

# Manual

# **POS-Outlet and Table User Guide**





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#### 1. Overview

This section guides users to create and manage outlets in the POS system. It includes steps for logging in, selecting the POS unit, and configuring outlet information such as name, shift, and operating preferences.

# 2. Outlet

The *Outlet* menu lets users create and manage sales points within the POS system. It covers adding new outlets, editing existing ones, duplicating configurations, and deleting outlets no longer needed. Users set core details—such as outlet name, booking mode, and service times (via Shifts)—to match real-world operations.

#### 2.1 New an outlet

Creates a brand-new outlet by capturing basic information (name, booking mode, service hours) and linking it to the appropriate shift schedule, ensuring the outlet is ready for use in the POS.

#### To perform the task

- 1. Log in with email and password
- 2. Select business unit "POS"
- 3. Select "Outlet & Table"
- 4. Click the "Outlet" button
- 5. Click the "New" button
- 6. Enter outlet information
- 7. Select "Book by hours" (if applicable)
- 8. Click "Select Shift" to set start and end time
- 9. Select a shift and click "Select" or "Cancel"
- 10. Click "Save" or "Cancel" to finish the setup

0	<u> 200</u> 000				0 04 04 3032 40 55 414	LOG LA P	ч в 隆 🐵 🌑
Smartfinder Bights System	Outlet					×	
Right, System	Description*			Zone*			
Trace & Track	Open Table Parameter						
Reservation	Book By Hours 1	✓ Hours 0	- Minute				
Outlet & Table							1
Additionals & Condim	Open Table Parameter		Input C	over	Input Waiter		
	Move Table						
Menu Store	Open Check						ļ.
🔒 POS Manager	Open Table						
🌾 POS Configurations	Shift						
Report-POS	+						
	Shift Code	Shift Name	Start Time	End Time	Shift Seq		
	BF002	Breakfast.	06:00	19:30	2 -	Î	
	Created By : SYSTEM ADMIN 2	0/09/2021 00:00 Last Updated By : SYSTEM	I ADMIN 13/09/2023 09:12		Save	Cancel	
V_0.0.20 B_1509251331							

**Note**: Ensure the outlet name and shift time do not overlap with existing settings. Conflicting schedules may cause booking errors or operational inconsistencies.



# 2.2 Edit or manage an existing outlet

Allows staff to update any existing outlet's details—name, booking settings, or other attributes—so the POS always reflects the latest operational requirements.

#### To perform the task

- 1. Click "Outlet"
- 2. Click "Edit" to modify outlet
- 3. Update desired information
- 4. Click "Save" or "Cancel" to complete editing

0			0		en 🗽 🔅 🏀
Smart beach club	Outlet				×
Right: Utility Admin	LOGO	Outlet ID*			
Trace & Track	×				
Reservation	SORASO				
Outlet & Table	AFFABLE SOFTWARE Outlet Information				$\sum$
📥 Additionals & Condim	Business Type*	Outlet Type*	Outlet Name*	Outlet Date*	DRASO
El Mary Chara	Food & Beverage 👻	Food & Beverage Type 👻	System Test		ABLE SOFTWARE
E Menu Store	Use Table Show Change	Show Summary Export to in come	Show Service Visible Command	Refund with in day*	art outlet drink
🔒 POS Manager		$\checkmark$	$\checkmark$	0	Yona Beach 08/09/2023
N <sup>©</sup> DOS Configurations	Use Print Checker	Use Print Summary	Use Print Course Summary	Show Booking List	
	Please Select 👻	Chef Pass 👻	Chef Pass -	YONA	
Report-POS	Prefix				
		]			
	Free Of Charge (FOC) Show Discour	t Default Selected Disco Paj	yment By Terminal Use Par Stock	Use Table plan	
	Print Captain Order Show Logo				
	Created By : Ammarin Jarupakorn 16/02/2023 10:55	Last Updated By : utilityMain S. 13/06/2023 09:18		Save Cancel	
V_0.0.20 B_2310041002					

**Note**: Editing a live outlet may affect ongoing operations. It is recommended to perform updates during non-peak hours and verify changes immediately after saving.



# 2.3 Duplicate an outlet

Copies an existing outlet's configuration to quickly spin up a new outlet with identical settings, saving time when multiple branches share similar setups.

#### To perform the task

- 1. Click "Duplicate"
- 2. Click "Save" or "Cancel" to finish duplicating

Smart beach club	Outlet				0 0	0		en 🖺 🖗 🏀
Right: Utility Admin	LOGO	×	Outlet ID*					
Trace & Track	S	ົົ	002					
Reservation	SORAS	0						
Outlet & Table	Outlet Information	ARE						$\supset O$
Additionals & Condim	Business Type*		Outlet Type*	Outlet Name*		Outlet Date*		DRASO
TO Marrie Chara	Food & Beverage	-	Food & Beverage Type	▼ System Test		04/10/2023		BLE SOFTWARE
B Menu Store	Use Table S	how Change	Show Summary Export to in	come Show Service	Visible Command	Refund with in day*		art outlet drink
🔒 POS Manager		$\checkmark$	$\checkmark$	$\checkmark$		0		Yona Beach 08/09/2023
N <sup>®</sup> POS Configurations	Use Print Checker		Use Print Summary	Use Print Cours	se Summary	Show Booking List		
	Please Select	*	Chef Pass	👻 🖌 Chef Pa	ass 👻	YONA		
Report-POS	Prefix							
	Free Of Charge (FOC)	Show Discount	Default Selected Disco	Payment By Terminal	Use Par Stock	Use Table plan		
	Print Captain Order	Show Logo						
	Created By : Ammarin Jarupakorn	16/02/2023 10:55 Last L	Jpdated By : utilityMain S. 04/10/2023 12:14	4		Save	Cancel	

**Note**: After duplicating, make sure to update unique identifiers such as outlet name and shift to avoid confusion or duplication issues in reports and operations.

# 2.4 Delete an outlet

Removes an outlet that is no longer in service. A confirmation step prevents accidental deletion; note that deleting an outlet erases all related data unless previously backed up

#### To perform the task

- 1. Click "Delete"
- 2. Click "Delete" again to confirm or "Cancel" to abort



**Note**: Deleted outlets cannot be recovered unless backed up. Always verify dependencies—such as linked tables, zones, or transactions—before deletion.



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# 3. Outlet Type

This section allows users to define and manage outlet types within the POS system. Each outlet type can have multi-language support and is used to categorize outlets for better configuration and reporting.

# 3.1 New outlet type

Creates a new outlet type by entering basic information and adding names in multiple languages. This helps classify outlets by type and supports international operations.

#### To perform the task

- 1. Click the "Outlet Type" button
- 2. Click "New" to create a new outlet type
- 3. Enter outlet type information
- 4. Click "Language" to add multiple languages
- 5. Select desired language
- 6. Enter outlet type name for each language
- 7. Click "Delete" next to a language to remove it
- 8. Click "Save" or "Cancel" to complete the process

Smart hearth club	Outlet Type			04.044.2022		ዾ o 🍇
Right: Utility Admin	Outlet Type Code *	Outlet Type Name *			_	
Trace & Track	PZ01	PIZZA				
Reservation	Active					
Outlet & Table	+ Language					
Additionals & Condim	TH +	Outlet Type Name * พิชช่า	窗			
🗐 Menu Store						
🔓 POS Manager						
炎 POS Configurations						
Report-POS						
				Save	Cancel	
V 0.0 20.8 2310041002						

**Note**: When using multiple languages, ensure that each translation clearly represents the same outlet concept. Incomplete or inconsistent translations may confuse staff and affect reporting.



# 3.2 Edit or manage an existing outlet type

Allows staff to edit the outlet type's name or settings. This ensures that existing outlet types stay aligned with operational changes.

#### To perform the task

- 1. Click the outlet type code to edit
- 2. Update the necessary fields
- 3. Click "Save" or "Cancel" to confirm changes

Smart beach club	Outlet Type		01.04.2022		⊾ o 🌜
Right: Utility Admin	Outlet Type Code *	Outlet Type Name *			
Trace & Track	OLT02	Food & Beverage Type		_	
Reservation	Active				
Outlet & Table	+ Language			_	
Additionals & Condim					
🗐 Menu Store					
🖁 POS Manager				_	
🌾 POS Configurations				_	
Report-POS				_	
				_	
				_	
				_	
	Created By : 04/10/2023 14:08 Last Update	ed By : 04/10/2023 14:08	Save	Cancel	
V 0.0.20 B 2310041002					

Note: Changes to outlet type names will reflect across all linked outlets. Always review impacts before saving.

### 3.3 Delete an outlet type

Removes an unused outlet type from the system. Users must confirm deletion to prevent accidental removal.

#### To perform the task

- 1. Select the outlet type
- 2. Click "Delete"
- 3. Click "Delete" again to confirm or "Cancel" to abort



**Note**: Do not delete outlet types that are currently assigned to active outlets. This may disrupt configuration and create reporting errors.



#### 4. Zone

The Zone function helps organize seating or service areas within each outlet. It allows users to create, edit, or delete zones to support table planning and service efficiency in restaurants or cafes.

#### 4.1 New a zone

Allows users to create a new zone under a specific outlet by entering zone details such as name or description. Zones are essential for organizing tables logically within the POS layout.

#### To perform the task

- 1. Click the "Zone" button
- 2. Select the desired outlet
- 3. Click "New" to create a new zone
- 4. Enter zone information such as name or description

0	POS				04 Oct 2023	Ĩ		논 © 🐜
Smart beach club Right: Utility Admin	Outlet	Outlet Type	Zone Table Type	Table	Shift	Service Type	Table Plan	
Trace & Track		* <b></b>	Export					1-6 of 6 🕴 🕨
Reservation	Zone Co	de Zone Name	^ Outlet	Status				
Cutlet & Table	✓ 007	Bar A	Smart Beach					
	001	Bar	Smart Beach					
Additionals & Condiments	002	Beach Club	Smart Beach					
🗐 Menu Store	003	Restaurant	Smart Beach					
	004	Bar Top	Smart Beach					
🖁 POS Manager 🚽	005	Terrace	Smart Beach					
🌾 POS Configurations 🚽	006	Roof	Smart Beach					
Report-POS								
							Sava	Cancel
V_0.0.20 B_2310041002							Save	Cariter

**Note**: Be sure to use consistent naming conventions across outlets for clarity. Each zone must be linked to a selected outlet before it can be used in table configuration.



#### 4.2 Edit a zone

Enables users to update existing zone details such as name or description. This is useful when reorganizing seating plans or renaming areas for operational clarity.

#### To perform the task

- 1. Click "Save" or "Cancel" to complete the creation
- 2. Select the zone to edit
- 3. Click "Edit on grid"
- 4. Update zone information as needed
- 5. Click "Save" or "Cancel" to confirm changes

0	🚰 POS					04 Oct 2023	1	) O L' 📴 en	🕍 © 🐜
Right: Utility Admin	Outlet	Outlet Type	Zone	Table Type	Table	Shift	Service Type	Table Plan	
Trace & Track		*	Export						1-6 of 6 ∮ 🕨
Reservation	Zone	Code Zo	ne Name 🔷	Outlet	Status				
Outlet & Table	001	Be	ar	Smart Beach					
Additionals & Condiments	003	Re	staurant	Smart Beach					
Menu Store	004	Ba	r Top	Smart Beach					
🖁 POS Manager 🚽	005	Ro	of	Smart Beach					
🌾 POS Configurations 🔶									
Report-POS									
V_0.0.20 B_2310041002								Save	Cancel

**Note**: Changes to zone information will reflect across table plans. Always review layout dependencies before editing zones in active use.



# 4.3 Delete a zone

Removes a zone that is no longer needed. Deletion requires user confirmation to prevent accidental loss.

#### To perform the task

- 1. Select the zone to delete
- 2. Click "Delete"
- 3. Click "Delete" again to confirm or "Cancel" to abort

0	POS				04 Oct 2023	۵	© ⊮ 🗿 EN	🖹 o 🏀
Smart beach club Right: Utility Admin		Juties Type Zone	Table Type					
O Trace & Track				Deleta				1-6 of 6 4 )
Reservation	Zone Code	Zone Name 🔷						
Outlet & Table	001	Bar Beach Club	Smart Beach te					
Additionals & Condiments		Restaurant						
Menu Store								
🔓 POS Manager 🖌				≤				
🎨 POS Configurations 🚽			Are you sure you want	t to delete?				
Report-POS			Delete	Cancel				
V_0.0.29 B_2310041002								

**Note**: Do not delete zones that have tables assigned to them. Reassign or remove those tables first to avoid orphaned data or layout issues.



## 5. Table Type

The Table Type feature allows users to define different categories of tables (e.g., standard, VIP, outdoor) to suit various service setups. Each type helps in identifying table characteristics and improving service assignment.

# 5.1 New Table Type

Used to create a new table type by entering descriptive details. Table types are useful for managing seating plans and defining how specific tables are used in the POS system.

#### To perform the task

- 1. Click the "Table Type" button
- 2. Click "New" to create a new table type
- 3. Enter table type information
- 4. Click "Save" or "Cancel" to complete the process
- 5. Select the desired table type

0	POS		04 Oct 2023	A O 🗠 😰 en 🕌 🕸 🐜
Smart beach club Right: Utility Admin	Outlet Outlet Type	Zone Table Type Table	Shift Service Type	Table Plan
Trace & Track	2 Export			1-12 of 12 4 🛛 🖗
Reservation	Table Type Code Picture	Table Type Name Max Seat Status		
Outlet & Table	ADD +	Table A     5       Additionnel Table     3		
Additionals & Condiments	BAR	Bar 8		
🗐 Menu Store	BCT	Bed/Coffee Table 10		
🛱 POS Manager 🚽	CAB	CABANA 10		
V POS Configurations	COFF	Coffee Table 8		
Report-POS	Main01	Main Bar 3		
	Rest01	Restaurant 8		
	Roof01	Roof 3		
	TABLE	Table 10		
	Ter01	Terrace 8		
V_0.0.20 B_2310041082				Save Cancel

**Note:** Be consistent when naming table types across outlets. A clear naming convention makes it easier for staff to assign or identify table types accurately during service.



# 5.2 Edit a table type

Allows users to update the details of an existing table type, such as its name or characteristics, to reflect operational changes.

#### To perform the task

- 1. Click "Edit on grid"
- 2. Modify the table type details
- 3. Click "Save" or "Cancel" to confirm changes
- 4. Select the table type

0	POS					04 Oct 2023		A 6		EN	<u>k</u> (	
Smart beach club Right: Utility Admin	Outlet	Outlet Type	Zone	Table Type	Table	Shift	Service Type		Table Plan			
Trace & Track	Export										1-12 of 12	< >
Reservation	Table Type	Code Picture	Table Type Name	Max Seat	Status							
Outlet & Table	BAR	+	Additionnel Table	8								
Additionals & Condiments	BCT		Bed/Coffee Table	10								
Menu Store	BED		Bed	10								
🔓 POS Manager 🗸 🗸	COFF		Coffee Table	8								
🌾 POS Configurations 🗸	Main01		Main Bar	3								
Report-POS	Pool01		Pool	10								
	Rest01		Restaurant	8								
	Roof01		Roof	3								
	TABLE		Table	10								
	Ter01		Terrace	8								
V_0.0.20 IE_2310041002									Save		Car	icel

**Note:** Changes to a table type affect all tables currently assigned to it. Confirm that the update won't interfere with reporting or floor plans.



# 5.3 Delete an outlet type

Removes a table type that is no longer needed. The system will request confirmation before deleting.

#### To perform the task

- 1. Click "Delete"
- 2. Click "Delete" again to confirm or "Cancel" to abort

0	POS						04 Oct 2023		EN 🌇	0
Smart beach club Right: Utility Admin					Table Type					
C Trace & Track			Seid 👔 0							
Reservation	Table	Type Code	Picture Tabl	le Type Name	Max Seat					
Outlet & Table	BAR		D	elete	3					
Additionals & Condiments				1						
Menu Store										
🔓 POS Manager 🚽					1					
🌾 POS Configurations 🔶				Are yo	vu sure you want ti	o delete?				
Report-POS				Delet	e	Cancel				
			Roo	1	3					
V_0.0.20 II_2310041002										

**Note:** Do not delete table types that are still in use. Reassign or remove associated tables first to prevent layout and service errors.



# 6. Table

This section allows users to create and manage tables assigned to each outlet and zone. It supports configuration of table properties such as name, size, and zone assignment, which are essential for reservations and service operations.

# 6.1 New a Table

Used to add a new table by specifying its name, capacity, type, and assigning it to the correct outlet and zone.

#### To perform the task

- 1. Click the "Table" button
- 2. Select the desired outlet
- 3. Click "New" to create a new table
- 4. Enter table information such as name, capacity, and type
- 5. Click "Save" or "Cancel" to complete the creation

0	POS				04 C	Oct 2023	6 🗹 🛱 EN	隆 🔅 🍇
Smart beach club Right: Utility Admin	Outlet	Outlet Type Zone	Table Type	Table	Shift	Service Type	Table Plan	
Trace & Track		▼ Disport	Bulk Create					1-50 of 59 🌗 🕨
Reservation	Table No	Table Type	Capacity Seat	Zone	_	Seq No. Outlet Name	Create By	Status
	200	Bar	* 3	Beach Club	Ŧ	20 Smart Beach	utilityMain S. 04/10/2023	
Outlet & Table	100	🛃 Bar	<b>▼</b> 2	Bar	*	1 Smart Beach	utilityMain S. 26/07/2023	
Additionals & Condiments	101	Bar	* 3	Bar	~	2 Smart Beach	utilityMain S. 26/07/2023	
E Menu Store	102	🛃 Bar	÷ 9	Bar	~	3 Smart Beach	utilityMain S. 26/07/2023	
	103	🛃 Bar	- 3	Bar	v	4 Smart Beach	utilityMain S. 26/07/2023	
🛱 POS Manager 🛛 🚽	104	🛃 Bar	- 4	Bar	*	5 Smart Beach	utilityMain S. 26/07/2023	
🌾 POS Configurations 🛛 🚽	105	🔛 Bar	- 4	Bar	*	6 Smart Beach	utilityMain S. 26/07/2023	
	106	🛃 Bar	- 4	Bar	~	7 Smart Beach	utilityMain S. 26/07/2023	
Report-POS	107	🛃 Bar	- 4	Bar	•	8 Smart Beach	utilityMain S. 26/07/2023	
	108	🛃 Bar	- 4	Bar	*	9 Smart Beach	utilityMain S. 26/07/2023	
	109	Bar	- 4	Bar	*	10 Smart Beach	utilityMain S. 26/07/2023	
	110	Bar	- 4	Bar	*	11 Smart Beach	utilityMain S. 26/07/2023	
	111	🛃 Bar	* 4	Bar	*	12 Smart Beach	utilityMain S. 26/07/2023	
		Dor.		Dor		45. 6		
V_0.0.20 B_2310041002							Save	Cancel

**Note:** Make sure that the table name is unique within each outlet. Proper zone assignment is required to display the table correctly in the layout and booking views.



# 6.2 Edit a Table

Allows users to modify existing table details, such as name, type, or seating capacity, to reflect changes in layout or operations.

- 1. Select the table to edit
- 2. Click "Edit on grid"
- 3. Update table information as needed
- 4. Click "Save" or "Cancel" to confirm changes

0	POS				04 Oct 2023	$\bigcirc$	6 🗹 🖾 EN	隆 🔿 🍇
Smart beach club Right: Utility Admin	Outlet	Outlet Type Zone	Table Type	Table	hift Ser	vice Type	Table Plan	
Trace & Track		▼ Export	Bulk Create					1-50 of 59 4
Reservation	Table No	Table Type	Capacity Seat	Zone	Seq No.	Outlet Name	Create By	Status
िल्ल Outlet & Table	100	Bar	* 2 * 3	Bar Bar	• 1 • 2	Smart Beach	utilityMain S. 26/07/2023 utilityMain S. 26/07/2023	
Additionals & Condiments	102	Bar	• 9	Bar	• 3	Smart Beach	utilityMain S. 26/07/2023	
🗐 Menu Store	103	Bar	<b>▼</b> 3	Bar	<b>▼</b> 4	Smart Beach	utilityMain S. 26/07/2023	
🐣 POS Manager 🗸 🗸	104	Bar	<ul><li>▼ 4</li><li>▼ 4</li></ul>	Bar Bar	× 5	Smart Beach	utilityMain S. 26/07/2023 utilityMain S. 26/07/2023	
👋 POS Configurations 🚽	106	Bar	<b>→</b> 4	Bar	- 7	Smart Beach	utilityMain S. 26/07/2023	
Report-POS	107	Bar	◄ 4	Bar	* 8	Smart Beach	utilityMain S. 26/07/2023	
	108	Bar	<ul><li>▼ 4</li><li>▼ 4</li></ul>	Bar	• 9 • 10	Smart Beach	utilityMain S. 26/07/2023	
	110	Bar	* 4	Bar	<ul><li>✓</li><li>✓</li><li>✓</li></ul>	Smart Beach	utilityMain S. 26/07/2023	
	111	Bar	- 4	Bar	• 12	Smart Beach	utilityMain S. 26/07/2023	
	112	Bar	* 4	Bar	• 13	Smart Beach	utilityMain S. 26/07/2023	
V_0.0.20 8_2310041002							Save	Cancel

**Note**: Changes will apply to all linked services or reservations. It is recommended to avoid edits during peak service times.



# 6.3 Delete a Table

Removes a table from the system when no longer in use. Deletion requires confirmation to prevent accidental data loss.

#### To perform the task

- 1. Select the table to delete
- 2. Click "Delete"
- 3. Click "Delete" again to confirm or "Cancel" to abort

0	POS				04 Oct 26	а   Д	0 🖂 📴 en	🛯 o 🟀
Smart beach club Right: Utility Admin				Table	Shift			
Trace & Track				Delete				1-50 of 59 🕴 🕨
Reservation	Table No	Table Type	Capacity Sea	t Zone		Seq No. Outlet Name	Create By	
Outlet & Table		Bar	- 2 Delete	Bar				
		Bar ID-1 ave						
Additionals & Condiments	102	E Bar						
Menu Store	104	Bar						
🔏 POS Manager 🛛 👻		😥 Bar						
🌾 POS Configurations 🗸		R] Bar		ant to delete?				
Report-POS		R Bar						
		Bar	Delete	Cancel	×			
		Bar						
		Bar						
		Bar Bar						
		De Bar						
								-

**Note**: Ensure the table is not assigned to active reservations or included in current layouts before deleting. Unused tables can also be deactivated instead of deleted.



# 7. Shift

The Shift function is used to define service time intervals for each outlet, such as breakfast, lunch, or dinner shifts. Shifts help control booking time slots and manage service availability throughout the day.

# 7.1 New a shift

Used to create a new shift by entering key details like name, start time, and end time. This enables the system to organize service periods and support time-based operations.

#### To perform the task

- 1. Click the "Shift" button
- 2. Click "New" to create a new shift
- 3. Enter shift information (e.g., shift name, start time, end time)
- 4. Click "Save" or "Cancel" to complete the creation

C Smartfinder	සී POS					Q 04 Oct 2023	15:45 PM	O 🗠 🔡 en	8 🗽 🔅 🔵
Right: System	Outlet	Outlet Type	Zone	Table Type	Table	Shift	Service Type	Table Plan	14564
Trace & Track									1-4014 1
Reservation	Shift Code	Shift Name	Start Time	End Time	Status				
Outlet & Table	BF001	Breakfast	06:00	09:00					
Additionals & Condiments	BF002	Breakfast.	06:00	19:30					
🗐 Menu Store	D001	Dinner	17:01	23:00					
🚡 POS Manager 🖌	L001	Lunch	10:01	17:00					
🌾 POS Configurations 🚽									
Report-POS									
V_0.0.20 B_1509251331								Save	Cancel

**Note:** Avoid overlapping shifts within the same outlet. Overlapping times may cause double bookings or unexpected scheduling issues.



# 7.2 Edit a shift

Allows users to modify shift details, such as timing or name, to reflect changes in service schedule or operation hours.

#### To perform the task

- 1. Select the shift to edit
- 2. Click "Edit on grid"
- 3. Update shift information as needed
- 4. Click "Save" or "Cancel" to confirm changes

Smartfinder	<mark>දීළු POS</mark> Outlet	Outlet Type	Zone	Table Type	Table	Q 04 Oct 202 Shift	3 15:48 PM	Table Plan	EN B 🧏 💿 🔵
Trace & Track	නි Export						Contraction and Alline		1-4 of 4 🔹 🕨
Reservation	Shift Code	Shift Name	Start Time	End Time	Status				
Outlet & Table	BF002	Breakfast.	06:00	19:30					
Additionals & Condiments	D001	Dinner	17:01	23:00					
🗐 Menu Store	L001	Lunch	10:01	17:00					
😤 POS Manager 🗕 🗕									
🌾 POS Configurations 🚽									
Report-POS									
V_0.0.20 B_1509251331								Save	Cancel

**Note**: Editing a shift affects all related bookings or configurations. Always notify staff of any timing changes to avoid confusion.



# 7.3 Delete a shift

Removes a shift no longer in use. The system asks for confirmation to prevent accidental deletion.

#### To perform the task

- 1. Select the shift to delete
- 2. Click "Delete"
- 3. Click "Delete" again to confirm or "Cancel" to abort



**Note:** Do not delete shifts that are currently linked to active outlets or bookings. Consider disabling or archiving instead.



# 8. Service Type

The Service Type function categorizes the types of services available within an outlet (e.g., dine-in, takeaway, delivery). This helps define how each table or order is handled within the POS system.

#### To perform the task

- 1. Click the "Service Type" button
- 2. Select the service type you want to edit
- 3. Click "Edit on grid"
- 4. Update service type information such as name or description
- 5. Click "Save" or "Cancel" to complete the editing process

0	ee Pos				Q	04 Oct 2023	3 15:57 PM		B 隆 @ 🔵
Smartfinder Right: System	Outlet	Outlet Type Zone	Table Type	Table		Shift	Service Type	Table Plan	
Trace & Track									0-0 of 0 🖣 🕨
Reservation	Service Ty	Director	Service Type Rate	Dine In	Take Away	Status			
Outlet & Table	ST02	Take Away	0						
Additionals & Condiments	ST03	Delivery	0						
🗐 Menu Store									
🛱 POS Manager 🚽									
V POS Configurations									
Report-POS									
V_0.0.20 B_1509251331								Save	Cancel

**Note**: Properly defined service types help staff differentiate between order methods and ensure the correct process is followed. Avoid changing the name of a service type that is actively in use unless necessary.



## 9. Table Plan

The Table Plan feature allows users to visually arrange tables within a defined area of an outlet and zone. It supports uploading background images, customizing table size and shape, and placing tables via drag-and-drop for an intuitive layout.

#### To perform the task

- 1. Click the "Table Plan" button
- 2. Select the desired outlet
- 3. Select the corresponding zone
- 4. Click the "Upload" button to upload a layout image
- 5. Select and upload a picture file
- 6. Enter the area width and area height for the layout
- 7. Click "Table" to begin placing tables on the layout
- 8. Enter table width, height, and border radius
- 9. Click "Apply To All" to apply settings to all tables
- 10. Drag and drop each table to the desired position
- 11. Click "Save" to confirm the table plan layout

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**Note:** Make sure that the background image matches the real outlet layout for accurate table positioning. Avoid overlapping tables or placing them outside the defined area. Saved plans will directly affect front-end table management views.