



Lite – Owner & Cashier Guide

SnapPOS Lite is the register for kitchens: food trucks, taquerias, coffee bars, snow-cone stands and small restaurants. The screen is your menu. You tap a dish, tap what the customer changed about it, and take the money. There is nothing to scan and nothing to count.

This guide covers Lite. If you also run the full SnapPOS till in a shop, that has its own guide - the inventory, purchase orders and customer accounts described there are not part of Lite.

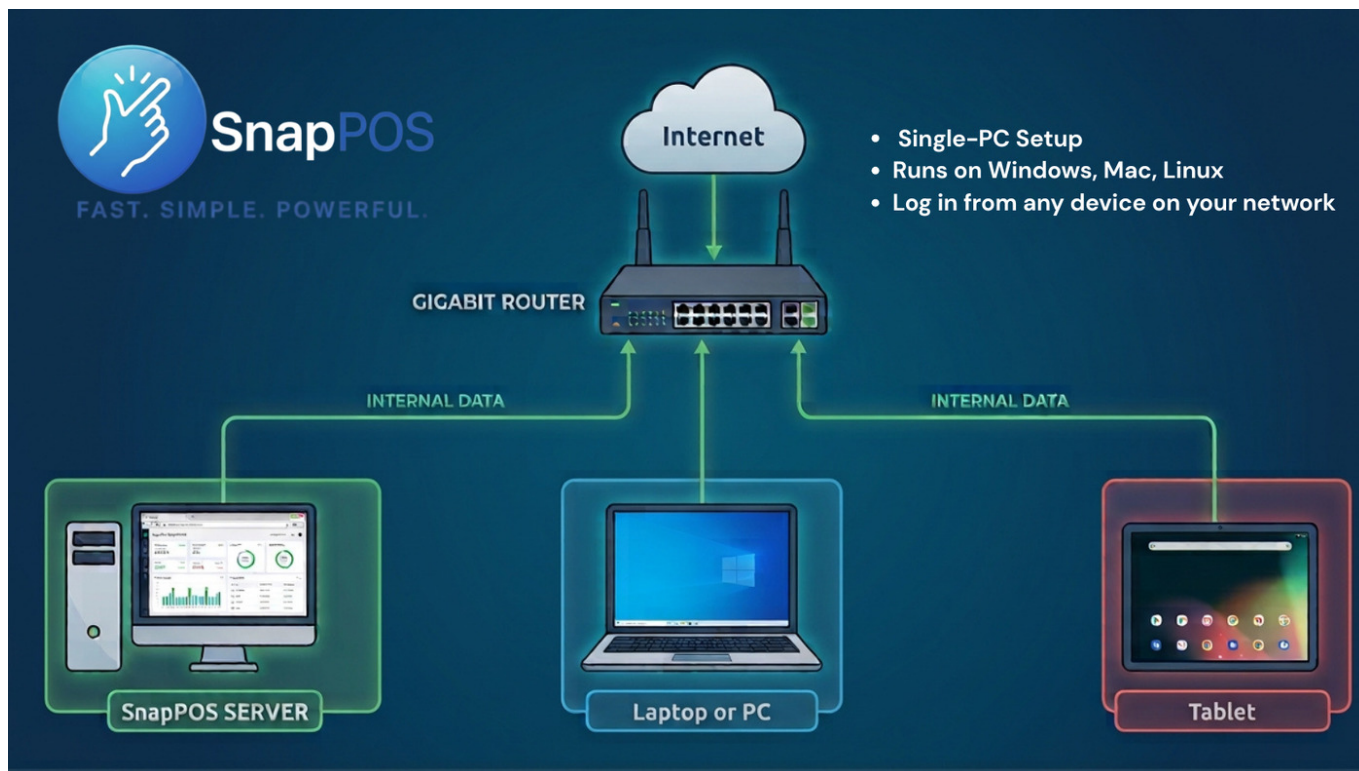
What you need

Lite runs on one ordinary computer. It does not need the internet to take money.

- **A computer** - anything from the table below. A touchscreen is worth having here more than anywhere else: a cook taps a menu board with the side of a thumb, not a mouse.
- **Receipt printer** (optional) - an 80mm thermal printer set as the computer's default printer. Without one, SnapPOS Lite opens your browser's print window instead, so a receipt can still go to any printer you own.
- **Cash drawer** (optional) - most drawers plug into the receipt printer, which kicks them open. Check the printer has a drawer port (RJ11/RJ12).
- **Card terminal** (optional) - card payments run through a Datacap-supported PIN pad on your own network.
- **A barcode scanner is not needed.** A menu item has no barcode. The search box at the top of the register is there for finding a dish by name on a long menu, not for scanning.

Component	Minimum	Recommended
Operating system	Windows 10 (64-bit), Linux (Ubuntu/Debian), or macOS 10.15+	Windows 11 (64-bit), a modern Linux LTS, or the latest macOS
Processor	Dual-core (Intel Celeron/Pentium/i3, or AMD equivalent)	Quad-core (Intel i3/i5 or AMD Ryzen 3/5)
Memory (RAM)	4 GB	8 GB
Storage	64 GB, SSD strongly preferred	128 GB+ SSD
Display	1366 × 768	1920 × 1080, touchscreen (great with the "Glass" look and for customer interaction)
Power	—	UPS (battery backup) — a till PC that loses power mid-sale is the #1 cause of trouble; a small UPS prevents it

No internet is required to sell. Lite runs entirely on the machine in front of you, at <http://localhost:8420>. Internet is only needed for the optional extras - email alerts and emailed backups.



Taking orders on a tablet

One machine runs Lite. A tablet at the window is a browser pointed at it, not a second copy - so both are looking at the same orders, and there is nothing to install on the tablet.

1. On the machine running Lite, open **Settings** and find **Other devices reach this till at**. It shows an address like `http://192.168.1.42:8420`.
2. Type that into the tablet's browser. Both have to be on the **same network**: the same wi-fi, or the same router.

Get that address reserved. Routers lend addresses out and can change one after a power cut, and then the tablet stops finding the register for no reason anybody can see. Whoever set up the internet can pin it to the machine in a minute. Worth asking at install rather than mid-service.

Starting up

1. Turn the computer on. SnapPOS Lite starts by itself and opens on the register. If it does not, use the **SnapPOS** shortcut on the desktop.
2. Sign in with the password given to you at installation. Change it under **Settings** when you have a moment.
3. Open the register for the day when you take your first order. SnapPOS asks for the cash you are starting with in the drawer - the float.

Your licence. Your licence file arrives by email. Load it under **Settings**. It sets the business name that prints on every receipt, so it cannot be typed over afterwards - if the name ever needs to change, ask PC Guru for a new licence. Keep the email: if the machine is ever rebuilt you will need the file again.

Recovery code

Set up a way back in before you need it. In **Settings > Advanced > Recovery Code**, press Generate; the code is shown once, so write it down and keep it somewhere safe, off the till. If the password is ever lost, use **Forgot password?** on the login screen with that code to set a new one. A reset also clears the staff PINs, which are set up again afterwards.

- If an email address is set up, **Forgot password?** can also email a fresh code to it - handy when the written one is not to hand.

Who is on the register

If your kitchen uses the **Timecards** add-on, SnapPOS asks who is at the register before the first order of the shift: tap your name and type your PIN. Every order is then stamped with who took it, and a badge at the top of the register shows who is signed in - tap it to hand over to the next person. It uses the same PIN as clock-in, and it records who took the money without changing what anyone is allowed to do.

Building your menu

Everything about the menu is under **Items**, reached from the link at the top of the register. It has three columns, and they are built in that order: **Menus**, then **Categories**, then the dishes themselves.

Menus

- A menu is a whole board - *Breakfast* and *Lunch*, say.
- **A second menu turns on the toggle at the register.** With one menu the toggle never appears, which is what most trucks want.
- Each menu can be given the hours it **opens by default between**. That is only a default - the cashier can always tap the other board.

Categories

- Categories are the groups down the side of the register: *Biscuits*, *Drinks*, *Sides*.
- They appear at the register **in the order you add them**. Use **Move up** and **Move down** to put the busiest first.
- Each category can carry a **colour**, so a cook finds it by shape and colour rather than by reading it.

Items

- **No SKU is needed** - a menu item has no barcode, so SnapPOS generates one. Items added here are not stock-counted.
- **Open price** marks a dish whose price is typed at the register - a market-price special, or a plate charged by weight.
- **Import a menu** from a spreadsheet: a CSV with **menu**, **category**, **name** and **price**. Re-importing a corrected file updates the dish rather than adding a second one, so fixing a price in the spreadsheet and importing again is safe.

Tap-to-add notes, and charging for extras

Most of what a kitchen cashier types is the same handful of phrases: no onion, extra hot, to go. Those are the **tap-to-add notes** on the note screen, and they are set per category - a drinks category offers *Light ice*, a biscuit category offers *No cheese*.

Changing what a category offers

1. Go to **Items**.
2. In the **Categories** column, click the pencil on the category you want.
3. Type into **Tap-to-add notes**, one per line, and **Save**.

Leave the box empty and the category uses the standard list. Clear it later and it falls back to the standard list rather than leaving the cook with nothing.

Making a note that charges

Put the price after a plus sign and the note becomes a priced extra:

```
No onion  
Extra cheese +1.50  
Bacon +2
```

- **No onion** costs nothing. Tapping it writes a note on the order and on the kitchen ticket.
- **Extra cheese +1.50** costs \$1.50. Tapping it adds a real line to the order, underneath the dish it belongs to, and the customer is charged for it.

- The extra shows **what it is as well as what it cost**, so the receipt reads *Bologna Biscuit* then *Extra cheese \$1.50* rather than a dish that has quietly become more expensive.

The price comes from the category, never from the register. A cashier cannot change what an extra costs by tapping it - the till reads the price back from the menu you set up. Change the price in one place and every future order follows.

Tax follows the dish. An extra is taxed at the rate of the item it is attached to, so a taxable plate and its extras are treated as one sale.

Taking an order

1. Tap a category, then tap the dish. It goes on the order.
2. Tap the same dish again for a second one, or use **+** on the order line to change the quantity.
3. Tap **Pay** when the order is complete.

Searching. The box at the top filters the whole menu as you type - quicker than hunting through categories on a long board.

Notes and extras on a line

- Tap the **pencil** on an order line to open the **Kitchen Note** screen. Tap what applies, or type anything else, and **Save note**.
- The second button on a line, the **+** in a different colour, attaches **another item** to that dish - a side or a drink that belongs with it. The screen says *Adding to...* while you pick, and **Done** ends it.
- An attached item travels with the dish: void the dish and its extras go with it, so a cancelled plate cannot leave a stray side behind on the order.

Clearing an order

Clear empties the order. Each line is voided the same way the full till voids one, so a cleared order is a recorded action and not a hole in the day's history.

Taking payment

Pay opens the payment screen showing what is **Owing**. Pick how the customer is paying.

- **Cash** - type what they handed over, or tap **Exact**. SnapPOS shows the **Change** to give back.
- **Card** - the terminal is asked for the amount. Tick **The customer has the card with them** when they are standing at the window.
- **Splitting**. Take one payment, and if anything is left the screen says **Still owing** and waits for the next one. The order stays open until it is paid in full, so cash-and-card together needs nothing special.

Payment settles by **balance**, not by one button. That is what makes a split payment ordinary rather than a special case.

What prints

- With a **thermal printer** set up, the kitchen ticket prints by itself as soon as the order is paid.
- With **no thermal printer**, your browser's print window opens with the customer receipt in it.
- Printing is a separate step from taking the money, on purpose. A printer that is switched off gives you a message and a retry - never a half-finished sale.

Taking cards with no signal

A truck loses signal more often than a shop does. If the connection goes, the card terminal keeps taking cards, stores them, and sends them when it comes back. Nothing changes at the window.

- **Close Day** shows a row saying *Held on the terminal, not yet sent* when the terminal has anything, with a **Send them to the bank now** button beside it. Closing the day sends them anyway, so the button is only for knowing sooner.
- Until they are sent the money is promised rather than paid, and the risk is yours. If the signal was down, check Close Day again after closing and make sure the row has gone.
- **Reprinting.** Any receipt can be printed again later - see **Close Day and the rest of SnapPOS** below.

The kitchen screen

A second screen for the line. Point a spare monitor or tablet at it and the cook sees the orders as they are paid - no paper to lose, and everyone works from one board.

- It shows the **last five orders**, newest first, each with its **lines and kitchen notes** - *no onion, extra cheese* - so the cook reads exactly what the customer asked for.
- It **updates itself** as each order is paid. There is nothing to refresh.
- **Done** on a ticket clears it once the food is up: it drops off every kitchen screen and stays off. The sale is untouched and still in History, so a tap in error costs nothing.

Open it from **Settings > Advanced > Hardware > Open the kitchen screen**, on a screen the line can see. The **customer display** - the order and total facing the customer - opens from the same place.

If PC Guru named the till for your shop, the kitchen screen is also at `snappos.local/bump` - handy to bookmark on the kitchen tablet.

Running out of something

When the kitchen runs out, mark the dish **sold out** - 86 it. Open **Items**, find the dish and choose **Mark sold out**.

- It comes off the register grid immediately, so nobody can sell what you cannot cook.
- It **stays off until someone puts it back on, or until the next shift opens** - so tomorrow starts with a full menu without anyone remembering to reset it.
- **Put back on** returns it the moment the fryer catches up.

Returns and refunds

Return at the top of the register handles money going back.

1. Tap **Return** and type the **Receipt number**, then **Look up**.
2. Choose what is going back, or tap **All**.
3. Tap **Refund**. The amount is given back the way it was taken.

A receipt whose items have all been sent back already says so rather than letting the same food be refunded twice.

Close Day, and the rest of SnapPOS

Close Day at the top of the register counts the drawer down at the end of the night: what SnapPOS expected, what you actually counted, and the difference.

Close Day is also the way into everything else. The register screen is deliberately bare - a cook does not need a sidebar - so the full SnapPOS menu opens from here:

- **History** - every sale, searchable by date or receipt number, with **Reprint** on any of them.
- **Analytics** - takings by day, by item and by category.
- **Export** - the **Export** button on History downloads any report as a CSV for your bookkeeper: sales, close-day summaries, price changes, the card terminal log, sales tax and your menu. Pick a report, set the dates, download.
- **Settings** - tax rate, currency, language, appearance, printer, business name and logo, backups.

Tips for a fast service

- **Put the busiest categories first.** They appear in the order you add them, and **Move up** costs one click. The three things you sell most should never need a second tap to reach.
- **Give categories colours.** In a rush a cook aims at a colour, not at a word.
- **Set up your priced extras before the rush, not during it.** An extra that is not on the category is an extra somebody gives away - it gets typed as a free note because there is a queue.
- **Type in the search box on a long menu.** It filters everything as you type, which beats hunting through categories.
- **Use Exact for the common notes.** When the customer hands over the round amount, one tap is faster than typing it.
- **86 it the moment it runs out,** not at the end of the rush. It takes two taps and it stops the next four orders being sold food you cannot cook.
- **One menu unless you really need two.** A second menu turns on a toggle the cashier then has to think about.
- **Reprint from History rather than ringing it up again.** A second sale to replace a lost receipt puts the day out by that amount and has to be voided later.
- **Close Day every night, even a quiet one.** A drawer counted daily shows a five-dollar problem while you can still remember the shift it came from.

Everyday problems

Nothing prints. Check the printer is on, has paper, and prints a test page from the computer itself. SnapPOS prints through the computer's own printing, so if the test page works, receipts will.

A dish is missing from the register. It is probably marked sold out. Look under **Items** and **Put back on**.

The wrong menu is showing. Tap the other board at the top. The hours on a menu are only a default.

The screen is asleep or the browser was closed. Use the **SnapPOS** shortcut on the desktop. Nothing is lost - an unpaid order is still there.

Support

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About the Creator

SnapPOS is proudly developed and maintained by  **PC GURU**.

For custom software or IT services, learn more at website: pcguru.me