

Penn State University

Restaurant Management Application

User Manual

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MENU

Menu: Add Item

- **Function:** Add new item to menu
- **How-to:** Click 'Menu' tab > Fill out fields for Menu ID, Item Name, Description, Category, Price > Click 'Add Menu Item' button
- **Additional Info:** Blank fields will be set to NULL once the 'Add Menu Item' button is clicked.

Menu: Expand (and select) Food Item

- **Function:** Show food items in each menu category
- **How-to:** Click 'Menu' tab > Click '+' to expand each food category > Click specific food item to select it
- **Additional Info:** Left click to select, right click to deselect.

Menu: Edit Item

- **Function:** Edit existing menu item
- **How-to:** Click 'Menu' tab > Select Item > Fill out fields for Menu ID, Item Name, Description, Category, Price > Click 'Update Menu Item' button
- **Additional info:** Fields are imported upon item selection. Blank fields will be set to NULL once the 'Update Menu Item' button is clicked. If nothing is selected when the 'Update Menu Item' button is clicked, nothing will happen. Refer to "Menu: Expand (and select) Food Item" for the "Select Item" step.

Menu: Remove Item

- **Function:** Delete existing menu item
- **How-to:** Click 'Menu' tab > Select item > Click 'Remove Menu Item' button
- **Additional info:** If nothing is selected when the 'Remove Menu Item' button is clicked, nothing will happen. Refer to "Menu: Expand (and select) Food Item" for the "Select Item" step.

ORDERS

Orders: Add Order

- **Function:** Add new order to order list
- **How-to:** Click 'Orders' tab > Fill out fields for Order ID, Customer ID, Datetime, Order Type, Total Amount, Chef Employee ID, Waiter Employee ID > Click 'Add Order' button
- **Additional Info:** Blank fields will be set to NULL once the 'Add Order' button is clicked.

Orders: Remove Order

- **Function:** Delete existing order
- **How-to:** Click 'Orders' tab > Select item > Click 'Delete Order' button
- **Additional info:** If nothing is selected when the 'Delete Order' button is clicked, nothing will happen. Left click to select, right click to deselect.

Orders: Sort Orders

- **Function:** Sort orders by specified criteria
- **How-to:** Click 'Orders' tab > Select column to sort'

- **Additional info:** Secondary sort criteria is always datetime.

Orders: Print Orders

- **Function:** Print Orders
- **How-to:** Click 'Orders' tab > Select column to sort' > Click 'Print Orders'
- **Additional info:** Creates PDF of Orders table, sorted by current sort view.

RESERVATIONS

Reservations: Add Reservation

- **Function:** Add new reservation to reservation list
- **How-to:** Click 'Reservations' tab > Fill out fields for Reservation ID, Customer ID, Reservation Datetime, Table Number > Click 'Add Reservation'
- **Additional Info:** Blank fields will be set to NULL once the 'Add Reservation' button is clicked. If the reservation date or table is not valid, rollback.

Reservations: Edit Reservation

- **Function:** Edit existing reservation
- **How-to:** Click 'Reservations' tab > Select Reservation > Fill out fields for Reservation ID, Customer ID, Reservation Datetime, Table Number > Click 'Update Reservation'
- **Additional Info:** Fields are imported upon reservation selection. Blank fields will be set to NULL once the 'Update Reservation' button is clicked. If nothing is selected when the 'Update Menu Item' button is clicked, nothing will happen. Left click to select, right click to deselect.

Reservations: Remove Reservation

- **Function:** Delete existing reservation
- **How-to:** Click 'Reservations' tab > Select Reservation > Click 'Delete Reservation' button
- **Additional Info:** If nothing is selected when the 'Delete Reservation' button is clicked, nothing will happen. Left click to select, right click to deselect.

EMPLOYEES

Employees: Add Employee

- **Function:** Add new employee to employee list
- **How-to:** Click 'Employees' tab > Fill out fields for Employee ID, First Name, Last Name, Role, Department > Click 'Add Employee'
- **Additional info:** Blank fields will be set to NULL once the 'Add Employee' button is clicked.

Employees: Edit Employee

- **Function:** Edit existing employee
- **How-to:** Click 'Employees' tab > Fill out fields for Employee ID, First Name, Last Name, Role, Department > Click 'Update Employee'
- **Additional info:** Blank fields will be set to NULL once the 'Update Employee' button is clicked. Left click to select, right click to deselect.

Employees: Remove Employee

- **Function:** Delete existing employee
- **How-to:** Click 'Employees' tab > Select Employee > Click 'Delete Employee'
- **Additional info:** If nothing is selected when the 'Delete Employee' button is clicked, nothing will happen. Left click to select, right click to deselect.

RATINGS

Ratings: Remove Rating

- **Function:** Delete Rating from ratings list
- **How-to:** Click 'Ratings' tab > Select Rating > Click 'Delete Rating' button
- **Additional info:** If nothing is selected when the 'Delete Rating' button is clicked, nothing will happen. Left click to select, right click to deselect.