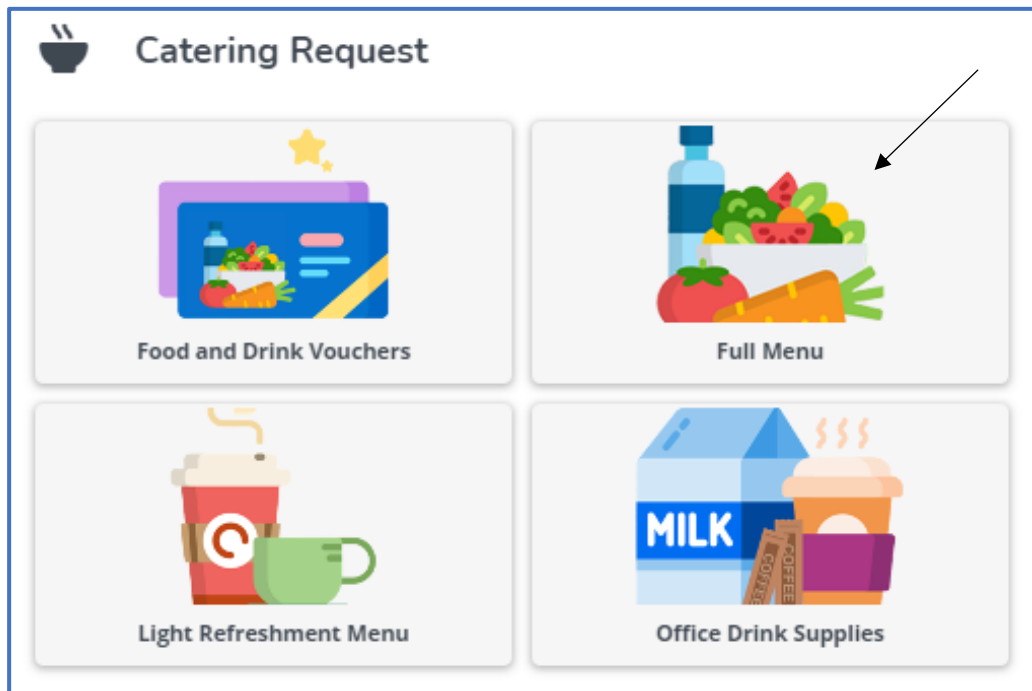


Creating a Catering Request – Full Menu

Here is a step-by-step guide on how to create a catering request.

1. Firstly, click onto the **full menu** gadget.



2. Here you will see your full menu history.

The screenshot shows a table titled 'Your Full Menu Order History' with a close button (X) in the top right corner. Below the title is a dropdown menu set to 'Full Menu Including Refrest' and an 'Add' button. The table has five columns: 'Number', 'Start date & time', 'Space', 'Event name', and 'Status'. There is one row of data.

Number	Start date & time	Space	Event name	Status
17.00	15/05/2024 09:00	MA005a - Counselling Room MA005a	Planon Test	Reported

3. For more information on a particular order, click onto this.

Your Full Menu Order History

Full Menu Including Refreshments **Add** 1 - 1 of 1

Number	Start date & time	Space	Event name	Status
17.00	15/05/2024 09:00	MA005a - Counselling Room MA005a	Planon Test	Reported

4. You can edit or delete these if needed.

When finished viewing this order, click the '**Back**' button.

Catering Order Details

Requestor: Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk

Menu Option: Full Menu Including Refreshments

Start date & time: Wednesday, 15 May 2024 09:00

Event name: Planon Test

Property: 001-MA, MA-Wulfruna

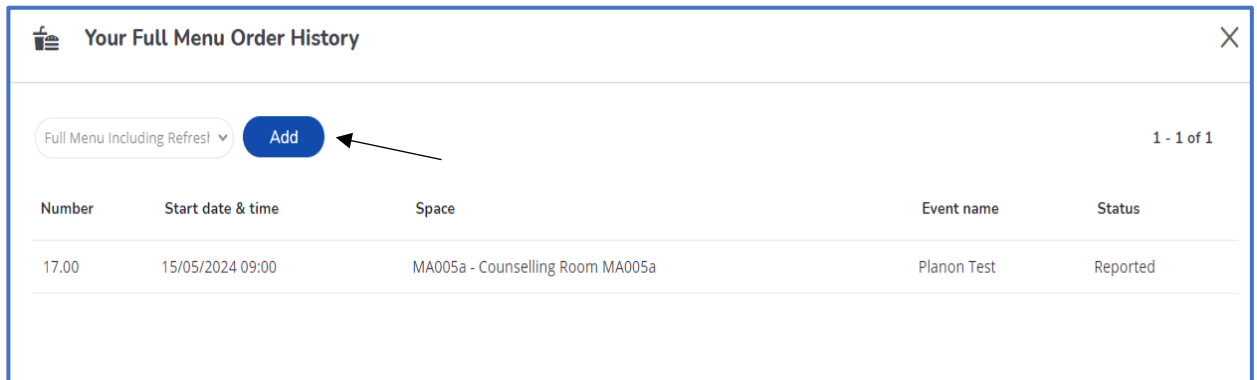
Space: MA005a - Counselling Room MA005a

1 - 2 of 2

Description	Quantity	Price excl. VAT	Subtotal
Dessert platter - traditional sponges (serves 5)	5	£ 10.00	£ 50.00
Drink - bottle of still water (500ml)	5	£ 1.00	£ 5.00
Total excl. VAT:			£55.00

Edit **Delete** **Back**

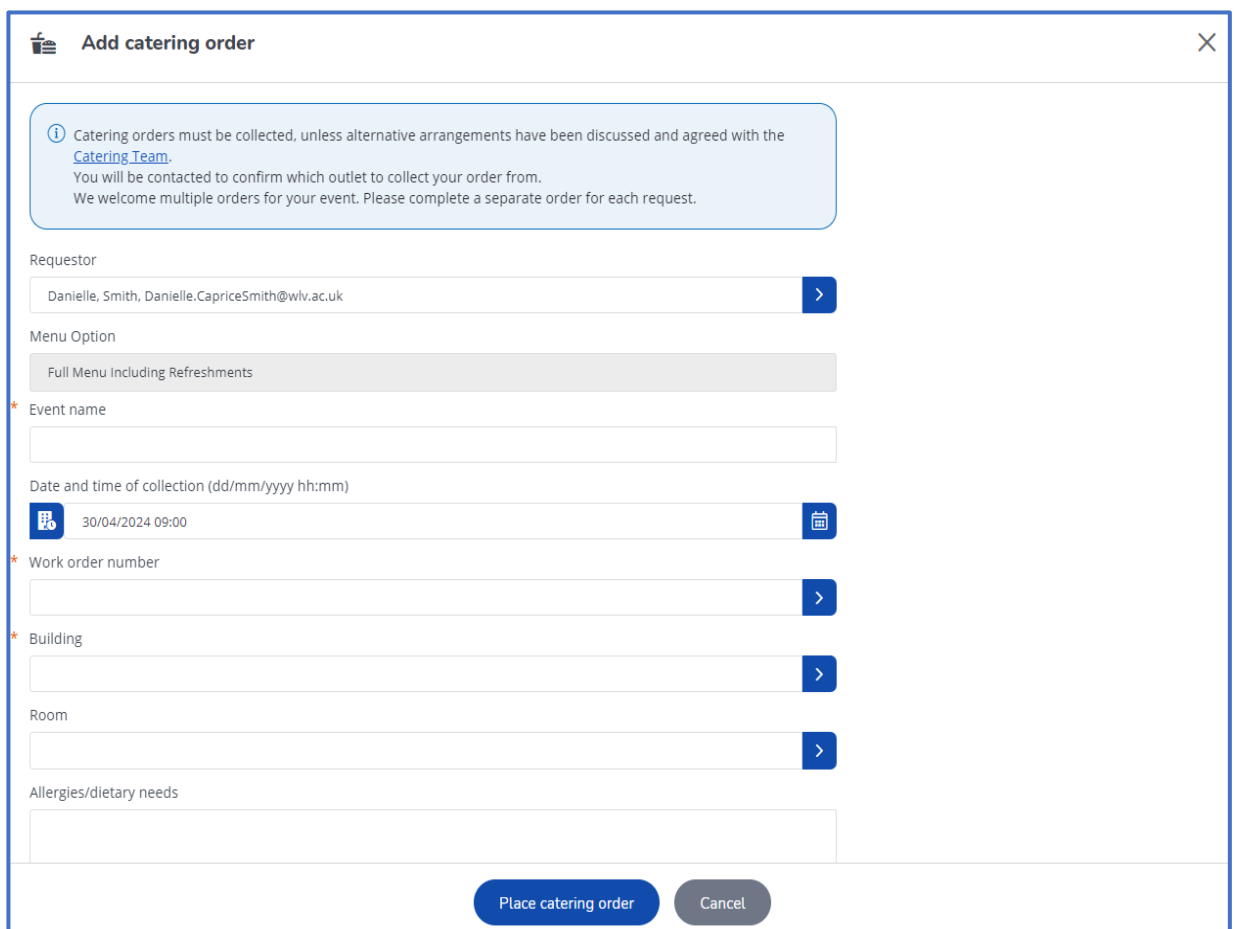
5. If you would like to request an order, click the **'Add'** button. This is located at the top of the screen.



The screenshot shows a window titled "Your Full Menu Order History" with a close button (X) in the top right corner. Below the title bar, there is a dropdown menu set to "Full Menu Including Refresh" and a blue "Add" button. An arrow points to the "Add" button. To the right of the "Add" button, it says "1 - 1 of 1". Below this is a table with the following columns: "Number", "Start date & time", "Space", "Event name", and "Status".

Number	Start date & time	Space	Event name	Status
17.00	15/05/2024 09:00	MA005a - Counselling Room MA005a	Planon Test	Reported

6. Fields containing a **red asterix** are mandatory to be filled in. An order cannot be submitted without this information.



The screenshot shows a form titled "Add catering order" with a close button (X) in the top right corner. Below the title bar, there is an information box with a blue header and text: "Catering orders must be collected, unless alternative arrangements have been discussed and agreed with the Catering Team. You will be contacted to confirm which outlet to collect your order from. We welcome multiple orders for your event. Please complete a separate order for each request." Below the information box, there are several input fields:

- Requestor: Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk
- Menu Option: Full Menu Including Refreshments
- * Event name: (empty field)
- Date and time of collection (dd/mm/yyyy hh:mm): 30/04/2024 09:00
- * Work order number: (empty field)
- * Building: (empty field)
- Room: (empty field)
- Allergies/dietary needs: (empty field)

At the bottom of the form, there are two buttons: "Place catering order" (blue) and "Cancel" (grey).

7. Scroll down the page to view more information.

The screenshot shows a web form titled "Create Voucher Order". At the top, there is a search bar and a blue arrow button. Below it is a text area labeled "Additional Information". A page indicator "1 - 6 of 6" is visible on the right. The main part of the form is a table with four columns: "Description", "Quantity", "Price excl. VAT", and "Subtotal". The table lists seven voucher options with values from £1.50 to £7.00. Each row has a quantity input field. At the bottom right of the table, it says "Total excl. VAT: £0.00". At the bottom of the form, there are two buttons: "Place catering order" (highlighted in blue) and "Cancel".

Description	Quantity	Price excl. VAT	Subtotal
Voucher - value £1.50	<input type="text"/>	£ 1.50	£ 0.00
Voucher - value £3.50	<input type="text"/>	£ 3.50	£ 0.00
Voucher - value £4.00	<input type="text"/>	£ 4.00	£ 0.00
Voucher - value £5.00	<input type="text"/>	£ 5.00	£ 0.00
Voucher - value £6.00	<input type="text"/>	£ 6.00	£ 0.00
Voucher - value £7.00	<input type="text"/>	£ 7.00	£ 0.00

Total excl. VAT: £0.00

8. When completed, click '**Place catering order**'.

You should now receive an email to say that the catering team have received your order.

This screenshot is identical to the one above, showing the "Create Voucher Order" form. However, a black arrow points from the bottom of the table area down to the "Place catering order" button, which is highlighted in blue. The "Cancel" button is also visible next to it.