Ticket	Print Ticket	Print the receipt in case the first was lost or damaged
Pay	Pay	Takes you to pay page to pay the order
Void Ticket	Void Ticket	Cancel the order, an explanation needs to be mentioned
Follow Up	Follow up	Prints in the kitchen a follow up notice receipt when the order is late from the kitchen
Surcharge	Surcharge	Allows you to apply pre-defined surcharges to the order
Discount	Discount	Allows you to apply pre-defined discounts to the order
Send Email	Send Email	Sends the receipt to email, a pop up requesting the email will show. The waiter needs to have the customer's email
Page Customer	Customer Page	Calls the customer with the order number to take his order, this feature needs speakers.

- To access more options, click on **Edit Order**

- The order page will open, click **Option** button from the bottom left buttons
- A set of order actions will appear in the middle column



Services	Dine in	Delivery	Take out	Car hop
<b>List of actions can be done</b>	<ul style="list-style-type: none"> <li>• Split ticket</li> <li>• Merge order</li> <li>• Ready at</li> <li>• Change table</li> <li>• Add change customer</li> <li>• Edit customer</li> <li>• Change address</li> <li>• Add a tag</li> <li>• Discount order</li> <li>• Surcharge</li> <li>• Auto hold order</li> <li>• Void ticket</li> <li>• Adj guest count</li> <li>• Split payment</li> <li>• Search item</li> </ul>	<ul style="list-style-type: none"> <li>• Split ticket</li> <li>• Merge order</li> <li>• Ready at</li> <li>• Add change customer</li> <li>• Edit customer</li> <li>• Change address</li> <li>• Add a tag</li> <li>• Discount order</li> <li>• Surcharge</li> <li>• Auto hold order</li> <li>• Void ticket</li> <li>• Split payment</li> <li>• Search item</li> </ul>	<ul style="list-style-type: none"> <li>• Split ticket</li> <li>• Merge order</li> <li>• Ready at</li> <li>• Add change customer</li> <li>• Edit customer</li> <li>• Change address</li> <li>• Add a tag</li> <li>• Discount order</li> <li>• Surcharge</li> <li>• Auto hold order</li> <li>• Void ticket</li> <li>• Split payment</li> <li>• Search item</li> </ul>	<ul style="list-style-type: none"> <li>• Split ticket</li> <li>• Merge order</li> <li>• Ready at</li> <li>• Add change customer</li> <li>• Edit customer</li> <li>• Change address</li> <li>• Add a tag</li> <li>• Discount order</li> <li>• Surcharge</li> <li>• Auto hold order</li> <li>• Void ticket</li> <li>• Split payment</li> <li>• Search item</li> </ul>

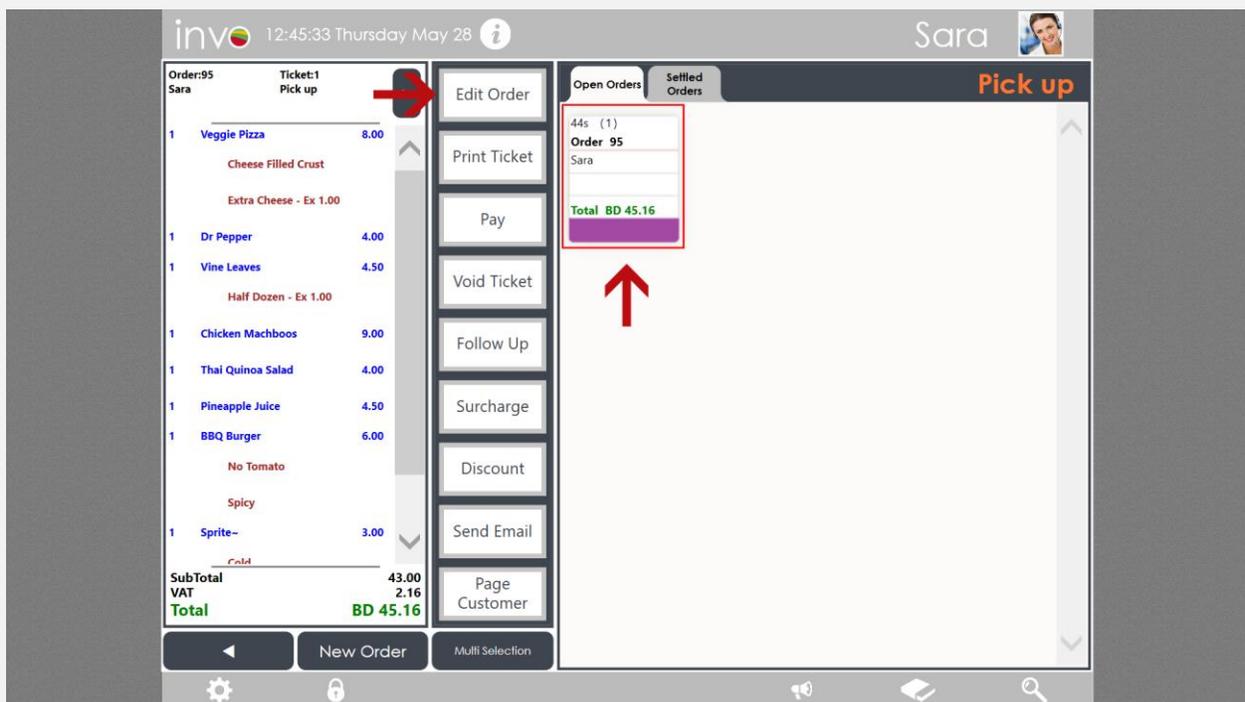
### Splitting receipt

Splitting receipts usually occurs when the group of customers wants to split the payment between them, you can split the main receipt to unlimited receipts. To split them follow these steps:

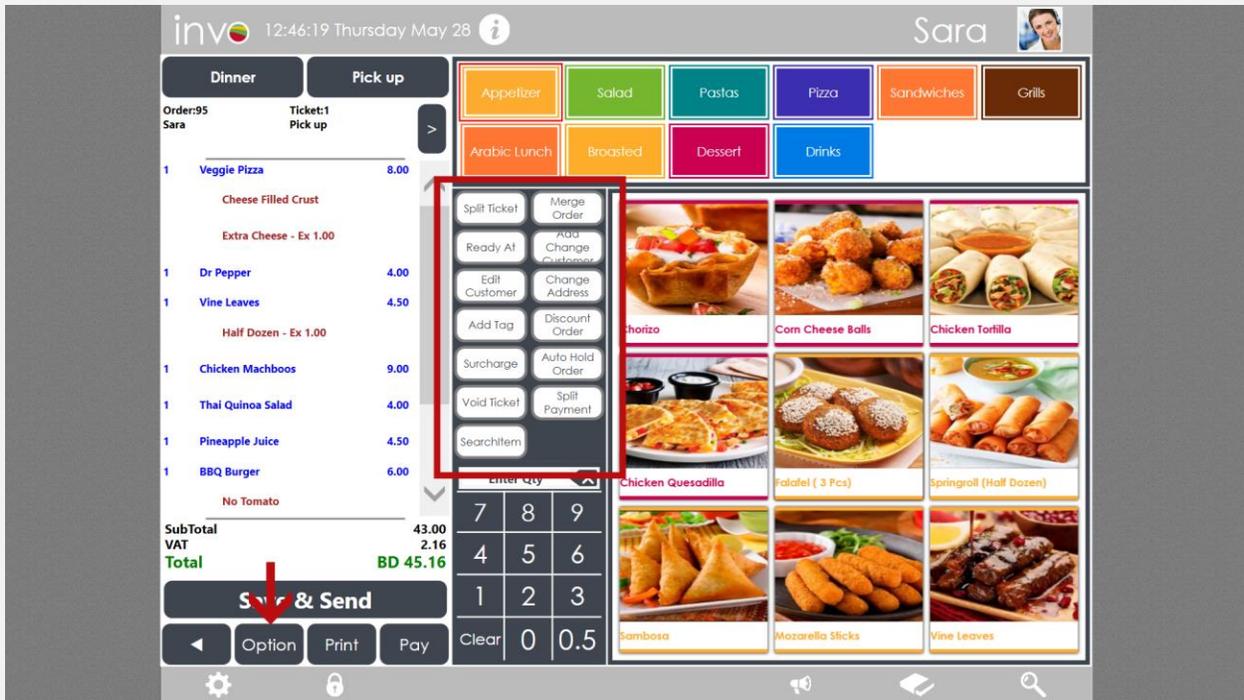
- Open the order ticket by choosing the service then choose the order ticket



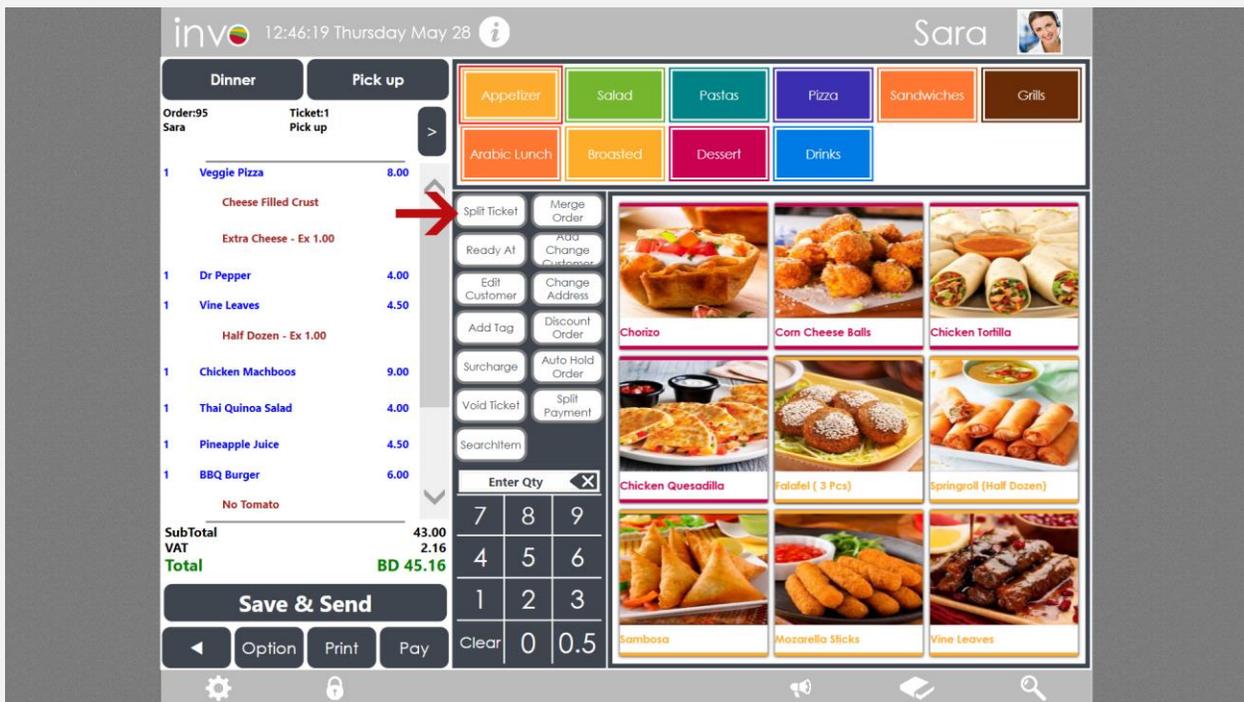
2. Make sure the order ticket is selected and click Edit Order button to open the order page

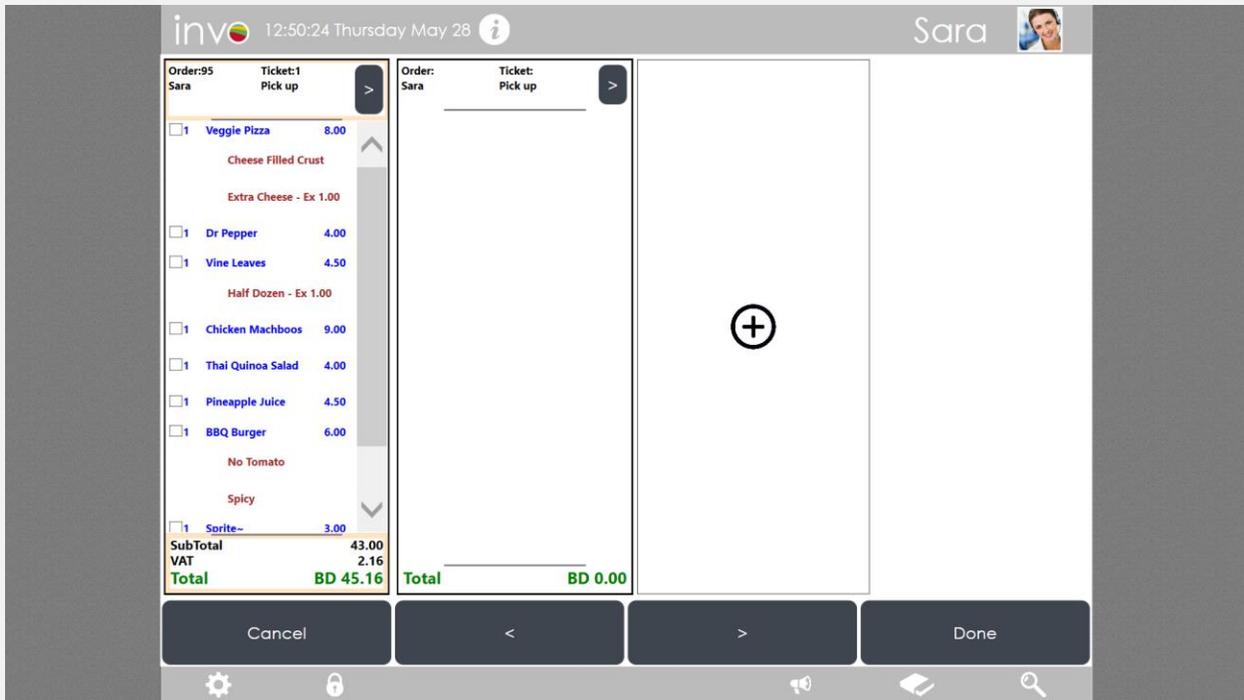


3. Click Options button to activate the actions menu



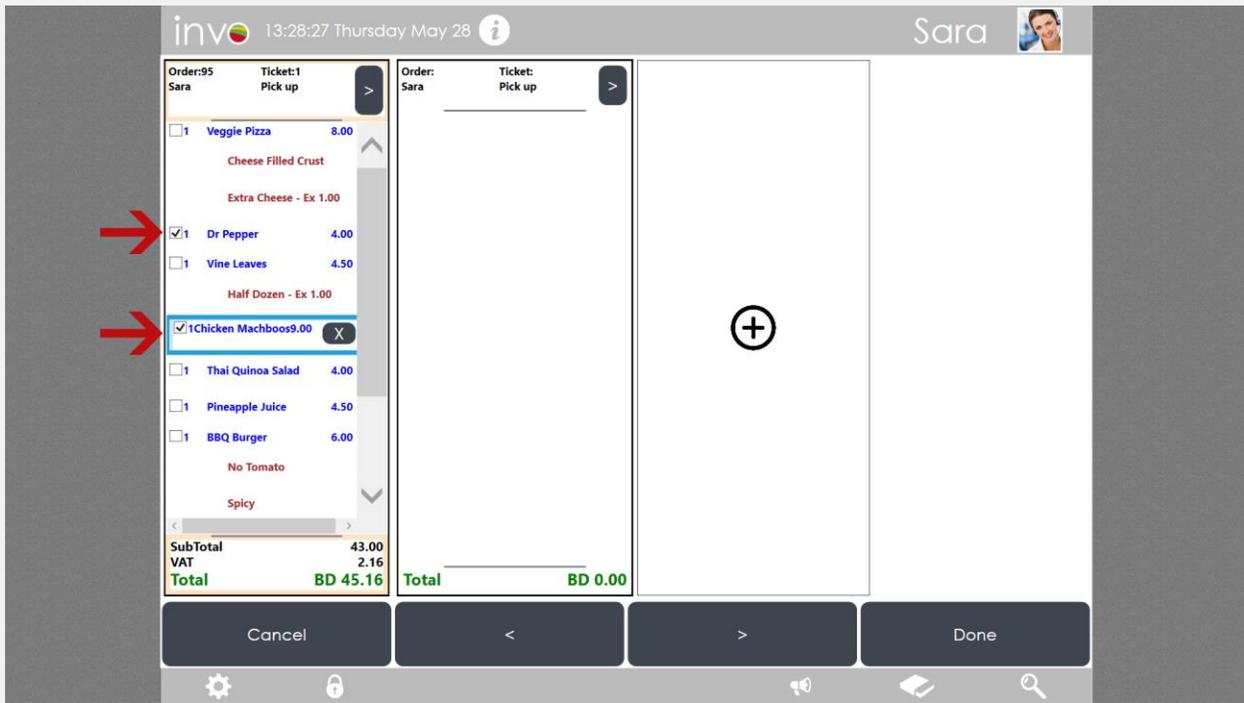
4. Click Split Ticket to open splitting ticket page

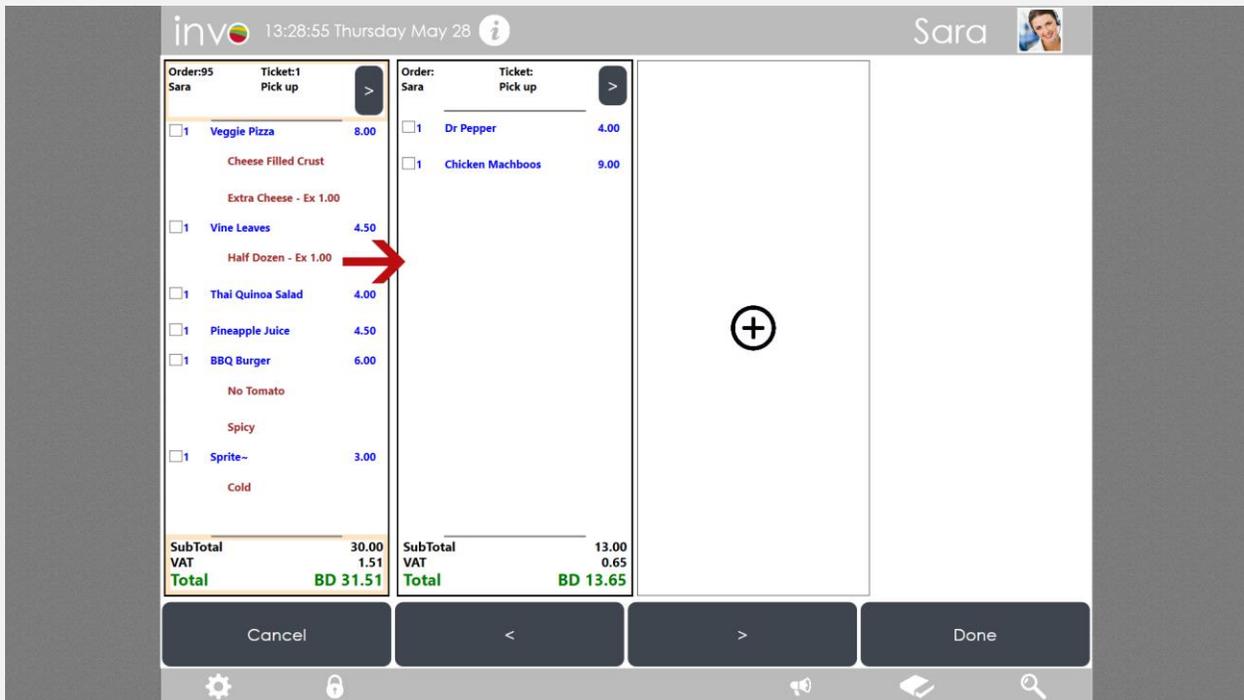
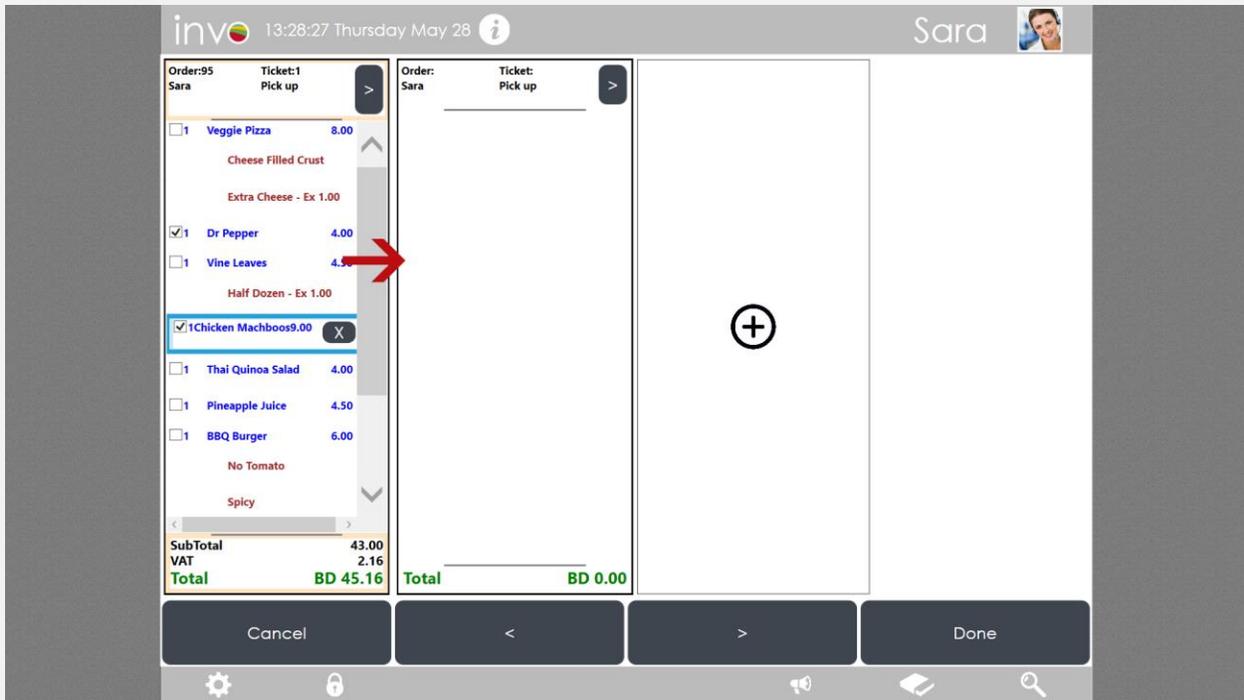




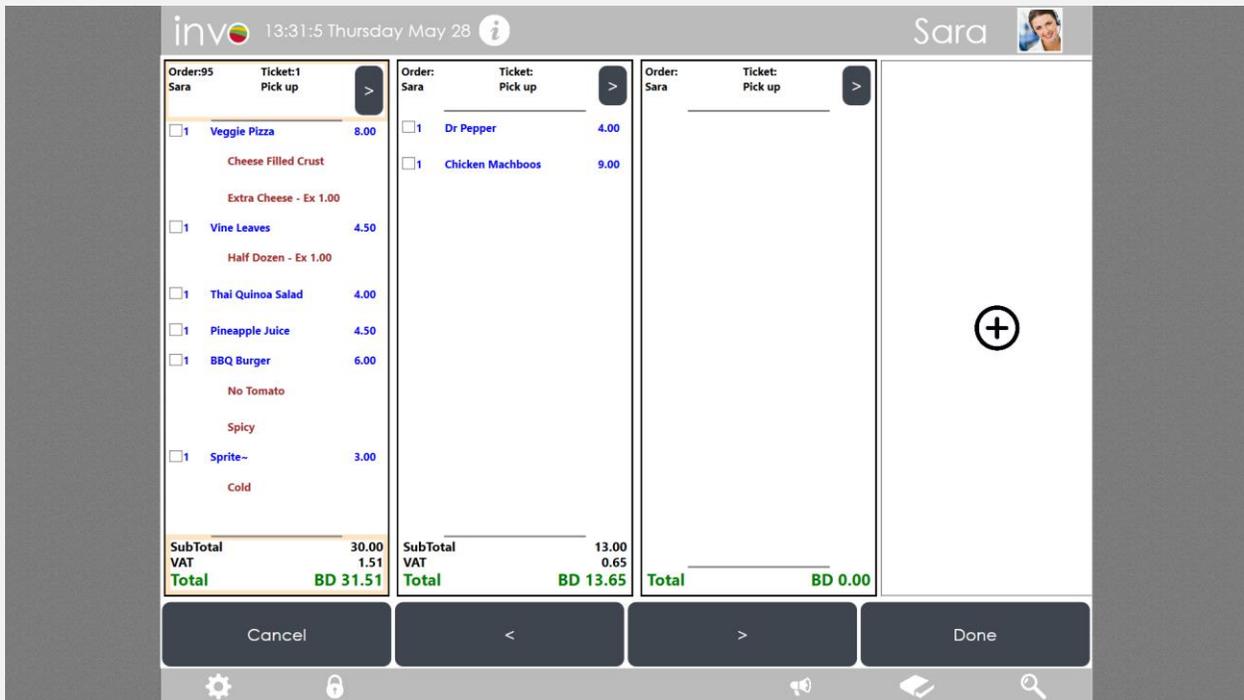
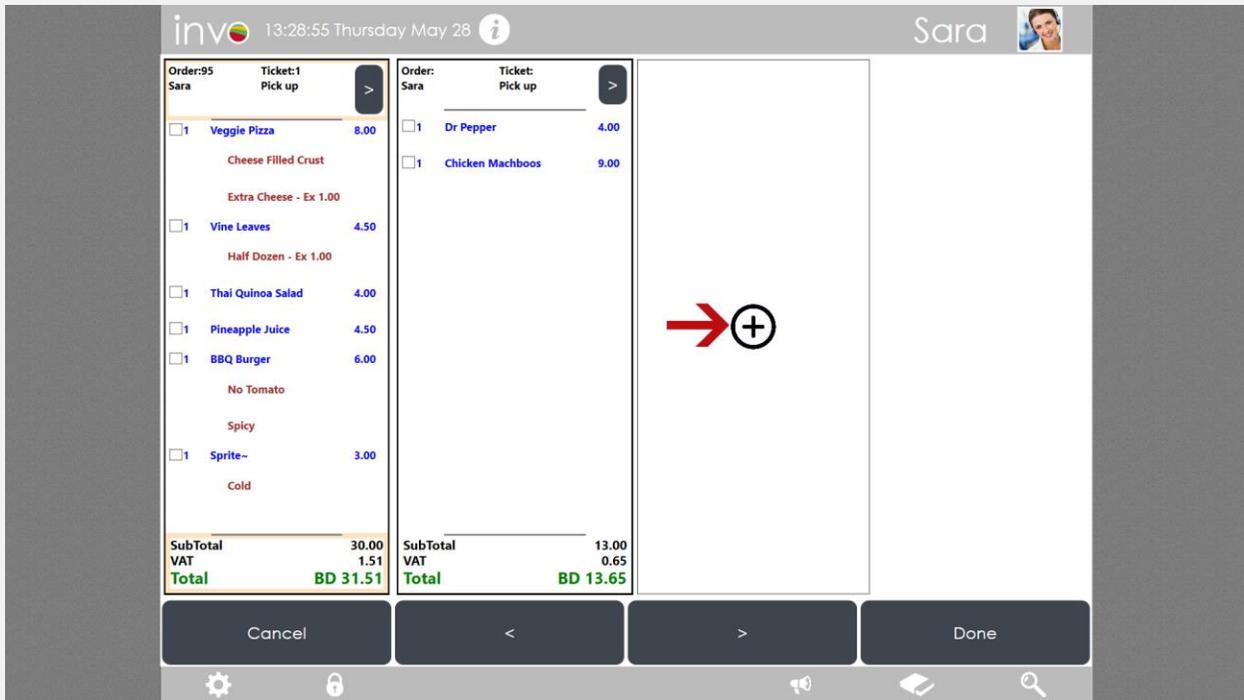
The splitting ticket page is interactive, you can choose the items that you want to split and move them to a new receipt. To create new receipt, click the plus button and a new receipt will be added to move items to

5. Select the items and click the empty receipt to move them

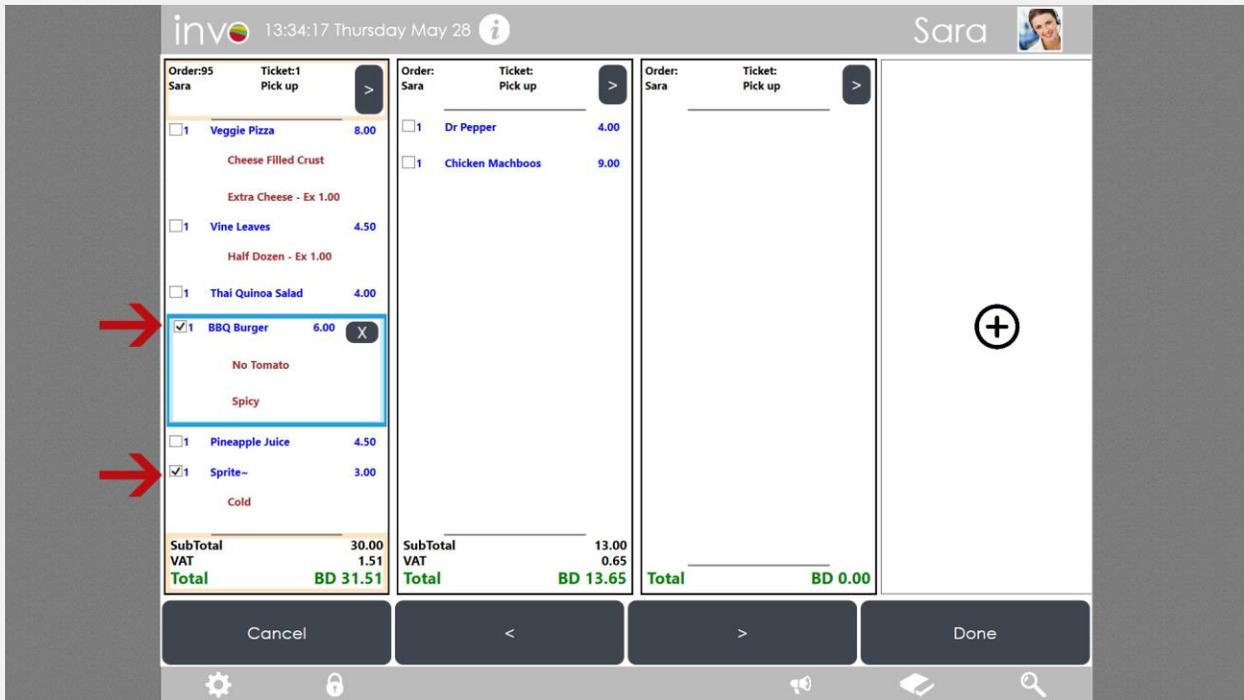




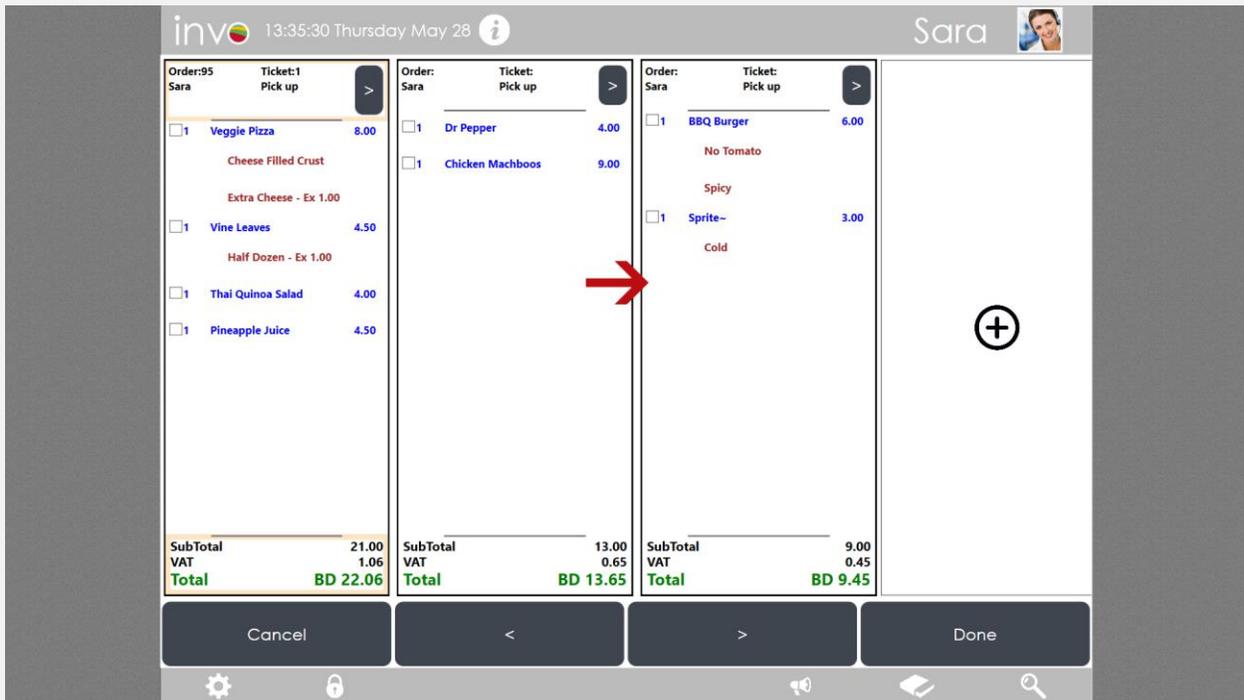
6. Click the plus button to add new receipt



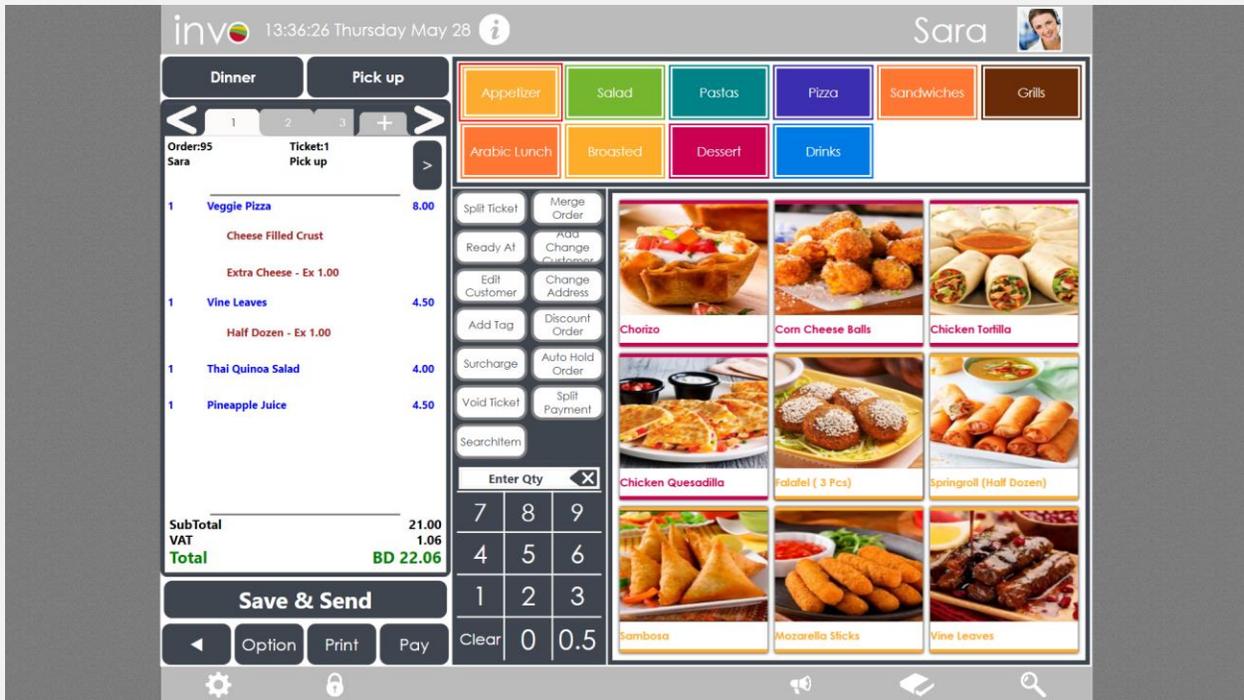
7. Choose other items to move them to the new receipt



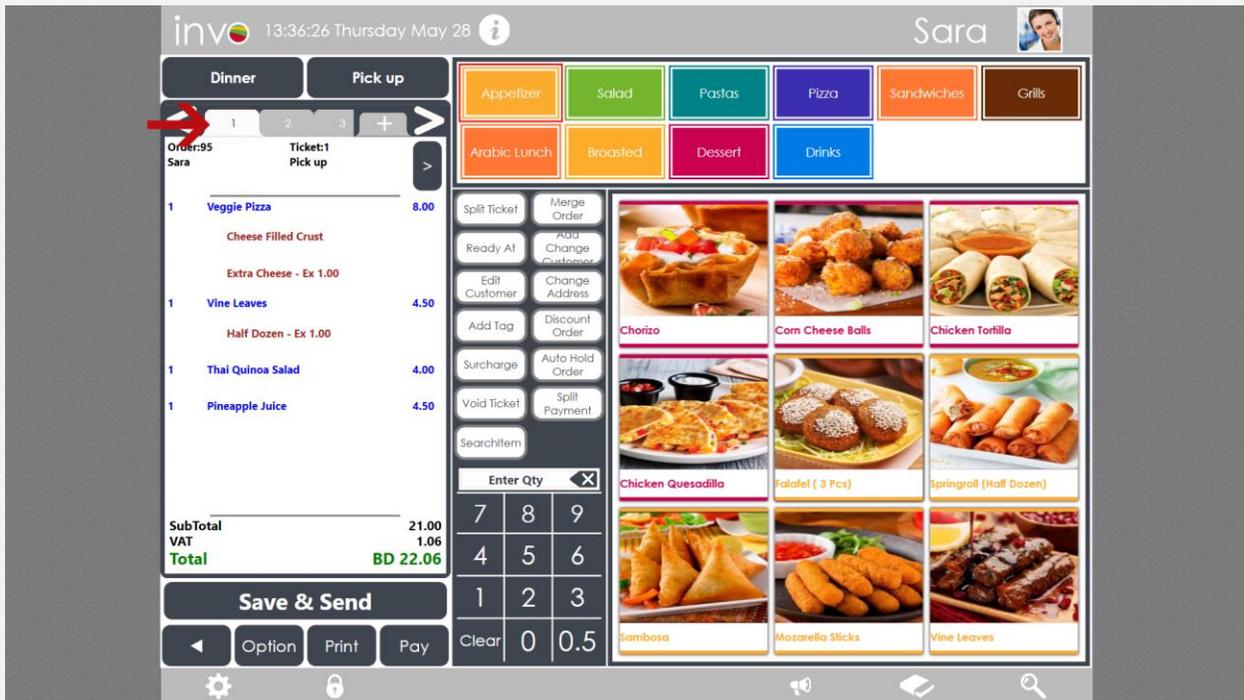
8. Move them to the new receipt



9. Click Done after finishing



You can access the new receipts from the top tabs

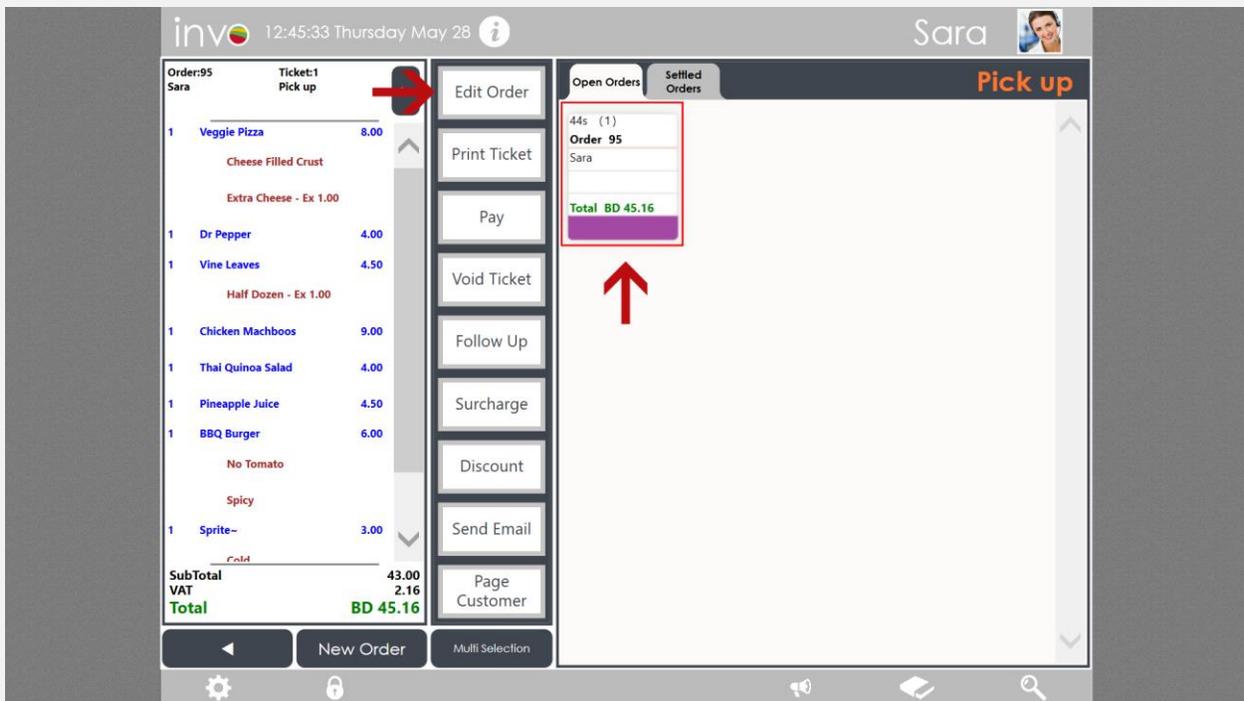


Taking postponed order  
To make orders for upcoming days

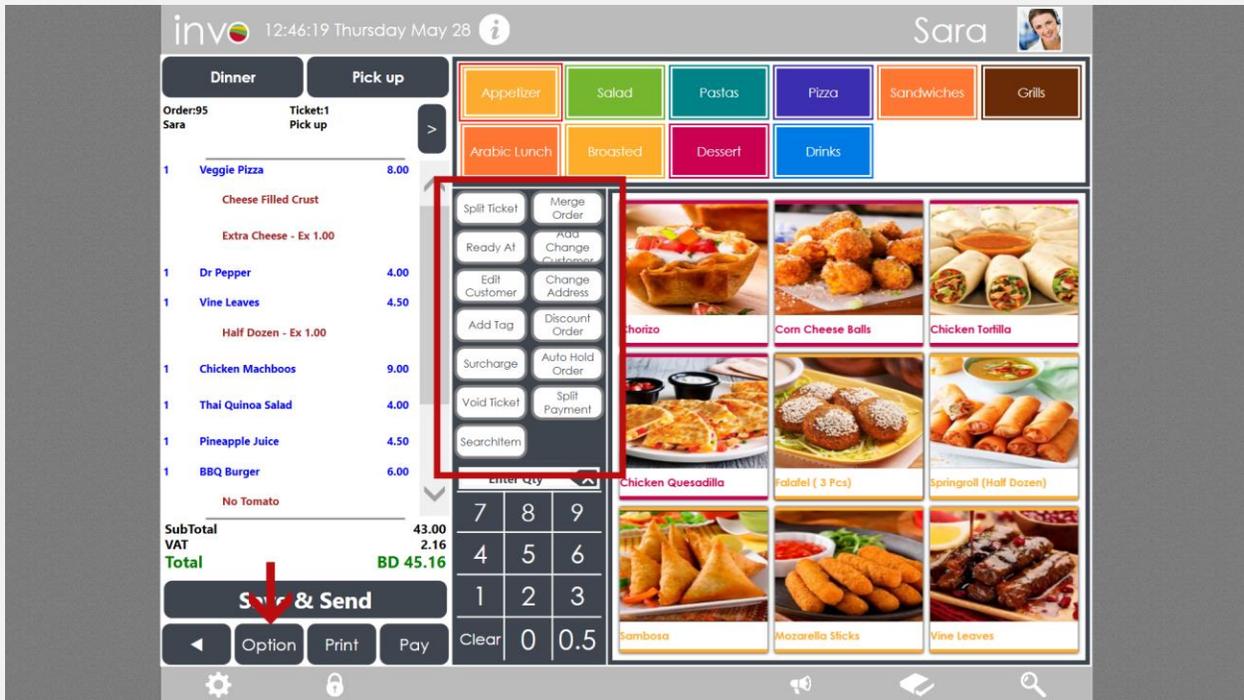
1. Open the order ticket by choosing the service then choose the order ticket



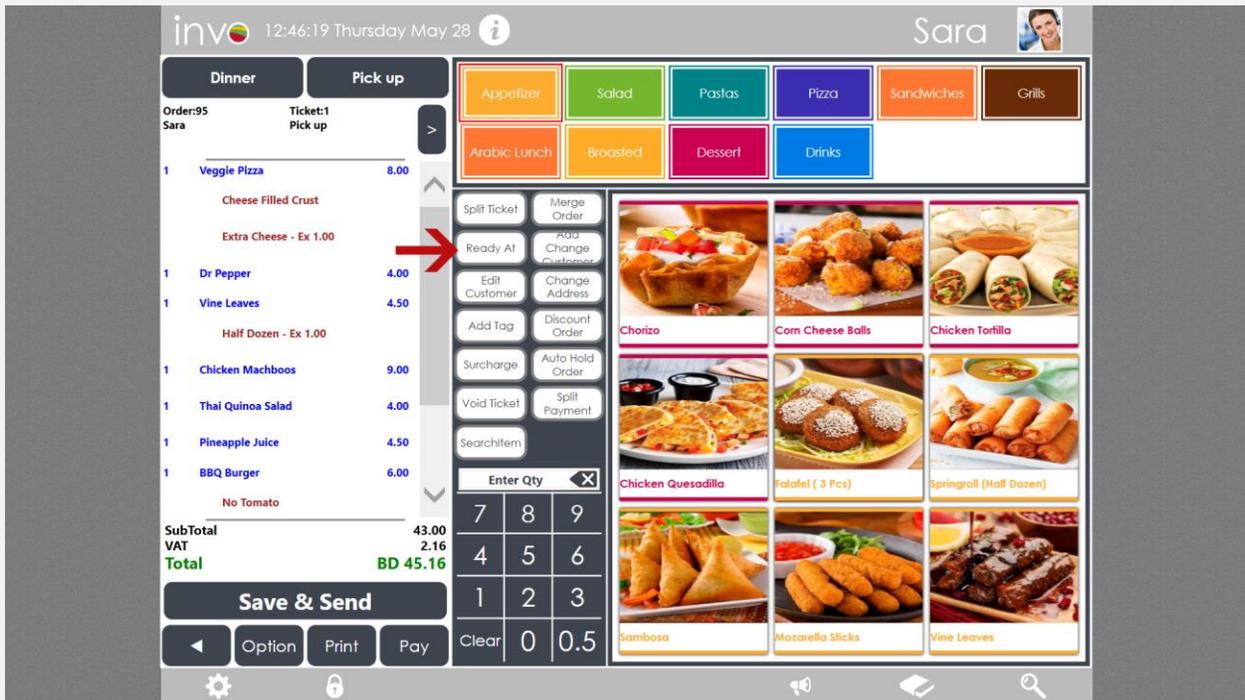
2. Make sure the order ticket is selected and click Edit Order button to open the order page



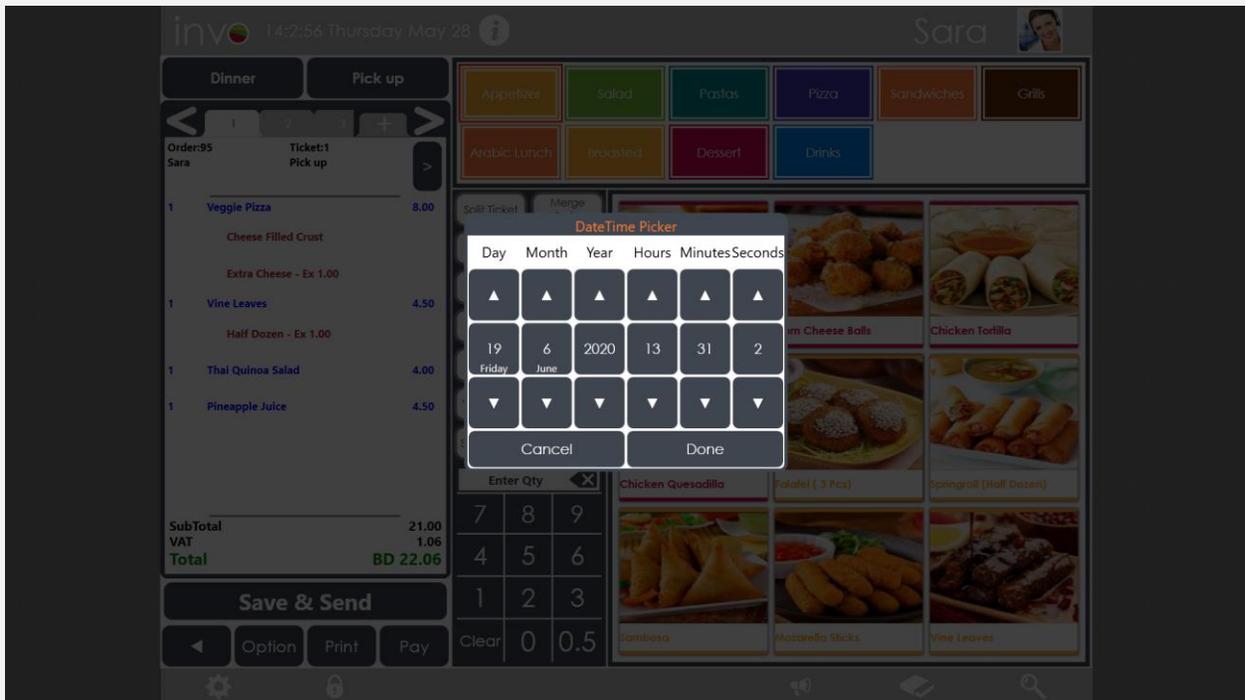
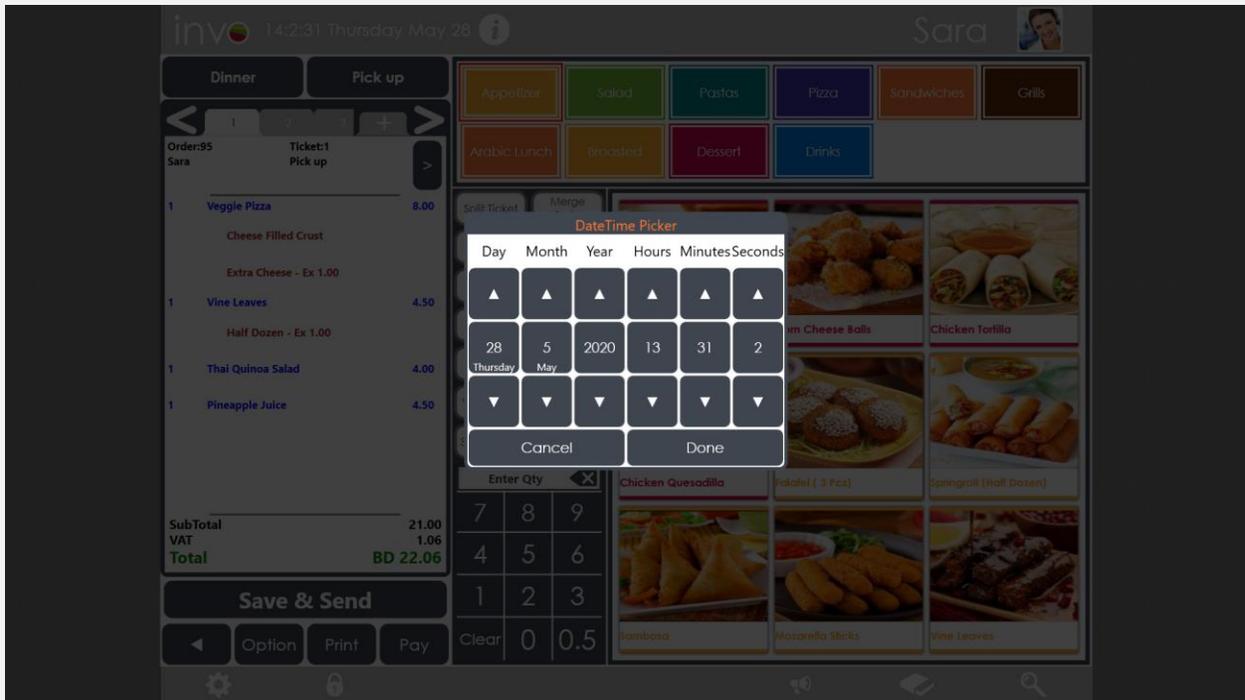
3. Click Options button to activate the actions menu



4. Click Ready At button



5. Enter the date and time that the order should be prepared on



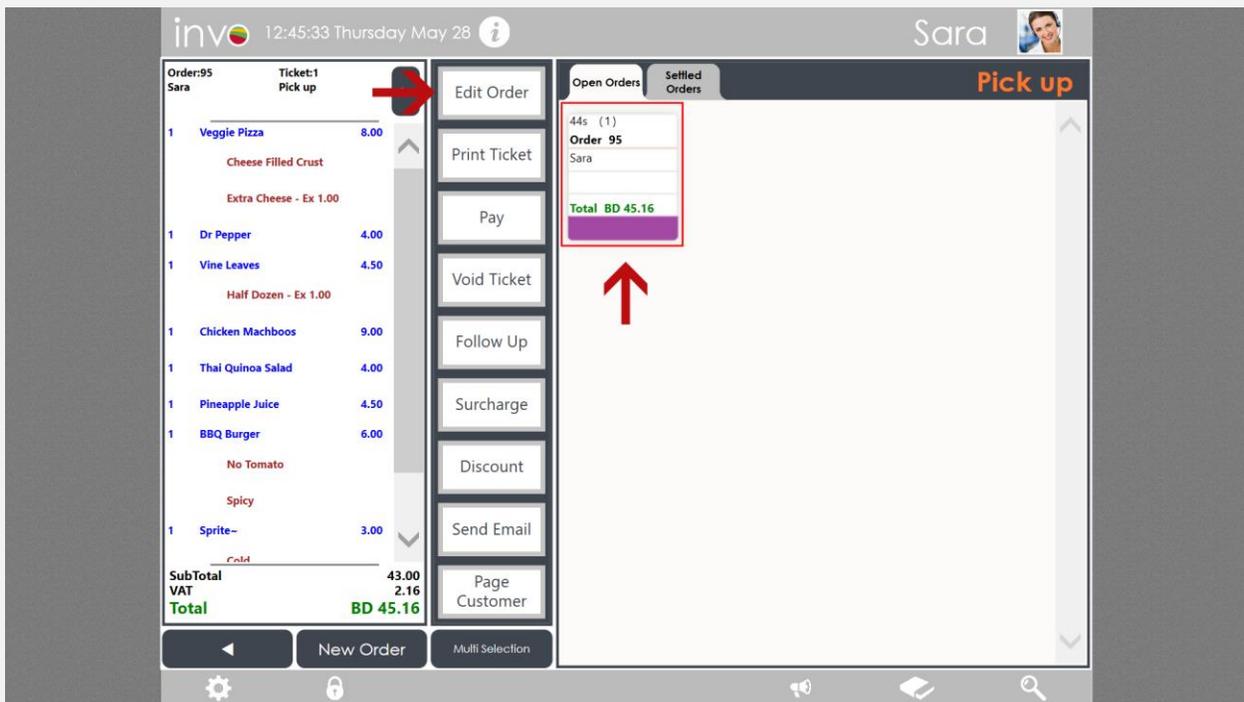
6. Click Done

### Labelling or identifying order

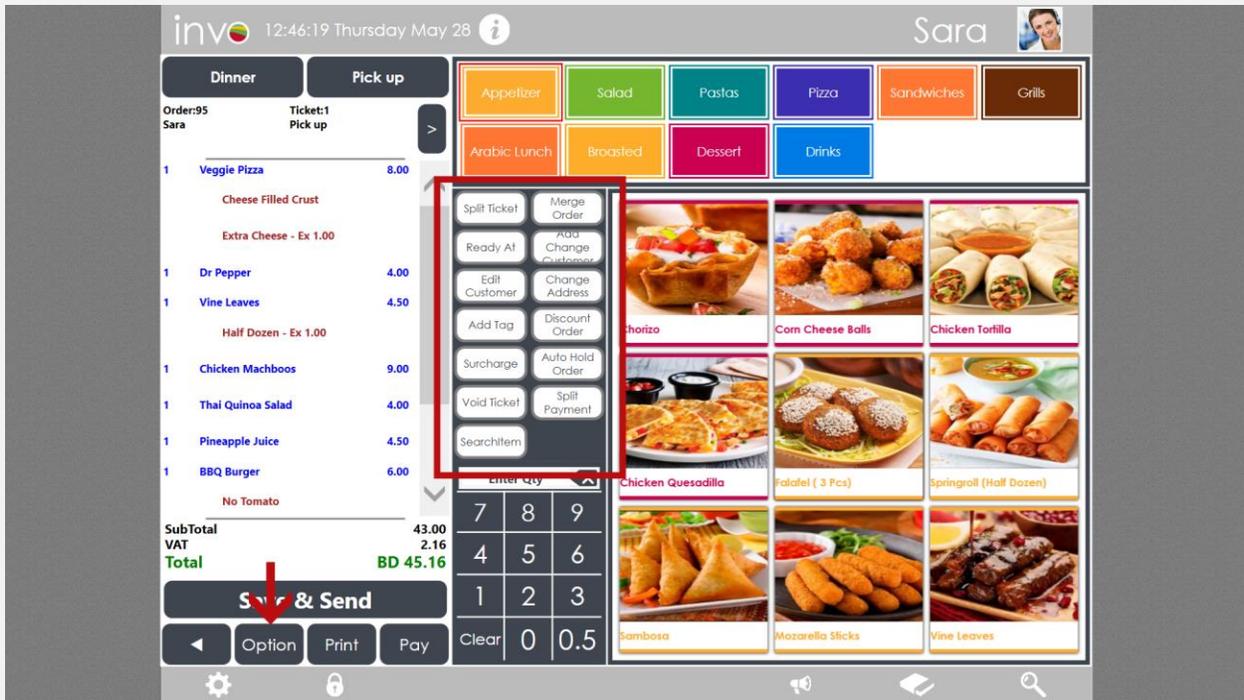
1. Open the order ticket by choosing the service then choose the order ticket



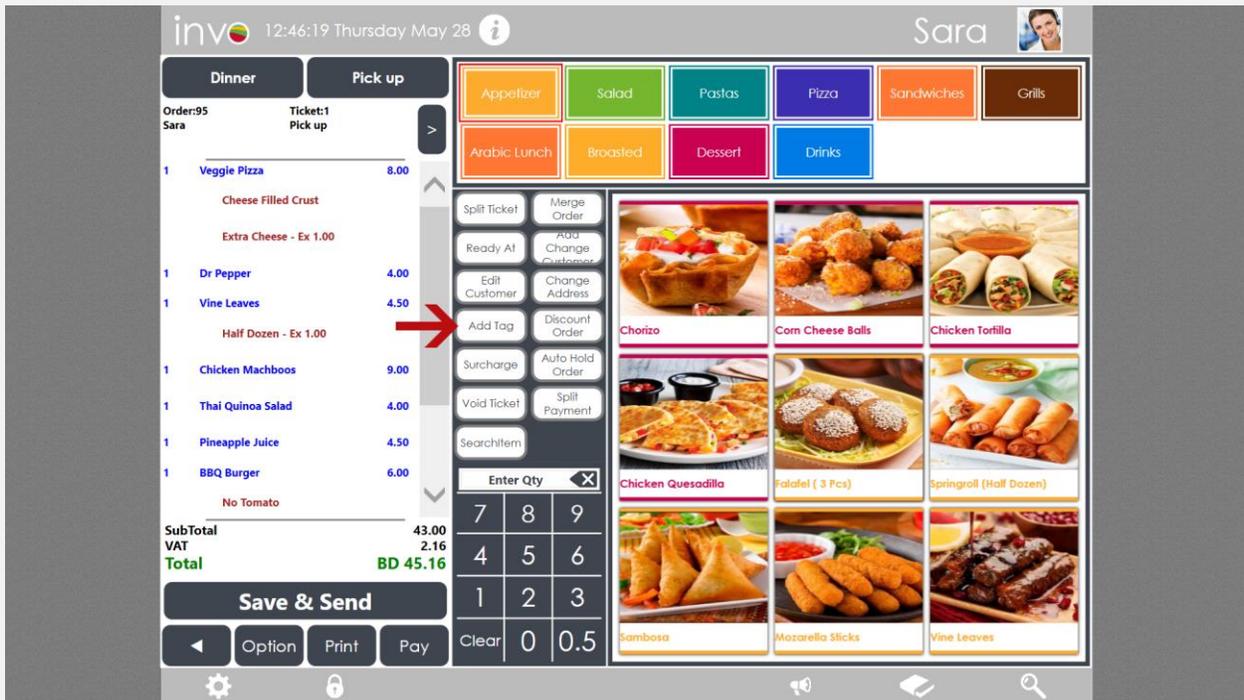
2. Make sure the order ticket is selected and click Edit Order button to open the order page



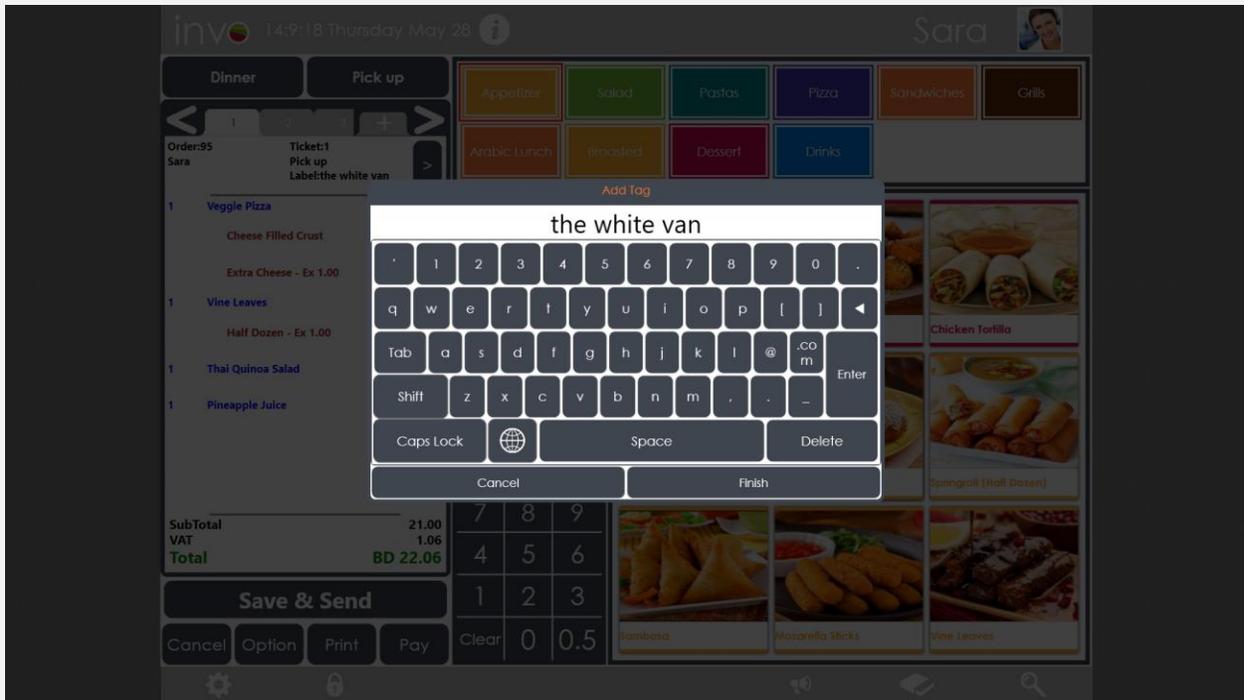
3. Click Options button to activate the actions menu



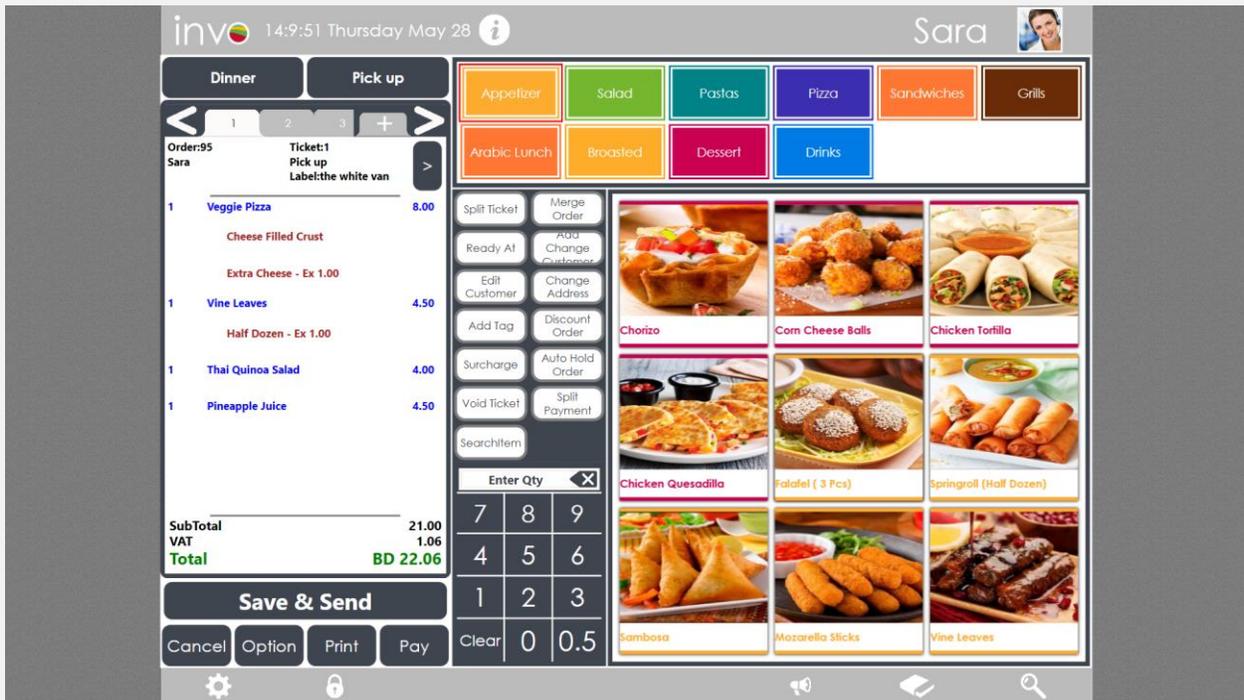
4. Click Add Tag



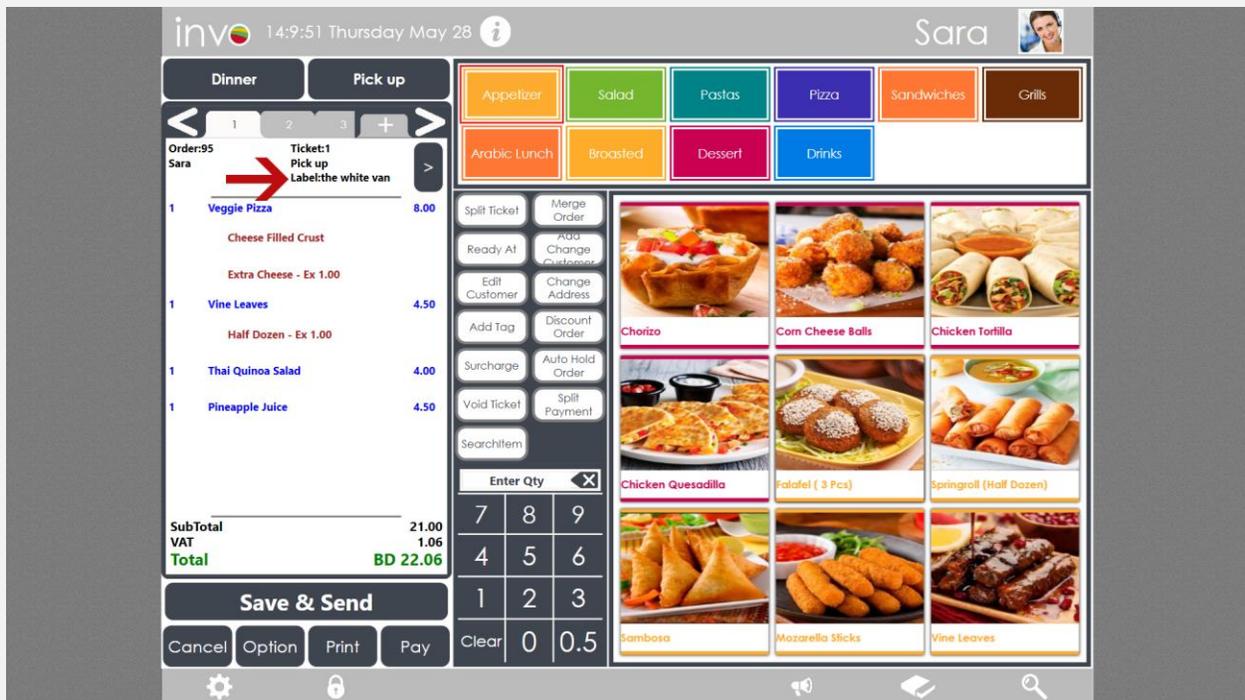
5. Write the label or tag in the pop-up window



6. Click Finish



The label will appear in the information area in the receipt



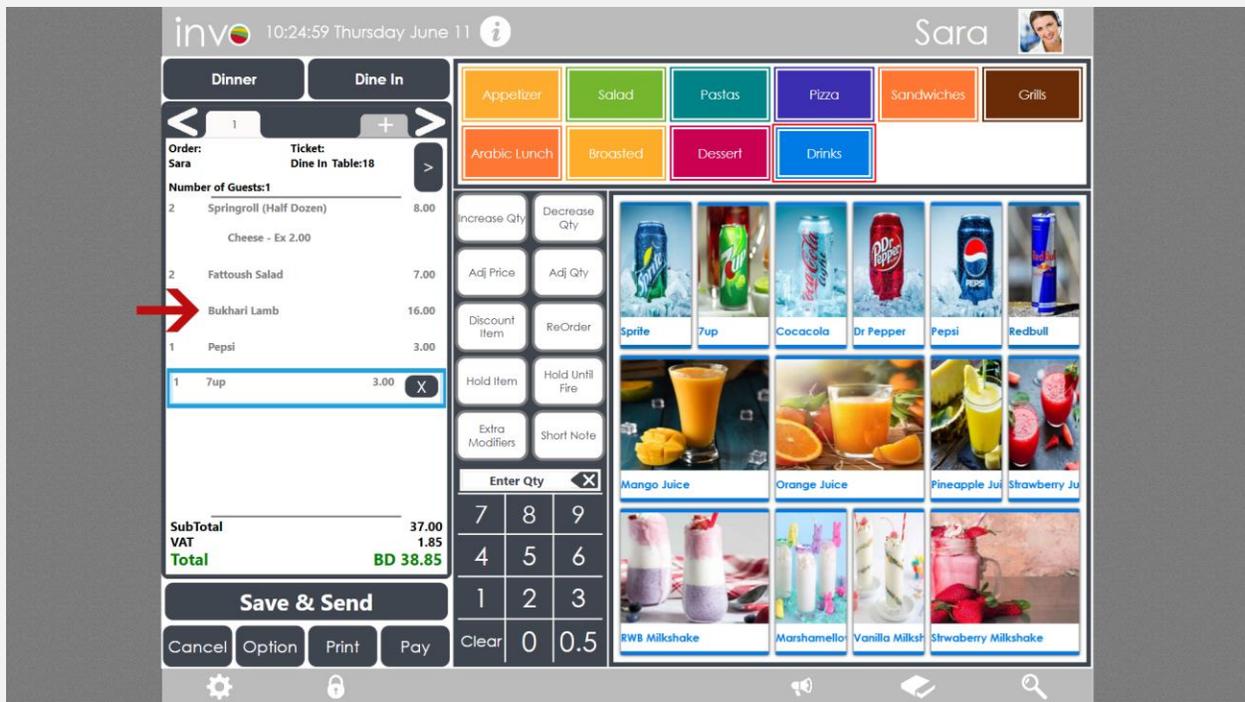
## Holding items (printing)

Hold printing items in kitchen is a form of scheduling items preparation for a ticket. In invo, you can hold the items with defined time and without defined time.

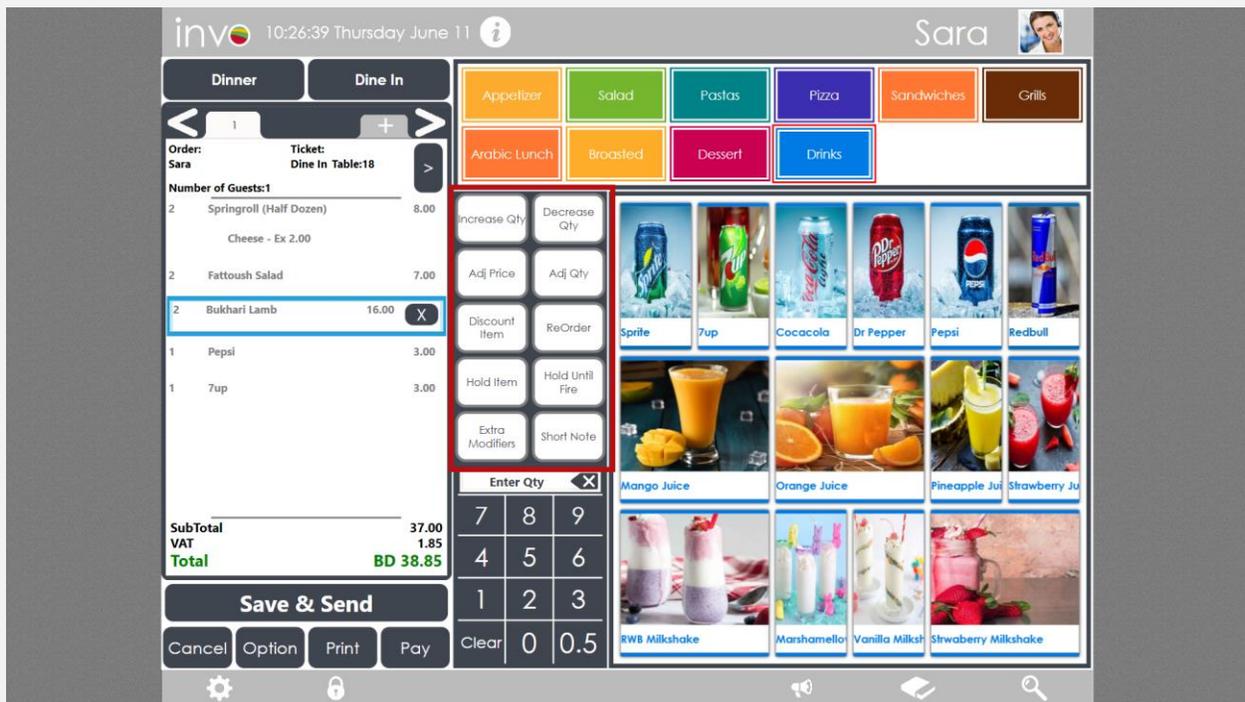
### *Known time*

An example of holding item with a known time is when the customer says “start serving the main course after 15 minutes from the starter”. The waiter can hold the main course for 15 minutes. The item will be printed automatically in the kitchen after 15 minutes to be served.

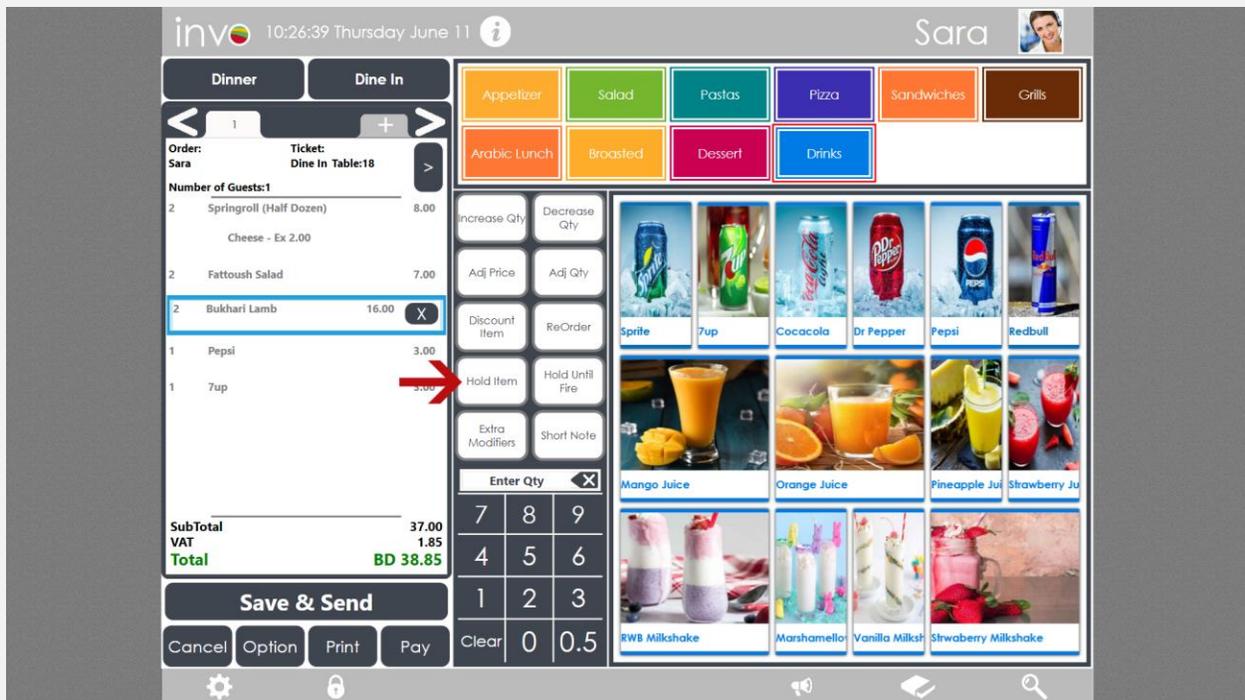
1. To apply holding item to a dish while you are on order page, choose the item



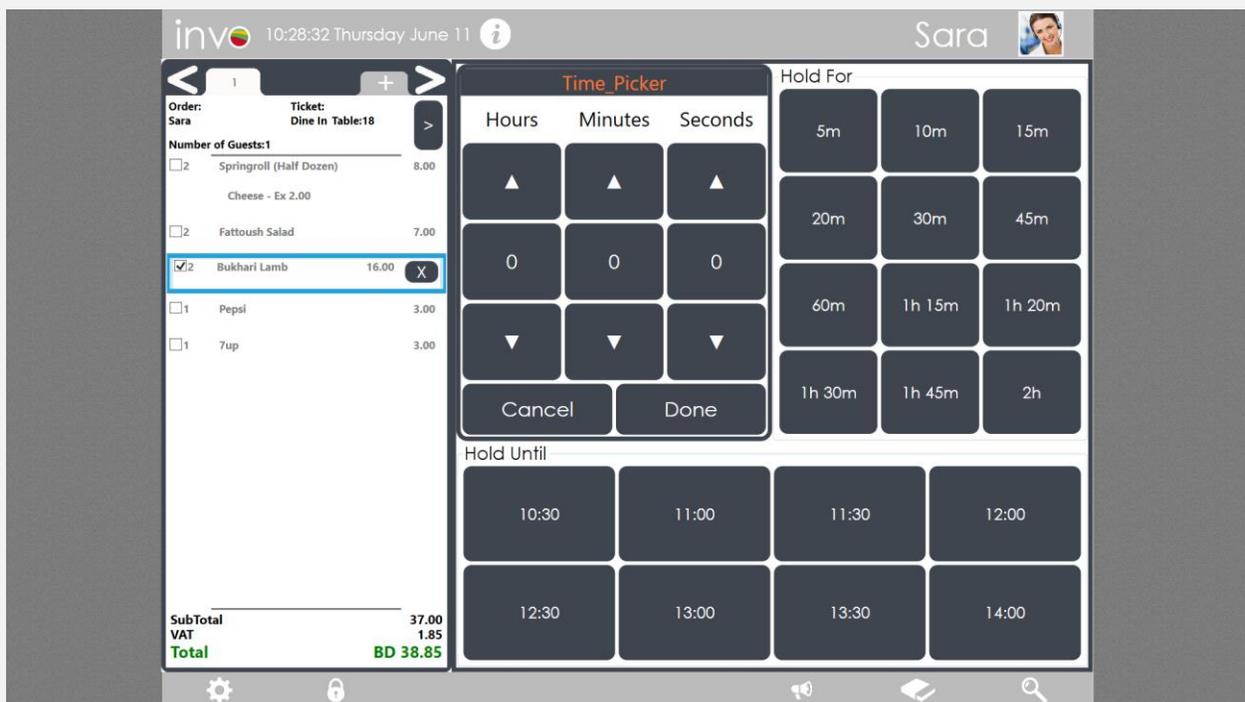
2. An action list will be activated in the middle area



3. Click **Hold Item** button

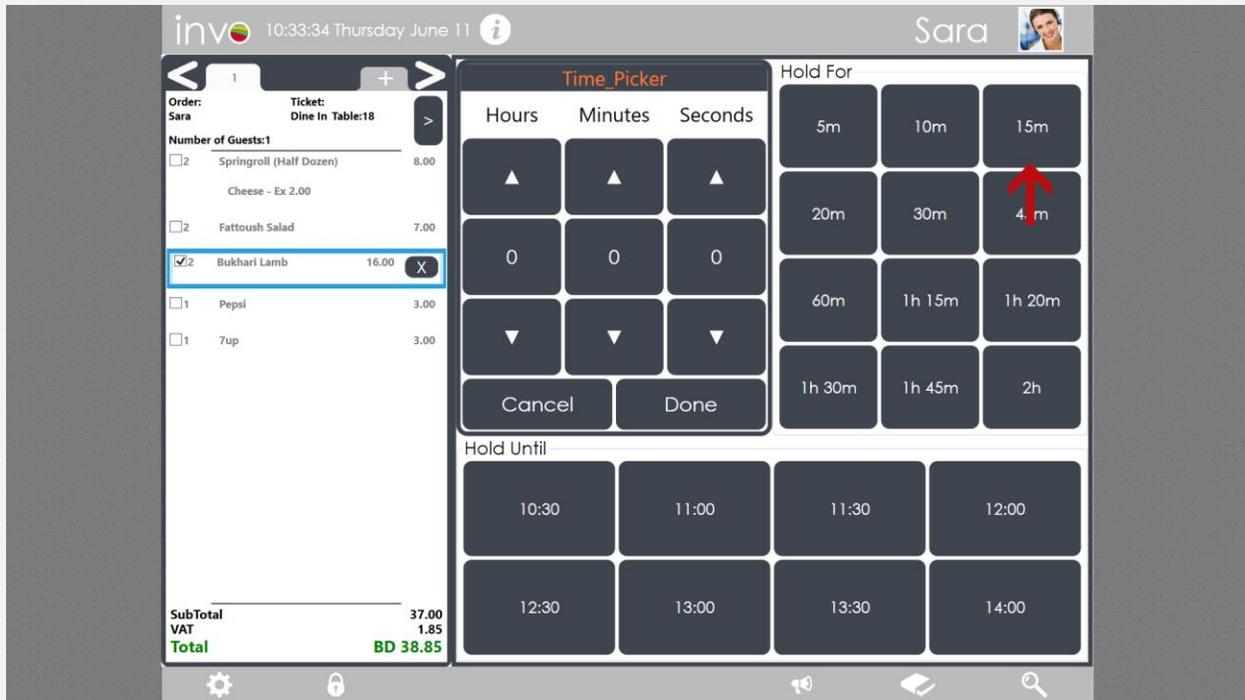


4. Hold item page will open

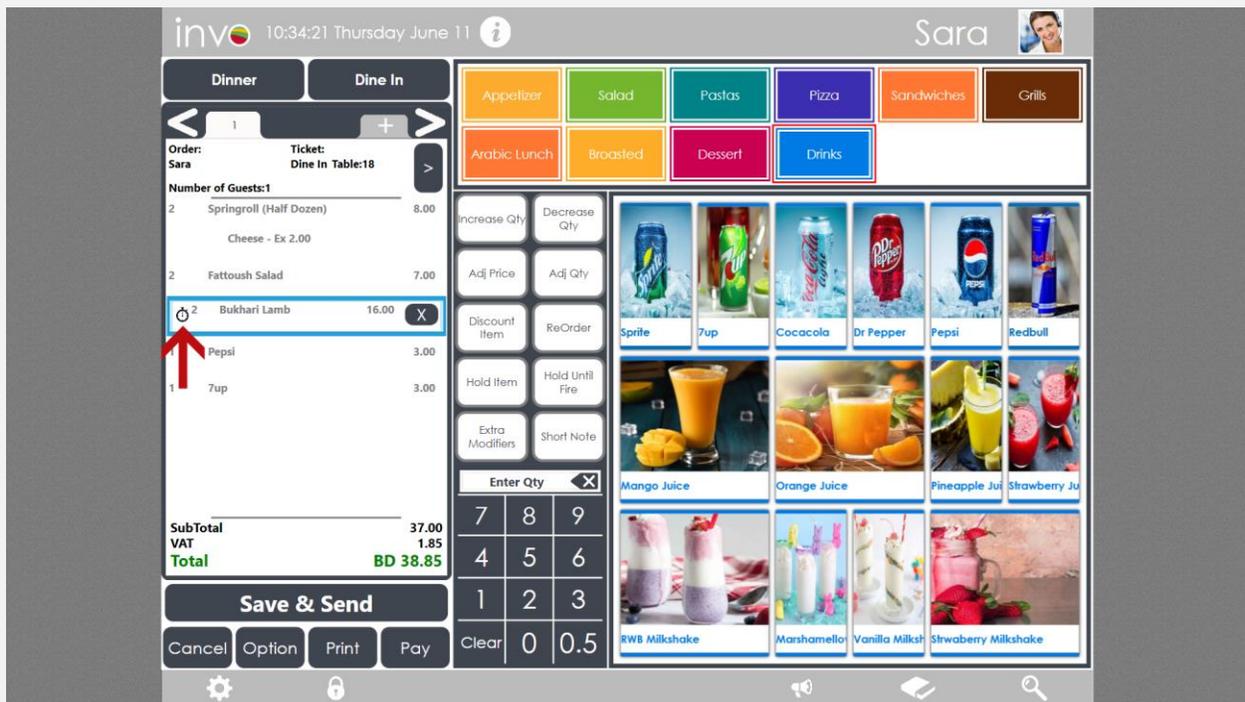


You can pick a time from **Time picker** or you can choose an automatic time set in the **Hold For** section or **Hold Until**.

5. Choose the time that the customer requested



6. A timer will be set on the item with a watch icon next to it

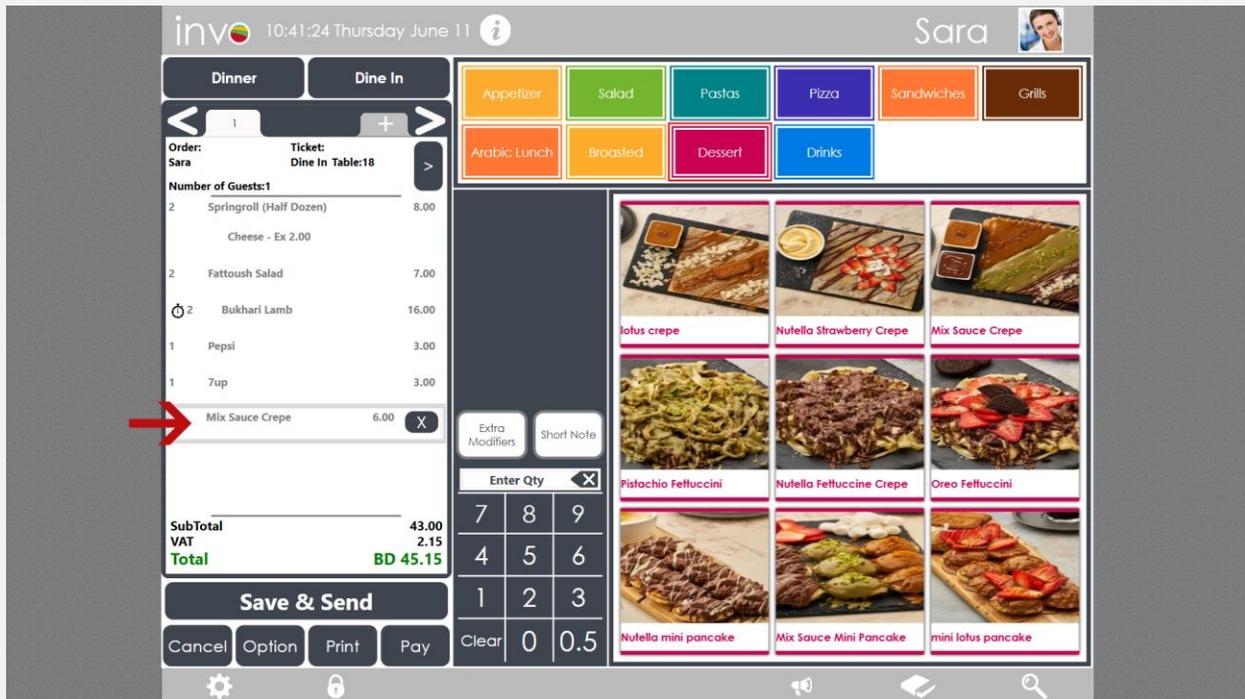


### Unknown time

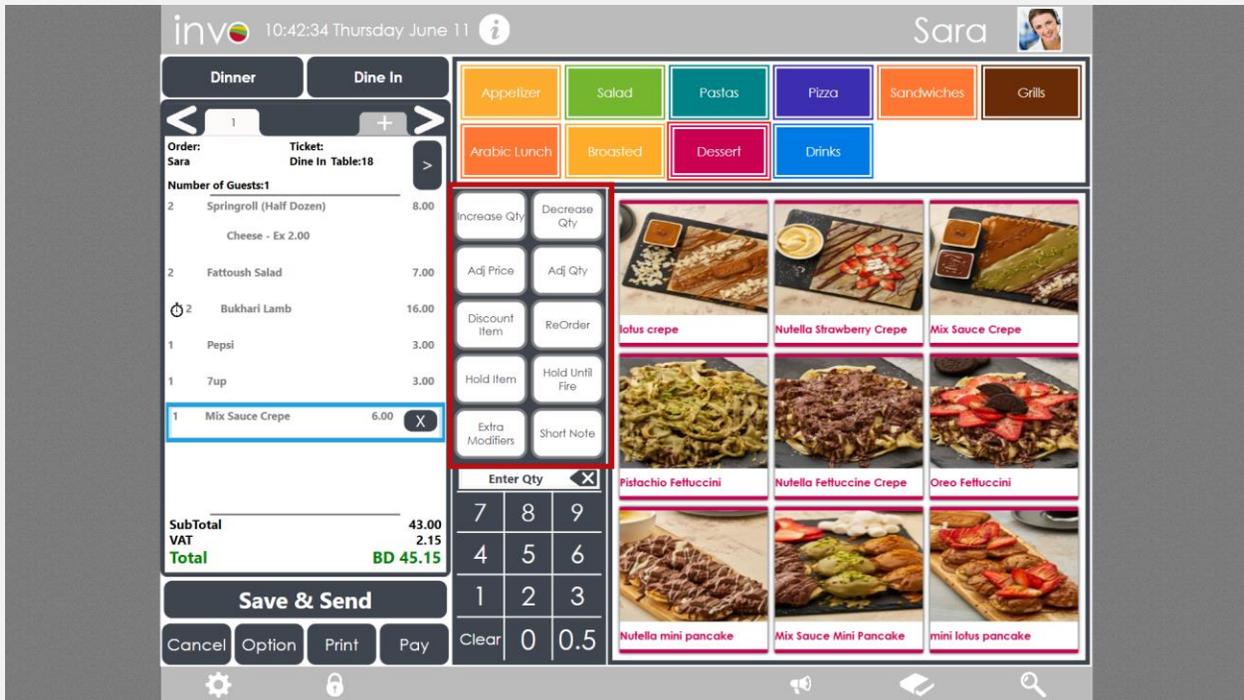
An example of holding item without defined time is when the customers say “we want the dessert to be served after we finish eating our main course” as the waiters cannot decide the time that they will finish

eating. They can use holding items without defined time and by the time they finish their main course the waiter can manually send the item to print it.

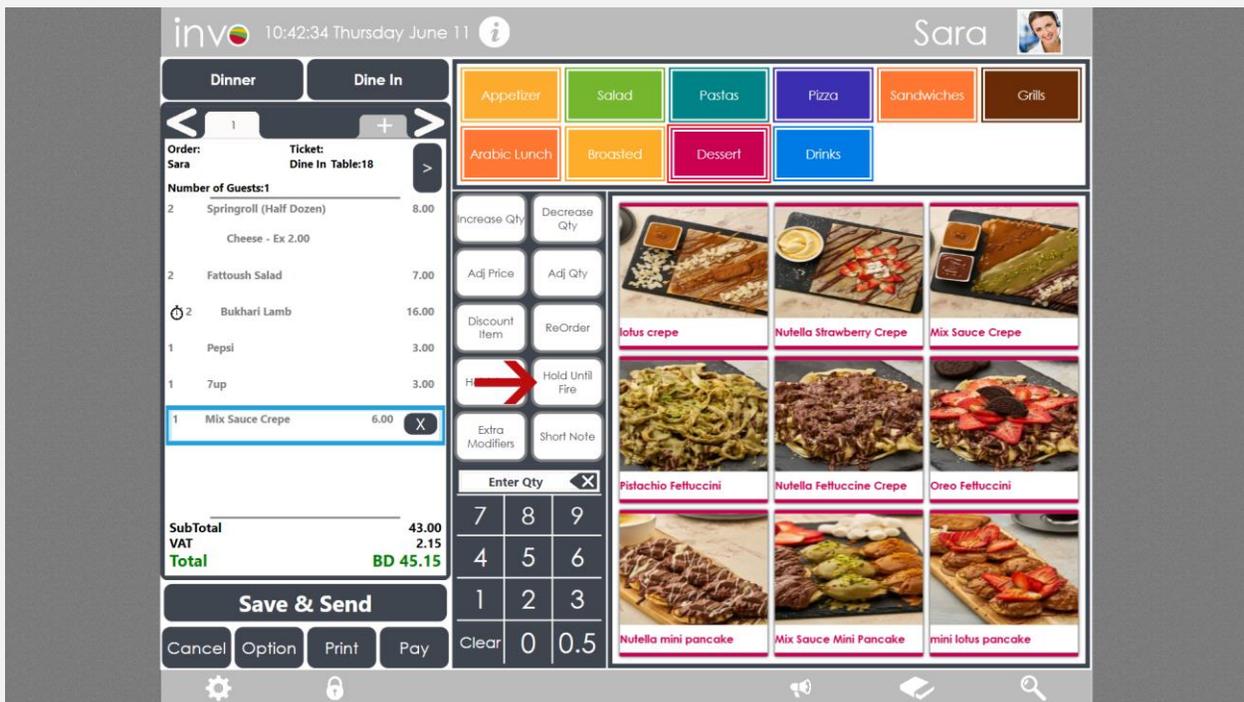
1. To apply holding item to a dish while you are on order page, choose the item



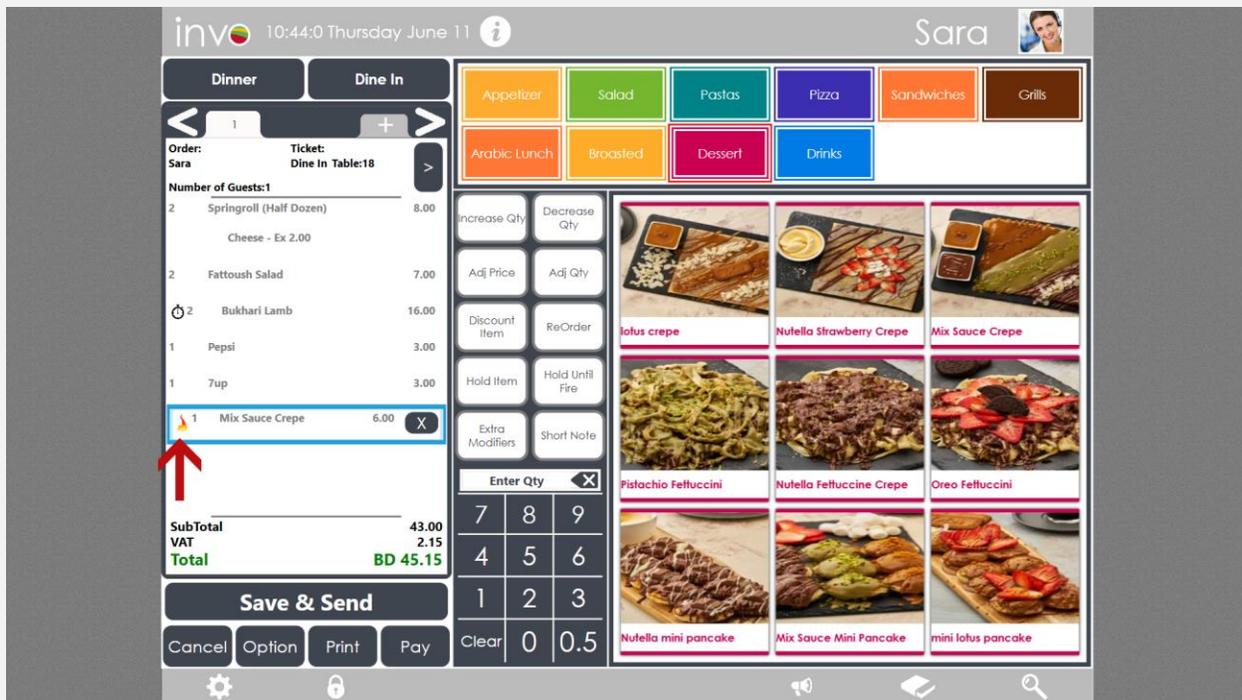
2. The actions will be activated



3. Click **Hold Until Fire** button

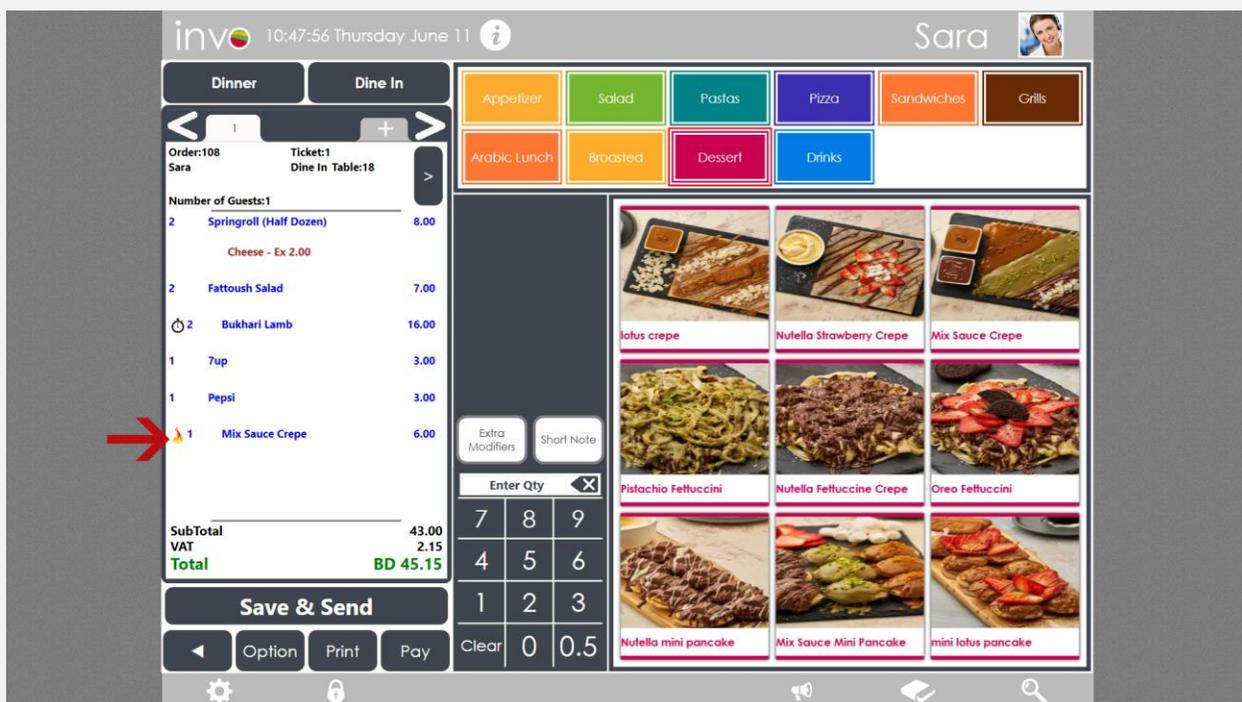


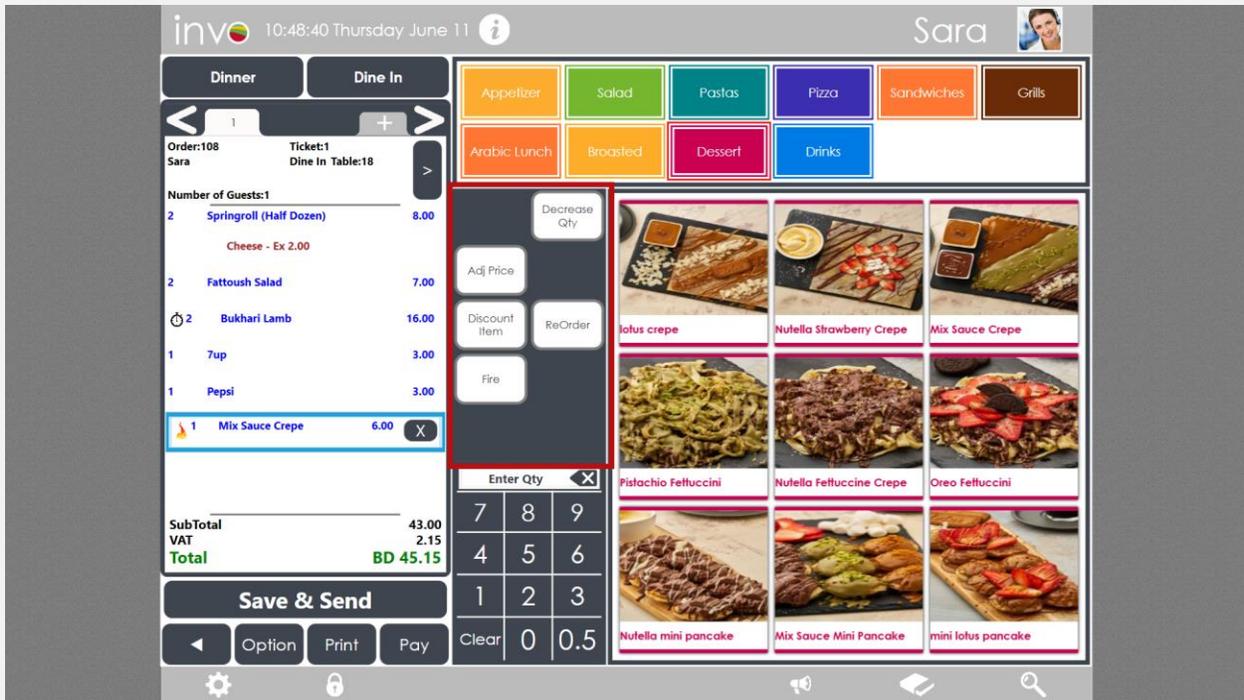
4. A fire icon will show next to the item



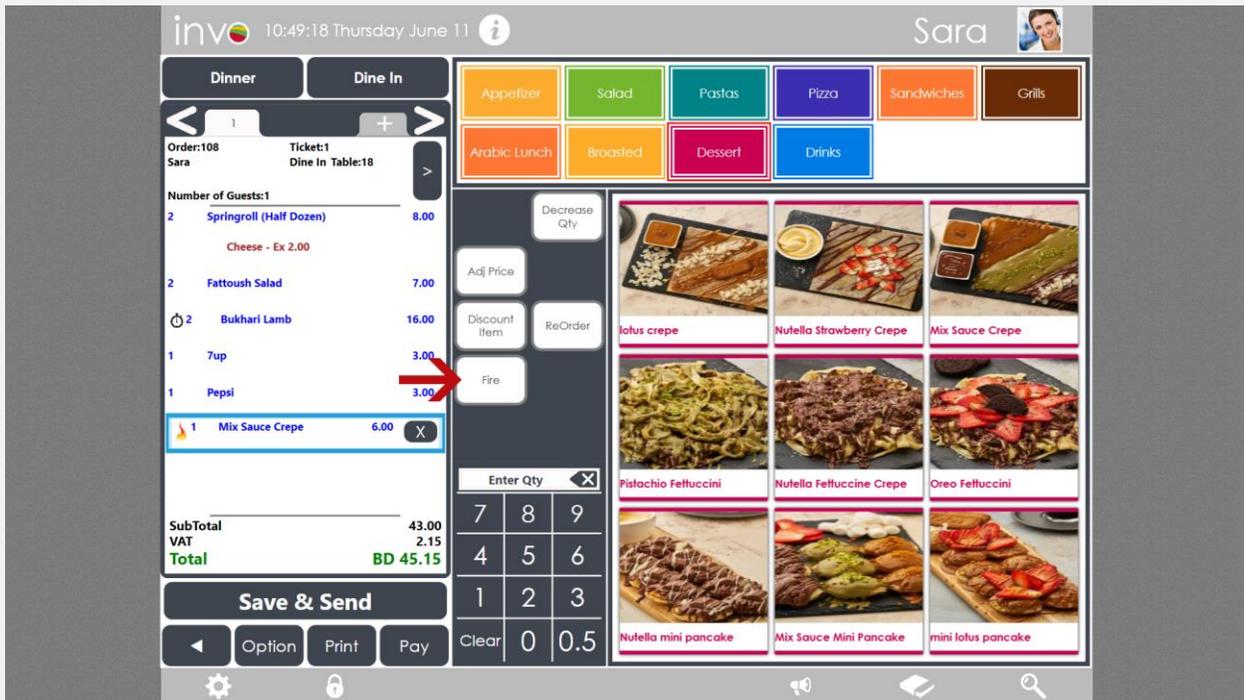
After the customers finish their meal, or request the item to be served. You can fire the items following these steps:

5. Enter the order page
6. Choose the item to activate the actions menu





7. Click **Fire**, the item will be sent to the kitchen



## Payout (Restaurant Expenses)

In restaurant operations sometimes the cashier uses the cash in the cash drawer to pay for an expense. If the amount paid was not recorded in the system, there will be a shortage problem at the daily report.

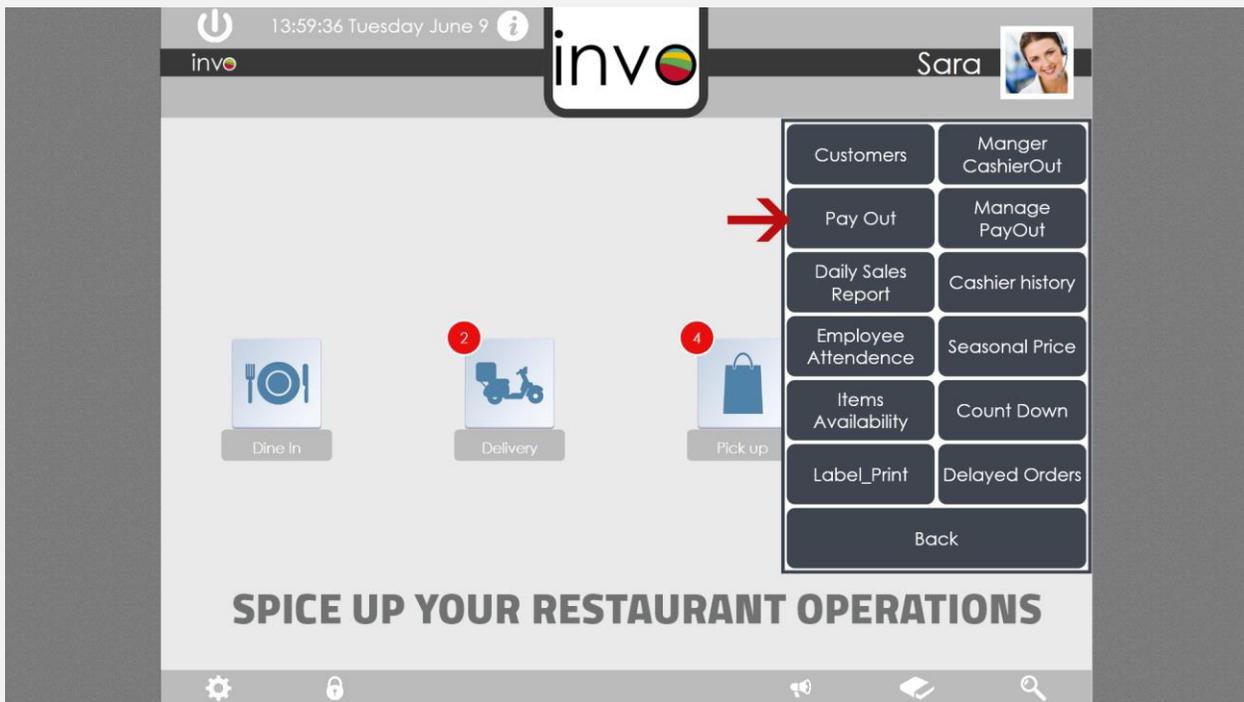
1. Go to **User**



2. Enter your **Password**
3. Go to **Daily Operation**



4. Click **Pay out**, a popup window will show



Title	Description
To	Write the person or the company you have paid to, the name will be used in the report
Amount	The amount paid
Category	Restaurants categorize their expense; this field enable you to create them in the system
Note	Notes about the payment that needs to be recorded

5. Fill the fields and click **Confirm**

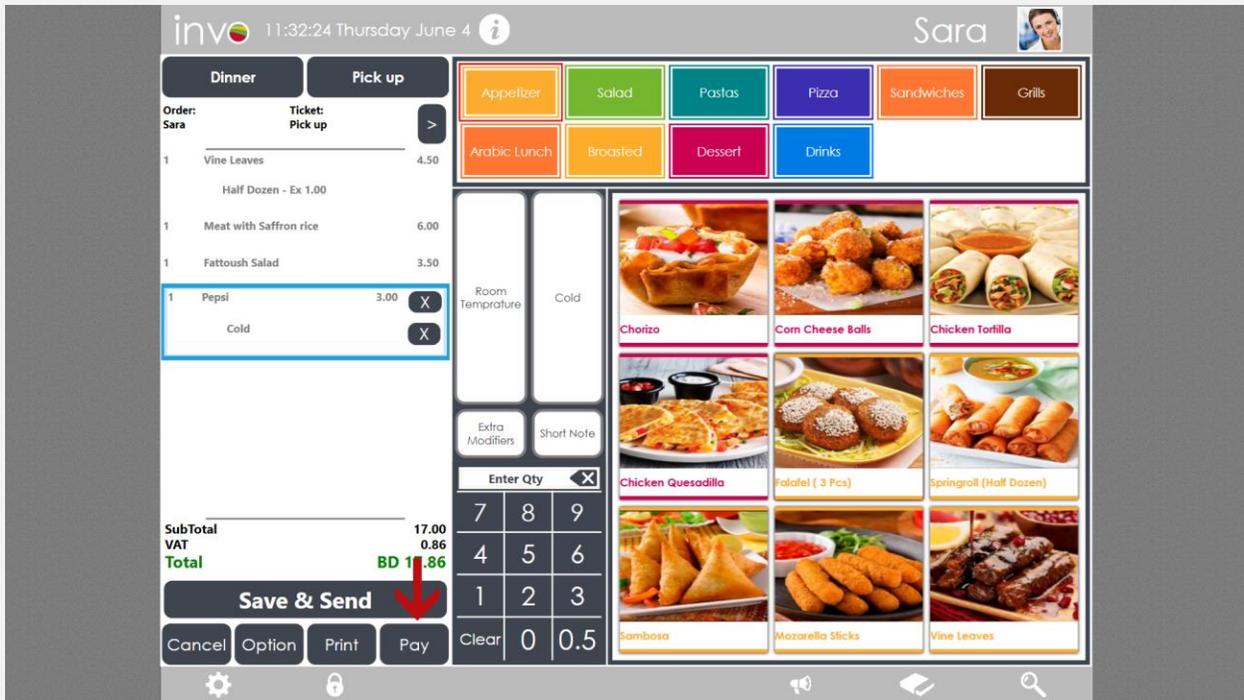
## Paying / settling orders

### Pay orders with Cash

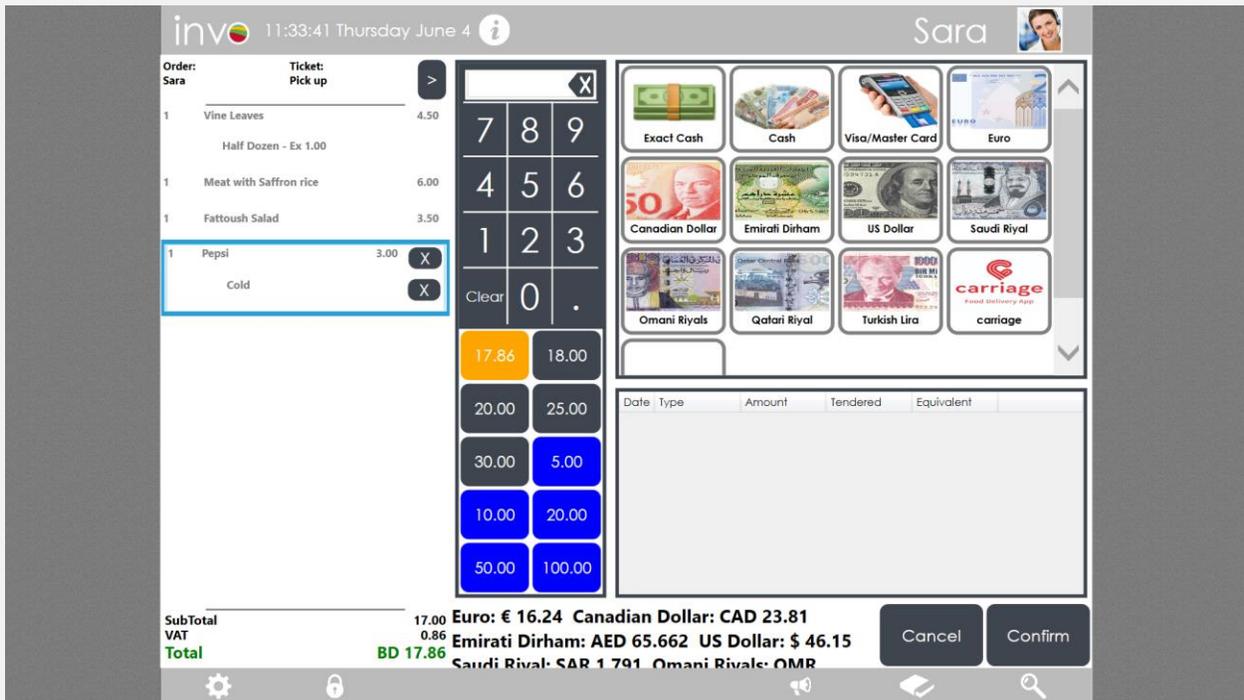
Paying orders can be while taking the order or while handing the order to the customer. In invo we have made it easy access to paying the orders for both situations.

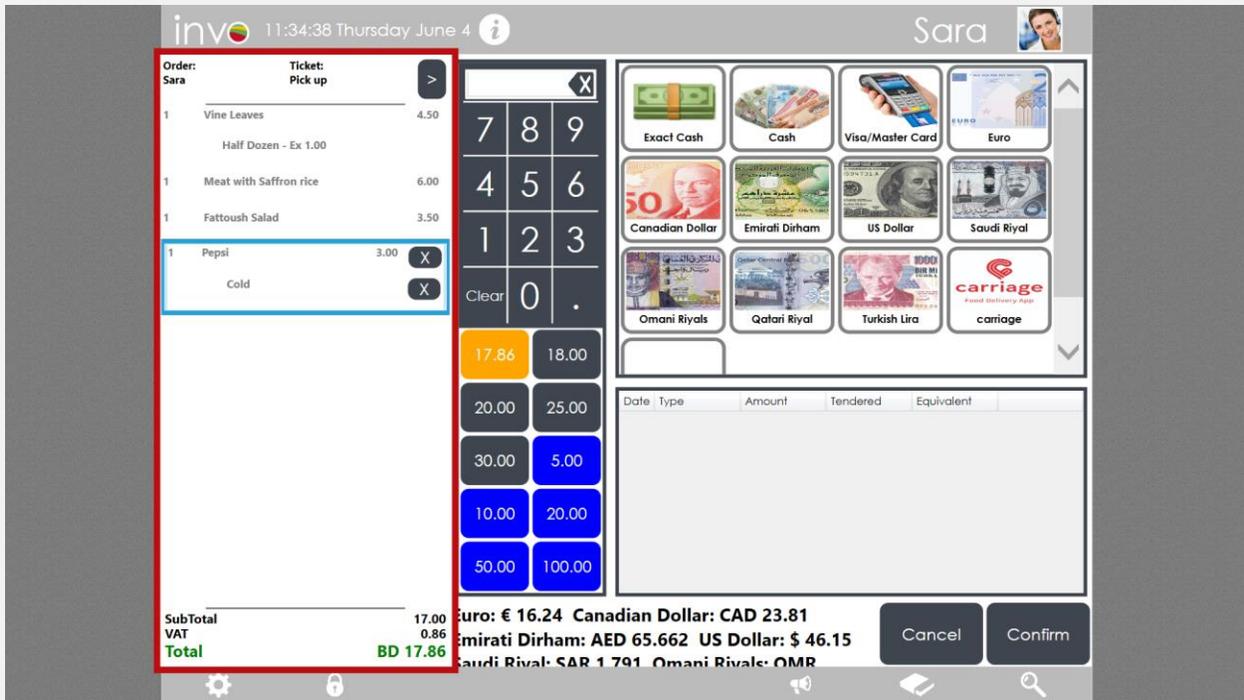
#### *Pay while taking the order*

1. After taking the order with the order page, click on pay button located with the main primary actions

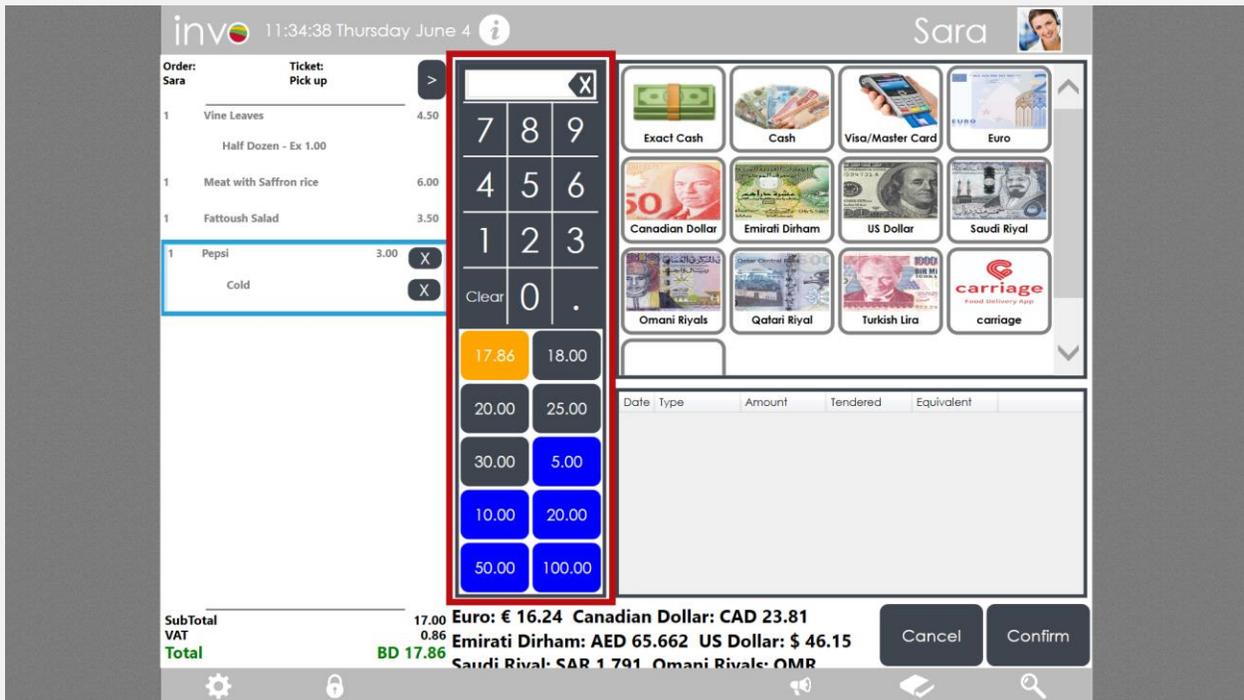


2. The pay page will open





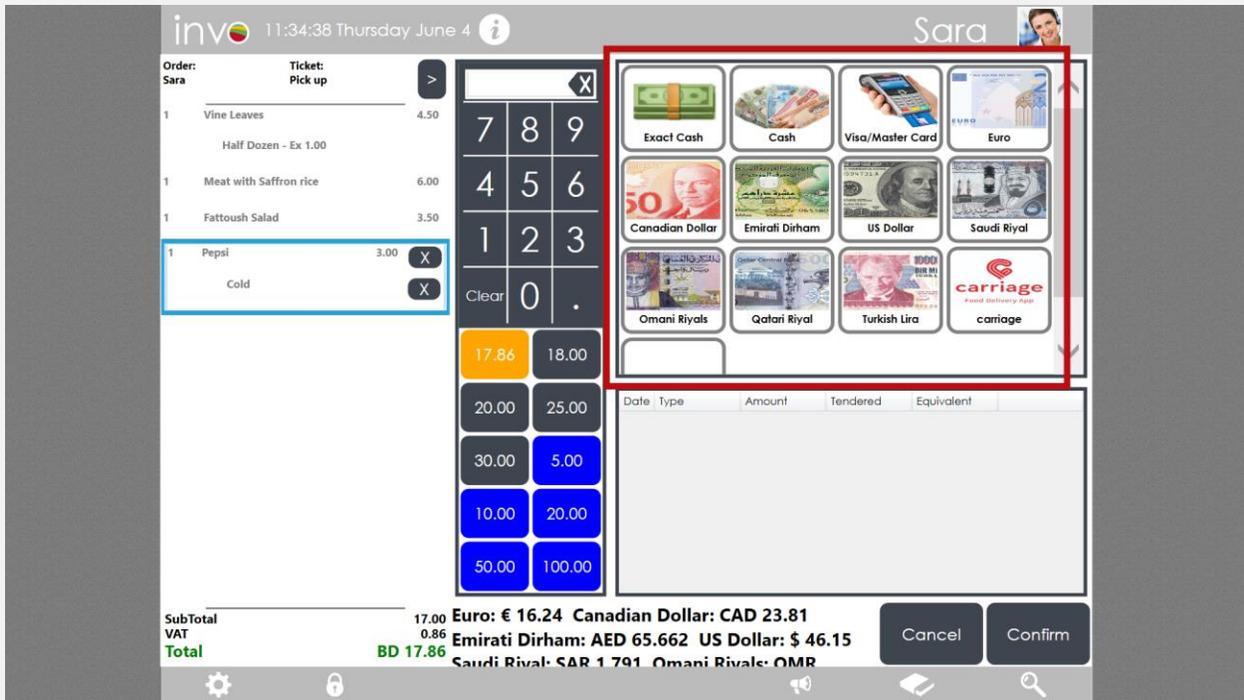
The receipt is located on the left side of the payment page to have full information for the customer



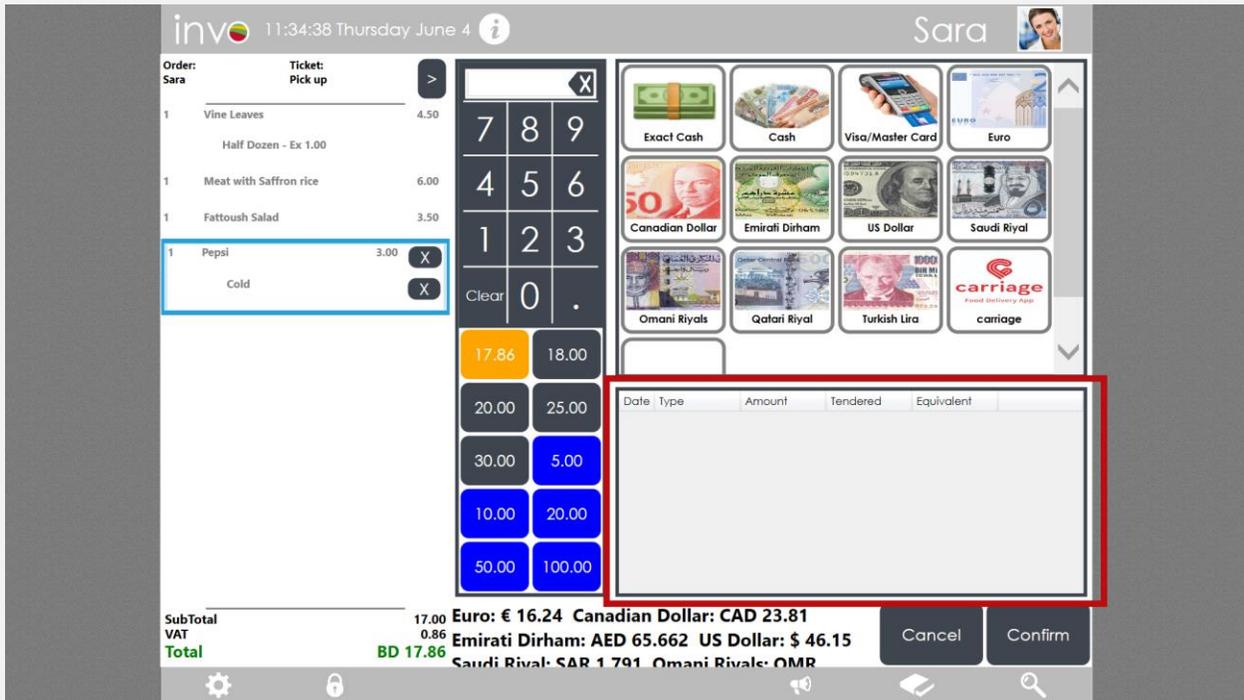
The number pad allows the cashier to pick the amount paid.

The buttons below the number pad are static number for fast access

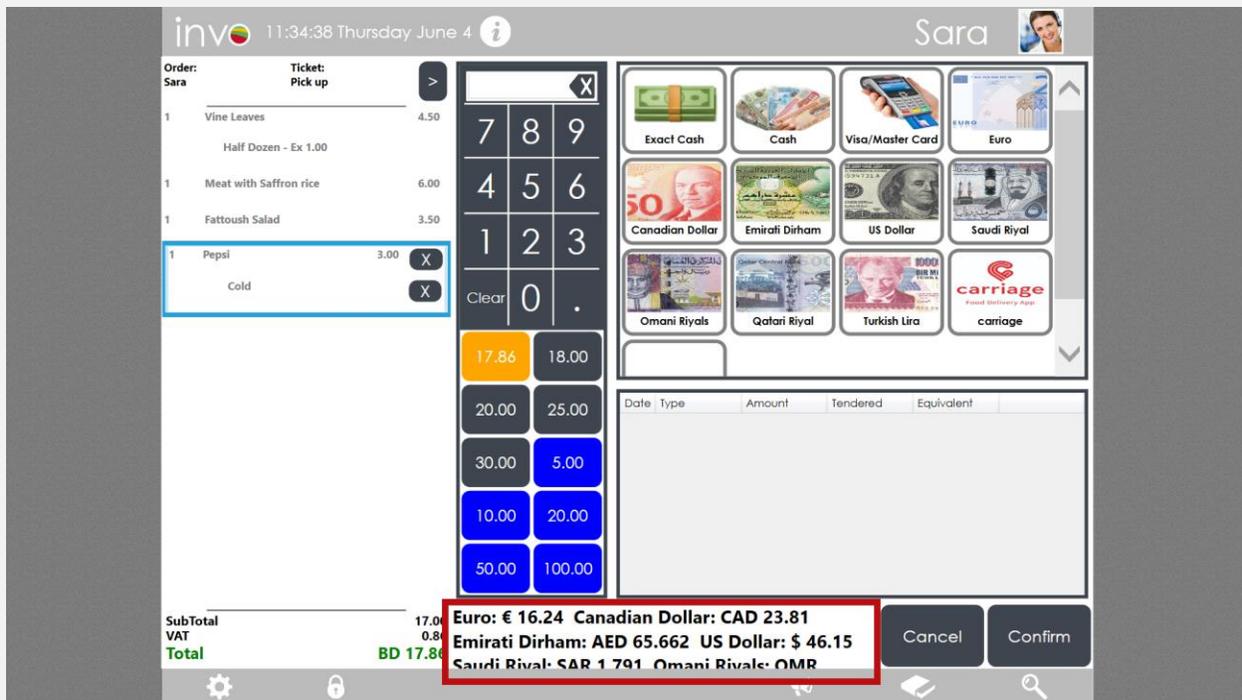
The orange button includes the exact amount or remaining amount



The top right section includes the payment methods

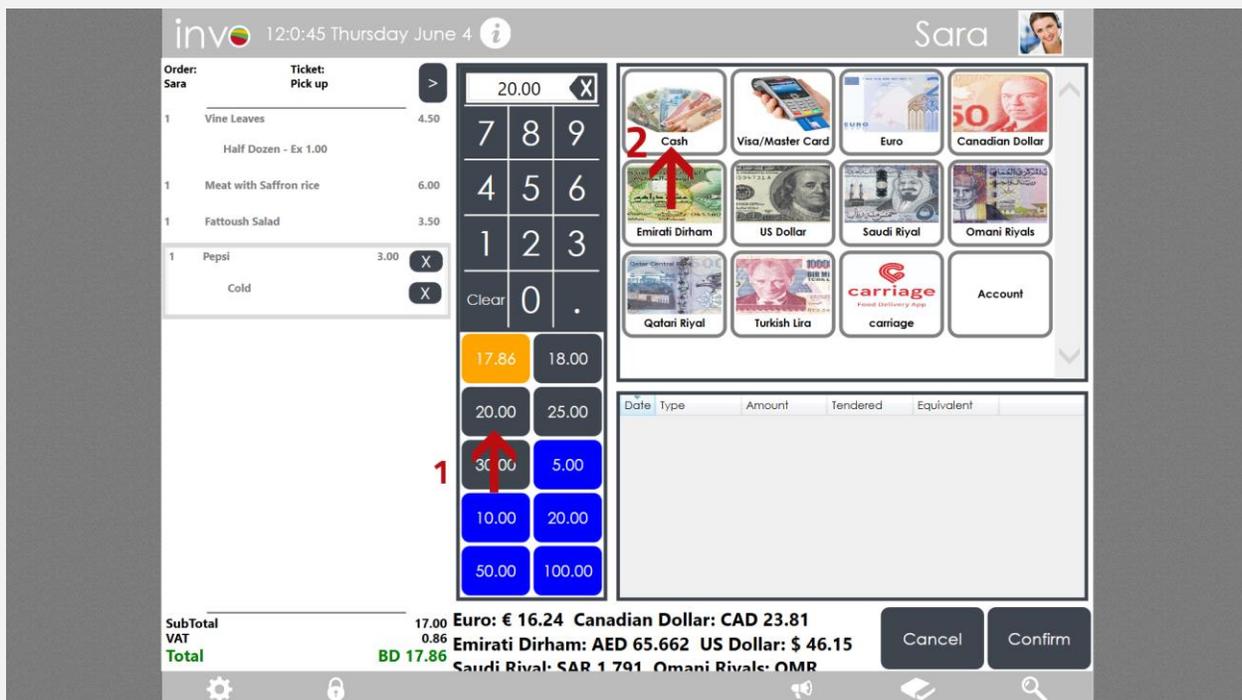


The bottom right section includes the payment details

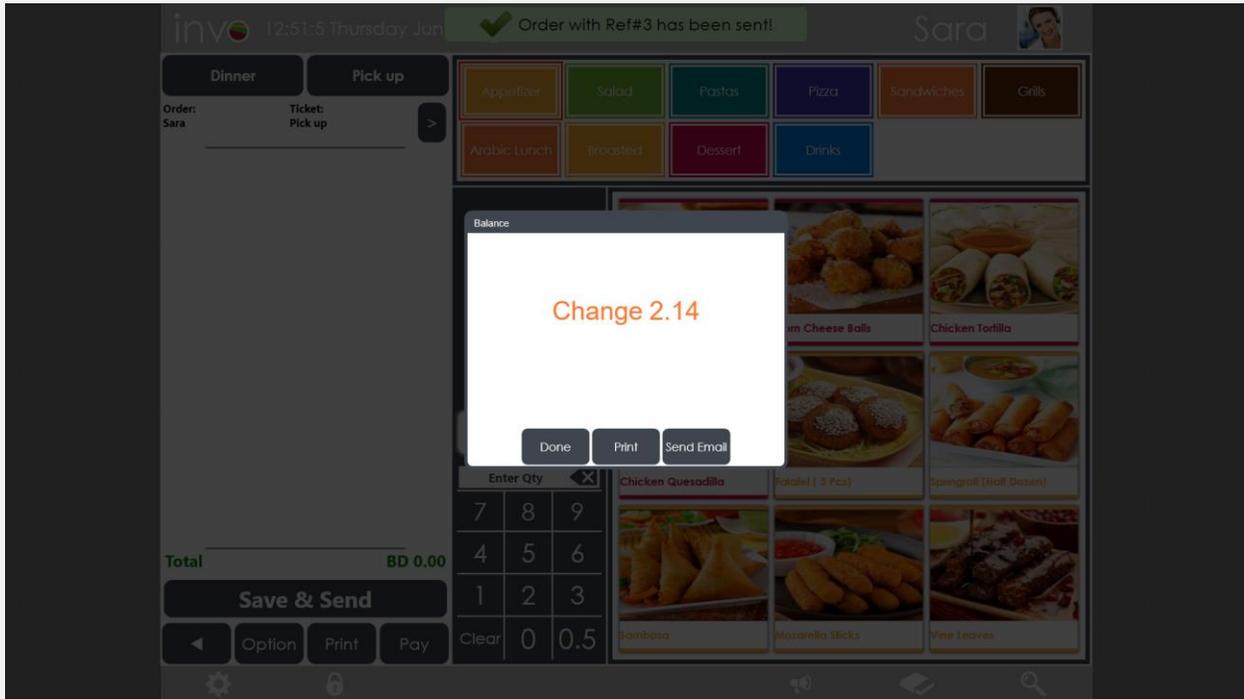


The bottom bar includes the rate exchange for other currencies to have more information while receiving the payment

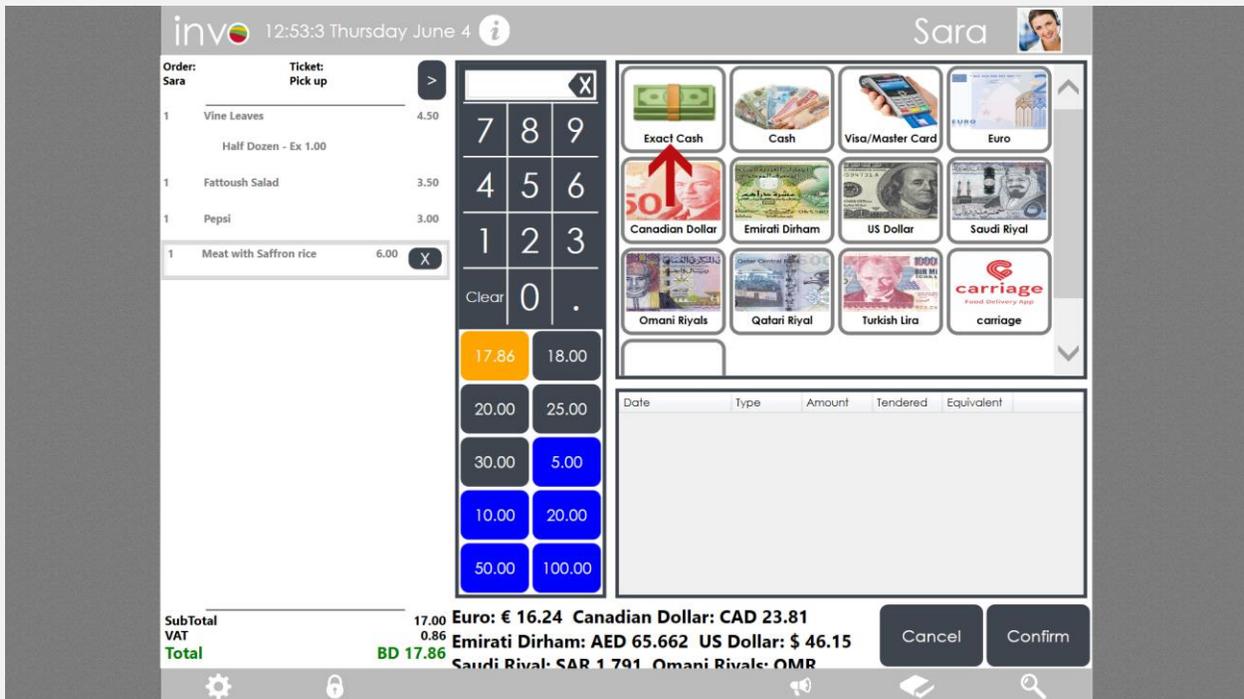
- Once the customer hand in cash, choose the amount that the customer paid from the number pad then choose cash



- The cash drawer will open to put the money and take the change out. In case there is change, the system will pop up a window showing the change that should be given to the customer

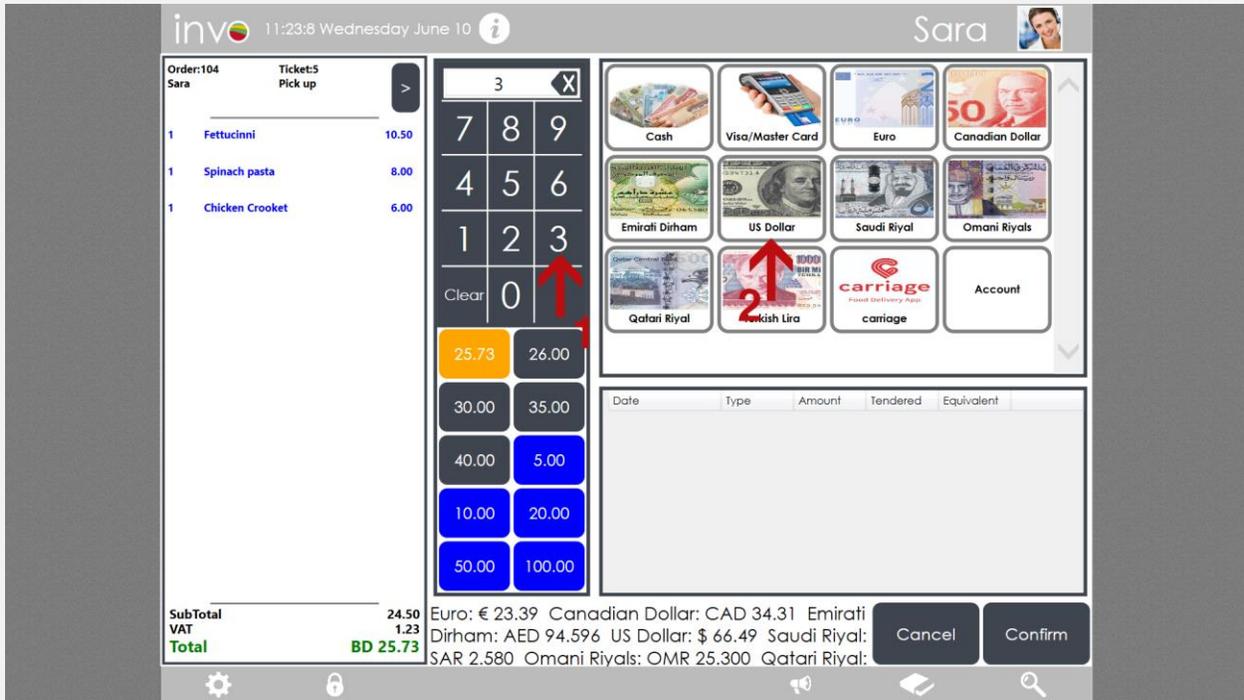


In case the customer paid exact cash, you can click Exact cash button to avoid any complications

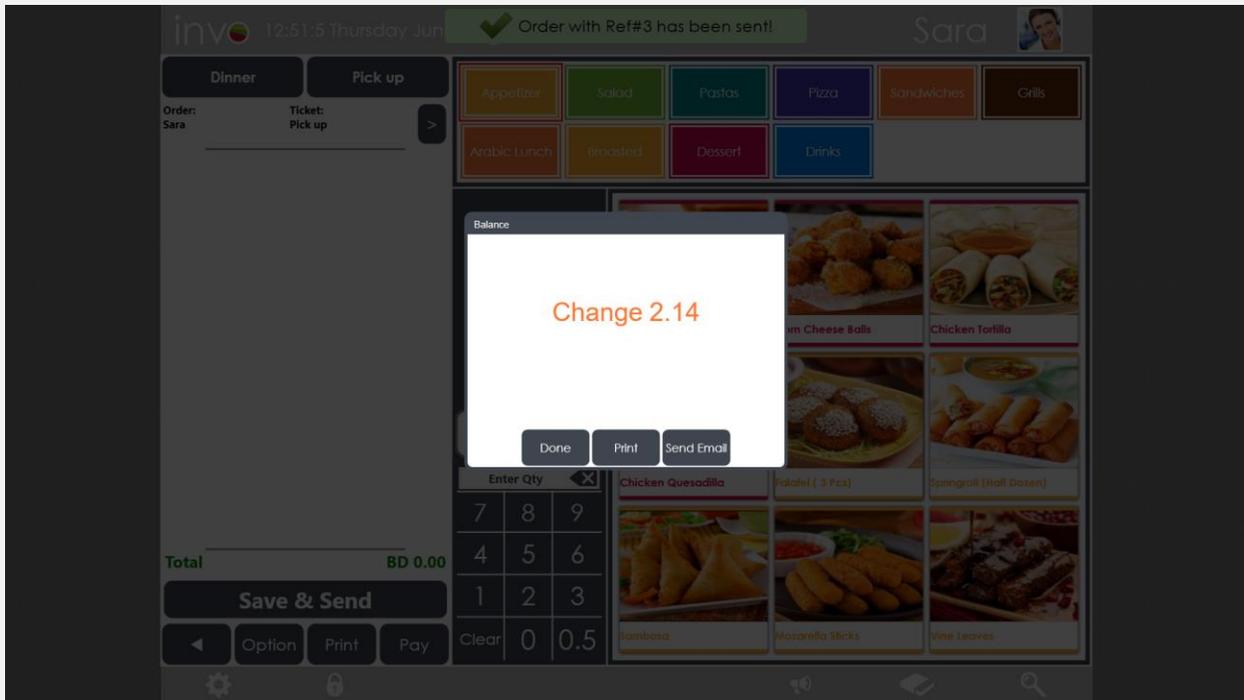


### Paying in currencies

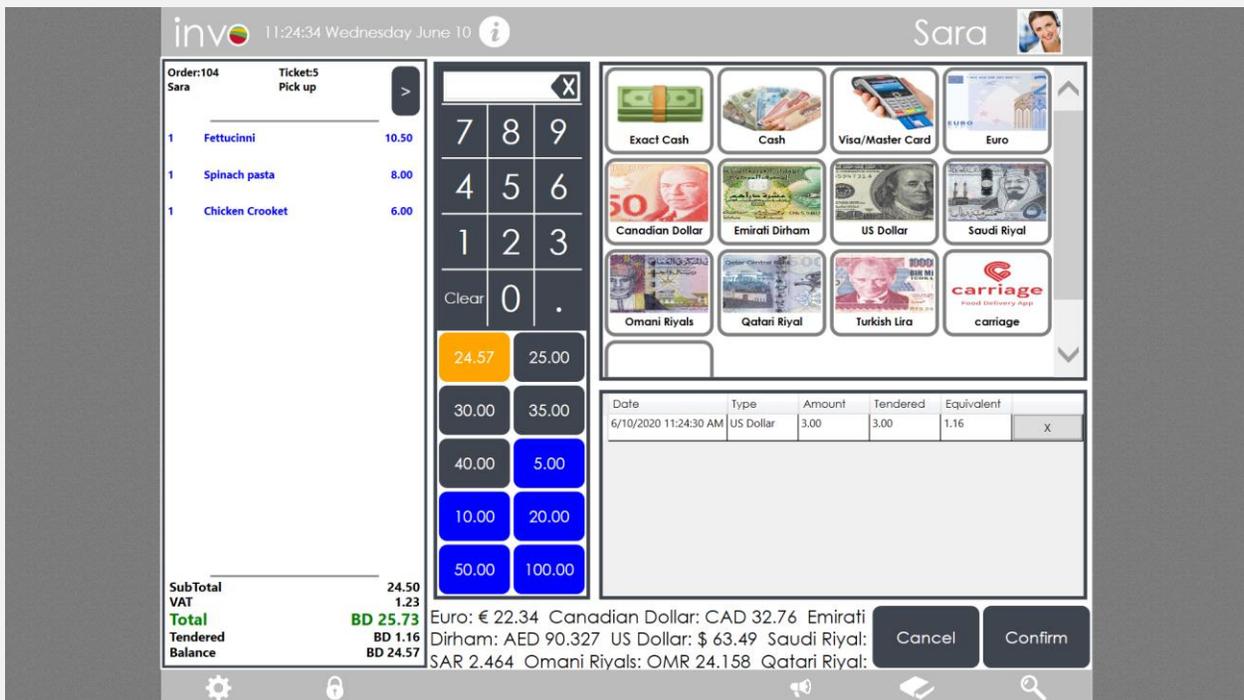
You can see the accepted currencies by your restaurant in the top right section “payment methods”. To pay in currencies, once the customer hand in a currency, choose the amount that the customer paid from the number pad then choose the currency from the payment methods



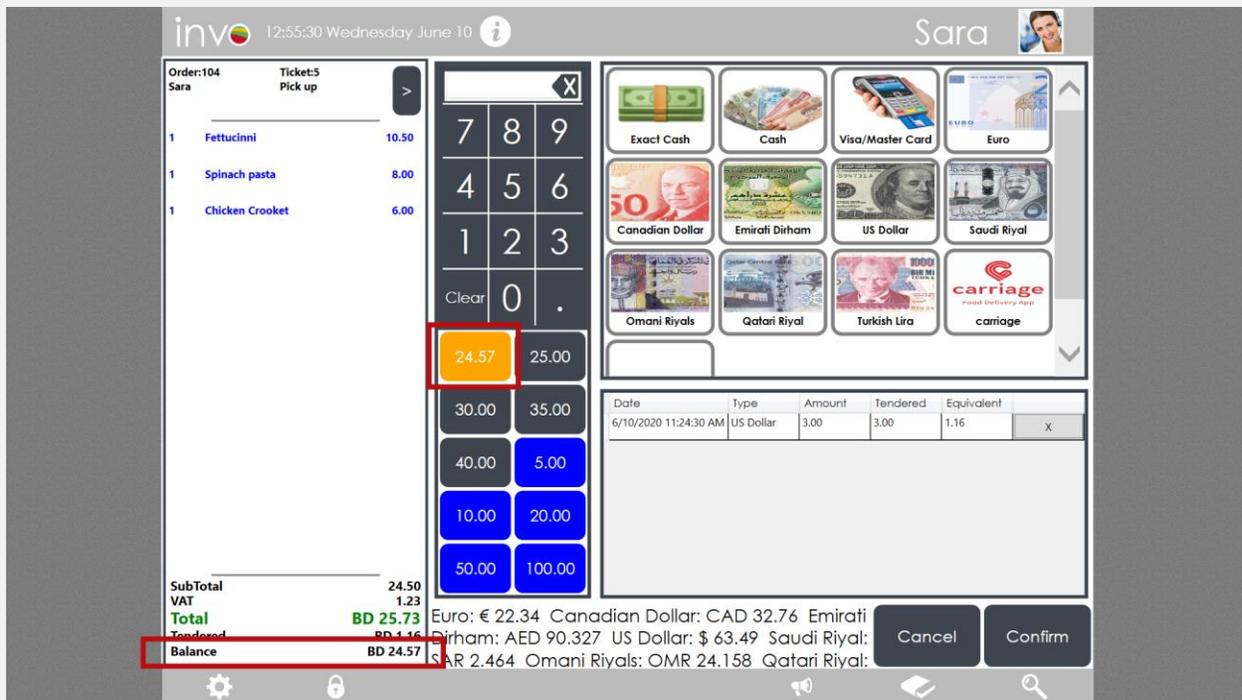
The cash drawer will open to put the money and take the change out. In case there is change. The system will pop up a window showing the change that should be given to the customer:



In case the amount paid is not full, the payment will be recorded in the payment details. A schedule shows the date, type, amount and tendered with the equivalent:



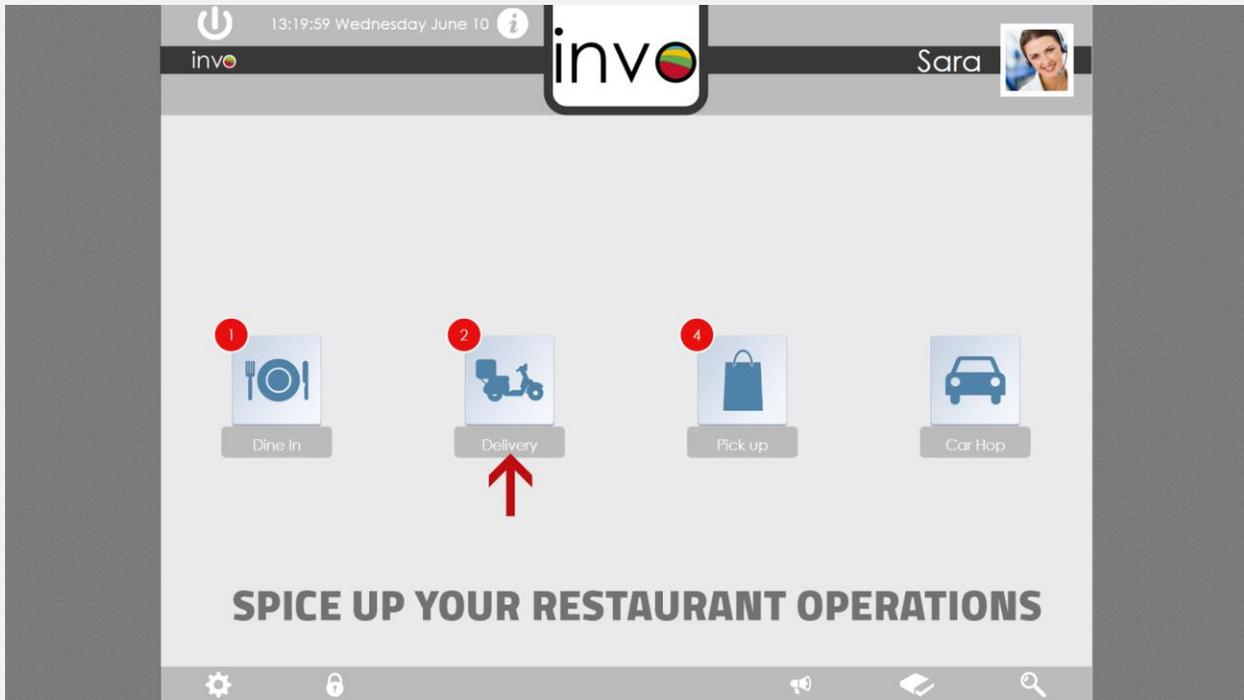
The remaining amount will be shown in the orange square and at the receipt:



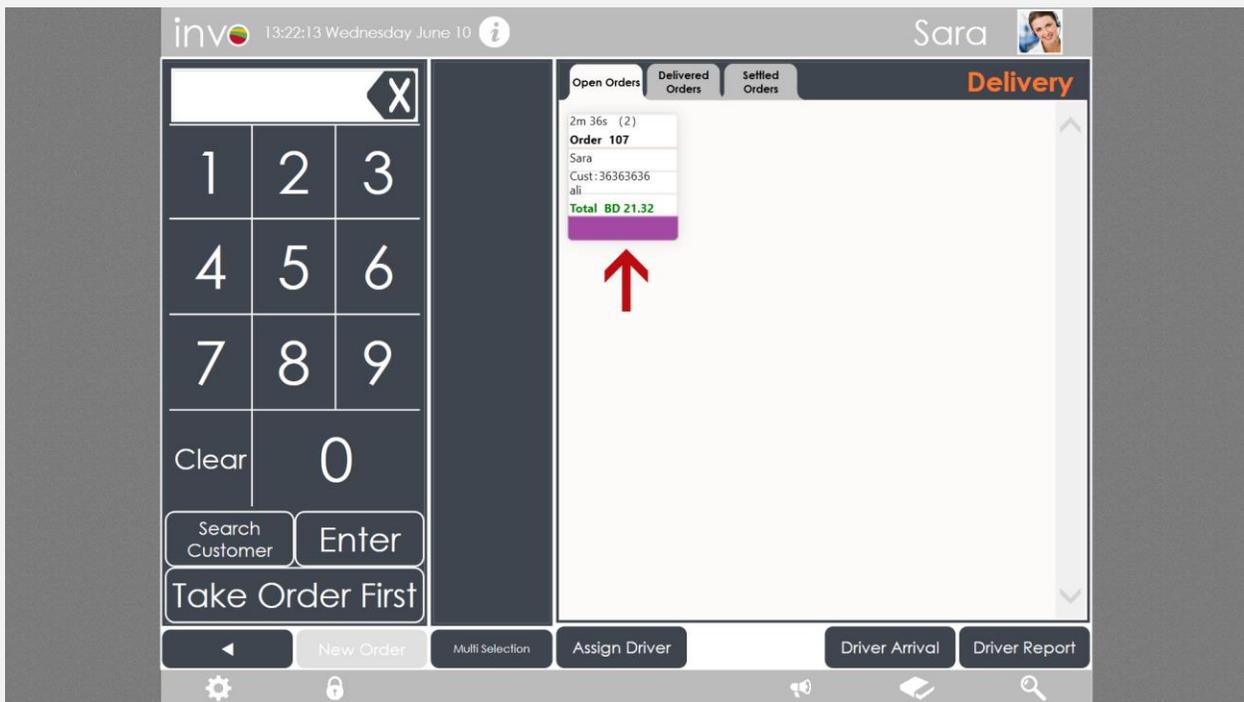
To pay the remaining amount click on it and choose the payment method. In case the customer wants to pay in another currency, choose the amount and select the payment method until you have zero balance.

*Pay after finishing the order*

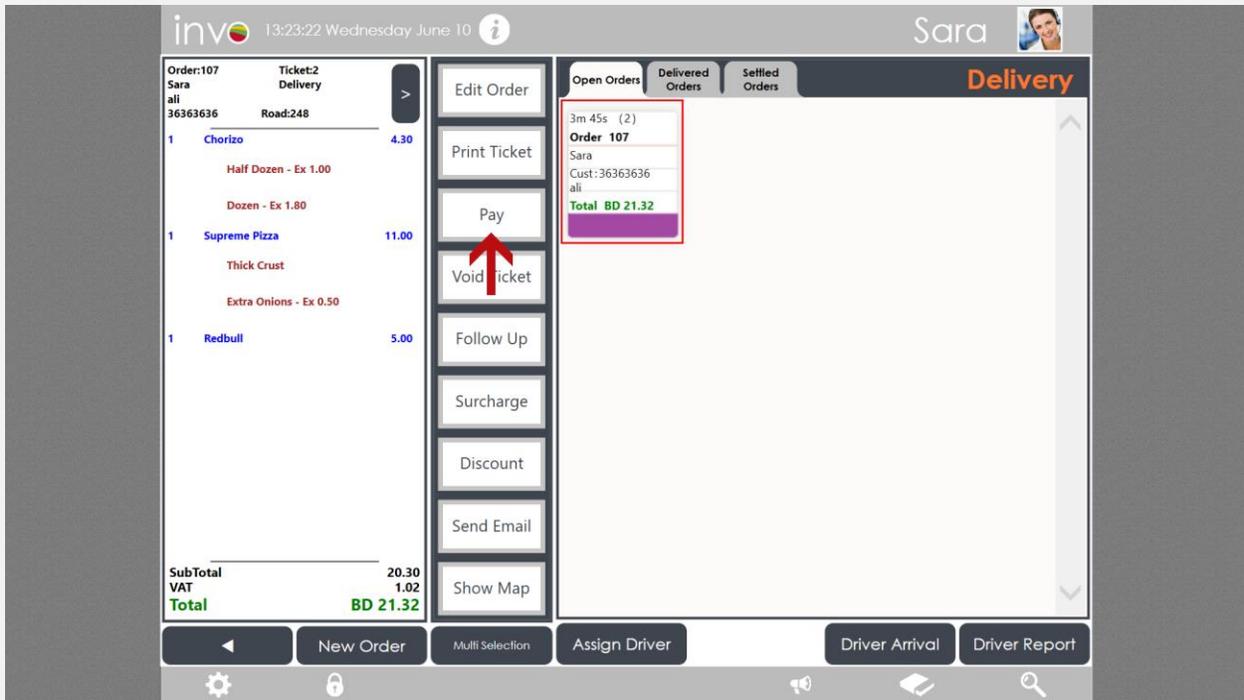
1. To pay the amount after the customer receive the order or finish dining at the restaurant choose the service



2. Find the order from the list of orders located in the right square area and choose it



3. A set of actions will be activated in the middle square, choose Pay

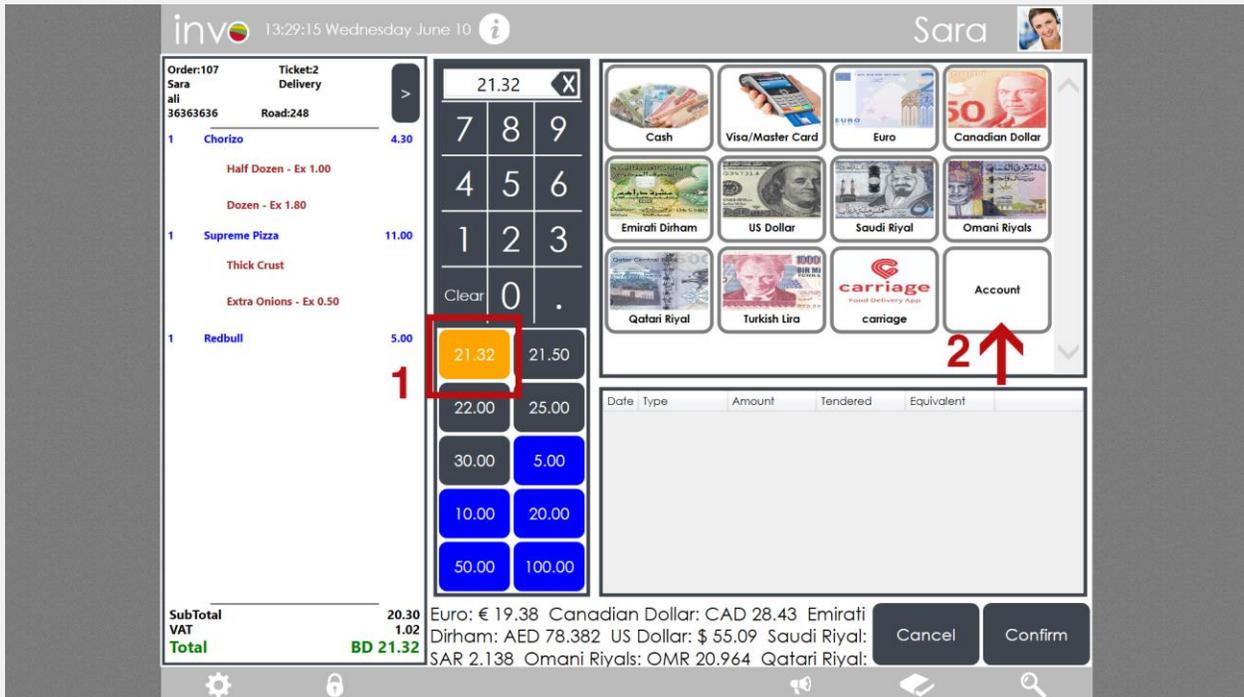


4. Proceed to pay the order as shown earlier

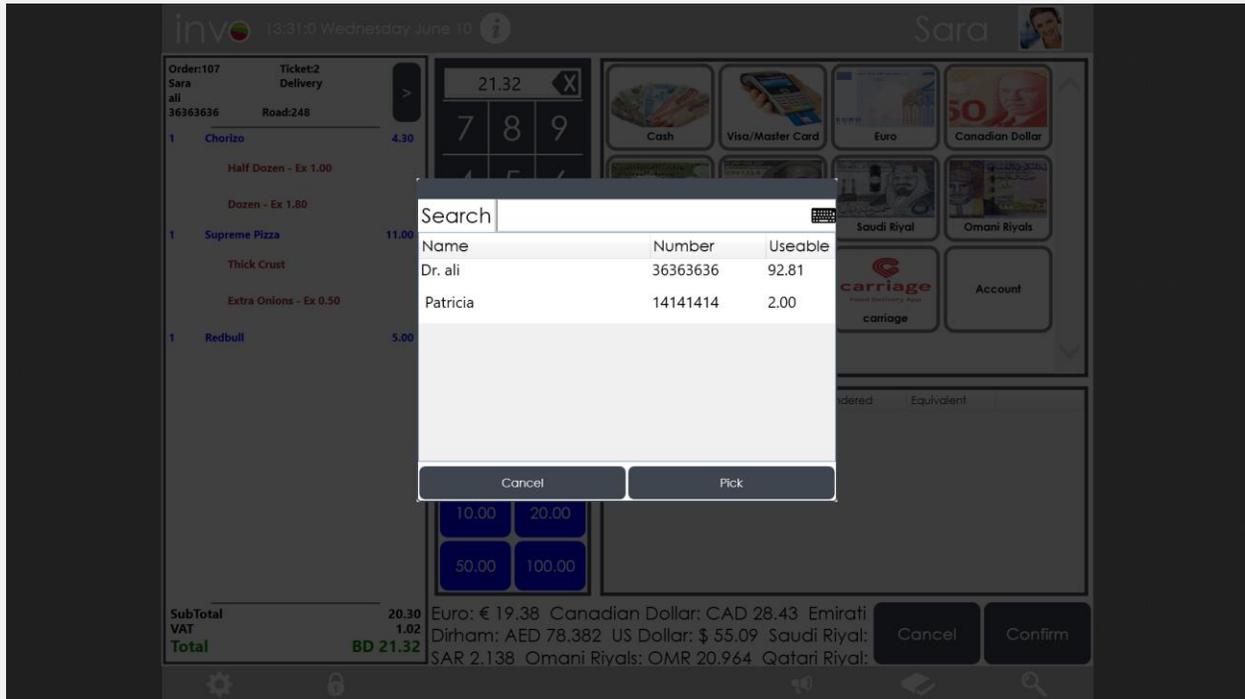
### Pay orders on Credit

To pay the order on customer's credit, follow these steps:

1. On the pay page, select the full amount in the orange square and select account



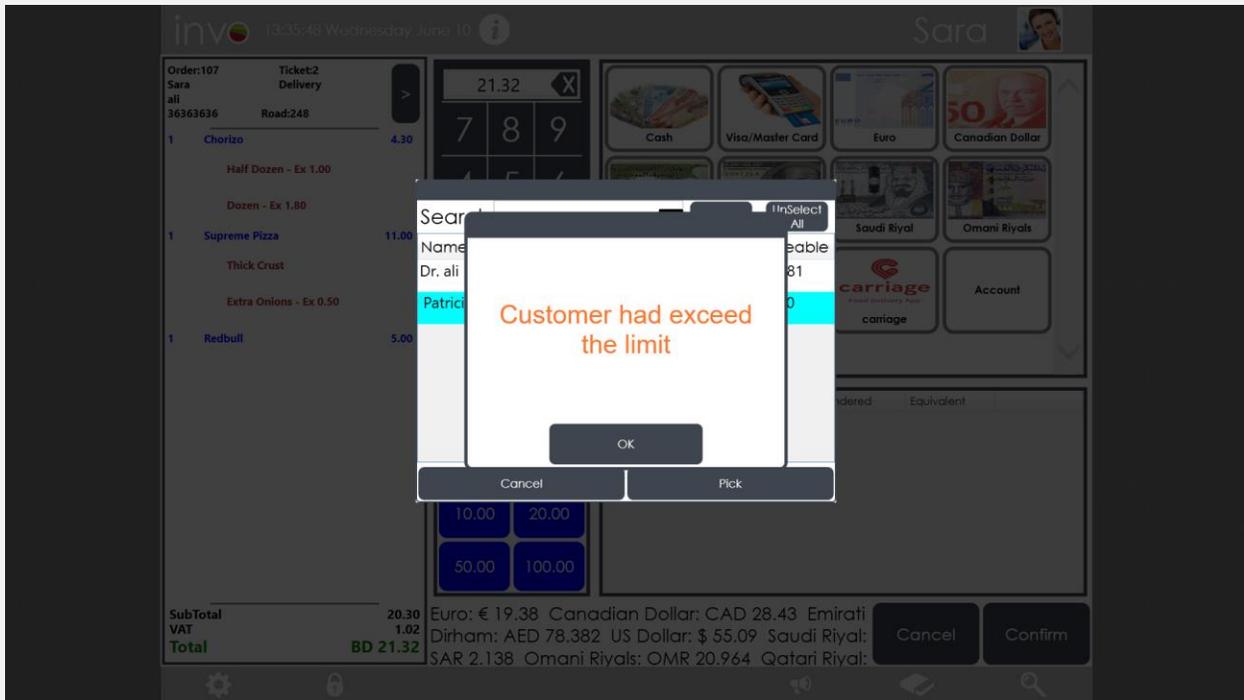
2. After selecting account, a list of customers that own a credit account with the restaurant will show



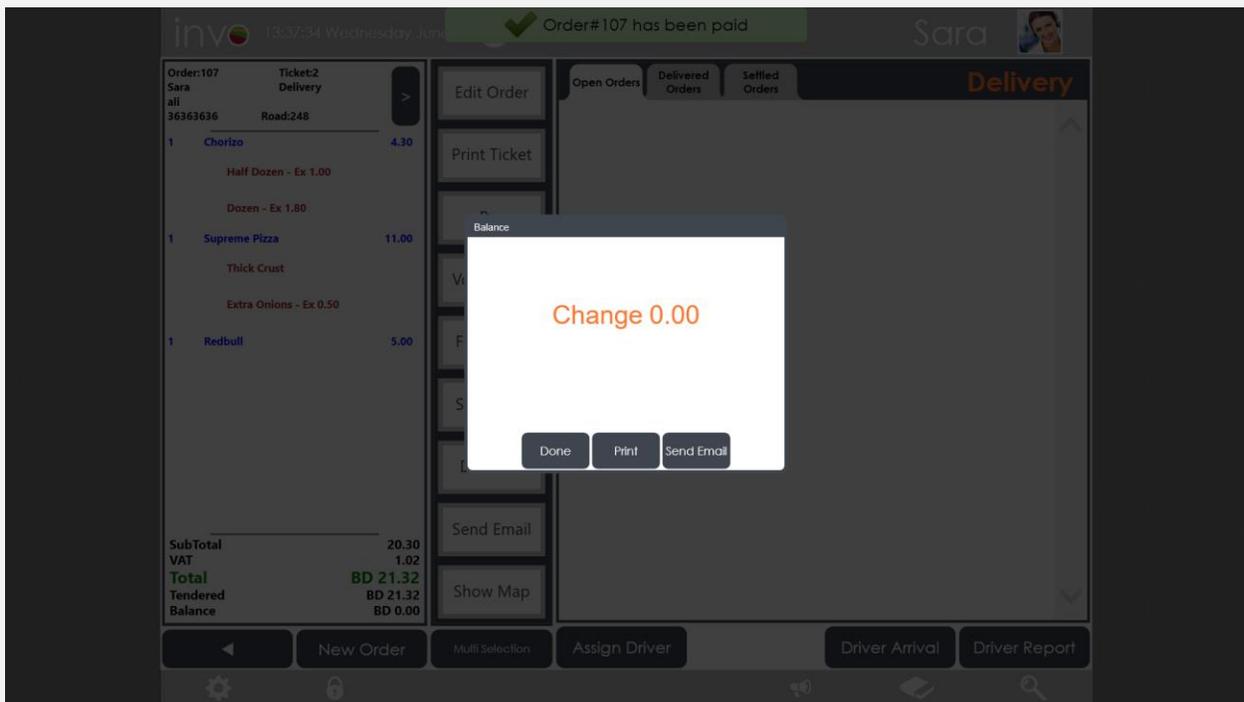
Title	Description
Name	The name of the customer
Number	The phone number of the customer
Useable	The available credit amount

**Choose** the customer and click **Pick**

A pop-up alert will show in case the amount is exceeding the customer’s credit



In case the amount is recorded on the customer's account, a pop-up window will show with 0 change



You can print it or send email to the customer as a proof of registering the payment

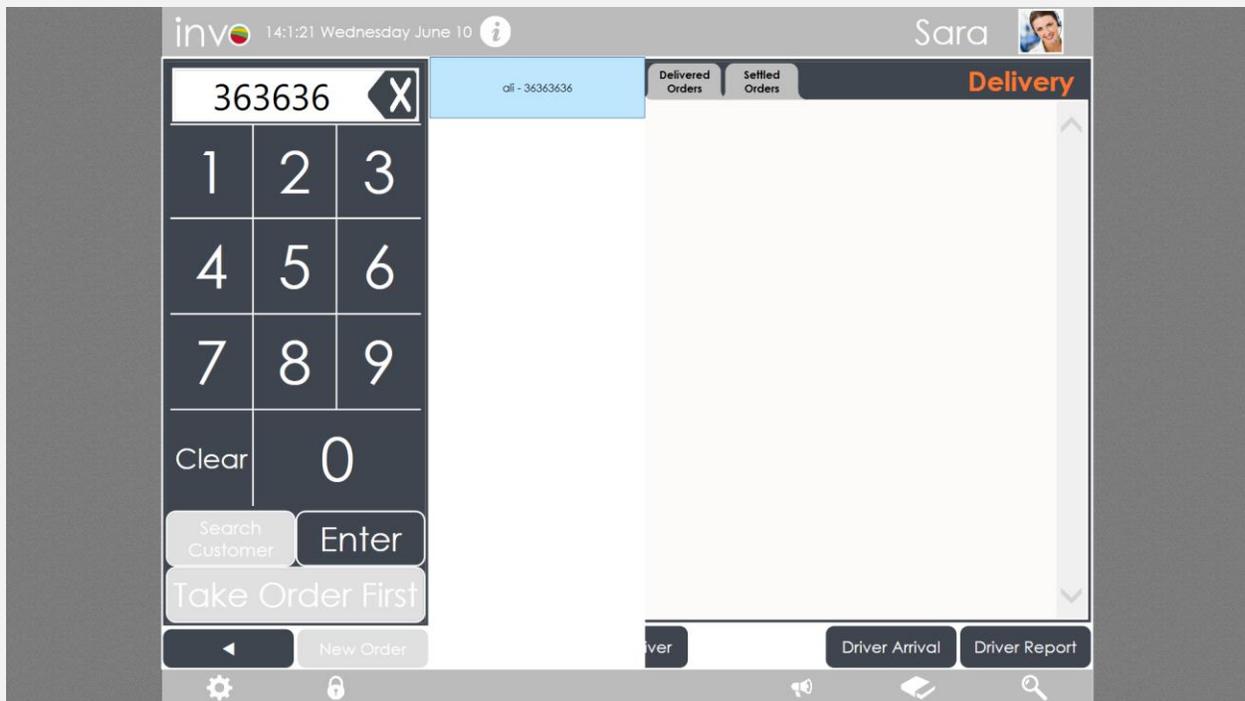
### Pay customer's credit

To pay the customer's credit you can go to:

1. Choose any service



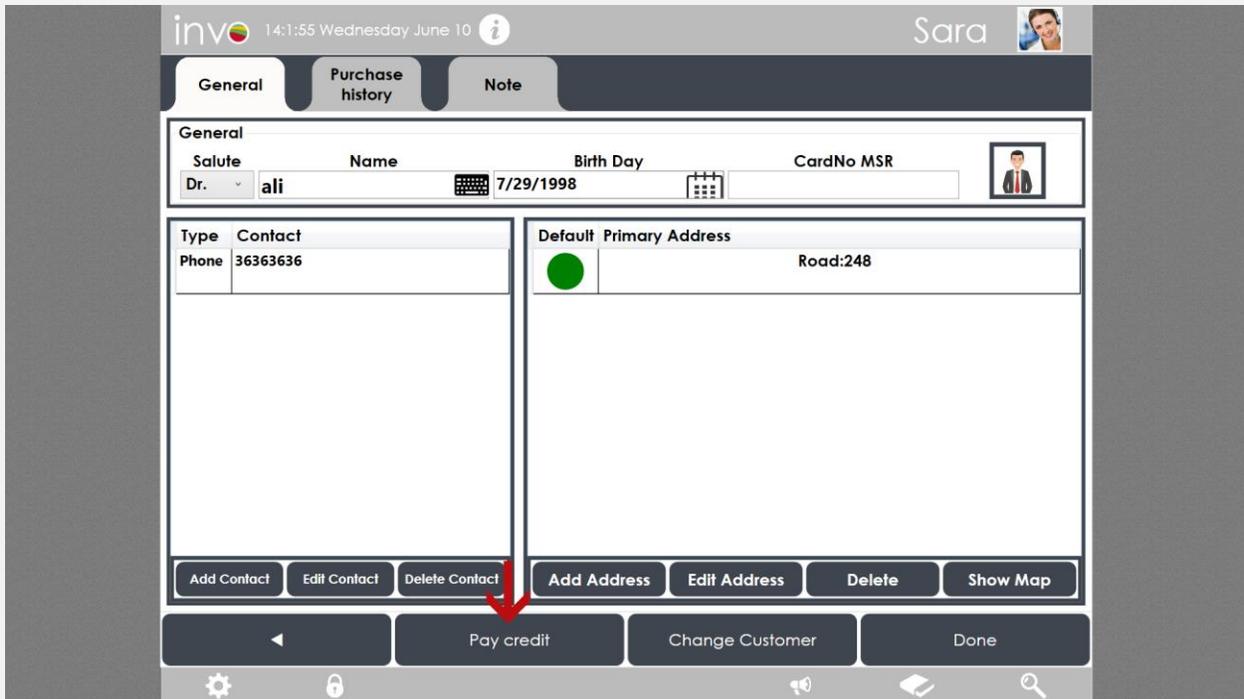
2. Enter the customer's phone number in the number pad and choose the customer from the list



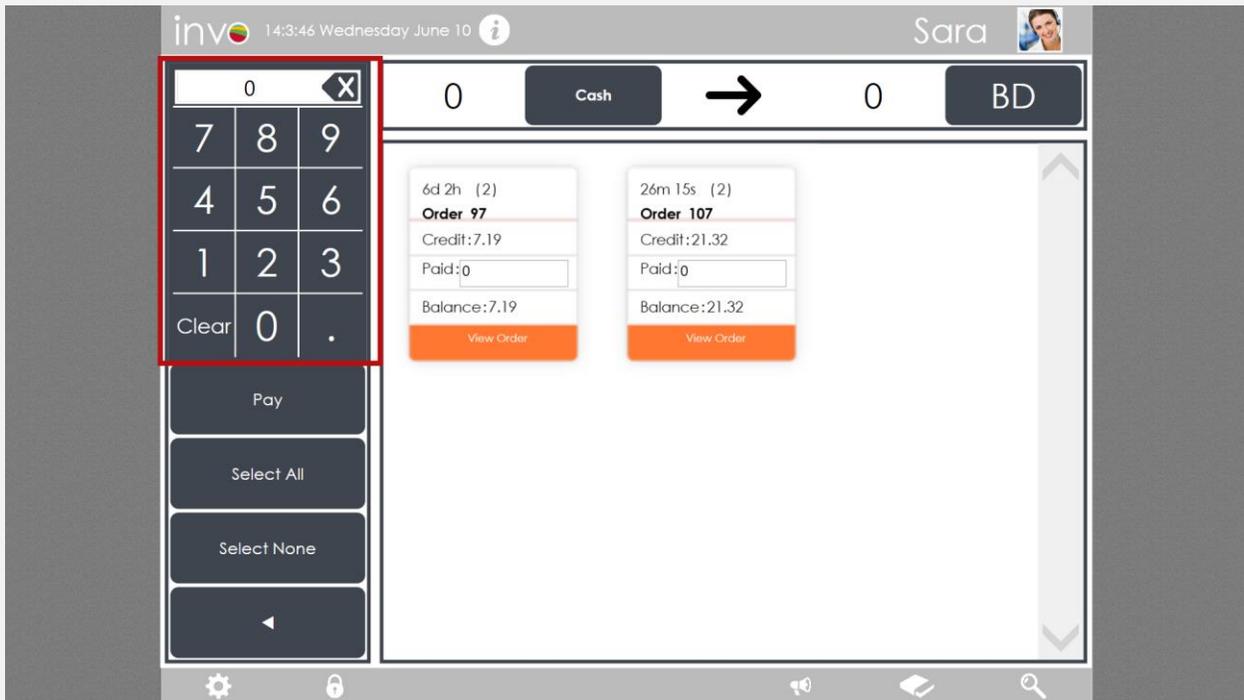
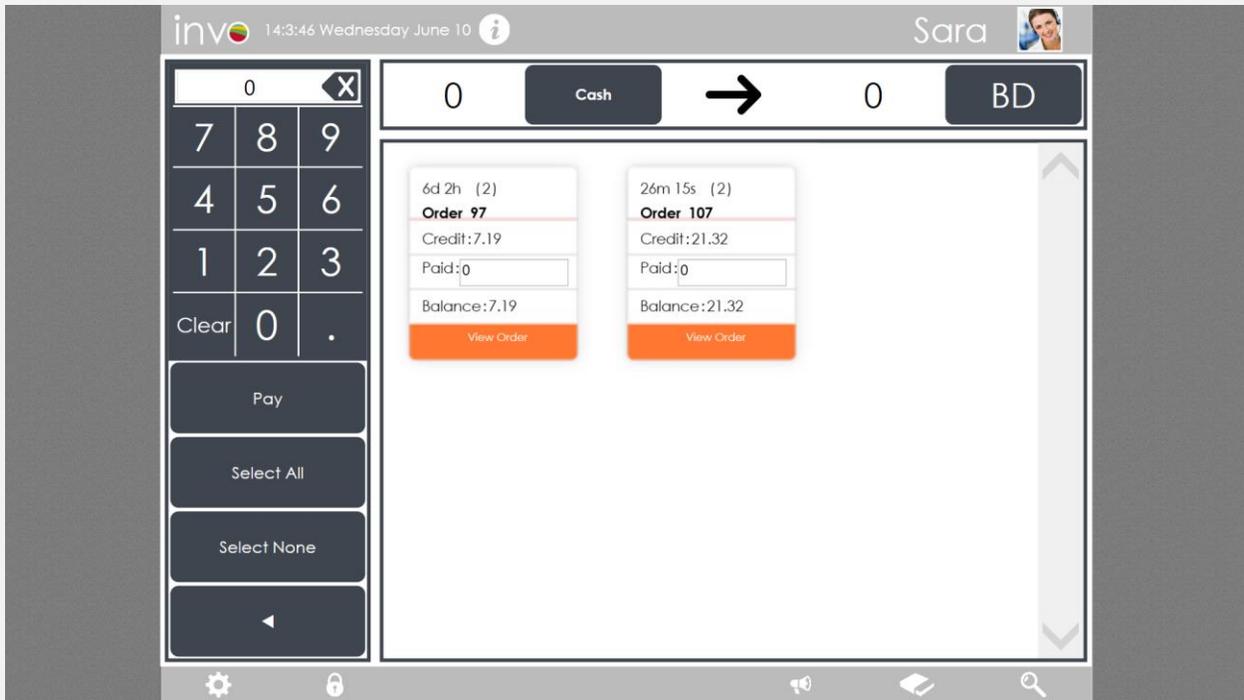
The customer page will open



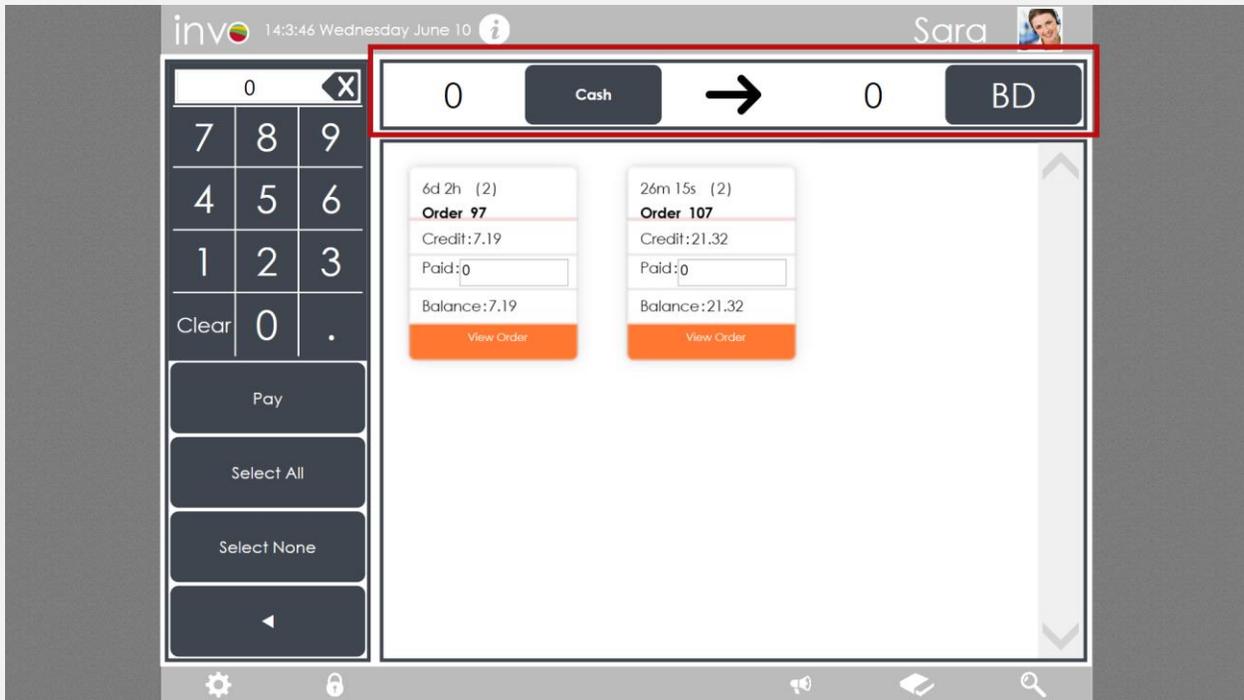
3. Click pay credit button



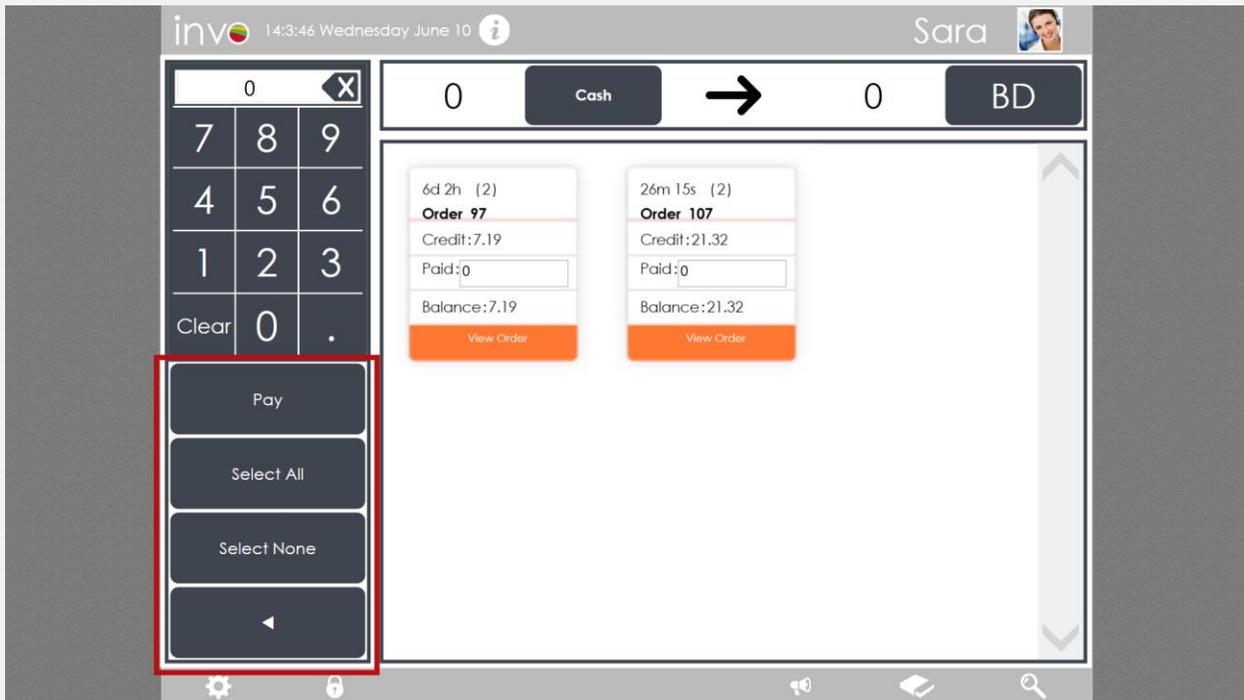
4. A credit paying page will open



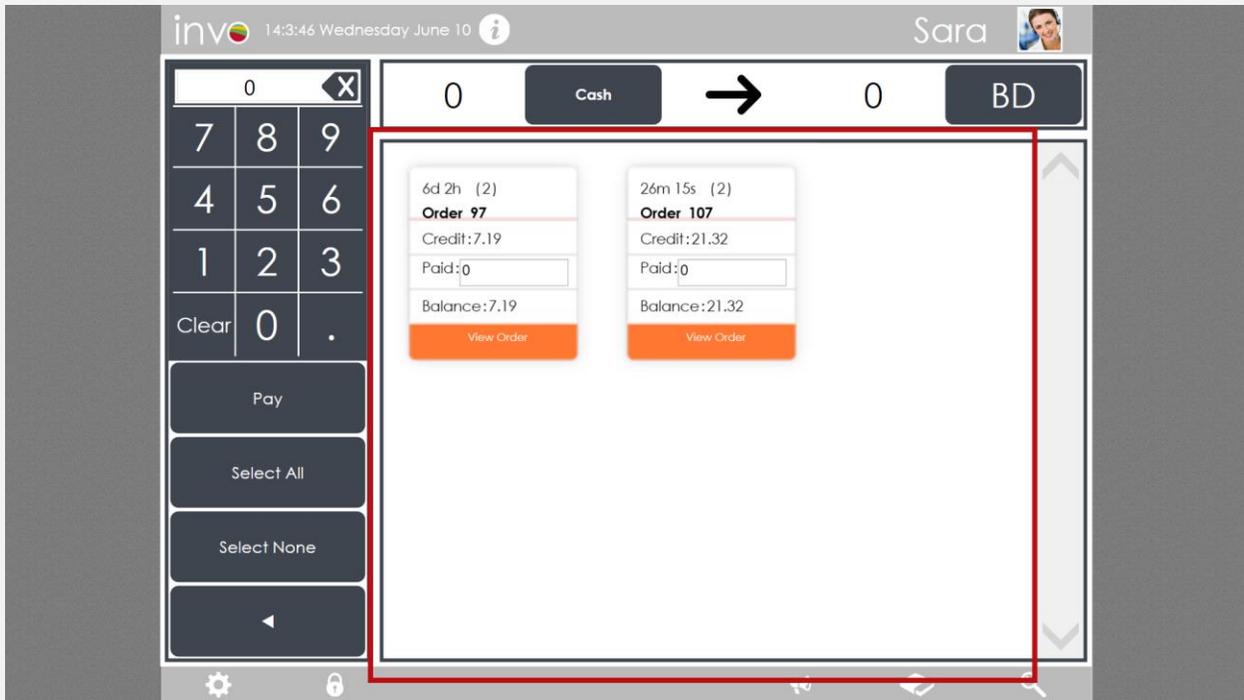
A number pad to insert amount value is on top left



A payment insertion is on top



A list of action is below the number pad

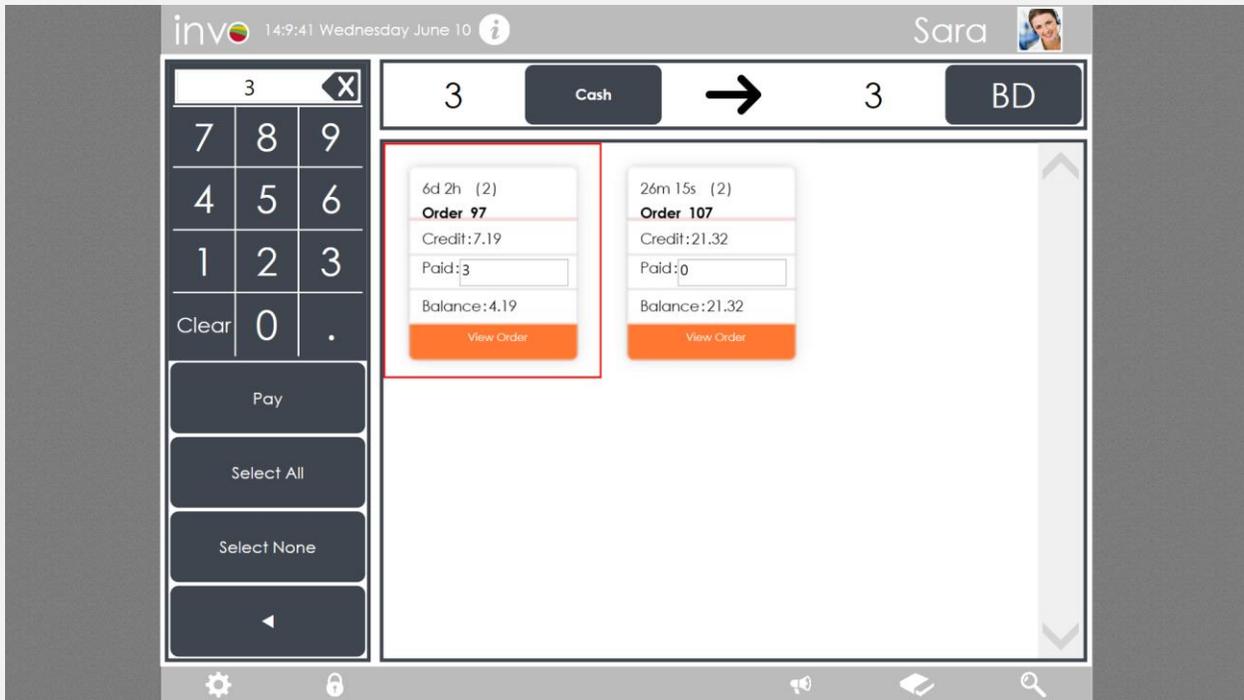


A list of orders will appear at the middle space

5. Select the order that the customer wants to pay the balance from



6. Then choose the amount that the customer will pay from the number pad



7. Select the payment method from the payment method drop down



8. Click pay to settle the account



In case the customer has remaining balance, a pop-up window will show with the remaining balance left on account

