

The Settings Guide · คู่มือการตั้งค่า

Admin →  **Settings** is one long page of cards, top to bottom. This guide walks every card in that same order, and for each option answers the owner's real question: **what is different if I set it the other way?**

Two kinds of setting. **VENUE** settings are stored with your restaurant and apply to every till, tablet and browser at once. **THIS DEVICE** settings (on-screen keyboard, floor-map zoom, kitchen language/mode) live on the device you set them on — so the bar tablet and the main till can each behave the way that station needs. Every card below is tagged.

Saving: most cards apply when you press  **Save All Settings** at the very bottom of the page. Cards with their own Save button (Dining Duration) or radio buttons that apply instantly say so on the card itself. Navigation changes take effect at each till's next sign-in.

Branding

Your logo + colours across the app. This is the **on-screen** logo — separate from the receipt logo further down, so a light or colourful logo here still prints cleanly on bills.

App logo (login & headers)



App logo size



Colour theme



Primary

Accent



Hit **Save** (bottom of Settings) to apply. Leave colours unset for the default SiamEPOS look.

- **App logo (login & headers)** — your logo shown on screen: the sign-in page and the top bar. This is deliberately separate from the receipt logo (next card): a colourful on-screen logo often prints muddy on thermal paper, so each surface gets its own file.
- **App logo size** — Small → Extra Large; how big the logo sits on the sign-in page.
- **Colour theme (Primary + Accent)** — recolours the whole app: top bar, buttons, highlights, on every device. Preset swatches or your exact brand colours. **Reset to default** returns the SiamEPOS navy/gold.



Baan Siam

POINT OF SALE

POWERED BY

SiamEPOS

00:10

Sat, 29 Aug 2026

Welcome back

Tap your name to sign in

A

Admin

ADMIN

B

Bee

BAR

CT

Chef Ton

KITCHEN

M

Malee

MANAGER

N

Nok

WAITER

S

Somchai

WAITER

 Clock in / out

Sign in with email →

What changes: the same sign-in screen after setting a green/terracotta theme — the whole app follows your colours. Leave unset for the default look.



Business Details

VENUE



📁 Choose Logo File

PNG, JPG or SVG · Max 500KB
Appears at the top of printed receipts

Restaurant Name

Baan Siam

Address

12 High Street, London

Phone Number

020 7946 0123

Email

hello@myrestaurant.co.uk

VAT Number

e.g. GB123456789

Receipt Footer Message

Thank you for dining with us!

Appears at the bottom of every printed receipt

Receipt QR Link

https://g.page/r/your-google-review-link

💾 Save All Settings

- **Restaurant Logo** — the logo printed at the top of receipts (PNG/JPG/SVG, max 500KB). Simple, dark artwork prints best on thermal paper.
- **Restaurant Name / Address / Phone / Email** — the receipt header, exactly as typed here. The name also appears on the sign-in screen and online pages.
- **VAT Number** — printed on receipts; required on a VAT receipt if you are VAT-registered.
- **Receipt Footer Message** — the last line of every receipt (“Thank you for dining with us!”, opening hours, socials).
- **Receipt QR Link + Caption** — if set, a QR code prints at the bottom of every receipt pointing at this URL. **What changes:** blank = no QR on receipts; set it to your Google-review page and every receipt becomes a review request; set it to your ordering page and every receipt advertises direct takeaway. The caption is the line printed under the code — match it to where the link goes.
-  **Receipt Preview** — a live preview that re-draws as you type, so you can see the finished receipt before saving.



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💾 Save All Settings

What changes elsewhere changes here too: the same preview with Service Charge (later card) switched off — the Service line disappears from bills and receipts, and totals are item prices only.

☰ **On-screen keyboard** THIS DEVICE

☰ **On-screen keyboard**

Shows a keyboard on screen for typing names, notes, searches and prices when this device has no physical keyboard — with English and ไทย layouts (🌐 key), and a number pad on price / quantity boxes. On the desktop till app it is available out of the box. This setting is for **this device only**.

Auto (till app / touch screens)

Always on

Off

Tap a text box to try it. It never covers the number pad or PIN entry — those keep their own keypad.

A typing keyboard drawn on screen — English and ไทย layouts (🌐 key), plus a number pad on price and quantity boxes. PIN pads and payment pads always keep their own keypad regardless.

Choice	What you get
Auto (default)	Keyboard appears on the desktop till app and touch screens — devices that usually have no physical keyboard. A laptop browser won't show it.
Always on	Keyboard appears on every text box on this device. Choose this on a till whose touchscreen reports itself as a mouse (some POS screens do) if Auto doesn't show it.
Off	Never shows. For tills with a real keyboard attached.

Option	OFF (default)	ON
Return to sign-in after sending an order (send-lock)	After a send you stay on the order screen.	Every send flashes “✓ Order sent” and returns to the PIN screen. Right for one shared till among many waiters — nobody works on someone else's login.

PIN-only sign-in	Sign-in shows name tiles, then PIN.	Sign-in is a bare PIN pad — faster for big teams; PINs must be (and are enforced) unique. See the screenshot in Guide 1.
Kitchen & bar staff sign in as waiters	Kitchen/bar PINs land on their own screens.	Those roles land on the floor like waiters (Admin stays locked). For venues with no kitchen/bar display where chefs occasionally take orders. Leave OFF if you use the Kitchen or Bar screens.
Auto sign-out when idle	Off, or after 1 / 2 / 5 / 10 untouched minutes the till signs itself out. Unsent basket items are kept on the table; kitchen and bar displays are never auto-signed-out. Shorter = safer till, more PIN typing; longer = comfier, but an unattended till stays open longer.	

 Navigation

VENUE

 **Navigation**

Untick a screen your venue doesn't use to remove its button from the top bar on every till. Hiding a screen does NOT switch the feature off — online bookings still arrive with Reservations hidden, and kitchen printing/routing carries on with Kitchen hidden. Takes effect from each till's next sign-in.

☒

 Tables (floor map)

☒

 Counter

☒

 Reservations

☒

 Kitchen

☒

 Bar

Untick a screen your venue doesn't use — Tables, Counter, Reservations, Kitchen, Bar — and its button leaves the top bar on every till at next sign-in.



Default: every screen in the top bar.



What changes: Reservations and Bar unticked — a tighter bar with only what the venue uses (shown here with a brand colour theme as well).

Hiding is cosmetic, not a switch-off. Online bookings still arrive with Reservations hidden; kitchen printing and routing carry on with Kitchen hidden. The till also refuses to hide both Tables and Counter — it always keeps a home screen.

QR Table Ordering — Payment

How customers pay when they order from the QR code at the table. Online takeaway ordering and vouchers are separate and unaffected.

Pay now

Customer pays on their phone when ordering (card / Apple Pay / Google Pay)

Pay at the till

Customer just orders — staff take payment at the table or till, like a normal bill

How customers pay when ordering from the QR sticker on their table (QR stickers print from Admin → Table Plan). Online takeaway and vouchers are separate and unaffected.

Choice	What the customer experiences	What staff do
 Pay now	Orders and pays on the phone in one go (card / Apple Pay / Google Pay). The order arrives already paid, and the paid round is locked against till edits.	Nothing — money is already taken.
 Pay at the till	Just orders — no card form at all.	The order lands unpaid like a normal bill; staff take payment at the table or till as usual.

Which to pick? Pay-now suits venues that want zero walk-outs and no bill step. Pay-at-the- till suits venues where one person orders for the table but they settle together at the end — service feels like normal table service, the QR is just a faster order pad.

Online Order Alert VENUE

Online Order Alert

- ☒ **Play a repeating chime on every till when an online order arrives** — rings every ~25 seconds until someone taps the alert banner. Covers the ordering widget, QR table orders and Deliveroo. Never plays on the customer display.

ON (default): every till plays a repeating chime (~every 25 seconds) with an amber banner whenever an online order arrives — website widget, QR table order, or Deliveroo — until someone taps the banner. It rings even on the sign-in screen, covering the “nobody at the till” case. Never plays on the customer display. **OFF:** silence — orders still arrive on the kitchen screen and takeaway strip, but nothing audibly announces them. Only turn this off if a dedicated person watches the screen at all times.

Service Charge

☒

Enable automatic service charge

Service charge %

10

Standard UK rate is 12.5%. This is optional and always shown separately on the bill.

Enable automatic service charge + a percentage (standard UK rate is 12.5%; the demo venue runs 10%).

- **ON:** every dine-in bill gains a separate “Service (n%)” line — visible in the basket, the printed bill, the receipt and the reports. Staff can **Remove** it on any single bill (a guest unhappy with service) without touching the setting.
- **OFF:** no service line anywhere (see the receipt-preview comparison under Business Details). Tips can still be recorded at payment — that is a different thing and always available.

Service charge is always shown separately, is never VATed, and the rate change applies from the next bill.

VAT

How your menu prices are set

Prices include VAT (net = price ÷ 1.2)



Affects the VAT breakdown on bills, receipts, the VAT report and the Z report. Service charge is never VATed. Per-item VAT rate is set on each menu item.

One choice: how your menu prices are set. It never changes what the customer pays for a dish whose menu price you keep the same — it changes how the VAT is worked out and reported.

Choice	Meaning, with a £10.00 menu price
Prices include VAT (default, standard for UK restaurants)	£10.00 is the final price. Net = £8.33, VAT = £1.67, shown as “VAT included” on the breakdown.
Prices exclude VAT — add 20% on top	The customer pays £12.00 (£10.00 + £2.00 VAT added at the bill).

Affects the VAT breakdown on bills, receipts, the VAT report and the Z report. Service charge is never VATed. The *rate* is per menu item (default 20% — zero-rated items can be set to 0 on the item).

Your VAT scheme is your accountant's call. Pick the mode that matches how your menu prices were built and leave it — flipping it mid-year makes period comparisons misleading.



Booking Deposits VENUE



Booking Deposits

☐ Enable booking deposits

Take a deposit against a booking (Admin → Vouchers → Take deposit) and redeem it on the day as a **prepaid tender** in Mixed Payment — the full bill still records for sales + VAT; the deposit only reduces what's owed. Deposits are reported separately from gift vouchers and never count as till cash. When off, none of the deposit UI shows.

ON: Admin → Vouchers gains “Take deposit”; a deposit taken against a booking is redeemed on the day as a prepaid tender in Mixed Payment. The full bill still records for sales and VAT — the deposit only reduces what is owed, is reported separately from gift vouchers, and never counts as till cash. **OFF (default):** none of the deposit UI shows anywhere. Turn on only if you actually take booking deposits (large parties, event nights).



Online Delivery VENUE



Online Delivery

Set both fields to offer delivery on the takeaway widget. The widget checks each customer's postcode against this radius — anyone outside is offered collection instead. Leave blank to keep takeaway collection-only.

Restaurant postcode

E.G. SW1A 1AA

Delivery radius (miles)

e.g. 3

Distance is straight-line ("as the crow flies"). 3 miles is a sensible starting radius for most UK Thai restaurants.

Two fields — **Restaurant postcode** and **Delivery radius (miles)**.

- **Both set:** your online ordering page offers **Delivery** as well as collection. Each customer's postcode is checked against the radius (straight-line); outside it they are offered collection instead. Delivery orders arrive tagged 🚚 with the address on the kitchen ticket.
- **Either blank (default):** takeaway stays collection-only.

3 miles is a sensible starting radius for most UK Thai restaurants.

Online Order Discount

Give customers a percentage off when they order through your own online takeaway widget — a direct reward for skipping the commission apps. Shows as a banner on the ordering page and as a discount line at checkout, on the kitchen ticket and in reports. Set 0 to switch it off.

Discount on online orders (%)

e.g. 10

Only on orders over (£) — leave empty for every order

e.g. 30

Applies to online takeaway & delivery orders only — never to dine-in bills. Capped at 50%. The ordering page advertises the offer automatically and the discount is applied at checkout — including inside the card charge.

A percentage off for customers who order through **your own** online takeaway page — your answer to the commission apps (“order direct and save 10%”).

- **Discount on online orders (%)** — 0 = off (default). Capped at 50%.
- **Only on orders over (£)** — optional threshold. Empty = every order; set £30 and the offer becomes “10% off orders over £30”.

What changes: the ordering page advertises the offer automatically in its header, the discount is applied at checkout (inside the card charge — the customer is charged the discounted amount), and it shows as a discount line on the kitchen ticket and in reports. Dine-in bills are never affected.

Online Order Payment

How customers pay on your online ordering page and widget. QR table ordering has its own setting above; vouchers always pay online.

Automatic

Pay online when card keys are set up, otherwise pay on collection (today's behaviour)

Pay on collection

Never ask for a card online — staff take payment at handover

Customer chooses

Checkout shows both: pay now online, or pay at the restaurant

Unpaid orders can no-show — choosing "pay on collection" or "customer chooses" accepts that risk. The till blocks closing an unpaid order until staff record the payment.

How customers pay on your online ordering page and widget (QR table ordering has its own setting above; vouchers always pay online).

Choice	Checkout behaviour
 Automatic (default)	Pay online when your card keys are set up; otherwise pay on collection. “Just works” either way.
 Pay on collection	Never asks for a card online — staff take payment at handover. The till blocks closing the order until a payment is recorded , so counter cash always reaches the reports.
 Customer chooses	Checkout shows both buttons — pay now online, or pay at the restaurant.

Unpaid orders can no-show. Choosing “pay on collection” or “customer chooses” accepts that risk — it's a hospitality decision, not a technical one.

 Courier Dispatch VENUE

 **Courier Dispatch**

When the kitchen marks a delivery order ready, SiamEPOS can automatically book a courier to collect and deliver it — the customer gets a live tracking link. Set up Online Delivery (above) first.

☐ **Enable automatic courier dispatch**

ON: when the kitchen marks a delivery order ready, SiamEPOS books a courier automatically and the customer gets a live tracking link. Requires Online Delivery (above) set up first, plus a courier account — ask us to wire it. **OFF (default):** you deliver with your own driver, no automation.

 Discount Reasons VENUE

 **Discount Reasons**

Add

The list staff pick from whenever they give a discount (“Regular customer”, “Complaint”, “Staff meal”...). Add your own house reasons here. **What changes:** a tidy fixed list means the discount report groups cleanly — you see exactly how much went to each reason instead of a pile of free-typed excuses.



Bar Categories

VENUE



Tables



Reservations



Admin



Kitchen

DEFAULT COURSE WHEN ORDERING:

Starters

Mains

Desserts

Extra

Starter

Not bar

DEFAULT COURSE WHEN ORDERING:

Starters

Mains

Desserts

Extra

Salad

Not bar

DEFAULT COURSE WHEN ORDERING:

Starters

Mains

Desserts

Extra

Soup

Not bar

DEFAULT COURSE WHEN ORDERING:

Starters

Mains

Desserts

Extra

Stir-Fried

Not bar

DEFAULT COURSE WHEN ORDERING:

Starters

Mains

Desserts

Extra

Curries

Not bar

DEFAULT COURSE WHEN ORDERING:

Starters

Mains

Desserts

Extra

Chef's Signature Menu

Not bar

Save All Settings

One row per menu category, two controls each:

- **Bar toggle** — a category marked as bar sends its items to the **Bar screen** and the bar printer instead of the kitchen, and bar items fire immediately on send (no course pacing). Typical: Drinks, Cocktails, Wine. “Not bar” (default) = kitchen.
- **Default course when ordering** — Starters / Mains / Desserts / Extra: the course pre-selected on the Add-to-Order card for that category's dishes. Set Starter categories to Starters and Dessert to Desserts and waiters almost never need to touch the course picker.

Dining Duration Tiers

How long each booking occupies a table. Applied automatically by party size when checking availability.

PARTY SIZE	DURATION (MINS)	
● 1–4 covers	90	Save
● 5–8 covers	120	Save
● 9+ covers	150	Save

💡 These times control how far ahead a table is blocked after a booking starts. A table booked at 19:00 for a party of 6 (120 min) is unavailable until 21:00. Use multiples of 15 for clean slot alignment.

How long a booking blocks a table, by party size (each row has its own Save):

Example: 1–4 covers → 90 min · 5–8 → 120 · 9+ → 150. A table booked at 19:00 for a party of 6 (120 min) shows unavailable until 21:00 when the booking system checks availability. **What changes:** shorter tiers = more bookings per night but tighter turnarounds; longer = relaxed pacing, fewer slots. Use multiples of 15 minutes for clean slot alignment.

Network Setup THIS DEVICE

Network Setup

Connect kitchen and bar tablets on the same Wi-Fi.

http://192.168.1.91:3111

Copy URL

Test connection

On each tablet: open Camera, scan the QR, tap the SiamEPOS link in Safari. Then Share → **Add to Home Screen** for one-tap access.



For connecting kitchen and bar tablets to this till over the same Wi-Fi: scan the QR (or copy the URL) on each tablet, then Share → Add to Home Screen for one-tap access. **Test connection** verifies a tablet can reach the till. Appears on till installs that act as the venue's hub.

Data Storage THIS DEVICE

Data Storage Device-first (local storage active)

Record counts on this device vs the Railway cloud relay. Side-by-side helps verify your history is genuinely stored locally.

TYPE	THIS DEVICE	CLOUD (30D)
Closed orders	1	—
Open orders	0	—
Payments	1	—
Vouchers	0	—
Reservations	0	—

Read-only reassurance on desktop till installs: record counts on this device vs the cloud relay, side by side — proof your history is genuinely stored locally (the till keeps working offline) while syncing up for remote viewing. Nothing to configure.

 Local Archive

Auto-archive: ON

Bills CSV and branded Z-report PDF are saved to this device after every Z-report close + on app startup. Keep for **6 years** for HMRC compliance.

Last archived

29 Aug 2026, 00:06

Folder

/Users/korakot/Documents/SiamEPoS-Records

 Open Folder

 Re-archive Today

 Re-archive Yesterday

dd/mm/yyyy



 17

 Re-archive that date

Fixed an old bill? Rebuild that day's saved file.

RECENT FILES

z-report-2026-08-28.pdf	29 Aug
z-report-2026-08-27.pdf	28 Aug
z-report-2026-08-26.pdf	27 Aug
z-report-2026-08-25.pdf	26 Aug
z-report-2026-08-24.pdf	25 Aug
z-report-2026-08-23.pdf	24 Aug

Desktop till installs auto-save a bills CSV and a branded Z-report PDF to a folder on the device after every Z close (and on startup) — your offline paper trail. HMRC expects records kept 6 years.

-  **Open Folder** — jump to the archive folder.
- Re-archive Today / Yesterday / that date** — rebuilt the saved file after fixing an old bill, so the archive matches the corrected truth.

Kitchen Message Templates VENUE

Kitchen Message Templates

[+ New](#)

One-tap pills for waiters to send common messages to the kitchen — allergies, holds, VIP, birthdays. Waiters can still type free text alongside any template.

No templates yet.

One-tap message pills for the order screen's **Message kitchen** button — prepare the messages your venue sends daily (“NUT ALLERGY table”, “Hold mains”, “VIP”, “Birthday — candle”) and waiters stop re-typing them. Free text is always still available alongside.

Remote Access THIS DEVICE

Remote Access ● Disabled

Owner can log in from anywhere and see live data direct from this device. Protected by a Cloudflare Access email gate — no data leaves the device.

Remote access is provisioned per-restaurant by SiamEPOS. Contact info@siamepos.co.uk to enable it for this install — Korakot will add a Cloudflare Tunnel credentials file to your config and the tunnel will come online on the next launch.

Lets the owner log in from anywhere and see live data direct from this device, protected by an email gate — no data leaves the device otherwise. Provisioned per restaurant by SiamEPOS: contact info@siamepos.co.uk to enable it for your install.

Save All Settings

The gold button at the very bottom writes every card above (except the ones with their own Save). Change → scroll → Save → done; other tills pick the changes up within seconds.