

Cafeteria Ordering System

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Introduction

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Welcome

Welcome to the Help Document of Cafeteria Ordering System. Here you will find all the help you would need for using our app.

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What's new

This page contains latest news about the latest releases of Cafeteria Inventory System.

Release 3.0

1. Mobile support has been added with the latest release.
2. Can now order custom meals.
3. Can order from local restaurants.
4. International student support has been added.

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Getting Started

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System requirements

This page contains the system requirements of Cafeteria Inventory System.

1. Web app

- Any Operating System with any Web browser that supports JQuery and Javascript.
- Google Chrome is recommended for a better experience.

2. Mobile

- Android Version 9.0 or later.
- IOS support currently not supported.

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COS

The contents of the documents hereon afterwards will guide you on how to use the Cafeteria Ordering System.

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document are for demonstrative purposes only.

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Basics

The following pages in this section will guide you through the basics of logging into and out of the Cafeteria Ordering System.

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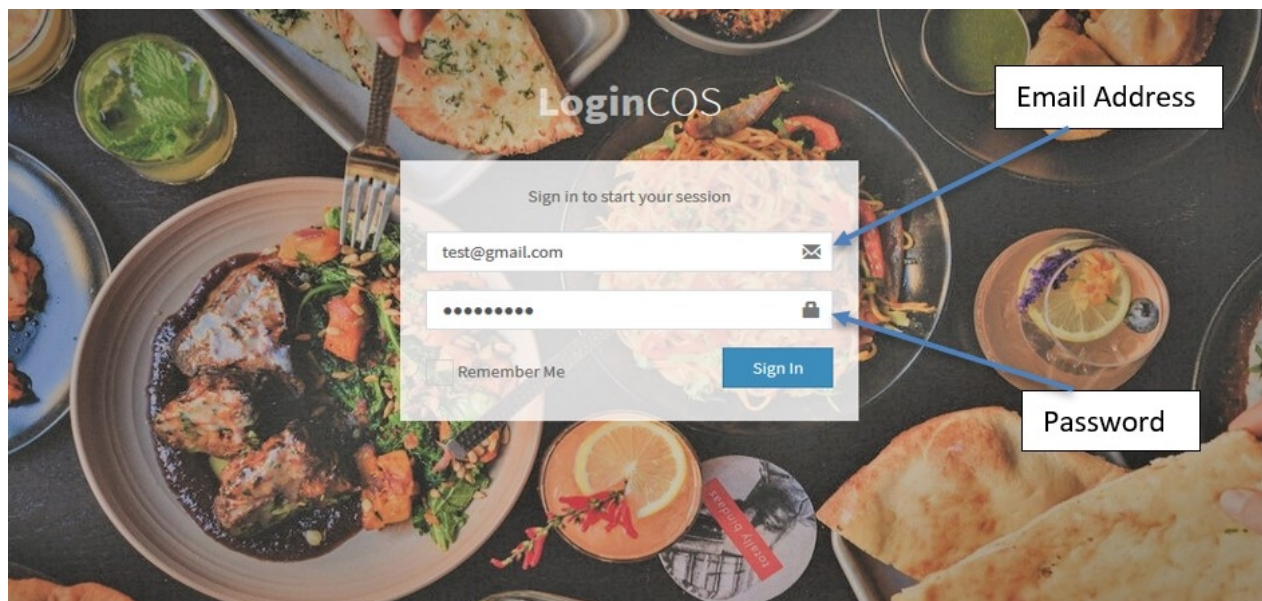
Logging In

Once visiting the Cafeteria Ordering System, Welcome page will be displayed.



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- Simply click on the "Login" button on the top left of the welcome page to navigate to the login page.



- Type in your email address and password in the Login page that will take you into the system.

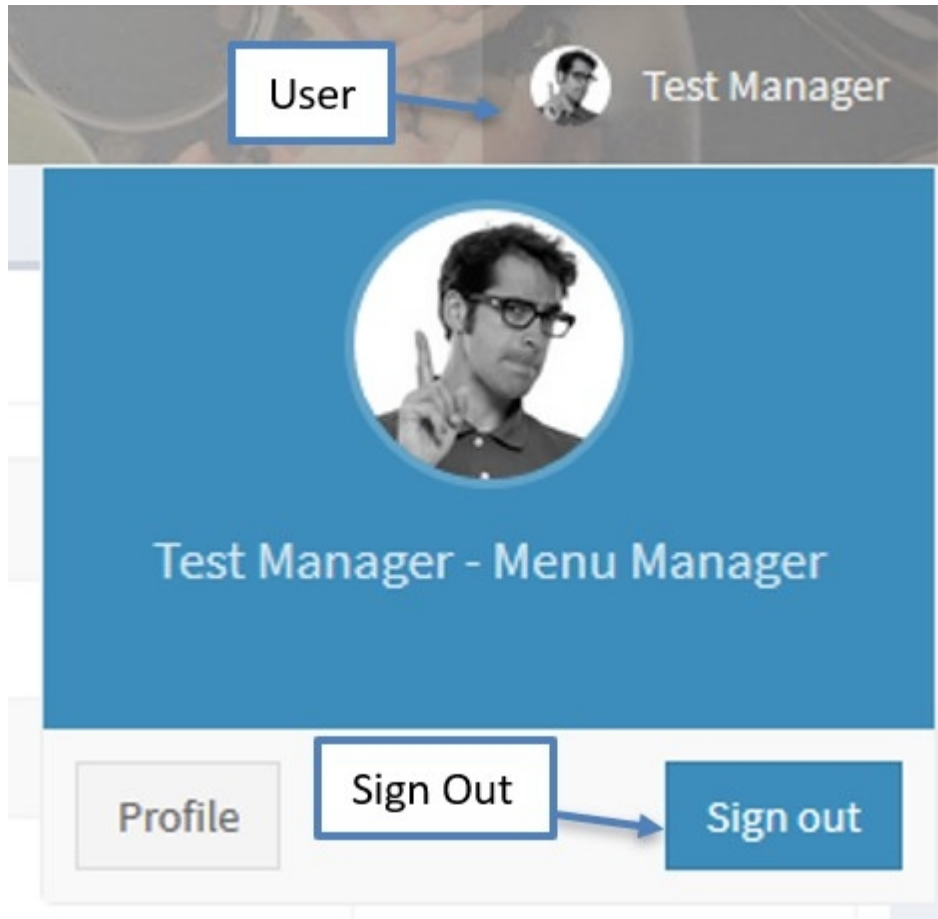
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Logging Out

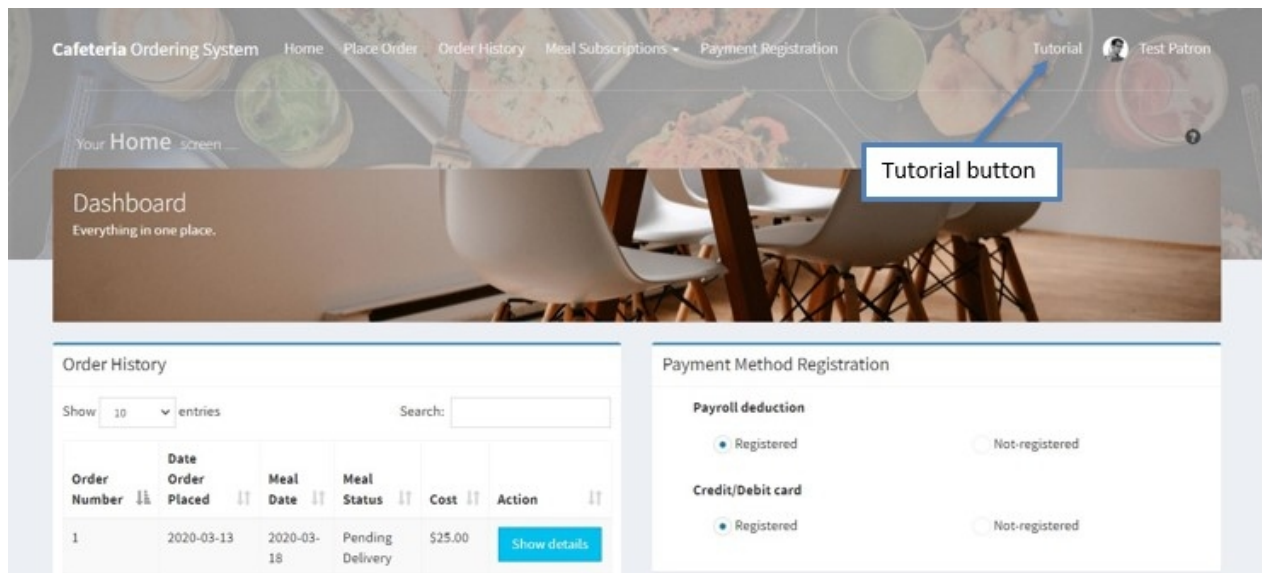
To log out of the Cafeteria Ordering System, click on the your <username> button and then click on the on the sign out button.



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Tutorial

There is also a tutorial available to guide you through our ordering process. New users will automatically get redirected to this tutorial. If you have skipped the tutorial and/or wish to go through the tutorial, you may click on the "Tutorial" button on the navigation bar to start the tutorial.



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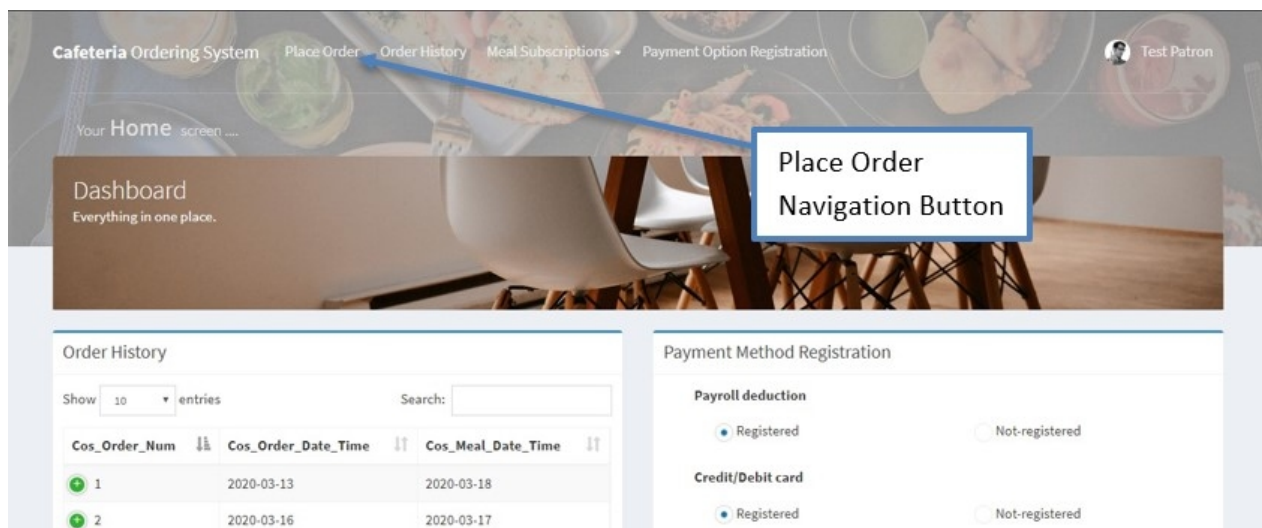
Placing Order

The following pages in this section will guide you on how to place an order using the Cafeteria Ordering System.

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Navigating to Order

To start placing an order in the Cafeteria Ordering System, you would need to click on the "Place Order" button on the navigation bar after logging into your patron or student account.



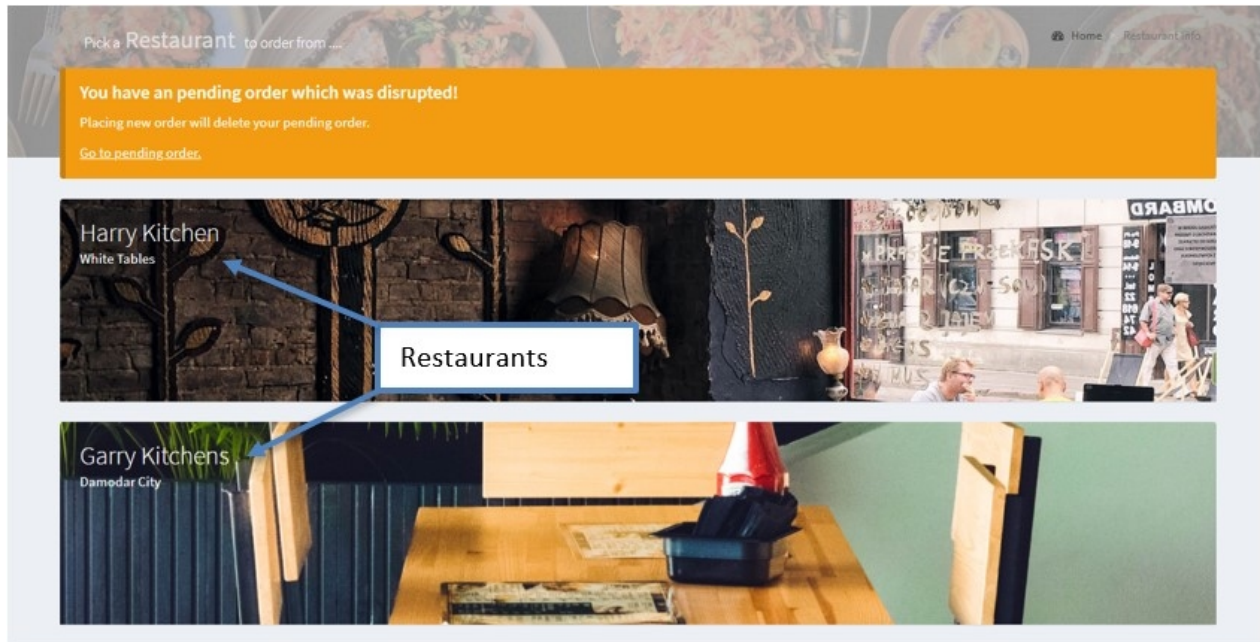
This can be done from in any page in the web.

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Picking the Restaurant

After clicking on the "Place Order" button, you will be directed to a page containing a list of restaurants. These are the list of restaurants from which you can place your order from. You may select your choice of restaurant, in this page, to order from.

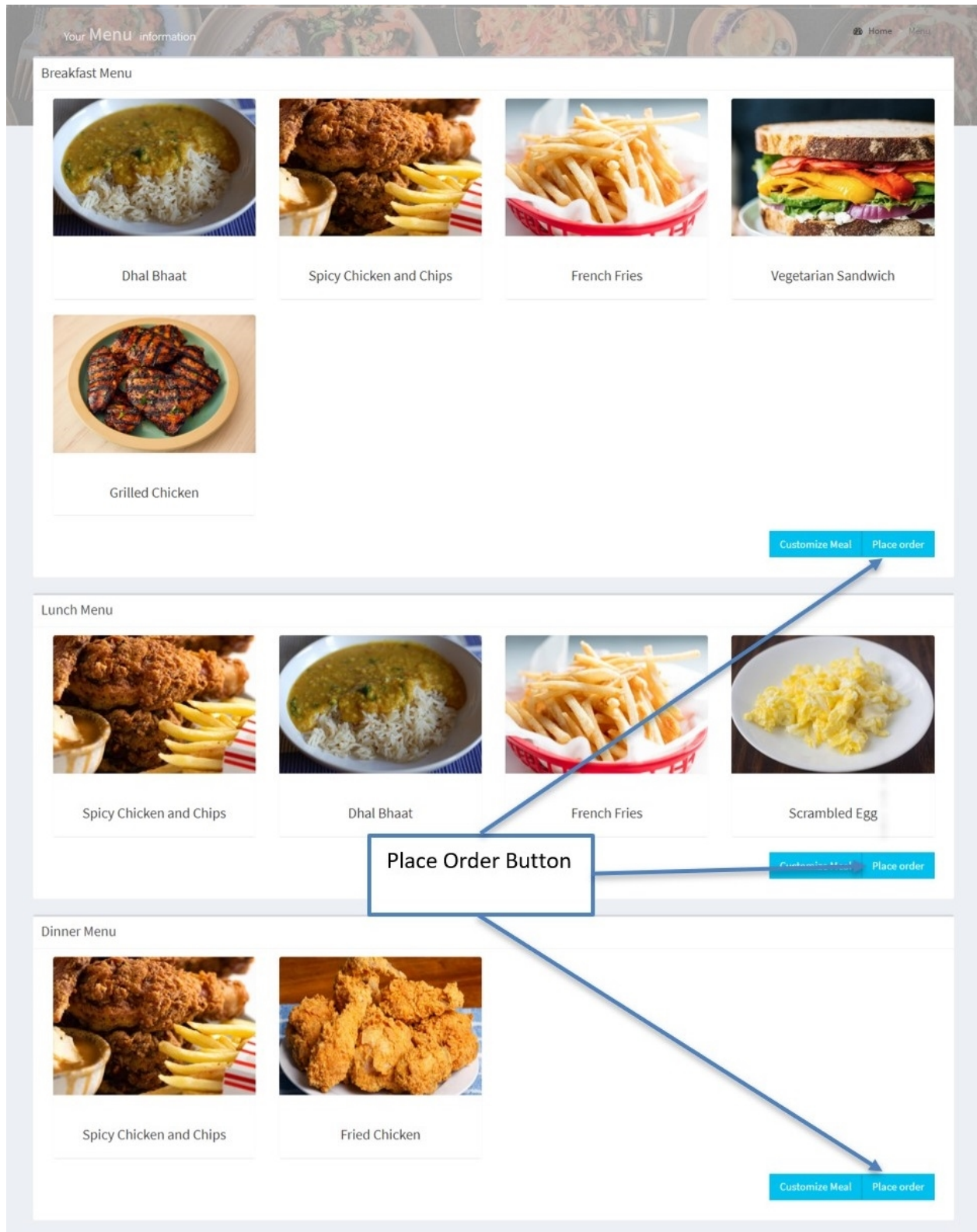


Any pending order, will be displayed in this page. A link will also be provided to continue your pending order.

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Picking the Menu

You will now get redirected to the menu page of the restaurant that you had chosen in the previous page. This page displays the food items that is available for ordering in each menu(breakfast, lunch and dinner). You may select the menu from which you would want to order from by pressing the "Place order" button in the corresponding menu section.



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The Ordering Process

After selecting your menu or selecting the "Go to pending order" link, you will be redirected to the order form. The picture below is a representation of the order form.

The place your Order form

Home Place Order

Order

Attention!
Some meals will not be orderable when the "Get meal delivered" option is selected.
The selected food option may also change when a non-orderable food is already selected.

Food Item	Quantity	Max Quantity Available	Price (\$)
Dhal Bhaat - Nepalese dal bhat (dal bat or dhal bhat), composed of white rice (bhat...	1	63	5

Add more food item

☐ Get meal delivered
☒ Pick-up meal from restaurant

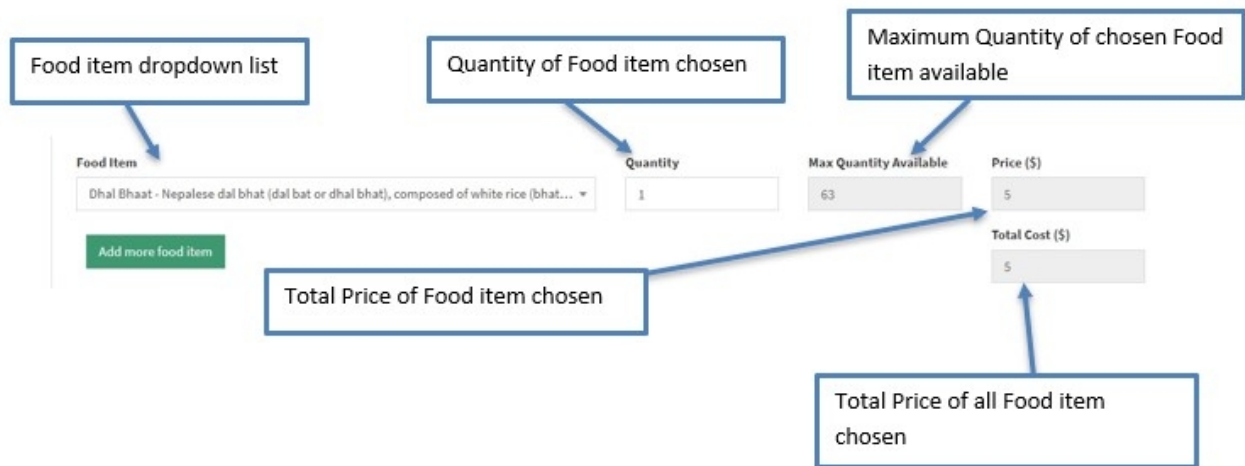
No delivery time available. Either pick-up order from restaurant or change meal date.

Meal Date

Cancel Order

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- In this form, you will be able to select your choice of food from the menu, you had chosen in the previous page, to order.
- You will just need to select the "food item drop-down list" to see all the food item available to order.
- Once you have chosen the food item, you may also want to choose the quantity of that particular food item that you have chosen, by typing in the quantity in the "Quantity" input field or click on the arrows inside the "Quantity" input field towards the left.
- The "Price" and "Total Cost" will automatically be calculated and shown.
- The "Price" input field will contain the total price of the food item chosen in that row, by multiplying the quantity with the price of a single food item that you have chosen.
- The "Total Cost" input field will contain the total price of the all the food item chosen.



- You may also want to choose more food items. In that case, you would need to select the "Add more food item" button to display another set of Food Item drop-down list, Quantity, Max Quantity and Price input field.
- You may add as many food item drop-down list as you want, though in doing so might over exceed the maximum quantity

The screenshot shows the Cafeteria Ordering System form with two food items. The callouts are:

- Remove food item**: Points to the 'Remove item' button.
- Add Food item**: Points to the 'Add more food item' button.

The form displays the following data for two food items:

Food Item	Quantity	Max Quantity Available	Price (\$)
Dhal Bhaat - Nepalese dal bhat (dal bat or dhal bhat), composed of white rice (bhat...	1	63	5
Dhal Bhaat - Nepalese dal bhat (dal bat or dhal bhat), composed of white rice (bhat...	1	63	5

The total cost is 10.

- If you would want to remove the added food item, you may click on the "Remove Item" button to remove that particular food item.

- ☒ Get meal delivered
☐ Pick-up meal from restaurant

Delivery Location:
 Delivery Time:

- You may also want to choose if you would want the meal to be delivered to a specific location or picked up from the restaurant.
- If you choose the "Get meal delivered" option, a "Delivery Location" drop-down list and "Delivery Time" drop-down list would appear on the Order form. You may choose the delivery location listed in the "Delivery Location" drop-down list to select your preferred delivery option.
- "Get meal delivered" option may be disabled if you are not registered for either Payroll Deduction Payment or Card Payment.

- You may also select a delivery time from the "Delivery Time" drop-down list to select your preferred delivery time.
- The delivery time will start at 10am and end at 10pm every day.
- Choosing the "Get meal delivered" option will disable some of the food item options in the food item drop-down list as some of the food item may not be deliverable.
- You will not see the "Delivery Location" and "Delivery Time" drop-down list if the "Pick-up meal from restaurant" option is chosen.

The image shows a web form with a "Meal Date" input field. A blue box labeled "Meal Date" points to the input field. The input field contains the date "2020-05-26". Below the input field, a calendar pop-up is displayed, showing the month of May 2020. A blue box labeled "Meal Date calendar pop-up" points to the calendar. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates. The date "26" is highlighted in blue. To the left of the calendar, there are radio buttons for "Ad" and "Delive". Below the calendar, there is a "Meal D" label and a date input field containing "2020-05-26". A blue box labeled "Meal Date input field" points to this date input field.

- You will also need to fill out the meal delivery date when choosing the "Get meal delivered" option.
- You may do this by clicking in the "Meal Date" input field, where a calendar will pop-up showing the dates available for meal delivery.
- The meal dates available will include all dates from the current date to the the two weeks later than the current date.
- If the order cutoff time has exceeded the current date, the starting meal date available for meal delivery will shift to the next day and the current date will be disabled in the calendar pop-up in the "Meal Date" input field.

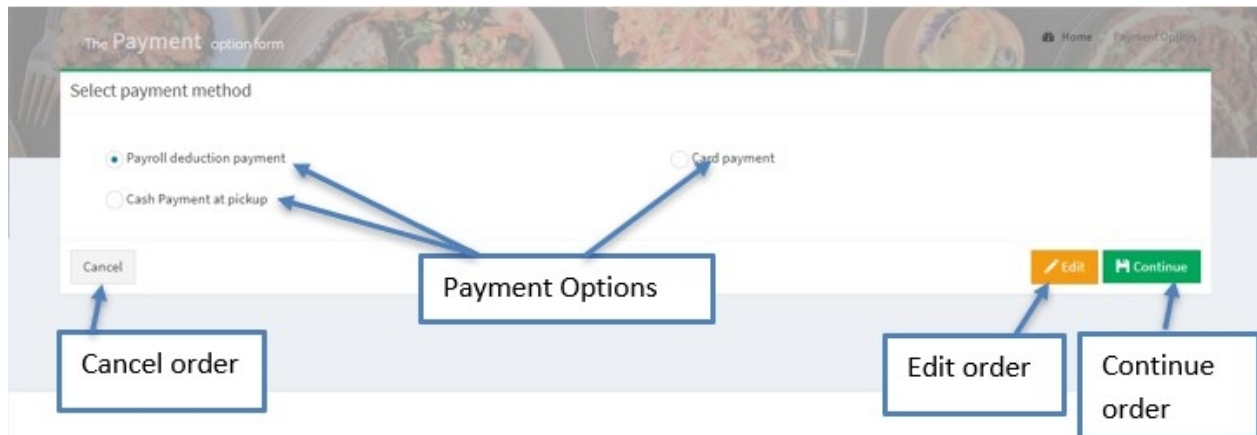
The image shows two buttons: a "Cancel" button on the left and an "Order" button on the right. The "Order" button is green and has a white "H" icon followed by the word "Order".

- If you are satisfied with your order, you may confirm your order by clicking the "Order" button as shown in the picture above.
- However, if you want to cancel placing your order, you may click on the "Cancel" button.

The web-page appearance may change in later version of the software. These pictures are for demonstrative purposes only.

Choosing the Payment Option

After you have clicked on the "Order" button in the previous "Order" page, you will be redirected to the "Payment Option" form, where you may choose the payment option for your order.



- There are a total of three payment options you could choose from: Payroll deduction, Card payment, and Cash Payment at pickup.
- You may choose your payment option method by clicking on one of the available payment options in this page.
- The payment options available to choose may depend on your Registration of Payroll Deduction and Registration of Card Payment and also the meal delivery option.
- If you are not registered for payroll deduction, the "Payroll deduction payment" will be disabled.
- If you are not registered for card payment, the "Card payment" will be disabled.
- If you have chosen "Get meal delivered" option on the previous Order form, "Cash Payment at pickup" will be disabled.
- If you are a student using the Cafeteria Ordering System, you may not see the "Payroll Deduction" and "Card Payment" option.
- If you have insufficient funds in your credit/debit card or payroll, you will be redirected to the Order form.
- If you are not satisfied with the Order content, you may change it by clicking the "Edit" button to edit your current order or you can cancel it by clicking on the "Cancel" button.
- If you are satisfied with the payment option you have chosen then you may proceed with the ordering process by clicking on the "Continue" button.

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Order Confirmation Page

You will be redirected to the Order Confirmation Page after clicking on continue on the previous Payment option page.

Your detailed **Order** information

Home - Order Info

Order

Food Item	Quantity	Price(\$)	Total(\$)
Scrambled Egg	1	5	5

☒ Get meal delivered
 ☐ Pick-up meal from restaurant

Meal Date: 2020-05-25

Delivery Info

Delivery Location: ICT Building A
 Delivery Time: 10:00 AM - 10:15 AM

Payment Method

☒ Payroll deduction payment
 ☐ Cash Payment at pickup
 ☐ Card payment

Cancel Edit Confirm

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- This page contains a summary of your order information.
- If you are not satisfied with the Order content, you may change it by clicking the "Edit" button to edit your current order or you can cancel it by clicking on the "Cancel" button.
- If you are satisfied, you may confirm your order by clicking on the "Confirm" button.
- After a few seconds your order will go through and a copy of your order information will be emailed to your email address.
- If you have chosen "Pick up meal from restaurant" option in the Order page, the Delivery Info will not be displayed.

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Editing Your Order

If you have chosen to edit your order, you will be redirected to Edit Order page.

The edit your **Order** form

Home - Place Order

Order

Attention!

Some meals will not be orderable when the "Get meal delivered" option is selected.
The selected food option may also change when a non-orderable food is already selected.

Food Item	Quantity	Max Quantity Available	Price (\$)
Dhal Bhaat	1	63	5

Add more food item

Special: No special selected

☐ Get meal delivered
 ☒ Pick-up meal from restaurant

Meal Date: 2020-05-27

Total Cost (\$): 5

Cancel Order

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This page is quite similar to Order page.

You may look to the "The ordering process" topic in this document to see how this page works.

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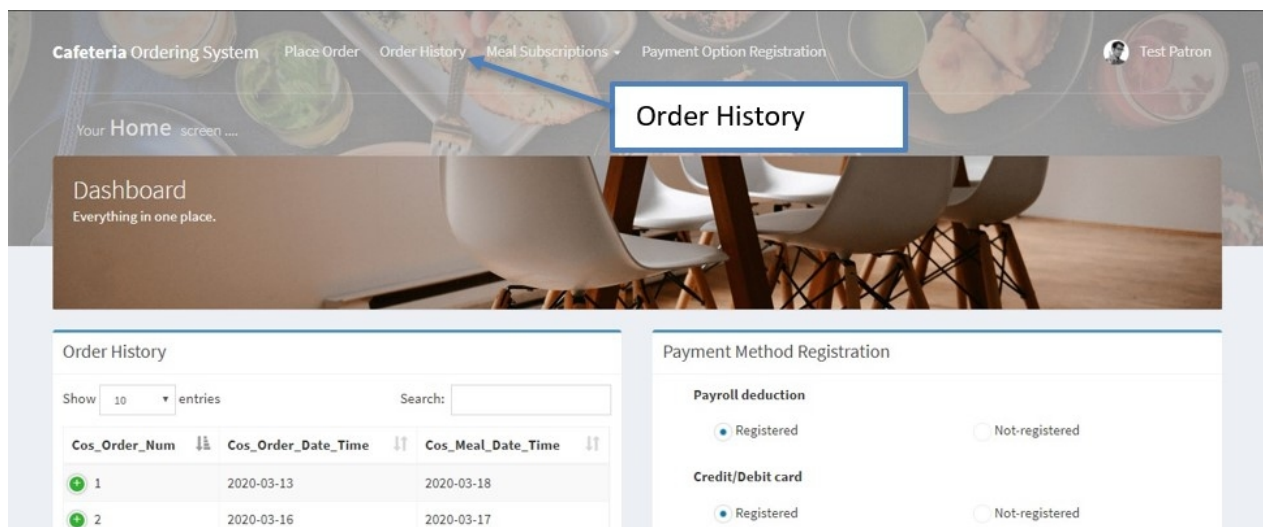
Viewing Order History

The following pages in this section will guide you on viewing your order history using the Cafeteria Ordering System.

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Navigating to Order History

To see your order history in the Cafeteria Ordering System, you would need to click on the "Order History" button on the navigation bar after logging into your patron or student account.



This can be done from in any page in the web.

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Viewing Summary of Order History

This page will show you your order history.

Order History

Show 10 entries

Search:

Cos_Order_Num	Cos_Order_Date_Time	Cos_Meal_Date_Time	Cos_Order_Meal_Status	Cos_Order_Cost	Action
1	2020-03-13	2020-03-18	Pending Delivery	25	Show details
2	2020-03-16	2020-03-17	Prepared	36	Show details
3	2020-03-16	2020-03-17	Cancelled	27	Show details
4	2020-03-16	2020-03-16	Cancelled	9	Show details
8	2020-03-22	2020-03-22	Cancelled	5	Show details
9	2020-03-23	2020-03-23	Cancelled	12	Show details
10	2020-03-23	2020-03-23	Cancelled	11	Show details
11	2020-03-23	2020-03-23	Approved	11	Show details
12	2020-03-29	2020-03-24	Cancelled	11	Show details
13	2020-03-24	2020-03-25	Cancelled	11	Show details

Showing 1 to 10 of 29 entries

Previous 1 2 3 Next

- In this page, you will be able to see a brief information about your order.
- To see a detailed information about your order, click on the "Show details" button.
- In this page, you will have the ability to choose the amount of order you would like to see per page.
- According your page selector in the bottom right will be adjusted, you may also click on other page numbers to see more orders.
- You may also search for your order by using the search bar, you may use the search bar and search your desired order by entering either your order number, ordered date, meal date, meal status or the total cost of your order.

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Viewing Detailed Order Information

After clicking on the "Show details" button in the Order History page, you will be redirected to the order information.

The screenshot shows the 'Order Information' page of the Cafeteria Ordering System. The page has a navigation bar at the top with links for 'Order', 'View Previous Orders', and 'Payment Option Registration'. The main content area is divided into two columns. The left column, titled 'Order', contains a table with columns for 'Food Item', 'Quantity', 'Price (\$)', and 'Total(\$)', showing one item: 'Spicy Chicken and Chips' with a quantity of 1, price of 9, and total of 9. Below the table are radio buttons for 'Get meal delivered' (selected) and 'Pick-up meal from restaurant'. A 'Meal Date' field shows '2020-05-30'. The right column, titled 'Delivery Info', contains a 'Delivery Location' dropdown set to 'ANZ Stadium' and a 'Delivery Time' dropdown set to '12:00 PM - 12:15 PM'. Below these is a 'Payment Method' section with radio buttons for 'Cash Payment at pickup' and 'Card payment' (selected). At the bottom of the 'Order' section are three buttons: 'Back', 'Cancel', and 'Edit order'. A 'Payment Information' section is also visible on the right side of the page. The version number 'Version 2.4.13' is displayed at the bottom right.

- In this page you will see detailed information about your order (Order information, Payment method and Delivery Information).
- If your order has been approved, you still will get the chance to edit your order and even cancel it, but when the order status changes from "Approved" to any other status, you will not be able to edit or cancel your order.
- By clicking on the edit button, you will be redirected to edit order page. More information about edit order page is available in the Editing your order help page under the Placing Order topic.
- Canceling the order, will refund your payment if you had selected Payroll deduction or card payment method for this order, and the order status will change to "Cancel".
- You still will be able to view your canceled order in the order history page.

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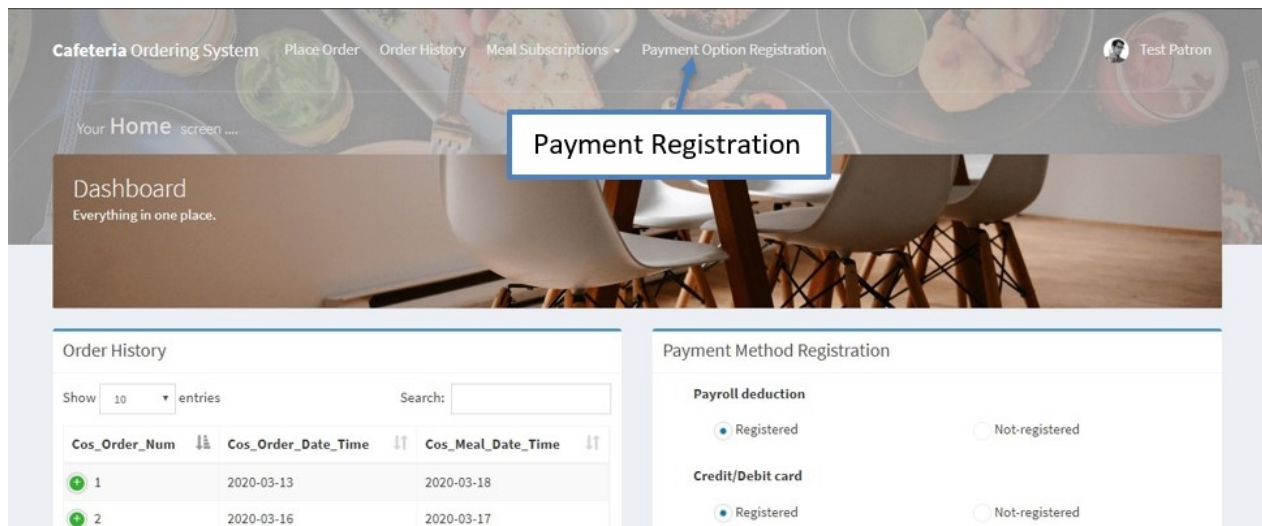
Registering For Payment Option

The following pages in this section will guide you on registering for payment methods using the Cafeteria Ordering System.

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Navigating to Payment Registration Form

To register for a payment option for ordering in the Cafeteria Ordering System, you would need to click on the "Payment Option Registration" button on the navigation bar after logging into your patron or student account.

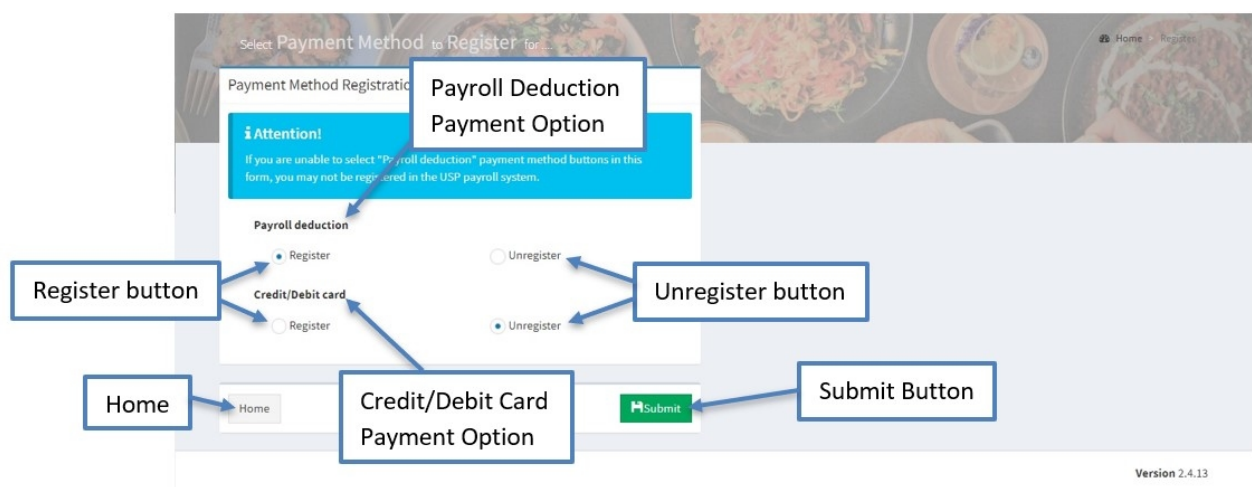


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Registration Process

You will be redirected to the "Payment Registration" page after clicking on the "Payment Option Registration" button on the navigation bar.



- The Payment Method Registration page will show the you the payment methods that you are currently registered in.
- You may select the register or unregister option for payroll deduction and/or Credit/Debit card payment methods to register/unregister for that particular payment method.
- If you are not in the USP payroll system, you may not be able to register for payroll deduction.
- If you are logged into a student account, you may not see the payroll deduction payment method registration.

After clicking on the Register option for credit/debit card payment option, you will see a pop-up of the credit/debit card form, where you will have to fill in your card details.

Select Payment Method to Register for...

Payment Method Registration Form

Attention!
If you are unable to select "Payroll deduction" payment method buttons in this form, you may not be registered in the USP payroll system.

Payroll deduction

☒ Register ☐ Unregister

Credit/Debit card

☒ Register ☐ Unregister

Credit/Debit Card information form

Credit/Debit Card Information

Credit/Debit card

☒ Debit ☐ Credit

Card Holder Name

Rakess Misra

Debit/Credit Card Number

9999999999999999

CVV

999

Expiry Date

10/20

Payment Methods:

VISA MasterCard AMERICAN EXPRESS PayPal

Home Submit

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- You may fill in the details of your credit/debit card in this form.
- After you have filled in all your desired forms, you may click on the "Submit" button.

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