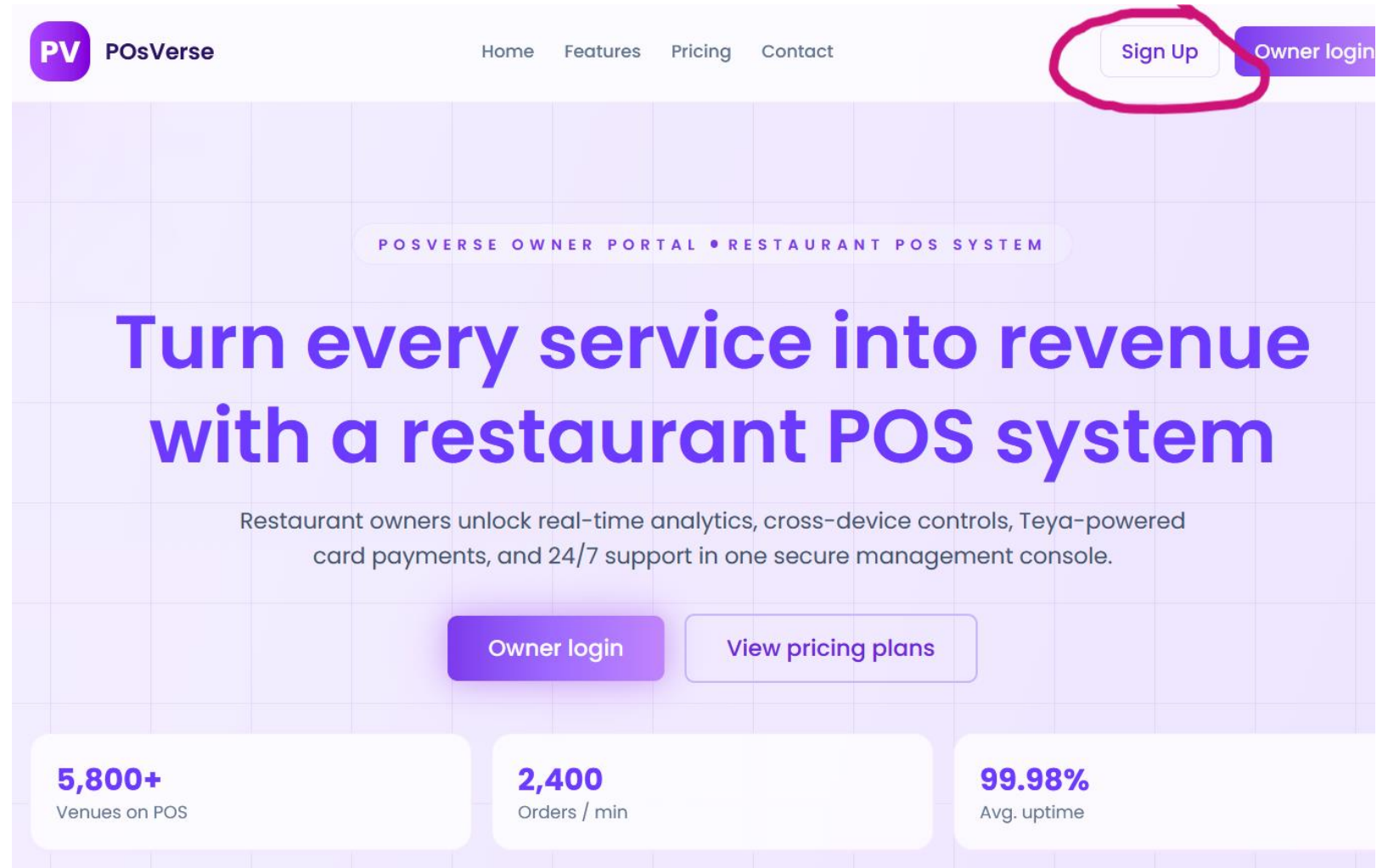


# Owner Manual Guidebook

## Signup

- Press the signup button for creating the account.



< Back to home

SECURE SIGNUP

PV POSVERSE

RESTAURANT

OWNER ACCESS

## Create your account

Centralize devices, payouts, and insights.

Step 01

BUSINESS

SECURITY

Business Name \*

Bistro 561

Owner Full Name \*

Sasin Neupane

Email Address \*

info@posverse.com

Registration # \*

Ab-2391

Password \*

•••••



Confirm Password \*

•••••



Need to add extra business info?

Tap below to include address, phone, position, and VAT details.

ADD DETAILS



Create Account

By continuing you agree to our [terms](#) and [privacy policy](#).

Already have access? [Log in](#)

# Signup

Add all the required information in the form and press create account button.



# Verification In Progress

Admin will get back to you shortly.

Your account is currently being reviewed by our admin team. Once verified, you'll be able to access your POS dashboard.

Account: info@posverse.com



## What happens next?

- Our admin team will review your account
- You'll receive an email notification once verified
- Verification typically takes 24-48 hours

[Back to Login](#)

[← Back to Home](#)

# Signup

**Wait for the team to verify the account.**

← Back

# Sign In

DESIGNED BY  
POSVERSE

Restaurant owner login

Email Address

info@posverse.com

Password

●●●●●●●●



Sign In

Don't have an account? [Sign up](#)

## Sign In

Once the verification is succeeded you can press the sign in button in the website and use the credentials to sign in to your account.

# Till and cashier management

- The First thing is to create your till by pressing the create till button allowing you to create the tills as required.

The screenshot displays the 'Till Management' section of a software interface. On the left is a vertical sidebar with menu items: Dashboard, Sales, Held Orders, EOD Reports, Menu Management, Admin Staff, Till and Cashier Management (highlighted in purple), and Shop Close Time. The main content area has a light blue grid background. At the top of this area is a header bar with the title 'Till Management' and a blue button labeled '+ Create Till' which is circled in red. Below the header is a white rectangular box containing the text 'No tills created yet' and a blue button labeled 'Create Your First Till'. A red arrow originates from the 'Till and Cashier Management' menu item in the sidebar and points directly to the 'Create Your First Till' button.

Dashboard

Sales

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Admin Staff

**Till and Cashier Management**

Shop Close Time

**Till Management**

+ Create Till

No tills created yet

Create Your First Till

**Create Till**

Till Type

CASH\_CARD

CASH

CASH\_CARD

e.g., Bar, Front Counter

Teya Store

No Teya connection

Connect your Teya account in Owner Settings to unlock terminal selection.

Teya Terminal

Select a store to load terminals

Till Location

e.g., Bar, Front Counter

Create Till

Cancel

# Create till

- After pressing the create till button a form pops up.  
Fill the form with all of the options as per required for you.



# Create till

Press Create till button to create the till for you.

## Create Till

Till Type

CASH



Till Name (no spaces)

Frontcounter

Till Location

front

Create Till

Cancel



## Till Management

+ Create Till

TILL NAME	TYPE	TERMINAL ID	LOCATION	TILL ID	CREATED BY	ACTIONS
▼ Frontcounter front	CASH	-	front	42904913	Sasin Neupane	<a href="#">Edit</a> <a href="#">Delete</a>
Cashier Staff						<a href="#">+ Add Cashier</a>
No cashier staff found. <a href="#">Create one</a>						

Adding the  
cashier

- Click the expand button, then click the Add Cashier button (just like in the picture). This lets you add a cashier to the till you created earlier.

## Create Cashier Staff

Till: Frontcounter

Full Name

Abhushan

Username (letters and numbers only, no spaces)

ABHX

PIN (4 digits)

....

Create Cashier

Cancel

## Adding the cashier

- After you press the button, a form will pop up like in the picture. Enter the cashier's details, then click the Create Cashier button.

Dashboard

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Shop - Time

Till Management

+ Create Till

TILL NAME	TYPE	TERMINAL ID	LOCATION	TILL ID	CREATED BY	ACTIONS
Frontcounter front	CASH	-	front	42904913	Sasin Neupane	Edit Delete

Cashier Staff

+ Add Cashier

NAME	USERNAME	ACTIONS
Abhushan	ABHX	Edit Delete

Edit/Delete buttons

- You can edit or delete the till or the cashier by clicking the edit or delete buttons in their sections.



Dashboard



Sales



Held Orders



EOD Reports



Menu Management



Admin Staff

Till and Cashier  
Management

Shop Close Time



Print Settings

## Admin Staff

Refresh

[+ Create Admin Staff](#)

No admin staff created yet

[Create Your First Admin Staff](#)

# Create your Admin

Create your Admin by pressing the Create Admin Staff button as shown in the picture.

## Create Admin Staff

Full Name

Abhushan\_Bh

Username (letters and numbers only, no spaces)

ABHAX

PIN (4 digits)

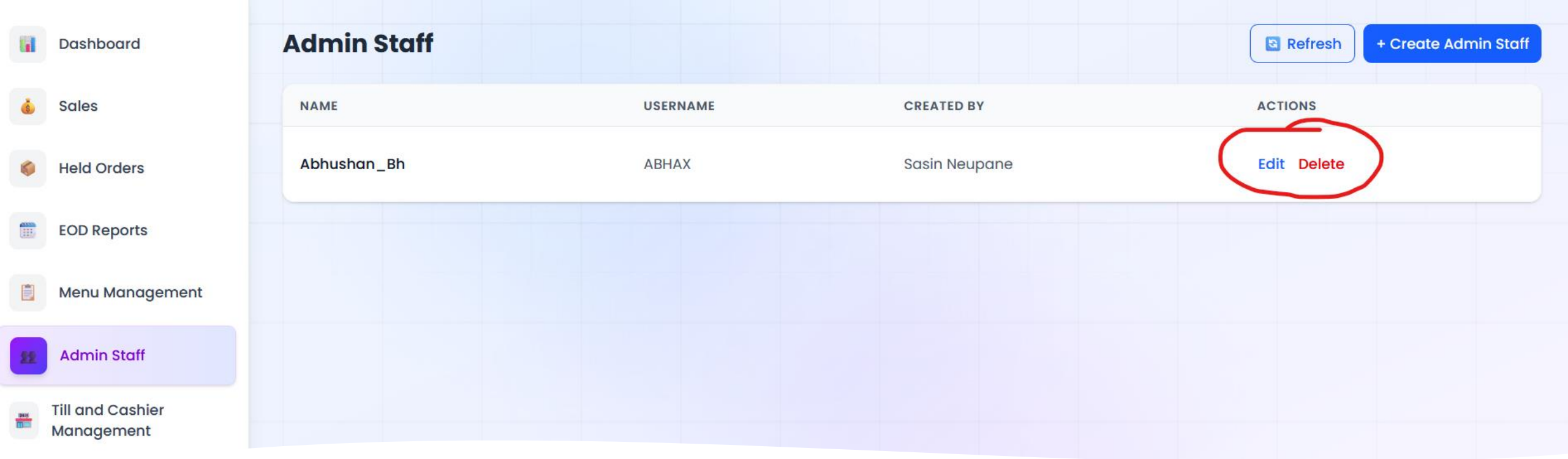
••••|

Create Admin

Cancel

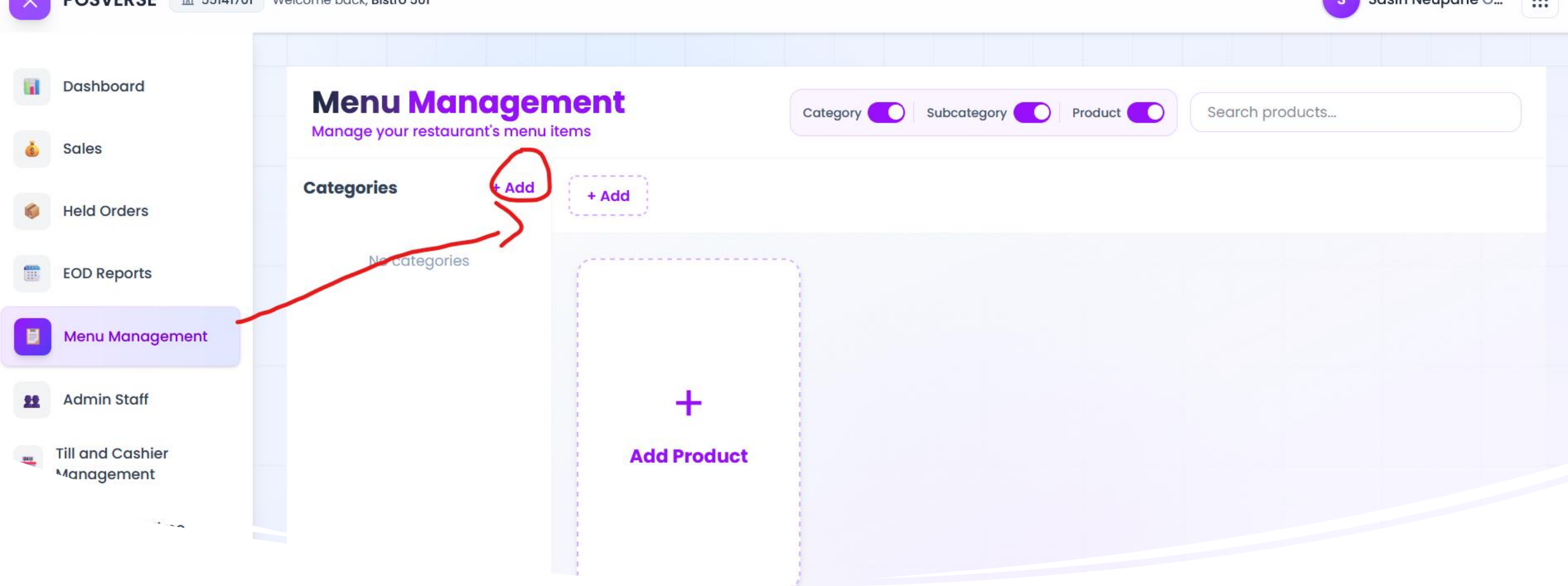
## Create your Admin

Fill in all the information in the admin form as required and press create admin button to create your admin.



Edit/Delete  
buttons

- You can edit or delete your admin information using the buttons marked in red in the picture.




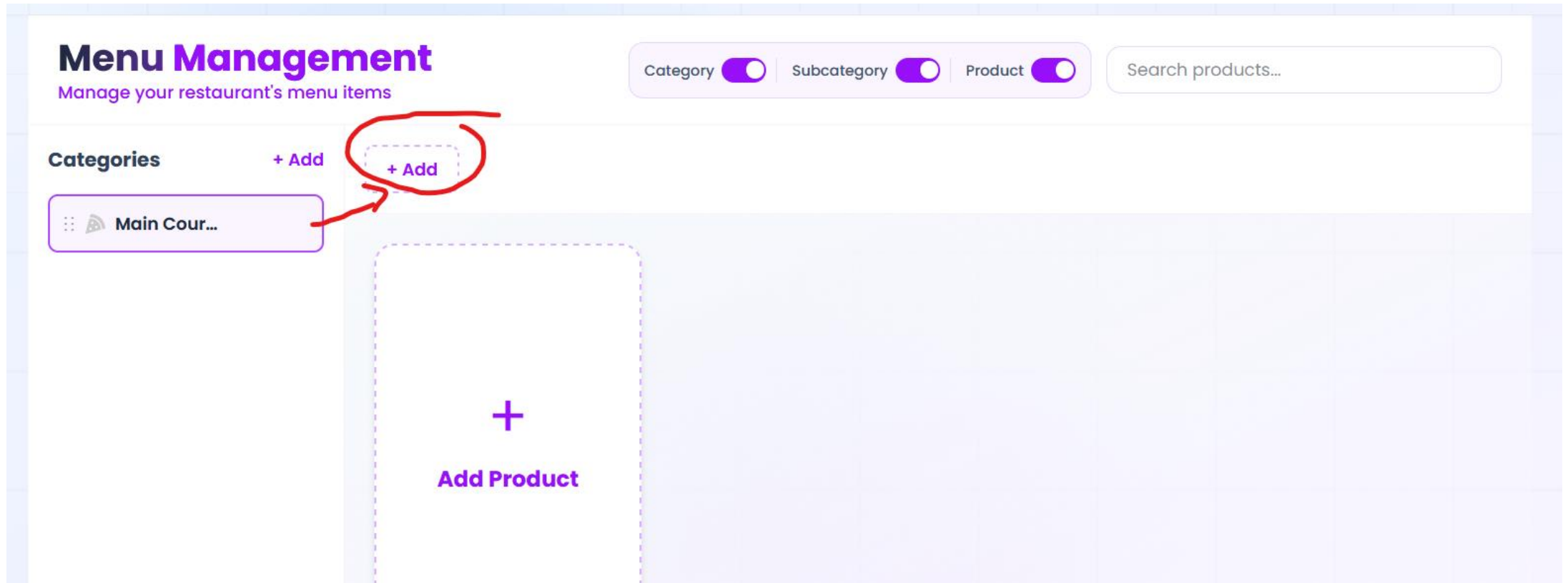
# Adding the Menu

- For adding the menu you must add the categories first. Press add button to add the categories. Example for categories: Dinner, Appetizers, Wines etc.
- Note:** If you don't add categories first you cannot proceed further with adding the menu items.



\_\_\_\_\_





## Adding sub-category

- After you add a category, you can add subcategories to organize your foods. Click the Add button (as shown in the picture) to add a food subcategory.

\_\_\_\_\_

# Menu Management

Manage your restaurant's menu items

Category



Subcategory



Product



Search products...

## Categories

+ Add

Main Cour...

+ Add

Soup



Add Product

## Adding Product

- Choose the subcategory you created and add the food products you want to add like: beef soup, chicken soup etc.

## ADD NEW PRODUCT

Product Name \*

Beef barley

Price (£) \*

4

Enter the price in pounds

Button Color



#cccccc

Color for the product button on POS screen

Product Icon (Optional)

Click to select an icon

Select an icon to display on the product card

Preparation Time (Optional)

0

minutes

Estimated time to prepare this item

Cancel

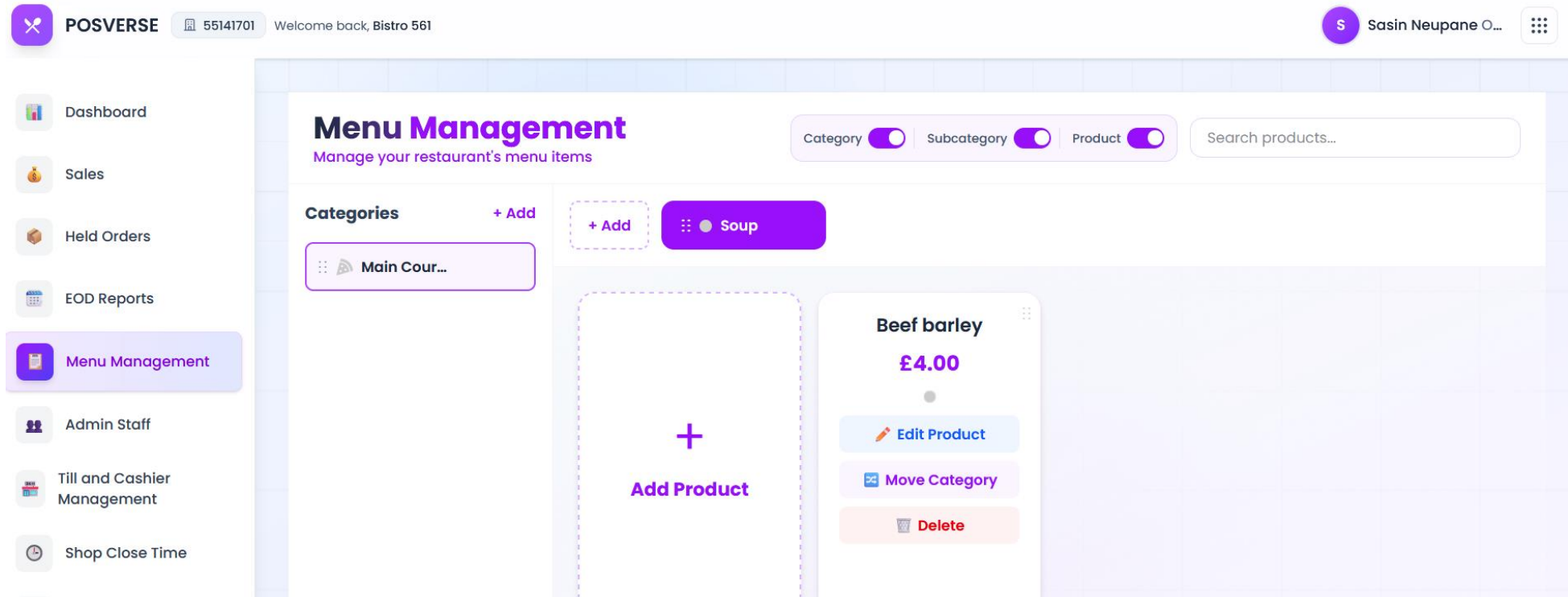
✓ Add Product

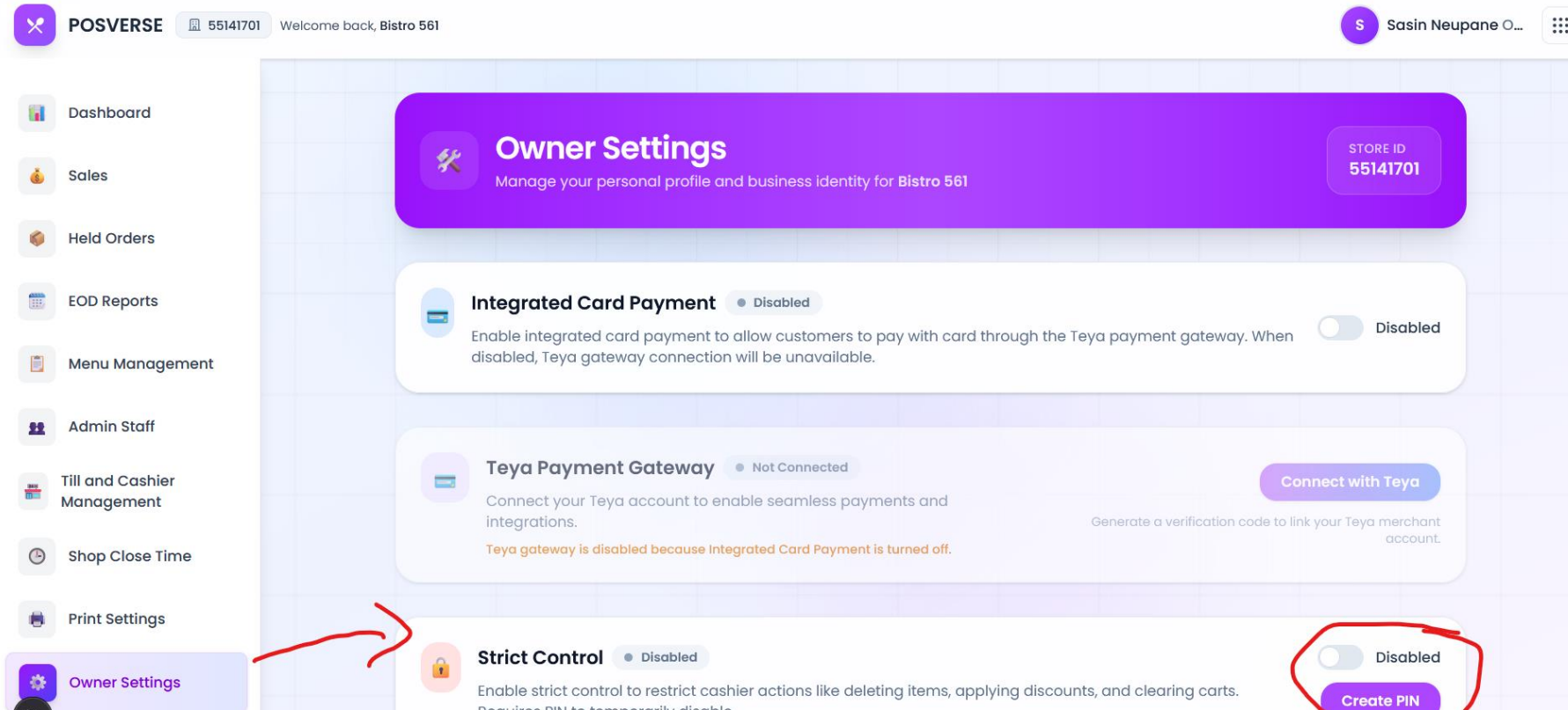
## Adding Product

- Add all the information in the form as required and press add product to create your product.

# Product Created

**Congratulations! Product Is created.**





## Strict Control Mode

- If strict control is enabled cashier actions like deleting cart items, applying discounts clearing carts is restricted. To enable press create pin at first as shown in picture.



# Strict Control Mode

- Create the pin for strict control mode and press create pin button to complete the action.

## Create Strict Control PIN

×

Create a 4-digit PIN for strict control. This PIN will be required to temporarily disable strict mode.

1	2	3
4	5	6
7	8	9
Clear	0	⌫
Cancel	Create PIN	



## Strict Control

● Disabled



Disabled

Enable strict control to restrict cashier actions like deleting items, applying discounts, and clearing carts.  
Requires PIN to temporarily disable.

Change  
PIN



Strict control PIN created successfully.

# Strict Control Mode

It shows that Strict control Pin created successfully.



## Strict Control

● Enabled

Enable strict control to restrict cashier actions like deleting items, applying discounts, and clearing carts. Requires PIN to temporarily disable.



Enabled

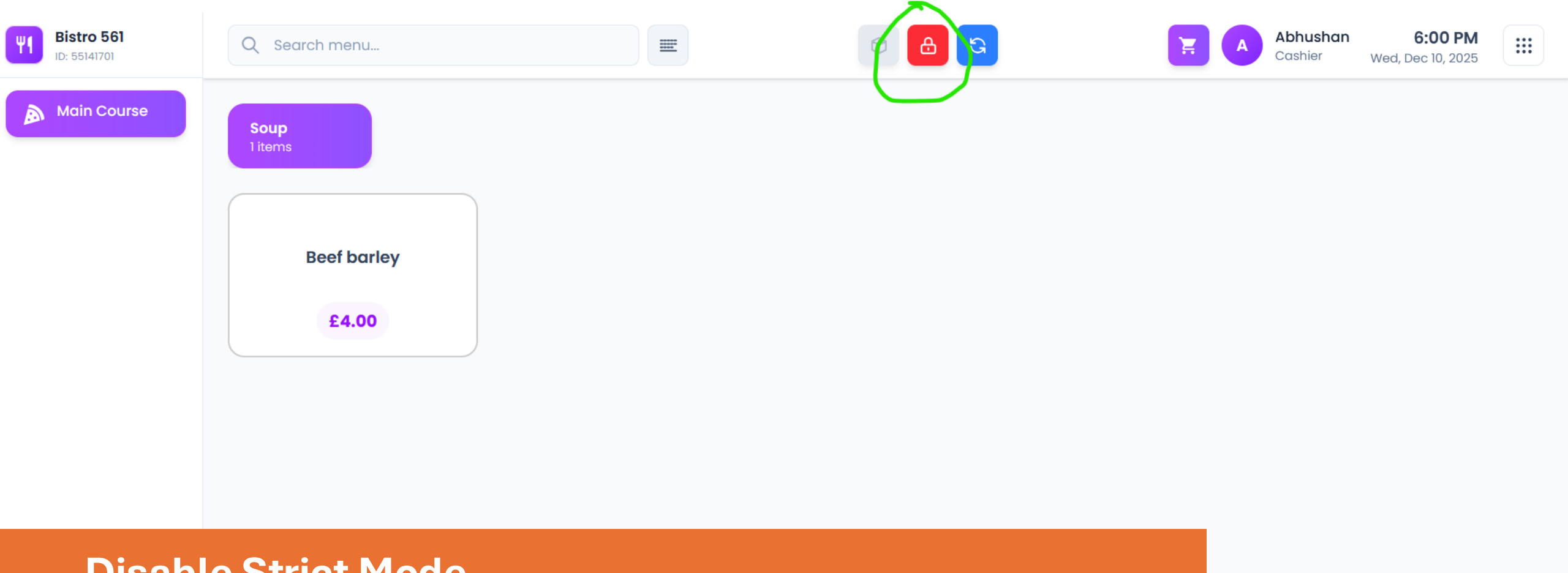
Change  
PIN



Strict control enabled successfully.

# Strict Control Mode

Toggle the button after creating the pin and the strict control mode is now applied.



## Disable Strict Mode

- This is the cashier view. Whenever strict mode is applied you can see the red lock as shown in the picture.  
To disable it press the lock button marked in picture and it will ask for the pin you kept for strict mode.

# Disable strict mode.

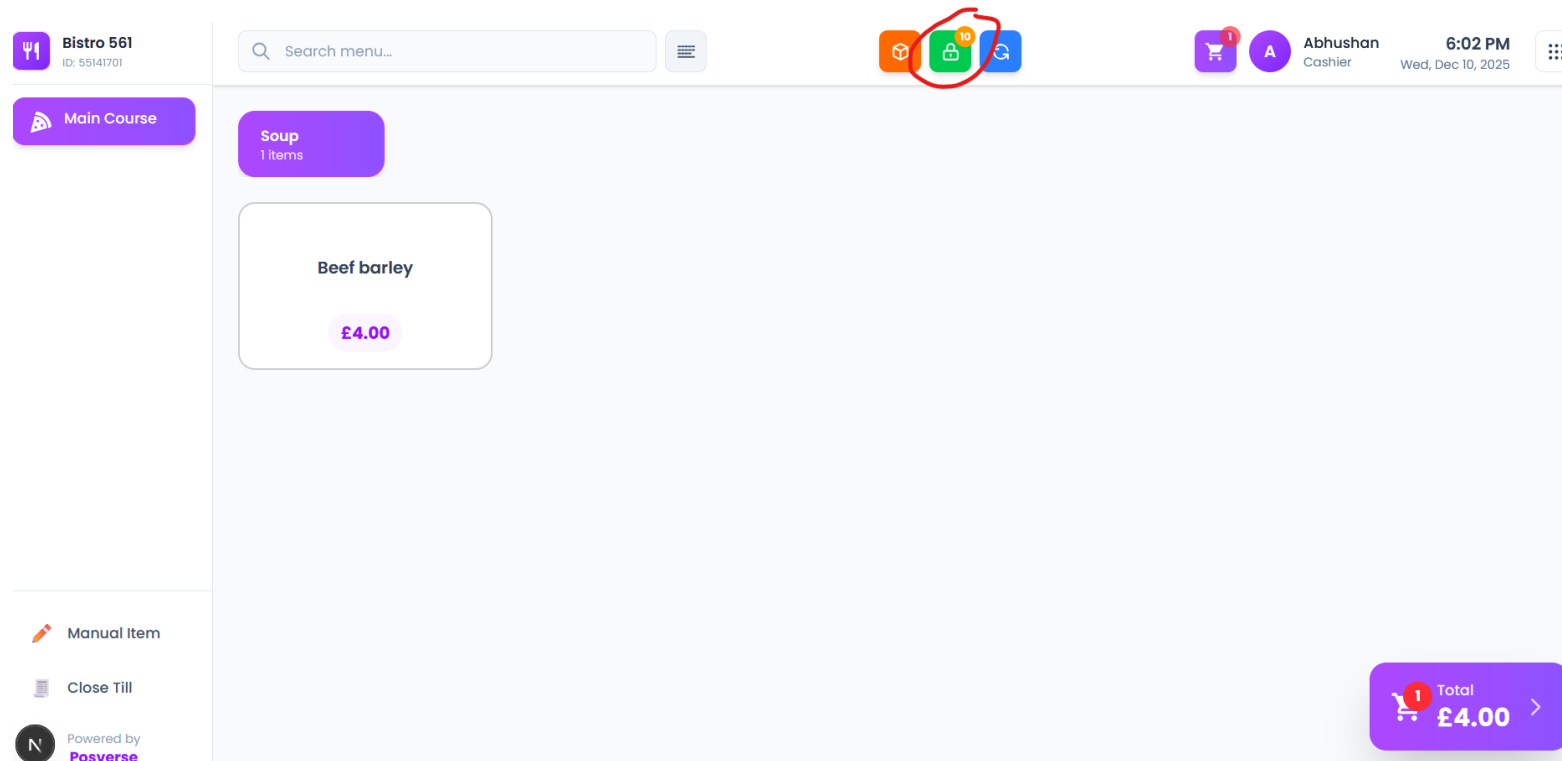
- Add the pin you created for strict mode to disable it and click verify button.

## Disable Strict Mode

×

Enter the strict control PIN to temporarily disable strict mode for 10 minutes.

1	2	3
4	5	6
7	8	9
Clear	0	⌫
Cancel	Verify	



## Disable strict mode.

- After that the cashier can work without any restrictions and there is a green lock after disabling the strict mode as shown in picture.

**Sales**

- Held Orders
- EOD Reports
- Menu Management
- Admin Staff
- Till and Cashier Management
- Shop Close Time
- Print Settings
- Owner Settings

ORDER ID	TOTAL	DATE	METHOD	STATUS	DETAILS
7437844567	£32.00	10 Dec 2025, 18:09	Cash	Completed	Hide

**Order Items:**

- x8 Beef barley

**Payment Details:**

Payment Method: Cash  
Serviced By: Abhushan  
Subtotal: £32.00  
Total Amount: £32.00  
Amount Paid: £50.00  
Change Given: £18.00  
Refunded Total: £0.00  
Remaining Refundable: £32.00

Purchase Time: 10 Dec 2025, 18:09  
Business Date: 10 Dec 2025 (Accounting Date)

Print Receipt Refund Delete

## Sales page

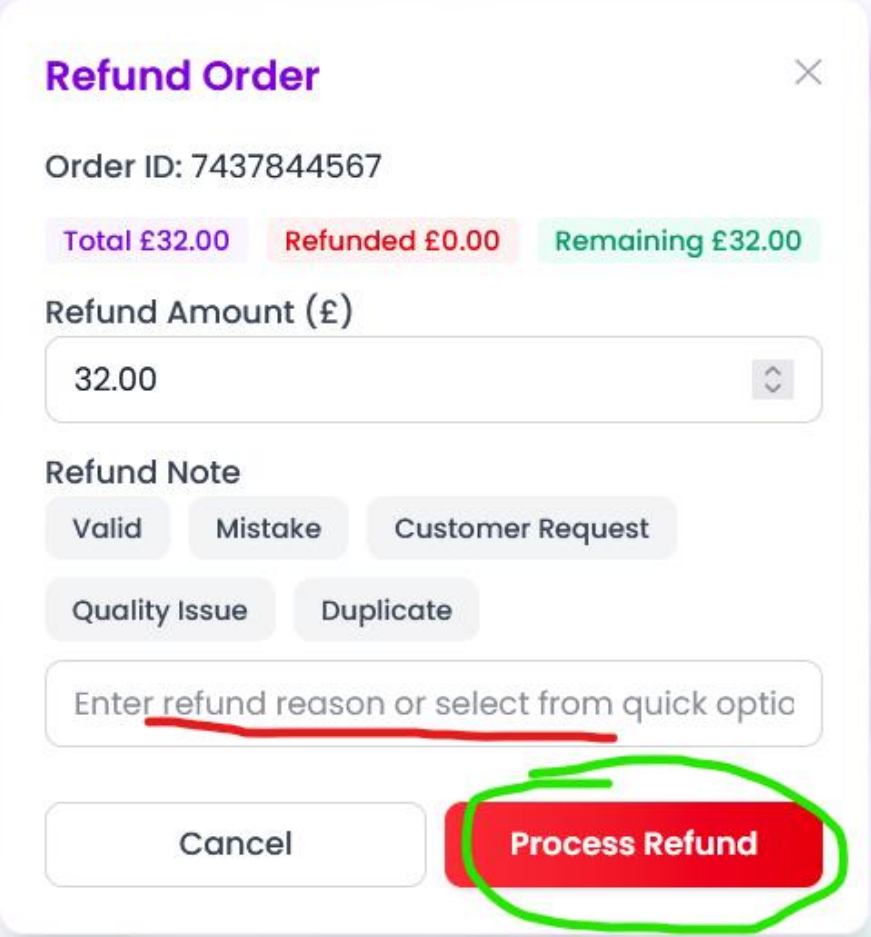
- This page shows all of the sales. Marked buttons can print receipt, refund the items or delete the sale as per required.



# Sales page-Refund button

---

- If you want to refund the items you can press refund button and press process refund button and the item will be refunded.



A screenshot of a 'Refund Order' modal form. The form has a title 'Refund Order' in purple and a close button (X) in the top right corner. Below the title, it displays 'Order ID: 7437844567'. A summary row shows 'Total £32.00' in purple, 'Refunded £0.00' in red, and 'Remaining £32.00' in green. The 'Refund Amount (£)' section features a text input field containing '32.00' and a small up/down arrow icon. The 'Refund Note' section contains five buttons: 'Valid', 'Mistake', 'Customer Request', 'Quality Issue', and 'Duplicate'. Below these is a text input field with the placeholder 'Enter refund reason or select from quick optio'. At the bottom, there are two buttons: a white 'Cancel' button and a red 'Process Refund' button, which is highlighted with a green hand-drawn circle.

**Refund Order** ×

Order ID: 7437844567

Total £32.00   Refunded £0.00   Remaining £32.00

Refund Amount (£)

32.00 ⬆️⬆️

Refund Note

Valid   Mistake   Customer Request

Quality Issue   Duplicate

Enter refund reason or select from quick optio

Cancel   **Process Refund**

- Dashboard
- Sales**
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ORDER ID	TOTAL	DATE	METHOD	STATUS	DETAILS
7437844567	£32.00	10 Dec 2025, 18:09	Cash	Refunded	Hide

**Order Items:**

- x8 Beef barley £32.00

**Payment Details:**

Payment Method: Cash

Serviced By: Abhushan

Subtotal: £32.00

Total Amount: £32.00

Amount Paid: £50.00

Change Given: £18.00

Refunded Total: £32.00

Remaining Refundable: £0.00

**REFUND HISTORY**

£32.00	CASH	SUCCESSFUL	10 Dec 2025, 18:13
--------	------	------------	--------------------

Purchase Time: 10 Dec 2025, 18:09

Business Date: 10 Dec 2025 (Accounting Date)

# Sales page-Refund button

- You have refunded successfully and the marked area shows the refunded history with details.

Dashboard

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## End of Day Summary

Date: 2025-12-10

Select Date

12 / 10 / 2025

NET TOTAL  
**£0.00**

CASH  
**£0.00**

CARD  
**£0.00**

ORDERS  
**0**

No EOD data found for this date. If sales exist in history, the system will recalculate and persist EOD automatically.

Busy Time

--

Sales by Category

Like receipt

No category data

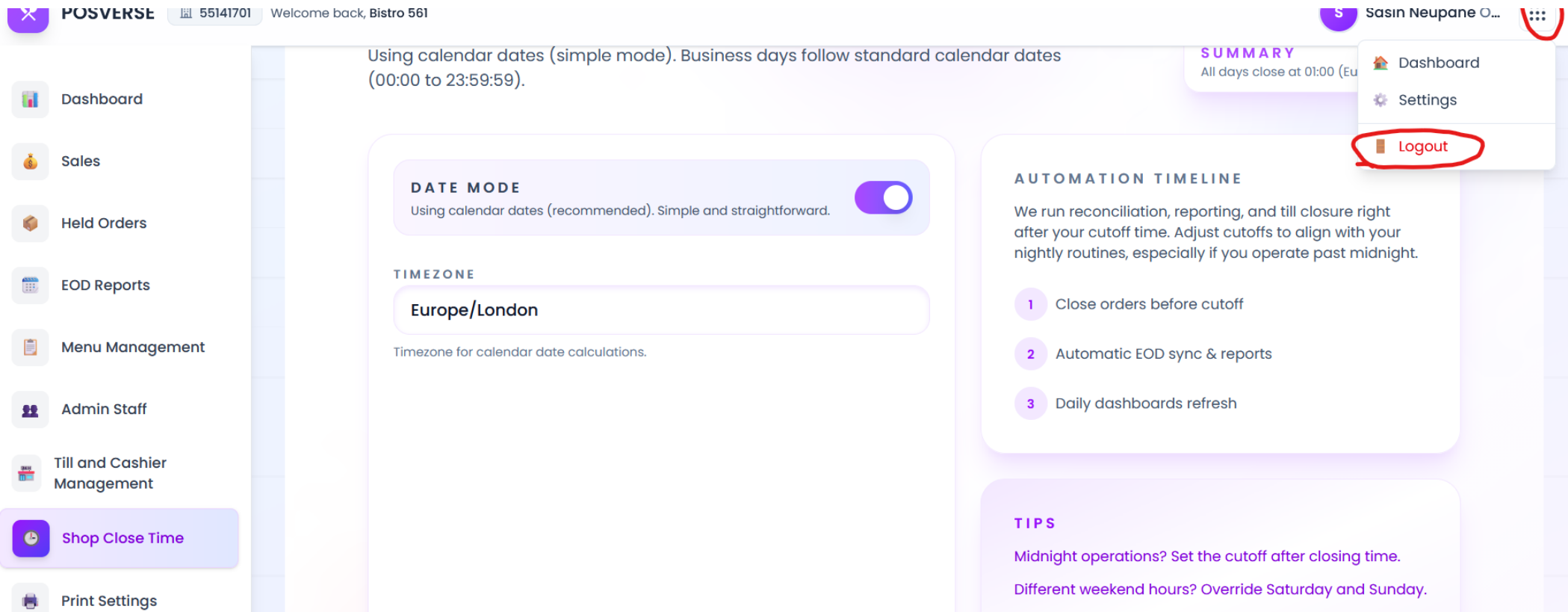
Refunds

COUNT  
**0**

TOTAL  
**£0.00**

# EOD report

- This is end of day report. In this page you can see the transaction summary of the day.



# Logout

- Remember to logout after your use for safety purpose. You can press the dotted mark and logout button (as shown in picture) to logout your session.