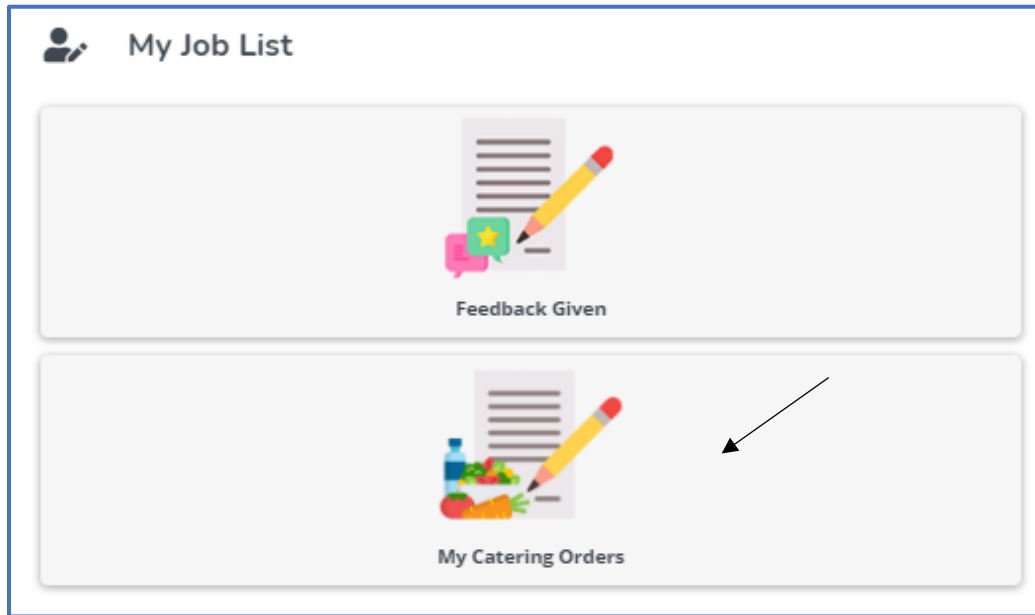


My Catering Orders

1. Firstly, click onto **my catering orders** gadget.



2. Here, you can view your catering orders.

For more information on particular order, simply click onto this.

The screenshot shows a 'Your Catering Request History' window with a search bar and a table of catering orders. The search bar has a 'Menu Option' input field, a 'Search' button, and a link to 'Show more search options'. Below the search bar is a dropdown menu for 'Order Catering' with an 'Add' button. The table has 6 columns: Number, Menu Option, Start date & time, Space, Event name, and Status. There are 4 rows of data. An arrow points to the 'Event name' column.

Number	Menu Option	Start date & time	Space	Event name	Status
17.00	Full Menu Including Refreshments	15/05/2024 09:00	MA005a - Counselling Room MA005a	Planon Test	Reported
11.00	Food and drink voucher requests	17/05/2024 11:45	MU201 - Breakout Area MU201	Danielle - Test	Reported
18.00	Light Refreshments Menu	29/05/2024 09:00	MU001 - Foyer MU001	Planon Test	Reported
19.00	Drink supplies for office use	13/06/2024 09:00	MU007 - LS Teaching / Tutorials MU007	Planon Test	Administratively completed

3. When finished viewing this order, click **back**.

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
Total excl. VAT:			£22.50

Buttons: Edit, Delete, Back

4. If you would like to filter your search, click **show more options**.

Your Catering Request History

Menu Option: Search

▼ Show more search options

Order Catering Add

1 - 4 of 4

Number	Menu Option	Start date & time	Space	Event name	Status
17.00	Full Menu Including Refreshments	15/05/2024 09:00	MA005a - Counselling Room MA005a	Planon Test	Reported
11.00	Food and drink voucher requests	17/05/2024 11:45	MU201 - Breakout Area MU201	Danielle - Test	Reported
18.00	Light Refreshments Menu	29/05/2024 09:00	MU001 - Foyer MU001	Planon Test	Reported
19.00	Drink supplies for office use	13/06/2024 09:00	MU007 - L5 Teaching / Tutorials MU007	Planon Test	Administratively completed

5. Here you can filter through menu option, number, room number or status.

Request list ✕

Number Search

TypeOfFeedback > 🔍

FeedbackCategory > 🔍

Status > 🔍

[^ Show fewer search options](#)

1 - 1 of 1

Number	TypeOfFeedback	FeedbackCategory	Status
15.00	Comment	Catering Order	Reported