G-SOFT

G-SOFT Restaurant Manager

User Manual

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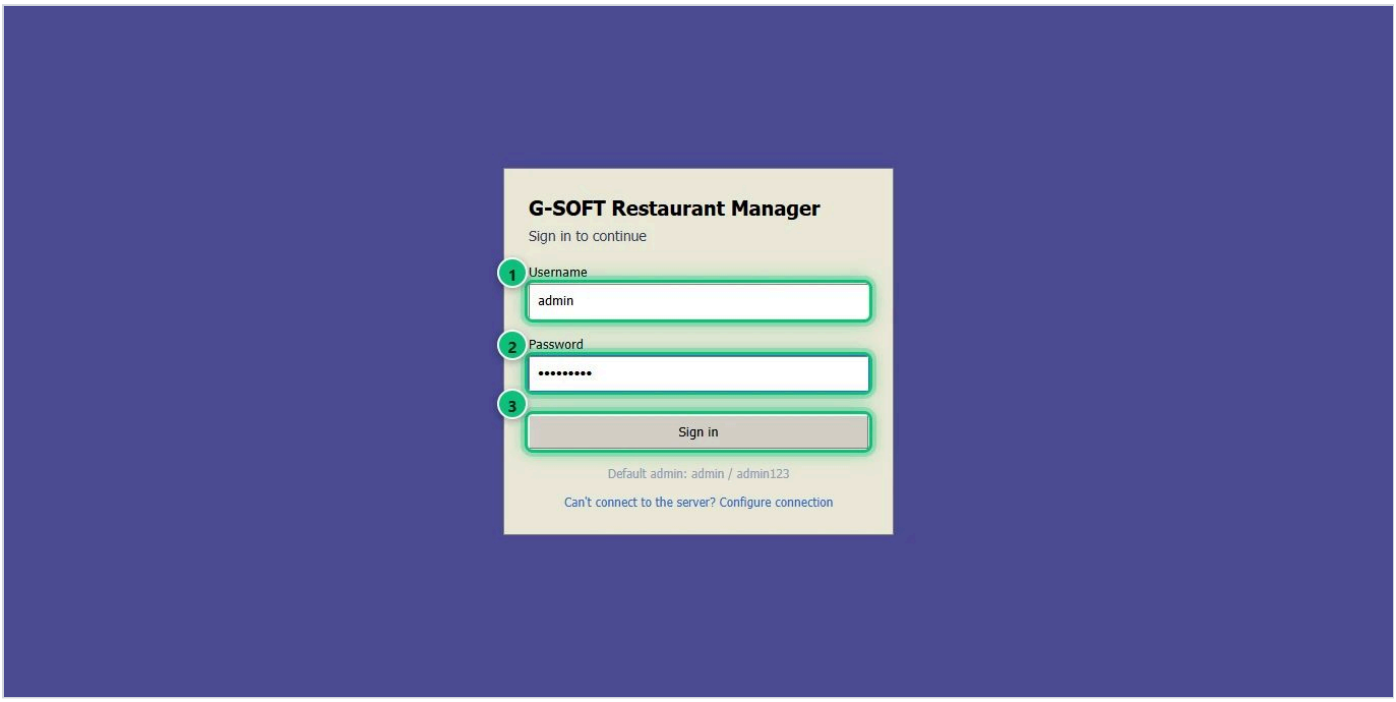
1 Sign in

Every person who uses the program has their own username and password, so the program knows who took each order and payment.

STEP 1 OF 1

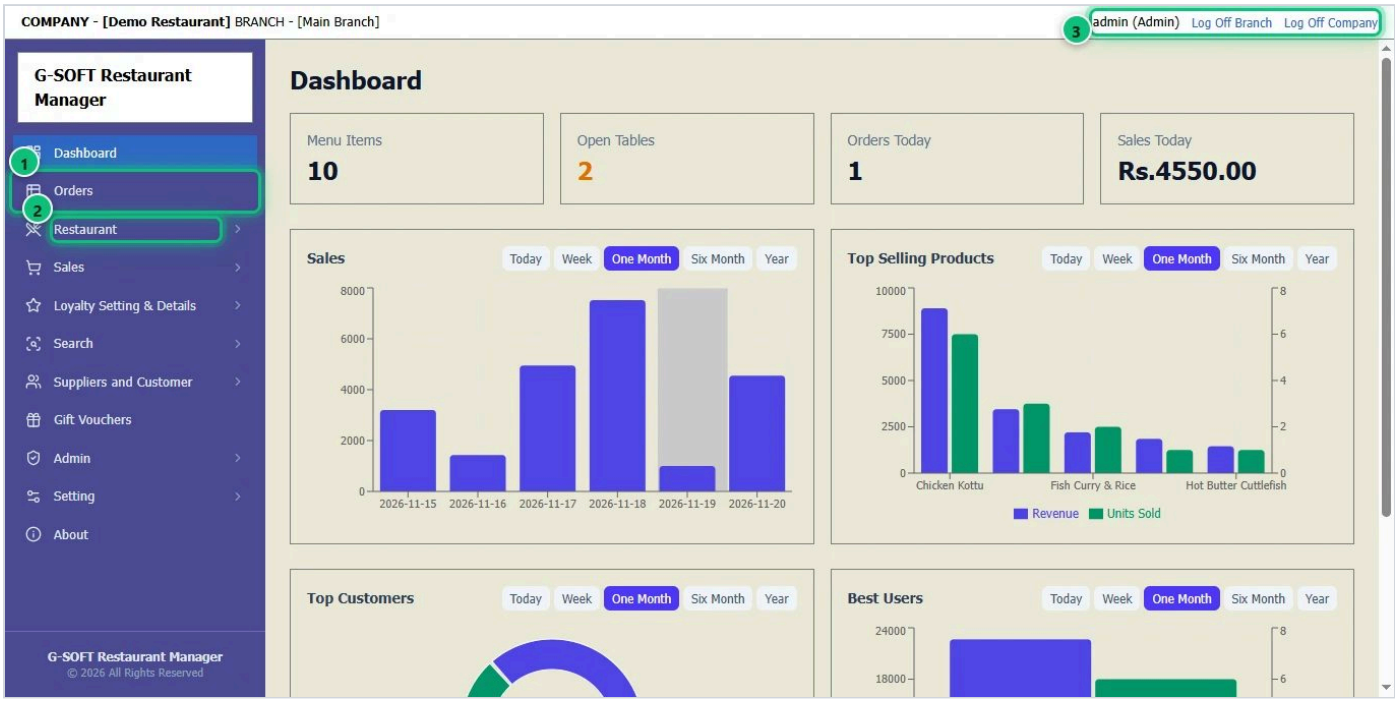


1. Type your **username** 1 and **password** 2.
2. Click **Sign in** 3, or press **Enter**.

2 The main screen

After signing in you see the Dashboard: today's sales and charts, and the menu that opens every part of the program.

STEP 1 OF 1

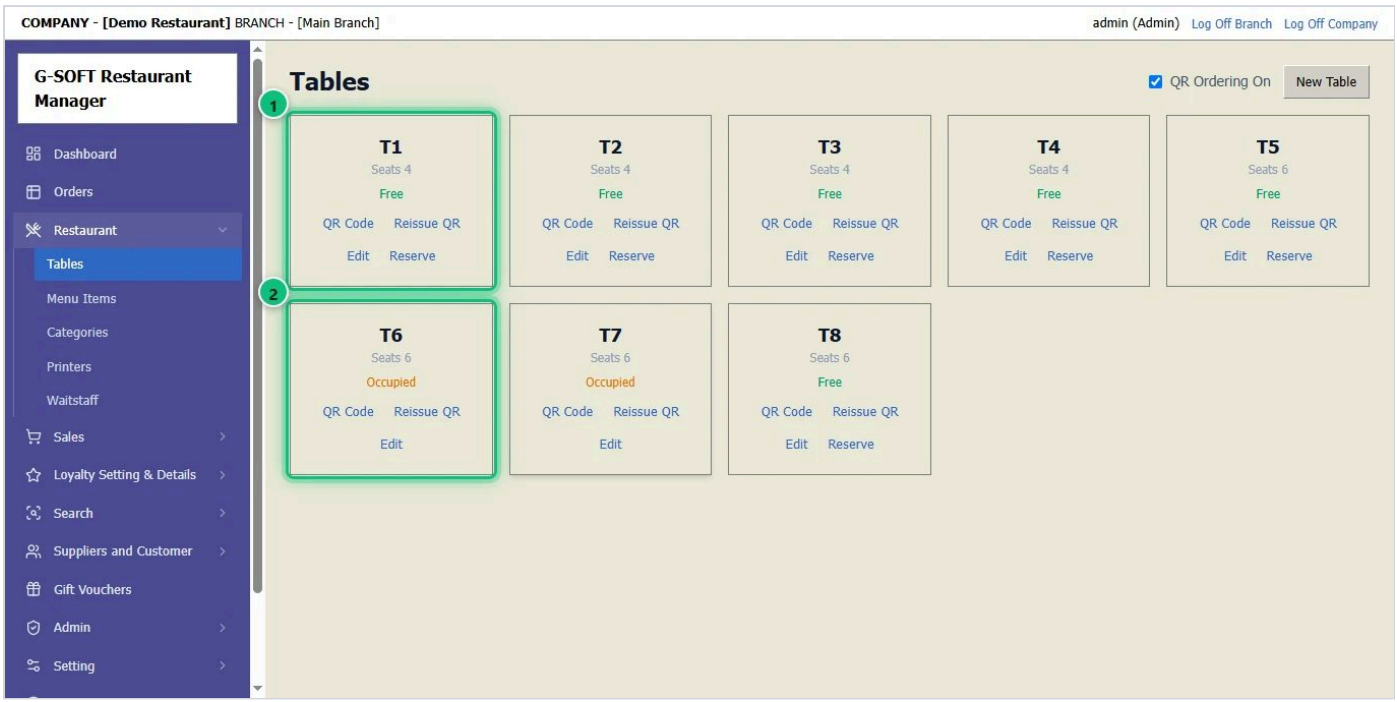


1. **Orders** 1 is the till: every table that is eating now, and new takeaway orders. Press **F2** from any screen to open it.
2. **Restaurant** 2 has Tables, Menu Items, Categories, kitchen Printers and Waitstaff.
3. The **Dashboard** shows sales and charts. The top bar shows your company, branch and **who is signed in** 3.

3 Take a table order

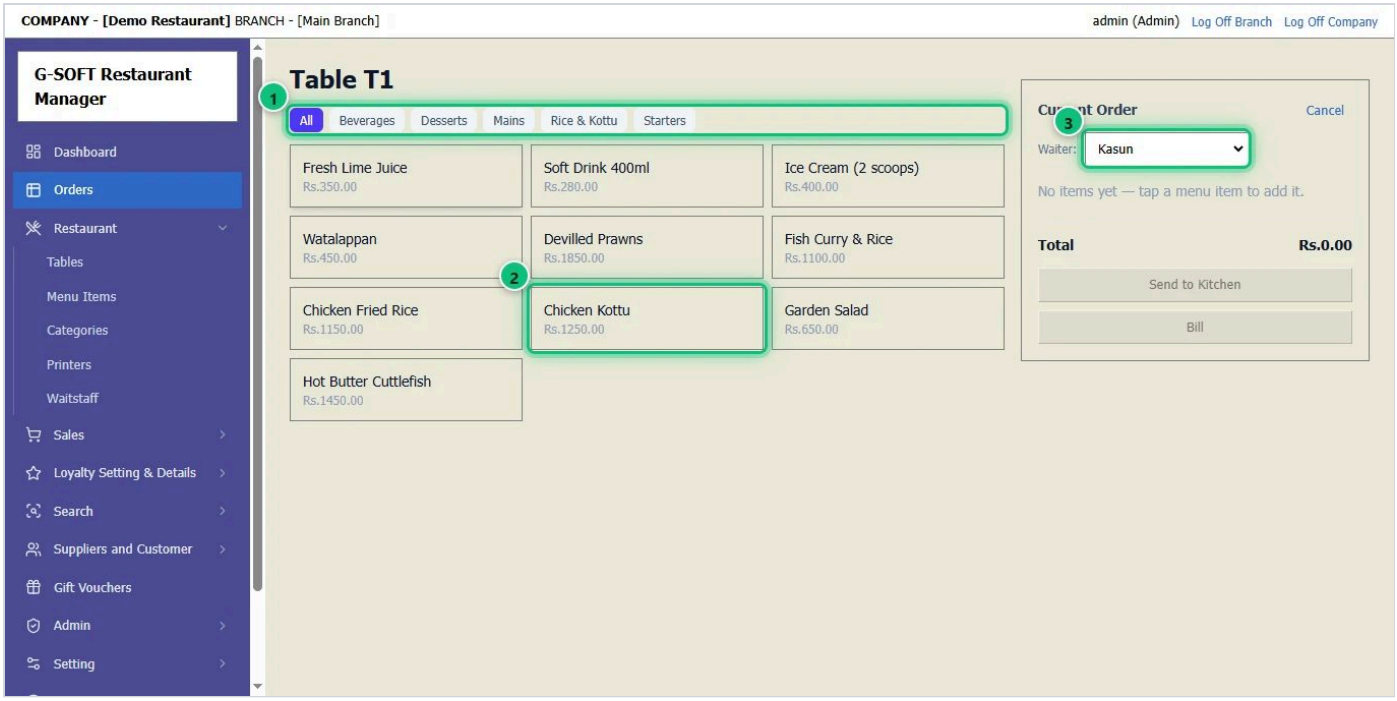
Open a table, add what the guests order with their choices, and send it to the kitchen.

STEP 1 OF 4



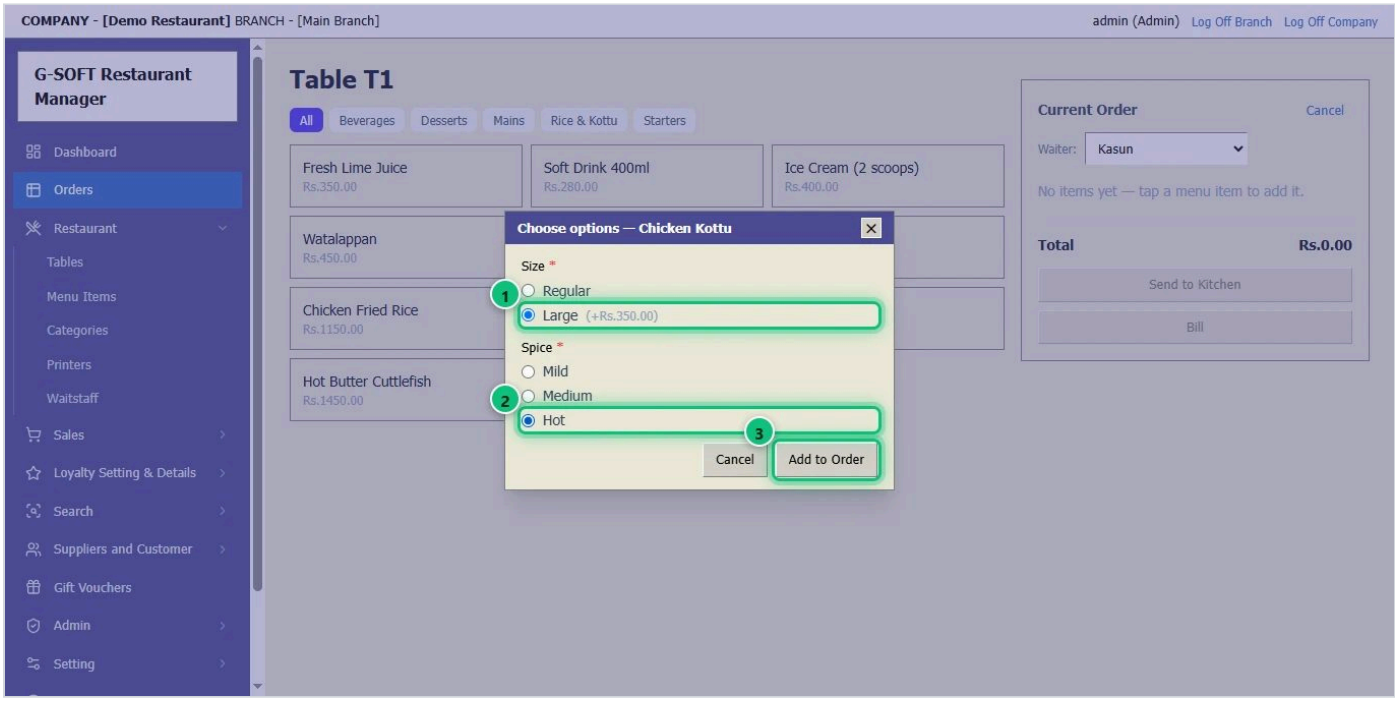
1. Open **Restaurant** → **Tables**. A **Free** table 1 is empty; an **Occupied** table 2 has an open order.
2. Click a free table to start its order — or click an occupied one to add to its order.

STEP 2 OF 4



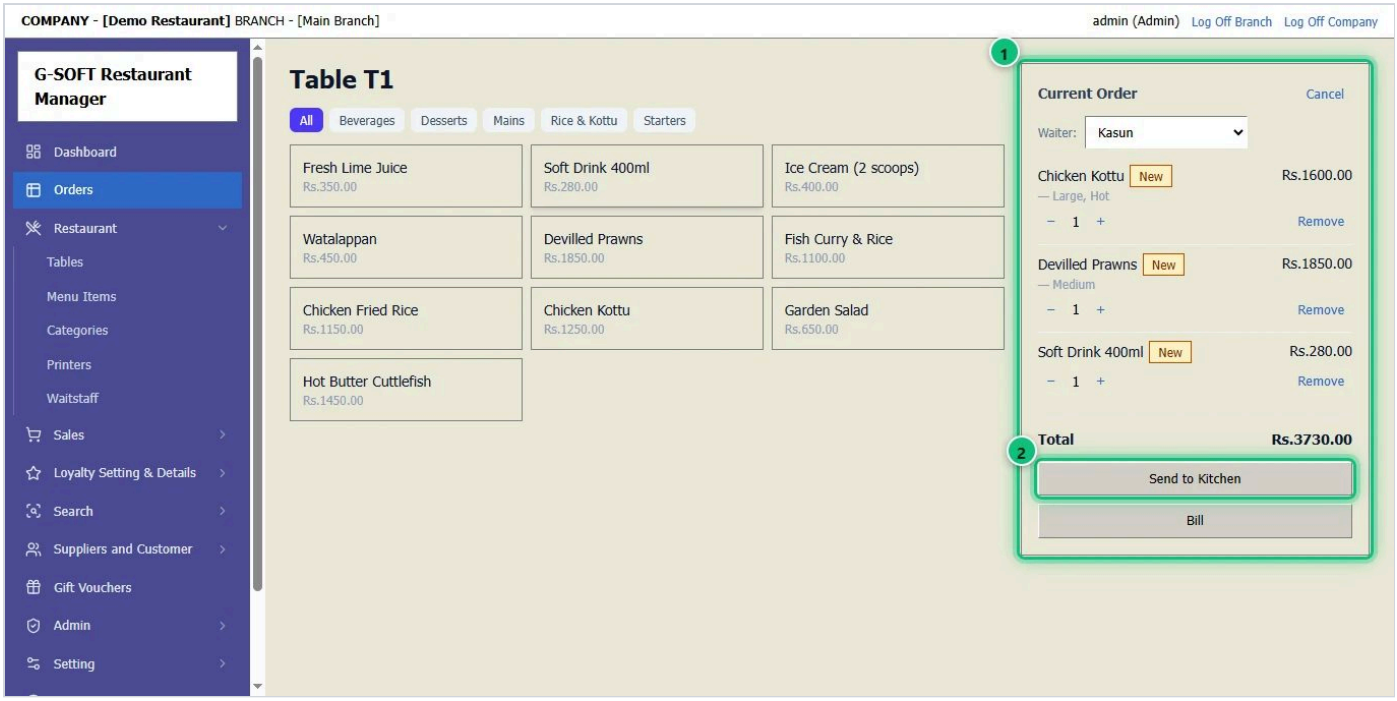
1. The menu opens. Choose a **category** 1 to see only those dishes, or **All**.
2. Tap a **dish** 2 to add it to the order.
3. Choose the **Waiter** 3 serving this table.

STEP 3 OF 4



1. A dish with choices asks for them — for example **Large** 1 (the extra price is added) and **Hot** 2.
2. Click **Add to Order** 3.

STEP 4 OF 4

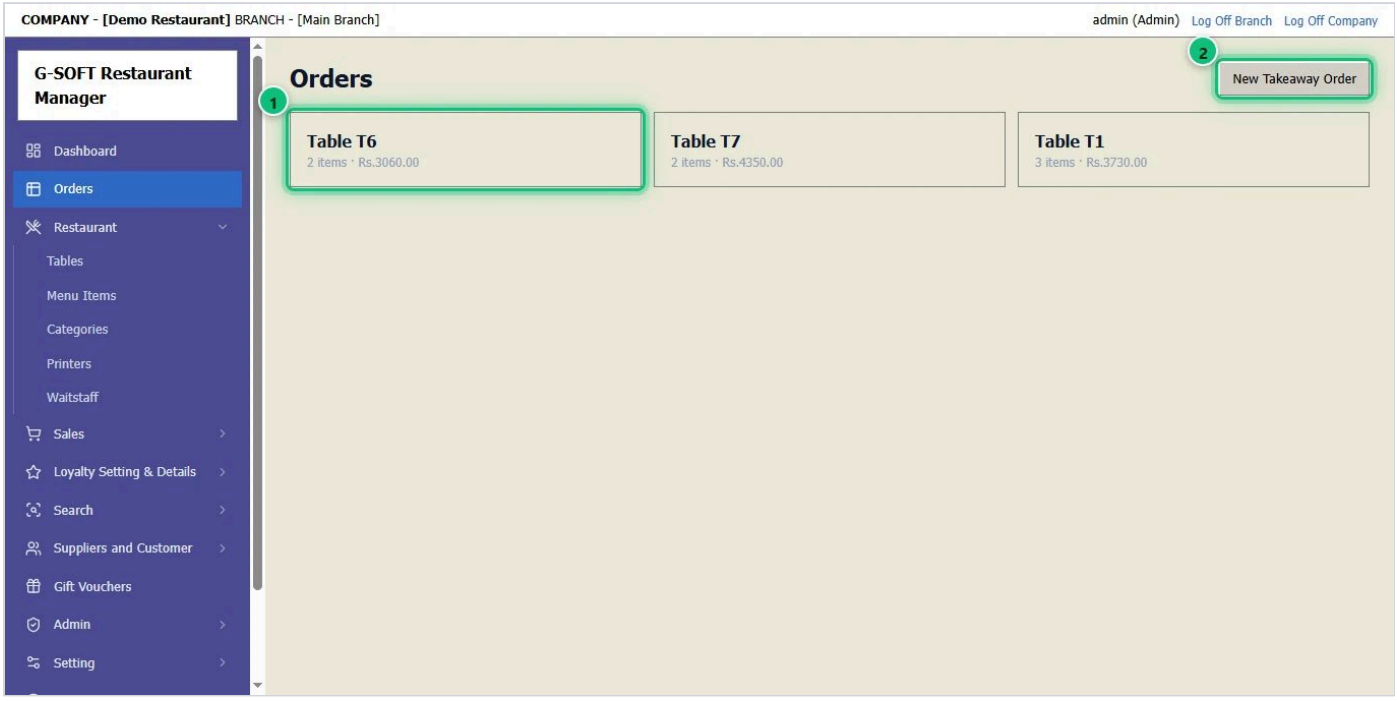


1. The **Current Order** 1 lists everything with its choices and the total. Change a quantity or remove an item here.
2. Click **Send to Kitchen** 2: the dishes print on the kitchen printer. Drinks and items that need no cooking are not sent.

4 Bill a table

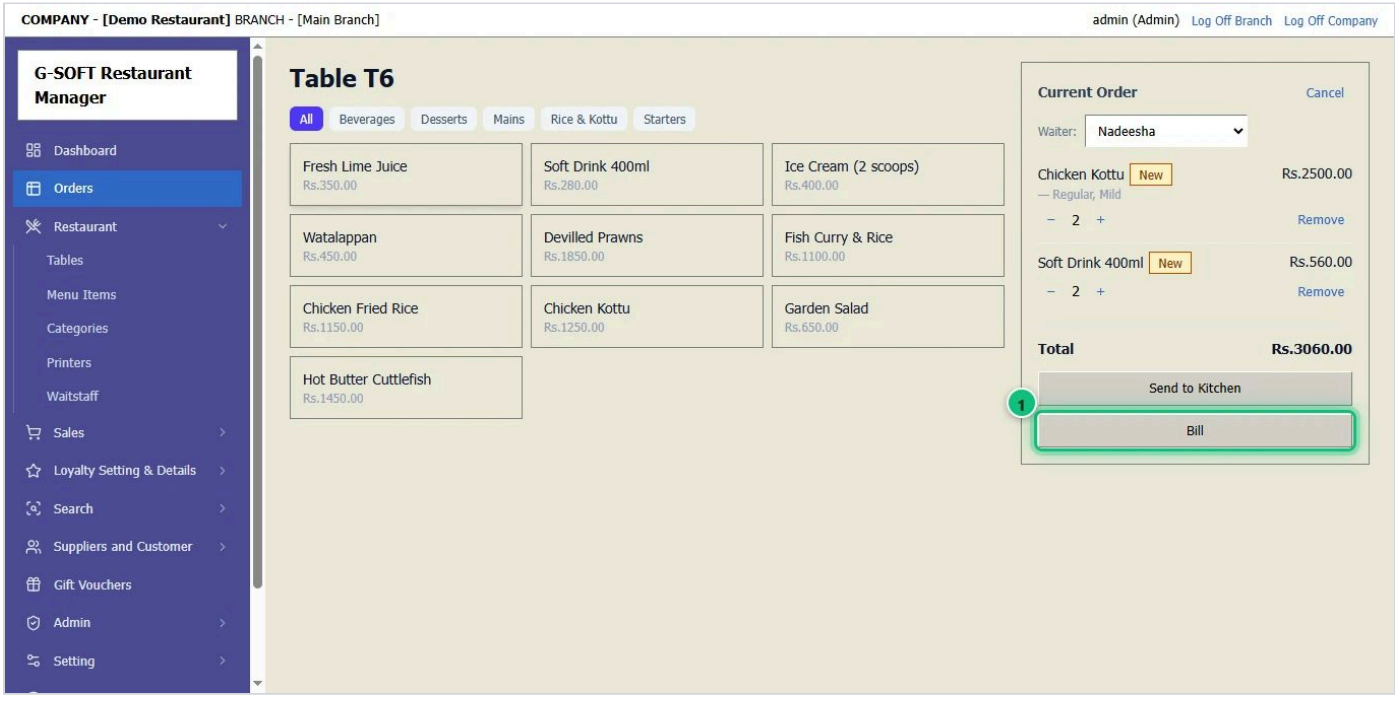
When the guests are done, print the bill, take the payment and free the table.

STEP 1 OF 4



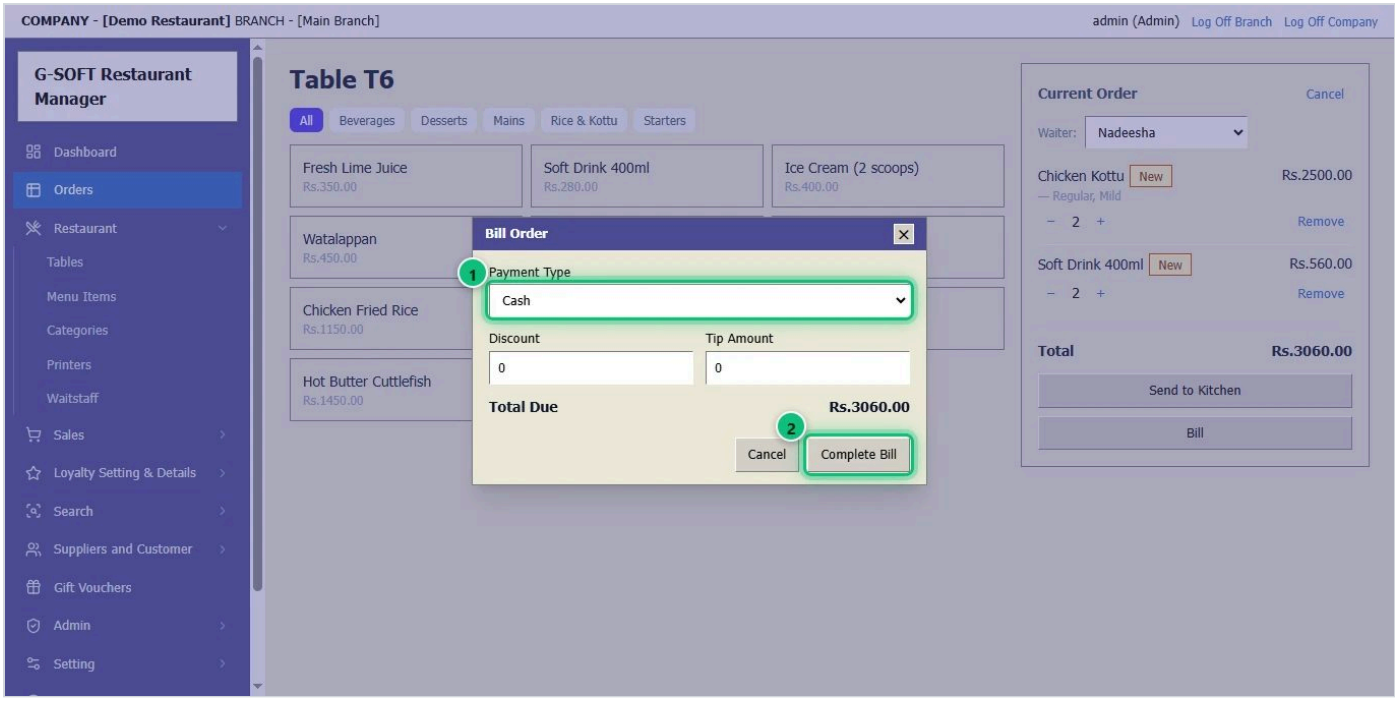
1. Open **Orders** — or press **F2**. Every table eating now is listed 1 with its items and total. Click the table.
2. **New Takeaway Order** 2 starts an order with no table, for food to take away.

STEP 2 OF 4



1. Check the order and click **Bill** 1.

STEP 3 OF 4



1. Choose the **Payment Type** 1: Cash, Card, Bank Transfer, Cheque, Credit or Gift Voucher. Add the customer, a discount or a tip if needed.
2. Click **Complete Bill** 2. The bill is saved, the table is free again, and the bill opens to print.

STEP 4 OF 4

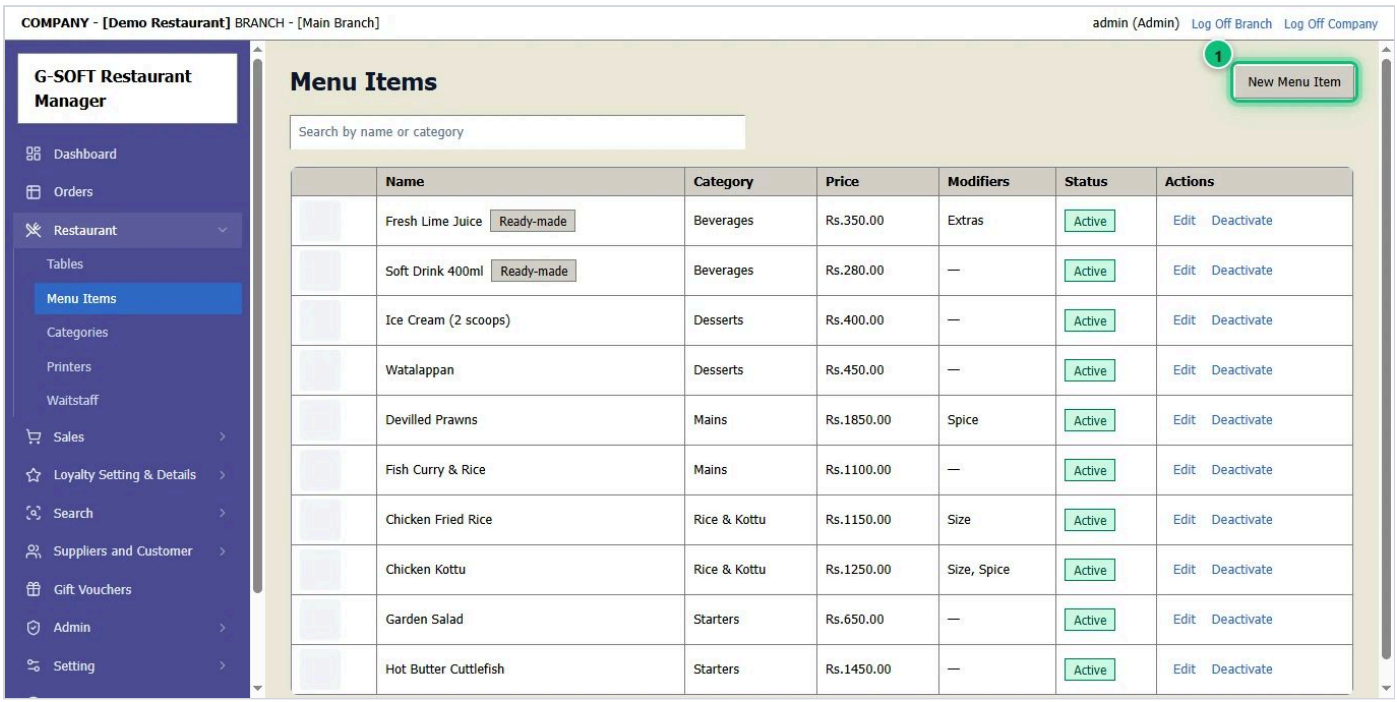


1. The printed bill.

5 Add a dish to the menu

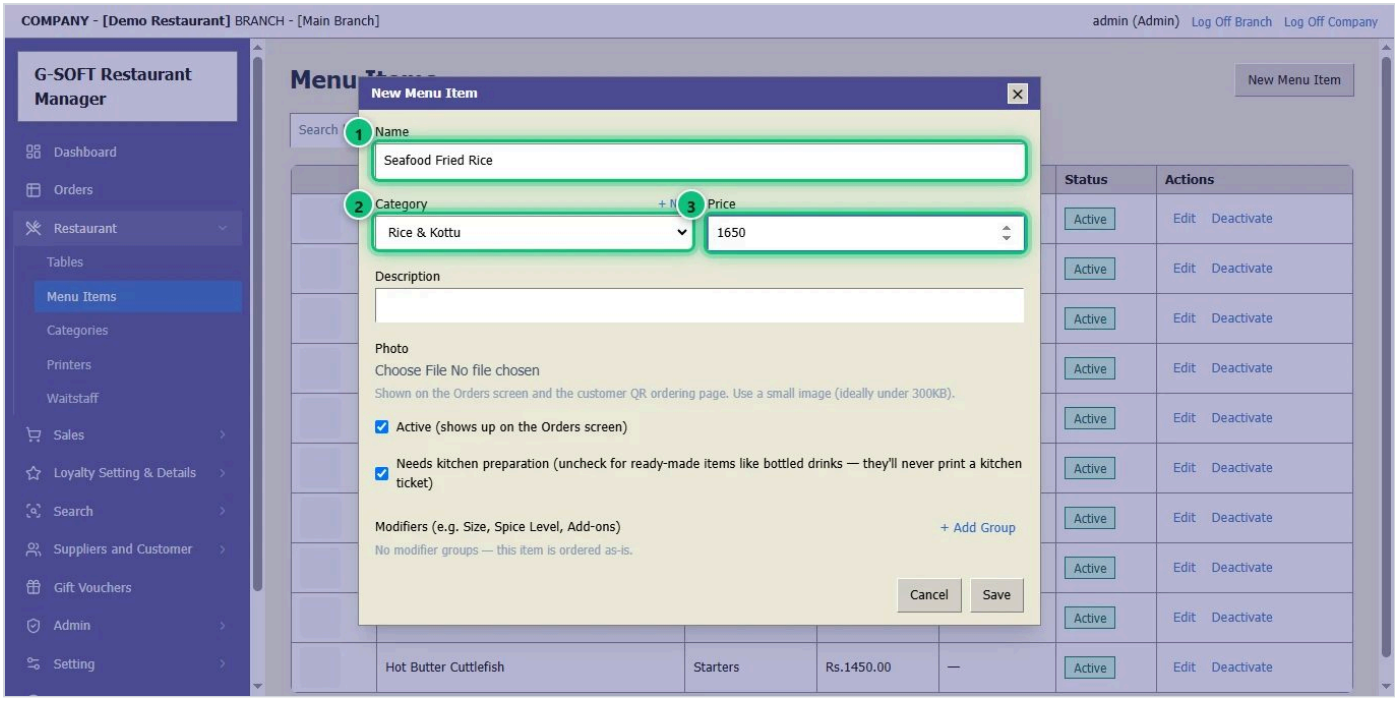
Add each dish and drink once, with its price and any choices (size, spice, extras).

STEP 1 OF 3



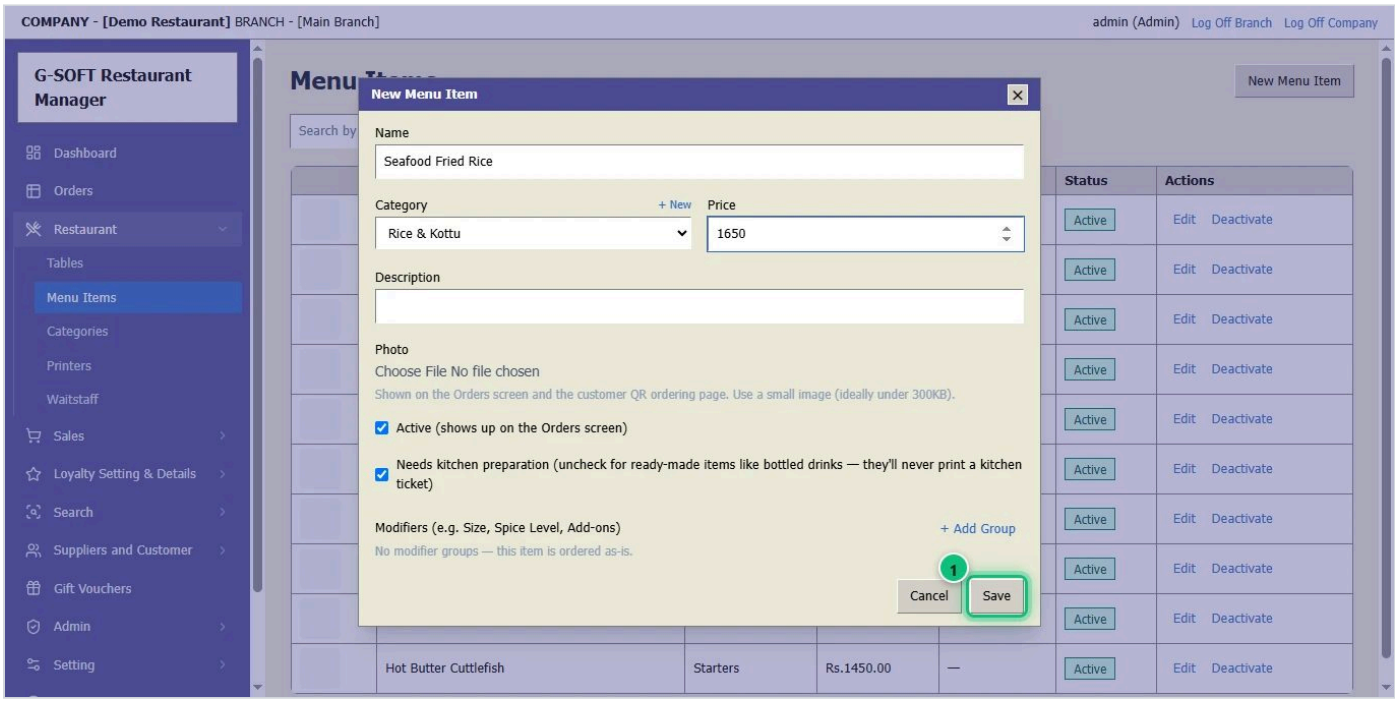
1. Open **Restaurant → Menu Items**.
2. Click **New Menu Item** 1.

STEP 2 OF 3



1. Type the dish **Name** 1, choose its **Category** 2 and type the **Price** 3.
2. A photo is optional. Untick the kitchen-ticket box for items the kitchen does not cook, such as bottled drinks.

STEP 3 OF 3

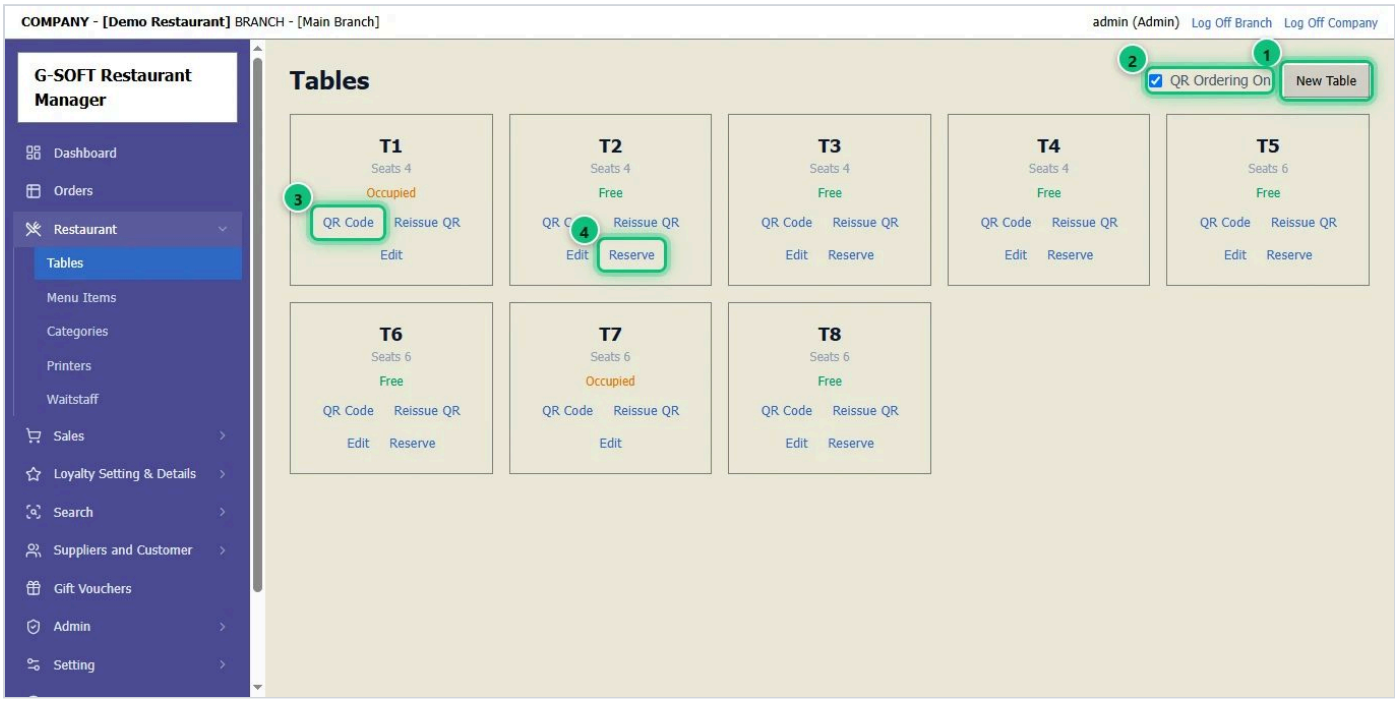


1. Choices such as **Size** or **Spice** are added as option groups in the same form, each option with its extra price (0 if none). Then click **Save** 1.

6 Tables and QR ordering

Add your tables. Each table has its own QR code: guests scan it with their phone on your Wi-Fi and order from the menu; the order appears on the till.

STEP 1 OF 2



1. **New Table** 1 adds a table with its number and seats.
2. **QR Ordering On** 2 lets guests order from their phones.
3. **QR Code** 3 prints the table's QR code to stick on the table. **Reissue QR** makes a new code if an old one was copied.
4. **Reserve** 4 marks a table as booked.

STEP 2 OF 2

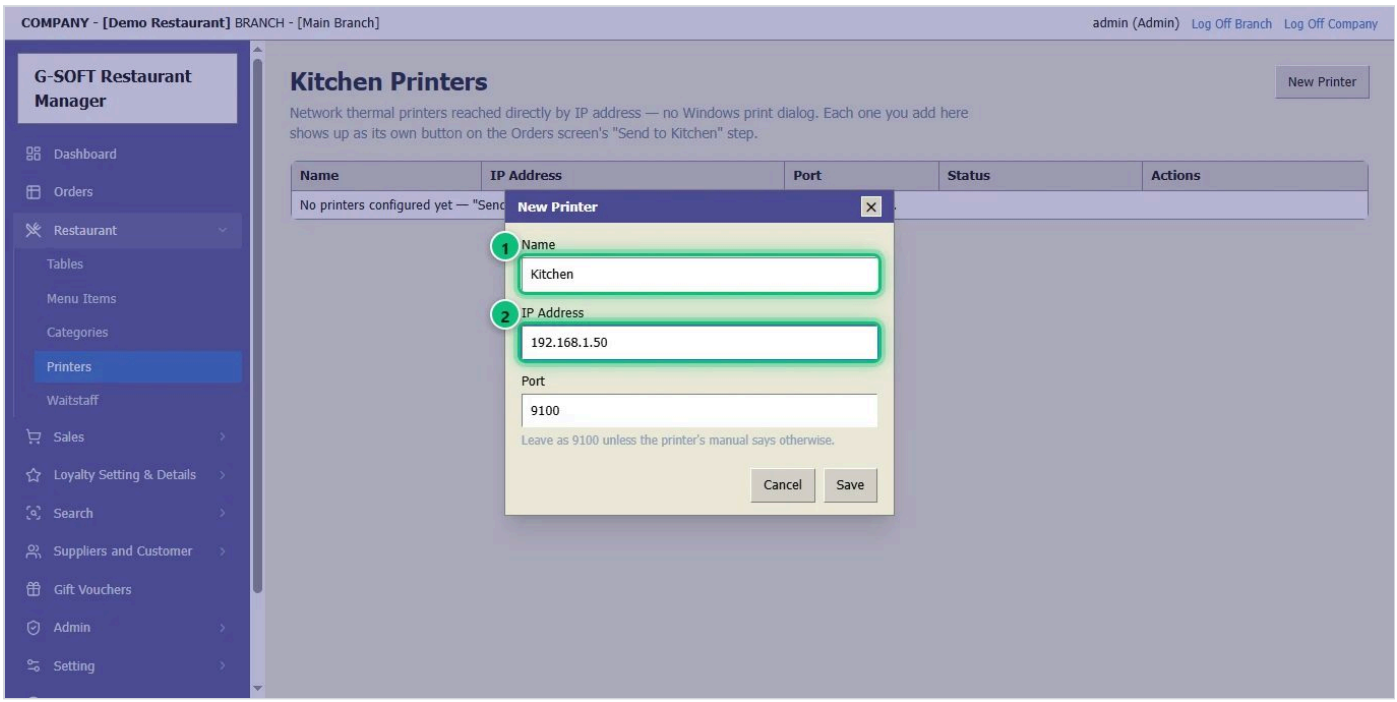


1. The table’s QR code, ready to print. Guests on your Wi-Fi scan it, choose dishes and send the order — it appears on the till under that table.

7 Kitchen printers and waiters

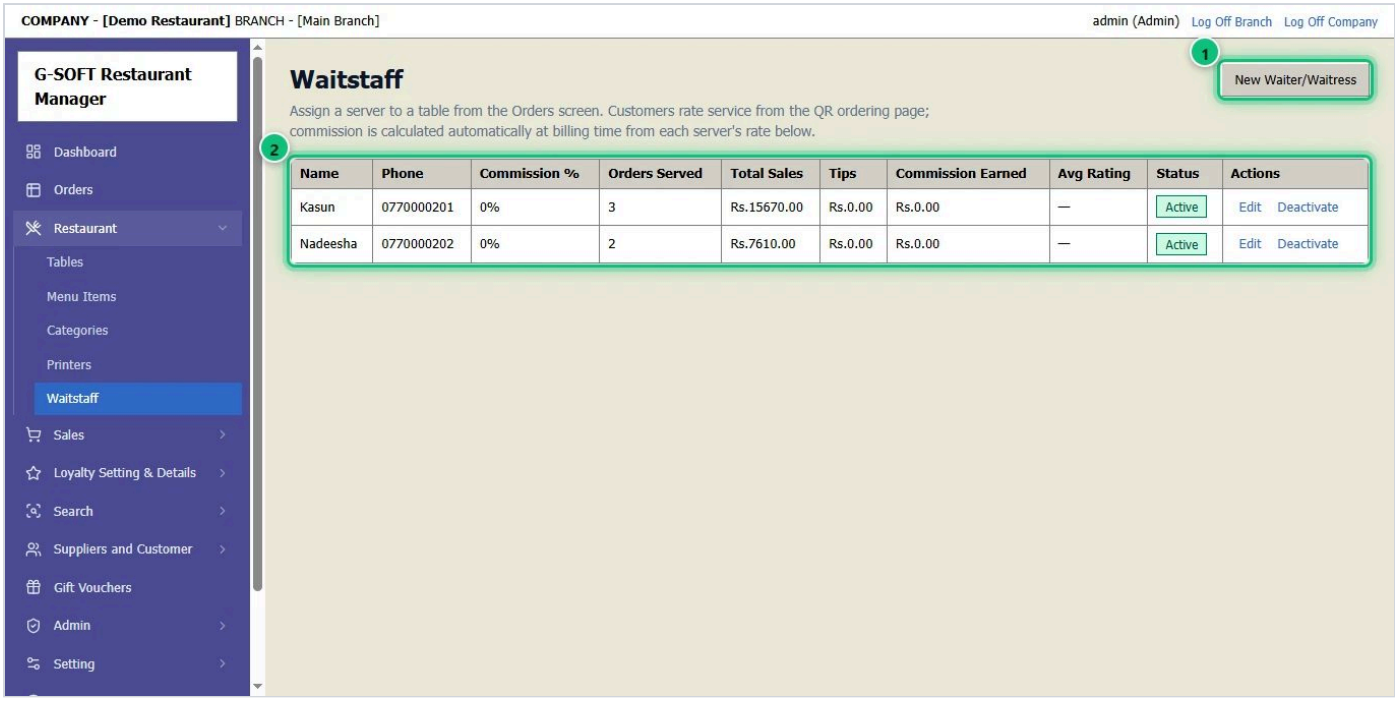
Set up the kitchen printer that receives the orders, and add your waiters so each table can be assigned.

STEP 1 OF 2



1. Open **Restaurant** → **Printers** and click **New Printer**.
2. Type a **name** 1 and the printer's **IP address** 2 on your network (port 9100 is usual). Save, then use **Test** to print a test ticket.

STEP 2 OF 2

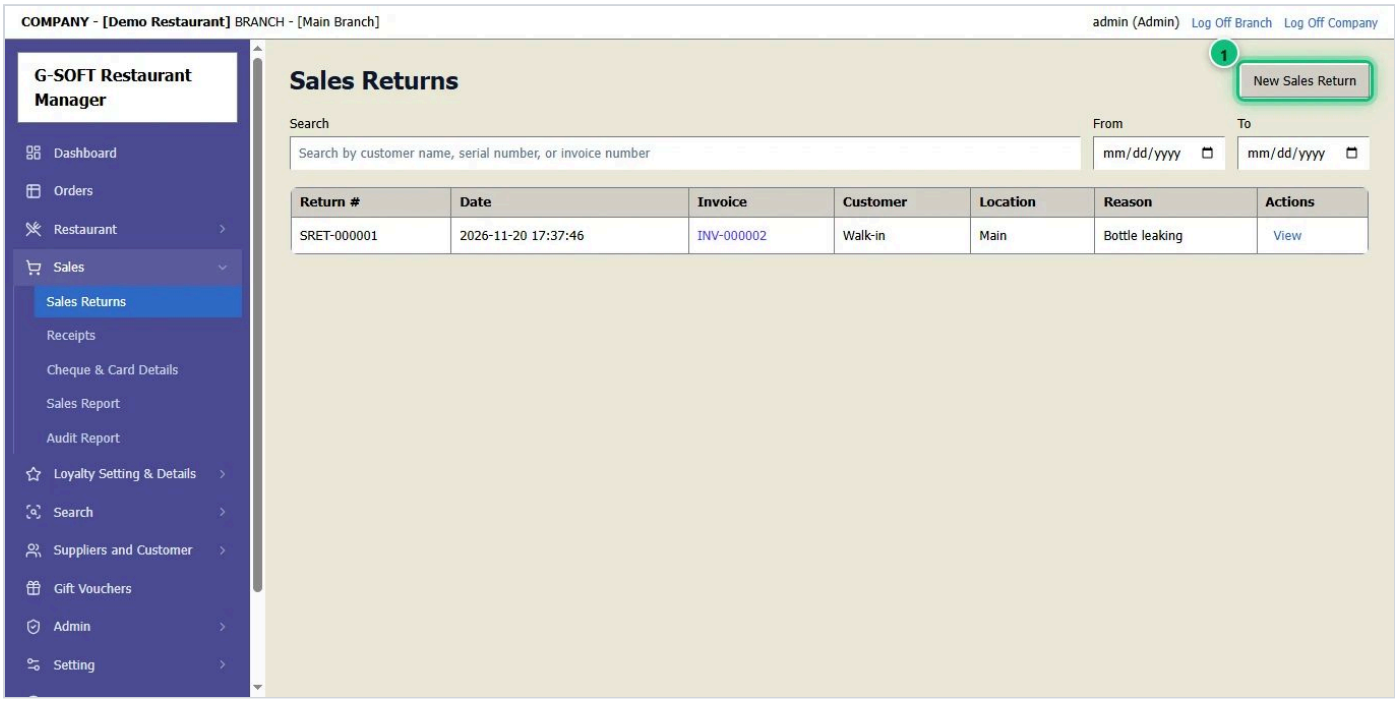


1. Open **Restaurant → Waitstaff**. **New Waiter/Waitress** (1) adds a waiter with an optional commission.
2. Your waiters are listed (2). On each table's order, choose who is serving it.

8 Take back a sold item (sales return)

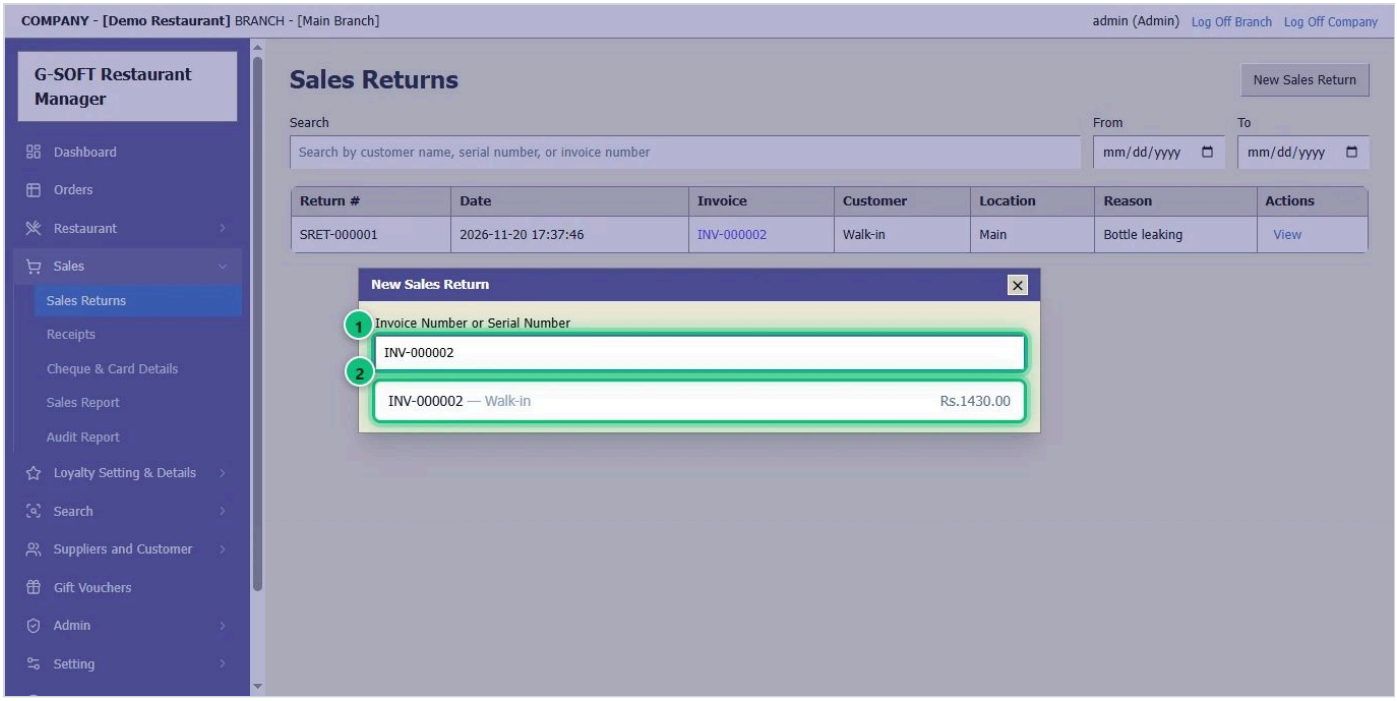
When a customer returns something from a bill, record a sales return. The customer gets their money or credit back.

STEP 1 OF 3



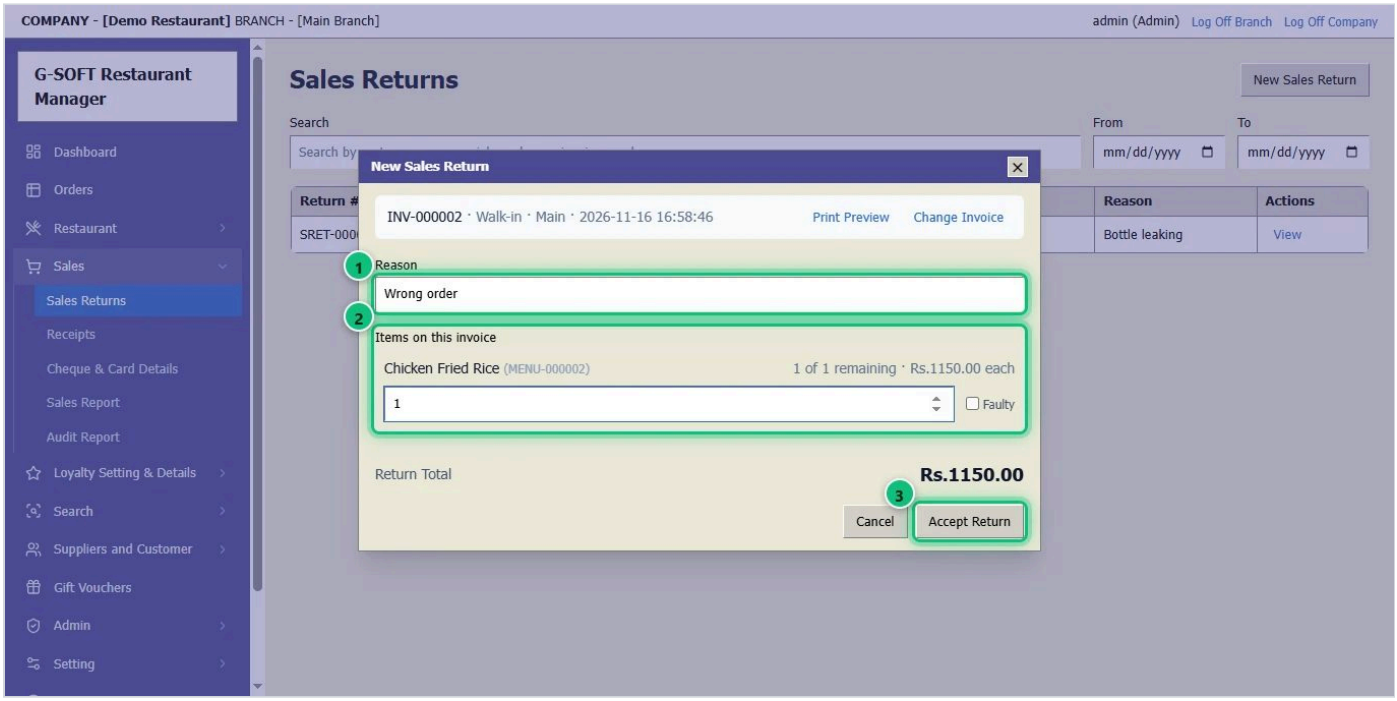
1. Open **Sales → Sales Returns**.
2. Click **New Sales Return** 1.

STEP 2 OF 3



1. Type the **invoice number** 1 printed on the customer's bill.
2. Click the invoice 2.

STEP 3 OF 3

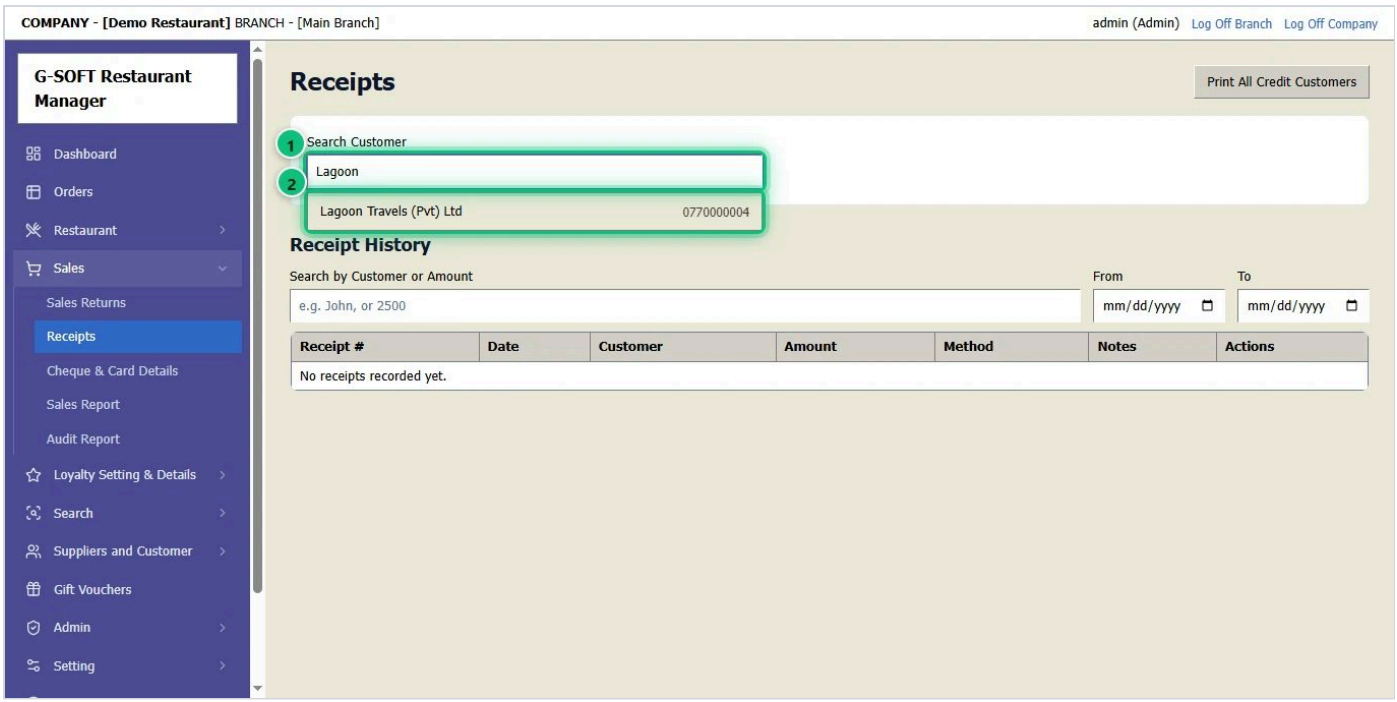


1. Write the **Reason** 1.
2. For each item coming back 2, type the **quantity**. Tick **Faulty** only if the item is damaged: it is then kept out of the stock you can sell.
3. Click **Accept Return** 3. The item goes back into stock; on a credit invoice the amount comes off what the customer owes.

9 Take a credit payment (receipt)

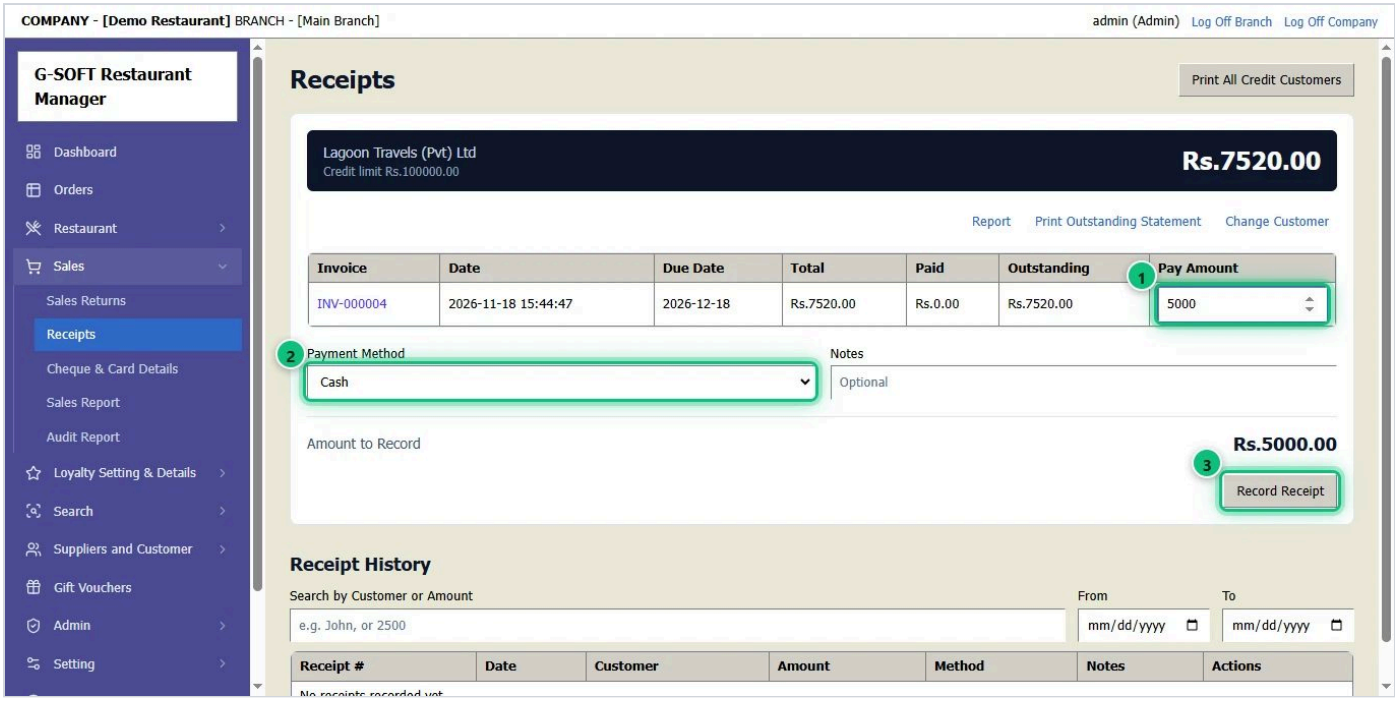
When a credit customer pays, record it as a receipt. The payment is set against their unpaid invoices.

STEP 1 OF 3



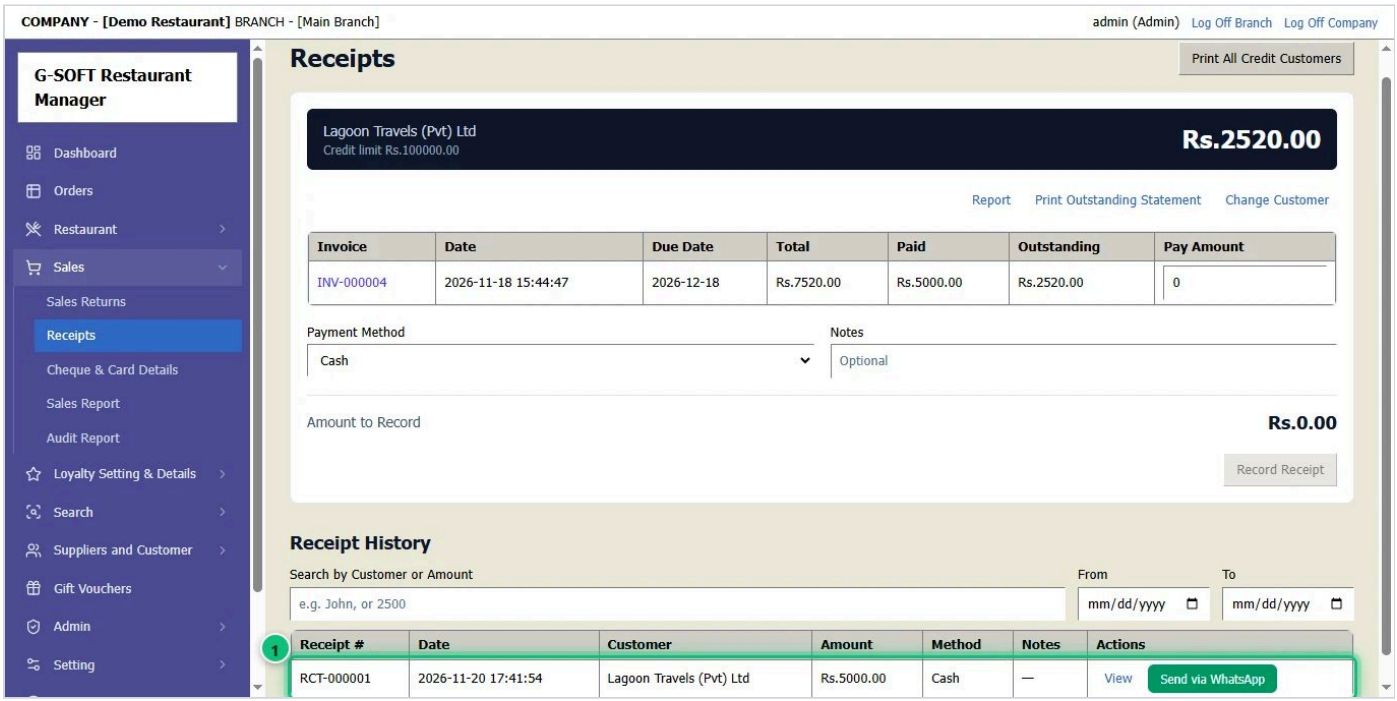
1. Open **Sales** → **Receipts**.
2. Type the customer's name in **Search Customer** 1 and pick them 2.

STEP 2 OF 3



1. Their unpaid invoices are listed. Type how much they pay against each invoice in **Pay Amount** 1.
2. Choose the **Payment Method** 2: Cash, Card, Cheque or Bank transfer (fill in the bank details it asks for).
3. Check the **Amount to Record** and click **Record Receipt** 3.

STEP 3 OF 3

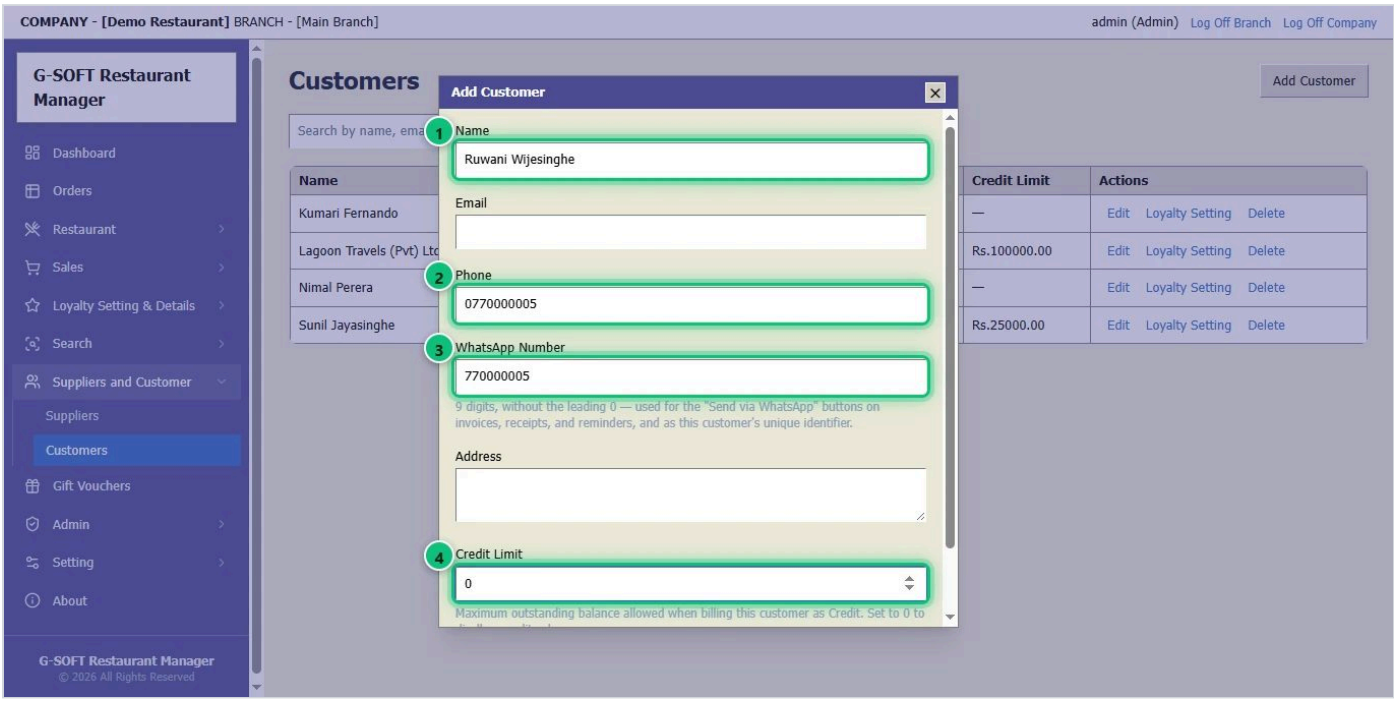


1. The receipt is saved and the customer now owes less. It is listed in **Receipt History** 1, where you can print it or send it by WhatsApp / SMS.
2. **Print Outstanding Statement** (at the top) prints everything the customer still owes.

10 Add a customer

Add regular and credit customers, so their invoices, payments and statements are kept together — and they can get SMS receipts, birthday wishes and offers.

STEP 1 OF 1

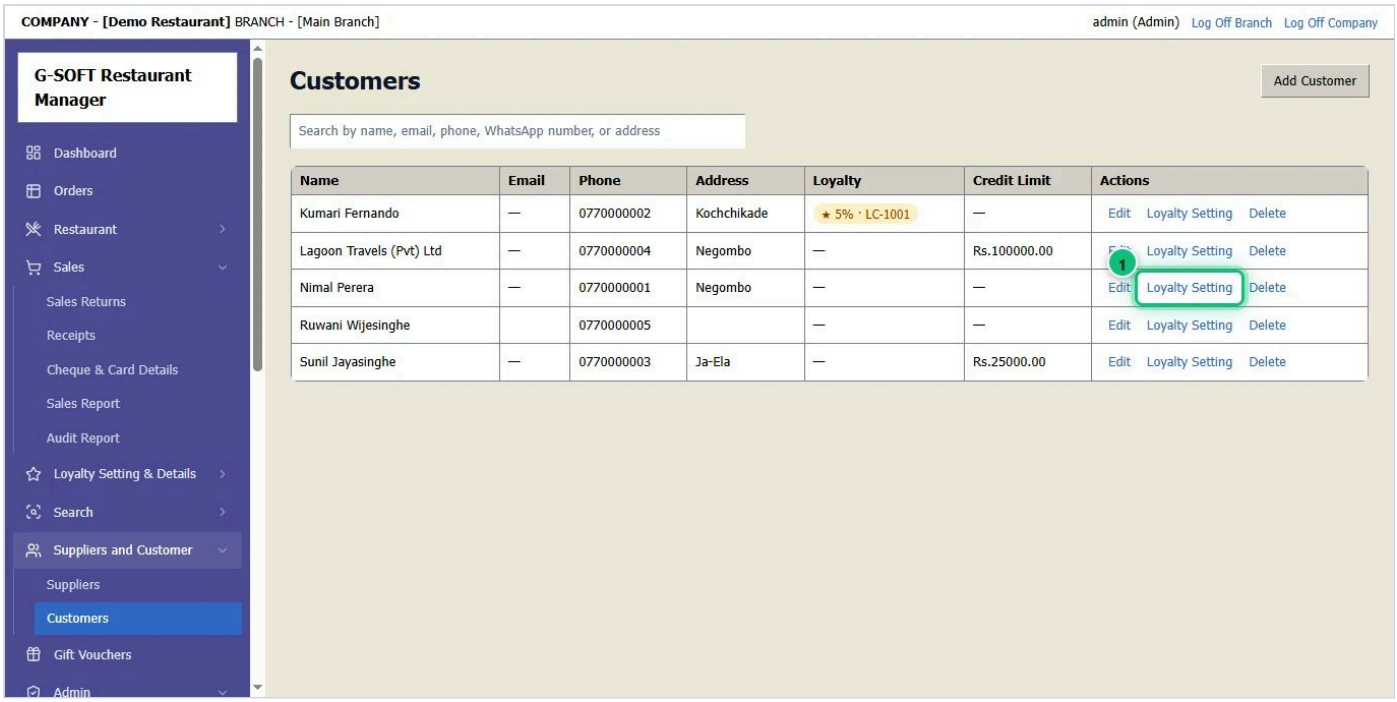


1. Open **Suppliers and Customer** → **Customers** and click **Add Customer**.
2. Type the **Name** 1 and **Phone** 2. Add a **WhatsApp** number 3 — it is also how a loyalty customer is found at the till.
3. For a credit customer, set the **Credit Limit** 4. Birthday (for birthday SMS) and address are optional.
4. Click **Save** at the bottom of the form.

11 Give a customer a loyalty card

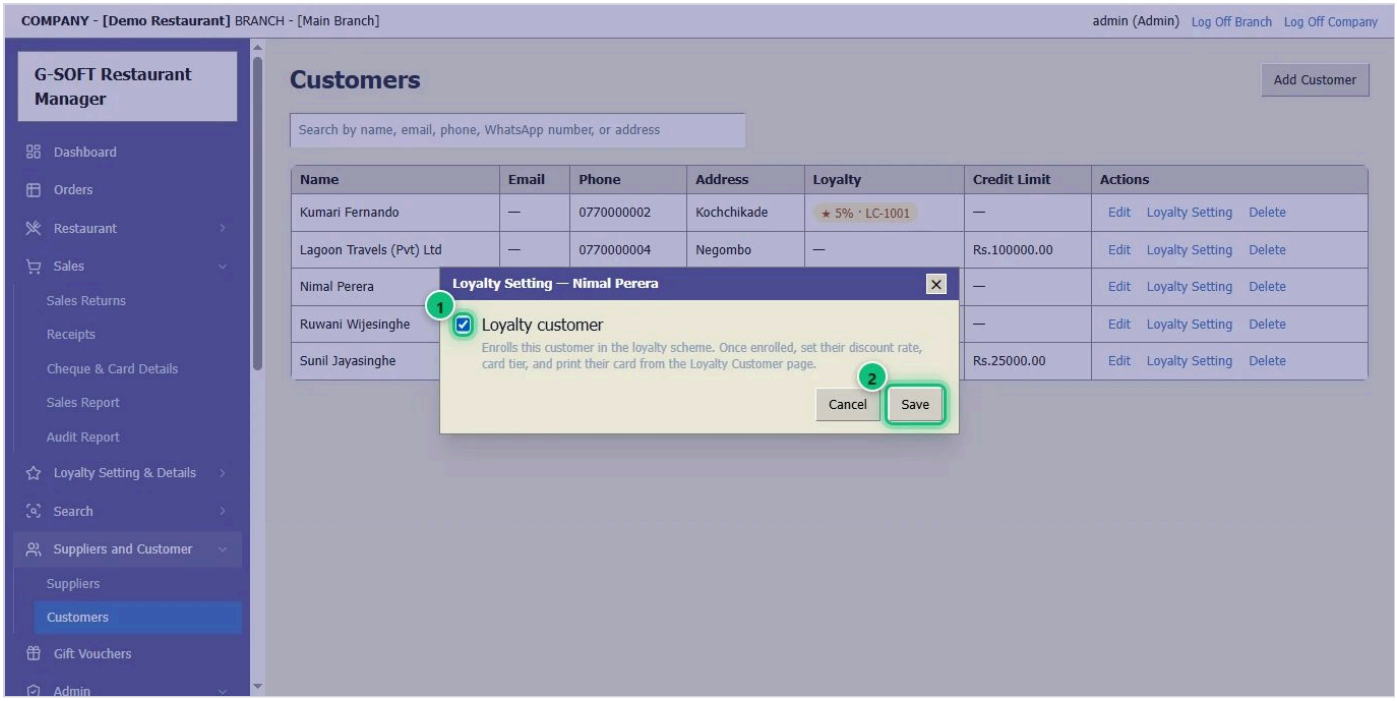
Loyal customers get a printed card with a QR code. Scanned at the till, it fills in the customer and shows their card discount.

STEP 1 OF 5



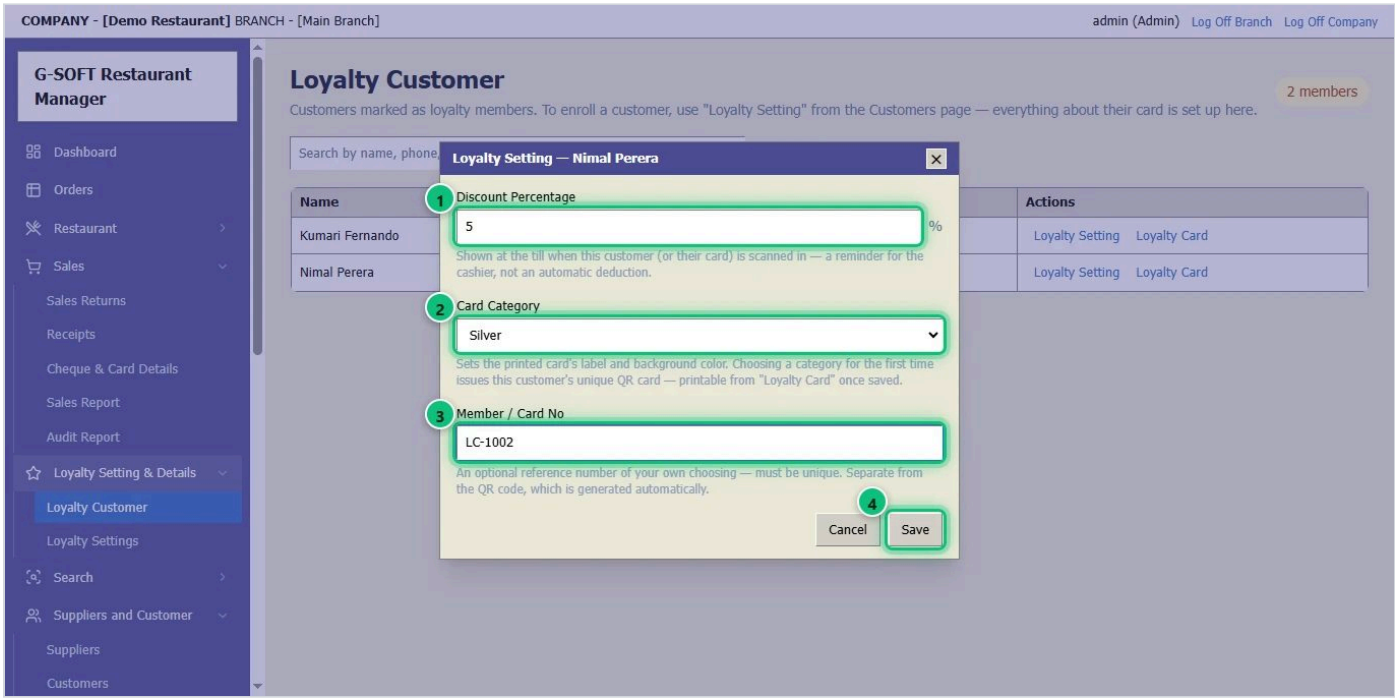
1. Open **Suppliers and Customer** → **Customers**. (Add the customer first if they are new — see "Add a customer".)
2. On the customer's row, click **Loyalty Setting** 1.

STEP 2 OF 5



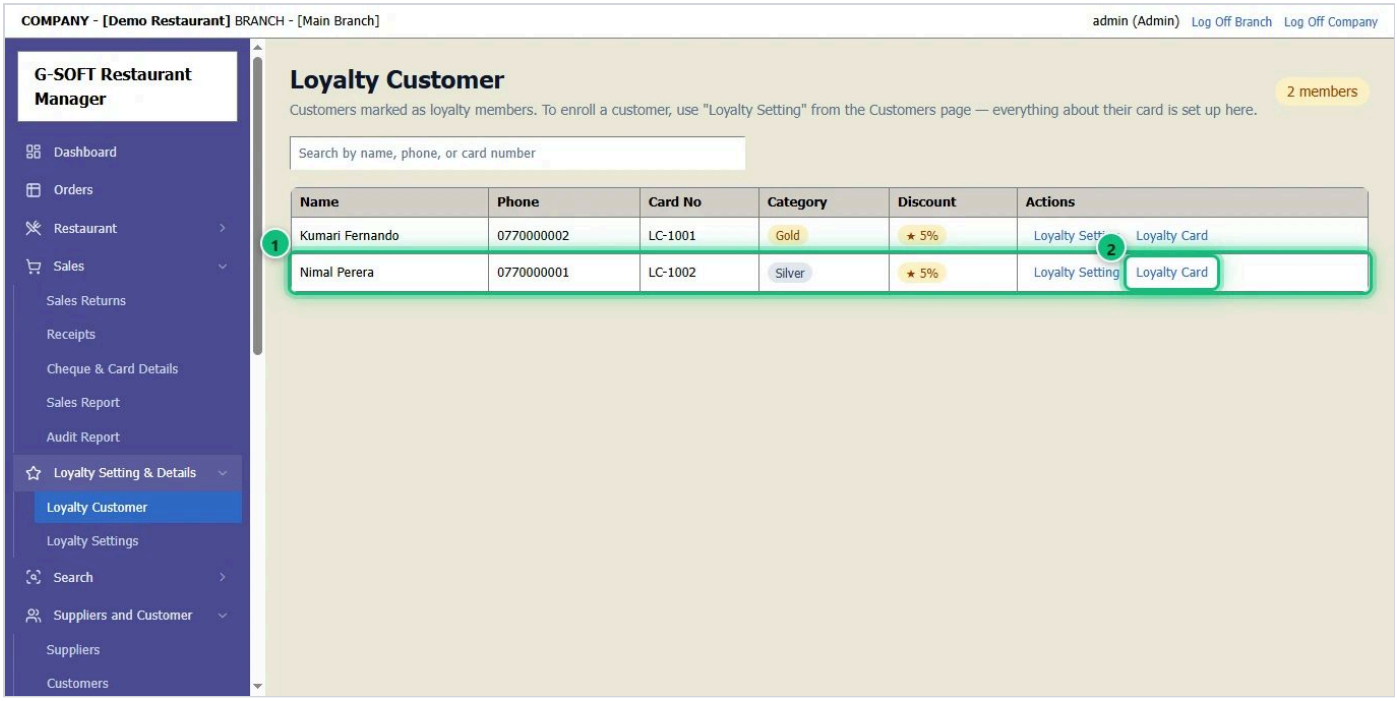
1. Tick **Loyalty customer** 1 and click **Save** 2. The customer is now a loyalty member.

STEP 3 OF 5



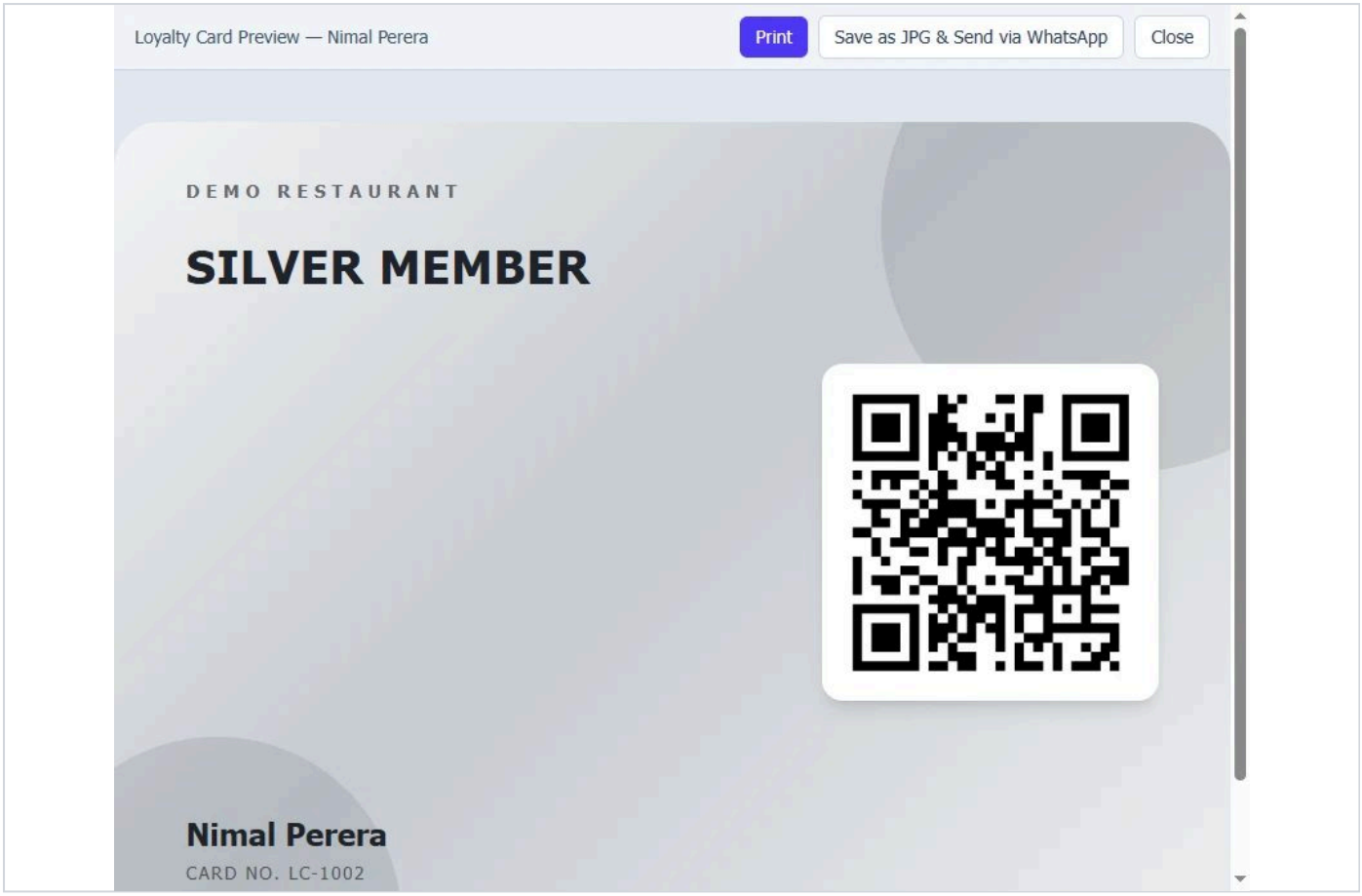
1. Open **Loyalty Setting & Details** → **Loyalty Customer** and click **Loyalty Setting** on the customer's row.
2. Set the **Discount Percentage** 1 they get on every invoice.
3. Choose the **Card Category** 2 — Silver, Gold or Platinum. It sets the card's colour and label.
4. A **Member / Card No** 3 of your own is optional. Click **Save** 4.

STEP 4 OF 5



1. The customer is listed with their card category and discount **1**.
2. Click **Loyalty Card** **2** to print their card.

STEP 5 OF 5

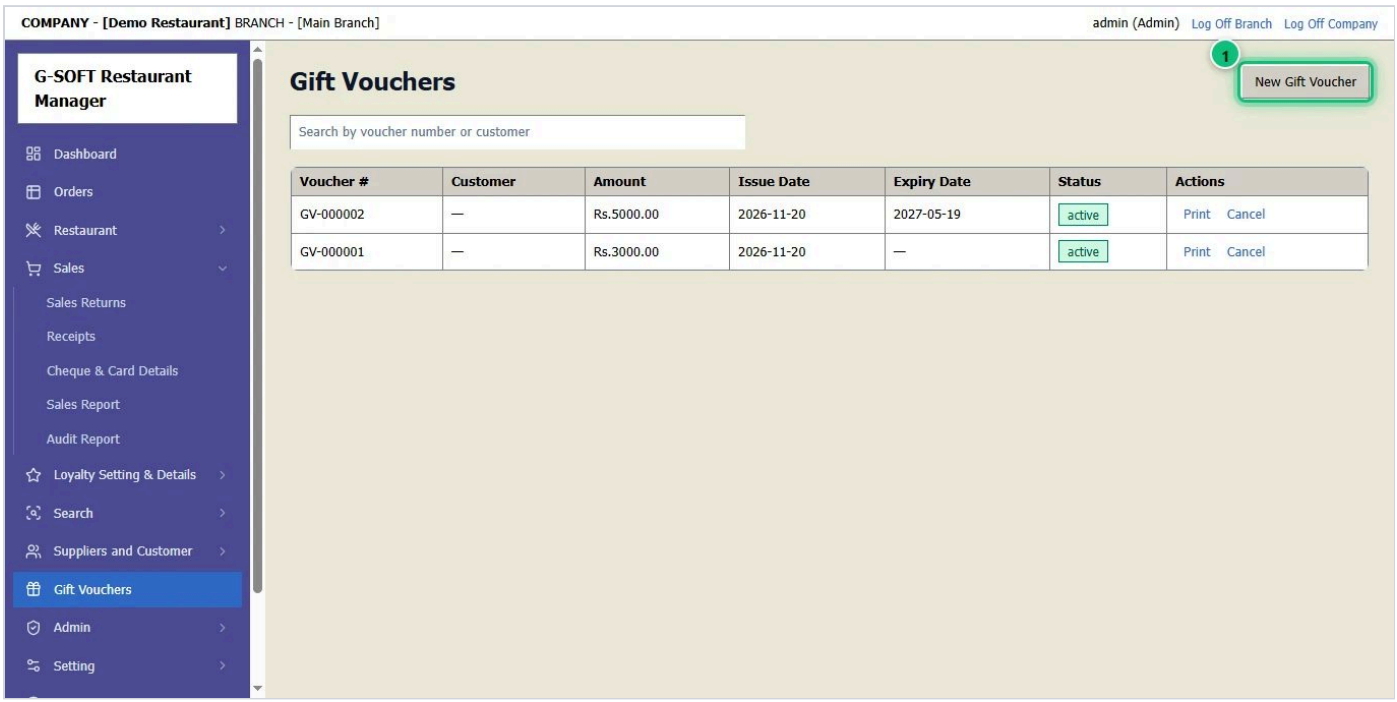


1. The card is ready to print, with the customer's name and QR code. Click **Print** to print it on card paper, or **Save as JPG & Send via WhatsApp** to send it to the customer's phone.
2. At the till, **scan the card** in **Scan Loyalty Card** on the invoice — see "Make an invoice".

12 Sell and accept a gift voucher

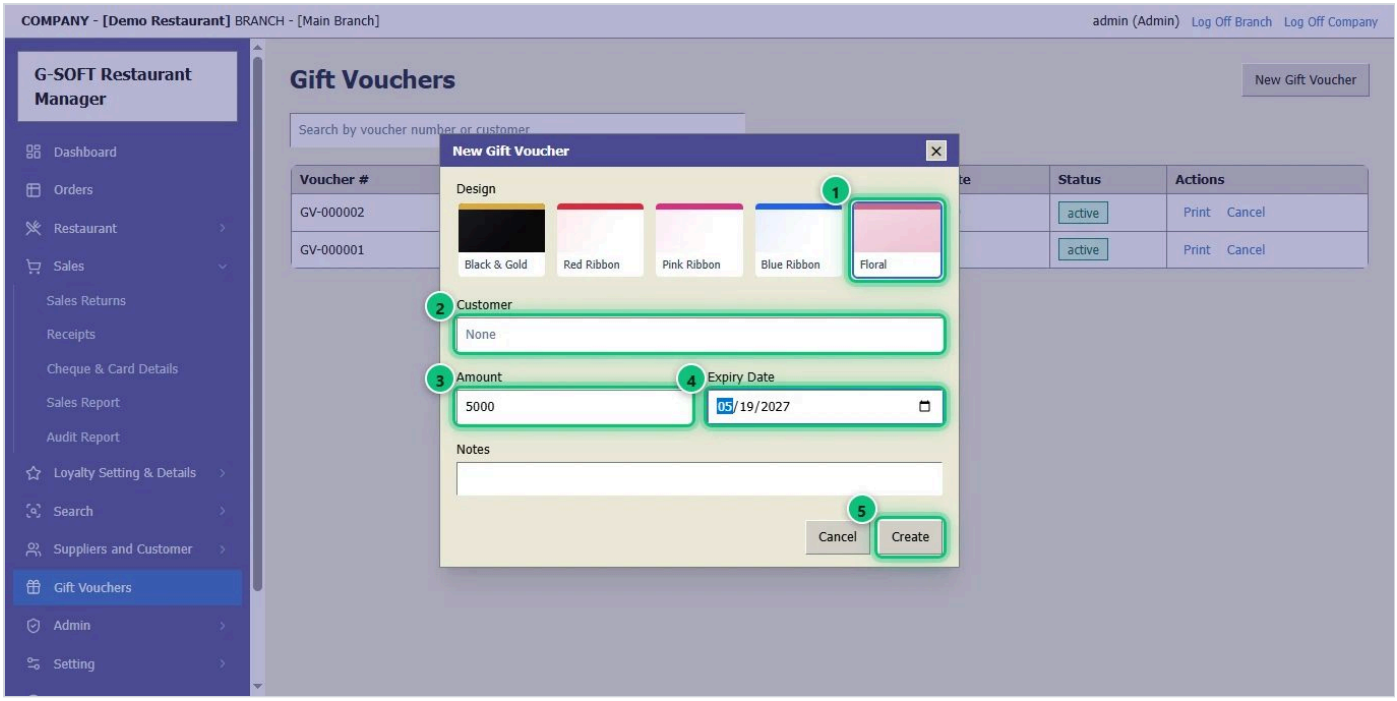
Issue a printed gift voucher for an amount, then accept it as payment on an invoice when it comes back.

STEP 1 OF 3



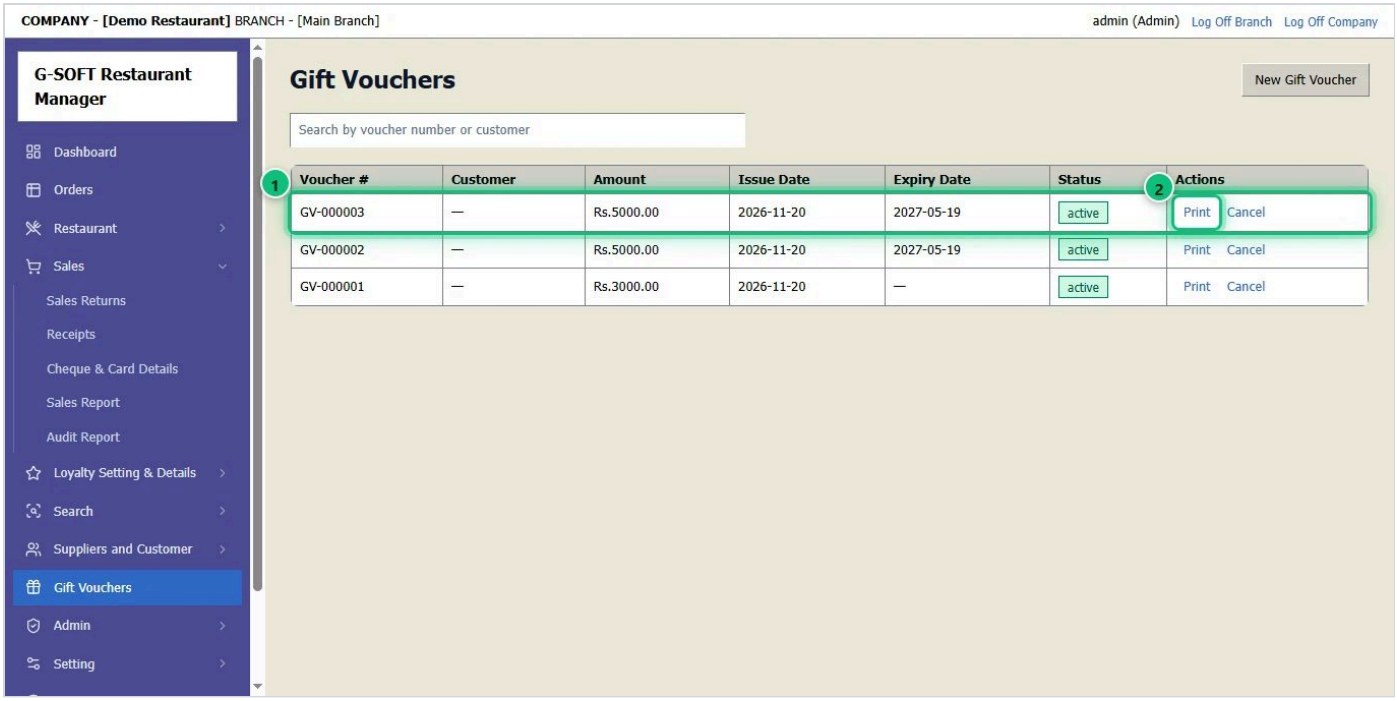
1. Open **Gift Vouchers** in the menu.
2. Click **New Gift Voucher** 1.

STEP 2 OF 3



1. Choose a **Design** 1 for the printed voucher.
2. Choose the **Customer** 2 who buys it — optional.
3. Type the **Amount** 3 and an **Expiry Date** 4.
4. Click **Create** 5.

STEP 3 OF 3

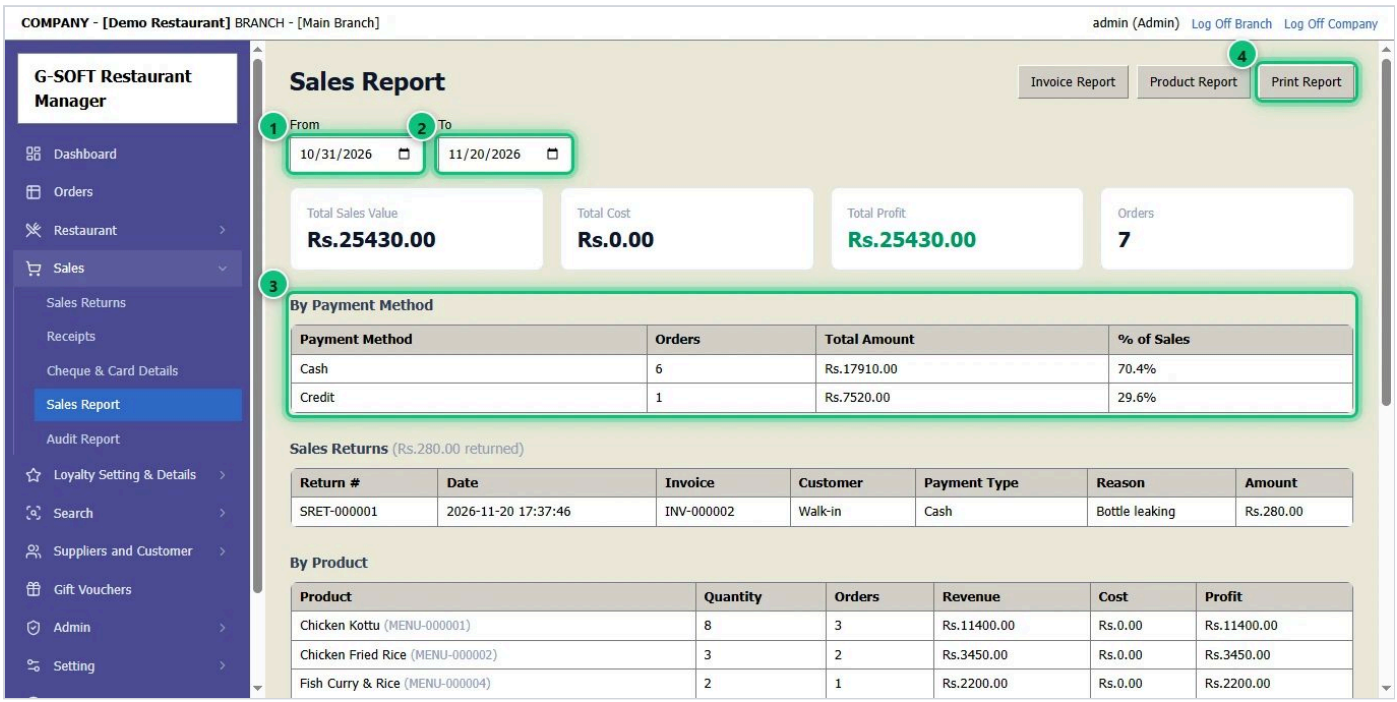


1. The voucher is listed 1 with its number, amount and expiry date. The customer pays for it like any sale.
2. **Print** 2 prints the voucher with its QR code.
3. To accept a voucher, bill the table as usual and choose **Payment Type** → **Gift Voucher**, then scan its QR code or type its number. A used voucher cannot be used again.

13 Daily sales report

See what you sold today — or for any dates — by payment method, by product and invoice by invoice.

STEP 1 OF 1

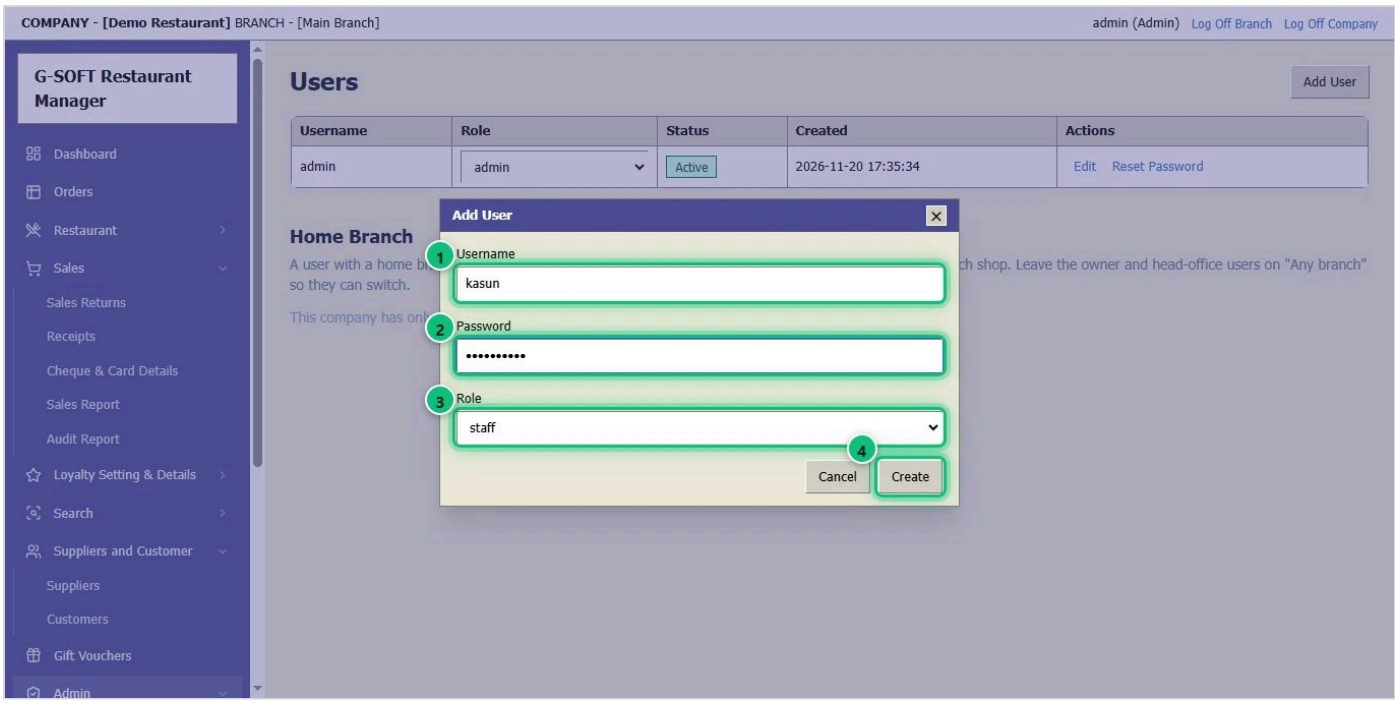


1. Open **Sales** → **Sales Report**.
2. Choose the dates **From** 1 and **To** 2 — the same day for a daily report.
3. The report 3 shows totals by payment method, by product, and each invoice.
4. **Print Report** 4 prints it or saves it as a PDF.

14 Add a user (staff member)

Give each staff member their own sign-in. Their role decides which screens and figures they can see.

STEP 1 OF 1

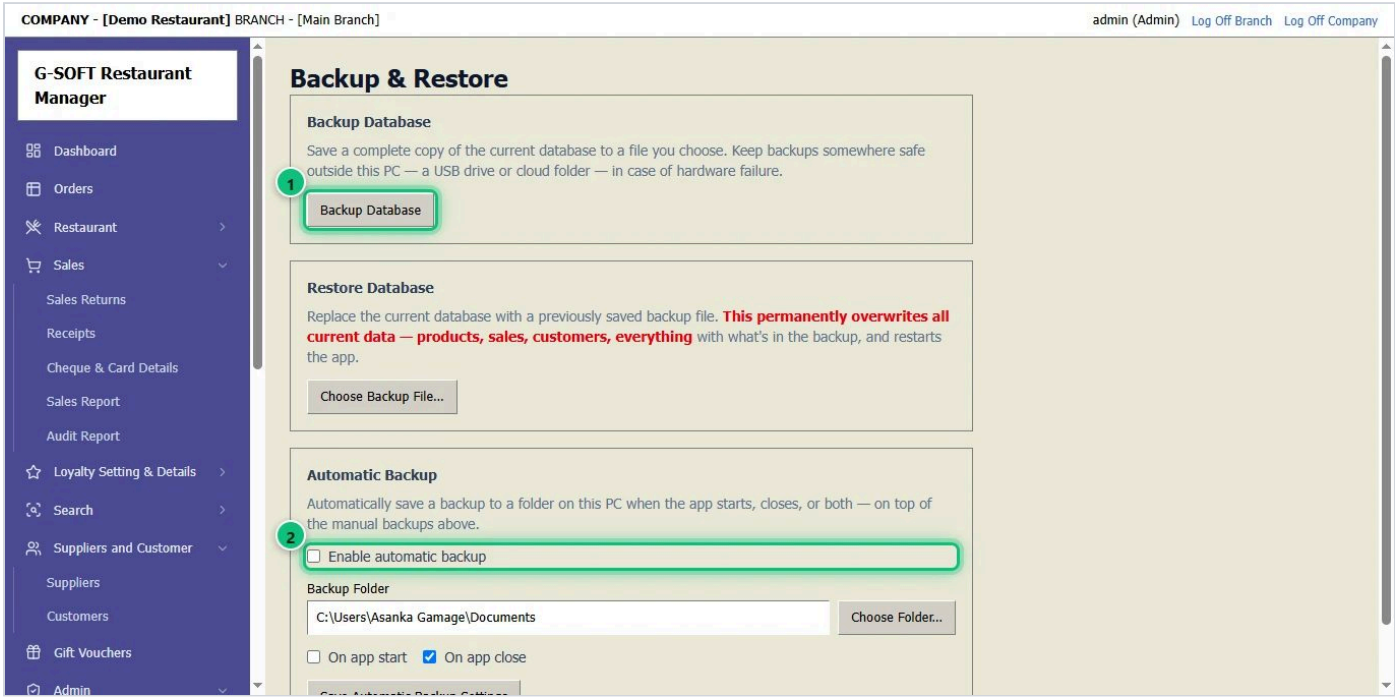


1. Open **Admin** → **Users** and click **Add User**.
2. Type the **username** 1 and a **password** 2 for the staff member.
3. Choose the **role** 3: **Admin** sees everything, **Manager** and **Staff** see less.
4. Click **Create** 4. Change what each role may do in **Admin** → **Permissions**.

15 Back up your data

Keep copies of your data. If a PC breaks, a backup brings everything back.

STEP 1 OF 1



1. Open **Setting** → **Backup & Restore**.
2. **Backup Database** 1 saves a copy now — choose a USB drive or another folder.
3. **Automatic backup** 2: tick it, choose a folder, and the program backs up by itself when it opens or closes.
4. To bring data back, use **Restore Database** on the same page. A backup is also made by itself before every software update.