

Working with Efix POS

The full working day: till, tables, kitchen, inventory, purchases, finance, reports and shift closing.

Updated 12 October 2026 · EN

Current interface screens with sample data. Labels and availability depend on version, role, plan and platform. Click a screenshot to enlarge.

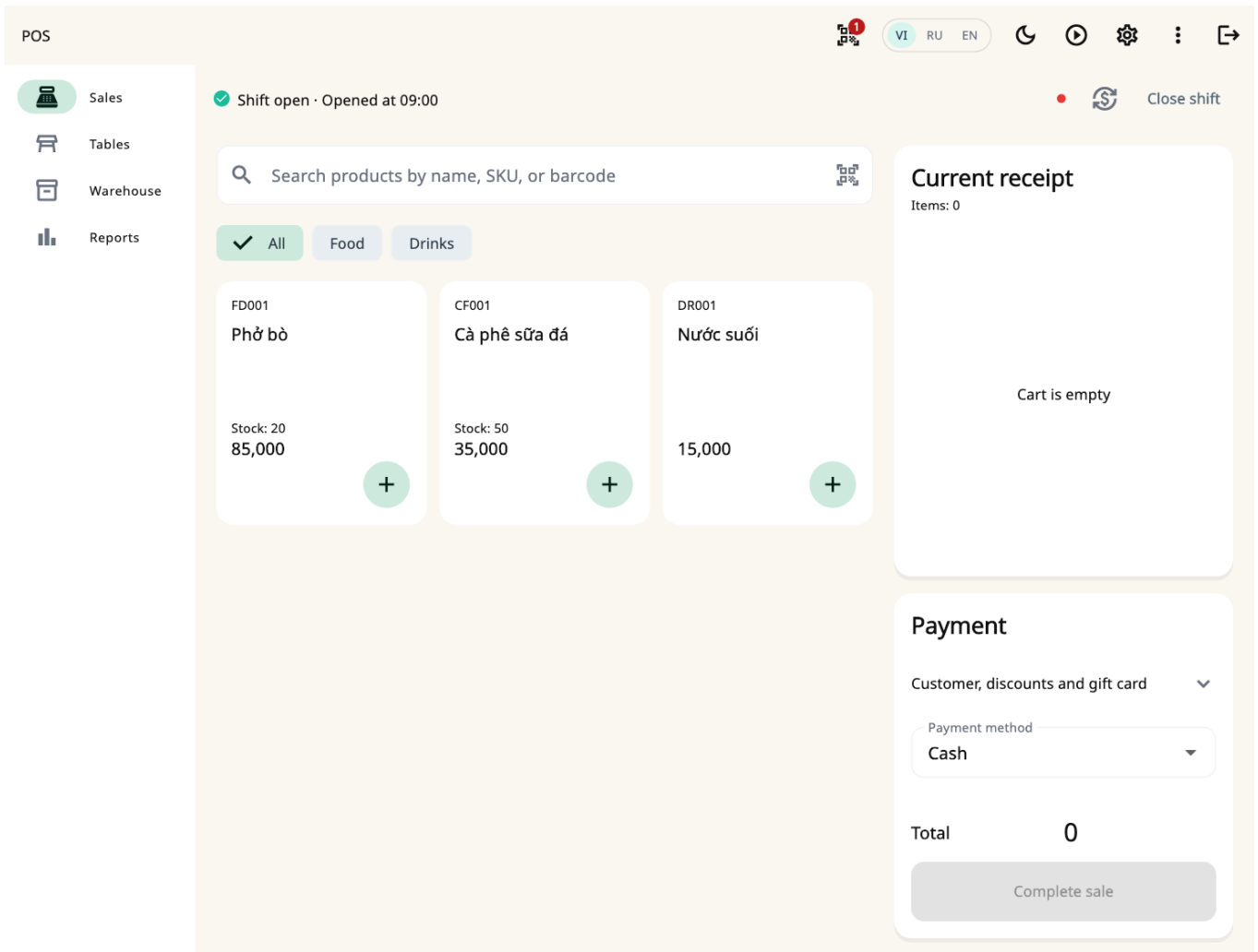
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1. Start the working day

1. Sign in personally, select the outlet and check the language. Open “Sales” and confirm catalogue/prices loaded.
2. If time tracking is used, press “Start shift”. This starts the staff shift; the cash session opens separately.
3. Check paper, printer connection and guest requests using the QR badge in the top bar. A red connection indicator calls for a network check; it does not by itself prove a lost sale.



Start the working day

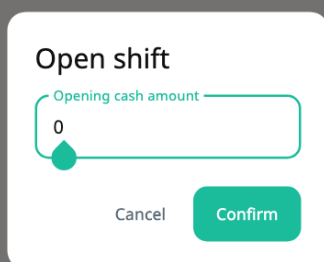
Buttons and menu items

Buttons and menu items	Action
End shift	Clocks staff out after confirmation.
Cancel	Closes the form without confirming changes.
Confirm	Confirms the displayed action; check its details first.
Add outlet	Opens record creation/addition; fill the fields and confirm.
Save	Saves the entered values in the selected form.
Export all data	Downloads organisation export with administrator access.
Dark theme	Switches light/dark appearance.
Start shift	Clocks staff in, separately from the cash session.
Outlet settings	Opens outlet details, business type and table count.
Log out	Ends the personal sign-in session.
More	Opens the grouped additional-module menu.
Retry	Retries after failure; check the outcome first for payments.
General store	Selects this value in the form dropdown.
Grocery store	Selects this value in the form dropdown.
Restaurant/Café	Selects this value in the form dropdown.
Passenger transport	Selects this value in the form dropdown.
Show product photos at checkout	Enables/disables this setting; save the form when required.
Sales	Opens this module tab.
Tables	Opens this module tab.
Warehouse	Opens this module tab.
Reports	Opens this module tab.
Outlet equipment	Opens the corresponding module for the selected outlet or organisation.
E-invoices	Opens the corresponding module for the selected outlet or organisation.

Buttons and menu items	Action
Payment	Opens the corresponding module for the selected outlet or organisation.
Staff roles	Opens the corresponding module for the selected outlet or organisation.
Access status	Opens the corresponding module for the selected outlet or organisation.
Plan & features	Opens the corresponding module for the selected outlet or organisation.
Recipes & ingredients	Opens the corresponding module for the selected outlet or organisation.
Suppliers and purchasing	Opens the corresponding module for the selected outlet or organisation.
Kitchen and bar	Opens the corresponding module for the selected outlet or organisation.
QR menu	Opens the corresponding module for the selected outlet or organisation.
Gift cards	Opens the corresponding module for the selected outlet or organisation.
Product categories	Opens the corresponding module for the selected outlet or organisation.
Loyalty program	Opens the corresponding module for the selected outlet or organisation.
Promotions	Opens the corresponding module for the selected outlet or organisation.
Price lists	Opens the corresponding module for the selected outlet or organisation.
Expenses and income	Opens the corresponding module for the selected outlet or organisation.
Shift timesheet	Opens the corresponding module for the selected outlet or organisation.
Network summary	Opens the corresponding module for the selected outlet or organisation.

2. Cash session and cash movements

1. When no session is open, press “Open shift”, enter the actual opening cash and confirm. Check open status and start time.
2. “Add/withdraw cash” opens a cash movement. Choose “Cash in” or “Cash out”, enter amount and purpose, then save. This is not a product sale.
3. “Close shift” opens closing: check expected cash, enter physically counted cash and a note. Confirm closes the cash session; cancel leaves it open.
4. Finish payments and check the local queue and open tables before closing. Do not replace a correction to an incorrect sale with an arbitrary cash movement.



Open shift

Opening cash amount

0

Cancel Confirm

Cash session and cash movements

Shift open · Opened at 09:00

Close shift

Search products by name, SKU, or barcode

FoodDrinks

FD001
Phở bò
Stock: 20
85,000

CF001
Cà phê sữa đá
Stock: 50
35,000

DR001
Nước suối

Current receipt

Items: 0

Cart is empty

Add/withdraw cash

Cash in

Amount

Note

CancelSave

Payment

Customer, discounts and gift card

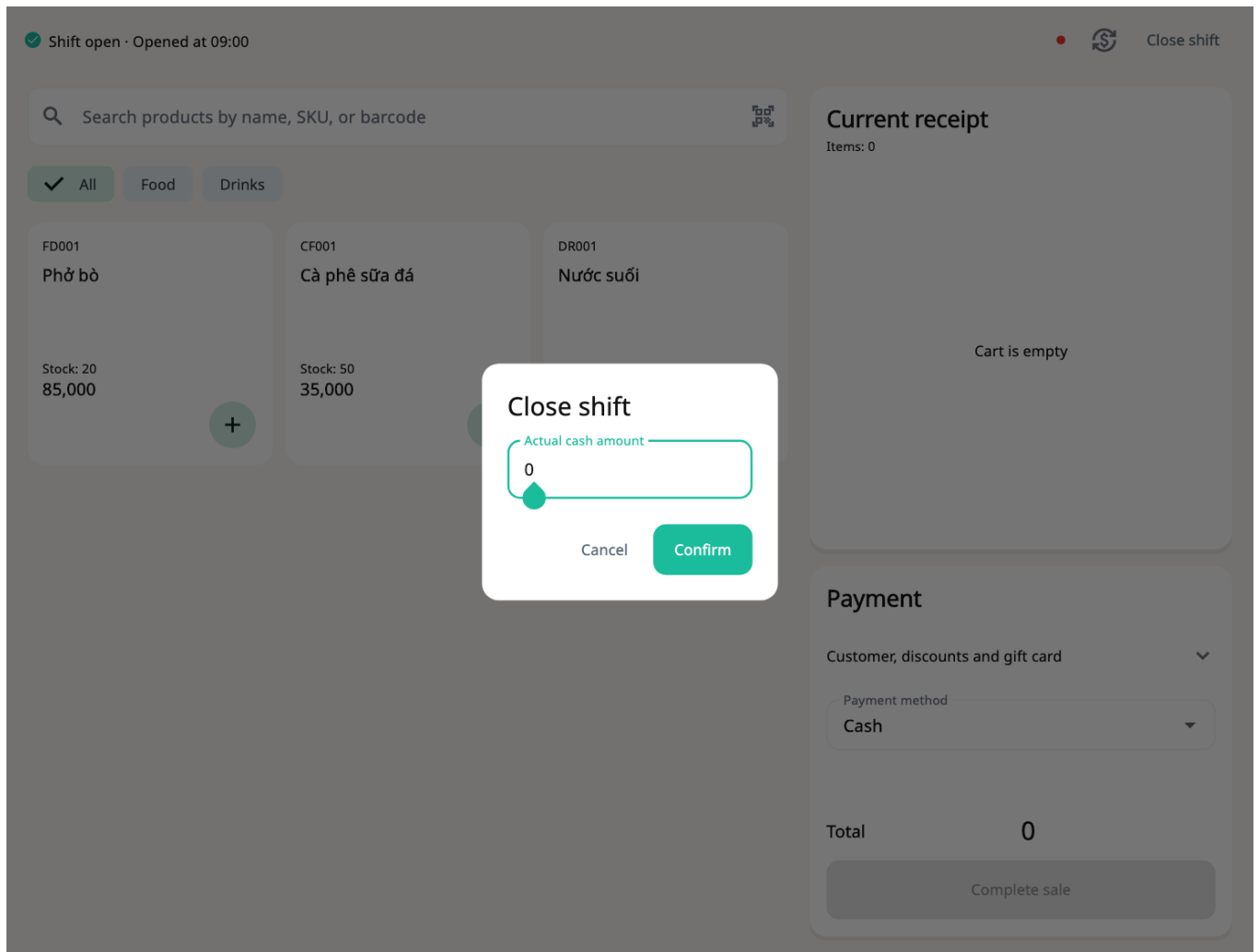
Payment method

Cash

Total0

Complete sale

Cash session and cash movements



Cash session and cash movements

Buttons and menu items

Buttons and menu items	Action
Dismiss	Dismisses the unfinished-submission retry offer.
Resend	Retries the stored submission with the same operation identifier.
Open shift	Opens the cash-session opening-amount form.
Add/withdraw cash	Opens cash in/out with a purpose.
Cash in	Cash paid into the till; not a sale.
Cash out	Cash removed from the till; not a product return.
Close shift	Opens cash-session closing and actual cash entry.
Void sale	voids the selected sale after confirmation.
Print receipt	Prints a receipt copy without creating a sale.
Close	Closes the current screen or dialog.
Return	Opens item and quantity selection for a return.
Live stock updates connected	Shows update-channel connectivity, not payment status.
No live connection — stock updates less often	Shows update-channel connectivity, not payment status.
Send	Attempts to synchronise queued local sales.
Confirm payment	Confirms money received after cashier verification.
Retry issuing invoice	Retries electronic invoice issuance for an existing sale.
Later	Leaves payment awaiting separate confirmation.

3. Search and build the basket

1. Search by name, SKU or barcode. Category filters restrict the catalogue; All restores it. A keyboard scanner enters barcodes; the camera button scans on supported devices.
2. Tap a product or + to add it. +/- changes quantity; remove/bin removes a line. Use the quantity field for fractional units where available.
3. Check names, quantities, prices and total in the current receipt. Expand customer/discount options for phone, discount code, points redemption and gift card.
4. On a phone, use continue through catalogue receipt payment. On a wide display the basket/payment sit beside the catalogue. Check outlet and cash session before paying.

Shift open · Opened at 09:00

Close shift

Search products by name, SKU, or barcode

Food

Drinks

FD001
Phở bò
Stock: 20
85,000

+

CF001
Cà phê sữa đá
Stock: 50
35,000

+

DR001
Nước suối
15,000

+

Current receipt

Items: 0

Cart is empty

Payment

Customer, discounts and gift card

Payment method

Cash

Total 0

Complete sale

Search and build the basket

Shift open · Opened at 09:00

Close shift

Search products by name, SKU, or barcode

✓ All

Food

Drinks

FD001

Phở bò

Stock: 20

85,000

−

1

+

CF001

Cà phê sữa đá

Stock: 50

35,000

+

DR001

Nước suối

15,000

+

Current receipt

Items: 1

Phở bò

85,000

85,000 × 1 portion

−

1

+

×

Payment

Customer, discounts and gift card

Payment method

Cash

Total

85,000

Complete sale

Search and build the basket

EFIX POS · Working with Efix POS

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Buttons and menu items

Buttons and menu items	Action
All	Clears the filter and shows all available records.
Remove from cart	Removes a line from the current basket.
Add product	Adds a product/line: into the basket at the till, or opens a catalogue form.
Review payment	Opens payment review and confirmation.
Complete sale	Submits the basket as a sale.
Cash	Selects this value in the form dropdown.
Bank QR	Selects this value in the form dropdown.
Card	Selects this value in the form dropdown.
Other	Selects this value in the form dropdown.
Scan barcode	Opens camera barcode scanning on a supported platform.

4. Payment and transfer confirmation

1. In “Payment method”, choose cash, bank QR, card or other. The cashier verifies receipt of cash and change.
2. Press “Complete sale” once and wait. For bank QR, verify details and actual receipt of money, then “Confirm payment”. “Later” leaves payment awaiting confirmation.
3. If the sale response was lost, use the offered retry of that same operation. Do not build another identical basket before checking history: it could duplicate the sale.
4. Check sale result, number and total. Receipt printing and electronic invoice issuance have separate statuses and may need retry after a successful sale.

Shift open · Opened at 09:00

Close shift

Search products by name, SKU, or barcode

Food Drinks

FD001
Phở bò
Stock: 20
85,000

1

+

CF001
Cà phê sữa đá
Stock: 50
35,000

+

DR001
Nước suối
15,000

+

Current receipt

Items: 1

Phở bò 85,000

85,000 × 1 portion

Payment

Customer, discounts and gift card

Payment method
Cash

Total 85,000

Complete sale

Payment and transfer confirmation

EFIX POS · Working with Efix POS

13

2

Капучино

Not sent

2 × 45000

90000

×

Close and pay

Payment method

Cash

Customer phone (optional)

+84

Receipt discount

0

Cancel

Confirm

Total

90000

Send for preparation

+ Add dishes

Close and pay

Payment and transfer confirmation

5. History receipts printing and returns

1. Open till sales history and select a sale. Check items, discounts, payment, buyer and status.
2. "Print receipt" prints a copy of the selected receipt. Check paper/connection after failure; reprinting does not create another sale.
3. "Void sale" voids the selected sale with permission and confirmation. "Return" opens a return: select an eligible item and quantity, then confirm.
4. Returns are limited to remaining unreturned quantities. Verify status, totals and stock afterwards. Use "Retry issuing invoice" for invoice failure rather than another sale.

✓ Shift open · Opened at 09:00

● Close shift

🔍 Search products by name, SKU, or barcode

✓ All

Food

Drinks

FD001
Phở bò

Stock: 20
85,000

CF001
Cà phê sữa đá

Stock: 50
35,000

DR001
Nước suối

15,000

+

+

+

Current receipt

Items: 0

Cart is empty

Payment

Customer, discounts and gift card

Payment method
Cash

Total0

Complete sale

History receipts printing and returns

Efix POS · Working with Efix POS

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6. Tables and open orders

1. Open “Tables”. All/free/occupied/attention filters help locate a table; search matches its number/name. Reservation and preparation states appear on cards.
2. Tap a free table, enter guest count and confirm. For manual numbering, use “Open table” and enter a number/name. An open cash session is required.
3. Select an occupied table to open its order. Check table, guests, items and status. The order stays open until payment or cancellation.
4. An order appearing on a table does not mean it is paid. Attention normally indicates new items not yet dispatched for preparation.

The screenshot displays the 'Floor overview' screen of a POS system. At the top, there's a header with 'Floor overview', a '+ Open table' button, a 'Table reservations' button, and a refresh icon. Below the header, a status bar shows 'Available: 9', 'Occupied: 3', and 'Attention: 1'. A filter bar contains four buttons: 'All tables' (selected), 'Available', 'Occupied', and 'Attention'. The main area shows a grid of 12 table cards, numbered 1 to 12. Each card displays a table icon, a status (Free, Not sent to kitchen, Preparing, Items served), a total amount, guest count, item count, and opening time. Table 2 is highlighted in red, Table 5 in blue, and Table 9 in light blue. A text prompt 'Select a table to manage its order' is visible on the right side of the grid.

Table Number	Status	Amount	Guests	Items	Open for, min
1	Free				
2	Not sent to kitchen	90,000	2	1	20
3	Free				Reservation · 15:07
4	Free				
5	Preparing	105,000	2	1	50
6	Free				
7	Free				
8	Free				
9	Items served	50,000	2	1	90
10	Free				
11	Free				
12	Free				

Tables and open orders

2

Капучино

Not sent

2 × 45000

90000

×

Total

90000

Send for preparation

+ Add dishes

Close and pay

Tables and open orders

Buttons and menu items

Buttons and menu items	Action
Open table	Opens record creation/addition; fill the fields and confirm.
Open	Confirms opening the selected table.
Refresh	Reloads data in the current module.

7. Add dishes and dispatch

1. Open add items in the order. Search a dish and use + for quick addition or its name for quantity, modifiers and recipe selection.
2. Check new lines. “Send for preparation” dispatches only pending preparation: kitchen/bar follow product routing, and no-preparation items are skipped.
3. Mark ready-made no-preparation items served directly in the order. After adding later dishes, dispatch again: previously sent lines are not sent again.
4. A line bin cancels that item. Check status and tell kitchen staff if preparation already started; an existing paper ticket does not update itself.

Add dishes

Search products

✓ All

Food

Drinks

Phở bò
85,000

x2

+

Cà phê sữa đá
35,000

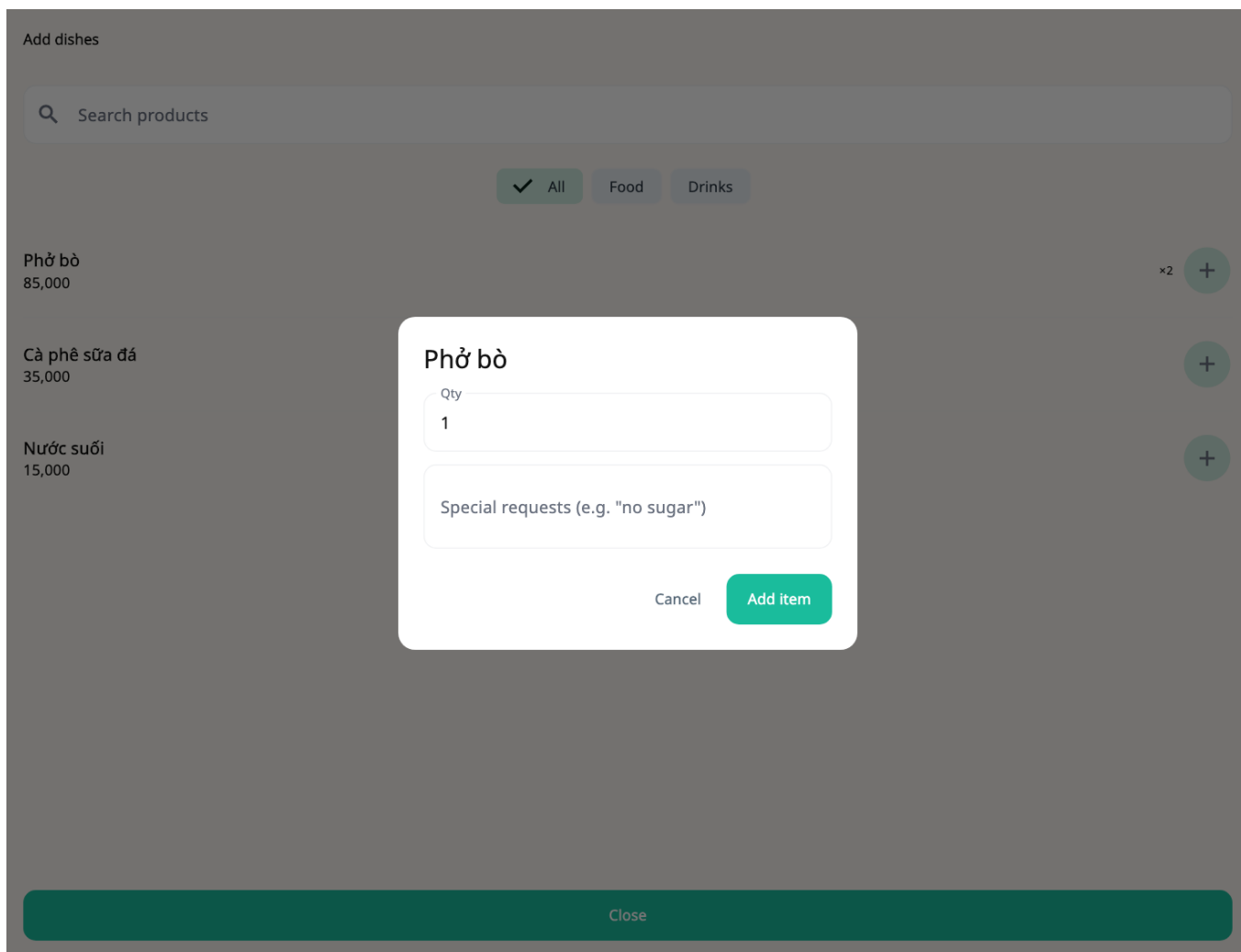
+

Nước suối
15,000

+

Close

Add dishes and dispatch



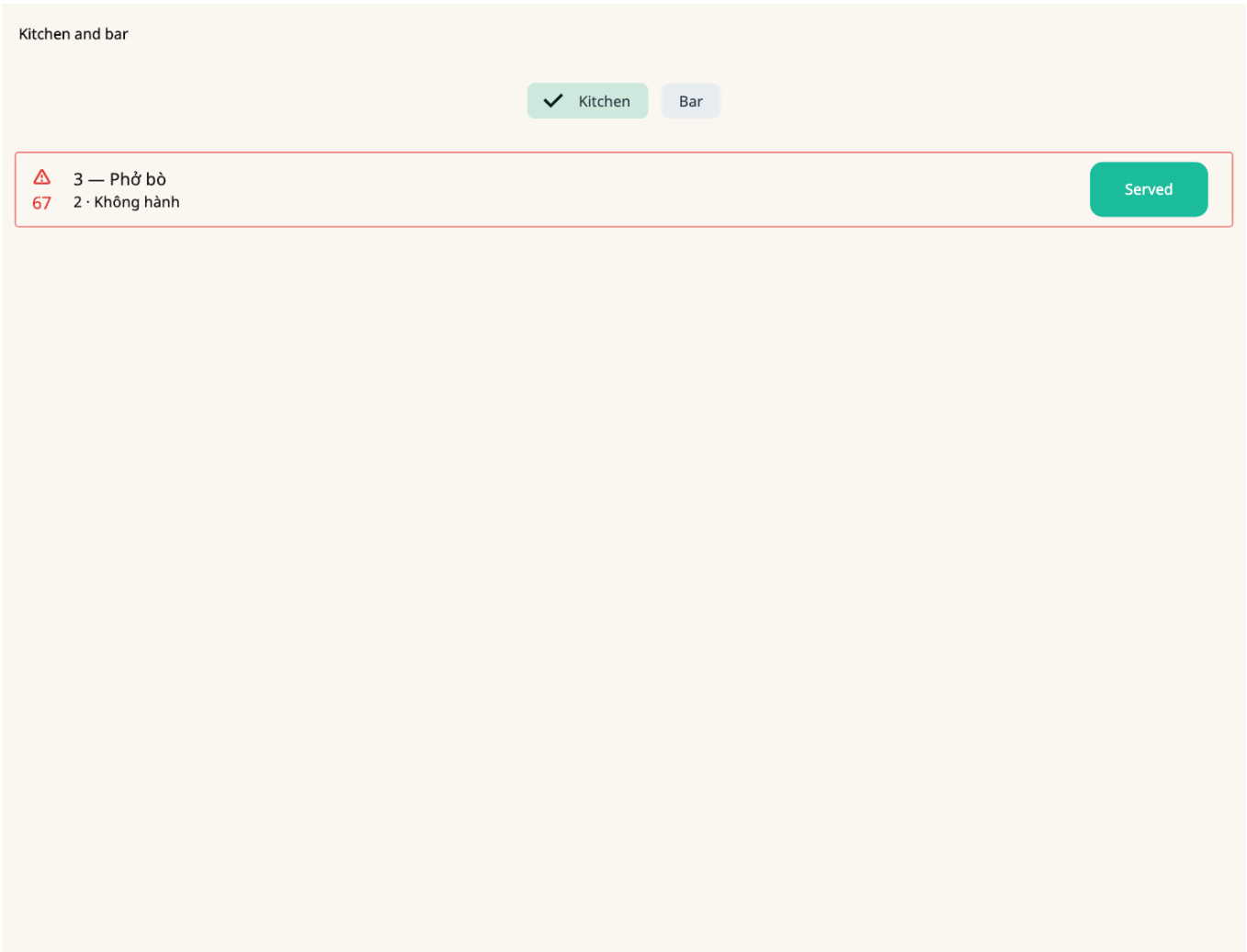
Add dishes and dispatch

Buttons and menu items

Buttons and menu items	Action
Add item	Adds a product/line: into the basket at the till, or opens a catalogue form.
Cancel table	Cancels an open order after confirmation.
Close and pay	Opens order settlement and payment selection.
Send for preparation	Dispatches only new items requiring preparation.

8. Kitchen bar and automatic printing

- 1. Open “Kitchen and bar”. Switch between “Kitchen” and “Bar”; check order/table, quantity and modifiers.
- 2. After preparation and service, press “Served”. The item changes status and leaves active preparation. Refresh reloads the list.
- 3. Enabled kitchen printers print new kitchen lines from the device dispatching the order. Bar and ready-made items are excluded from that ticket.
- 4. When printing fails, the order remains dispatched and the ticket stays on that cashier device. Retry from the notification or “Print pending kitchen tickets”. A partial ticket may already have printed; check paper first.



Kitchen bar and automatic printing

Buttons and menu items

Buttons and menu items	Action
Served	Marks the selected item served.

9. Settle or cancel an order

1. Check all items and total, then “Close and pay”. Choose payment and confirm. The order becomes a sale; the table frees after successful closing.
2. For bank transfer, verify receipt and confirm payment. If money is unconfirmed, choose confirm later and inspect the pending sale at the till.
3. “Cancel table” cancels an open order after confirmation. It is not a return of an already closed sale; use sales history returns for that.
4. After settlement, check receipt and table status. On network failure, refresh the order/history first to determine whether closing saved.

2

Капучино

Not sent

2 × 45000

90000 ×

Total

90000

Send for preparation

+ Add dishes

Close and pay

Settle or cancel an order

2

Капучино

Not sent

2 × 45000

90000

✕

Close and pay

Payment method

Cash

Customer phone (optional)

+84

Receipt discount

0

Cancel

Confirm

Total

90000

☞ Send for preparation

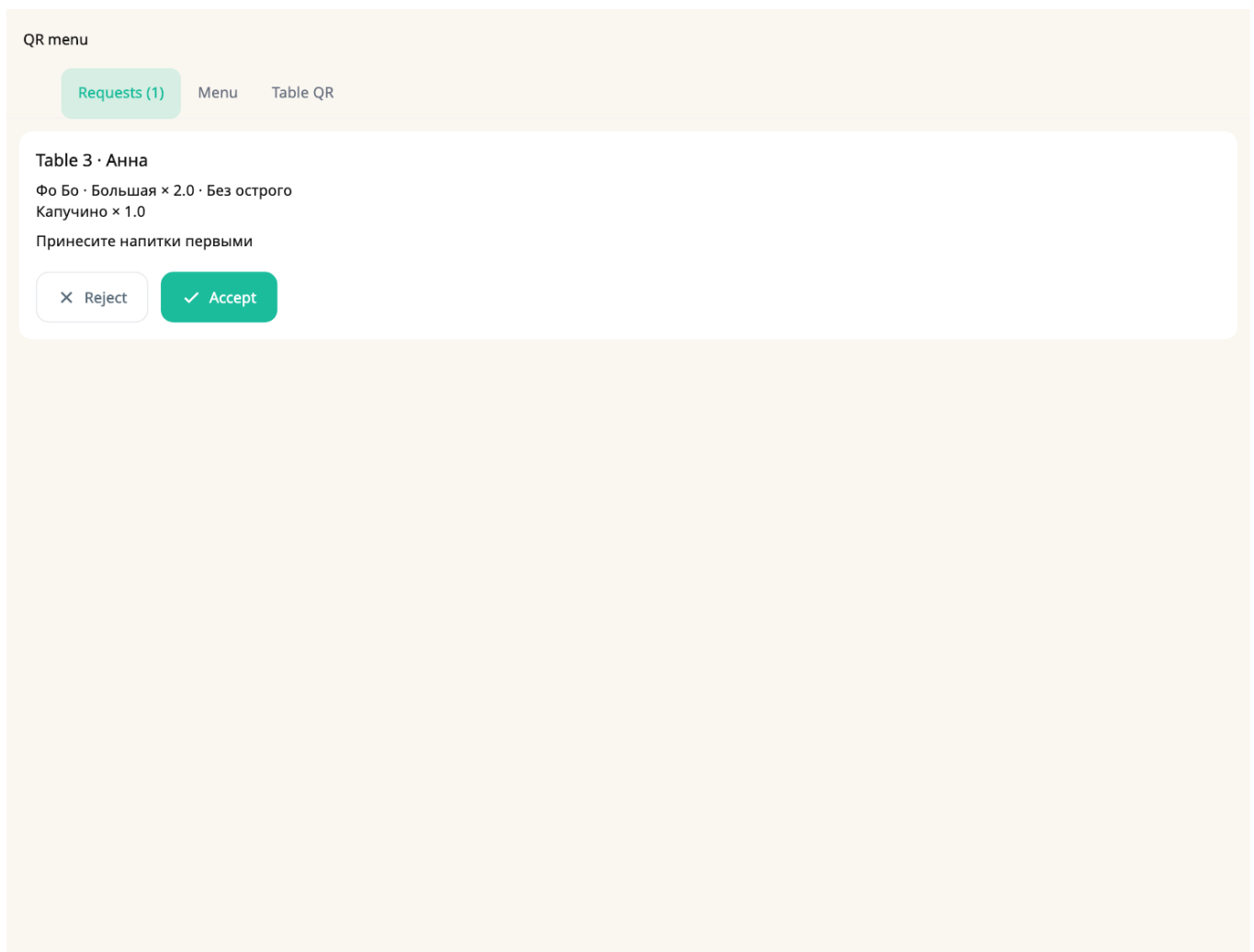
+ Add dishes

☞ Close and pay

Settle or cancel an order

10. Guest QR orders

1. Watch the guest-request count badge in the top bar or open the QR-menu inbox. A new guest request requires staff review.
2. Open a request and verify table, items, quantities and notes. "Accept" accepts it using an existing table order or an open cash session for a new order.
3. "Reject" rejects the request. Acceptance is not payment and does not replace dispatching new dishes for preparation.
4. Open the order after acceptance, check new lines and dispatch to kitchen/bar normally. Resolve changed prices or unavailable items with the guest.



Guest QR orders

Buttons and menu items

Buttons and menu items	Action
Refresh link	Rotates the public link; recheck previously printed QR codes.
Reject	Rejects the selected guest request.
Accept	Accepts a reviewed guest request into an order.
Copy link	Copies the public menu or selected table link.
Enable QR menu	Creates public QR-menu access.
Disable	Disables public menu access after confirmation.
Requests	Opens the corresponding tab of this module.
Menu	Opens the corresponding tab of this module.
Table QR	Opens the corresponding tab of this module.
Publish in menu	Enables/disables this setting; save the form when required.
Available to order	Enables/disables this setting; save the form when required.
Save menu	Saves menu appearance and product publication/availability.
Download print sheet	Prepares printing of QR codes for configured tables.

11. Table reservations

1. Open reservations from tables. “New reservation” opens name, phone, guest count, table, date/time and note.
2. Press “Reserve” and verify date/table in the list. A reservation records an expected visit; it is not a paid sale.
3. When guests arrive, “Seat” marks seating. “No-show” marks no-show; “Cancel” cancels.
4. After seating, serve the table using the ordinary order flow. Check existing reservations before booking the same table.

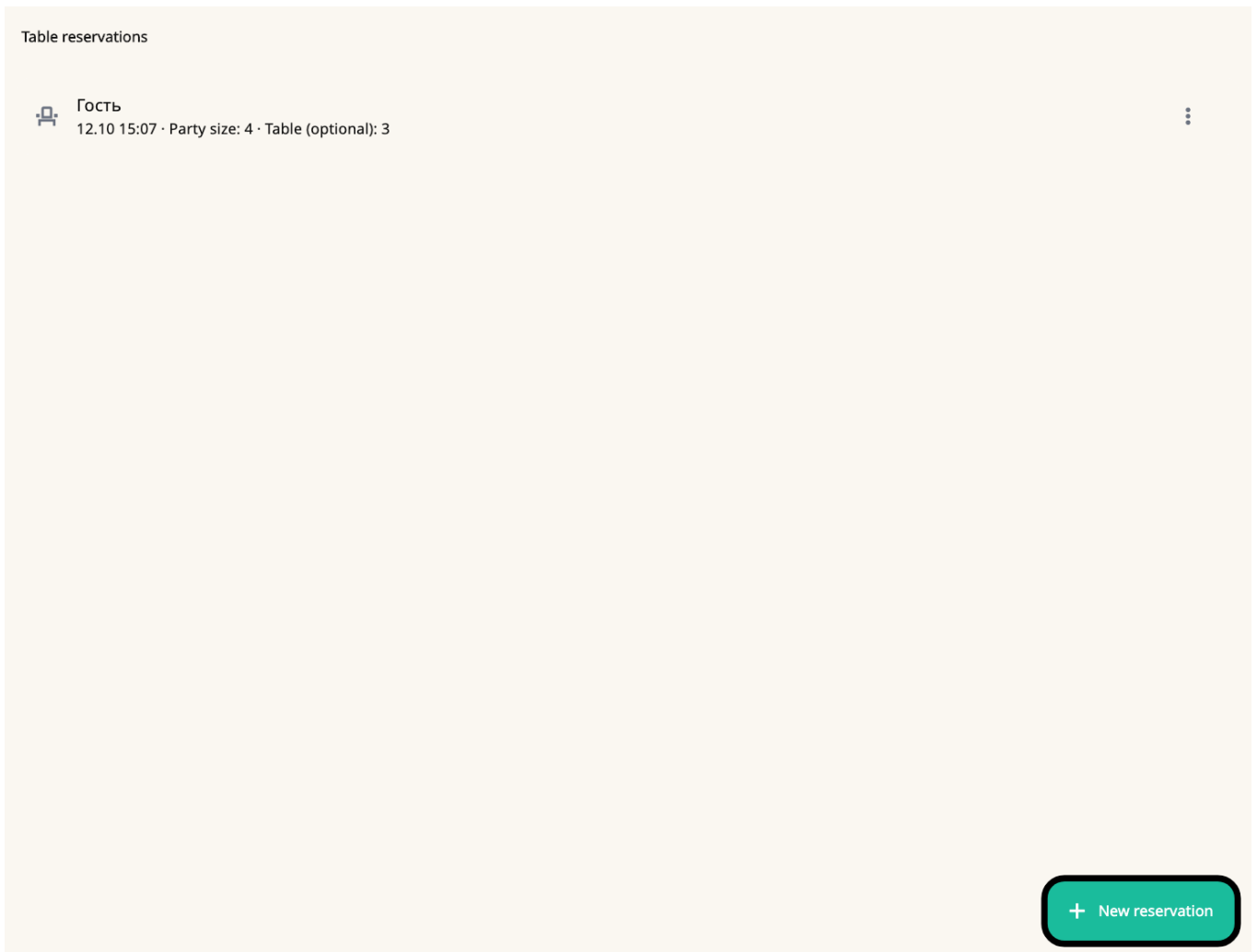


Table reservations

Table reservations

Гость
12.10 15:07 · Party size: 4 · Table (optional): 3

New reservation

Guest name

Phone

Party size

Table (optional)

Note

Time
12.10 15:07

Cancel
Reserve

+ New reservation

Table reservations

Buttons and menu items

Buttons and menu items	Action
New reservation	Opens record creation/addition; fill the fields and confirm.
Reserve	Saves the completed new record.
Seat	Marks guest arrival and seating.
No-show	Marks a reservation no-show.
Cancel	Cancels the selected reservation.

12. Stock receipts write-offs and stocktake

1. Open “Warehouse”, locate a product and open its . It offers edit, “Stock movement”, “Transfer” and “Print label” according to permissions.
2. Choose receipt to add stock, write-off for loss/usage, or adjustment. Enter quantity in the product unit and a note, then save.
3. For stocktake, choose that type and enter the physically counted total, not the difference. Preview shows the change against recorded stock; confirm only after checking.
4. For transfer, choose destination outlet and quantity, then confirm. Check source/destination balances separately. Label printing requires supported ESC/POS, not an arbitrary ZPL/TSPL printer.

	Phở bò FD001 · Sale price: 85000.00	20 portion	⋮
	Cà phê sữa đá CF001 · Sale price: 35000.00	50 cup	⋮
	Nước suối DR001 · Sale price: 15000.00	0 bottle	⋮
	Рисовая лапша · Sale price: 0.00	0 kg	⋮
	Зелень · Sale price: 0.00	0 kg	⋮

 + Add product

Stock receipts write-offs and stocktake

	Phở bò FD001 · Sale price: 85000.00	Edit Stock movement Transfer Print label
	Cà phê sữa đá CF001 · Sale price: 35000.00	
	Nước suối DR001 · Sale price: 15000.00	
	Рисовая лапша · Sale price: 0.00	0 kg 
	Зелень · Sale price: 0.00	0 kg 


+ Add product

Stock receipts write-offs and stocktake

	Phở bò FD001 · Sale price: 85000.00	20 portion	⋮
	Cà phê sữa đá CF001 · Sale price: 35000.00	50 cup	⋮
	Nước suối DR001 · Sale price: 15000.00	0 bottle	⋮
	Рисовая лапша · Sale price: 0.00	0 kg	⋮
	Зелень · Sale price: 0.00	0 kg	⋮

Phở bò · Stock movement

Movement type

Receiving

Qty

0

Note

Cancel

Save

 + Add product

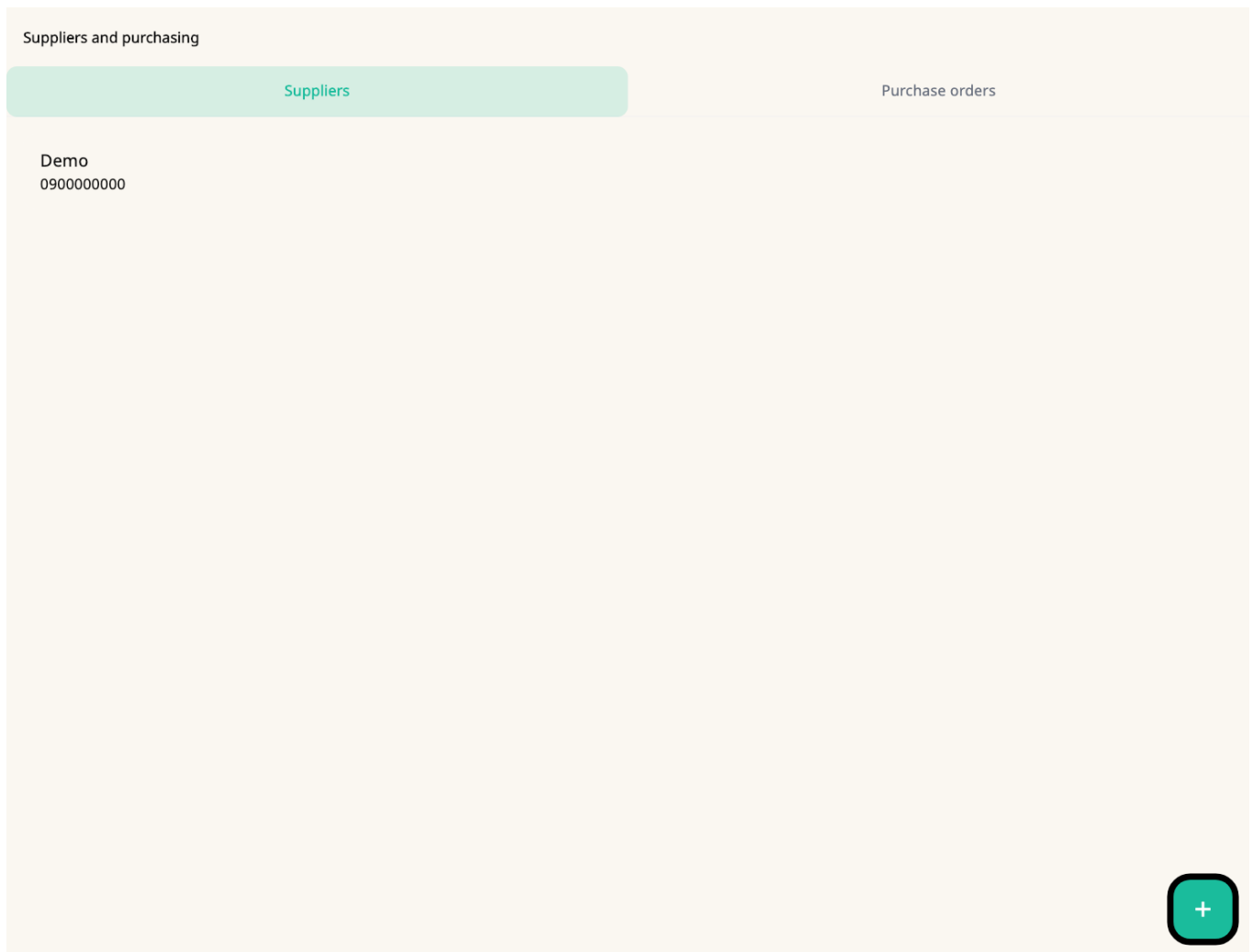
Stock receipts write-offs and stocktake

Buttons and menu items

Buttons and menu items	Action
Remove photo	Removes the photo from the edited product.
No category	Leaves the record without a category.
Add category	Opens record creation/addition; fill the fields and confirm.
Add unit	Opens record creation/addition; fill the fields and confirm.
Product variants	Opens variants of an existing product.
Add variant	Opens record creation/addition; fill the fields and confirm.
Stock movement	Opens stock receipt, write-off, adjustment or stocktake.
Transfer	Opens a product transfer to another outlet.
Edit	Opens editing of the selected record.
Print label	Prints the selected product label using the configured driver.
Kitchen	Selects this value in the form dropdown.
Bar	Selects this value in the form dropdown.
No preparation	Selects this value in the form dropdown.
Deduct from stock	Enables/disables this setting; save the form when required.

13. Suppliers and purchases

1. Open “Suppliers and purchasing”. In “Suppliers”, + opens “Add supplier”: enter name and phone, then save. Supplier creation requires product-write permission.
2. In “Purchase orders”, + creates a purchase order. Select supplier; “Add line item” adds product, quantity and cost price.
3. Save and check the order. When goods physically arrive, “Receive” confirms receiving and increases inventory.
4. Creating an order is not receiving goods. After receipt, check order status and stock; do not receive an already received order again.



Suppliers and purchases

Suppliers and purchasing

SuppliersPurchase orders

Demo
0900000000

Add supplier

Supplier name

Phone

Cancel

Save

+

Suppliers and purchases

Suppliers and purchasing

Suppliers

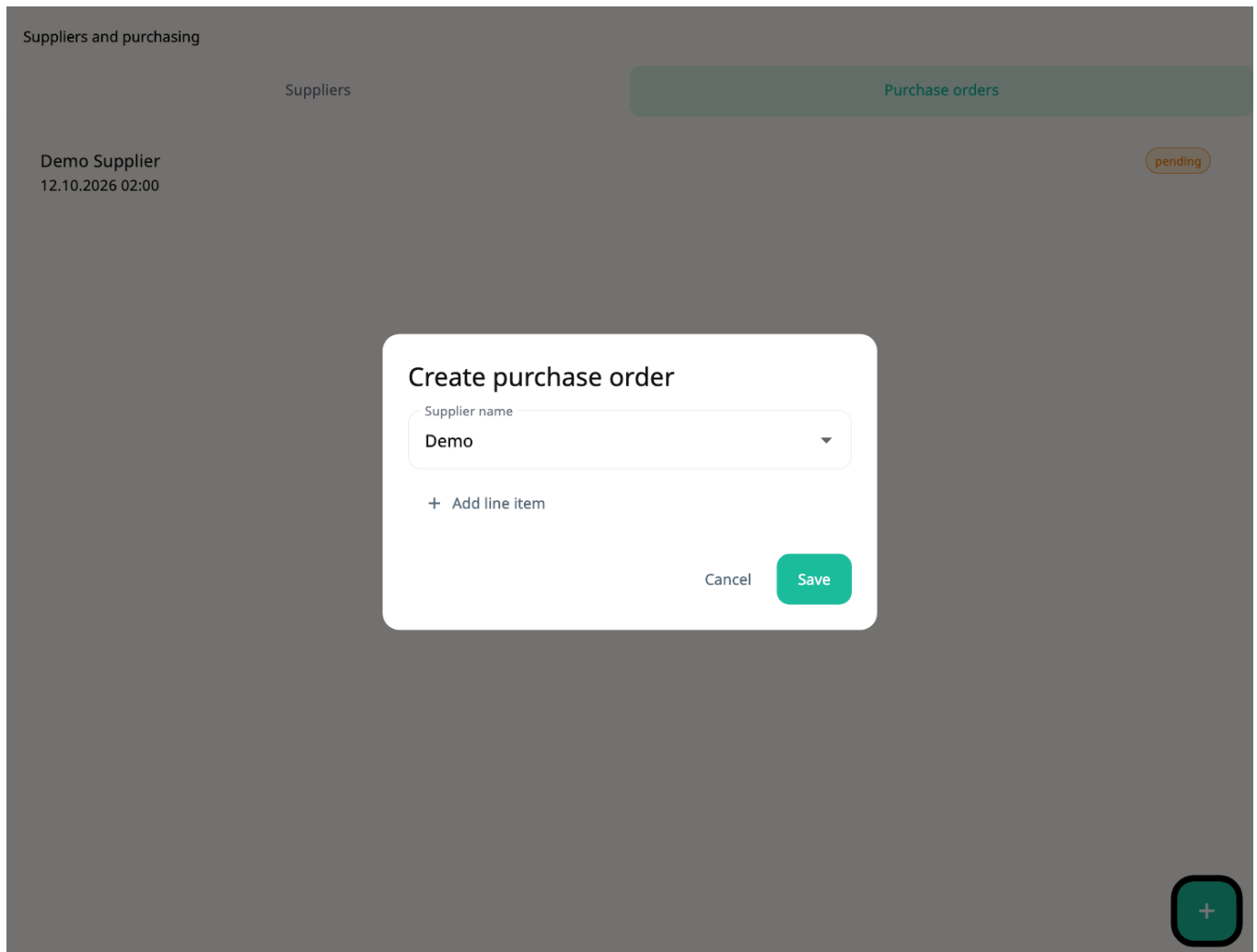
Purchase orders

Demo Supplier
12.10.2026 02:00

pending



Suppliers and purchases



Suppliers and purchases

Buttons and menu items

Buttons and menu items	Action
Add supplier	Opens record creation/addition; fill the fields and confirm.
Create purchase order	Opens record creation/addition; fill the fields and confirm.
Add line item	Adds a product/line: into the basket at the till, or opens a catalogue form.
Suppliers	Opens the corresponding tab of this module.
Purchase orders	Opens the corresponding tab of this module.
Receive	Confirms physical receipt of a supplier order into stock.

14. Production and normative consumption

1. Open recipes “Preparations” “Produce batch”. Select the prepared component, production quantity and expiry if offered.
2. Production confirmation consumes recipe components and receives the prepared output. Check output units and stock; do not substitute an ordinary receipt when ingredient consumption must be recorded.
3. In “Consumption”, inspect normative usage, reserved/consumed state and calculated cost. Expand an entry for components.
4. Order dispatch may reserve ingredients; serving records consumption. Normative reporting is not a physical stocktake; record actual differences through separate inventory operations.

Recipes & ingredients

Recipes

Preparations

Consumption

Produce batch

Бульон говяжий · 10.0

2026-10-05 08:00

2026-10-07 08:00

Production and normative consumption

Recipes & ingredients

RecipesPreparationsConsumption

Produce batch

Бульон говяжий · 10.0
2026-10-05 08:00
2026-10-07 08:00

Produce batch

Бульон говяжий · L

Qty
1

Batch expiry

CancelProduce batch

Production and normative consumption

Recipes & ingredients

Recipes

Preparations

Consumption

Consumption follows recipe norms. Stocktakes reveal actual differences.

Φο Βο · 2.0

Consumed · 2026-10-05 12:00

Φο Βο · 1.0

Reserved · 2026-10-05 12:05

Production and normative consumption

Buttons and menu items

Buttons and menu items	Action
Delete	Deletes the selected record according to permissions.
Preparations	Opens the corresponding tab of this module.
Recipes	Opens the corresponding tab of this module.
Consumption	Opens the corresponding tab of this module.
Expand preparation instead of using its stock	Enables/disables this setting; save the form when required.
New recipe version	Opens a new recipe version.
Produce batch	Opens prepared-component production; confirms it inside the form.
Create ingredient or preparation	Opens ingredient/prepared-component creation.
Add ingredient	Adds a component row to the recipe.

15. Customers discounts and points

1. Expand customer/discount options at payment and enter the customer phone. Check the found profile, tier and balance; a new phone is handled when the sale is recorded.
2. Enter a discount code and verify the recalculated total. An invalid-code/minimum-purchase error means it was not applied.
3. Enter points to redeem within balance and programme rules. Check discount amount, remaining payment and expected earnings before payment.
4. After a successful sale, verify points earned/redeemed. A filled phone field alone does not prove points were credited.

Shift open · Opened at 09:00

Close shift

Search products by name, SKU, or barcode

Food Drinks

FD001
Phở bò
Stock: 20
85,000

CF001
Cà phê sữa đá
Stock: 50
35,000

DR001
Nước suối
15,000

1

+

+

+

Current receipt

Items: 1

Phở bò 85,000

85,000 × 1 portion

1

+

×

Payment

Customer, discounts and gift card

Payment method

Cash

Total 85,000

Complete sale

Customers discounts and points

16. Gift cards

1. Open “Gift cards”. Enter face value and optional buyer phone, then “Issue”. Issuing a card is a separate operation, not ordinary loyalty-point credit.
2. Copy the issued code with “Copy code” and give it to the buyer. Enter a code and “Check” to inspect balance/history.
3. At sale payment, enter card code and redemption amount in customer options. Pay the rest using the selected method; redemption cannot exceed the available balance.
4. Check redemption in the sale result and card history. Cards belong to the organisation; the selected outlet records where issuance happened.

Gift cards

Issue a card

Value

Recipient phone (optional)

Issue

Check a card

Gift card code

Check

Gift cards

Buttons and menu items

Buttons and menu items	Action
Issue	Issues a card for the entered face value.
Copy code	Copies the issued card code.
Check	Looks up a card and displays balance/history.

17. Income and expenses

1. Open “Expenses and income”. Totals separate sale revenue, other income, expenses and result.
2. “Add entry” opens direction, category, amount and note; press “Save”.
3. Do not record sale revenue again as other income. A finance entry does not replace a cash-session movement; reconcile each record separately.

Expenses and income

Summary

Revenue: 0.00

Expenses: 0.00

Net result: 0.00

↑

100000.00

+ Add entry

Income and expenses

Expenses and income

Summary

Revenue: 0.00

Expenses: 0.00

Net result: 0.00

↑

100000.00

Add entry

Type

Expense

Category

No category

Amount

Note

Cancel

Save

+ Add entry

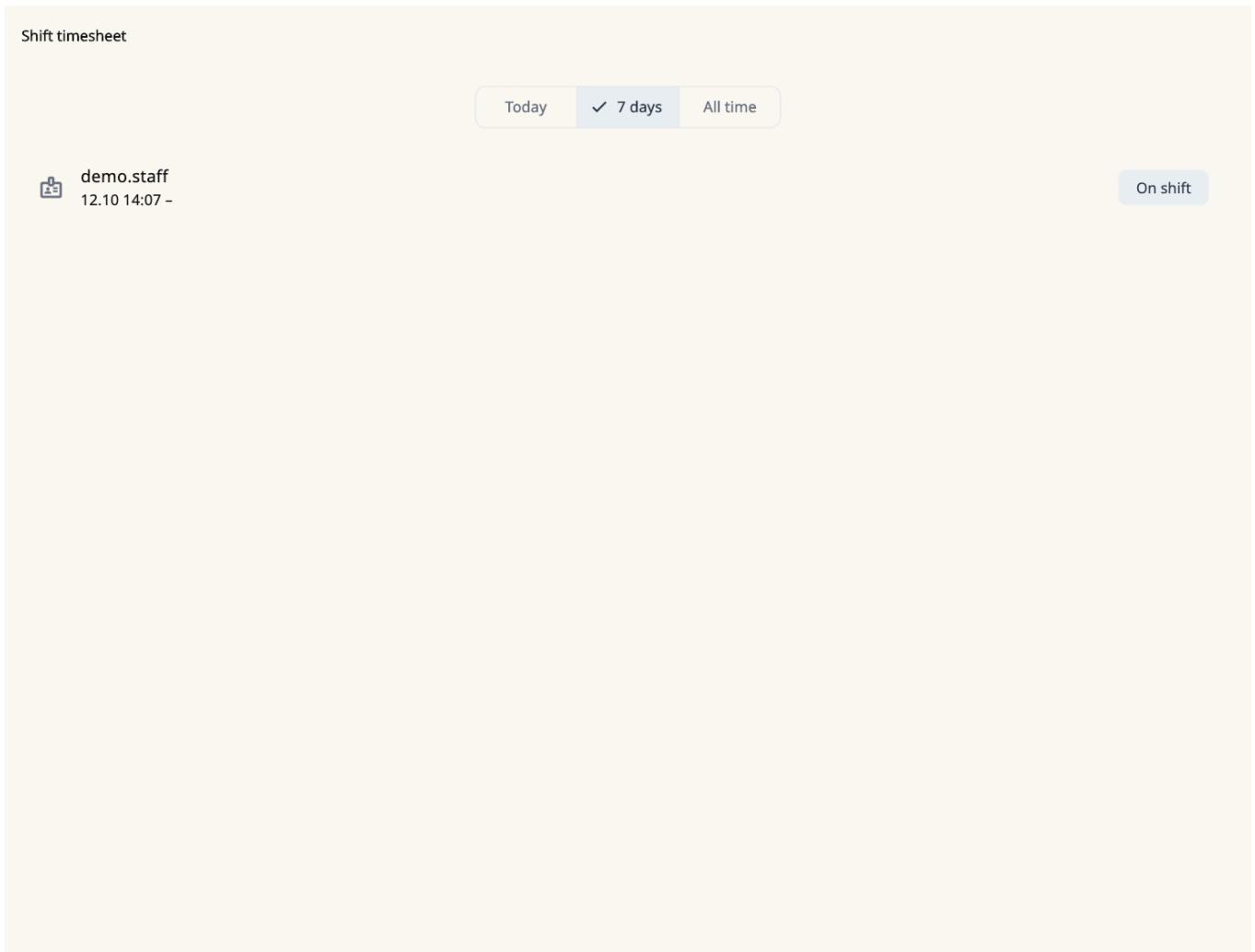
Income and expenses

Buttons and menu items

Buttons and menu items	Action
Add entry	Opens record creation/addition; fill the fields and confirm.
Expense	Selects this value in the form dropdown.
Income	Selects this value in the form dropdown.

18. Staff time tracking

1. Use “Start shift” in the top bar/menu at the start of work. At the end, “End shift” shows duration and asks for confirmation.
2. Open “Shift timesheet”. Select today, week or all records and inspect employee, start, end and duration.
3. An unfinished entry means the employee has not clocked out. Staff clock-out does not close the till or table orders.



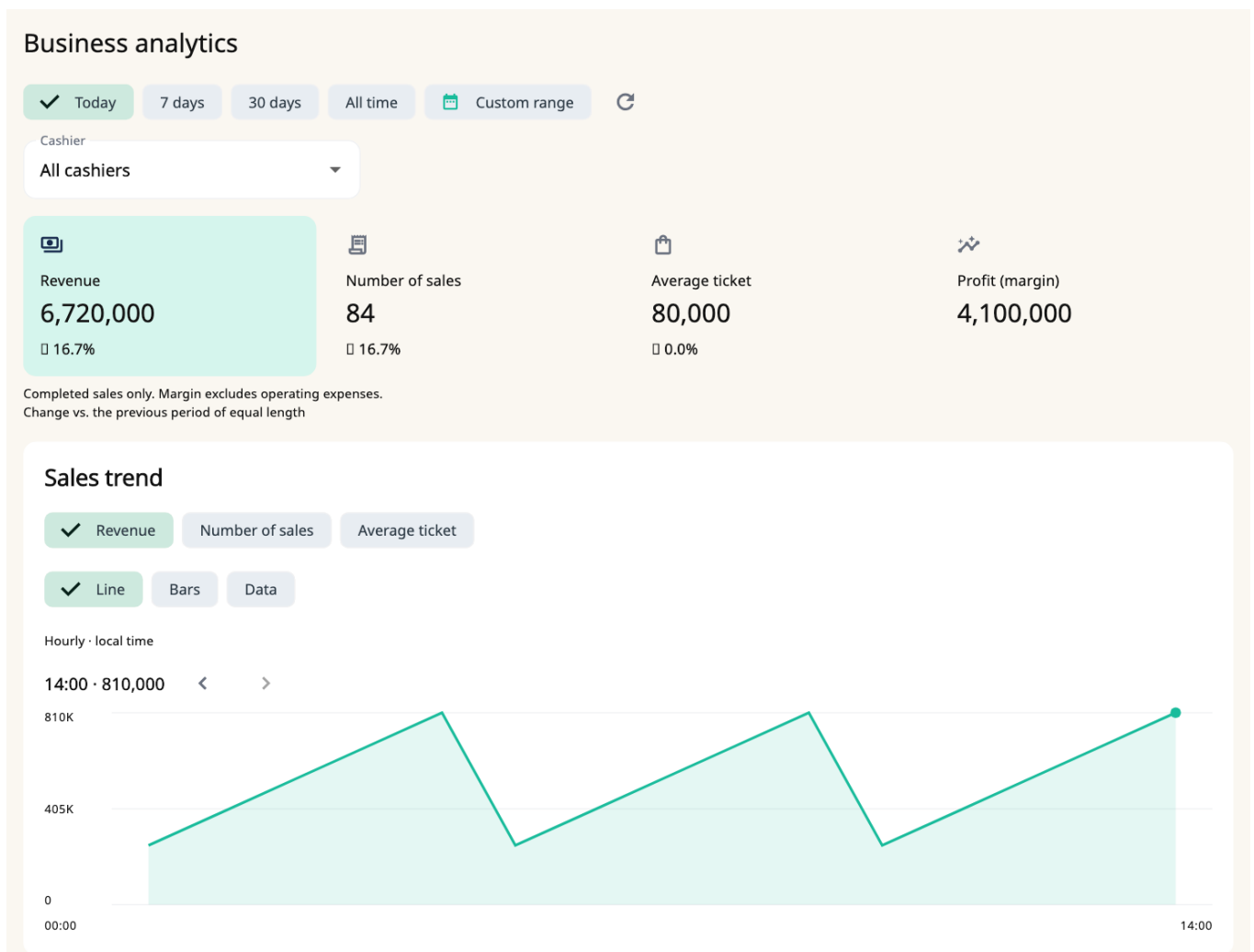
Staff time tracking

Buttons and menu items

Buttons and menu items	Action
Today	Selects this period, metric or display mode.
7 days	Selects this period, metric or display mode.
All time	Selects this period, metric or display mode.

19. Reports and analytics

1. Open “Reports”. Select today, week, month, all or “Custom range” and set date boundaries. Select a cashier or “All cashiers”.
2. Check revenue, sale count, average ticket and inventory totals. The metric switch changes what is measured; line/bar changes presentation only.
3. Show the data table for chart values. Advanced period comparison and ABC show product contribution; check revenue/quantity metric selection.
4. Refresh reloads; “Retry” retries a failure. A partially loaded report is incomplete: check unavailable-block notices.



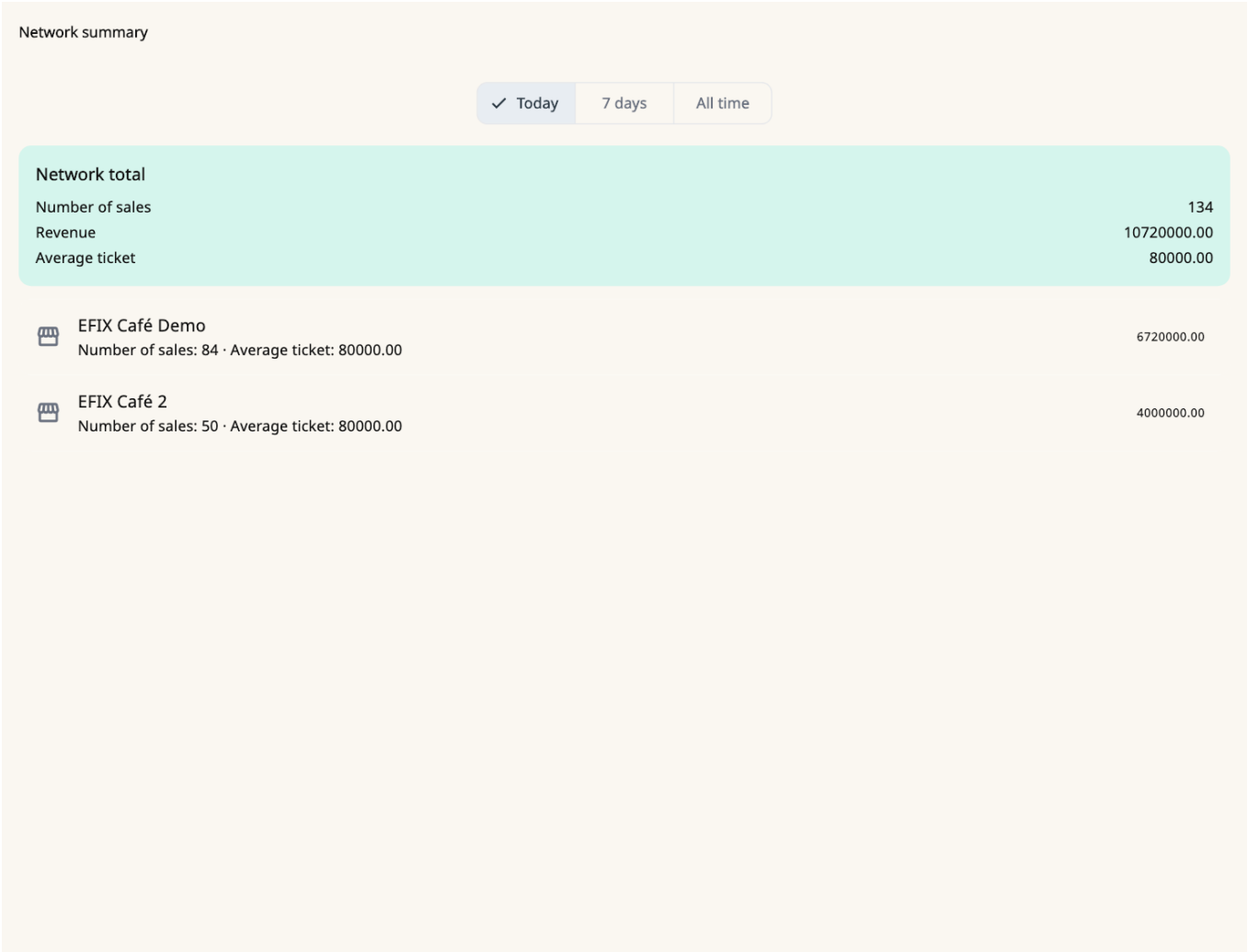
Reports and analytics

Buttons and menu items

Buttons and menu items	Action
Custom range	Opens date-range selection.
All cashiers	Shows reports without filtering to one cashier.

20. Network summary

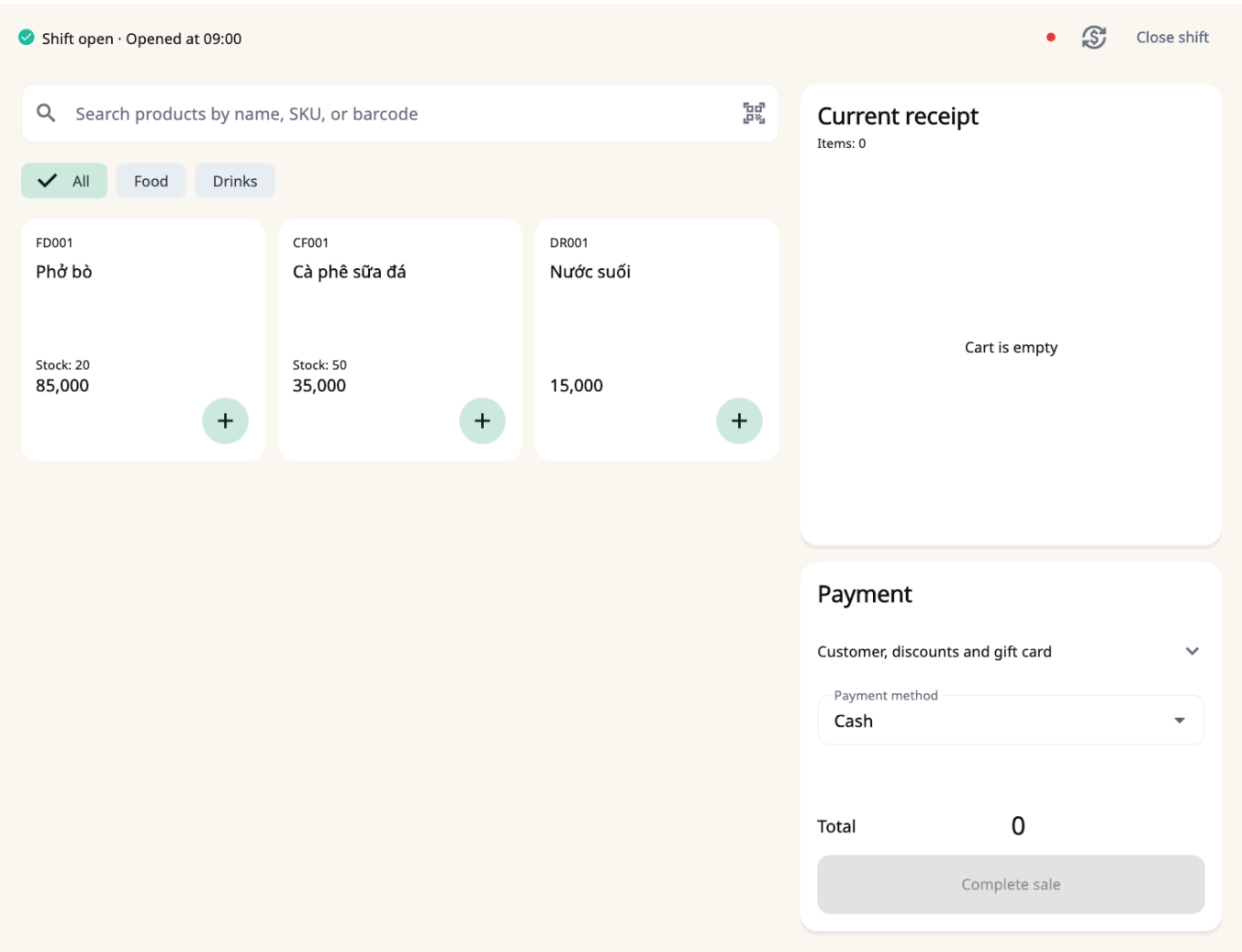
- 1. With several accessible outlets and the network feature, open “Network summary”. A single-outlet view may hide this item.
- 2. Select a period, compare sales, revenue and average tickets per outlet, then inspect the overall total.
- 3. Do not manually sum outlet average tickets. Use the overall report metric and verify your role can access the required outlets.



Network summary

21. Network failure and retry

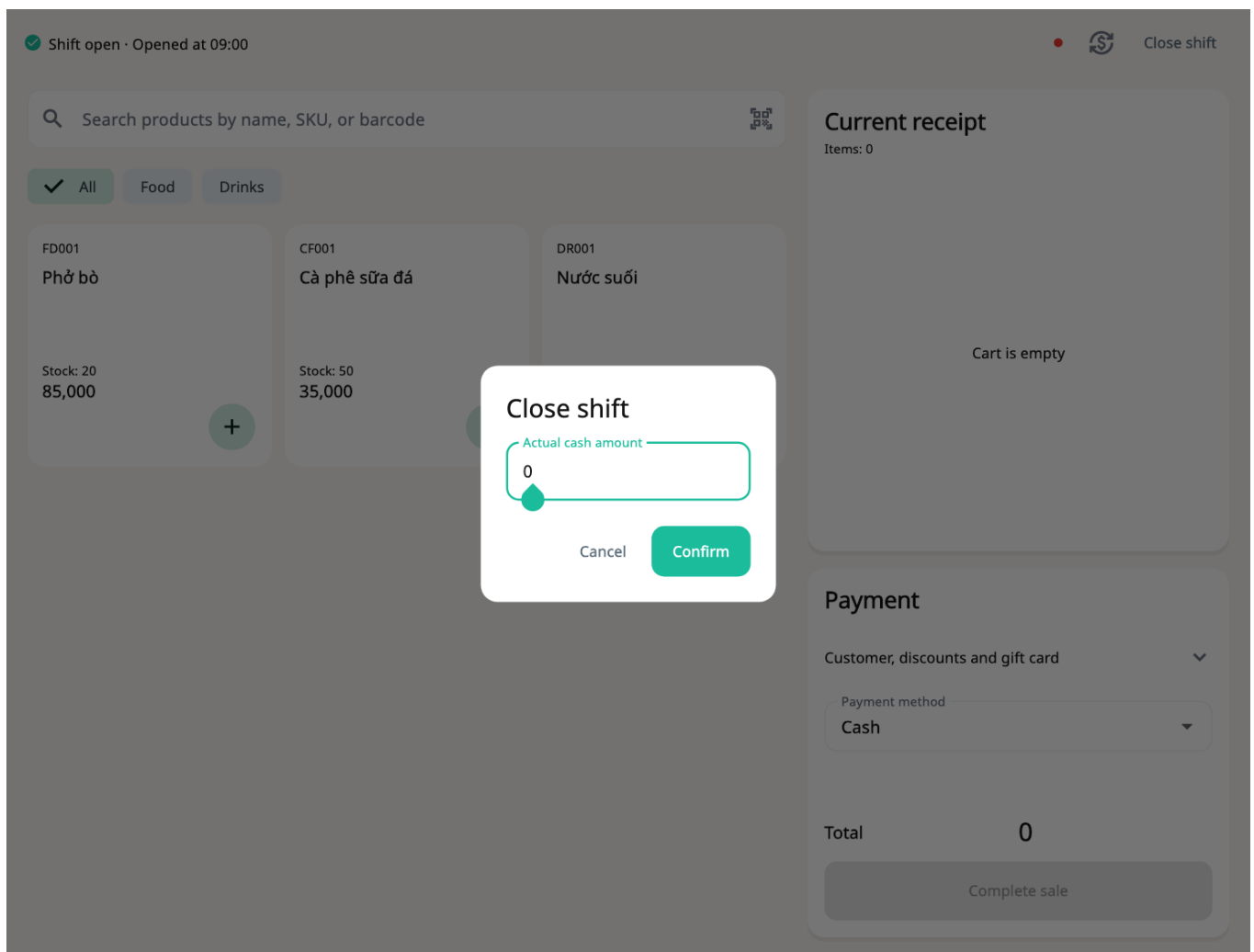
- 1. The till may use a previously loaded local catalogue cache. This does not mean every feature works offline: tables, kitchen, settings and reports require connectivity.
- 2. Check queue indicators and press “Send” when the network returns. Wait and reconcile sale history; do not repeat a saved sale as a new one.
- 3. For an unfinished submission, “Resend” retries the stored operation; “Dismiss” closes the retry offer. Check server outcome before dismissing.
- 4. Printing and payment failures are different. Retry a receipt/ticket for printer failure; check the bank and payment status for an unconfirmed transfer.



Network failure and retry

22. End of day and export

1. Review guest requests and open tables, finish payments and reconcile pending bank confirmations. Separately check queued sales and unprinted kitchen tickets.
2. Count cash, use “Close shift”, enter actual cash and note, then confirm. Clock out staff separately if time tracking is used.
3. Reconcile the period report with sales, returns, cash and finance entries. Investigate mismatches in transactions rather than making arbitrary total adjustments.
4. An administrator can use “Export all data” to export organisation data. Save it to an approved location and protect personal/commercial information. Sign out when work is complete.



End of day and export

Business analytics

Today 7 days 30 days All time Custom range

Cashier
All cashiers

Revenue 6,720,000 16.7%	Number of sales 84 16.7%	Average ticket 80,000 0.0%	Profit (margin) 4,100,000
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Completed sales only. Margin excludes operating expenses.
Change vs. the previous period of equal length



End of day and export