



Quick User Manual

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Main Screen



1. Dine Order

Make a new order for restaurant's customers. It is hidden if you disable in back office

2. To Go Order / New Order

Make a to go order or Coffee shop's customers

3. Cashier IN/OUT

Cashier must login to system before any payment transaction

4. Time Card Panel

Manage and control employees' clock in and clock out

5. Open cash Drawer

To put in or take out money from cash drawer

6. Customer

Manage and control customer information

7. Gift Card

Issue and setup gift cards

8. Settle Screen

Manage, view and control all Payments

9. Back Office

This function helps store owner to manage store setting such as menu setup, dining setup, employee setup

1 Time card



Employees can clock in/out before starting or leaving job every day in the main screen. They also can view their time sheet at employee time panel.

DelightPOS -Time Card
Delight Store Owner
12/15 Wed 02:45 PM

Time Card Review

Filter

From: To:

Clock In	Clock Out	Notes
11/17/10 10:30 AM	11/17/10 04:34 PM	
11/23/10 10:24 AM	11/23/10 10:24 AM	
11/23/10 10:24 AM	11/24/10 09:45 AM	
12/08/10 03:48 PM	12/15/10 12:02 PM	
12/15/10 02:42 PM	12/15/10 02:42 PM	
12/15/10 02:43 PM		

Total:

Clock OUT

Begin Break

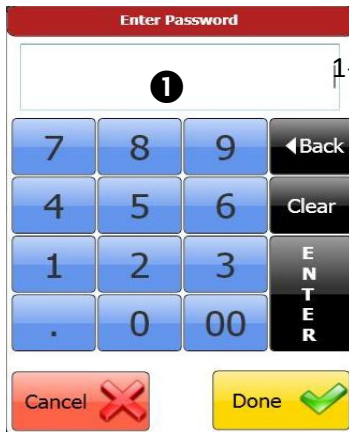
Close

2 Cashier In/Out



Cashiers should login to the system every day and enter beginning amount of money. This part is very important for banking transaction and store daily reports. They also have to log out at the end of day or cashier shift to print out report and confirm cash drawer money count.

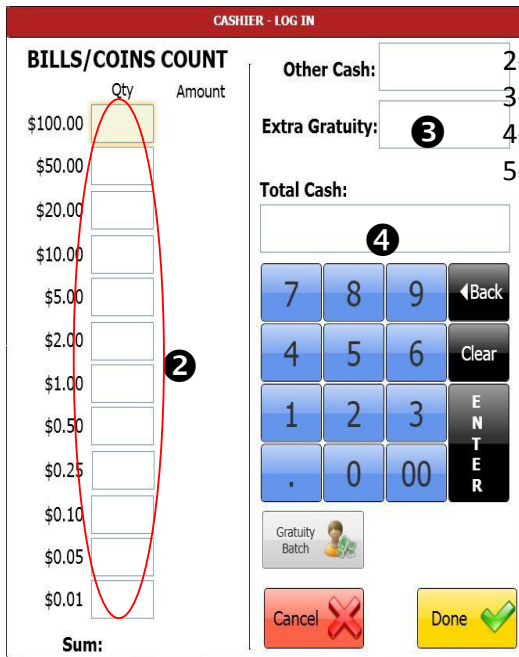
➤ Security Check



-Enter login Password

For our demo, default Password for owner is number 1
Cashier's default password is number 2

➤ Cashier Log IN/Out Screen



BILLS/COINS COUNT	Qty	Amount
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$2.00		
\$1.00		
\$0.50		
\$0.25		
\$0.10		
\$0.05		
\$0.01		

-Enter Quantity of bills and small coins or total cash
-Enter Gratuity (Optional)
-Enter manually total amount

3 Dine Order



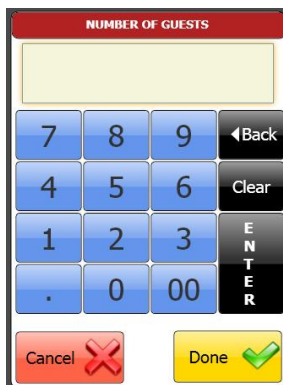
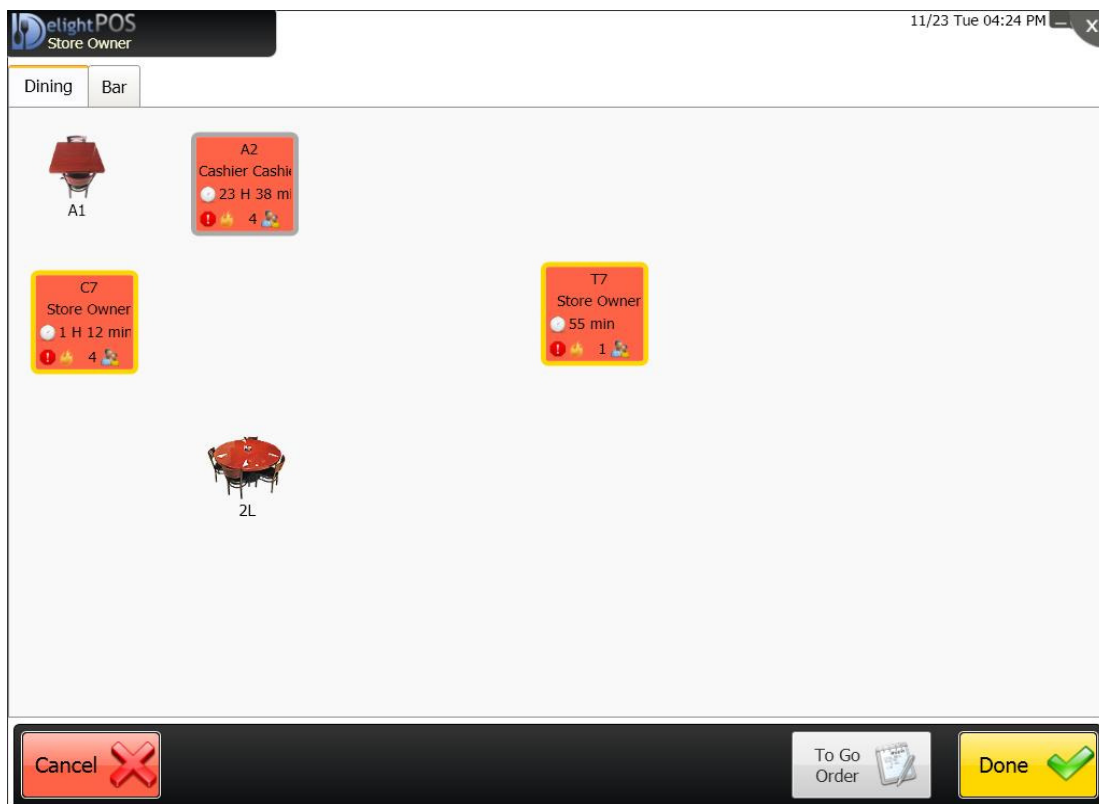
Users can make an order for customers at this section. Employees have unique password to login to dine order. Enter your password and go to the next page.

3.1 Dining Table Screen

Users can see table arrangement in different areas in the restaurant.

Tables in Use display: Employee Name, Time Spent, Satisfaction Icon, Order Ready Icon, and Number of Guests

Click on table to place a new order or make changes to open tickets.



Number of Guests show up for Empty Tables

3.2 Making New Order

Users can make an order at this page

- 1- Menu Selection
- 2- Item Group Selection
- 3- Item Selection List
- 4- Choices/Modifiers Options
- 5- Delete Items
- 6- Enter Quantity of Items first, then click on Item you want
- 7- Place Order on Hold
- 8- Apply Discount
- 9- Receive Payment
- 10- Show More Choices Screen

4 TO GO Order / New Order



User can make order for customers who need to go orders. In addition this function is for any fast food where there is not table setting. All functions on this page are the same as dine order page.

DelightPOS -New Order
Store Owner

11/24 Wed 01:24 PM

enter barcode

To Go

Ticket # 10002
Customer, Regular

1 Sub	\$3.25
Large	
1 Double Burger	\$4.25
1 Small Combo	\$4.99
No Mayonese	No Tomato
1 Waffles	\$2.50

Sub-Total: **\$15.74**

Tax: \$1.11

Balance: \$16.85

General | Breakfast | Drinks | Dinner | LLLL

Sandwiches | Soup & Salad | Fries | Pizza Slide | Waffles

Appetizers | Drinks | Chicken Nuggets

Burgers | Pasta

Dessert | Kids

Iranian Food

Previous Page | Next Page | Previous Page | Next Page

Cancel | Delete | Quantity | Hold | Discount | Pay | Notes | More Choices | Done

5 Settle Screen



Users can manage orders' payment here. They can add, change, split and void current order and preview order.

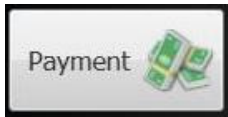


The screenshot shows the 'Settle Screen' in the DelightPOS application. The interface includes a header with the logo and 'Store Owner' status, a date filter (Today, Yesterday, 7 Days, 30 Days, 60 Days, All Time), and a list of orders. Each order row contains ticket and order numbers, employee name, time, total amount, payment status, and action buttons like 'Send to Kitchen' and 'Pay'. A right-hand panel features an 'Order Number' search field, a numeric keypad, and buttons for 'Send to Kitchen', 'Print Receipt', 'Edit Order', 'New Order', 'Split Order', 'Void Order', 'Payment', and 'Close'.

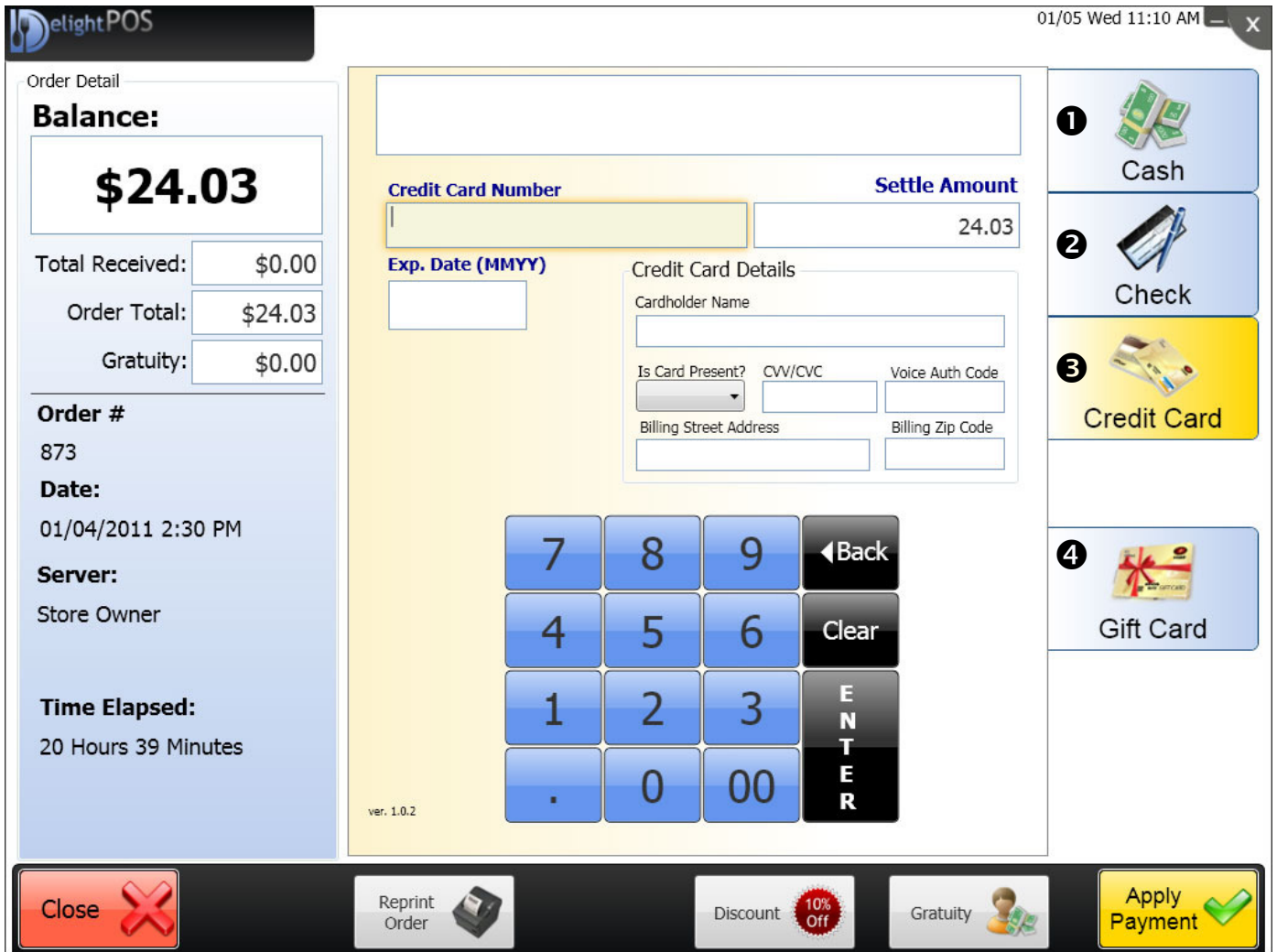
Ticket #	Order #	Total	Status	Action
Ticket # 10003 Emp: Store Owner	Order # 20 Time: 11/23 12:01 PM	Total: \$5.62 Paid Off	PAID OFF A1	Send to Kitchen
Ticket # 10004 Emp: Store Owner	Order # 21 Time: 11/23 03:11 PM	Total: \$39.28 Paid Off	PAID OFF C7	Send to Kitchen
Ticket # 10005 Emp: Store Owner	Order # 22 Time: 11/23 03:16 PM	Total: \$52.98 Complete	T7	Send to Kitchen / Pay
Ticket # 10008 Emp: Store Owner	Order # 25 Time: 11/23 03:52 PM	Total: \$10.11 Complete	New Table	Send to Kitchen / Pay
Ticket # 10009 Emp: Store Owner	Order # 26 Time: 11/23 03:53 PM	Total: \$10.11 Complete		Send to Kitchen / Pay
Ticket # 10001 Emp: Store Owner	Order # 28 Time: 11/24 08:58 AM	Total: \$41.91 Voided	ORDER VOIDED A1	Send to Kitchen

Click and Hold on Ticket Button to Quick Preview Order

5.1 Make a Payment



Customers can pay their orders by check, cash and credit card methods. They can setup gift card for customers in gift card setup menu in back office. Before payment transaction, cashier must log in to system.



The screenshot shows the Delight POS interface for making a payment. On the left, the 'Order Detail' section displays a balance of \$24.03, with total received, order total, and gratuity all at \$0.00. The order number is 873, dated 01/04/2011 at 2:30 PM, served by Store Owner, with a time elapsed of 20 hours and 39 minutes. The main area contains a credit card payment form with fields for card number, expiration date, cardholder name, and address. A numeric keypad is provided for entering the card number. On the right, four payment options are listed: 1. Cash, 2. Check, 3. Credit Card (highlighted in yellow), and 4. Gift Card. The bottom toolbar includes buttons for Close, Reprint Order, Discount (10% Off), Gratuity, and Apply Payment.

- 1- Pay by cash
- 2- Pay by check
- 3- Pay by credit card
- 4- Pay by gift card

6 Customers



Owners can modify, delete and add new customer information to software database.

Customer Name	Phone Number	Action
David Corwoll	770-123-2222	New Order
Brenda Bobjin	678-111-3333	New Order

Virtual Keyboard:

Row 1: Q, W, E, R, T, Y, U, I, O, P, 7, 8, 9, Back

Row 2: A, S, D, F, G, H, J, K, L, ;, 4, 5, 6, *

Row 3: Z, X, C, V, B, N, M, , . /, 1, 2, 3, ENTER

Row 4: Caps, Space, ! @ #, + 0, -

7 Gift Card



User can make new gift cards for customers. They can setup, charge and get balance for customers.

The screenshot displays the 'Gift Card' management screen in DelightPOS. At the top left, there is a 'Filter:' field and a 'Search' button. Below this is a checkbox for 'Include Voided Gift Cards'. A list of gift cards is shown on the left, with the first card selected and highlighted. The main area contains a form for card details, including fields for 'Swipe Gift Card', 'Gift Card Number', 'Card Balance', 'Initial Amount', 'Issued To', and 'Expiration Date'. On the right side, there is a vertical menu with buttons for 'Done', 'New Gift Card', 'Print Gift Card Balance', and 'Void Gift Card', along with a 'Cancel' button at the bottom. A numeric keypad is located at the bottom of the screen.

1. Make a New Gift Card
2. Print balance of selected gift card
3. Void a selected gift card
4. View all gift cards

8 Back Office



Back office function: store owner can manage store setting, employees, and view sales reports.

DelightPOS -Back Office
Store Owner
11/24 Wed 04:29 PM

- Snapshot
- Reports
- Employee Analysis
- Time Card Review

D

Backup Database

Trends Last Update: 4:16:36 PM

Daily Sales: \$0.00 **Weekly Sales:** \$330.15 (+389%) **Monthly Sales:** \$330.15

Weekly Sales Trend

Hourly Sales Trend

Today

Avg. Time: 0 sec **Total Discount:** \$0.00 **Orders Voided:** 1

Worse Sellers

Best Sellers

Menu Setup

Employees

Payment

Discount

Gift Card

Dining Setup

Settings

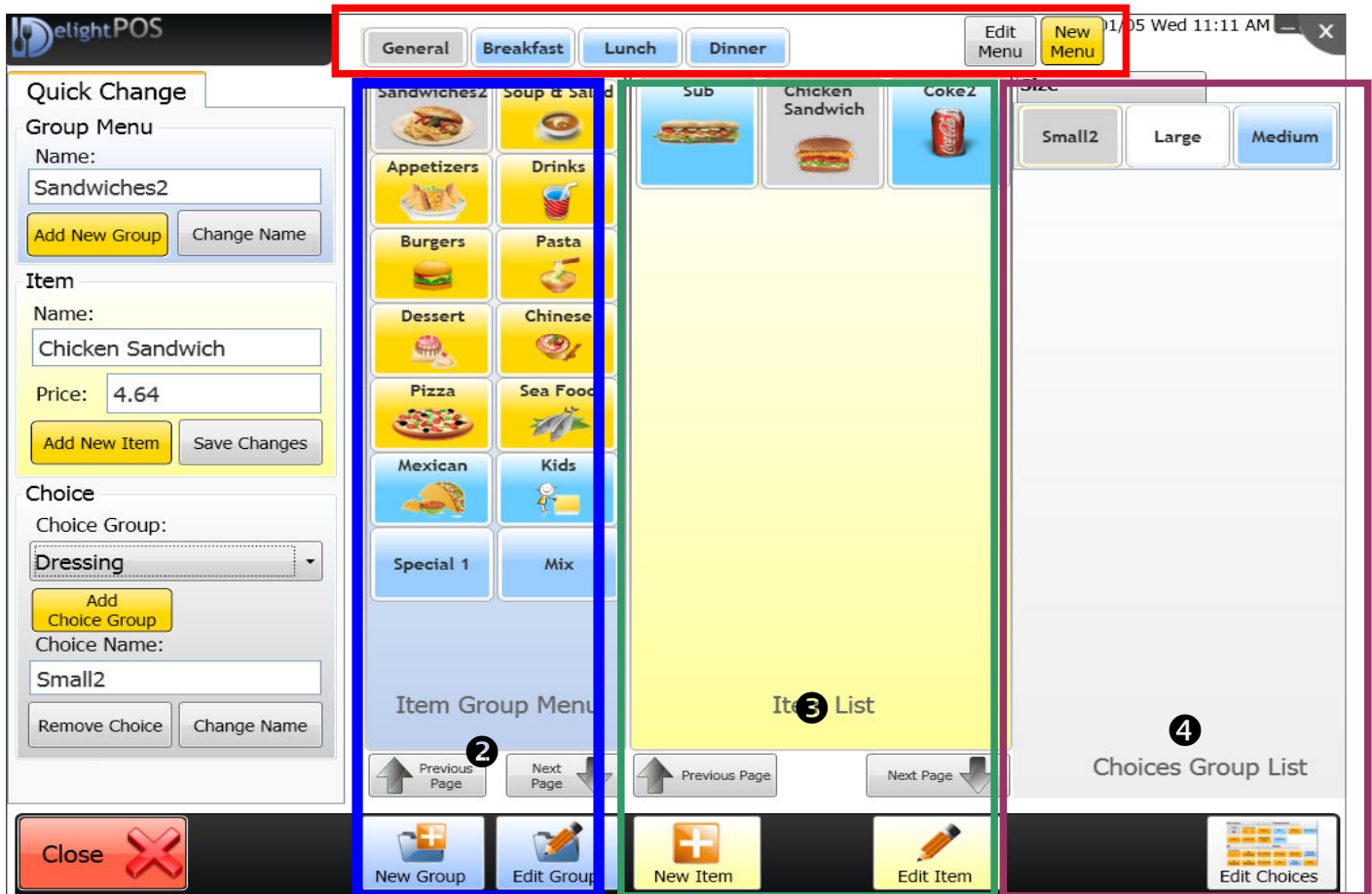
Close

8.1 Menu Setup



Customers can add new groups, items and choices as well as remove and edit selected items and set the price for items and choices.

1



1- Menu by category

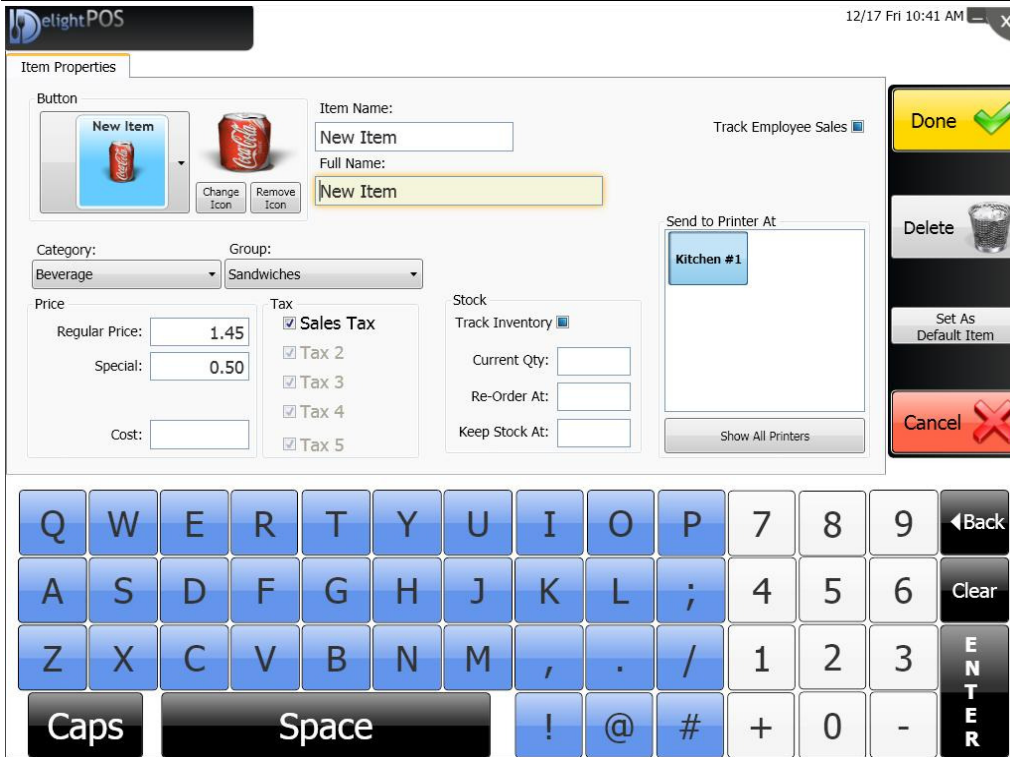
Users can arrange menu by categories, for example Breakfast, Lunch, Dinner and Dessert. Maximum categories which can be entered to your specific need are five categories.

2- Menu by food item

Users can add or edit food items within each category.

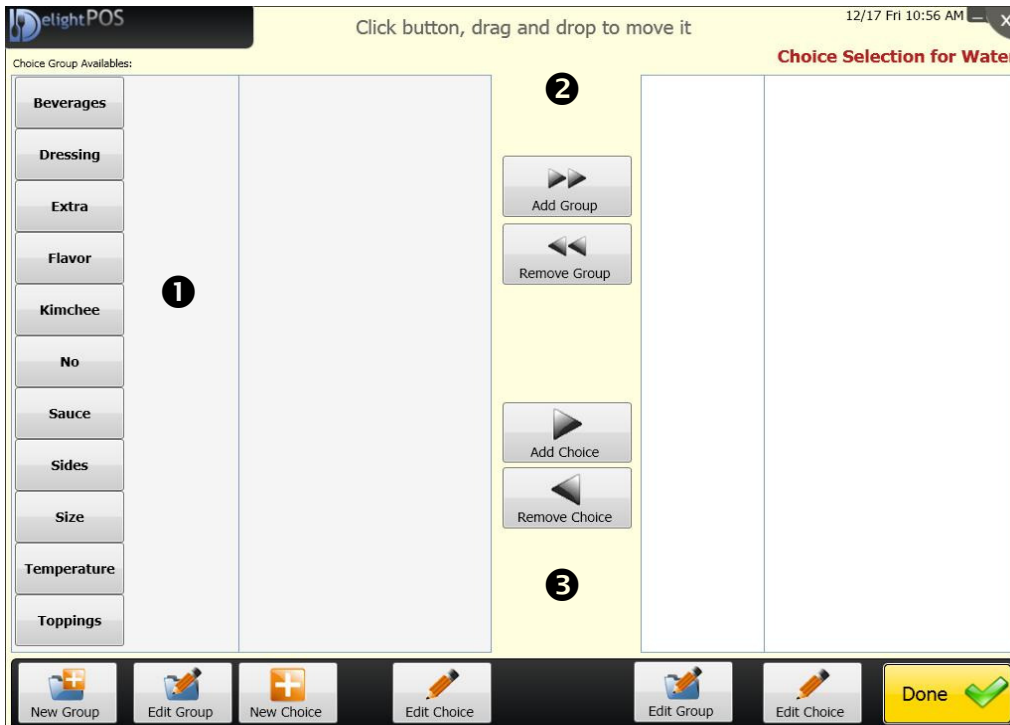
3- Items

Users can add specific description of each food item; for example, cheese and burger. User can add specific size of each food item or any other unique specification.



4-Choices

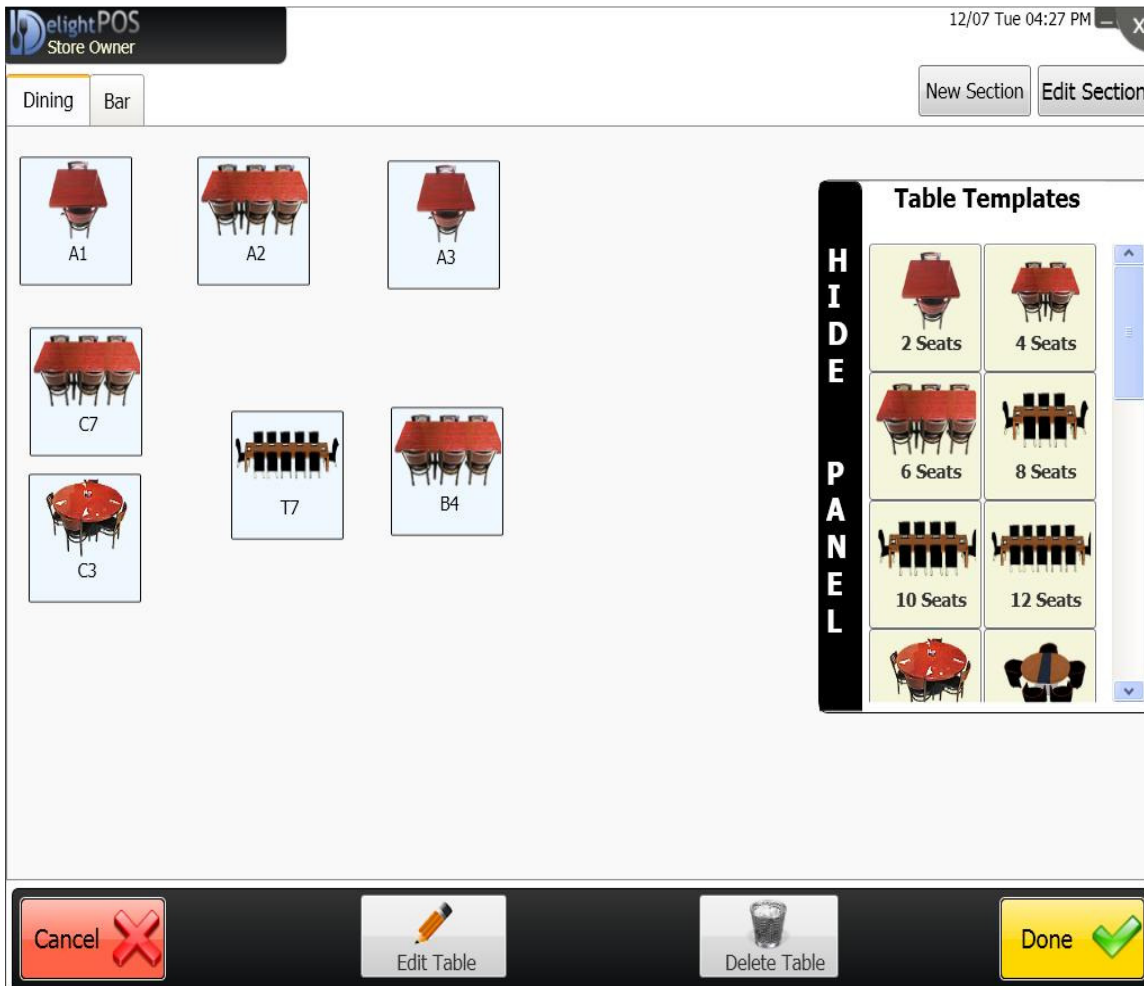
Users can add, edit and remove choices from items. Click on edit choices you go to next page.



8.2 Dining Setup

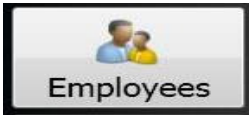


User can add, delete and change Table setting in the restaurant. Simply drag and drop to reconfigure the table setting.

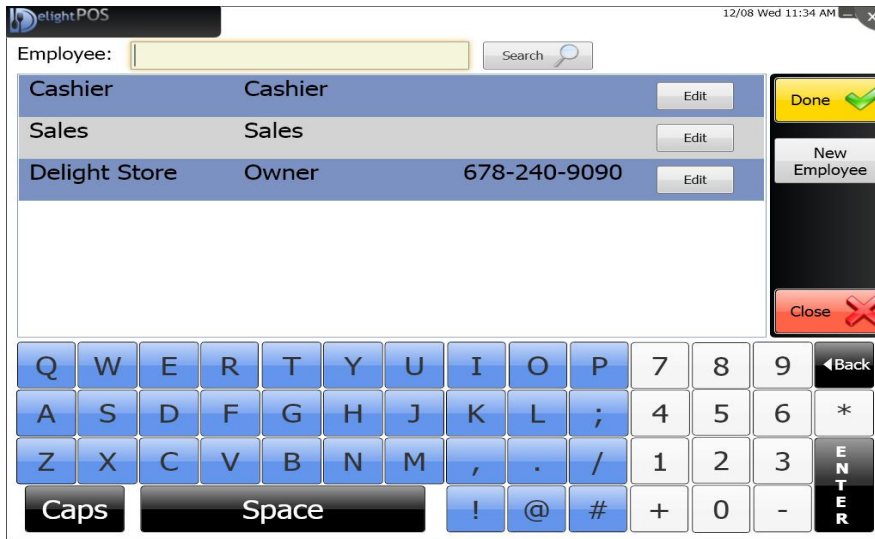


The screenshot shows the 'Dining Setup' interface in DelightPOS. At the top left, it says 'DelightPOS Store Owner'. The date and time '12/07 Tue 04:27 PM' are in the top right. Below the header, there are tabs for 'Dining' and 'Bar', and buttons for 'New Section' and 'Edit Section'. The main area displays several table templates: A1, A2, A3, C7, T7, B4, and C3. On the right, a 'Table Templates' panel is visible, with a 'HIDE PANEL' button on its left side. This panel contains a grid of templates: 2 Seats, 4 Seats, 6 Seats, 8 Seats, 10 Seats, and 12 Seats. At the bottom, there is a toolbar with four buttons: 'Cancel' (red with a red X), 'Edit Table' (pencil icon), 'Delete Table' (glass icon), and 'Done' (yellow with a green checkmark).

8.3 Employee setup

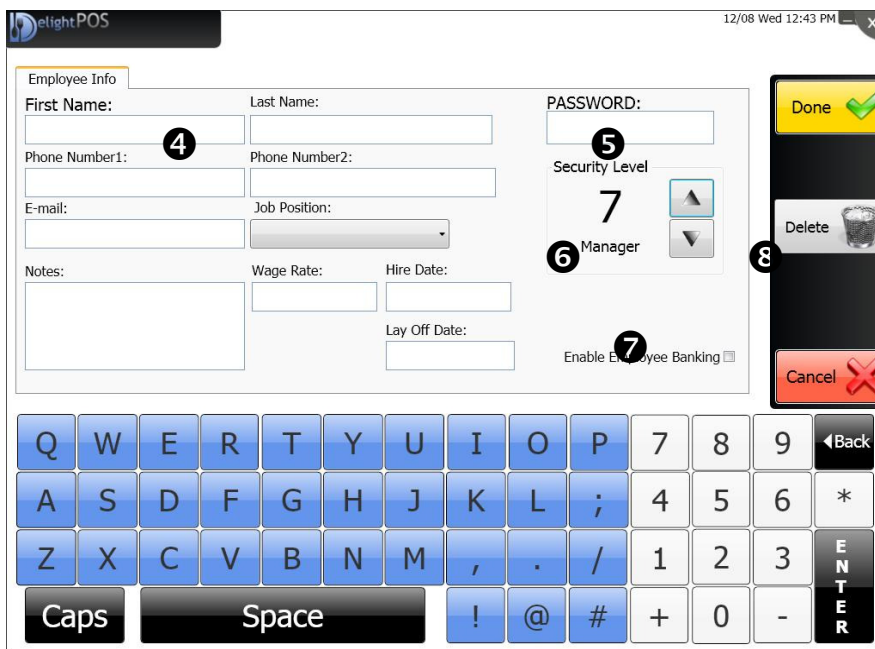


Owner can create an ID and password for new employee. They also can delete and edit current employees' ID and password.



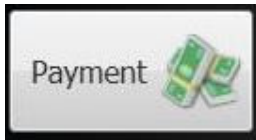
- Search existing Employees
- Edit Selected Employee's Information
- Add New Employee

8.3.1 Add New Employee Screen

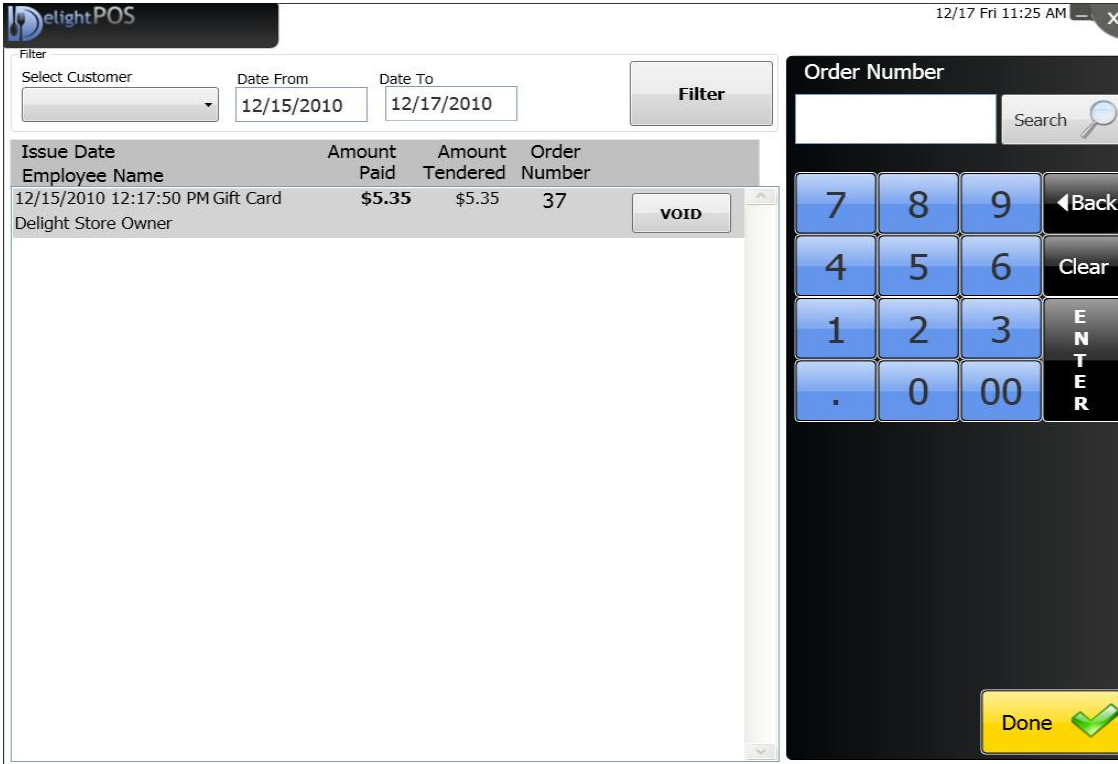


- Enter Employee ID
- Enter Employee Password
- Select Employee Level
- Enable/Disable Banking for Employee
- Delete Employee Information

8.4 Payment Setup



Owner can change and control current balance of the customers and view payment history.



The screenshot shows the DelightPOS interface for payment setup. At the top, it displays the date and time: 12/17 Fri 11:25 AM. The interface is divided into several sections:

- Filter Section:** Includes a dropdown for "Select Customer", input fields for "Date From" (12/15/2010) and "Date To" (12/17/2010), and a "Filter" button.
- Table Section:** A table with columns for "Issue Date", "Employee Name", "Amount Paid", "Amount Tendered", and "Order Number". A single entry is visible: "12/15/2010 12:17:50 PM Gift Card", "Delight Store Owner", "\$5.35", "\$5.35", and "37". A "VOID" button is located to the right of the table.
- Order Number Section:** Features a search input field with a magnifying glass icon and a numeric keypad with buttons for digits 0-9, a decimal point, and "00". Additional buttons include "Back", "Clear", and "ENTER".
- Done Button:** A yellow button with a green checkmark and the text "Done" is located at the bottom right of the interface.

8.5 Discount setup



Owner can make different rate of discount. This function helps owners to add, edit and delete discounts for customers.

The screenshot shows the 'Discount' setup screen in the DelightPOS application. The interface includes the following elements:

- Header:** 'DelightPOS' logo and the date/time '12/17 Fri 01:27 PM'.
- Filter and Search:** A 'Filter:' input field and a 'Search' button.
- Discount List (Left Panel):** A scrollable list of existing discounts:
 - Manual Discount: \$7.50, 12/31/1999
 - amount discount: \$10.00, 1/1/2009
 - New Discount: 15%
 - Percentage disc: 20%, 11/10/2009
 - \$10 Off2: \$10.00, 11/10/2009
 - New Discount: \$1.00, 1/1/2010
- Discount Form (Center):**
 - Name:** 'Manual Discount' (input field)
 - Expiration Date:** '12/31/99' (input field)
 - Amount:** '7.50' (input field)
 - Discount Type:** 'Amount' (dropdown menu)
 - Discount Code:** 'Manual Discount' (input field)
 - Barcode:** (empty input field)
- Action Buttons (Right Panel):**
 - Done:** A yellow button with a green checkmark.
 - New Discount:** A button with a red 'New' badge.
 - Delete Discount:** A button with a trash can icon.
 - Cancel:** A red button with a red 'X' icon.
- Keypad (Bottom):** A numeric keypad with letters (Q-Z), numbers (0-9), and special characters (!, @, #, +, -, /, ;, ,). It also includes 'Caps', 'Space', 'Back', 'Clear', and 'ENTER' buttons.

8.6 Application Setting



Users can change some settings such as Backup folder, tax percentage and change default setting for store. They can setup new printer and credit card processing. In addition users can add/remove permission to employees here.

8.6.1 Back up Setting

Users need to set backup folder to keep data in a safe place to facilitate data recovery easily.

9 Reports



Owner can access report function to check sales, employees, payment and order status. Owner also can select report type and detail report type for print report to printer.

DelightPOS -Back Office
Delight Store Owner
12/08 Wed 04:00 PM

Snapshot

Reports

Employee Analysis

Time Card Review

Backup Database

Sales
Employee
Payment
Other
All

Sales By Day

Order List

Order Detail List

Discount Given

Payment List

Best Sellers

Sales By Category

Sales By Server

Item Track By Server

Server Track By Item

Filter

From: To: Refresh Print

Order Listing ScanQ Restaurant and Bar L

11/8/2010 to 12/8/2010

Order #	Date	Employee	Sub Total	Tax	Gratuity	Discount
5	Wed 11/17/10 10:57 AM	Cashier Cashier	\$36.67	\$2.56	\$0.00	\$0.00
8	Wed 11/17/10 02:05 PM	Cashier Cashier	\$26.37	\$1.86	\$0.00	\$0.00
9	Mon 11/22/10 08:48 AM	Cashier Cashier	\$2.45	\$0.17	\$0.00	\$0.00
10	Mon 11/22/10 09:01 AM	Cashier Cashier	\$29.15	\$2.05	\$0.00	\$0.00
11	Mon 11/22/10 09:15 AM	Delight Store Owner	\$1.00	\$0.07	\$0.00	\$0.00
12	Mon 11/22/10 09:15 AM	Delight Store Owner	\$7.00	\$0.49	\$0.00	\$0.00
13	Mon 11/22/10 09:15 AM	Delight Store Owner	\$7.71	\$0.55	\$0.00	\$0.00
15	Mon 11/22/10 03:02 PM	Cashier Cashier	\$14.30	\$1.01	\$0.00	\$0.00
16	Mon 11/22/10 04:27 PM	Cashier Cashier	\$17.25	\$1.21	\$0.00	\$0.00
17	Mon 11/22/10 04:45 PM	Cashier Cashier	\$14.19	\$0.99	\$0.00	\$0.00
20	Tue 11/23/10 12:01 PM	Delight Store Owner	\$5.25	\$0.37	\$0.00	\$0.00
21	Tue 11/23/10 03:11 PM	Delight Store Owner	\$36.69	\$2.59	\$0.00	\$0.00

Menu Setup

Employees

Payment

Discount

Gift Card

Dining Setup

Settings

Close

9.1 Employee Analyzing Report



Owner can control, manage and evaluate employees' performance in the store. There are four options which owner can use to compare employees' activities.

<h3>Hours Total Summary</h3> <p> <input checked="" type="radio"/> Period <input type="radio"/> Last Period <input type="radio"/> 7 Days <input type="radio"/> 30 Days </p> <table border="1"> <tr> <td>Owner Owner</td> <td>-4.2H</td> </tr> </table>	Owner Owner	-4.2H	<h3>Top Sellers</h3> <p> <input checked="" type="radio"/> Period <input type="radio"/> Last Period <input type="radio"/> 7 Days <input type="radio"/> 30 Days </p> <table border="1"> <tr> <td>Owner Owner</td> <td>\$37.33</td> </tr> </table>	Owner Owner	\$37.33
Owner Owner	-4.2H				
Owner Owner	\$37.33				
<h3>Order Void</h3> <p> <input type="radio"/> Period <input checked="" type="radio"/> Last Period <input type="radio"/> 7 Days <input type="radio"/> 30 Days </p> <table border="1"> <tr> <td>Owner Owner</td> <td>\$55.11</td> </tr> </table>	Owner Owner	\$55.11	<h3>Discount Total</h3> <p> <input checked="" type="radio"/> 24h <input type="radio"/> Last 3 Days <input type="radio"/> 7 Days <input type="radio"/> 30 Days </p> <table border="1"> <tr> <td>Owner Owner</td> <td>\$0.00</td> </tr> </table>	Owner Owner	\$0.00
Owner Owner	\$55.11				
Owner Owner	\$0.00				