

User Manual





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

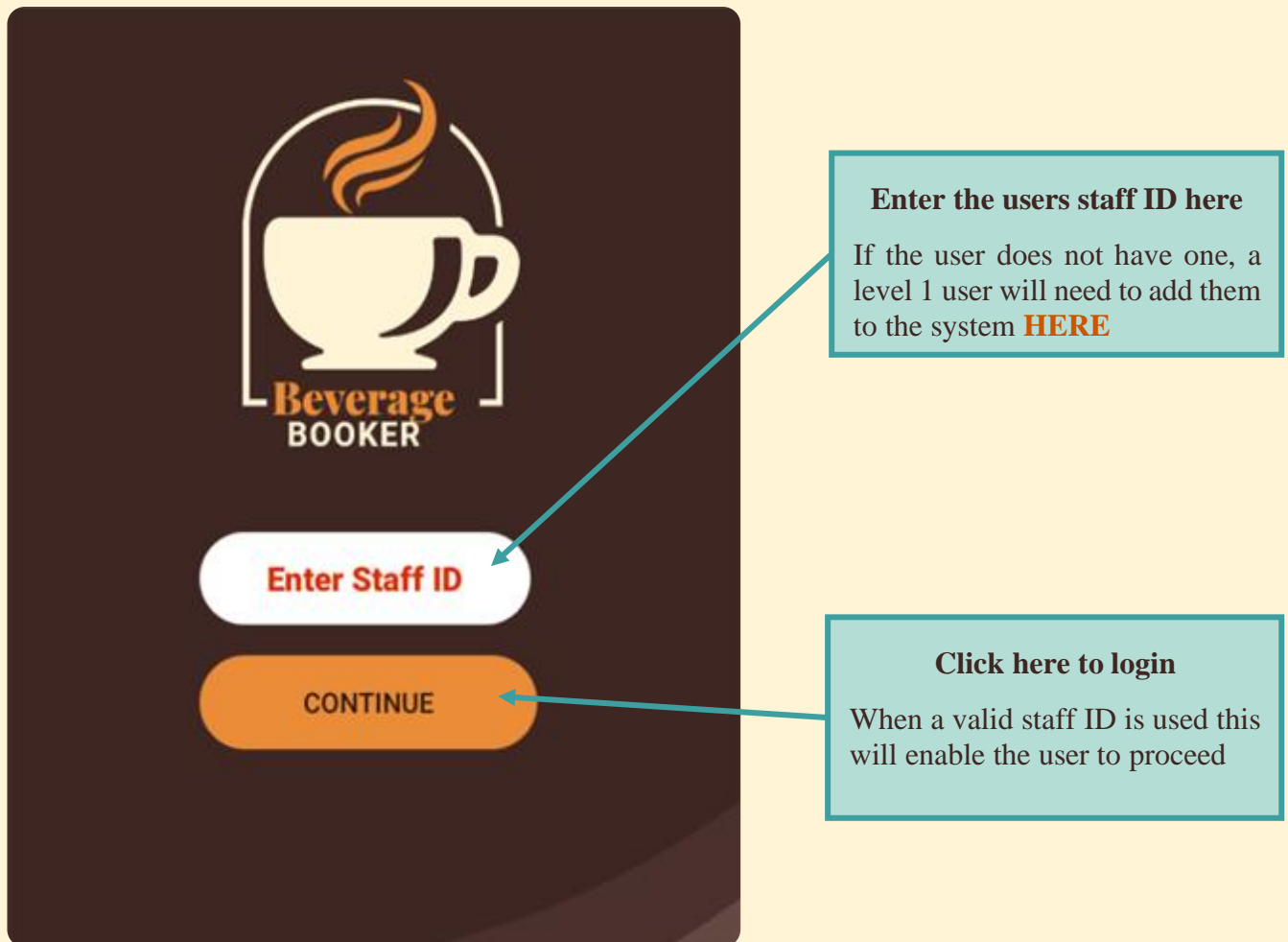
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1. Login

1.1 First Step

After opening the app, you will see the login screen



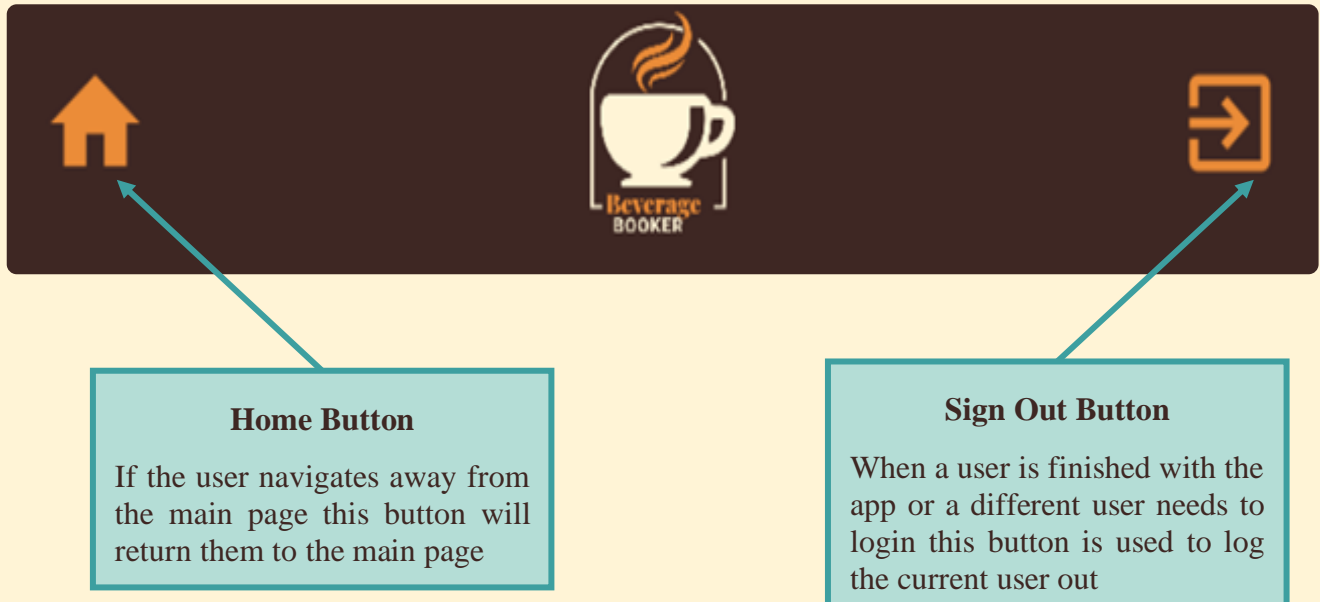
1.2 Login Failure

- 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 contact support **HERE**

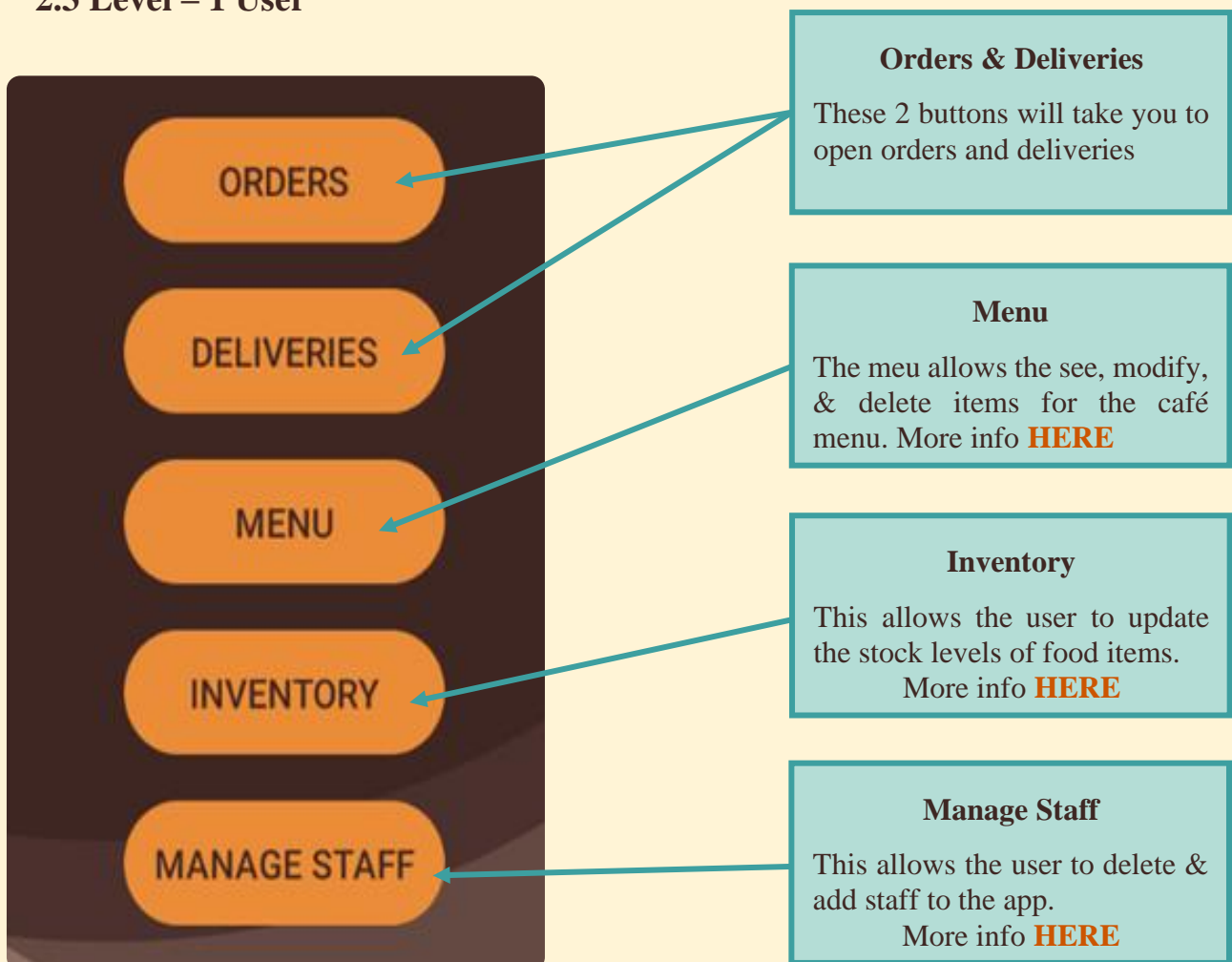
2. Home Page

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



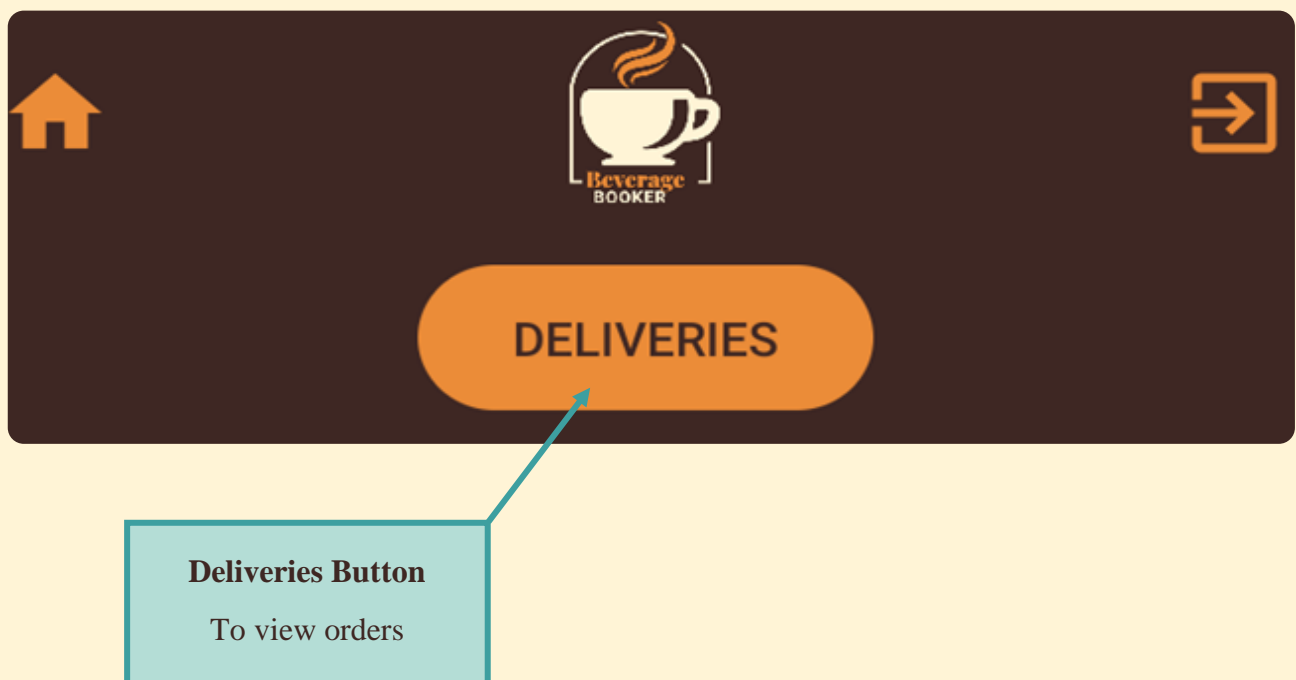
2.4 Level – 2 User

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



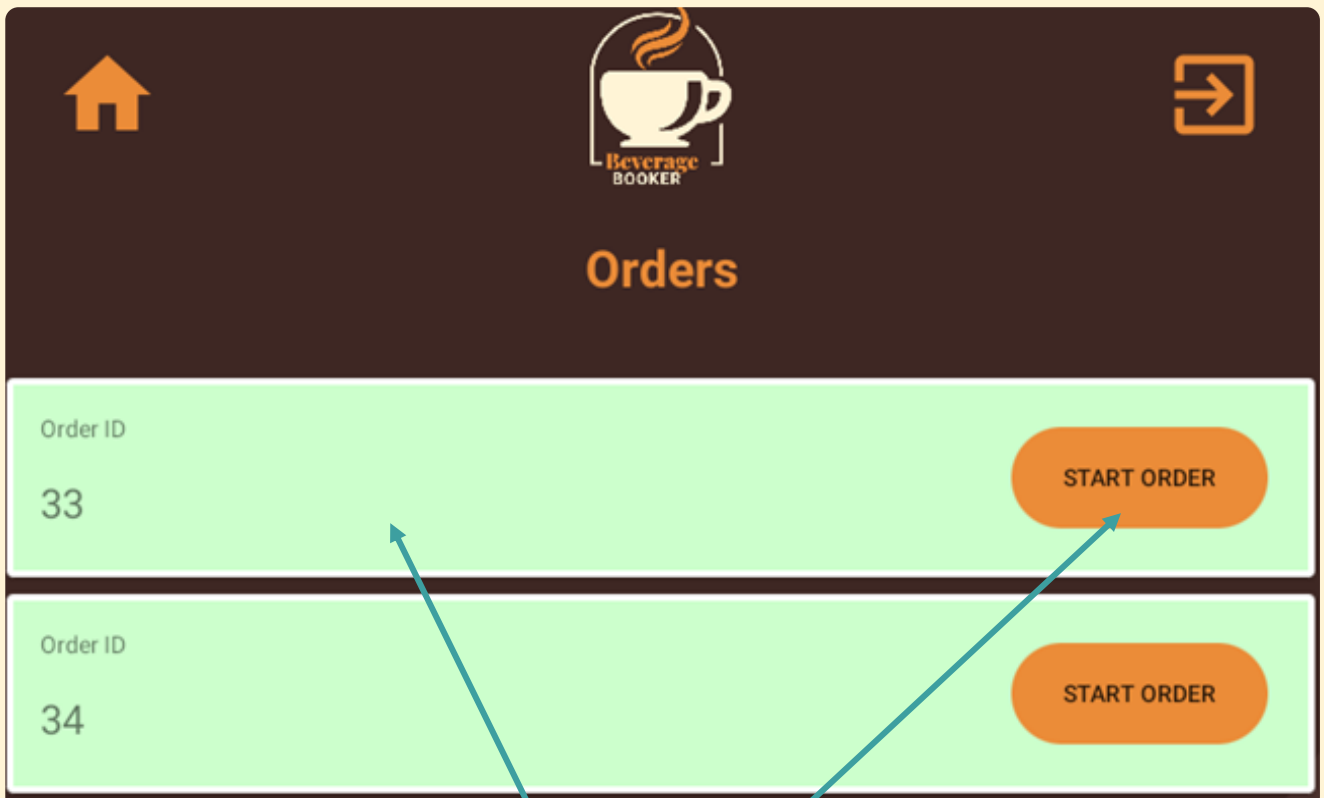
3. Orders

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 app. At the top is a dark brown header with a home icon, the Beverage Booker logo, and a right arrow icon. Below the header, the word 'Orders' is displayed in orange. The main area contains two order cards with a light green tint. Each card shows 'Order ID' followed by the number (33 and 34) and a 'START ORDER' button. Two callout boxes with arrows point to these elements: one to the green tint and another to the 'START ORDER' button.

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

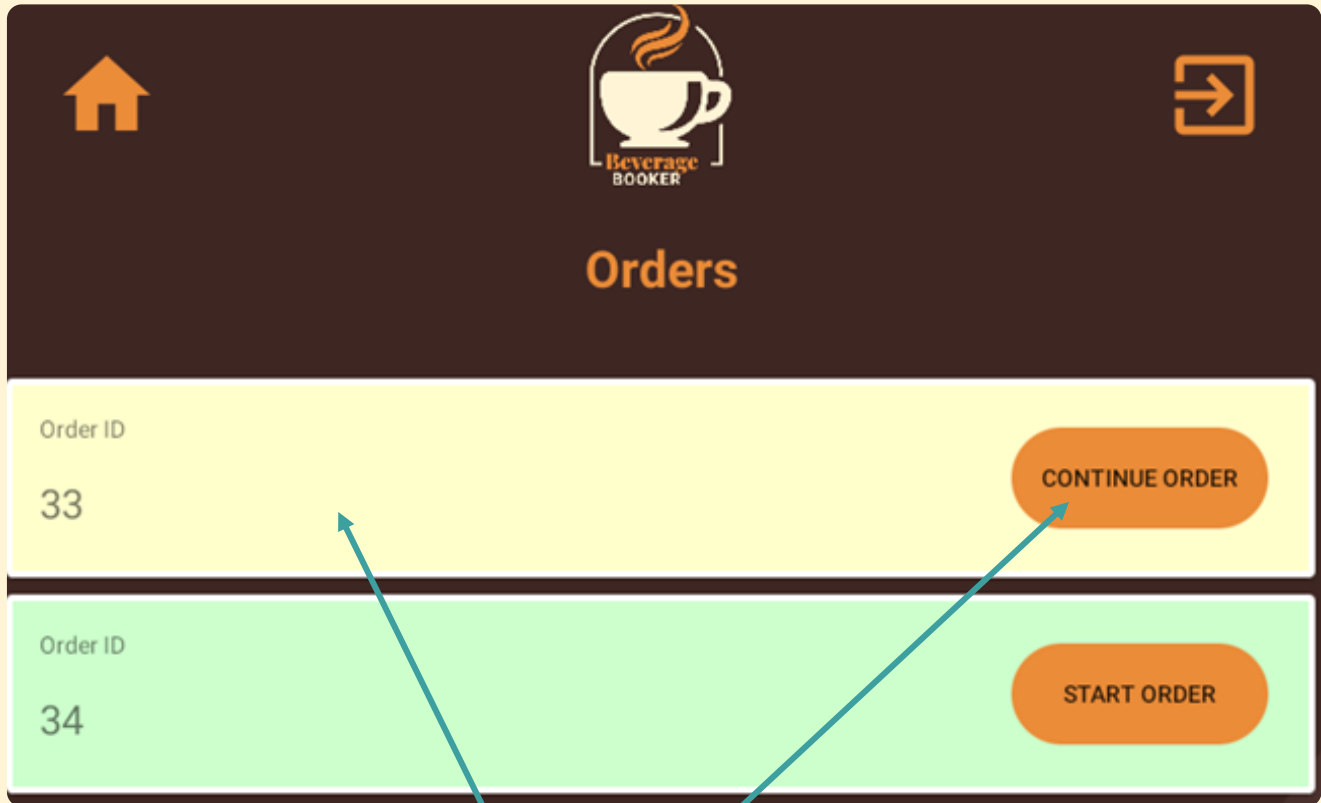
Start Order Button

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

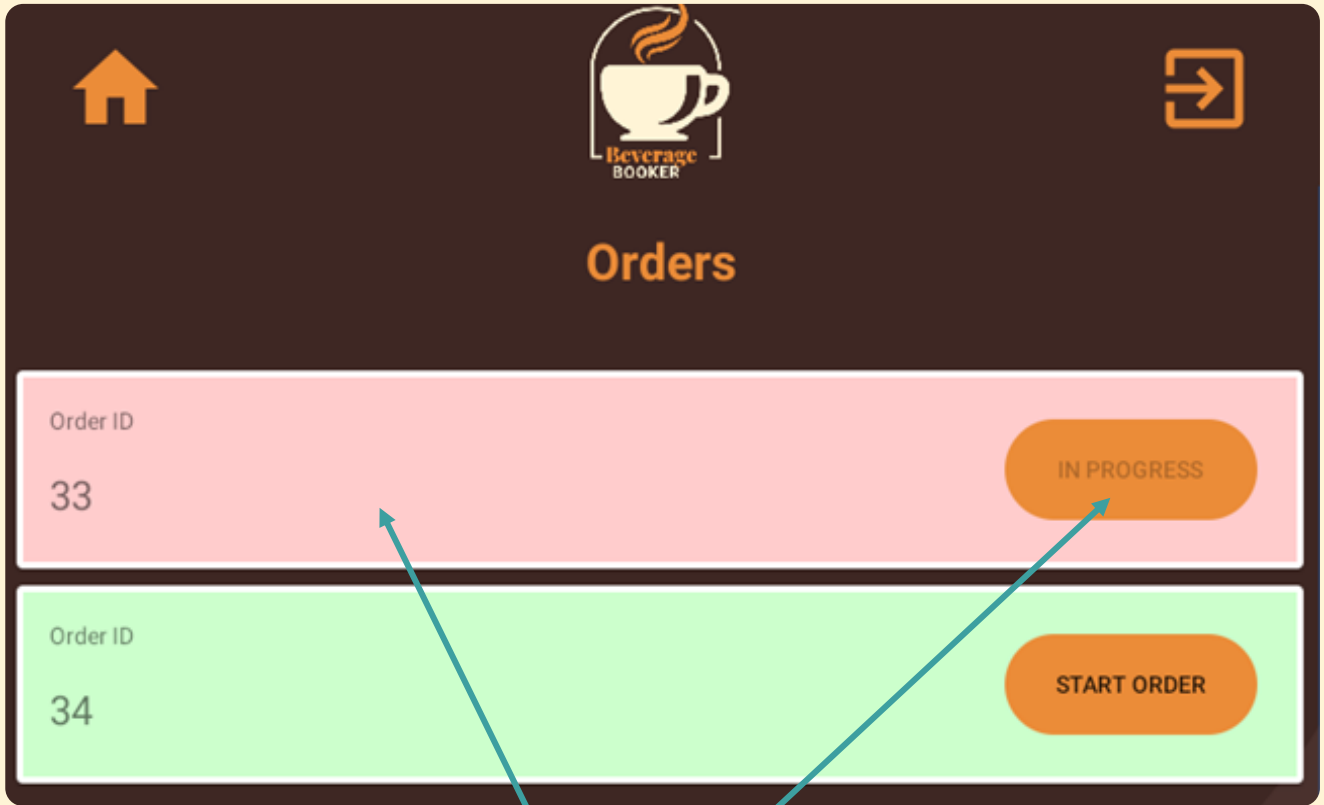
Yellow Tint
Change in colour to yellow indicates the order is partially completed

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' section 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 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.

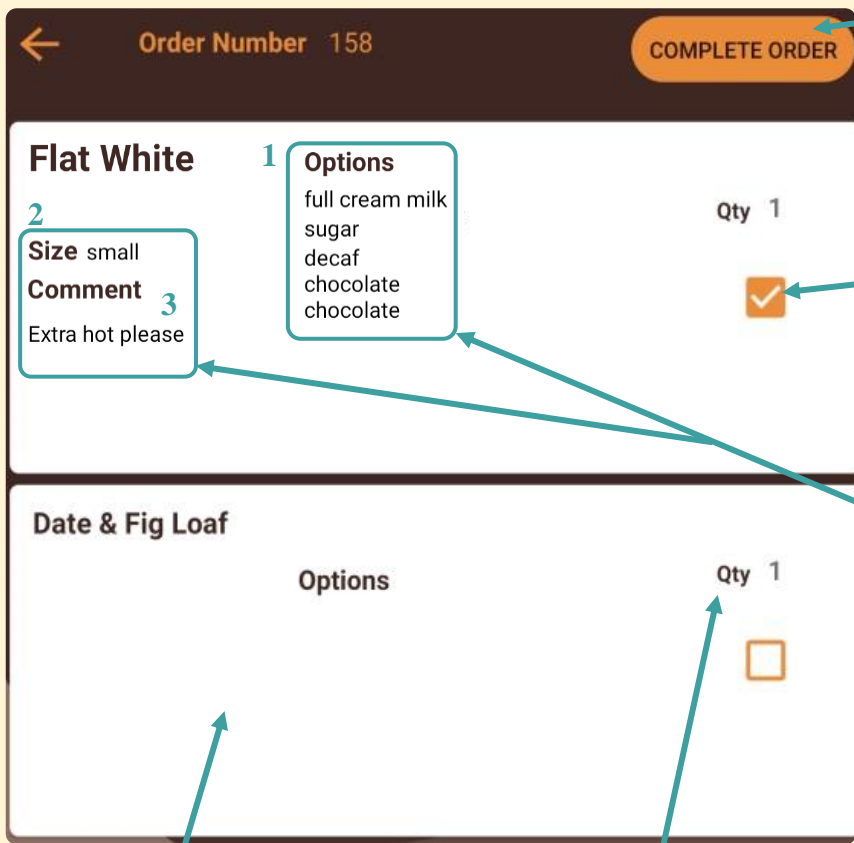
Order ID	Status
33	IN PROGRESS
34	START ORDER

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 'Quantity' field shows 'Qty 1' for each item. A checkbox is next to the 'Flat White' item, and another checkbox is next to the 'Date & Fig Loaf' item.

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

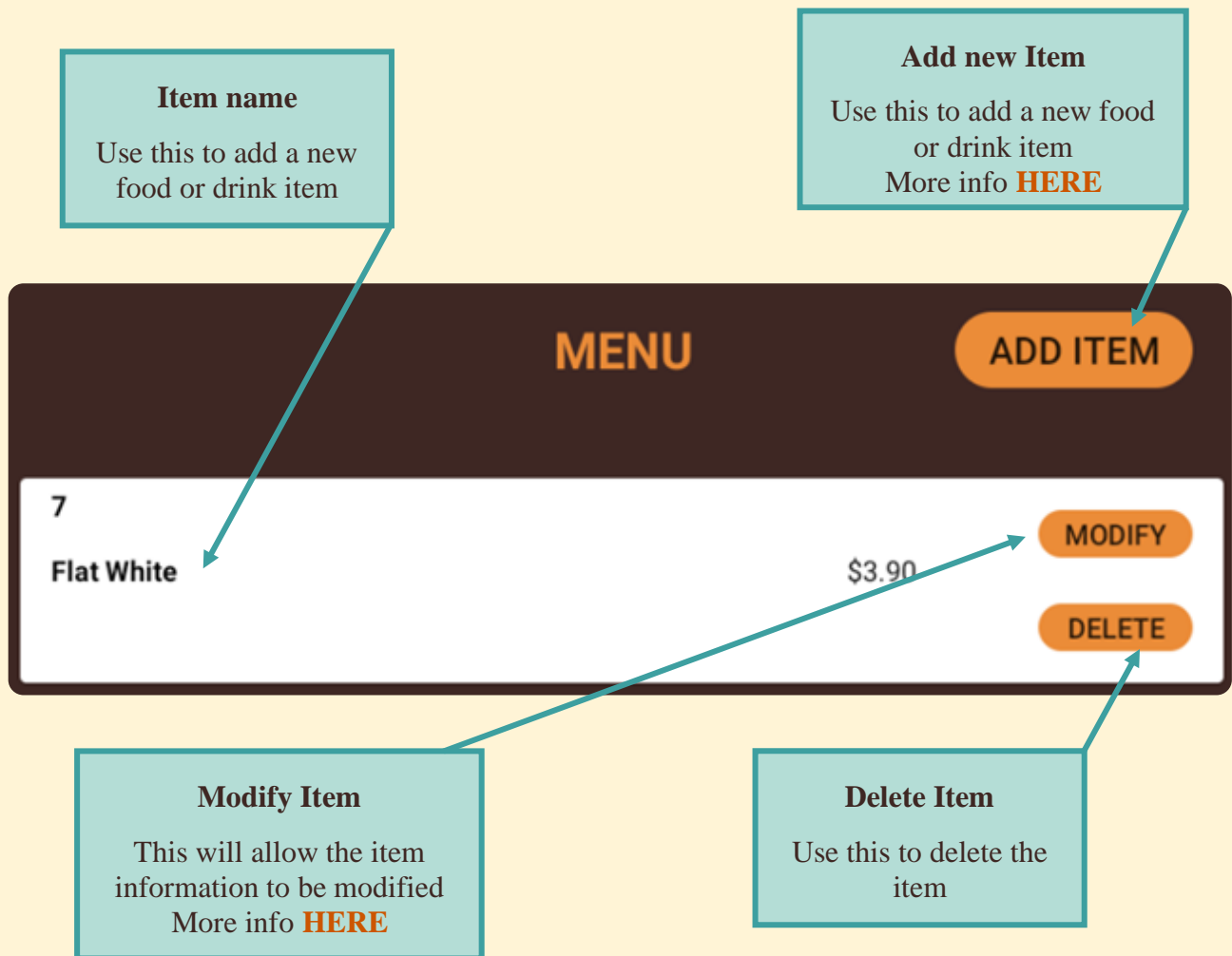
Options, Size + Comments
1 - Selected options
2 - Size of drink
3 - Comment: extra requests

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 large teal number '2' is to the right of the second section, titled 'Allow Beverage Options:', which contains five checked 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'. A third large teal number '3' is to the right of a large orange 'MODIFY' button at the bottom right of the form.

Item Title: Flat White

Short Description: shortDesc (Optional)

Item Price: 4.5

Preparation Time: 15

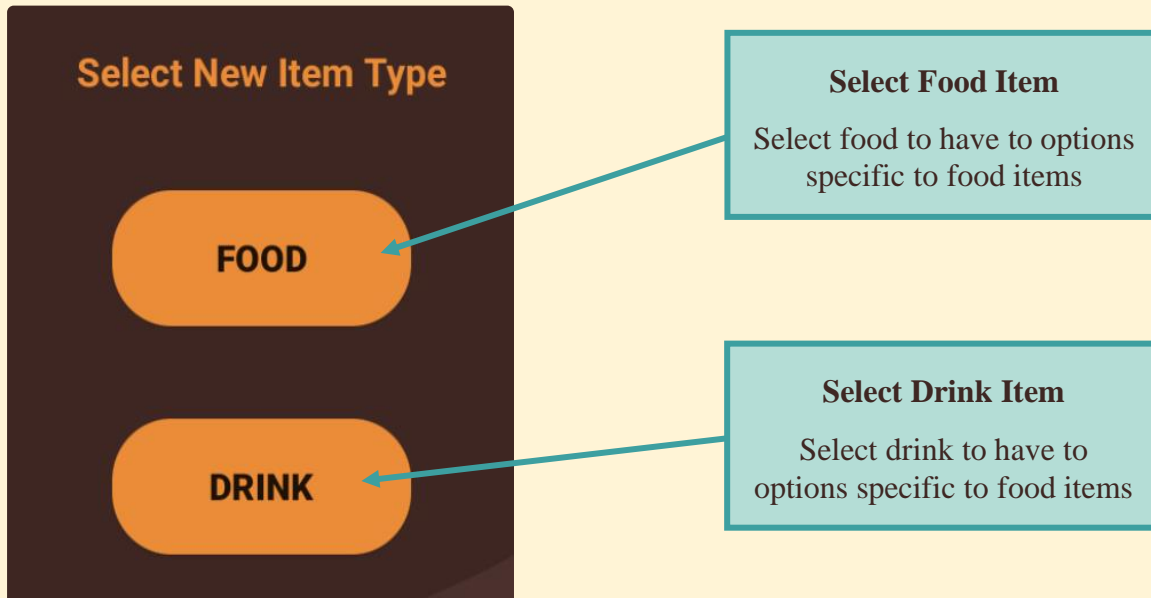
Allow Beverage Options:

- ☒ 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



The screen titled "Select New Item Type" has a dark background. It features two large orange buttons: "FOOD" and "DRINK". A callout box for "FOOD" explains that selecting it leads to options specific to food items. A callout box for "DRINK" explains that selecting it leads to options specific to drink items.

Select New Item Type

FOOD

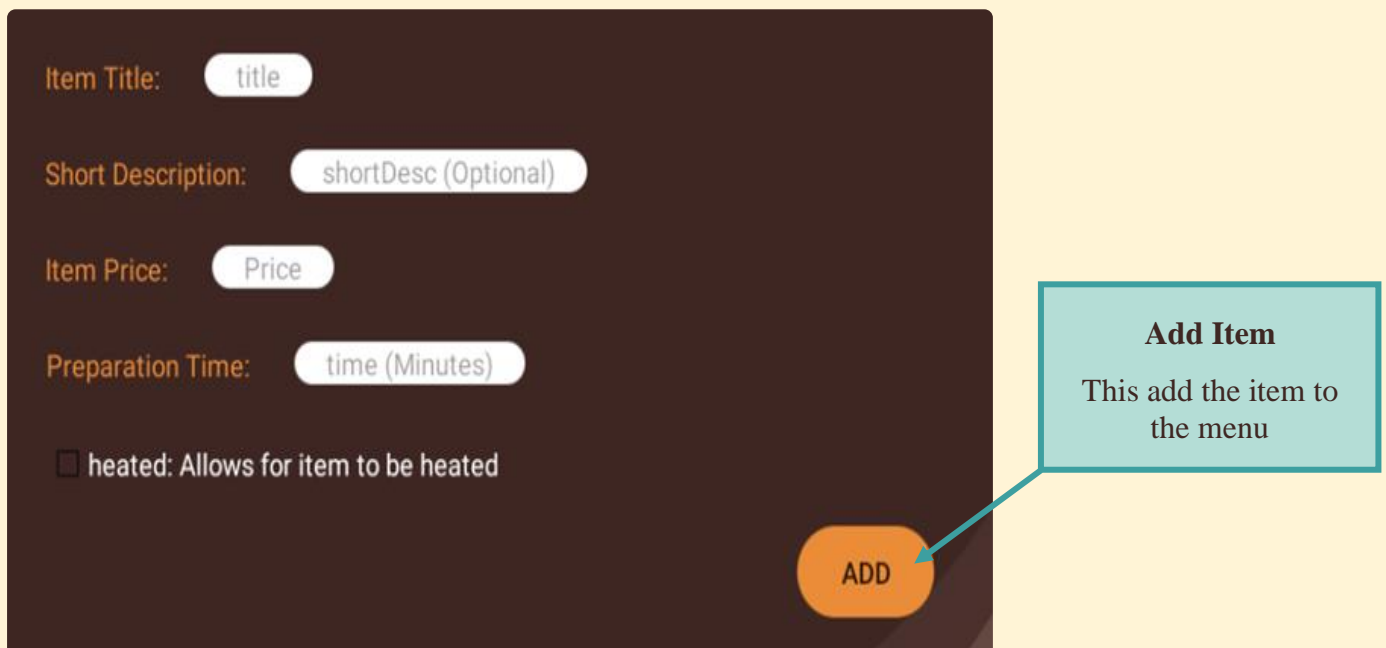
Select Food Item
Select food to have to options specific to food items

DRINK

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.



The "Add Item" form has a dark background. It contains input fields for "Item Title" (placeholder: title), "Short Description" (placeholder: shortDesc (Optional)), "Item Price" (placeholder: Price), and "Preparation Time" (placeholder: time (Minutes)). There is a checkbox labeled "heated: Allows for item to be heated". An orange "ADD" button is at the bottom right. A callout box explains that clicking "ADD" adds the item to the menu.

Add Item
This add the item to the menu

Item Title: title

Short Description: shortDesc (Optional)

Item Price: Price

Preparation Time: time (Minutes)

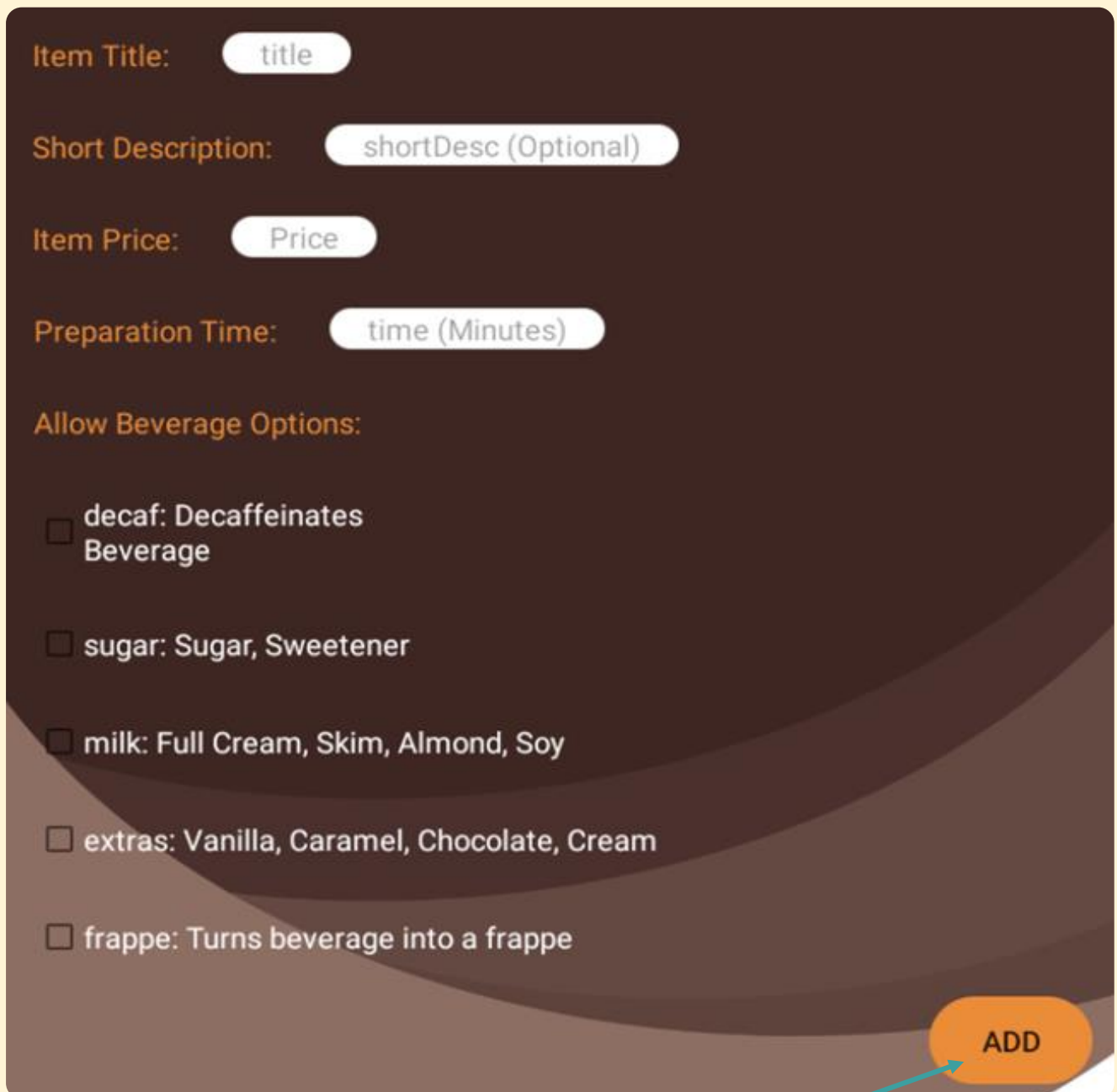
☐ heated: Allows for item to be heated

ADD

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:' which includes 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'. At the bottom right is an orange 'ADD' button.

Add Item

This add the item to the menu

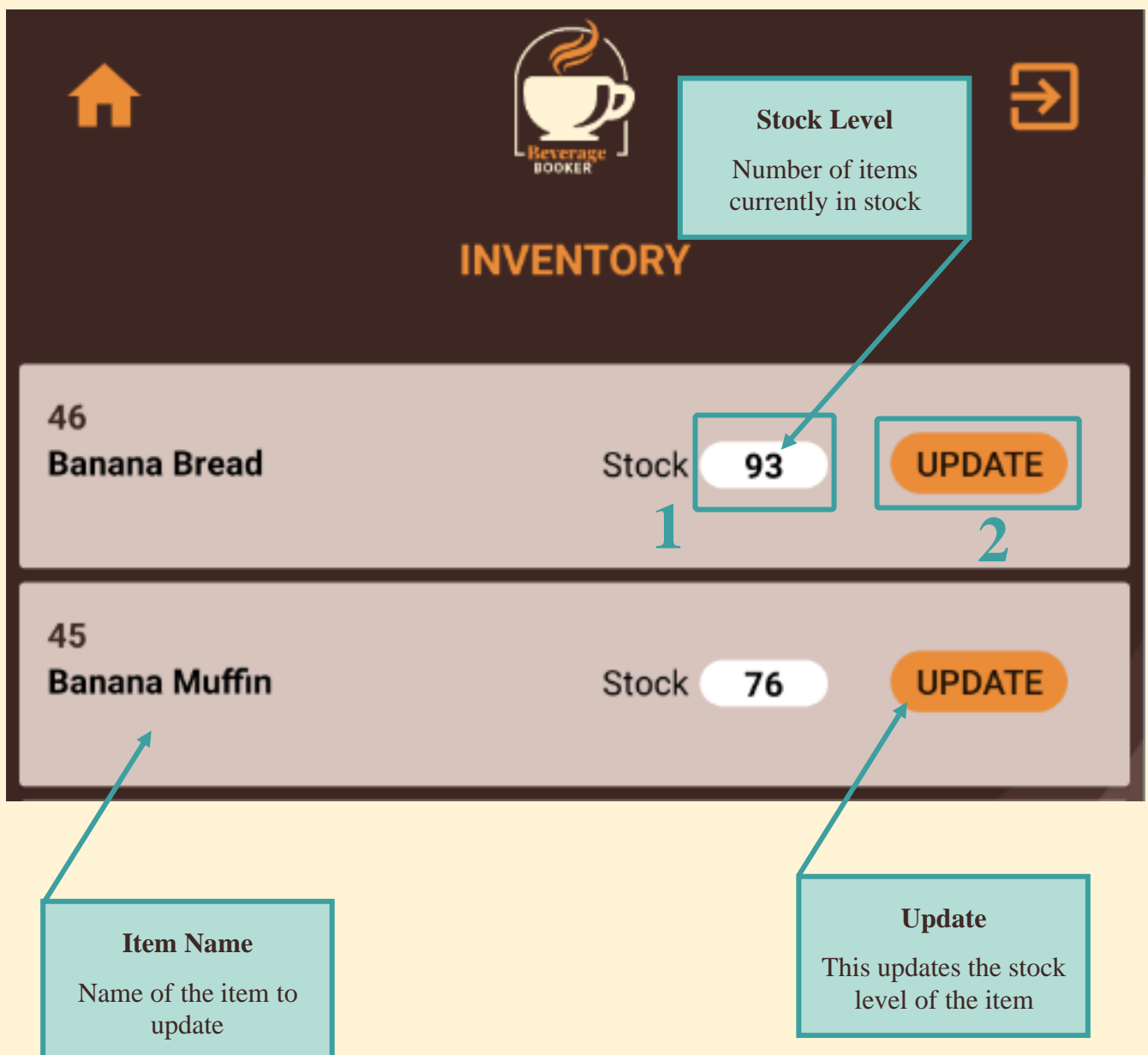
5. Inventory

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
see [HERE](#)

5.1 Update Inventory Item

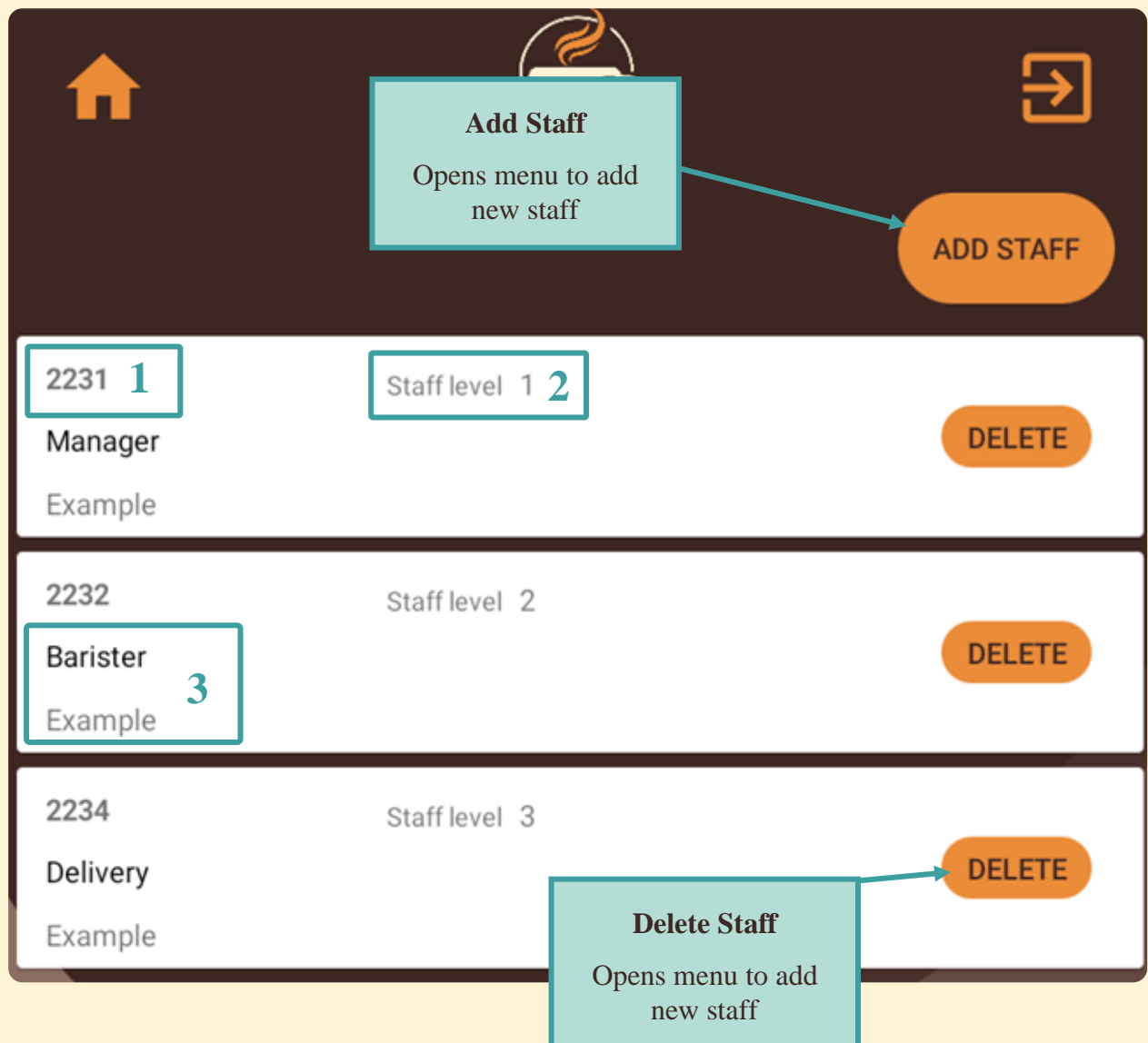
1. **Stock:** Press the stock field and enter a new stock value for the item
2. **Update:** Press the Update button and the stock level will be updated for that item
3. **Confirmed:** You will see a message confirming the item has updated on the screen



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.

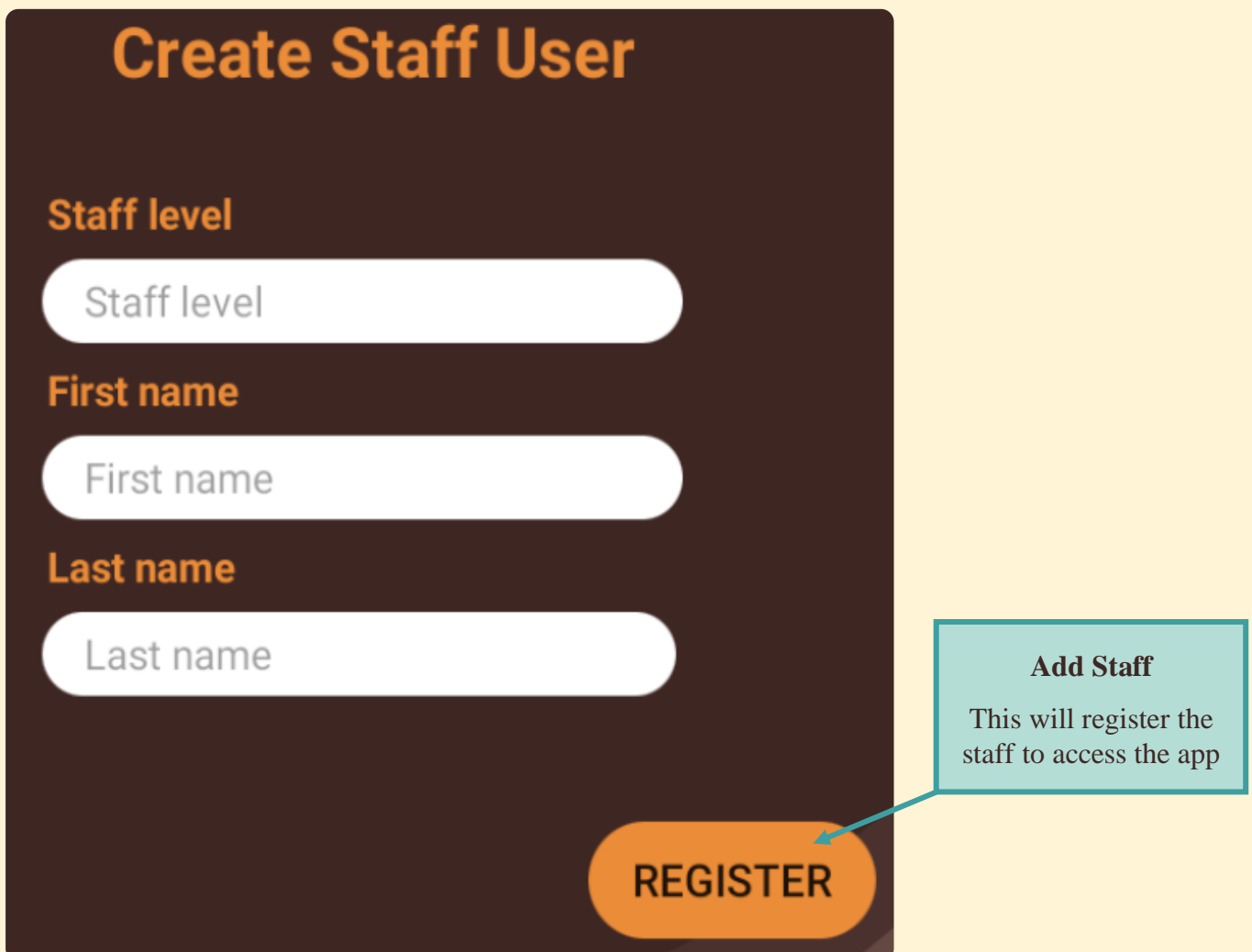
NOTE: the staff ID will be created automatically & can be view in the main staff menu

6.1.1 Staff level

1 = Manager level (all access)

2 = Barrister Level (orders access)

3 = Delivery Level (delivery access)



The image shows a 'Create Staff User' form with a dark blue background. It contains three input fields: 'Staff level', 'First name', and 'Last name'. Below these fields is an orange 'REGISTER' button. A callout box with a blue border and an arrow pointing to the 'REGISTER' button contains the text 'Add Staff' and 'This will register the staff to access the app'.

Create Staff User

Staff level

Staff level

First name

First name

Last name

Last name

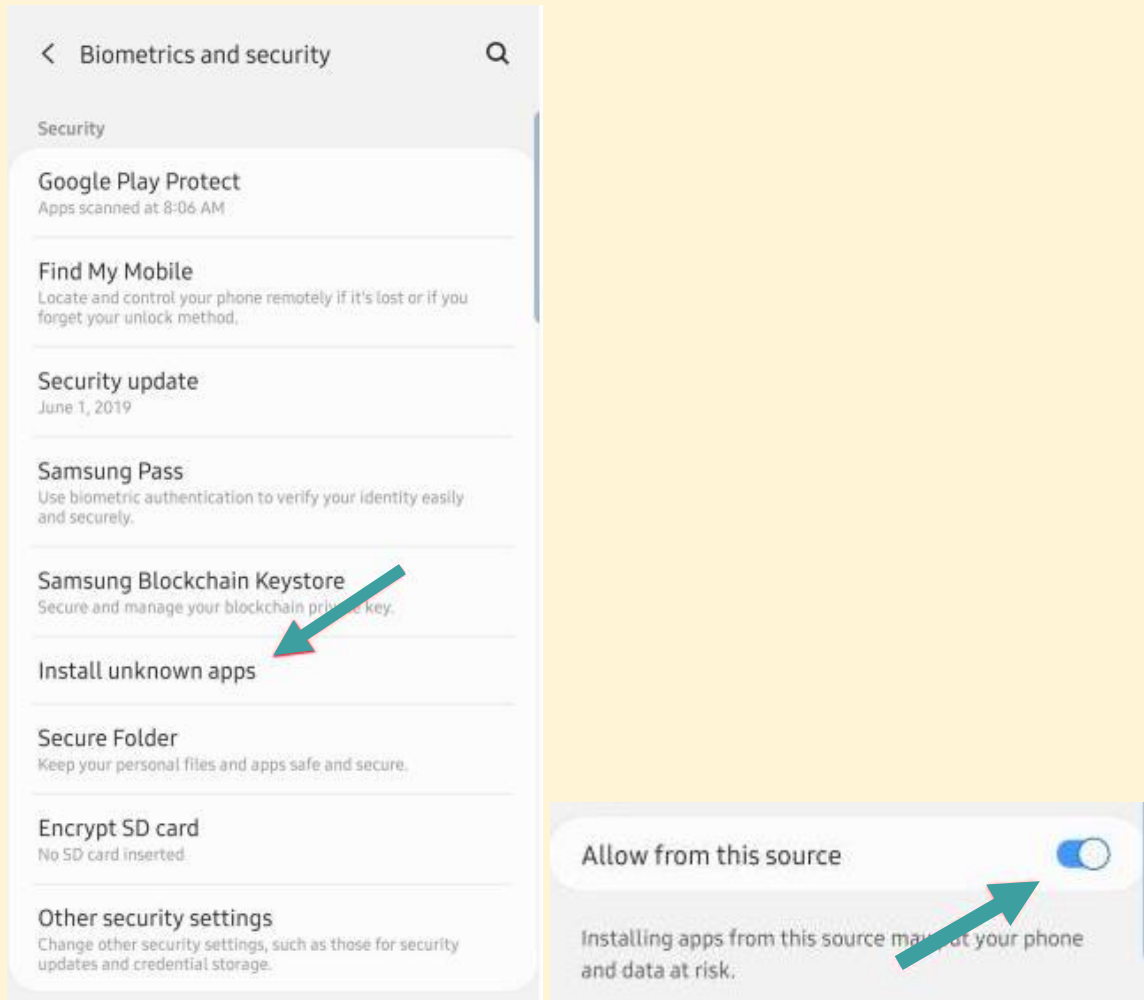
REGISTER

Add Staff
This will register the staff to access the app

7. Setup

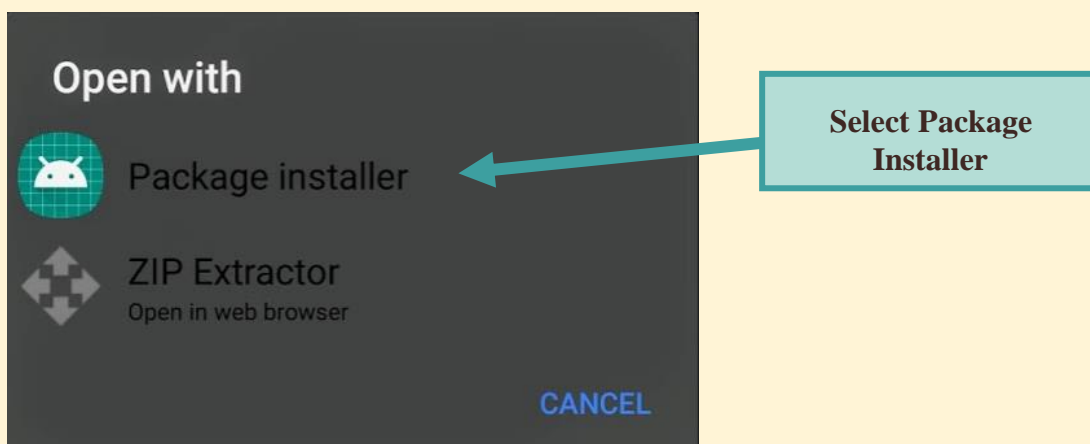
7.1 Preparation

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 HERE

8.3 Contact for Troubleshooting

8.3.1 Email

For all enquiries please contact via the below email address:

beveragebooker@gmail.com