Changing the Delivery Time

inTouch allows you to set up a standard delivery time in Management > Occasional Menu > Options > Set Up. However, there may be times when you wish to adjust the standard delivery time or perhaps take an order for much later in the day.

When you have take a customer's order and touched **Next >>>** on the Order screen, the payments section of the Order screen will show the **Delivery Time** for this order displayed on a button.

To alter the standard delivery time shown, touch the **Delivery Time** button and the screen shown below will appear.

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There are two ways of altering the delivery time. If you touch the **30 Minutes** button, the program will set the delivery time to 30 minutes from now. Touch **40 Minutes** and the delivery time will be 40 minutes from now, and so on.

If you touch the **+** or **–** buttons above and below the hour display, inTouch will adjust the hour shown by one hour at a time. If you touch the **+** or **-** buttons above or below the minutes display, inTouch will adjust the minutes shown by five minutes at a time.

If you are using the system with a keyboard connected, you can also touch the hours and minutes fields and then type in the required time.

When you have changed the delivery time shown to that required, touch **Finished** and the program will return to the payments section of the Order screen with the amended delivery time on display.

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