

# CaterSpot Manual

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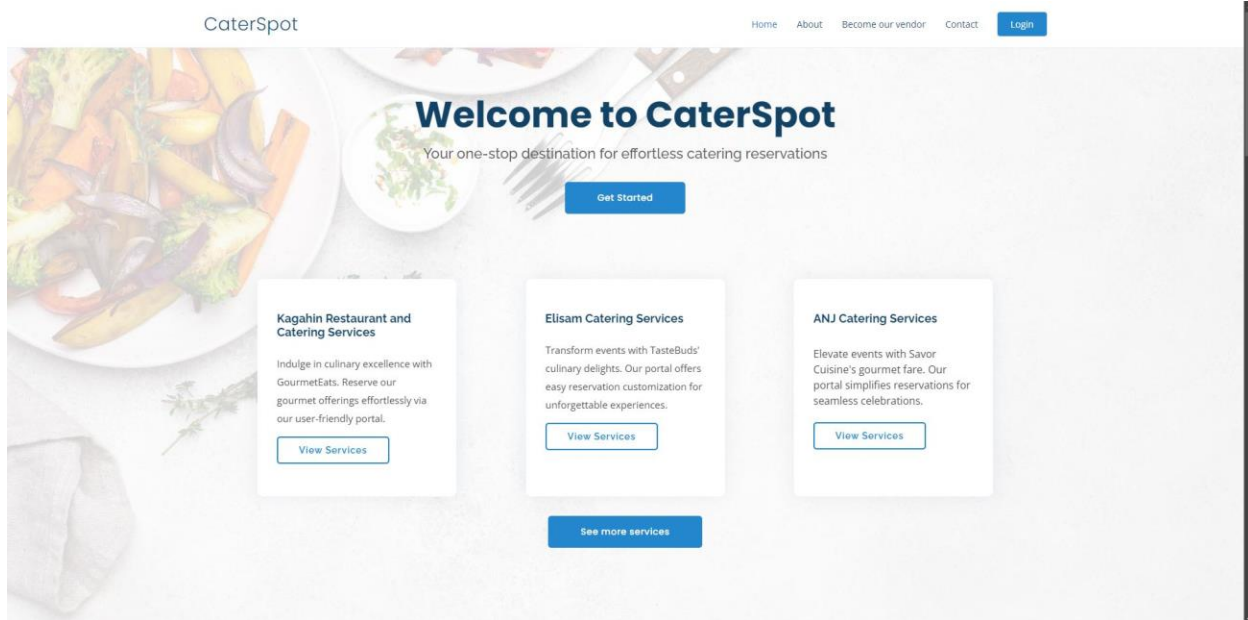
Author: Group\_\_\_\_\_

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## Landing Page

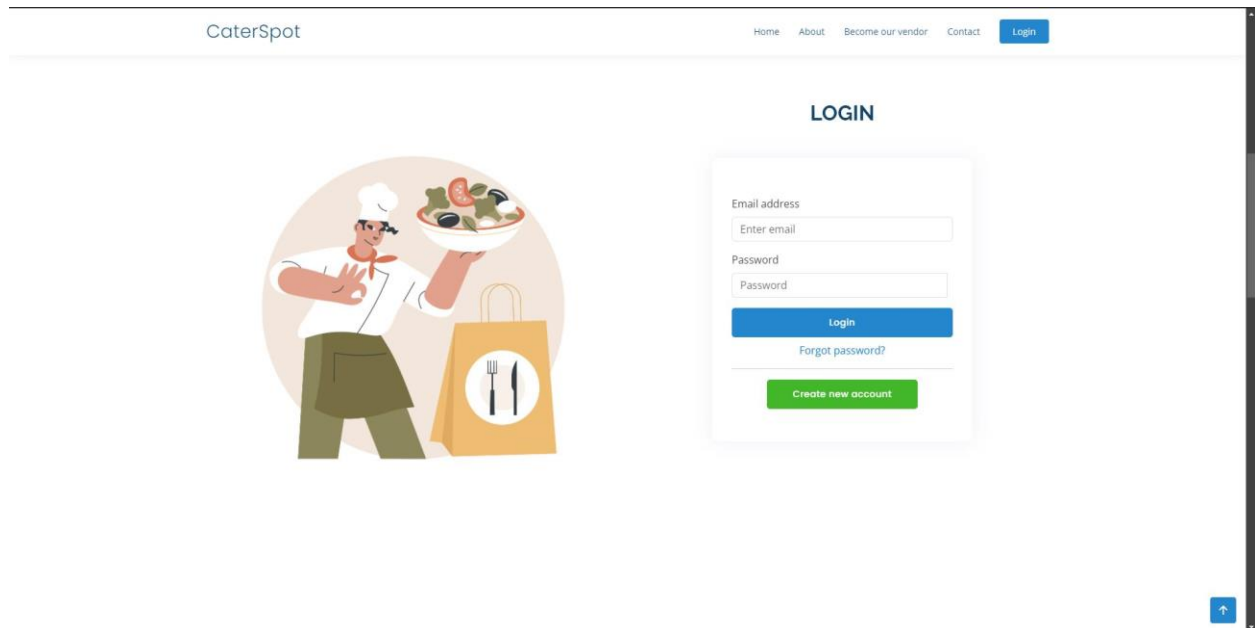
- link to access caterspot website: <https://caterspot.online/>



The landing page displays a list of available catering services. Users will find the following navigation options:

- Home
- About
- Become Our Vendor
- Contact
- Login

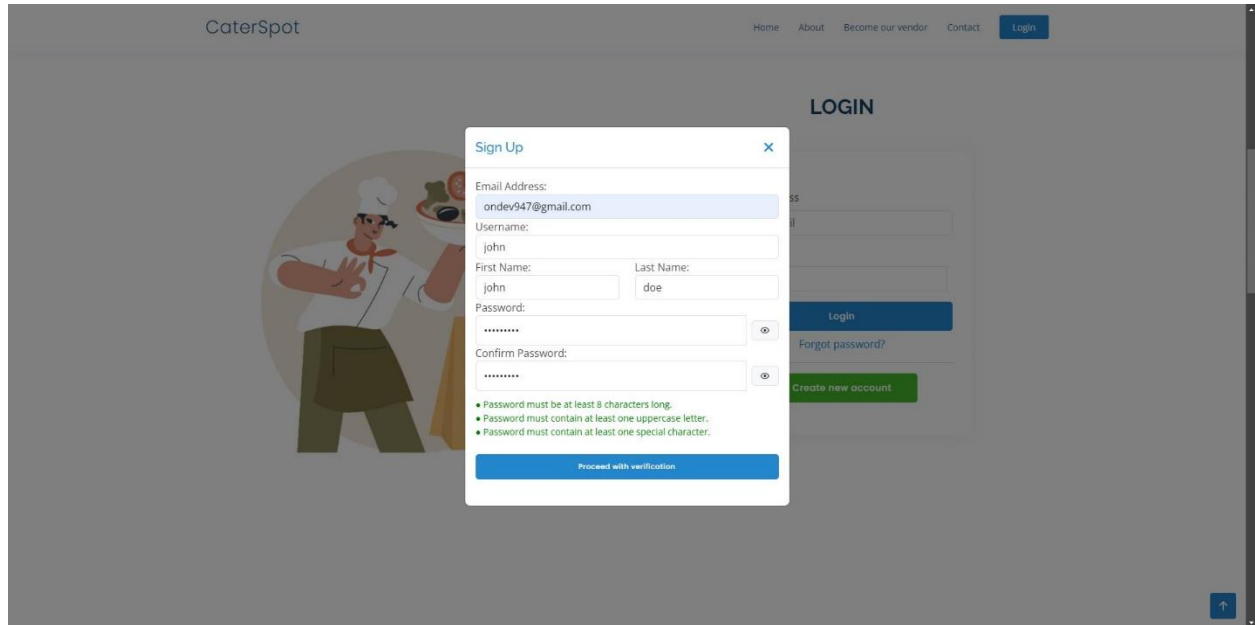
## Login Account



The login page requires users to provide only two pieces of information:

- Email
- Password

## Register Account



The screenshot shows the CaterSpot website with a modal 'Sign Up' form open. The form contains the following fields and elements:

- Email Address:** ondev947@gmail.com
- Username:** john
- First Name:** john
- Last Name:** doe
- Password:** (masked with dots)
- Confirm Password:** (masked with dots)
- Password Requirements:**
  - Password must be at least 8 characters long.
  - Password must contain at least one uppercase letter.
  - Password must contain at least one special character.
- Buttons:** 'Proceed with verification' (blue), 'Login' (blue), 'Forgot password?' (text), and 'Create new account' (green).

The registration form, accessible via a modal window, requires the following details:

- Email Address
- Username
- First Name
- Last Name
- Password
- Confirm Password

### Password Requirements:

1. The password must be at least 8 characters long.
2. The password must contain at least one uppercase letter.
3. The password must contain at least one special character.

Email Verification

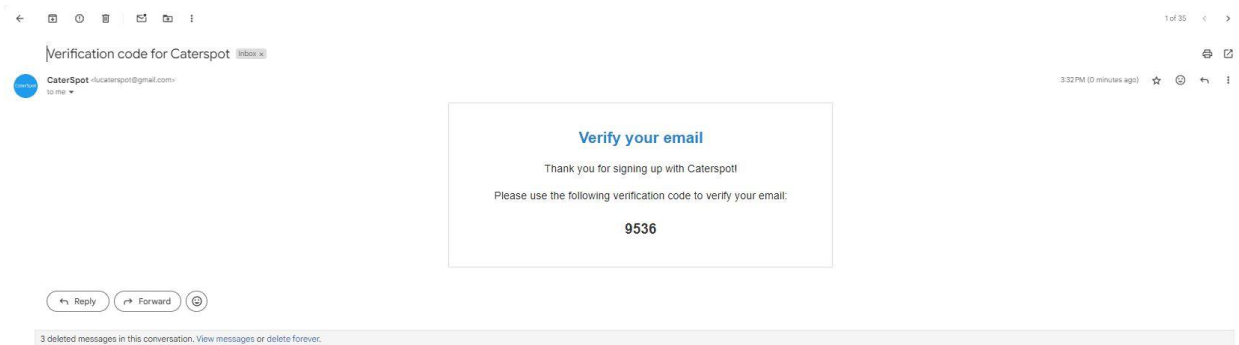
Verify your email

Enter the 4 digit code we sent to your email address

The code will expire in 5 minutes.

Verify

Once the required fields are filled, an email verification code will be sent to the provided email address to verify its authenticity.



Email Verification

Verify your email

Enter the 4 digit code we sent to your email address

The code will expire in 5 minutes.

9

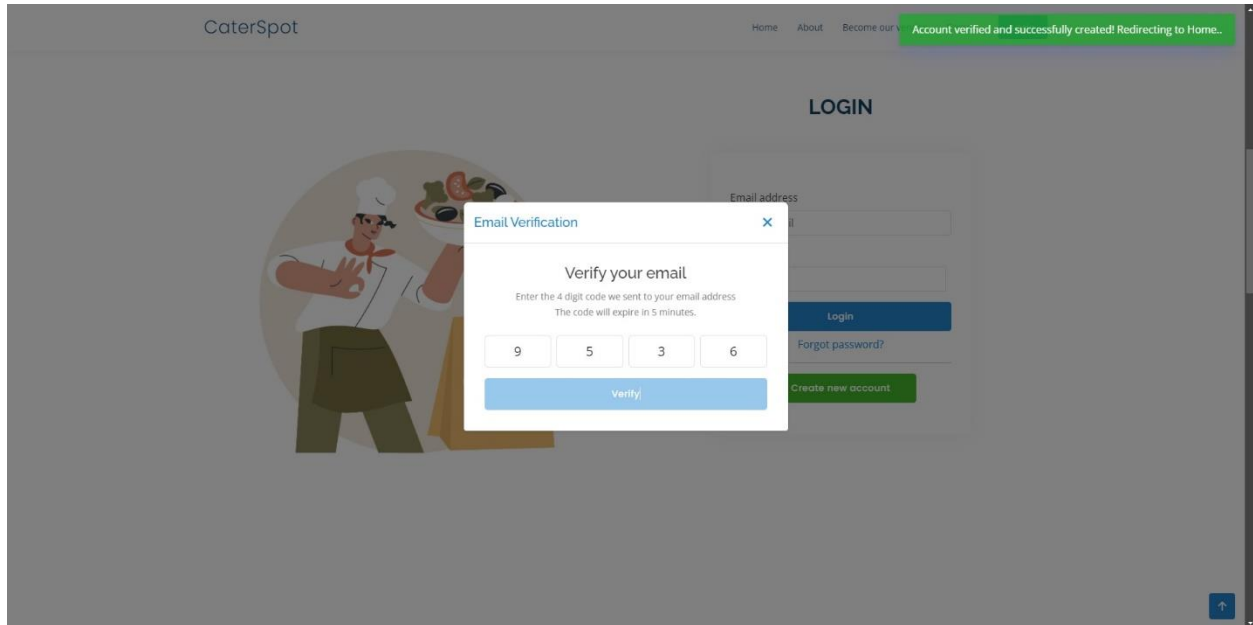
5

3

6

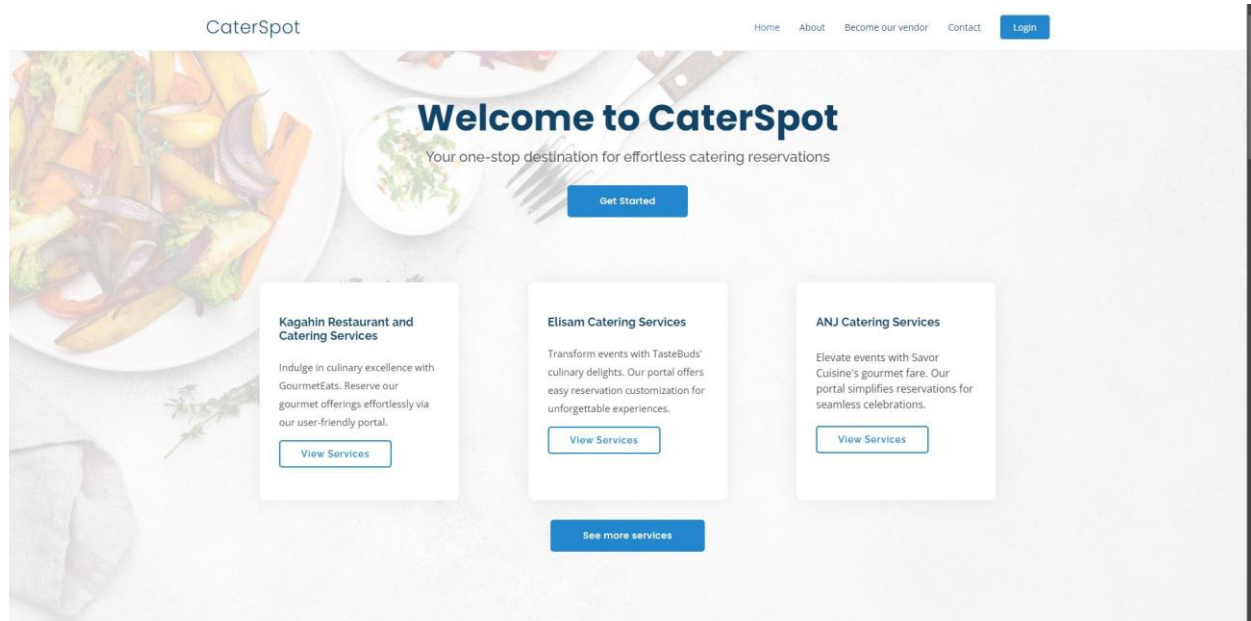
Verify

After entering the verification code, the user's account will be successfully created as a customer on the Caterspot website.



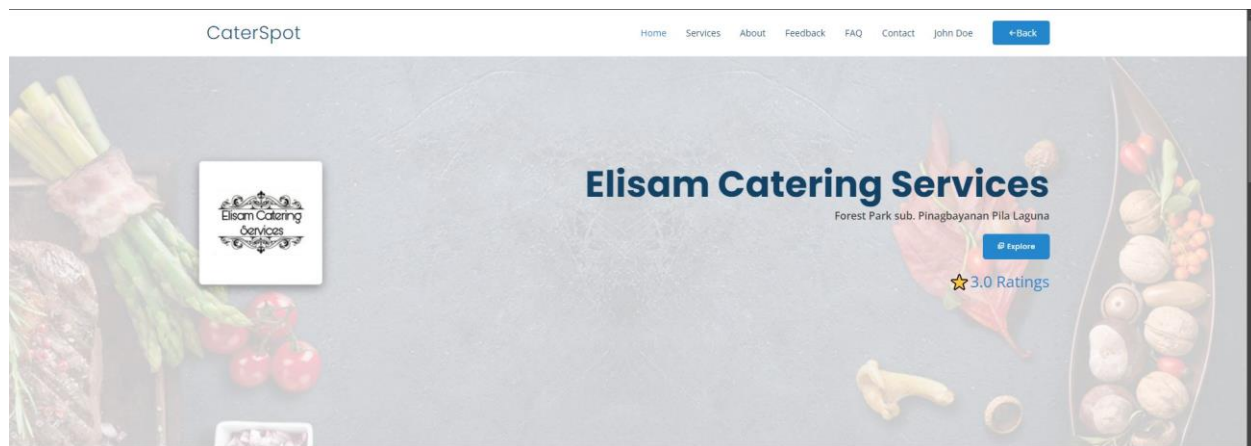
## Catering Services

To view available catering services, follow these steps:



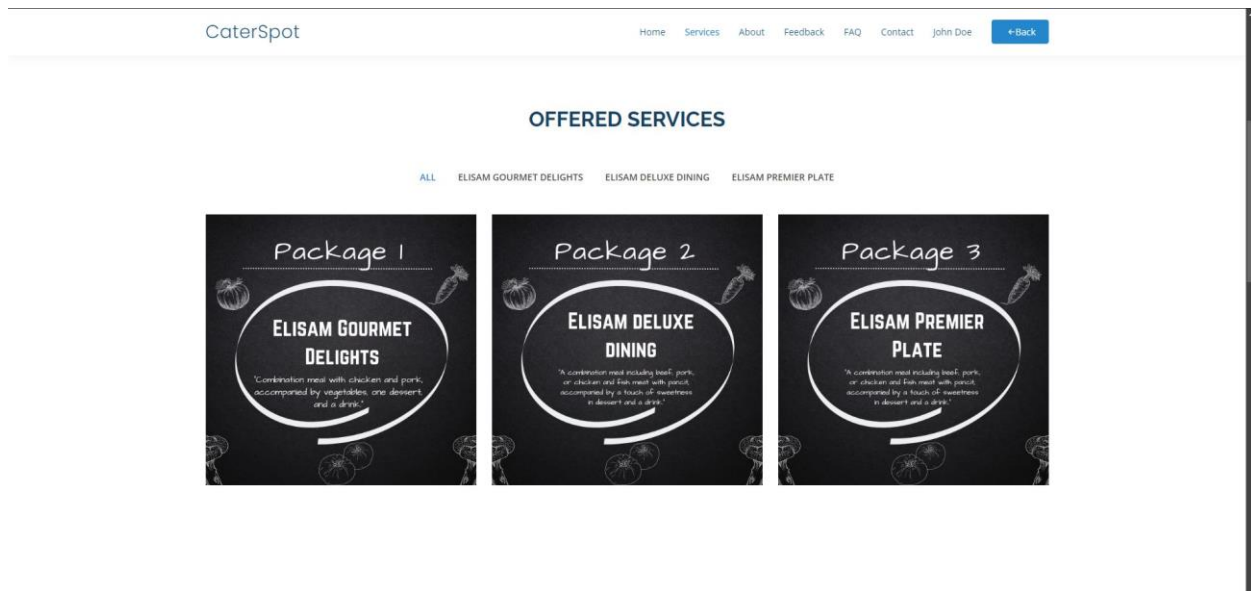
Click on View Services.

After clicking, you will be directed to a page where you can see catering details such as:

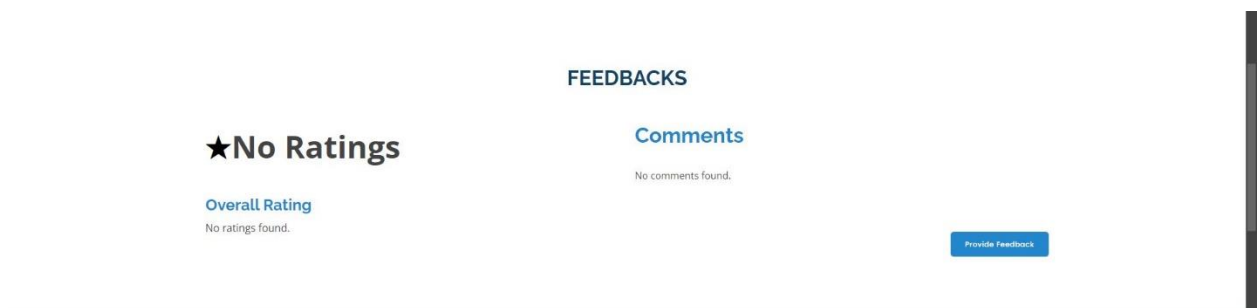


- Name
- Location
- Profile Image
- Ratings





Available catering services will be listed.



A Ratings and Feedback Section will show customer reviews and feedback.

## FREQUENTLY ASKED QUESTIONS

What is included in your catering packages?


Our catering packages typically include food, beverages, servingware, and sometimes additional services such as setup, cleanup, and equipment rental. We can tailor the package to suit your specific needs and budget.

The FAQ Section will provide answers to frequently asked questions from other customers.

CaterSpot

Home Services About Feedback FAQ Contact John Doe + Back

### CONTACT



**Location:**  
Forest Park sub. Pinagbayanan Pila Laguna

**Email:**  
rinoacaya@gmail.com

**Call:**  
09262597182

**Social Media:**  
No Social Media Available

Your Name

Your Email

Subject

Message

Send Message

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The Contact Section includes the catering services:

- Location
- Email
- Contact Number
- Social Media Profiles
- Google Maps Location

John

ondev947@gmail.com

Problem with something

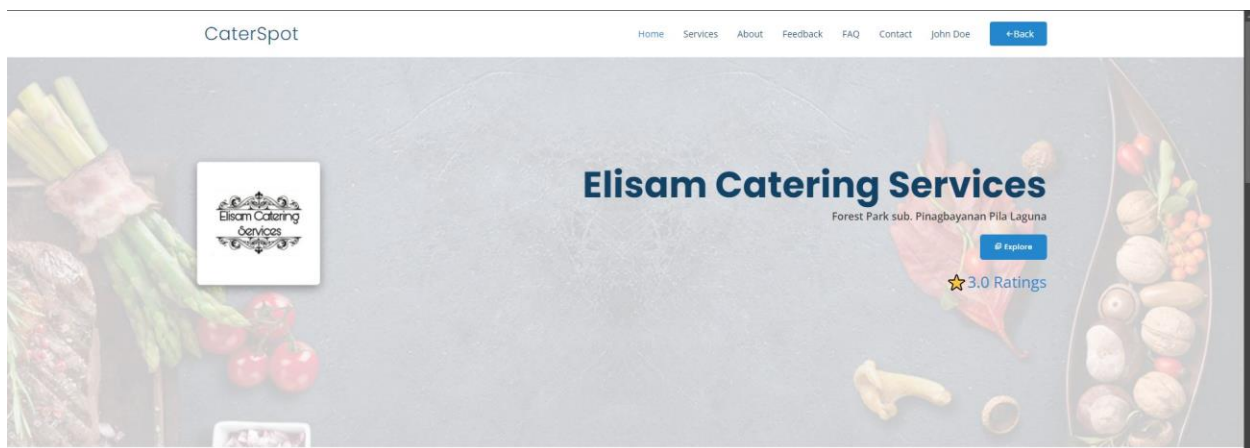
Hi Caterspot support, i do have a concern.

Send Message

There is also a Send Message to Catering feature, allowing users to directly inquire and communicate with catering personnel.

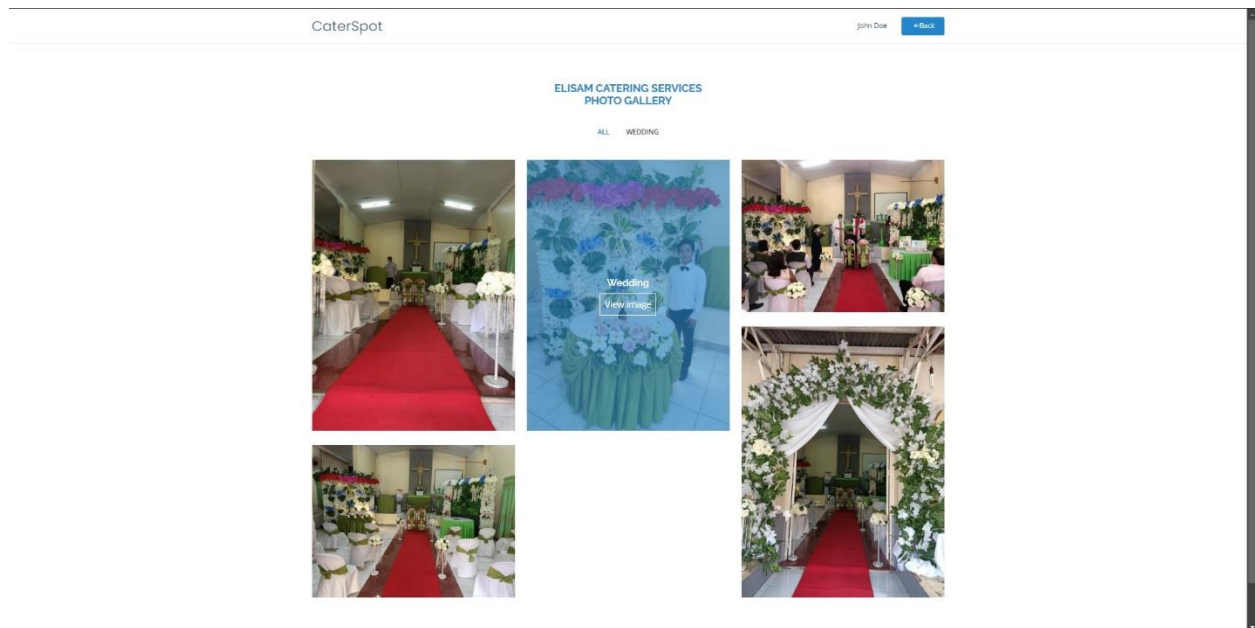
## Cater Gallery

To explore the catering gallery:

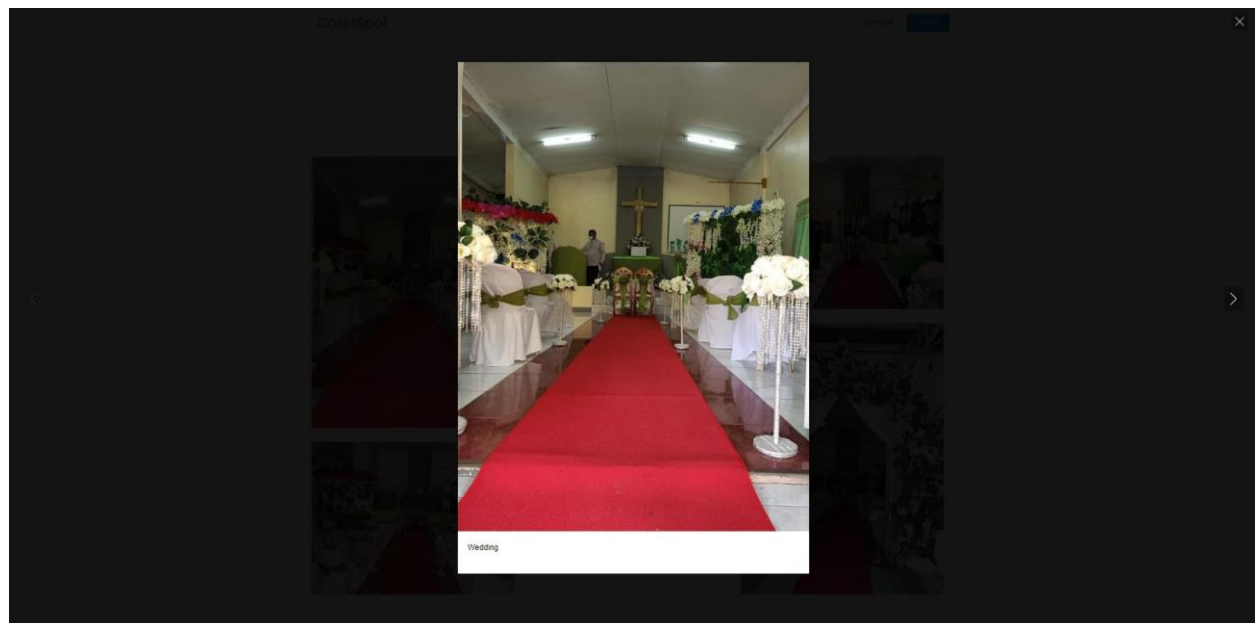


Click on the Explore button on the landing page.

You will be redirected to a page that stores all images related to the catering services offered.

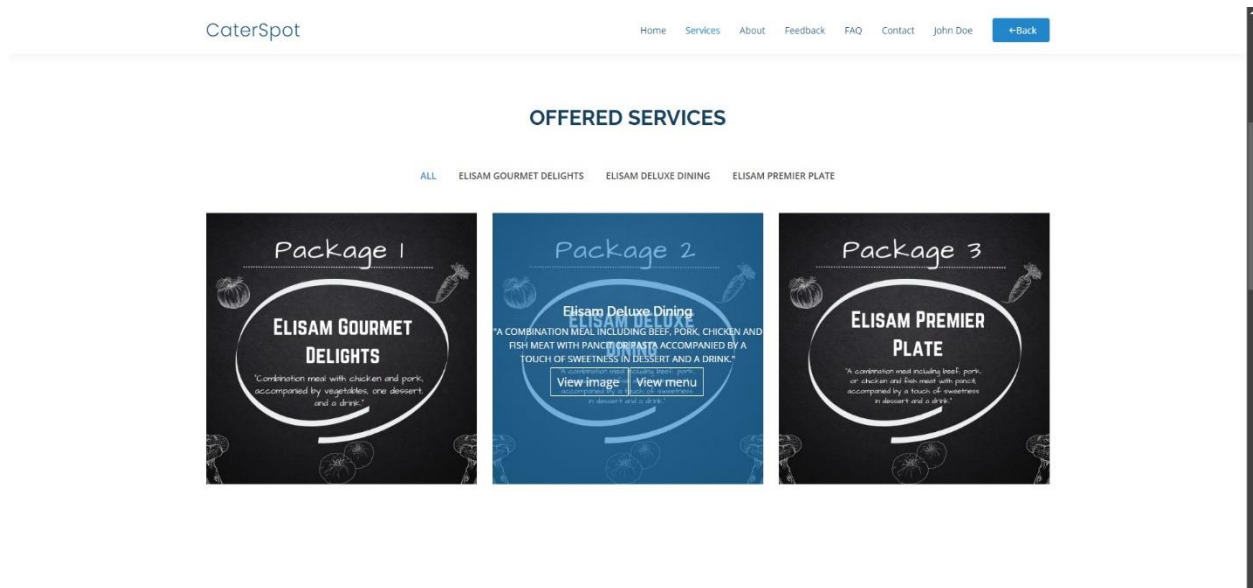


You can view these images by hovering over them and selecting View Image.

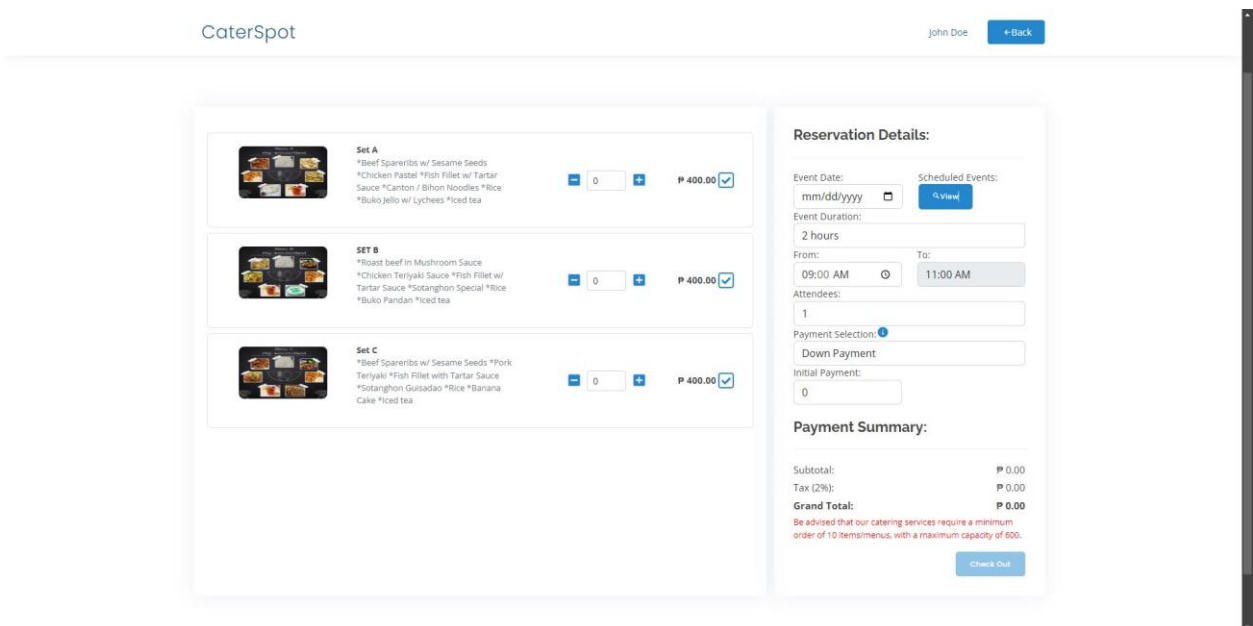


## Catering Reservation Process

To reserve a catering service:



Hover over the services and click View Menu.



After clicking, you will be directed to a page where you can view the menu packages available for reservation.

The page includes:

- Menu Quantities
- Reservation Details
- Payment Summary

You can also check other customer reservations for specific dates by clicking View Button.

**Scheduled Events:**

**Please note:** We can only provide two services per day. When booking, ensure there's at least a two-hour gap between your scheduled time and the previous booked to prevent your reservation from being declined.

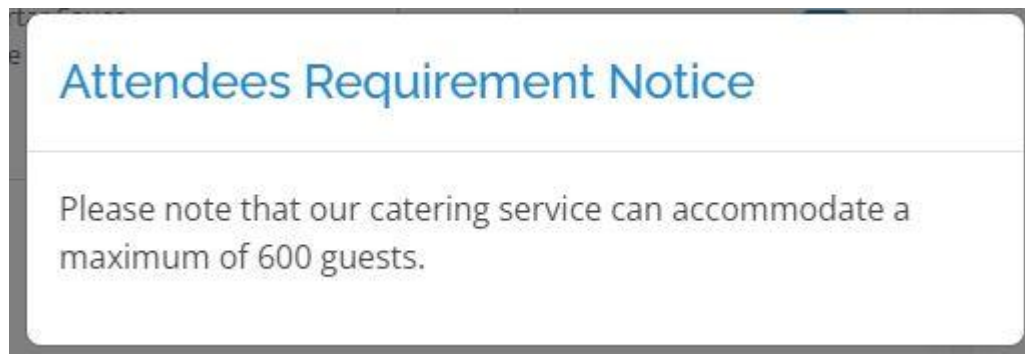
10 ▾ entries per page

Search...

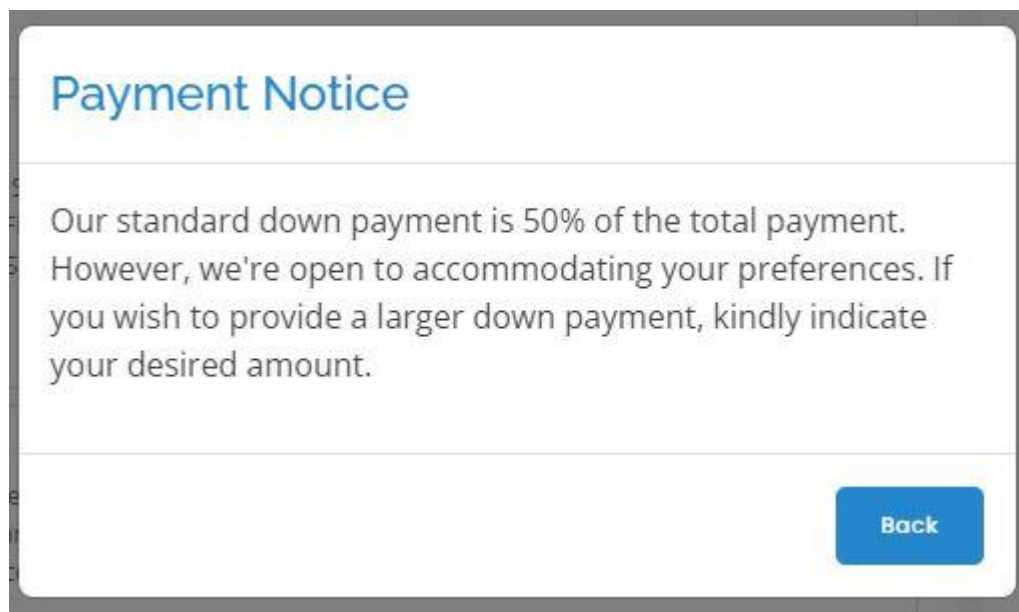
Reservation Date ▴ ▾	Event Date ▴ ▾	Event Duration ▴ ▾	Event Start-End ▴ ▾	Status ▴ ▾
No entries found				

This feature ensures that customers avoid double-booking on the same date. The system allows a maximum of two services per day. If another customer has already booked, you must choose a time with at least a two-hour gap from the previous booking to avoid scheduling conflicts. Failing to comply with this policy will result in reservation cancellation.

### Pre-Requisites for Reservation:



**Attendees Requirement Notice:** The catering service can accommodate up to 600 guests.



**Payment Notice:** A down payment of 50% of the total amount is required. If you wish to pay more, please indicate your preferred amount.



**Pax Requirement Notice:** A minimum of 10 items/menus is required, with a maximum capacity of 600.

## Important Date Restrictions:

CaterSpot

John Doe

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**Set A**  
\*Beef Spaghetti w/ Sesame Seeds  
\*Chicken Pate \*Fish Fillet w/ Tartar Sauce \*Canton / Shrimp Noodles \*Rice  
\*Buko Jello w/ Lychees \*Fried tea

1

P 400.00

**Set B**  
\*Roast beef in Mushroom Sauce  
\*Chicken Teriyaki Sauce \*Fish Fillet w/ Tartar Sauce \*Hong Kong Special \*Rice  
\*Buko Pandan \*Fried tea

1

P 400.00

**Set C**  
\*Beef Spaghetti w/ Sesame Seeds \*Pork Teriyaki \*Fish Fillet w/ Tartar Sauce  
\*Scrambled Eggs \*Rice \*Banana Cake \*Fried tea

1

P 400.00

**Reservation Details:**

Please select a date at least one month in advance. Dates in the past and within one month from today are not allowed.

Event Date:

Scheduled Events

02/13/2024

View

Event Duration:

2 hours

From:

To:

09:00 AM

11:00 AM

Attendees:

100

Payment Selection:

Down Payment

Initial Payment:

0

**Payment Summary:**

Set A - x1

P 400.00

Set B - x1

P 400.00

Set C - x1

P 400.00

Subtotal:

P 1200.00

Tax (2%):

P 24.00

Grand Total:

P 1224.00

Initial Payment (50%):

P 612.00

Balance:

P 612.00

Be advised that our catering services require a minimum order of 10 items/menus, with a maximum capacity of 600.

Check Out

Reservations must be made at least one month in advance.

Dates from the past or within one month from today are not allowed.

16 | Page



Please select a date at least one month in advance. Dates in the past and within one month from today are not allowed.

If these conditions are violated, an error message will display: "Please select a date at least one month in advance. Dates in the past and within one month from today are not allowed."

Before proceeding with your reservation, ensure that your address and contact number are updated in your profile. Failure to do so will prevent you from completing the checkout process.

CaterSpot [Home](#) [My Reservations](#) [John Doe](#)

John Doe  
ondev947@gmail.com joined 2024-09-14 15:33:37

[Settings](#)

First Name	Last Name	Username			
john	doe	john			
Email	Contact	Region	Province	City/Municipality	Street Address
ondev947@gmail.com		AUTONOMOUS REGIC			

**Change Password**

New Password

Confirm Password

[Save Changes](#)

CaterSpot [Home](#) [My Reservations](#) [John Doe](#) [Profile successfully updated!](#)

John Doe  
ondev947@gmail.com joined 2024-09-14 15:33:37

[Settings](#)

First Name	Last Name	Username			
john	doe	john			
Email	Contact	Region	Province	City/Municipality	Street Address
ondev947@gmail.com	09123456789	REGION IV-A (CALABAI	LAGUNA	SANTA CRUZ (Capital)	1236

**Change Password**

New Password

Confirm Password


[Save Changes](#)

Once your details are updated, and you have filled in all necessary information and selected menus, click the Checkout button.

CaterSpot

John Doe

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**Set A**  
\*Beef Spaghetti w/ Sesame Seeds  
\*Chicken Pastry \*Fish Fillet w/ Tartar Sauce  
\*Nanton / Bihon Noodles \*Rice  
\*Buko Jello w/ Lychees \*Iced tea


-

50

+

P 400.00

✓



**Set B**  
\*Roast beef in Mushroom Sauce  
\*Chicken Teriyaki Sauce \*Fish Fillet w/ Tartar Sauce  
\*Sotanghon Special \*Rice  
\*Buko Pandan \*Iced tea


-

0

+

P 400.00

✓



**Set C**  
\*Beef Spaghetti w/ Sesame Seeds \*Pork Teriyaki \*Fish Fillet with Tartar Sauce  
\*Sotanghon Gustado \*Rice \*Banana Cake \*Iced tea

-

50

+

P 400.00

✓

**Reservation Details:**

Event Date:  
10/15/2024

Scheduled Events:  
Review

Event Duration:  
8 hours

From:  
09:00 AM

To:  
05:00 PM

Attendees:  
50

Payment Selection:  
Down Payment

Initial Payment:  
20000

**Payment Summary:**

Set A - x50  
Set C - x50

P 20000.00  
P 20000.00

Subtotal:  
Tax (2%):

P 40000.00  
P 800.00

**Grand Total:**

P 40800.00

Initial Payment:  
**Balance:**

P 20000.00  
P 20800.00

Check Out

## Payment Options:

Caterspot offers two payment options:

**Walk-In Cash:** Payment will be made in person at the time of service.

**GCash:** If you select GCash, the catering service's GCash account number and name will be displayed for payment.

### Customer Information

Would you like to update your information? [Click here](#)


Package Selected:  
Elisam Deluxe Dining

Full Name:  
John Doe

Contact Number:  
09123456789

Email:  
onde947@gmail.com

Location:  
LAGUNA SANTA CRUZ (Capital) 1236

Payment Method:   
GCash

Upload Image (Gcash Receipt):  
[Choose File](#) No file chosen

Name of Gcash Account:  
Elisam Catering Services

Number of Gcash Account:  
09175238715

[Back](#) [Book](#)

After the reservation is processed, you will be directed to the My Reservations page, where you can monitor your reservations.

CaterSpot

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Reservation completed successfully

My Reservations

Home / Reservations

Notice: Please be advised that after a period of 2 days from the initial request, we are unable to process cancellations.

10 ▾ entries per page

Search...

Transaction No.	Cater name	Package Selected	Grand Total	Status	Remarks	Reservation Date	Action
9289082	Elisam Catering Services	Elisam Deluxe Dining	40800.00 Php	Pending		2024-09-14 15:48:57	<a href="#">View</a>

Showing 1 to 1 of 1 entries

10 ▾ entries per page

Search...

Transaction No.	Cater name	Package Selected	Grand Total	Status	Remarks	Reservation Date	Action
9289082	Elisam Catering Services	Elisam Deluxe Dining	40800.00 Php	Booked		2024-09-14 15:48:57	<a href="#">View</a>

Showing 1 to 1 of 1 entries

10 ▾ entries per page

Search...

Transaction No.	Cater name	Package Selected	Grand Total	Status	Remarks	Reservation Date	Action
9289082	Elisam Catering Services	Elisam Deluxe Dining	40800.00 Php	Completed		2024-09-14 15:48:57	<a href="#">View</a>

Showing 1 to 1 of 1 entries

## Reservation statuses include:

- Pending
- Booked
- Completed
- Rejected

## Viewing and Canceling Reservations

To view the details of your reservation, click the View button.

CaterSpot


John Doe


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Reservation Details

Home / Reservation Details

Menu Details:

**Elisam Deluxe Dining - Set A**  
\*Beef Spareribs w/ Sesame Seeds \*Chicken Pastel \*Fish Fillet w/ Tartar Sauce \*Canton / Bihon Noodles \*Rice \*Buko Jello w/ Lychees \*iced tea  
Price: 400.00PHP | Quantity: 50

**Elisam Deluxe Dining - Set C**  
\*Beef Spareribs w/ Sesame Seeds \*Pork Teriyaki \*Fish Fillet with Tartar Sauce \*Sotanghon Gulisado \*Rice \*Banana Cake \*iced tea  
Price: 400.00PHP | Quantity: 50

Customer Information:

**Full name:** John Doe  
**Contact Number:** 09123456789  
**Email:** under947@gmail.com  
**Location:** LAGUNA SANTA CRUZ (Capital) 1236  
**Payment Method:** Walk-in | Down Payment  
**No. of attendees:** 50  
**Event Date:** 2024-10-15  
**Event Duration:** 8 Hours  
**Time Schedule:** 09:00 AM - 05:00 PM

Payment Summary:

Set A - x50	P 20000
Set C - x50	P 20000
Subtotal:	P 40000.00
Tax:	+ P 800.00
<b>Grand Total:</b>	<b>P 40800.00</b>
Initial Payment:	- P 20000.00

Request for cancel

Print Invoice

You will also find a Request Cancel button in case you need to cancel due to emergencies. Cancellation requests must include a brief reason, and processing may take 1-2 days.

Cancel Request Confirmation

In the event of a cancellation, kindly provide a brief statement or reason for the cancellation, as processing may require 1-2 days. Thank you for your cooperation.

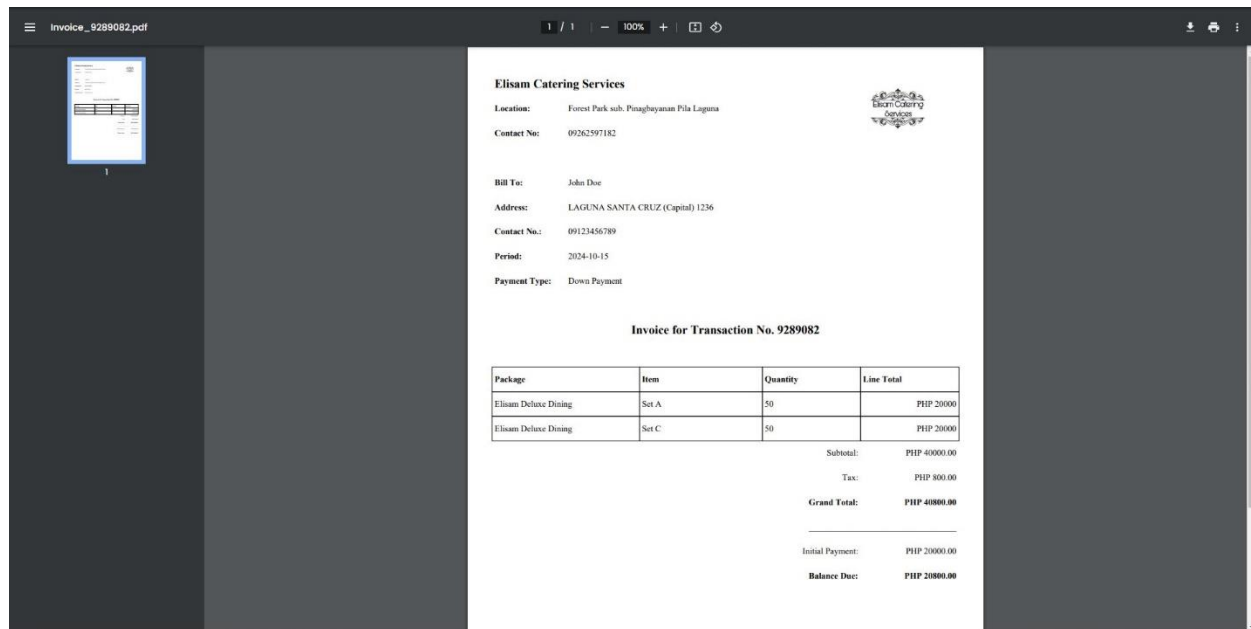
Reason:

Would like to cancel my reservation due to unforeseen circumstances. I kindly request a full refund or credit towards a future booking. Please let me know the necessary steps or if any further information is required. Thank you for your understanding.

Cancel

Proceed

## Printing Invoices

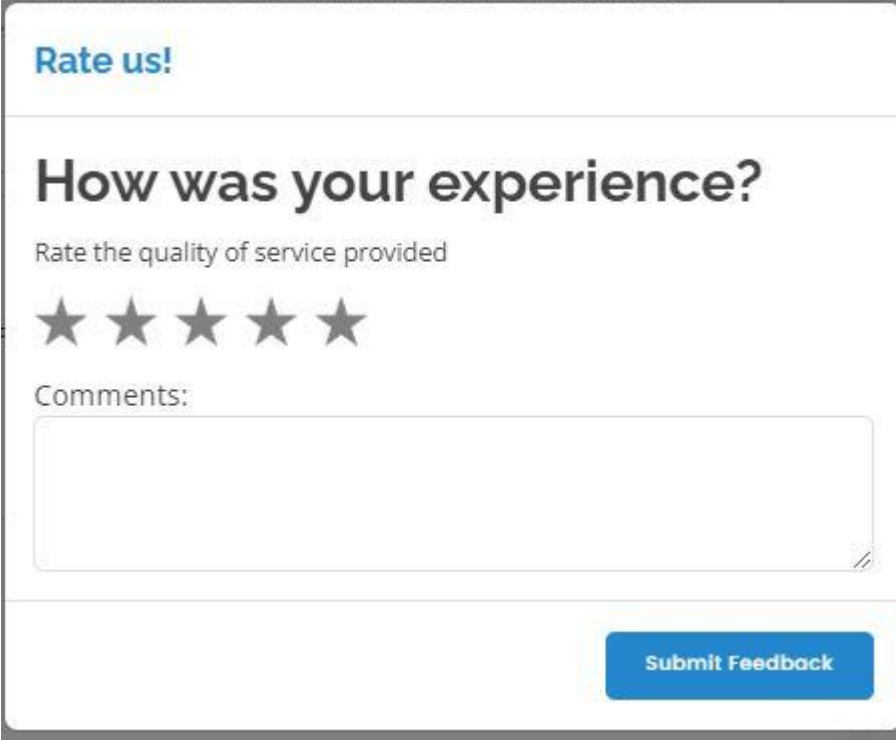


You can print your invoice by clicking the Print Invoice button, which generates a PDF file. This document includes:

- Catering service details (name, location, contact number)
- Bill To details
- Payment Type
- Transaction Number
- Reservation Details (subtotal, tax, grand total, initial payment, and balance due)
- This printed invoice will serve as proof of your reservation when you arrive at the catering venue

## Feedback

After completing a transaction, customers have the option to provide a review or feedback on the catering service. They can rate the service by selecting a star rating and submitting a comment to share their experience.



**Rate us!**

**How was your experience?**

Rate the quality of service provided

★ ★ ★ ★ ★

Comments:

**Submit Feedback**