New or Existing Customers ordering Take Aways

If you have the time, you can ask a customer in the store if they would like to be added to the customer database. This will enable you to send them menus and special offers in the future. To add a new customer to the database, touch the **Name & Address** field on the Take Away screen which currently contains the words “Take Away”.

The program takes you to the Search screen where you type in the customer’s telephone number and touch **Continue ►**. inTouch will now take you to the Customer Details screen where you add the name, address and other details of the new customer and touch **Accept**. The program will then take you back to the Take Away Order screen with this customer’s name and address now filled in the **Name & Address** field.

Adding a new customer from the Search screen is described in full in the sections headed **Adding a New Customer before Taking an Order** and **Adding a New Customer without using a Postcode**.

If you type in the telephone number of an existing customer and touch **Continue ►** on the Search screen, the program will take you straight to the Take Away Order screen with that customer’s name and address displayed in the **Name and Address** field.

You can also use the Search screen to search for and find existing customers by typing in their name or part of their address. Once you have found them, inTouch will return to the Take Away Order screen with the customer’s name and address displayed in the **Name and Address** field. This has been described in full in the section headed **Customers who cannot be Identified by Telephone Number**.

If you touch **◄ Cancel** when the Search field is blank, inTouch returns to the Take Away Order screen with the **Name & Address** field unchanged.

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