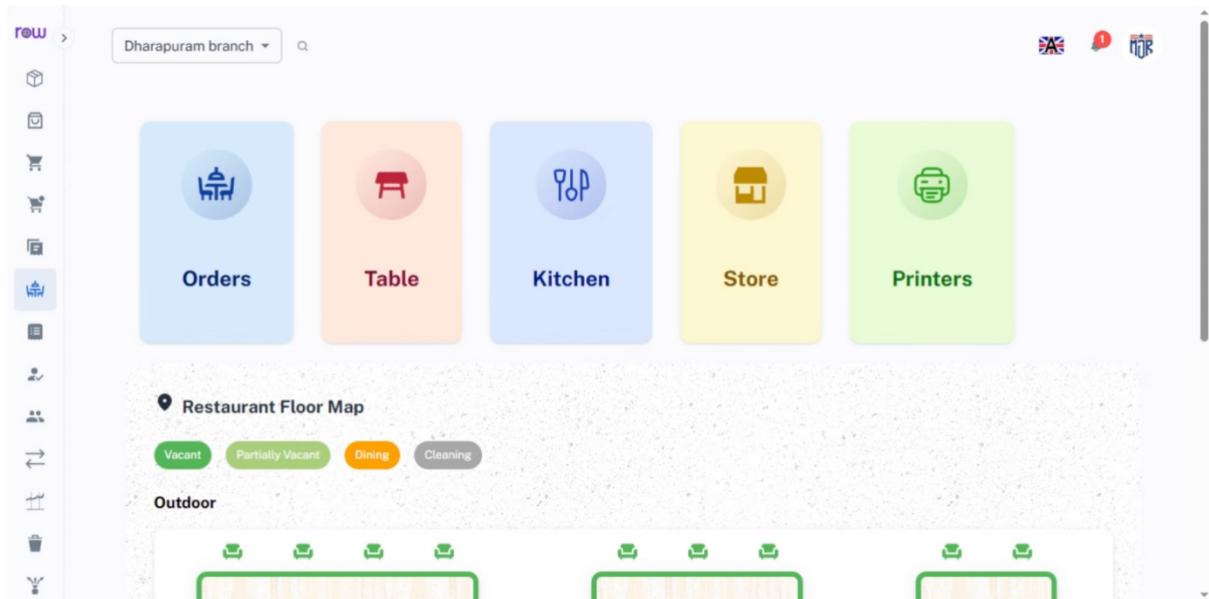


Create Order & Generate Bill and Manage KOT

Go to runonweb.com

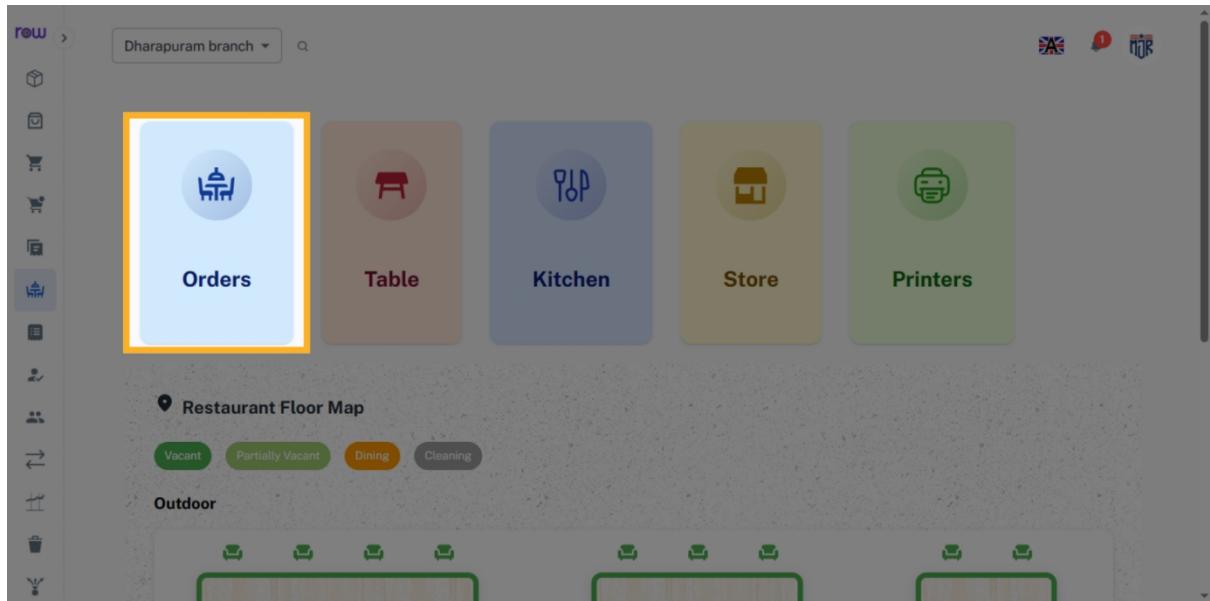
1. Introduction

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



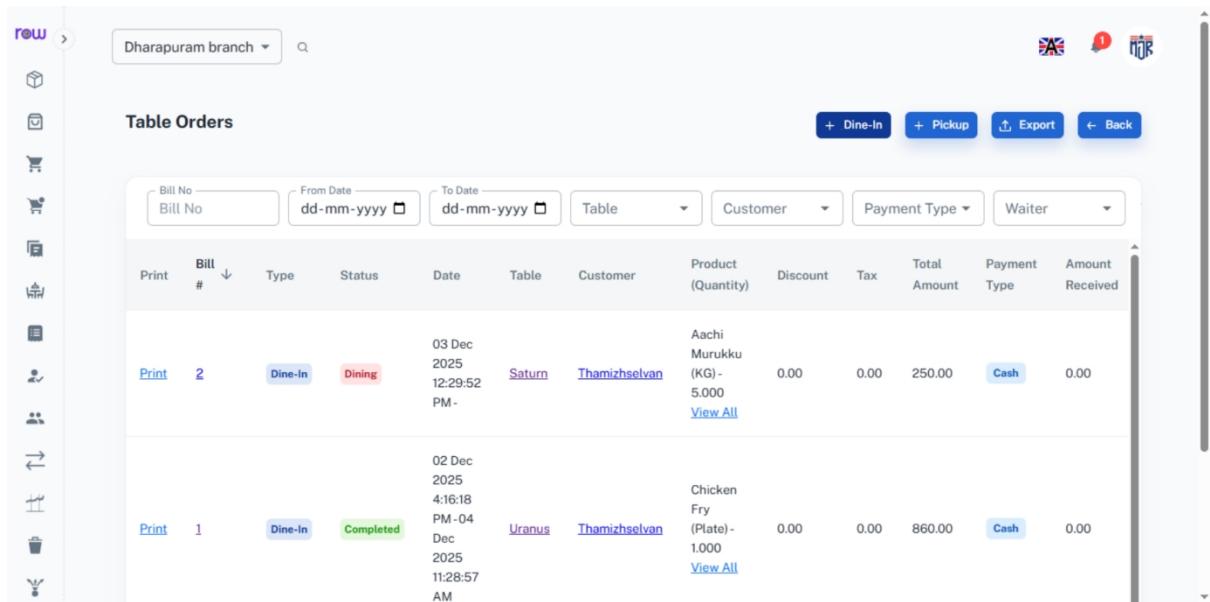
2. Orders Section

Click the Orders section to take a new table order.



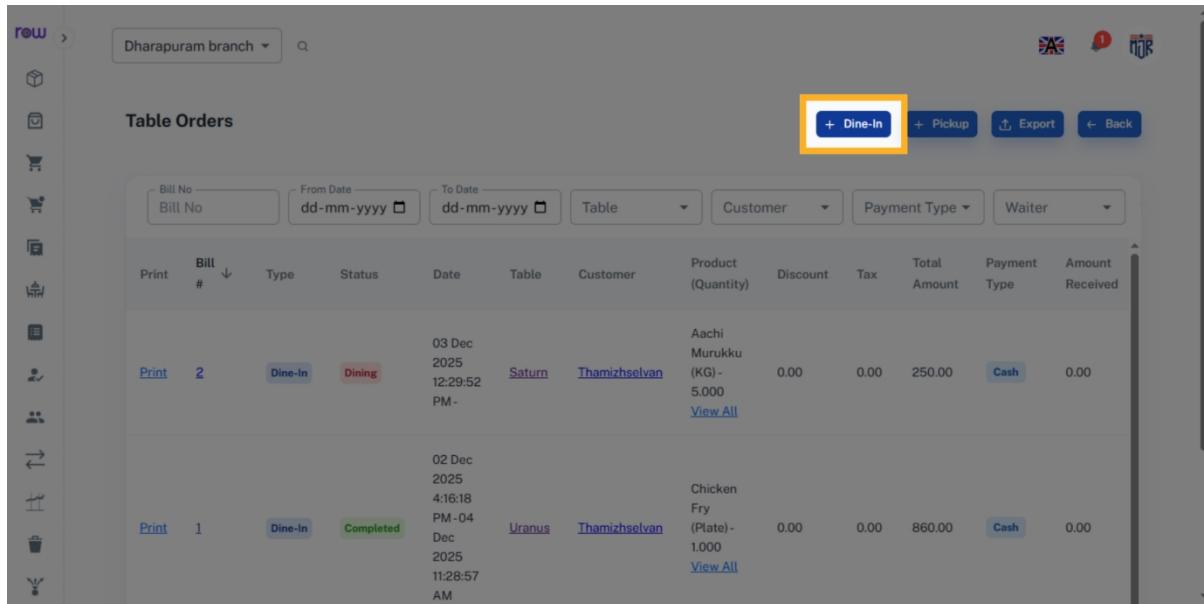
3. Click Dine-in

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.

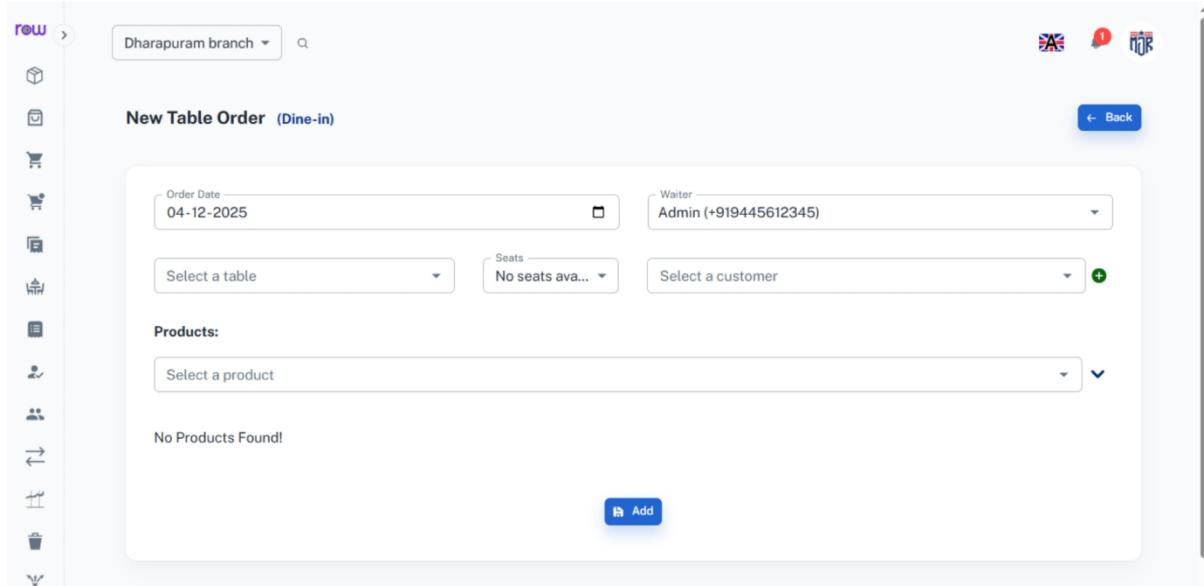


The screenshot shows the 'Table Orders' section of a POS system. At the top, there are search filters for 'Bill No', 'From Date', 'To Date', 'Table', 'Customer', 'Payment Type', and 'Waiter'. Below these are two rows of order details:

| Print | Bill # | Type | Status | Date | Table | Customer | Product (Quantity) | Discount | Tax | Total Amount | Payment Type | Amount Received |
|-------|--------|---------|-----------|--|--------|---------------|-----------------------------|----------|------|--------------|--------------|-----------------|
| Print | 2 | Dine-In | Dining | 03 Dec 2025 12:29:52 PM - | Saturn | Thamizhselvan | Aachi Murukku (KG) - 5.000 | 0.00 | 0.00 | 250.00 | Cash | 0.00 |
| Print | 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 | 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.



The screenshot shows the 'New Table Order (Dine-in)' screen. At the top, there are fields for 'Order Date' (04-12-2025) and 'Waiter' (Admin (+919445612345)). Below these are dropdowns for 'Select a table' (Uranus), 'Seats' (No seats ava...), and 'Select a customer' (dropdown menu). The 'Products:' section contains a message: 'No Products Found!'. At the bottom is a blue 'Add' button.

6. Table Selection

Select Table

Dharapuram branch Q ENGLISH 11 INR

New Table Order (Dine-in) ← Back

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

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

Products:

Select a product ▼

No Products Found!

Add

7. Seat Selection

Select Seat

Dharapuram branch Q ENGLISH 11 INR

New Table Order (Dine-in) ← Back

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

Select a table: Jupiter - 8 Seats ▼ Seats: 6 ▼ Select a customer ▼ +

Products:

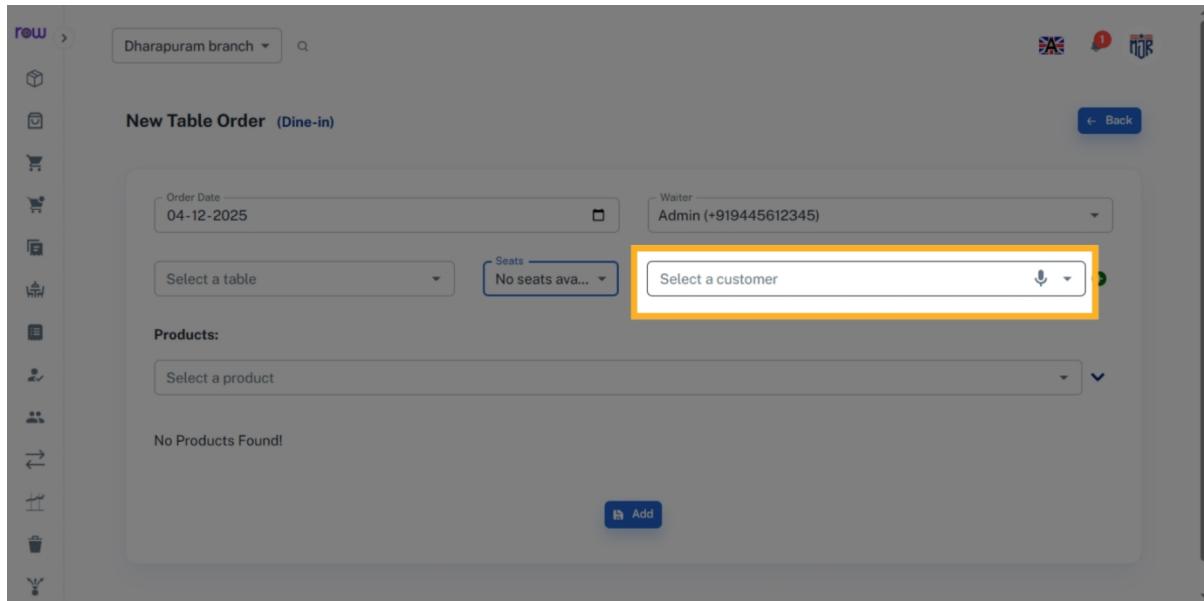
Select a product ▼

Search by category name



8. Customer for Order

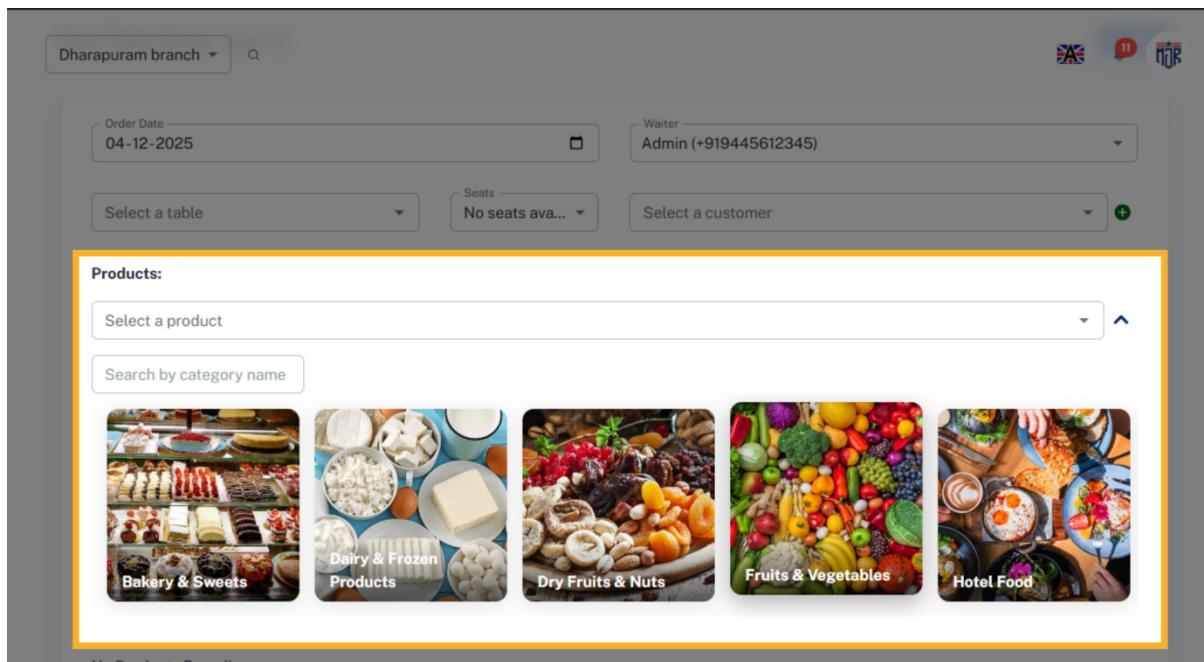
Select the existing Customer or click the + icon to create a new Customer.



The screenshot shows the 'New Table Order (Dine-in)' interface. At the top, there are dropdowns for 'Dharapuram branch' and 'Order Date' (set to 04-12-2025), and a 'Waiter' dropdown (set to Admin (+919445612345)). Below these are 'Select a table' and 'Seats' dropdowns (both showing 'No seats ava...'). A prominent input field labeled 'Select a customer' is highlighted with a yellow box. The 'Products:' section below it shows a dropdown 'Select a product' with the message 'No Products Found!' and an 'Add' button.

9. Choose Product for Order

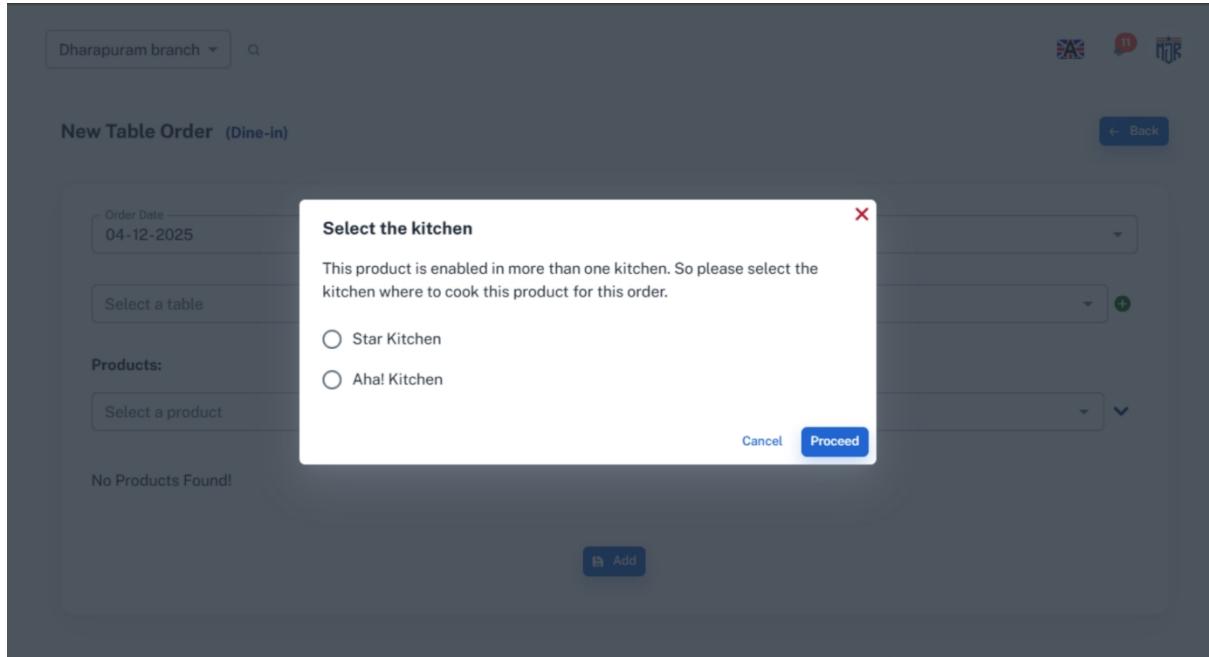
Select Product



The screenshot shows the 'New Table Order (Dine-in)' interface with the 'Products:' section highlighted by a yellow box. The 'Products:' section contains a dropdown 'Select a product' and a 'Search by category name' input field. Below are five category cards with images: 'Bakery & Sweets' (showing various pastries), 'Dairy & Frozen Products' (showing cheese, eggs, and cream), 'Dry Fruits & Nuts' (showing dried fruits and nuts), 'Fruits & Vegetables' (showing a variety of fresh produce), and 'Hotel Food' (showing a meal with eggs and vegetables). The rest of the page includes the same header and table selection fields as the previous screenshot.

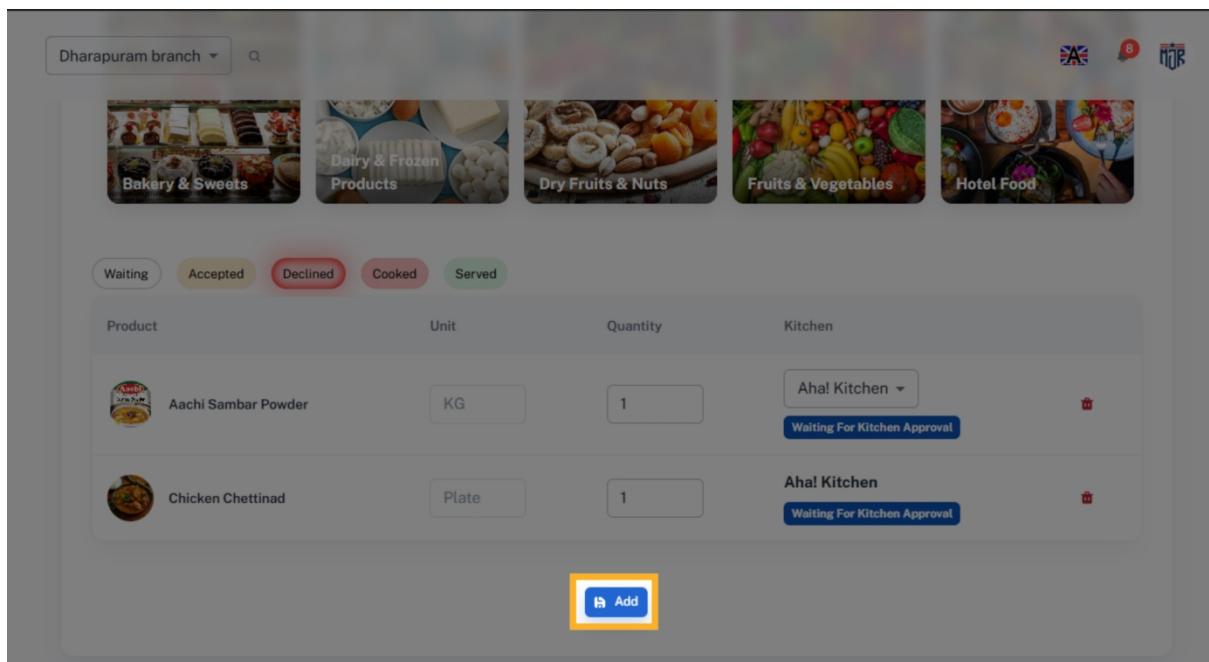
10. Kitchen Selection

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



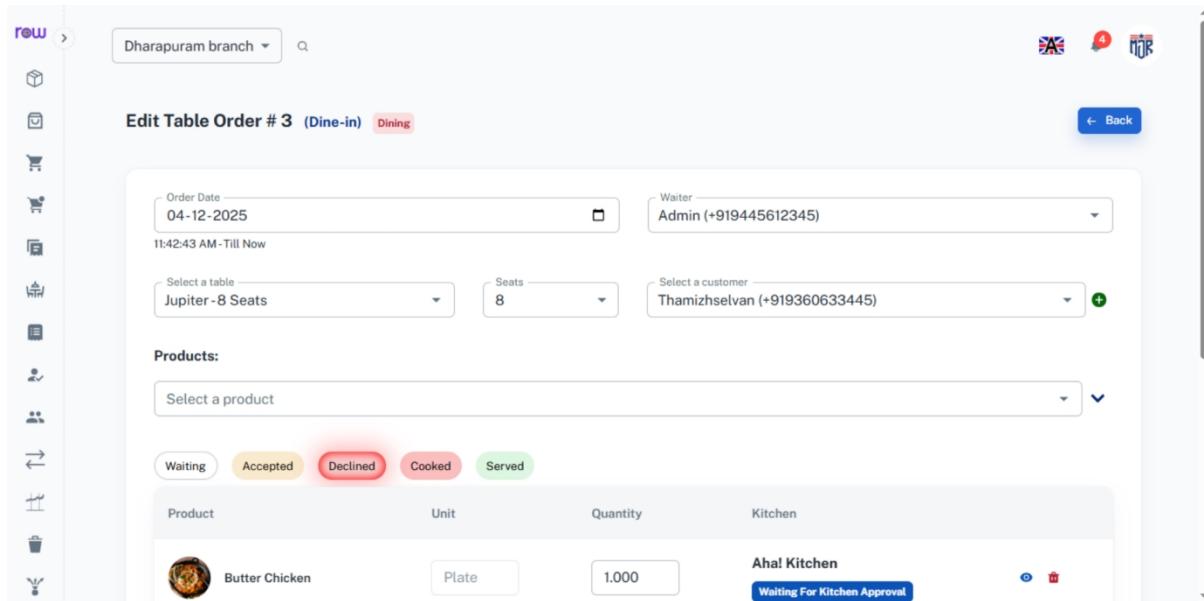
11. Add

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.



Order Date: 04-12-2025

Waiter: Admin (+919445612345)

Select a table: Jupiter - 8 Seats

Seats: 8

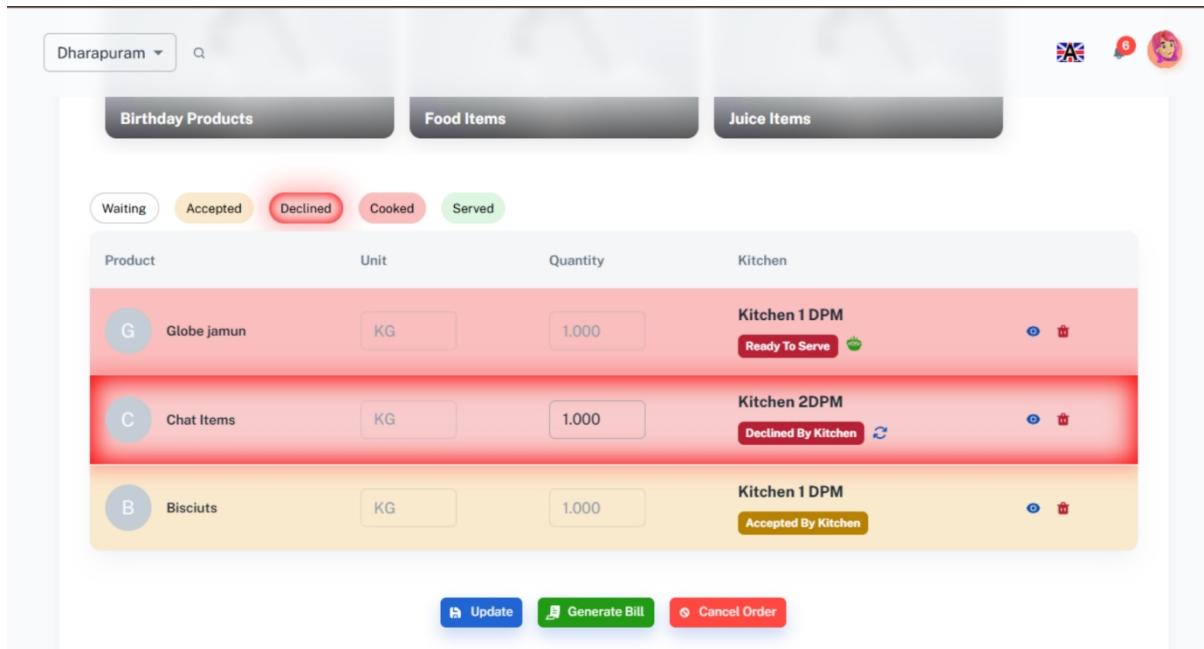
Select a customer: Thamizhselvan (+919360633445)

Products:

| Product | Unit | Quantity | Kitchen |
|----------------|-------|----------|--|
| Butter Chicken | Plate | 1.000 | Ahal 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.



Birthday Products **Food Items** **Juice Items**

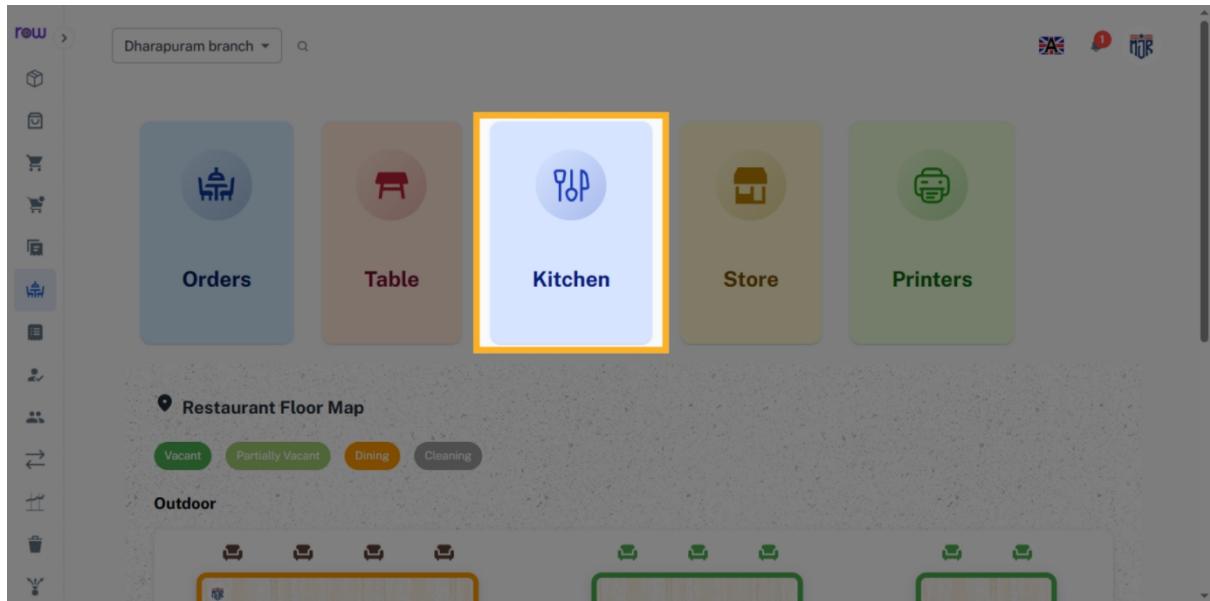
Waiting **Accepted** **Declined** **Cooked** **Served**

| Product | Unit | Quantity | Kitchen |
|-------------|------|----------|--------------------------------------|
| Globe jamun | KG | 1.000 | Kitchen 1 DPM Ready To Serve |
| Chat Items | KG | 1.000 | Kitchen 2DPM Declined By Kitchen |
| Biscuits | KG | 1.000 | Kitchen 1 DPM Accepted By Kitchen |

Update **Generate Bill** **Cancel Order**

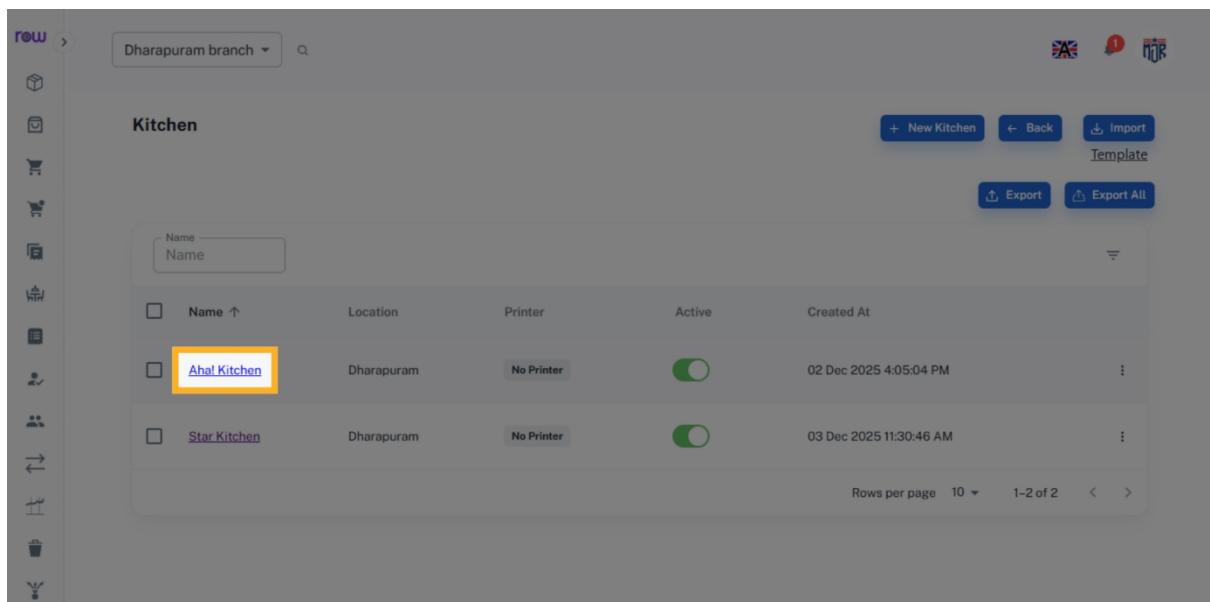
14. Access Kitchen

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



15. Select Kitchen

Select Kitchen

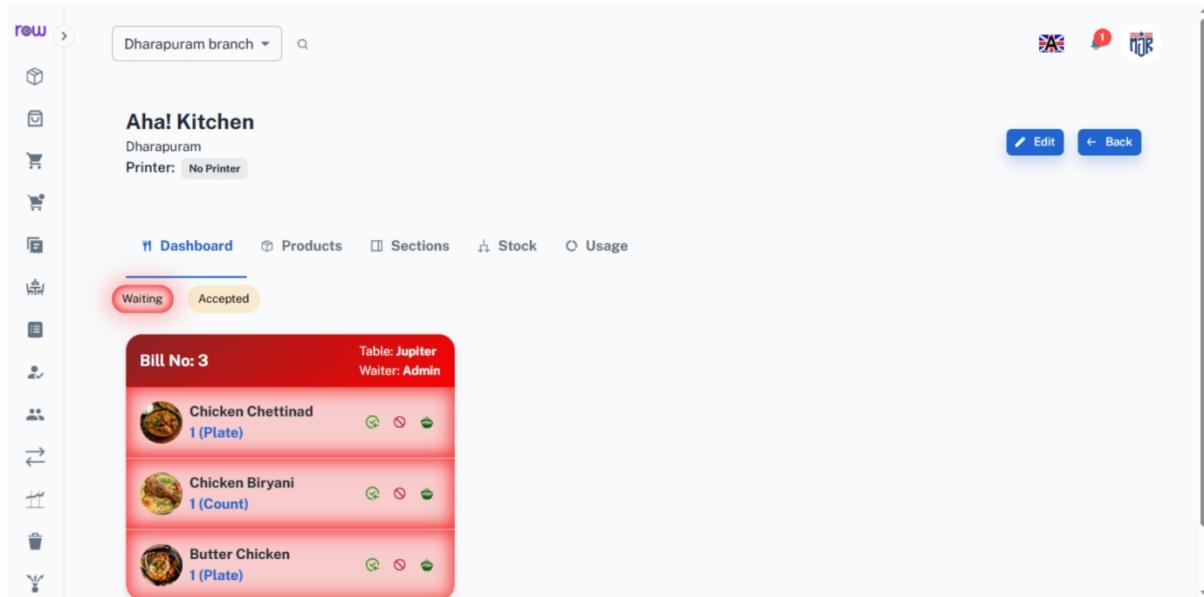


| Name | Location | Printer | Active | Created At | Actions |
|------------------------------|------------|------------|-------------------------------------|-------------------------|----------------|
| Ahal Kitchen | Dharapuram | No Printer | <input checked="" type="checkbox"/> | 02 Dec 2025 4:05:04 PM | ⋮ |
| Star Kitchen | Dharapuram | No Printer | <input checked="" type="checkbox"/> | 03 Dec 2025 11:30:46 AM | ⋮ |

Rows per page 10 < > 1-2 of 2

16. Approvals

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



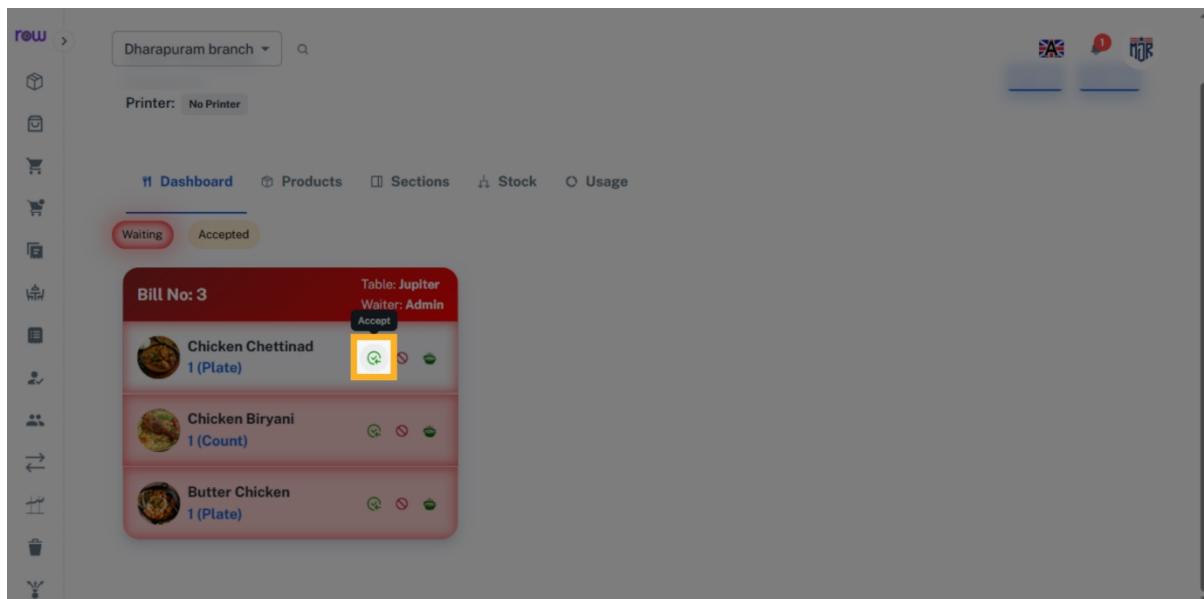
The screenshot shows the Aha! Kitchen dashboard for the Dharapuram branch. The top navigation bar includes a dropdown for 'Dharapuram branch', a search bar, and icons for a printer, a red exclamation mark, and a blue 'Edit' button. The main title 'Aha! Kitchen' is displayed, along with the branch name 'Dharapuram' and a note 'Printer: No Printer'. Below the title, there are five navigation links: 'Dashboard', 'Products', 'Sections', 'Stock', and 'Usage'. A secondary navigation bar below these links shows two buttons: 'Waiting' (highlighted in red) and 'Accepted'. The main content area displays an order for 'Bill No: 3' at 'Table: Jupiter' with 'Waiter: Admin'. The order details are as follows:

| Item | Quantity | Unit |
|-------------------|----------|---------|
| Chicken Chettinad | 1 | (Plate) |
| Chicken Biryani | 1 | (Count) |
| Butter Chicken | 1 | (Plate) |

Each item row contains a small image of the dish, the name, the quantity, and the unit. To the right of the order details, there are three small circular icons with symbols: a green checkmark, a red circle with a minus sign, and a green circle with a plus sign.

17. Accept

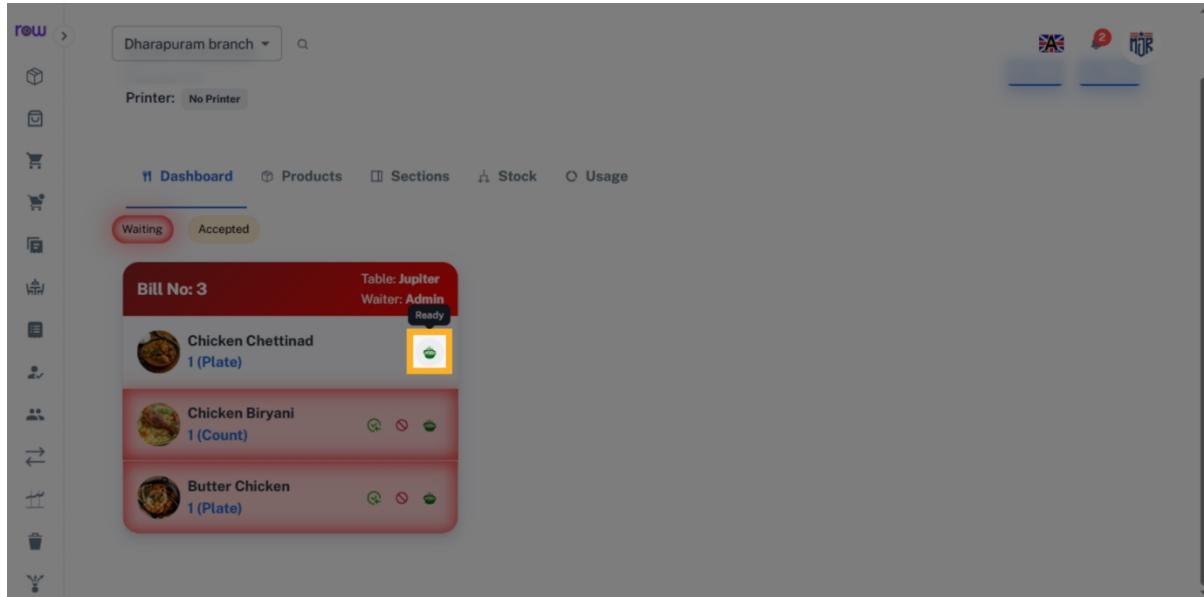
Click Accept to accept the order.



The screenshot shows the same kitchen dashboard as the previous one, but with a key difference: the 'Waiting' button has been clicked, and a small modal window titled 'Accept' is overlaid on the order card for the first item. The modal contains a green checkmark icon. The rest of the dashboard interface and the order details remain the same as in the previous screenshot.

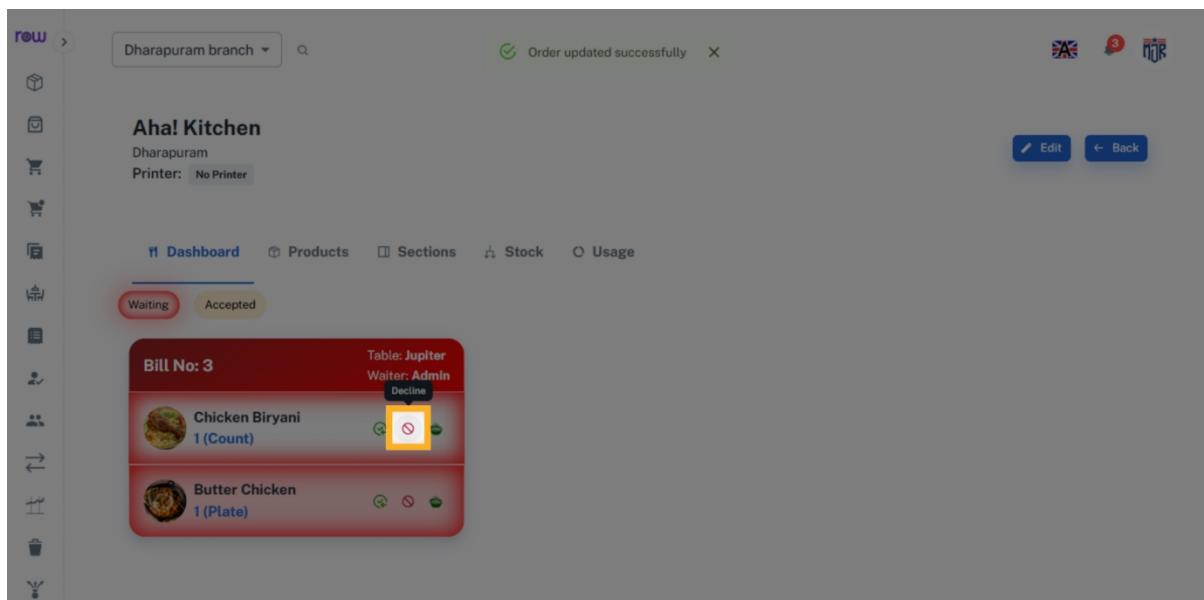
18. Product Ready

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



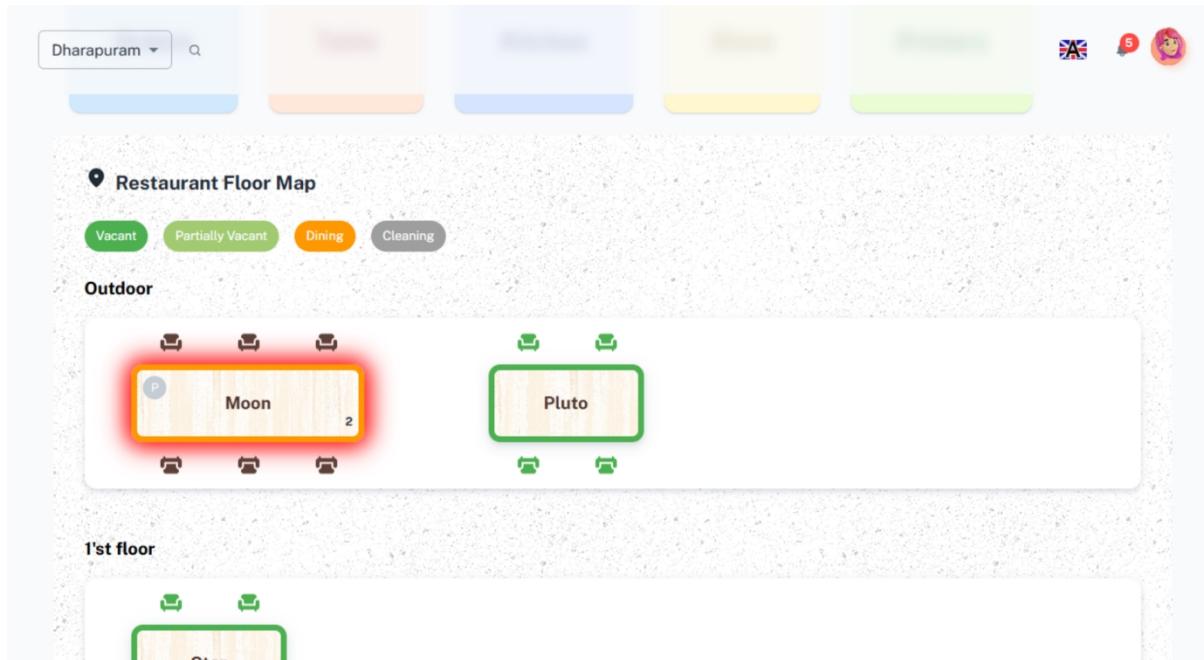
19. Decline Orders

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.



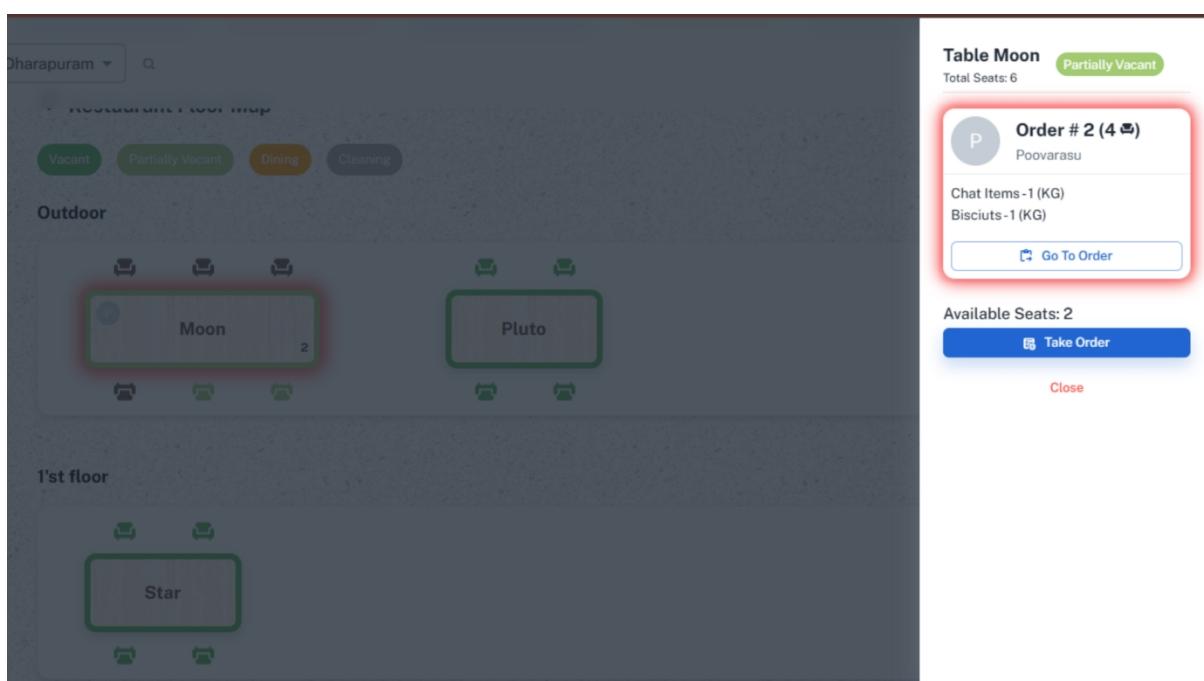
20. Table order

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.



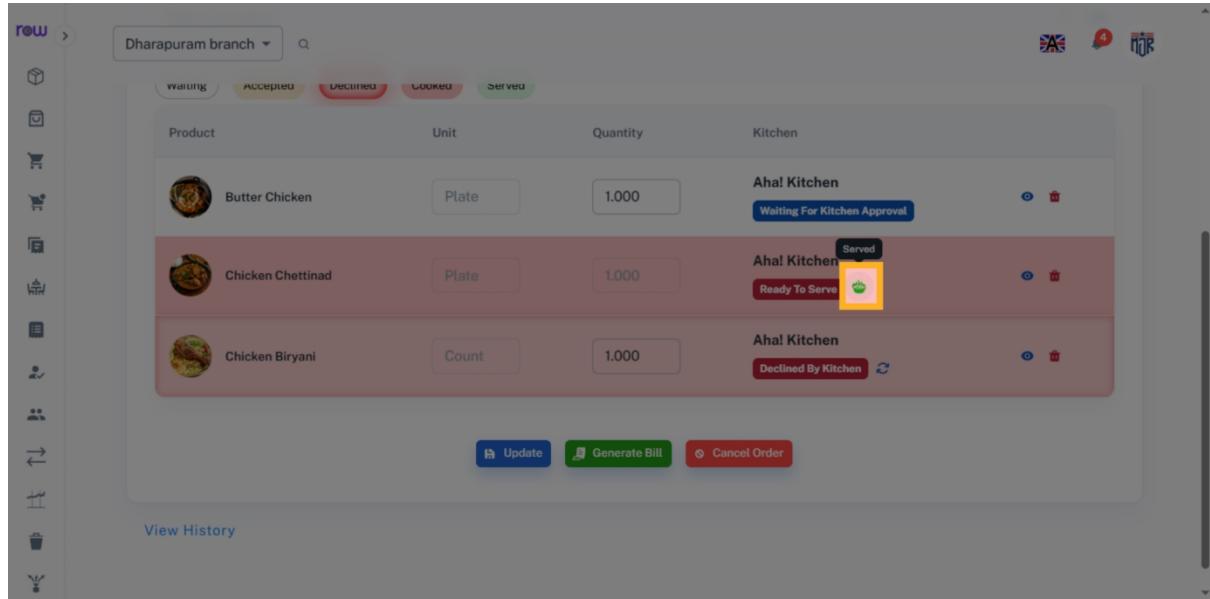
21. Order status

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

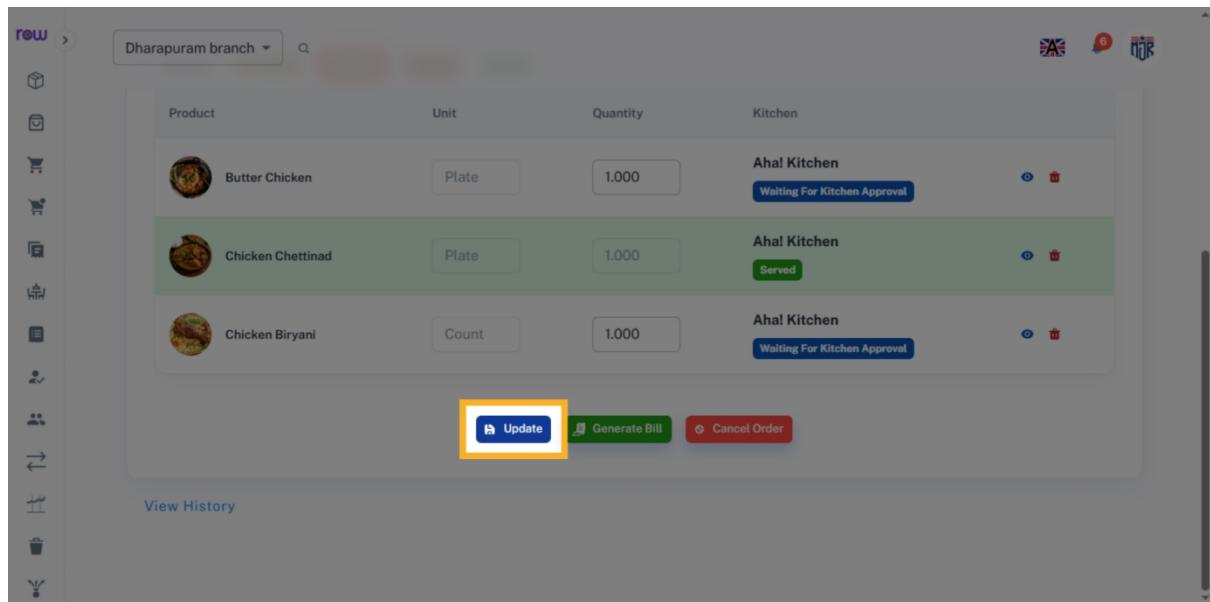
In edit orders scroll down to view the current status of the items. Click Served once the item has been served.



| Product | Unit | Quantity | Kitchen |
|-------------------|-------|----------|--|
| Butter Chicken | Plate | 1.000 | Ahal Kitchen Waiting For Kitchen Approval |
| Chicken Chettinad | Plate | 1.000 | Ahal Kitchen Served Ready To Serve |
| Chicken Biryani | Count | 1.000 | Ahal Kitchen Declined By Kitchen |

23. Update

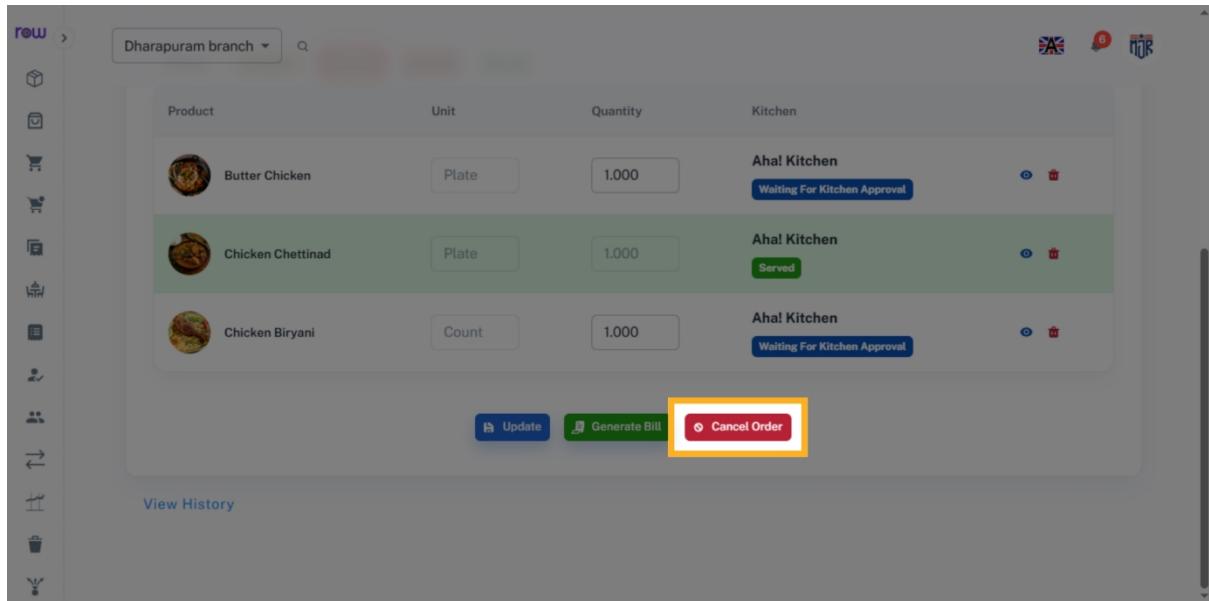
Click Update to save the changes.



| Product | Unit | Quantity | Kitchen |
|-------------------|-------|----------|--|
| Butter Chicken | Plate | 1.000 | Ahal Kitchen Waiting For Kitchen Approval |
| Chicken Chettinad | Plate | 1.000 | Ahal Kitchen Served |
| Chicken Biryani | Count | 1.000 | Ahal Kitchen Waiting For Kitchen Approval |

24. Cancel the Order

Click Cancel Order to cancel the order.



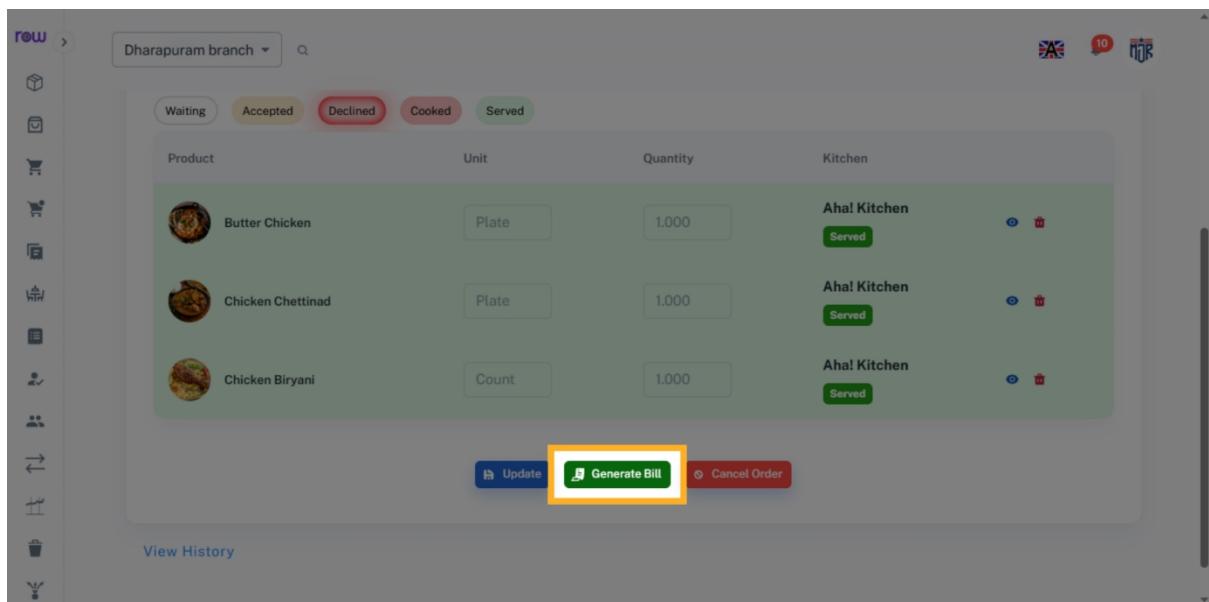
The screenshot shows a software interface for managing food orders. On the left is a sidebar with various icons. The main area is titled 'Dharapuram branch' and shows a list of three orders:

| Product | Unit | Quantity | Kitchen |
|-------------------|-------|----------|--|
| Butter Chicken | Plate | 1.000 | Ahal Kitchen Waiting For Kitchen Approval |
| Chicken Chettinad | Plate | 1.000 | Ahal Kitchen Served |
| Chicken Biryani | Count | 1.000 | Ahal Kitchen Waiting For Kitchen Approval |

At the bottom of the screen, there are three buttons: 'Update', 'Generate Bill', and 'Cancel Order'. The 'Cancel Order' button is highlighted with a yellow box.

25. Generate Bill

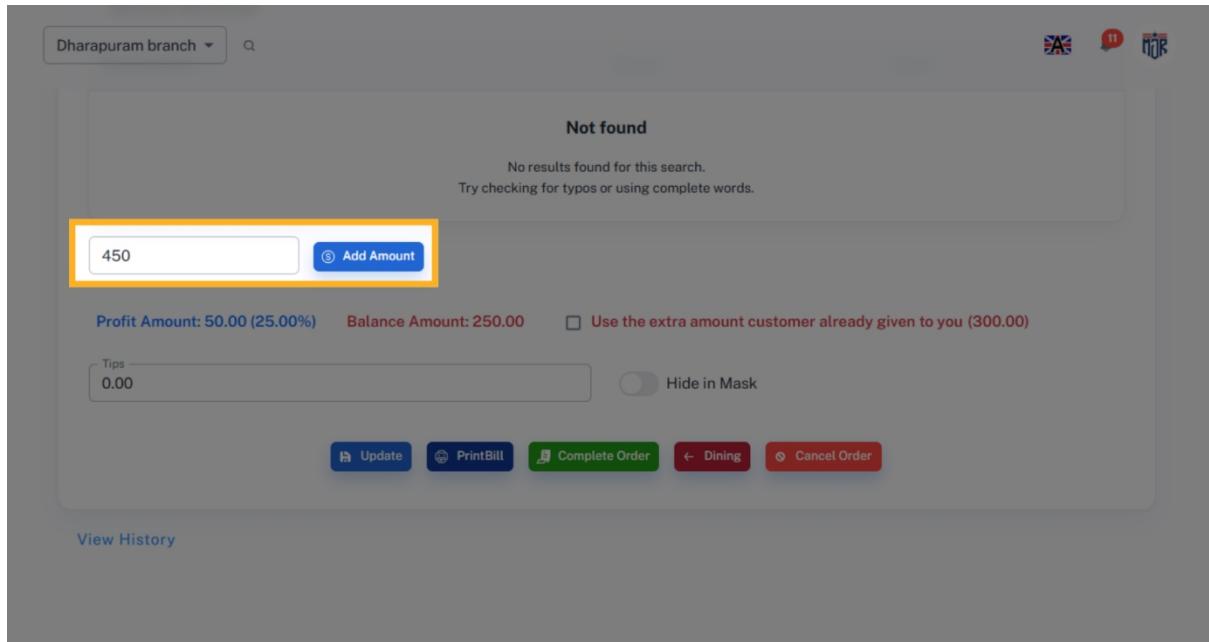
Generate the bill if the order has been successfully served.



The screenshot shows the same software interface as the previous one, but the status of the orders has changed. The 'Butter Chicken' and 'Chicken Chettinad' orders are now marked as 'Served' in the kitchen column. The 'Generate Bill' button is highlighted with a yellow box at the bottom of the screen.

26. Enter Amount

Enter the amount and click Add Amount.



Dharapuram branch ▾ Q

Not found

No results found for this search.
Try checking for typos or using complete words.

450 Add Amount

Profit Amount: 50.00 (25.00%) Balance Amount: 250.00 Use the extra amount customer already given to you (300.00)

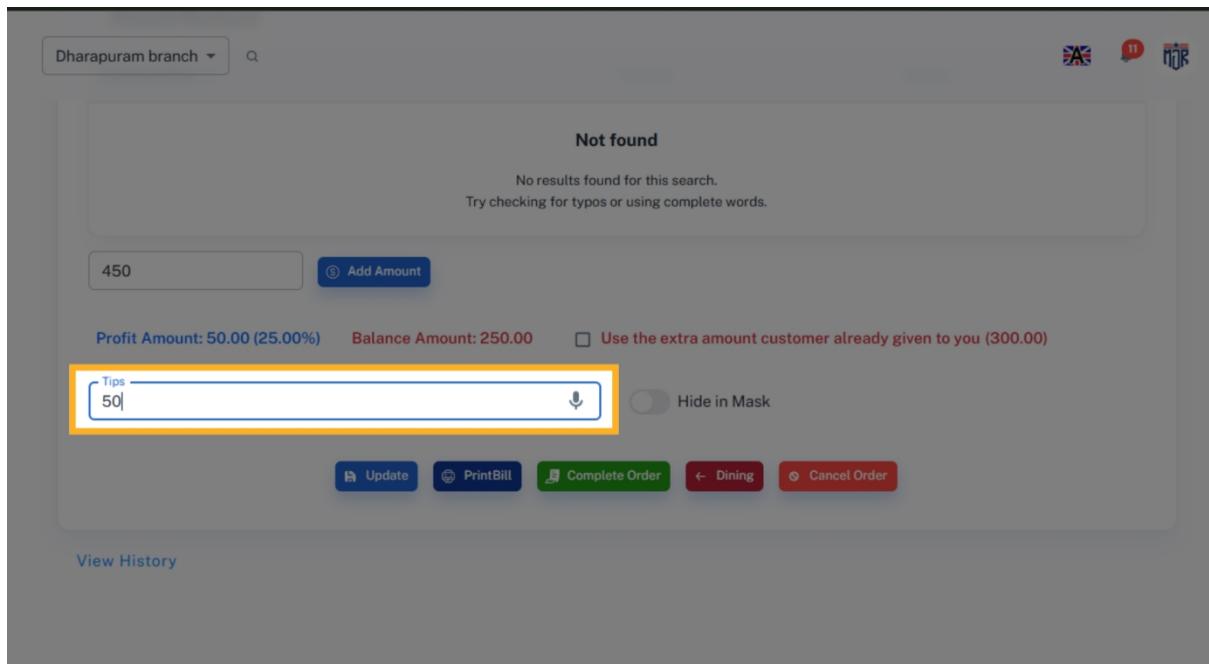
Tips 0.00 Hide in Mask

Update PrintBill Complete Order Dining Cancel Order

[View History](#)

27. Enter tips

Enter the tip amount if provided by the customer.



Dharapuram branch ▾ Q

Not found

No results found for this search.
Try checking for typos or using complete words.

450 Add Amount

Profit Amount: 50.00 (25.00%) Balance Amount: 250.00 Use the extra amount customer already given to you (300.00)

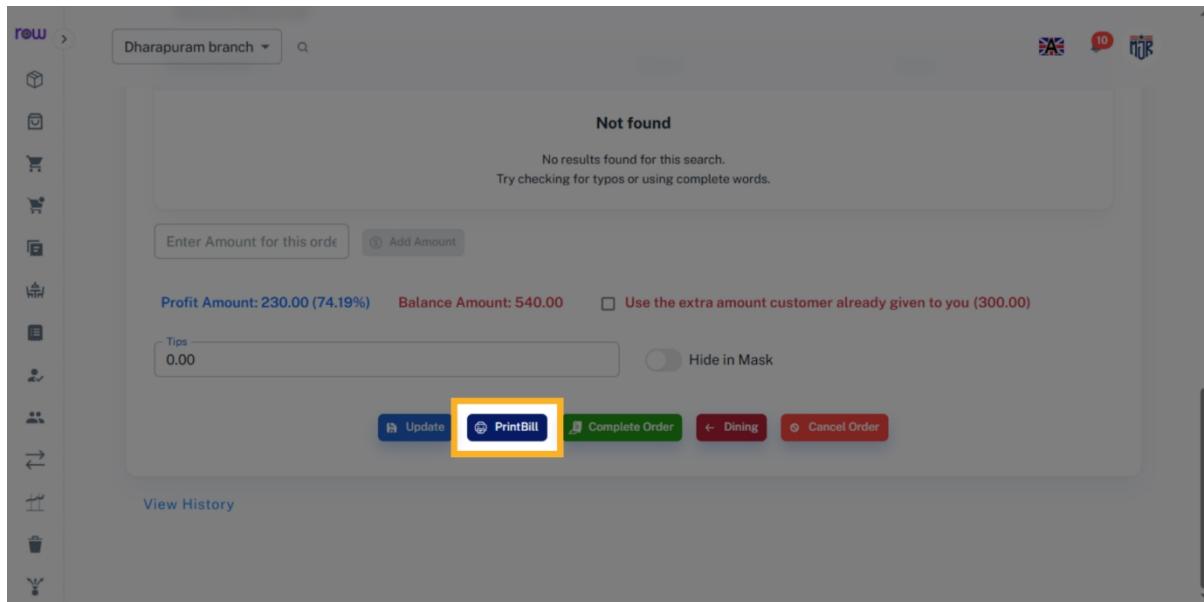
Tips 50 Hide in Mask

Update PrintBill Complete Order Dining Cancel Order

[View History](#)

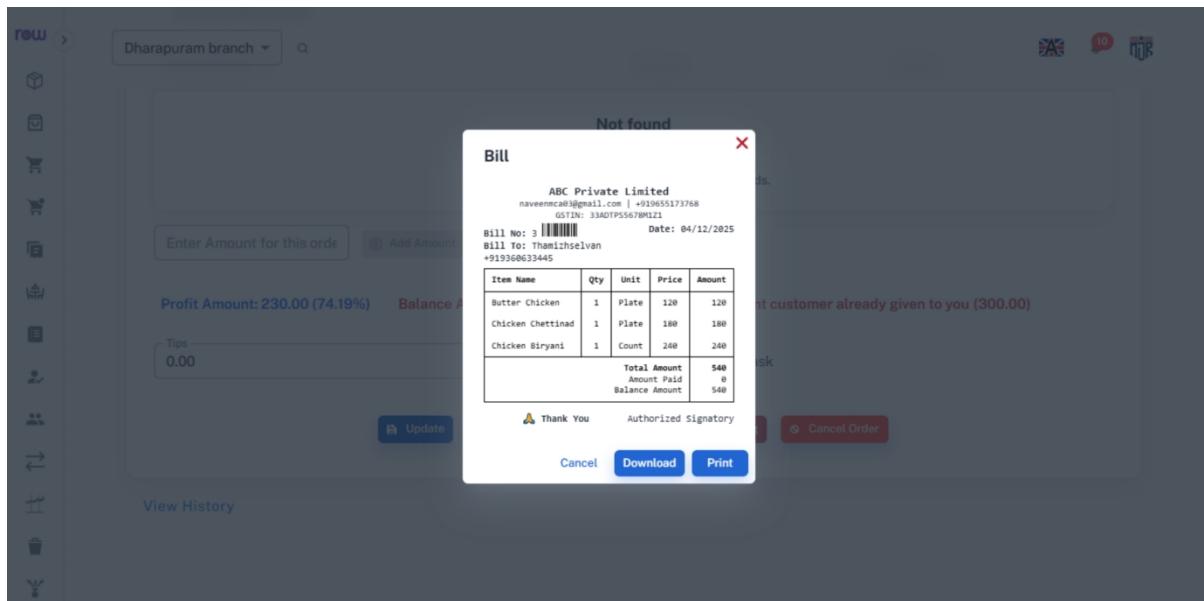
28. Print Bill

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



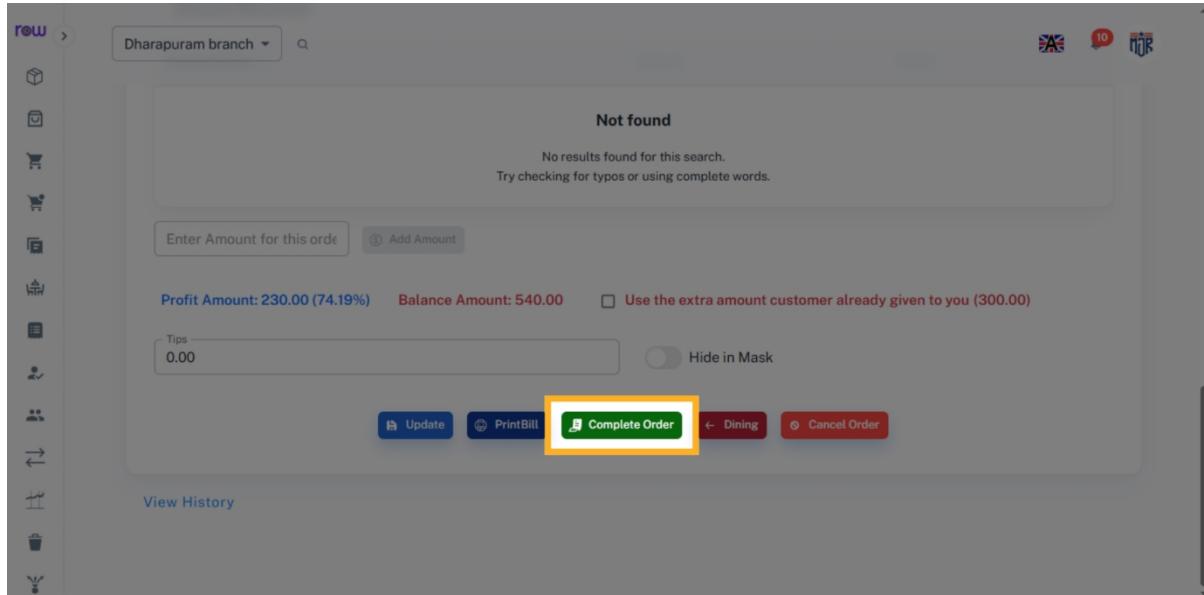
29. Bill

You can download and print the bill here.



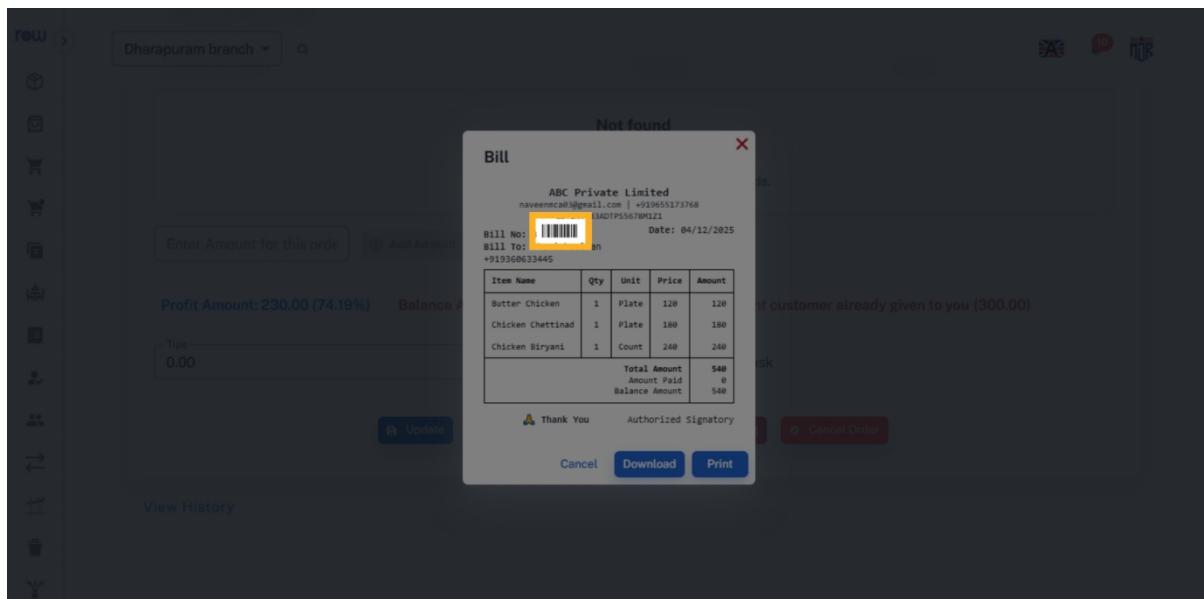
30. Complete Order

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



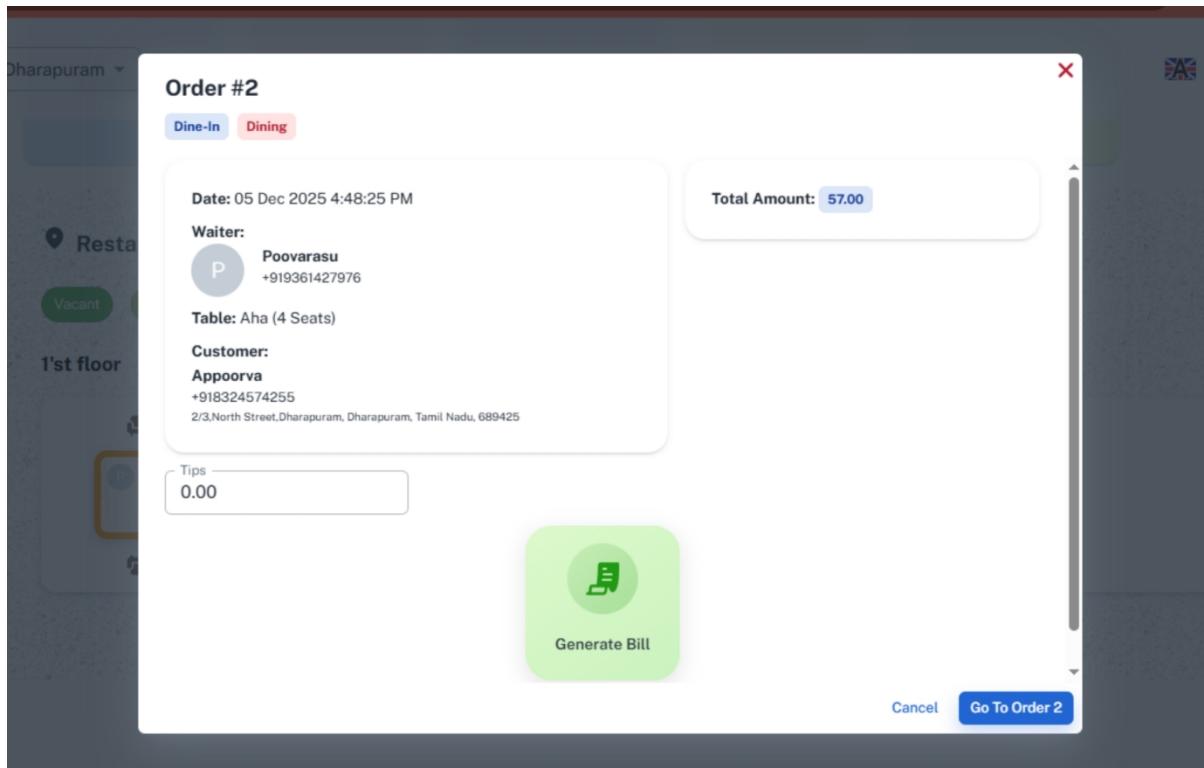
31. Bill

Or scan the barcode using barcode scanner in the bill, it will open that order in the popup.



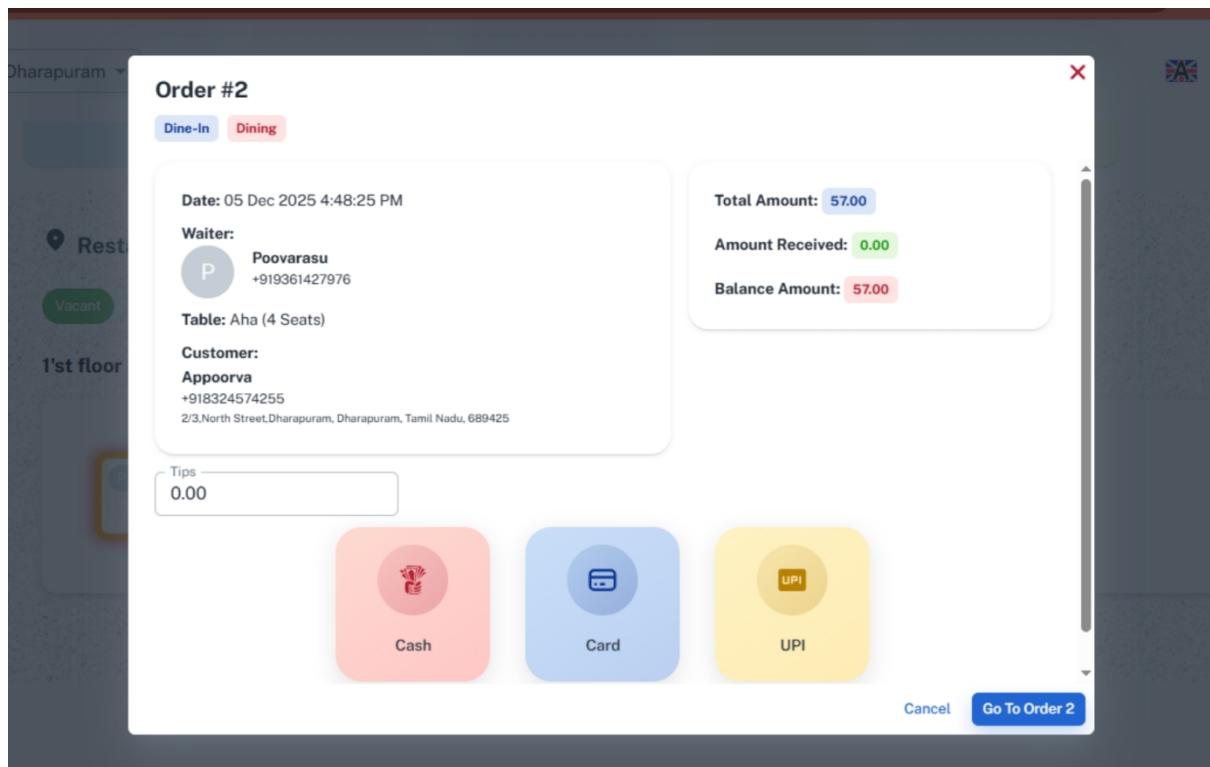
32. Bill

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.

| Print | Bill # | Type | Status | Date | Table | Customer | Product (Quantity) | Discount | Tax | Total Amount | Payment Type | Amount Received |
|-------|--------|---------|-----------|--|---------|---------------|--|----------|------|--------------|--------------|-----------------|
| Print | 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 View All | 0.00 | 0.00 | 540.00 | Cash | 0.00 |
| Print | 2 | Dine-in | Dining | 03 Dec 2025 12:29:52 PM- | Saturn | Thamizhselvan | Aachi Murukku (KG)- 5.000 View All | 0.00 | 0.00 | 250.00 | Cash | 0.00 |

35. Table Details

Click the table name to view the table order details.

| Print | Bill # | Type | Status | Date | Table | Customer | Product (Quantity) | Discount | Tax | Total Amount | Payment Type | Amount Received |
|-------|--------|---------|-----------|---|---------|---------------|--------------------------------|----------|------|--------------|--------------|-----------------|
| Print | 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) | 0.00 | 0.00 | 540.00 | Cash | 0.00 |
| Print | 2 | Dine-In | Dining | 03 Dec 2025 12:29:52 PM - | Saturn | Thamizhselvan | Aachi Murukku (KG: 5.000) | 0.00 | 0.00 | 250.00 | Cash | 0.00 |

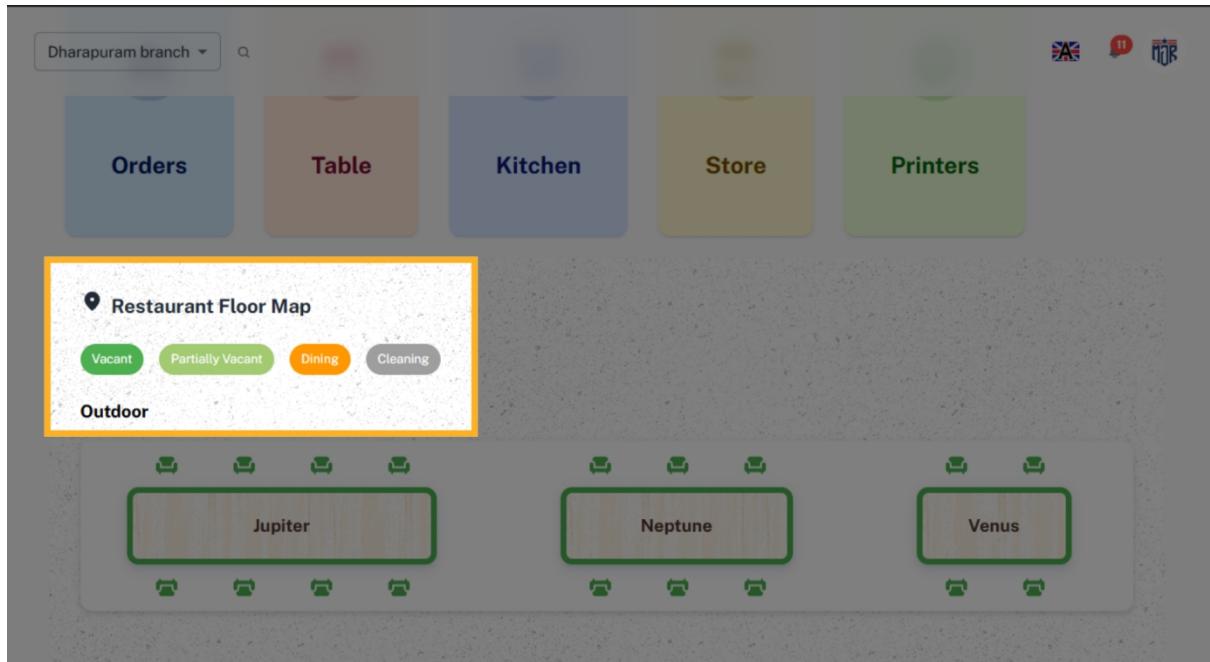
36. Table Details

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

| 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 |

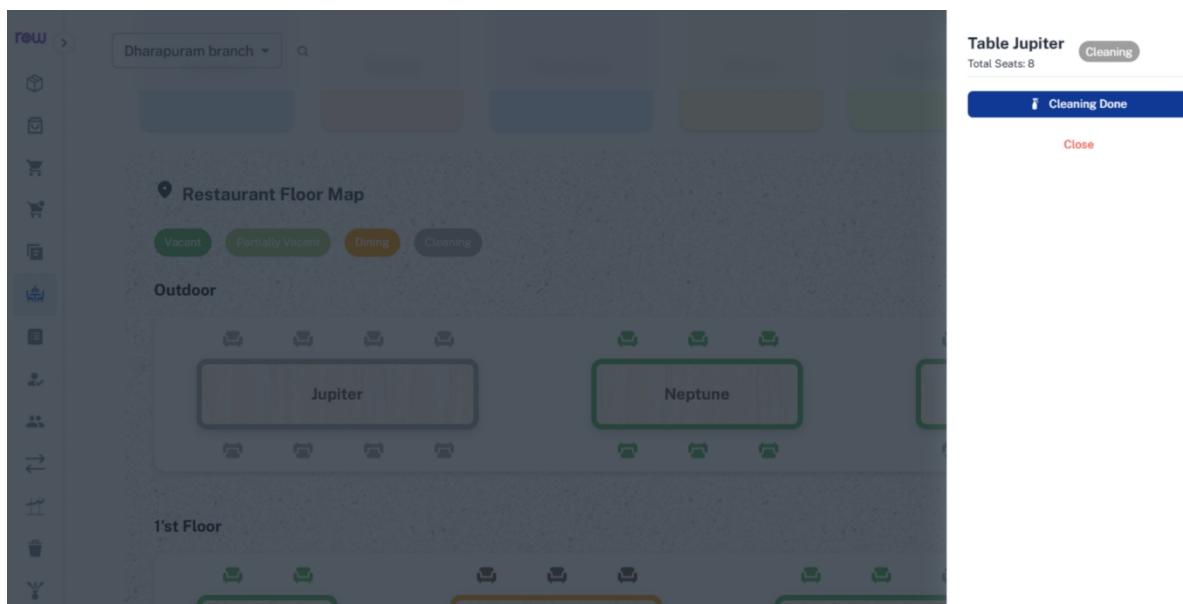
37. Table Colour

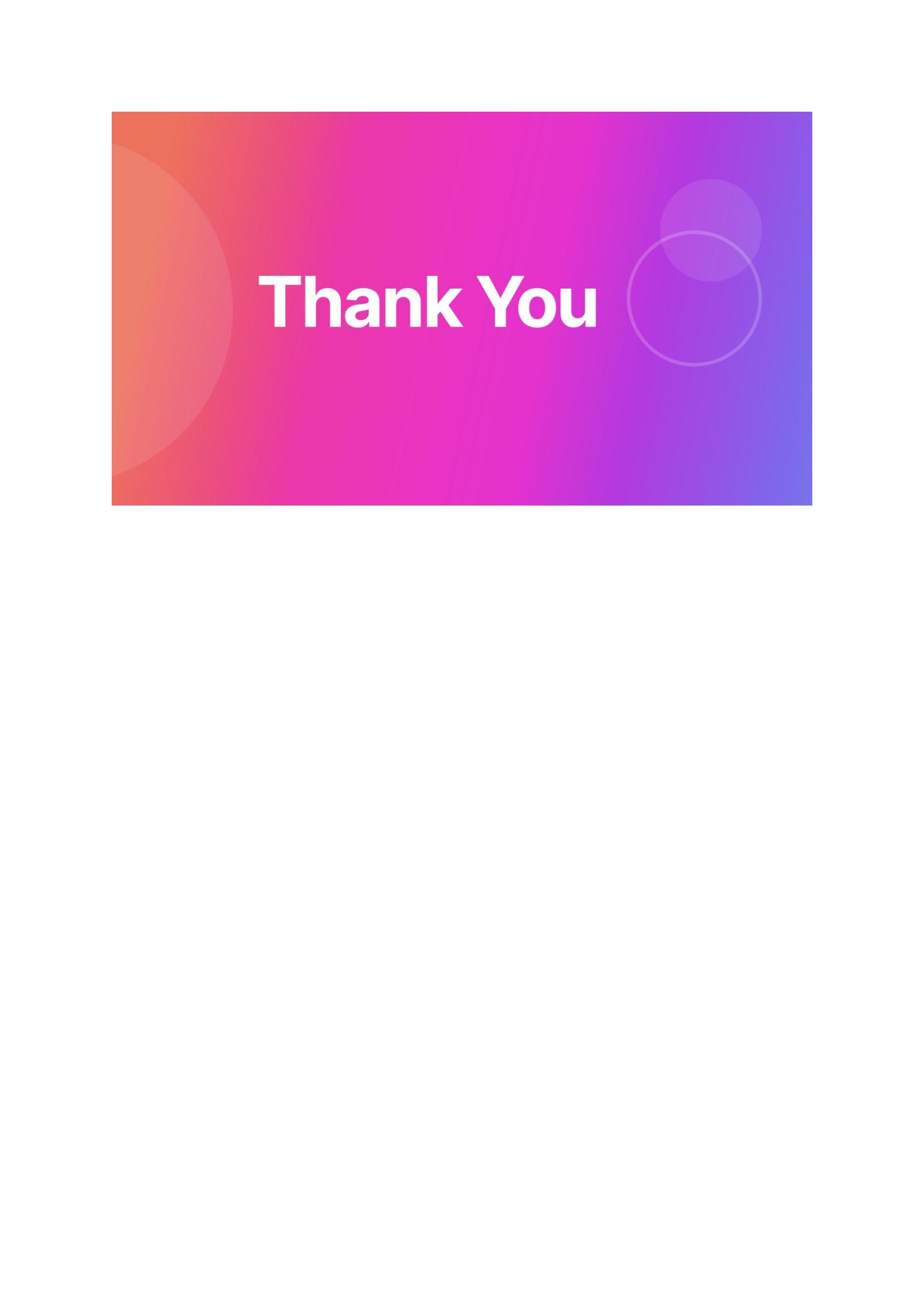
You can also check the table status by the table color.



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