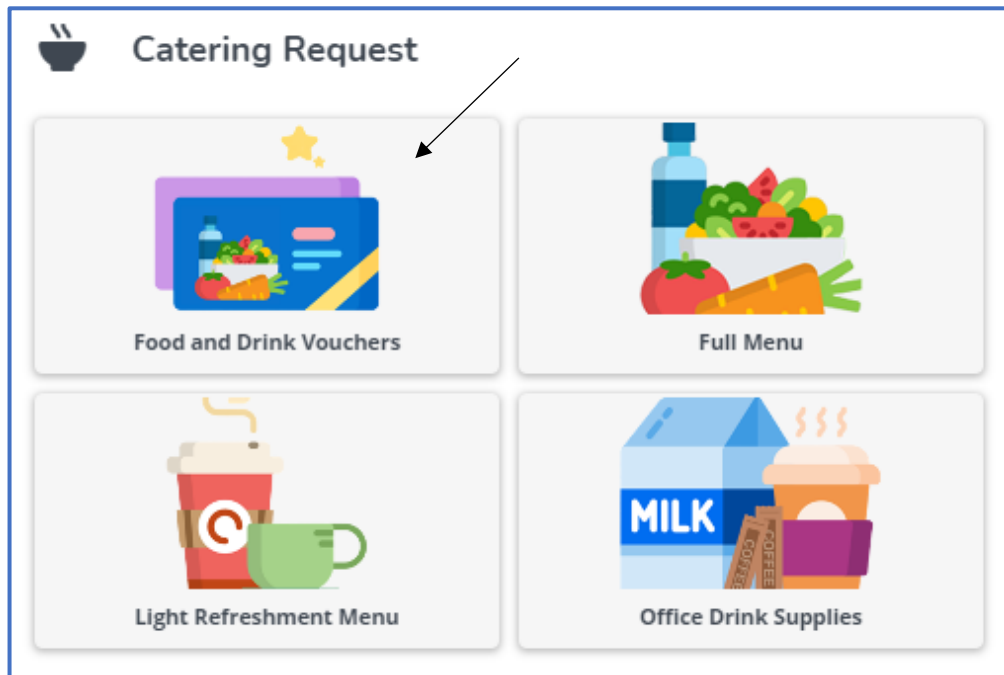


## Creating a Catering Request – Food & Drink Vouchers

Here is a step-by-step guide on how to create a Food/drink voucher.

1. Firstly, click onto the **food and drink vouchers** gadget.



2. Here you will see your catering voucher request history.

Your Catering Voucher Request History					×
Number	Start date & time	Space	Event name	Status	
11.00	17/05/2024 11:45	MU201 - Breakout Area MU201	Danielle - Test	Reported	

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

**Your Catering Voucher Request History** ✕

Food and drink voucher rec Add 1 - 1 of 1

Number	Start date & time	Space	Event name	Status
11.00	17/05/2024 11:45	MU201 - Breakout Area MU201	Danielle - Test	Reported

4. You can edit or delete these if needed.

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

**Voucher Order Details** ✕

Number: 11.00

Menu Option: Food and drink voucher requests

Start date & time: Friday, 17 May 2024 11:45

Event name: Danielle - Test

Property: 015-MU, MU-Lord Swraj Paul

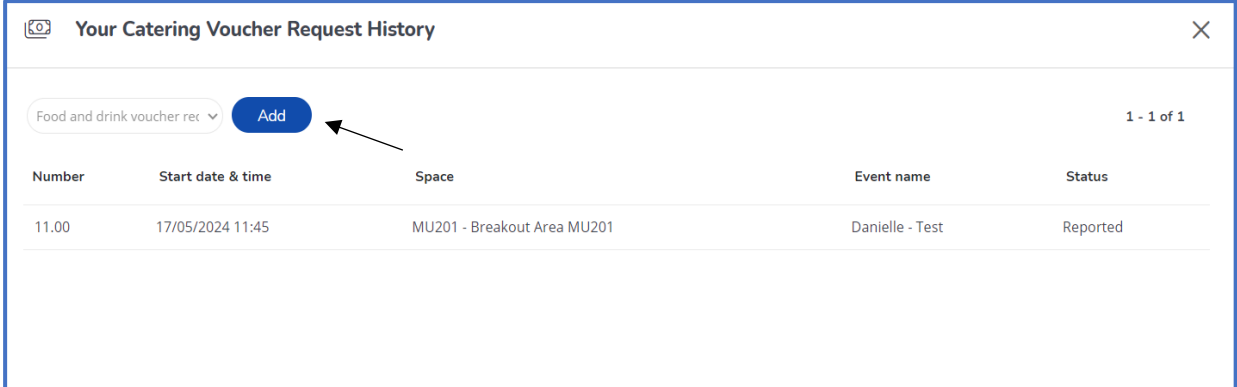
Space: MU201 - Breakout Area MU201

1 - 3 of 3

Description	Quantity	Price excl. VAT	Subtotal
Voucher - value £1.50	3	£ 1.50	£ 4.50
Voucher - value £4.00	1	£ 4.00	£ 4.00
Voucher - value £7.00	2	£ 7.00	£ 14.00
<b>Total excl. VAT:</b>			<b>£22.50</b>

Edit Delete Back

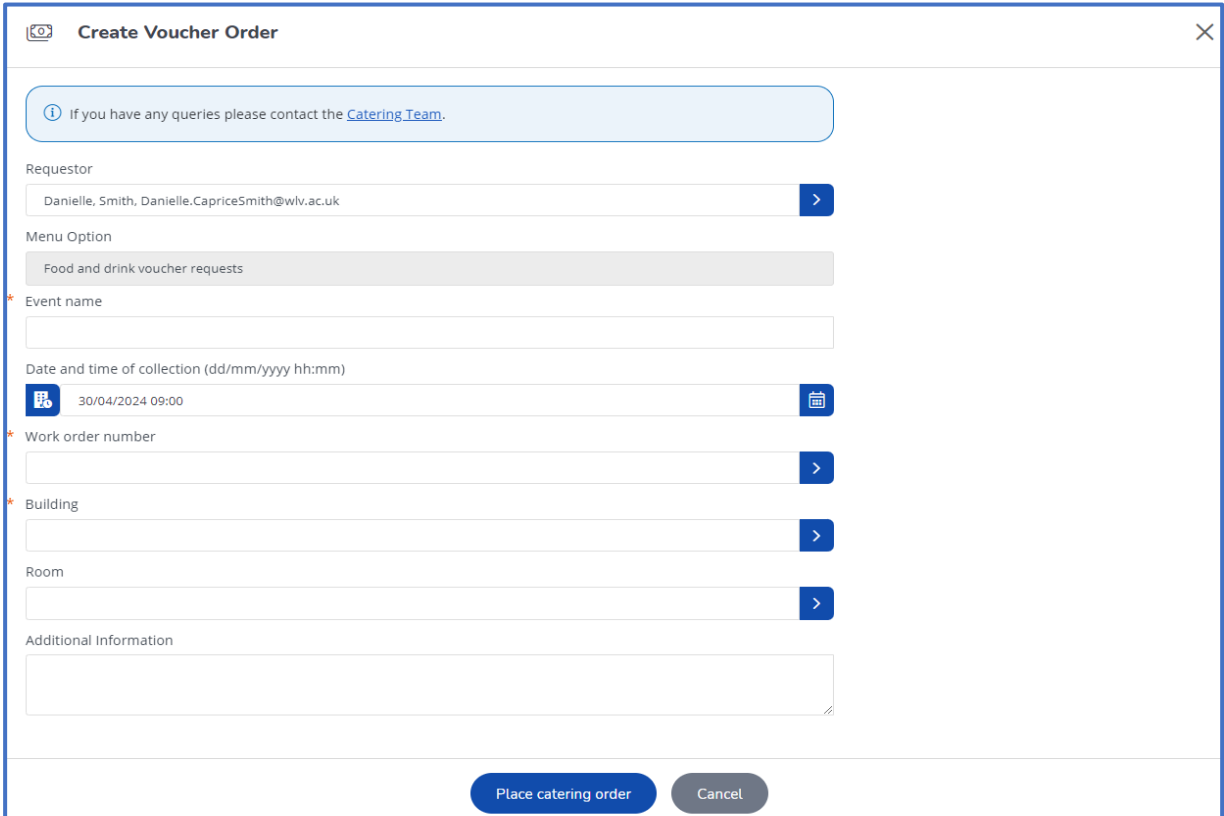
5. If you would like to request a food and drink voucher, click the **'Add'** button. This is located at the top of the screen.



The screenshot shows a window titled "Your Catering Voucher Request History". At the top left, there is a dropdown menu with "Food and drink voucher rec" and a blue "Add" button. An arrow points to the "Add" button. At the top right, there is a close button (X) and the text "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
11.00	17/05/2024 11:45	MU201 - Breakout Area MU201	Danielle - Test	Reported

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



The screenshot shows a window titled "Create Voucher Order". At the top left, there is a close button (X) and a blue button with a white "i" icon. Below this is a light blue box containing the text "If you have any queries please contact the [Catering Team](#)".

The form contains the following fields:

- Requestor: Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk
- Menu Option: Food and drink voucher requests
- \* 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)
- Additional Information: (empty text area)

At the bottom of the window, 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 with a magnifying glass icon 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 six voucher options with values from £1.50 to £7.00. 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, but it includes a black arrow pointing from the bottom of the table towards the "Place catering order" button, indicating the next step in the process.