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Prior to using the system, ALL users must select the **SIGN IN** option at the top-right of the window. New users are required to register – the option is accessed by selecting the **REGISTER** option.

Registered users must input their user name and password into the field boxes. Once login details have been entered select the **SIGN IN** button to continue to the Main Menu page.

Users will be redirected to a registration page where they will first enter their details and then click on **REGISTER** at the bottom of the page.

The Main Menu page enables users to order new bookings, view current/historical info, or view/update existing bookings

**CONTENT:** In addition, users can find out information about food products, promotions, the management team or they can send feedback by selecting the Content tab.

**NEW BOOKING:** To add new bookings, users should click on the New Booking link.

**CURRENT BOOKING:** To view recent bookings, users should click on the Current Booking link.

**HISTORICAL BOOKINGS:** To view all bookings that were ever made, users should click on the Historical Bookings link.

To end a session, simply select the **ACCOUNT** button on the top right of the page and then click **Logout**.
ADDITION A NEW BOOKING

To create a new booking, select the NEW BOOKING link on the Main Menu page. The system directs the users to the NEW BOOKING PAGE — which contains a series of fields that enable the user to create a booking and input additional information about the booking (such as select products, non-food items or request a quotation). Follow the prompts from top to bottom and click on Continue to place the booking.

The New Booking Page

Select one of the following options depending on the state of the booking you wish to make:
- Active Booking: Places a booking on the system. Saved for review under Current Bookings on the Main Menu.
- Provisional Booking: Placeholder booking that is saved to be edited at a later time. Located under Current bookings on the Main Menu for editing.

Entity: The user's title
Event Title: Name of the event
Location: Choose from a drop-down list of available sites
Rooms: For multi-room events, users must enter all applicable room numbers — separated with commas eg. 13, 14, 15
Start Date: Please Select
End Date: Please Select
Clearing Time: Define when you want items cleared by the catering team after the event is finished. By default this is set to the end of the event. To change this, uncheck the box on the left of the page
Recurring Booking?:
Number of Attendees:
Special Instructions:
Cost Centre Code:
Requested By:
Telephone Number:
Clearing Time (Approx.):
Start Date: Please Select
End Date: Please Select
Start Time:
End Time:
Clearing Time:
State any additional requirements for the event:
Cost Centre Code: User created code that the event is charged to
Email Address:
Department:
The user's details (from registration) automatically added by the system for reference
Press Continue to place your booking: located under Current Bookings on the Main Menu for review
Once the user has placed the time, date and location of the booking, they will then be directed to the **PRODUCTS PAGE**. This will allow them to view products and prices and select them for the booking.

The menu on the left allows you to choose from different **CATEGORIES**.

To add products to your booking simply click on the link - **Add to Basket** underneath the product you wish to add to your booking. A new window will open up showing the details of the product you want to edit for the booking - **see next page**.

Click on **BASKET** at any time to view your list of purchased items.
Adding a product to your selection by clicking on “Add to Basket” will open up a separate window where the user can choose the quantity amount of the selected product and the time it will be served. Click on Add to Basket once again to confirm your selection.

Once the Add to Basket link has been clicked on, a WINDOW showing an accompanying item for the one that was selected, may appear. Users will be prompted to either add the item or not.
Users will be taken back to the **PRODUCTS PAGE**. Once users have entered their items they then select the **Checkout Button** found in the Cart tab.

The system will validate the products and, if applicable, a Message Screen will appear; it contains important information about a booking.

Once the message has been read, the user should select the **Confirm Button**.

The system will display your **BOOKING SUMMARY**. In order to save the booking, click the **Confirm Booking button**.

**NOTES ON BOOKING CONFIRMATION:** Once users have saved their bookings, the system will then automatically generate an email confirmation which is not only sent to the user but also to the catering department for authorisation. If the booking is not provisional and does not contain any product quotations then the catering department will verify the booking details and, if applicable, authorise the booking. The system will automatically generate an email confirming that the catering department has approved the booking.

However, if the booking does contain a product quotation then the catering department will calculate the applicable costs and then update the details in the system. The user will then receive an email containing the total cost for which the user will need to approve/disapprove. If the particulars are acceptable then users should go to the ‘View Current Bookings’ option in order to locate their relevant record. Once there, users should click the **Approve Catering button** in order to accept their quotation. The catering department will then authorise the final details as above.