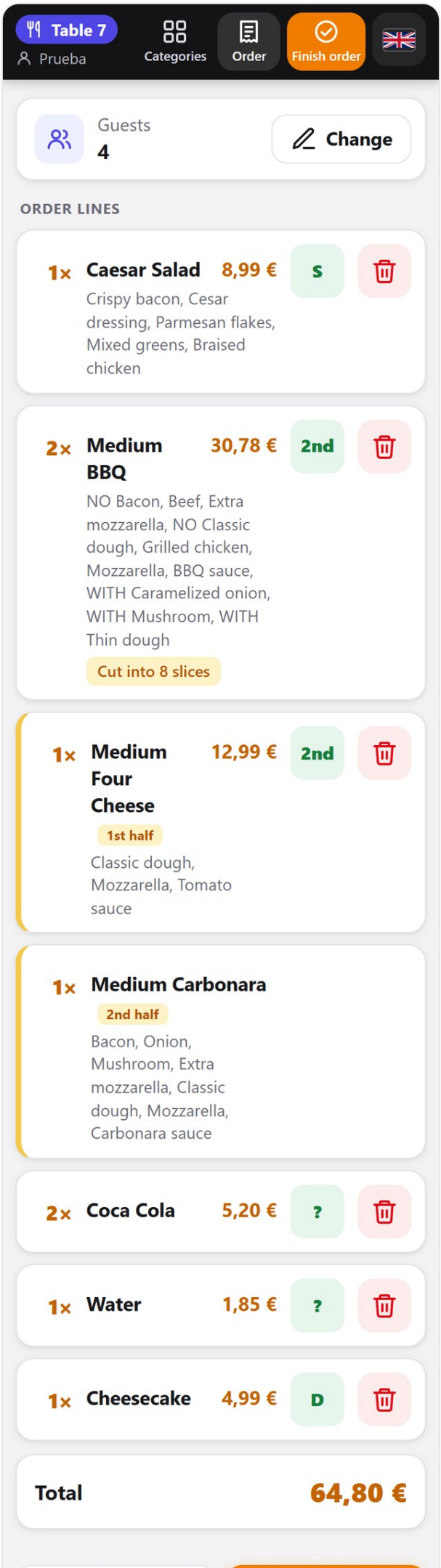
Reviewing and sending the order

- Reviewing the order
- Sending the order to the kitchen
- Changing an order already sent
- Asking for the bill

Reviewing the order

You can see what has been ordered at any time by tapping **Order** at the top. You will see a screen like this one:


Table 7
Prueba
Categories
Order
Finish order
Guests
4
Change
ORDER LINES
1× Caesar Salad 8,99 €
S
Crispy bacon, Cesar dressing, Parmesan flakes, Mixed greens, Braised chicken
2× Medium BBQ 30,78 €
2nd
NO Bacon, Beef, Extra mozzarella, NO Classic dough, Grilled chicken, Mozzarella, BBQ sauce, WITH Caramelized onion, WITH Mushroom, WITH Thin dough
Cut into 8 slices
1× Medium Four Cheese 12,99 €
2nd
1st half
Classic dough, Mozzarella, Tomato sauce
1× Medium Carbonara
2nd half
Bacon, Onion, Mushroom, Extra mozzarella, Classic dough, Mozzarella, Carbonara sauce
2× Coca Cola 5,20 €
?
1× Water 1,85 €
?
1× Cheesecake 4,99 €
D
Total
64,80 €

Guests: the number of people at the table. The **Change** button takes you back to the guests screen.

Order lines: each product you have added, with:

- The **quantity** and the **name**.
- The line's **amount**.
- The **ingredients**, marked **NO** for the ones removed and **WITH** for the ones added.
- The **cooking note**, if there is one.
- The **course**. Tap it to cycle through ?, S, 1st, 2nd, D.
- The **trash can**, to delete the line.

Total: the table's amount so far.

Example: Table 7 has ordered a Caesar salad as a starter, two BBQ pizzas made their way, a half Four Cheese and half Carbonara pizza, the drinks and a dessert. The total is €64.80.

At the bottom there are two buttons:

Add products: goes back to the categories to keep ordering.

Ask for the bill: for when the guests have finished. See Asking for the bill.

> “The total shown here is the sum of the products. Offers are applied when you ask for the bill.

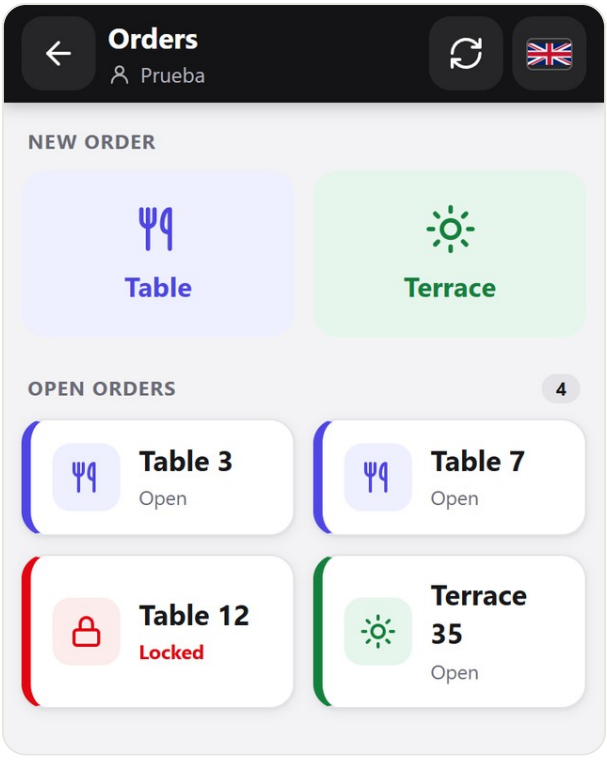
When the order is complete, tap **Finish order** to send it to the kitchen.

Sending the order to the kitchen

When you have finished taking the order, tap **Finish order** at the top right. You do not need to go through the order screen first.

When you do:

- The order is sent to PizzaGest and **the ticket is printed in the kitchen**, without anyone having to go to the computer.
- The PDA goes back to the Orders screen, where the table is listed under **Open orders**.



From then on, the table can also be viewed and paid from PizzaGest.

Keep in mind that:

- If you tap **Finish order** without adding any product, the table is closed and becomes free again.
- While you have an order open on your screen, other devices see it as **Locked**. So always tap **Finish order** when you are done, even if you changed nothing.

If the guests order something else, go back into the table from **Open orders**. See Changing an order already sent.

Changing an order already sent

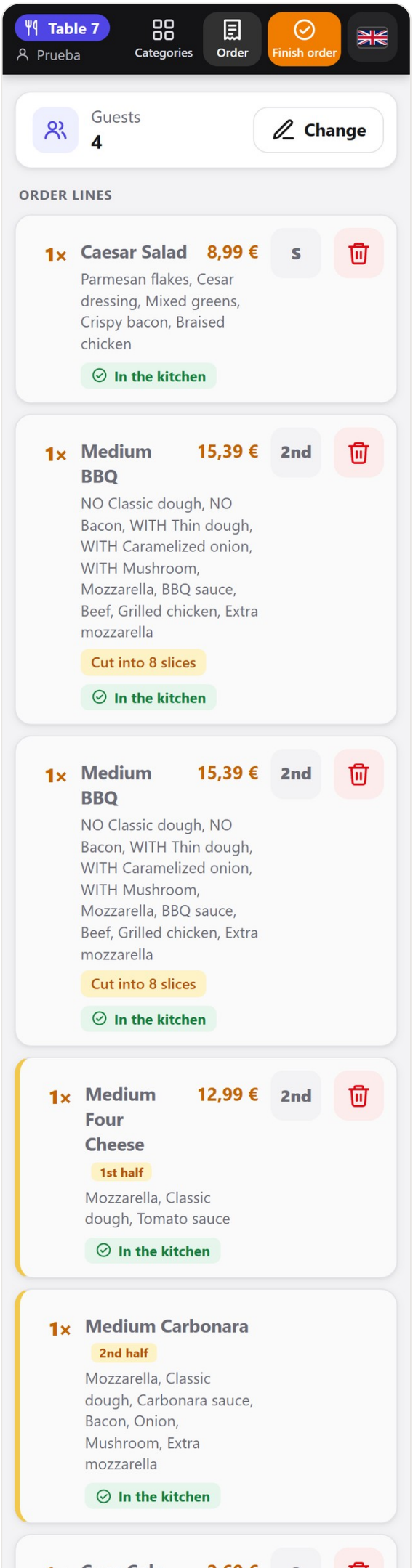
To add or remove products on a table whose order is already in the kitchen, tap it under **Open orders** on the Orders screen.

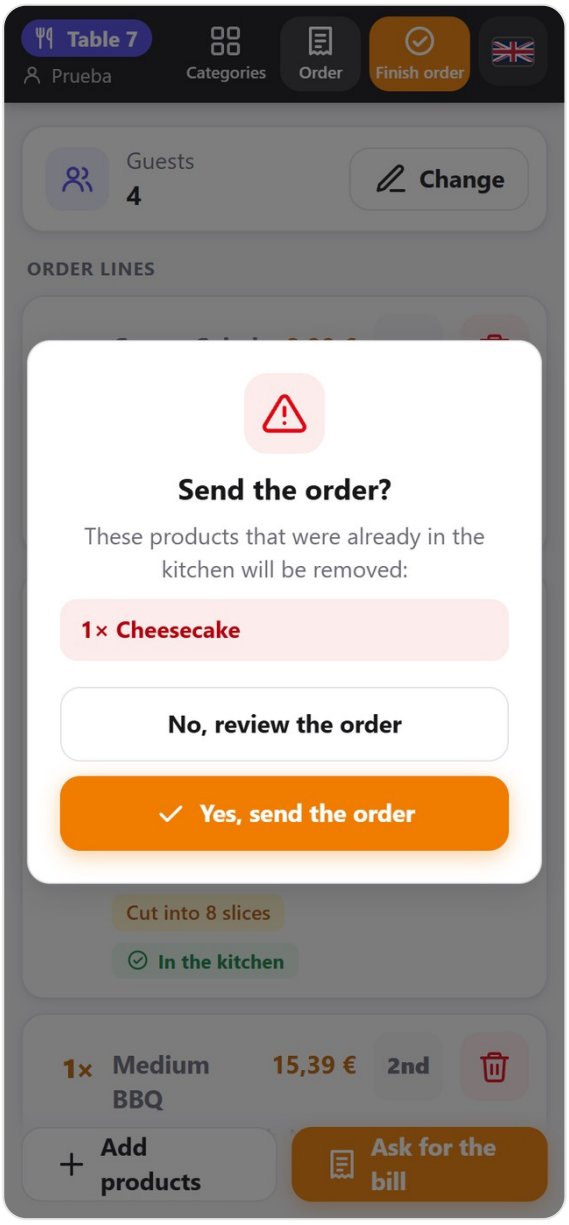
Adding products

Go into the categories and add the products as usual. When you tap **Finish order**, only the new ones reach the kitchen.

Removing a product that is already in the kitchen

Tap **Order** to see the lines:


Table 7
Prueba
Categories
Order
Finish order
Guests
4
Change
ORDER LINES
1× Caesar Salad 8,99 €
S
Parmesan flakes, Cesar dressing, Mixed greens, Crispy bacon, Braised chicken
In the kitchen
1× Medium BBQ 15,39 €
2nd
NO Classic dough, NO Bacon, WITH Thin dough, WITH Caramelized onion, WITH Mushroom, Mozzarella, BBQ sauce, Beef, Grilled chicken, Extra mozzarella
Cut into 8 slices
In the kitchen
1× Medium BBQ 15,39 €
2nd
NO Classic dough, NO Bacon, WITH Thin dough, WITH Caramelized onion, WITH Mushroom, Mozzarella, BBQ sauce, Beef, Grilled chicken, Extra mozzarella
Cut into 8 slices
In the kitchen
1× Medium Four Cheese 12,99 €
2nd
1st half
Mozzarella, Classic dough, Tomato sauce
In the kitchen
1× Medium Carbonara
2nd half
Mozzarella, Classic dough, Carbonara sauce, Bacon, Onion, Mushroom, Extra mozzarella
In the kitchen


Table 7
Prueba
Categories
Order
Finish order
Guests
4
Change
ORDER LINES
Send the order?
These products that were already in the kitchen will be removed:
1× Cheesecake
No, review the order
Yes, send the order
Cut into 8 slices
In the kitchen
1× Medium BBQ 15,39 €
2nd
Add products
Ask for the bill

Products that were already sent are marked **In the kitchen**. Their course can no longer be changed. A product ordered in several units now appears on separate lines, one per unit, so you can remove just one.

To remove one of them, tap its **trash can**. The product does not disappear: it is **crossed out** with the message **Will be removed when the order is sent**. If you made a mistake, tap the **circular arrows** button to put it back.

When you tap **Finish order**, the PDA asks you to confirm and shows the products that will be removed:

Yes, send the order: the order is sent and PizzaGest removes those products from the table.

No, review the order: you go back to the order and nothing is sent.

*Example: the guests at Table 7 order a coffee with milk and say they no longer want the dessert. Go into the table, add the coffee, tap **Order** and the trash can next to the **Cheesecake**. The total drops from €66.70 to €61.71. Tap **Finish order** and **Yes, send the order**.*

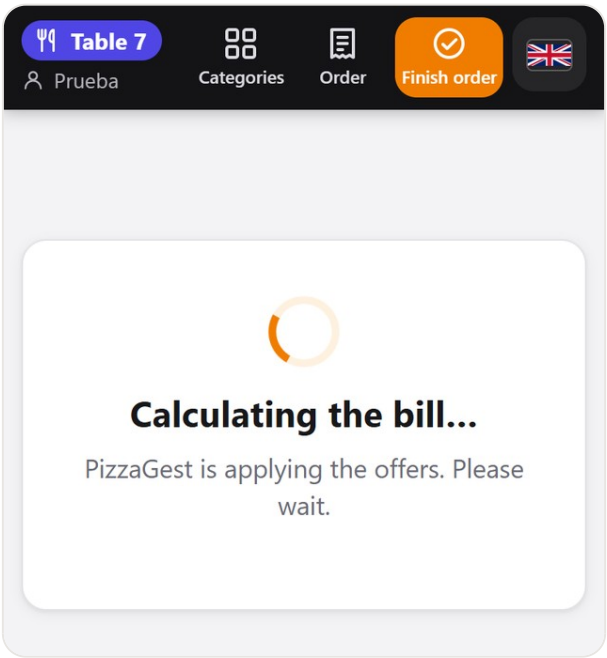
Keep in mind that:

- Products you have just added and not yet sent are deleted right away with the trash can, with no confirmation.
- You cannot delete the whole order from the PDA. If you mark every product for removal, the PDA tells you that the whole order has to be **canceled from PizzaGest**.

Asking for the bill

When the guests ask for the bill, go into the table, tap **Order** and then the **Ask for the bill** button at the bottom.

The PDA asks PizzaGest for the bill; PizzaGest applies any **offers** that apply and works out the total. Meanwhile you will see this message:



In a few seconds the **bill summary** appears, just as it will print on the receipt: the products, the offers applied with the products each one includes, and the **total**.

Below the summary there are two buttons:

Print the bill: the bill is printed on the restaurant's printer. When it is done, the PDA shows the message **Bill printed** and you can take it to the customer.

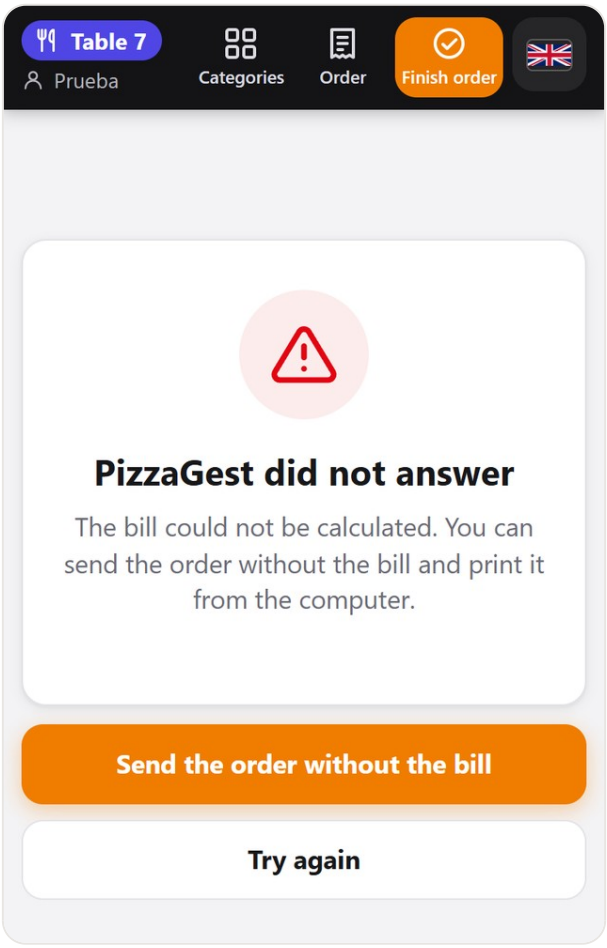
Exit without printing: goes back to the Orders screen without printing anything.

> “If the customer prefers other offers than the ones applied, exit without printing and apply them from the computer.

If there were products not yet sent, they are sent to the kitchen when you ask for the bill. And if any products were marked for removal, the PDA asks you to confirm first.

If PizzaGest does not answer

If 30 seconds go by and PizzaGest has not calculated the bill, the PDA tells you:



Send the order without the bill: the order is sent and the bill is printed from the computer.

Try again: asks for the bill again.

The most common cause is that PizzaGest is not running on the restaurant's computer.

If the message **The bill could not be calculated** appears, the table may be open on a computer. Close it there and tap **Try again**.