Take Away Orders

When you touch the **Take Away** button on the Main Menu, the program moves directly to the Order screen with your menu, as below.

The operation of the Order screen and the payments screen and many of the functions available on them, have already been covered in full in this User Guide. This section will concentrate on functions that are unique to the Take Away screen and refer you to other sections where appropriate.

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Image of Order Type Menu

You will notice that the box underneath the receipt that would usually display a delivery customer’s name and address simply contains the words “Take Away”. If you are only interested in taking an order as quickly as possible and you do not want to identify the customer in any way, then select the food from the menu screens in the normal way.

It is possible however, to attach a name to a customer on this screen, or to add a customer to the database, or to search for an existing customer.

First of all, if you check the **Prompt For Customer Name On Take Away** box in the Management > Occasional Menu > Options > Order Screen section, the program will always go first to a Customer Name screen with an on-screen keyboard when you touch **Take Away** on the Main Menu.

If you type in the name of a waiting customer, the program will display their name on screen (so that you can address them) and also print it on the receipt. Touch **Enter** when you have typed in their name (or left the Customer Name field blank) to move on to the **Take Away** screen.

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