Finishing an Order

Touch the button shown below at anytime on the payments screen to abandon this order. inTouch asks you to touch **Yes** to confirm and then takes you back to the Main Menu. If you touch **No**, the program returns to the payments screen.

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When you have made any of the above amendments to the order and you are satisfied that all the details on screen are correct, touch the button shown below.

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The program will now print a receipt and the screen will return to the Main Menu where you will see that the number on either the **Assign To Driver** button or the **Collect** button has increased by 1.

There are many options that cover what should appear on the receipt and when or where is should be printed; they are covered in full in Management > Occasional Menu > Options > Receipt/Kitchen Printing.

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