# Create Order & Generate Bill and Manage KOT

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1. Introduction

In this tutorial, you will learn how to take a table order, create a pickup order, and generate a bill for an order.
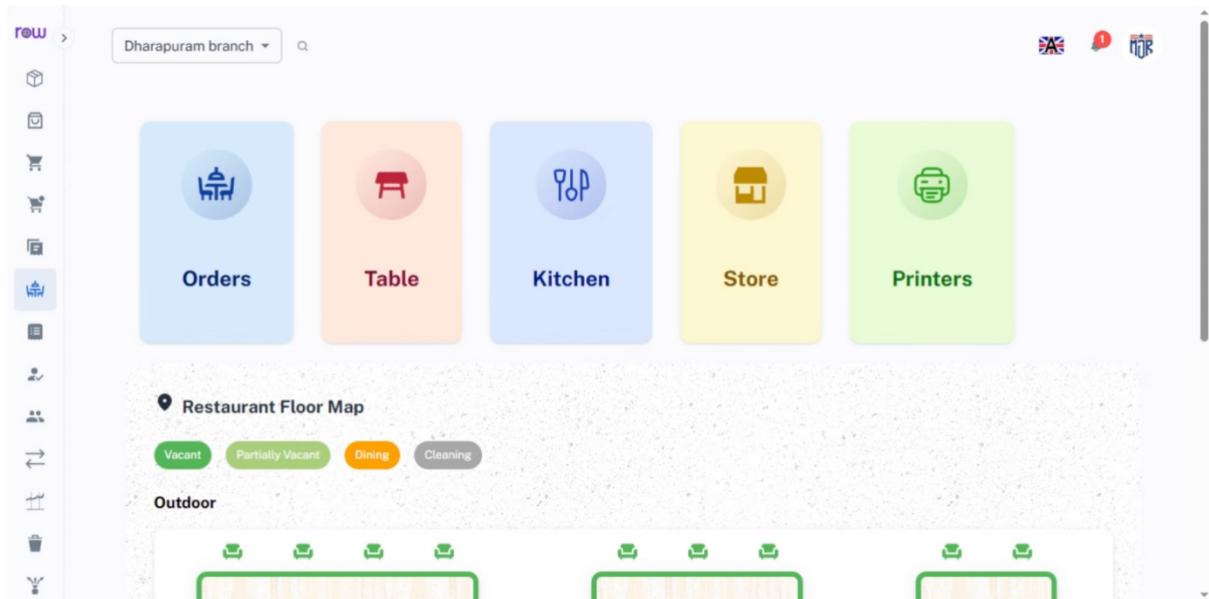
2. Orders Section

Click the Orders section to take a new table order.
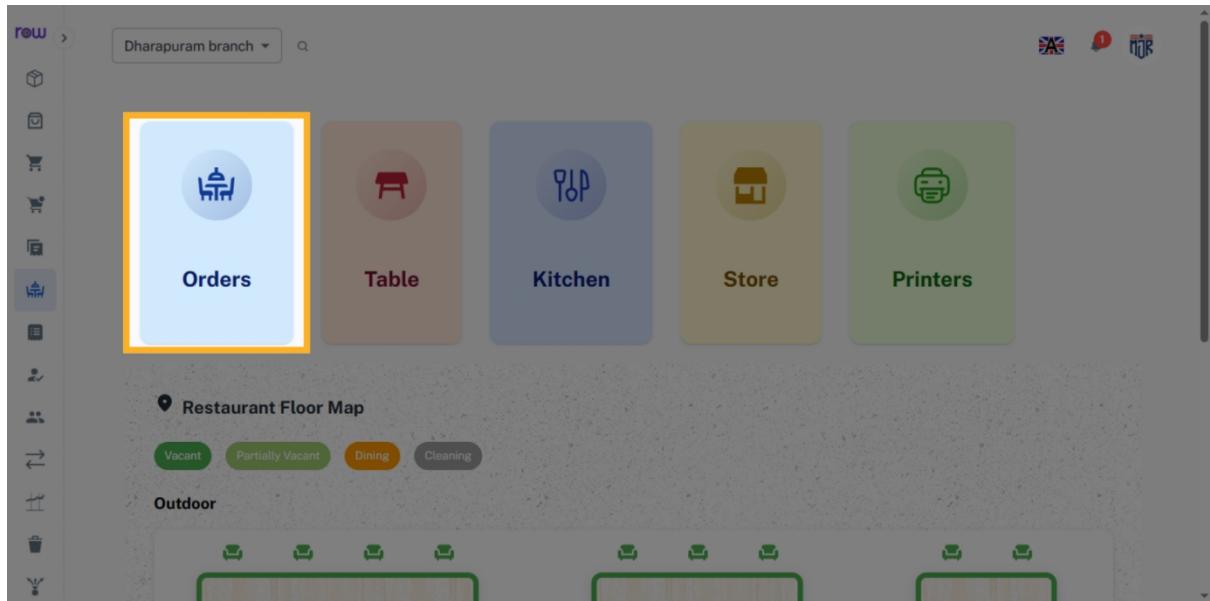
3. Click Dine-in

In the Table Orders screen, you can see Dine-in and Pickup orders. In a Dine-in order, you can select the table and seats, whereas in a Pickup order, table selection is not available. The procedure for a pickup order is the same as for a dine-in order.
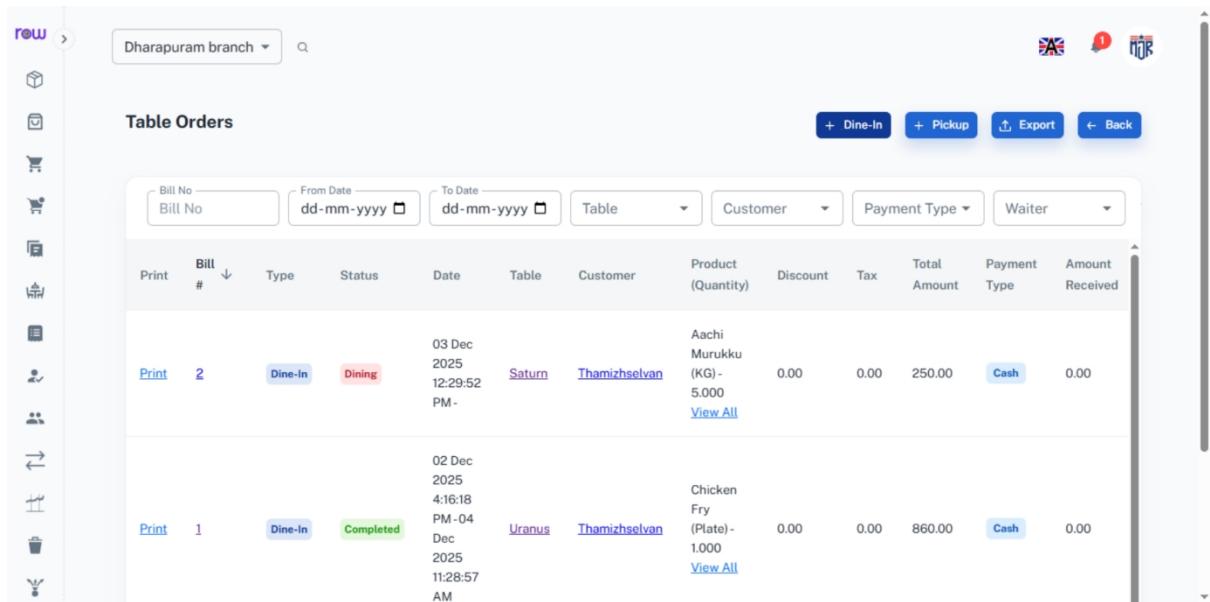
4. Click Dine-in

Click Dine-in to create a new Dine-in order.

5. New Table Order

In this screen, the order date and waiter are already filled in. You can update them if needed.
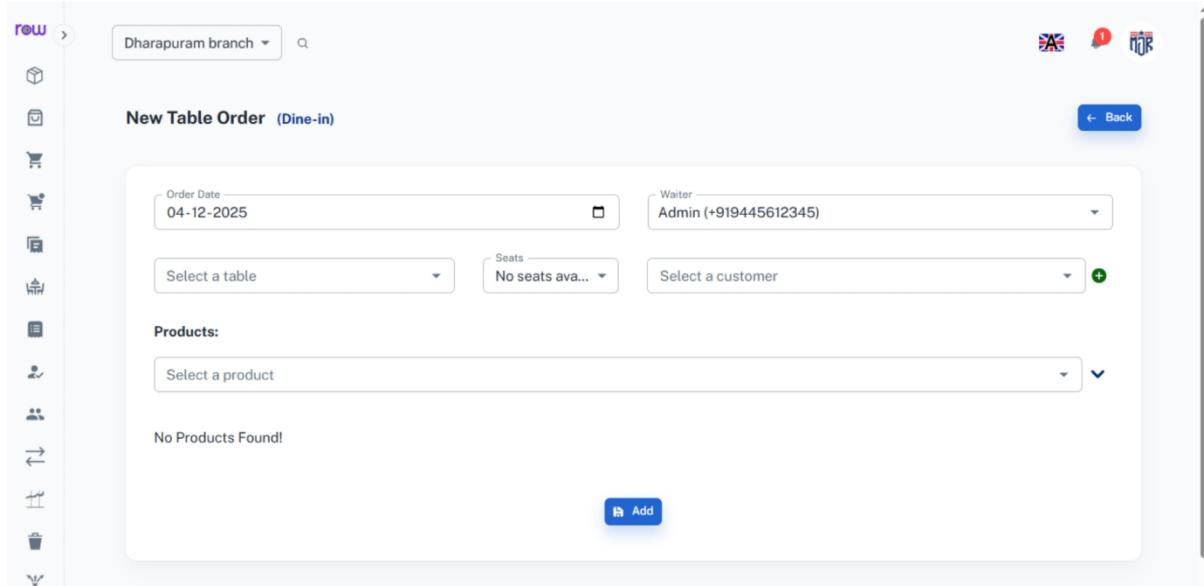
6. Table Selection

Select Table

7. Seat Selection

Select Seat

8. Customer for Order

Select the existing Customer or click the + icon to create a new Customer.
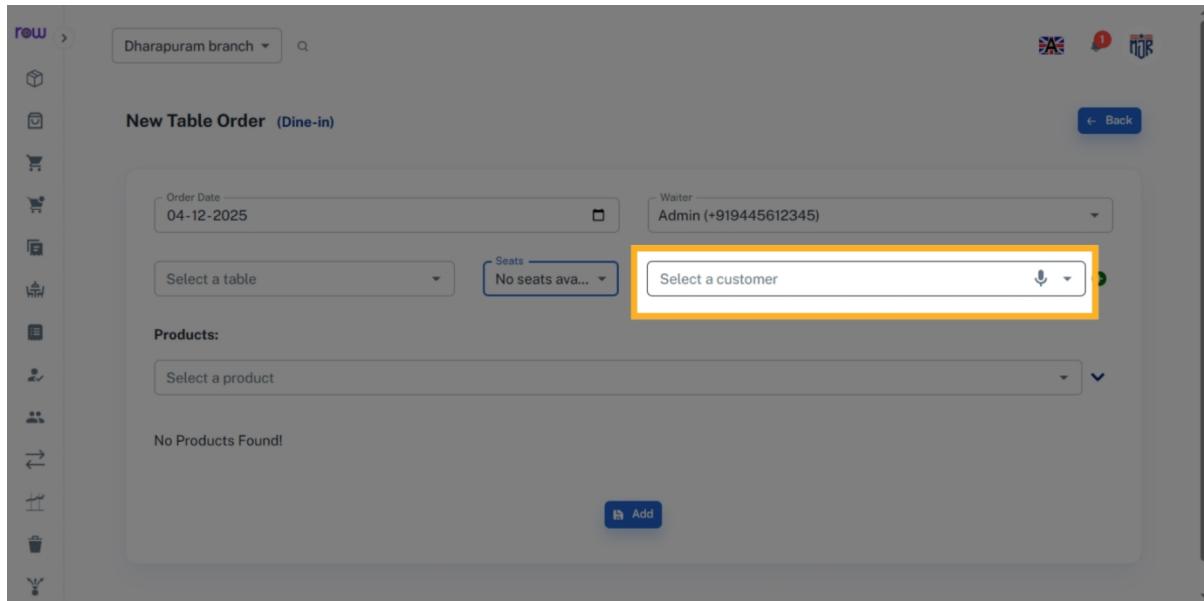
9. Choose Product for Order
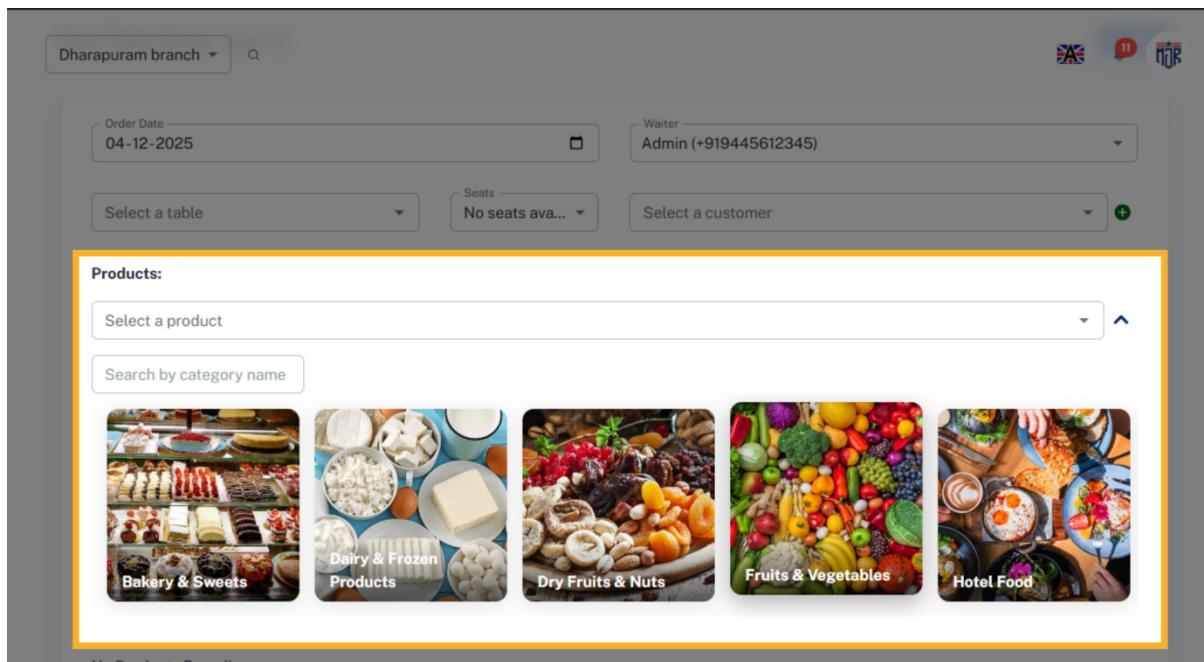
Select Product

10. Kitchen Selection

If the product is available in multiple kitchens, you can select the kitchen to which the KOT should be sent.
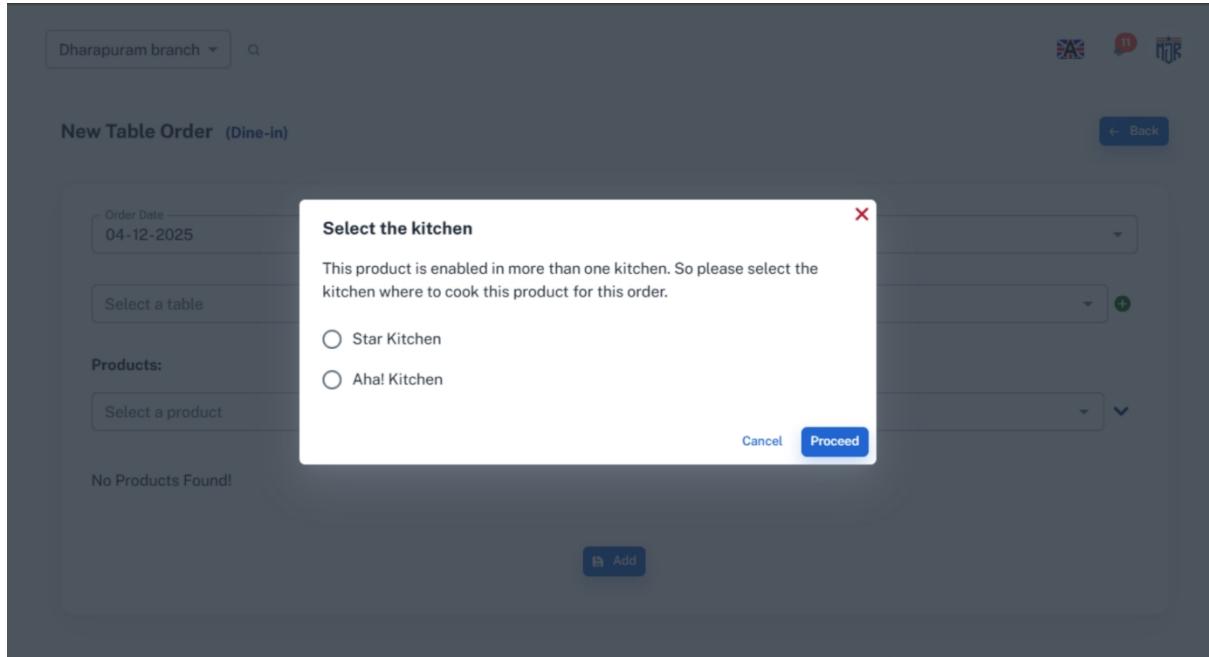
11. Add

Click Add to create a table order. Once the order is created, the printer connected to the kitchen will automatically print the KOT in that Kitchen and Items will be displayed in that kitchen's dashboard.
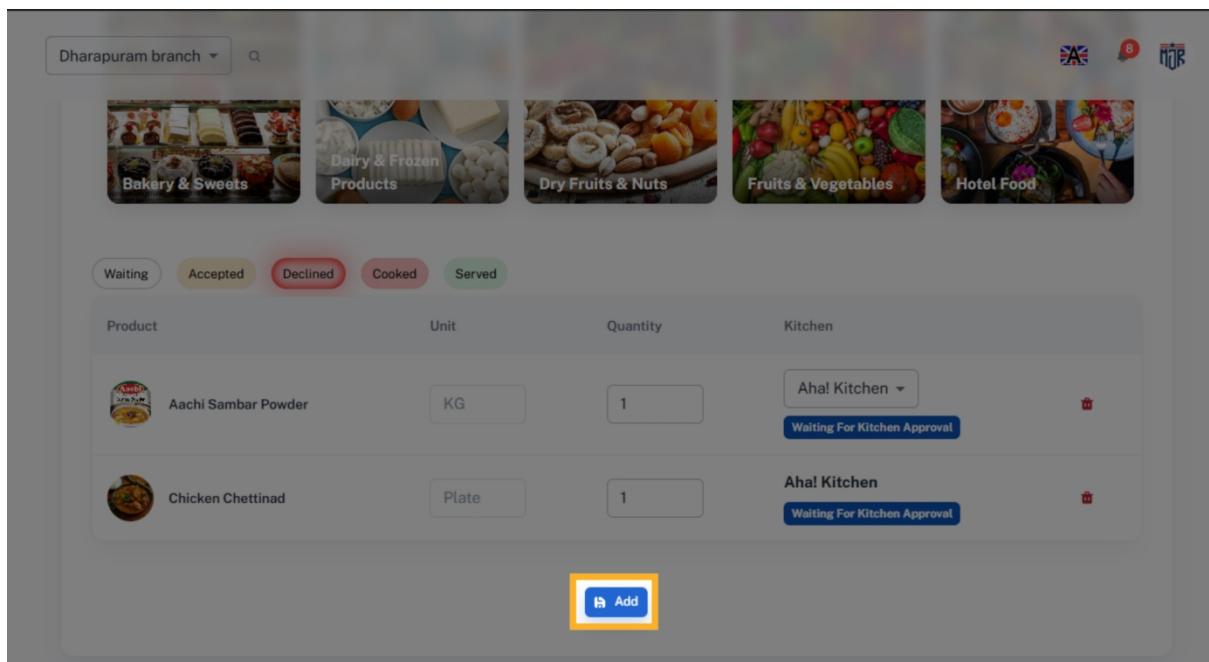
12. Edit Dine-In Order

In Edit Orders, you can edit the details, and add or update the products.
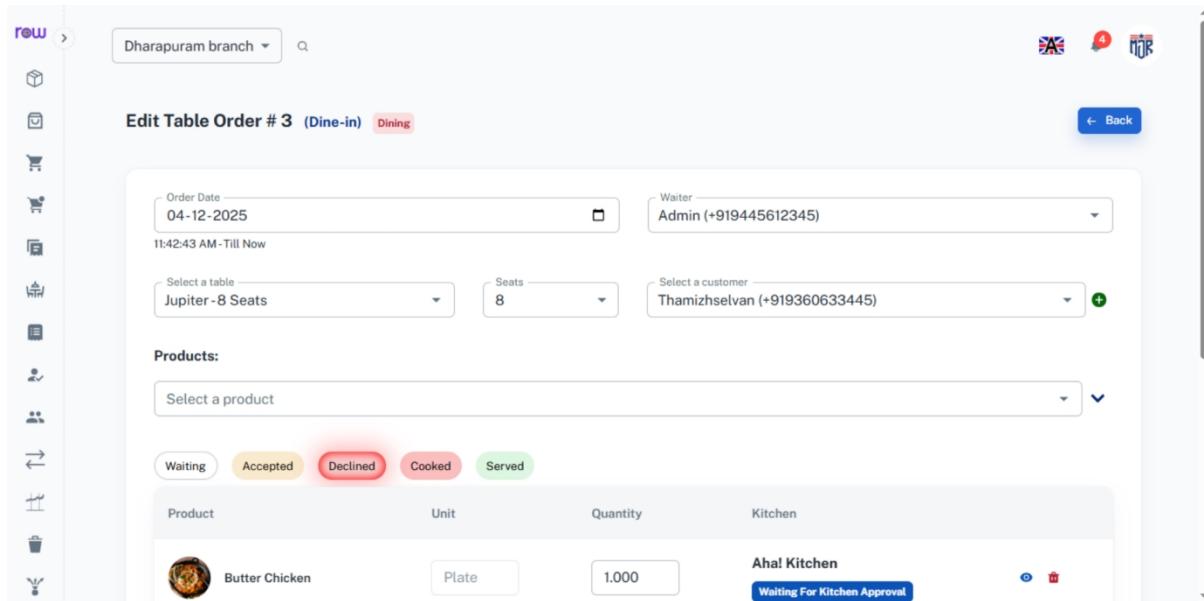
13. Item Status

You can view the status of the items here. If an item has been declined by the kitchen, you can resend it to the same kitchen or to another kitchen.
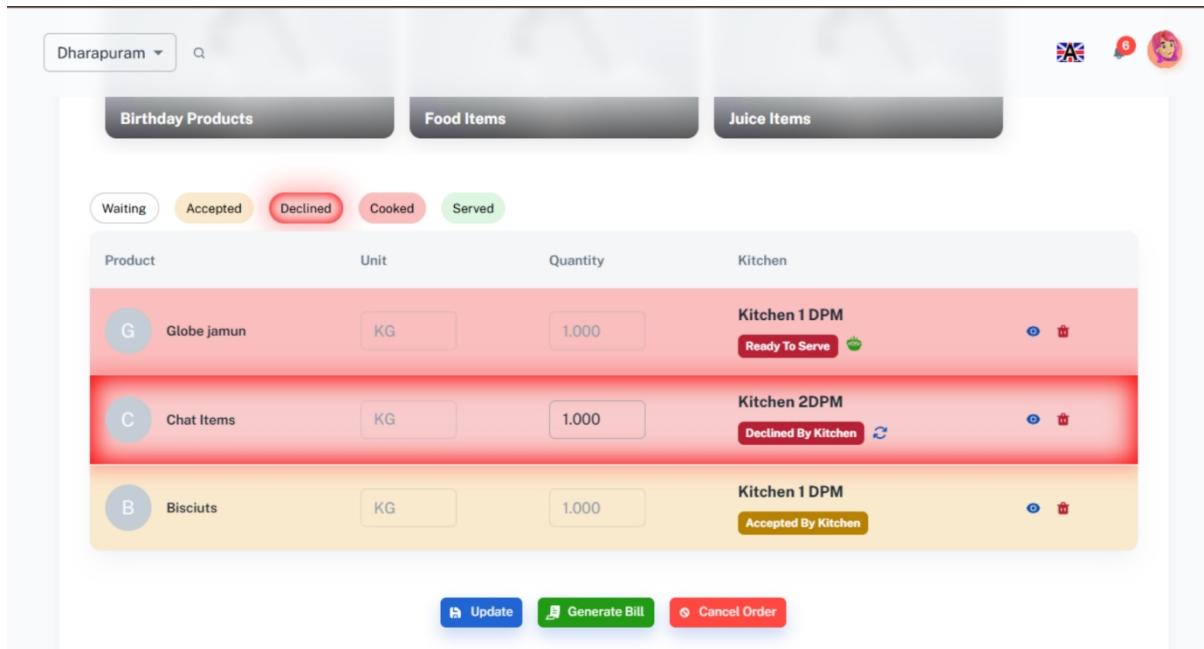
14. Access Kitchen

Click Kitchen to view the kitchen' orders and kitchen details.
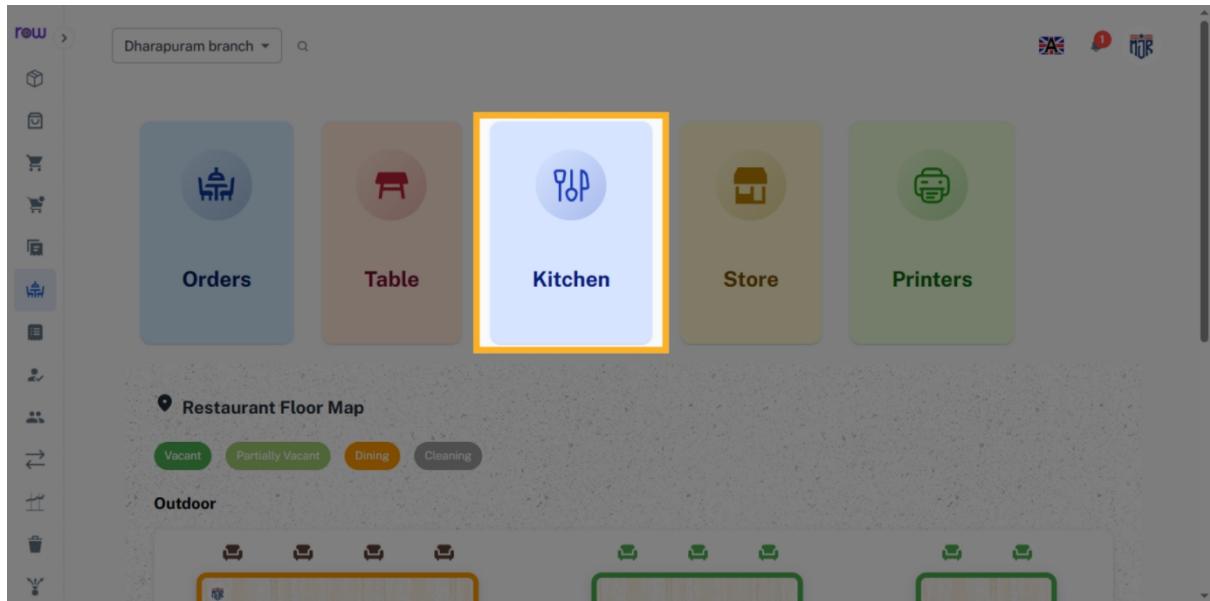

## 15. Select Kitchen

Select Kitchen
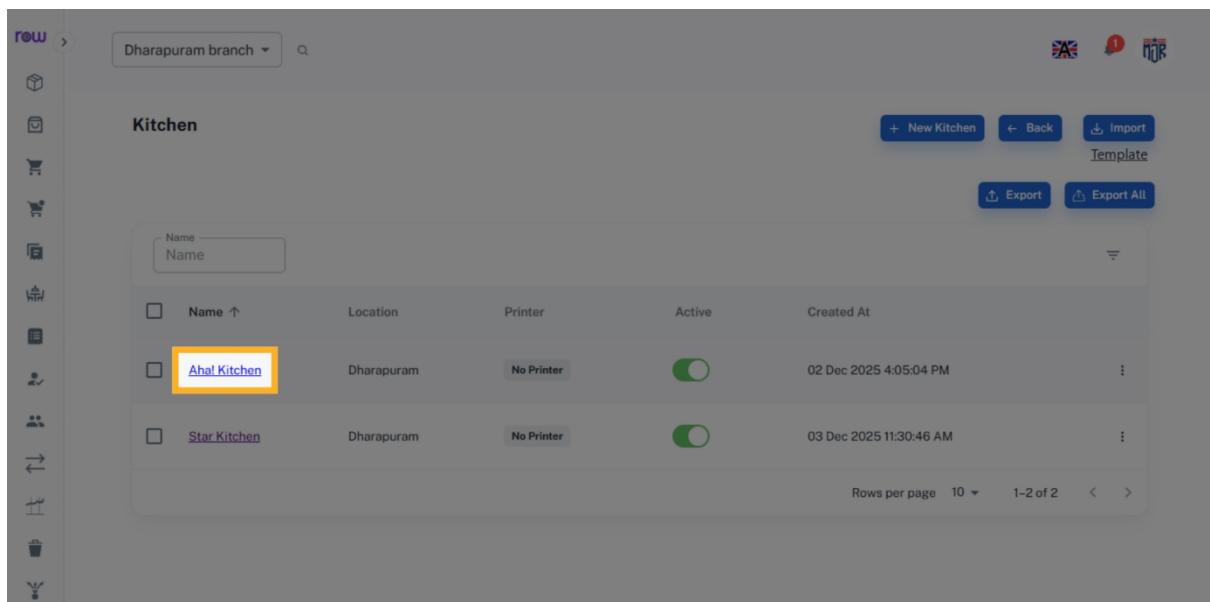
16. Approvals

You can see that the ordered items are waiting for approval on the kitchen dashboard.

17. Accept

Click Accept to accept the order.
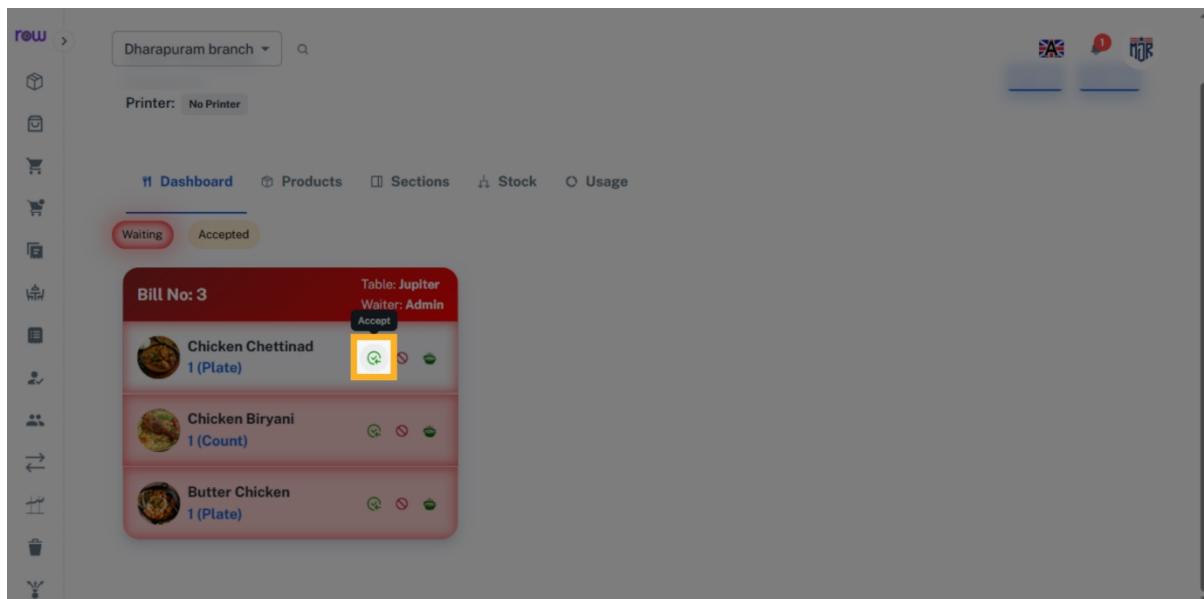
18. Product Ready

Once the item is accepted by the kitchen, it will be waiting for preparation. Select Ready once it is prepared.
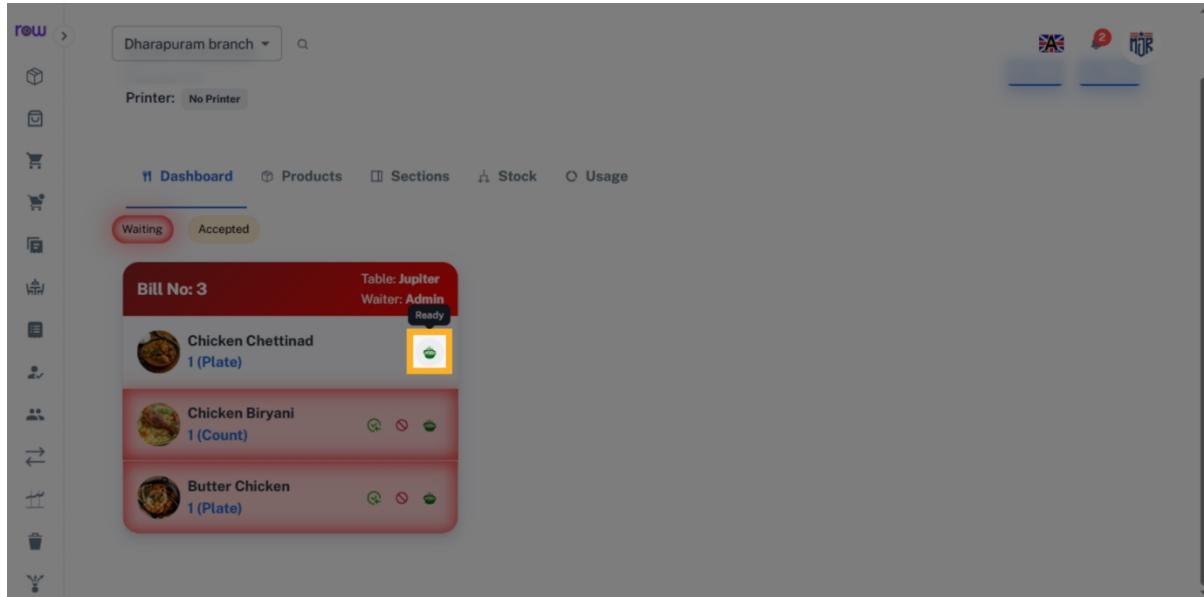

19. Decline Orders

Click Decline if the item cannot be prepared in that kitchen. Once declined, it will be returned to the Table Order. Declined items can be resent by the waiter.
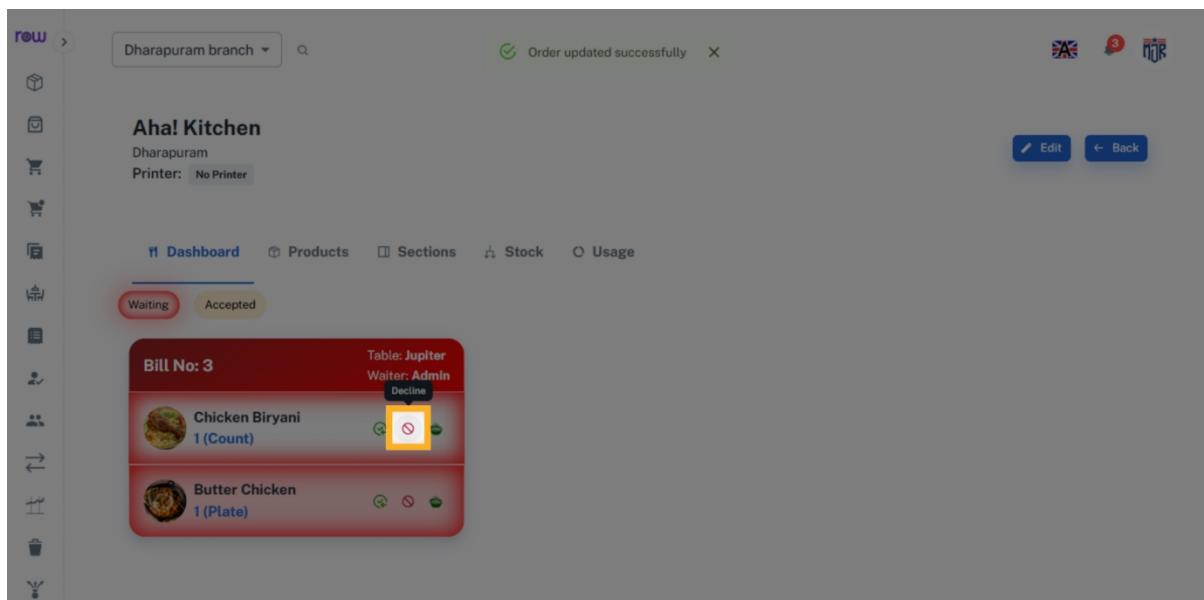
20. Table order

If a bill has been generated for any order, that table will be highlighted here. You can also take a table order by clicking the table; in this case, the table will be automatically selected in that order.
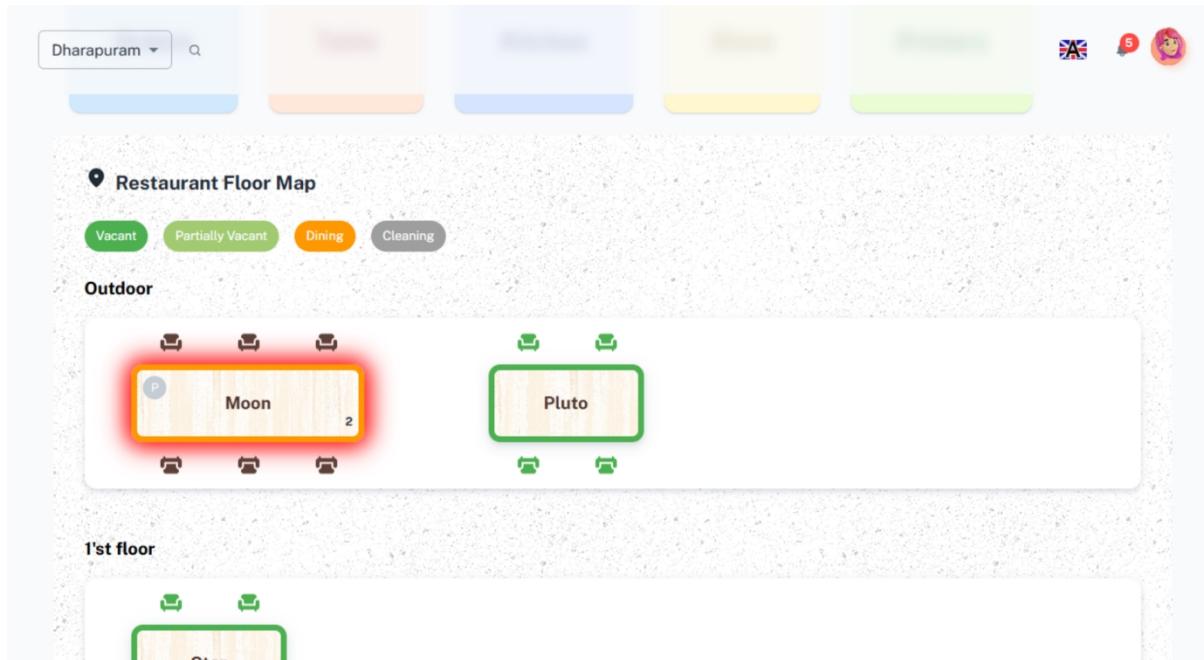

21. Order status

Click the table to view the orders and their status. If the bill is generated for the order it will be highlighted here. Click the Take Order button to take a new order. You can take multiple orders for the same table if seats are available.
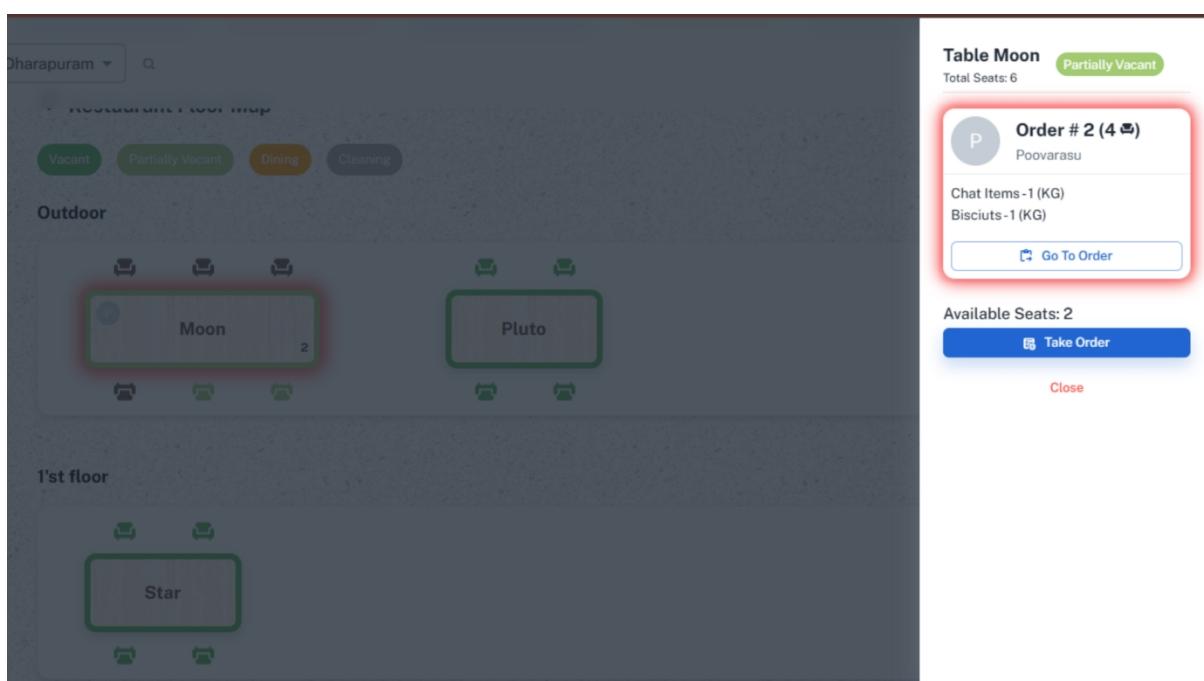
22. Served

In edit orders scroll down to view the current status of the items. Click Served once the item has been served.
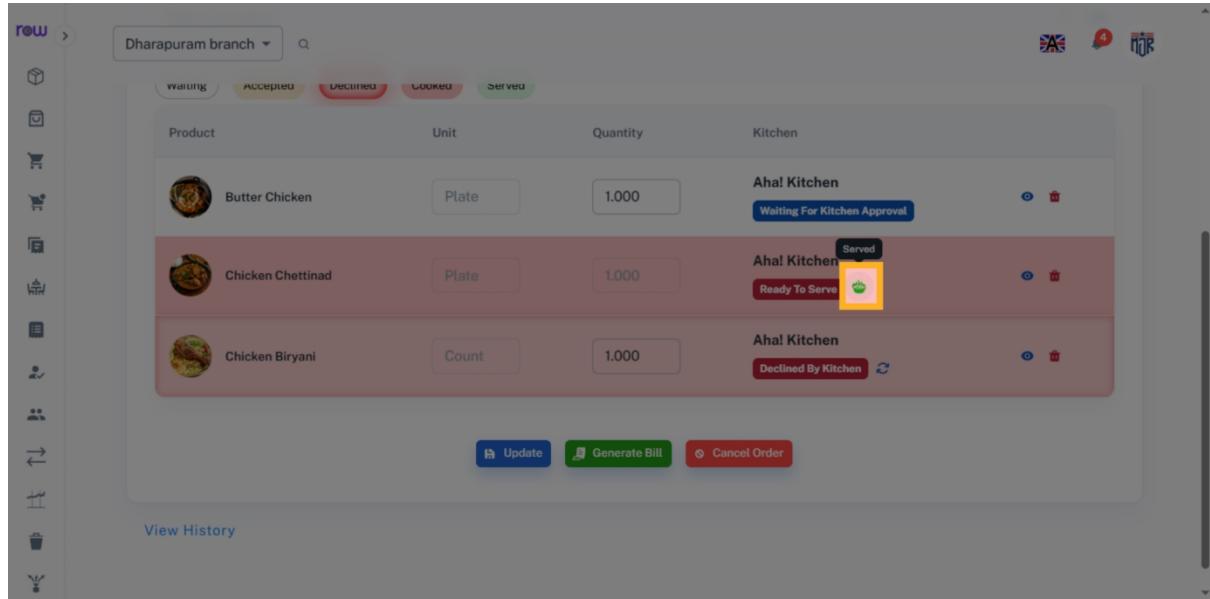


23. Update

Click Update to save the changes.
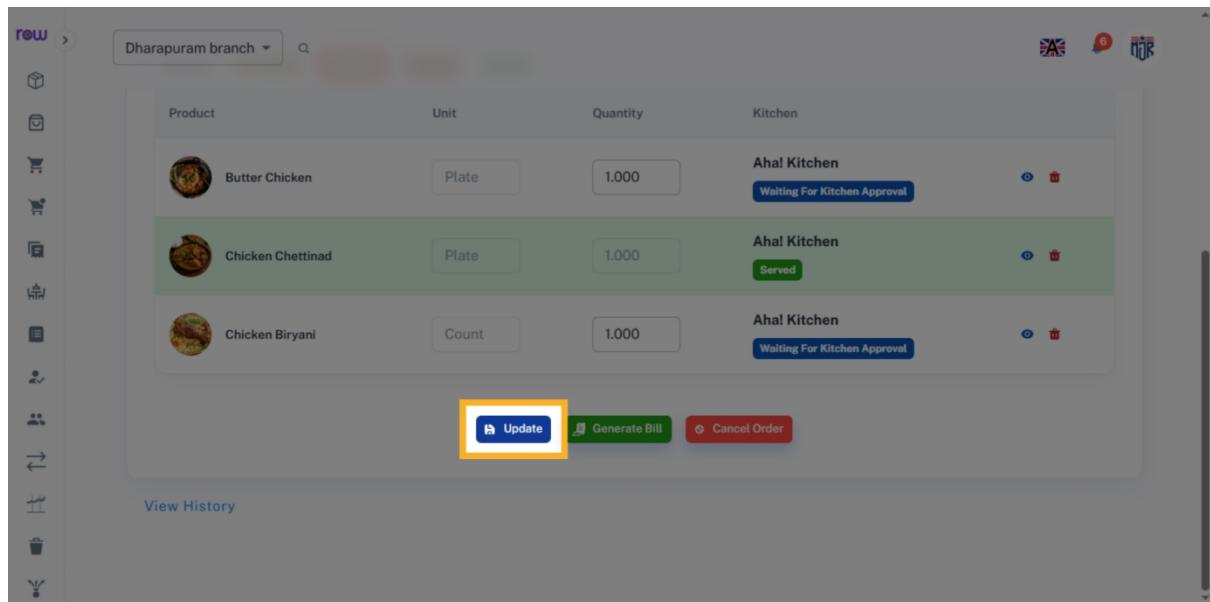
24. Cancel the Order

Click Cancel Order to cancel the order.

25. Generate Bill

Generate the bill if the order has been successfully served.
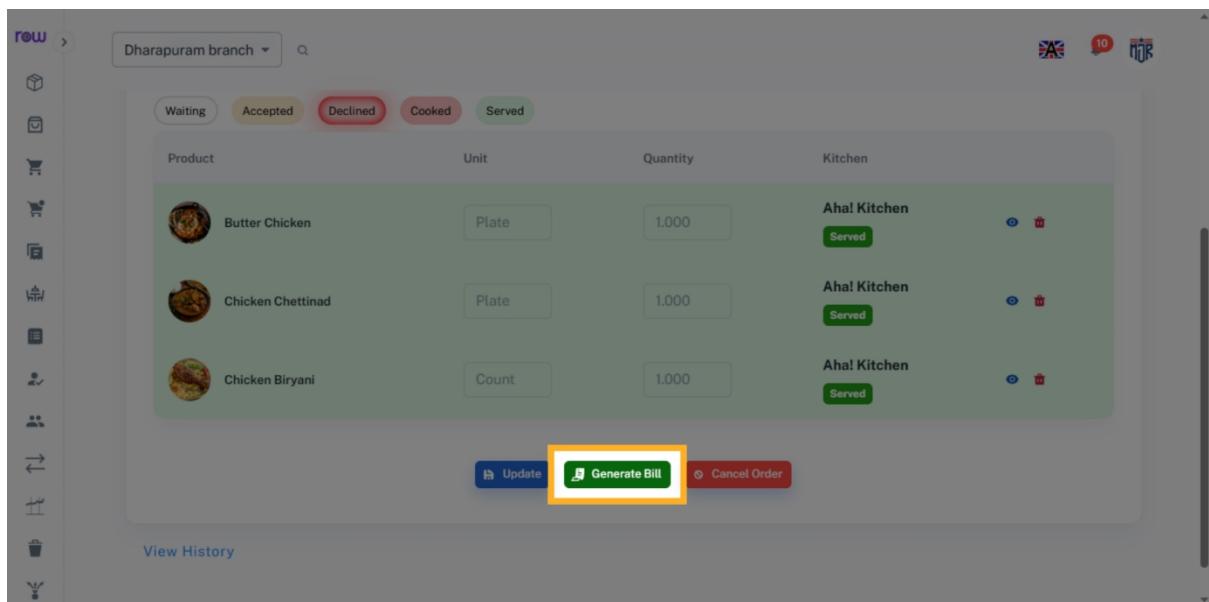
26. Enter Amount

Enter the amount and click Add Amount.
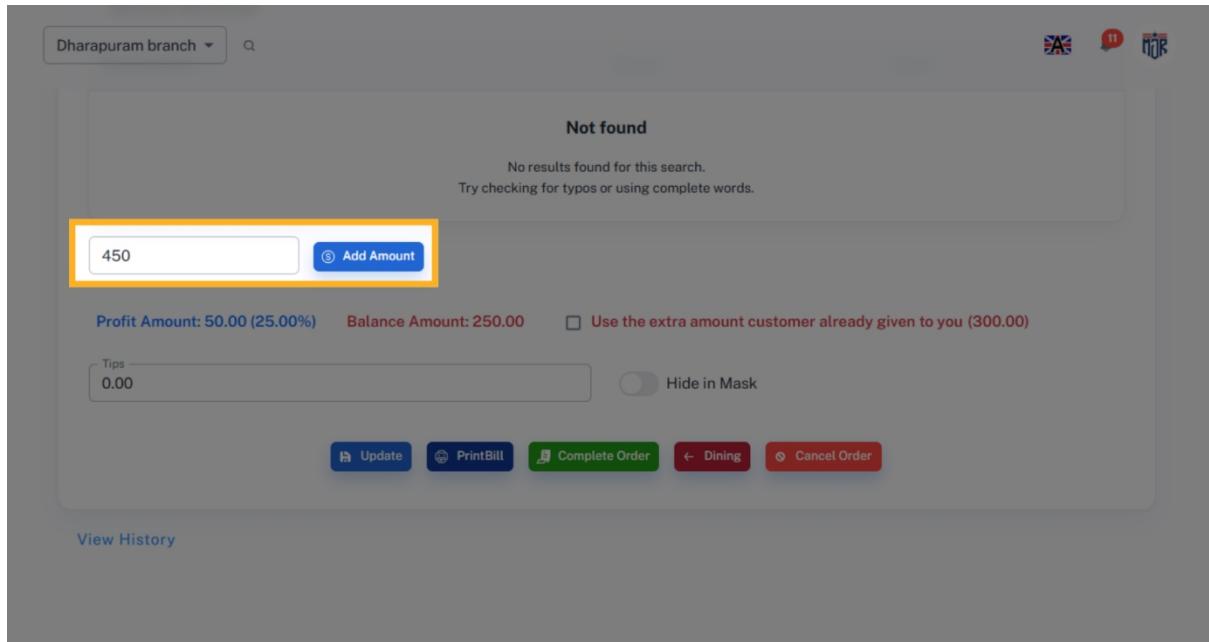
27. Enter tips

Enter the tip amount if provided by the customer.
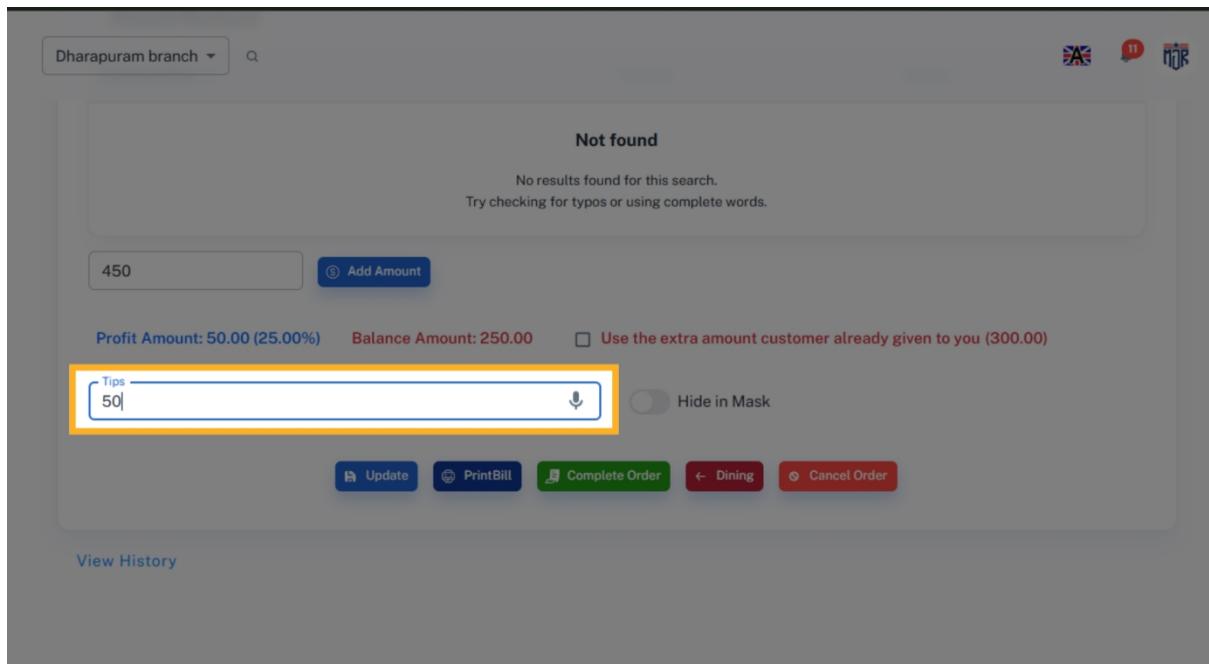

28. Print Bill

Click Print Bill to view, print and download the bill.
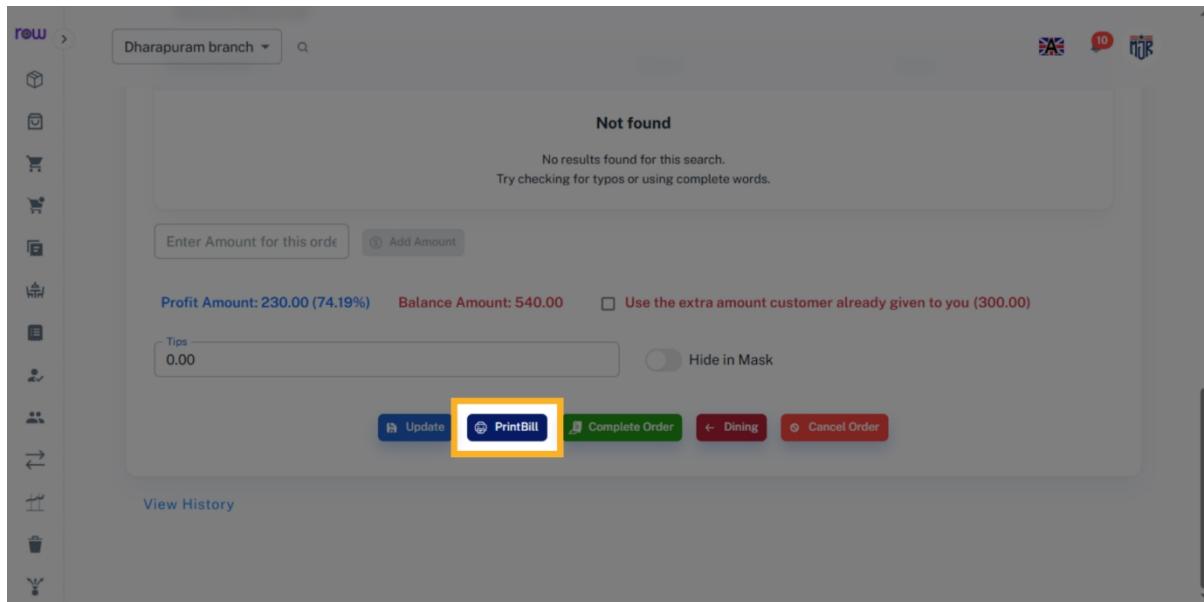
29. Bill

You can download and print the bill here.
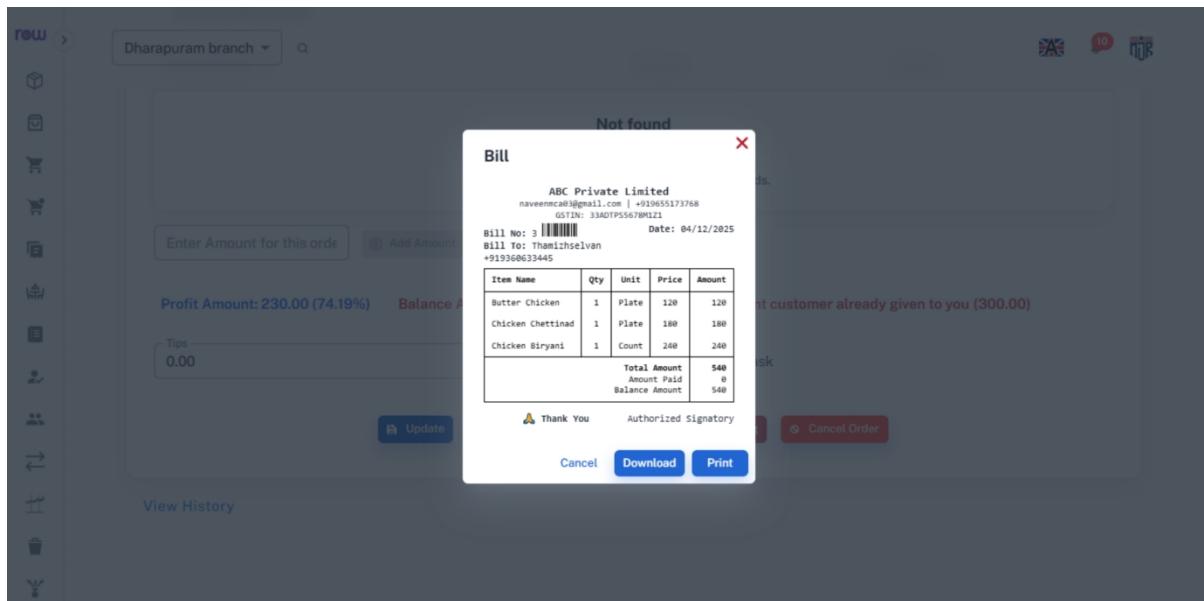
30. Complete Order

There are two ways to complete the order. After payment, click Complete Order to complete the order.
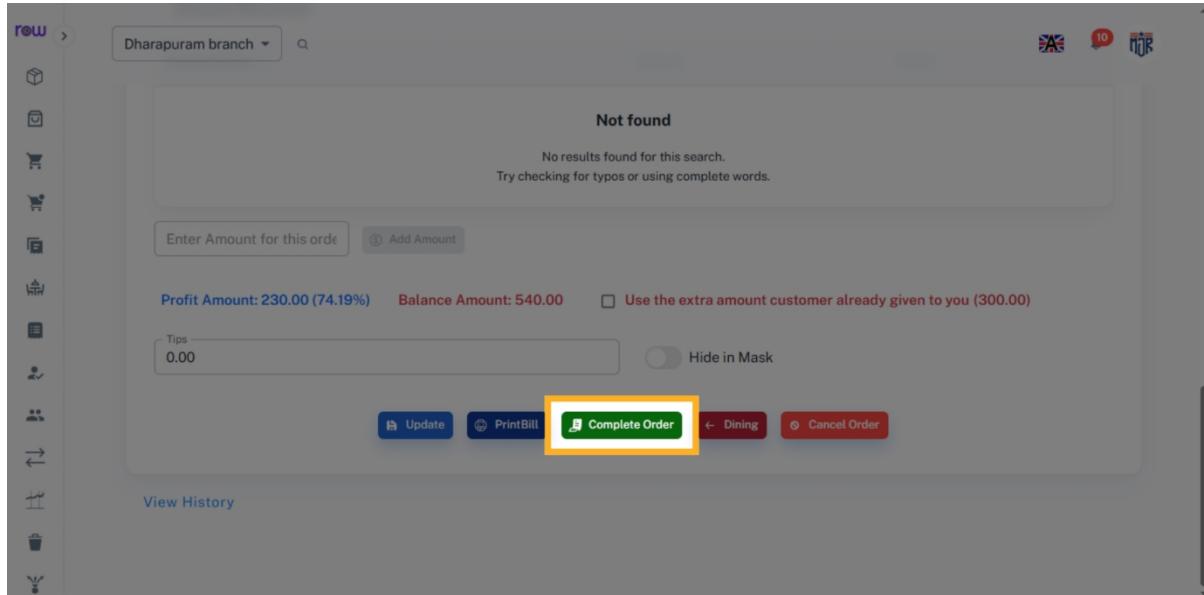
31. Bill

Or scan the barcode usingbarcode scanner in the bill,it will open that order in the popup.
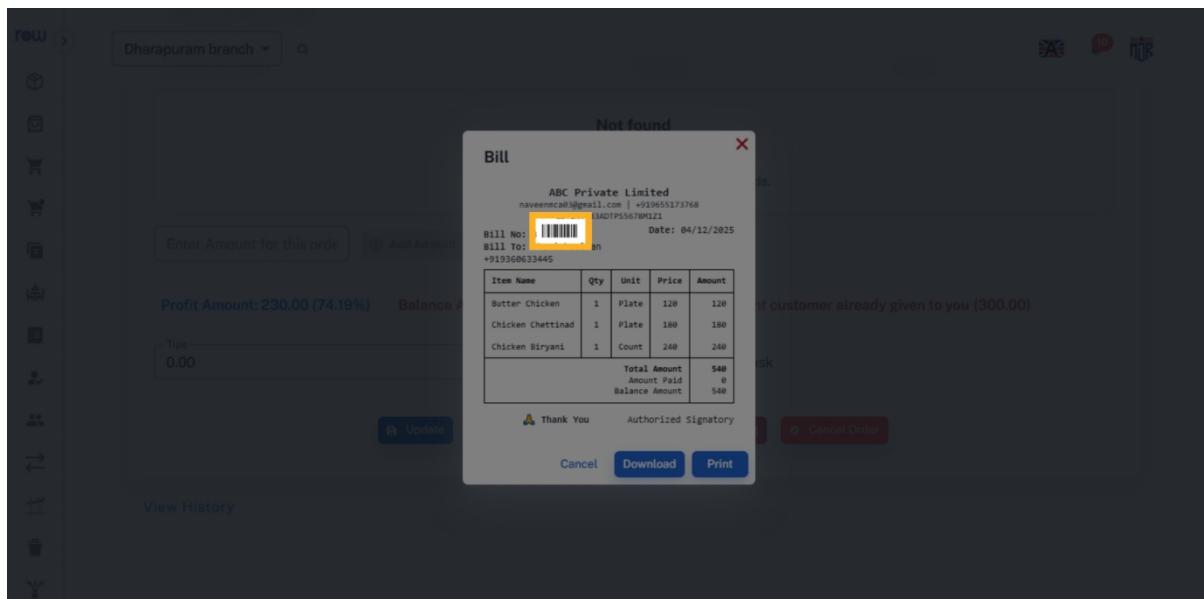
32. Bill

If the bill has not yet been generated, click Generate Bill to generate it.
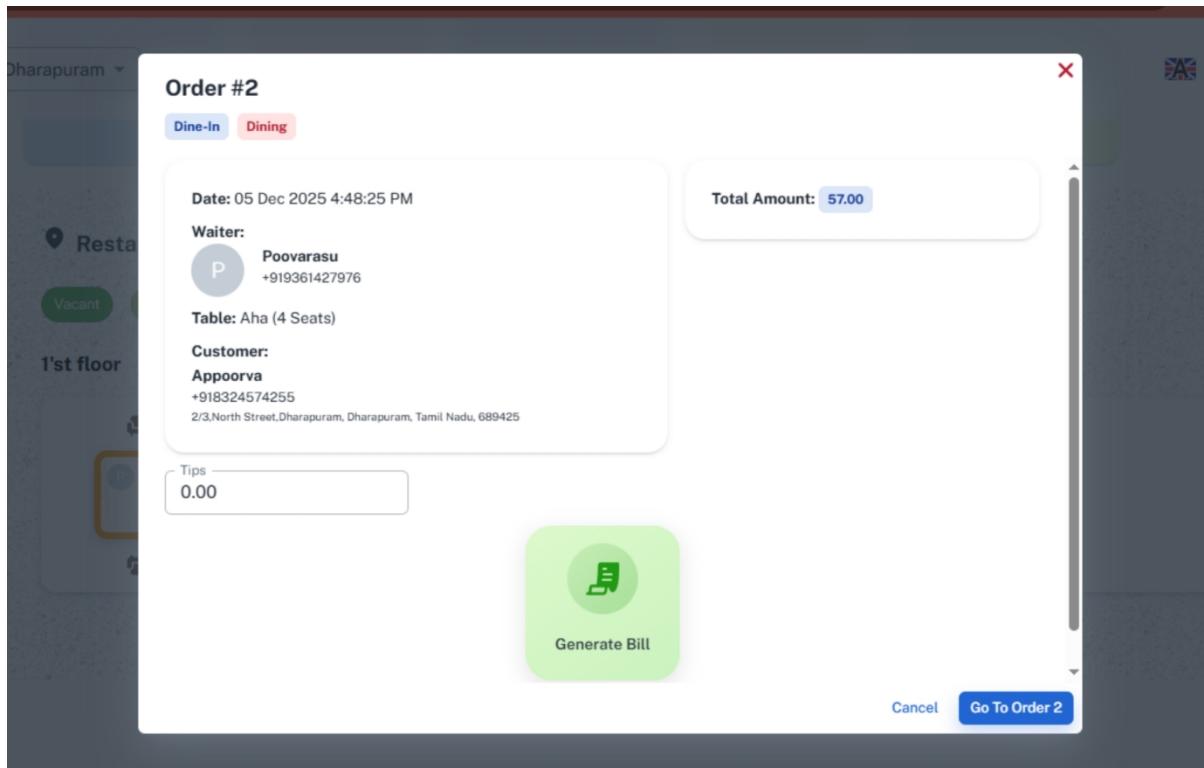
33. Bill

Receive the amount from the customer and select the mode of payment (Cash, Card, or UPI). After selecting the payment method, the order will be completed automatically, and the table will move to Cleaning status if there are no other active orders.
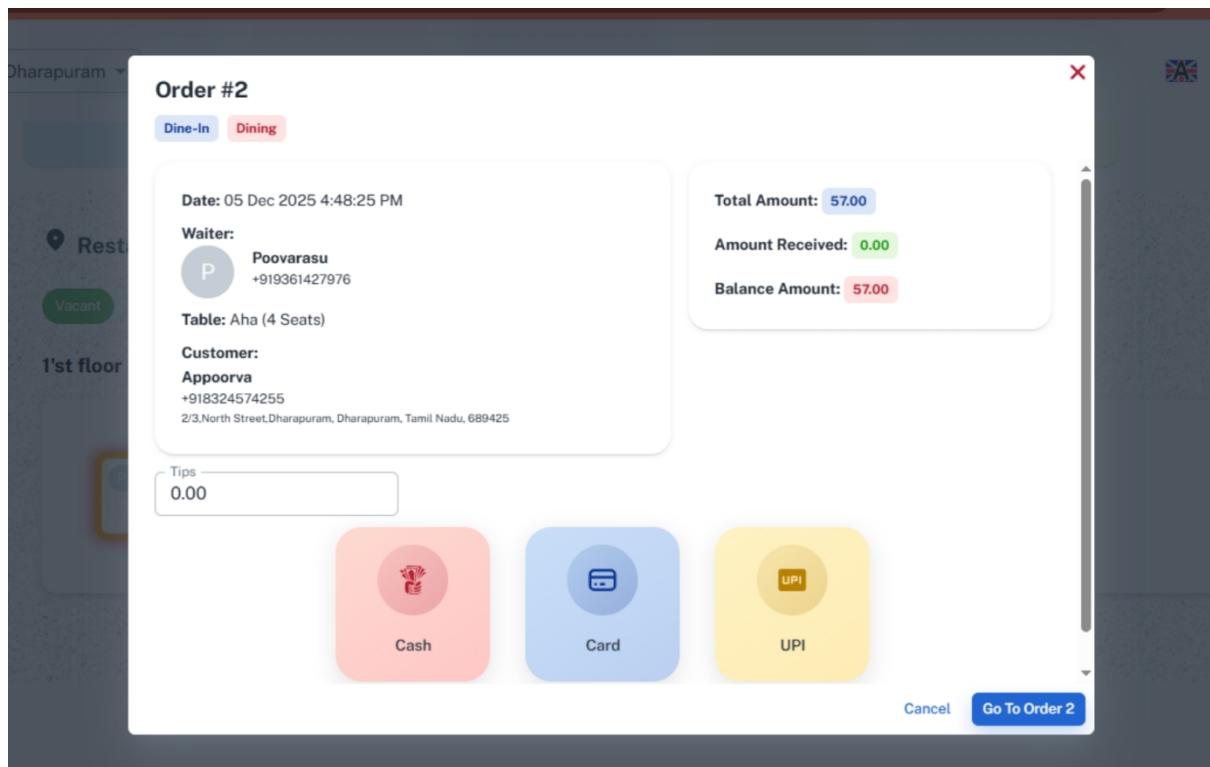
34. Confirm Order Completion

You can see the order completed status in the Table Orders list screen.

35. Table Details

Click the table name to view the table order details.

36. Table Details

you can view the table order details, and click the Edit button to edit the table.

37. Table Colour

You can also check the table status by the table color.
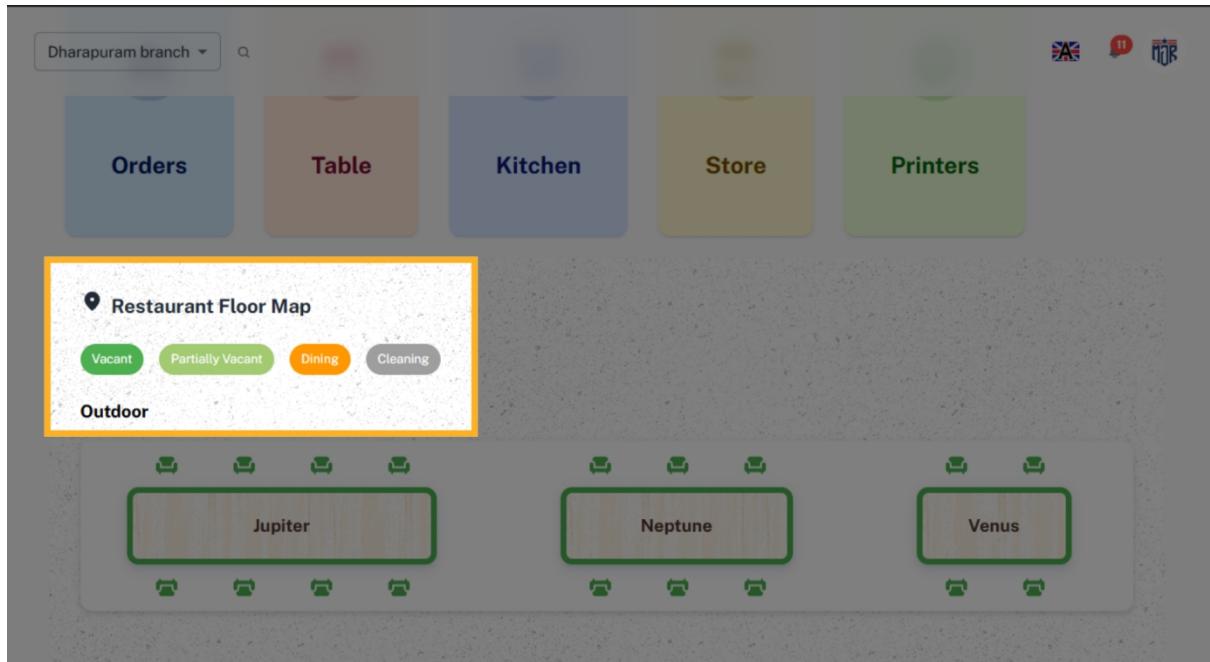
38. Table Cleaning

After the order is completed, the table will undergo cleaning. Once done, click Cleaning Done, and the table will be ready for the next order.

Thank You