The Order Screen tab in Options

When you touch the Order Screen tab at the top of the Options screen, the screen will change to that shown below.

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This screen enables you to make some changes to the way that the program operates during the process of taking an order from a customer.

If you touch the drop down arrow on the right hand side of the **Default Takeaway Method** field, the program will offer three choices. Choose the payment method that applies to the way that you would normally handle take away orders.

The first of these, “Payment Due”, is the default payment method for take away orders. This setting is appropriate if you take payment from a customer when you hand over their food, not when they place their order.

The second choice, “Paid”, is appropriate if you take payment from a customer when they place their order for take away food.

When an order is taken for take away food using one of the above payment methods, the program will assume that there will be an interval during which the food will be prepared and will transfer the order to the **Collect** button and screen.

The last choice, “Paid & Taken”, is really intended for customers who buy a can of drink, or anything that may be handed over without cooking or preparation. Orders taken using this payment method do not transfer to the **Collect** button and screen. *Some users prefer this setting because, even though it does not accurately describe how they handle a take away order, it means that they don’t have to bother with the Collect screen and yet can still keep a record of take away sales and stock used.*

The **Prompt for assistant** field enables you to set the program to force a server to register that they are taking an order. If this field is left unaltered as “Never”, the program will not ask for the name of the assistant taking an order.

Touch the drop down arrow at the right hand side of the field to reveal the other choices. Theother two settings are “Before Order” and “After Order” which, as their descriptions suggest, alterthe program to force a server to select their name from the screen, either at the beginning or theend of an order.

The **Pizza Fractions** field enables you to set the program to accept pizza fractions and choose the size of fractions that are acceptable. If this field is left as “None”, inTouch will not allow a customer to order a fraction of a pizza.

Touch the drop down arrow at the right hand side of the field to reveal the other choices. If the setting is changed to “Half”, the program will allow you to take an order from a customer for half of one pizza and half of another, but no fraction smaller than that.

Select “Halves & Quarters” or “Halves, Thirds & Quarters” if you allow your customers to order fractions that small. Taking orders for pizza fractions is described in full in an earlier section of this guide.

If the **Ask if an order is Delivery or Collection** drop down is set to "No" it will assume if you press delivery that the order is for delivery and go to the order screen. If the drop down is set to "Yes" before you go into the order screen it will show you the customer details and you will be able to choose whether an order if for delivery or collection. The third choice "Yes & Asks Name" is like the above but will also prompt you to enter a name, The program will then treat the order as a delivery or a collection accordingly.

If the **Prompt For Customer Name On Take Away** the program will always go first to a Customer Name screen with an on-screen keyboard, when an operator touches the **Take Away** button on the Main Menu. The operator can then type in the name of the waiting customer, and the customer name will be displayed on the Order screen, on the Collect screen and printed on the receipt.

When the Order screen first appears, the menu buttons from the first, i.e. left hand, course button are on screen. If you want the menu buttons from one of the other course buttons to appear on screen first, enter the appropriate number in the **Starting Menu** field.

The second page of the Order Screen options is shown below.

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