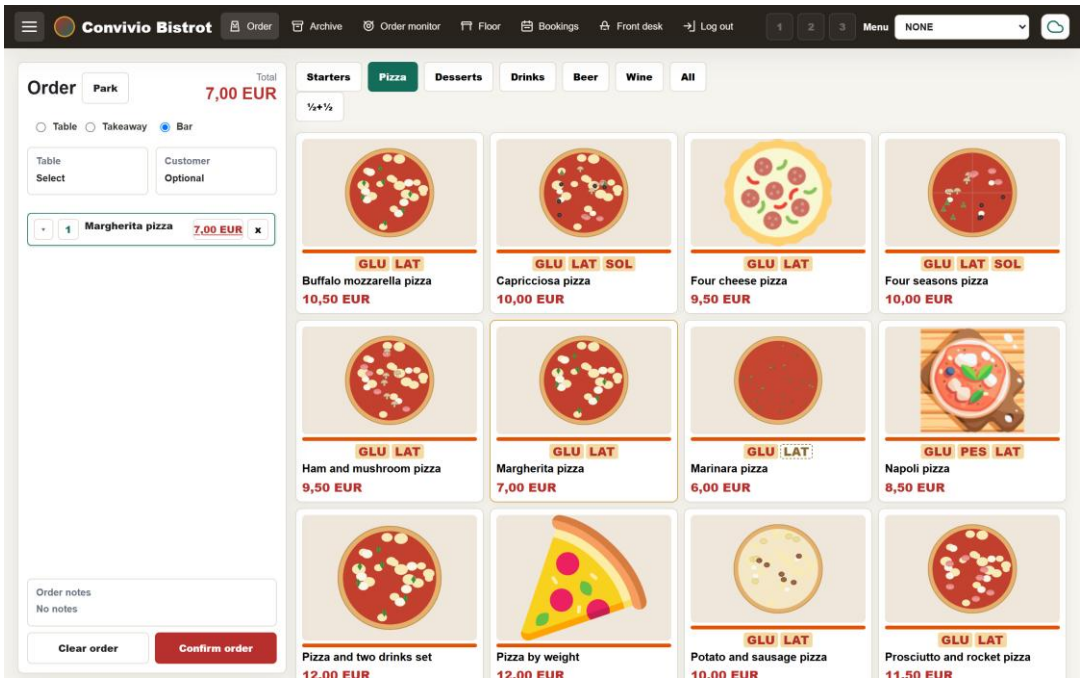
Configuration manual

ConvivioPOS | 2026 edition | Updated 14/10/2026

This guide covers the initial setup of the business, operators, menus, rooms, printers, payments and fiscal functions. Following the suggested order reduces commissioning errors.



Illustrated catalogue

Examples use demonstration data. Visible functions and controls depend on operator permissions and venue settings.

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Recommended configuration order

1. General configuration and operating day

2. Operators roles and languages

3. Departments dish types items variants and menus

4. Rooms tables and order modes

5. Payment types printers and layouts

6. Fiscal printer scales and barcode readers

7. End to end order print and payment test

Identity and general settings

In Configuration set the application title, business name, default language, operating day cut off, payment behavior and room options. A business logo can replace the default header mark while the favicon and launcher retain the ConvivioPOS identity.

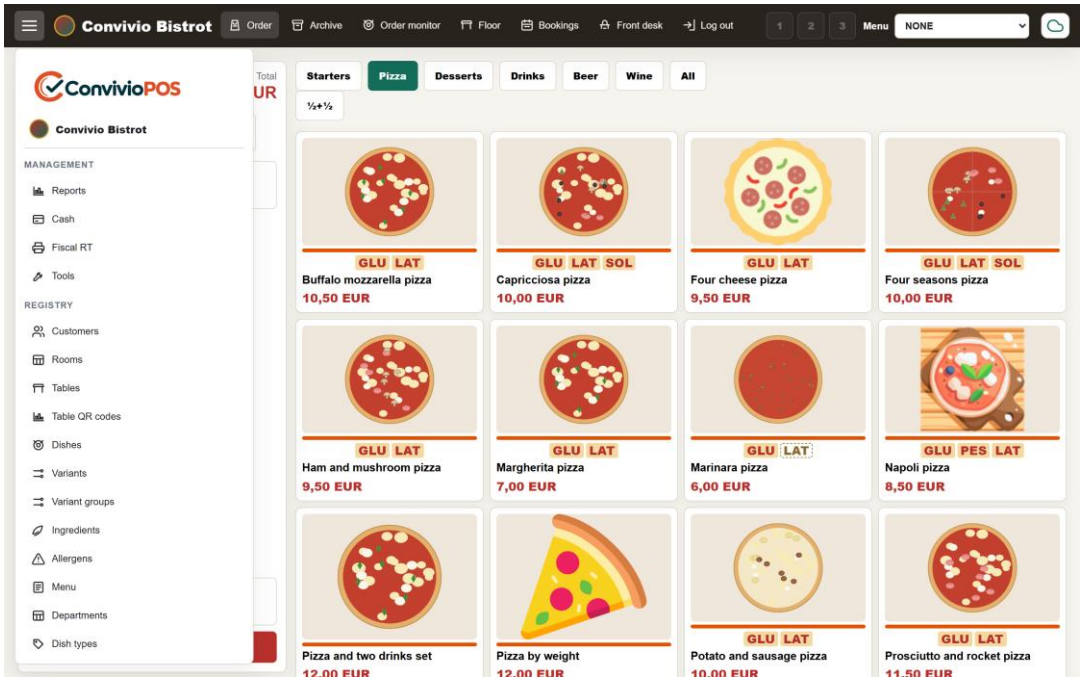


Figure — Dropdown menu

Standard, menu-specific and temporary prices

1. For the standard price open side menu > Dishes, find the dish, click Edit, change Price and Save changes. Check the new amount in the list and in a new order.
2. For a specific list, open Menu and dedicated prices in the same dish form, assign the menu and price, save, and test the Menu filter in Order. Clicking an amount on an order line changes only that order.

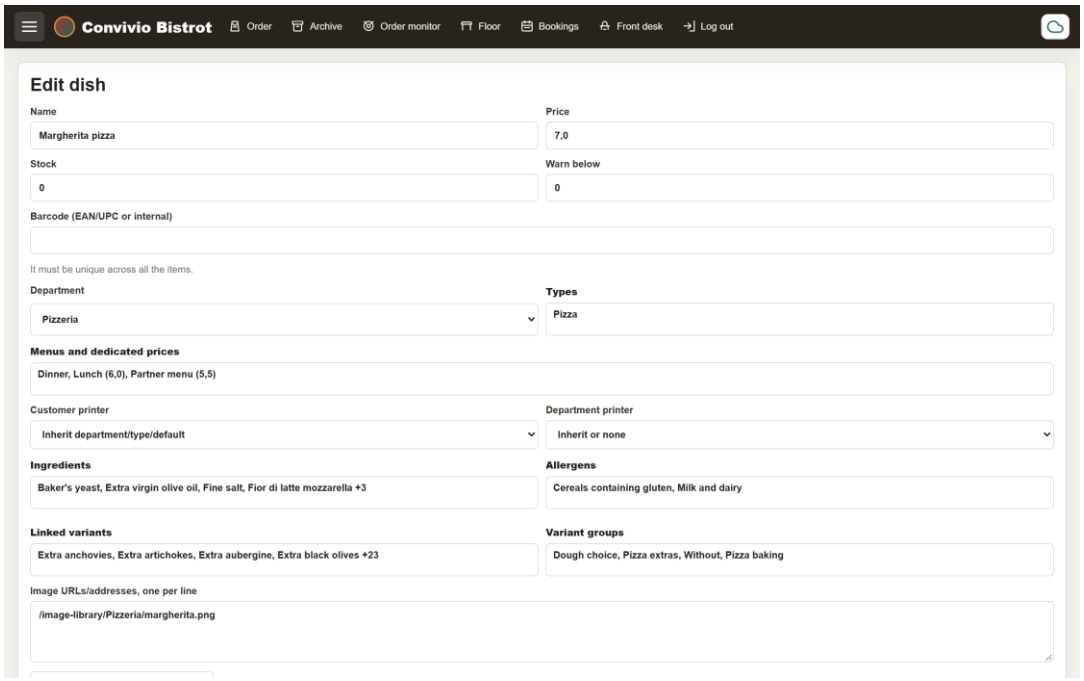


Figure 1 — Standard, menu-specific and temporary prices

Create and expose a variant

1. Open Variants > New. Enter Name, optional linked Ingredient, Add price and Remove price; choose General variant or restrict by Departments/Types, add icon and notes, then save.
2. Open Dishes > Edit for the relevant dish. Select the new option under Associated variants, link a Variant group if needed, set Required variant when appropriate and save. In a new order expand the line, click Variants, then verify selection and total.

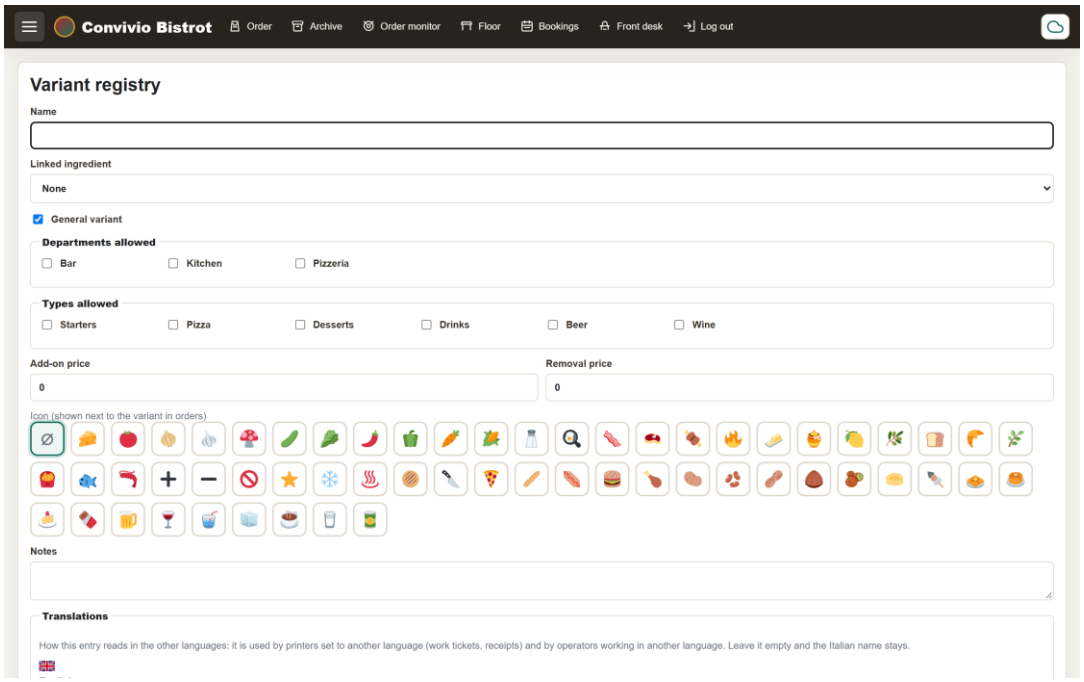


Figure 2 — Create and expose a variant

Printers and printing

For Windows standard printing, leave the address empty for the default printer or enter its exact Windows name. Ethernet ESC POS normally uses port 9100. Serial ESC POS requires matching COM port, baud rate, data bits, parity, stop bits and flow control.

Always run Test in Printers. Configure layouts and print language; kitchen print language is independent from the operator interface language.

Payments and fiscal printer

Create payment types and identify cash methods. Connect the payment terminal when used. Configure the fiscal printer protocol, address and tax rates. Before opening, test one order, printing, split payment and commercial document.

Prepare reports

In Operators grant Reports only to authorized roles. Mark card, POS and other non-drawer payments as electronic in Payment types; prepare income and expense reasons in Cash reasons. Configure the report printer and its language; for Send email set service and recipients in Configuration > Email. Create a test order,

calculate a Daily report and reconcile Total, Outstanding and Cash in drawer with Archive and Cash. Report dates are calendar days, independent of the operating-day cutoff.

Network HTTPS and offline use

Use HTTPS on mobile devices, install the CA and add the app to the Home screen. Previously opened reservations can work offline and synchronize when the network returns. Check the cloud indicator and pending queue before shutdown.

Full test before opening

Sign in as a regular operator and check that only authorized functions appear. Create a test order for every active mode: table, takeaway and bar. Review quantities, variants, allergens, courses and total before confirmation.

Check output at every relevant printer and the kitchen language. Test cash, electronic and split payments. If the fiscal printer is enabled, check fiscal outcome and order archive. Reverse test transactions under the venue's fiscal procedure.

Configuration screens

Business archives

Path: /attivita

Create an empty archive, clone selected data or import a .db file, then activate the intended business. Back up before renaming or removing and check the name shown in the menu.

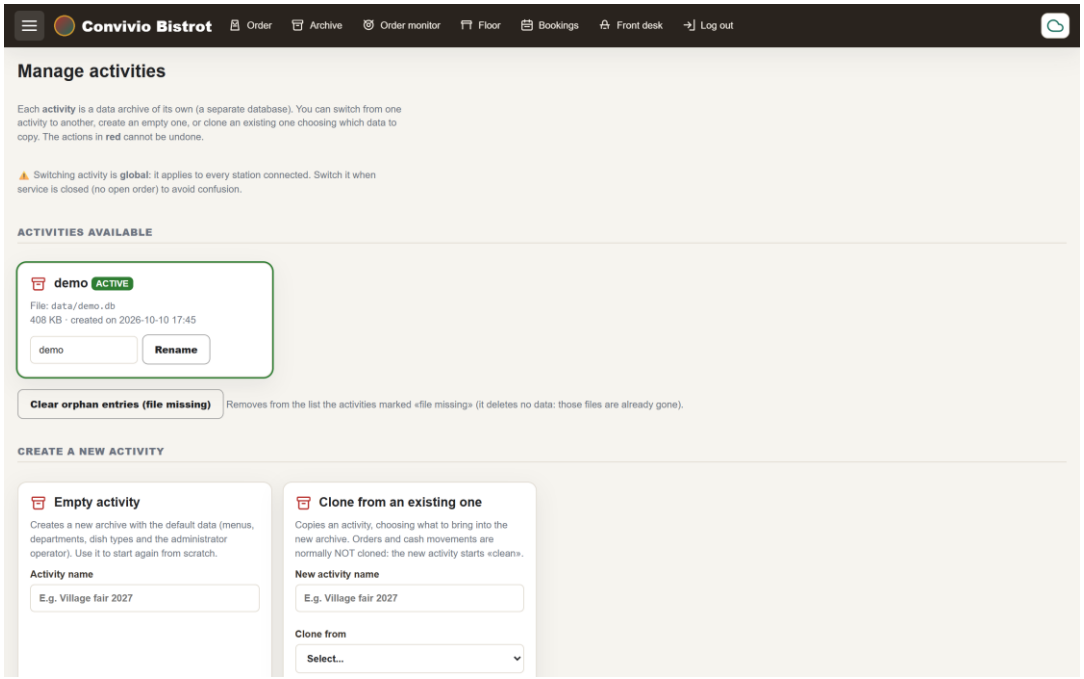


Figure 1 — Business archives

General settings

Path: /configurazione

Set business name, title, icon, touch sizes, item grid, operating day and live updates. Save, reopen the page and verify the values.

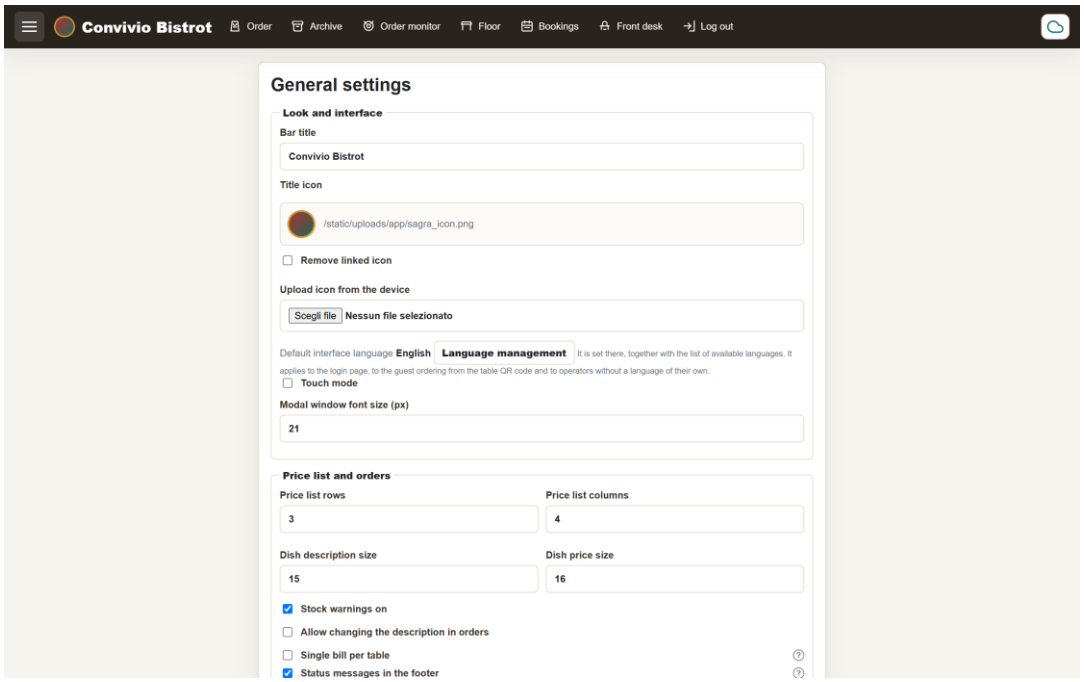


Figure 2 — General settings

Languages

Path: /multilingua

Enable supported languages, choose a default and assign each operator's interface language. If using automatic name translation, configure the service and review missing names.

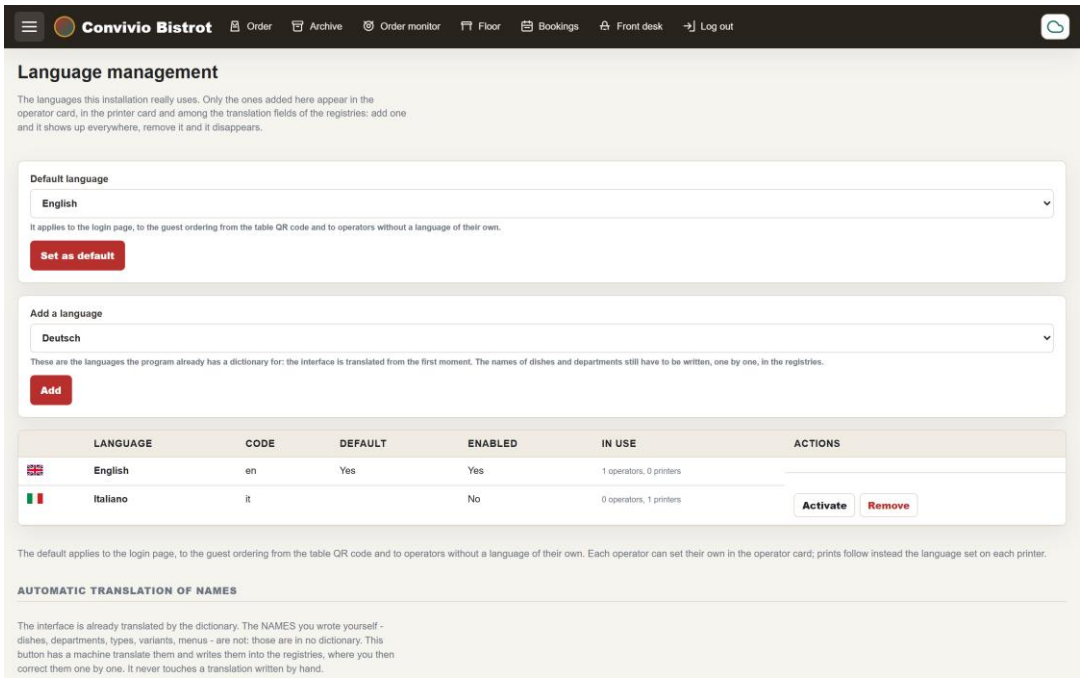


Figure 3 — Languages

Operators and permissions

Path: /operatori

Create one account per person with password, language and permissions for orders, cash, room and settings. Sign in with a test account to verify access.

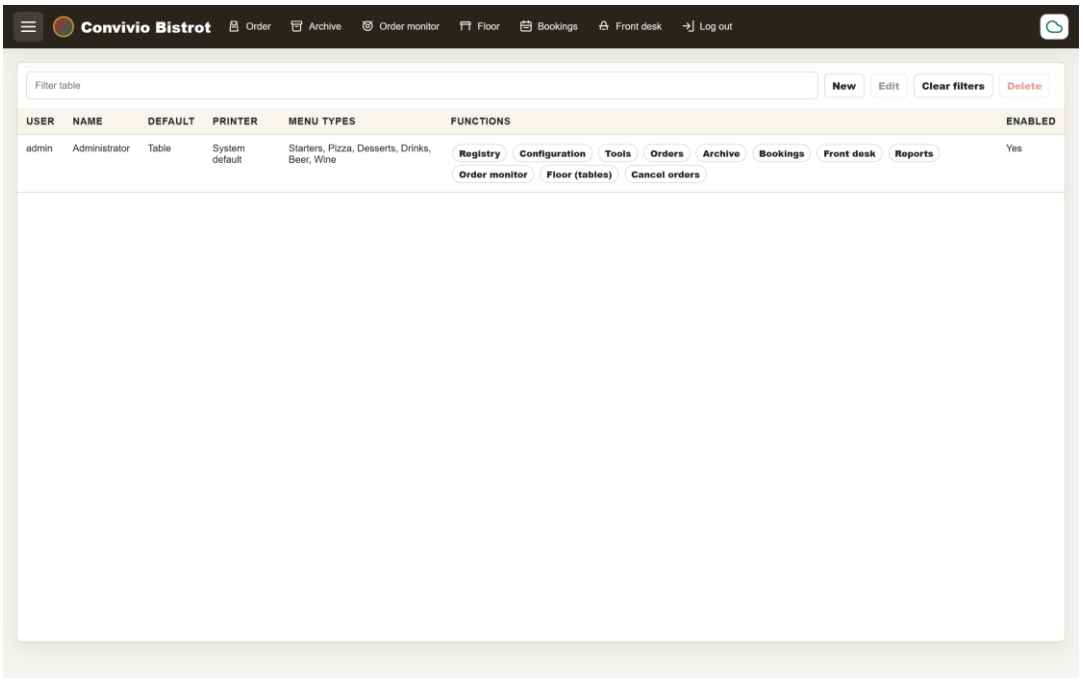


Figure 4 — Operators and permissions

Customers

Path: /clienti

Create or update customer records used by takeaway, reservations and receipts. Search before adding to avoid duplicate records.

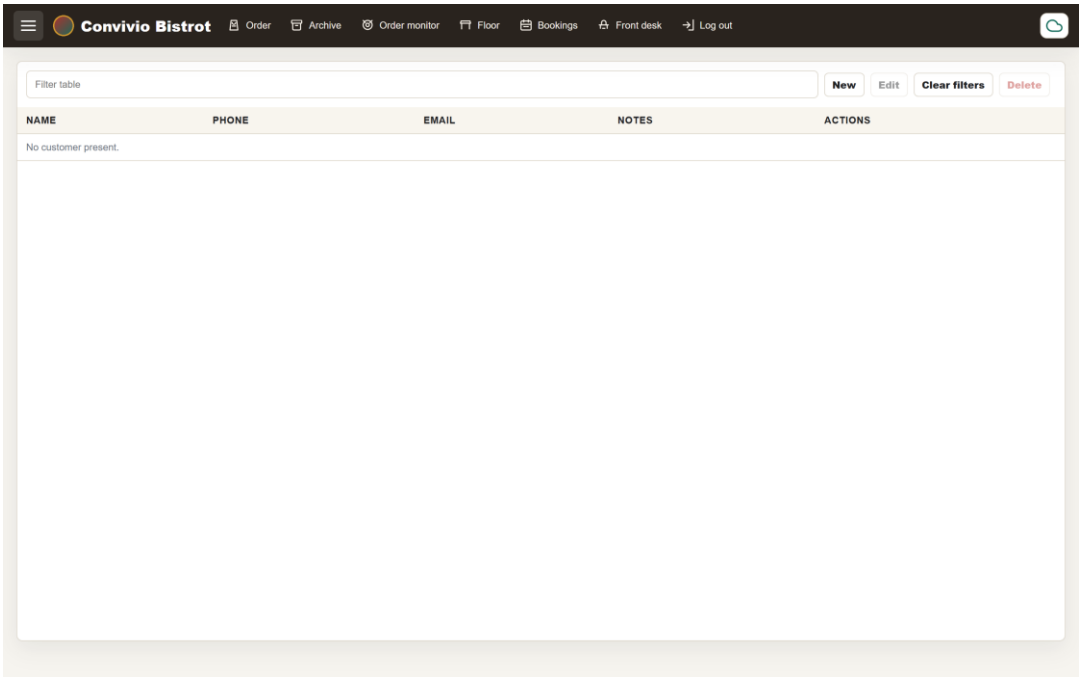


Figure 5 — Customers

Rooms and floor plan

Path: /sale

Create rooms and arrange tables in the plan editor. Match table number, capacity and position to the real venue.

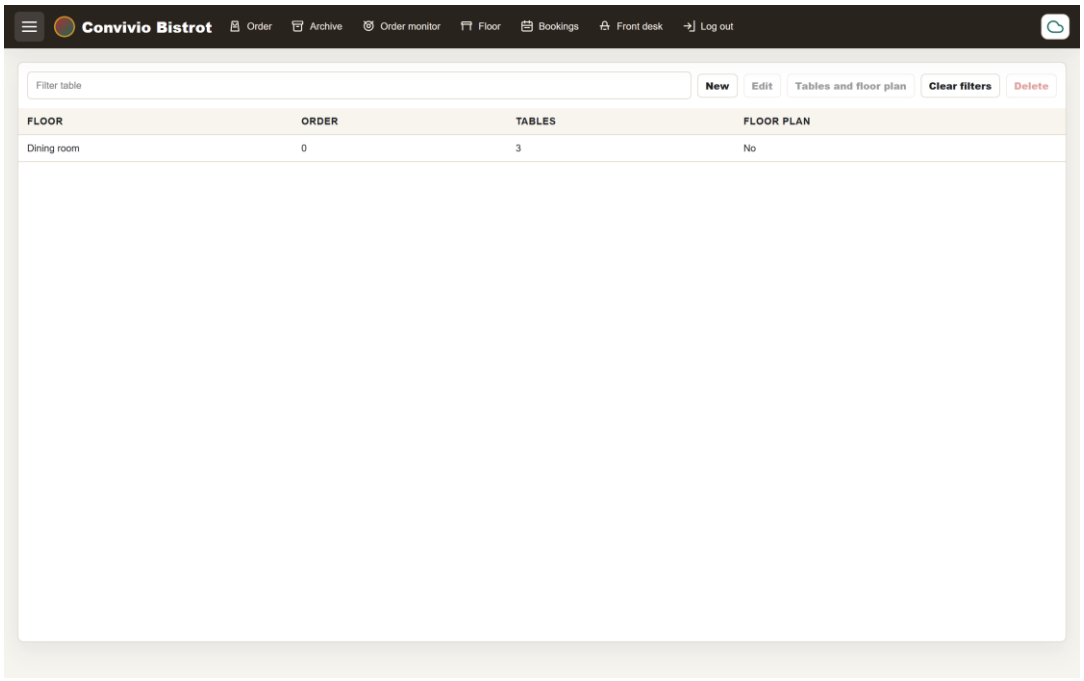


Figure 6 — Rooms and floor plan

Tables and QR

Path: /tavoli

Add tables individually or as a range in Utilities, assigning room and seats. Print a table QR and scan it to verify guest ordering.

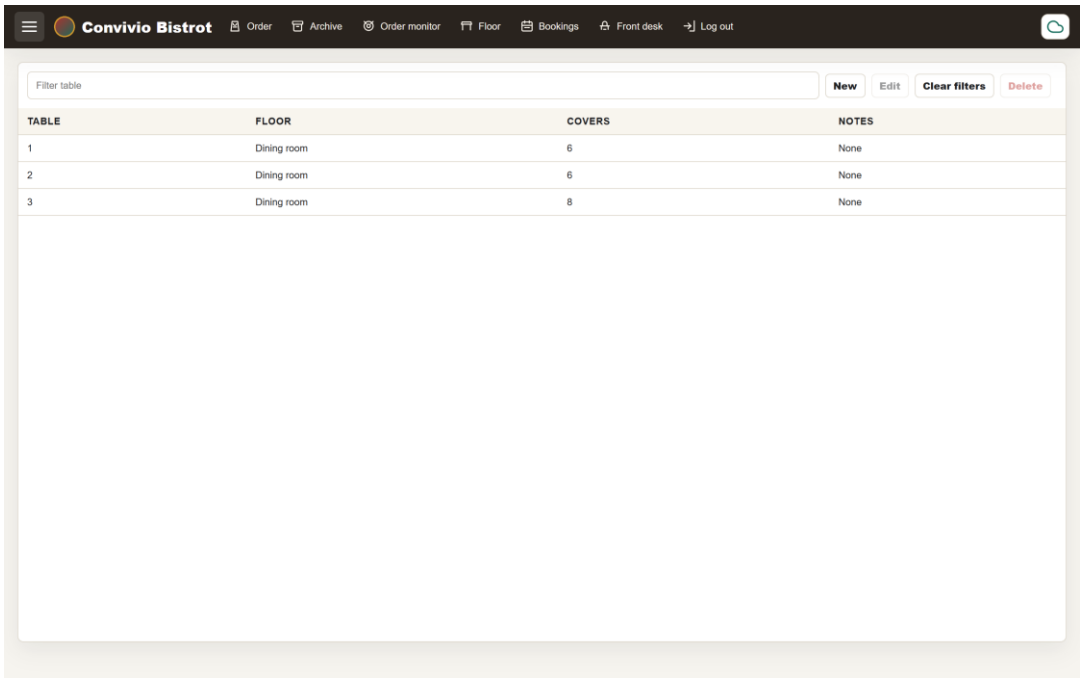


Figure 7 — Tables and QR

Departments and dish types

Path: /reparti and /tipi-piatti

Define production departments and dish categories before items. Check each item's production printer and fiscal department.

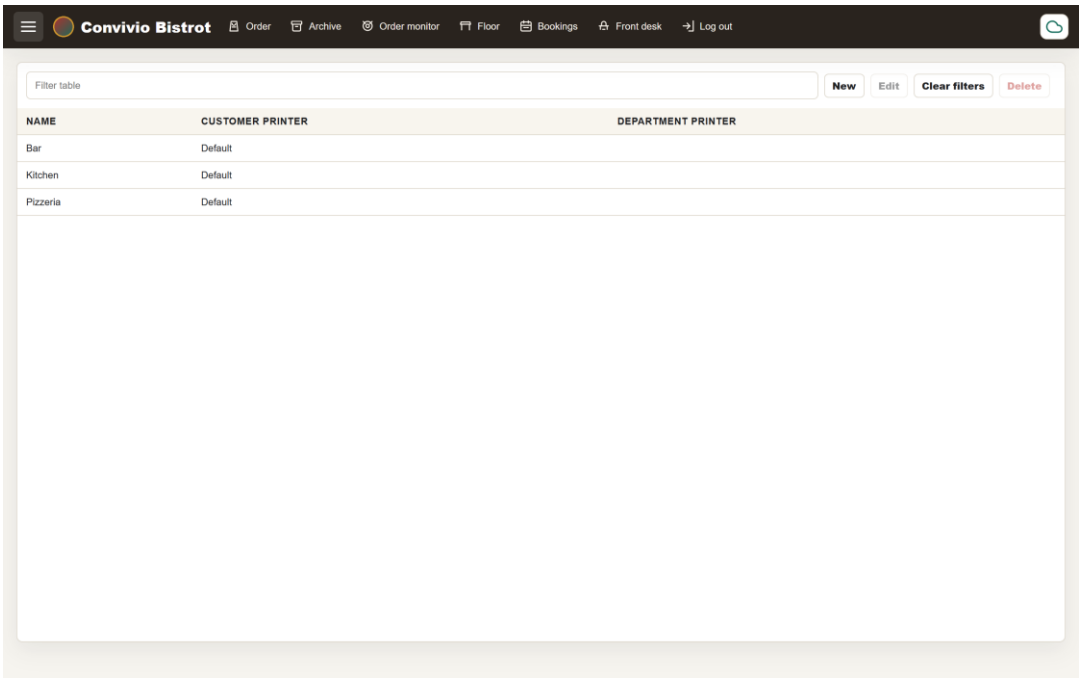


Figure 8 — Departments and dish types

Ingredients recipes and stock

Path: /ingredienti

Create ingredients, units and stock, then link them to dish recipes. Enable availability alerts and test a low stock threshold.

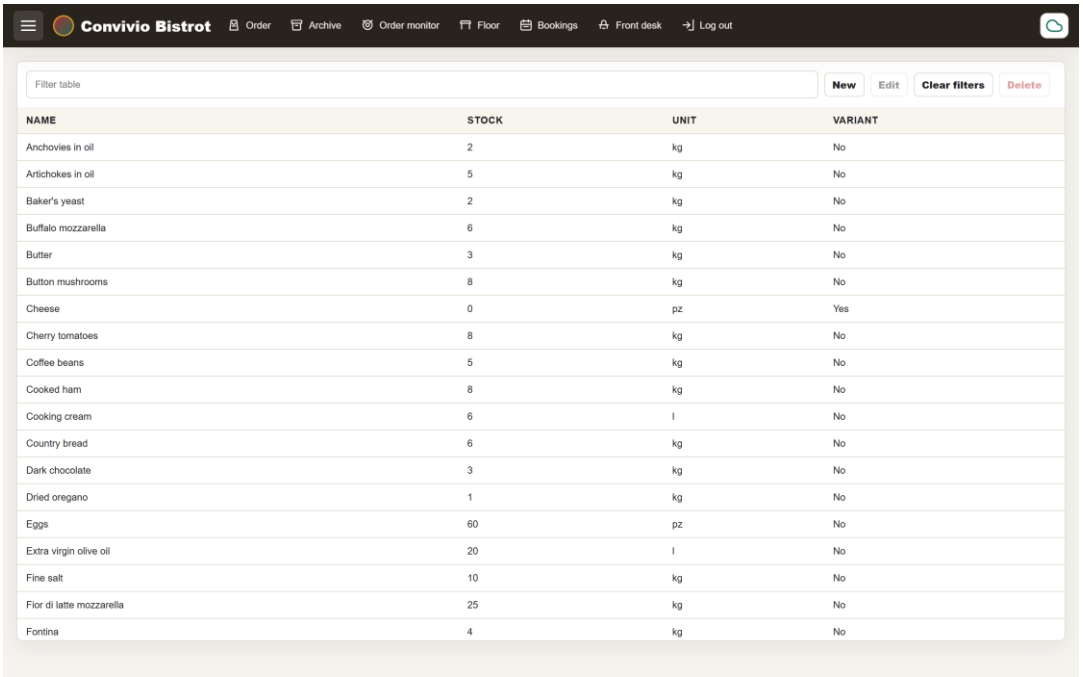
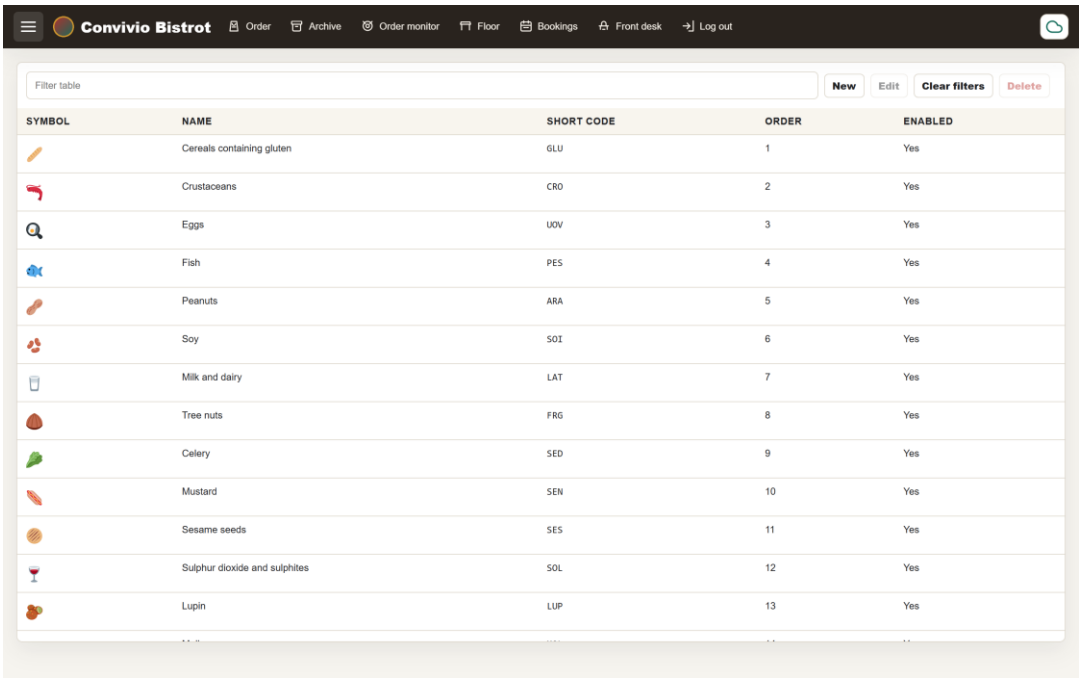


Figure 9 — Ingredients recipes and stock

Allergens

Path: /allergeni

Configure EU allergens and declare their presence in ingredients or dishes. Check allergens derived from recipes and their appearance in orders and prints.



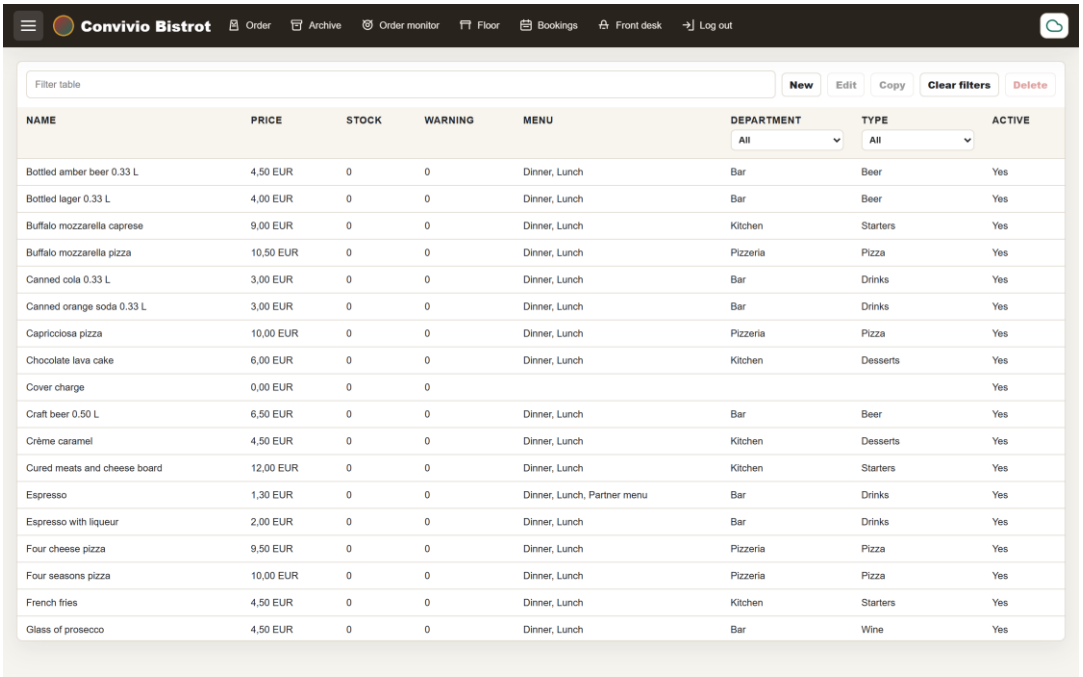
SYMBOL	NAME	SHORT CODE	ORDER	ENABLED
	Cereals containing gluten	GLU	1	Yes
	Crustaceans	CRO	2	Yes
	Eggs	UOV	3	Yes
	Fish	PES	4	Yes
	Peanuts	ARA	5	Yes
	Soy	SOI	6	Yes
	Milk and dairy	LAT	7	Yes
	Tree nuts	FRG	8	Yes
	Celery	SED	9	Yes
	Mustard	SEN	10	Yes
	Sesame seeds	SES	11	Yes
	Sulphur dioxide and sulphites	SOL	12	Yes
	Lupin	LUP	13	Yes

Figure 10 — Allergens

Dishes and items

Path: /piatti

Enter name, price, menu, department, VAT, image and availability. Configure bills of materials for composite dishes and weight or barcode for weighted items; use Copy for similar dishes.



NAME	PRICE	STOCK	WARNING	MENU	DEPARTMENT (All)	TYPE (All)	ACTIVE
Bottled amber beer 0.33 L	4,50 EUR	0	0	Dinner, Lunch	Bar	Beer	Yes
Bottled lager 0.33 L	4,00 EUR	0	0	Dinner, Lunch	Bar	Beer	Yes
Buffalo mozzarella caprese	9,00 EUR	0	0	Dinner, Lunch	Kitchen	Starters	Yes
Buffalo mozzarella pizza	10,50 EUR	0	0	Dinner, Lunch	Pizzeria	Pizza	Yes
Canned cola 0.33 L	3,00 EUR	0	0	Dinner, Lunch	Bar	Drinks	Yes
Canned orange soda 0.33 L	3,00 EUR	0	0	Dinner, Lunch	Bar	Drinks	Yes
Capricciosa pizza	10,00 EUR	0	0	Dinner, Lunch	Pizzeria	Pizza	Yes
Chocolate lava cake	6,00 EUR	0	0	Dinner, Lunch	Kitchen	Desserts	Yes
Cover charge	0,00 EUR	0	0				Yes
Craft beer 0.50 L	6,50 EUR	0	0	Dinner, Lunch	Bar	Beer	Yes
Crème caramel	4,50 EUR	0	0	Dinner, Lunch	Kitchen	Desserts	Yes
Cured meats and cheese board	12,00 EUR	0	0	Dinner, Lunch	Kitchen	Starters	Yes
Espresso	1,30 EUR	0	0	Dinner, Lunch, Partner menu	Bar	Drinks	Yes
Espresso with liqueur	2,00 EUR	0	0	Dinner, Lunch	Bar	Drinks	Yes
Four cheese pizza	9,50 EUR	0	0	Dinner, Lunch	Pizzeria	Pizza	Yes
Four seasons pizza	10,00 EUR	0	0	Dinner, Lunch	Pizzeria	Pizza	Yes
French fries	4,50 EUR	0	0	Dinner, Lunch	Kitchen	Starters	Yes
Glass of prosecco	4,50 EUR	0	0	Dinner, Lunch	Bar	Wine	Yes

Figure 11 — Dishes and items

Variants and groups

Path: /varianti and /gruppi-varianti

Create choices and groups with selection rules, surcharges and print symbols. Assign groups to dishes and test half and half pizza where offered.

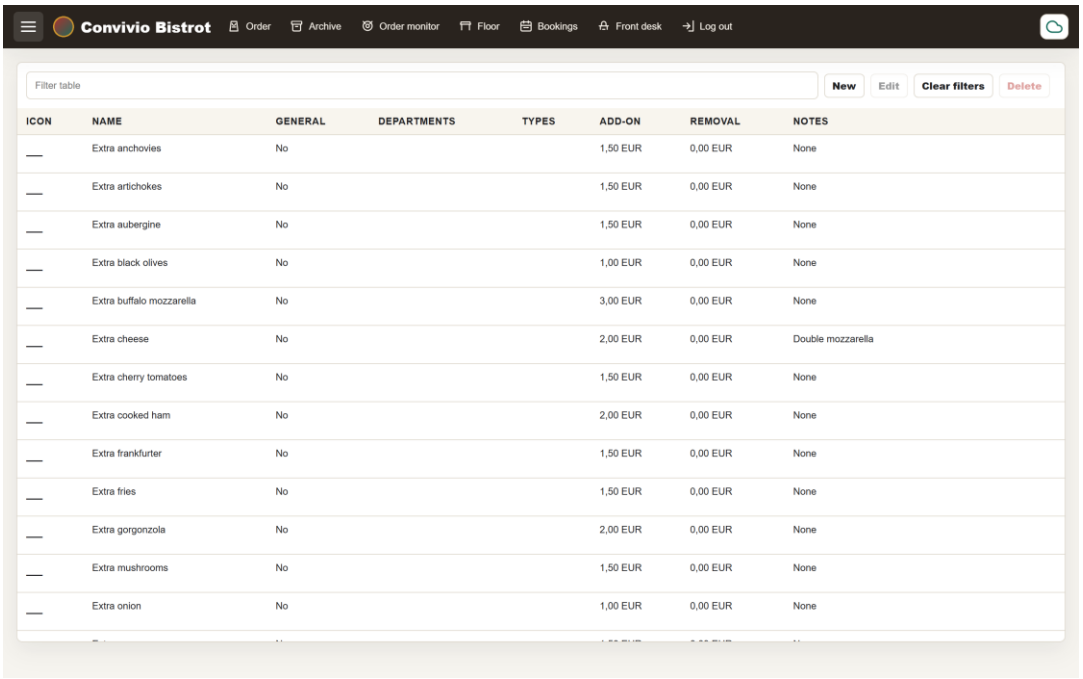


Figure 12 — Variants and groups

Modifiers

Path: /modificatori

Define discounts, surcharges and complimentary items. Decide whether to show them during payment and verify totals and permissions in a test order.

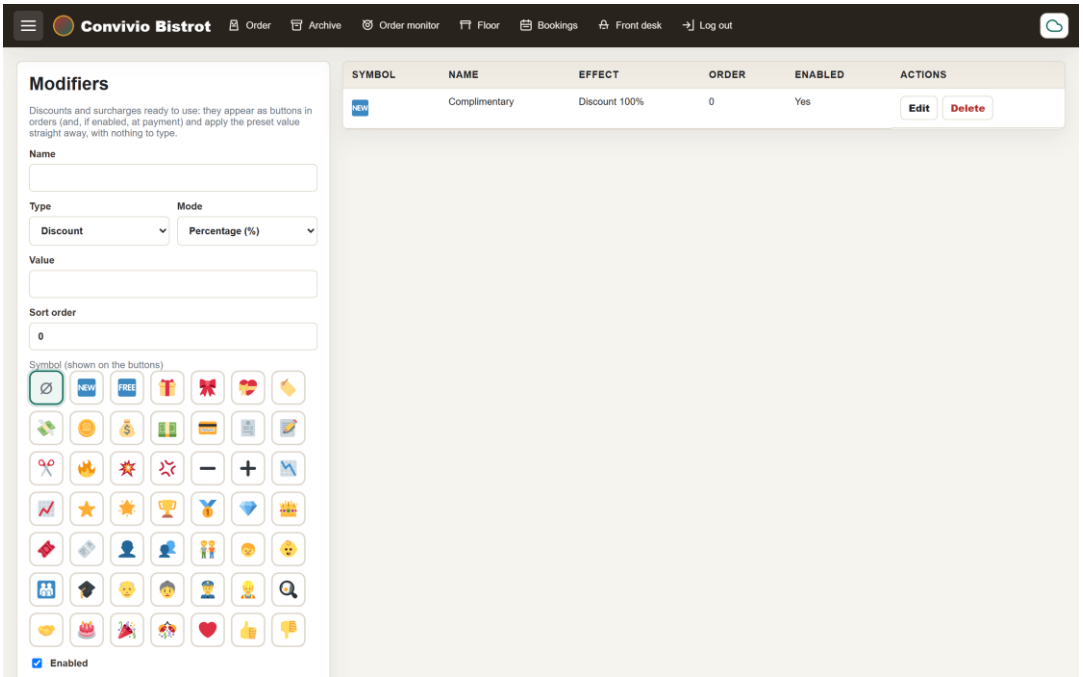


Figure 13 — Modifiers

Menus and prices

Path: /menu

Create menus, activate dishes and assign menu specific prices. Check the menu filter on the Order screen and item visibility.

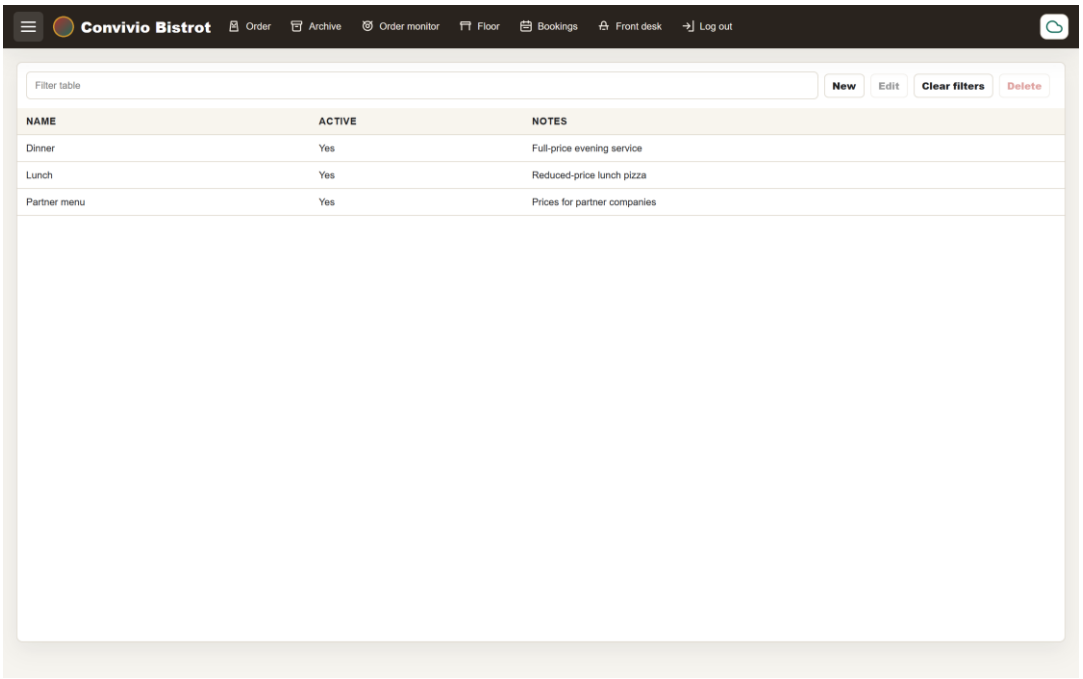


Figure 14 — Menus and prices

Order modes

Path: /modalita-ordine

For Table, Takeaway and Bar set label, enabled status and required table, customer or covers. Verify incomplete orders cannot be confirmed.

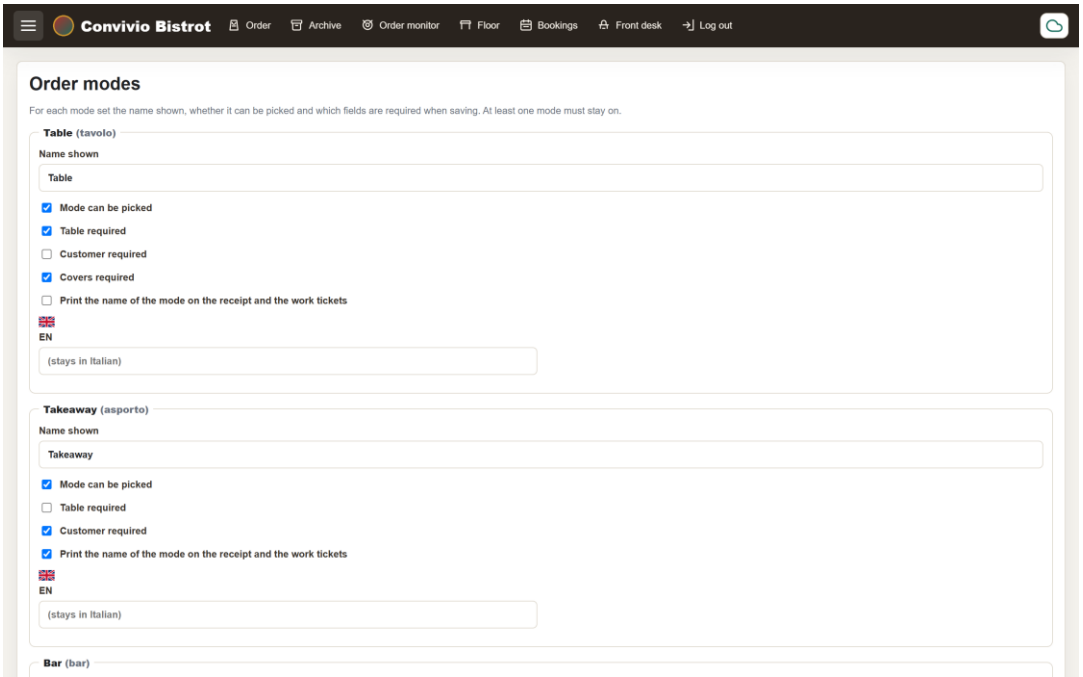


Figure 15 — Order modes

Payment types

Path: /tipi-pagamento

Configure cash and electronic methods and payment timing. If deposits or split payments are enabled, test remaining balance and change.

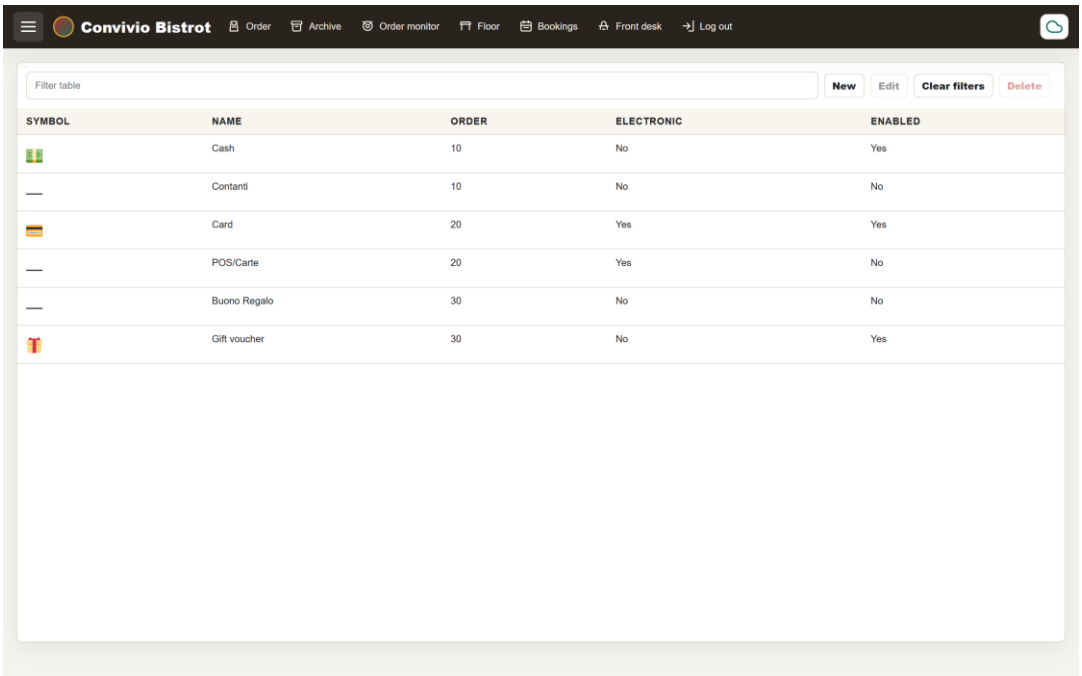


Figure 16 — Payment types

Cash movement reasons

Path: /causali-cassa

Prepare income and expense reasons before using Cash. Check that movements appear in reports.

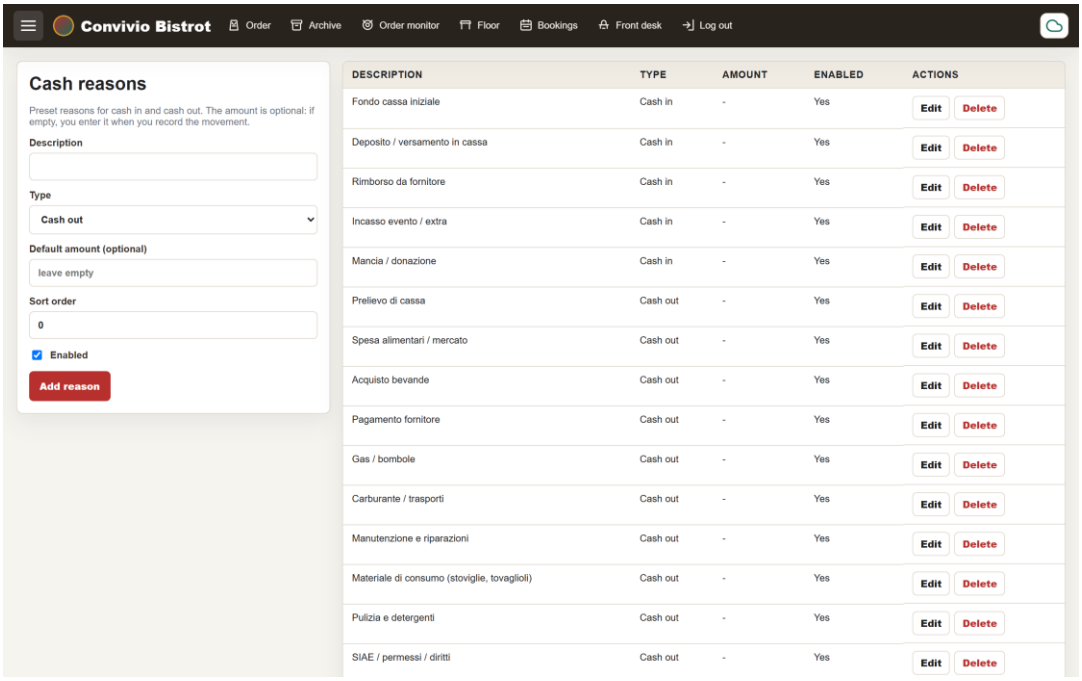


Figure 17 — Cash movement reasons

Printers

Path: /stampanti

Add Windows, Ethernet ESC/POS or serial printers with correct address, port and parameters. Set default and department routing, then run Test on every device.

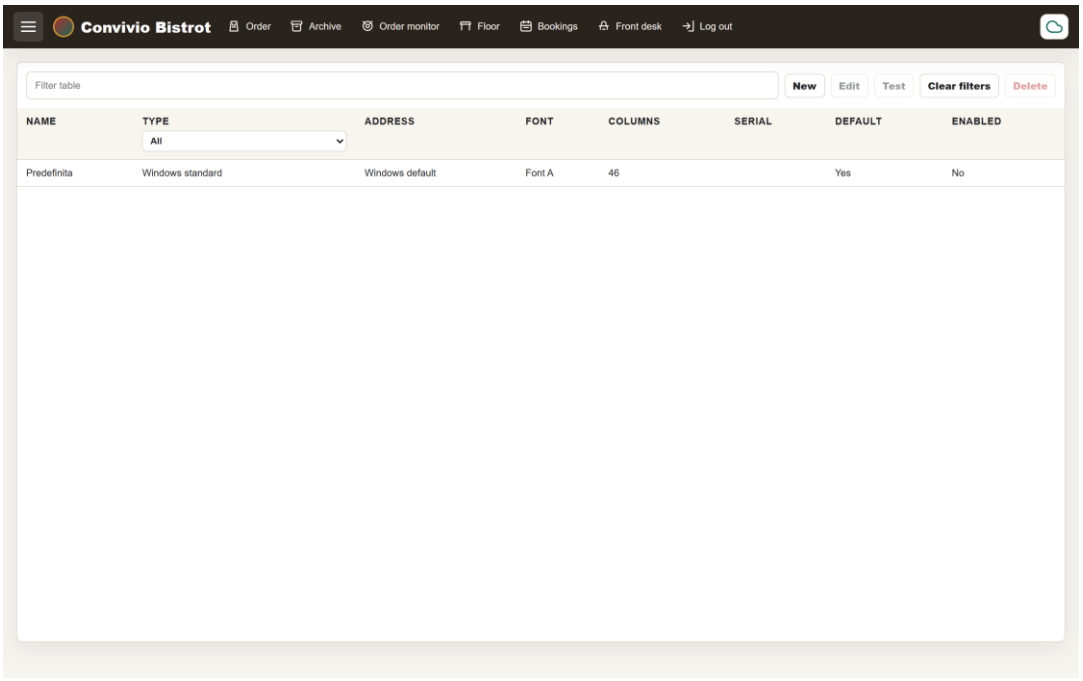


Figure 18 — Printers

Print layouts

Path: /layout

Open production, bill or receipt layouts and arrange fields and images in the editor. Check preview and a physical print before activation.

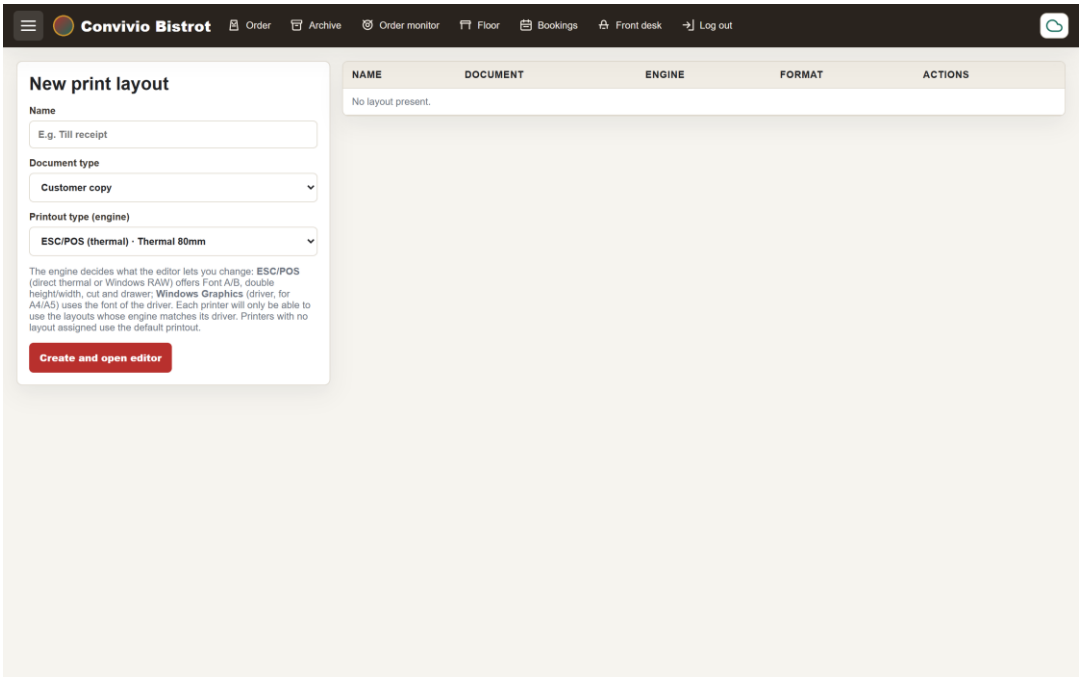


Figure 19 — Print layouts

Barcode readers

Path: /lettori-barcode

Register the serial port and protocol of each reader. Test an item scan and any weight or price encoded label.

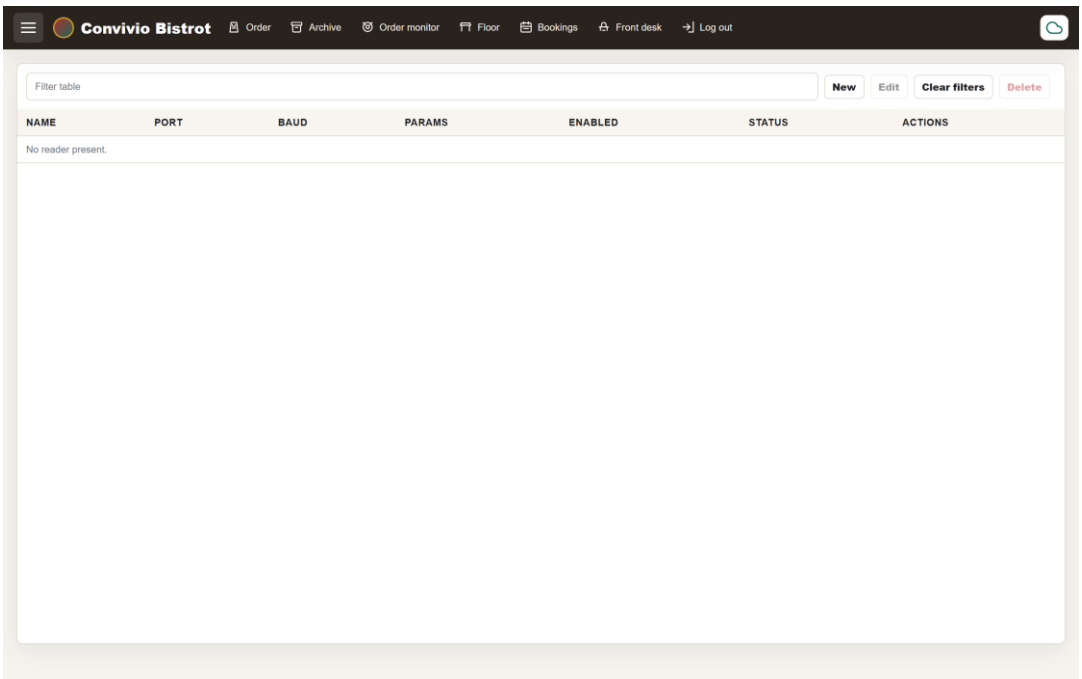


Figure 20 — Barcode readers

Scales

Path: /bilance

Register the scale serial port and parameters, then assign weighted items. Test weight, tare and calculated price before sales.

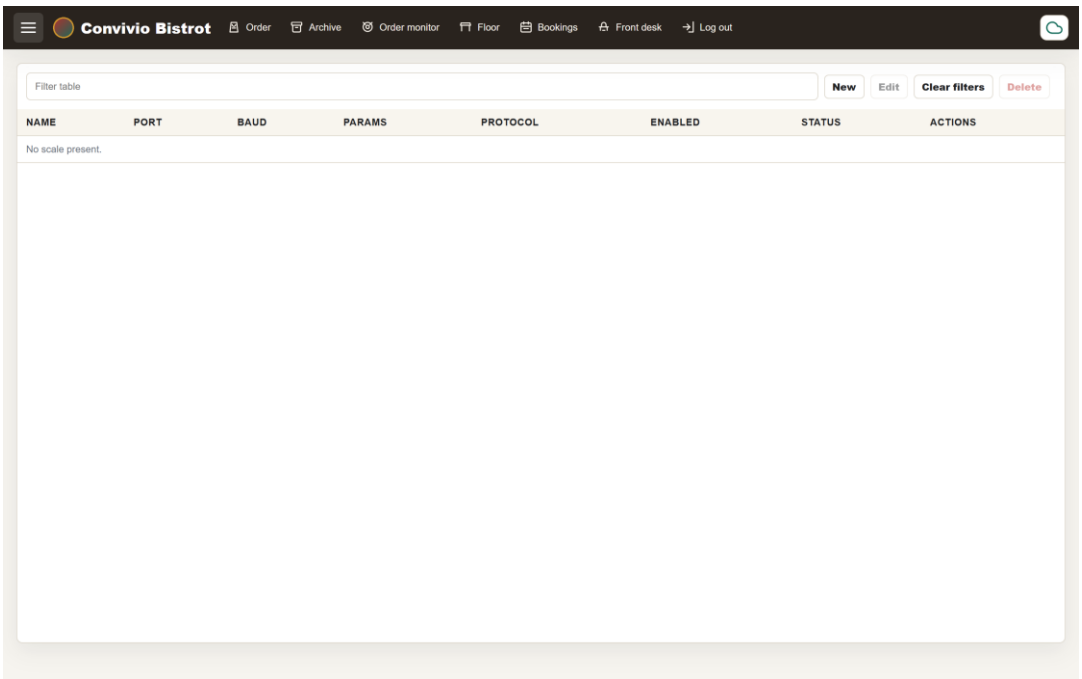


Figure 21 — Scales

Payment terminals

Path: /pos

Enter IP, port, terminal ID, register ID and timeout for a compatible POS terminal. Use Test and trial payment, checking the result before completing the order.

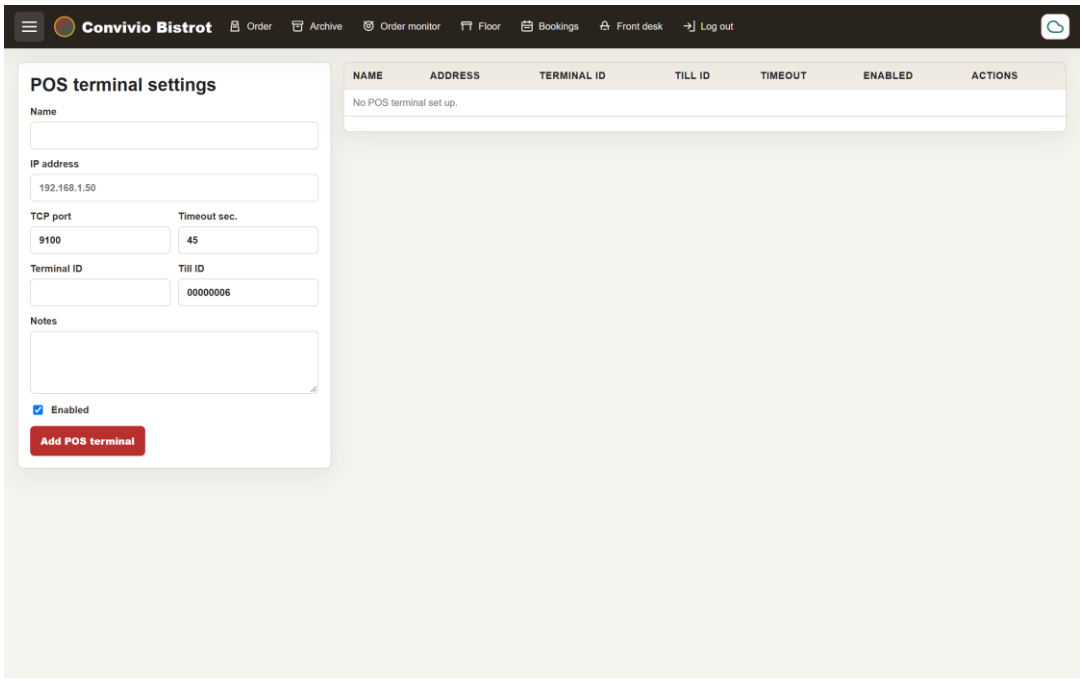


Figure 22 — Payment terminals

Fiscal printer

Path: /configurazione-rt

Enable the fiscal printer and set protocol, connection, default department and price mode. Link tax rates to items or departments and test a commercial document with the fiscal technician.

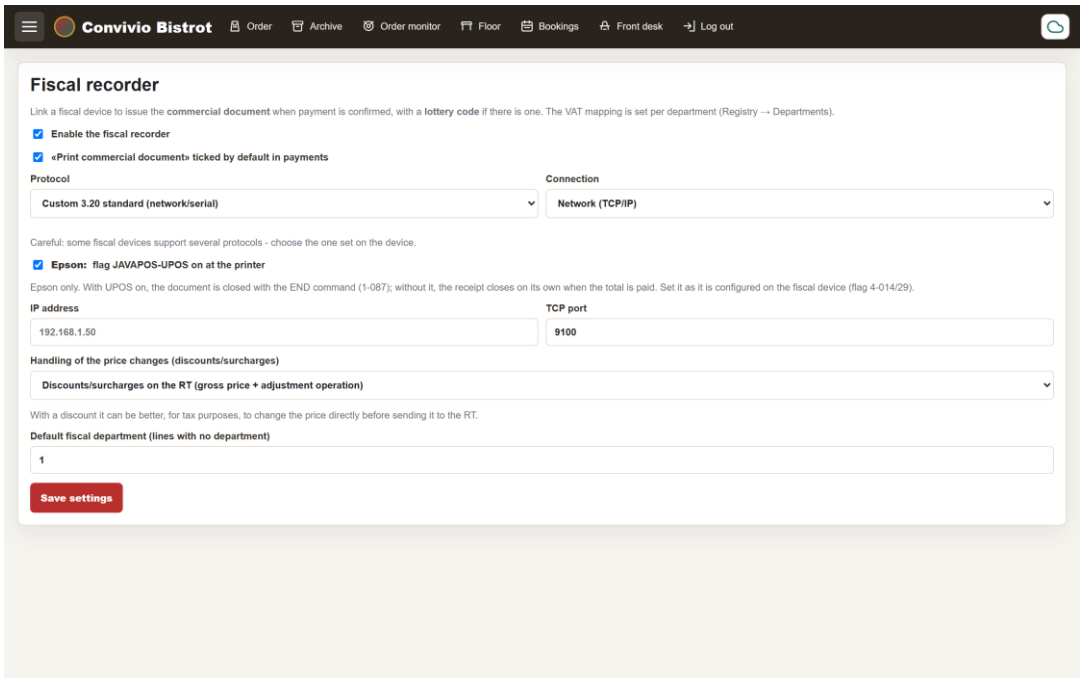


Figure 23 — Fiscal printer

Email

Path: /configurazione-email

Configure delivery of receipts and reports. Verify sender address and delivery with a test message.

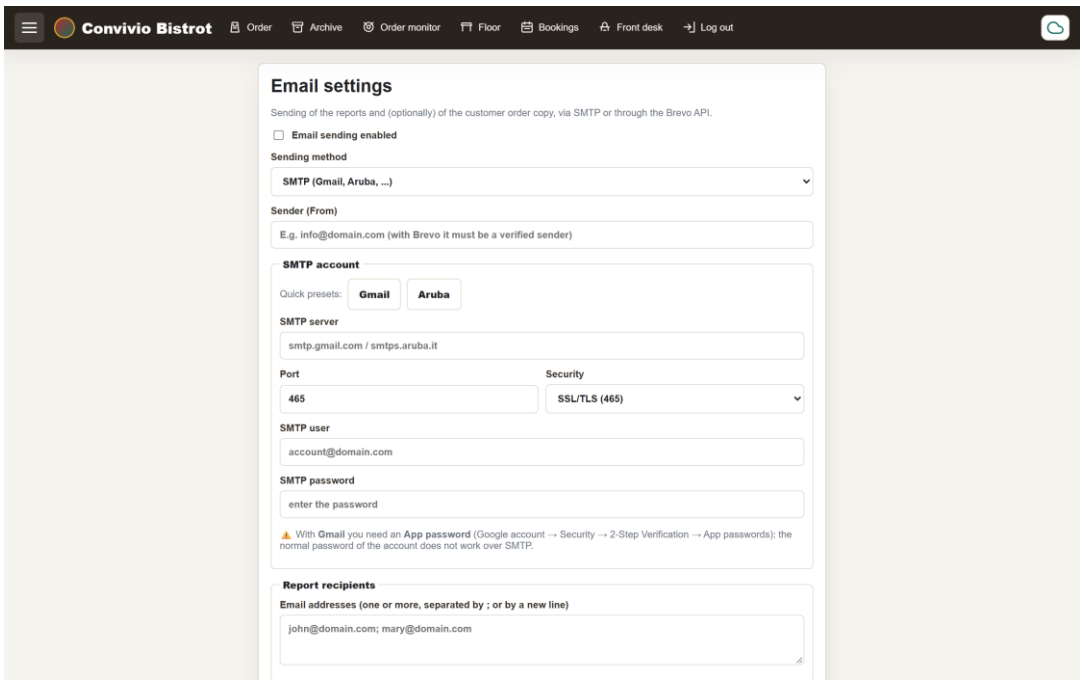


Figure 24 — Email

Call display

Path: /configurazione

Enable the display and choose manual or automatic calling and public access for a TV. Open /display on a second screen and test call and pickup.



Figure 25 — Call display

Price list import and export

Path: /listino

Export an Excel template, fill fields and mappings, then import after preview and error review. Back up before bulk imports.

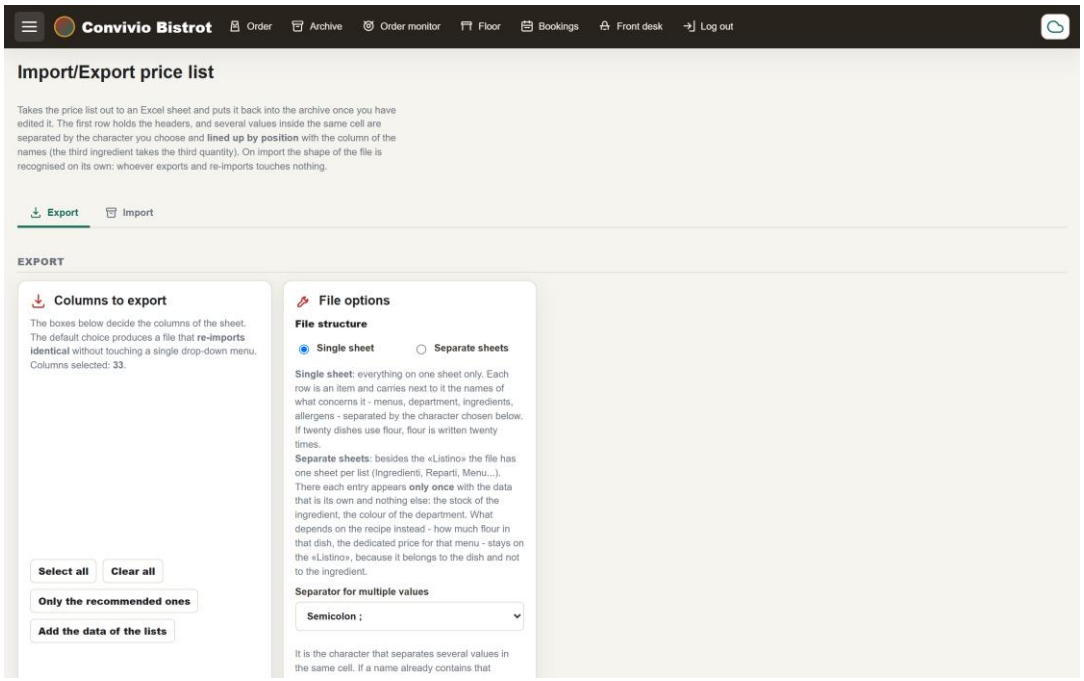


Figure 26 — Price list import and export

Utilities and backup

Path: /utilita

Back up the database, consolidate WAL if needed, optimize images or reset negative stock. Check business and date range before cleanup or deletion.

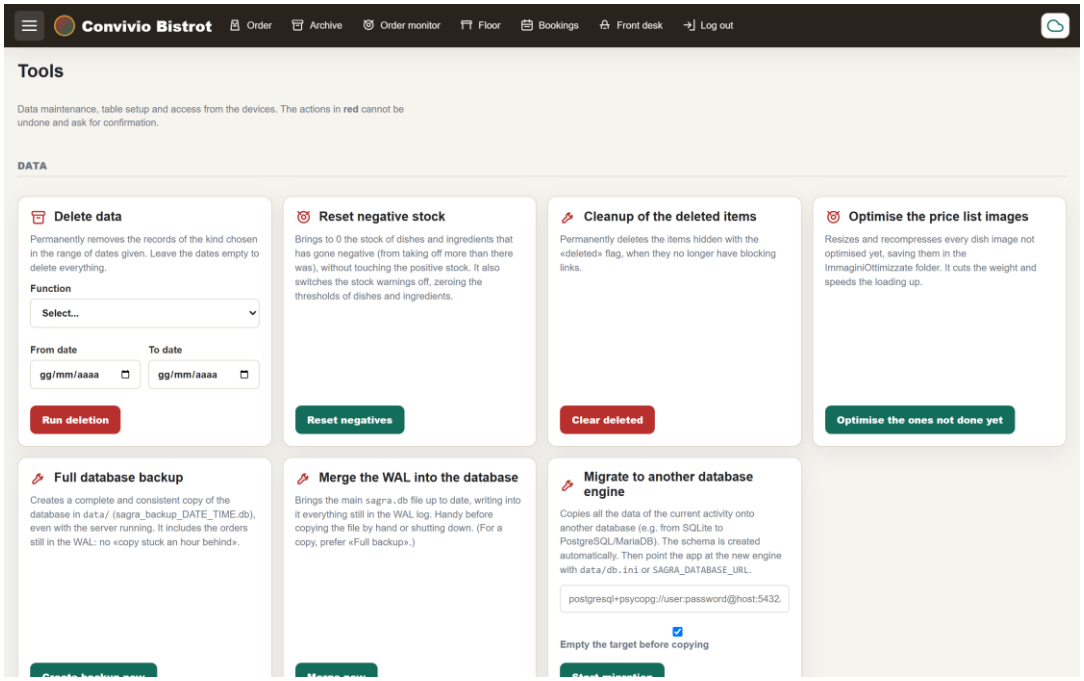


Figure 27 — Utilities and backup

Print table QR codes

Path: /tavoli/stampa-qr

Set heading, page layout and Wi-Fi options; preview A4, print and use a phone to check every code opens the correct table.

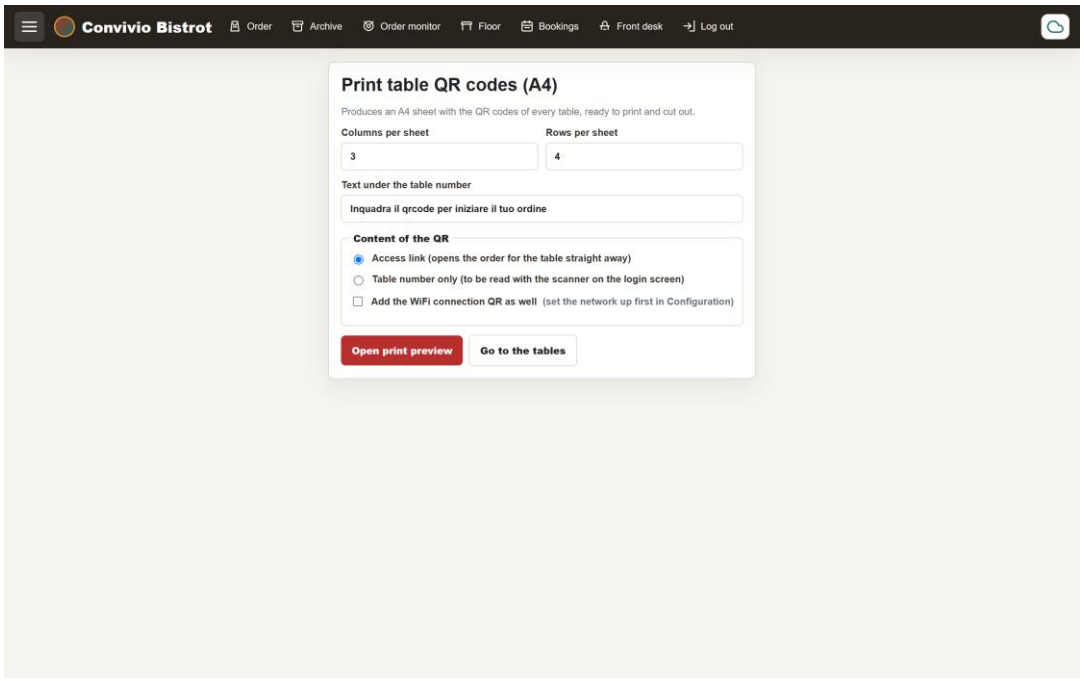


Figure 28 — Print table QR codes

Information

Path: /informazioni

Read the app version, credits and attributions. Provide the exact version when requesting support.

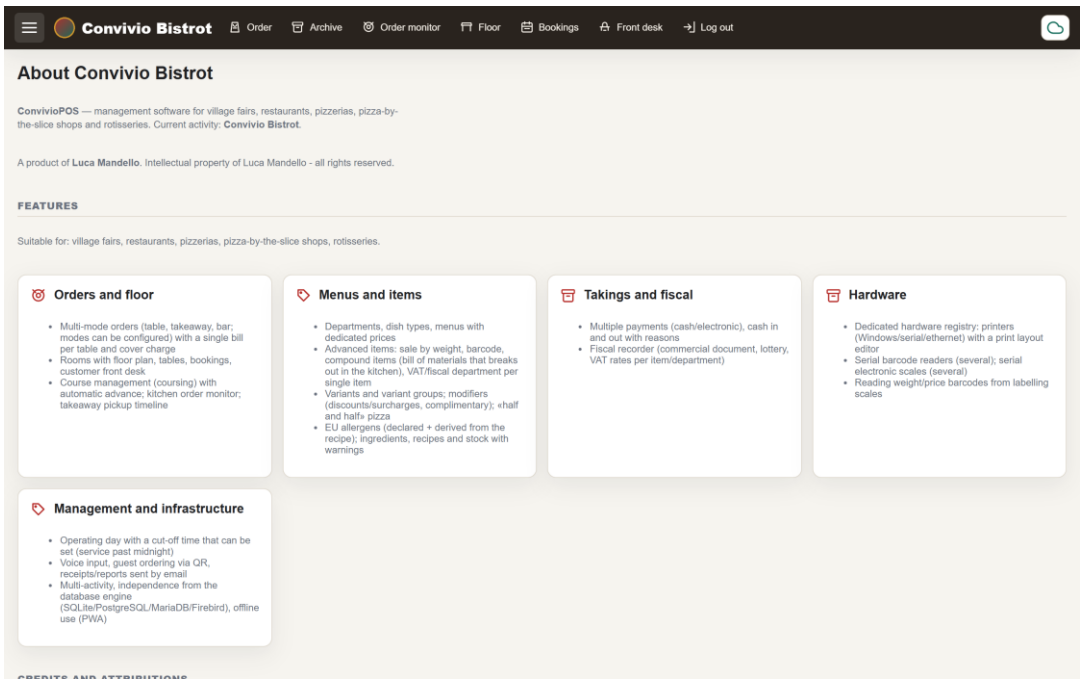


Figure 29 — Information

Database migration

Path: Launcher > Migrazione

Stop the service, create a restorable backup, choose source and destination in the launcher's Migrazione tab and test the connection. Check whether 'Svuota la destinazione' is selected: it removes destination data. After copying compare records, access and printing before activating the new engine.

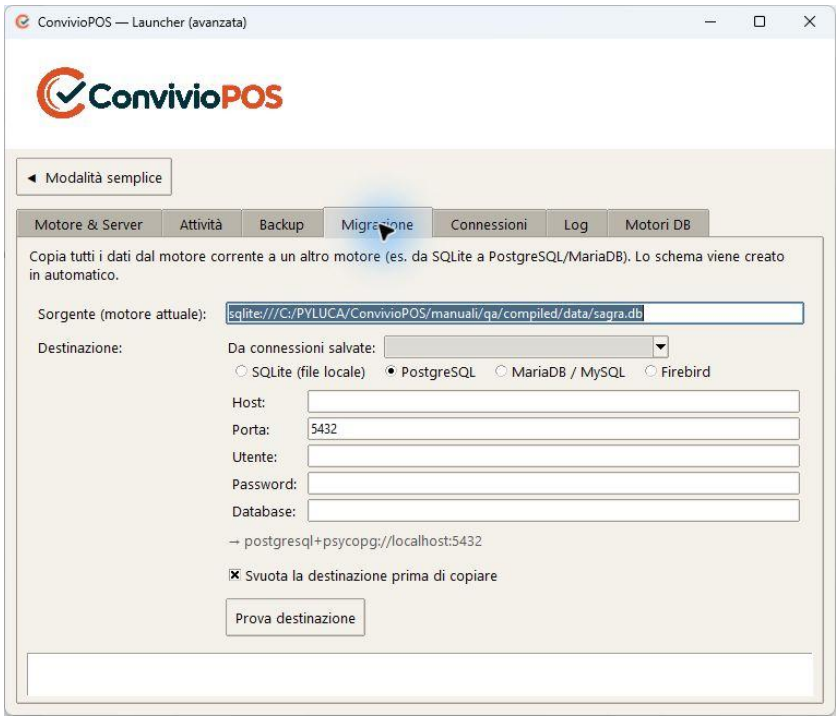


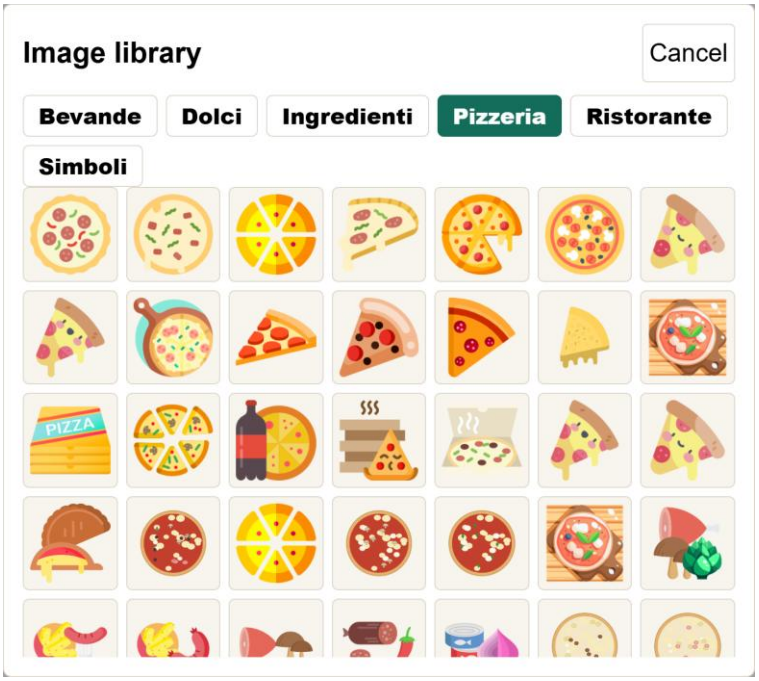
Figure 30 — Database migration

Advanced workflows

Illustrated price lists and dish images

A recognizable catalogue speeds up item entry. Images belong to the item; menus control visibility and dedicated prices.

1. Open Dishes and edit an item. Choose an image from the library and select the relevant category, or upload a venue photograph from your device.
2. Associate several images if needed. Main image index 0 selects the first. Check the preview and save; this image appears on the catalogue card.
3. Assign menus and their prices in the item. Return to Order, choose the menu and dish type, and verify image, visibility and price.



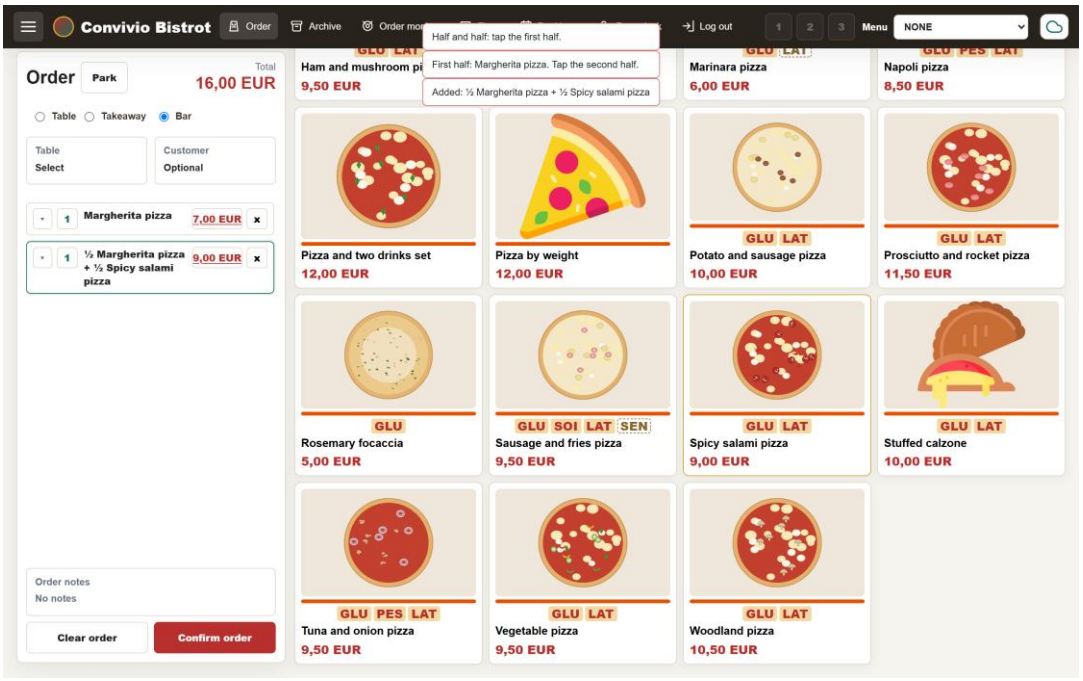
Illustrated price lists and dish images

Check the result A 7.00 EUR base price and a 6.00 EUR lunch price must yield 6.00 EUR with the lunch menu selected. A line price override affects only the current order.

Half and half pizza

Combine two flavours in one sales line while keeping both preparations identifiable.

1. Enable sale by halves on both dishes. In Configuration select the price rule: higher price, average or sum.
2. On Order open the pizza category, press ½+½ and select both flavours. Check the line description and suggested price.
3. Apply variants and notes, check quantity and confirm. A manual line price is a unit price and applies only to this order.



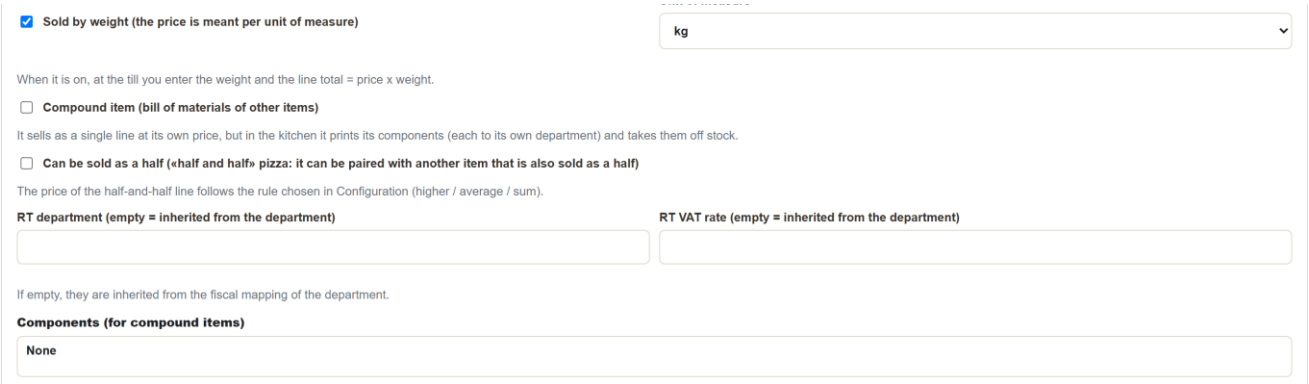
Half and half pizza

Check the result For flavours priced at 7.00 and 9.00 EUR the rules give 9.00, 8.00 and 16.00 EUR before variants and adjustments. Two pizzas manually priced at 5.00 EUR each total 10.00 EUR.

Weight sales and barcodes

Use a unit rate for deli products or pizza by weight. A barcode may identify the product or encode weight or price.

1. Enable Sold by weight on the dish, select the unit and enter its rate, for example 12.00 EUR/kg. Configure the serial scale in Scales when used.
2. Add the dish and enter the requested weight or acquire it from the scale. Check unit, tare and reading before confirmation; a missing weight blocks normal cashier entry.
3. Assign a unique product barcode. For encoded weight or price labels, enable and configure the format in Configuration and test a known label.



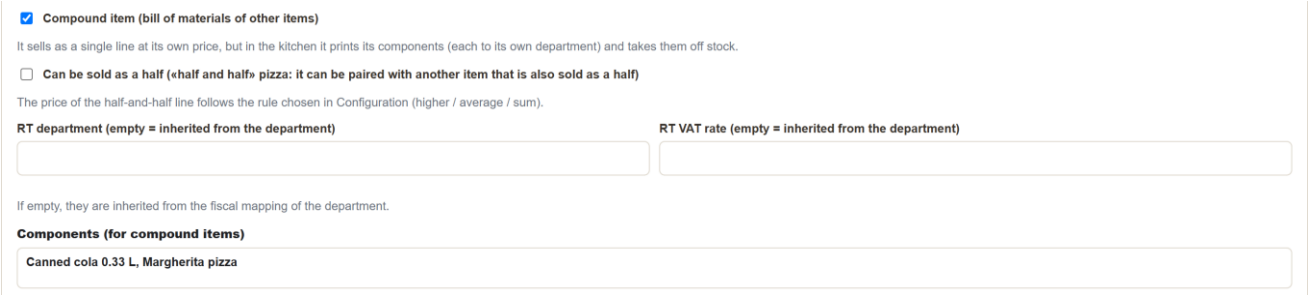
Weight sales and barcodes

Check the result 0.350 kg at 12.00 EUR/kg costs 4.20 EUR. The weight must also appear on the printed document. Keep per-kg rates distinct from per-piece prices.

Composite items and department production

Sell a set menu as one item and route its components to the departments that prepare them.

1. Create component items first, with department, printer and stock. Create the composite item and enable its composite option.
2. Open Components, select items and set quantities per unit sold, for example one pizza and two drinks. Save and check the composite selling price.
3. Place a trial order. Check the customer document, each department production slip and component stock changes.



Composite items and department production

Check the result The customer sees one line at the composite price. Production receives the components at their departments, and stock follows the configured quantities.

Table QR codes and guest ordering

QR codes connect the guest phone to the correct table. The phone must be able to reach the venue server.

1. Set up rooms and tables. Open Print table QR codes, choose heading and layout, and include guest Wi-Fi details if applicable.
2. Open the A4 preview and print. Scan a code on a phone connected to the venue network and verify the displayed table number.
3. Check menus, prices and required fields. Send a trial order and verify its appearance in the archive and production monitor.

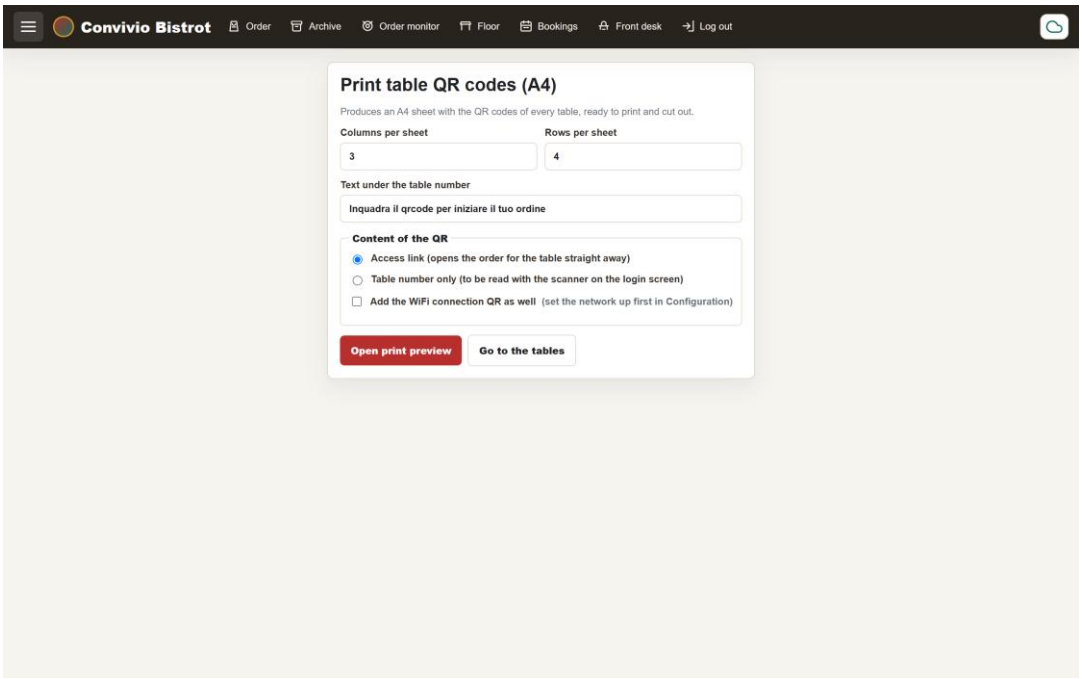


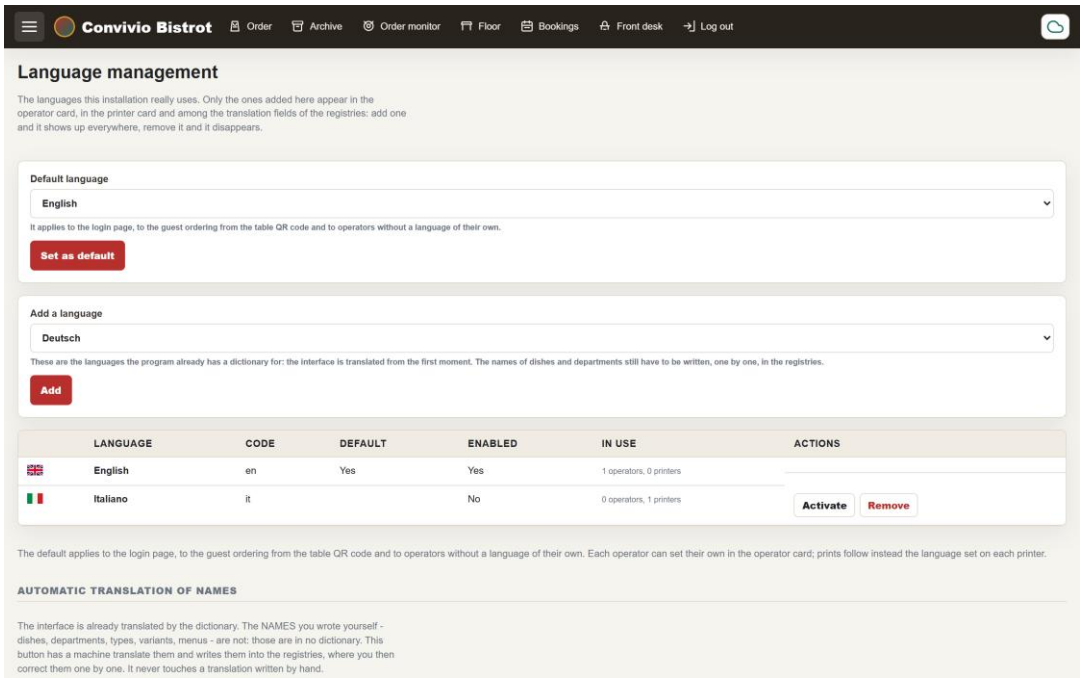
Table QR codes and guest ordering

Check the result Table 3's code must open an order for table 3. A QR address containing 127.0.0.1 cannot connect a phone to the PC; use the server network address.

Two independent languages in one venue

Operator and printer languages are independent, so the cashier and kitchen can work in different languages.

1. Enable the required languages and choose a default in Languages. Assign the interface language to each operator.
2. Assign the output language to each printer. Fill in translations of dish names and other records used in printed slips.
3. Test the same order with two operators and two printers. Review automatic translations when used: the service fills missing entries and preserves existing translations.



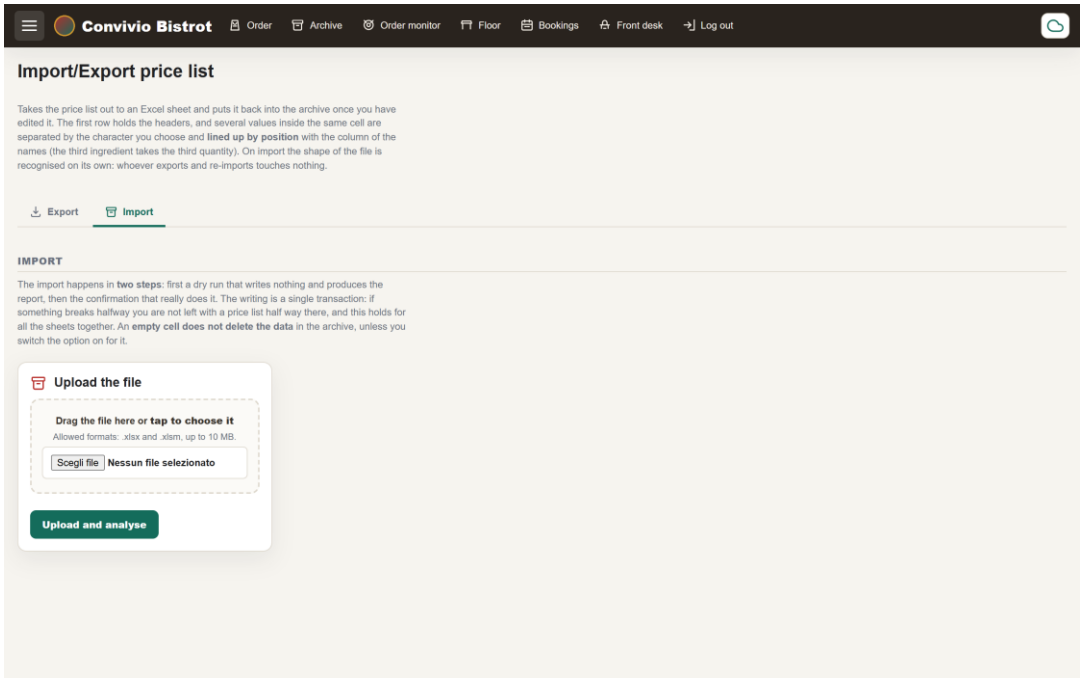
Two independent languages in one venue

Check the result Changing the kitchen language does not change the cashier interface. Missing translations can fall back to the original name; review them before service.

Import an Excel price list safely

Update a whole catalogue or selected fields with a preview before writing.

1. Create a backup. Export a template from Price list using one sheet or separate registry sheets. Keep linked names, quantities and prices aligned.
2. Upload the workbook, select the sheet and header row, and review each column mapping. Choose matching keys and policies for absent items, empty cells and new records.
3. Run the preview and review errors, insertions and updates. Empty cells preserve existing values unless the clearing option is selected. Confirm only after review, then inspect several items and their menu prices.



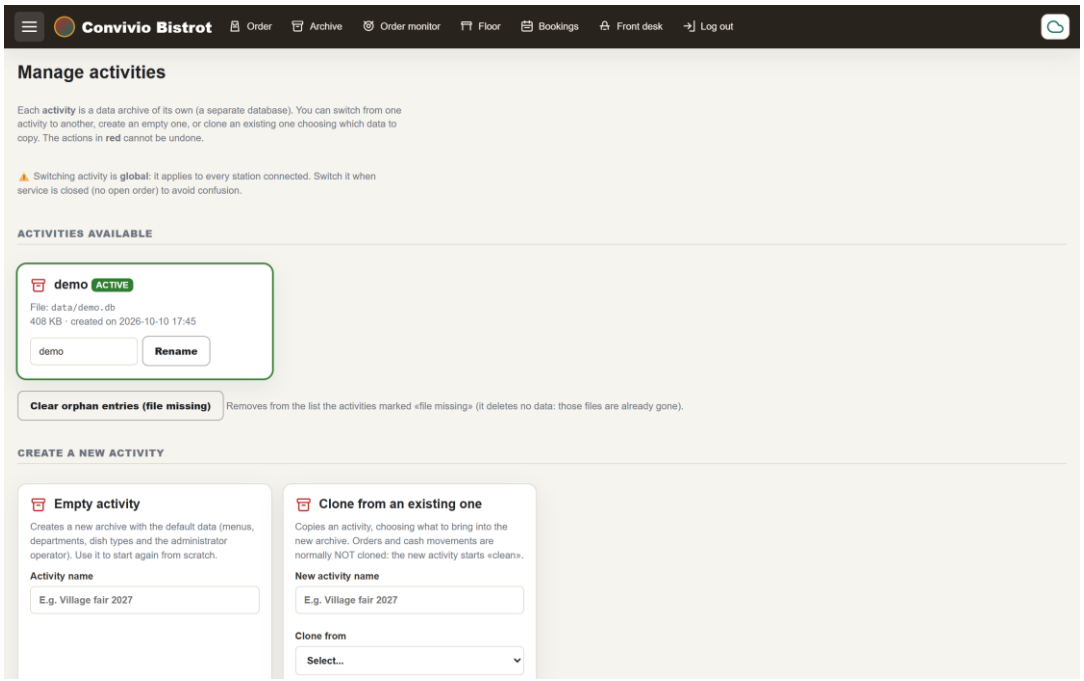
Import an Excel price list safely

Check the result Confirmation applies the selected sheets in one transaction; preview does not alter the catalogue. Rebuild mappings when switching sheets.

Import an archive and its images

Transfer an existing business and recover links to its catalogue images.

1. In Businesses upload a ConvivioPOS .db archive made with a complete backup, rather than a file copied while SQLite is writing.
2. If images are missing locally, specify the source image folder. Relinking is optional and reports found and missing images.
3. Read the result, activate the intended archive, and check business name, operators, catalogue and images. Keep the original backup until acceptance.



Import an archive and its images

Check the result Uploading does not automatically select the archive as the current business. A generic .db is not a ConvivioPOS archive; use launcher migration to change database engines.

Licence and notices

ConvivioPOS is free proprietary software by Luca Mandello, provided AS IS. The licence includes no warranties, limitations of liability for lost data, revenue and failures, and an indemnity for certain third-party claims arising from user conduct. These clauses apply only to the extent permitted by law; they do not exclude intentional misconduct, gross negligence or mandatory rights. Refer to the full EULA in the legal folder and Licence and notices menu. Donations are voluntary and confer no features, support or other benefits.

The licence is accepted once during installation, together with specific approval of clauses 5 and 6.

Tax obligations

ConvivioPOS is operational management software for orders and internal organisation. It is not a certified fiscal cash register or Italian telematic register and does not replace mandatory tax obligations or the legally required recording and electronic transmission of receipts. External integrations require compliant devices, configuration and checks by the operator and, where necessary, an authorised technician.

External devices

Before using the software during service, test printers, telematic registers and other devices. A connection alone does not guarantee compatibility, compliance or successful issuance and transmission of fiscal documents.

Sales by weight

Weights and amounts calculated by ConvivioPOS are management data. For sales by weight, use instruments suitable for commercial use with the required metrological checks, and verify units, tare, price per kg and the transmitted weight. The software does not certify the scale or its measurements.

Management reports

Reports and statistics are management calculations, including when emailed. They are not fiscal documents, certified accounting or legally compliant archival storage. Check the data against official documents and systems, and keep backups of your databases.

Ingredients and allergens

Ingredients, allergens and translations depend on data entered by the operator. Check recipes, cross-contamination and information given to customers: the software does not replace the food business operator’s checks and obligations.