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[TakeAwayManager](#)

TAKEAWAY MANAGER

TAM v3.0

OPERATING MANUAL

High-Tech Electronic Solutions Ltd

2007



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[Take Away Manager](#)

Take Away Manager

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1. Chapter 1: Introduction to TAM

1.1. Introduction

Thank you very much for purchasing this system and hope it would be of great support to your business. Takeaway Manager (TAM), especially designed to assist restaurant, fast food, and take away managers in their business. Takeaway Manager allows users to manage the point-of-sale food ordering process.

The system is mainly used to organize the procedure of taking orders by telephone or in shop and keeping records of customers, orders, suppliers, and staff.

Takeaway Manager is EPOS software, which allows you to:

- Set up customers database
- Set up menus
- Identify customer automatically and manually
- Take orders for existing or new customers
- Add selective delivery charges
- Print receipts
- Print copies of the order for the kitchen
- Review, Edit and Delete old orders
- Run reports relating to sales, daily takings etc.
- Backup database

1.2. System requirements

TAM is a software product designed to run on an IBM compatible PC under a Microsoft Windows operating system.

1.2.1. Hardware

IBM compatible PC

Pentium 133

32MB RAM

Color Monitor

Memory of 30 Mbytes at least



Take Away Manager

1.2.2. Software

Windows 95/98/Me/2000/XP/Vista

Screen Resolution: 1280 by 746 pixels

Color Quality: Highest (32 bit)

1.3. Getting started

1.3.1 Installation for Windows 98 or Higher

1. Close all programmes.
2. Insert the CD-ROM in your CD-ROM drive.
3. The setup programme should start automatically. If it does, skip to step 5.
4. If it does not go to run... in your Windows Start Menu and type D:\TAM.exe (substitute your CD-ROM's drive letter if different from "D").
5. Follow the on-screen instructions as they guide you through the instruction process.
6. The setup programme creates a programme icon at desktop.
7. Double-click this icon to start the programme.



Figure1-3 Login window

1.3.2 Login

To start running the programme click on TAM icon shown on your desktop, a login window will popup as shown in Figure 1-3, to login type your name and password.

For first time use, please type "Tam" in "User Name", and enter "1" in "Password".

You can make changes in "Password Setting

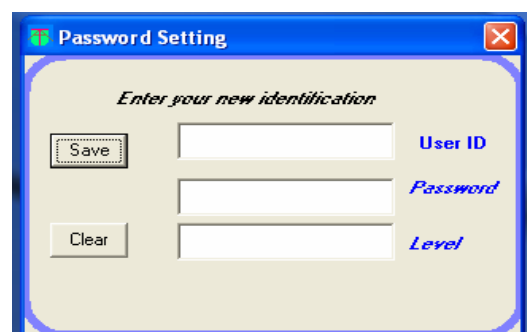


Figure1-4 Password Setting window



Take Away Manager Window” as shown in figure (1-4). Go to the navigation and control panel and click on the “Set Up” button and then click on “Password Set”.

Write and save a new user id, password and level of authority (example (Admin and Staff). Please refer to “Manager Tools” in this manual for more details.

1.3.3 Reminder

As soon as you click on the “OK” button of the login window, message box appears to remind you to be sure that the telephone connector is connected to computer modem. The system is automatically

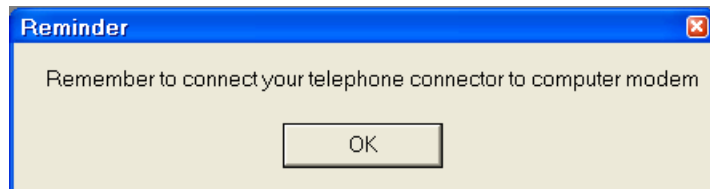


Figure1-5 Reminder message

Does the connecting procedure and shows related messages.

The option of automatic identification is only applicable if a telephone line exists with the “Caller ID” facility of the network is enabled. If you are using modem not supplied by HTES, then you need to be sure that the built in or connected modem is with a “Caller ID” function. For further information on communication setup, please refer to “System Setup” in this manual.

1.3.4 Tip of the Day

Figure 1-6 shows a tip of the day window, which appears automatically as soon as you login.

This window gives a use description in form of useful tips. You can move to the next tip on clicking the “Next Tip” button. Click on “OK” button to close the window.

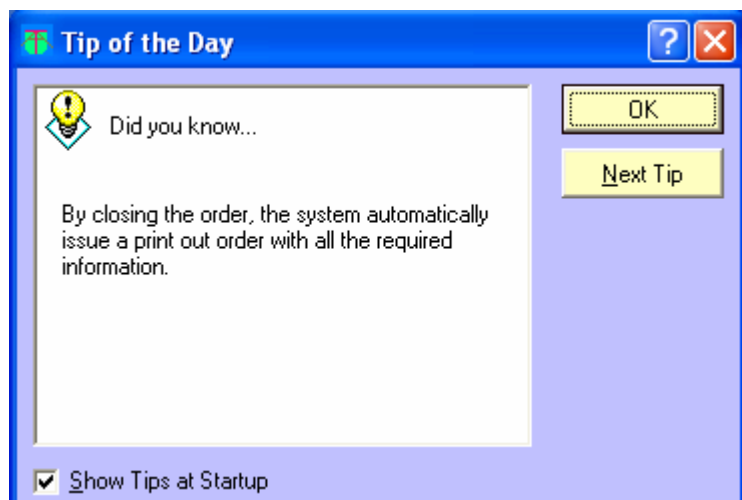


Figure1-6 Tip of the day window



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1.3.5 About TAM

Information on software license is provided at the “About” window, which shown in figure (1-7). This window can be viewed by clicking on “About” button of the navigation and control panel.



Figure1-7 About TakAway window

1.3.6 Guide Map

The guide map window, shown in figure (1-8) is designed to give the user a fast approach to information and a general guides to system operation. To view this window, click on the “Guide Map” button of the control panel. This guide includes short cuts to main features and documents by clicking on the relevant label. Steps of order taking are shown in a flow chat method to simplify understanding. Steps required for starting up the package has been shown



Take Away Manager on simple guiding procedure. For details information concerning system operation, user should refer to the operating manual.

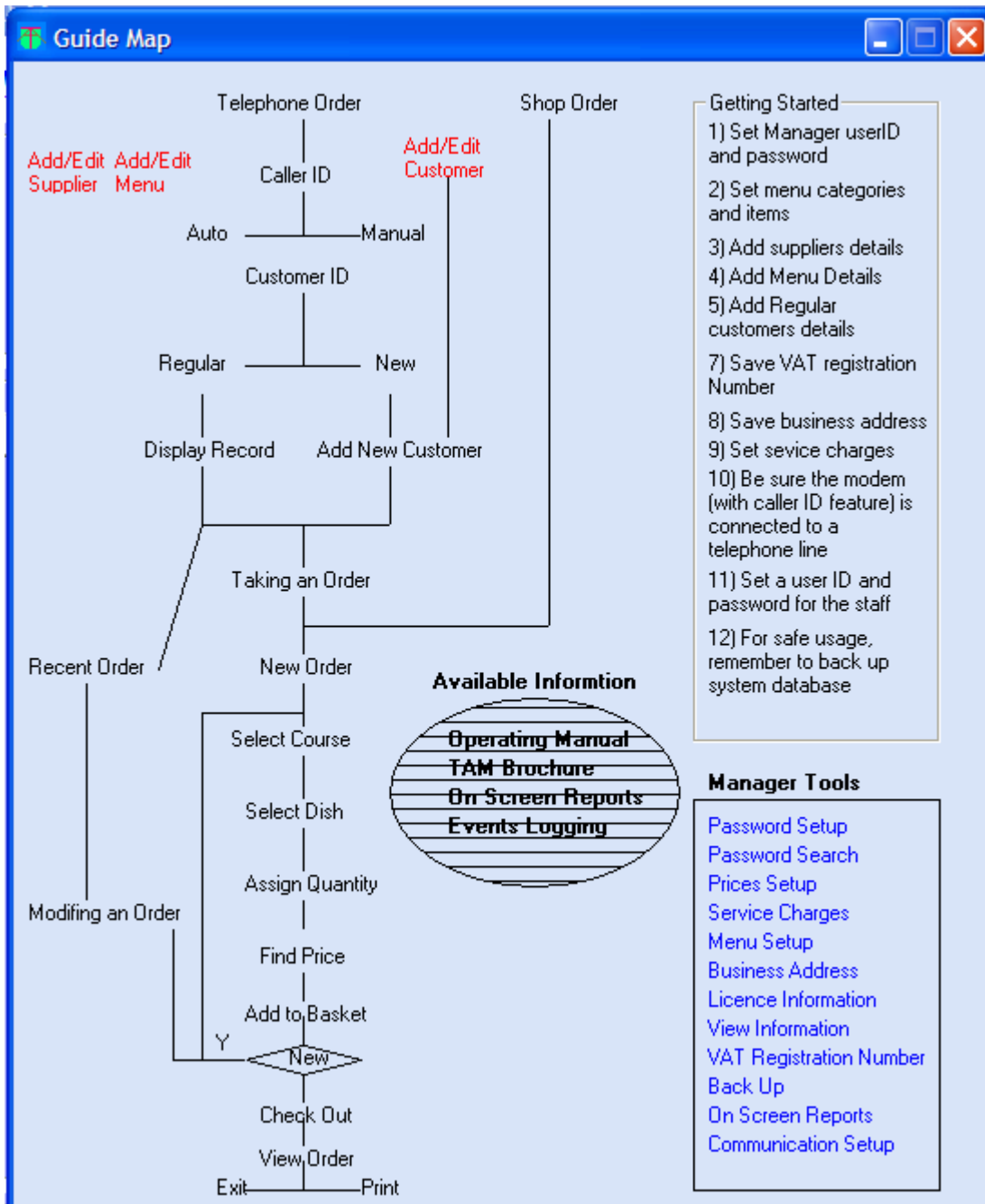


Figure (1-8) TAM's guide map window



Take Away Manager

1.3.7 TAM main window

The main window of TAM is shown in Figure (1-9), which includes five areas;

- Customer area
- Menu area
- Order area
- Control area and
- Log information

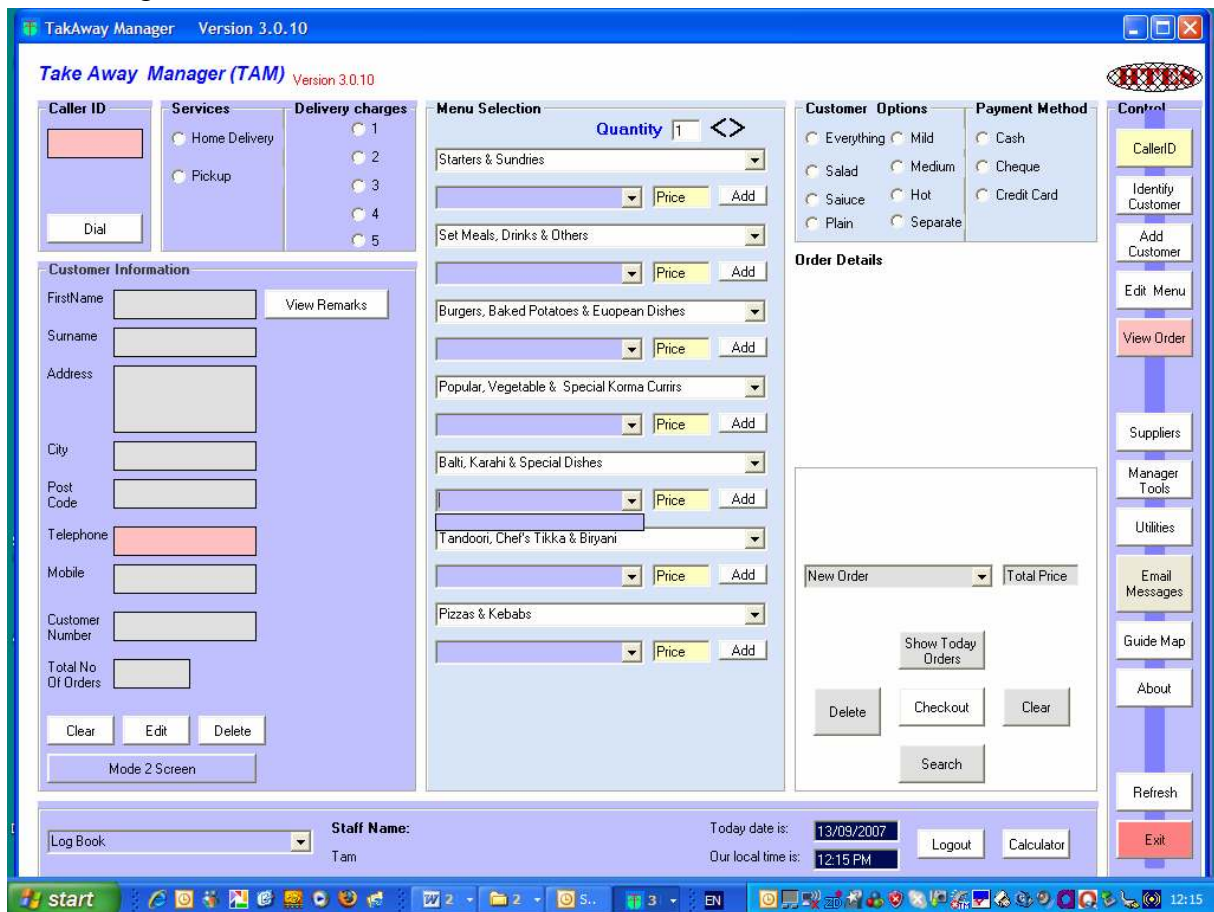


Figure (1-9) TAM's main window

Each of these areas allows the user to add, select or view information concerning customers, menu, orders and user. The main window displays in one screen all main activities of the system. Some of the information is kept hidden and viewed automatically either on request or on operation.



1.3.8 Navigation and Control Panel

The control panel as shown in figure (1-9), which is located at the right side of the main window and contains all navigation and control buttons that required for system operation. To simplify operation, this panel is designed on an instrumentation style and assembled on one column. By clicking on each button, the relevant command will be executed and a new window will appear to allow user to continue operation.

The following activities can be achieved from this panel:

- Caller ID
- Customer identification
- Adding new customer
- Menu editing
- Price editing
- Order viewing
- Supplier records
- Reports creation
- Manager tools
- Databases backup
- Utilities navigation
- Screen refreshing
- System information
- Guide map viewing
- Exit from the system



Figure (1-10) Navigation and Control



2 Chapter 2: Customer Management

2.1 Customer Identification

Customers can be identified by their telephone numbers automatically or manually. Details information is added in database for each new customer and this information can be retrieved automatically once a regular customer calls or by typing a customer's telephone number at the "Caller ID" text box (located at the top left of the main window) and clicking on the "Identify Customer" button of the navigation and control panel (located at the top right of the main window) as shown in figure (2-1).

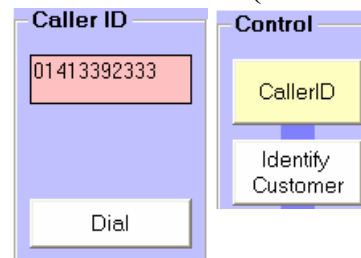


Figure (2-1) Caller ID and Identifying Customer

2.1.1 Caller Identification

One of the main feature of this software is that its capability to recognize regular customer from their telephone number. This feature needs a caller ID feature of telephone line to be provided by network operator.

The system at launch connects automatically with the telephone line through the modem. In order to connect manually, it is required to click on "Caller ID" button of the navigation and control panel. Then the caller ID window will invoke as shown in figure (2-2). By clicking on the "Connect", the system will automatically start talking to the modem and a suitable message will be displayed. The system check or modem availability and type, providing that the setting of the communication port has already set. To set the communication port, please refer to chapter (5).

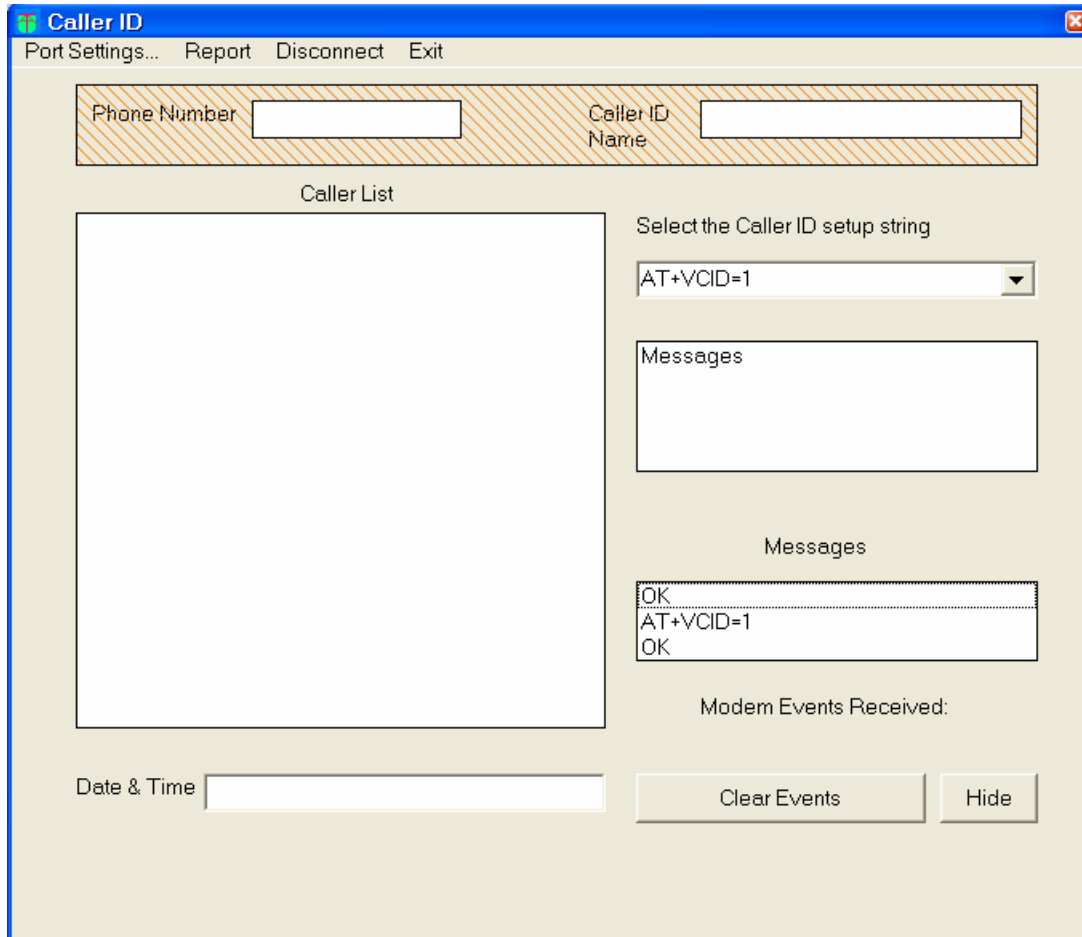


Figure (2-2) Caller ID window



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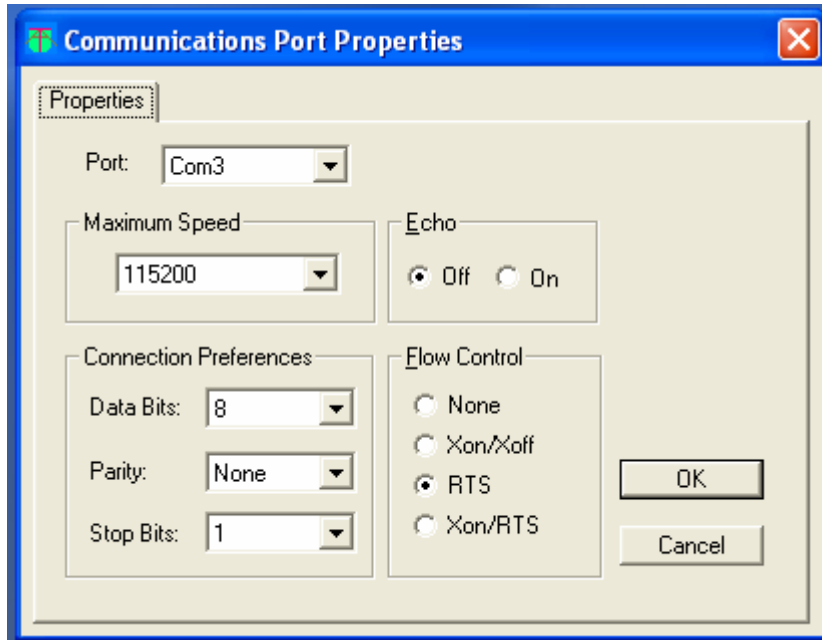


Figure (2-3) Communication port properties



2.1.2 Regular Customer Record

Regular customer's information appears as shown in figure (2- 4) at the left side of the main window. System recognize between new customer who has no record in database and regular customer who has a record in database.

Customer's information consists of name, address, contact numbers, customer identification number, total number of orders and remarks. User can clear text boxes, edit records view remarks, delete record and display map.

The screenshot shows a software window titled "Customer Information" with a light blue background. It contains several text input fields: "FirstName", "Surname", "Address", "City", "Post Code", "Telephone" (highlighted in red), "Mobile", "Customer Number", and "Total No Of Orders". A "View Remarks" button is located to the right of the "FirstName" field. At the bottom of the window, there are four buttons: "Clear", "Edit", "Delete", and "Show Map".

Figure (2-4) Customer Information



2.2 Customer Record

To add a new customer it is required first to type first the telephone number at the “Telephone” text box, then the “FistName” and then the other data for each box. After finishing typing the information, click on the “Add Customer” button of the navigation and control panel. A Reminder message box will appears as shown in figure (2-5) to ask you to be sure of the typed information. If you are sure, then click on “OK” button to continue or click on “Cancel” button to cancel adding this record. A message box telling you that a new record has been stored will appears as shown in figure (2-6) in case you have agreed to add new record.

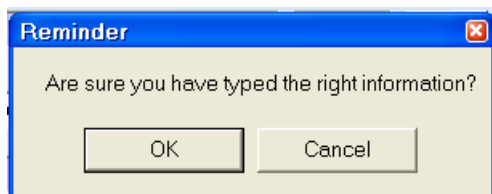


Figure (2-5) Reminder message box



Figure (2-6) done message box

To modify a customer record, first retrieve the record and start to edit it, once you finish click on the “Edit” button that located at the bottom of the customer’s information area (shown in figure (2-4)). A Reminder message box will appears as shown in figure (2-7) to ask you to be sure of the typed information.

If you are sure, then click on “OK” button to continue or click on “Cancel” button to cancel editing this record. A message box telling you that a record has been modified will appears as shown in figure (2-8) in case you have agreed to modify the record.



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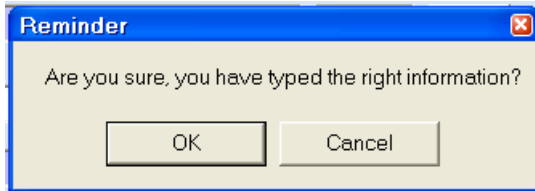


Figure (2-7) Reminder message



Figure (2-8) Done message box

To delete any record, then retrieve record first and then click on “Delete” button that located at the bottom of the customer’s information area (shown in figure (2-4)). A Reminder message box will appears as shown in figure (2-9) to ask you are you sure of the request or not. If you click on the “OK”, then the record will be deleted and a “Done” message box will appears as shown in figure (2-10).

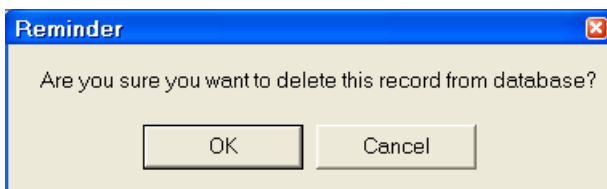


Figure (2-9) Reminder message box



Figure (2-10) Done message box

To add a remark to a record, first click on “View Remark” button, A remark text box will appears and the label of the button will change to “Hide Remark”. Type the required remarks, then click on the “Edit” button and continue. If you wish, Click on “Hide Remark” to hide the remark text box.



3 Chapter 3: Menu Management

The software on purchasing is empty, thus it is required before putting the software into operation is to store menu items in its database. For sorting purposes, the menu is divided into courses and dishes. There are a maximum of seven courses can be assigned, each course may consists of unlimited of number of dishes.

This classification is designed to suit most menus.

3.1 Menu Selection

Figure (3-1) shows the menu selection area at the main window; this area is divided into seven sectors. Each sector consists of two list boxes for courses and dishes. A price box will automatically display the price of the selected menu item as an action to moving the cursor over the price box. An “Add” button is used to add the selected item to order.

To select a menu item is required first to select course, such courses are; starters & sundries, European dishes, special korma dishes, popular dishes Curried dishes and so on.

Once the course is selected, a list of the available dishes can be displayed by clicking on the dish list box as shown in figure (3-2)

A common quantity box with increment and decrement keys are available for use with selection. Once the “Add” button clicked the selected item will be added to order list shown at the top of the order area of the main window and a “Done” message box will appears to inform the user that the selected item has been added to order. The process of selecting and adding an item to order is shown in figures (3-3). This process will be discussed in more details in chapter (4).



Take Away Manager

Menu Selection

Quantity <>

Starters & Sundries

Price Add

Burgers, Baked Potatoes & European Dishes

Price Add

Popular, Vegetable & Special Korma Curries

Price Add

Balti, Karahi & Special Dishes

Price Add

Tandoori, Chef's Tikka & Biryani

Price Add

Pizzas & Kebabs

Price Add

Set Meals, Drinks & Others

Price Add

Figure (3-1) Menu selection



Take Away Manager

Menu Selection
Quantity 1 <>
Tandoori Starters
Chicken Tikka
Lamb Tikka
Seekh Kebab
Tandoori Chicken
Tandoori King Prawns
Price Add

Figure (3-2) Dish selection

Menu Selection
Quantity 1 <>
Tandoori Starters
Chicken Tikka 3.5 Add
Burgers, Baked Potatoes & European Dishes
Popular, Vegetable & Special Korma Curris
Balti, Karahi & Special Dishes
Done
A new item has been added to the order
OK

Customer Options
 Everything Mild
 Salad Medium
 Saiuce Hot
 Plain Separate

Payment Method
 Cash
 Cheque
 Credit Card

Order Details

Dish	Price	Quantity	Option
Chicken Tikka	3.5	1	

3.5

Figure (3-3) Adding item to order



3.2 Adding/Editing Menu Item

A click on “Edit menu” button of the navigation and control panel, invoke the edit menu and allows the user to create, delete, edit and browse menu items.

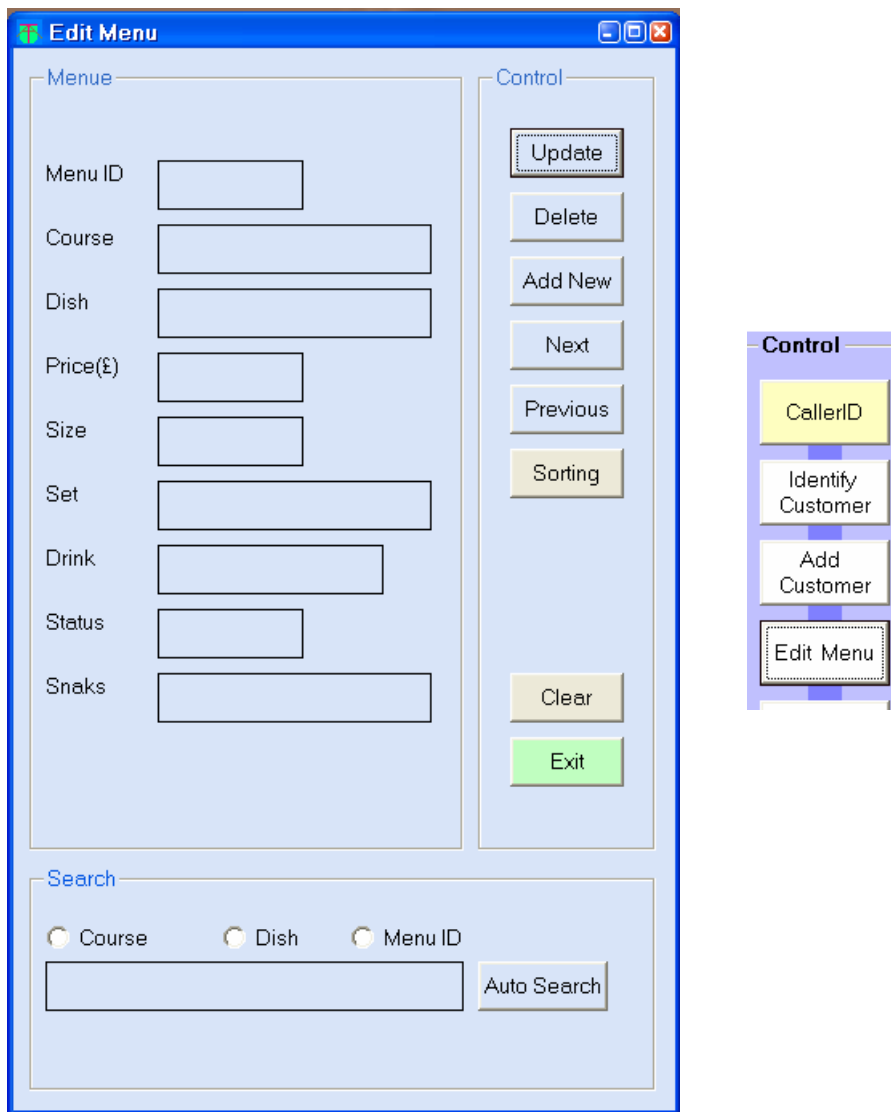


Figure (3-4) Edit menu window



3.3 Editing Prices

To edit price you need to be an “Admit” level of authority, by clicking on “Edit Price” button of the navigation and control panel, the edit price will be displayed. This screen as shown in figure (3.5) will allow the user to edit prices and browse menu items.

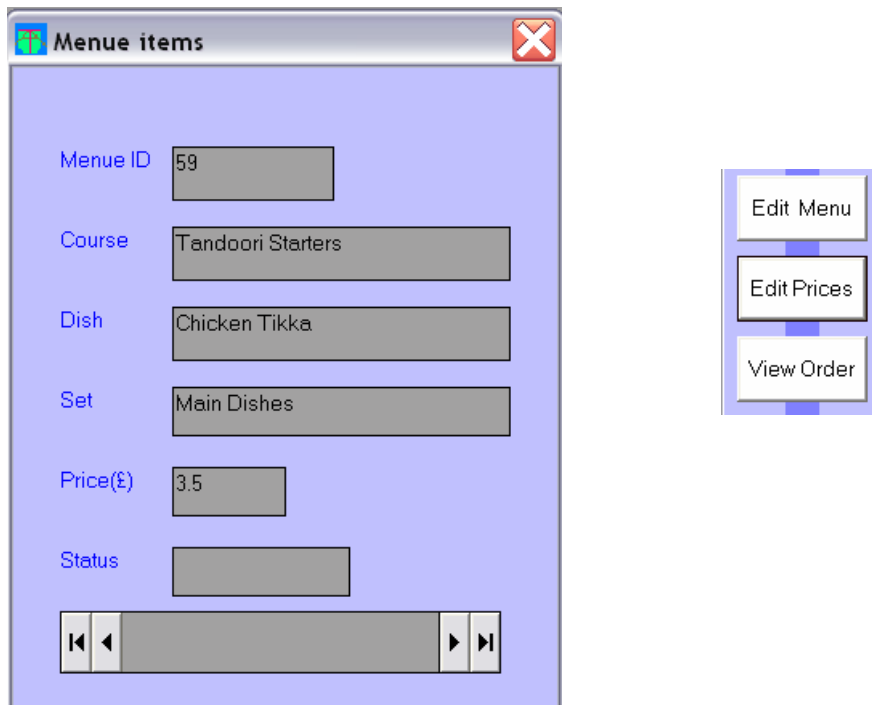


Figure (3-5) Edit Price Window



4 Chapter 4: Order Management

4.1 Order Taking

4.1.1 On shop order

To take an on shop order, the following steps to be taken:

Step 1

Select “Pickup” type of delivery as shown in figure (4-1).

Services	Delivery charges
<input type="radio"/> Home Delivery	<input type="radio"/> 1
<input checked="" type="radio"/> Pickup	<input type="radio"/> 2
	<input type="radio"/> 3
	<input type="radio"/> 4
	<input type="radio"/> 5

Figure (4-1) service charges selection

Step 2

Select the required menu items with customer’s options as explained in section (3.1).

Step 3

After selecting order items, you can review details and total price as shown in figure (4-2). At this stage you can delete any of the selected items. In order to finalise order you should select payment method and click on “Check Out” button. Once you checked out, you will be able to view or print order’s receipt.



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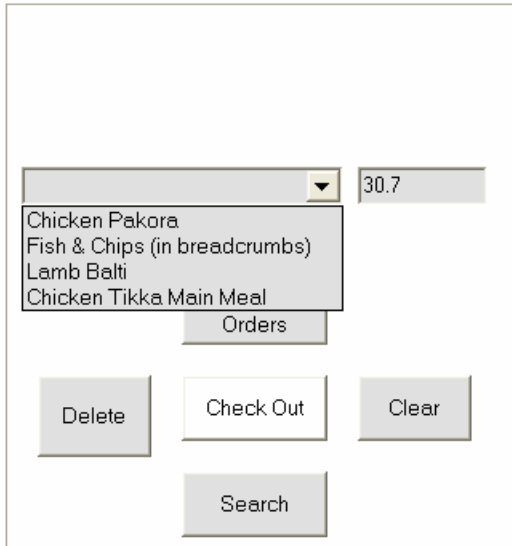


Figure (4-2) Order navigator

Order Details

Dish	Price	Quantity	Option
Chicken Tikka Main M...	7.5	1	MED
Lamb Balti	5.9	2	HOT
Fish & Chips (in bread...	4	1	SAL
Chicken Pakora	3.7	2	SEP

Figure (4-3) Order details

Step 4

To finish the order taking procedure, click on “Clear button”, this action will clear the displayed details and initialize the system for the next order.

4.1.2 Telephone order

Step 1

For new customer, information must be input to the system before starting order taken; the procedure of filling customer information has been discussed in chapter 2.

Step 2

Service charges should be selected for home delivery.

Step 3

Repeat steps 2 to 4 of the on shop orders.



Take Away Manager

Customer Options		Payment Method	
<input type="radio"/> Everything	<input type="radio"/> Mild	<input type="radio"/> Cash	
<input type="radio"/> Salad	<input type="radio"/> Medium	<input type="radio"/> Cheque	
<input type="radio"/> Saiuce	<input type="radio"/> Hot	<input type="radio"/> Credit Card	
<input type="radio"/> Plain	<input type="radio"/> Separate		

Order Details			
Dish	Price	Quantity	Option
Chicken Tikka Main M...	7.5	1	MED
Lamb Balti	5.9	2	HOT
Fish & Chips (in bread...	4	1	SAL
Chicken Pakora	3.7	2	SEP

<input type="text" value="30.7"/>
<input type="button" value="Show Today Orders"/>
<input type="button" value="Delete"/> <input type="button" value="Check Out"/> <input type="button" value="Clear"/>
<input type="button" value="Search"/>

Figure (4-4) Taking an order

4.1.3 Order Editing

Orders can be edited by only an authorized user, to edit orders click on “Report” button of the control and navigation panel, then select “Edit Order” from the reports menu. At the orders reports screen you review, edit and search your orders. Figure (4-4) shows different screens involved in this procedure.



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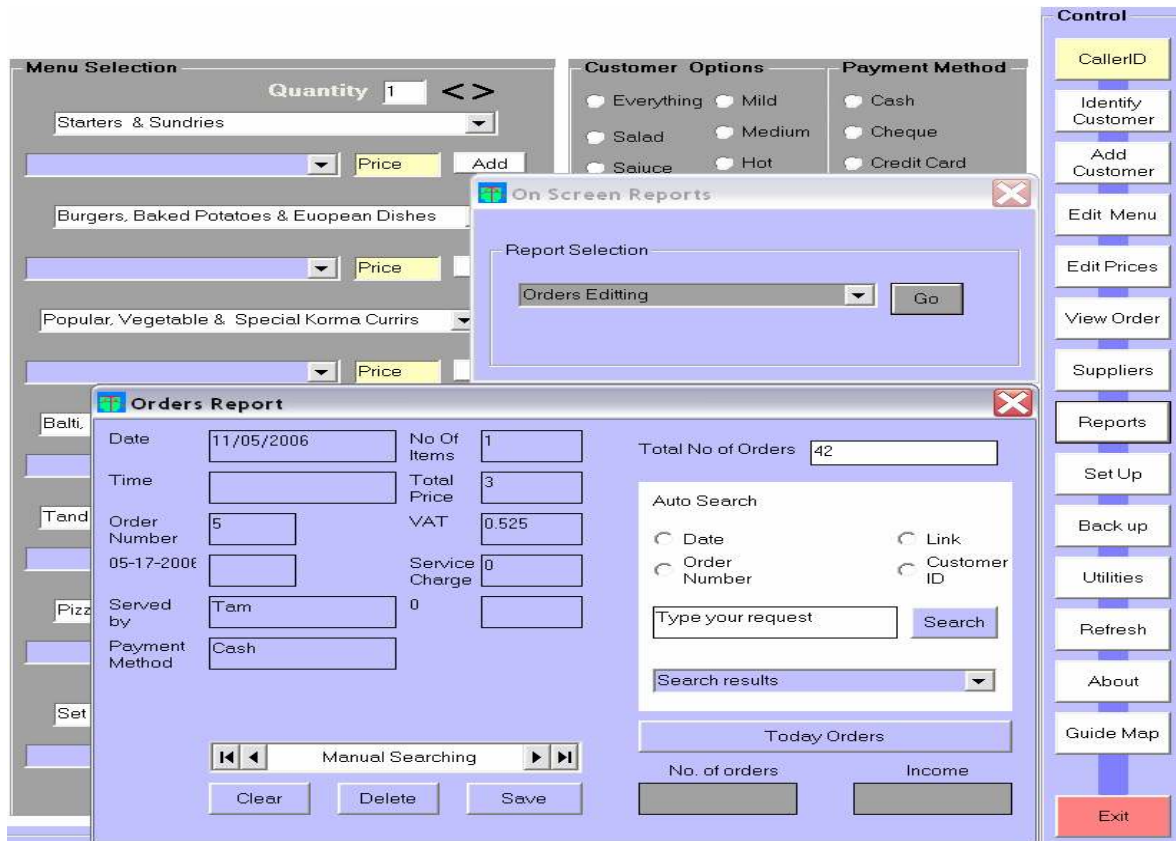


Figure (4-5) Order edit

4.1.4 Items delete

At any stage of the taking order procedure, users can delete any item of the order list. The system automatically alters the amount of the total price and writes “Deleted” at the deleted item on order details list. Figure (4-6) illustrates the deleting process.



Take Away Manager

Order Details

Dish	Price	Quantity	Option
Tandoori Chicken Half	8.5	2	HOT
Deleted	5	1	MED
Fish & Chips (in bread...	4	1	PL
Chicken Pakora	3.7	1	SAL

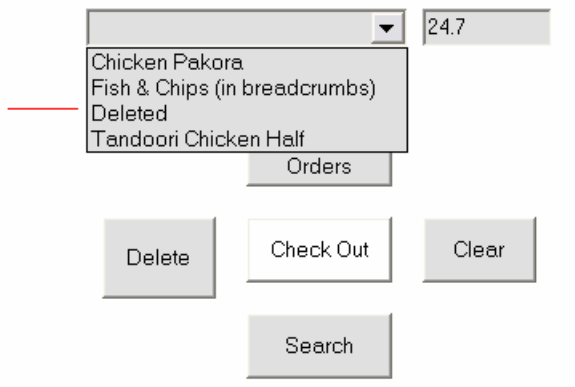


Figure (4-6) item delete

4.1.5 Check out

Once the customer finished menu selection, user must select payment method and click on the “Check Out” button. Message will display to inform the user that the order is closed and the copies of the receipt can be viewed, figure (4-7) shows this message. At this stage an order number will be given and order details will stored in database. To clear the screen click on “Clear” button.

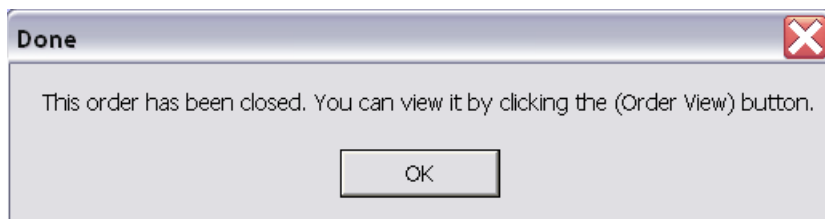


Figure (4-7) closing order



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4.1.6 Order Receipt

After checking up the order, you can view order receipt by clicking on “View Order” button. Figure (4-8) shows the copies of the receipt, this receipt can be printed by clicking on the “Print” button. To exit the receipt screen, click on “Exit” button.

Order No: 3	High-Tech Electronic Solutions Ltd			
Date/Time: 13/09/2007 12:34:38	610 Dumbarton Road, Partick			
Customer	Glasgow, G11 6RJ			
Address:	Lanarkshire, UK			
	Tel/ax: +44(0)1413392333			
	VAT Number:			
Item	Description	Qty	Price (£)	Notes
1	Chicken Tikka	2	7	SAL
2	Fried Scampi	1	5.5	PL
3	Lamb Balti	2	11.8	MIL
4	Tandoori Lamb Tikka Main Meal	1	7.5	HOT
Served By: Tam		Service charge (£)	0.5	
		VAT (£)	5.565	
Thanks and enjoy your meal		Total Price (£)	31.8	

Figure (4-8) Order receipt



5 Chapter 5: Manager Tools

The system provides special tool for the managers which allow them to generate reports and set operating parameters such as passwords, prices, service charges and more. Click on the “Manager Tolls” button of the control panel, the manager tools will display as shown in figure (5-1). Manager tools include the following:

- Password Set
- Password Search
- Business Address
- Service Charge
- Edit Price
- Menu Set
- VAT registration number
- Licence
- Hide Info
- Edit Order
- Database Update
- Reports
- Communication

5.1 Password Set

This tool allows you to add new passwords, as it has been discussed in chapter 1.

5.2 Password Search

This tool allows you to add, delete, modify and search for passwords as shown in figure (5-2).

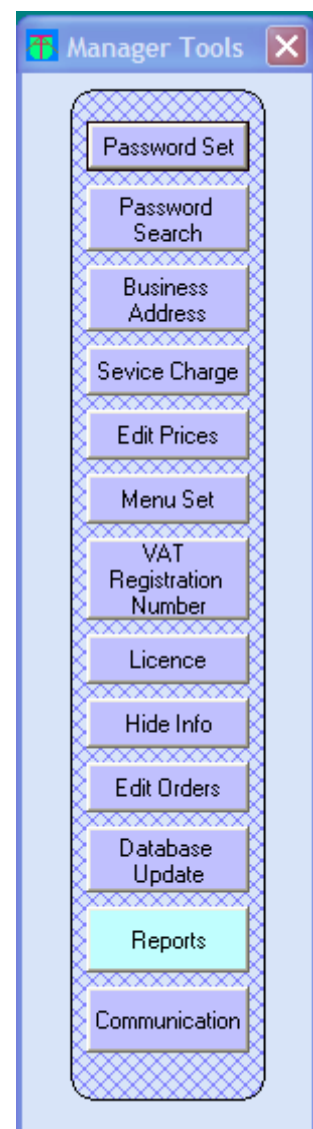


Figure (5-1) Manager Tools



Take Away Manager

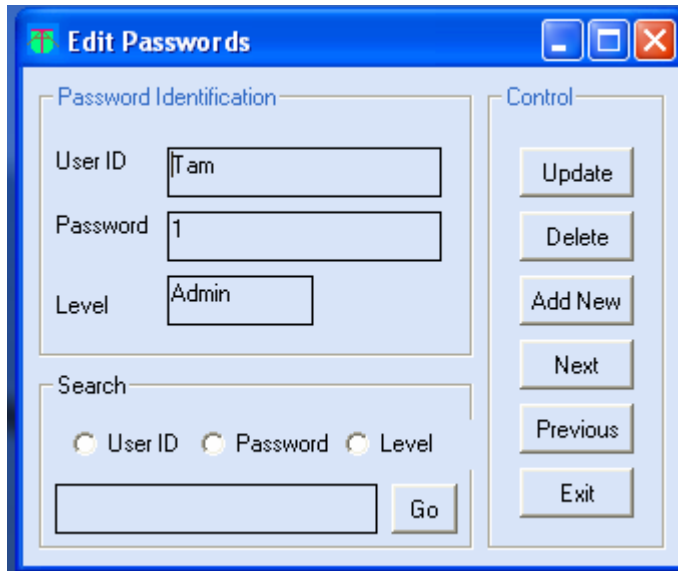


Figure (5-2) Edit passwords

5.3 Business Address

This tool allows you to add your business address which appears at order receipts as shown in figure (5-3).

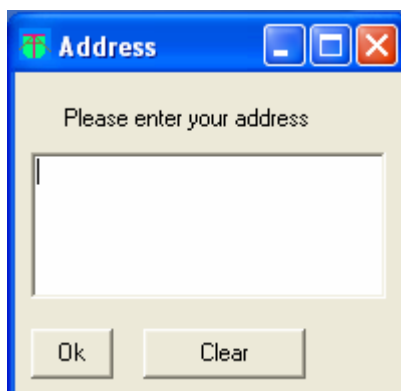


Figure (5-3) Business address



5.4 Service Charge

This tool allows you to add the basic unit of your service charges as shown in figure (5-4).

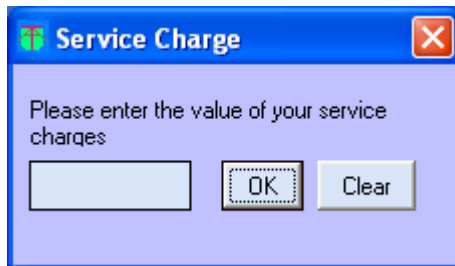


Figure (5-3) Service charge

5.5 VAT registration number

This tool allows you to add your business VAT registration number which appears normally on the receipts as shown in figure (5-4).

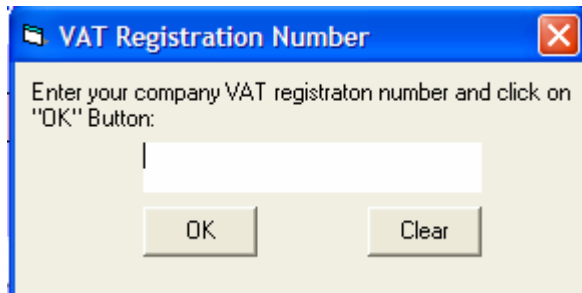


Figure (5-4) VAT registration

5.6 Hide Info

This tool allows you to hide/show daily working information on main window as shown in

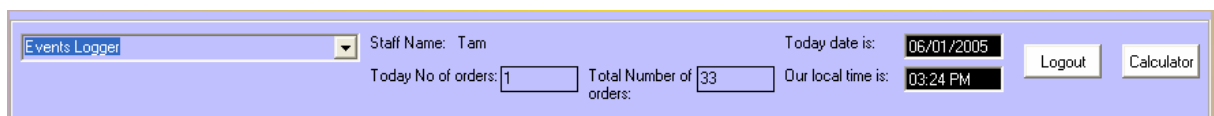


figure (5-5).



5.7 Menu Set

With this tool you can create, add, amend and view menu items and their categories as shown in figure (5-6).

Categories	Items
<input type="text"/>	List1
<input type="text"/>	List1
<input type="text"/>	List1
<input type="text"/>	List1
<input type="text"/>	List1
<input type="text"/>	List1
<input type="text"/>	List1

Select Group

ID
Category
Item
Group
Entry Date

Search



5.8 Edit Order

With this tool you can delete, modify and search for orders as shown in figure (5-7).

The screenshot shows the 'Orders Report' window. It features a search interface with various filters and a summary of today's orders. The search section includes radio buttons for 'Date', 'Link to Order No', 'Order Number', and 'Customer ID'. Below this is a text input field for 'Type your request' and a 'Search' button. A 'Search results' dropdown menu is also present. The 'Today Orders' section at the bottom right displays two columns: 'No. of orders' and 'Income', both currently showing '0'. Navigation buttons like 'Clear', 'Delete', and 'Save' are located at the bottom left.

Figure (5-7) Orders reports

5.9 Database Update

With this tool you can save a copy of system database as shown in figure (5-8).

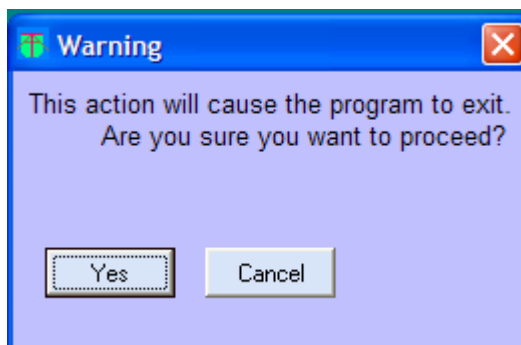


Figure (5-8) Database update



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Tel/Fax: +44(0)1413392333, Email: mail@htes.co.uk
Web: <http://www.htes.co.uk>

5.10 License

With this tool you can view your license type and details as shown in figure (5-9).



Figure (5-9) License information



5.11 Reports

With this tool you can view set of on screen reports given full information on orders, menu, customers and suppliers as shown in figure (5-10).

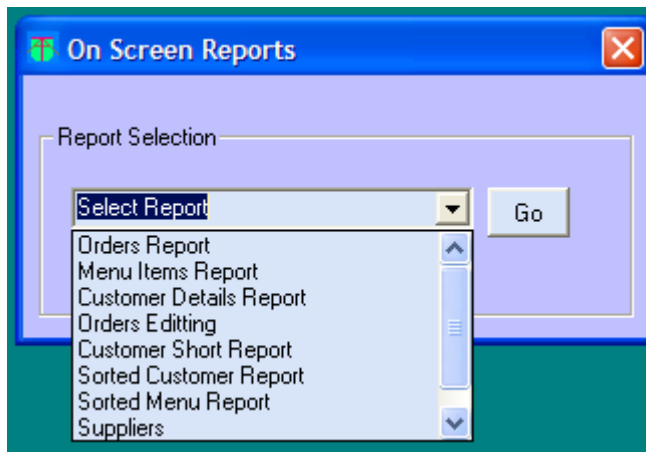


Figure (5-10) on screen reports

5.12 Communication

With this tool you can set the communication port properties to allow caller ID modem operates as shown in figure (5-11).

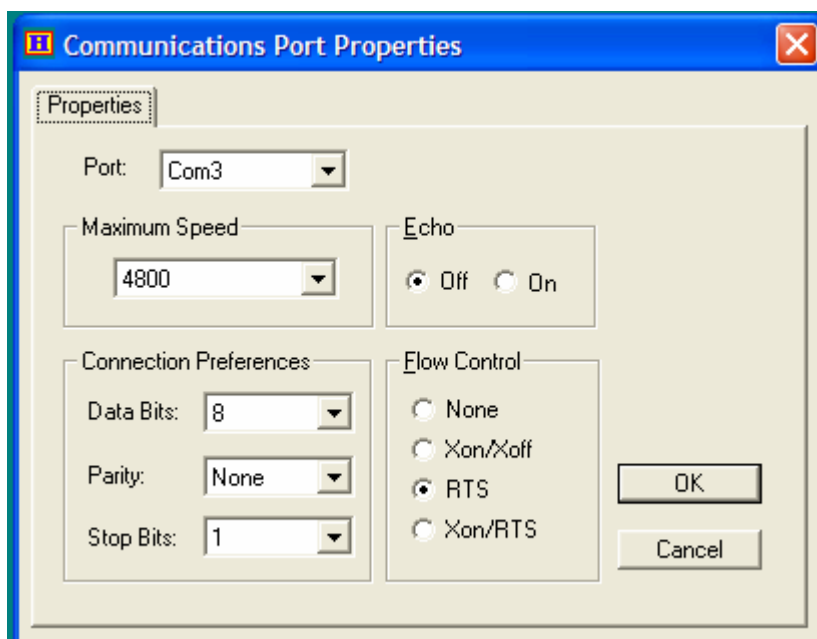


Figure (5-11) communication port properties



6 Chapter 6: Miscellaneous

In this chapter we are going to discuss various functions and features which include the following:

- Mode 2 Screen
- Suppliers
- Email Messages
- Utilities
- Calculator
- Logout
- Refresh
- Exit

6.1 Mode 2 Screen

With this feature you can operate the system in faster mode. All what you need for the process of taken an order is shown in one screen. No hidden information and an easy ticking will allow the staff to select the required item. This mode of screen is shown in figure (6-1).

6.2 Suppliers

With this feature you can add, save, delete, modify and search for supplier's records and details information as shown in figure (6-2).

6.3 Email Messages

By clicking on the "Email Messages" button at the main control panel you can start writing email messages and send them to customers or suppliers.



Take Away Manager

Menu Selection
✖

<p>Starters</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td>Chicken Pakora</td><td>3.7</td><td><1></td><td>></td></tr> <tr><td>2</td><td>Fish Pakora</td><td>3</td><td><1></td><td>></td></tr> <tr><td>3</td><td>Mixed Pakora</td><td>4</td><td><1></td><td>></td></tr> <tr><td>4</td><td>Chicken Chat</td><td>2.9</td><td><1></td><td>></td></tr> <tr><td>5</td><td>Chicken Puree</td><td>3.3</td><td><1></td><td>></td></tr> <tr><td>6</td><td>Chicken Mushroom Puree</td><td>3.8</td><td><1></td><td>></td></tr> <tr><td>7</td><td>Lamb Puree</td><td>3.2</td><td><1></td><td>></td></tr> <tr><td>8</td><td>Prawn Puree</td><td>3</td><td><1></td><td>></td></tr> <tr><td>9</td><td>Prawn Cocktail</td><td>3.2</td><td><1></td><td>></td></tr> <tr><td>10</td><td>Mince Samosa</td><td>2.8</td><td><1></td><td>></td></tr> <tr><td>11</td><td>Mushroom Pakora</td><td>2.3</td><td><1></td><td>></td></tr> <tr><td>12</td><td>Onion Bhaji</td><td>2.3</td><td><1></td><td>></td></tr> <tr><td>13</td><td>Vegetable Pakora</td><td>2.3</td><td><1></td><td>></td></tr> <tr><td>14</td><td>Chips</td><td>1.3</td><td><1></td><td>></td></tr> <tr><td>15</td><td>Chips & Coleslaw</td><td>1.8</td><td><1></td><td>></td></tr> <tr><td>16</td><td>Chips & Cheese</td><td>2</td><td><1></td><td>></td></tr> <tr><td>17</td><td>Chips & Cheese & Coleslaw</td><td>2.8</td><td><1></td><td>></td></tr> <tr><td>18</td><td>Chips & Curry Sauce</td><td>2.7</td><td><1></td><td>></td></tr> <tr><td>19</td><td>Curry Sauce</td><td>2.3</td><td><1></td><td>></td></tr> <tr><td>20</td><td>Fried Rice & Curry Sauce</td><td>3</td><td><1></td><td>></td></tr> </table>	1	Chicken Pakora	3.7	<1>	>	2	Fish Pakora	3	<1>	>	3	Mixed Pakora	4	<1>	>	4	Chicken Chat	2.9	<1>	>	5	Chicken Puree	3.3	<1>	>	6	Chicken Mushroom Puree	3.8	<1>	>	7	Lamb Puree	3.2	<1>	>	8	Prawn Puree	3	<1>	>	9	Prawn Cocktail	3.2	<1>	>	10	Mince Samosa	2.8	<1>	>	11	Mushroom Pakora	2.3	<1>	>	12	Onion Bhaji	2.3	<1>	>	13	Vegetable Pakora	2.3	<1>	>	14	Chips	1.3	<1>	>	15	Chips & Coleslaw	1.8	<1>	>	16	Chips & Cheese	2	<1>	>	17	Chips & Cheese & Coleslaw	2.8	<1>	>	18	Chips & Curry Sauce	2.7	<1>	>	19	Curry Sauce	2.3	<1>	>	20	Fried Rice & Curry Sauce	3	<1>	>	<p>European Dishes</p> <table border="1" style="width: 100%; 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Order Information

<input type="button" value="Checkout"/> <input type="button" value="Clear"/> <input type="button" value="Print Receipt"/>	Number of Items <input style="width: 50px;" type="text"/> Total Price(£) <input style="width: 50px;" type="text"/> Order No <input style="width: 50px;" type="text"/> Customer ID <input style="width: 50px;" type="text"/>
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Figure (6-1) mode 2 screen



The screenshot shows a window titled "Suppliers" with a blue border. The window contains the following fields and controls:

- Supplier ID, Phone No, Fax No (text boxes)
- Supplier Name (text box)
- Contact Name, Title (text boxes)
- Address (text area)
- City, Post Code (text boxes)
- County, Country (text boxes)
- Email (text box)
- Payment Terms (text area)
- Notes (text area)
- Buttons: Add, Delete, Update, Clear
- Search section: Radio buttons for "Supplier Name", "Postcode", "City"; a search input box; a "Go" button; a "Search results" dropdown menu; and a "Save results" button.

Figure (6-2) supplier record

6.4 Utilities

With this feature you can use some useful Microsoft programmes from one window.



Figure (6-3) Utilities and Email Messages



6.5 Calculator

With this feature you can use the Microsoft calculator for the purpose of taken orders whenever it needed.

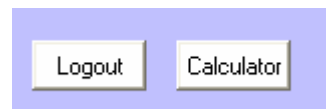


Figure (6-4) Logout and
Calculator buttons

6.6 Logout

To logout a user without exiting from the programme is required in case of staff change; click on the “Logout button” the message box shown in figure (6-3) will appear.

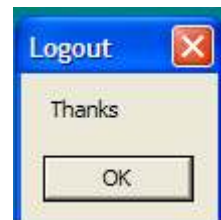


Figure (6-5)
Logout message

6.7 Refresh

Clicking on the “Refresh button” as shown in figure (6-3) is used to refresh the screen at any time without effecting the software operation.



Figure (6-6) refresh button



6.8 Exit

To exit the programme click on the “Exit” button, the warning message box will appear. If you click on “Cancel” then the exit process will be terminated. If you click on “Yes” then a message box will ask you to enter the name of the file you wish to save in today events. By clicking on “OK”, then today events will be stored at C:\Program Files\HTES\TakeAway\”File Name”.txt, figure (6-7) shows the exit process.

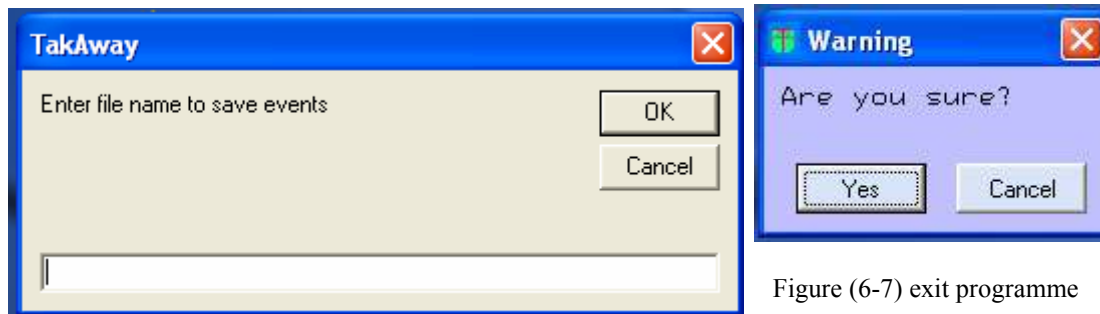


Figure (6-7) exit programme