



Restaurant Management System

Starter

Business

Pro

4
Panels

3
Plans

27+
Features

∞
Pro Limits

Complete Documentation & User Guide

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■ 1. What is DineX?

DineX is a complete, cloud-based restaurant management system designed for restaurants of all sizes. It connects every part of your restaurant operation — from the moment a customer sits down, to the kitchen preparing food, to the cash counter settling the bill — in one seamless, real-time platform.

■ Admin

Full control — manages menu, staff, tables, reports, finances, and settings.

■ Waiter

Takes orders on a tablet and sends them directly to the kitchen.

■■■ Kitchen / Bar

Receives live orders, marks them in-progress, and signals when ready.

■ Cash Counter

Generates bills, applies discounts, and processes payments.

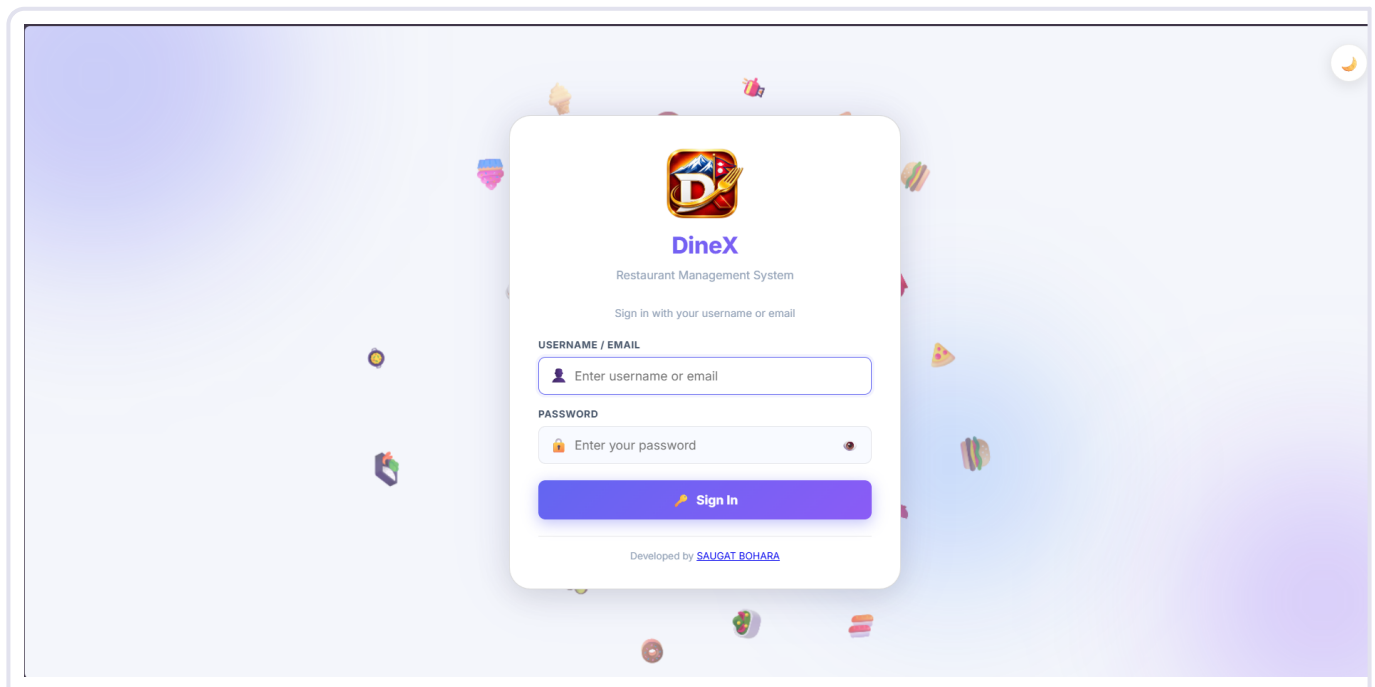


Fig 1 — DineX Login Page: each role signs in with their own credentials

■ 2. How to Register & Get Started

DineX operates on a managed subscription model. Contact DineX to activate a plan, receive Admin credentials, and begin setup in minutes.

- 1 Contact DineX & Choose a Plan**
Select Starter, Business, or Pro based on your restaurant size. You will receive your Admin username and password.
- 2 Log In to the Admin Panel**
Go to the Admin login page and enter your credentials. You will land on the full Admin Dashboard.
- 3 Set Up Your Restaurant Profile**
Your restaurant name and details are pre-configured. Upload a logo if you wish.
- 4 Add Your Tables**
Go to the Tables tab → Add tables with section/floor names (e.g. Ground Floor, Rooftop) and seating capacity.
- 5 Build Your Menu**
Go to the Menu tab → Add dishes by category (Food, Drink, Dessert, Snack) with names and prices.
- 6 Create Staff Accounts**
Go to Staff tab → Create accounts for waiters, kitchen staff, and cash counter operators.
- 7 Go Live!**
Share credentials with your team. Each person logs into their panel — Waiter → main URL | Kitchen → /kitchen | Cash Counter → /cash-counter | Admin → /admin/login

3. Admin Dashboard — Full Guide

The Admin Dashboard is your restaurant's control center. It is organized into sections accessible from the sidebar, which can be collapsed to icon-only view for more screen space. Available tabs depend on your subscription plan.

3.1 Overview & Sales Stats

The first screen after login provides a live snapshot of your restaurant's performance today and over time.

- Total orders, total revenue, and payment method breakdown (cash vs. online/QR)
- Daily revenue bar chart for the past 14 days and an order-count chart
- Top-selling items for the month with revenue per dish
- Peak hours chart (last 30 days) and table occupancy stats
- Low-stock alerts displayed at the bottom of the dashboard

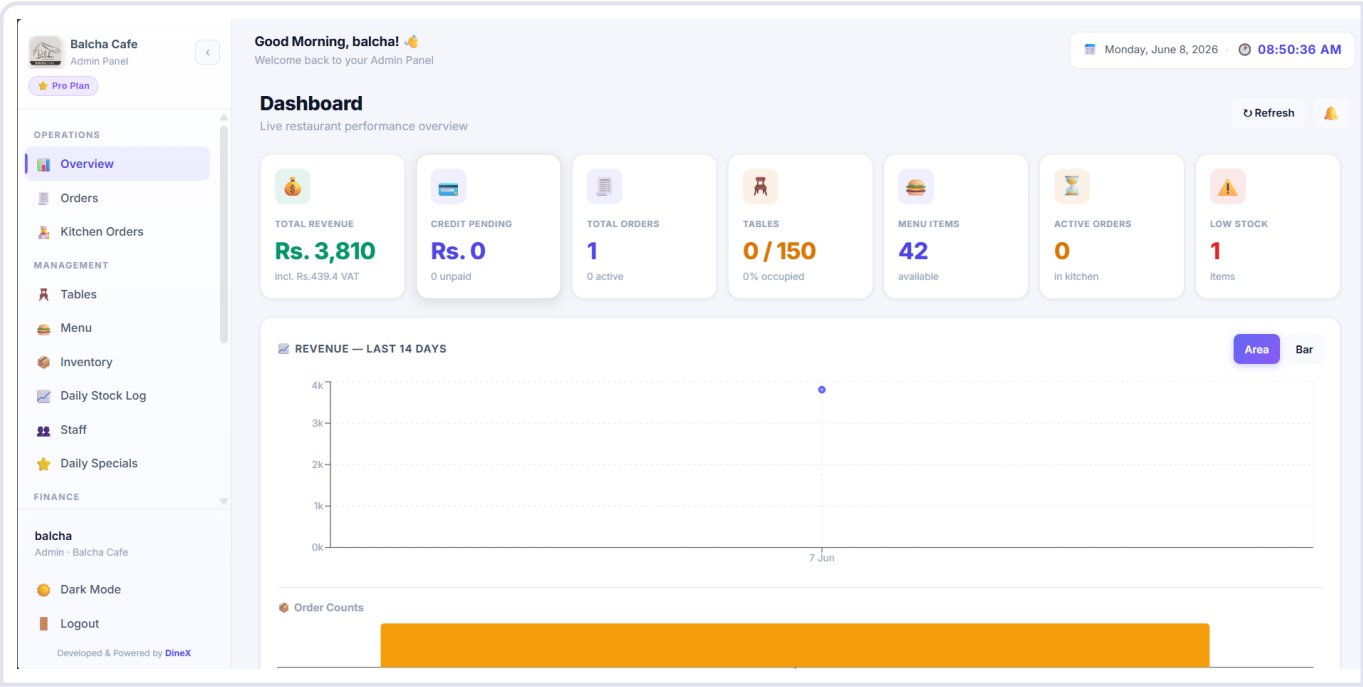


Fig 2 — Admin Overview: revenue, orders, tables, menu items at a glance

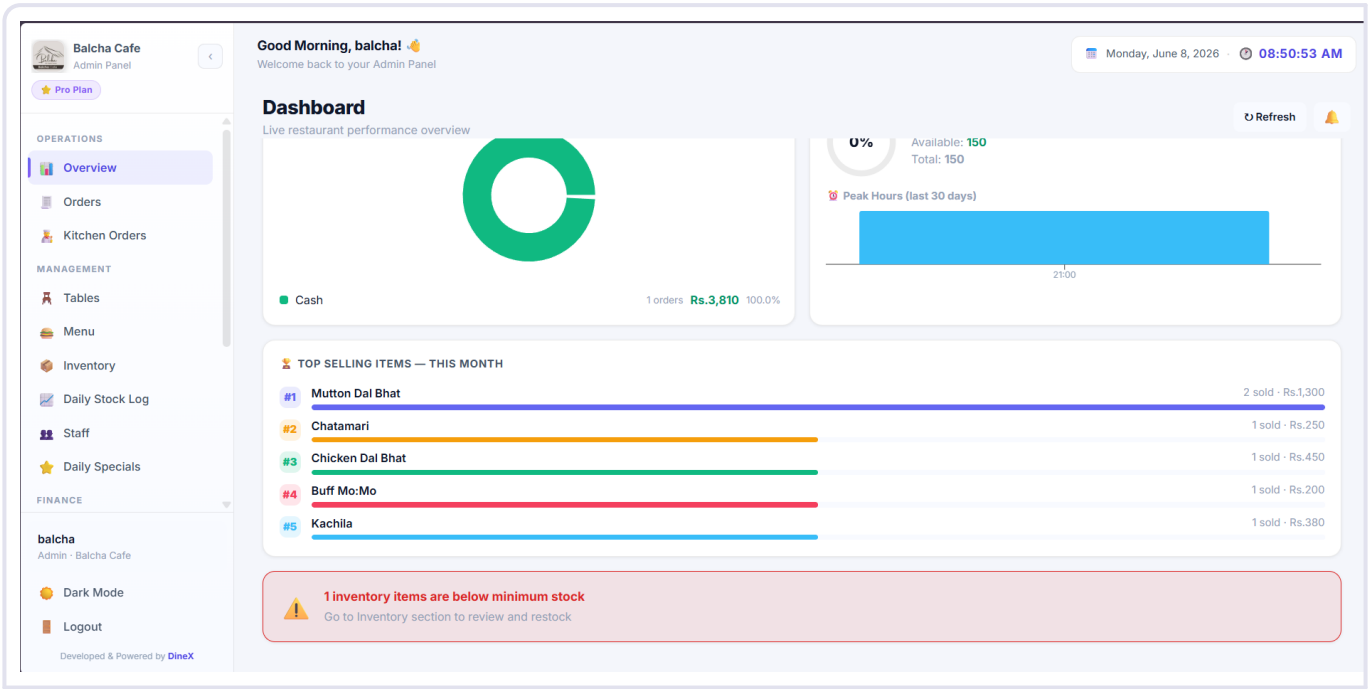


Fig 3 — Admin Overview (cont.): top sellers, peak hours, and low-stock alert

3.2 Order Management

The Orders tab shows every order placed in your restaurant — past and present.

- View all orders with table number, status, and total amount
- Click any order to expand the full item breakdown (subtotal, VAT, discount, grand total)
- Filter by date or payment status (Draft / Pending / Preparing / Served / Paid / Closed)
- Delete orders with confirmation — useful for test or mistaken entries

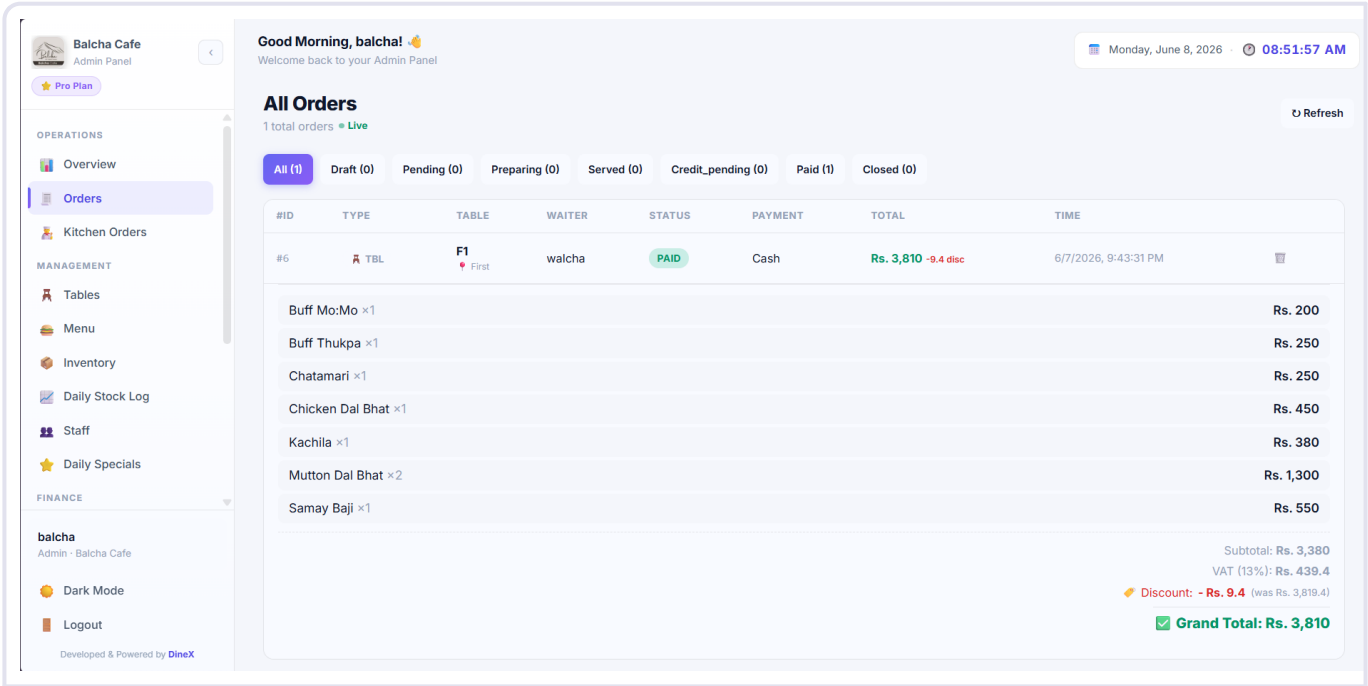


Fig 4 — Orders: full item breakdown with VAT and discount shown

3.3 Kitchen Orders View (Admin)

The same live board your kitchen sees — accessible from Admin so you can monitor preparation status without leaving your desk.

3.4 Table Management

- Add tables specifying section/floor, table number, and seating capacity
- View which tables are available, occupied, or reserved in real time
- Table list is shared with the Waiter Panel instantly

The screenshot displays the 'Tables' management interface in the DineX Admin Panel. The sidebar on the left contains navigation links for OPERATIONS (Overview, Orders, Kitchen Orders) and MANAGEMENT (Tables, Menu, Inventory, Daily Stock Log, Staff, Daily Specials). The main content area is titled 'Tables' and shows '150 tables configured'. It features a three-step process: 1. Section / Floor, 2. Count & Capacity, and 3. Confirm. A dropdown menu allows selecting a section or floor (e.g., Ground Floor, Garden, Rooftop, First Floor). Below this, a grid of 14 table cards is shown, each labeled F1 through F14, with their respective numbers (No. 101 to No. 114) and status (AVAILABLE). Each card also indicates the seating capacity (4 seats) and includes edit and delete icons.

Fig 5 — Tables: floor-plan setup with multi-section support

3.5 Menu Management

Everything added here appears instantly on the Waiter Panel.

- Add items with Name, Price, Category (Food/Drink/Dessert/Snack), and Subcategory
- Toggle availability per item — hidden items don't appear for waiters
- Upload menu via CSV template for bulk entry
- Edit or delete items at any time — changes sync in real time

Plan Limits: Starter — up to 600 dishes | Business — up to 1,000 dishes | Pro — Unlimited

Balcha Cafe

Admin Panel

Pro Plan

OPERATIONS

Overview

Orders

Kitchen Orders

MANAGEMENT

Tables

Menu

Inventory

Daily Stock Log

Staff

Daily Specials

FINANCE

balcha

Admin - Balcha Cafe

Dark Mode

Logout

Developed & Powered by DineX

Good Morning, balcha!

Welcome back to your Admin Panel

Monday, June 8, 202608:51:28 AM

Menu

42 items · 2 categories

CSV TemplateUpload CSVAdd Item

CSV Format Guide

name, price, category, subcategory, description

Example categories: food, drink, dessert, snack | Example subcategories: Mo:Mo, Soft Drinks, Beer, Cakes

Click CSV Template to download a ready-to-fill template with examples.

Drink7 items · 3 subcategories

Soft Drinks (3 items)

NAME	PRICE	DESCRIPTION	AVAILABLE		
Coke	Rs. 80	Chilled Coca-Cola	YES		
Fanta	Rs. 80	Chilled Fanta	YES		
Sprite	Rs. 80	Chilled Sprite	YES		

Tea/Coffee (3 items)

NAME	PRICE	DESCRIPTION	AVAILABLE
------	-------	-------------	-----------

Fig 6 — Menu: category/subcategory layout with availability status

3.6 Staff Management

Create and manage accounts for all restaurant roles.

- Roles: Waiter, Kitchen, Cash Counter, Admin
- Deactivate accounts to block login without deleting them
- View all staff with role, status, and last login info
- Attendance is automatically tracked from each login

Good Morning, balcha! 🌞
Welcome back to your Admin Panel

Monday, June 8, 2026 · 08:52:40 AM

Staff Management

4 staff members

+ Add Staff

NAME	USERNAME	CONTACT	ROLE	STATUS	JOINED	
balcha	balcha	—	ADMIN	ACTIVE	6/7/2026	
calcha	calcha	—	CASHCOUNTER	ACTIVE	6/7/2026	
kalcha	kalcha	—	KITCHEN	ACTIVE	6/7/2026	
walcha	walcha	—	WAITER	ACTIVE	6/7/2026	

balcha
Admin Panel

Pro Plan

OPERATIONS

- Overview
- Orders
- Kitchen Orders

MANAGEMENT

- Tables
- Menu
- Inventory
- Daily Stock Log
- Staff
- Daily Specials

FINANCE

balcha
Admin · Balcha Cafe

Dark Mode

Logout

Developed & Powered by DineX

Fig 7 — Staff Management: all staff listed with role badges and active status

3.7 Daily Specials (*Business, Pro*)

Highlight dishes as today's specials. They appear with a star badge on the Waiter Panel, promoting items you want to sell on a given day.

Good Morning, balcha! 🌟
Welcome back to your Admin Panel

Monday, June 8, 2026 · 08:52:26 AM

Daily Specials

Highlighted items appear with discounted price in waiter's menu

★ ADD SPECIAL

MENU ITEM *

-- Select item --

DISCOUNT %

0

LABEL (E.G. "CHEF'S CHOICE")

Optional display label

DATE

2026-06-08

★ Add Special

★

Mutton Dal Bhat
"Anniversary"
Rs. 585 ~~Rs. 650~~ 10% OFF
Visible to waiter at discounted price

Fig 8 — Daily Specials: add a promo price, label, and date for highlighted dishes

3.8 Credit Payments

Track orders customers did not pay at the time — tabs or credit arrangements.

- View all outstanding credit orders with total pending amount
- Mark a credit as settled when the customer pays
- Filter by customer or date range

Good Morning, balcha! 🌟
Welcome back to your Admin Panel

Monday, June 8, 2026 · 08:52:55 AM

Credit Payments

Pay-later records — confirm received to add to total sales

TOTAL PENDING

Rs. 0

OVERDUE

0

COLLECTED

0

💡 Credit payments are **not counted in total sales** until you click "Mark Received".

All (0)

Pending (0)

Overdue (0)

Received (0)

No credit records

Fig 9 — Credit Payments: total pending, overdue, and collected summary

3.9 Income & Expenditure *(Business, Pro)*

Full monthly P&L; view — income from orders vs. all expenses.

- Configure Tax/VAT rate (default 13% Nepal standard) — can be toggled on/off
- View Daily or Monthly reports; download as CSV
- Revenue, Expenses, and Net Profit shown side by side

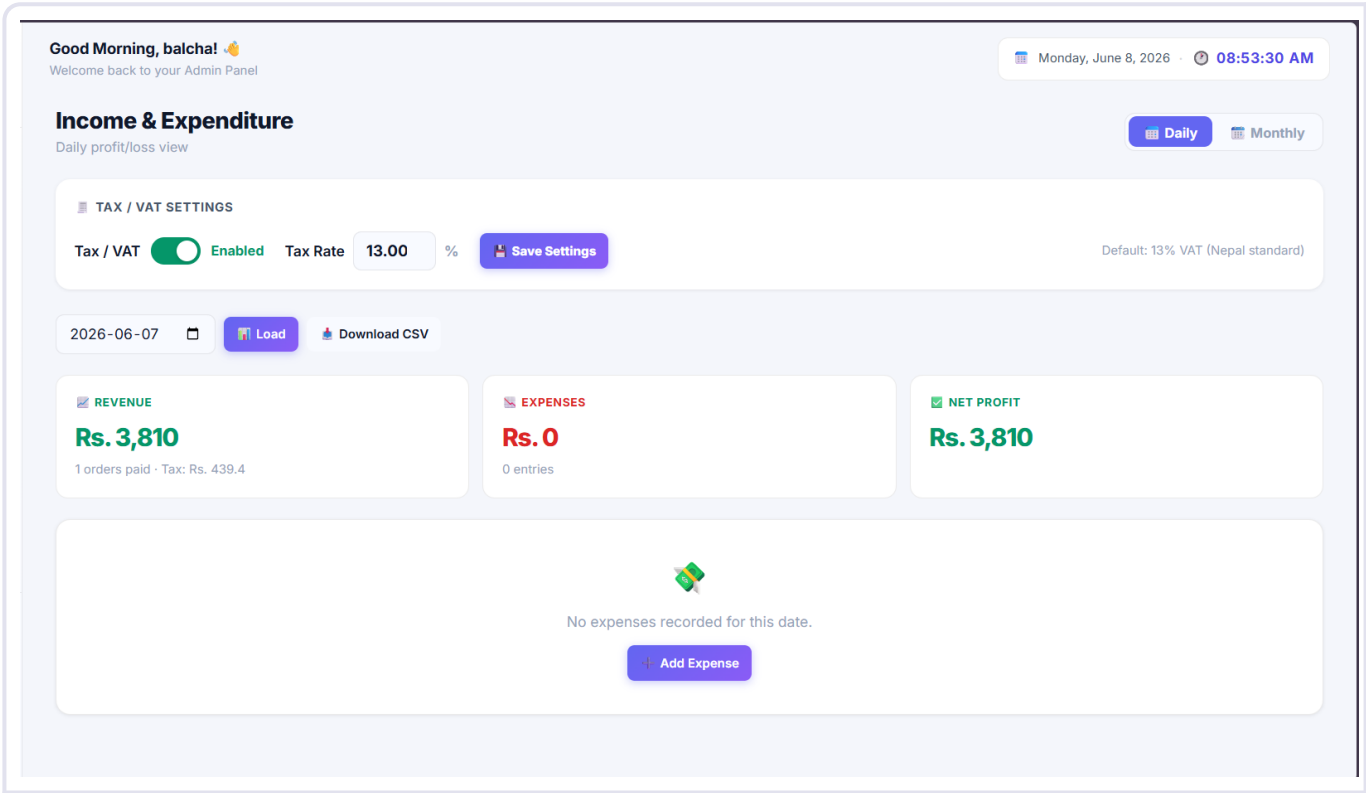


Fig 10 — Income & Expenditure: daily P&L; with VAT settings and CSV export

3.10 Expense Entry *(Business, Pro)*

Log all restaurant expenses by type and category.

Type	Categories
Daily	Stock Purchase, Inventory, Other
Monthly	Land/Rent, Electricity, Internet, Staff Salary, Other

Good Morning, balcha! 🌄

Welcome back to your Admin Panel

Monday, June 8, 2026 · 08:53:52 AM

Expense Entry

Record daily and monthly expenses

+ ADD EXPENSE

EXPENSE TYPE

Daily

CATEGORY

Other

DATE

2026-06-08

📅

DESCRIPTION *

e.g. Vegetables stock purchase

AMOUNT (RS.) *

0.00

+ Add Expense

Jun

2026

All Types

DATE	TYPE	CATEGORY	DESCRIPTION	AMOUNT
📌 No expenses recorded				

Fig 11 — Expense Entry: daily and monthly expense logging with history

3.11 Waste Log *(Pro)*

Track food and material waste to identify patterns and reduce losses.

- Log item name, quantity, unit, reason, and estimated cost
- Filter by month and year to review trends

Good Morning, balcha! 🌞
Welcome back to your Admin Panel

Monday, June 8, 2026 · 08:56:07 AM

Waste Log

Track food waste to reduce costs

LOG WASTE

ITEM NAME *

QUANTITY *

UNIT

e.g. Rice, Chicken

pcs

REASON

EST. COST (RS.)

DATE

Select reason

2026-06-08

Log Waste

Jun2026

DATE	ITEM	QUANTITY	REASON	EST. COST
No waste logged				

Fig 12 — Waste Log: log discarded food with quantity and estimated cost

3.12 Smart Insights & Analytics (Business, Pro)

AI-driven observations and actionable recommendations about your restaurant.

- Best-selling dishes and slow-moving items
- Revenue trends — identify busiest and slowest periods
- Priority-sorted action items with specific steps to implement

Good Morning, balcha! 🌞
Welcome back to your Admin Panel

Monday, June 8, 2026 · 08:56:21 AM

Smart Decisions

Data-driven actions to grow your restaurant

Refresh

Your 3 Actions This Week

sorted by urgency

URGENT

8 menu items have ZERO orders this month

Remove or discount: Aloo Tama, Bara, Black Tea

Go to Daily Specials → set 20% discount on these items for 3 days and watch if orders pick up. If still zero after a week, remove from menu to reduce ingredient waste.

THIS WEEK

"Mutton Dal Bhat" is your #1 seller — high demand, price-inelastic

Increase price of "Mutton Dal Bhat" by 5–8% (customers will still order it)

A 5% price increase = Rs. 65 extra revenue/month with no extra work. Go to Menu → edit this item's price now.

THIS WEEK

Peak hour: 9:00 PM (1 orders) vs slow: 9:00 PM (1 orders)

Schedule extra staff during 9:00 PM only — avoid overstaffing off-peak

Rotate 1–2 part-time staff to cover 9:00 PM–10:00 PM peak window. This reduces salary cost while maintaining service quality.

Data Behind These Decisions

Fig 13 — Smart Decisions: urgent and this-week actions with specific recommendations

3.13 Inventory Management *(Pro)*

Track ingredients and supplies; get alerted before you run out.

- Add items with unit (kg, litre, piece) and current quantity
- Set minimum stock threshold — low-stock alerts trigger automatically
- Inventory auto-sync: stock levels auto-adjust based on orders placed (Pro)
- View complete stock history

Good Morning, balcha! 🌞
Welcome back to your Admin Panel

Monday, June 8, 2026 · 08:51:38 AM

Inventory

1 Item(s) · 1 low stock

⚠️ 1 Item(s) at/below min stock: Chicken Meat

ITEM	QUANTITY	UNIT	MIN STOCK	COST/UNIT	STATUS	
Chicken Meat	10.00	Kg	10.00	Rs. 350	LOW STOCK	

+ Add Item

Fig 14 — Inventory: item list with LOW STOCK badge and cost per unit

3.14 Daily Stock Log *(Pro)*

A daily log of opening and closing stock quantities, helping you track consumption and identify discrepancies over time.

3.15 Staff Attendance *(Business, Pro)*

DineX automatically records attendance. Login = attendance mark; logout records departure time. No manual entry needed.

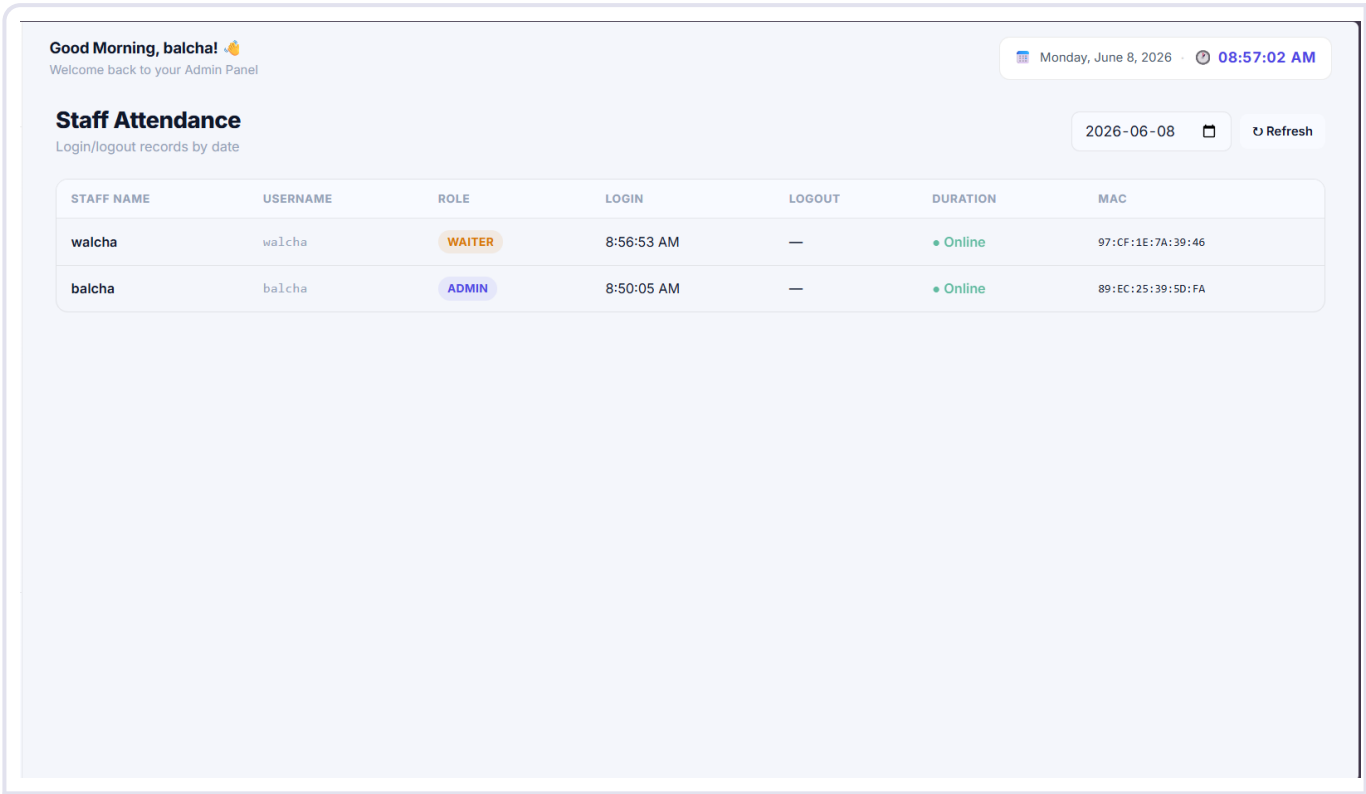


Fig 15 — Staff Attendance: login/logout times and online status by date

3.16 Notifications

System-level alerts including subscription expiry warnings (14 days prior) and other important system messages.

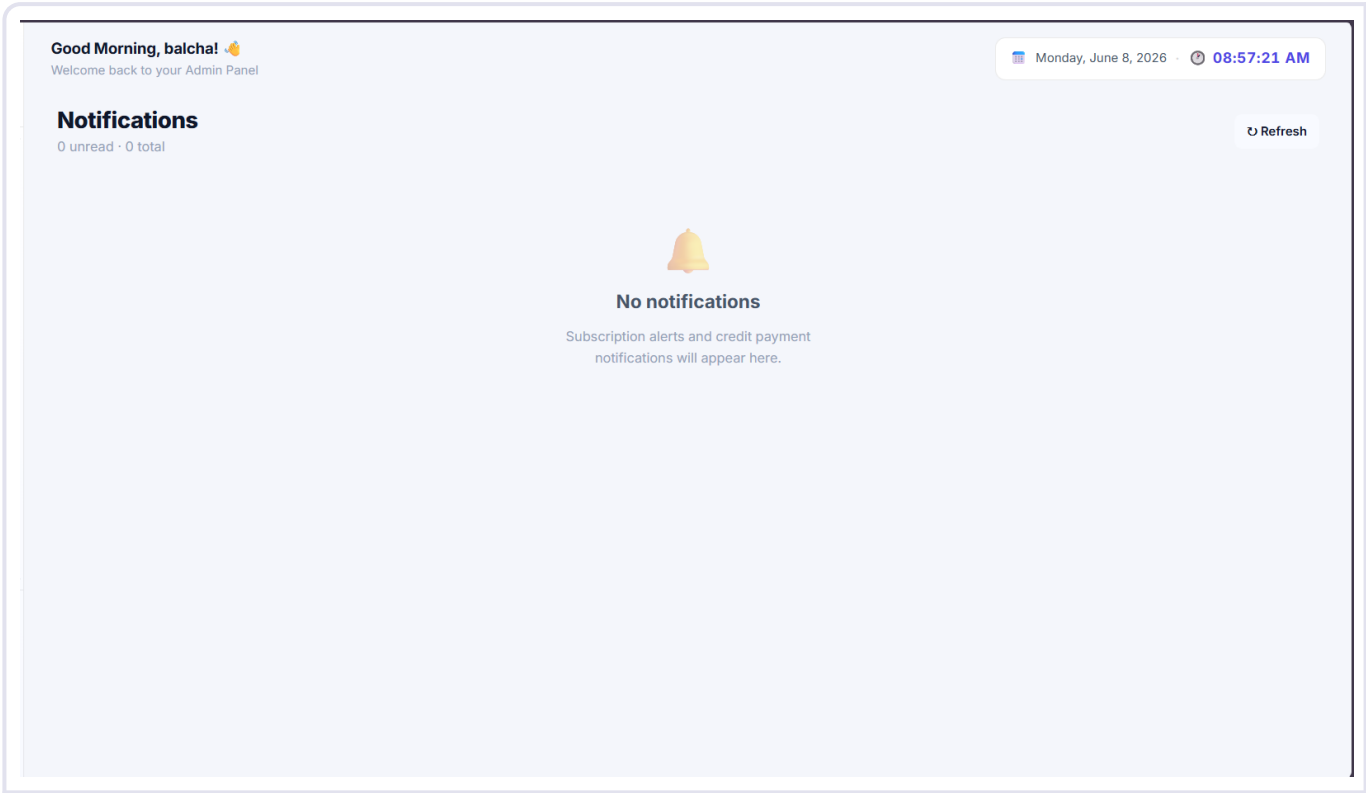


Fig 16 — Notifications: subscription and credit payment alerts

■ 4. Waiter Panel

The Waiter Panel is the interface service staff use to take orders from customers and send them to the kitchen. Designed for speed — works on any tablet or phone.

- 1

Log in
Enter username and password at the main login URL.
- 2

View the floor plan
A grid shows all tables — green = available, orange = occupied, purple = reserved.
- 3

Select a table
Tap to open it. If an active order exists, it opens automatically.
- 4

Browse the menu
Full menu organized by categories and subcategories. Use the search bar to find items instantly.
- 5

Add items
Tap any item to add it. Each tap adds one unit; items stack automatically.
- 6

Special requests
Tap an item to add a note (e.g. "no onions", "extra spicy") — Business/Pro.
- 7

Send the order
Tap "Send Round to Kitchen/Bar" — instantly dispatched to the kitchen display.
- 8

Add more items later
Return to the table and add more items mid-meal. Each round goes to the kitchen separately.

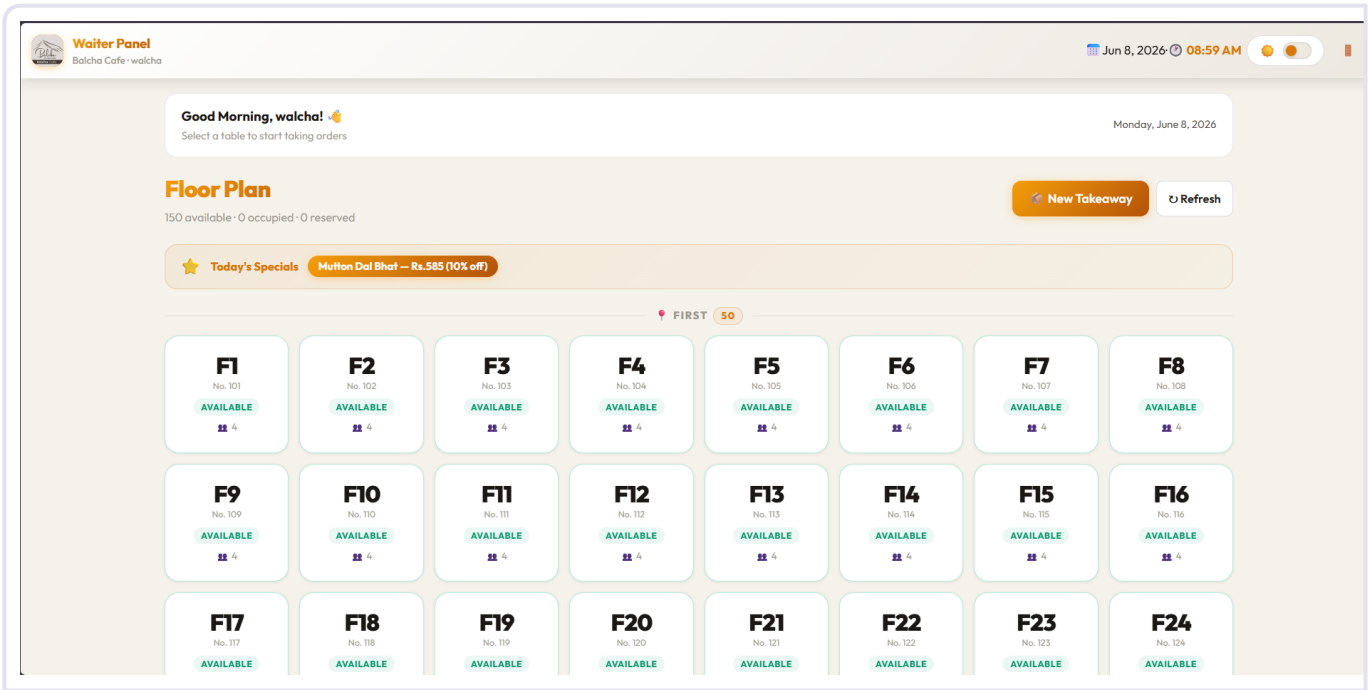


Fig 17 — Waiter Panel: floor plan with table status and today's specials banner

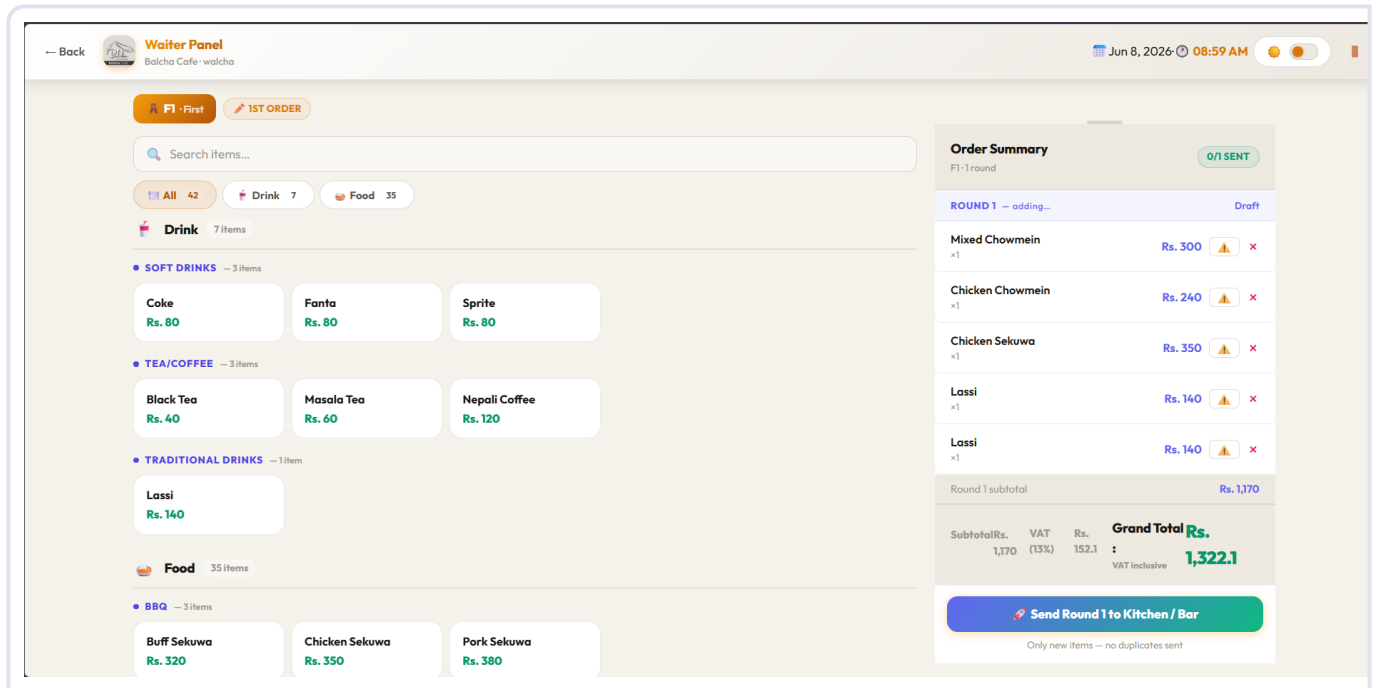


Fig 18 — Waiter Panel: menu browsing with order summary and kitchen send button

5. Cash Counter Panel

The Cash Counter Panel processes customer payments. It shows all active orders, lets you generate bills with 13% VAT, apply discounts, and complete payments.

1

Log in

The cash counter operator enters their username and password.

2

View active orders

All current orders (pending, preparing, served) appear on screen.

3

Select an order

Click/tap an order card to open the bill on the right panel.

4

Review the bill

Full itemized breakdown — each dish, quantity, price — with 13% VAT applied.

5

Apply a discount

Enter a % or flat-amount discount with quick preset buttons (5%, 10%, 15%, 20%, 25%, 50%).

6

Select payment method

Choose Cash or Online/QR.

7

WhatsApp bill (Business/Pro)

Enter customer's WhatsApp number — the bill summary is sent to their phone.

8

Complete payment

Click "Proceed to Payment" — order is marked paid and archived.

Cash Counter

Balcha Cafe - calcha

Jun 8, 2028 · 09:02 AM

1 Active · 0 Ready

Takeaway

Refresh

Good Morning, calcha! 🌞

Monday, June 8, 2026

Active Orders

F1 · First · Pending

2m ago · walcha

Rs. 1,322.1

incl. 13% VAT

08:59 AM

Table Status

F1

No.101

First

OCCUPIED

4

Free

Reserve

F2

No.102

First

AVAILABLE

4

Reserve

F3

No.103

First

AVAILABLE

4

Reserve

F4

No.104

First

AVAILABLE

4

Reserve

F5

No.105

First

AVAILABLE

4

Reserve

F6

No.106

First

AVAILABLE

4

Reserve

F7

No.107

First

AVAILABLE

4

Reserve

F8

No.108

First

AVAILABLE

4

Reserve

F9

No.109

First

AVAILABLE

4

Reserve

F10

No.110

First

AVAILABLE

4

Reserve

F11

No.111

First

AVAILABLE

4

Reserve

F12

No.112

First

AVAILABLE

4

Reserve

F13

No.113

First

AVAILABLE

4

Reserve

F14

No.114

First

AVAILABLE

4

Reserve

F15

No.115

First

AVAILABLE

4

Reserve

F16

No.116

First

AVAILABLE

4

Reserve

F17

No.117

First

AVAILABLE

4

Reserve

F18

No.118

First

AVAILABLE

4

Reserve

F19

No.119

First

AVAILABLE

4

Reserve

F20

No.120

First

AVAILABLE

4

Reserve

F21

No.121

First

AVAILABLE

4

Reserve

F22

No.122

First

AVAILABLE

4

Reserve

F23

No.123

First

AVAILABLE

4

Reserve

F24

No.124

First

AVAILABLE

4

Reserve

F25

No.125

First

AVAILABLE

4

Reserve

F26

No.126

First

AVAILABLE

4

Reserve

F27

No.127

First

AVAILABLE

4

Reserve

Back

F1

#7 · walcha

Pending

ORDER ITEMS

Chicken Chowmein

Qty: 1

Rs. 240

Chicken Sekuwa

Qty: 1

Rs. 350

Lassi

Qty: 2

Rs. 280

Mixed Chowmein

Qty: 1

Rs. 300

Subtotal

Rs. 1,170

VAT (13%)

Rs. 152.1

DISCOUNT (optional)

%

Rs.

e.g. 10

5%

10%

15%

20%

25%

50%

Grand Total

Rs. 1,322.1

Proceed to Payment

Fig 19 — Cash Counter: active orders, table grid, and itemized bill with discount options

6. Kitchen / Bar Panel

A live order display board for kitchen and bar staff. Shows all incoming orders in real time and manages the preparation workflow. On Business/Pro plans, food and drinks are automatically routed to separate stations.

Status	Color	Meaning
Pending	Yellow	New order received, not yet started
Preparing	Blue	Kitchen started preparation
Ready	Green	Food ready — waiter notified to serve

- Live order board — orders appear within seconds of being placed
- Urgent alert — orders waiting more than 15 minutes are auto-flagged
- Bar/Kitchen station split — drinks only show on Bar tab, food on Kitchen tab (Business/Pro)
- Elapsed time shown on each order card (e.g. "12m ago")
- Auto-refreshes every 8 seconds — always current, no manual reload needed

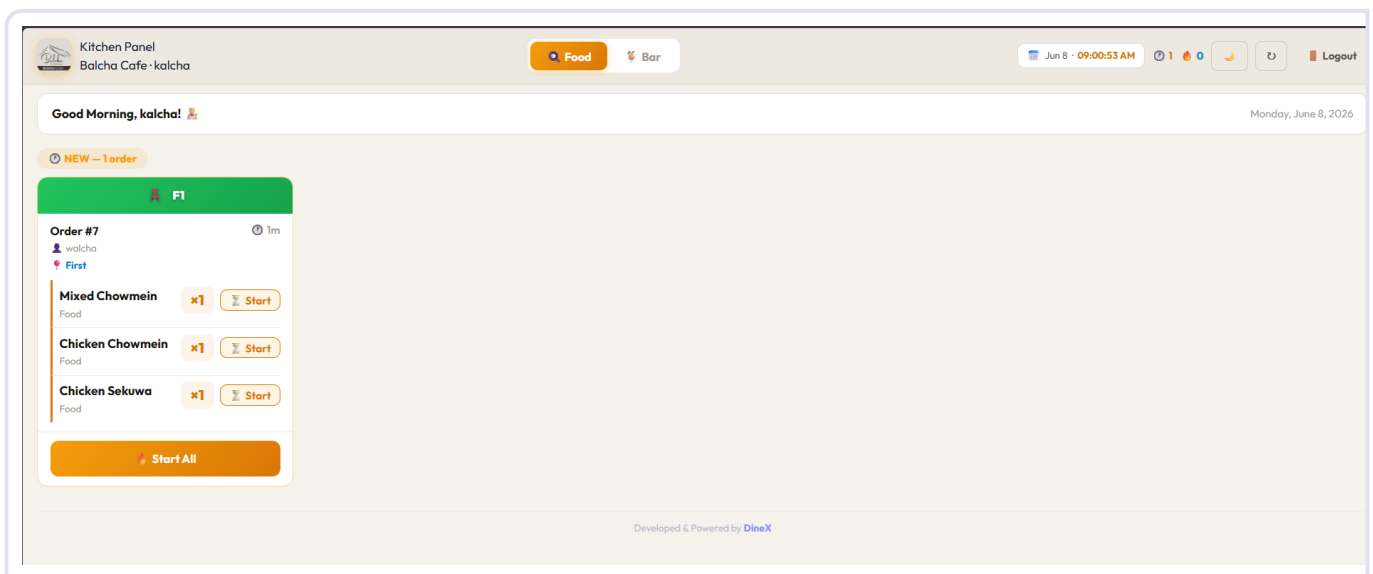


Fig 20 — Kitchen Panel (Food Station): new order F1 with individual item start buttons

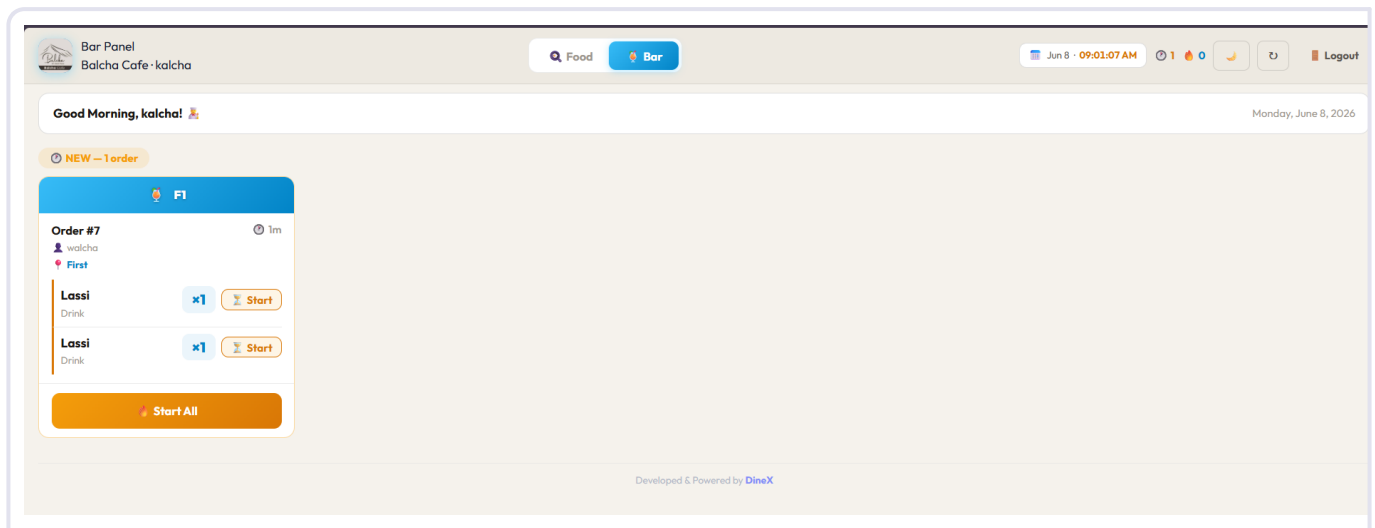


Fig 21 — Bar Panel: drink orders routed separately from food items

■ 7. Subscription Plans

DineX offers three subscription tiers. Every plan includes core restaurant management. Higher plans unlock advanced analytics, financial reporting, and inventory control.

Feature	Starter Rs. 10,000/yr	Business Rs. 20,000/yr	Pro Rs. 40,000/yr
Max Tables	25	50	∞
Max Staff Accounts	6	25	∞
Max Menu Dishes	600	1,000	∞
— CORE POS —			
Order Management	✓	✓	✓
Menu Management	✓	✓	✓
Table Management	✓	✓	✓
Kitchen & Bar Display	✓	✓	✓
Cash Counter	✓	✓	✓
Waiter Panel	✓	✓	✓
Tax & Bill (13% VAT)	✓	✓	✓
Credit Payments	✓	✓	✓
Daily Sales Report	✓	✓	✓
Dark / Light Mode	✓	✓	✓
— BUSINESS FEATURES —			
WhatsApp Billing	—	✓	✓
Daily Specials	—	✓	✓
Staff Attendance	—	✓	✓
In-App Notifications	—	✓	✓
Table Reservations	—	✓	✓
Bar / Kitchen Routing	—	✓	✓
Special Requests	—	✓	✓
Expense Tracking	—	✓	✓
Income & Expenditure P&L;	—	✓	✓
Insights & Analytics	—	✓	✓

Best Sellers View	—	✓	✓
Stock Comparison	—	✓	✓
— PRO FEATURES —			
Inventory Management	—	—	✓
Daily Stock Log	—	—	✓
Inventory Auto-Sync	—	—	✓
Waste Log Tracking	—	—	✓
Priority Support	—	—	✓

■ 8. Dark & Light Mode

DineX supports both dark and light themes across all panels. The toggle is available on every login page and inside the Admin sidebar. Your preference is saved automatically.

- Dark mode — near-black background; ideal for dim restaurant environments; reduces eye strain at night
- Light mode — warm off-white background; great for bright, well-lit spaces
- Theme applies instantly without reloading; each staff member sets their own preference

■ 9. Notifications & Alerts

Notification	Who sees it	Plan
Subscription expiring soon (14 days before)	Admin	All Plans
Subscription expired	All staff	All Plans
Low stock alert	Admin	Pro
Order ready to serve	Waiter	Business, Pro
New order received	Kitchen	All Plans
Credit payment pending	Admin	All Plans

DineX Restaurant Management System

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