

The guide

How to set up your bistro and run it day to day. Owners: read Part 1 once. Staff: Part 2 prints as two sheets — one for the counter, one for the kitchen.

Last updated 9 October 2026

PART 1

For owners

1 • Getting started

Open The QR Bistro (theqrbistro.com) on a laptop or tablet. Sign in with Google, or create an account with your email.

The screenshot shows the login interface for 'The QR Bistro'. At the top, it says 'The QR Bistro' and 'ORDER FROM YOUR TABLE'. Below this is a 'Continue with Google' button. A horizontal line with 'OR' in the center separates this from the email/password login section. The email section has a label 'EMAIL' and an input field. The password section has a label 'PASSWORD', an input field, and an eye icon to toggle visibility. A dark brown 'Sign in' button is positioned below the password field, with a small orange circle containing the number '1' to its left. Below the 'Sign in' button is a link for 'Forgot password?'. At the bottom of the form, there is a link 'New to The QR Bistro? [Create an account](#)' with an orange circle containing the number '2' to its right. Below the form, there is a link 'Need help? support@theqrbistro.com' and a link '[What is The QR Bistro?](#)'.

1 Sign in — when you already have an account.

2 Create an account — the first time.

Create your account

THE QR BISTRO FOR OWNERS

 Sign up with Google

OR

FIRST NAME

LAST NAME

BISTRO NAME

1

EMAIL

2

We'll send a link to verify it. You have 30 days.

PASSWORD



At least 8 characters.

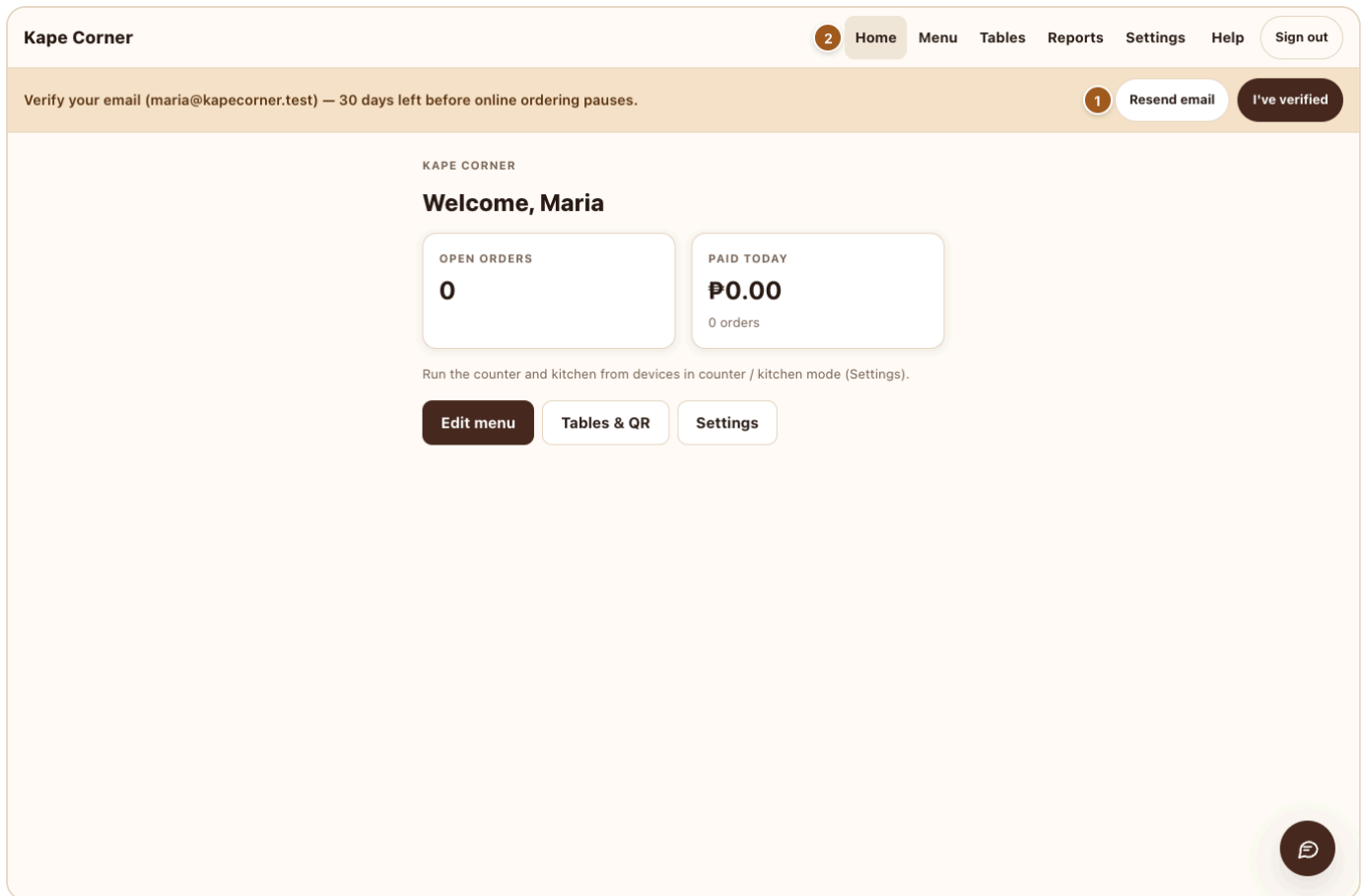
3

Already have an account? [Sign in](#)

[What is The QR Bistro?](#)

- 1 **Bistro name** — guests see it on the menu and on your table cards.
- 2 **Email** — we send a link to check it's yours.
- 3 **Create account** — your bistro is ready straight away.

Signed up with Google? You'll see a short "Set up your bistro" form first: your name and your bistro's name.



- 1 Open the link we emailed you. You have **30 days**; after that, guests can't order until you do. Lost the email? **Resend email**.
- 2 The top bar takes you everywhere: Home, Menu, Tables, Reports, Settings. **Help** opens this guide.

2 · Your menu

Group your items into categories (Hot Coffee, Pastries...). Guests see them in this order.

Kape Corner Home Menu Tables Reports Settings Help Sign out

Menu

1 Add category 2 Add item

Hot Coffee 5

3

4 Espresso from ₱90.00

Americano from ₱120.00

Cappuccino from ₱150.00

Café Latte from ₱155.00

Spanish Latte from ₱170.00

5 Available

Iced Drinks 4

Iced Americano from ₱130.00

Iced Caramel Macchiato from ₱180.00

Iced Matcha Latte from ₱175.00

Cold Brew from ₱160.00

Available

- 1 **Add category** — add one before your first item.
- 2 **Add item** — a new dish or drink.
- 3 Drag the :: handle to move an item (or use ↑ ↓).
- 4 Tap an item to change it.
- 5 **Available** — untick when it's sold out; guests see "Sold out". You can also do this from the counter.

Kape Corner

HomeMenuTablesReportsSettingsHelpSign out

← Menu

1

NAME

Café Latte

CATEGORY

Hot Coffee

DESCRIPTION (OPTIONAL)

Smooth espresso with steamed milk.

2

PRICE

₱155.00

With sizes, each size has its own price instead.

PHOTO (OPTIONAL)

Choose FileNo file chosen

3

Sizes

Optional. With sizes, guests must pick one and its price replaces the base price.

NAME	PRICE	
Regular	₱155.00	X
Large	₱180.00	X
Add size		

4

Add-ons

Optional extras guests can tick, e.g. Extra rice.

NAME	PRICE	
Extra shot	₱40.00	X
Oat milk	₱35.00	X
Vanilla syrup	₱25.00	X
Caramel syrup	₱25.00	X
Add add-on		

☒ Available (untick when sold out)

5

Save item

Delete item

- 1 **Name**, category, a short description and an optional photo.
- 2 **Price** — with sizes, each size has its own price instead.
- 3 **Sizes** — e.g. Regular / Large. Guests must pick one.
- 4 **Add-ons** — extras guests can tick, like Oat milk or Extra rice.
- 5 **Save item**.

Kape Corner

Home

Menu

Tables

Reports

Settings

Help

Sign out

Menu

Add category

Add item

Hot Coffee5

Espresso

from ₱90.00

Available

↑

↓

Americano

from ₱120.00

Available

↑

↓

Americano

from ₱120.00

Available

↑

↓

Café Latte

from ₱155.00

Available

↑

↓

Spanish Latte

from ₱170.00

Available

↑

↓

Iced Drinks4

Iced Americano

from ₱130.00

Available

↑

↓

Iced Caramel Macchiato

from ₱180.00

Available

↑

↓

Iced Matcha Latte

from ₱175.00

Available

↑

↓

Cold Brew

from ₱160.00

Available

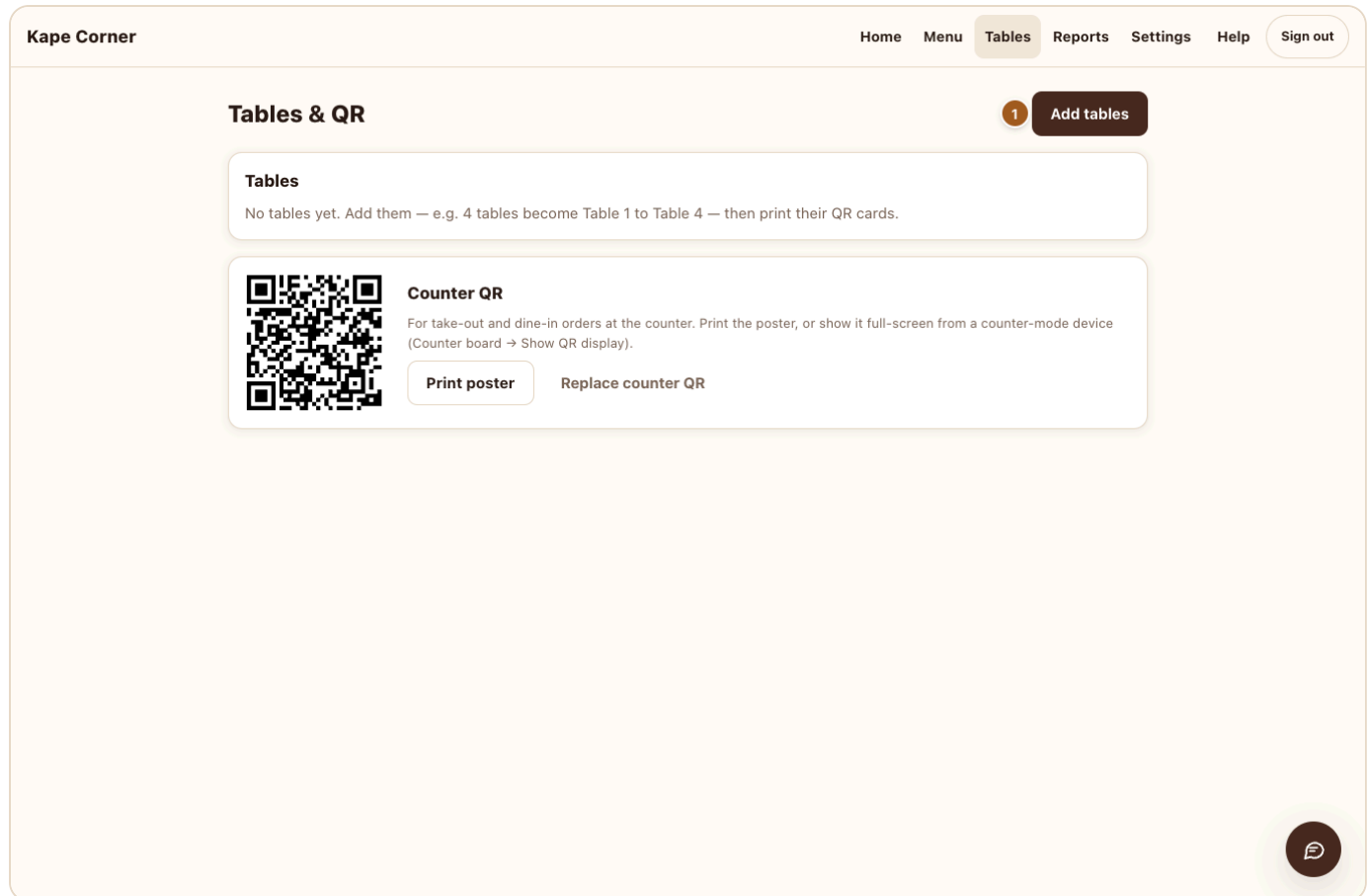
↑

↓

- 1 Hold the handle and drag. Items can move to another category too; categories move the same way.

3 • Tables & QR codes

Every table gets its own QR card. Guests scan it and their order arrives with the table's name. There's also one **counter QR** for take-out and orders placed at the counter.



- 1 **Add tables** — say how many (up to 50 at once). They're called Table 1, Table 2... and you can rename them.
-

Kape Corner

HomeMenu**Tables**ReportsSettingsHelpSign out

Tables & QR

Add tables

Print all table cards

Tables

Table 1	Print	2 Rename	3 Switch off	4 Replace QR	Delete
Table 2	Print	Rename	Switch off	Replace QR	Delete
Table 3	Print	Rename	Switch off	Replace QR	Delete
Table 4	Print	Rename	Switch off	Replace QR	Delete
Table 5	Print	Rename	Switch off	Replace QR	Delete
Table 6	Print	Rename	Switch off	Replace QR	Delete



Counter QR

For take-out and dine-in orders at the counter. Print the poster, or show it full-screen from a counter-mode device (Counter board → Show QR display).

5 Print poster

Replace counter QR

- 1 Print all table cards** — six to an A4 page.
- 2 Rename** — e.g. "Terrace 1".
- 3 Switch off** — guests can't order from that table until you switch it on.
- 4 Replace QR** — if a card is lost or copied. The old card stops working at once; print the new one.
- 5 Print poster** — the counter QR, for take-out guests.

Kape Corner

Home

Menu

Tables

Reports

Settings

Help

Sign out

← Tables & QR

6 table cards (A4, 6 per page)

1

Print

KAPE CORNER

Table 1



Scan to order

Order from your phone · pay at the counter

KAPE CORNER

Table 2



Scan to order

Order from your phone · pay at the counter

KAPE CORNER

Table 3



Scan to order

Order from your phone · pay at the counter

KAPE CORNER

Table 4



Scan to order

Order from your phone · pay at the counter

1 Print. Cut along the dotted lines and put each card on its table.

4 · Settings & devices

Kape Corner

HomeMenuTablesReportsSettingsHelpSign out

Tips

1 ☒ Let guests add a tip

Guests pledge a tip on their order page and pay it at the counter. Tips are kept separate from sales.

Table orders

When a table order is ready...

☐ Guests pick it up at the counter (we call their name)

2 ☒ We bring it to the table

Take-out and counter orders are always picked up. Orders already placed keep the way they were placed.

Exit PIN

Counter and kitchen devices need this PIN to leave their board. It keeps staff out of your settings; it isn't a password.

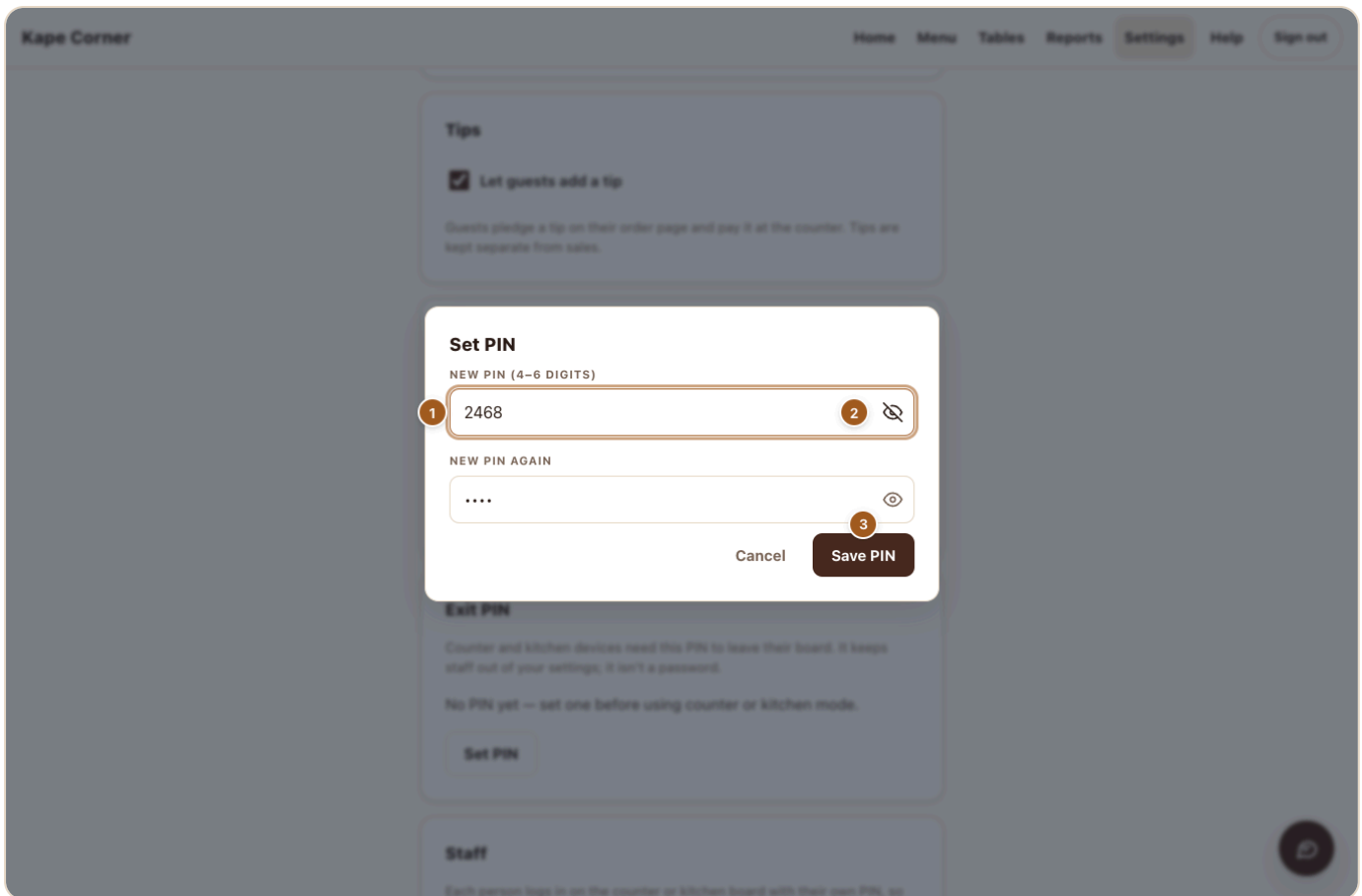
No PIN yet — set one before using counter or kitchen mode.

3 Set PIN

Staff

Each person logs in on the counter or kitchen board with their own PIN, so

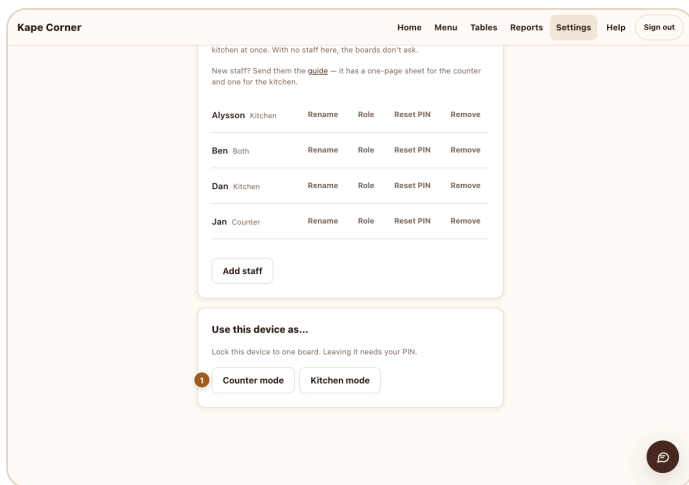
- 1 **Tips** — let guests add a tip on their order page; they pay it at the counter. Tips are kept apart from sales.
 - 2 **Table orders** — do guests pick up at the counter (you call their name), or do you bring it to the table?
 - 3 **Set PIN** — the owner PIN that locks counter and kitchen devices. Set it before using them.
-



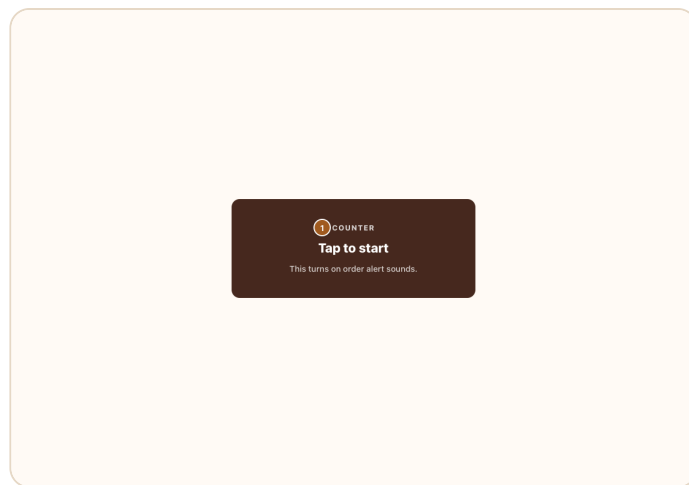
- 1 Type 4–6 digits, then again below.
- 2 The eye shows what you typed.
- 3 **Save PIN.** Keep it to yourself — it isn't a password, it just keeps staff out of your settings.

Set up a counter tablet

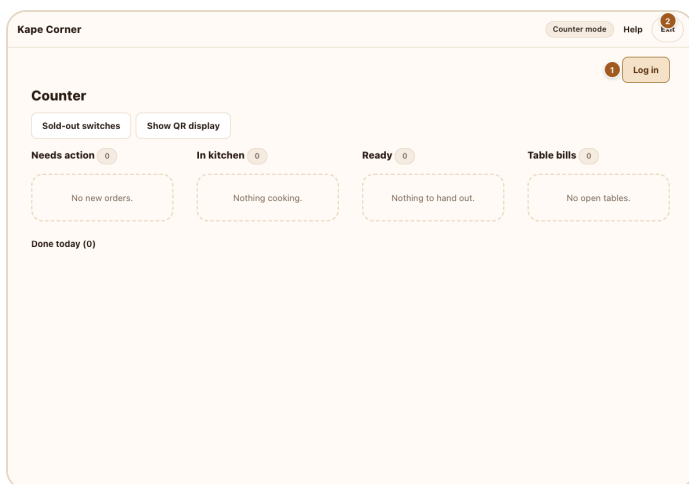
Any tablet or phone signed in to your account can become the counter or the kitchen. It then shows only its board until you leave with your PIN.



- 1** Settings → **Counter mode** (or Kitchen mode), then confirm.



- 1** **Tap** once — this turns on the order alert sound.



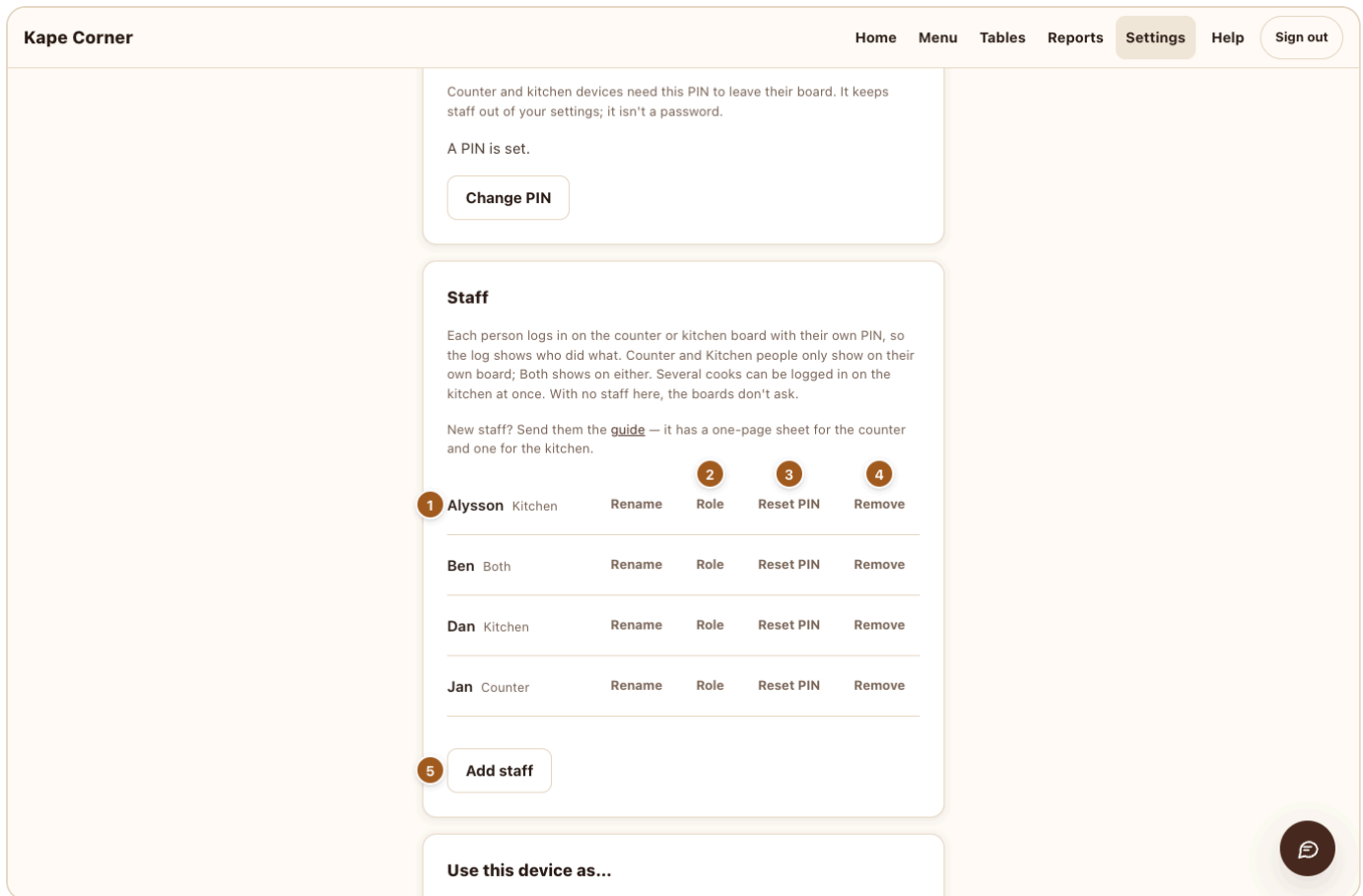
- 1** Staff **Log in** here (see Part 2).
- 2** **Exit** asks for your PIN.

5 • Your staff

Give each person their own name and PIN. They log in on the counter or kitchen board, and every action in the log shows who did it.

The screenshot shows the 'Kape Corner' app interface. At the top, there's a navigation bar with links: Home, Menu, Tables, Reports, Settings (highlighted), Help, and Sign out. Below the navigation bar, there's a message: 'Counter and kitchen devices need this PIN to leave their board. It keeps staff out of your settings, it isn't a password. A PIN is set.' with a 'Change PIN' button. In the foreground, a modal form titled 'Add staff' is displayed. The form has three numbered steps: 1. 'NAME' with a text input field containing 'Jan'. 2. 'LOGS IN ON' with three radio button options: 'Counter' (selected), 'Kitchen', and 'Both'. 3. 'PIN (4-6 DIGITS)' with a text input field containing four dots and an eye icon. Below this is a 'PIN AGAIN' section with another text input field containing four dots and an eye icon. At the bottom of the modal are 'Cancel' and 'Add' buttons. The background of the app shows 'Counter mode' and 'Kitchen mode' buttons at the bottom.

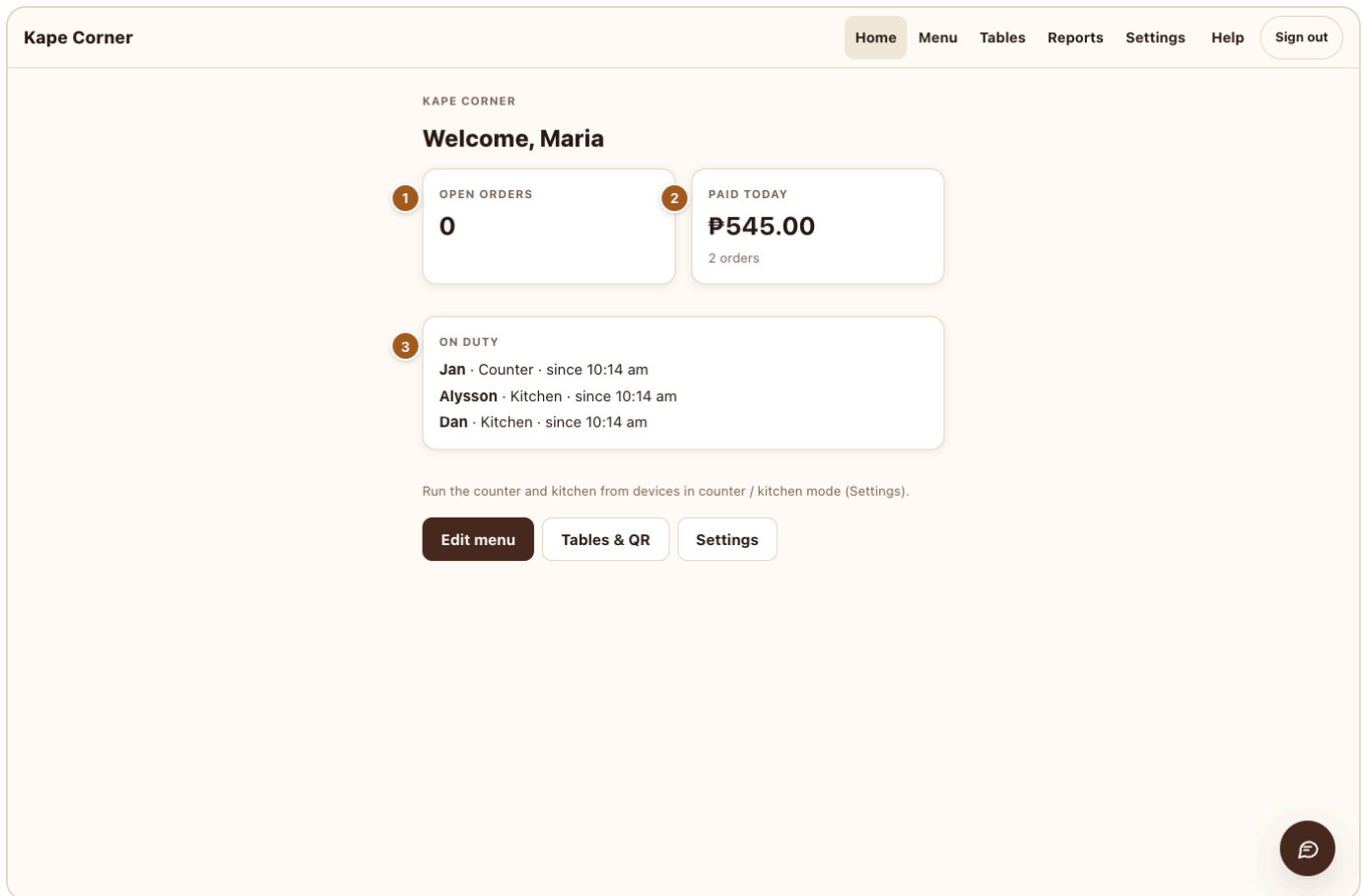
- 1 Their **name** as you'll see it in the log.
 - 2 Where they **log in**: Counter, Kitchen or Both.
 - 3 Their **PIN** (4–6 digits). Tell them; they can't see it later.
-



- 1 Each person and where they log in.
- 2 **Role** — change Counter / Kitchen / Both.
- 3 **Reset PIN** — when someone forgets theirs.
- 4 **Remove** — they can't log in any more; their name stays on what they did.
- 5 **Add staff**.

No staff added? The boards simply don't ask anyone to log in.

6 · Your home screen

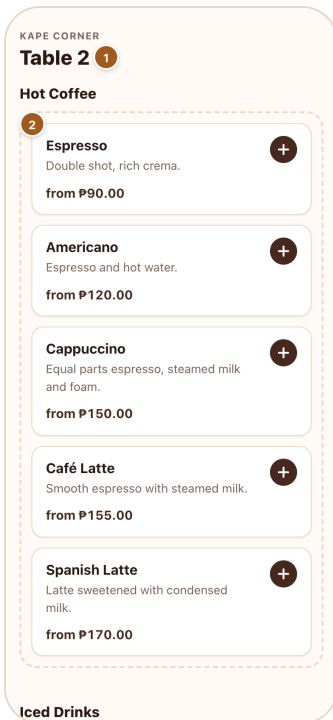


- 1 **Open orders** — orders not finished yet, live.
- 2 **Paid today** — money taken today and how many orders.
- 3 **On duty** — who is logged in on the counter and kitchen right now, and who was on earlier today.

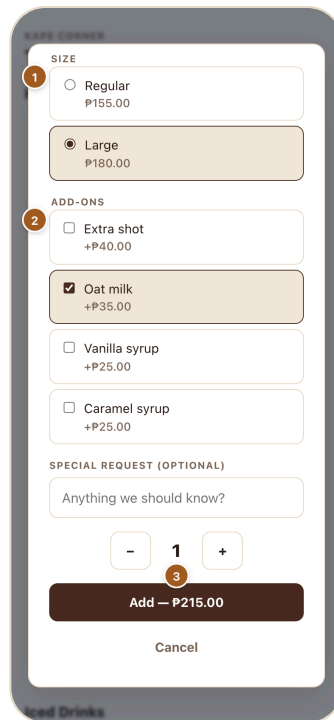
Have an idea or a problem? Tap the chat button in the bottom-right corner of any owner screen to send it to The QR Bistro team — or email support@theqrbistro.com.

7 · How a guest orders

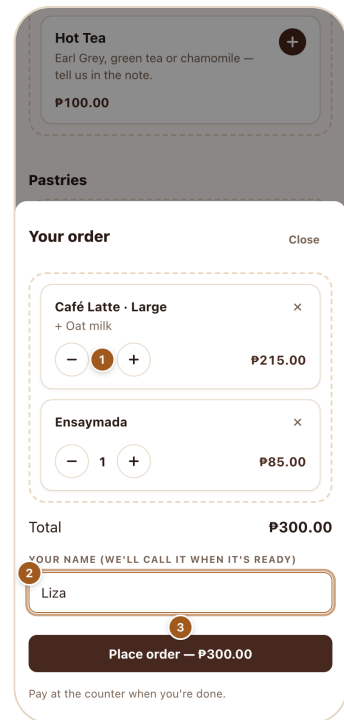
Guests don't need an app or an account. They scan the QR with their phone camera.



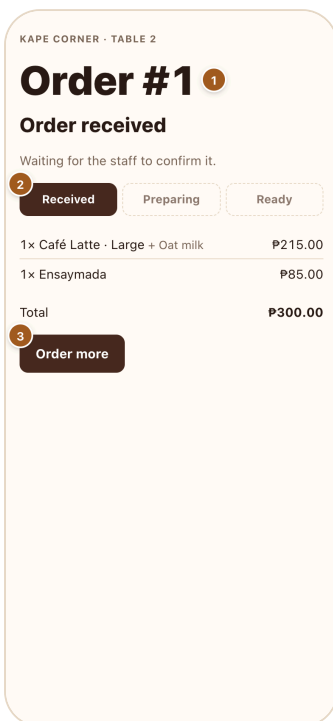
- 1 The menu knows the table.
- 2 Tap an item.



- 1 Pick a size.
- 2 Tick add-ons.
- 3 Add to the order.

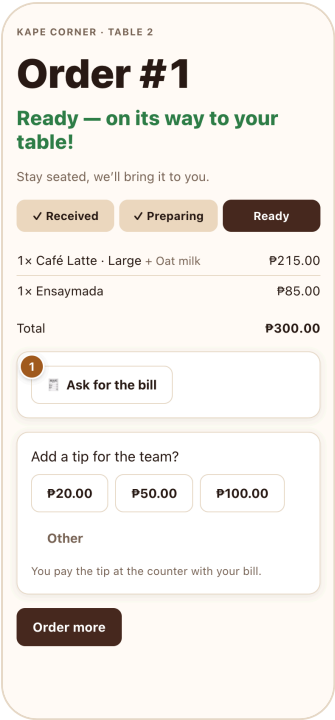


- 1 Change how many.
- 2 Their name — you'll call it, and it shows on the boards.
- 3 Place order.

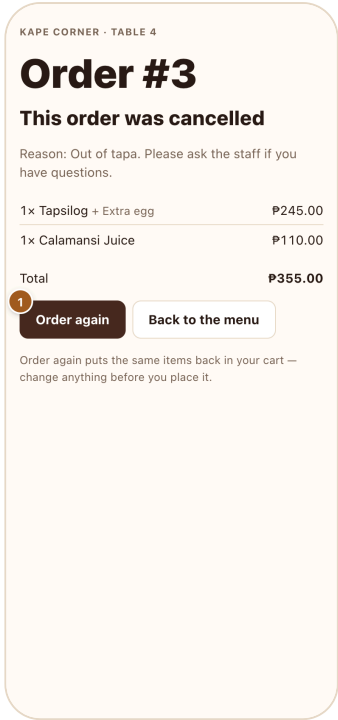


- 1 Their order number.
- 2 Live progress: Received → Preparing → Ready.
- 3 Order more — added to the same table bill.

Table orders wait for the counter to **Accept** them (so nobody can order for a table they're not at). Counter orders are paid first. Guests can add a tip, and at a table they can tap **Ask for the bill** when they're ready to pay.



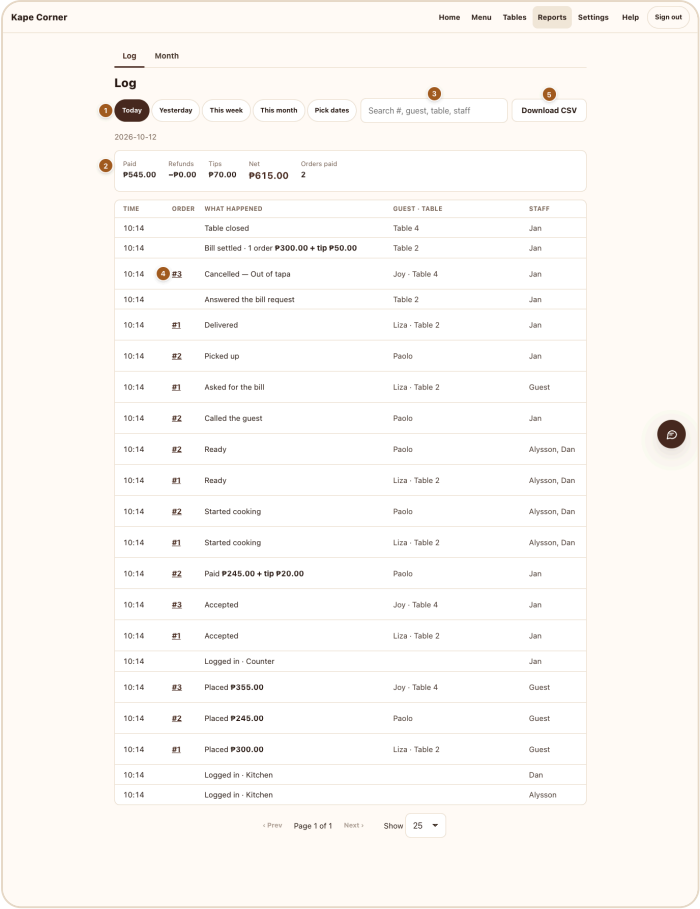
1 Ask for the bill — the counter's tablet lights up and chimes.



1 If you cancel an order, the guest sees why and can **Order again.**

8 • Reports

Reports has two tabs: **Log** (everything that happened, minute by minute) and **Month** (how the month went).



- 1 Pick the days: Today (updates live), Yesterday, This week, This month, or your own dates.
- 2 The totals — use them for the **end-of-day cash count**. Money counts on the day it was paid; refunds on the day of the cancel.
- 3 Search an order number, a guest, a table or a staff name. Searching a name shows that person's totals.
- 4 Tap an order number for its whole story.
- 5 **Download CSV** — opens in Excel or Google Sheets.

Kape Corner

HomeMenuTablesReportsSettingsHelpSign out

LogMonth

Log

TodayYesterday

2026-10-12

PaidRefundsTip

₱545.00-₱0.00₱0.00

TimeORDERID

10:14Table 2

10:14Bill

10:14#3Cancelled

10:14Ann

10:14#3Delivered

10:14#2Pickup

10:14#3Asked for the bill

10:14#2Called the guest

10:14#2Ready

STAFF

Jan

Jan

Jan

Jan

Jan

Jan

Jan

Guest

Jan

Alysson, Dan

Download CSV

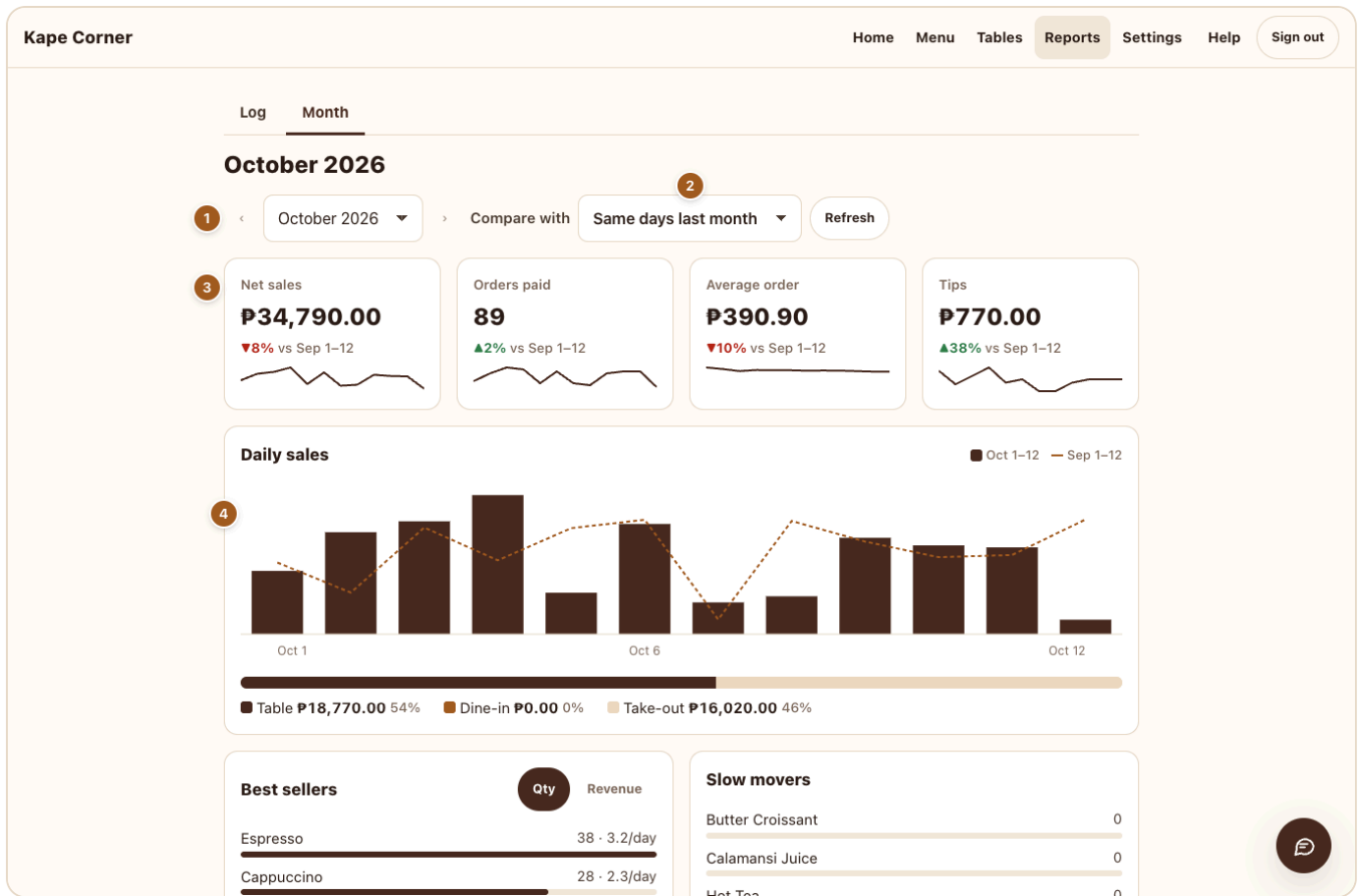
Order #1 — the whole story

Liza · Table 2

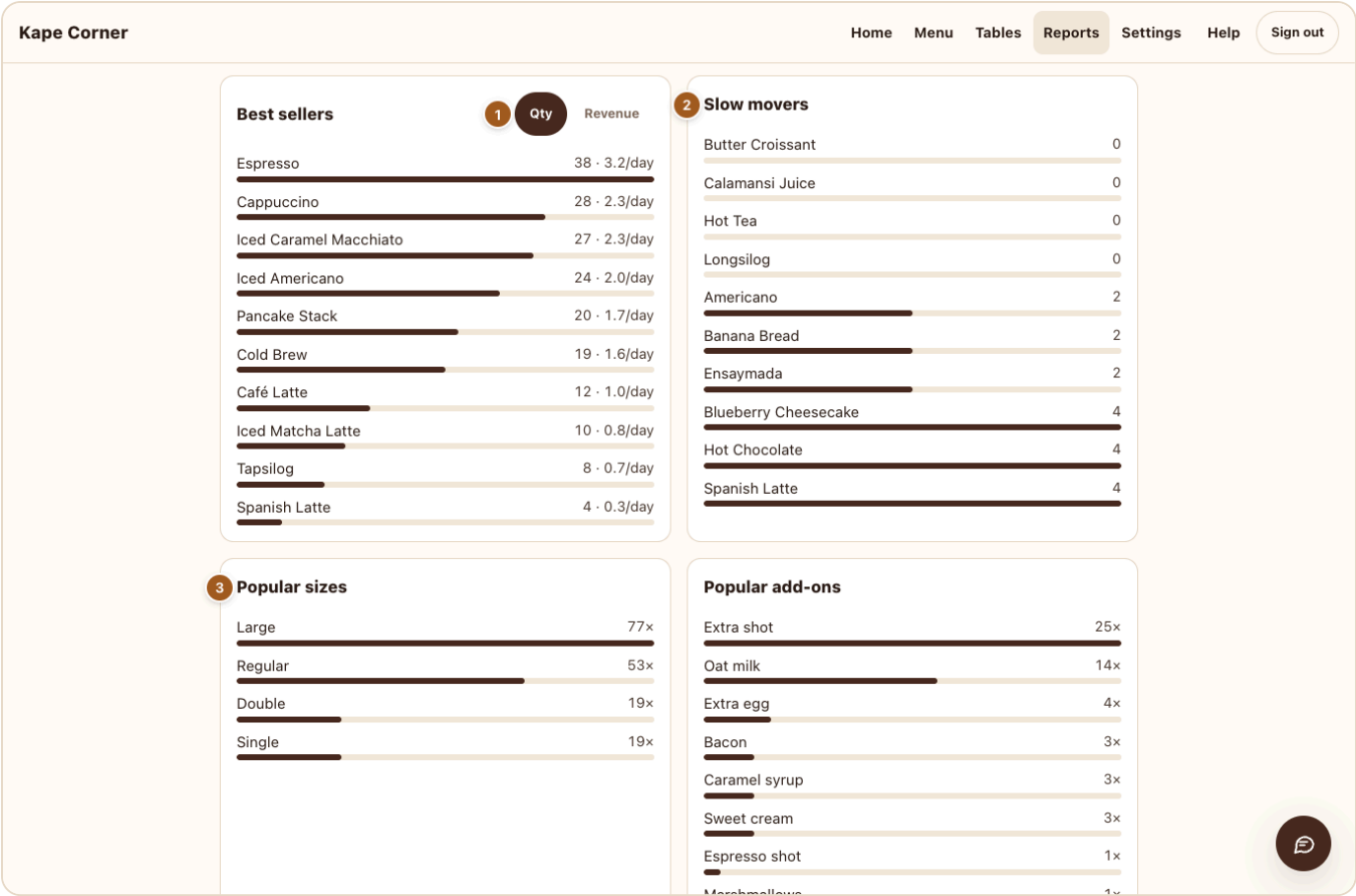
2026-10-12 10:14	Placed ₱300.00	Guest
2026-10-12 10:14	Accepted	Jan
2026-10-12 10:14	Started cooking	Alysson, Dan
2026-10-12 10:14	Ready	Alysson, Dan
2026-10-12 10:14	Asked for the bill	Guest
2026-10-12 10:14	Delivered	Jan
2026-10-12 10:14	Bill settled · 1 order ₱300.00 + tip ₱50.00	Jan

CancelClose

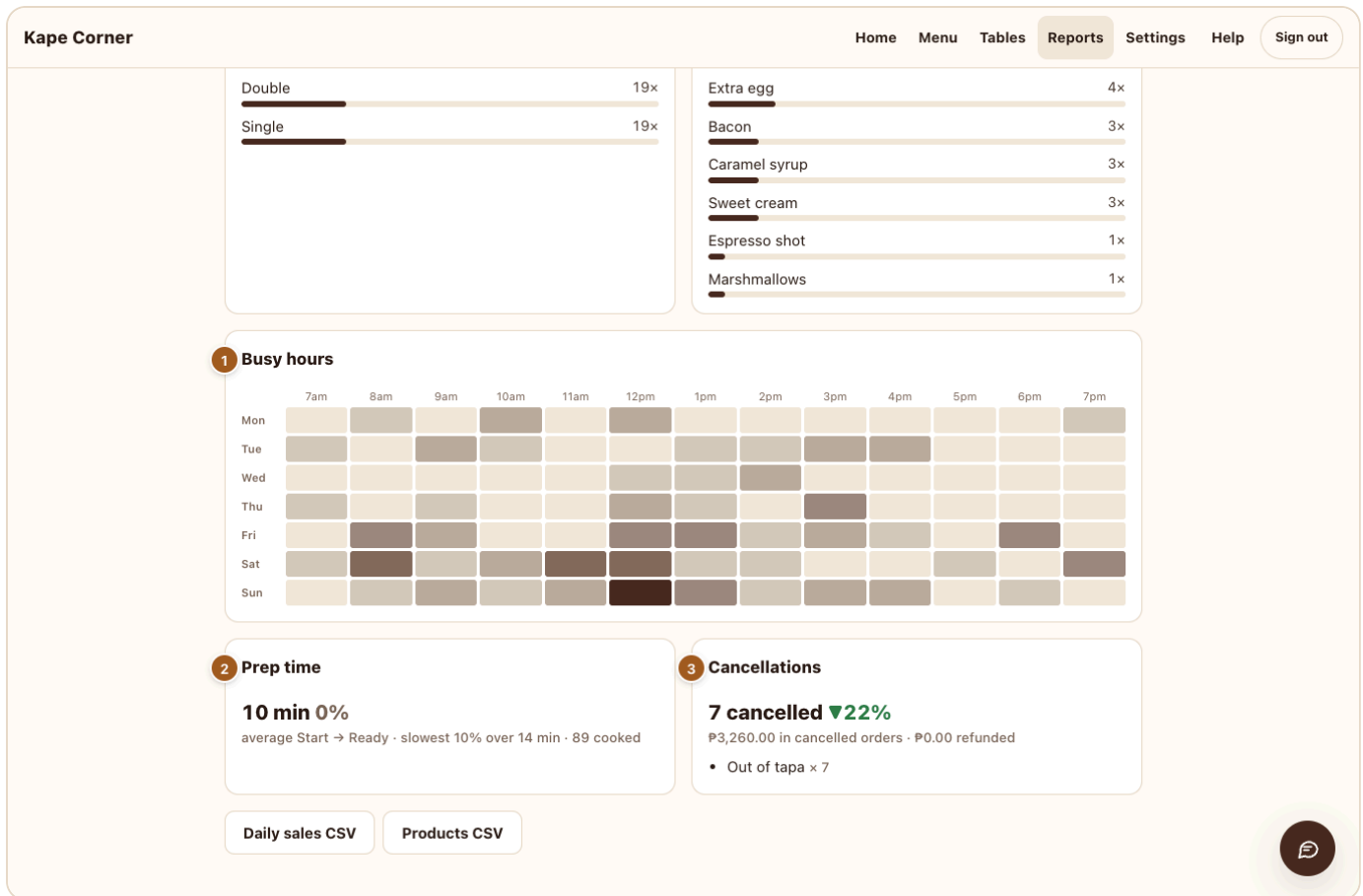
One order from start to finish: who did each step and when. Handy when a guest asks “where's my order?” or something needs checking.



- 1 Pick the month.
- 2 Compare with the same days last month (fair mid-month), the whole last month, or any month.
- 3 Net sales, orders paid, average order and tips, with ▲▼ against the comparison.
- 4 Sales per day; the dashed line is the comparison.



- 1
- Best sellers by quantity or revenue, with how many per day.
- 2
- Slow movers — including items that didn't sell at all.
- 3
- Popular sizes and add-ons.



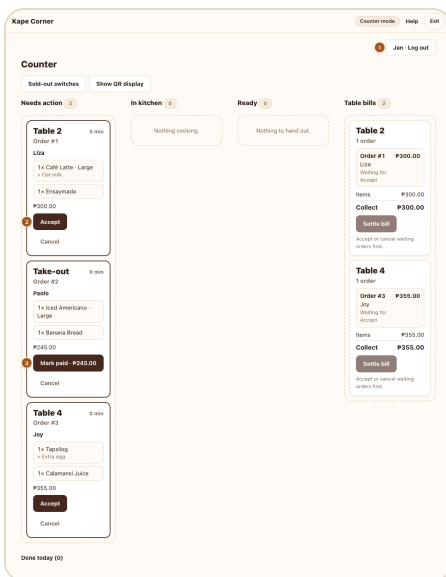
- 1 Busy hours — darker means more orders. Plan your staff around it.
- 2 Prep time — the kitchen's average from Start to Ready.
- 3 Cancellations and their reasons.

At the bottom: **Daily sales CSV** and **Products CSV** for your books.

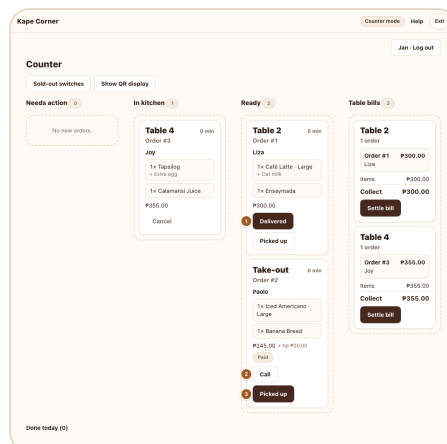
Working the counter

The counter tablet shows every order. New orders **beep**. Work from left to right: *Needs action* → *In kitchen* → *Ready* → *Table bills*.

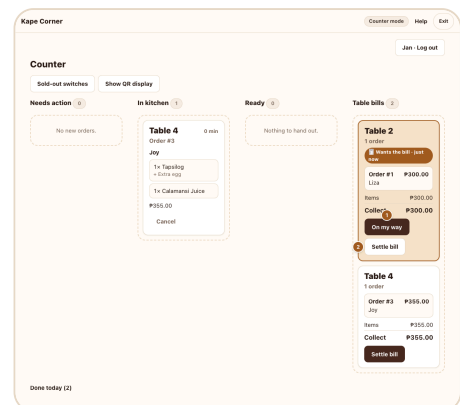
1. **Log in**: tap Log in, your name, your PIN. **Log out** (tap your name) when your shift ends — so your name isn't on the next person's work.
2. New table order: **Accept** — check the guest is really at that table.
3. New counter order: when the guest pays, **Mark paid** (type a tip if they gave one). It goes to the kitchen.
4. Ready: a table order → take it over, **Delivered**. A counter order → **Call**, then **Picked up**. Wrong tap? **Undo** within 5 seconds.
5.  **Wants the bill** (moves to the top, chimes): **On my way**. When they pay: **Settle bill**, type the tip received, **Paid** — close the bill.
6. **Cancel**: always give a reason — the guest and the kitchen see it. If it was paid, refund the amount shown.
7. An item ran out? **Sold-out switches** at the top of the board.
8. Leaving counter mode needs the owner's PIN (**Exit**).



- 1 Who's logged in.
- 2 **Accept** a table order — check the guest is really at that table.
- 3 **Mark paid** a counter order when the guest pays.



- 1 Table order ready: take it over, tap **Delivered**.
- 2 **Call** — the guest's phone shows "We're calling your name!".
- 3 **Picked up** when they collect it.

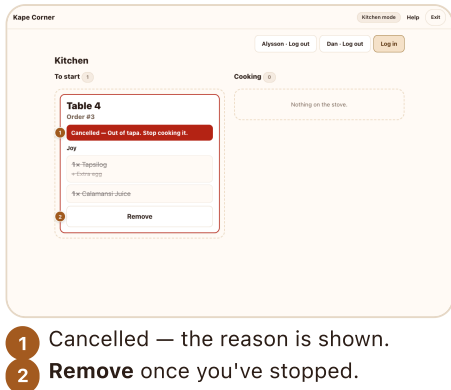
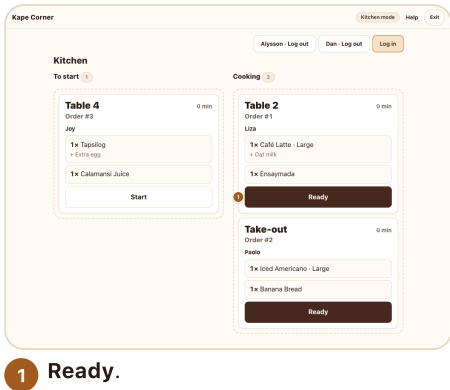
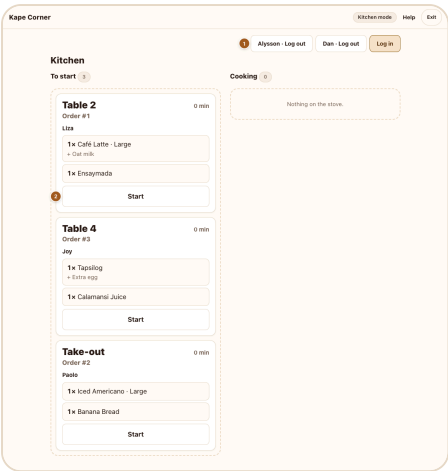


- 1  A table wants the bill (it moves to the top and chimes): **On my way**.
- 2 **Settle bill** when they pay.

Working the kitchen

The kitchen tablet shows what to cook, oldest first. New orders **beep twice**. No prices — just the food.

1. **Log in** with your name and PIN. Several cooks can be logged in at once; each has their own **Log out**. Log out when you leave.
2. **Start** when you begin an order — it moves to Cooking.
3. **Ready** when it's done — the counter sees it straight away.
4. A **cancelled** order turns red with the reason (a low beep). Stop cooking it, then tap **Remove**.



1 Cooks logged in.

2 **Start**.

The guest's ask for the bill, sold out items and payments are handled at the counter.

Questions & fixes

An order isn't showing on the counter.

Check the tablet is on Wi-Fi and in counter mode (the top bar says "Counter mode"). Table orders appear under *Needs action* first; counter orders appear once placed.

No sound for new orders.

Tap the board once after opening it ("tap to start") and check the tablet's volume.

I replaced a QR code and old cards stopped working.

That's on purpose. Print the new card from Tables → Print and swap it on the table.

A staff member forgot their PIN.

Settings → Staff → **Reset PIN**. After 5 wrong tries the board waits 30 seconds.

The log shows the wrong person.

The board stamps whoever is logged in. Ask staff to log out at the end of their shift.

Settle bill says "No connection" or "Couldn't confirm".

Settling needs the internet. Look at the board: if the table's bill is gone, it was settled; if it's still there, tap **Settle bill** again once you're back online.

A guest can't order from their table.

Check the table isn't switched off (Tables), and that your email is verified (Settings).

The QR Bistro · guide updated 10 October 2026 · questions? support@theqrbistro.com