

PartyPreOrders Help Manual

Version 4.07 – 20 July 2008

Now, Exactly What, do you Want To Do? Simply Choose from the Contents Below...

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1. How to Register for a New PartyPreOrders Account...

- a. Visit <http://partypreorders.com/Preorders/Register.aspx> and you will be taken to the following screen:

The screenshot shows a web form titled "Your details" with the following fields:

- Company name**: My Restaurant
- Address**: My Street, Any Town, UK
- Contact 1**: Title (Mr.), First name (John), Surname (Smith)
- Contact 2**: (Empty fields)
- Company e-mail address**: JohnSmith@partypreorders.com
- Contact e-mail address (if different to above)**: (Empty field)
- Contact telephone number(s)**: 0207 - 999 - 9999

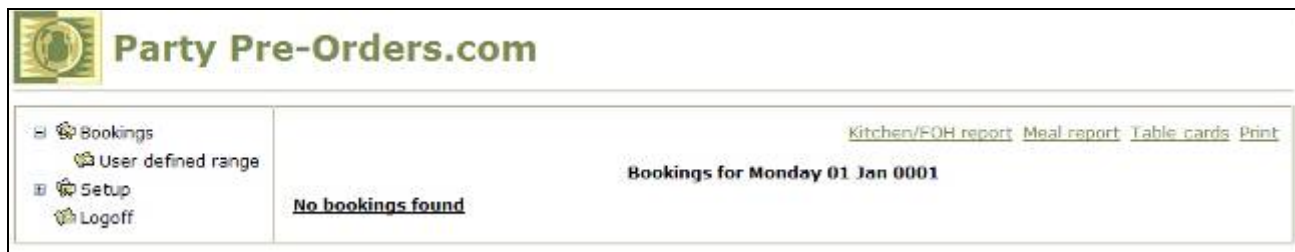
[Image No.1]

- b. Fill in the form, which is fairly self-explanatory. [The 'Company e-mail address' will be used as the primary address to send any pre-orders and the secondary address will be used for any correspondence from ourselves.]
- c. Read the 'Terms & Conditions' (by clicking on the link, which opens in a new window), then click the tick box to agree to them and finally click the 'Submit' button to generate your new PartyPreOrders Back-office account.
- d. Within a few minutes you will be sent your unique log-in 'userid' (company code) by email. Don't forget to check you 'junk mail' folder, just in case it arrives in there. If it does you may wish to mark it as 'safe' so that when you receive pre-order confirmations, you won't miss them by mistake.]
- e. Follow the link within the email to the log-on page and then you are ready to create your first online Party Pre-Order...

N.B. If you should either not receive a confirmatory email or have problems logging on to our system, then please call at help desk on 0774 221 9617 or email us at help '@' partypreorders.com

2. How to Create Your First Menu – Part 1 – Populating Your Menu ‘Library’ with Courses...

- a. After logging-in for the first time you will see the following screen, which works fairly similarly to Microsoft Windows Explorer file manager. By clicking on the plus and minus symbols will open or close the individual branches of the navigational tree.



[Image No.2]

- b. You will next have to create a library of menu courses, so click on the '+' sign next to 'Setup' navigate down to and eventually highlight 'Starters' on the left hand side & found within the 'Courses' submenu (as shown in Image No.3 below):
- c. You will note that each course is pre-populated with two default selections; 'No Starter Required' & 'Special Starter'. [The 'Special Starter' option will allow diners to make special dietary requests in the additional information box on their pre-order menu.]



[Image No.3]

- d. You are now ready to populate your first menu. Add a short but also descriptive menu choice (as it will eventually appear on the individual diner's tent card) and then press 'insert'. Repeat this procedure for all of your 'Starters' and then repeat for 'Mains' and 'Afters' for you first pre-order menu.

3. How to Create Your First Menu – Part 2 - Creating a Pre-Order Menu

- a. Now you are ready to **create your first online menu...** So click on 'Menus' on the left had side and you will see the following empty screen:



[Image No.4]

b. - Click on 'New' at the top right to proceed to the next screen:

Save Cancel

Code:

Description:

Start date:

End date:

Start time: : :

End time: : :

Minutes between bookings:

Max guests:

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Disabled:

Starters **Mains** **Afters**

* No starter required * No main course required * No afters required

* Special starter * Special main course * Special afters

Cream of Tomato Soup Nut Roast Cheese & Biscuits

Goats Cheese Salad Pizza Ice Cream

Menu caption: (Clear this field if you intend to show menu within your own web page)

Please fill out the form below, then submit it to us by pressing the 'Submit' button at the bottom of the form - YOU MUST HAVE A RESERVATION BEFORE YOU SUBMIT AN ORDER.

For more than xx diners (or if you have multiple table plans) then please send separate forms, but you must ensure that you add 'Table 1' or 'Table 2' in the 'Group Office Name' field for each individual form, in addition to your Group or Office's name.

[Image No.5]

- a. CODE - First of all, give it a single word meaningful & individual 'Code' – use underscores or hyphens if necessary, eg "easter-2009" or "xmas_party_2008-1". These codes will eventually make up the online address of your pre-order menu.
- b. DESCRIPTION – Put any meaningful friendly description in a few words for your menu, eg "Easter Sunday Lunch".
- c. START DATE & END DATE – To enter dates in the correct database format, click on the calendar boxes and select the start and end dates when this menu will be available. If it is for a single day then obviously select the same date twice.

Start date:

End date:

Start time: : :

End time: : :

Minutes between bookings:

Max guests:

Starters **Mains** **Afters**

* No starter required * No main course required * No afters required

* Special starter * Special main course * Special afters

Cream of Tomato Soup Nut Roast Cheese & Biscuits

Goats Cheese Salad Pizza Ice Cream

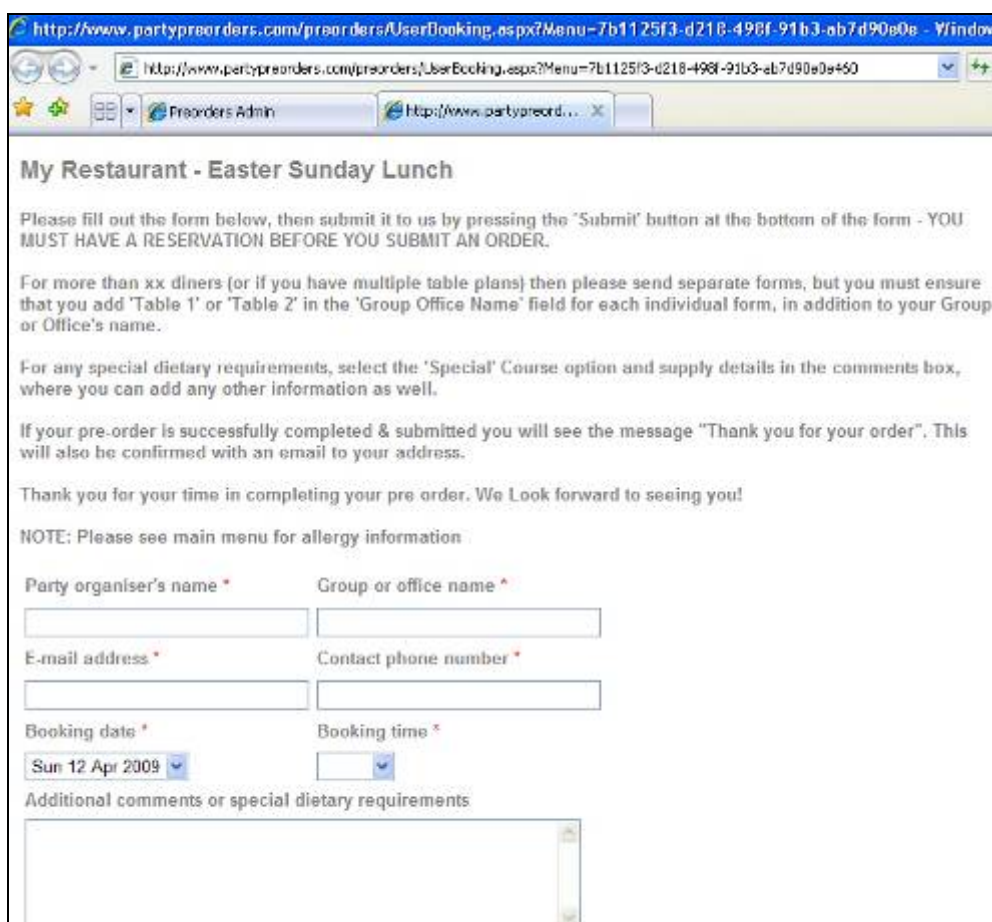
Menu caption: (Clear this field if you intend to show menu within your own web page)

Please fill out the form below, then submit it to us by pressing the 'Submit' button at the bottom of the form - YOU MUST HAVE A RESERVATION BEFORE YOU SUBMIT AN ORDER.

[Image No.6]

- d. **DAYS OF WEEK** – Choose which days of the week your menu will be available in between the start and end dates above. [This setting is not applicable if you have only chosen a single date for the menu above.]
- e. **DISABLED** – when this option is chosen the menu will eventually be produced, but not available online until taken out of the box by editing the form at a later time. It is recommended that you leave this blank.
- f. **START TIME & END TIME** – Choose you start and end times for the menu.
- g. **MINUTES BETWEEN BOOKINGS** – Select the time period in minutes between bookings.
- h. **MAX GUESTS** – Choose the largest table size of covers which you will be catering for. [N.B. Should you need to increase the default size, then this can be changed with the 'Company' settings of your control panel.]
- i. **STARTERS, MAINS & AFTERS** – Select the necessary menu options in the adjacent tick boxes, including the suggested 'No Course Required' & 'Special Course' options.
- j. **MENU CAPTION** – This option depends on whether you are eventually going to use the online pre-order menu as a stand alone webpage or for advanced web-masters & programmers, embed the menu within an I-Frame on your own website. [See our I-Frame help for more information.]

Below is an image of how this caption is incorporated into a simple stand alone webpage:



[Image No.7]

Assuming you are going to use for the simple option of a stand alone pre-order webpage, then the default description will give instructions to your customers of how to fill out their online pre-order form. [You can either edit the default caption in the 'Company's section of you control panel or change the specific instruction for each individual menu it the 'Caption' box.

Finally 'SAVE' the changes to your new pre-order menu, by clicking the 'Save' link at the top right hand side of the form; otherwise your changes will be lost! Your new menu's data (after saving) should look something like this:

[Preview](#) [Print](#)

Menu Details

[Edit](#) [Copy](#) [Delete](#)

Code : easter_sunday
Description : Easter Sunday Lunch
Start date : 12 April 2009
End date : 12 April 2009
Start time : 11:30
End time : 16:30
Time interval : 15
Max. guests : 10

Sunday : Yes
Monday : No
Tuesday : No
Wednesday : No
Thursday : No
Friday : No
Saturday : No
Disabled : No

Page URL :

Starters	Mains	Afters
* No starter required	* No main course required	* No afters required
* Special starter	* Special main course	* Special afters
Goats Cheese Salad	Nut Roast	Cheese & Biscuits
	Pizza	

[Image No.8]

4. How to View & Test Your First Pre-Order Menu.

- a. If you see any mistakes you can click on 'Edit' to make changes, otherwise click the 'Copy' button to copy the URL web address to your computer's clipboard. This address can be used on your website as a hyperlink to the pre-order form or you can paste it directly into your web browsers address line (and then press enter to visit the online page).

Additional comments or special dietary requirements

Ms. Bloggs needs gluten-free starter
Master Bloggs wants anchovies on his pizza

*** Indicates required field**

Guest name	Starters	Mains	Afters
1 Joe Bloggs	* No starter required	Pizza	Cheese & Biscuits
2 Jane Bloggs	Goats Cheese Salad	Pizza	* No afters required
3 Master Bloggs	Goats Cheese Salad	* Special main course	Cheese & Biscuits
4 Ms. Bloggs	* Special starter	Nut Roast	Cheese & Biscuits
5			
6			
7			
8			
9			
10			

[Image No.9]

You can also test the form for yourself by pressing the 'preview' button (which should open the menu up in your internet browser) and then submit it to your Control Panel's database to make sure it is working as you want to appear and to be used... [If when filling it in, should you miss any required fields in the form, these will be flagged up in red with a brief description of the information required.] When the form is successfully submitted you will taken to a confirmation webpage 'thanking you for your order'.

[You, as the 'restaurant' will receive a 'hard copy' of the pre-order in an email, as will your 'customer' to the address they supplied in the online form. It is important for the smooth running of your business, that you save/print-out all of these 'restaurant' emails as a complete offline record of any pre-order made; just in case at a later date, that you are either not able to access the internet on the day of the booking (for

belatedly printing out pre-order information) or alternatively, in the eventuality of our website not being instantly accessible, due to circumstances beyond our control.]

5. How to Make Subsequent Online Pre-Order Menus...

- a) NB – from this menu (pictured above), (which you can enter later by editing the menu from a list found on the 'Menus' option), you can either 'Delete' the menu entirely or use it as a template by clicking 'Copy' and making any necessary changes for similar menus, such as for instance, adding Sunday roast' course options and also changing the days of the week to just 'Sundays'. Otherwise simply create a new pre-order menu from scratch.
- b) Subsequent Menus will probably require you to add new menu choices to your 'Courses' library.

6. How to Retrieve & Print-Out Your Online Pre-Order Bookings...

- a. Navigate to your customer's pre-order or date in question, see below image:

		Bookings for Sunday 12 Apr 2009						
		Date	Menu	Organiser Group	Guests	Phone	Email	Proc.
		12/04/2009	Easter Sunday Lunch	Joe Bloggs	Bloggs' Widgets	4	01-123-4567	Info@Bloggs-Widgets.com
		13:15						

[Image No.10]

- b. To print-out a single whole day's output of pre-orders, then highlight the date on the left hand side (as above image), then if you click:
 - a. **KITCHEN/FOH** (Front of House), you are taken to a screen which will show you a page(s) of meal summaries for each individual pre-order party, which can be printed out for both your waiting staff, as well as acting as your kitchen order. [N.B When printed, the parties are arranged vertically (see image below), which will allow you to cut/guillotine your A4 printouts in half, for more convenient use by your kitchen.]

Group Bloggs' Widgets	
Sunday 12 Apr 2009 at 13:15	
Menu: Easter Sunday Lunch	
Starters	
* No starter required ...	1
* Special starter ...	1
Goats Cheese Salad ...	2
Mains	
* Special main course ...	1
Nut Roast ...	1
Pizza ...	2
Afters	
* No afters required ...	1
Cheese & Biscuits ...	3
Ms. Bloggs needs gluten-free starter Master Bloggs wants anchovies on his pizza	

[Image No.12]

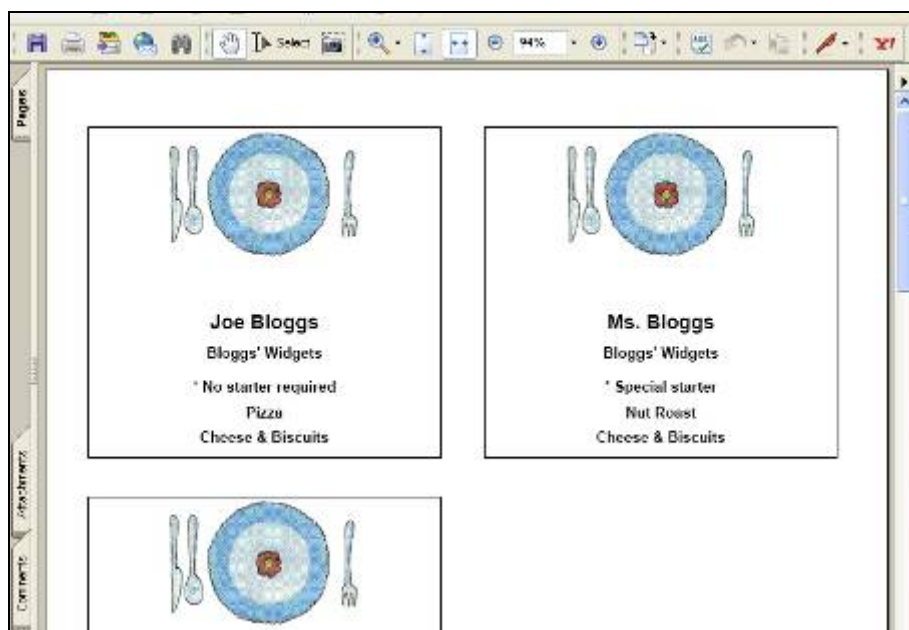
To toggle your report layout to become horizontal, then click on 'Report Layout' or to return to vertical layout click on 'Kitchen/FOH Report'.

- b. **MEAL REPORT** – To return to the above screen click on the date in question on the left hand side, then click 'Meal Report'. This option will give you a summary of orders for the whole day, and can also be 'sorted by popularity' (see below image). This summary will help your kitchen's ordering and help prevent waste through over-ordering or preparation.

Meal summary for Bloggs' Widgets on Sunday 12 Apr 2009 at 13:15					
Menu: Easter Sunday Lunch					
<u>Starters</u>		<u>Mains</u>		<u>Afters</u>	
Goats Cheese Salad ...	2	Pizza ...	2	Cheese & Biscuits ...	3
* No starter required ...	1	* Special main course ...	1	* No afters required ...	1
* Special starter ...	1	Nut Roast ...	1		

[Image No.13]

- c. **TABLE CARDS** - No need to laboriously write out your individual diner's table cards by hand! Return to the date in question, by choosing it from the left hand side and then click on 'Table Cards' to create printable Adobe 'PDF' pages. [N.B Your computer need to have Adobe Reader Installed – which can be obtained as a free download from Adobe - <http://www.adobe.com/products/reader/>] A separate window will open similar to as shown below, with a default logo of our choice. {N.B. To have your own logo inserted instead, please contact us directly for prices and image specifications and formats required.]



[Image No.14]

After printing on our pre-perforated paper, you will be able to easily separate each individual 'Table Card' and fold it in half, so as to make individual 'tent cards', which can be put away safely for later use...

In the image below of an individual tent card, you will note the importance of description of library courses, as this information is printed out, along with the diner's name and the party's 'group of office name':



[Image No.15]

7. How to View / Edit / Delete / 'Mark as Processed', a Party or Group's Details...

- a) Click on the date/time link relating to the group you wish to edit (see Image No10), which will take you to the screen below:

[Meal summary](#) [Table cards](#) [Print](#)

Booking Details

[Back](#) [New guest](#) [Edit](#) [Delete](#) [Mask as processed](#)

Date : Sunday 12 Apr 2009
Time : 13:15
Date submitted : Saturday 07 Jun 2008 11:48:29
Menu : Easter Sunday Lunch
Organiser : Joe Bloggs
Group : Bloggs' Widgets
Telephone : 01-123-4567
Email : Info@Bloggs-Widgets.com
Comments : Ms. Bloggs needs gluten-free starter Master Bloggs wants anchovies on his pizza
Processed : No

<u>Guest</u>	<u>Starter</u>	<u>Main Course</u>	<u>Afters</u>
1: Joe Bloggs	* No starter required	Pizza	Cheese & Biscuits
2: Jane Bloggs	Goats Cheese Salad	Pizza	* No afters required
3: Master Bloggs	Goats Cheese Salad	* Special main course	Cheese & Biscuits
4: Ms. Bloggs	* Special starter	Nut Roast	Cheese & Biscuits

[Image No.16]

- b) **Delete** - Here you can delete the entire table booking for the group, by clicking 'Delete' and 'Ok' to the confirmation. If the group has more than one table then this step must be repeated by selecting the other table(s) and deleting them as well.
- c) **'Mark as Processed'** – By pressing the link 'Mark as Processed', will put a green tick in the parent screen as shown in the image below. By subsequently clicking on 'Mark as Unprocessed' will then remove the green tick.

Bookings for Wednesday 01 Apr 2009 to Thursday 30 Apr 2009

<u>Date</u>	<u>Menu</u>	<u>Organiser</u>	<u>Group</u>	<u>Guests</u>	<u>Phone</u>	<u>Email</u>	<u>Proc.</u>
12/04/2009 13:15	Easter Sunday Lunch	Joe Bloggs	Bloggs' Widgets	5	01-123- 4567	Info@Bloggs- Widgets.com	✔

[Image No.17]

This 'mark as processed' function will allow you to keep track of when you have, for instance printed out a pre-order or have received the deposit.

- d) **Edit** - By clicking 'Edit' (in Image No.17), you can then edit an existing group's details as shown in the image below. Here you can **change the date & time of the booking**, as well as their contact details. A further feature of our pre-order database, will allow you to **'add your own additional comments'**, which will appear on the 'Kitchen/FOH' printouts. This may be useful if you wish to add any information about a group to the Front of House (FOH) staff or kitchen, relating to the booking. As with all other procedures, make sure you press 'Save' to commit any changes to the database.



[Image No.18]

- e) **New Guest** – This function will allow you to add a new guest's pre-order manually and after the original online submission. Using it is almost identical to the procedures below for editing and individual diner's order, so please follow the instructions beneath...

8. How to View / Edit a Individual Diner's Order or Details

- a) Click on the name of the guest (see image No.16 above), whose details you wish to edit and you will see an intermediary screen, which will give you two options; either **delete:** or **'edit' an individual guest's pre-order**.
- b) **Delete** – By clicking delete, will completely delete the individual guest and their associated pre-order. After pressing this link, you will be prompted to confirm your deletion.
- c) **Edit** – By pressing edit, in the intermediary screen, you will be taken to the screen below:



[Image No.19]

- b) **Organiser/Group** – From the drop-down list will allow you to move the guest to any other group's table, and then click 'Save' to commit changes to the database.
- c) **Guest** - here you can change the guest's name as it will appear on the 'Table Card'.
- d) **Starter, Main & After** – Here you can either change their guest's menu choices for the their pre-order menu by clicking the drop-down list and then afterwards, pressing 'Save' to commit changes to the database. Alternatively, you can **over-ride the preset menu choices** and type in a unique menu description for this guest's alternative menu choices (and again remember to press 'Save').

Any changes made, will then be seen after saving, which will return you to screen image No.16.

N.B. Our PartyPreOrders' system is based on constructive & practical feedback advice from our clients. This manual menu choice over-ride should be used as a late minute, last resort to any existing pre-order, as it is preferable to add any variations to the menu to the library and then adding it as a choice to your specific pre-order menu. By using this library entry procedure, you can then use the drop-down list to make menu choices (though this would make the same new menu choice visible to any new pre-orders using the same online menu). However, by using the library to enter menu choices means that you are less likely to have multiple & spurious 'mis-spelt' menu choice entries appearing in your meal summary reports used elsewhere in kitchen food ordering lists (see below section on 'User Defined Ranges' of dates...

9. How to Printout Detailed Reports for 'User Defined Ranges' of Dates

The 'User defined Ranges' of Dates function is specifically designed for two purposes, namely:

- I. To enable you to print out & in bulk, several day's worth of 'Kitchen/FOH' & 'Tent Card' pre-orders
 - II. Also, & perhaps more importantly, to aid your chef or kitchen with their imminent purchasing requirements and therefore help to prevent both over-buying and costly wastage. For example you could work out exactly how many portions of possibly turkey or Christmas pudding, which you are likely to require in a given busy buying period. Or, you could use it retrospectively, to see how popular any particular dish has been for your profitability, in comparison to the rest of your menu...
- a) To use this advanced function, first navigate and click on 'User Defined Dates' on the left hand side of the control panel.
 - b) You will then see a screen with two calendars, side by side.
 - c) First of all click on the left 'Start Date' calendar, navigate to your chosen start date and select it.
 - d) Then afterwards, select your 'End Date' in the right calendar
 - e) You will then be able to choose from three choices, '**Kitchen/FOH Report**', '**Meal report**' & '**Table cards**', whose functions are all explained in detail above (see section 6, entitled; "How to Retrieve & Print-Out Your Online Pre-Order Bookings").

10. How to Change Your Company Information / Maximum Tables Covers & Default Instructions

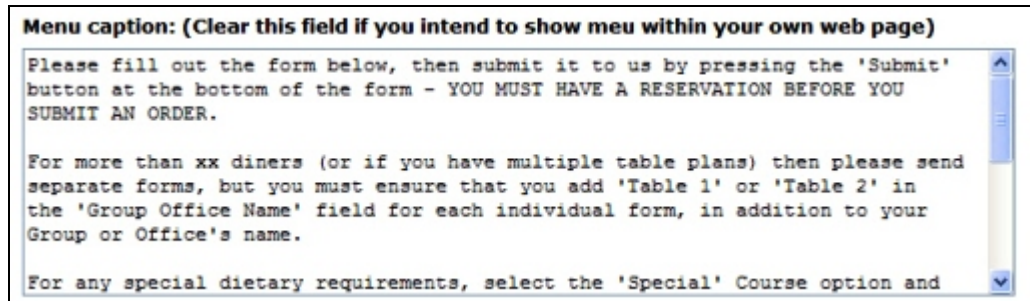
- a) Navigate to the 'Company' screen, which is a sub-branch of 'Setup', then click 'Edit' at the top right of the page and you should see the screen below:

The screenshot shows a web form titled "Your Company Details" with a "SAVE" button in the top right. The form fields are as follows:

- Code:** CMG00568
- Name:** My Restaurant
- Address:** My Street, New Town, UK
- Contact 1:** Title: M, First name: John, Surname: Smith
- Contact 2:** (Empty fields)
- Contact telephone number(s):** 0207-999-9999
- Mobile telephone number(s):** (Empty fields)
- Booking email address:** John.Smith@partyorders.com
- Contact email address:** John.Smith@partyorders.com
- Max. guests:** 15
- Default menu caption:** (Empty field)

[Image No.20]

- b) Here you can change your restaurant's contact details, email address, etc. After making any changes, make sure you click on 'Save' to commit changes to the database.
- c) **Max Diners** – Change this default figure to set your own restaurant's default maximum number of table covers. Then Click 'Save' to commit changes to the database. This maximum figure will then appear as the default for all new pre-order menus.
- d) **Default Menu Caption** – For simple stand-alone pre-order webpages [as shown in screen image No.7 above] you will need instructions to help your customers fill-out the online forms. In the 'Default Menu Caption' text box you can tailor-make the instructions to your own restaurant's requirements. After making any changes, make sure you click 'Save' to commit your changes to the database.



[Image No.21]

11. How to Remove 'Headers & Footers' from Printable Online Web Browser Pages

- a. INTERNET EXPLORER - Click the down arrow next to the Printer Icon and select 'Page Setup', This opens a properties window, where you will see code in the header and footer boxes. Delete this code and then select 'OK' to exit.
- b. MOZILLA FIREFOX - Click 'File' then 'Page Setup'. When the properties box opens select the 'Margins & Header & Footer' tab. At the bottom of the box in the 'Headers & Footers' section there are six drop-down boxes. In each field select the "--blank--" option, unless of course you might perhaps prefer page numbering to appear...

12. Important Notices

- a) **IMPORTANT NOTICE** – *Though we strive to have a 100% uninterrupted web service, it cannot however be 100% guaranteed, especially due to, for instance, reasons beyond our control, such as random Acts of God. It is therefore strongly advised that you produce your printouts at least two days in advance of when they are required, especially at peak periods such as before Christmas, when every client will be accessing our database system.*

However, for your information, back-ups of our database are made every 24 hours and in the worst possible scenario, copies of all pre-orders will have been sent to you by email at the time the pre-orders were submitted online (and which we urge you to save in case you should need to rely on them, for instance in case you have no access to the internet).