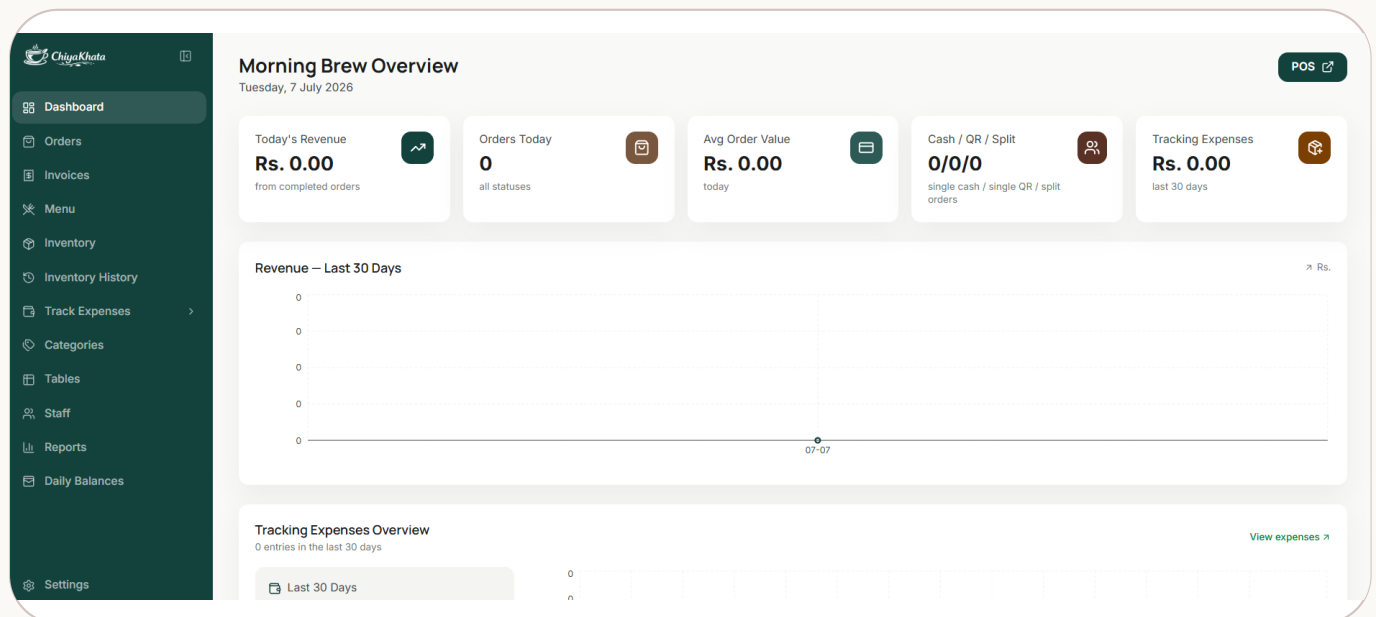




SETUP GUIDE

Install ChiyaKhata and Start Billing

A clear setup path for owners, cashiers, staff, and kitchen teams using ChiyaKhata POS.



Owner Setup

Create account, verify email, and log in.

Business Setup

Configure settings, categories, menu, tables, stock, expenses, and staff.

Staff POS

Use the POS app to take orders table wise.

Billing

Collect cash or QR payments and print receipts.

1. Owner Account

Start from the web dashboard. The owner account controls business settings, menu setup, staff accounts, and reporting.

The screenshot shows a mobile app interface for registering a business. At the top, there are two buttons: 'Sign in' and 'Create account'. Below them is a section titled 'Register your business' with a subtext 'For restaurant and cafe owners'. The form contains several input fields: 'Restaurant or Cafe Name' (with 'Cafe Corner' entered), 'Owner Name' (with 'Mohan Shrestha' entered), 'Phone Number' (with '9876543210' entered), 'Email Address' (with 'mohanshrestha@gmail.com' entered), and 'Password' (with masked characters and an eye icon). A 'Send Verification Code' button is at the bottom.

The screenshot shows a mobile app interface for verifying an email. At the top, there is a 'Back' button. Below it is a section titled 'Verify your email' with a subtext 'We sent a 6-digit code to mohanshrestha@gmail.com'. There is a 'Verification Code' input field containing the code '197085'. Below the code field, it says 'Code expires around 09:56 PM.'. At the bottom is a 'Verify and Open Dashboard' button.

The screenshot shows a mobile app interface for signing in. At the top, there are two buttons: 'Sign in' and 'Create account'. Below them is a section titled 'Welcome back' with a subtext 'Sign in to your restaurant or cafe dashboard'. The form contains two input fields: 'Email Address' (with 'mohanshrestha@gmail.com' entered) and 'Password' (with masked characters and an eye icon). A 'Sign In' button is at the bottom.

1 Visit <https://dashboard.chiyakhata.com/> and choose Create account.

2 Enter your business, phone, email, and password details.

3 Verify the code sent to your email, then sign in with your email and password.

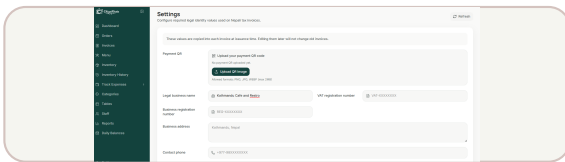
2. Configure The Dashboard

Complete these setup screens once before daily billing starts. Owners can return later to update prices, tables, staff, and expenses.

4

Business details

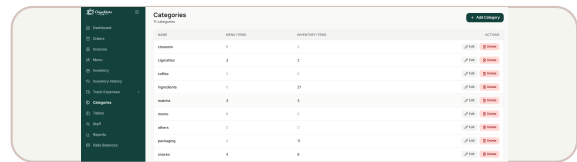
Update shop name, address, contact, and bill settings.



5

Categories

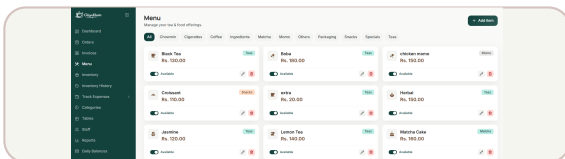
Create groups such as tea, snacks, meals, or bakery.



6

Menu items

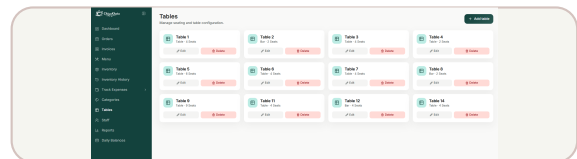
Add each item with price and category.



7

Tables

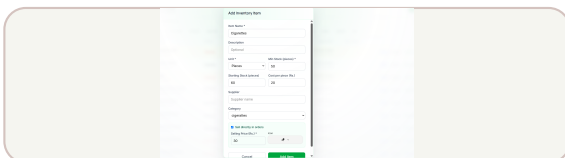
Create table names or numbers for table-wise orders.



8

Inventory

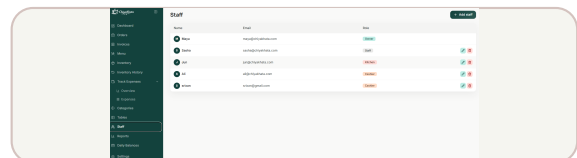
Track ingredients and stock from inventory.



9

Expenses & staff

Record expenses and create cashier, staff, and kitchen users.

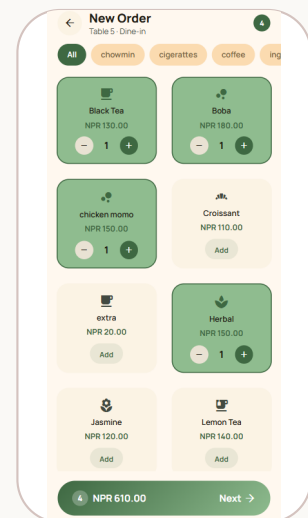
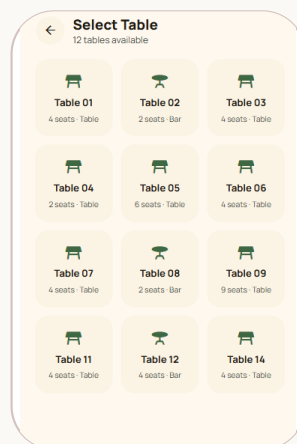
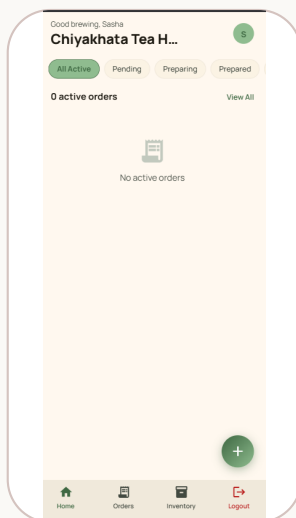
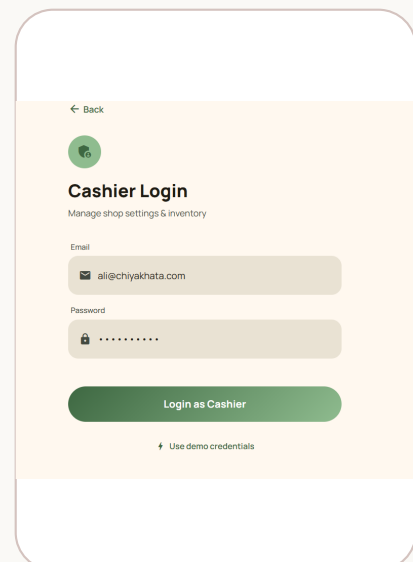
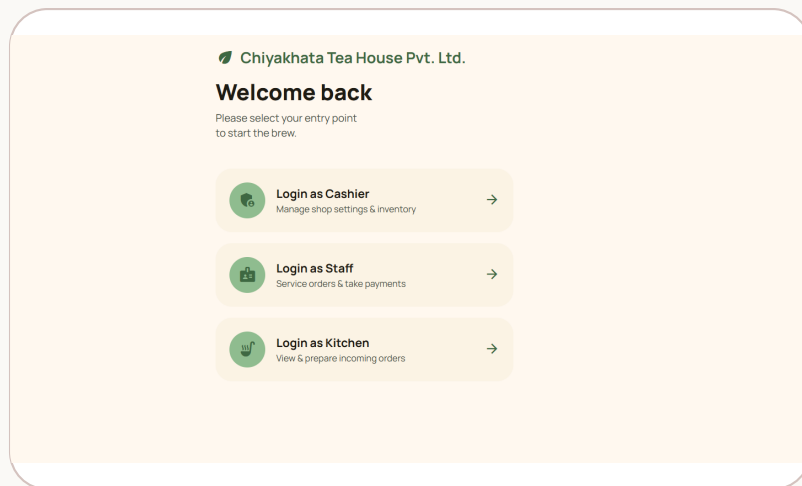


3. Staff POS Login

Cashier, staff, and kitchen users log in from the POS app. Use the staff accounts created by the owner in the dashboard.

POS login for staff

Visit: pos.chiyakhata.com



10

Log in as cashier or staff.

11

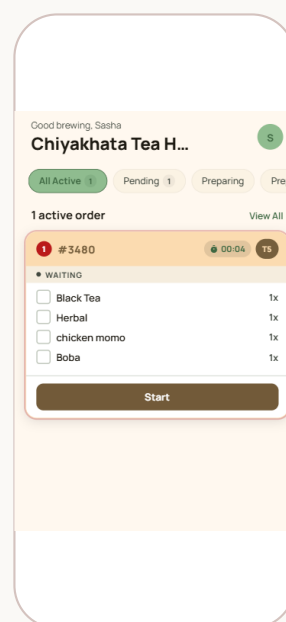
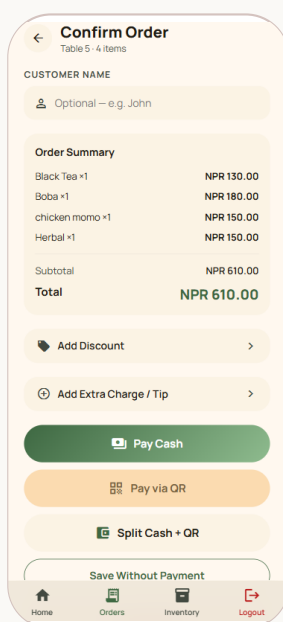
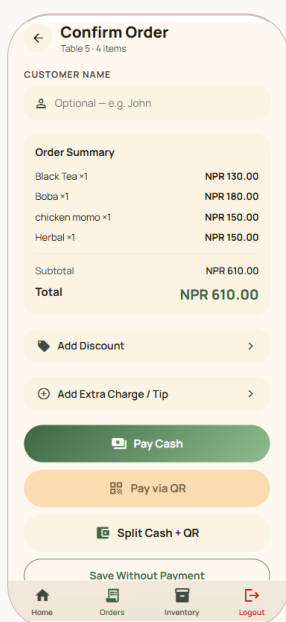
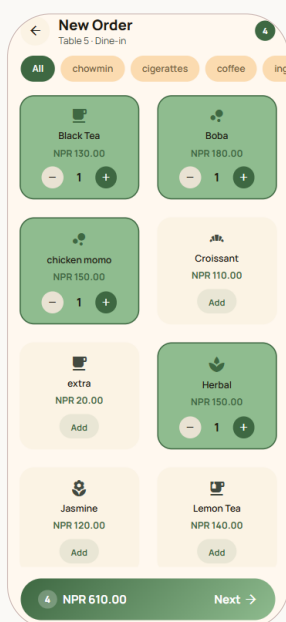
Tap Plus (+) to begin table-wise orders.

12

Select the table, then add order items.

4. Take And Save Orders

The cashier flow keeps unpaid orders open until customers are ready to settle. This is useful for dine-in tea shops, cafes, and restaurants.



13

Add items and tap Next.

14

Review the confirm order screen.

15

Save without payment while the order is still running.

16

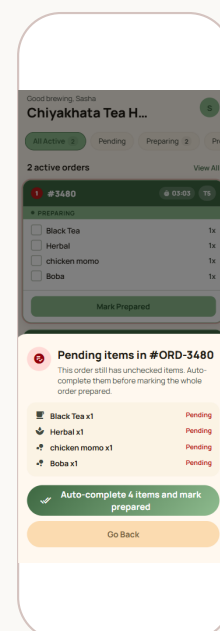
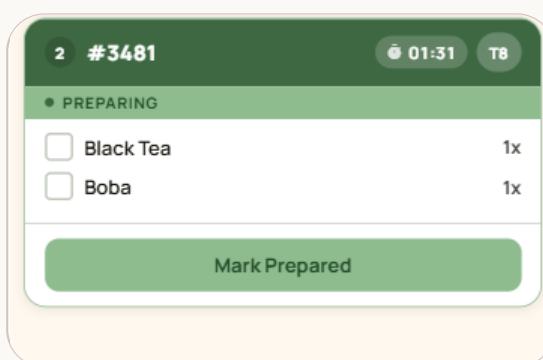
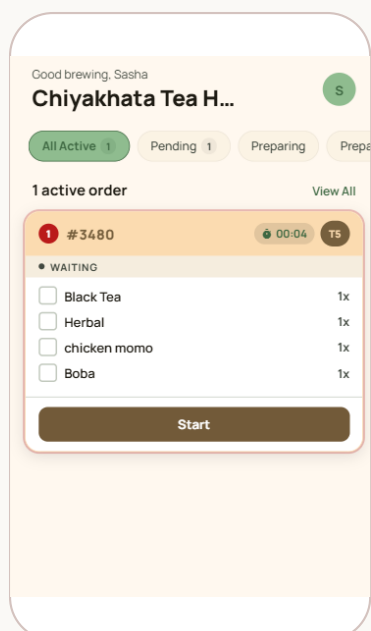
Open the active order when preparation starts.

Recommended practice

Use Save without payment for running table orders. Use payment actions only when the customer is ready to pay.

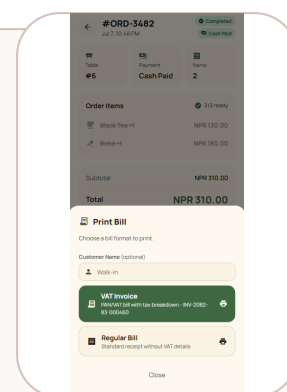
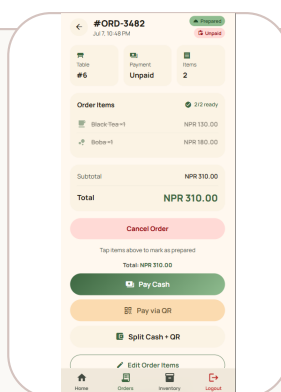
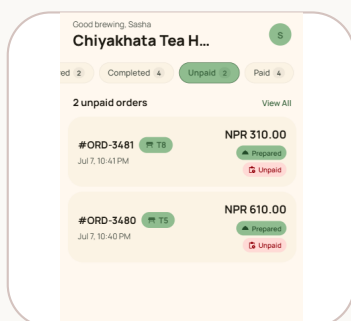
5. Preparation Workflow

Once an order is saved, the team can move it through preparation, mark items prepared, then serve and collect payment.



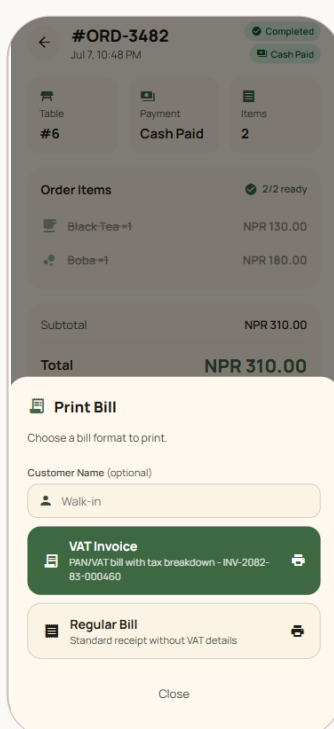
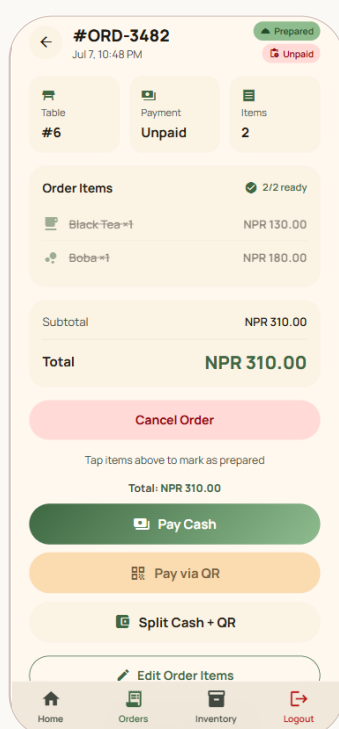
17 Tap Start preparing when the kitchen begins work.

18 Mark prepared item by item or all at once after cooking.



6. Payment And Receipt

Open unpaid orders to collect payment. Chiyakhata supports cash and QR payment flows, with formatted receipt printing after payment.



19 From unpaid orders, select the order to collect payment.

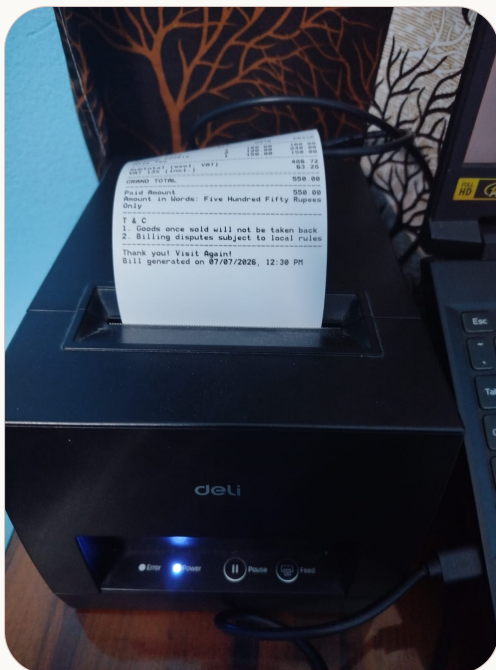
20 Choose Pay Cash or Pay via QR, then print the formatted bill.

TIP

You can edit order items, cancel an order, or move an order to another table before payment.

7. Printer And Desktop Setup

For long-term counter use, ChiyaKhata recommends dependable receipt printing and a dedicated desktop setup when needed.



DELI Thermal Level Printer 886BW

Wireless + USB printer tested with ChiyaKhata. Prints bills in high quality and in a clean receipt format.

Rs. 13,999/-



Desktop setup

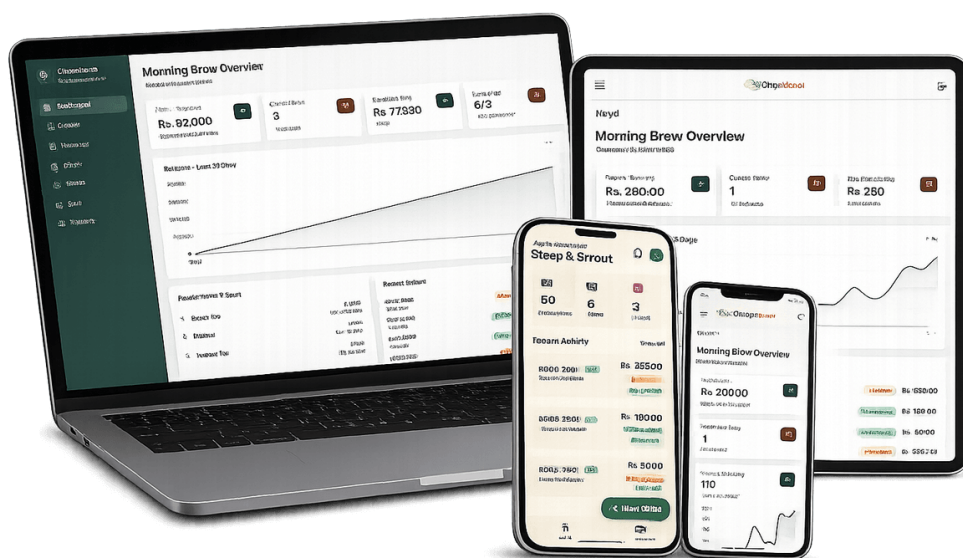
PC Intel i5 4th gen, 8GB RAM, 256GB SSD, 19 inch monitor, keyboard, mouse, and speaker.

Desktop: Rs. 26,000/-

Final offer: Rs. 45,000/-

Desktop + DELI printer + ChiyaKhata POS (1 year)

Ready To Start



Open the dashboard and complete setup.

Visit dashboard.chiyakhata.com for owner setup and pos.chiyakhata.com for staff billing. For pricing, hardware setup, and support, visit chiyakhata.com.

[OWNER DASHBOARD](#)[STAFF POS](#)[RECEIPT PRINTING](#)