

## *Future Orders*



The Future Orders function is used to track large catering/to go orders by customer and date and time of pickup. When a future order is entered it will not be added to current day's sales until the order is moved to the current date and paid. Future Orders must be checked manually.

If using the Future Orders function it is necessary to quit an open order. This capability can be set by job code i.e. Crew, Shiftlead, or Store Manager. For use the Customer, Account, and Future Orders buttons are added to the POS.

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### How to Enter a Future Order

1. Touch Future Orders
2. Touch New
3. Enter Search Method

*Search method can be phone #, last name, etc.; this is customizable and a default can be set*

A screenshot of the "Customer Search" screen. At the top, it says "Customer Search" with a person icon. Below that, "Search Method:" is followed by four radio buttons: "Phone #", "Company", "Last Name", and "Account #". Underneath, "Match:" is followed by three radio buttons: "Begins With", "Contains", and "Exact Only". The main area is divided into two sections. On the left, there are eight numbered input fields (1. through 8.) for customer information. On the right, there is a "Search Text" input field above a numeric keypad with buttons for digits 1-9, 0, and a backspace key (<). There are also "OK" and "Cancel" buttons. A small keyboard icon is visible in the bottom right corner.

4. Touch OK
  - If customer exists then it will display
  - If customer doesnot exist, prompts will display for the customer to be added

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### 5. Touch New Order

A screenshot of the 'Customers' screen in a mobile application. The screen has a blue background. At the top, it says 'Customers' with a small icon. Below that is the phone number '(480) 362-4800' and the text 'No Previous Orders'. The address 'Scottsdale, AZ 77090' is listed, followed by 'Zone: Zone 2' and a 'Comments' section with a text input field. Below that is a 'Delivery Instructions' section with two text input fields. At the bottom left, there is a 'Status' section. At the bottom right, there are four buttons: 'New Order', 'Recall', 'Edit Info', and 'Cancel'. A 'Future Order' checkbox is checked at the bottom right.

Order History	Order Dates
Count 6	First 10/31/08
Total \$123.37	Last 12/28/10
Average \$20.56	

### 6. Enter Pick Up Date and Time

A screenshot of the 'Future Order' screen in a mobile application. The screen has a blue background. At the top, it says 'Future Order' with a calendar icon. Below that is the phone number '(480) 362-4800'. There are two input fields: 'Date' and 'Time'. The 'Date' field shows '11' and the 'Time' field shows ': AM'. Below these fields is a 'Notes' section with three text input fields. At the bottom, there are two buttons: 'Save' (with a green checkmark) and 'Cancel' (with a red X). A keyboard icon is visible at the bottom right.

### 7. Enter any applicable Notes

### 8. Touch Save

### 9. Ring Item(s)

### 10. When finished ringing, Touch Quit (from function bar)

*The order will move to a hold status*

# Future Orders



## How To View an Existing Future Order

*Use this to view, edit, or print future orders*

1. Touch Future Orders (from function bar)

*Orders will be listed by date due, time of pickup, and customer*

The screenshot shows the "Future Orders" screen. At the top, there's a header bar with the title "Future Orders" and several icons (calendar, clock, dollar sign, and a person). Below the header, there's a table with two rows of data. The first row shows "04/07/2011", "01:00PM", "9.04", and a redacted customer name. The second row shows "04/12/2011", "01:00PM", "213.48", and another redacted customer name. To the right of the table, there's a section for "Check 2" with details: "Date Opened 04/05/2011", "Catering Oliver O.", and a phone number "((435)) 362-4300". At the bottom right, there's a list of items: "1 Like It Plain IC" for 2.99, "1 Like It CYO" for 3.49, and "1 Kids CYO" for 1.99.

Date	Time	Amount	Customer
04/07/2011	01:00PM	9.04	[Redacted]
04/12/2011	01:00PM	213.48	[Redacted]

**Check 2**  
Date Opened 04/05/2011  
Catering Oliver O.  
((435)) 362-4300

1 Like It Plain IC	2.99
1 Like It CYO	3.49
1 Kids CYO	1.99

2. Touch to Highlight the appropriate order; order will be displayed to the right
3. Touch Edit or Print if needed



4. Touch Close

## Future Orders



### How To Open an Existing Future Order

Use this to send future orders to the current day. This will be the procedure on the day of pickup. The order will need to be moved to the current day then recalled to open the check for payment.

1. Touch Future Orders (from function bar)

Orders will be listed by date due, time of pickup, and customer

A screenshot of the "Future Orders" screen. It features a table with columns for date, time, and amount. The first row shows "04/07/2011", "01:00PM", and "9.04". The second row shows "04/12/2011", "01:00PM", and "213.48". To the right of the table, there is a section for "Check 2" with details: "Date Opened 04/05/2011", "Catering", "Oliver O.", and "((43)0) -362-4300". Below this, there is a list of items: "1 Like It Plain IC" for 2.99, "1 Like It CYO" for 3.49, and "1 Kids CYO" for 1.99.

2. Touch to Highlight the appropriate order; order will be displayed to the right
3. Touch Send



4. Touch Yes to move the order
  - This moves the order to the current day's sales
  - This allows for payment

A screenshot of a "Confirm" dialog box. It has a blue background and a black header with the word "Confirm" in white. On the right side of the header, the number "(963)" is displayed in yellow. The main area of the dialog contains a large white question mark icon on the left and the text "Move the order for [redacted] on 04/07/2011 to the current day?" in white. At the bottom, there are two buttons: a green button with a white checkmark labeled "Yes" and a grey button with a red X labeled "No".

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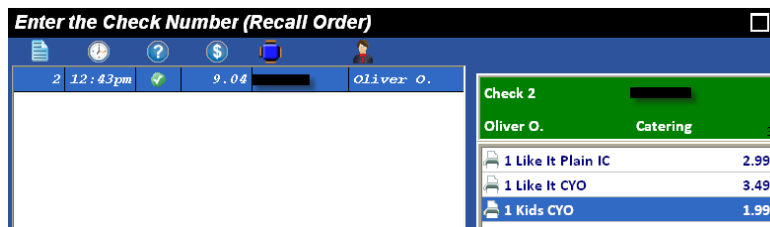


5. Touch Close



6. Touch Recall Order (from function bar)

7. Touch the check number of the correct order



8. Order will open

9. Ring additional items if needed

10. Tender transaction

## Future Order Reporting

Daily Sales Report:

- Future Orders are added to sales the day the order is tendered