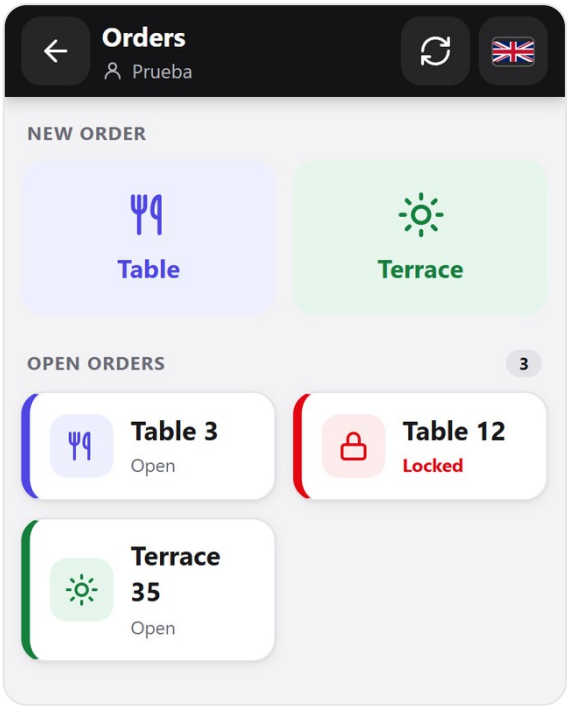
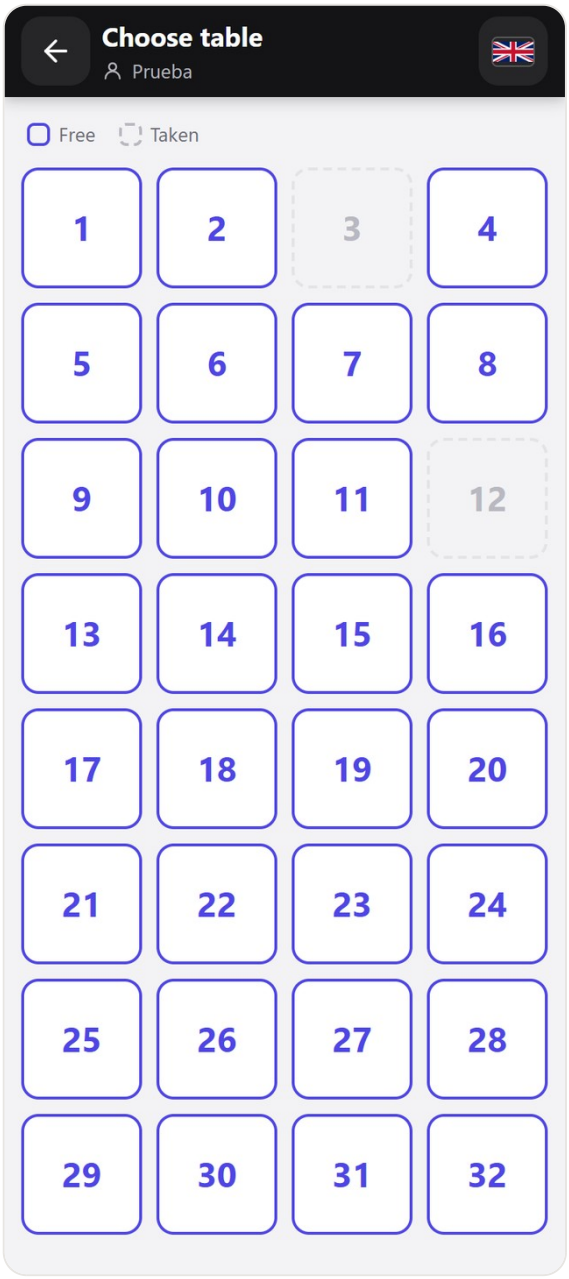
# Taking an order


- Tables, bar and terrace
- Guests
- Categories and items
- Changing the ingredients
- Quantity and cooking notes
- Half and half

# Tables, bar and terrace

After logging in you reach the **Orders** screen. This is the starting point: from here you open a new order or go into one that is already open.






# New order

At the top there is one button for each type of order: **Table**, **Bar** and **Terrace**. Only the types set up for the restaurant in PizzaGest are shown; the restaurant in the example has no bar.

Tap one of them, for example **Table**, and all the table numbers appear:

**Free**: the table has no order. Tap it to open one.

**Taken**: the table already has an open order and is shown in gray. To go into it, use **Open orders**.

*Example: in the picture, tables 3 and 12 are taken. Tap **7** to open a new order.*

After you choose the table, the PDA asks for the number of guests.

# Open orders

Below are all the orders currently open in the restaurant, with their count to the right of the heading. An order can be in one of two states:

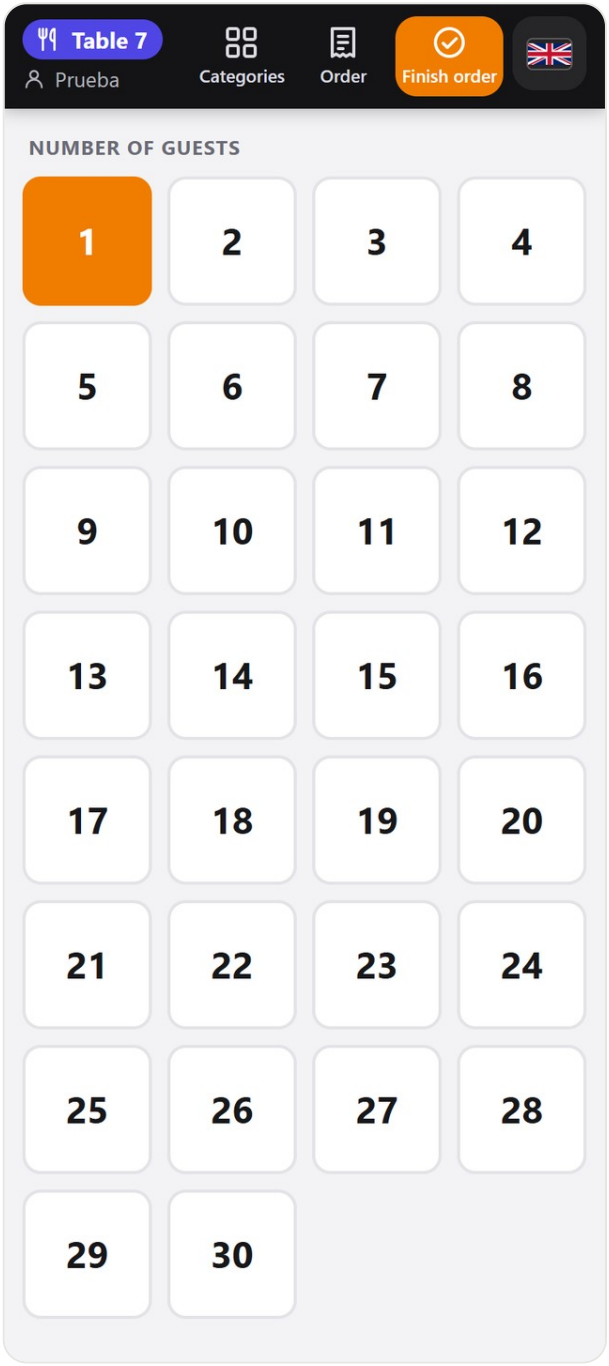
**Open**: tap it to view or change the order.

**Locked**: another waiter is changing that order right now on another device. It is shown in red with a padlock. You can go in to look at it, but the PDA warns you that it is locked.

The list refreshes by itself every 30 seconds. To refresh it right away, tap the **circular arrows** button at the top right.

# Guests

When you open a new order, the PDA asks how many people are at the table:




Tap the **number of guests** and you go straight to the product categories.

*Example: there are 4 people at Table 7, so tap **4**.*

If someone joins later or you made a mistake, change it from the order screen with the **Change** button.

---

From now on, the top of every screen in the order shows:

- The **table** you are working on and your name.
- **Categories**: to go back to the product categories.
- **Order**: to see what has been ordered so far and its total.
- **Finish order**: to send the order to the kitchen.
- The **flag**, to change the language.

# Categories and items

Products are organized in **categories**, the same as in PizzaGest: pizzas, salads, drinks, desserts...

Table 7
Prueba
Categories
Order
Finish order

CATEGORIES


Medium Pizzas


Large Pizzas


Small pizzas

Calzones


Salads

Pan de Ajo


Pasta


Sides

Extras

Gluten free pizzas


Drinks

Drinks Crystal

Table 7
Prueba
Categories
Order
Finish order

SALADS

? S 1st 2nd D


Tropical

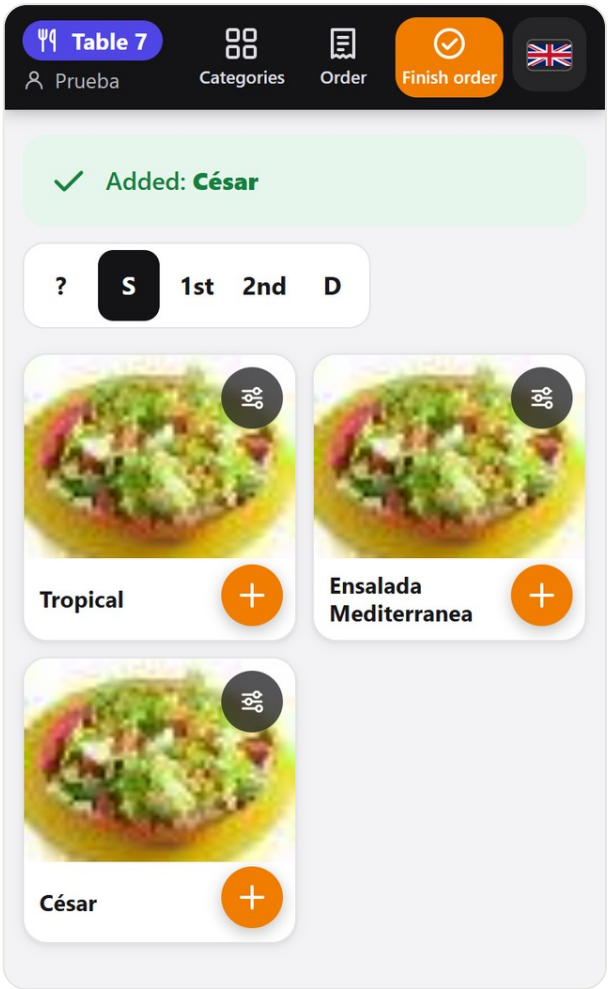

Ensalada Mediterranea


César

Tap a category and its **items** appear, each with its photo.

# Adding an item

**Tap the item** (or the **+** button) to add **one unit** to the order, just as it comes on the menu. There is nothing to confirm: the PDA shows a green message at the top and you can keep adding.




*Example: go into **Salads** and tap the **César** salad. The message "Added: César" appears.*

If you need more than one unit, a change of ingredients or a cooking note, tap the **Options** button that every item has at the top right corner of its photo:

- If the item has ingredients, you go to the ingredients screen.
- If it has none (a drink, a dessert), you go straight to the quantity.

# Course

Above the items is the **Course** selector, which tells the kitchen in what order each product should come out:

**?**: not set.

**S**: starter.

**1st**: first course.

**2nd**: main course.

**D**: dessert.

Choose the course **before** adding the items. It stays selected for everything you add afterwards, until you change it.

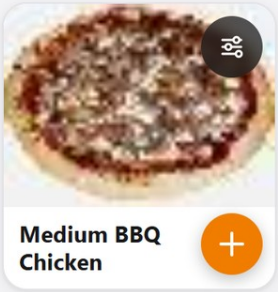
Table 7
Prueba
Categories
Order
Finish order

MEDIUM PIZZAS

? S 1st 2nd D



Mediana Cervecoa



Medium BBQ Chicken



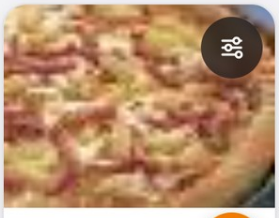
Medium Bbc Crispy Carlos



Medium Carbacoa



Honey Mustard Chicken



Medium Tropicale



Medium Speciale Carlos



Mediana Especial Carlos Pollo



Medium Tutto Carne



Mediana Brava



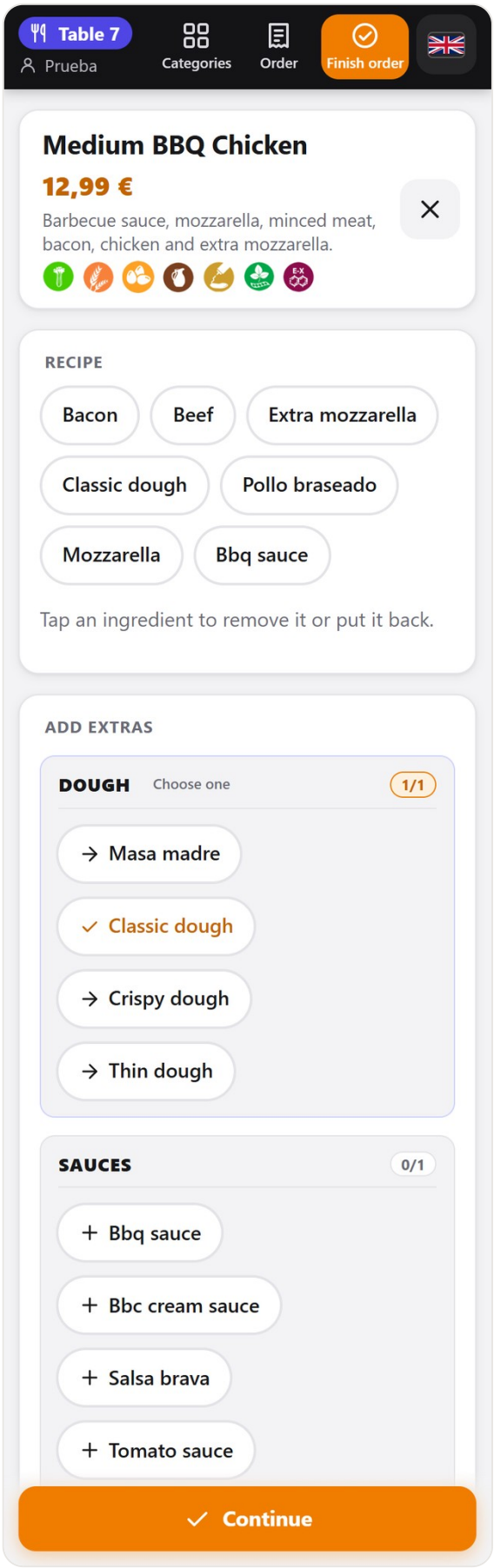


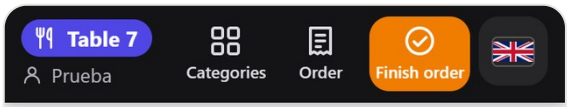
*Example: before the salad tap **S**, and when you go into **Medium Pizzas** tap **2nd**. The salad will come out as a starter and the pizzas as the main course.*

If you make a mistake, you can change the course of each product later from the order screen.

# Changing the ingredients

When the guest wants a product made their way, tap the item's **Options** button on the items screen. You will see a screen like this one:


Table 7
Prueba
Categories
Order
Finish order
Medium BBQ Chicken
12,99 €
Barbecue sauce, mozzarella, minced meat, bacon, chicken and extra mozzarella.
RECIPE
Bacon
Beef
Extra mozzarella
Classic dough
Pollo braseado
Mozzarella
Bbq sauce
Tap an ingredient to remove it or put it back.
ADD EXTRAS
DOUGH
Choose one
1/1
Masa madre
Classic dough
Crispy dough
Thin dough
SAUCES
0/1
Bbq sauce
Bbc cream sauce
Salsa brava
Tomato sauce
Continue




## Medium BBQ Chicken

**15,39 €**

Barbecue sauce, mozzarella, minced meat, bacon, chicken and extra mozzarella.

RECIPE

- ~~NO Bacon~~
- Beef
- Extra mozzarella
- ~~NO Classic dough~~
- Pollo braseado
- Mozzarella
- Bbq sauce
- EXTRA Cebolla caramelizada ×
- EXTRA Mushroom ×
- SWAP Thin dough ×

Tap an ingredient to remove it or put it back.

ADD EXTRAS

**DOUGH** Choose one 1/1

- → Masa madre
- → Classic dough
- → Crispy dough
- ✓ Thin dough

**SAUCES** 0/1

- + Bbq sauce
- + Bbc cream sauce
- + Salsa brava
- + Tomato sauce

✓ Continue

The top shows the item's **name**, its **price**, the description and its **allergen** icons. The price and the allergens update with every change you make.

# Recipe: removing ingredients

**Recipe** lists the ingredients the item comes with.

To **remove** an ingredient, tap it: it is shown crossed out, in red, with the word **NO**. Tap it again to put it back.

# Add extras

Below are all the ingredients you can add, grouped the same way as in PizzaGest (dough, sauces, cheese, protein, vegetables…). Tap an ingredient to add it: it appears in the recipe, in green, with the word **EXTRA**. To remove it, tap it in the recipe.

To the right of each group there is a counter, for example **0/5**: the extras added and the maximum that group allows. Once the maximum is reached, the other ingredients in the group can no longer be tapped.

# "Choose one" groups

Some groups, such as the **dough** or the **base cheese**, are marked **Choose one**: the product must always have one option, and only one. The current one is checked. When you tap another, the PDA makes the swap: in the recipe the old one appears as **NO** and the new one as **SWAP**.

If one of these options is missing, the PDA shows the message **Still to choose** and does not let you continue until you pick it.

---

*Example: the guest orders a **Medium BBQ Chicken** with no bacon, with caramelized onion and mushroom, on thin dough.*

1. *Under **Recipe** tap **Bacon**: it becomes "NO Bacon".*
2. *In the vegetables group tap the caramelized onion and **Mushroom**: they appear as EXTRA and the counter goes to 2/5.*
3. *Under **Dough** tap **Thin dough**: it appears as "SWAP Thin dough".*
4. *The price has gone from €12.99 to €15.39.*

When you are done, tap **Continue** to set the quantity and cooking notes. To discard the item, tap the **X** next to its name.

---

On a tablet, the recipe and the extras are shown in two columns:

Table 3
Prueba

Categories | Order | Finish order

## Medium BBQ Chicken

14,19 €

Barbecue sauce, mozzarella, minced meat, bacon, chicken and extra mozzarella.



### RECIPE

- ~~NO Bacon~~
- Beef
- Extra mozzarella
- Classic dough
- Pollo braseado
- Mozzarella
- Bbq sauce
- EXTRA Cebolla caramelizada ×

Tap an ingredient to remove it or put it back.

### ADD EXTRAS

**DOUGH** Choose one 1/1

- → Masa madre
- ✓ Classic dough
- → Crispy dough
- → Thin dough

**SAUCES** 0/1

- + Bbq sauce
- + Bbc cream sauce
- + Salsa brava
- + Tomato sauce
- + Carbonara sauce

**BASE CHEESE** Choose one 1/1

- → No cheese
- ✓ Mozzarella
- → Vegan cheese

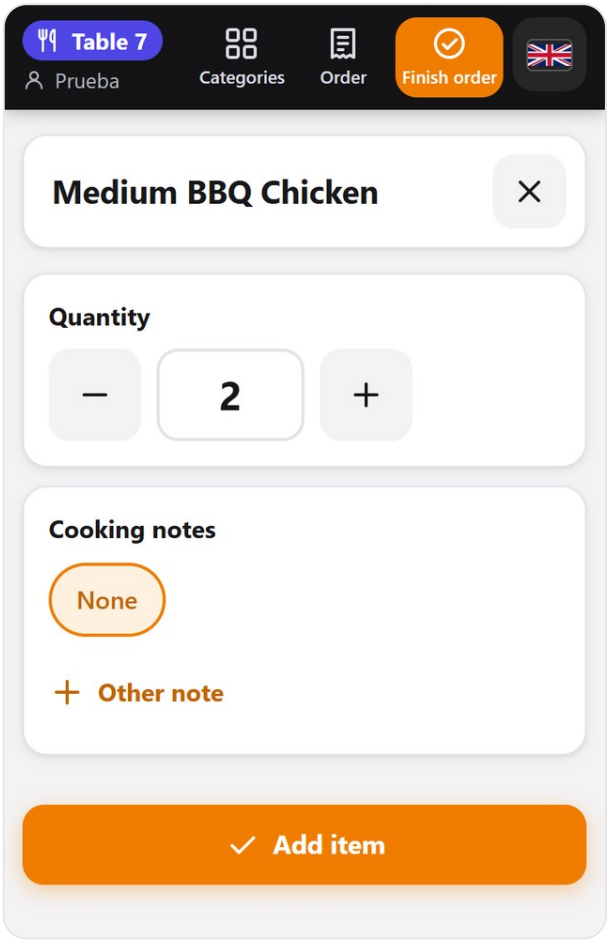
**CHEESE** 0/2

- + Extra vegan cheese
- + Extra mozzarella
- + Blend of soft cheeses
- + Goat cheese

✓ Continue

# Quantity and cooking notes

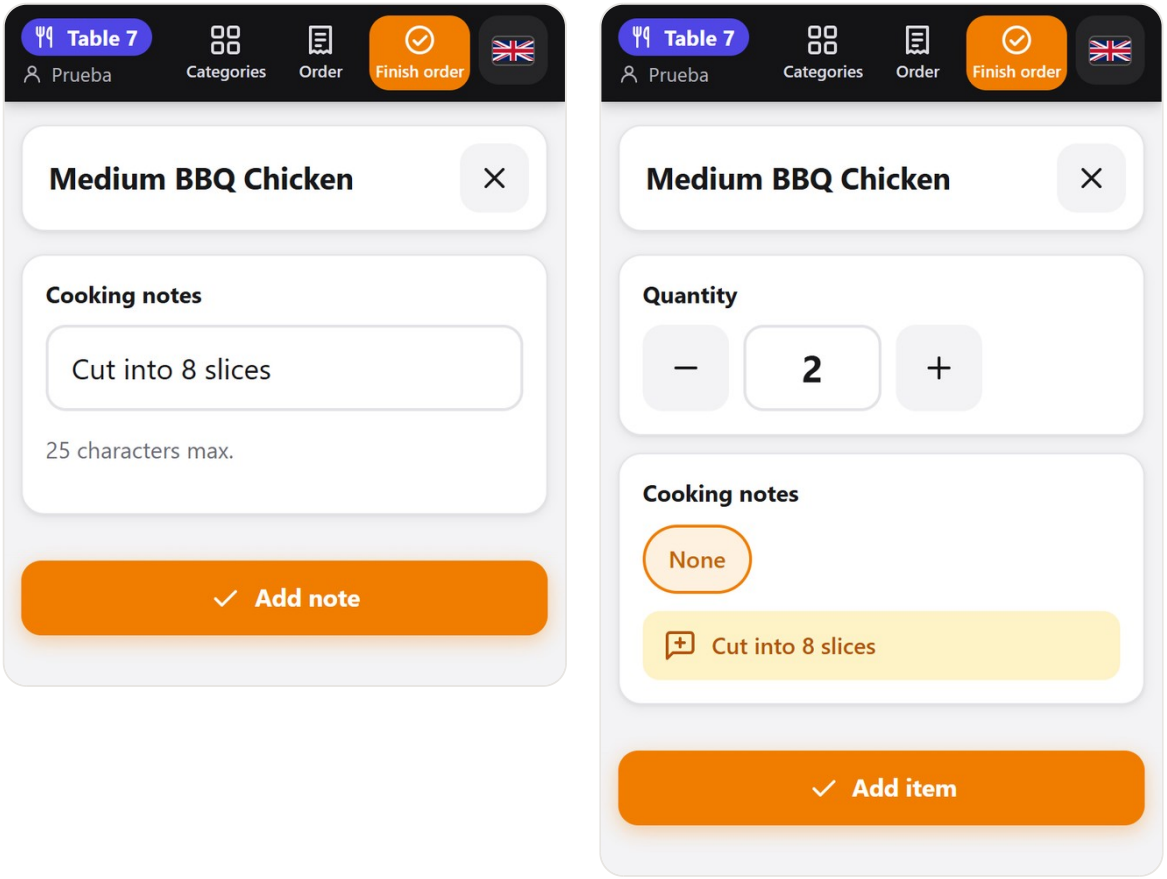
You reach this screen by tapping **Continue** on the ingredients screen or, if the item has no ingredients, directly from its **Options** button.




**Quantity**: use the **−** and **+** buttons to set how many units the guest wants. You can also tap the number and type it.

**Cooking notes**: the instructions for the kitchen. The usual notes the restaurant has set up in PizzaGest for that category are listed (for example "Lightly cooked"); just tap one. If you do not need any, leave **None** selected.

**Other note**: if what the guest asks for is not on the list, tap here to type it.




Type the note (25 characters max.) and tap **Add note**. You go back to the previous screen, where the note now appears.

Finally, tap **Add item** to add it to the order.

*Example: the guest wants **2** BBQ pizzas like the one just prepared, **cut into 8 slices**. Tap **+** to set the quantity to 2, tap **Other note**, type "Cut into 8 slices" and tap **Add item**.*

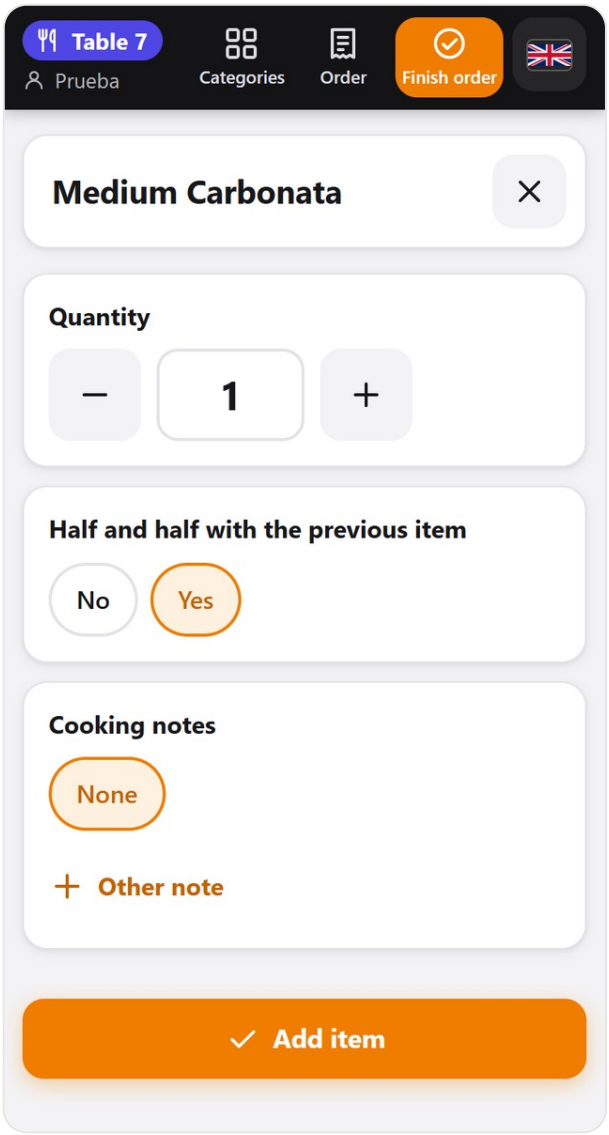
> Cooking notes only appear for categories that are printed in the kitchen.

# Half and half

In categories that allow it, such as pizzas, you can make a product **half and half**: half of one item and half of another.

It takes two steps:

1. Add the **first half** as a normal item, with **one unit**.
2. For the **second half**, tap the other item's **Options** button and then **Continue**. The quantity screen shows the question **Half and half with the previous item**: select **Yes** and tap **Add item**.




*Example: the guest wants a pizza that is half **4 Formaggio** and half **Carbonara**. Tap **Medium 4 Formaggio** to add it. Then tap **Options** on the Medium Carbonara, **Continue**, select **Yes** and **Add item**.*

On the order screen the two halves appear together, marked **1st half** and **2nd half**, with a single price.

Keep in mind that:

- The question only appears if the previous item is **one unit** from the same category (or from a category that can be combined with it).
- Each half can have its own ingredient changes.

- If you delete one half from the order, both are deleted.