

Restaurant POS demo scorecard

Use anonymised training orders. Record what you observe on your intended equipment.

Restaurant: _____ Date: _____ Demo version: _____

Participants / equipment: _____

Result: tick V = verified, R = retest needed, N = not tested. Keep untested items unverified.

CHECK AND DEMONSTRATION	V / R / N	EVIDENCE / NEXT ACTION
Table order Enter two dishes. Match the same table or order reference at the counter and kitchen.	☐ ☐ ☐	
Second round Add one item after the first KOT. Compare the new instruction with the complete running order.	☐ ☐ ☐	
Changed quantity Change one quantity before preparation. Ask the kitchen to explain the correct final quantity.	☐ ☐ ☐	
Cancellation Cancel one practice item through the supported process. Confirm kitchen acknowledgement and the final bill.	☐ ☐ ☐	
Takeaway alongside dine-in Complete a counter order while a table stays open. Keep their tickets and collection references separate.	☐ ☐ ☐	
Actual KOT printer Use your intended printer and paper. Check long names, quantities and a supported item note.	☐ ☐ ☐	
Captain connection Use the actual phone at the farthest table and each service floor. Confirm an added item reaches the kitchen.	☐ ☐ ☐	
Kitchen display Print a KOT and check the open order remains available. Test a long ticket and a crowded screen.	☐ ☐ ☐	

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Voice announcements Use actual menu names. Match the spoken reference with the visible order and confirm changes are understood.	☐ ☐ ☐	_____ _____ _____
Invoice settings Review your sample bill and approved tax configuration with the person responsible for your business records.	☐ ☐ ☐	_____ _____ _____
Network dependencies Identify local-network and internet-dependent functions. Agree a supervised interruption and recovery test.	☐ ☐ ☐	_____ _____ _____
Backup and recovery Demonstrate the supported backup and a separate test restore. Record the owner and destination without credentials.	☐ ☐ ☐	_____ _____ _____
Existing data Show supported import and historical-record access. Do not treat a verbal migration promise as a passed test.	☐ ☐ ☐	_____ _____ _____
Midnight service, if needed Keep a practice order open across the date boundary. Check current-day kitchen filters and both report dates.	☐ ☐ ☐	_____ _____ _____
Written quotation Record the annual software price and any separately quoted equipment or supplier costs. Compare equal periods.	☐ ☐ ☐	_____ _____ _____

Unresolved requirement and responsible person: _____

Retest agreed for: _____ **Evidence reference:** _____

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