

Owner's guide · with the Management module

Everything in the basic plan, plus inventory, cost per dish, delivery, your own website and multiple cashiers.

What the Management module adds

On top of everything in the basic plan —menu, QR, Board, Cashier and reports— with Management you get:

- **Dining areas and table map:** lay out your restaurant the way it really is.
- **Ingredients and recipes:** what each dish really costs.
- **Profitability:** which dish makes you money and which one costs you.
- **Stockroom and inventory:** stock goes down on its own when the dish goes out.
- **Purchases:** your whole grocery run on one screen.
- **POS and multiple cashiers:** each one with its own shift and its own cash drawer.
- **Delivery** from start to finish.
- **Online store:** your own ordering page.
- **Team with roles:** everyone signs in to their own part.
- **Sales by person** to split the tips.

All of that lives in the **Management** menu, at the top right.

Your team: everyone signs in to their own part

This is the first thing worth setting up.

1. Go to **Team**.
2. Create one user per person, with their role: **server**, **cashier** or **manager**.
3. Give each person the **restaurant code** (it's shown at the top of Team), their username and their password.

Servers take orders but can't see reports or change prices. Cashiers charge but can't get into the admin side.

■ Don't let anyone use your owner user. If everyone signs in with yours, all sales end up under your name and you won't be able to split tips or know who did what.

Dining areas and table map

1. Management → **Dining areas**. Create the ones you have: main dining room, patio, second floor.
2. Management → **Map**. Drag the tables to where they really are.
3. You can change their shape (round, square, bar) and the number of seats.

After that, the map shows you **live** the status of each table: free, occupied, waiting to pay or calling.

Ingredients, recipes and what each dish costs

This is the part that changes the business the most, and the one that takes the most work the first time. It's worth it.

1. Management → **Ingredients**. Enter what you buy: rice, meat, oil, soda. With its unit and its cost.
2. Management → **Food cost**. Create the **recipe** for each dish: which ingredients it uses and how much of each.
3. The system calculates the dish's **real cost**.
4. Management → **Profitability**. There you see, dish by dish, what it costs you, what you sell it for and how much you make.

✓ Start with your 10 best-selling dishes. With those alone you'll see things you never imagined.

■ **There's almost always a surprise: your best-selling dish is often one of the ones with the lowest margin. That's where this module pays for itself.**

A recipe can use **another recipe** (a base sauce, for example). The system won't let you build a loop where a recipe ends up using itself.

Stockroom, purchases and inventory

Purchases: Management → Purchases. You enter the whole supplier invoice on a single screen. Everything goes into the stockroom and the average cost of each ingredient is recalculated.

Stockroom: you see what's in stock and the **stock ledger** —every entry and exit, one by one—.

The most useful part: when a dish leaves the kitchen, its ingredients come out of the stockroom **on their own**. No counting by hand.

■ **If you made a mistake on a purchase, don't delete it: void it. The system adds the opposite movements and leaves a trail of what happened.**

Multiple cashiers and shifts

You can have the main cashier, the bar and the delivery cashier, each one on its own.

1. In **Tables**, under Self-service, add the cashiers you need and turn them on.
2. Each one has its own **POS** for taking orders.

3. Each one opens and closes its own **shift**, with its starting cash and its cash count.

If you close a point of sale, you can **close that cashier** with the ✕. The system won't let you if it has unpaid checks or a shift that isn't balanced, and if it ever made a sale, its sales stay in the reports.

Delivery

By phone: Delivery → + **Delivery**. First the delivery details and then the items — that order is on purpose: if the guest hangs up halfway through the call, at least you still know where to go and who to call.

Type the **phone number** first: if they've ordered before, their name and address fill in on their own. The address book builds itself as you use it.

Then you mark when it **went out** and when it was **delivered**. You charge it in Cashier.

■ **Delivering isn't charging. Money that's still out on the street shows up separately in the cash shift, so it doesn't look like a shortage.**

Your online store: the ordering page

It's your own page, with your logo and your menu, so your guests can order from home.

1. Management → **Online store**.
2. Upload your **logo** and check your restaurant's name.
3. Set the **hours** for each day. Outside those hours the page says you're closed.
4. **Copy your link** and paste it on Instagram, in your WhatsApp status or on a flyer. It never changes.
5. **Turn on the store** with the big button.

■ **The switch overrides the hours. If your kitchen gets slammed on a Friday at 8, turn it off and not one more order comes in — even if the hours say you're open. Turn it back on when you can.**

Before you turn it on, go to Management → **How you get paid** and enter your Nequi/Bre-B key, your account and your QR code. If you don't, the guest picks bank transfer and the page tells them you haven't added where to pay yet.

Incoming orders show up **first and in red** in Delivery, as **To confirm**. You review them and accept or reject them.

■ **An order from outside isn't a sale until you accept it. Anyone on the internet can send one, so check before you cook — especially if it says they already sent a transfer.**

Reports and backups

Besides the usual reports, with Management you get **sales by person** on your team — useful for splitting tips by what each person sold — and the **Profitability** screen.

Everything exports to **Excel and PDF**.

✓ Check Profitability once a month, when your suppliers' prices change. That's when a dish goes from making you money to costing you money without you noticing.