



Quick Setup Guide

Complete basic setup in 15~30 minutes to quickly start operating and earning.

Preparation & Guidelines

Device & Network

Prepare a computer with internet access.

Web Browser

Use Google Chrome or Microsoft Edge.

System URL




Visit: <https://catering.keyclove.com/>

Login Authorization

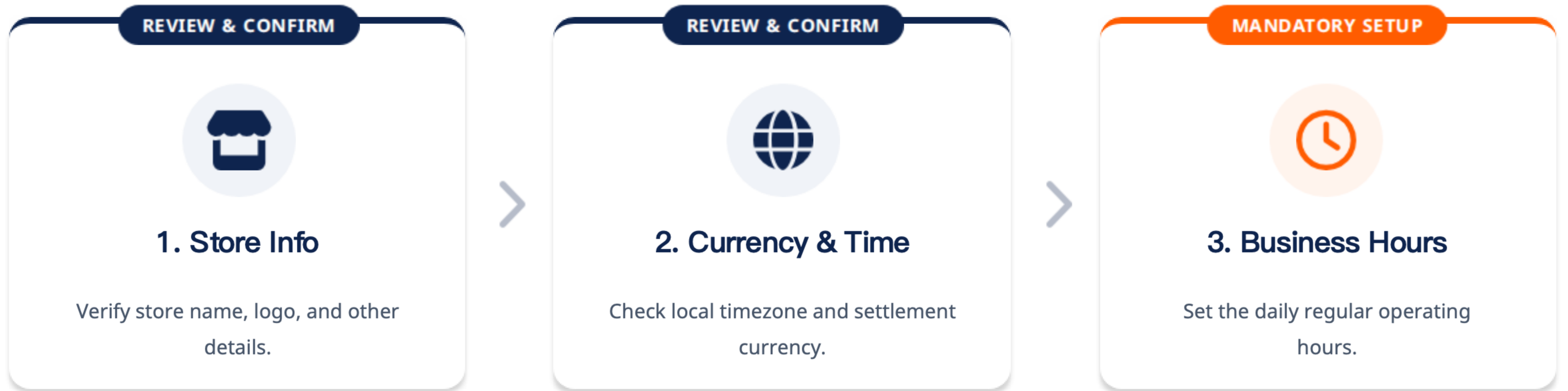
Log in with the credentials provided by your service provider.

Card Type Legend

The following process cards are categorized into three types:

-  **Review & Confirm:** Simply verify if default settings are correct. No mandatory changes are needed.
-  **Mandatory Setup:** Custom creation or data entry is required based on your store's actual operations.
-  **Optional Setup:** Decide whether to configure based on your store's actual operational needs.

Stage 1: Basic Store Settings



1.1 Store Information Setup

Navigation Path

Sidebar > Store Settings > Store Basic Info

Review Instructions:

Verify that the restaurant name, logo, and photos are correct. These will be displayed on receipts and the system interface.

The screenshot displays the 'Store basic information settings' page. On the left sidebar, the 'Store settings' section is expanded, and 'Store basic information settings' is highlighted with a red box. A red arrow points from this box to the 'Edit Merchant Information' button in the 'Store Settings' panel on the right. The 'Store Settings' panel shows details for 'Panda legend Restaurant' (Merchant), including Manager's Name (Dylan), Contact Phone (0321874581), Contact Email (-), Username (HTestStore), Creation Time (2024-11-21 23:57:03), Start Time (2025-03-21), Expiration Time (2026-04-19), and Remaining Days (27). At the bottom of the panel, there are three buttons: 'Edit Merchant Information' (highlighted with a red box), 'Set Group Password', and 'Set Timezone'.

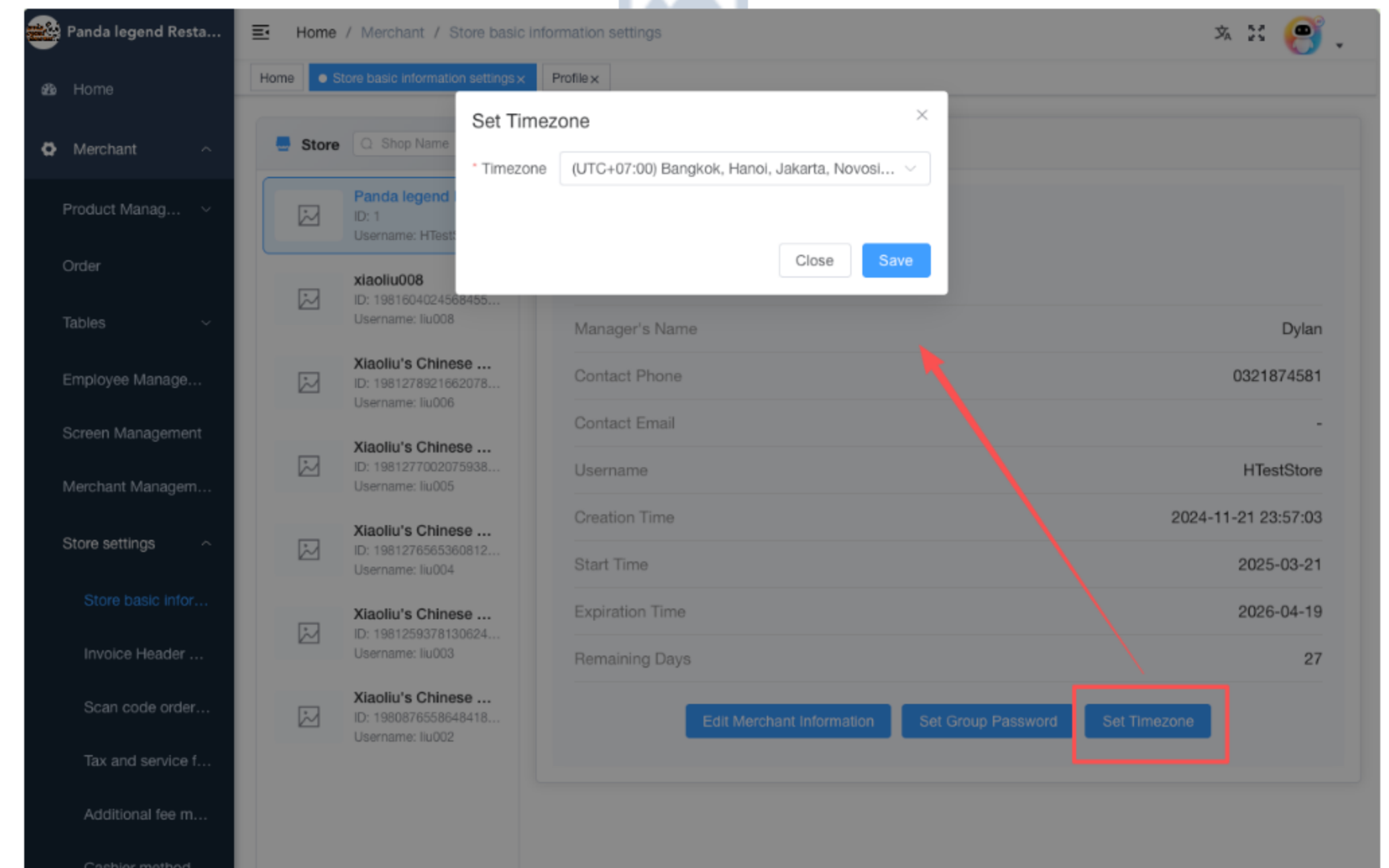
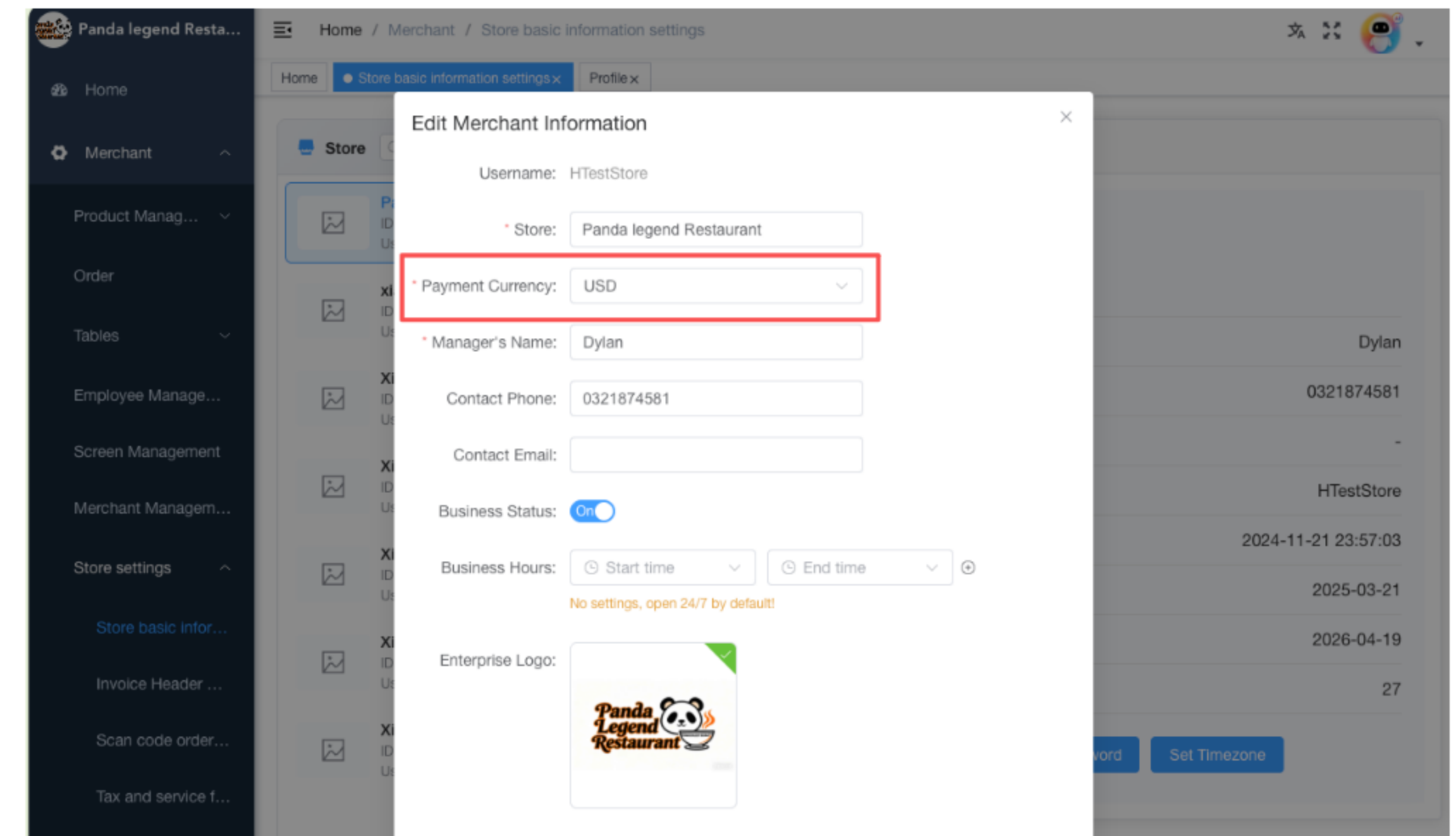
1.2 Currency & Timezone

Navigation Path

Sidebar > Store Settings > Store Basic Info

Review Instructions:

Check and confirm the default local timezone and legal settlement currency. Timezone accuracy directly affects financial reports.



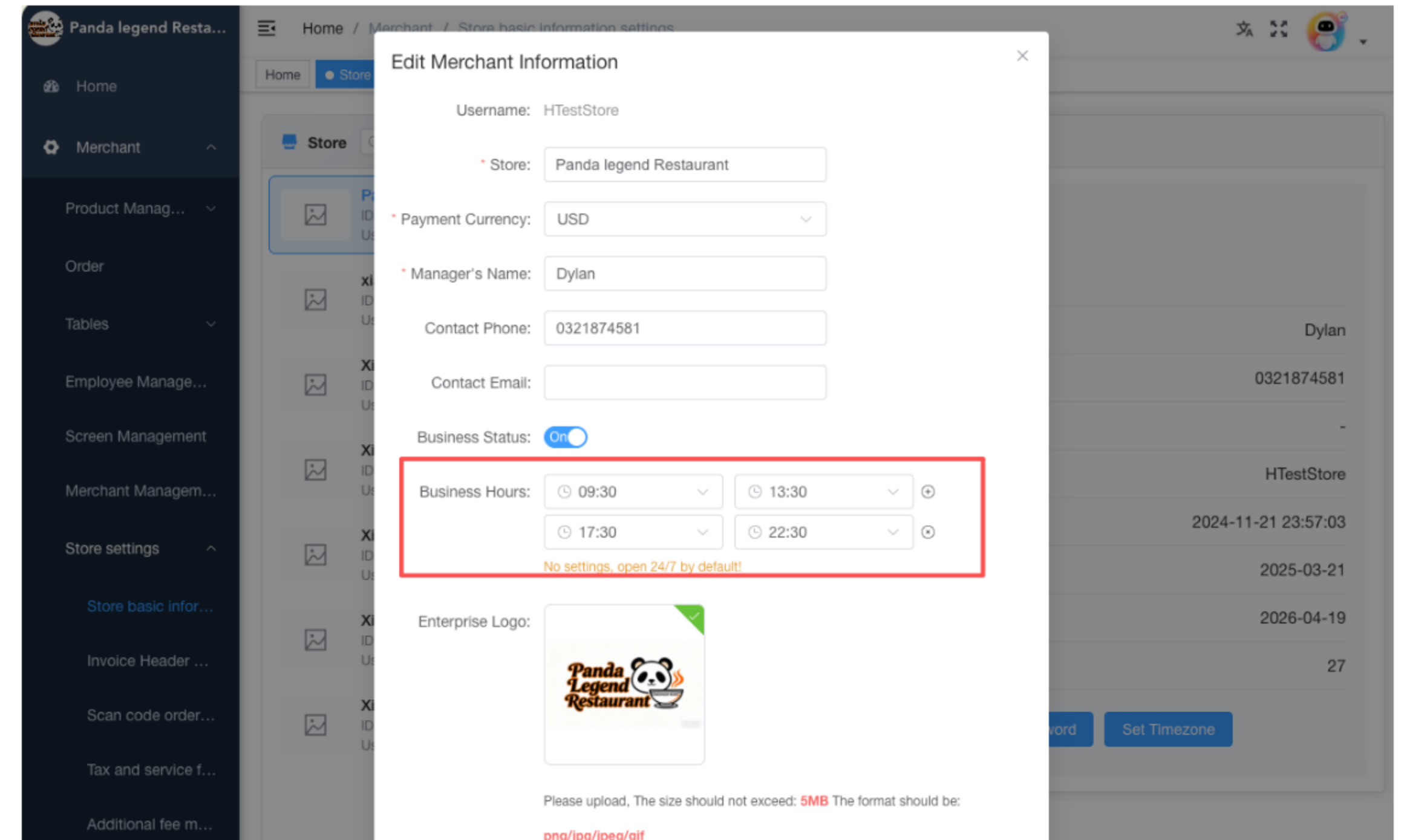
1.3 Business Hours

Navigation Path

Sidebar > Store Settings > Business Hours

Setup Instructions:

Customize specific daily time slots (supports multiple slots like morning and evening shifts) to ensure the system takes orders on time.



Stage 2: Product & Menu Setup

MANDATORY SETUP



1. Categories

Build categories like main courses, drinks, etc.



MANDATORY SETUP



2. Import Products

Download the template and bulk import products.



OPTIONAL SETUP



3. Advanced Config

Set product variants, modifiers, and portions.

2.1 Create Categories

Navigation Path

Sidebar > Products Management > Product Classification

Setup Instructions:

Click "Add Category", enter the name, and save. It also supports adjusting the display order on ordering terminals such as POS.

The screenshot displays the 'Product Classification' interface for 'Panda legend Resta...'. The sidebar on the left shows the navigation path: Home, Merchant, Product Management, and Product Classification (highlighted in red). The main content area is divided into two sections: 'Primary Category' and 'ENTRÉES / Secondary Category'. The 'Primary Category' table lists categories with their names, sort orders, and operation buttons (edit and delete). A red arrow points to the 'Add Category' button in the top right corner of the 'Primary Category' table. The 'ENTRÉES / Secondary Category' table is currently empty and displays 'No Data'. The interface includes a search bar for 'Shop Name' and a pagination control at the bottom.

Name	Sort Order	Operation
NAM BAN M...	1	Edit Delete
Coffee	1	Edit Delete
ENTRÉES	2	Edit Delete
LES PLATS ...	3	Edit Delete
ENTRÉ GRIL...	3	Edit Delete
PLATS POU...	5	Edit Delete
PLATS AGN...	6	Edit Delete
RICE & NOO...	7	Edit Delete
DESSERTS	8	Edit Delete
DRINKS	9	Edit Delete

2.2 Import Products

Navigation Path

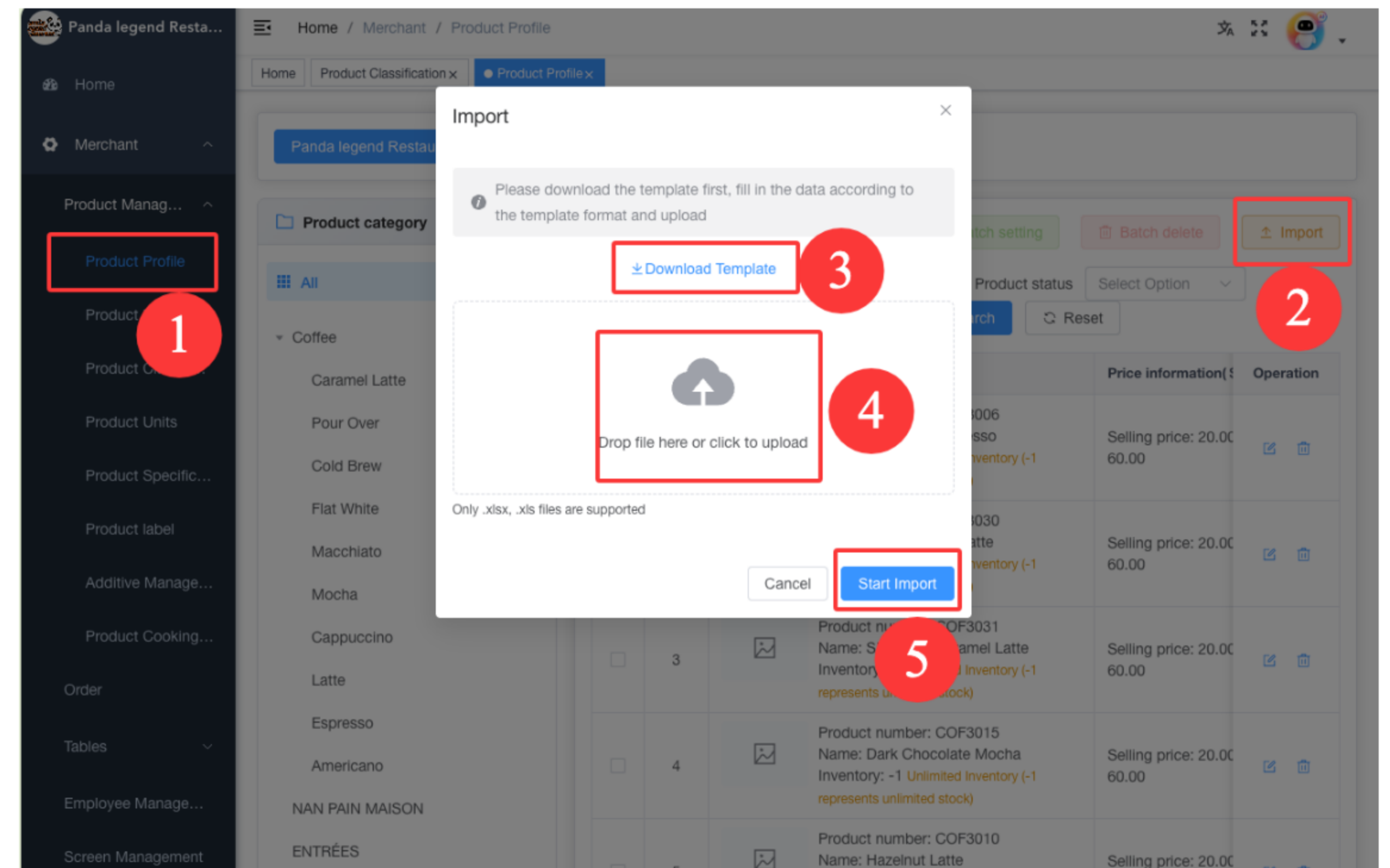
Sidebar > Products Management > Product Profile

Setup Instructions:

Download the system template, fill it out, and bulk import product names, prices, categories, and other details.

(It is recommended that product prices do not include tax.)

Tax rules can be defined in Tax Management and will be displayed at the checkout.)



	A	B	C	D	E	F
1	goodsName	goodsCode	basePrice	categoryName	unitName	remark
2						
3						
4						
5						
6						
7						
8						

2.3

Advanced Product Configuration

Navigation Path

Sidebar > Products Management > Product Specifications/Cooking Method/Additive Management

Config Instructions (Optional):

For customized drinks or dishes, add portions (e.g., large, small), attribute groups (e.g., temperature, sweetness), and corresponding modifier options here.

The screenshots illustrate the configuration process for three different product attributes:

- Specifications:** The 'Specification List' table shows items like 'Extra Large', 'Large', and 'Medium' with their respective counts and operation links (Edit, Related Goods, Price Modification, Delete). A '+ Add Specification' button is visible at the top right.
- Practices:** The 'Practice List' table shows coffee practices such as 'House Blend', 'Ethiopia', and 'Triple Shot' with their price types and operation links. A '+ Add Practice' button is at the top right.
- Ingredients:** The 'Ingredient List' table shows items like 'Brown Sugar Syrup', 'Pumpkin Spice S...', and 'Irish Cream Syrup' with their prices and operation links. A '+ Add Ingredient' button is at the top right.

Navigation paths are shown in the sidebar for each section: 'Product Specifications' for Specifications, 'Product Cooking...' for Practices, and 'Additive Management' for Ingredients.

Stage 3: Space & Table Planning (Optional)

* Applicable to dine-in table-based ordering scenarios. To use table-based ordering, please configure the following three steps in sequence as required.



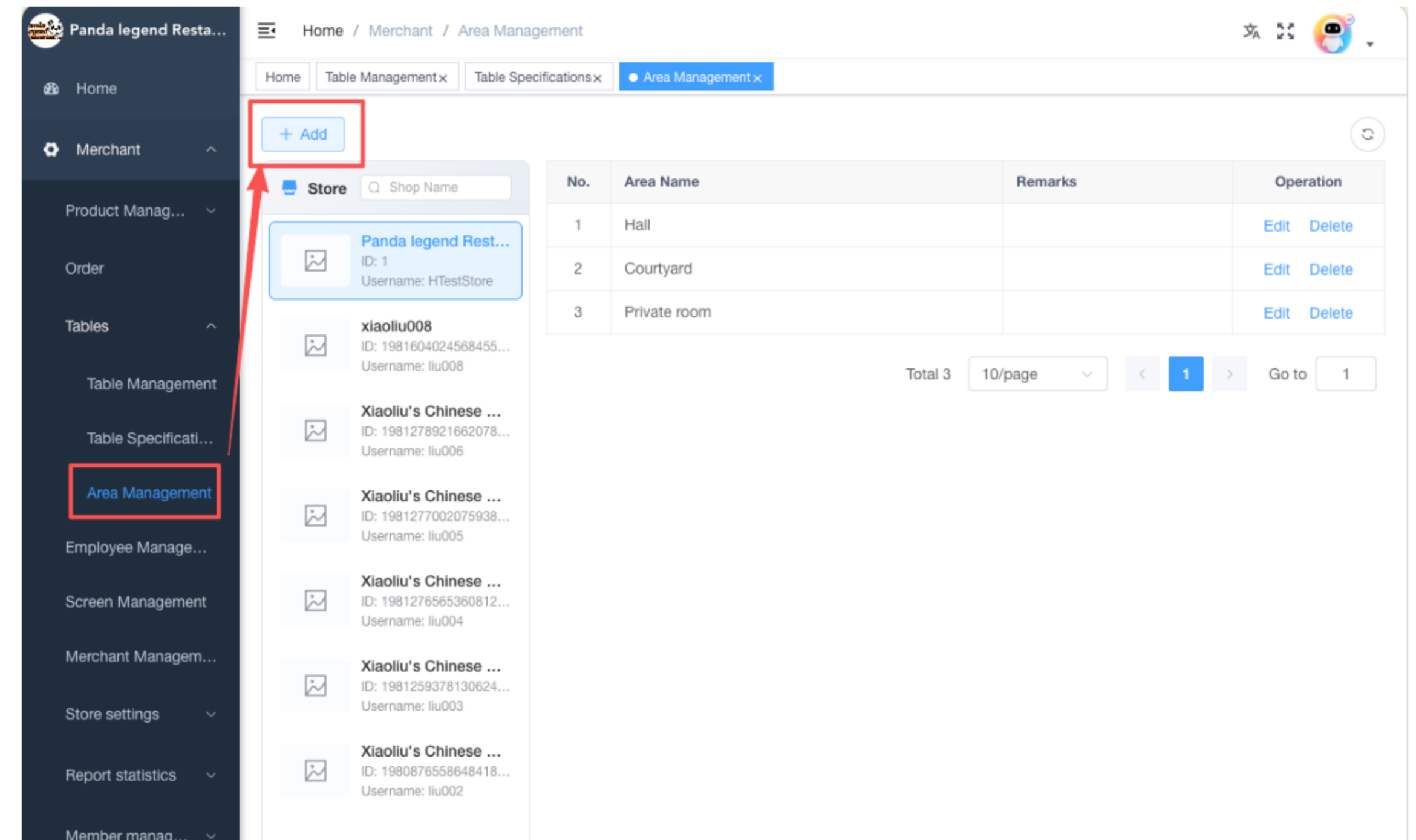
3.1 Create Dining Areas

Navigation Path

Sidebar > Tables > Area Management

Config Instructions (Optional):

Add a region name to generate table area labels for the POS terminal, making it convenient for servers to switch between different areas (e.g., terrace, private rooms).



The screenshot displays the 'Area Management' interface. The sidebar on the left has 'Area Management' highlighted. The main content area features a '+ Add' button, a search bar for 'Shop Name', and a list of existing dining areas. A table below shows the current list of areas.

No.	Area Name	Remarks	Operation
1	Hall		Edit Delete
2	Courtyard		Edit Delete
3	Private room		Edit Delete

At the bottom of the table, there is a pagination control showing 'Total 3', '10/page', and 'Go to 1'.

3.2 Create Table Specifications

Navigation Path

Sidebar > Tables > Table Specifications

Config Instructions (Optional):

Create table type names and set suggested capacities, used as a reference for table selection during seating.

The screenshot displays the 'Table Specifications' page in a restaurant management system. The page features a sidebar on the left with a navigation menu. The main content area includes a '+ Add' button, a search bar for 'Store', and a list of table specifications. The table has the following data:

No.	Model Name	Standard Capacity	Remarks	Operation
1	Small	2		Edit Delete
2	Middle	6		Edit Delete
3	Large	12		Edit Delete
4	Huge	11		Edit Delete

At the bottom of the table, there is a pagination control showing 'Total 4', '10/page', and a page number '1'.

3.3

Create Specific Tables

Navigation Path

Sidebar > Tables > Table Management

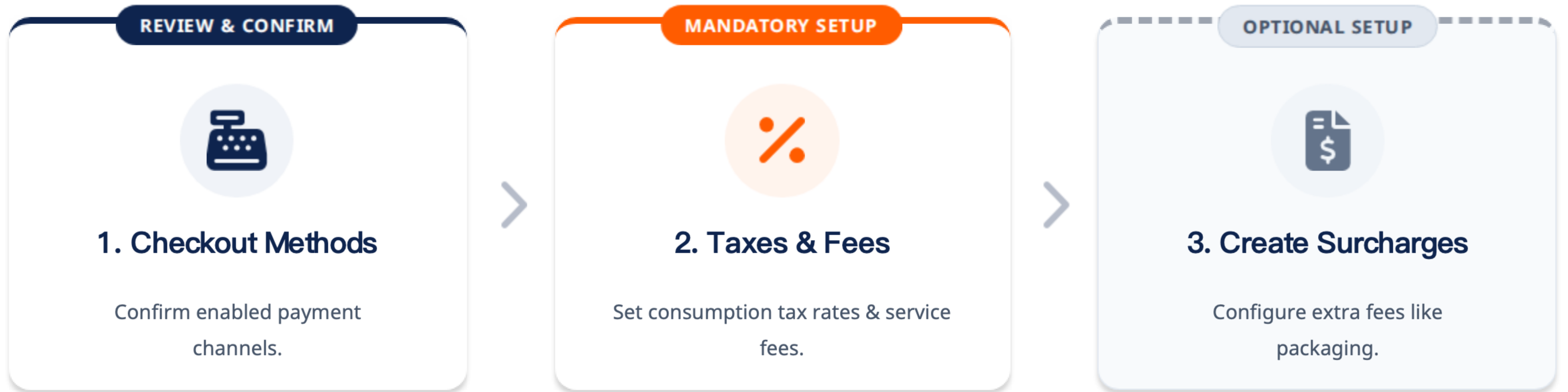
Config Instructions (Optional):

Click "Add Table", enter the actual table number, and assign it to the created area and type. Save the QR code for mobile ordering.

The screenshot displays the 'Table Management' interface. The sidebar on the left has 'Table Management' highlighted. The top navigation bar includes a '+ Add Table' button. The main content area shows a list of tables with the following data:

No.	Table Number	Area	Table Specification	Tat	Operation
1	001A	Hall	Small	A	Edit Delete Download QR Code
2	001B	Hall	Middle	A	Edit Delete Download QR Code
3	001Test1	Hall	Small	A	Edit Delete Download QR Code
4	001Test2	Hall	Middle	A	Edit Delete Download QR Code
5	C001	Courtyard	Middle	A	Edit Delete Download QR Code
6	C002	Courtyard	Middle	A	Edit Delete Download QR Code
7	C003	Courtyard	Small	A	Edit Delete Download QR Code

Stage 4: Finance & Checkout Settings



4.1

Checkout Methods Setup

Navigation Path

Sidebar > Store Settings > Cashier method settings

Review Instructions:

Check and confirm that the store's supported payment channels (e.g., cash, cards accounting) are enabled. These will be displayed on the checkout page.

The screenshot shows the 'Cashier Method' configuration page. On the left, a dark sidebar contains a menu with 'Cashier method ...' highlighted in a red box. The main content area shows a 'Store' header with a search bar and a 'Demo store' card. Below is a table of cashier methods with columns for No., Payment Method, Usage Scenario, Enable Status, Application Status, and Operation. The 'Enable Status' column is highlighted with a red box, showing three rows with toggle switches turned on. The table also includes a search bar, pagination controls, and a 'Go to' field.

No.	Payment Method	Usage Scenario	Enable Status	Application Status	Operation
1	Cash	Cash	<input checked="" type="checkbox"/>	Approved	✎
2	Member Pay	Member Pay	<input checked="" type="checkbox"/>	Approved	✎
3	BankCard	Consumers use bank car...	<input checked="" type="checkbox"/>	Approved	✎

4.2 Taxes & Service Fees

Navigation Path

Sidebar > Store Settings > Tax and service fee configuration

Setup Instructions:

Set consumption tax rates and service fee rules according to regulations, and choose whether to apply them automatically or trigger them manually.

(If a product is tax-inclusive, tax information cannot be configured here and will not be displayed at checkout.)

Home / Merchant / Tax and service fee configuration

Home • Tax and service fee configuration x

Store

Panda legend Rest...
ID: 1
Username: HTestStore

xiaoliu008
ID: 1981604024568455...
Username: liu008

Xiaoliu's Chinese ...
ID: 1981278921662078...
Username: liu006

Xiaoliu's Chinese ...
ID: 1981277002075938...
Username: liu005

Xiaoliu's Chinese ...
ID: 1981276565360812...
Username: liu004

Xiaoliu's Chinese ...
ID: 1981259378130624...
Username: liu003

Xiaoliu's Chinese ...
ID: 1980876558648418...
Username: liu002

Tax Configuration

2

3

* Is the product price inclusive of tax? No

If the product price is inclusive of tax, the cashier will no longer calculate taxes, and to avoid calculation errors, tax creation will not be supported here.

+ Create Fee

No.	Tax Name	Charging Method	Charging Rate	Is the service taxable?	Operation
1	Consumption tax	Based on total consumption	Total Consumption*10.00 %	Yes	✎ 🗑️

Total 1 10/page < 1 > Go to 1

Service Fee Configuration

4

5

6

Is the service fee charged?: Yes

Charging Rate: Total Consumption - 0.00 + %

Is the service fee charged for takeout?: No

Save

4.3 Create Surcharges

Navigation Path

Sidebar > Store Settings > Additional fee management

Config Instructions (Optional):

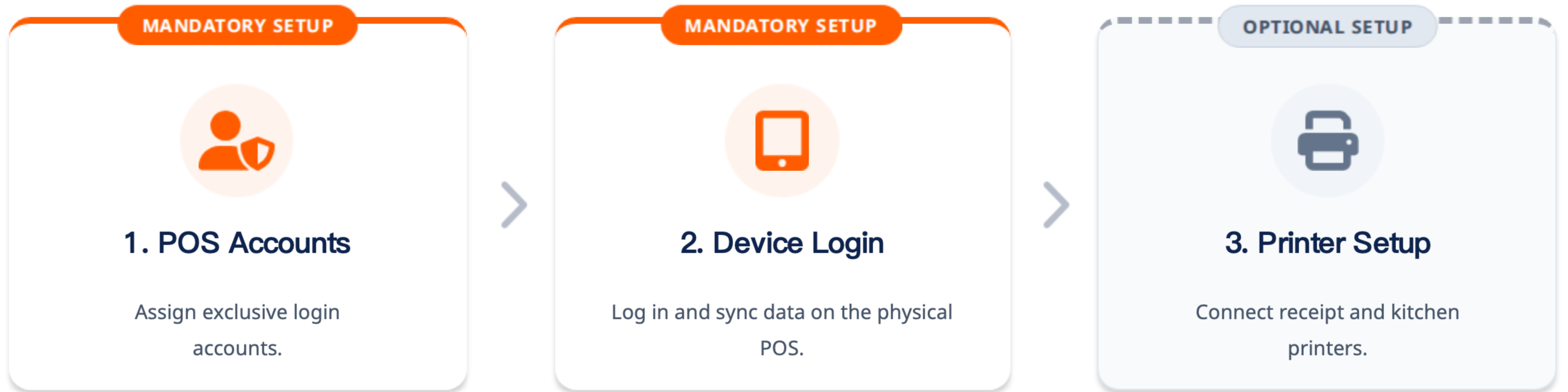
Set miscellaneous non-food charges such as takeaway packaging fees and tissue fees as needed.

The screenshot displays the 'Additional Fee Management' interface. On the left, a dark sidebar contains a menu with 'Additional fee m...' highlighted. The main content area shows a list of existing fees and a '+ New Fee' button. A red arrow points from the sidebar menu item to the '+ New Fee' button.

No.	Fee Name	Payment Type	Value	Applicable T	Operation
1	Tableware	Per Dish	2	Dine In	✎ 🗑️
2	PackageFee	Per Dish	1	Take Out	✎ 🗑️
3	testWater	Manual Entry	-	Dine In,Take	✎ 🗑️

Total 3 10/page < 1 > Go to 1

Stage 5: POS Launch & Device Setup



5.1

Assign POS Employee Accounts

Navigation Path

Sidebar > Employee Management

Setup Instructions:

Create a cashier profile and assign a password for logging into the POS device.

The screenshot displays the 'Employee Management' interface for 'Panda legend Resta...'. The breadcrumb trail is 'Home / Merchant / Employee Management'. The page includes a search bar for 'Name or Phone Number' and a 'Status' dropdown set to 'All'. Below the search bar are '+ Add' and 'Export' buttons. A 'Store' dropdown is set to 'Panda legend Re...'. The main table lists 7 employees with their respective roles and operation icons.

No.	Employee Name	Employee Avatar	Role	Employ	Operation
1	HTest		Waiter Cashier	00	
2	dylanliu		Waiter Cashier	000	
3	caical		Waiter Cashier	88	
4	Spaintest001		Cashier	0000	
5	cary		Waiter Cashier	11	
6	asdyyyt1		Waiter Cashier	hs0	
7	testtws		Waiter Cashier	0000	

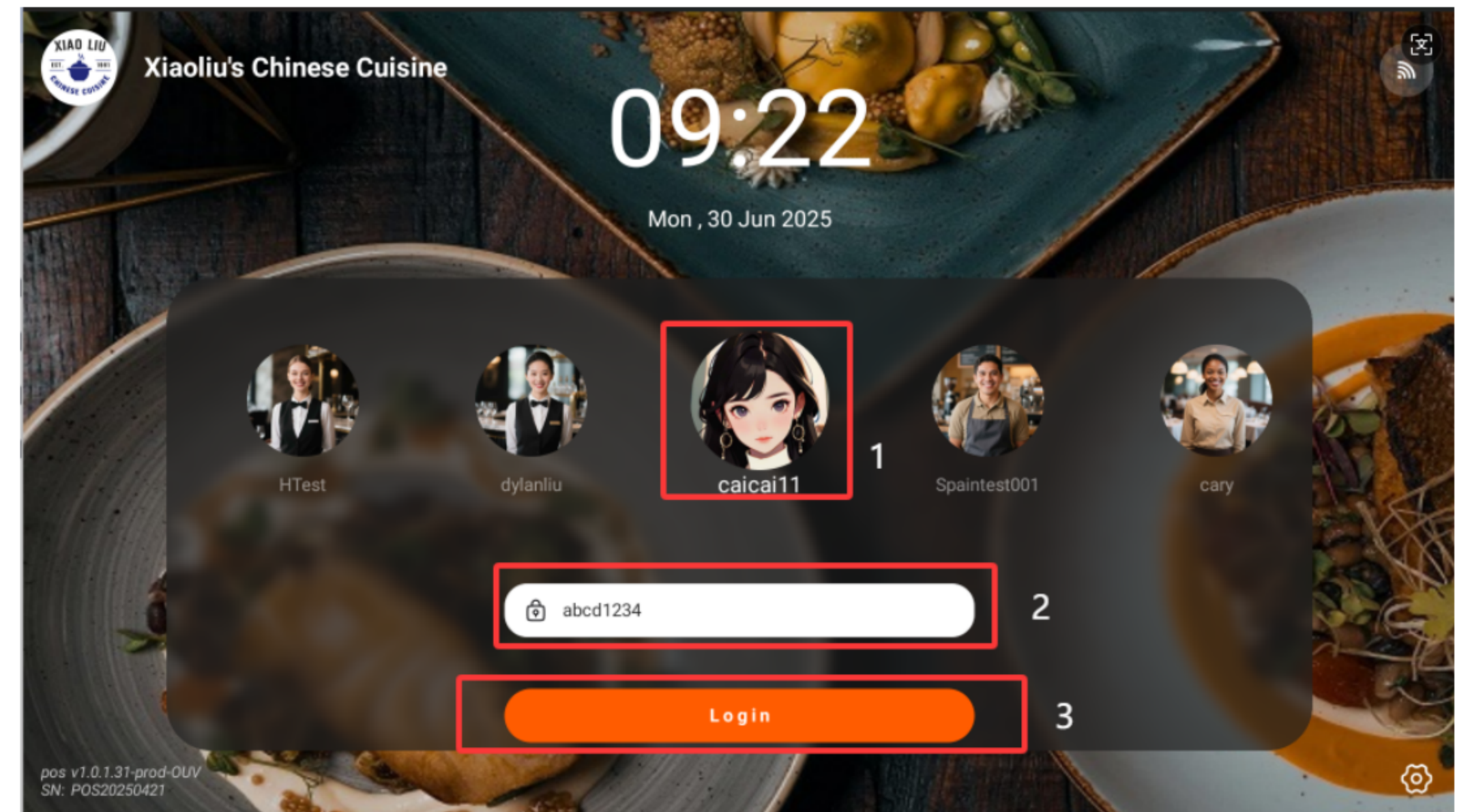
5.2 POS Device Login

Navigation Path

Within the physical store cashier terminal App

Setup Instructions:

Open the client app and log in using the configured employee account. The system will automatically sync menu, table, and financial data.



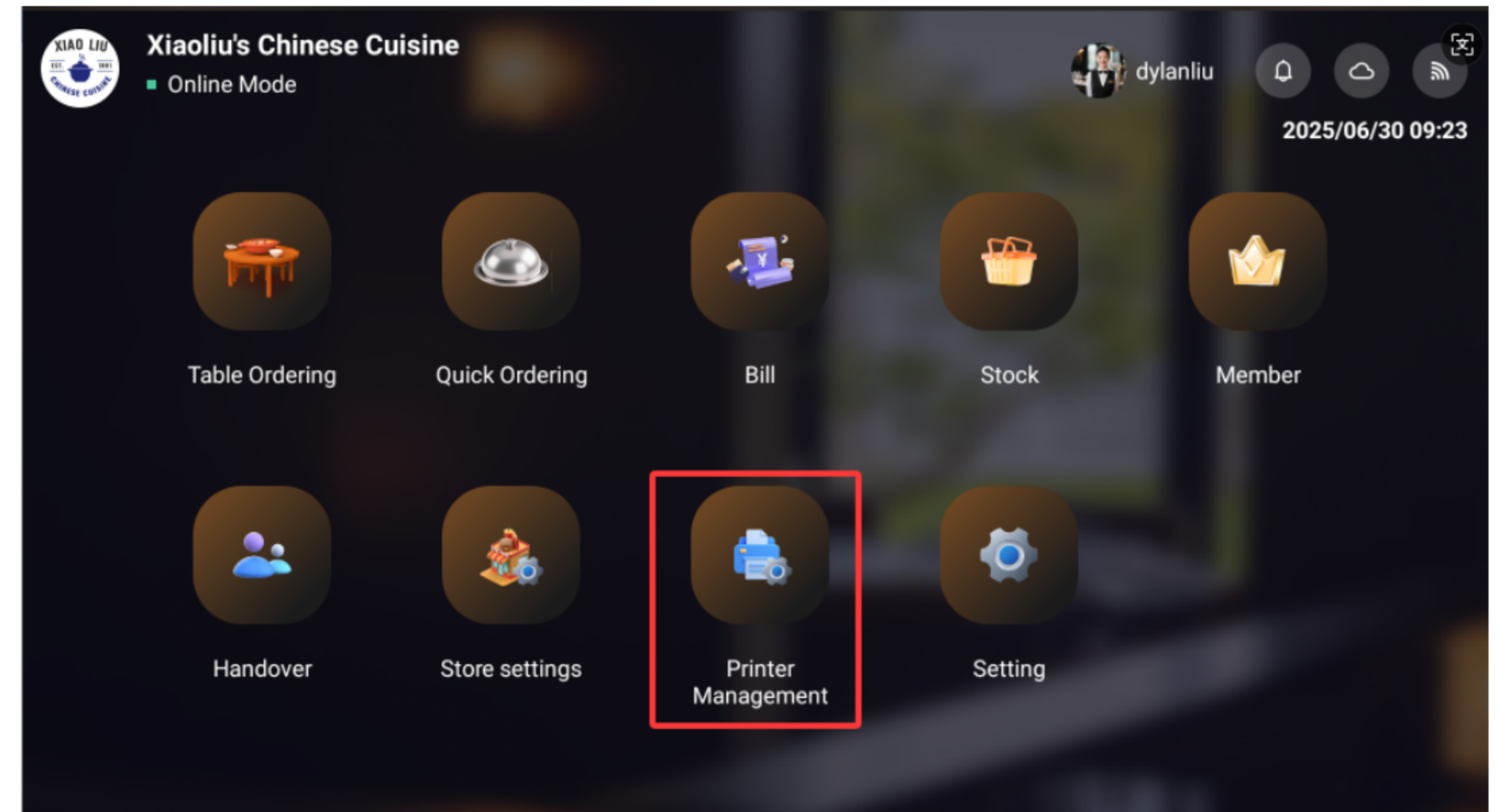
5.3 Printer Configuration

Navigation Path

In POS Terminal > Printer Management > Receipt Printer

Config Instructions (Optional):

Supports various connection methods such as USB, wired/wireless LAN and Bluetooth, subject to the actual support of the printer. Select the corresponding print items and print a test page to ensure a normal connection.





Congratulations! Setup Complete

Your core backend parameters are fully configured. You are ready to open for business.

For advanced settings or system details, scan the codes for support:



Complete Manual



Video Tutorials