

# User Manual





Please use the café logo in the top right of pages to navigate back to the table of contents

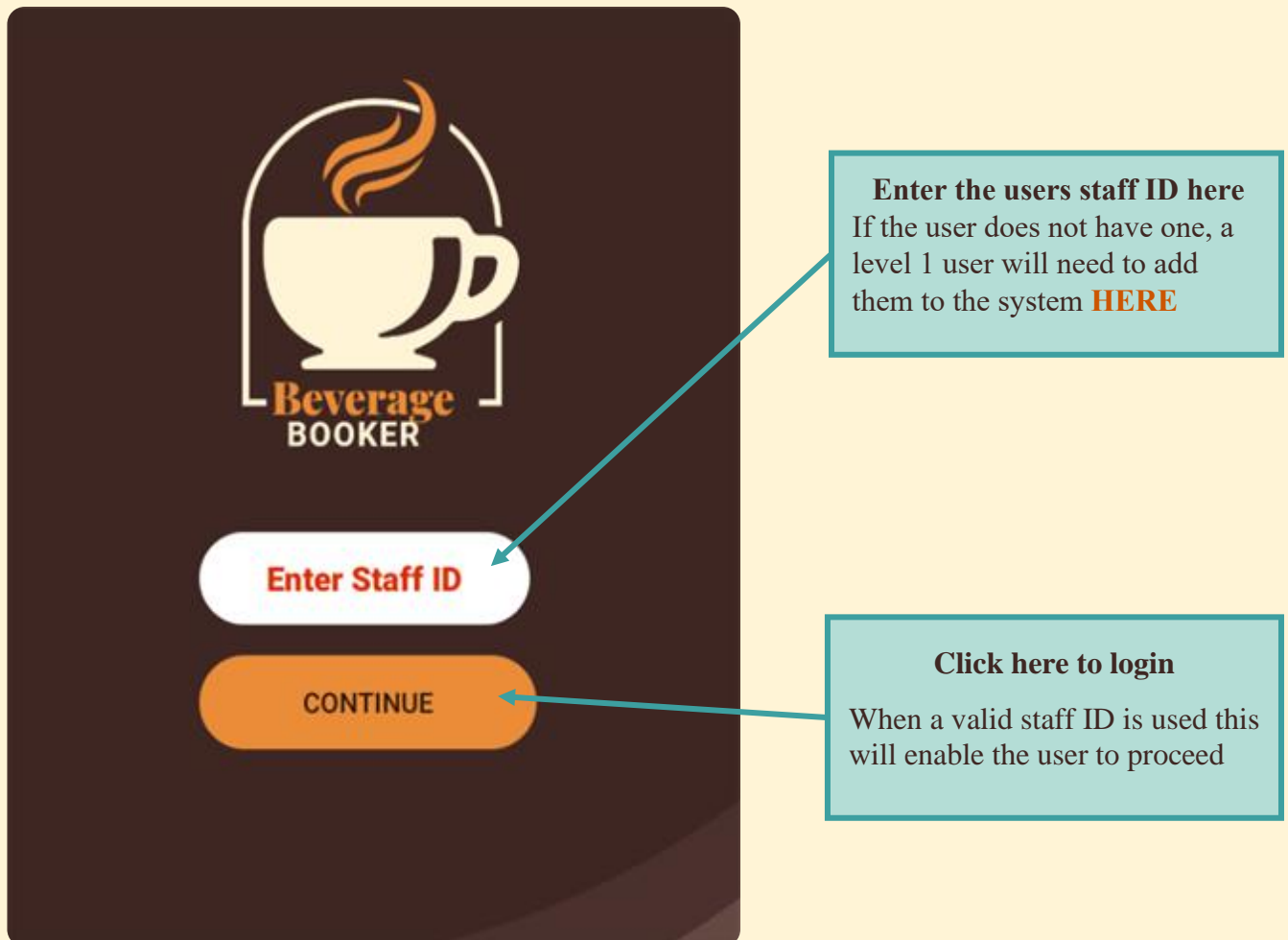
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## 1. Login

### 1.1 First Step

After opening the app, you will see the login screen



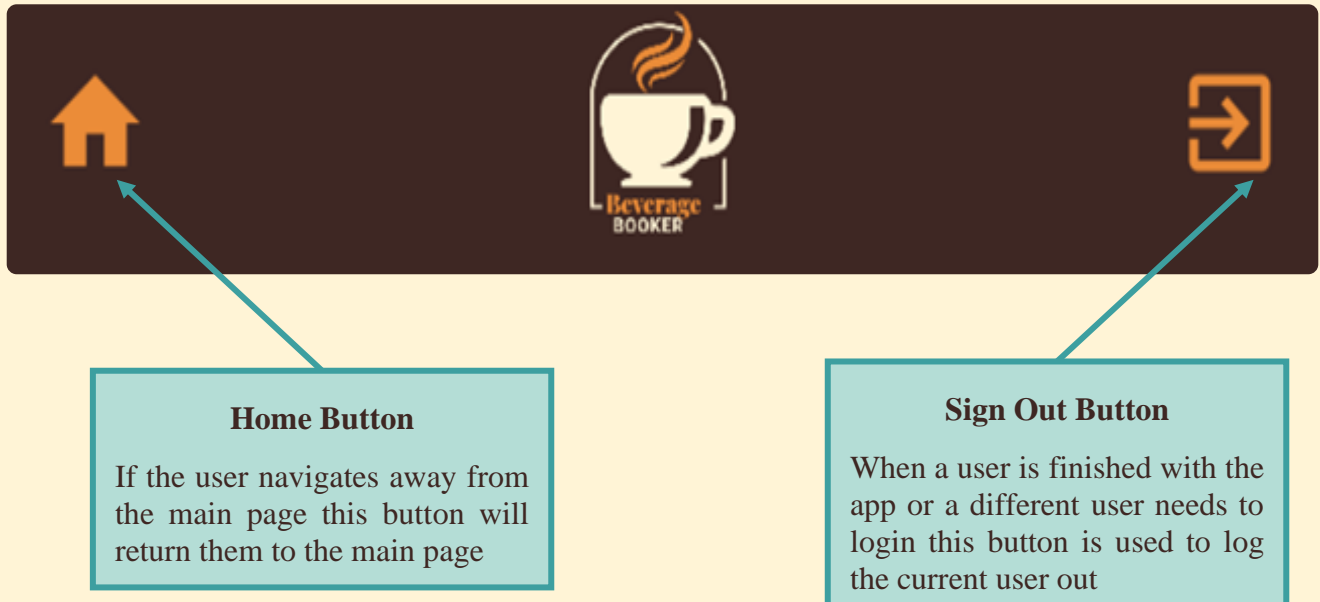
### 1.2 Login Failure

- 1.2.1 Make sure that staff ID is entered correctly before asking a level 1 staff member to login and check your staff ID number.
- 1.2.2 If no users are able to login to the app, please see trouble shooting guide [HERE](#)

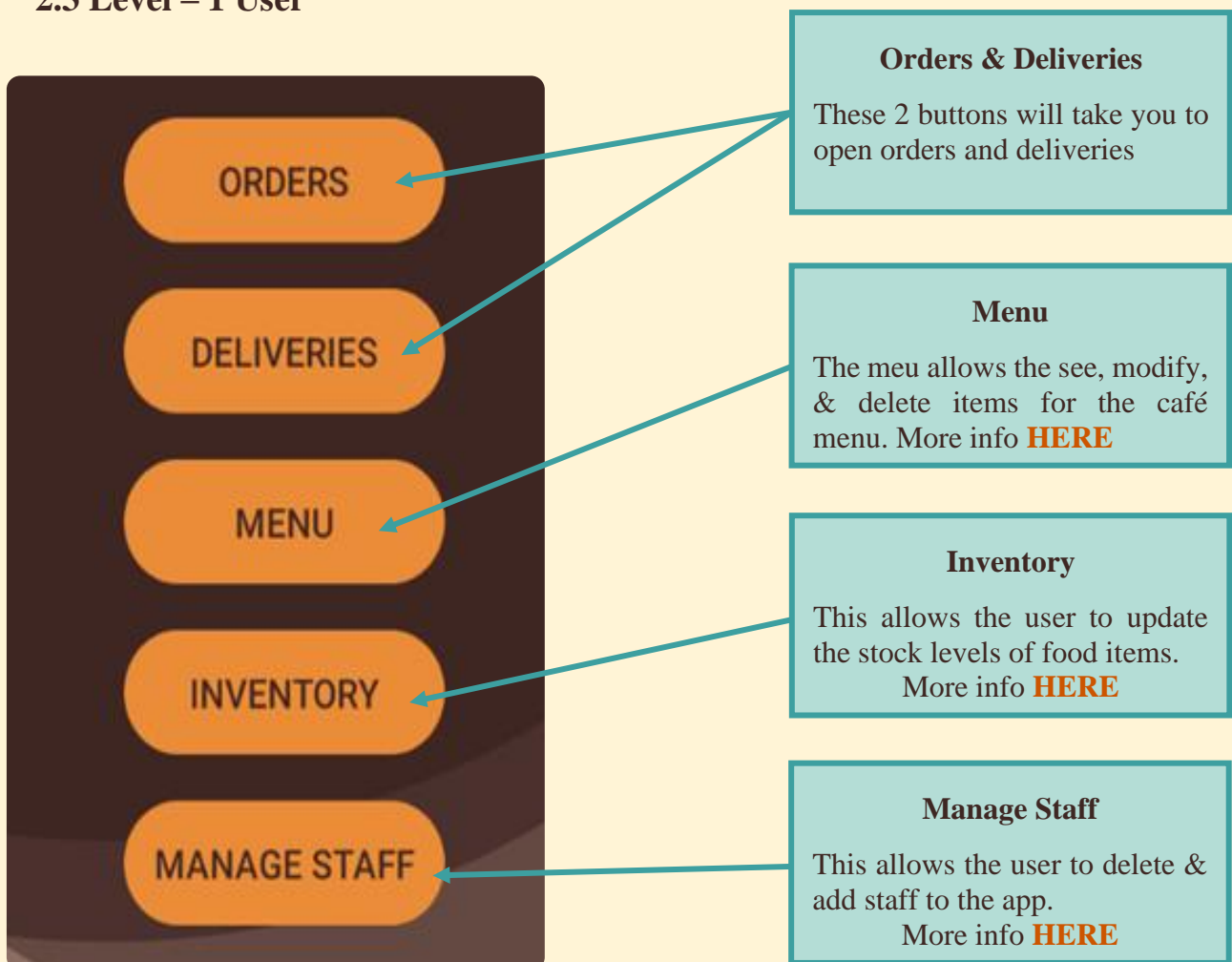
## 2. Home Page

Main Menu is the first page you will see after you login to the app. The available options changes depending on your staff level.

### 2.1 Navigation Bar

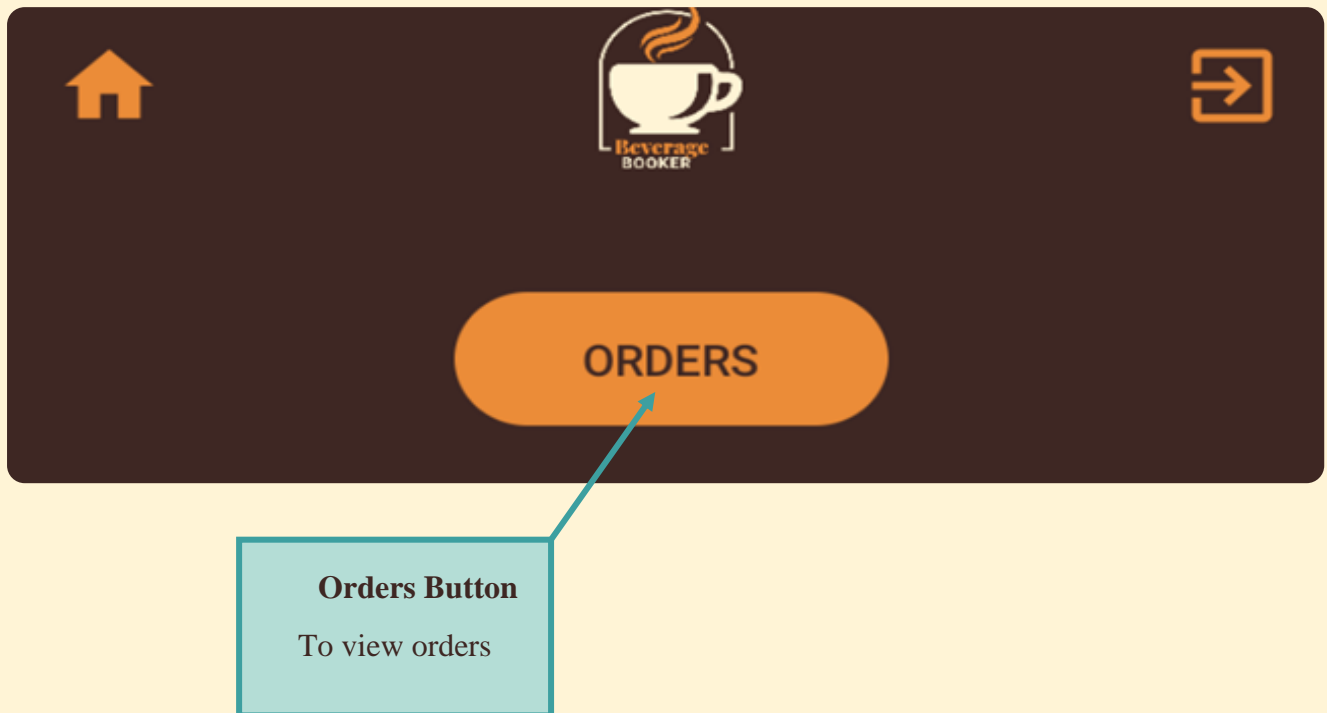


### 2.3 Level – 1 User



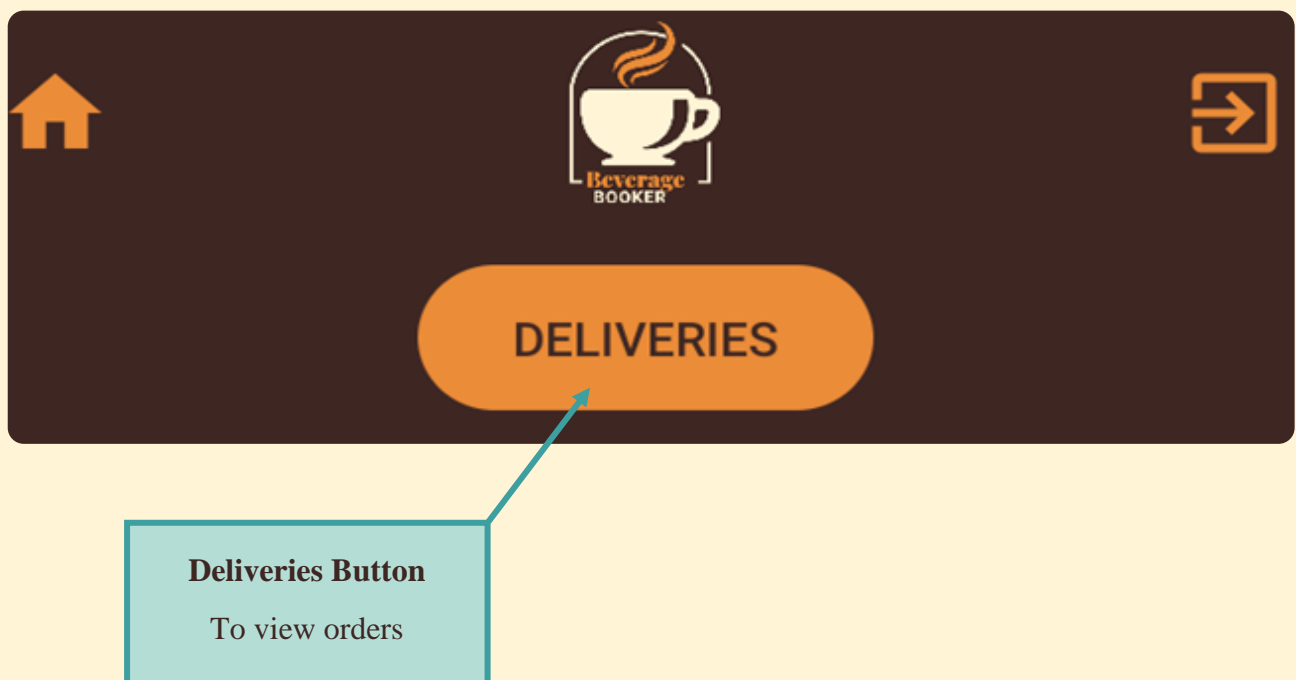
## 2.4 Level – 2 User

A level 2 User is a staff member that fulfills orders. They will only have access to viewing orders.



## 2.5 Level – 3 User

Level 3 Users are delivery staff and will only have access to viewing deliveries



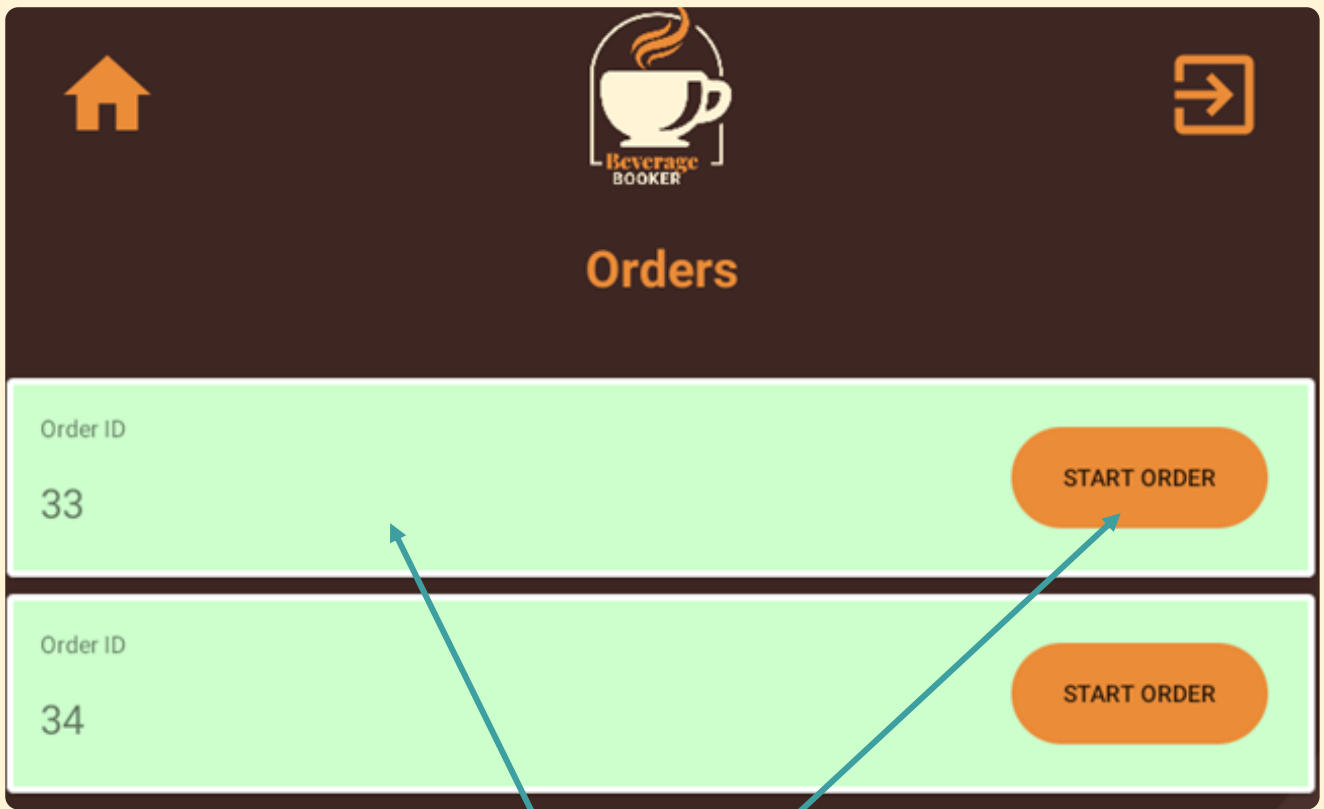
### 3. Orders

All open orders are listed here. The oldest orders are listed at the top and are therefore the orders to be completed first.

#### 3.1 Orders View

Orders are listed with their ID number being in numerical order ascending order.

**NOTE:** A green colour indicates that the order has not be attempted by any staff member



The screenshot shows the 'Orders' section of the Beverage Booker interface. At the top, there is a dark blue header with a home icon, the Beverage Booker logo, and a right arrow icon. Below the header, the word 'Orders' is displayed in large blue text. The main content area lists two orders, each in a light green row. The first row shows 'Order ID' 33 and a 'START ORDER' button. The second row shows 'Order ID' 34 and a 'START ORDER' button. Two callout boxes with arrows point to these elements: one to the green tint of the first row and another to the 'START ORDER' button of the first row.

Order ID	Action
33	START ORDER
34	START ORDER

**Green Tint**

This is an indication that the order is new, and no staff have looked at this order

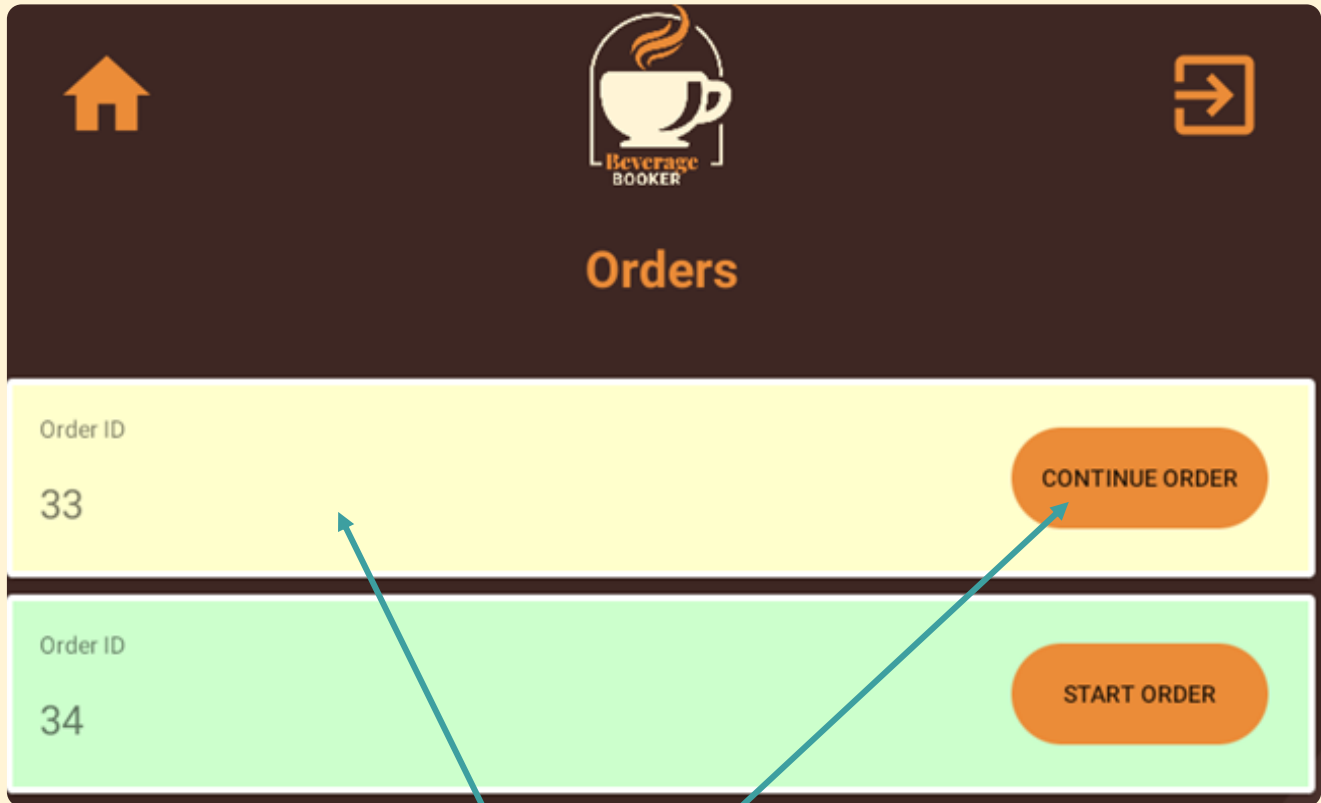
**Start Order Button**

This is default label that indicates a new order ready to start

### 3.2 Partially Completed Orders

When an order has been looked at or attempted by a staff member it will have a continue order button.

**NOTE: a yellow colour indicates a partially complete order**



**Orders**

Order ID  
33

CONTINUE ORDER

Order ID  
34

START ORDER

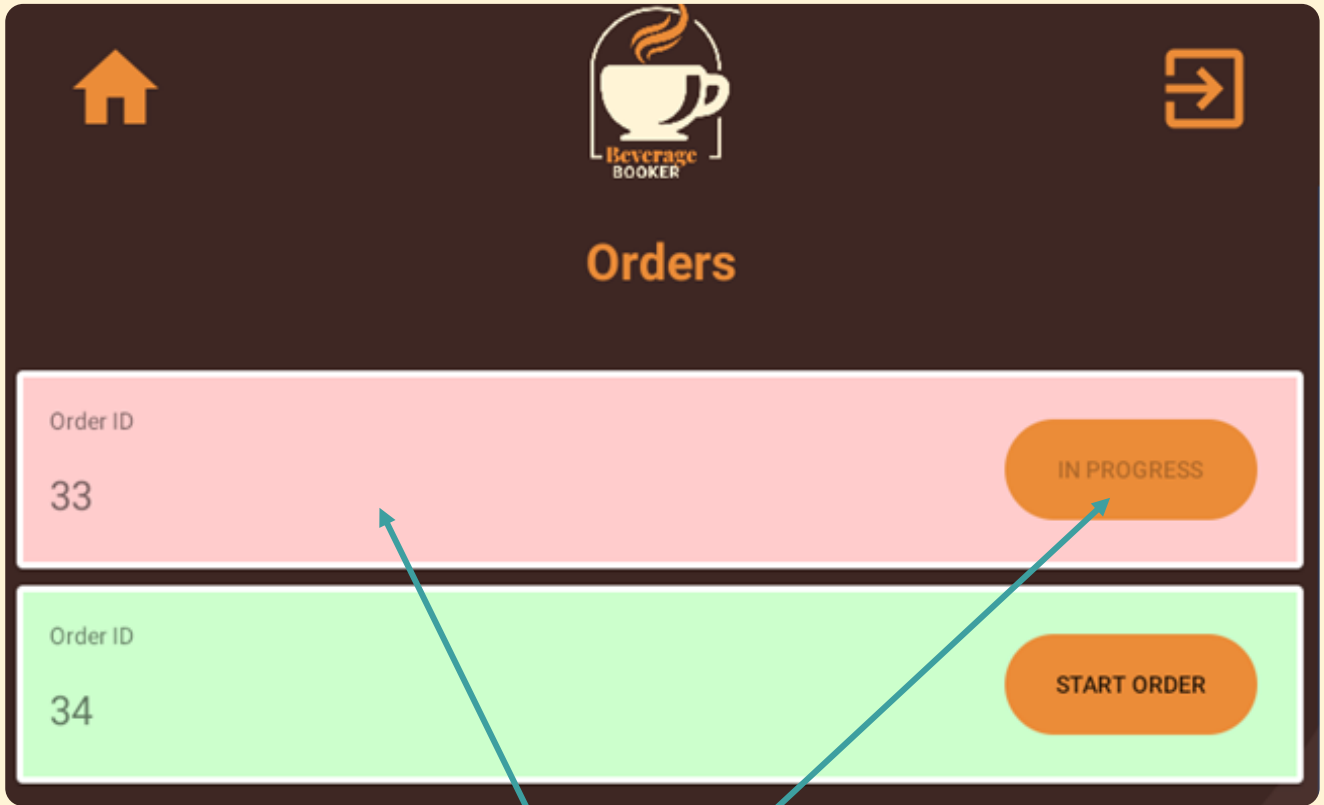
**Yellow Tint**  
Change in colour to yellow indicates the order is partially completed

**Continue Button**  
Change in label indicates a partially completed order

### 3.3 In Progress Orders

When an order is being processed by a staff member it will disable the ability for anyone else to access this order. If the user logs out or the app closes it will unlock the order to be completed.

**NOTE:** a red colour indicates an order that is currently in progress



The screenshot shows the 'Orders' screen of the Beverage Booker app. It features a dark blue header with a home icon, the Beverage Booker logo, and a menu icon. Below the header, the word 'Orders' is displayed in large blue text. Two order cards are visible: Order ID 33 with a red tint and an 'IN PROGRESS' button, and Order ID 34 with a green tint and a 'START ORDER' button. Two callout boxes with blue borders provide additional information: 'Red Tint' explains that the red color indicates the order is in progress and cannot be accessed by other users; 'In Progress' explains that the 'IN PROGRESS' label indicates a currently in progress order.

Order ID	Status
33	IN PROGRESS
34	START ORDER

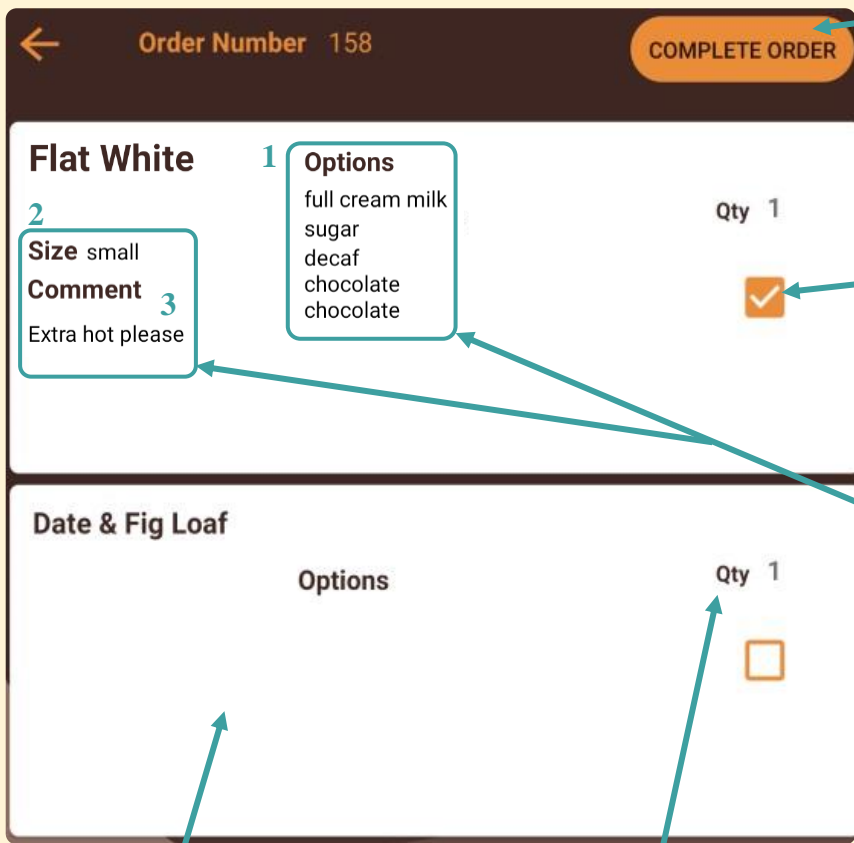
**Red Tint**  
Change in colour to red indicates the order is currently in progress & cannot be accessed by other users

**In Progress**  
Change in label indicates a currently in progress order



### 3.4 Individual Order View

When the order is started or continued the individual items of the order can be viewed and checked off before completing the order.



The screenshot shows the 'Individual Order View' for Order Number 158. It displays two items: 'Flat White' and 'Date & Fig Loaf'. Each item has a list of options, a size selection, and a comment field. A 'COMPLETE ORDER' button is at the top right. A checkmark icon indicates that the 'Flat White' item has been completed, while the 'Date & Fig Loaf' item is not yet completed.

**Complete Order Button**  
This completes the order and sends a notification to the customer

**Complete item check**  
Check an item when it has been completed

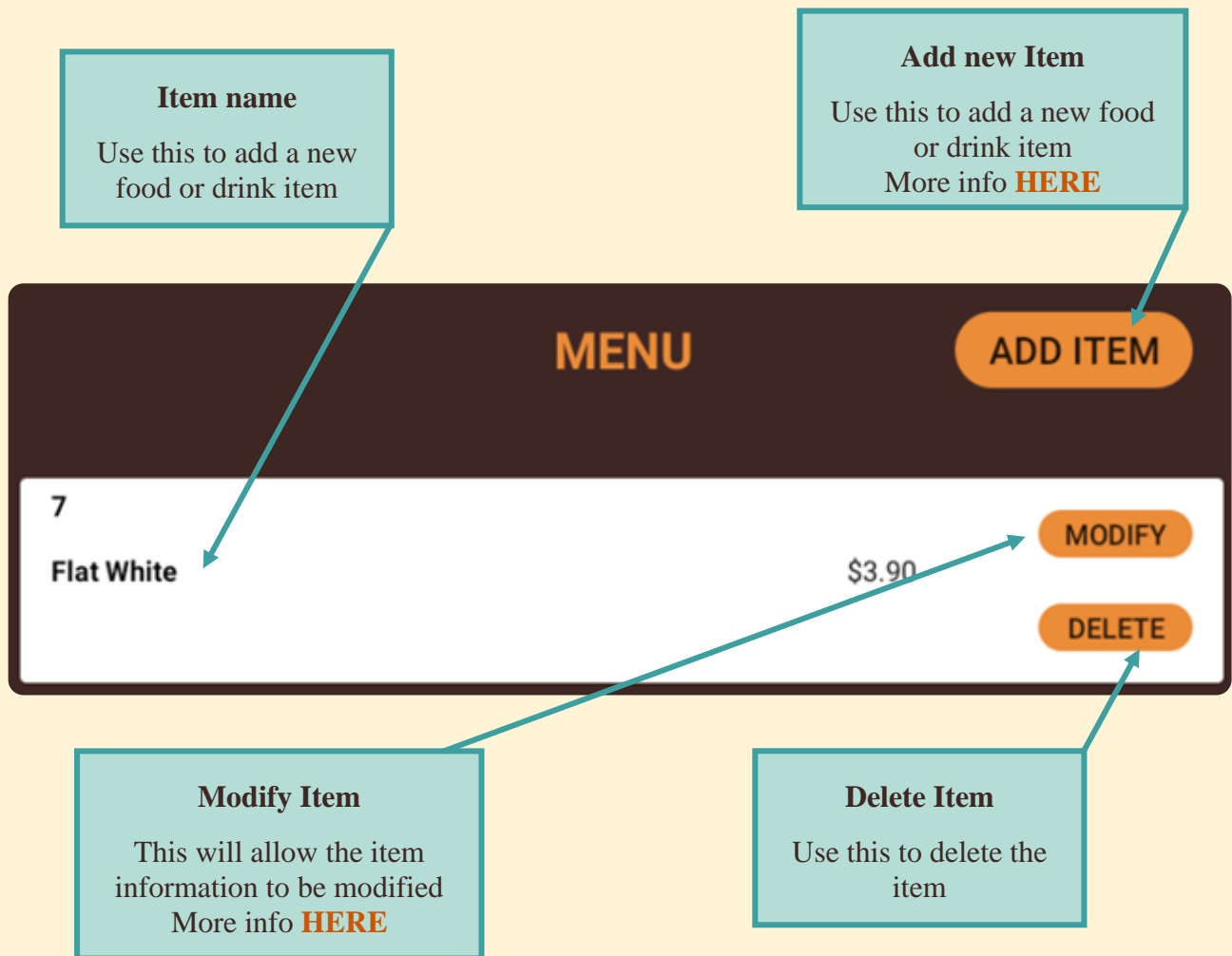
**Options, Size + Comments**  
1 - Selected options  
2 - Size of drink  
3 - Comment: extra requests

**Quantity**  
Number of items ordered

**Item**  
Name of the item ordered

## 4. Menu

The menu page is used for viewing the items that the café has for sale. Both drinks and food items are listed here.



## 4.1 Modifying Existing Items

1. Modify desired details for the current item
2. Check or uncheck any options that apply to item
3. Click modify to save



The screenshot shows a 'Modify Item' form with a dark background. A large teal number '1' is positioned to the right of the first section, which contains four input fields: 'Item Title' (Flat White), 'Short Description' (shortDesc (Optional)), 'Item Price' (4.5), and 'Preparation Time' (15). A second teal number '2' is to the right of the 'Allow Beverage Options' section, which lists five checked options: 'decaf: Decaffeinates Beverage', 'sugar: Sugar, Sweetener', 'milk: Full Cream, Skim, Almond, Soy', 'extras: Vanilla, Caramel, Chocolate, Cream', and 'frappe: Turns beverage into a frappe'. A third teal number '3' is to the right of an orange 'MODIFY' button at the bottom right.

**Item Title:** Flat White

**Short Description:** shortDesc (Optional)

**Item Price:** 4.5

**Preparation Time:** 15

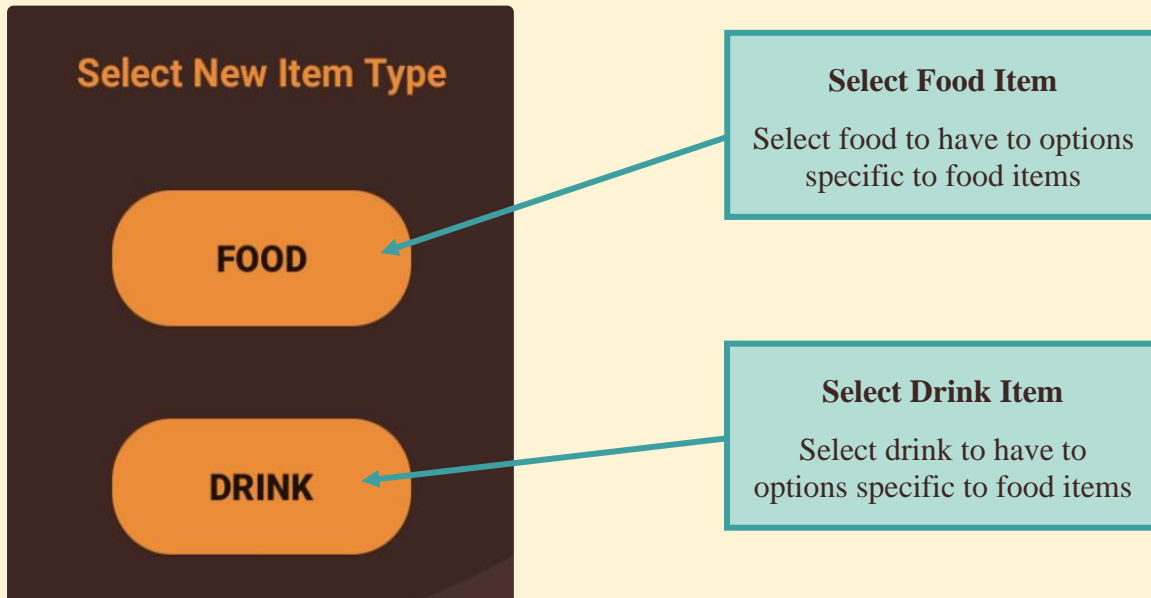
**Allow Beverage Options:**

- ☒ decaf: Decaffeinates Beverage
- ☒ sugar: Sugar, Sweetener
- ☒ milk: Full Cream, Skim, Almond, Soy
- ☒ extras: Vanilla, Caramel, Chocolate, Cream
- ☒ frappe: Turns beverage into a frappe

**MODIFY**

## 4.2 Add a New Item

To start adding an item you must first select whether the intended item is a food or drink item. Depending on what item you wish to add the available options will change



**Select New Item Type**

**FOOD**

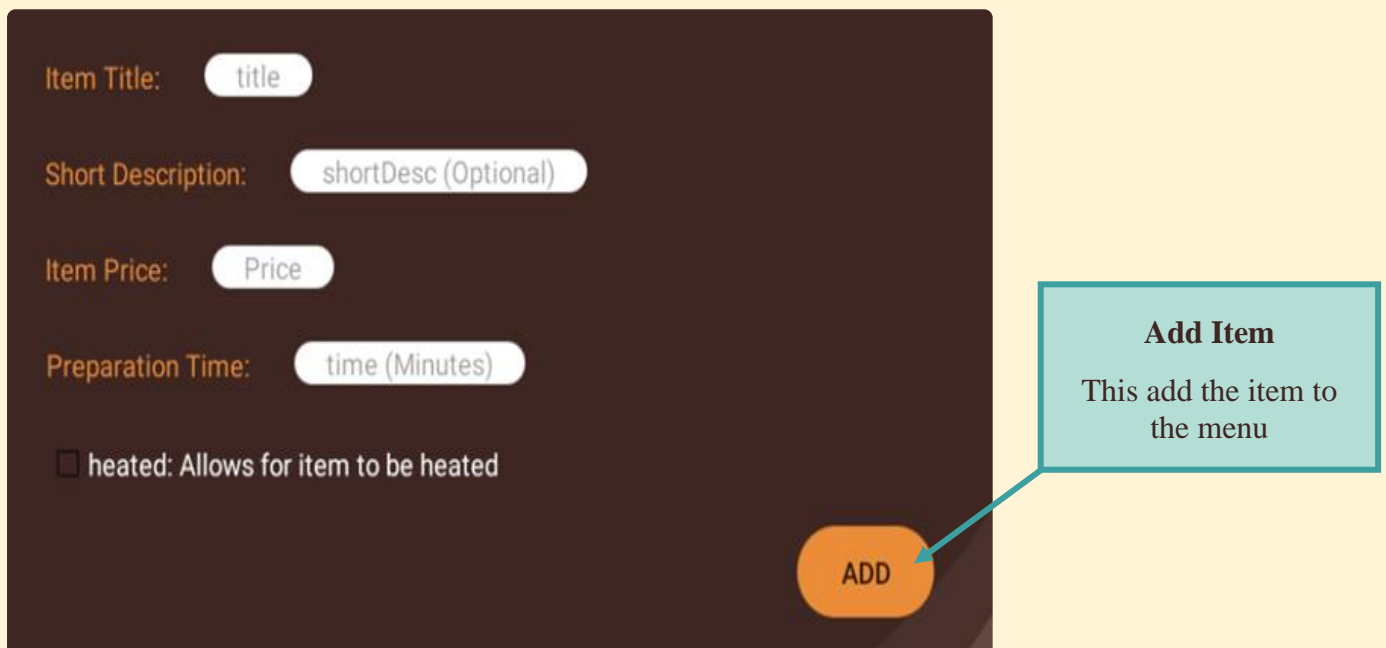
**DRINK**

**Select Food Item**  
Select food to have to options specific to food items

**Select Drink Item**  
Select drink to have to options specific to food items

### 4.2.1 Add food item

Fill in the form for the food item. The time is in minutes and the short description is optional information to add.



**Item Title:**

**Short Description:**

**Item Price:**

**Preparation Time:**

☐ **heated:** Allows for item to be heated

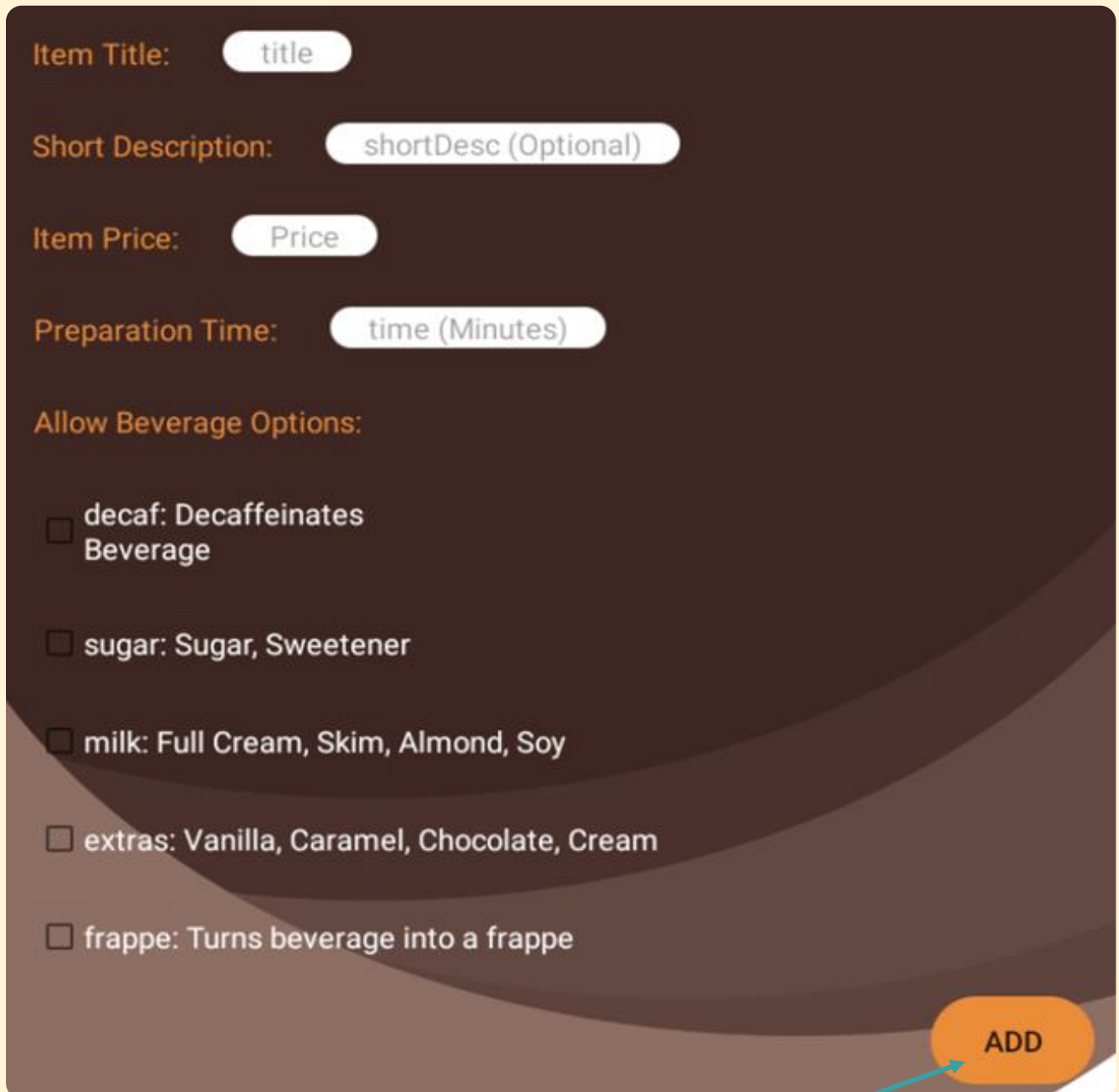
**ADD**

**Add Item**  
This add the item to the menu

#### 4.2.2 Add drink item

Fill in the form to add a drink item. The time is in minutes and the short description is optional information to add.

Check and options, you wish to associate with the drink.



The form is titled 'Add drink item' and is set against a dark brown background. It contains several input fields and a list of options. The fields are: 'Item Title:' with a placeholder 'title', 'Short Description:' with a placeholder 'shortDesc (Optional)', 'Item Price:' with a placeholder 'Price', and 'Preparation Time:' with a placeholder 'time (Minutes)'. Below these is a section 'Allow Beverage Options:' with five checkboxes: 'decaf: Decaffeinates Beverage', 'sugar: Sugar, Sweetener', 'milk: Full Cream, Skim, Almond, Soy', 'extras: Vanilla, Caramel, Chocolate, Cream', and 'frappe: Turns beverage into a frappe'. An orange 'ADD' button is located at the bottom right of the form.

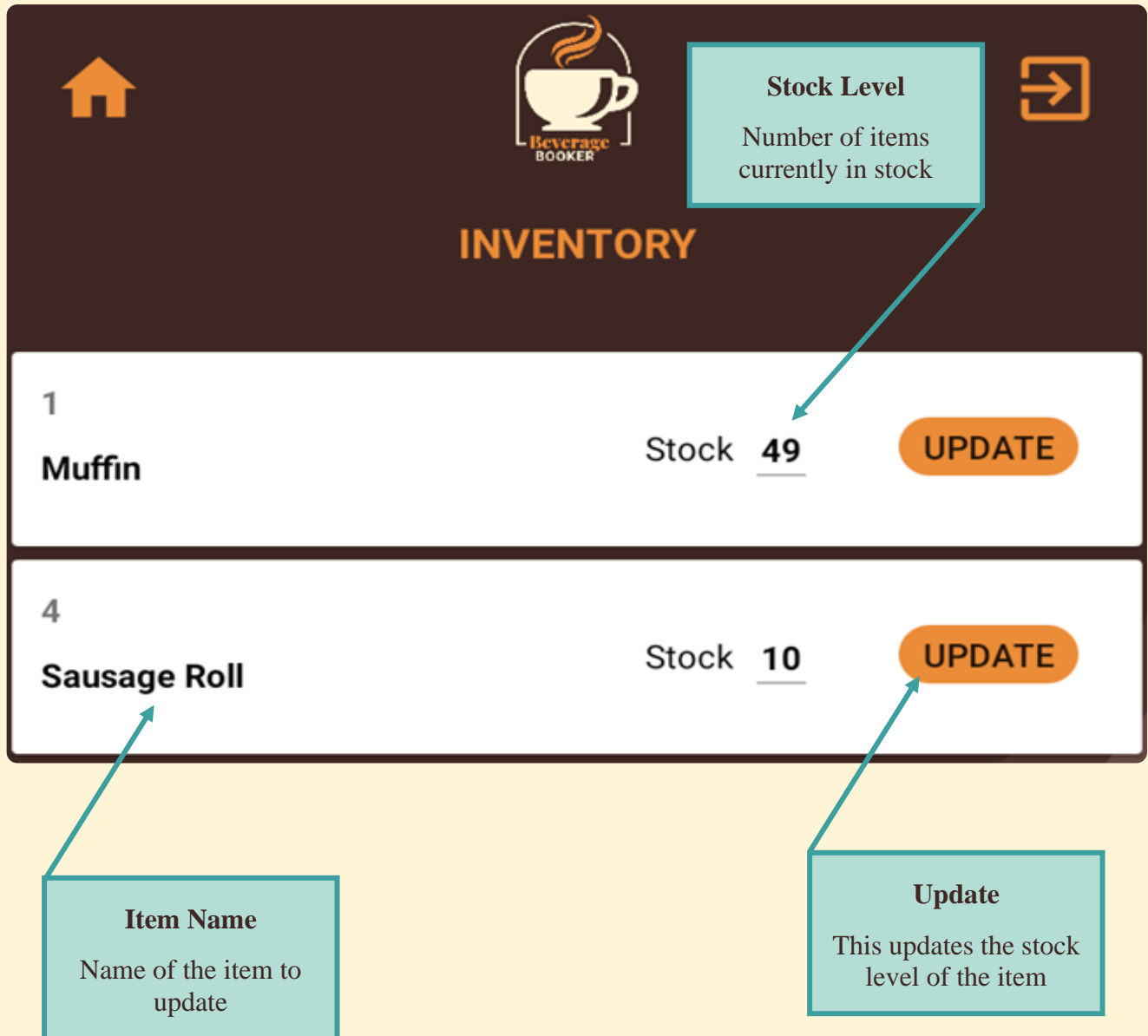
#### Add Item

This add the item to the menu

## 5. Inventory

This is used to view all food items and their current stock levels.

**NOTE:** if stock levels are 5 or less, they will not show as in stock on the customer app



The screenshot shows the 'INVENTORY' screen of the Beverage Booker app. At the top, there is a dark brown header bar containing a home icon, the Beverage Booker logo, the title 'INVENTORY', and a menu icon. Below the header, the inventory items are listed in white cards. Each card displays an item number, the item name, the current stock level, and an 'UPDATE' button. Three callout boxes provide additional information: one points to the 'Stock' label and value, another points to the item name, and a third points to the 'UPDATE' button.

Item Number	Item Name	Stock Level	Action
1	Muffin	49	UPDATE
4	Sausage Roll	10	UPDATE

**Stock Level**  
Number of items currently in stock

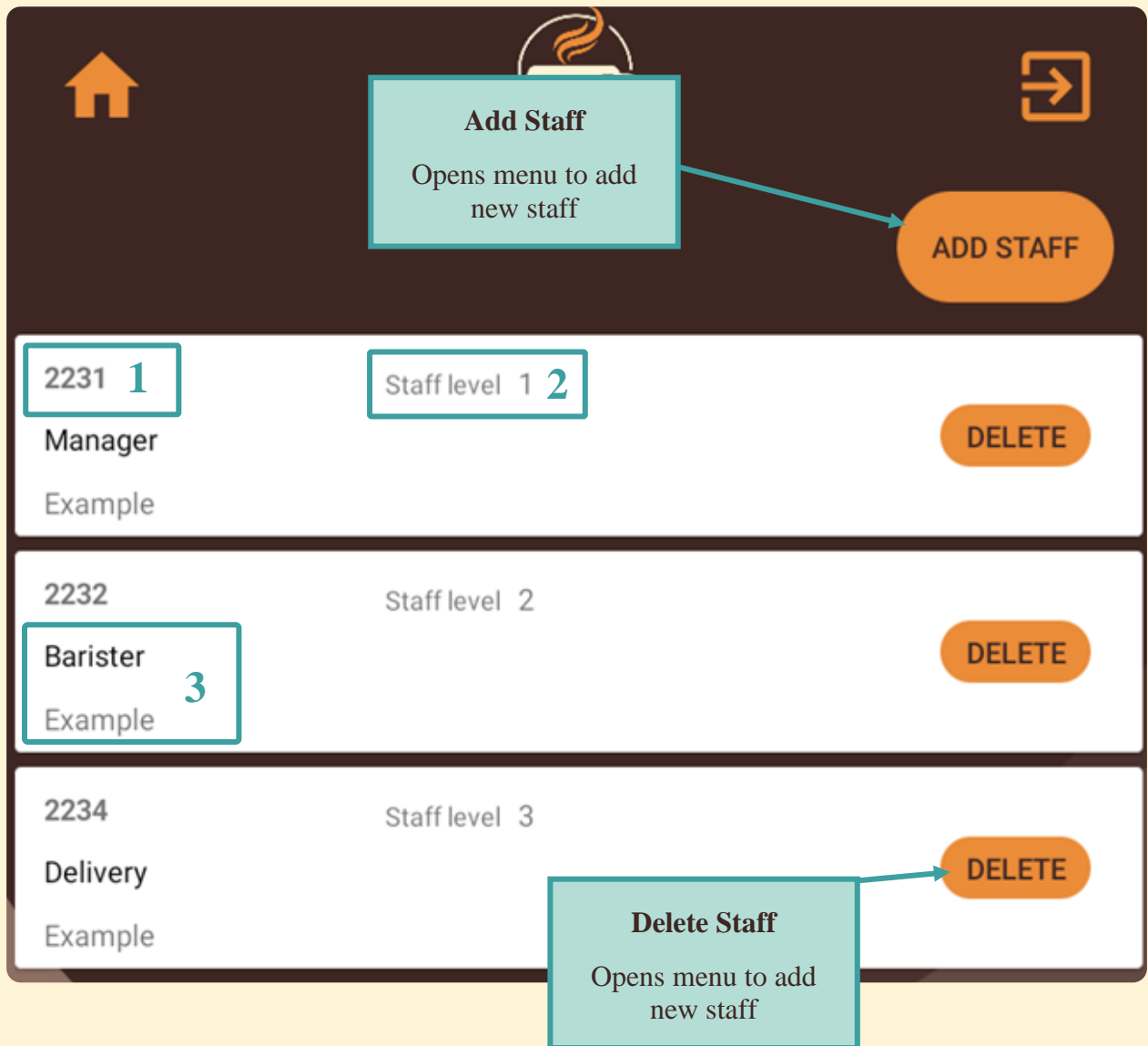
**Item Name**  
Name of the item to update

**Update**  
This updates the stock level of the item

## 6. Staff

This is used to list the current staff that can log into the app.

Staff can be added and deleted from the system here.



1. **Staff ID:** used to login to the app to view orders
2. **Staff level:** indicates the level of the staff member and therefore what they can access within the app. Information on what they can access can be found **HERE**.
3. **Name:** the first name is first, and the last name is below

## 6.1 Create a Staff

Fill in the form to create a new staff member.

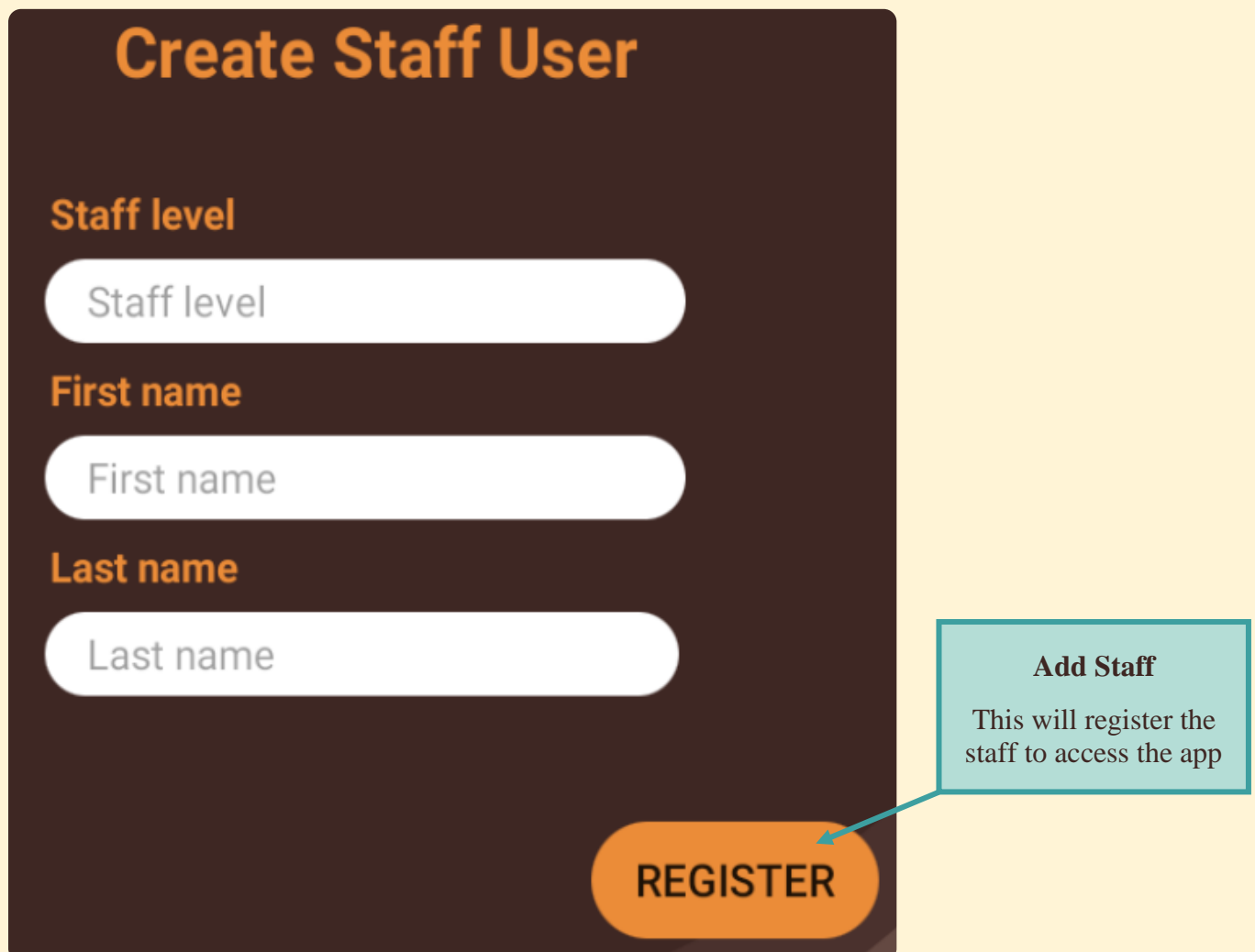
**NOTE: the staff ID will be created automatically & can be view in the main staff menu**

### 6.1.1 Staff level

1 = Manager level (all access)

2 = Barrister Level (orders access)

3 = Delivery Level (delivery access)



The form is titled "Create Staff User" in large orange text. It contains three input fields, each with a label above it: "Staff level", "First name", and "Last name". All labels and the "REGISTER" button are in orange. A light blue callout box with the title "Add Staff" and the text "This will register the staff to access the app" has an arrow pointing to the "REGISTER" button.

**Create Staff User**

**Staff level**

Staff level

**First name**

First name

**Last name**

Last name

**REGISTER**

**Add Staff**

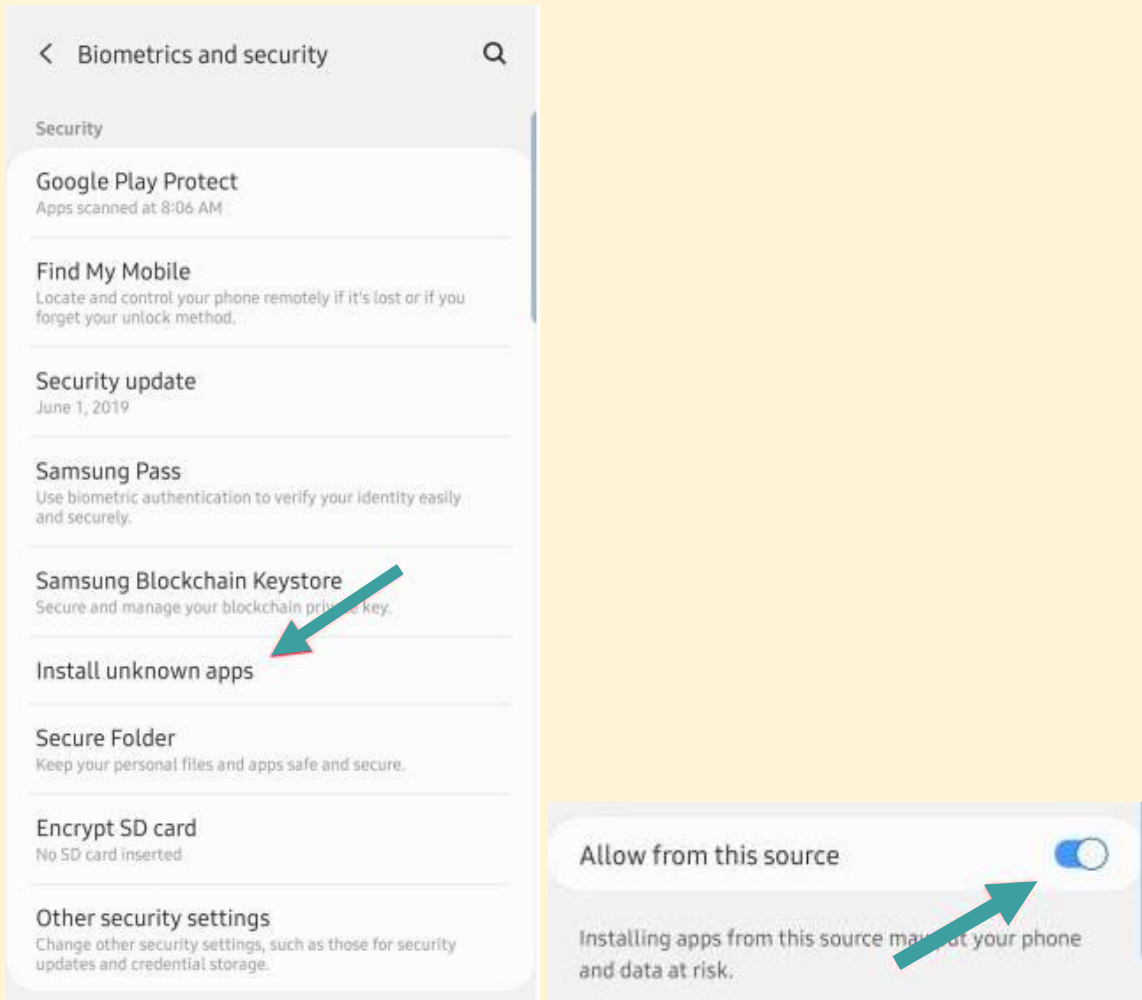
This will register the staff to access the app



## 7. Setup

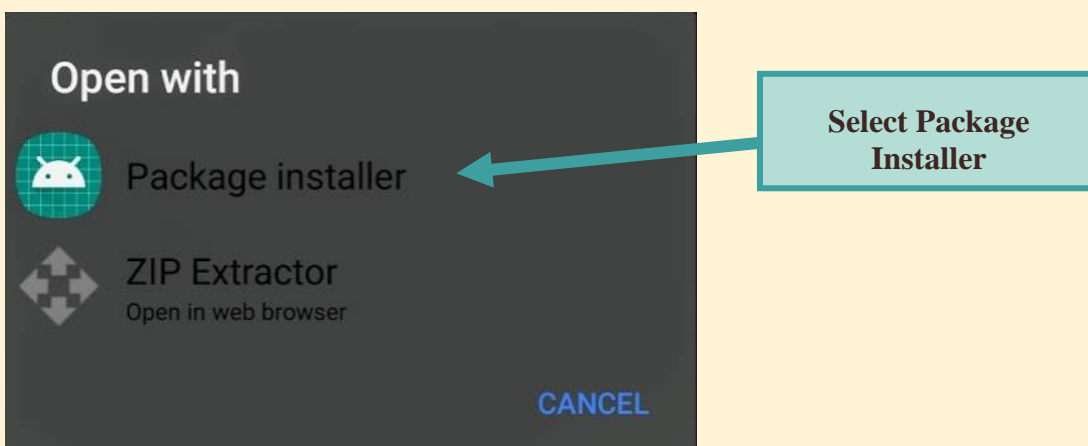
### 7.1 Preparation

Download google drive from play store. Go to setting on the tablet and select biometrics and security. Then select install unknown apps. Select google docs and allow from this source.



### 7.2 Installation

Please download the file from this [link](#). Choose package installer and begin installation



## 8. Troubleshooting

### 8.1 Common Issues

Symptom	Possible Cause	Solution
Data entered does not update	No network connection	Check that the devices is connected to the internet
Login error	Incorrect staff id, no network connection	Check the staff ID is correct, ask a level 1 user to verify your staff ID. Check the device is connected to the internet
Cannot access order	Order is currently locked, or orders have not updated	Click the home button and then click orders to force refresh

### 8.2 High Level Failure – app crash

Symptom	Possible Cause	Solution
Unable to login even with previous troubleshooting	Server is down	Please contact the developer team
App crashes & will not load	The app has malfunctioned, or an update has caused an issue	Please uninstall the app and the reinstall the app by following the setup instructions <b>HERE</b>

### 8.3 Contact for Troubleshooting

#### 8.3.1 Email

For all enquiries please contact via the below email address:

[beveragebooker@gmail.com](mailto:beveragebooker@gmail.com)