

# W&O Restaurant POS User Guide

## V5.0.1

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## Chapter 1: Restaurant Settings

The first task of setting up Restaurant POS is completing your Restaurant profile. Tap Settings > Restaurant

The screenshot shows the 'Restaurant' settings screen. At the top, there is a blue header with a back arrow and the text 'Restaurant'. Below this, there are several input fields:

- Name:** A text field containing 'Restaurant name' with a light blue highlight.
- Email:** A text field containing 'Restaurant email'.
- Currency:** A text field containing 'USD(\$)'.
- Currency position:** A dropdown menu showing '\$9.9'.
- Decimal place:** A text field containing '2', with minus and plus icons to its right for adjustment.
- Operation hours:** Two text fields containing '12:00 AM' and '11:59 PM'.

Below the operation hours fields, there is a note: 'Operation hours will be used in viewing report. You can set end time earlier than start time for pub operation hours.'

At the bottom of the screen, there is a prominent red button labeled 'Save'.

You can setup Name, Email, Currency and Decimal Place. Ensure anything entered here is appropriate for public consumption, and their formats are correct. The email entered here will be the default email when you send report on W&O POS.

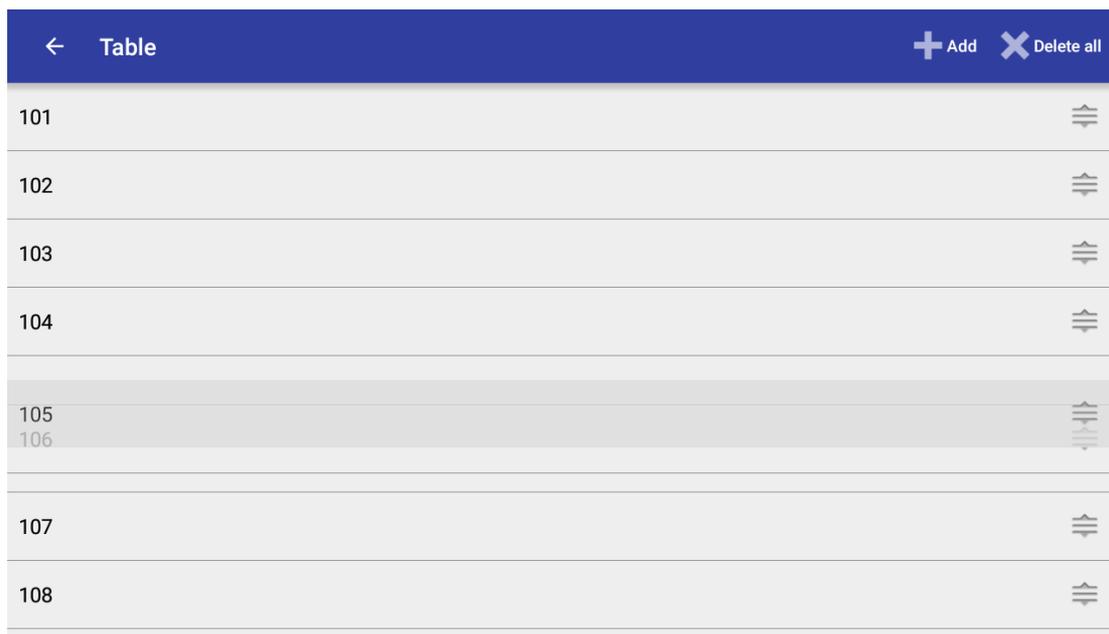
## Chapter 2: Setting Up Your Menu

### 2.1 Setting Up Your Table Group



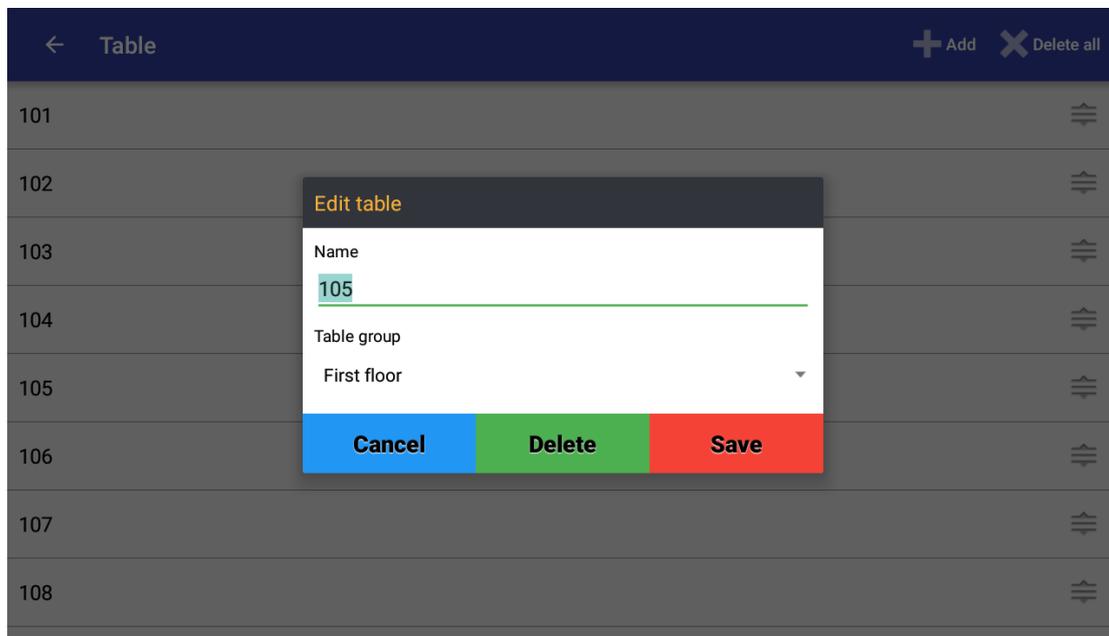
You can manage Table Group by Add, Update and Delete. You can assign Receipt Printer to Table Group supporting multiple printers. You cannot delete Table Group if the order is using and has not closed yet.

### 2.2 Setting Up Your Table



## W&O Restaurant POS

You can manage Table by Add, Update and Delete. You can arrange Table Sequence by tapping the icon on right side and dragging them to wherever position that you want.



Tap on the bar of each table and you can assign it to different Table Group. You cannot delete Table if the order is using and has not closed yet.

### 2.3 Setting Up Your Category



## W&O Restaurant POS

You can manage Category by Add, Update and Delete. We also provide Import and Export to help you easily creating categories. You can set Background Color and Position of the category but cannot delete Category if the order is using and has not closed yet.

### 2.4 Setting Up Your Item

The screenshot displays the 'Item' management interface. On the left, there is a list of items under the 'Salads' category, which is highlighted with an orange border. The items listed are: Endive & Orange (\$13.00), Caesar Salad (\$15.00), French Green Beans (\$15.00), Arugula (\$12.00), Acar (\$14.00), Afghan salad (\$19.00), Antipasto (\$15.00), and Bean salad. On the right, the configuration panel for the selected item is shown. It includes an 'Enable' toggle (checked), a 'Name' field, a 'Category' field, a 'Kitchen Name' field, and several price fields: 'Price 0', 'Takeout Price 0', 'Member Price 1 0', 'Member Price 2 0', 'Member Price 3 0', and 'Cost 0'. Each price field has minus and plus buttons for adjustment. A red 'Save' button is located at the bottom of the configuration panel.

You can manage Item by Add, Update, Duplicate and Delete. We also provide Import and Export to help you easily creating items. On the Item detail screen, you can assign Modifier, Kitchen Note, Printer, Kitchen Display and Tax. Kitchen Name is used in kitchen printout. You cannot delete Item if the order is using and has not closed yet.

## W&amp;O Restaurant POS

Item	Price	Order
Endive & Orange	\$13.00	≡
Caesar Salad	\$15.00	≡
French Green Beans	\$15.00	≡
Arugula	\$12.00	≡
	\$14.00	≡
Afghan salad	\$19.00	≡
Antipasto	\$15.00	≡
Bean salad		≡

Enable	<input checked="" type="checkbox"/>
Name	<input type="text"/>
Category	<input type="text"/>
Kitchen Name	<input type="text"/>
Price 0	<input type="text"/> - <input type="text"/>
Takeout Price 0	<input type="text"/> - <input type="text"/>
Member Price 1 0	<input type="text"/> - <input type="text"/>
Member Price 2 0	<input type="text"/> - <input type="text"/>
Member Price 3 0	<input type="text"/> - <input type="text"/>
Barcode 1	<input type="text"/>

**Save**

You can change the sequence of the items by pressing it and dragging it to wherever you want. Also, Cost and Stock QTY fields will disappear once you set up the inventory function, and you can manage them in the Inventory Management. (Chapter 15)

## 2.5 Setting Up Your Modifier

Modifier	Order
Drink	≡
Size	≡

Group Name	<input type="text" value="Size"/>
Add	<input type="button" value="Add"/>
Delete all	<input type="button" value="Delete all"/>
Import	<input type="button" value="Import"/>
Export	<input type="button" value="Export"/>
+ Regular	\$1.00
+ Large	\$2.00

**Delete** **Save**

You can manage Modifier by Add, Update and Delete. We also provide Import and Export to help you easily creating modifiers. Modifier is used to adjust the price of Item.

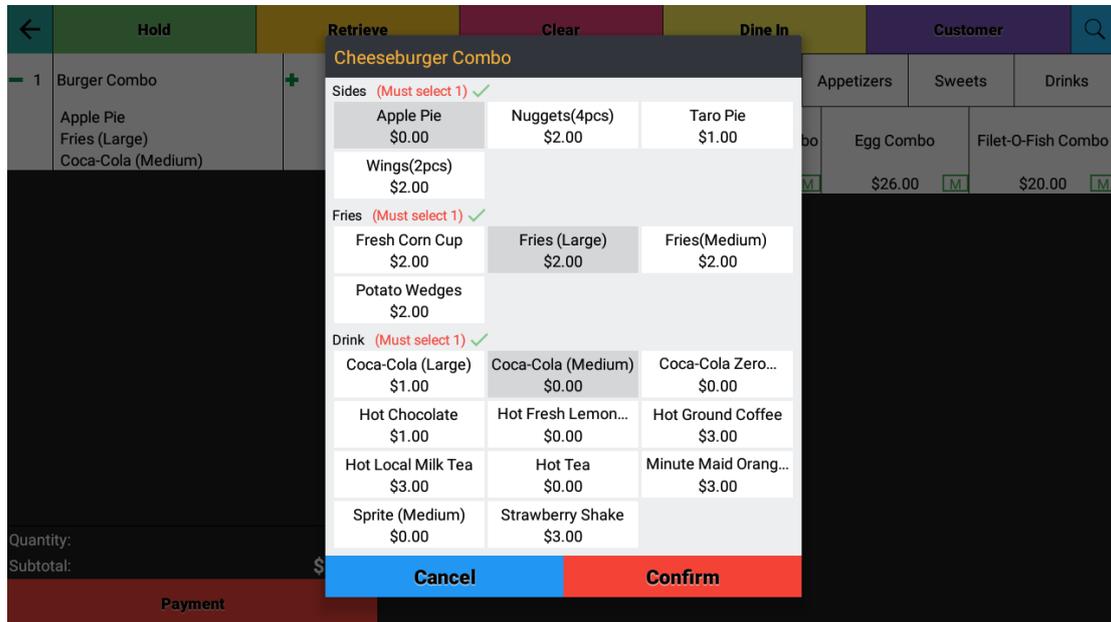
## W&amp;O Restaurant POS

When tapping the add icon on the upper right corner, you can go to the page for setting up new modifier group. After inputting all information, you can tap Save to save the new group.

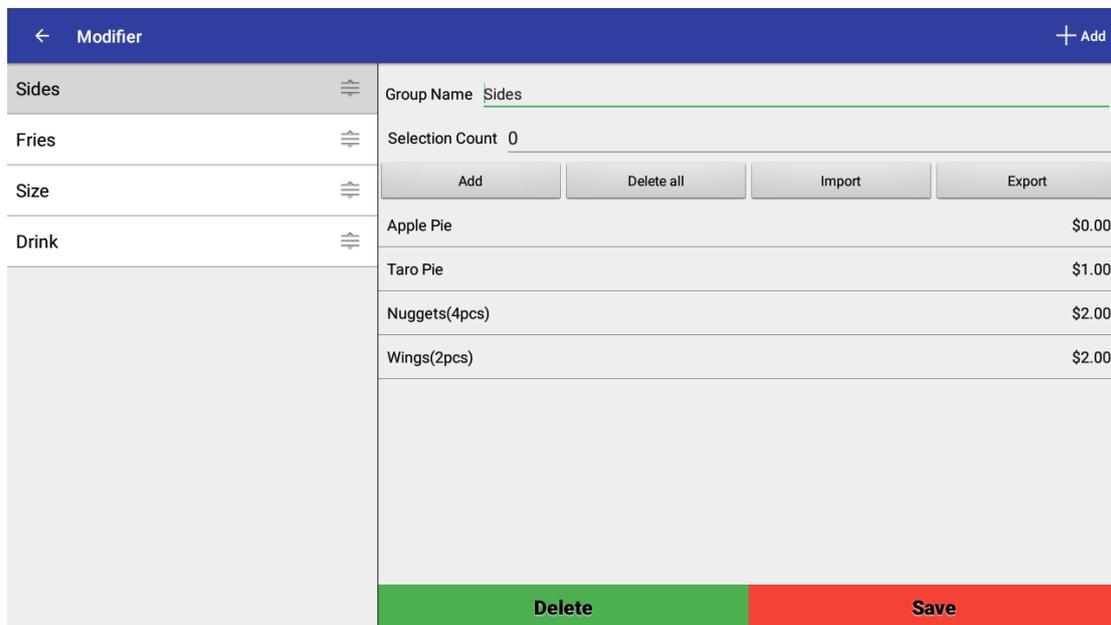
To enable these settings, you have to assign them to your menu in the item screen; otherwise, you cannot see these modifiers in the ordering screen.

## 2.6 Setting Up Meals

### 2.6.1 Setup Meals by Modifiers

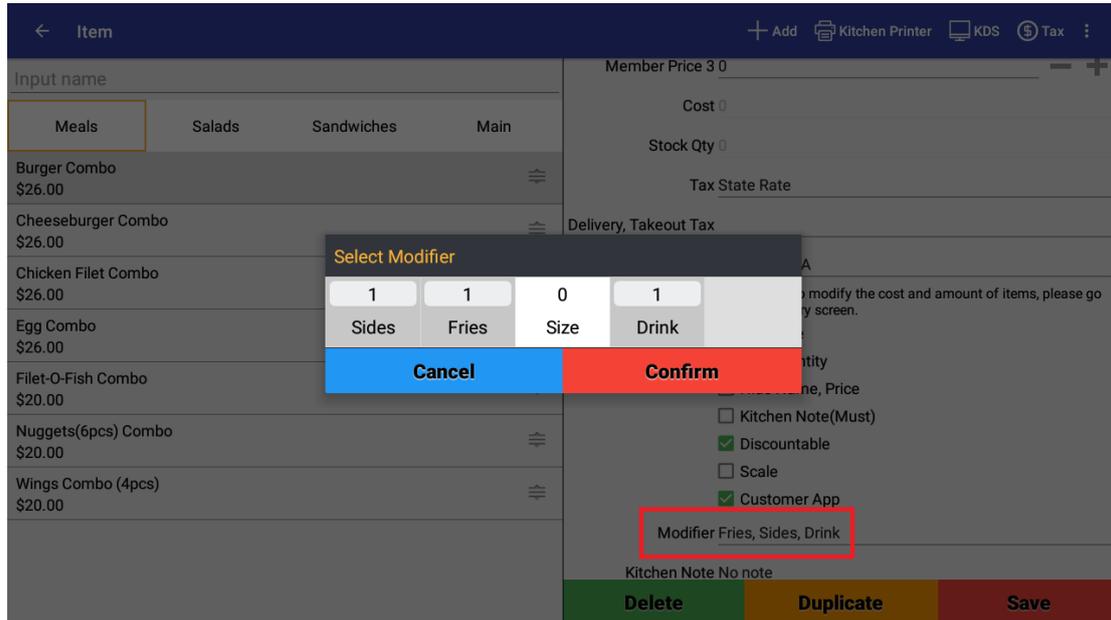


### First setup Modifier Group



## W&O Restaurant POS

Then assign Modifier Group to Item.



### 2.6.2 Setup Meals by Combination Discount

←		Hold	Retrieve	Clear	Dine In	Customer	🔍				
- 1	Endive & Orange	+	\$13.00	Meals	Salads	Sandwiches	Main	Appetizers	Sweets	Drinks	
- 1	Coffee	+	\$1.60	Arugula	Endive & Orange	Caesar Salad	French Green Beans	Acar			
	Rice set special(-\$0.40)			\$12.00	x1 \$13.00	\$15.00	\$15.00	\$14.00			
	Afghan salad			\$19.00	Antipasto	Bean salad	Cappon magro	Larb			
	Chicken salad			\$16.00	Karedok	Dressed herring	Egg salad	Fruit salad			
	Glasswort salad			\$14.00	Greek salad	Ham salad	Israeli salad	Jello salad			
					\$12.00	\$13.00	\$15.00	\$15.00			
Quantity:				2							
Subtotal:				\$14.60							
				Payment							

## W&O Restaurant POS

First setup Combination Discount, then taking order. When you are ordering “Endive & Orange” and Coffee. The Coffee will be auto discounted at 20% off.

← Promotion Combination Discount
+ Add

Rice set special <span style="float: right; color: green;">✓</span>	The combine discount only work on same day. If the end time is in next day, you need to create another schedule.
Sushi set special <span style="float: right; color: gray;">✓</span>	Enable <input checked="" type="checkbox"/> <input type="checkbox"/> Customer App Name <input type="text" value="Rice set special"/> Start Date <input type="text" value="07/07/2018"/> End Date <input type="text" value="07/07/2018"/> Start Time <input type="text" value="12:00 AM"/> End Time <input type="text" value="11:59 PM"/> Percentage <input checked="" type="radio"/> Amount <input type="radio"/> Price <input type="text" value="% 20"/> Choose Items <input type="text" value="Arugula,Endive &amp; Orange,Caesar Salad"/> Discount Items <input type="text" value="Coffee,Tea,Coke"/> <input checked="" type="checkbox"/> Sundays <input checked="" type="checkbox"/> Mondays <input checked="" type="checkbox"/> Tuesdays <input checked="" type="checkbox"/> Wednesdays <input checked="" type="checkbox"/> Thursdays <input checked="" type="checkbox"/> Fridays <input checked="" type="checkbox"/> Saturdays
<div style="display: flex; justify-content: space-around; background-color: #2c5e8c; color: white; padding: 5px;"> <span style="background-color: green; color: black; padding: 5px 15px; border-radius: 5px;">Delete</span> <span style="background-color: red; color: white; padding: 5px 15px; border-radius: 5px;">Save</span> </div>	

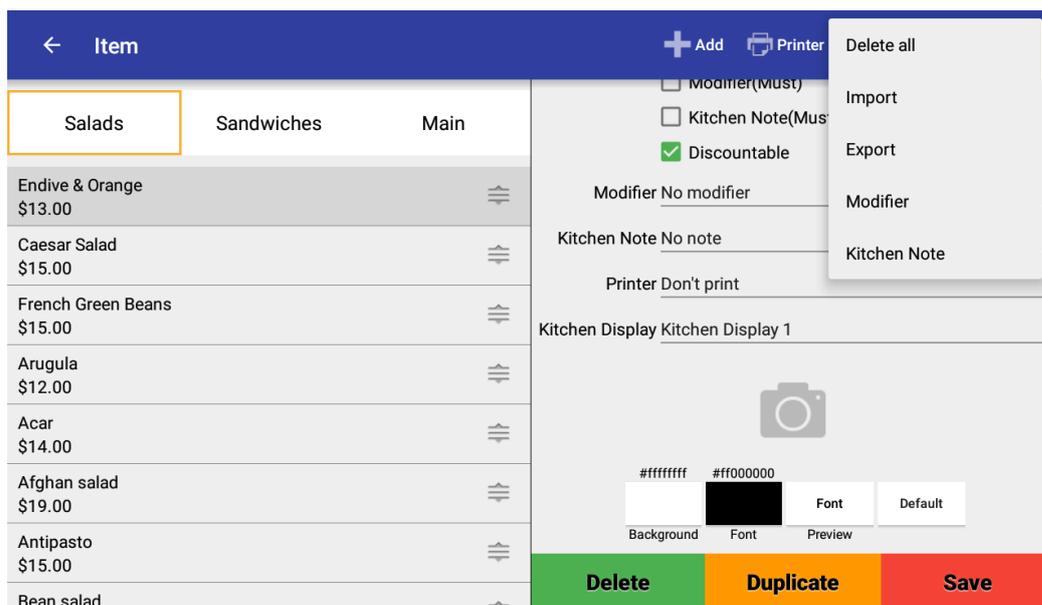
## 2.7 Setting Up Your Kitchen Note

← Kitchen Note
+ Add

Size	Group Name <input type="text" value="Temperature"/>
Flavor	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> <span>Add Note</span> <span>Delete all</span> <span>Import</span> <span>Export</span> </div>
Add Sugar	<input type="text" value="Less ice"/>
Add milk	<input type="text" value="Much ice"/>
Temperature	<input type="text" value="Regular cold"/>
Accessories	<input type="text" value="Hot"/>
<div style="display: flex; justify-content: space-around; background-color: #2c5e8c; color: white; padding: 5px;"> <span style="background-color: green; color: black; padding: 5px 15px; border-radius: 5px;">Delete</span> <span style="background-color: red; color: white; padding: 5px 15px; border-radius: 5px;">Save</span> </div>	

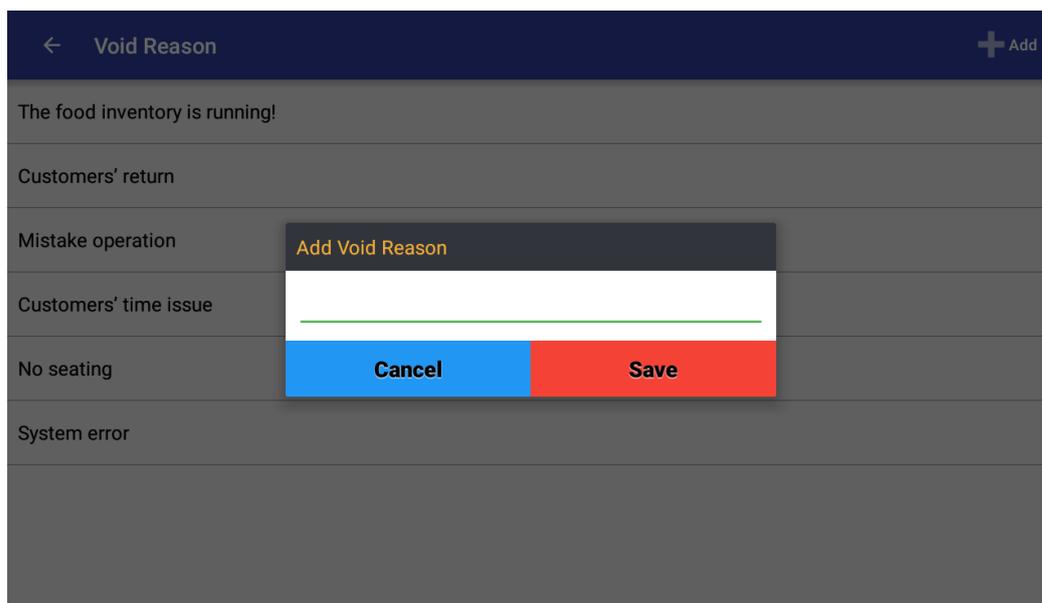
You can preset Kitchen Note. The Kitchen Note will show on kitchen print out.

W&O Restaurant POS



To enable these settings, you have to assign them to your menu item in the item screen; otherwise, you cannot see these kitchen notes in the ordering screen.

### 2.8 Setting Up Your Void Reason



You can preset Void Reason. When Void Item or Void Order, you can choose from them.

## 2.9 Setting Up Your Price Schedule

← Price Schedule + Add

Morning special ✓	Name	birthday
Lunch special ✓	Start Date	2016-11-04
Afternoon tea special ✓	End Date	2016-11-04
	Start Time	12:00 AM
	End Time	11:59 PM
	Percentage	Amount
	Price	\$ 5

Choose Items

Sundays     Mondays     Tuesdays     Wednesdays     Thursdays  
 Fridays     Saturdays

Disable

**Save**

You can manage Price Schedule by Add, Update, Delete, Enable and Disable. The Price Schedule is used to adjust price of specific Item at specific day and time. Remember to tap the switch on the bottom to enable your price schedule.

## 2.10 Setting Up Your Discount

← Discount + Add

VIP	25%
Coupon 5	\$5.00
Coupon 10	\$10.00
Coupon 15	\$15.00
Happy hour	30%

**Update Discount**

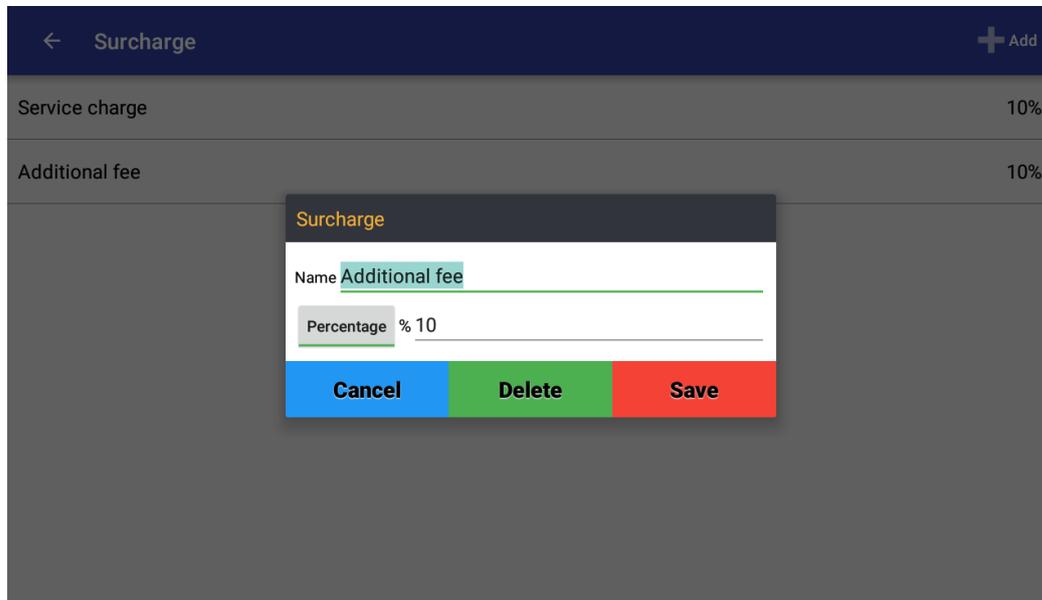
Reason

Amount

Cancel
Delete
Save

You can preset Discount with percentage or amount. Tap the amount icon and you can change to percentage.

## 2.11 Setting Up Your Surcharge



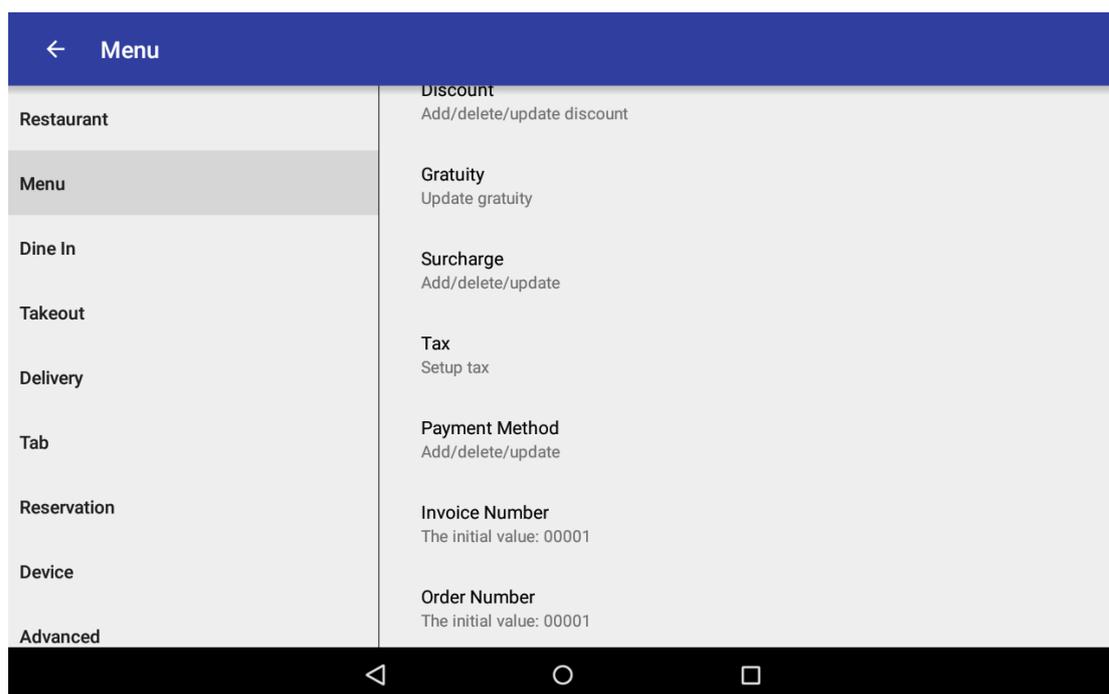
You can preset Surcharge with percentage or amount.

## 2.12 Setting Up Your Tax

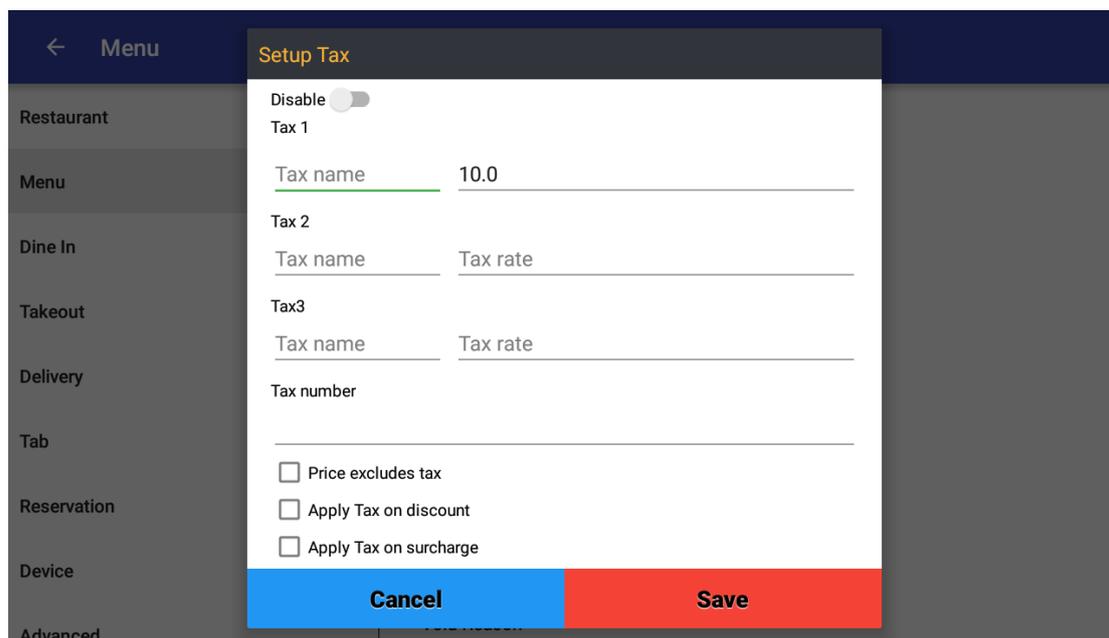
W&O POS supports menu prices Include Tax or Exclude Tax. Here shows how to setup Include Tax.

1. From the Menu, go to Settings>Menu>Tax.

W&O Restaurant POS

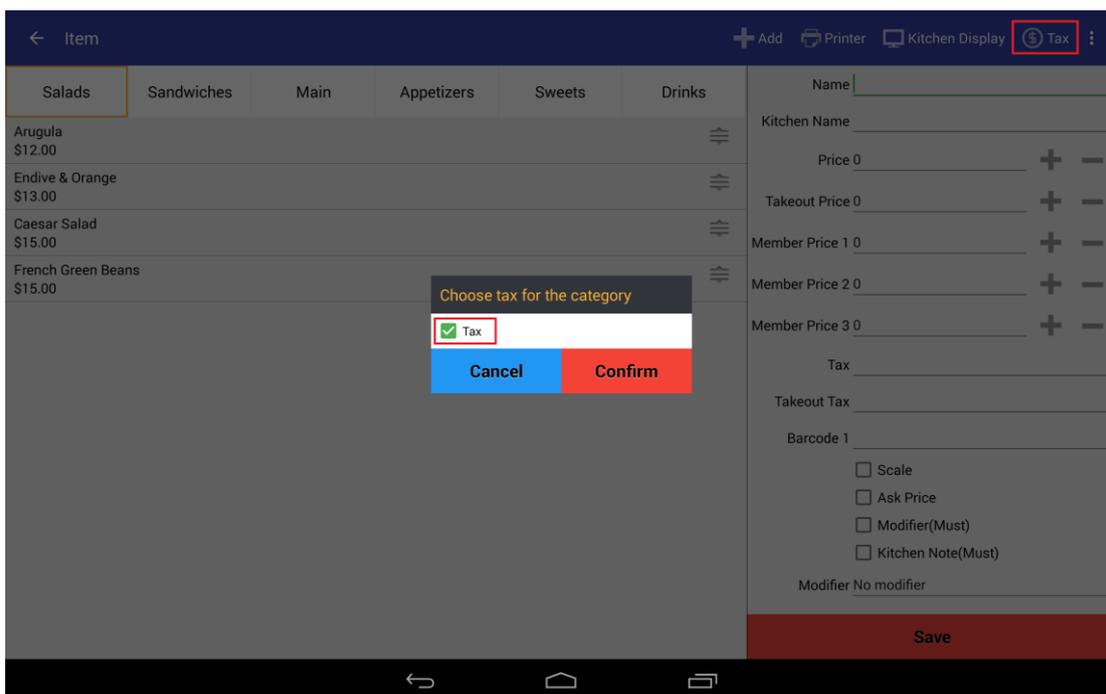


2. Input Tax Name and Tax Rate. And Choose Item Price Includes Tax.



3. Then assign Tax to Menu Item

W&O Restaurant POS

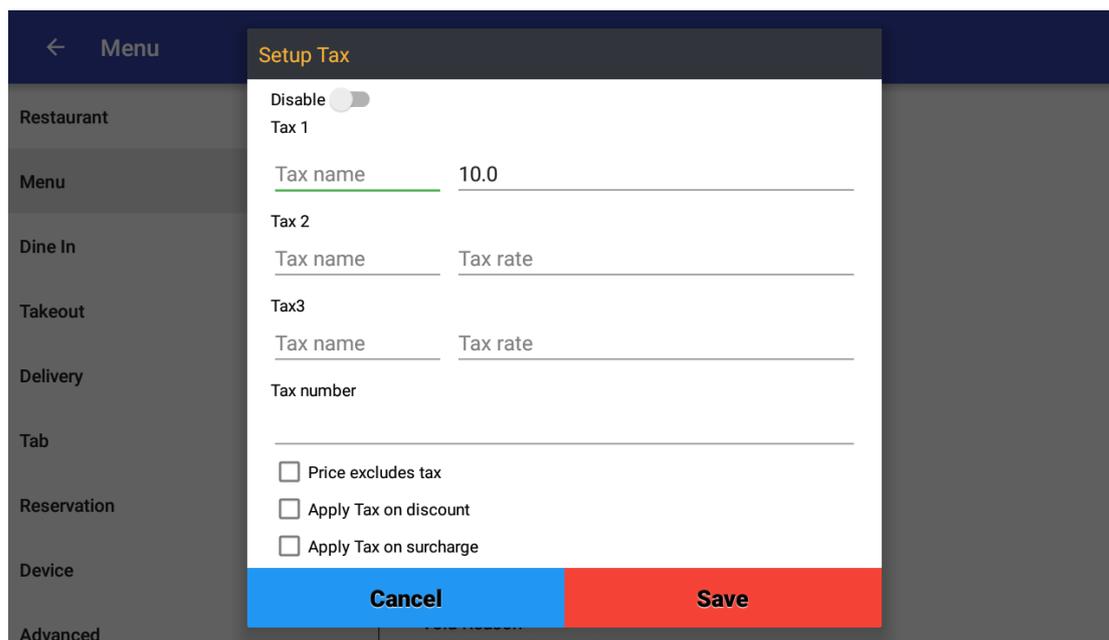


4. When you close the order, the tax is included in the menu price. The tax amount is showing for reference.

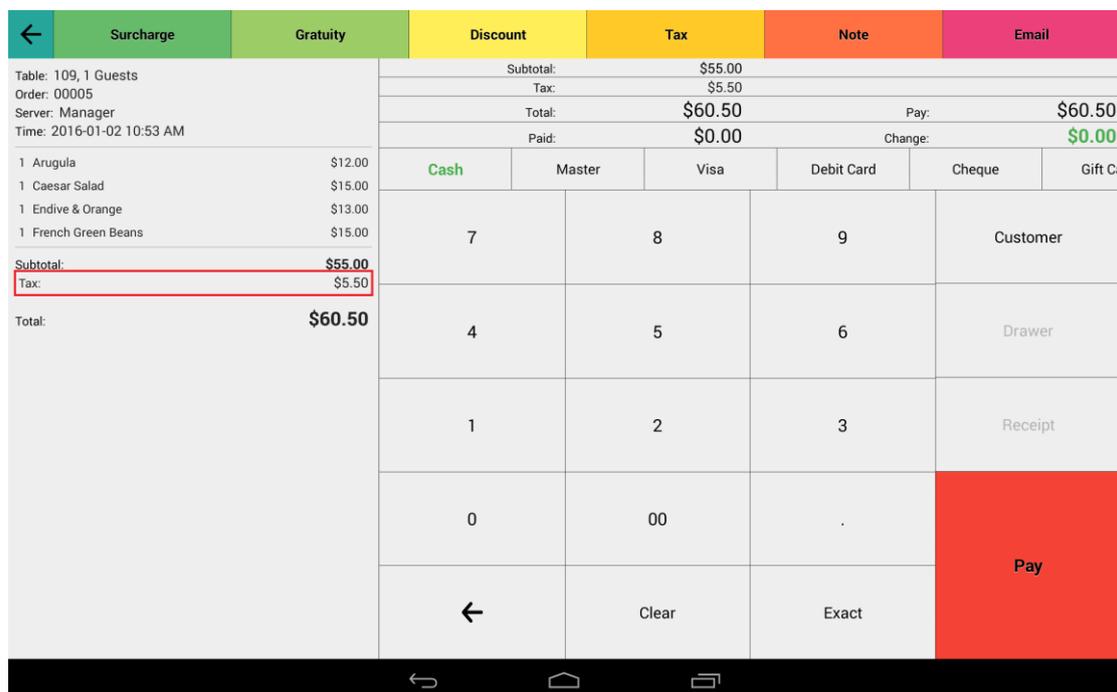
←	Surcharge	Gratuity	Discount	Tax	Note	Email
Table: 109, 1 Guests		Subtotal:		\$55.00		
Order: 00005		Tax:		\$4.99		
Server: Manager		Total:		\$55.00	Pay:	\$55.00
Time: 2016-01-02 10:55 AM		Paid:		\$0.00	Change:	\$0.00
1 Arugula	\$12.00	Cash	Master	Visa	Debit Card	Cheque
1 Caesar Salad	\$15.00	7	8	9	Customer	
1 Endive & Orange	\$13.00	4	5	6	Drawer	
1 French Green Beans	\$15.00	1	2	3	Receipt	
Total:	\$55.00	0	00	.	Pay	
Tax Included in Total:	\$4.99	←	Clear	Exact		

Here is how to setup Exclude Tax. In the Setup Tax, choose Item Price Excludes Tax.

W&O Restaurant POS

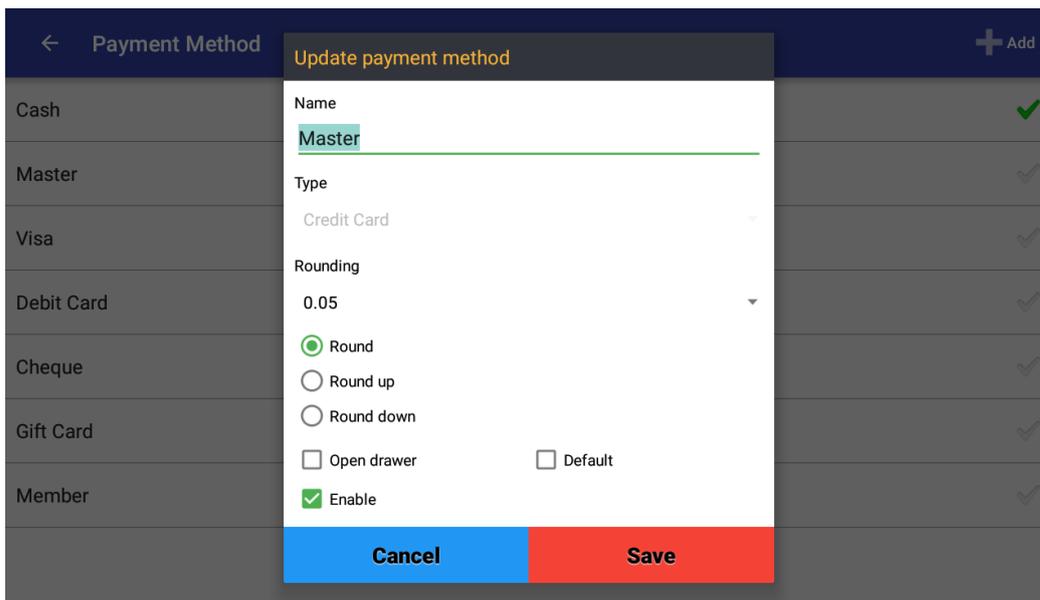


Then when you close the order, the tax is excluded in the menu price. The tax amount is calculated and adds to the total amount.



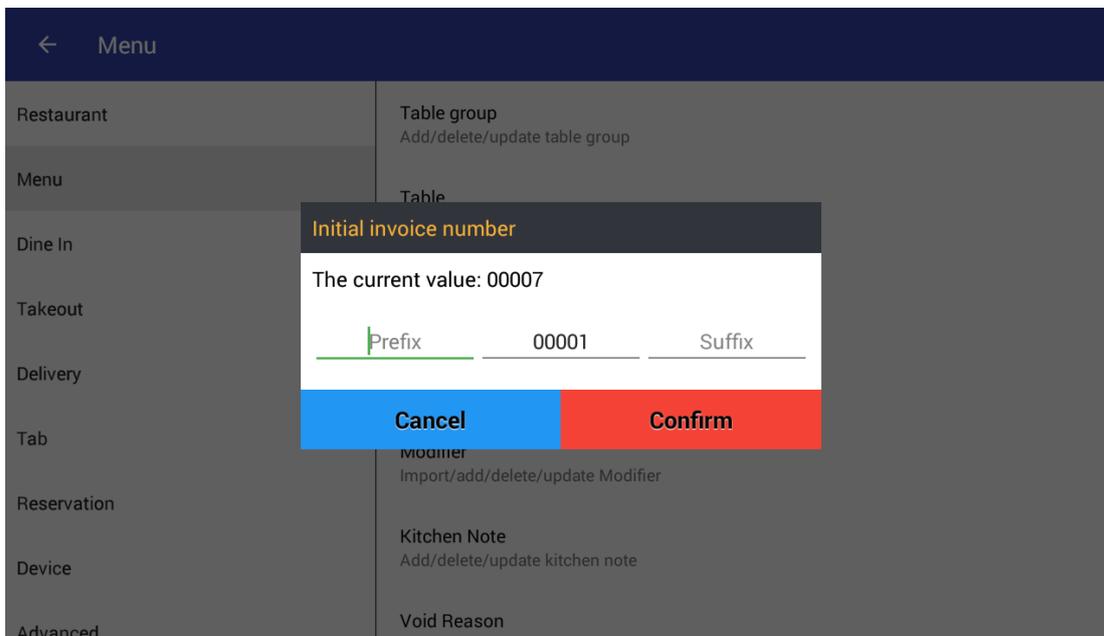
## 2.13 Setting Up Your Payment Method

### W&O Restaurant POS



You can manage Payment Method by Add, Update and Delete. If the Open Drawer is checked, the cash drawer will be opened when you close Order. The Default Payment Method will be used when you make Quick Pay. You can also setup Rounding.

## 2.14 Setting Up Your Invoice Number

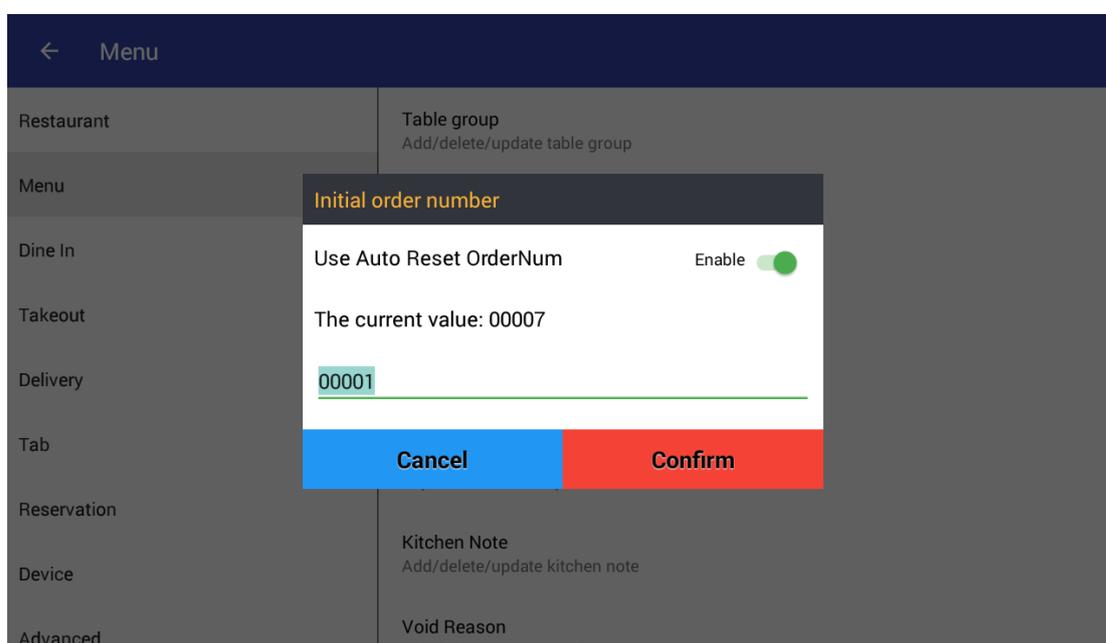


## W&O Restaurant POS

You need to setup Initial Invoice Number. The Prefix and Suffix cannot be empty, and the length of Order Number is no more than 13 digits. The Invoice Number will increase by 1 when you make new Order.

Distinguished from the Order Number, the Invoice number is shown to the customers, thus you can find it in the ordering and ordered screen, the receipt, and the Orders screen.

### 2.15 Setting Up Your Order Number



You need to setup Initial Order Number. Order Number is designed for concisely representing the order. In this way, the employees in your company could recognize the order quickly. Thus the Order Number can only be found in KDS, ordering and ordered screen, and seen by the employees. The length of Order Number is no more than five digits. The Order Number will increase by one when you make new Order.

## Chapter 3: Manage Employee

### 3.1 Setting Up Your Staff

← Staff		+ Add	
Admin	Administrator	Account	<input type="text"/>
manager	Manager	Role	Manager
cashier	Cashier	Password	<input type="text"/>
waiter	Waiter	Password again	<input type="text"/>
driver	Driver		
<b>Save</b>			

You can manage Employee by Add, Update and Delete. The password must be unique.

← Staff		+ Add	
Admin	Administrator	Account	Admin
manager	Manager	Role	Administrator
cashier	Cashier	Hourly Pay(\$)	6
waiter	Waiter	Password	.....
driver	Driver	Password again	.....
<b>Passwords match</b>			
<b>Save</b>			

## W&amp;O Restaurant POS

When enabling the Use Staff Salary option in the Settings -> Advanced -> Others, you can see the field called Hourly Pay in the Staff screen. Once you input the hourly pay, you can see the salary of the staff in the Clock screen.

### 3.2 Setting Up Your Role Permission

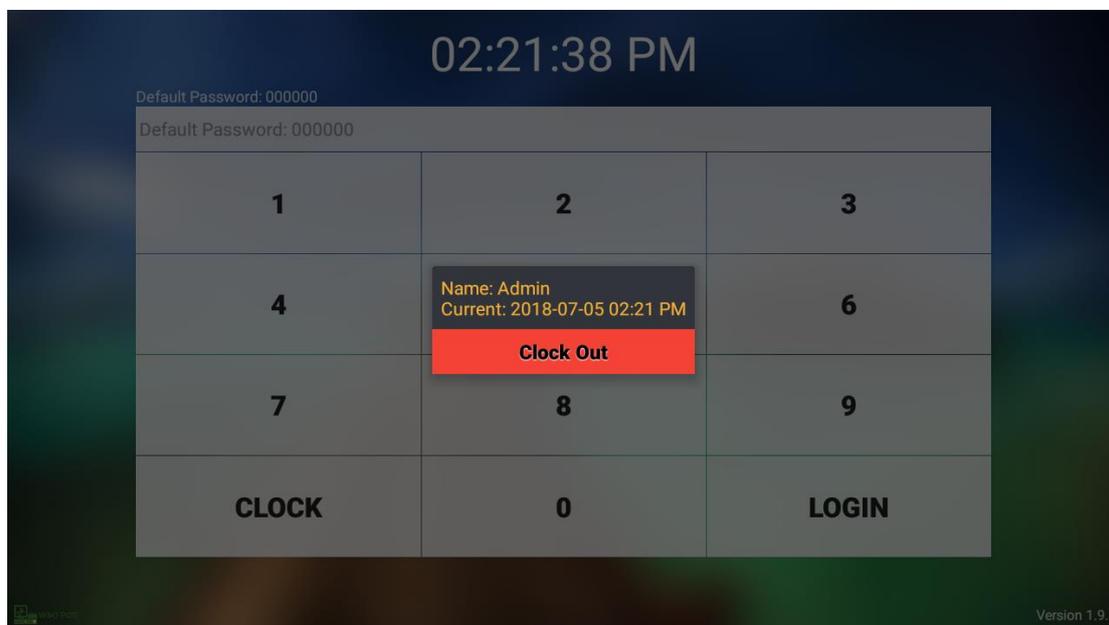
Role	Permission	Status
Manager	Dine In	<input checked="" type="checkbox"/>
	Delivery	<input checked="" type="checkbox"/>
Cashier	Take Out	<input checked="" type="checkbox"/>
	Tab	<input checked="" type="checkbox"/>
Waiter	Drawer	<input checked="" type="checkbox"/>
	Manage Delivery	<input type="checkbox"/>
Delivery Man	Reservation	<input checked="" type="checkbox"/>
	Expense	<input checked="" type="checkbox"/>

Save

The Role Permission is used to manage Employee permission. Once you check the check box, it means that the staff can see and use this function.

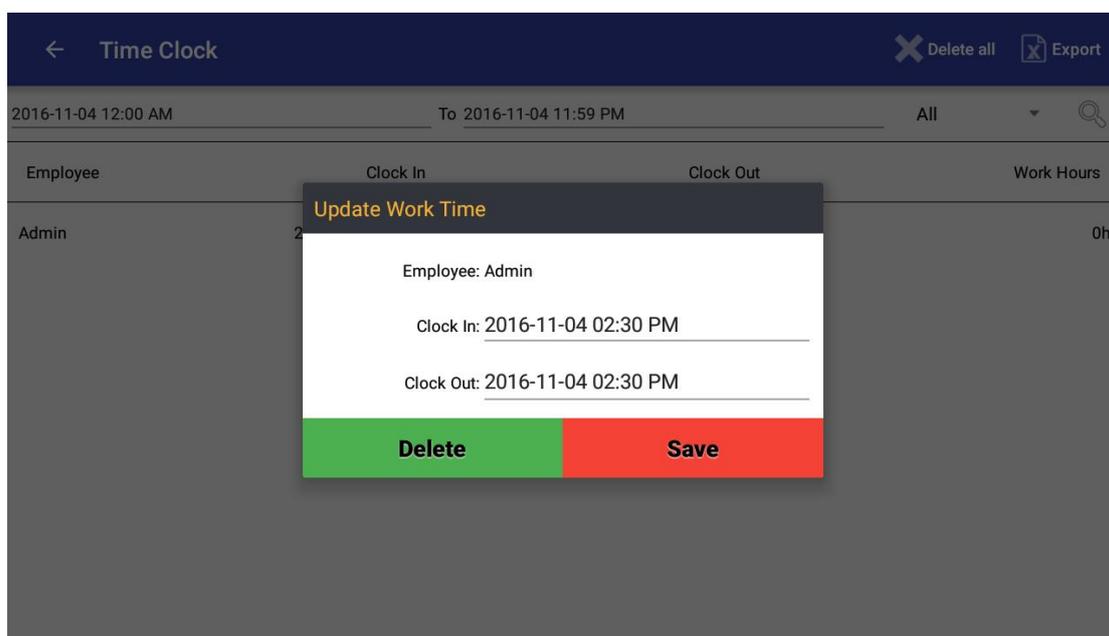
## Chapter 4: Time Clock

### 4.1 Time Clock



You can use Time Clock to Clock in/out or log in. For example, if you want to clock in, you can enter the password and click the Clock.

### 4.2 Time Clock Report



You can search Time Clock by date and employee. You can also update Time record when there is mistake.

### W&O Restaurant POS

Employee	Clock In	Clock Out	Work Hours
管理员	2016-07-27 01:49	2016-07-27 06:30	4.7h

The duration of work is from “clock in” to “clock out”.

**Auto Clock Out**

Auto Clock Out would come into effect once you input the time. If the staff forgot to clock out, system will add a clock out time for him, which is the same as his clock in time.

Interval(hours)

**Cancel** **Save**

## W&amp;O Restaurant POS

Time Clock			
Employee	Clock In	Clock Out	Work Hours
manager	2017/06/08 06:27 PM	2017/06/08 06:27 PM	0h

When you input number in Settings -> Advanced -> Others -> Auto Clock Out, it means you enable the auto clock out. Once a staff forgot to clock out, a record with 0 work hours will be created in the Time Clock screen. It is used to remind staff to clock out after the work.

Time Clock						
Employee	Clock In	Clock Out	Work Hours	Hourly Pay	Salary	
manager	2017/06/08 06:31 PM	2017/06/08 09:31 PM	3h	\$10.00	\$30.00	

If you enable the Use Staff Salary in Settings ->Advanced ->Others, and input the hourly pay in the Settings -> Restaurant -> Staff, you can see the salary of staff in the Time Clock screen.  $\text{Salary} = \text{Work Hours} * \text{Hourly Pay}$

## Chapter 5: Order

### 5.1 Table Status

The table icon has different colors, and each of them represents different order statuses. The following list the statuses and their trigger conditions.

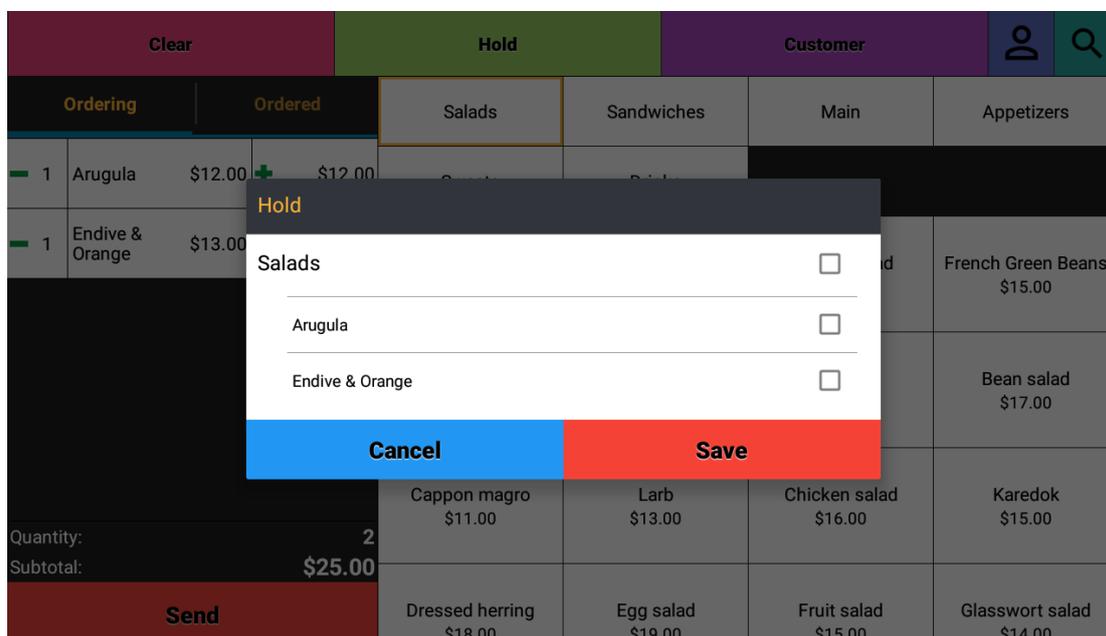
Delivery	Takeout	Tab	Orders	Drawer	Print	⋮
106	107	Admin 108 \$12.00 05:07 PM 5	109	110		
111	112	Admin 113 \$44.00 05:06 PM Hold 8	114	115		
116	117	Admin 118 \$28.00 05:07 PM Receipt 8	119	120		
121	122	Admin 123 \$12.00 05:10 PM 5	124	125		

When the table turns to yellow, it means this table has had one or more orders. When the table turns to red, it means some items of the order have been held. When the table turns to green, it means the receipt of this order has been printed.

When a dot appears on the table icon, it means the kitchen has finished some items, and the items or the order in KDS have been closed.

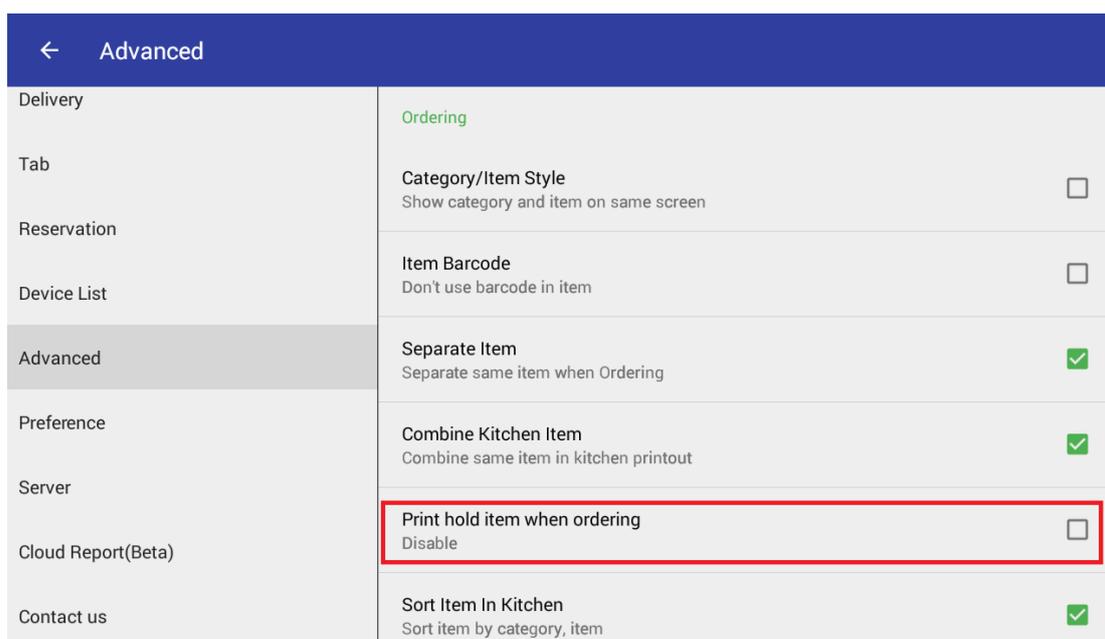
## 5.2 Ordering

### 5.2.1 Hold



You can use Hold to change the item status shown in the KDS (Chapter 6, 5), when the customer does not want to have the item served so early.

When the item is tapped, an item menu will show up. You can also hold the item from the item menu



W&O Restaurant POS

When you disable Print Hold Item When Ordering in Settings -> Advanced -> Ordering, the hold item will not be printed when you place your order. It will be printed only when you fire them.

5.2.2 Category/Item Style

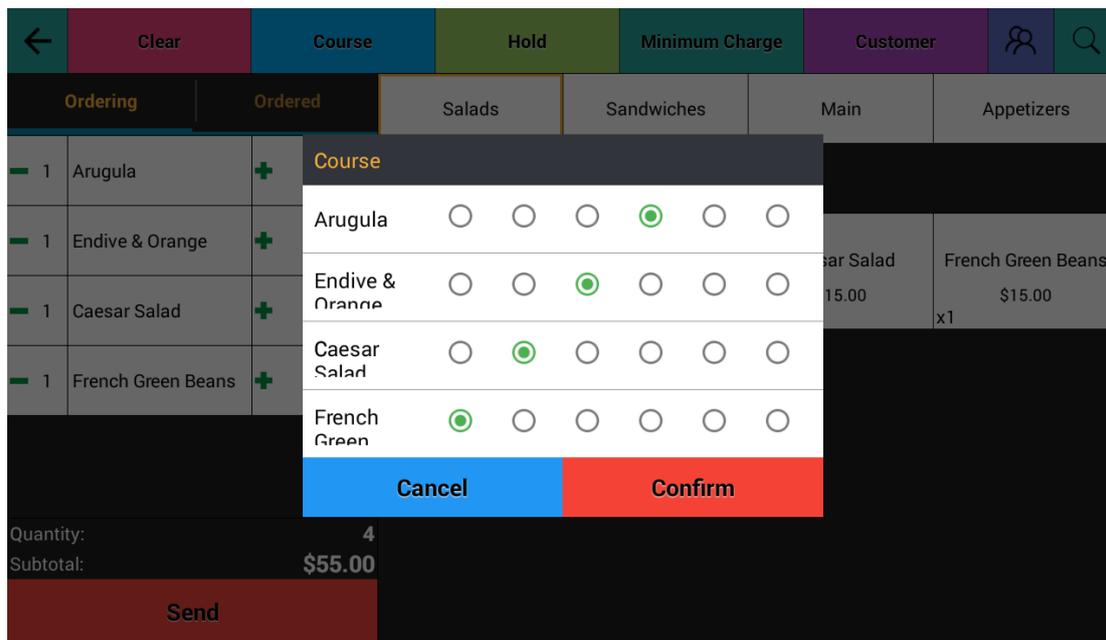
Clear		Hold		Customer			
Ordering	Ordered	Salads	Sandwiches	Main	Appetizers		
No Records		Sweets	Drinks				
		Endive & Orange \$13.00	Caesar Salad \$15.00	French Green Beans \$15.00	Arugula \$12.00		
		Acar \$14.00	Afghan salad \$19.00	Antipasto \$15.00	Bean salad \$17.00		
		Cappon magro \$11.00	Larb \$13.00	Chicken salad \$16.00	Karedok \$15.00		
		Dressed herring \$18.00	Egg salad \$19.00	Fruit salad \$15.00	Glasswort salad \$14.00		
Quantity: 0		Subtotal: \$0.00		<b>Send</b>			

When using small tablet, you may find that the screen cannot show the categories and items together completely. To solve this problem, in settings -> advanced -> Ordering -> Category/Item Style, you can change the way how the item and category show.

Hold	Customer				
	Endive & Orange \$13.00	Caesar Salad \$15.00	French Green Beans \$15.00		
Arugula \$12.00	Acar \$14.00	Afghan salad \$19.00	Antipasto \$15.00		
Bean salad \$17.00	Cappon magro \$11.00	Larb \$13.00	Chicken salad \$16.00		
Karedok \$15.00	Dressed herring \$18.00	Egg salad \$19.00	Fruit salad \$15.00		
Glasswort salad \$14.00	Greek salad \$12.00	Ham salad \$13.00	Israeli salad \$15.00		
0 0.00					

Hold	Customer				
Salads	Sandwiches	Main	Appetizers		
Sweets	Drinks				
[Large black area representing hidden content]					
0 0.00					

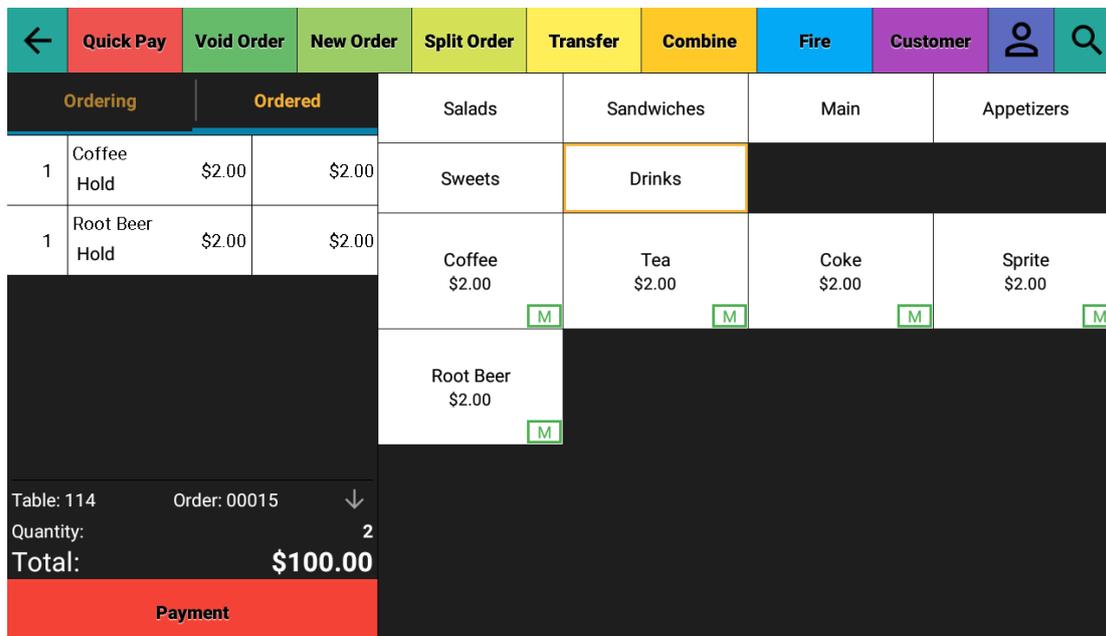
### 5.2.3 Course



You can arrange the Course for item when placing an order. After you send the order to kitchen, the item printed on the kitchen receipt was arrange as the course you set.

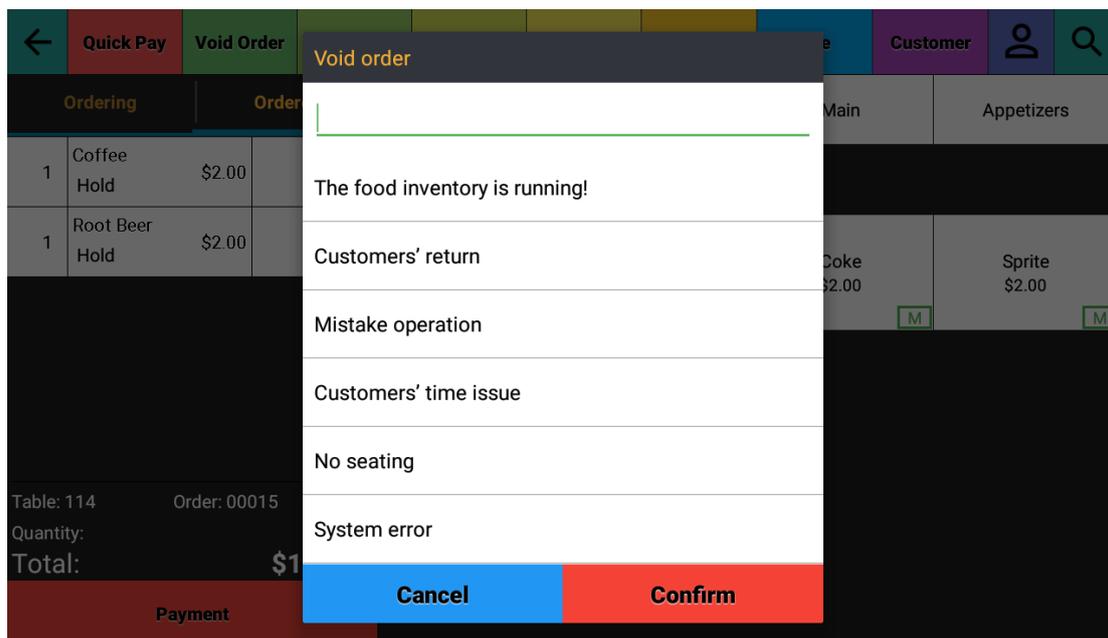
### 5.3 Ordered

#### 5.3.1 Quick Pay



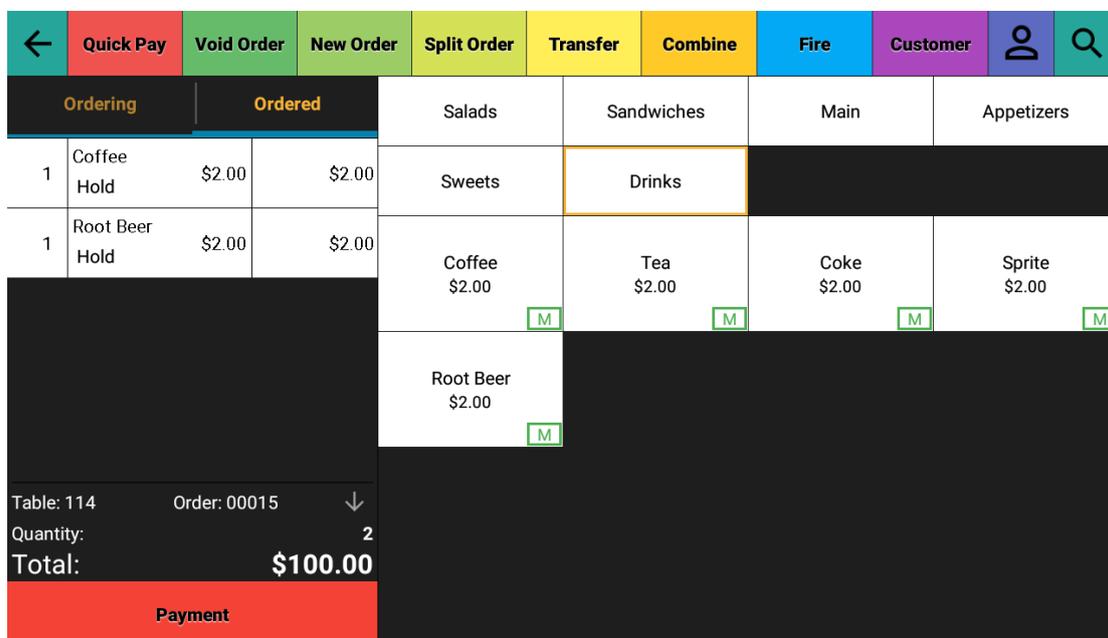
You can use Quick Pay to close order quickly with default Payment Method.

### 5.3.2 Void Order



You can Void Order with a reason you set before. (Chapter 2.7)

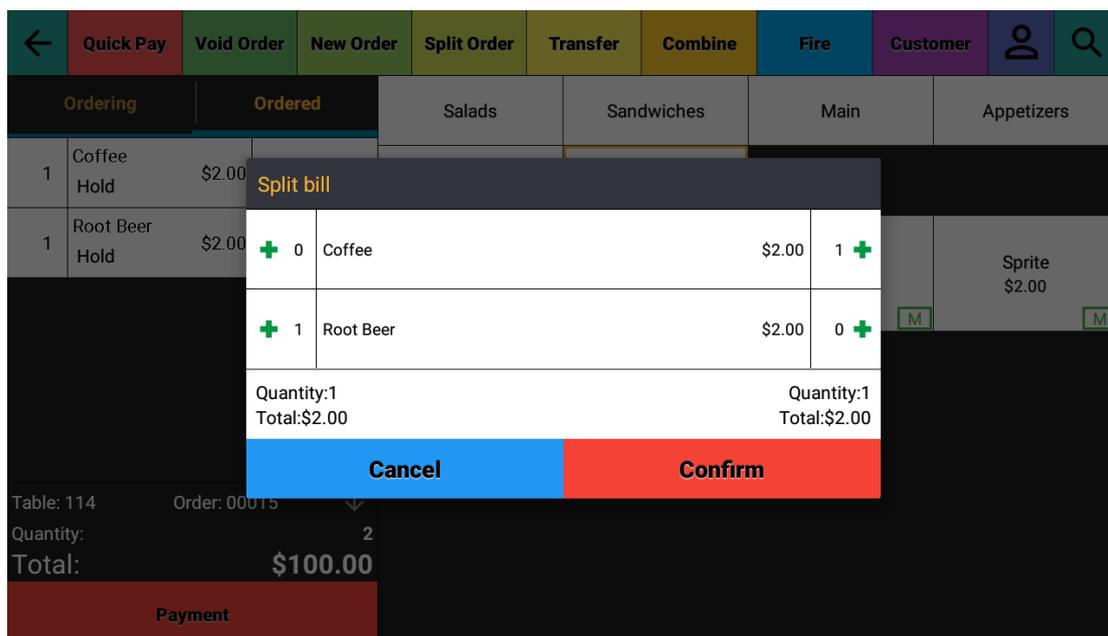
### 5.3.3 New Order



You can create another Order within same table.

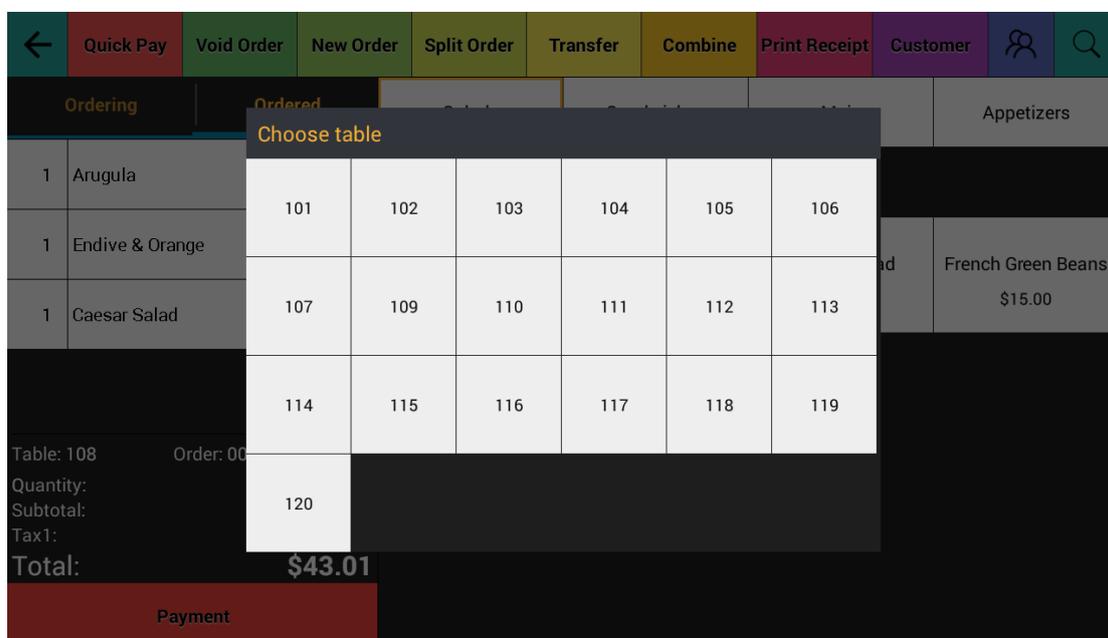
W&O Restaurant POS

5.3.4 Split Order



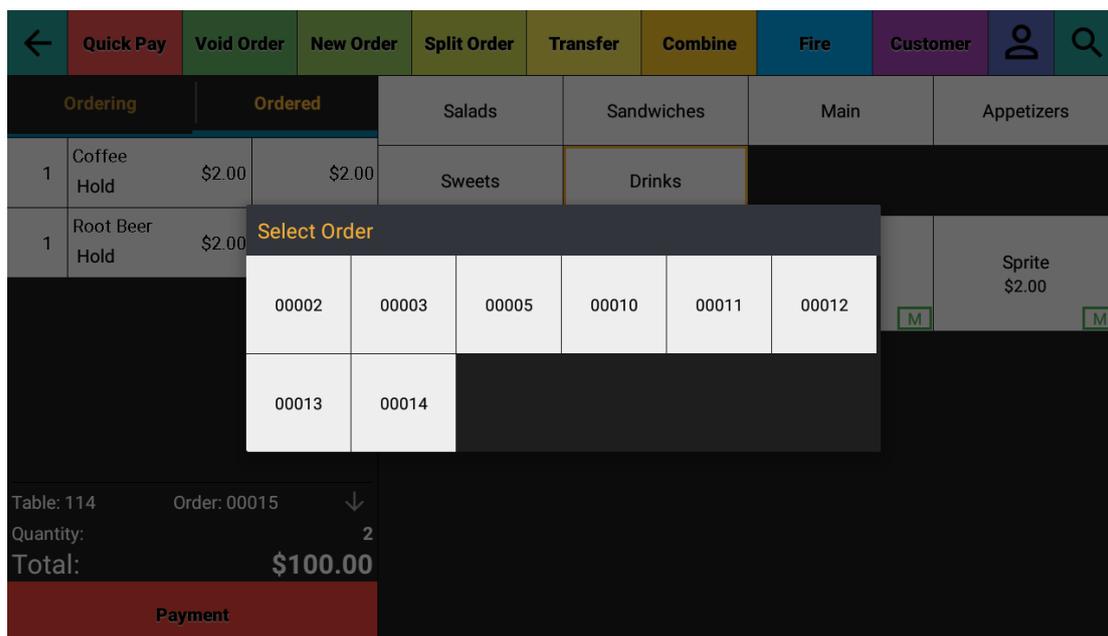
You can split order to two orders by choosing Item.

5.3.5 Transfer



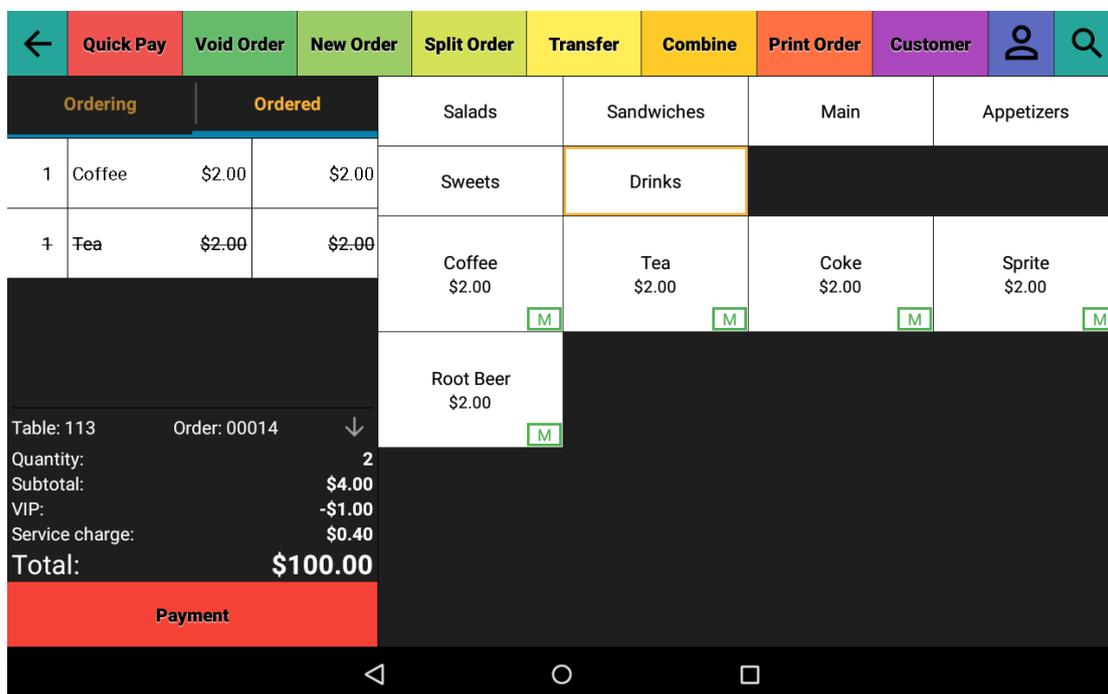
You can transfer Order to another Table.

### 5.3.6 Combine



You can combine two orders into one order.

### 5.3.7 Print Order



You can print Order without price in Order Printer.

### 5.3.8 Print Receipt

Ordering		Ordered		Salads	Sandwiches	Main	Appetizers
1	Coffee	\$2.00	\$2.00	Sweets	Drinks		
1	Tea	\$2.00	\$2.00	Coffee \$2.00	Tea \$2.00	Coke \$2.00	Sprite \$2.00
				Root Beer \$2.00			

Table: 113      Order: 00014      ↓

Quantity: 2

Subtotal: \$4.00

VIP: -\$1.00

Service charge: \$0.40

**Total: \$100.00**

Payment

You can print the receipt here before the customer pays the order.

### 5.3.9 Print kitchen

Ordering		Ordered		Salads	Sandwiches	Main	Appetizers
1	Coffee	\$2.00	\$2.00	Sweets	Drinks		
1	Tea	\$2.00	\$2.00	Coffee \$2.00	Tea \$2.00	Coke \$2.00	Sprite \$2.00
				Root Beer \$2.00			

Table: 113      Order: 00014      ↓

Quantity: 2

Subtotal: \$4.00

VIP: -\$1.00

Service charge: \$0.40

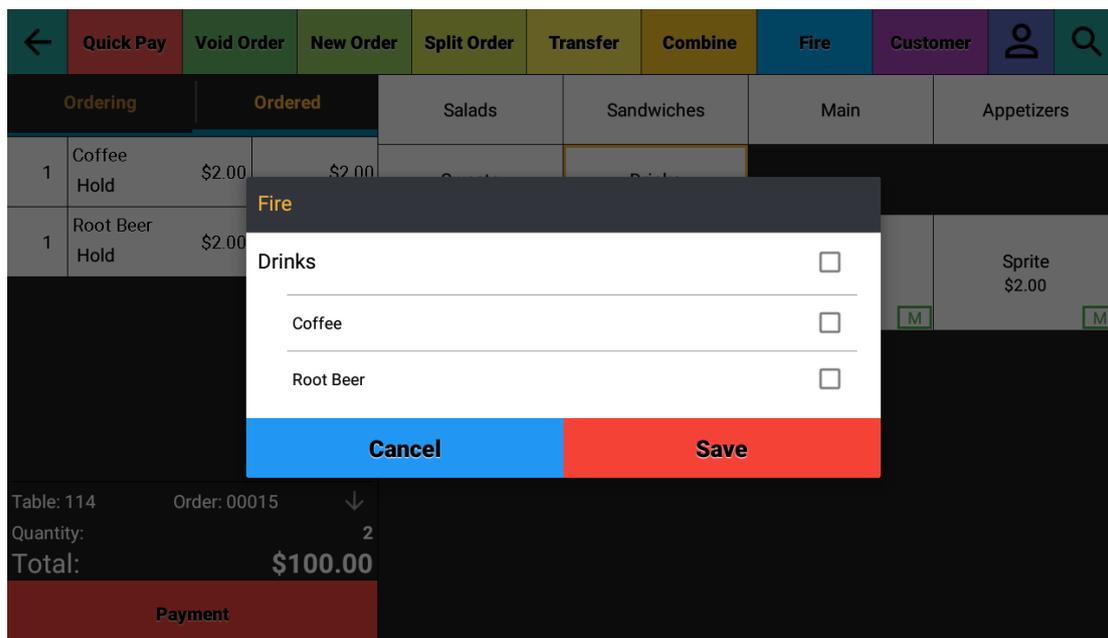
**Total: \$100.00**

Payment

You can reprint the order in Kitchen Printer.

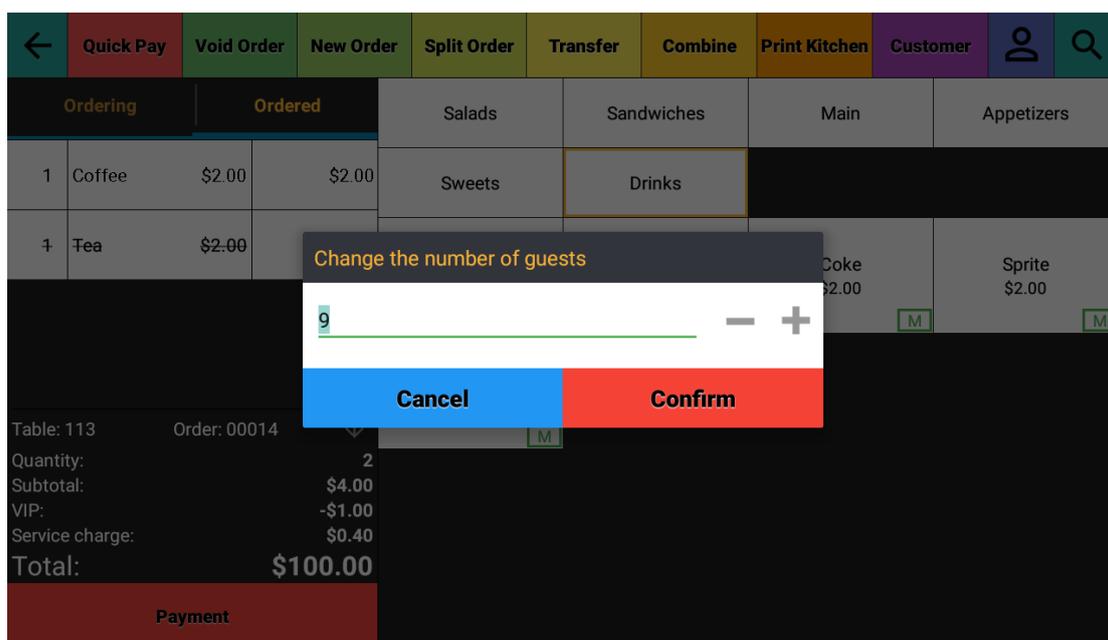
Specially, you need to enable Receipt Printer, Order Printer and Kitchen Printer in settings->Device; otherwise, you could not see these three buttons

### 5.3.10 Fire



When holding some items, you can see Fire button on the ordered screen, which means it is time to serve this item, the status of this item on the KDS will change as well.

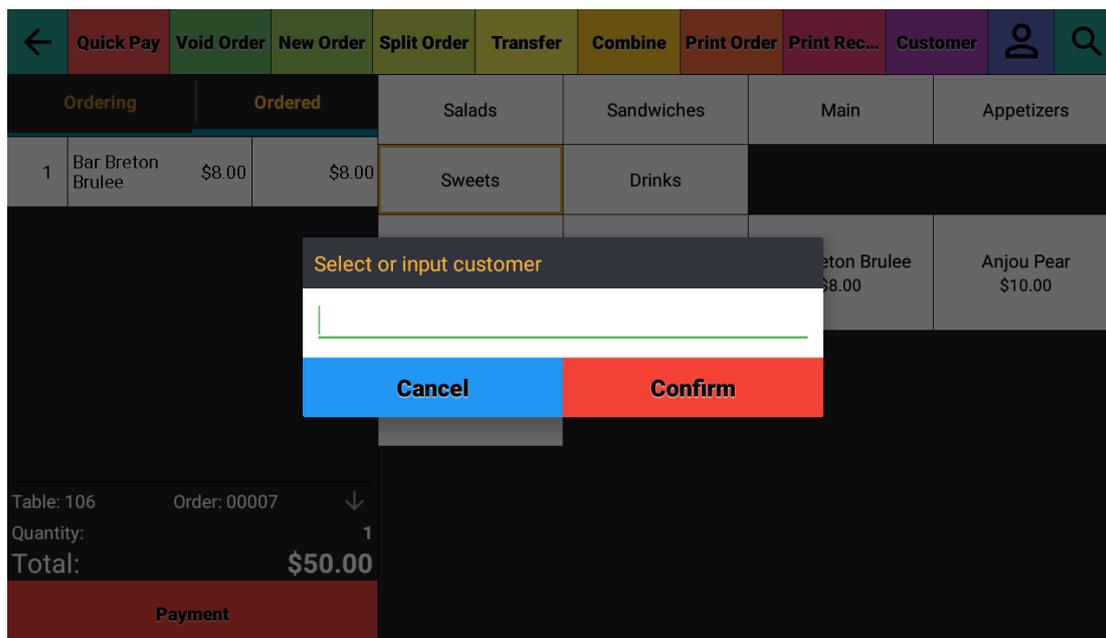
### 5.3.11 Guests



Tap the Person icon on the upper right corner, you can update the number of guests.

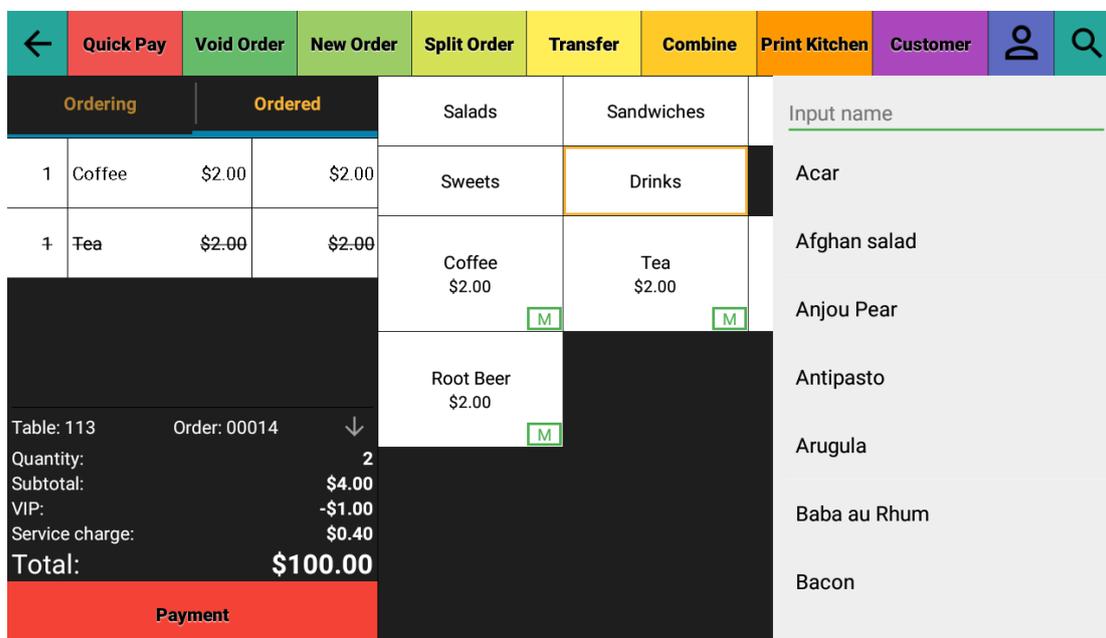
## W&amp;O Restaurant POS

## 5.3.12 Customer



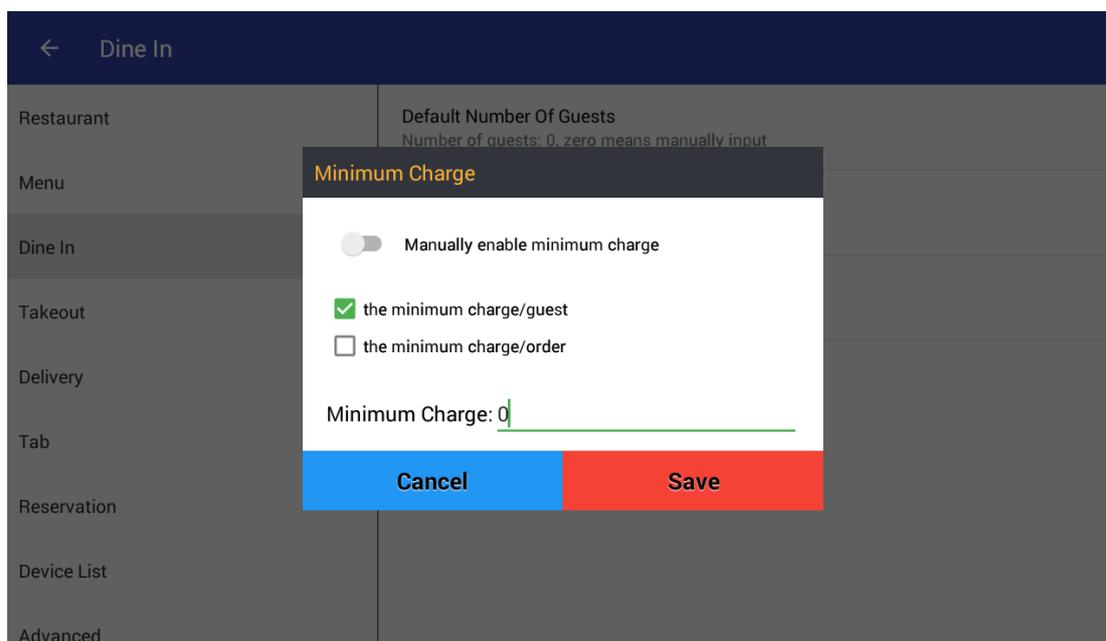
You can select the saved customer, or input a new customer's name here.

## 5.3.13 Search

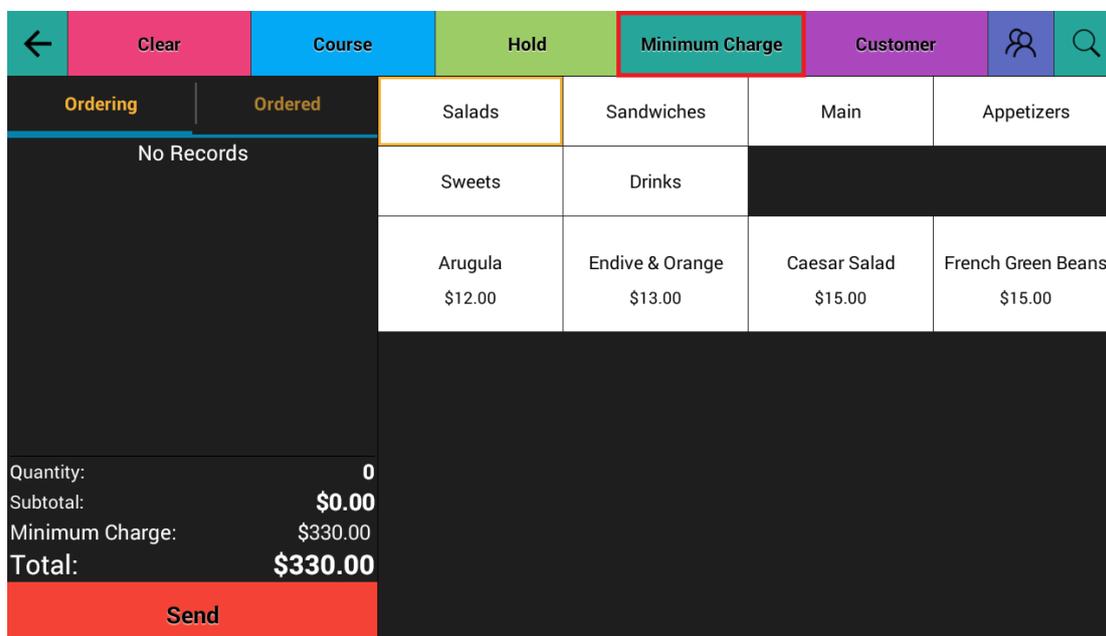


Tap the Magnifier icon on the upper right corner, you can search for the item you want by its name.

### 5.3.14 Minimum Charge



You can set up Minimum Charge in Settings-> Dine in. The minimum charge can be calculated by number of guest or whole order. If you input zero in the Minimum Charge field, it means that you disable the minimum charge.



When you select manually enable minimum charge, the button called minimum charge will show up on the order screen. You can manually input the amount of minimum charge.

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←	Surcharge	Gratuity	Discount	Note	Email
Table: 109, 8 Guests Invoice: 00006 Order: 00006 Server: Admin Time: 2016-11-03 05:35 PM			Total:	\$50.00	Pay: \$50.00
			Paid:	\$0.00	Change: \$0.00
			Cash	Master	Visa
			Debit Card	Cheque	Gift C
1 Anjou Pear		\$10.00	7	8	9
1 Baba au Rhum		\$8.00			Customer
Subtotal:		\$18.00	4	5	6
Minimum Charge:		\$32.00			Drawer
Total:		\$50.00	1	2	3
			0	00	.
			✕	Clear	Exact
					Pay

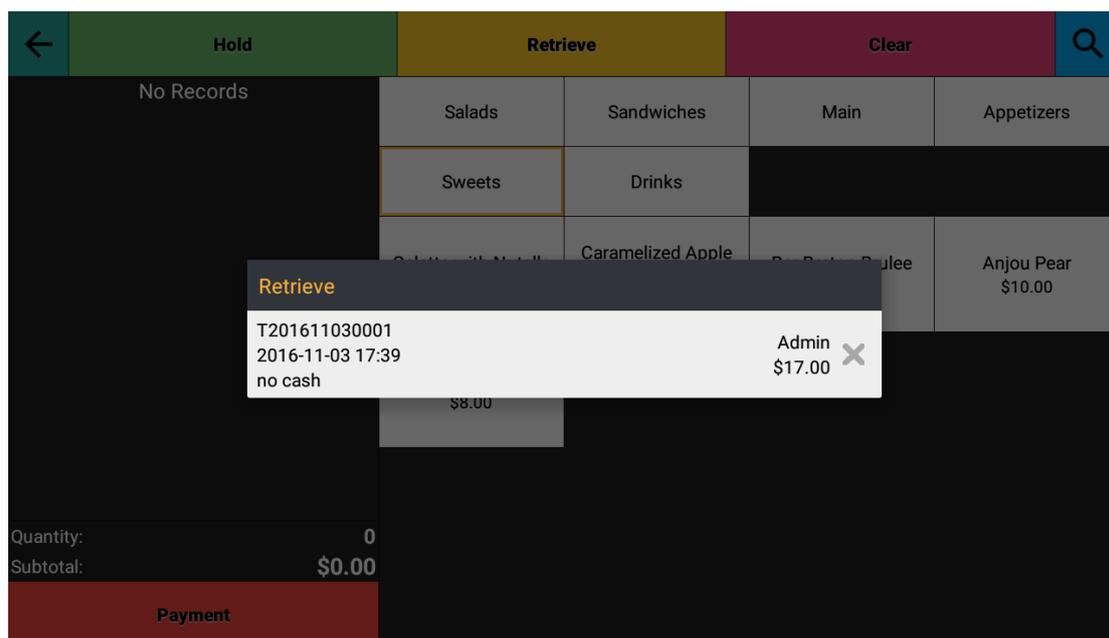
Once the total price of the order is less than the minimum charge, the POS will automatically add the fee called minimum charge to the amount.

5.3.15 Hold/Retrieve (Take Out)

←	Hold	Retrieve	Clear	🔍
- 1	Galette with Nutella \$9.00 + \$9.00	Salads	Sandwiches	Main
- 1	Baba au Rhum \$8.00 + \$8.00	Sweets	Drinks	Appetizers
Hold note <input type="text"/> <input type="button" value="Save"/>		Ston Brulee \$8.00	Anjou Pear \$10.00	
Quantity: 2				
Subtotal: \$17.00				
Payment				

Specially, in the take out screen, you can hold the order, once the customers want to pay latter.

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By tapping the retrieving button, you can delete the order you hold, or retrieve the order.

### 5.4 Item

#### 5.4.1 Ordering

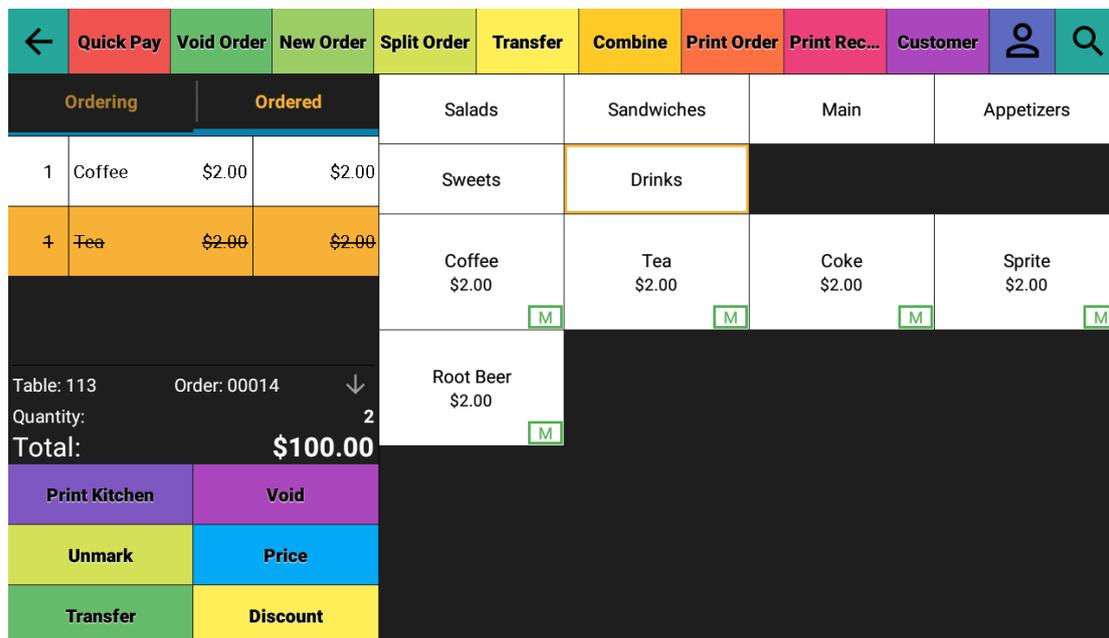
Clear		Hold		Customer			
Ordering		Ordered		Salads	Sandwiches	Main	Appetizers
- 1	Arugula \$12.00	+ \$12.00		Sweets	Drinks		
- 1	Endive & Orange \$13.00	+ \$13.00		Arugula \$12.00	Endive & Orange \$13.00	Caesar Salad \$15.00	French Green Beans \$15.00
				Acar \$14.00	Afghan salad \$19.00	Antipasto \$15.00	Bean salad \$17.00
				Cappon magro \$11.00	Larb \$13.00	Chicken salad \$16.00	Karedok \$15.00
				Dressed herring \$18.00	Egg salad \$19.00	Fruit salad \$15.00	Glasswort salad \$14.00
Quantity: 2		Subtotal: \$25.00					
Hold		Quantity					
Modifier		Kitchen Note					

You can change the status of the item by tapping the item on the ordering screen.

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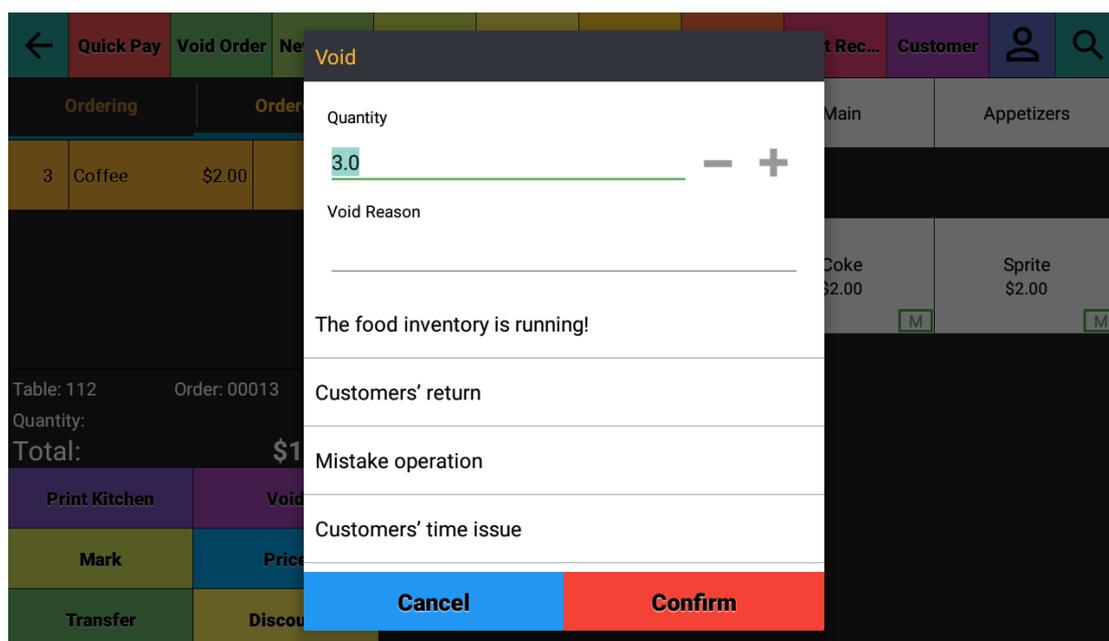
If the item has been held, click the hold button again and the status of being held will be canceled.

5.4.2 Print Kitchen



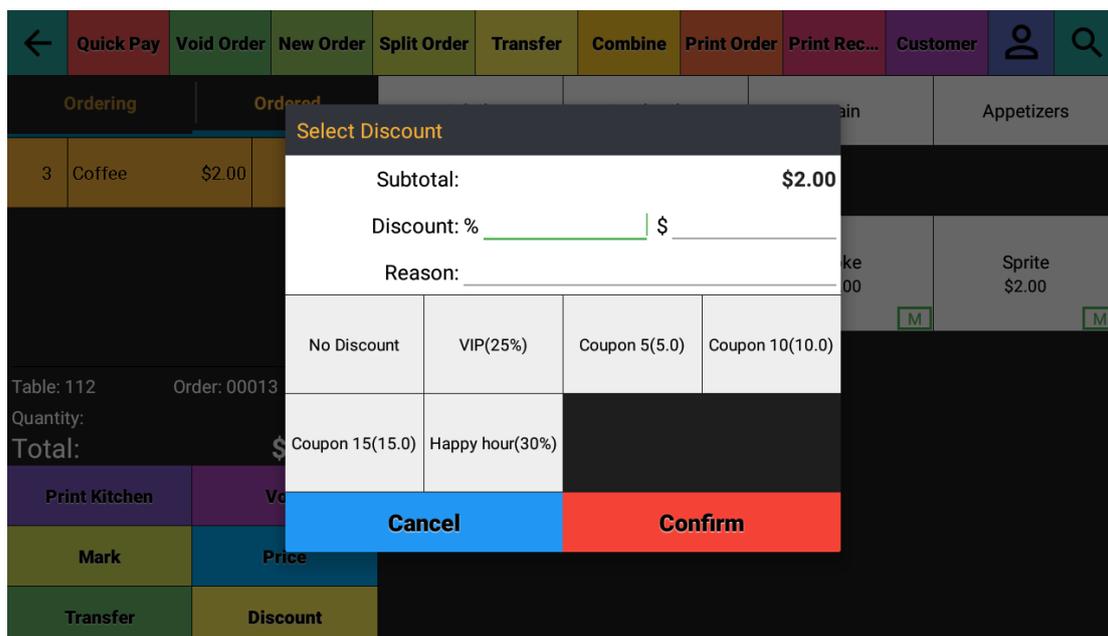
You can Reprint the selected Item in Kitchen Printer.

5.4.3 Void



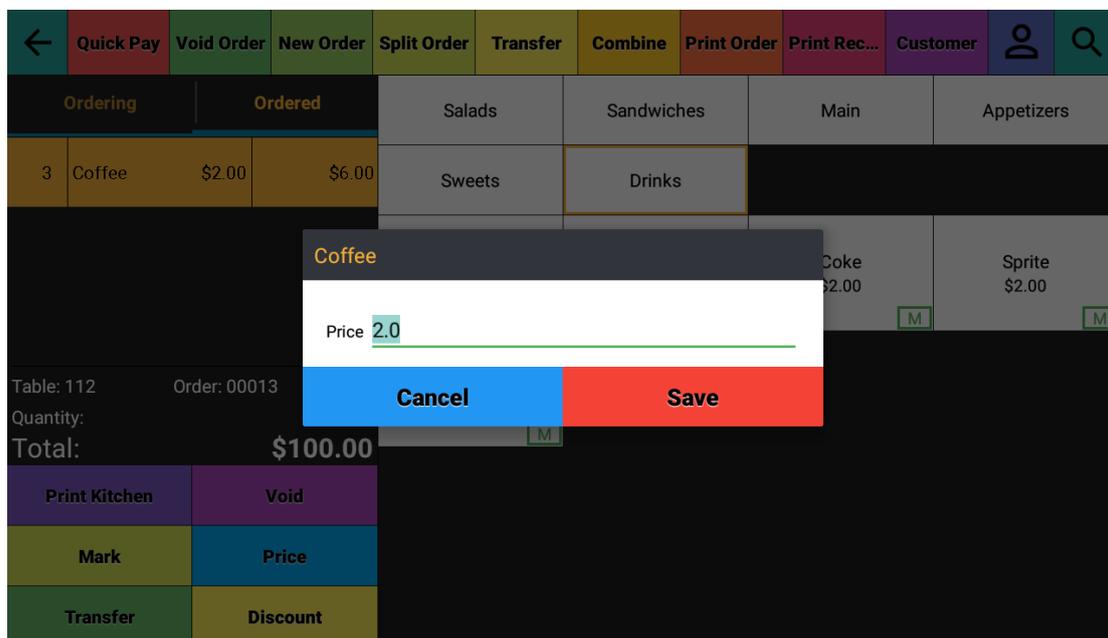
You can void the selected Item.

### 5.4.4 Discount



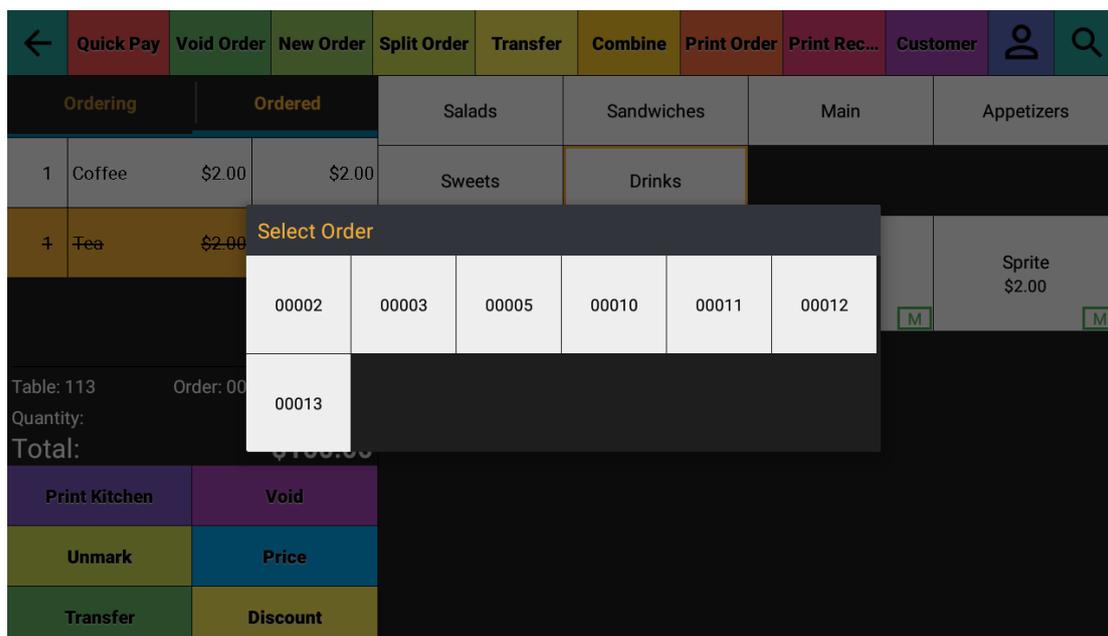
You can apply discount to the selected Item. When the item is discounted, you cannot modify its price.

### 5.4.5 Price



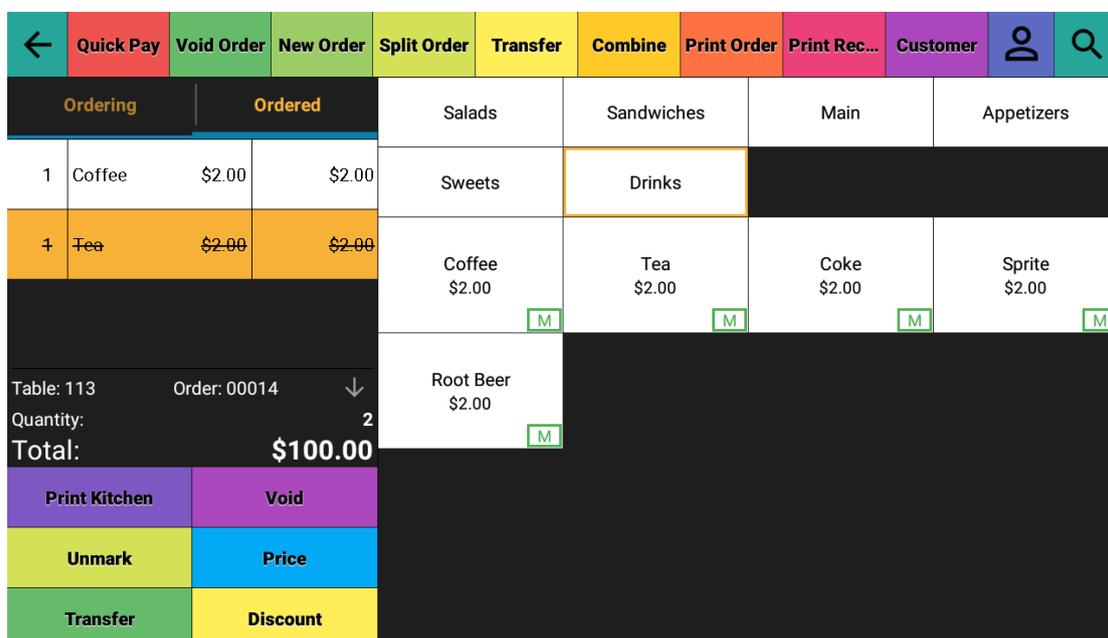
You can update the price of the selected Item.

### 5.4.6 Transfer



You can transfer the selected Item to the closed Order.

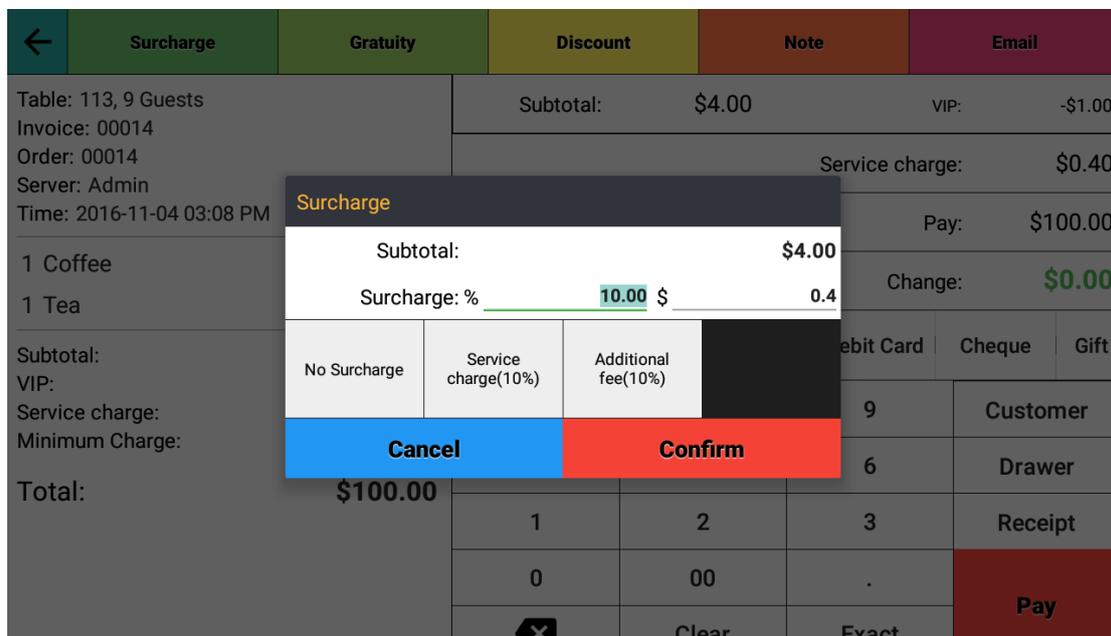
### 5.4.7 Mark/Unmark



You can Mark/Unmark Item. You can use the function in different use cases. For example, you can mark the item is already served.

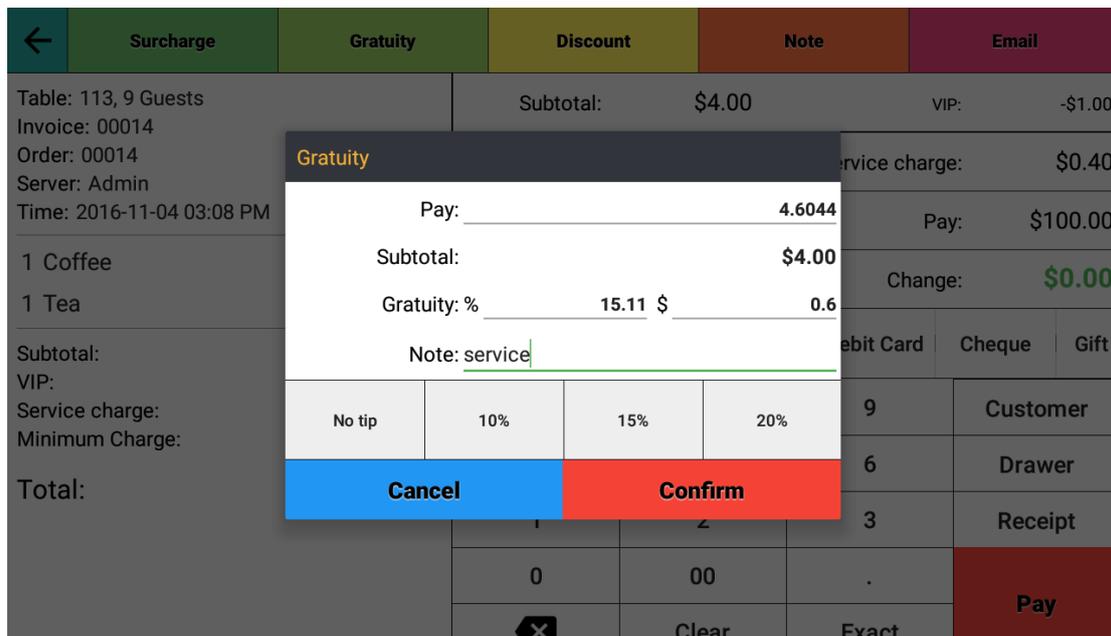
## 5.5 Payment

### 5.5.1 Surcharge



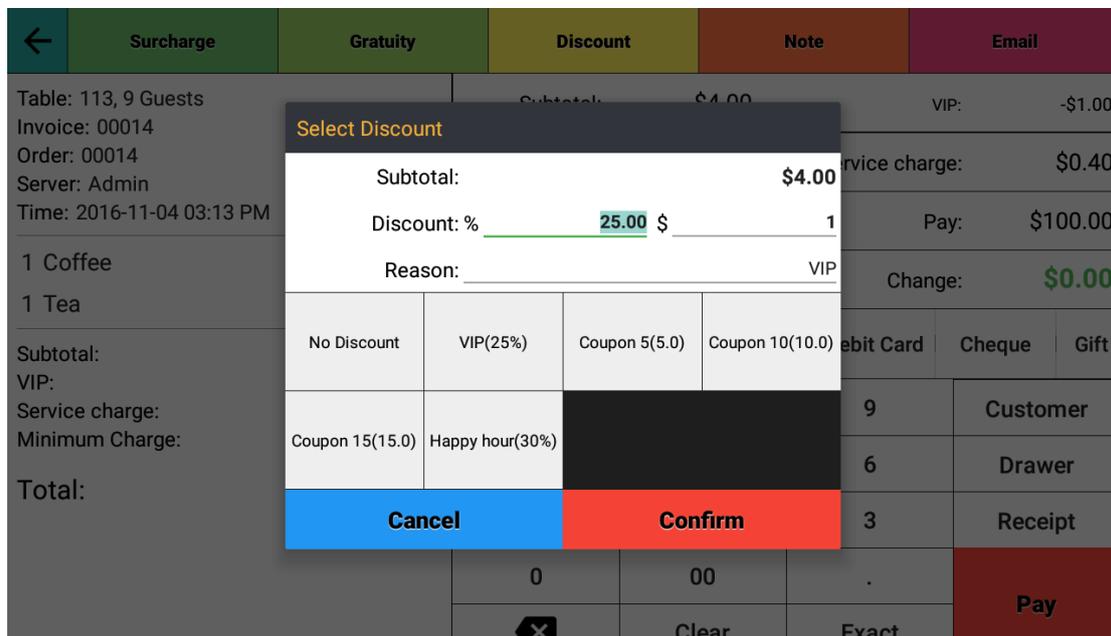
You can apply Surcharge to the Order.

### 5.5.2 Gratuity



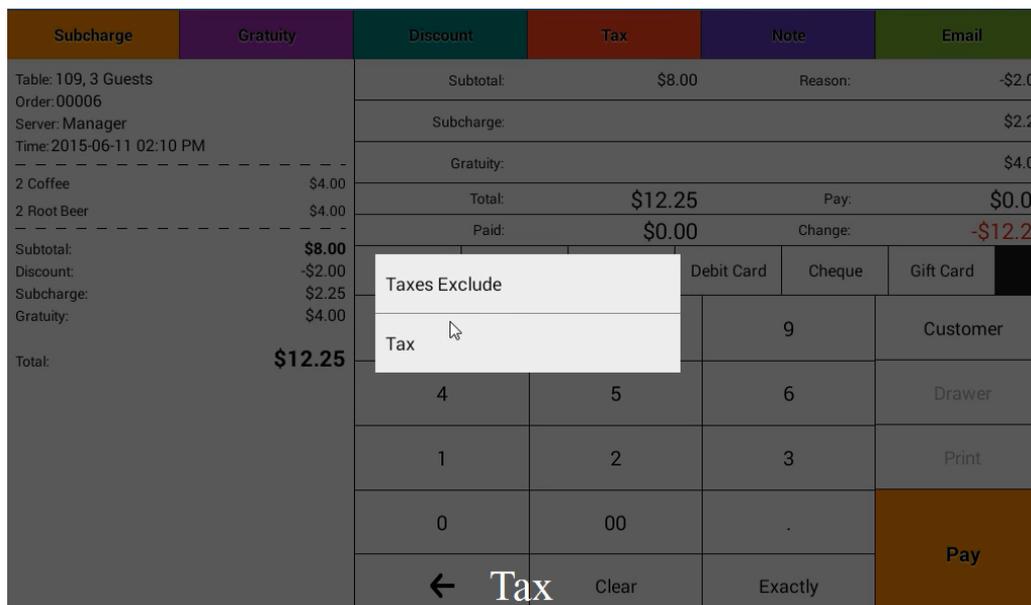
You can apply Gratuity to the Order.

### 5.5.3 Discount



You can apply Discount to the Order.

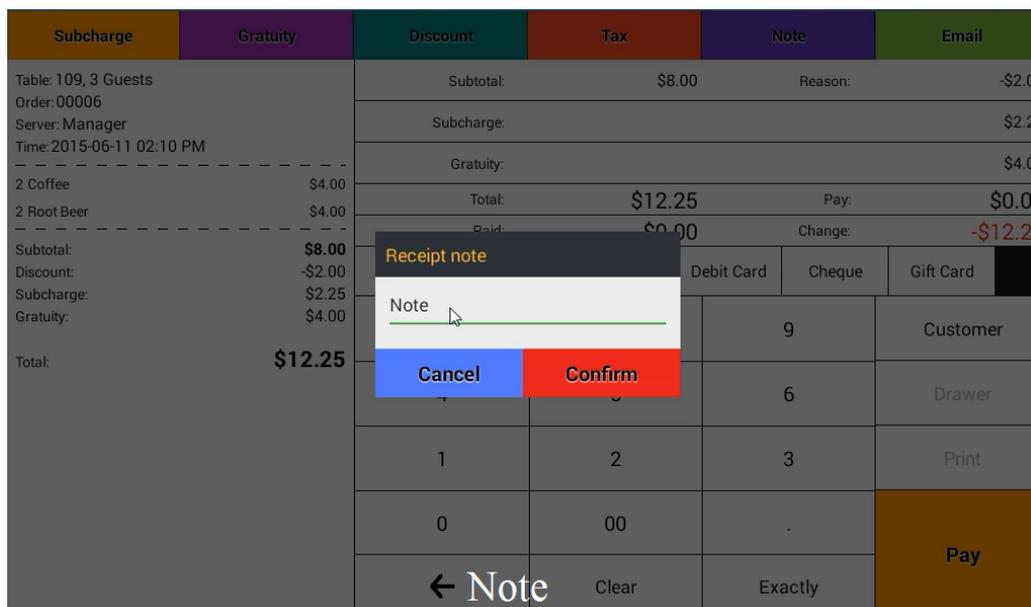
### 5.5.4 Tax



You can exclude Tax or include Tax.

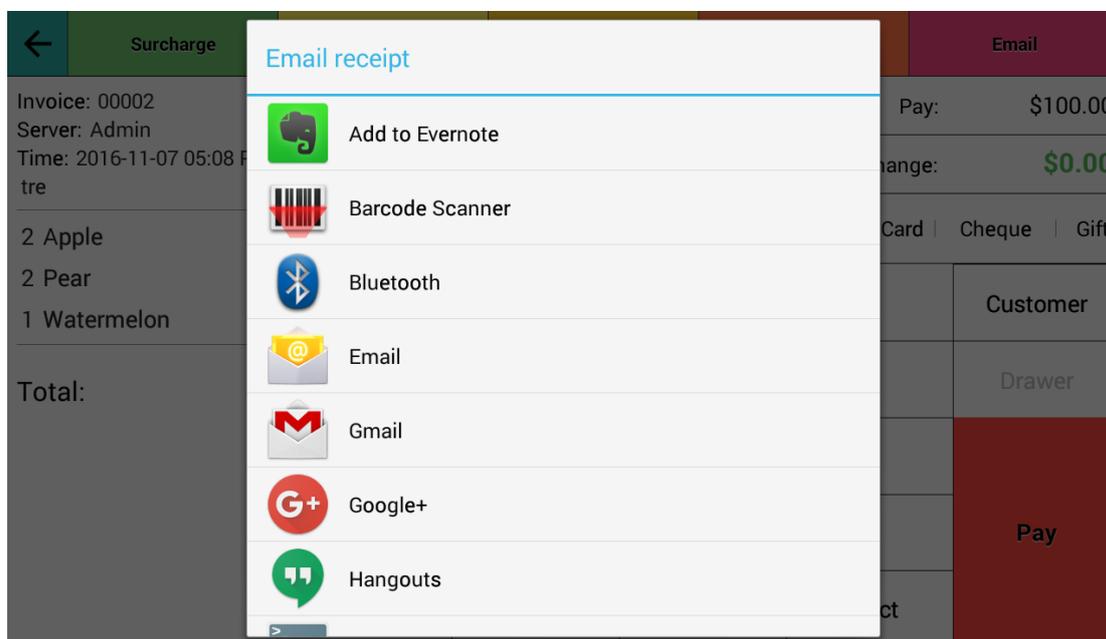
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5.5.5 Note



Receipt Note is printed in Receipt.

5.5.6 Email



You can send the receipt to Customer. If you selected a saved customer, then the Email address will be automatically input.

### 5.5.7 Mixed Payment Methods

←	Surcharge	Gratuity	Discount	Note	Email			
Table: 106, 9 Guests		Total: \$50.00		Pay: \$0.00				
Invoice: 00007		Paid: \$30.00		Change: -\$20.00				
Order: 00007		Cash	Master	Visa	Debit Card	Cheque	Gift C	
Server: Admin		7		8		9		Customer
Time: 2016-11-03 06:16 PM		4		5		6		Drawer
1 Bar Breton Brulee \$8.00		1		2		3		Receipt
Subtotal: \$8.00		0		00		.		Pay
Minimum Charge: \$42.00		✕		Clear		Exact		
Total: \$50.00								
Cash: \$10.00								
Master: \$10.00								
Visa: \$10.00								

Customers may pay in different methods. In this case, you can enter partial amount for Cash, then enter remaining amount to Visa.

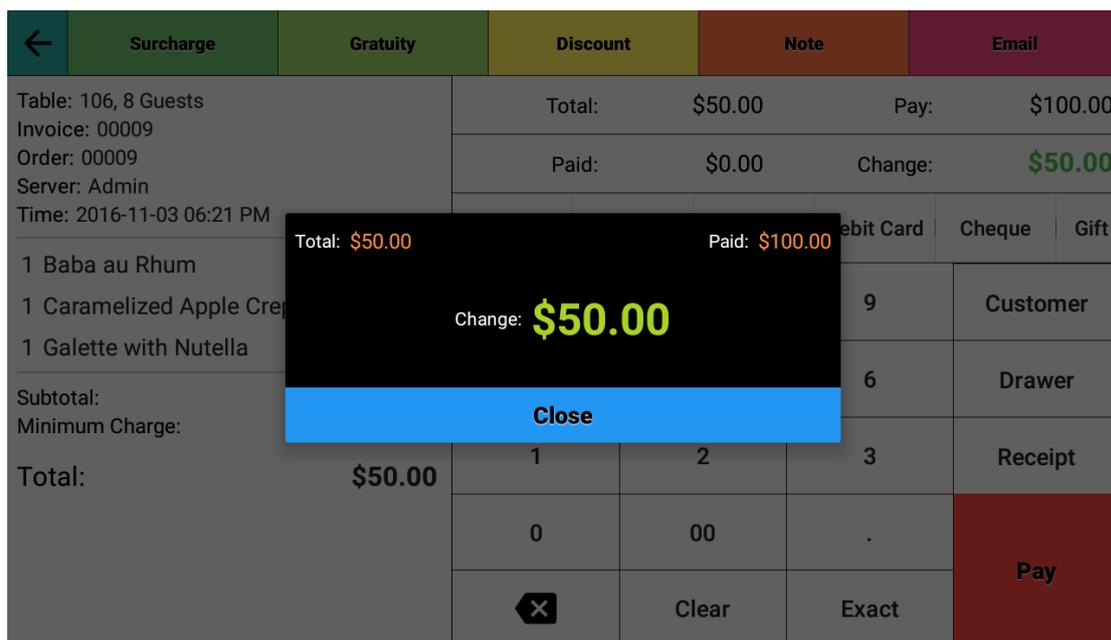
### 5.5.8 After payment

←	Surcharge	Gratuity	Discount	Note	Email			
Table: 106, 9 Guests		Total: \$50.00		Pay: \$50.00				
Invoice: 00007		Paid: \$0.00		Change: \$0.00				
Order: 00007		Cash	Master	Visa	Debit Card	Cheque	Gift C	
Server: Admin		9		6		Customer		
Time: 2016-11-03 06:19 PM		1		2		3		Drawer
1 Bar Breton Brulee \$8.00		0		00		.		Pay
Subtotal: \$		✕		Clear		Exact		
Minimum Charge: \$								
Total: \$50.00								

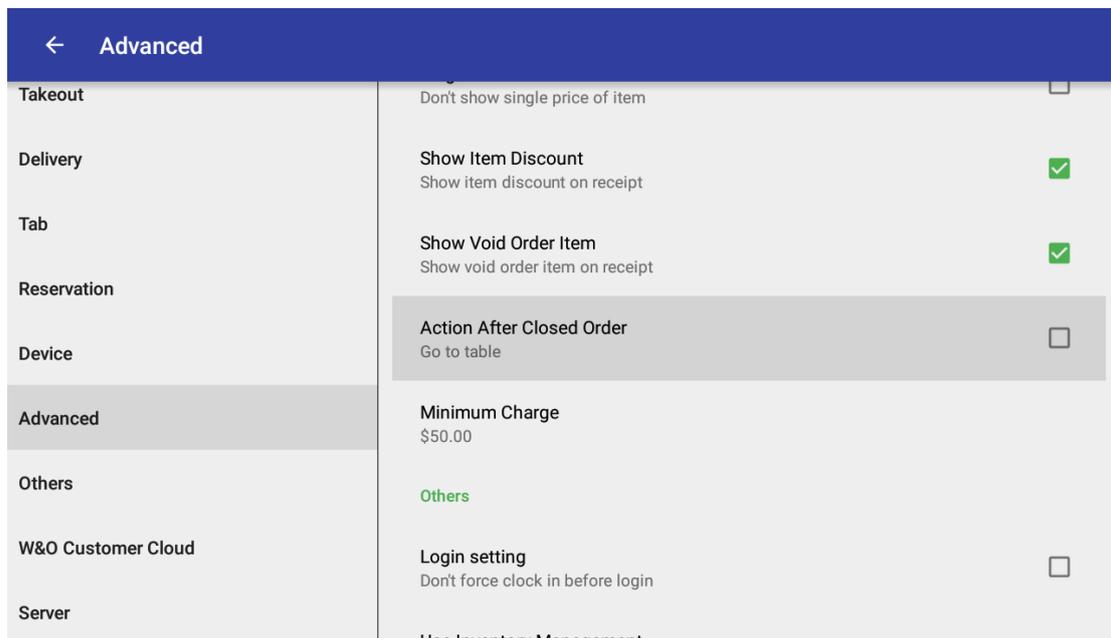
Want to close order?

Cancel Confirm

W&O Restaurant POS



If you want to confirm before close the order, you can enable it in Settings -> Advanced -> Payment -> Confirm Payment.



Also, you can change which screen to go after payment, in Settings -> Advanced -> Payment -> Action After Closed Order.

## Chapter 6: Other Functions

### 6.1 Unpaid

The screenshot shows the 'Orders' screen with a search icon in the top right. Below the title bar, there are tabs for 'All', 'Dine In', 'Delivery', 'Pickup', and 'Tab'. The main content area displays a list of orders and a detailed view of order #00003.

Order ID	Table	Waiter	Amount	Time
#00002	108	Admin	\$50.00	17:07
#00003	118	Admin	\$50.00	17:07
#00005	123	Admin	\$50.00	17:10
#00006	109	Admin	\$50.00	17:35

The detailed view for order #00003 shows the following information:

- Table: 118, 8 Guests
- Invoice: 00003
- Order: 00003
- Server: Admin
- Time: 2016-11-03 05:07 PM

The order items are:

- 2 Acar: \$28.00

The subtotal is \$28.00, and the minimum charge is \$22.00. The total amount is \$50.00.

At the bottom right, there are four action buttons: Void (red), Print (blue), Pay (green), and Open (orange).

You can see all the unpaid orders in here. Specially, the Delivery orders and Tab orders can only be paid in this screen. You can also quickly Void, Print and Pay order.

The screenshot shows the 'Invoice Number' screen with a search icon in the top left. Below the title bar, there are tabs for 'All', 'Dine In', 'Delivery', 'Pickup', and 'Tab'. The main content area displays a list of orders and a detailed view of order #00003.

Order ID	Table	Waiter	Amount	Time
#00002	108	Admin	\$50.00	17:07
#00003	118	Admin	\$50.00	17:07
#00005	123	Admin	\$50.00	17:10

The detailed view for order #00003 shows the following information:

- Table: 118, 8 Guests
- Invoice: 00003
- Order: 00003
- Server: Admin
- Time: 2016-11-03 05:07 PM

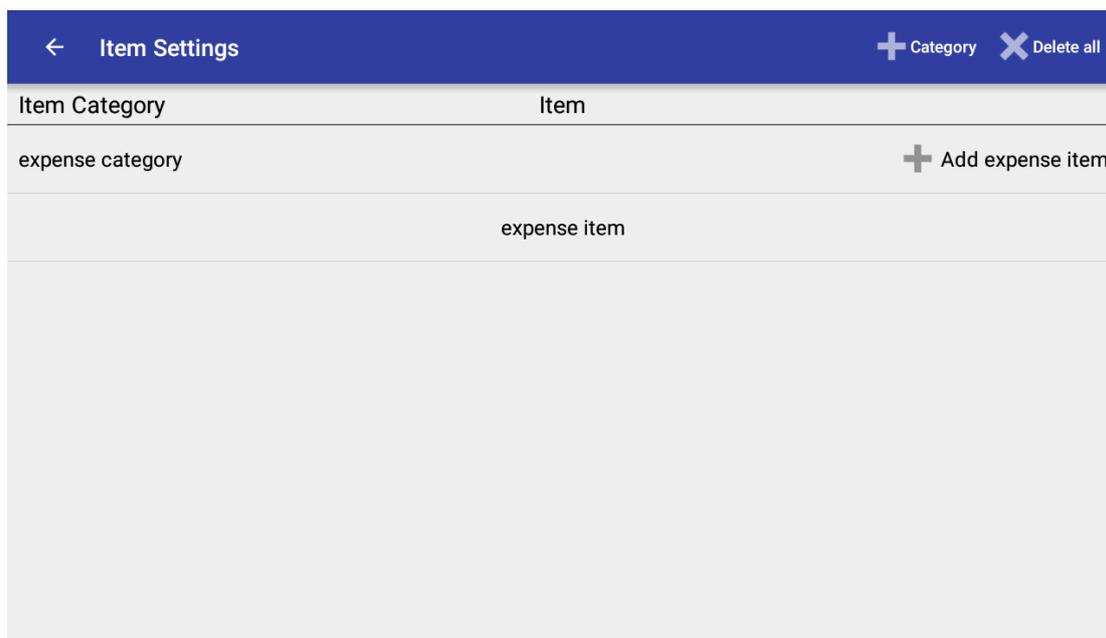
The order items are:

- 2 Acar: \$28.00

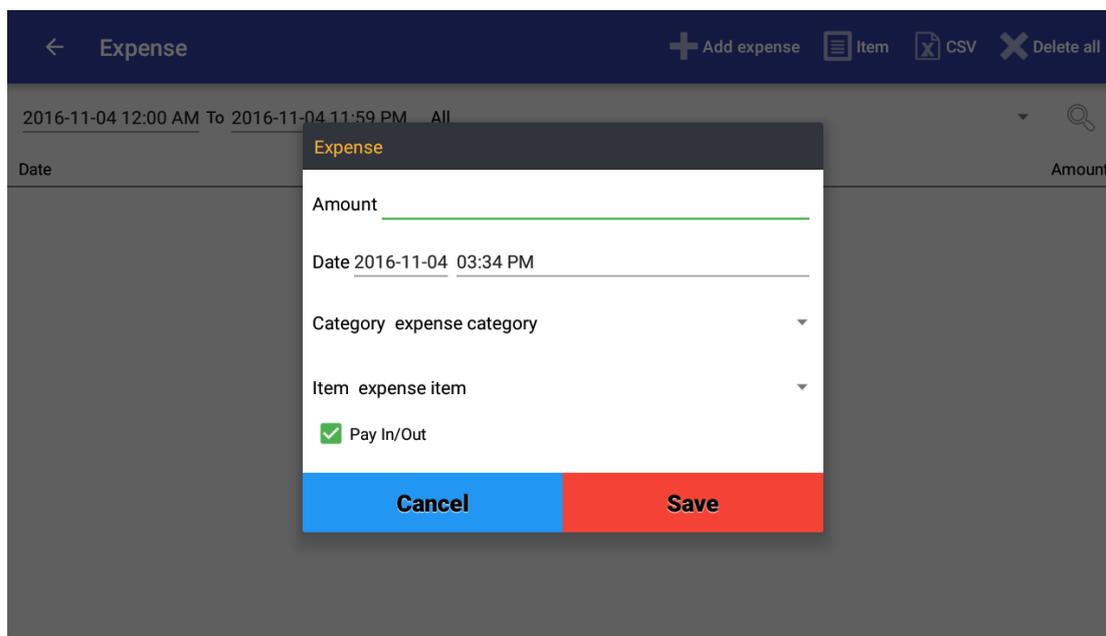
A keyboard overlay is visible at the bottom of the screen, indicating that the user is searching for an invoice number.

You can search the order you want according to its invoice number

## 6.2 Expense



First, you should set up the Item, add category and add expense item.



Then you could add expense. Specially, when you check the pay in/out, this expense will be recorded in pay in/out.

## 6.3 Pay In/Out

## W&amp;O Restaurant POS

The screenshot shows the 'Pay In/Out' screen with a dark blue header. The title is 'Pay In/Out'. On the right, there are icons for 'Pay History', 'Pay In', 'Pay Out', and 'Cash Close Out'. Below the header, there is a search bar with 'All' and a magnifying glass icon. The main area is grey and displays 'No Records'. A modal dialog box titled 'Start cash' is open, containing a form with the following fields: 'Amount' (empty), 'Date' (2016-11-03 06:27 PM), and two buttons: 'Cancel' (blue) and 'Save' (red). At the bottom of the screen, the status bar shows 'Start time:Non' and 'Start cash:\$0.00'.

First, you should check the total amount of your cash in the register, and input it as your start cash.

The screenshot shows the 'Pay In/Out' screen with a dark blue header. The title is 'Pay In/Out'. On the right, there are icons for 'Pay History', 'Pay In', 'Pay Out', and 'Cash Close Out'. Below the header, there is a search bar with 'All' and a magnifying glass icon. The main area is grey and displays 'No Records'. A modal dialog box titled 'Pay In' is open, containing a form with the following fields: 'Amount' (55), 'Date' (2016-11-03 06:29 PM), 'Note' (smash a bottle), and two buttons: 'Cancel' (blue) and 'Save' (red). At the bottom of the screen, the status bar shows 'Start time:2016-11-03 06:27 PM' and 'Start cash:\$485.00'.

Then, when cash transaction occurs, you should tap pay in or pay out to record your operation.

## W&amp;O Restaurant POS

← Cash Close Out

Last close out 2016-11-03 06:27 PM

Close out to 2016-11-04 03:39 PM

Start cash \$485.00

Paid in \$586.00

Paid out \$856.00

Cash from orders \$50.00

Cash expected \$265.00

End of day cash \$ 265 + -

---

Balance cash \$0.00

Balance note \_\_\_\_\_

Next start cash \$ 50 + -

Deposit \$215.00

**Close Out**

When tapping the Cash Close Out button, the POS will show the transactions of cash today.

## 6.4 Receipt

← Receipt

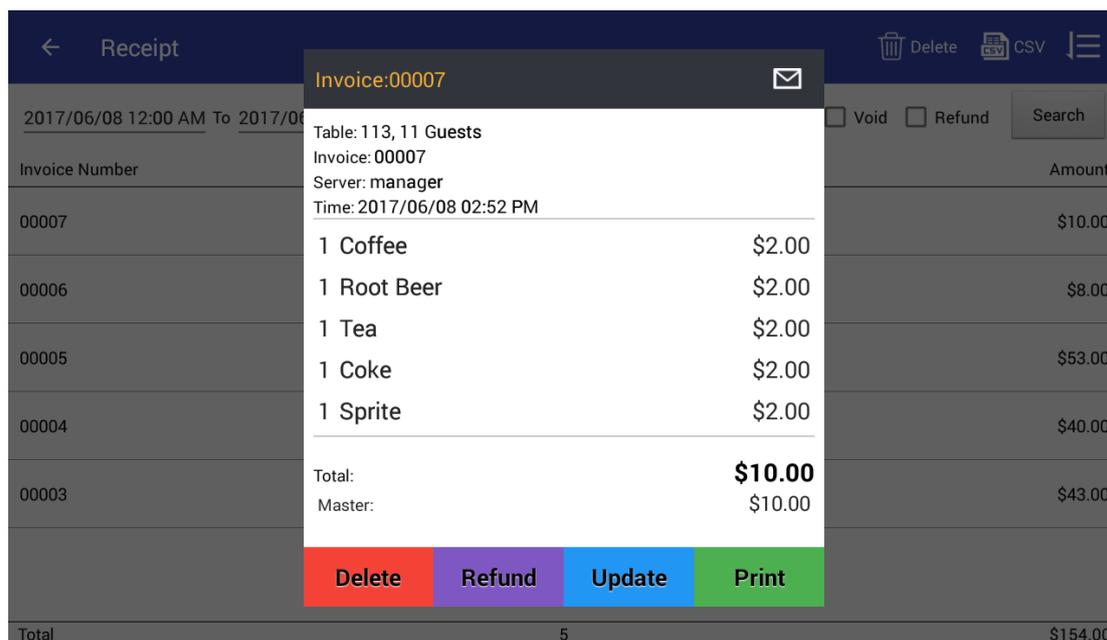
✕ Delete
 📄 CSV
 ☰

2016-11-03 12:00 AM To 2016-11-03 11:59 PM Invoice Number All  Void  Void Item  Refund 🔍

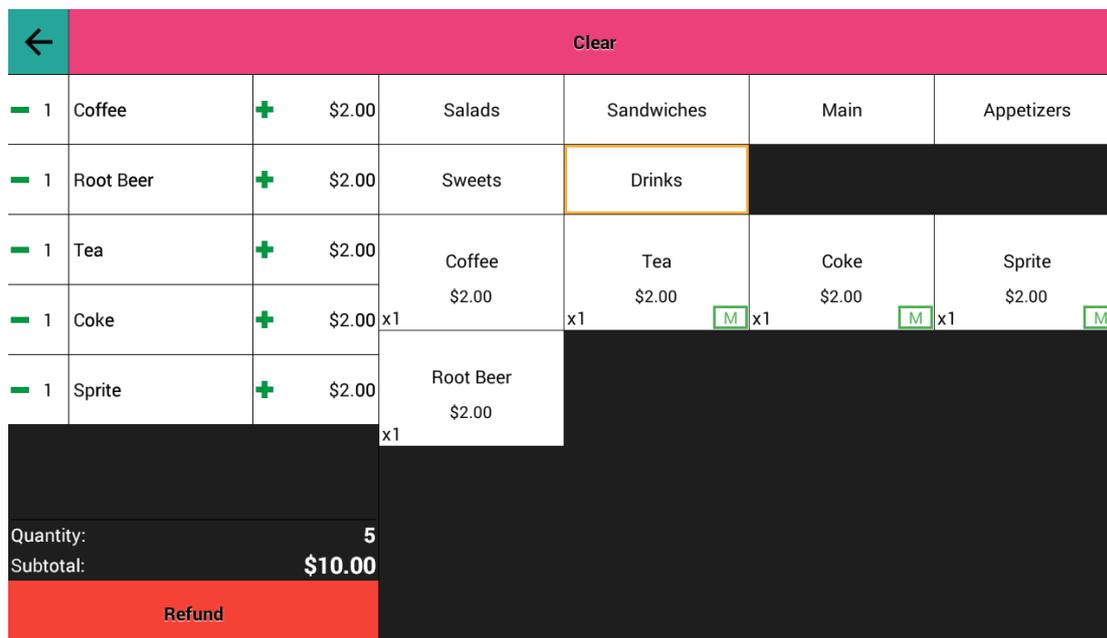
Order	Date	Table	Amount
00001	2016-11-03 10:39 AM	103	\$68.00
00006	2016-11-03 10:21 AM	101	\$27.00
00007	2016-11-03 10:20 AM	102	\$27.00
00008	2016-11-03 10:45 AM	113	\$54.00
00009	2016-11-03 10:48 AM	113	\$27.00
00010	2016-11-03 10:49 AM	113	\$39.00
Total			11 \$766.00

You can view the orders, which have been paid, voided or refunded in here.

W&O Restaurant POS



By tapping the order, you can delete, refund, update, print the order and send the receipt to the customer.



When refunding an order, you can select which item you want to refund, and edit its price.

## W&amp;O Restaurant POS

←	Surcharge	Gratuity	Discount	Note	Gift Card	Email
Refund Invoice: 00008 Order: 00008 Server: manager Time: 2017/06/08 02:55 PM			Total: \$10.00		Pay: \$10.00	
			Paid: \$0.00		Change: \$0.00	
			Cash	Master	Visa	Debit card
						Cheque
1 Coffee	\$2.00	7		8	9	Customer
1 Coke	\$2.00	4		5	6	Drawer
1 Root Beer	\$2.00	1		2	3	Receipt
1 Sprite	\$2.00	0		00	.	Refund
1 Tea	\$2.00	⏪		Clear	Exact	
<b>Total:</b>	<b>\$10.00</b>					

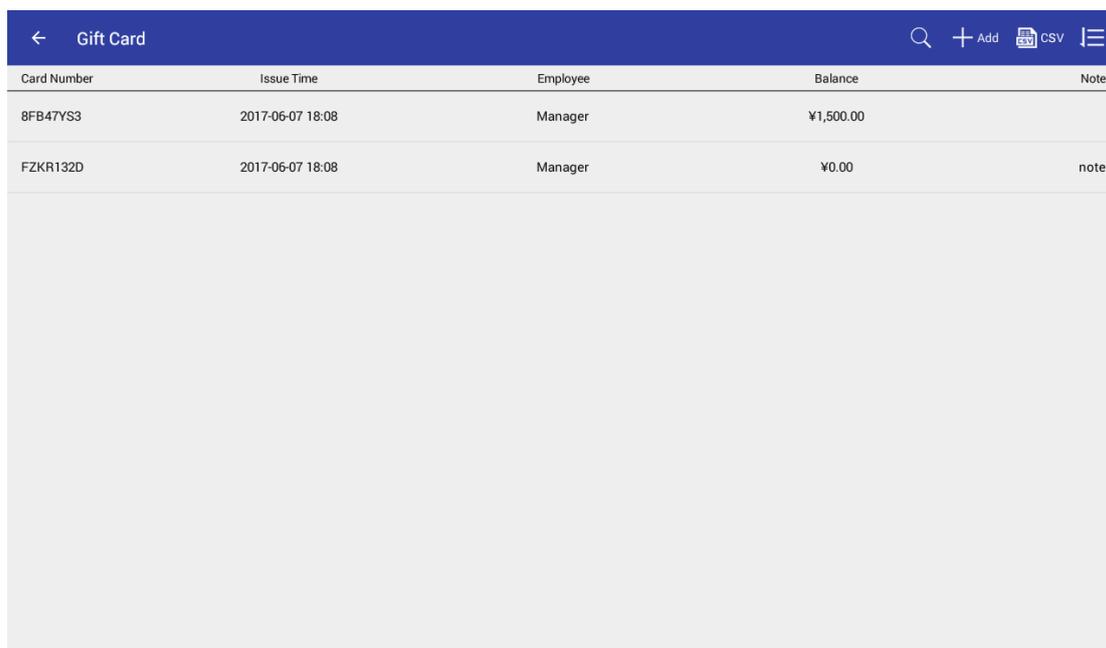
After selecting item, you can choose the refund method.

← Receipt				🗑️ Delete	📄 CSV	☰
2017/06/08 12:00 AM To 2017/06/08 12:00 AM		Invoice Number	All	<input type="checkbox"/> Void	<input type="checkbox"/> Refund	Search
Invoice Number	Date	Table	Amount			
00008(Refund)	2017/06/08 02:56 PM	113	<del>\$10.00</del>			
00007	2017/06/08 02:52 PM	113	\$10.00			
00006	2017/06/08 02:51 PM	114	\$8.00			
00005	2017/06/08 02:43 PM	109	\$53.00			
00004	2017/06/08 02:33 PM	113	\$40.00			
00003	2017/06/08 02:33 PM	114	\$43.00			
Total			6	\$154.00		

Once you finish the refund process, a new refund order will show up in the receipt screen.

## W&amp;O Restaurant POS

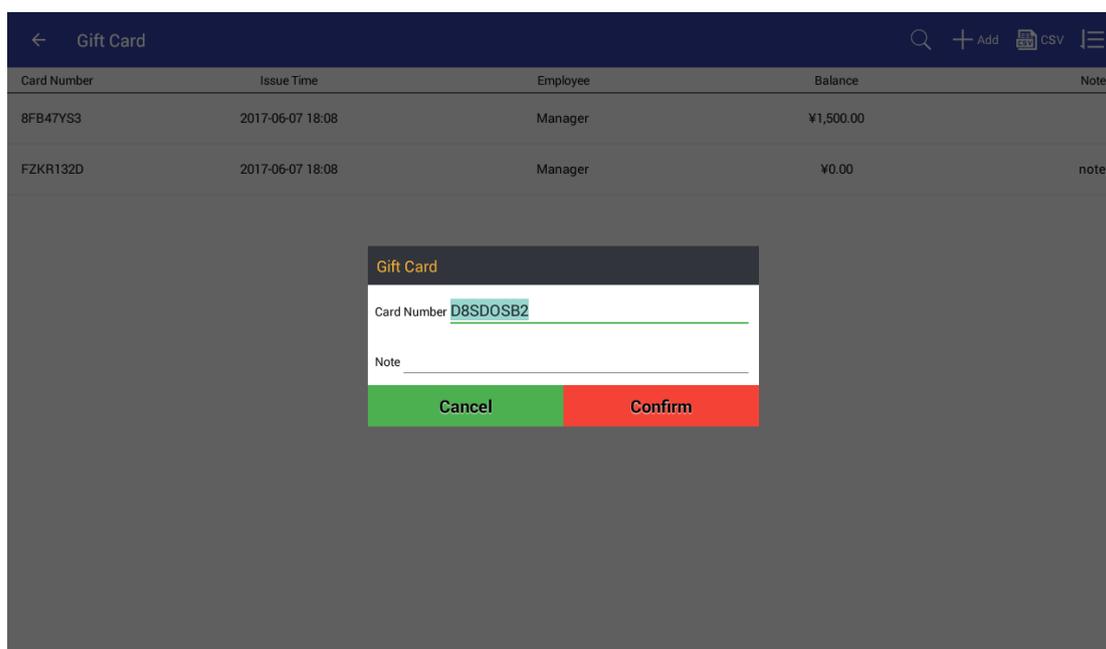
## 6.5 Gift Card



The screenshot shows a mobile application interface for managing gift cards. At the top, there is a blue header with a back arrow, the text "Gift Card", a search icon, a "+ Add" button, a "CSV" icon, and a menu icon. Below the header is a table with the following columns: Card Number, Issue Time, Employee, Balance, and Note. The table contains two rows of data:

Card Number	Issue Time	Employee	Balance	Note
8FB47YS3	2017-06-07 18:08	Manager	¥1,500.00	
FZKR132D	2017-06-07 18:08	Manager	¥0.00	note

You can view and manage the gift card that has been created in this screen.



The screenshot shows the same mobile application interface as above, but with a modal form overlaid in the center. The modal is titled "Gift Card" and contains the following fields and buttons:

- Card Number:
- Note:
- Buttons: "Cancel" (green) and "Confirm" (red)

When you add a new gift card, the system will create a random card number for you. You can input the card number you want as well.

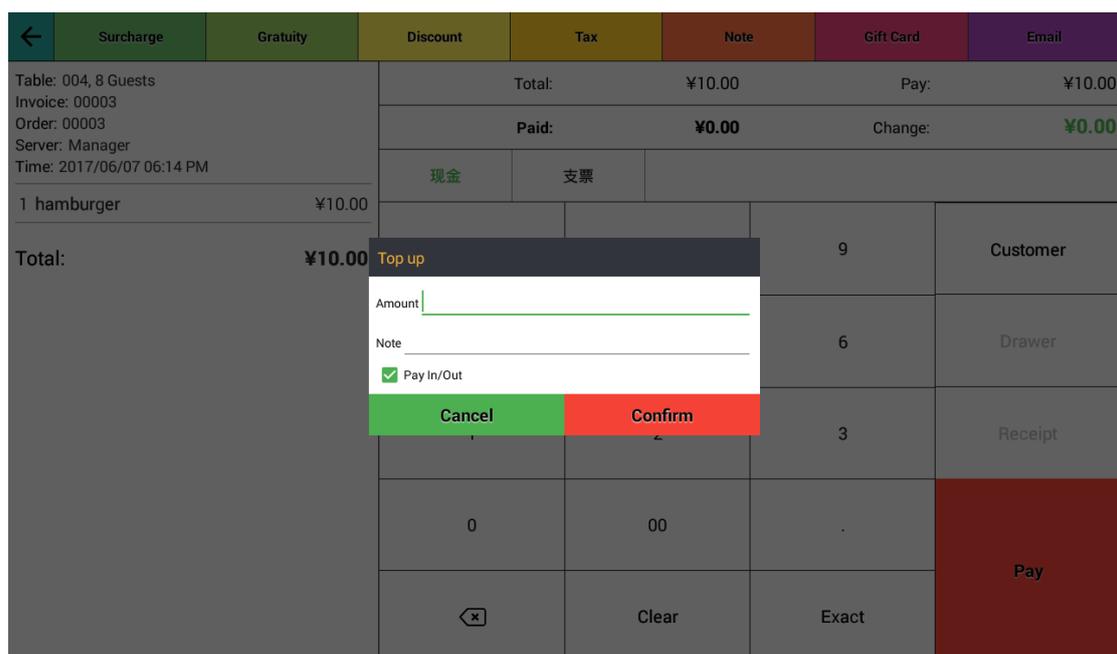
### W&O Restaurant POS

← 8FB47YS3 <span>Edit Card Note</span> <span>Top up</span> <span>Delete</span>					
Transaction Time	Transaction Type	Amount	Balance	Employee	Note
2017-06-07 18:09	Top up	¥1,500.00	¥1,500.00	Manager	top up

Click on the gift card, you can go into the screen where you can manage the gift card.

←	Surcharge	Gratuity	Discount	Tax	Note	Gift Card	Email
Table: 004, 8 Guests Invoice: 00003 Order: 00003 Server: Manager Time: 2017/06/07 06:14 PM			Total: ¥10.00		Pay: ¥10.00		
1 hamburger ¥10.00			Paid: ¥0.00		Change: ¥0.00		
Total: ¥10.00			现金	支票			
			7	8	9	Customer	
			Gift Card			Drawer	
			Please enter a gift card number			Receipt	
			Cancel	Confirm			
			1	2	3		
			0	00	.	Pay	
			⌫	Clear	Exact		

### W&O Restaurant POS



In the payment screen, you can input the gift card number to pay the order. If the card number you input does not exist, system will create a new gift card with this card number. Once the deposit of this card is insufficient, you can top up this card.

## 6.6 Company Report



You can see the statistics of your restaurant in the period you select. Also, you can print and export the report in this screen.

### 6.7 Staff Report

← Role Permission

Role	v	<input checked="" type="checkbox"/>	Receipt
Manager	v	<input type="checkbox"/>	Company Report
Cashier	^	<input checked="" type="checkbox"/>	Staff Report
Waiter		<input checked="" type="checkbox"/>	View
Driver		<input checked="" type="checkbox"/>	View Other's Staff Report
		<input checked="" type="checkbox"/>	Print, Export CSV, Export PNG
	v	<input type="checkbox"/>	Tax Report
	v	<input type="checkbox"/>	Database

**Save**

← Staff Report
 
 Print
 CSV
 PNG

<input checked="" type="checkbox"/> Sales		Sales	
<input checked="" type="checkbox"/> Payment		Sales	\$426.00
<input type="checkbox"/> Discount		Net Sales	\$426.00
<input type="checkbox"/> Cashout		Tax1	\$7.30
<input type="checkbox"/> Table Sales		Tax2	\$3.75
<input type="checkbox"/> Item		Tax3	\$19.40
<input type="checkbox"/> Void Item		Total	\$456.45
<input type="checkbox"/> Staff Salary		Count	3
		Payment	
		Cash	3 \$456.45
		Total	3 \$456.45

bhhb  
 manager  
 cashier  
 waiter  
 driver

Search

2017/06/08 12:00 AM To 2017/06/08 12:00 AM

Every staff can see the staff report, which only shows his own statistics. Only when you have the permission called View Other's Staff report, can drop down list show up in your staff report, which is used to view other's report.

## 6.8 Tax Report

← Role Permission

Role	<input type="checkbox"/> Receipt
Manager	<input type="checkbox"/> Company Report
Cashier	<input type="checkbox"/> Staff Report
Waiter	<input checked="" type="checkbox"/> Tax Report
Driver	<input type="checkbox"/> Database
Accountant	<input type="checkbox"/> Settings Excluding Menu, Device and Preference
	<input type="checkbox"/> Menu
	<input type="checkbox"/> Device

Save

To see the tax report, you should create a new staff owning the Tax Report permission, then log in this staff. The staff owning the Tax Report permission can see nothing but only the tax report.

← Tax Report

 CSV

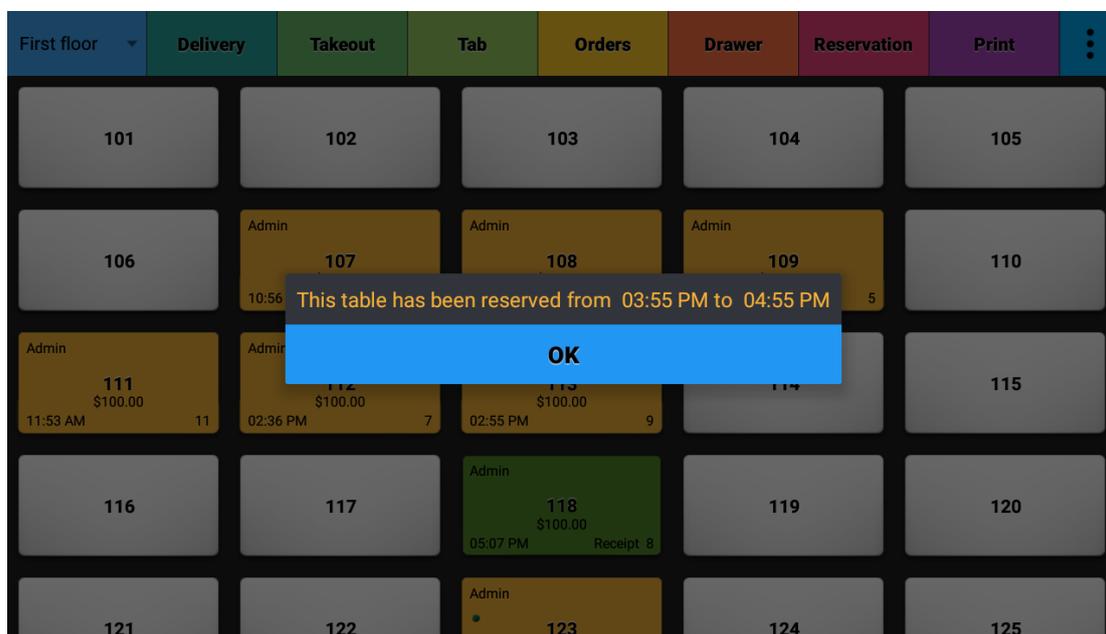
2017/05/10 12:00 AM To 2017/06/09 12:00 AM
All

Date	Amount	Tax1	Tax2	Tax3
2017-06-08	\$424.01	\$7.01	\$4.00	\$9.00
2017-06-09	\$162.88	\$1.88	\$1.50	\$9.50
<b>Total</b>	<b>\$586.89</b>	<b>\$8.89</b>	<b>\$5.50</b>	<b>\$18.50</b>

In the Tax Report scree, you can see the sum of tax amount of your restaurant every day. You can export this report in this screen.

## 6.9 Reservation

In settings->Reservation, you can enable reservation. Tapping the switch on the upper right corner, you can view the reservations on today, or all reservation records.



Once the table is reserved, you cannot take an order on this table within the set period.

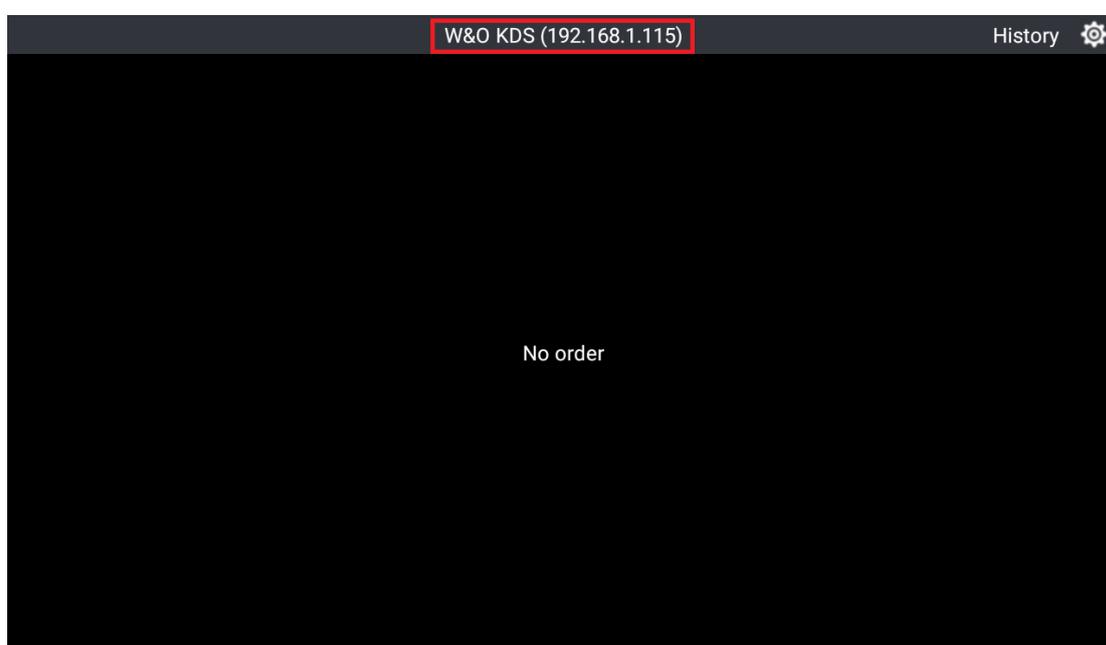
## Chapter 7: Kitchen Display (W&O KDS)

### 7.1 Install and Run W&O KDS

First, you need to install W&O KDS in your tablet.

Download Website: <https://play.google.com/store/apps/details?id=com.aadhk.kds>

Run the app, you will see the W&O KDS tablet IP that will be input in W&O POS Restaurant App.

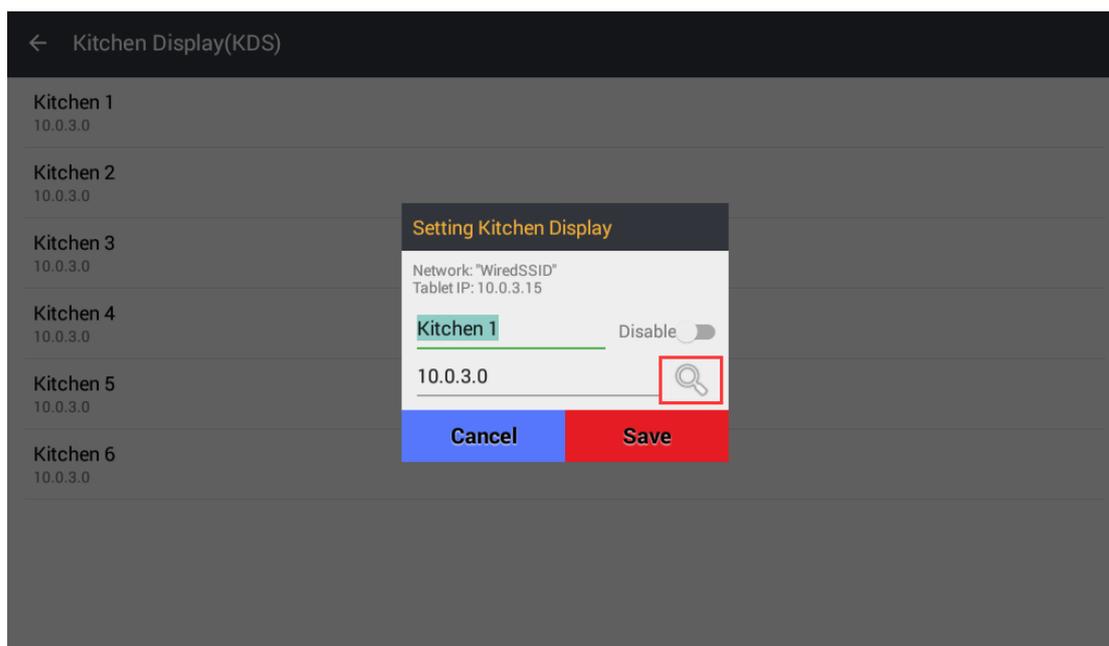


Second run W&O POS Restaurant App, Tap Setting>Kitchen Display, we have preset six kitchen displays.

## W&amp;O Restaurant POS



## 7.2 Setting up IP of Kitchen Display



On the dialog, you can manually input IP of kitchen display or search the IP of W&O KDS. Enable the kitchen display before save. You can find the IP on the top in the W&O KDS app.

### 7.3 Assigning Kitchen Display to Item

Category	Item Name	Price	Takeout Price	Member Price 1	Member Price 2	Member Price 3	Cost
Salads	Endive & Orange	\$13.00					
Salads	Caesar Salad	\$15.00					
Salads	French Green Beans	\$15.00					
Salads	Arugula	\$12.00					
Salads	Acar	\$14.00					
Salads	Afghan salad	\$19.00					
Salads	Antipasto	\$15.00					
Salads	Bean salad						

Select kitchen

- Kitchen Display 1
- Kitchen Display 2
- Kitchen Display 3
- Kitchen Display 4
- Kitchen Display 5
- Kitchen Display 6

Cancel Confirm

You need to assign Kitchen Display to item by category or item.

## W&amp;O Restaurant POS

## 7.4 Display Orders in W&amp;O KDS App

Summary (17)		W&O KDS - Kitchen Display 1				History
102	#00004	109	#00005	Delivery - 18:47	#00006	
11-04 17:47	2 min	11-04 17:47	2 min	11-04 17:47	2 min	
Server: Admin		Server: Admin		Server: Admin	gary	
Acar	x1	Acar	x1	Acar	x1	
Cappon magro	x1	Afghan salad	x1	Dressed herring	x1	
Endive & Orange	x1	Cappon magro	x2	Egg salad	x1	
Larb	x1	Dressed herring	x1			
		Egg salad	x1			

102 17:47	109 17:47	Delivery 17:47	Takeout 17:47	Tab 17:47
--------------	--------------	-------------------	------------------	--------------

When you take order in W&O POS Restaurant app, the order will be automatically showed in the W&O Kitchen Display app only if the kitchen display is set correctly.

## 7.5 Order Status

Summary (19)		W&O KDS - Kitchen Display 1				History
Takeout	#00007	Tab	#00008	116	#00009	
11-04 17:47	5 min	11-04 17:47	5 min	11-04 17:52	1 min	
Server: Admin		Server: Admin	gary	Server: Admin		
Acar	x1	Arugula	x1	Acar(Wait)	x1	
Arugula	x1	Cappon magro	x1	Arugula(Wait)	x1	

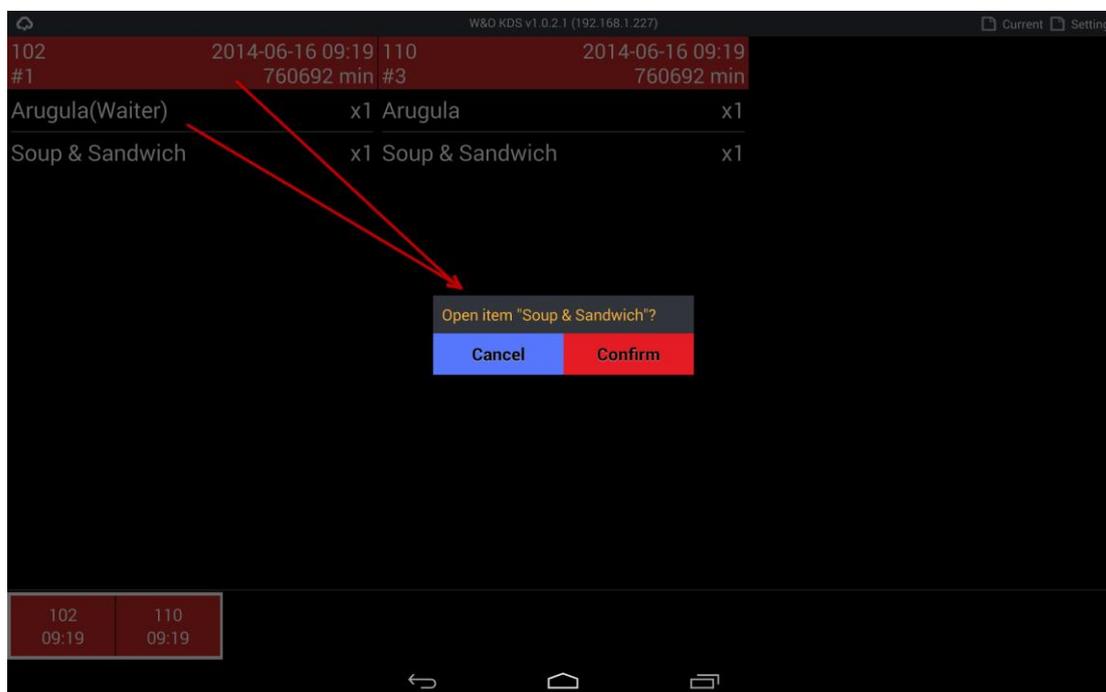
  

102 17:47	109 17:47	Delivery 17:47	Takeout 17:47	Tab 17:47	116 17:52
--------------	--------------	-------------------	------------------	--------------	--------------

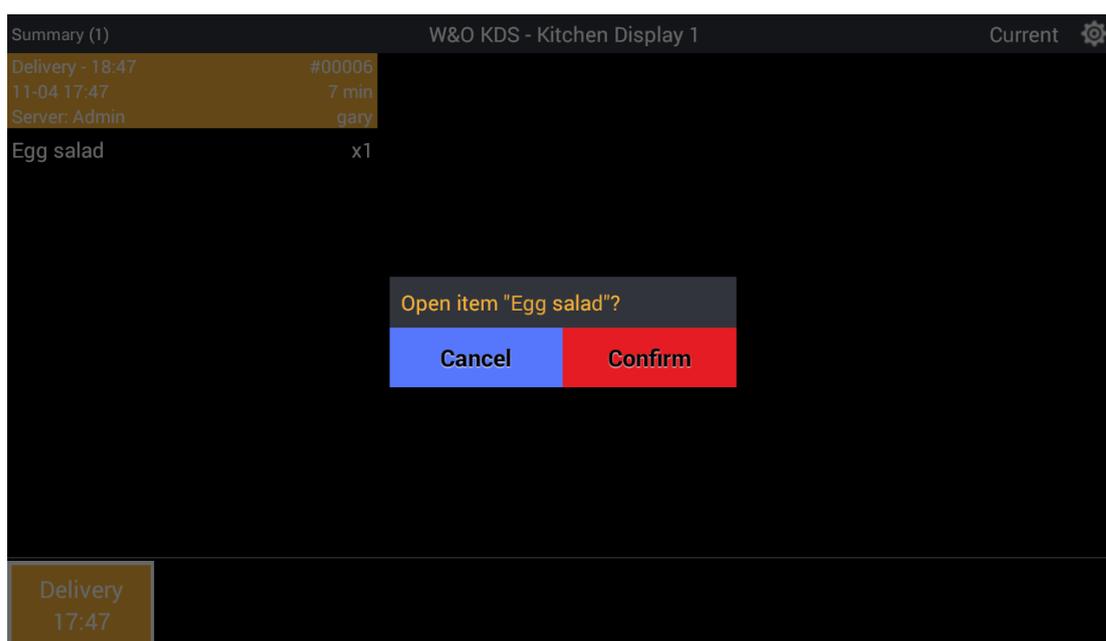
## W&O Restaurant POS

If items are held while you taking order the POS, there will be a wait after the item name on the KDS. When you click the fire button in the ordered screen of POS, the wait will be disappeared.

### 7.6 Close/Open Orders in W&O Kitchen Display App



You can close order by Tap on Header or Item when the dish is ready. The waiter can also close order item by Mark order item in the ordering screen. The order will not show in history when the order is close in KDS and is paid in Restaurant POS App.



## W&O Restaurant POS

---

When an order is closed, you can go to the history screen and retreat the order by taping on Header or Item.

### 7.7 Item Mode

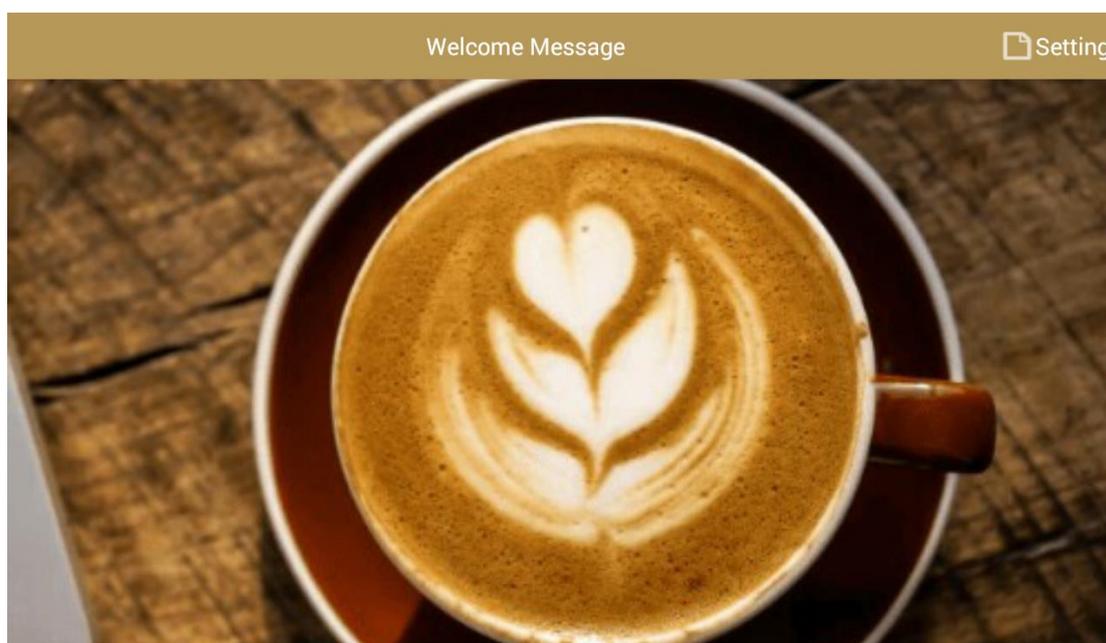
Display Order		W&O KDS - 廚房 1		History 			
Prosciutto x1		Fresh Fish of the Day x2		Soup & Sandwich x2			
1x Prosciutto	1 min	1x Fresh Fish of the Day	1 min	1x Soup & Sandwich	1 min		
		1x Fresh Fish of the Day	1 min	1x Soup & Sandwich	1 min		
Prosciutto	Fresh Fish of the Day	Soup & Sandwich	Caesar Salad	French Green Beans	Arugula	House Smoked Salmon	Chicken Breast

By tapping the Display Item button on the top left of KDS, you switch the KDS to the item mode. In this mode, you can see how many repeated items are there in all receipts. It is convenient for the cook to cook lots of same items at the same time.

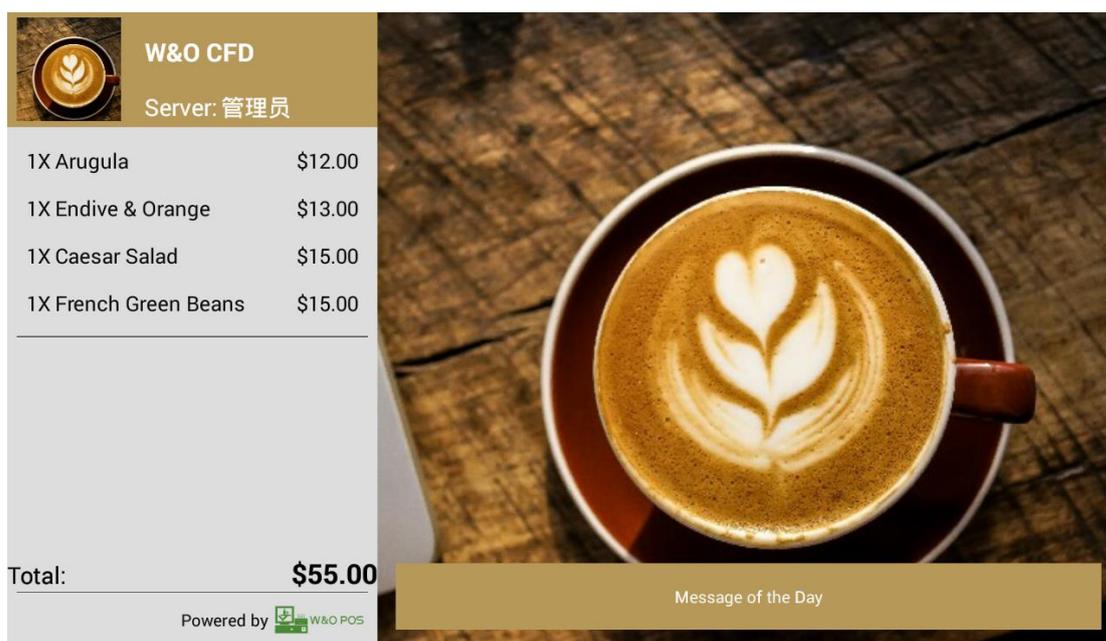
## Chapter 8: Customer Display (W&O CFD)

First you need to install CFD in your tablet.

<https://play.google.com/store/apps/details?id=com.aadhk.cfd>



Run W&O POS Restaurant App, Tap Settings->Device->Customer Display, you can manually input IP of Customer Display or search the IP of Customer Display. Enable the Customer Display before save.



W&O Restaurant POS

← Customer Facing Display

Customer Facing Display ✔  
 Enable

Current IP Address  
 192.168.1.116

Category Setting  
 Category

Languages  
 English. Not your language, email to help us

Register

You can select different pictures as your welcome screen and payment screen and edit message of the day.

All the information shown on the left field of POS in the ordering screen, can be shown synchronously on the CFD.

W&O CFD  
Server: manager

1X Arugula	\$12.00
1X Endive & Orange	\$13.00
1X Caesar Salad	\$15.00
1X French Green Beans	\$15.00

---

**Total:**
\$55.00

Powered by W&O POS

←
Clear
Cour

	Ordering		Ordered
-	1 Arugula	+	\$12.00
-	1 Endive & Orange	+	\$13.00
-	1 Caesar Salad	+	\$15.00
-	1 French Green Beans	+	\$15.00

Quantity:
4

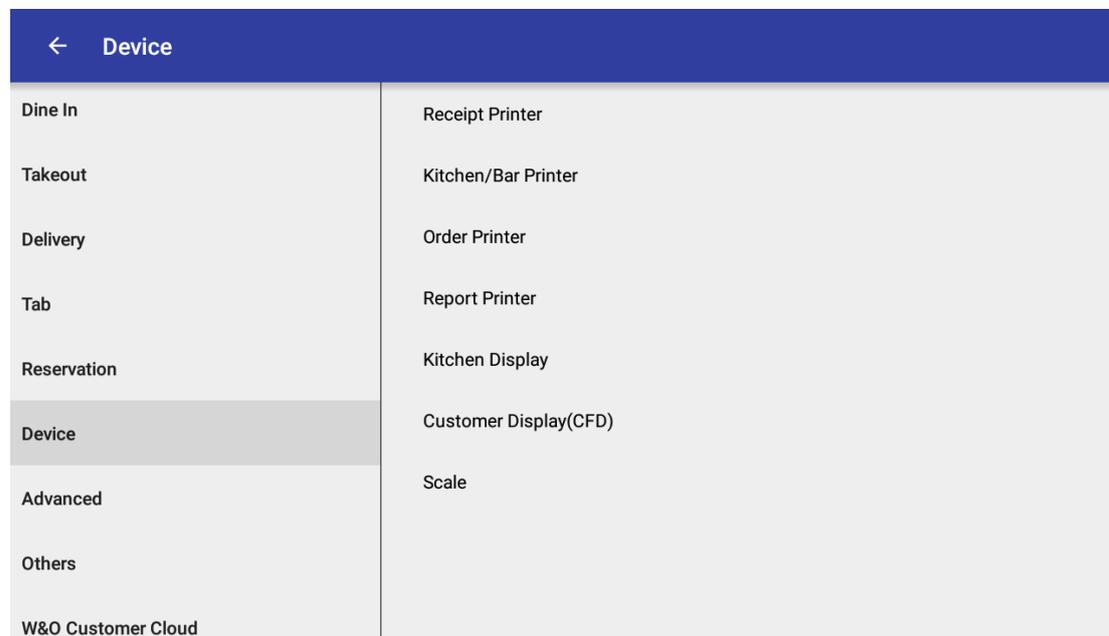
Subtotal:
\$55.00

Send

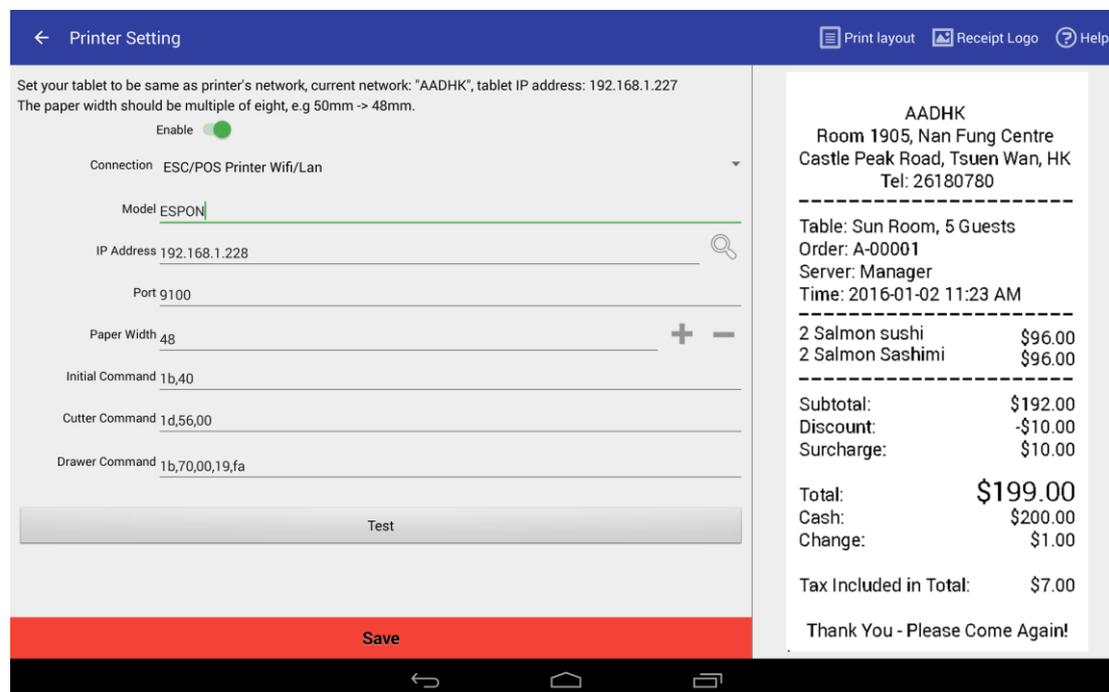
on Develo

## Chapter 9: Setting up Your Receipt Printer

From the Menu, go to Settings > Device > Receipt Printer.

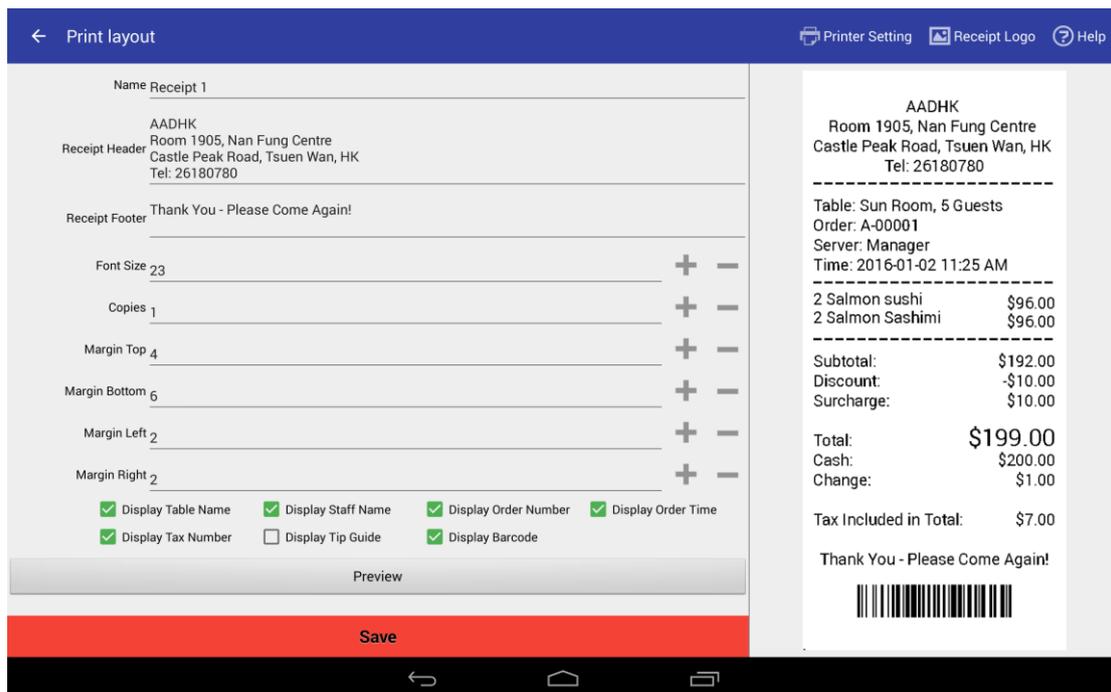


Tap Printer Setting to setup printer.

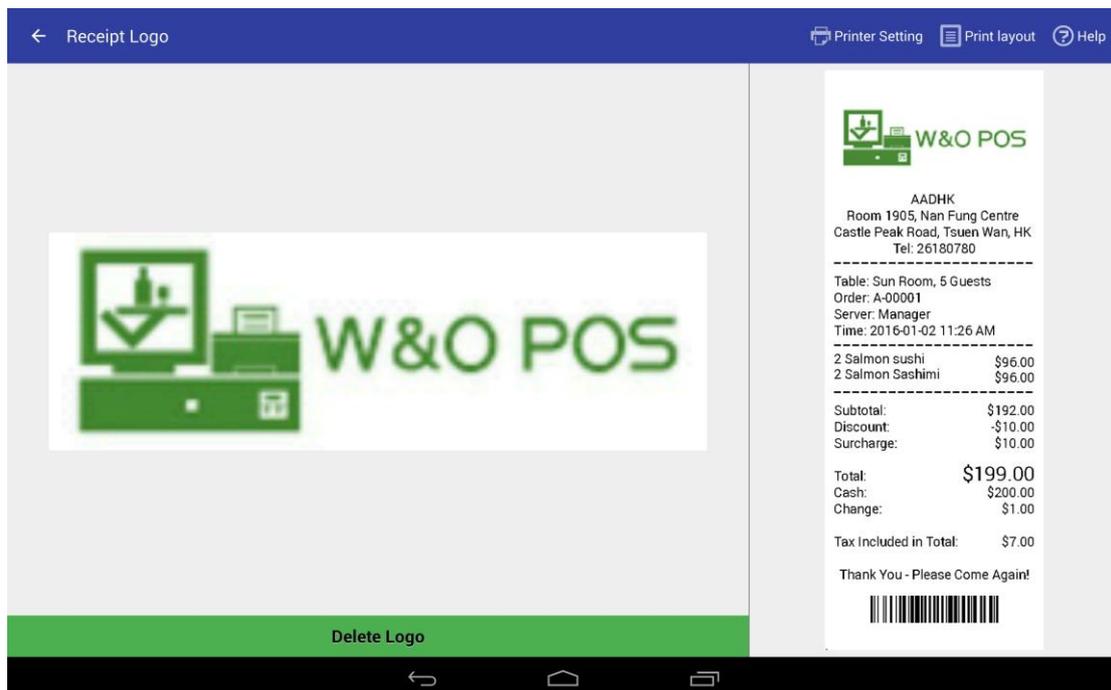


Tap Print Layout to setup layout.

### W&O Restaurant POS



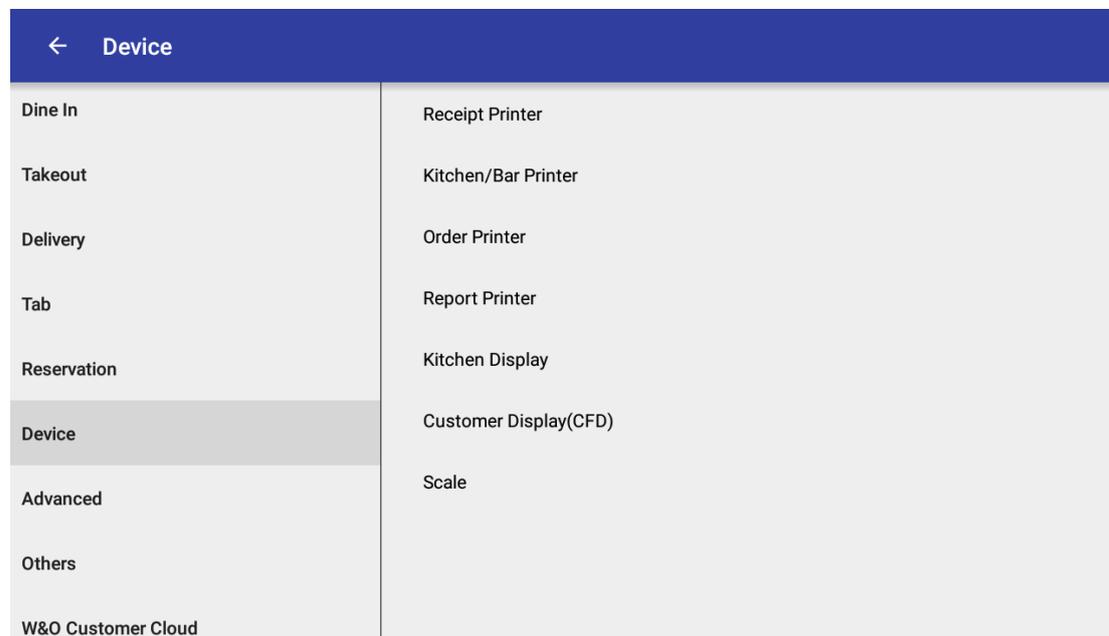
Tap Receipt Logo to setup logo.



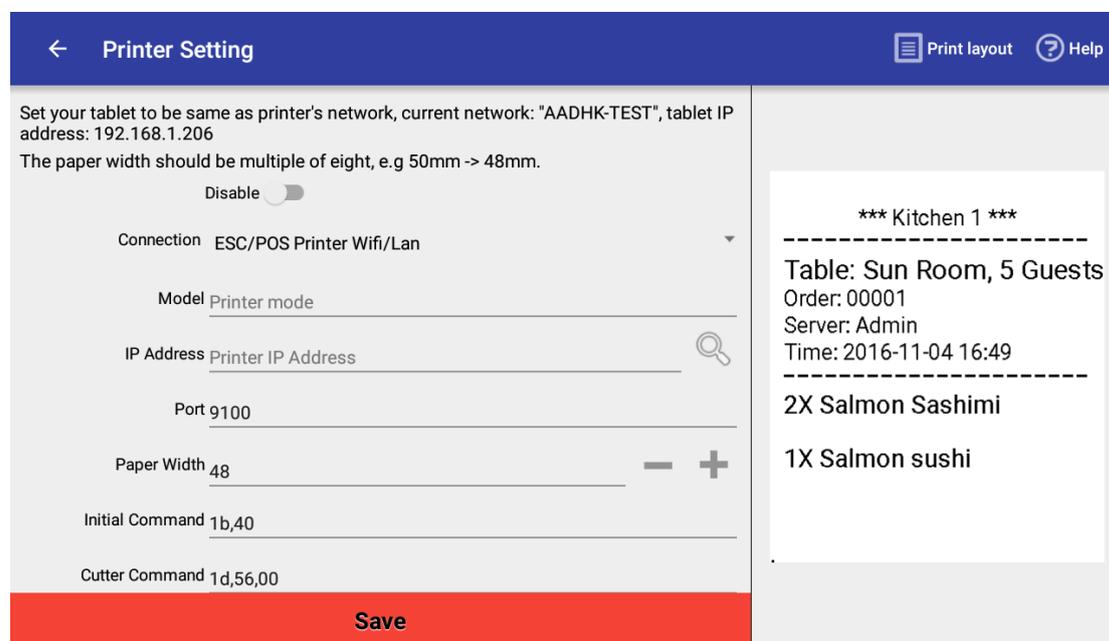
Cash in/out record printing and expense record printing have been added in our POS.

## Chapter 10: Setting up Your Kitchen or Bar Printers

From the Menu, go to Settings>Kitchen or Bar Printers.

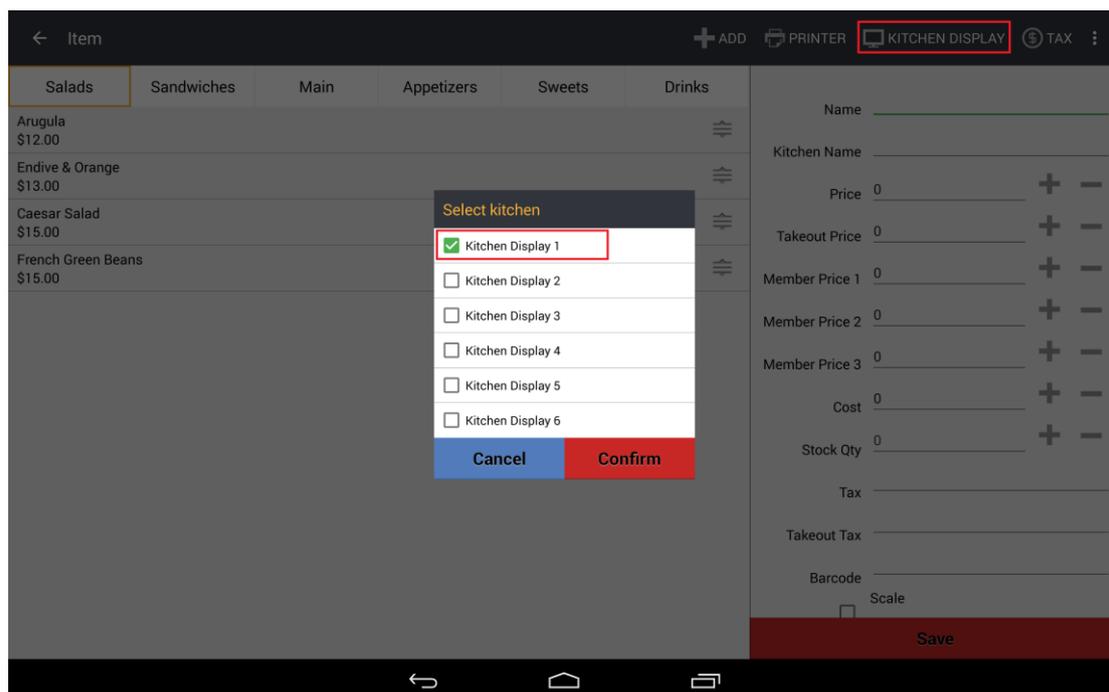


Setup Printer Setting and Print Layout.



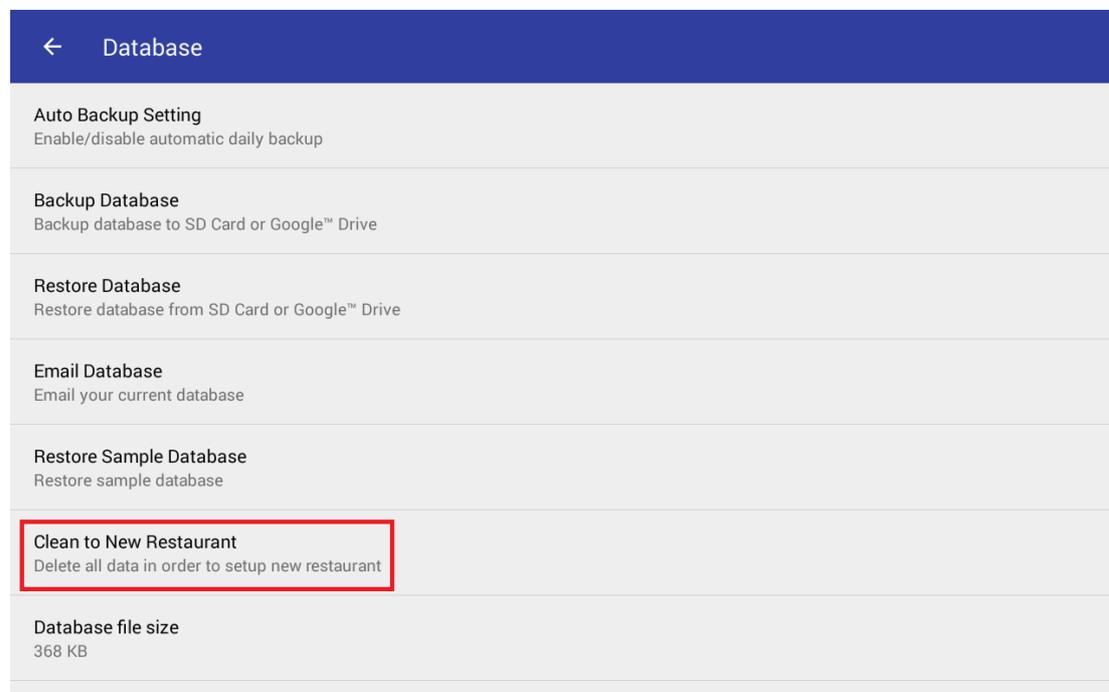
Then Tap Setting>Menu>Item, assign printer to items. When you taking order, it will auto or manual print kitchen receipt.

### W&O Restaurant POS



## Chapter 11: How to Setup New Restaurant

### 11.1 Cleaning demo data



First you need to clean demo data (orders, menu...) by tag Database>Clean to New Restaurant

### 11.2 Setting up Restaurant

You can reference to [Chapter 1: Restaurant Settings](#)

### 11.3 Setting up Menu

You can reference to [Chapter 2: Setting up Your Menu](#)

### 11.4 Setting up Employee

You can reference to [Chapter 3: Manage Employee](#)

### 11.5 Setting up Receipt Printer

You can reference to [Chapter 9: Setting up Your Receipt Printer](#)

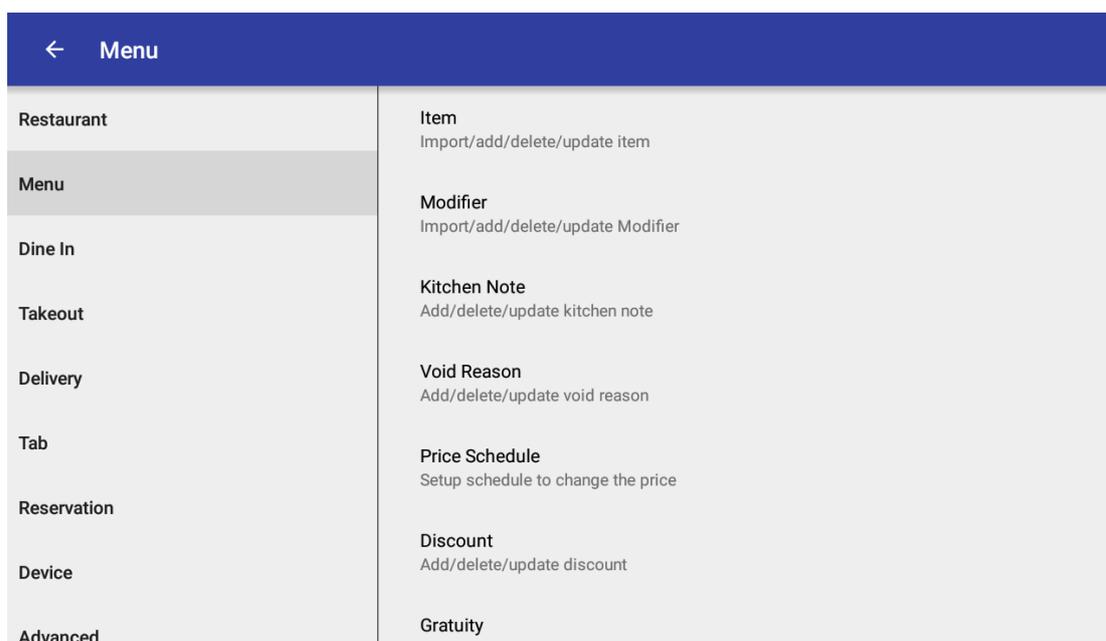
### 11.6 Setting up Kitchen Printer

You can reference to [Chapter 3: Setting up Your Kitchen or Bar Printers](#)

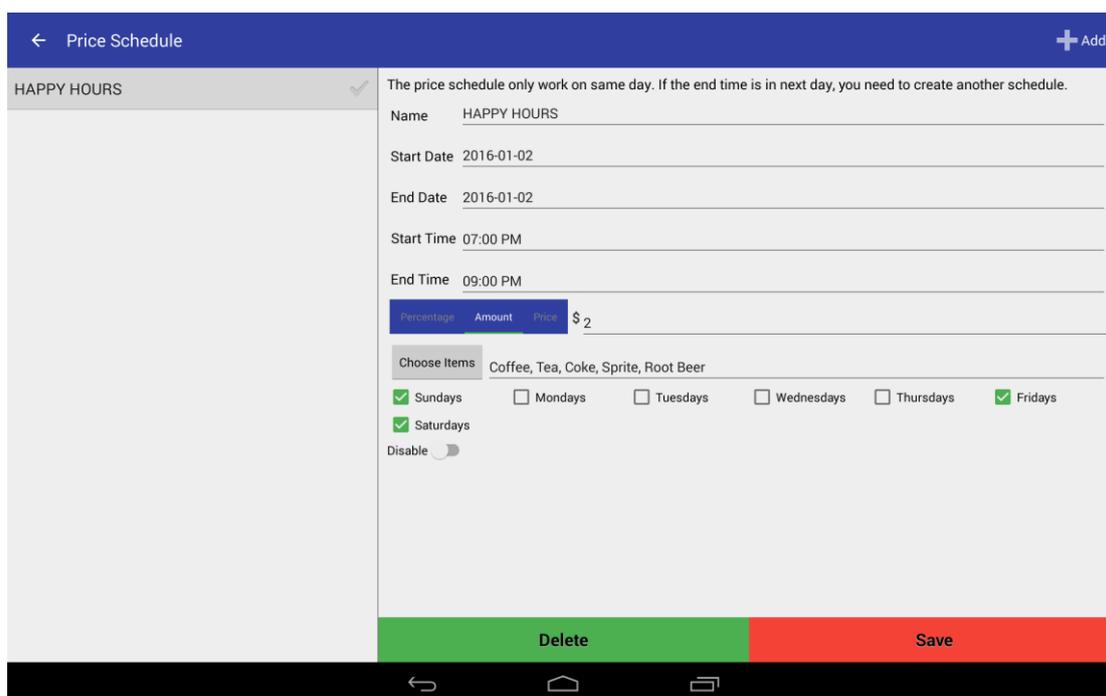
## Chapter 12: How to Use Price Schedule

You may adjust price on different date and time. You can setup Price Schedule auto adjust price for you.

From the Table Screen Menu, go to Settings>Menu>Price Schedule.



Tap the Add icon to add a new Price Schedule.



W&O Restaurant POS

When you taking order, the item price will be automatically discount.

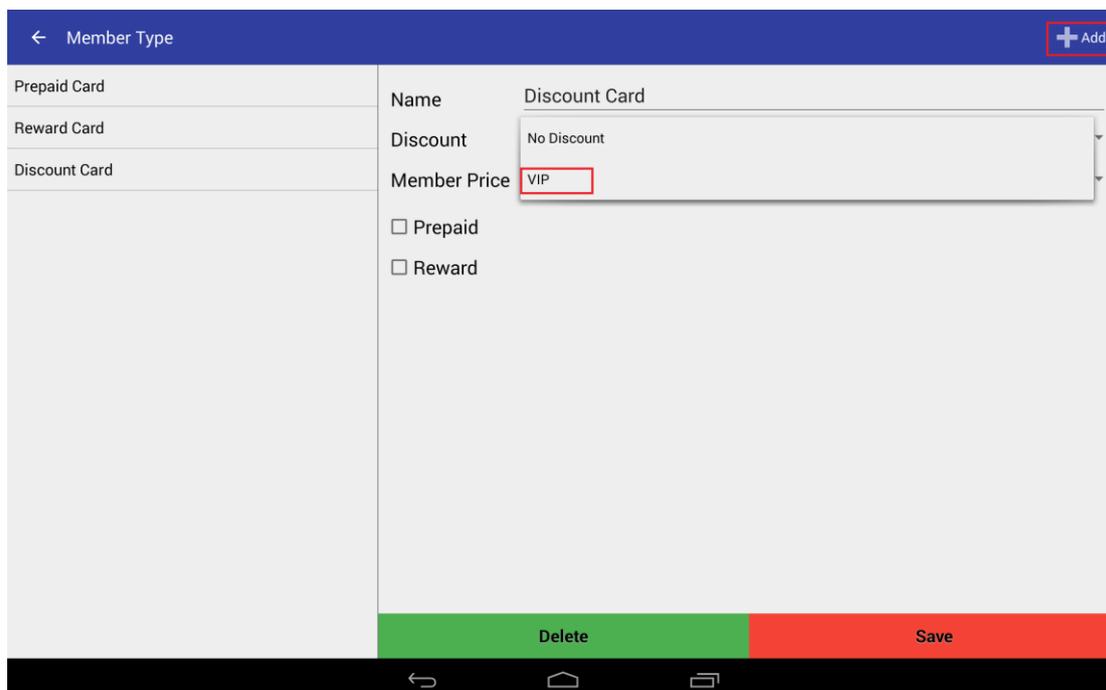
←		Surcharge	Gratuity	Discount	Tax	Note	Email
Table: 102, 1 Guests		Subtotal:			\$12.00		
Order: 00004		Total:			\$13.20		
Server: Manager		Paid:			\$0.00		
Time: 2016-01-02 10:31 AM		Surcharge:			\$1.20		
1 Arugula \$12.00		Pay:			\$13.20		
1 Root Beer \$0.00		Change:			\$0.00		
HAPPY HOURS (\$2.00)		Cash	Master	Visa	Debit Card	Cheque	Gift Ca
Subtotal:	\$12.00	7	8	9	Customer		
Surcharge:	\$1.20	4	5	6	Drawer		
Total:	\$13.20	1	2	3	Receipt		
		0	00	.	Pay		
		←	Clear	Exact			

## Chapter 13: How to Use Member Discount

From the Table Screen Menu, go to Member > Member Type.



Tap the Add icon to add a new member type. In the Discount field, choose Discount, which is set in the Settings.



## W&amp;O Restaurant POS

Then go to the Customer list and tap a customer, then assign the customer to be the one having privilege of discount.

Customer

Tel 123456

Name gary

Address Address line 1  
Address line 2  
Address line 3

Zip Code Zip Code

Mail Email address

Member Type

- Not Member
- Prepaid Card
- Reward Card
- Discount Card

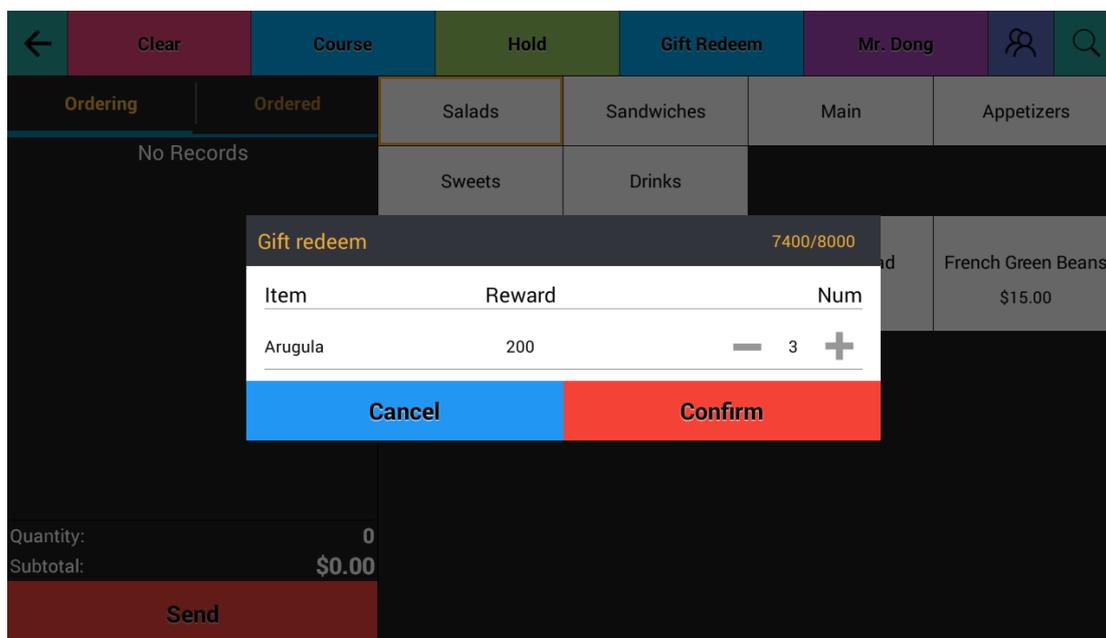
Delete Save

When you close the order, choose the customer, the discount will be automatically applied to the order.

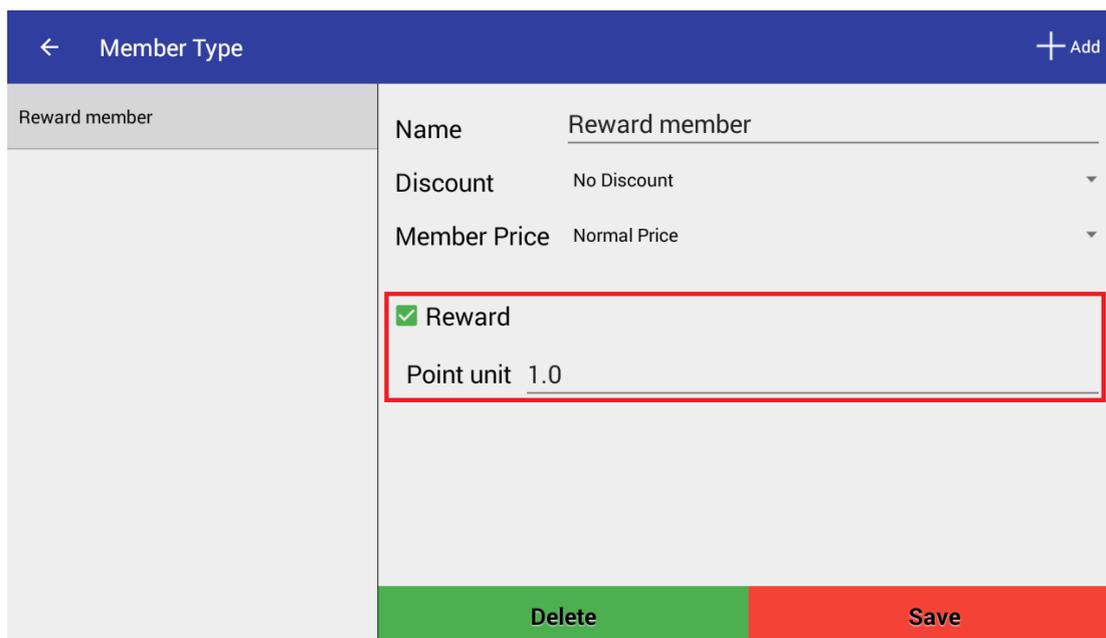
←	Surcharge	Gratuity	Discount	Tax	Note	Email
Table: 101, 2 Guests			Subtotal: \$25.00		VIP: -\$6.25	
Order: 00003					Surcharge: \$1.88	
Server: Manager			Total: \$20.63		Pay: \$20.63	
Time: 2016-01-01 09:47 PM			Paid: \$0.00		Change: \$0.00	
Customer: gary			Cash	Master	Visa	Debit Card
1 Arugula	\$12.00					
1 Endive & Orange	\$13.00					
Subtotal:	\$25.00		7	8	9	gary
VIP:	-\$6.25					
Surcharge:	\$1.88					
Total:	\$20.63		4	5	6	Drawer
			1	2	3	Receipt
			0	00	.	Pay
			←	Clear	Exact	

## Chapter 14: How to Use Member Reward

When a customer wants to redeem free item, which is called gift, his Member reward points will be consumed.



To begin using the member reward, you have to create a new member type, whose reward checkbox is checked. Point unit means how much reward a customer can get when consuming \$1.



## W&amp;O Restaurant POS

Then go to Member -> Gift management, you can select which item to be the gift by tapping Modify Gift. Also, remember to input the reward point the item worth, and enable this item to be a gift.

Gift Management		Modify Gift	Delete all
Arugula	200	Name	Arugula
Endive & Orange	0	Reward Point	200
		Status	<input checked="" type="radio"/> Enable <input type="radio"/> Disable
		Delete	Save

Go to the Customer screen and tap a customer, assign the customer to be a reward member. You can adjust the customer's reward in this screen as well.

Customer		Transactions	Adjust Reward
Name	Mr. Dong		
Address	Address line 1		
	Address line 2		
	Address line 3		
Zip Code	Zip Code		
Delivery Fee	0		
Email	Email address		
Member Type	Not Member		
Reward	Reward member		
		Delete	Save

Finally, select the customer who is reward member when place an order. The Gift Redeem icon will show up after you select the customer.

## W&amp;O Restaurant POS

←		Clear	Course	Hold	Gift Redeem	Mr. Dong		
<b>Ordering</b>	<b>Ordered</b>	Salads	Sandwiches	Main	Appetizers			
No Records		Sweets	Drinks					
		Arugula \$12.00	Endive & Orange \$13.00	Caesar Salad \$15.00	French Green Beans \$15.00			
Quantity:	0							
Subtotal:	\$0.00							
<b>Send</b>								

## Chapter 15: How to Use Delivery

First, take a delivery order.

← Delivery

Tel 12345678

Name customer a

Address address line 1  
address line 2  
Address line 3

Zip Code Zip Code

Mail Email address

Delivery  Pickup

Now  Delivery Time

Confirm

After taking order, go to Delivery

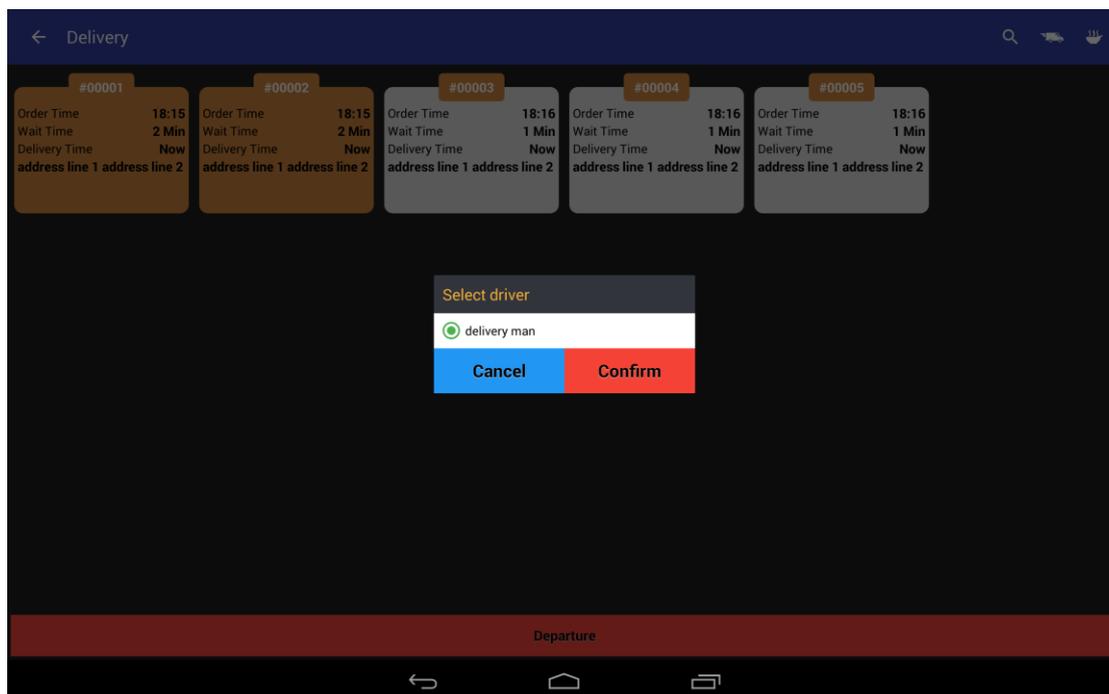
Delivery Tab Orders Drawer

101	manager 102 2Guests 09:19 Hold	103	104	manager 105 2Guests 09:19	106
108	109	manager 110 2Guests 09:19 Print	111	112	113
115	116	117	118	119	120

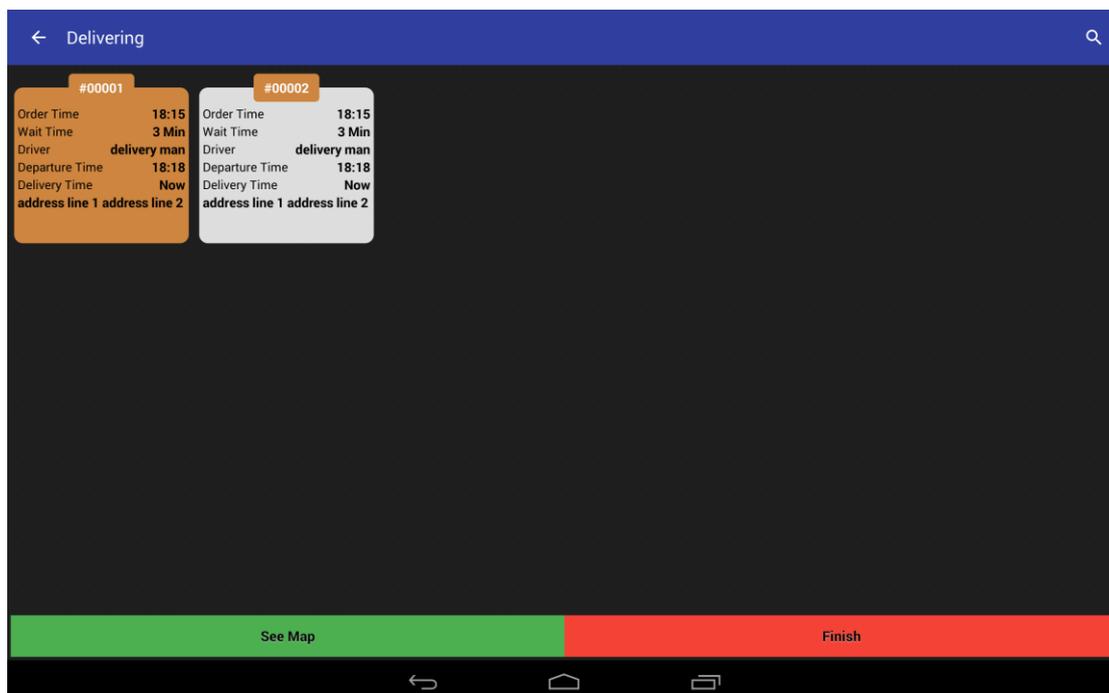
- Delivery
- Expense
- Pay In/Out
- Customer
- Member Analyze
- Time Clock
- Receipt
- Report
- Database
- Settings
- Logout

## W&amp;O Restaurant POS

Pick the driver for the selected order when start delivering.



After the delivery boy had done the delivery, you can finish the delivery order on the Delivering screen



## W&amp;O Restaurant POS

You can see the finished order on the Delivered screen.



When you closed the order on the Payment screen, you can check the Delivery report.

Report Category	Report Data
<input checked="" type="checkbox"/> Sales	<b>Staff Sales</b> manager Sales \$183.00 Net Sales \$183.00 Total \$183.00 Cash \$183.00 Cash to Remit \$183.00
<input checked="" type="checkbox"/> Payment	
<input type="checkbox"/> Discount	
<input checked="" type="checkbox"/> Cashout	
<input checked="" type="checkbox"/> Staff Sales	
<input checked="" type="checkbox"/> <b>Delivery</b>	<b>Delivery</b> delivery man 3 \$110.00 Total 3 \$110.00
<input type="checkbox"/> Profit	<b>Statistics</b> Total Bills 5 Avg Amount Per Bill \$36.60 Total Guests 6 Avg Amount Per Guest \$30.50
<input checked="" type="checkbox"/> Statistics	
<input checked="" type="checkbox"/> Sale Type	<b>Sale Type</b> Dining 1 \$27.00 Delivery 4 \$156.00 Total 5 \$183.00
<input checked="" type="checkbox"/> Table Sales	<b>Table Sales</b> Delivery 4 \$156.00 110 1 \$27.00 Total 5 \$183.00
<input checked="" type="checkbox"/> Category Amount	

## W&amp;O Restaurant POS

CALL ID: When the customer calls restaurant for delivery, the POS would enter to “delivery” interface automatically and the phone number would be listed so that the restaurant staff would place an order and arrange driver more quickly for customers. The prerequisites are W&O POS must be running and the POS device is able to answer the call.

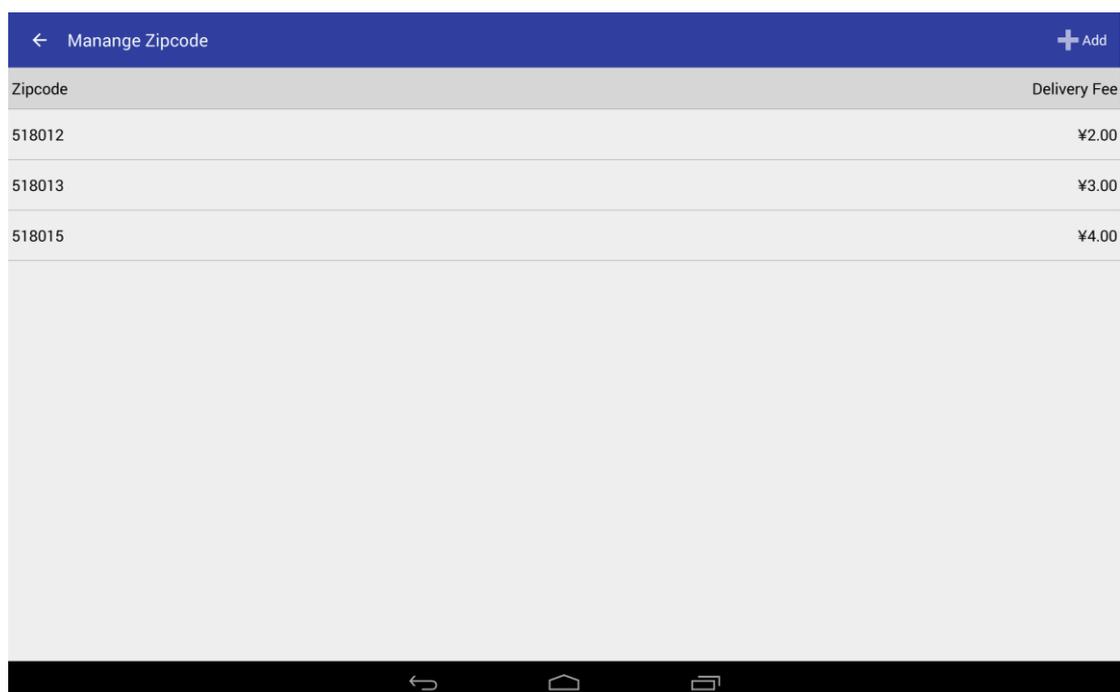
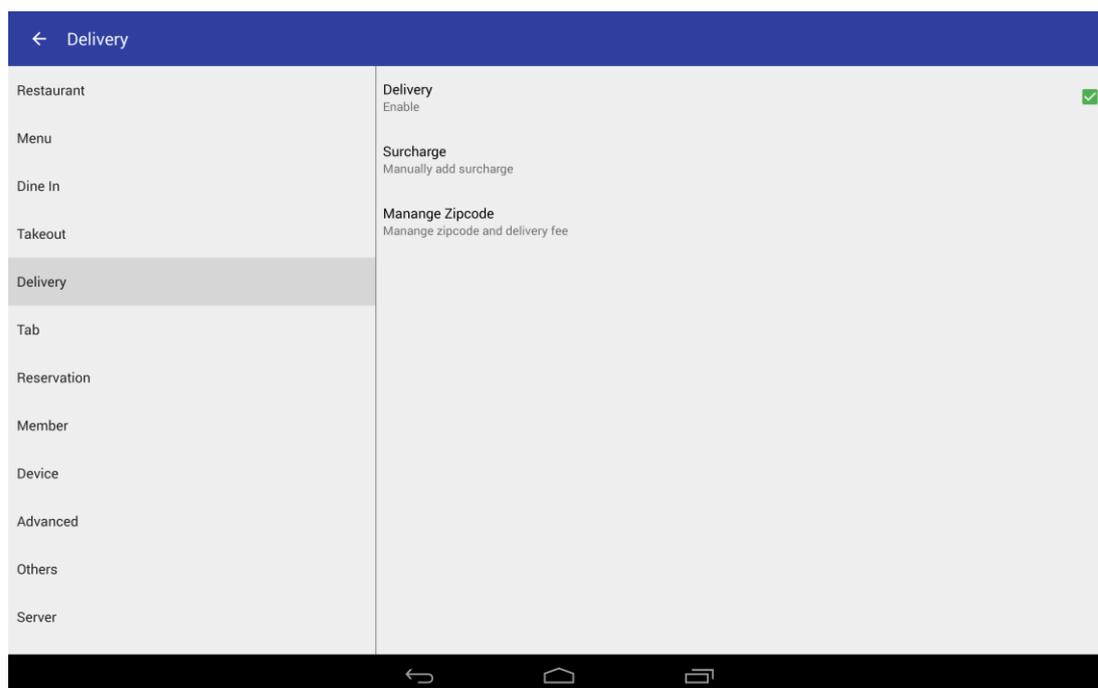
The screenshot displays the 'Delivery' interface of the W&O Restaurant POS. At the top, there is a blue header with a back arrow and the text 'Delivery'. Below this, the form contains the following fields and options:

- Tel:** 18866669999 (highlighted with a red box)
- Name:** Customer name
- Address:** Address line 1, Address line 2, Address line 3
- Zip Code:** Zip Code
- Delivery Fee:** Delivery Fee
- Email:** Email address
- Options:**  Delivery  Pickup;  Now  Delivery Time

At the bottom of the form, there is a prominent red button labeled 'Confirm'. The entire interface is set against a light gray background with a dark blue header and a black footer containing standard Android navigation icons.

Delivery fee: delivery fee can be calculated by the zip code or can be set manually.  
Setting>delivery>Manage Zipcode

## W&amp;O Restaurant POS

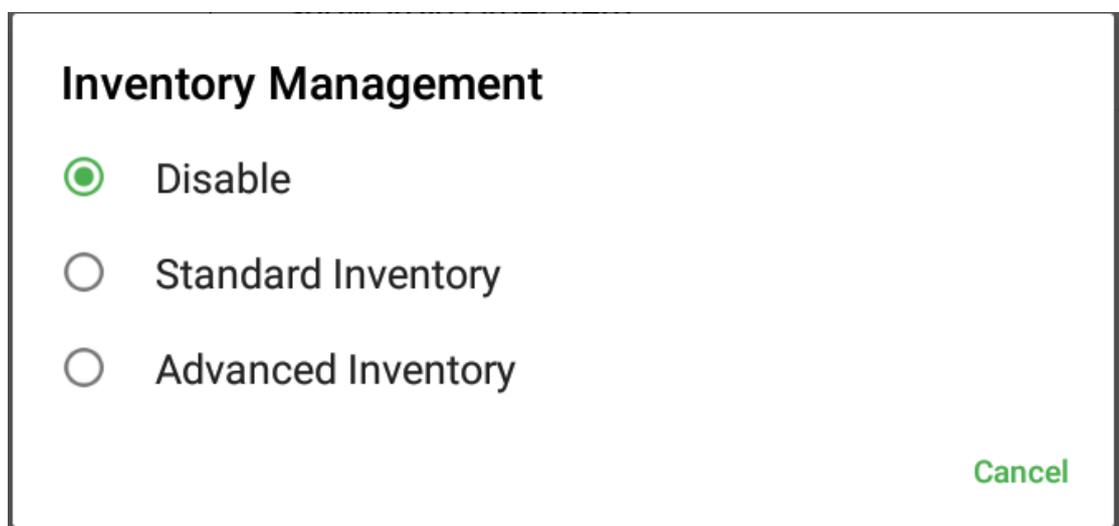


## Chapter 16: How to Use Inventory

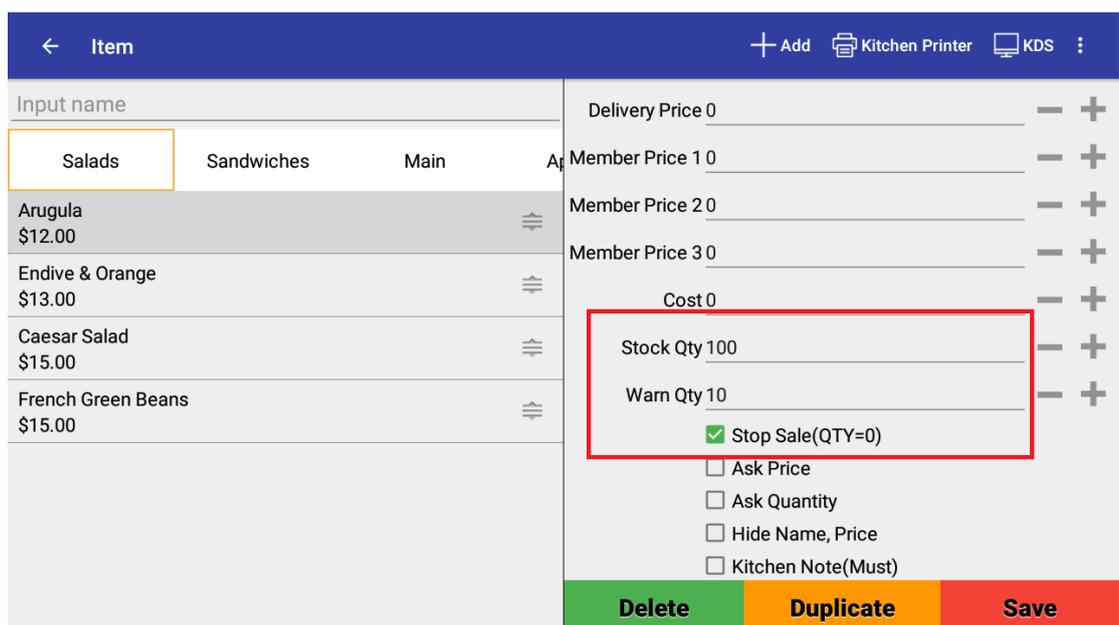
W&O POS has three kinds of inventory managements. You can choose one of them base on your need. We will explain one by one.

16.1 Inventory Management - Disable means using Item setting for the inventory management. It is the simple and easy way.

1. Choose Disable from Inventory management.

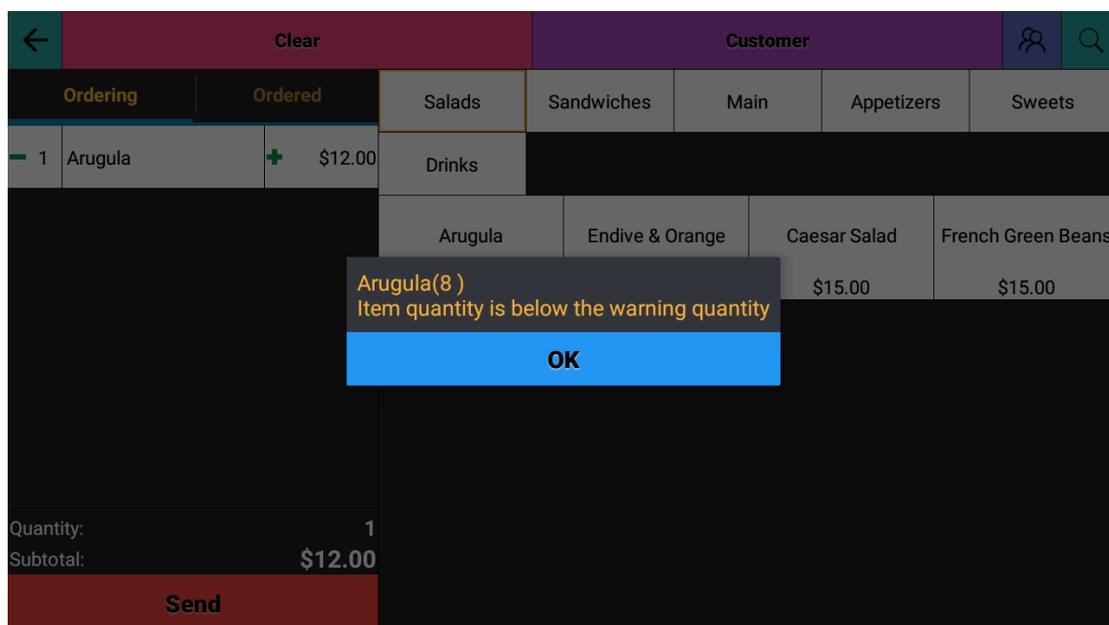


2. Setup Stock Qty, Warn Qty and Stop Sale in Item Settings

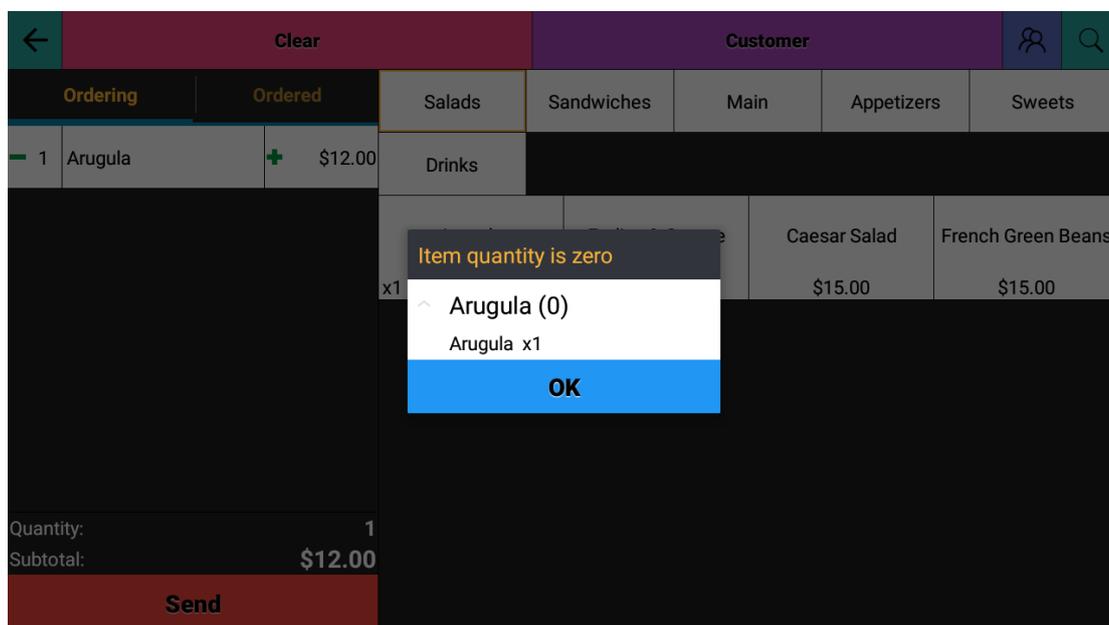


## W&amp;O Restaurant POS

3. If the stock quantity is below warn quantity, it will show warning dialog while ordering.



4. If the stock quantity is zero, it will not allow sale while ordering.



5. If you choose Allow Minus Quantity, warn quantity and stop sale will be disable automatically, and the Stock Quantity will be negative.

## W&amp;O Restaurant POS

The screenshot displays the 'Item' management interface. On the left, a list of items is shown under the 'Salads' category, including Arugula (\$12.00), Endive & Orange (\$13.00), Caesar Salad (\$15.00), and French Green Beans (\$15.00). On the right, configuration options are visible, such as Member Price (2.0, 3.0), Cost (0), and Stock Qty (-1). The 'Discountable' checkbox is checked, and the 'Customer App' checkbox is also checked. At the bottom, there are buttons for 'Delete', 'Duplicate', and 'Save'.

## 16.2 Inventory Management - Standard Inventory

1. Choose Standard Inventory from Inventory management.

The screenshot shows a dialog box titled 'Inventory Management'. It contains three radio button options: 'Disable', 'Standard Inventory', and 'Advanced Inventory'. The 'Standard Inventory' option is selected, indicated by a green dot. A 'Cancel' button is located in the bottom right corner.

## W&amp;O Restaurant POS

- Go to Standard Inventory>Purchase Order, then create Purchase Order.

Purchase Order		+ Choose	Save
Apple ▾	Remark		
Apple	Price 2\$ · Qty 100	200\$	Stock Qty 0
Bananas	Price 5\$ · Qty 100	500\$	Stock Qty 0
Blueberries	Price 3\$ · Qty 100	300\$	Stock Qty 0
		Total:1,000\$	

- Check the Item Quantity after purchase order. Then you can sell item.

Analyze Inventory		
All Category ▾	All Warehouse ▾	<input type="checkbox"/> Show 0 Qty
Apple	Cost 2\$ · Stock Qty 100 · Price 38\$ Fruit · Localtion A	200\$
Bananas	Cost 5\$ · Stock Qty 100 · Price 41\$ Fruit · Localtion A	500\$
Blueberries	Cost 3\$ · Stock Qty 100 · Price 68\$ Fruit · Localtion A	300\$
Total	300	1,000\$

- At end of month, you can count Item Quantity

## W&amp;O Restaurant POS

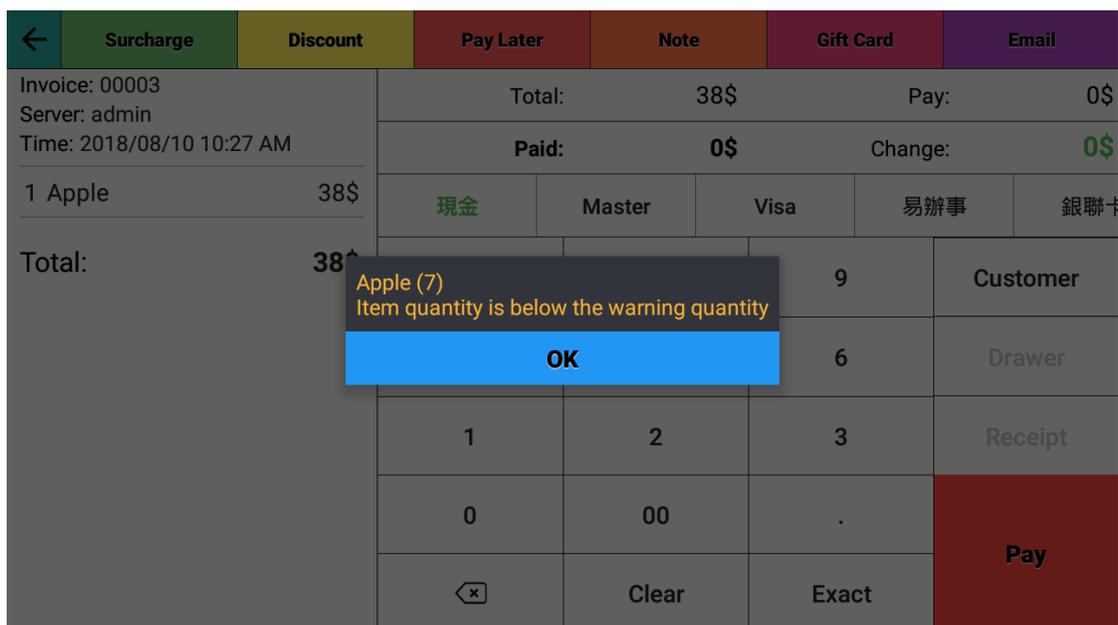
Count Inventory		Save
Fruit	Localtion A	
Remark		
Apple	-2\$	
Cost 2\$ · Qty 98		Stock Qty 99
Bananas	-5\$	
Cost 5\$ · Qty 98		Stock Qty 99
Blueberries	-3\$	
Cost 3\$ · Qty 98		Stock Qty 99
Coco	0\$	
Cost 0\$ · Qty 0		Stock Qty 0
Fig	0\$	
Cost 0\$ · Qty 0		Stock Qty 0
Green lemo	0\$	
Cost 0\$ · Qty 0		Stock Qty 0
		Total:-10\$

5. To use Warn Qty and Stop Sale, you can setup in item.

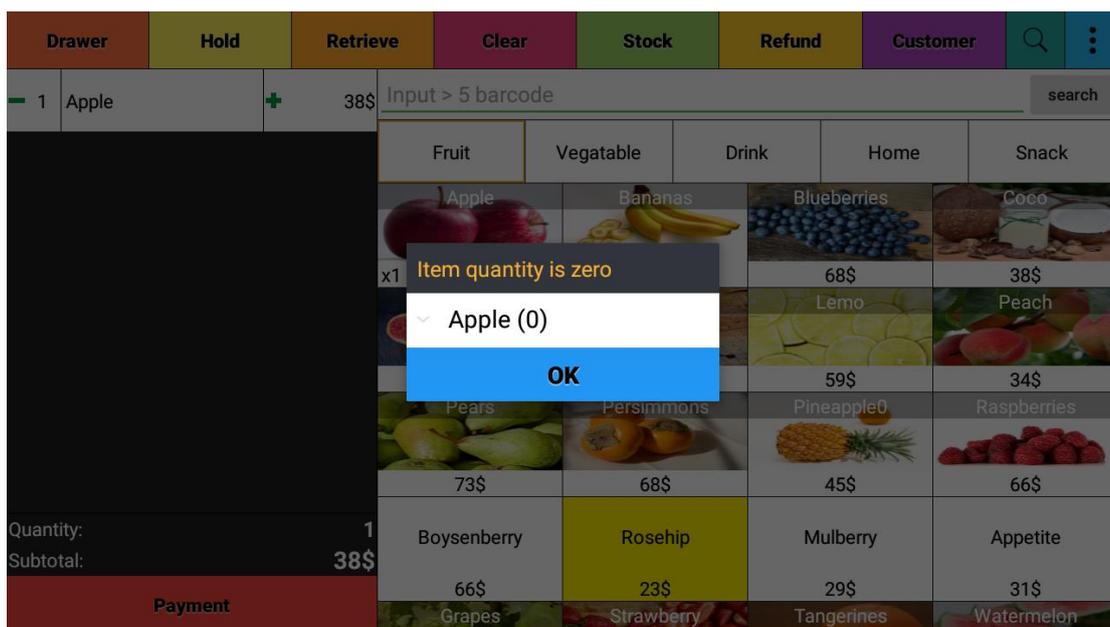
Item		Member Price 3 0
Input name		Cost 2
Fruit	Vegatable	Drink
Apple	38\$	Stock Qty 98
Bananas	41\$	Warn Qty 10
Blueberries	68\$	Barcode 1
Coco	38\$	Barcode 2
Fig	79\$	Barcode 3
Green lemo	44\$	Warehouse Localtion A
Lemo	59\$	When trying to modify the cost and amount of items, please go to the inventory screen.
		<input checked="" type="checkbox"/> Stop Sale(QTY=0)
	Delete	Duplicate
		Save

6. If the stock quantity is below warn quantity, it will show warning dialog while ordering.

W&O Restaurant POS

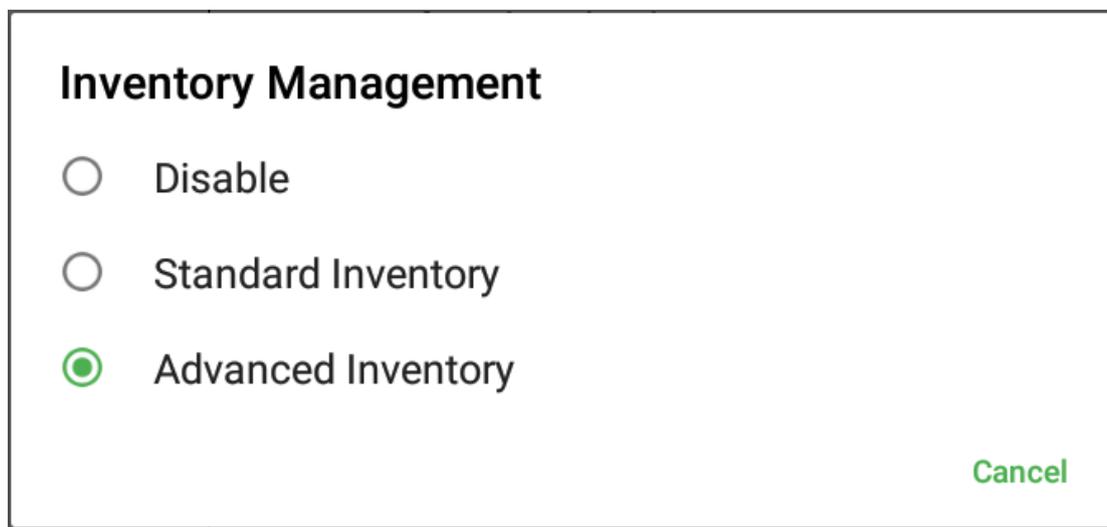


7. If the stock quantity is zero, it will not allow sale while ordering.

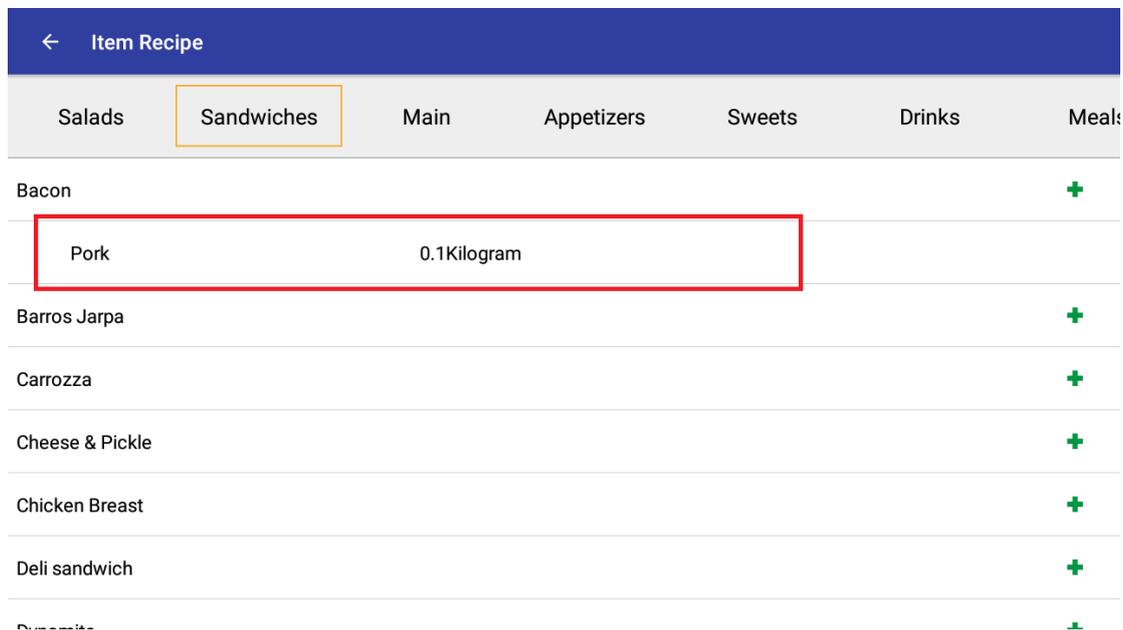


### 16.3 Inventory Management - Advanced Inventory, which allow you to manage Recipe of Item.

1. Choose Standard Inventory from Inventory management.



2. Setup Item Recipe



3. Setup Modifier Recipe

## W&amp;O Restaurant POS

← Modifier Recipe

Drink	Fries	Sides	Size
-------	-------	-------	------

Apple Pie	+			
Nuggets(4pcs)	+			
Taro Pie	+			
Wings(2pcs)	+			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Chicken</td> <td style="width: 33%;">2Pcs</td> <td style="width: 33%;">Pcs</td> </tr> </table>	Chicken	2Pcs	Pcs	
Chicken	2Pcs	Pcs		

## 4. Create Purchase Order

← Purchase Order + Add

**Vendor** Demo Store ▾

Remark \_\_\_\_\_

Chicken	\$200.00
Qty 100	Price \$2.00
Unit Pcs	Stock Qty 0
Pork	\$100.00
Qty 10	Price \$10.00
Unit Kilogram	Stock Qty 100

**Save**

## 5. Check the Recipe Quantity after purchase order. Then you can sell item.

## W&amp;O Restaurant POS

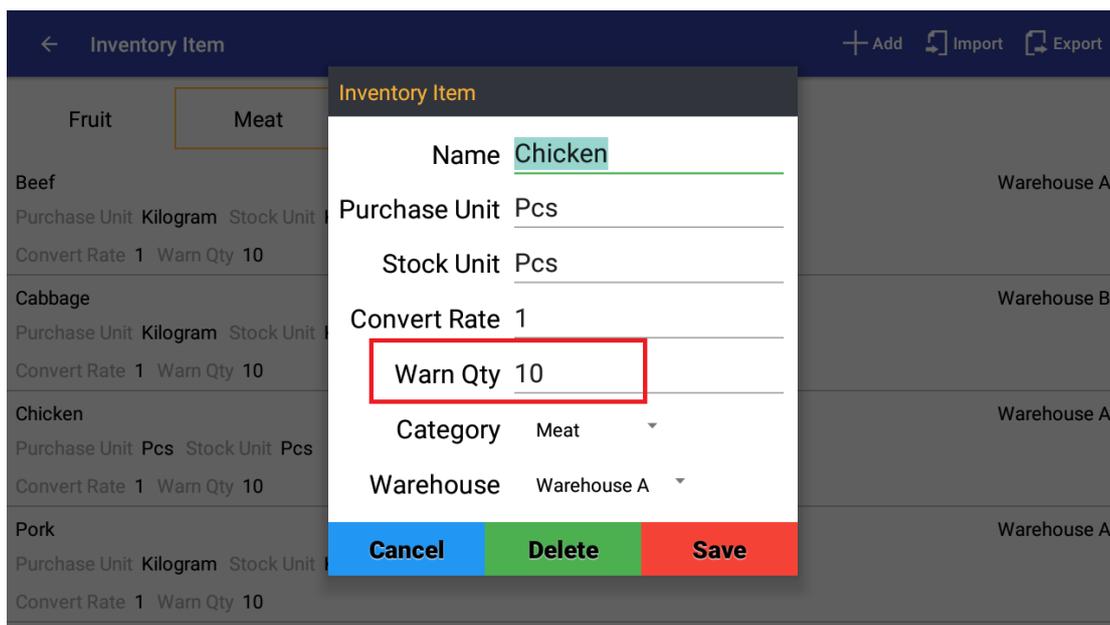
← Analyze Inventory	
All Category ▾	All Warehouse ▾ <input type="checkbox"/> Show 0 Qty <input type="button" value="Search"/>
Chicken	\$200.00
Cost \$2.00	Qty 100
Unit Pcs	Warehouse A
	Meat
Beef	\$2,000.00
Cost \$20.00	Qty 100
Unit Kilogram	Warehouse A
	Meat
Pork	\$1,100.00
Cost \$10.00	Qty 110
Unit Kilogram	Warehouse A
	Meat

## 6. At end of month, you can count Recipe Quantity

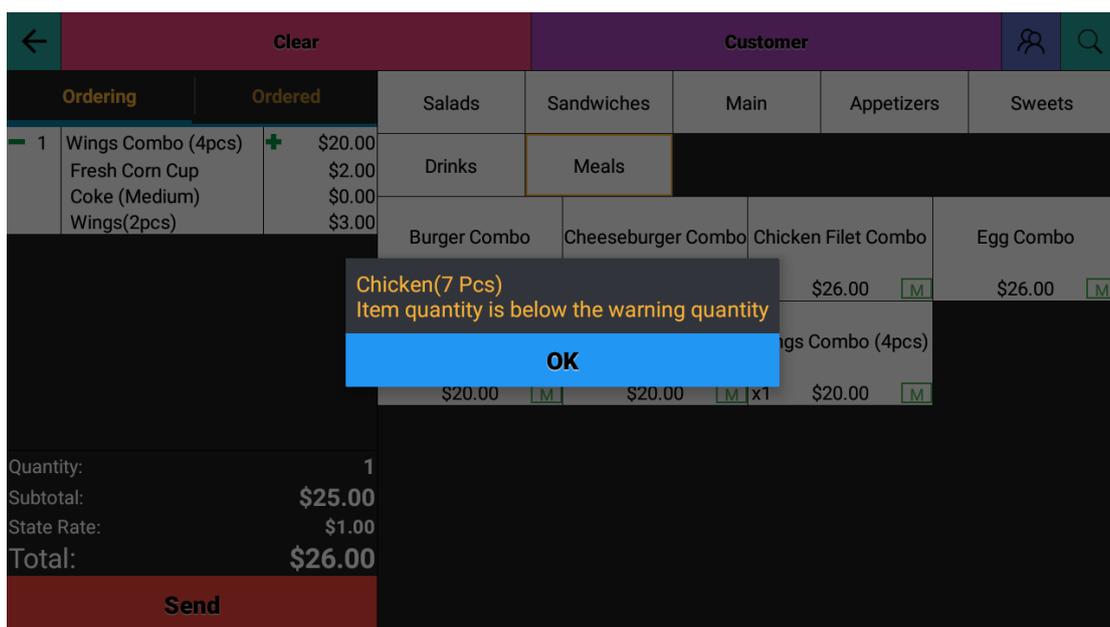
← Count Inventory	
Warehouse A ▾	Meat ▾ <input type="button" value="Find"/>
Remark	
Beef	-\$20.00
Qty 99	Stock Qty 100
Chicken	-\$2.00
Qty 99	Stock Qty 100
Pork	-\$110.00
Qty 99	Stock Qty 110
<input type="button" value="Save"/>	

## 7. To use Warn Qty and Stop Sale, you can setup in item

W&O Restaurant POS



- 8. If the stock quantity is below warn quantity, it will show warning dialog while ordering.



- 9. If the stock quantity is zero, it will not allow sale while ordering.

## W&amp;O Restaurant POS

The screenshot displays the W&O Restaurant POS application interface. At the top, there is a navigation bar with a back arrow, a 'Clear' button, a 'Customer' section with a user icon and search icon, and a search icon. Below the navigation bar is a menu grid with categories: Salads, Sandwiches, Main, Appetizers, and Sweets. The 'Meals' category is currently selected. The main area shows an 'Ordering' table with columns for 'Ordered' and 'Price'. The table contains the following items:

Ordered	Price
4 Wings Combo (4pcs)	\$80.00
Fries (Large)	\$12.00
Coke (Medium)	\$0.00
Wings(2pcs)	\$12.00

Below the table, there is a summary section with the following information:

Quantity: 4  
Subtotal: \$104.00  
State Rate: \$4.16  
Total: \$108.16

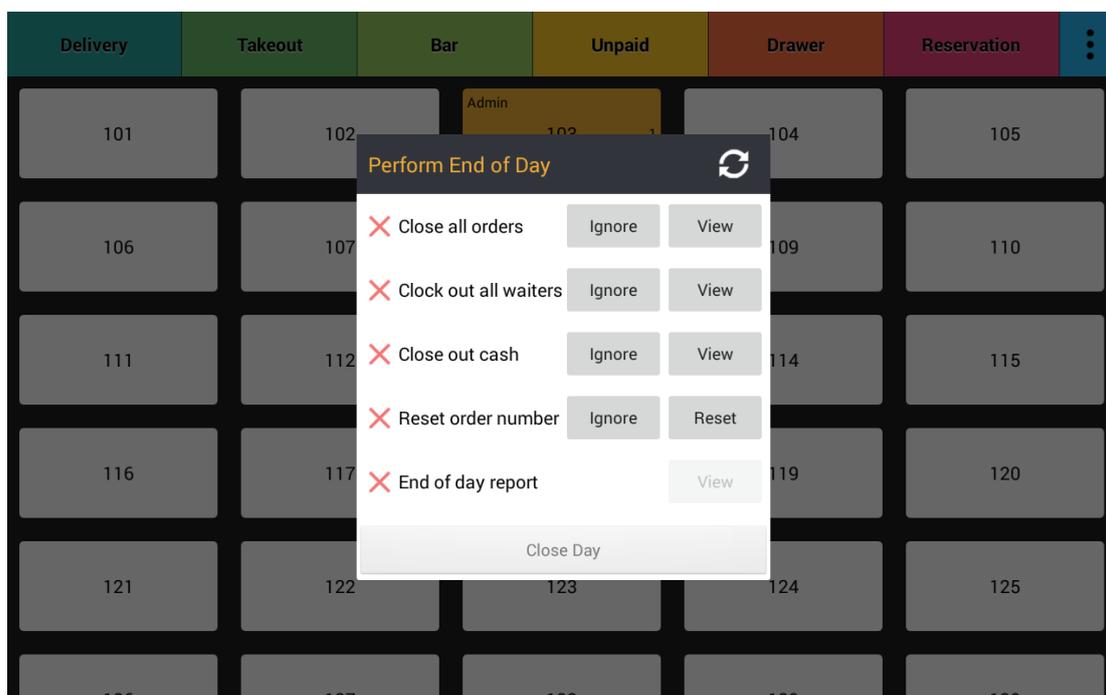
A modal dialog is displayed in the center of the screen, showing the message 'Item quantity is zero' in orange text. Below this message, there is a list of items: 'Chicken (7 Pcs)' and 'Wings(2pcs) x4'. A blue 'OK' button is at the bottom of the dialog. The background of the app is dark, and the modal dialog is light gray with a white background for the text.

## Chapter 17: How to Perform End of Day

1. Login Manager, tap Menu>Perform End of Day

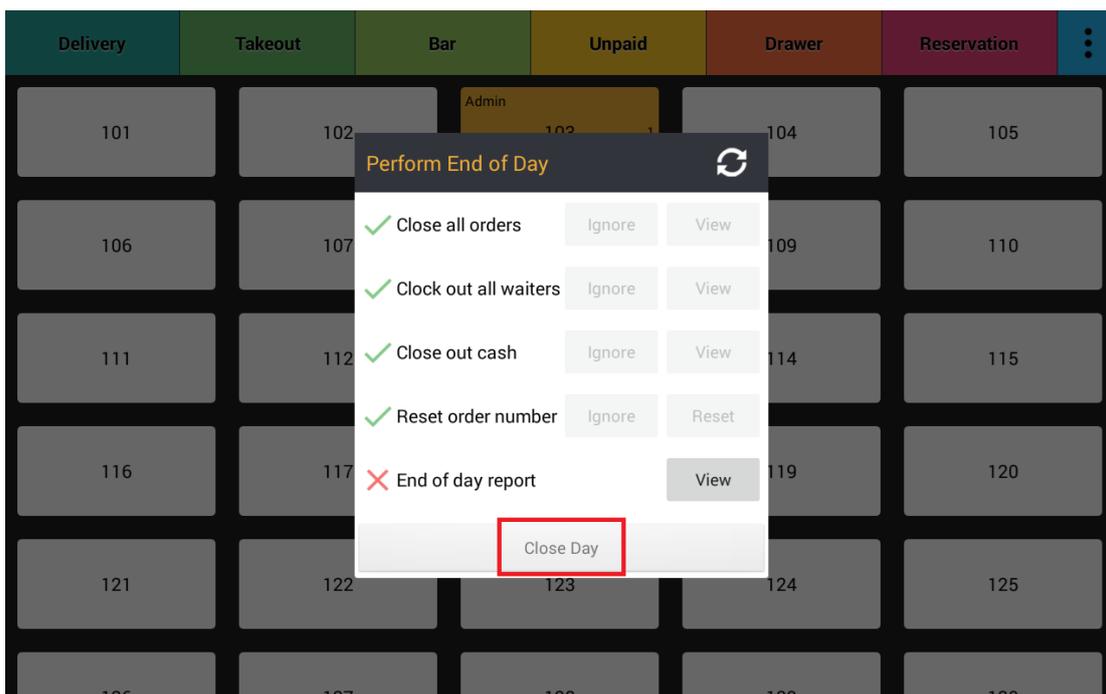


2. On the Perform End of Day Dialog, it shows a checklist for the End of Day. For each item, you can take the appropriate action.

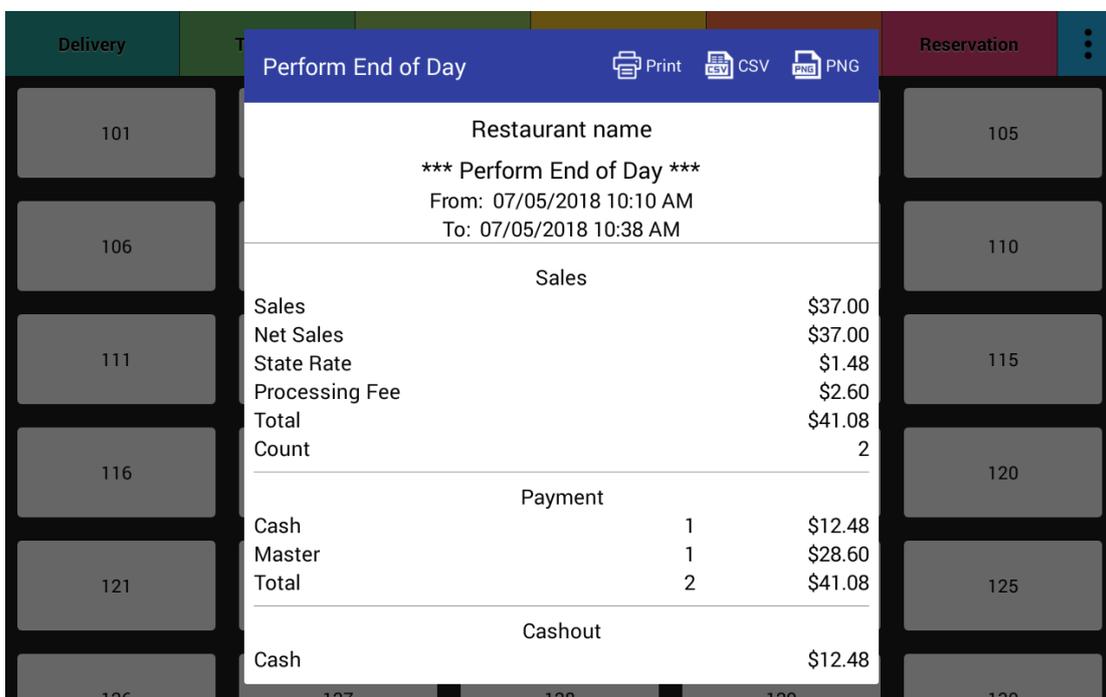


3. After previous items are checked, you can view End of Day Report

W&O Restaurant POS

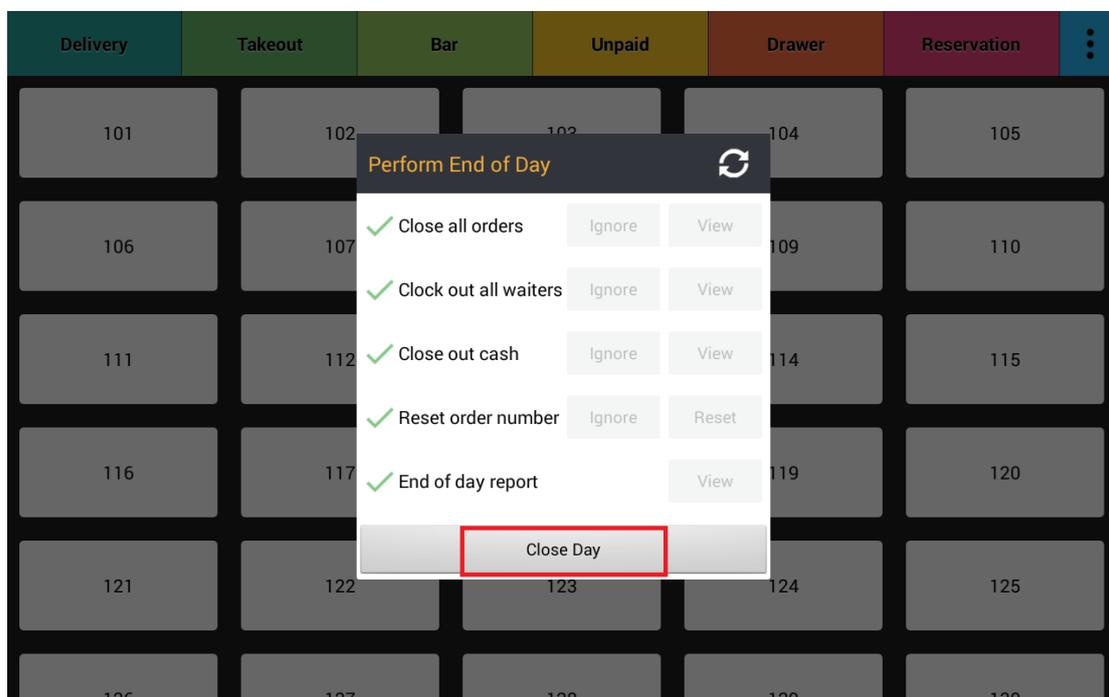


- On the End of Day Report, you can print the report on Report Printer, Email the report in PNG format or export the report in CSV format.



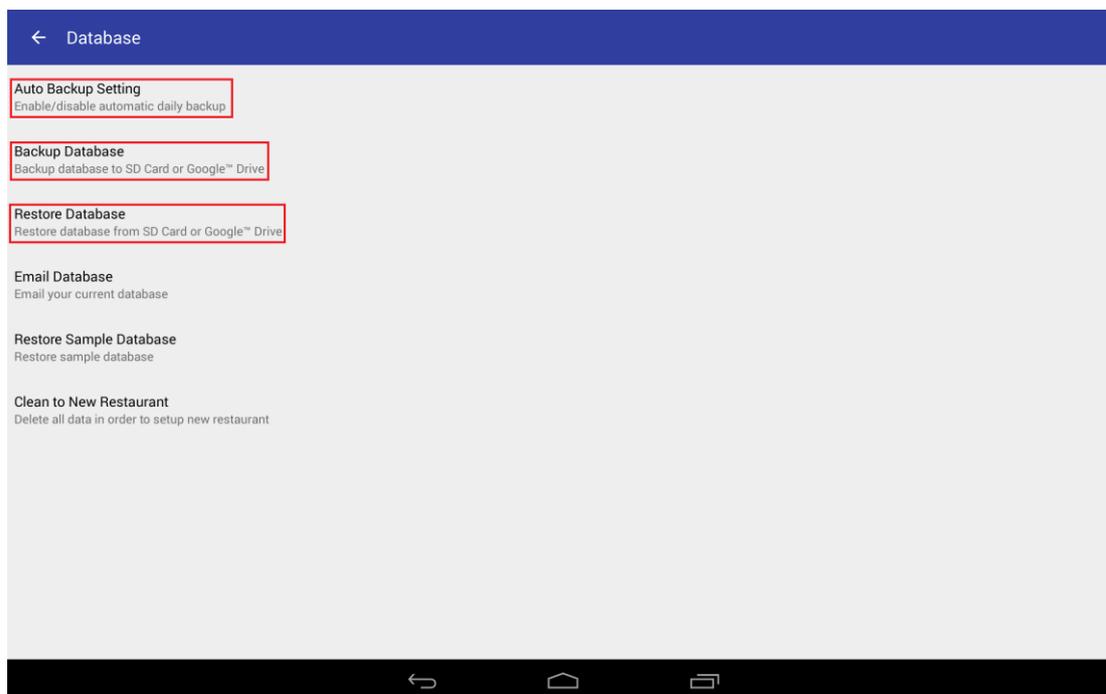
## W&amp;O Restaurant POS

5. After back to the Perform End of Day Dialog and all items checked, you can close day.

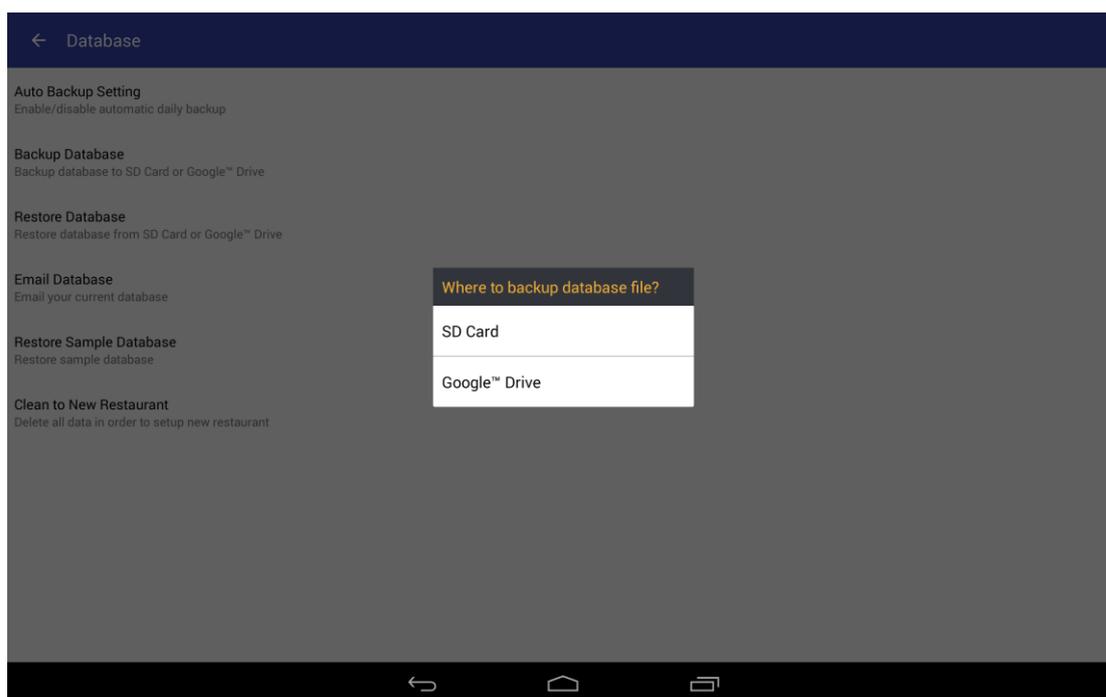


## Chapter 18: How to Backup and Restore Database

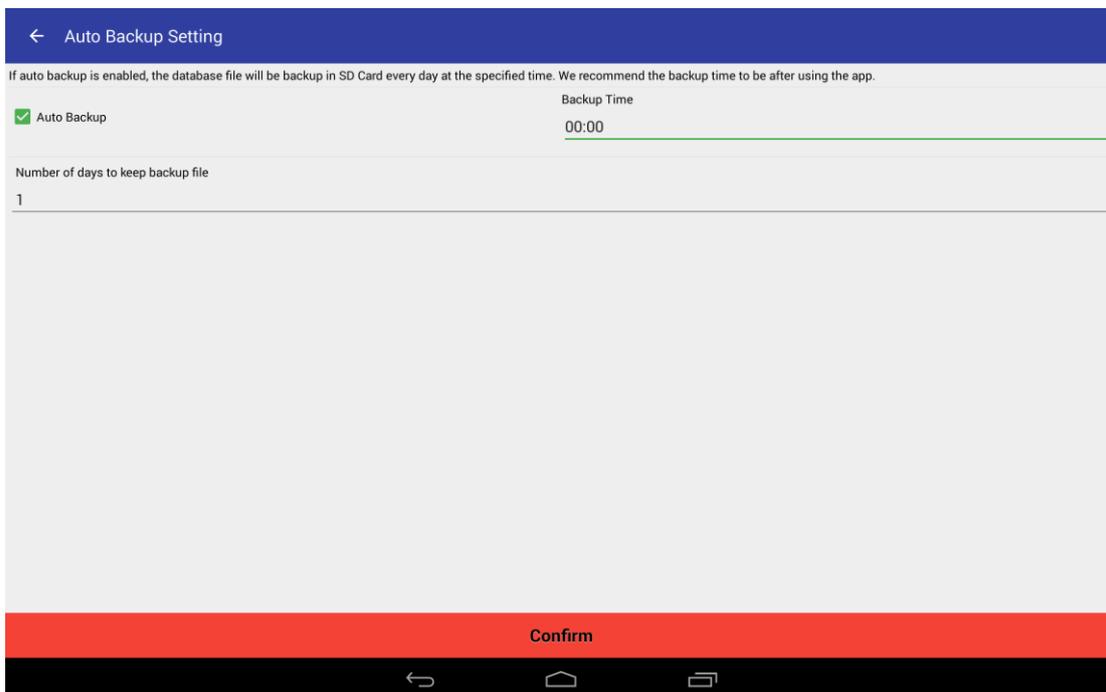
W&O POS app saves all data locally; the server version saves on your server (Your Windows Server computer). You should regularly backup database to ensure in the event of a disaster or hardware problem, so that you can recover your data.



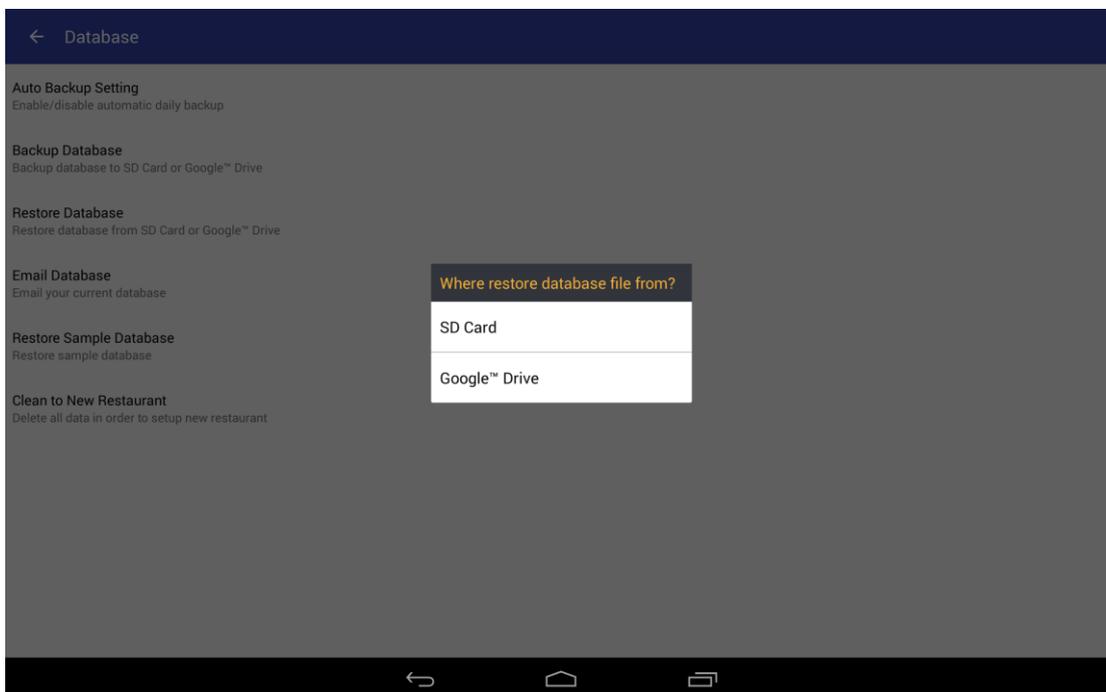
1. You can backup database to SD Card, internal storage or Google Drive



2. You also can setup auto backup database



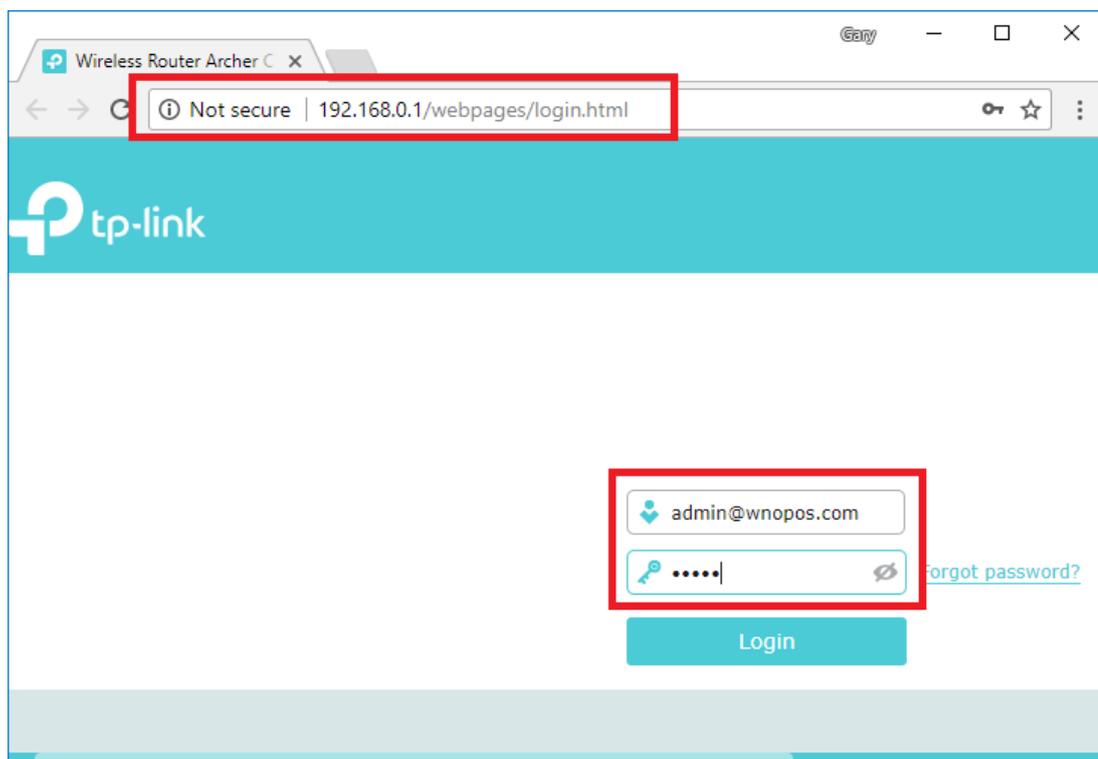
3. After you have backup database, then you can recover the database from SD Card, internal storage or Google Drive.



## Chapter 19: How to Reserve IP Address by Router

Sometimes, your router may assign different IP to Wi-Fi/Lan printer or windows PC with W&O POS Adapter when you restart router, printer or computer. In that case, you need to assign local static IP to LAN/Wi-Fi Printer or Windows PC. Here is sample of how to assign static IP in TP-Link.

1. Open your browser and input your IP Address <http://192.168.0.1> to access Router Admin Portal. Then input user and password to login.



## W&amp;O Restaurant POS

- Go to Advanced > DHCP Server > Address Reservation, click add

The screenshot shows the TP-Link web interface with the 'Advanced' tab selected. The 'Address Reservation' section is highlighted, showing a table with one entry:

ID	MAC Address	Reserved IP Address	Description	Status	Modify
1	30-85-A9-3C-73-5C	192.168.0.100	room computer	Lightbulb icon	Edit/Delete icons

Below the table is the 'DHCP Client List' section, which shows a table of active clients:

ID	Client Name	MAC Address	Assigned IP Address	Lease Time
1	SKY-20160326VXY	30-85-A9-3C-73-5C	192.168.0.100	Permanent
2	android-769262b76dd2429f	40-F3-08-4B-8D-51	192.168.0.173	43:43:25
3	android-8b0e3aff33444e2c	AC-36-13-D6-DA-A9	192.168.0.133	45:9:18
4	android-1613b73047f35b3a	0C-56-5C-21-06-E6	192.168.0.110	44:19:41

- On the Address Reservation tab, input Mac Address, IP Address and Description from the DHCP Client List. After input those information, click save.

The screenshot shows the TP-Link web interface with the 'Advanced' tab selected. The 'Address Reservation' section is highlighted, and the 'Add' button is clicked. A form is shown with the following fields:

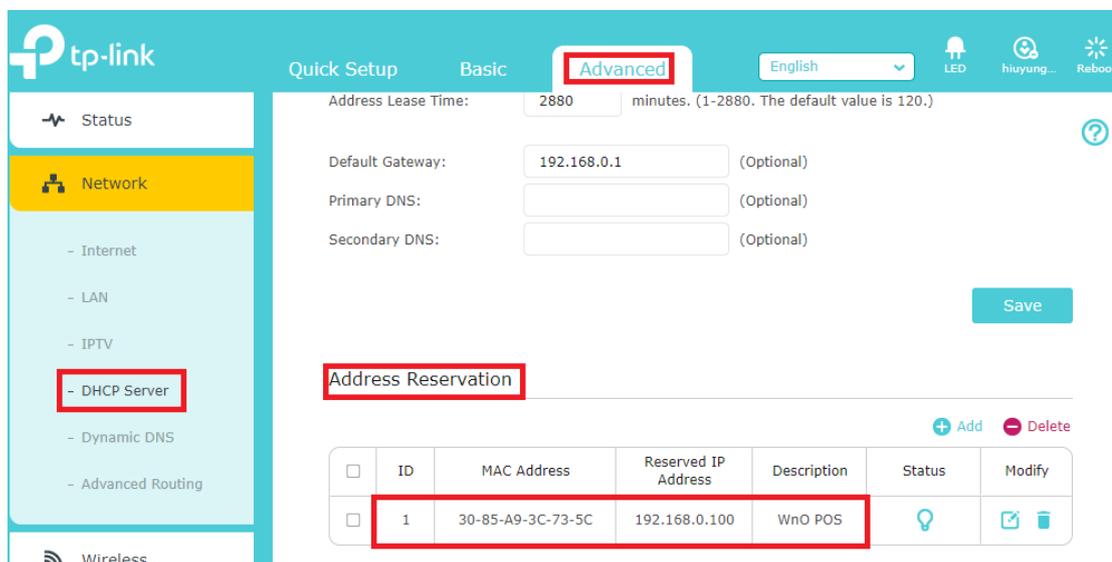
- MAC Address: 30-85-A9-3C-73-5C
- IP Address: 192.168.0.100
- Description: WnO POS Server
- Enable This Entry

The 'Save' button is highlighted. Below the form is the 'DHCP Client List' section, which shows a table of active clients:

ID	Client Name	MAC Address	Assigned IP Address	Lease Time
1	SKY-20160326VXY	30-85-A9-3C-73-5C	192.168.0.100	Permanent
2	android-769262b76dd2429f	40-F3-08-4B-8D-51	192.168.0.173	43:43:25
3	android-8b0e3aff33444e2c	AC-36-13-D6-DA-A9	192.168.0.133	45:9:18
4	android-1613b73047f35b3a	0C-56-5C-21-06-E6	192.168.0.110	44:19:41

## W&amp;O Restaurant POS

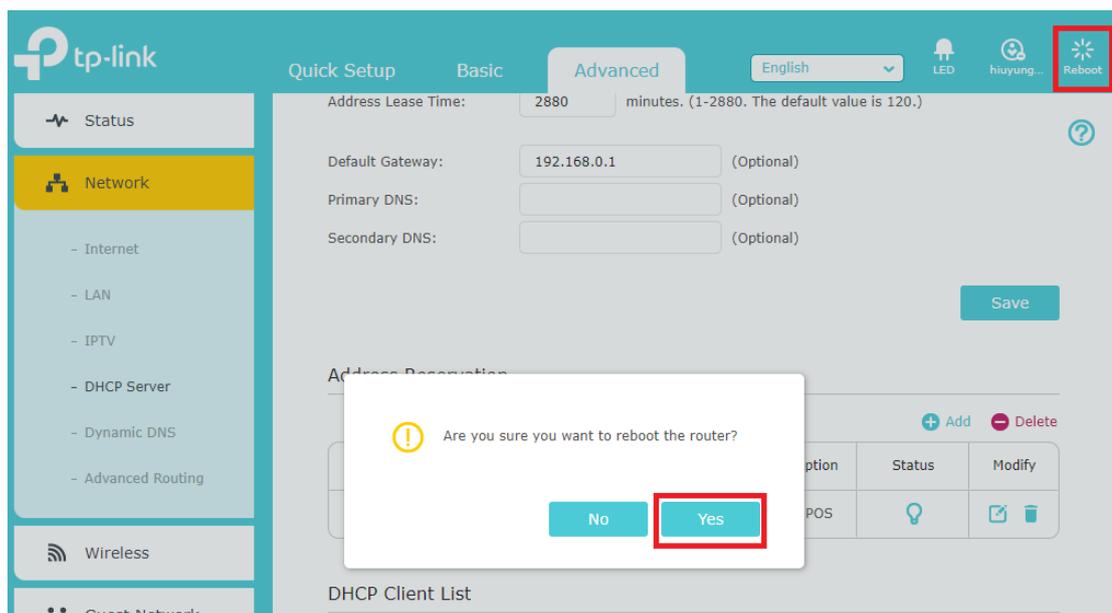
4. You will see the IP Address of Windows PC is reserved on the list.



The screenshot shows the TP-Link web interface for DHCP Server configuration. The 'Advanced' tab is selected. The 'Address Reservation' section is highlighted, showing a table with the following data:

ID	MAC Address	Reserved IP Address	Description	Status	Modify
1	30-85-A9-3C-73-5C	192.168.0.100	WnO POS	Lightbulb icon	Modify/Delete icons

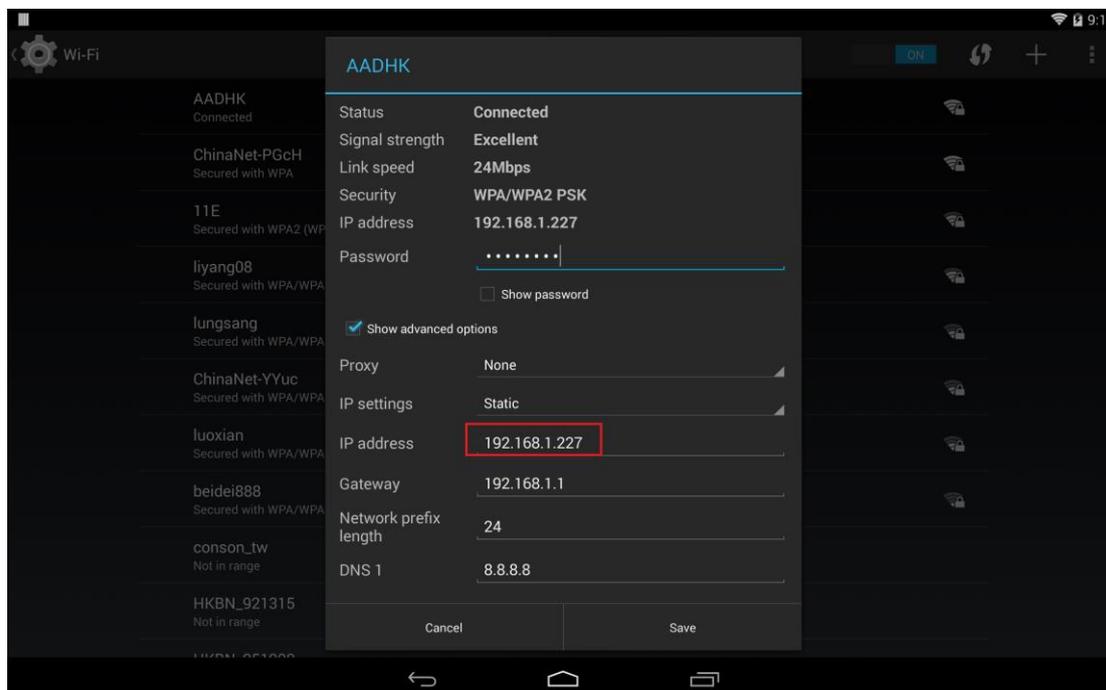
5. You can reboot the router to activate the setting immediately.



The screenshot shows the TP-Link web interface for DHCP Server configuration. The 'Reboot' button is highlighted in the top right corner. A confirmation dialog box is displayed in the center, asking "Are you sure you want to reboot the router?" with "Yes" and "No" buttons.

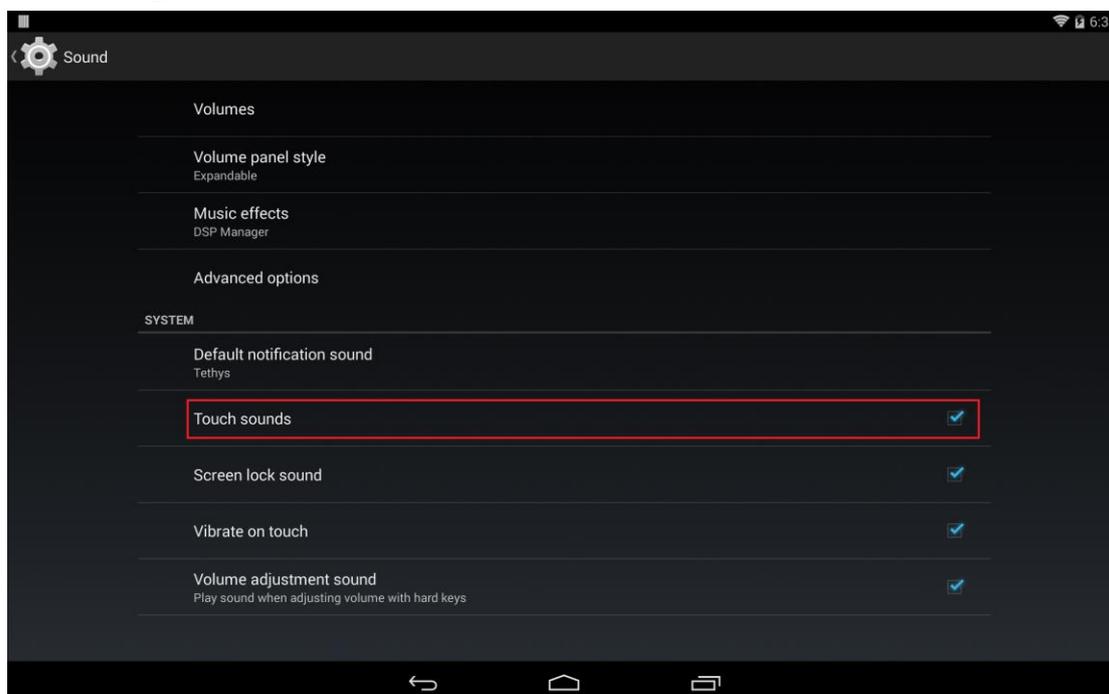
## Chapter 20: How to Reserve IP Address in Phone/Tablet

Sometimes, your router may assign different IP to tablet when you restart router or tablet. In that case, you need to assign local static IP to your tablet. Here is sample of how to assign static IP in your tablet.



## Chapter 21: Problem & Solution

**21.1 You may want Touch sounds when you using W&O POS, you can setup in the android system. You can goes to Settings>Sound>Other sounds, turn on Touch sounds.**



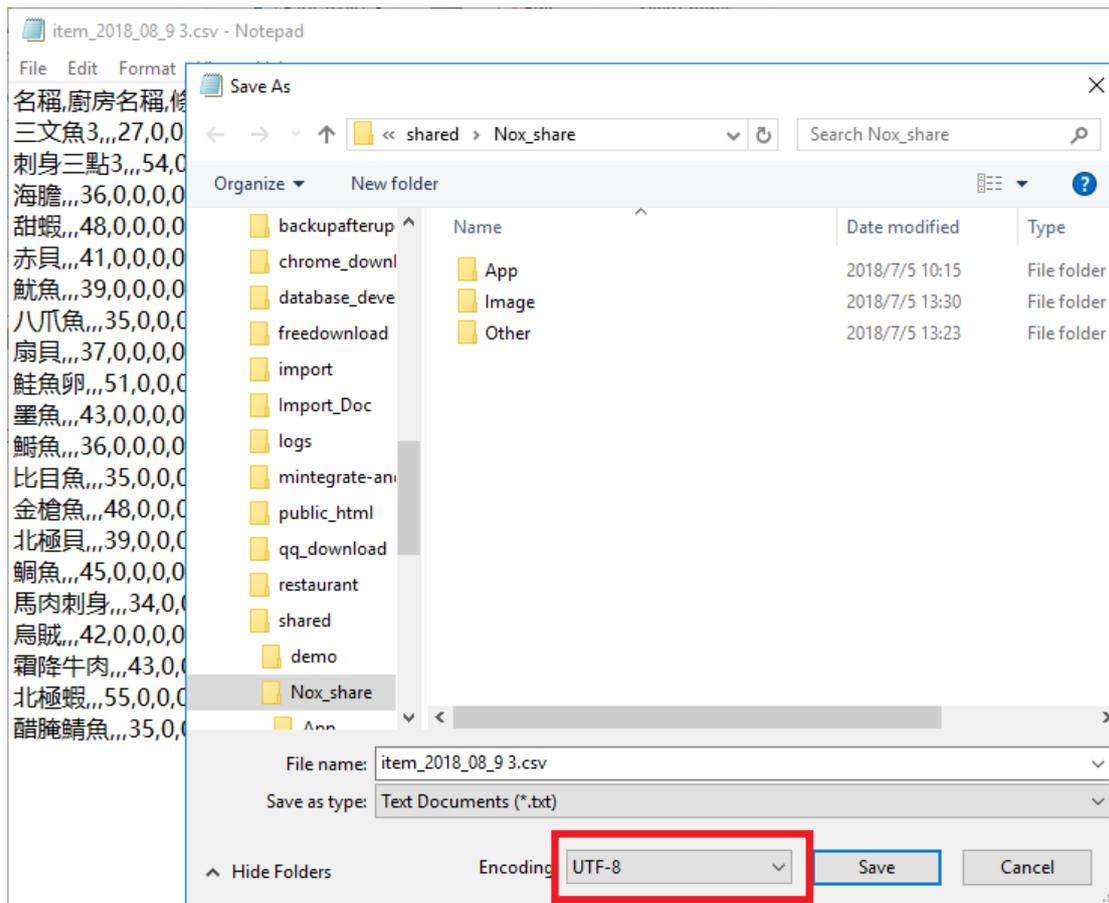
## 21.2 When you import csv file in Item function, the item name has special characters. It is due to the csv file is not encoded with UTF8.

Input name	Enable
category2    Category 3 <b>Category 5</b>	<input checked="" type="checkbox"/>
◆◆◆◆◆w◆◆◆◆2 1元	Name _____
◆◆◆◆◆w◆◆◆◆1 1元	Category Category 5
◆◆◆◆◆T◆◆◆◆1 1元	Price 0    -    +
◆◆◆◆◆◆◆◆◆ 13元	Member Price 1 0    -    +
◆◆◆◆◆◆◆◆◆P 14元	Member Price 2 0    -    +
◆◆◆◆◆Z◆◆◆◆T 13元	Member Price 3 0    -    +
◆◆◆◆◆ 15元	Cost 0
	Stock Qty 0
	Warn Qty 0    -    +
	<b>Save</b>

You have two ways to solve the problem.

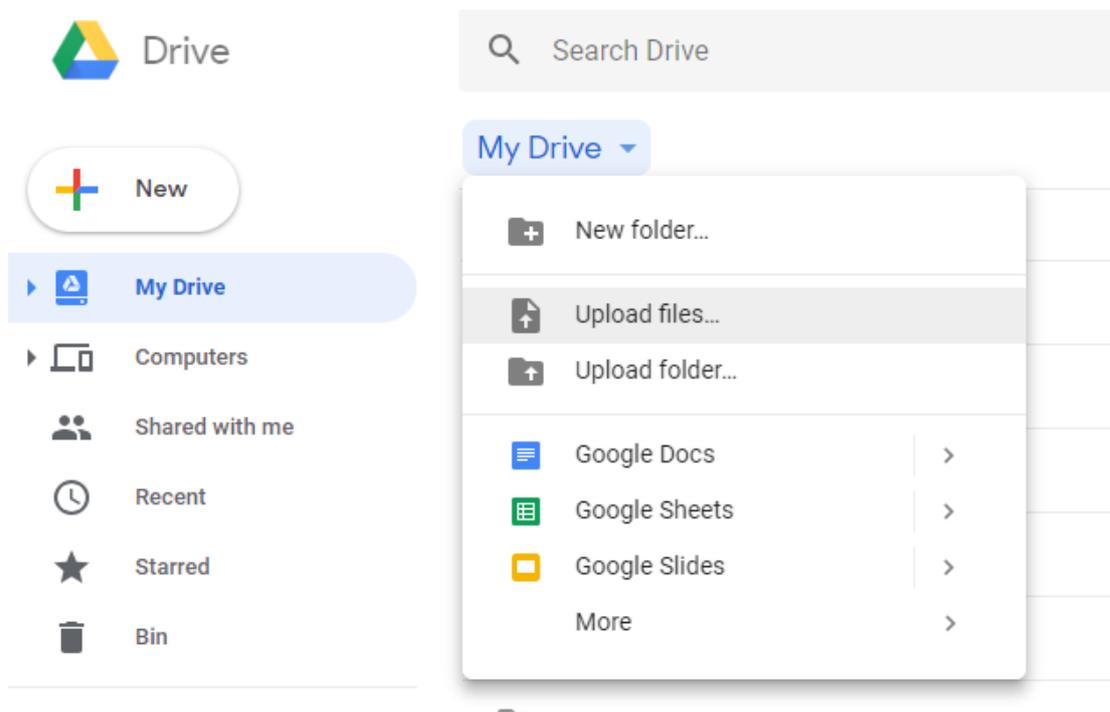
- a) When you update the csv file by Excel, and then save as csv file. You have to convert the csv file to UTF8.
  - i) Open and update the csv file by Excel, then save as csv file.
  - ii) Open the updated csv file by Notepad, then save csv file with encoding UTF8.

## W&amp;O Restaurant POS

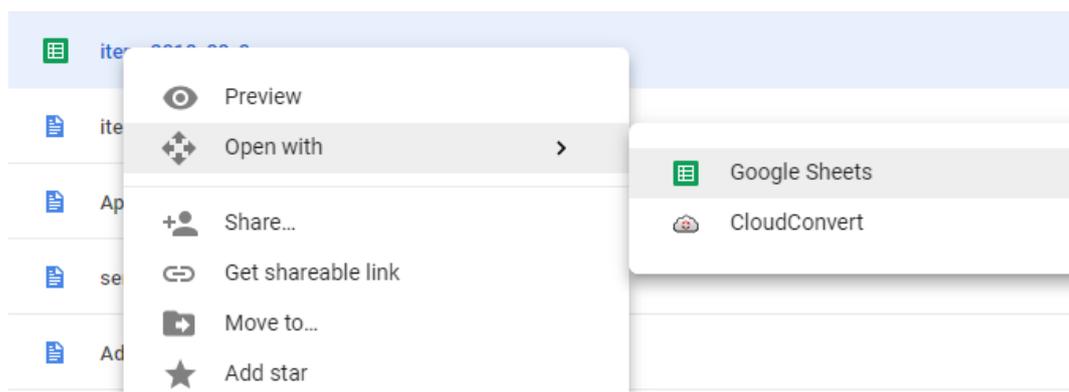


b) Another way uses Google Spreadsheet to update csv file.

i) Update the csv file to Google Drive

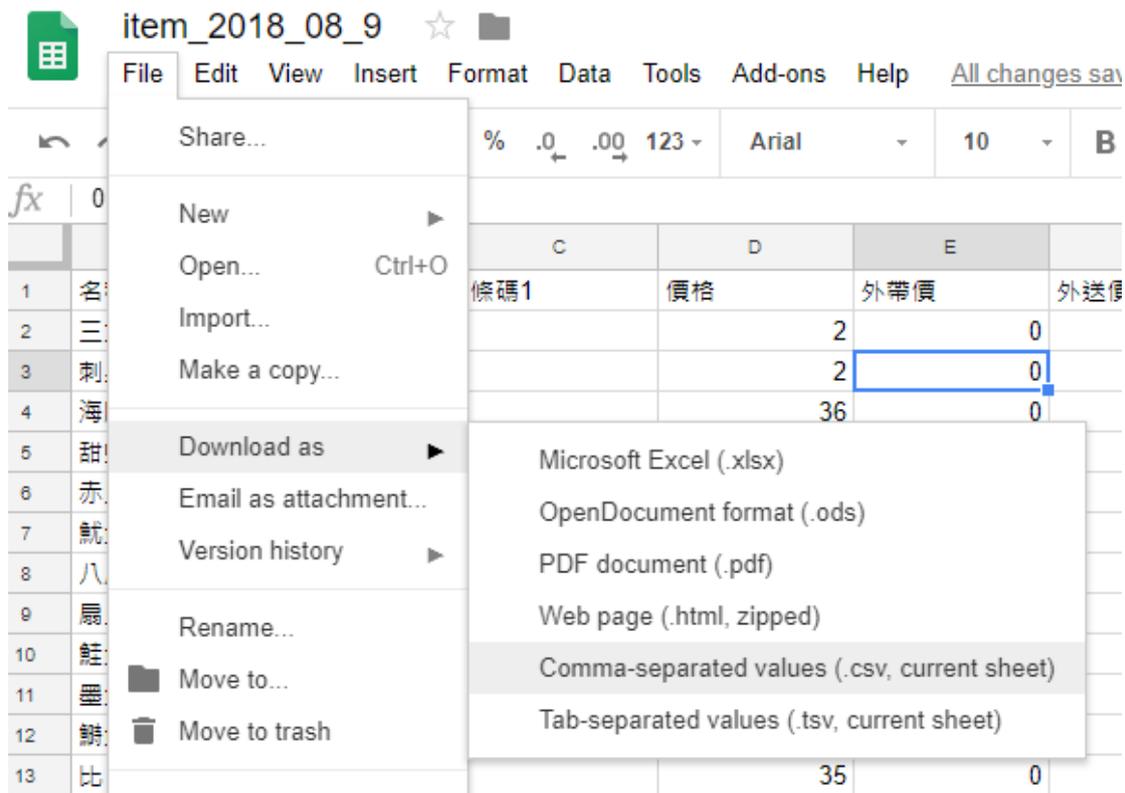


ii) Open the uploaded file with Google

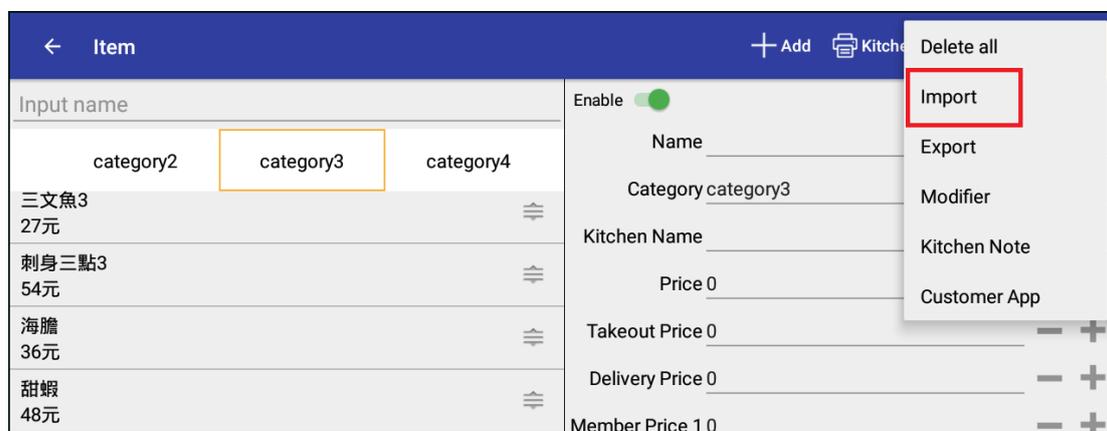


## W&amp;O Restaurant POS

iii) Download the update file in csv format

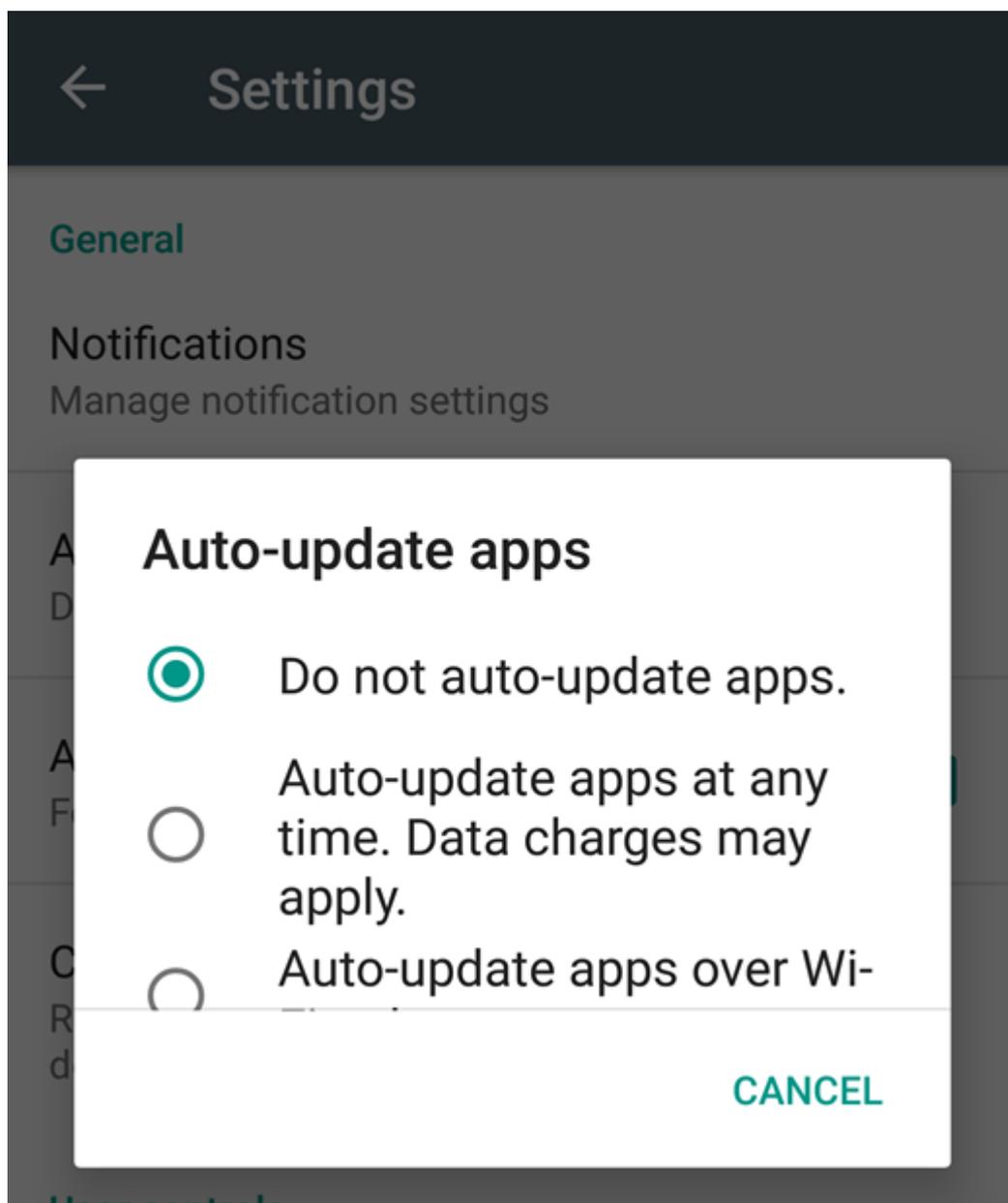


After you get the updated csv file, you can import it Item function.



**21.3 If you download the W&O POS from Google Play, W&O POS may be auto update by Google Play by default. You can disable auto update in Google Play.**

Open Google Play app on your phone, Tap Settings> Auto-update apps> Do not autot-update apps.



# End