Amending an Order During the Order Process

Whilst you are still taking an order from a customer, you can make some changes to the food items ordered so far, for example if the customer remembers an extra topping for a pizza or a cooking instruction after you have moved on to another part of the order.

To amend a food item, touch the button shown below to move back through the order. The program will highlight the previous food item on the receipt and will move up the order, an item at a time, each time that you touch this button. Continue until the food item that you wish to amend is highlighted.

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If you want to add a cooking instruction to a food item, then when the required food item is highlighted, touch **Cooking Instructions** and touch the appropriate button, or **Other…**, as described in a previous section.

As you move up the order and highlight different food items, you will notice that the Order screen either displays Toppings or the message “No Toppings Available With This Product”.

When a pizza, or other food item that has been set up to offer a choice of (extra) toppings, is highlighted simply touch the topping (or **Hold**) buttons to add or remove toppings in the normal way.

Once you have amended a food item, touch the button shown below to move back down the Order screen, an item at a time, and then touch a course button to continue ordering food, or touch **Next >>>** to move to the Payments screen.

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