HOW-TO GUIDE

How to use QuickBilliard

A short guide to every screen in the club app — what it is for and how to use it, in a few lines each.

Guide for version 1.58.1

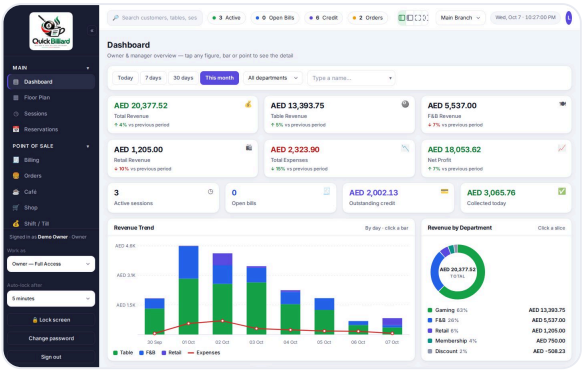
MAIN

01 Dashboard

Today's numbers at a glance — revenue, expenses, profit, tables in use, best tables and stock alerts.

HOW TO

1. Pick a period: Today, 7 days, 30 days or This month.
2. Filter by department or staff member when you need to.
3. Click any figure, bar or slice to see the bills behind it.

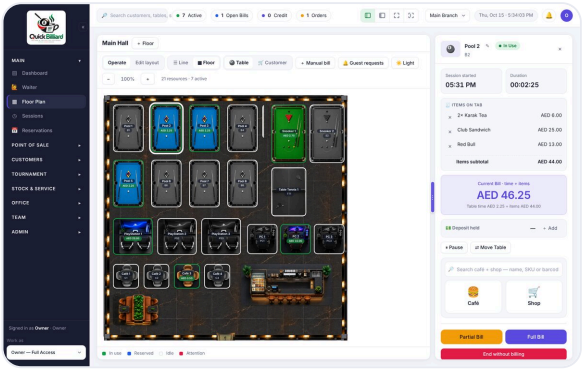


02 Floor Plan

Your hall from above — real tables on a dark or light interior, or as simple tiles. A table in use glows and shows the running amount; its bill opens on the right.

HOW TO

1. Switch "Line" (list) or "Floor" (aerial view) at the top.
2. Tap a free table to start billing; choose the customer or rate if needed.
3. Tap a running table: the bill opens beside it — pause, move, add café or shop items, take payment.
4. Use "Edit layout" → Interior to pick dark or light flooring, walls, doors, bar and booths; "Light / Dark" switches the look.



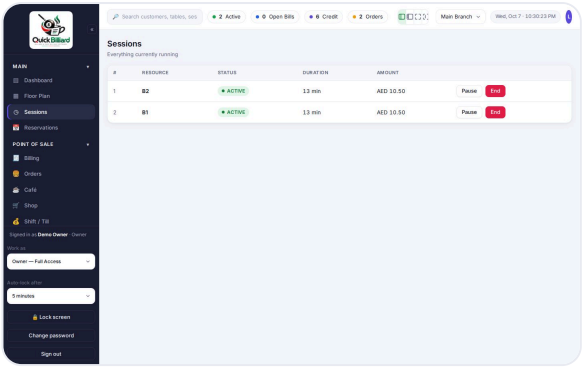
> **Tip:** Use "+ Manual bill" for a sale that has no table.

03 Sessions

Everything running right now, with duration and amount.

HOW TO

1. See each table's status, time played and current amount.
2. Pause / Resume when a game is interrupted.
3. End when the customer leaves — the bill opens for payment.

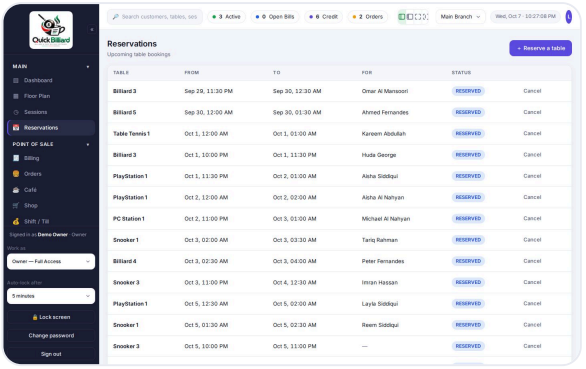


04 Reservations

Table bookings for later today or the coming days.

HOW TO

1. Click "+ Reserve a table"; pick the table, time and customer.
2. The tile shows Reserved when the booking time comes.
3. Cancel from the list if plans change.



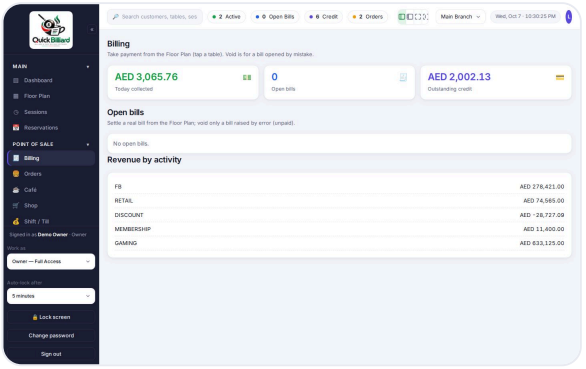
POINT OF SALE

05 Billing

Take payments and see what is still open.

HOW TO

1. Tap the table on the Floor Plan (or open the bill here).
2. Choose Cash, Card or Credit; split the payment if needed.
3. Print or send the receipt. Void only a bill raised by mistake.

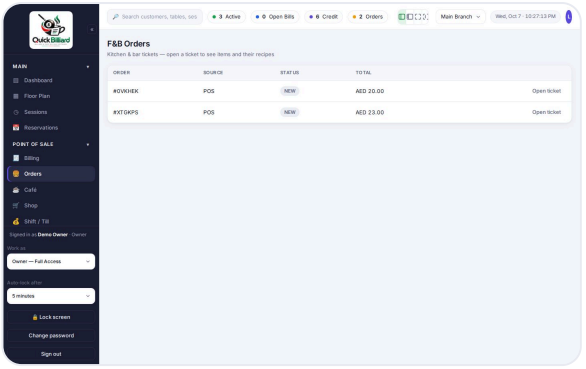


06 🍔 Orders

Café and kitchen orders from the POS and the guests' tablets.

HOW TO

1. New orders appear with their table and total.
2. Open the ticket to mark Preparing → Ready → Served.
3. Items are added to the table's bill automatically.



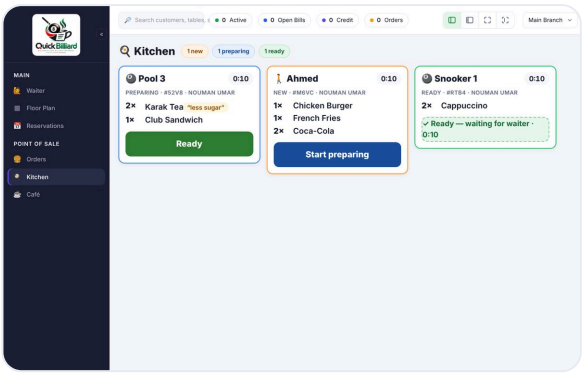
07 🍳 Kitchen

The kitchen screen — every open ticket in order, with items, notes and how long it has waited.

HOW TO

1. Sign in on any tablet or PC in the kitchen with a Kitchen account; the board opens by itself.
2. A new ticket beeps and flashes. Press "Start preparing", then "Ready".
3. A Ready ticket waits on the board until a waiter serves it; if nobody picks it up in time it turns red and beeps again.

> **Tip:** The sound can be switched off per device.

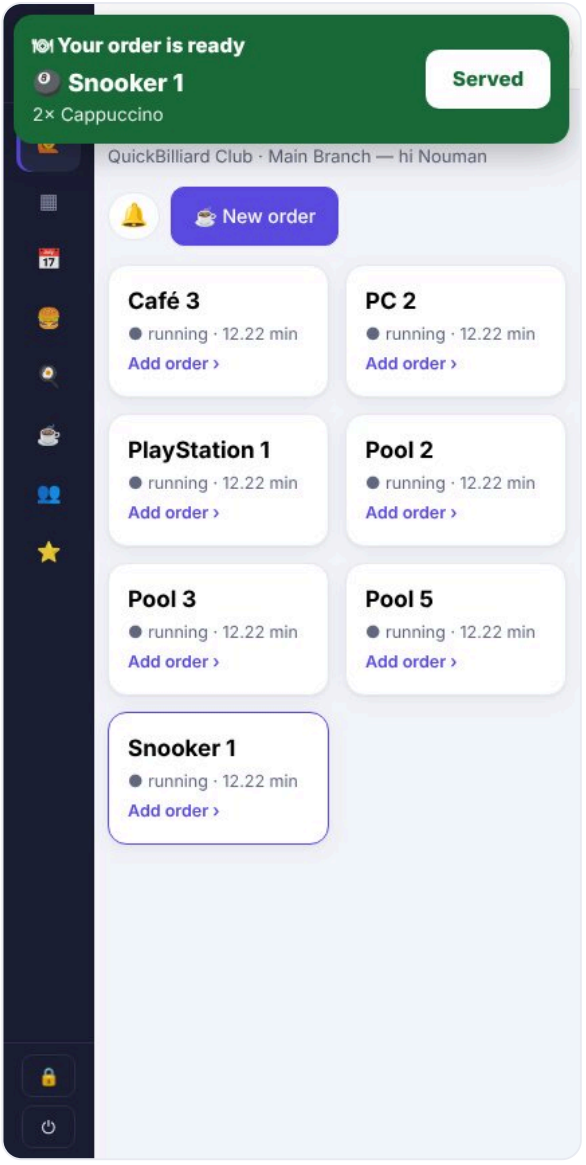


08 🤦 Waiter (Staff app)

The phone screen for floor staff — take orders at the table and serve them when the kitchen says Ready.

HOW TO

1. Open the link / QR from the Staff page on the phone and sign in; add it to the home screen.
2. “New order”: walk-in, customer or a table → pick items → send to kitchen. Walk-in and customer orders run as a tab the cashier settles.
3. When the kitchen marks your order Ready your phone rings — press “Served”. If it waits too long, every waiter is alerted and any of them can serve it.
4. Waiters work on the club Wi-Fi only; managers and owners can use the app from anywhere.

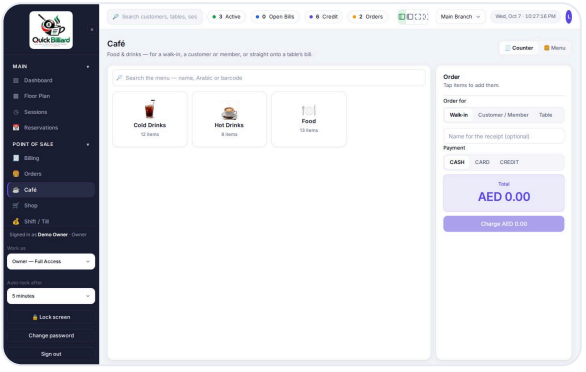


09 ☕ Café

Food & drinks point of sale — for a table, a member or a walk-in.

HOW TO

1. Pick the category and tap the items.
2. Choose who it is for: Walk-in, Customer / Member or Table.
3. Take payment (Cash / Card / Credit) or attach it to the table’s bill.

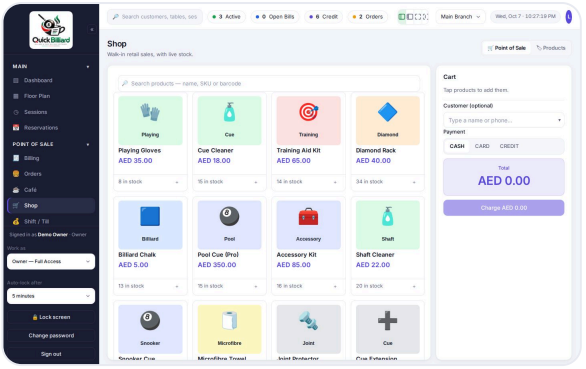


10 🛒 Shop

Retail sales — cues, chalk, accessories.

HOW TO

1. Search or tap products to add them to the cart.
2. Attach a customer (optional).
3. Take payment; stock is reduced automatically.

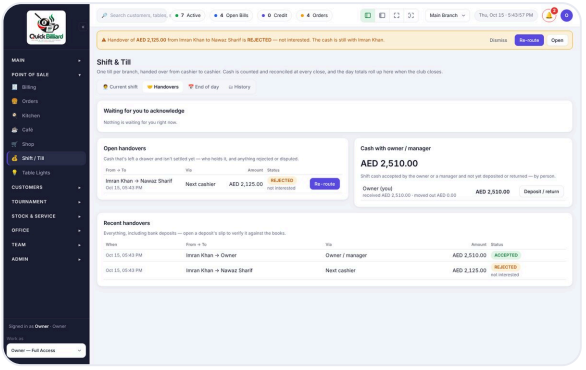


11 💰 Shift / Till

One till per branch — cash is counted at every hand-over, by both sides.

HOW TO

1. “Open shift” with the opening float — or, if the previous cashier handed you cash, count it first: what you count becomes your float; a difference needs a note and the previous cashier is told.
2. Every sale during the shift is tracked against it; “To collect” lists served waiter orders not yet paid.
3. “Close & hand over”: count the drawer and send the cash to the next cashier, the bank (attach the slip) or the owner / manager.
4. Handovers tab: accept or reject what was handed to you; re-route anything rejected; owners see who holds cash and can record a deposit or return with a slip.



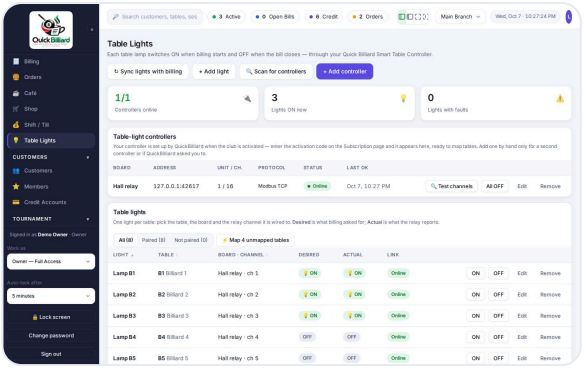
12 💡 Table Lights

Each table lamp switches ON when billing starts and OFF when the bill closes — through your table-light controller (any make available in the market, or the QuickBilliard controller).

HOW TO

1. The controller is added automatically when you activate the club (or use “Add controller” with its IP address).
2. “Map unmapped tables” gives every table a lamp and a channel.
3. “Test channels” to check the wiring; switch any lamp ON / OFF by hand at any time.

> **Tip:** Give the controller a fixed IP address outside the router’s DHCP range, so no phone can take it.



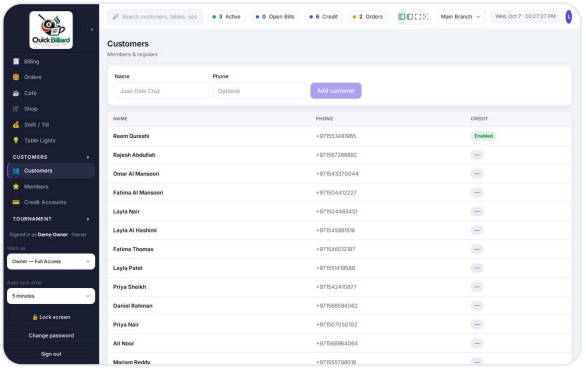
CUSTOMERS

13 👥 Customers

Everyone who plays or buys — name, phone, visits and credit.

HOW TO

1. “Add customer” with a name and phone number.
2. Click a customer to see their history and spend.
3. The Credit column shows whether buying on account is enabled.

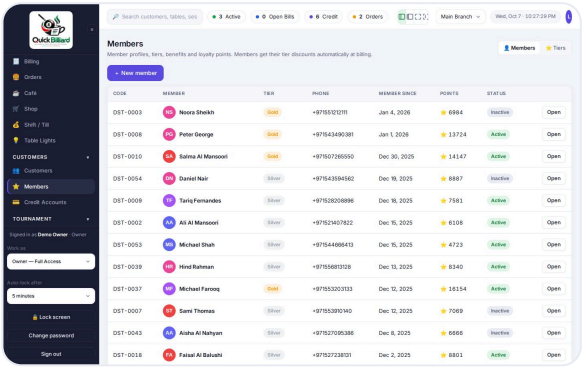


14 ⭐ Members

Membership tiers with discounts and points.

HOW TO

1. Set up Tiers: name, discount and points.
2. “+ New member” and pick the tier.
3. Discounts apply automatically at billing.

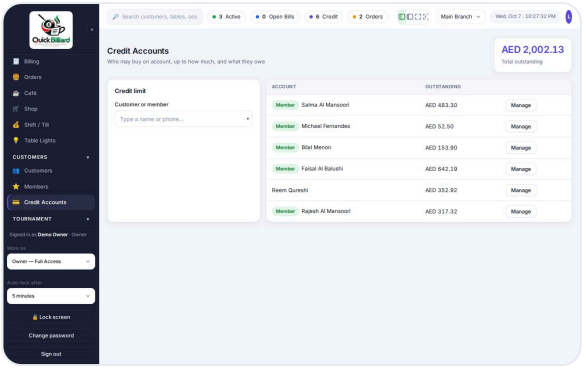


15 💳 Credit Accounts

Who may buy on account, up to how much, and what they owe.

HOW TO

1. Open a customer and set a credit limit.
2. Credit sales go onto their account.
3. “Manage” to record a payment or see the statement.



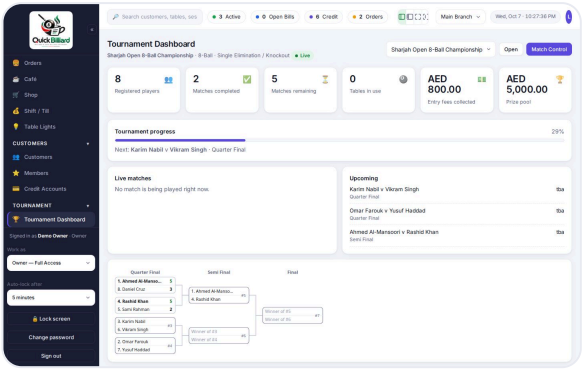
TOURNAMENT

16 🏆 Tournament Dashboard

Progress, live and upcoming matches for one event.

HOW TO

1. Pick the tournament to see players, matches done / remaining and tables in use.
2. Open “Match Control” to run it.

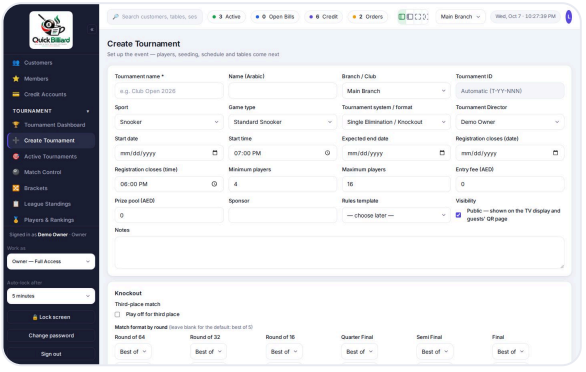


17 ➕ Create Tournament

Set up a new event in one form.

HOW TO

1. Name, sport, game and format (knockout, league, groups…).
2. Dates, maximum players, entry fee and prize pool.
3. Choose a rules template; tick Public to show it on the TV display.

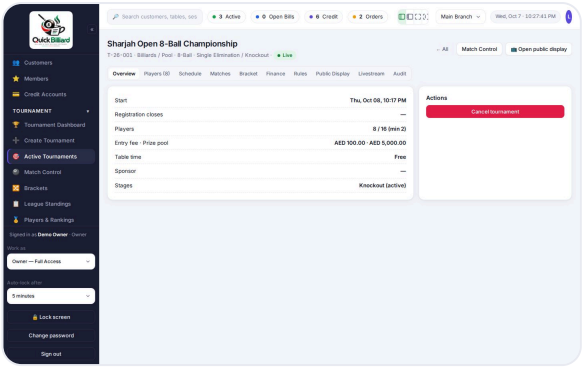


18 🎯 Active Tournaments

Events in registration, ready, live or just completed.

HOW TO

1. See status, players, matches and start time.
2. Click one to open it, or “+ Create tournament” for a new one.

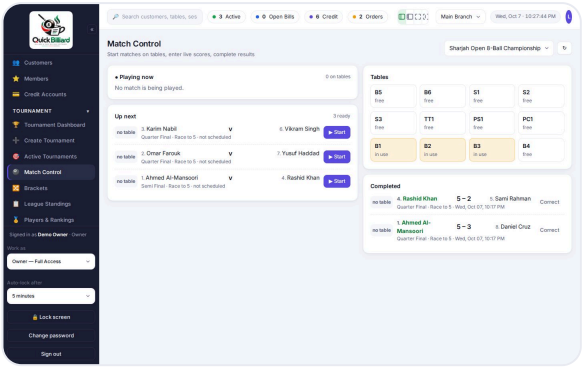


19 🎱 Match Control

Start matches, enter scores, complete results.

HOW TO

1. “Up next”: assign a table and press Start.
2. Enter the frame score when it ends — the bracket moves on by itself.
3. “Correct” a completed result if a mistake was made.

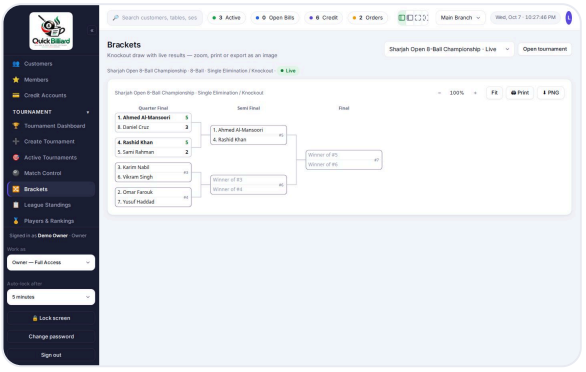


20 🔀 Brackets

The knockout draw with results.

HOW TO

1. Choose the tournament.
2. Zoom, Print or export as PNG for the notice board.

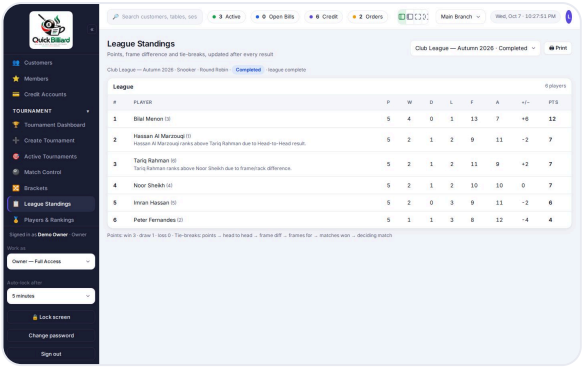


21 📊 League Standings

Points, frame difference and tie-breaks for leagues.

HOW TO

1. Pick the league — standings update after every result.
2. Print for the wall.

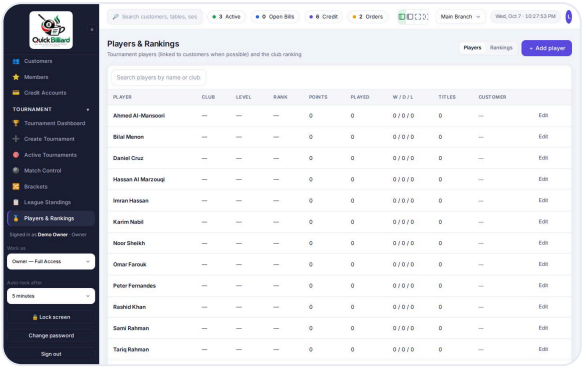


22 🏅 Players & Rankings

Tournament players (linked to customers) and the club ranking.

HOW TO

1. “+ Add player” or link an existing customer.
2. See played / won / titles for every player.

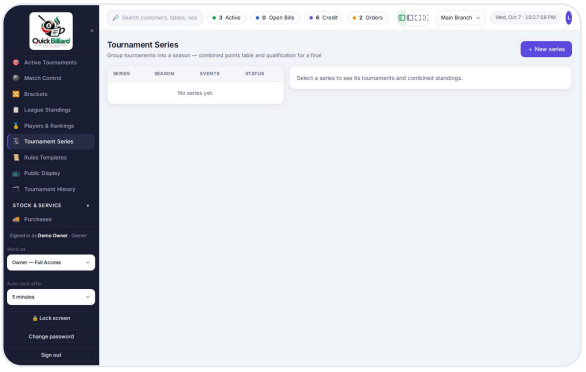


23 📚 Tournament Series

Group tournaments into a season with one combined points table.

HOW TO

1. “+ New series”, then add the tournaments to it.
2. Combined standings and qualification appear automatically.

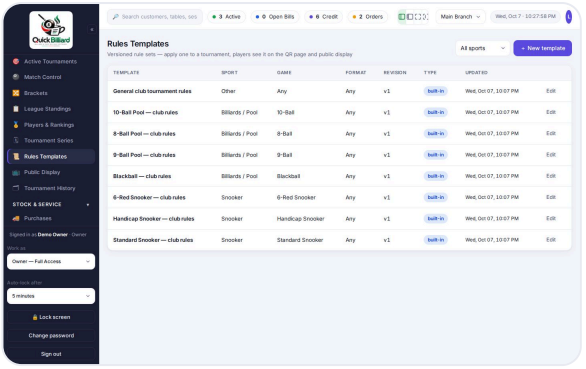


24 📜 Rules Templates

Versioned rule sets, printed on the QR page and the public display.

HOW TO

1. Use the built-in templates or “+ New template”.
2. Choose the template when creating a tournament.

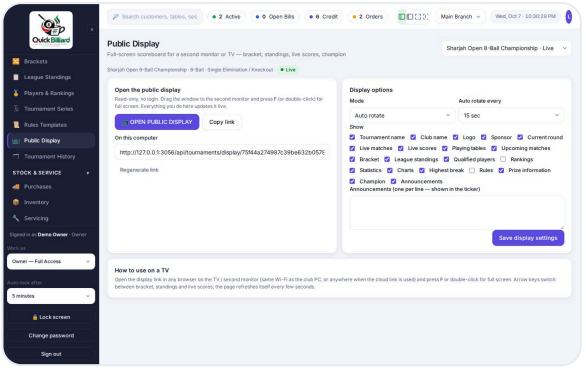


25 📺 Public Display

Full-screen scoreboard for a TV or second monitor.

HOW TO

1. Pick the tournament and what to show: bracket, standings, live scores…
2. “Open public display” here, or copy the link and open it in the TV’s browser.
3. Press F for full screen; the page refreshes itself.

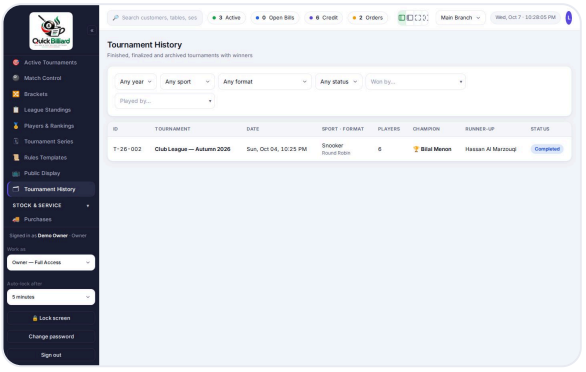


26 🗂 Tournament History

Finished and archived events with their winners.

HOW TO

1. Filter by year, sport or format.
2. Open any event to review the results.



STOCK & SERVICE

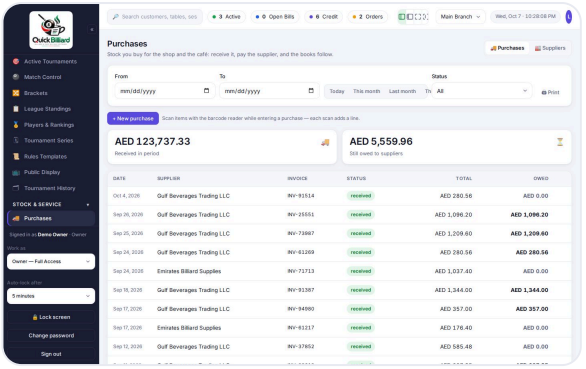
27 📦 Purchases

Stock you buy for the shop and café — receive it, pay for it, and the books follow.

HOW TO

1. “+ New purchase”: supplier, items and prices.
2. Receive the goods — stock goes up.
3. Record the payment; “Owed” shows what is still outstanding.

> **Tip:** The Suppliers tab keeps each supplier’s details and balance.

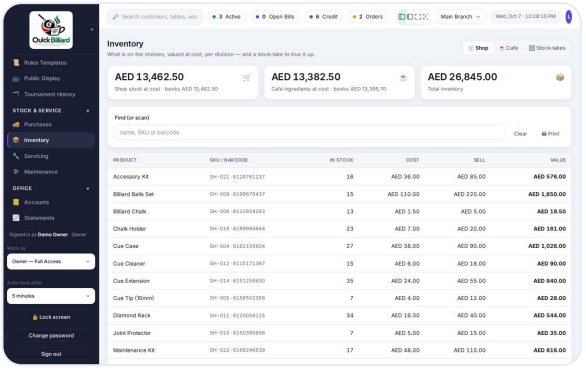


28 📋 Inventory

What is on the shelves, valued at cost.

HOW TO

1. Switch between Shop and Café.
2. Search by name, SKU or barcode.
3. “Stock-takes” to count and correct quantities.

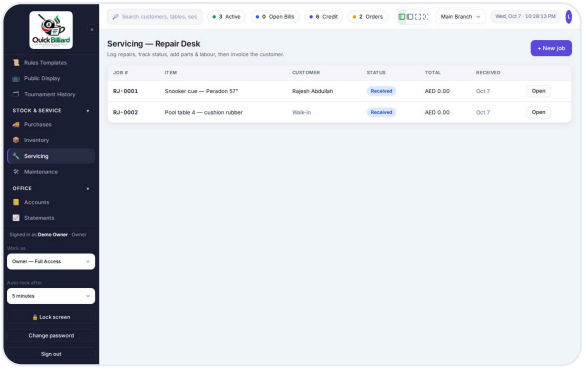


29 🔧 Servicing

Repair jobs for customers’ cues and equipment.

HOW TO

1. “+ New job”: item, problem, customer and technician.
2. Add parts and labour as you go.
3. Mark it Ready and invoice the customer.

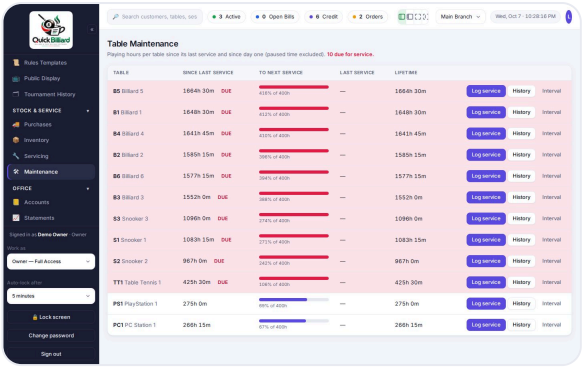


30 🛠 Maintenance

Playing hours per table since its last service.

HOW TO

1. Set a service interval for each table.
2. “Log service” when the cloth or cushions are done.
3. “History” shows past work.



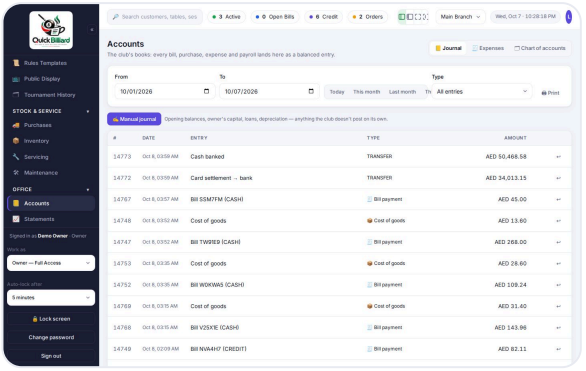
OFFICE

31 📒 Accounts

The club’s books — every bill, purchase, expense and payroll lands here as a balanced entry.

HOW TO

1. Journal shows entries by date and type.
2. “Expenses” to record rent, utilities and other costs.
3. “Manual journal” for anything else; “Chart of accounts” to see the ledgers.

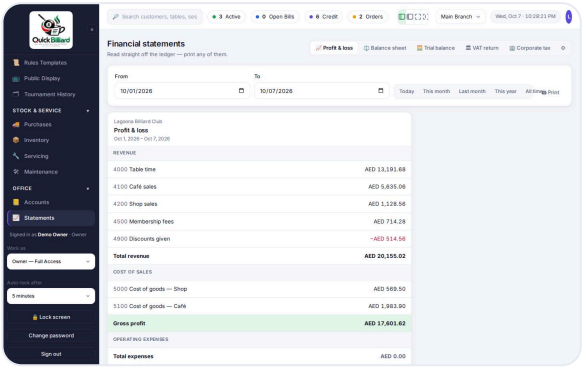


32 📑 Statements

Profit & loss, balance sheet, trial balance, VAT return and corporate tax.

HOW TO

1. Pick a date range.
2. Choose the statement.
3. Print or save as PDF for your accountant.

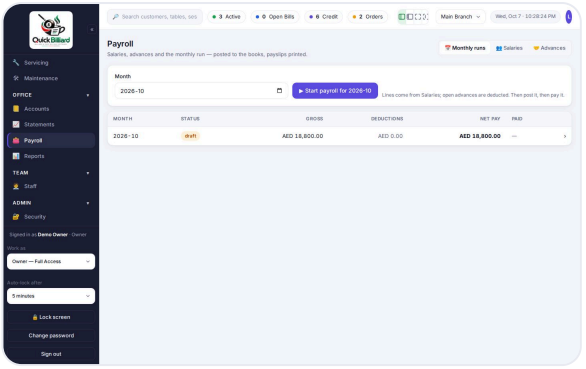


33 💵 Payroll

Salaries, advances and the monthly run — posted to the books, payslips printed.

HOW TO

1. “Salaries”: set basic pay and allowances per staff member.
2. “Advances” for mid-month payments.
3. “Start payroll” for the month, check the lines, post it, then pay.

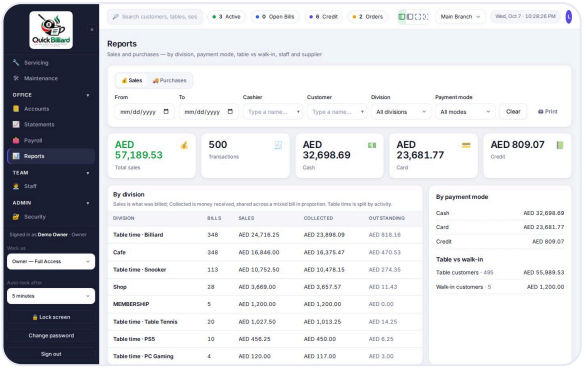


34 📈 Reports

Sales and purchases by division, payment mode, table, walk-in vs customer, staff and supplier.

HOW TO

1. Set the date range and filters.
2. Switch between Sales and Purchases.
3. Print the report.



TEAM

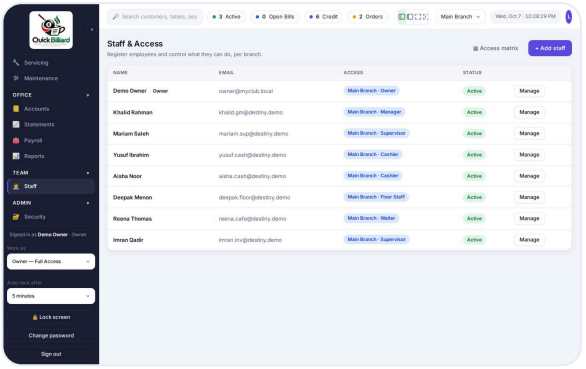
35 🧑‍💼 Staff

Register employees, control what they can do per branch, and share the Staff app.

HOW TO

1. “+ Add staff”: name, email, photo and a one-time password (or type one).
2. Assign a role per branch — Cashier, Waiter, Kitchen, Supervisor, Manager…
3. The “Staff app” card shows the link and QR: waiters install it on the club Wi-Fi, managers and owners can use it anywhere.
4. “Access matrix” / Custom Access to fine-tune permissions.

> **Tip:** A Kitchen account opens straight on the Kitchen Display.



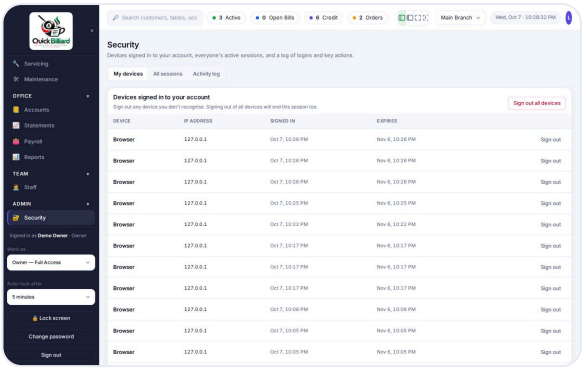
ADMIN

36 🔒 Security

Devices signed in, everyone's sessions and the activity log.

HOW TO

1. "My devices": sign out a device you do not recognise.
2. "All sessions" for the whole team.
3. "Activity log" shows who did what, and when.



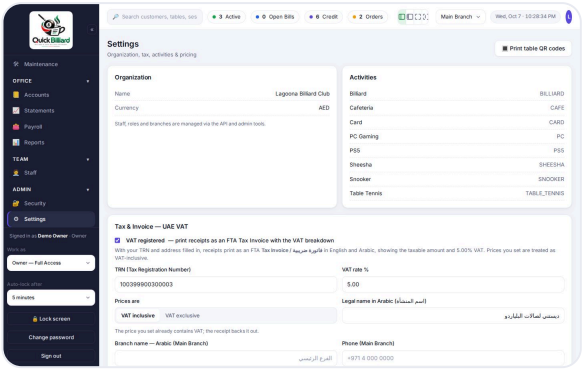
37 ⚙️ Settings

Club details, activities, tax & invoice and printing.

HOW TO

1. Organization name, currency and logo.
2. Turn activities on: billiard, snooker, PlayStation, café…
3. Tax & Invoice: TRN, VAT %, prices inclusive or exclusive, Arabic legal name.

> **Tip:** "Print table QR codes" lets guests order from their phones.

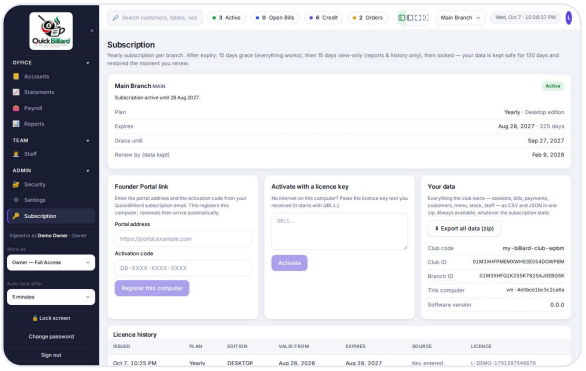


38 🪪 Subscription

Your yearly subscription — status, expiry, activation and data export.

HOW TO

1. Enter the Portal address and the Activation code you received — the licence activates.
2. Renewals arrive automatically; paste a licence key if the PC is offline.
3. "Export all data" for a full backup.



Need help?

Our team answers every working day.