# iRestora PLUS

# **Next Gen Restaurant POS**

# **Stealing Ingredients from Your Restaurant? Stop it Now!**

Prevent loss, speed up operation, serve more customers

Migration easy software, migrate quickly from legacy software

# **Developed by:**

# **Door Soft**

WhatsApp: +8801812391633 Email: info@doorsoft.co Skype: nazmul.hosan24

Website: http://doorsoft.co

# **Table of Contents**

1.	What is iRestora PLUS	5
2.	Full Features	5
3.	Server Requirements	. 12
4.	Installation	. 12
1.	Login	. 12
2.	Change Password	. 12
3.	Change Email	. 12
4.	Setting	. 13
5.	Outlet Setting	. 17
6.	User	. 17
7.	Master	. 19
а	) Ingredient Categories	. 19
b	) Ingredient Units	. 19
C	) Ingredients	. 19
d	l) Bulk Upload Ingredients	. 19
е	) Modifiers	. 20
$\mathbf{f}$	Food Menu Categories	. 25
9	y) Food Menus	. 26
h	n) Bulk Upload Food Menus	. 27
i)	Bulk Upload Food Menu Recipe/Ingredients	. 28
j)	Vegetarian, Beverage and Bar Item Tagging	. 28
k	r) Food Menu Image	. 28
1)	Item has no ingredient? e.g: Beverage, Water	. 28

	m)	Suppliers	28
	n)	Customers	28
	o)	Bulk Upload Customers	28
	p)	Expense Items	29
	q)	Tables	29
8	. Pu	rchase aka Ingredient Purchase	30
9	. Ор	en and Close Register	30
1	0. Sal	e	31
	Intro	oduction to POS Screen	31
	Item	Ordering in List	32
	Sear	ch Experience and Filtering	32
	Placi	ing Order	33
	Orde	er Types	34
	Cust	omer	34
	Wait	er	35
	Tabl	e	35
	Disco	ount	36
	Serv	ice/Delivery Charge	36
	Tax.		36
	Mod	ifier (Item)	36
	Mod	ifier (Text)	36
	Wha	t is Post-payment and Pre-payment and how to work with it	36
	Wha	t is Running Orders and how to work with it	36
	Kitch	nen Notification	38

Draft Sale	38
Recent Sales	38
1. Kitchen Panel	38
12. Bar Panel	39
13. Stock and Low Stock	39
14. Expense	41
15. Waste	41
16. Supplier Due Payment	42
17. Customer Due Receive	42
18. Adjust Stock	44
19. Attendance Tracking	45
20. Report	45
18. Dashboard	46
19. Credits	46

#### 1. What is iRestora PLUS

iRestora PLUS is a restaurant POS software specially having Smart Stock System that helps a restaurant owner to protect his Stock from stealing or misusing. This software is specially designed for restaurant by keeping RESTAURANT NEEDS in mind.

#### iRestora PLUS understands that:

- 1. You need to protect your Stock from stealing or misusing to prevent loss
- 2. Your customer **orders first** then eats and then pays
- 3. Your customer may modify his order in the middle of eating/processing
- 4. When an order is modified, your kitchen needs to know only modified items
- 5. You need to prevent modifying order that is under process or done
- 6. Your customer may ask about **order progress** and you need to know & answer him quickly
- 7. Sometime **waste happens** and those needs to be considered as loss and deduct from stock
- 8. You may have Bar along with your Kitchen
- 9. You purchase in due sometime and pay frequently to your supplier
- 10. You need to place an order very quickly, less time it takes, more customers you serve
- 11. You need to have some **easy facility to switch to iRestora PLUS** from your legacy software
- 12. You may collect pre-payment or post-payment from your customer

These are not all, iRestora PLUS did not leave any other features to include which are also important and happens in a restaurant. Please check full features.

#### 2. Full Features

### 2.1 Steal Protection Stock

- Ingredients are being stolen? Stop it right now
- By smart Stock system
- Ingredient and Food Menu Recipe are different module here
- > Define recipe in food profile
- Ingredient Stock will auto reduce when sale a food
- > You just need to sue
- When physical Stock mismatches with software

# 2.2 Post-payment & Pre-payment Support

Places Order->Running Order & Kitchen->Serve & Eat->Invoice and Payment

Places order->Invoice and Payment->Running Order & Kitchen -> Serve, Eat & Close

### 2.3 Recipe Profile for Food Menu

- Define recipe of Ingredient of each Food Menu
- When you make a sale
- > Those ingredients will be auto deducted
- Vegetarian Item Tagging to Filter Quickly in POS Page
- Beverage Item Tagging to Filter Quickly in POS Page
- Bar Item Tagging to Filter Quickly in POS Page
- > Assign Modifier
- Modifier Recipe

### 2.4 Powerful Point of Sale

#### **POS: Order Process**

Pre-payment and Post-payment support

### **POS: Running Order**

- Real Time Running Order List
- > Running Order Modification
- Running Order Cancel

# **POS: Order Type**

- Dine In, Take Away, Delivery
- Service/Delivery Charge
- Delivery Address and checking address for delivery order
- > Table with time tracking for Dine In order

# **POS: Search Experience**

- Instant Item Search (Code/Name/Category/Veg Item/Beverage/Bar Item)
- Most selling items appears first in Sale Page
- Just type VEG to filter all Vegetarian Items
- Just type BEV to filter all Beverage Items
- > Just type BAR to filter all Bar Items

#### **POS: Kitchen Connection**

Print KOT (if intend to not to use Kitchen Panel)

- Connection with Kitchen Panel
- Connection with Bar Panel
- Kitchen & Bar Notification
- Cook Progress Check from Kitchen & Bar
- In Progress items count show in Running Orders
- In Progress items count show in Running Orders

#### **POS: Modifier**

- > Item Modifier with Price
- Item Note
- Discount
- Discount by Item
- Discount on Total
- Discount by Fixed or Percentage

#### **POS: Other**

- > Tax
- Waiter
- Instant Customer Add Option
- Hold Sale

# 2.5 Migration Easy Software

- Migrate Very Easily from Any Software
- Bulk Upload Ingredients
- Bulk Upload Food Menus
- Bulk Upload Food Menu's Ingredients/Recipe
- Bulk Upload Customer
- ➤ No need to upload associated data separately like: Category, Unit etc; software will automatically detect and upload those

# 2.6 Waste Tracking

- Ingredient Wise Waste Tracking
- Food Menu Wise Waste Tracking
- Deduct waste from Stock
- Loss Calculation & impact in Profit/Loss
- > Tag Responsible Person

### 2.7 Modifier

- Unlimited Modifier with Price
- Assign Modifier to Food Menu

- Select Modifier in POS
- ➤ Modifier Recipe
- Text Modifier

#### 2.8 Table

- Table management
- Table selection for Dine In order
- Table time tracking
- Restrict table selection on ongoing table

### 2.9 **Profit Loss Calculation**

- Sum of Sale (Paid Amount) +
- Sum of Customer Due Receive +
- Sum of Purchase (Paid Amount) -
- Sum of Supplier Due Payment -
- Sum of Expense -
- Sum of Waste -
- > = Profit/Loss
- And Stock Valuation

### 2.10 Ingredient Purchase

- > Purchase with Supplier Management
- > Purchase with Due
- Purchase with Current Price

# 2.11 Supplier Due Tracking

- Purchase in Due
- Tracking Supplier Due Payment
- Supplier Due Report
- Supplier Ledger

# 2.12 Customer Due Tracking

- Sale in Due
- > Tracking Customer Due Receive
- Customer Due Report
- Customer Ledger

# 2.13 Calculation Method

- Change Price in Purchase
- Only Real Time Price is considered for Profit/Loss
- Master Price is Only for Help

# 2.14 Precision Support

- 2 Digits Precision Support
- For Amount and Price
- ➤ To Support Reality

#### 2.15 Small CRM

- Date of Birth and Date of Anniversary Field in Customer Profile
- SMS Configuration
- SMS to Customers Who Have Birthday Today
- SMS to Customers Who Have Anniversary Today
- Send Custom SMS to Customers
- SMS Invoice

#### 2.16 Kitchen Panel

- Kitchen Screen for Chef
- Only Kitchen Item Goes to Kitchen Panel
- > Tab Supported (1280x800)
- Touch Friendly Design
- In Progress Status Change
- Order Ready Status Change
- Order Ready Notification in Sales Point
- Item Wise Order Status Change for Dine In
- Order Wise Status Change for Take Away and Delivery

### 2.17 Bar Panel

- > Bar Screen for Bar
- ➤ In Progress Status Change
- Order Ready Status Change
- ➤ Tab Supported (1280x800)
- > Touch Friendly Design
- Order Ready Notification in Sales Point

#### **2.18 Stock**

- Purchase +
- Sale Consumption -
- > Sale Modifier Consumption -
- Waste -
- ➤ Adjustment +/-
  - = Stock
- ➤ Alert Stock/Low Stock
- Stock Valuation

### 2.19 Manually Stock Adjust

- Sometime Stock Mismatches Then
- > Adjust Stock Manually
- Addition and Subtraction

### 2.20 Expense Tracking

- Expense Category
- Expense Record
- Expense Report
- Impact on Profit/Loss

### 2.21 Multi User and Access Control

Unlimited User with Access Control Feature

### 2.22 Open and Close Register

- Register Opening Balance Set
- Register Closing Balance Auto Calculate
- > Register Report

### 2.23 One Click Daily Summary

- Sum of Sale (Paid Amount)
- Sum of Purchase (Paid Amount)
- Sum of Expense
- Sum of Waste Loss
- > Sum of Supplier Payment
- Sum of Customer Receive
- Daily Summary Report

### 2.24 Small HRM

- Attendance Tracking
- > Attendance Report
- ➤ Calculate Salary

# 2.25 <u>VAT</u>

- Multiple VAT
- Different VAT for Different Item
- VAT Report
- ➤ VAT Enable/Disable

### 2.26 Reports

Register Report

- Daily Summary Report
- > Food Sale Report
- Consumption Report
- Stock Report
- Low Stock Report
- Profit/Loss Report
- Kitchen Performance Report
- ➤ VAT Report
- Supplier Ledger
- > Supplier Due Report
- Customer Due Report
- Customer Ledger
- Sale Report
- Purchase Report
- > Attendance Report
- Expense Report
- Waste Report

### 2.27 Business Intelligence Dashboard

- Total Customers, Ingredients, Food Items, Employees
- Quick Links
- Dine In/Take Away/Delivery Comparison
- Summary of Purchase, Sale, Supplier Due Payment, Expense, Waste Loss
- Low Stock Ingredients
- Top 10 Food Menus
- > Top 10 Customers
- Supplier Payables
- Customer Receivables
- Monthly Sale Comparison Chart

# **Most Highlighted Features**

- Steal Protected Stock
- > Running Orders in POS (Modify Running Order, Cancel Running Order)
- Most Interactive Kitchen Panel
- Bar Panel
- KOT Print for Only Modified Items
- Kitchen Performance Tracking

- Waste Tracking
- Most Selling Items Appears First in POS
- Pre and Post Payment Support
- Intelligent Item Search
- Small CRM
- Small HRM
- Migration Easy Software

# 3. Server Requirements

- ▶ PHP 7+
- ➤ MySQL 5.4+
- Extensions need be enabled: Mysqli, CURL

### 4. Installation

Please follow below instructions:

- 5. Create a folder in your server
- 6. Create a database in your server and create a user, then assign that user to that database
- 7. Upload your downloaded zip file within the newly created folder
- 8. Extract the zip file within the folder
- 9. Access the URL like: http://your-upload-path/install
- 10. Follow further instructions

# 1. Login

If you already run the software, you supposed to get a login form. Please login using default login credentials. Email: admin@doorsoft.co Password: 123456

No worry please, you can change your credentials immediate after login.

# 2. Change Password

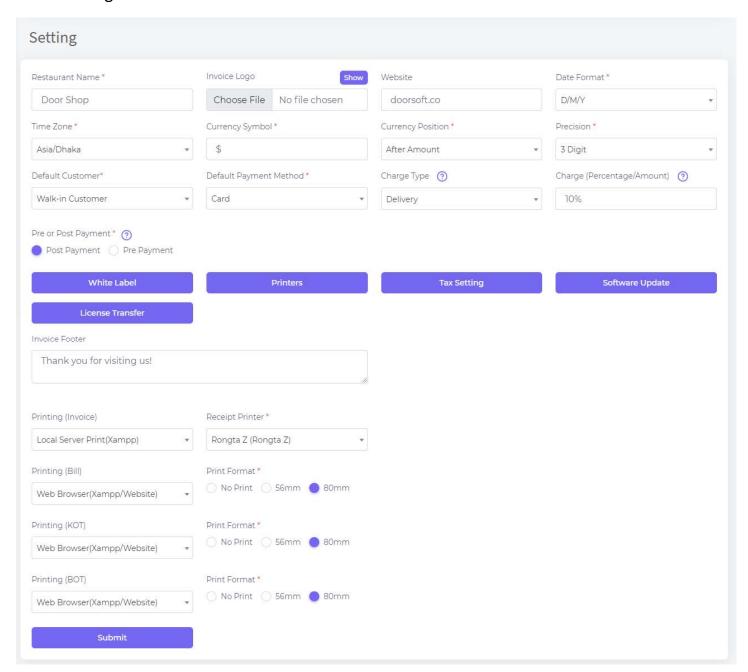
After login, please go to **Change Password** from **Account and User** menu and change the default 123456 password by your own. You can also update this any time you need.

# 3. Change Email

Please go to **Change Profile** from **Account and User** menu and change the default admin@doorsoft.co email by your own. You can also update this any time you need.

# 4. Setting

Go to Setting from main menu.



# **Pre and Post Payment:**

If you restaurant works like: your customer comes, places order, your serve, customer eats, then pays; you should choose Post Payment. In maximum case, Post Payment is common. But if you take payment when placing order, you should choose Pre Payment. This is rare but some restaurant does this.

### **Charge Type:**

If you want to charge your customers for Service or Delivery, please choose the option and set the value in percentage or fixed amount. To set percentage value just put a % sign after the amount.

These charges will be applied automatically in the POS screen.

#### White Label:

To set your site name, logo and footer to show in this software.

#### **Printers:**

Add and manage all of your printers. So that you can select from printer setting at the bottom of this page.

### **Software Update:**

To update the software when there is a new release.

#### **License Transfer:**

If you have installed in a location then want to transfer this to a new location, please use this feature.

### **Printing Invoice, Bill, KOT and BOT:**

Either you may want to print from browser and select printer each time you print or you may want to print directly from printer when you click on any button like Bill, Invoice, KOT or BOT.

If you choose Web Browser then there is nothing more to do. But if you choose Local Server Print (Xampp) or Live Server Print (Website) then please follow this video to setup your network printer:

https://www.youtube.com/playlist?list=PLvIbsjSnWIMOhSu7AXo\_tZc3cjj7DJBst

# Tax Setting(How to deal with Tax):

iRestora PLUS now supports Indian GST including any kind of Sales Tax, VAT, HST etc.

Then how to deal with it? Please check Tax Setting button in Setting

I Collect Tax:

If you do not collect tax just simply choose No in I collect Tax.

My Tax Title:

What is your tax title, means what do you call tax in your country, like in Bangladesh it is called VAT, in Canada it is HST. Just put that in this field.

My Tax Registration No:

Please enter your Tax Registration Number here.

My Tax is GST:

You will only check Yes if you use GST. If you check Yes then few things will happen:

- System will require State Code
- You can enter a GST Number of customer in POS screen
- System will check that if your State Code matches with customer's State code(System
  will extract State Code of customer from his GST Number). If matches system will apply
  CGST and SGST. If does not match system will apply CGST and IGST on that order. And if
  the customer does not provide GST Number then CGST and SGST will be applied.

NB: For point 3, you must add CGST, IGST and SGST in Tax fields in later step.

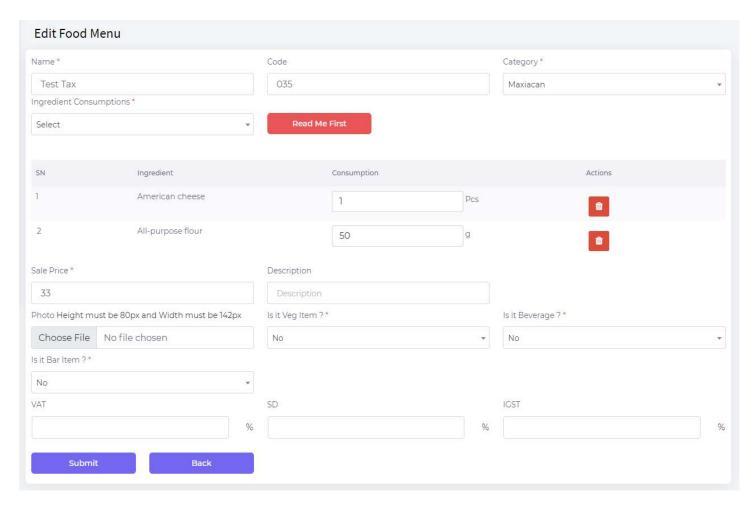
AND if you don't use GST, you must not check Yes here. But let's say you checked Yes here and filled up State Code. Now you have to enter your tax fields.

As you know that for using GST you have four tax fields: CGST, SGST, IGST and VAT (for hard drinks).

If you don't sell hard drinks in your restaurant you don't need to add VAT.

Then what happens?

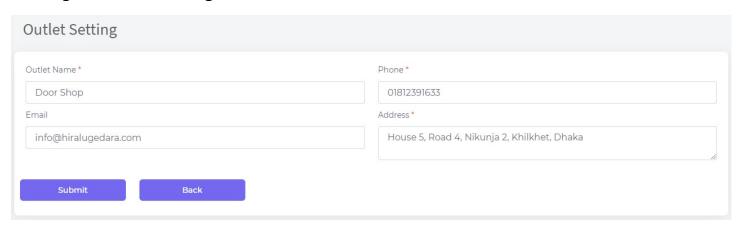
Now when you go to add a food menu, you need to specify the rate of all these fields of that food item. Even if it is 0.



You can here set tax rates of all these fields. Those will be calculated in POS order.

# 5. Outlet Setting

Please go to **Outlet Setting** from left menu.

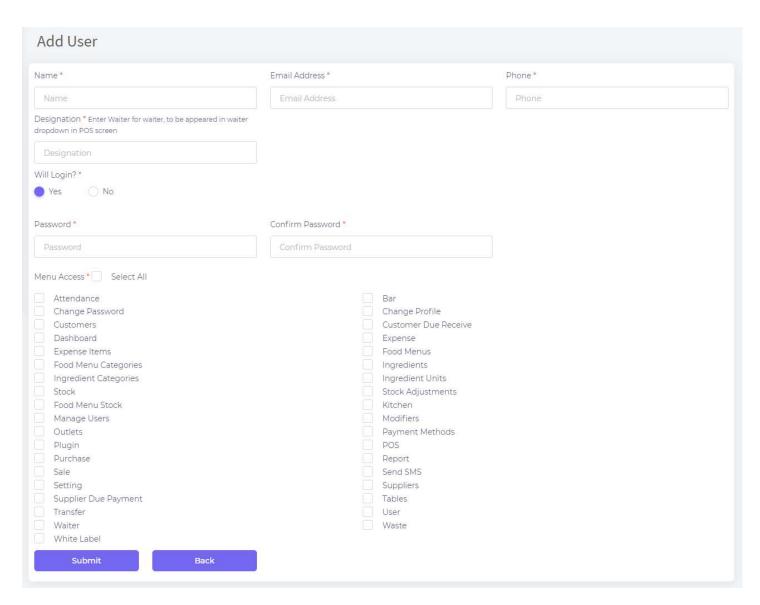


Here you can manage information of your restaurant those will be printed in invoice.

# 6. User

You can add unlimited users in the software by selecting:

Please go to Manage Users from Account menu.



You can also Deactivate a user from user list to prevent from login. Also you can Reactivate him again.

### 7. Master

#### a) Ingredient Categories

Go to Ingredient Categories from Master menu to manage your all ingredient categories. You will need this when creating an ingredient. These are like: Meat, Fish, Vegetable, Spice etc. But no worry we have bulk upload option you don't need to enter ingredient category separately.

### b) Ingredient Units

Go to Ingredient Units from Master menu to manage your all ingredient units. You will need this when creating an ingredient. These are like: g, Kg, mL, L, Pcs etc. But no worry we have bulk upload option you don't need to enter ingredient unit separately.

### c) Ingredients

These are the things will be used to produce/make a food item. Go to Ingredients from Master menu to manage your all ingredients. You will need this when creating a food menu. These are like: Egg, Milk, Butter, Tuna Fish, Potato, Salt, etc

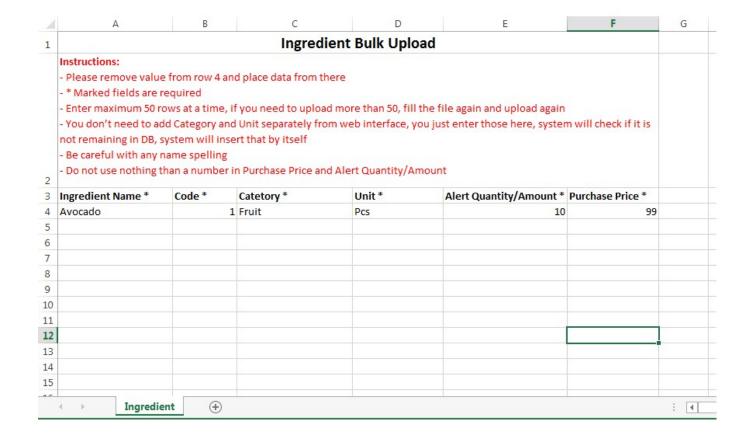
Please go to Ingredients from Master menu.

This could be 100 or 200 and tough to enter separately but no worry we have bulk upload facility so that you can upload all of your ingredients from an excel file. This is very easy and you can do it within hour.

Mention that you don't need to upload your ingredient category or ingredient unit separately. You can upload all these things like ingredient name, its unit, its category from one excel file. Software will detect that if the ingredient category is remaining in database or not if remains system leave that or if it doesn't remind system will upload that.

# d) Bulk Upload Ingredients

You can upload all of your ingredients from an excel file. Please go to Ingredients from Master menu and then click on Upload Ingredients button. You will get a form having facility to upload an excel file. Before upload an excel file you must download the sample file and open it. You will get instructions there how to fill up the excel file. Please follow the instructions, feel the feel the excel file and then upload the file. And additionally if you do a mistake when filling the excel file system will show you error.



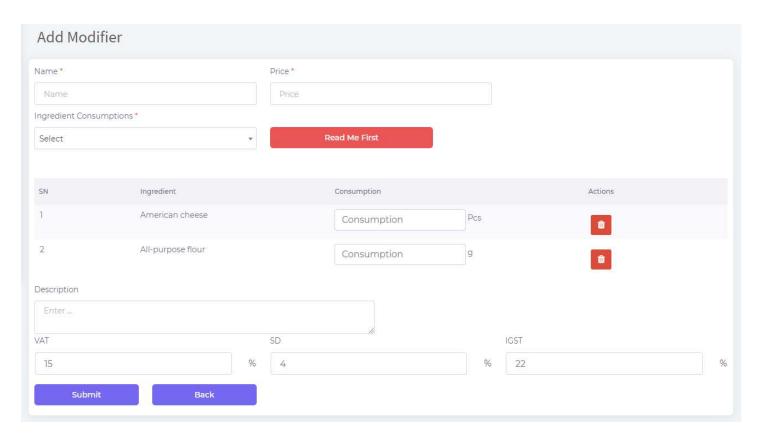
### e) Modifiers

iRestora PLUS has two type of modifiers: one is Item Modifier another is Text Modifier.

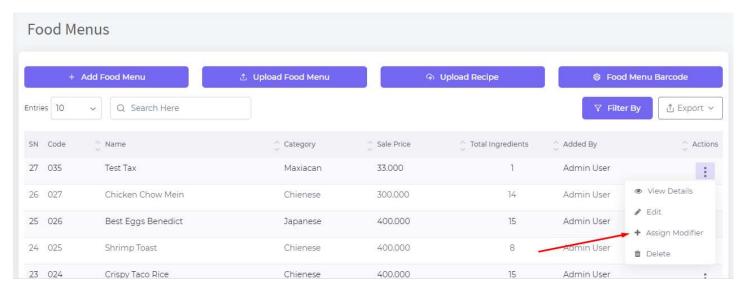
Item Modifier: Item Modifiers are those customer cannot order directly but can order along with a food item. These are like: Beet Salad, Caesar Salad, House Salad Onion Ring, Moz Sticks etc. These modifiers can have price also. You can manage these modifiers from Modifiers under Master menu. You can also manage ingredients/recipe of these modifier and assign these modifiers to a Food Menu so that in POS screen when cashier select a Food Menu to add to cart he will be able to see modifiers assigned to that Food Menu and if customer wants a modifier POS user can select that. If that selected modifiers has price that will be added in price. That selected modifier will be sent to Kitchen Panel or KOT to guide chef that he also needs to prepare those modifiers along with the item.

Creating an Item Modifier:

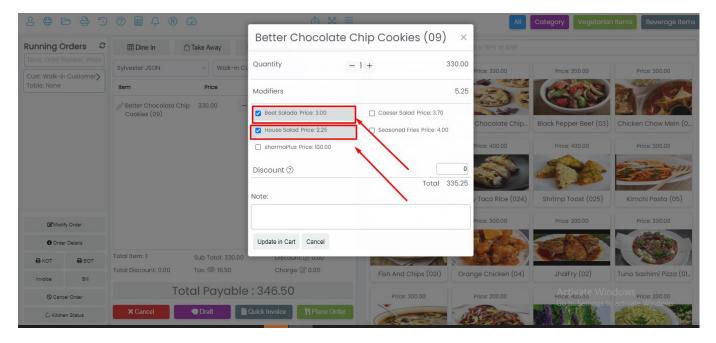
Go to Modifiers from Master menu.



# Assigning Item Modifier to a Food Menu:



Selecting in POS Screen:



In KOT:

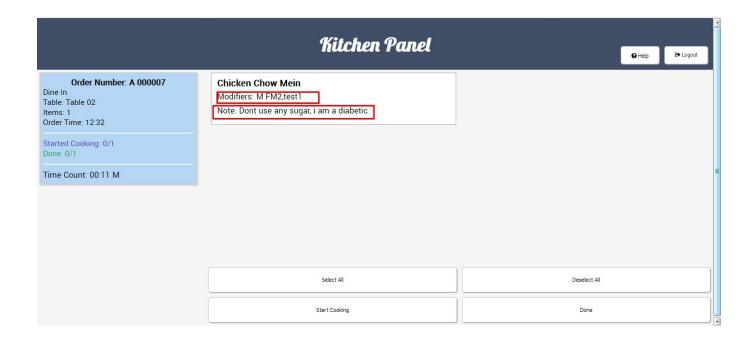
# **KOT**

Order No: B 000088 Date: 09/12/2018 10:04 Customer: Habibur Rahman



Total Item(s): 1

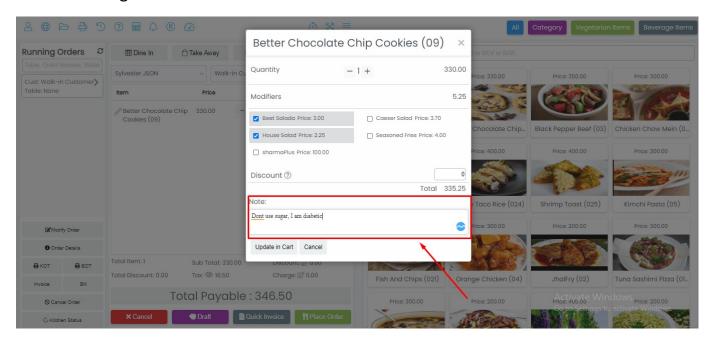
In Kitchen Panel:



### **Text Modifiers:**

Text Modifiers are those goes to chef along with an item to guide the chef how he should prepare the item. Like: less salt, more spice, without cheese etc. This is a simple note for preparing an item.

# When ordering:



### In KOT:

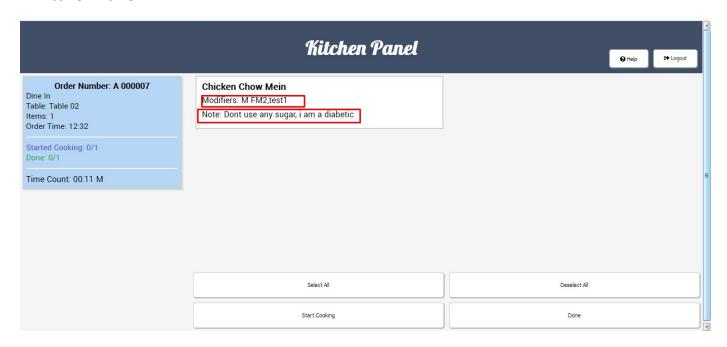
# **KOT**

Order No: B 000089 Date: 09/12/2018 10:11 Customer: Habibur Rahman

SN	Item	Qty
# 1	Best Eggs Benedict (026)	1
	Note: Dont use sugar, I am a diabetic	

Total Item(s): 1

#### In Kitchen Panel:



NB: You can select both two types of modifiers in the same item, when placing an item to cart.

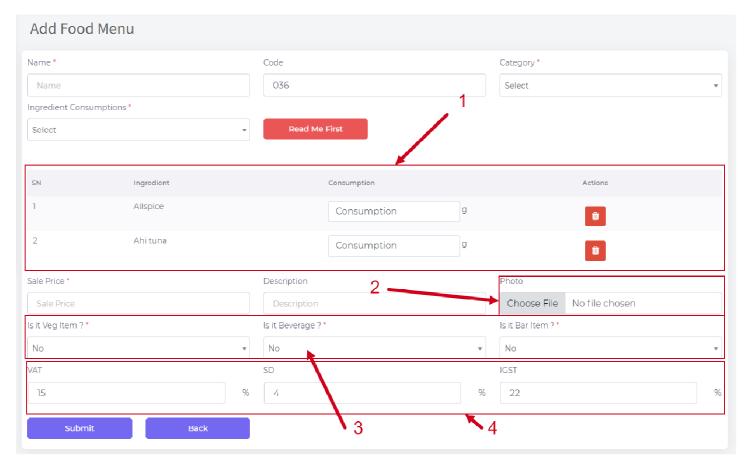
# f) Food Menu Categories

Go to Food Menu Categories from Master menu to manage your all food menu categories. You will need this when creating a food menu. These are like: Chinese, Fast Food, Mexican, Bengali, Italian etc. No worry we have bulk upload option you don't need to enter these separately.

### g) Food Menus

Go to Food Menus from Master menu to manage your all of your Food Menus. These are like what you serve your customers. These are like: Pizza, Burger, Beef Chili Onion, Chicken Picata, Tanduri, Haydrabadi Biryani etc.

Please go to Food Menus from Master menu:

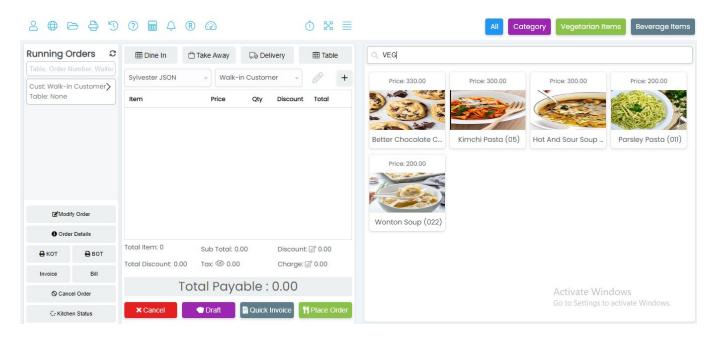


1 = Recipe or ingredients need along with their Consumption to prepare this item.

NB: You must enter quantity or amount of an ingredient in the unit showing at the right of consumption field. This unit you selected when adding an ingredient. Better you can click on Read Me First button to have better idea.

- 2 = Photo of the Food Item to show in POS screen to identify easily. You must choose a photo in the mentioned size.
- 3 = Your item could be only for Vegetarian people, in other hand Vegetarian people only take Veg foods. If you serve items for those people, it may be hard to remember all of their names always. Because these people will come and ask which Veg items do you have. If you cannot remember, you cannot answer perfectly, you will miss. To avoid this obstacle, you simple select Yes in this field. And then when you are in POS screen and a customer comes

and asks you, you just type VEG in search field, you will see all veg items instantly, will reduce lot of your pain and time.



NB: This is just an example to show how it works, don't be confused with item names.

Same thing happens for beverage items/soft drinks etc. You can have the same facility by just selecting Yes and then search by BEV in POS screen.

Bar Item is to tag an item if it is a Bar item and if you select Yes, this item will go to Bar Panel. All other item will go to Kitchen Panel.

4. All tax fields along with tax percentage will appear here as per your tax fields, you just need to modify percentage if applicable.

### h) Bulk Upload Food Menus

Now you have idea that how a food menu is managed here. You can now bulk upload your all food menus as those could be lot.

Please go to Food Menus from master and click on Upload Food Menu. Mention that you will not upload recipes of food menu from here. There is another option to upload recipe. You will just upload all other information of a food menu except recipe.

Please download the sample file, fill it up and upload it.

There are instructions in excel sample file how you should fill the file. Fill that following instruction and upload it. If you do any mistake system will show you error.

	В	C	D	E	F	G	H	1	J	
		Food N	Menu Bulk Uplo	ad						
Instructions:										
- Please remove value	from row 4	and place data from	there							
* Marked fields are required - Enter maximum 50 rows at a time, if you need to upload more than 50, fill the file again and upload again										
- Be careful with any r	name spellir	ng								
- Do not use nothing t	han a numb	er in Sale Price								
- If an item does not h	ave any Tax	, then enter None in 1	Tax Name and 0 in Tax	Percentage						
- If an item does not have any Tax, then enter None in Tax Name and 0 in Tax Percentage - Is it Veg Item? columns can contain only Veg Yes or Veg No - Is it Beverage item? columns can contain only Bev Yes or Bev No										
The state of the s										
- Is it Beverage item?	columns car	contain only Bev Yes	or Bev No							
- Is it Beverage item? - Is it Bar item? colum	columns car	contain only Bev Yes	or Bev No	Tax Names *	Tax Percentages *	Description	Is it Veg Item ? *	Is it Beverage ? *	Is it Bar Item? *	
- Is it Beverage item? - Is it Bar item? colum Food Menu Name *	columns car ns can conta	contain only Bev Yes in only Bar Yes or Bar	or Bev No No	Tax Names * 40 CGST,IGST,SGST,VAT	Tax Percentages * 5,10,10,15	Description	Is it Veg Item?* Veg Yes	Is it Beverage ? * Bev No	Is it Bar Item? * Bar No	
- Is it Beverage item? - Is it Bar item? colum Food Menu Name *	columns car ns can conta	contain only Bev Yes in only Bar Yes or Bar Catetory *	or Bev No No			Description		-		
- Is it Beverage item? - Is it Bar item? colum Food Menu Name *	columns car ns can conta	contain only Bev Yes in only Bar Yes or Bar Catetory *	or Bev No No			Description		-		
- Is it Beverage item? - Is it Bar item? colum Food Menu Name *	columns car ns can conta	contain only Bev Yes in only Bar Yes or Bar Catetory *	or Bev No No			Description		-		
- Is it Beverage item? - Is it Bar item? colum Food Menu Name *	columns car ns can conta	contain only Bev Yes in only Bar Yes or Bar Catetory *	or Bev No No			Description		-		
- Is it Beverage item? - Is it Bar item? colum Food Menu Name * Vegetable Noodles	columns car ns can conta	contain only Bev Yes in only Bar Yes or Bar Catetory *	or Bev No No			Description		-		
- Is it Beverage item? - Is It Bar item? colum Food Menu Name * Vegetable Noodles	columns car ns can conta	contain only Bev Yes in only Bar Yes or Bar Catetory *	or Bev No No			Description		-		
- Is it Beverage item? - Is it Bar item? colum	columns car ns can conta	contain only Bev Yes in only Bar Yes or Bar Catetory *	or Bev No No			Description		-		

### i) Bulk Upload Food Menu Recipe/Ingredients

Go to Food Menus from Master menu and click on Upload Food Menu Ingredients. And follow same process as described in Food Menu upload section.

- j) Vegetarian, Beverage and Bar Item Tagging Hope you already got it.
- k) Food Menu Image

Already described that you must upload the image in mentioned size.

I) Item has no ingredient? e.g. Beverage, Water Now what you do if a food item doesn't have any ingredient. Like Water, Pepsi etc.

Things is very easy just add an ingredient name Water Half Liter and then add a food menu name Water Half Liter and select Water Half Liter as its ingredient.

# m) Suppliers

Suppliers are those whom you purchase ingredient. To add Supplier, please go to Suppliers from Master menu. You can also add a supplier instantly in your purchase form.

# n) Customers

To whom you sale. Go to Customers from Master menu. You can also add a customer instantly in POS screen.

NB: When adding a customer and you want to send SMS in future to him, please don't forget to enter phone number with country code.

You can also bulk upload all of your previous customers.

# o) Bulk Upload Customers

Please go to Customer from Master and then click on Upload Customer button. You will get a form to upload excel file. Please download the sample excel file from here. Fill it up following instructions provided in the file and upload it. You will get error messages if you do any mistake.

A	В	С	D	E	F					
		Custo	mer Bulk Uploa	ad						
Instructions:										
- Please remove value from row 4 and place data from there										
- * Marked fields are required										
- Enter maximum 50 re	ows at a time, if you need	to upload more than 50, fill the file ag	gain and upload agair	1						
- Be careful with any r	name spelling									
- Email should be valid	d email									
citian stroute oc vall	o ciliali									
	be YYYY-MM-DD format									
- DOB and DOA should		Email	DOB	DOA	Delivery Address					
- DOB and DOA should Name *	be YYYY-MM-DD format		DOB 1987-03-23	DOA 2017-05-19	Delivery Address 422/A, Park Avenue, Kanakati, UK					
- DOB and DOA should Name *	be YYYY-MM-DD format Phone *	Email		1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						
- DOB and DOA should Name *	be YYYY-MM-DD format Phone *	Email		1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						
- DOB and DOA should Name *	be YYYY-MM-DD format Phone *	Email		1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						
- DOB and DOA should Name *	be YYYY-MM-DD format Phone *	Email		1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						
- DOB and DOA should	be YYYY-MM-DD format Phone *	Email		1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						

# p) Expense Items

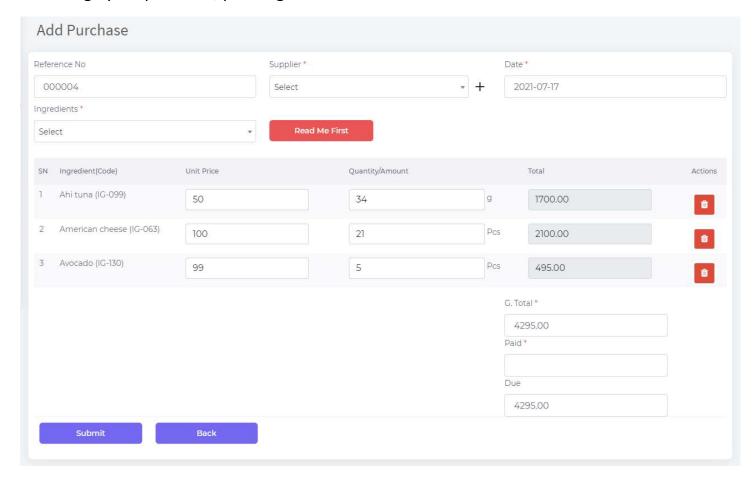
Like: Rent, Electricity Bill, Water Bill, Employee Salary etc. Go to Expense Items from Master menu to manage these. You will be needed to select an Item when doing an expense entry.

# q) Tables

To manage your tables, please go to Tables from Master menu.

# 8. Purchase aka Ingredient Purchase

To manage your purchase, please go to Purchase menu.



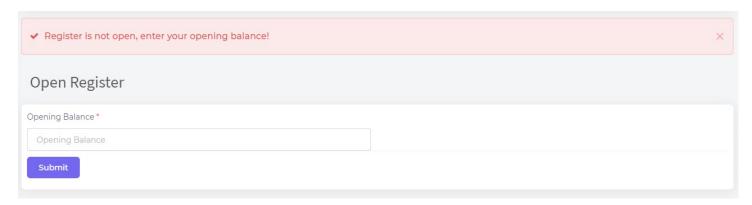
- You can add a supplier instantly in the purchase form.
- You can purchase with keeping due.
- You can track payment of this due from Supplier Due Payments.

# 9. Open and Close Register

You will be required to enter Opening Balance when you tries to go to

- Work in POS
- Enter Customer Due Receive

In both cases system will restrict use to enter Opening Balance

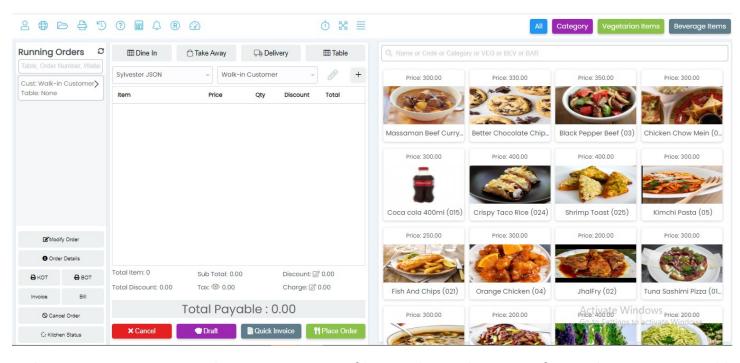


Another thing is, if you click on Register Details and system finds that the register is not open yet, system will ask you to open register.

#### 10. Sale

### **Introduction to POS Screen**

Please have a look on POS Screen



Right section contains Product List, category filter and search option, from where you can add an item to cart by clicking on an item. OR filter items by category. OR search item by Name, Code, Category, VEG, BAR, BEV

Middle section is cart, where your added item will be listed and you can select Order Type, Customer Waiter and Table

And left section is the Running Order, when you place an order that will go to Running Orders list as well as Kitchen and Bar Panel. And see the actions below of Running Orders list you can take on an order by selecting. Means you will select an order then click on a button.

# Does not reload, sufficient guide, less training

- Our POS panel is designed in a way so that placing and processing order can be fast
- Supports how restaurant's order goes
- Requires less training
- It does not reload, to save time
- Contains sufficient guide and information

### **Item Ordering in List**

At the right side of item list, it always checks that item sale quantity, and these items are ordered by item sale quantity. That means:

- Most selling items will be appeared at top
- You will require to less use of search option because your max selling items are in front of your eyes

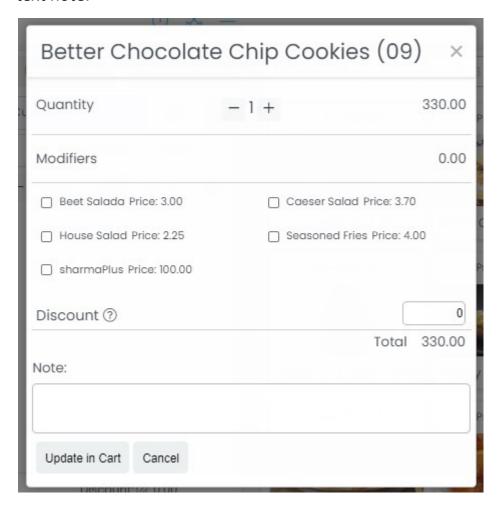
### **Search Experience and Filtering**

Search feature is most innovative in iRestora PLUS, because:

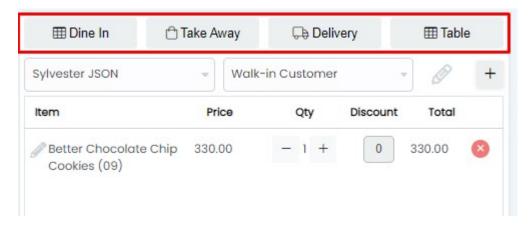
- Filtering starts on your immediate first key stroke
- You can search item by name
- You can search item by code
- You can search item by category
- As Vegetarian customer will ask you which Veg items do you have, then just type VEG, all vegetarian items will be filtered, or get the same facility by clicking on Vegetarian Items button
- As customer will ask you which Beverages do you have, then just type BEV, all beverage items will be filtered, or get the same facility by clicking on Beverage Items button
- As customer will ask you which Bar items do you have, then just type BAR, all Bar items will be filtered
- Press Ctrl+Shift+F system will take you to search field

### **Placing Order**

Add some items to cart, when adding to cart you can change quantity, select modifiers, add text note.



Select Order Type and other. Mention that: Customer, Table and Waiter is required for Dine In, for Take Away Customer and Waiter is required and for Delivery only Customer is required, and additionally you cannot select a customer for delivery type order if the customer does not have address in his profile.



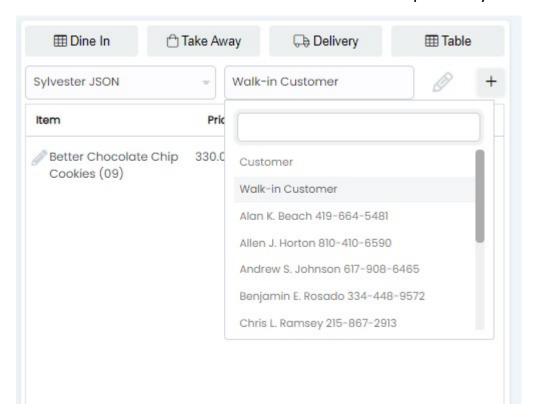
After filling all of these, click on place order button. System will send this to Open Orders list as well as Kitchen and Bar Panel.

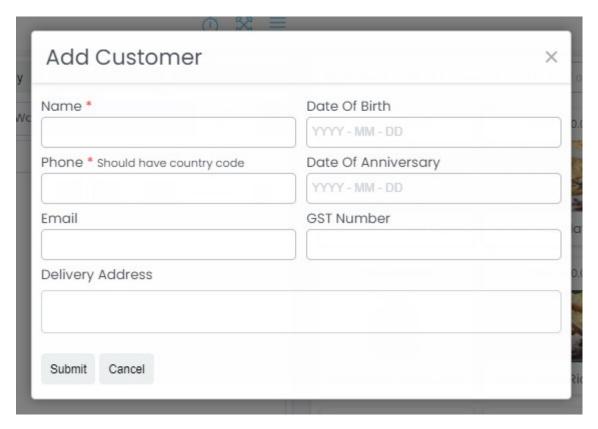
### **Order Types**

There are 3 Order Types: Dine In, Take Away and Delivery. Customer, Table and Waiter is required for Dine In, for Take Away Customer and Waiter is required and for Delivery only Customer is required, and additionally you cannot select a customer for delivery type order if the customer does not have address in his profile.

#### Customer

If you don't have the customer in your db, you can add that customer from here instantly. A default Walk-in Customer remains in the software and that appears at the top. You cannot delete it. You can search a customer in customer dropdown by name or phone number both.





Date of Birth, Date of Anniversary. You can collect these information from customer so that you can wish those customers in their special day, so that:

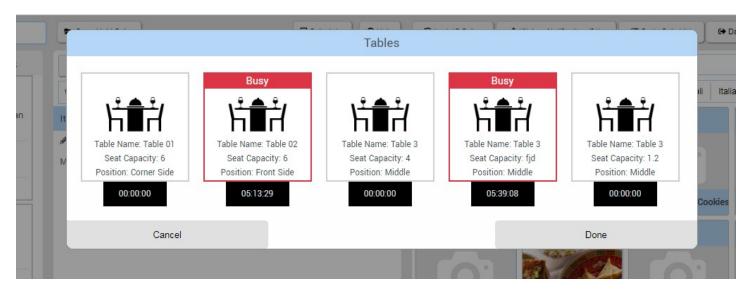
- Making a good will with that customer
- Offer some discount in their special day, get some more customer daily

#### Waiter

Employees will be appeared here, those have Waiter designation.

#### **Table**

You must select a table when making a Dine In order.



#### **Discount**

You can set discount by item or on total price of the order. Also you can set fixed or percentage discount.

### Service/Delivery Charge

You can set service or delivery charge on an order.

#### Tax

Each item can have different rate of vat that you select in food menu profile.

If you set Tax Collection to No in setting, system will not calculate Tax here, even though your item has Tax in it's profile.

### Modifier (Item)

You will be able to select Modifier when adding an item to cart if that item has any Modifier assigned in it's profile.

### **Modifier (Text)**

Text Modifier is some sort of item preparation note. Means how Chef will prepare this item. You can set it when adding an item to cart.

### What is Post-payment and Pre-payment and how to work with it

When you collect payment from your customers before they eat, mean when they place order you collect payment, this is called Pre-payment. You need to select your process in outlet profile. If you select Pre-payment buttons will be visible below running orders: Create Invoice, Close

Post-payment is when you collect payment from customers when they finish eating (this is the most common case). If you select Post-payment in outlet profile, buttons will be visible below running orders: Create Invoice & Close

# What is Running Orders and how to work with it

Running Order means points to orders those are placed and either in kitchen or customer is eating but not invoiced yet. When you place an order that goes to running orders, and when your customer eats and comes to pay, you will select that customer's order, then create invoice, then the order will be closed and disappeared from running orders.

# **Order Details/Order by Double Click**

Sometime you may need to know details of an order. Please select an order from Running Orders, then click on Order Details button. You can also check Order Details by double clicking on any order in Running Order list.

#### **Print KOT**

You can use this when you intend to not to use Kitchen or Bar Panel. Just select an order then click on Print KOT button.

As we have modify order option, so you will be needed to send only modified or newly added items to the kitchen after modifying an order. To serve this purpose when you click on Print KOT button a modal will be appeared with containing all items of an order. You can choose from this modal which items you want to send to kitchen. When you print for first time on an order, you don't need to deselect anything.

But when you print KOT for a modified order, you need to choose which items you want to send to kitchen.

Additionally there will be a mark on the KOT when you send KOT more than once to kitchen for same order, means sending KOT for modified order.

#### **Print Invoice**

This is for Pre-payment restaurant. When customer places order, you will print an invoice and take payment from customer. But that order will still remain in running orders as well as kitchen. When customer finishes his eating, you will select that order and close it by clicking on Close button.

#### **Print Invoice & Close**

This is for Post-payment restaurant. You place order, that goes to running orders. Customer finishes his eating and comes to pay, you will create the invoice and close the order by clicking on Print Invoice & Close button.

#### **Close Order**

For Pre-payment restaurant, when customer finishes eating, just select that order and click on Close button.

# **Modify Order**

You can modify an order when an order in progress.

Kitchen panel will be updated automatically by order modifications. But there will be no impact in Chef's work.

If an item is done in Kitchen or In Progress, system will not allow you to modify/remove that item of that order, you can do anything on other items.

If you intend to not to use Kitchen Panel, that is not a problem, you can send only modified/newly added items.

#### **Print Modified KOT**

As we have modify order option, so you will be needed to send only modified or newly added items to the kitchen after modifying an order. To serve this purpose when you click on Print KOT button a modal will be appeared with containing all items of an order. You can choose from this modal which items you want to send to kitchen. When you print for first time on an order, you don't need to deselect anything.

But when you print KOT for a modified order, you need to choose which items you want to send to kitchen.

Additionally there will be a mark on the KOT when you send KOT more than once to kitchen for same order, means sending KOT for modified order.

#### **Cancel Order**

If an order is just placed, you can cancel it, but if it is already invoiced, you can not cancel it. Or if any item is in progress or done, you cannot cancel it.

#### **Kitchen Status**

Your customers may ask you about progress of his order. You can check it by two ways. One: in running orders, you can see below every order that how many items are in progress, how many items are done.

Two: By clicking on Kitchen Status button below running orders after selecting an order, it will show that which items are in progress, which items are done, which items are in the queue.

#### **Kitchen Notification**

When an item will be done, Kitchen Notification button will blink with red color and show the quantity of done items. You will select Kitchen Notification button and see all done items list showing Customer Name, Order Number, Table No, Item Name etc. Serving is done, click on Serve/Take/Delivery button, that notification will be disappeared.

#### **Draft Sale**

You can draft a sale at any time. Just click on Draft button below the cart. And when you want to open that hold sale, just click on Open Draft Sales button above cart.

#### **Recent Sales**

Sometime we need to reprint invoice of any recent order, sometime see details of previous order. You can check and reprint invoice of a previous order by clicking on Recent Sales button.

#### 11. Kitchen Panel

To access Kitchen Panel you must add a Kitchen User from user management. Kitchen user will be directly redirected to Kitchen Panel when he logs in.

Of any order, only Kitchen items goes to Kitchen Panel.

Kitchen user can see items of any order.

Kitchen user can select multiple items and mark those as Start Cooking when he starts cooking. NB: POS/Front End will not be notified for this. But he can see in running orders that which items are in progress in kitchen.

Kitchen user can select multiple items and mark those as Done when he completed cooking. *NB: POS/Front End will be notified for this as well as can see in running orders that which items are done in kitchen and he needs to ask waiter to collect that item and serve customer.* 

Kitchen user will be able to change status (Start Cooking/Done) by each item for only Dine In order. Because if an item is done, waiter can serve that and customer can eat so the customer does not need to wait for full order done.

Kitchen user will not be able to change status (Start Cooking/Done) by each item for Take Away or Delivery order. Because these two types of orders must be delivered as a pack.

#### 12. Bar Panel

This panel works same as Kitchen Panel. But only Bar items goes to Bar Panel.

#### 13. Stock and Low Stock

Stock calculation is very innovative in iRestora PLUS.

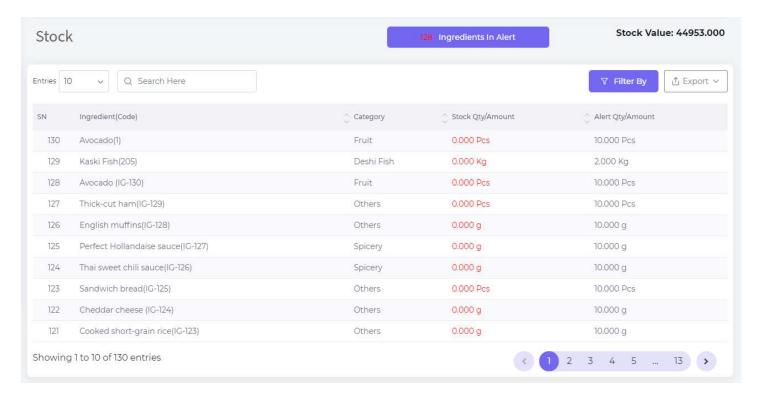
When you purchase an ingredient, stock increases.

As you maintain recipe of ingredients in your food menu profile, so when you make a food sale, the stock will be auto deducted based on selected ingredient and consumption in food menu.

When you do a waste entry, stock will be reduced.

And when you see that your software stock is being mismatched with physical stock, you will make an adjustment entry, your stock will be adjusted.

NB: Please go to waste module to know why sometime your stock can be mismatched and how you can adjust.



- You can filter by food menu to know status of ingredients of a specific food menu, so that you can know that if you need to reorder or not.
- You can see the value of current stock that is calculated based on last purchase price.
- You can see that how many ingredients are below reorder level, and by clicking on the button you can see which are.

# 14. Expense

Your shop may have some several area of expenses like rent, water bill, electricity bill, employee payment etc. You can track all of those with category by this module.

Please go to Expense from menu to log your expenses.

*

#### 15. Waste

What is waste and why do we need to track it?

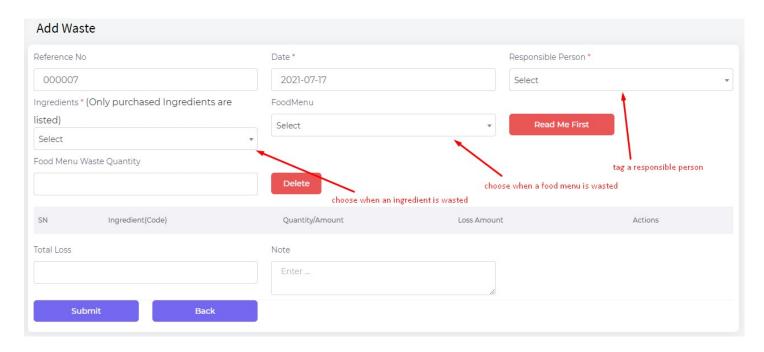
Sometime it happens that some egg or oil is dropped from hand and it is spoiled. Or sometime some perishable ingredient gets wasted. Or waiter is dropped a food item when he is taking to customer's table.

All this things are very common in a restaurant and as these all are loss so these things must be considered as loss and needs to hit profit loss calculation.

To track these kinds of loss you will use this Waste module.

You can track your waste by ingredient when an ingredient is wasted or you can track waste by food menu when a food menu is wasted.

To track your waste please go to Waste from Menu.



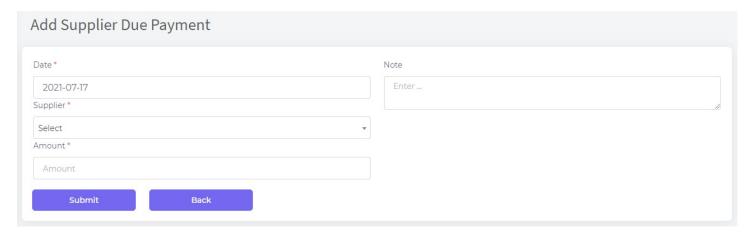
### 16. Supplier Due Payment

You have already seen that you can purchase in due. So as you have purchased in due the supplier will come to you to collect that.

In that time maybe you will provide all previous due or maybe you will give partial amount.

So when your supplier come to you to collect due and you will give him you will track that in this module.

To track supplier due payments please go to Supply Due Payments from Menu.



NB: When you will select a supplier, system will show you his current due amount calculating sum of all due – sum of all due payment.

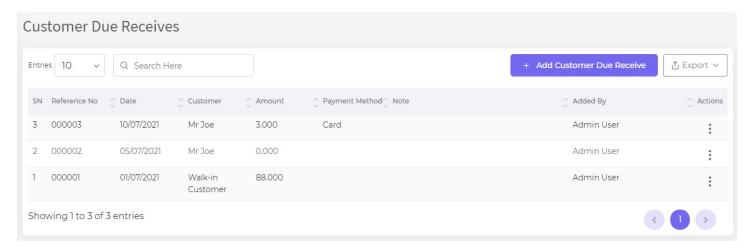
#### 17. Customer Due Receive

You have already seen that you can also sale in due. So as you have sold in due the customer may give you his due next time.

In that time maybe customer will provide all previous due or maybe will give you partial amount.

So when your customer pays you his you will track that in this module.

To track customer due receive please go to Customer Due Receive from Menu.

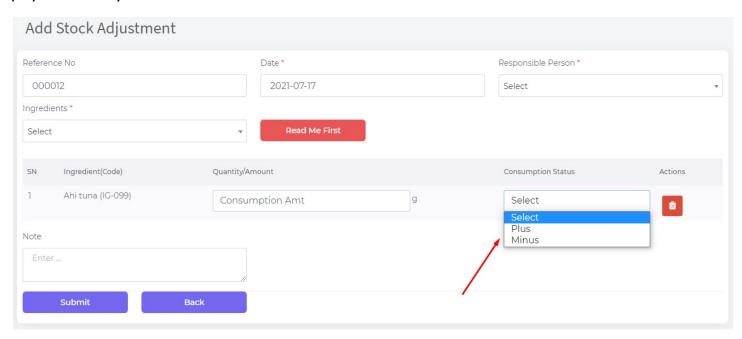


NB: When you will select a customer, system will show you his current due amount calculating sum of all due – sum of all due payment.

# 18. Adjust Stock

Sometime your Stock may not match with the software. Because some exceptions happen. Like: a customer told to use more spice in his food, no use cheese etc. Then stock of these ingredients will not be deducted physically, but in software amount of these ingredients are defined in food menu recipe. So software will deduct as it is defined, but in physical deduction could be less or more. As a result, software Stock will mismatch a bit with physical Stock. No worry we have facility to adjust your Stock.

To adjust Stock, please go to Stock Adjustment from menu. You can adjust multiple items at a time, you can choose which should be added and which should be deducted. Means an item is less than physical in software stock, then you will choose Plus and if an item is more than physical then you will choose Minus.



NB: Do not allow access on this module to those users you do not trust.

# 19. Attendance Tracking

You can track your employee's attendance and also get report of hour of duty to pay them.

Go to Attendance from menu to track attendance.

Add/Update Attendance			
Reference No	Date *	Employee*	
000030	Date	Select	*
In Time *	Out Time	Note	
07:01:57	Out Time	Enter	
Submit Back			_fi

When employee starts his duty, go to Add Attendance and enter his In Time and when he leaves, update his record from list by entering Out Time.

Also if an employee is also a user of the system then his in time will be automatically entered when he logs in.

And for Attendance Report, please go to Attendance Report from Report menu.

# 20. Report

Go to Report menu and access any report of your need. You can export your report to pdf or excel and also print.

Most innovative reports are: Kitchen Performance Report, Profit/Loss Report, and Consumption Report.

- 1. Register Report
- 2. Daily Summary Report
- 3. Food Sale Report
- 4. Consumption Report
- 5. Stock Report
- 6. Low Stock Report
- 7. Profit/Loss Report
- 8. Kitchen Performance Report
- 9. VAT Report
- 10.Supplier Ledger
- 11. Supplier Due Report
- 12. Customer Due Report

- 13. Customer Ledger
- 14. Sale Report
- 15. Purchase Report
- 16. Expense Report
- 17. Waste Report

#### 18. Dashboard

Go to Dashboard from menus, you will get a Business Intelligence Dashboard that will help you oversee your business. You can see at a glance.

Dashboard is organized with these features:

- 1. Total Customers, Ingredients, Food Items, Employees
- 2. Quick Links
- 3. Dine In/Take Away/Delivery Comparison
- 4. Summary of Purchase, Sale, Supplier Due Payment, Expense, Waste Loss
- 5. Low Stock Ingredients
- 6. Top 10 Food Menus
- 7. Top 10 Customers
- 8. Supplier Payables
- 9. Customer Receivables
- 10. Monthly Sale Comparison Chart

#### 19. Credits

Lot of thanks for those open source contributors who's contributions make a lot easier to develop our software.

**CodeIgniter**- PHP-Framework under MIT License

**AdminLTE** - Best open source admin dashboard & control panel theme. Built on top of Bootstrap 3

Bootstrap - Most popular HTML, CSS, and JS framework under MIT License

jQuery - A fast, small, and feature-rich JavaScript library under MIT License

Font Awesome - The iconic font and CSS toolkit under GPL License.

**IONIcons -** An open-sourced and MIT licensed icon pack.

Select2 - jQuery based replacement for select boxes

PHPExcel- A simple PHP to Excel conversion - GNU Library General Public License (LGPLv2.1)

DataTables- A plug-in for the jQuery - GPL v2 license or a BSD (3-point) License

**Sweet Alert** - A beautiful, responsive, customizable and accessible (WAI-ARIA) replacement for JavaScript's popup boxes

**jQuery Cookie** - A simple, lightweight jQuery plugin for reading, writing and deleting cookies **SlimScroll** - A small jQuery plugin that transforms any div into a scrollable area with a nice scrollbar

MarqueeJS - An alternative to marquee tag

**Bootstrap-datetimepicker**- Date and Time picker widget based on bootstrap -Apache License V2

**Bootstrap-daterangepicker** - Date range picker component for Bootstrap underMIT License V2 **iCheck** - Highly customizable checkboxes and radio buttons under MIT License-MIT License **ChartJS** - Simple, clean and engaging HTML5 based JavaScript charts