

STOCK2TRACK

Restaurant

User manual and guide — tables, orders, the kitchen display, billing, bookings and wastage

START HERE

Before you begin

1. Open **Admin > Module Setup** and switch on **Restaurant**.
2. Add your dishes as products (Inventory > Products & Inventory). The rate, including GST, is the menu price.
3. Add your tables (Chapter 1), waiters and modifiers (Chapter 2).
4. Give your staff the permissions in the table at the end of this guide.

A table from start to finish

1. Start the order and add dishes (Chapter 3).
2. Send the KOT; the kitchen works from the display (Chapter 4).
3. Generate the bill (Chapter 5).

Swiggy and Zomato setup is in the eCommerce manual.

Chapters

- | | |
|--------------------------|-----------------------|
| 1. Your Tables | 5. Billing a Table |
| 2. Waiters and Modifiers | 6. Table Bookings |
| 3. Taking an Order | 7. Wastage |
| 4. The Kitchen Display | 8. Restaurant Reports |

Your Tables

Every table appears as a card with its status: Available, Occupied (with the running amount), Reserved or Blocked.

Who	Owner	How often	Once, then when the floor changes
-----	-------	-----------	-----------------------------------

Why it matters

One look tells the captain which tables are free and how much is running on each.

How to use it

- 1. Open **Restaurant > Tables**. Use **Floor** to show one area.
- 2. To add a table, press **Add Table**. Type the **Table Name** (T1, R4), the **Capacity** and the **Floor** or area, and press **Save**.
- 3. In **Table Administration** (owner only), edit, switch off or delete a table from its row menu.

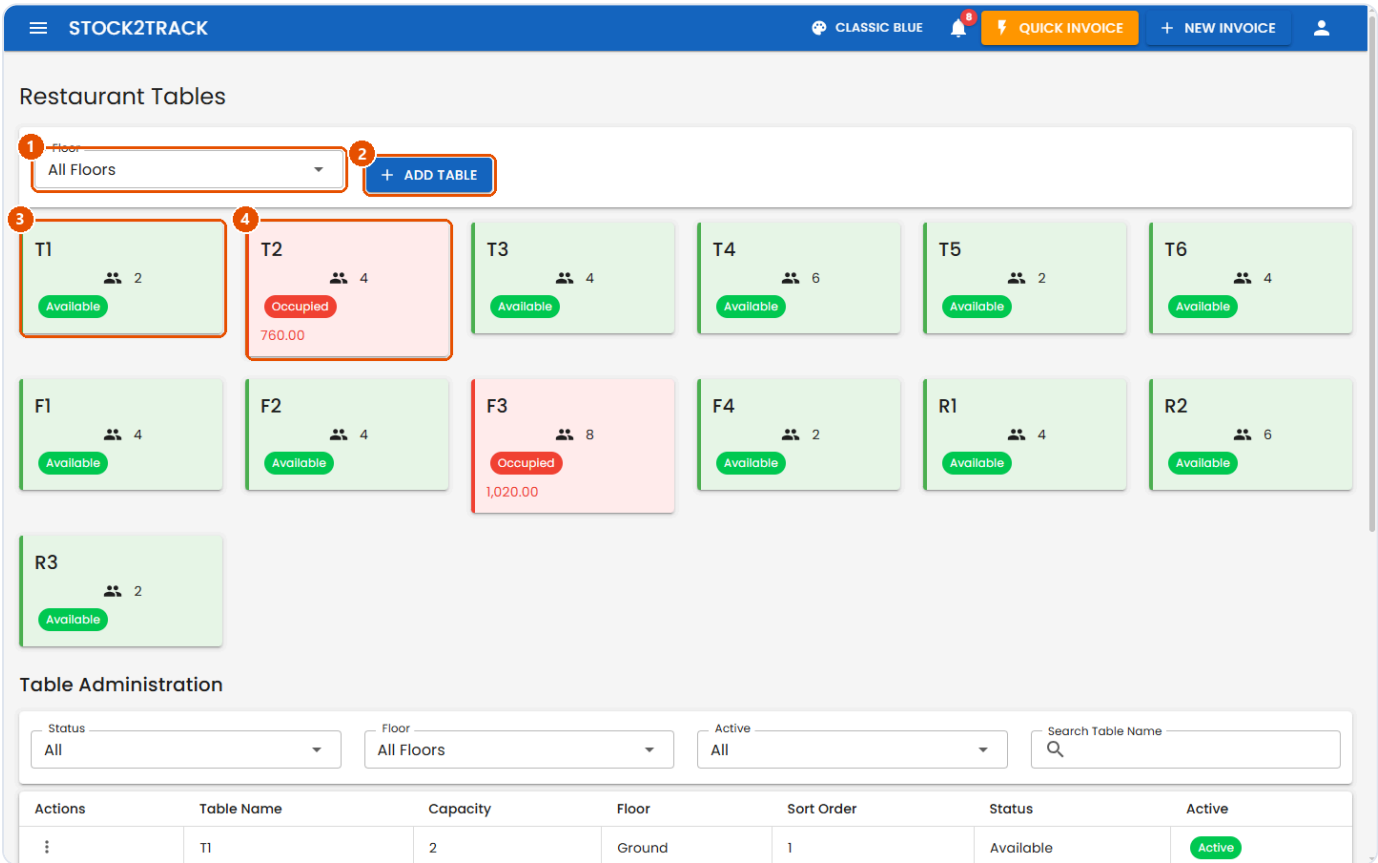


Figure 1. The floor

- 1 Show one floor or area
- 2 Add a table
- 3 Available table
- 4 Occupied, with the running amount

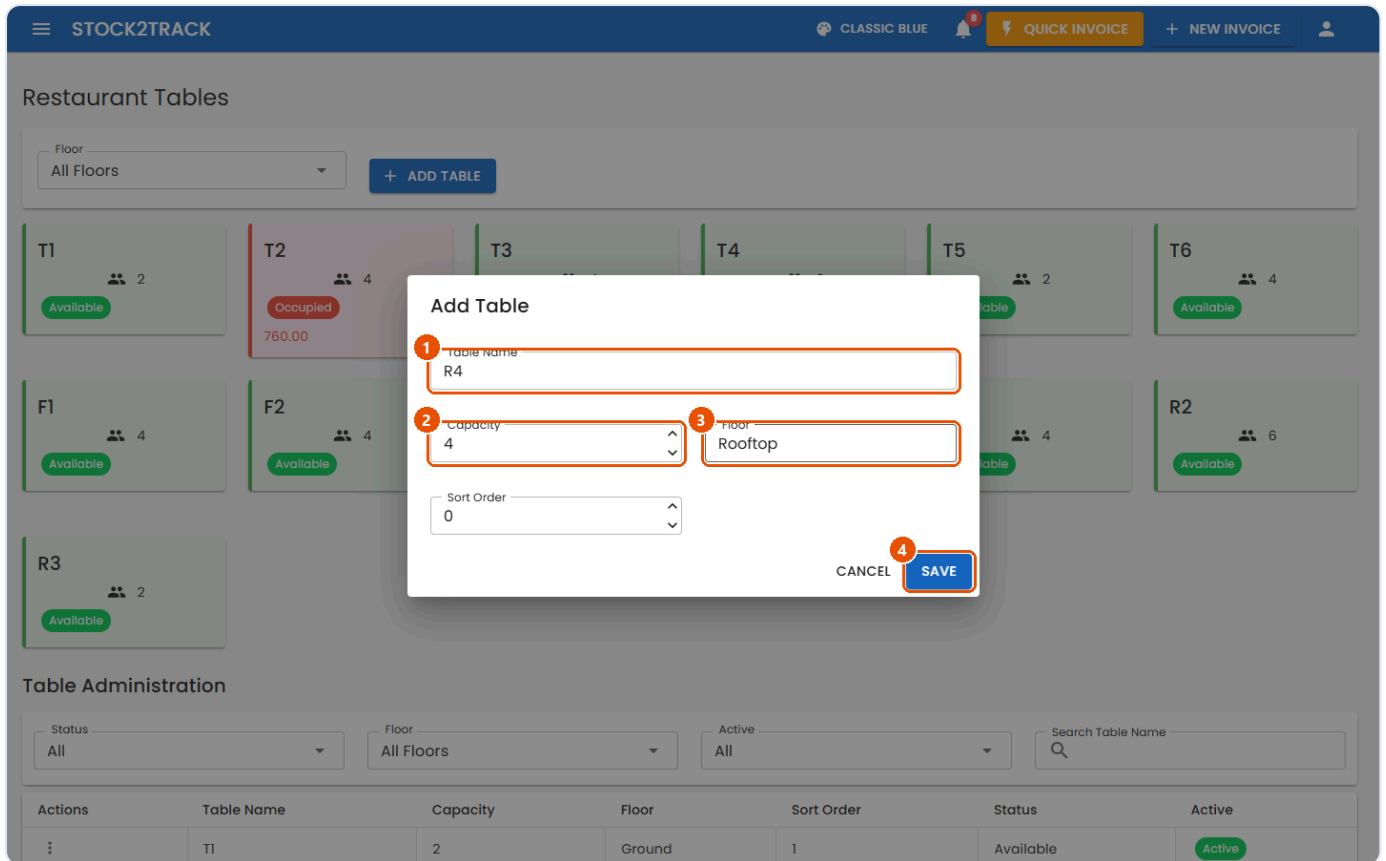


Figure 2. Adding a table

- | | |
|---------------------|------------------------|
| 1 Table name | 3 Floor or area |
| 2 Seats | 4 Save |

Before you start

Privilege **Table Management**. The **Restaurant** module must be on in Admin > Module Setup.

Good to know

- Your dishes are ordinary products: the product's rate is the menu price, and its name is what the waiter searches for.

Waiters and Modifiers

Waiters are chosen when an order starts. Modifiers are the choices on a dish: spice level, extra butter, no onion.

Who	Owner	How often	Once, then when the menu changes
-----	-------	-----------	----------------------------------

Why it matters

Every order carries the waiter's name, so tips and sales per waiter can be reported. Paid add-ons are charged automatically.

How to use it

1. Open **Admin > Waiter Setup**. Type the **Name**, choose the shift **Type**, add the phone and press **Add**.
Only people switched on as **Is Waiter** are offered when an order starts.
2. Open **Admin > Modifier Setup**. Type a **Group Name** (Spice), a **Modifier Name** (Hot) and a **Price** (0, or the extra charge), and press **Add**.
3. Under **Link Modifiers to Product**, search for the dish, press **Load Links**, tick the modifiers it offers, and press **Save Links**.

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QUICK INVOICE

NEW INVOICE

Waiter Setup

1

Add New Waiter

Name *

Type
Day Full Time

Phone

ADD

2

Staff / Waiters

Name	Type	Phone	Department	Is Waiter	Actions
Anil Varma	Day full time	9000200013	Cafe		
Arif Shaik	Day full time	9000200007	Sales		
Demo Admin	Day full time	9000200002	Management		
Kiran Kumar	Day full time	9000200006	Sales		
Lakshmi Bai	Day full time	9000200009	Service		
Meena S	Day full time	9000200004	Sales		
Prakash Goud	Day full time	9000200010	Stores		
Ramesh Yadav	Day full time	9000200011	Cafe		
Ravi	Day full time	9000200003	Sales		
Sneha Rao	Day full time	9000200005	Sales		

3

Is Waiter

Figure 3. Waiters

- 1

Add a waiter
- 2

Staff list
- 3

Switched on = offered when an order starts

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QUICK INVOICE

NEW INVOICE

Modifier Setup

1

Add Modifier

Group Name

Modifier Name

Price
0

+ ADD

2

Modifiers

Group	Modifier Name	Price	Active	Actions
Add-ons	Extra Butter	20.00	☒	
	Extra Cheese	30.00	☒	
Spice Level	Hot	0.00	☒	
	Medium	0.00	☒	
	Mild	0.00	☒	

3

Link Modifiers to Product

Search Product

LOAD LINKS

Figure 4. Modifiers

- 1

Add a choice: group, name and extra price
- 2

Your modifiers
- 3

Choose which dishes offer them

Before you start

Privileges **Waiter Management** and **Modifier Setup**.

Good to know

- A modifier group allows one choice: picking Hot replaces Mild.
- Delete has no confirmation on these screens; switch a waiter off instead of deleting them.

Taking an Order

Seat the guests, add dishes with their modifiers and notes, and send them to the kitchen.

Who	Waiter, captain	How often	Every table
-----	-----------------	-----------	-------------

Why it matters

Every dish is written down before it is cooked. Nothing is served that is not on the bill.

How to use it

1. Tap a free table. Choose the **Waiter**, the number of **Covers** and the **Order Type** (Dine In, Takeaway, Delivery), and press **Start Order**. The table turns Occupied.
2. Search for a dish in **Search Product**. Tap any modifiers, set the **Qty**, add **Notes** for the kitchen (less sugar, no onion) and press **Add**. The dish shows as Pending.
3. Press **Send KOT**. All pending dishes go to the kitchen under one KOT number. Dishes added later go on the next KOT.
4. To remove a dish, press its cancel icon. A cancelled dish is not billed.

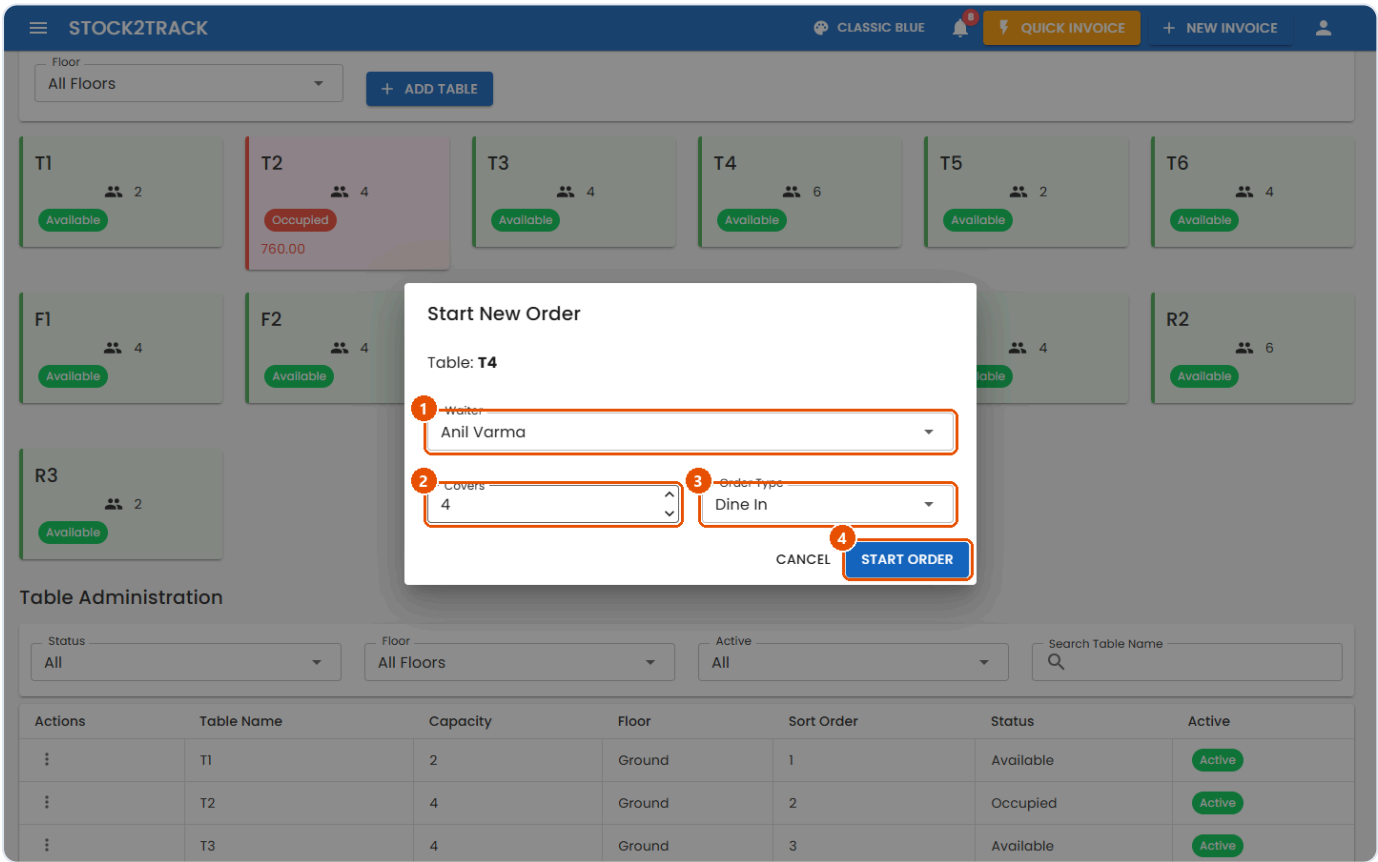


Figure 5. Starting an order

- 1

Waiter serving the table
- 2

Number of guests
- 3

Dine in, takeaway or delivery
- 4

Start the order

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8

QUICK INVOICE

NEW INVOICE

T4

Covers: 4

Waiter: Anil Varma

Dinein

← BACK TO TABLES

Customer Phone

Customer Name

Occasion: Casual

SAVE INFO

Add Items

1 Search Product

2 Qty: 1

Rate: 0.00

Notes

+ ADD

3

Order Items

Actions	Item	Qty	Rate	Amount	Notes	KOT#	Status
KOT #1							
✕	Masala Dosa	2	120.00	240.00		1	Pending
✕	Paneer Butter Masala Hot	1	240.00	240.00		1	Pending

Order Summary

Subtotal: 480.00

Service Charge (5%): 24.00

Tip: 0.00

GST (included in prices): 22.86

Grand Total: 504.00

Figure 6. Adding dishes

- 1 Search for a dish
- 2 Quantity and a note for the kitchen
- 3 Dishes ordered; Pending until sent

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QUICK INVOICE

+ NEW INVOICE

Search Product

Qty

1

Rate: 0.00

Notes

+ ADD

1

Order Items

Actions	Item	Qty	Rate	Amount	Notes	2	3	Status
KOT #1								
✖	Masala Dosa	2	120.00	240.00		1		<button>Sent</button>
✖	Paneer Butter Masala Hot	1	240.00	240.00		1		<button>Sent</button>
✖	Butter Naan	4	50.00	200.00		1		<button>Sent</button>
✖	Filter Coffee	4	40.00	160.00	Less sugar	1		<button>Sent</button>

Order Summary

Subtotal:

840.00

Service Charge (5%):

42.00

Tip:

0.00

GST (included in prices):

40.00

Grand Total:

882.00

Payment

Cash Paid

0.00

Card / UPI

0.00

Total Paid: 0.00

Due: 882.00

☐ Mark as Fully Paid

Figure 7. Sent to the kitchen

- 1 The order, grouped by KOT
- 2 KOT number
- 3 Sent to the kitchen

Before you start

Privilege **Table Management**.

Good to know

- Tap an occupied table to open its order again.
- Dishes not yet sent to the kitchen are still billed. Send every KOT.

The Kitchen Display

Every ticket sent from the tables, with its dishes, modifiers, notes and how long it has been waiting.

Who	Kitchen	How often	All service
-----	---------	-----------	-------------

Why it matters

No paper tickets to lose. The timer turns amber after 10 minutes and red after 15, so late tables are seen at once.

How to use it

1. Open **Restaurant > Kitchen Display** on the kitchen screen. It refreshes itself every 10 seconds.
2. Each ticket shows the table, the KOT number and the dishes. Press **Start Preparing** when cooking starts, **Mark Ready** when it is at the pass, and **Mark Served** when it has gone to the table.
3. Use **Status** to show only pending, preparing or ready tickets.

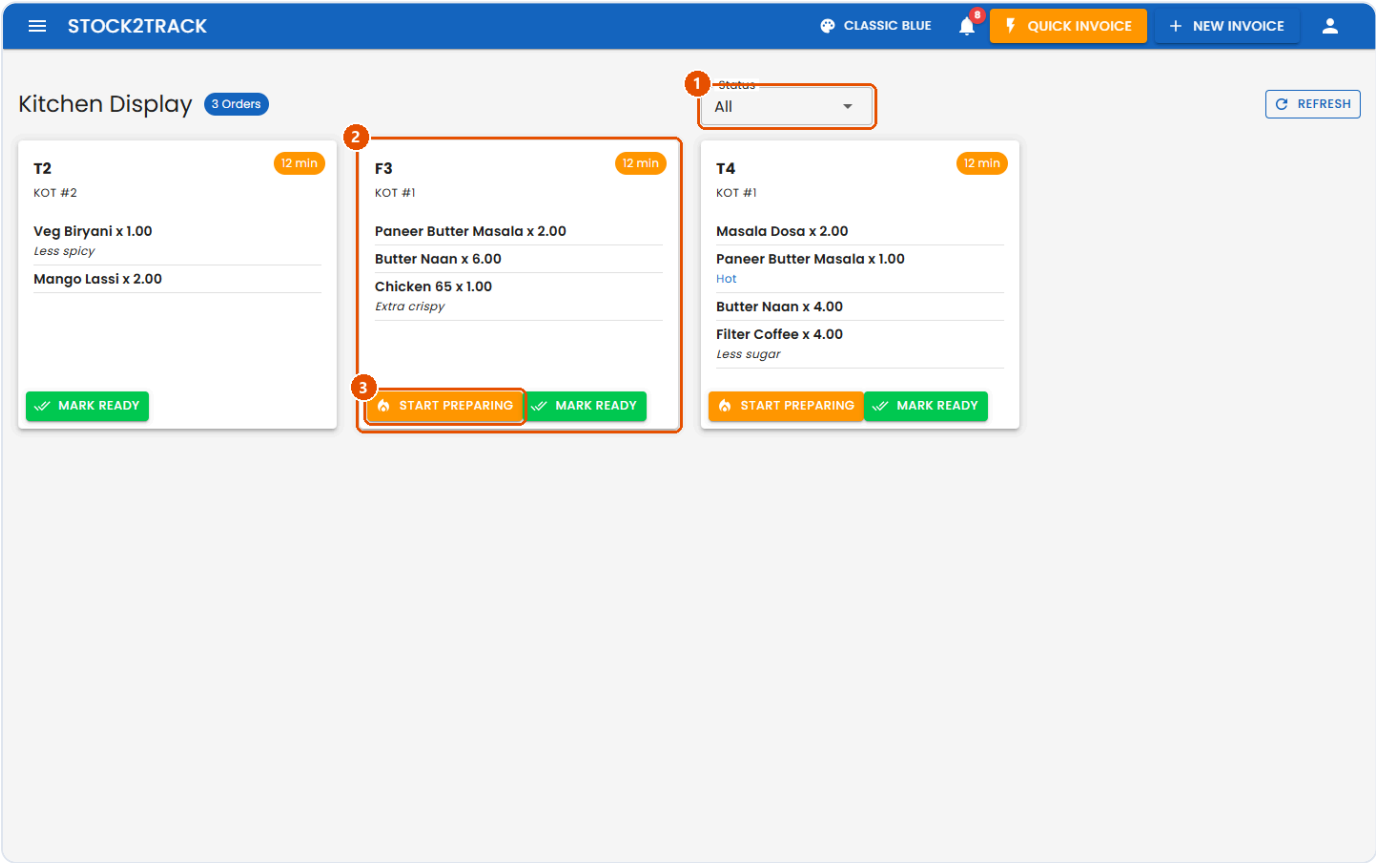


Figure 8. Kitchen tickets

- 1

Show pending, preparing or ready
- 2

A ticket: table, KOT, dishes, notes and minutes waiting
- 3

Cooking started

Before you start

Privilege **KOT View**.

Good to know

- A served ticket leaves the screen.

Billing a Table

The order summary, the payment, and the invoice in one press. The table is freed.

Who	Captain, cashier	How often	When guests ask for the bill
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Why it matters

The bill comes from what was ordered, not what someone remembers.

How to use it

1. Open the table. **Order Summary** shows the subtotal, any service charge and tip, the GST included in the prices, and the **Grand Total**.
2. Type what was paid in **Cash Paid** and **Card / UPI**, or tick **Mark as Fully Paid** for cash.
3. Press **Generate Bill** and confirm. An invoice is created, the dishes leave stock, and the table becomes Available.

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QUICK INVOICE

NEW INVOICE

Order Items

Actions	Item	Qty	Rate	Amount	Notes	KOT#	Status
KOT #1							
✖	Masala Dosa	2	120.00	240.00		1	Served
✖	Filter Coffee	3	40.00	120.00		1	Served
KOT #2							
✖	Veg Biryani	1	220.00	220.00	Less spicy	2	Preparing
✖	Mango Lassi	2	90.00	180.00		2	Ready

1

Order Summary

Subtotal:

760.00

Service Charge (5%):

38.00

Tip:

0.00

2

GST (included in prices):

36.19

Grand Total:

798.00

3

Payment

Cash Paid

500.00

Card / UPI

0.00

Total Paid: 500.00

Due: 298.00

Mark as Fully Paid

4

SEND KOT

GENERATE BILL

CANCEL ORDER

Figure 9. Order summary and payment

- 1

Subtotal, service charge, tip and total
- 2

GST already inside the prices
- 3

Payment: cash and card or UPI; Due shows any shortfall
- 4

Create the invoice and free the table

Before you start

Good to know

- Menu prices include GST; the GST shown is the part of the price that is tax, not an extra.
- Anything not paid is saved as a due amount on the bill. Check the Due figure before generating.
- This screen has no discount and no split bill.

Table Bookings

Reservations by day, and seating guests when they arrive.

Who	Captain	How often	When guests call
-----	---------	-----------	------------------

Why it matters

A full calendar on a Saturday night is planned, not discovered at the door.

How to use it

1. Open **Restaurant > Table Bookings**. The calendar shows how many bookings each day has; tap a day for its list.
2. Press **New Booking**. Type the customer's name and phone, the covers, date and time, and optionally the table and duration. Press **Save**.
3. When the guests arrive, use **Seat Guest** on their row. If a table was chosen, the order starts on it.
4. Use **Cancel Booking** or **No Show** to close a booking that did not happen.

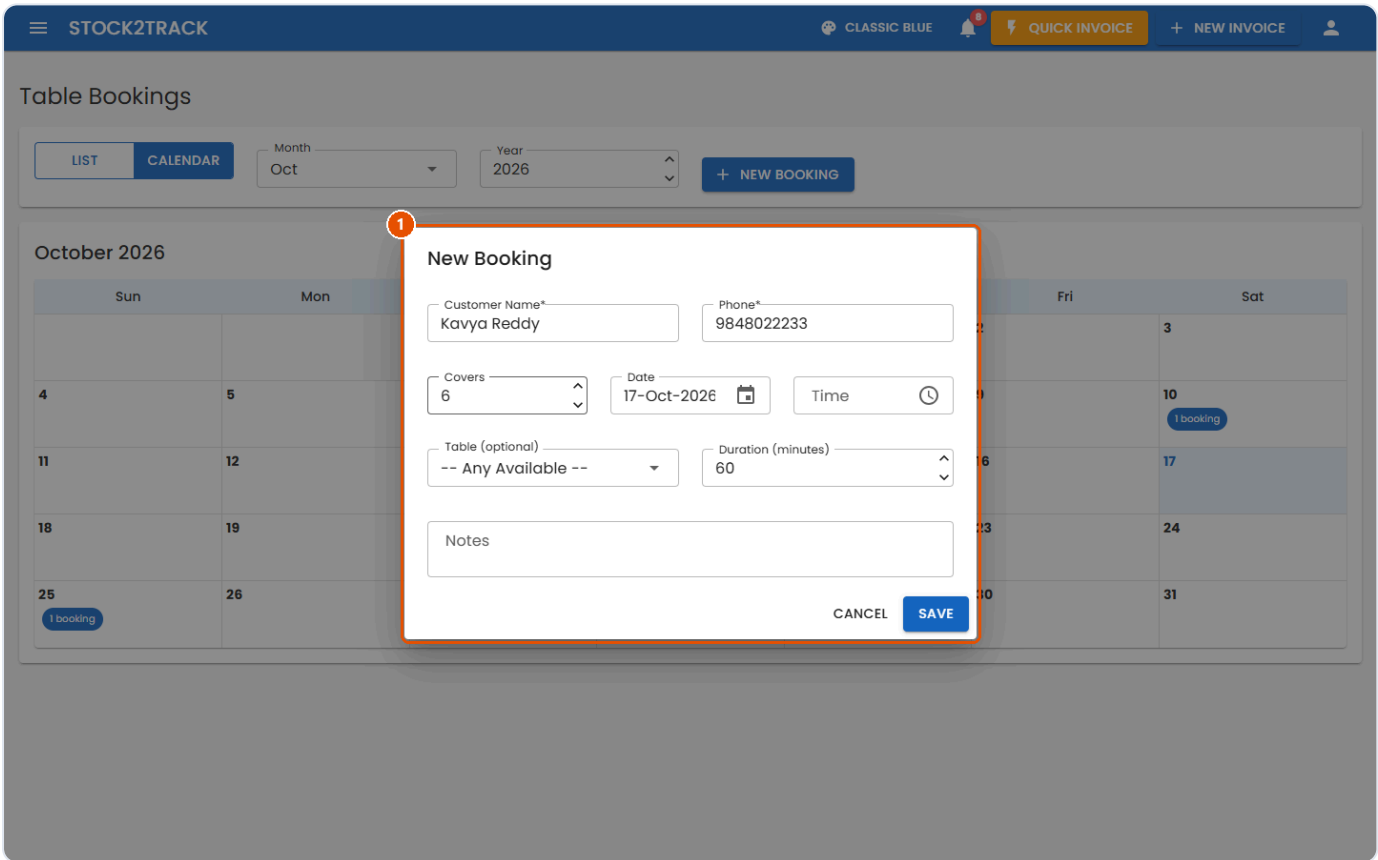


Figure 10. A new booking

- 1 Name, phone, covers, date, time, table and duration

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QUICK INVOICE

NEW INVOICE

Table Bookings

LIST

CALENDAR

Booking Date

+ NEW BOOKING

3	Actions	Date	Time	Table	Customer	Phone	Covers	2	Status	Booked Via
	⋮	17-Oct-2026	19:00:00	Any	Kavya Reddy	9848022233	6		Confirmed	Walk-in

Figure 11. The day's bookings

- 1 The day's bookings
- 2 Confirmed, Seated, Cancelled or No Show
- 3 Seat the guests, cancel or mark no-show

Before you start

Privilege **Table Booking**.

Good to know

- A booking does not block the table, and there is no double-booking check. Look at the day's list before promising a table.

Wastage

Record food thrown away and why. Each entry takes the quantity out of stock at once.

Who

Kitchen manager

How often

Every day

Why it matters

Wastage is money. Written down every day with a reason, it shows which dishes are over-prepared.

How to use it

1. Open **Restaurant > Wastage Log**. Choose the **Product**, the **Qty** and the **Reason** (Expired, Damaged, Over Prepared, Returned, Spillage), add a note, and choose the **Location**.
2. Press **Log**. The entry appears in **Wastage History** with who logged it.

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QUICK INVOICE

NEW INVOICE

Wastage Log

1

Log Wastage

Product

69 - Gulab Jamun

Qty

3

2

Reason

Expired

Notes

Past their best

Location

Main Store

3

+ LOG

4

Wastage History

From

17-09-2026

To

17-10-2026

Product

Reason

All

SEARCH

Product	Qty	Reason	Notes	Location	Logged By	Date
Veg Biryani	4.00	Expired		Main Store	demo	13-10-2026 22:17
Mango Lassi	3.00	Expired	Customer complaint	Main Store	demo	12-10-2026 22:17
Mineral Water	3.00	Expired		Main Store	demo	09-10-2026 22:17
Mineral Water	2.00	Returned	End of day leftover	Main Store	demo	09-10-2026 22:17
Gulab Jamun	4.00	Expired	Customer complaint	Main Store	demo	08-10-2026 22:17
Paneer Butter Masala	3.00	Returned		Main Store	demo	05-10-2026 22:17
Masala Dosa	4.00	Damaged	Customer complaint	Main Store	demo	04-10-2026 22:17
Mango Lassi	4.00	Spillage	Customer complaint	Main Store	demo	27-09-2026 22:17
Paneer Butter Masala	3.00	Expired	Dropped while serving	Main Store	demo	27-09-2026 22:17

Figure 12. Logging wastage

- 1

What, how much and where
- 2

Why it was thrown away
- 3

Record it (stock is reduced at once)
- 4

Everything logged, and by whom

Before you start

Privilege **Wastage Log**.

Good to know

- An entry cannot be edited or deleted. Check the quantity before pressing Log.

Restaurant Reports

Five reports: table turnover, waiter performance, item popularity, wastage and peak hours.

Who	Owner	How often	Weekly
-----	-------	-----------	--------

Why it matters

Which tables earn, which waiters sell, which dishes are ordered, what is thrown away, and when to have the most staff on.

How to use it

1. Open **Restaurant > Restaurant Reports**, choose a tab and the dates, and press **Generate**.
2. **Table Turnover**: orders, revenue and average covers per table. **Waiter Performance**: orders, revenue, average order and tips per waiter.
3. **Item Popularity**: how often and how much of each dish. **Wastage Report**: quantity and cost by reason. **Peak Hours**: orders and revenue by hour, with the three busiest highlighted.
4. Press **Export** for an Excel copy.

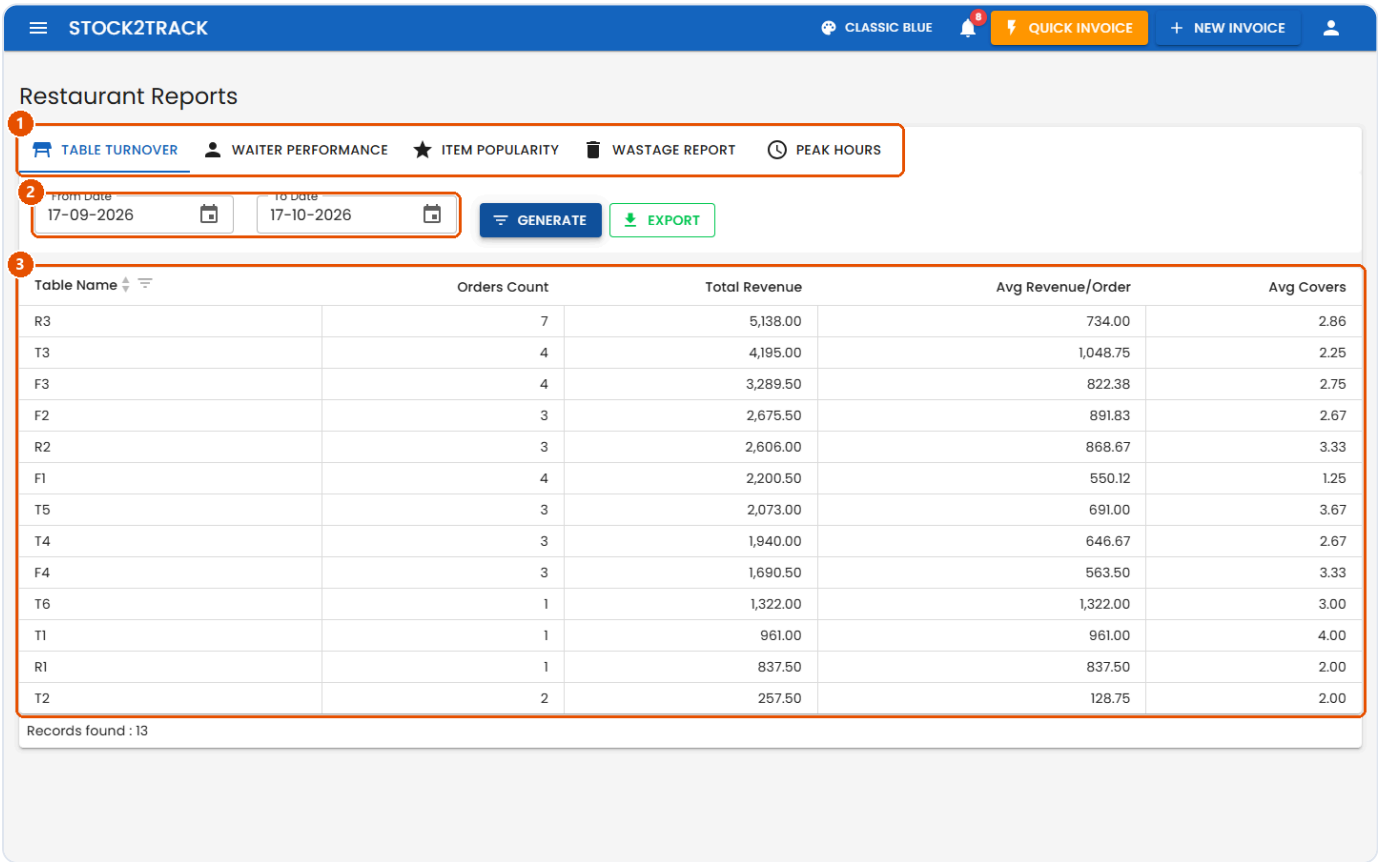


Figure 13. Table turnover

- 1

The five reports
- 2

Dates
- 3

Orders, revenue and covers per table

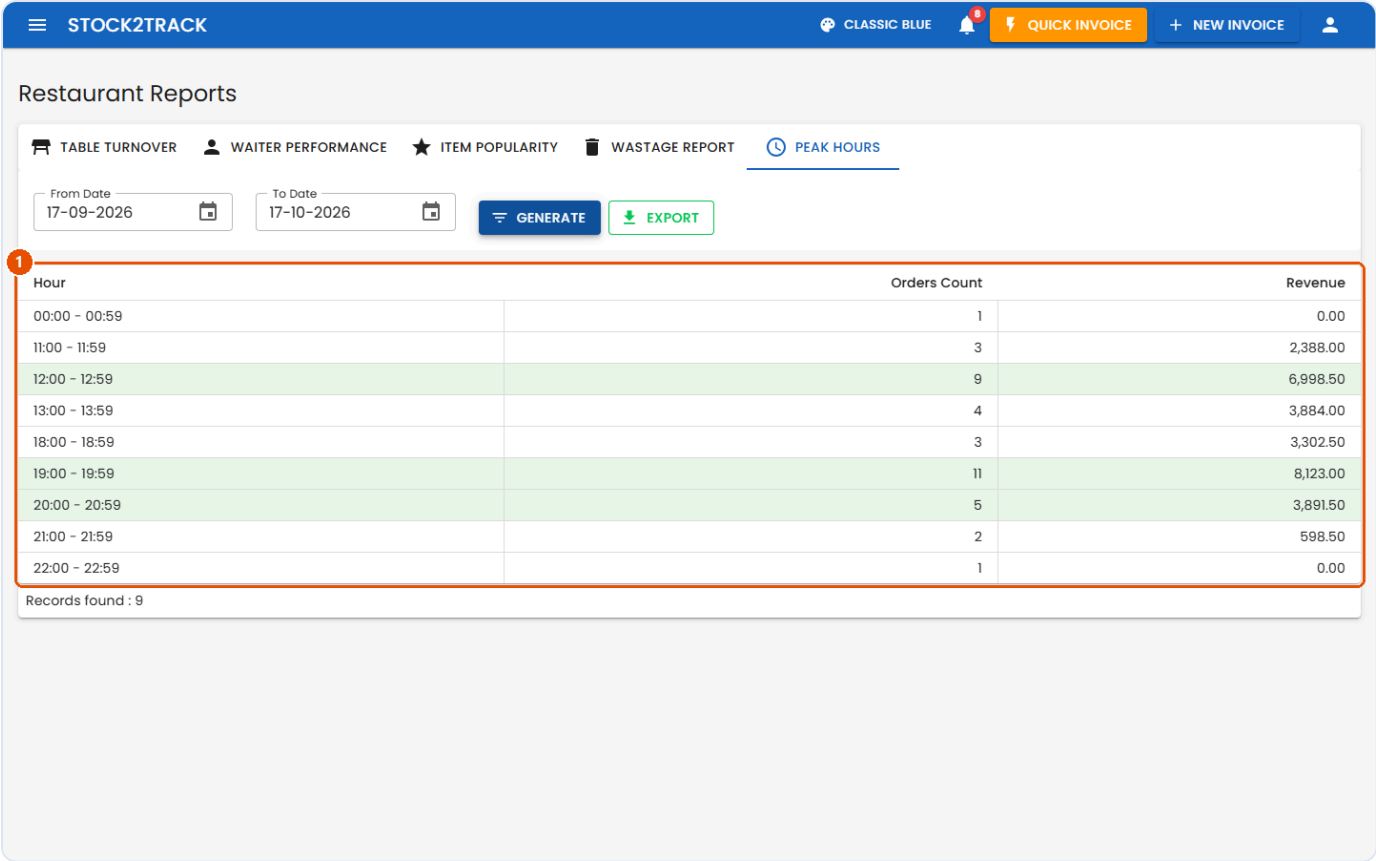


Figure 14. Peak hours

1 Orders and revenue by hour; the busiest three in green

Before you start

Privilege Restaurant Reports.

Good to know

- Counts include cancelled orders and dishes; read them as orders taken, not orders billed.

Permissions

Permission	What it allows	Who
Table Management	Tables, orders and billing	Captains, waiters
KOT View	Kitchen display	Kitchen
Table Booking	Reservations	Captains
Wastage Log	Recording wastage	Kitchen manager
Restaurant Reports	The five reports	Owner
Waiter Management / Modifier Setup	Waiters and modifiers	Owner

The Restaurant menu appears for anyone with Table Management, KOT View or Wastage Log.

Dish statuses

Status	Meaning
Pending	Added, not yet sent to the kitchen
Sent	On a KOT
Preparing / Ready / Served	Set from the kitchen display
Cancelled	Removed; not billed