

SPANO_BRO

POS PANO

User guide

Setup, first launch and everyday work

Android / 0.1.0-rc.1

Edition 16 September 2026

[Interactive guide](#)

Training example • English interface

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1. About POS PANO

POS PANO is an Android point-of-sale application for cafés, restaurants and bars. The main POS stores the venue's menu, staff, orders, payments and inventory locally. Daily work does not require an internet connection. A connected waiter phone needs a local connection to the main POS for the venue to accept its operations.

The current release records payments locally. Selecting Card does not charge a bank card. Fiscal profiles and prepared fiscal documents do not activate a fiscal service. Customer QR ordering, delivery services and cloud synchronisation are not active. Guest identity QR codes and local waiter connections have separate, working purposes.

Installing the test release

The application is currently distributed through Google Play internal testing. The organiser adds your Google account and supplies an invitation. Open it with that account, join the test and follow the installation link. The app may not appear in ordinary store search. Google may temporarily display the package name while the listing is unreviewed.

Before updating a working POS, create a backup outside the device. If Android reports a signature conflict with an earlier build, do not uninstall the app or clear its data to get past the error. Ask the test organiser to arrange migration: uninstalling may erase the local database. First practise installation and an update that preserves data on a training device.

Reading this guide

Choose a language, chapter and device in the web guide. Search covers every chapter in the selected language. Click a screenshot to enlarge it; chapter links can be bookmarked. Download the PDF for reading without internet.

Names, orders and prices in the screenshots are training data. Screenshots retain the English app interface in every edition; the instructions and captions are translated. A print preview illustrates the screen only. Verify actual paper output with the venue's printer.

2. Choose the device's purpose

Device	Purpose	Where venue data lives
Main tablet	Full POS: menu, orders, payments, inventory and administration	On this tablet
Independent phone	Full POS with the same implemented functions and a compact layout	On this phone
Connected waiter/bartender phone	Takes orders and sends operations to the main POS	The main POS holds accepted venue records; the phone holds local drafts and pending operations

An independent phone is not automatically connected to another venue device. Two full POS installations have separate databases. Choosing a purpose does not merge databases or migrate a venue. A waiter phone does not take remote payments; an authorised cashier closes the order on the main POS.

Select the purpose during setup and check it in administrative settings before entering real data. Back up the device that owns the venue database. Before changing a phone's purpose or pairing it with another venue, resolve pending operations and preserve any data you need.

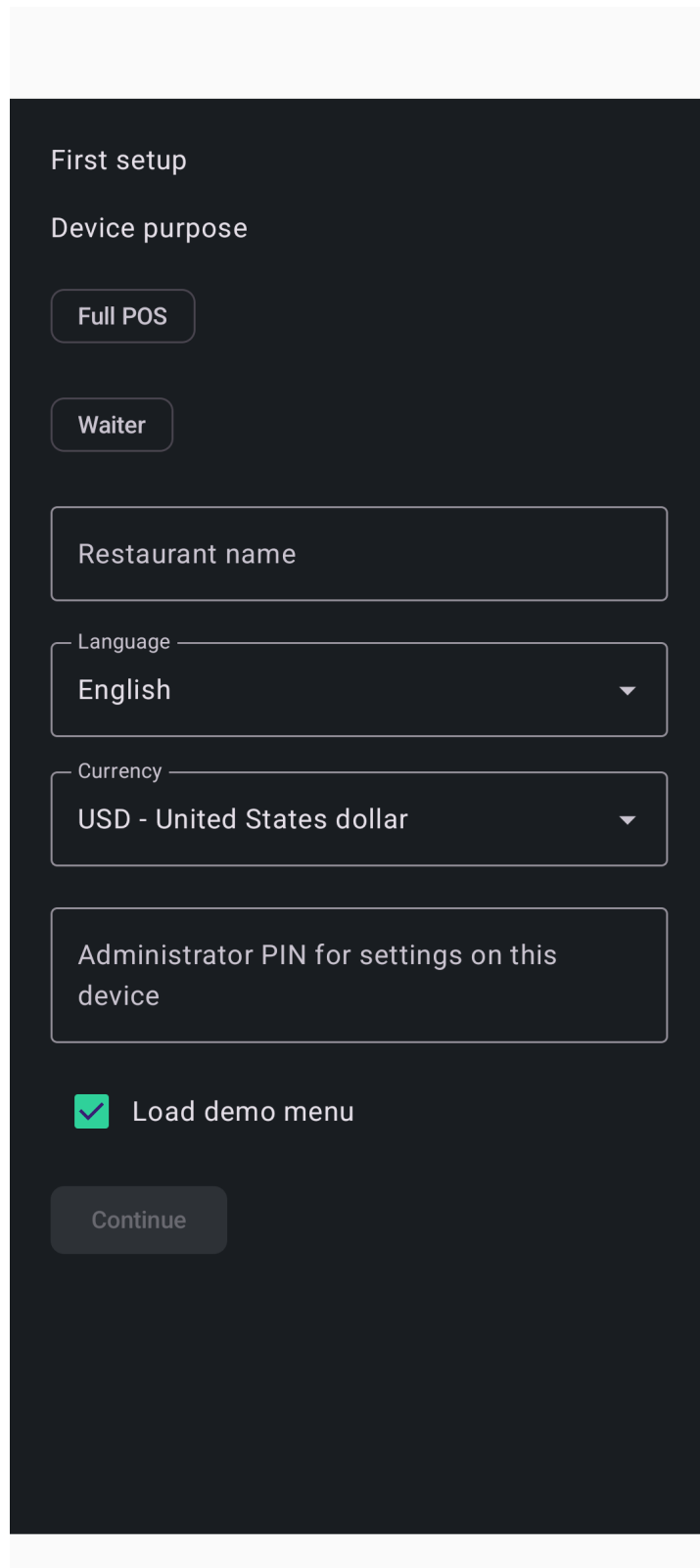
3. First setup

Use a separate training installation for practice. Do not load demonstration records into the working venue just to follow this guide.

1. Start the app and select the language and currency. Set the date/time format later in General settings.
2. On a phone, choose Full POS or the waiter terminal purpose deliberately.
3. Enter the venue and administrator information requested by the setup screen. Set an administrator PIN and keep it available to the responsible person.
4. Choose demonstration data only for a training installation. Complete setup.
5. Sign in and check the venue name and employee shown on the Tables screen.
6. Configure employees, menu, printers and a backup before beginning real service.

For a waiter phone, complete its local administrative setup and then pair it with the main POS as described in chapter 21. Its local administrator PIN and the employee PIN from the main venue are different credentials.

First setup for a standalone POS: venue, language, currency and administrator PIN. / Phone

The image shows a mobile application interface for the first setup of a standalone POS. The background is dark grey. At the top, the text "First setup" is displayed in white. Below it, the section "Device purpose" is shown. There are two buttons: "Full POS" and "Waiter". The "Full POS" button is highlighted with a light blue border. Below the buttons, there are three input fields: "Restaurant name", "Language" (with a dropdown arrow), and "Currency" (with a dropdown arrow). The "Language" dropdown is set to "English" and the "Currency" dropdown is set to "USD - United States dollar". Below these fields is a larger input field for "Administrator PIN for settings on this device". At the bottom, there is a checkbox labeled "Load demo menu" which is checked, and a "Continue" button.

First setup for a standalone POS: venue, language, currency and administrator PIN. / Tablet

First setup

Restaurant name

Language

English

Currency

USD - United States dollar

Administrator PIN for settings on this device

☒ Load demo menu

Continue

4. Sign-in, navigation and permissions

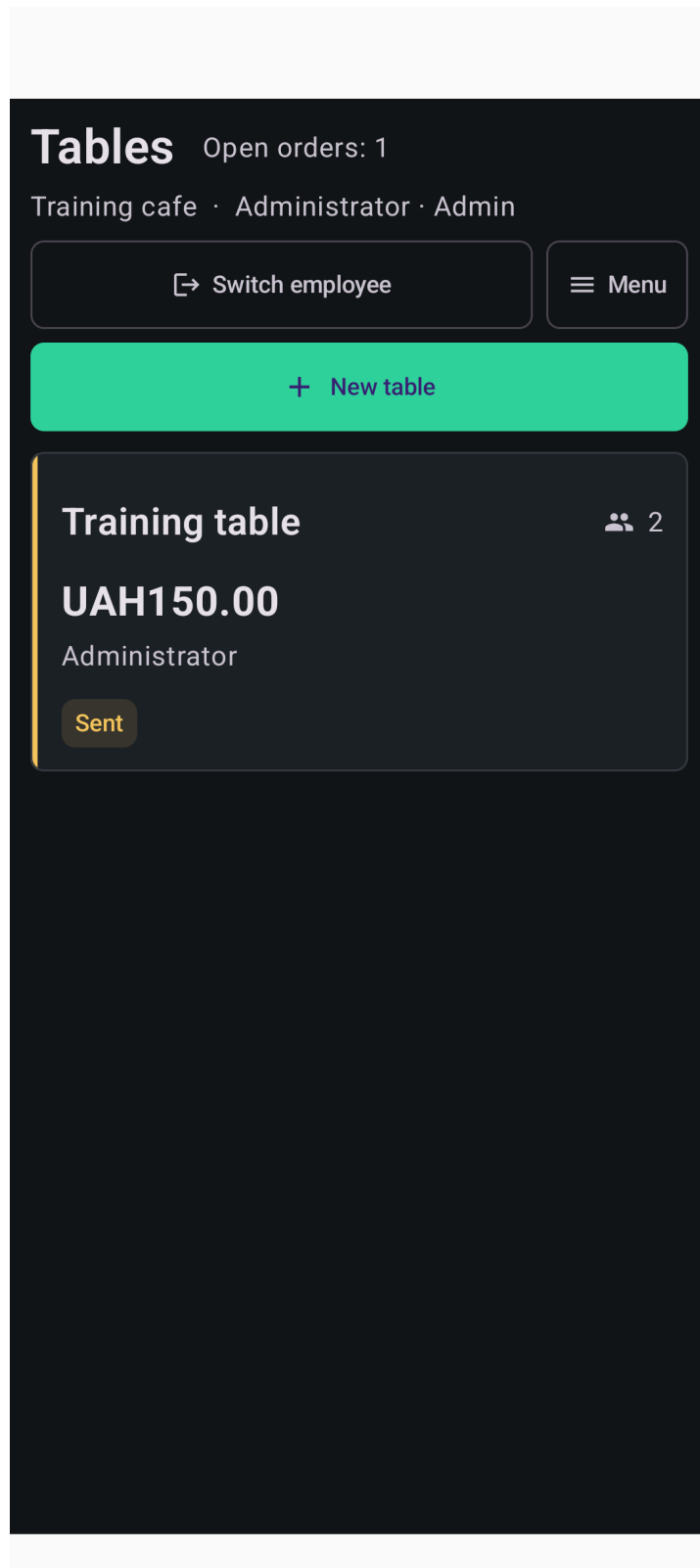
Sign in with your own PIN. Check the employee and venue at the top of Tables. Use **Switch employee** before handing a shared device to someone else. A shared PIN makes responsibility for actions unclear.

Menu opens the sections available to your role. Missing payment, reports or settings actions usually require checking permissions or the phone's purpose. An administrator assigns permissions in employee settings.

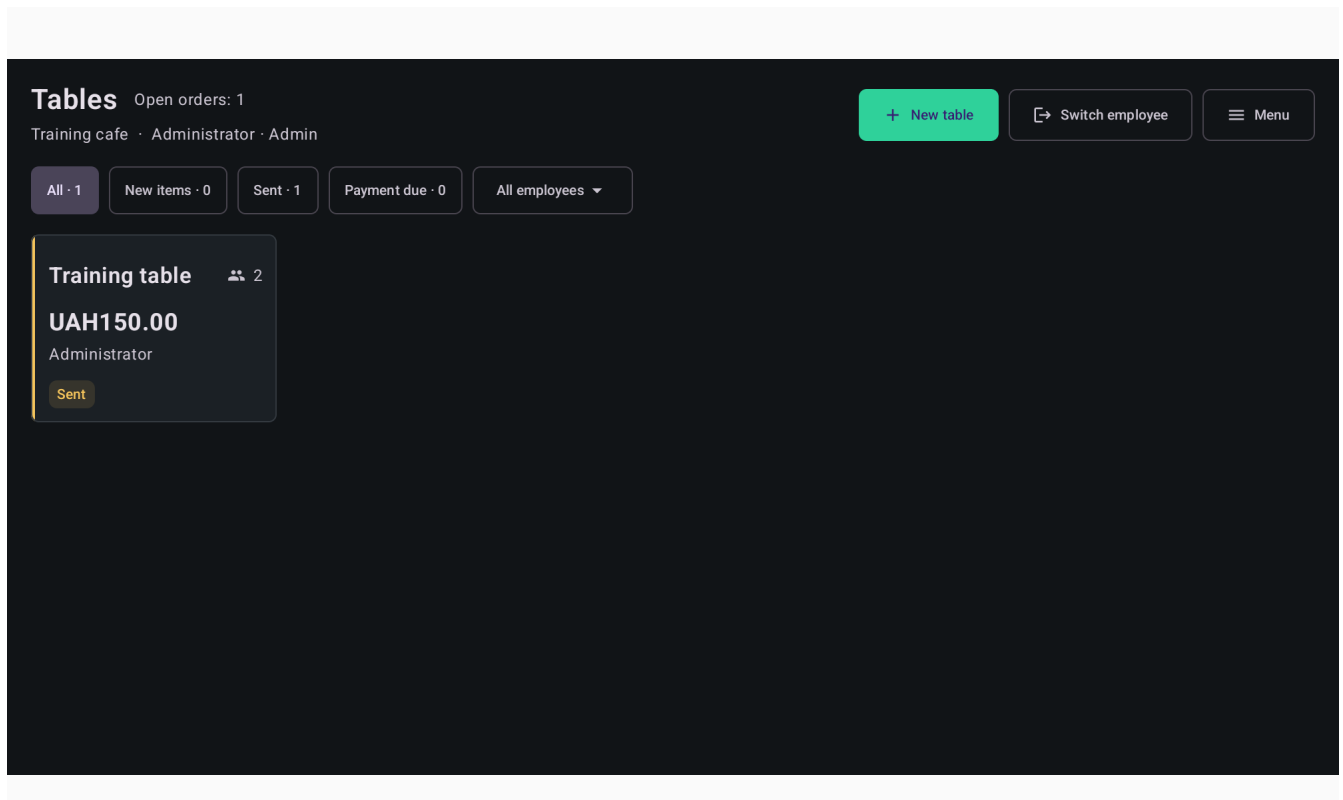
On a phone, Switch employee and Menu share a row; New table is below them. Settings open one level at a time. Use Back to return to the previous level. Switch between the menu and order contents inside an order. On a tablet, wider panels show more information together; table filters remain available.

Some editors save fields automatically, while others require **Save**. Check the action on the current screen, then reopen the record to confirm the value. Read deletion and restore confirmations before continuing.

Tables: employee, venue and the open training order. / Phone



Tables: employee, venue and the open training order. / Tablet



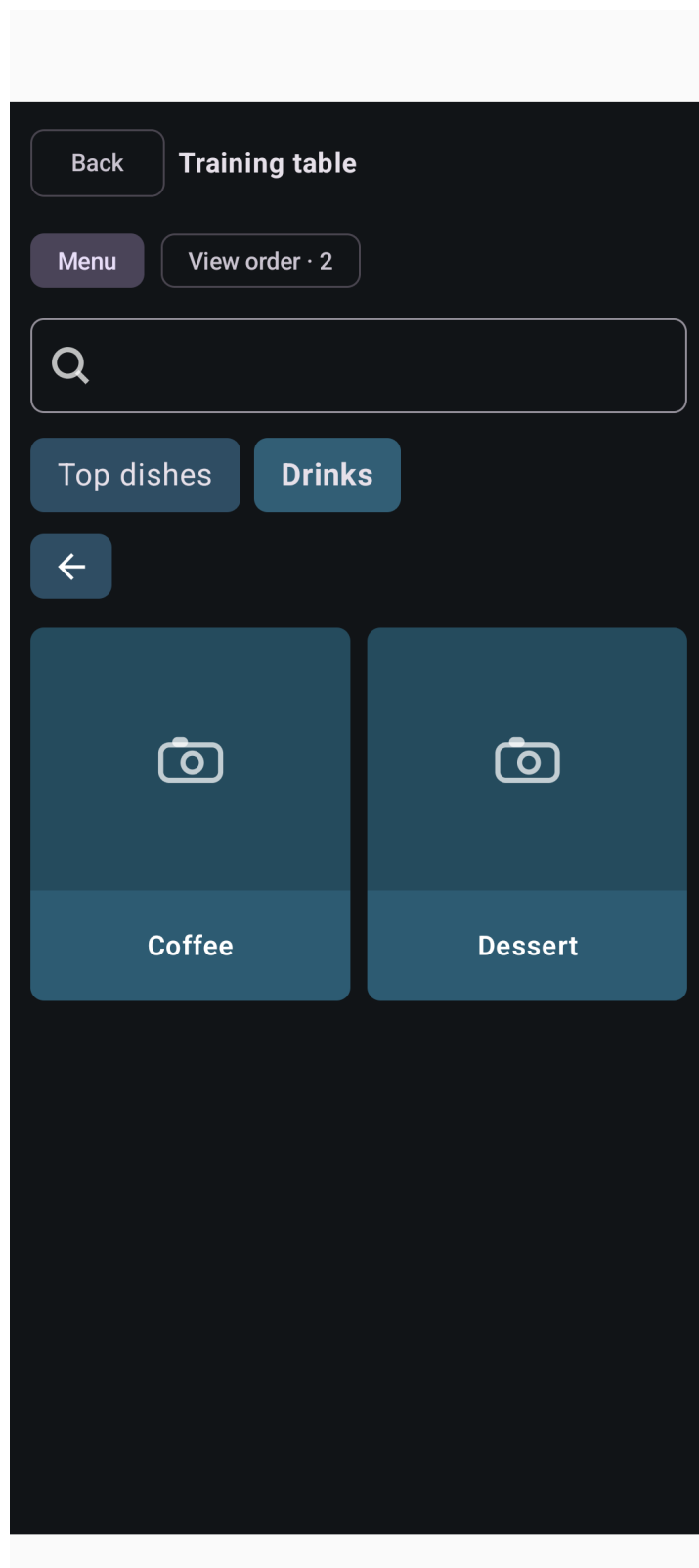
5. Your first training order

Use an isolated training venue and an employee allowed to accept payment. Prices below are example amounts in the selected currency.

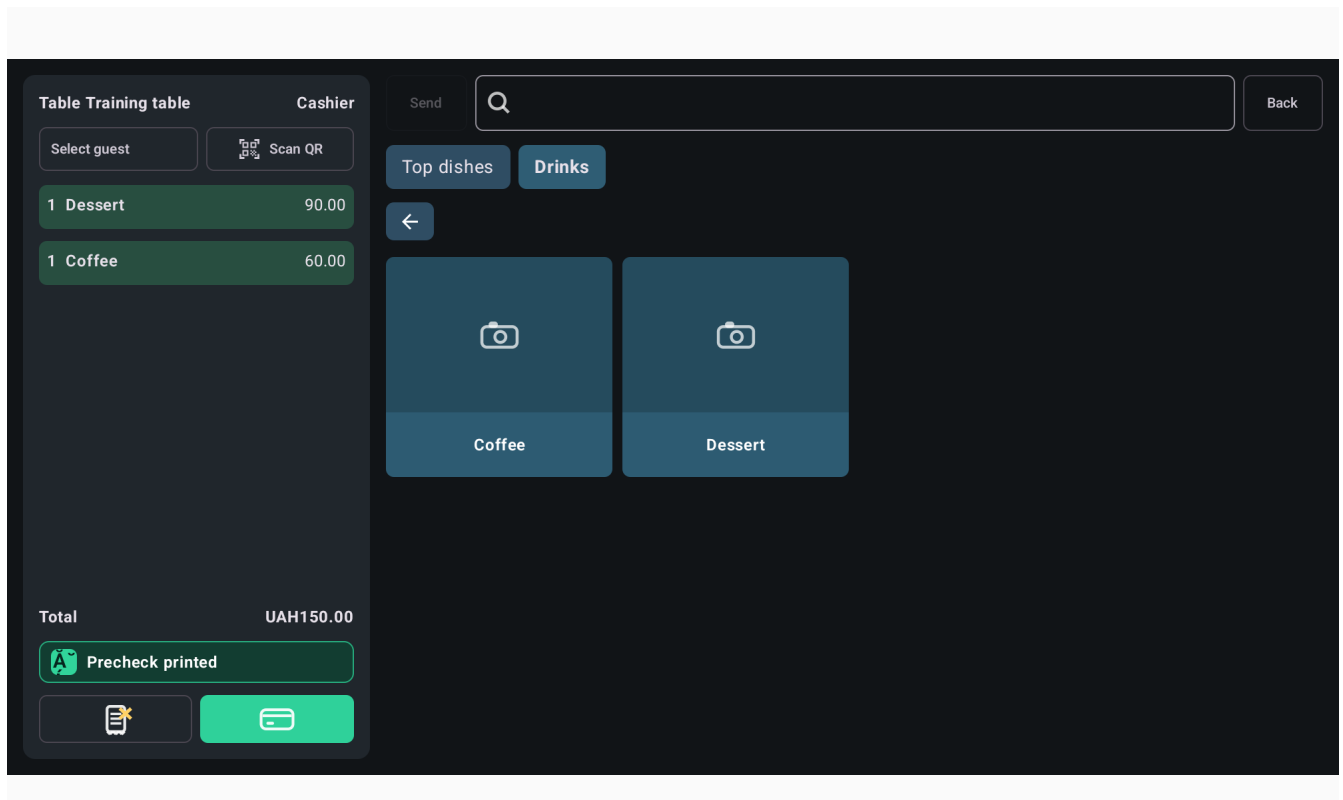
1. Create a Drinks category, Coffee priced at 60 and Dessert priced at 90. Make both available.
2. If practising kitchen printing, configure the printer and station and print a physical test first.
3. On Tables, choose **New table**, enter a training name and guest count.
4. Add one Coffee and one Dessert. Check the order: before discounts and tips, the total is 150.
5. Add a note if needed. Send the order and check acceptance. If using a kitchen printer, check the paper and destination station.
6. Open payment, choose Cash, enter 200 received and check change of 50. Close the order only after checking the amounts.
7. Confirm that the table leaves open orders and the paid order appears in reports for the selected period.
8. In a separate order, practise a split payment: 100 cash and 50 card. The card part is a local record, not a bank transaction.

The phone uses a separate order view; the tablet displays wider panels. A waiter phone follows this exercise only through confirmed submission. The main POS cashier completes payment. If a total differs, check quantity, prices, modifiers, discounts and tips before proceeding.

Training menu: Coffee and Dessert. / Phone



Training menu: Coffee and Dessert. / Tablet



6. General and venue settings

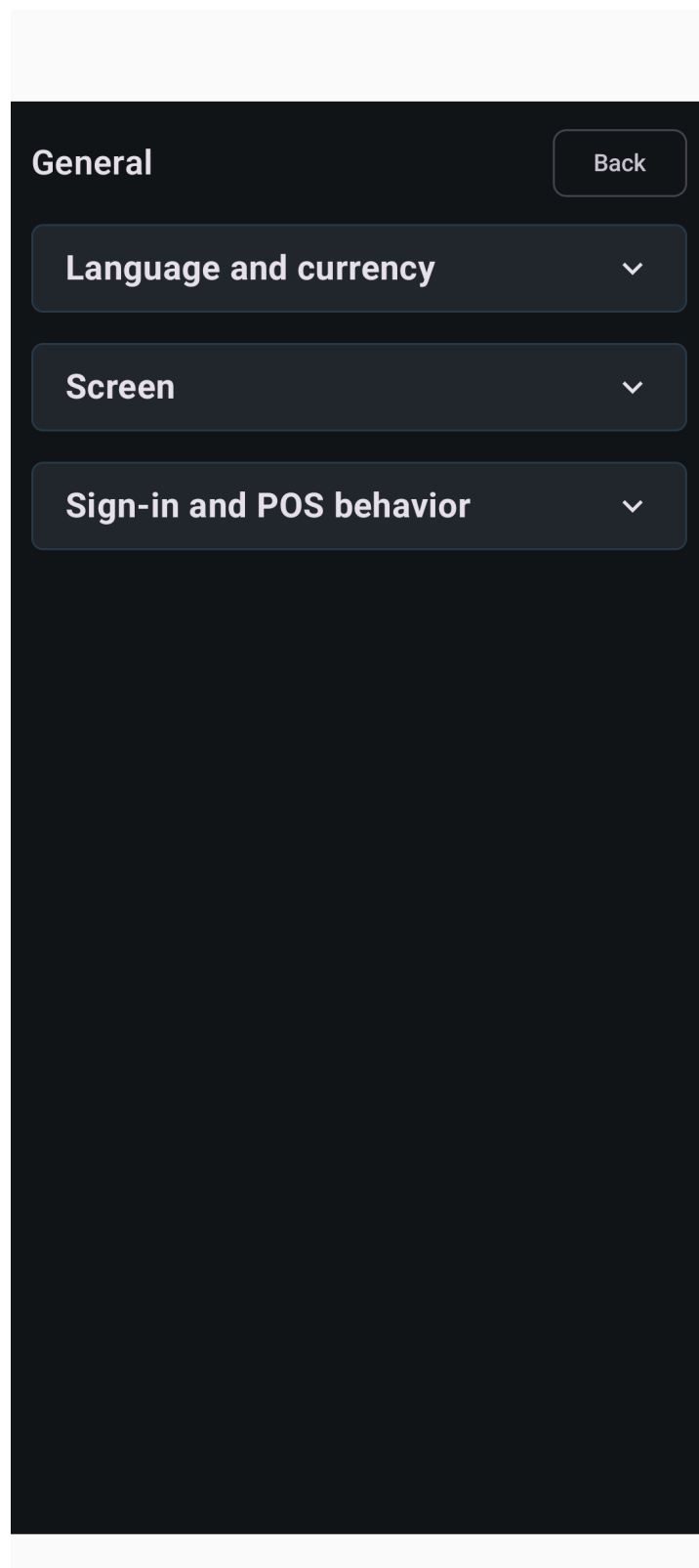
Open **Menu → Settings → General**. Venue details are in the company and employees section. You need settings access.

Choose language, currency and date/time format, then check a price, order total and report. Changing a display currency is not a currency conversion. Once inventory history exists, inventory requires its original currency; do not treat a currency change as a stock revaluation.

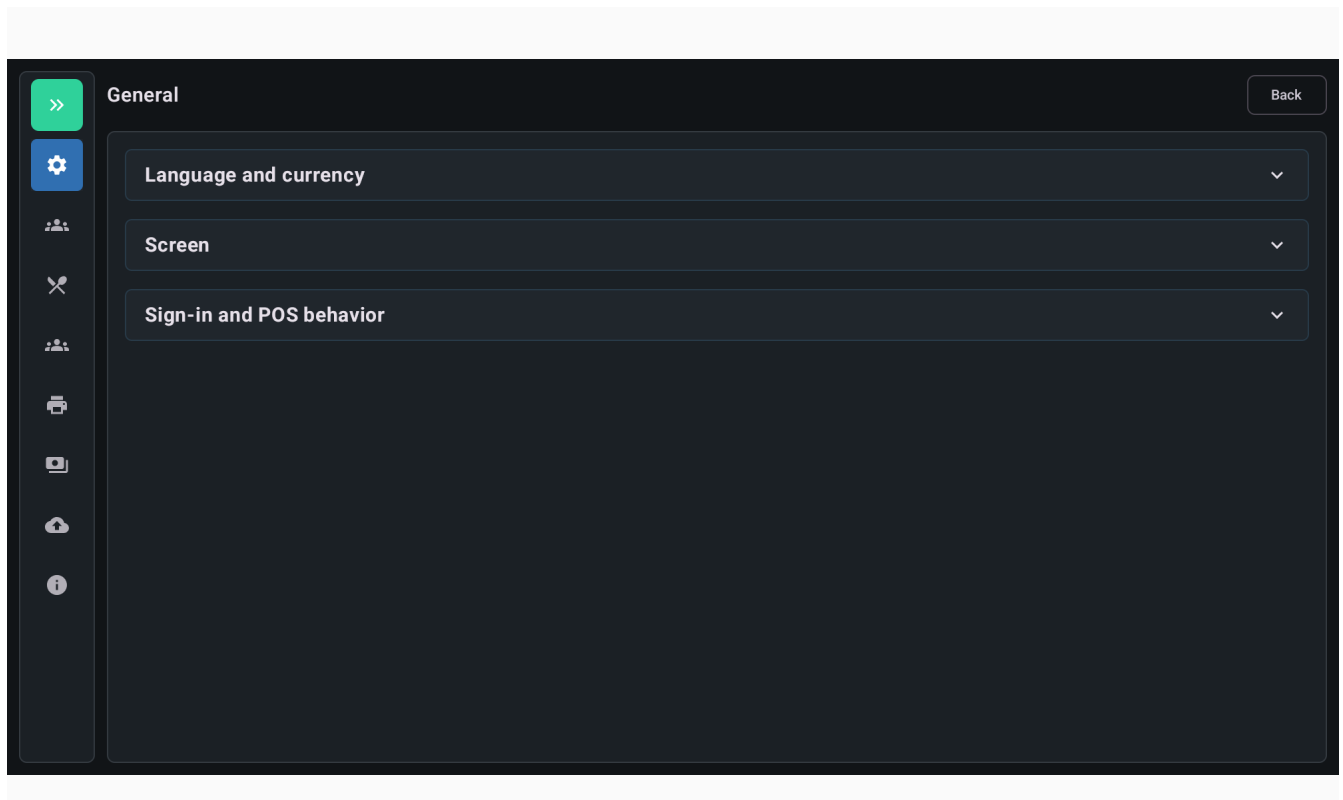
In display settings, choose dark theme and full-screen mode. Check readability under service lighting. Configure employee auto sign-out and the action after sending an order. Try the latter on a training table so staff know whether they remain in the order or return to Tables.

Fill in venue details used on documents. After changing printable details, check both preview and paper. Entering legal entity information does not connect a fiscal provider.

General settings on the two screen sizes. / Phone



General settings on the two screen sizes. / Tablet



7. Employees and permissions

Open **Settings** → **Company and employees** → **Employee types** / **Employees**. Define roles first, then create individual employees with a name, type, PIN and active status.

Owner and administrator roles have broad standard access. A cashier can accept payments but should not be assumed to have report or settings access. Waiter, bartender and kitchen roles do not receive administrative and financial actions by default. Custom roles and individual overrides can change permissions.

1. Create or choose a role with the required permissions.
2. Create the employee and assign that role. Add only the permissions needed for their work.
3. Sign out of the administrator session and sign in as the employee.
4. Check Tables, sending, editing sent items, payments, reports and settings against the intended access.

For a connected phone, create an ordinary waiter or bartender on the main POS. Being the phone's local administrator does not grant venue-owner permissions remotely. Deactivate employees who no longer need access while preserving their history. PIN sign-in does not automatically create a timesheet entry.

Employee management: set up individual access. / Phone

Company and staff → Staff members

Back

Staff name

PIN

Role

Waiter ▼

Add

Staff

Employee management: set up individual access. / Tablet

The screenshot shows the 'Company and staff' management interface on a tablet. The top navigation bar is dark blue with a green '>>' button on the left and a 'Back' button on the right. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with a list of icons: a green '>>' button, a gear icon, a blue icon with three people, a fork and knife icon, a printer icon, a camera icon, a cloud icon, and an information icon. The main content area has a header 'Company and staff → Staff members' and a sub-header 'Company and staff' with the text 'Company, employees, roles and permissions'. Below this, there are four menu items: 'Venue profile', 'Staff types', 'Staff members' (which is highlighted with a blue border), and 'Staff time and salary'. On the right side of the main content area, there is a form for adding a new staff member. The form has two input fields: 'Staff name' and 'PIN'. Below these, there is a 'Role' dropdown menu with 'Waiter' selected. To the right of the dropdown is an 'Add' button. Below the form, there is a section titled 'Staff' which is currently empty.

Company and staff → Staff members

Company and staff
Company, employees, roles and permissions

Venue profile

Staff types

Staff members

Staff time and salary

Staff name

PIN

Role
Waiter

Add

Staff

8. Categories and dishes

Open **Settings** → **Menu** → **Categories / Dish editor**. Create recognisable categories such as Drinks, Hot dishes and Desserts, with subcategories where useful.

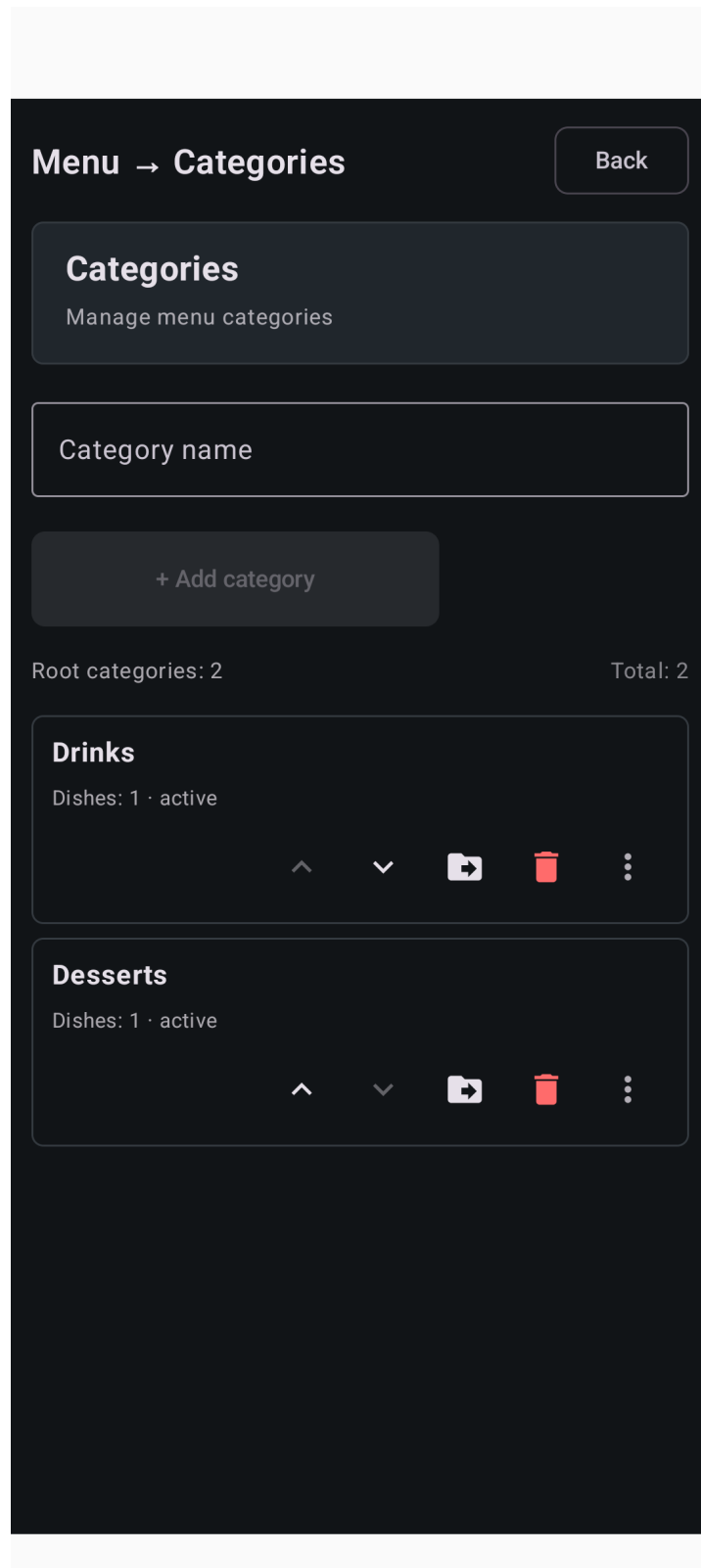
Up/down arrows reorder neighbouring categories. The move action changes a category's parent in the hierarchy. On phones this is a folder-and-arrow icon. In its dialog, check both the category being moved and its destination. The expand arrow displays children; it has a different purpose from reordering.

Open a category in the dish editor. Create a dish, enter its name and price, and add an optional photo. Configure availability, modifiers and preparation station where applicable. Return to the working menu and add it to a training order to verify its placement and price.

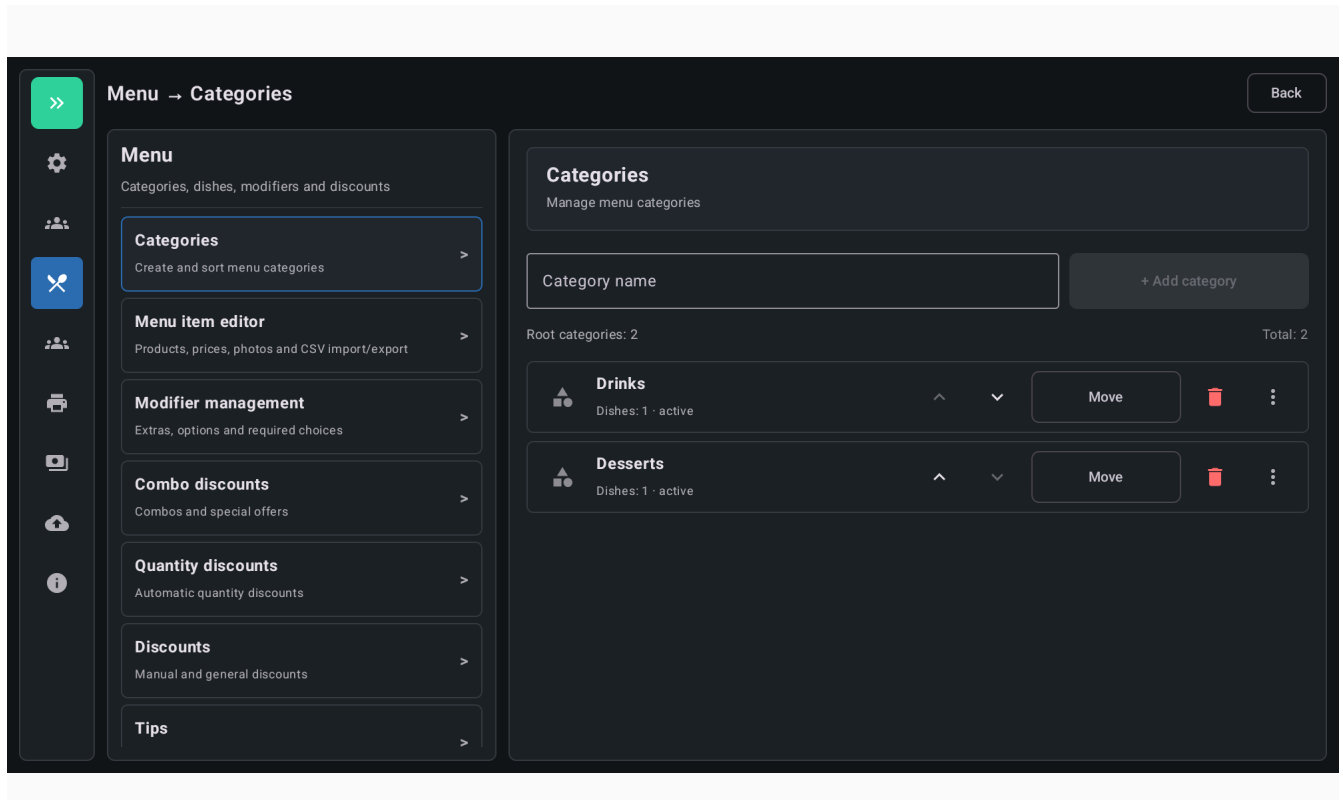
On phones, category names and details appear above the compact action row; the decorative category icon is removed. Tablet rows use the wider space. A dish's available-portion limit is separate from ingredient inventory and is not automatically calculated from a recipe.

Before deleting a category, check its dishes and children. For temporary unavailability, prefer changing activity or availability. Read the deletion confirmation rather than assuming it affects only the category label.

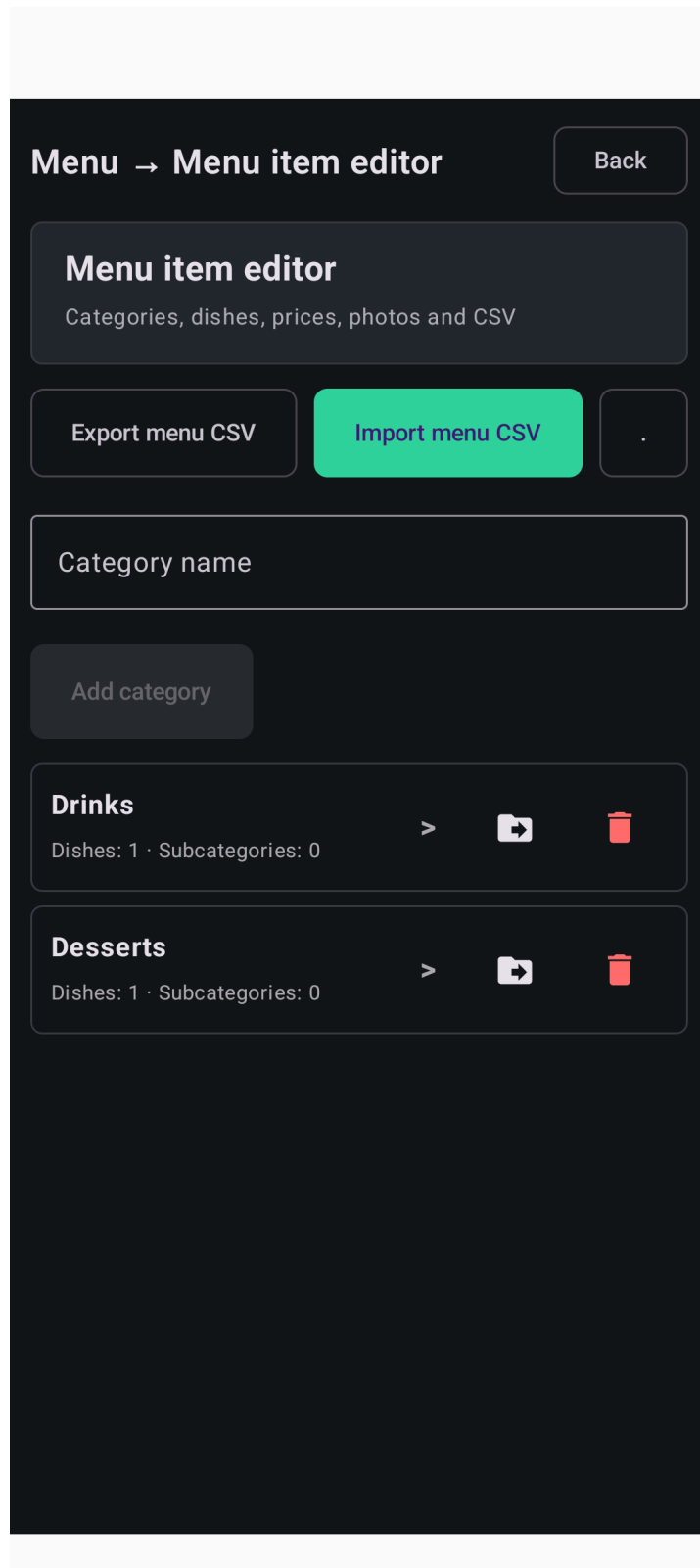
Categories: readable names and compact actions. / Phone



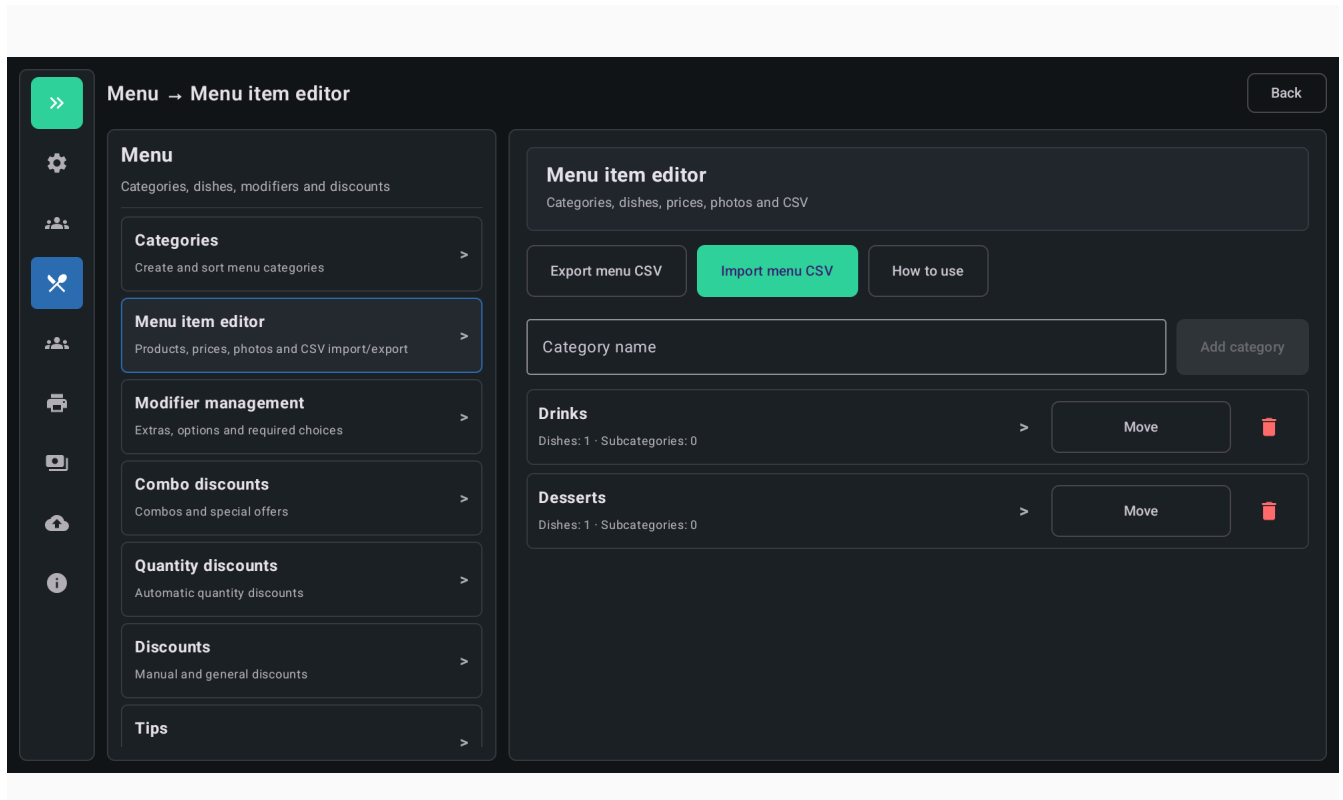
Categories: readable names and compact actions. / Tablet



Dish editor: select a category to work with its menu. / Phone



Dish editor: select a category to work with its menu. / Tablet



9. Modifiers and cancellation reasons

Open **Settings** → **Menu** → **Modifier management** / **Cancellation reasons**. Create a modifier group, for example Doneness, and its options. Check each option's name, surcharge and active status. Link the group to a dish and verify the result in an order and on a kitchen ticket.

The same dish with different modifiers or notes can occupy separate order lines. Check the variant before increasing quantity. On phones, an option's delete icon is on the right of the Active row. Turning activity off and deleting are different actions.

Create a short list of meaningful cancellation reasons, such as Wrong item and Guest changed their mind. Deactivate unused reasons. When cancelling a sent item, select the actual reason and coordinate with the kitchen. Inventory also needs to know how many cancelled portions were not prepared; see chapter 28.

Modifier options: Oat milk, surcharge and activity. / Phone

Menu → Modifier management Back

Modifier management
Extras, options and required selections

Modifier group name

Add group

Milk choice ^

Modifier group name

Milk choice

Modifier options

Modifier name

Oat milk

Price delta

10.00

☒ Active

Modifier name

Modifier options: Oat milk, surcharge and activity. / Tablet

»

Menu → Modifier management

Back

⚙️

👤

🍴

👤

🖨️

📺

☁️

ℹ️

Menu

Categories, dishes, modifiers and discounts

Categories

Create and sort menu categories

Menu item editor

Products, prices, photos and CSV import/export

Modifier management

Extras, options and required choices

Combo discounts

Combos and special offers

Quantity discounts

Automatic quantity discounts

Discounts

Manual and general discounts

Tips

Modifier management

Extras, options and required selections

Modifier group name

Add group

Milk choice

^

🗑️

Modifier group name

Milk choice

Modifier options

Modifier name

Price delta

Active

🗑️

Modifier name

Price delta

Add modifier

Oat milk

10.00

☒

Active

🗑️

Modifier name

Price delta

0.00

Add modifier

Reasons used when cancelling sent items. / Phone

Menu → Void reasons

Back

Void reasons

Reason name

Add reason

Reason name

Guest changed their mind

☒ Active

Reasons used when cancelling sent items. / Tablet

»

Menu → Void reasons

Back

⚙️

👤

🔪

👤

🖨️

📺

☁️

ℹ️

Menu

Categories, dishes, modifiers and discounts

Products, prices, photos and CSV import/export

Modifier management

Extras, options and required choices

Combo discounts

Combos and special offers

Quantity discounts

Automatic quantity discounts

Discounts

Manual and general discounts

Tips

Service charge and tips

Void reasons

Reasons for cancelling items

Void reasons

Reason name

Add reason

Reason name

Guest changed their mind

☒ Active

🗑️

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10. Menu CSV import and export

Open **Settings** → **Menu** → **Dish editor** → **Export menu CSV** / **Import menu**. Export a sample first and keep an unchanged copy. Menu CSV does not back up orders, employees, settings or photographs.

1. Open the exported CSV with UTF-8 encoding in a spreadsheet editor.
2. Preserve the columns for category path, dish name and price. The > character separates levels in a category path.
3. Enter rows with non-empty names and numeric prices. Do not use currency symbols, descriptions or formulas as prices.
4. Save as CSV, transfer it to Android and select it in Import menu.
5. Review added categories and dishes, skipped rows and errors before confirming.
6. Open sample imported dishes and check their category and price.

Duplicates are skipped by normalised category path plus dish name. Re-importing the same row with a different price does not update an existing dish. Edit that price in the dish editor. Correct invalid files and review again before saving.

11. Discounts and tips

Open **Settings** → **Menu** → **Discounts / Combo discounts / Quantity discounts / Tips**. First describe the offer in plain words: eligible dishes, qualifying condition and expected reduction. Use the editor that corresponds to that rule and activate it.

For a combo, choose the participating dishes and offer condition. For quantity discounts, check the threshold and reduction. A guest can have an assigned discount through their profile.

Test three orders: just below the condition, exactly meeting it and exceeding it with an extra item. Compare the original amount, discount and final total. Do not assume all active discounts stack. Check the app's actual calculation, including guest discounts and tips.

Configure tips separately from dish prices. Before payment, check whether selected tips are included in the displayed amount due. The employee should be able to explain the total to the guest.

12. Guests and personal QR codes

Open the Guests/Customers section available in the menu or settings. Create a guest record and check its name, activity and assigned discount. Search by the record's details or use its personal QR code for identification.

When scanning, read the matched record and confirm attachment to the current order. Check the guest name and resulting total. An unknown or inactive code must not be silently treated as a different guest. Sharing a QR code through Android uses the application you choose; POS PANO does not itself send an SMS.

On a waiter phone, guest identification requires the main POS to be available. A guest selected in a local draft is not yet a confirmed change on the main POS: send and check acknowledgement. Removing an already attached guest is performed through the main POS action.

Guest QR, local device-pairing QR and owner-access invitations have different purposes. Use the scanner for the intended operation. A guest QR neither pairs a phone nor starts customer self-ordering.

13. Connecting printers

Open **Settings → Printing and devices → Printers / Stations / Add printer**. Give profiles clear names, such as Kitchen USB and Bar Wi-Fi. Link preparation stations to printer profiles and check each dish's route.

USB

Connect the printer to Android with the required cable and OTG adapter. Android must support USB host mode. Select the USB device in the printer profile and grant the Android access request. Permission may be requested again after reconnection. Check power, paper direction and lid closure.

LAN or Wi-Fi

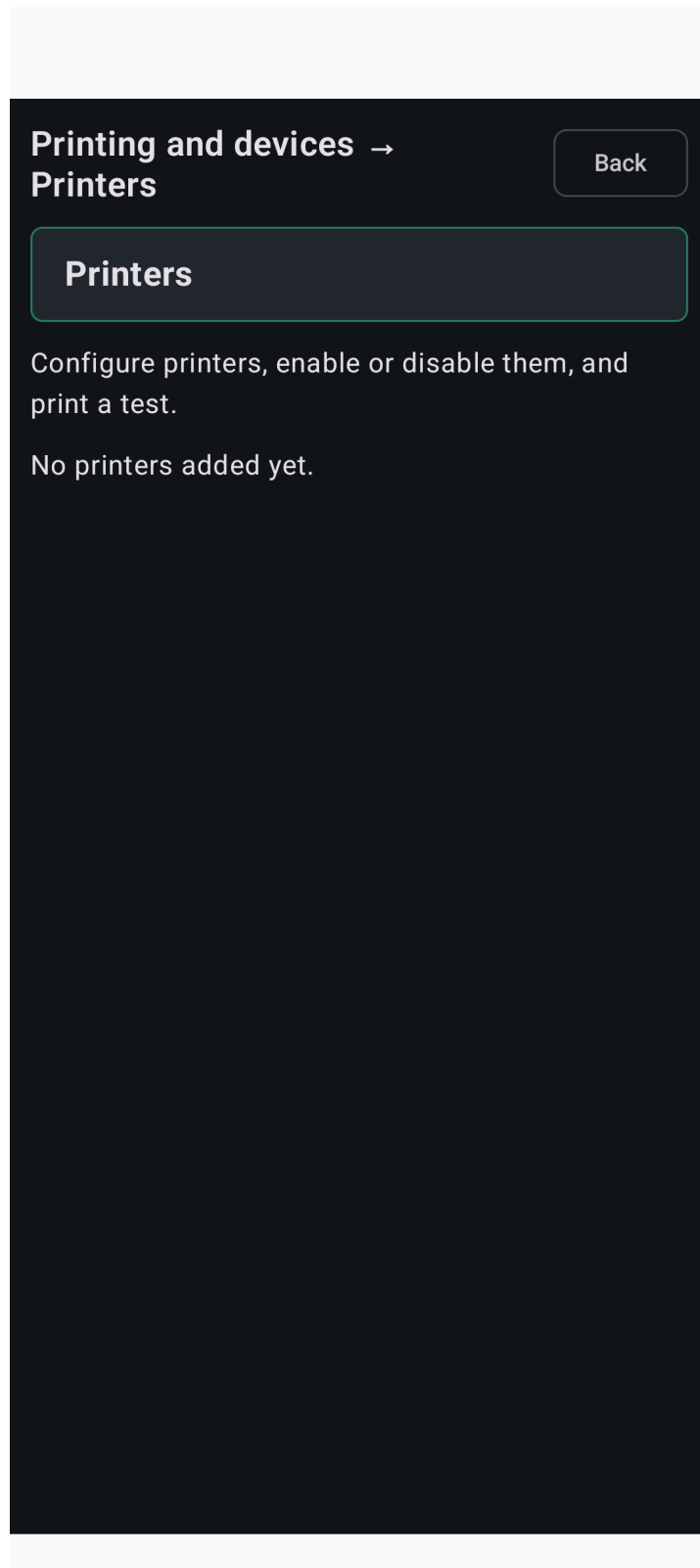
Connect the POS and printer to a network where they can reach each other. Enter the printer's actual connection details from its settings or network test slip. The printer and POS have different addresses. Recheck the profile if the router assigns a new printer address.

Bluetooth

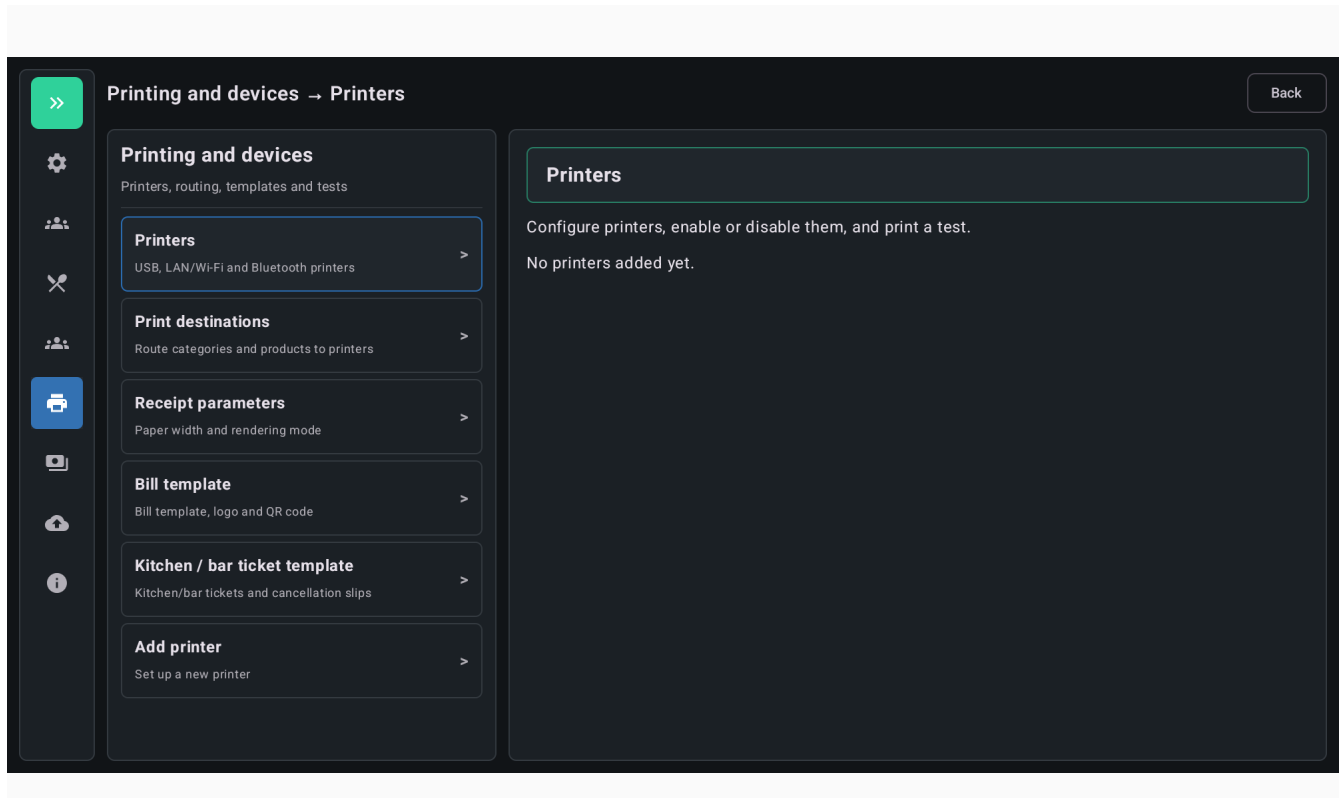
Pair the printer in Android, select it in the app and grant Nearby devices permissions when requested. The implemented transport supports compatible ESC/POS Classic/SPP printers. BLE-only printers or built-in terminal printers are not automatically compatible.

Select paper width and print mode, then print a test. Check characters, margins and line wrapping on paper. Send one training dish to confirm station routing. A successful data transfer alone does not prove paper was printed. If a connection fails mid-print, inspect the printer before retrying. Connected waiter phones use the main POS for production printing.

Printer profiles. The actual connection and paper require a hardware test. / Phone



Printer profiles. The actual connection and paper require a hardware test. / Tablet



14. Receipts, prechecks and kitchen tickets

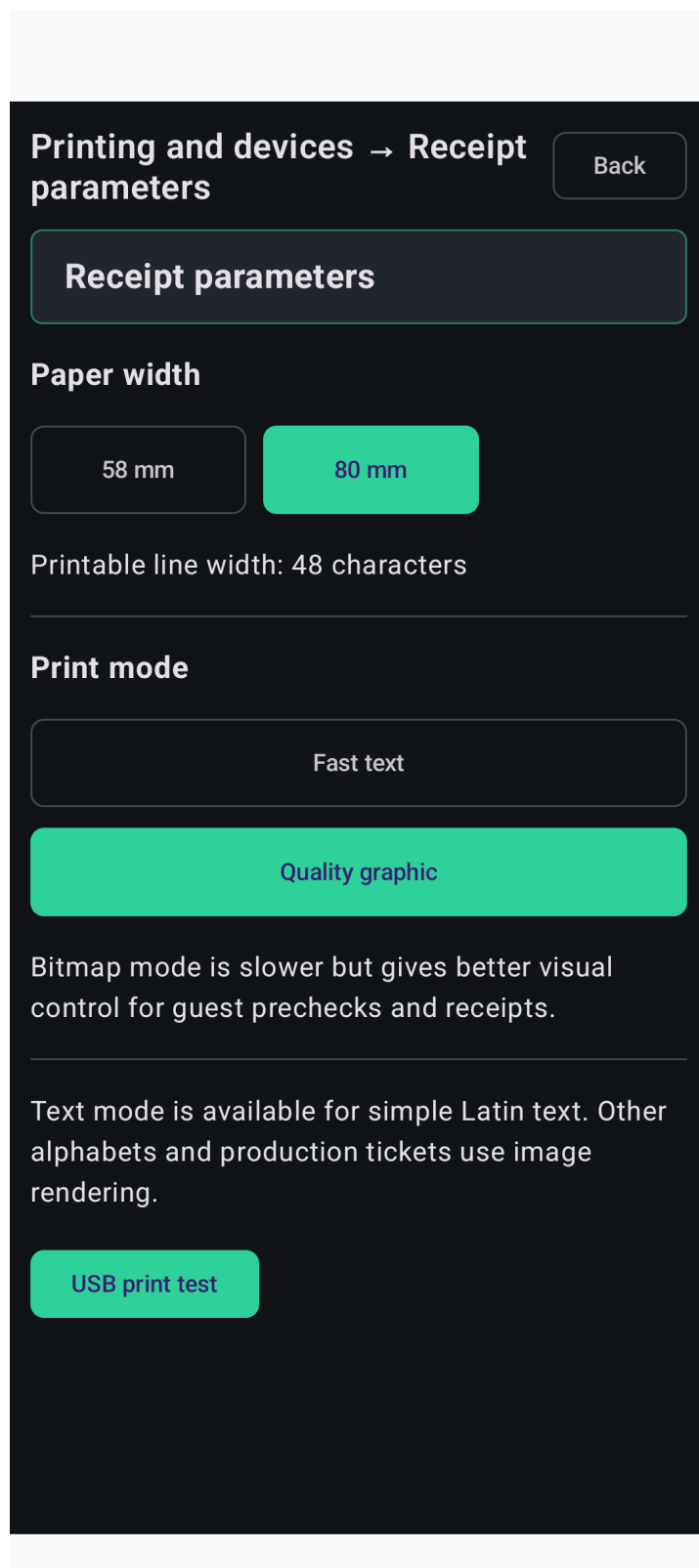
Open **Settings** → **Printing and devices** → **Receipt parameters / Templates**. Choose the physical paper width, 58 or 80 mm. Fast text mode uses the printer's text capabilities. Quality graphic mode renders an image and can improve control over alphabets and appearance. Verify either mode on your printer.

Document	Purpose
Precheck	Shows the order and amount before payment; does not close the order
Document after payment	Records the local payment; it is not automatically a fiscal receipt
Kitchen/bar ticket	Tells the preparation station what to make
Cancellation ticket	Communicates cancellation of previously sent items

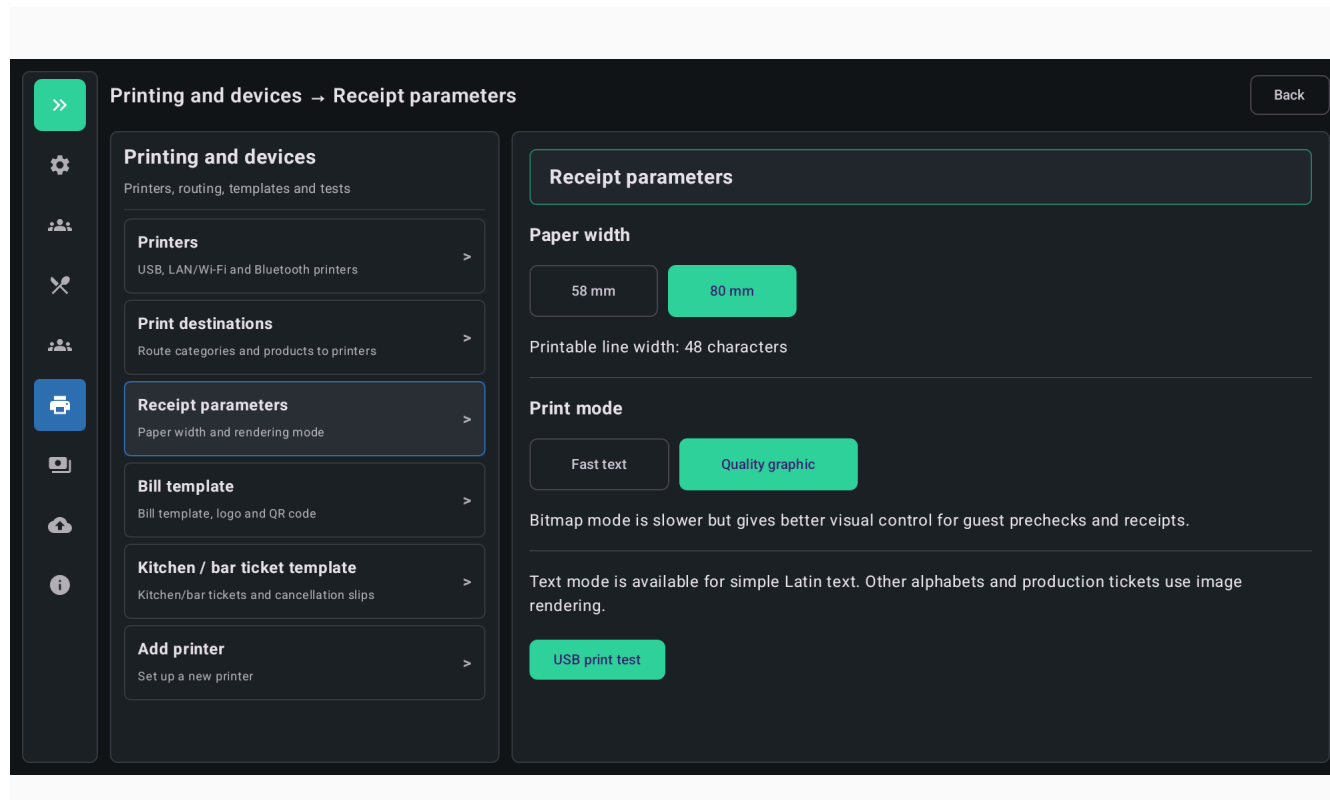
Enable the information you need in templates: venue, table, order, items, modifiers, notes and cancellation reason. Check long names and notes in preview and on paper after each substantial change.

On phones, print-mode buttons and ticket previews are stacked vertically. On tablets the wider preview can place tickets side by side. Screen preview size does not change the physical paper width.

Receipt paper width and text/graphic print modes. / Phone



Receipt paper width and text/graphic print modes. / Tablet



Kitchen ticket preview; this is not a photograph of a printout. / Phone

Printing and devices →
Kitchen / bar ticket template

Back

☒ Table

☒ Order number

☐ Time

Items

☒ Modifiers

☒ Item notes

Cancellation / return

☒ Cancellation reason

Ticket preview

Order ticket

Hot kitchen
Table 5
Order #89
2 × Chicken broth
+ no herbs
Note: serve hot
1 × Ukrainian borscht
+ sour cream

Kitchen ticket preview; this is not a photograph of a printout. / Tablet

Printing and devices → Kitchen / bar ticket template Back

Printing and devices
Printers, routing, templates and tests

- Printers**
USB, LAN/Wi-Fi and Bluetooth printers
- Print destinations**
Route categories and products to printers
- Receipt parameters**
Paper width and rendering mode
- Bill template**
Bill template, logo and QR code
- Kitchen / bar ticket template**
Kitchen/bar tickets and cancellation slips
- Add printer**
Set up a new printer

Items

- ☒ Modifiers
- ☒ Item notes

Cancellation / return

- ☒ Cancellation reason

Ticket preview

Order ticket	Cancellation ticket
Hot kitchen Table 5 Order #89 2 × Chicken broth + no herbs Note: serve hot 1 × Ukrainian borscht + sour cream	CANCEL / VOID Hot kitchen Table 5 Order #89 Reason: input mistake -1 × Chicken broth + no herbs Note: guest changed their mind

15. Tables and everyday orders

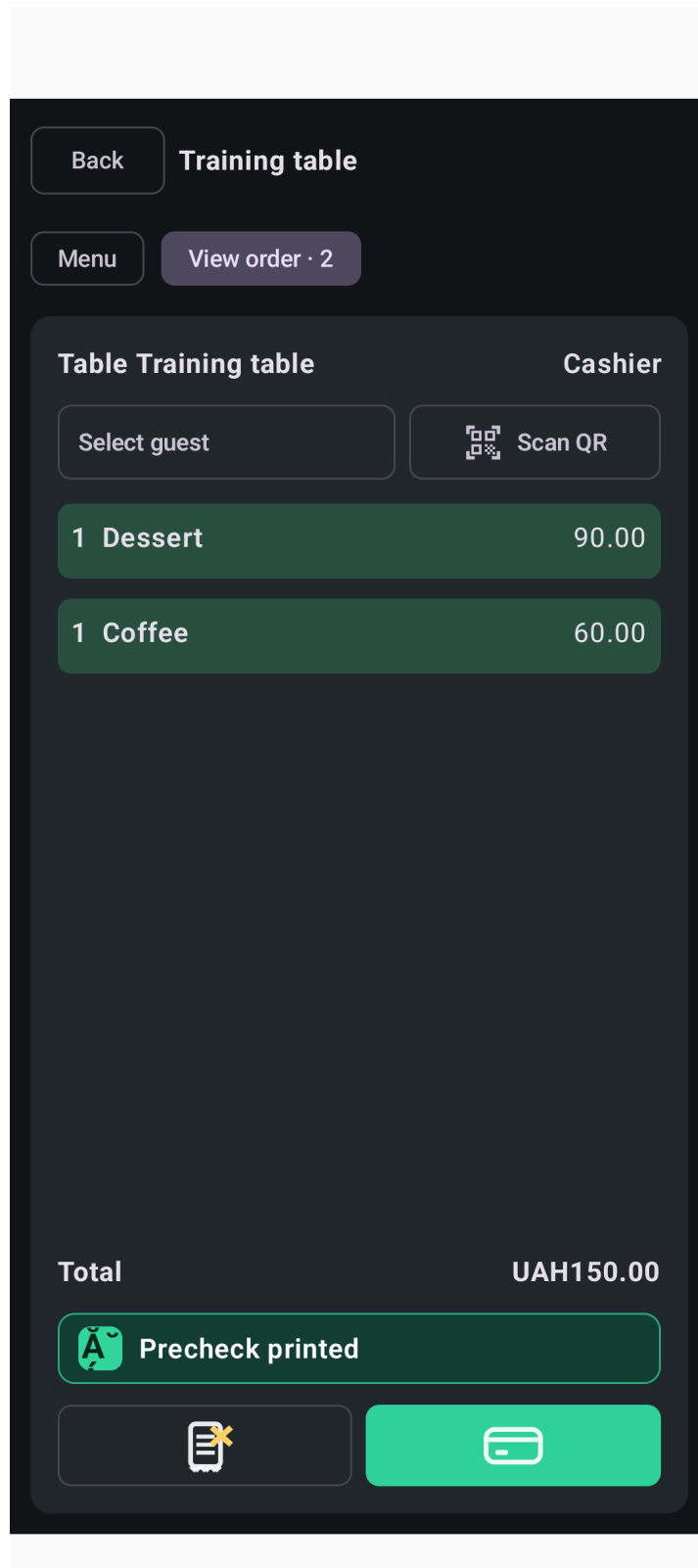
On Tables, open an existing order or choose **New table**. Check the table name and guest count. If an expected table is missing, check the employee, tablet filters, phone purpose and connection before creating a duplicate.

Choose a category or search, add a dish, select modifiers and set quantity. Review the name, variant, price and note in the order. Identical items may merge; variants and notes may keep lines separate.

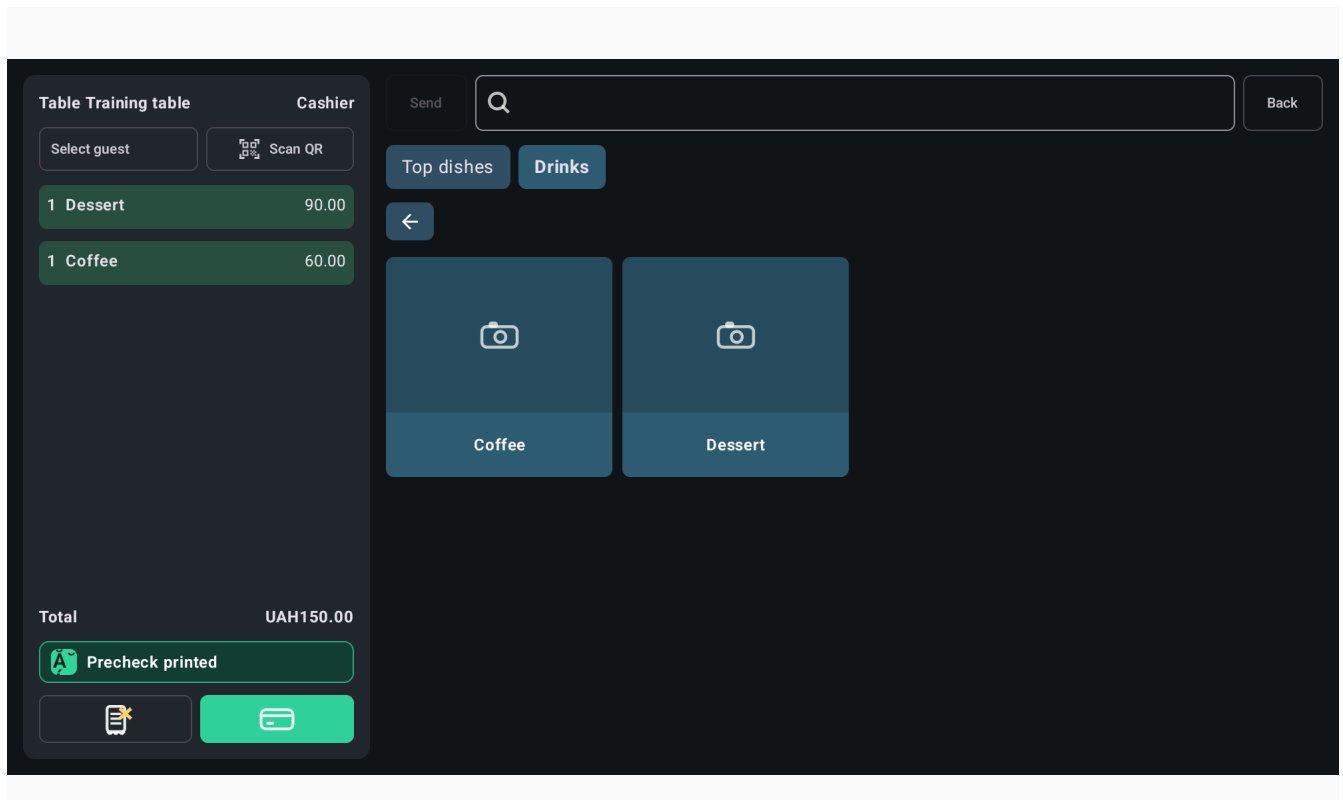
New items have not yet been accepted for preparation. Send and check the result. Adding dishes to a sent order should send the new portions, not recreate the original order. Check station printing where used.

Phones switch between menu and order views and do not display the All / New items / Sent table filters. Tablets retain those filters and wider panels. Use the ordinary Back action to return to Tables. If printing is uncertain, inspect order state and paper before retrying.

One Coffee at 60 and one Dessert at 90: total 150. / Phone



One Coffee at 60 and one Dessert at 90: total 150. / Tablet



16. Changes, cancellation and transfer

Before sending, correct quantity, variant or note in the order and check the new total. After sending, the kitchen may already be preparing the item. Use the cancellation action, choose the actual reason and check the cancelled quantity. Appropriate permissions may be required.

If inventory is enabled, enter how many cancelled portions were **not prepared**. Only that portion count returns the previously consumed ingredients. Prepared cancellations remain consumption and are reported as losses. Do not mark food unprepared merely to adjust the stock balance.

After cancellation, verify the remaining order and notification to the station. If the printer fails, communicate with the kitchen directly; no paper is not confirmation that the chef knows about the change.

To transfer an order or items, choose the destination table, verify the selected contents and confirm. Open both tables afterwards. Moving a category in menu settings is unrelated. Do not bypass a denied action with a negative sale or a duplicate paid order; chapter 19 explains reopening a paid order.

17. Recording payment

An authorised employee on the main tablet or independent phone records payment. The app does not execute a bank-card charge or transfer.

1. Open the correct order. Check items, guest, discount, tips and amount due.
2. Choose the actual payment method from the configured methods: cash, card, transfer, certificate or split.
3. For cash, enter the amount received and check change. Use the exact-amount action only when the guest gives that amount.
4. For split payment, distribute the amount among methods. Fill remainder can complete the allocation; still verify each part.
5. Confirm that money was actually received. Check a card or bank transfer on the separate payment system.
6. Close the order and check its paid state, reports and any printed document.

Training example: Coffee 60 + Dessert 90 = 150. Cash received 200 gives change 50. A split of cash 100 and card 50 also totals 150. Recheck allocation if a discount or tip changes the total.

On a phone, the payment and order-summary views are separate. Finish typing and dismiss the keyboard before the final check. If payment succeeds but printing fails, look up the paid order first. Never register a second payment just to obtain another printout.

Cash payment: 150 due, 200 received, 50 change. / Phone

Back Order summary Payment

Cash Card Transfer

Certificate Mixed

To pay: UAH150.00

Cash received

200

Exact amount

Change: UAH50.00

Close order

Cash payment: 150 due, 200 received, 50 change. / Tablet

Order summary

Back

Training table

1 Coffee	60.00
1 Dessert	90.00

Subtotal

UAH150.00

Total due

UAH150.00

Payment

Cash

Card

Transfer

Certificate

Mixed

To pay: UAH150.00

Cash received

200

Exact amount

Change: UAH50.00

Close order

18. Reports and cash shifts

Open **Menu → Reports** with the appropriate permissions. Select Today, Yesterday or another period before comparing amounts. Sales, order count, average check, popular dishes, discounts, tips and payment methods answer different questions.

Find a specific paid order to reconcile an amount. Review its contents and payment, then use the action log to understand changes. Export reports to XLSX through the Android file picker. Open the exported file to confirm the period and content.

Open a cash shift before the sales you intend it to include. At closing, review totals, count physical cash and enter the counted amount and any comment. The current expected-cash figure is based on cash sales in that shift. It does not automatically represent opening change money or every external cash movement; account for those separately during reconciliation.

Closing a POS shift does not close a bank-terminal batch or a fiscal shift at an unconnected provider. Phone and tablet show the same functions with different spacing. Always check period and employee permissions first.

19. Reopening a paid order

In **Reports → Paid orders**, an authorised owner or administrator can restore an order to work. This changes accounting records: it creates a table for the order, removes its payment records and paid state, clears the applied discount and recalculates the amount. It does not refund money through a bank.

1. Locate the exact order by period and details.
2. Establish the reason and what actually happened to the money. Arrange any real refund separately.
3. Read the confirmation and restore only after checking the consequences.
4. Open the restored table. Recheck items, employee, amount and necessary discounts.
5. Finish the correction, record the correct payment and verify reports again.

Do not reopen an order merely to print a copy. Reopening does not automatically return inventory or require resending the full order to the kitchen. Check the actual required correction before printing or cancelling items.

20. Timesheets and preliminary pay

Open **Menu → Timesheet**. Pay schemes are in company and employee settings. Select the day/period and an employee or All employees. Today returns to the current date.

Enter the employee's start, finish, break and any note. Verify the duration before saving. PIN sign-in does not create working-time entries automatically.

Configure the pay scheme and test it with known hours. Compare hours, sales, bonus and preliminary total. Changes to time entries or the scheme can alter the result. The total is a calculation from entered data, not proof of an actual payment to an employee.

The phone toolbar uses three compact rows: title and Back; period and Today; employee and Export CSV. The tablet uses a wider toolbar. Set filters before exporting and check the file. Timesheet CSV and report XLSX are different exports.

Timesheet filters and export. An empty training period contains no work entries. / Phone

Timesheet

Back

Period
16.09.2026

Today

All staff ▾

Export CSV

Hours

0:00

Sales

UAH0.00

Bonus

UAH0.00

Preliminary pay

UAH0.00

Add work entry

No active staff

Timesheet filters and export. An empty training period contains no work entries. / Tablet

Timesheet

16.09.2026

Export CSV

Back

Period: 16.09.2026

Today

All staff

Hours
0:00

Sales
UAH0.00

Bonus
UAH0.00

Preliminary pay
UAH0.00

Add work entry

No active staff

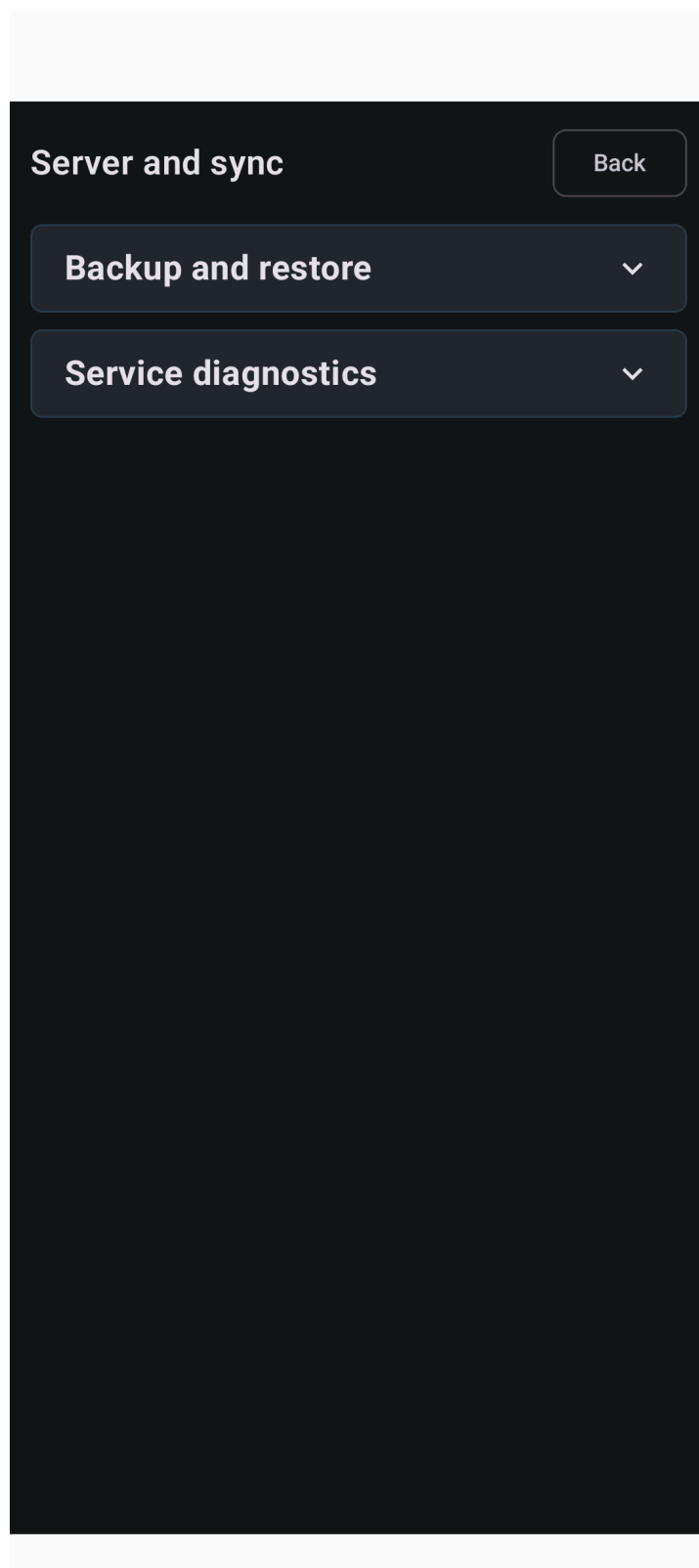
21. Pairing a waiter phone

The main POS must be configured and both devices must be reachable on the local network. Internet availability alone does not prove this. Guest Wi-Fi client isolation can prevent device communication.

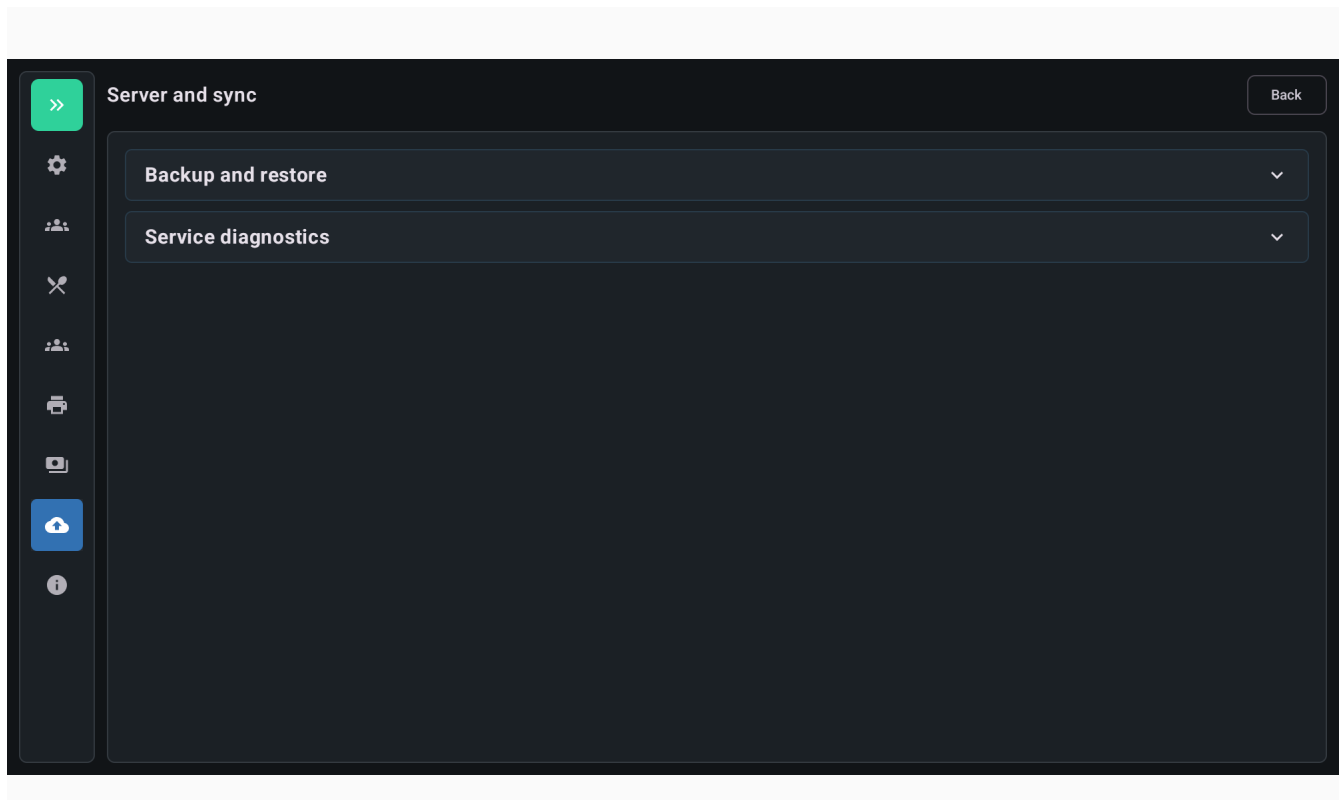
1. Create a waiter or bartender employee on the main POS and check the employee PIN.
2. Open **Settings** → **Server and synchronisation** → **Wi-Fi devices** on the main POS, enable main-POS service and create a pairing invitation.
3. On the phone, select waiter-terminal purpose. Open administrative connection settings and scan the invitation or use the provided manual entry.
4. Check the main POS and venue names, then confirm the intended device.
5. Sign in on the phone using the employee PIN from the main venue, not the phone's local administrator PIN.
6. Create a training table, add an item and send. Check the accepted order, employee and printing on the main POS.

The main POS must remain powered and reachable. Pair again after restoring its backup. Before connecting to another venue, resolve pending drafts with the administrator. Do not send old venue drafts to a new venue. Local waiter pairing is separate from owner-service invitations and does not require Google sign-in.

Server and connection settings; no live invitation is shown. / Phone



Server and connection settings; no live invitation is shown. / Tablet



22. Waiter work and lost connections

Check your employee, venue and available tables. Add dishes, modifiers, quantities and notes, review the order and send. Wait for acknowledgement from the main POS. A local draft or cached table is not proof of an accepted order or printed ticket.

If Wi-Fi is lost, keep the existing operation. Restore connectivity and check its state rather than creating the same order again. An operation may wait while the main POS edits the order. Use the supported retry for that operation.

If the outcome is still unclear, ask the main-POS employee to check the exact table, items and submission time. Agree what was accepted before any manual re-entry. Resolve pending actions before switching employees on the phone.

Guest QR attachment needs an available main POS and confirmation after submission. Payment takes place on the main POS. A legacy unfinished monetary operation after an update is an administrative recovery issue, not a return of ordinary remote-payment functionality.

23. Backup and restore

Open **Settings** → **Server and synchronisation** → **Backup and restore** on the device that owns the venue. A waiter-phone backup does not replace the main POS backup. An independent full-POS phone owns its own venue data.

Create a backup

1. Check the venue and device, and finish important operations.
2. Choose backup creation. Save the prepared .panobackup file through Android's file picker.
3. Use a dated filename and confirm that the file exists and is accessible outside the POS device.
4. Keep several dated copies with suitable access restrictions. An unpassworded backup contains venue and guest data.

A copy only on the same device will not help if it is lost. Menu CSV, timesheet CSV and report XLSX do not replace the full backup.

Restore a backup

Restoring replaces the current local database; it does not merge two venues. First save the current state separately if needed.

1. Select the backup and wait for validation. In the preview, check venue, date and record counts.
2. Confirm **Restore and close** only for the intended copy, then restart the app.
3. Sign in using a PIN from the restored data. Check menu, employees, orders, inventory and settings.
4. Pair Wi-Fi terminals and owner access again where used. Test physical printers.
5. Review unresolved printing and pending drafts before retrying anything.

The device retains its chosen purpose; a file does not turn a waiter phone into a full POS automatically. Trusted keys from another device are not transferred as ready pairings. The local undo of the last restore is not a substitute for an external backup. Practise a complete restore on a separate device before relying on backups.

For automatic encrypted copies in your own cloud, see [chapter 31](#). After restoration, reconnect cloud storage and enable the schedule again: cloud credentials are not included in a backup.

Delete your online POS PANO account

From version 0.1.0-internal.3, open **Settings** → **Server and sync** → **Terminal connection** → **Delete server account**. You can also open the [account deletion page](#) in any browser. Sign in to the owner console with the Google account that created the organisation. Open **Delete server account**, review the organisation and number of venues and terminals, type **DELETE**, and confirm.

This permanently removes the online organisation, venues, invitations, terminal registrations and access history. It affects every terminal in that organisation; existing online access credentials and invitations become invalid. Provider recovery copies may persist for up to 30 days and are not used to reactivate the deleted account. Creating an organisation again starts empty.

Your Google/Gmail account, the restaurant database on each device and files already exported or saved in your own cloud are not deleted. The local POS remains available. Stop automatic cloud backups separately in **Cloud backups**, then remove unwanted archives through your storage provider. Disconnecting one terminal alone does not delete the online account. If you cannot access the owner account, contact **spano.bro@gmail.com** without sending passwords, PINs or complete backups.

24. Settings reference

Section	Purpose	Chapter
General	Language, currency, date, appearance, auto sign-out and after-send behaviour	6
Company and employees	Venue details, roles, employees and pay schemes	6, 7, 20
Menu	Categories, dishes, modifiers, cancellation reasons, discounts and tips	8-11
Guests	Guest records, personal QR and assigned discounts	12
Printing and devices	Printer profiles, stations, paper width and templates	13-14
Order, payment and receipt	Payment methods and local fiscal settings	17
Server and synchronisation	Device purpose, local Wi-Fi connections, diagnostics and backups	21-23
About/help	App version and available application information	25

For a fiscal profile, review the POS name, legal entity, country/rules, provider, operating type and activity. Phone fields are stacked, with the Save action separate from activity. Save and reopen to verify values. none means no selection, not successful fiscal registration. These settings do not activate a real fiscal service.

Device lists and queued events assist diagnosis. A listed device is not necessarily online. Owner invitations, waiter pairing and backup files solve different problems.

25. Troubleshooting

Problem	First checks
PIN rejected	Check local-administrator versus venue-employee PIN and employee activity. Do not clear app data
Payment/settings missing	Check permissions and phone purpose; waiter phones do not take remote payments
Table missing	Check employee, tablet filters, main POS and phone connection before creating a duplicate
Dish missing	Check category, activity, available-portion limit and waiter menu freshness
Unexpected total	Check quantity, modifier surcharge, guest, discounts and tips
Wrong printed characters	Try the configured graphic mode and verify paper on that printer
Nothing prints	Check power, paper, lid, profile, station, USB permission or network/Bluetooth connection
Only part printed	Inspect paper and order state; distinguish definitely unprinted work from an unknown outcome
Paid but no receipt	Find the paid order before retrying; do not register payment twice
Draft not acknowledged	Check the main POS, local network and the existing operation's status
Wi-Fi devices cannot connect	Check main-POS address, power and router client isolation
Backup rejected	Read the reason and check file/version; do not edit archive contents manually
Phone fails after restore	Pair it again; trusted device keys are not carried over
Timesheet differs	Check period, employee, start/finish, break and pay scheme

If transmission never began, retrying the supported unsent remainder may be appropriate once the cause is fixed. If a failure happened during transmission, the paper outcome is uncertain: inspect the printer and coordinate with the kitchen first. Restarting does not erase the previous print attempt.

When reporting a problem, include app version, device and purpose, steps, expected result, actual result and time. For printing, add printer model and connection type. Use a training order and a screenshot without PINs, pairing invitations or guest data. During internal testing contact the organiser who supplied access. Developer information: spanobro.com.

Cloud, replacement device and support

If cloud connection fails, check internet access, the selected Google account or the HTTPS WebDAV address and service password. A WebDAV service password and an archive recovery password are different. Reconnect through the app when access has been revoked; do not remove existing copies to fix sign-in. While Google access is limited to testing, ask the test organiser about account eligibility.

If an automatic copy is late, check that automatic backup is enabled, the recovery password is saved, the required network is available and Android is not restricting background work. Look at the last successful backup time. Android may delay the schedule; run a manual copy and verify its presence before replacing the device. See chapter 31.

On a replacement device, first preserve any data already there. Download the intended copy, enter its recovery password and check the preview before confirming replacement. Reconnect printers and trusted phones afterward. A lost recovery password cannot be recovered by support; keep it separately from the device and the archive. See chapters 23 and 31.

Write to spano.bro@gmail.com. Include the version and build number from **Settings → About**, device model, Android version, device purpose, time, steps and expected/actual result. For a connection problem add the network and printer model/connection type. Send a sanitised screenshot using training data. Do not email PINs, passwords, terminal invitations, tokens, guest details or a complete venue backup. Coordinate any additional diagnostic transfer with support first.

26. Quick checklists

Administrator: opening

1. Check device, venue, purpose, time, employees, menu and prices.
2. Test physical printing and station routing.
3. Check connected phones and the intended cash shift.
4. Confirm a recent backup exists outside the device.

Cashier: one order

1. Sign in personally and select the correct table.
2. Check items, quantities, variants and notes.
3. Send and check acceptance and printing.
4. Check guest, discount, tips and amount due.
5. Receive money, record actual methods and verify change.
6. Close and check the result. A paper failure is not a reason to pay again.

Waiter: one submission

1. Check employee, venue and main-POS connection.
2. Open your table, add items and review guest and contents.
3. Send and wait for acknowledgement.
4. If uncertain, preserve the existing operation and check on the main POS.
5. Ask the main-POS cashier to take payment.

Administrator: closing

1. Resolve open tables, pending submissions and uncertain printing.
2. Reconcile paid orders, methods and actual money.
3. Close the shift, allowing separately for opening change money.
4. Review timesheets and inventory issues; export required reports.
5. Create and verify an external backup.

27. Glossary

Term	Meaning
Main POS	Device that owns and processes the venue database
Full POS phone	Independent POS with its own local venue data
Waiter terminal	Connected phone that sends orders to the main POS
Draft order	Prepared contents not yet accepted by the main POS
Sent item	Item accepted for preparation; check printing separately
Precheck	Guest's order summary before payment
Kitchen ticket	Preparation instruction for a station
Local payment record	Accounting entry, not an external bank transaction
Cash shift	Group of sales used for a period's cash reconciliation
Backup	File for replacing/restoring local venue data
Stock item	Ingredient, resale item, packaging or semi-finished product
Warehouse	Logical storage location with separate quantity and cost
Recipe card	Versioned quantities of ingredients for a stated yield/portion count
Recipe binding	Dish, recipe version, source warehouse and portion coefficient
Posting	Applying a saved inventory document to stock
Reversal	Linked inverse document preserving the original history
Gross / net	Stock consumed / quantity after processing losses

28. Inventory: from first receipt to stocktake

Inventory is part of the main POS, on a tablet or independent phone. It works locally. One venue can have Pantry, Kitchen and Bar warehouses with a shared item catalogue, but separate balances and costs. Waiter-phone orders consume stock on the main POS after acceptance; the phone does not create a second venue warehouse.

Prepare and enable inventory

1. Sign in as owner/administrator or an employee with inventory permissions. Open **Menu** → **Inventory** and create a backup.
2. Check the venue currency. Enter costs in currency units, not minor units. Existing inventory history keeps its original currency.
3. Create warehouses, then stock items and suppliers as needed.
4. Count actual supplies and post Initial balances for each warehouse.
5. Create recipe cards and bind their versions to dishes and consumption warehouses.
6. In Overview choose **Enable inventory accounting**.

Enablement affects new portions; it does not consume old sent or paid orders retrospectively. Dishes without an active recipe binding remain saleable but do not consume ingredients. Overview lists these dishes. Binding a recipe later does not recalculate earlier portions. Prefer starting between shifts; include already-used ingredients correctly when counting supplies for open orders.

Warehouses, items and units

On Warehouses, choose Add warehouse and enter a name and optional note. New warehouses have no stock until an initial balance, receipt or transfer is posted.

On Items, enter the name, group and base unit: kg for weight, l for liquid, unit for counted items. The base unit cannot be changed later; create a new item for a different unit. Quantities support six decimal places.

Items appear in compact rows with an edit pencil. Groups are alphabetical, can collapse and show item counts. Blank groups appear last as Ungrouped. Letter case and surrounding spaces do not create separate groups. Search matches item and group names, temporarily opens matching groups and restores their collapsed state when cleared. Edit Group to move an item to another group.

Documents can use grams for kilograms, millilitres for litres and packs with a specified number of base units. Two packs of milk, 12 litres per pack, mean 24 litres. The pack factor is stored on that document and does not change old receipts later. Set minimum stock per item and warehouse in Overview. Low or negative balances are flagged. To deactivate an item, first remove active recipe bindings that require it.

Receipts and initial balances

1. Open **Documents** → **Receipt** or Initial balances and choose a warehouse.
2. Enter supplier, document number, date and note where applicable.
3. Choose item, input unit and quantity.
4. Enter the **whole line amount**, not the unit price: 10 litres at 40 require a line amount of 400.
5. Add each line, save the draft, reopen and review it.
6. Choose **Post document** and confirm.

Drafts do not change balances. Posting applies the document once; posting the same document again does not duplicate stock. An old document date records its business date but does not rebuild history retrospectively. Movements retain actual posting time. Blank cost means unknown; zero means a genuinely free receipt. Mixed known/unknown costs are marked incomplete.

Transfers

Open **Documents** → **Transfer**, choose source and destination, add quantities, save and post. The source decreases and destination increases together; venue-wide quantity remains the same and cost follows the goods. The source must have enough stock. A bar shortage does not automatically take ingredients from the pantry; record the physical transfer.

Recipe cards and bindings

Choose **Recipe cards** → **Add card**. Set the name and number of portions represented by the entire ingredient list. For each ingredient enter net quantity and processing-loss percentage; the app calculates gross consumption. With zero losses they match. Enter base units: 18 g coffee is 0.018 kg; 200 ml milk is 0.2 l. A ten-portion recipe must contain ten portions' ingredients and have a portion count of 10.

An ingredient can use the dish binding's warehouse or an explicitly selected source. Save the card, choose **Bind to dish**, select the menu dish, recipe version and main consumption warehouse. Coefficient 1 is a normal portion; 2 doubles the base composition. Save the active binding. The dish editor also provides access to cards.

Current portion cost uses available valued stock in the selected warehouses and excludes modifiers. Unknown costs are not presented as zero. Editing a card creates a new version; bind that version explicitly. Previously accepted portions retain their earlier composition and warehouse.

Modifier substitutions

In a binding, choose a menu modifier, stock item, plus/minus and quantity per sold portion in base units. A substitution uses two rules: Oat milk for cappuccino might subtract 0.2 l regular milk and add 0.2 l oat milk. Changing the modifier price does not change stock; a free add-on can still consume stock. A text note is not a stock rule. Rules cannot make ingredient consumption negative.

When stock is consumed

Action	Inventory effect
Add to an order draft	None
Main POS accepts sending to preparation	Consume ingredients for the new portions
Direct sale without prior sending	Consume when closing the sale
Pay an already sent order	No second consumption
Retry sending or printing	No second consumption
Transfer items to another table	Keep the recorded consumption
Reopen a paid order	No automatic ingredient return

A printer error does not undo accepted consumption. Review queued printing, inspect paper, then confirm printing a marked copy when appropriate. Earlier tickets on the same printer must be resolved before their cancellation tickets. Do not create another order just to print again. Restored unfinished jobs do not print automatically after backup recovery.

Cancellation before and after preparation

For sent portions, enter the reason and **Of these, not prepared** quantity. Only unprepared portions return their recorded ingredients to the original warehouses. Prepared cancelled portions remain consumed and are recorded as losses without a second deduction. Cancelling three with one unprepared returns one portion's ingredients and reports two prepared cancellations. Money refunds and ingredient returns are separate operations.

Semi-finished products

Create a stock item marked Semi-finished, then a production recipe identifying ingredients, batch size and output item. On Production choose the recipe version, input/output warehouses, number of batches and actual yield. Posting consumes raw materials and receives the output together. Cost follows consumed materials and actual yield.

Use the semi-finished item in a finished dish's recipe. Selling the dish consumes that item, not its raw materials again. Recipes cannot include their own output directly or through a cycle. Unknown/negative raw-material stock makes production cost incomplete. A later receipt does not automatically recost already produced and used batches.

Write-off, supplier return and stocktake

Use **Documents** → **Write-off** for spoilage, breakage or other consumption outside orders. Supplier return removes the returned quantity. Enter a reason. Do not write off a prepared order cancellation a second time.

For Stocktake, choose warehouse/item and enter the physical quantity. The document records the book balance at selection and posts the difference. If any receipt, consumption or transfer

changes it before posting, the stale count is blocked. Recount and add the line again. Pause movement for that item while counting. A surplus may have an entered value; otherwise an available valuation is used or cost stays unknown.

Shortages and costs

Sales can proceed with a shortage warning. Negative stock belongs to the selected warehouse. Check missing receipts/transfers, units and recipe quantities. Known stock uses a moving weighted average separately per warehouse. Shortage cost is provisional or unknown. Later receipts cover shortages in order and record separate cost adjustments without changing quantity again.

An unprepared cancellation first removes its own uncovered shortage; after coverage, the return uses adjusted cost. Dish portion limits remain a separate feature.

Correcting documents and retiring warehouses

Drafts can be edited or deleted. Posted manual documents use **Reverse document** with a reason where allowed; the original history remains. Reversal requires no dependent active movements and determined cost. Resolve dependencies first. Unresolved shortages/cost adjustments may require a current stocktake and explanatory correction. Production and order consumption are not reversed with this button; orders use their cancellation workflow.

An unused, empty warehouse can be deleted. A used warehouse is archived after balances, shortages, residual value, drafts, open orders and active bindings are resolved or transferred. You cannot delete the last active warehouse while inventory is enabled. An archived warehouse remains in history and can be reactivated.

Permissions and reports

In Permissions, choose the employee, accessible warehouses and actions: view, costs, catalogue, drafts, posting/reversal, stocktake and recipes. Give viewing access alongside required actions. Access to one warehouse does not permit another.

In Reports choose warehouse and period. Review movements, documents, reasons, employees and prepared cancellations; Show more expands the list. XLSX export has movements for the period, current balances and prepared cancellations for the period. Balances are current at export time, not historical period-end balances. Costs are omitted without cost-view permission. Full backups include inventory and recorded order consumption; restoring a pre-inventory backup does not enable inventory automatically.

Cappuccino exercise

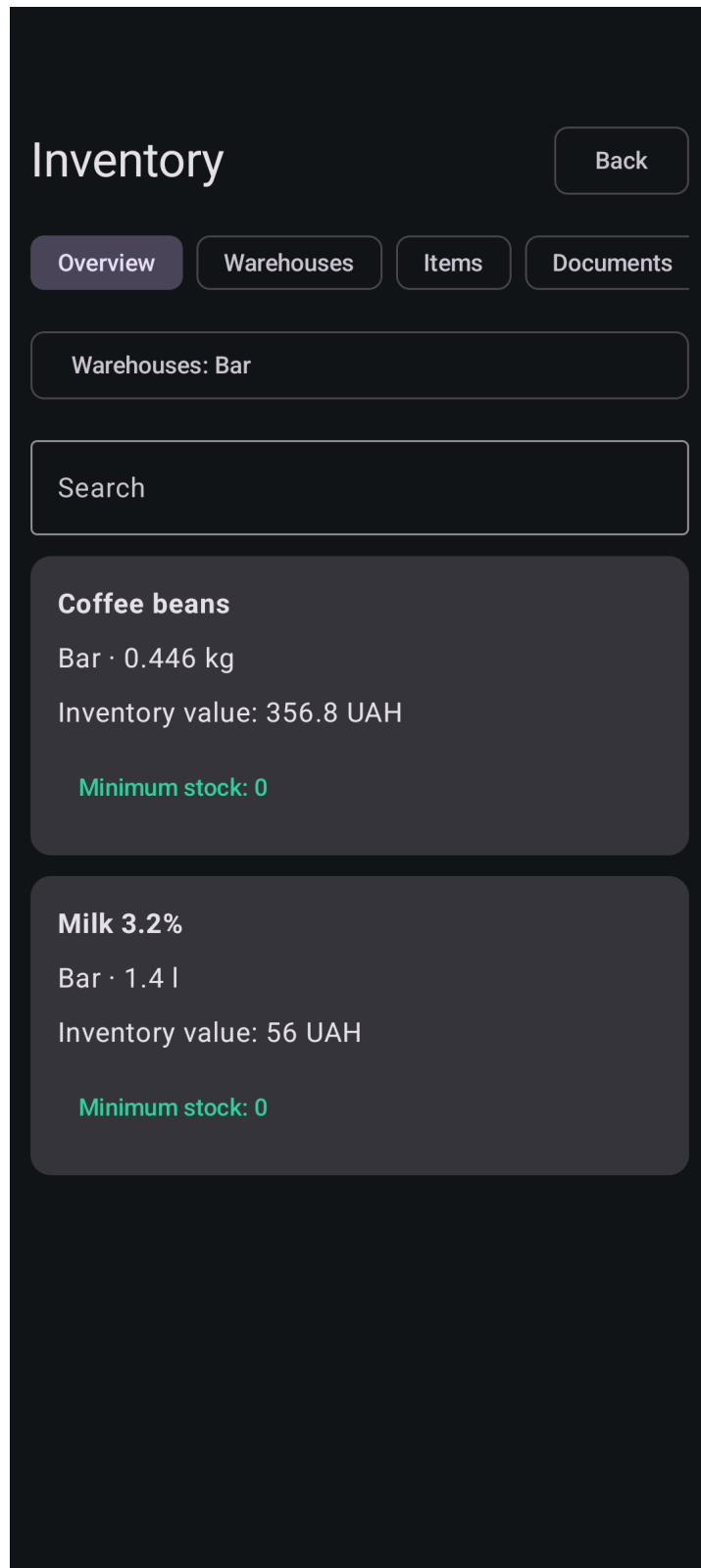
1. Create Pantry and Bar, Coffee beans (kg) and Milk (l).
2. Receive into Pantry: coffee 1 kg for 800; milk 10 l for 400.
3. Transfer coffee 0.5 kg and milk 2 l to Bar.
4. Create one-portion Cappuccino: coffee 0.018 kg and milk 0.2 l. Bind to Cappuccino from Bar with coefficient 1.

5. Enable inventory and send three portions. Bar should show coffee 0.446 kg and milk 1.4 l. Consumption is 54 g and 600 ml, costing 67.20.
6. Pay the order; balances must stay the same. In separate orders, practise cancellations before and after preparation and compare returns/losses.

Phones scroll inventory tabs sideways and open documents as separate full-screen forms.

Tablets show the list and selected document side by side. Both require the same deliberate save and post steps.

Bar after three cappuccinos: 0.446 kg coffee and 1.4 l milk. / Phone



Bar after three cappuccinos: 0.446 kg coffee and 1.4 l milk. / Tablet

Inventory

Back

OverviewWarehousesItemsDocumentsRecipesProductionReportsSuppliersAccess

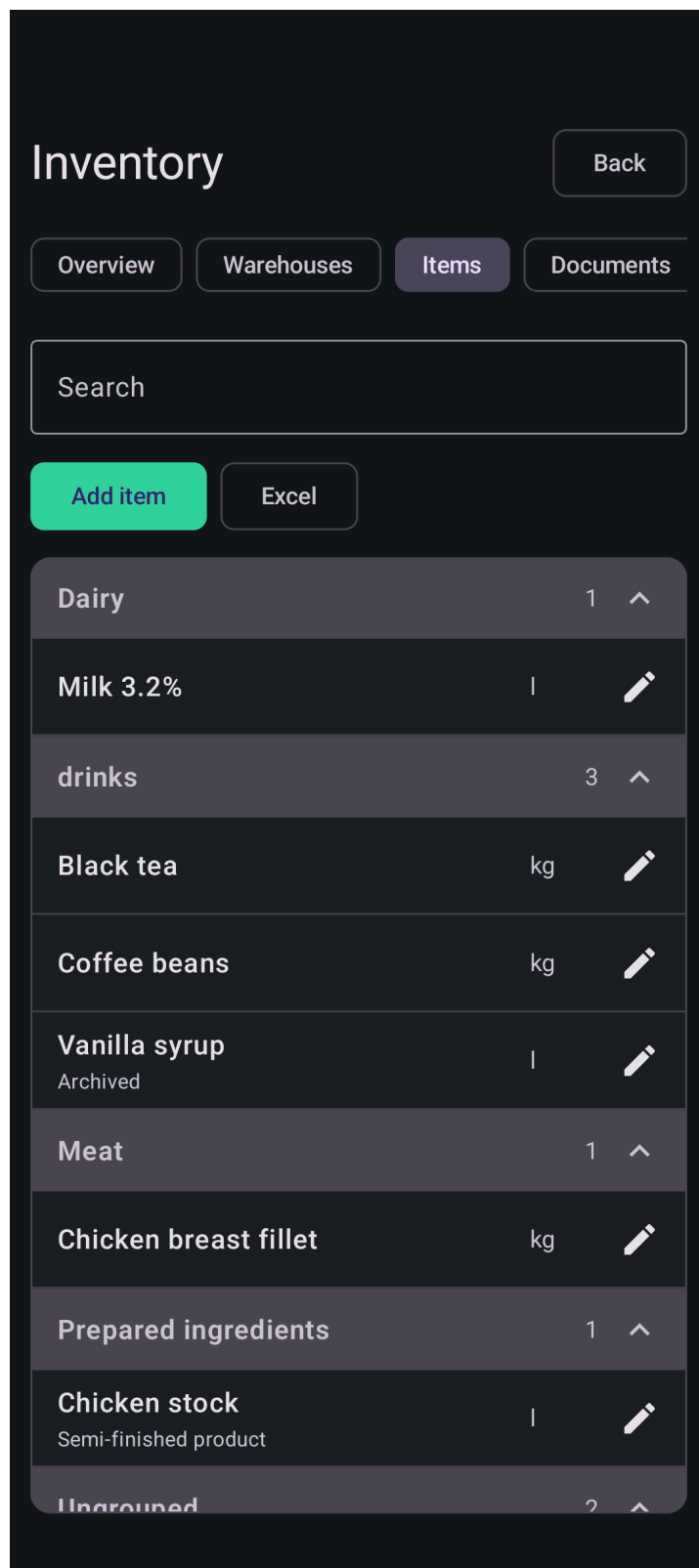
Warehouses: Bar

Search

Coffee beans
Bar · 0.446 kg
Inventory value: 356.8 UAH
Minimum stock: 0

Milk 3.2%
Bar · 1.4 l
Inventory value: 56 UAH
Minimum stock: 0

Item catalogue with groups, units, activity and edit actions. / Phone



Item catalogue with groups, units, activity and edit actions. / Tablet

Inventory

[Overview](#)[Warehouses](#)[Items](#)[Documents](#)[Recipes](#)[Production](#)[Reports](#)[Suppliers](#)[Access](#)

[Add item](#)[Excel](#)

Dairy	1	^
Milk 3.2%	l	
drinks	3	^
Black tea	kg	
Coffee beans	kg	
Vanilla syrup	Archived l	
Meat	1	^
Chicken breast fillet	kg	
Prepared ingredients	1	^

The original receipt into Pantry, before subsequent transfers and consumption. / Phone

Goods receipt

Receipt 128 · 2026-09-16 · Posted

Training delivery

Milk 3.2%

10 l

400 UAH

Coffee beans

1 kg

800 UAH

Reason / comment

Reverse document

Back

The original receipt into Pantry, before subsequent transfers and consumption. / Tablet

Inventory

Back

OverviewWarehousesItemsDocumentsRecipesProductionReportsSuppliersAccess

Search128

Opening balancesGoods receiptTransferWrite-off

Return to supplierStock countReceipts Excel

Goods receipt · Receipt 128

2026-09-16 · Posted

Pantry

Open

Goods receipt

Receipt 128 · 2026-09-16 · Posted

Training delivery

Milk 3.2%
10 l
400 UAH

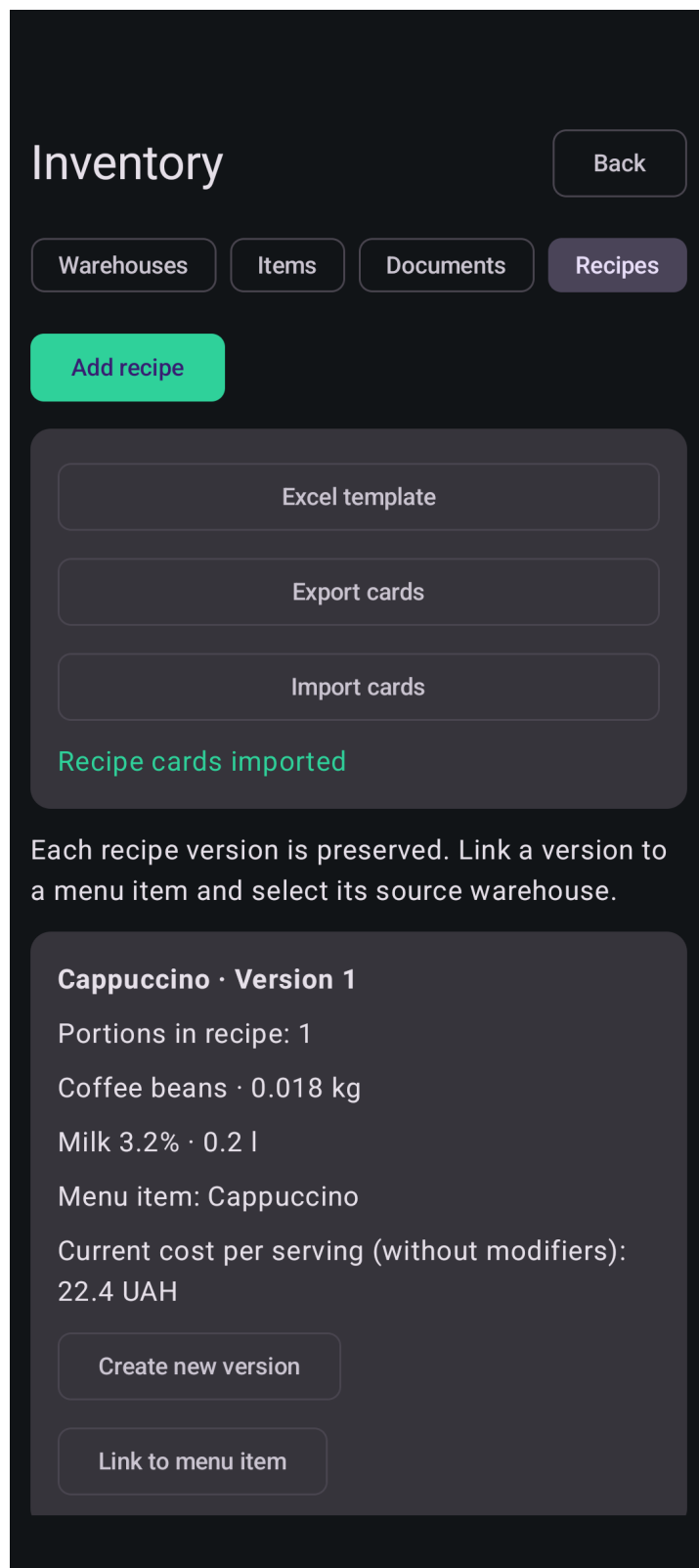
Coffee beans
1 kg
800 UAH

Reason / comment

Reverse document

Back

Cappuccino recipe and its saved version. / Phone



Cappuccino recipe and its saved version. / Tablet

Inventory

[Overview](#)[Warehouses](#)[Items](#)[Documents](#)[Recipes](#)[Production](#)[Reports](#)[Suppliers](#)[Access](#)

[Add recipe](#)

Excel template

Export cards

Import cards

Recipe cards imported

Each recipe version is preserved. Link a version to a menu item and select its source warehouse.

Cappuccino · Version 1

Portions in recipe: 1
Coffee beans · 0.018 kg
Milk 3.2% · 0.2 l
Menu item: Cappuccino
Current cost per serving (without modifiers): 22.4 UAH

[Create new version](#)

[Link to menu item](#)

Binding a recipe to Cappuccino and the Bar warehouse. No modifier rules are configured in this example. / Phone

Link to menu item

Cappuccino · Version 1

Menu item: Cappuccino

Warehouse: Bar

Portion factor
1

☒ Active

Add positive quantities for additions, negative quantities for exclusions. A replacement uses two lines. Free-text notes do not change stock.

Modifier: Select

Item: Select

Quantity change (+ / -): +

Quantity

Add line

Cancel

Save

Binding a recipe to Cappuccino and the Bar warehouse. No modifier rules are configured in this example. / Tablet

Link to menu item

Cappuccino - Version 1

Menu item: Cappuccino

Warehouse: Bar

Portion factor
1

☒ Active

Add positive quantities for additions, negative quantities for exclusions. A replacement uses two lines. Free-text notes do not change stock.

Modifier: Select

Item: Select

Quantity change (+ / -): +

Quantity

Cancel

Save

29. Recipe cards in Excel

Open **Inventory → Recipe cards → Excel template / Export cards / Import cards**. The app uses its own recipe-costing template, inspired by the OP-1 layout and extended with gross/net quantities, source warehouse and semi-finished output. It is a working import format, not a claim of compliance with a country's mandatory accounting form.

1. Export a template from the app to include existing ingredient and warehouse reference lists.
2. Transfer the .xlsx to a computer and open it in Excel or LibreOffice Calc.
3. Fill the yellow input cells. One sheet represents one recipe. Copy the entire sheet for another recipe and change its Name field.
4. Save as .xlsx, transfer back to Android and select Import cards.

Field	What to enter
Name, B4	Recipe name; menu-dish binding is chosen after import
Portions, B5	Number of portions represented by all ingredient quantities, normally 1
Ingredient, B	Existing or new ingredient name; new items are shown before saving
Unit, C	kg, g, l, ml, unit; grams/millilitres convert to base units
Gross, D	Stock consumed for the full recipe portion count
Net, E	Positive amount after processing, no greater than gross; blank means equal to gross
Warehouse, F	Existing accessible warehouse; blank uses the dish binding
Unit price, G	Optional price in the row's input unit; grams require price per gram
Note, B7	Optional recipe note
Semi-finished output, B6/E6/F6	Output item, quantity and unit for production cards only

Grey cells calculate line cost, batch total, portion cost and processing loss. Missing any ingredient price leaves totals blank; zero means free. Prices and formulas do not change inventory valuation: receipts and stock balances determine that. Exported prices may use known average stock cost when allowed and unambiguous. Modifiers are excluded; the dish binding's portion coefficient applies separately.

Imported input cells must contain values. Replace your input formulas with Paste special → Values. Leave the template's grey calculation formulas intact. For one Cappuccino use coffee 0.018 kg at 800 and milk 0.2 l at 40: $14.40 + 8.00 = 22.40$. For ten portions, enter 10 portions, 0.18 kg and 2 l: batch 224.00, portion 22.40.

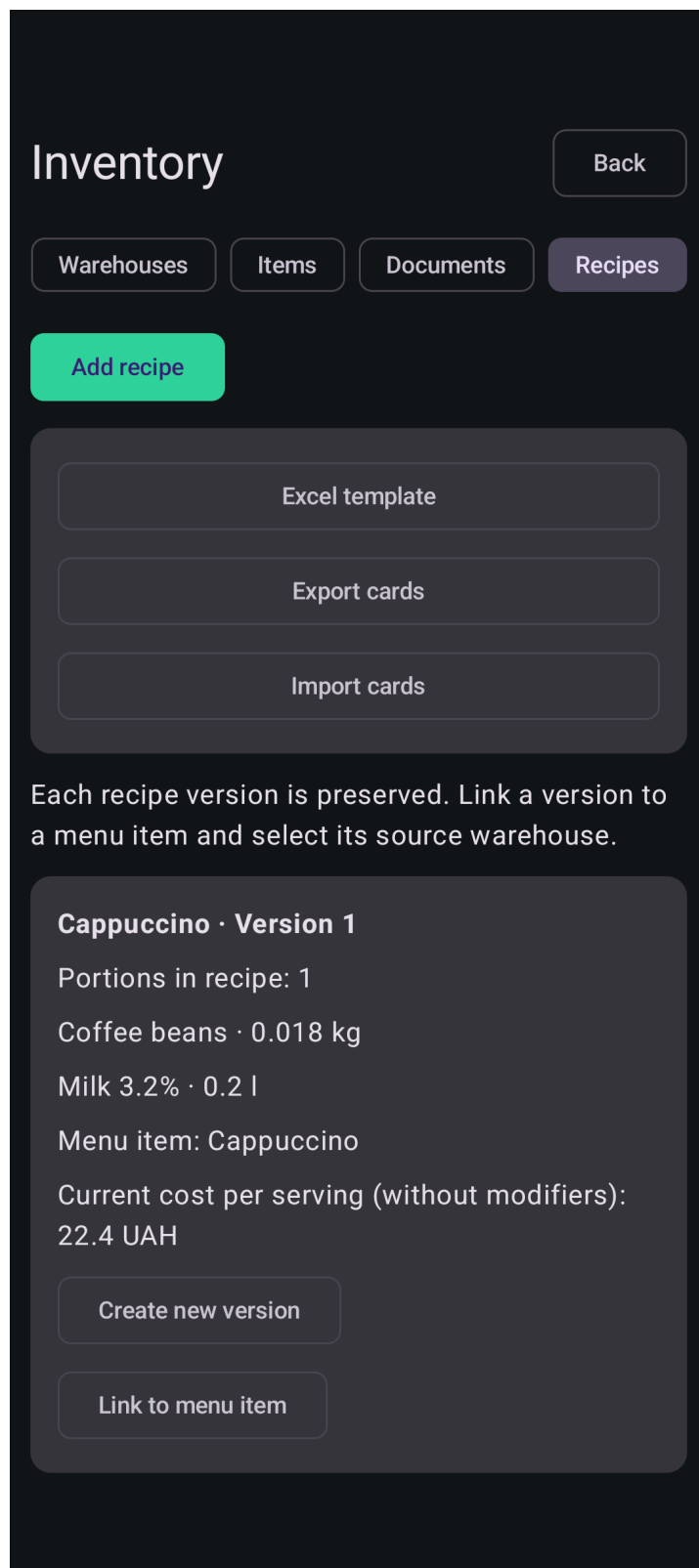
In the import preview, check names, portions, ingredients, warehouses and new items. Errors identify the sheet and cell. Fix the file and select it again. Save applies all cards and new ingredients together, without changing balances or accepted orders. New ingredients require

catalogue-management permission; create warehouses in the app first. Resolve ambiguous item names.

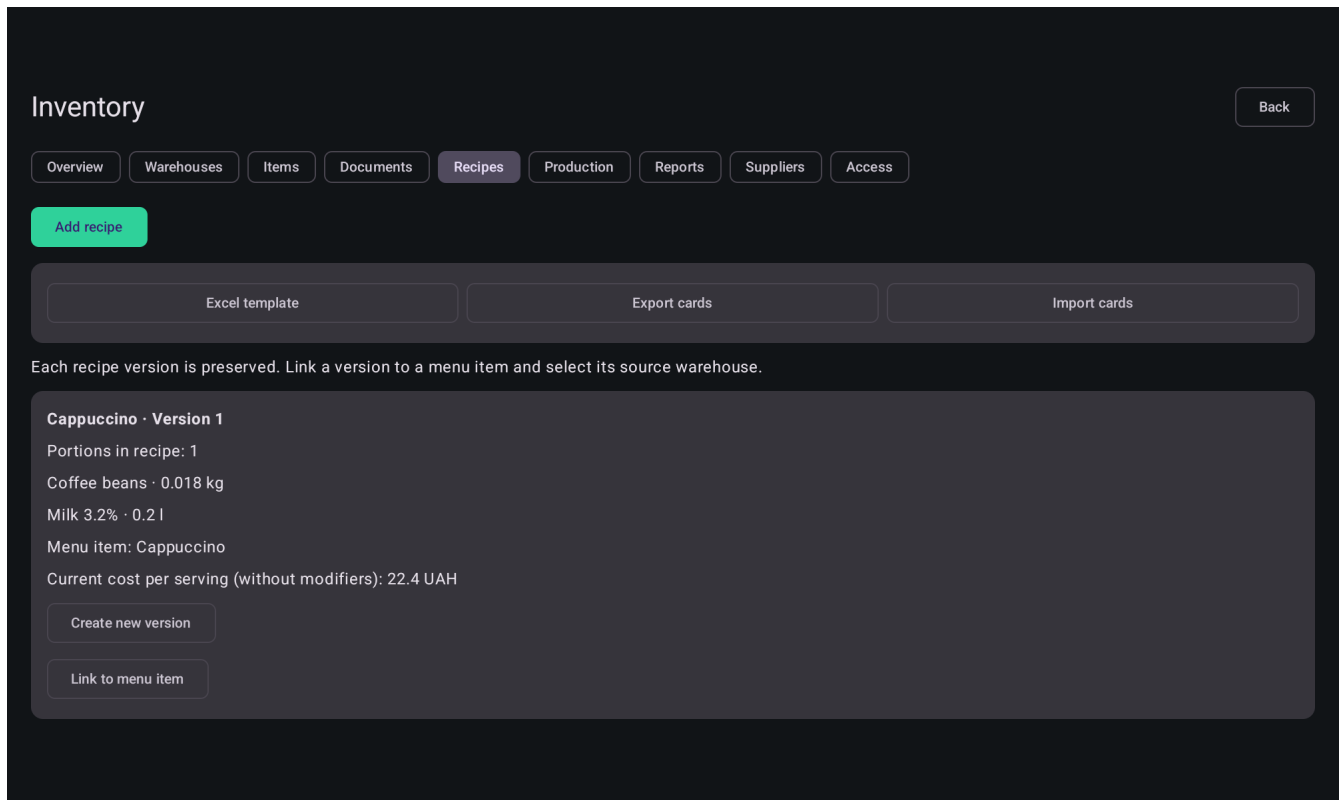
Import does not create menu dishes or switch active bindings. Open the required saved recipe version, select Bind to dish, choose dish, warehouse and coefficient, then save. Export cards returns latest versions. Changed re-imports create new versions; identical imports do not duplicate them. Conflicting edits since export are rejected: export current data again. A new unique name creates a separate card; an existing name is shown as an update in preview.

Preserve hidden columns J-M and the form's top rows. Reference-list edits do not themselves create items. The template has 20 ingredient rows; insert extra rows inside the table and extend neighbouring formulas. Blank template sheets beside filled cards are skipped; a wholly empty file is rejected. Limits: 100 cards, 200 ingredients per card, 8 MB file, 16 MB unpacked data; export references support 10,000 ingredients and 1,000 warehouses. Phones stack file actions; tablets arrange them in a row. Preview scrolls with Save/Cancel kept available.

Recipe template, export and import actions. / Phone



Recipe template, export and import actions. / Tablet



Recipe import review before saving. This unchanged example does not create a new version. / Phone

Review import

Review the cards and new ingredients. Saving creates versions without changing balances. After importing, link the new version to the dish.

Cappuccino

No changes

Portions in recipe: 1

Gross consumption / Net quantity

Coffee beans · 0.018 / 0.018 kg · Use menu item warehouse

Milk 3.2% · 0.2 / 0.2 l · Use menu item warehouse

Cancel

Save

Recipe import review before saving. This unchanged example does not create a new version. / Tablet

Review import

Review the cards and new ingredients. Saving creates versions without changing balances. After importing, link the new version to the dish.

Cappuccino

No changes

Portions in recipe: 1

Gross consumption / Net quantity

Coffee beans · 0.018 / 0.018 kg · Use menu item warehouse

Milk 3.2% · 0.2 / 0.2 l · Use menu item warehouse

CancelSave

30. Item catalogue and receipt imports in Excel

Use **Inventory → Items → Excel** for export, a blank template and item import. Use **Documents → Receipts Excel** for a receipt template and import. Android's file picker opens/saves .xlsx; transfer it to and from the computer by your chosen method. General supplier spreadsheets, old .xls, CSV, PDF and photographs are not parsed: copy values into the POS PANO template.

Item catalogue

Use a blank template for initial entry. To update existing records, export the catalogue: export includes inactive items and ignores search/collapsed groups. Start at row 5, one item per row.

Column	Content
Name	Required, up to 140 characters
Group	Up to 140 characters; blank means Ungrouped
Base unit	kg, l or unit
Semi-finished	1 yes, 0 no
Active	1 yes, 0 no

Blank flags for a new item mean active and not semi-finished; for existing items they preserve the current flag. Use numeric 0/1 rather than Excel boolean cells. Keep hidden columns so renamed items retain balances and recipe links. Sort whole rows, including hidden cells. When copying an existing row to make a new item, clear hidden F/G in the new row.

In a blank template, matching uses names without case or surrounding-space differences. Ambiguous names must be fixed. Use export with hidden IDs for reliable renaming. Review new/changed records and before/after values before saving. One error prevents the entire file from saving. Show more expands long previews.

Import does not delete omitted items, change balances or create receipts. An existing base unit cannot change. Items required by active recipes cannot be deactivated; a semi-finished item with a production card cannot become ordinary. Changes after export/preview require a fresh review. An already applied file reports No changes.

Receipt headers

Create warehouses, items and optional suppliers first. Reference sheets help choose existing records but do not create them.

Cell	Content
B3	Exact active warehouse name accessible to the employee

Cell	Content
B4	Existing supplier name or blank
B5	Required document number, up to 140 characters; preserve leading zeroes
B6	Date as 2026-09-15, 15.09.2026 or an Excel date without time
B7	Venue currency, prefilled; use it for all amounts
B8	Optional note, up to 4000 characters

Copy the complete receipt sheet for multiple documents and change header and lines. Preserve hidden service columns and headers. The number/date input cells are formatted as text for unambiguous entry.

Receipt lines, starting at row 11

Column	Content
A	Existing active item name
B	Delivery unit: kg, g, l, ml, unit, pack
C	Positive quantity in that unit
D	Optional price per delivery unit
E	Optional whole line amount
F	For pack, number of base units per pack; otherwise blank

2500 g becomes 2.5 kg. Three packs of milk with pack size 12 l become 36 l; column D then means price per pack. If E is filled, it is authoritative, including supplier discounts/rounding. Otherwise cost is $C \times D$. With D and E blank, cost is unknown; zero means free. Enter 480 currency units rather than 48000 minor units. Negative amounts and quantities below one millionth of a base unit are rejected.

Each item must appear once per receipt. Combine duplicate lines using total quantity and amount. Import new items into the catalogue first. Preview warehouse, number, date, converted quantities and costs. **Save creates drafts only** and opens the first new document. Review and post each draft separately to change balances.

A duplicate is identified by warehouse + supplier + number + date. An identical document, even already posted, is skipped. The same identity with different contents blocks import: investigate the existing document instead of changing its number to bypass the check. Correct posted receipts through supported reversal and replacement.

Limits and permissions

- Up to 5000 catalogue items per file.

- Up to 50 receipts, 500 lines each and 5000 lines across the file; maximum file size 8 MB.
- Imported cells must hold values. Replace input formulas with Paste special → Values. Protected, corrupt or unsafe files are rejected.
- Catalogue import requires catalogue-management access; receipts require draft creation for the warehouse. Costs require cost access, and posting requires separate permission.
- Data and permissions are checked again at save time; changes may require reloading.

Recommended setup sequence: **warehouses → item catalogue Excel → suppliers → receipt Excel → draft review → posting.**

Reviewing a new Sugar item before saving the catalogue import. / Phone

Review import

One item per row. Units: kg, l, unit. Flags: 1 = yes, 0 = no. Keep hidden columns. Import changes the catalog, not balances.

Add item: 1 · Edit: 0 · No changes: 0

5 · Sugar

Add item

Sugar · Groceries · kg · Active

Cancel

Save

Reviewing a new Sugar item before saving the catalogue import. / Tablet

Review import

One item per row. Units: kg, l, unit. Flags: 1 = yes, 0 = no. Keep hidden columns. Import changes the catalog, not balances.

Add item: 1 · Edit: 0 · No changes: 0

5 · Sugar

Add item

Sugar · Groceries · kg · Active

Cancel

Save

Receipt import preview: saving creates drafts, not posted stock. / Phone

Review import

One receipt per sheet. Fill warehouse, number, date and currency; use existing item names. Dates: YYYY-MM-DD. Line total overrides unit price. Imports create drafts; post them separately.

Draft: 1 · No changes: 0

1 Goods receipt · EX-015

2026-09-15 · Draft

Pantry

Milk 3.2% · 36 l

1440 UAH

Cancel

Save

Receipt import preview: saving creates drafts, not posted stock. / Tablet

Review import

One receipt per sheet. Fill warehouse, number, date and currency; use existing item names. Dates: YYYY-MM-DD. Line total overrides unit price. Imports create drafts; post them separately.

Draft: 1 · No changes: 0

1 Goods receipt · EX-015

2026-09-15 · Draft

Pantry

Milk 3.2% · 36 l

1440 UAH

Cancel

Save

31. Automatic backups to your own cloud

Path: Settings → Server and sync → Cloud backups. **Who:** owner or administrator of the main POS. Both tablets and full-POS phones are supported. Waiter phones use local file backups as described in chapter 23.

Contents and destination

The archive includes the local restaurant database: menu, employees, guests, orders, recorded payments, inventory, recipe cards, settings and images. A .panocloud file is encrypted on the POS and uploaded directly to your storage. Our server does not store the archive or recovery password. Backups do not merge or synchronize the databases of separate cash registers.

Google Drive uses your Google account, without accessing Gmail. Files are stored in POS PANO backups. Other providers must support WebDAV; Nextcloud is one example. An arbitrary cloud website URL is not sufficient.

Connect and schedule

1. Select **Connect cloud storage**, then Google Drive or WebDAV.
2. For Drive, use the Google authorization screen and allow access to app files. For WebDAV, enter the HTTPS folder address, username and app password provided by your service. A POS_PANO subfolder will be created.
3. Enter and repeat a separate recovery password of at least 12 characters. Keep it somewhere other than the POS and confirm that you have saved it. It is neither the cashier PIN nor your Google password. The developer cannot recover a lost recovery password.
4. Enable automatic backups. Choose an interval of 6, 12, 24, 72 or 168 hours and retention of 7, 14 or 30 copies per device.
5. Optionally restrict transfers to an unmetered network, normally Wi-Fi. Select **Connect and save**.
6. Create the first backup and check **Last verified backup**. Success means the uploaded file was read back and checked. Connecting the account alone does not prove a backup exists.

When automatic backups are off, **Back up now** remains available. The network restriction applies to manual uploads too. Android may delay work because of network availability, battery level or power saving. The device must be on; reopen the app after a force stop. Scheduling does not promise an exact clock time.

Older copies from this device are removed only after the new upload is verified. Other devices' files are preserved. Google Drive moves old files to Trash, which may need to be emptied manually to reclaim all storage. Provider retention and trash policies are separate.

Recover on a replacement POS

1. Install POS PANO, complete initial setup as a full POS and sign in as an administrator.

2. Connect the same account or WebDAV folder and enter the password used for the desired copy. Leave automatic backups off for now.
3. Select **Restore from cloud** and choose a date. The short device code distinguishes copies from different registers.
4. Wait for decryption and validation. Check the restaurant and record counts. Nothing is replaced before confirmation.
5. Confirm restoration, then reopen the app and use the PIN from the restored database. Check stock, orders, images and printers.
6. Pair waiter phones again and reconnect cloud backups. Cloud credentials are not included in the archive; restoration disables the schedule until you configure it again.

Restoration replaces the entire local database; it does not merge databases. Wrong passwords or damaged files do not replace live data. If the recovery password changed, older copies still require the old password. Temporarily enter that password in backup settings to restore them, then set the desired password before creating new copies.

Disconnect and troubleshoot

Disconnect cloud storage stops backups and removes saved connection details from this POS. Existing cloud files remain. Google permission is also revoked if the service is reachable. If offline, you can separately revoke access in your Google account settings.

Reconnect after an access error. For storage errors, check free space on the POS, cloud quota and Trash. Failure to remove older files does not invalidate a verified new backup. Check the last success date regularly and practise restoration on a separate training device.

Connect your own cloud and set a recovery password. / Phone

Cloud backups

Storage provider

Google Drive

Sign in to your Google account. Backups are stored in "POS PANO backups" on Google Drive. Access is limited to files created or opened with this app; Gmail messages are not accessed.

Use at least 12 characters. Store this password separately from the POS: it is needed on a replacement device and cannot be recovered by the developer. This is not your Google password.

Backup recovery password

Repeat recovery password

☐

I have saved the recovery password separately

☐

Automatic backups

Backup frequency

Every 24 hours

Copies to keep for this device

Cancel

Connect and save

Connect your own cloud and set a recovery password. / Tablet

Cloud backups

Storage provider

Google Drive

Sign in to your Google account. Backups are stored in "POS PANO backups" on Google Drive. Access is limited to files created or opened with this app; Gmail messages are not accessed.

Use at least 12 characters. Store this password separately from the POS: it is needed on a replacement device and cannot be recovered by the developer. This is not your Google password.

Backup recovery password

Repeat recovery password

☐ I have saved the recovery password separately

☐ Automatic backups

Backup frequency

Every 24 hours

Cancel

Connect and save

Frequency, retention and network settings. Enable automatic backups to start the schedule. / Phone

Cloud backups

are stored in "POS PANO backups" on Google Drive. Access is limited to files created or opened with this app; Gmail messages are not accessed.

Use at least 12 characters. Store this password separately from the POS: it is needed on a replacement device and cannot be recovered by the developer. This is not your Google password.

Backup recovery password

Repeat recovery password

☐

I have saved the recovery password separately

☐

Automatic backups

Backup frequency

Every 24 hours

Copies to keep for this device

14 copies

☒

Only on an unmetered network
(usually Wi-Fi)

Cancel

Connect and save

Frequency, retention and network settings. Enable automatic backups to start the schedule. / Tablet

Cloud backups

Use at least 12 characters. Store this password separately from the POS: it is needed on a replacement device and cannot be recovered by the developer. This is not your Google password.

Backup recovery password

Repeat recovery password

☐ I have saved the recovery password separately

☐ Automatic backups

Backup frequency

Every 24 hours

Copies to keep for this device

14 copies

☒ Only on an unmetered network (usually Wi-Fi)

Cancel

Connect and save