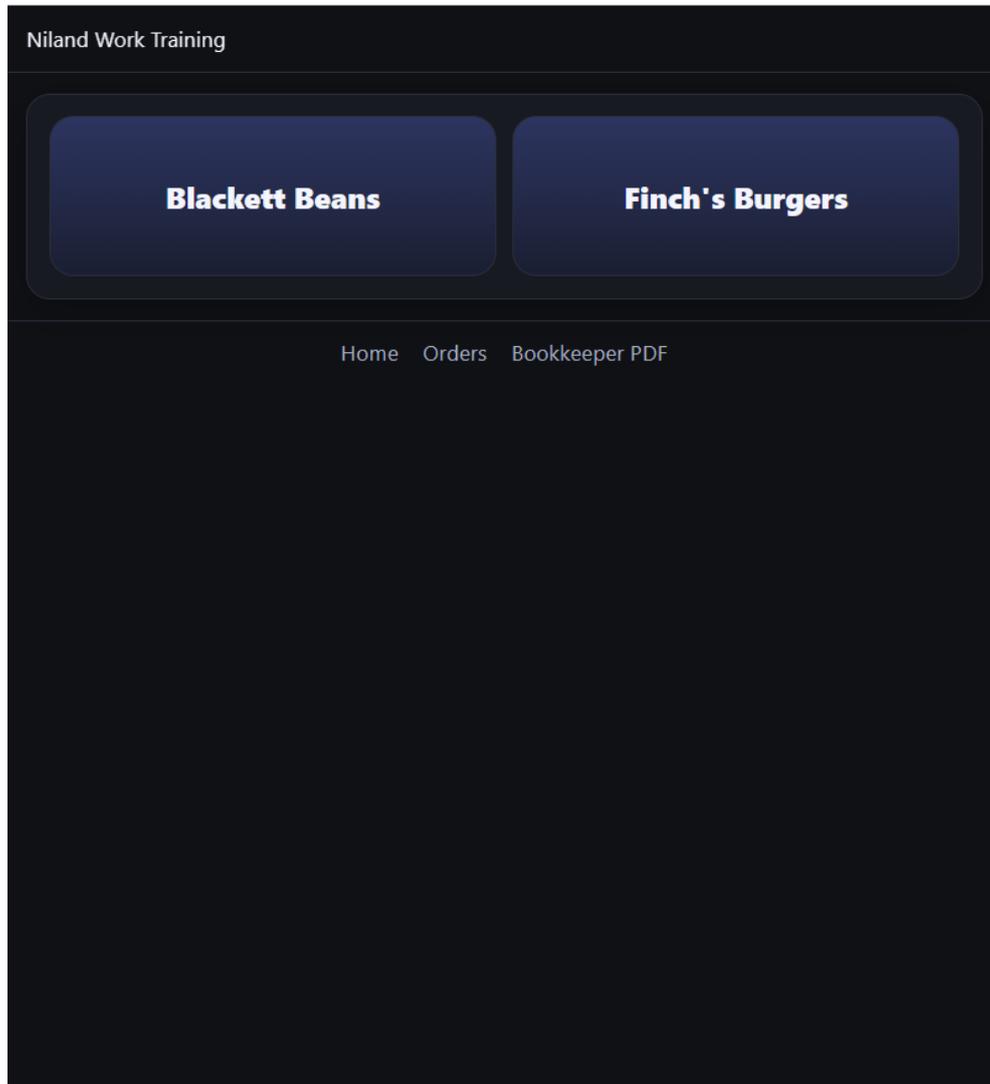


# **Niland Work Training POS User Guide**

**This guide explains how to use  
the Niland Work Training POS  
online system**

## 1. Accessing the POS System

- Open a web browser (Chrome, Safari, Edge).
- Enter the POS website **castsdb.com**
- The Home screen will display Blackett Beans and Finch's Burgers ordering tiles.



## 2. Taking a Drink Order (Blackett Beans)

- Click [Blackett Beans].
- Follow the step-by-step selections (Drink Type → Milk → Sugar → Notes).
- Press the [Review] to add the drink and see the summary.
- Click [Add to Order] if you wish to add another coffee or a burger.

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**Blackett Beans – What would you like to order?**  
Step 1 of 5

Coffee

Tea

Milkshake

Smoothie

Hot Chocolate

Iced Coffee

Iced Chocolate

Mocha

Iced Mocha

[Home](#) [Orders](#) [Bookkeeper PDF](#)

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**Blackett Beans – Notes (optional)**  
Step 5 of 6

Notes (optional)

have a good day

[Home](#) [Orders](#) [Bookkeeper PDF](#)

### 3. Taking a Burger Order (Finch's Burgers)

- Click [Finch's Burgers].
- Select toppings and sauces.
- Press the [Review] to add the burger and see the summary.
- Click [Add to Order] if you wish to add another burger or a coffee.

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#### Finch's Burgers – Choose toppings

Step 1 of 3

- Lettuce
- Tomato
- Cooked Onion
- Cheese
- Barbecue Sauce
- Tomato Sauce
- Mayonnaise
- Mustard
- Pickles

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#### Finch's Burgers – Notes (optional)

Step 2 of 3

Notes (optional)

[Back](#) [Review](#)

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## 4. Completing a Sale

- From Home, review the Current Order section.
- Click **[Go to Checkout]** to finish and please the order'.
- Enter the customer's name.
- Confirm items.
- Select payment method:
  - **[Paid]** if (Cash/EFTPOS) is used
  - **[Using Credit]** for when using Student/Staff Credit (Paid at the office)
- 6. The order is saved automatically.

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### Complete Sale

[Add to Order](#)

Name (required)

Coffees

**Mocha - Full cream** [Edit](#) [Remove](#)

Notes: Have a nice day

Burgers

**Burger - Lettuce - Tomato - Cooked Onion - Cheese - Tomato Sauce - Mayonnaise** [Edit](#) [Remove](#)

Notes: Yum

Coffees: 1 × \$2	\$2
Burgers: 1 × \$3	\$3
<b>Total</b>	<b>\$5</b>

[Paid](#) [Using Credit](#)

[Home](#) [Orders](#) [Bookkeeper PDF](#)

## 5. Viewing Orders

- Click 'Orders' link in the bottom menu.
- Select a date (DD/MM/YYYY).
- Click **[Load]** to see old orders or exports a CSV file.
- Use **[To Be Made]** to refresh the list or **[All]** to see made and finished entries.

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### Orders — 02/03/2026

View: To Be Made Only

Date

02/03/2026

**Load** **Export CSV (All)** **Export CSV (This Day)**

**To Be Made Only** **All**

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**Rob — 23:27** Pending

Payment: Paid · Total: \$5

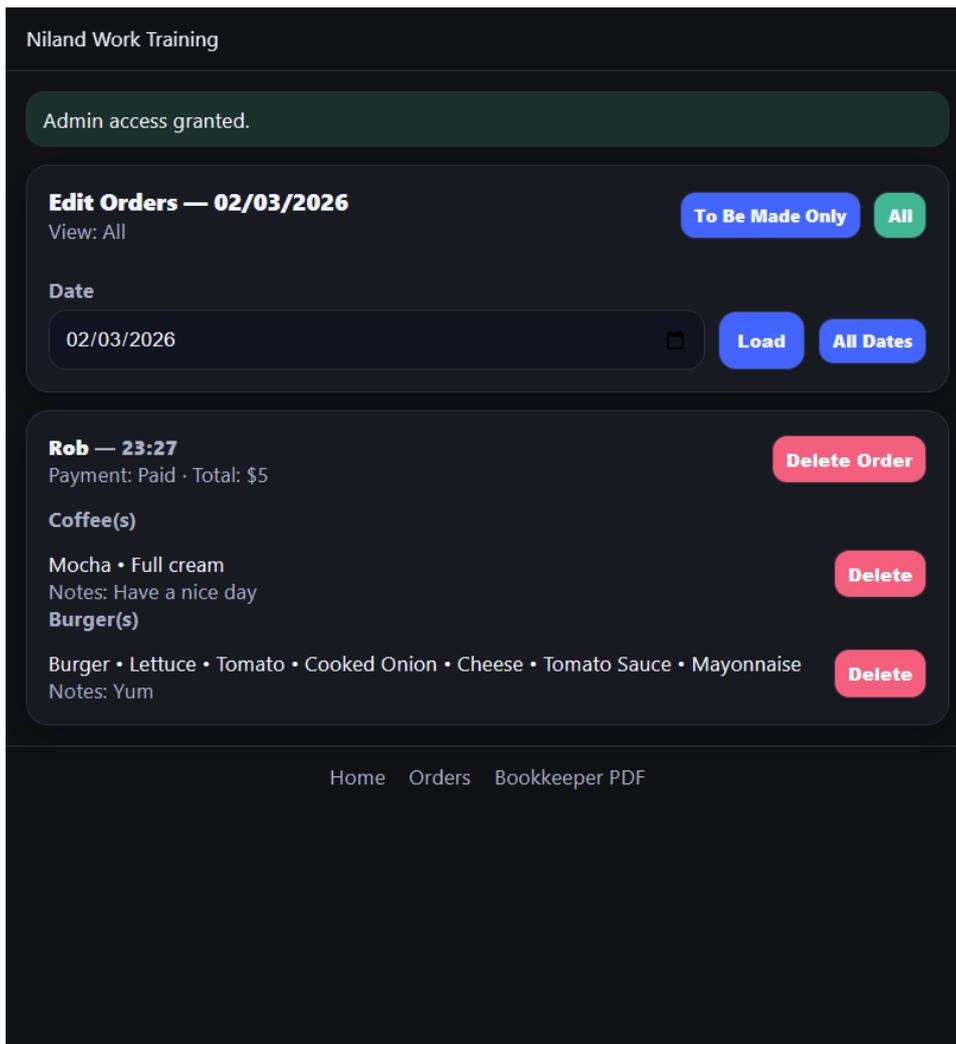
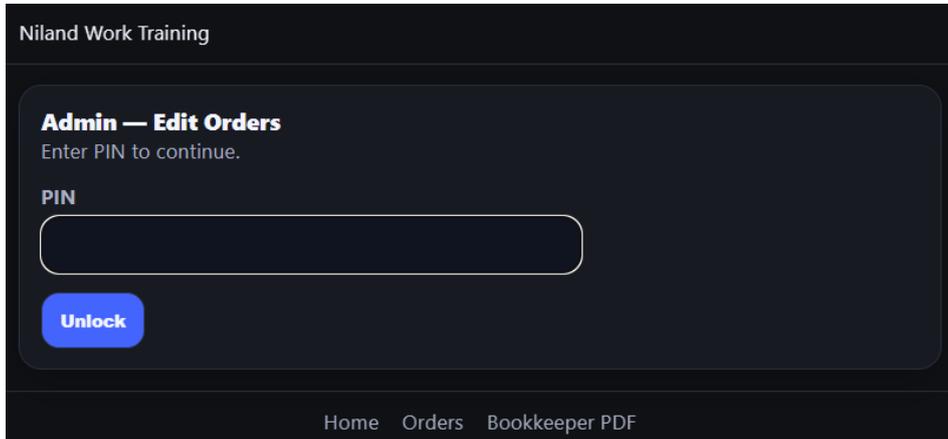
Coffee(s) **Mocha · Full cream** Notes: Have a nice day

Burger(s) **Burger · Lettuce · Tomato · Cooked Onion · Cheese · Tomato Sauce · Mayonnaise** Notes: Yum

Home Orders Bookkeeper PDF

## 6. Edit Orders (Admin Only)

- Access by manually typing **castsbd.com/edit\_orders** into the browser.
- Enter Admin PIN when prompted and select **[Unlock]**.
- Delete items or entire orders as required.
- Deleting the final item will automatically remove the order.
- Press 'Home' link to exit the edit screen.



## 7. Exporting Bookkeeper PDF

- Click 'Bookkeeper PDF' link in the bottom menu.
- Select date ensure the format is DD/MM/YYYY
- Press the **[Load]** button to change the date.
- Generate and download the PDF by pressing **[Generate PDF]**.

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### Bookkeeper PDF

Daily summary (no item details)

Date

02/03/2026

Preview

Date	Name	# Coffees	# Burgers	Total	Payment
02/03/2026	Rob	1	1	\$5	Paid

Home Orders Bookkeeper PDF

## 8. Exporting CSV Data

- Go to Orders page.
- Click 'Export CSV (All)' or select a date and export.
- Open file in Excel.
- Each row represents one item ordered.

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**Orders — 02/03/2026**  
View: All

Date:  Load Export CSV (All) Export CSV (This Day)

To Be Made Only All

---

**Rob — 23:27** Pending  
Payment: Paid · Total: \$5

Coffee(s)

Mark as Done

**Mocha - Full cream**  
Notes: Have a nice day

Burger(s)

Mark as Done

**Burger - Lettuce - Tomato - Cooked Onion - Cheese - Tomato Sauce - Mayonnaise**  
Notes: Yum

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[Home](#) [Orders](#) [Bookkeeper PDF](#)

	A	B	C	D	E	F	G	H	I	J	K	L
1	order_id	order_date	order_time	customer_name	payment_method	order_total	item_id	item_type	item_summary	item_notes	item_price	item_processed
2	4	26/02/2026	22:58	Adam	Paid	\$3	9	burger	Burger - Tomato - Cooked Onion - Cheese - Tomato Sauce	dddd	\$3	Yes
3	5	27/02/2026	0:31	Ms Zorzo	Paid	\$2	10	coffee	Hot Chocolate - Almond		\$2	Yes
4	8	27/02/2026	0:48	wendy	Paid	\$3	14	burger	Burger - Lettuce - Tomato - Cooked Onion - Cheese - Barbecue Sauce - Tomato Sauce - Mayonnaise - Mustard - Pickles		\$3	Yes
5	9	27/02/2026	0:49	Mr Finch	Paid	\$5	15	coffee	Coffee - Flat White - Almond		\$2	Yes
6	9	27/02/2026	0:49	Mr Finch	Paid	\$5	16	burger	Burger - Lettuce - Cooked Onion - Cheese - Barbecue Sauce - Tomato Sauce - Mayonnaise - Mustard - Pickles		\$3	Yes
7	10	27/02/2026	0:50	Luke B	Paid	\$5	17	burger	Burger - Lettuce - Tomato - Cooked Onion - Cheese - Barbecue Sauce - Tomato Sauce - Mayonnaise - Mustard - Pickles		\$3	Yes
8	10	27/02/2026	0:50	Luke B	Paid	\$5	18	coffee	Milkshake - Chocolate - Full cream		\$2	Yes
9	11	27/02/2026	0:52	Hailey	Using Credit	\$7	19	burger	Burger - Cheese - Barbecue Sauce - Tomato Sauce		\$3	Yes
10	11	27/02/2026	0:52	Hailey	Using Credit	\$7	20	coffee	Milkshake - Chocolate - Full cream		\$2	Yes
11	11	27/02/2026	0:52	Hailey	Using Credit	\$7	21	coffee	Milkshake - Chocolate - Full cream		\$2	Yes
12	12	27/02/2026	0:53	Jye	Using Credit	\$5	22	burger	Burger - Lettuce - Tomato - Cooked Onion - Cheese - Barbecue Sauce - Tomato Sauce - Mayonnaise - Mustard - Pickles		\$3	Yes
13	12	27/02/2026	0:53	Jye	Using Credit	\$5	23	coffee	Hot Chocolate - Full cream		\$2	Yes
14	13	27/02/2026	0:53	Ricky	Using Credit	\$3	24	burger	Burger - Cheese - Barbecue Sauce		\$3	Yes
15	14	27/02/2026	0:54	Shayden	Using Credit	\$5	25	burger	Burger - Cheese - Barbecue Sauce		\$3	Yes
16	14	27/02/2026	0:54	Shayden	Using Credit	\$5	26	coffee	Milkshake - Chocolate - Full cream		\$2	Yes
17	15	27/02/2026	0:54	Mr Taylor	Paid	\$2	27	coffee	Milkshake - Chocolate - Full cream		\$2	Yes
18	16	27/02/2026	0:55	Mr De	Paid	\$5	28	burger	Burger - Lettuce - Tomato - Cooked Onion - Cheese - Barbecue Sauce - Tomato Sauce - Mayonnaise - Mustard - Pickles		\$3	Yes
19	16	27/02/2026	0:55	Mr De	Paid	\$5	29	coffee	Milkshake - Chocolate - Full cream		\$2	Yes

## 9. Important Notes

- Always confirm customer name before completing sale.
- Double-check items before selecting payment.
- Use Edit Orders only for corrections or test order removal.
- Contact administrator for technical support.