

Choose order

Once we have clicked on the Menu option **Consult** or **Orders->Check Orders**, a screen like the one we can see below will appear:

The screenshot shows a software window titled "Choose order". It features a sidebar on the left with various filters and a main search area on the right. The filters include a "Branch" dropdown set to "PizzaGest [001] Gandia", a "Search by" section with radio buttons for "Daily Order Nbr.", "Order Number", and "Invoice Number", a "Shift date" dropdown set to "03/06/2019", a "Modified" section with radio buttons for "Yes" and "No", a "Sub-centre" section with radio buttons for "SubCen" and two empty options, and an "Order type" section with radio buttons for "Delivery", "Phone", "Pick-up", "Table", "Take-away", "Counter", "Dine In", "Terrace", "Catering", "Web delivery", "Employee", and "Web pick-up". The main search area on the right has a "Daily Order nbr." input field with left and right navigation arrows. At the bottom right, there are "Ok" and "Cancel" buttons.

The order numbers are generated randomly so in that way nobody (especially from the competition) can know when we take an order, how many orders we have generated daily. Delivery orders will have a number between 500 and 600 and the other types of orders between 1 and 100.

We can search for an order in three different ways:

Daily Order Number:

We will choose within the Shift day, with the help of the calendar, the day we want to see the orders.

We can choose if the orders were modified.

And finally we will mark the order type of the order we want to choose.

Order Number:

We can search for a specific ticket, if we enter the ticket number that PizzaGest has generated internally.

Invoice Number:

When choosing this option, we will have to enter the invoice number.

Once we have chosen the ticket or invoice, we will press the **OK** button and we will go to the next screen **Check Order**

The **Cancel** button allows us to exit of the screen without making any changes.

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