Order Review & Totals

When you select this option from the Occasional Menu, the screen shown below will appear.

This section gives access to the End of Day report and a list of the orders placed each day, for every day’s business stored in the program. The reports provided are identical to those described in the Today’s Takings and Today’s Orders available from the Management menu.

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The screen displays this month’s calendar with days up to and including today available for selection; days after today are not available.

First, you must select the day that you wish to return to.

To select a day, touch the date on the calendar. If the day that you want to examine is in an earlier month, touch ◄ at the top of the calendar. This month’s calendar will be replaced with last month’s. Continue to touch ◄ until the required month is displayed (► will move the calendar forward one month at a time). When the correct month is on the screen, touch the required day on the calendar.

Once you have selected the required day, the box shown on the next page will appear on top of the calendar.

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Touch **End Of Day Report** to display the End of Day report for the selected day. This screen is identical to that described in Management > Today’s Takings. Touch **Print** on this screen to print the report on the receipt printer. Touch **OK** to return to the calendar.

If you touch **Review Orders**, a progress bar will appear on screen and there will be a short delay before the program lists all the completed orders for the selected day. This screen is identical to that described in Management > Today’s Orders. There are up and down arrows in the bottom right corner that enable you to move down and back up the list.

When you touch any order on the list, the program will take you back to the payments section for that order so that you can see the food ordered by the customer, the total, the payment method, the delivery method, the delivery time and the driver assigned.

Touch **Reprint Order** to reprint the receipt for this order. The program also displays left and right arrows that allow you to scroll back and forward through the payment sections of that day’s other

completed orders. Touch **Finished** on this screen to return to the list of orders.

Touch **<<Back** on the list of orders and the program will return to the calendar.

Touch **CANCEL** on the screen above to return to the calendar.

Touch **Main Menu** on the calendar to return to the Occasional Menu.

Note! The information in these reports is drawn from the daily audit trail files that are available. inTouch keeps all the audit trail files unless you have placed a restriction on the number of days to be stored in Management > Occasional Menu > Options > Security.

The program cannot display the data for a day if the audit trail file for that day no longer exists. If you have set the program to keep only 60 days audit trails, you will not be able to look at the End of Day report or Review Orders for a day before the last 60 days.

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