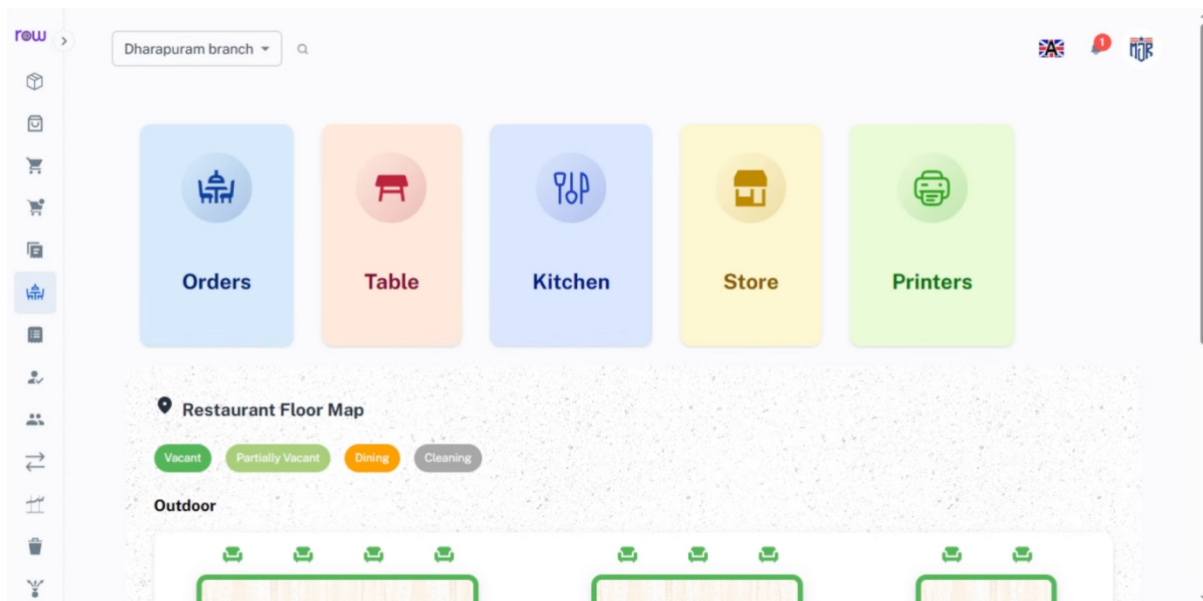


# Create Order & Generate Bill and Manage KOT

Go to [runonweb.com](https://runonweb.com)

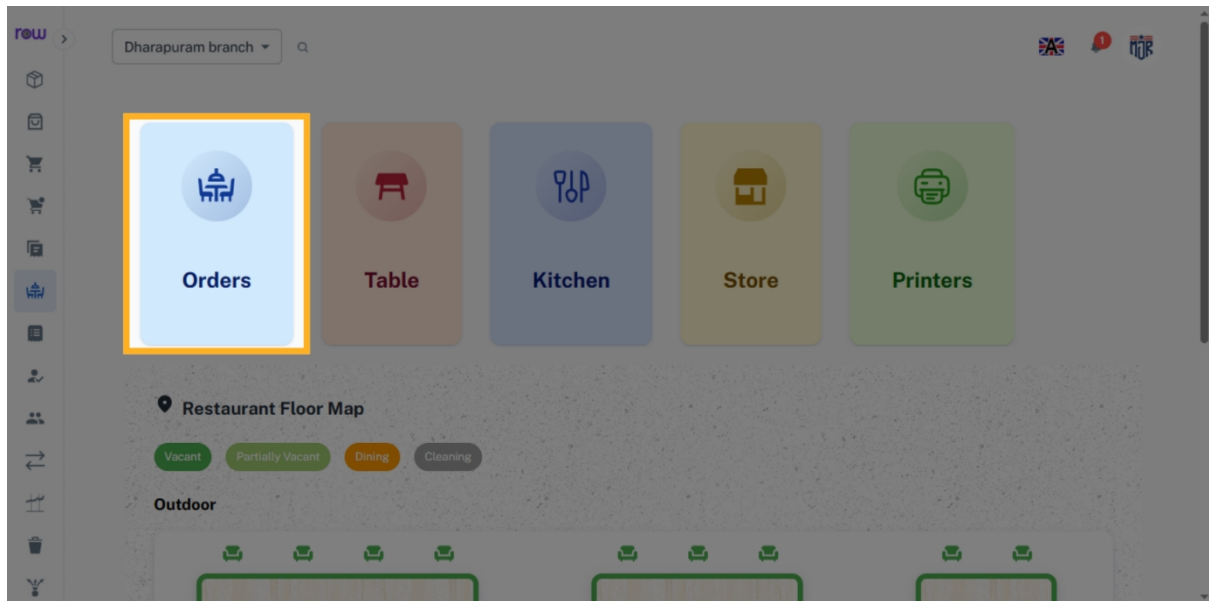
## 1. Introduction

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



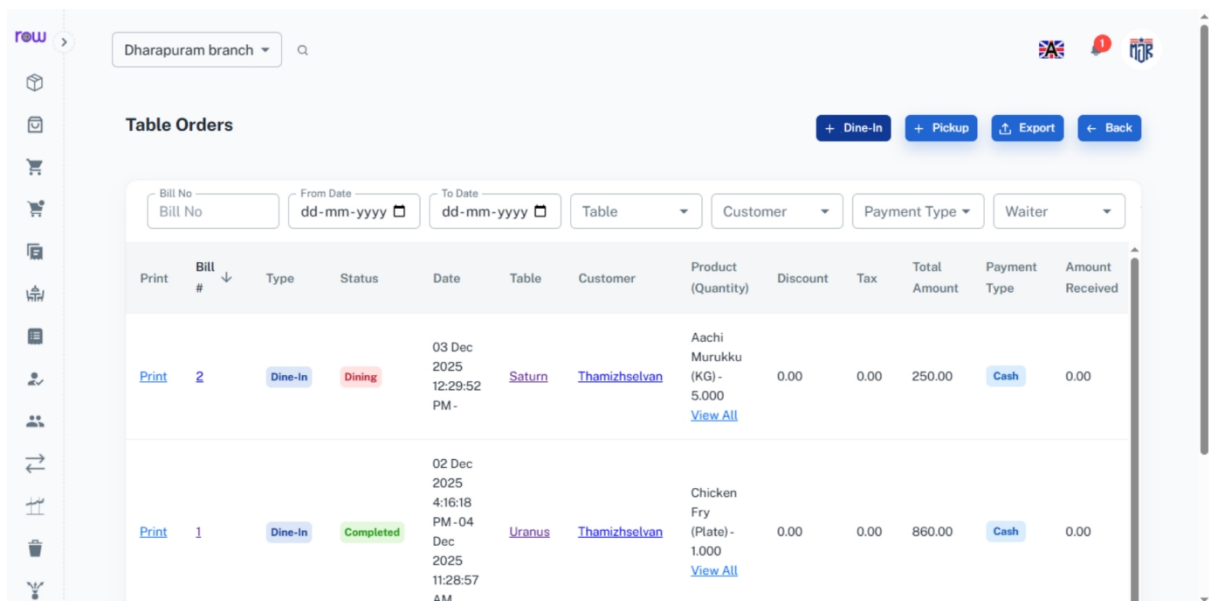
## 2. Orders Section

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.

**Table Orders**

**+ Dine-In** + Pickup Export Back

Bill No: Bill No From Date: dd-mm-yyyy To Date: dd-mm-yyyy Table: Customer: Payment Type: Waiter:

Print	Bill #	Type	Status	Date	Table	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received
<a href="#">Print</a>	2	Dine-In	Dining	03 Dec 2025 12:29:52 PM	Saturn	Thamizhselvan	Aachi Murukku (KG) - 5.000 <a href="#">View All</a>	0.00	0.00	250.00	Cash	0.00
<a href="#">Print</a>	1	Dine-In	Completed	02 Dec 2025 4:16:18 PM - 04 Dec 2025 11:28:57 AM	Uranus	Thamizhselvan	Chicken Fry (Plate) - 1.000 <a href="#">View All</a>	0.00	0.00	860.00	Cash	0.00

## 5. New Table Order

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

**New Table Order (Dine-in)** Back

Order Date: 04-12-2025 Waiter: Admin (+919445612345)

Select a table Seats: No seats ava... Select a customer +

**Products:**

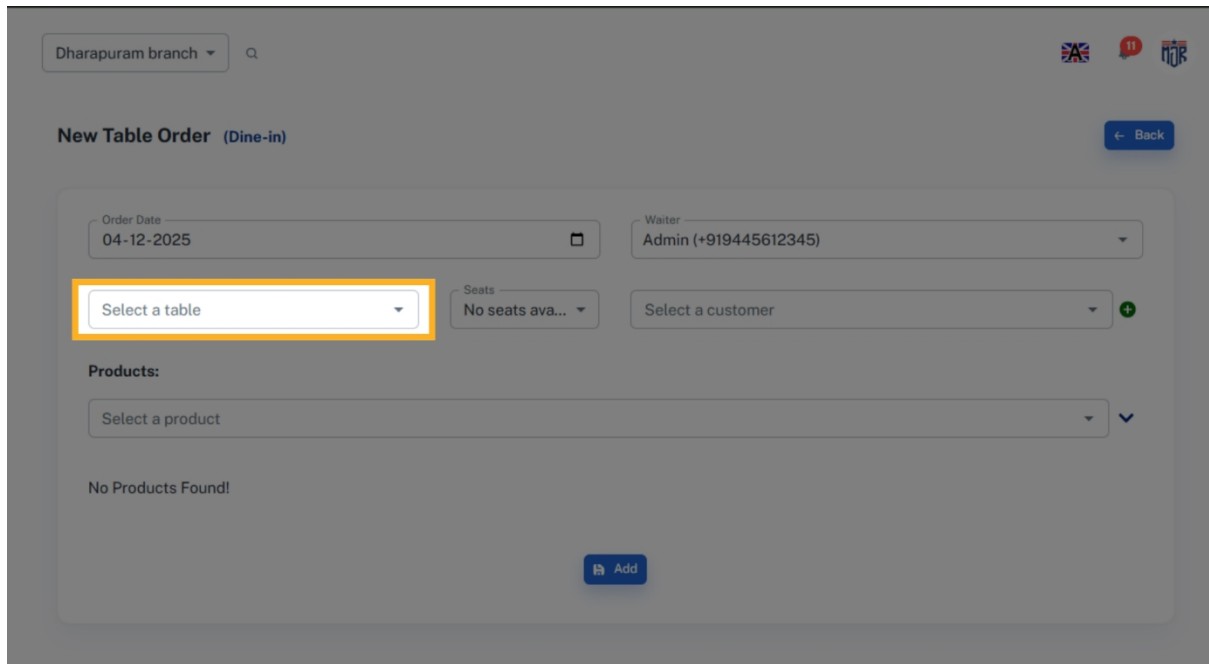
Select a product

No Products Found!

Add

## 6. Table Selection

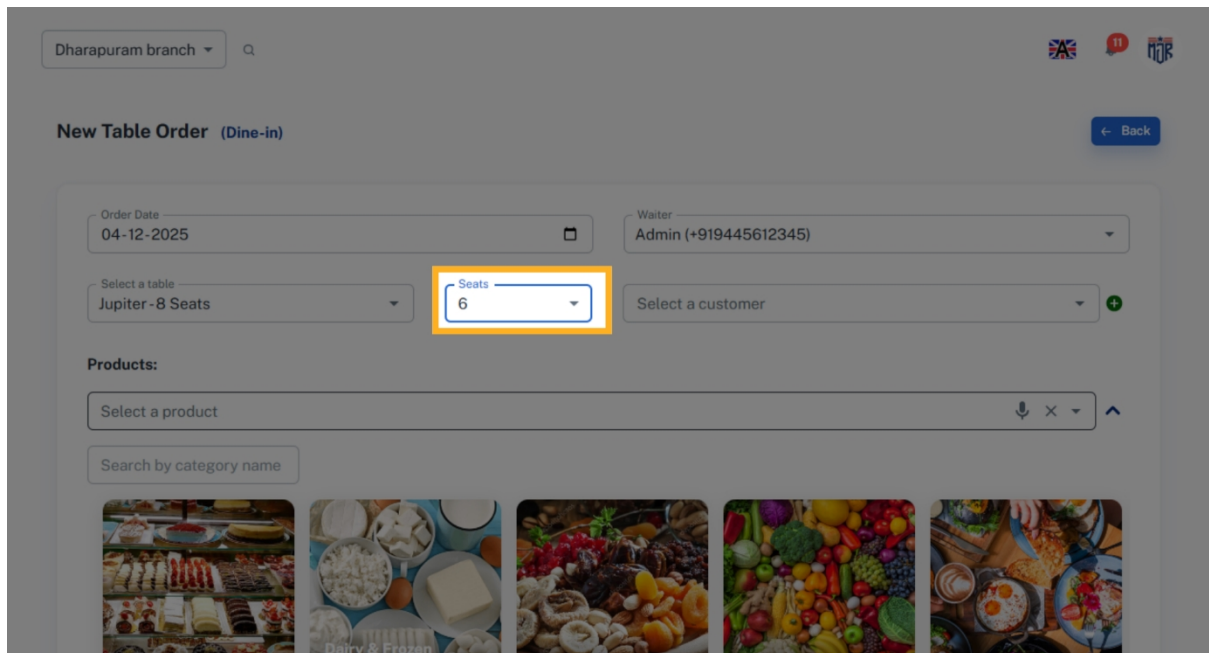
### Select Table



The screenshot shows a web application interface for a restaurant. At the top, there is a search bar with 'Dharapuram branch' and a magnifying glass icon. To the right are flags for the UK, India, and the USA, along with a notification bell icon. Below this is a header section with 'New Table Order (Dine-in)' and a 'Back' button. The main form area contains several input fields: 'Order Date' (04-12-2025), 'Waiter' (Admin (+919445612345)), 'Select a table' (highlighted with an orange border), 'Seats' (No seats ava...), and 'Select a customer'. Below these is a 'Products' section with a 'Select a product' dropdown and a 'No Products Found!' message. At the bottom right is an 'Add' button.

## 7. Seat Selection

### Select Seat



This screenshot shows the same 'New Table Order' form as the previous one, but with the 'Seats' dropdown highlighted by an orange border. The 'Select a table' dropdown now shows 'Jupiter - 8 Seats'. The 'Seats' dropdown shows the number '6'. The 'Products' section now includes a search bar 'Search by category name' and a grid of five food category images: 'Dairy & Frozen', 'Meat & Poultry', 'Seafood', 'Vegetables', and 'Beverages'. The 'Add' button is still present at the bottom right.

## 8. Customer for Order

Select the existing Customer or click the + icon to create a new Customer.

row > Dharapuram branch

**New Table Order (Dine-in)** ← Back

Order Date: 04-12-2025  
Waiter: Admin (+919445612345)

Select a table | Seats: No seats available | **Select a customer**

**Products:**  
Select a product  
No Products Found!

Add

## 9. Choose Product for Order

Select Product

Dharapuram branch

Order Date: 04-12-2025  
Waiter: Admin (+919445612345)

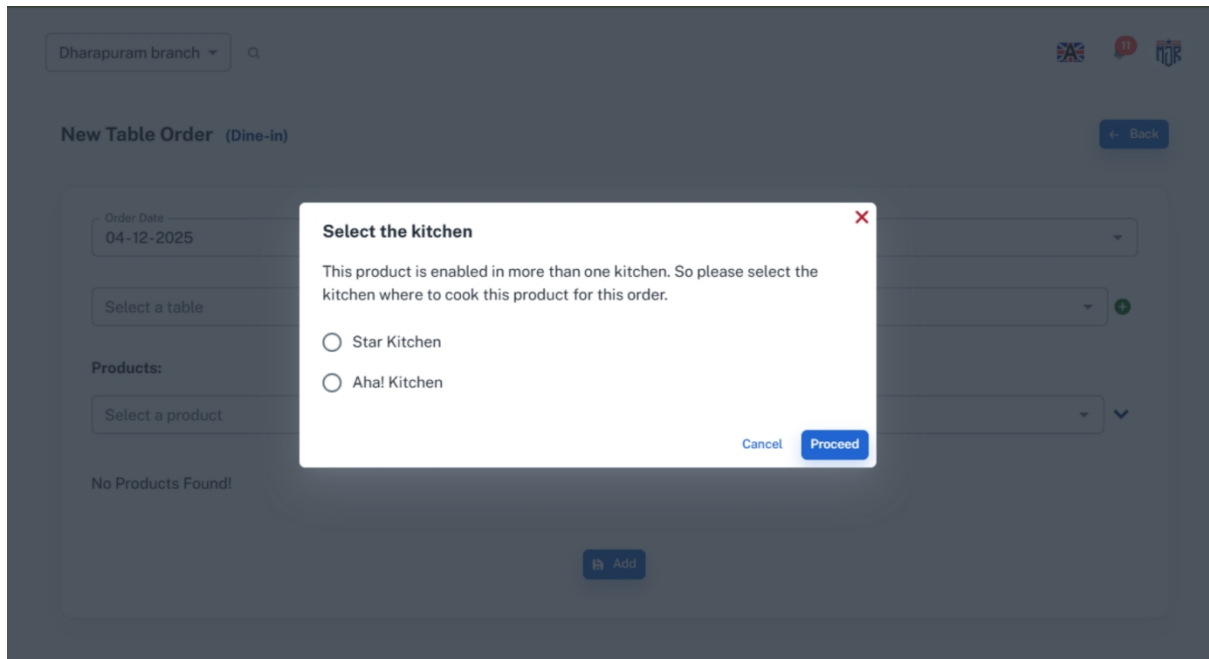
Select a table | Seats: No seats available | Select a customer

**Products:**  
Select a product  
Search by category name

**Bakery & Sweets** **Dairy & Frozen Products** **Dry Fruits & Nuts** **Fruits & Vegetables** **Hotel Food**

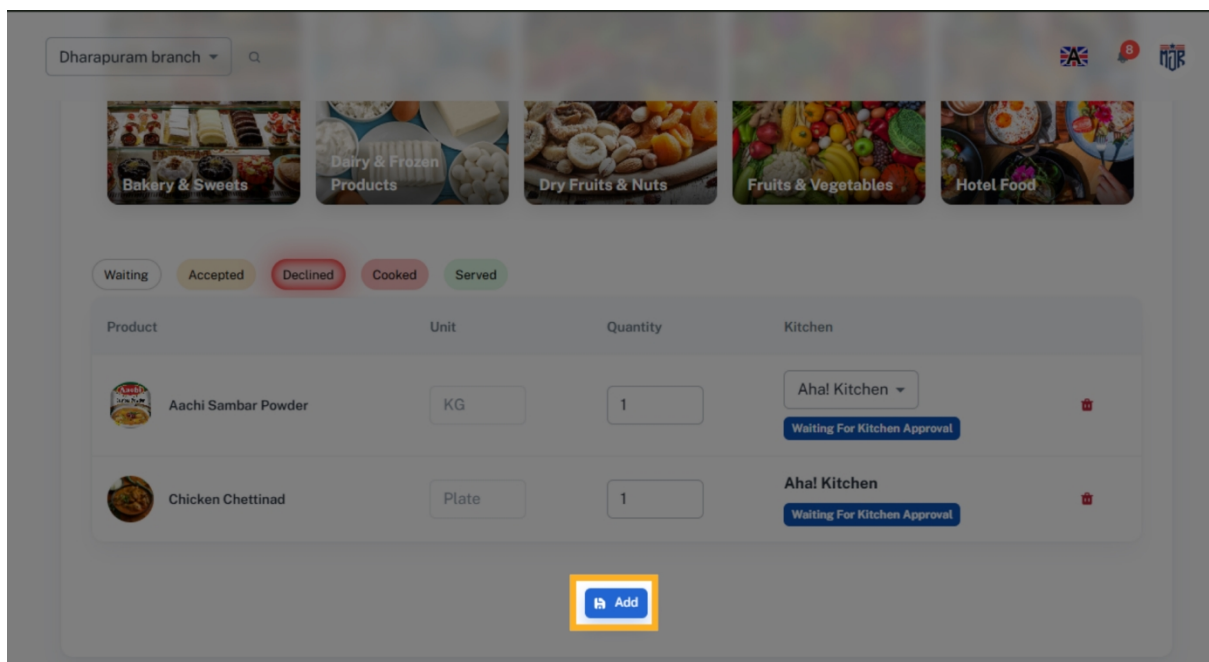
## 10. Kitchen Selection

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.

**Edit Table Order # 3 (Dine-in)** Dining

Order Date: 04-12-2025  
11:42:43 AM - Till Now

Waiter: Admin (+919445612345)

Select a table: Jupiter-8 Seats | Seats: 8 | Select a customer: Thamizhselvan (+919360633445)

Products:  
Select a product

Waiting Accepted **Declined** Cooked Served

Product	Unit	Quantity	Kitchen
Butter Chicken	Plate	1,000	Aha! Kitchen Waiting For Kitchen Approval

## 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.

**Item Status**

Birthday Products Food Items Juice Items

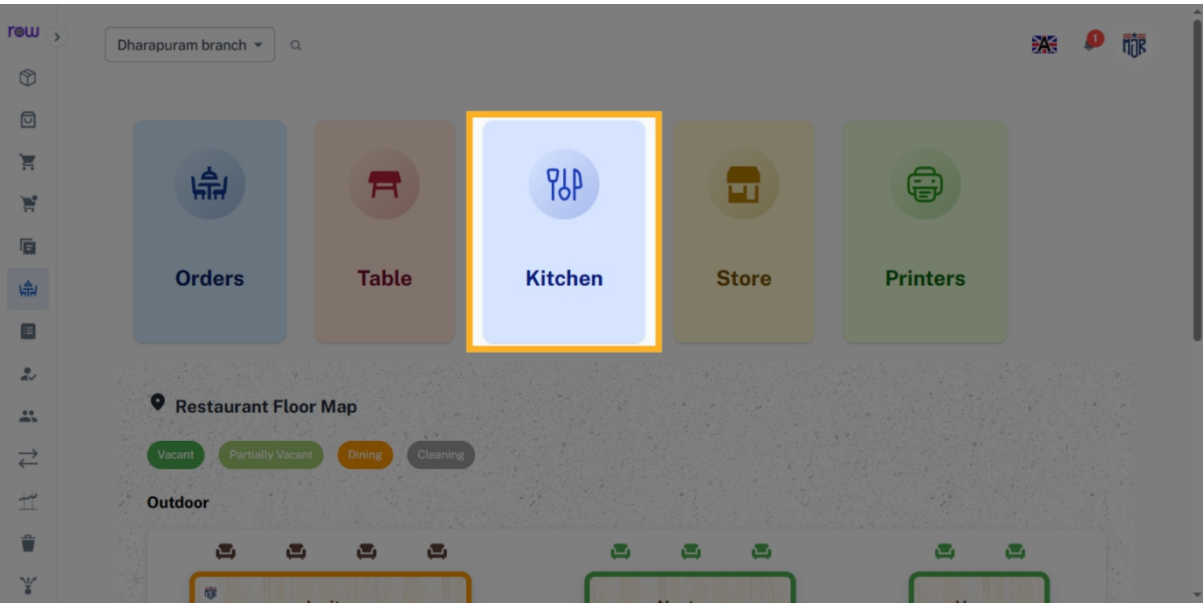
Waiting Accepted **Declined** Cooked Served

Product	Unit	Quantity	Kitchen
G Globe jamun	KG	1,000	Kitchen 1 DPM Ready To Serve
C Chat Items	KG	1,000	Kitchen 2DPM Declined By Kitchen
B Biscuits	KG	1,000	Kitchen 1 DPM Accepted By Kitchen

Update Generate Bill Cancel Order

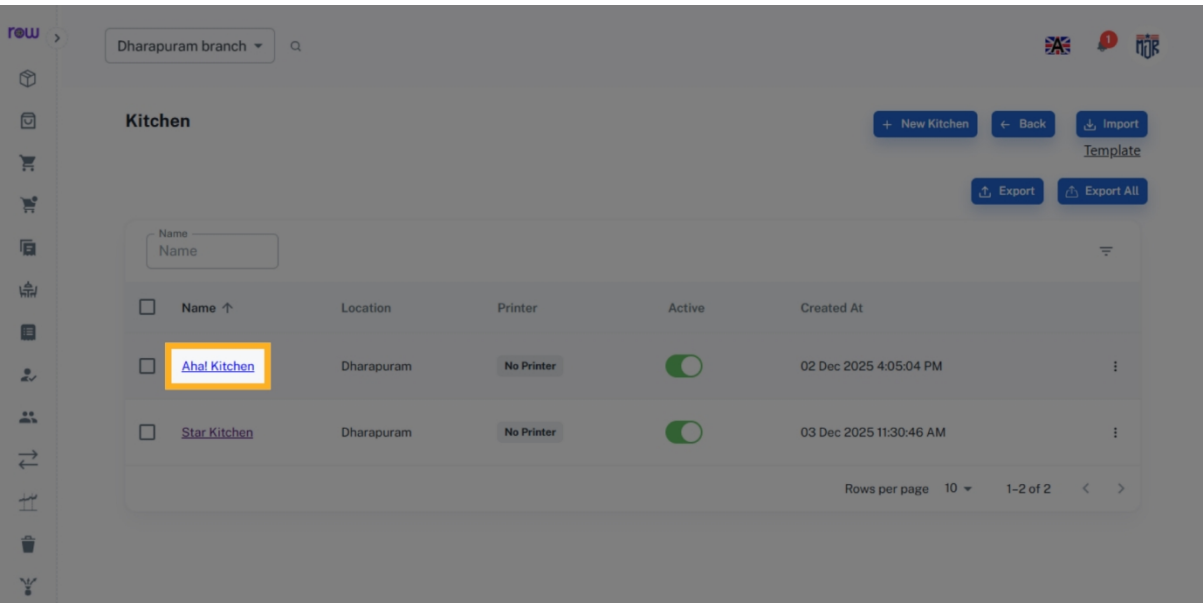
## 14. Access Kitchen

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



## 15. Select Kitchen

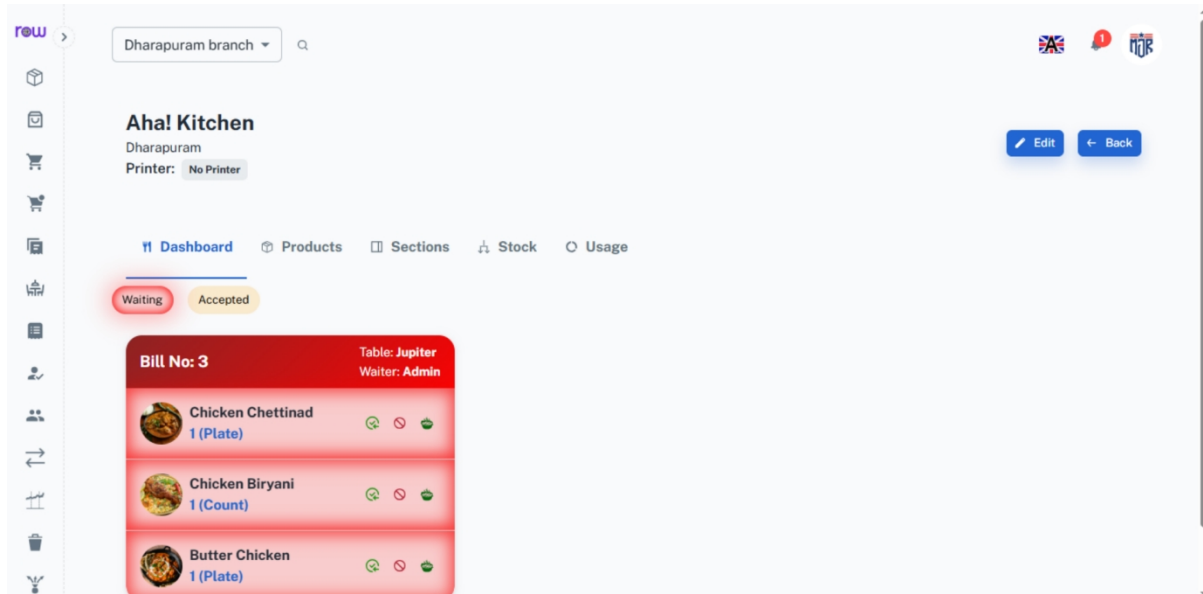
Select Kitchen





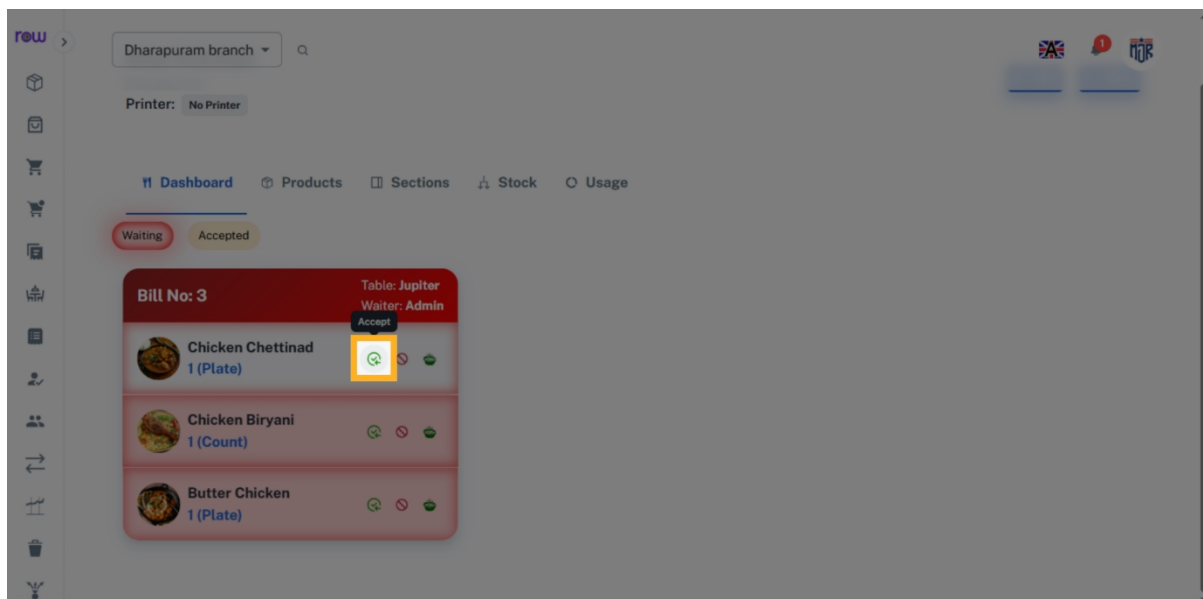
## 16. Approvals

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



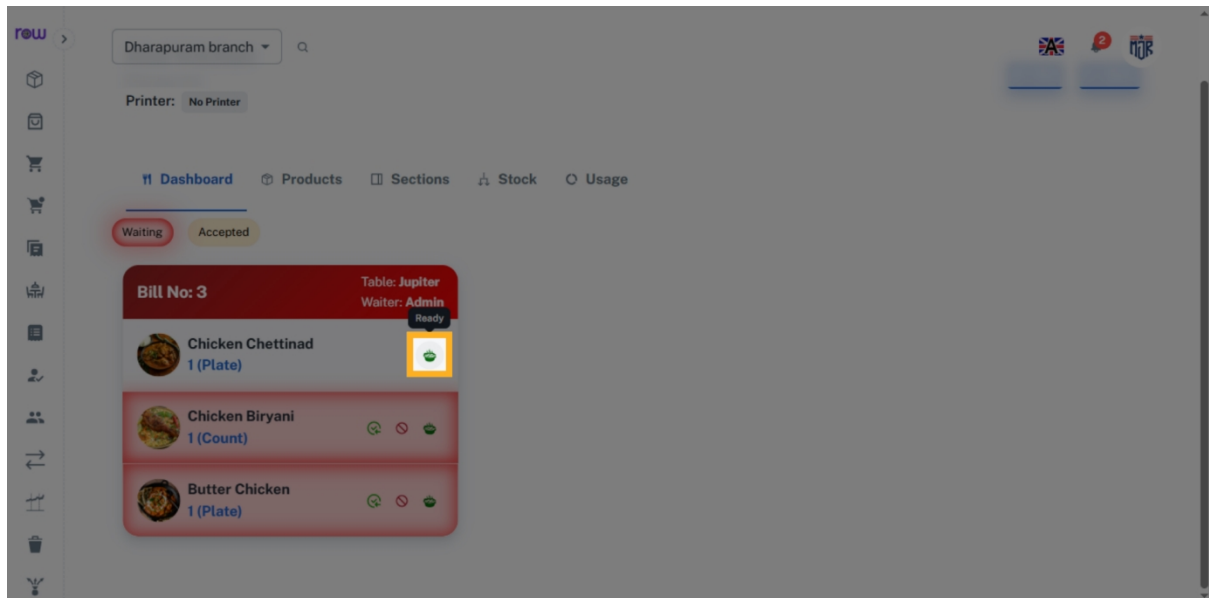
## 17. Accept

Click Accept to accept the order.



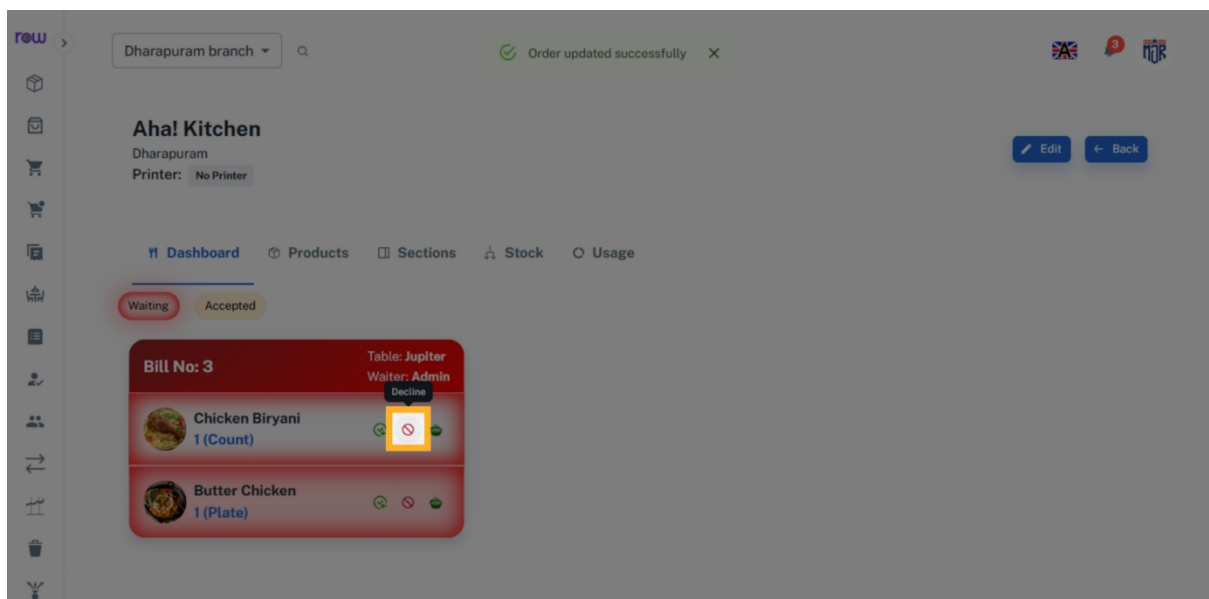
## 18. Product Ready

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



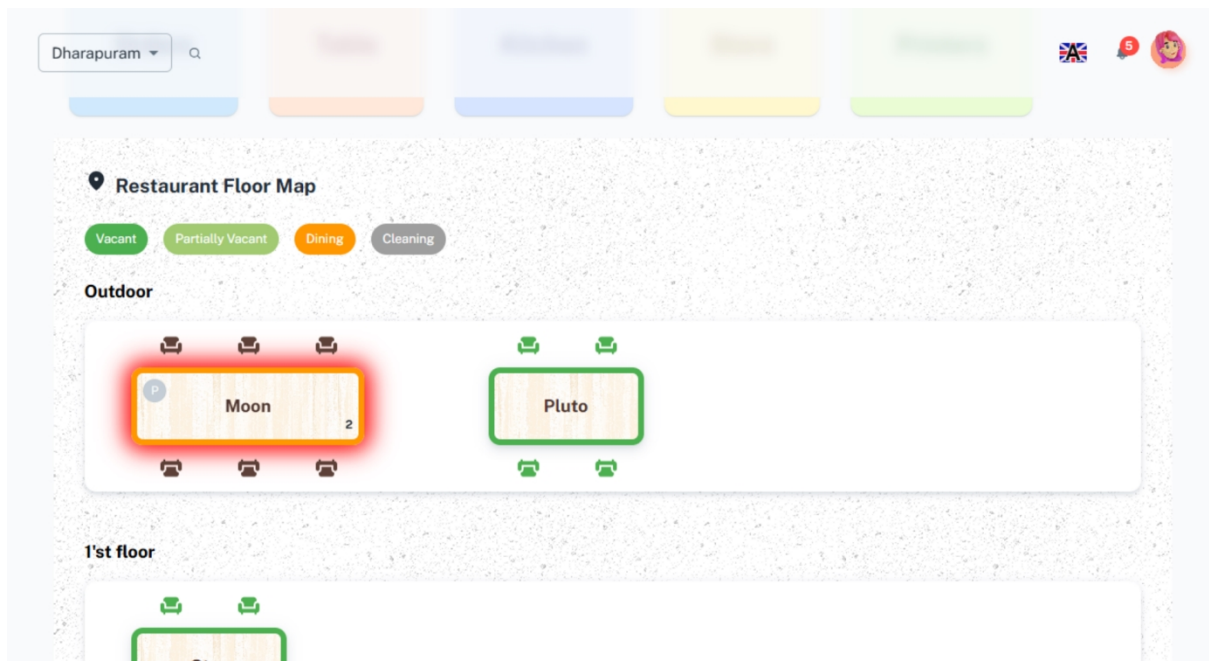
## 19. Decline Orders

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.



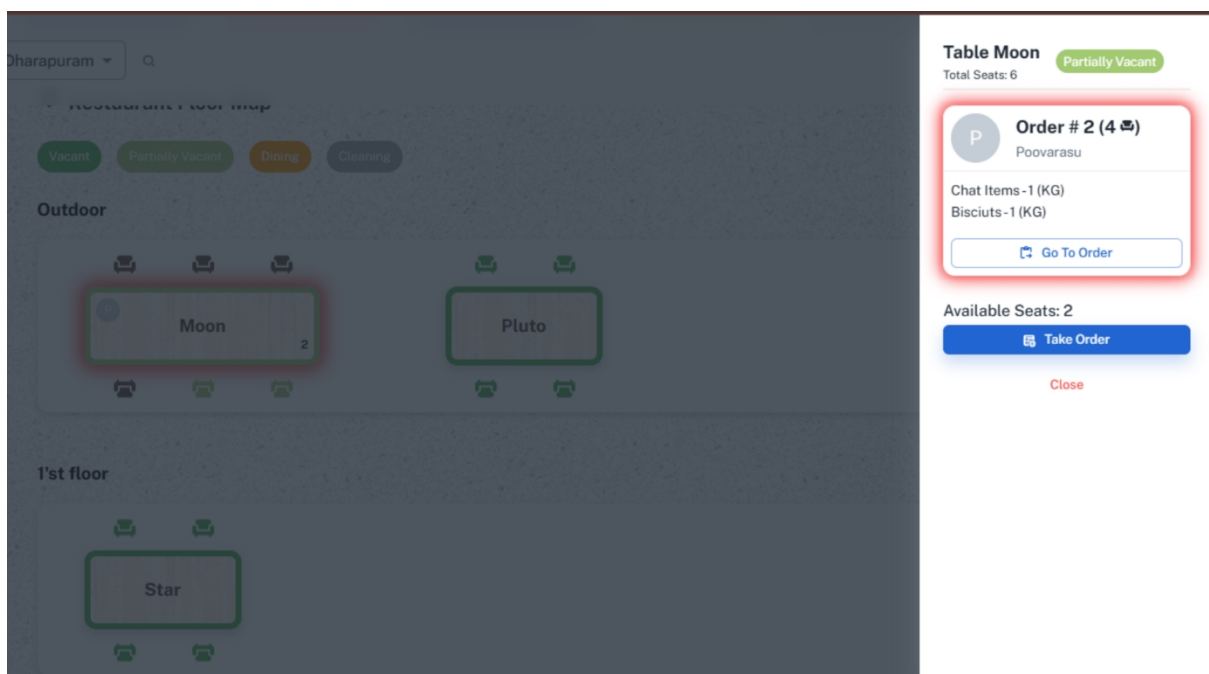
## 20. Table order

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.



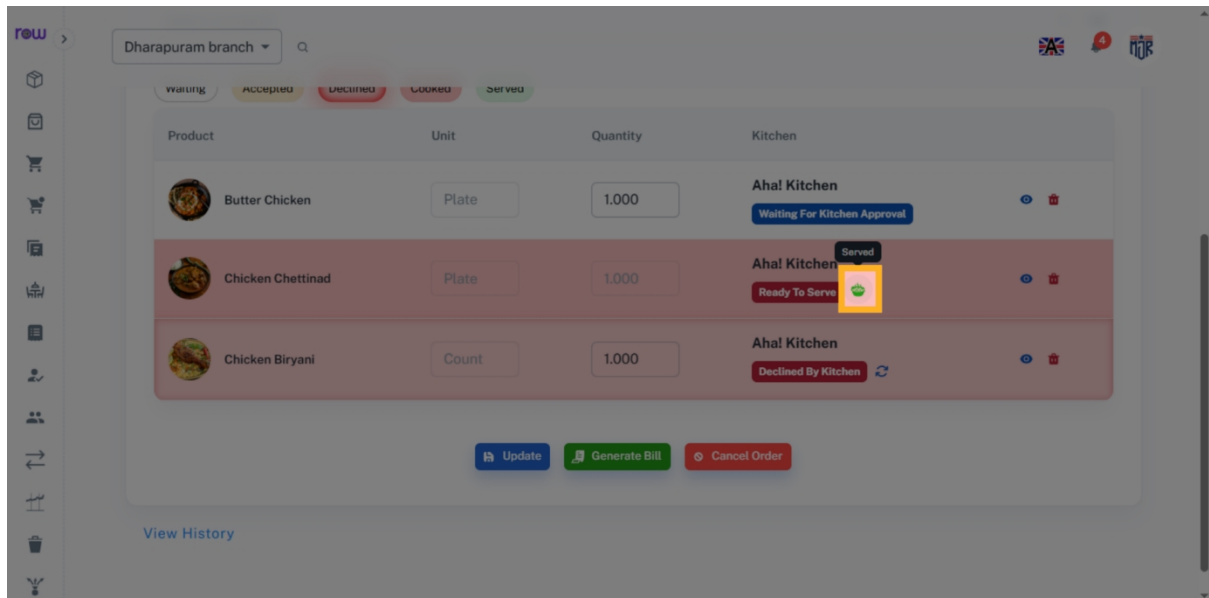
## 21. Order status

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.



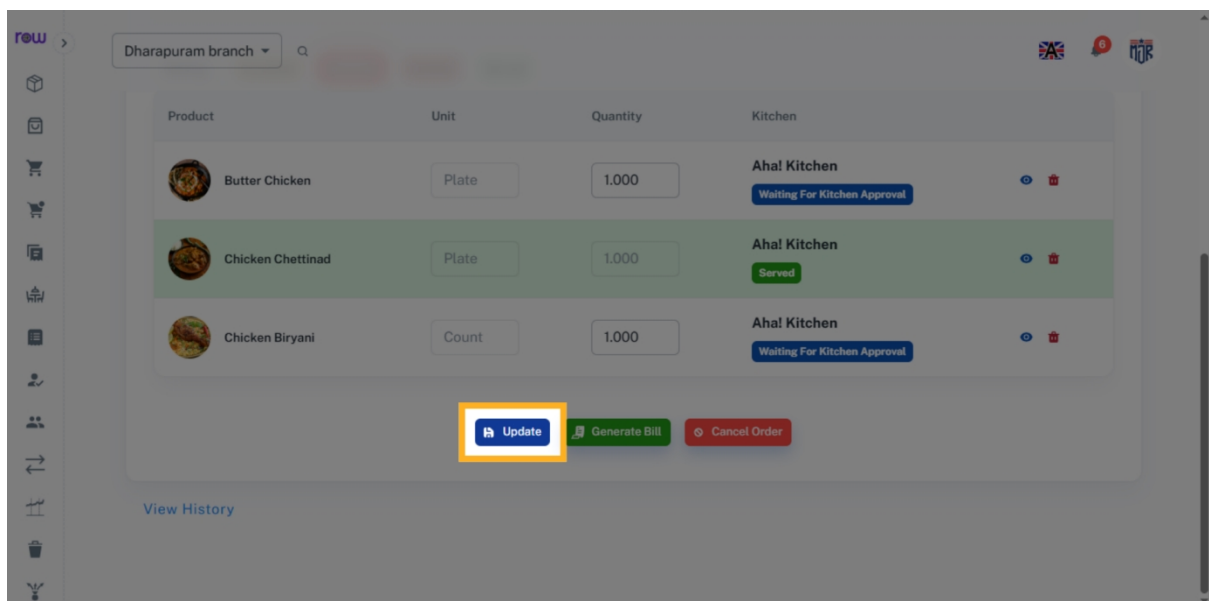
## 22. Served

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



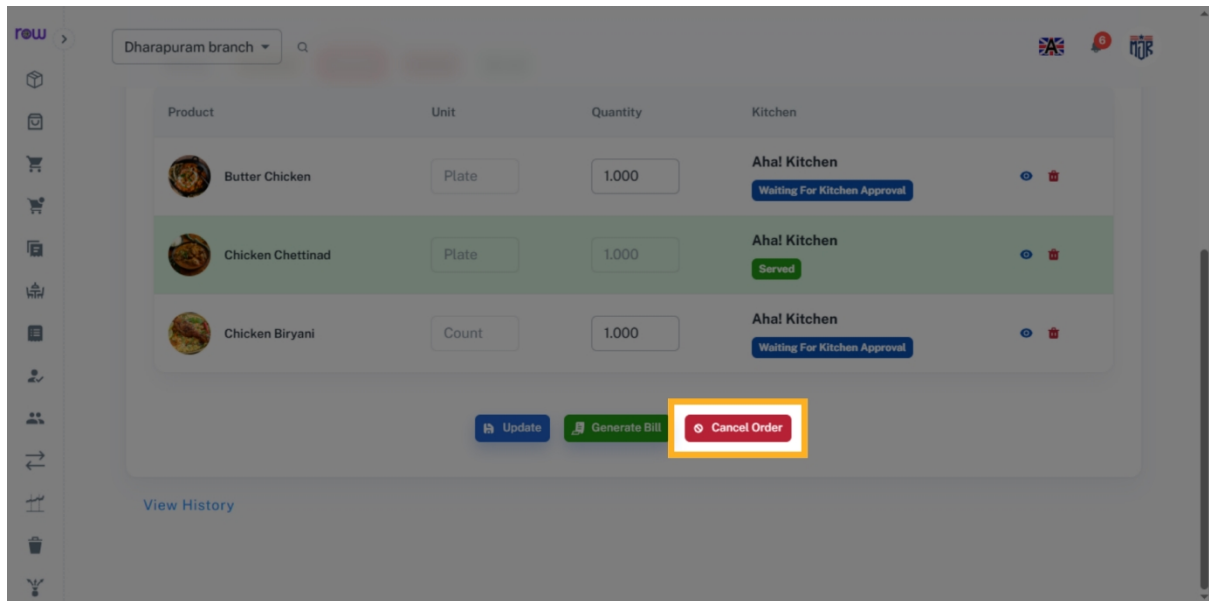
## 23. Update

Click Update to save the changes.



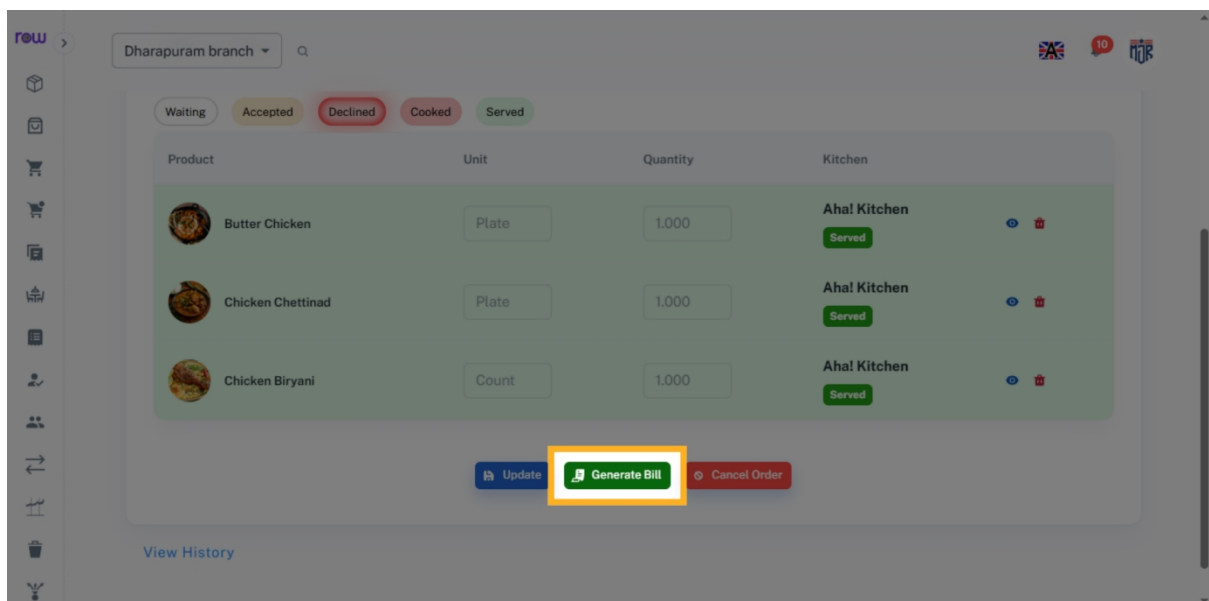
## 24. Cancel the Order

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.

The screenshot shows a POS system interface for the 'Dharapuram branch'. At the top, there is a search bar with a magnifying glass icon. Below it, a 'Not found' message states: 'No results found for this search. Try checking for typos or using complete words.' In the center, there is a text input field containing the number '450', which is highlighted with an orange border. To the right of this field is a blue button labeled 'Add Amount' with a plus icon. Below the input field, the interface displays financial information: 'Profit Amount: 50.00 (25.00%)' and 'Balance Amount: 250.00'. To the right of this is a checkbox labeled 'Use the extra amount customer already given to you (300.00)'. Below the financial information, there is a 'Tips' section with a text input field containing '0.00' and a 'Hide in Mask' toggle switch. At the bottom, there are five buttons: 'Update' (blue), 'Print Bill' (dark blue), 'Complete Order' (green), 'Dining' (red), and 'Cancel Order' (red). A 'View History' link is located at the bottom left.

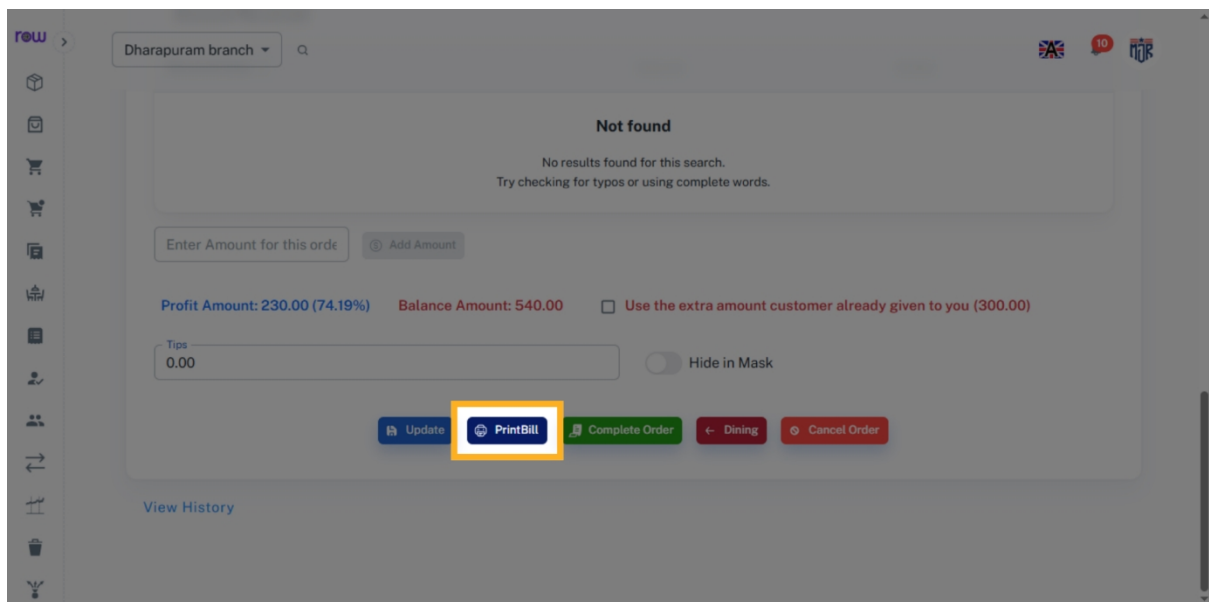
## 27. Enter tips

Enter the tip amount if provided by the customer.

This screenshot shows the same POS system interface as the previous one, but with the 'Tips' input field highlighted by an orange border. The 'Tips' field now contains the number '50'. The 'Add Amount' button remains visible to the right of the input field. The financial information and other buttons remain unchanged from the previous step.

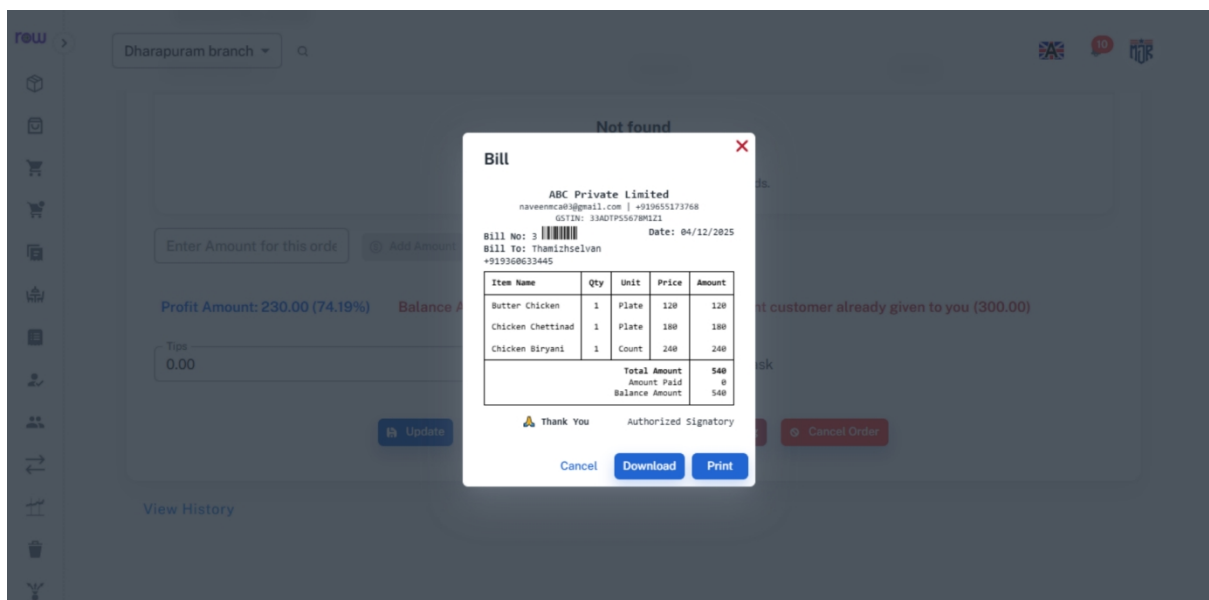
## 28. Print Bill

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



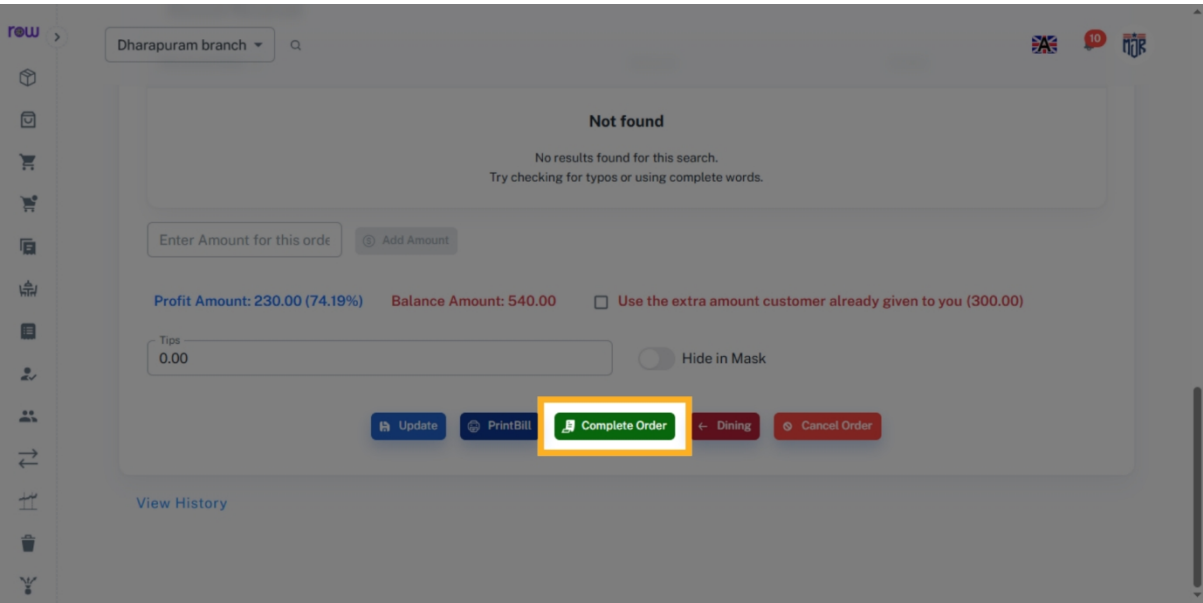
## 29. Bill

You can download and print the bill here.



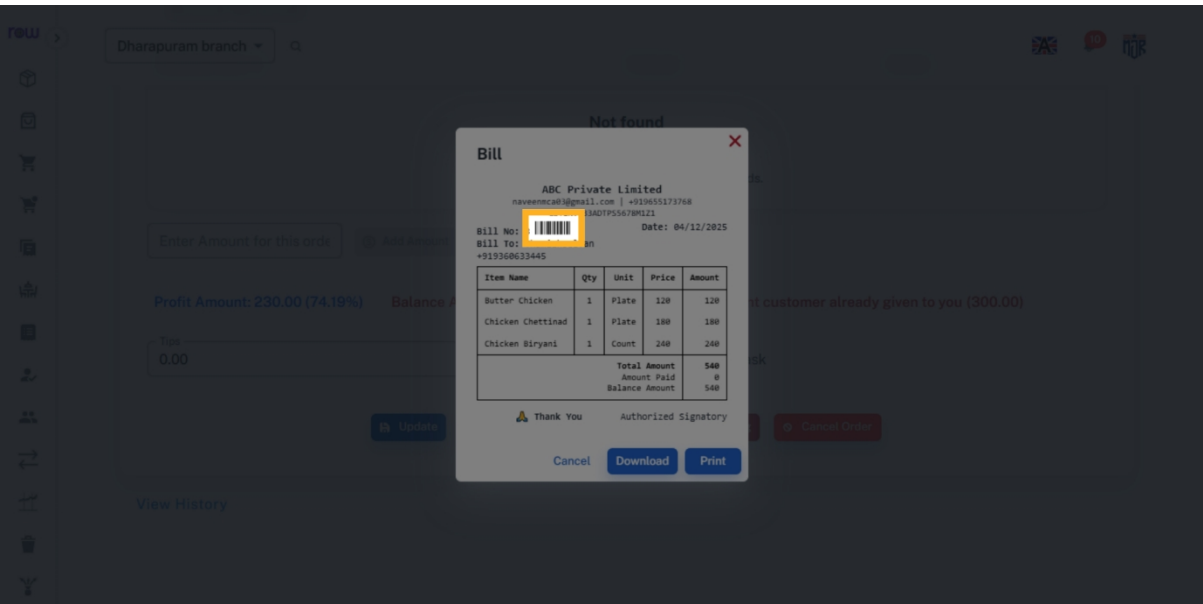
## 30. Complete Order

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.

**Order #2**

**Dine-In** **Dining**

Date: 05 Dec 2025 4:48:25 PM

**Waiter:**  
P **Poovarasu**  
+919361427976

**Table:** Aha (4 Seats)

**Customer:**  
**Appoorva**  
+918324574255  
2/3, North Street, Dharapuram, Dharapuram, Tamil Nadu, 689425

Total Amount: 57.00

Tips  
0.00

**Generate Bill**

Cancel **Go To Order 2**

### 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.

Order #2

Dine-In

Dining

Date: 05 Dec 2025 4:48:25 PM

Waiter:

P

Poovarasu  
+919361427976

Table: Aha (4 Seats)

Customer:  
Appoorva  
+918324574255  
2/3,North Street,Dharapuram, Dharapuram, Tamil Nadu, 689425

Total Amount: 57.00

Amount Received: 0.00

Balance Amount: 57.00

Tips  
0.00

Cash

Card

UPI

Cancel

Go To Order 2

## 34. Confirm Order Completion

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

row

Dharapuram branch

Table Orders

+ Dine-In

+ Pickup

Export

Back

Bill No

From Date

To Date

Table

Customer

Payment Type

Waiter

Print	Bill #	Type	Status	Date	Table	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received
<a href="#">Print</a>	3	Dine-In	Completed	04 Dec 2025 11:42:43 AM - 04 Dec 2025 11:50:12 AM	Jupiter	Thamizhselvan	Chicken Biryani (Count) - 1.000 <a href="#">View All</a>	0.00	0.00	540.00	Cash	0.00
<a href="#">Print</a>	2	Dine-In	Dining	03 Dec 2025 12:29:52 PM -	Saturn	Thamizhselvan	Aachi Murukku (KG) - 5.000 <a href="#">View All</a>	0.00	0.00	250.00	Cash	0.00

### 35. Table Details

Click the table name to view the table order details.

Dharapuram branch

Table Orders

+ Dine-In

+ Pickup

Export

← Back

Bill No

From Date

To Date

Table

Customer

Payment Type

Waiter

Print	Bill #	Type	Status	Date	Table	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received
<a href="#">Print</a>	3	Dine-In	Completed	04 Dec 2025 11:42:43 AM - 04 Dec 2025 11:50:12 AM	Jupiter	Thamizhselvan	Chicken Biryani (Count) - 1.000 <a href="#">View All</a>	0.00	0.00	540.00	Cash	0.00
<a href="#">Print</a>	2	Dine-In	Dining	03 Dec 2025 12:29:52 PM -	Saturn	Thamizhselvan	Aachi Murukku (KG) - 5.000 <a href="#">View All</a>	0.00	0.00	250.00	Cash	0.00

### 36. Table Details

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

Dharapuram branch

Jupiter - 8 Seats

Outdoor

Edit

← Back

Orders

Bill No

From Date

To Date

+ New Table Order

1-1 of 1 < >

3 Completed

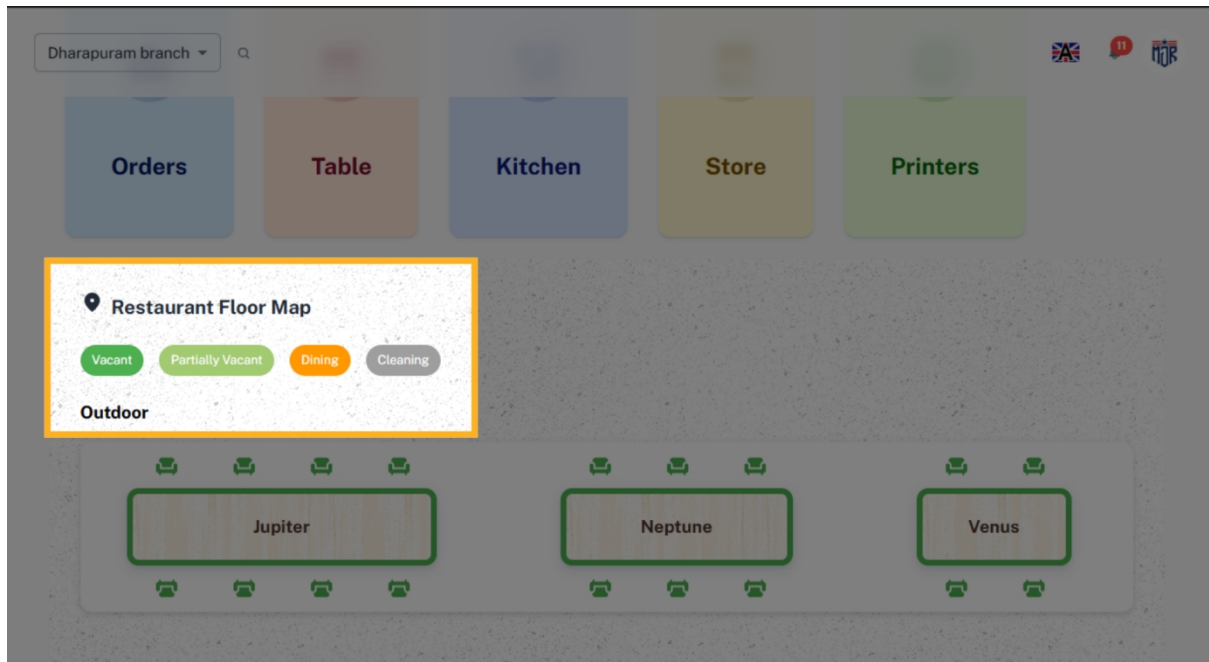
04 Dec 2025

Description	Price	Qty	Discount	Tax	Amount
Chicken Biryani	240.00	1.000	0.00	0.00	240.00
Chicken Chettinad	180.00	1.000	0.00	0.00	180.00
Butter Chicken	120.00	1.000	0.00	0.00	120.00
Total Amount					540.00
Amount Received					0.00
Balance Amount					540.00

Edit

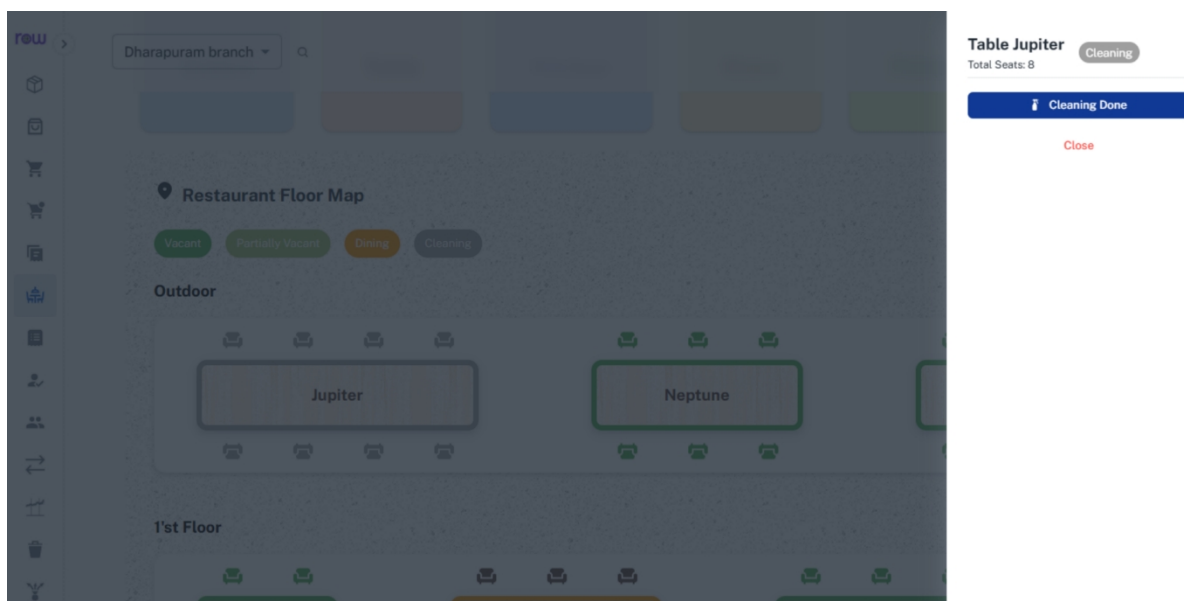
## 37. Table Colour

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**