Cooking Instructions

If customers make special requests about the preparation of food that they are ordering from you, inTouch make it easy for you to record them.

As soon as you have selected the first item being ordered by the customer a **Cooking Instructions** button will appear at the bottom of the Order screen. When you touch this button, the screen changes to one like the example below.

Cooking Instructions 1.jpg



This screen allows you to add special instructions for the kitchen that will be printed on the receipt or kitchen printer. The instructions are printed underneath the last item of food that you added to the Order screen.

The text that appears on these buttons can be created and amended in Management > Occasional Menu > Menus > **Cooking Instructions**. You can make the program print these instructions in red in Management > Occasional Menu > Options > Receipt Printer.

These buttons should be set up to show all the common requests that you accept from customers. However, if a customer makes a special request that does not appear on this screen, touch the **Other…** button at the top left of the screen.

The screen will change to display a **Cooking Instruction** field. Use the on-screen keyboard to type in the special instruction made by this customer. Touch **Enter** when you have finished and the program will transfer the instruction that you have typed to the food order on the receipt and return to the screen shown above.

If you touch a cooking instruction button by mistake, or the customer changes their mind, touch the **Remove** button followed by the cooking instruction button that you want to remove from the order.

When you have finished adding cooking instructions to a food item, touch any one of the course buttons at the bottom of the screen to continue with the order.

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