

# **USERMANUAL** ZKPOS RESTAURANT BACKOFFICE

Date: 01-02 2020

Software Version: 2.5.1

# **GET STARTED**

Every retailer has to constantly face the complexities of handling wide range of product mix. So every retailer needs a complete and efficient interface to manage the day to day business in the shop. ZKPOS RESTAURANT BACKOFFICE is a complete solution for your business needs. Now let us start exploring ZKPOS RESTAURANT SOFTWARE BACK OFFICE.

# **STEP 1 - LOGIN TO ZKPOS RESTAURANT BO**



- 1. Open ZKPOS Restaurant BO.
- 2. Type USERNAME and PASSWORD.
- 3. Click LOGIN button.

# **STEP 2 – DASHBOARD**

Now you will be redirected to the MAIN MENU.



# STEP 3 – POS

# **STEP 3.1 – SETTINGS**

Now, go to settings menu and click on the utilities for enabling the ZKPOS Restaurant features.

#### **STEP 3.1.1 - UTILITIES**

In some situations you may need to grant permissions to access some features. That is done in the **UTILITIES**. For example if you want to use Gifts and Points functionality, you need to enable it in the utilities.

You need to login as **ADMIN** to view/access **UTILITIES**.

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- 1. Go to **POS** and then **SETTINGS**.
- 2. Click on **UTILITY** from the setting options.

Now let's learn each utility one by one.

- ENABLE PETTY CASH ADVANCE: For giving petty cash advance to cashiers to start a work period.
- 2. ENABLE LOGO IN PRINTING: Display company logo in printed invoice.
- 3. ENABLE BARCODE SCANNER: products can be added by scanning the barcode
- 4. ENABLE SLIDE SHOW CUSTOMER DISPLAY: Displays images as slideshow in customer display.
- ENABLE MULTIPLE LANGUAGE PRINT: Displays product name in default language and also its alias name.
- 6. **ENABLE GUEST COUNT:** Guest count can be specified in the payment section.
- 7. ENABLE VFD DISPLAY: Product details, quantity and price will be displayed in VFD display.
- 8. ENABLE LED DISPLAY: Product price will be displayed in LED display.

- 9. ENABLE MULTI-CURRENCY PAYMENT: Choose Multi currency payment, Update exchange rate in settings.
- 10. ENABLE SIMPLE PRINT: Enable print style simple, else detailed print.
- 11. ENABLE BIG PRINT: Invoice will be printed in big size.
- 12. ENABLE COMBO/SUB PRODUCTS: Sub products or Combo products can be created.
- 13. ENABLE FINGERPRINT LOGIN: Registered users can login using their fingerprint.
- 14. ENABLE INGREDIENT: Enable Ingredients.
- 15. ENABLE KITCHEN PRINT: Allow Kitchen Manager to print orders.
- 16. ENABLE ORDER PRINT: Print order invoice to kitchen.
- 17. ENABLE GIFT AND POINTS: Items can be given as a gift.
- 18. MENU FILTER: Menu Filter.
- 19. ENABLE MINUS STOCK: Sale product without stock.
- 20. ENABLE INDIAN GST PRINT: Invoice bill with GST tax.
- 21. ENABLE CUSTOMER ACCOUNT AUTHENTICATION: Customer Card Authentication on Each Customer Account Payment.
- 22. ENABLE AUTO ROUNDOFF: Enable Auto Round Off.
- 23. SPECIAL CHARGES: Special charges.
- 24. ENABLE TABLE SEAT: Enable Table Seats.
- 25. ENABLE TEMPORARY BILL: Print Temporary Invoice Bill.
- 26. EDIT PRODUCT: Edit Product.
- 27. ENABLE SERVER DATA SYNC: Daily sales data will be send to server.
- 28. ENABLE ANDROID: Enable Android.
- 29. ENABLE 58MM PRINT: Enable 58mm print.
- 30. ENABLE SCHEDULED EMAIL: Reports will be send via Email automatically.
- 31. ENABLE ENDWORK PERIOD EMAIL: Email will be send on end of work period.
- 32. **ENABLE NOTIFICATIONS:** Notifications will be shown on scheduled time.
- 33. **ENABLE AUTO PRINT**: Automatic print after payment.
- 34. ENABLE INBUILT FINGERPRINT LOGIN: Inbuilt Fingerprint Login.
- 35. ENABLE ON SCREEN KEYBOARD: Enable onscreen keyboard.
- 36. ENABLE AUTO BACKUP: Enable Auto Backup.

- 37. ENABLE INCLUSIVE TAX CALCULATION: Enable Inclusive tax calculation.
- 38. ENABLE DAYCLOSE EMAIL: Email will be send on Day close.
- 39. ENABLE BAR: To enable the beverages option.
- 40. ENABLE GRATUITY: To enable the tip option to food servers.
- 41. ENABLE ANDROID REPORT APP: To enable android report app.
- 42. ENABLE BACK OFFICE: To enable ZKPOS restaurant back office.
- 43. ENABLE INCLUSIVE CALCULATE TAX ON ROUNDING: Tax will be calculated inclusive for

the amount rounding.

- 44. ENABLE ROUDING TAX CALCULATION: Tax will be calculated for the amount after rounding.
- 45. ENABLE REPORT: This feature enables to view the reports.
- 46. ENABLE MENU FILTER: This feature is used to enable the menu filter option.

#### **STEP 3.2.1 – COMPANY DETAILS**

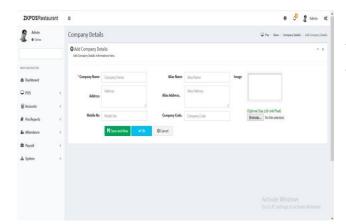
Creating a company is one of the basic activity you need to follow in the restaurant POS. Here add the company details of your company for further Point of Sale functioning. Go to settings, then click store option. You can view the company details like **Name**, **Branch**, **Address**, **Company Logo**, **Tax**, **Currency** etc., can be saved.

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1. Go to STORE.

2. Click on **COMPANY DETAILS**.

3. To add a new Company details click on the **ADD** button.



4. Enter company details in the appropriate fields.

5. Click on the Ok button to save Company details or click on the Save and New option to add new membership details.

# **EDIT / DELETE A COMPANY DETAILS**

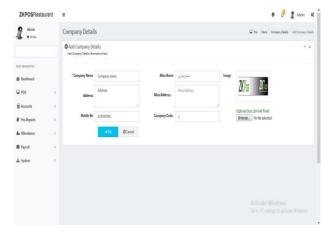
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📥 System 🤇		

1. Go to STORE.

2. Click Company details from the menu options.

3. You can see the saved Companies as shown above. Click on the Company that you want to delete and click OK button.



If you want to edit the Company details, then make necessary changes and click **OK** button.

# **STEP 3.1.2 - ABOUT SOFTWARE**

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Reports					

ZKPOS version, Copyright, Website address, Release date, support mail ID etc. are provided in this section. This is just for your reference purpose. You can contact or send your queries to the provided mail id.

#### STEP 3.1.3 - BACKUP DATA

It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.

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1. Go to POS and then to **SETTINGS**.

2. From the **MENU OPTIONS**, click **BACKUP**.

**DATABASE NAME** will be there by default.

3. You can browse and select the location to store your backup file.

4. Enter the backup file name.

5. Click **BACKUP** button to back up or **CANCEL** to cancel the operation.

#### **STEP 3.1.4 - NEW CUSTOMER**

If you have regular CUSTOMERS, you can save their details. Later that will help you during payment and promote their visits by giving gifts or points.

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- 1. Go to **POS** and then to **SETTINGS**.
- 2. Click on **CUSTOMER.**

To add a new customer click on the ADD
 Button in option link.

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1. Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status and finally the address of the customer.

- 2. Enter card number, GSTIN Number.
- 3. Save the details by clicking on the SAVE button.

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- 1. Go to POS and then to SETTINGS menu.
- 2. Click CUSTOMER.
- 3. To search a customer a search field is there.

# **EDIT / DELETE A CUSTOMER**

If you want to delete a saved customer, you may follow the steps below.

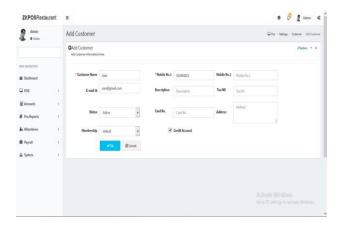
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1. Go to **POS** and then to **SETTINGS**.

2. Click **CUSTOMER** from the menu options.

3. You can see the saved customers as shown above.

4. Click on the Customer that you want to delete.



 If you want to edit the customer details, then make necessary changes and click UPDATE button.

2. Otherwise click **DELETE** button and **YES** in the confirmation popup.

3. Click **OK** in the confirmation dialog box.

#### **STEP 3.1.6– TABLE AREA**

As you have seen earlier, each table is placed in particular area. There will be 3 tables by default. But you can Add, Edit or Delete table area based on your requirements. Let's see how it is maintained.

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- 1. Go to **POS** and then to **SETTINGS**.
- 2. Click on **TABLEAREA**.

3. To add a new **TABLE AREA** click on the **ADD** button.

- 4. Enter Table Area.
- 5. Choose Background image.
- 6. Save the details by clicking on the **OK** button.

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#### In this section **SEARCH** facility is there.

- 1. Go to **SETTINGS** menu.
- 2. Click TABLE AREA.
- 3. To search a Table Area a search field is there.

# **EDIT/DELETE TABLE AREA**

If you want to delete a saved area, you may follow the steps below.

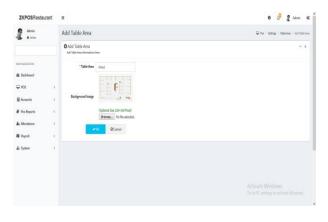
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1. Go to **SETTINGS**.

2. Click **TABLE AREA** from the menu options.

3. You can see the saved area as shown above.

Click on the Table Area that you want to delete.



If you want to edit the Table Area, then make necessary changes and click OK button.

#### **STEP 3.1.7– TABLE MANAGEMENT**

Add all the tables in your restaurant into ZKPOS so that you can keep track of orders in different tables. For instance suppose your restaurant contain 34 tables. If you name each table like TABLE1, TABLE2 etc. and save other details like table area and number of seats then you can handle the orders more efficiently.

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- 1. Go to **POS** and then to **SETTINGS**.
- 2. Click on TABLE MANAGEMENT.
- 3. To add a new **TABLE** click on the **ADD** button.
- 4. Enter Table Name, Table Capacity, and Table Area.

5. Choose Background image. Save the

details by clicking on the OK button.

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#### In this section SEARCH facility is there.

1.Go to **SETTINGS** menu.

2. Click TABLE MANAGEMENT.

3. To search a Table Management a search field is there.

# **EDIT/DELETE TABLE MANAGEMENT**

If you want to delete a saved area, you may follow the steps below.

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1. Go to **POS** and then to **SETTINGS**.

2. Click **TABLE MANAGEMENT** from the menu options.

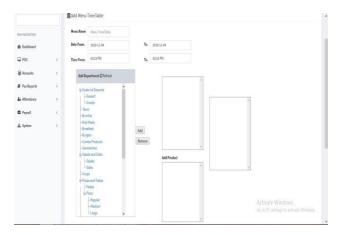
You can see the saved table as shown above.
 Click on the table that you want to delete.

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3. If you want to edit the Table, then make necessary changes and click OK button.

#### **STEP 3.1.8 – ADD MENU TIME TABLE**

Every restaurant have their own menu. Breakfast, Lunch, Snacks and dinner may vary from day to day and time to time. In such cases you can keep the record for the menu efficiently using menu timetable.



1. Go to **POS** and then to **SETTINGS**.

2. Click on MENU TIME TABLE on the option button.

3. To add a new TIME TABLE click on the ADD button.

4. Enter Menu Name, Date From, Date To, Time From and Time To.

5. Add Menu to the list and save details by clicking on the OK button.

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#### In this section **SEARCH** facility is there.

1. Go to **SETTINGS** menu.

2. Click **MENU TIME TABLE**.

3. To search a Table Management a search field is there.

#### **EDIT/DELETE MENU TIME TABLE**

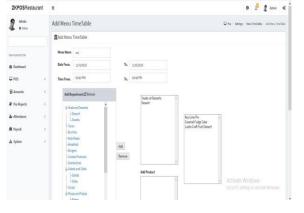
If you want to delete a saved menu time table, you may follow the steps below.

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1. Go to SETTINGS.

Click MENU TIME TABLE from the menu options.
 You can see the saved menu as shown above.

Click on the Delete menu that you want to delete.



4. If you want to edit the Table, then make necessary changes and click **OK** button.

# **STEP 3.1.9 - ADDING NEW VENDOR**

A Vendor is a person who provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a **VENDOR**.

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- 1. Login as ADMIN.
- 2. Go to **POS** and then to **SETTINGS**.
- 3. Choose **VENDOR** and then click **ADD** button.

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1. Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Vat Register Number, Address and Status.

2. After entering necessary details click SAVE.

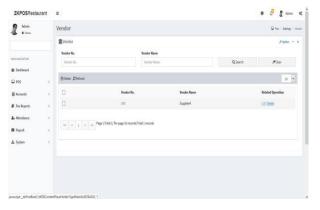
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- 1. Go to **SETTINGS** menu.
- 2. Click VENDOR.
- 3. To search a vendor a search field is there.

# **EDIT / DELETE A VENDOR**

You can delete a vendor as you deleted a customer before.



- 1. Go to **SETTINGS**.
- 2. Click on **VENDOR**.

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Admin • Drive	Add Vendor					🖓 Pos - Settings	- Werder - Add Handre
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1. Every saved vendor names will be displayed; you have to choose the vendor that you want to edit/delete.

2. If you want to edit, then make necessary changes and click **UPDATE** button.

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h System ←		

1. Now click on the delete button and YES in the confirmation pop up.

2. Click OK in the confirmation dialog box.

# **STEP 3.1.10 - ADDING DELIVERY BOYS**

A Delivery boy is a person whom provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a VENDOR.

•						
Admin Drive		Delivery Boys			🖓 Pos - Settings - Delivery S	
		1 Delivery Boys			Foglas - a	
		Delivery Boy No	Delivery Boy Name			
ANY WOLLETICS		Delivery Boy No	Delivery Boy Marte	Q Search	#Vear	
B Deshboard					and the second se	
₽ POS	4	BDelete Officient			33 <b>*</b>	
🗑 Accounts	¢	📋 Delivery Boy No.	Delivery Boy Name	Nobile No	Related Operation	
Pos Reports	4	D 100	Arun	59111399911	Edit Delete	
Attendance	4	□ 100	Basil	7756434857	Edit Defete	
B Payroll	- Ĉ	□ m	John	9957547770	Edit Delete	
L System						
		et e 1 s so Page 1/Total	1; Per page 13 records; Total 3 records			
					tivate Windows	

1. Login as **ADMIN**.

2. Go to **POS** and then to **SETTINGS**.

3. Choose **DELIVERY BOYS** and then click **ADD** button in option menu.

Admin Doire		Add Delivery Boys						🖓 Pas - Settings - Delivery Boys - Add Delivery I
		Add Delivery Boys Add Delivery Boys International	hen.					- )
IN MUSICIN								
i Dashboard		* Delivery Boy Name	Delivery Boy Name		* Mobile No	Mobile No		
POS	¢	E-mail 1d	E-mailid		Address	Address		
Accounts				- 111			- 2	
Pos Reports	~	Status	Adive	~				
Attendance	- e.		KSave and New 😽	ØCarcel				
Payroll	с.							
System								

In this section **SEARCH** facility is there.

<b>ZKPOS</b> Restaurant				0 🖉 🖁 Admin 😋
Admin • Drive	Delivery Boys			🖓 Pas - Salings - Dalwey Bay
	1 Delivery Boys			Poptie - x
	Delivery Boy No	Delivery Boy Name		
AN WARDON	Dethery Boy No	Delivery Boy Mane	Q Search	#Dear
B Dashboard	-			
POS	B Deleter O Refresh			21 💌
🗑 Accounts	C DeliveryBayNo.	Delivery Boy Name	Nobile No	Related Operation
Pos Reports	6 🛛 200	kut	9811199911	East Delate
a Attendance	6 D xx	Basil	7758434857	Lat Drinte
1 Payrol	c 🔲 301	John	9957347770	Edit Defete
h System	< < 1 > >> Page 1/504	; Per page 10 records/Total 3 records		
				tivate Windows

appropriate fields like Delivery Boy Name, Mobile Number, Email ID, Address and Status. 2. After entering necessary details click **OK** button.

1. Enter the **DELIVERY BOYS DETAILS** in the

- 1. Go to **SETTINGS** menu.
- 2. Click **DELIVERY BOYS**.
- 3. To search a Delivery Boys a search field is there.

# **EDIT / DELETE A DELIVERY BOYS**

You can delete a Delivery Boys as you deleted a Delivery Boys before.

ZKPOSRestaurant	=	0 🖓 🦉 Admin 🕫	
Admin • Deire	Add Delivery Boys	$\overline{\phi}(P_{00} \times Settings \times Delivery Boys \times Add Delivery Boys$	1. Go to <b>SETTINGS</b> .
	Add Delivery Boys Add Delivery Boys	- x	
NEW MOREFLEY	*Delivery Boy Name Acan *Mobile No 9901159911		2. Click on <b>DELIVERY BOYS</b> .
Deshboard	E-mail lá arun9genal.com Malarea		
E Accounts <	anggracon		3. Every saved delivery boys names will be
Pos Reports <	Status Active V		
& Attendance (	Vic glands		displayed, you have to choose the delivery boys
🛓 System 🤇			that you want to adit ( dalata
			that you want to edit/ delete.
			4. If you want to edit, then make necessary
		v	changes and click UPDATE
			5
			button.

<b>ZKPOS</b> Restaurant			0 🖉	2 Admin	1
Admin • Colore	Table Area	Q Pa	Table Nanapener		
	Delete     Undo Table, Nutr. Table number served after revocation			23	. 1
UCHARDOON	Select Tuble(c)(100 Arun 9811599911				1
Deshboard					
Accounts c	<b>√</b> 0k @Canot				
Pos Reports C					
Attendance (					
l Payroll (					
a System <					

1. Now click on the delete button and **YES** in the confirmation popup.

2. Click **OK** in the confirmation dialog box.

Note: if there is only one delivery boy, you cannot delete his details. Because he is saved as the default delivery boy. Otherwise you can delete the details.

#### **STEP 3.1.11 – CURRENCY EXCHANGE RATE**

Some customers may feel happy if you could produce the invoice in their native currency rate, or there may be situations where you need to deal with foreign customers. So you could know the exchange rates easily with this functionality. It is possible by updating the EXCHANGE RATE.

Adress • Dates	C	urrency Exchange Rate			ų,	n Setro	· Currency Exe	legi
	1	Currency Exchange Rate						
		Carrency ID.	Country Name					
AN ANTISCION		Garrange (D.	Country Name		Q, Starth		"Dear	
B Dashboard								
Pos		BDelete ØRefresh					- 22	
i Accounts	4	10 Country Name	Carroncy	Code	Symbols	Exchange Rate	Related Operations	î
Pos/lieports	6	2 Highanistan	Hghani	HEN		0.0000	Eat	н
x Attendance	3	1 Alberia	144	ALL	Lek	0.0000	Edit	L
Payroll	3	132 Ageria	Algerian Divar	DZD		0.0000	588	н
system		174 Andorra	European Euro	EUR	6	0.0000	588	L
		133 Angola	Angolan Kusanza	ADA		0.0000	Edit	L
		158 Antigue and Barbude	East Caribbean Dollar	HCD	5	0.0000	Ede	1
		3 Argertina	Peso	ARS	\$	0.5000	.64t	
		117 Armenia	Armenian Dram	AMD		1.4.000	Eat	

#### In this section **SEARCH** facility is there.

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Adrie + Dates	Currency Exchange Rate			Ģ	Pag - Sattlegs - Correctly Endlarge
	Currency Exchange Rate				
	Currency ID.	Country Name			
AN MARKADON	Currency ID.	Country Name		Q, Search	#Dew
b Dashboard					
2 P05	Blekte CRiffeih				
Accurts (	ID Country Name	Gammey	Code	Symbols	Exchange Related A Rate Operations
Pos Reporte	2 Hyberistan	Alghani	APN	14	6.0000 Edit
ie Attendance	1 Aberia	Leki	ALL	Lek	0.0000 Edit
l Payroll 🤇	112 Agerta	Algerian Dinar	020		0.0000 Edit
System	178 Andorra	European Euro	EUR		0.0000 Edit
	133 Angola	Arapian Kosanza	AGA.		6.0000 Edit
	118 Antigue and Barbuda	East Caribbean Dollar	XCD	1	0.0000 Edit
	3 Argentina	Peso	ARS	5	0.0000 (de
	117 Ameria	Armenian Dram	AND	Activate V	Minestonics Edit

- 1. Go to **SETTINGS**.
- 2. Click on CURRENCY EXCHANGE RATE.
- 3. Multicurrency displayed there.

- 1. Go to SETTINGS menu.
- 2. Click MULTI CURRENCY.
- 3. To search Multi-currency a search field is there.

Admin Otics	Currer	ncy Exchange Rate					₽ Pas - 1	latings · Canany Echange
	1Curr	ency Exchange Rate						
	Carret	ncyiD.		Country Name				
NEOWIEC:UN	Curr	marcy ID.		Country Name		Q	Search	#Oest
B Dashboard								
POS	e Book	te Øflefresh						20 - Y
2 Accounts	C 10	Country Name	Currency		Code	Symbols	Exchange Rate	Related Operations
Pos Reports	¢ 2	Alghanistan	(éghani		ARN	9	0.000.0	Edit
a Attendance	< 1	Albania	Lek		ALL.	Lek	0.0000	Update Cancel
B Payroll	132	Ageria	Algerian Dir	w	020		0.0000	ER
L System	174	Andorra	European E	an i	EUR	e	0.0000	Edit
	133	Argola	Angolan Ku	1120	AGA		0.0000	Edit
	861	Artigue and Barbuda	East Caribb	sen Dollar	NCD	5	0.0000	Edit
	3	Argentina	Peso		ABS	\$	Activate Wind	Edit v

 All multicurrency are displayed there, you have to choose the multicurrency that you want to edit.
 If you want to edit, then make necessary changes and click UPDATE button.

#### STEP 3.1.12- EXPORT TABLES

You can export data from **ZKPOS back office** to your computer.

ZKPOSRestaurant		o d 2	Admin <b>O</b>
Admin • Delm	Export Tables	Q m	Setting - Equit
	O Export Tables		
NO MUTATIN	Carrent Export Table Departments 🛩	ExportToRed ExportToExcel ExportToPDE ExportToCSV	
Dechisterd	Department_Name	Alias, Name	
	Snaka nd Desserts	Snaks nd Desserts	
POS	Term	Tacco	
Accounts	Burntos	Buritos	
Pos Reports	Kids Meals	Kida Meala	
a Attendance	Selads	Salads	
Payroll	Sides	Sides	
System	Smoothies	Smothes	
a ojstem	Energy Bowls	Energy Bouls	
	Shots	Shots	
	Bensidaat	Bresidaat	
	Jules	Activate Windows	
	Stakes	States Go to PC settings to activate	
ahost8084/settings/export#	Hot Beverages	Hot Beverages	

- 1. Go to **SETTINGS**.
- 2. Click on **EXPORT TABLES**.
- 3. All Export Tables are displayed there.
- 4. We can Export Table, then choose Current Export Table.
- 5. Some options are there, Export To Word,

Export To Excel, Export To PDF, and Export

To CSV. You can choose the above options.

Note: You have to browse the path where you want to save the file.

#### **STEP 3.1.13– IMPORT TABLES**

In some scenarios youmay need some data outside **ZKPOS back office**, in such cases you can import that data to your **ZKPOS** back office.

ZKPOSRestaurant	=					0 🖉 💈 Admin 🕻
Admin • Colore	Import Tables					🖓 Pas - Settings - Impo
-	O Import Tables					
nen noverten	Current Import Tabl	le Departments V	Select the file you want to import :	Browse No file selected. Only support file formatcsv Download Import Template	Oimport	@Gancel
	department_Name		Alias_Name	Parent Department		
Accounts	Snaks nd Desserts		Snaks nd Desserts	None		
E ACOMIC	Tacos		laces	None		
Pos Reports	Burritos		Burnitos	None		
🌆 Attendance	Kids Heals		Kida Meaka	None		
Payroll	Selads		Salads	Salads and Sides		
🛦 System	Sides		Sides	Salads and Sides		
	Smoothies		Smoothies	Beverages		
	Energy Bowls		Energy Bowls	Beverages		
	Shots		Shots	Beverages		
	Breakfast		Breakfast	None		
	Juices		Julos	Beverages		settings to activate Windows

- 1. Go to **SETTINGS**.
- 2. Click on IMPORT TABLES.
- 3. All Import Tables are displayed there.

4. We can Import Table, then choose Current Export Table.

Then select the file you want to import.
 Then click **IMPORT** button.

Note: You can download the template of each department by clicking the download template link shown on the right side of the window. For that you have to select the department first and then click on the link. After that only you can see the downloaded template in your system in an excel form later add the departments and save the file. Then in the import function browse the file and you can view the list of new departments in the department list in the products menu.

#### **STEP 3.1.14– NOTIFICATION SETTINGS**

In first you have to enable the notification feature in the utility.

ZKPOSRestaurant	Ξ				0 🖓 🤱 Admin 🕻
Admin • Online	Notification	Settings			🖓 Pes - Settings - Notification Settin
	1 Notification	Settings			
IN NAVGETON	Citefresh				30 🗸
) Dashboard	p	Satus	Name	Days	Related Operations
l pos	1		Vendor credit notification	0	6dt
Accounts <	2		Customer credit notification	0	Edit
Pos Reports <					
Attendance <	ee e 1	> Page 1/Total 1; Per page	30 records/Total 2 records		
Payroll <					
system <					

- 1. Go to SETTINGS.
- 2. Click on **NOTIFICATION SETTINGS**.

3. Every saved notification details will be displayed, you have to choose the notification details that you want to edit.

#### **STEP 3.1.15– ONLINE ORDER TYPE**

Online order services are the inevitable part of human life today. So our ZKPOS Restaurant software has the feature to add online order types and take orders from online order app services. You can create online order types like Uber eats, Zomato, Swiggy etc.

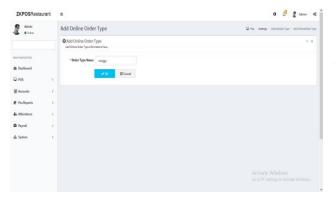
Admin • Drive		Online Order	r Type				Pro - Selling - Orbinotech
		100 Online Order	r Type				Poplas - a
		Order Type No.		Order Type Name			
ION NAMESATION		Order Type No.		Order Type Name		Q,Search	#Cest
Deshboard							
Pos	¢	BDelete Offete	edi				31 V
Accounts	4	D	Order Type No.		Order Type Name		Related Operation
Pos Reports	¢	0	1		swigg/		Edd Delete
k Atlendance	¢	D	3		Uber exts		Edd Delete
t Payrol	÷	D	2		Zomato		Lift Delete
system	-C	** * 1	5 30 Page 1/Total 1; Per page 10	I records/Total 3 records			

1. Go to **POS** and then to **SETTINGS.** 

2. Click on **ONLINE ORDER TYPE and to add new online** order type click on options and then add. Enter the online service. Click Ok or Save and new.

#### **EDIT/ DELETE ONLINE ORDER TYPE**

You can edit or delete the online order type in ZKPOS restaurant back office.



Select the order type that you want to edit and click on the edit button and make necessary changes and click OK.

	e 🖓 💈 Admin 🕫
Table Area	$\overline{Q}(P_{00} + 5 d Brigs + 0 d Brite Delete Type + Delete$
Delete     Delete     Deletate, Stars Table number carvat be reased after resocation	- 1
Select Deline Dirder name (u):1_awiggy	
v Ca @Canot	
	Table Area  Differ Defer

Select the order type you want to delete and click on **DELETE** button and click **OK** button.

#### **STEP 3.1.16– EMAIL SETTINGS**

User can set the email settings in the Restaurant Point of Sale. He can send the reports like invoice, day close amount, sales, attendance, and cashier wise sales, item wise sales will be sent to the added email id on the daily time or daily interval basis. Also user can set the CC along with the mail.

ZKPOSRestaurant			0 🖉 💈 Admin 🕴
Admin Delay	Email Settings		🐺 Pez – Settings – Envil Setti
	© Email Settings Add Gnal Settings internations	hen.	- 1
IKN WAGETON	Email Sending Server	antp.gnal.com	
2 Dashboard		(antpuccusa)	
POS (	* Server Part	587	
		₹ssi.	
Accounts C	"Email Account	infomalzipos@gmail.com	
🖗 Pus Reports 🔹		(xx@xxxxx,DomineName)	
🛦 Attendance 🕓	* Password	sipos@123	
🛱 Payroll 🔇	* Sender Name	sample@gnail.com	
≜ System (	" Email Content	Salies Report v	
	Shedule		
	DailyOn Time	1130	
	Daily On Intervel	2Min v	
		v ck	Activate Windows Ge to PC settings to activate Windows

# 1. Go to POS >> SETTINGS>> EMAIL SETTINGS.

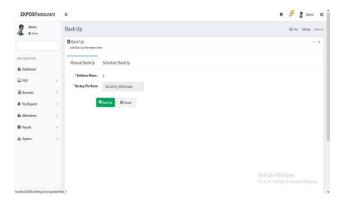
- 2. Enter the details as shown
- 3. Select the email content from dropdown list

4. Select the schedule daily on time or daily on interval.

Note: Enable Scheduled email in the utility settings.

#### STEP 3.1.17- AUTO BACK UP

Backup data will be automatically save to current file. To back up the details in ZKPOS Restaurant software we have two options. Either we can do the manual back up or Scheduled back up.



- 1. Go to POS>> SETTINGS>> AUTO BACK UP
- 2. Select Manual Back up.
- 3. Click on Backup.

ZKPOSRestaurant		0 🖓 🛔 Admin 😋
Admin	Back Up	🖓 Pas - Settep - Backlo
	Back Up     Add Back Up Informations Inere	- x
NAN MANJATIKA	Manual BackUp Schedule BackUp	
Dashboard	Dutabase Name : 3	
POS (	Backup Type: Bowly	
₩ Accounts <	Officekty	
Pos Reports (	Ottoothiy	
Altendance (	Ottever	
🛱 Payroll 🤇	Same To: A00011	
🛦 System 🤇		
	Reactlp @Carcel	
cellect 1054 deshboard		

 Select schedule back up.
 Select back up type daily/weekly/ monthly/never basis.

6. Click on back up.

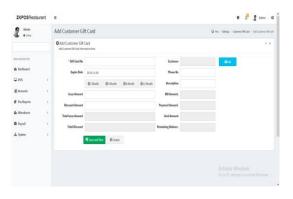
# STEP 3.1.18- CUSTOMER GIFT CARD

Customer gift cards are used to attract the customers by providing points and gifts to them. We can generate GIFT CARD from ZKPOS Restaurant. With the use of customer gift card user can have varieties of food item. In restaurant user can also set the expiry date of the gift cards.

				0 🖉 🤱 Admin	
Admin • Onice	Customer Gift Card			🖓 Pos - Settep - Culturer	otori
	Customer Gilt Card			Foplan -	*
n NAVATON	Gift Card No.	Customer Name			
				Q.Search & Cear	
Dashboard	Bibriete Økefrenh			25 -	
POS	C			The second s	
Accounts	. 🗆	Gift Card No	Gastomer Name	Related Operation	
Pes Reports	, 🗆	333232	History	Edit Delete	
Attendance	. 0	123654	Sans	Edit Deleter	
Payrall	, 0	mm	Sysm Das	EdB Delete	
System	< <u></u>	Page 1/Total 1; Per page 13 records/Total 3 records			

1. Go to **POS>> SETTINGS>> CUSTOMER GIFT CARD**.

2. We can see the created gift cards here.



1. To add a customer gift card click on

#### OPTION>> ADD.

- 2. Enter the details in appropriate fields
- 3. Enter the customer gift card number (minimum five numbers)
- 4. Select customer, Expiry date, issue
- amount and discount amount and save.

# EDIT/ DELETE CUSTOMER GIFT CARD

To edit or delete the customer gift card follow the below steps.

Admin .	Add Customer Gi	ft Card						Phi - Settigs - Culore DRDed - All Culorer DRDe
	Add Customer Gift Add Castomer Gift Cast Info							- 1
WWWIEGOR	" GR Card No	111212				Customer	Rishay	
B Dashboard	Expire Date	5/5/2020 12:0	010 AN			Phone No	11115655656565	
₽ POS	<.	@1Month	Ø1lioth	Ø6 Month	Ø 12 Month	Description	df sa lida	
E Accounts	<	5000.0000				Sil Amount.	4200.0000	
Pos Reports	C Discount Amount	800.0000				Payment Amount,	4200.0000	
a Athendance	< Total issue Amount					Used Amount		
🖻 Payrail	<. Total Discount					Remaining Balance.		
& System	¢	400	@Canal					

1. To edit a customer gift card click on **EDIT** button of the respective customer.

2. Make necessary changes except customer gift card number and customer name.

3. Click OK button.

ZKPOSRestaurant	=	0 🖓 💈 Admin 🕫
Atrie • Den	Delete Customer Gift Card	🖓 Fei - Sellings - Calement R Card - Deles Calement R Card
	Delete Customer Gift Card Unde Catome Of Cerl, Neter Catome Off Cerl number senset be waved wher versistent	2.8
ANIMATON	Select Gift card(s):333212,4kshay	
B Dechlosard		
₽ POS: <		
Accounts (	✓Ck @Canad	
Pos Reports C		
e Attendance 🤇		
1 Payroll c		
a System (		

1. To delete a Gift card click on the **DELETE** button.

Note: The card number should be atleast 5 digits.

#### **STEP 3.1.19– FOOD VOUCHER**

We can generate FOOD VOUCHER from ZKPOS Restaurant. In restaurant user can create a certain number of vouchers and can provide them to customers. The gift vouchers for restaurants listed is suitable for every occasion and adds more color to the celebrating mood. Be it be the events like New Year, Christmas and this is nothing but gift in style.

Admin • Onion	Food Vouche	24			🖓 Pes - Settings - Tool Tools
	Teres And Mouche	r			August - a
	FoodVoucherN	ame	Price		
AN MARIATION	Food/bucher	Sane	Pita	Q.Search	#One
B Dechbeard ⊋ POS	BOelete CRef	eń.			20 1
a Accounts	. 0	Food Voucher Name.	Price		Related Operation
🖡 Pos Reports		ghd	\$001.0000		Dakes
la Attendence		hahaf	2000.0000		Dates
B Payroll	e -	2 3 4 , so Page 1/Total	4; Per caze 18 records/Total 35 records		
<b>h</b> System	( <u> </u>	[2] 3 [ 4 ] 7 [ 7] 7			

- To create food voucher go to POS>> SETTINGS>>
   Food voucher.
- 2. We can see the already created food vouchers here.

ZKPOSRestaurant		0 🖑 🦉 Admin 🕫 🕯	
Admin .	Add Food Voucher	$\overline{\mathbf{Q}}(\mathbf{P}_{\mathbf{M}})$ : Sating - Facilitache - Addrectionhe -	
	Oldd Food Voucher feed touber inferentien fees	- x	
MAX MARGATON	Expire Date 2020-12-06		<ol> <li>To add a food voucher click</li> </ol>
€ Dashboard	©1 North ©3 North ©6 North ©12 Month		
🗑 Accounts	Voucher Name		OPTIONS>> ADD.
# Posilieports (	Voxcher Amount		2 Salact avains data
Ar Attendance C	R See and New OCancel		2. Select expiry date.
▲ System (			3. Enter Voucher name, Voucher count and
			Voucher amount.
		with the transmission of t	4. Click on SAVE and NEW.

Note: Once you use the food voucher code it can't be used for further purpose.

#### **DELETE FOOD VOUCHER**

To edit or delete the food voucher follow the below steps.

ZKPOSRestaurant	=	0 🖉 🖁 Admin 🕫
Admin • Option	Delete Expense Type	📮 Pas - Satisp - Feel Youthe - bies Fool Youthe
	Delete Expense Type Indo Expense Type, Nets: Expense Type number cannot be reased after resocutions	- 1
INNI WASHICH	Select Table(s):huha/2000.0000	
B Dashboard ↓ POS c		
E Accounts <	<b>√</b> 0, ©Canod	
Pos Reports 🧧 🤇		
🛦 Attendance 🤇		
🛱 Paycoli 🤇		
🛓 System 🦿 🤇		

1. To delete a food voucher select the

appropriate food voucher.

2. Click on **delete** button then click **OK**.

#### **STEP 3.1.20– CURRENCY DENOMINATION**

It is a proper description of a currency amount, usually for coins or bank notes. When the cashier does a sale in the morning, it can be possible that there will be no petty cash balance in the cash drawer. So he can add the currency denominations here.

ZKPOSRestaurant				0 👌 🛔 Admin 📫	
Atrin • Drive	Currency Denomination		9	Phis - Satting - Conservation	
	Currency Denomination			Foption - x	1. To add Currency denomination go to
No. WITETZN	BDelete Chiefrech			20 *	
⊋ POS (	Currency Denomination No.	Carrency	Denomination Volue	Related Operation	POS>> SETTINGS>>Currency
Recounts (		India-Ruppe-	50,0900	Deiste	Denomination.
a Attendance (	<c 1="" <=""></c>	contos/Total 8 reconto			
Payrol (					2. We can see the created denominations in the
					interface.
				÷	
ZKPOSRestaurant	1			0 🗗 🖁 Admin 🛋	
Admin • Dates	Add Currency Denomination		Q Pas - Sellings - Canero	g Denomination - Add Carrency Denomination	
	Add Currency Denomination Add Currency Denomination Informations here.			- x	1. To add new denominations click on
an wats the	*Corrency Type Indu-Will-				
B Dashboard ⊋ POS <	*Denomination Value	el .			OPTIONS>> ADD
Accounts (					2. Enter the surroughting and denomination
Positeports (					2. Enter the <b>currency type</b> and <b>denomination</b>
B Payroll (					value and click save and new.
🛦 System 🤇					
					4. To edit the denomination click on
					the delete button against the
				¥	respective denomination.
					•

Note: Enable the petty cash advance in the utility menu. While ending or starting the work period it will shows the current existing currency denomination value of the restaurant.

#### **STEP 3.1.21 – RESERVATION**

This feature is used to set the notification time according to the reservation period. Here the user can set the pre notification time and minimum reservation time period for reserving the table seat in the restaurant.

ZKPOSRestaurar	nt							0 0	2	drin (
Atria • Data		Add Reservation Ma	ster					Q Par - 1	ettrip - hu	eration Had
		Oldd Reservation Maste Ad Reservator Master Information								- 1
NUN NAVGETON		Pri Notification Time	40	Meute	Meute	~				
& Dashboard		Mis Reservation Period	220	Hour	Meste	~				
POS						101				
O Settings										
Q Usily	¢	Reservation Image								
0 About	<u>.</u>	not not neg								
O Back Up	1		Optimal Size 120+340 Pixel)							
O Cultomets	сe:		Browse No file selected.							
O Data Cleaning	10		Update @Cancel							
O Table Area	C.									
O Table Hanagement	6									
O Meru TimeTable	¢									
O Vendor										
O Delivery Bry	e.									
O Currency/Exchange R	ales .									
O Export	( C)									
Q integet	12									

1. To add reservation go to **POS>> SETTINGS>> RESERVATION.** 

2. Enter pri- notification time, minimum reservation period and reservation image.

# **STEP 3.1.22 – ANNOUNCEMENT MASTER**

Announcements can be added through ZKPOS Restaurant Back office.

Admin • Online		Announcement M	laster			9	ha - Sellings - Announced
		Announcement Ma	ster				Foptes -
accounters		Announcement No.		Announcement Name		Q, Search	#Clear
2 POS	¢	Bödete Official					30 V
Accounts	<	Annuacement Re	i. Message	Date From	Date To	User	Related Operation
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- 1. Go to SETTINGS.
- 2. Click on ANNOUNCEMENTS.

3. To add a new announcement click on the **ADD** button.

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Admin • Onice	Add Announcement		🖓 Pa - Setting - Announcement - Addismouncement
	Add Announcement		- x
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🔁 Dashboard	* Announcement		
🖵 POS			
₩ Accounts		nin Akshay MO 🗌 ANEESH	
Pos Reports	Date From. 2009-11-	16	
Attendance	To. 2009-114	5	
🛱 Payrol	RSee	and New ØCancel	
▲ System			

Enter Announcement details in the appropriate fields like announcement, persons to see the announcement and date range for showing the announcement. Click on the **Ok** button to save announcement details or click on the Save and New option to add new Announcement details.

Note: After setting the announcement logout from the ZKPOS Restaurant and later login to view the announcement.

#### **DELETE AN ANNOUNCEMENT**

If you want to delete a saved membership, you may follow the steps below.

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Admin • Drive	Delete Announcement	🖵 Poz -: Setting: -: Annaurcament: -: Disite Annaurcament
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Deshboard		
₽ PO5 <		
Accounts <	✓ Ok O Cancel	
R Pos Reports <		
år Attendance c		
🛱 Payroll 🤇 🤇		
📥 System 🔇		

#### 1. Go to SETTINGS.

2. Click announcement from the menu options.

3. You can see the saved announcements as shown above. Click on the announcement that you want to delete and click **OK** button.

#### **STEP 3.3– PRODUCTS**

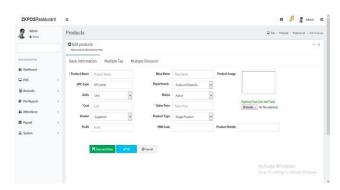
#### **STEP 3.3.1- PRODUCT LIST**

Here we can see the already added product details.

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S Office	₫ Pre	oducts List						Foption - x
	Pro	duct No.		P	duct.Name			
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B Dashboard		Delete Øileh	esh			10 V	Ø Relvah	
Accounts	I	Product No.	Product Name	Parent Departm	et Product lenage	Related Operation	-Snaks nd Desse -prod40	•
Pos Reports	I	1 10	12 Piece Butterfly Shrimp	2Ereakfaut	100	Edit	-prod41	
k Attendance					The second	Delete	-upe42003 -prod42	
B Payroll					and the second se		-spok3001 -prod43	
s System	I	340	2 Piece Grilled Cab Cakes	2Breakfast		Edit Dalata	-upe44011 -prod44 -upe45001 @ Tacos -prod45	
	1	1 155	Agai Primo Bowl	18Erergy Bowla		Edit Delete	-upc46001	

1. Click on POS menu>> PRODUCTS>> Product

List.



1. To add new products, Click on **OPTIONS>> ADD.** 

2. Enter product name, Department, cost details etc.

Admin Office		Produc	cts		📮 Pas - Products - Product List - Add Product
			products duit internations bees		• 1
NAMES AND A DESCRIPTION		Basic I	Information Multiple Tax	Multiple Discount	
B Dashboard		_			
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a Attendance	C		2	GST	10.0000
1 Payroll	E.	٥	3	KFC	20.0000
h System	6				
			RSweatches V	A O Cancel	

- 3. To add multiple tax click on multiple tax option.
- 4. We can see the already added tax.
- 5. Put a tick mark against respective tax.

Admin • Onion		Produ	cts			🖓 Pas - Prod	ats - Podudtist - Addhoo
			products dut of making here.				-
NN NIVERION		Basic I	Information Multip	Ne Tax Multiple Discount			
Dashboard							
₽ P05	c	Biple	ie Oficiesh				30. V
# Accounts	¢.		ы		Discount Name	Discount Type	Discount
Pos Reports	¢		1		GST	Percentage (%)	10.00
a Attendance	c	۵	2		657	Amount	30.00
1 Payrall	٤.	۵	3		NEC	Amount	30.00
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		۵	6		ybewq	Percentage (%)	12.00
		۵	r		ybewq	Percentage (%)	12.00
						Artisate Win	

1. To add multiple discounts click on multiple discount option.

2. We can see the already added discount

3. Put a tick mark against respective discount and click **Save and new**.

#### **EDIT/ DELETE PRODUCT**

Admin • Orice	Products						Q As - I	relats - Prelatilit - Addheila
	O Add product Addproduct inform							- 1
AN WARATION	Basic Informat	tion Multiple Tax Mu	tiple Discount					
9 Dashboard	* Product Name	12 Piece Butterfly Shrimp	Alias Name	12 Piece Butterfly Shrim	φ.	Product Image	-	
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E Accounts (	Veits	15 V	Status	Adive	¥			
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a Attendance (	Vendor	Supplier4	Product Type	Single Product	¥			
1 Payrol. (	Profit	25	HSN Code			Product Details		
L System (								
		V.Ok @Cancel						
								gs to activite Windows

- 1. Select the product you want to edit.
- 2. Click on the **edit** option against it.
- 3. Make necessary changes and click OK.
- 4. You can delete the product by clicking the delete button.

#### **STEP 3.3.2 – DEPARTMENT**

A grocery retailer may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.

ZKPOSRestau	urant	=						0	d	🖁 Admin	0.9
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		Departmen	nts							Poplan -	- ×
		Department N	ia.		Department Name						
NI NIGITON		Department	No		Department Name		Q	earch	ø	Dear	
Dashboard							51	Receiption 1			
POS	*	BDelete C	Refresh			1	× 1	C Refresh			
Settings	¢			Department	Product Image	Related	^	-Breakfast			Î
9. Store	¢		No.			Operation		Burgers			I
9 Products	¢		30	Snaks nd Desserts	C.	Edit Delete		-Burntos -Combo Products			I
f thes	¢							-COVER			1
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Inventory	C	0	100	prod40		EditDelete		-Department2			
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Pos Reports	0							-GHEE WHOLESA			
Attendance			302	upo41000		Edit Delete		ActionSte Wir			
							~	-HILK METAL			
second dePerturk's								#-Pizzes and Pasta			

- 1. Click on **POS** Menu.
- 2. Click on PRODUCTS.
- 3. From the menu options, click



- 1. To add new department click **OPTIONS>> ADD.**
- 2. Enter the details.

**3. Put a tick mark whether bar enabled or not** and Click save and new.

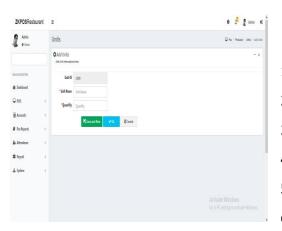
- 5. Some default departments will be there. You can edit/delete an existing department.
  6. Click on the department that you want to edit/delete and click on Ok button
  7. You can change the department name, sort
- order, image of the department.

#### **STEP 3.3.3 UNITS**

Each item is measured as a particular UNIT. You can add, edit and delete units in this section.

Admin • Drive	Units				$\mathbf{Q}$ Pas = Poduds - Unit
-	₫Units				Fopin - x
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🗑 Accounts		Unit No.	Unit Name		Related Operation
Pto Reports		2002	Unit		Edit Deletz
a Attendance		2002	NG		Edit Delete
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	0	1004	Gram		Edit Delete
h System	<b>'</b>	1005	Miliüter		Edit Delete
		1907	Packets		Edit Delete

- 1. Go to **POS** MENU.
- 2. Click PRODUCTS.
- 3. From the menu options, choose UNITS.



- 1. To add new unit click ADD button.
- 2. Enter the UNIT NAME and UNIT ID.
- 3. Enter the QUANTITY.

4. Save the details by clicking on OK button.

5. To delete a unit, click on the Delete option and click OK.

6. To edit a unit, click on the Edit option and enter the details that you want to edit and click OK.

Note: Once you give unit to a product, you cannot delete the unit from the unit master later.

#### **STEP 3.3.4 SIDE DISH**

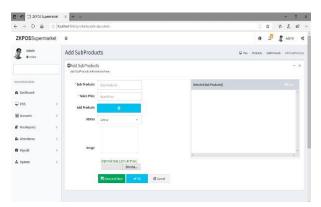
Side dish referred to as a side order, side item, or simply a side, is a food item that accompanies the entrée or main course at a meal. You can add, edit and delete side dish in this section.

Admin • Dollar		Side Dish						🖵 ha - Preduc	a - Sida Did
		ff Side Dish						Ford	- x
		Sub Product No.		Sub Product Name					
NEW WARDON		Sub Product No.		Sub-Product Neme		Q	Search	Her	
B Dashboard									_
POS	1.6	BDelete CRebesh				10 *	Citebesh		
Accounts			Seb Product No.	Sub Product Name	Related Operation	î	-Ad -Snako nd Decar -pxx540	ris .	Î
Pas Reports	୍		8	Polish Meals Mayconnaise	Edit Delete		-upo41001		- 11
Attendance	e		5		Edit Delete		-prod41 -upo42001		
1 Payroll	$\sim$	Π.		Grilled com with chills	Edit Delete		-prod42 -upc43881		
system			6		Edit Debele		-pro643 -upc64001		
			7	Red Chill Mayormaka	Edd Delete		-prod44 -upo45801		
			8	Green Peppercom Mayonnaise	Edit Delete		- Tacos		
		0	22	Normal myonnaise	Edit Delete		-upc4601		

Click on **ADD** button and enter the details like Sub Products, Products, enable status option and browse image for the sub product.

<b>ZKPOS</b> Restaurant	=				0 🖓 🦉 Admin 🕫
Admin • Deline	Add Side Dish				🐺 Pas = Pedicts - Side Dah - Add Side Dah
	OAdd Side Dish Adt Side Dah information	zabea			- x
IL SKALATON	* Sub Products	Sub Products		Selected Sub Products()	Par
Dashboard	Add Products	0			*
POS	Status	Adve v			
Accounts (					
Pas Reports C					
Attendance	Image				
Payroll (		(Optimal Size 130+140 Pixel)			v.
System c		Browse No file selected.	-	¢	
		KSave and New VOk	@Cancel		

Click save and new or click to save the side dish.



5. If you want to edit the side dish, click on **Edit** button.

6. Make necessary changes and click OK.

If you want to delete the side dish click on
 delete button.

Note: Enable combo, sub products in the utility menu.

#### **STEP 3.3.5 COMBO PRODUCTS**

Assume that you are announcing a Combo offer every weekend. Let's look at how to add a Combo Product.

<b>ZKPOS</b> Restaur	ant				0 👌 💈 Admin ot
Admin • Date		Combo Products			🖵 Pos - Producta - Carillo Producta
-		OCombo Products			
NAN MUGATION		*Select Product Se	fect v	Selected Conito Products[]	#Oesr
Dishboard		1			1
₽ POS	. 0	Image			
Accounts	¢				
Pos Reports	e.				
🎍 Attendance	4		R Save @Cancel		×
S Payroll	4			C	
🛦 System	¢				

 Go to utility and enable combo product. Now update the changes.
 To add a combo product, you need to add a product in product list as Combo product.
 Click on COMBOPRODUCTS. Select the products you want as a combo offer and click save option to save the combo product.

#### STEP 3.3.6 GIFT

We can give gifts to customers in ZKPOS Restaurant software. Click on POS menu and then to products to gift. We can give gifts like two types by invoice amount and by invoice count. Select the option from ZKPOS software.

									Admin O
Admin • Drive		Gift						ų na	- Products - D
		₫ Gitt						1	Option - K
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Q Product List	C						Point	s Type	
O Department	¢			NO IS ON					
O Units	6	D	Glass		Edit Dalete			ice Amount	
O SideDish	5	ш	0.00		Las contr		Sine	ice Count	
O Combo Products	- 5								
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O Tax	- 2							C settings to activa	se Whomis.
O Frice Master	6	-44 -4	1 > >> Page 1/Total 1; Per	page 10 records/1 ofal 4 records					

Here we can see the gifts that we already given to customers.

1. To add a new gift click on **OPTIONS>>ADD**.

ZKPOSRestaurant	Ξ				0 👌 💈 Admin 🕫
Admin • Drive	Add Gift				💭 Pox - Products - Gitt - Add Git
	O Add Gift Add Gift informations here.				- x
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& Dashboard	Cift Name	GEName			
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ar Attendance (		re are builter	Orante		
B Payroll (					
🛦 System 🤇					

2. Select **gift type** as free gift or points

3. Enter gift name **invoice amount/points**,

status and image and click save.

4. You can edit and delete the gifts by clicking the button.

Note: Enable gifts and points in the utility menu. There are two types of gifts namely gifts and points. You can select the maximum number of free gifts against invoice or if you're selecting points as gift, you can select it as invoice amount or invoice count wise. After settling the bill while doing the sale, you can choose the gift or points as per your wish.

#### **STEP 3.3.7 POINT MASTER**

You can add POINTS instead of setting GIFTS, thereby giving gifts or any such favours to those customers who won the specified point. Here also you can set POINTS either by Invoice Amount or by Invoice Count as you have seen earlier.

Admin • Crim	Points	s							🖓 Pos - Settings - Points
	1Poi	nts							
	Point	ts Type		Invoice Count/Ame	unt	Points			
IN WASHTON	In	usice Amount	*					RSee	#Cear
Dashboard	16	nimum Points For Reward		Reward Amount					
₽ POS	¢								
Accounts	<								
Pas Reports	e BDei	ete Cilefresh							10 💌
a Attendance	• 🛛	Points Type	Yel	e.	Points		Points For Reward	Reward Amount	Related Operation
1 Payroll	۶ ۵	Invoice Amount	200	0.0000	15		50	5000	Delete
system	۰ ۵	Invoice Court	15.0	000	5		50	5000	Delete
	**	< 1 > > P	ige 1/Total	1; Per page 11 records/1	otal 2 records				

1. To add points select invoice count or invoice amount.

2. Enter points, minimum points for reward and reward amount.

3. Click Save.

Note: Enable gifts and points in the utility menu. After settling the bill select redeem points from voucher menu to provide points.

#### **STEP 3.3.8 EXTRA CHARGES**

You can add extra charges like AC cabin, parcel etc. Before adding the extra charges you need to enable it in the utility option called 'enable special charges'. After this, go to extra charges and select extra charges as percentage or amount. After that select dine in table and then select percentage option in the top corner of the sales menu. If you created amount as extra charges you can select this in settlement page.

Note: If the extra charge is given as percentage, then this charge is added to each product's sale price. Also, if it is given as amount, then the amount is added to total invoice amount. Follow below steps to add extra charges:

ZKPOSRestaurant	I			0 🖓	2 Admin
Admin • Date	Extra Charges			Q in .	Products - Entre Dra
	🏦 Extra Charges				Foxies - a
	Extra Charge No	Extra Charge Name			
examples	Eitra Charge No	Exbs Obarge Name	Q,Se	arch Ø	Clear
1 P05 (	BDdete O'Reliesh				30 ¥
Accounts (	🗋 Edm Charge No.	Extra Charge Name	Charge (%)/Imount	Туре	Related Operation
Pos Reports (	0.1	AC Cabre	105,0000	Amount	Edit Delete
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Payroll					Delete
System	п »	Delivery	100.0000	Anount	Edit Colota
	and the second second	411 B			
	ec < 1 > >> reget/in	otal 1; Per page 10 records/Total 3 records			
				Activate Windows Go to PC settings to acti	

1. To add extra charges like parcel, ac cabin etc., are added in this section.

- 2. Click POS>> Products >> Extra charges.
- 3. To add new extra charge click on OPTION>> Add.

ZKPOSRestaurant		0 🖉 🧟 Atom 🕫
Admin .	Extra Charges	🐺 Pas - Pediats - Bancharges - Addition Charges
	O Extra Charges Adrian Ologia informationa bena	÷ x
ANN MARSETION	Edna Charge Type Percentage +	
Deshboerd	* Extra Charge Name Stdra Orarge Name	
₽ P05 (	Charge %     Charge %	
Accounts (	Status Active w	
Pos Reports (	M Save and New Caned	
Attendance (		
Payol (		
L System (		

4. Enter the details extra charge type,Extra charge name, charge % and status5. Click save and new or OK.

#### **STEP 3.3.9 TAX**

In ZKPOS Restaurant Back Office it includes the tax feature to its users.

ZKPOSRestaurant	=					е с <sup>р</sup> 💈 ло
Admin . Dolor	Add Ta:	x				Ģ ha ina
	O Add T Add Taxa	ax normations here.				
NUL INVISION	@ Tax	Active Tax				
Dashboard	" Tax N	lame				
₽ POS (		a 16		Default Tax		
Accounts (						
Pos Reports		RSee	@Cancel			
Attendance of		Tax No.	Tax Name	Tax %	Related	
Payroll (		1	85	2.5000	Operation	
L System			68 GST			
		2		10.0000	Edt	
	(		KEI,	20.0000	Fill	

- 1. To add tax details click **POS**>>Products>> Tax.
- 2. Enter the tax name and tax percentage.

3. Put a tick mark in the box if the tax is defaulttax (tax applied to every product)

4. Click Save.

ZKPOSRestaurant	=					0 🖉 💈 Admin
Admin • Onice	Add Tax					D Pro - Proton - 1
	O Add Tax Add Tax info	X omations here.				- х
REINANSITICH	@ Tax	1 Active Tax				
Dashboard	*Tax Name	select Tax				
POS «		20 00				
Accounts <		60	005			
Pos Reports <		Tax Name Id	Tax Name	Tax %	Related Operation	
« Attendance <		1	85	2.5000	Delete	
l Payroll c		1	GST	10.0000	Delete	
system <		3	KEC	20.0000	Delette	
	¢					•
						Lightshot So to Castoner to activate Windows
alhost 8084 (producto/tau#tab 2						Screenshot is saved to Screenshot, 52 prg. Click here to open in the folder.

- 5. Click on the active tax menu.
- 6. Select the already added taxes and click **OK**.

Note: Tax settings in the product list option shows the taxes which you previously added as the active tax. If you previously deleted the tax from active tax status it won't show it in the product list tax settings option. But you will avail it from the drop down list of the tax type in the active tax option if you want to add the tax again.

#### **STEP 3.3.10 PRICE MASTER**

After adding quantity in quantity master, first the user have to enable the bar/beverage option in the department area. After that select the product and in which you need to select quantity as ml or kg and then go to price master and follow the steps.

<b>ZKPOS</b> Restaurant	*	0 🖉 🖉 Admin ⊄
Admin • Onine	Price Master	📮 Pag - Produkt - Procilians
	Drice Master Pice Nateriolemationshee.	Poplan - x
N/W/6/7.0K	Citemat	
Dishboard	-04	
POS <	Lauch	
Accounts		
Pos Reports (		
Attendance (		
Payroll (		
System (		

1. Price master is used to enter the price details of products added in the Bar section.

2. Please note that unit must be in millilitre for bar products.

3. To add Price click on **OPTIONS>> Add.** 

ZKPOSRestaurant		0 🕫 🔮 Admin 🕫
Admin + Drive	Add Price Master	🖓 Pos - Products - Price Hamer - Add Price Hamer
	O Add Price Master Add Psis Master informations here.	* 1
NAN NAVISICINI	*Product seach v	
🖨 Bashboard	"Quantifity Select w	
. <b>₽</b> POS <	*Price Price	
Accounts (	Cost Price Cost Price	
Pos Reports (	HS Save and New OCirical	
🛔 Attendance 🤇		
🛱 Payroll 🤇		
📥 System 🤇		

1. Select product and quantity (entered in quantity master).

2. Enter the sale price.

 Cost price automatically appeared according to the entered cost at the time of creation of product.

Note: Enable beverage in the utility menu.

#### **STEP 3.3.10 QUANTITY MASTER**

In ZKPOS Restaurant POS, quantity master is only applied to bar/beverage products. You need to select quantity of item as millilitre. In the department menu select the type as BAR, only then the product item will be shown as a beverage item.

<b>ZKPOS</b> Restaurant						0 🖉 💈	Admin 0
Admin • Dane	Quantity Mas	ster				🖵 Pos – Products	Quartity Matte
	1 Quantity Mas	ster				20	plee - x
	Quantity Master	No.	Quantity Master Name				
Bashboard	Quantity No.		Quantity Name		Q, Search	#Our	
₽ POS (	BOokte SRebe	sd)					20 ¥
🗑 Accounts 🕓		Quantity Haster No.		Quantity Master Name		Related Operation	
Pos Reports (		1		10		Edit Delete	
a Attendance <		> >> Page 1/Tobal 1; Per page 11	Drecords/Total 1 records				
B Payroll 🤇							
& System (							

1. To enter a quantity click on **OPTIONS**>> Add

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Admin • Dollar	Add Quantity Master	🛱 Pro - Robeth - Quantity Name - Add Quantity Name
	Add Quantity Master Add Quantity Master internation See.	- x
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Dushboard	M Save and New @Caned	
	e e	
Pos Reports	κ.	
e Atlendance	¢	
	«	
System	¢	

Note: Enable beverage in the utility menu.

2. Enter the quantity and Click Save an new.

#### STEP 3.4– USER



Login as Admin.
 Go to the USERS in POS menu.

#### **STEP 3.4.1 USER LIST**

Other than admin you can add other users to ZKPOSWEB. This will let other users to access ZKPOS. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, Food Server, Kitchen Manager and finally the customer. We already discussed about customer login. Follow the below steps to learn about other user privileges. To create a NEW USER, follow the steps below.

Admin • Deine	Add User							# Hot	H - lbes - the Lit	Liter Hanap	1963
	O Add User Add User information	rshee,								-	*
NN NN/1517104	User ID	5	Company Name	Zara Tech	v	Userimage			Accounts		
Darhhoard	"Norre	Narie	Branch Name	Kaloor	¥				Sales Account		
₽ P05 <					100				Punchase Account		
Accounts	* Password	Persond g	* Invoice No.Start	13300			Optimal Spe (20+040 Pixel)		Cash Account		
Pas Reports (		Plil Number	MSR Carol No.	HSR Card No.			Browse No file selected.	1	Expense Account		
a Attendance (				Card No.				1	Salary Account		
Payroll (	verprom	Laher	v Card No.	Card No.							
System (		K Save and New VOk	@Cancel								

1. Add user by clicking on the **ADD** button.

2. Enter the User ID, PIN Number, Designation, Card
No, Name, Invoice No. Start, Company Name,
Password and MSR Card No, Branch Name, Card No.
Click on the **Ok** button to save the User.

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1. Click on the edit option to edit the user list, and enter the details and click OK.

2. Click on the delete option and select user list to delete and click OK.

#### STEP 3.4.2 ROLE

In the user list if the admin already created a new user as custom, such custom type user can create a role in the Role menu.

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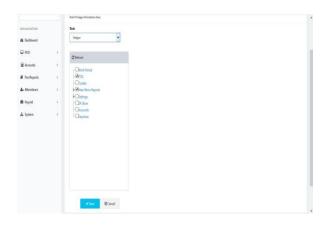
- 1. Add Role Name by clicking on the **ADD** button.
- 2. Click **OK** button to save it.

3. Click on the edit option to edit the **ROLE** And enter the details and click **OK**.

4. Click on the delete option and click **OK**.

#### **STEP 3.4.3 ROLE PRIVILEGE**

After creating the role you can assign the privilege to the existing custom role.



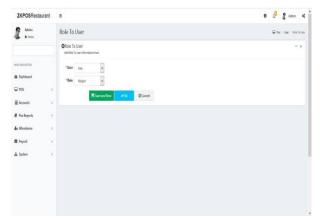
1. Search the **Role** from the grid.

2. Put tick mark to the items like work period, POS, tickets, main menu reports, settings, ZK store, accounts, day close which you want to be.

3. Click on the **Save** button to save the above said details.

#### **STEP 3.4.4 ROLE TO USER**

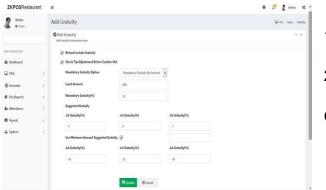
In user role you can choose the user type and role type here.



- 1. Search the user and role from the **search** Option.
- 2. Add User Role by clicking on the **ADD** Button.
- 3. Enter the User and Role name.
- 4. Click on the **OK** button to save it.

#### **STEP 3.4.5 GRATUITY**

There is an option for adjust the tip according to the need. You can add tip and update it. There is an option for adjust the tip according to the need. Before adding the gratuity make sure the designation is still food server in the user menu



1.Go to USERS>> Gratuity.2.Enter the details in appropriate place

.....

Click update.

Note: Enable gratuity in the utility menu.

#### **STEP 3.4.6 TIP ADJUSTMENTS**

The user can adjust the gratuity of previously created with this feature.

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system	$\sim c$											

- 1. You can adjust the tip between the food server.
- 2. You can see the details here. Enter the **date**

and select the food server. Click search button.

#### **STEP 3.5 – ACCOUNTS**

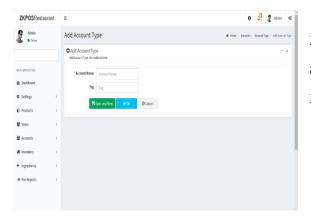
In accounts section user can view the account related transaction details.

### **STEP 3.5.1 - ACCOUNTS TYPE**

In Accounts type user can view the account type number, account type name details.

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Pos Reports	¢	C	10		Purchase Account		Edit Delete		
			1		Receiveable Accounts		Edit Delete		
			2		Sales Accounts		Edit Delete		

#### 1. Go to ACCOUNTS and select ACCOUNT TYPE.



 2. To add a new account type. Click on the add button and enter the account name and tag details.
 3. After click on the save and new option.

KPOSRestaurant	=		🤁 🖓 🔏 Admin 🔍
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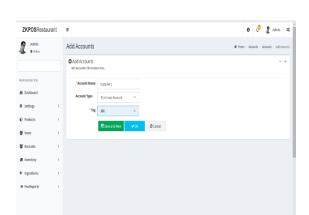
4. To edit/delete the account type click on the edit option and enter details like account name and tag.5. Click on the OK button.

#### **STEP 3.5.2 – ACCOUNTS**

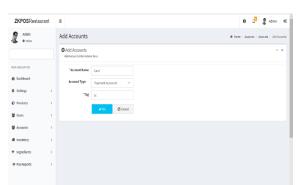
In the accounts option user can add/edit/delete the account options.

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1. Go to ACCOUNTS and select ACCOUNT option.



- 2. To add a new account click on the add button and enter the account name, account type and tag details.
- 3. After click on the save and new option.



4. To edit/delete the account click on the edit option and enter details like account name, account type and tag.

5. Click on the OK button.

### **STEP 3.5.1 – TRANSACTIONS**

In Transaction area user can view the sales, tax, payment etc. wise transaction details.

Senter     Contain     Transactions beach     Deadline     Deadline <t< th=""><th>Antional Constraints     Nature Name     Nature Name       Antional Constraints     Onder     Interactions     Onder       Antional Constraints     Onder     Interactions     Match Organizations       Antional Constraints     Onder     Interactions     Interactions       Antional Constraints     Onder     Interactions     Interactions</th><th>Intractions       Name     Bala       1 added     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down</th><th>Intracections   Intracections   Intracections</th></t<>	Antional Constraints     Nature Name     Nature Name       Antional Constraints     Onder     Interactions     Onder       Antional Constraints     Onder     Interactions     Match Organizations       Antional Constraints     Onder     Interactions     Interactions       Antional Constraints     Onder     Interactions     Interactions	Intractions       Name     Bala       1 added     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down       1 added     0 down     0 down     0 down     0 down	Intracections
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	POURICE 1		Sein Tenant-(Ellen Treater)         52.000         6.000         521.000         521.000           Pandati         Sein Tenant-(Ellen Treater)         5200         521.000         521.000         521.000           Sein Tenant-(Ellen Treater)         5200         521.000         521.000         521.000         521.000           Sein Tenant-(Ellen Treater)         5200         50.000         521.000         521.000         521.000

1. Go to ACCOUNTS and select TRANSACTION option.

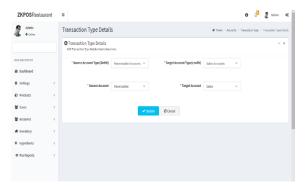
2. Click on the view button to see the sales, discount, and payment etc. wise transaction details.

## **STEP 3.5.2 – TRANSACTIONS TYPE**

In Transaction type area user can view the sales, tax, payment etc. wise transaction details.

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1. Go to **ACCOUNTS** and select **TRANSACTION TYPE** option.



2. Click on the view button to see the sales, discount, and payment etc. wise transaction type details.

#### **STEP 3.5.1 PAYMENT TYPE**

You can enter the payment type like cash, card and voucher. And there is an option to add sub payment type through this option.

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	0.7	Food Voucher	Active	Ldt			
		Redeem Point	Active	ist			

1.	Go	to	POS	MENU.

- 2. Click on Accounts.
- 3. From the menu option select
- PAYMENT TYPE.

Cash, Card, Voucher will be there by default. You can add another by clicking on ADD button or you can delete a payment type by selecting the payment type and clicking the DELETE button.

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🛦 System 🤇	

1. After clicking **ADD** button, fill the fields

with **PAYMENT TYPE**, **PARRENT TYPE**, and **STATUS**.

2. Now save the details by clicking on **SAVE** button.

3. If you want to edit the payment type click on the edit option to edit it.

4. Enter the Payment Type and status.

5. Click **UPDATE** button to save the details.

## **STEP 3.5– INVENTORY**

This is the stock management section. There are four options STOCK RECEIVING and STOCK TRANSFER, PURCHASE ORDER, STOCK INVENTORY. While receiving stock from suppliers you can save the details about the purchase and stock in ZKPOS Software.

#### **STEP 3.5.1 STOCK RECEIVING**

Here the user can receive the stock with the purchase order or by adding items. Save the stock receiving details in **ZKPOS**.

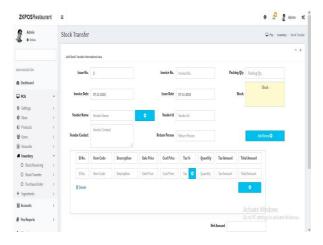
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	@Delete									0			
									Amount				

- 1. From the POS Menu, select INVENTORY.
- 2. First let's learn how to do STOCK RECEIVING.
- 3. Click on STOCK RECEIVING.
- 4. Select vendor or warehouse.
- 5. Add the details in appropriate fields and click new option to add more.

Note: User can also receive stock by using purchase order. Get in detail in purchase order.

#### **STEP 3.5.2 STOCK TRANSFER**

Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. Then you can return the spoilage items or expired items to the vendor or you can separate it easily from other products.

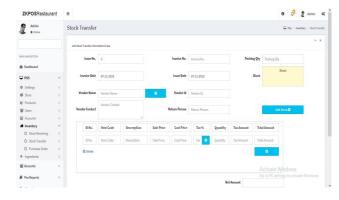


- 1. Go to POS MENU.
- 2. Click INVENTORY.
- 3. Choose STOCK TRANSFER.

4. Enter the details like issue number, invoice date, vendor name, vendor contact, invoice number, issue date, vendor id, return person,
Sl.No, item code, description, sale price, cost price, tax %, quantity, tax amount, total amount, invoice number, issue date, vendor id, return person, packing quantity, stock and Click on retrieve option to search the issue number.
5. Click new option to add new details.

#### **3.6.3 PURCHASE ORDER**

If you have received a purchase order from a vendor or customer, then add the details to ZKPOS.



1. Click on PURCHASE ORDER.

2. Enter the details like order numbers, vendor name, vendor contact, order date, vendor id, shipping information, SI.No, item code, description, unit price, unit quantity, tax %, quantity, tax amount and total amount details.

3. Click on Retrieve option.

4. Click new option to add new details.

### **STEP 3.7– INGREDIENTS**

A product means the combination of some INGREDIENTS. You can add the details of all ingredients used along with the food product.

#### **3.7.1 ADD INGREDIENTS**

A product means the combination of some INGREDIENTS. You can add the details of all ingredients using this facility. Under ingredients menu, you can view three options called add ingredients, recipe and receive.

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	Add Ingredients				Foption -
	Ingredients No.	Ingred	iests Name		
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Systen (	* < 1 > >	Page 1/Total 1; Per page 10 records/Total 3 reco	ards		

 Click Ingredients>> Add ingredients.
 When we sell a product the stock from ingredients also reduced. So we have an exact idea of ingredient wise inventory.

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di Systen 🤇														ł

2. To add ingredients click options>> Add

3. Enter the ingredient name, units, status, barcode, cost price and tax

4. Click save and new or OK.

## **3.7.2 RECIPE**

You can save your recipe. When a product gets sold, particular amount of ingredients used in that product gets deducted from the inventory. That's why we use recipe. Follow the steps below.

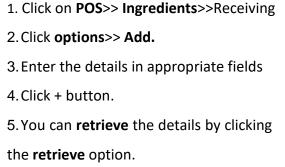
							e 🖓 💈 Admin at	1. Click on <b>POS&gt;&gt; Ingredients&gt;&gt; Recipe</b>
Add	Recipe						🛱 Pas - Appedients - Respe - Add Respectivity	
							* 1	2. To add recipe click <b>Options&gt;&gt; Add</b>
	Department5d	et- *	Products	y Ima	5°		ki hyrateria O	3. Select department, products and ingredien
	10	Name	Category	Unit	Symbol	Quantity	Amount	
						Quantity		4. Enter the quantity for that particular
	1 Delete					0		
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	@Cancel					Total Cost		5. Click on + button.
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Note: If the recipe amount exceeds the cost price of a product, then the cost price of a product in the product will get updated with the recipe amount. User have to edit the selling price in the product list. Only after making changes to the selling price user will able to do the sale.

#### **3.7.3 INGREDIENT RECEIVING**

We can receive the **ingredients** from the ingredients receiving window. The main advantage of this is that, when a customer order for a product appropriate amount of ingredients required to make that product will be deducted automatically form the stock. This makes stock management easier and efficient.

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Note: Received items cannot be edited if they saved as audit basis.

# **STEP 5 – POS REPORTS**

Everything that you enter in **ZKPOS** is saved and you can check with the data whenever you want it. Different data is stored as different reports.



To view reports, login as admin and select

report option.

# **5.1 SALES REPORTS**

## **5.1.1 CURRENT SALE REPORT**

This report shows the current sale items

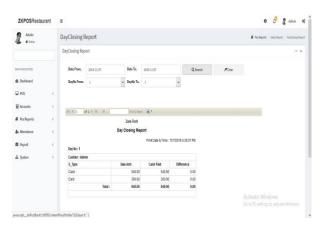
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	Date: 06-11-2019				
Pos Reports	C Invoice No: 31				
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	Fried Green Tornatos	120.00	3	360.00	
🛱 Payroll	c		Total:	360.00	
			Tax Amount:	36.00	
🛔 System	¢		Extra Charges	0.00	
			Discount:	0.00	
			Grand Total:	396.00	
	Invoice No: 32				
	ltern	Price	Quantity	Total	
	Fish, Shrimp & Crab Shell	120.00	1	120.00	
	12 Piece Butterly Shrimp	150.00	2	300.00	Go to PC settings to activate Windows.
			Total:	420.00	
			Two Amount-	42.00	

1. Click on POS Reports> Sales reports> Current

Sale report.

## **5.1.2 DAY CLOSING REPORT**

This report shows the total sales done in a day.



- 1. Click on DAY CLOSING REPORT.
- 2. Enter date and the day number.
- 3. Click search button.

## **5.1.3 DATE WISE SALES REPORT**

This report will provide the date wise sales report. To view the report follow the below steps.

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1. Click on **DATE WISE REPORT**.

2. Here you have an option to set the FROM DATE and TO DATE .Set a "from date" and "to date".

3. Click search button.

#### **5.1.4 DAY WISE SALES REPORT**

You can view the day wise sales report using DAY WISE SALES REPORT.

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Pos Reports 🤇	Day No: 1	P	rint Date & Time : 11	7/2019 4:35:29 PM		
ar Attendance						
B Payroli 🤇	tem	Price	Quantity	Total		
- rojan	12 Piece Butterly Strimp	150.00	2.00	300.00		
🛦 System 🤇		in	oice Wise Total :	300.00		
			Tax Amount :	0.0		
			Extra Charges:	0.0		
			Wise Discount :	0		
		Invoice V	Ase Grand Total :	300.00		
	Invoice No : 2					
	ltern	Price	Quantity	Total		Go to PC settings to activate Windows.
warrint: doPostRackCot005Con	tentPlaceHolder19LbSearch(") Strimp	150.00	2.00	300.00		

- 1. Click on DAY WISE SALES REPORT.
- 2. Enter the **FROM** and **TO** day number.
- 3. Click **Search** button to view the report.
- 4. Export option is included in all reports.

### **5.1.5 MONTH WISE SALES REPORT**

This report will display the report for a selected month. You can choose the month that you want to view the report.

ZKPOSRestaurant	Ξ.					0 🖉 🖁 Admin
Admin • Online	MonthWise Report					🛢 Pac Reports — Salas Report — Monthilitae R
	MonthWise Report					-
WARMAGED DR	Heath. November		¥ Q	iearch	#Cear	
B Dashboard	14 4 1 d1 5 10 5	Find   Reid				
Pos (		prove a merile way				
Accounts <		Zara Tech Ionth Wise Report				
Pos Reports (	Month : November	Print	Date & Time : 11/7i	2019 4 39:15 PM		
Attendance (	SI No. Item	Quantity	Price	Total		
B Payroll (	1 12 Piece Butterfly Shrimp	(2)	150.00	-300.00		
	2 Key Lime Pie	1	100.00	100.00		
System (	3 12 Piece Butterfly Strimp	1	150.00	150.00		
	4 2 Piece Grilled Crab Cakes	2	175.00	350.00		
	5 Fish, Shrimp & Crab Shell	.6	120.00	720.00		
				260.00		
	6 Fruit Maple Catmeal	2	130.00	250.00		
		2 12	130.00	1800.00		
	6 Fruit Maple Catmeal					Activate Windows
	6 Fruit Maple Catmeal 7 12 Piece Butterfly Shrimp	12	150.00	1800.00		Activate Windows Geto PC without to activate Windows
	6 Fruit Maple Catmeal 7 12 Piece Butterfly Stvirmp 8 Saussage Burnto	12	150.00 100.00	1800.00 300.00		Activate Windows Gd to PC seltings to activate Windows

- 1. Click on **MONTH WISE SALES REPORT**.
- 2. Select the month from the drop down.
- 3. Click Search button.

#### **5.1.6 YEAR WISE SALES REPORT**

Provides the year wise sales report.

<b>ZKPOS</b> Restaurant	1				0 👶 🦉 Admin 🕫
Admin • Online	YearWise Report				🖉 Pea Reports — Sales Report — Nacificación por
	YearWise Report				- 1
MAN KANSATION	Year 2013	Q, Search	#Clear		
Dashboard	14 4 1 of 1 2 14 0 14	od   Next 🔒 🔹			
₽ POS <	Zaro	a Tech			^
Accounts (	Year Wi	se Report			
🗑 Pos Reports 🔹 🤇	Year : 2019	Print Date	& Time : 11/7/201	9 4 43 02 PW	
Ar Attendance <	Si No. Item	Quantity	Price	Total	
	1 12 Piece Butterfly Shrimp	(2)	150.00	-300.00	
🛱 Payroll 🛛 c	2 Key Lime Pie	1	100.00	100.00	
	3 12 Piece Butlerly Shrimp	1	150.00	150.00	
🕼 Sjoten 🤇	4 2 Piece Grilled Crab Cakes	2	175.00	350.00	
	5 Fish, Shrimp & Crab Shell	6	120.00	720.00	
	6 Fruit Maple Oatmeal	2	130.00	260.00	
	7 12 Piece Butterfly Shrimp	12	150.00	1800.00	
	8 Sausage Burrito	3	100.00	300.00	
	9 Fish, Shrimp & Crab Shell	12	120.00	1440.00	Activate Windows
	10 Fruit Maple Oatmeal	15	130.00	1950.00	Go to PC servings to activate Windows.
	11 Key Lime Pie	4	100.00	400.00	11 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	12 12 Piece Butterfly Shrimp	3	150.00	450.00	

- 1. Click on YEAR WISE SALES REPORT.
- 2. Select the year and search.

#### **5.1.7 ITEM WISE SALES REPORT**

This report is similar to **CATEGORY WISE REPORT**. Instead of category you will be choosing item from the drop down.

ZKPOSRestaurant	Ξ						0 🖉 🖁 Admin 🕫 🕯	
Admin • Delay	ItemWise Re	port					🛢 Posilapota - Saini Nepot - Nervilian Report	
	ItemWise Repo	đ					- x	
HAN NAVORTON	Date From.	2023-11-06	Date To.	2019-11-07	Q, Search	₫0m		
Bashboard	Daylio From.	1	v DayNo To,	4	v			1. Click ITEM WISE SALES REPORT
₽ PO5 (	Iten.	12 Piece Butterfly Shring			~			
Accounts (	11.6.1	41 × 10 0	First   Next	g.				O Coloris FROM data and TO data
Pos Reports (			Zara Tech	-				2. Select <b>FROM</b> date and <b>TO</b> date.
Attendance <			item Wise Repor	t				
B Payroll (				Print Date & Time : 11	7(2019 4:49:14 FM			
≜ Sustem (	Date : 06-11-	2019						<ol><li>Choose the ITEM from the list.</li></ol>
a system		ce Butterfly Shrimp						
	tem		Price	(	Total			
	12 Piece But 12 Piece But			50.00 4.00 50.00 5.00	600.00 750.00			
	12 Piece But 12 Piece But							<ol><li>Click search button.</li></ol>
				50.00 4.00	600.00			4. CIICK Search Dutton.
	12 Piece But	enty strong	3	50.00 1.00	165.00			
				Total : Grand Total :	2115.00		Go to PC settings to activate Windows.	

#### **5.1.8 DAILY ITEM REPORT**

This report shows the item report for current day.

ZKPOSRestaurant	=				0 🖉 💈 Admin 🕫				
Admin • Date	Dailyltem Report				🖉 Parkpots - tala kopot - talýten kopot				
	Dailyltem Report			- 1					
AN MANDON	H 4 1 afs H 4	Frd   last 🔒 •							
9 Deshboard		Zara Tech			^				
	(	Daily them Report Print Dails, Time : 10/02/19 450:33 PM							
	User : Admin								
Pos Reports	ten 🛛	Price	Quantity	Total					
Attendance	2 Piece Gilled Crab Cakes	175.00	13.00	2275.00					
( National States	Fish, Shrimp & Crab Shell	120.00	6.00	720.00					
Payroll	c Fruit Maple Datmeal	130.00	17.00	2213.00					
	Grilled Crab Cakes	350.00	17.00	5950.00					
a System	HOMESTILE DATINEAL	203.00	4.00	900.00					
	Holcakes and Sausage	201.00	16.00	3200.00					
	Kay Lime Pie	100.00	4.00	400.00					
	Sausage Burrito	102.00	3.00	300.00					
			Total :	15855.00					
			Tax :	1585.50	Activate Windows				
			Discount :	0.0000	Go to PC-sectings to activate Windows.				
			Grand Total :	17440.50					

1. Click on POS reports > Sales reports > daily

#### Item report.

2. Click on DAILY ITEM REPORT.

#### **5.1.9 CATEGORY WISE REPORT**

In this report you can view the report of selected category.

ZKPOSRestaurant	Ξ			0 🖉 🖁 Admin 🛛			
Admin • Color	Category Rep	port					🖉 Pea Reports — Salas Report — Calegory Report
	Category Repor	t					- x
NUN NAVGATION	Date From.	2019-11-06	Date To. 3	029-11-07	Q Search	#Oesr	
Dashboard	DayNo From.	1	v Daytko To.	¢.	~		
₽ POS	Category.	Breakfast			v		
🗑 Accounts		of 1 ) ) (	Find   Bent	Q			
Pos Reports			Zara Tech				
ås Attendance	< C		Category Report				
Payroll	(			Print Date & Time :	11/7/2019 4:53:17 PM		
	Date : 66-11	1-2019					
🛦 System	Category: I	Breakfast					
		lten	Price	Quantity	Total		
	12 Piece Br	sterly Strinp	150.0	0 14.00	2100.00		
	2 Piece Gri	led Crab Cakes	175.0	0 14.00	2450.00		
	Fish, Shrim	p & Crab Shell	120.0	0 18.00	2160.00		
	Fruit Maple	Ostmeal	130.0	0 17.00	2210.00		Activate Windows
	Grilled Crat	o Cakes	350.0	0 17.00	5950.00		Go to PC settings to activate Windows
	HOMESTIC	FOATMEAL	200.0	0 4.00	800.00		
nvascript_doPestBack("ct005Co	ntentPlaceHolder1SUbSearch	(,) prioana	200.0	0 10.00	3850.05		

- 1. Click on CATEGORY WISE REPORT.
- 2. Select the **FROM** date and **TO** date.
- 3. Choose the CATEGORY from the drop down.
- 4. Click Search button to view.

## **5.1.10 EXTRA CHARGES REPORT**

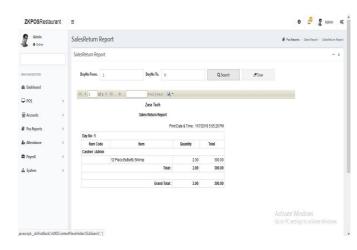
In this report you can view the details of extra charges.

ZKPOSRestaurant	Ξ							0 👌	🛔 Admin	Q;
Admin • Onire	Extra Charge	s Report					🖡 Paskepa	rta i Sales Repor	t – Eits Charg	es Report
	Extra Charges R	eport								×
NAN WARSATION	Date From.	2019-11-06	Date To.	2019-11-07		Q Search	<b>∄</b> 0ear			
🖀 Dashboard	DayNo From.	1	v DaryNo To.	6	*					
₽ POS (		of 1 > 21 + 0	Find   Ite	a <b>Q</b> •						
Accounts (										
🖉 Pos Reports 🔹 🤇		1 Time 117201954343 PM	ixtra Charge Ra	port						
år Attendance 🤇	Date:	07-11-2019								
	Cashier:	Admin								
🛱 Payroll 🤇				Extra Charges						
	Day	/ lio Invoice I	io .	citra Unarges	Amount					
🛱 Payroll 🤉 🕯			6	Service ch	Amount 5:00					

- 1. Click on **EXTRA CHARGE REPORT**.
- 2. Select the **FROM** date and **TO** date.
- 3. Choose the DAY NO.
- 4. Click Search button to view.

### **5.1.11 SALES RETURN REPORT**

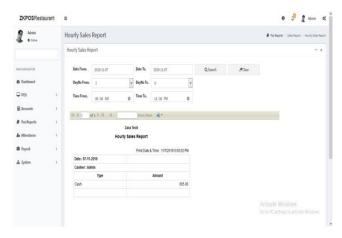
This report shows the sales return report.



- 1. Click SALES RETURN REPORT.
- 2. Enter Day No-From.
- 3. Enter Day To.
- 4. Click search button.

## **5.1.12 HOURLY SALES REPORT**

This report shows the Hourly sales details.



- 1. Click HOURLY SALES REPORT.
- 2. Enter Day No-From.
- 3. Enter Day To.
- 4. Enter time from and To.
- 5. Click **search** button.

### **5.1.13 CATEGORY WISE PROFIT REPORT**

This report shows the Category wise profit details.

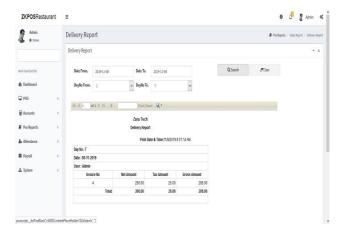
<b>ZKPOS</b> Restaurant	=						0 🖉 🖁 Admin 🕫	
Admin • Online	Category Wis	e Profit Report	Pac Reports - Sales Report - Category Wee Profil Re					
	Category Wise P	rofit Report					- x	
MARINA STON	Date From.	2019-11-07	Date To.	2019-11-07	Q, Search	<b>S</b> Clear		
🟚 Dashboard	DayNo From.	1	DayNo To.	6	~			
₽ P05 <	Category.	Breakfast		~				
Accounts (	11.1 1	419.21 4	Find [ Reid	g.				
Pos Reports 🤇			Zara Tech					
år Attendance 🤇		Cate	pory Wise Profit					
🛱 Payroll 🤇	Date : 07-11	2040		Print Date & Time : 1	1/7/2019 5/22/26 PM			
🛦 System 🤇	Category : E							
		Iten	Price	Quantity	Profit			
	12 Piece Bu	terly Strimp	150.00	4.00	120.00			
				Total Profit :	120.00			
				Grand Total Profit :	120.00			
			Total				Activate Windows	
			1008	Total Quantity :	4.00		Go to PC settings to activate Windows.	
evascript_doPostBack('ct005Cont	antillar aHoldar 10 hGaareh			Grand Total Amount -	120.00			

1. Click CATEGORY WISE PROFIT REPORT.

- 2. Enter time from and To
- 3. Enter Day No-From.
- 4. Enter Day To.
- 5. Select category.
- 6. Click search button.

#### **5.1.14 DELIVERY REPORT**

This report shows total delivery details.



- 1. Click **DELIVERY REPORT.**
- 2. Choose **FROM DATE** and **TO DATE**.
- 3. Select day number
- 4. Click search button.

### **5.1.15 DELIVERY BOY SALES REPORT**

This report shows the delivery boy sales details.

ZKPOSRestaurant	Ξ								0	đ	🤱 Adr	nin	0
Admin • Crime	Delivery Boy	Sales Report						🖉 Pos Reports	Salis F	ieport -	Delivery Boy?	Sales Pa	port
	Delivery Boy Sa	ales Report									- )	1	
NEW NEW GETTON	Date From.	2019-11-06	Date To.	2019-11-08	Ĩ	Q, Search	Ø0ear						
B Deshboard	DayNo From.	1	DayNo To.	7	v								
₽ POS	C Delivery Boy	Delivery Boy at											
E Accounts	(   .4 ]	of 1 1 11 4	Find 1 No	at Q.									
Pos Reports	<	Zara 1											
🛦 Attendance	<	Delivery Boy S	iales Report										
🛱 Payroll	<		Print Date	& Time : 11/8/2019 8:43:06 AM									
🛓 System	Date : 08-11	-2019											
a system	Delivery boy	:Basil											
	Invoice : 4												
	Type		Amount										
	Cash			285.00									
	Total			295.00									

- 1. Click **DELIVERY BOY SALES REPORT.**
- 2. Choose **FROM DATE** and **TO DATE**.
- 3. Select day number.
- 4. Select **DELIVERY BOY.**
- 5. Click search button.

## **5.1.16 PAYMENT SUMMARY REPORT**

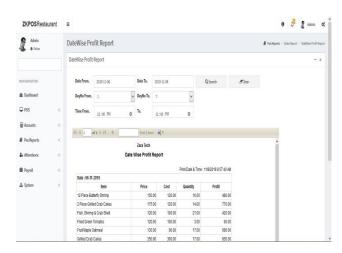
This report shows the payment summary report.

ZKPOSRestaurant	Ξ						0	8	Admin	di
Admin • Onine	Payment Sur	nmary Report					Pos Reports - Sales	Report - Payma	et Sunnary	(Report
	Payment Summ	ary Report							-	x
NRN WARGETEN	Date From.	2019-11-06	Date To. 2	019-11-08	Q, Search	₿ <sup>0</sup> Cear				
🖨 Dashboard	Daytlo From.	1 *	DayNo To.							
₽ POS <	User Types	Administrator 🗸	Users )	dmin	,					
₩ Accounts <		427 V N 4	Find   Next	g.						
Pos Reports (			The Property of the Property o				^			
🌬 Attendance 🤇		Pajmer	it Summary Repo	đ						
🛱 Payroll 🤇			1	rint Date & Time: 11826	19 8:52:15 AM					
🛦 System 🔇	Date: 06-11-2	019								
	UserAdmin									
	Invitio: 1									
	Pay Type	Time		Paid Amount						
	Cash	14.58.58			300.00					
ever.crist: doPostBack/ctIDSCont				Total:	300.00					

- 1. Click PAYMENT SUMMARY REPORT.
- 2. Choose **FROM DATE** and **TO DATE**.
- 3. Select day number.
- 4. Select User types and User.
- 5. Click search button.

#### **5.1.17 DATE WISE PROFIT REPORT**

This report shows the date wise profit report.



- 1. Click DATE WISE PROFIT REPORT.
- 2. Choose FROM DATE and TO DATE.
- 3. Select day number and TIME.
- 4. Click search button.

#### 5.1.18 PRODUCT WISE PROFIT REPORT

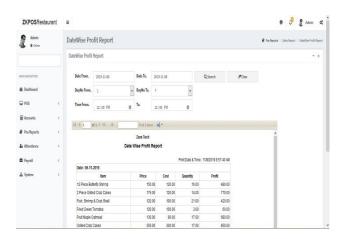
This report shows the product wise profit report

ZKPOSRestaura	ant	Ξ							1	• ¢	🤱 Admi	n as
Admin • Drine		DateWise Pro	ofit Report						🛢 Pos Reports	Sales Report	<ul> <li>DateWae Pr</li> </ul>	dit.Report
		DateWise Profit	Report.									- x
NAME ON		Date From.	2019-11-06	Date To.	2019-11-08		Q Search	Ø Gear				
🗿 Dashboard		DayNo From.	1	DayNo To.	1	~						
POS	с. С	Time From.	12:00 PM 0	To.	12:00 PM	0						
Accounts	с.	14.4.1	f1≯2i ¢	Find   Nati								
Pos Reports				Zara Tech					^			
x Attendance	¢		Date	Wise Profit	Report				- 1			
🛱 Payroll	¢.					Print Date & Time	e : 11/8/2019 8:57:40 AM		- 1			
📥 System		Date : 06-11-	2019 Item	Price	Cost	Quantity	Profit		- 1			
		12 Piece But		150		40anuty 16.00						
			ed Crab Cakes			10.00						
				175		21.00						
			& Crab Shell	120								
		Fried Green		120		3.00						
		Fruit Maple C		130		17.00						
		Grilled Crab	Cakes	350	.00 300.00	17.00	850.00					_

- 1. Click PRODUCT WISE PROFIT REPORT.
- 2. Choose **FROM DATE** and **TO DATE**.
- 3. Select day number.
- 4. Select TIME.
- 5. Click search button

### **5.1.19 PRODUCT COST AND SALES REPORT**

This report shows the product cost and sales report.



1. Click PRODUCT COST AND SALES REPORT.

#### **5.1.18 QUANTITY WISE SALES REPORT**

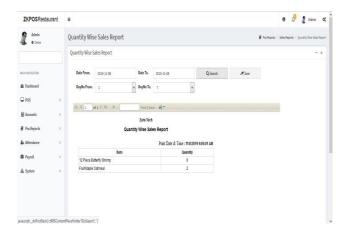
This report shows the quantity wise sales report

Admin							0 🖓 🦉 Admin O
Crice	Quantity Wis	ie Sales Report				8 1	n Reports — Sales Reports — Quantity Wise Sales Tepo
	Quantity Wise S	iales Report					- x
HEIN WANGATION	Date From.	2013-11-08	Date To.	2019-11-08	Q, Search	ØΩear	
🛱 Deshboard	DayNo From.	1	DayNo To.	7			
₽ P05 <	14 4 1 4	of 1 P M &	Fied Life	e <b>R</b> •			
Accounts <			Zara Tech				
Pos Reports 🤇		Quanti	ty Wise Sai	es Report			
🛦 Attendance 🤇				Print Date & Time : 11/8/201	9:05:01 AM		
🛱 Payrol 🤇 🤇	12 Piece Bu	item Iterfly Strimp		Quantity 6			
≜ System <	Fruit Maple	Oatmeal		2			

- 1. Click QUANTITY WISE SALES REPORT.
- 2. Choose **FROM DATE** and **TO DATE**.
- 3. Select day number.
- 4. Click search button.

#### **5.1.21 SALES RANKING REPORT**

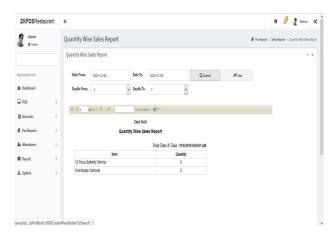
This report shows the sales ranking report.



- 1. Click SALES RANKING REPORT.
- 2. Choose FROM DATE and TO DATE.
- 3. Select day number
- 4. Click search button

#### **5.1.22 CASHIER SALES REPORT**

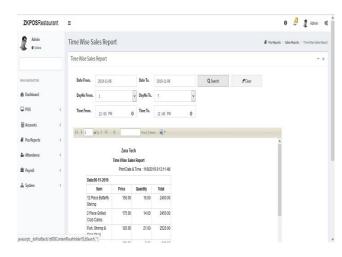
This report shows the cashier sales report



- 1. Click CASHIER SALES REPORT.
- 2. Select day number.
- 3. Click search button.



This report shows the time wise sales report.



- 1.Click TIME WISE SALES REPORT.
- 2.Select day number.
- 3.Click search button.

#### 5.1.24 CASH DRAWER BALANCE REPORT

This report shows the cash drawer balance report.

	Cash Drawer Ba	Inneo Bonort					- 1
	Casti Drawer Ba	lance keport					-
NIVERION	Date From.	2019-11-06	Date To.	2019-11-08	Q Search	#Clear	
Dashboard	DayNo From.	1	v DayNo To	N 7	¥		
205 (							
Accounts <							
Pas Reports (							
Vitendance (							
Payroll (							
System (							

- 1. Click CASH DRAWER BALANCE REPORT
- 2. Select Date.
- 3. Select day number.
- 4. Click search button.

# **5.2 PURCHASE REPORTS**

## **5.2.1 STOCK REPORT**

ZKPOSRestaura	nt ≡				0 🗗 🤰 Admin 🕫
Admin • Onine	S	tock Report			🖉 Pas Reports — Punchasa Reports — Slack Report
	-	Stock Report			- x
NAN INVISION		ii i 1 of 1	Find   Next	8.	
🖀 Dashboard			Zara Tech		*
₽ P05	¢		Stock Report		
E Accounts	¢	Item Code	Print Date Nem	& Time : 118/2019 9:22:25 AN Quantity	
Pos Reports		10	2 Piece Grilled Crab Cakes	8410	
e nanquis		100	Creamy Potato Leek Soup	100.00	
🛦 Attendance	<	101	Turkey Wild Rice Soup	120.00	
		10161	Citrus Kick	290.00	
Payroll	×	10162	Great Greens	110.00	
🛦 System	ž	10163	Purely Orange	220.00	
iii Jisen		10154	Purely Canot	100.00	
		10155	Orange Carrot Twist	123.00	
		10166	Orange Berry Antioxidant	100.00	
		10343	scoth	300000.00	
		11	Fried Green Tornatos	-3.00	
		12	Key Lime Pie	-5.00	
	-		100 0 0 0 0 0	00.00	

You can view the stock report of each item here.

- 1. Click **STOCK REPORT**.
- 2. You have the option to export the reports.

#### **5.2.2 PHYSICAL STOCK REPORT**

It gives a detailed report of received stock, spoilage sales and balance of each items.

.

ZKPOSRestaura	ant	=						0	đ	🖁 Admin	Q,
Admin • Drive		Physical Stock Report					🛢 Paciliports	Purchase P	leports	Physical Stock	Report
		Physical Stock Report								-	x
ARXIVARIENTICAL		H 4 1_ d2? ▶ H 4	Find	ted R.							
Bashboard			Zara Tech								
🖵 POS	¢		Physical Stock Re		1182	40 5-72 79 AM					
Accounts	¢	Item	Receiving	Spoilage	Sales	Balance					
		Open Product	0	0.00	0.00	0.00					
Pos Reports	¢	2 Piece Gilled Crab Calles	100	2.00	14.00	84.00					
Attendance	ć	Creamy Potato Leek Soup	100	0.00	0.00	100.00					
		Turkey Wild Rice Soup	120	0.00	0.00	120.00					
🛱 Payroll	¢	Citrus Kick	300	10.00	0.00	290.00					
		Great Greens	110	0.00	0.00	110.00					
🛦 System	<	Purely Orange	220	0.00	0.00	220.00					
		Purely Carrot	100	0.00	0.00	100.00					
		Orange Carrot Twist	123	0.00	0.00	123.00					
		Orange Berry Antioxidant	100	0.00	0.00	100.00					
		Kale Orange Power	0	0.00	0.00	0.00					
		Triple Revitalizer	0	0.00	0.00	0.00					
calhost 8084/purchaserepor	rts/physic	alstockreport# al Kick-Start	0	0.00	0.00	0.00					

- 1. Click on the **PHYSICAL STOCK REPORT**.
- 2. You have the option to export the reports.

#### **5.2.3 STOCK RECEIVING REPORT**

This report shows the stock receiving details. You can view date wise report and batch number wise report.

<b>ZKPOS</b> Restaurant	=								0	¢	1 Admin	¢,
Admin • Drive	StockReceiv	e Report						🖉 Pos Reports	Purchase	Reports	<ul> <li>Stock Receiver</li> </ul>	e Report
	Stock Receive F	Report									-	×
NUMPERATION	Date From.	2019-11-06	Date To.	2019-11-08		Q, Search	#Cear					
Dashboard	DayNo From.	1 ×	DayNo To.	7	•							
₽ POS <	10.01	of 2 7 1 1 4	Endline	et B.								
E Accounts <			Zara Tech									
🖉 Pos Reports 🧹 🤇		Sto	ick Receipt	ts								
🛦 Attendance 🤇				Print Date 8	Time : 11/8/20	019 9:27:23 AM						
	Receive Date	e:06-11-2019										
Payroll <	Vendor: Sup	plierA										
🛦 System 🔇	Batch No : 1											
an system	upc Code	Description	0	leantity	Price	Total						
		2 Piece Grilled Crab Cake	5	100.00	120.00	12000.00						
		Citrus Kick	8	100.00	40.00	4000.00						
		Creamy Potato Leek Soup	i (f	100.00	100.00	10000.00						
		Great Greens	1	100.00	40.00	4000.00						
avascript_doPostBack('ct005Cont		Orange Berry Antioxidant	8	100.00	40.00	4000.00						

1. Click on STOCK RECEIVING REPORT.

- 2. Select the date range.
- 3. Select Day number.
- 4. Click Search button.

### **5.2.4 STOCK TRANSACTION REPORT**

This report shows the stock transaction details.

ZKPOSRestaurant	Ξ						0 🖓 🛔 Admin
Admin • Drive	Stock Transac	ction Report				<b>R</b> P	as Reports — Purchase Reports — Stock Transaction Rep
	Stock Transactio	n Report					- 1
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E Accounts <	(11) P	Zara 1					^
🛢 Pos Reports 🔍 🤇		Transactio	n Report				
🛦 Attendance 🤇			Print Date	& Time : 11/8/20	19 9:33:32 AM		
	Transfer Date :	2010/00/00					
🛢 Payroll 🧹 🤞	Vendor: Suppli	ierA.					
🛓 System 🔇	Batch No : 1						
	upc Code	Description	Quantity	Price	Total		
		2 Piece Grilled Crab Cakes	2	120.00	240.00		
				Tax	0.00		
		10		Total :	240.00		
	Transfer perso	n:nj					
wascript_doPostBack('ctillSCont	Ratch En - 7	7 Description	Ounstitu	Drive	Total		

- 1. Click on STOCK TRANSACTION REPORT.
- 2. Select the date range.
- 3. Select Day number.
- 4. Click Search button.

## **5.2.5 INGREDIENTS STOCK REPORT**

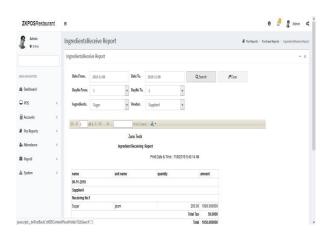
This report shows the ingredient stock details.

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IngredientsS	ock Report						🖉 Pos Raporta	Purchasel	Reports	ingediert	sStock Rep
IngredientsStoc	k Report										- x
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	Incredit										
name	unit name	stock quantity sail	e quantity co	urrent stock							
Sugar	gram	200.00	0.00	201.00							
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- 1. Click on **INGREDIENTS STOCK REPORT**.
- 2. Select ingredient.
- 3. Click Search button.

## **5.2.6 INGREDIENTS RECEIVE REPORT**

This report shows the ingredient receiving details.



1. Click on **INGREDIENTS RECEIVE** 

#### REPORT.

- 2. Select date range and day number.
- 3. Select ingredient and Vendor.
- 4. Click Search button.

#### **5.2.6 INGREDIENTS PROFIT REPORT**

This report shows the ingredient profit details.

ZKPOSRestau	irant	=							0 4	🧃 Admin	•
Admin • Dráme		Ingredients F	Profit Report					🖉 PosReports - Pur	chase Reports	rpedent.Pn	rit Repo
		Ingredients Pro	fit Report								- x
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POS	¢	11.41	127 M 0	End   No	. <b>.</b> .						
Accounts	¢			ara Tech				^			
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k Attendance	¢			Print Da	te & Time : 11/8/2019	9:42:49 AM		- 1			
			tem	Cost	Sale	Profit					
Payroll	¢	12 Piece I	Butterfly Strimp	24	0.00 300.00	60.00					
		10.00									
L. Sarton		12 Piece	Butterfly Shrimp	24	0.00 300.00	60.00					
System	5		Butterfly Shrimp Butterfly Shrimp	24		60.00		- 1			
System	¢	12 Piece I		(240							
system	¢	12 Piece I Fish, Shri	Butterfly Shrimp	(24)	(300.00)	-60.00					
System	¢	12 Piece   Fish, Shri 12 Piece	Butterfly Shrimp mp & Crab Shell	(240 20 24	100) (300.00) 0.00 240.00	-60.00 40.00					
🛓 System	¢	12 Piece I Fish, Shri 12 Piece I Fish, Shri	Butterfly Shrimp mp & Crab Shell Butterfly Shrimp	(24) 20 24 20	100) (300.00) 0.00 240.00 0.00 300.00	-60.00 40.00 60.00					

1. Click on INGREDIENTS PROFIT

#### REPORT.

- 2. Select date range and day number.
- 3. Click Search button.

#### **5.2.8 STOCK VALUE REPORT**

This report shows the stock value report.

ZKPOSRestaurar	nt ≡						0 🖓 💈 Admin 🕫
Admin • Date	S	Stock Value F	Report				🖉 Poo Reports - Purchase Reports - Stock Value Report
		Stock Value Rep	ort				= x
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🖨 Dashboard			12000	Tech			î
₽ POS	¢		Stock Valu	ue Report	1 Tana - 11 0/0	019 B.48.50 AM	
Accounts	¢	Item Code	item	Price	Stock	Total	
Pos Reports	<	10	2 Piece Grilled Crab Cakes	120.00	84.00	10080.00	
•		100	Creamy Potato Leek Soup	100.00	100.00	10000.00	
Attendance	¢	101	Turkey Wild Rice Soup	100.00	120.00	12000.00	
		10161	Citrus Kick	40.00	290.00	11600.00	
🛢 Payroll	¢	10162	Great Greens	40.00	110.00	4400.00	
🛔 System	2	10163	Purely Orange	40.00	220.00	8800.00	
- Jaco		10164	Purely Canot	40.00	100.00	4000.00	
		10165	Orange Carrot Twist	30.00	123.00	3690.00	
		10166	Orange Berry Anticoldant	40.00	100:00	4000.00	
		10343	scoch	250.00	300000.00	75000000.00	
		11	Fried Green Tornatos	100.00	-3.00	-300.00	
		12	Key Lime Pie	65.00	-5.00	-325.00	
		-		10000			

1. Click on **STOCK VALUE REPORT** and can also search for the report details.

#### **5.2.9 LOW STOCK REPORT**

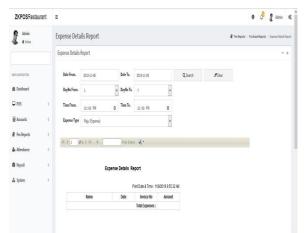
This report shows the low stock report.

ZKPOSRestaurant	=			0 d	Admin	0
Admin • Doine	Low Stock Report			🔮 Pos Reports — Purchase	e Reports 🕗 Low Stock R	bep:
	Low Stock Report					x
executions	11.1 1 of 1 ?					
₽ POS (		Zara Tech LowStock Reports				
Accounts (		Print Date	& Time:11/6/2019 9:51:38 AM			
🖉 Pas Reports 🔹 🤇	Item code	ltem	Stock			
-	11	Fried Green Tomatos	-3.00			
a Attendance (	12	Key Lime Pie	-5.00			
Payroll (	13	12 Piece Butterfly Shrimp	-26.00			
	4	Fruit Maple Catmeal	-19.00			
≜ System <	5	Hotcakes and Sausage	-19.00			
	6	Sausage Burrito	-3.00			
	7	HOMESTYLE ORTMEAL	-6.00			
	8	Fish, Shrimp & Crab Shell	-21.00			
	9	Grilled Crab Calles	-17.00			

1. Click on low stock report and can also search for the report details.

#### **5.2.10 EXPENSE DETAILS REPORT**

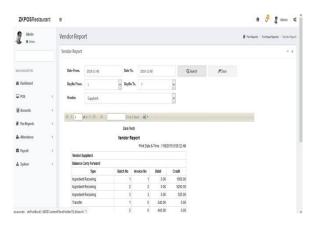
This report shows the expense details.



- 1. Click on EXPENSE DETAILS REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select day number and time.
- 4. Select EXPENSE TYPE.
- 5. Click Search button.

#### **5.2.11 VENDOR REPORT**

This report shows the Vendor details.



- 1. Click on VENDOR REPORT.
- 2. Choose DATE FROM and DATE TO
- 3. Select day number and time.
- 4. Select VENDOR.
- 5. Click Search button.

#### 5.2.12 COST REPORT

This report shows the cost details.

ZKPOSRestaura	int	=									0 👌	🧃 Admi	n d
Admin + Date		Cost Report								# ru	Neports - Pund	aa Reports – C	ne Report
		Cost Report											- x
AN MINISTER		Date From.	2019-11-06		Dute To.	2019-11-08			Q Search	New			
🛱 Dishboard		DayNo From.	1	v	DayNo To.	1							
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Pos Reports	6			Co	st Reports								
Attendance	ę				Print	Date & Time: 11	8/2019 10:03	37 AN					
🛱 Payrol	e	Date:11/5/2019	9 12:00:00 AM										
			Name		Quantity	Cost	Price	Total					
System	- 5	Great Greens				10 40.00	100.00	400.00					
		Turkey Wild Ri	ce Soup		1	100.00	600.00	2000.00					
		Purely Orange			3	9 40.00	100.00	800.00					
		Orange Carrot	Twist		1 13	3 30.00	100.00	690.00					
		Orange Canol 2 Piece Grilleo			1		100.00	690.00 12000.00					

- 1. Click on **COST REPORT.**
- 2. Choose DATE FROM and DATE TO.
- 3. Click Search button.

#### **5.2.13 INVENTORY REPORT**

This report shows the inventory details.

ZKPOSRestaurant	Ξ				0	0 1	Admin 4
Admin • Date	Inventory Rep	ort			🔮 Pas Appora — I	Avelase Reports	inventory Repo
	Inventory Report						- 1
NEW NRIGHTON	16.4.1	ad 1 V Vi V	e Q.				
₿ Dashboard ♀ POS		Zara Tech Inventory Repo	irts		Î		
E Accounts		Pr	int Date & Time: 11/8/2019 1	0.06.28.40I			
Pes Reports	item cod	e ben	Cost	Stock			
E resideo	10	2 Piece Grilled Crab Cakes	120.00	84.00			
Attendance	100	Creamy Potato Leek Soup	100.00	100.00			
	101	Turkey Wild Rice Soup	100.00	120.00			
🛱 Peyroll	10161	Citrus Kick	40.00	290.00			
	10162	Great Greens	40.00	110.00			
🛓 System	10163	Purely Orange	40.00	220.00			
	10164	Purely Carrot	40.00	102.00			
	10165	Orange Carrot Twist	30.00	123.00			
	10166	Orange Berry Anticoldant	40.00	100.00			
	10343	scoth	250.00	300000.00			
	11	Fried Green Tomatos	100.00	-3.00			
	12	Kei Lime Pie	65.00	-5.00			

1. Click on **INVENTORY REPORT** and can also search for the report details.

#### **5.2.14 INVENTORY TRANSACTION REPORT**

This shows the inventory transaction details.

ZKPOSRestaurant	Ξ						0 🖉 💈 Admin	0
Admin • Drive	Inventory	Transaction Report					Poc Reports — Purchase Reports — Inventory Transaction Re-	Epo
	Inventory Tr	ransaction Report					-	X,
IAN MORECON	14.4	of 2 ? ) N 4	Find   Next	g.				
B Dashboard			Zara Tech				^	
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		Open Product	0	0.00	0.00	0.00		
Pos Reports	<	2 Piece Grilled Crab Cakes	100	2.00	14.00	84.00		
Attendance	< 100	Creamy Potato Leek Soup	100	0.00	0.00	100.00		
	101	Turkey Wild Rice Soup	120	0.00	0.00	120.00		
🛱 Payroll	< 10161	Citrus Kick	300	10.00	0.00	290.00		
	( 10162	! Great Greens	110	0.00	0.00	110.00		
📥 System	10163	Purely Grange	220	0.00	0.00	220.00		
	10164	Purely Carrot	100	0.00	0.00	100.00		
	10165	i Orange Carrot Twist	123	0.00	0.00	123.00		
	10155	Orange Berry Antioxidant	100	0.00	0.00	100.00		
	10167	Kale Orange Power	0	0.00	0.00	0.00		
	10158	Triple Revitalizer	0	0.00	0.00	0.00		
	47.477	The second second second		0.00	0.00	0.00		

1. Click on INVENTORY TRANSACTION and

can also search for the report details.

# **5.3 CUSTOMER REPORT**

#### **5.3.1 CUSTOMER DETAILS REPORT**

This report shows the customer details.

Admin • Drite	Customer Deta	ils Report					# rus	epota – Cultorner	Reports	Custome Dela	ils heper
. • 00x	Customer Details R	leport									- x
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Pos Reports <											
k Atlendance 🤇		Customer De	tails Report								
a Payroll (			Print Date	& Time : 11/8/2	019 10 17 08 AI	н					
System (	Customer Name										
a spaces v	Data Advance :	Description	Debit 0.00	Credit 0.00	Balance	-					
	Advance :	Total Transa		0.00		0					

- 1. Click on **CUSTOMER DETAILS** REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select Day number and CUSTOMER.
- 4. Click Search button.

## **5.3.2 ACCOUNT TRANSACTION REPORT**

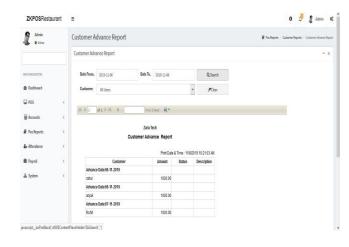
This report shows account transaction report.

IN NUMBER OF		Date From. 2029-03-11	To.	2020-03-11	Q, Search	BClear	
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n intervery			Sales Incom	te Total			
Ingredients	<	Payment Typ User : Admin	96	Iotal			
Pos Reports		Invoice Date : 11-03-2020					
& MR2 Hebourg		Cash		1529.887			
		Tetal		1529.887			
		User Total		1529.887			

- 1. Click on ACCOUNT TRANSACTION REPORT.
- 2. Choose **DATE FROM** and **DATE TO**.
- 3. Select Day number from and day number to.
- 4. Click Search button.

#### **5.3.2 CUSTOMER ADVANCE REPORT**

This report shows the advance details of customers.



1. Click on CUSTOMER ADVANCE REPORT.

.

- 2. Choose DATE FROM and DATE TO.
- 3. Select **CUSTOMER**.
- 4. Click Search button.

#### **5.3.3 CUSTOMER GIFT CARD REPORT**

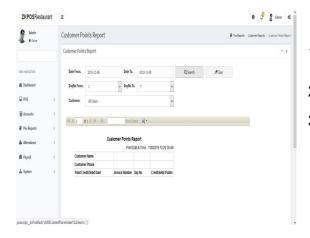
This report shows the gift card details of customers.

Ahin <ul> <li>Gift Card Report</li> <li>Induses</li> <li>Cademing</li> <li>Cademin</li></ul>	Admin 05	1 1	0 0	0							=	arant =	ZKPOSRestaurant
As vesselses As vesselses As setting As setting As setting As setting As vesselses As vessels	Gill Card Report	udoner Reporta — (	Cuidone	🖉 Postepera - Cus						port	Gift Card Re	(	
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Reversion C     Reversin C     Reversin C     Reversion C     Reversion C     Reversion C										a	Expired Card		a Dashboard
Phylopeth         C         Official Report           A Minuface         C         FartClass Lines: MI02191 1221:55.01           American C         Eulide         Eulide           Asympto         C         Eulide           System         C         Eulide           Asympto         Eulide         Eulide           Cartillo         Eulide         Banes-Ant         Unet_Ant           Tamacardit         Eulide         Eulide         Eulide							4.	1 941	End	6 11 5 11 6	11.1 1	¢	POS
Attendence         Cardial         Extractive         Name/Act         Name/Act           6 Rindows         4         Cardial         Ex_Dian         Imax         Name/Act         Name/Act           6 Rindows         4         Cardial         Ex_Dian         Imax         Name/Act         Name/Act         Name/Act           5 System         4         Cardial         Ex_Dian         Imax         Name/Act         Name/Act <t< td=""><td></td><td></td><td></td><td>^</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Accounts</td></t<>				^									Accounts
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Disput         Cardin         E_20m         Invester         UneQuer           Splate         Cardin         E_20m         Status         Status           Splate         Cardin         E_20m         Status         Status           Splate         Cardin         E_20m         Status         Status           Splate         Cardin         Explane         Status         Status           Splate         Cardin         Explane         Status         Status						19 10:23:15 AM	ime : 118/2	(Date	Print			i c	Attendance
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- 1. Click on **CUSTOMER GIFT CARD REPORT**.
- 2. Select CUSTOMER.
- 3. Click Search button.

#### **5.3.4 CUSTOMER POINT REPORT**

This report shows the point details of customers.



- 1. Click on CUSTOMER POINT REPORT.
- 2. Select DATE and Day number Select CUSTOMER.

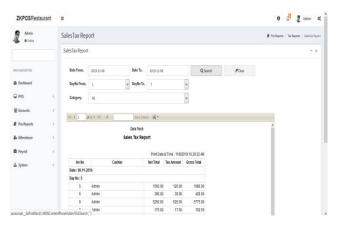
•

3. Click Search button.

## **5.4 TAX REPORT**

#### **5.4.1 SALES TAX REPORT**

This report shows the sales tax details.



- 1. Click on **SALES TAX REPORT.**
- 2. Choose DATE FROM and DATE TO.
- 3. Select CATEGORY.
- 4. Click **Search** button.

#### **5.4.2 TAX REPORT**

This report shows the tax details.

ZKPOSRestaurant	=							0 🖉 🖉 Admin	0
Admin • Date	Tax F	Report						# Profesors - SecReports - Sec	Anger
	Tax 8	Report						-	×
MININAMISTICN		Date From.	2019-11-06	Date To.	2019-11-08	Q, Search	#Clear		
Dashboard		DayNo From.	1 v	DayNo To.	7	~			
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E Accounts	<. · · ·			Zara Tech				<u>^</u>	
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Attendance	•		Descriptio						
Attendance	· .		Descriptio		Debit	Credit			
& Attendance	« «	Date : 06-11-20 1	Descriptio 19 User Admin User Admin User Admin		Debit 25.00 0.00 36.00	Credit 0.00 0.00 0.00			
Attendance	« «	Date : 06-11-20 1 1 1 1	Description 15 User Admin User Admin User Admin User Admin		Debit 25.00 0.00 36.00 0.00	Credit 0.00 0.00 0.00 0.00			
Attendance	« «	Date : 06-11-20 1 1 1 1 1	Description 15 User Admin User Admin User Admin User Admin User Admin	8	25.00 0.00 36.00 0.00 100.00	Credit 0.00 0.00 0.00 0.00 0.00			
Attendance	« «	Date : 06-11-20 1 1 1 1	Description 15 User Admin User Admin User Admin User Admin	8	25.00 0.00 36.00 0.00 100.00	Credit 0.00 0.00 0.00 0.00			
Attendance	« «	Date : 06-11-20 1 1 1 1 1	Bescription 19 User Admin User Admin User Admin User Admin User Admin Ingredients Receiving Vendor	e : SupplierA, Vat 1	25.00 0.00 36.00 0.00 100.00	Credit 0.00 0.00 0.00 0.00 0.00			

- 1. Click on **TAX REPORT.**
- 2. Choose DATE FROM and DATE TO.
- 3. Select Day number.
- 4. Click **Search** button.

## **5.5 OTHER REPORT**

#### **5.5.1 ORDER SUMMARY REPORT**

This report shows the order summary details.

<b>ZKPOS</b> Restaurant	=									0 4	2 Adres	n Q
Admin • Dore	Order Summ	ary Report							# AssActors	Other Report	u - Orderlanns	ury Report
	Order Summary	y Report										- x
een isengahon	Date From.	2019-11-06		Date To.	2019-11-08		Q.Search	Ø℃ear				
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Pos Reports (				Summary Repo	rt 11/8/2019 10:38:27 A							
a Attendance 🤇	Time	User	To	i Date or 1106	Status							
Payroll c		ale: 06-11-2019										
	Inv No.: 5											
≜ System (	1456.45	Admin	1,12 Piece 1,12 Piece 1,HOME ST 1,Key Lim Butterfly S	Butterfly Shrimp Butterfly Shrim Butterfly Shrim YLE OATMEAL In Pile - 1,12 Pile Animp - 1,12 Pile Animp - 1,12 Pile Animp - 1	р. р. св							
ascript_doPostBackf.tt005Cont	14:56:45 mtPlaceHolder/SLbSearch	Admin	12 Piece E 1,12 Piece	Authentity Shrimp Buttentity Shrim Buttentity Shrim	ø-							

- 1. Click on **WORK PERIOD REPORT.**
- 2. Choose **DATE FROM** and **DATE TO.**
- 3. Select Day number.
- 4. Click Search button.

## **5.5.2 ACTION LOG REPORT**

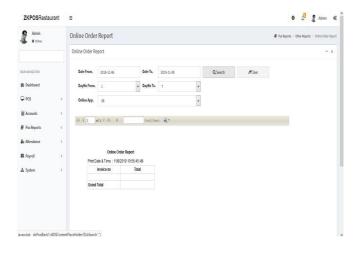
This report shows the action log details.

ZKPOSRestaurant	Ξ							0	¢.	2 Adm	n d
Admin a Daire	Action Log R	eport						# hakpota	Other Rep	orts : Aclar	Log Report
	Action Log Rep	ort									- x
IN MIGTON	Date From.	2119-11-06	Date To.	2013-11-08		Q,Search	#Clas				
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₽ POS (	Form	Al			٣						
Accounts	Status	AI			۷						
Pos Reports	User	Al Users			¥						
Attendance											
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🛓 System 🛛 🔾			Zara Tech Action Log Rep	ort Print Date & Tim	ue 11/8/2019 10:5	10.90 AN					
	User	Status Form	Descr	ptor							
	Date:	06-11-2019									
		Add Login		period started for User	10.1 on dains:1						
		Edit Administrikty		options modified							
		Edit AdminUtility		options modified							
	Admin	Add WorkPeroid	Watta	seriod stated for User	Admin on dayna	2					

- 1. Click on ATTENDENCE REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select Form, Status and USER. 4. Click Search button.

#### **5.5.3 ONLINE ORDER REPORT**

This report shows order details reports.



- 1. Click on Online order Report.
- 2. Choose the date, day and online app.
- 3. Click Search button.

#### **5.5.4 AREA WISE REPORT**

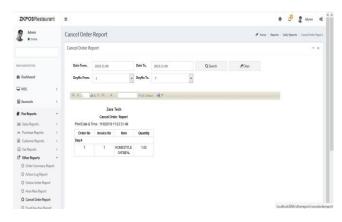
This report shows the area wise details.

ZKPOSRestaurant	=						0	1	Admin <b>Q</b>
Admin • Drive	Area Wise Re	port					# Positiports - O	her Reports	Ansi Mae Report
	Area Wise Repo	rt							- 1
NUM ARAGATION	Date From.	2019-11-06	Date To.	2019-11-08	Q, Search	#Clear			
Dashboard	DayNo From.	1	DayNo To.	7					
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Accounts (		at 2 9 14 0	Red Day	. u.					
🖉 Pos Reports 🔍		Zara							
💩 Attendance 🤇		AreaWise (	irder Report						
Payroll			Print Date & 1	ime : 11/8/2019 11:01:35 AM					
🛦 System 🤇		Invoice No		Total					
	Date:06			300.00					
		1							
		2		300.00					
		2		300.00 -300.00					
		3		300.00 -300.00 540.00					
		2		300.00 -300.00					

- 1. Click on **AREA WISE REPORT**.
- 2. Choose DATE FROM and DATE TO.
- 3. Choose day number and Area
- 4. Click Search button.

#### **5.5.5 CANCEL ORDER REPORT**

This report shows the cancel order details.



- 1. Click on CANCEL REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select Day number.
- 4. Click Search button.

## **5.5.6 FOOD VOUCHER REPORT**

This report shows the food voucher details.

<b>ZKPOS</b> Restaurant	Ξ		0 🖓 🧝 Admin
Admin • Drine	Food Voucher Report		🖉 Pos Reports — Other Reports — Food Visuche
	Food Voucher Report		-
WIN NAVA GATHON	Vendor. v Q,Search	#Class	
9 Deshloord	Expired 2041 Dated		
POS «	H 4 1 of 2 P H 0 Part   mart 1	•	
Accounts (			
Pos Reports <	Food Voucher Report Print Date & Tin	me: 11/8/2019 11:08:32 AM	
a Attendance <	Voucher Series		
Payroll «	Voucher Code UseDate Amo	unt Status	
	Total no of Food Voucher Gener		
System 4	Total no Food Vee		
	Balance no of Food Voo	ucher: 0	

- 1. Click on FOOD VOUCHER REPORT.
- 2. Choose Voucher Series.
- 3. Click Search button.

#### **5.5.7 GRATUITY TIP REPORT**

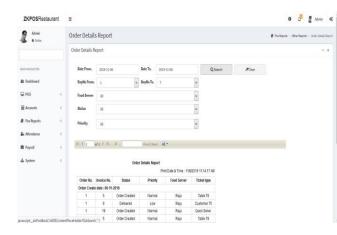
This report shows the Gratuity tip details.

Admin • Drive	Gratuity Rep	ort								🖉 Pac Roport	1 Ofer	Reports	(maturi)	Report
	Gratuity Report												-	×
NUT WATCH	Date From.	2019-11-06	D	de To.	2019-11-08	8		Q, Search	#Clear					
8 Dashboard	DayNo From.	1	v D	nyNo To.	Ŧ		~							
₽ POS <	Food Server.	All					*							
Accounts (		Rai	C	Adjusted [	UnAdjuste	ed	123							
-		Bai 8 1 9 91 9		Adjusted [		ed				_				
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e Posilieparts ( dar Attendence ( da Paynoli (		d1 0 10 0	Gra	find ( Next Wity Report 19 11:11:23	ц.	ed Gratuity								
æ Pos≣eports ( & Attendance ( æ Payroll (		ef s - P H - H Print Date & T Vendor	Gra lime : 11/6/20	find ( Next Wity Report 19 11:11:23	ц.									
e Posilieparts ( dar Attendence ( da Paynoli (		ef s - Print Date & T Vendor Date	Gra lime : 11/6/20	Find   Next With Report 19 11: 11:23 10 Bill Ar 4	All noont	Gratuity								

- 1. Click on **GRATUITY TIP REPORT.**
- 2. Select Date, Day number and Food server.
- 3. Click Search button.

#### **5.5.8 ORDER DETAILS REPORT**

This report shows the order details.



1. Click on ORDER DETAILS REPORT.

2. Select Date, Day number, Food server

Status and priority

3. Click Search button.

#### **5.5.9 ORDER DETAILS REPORT**

This report shows the order details.

<b>ZKPOS</b> Restaurant	Ξ									0 🖓 🦉 Admin 🛛
Admin • Ories	Order Details	s Report								🖉 Pachipota - Other Reporta - Other Solada Repo
	Order Details R	eport	- 1							
WAR WORKTON	Date From.	2019-11-06		Date To.	2019-11-4	8		Q Search	Now	
🔁 Dashboard	DayNo From.	1	۲	DayNo To.	7		*			
₽ POS (	Food Server	AL					¥			
Accounts (	Status	AI.								
Pos Reports (	Priority	AL					*			
Attendance (										
🛱 Payroll 🤞	24 4 1	12 1 21	8	Find   Su	n H.					
ila System (			Orde	er Details Rep		de & Time : 110	12019 11 14 1	17 AM		
	Order No.	Invoice No.	Status	Priori	ty	Food Server	Ticket ty	pe		
	Order Create	date : 06-11-2	019							
	1	5	Order Created	Norm	al	Raju	Table T	8		
				Low		Raju	Customer	72		
	1	9	Delivered Order Created	Norm		Raju	Quick Ser			

- 1. Click on ORDER DETAILS REPORT.
- 2. Select Date, Day number, Food server

Status and priority.

3. Click Search button.

#### **5.5.10 USER ATTENDANCE REPORT**

This report shows the user attendance details.

ZKPOSRestaurant	=								9	Admin	
Admin • Drive	Attendance	Attendance Report									Report
	Attendance R	eport			-	x					
NAN NAVGATION	Date From.	2013-11-06	Dat	te To. 2019-1	1-08	Q, Search	ØClear				
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₽ POS 🔹	Users.	All Users			~						
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Pos Reports (	14.9 1 t			ce Report Print 1	Date & Time : 11/6/2019 11 Work Hour / II						
Pos Reports Attendance Payroll	24.4 1		Atlendan	ce Report Print 1	Date & Time : 11/6/2019 11						
Pos Reports Attendance Payroll	24.4 1	No n ( Administrator )	Atlendan	ce Report Print 1	Date & Time : 11/6/2019 11						
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Pos Reports Attendance Payroll	ti di si	No n ( Administrator ) 1 06-11-201 2 06-11-201	Atlendan Work Pe 19-06-11-2019	ce Report Print 1	Date & Time : 11/6/2019 11	linute 107					
Pos Reports Attendance Payroll	Day User : Admi	No n (Administrator ) 1 06-11-201 2 06-11-201 8 06-11-201	Atlendan Work Pe 19 - 05-11-2019 19 - 05-11-2019	ce Report Print 1	Date & Time : 11/6/2019 11	linute 107 2					
Pos Reports	C Day	No n (Administrator) 1 06-11-201 2 06-11-201 8 06-11-201 8 06-11-201	Attendan Work Pe 19 - 06-11-2019 19 - 06-11-2019 19 - 06-11-2019	ce Report Print 1	Date & Time : 11/6/2019 11	linute 107 2					
E Pos Reports ( & Attendance ( E Payroll (	C Day	No n (Administrator ) 1 06-11-201 2 06-11-201 1 06-11-201 4 06-11-201 5 06-11-201	Attendan Work Pe 19 - 06-11-2019 19 - 06-11-2019 19 - 06-11-2019 19 - 06-11-2019	ce Report Print 1	Date & Time : 11/6/2019 11	107 2 3 1					

- 1. Click on USER ATTENDANCE REPORT.
- 2. Select Date, Day number and USERS
- 3. Click Search button.

# **STEP 6– SIGN OUT**



1. Go to the MAIN MENU.

2. Click on the top right corner of the Dash board and click on the Admin.

3. Click on the **SIGNOUT** option to log out.

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Fax: +86 755-89602394

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