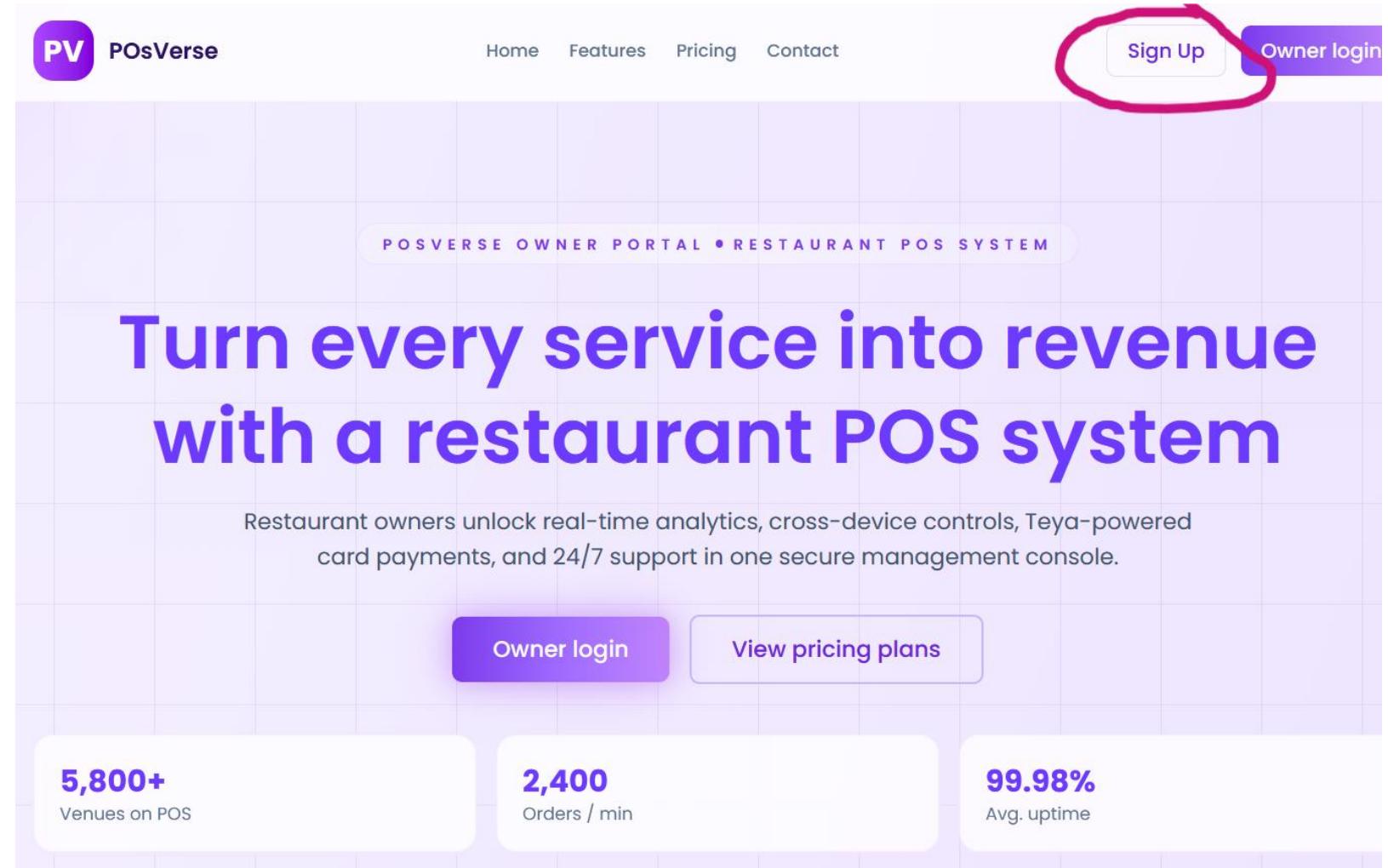


# Owner Manual Guidebook

# Signup

- Press the signup button for creating the account.



PV POSVERSE

RESTAURANT

OWNER ACCESS

## Create your account

Centralize devices, payouts, and insights.

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](mailto: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

Restaurant owner login

Email Address

Password



Sign In

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

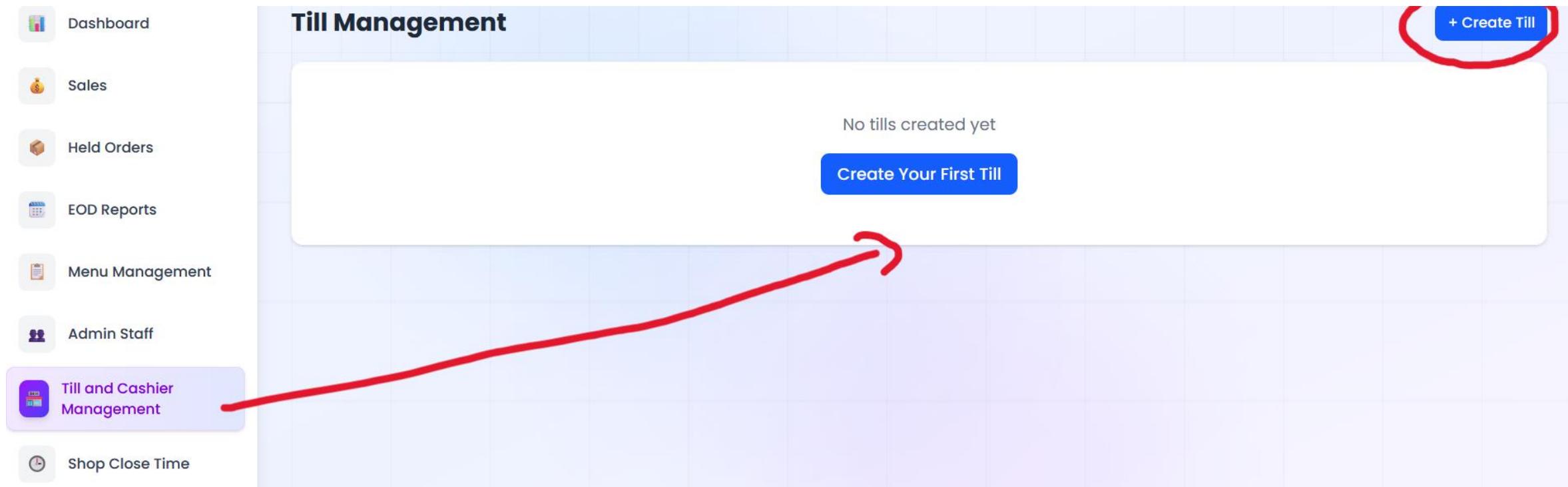
DESIGNED BY  
POSVERSE

# 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.



## Create Till

Till Type

CASH\_CARD

CASH

CASH\_CARD

e.g., Bar/TTZ, MainCounter

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)

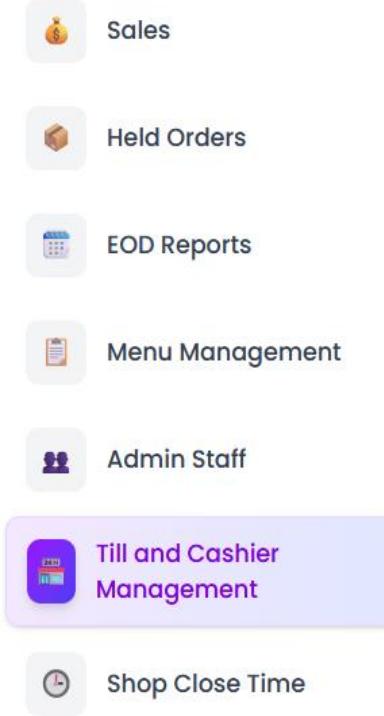
Frontcounter

Till Location

front

Create Till

Cancel



# 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.

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>

## Create Cashier Staff

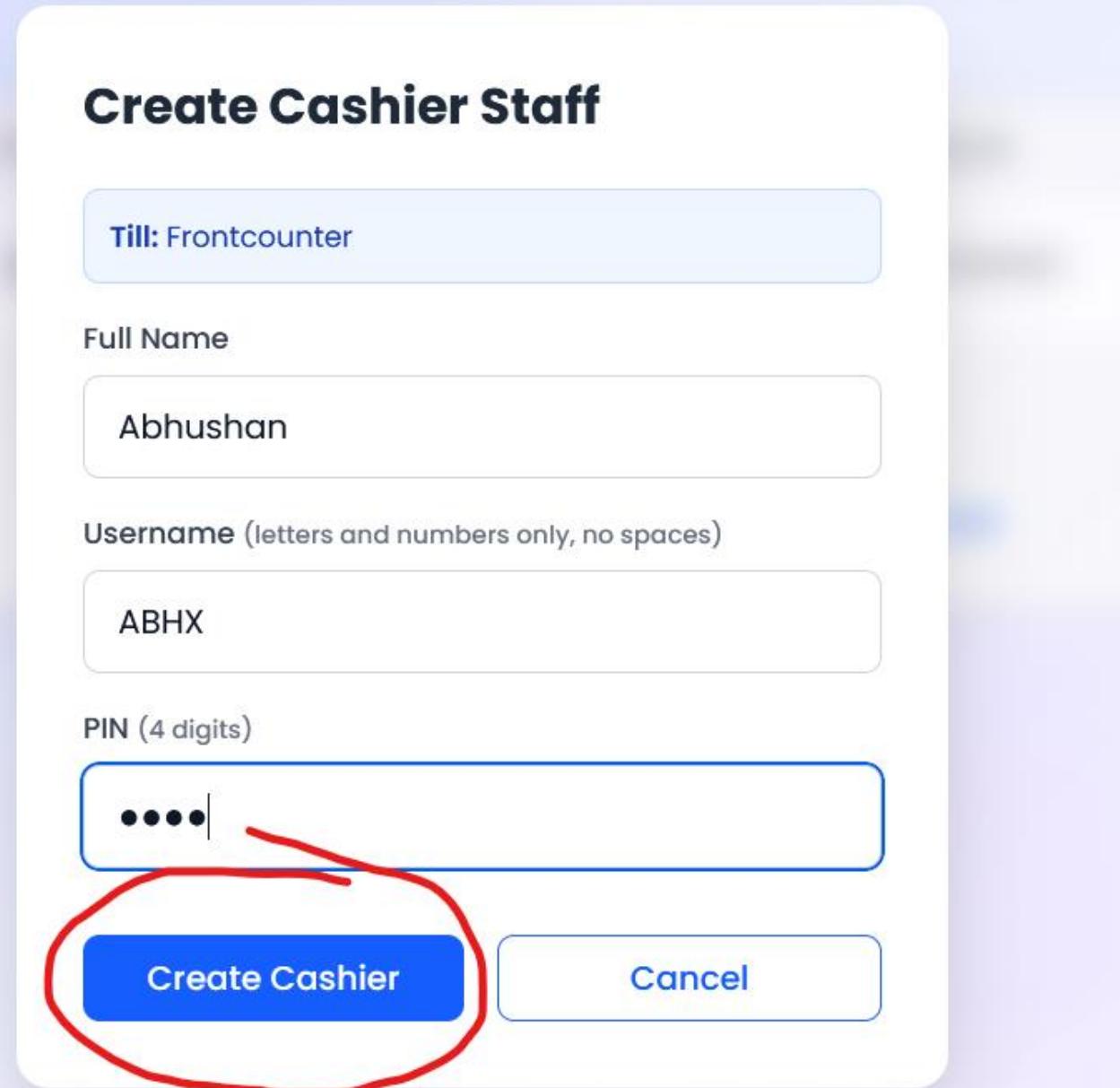
Till: Frontcounter

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 Sales Held Orders EOD Reports Menu Management Admin Staff Till and Cashier Management Shop Time

# Edit/Delete buttons

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

## 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>

NAME	USERNAME	ACTIONS
Abhushan	ABHX	<a href="#">Edit</a> <a href="#">Delete</a>



Dashboard



Sales



Held Orders



EOD Reports



Menu Management



Admin Staff



Till and Cashier Management



Shop Close Time

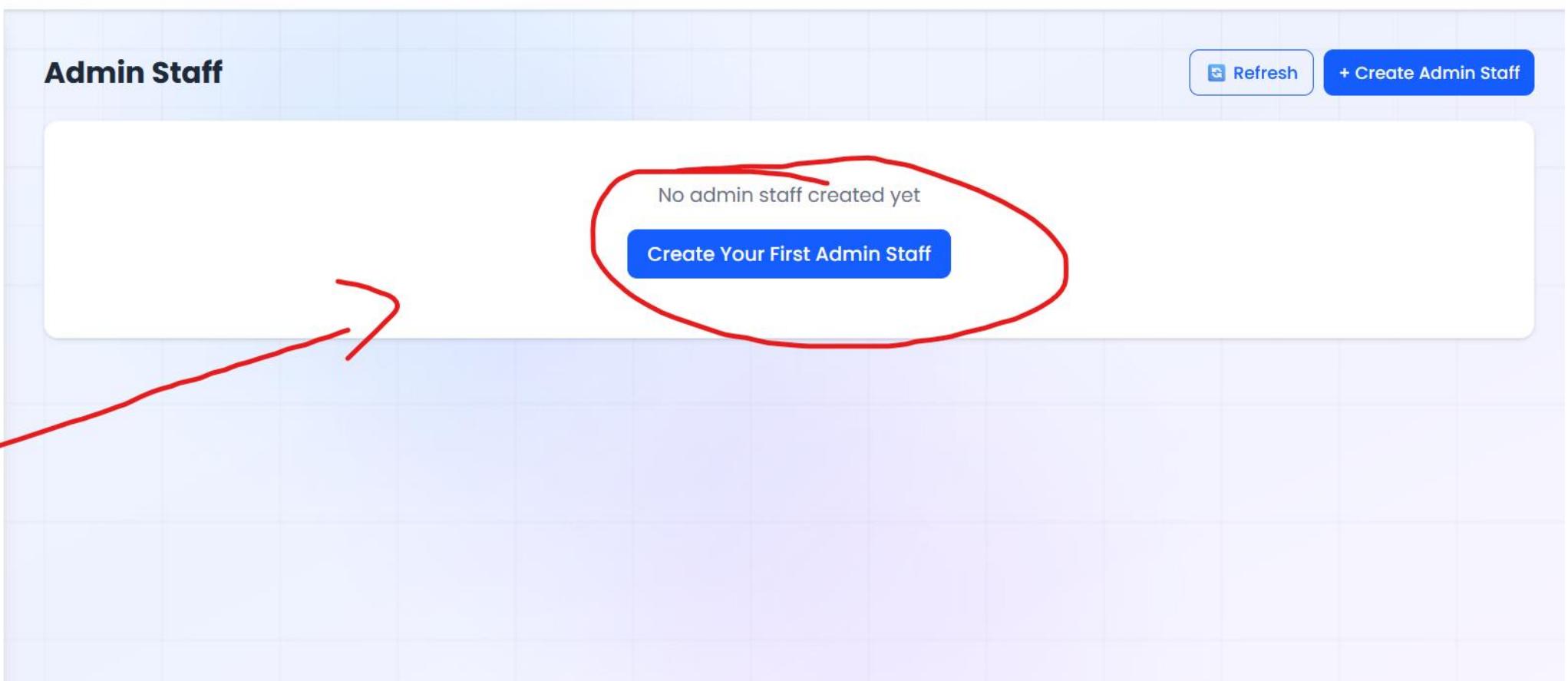


Print Settings

## 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.**



Dashboard



Sales



Held Orders



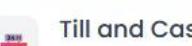
EOD Reports



Menu Management



Admin Staff



Till and Cashier Management

## Admin Staff

Refresh

+ Create Admin Staff

NAME	USERNAME	CREATED BY	ACTIONS
Abhushan_Bh	ABHAX	Sasin Neupane	<a href="#">Edit</a> <a href="#">Delete</a>

Edit/Delete buttons

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

POSVERSE 55141701 Welcome back, Bistro 301 Sushil Neupane ...

Dashboard

Sales

Held Orders

EOD Reports

**Menu Management**

Admin Staff

Till and Cashier Management

## Menu Management

Manage your restaurant's menu items

Categories

+ Add

No categories

+ Add

+ Add Product

Category Subcategory Product

Search products...

# 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 category

---

A form pops up and add the category as required for you and press the add category button.

### + Add New Category X

**Category Name \***

Display order can be changed by dragging items

**Category Icon (Optional)**

 FaPizzaSlice ▼

Select an icon to display on the category

**Category Color**

#cccccc

Color for category identification

Cancel ✓ Add Category

The screenshot shows a 'Menu Management' interface. At the top, there are three toggle buttons: 'Category' (on), 'Subcategory' (off), and 'Product' (off). To the right is a search bar with the placeholder 'Search products...'. Below the search bar, the word 'Categories' is followed by a '+ Add' button. A red circle and arrow highlight this '+ Add' button. A list of categories is shown, with 'Main Cour...' highlighted by a red box. To the right of the categories, a large dashed box contains a red '+' sign and the text 'Add Product'.

## 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.

# Adding sub-category

---

- Fill in the form with the details you need, then click the Add Subcategory button to add it.

## + Add New Subcategory

Subcategory Name \*

Soup

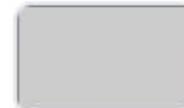
Display order can be changed by dragging items

Subcategory Icon (Optional)

Click to select an icon

Select an icon to display on the subcategory

Subcategory Color



#cccccc

Color for subcategory identification

Cancel

✓ Add 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.

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.

The screenshot shows the POSVERSE software interface. The top navigation bar includes the POSVERSE logo, a user icon with the ID 55141701, the text "Welcome back, Bistro 561", and a profile picture for Sasin Neupane O... with a grid icon.

The left sidebar contains the following menu items:

- Dashboard
- Sales
- Held Orders
- EOD Reports
- Menu Management** (selected, highlighted in purple)
- Admin Staff
- Till and Cashier Management
- Shop Close Time

The main content area is titled "Menu Management" and sub-titled "Manage your restaurant's menu items". It features a "Categories" section with a "+ Add" button and a list containing "Main Cour..." (highlighted with a purple border) and "Soup". A large "Add Product" button with a plus sign is positioned in the center. To the right, a product card for "Beef barley" is shown with a price of £4.00, and options to "Edit Product", "Move Category", and "Delete".

POSVERSE 55141701 Welcome back, Bistro 561

S Sasin Neupane ...

Dashboard

Sales

Held Orders

EOD Reports

Menu Management

Admin Staff

Till and Cashier Management

Shop Close Time

Print Settings

Owner Settings

**Owner Settings**  
Manage your personal profile and business identity for **Bistro 561**

**STORE ID**  
**55141701**

**Integrated Card Payment** • **Disabled**  
Enable integrated card payment to allow customers to pay with card through the Teya payment gateway. When disabled, Teya gateway connection will be unavailable.

**Teya Payment Gateway** • **Not Connected**  
Connect your Teya account to enable seamless payments and integrations.  
Teya gateway is disabled because Integrated Card Payment is turned off.

**Connect with Teya**  
Generate a verification code to link your Teya merchant account.

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

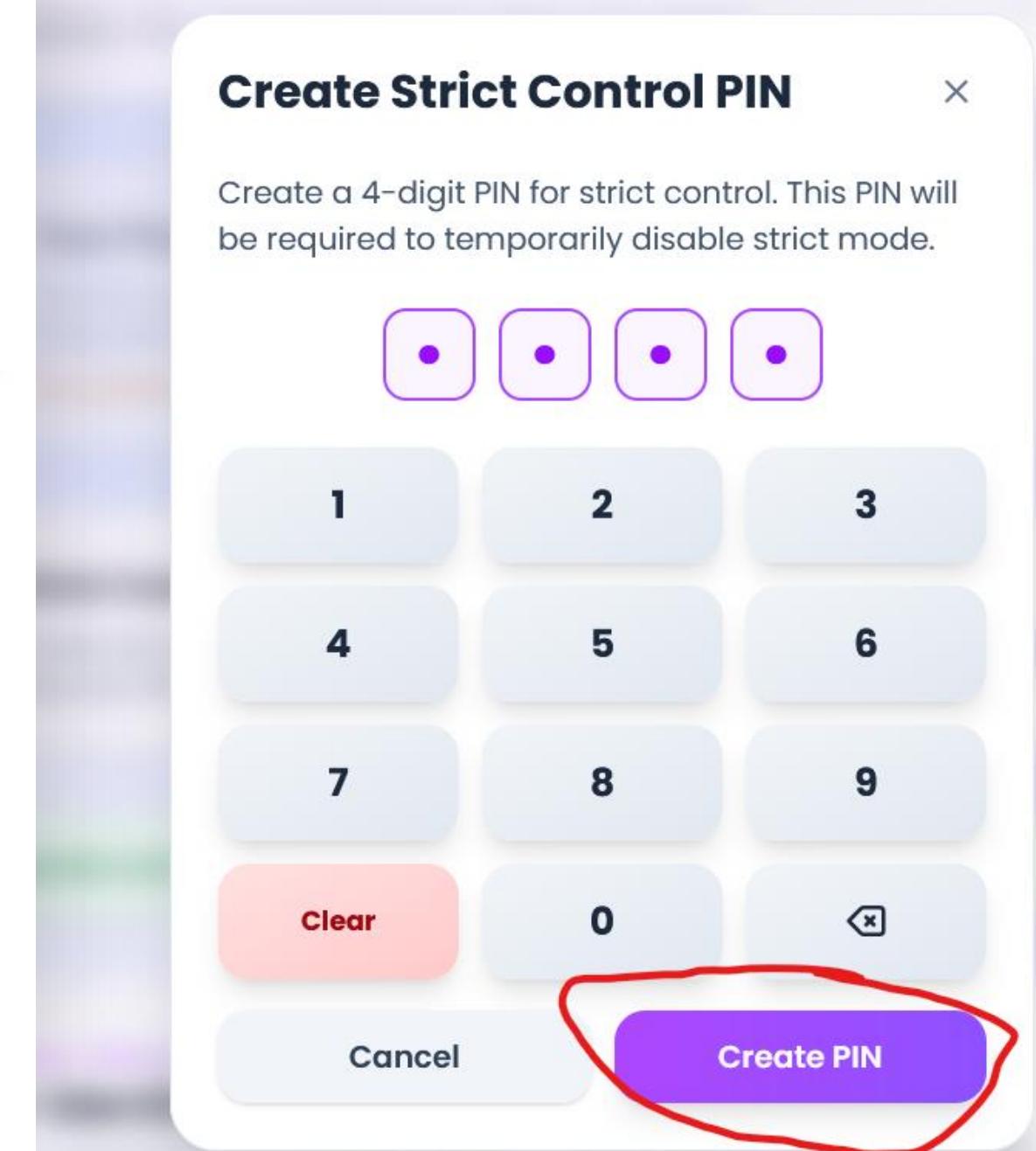
**Create PIN**

# 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.





### Strict Control

Disabled

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



Disabled

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.

Bistro 561  
ID: 55141701

Search menu...

Main Course

Soup  
1 items

Beef barley  
£4.00

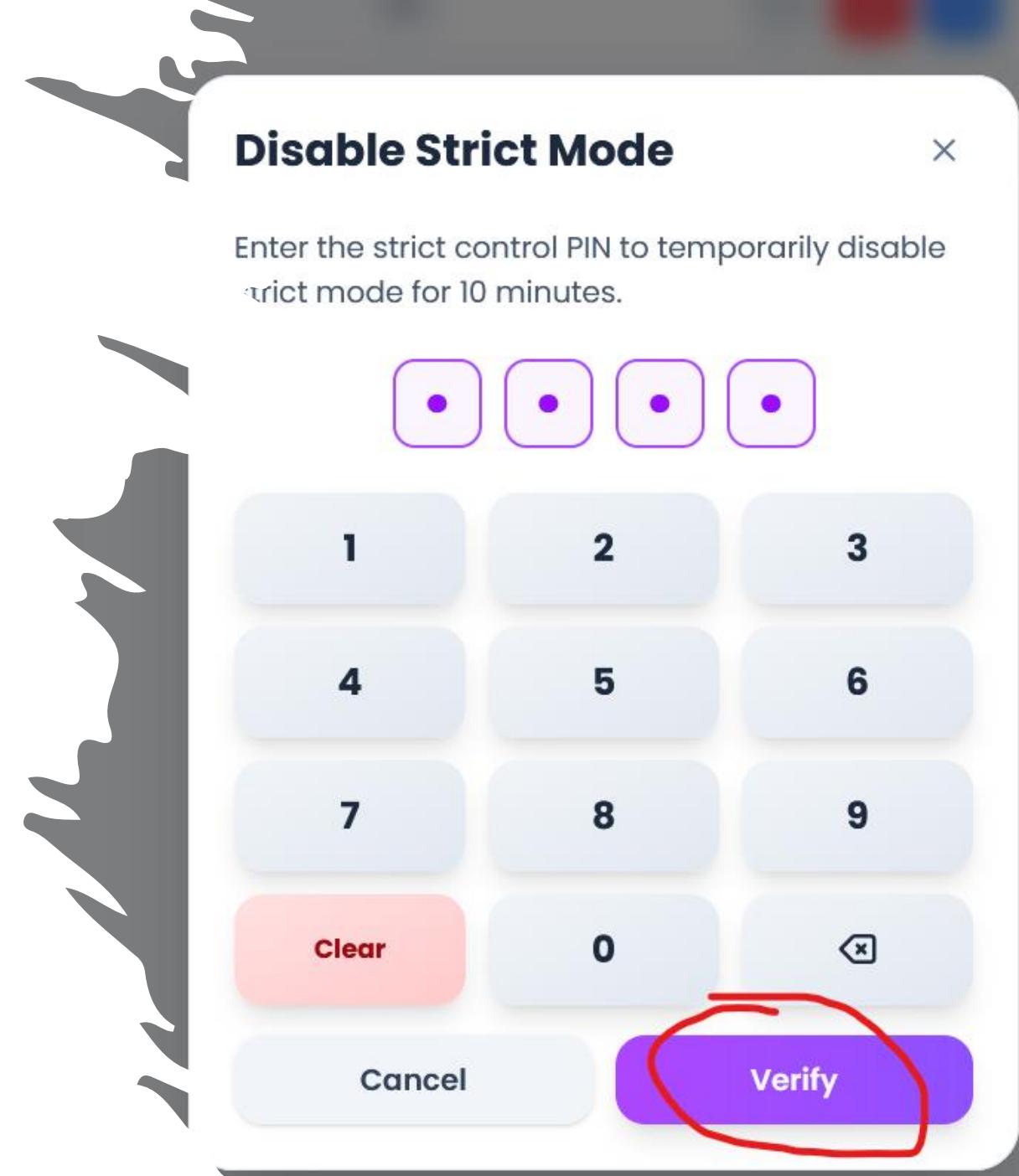
## Disable Strict Mode

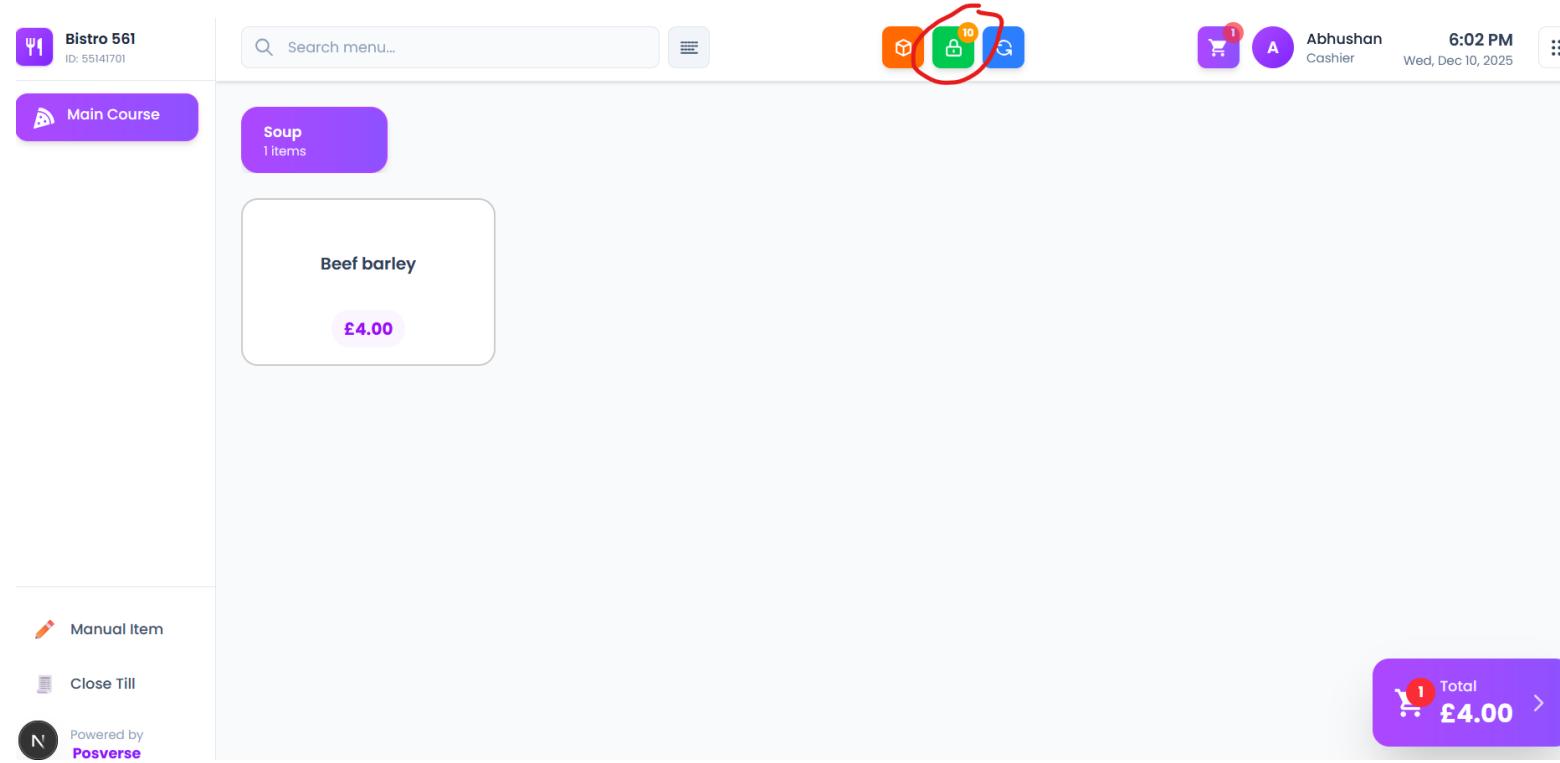
- This is the cashier view. Whenever strict mode is applied you can see the red lock as shown in the picture.

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.

- 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 £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: £0.00  
Remaining Refundable: £32.00

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

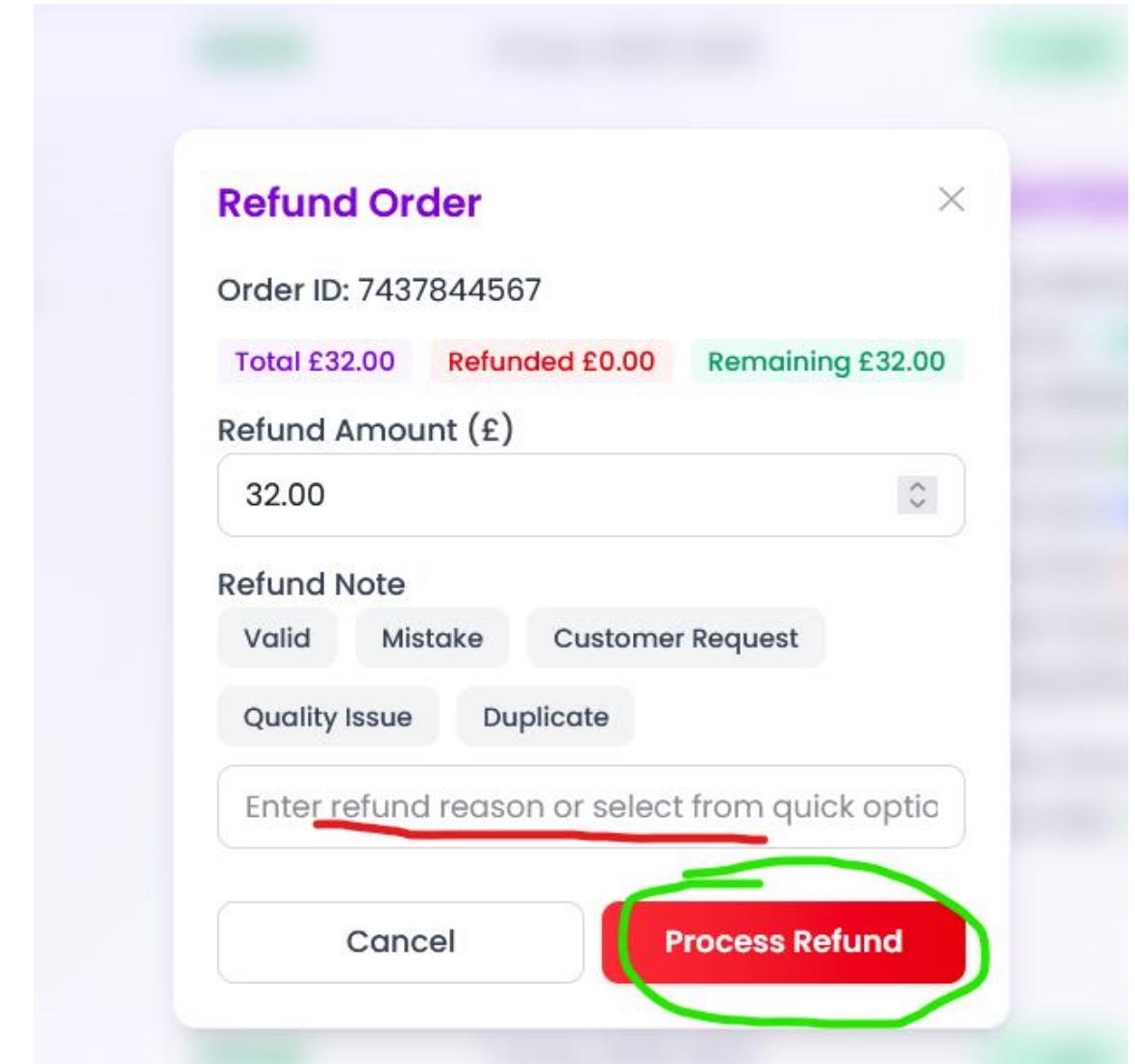
Print Receipt Refund Delete

## 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.



The screenshot shows a POS system's sales page. On the left, a sidebar lists various menu items: Dashboard, Sales (which is selected and highlighted in purple), Held Orders, EOD Reports, Menu Management, Admin Staff, Till and Cashier Management, Shop Close Time, and Print Settings. The main content area displays an order summary for Order ID 7437844567, which was placed on 10 Dec 2025, 18:09. The total amount is £32.00, paid via Cash. The status of the order is 'Refunded', which is highlighted with a red oval. Below the summary, the 'Order Items' section shows 'x8 Beef barley' with a total value of £32.00. The 'Payment Details' section provides a breakdown of the transaction: 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, and Remaining Refundable: £0.00. A red box highlights the 'REFUND HISTORY' section, which shows a single entry: £32.00 CASH SUCCESSFUL on 10 Dec 2025, 18:13. Below this, the Purchase Time is listed as 10 Dec 2025, 18:09, and the Business Date is 10 Dec 2025 (Accounting Date).

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

Sales

Held Orders

**EOD Reports**

Menu Management

Admin Staff

Till and Cashier Management

Shop Close Time

Print Settings

## End of Day Summary

Date: 2025-12-10

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  
No category data

Like receipt

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.

Dashboard

Sales

Held Orders

EOD Reports

Menu Management

Admin Staff

Till and Cashier Management

Shop Close Time

Print Settings

Using calendar dates (simple mode). Business days follow standard calendar dates (00:00 to 23:59:59).

**DATE MODE**

Using calendar dates (recommended). Simple and straightforward.

**TIMEZONE**

Europe/London

Timezone for calendar date calculations.

**SUMMARY**

All days close at 01:00 (Eu

Dashboard

Settings

Logout

**AUTOMATION TIMELINE**

We run reconciliation, reporting, and till closure right after your cutoff time. Adjust cutoffs to align with your nightly routines, especially if you operate past midnight.

- 1 Close orders before cutoff
- 2 Automatic EOD sync & reports
- 3 Daily dashboards refresh

**TIPS**

Midnight operations? Set the cutoff after closing time.

Different weekend hours? Override Saturday and Sunday.

# 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**.