



Advanced Ordering System for Aloha

User Guide

Version 1.0

January 3rd, 2006

**Copyright 2005-2006, Lone Tree Technology, Inc.
All Rights Reserved**

www.LoneTreeTechnology.com
Info@LoneTreeTechnology.com

Table of Contents

1	ADVANCED ORDERING PROCESSES.....	3
1.1	TAKING AN ORDER FOR A FUTURE DATE.....	3
2	VIEWING FUTURE ORDERS.....	9
2.1	VIEWING AN ORDER.....	10
2.2	VIEWING THE ITEM BUILD LIST SUMMARY.....	11
2.3	VIEWING THE ITEM LIST DETAIL.....	12
3	ORDER AUTO LOADER OPERATION.....	12
3.1	ADVANCED ORDERS LOADED BY THE AUTO LOADER.....	13

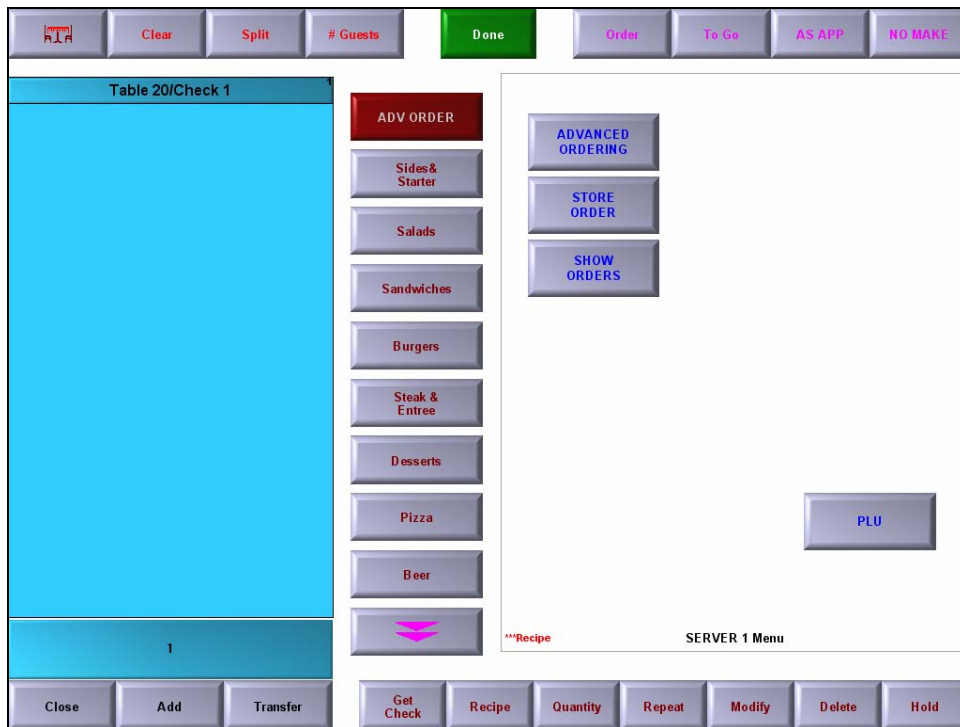
1 Advanced Ordering Processes

The Advanced Ordering System allows you to use your Aloha system to capture the details of an order that will be made on a future date and reload the order on that date either manually or automatically.

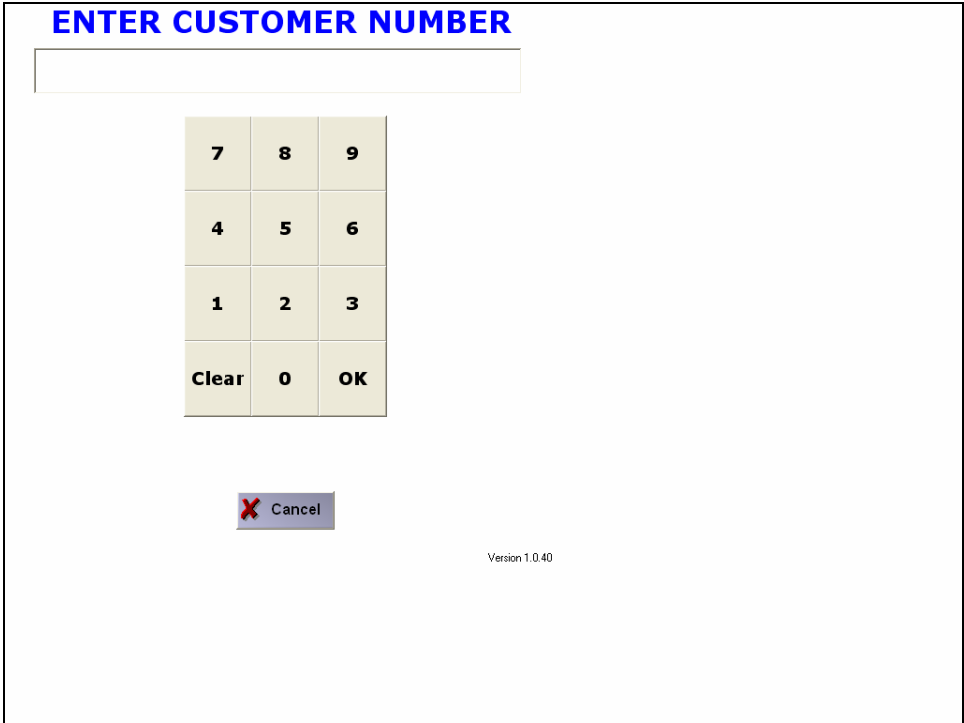
The Advanced Ordering System allows you to manage the changes of orders as well.

1.1 Taking an order for a future date

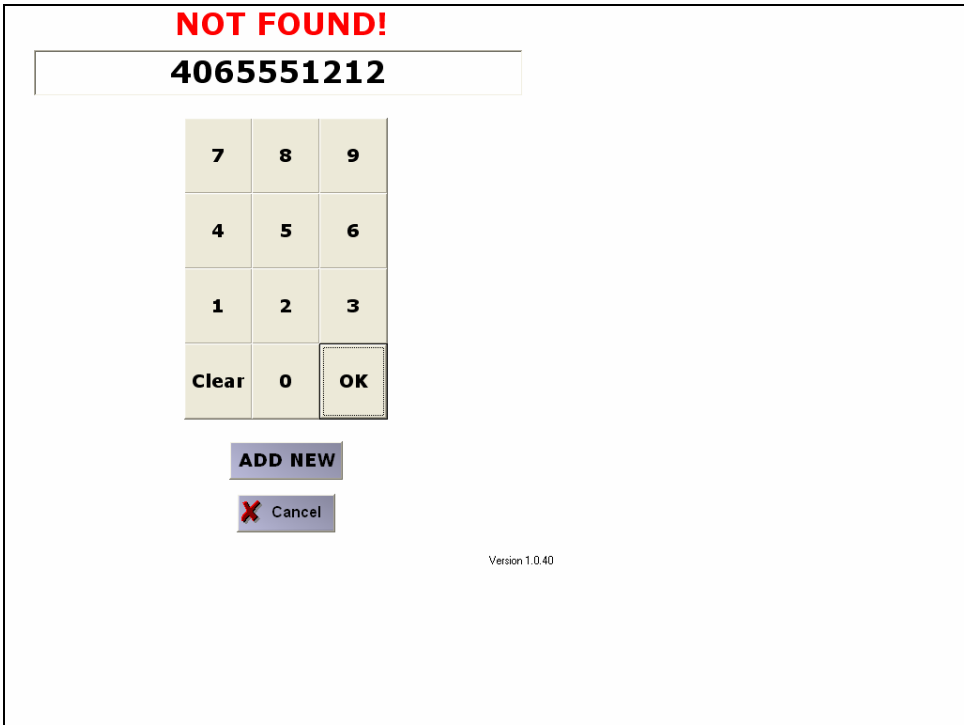
- Login to Aloha, create a blank check, and navigate to the “**Advanced Ordering**” submenu. A submenu similar to the following should be displayed:



- Touch the “**ADVANCED ORDERING**” button. The following window is displayed:



- Enter the Customer's Phone Number and touch **OK**. If it's a new customer, the following will be displayed:



- Touch **ADD NEW**. The following window is displayed:

ENTER REQUIRED FIELDS

SET ORDER DATE	SET ORDER READY TIME
Phone <input style="background-color: #cccccc;" type="text" value="4065551212"/>	Alt. Phone <input type="text"/>
Name <input style="background-color: #00ff00;" type="text"/>	Fax <input type="text"/>
Company <input type="text"/>	Cust. Note <input type="text"/>
Address <input type="text"/>	<input type="text"/>
Address <input type="text"/>	<input type="text"/>
City <input type="text"/>	<input type="text"/>
State <input type="text"/> ZIP <input type="text"/>	<input type="text"/>

Q	W	E	R	T	Y	U	I	O	P	7	8	9
A	S	D	F	G	H	J	K	L	;	4	5	6
Z	X	C	V	B	N	M	,	.	?	1	2	3
Caps UNlock	Space						BackSpace	BS	0	CL		

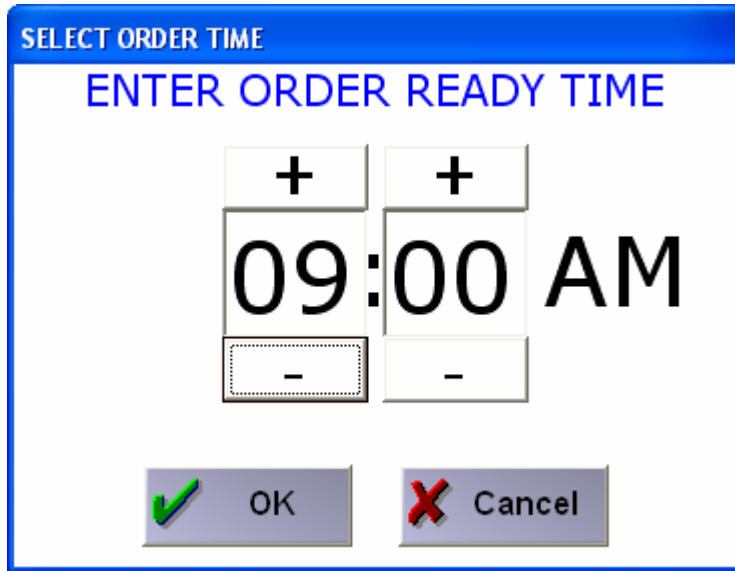
- Enter the customer's name and any required fields (grey background).
- Touch **SET ORDER DATE**. The following window is displayed:

SELECT ORDER DATE

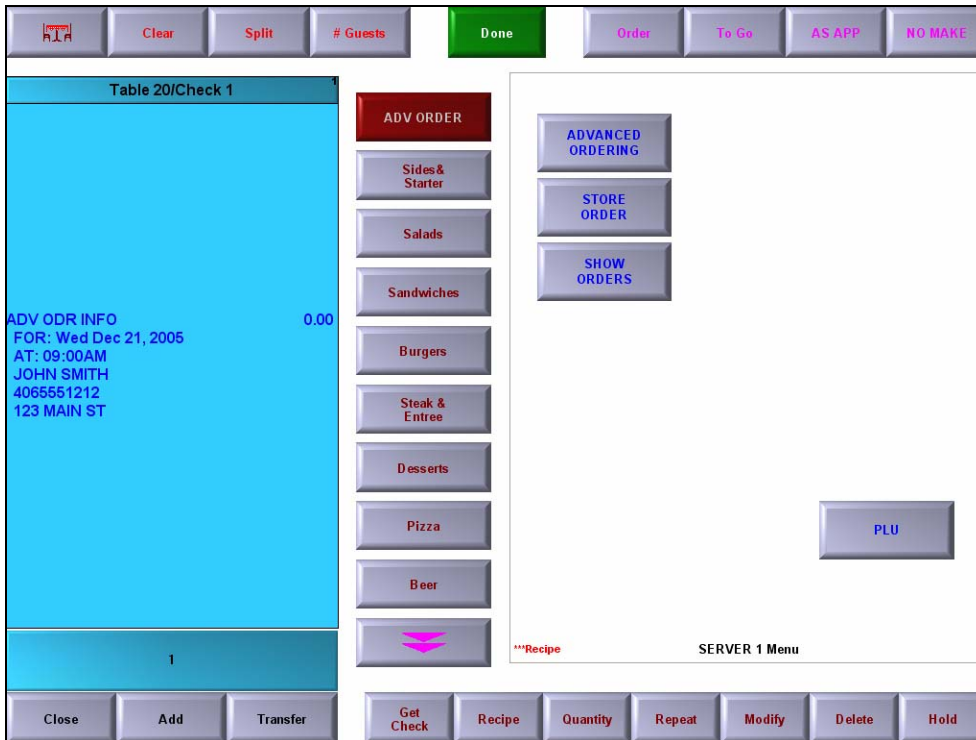
December 2005

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

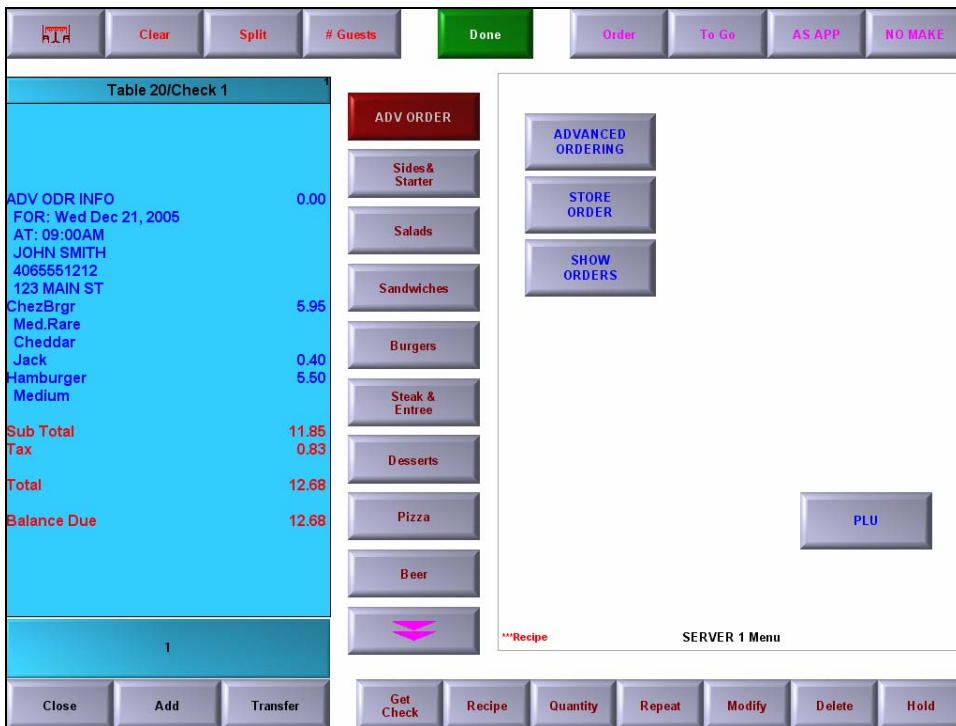
- Select the date of the Order by touching on the desired date. After touching on the desired date, the customer information window is displayed.
- Touch **SET ORDER READY TIME**. The following window is displayed:



- Use the “+” and “-“ keys to set the Order Ready Time. Press **OK** when the time is correct. The customer information window is displayed.
- When all necessary customer information has been entered, press **OK**. The Aloha window is displayed, and the check is updated to show the entered information as shown below:



- Add Items to the check for the future order as desired as shown below. DO NOT ORDER THE ITEMS!



- After adding the desired items to the check, touch **STORE ORDER** on the Advanced Ordering Submenu.


- If the criteria for deposits (as setup in the Advanced Ordering Configuration program) have been met, a window similar to the following is displayed:

**BALANCE DUE IS 12.68.
PLEASE SELECT DEPOSIT
AMOUNT.**

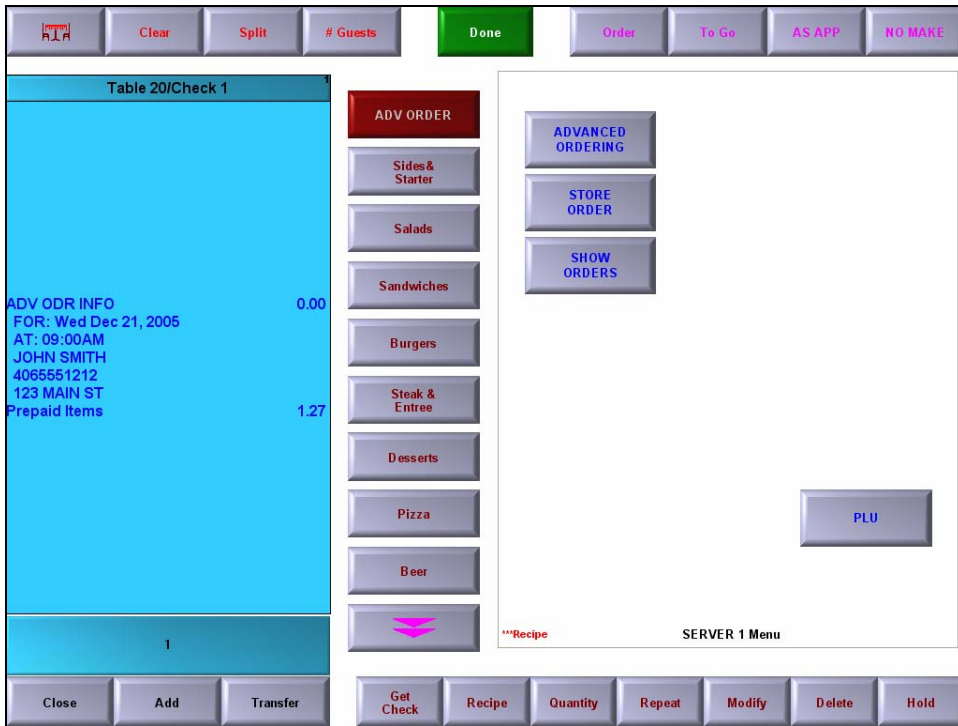
10% DEPOSIT: 1.27

FULL DEPOSIT: 12.68

ENTER OTHER AMOUNT

 Cancel

- Touch the desired deposit amount. The Order is automatically printed to the default local printer. In this following example, the 10% Deposit button has been pressed:



- Close the check with the patron's desired tender. The payment is recorded in the Advanced Ordering System.

2 Viewing Future Orders

To View Future Orders, touch **SHOW ORDERS**. A window similar to the following is displayed:

FOR: Wed Dec 21, 2005			
TIME	NAME	PHONE	TOTAL
09:00AM	JOHN SMITH	4065551212	12.68
10:00AM	ROB	7204827823	55.16
01:00PM	GARY BARTEL	2125551212	42.43

2.1 Viewing an Order

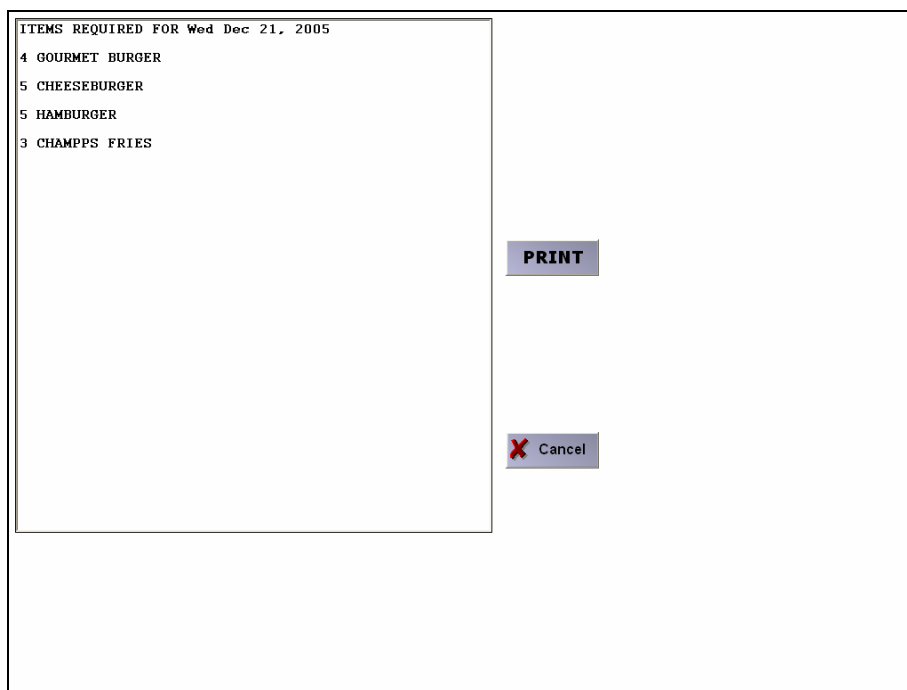
To view the order detail, touch on the order on the Order List. A window similar to the following is displayed:

ORDER DUE: Wed Dec 21, 2005 09:00AM		
Order Contact		
FOR: Wed Dec 21, 2005		
AT: 09:00AM		
JOHN SMITH		
4065551212		
123 MAIN ST		
CHEESEBURGER	6.35	<input type="button" value="EDIT"/>
MED. RARE		
CHEDDAR		
JACK		
HAMBURGER	5.50	<input type="button" value="DELETE"/>
MEDIUM		
SUBTOTAL	11.85	<input type="button" value="PRINT"/>
TAX	0.83	
TOTAL	12.68	<input type="button" value="LOAD"/>
VISA #XXXXXXXXXXXXXXXXXXXX1234	1.27	
EXPECTED BALANCE DUE	11.41	<input type="button" value="X Cancel"/>

- Use the **EDIT** button to reload the Order into Aloha for Editing purposes. The Edit Button is not enabled for orders which have already been loaded.
 - Item Errors: If you attempt to Edit an Order which has an Item ID which is no longer on the Menu, an error message is displayed and a list of those items is printed to the default local printer.
- Use the **DELETE** button to remove the order permanently from the Advanced Ordering System.
- Use the **PRINT** button to print the Order to the Local Receipt Printer.
- Use the **LOAD** button to Load an Order into Aloha so that the order can be prepped. This button is only available for orders for the current date of business which have not been already ordered.
 - Item Errors: If you attempt to Edit an Order which has an Item ID which is no longer on the Menu, an error message is displayed and a list of those items is printed to the default local printer.
- Touch the **CANCEL** button to return to the order list.

2.2 Viewing the Item Build List Summary

To view the summary of items needed to be made for the day, from the Order List select **LIST ITEMS**. A window similar to the following is displayed:



- Touch **PRINT** to send the list to the default local printer.
- Touch the **CANCEL** button to return to the order list.

2.3 Viewing the Item List Detail

To view the detailed list of items needed to be made for the day group by items with the same modifiers, from the Order List select **LIST DETAIL**. A window similar to the following is displayed:

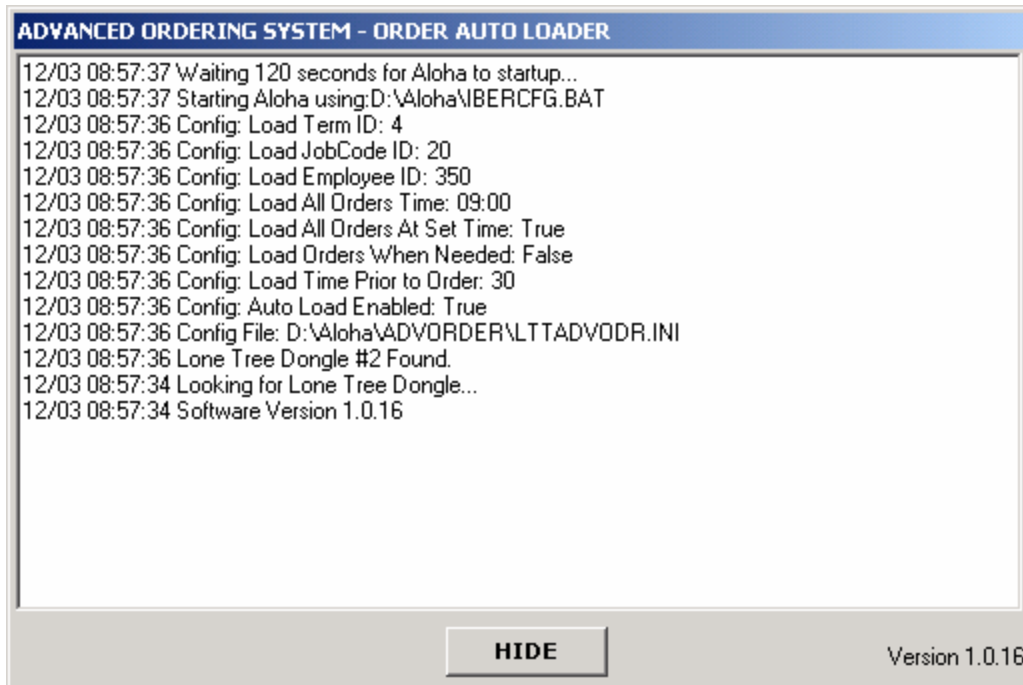
ITEMS REQUIRED FOR Wed Dec 21, 2005		
2	GOURMET BURGER @ 6.95 MEDIUM	13.90
2	GOURMET BURGER @ 6.95 MEDIUM WELL	13.90
2	CHEESEBURGER @ 6.35 WELL DONE SWISS SWISS	12.70
	CHEESEBURGER MEDIUM PEPPERCHEESE PEPPERCHEESE	6.35
	CHEESEBURGER MEDIUM JACK MOZZARELLA	6.35
	CHEESEBURGER MED. RARE CHEDDAR JACK	6.35
	HAMBURGER MEDIUM	5.50
4	HAMBURGER @ 5.50 MEDIUM WELL	22.00
	CHAMPPS FRIES SOUP CREAM	4.70

Touch **PRINT** to send the list to the default local printer.

Touch the **CANCEL** button to return to the order list.

3 Order Auto Loader Operation

The Advanced Ordering Auto Loader program is configured to startup immediately after windows login on the Aloha Back of House server. At login, the following window is displayed:



If Auto Loading is enabled, the Auto Loader program starts the Aloha Interface Terminal if it is not already started. Upon startup, the Auto Loader program waits 120 seconds for Aloha to complete its initialization.

The program minimizes once Aloha has been started.

If Auto Loading is not enabled, the Auto Loader program terminates immediately after startup.

3.1 Advanced Orders loaded by the Auto Loader

Advanced Orders loaded by the Auto Loader are created as Aloha checks that are named with the Phone Number and Order Due date time. All checks are loaded to the Load Employee ID. All Items are ordered.

Orders are loaded based on the parameters for auto loading, either all at once or X minutes prior to the order due time.

Errors that occur while loading the order will be reported in the Auto Loader System console.