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# Sciometa POS & KDS

## Quick Start Guide

Everything you need to set up and start selling



SYSTEM  
POS v1.0.68



KITCHEN  
KDS v1.0.37

🕒 Est. Setup Time: ~20 mins

# What's Included

Your complete restaurant management ecosystem.



## Sciometa POS

POINT OF SALE

- ✓ Process orders efficiently
- ✓ Manage products & variations
- ✓ Track real-time inventory
- ✓ View sales reports



## Sciometa KDS

KITCHEN DISPLAY SYSTEM

- ✓ View incoming orders instantly
- ✓ Track preparation & wait times
- ✓ Manage kitchen workflow
- ✓ Color-coded priority alerts



## Web Dashboard

Advanced management for products, reports, users, stores, and accounting.

 [pos.sciometa.com](https://pos.sciometa.com)



# System Requirements

Hardware and software needed to run Sciometa.



## POS App





POINT OF SALE

-  Android 7.0 or higher
-  WiFi Connection (Recommended)



## KDS App

KITCHEN DISPLAY

-  Android 7.0+ Tablet
-  7-10" Screen Size (Recommended)
-  Stable WiFi Connection (Required)
-  Auto-sync enabled



## Web Dashboard

MANAGEMENT PORTAL

-  Google Chrome (Latest)
-  Mozilla Firefox
-  Apple Safari
-  Microsoft Edge

 For optimal performance, ensure all devices are on the same local network.



# POS Setup Checklist

Complete these essential steps to get your restaurant up and running.

- Signed in & selected store
- Payment types added
- Receipt configured
- Products added
- Dining options set (Optional)
- POS settings configured
- Tax rates set
- Categories created
- Printer connected (Optional)

→ Use the next slides to complete each item one by one.

# Sign In

Progress

1 of 11

## 1 Open the App

Launch the Sciometa POS application on your device.

## 2 Enter Credentials

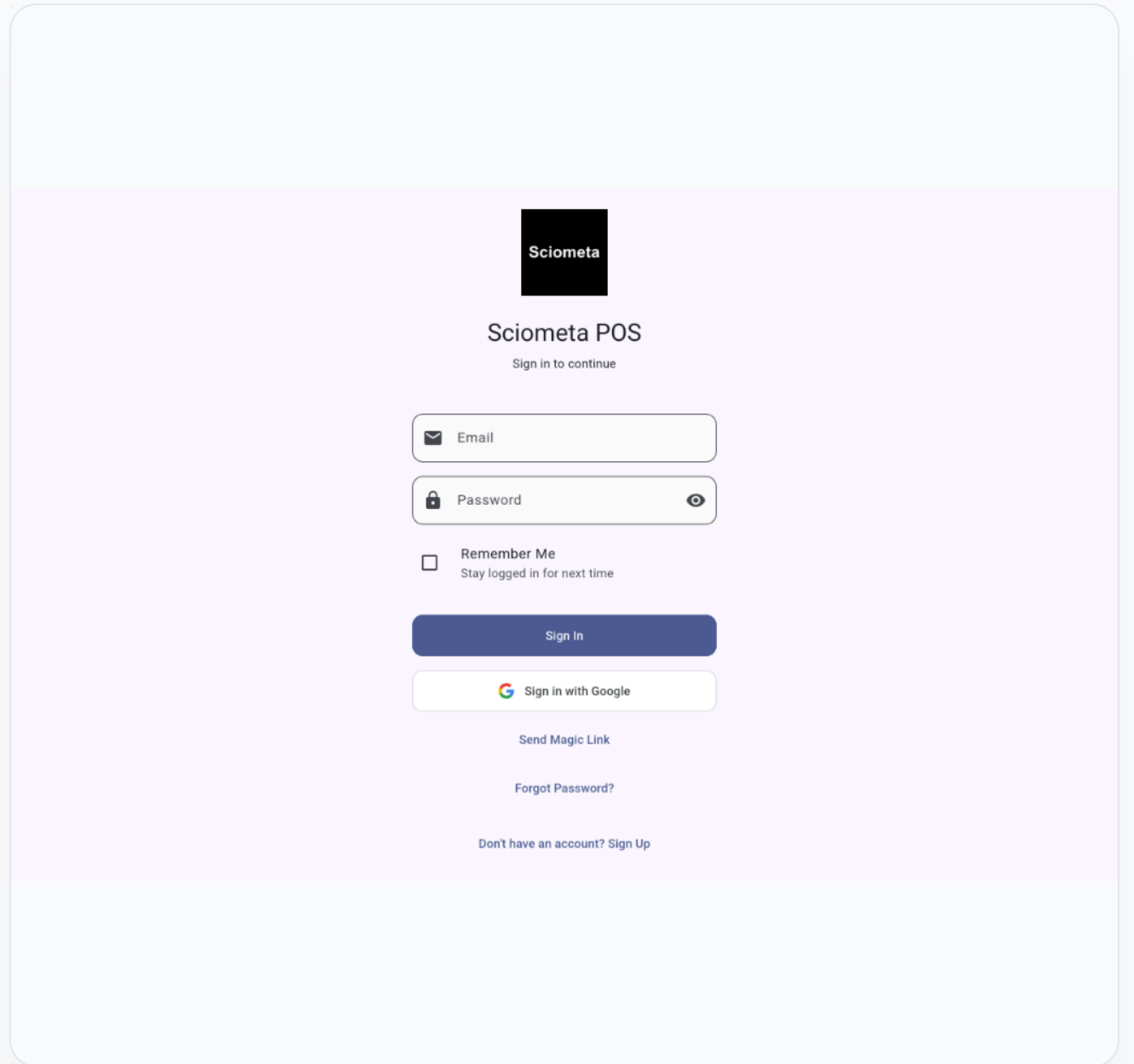
Input your registered email address and password.

## 3 Sign In

Tap the "Sign In" button to access your account.

### Alternative Options:

Google Sign-In (Android), Magic Link, or "Remember Me".



# Select Your Store

Progress





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Select Store



## Choose a store to access POS Terminal

You have access to 4 stores. Select one to continue.

-  Brooklyn Outlet Active >
-  Downtown Location Active >
-  Main location Active >
-  Uptown Branch Active >

1

### Select Store

If your account is linked to multiple locations, tap the store you wish to operate.

2

### Confirm Selection

The POS will load the specific configuration for that location.



#### Single Store Accounts

If you only have one store, this step is skipped automatically.

# Dashboard Overview

Progress

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## 1 Quick Actions

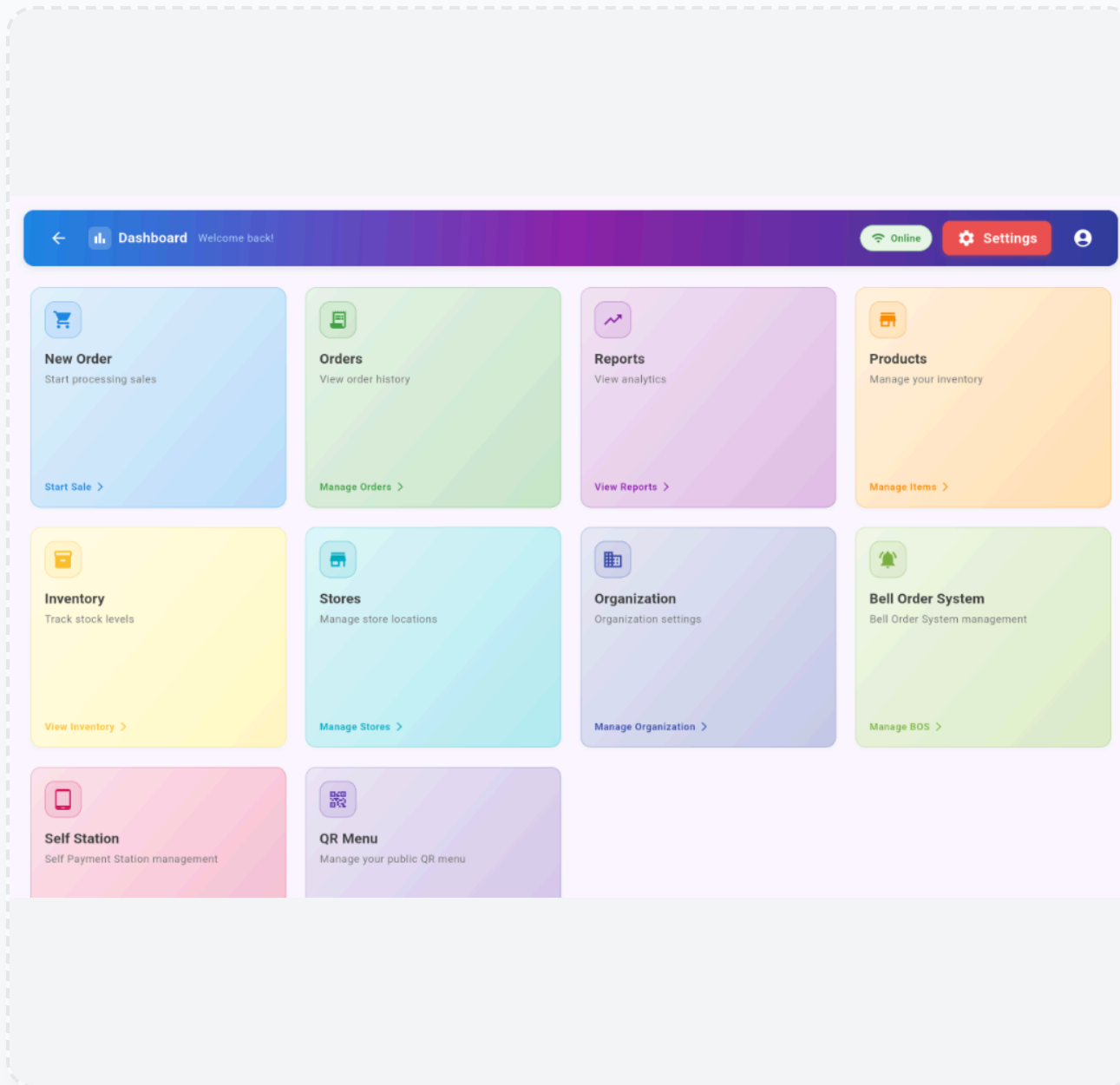
Access core functions: New Order, Orders, Reports, Products, Inventory, Stores, Organization.

## 2 Premium Features

Add-ons like Bell Order System, Self Station, and QR Menu appear here when subscribed.

### Q Pro Tip

Use the search bar at the top to instantly jump to any module or setting.



# Configure POS Settings

Dashboard > Settings > POS tab

Progress

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## 1 Call Number

Enable/disable feature and set maximum value.

## 2 Table Ordering

Enable this feature for dine-in restaurant service. User can enable payment after dine option.

## 3 Customer Number

Enable tracking customer counts if needed.

## 4 Auto-print Receipt

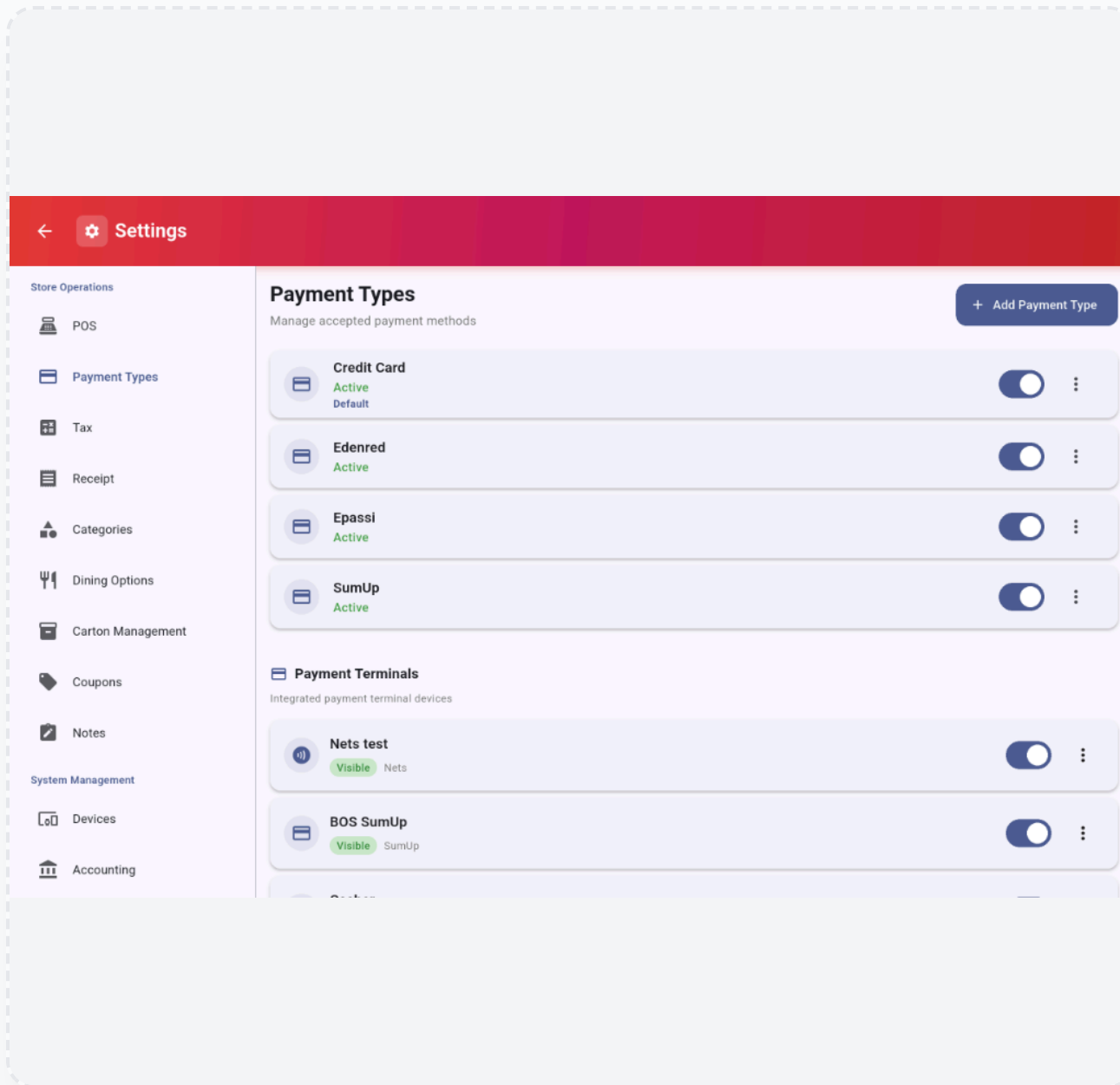
Toggle on/off for automatic printing after sales.

The screenshot displays the 'Settings' application interface. A red header bar at the top contains a back arrow, a gear icon, and the text 'Settings'. Below the header, a sidebar on the left lists various settings categories under 'Store Operations' and 'System Management'. The main content area is titled 'POS Settings' and includes a subtitle 'Configure point-of-sale system preferences'. It features four toggleable settings: 'Call Number' (enabled), 'Table Number' (enabled), 'Post-payment' (enabled), and 'Table Map Editor' (disabled). A blue button labeled 'Customize Table Map' is positioned below the 'Table Map Editor' setting. Underneath, a 'Table Map Preview' section shows a yellow floor plan with numbered tables (1-11) and labels for 'Robert's Coffee' and 'Pellegrina'. A 'Require Cleaning Status' section is partially visible at the bottom.

# Set Up Payment Types

Progress

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## 1 Navigate

Go to Dashboard → Settings → Payment Types.

## 2 Add Methods

Enable the payment methods you accept (Cash, Card, etc.).

## 3 Configure Terminals

Select your provider (SumUp, Nets, or Epassi) for integrated card payments.

## 4 Set Default

Choose a default payment type to speed up checkout.

# Configure Tax Rates

Progress

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[Dashboard](#) > [Settings](#) > [Tax](#)

## 1 Add Tax Rates

Create rates for your region (e.g., 14%, 10%, 24%).

## 2 Set Default

Mark one rate as default to auto-apply to new products.

## 3 Verify Rules

Check tax inclusive/exclusive settings if applicable.

The screenshot shows the 'Settings' page with a red header bar. A left sidebar lists various settings categories: Store Operations (POS, Payment Types, Tax, Receipt, Categories, Dining Options, Carton Management, Coupons, Notes), System Management (Devices, Accounting), and Tax Settings. The 'Tax Settings' section is active, displaying a list of configured tax rates. Each rate includes a percentage, a name, an 'Active' status, and a toggle switch. A '+ Add Tax Rate' button is in the top right. A 'Managed by Sciometa' section indicates default rates for all organizations. A 'Tax Information' box at the bottom explains that the default rate is applied to new products and can be overridden per-product.

**Settings**

**Store Operations**

- POS
- Payment Types
- Tax
- Receipt
- Categories
- Dining Options
- Carton Management
- Coupons
- Notes

**System Management**

- Devices
- Accounting

**Tax Settings** + Add Tax Rate

Configure tax rates for your products

- 0.0% **0** Active
- 13.5% **VAT 13.5% (Foods)** Active
- 25.5% **VAT 25.5% (Alcohol)** Active

**Managed by Sciometa**  
Default tax rates applied to all organizations

- 13.5% **VAT 13.5% (Foods)** Active
- 25.5% **VAT 25.5% (Alcohol)** Active

**Tax Information**  
Default tax rate will be automatically applied to new products. You can override this on a per-product basis.

# Set Up Receipt

Progress

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**Receipt Settings**  
Configure receipt display options and formatting

**Header & Footer**

Show Header

Header Text  
Thank you for your visit!

Show Footer

Footer Text  
Please come again soon!

**Paper Settings**

Paper Width: 80mm

Currency: € (Euro)

**Logo Settings**

Show Logo

**Receipt Preview** 80mm

Thank you for your visit!

Demo Store  
Demo Organization  
123 Main Street, City, State  
Tel: +1 (555) 123-4567  
Email: store@example.com  
Business ID: 11111-2

ORD #12345 14/09/2024 15:30

Coffee	1 x 3.00	EUR	3.00
Sandwich	1 x 5.00		5.00
<b>Total: 8.00</b>			

Tax	Subtotal	Tax Amt	Total
10.0%	7.27	0.80	8.07

Barcode: 12345-98765-123

Please come again soon!

## 1 Navigate

Go to Dashboard → Settings → Receipt tab.

## 2 Configure Basics

Choose paper width (58mm/80mm/A4) and select your currency.

## 3 Customize Branding

Upload your store logo and add a custom footer message.

### 🌐 Global Support

Supports 16+ currencies including EUR, USD, GBP, JPY, and more.

# Create Categories

Progress

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## 1 Navigation

Go to **Dashboard** → **Settings** → **Categories**.

## 2 Define Categories

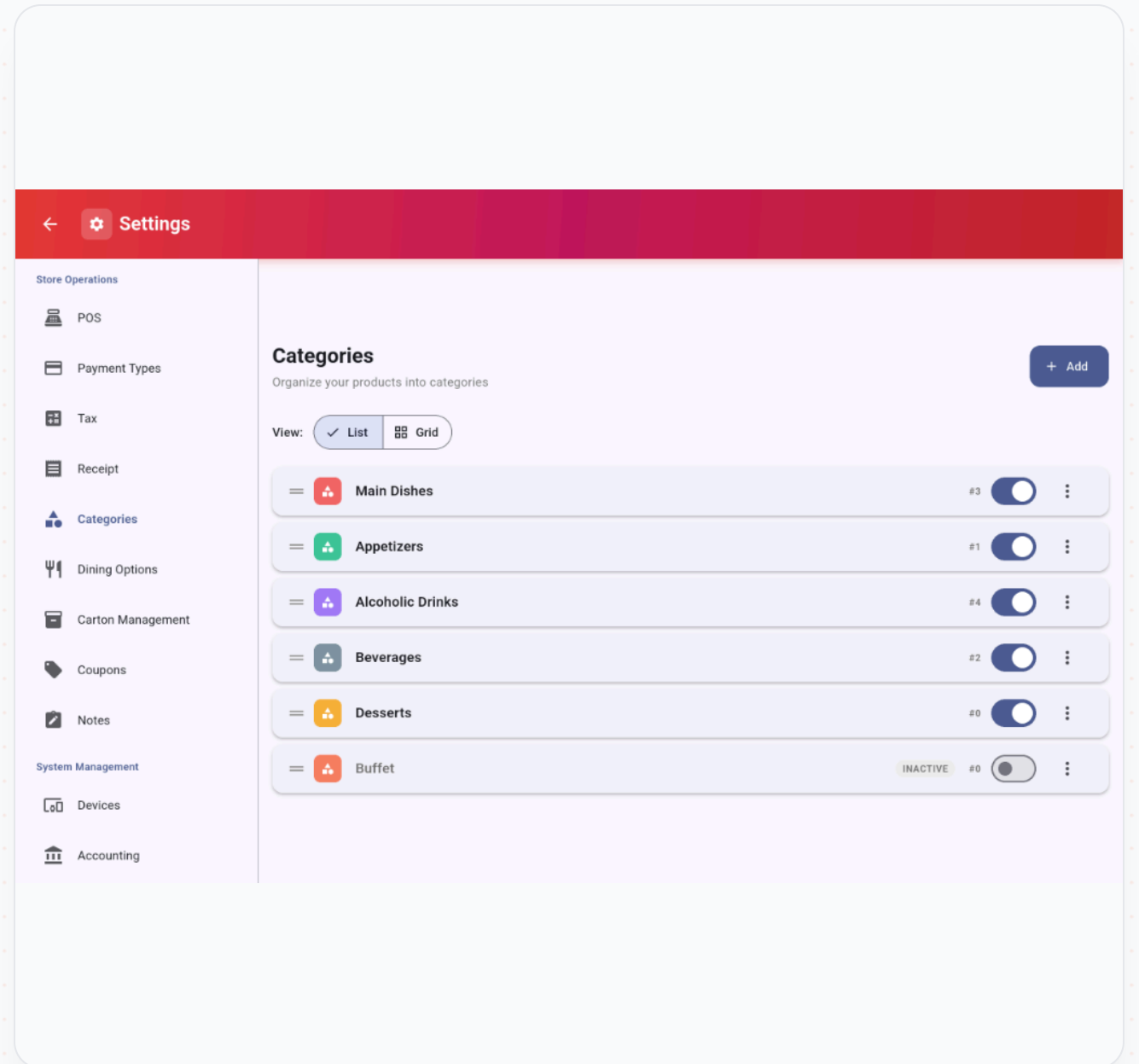
Create product groups such as Drinks, Main Course, or Desserts.

## 3 Organize

Assign colors for easy visual identification and drag to reorder.

### Pro Tip:

Use distinct colors for high-volume categories to speed up order entry.



# Set Up Dining Options

## OPTIONAL CONFIGURATION

Progress

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Dashboard > Settings > Dining Options

### 1 Create Dining Types

Add options like "Dine In", "Takeout", or "Delivery" to match your service model.

### 2 Assign Colors

Set specific colors for each type to help kitchen staff identify order types quickly on the KDS.

### 3 Save Configuration

Confirm your settings to enable the dining option selector at checkout.

The screenshot shows the 'Settings' app interface. The top navigation bar is red with a back arrow and a gear icon labeled 'Settings'. On the left, a sidebar lists various settings categories: Store Operations (POS, Payment Types, Tax, Receipt, Categories), Dining Options (selected), Carton Management, Coupons, Notes, System Management (Devices, Accounting). The main content area is titled 'Dining Options' with a subtitle 'Configure how customers can receive their orders' and a '+ Add Option' button. Below this, there are six rows of dining options, each with an icon, name, description, and a toggle switch. The first four options (Delivery, Dine In, Take Out, Wolt) are active, while the last two (API) are inactive. At the bottom, there is an 'About Dining Options' section with an information icon and three bullet points explaining the purpose and usage of dining options.

**Settings**

**Dining Options** + Add Option

Configure how customers can receive their orders

- Delivery** (Order will be delivered to customer) - Active
- Dine In** (Customer dining in the restaurant) - Active
- Take Out** (Customer taking order to go) - Active
- Wolt** - Active
- API** - Inactive
- API** - Inactive

**About Dining Options**

- Dining options help customers specify how they want to receive their orders
- Active options will appear in the POS system during order creation
- You can customize the options based on your restaurant's service model

# Connect a Printer

(Optional)

Dashboard > Settings > Devices > Printers

Progress

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## 1 WiFi Printer

Enter the printer's IP address and port number (default is usually 9100).

## 2 USB Printer

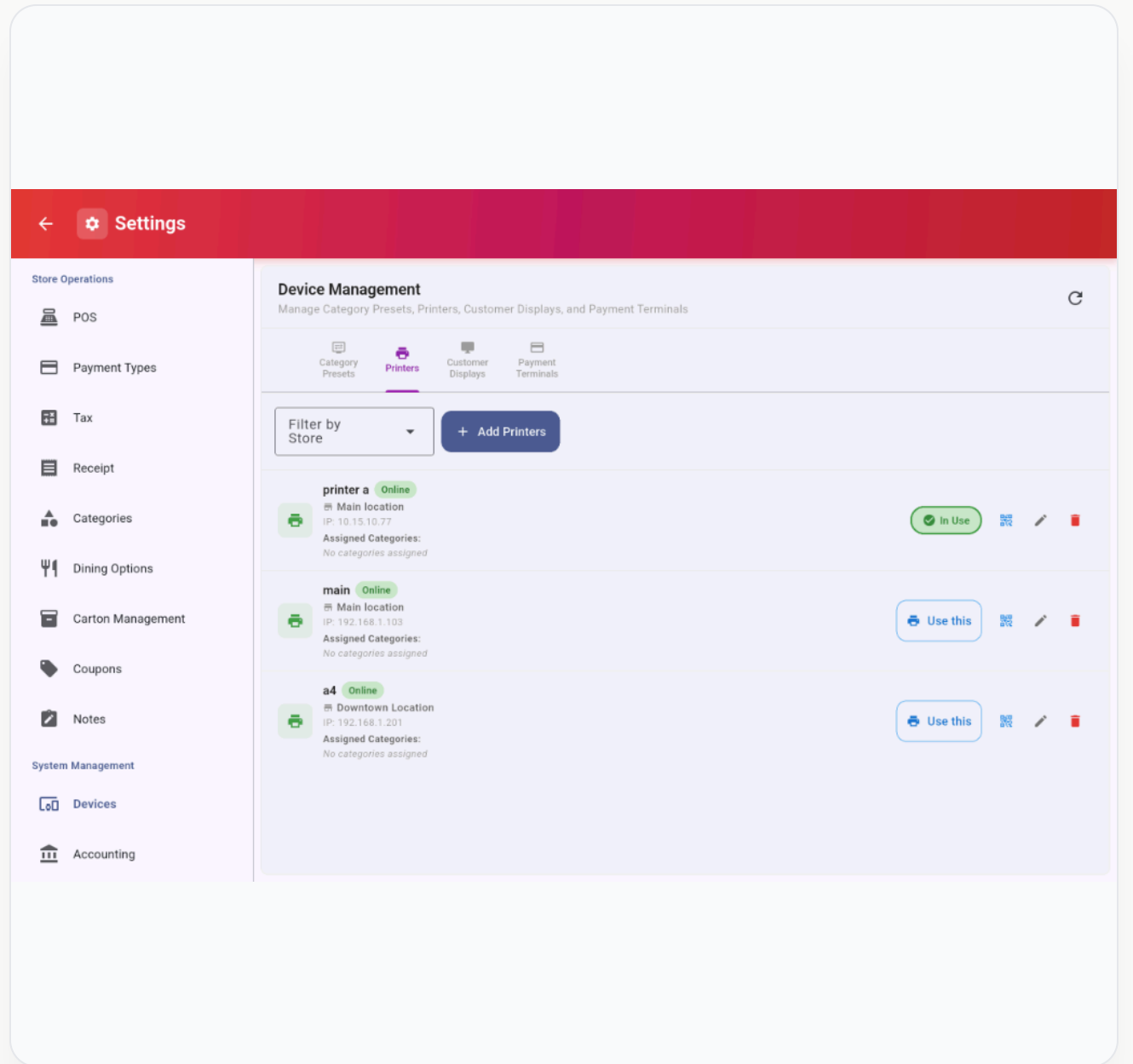
Select your printer model from the list of connected USB devices.

## 3 Test Connection

Tap "Test Print" to verify successful communication with the device.

## 4 Assign Printer

Tap the "Use this" button to designate that printer for sales made on this POS device.



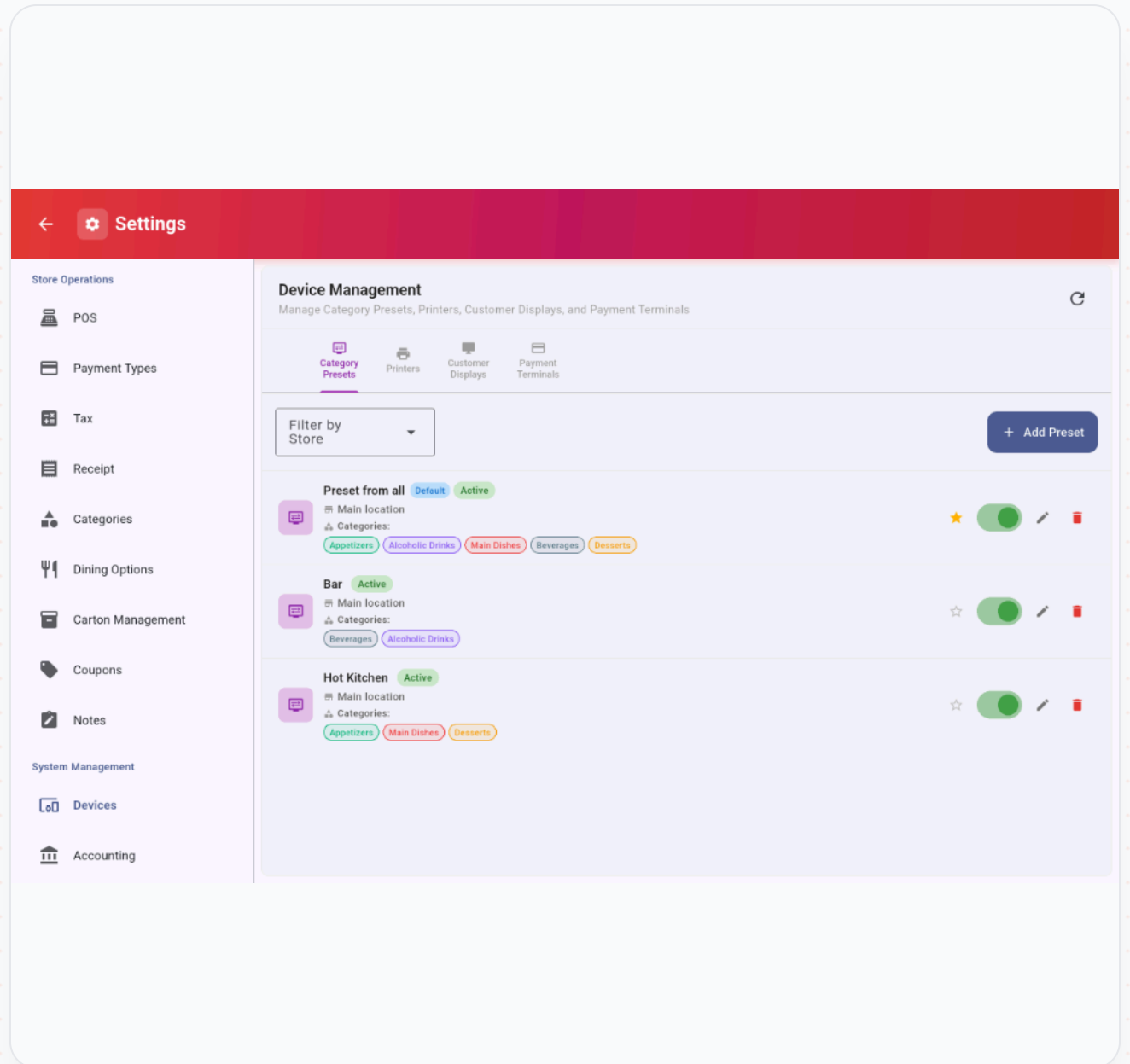
# Category Presets

Category Presets are essential for routing orders correctly in your kitchen. They allow you to define exactly which items appear on which KDS screen.

For example, you can create a "Bar" preset that only displays drinks, while the "Kitchen" preset shows food items.

## Coming Up Later

We will cover the detailed step-by-step configuration of these presets in the **KDS Setup** section later in this guide.



# Add Products

Progress

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← Products Management
+ ↻








Status  
All

Category  
All

Sort by  
Menu Order

Inactive

Showing 1 to 50 of 54 products
Per page: 50 < 1/2 >

	<b>Grilled Salmon</b> Fresh Atlantic salmon grilled to perfection <small>SKU: MAIN-002 Active</small>	€18.00	✎ ✖
	<b>Buffalo Wings</b> Spicy chicken wings with celery sticks <small>SKU: APP-001 Active</small>	€15.00	✎ ✖
	<b>Onion Rings</b> Crispy beer-battered onion rings <small>SKU: APP-003 Active</small>	€6.50	✎ ✖
	<b>Chicken Caesar Salad</b> Crispy romaine with grilled chicken <small>SKU: MAIN-003 Active</small>	€17.00	✎ ✖
	<b>Cheeseburger</b> Juicy beef patty with cheese <small>SKU: MAIN-001 Active</small>	€14.60	✎ ✖
	<b>Mozzarella Sticks</b> Golden fried mozzarella with marinara <small>SKU: APP-002 Active</small>	€8.04	✎ ✖
	<b>Margherita Pizza</b> Classic pizza with fresh mozzarella and basil <small>SKU: MAIN-004 Active</small>	€0.00	✎ +

## 1 Navigate

Go to **Dashboard** → **Products** and tap the + button.

## 2 Enter Details

Fill in required fields: Name, Price, Category, and Tax Rate.

## 3 Options

Add optional info (Image, SKU, Barcode) and enable **Track Inventory** for stock tracking.

### 💡 Pro Tip

Set a cost price to track profit margins in your reports later.

# The POS Screen

Designed for speed and simplicity, the main sales screen puts everything you need at your fingertips.



## Product Grid

Visual grid of items on the left/center. Tap to add to order.



## Cart Panel

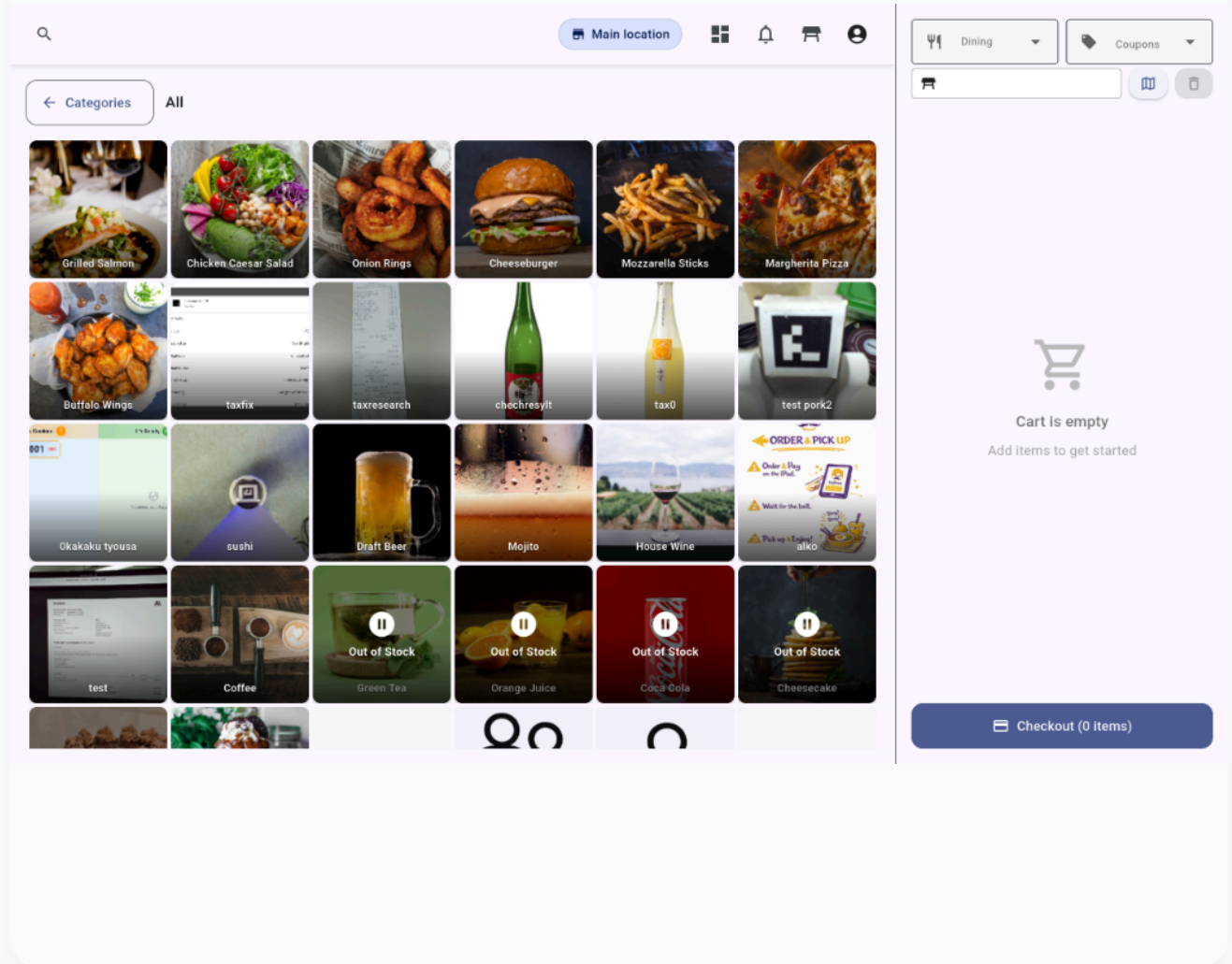
Real-time order summary with totals and action buttons.

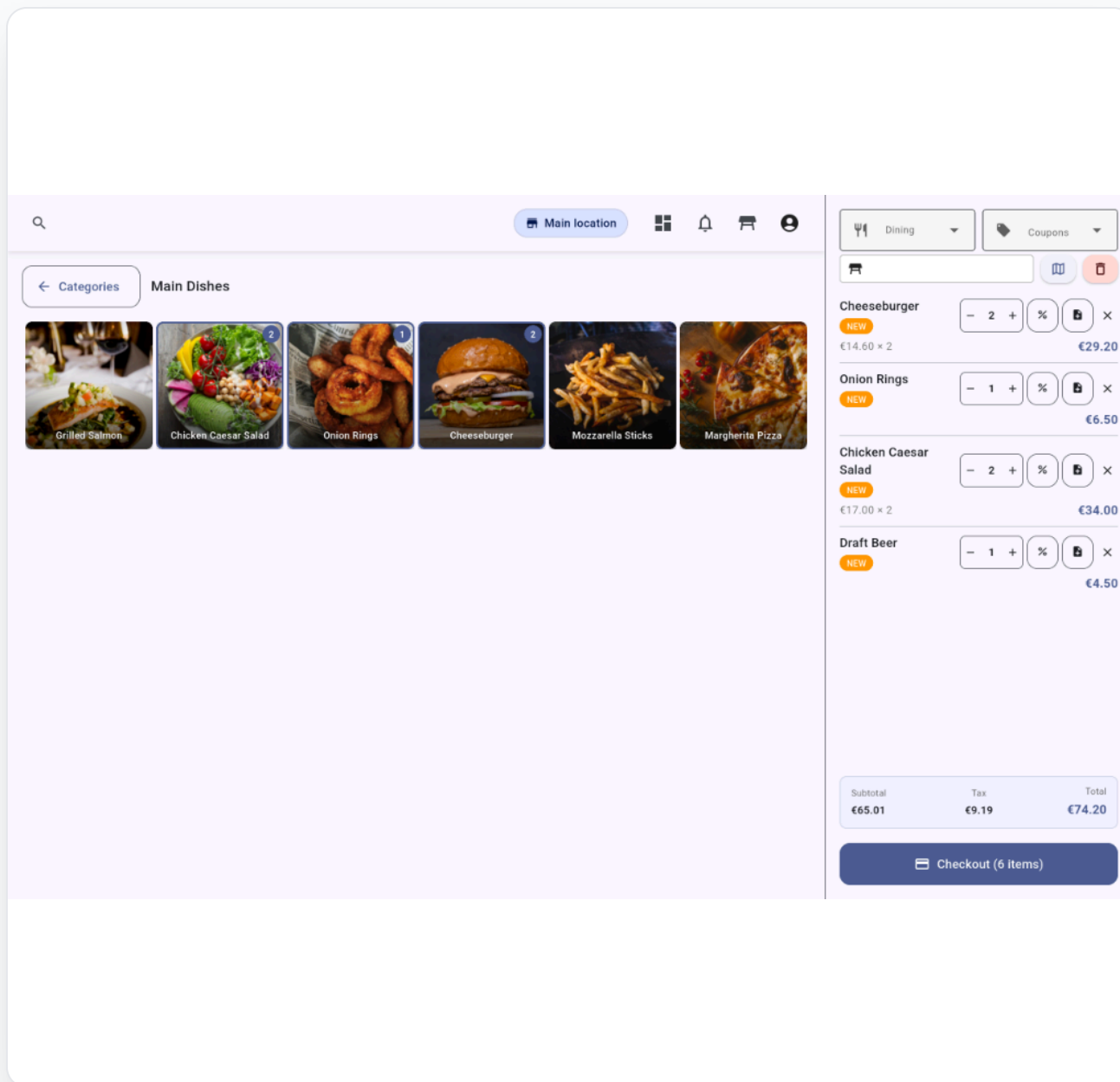


## Smart Navigation

Category tabs at the top and search bar for instant product lookup.

1280 x 720 px





MAKING A SALE | FEATURE

# Adding Items

Build orders quickly using the intuitive touch interface or connected hardware.



## Tap to Add

Simply tap any product tile in the grid to instantly add it to the cart.



## Product Options

Selection dialog appears for items with variants like size or flavor.



## Select Dining Option

Choose between Dine-In, Takeaway, or Delivery to set order type.



## Enter Order Details

Add customer name, table number, or delivery details as needed.

# Modifying Cart Items

Full control over every item in the order before checkout. Customize, adjust, or correct with a single tap.



## Adjust Quantity

Tap the plus (+) or minus (-) buttons to quickly change item counts, or tap the number for a keypad.



## Add Item Notes

Attach special instructions for the kitchen (e.g., "No onions", "Allergy alert") directly to any item.



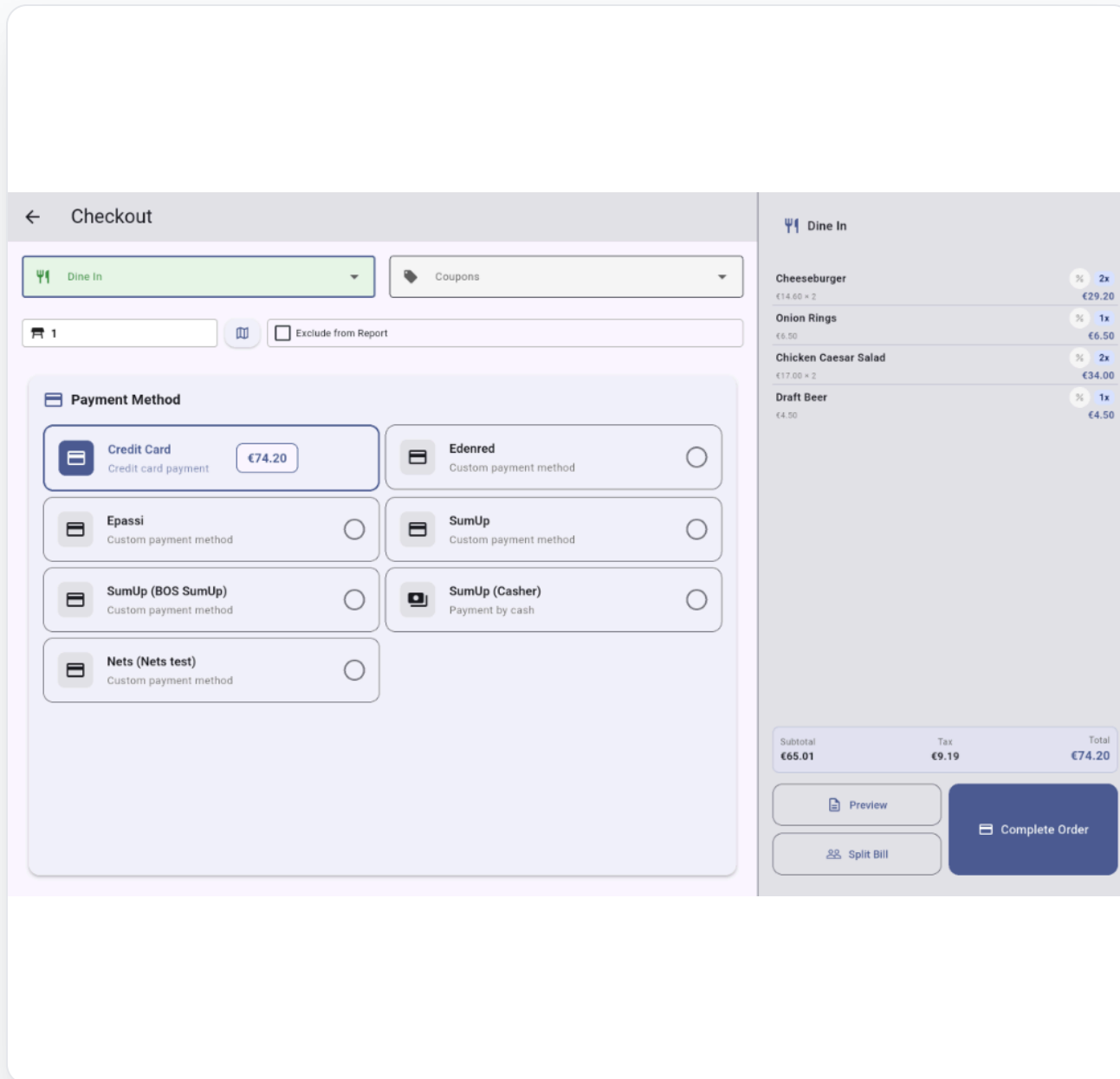
## Apply Discounts

Apply manual discounts to specific items using a percentage (%) or fixed amount value.



## Remove Items

Mistake? Swipe left or tap the delete icon to instantly remove an item from the current order.



MAKING A SALE | PROCESS

# Checkout

Review the order details and prepare for payment with a streamlined checkout flow.



## Initiate Checkout

Tap the "Checkout" button at the bottom of the cart to proceed.



## Review Order

Verify items, quantities, subtotal, tax amounts, and the final total due.

← Checkout

Dine In
Coupons

Exclude from Report

**Payment Method**

**Cash**

Payment by cash

€37.10

✕

**Credit Card**

Credit card payment

€37.10

✕

**Cash Received**

Exact
€20
€50
€100

Dine In

Cheeseburger	% 2x
€14.00 × 2	€29.20
Onion Rings	% 1x
€6.50	€6.50
Chicken Caesar Salad	% 2x
€17.00 × 2	€34.00
Draft Beer	% 1x
€4.50	€4.50

Subtotal  
**€65.01**

Tax  
**€9.19**

Total  
**€74.20**

Paid
✔ €74.20

Preview

Processing...

MAKING A SALE | PAYMENT

# Processing Payment

Seamlessly handle multiple payment types with automatic calculations and integrated terminal support.



## Cash Payment

Enter amount received; change is calculated automatically.



## Card Payment

Follow terminal prompts for integrated SumUp or Nets devices.



## Split Payment

Divide payment across multiple methods easily.

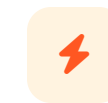
# Receipt

Upon completing payment, the receipt preview appears instantly, giving you full control over the final step.



## Flexible Options

Choose to Print (thermal), Print All connected printers, Email to customer, or start a New Order immediately.



## Auto-Print

Speed up workflows by enabling auto-print in Settings for automatic receipt generation.



## Customization

Tailor your receipts with your brand logo and a custom footer message configured in Receipt settings.

## Receipt Review - Order ORD-0010

Receipt Preview 80mm

Thank you for your visit!

  
Main location  
Restaunt group  
Mekaanikonkatu  
Tel: 0411111111  
Email: demo@sciometeta.com  
Business ID: 11111-2

---

Order #ORD-0010 19/3/2026 14:10

Cheeseburger EUR 14.60  
1 x 14.60

**Total: 14.60**

Payment: Cash

Tax	Subtotal	Tax Amt	Total
13.5%	12.86	1.74	14.60

  
0004498

Please come again soon!

 Print Receipt

 Summary

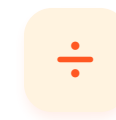
 New Order

Order Number: **ORD-0010**  
Total Amount: **€14.60**

MAKING A SALE | FEATURE

# Split Bill

Flexible payment options allow you to divide the bill exactly how your customers prefer.



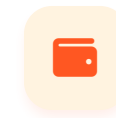
## Equal Split

Select number of people and the total amount divides equally instantly.



## Assign Items

Drag items to each person for precise individual assignment.



## Per-Person Payment

Process payments separately for each person in the group.



## Access from Checkout


Simply tap the Split Bill button during the checkout process.


Split Bill 1 Setup 2 Payment €31.60 (2)

**Number of People**

2 3 4 5 6 ...

**Split Method**

 **Split All Items Equally**  
Divide the total amount evenly among all participants

 **Assign Items to Each Person**  
Choose which items each person will pay for

**Preview**

Person 1	€15.80
Person 2	€15.80

Continue

# KDS Overview

Streamline your kitchen operations with a digital display system that keeps orders organized and timely.



## Real-Time Orders

Kitchen Display System shows incoming orders instantly as cards with clear details and priority colors.



## Wait Time Tracking

Automatic color-coding based on order age helps staff prioritize tickets and manage preparation time.



## Hardware Required

Android 7+ tablet (7-10" screen recommended) with a stable WiFi connection is required.



## BOS Subscription

Bell Order System subscription must be active on your POS account to enable KDS functionality.

# Sign In to KDS

Progress

Step 1 of KDS Setup

## 1 Open KDS App

Launch Sciometa KDS application on your tablet.

## 2 Enter Credentials

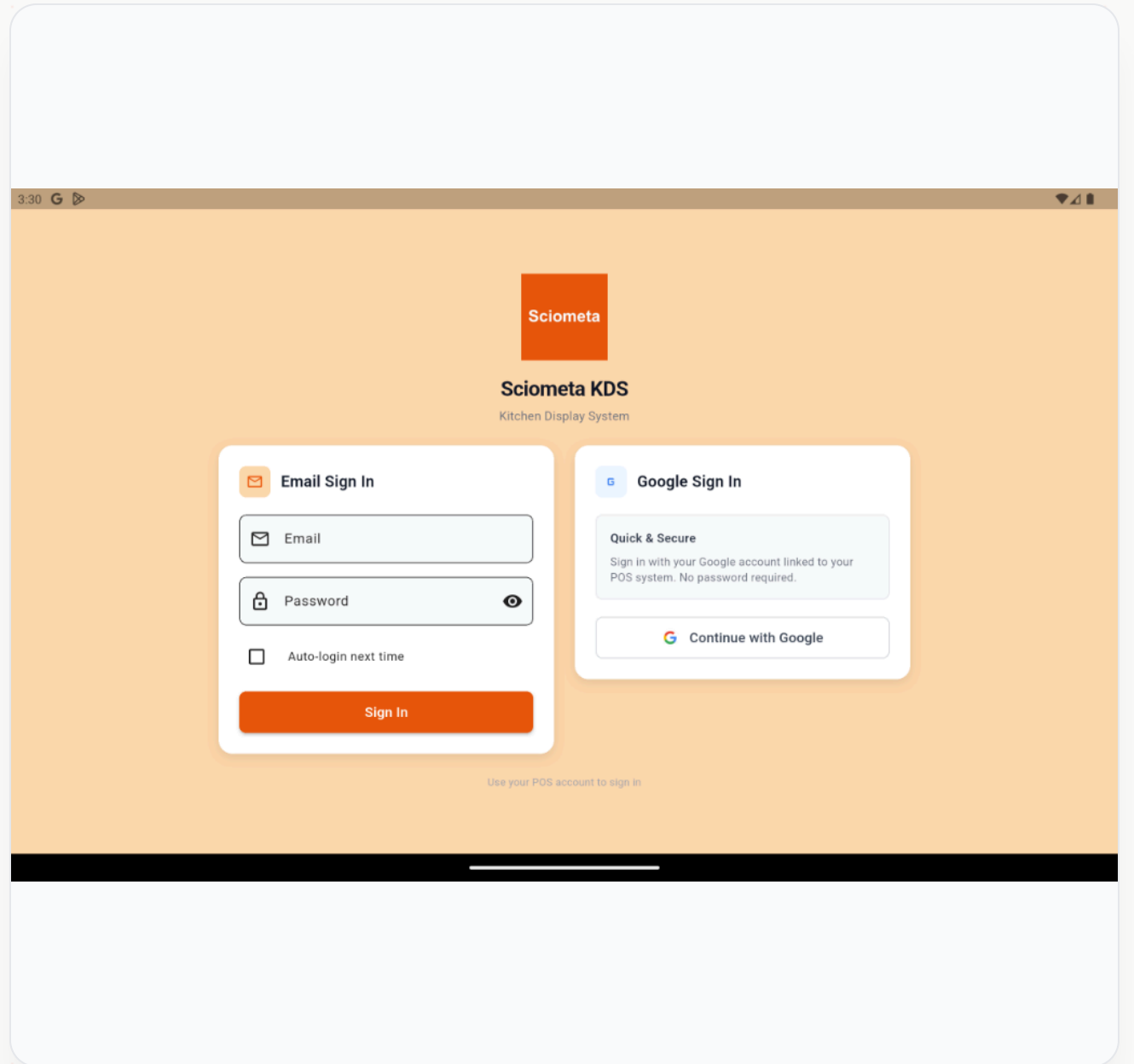
Sign in with same POS account -  
Email/Password or Google Sign-In on Android.

## 3 Enable Auto-Login

For dedicated kitchen tablets, enable auto-login  
for faster access.

### Alternative Option:

Use passwordless Magic Link sign-in for quick  
access.



# Set Up Category Presets

(CONFIGURE IN POS APP BEFORE SELECTING A DISPLAY)

Category Presets determine which items appear on specific KDS screens. Create presets to route drinks to the bar and food to the kitchen.

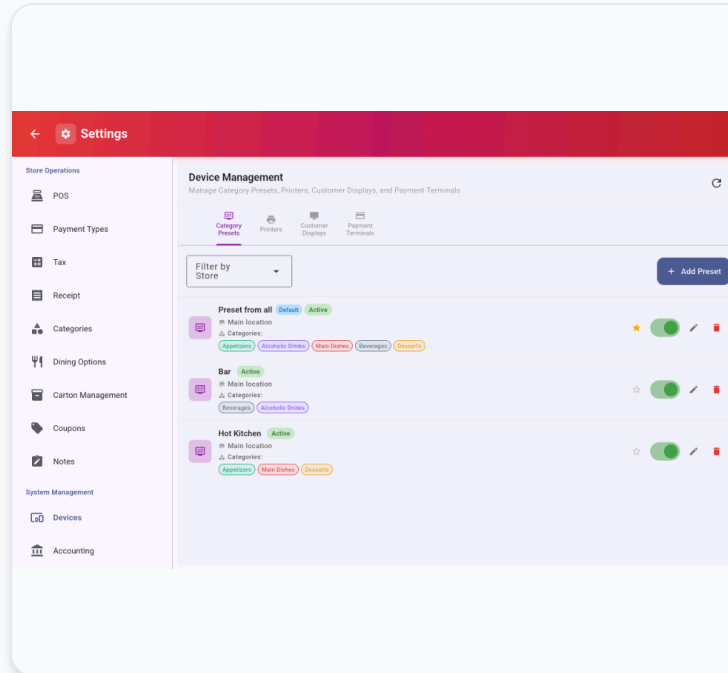
- 1 In POS App: Navigate to Settings**  
In the POS App, go to Settings → Devices → Category Presets.
- 2 Add New Preset**  
Tap the "Add Preset" button.
- 3 Name the Preset**  
Enter a clear name (e.g., "Bar", "Hot Kitchen").
- 4 Select Categories**  
Check the boxes for categories you want to show.
- 5 Save**  
Tap Save to create the configuration.

## 💡 Expo Station Tip

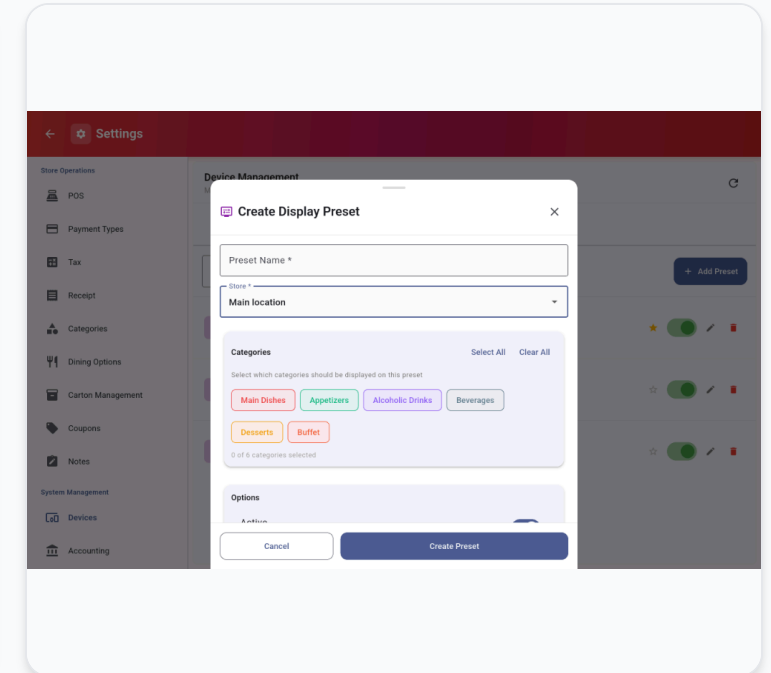
To create an "All Items" view for an expo station, create a preset but **select NO categories**. The system interprets "no filter" as "show everything."

## EXAMPLE CONFIGURATIONS

PRESET NAME	CATEGORIES INCLUDED
Bar	Beverages Alcoholic Drinks
Hot Kitchen	Appetizers Main Dishes Desserts
All Items	<i>(No categories selected) Shows everything</i>



Category Presets List

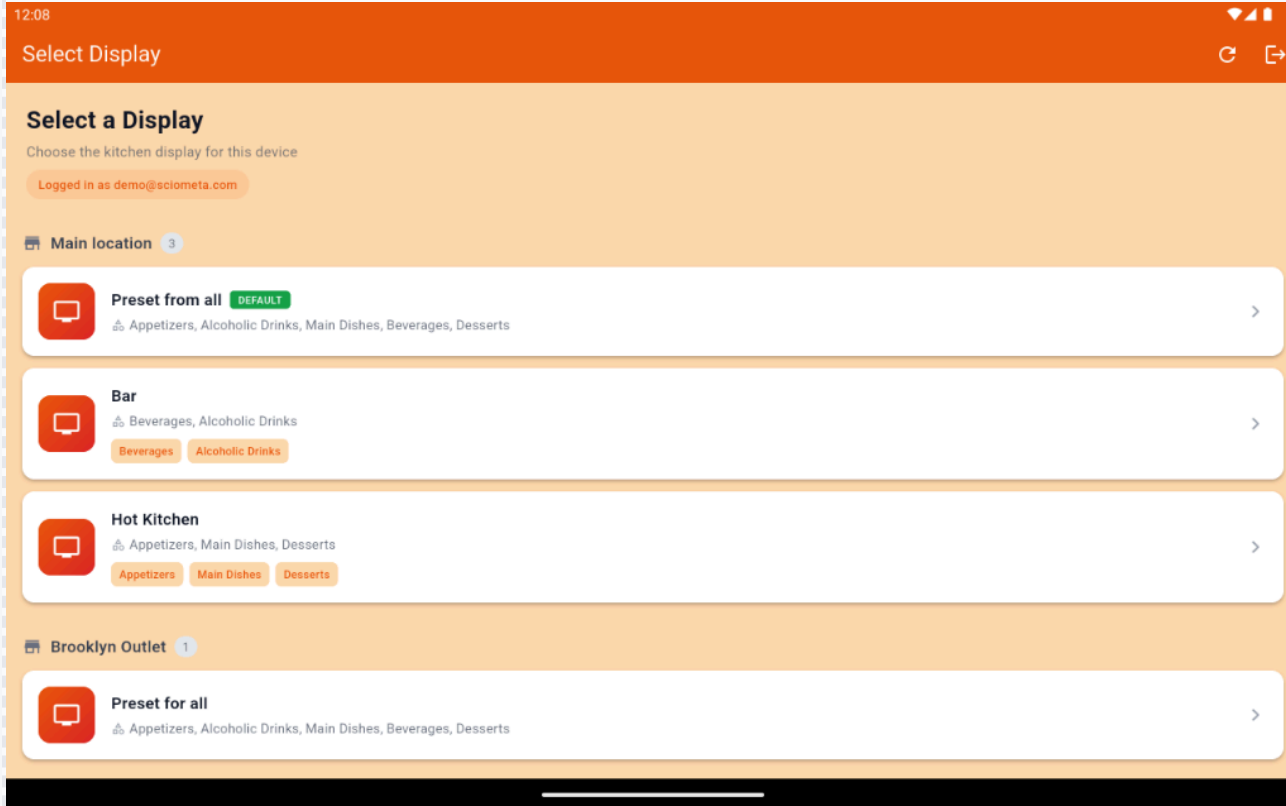


Add Preset Form

# Select a Display

Progress

2 of 9



- 1 Choose Display**

Select your kitchen display from the list grouped by store.
- 2 Check Assignment**

Each display shows its assigned category filters for order routing.
- 3 Identify Default**





DEFAULT badge indicates the primary display for that location.

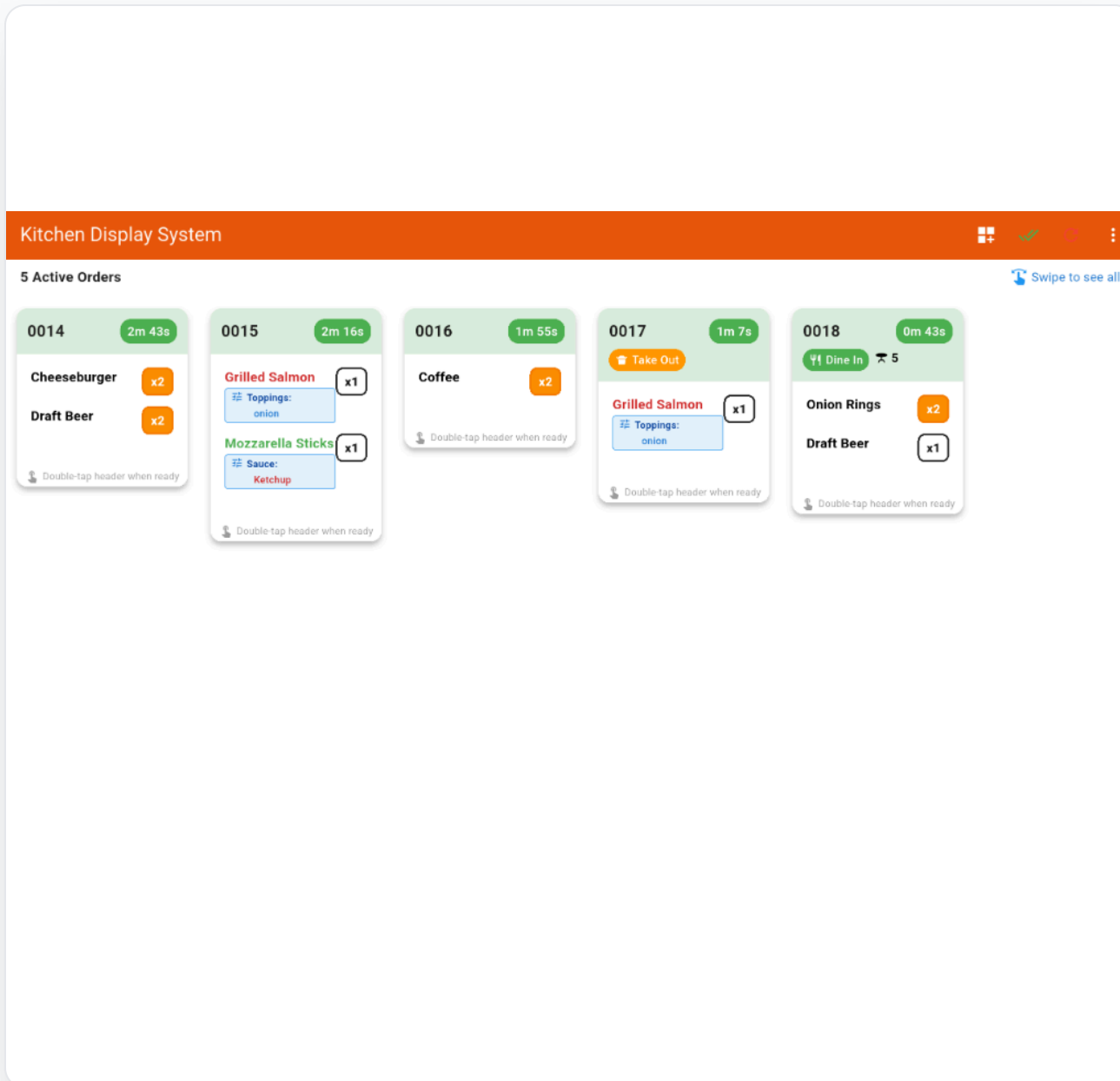
**i Auto-Selection**

Single display accounts automatically select the available display.

# The KDS Main Screen

A comprehensive view of your kitchen workflow designed for efficiency and speed.

-  **Order Cards Grid**  
Scrollable grid showing all active orders with details.
-  **App Bar Actions**  
Toggle View, Mark All Ready, Reconnect, Menu access.
-  **Connection Status**  
Green bar for connected, Red bar for disconnected with auto-reconnect.
-  **Active Order Count**  
Real-time count displayed at top of screen.



# Marking Orders as Ready

## 1 Tap Order Header

Double-tap on order card header to complete the order (configurable in Settings to single or double tap).

## 2 Mark Individual Items

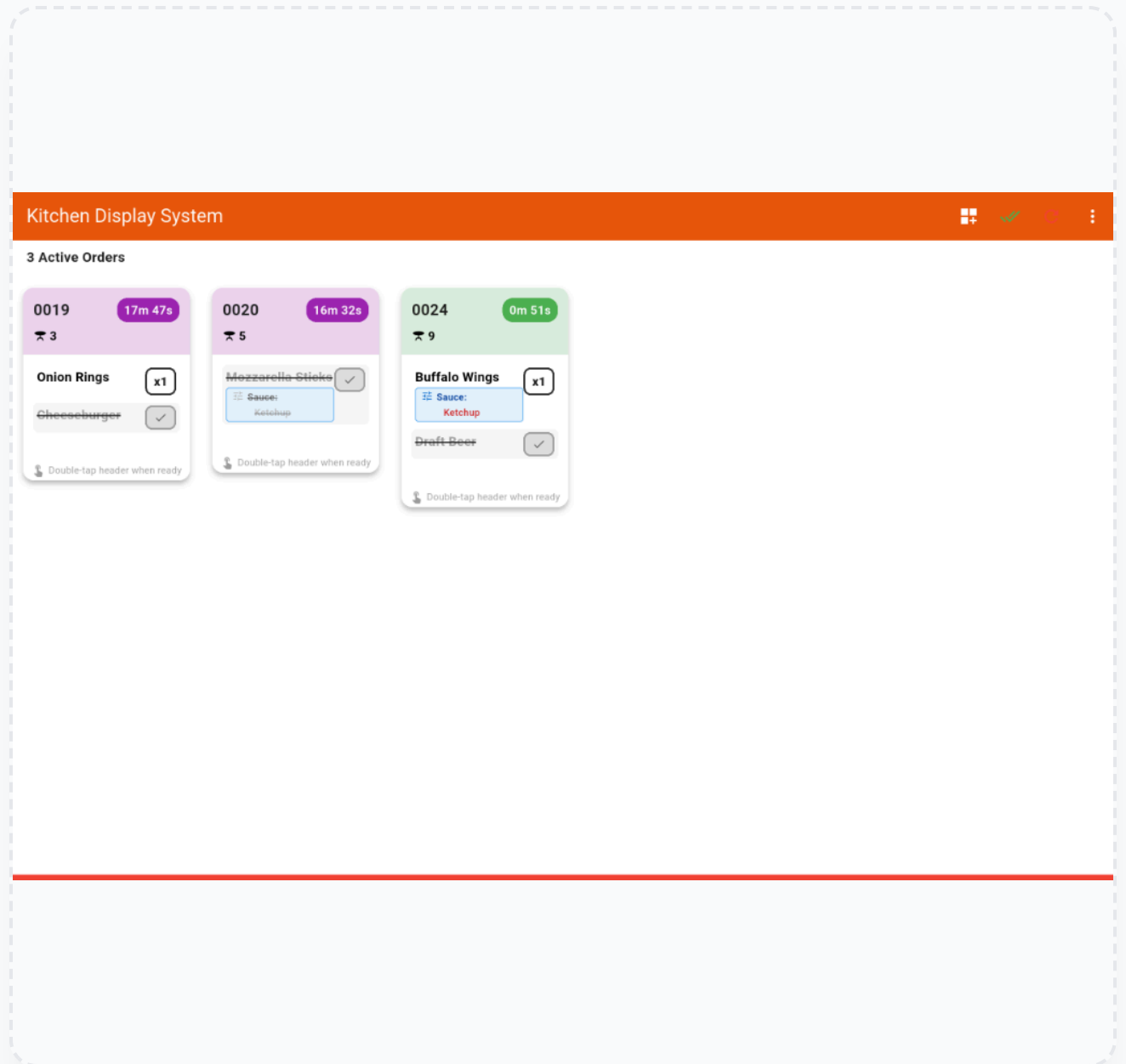
Tap specific items within an order to mark them as completed individually.

## 3 Mark All Ready

Use the "Mark All Ready" button in the app bar for batch completion of orders.

## 4 Order Moves to History

Completed orders automatically move to Order History for tracking purposes.



# Understanding Priority Colors

Automatic visual cues help your kitchen staff identify which orders need immediate attention.



## Normal Priority (0-5 min)

Fresh orders that have just arrived. Standard preparation time applies.



## Needs Attention (5-10 min)

Order has been waiting for a while. Preparation should be underway.



## Urgent (10+ min)

Order is delayed. Requires immediate kitchen attention to complete.



## Critical (15+ min)

Major delay alert. Flashing indicator demands immediate resolution.

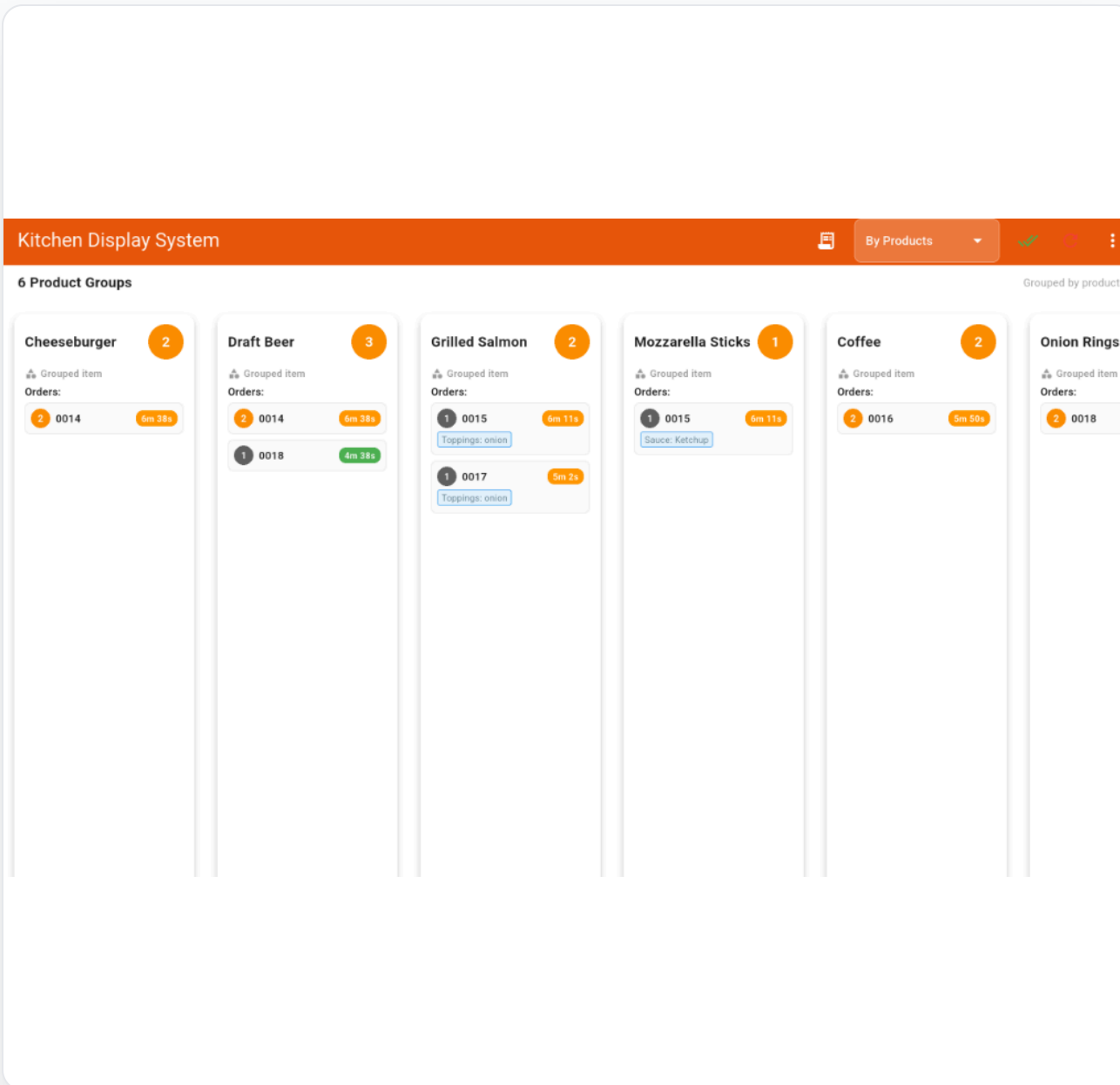


## Fully Customizable

Configure time thresholds and color rules in [Settings](#) → [Order Header Colors](#).

# Grouped View

View orders organized by product type instead of by individual order. Perfect for batch cooking during busy periods - see all Cheeseburgers across orders at once.



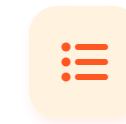
## Toggle View

Switch between Standard and Grouped view using the app bar icon.



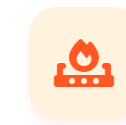
## Group by Product

Combine identical items across orders with total quantities shown.



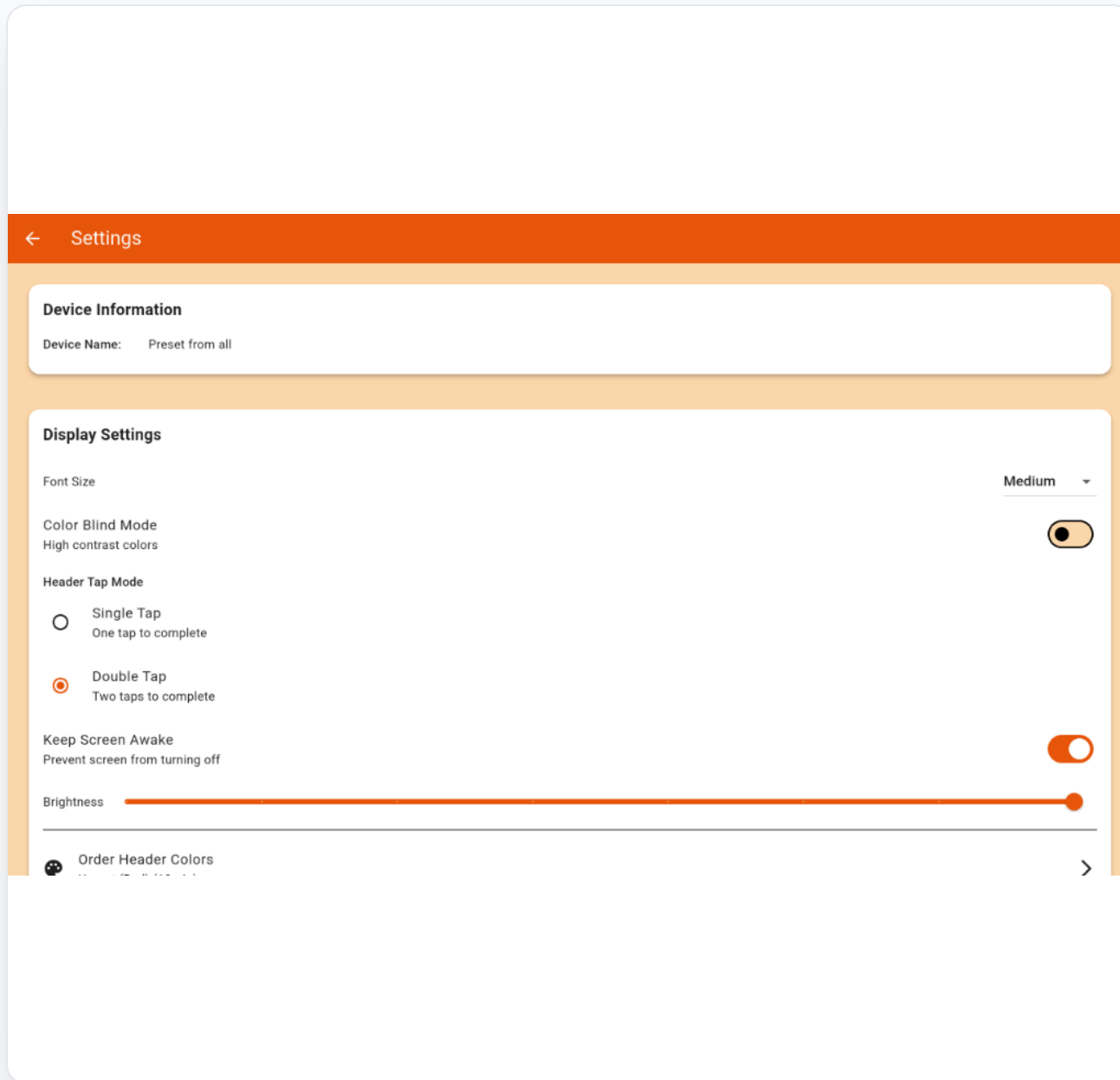
## Group by Option Choices

Group items by customization like "Extra Cheese" or "No Onions".



## Batch Cooking

Ideal for rush periods when cooking multiple same items together.



KDS USAGE | CONFIGURATION

# KDS Settings

Configure your kitchen display behavior and appearance to match your workflow.



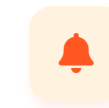
## Display Settings

Font size (S/M/L/XL), Color Blind Mode (high-contrast).



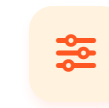
## Interaction

Tap Mode: Single tap vs Double tap for marking ready.



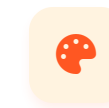
## Notifications

6 notification sounds, urgent alerts, vibration toggle.



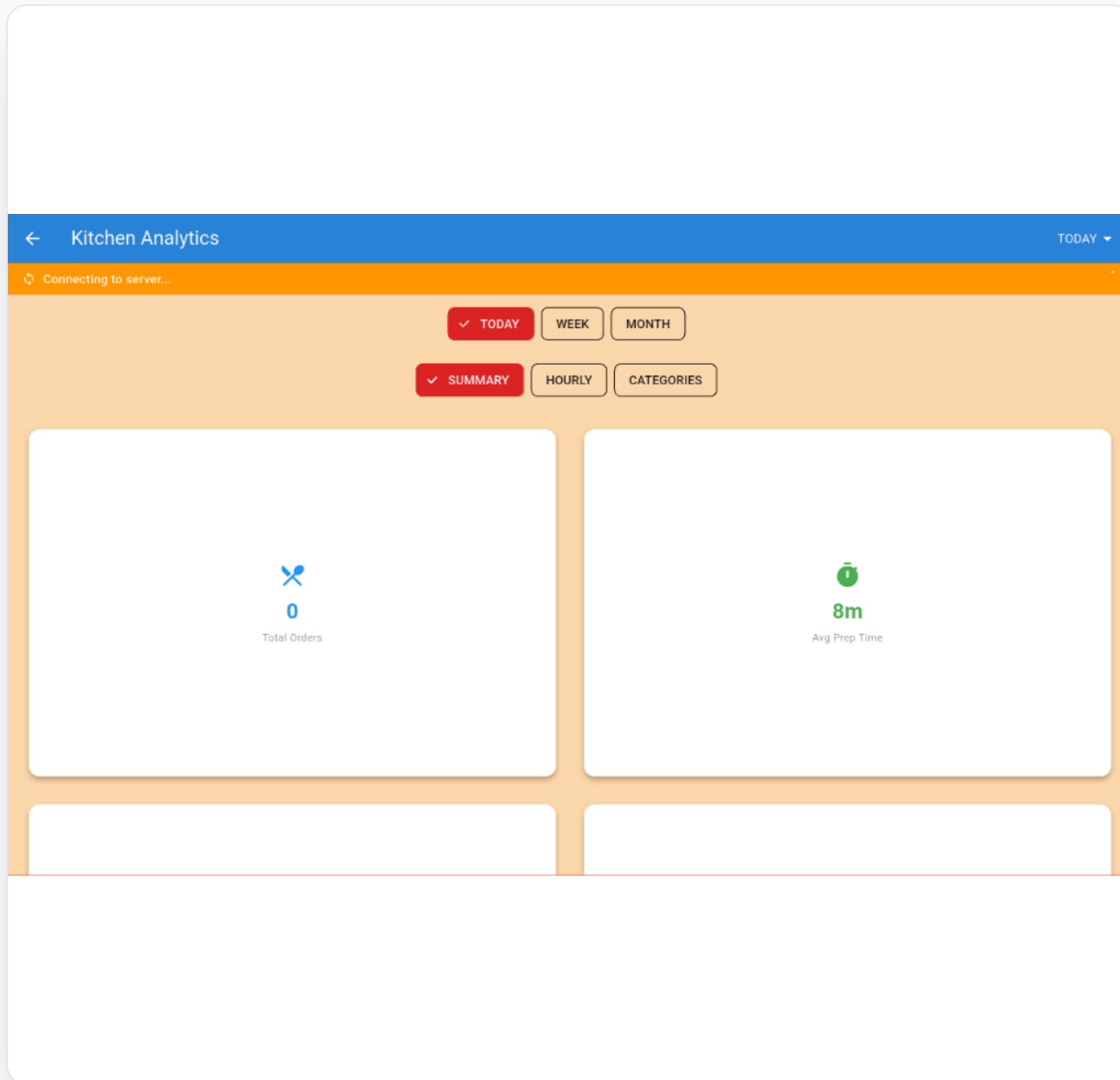
## Screen Control

Keep awake toggle, brightness slider (30-100%).



## Color Customization

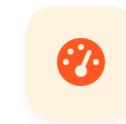
Order Header Colors - customize time thresholds.



KDS USAGE | **INSIGHTS**

# KDS Analytics & Order History

Gain valuable insights into kitchen performance and manage past orders efficiently.



## Analytics Dashboard

Track total orders, average prep time, orders per hour, and kitchen efficiency score.



## Performance Charts

Visualize hourly statistics and category breakdowns to identify peak times.



## Order History

View completed orders, filter by status, or restore accidentally completed items.












## Access Path

Main Screen → Menu (three-dot icon) → Analytics or Order History.

# Quick Reference: Key Navigation Paths

A handy guide to locating common functions within the POS and KDS applications.

TASK	NAVIGATION PATH
 Make a sale	Dashboard > New Order
 View orders	Dashboard > Orders
 Add products	Dashboard > Products > +Button
 Configure settings	Dashboard > Settings > [Tab]
 View reports	Dashboard > Reports
 Manage inventory	Dashboard > Inventory
 Create coupons	Dashboard > Settings > Coupons
 KDS order history	Main Screen > Menu (:) > Order History
 KDS analytics	Main Screen > Menu (:) > Analytics



SUPPORT

# Need Help?

We're here to support your business every step of the way.



## Web Dashboard

Access advanced management tools for products, reports, users, stores, and accounting.

[pos.sciometa.com](https://pos.sciometa.com)



## Contact Support

Having trouble? Our support team is ready to assist you with any technical issues.

[info@sciometa.com](mailto:info@sciometa.com)