

Admin Panel Setup Guide

Documentation

Step 1: Get Admin Portal Access

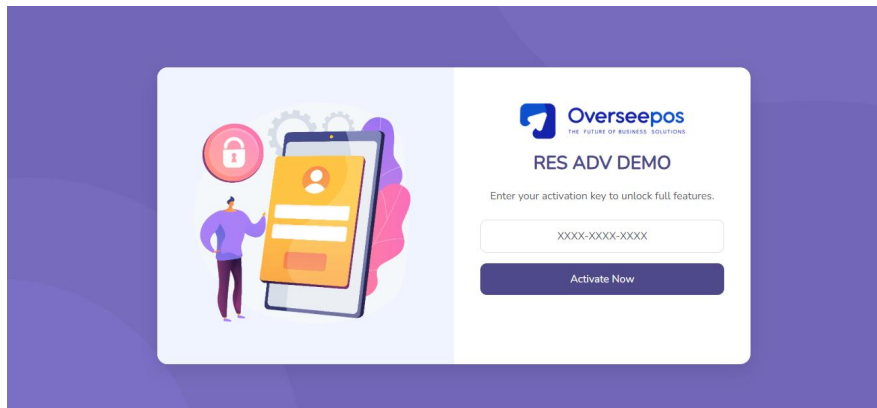
- After the software is successfully installed from SaaS Manager, you will receive an email containing:
- Admin Portal Link
- Login Credentials

Step 2: Open Admin Portal

- Click the Admin Portal URL.
- You will be redirected to the Activation Page.

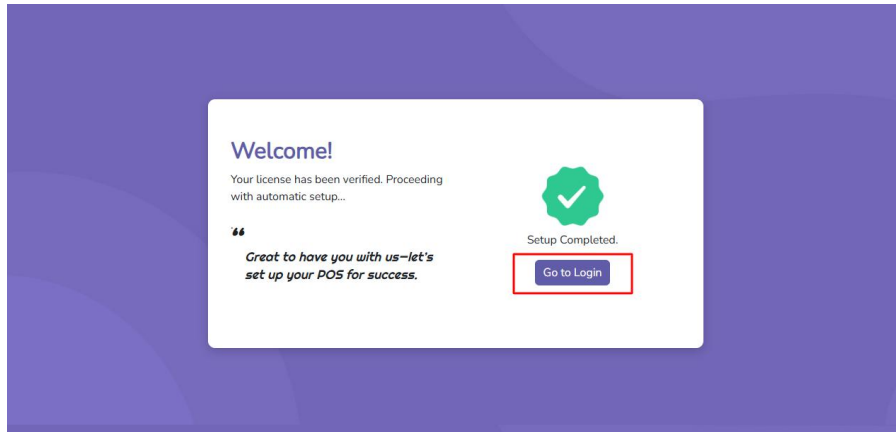
Step 3: Activate Software

- Enter the Activation Code (provided by SaaS Manager).
- Once validated, you will be redirected to the Initial Setup Page.



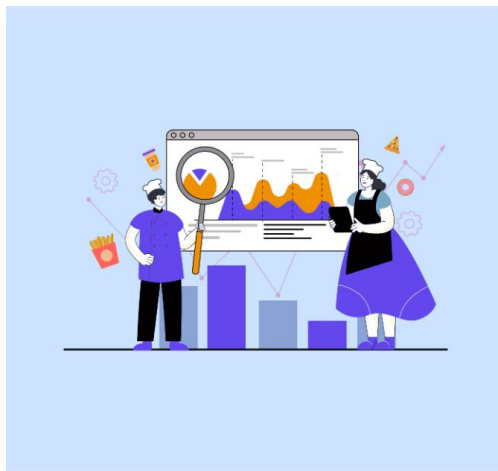
Step 4: Initial Setup

- The system will run automatic configuration setup.
- Once setup is complete, a Login button will appear.
- Click Login to go to the Admin Login Page.



Step 5: Admin Login

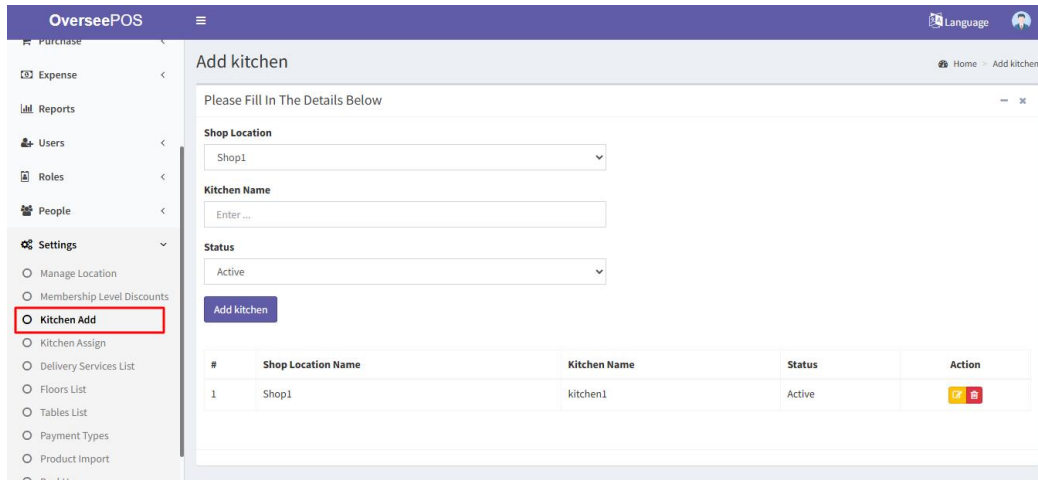
- Enter username and password.

The Overseepos logo (a blue square with a white arrow) is at the top left. To its right is the text "Overseepos" and "THE FUTURE OF BUSINESS SOLUTIONS". Below this is "RES ADV DEMO". There are two input fields: "User Name" and "Password" (with an eye icon). Below the password field is a checkbox labeled "Remember Me". At the bottom is a dark blue "Sign In" button.

Step 6: Optional – Required only if using Kitchen (KOT), otherwise skip:

Add Kitchen Details:

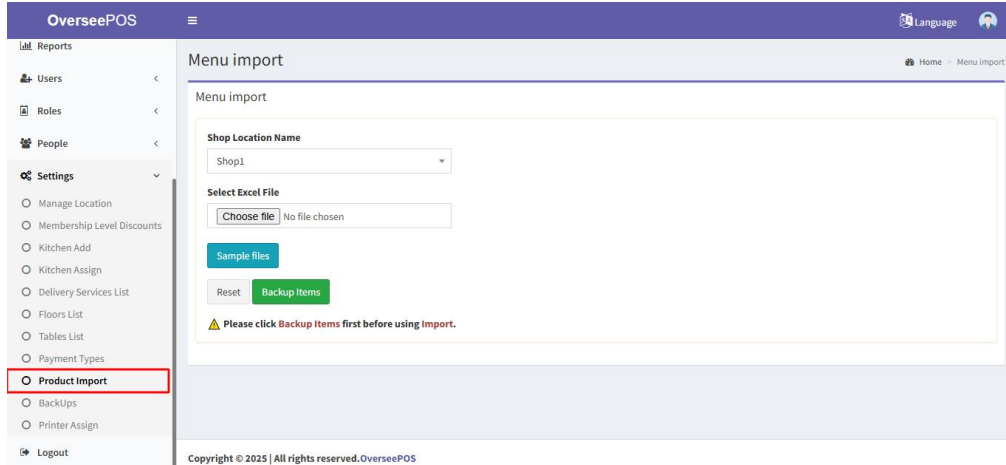
- Go to Settings -> Kitchen Add.
- Enter kitchen details (kitchen name must always be in lowercase).



Step 7: Add Menu

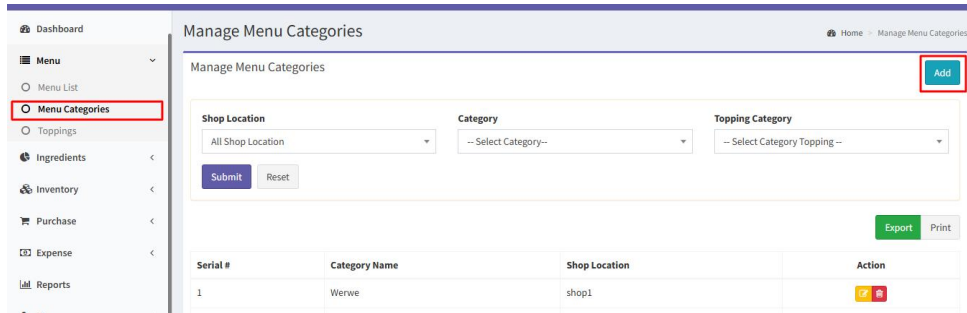
Option 1: Import Items

- Go to Settings -> Product Import.
- Download the Sample Excel File.
- Prepare your items in the same format.
- Import the Excel file to upload items successfully.

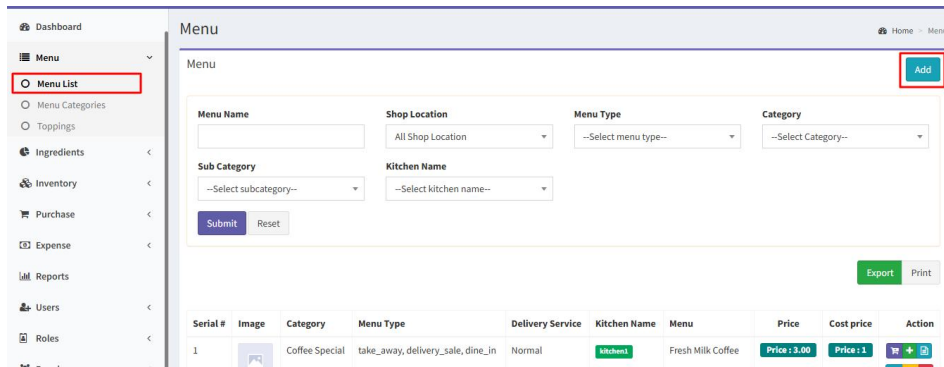


Option 2: Manually Add Items

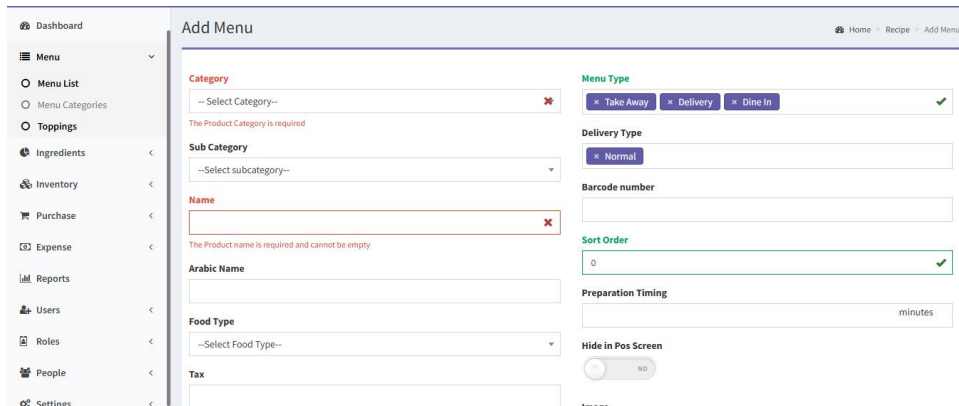
- Go to Menu -> Menu Categories.
- Click Add on menu categories list page to open category add page.
- Fill mandatory fields: Title, Shop location.
- Save and verify category in list page.



- Go to Menu -> Menu List.
- Click Add on the menu list page to open the menu add page.



- Fill mandatory fields: Category, Name, then click Save.
- The system will redirect you to the Price Assign page.



- Assign price variations shop-wise.
- Save and verify that the new menu item appears in the Menu List page.

Shop Name	Small	Medium	Large	Kitchen
shop 1	10	12	13	

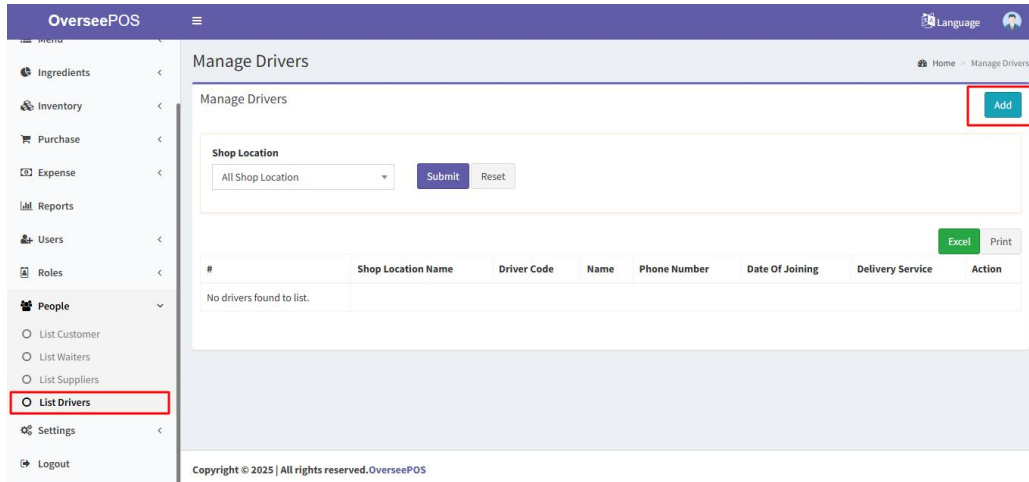
Step 8: Assign User Printer

- Go to Settings -> Printer Assign.
- Select a Shop; the system filters and displays POS users for that shop.
- In the Printer Name field, type the printer name for each user.
- When you click outside the input field, the printer is automatically updated for that user.

Serial #	Users	Printer
1	111	counter-printer
2	222	Enter User Printer Name

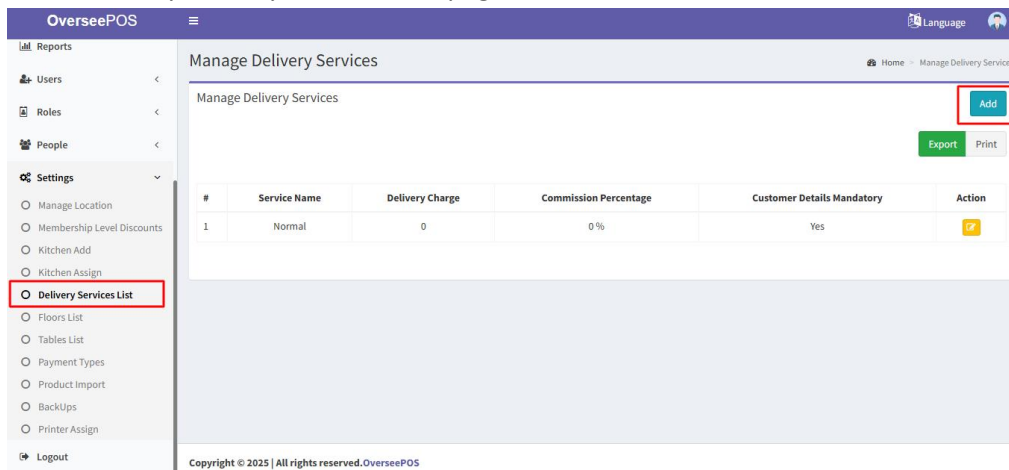
Step 9: Optional – Required only if using Delivery Orders, otherwise skip: Add Drivers :

- Go to People -> List Drivers.
- Click Add on drivers list page to open Driver Add page.
- Fill mandatory fields: Driver Code, Driver Name.
- Save and verify driver in list page.



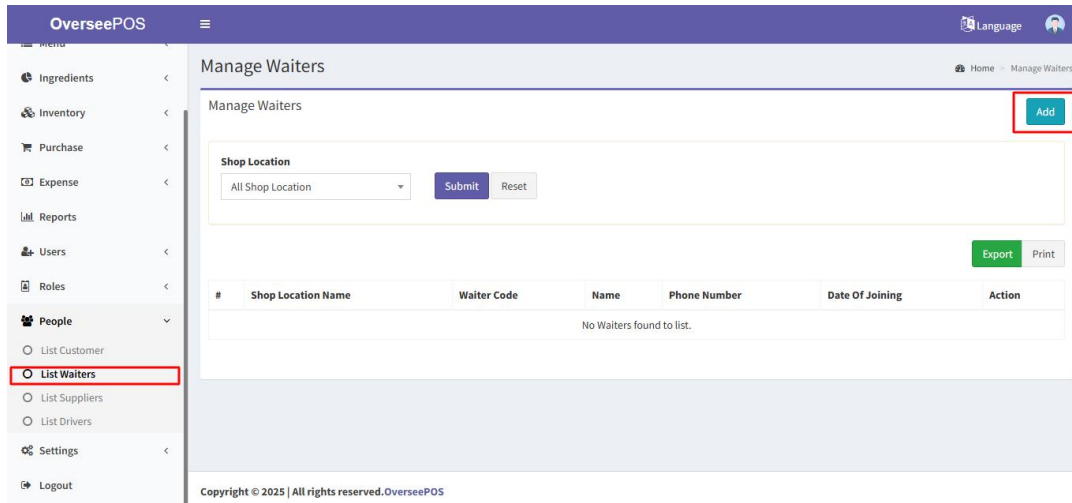
Add Delivery Services :

- Go to Settings -> Delivery Services List.
- Click Add on delivery services list page to open Delivery Service Add page.
- Fill mandatory fields: Delivery Service Name, Delivery Charge, Commission.
- Save and verify delivery service in list page.



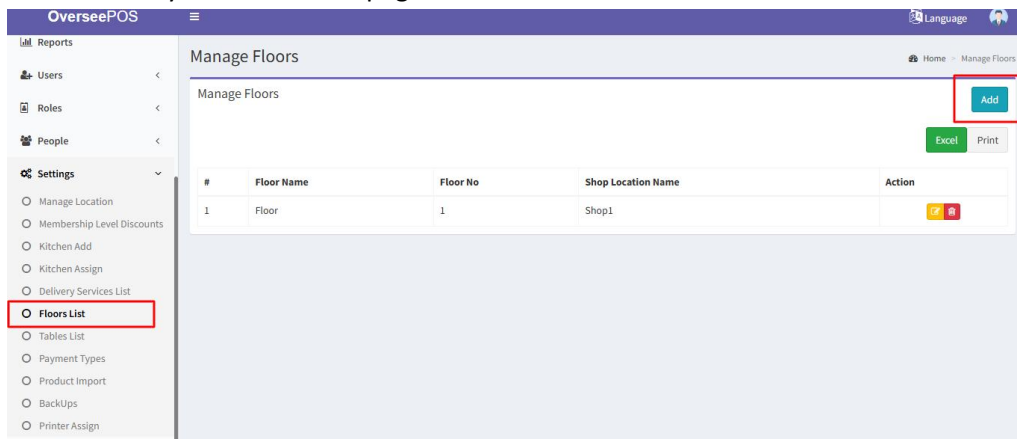
Step 10: Optional – Required only if using Dine-In Orders, otherwise skip Add Waiter Details :

- Go to People -> List Waiters.
- Click Add on waiter list page to open Waiter Add page.
- Fill mandatory fields: Waiter Code, Waiter Name, Waiter PIN.
- Save and verify waiter in list page.



Add Floors

- Go to Settings -> Floors List.
- Click Add on floors list page to open Floor Add page.
- Fill mandatory fields: Floor Name, Floor No.
- Save and verify the floor in list page.



Add Tables:

- Go to Settings -> Tables List.
- Click Add on tables list page to open Table Add page.
- Fill mandatory fields: Location, Select Floor, Table Count.
- Save and verify tables in list page.

OverseePOS

Language

Home > Manage Tables

Manage Tables

Location: All | Select Floor: -- Select a Floor --

Submit Reset

Excel Print

#	Shop Location	Floor Name	Table Number	Sort order	No. of Seats	Action
1	Shop1	Floor - 1	1	1	2	
2	Shop1	Floor - 1	2	2	2	
3	Shop1	Floor - 1	3	3	2	

Step 11: POS Setup

- Open the POS Panel.
- Configure POS settings as required.
- Important: After every change in the Admin Panel, perform a manual fetch in POS to sync updates.