

Captain guide

Exonita POS · Restaurant

Take a table's order on your phone, send it to the kitchen, add to it, move guests to another table and ask the counter for the bill.

Screens captured 13 October 2026

Latest version online: <https://docs.exonita.com/billing/captain>

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What you can do

- See every table and which ones are free
- Take an order and add notes for the kitchen
- Send dishes to the kitchen
- Move a table's order to another table
- Ask the counter for the bill

Ask your administrator

- Taking payment, discounts and cancelling bills are done at the counter by the cashier.
- If a dish shows **Not available**, tell the guest and ask the kitchen when it will be back.

Your administrator can change what your login can see. If a button in this guide is missing for you, ask them.

TASK 1

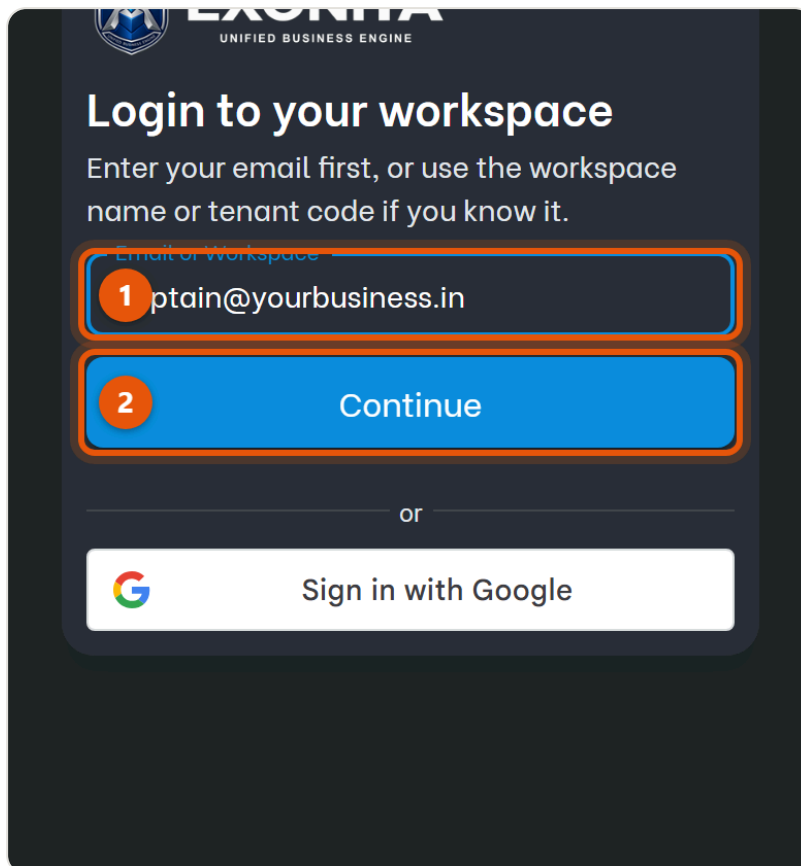
Sign in on your phone

Open the Captain screen with your own login.

WHERE Your phone's browser

- 1 Open the address your manager gave you in your phone's browser. Enter your email in **Email or Workspace** and select **Continue**, then enter your password.

You'll see: You are signed in.



TIP

Add the page to your home screen so it opens like an app next time.

TASK 2

Open your tables

See which tables are free and which have guests.

WHERE Captain (table orders)

1 Open **Captain (table orders)**.

You'll see: Your tables appear. **Free** tables are green; **Occupied** and **reserved** tables are red.



TASK 3

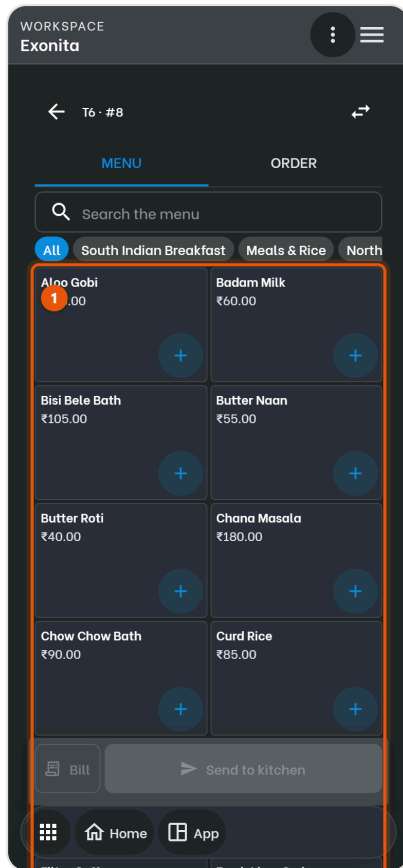
Take an order

Add what the guests ordered to their table.

WHERE Captain → table

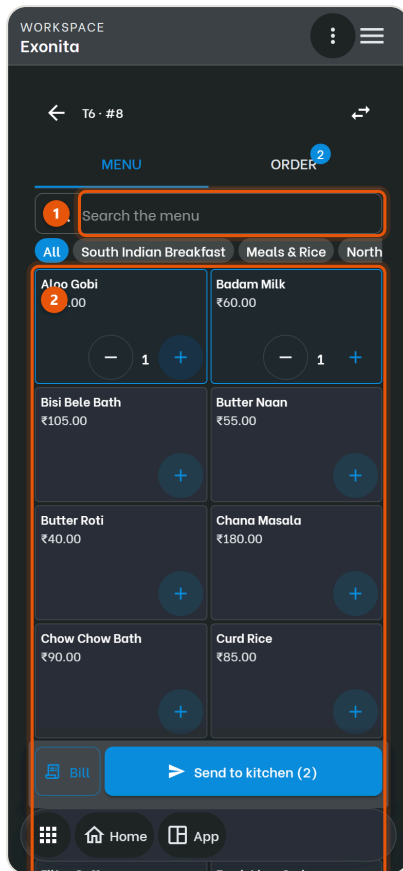
1 Tap the guests' table.

You'll see: The table's menu opens. The counter and the kitchen see the order straight away.



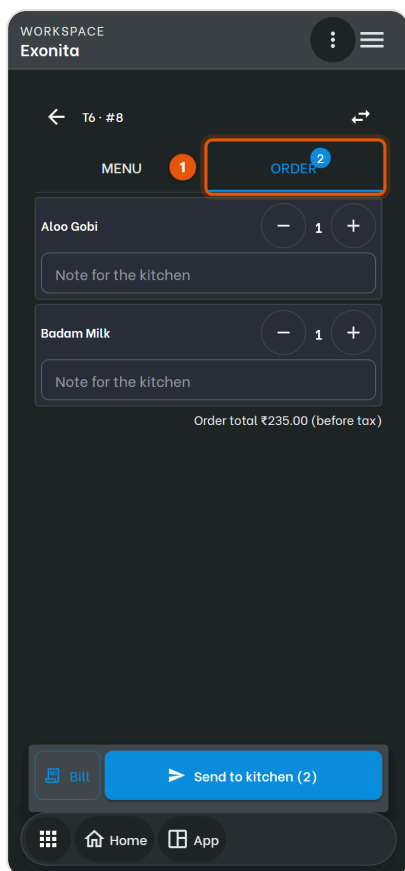
2 Tap a dish to add it, and tap again to add one more. Use **Search the menu** or a category to find it fast.

You'll see: The count on the **Order** tab goes up.



- 3 Tap the **Order** tab to check the order. Use + and – to change quantities, and add a **Note for the kitchen** if the guest asks for something special.

You'll see: The order shows each dish with its quantity.



TIP

Notes go to the kitchen on the ticket, for example **less spicy** or **no onion** .

TASK 4

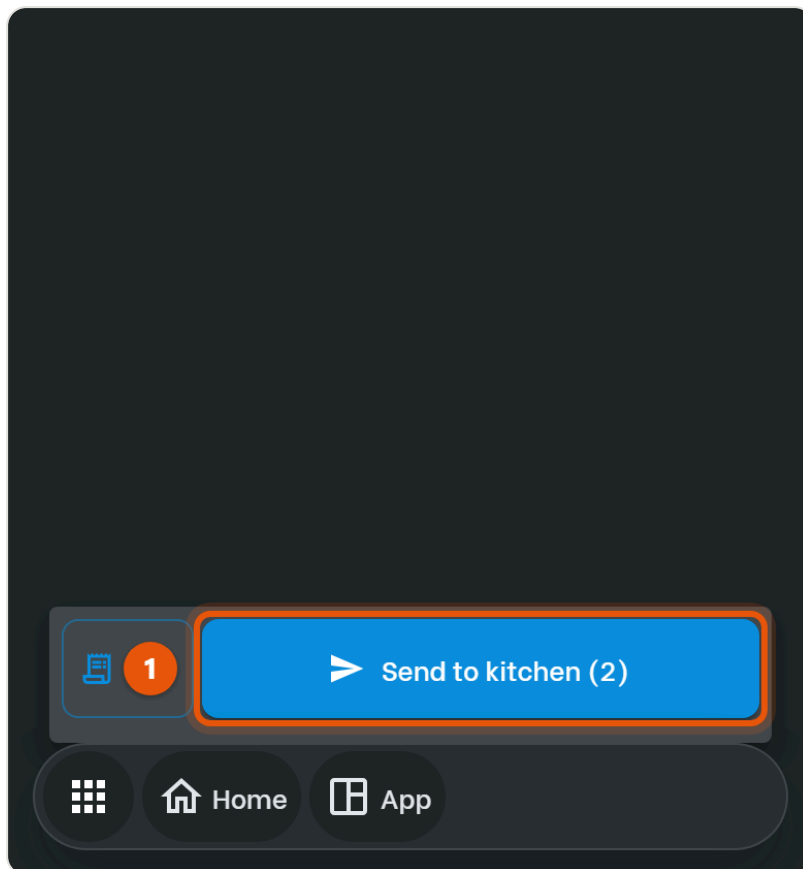
Send the order to the kitchen

Print the order at the right kitchen station.

WHERE Captain → table → Order

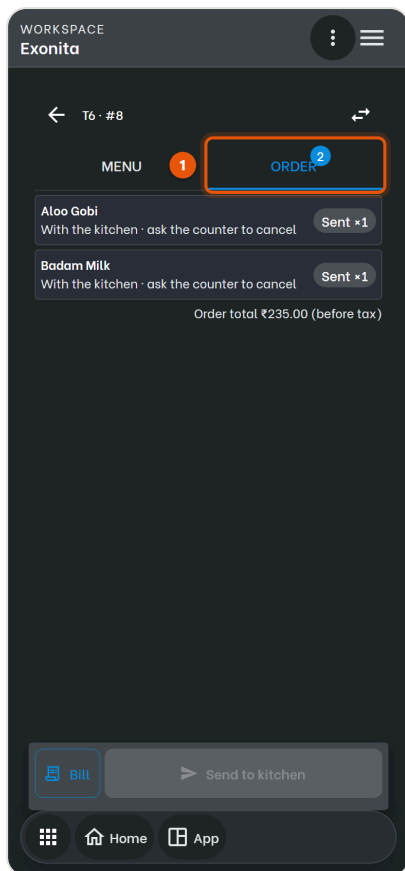
1 Tap **Send to kitchen**.

You'll see: The ticket prints at the right kitchen station. Sent dishes are marked **Sent** x with their quantity.



2 Check that the dishes now show as sent.

You'll see: The order is with the kitchen.



TASK 5

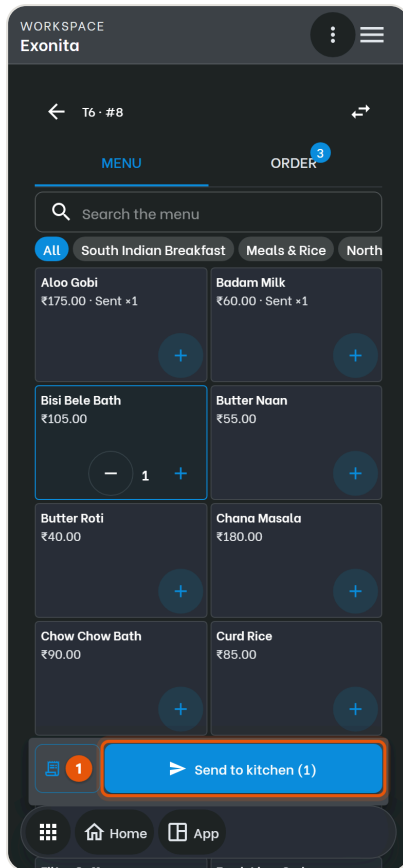
Add to a running order

Guests ordered more after the first round.

WHERE Captain → table

1 Open the same table, tap **Menu**, add the new dishes and tap **Send to kitchen** again.

You'll see: Only the new dishes go to the kitchen.



TASK 6

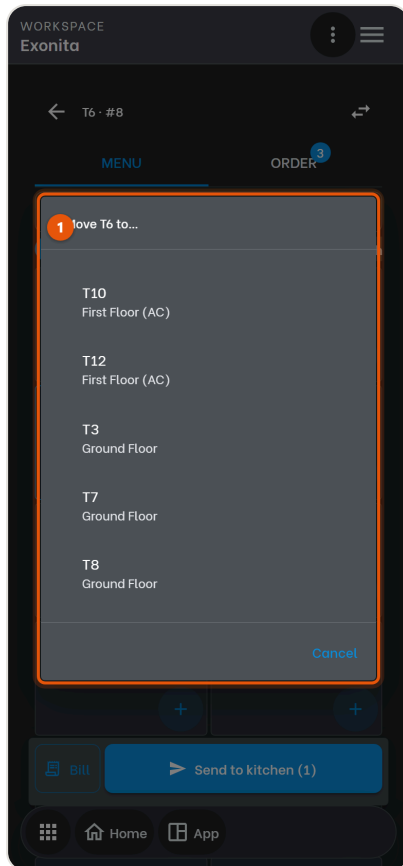
Move guests to another table

Keep the order when guests change tables.

WHERE Captain → table

1 Tap the **Move table** icon at the top, then choose the new table.

You'll see: The order moves to the new table, and the old table is free again.



TIP

Only free tables are listed.

TASK 7

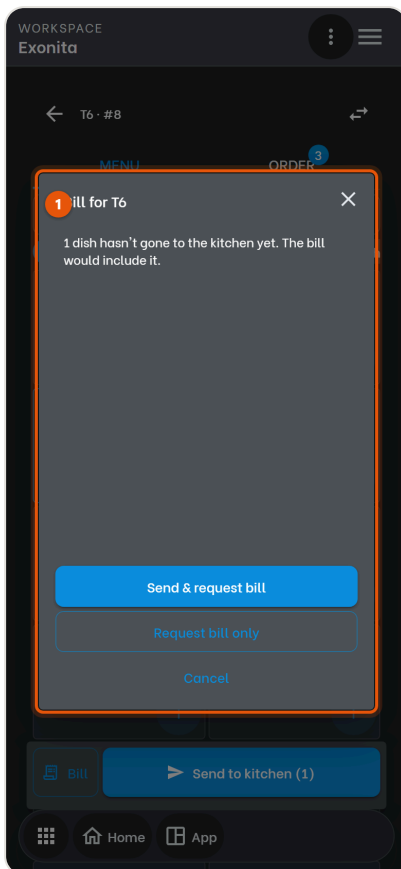
Ask for the bill

Tell the counter the guests are ready to pay.

WHERE Captain → table → Order

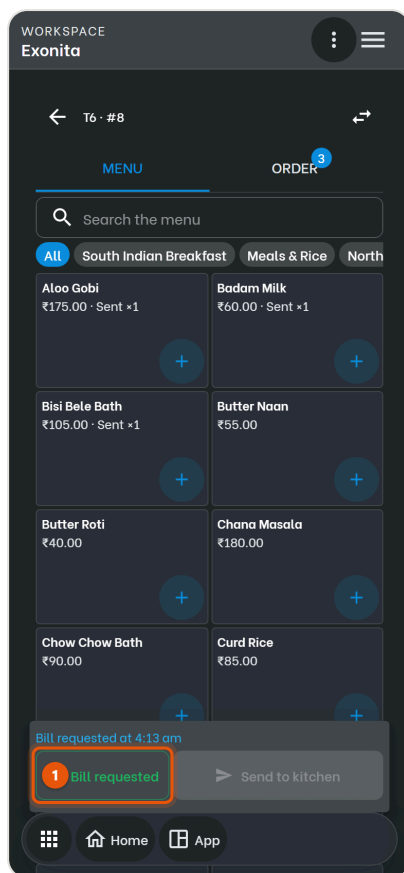
1 When the guests are done, tap **Bill**.

You'll see: If some dishes were never sent, you're asked whether to **Send & request bill** or **Request bill only**.



2 Confirm.

You'll see: The button changes to **Bill requested** with the time, and the counter prints the bill.



IMPORTANT

You can't take payment on the Captain screen. The cashier settles the bill at the counter.