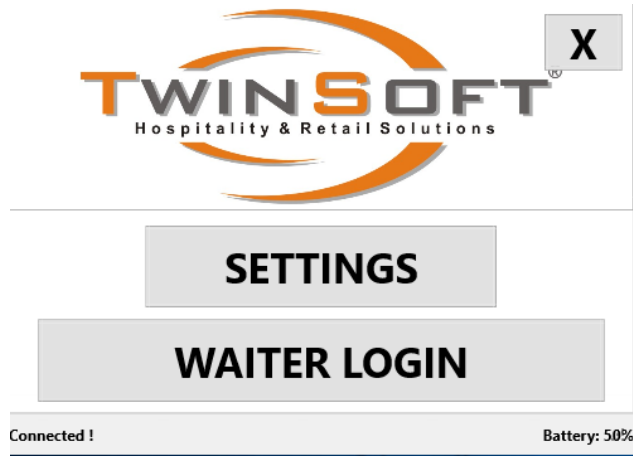


Walkthrough for OrExSys PDA App

1. Main screen

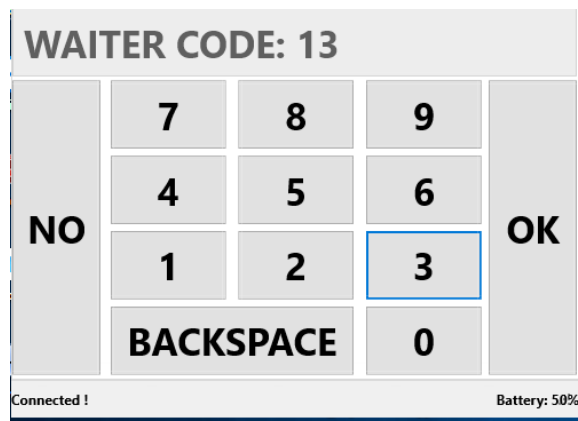


The **SETTINGS** button gets you to the **Settings Screen**.

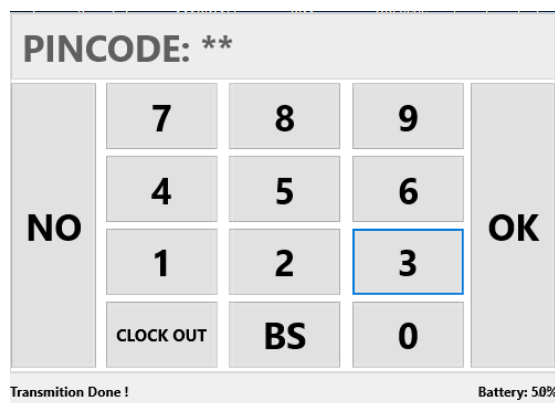
The **WAITER LOGIN** button gets you to the login page to start taking orders.

The **X** button gets you to the **EXIT** screen in order put a password and exit the app.

1. Waiter Login

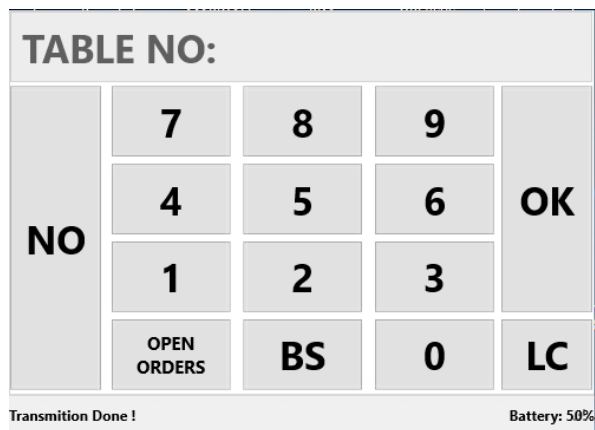


Here we must enter the “user name” that was given to you and we press the **BACKSPACE** button to delete the last digit entry, the **NO** button to go back to main screen and the **OK** button to continue to **PINCODE** screen.



Here it's the exact same procedure with before, we just enter the given **PINCODE** and we press **NO** to go back, **BS** for Backspace and **OK** to continue to **TABLES** screen.

2. Tables No Screen



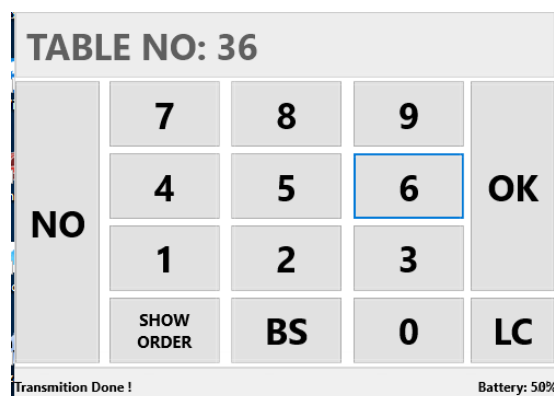
Here the options that we have are:

- **OPEN ORDERS** that will give us in list our or all (depend the setup) the open tables order by the Table No.
- **BS** is Backspace
- **NO** to go to Main screen
- **LC** to Lock the Screen



If we press the **LC** button we will have this screen. To unlock it we press the **X** button and then immediately the button with the number **2** that appears for 1 second

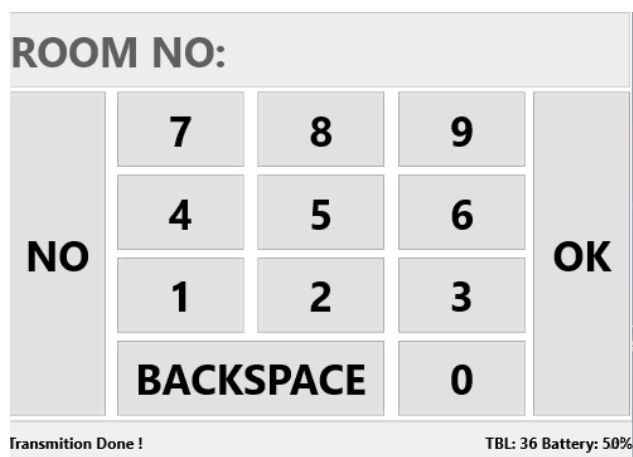
When we insert a **Table No.** then



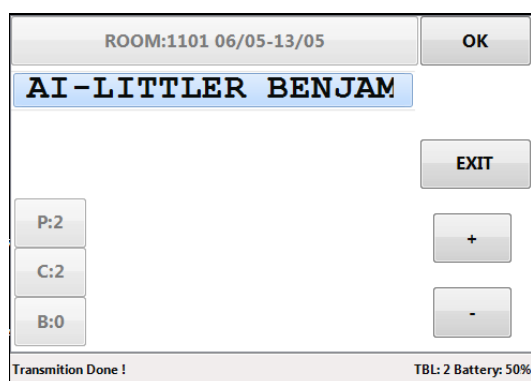
The **OPEN ORDERS** button turns into **SHOW ORDER** button and when you press it will give you, if exists, the items of the order for this table otherwise we will get **NO ORDERS FOUND** message.

After we press **OK** the will get us to the **ROOM No.** Screen

3. Room No. Screen



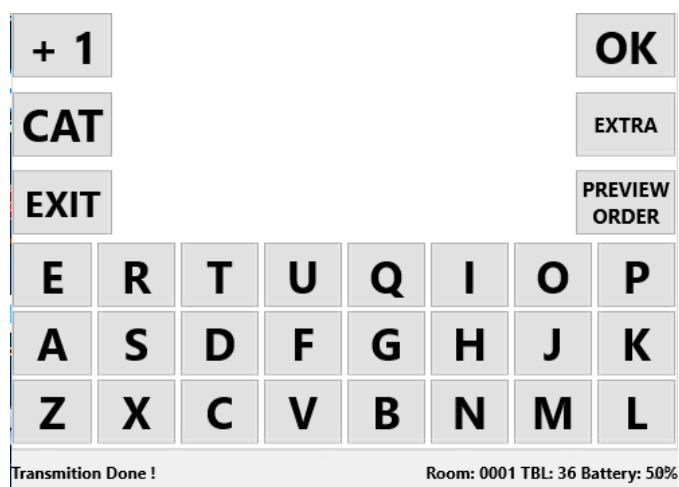
And with the same way we input the room no of the customer. For example, Room No. 1101 and we get this screen



- Top grey bar will show us the Room No. and the arrival – departure date
- Beneath will get the Meal Plan of the reservation and the resident(s) of the room. AI is the meal plan All Inclusive and after the dash it's the name LITTLER BENJAMIN
- P: will give you the adults residents, C: the children and B: the baby cots.

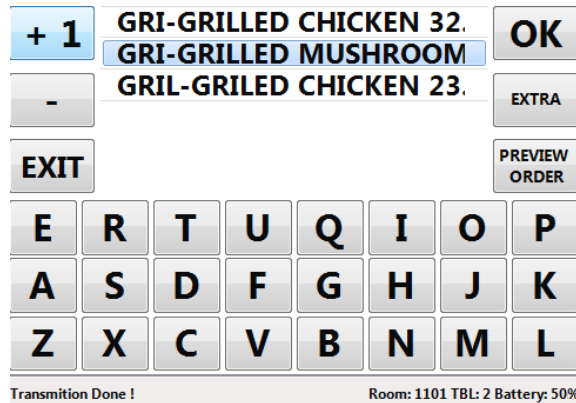
Press OK to continue with adding items to the order.

4. Shortcut Menu Screen

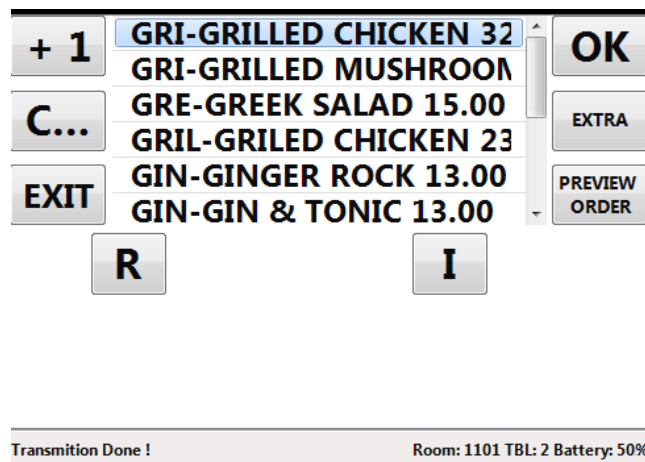


Here we can write the shortcut that we have make per item to access the desired items much quicker than any other case. The advantages by using the shortcuts are

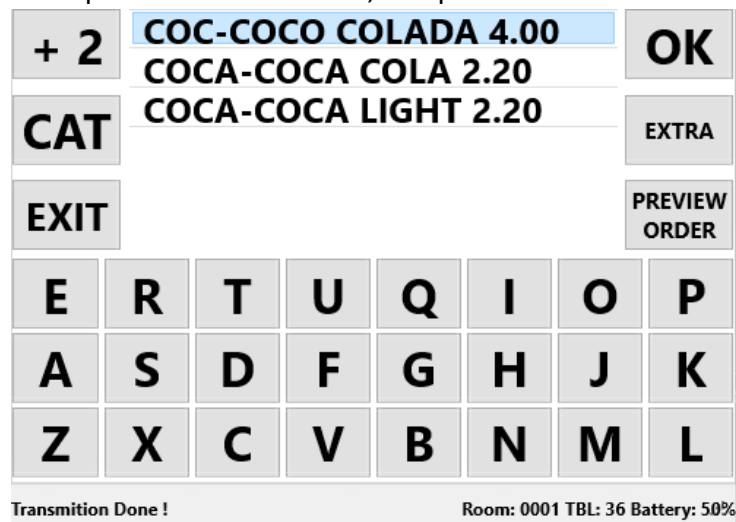
- Most of the shortcuts are the three (3) first letters as the item is written in your menu so if you don't remember if a dish is a starter or main course either a wine is red, rose or white you just type the name and you go to the product directly. For example, the dish "Grilled Mushrooms" is Starter at the Dinner menu and main dish at the Lunch menu. So just typing "GRI" you get at the product instantly without going and searching at the categories "STARTERS" or "MAIN DISHES"



- that every time we press one letter the system automatically hides the letters from the keyboard that they do not exist after the inserted letter. At the example given we have insert letter **G** and the system gives us all the items that starts with the **G** letter and shows only the letters **R, I** that are possible combinations for second letter after **G**.



- more examples are, **COC** for Coca Cola, **MOJ** for Mojito every time we see the keyboard in full display then we write from the beginning (auto refresh) and it's no need to have a Backspace button to delete, for quicker use.



We select the item that we want to turn Blue Highlighted and we press **OK** button, the item gets unmarked and that's the confirmation that was placed to the order. If we want to add also something we just continue to write the next shortcut but if we want to add some **EXTRAS** at the inserted item we press the **EXTRA** button to get us to the **EXTRAS** screen.

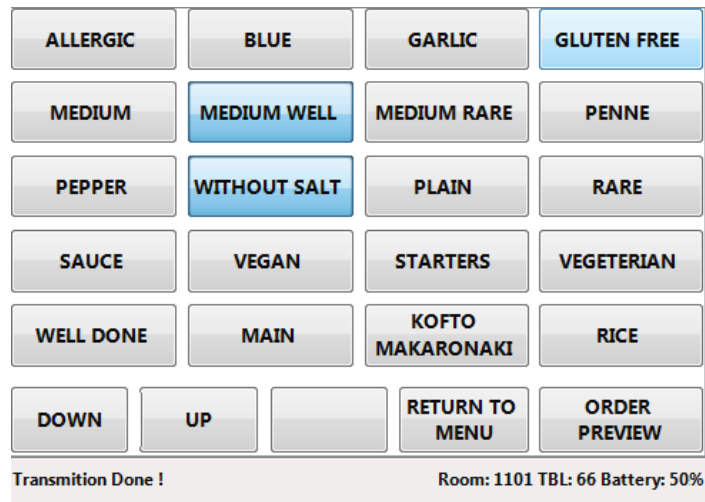


Here we can see all the extra options that we have insert for the specific item or category. We just select the extra that we want, and it turns blue and that means that we have place it to the order, up and down buttons scroll between pages if there is more than one.

The empty button at the bottom center of the screen is for the definitive extras (**WITHOUT, A LITTLE, MUCH, EXTRA**), and we use it to define an extra from the above. The functionality is exactly as you would write it on a paper, for example if we want to say **WITHOUT SALT** first we are going to select the **WITHOUT** and then you will press the **SALT**.

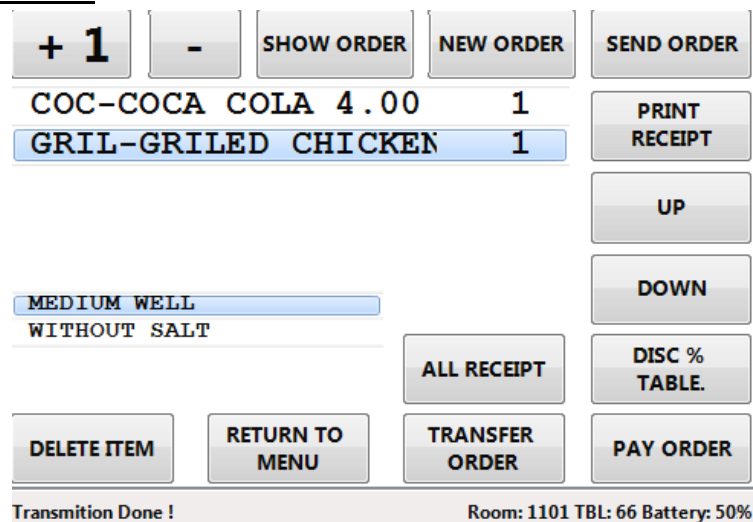


After **WITHOUT** when we select the **EXTRA** that we want the word **WITHOUT** will be written at the extra's button and the **DEFINITIVE EXTRAS** button will be cleared



When we finish with the extras we press or the **RETURN TO MENU** button to continue to the next item or we press **ORDER PREVIEW** to go and finalize the order.

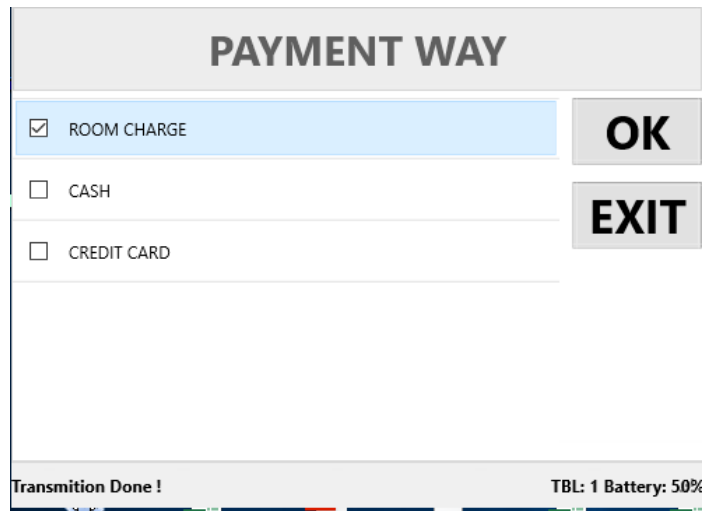
5. Order Preview Screen



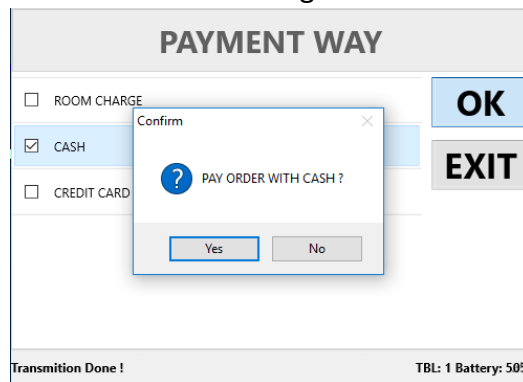
In this screen, we can see the items that we have insert so far and we can edit them the before we send the order. When we select an item (turns blue highlighted) then at the bottom left small area we can see the extras that we have inserted for this item. With the + and the – we can increase or decrease the quantity of the item and with **DELETE ITEM** button we can delete it.

If we want to edit the extras of an item that we have already insert at the order then, we select it at this screen and we have to press the button **RETURN TO MENU** to get us at the **SHORTCUTS MENU SCREEN** and then directly to press the button **EXTRAS** that will get us at the extras of the item that we have selected at the **PREVIEW ORDER SCREEN**.

The **SEND ORDER** button just sends the order to the system and keeps the table open and the **PAY ORDER** button will prompt us with the payment methods



We select one and we will get the confirmation message



And we press yes. With that way we send the order and at the same time we close the order with the desired payment method. After we confirm the payment then the system will get us back to the preview order screen without the products, since we send them and we will have to press the **NEW ORDER** button to go to the **Tables No. Screen** to start a new order.