

Guide for servers

Take orders, let the kitchen know, and look after your tables. All from your phone or a tablet.

How to sign in

Each person signs in with **their own username and their own password**. Nobody uses the owner's.

1. Open your browser and go to the restaurant's page.
2. Tap **Sign in**, at the top right.
3. Under **Restaurant**, type your restaurant's code (the owner gives it to you, e.g. R0007). The device remembers it: next time it's already filled in.
4. Type your username and your password.

■ **At the top right you can always see who is signed in. Check it before you take an order. If it shows someone else's name, that sale will go to that person, and so will the tip.**

When you leave or your shift changes, tap **Sign out**. Don't leave your session open on a shared device.

Taking a table's order

1. In the top bar, tap **Take order**.
2. You'll see all the restaurant's tables as cards. The color tells you how each one is doing.
3. Tap the table you're serving.
4. Tap a colored **category**, then the dish. Each tap adds one.
5. If the guest asks for something special, tap **add note** on that dish and write it exactly as they said: *no onion, medium*.
6. Type the **name of the person** who is ordering. That way the cashier can later charge each person for what they had.
7. Tap **send to kitchen**.

■ **Sending to the kitchen does NOT charge anything. All you did was add those dishes to the table's check. Payment happens at the cashier, at the end.**

Table colors

- **Gray — Free:** nobody is seated, there's no check.
- **Green — Occupied:** there's an open check and some food still has to come out of the kitchen.
- **Amber — Ready to pay:** everything was delivered. They're eating or ready to pay.
- **Red — Calling:** that table pressed the call your server button. **That one comes first.**

✓ Learning the colors saves you half the walking: with one glance you know which table to go to, without walking the whole dining area.

The table asked for the check

When a guest tells you they want to pay, you don't have to walk to the cashier to let them know.

1. Open the table from **Take order**.
2. Tap **Ask for the check**.

On the Cashier screen, that table jumps to the top and is marked in amber with the time. The cashier knows someone is waiting.

■ **This doesn't charge or close anything. It just lets them know.**

The kitchen Board

The Board shows every order moving across columns:

- **Received** — it just came in.
 - **Preparing** — the kitchen is making it.
 - **Ready** — it can go to the table.
 - **Delivered** — it's already at the table.
1. When you take a dish to the table, find it in the **Ready** column.
 2. Tap the button to move it to **Delivered**.

■ **Marking it “■” really matters: the cashier can't comfortably charge an order that still shows as not delivered, because that would mean charging for food that never came out.**

If a dish gets dropped or the guest sends it back, you **cancel** it from the Board. That way nobody is charged for it and the inventory doesn't deduct what wasn't sold.

What you CAN'T do, and why

With your server account you don't see sales reports, you don't change prices, and you can't open the Cashier.

It's not about trust: it's that everyone is responsible for their own part. If money is missing from the cash drawer tomorrow, it gets sorted out with whoever handled it. And since every sale is recorded under the name of whoever took it, **your work is recorded too** — that's what lets the tips be split by what each person sold.