

Pay for Future Pickup

Enter completion date/time:

February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2	3	4
5	6	7	8	9	10	11

Today: 2/24/2017

Last Year	Next Year	Last Month	Next Month								
Select time										AM	PM
0	1	2	3	4	5	6	7	8	9	10	11
:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55
Type date & time or select										2/24/2017 12:00:00 AM	
Cancel		Select 2/24/2017 12:00:00 AM									

When CRE/RPE is configured to work in restaurant mode, the Pay for Future pickup feature allows customers to place an order for the item you offer, pay for the order, and pick up the order at a later date. You can print reports that will show the items that are pending to be picked up.

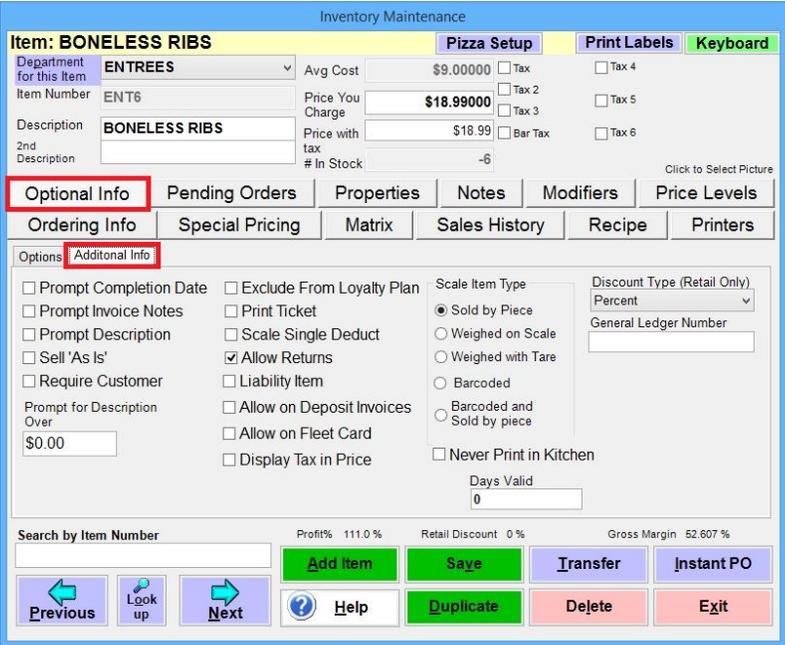
TABLE OF CONTENTS

REVISION HISTORY	3
ENABLE ALLOW ON DEPOSIT INVOICES (INVENTORY MAINTENANCE)	4
SETUP DEPOSIT INVOICES (OPTIONS)	5
CREATING PAY FOR FUTURE PICKUP ORDERS	6
COMPLETING PAY FOR FUTURE PICKUP ORDER	10
PAY FOR FUTURE PICKUP – REPORTS	12
PENDING ORDERS REPORT	12
PENDING ORDER ITEM DETAILS REPORT	14

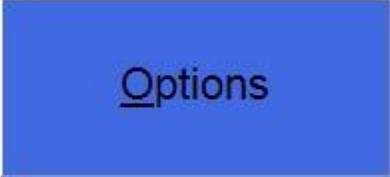
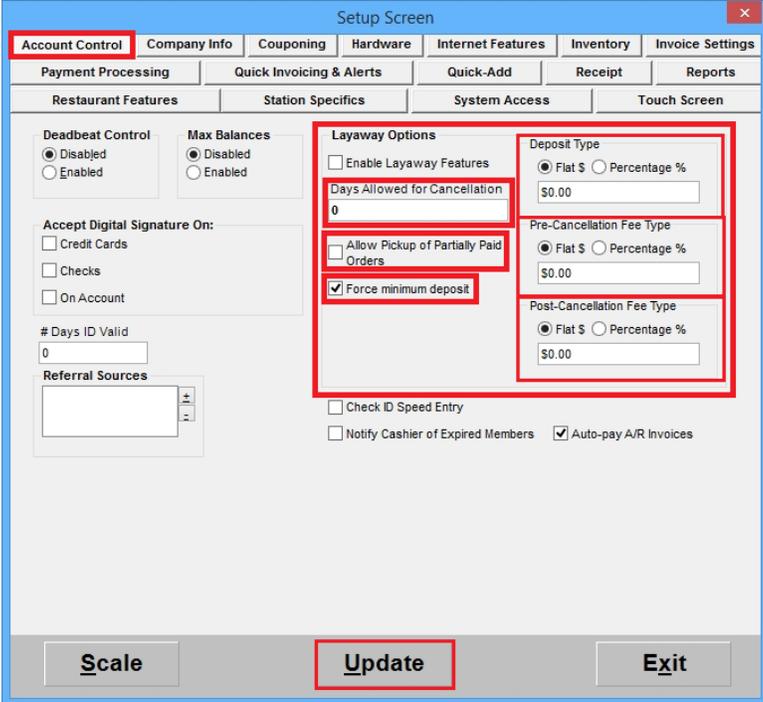
Revision History

Document Version	Date	Author	Description of Changes
1.0	NA	RH	Initial Release
2.0	August 2, 2018	JC	Updated new feature for complete date to print on kitchen receipt

Enable Allow on Deposit Invoices (Inventory Maintenance)

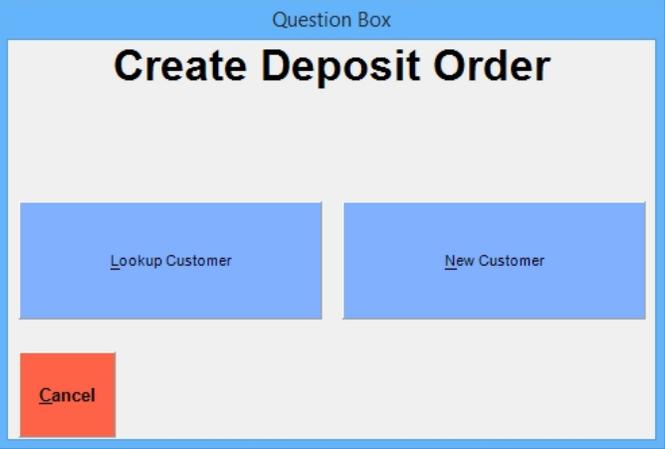
	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Setup then Setup Screen.
	<ol style="list-style-type: none"> 4. Lookup the item you want to add the deposit feature to. In this example we are using Boneless Ribs. 5. Select the Optional Info tab. 6. Select the Additional Info tab.
	<ol style="list-style-type: none"> 7. Select the Allow on Deposit Invoices check box to activate the deposit feature or uncheck to deactivate the deposit feature. 8. Select Save to update.

Setup Deposit Invoices (Options)

<div style="text-align: center;">   </div>	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Setup then Setup Screen.
	<ol style="list-style-type: none"> 4. Select the Account Control tab. 5. Under Layaway Options: <ul style="list-style-type: none"> • Enter a number of Days Allowed for Cancellation. This will let the customer cancel their order in the allotted time period. After the number of days has expired the customer will not be able to cancel their order. Enter a 0 (zero) if the order can be cancelled at any time • Check whether partially paid orders are allowed to be picked up. • Optionally you can choose to Force minimum deposit (you will set the deposit under Deposit Type). 6. Under Deposit Type choose whether it will be a flat rate or a percentage of the total order. Enter a value accordingly. 7. Under Pre-Cancellation Fee Type choose whether it will be a flat rate or a percentage of the total order. Enter a value accordingly.

Creating Pay for Future Pickup Orders

You can create a pay for future pickup order at the beginning of the transaction by selecting the item that is allowed on deposit invoices, then follow the instructions below.

 <p>The screenshot shows two buttons: a grey button labeled 'EDITS' and a cyan button labeled 'PAY FOR FUTURE PICKUP'.</p>	<ol style="list-style-type: none">1. After adding your item to your invoice, you will then need to select EDITS and then PAY FOR FUTURE PICKUP.
 <p>The screenshot shows a date and time selection interface. At the top, it says 'Enter completion date/time:'. Below that is a calendar for November 2017. The date 11/15/2017 is selected. Below the calendar, there are buttons for 'Last Year', 'Next Year', 'Last Month', and 'Next Month'. There is also a 'Select time' section with AM/PM options and a time picker showing 7:00:00 PM. At the bottom, there is a 'Type date & time or select' field with the text '11/15/2017 7:00:00 PM' and a green 'Select 11/15/2017 7:00:00 PM' button.</p>	<ol style="list-style-type: none">2. Enter the date/time that this order will be picked up.3. When finished select the green Select bar that shows the correct pickup date/time.
 <p>The screenshot shows a 'Question Box' titled 'Create Deposit Order'. It has two buttons: 'Lookup Customer' and 'New Customer'. There is also a red 'Cancel' button at the bottom left.</p>	<ol style="list-style-type: none">4. You will then be asked to create a new customer account or lookup an existing customer.<ul style="list-style-type: none">• If you select New Customer you will be prompted to enter the customer's information. This information will automatically create a customer account within RPE.

Select Customer

Customer#	First Name	Last Name	Address	Company
101	Cash	Customer		
2015519685	John	Dough	123 Baker Street	Dough's Construction

Type customer #, last name, company, phone #

Change Sort Order: BackSpace

Buttons: Add Customer, Edit Customer, Scroll Up, Scroll Down, Search, Exit, Select

Keyboard: 1-0, -, QWERTYUIOP, ASDFGHJKL, ZXCVBNM, Space

- If you selected the **Lookup Customer** option when you created a deposit order, the **Select Customer** screen will prompt you to select a pre-existing customer from your database.
- Highlight the customer and press the **Select** button. It will then take you to the invoice screen.

DEPOSIT REQUIRED:
\$13.09

PAY HOW MUCH NOW?

7 8 9
4 5 6
1 2 3
. 0 +/-

Clear Cancel

OK

- Select the **Pay** button to accept payment for a deposit. If you have a flat rate or percentage selected you will be prompted for that amount automatically.
- Select **Ok** to proceed.

Type Tender Amount & Select Tender Type

Clear

7 8 9
4 5 6
1 2 3
. 0 +/-

Tender Type Buttons: Cash, External Credit Card, Check, Gift Card, On Account, Debit, EBT

Amount Remaining:

Paid So Far

Type	Amount	Details

Minimum deposit: \$13.09

Cancel

Food Stamp Section: \$0.00 / \$0.00

Buttons: \$1.00, \$5.00, \$10.00, \$20.00, \$50.00, \$14.00

- Finish the deposit transaction with the type of payment and print a receipt for the customer. **A deposit is not recorded as a sale until the final payment is made.**

Downtown Deli

NAME: John D

DEPOSIT ORDER#3
Cash Purchase

DATE/TIME: 11/13/2017 11:57:10 AM
CASHIER: 100101
STATION: 01

Customer Info
=====

Item Count: 10
=====

4 HOT BRISKET	\$43.96
3 HOT PASTRAMI	\$29.97
3 BONELESS RIBS	\$56.97

Subtotal	\$130.90
GRAND TOTAL	\$130.90

Cash	\$13.09
(Tendered: \$13.09, Change: \$0.00)	

Amt Tendered	\$13.09
Change	\$0.00
Order Balance	\$117.81

Date	Amount Paid	Payment Type
11/13/2017 11:57:08 AM	\$13.09	Cash
Total Paid So Far		\$13.09

Due Date: Wednesday, 11/15/2017 7:00 PM

Future Order Deposit Receipt

The receipt for the customer will have their deposit information recorded on it. You will notice the **Order Number** and **Balance** are listed. In addition, it records the pickup date, time and amount of the deposit paid so far.

*** TO STAY ***

Completion Date:
11/15/2017 7:00 PM

NAME: John D
SERVER : 100101
DEPOSIT ORDER#3
Date: 11/13/2017
Time: 11:57AM

1-HOT BRISKET
1-HOT BRISKET
1-HOT BRISKET
1-HOT BRISKET
1-HOT PASTRAMI
1-HOT PASTRAMI
1-HOT PASTRAMI
1-BONELESS RIBS
1-BONELESS RIBS
1-BONELESS RIBS

*** TO STAY ***

Future Order Kitchen Receipt

As of RPE version 12.9001 or higher, The completion date will print on the kitchen receipt.

- This example is shown using the [Epson TM-U220 Kitchen printer](#) which prints two colors.

SALES TOTALS

Net Sales.....	\$124.34
Net Tax.....	\$0.00
Net Tax 2.....	\$0.00
Net Tax 3.....	\$0.00
Net Tax 4.....	\$0.00
Net Tax 5.....	\$0.00
Net Tax 6.....	\$0.00
Grand Total Sales.....	\$124.34
Net Taxed Sales.....	\$0.00
Net Non-Taxed Sales.....	\$124.34
Net Tax Exempt Sales.....	\$0.00
Grand T + GC/SC/Tips.....	\$124.34
Grand T + GC/SC/Tips	
- DISC for GC.....	\$124.34
Order Deposits Collected.	\$13.09
Grand T + GC/Tips/Dep....	\$137.43

Deposit Payment on the Detailed Daily Report

The deposit will be listed under **Sales totals** as **Order Deposits Collected** on your Detailed Daily Report (DDR).

Completing Pay for Future Pickup Order

EDITS

FIND ORDER FOR PICKUP

1. To complete the pay for future pickup order select the **EDITS** button and then the **FIND ORDER FOR PICKUP** from the Invoice Screen.

Order Lookup					
DateTime	Invoice #	Order #	Amount Owed	Customer #	Customer Name
11/13/2017	3	0	117.8100	2015519685	John D

Select

Clear Search

Exit

Customer #	1	2	3	4	5	6	7	8	9	0
Phone #	Q	W	E	R	T	Y	U	I	O	P
First Name	A	S	D	F	G	H	J	K	L	
Last Name	-	Z	X	C	V	B	N	M	,	.
Start Date	11/6/2017	End Date	11/13/2017		@	SPACE		Backspace	SEARCH	

2. The **Order Lookup** screen will be displayed.
- Note:** There are many ways to search for an order in the database. You can select the customer from the customer grid, enter their Order Form Number, type in their name, phone number, dates, etc.
3. Choose the order by highlighting it and press the **Select** button.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border: 1px solid #ccc;">SANDWICH</td> <td style="width: 20%; border: 1px solid #ccc;">LEAN CORNED BEEF</td> <td style="width: 20%; border: 1px solid #ccc;">TUNA FISH</td> <td style="width: 20%; border: 1px solid #ccc;">WHITE FISH</td> <td style="width: 20%; border: 1px solid #ccc;">CHICKEN SALAD</td> </tr> <tr> <td style="border: 1px solid #ccc;">ENTREES</td> <td style="border: 1px solid #ccc;">EGG SALAD</td> <td style="border: 1px solid #ccc;">CORNED BEEF</td> <td style="border: 1px solid #ccc;">ROAST BEEF</td> <td style="border: 1px solid #ccc;">TURKEY BREAST</td> </tr> <tr> <td style="border: 1px solid #ccc;">SIDES</td> <td style="border: 1px solid #ccc;">TURKEY PASTRAMI</td> <td style="border: 1px solid #ccc;">HARD SALAMI</td> <td style="border: 1px solid #ccc;">SALAMI</td> <td style="border: 1px solid #ccc;">BOLOGNA</td> </tr> <tr> <td style="border: 1px solid #ccc;">APPETIZER</td> <td style="border: 1px solid #ccc;">CHOPPED LIVER</td> <td style="border: 1px solid #ccc;">MEAT LOAF</td> <td style="border: 1px solid #ccc;">HOT PASTRAMI</td> <td style="border: 1px solid #ccc;">HOT ROMANIAN PASTRAMI</td> </tr> <tr> <td style="border: 1px solid #ccc;">DRINKS</td> <td style="border: 1px solid #ccc;">HOT BRISKET</td> <td style="border: 1px solid #ccc;">HOT CORNED BEEF</td> <td style="border: 1px solid #ccc;">OPEN FACE TURKEY</td> <td style="border: 1px solid #ccc;">OPEN ROAST BEEF</td> </tr> <tr> <td style="border: 1px solid #ccc;">DESSERT</td> <td style="border: 1px solid #ccc;">KNOCKWURST</td> <td style="border: 1px solid #ccc;">JUMBO FRANK</td> <td style="border: 1px solid #ccc;">THE CARNEGIE</td> <td style="border: 1px solid #ccc;">TIMES SQUARE</td> </tr> <tr> <td></td> <td style="border: 1px solid #ccc;">WALL STREET</td> <td style="border: 1px solid #ccc;">PARK AVENUE</td> <td style="border: 1px solid #ccc;">BROADWAY</td> <td style="border: 1px solid #ccc;">GRAMERCY PARK</td> </tr> </table>	SANDWICH	LEAN CORNED BEEF	TUNA FISH	WHITE FISH	CHICKEN SALAD	ENTREES	EGG SALAD	CORNED BEEF	ROAST BEEF	TURKEY BREAST	SIDES	TURKEY PASTRAMI	HARD SALAMI	SALAMI	BOLOGNA	APPETIZER	CHOPPED LIVER	MEAT LOAF	HOT PASTRAMI	HOT ROMANIAN PASTRAMI	DRINKS	HOT BRISKET	HOT CORNED BEEF	OPEN FACE TURKEY	OPEN ROAST BEEF	DESSERT	KNOCKWURST	JUMBO FRANK	THE CARNEGIE	TIMES SQUARE		WALL STREET	PARK AVENUE	BROADWAY	GRAMERCY PARK	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border: 1px solid #ccc;">Description</td> <td style="width: 20%; border: 1px solid #ccc;">Qty</td> <td style="width: 20%; border: 1px solid #ccc;">Price</td> <td style="width: 30%;"></td> </tr> <tr> <td>>HOT BRISKET</td> <td>1.0</td> <td>\$10.99</td> <td></td> </tr> <tr> <td>>HOT PASTRAMI</td> <td>1.0</td> <td>\$9.99</td> <td></td> </tr> <tr> <td>>HOT PASTRAMI</td> <td>1.0</td> <td>\$9.99</td> <td></td> </tr> <tr> <td>>HOT PASTRAMI</td> <td>1.0</td> <td>\$9.99</td> <td></td> </tr> <tr> <td>>BONELESS RIBS</td> <td>1.0</td> <td>\$18.99</td> <td></td> </tr> <tr> <td>>BONELESS RIBS</td> <td>1.0</td> <td>\$18.99</td> <td></td> </tr> <tr> <td>>BONELESS RIBS</td> <td>1.0</td> <td>\$18.99</td> <td></td> </tr> <tr> <td colspan="2" style="border: 1px solid #ccc;">Grand Total</td> <td style="border: 1px solid #ccc;">\$139.90</td> <td></td> </tr> <tr> <td colspan="2" style="border: 1px solid #ccc;">Remaining</td> <td style="border: 1px solid #ccc;">\$117.81</td> <td></td> </tr> </table>	Description	Qty	Price		>HOT BRISKET	1.0	\$10.99		>HOT PASTRAMI	1.0	\$9.99		>HOT PASTRAMI	1.0	\$9.99		>HOT PASTRAMI	1.0	\$9.99		>BONELESS RIBS	1.0	\$18.99		>BONELESS RIBS	1.0	\$18.99		>BONELESS RIBS	1.0	\$18.99		Grand Total		\$139.90		Remaining		\$117.81													
SANDWICH	LEAN CORNED BEEF	TUNA FISH	WHITE FISH	CHICKEN SALAD																																																																																				
ENTREES	EGG SALAD	CORNED BEEF	ROAST BEEF	TURKEY BREAST																																																																																				
SIDES	TURKEY PASTRAMI	HARD SALAMI	SALAMI	BOLOGNA																																																																																				
APPETIZER	CHOPPED LIVER	MEAT LOAF	HOT PASTRAMI	HOT ROMANIAN PASTRAMI																																																																																				
DRINKS	HOT BRISKET	HOT CORNED BEEF	OPEN FACE TURKEY	OPEN ROAST BEEF																																																																																				
DESSERT	KNOCKWURST	JUMBO FRANK	THE CARNEGIE	TIMES SQUARE																																																																																				
	WALL STREET	PARK AVENUE	BROADWAY	GRAMERCY PARK																																																																																				
Description	Qty	Price																																																																																						
>HOT BRISKET	1.0	\$10.99																																																																																						
>HOT BRISKET	1.0	\$10.99																																																																																						
>HOT BRISKET	1.0	\$10.99																																																																																						
>HOT BRISKET	1.0	\$10.99																																																																																						
>HOT PASTRAMI	1.0	\$9.99																																																																																						
>HOT PASTRAMI	1.0	\$9.99																																																																																						
>HOT PASTRAMI	1.0	\$9.99																																																																																						
>BONELESS RIBS	1.0	\$18.99																																																																																						
>BONELESS RIBS	1.0	\$18.99																																																																																						
>BONELESS RIBS	1.0	\$18.99																																																																																						
Grand Total		\$139.90																																																																																						
Remaining		\$117.81																																																																																						
John Dough	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc;">SELL GIFT CARD</td> <td style="border: 1px solid #ccc;">HOT DOG</td> <td style="border: 1px solid #ccc;">HOT PASTRAMI</td> <td style="border: 1px solid #ccc;">HOT CORNED BEEF</td> <td style="border: 1px solid #ccc;">TURKEY SANDWICH</td> <td style="border: 1px solid #ccc;">CHICK MATZ SP</td> <td style="border: 1px solid #ccc;">POTATO KNISH</td> <td style="border: 1px solid #ccc;">COKE</td> <td style="border: 1px solid #ccc;">Lookup Customer</td> <td style="border: 1px solid #ccc;">EDITS</td> <td style="border: 1px solid #ccc;">PAY</td> </tr> <tr> <td style="border: 1px solid #ccc;">FLASH REPORT</td> <td style="border: 1px solid #ccc;">TIME CLOCK</td> <td style="border: 1px solid #ccc;">REORDER ROUND</td> <td style="border: 1px solid #ccc;">COMP ITEM</td> <td style="border: 1px solid #ccc;">CHANGE QUANTITY</td> <td style="border: 1px solid #ccc;">MUSTARD</td> <td style="border: 1px solid #ccc;">RUSSIAN</td> <td style="border: 1px solid #ccc;">MAYO</td> <td style="border: 1px solid #ccc;">CHECK</td> <td style="border: 1px solid #ccc;">SEND</td> <td></td> </tr> </table>	SELL GIFT CARD	HOT DOG	HOT PASTRAMI	HOT CORNED BEEF	TURKEY SANDWICH	CHICK MATZ SP	POTATO KNISH	COKE	Lookup Customer	EDITS	PAY	FLASH REPORT	TIME CLOCK	REORDER ROUND	COMP ITEM	CHANGE QUANTITY	MUSTARD	RUSSIAN	MAYO	CHECK	SEND																																																																		
SELL GIFT CARD	HOT DOG	HOT PASTRAMI	HOT CORNED BEEF	TURKEY SANDWICH	CHICK MATZ SP	POTATO KNISH	COKE	Lookup Customer	EDITS	PAY																																																																														
FLASH REPORT	TIME CLOCK	REORDER ROUND	COMP ITEM	CHANGE QUANTITY	MUSTARD	RUSSIAN	MAYO	CHECK	SEND																																																																															

4. The **Invoice Screen** will appear showing you the remaining balance for the order.
5. Select **pay** to close out the transaction.

Type Tender Amount & Select Tender Type Clear

\$117.81

Amount Remaining
\$117.81

Paid So Far

Type	Amount	Details

Cancel

After \$ 0.00 tax exempt from Food stamp

Maximum Allowed in Food Stamps	Remaining Amount
\$0.00	\$0.00

\$1.00 \$5.00 \$10.00 \$20.00 \$50.00 \$118.00

- The Payment Screen will show you the amount remaining for the order.
- Select the type of payment and close out the transaction.
- Once the order is paid in full it will now record as a sale in the system.

A receipt will print indicating that the invoice has been closed. Followed by the future order details receipt.

Downtown Deli

NAME: John D

CHECK# 3
Cash Purchase

DATE/TIME: 11/13/2017 11:57:10 AM
CASHIER: 100101
STATION: 01

Customer Info
=====

Item Count: 10

4 HOT BRISKE P/U 11/13/17	\$43.96
3 HOT PASTRA P/U 11/13/17	\$29.97
3 BONELESS R P/U 11/13/17	\$56.97
Subtotal	\$130.90
GRAND TOTAL	\$130.90

Cash \$117.81
(Tendered: \$118.00, Change: \$0.19)

Order Balance \$0.00

Date	Amount Paid	Payment Type
11/13/2017 11:57:08 AM	\$13.09	Cash
11/13/2017 12:14:48 PM	\$117.81	Cash
Total Paid So Far	\$130.90	

Item	PickupDate
HOT BRISKET	11/13/17
HOT PASTRAMI	11/13/17
HOT PASTRAMI	11/13/17
HOT PASTRAMI	11/13/17
BONELESS RIBS	11/13/17
BONELESS RIBS	11/13/17
BONELESS RIBS	11/13/17

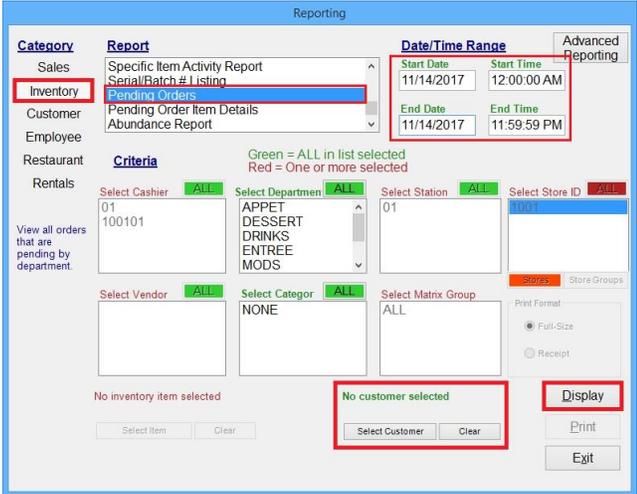
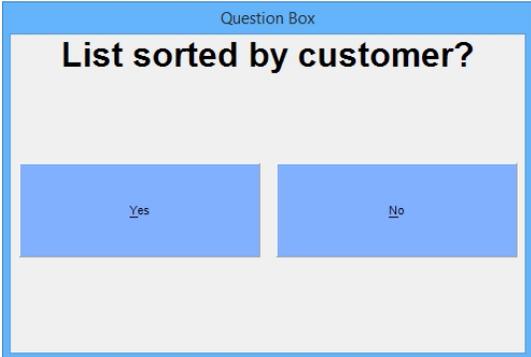
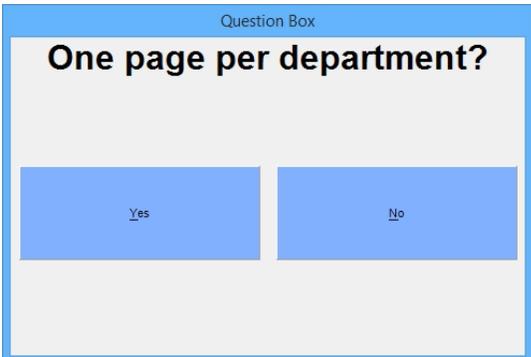
Due Date: Wednesday, 11/15/2017 7:00 PM

Completed Future Order Receipt

Here is an example of the future order details receipt. It will include the items on the invoice, the payment history of the invoice, and a list of items and the dates they were picked up.

Pay for Future Pickup – Reports

Pending Orders Report

 <p>The image shows two buttons: a yellow button labeled "Manager" and a blue button labeled "Options".</p>	<ol style="list-style-type: none">1. Select the Manager or Options button.2. Enter the administrator password (default: admin) where applicable.3. Select Administrative then Reporting.
 <p>The screenshot shows the "Reporting" interface. The "Inventory" category is selected. The "Date/Time Range" is set from 11/14/2017 12:00:00 AM to 11/14/2017 11:59:59 PM. The "Display" button is highlighted.</p>	<ol style="list-style-type: none">4. Select the Inventory Category.5. Scroll down until you see the Pending Orders report. These reports will display information regarding orders that are waiting to be picked up.6. Specify the date range. For an order to be displayed, the "Pickup date" of the order must be within the date range of the report.<ul style="list-style-type: none">• You can specify which customer you want to see the pickup orders from, this will prevent other customers' pickup orders with due dates that fall within the date range from appearing on the report.7. Select Display
 <p>The question box asks "List sorted by customer?" with "Yes" and "No" buttons.</p>	<p>Next you'll be prompted to sort the report by customer. If you Select Yes, the report will display by grouping the items by the customer that placed the order. An example of this will be displayed on the next page.</p> <p>If you Select No, the report will display by grouping the items by the department they are associated with. An example of this will appear on the next page.</p>
 <p>The question box asks "One page per department?" with "Yes" and "No" buttons.</p>	<p>If you Select No to the "List sorted by customer?" prompt, you be prompted to specify whether or not you want one page per department.</p>

Sorted By Customer Pending Orders Report Example

Items Currently Pending

11/21/2017

Item Name	Department	Due Date	Invoice #	Quantity	Status	Pick Up Type
Customer Information:						
123 Jane, Dough			Ph1: 123 Ph2:			
TIMES SQUARE Notes	SANDWICH Order No:	22-Nov-2017 7:00 pm	5	1.00	Incomplete	Pickup
TUNAFISH Notes	SANDWICH Order No: 789456	23-Nov-2017 5:00 pm	8	1.00	Complete	Pickup
Marble Bread Notes	MODS Order No: 789456 test notes	23-Nov-2017 5:00 pm	8	1.00	Complete	Pickup
Marble Bread Notes	MODS Order No: 789456	23-Nov-2017 5:00 pm	8	1.00	Complete	Pickup
Hard Roll Notes	MODS Order No: 789456	23-Nov-2017 5:00 pm	8	1.00	Complete	Pickup
Egg Roll Notes	MODS Order No: 789456	23-Nov-2017 5:00 pm	8	1.00	Complete	Pickup
TUNAFISH Notes	SANDWICH Order No: 789456	23-Nov-2017 5:00 pm	8	1.00	Complete	Pickup

1

Sort By Department Pending Orders Report Example

Items Currently Pending

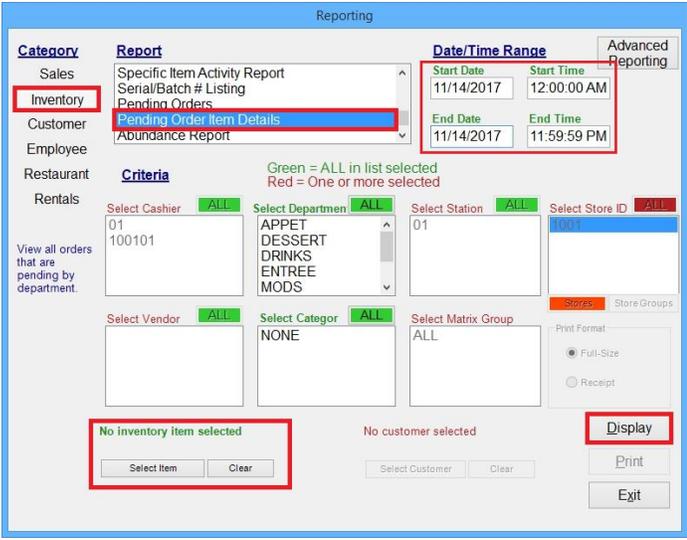
11/21/2017

Item Name	Due Date	Invoice #	Quantity	Status	Pick Up Type
Department					
APPET					
MEAT KNISH Notes	17-Nov-2017 8:00 pm	1	1.00	Incomplete	Pickup
Customer Information:					
2015519685 John, Dough		123 Baker Street Ovenvill, NY, 10523		Ph1: 2015519685 Ph2:	
POTATO KNISH Notes	17-Nov-2017 8:00 pm	1	1.00	Incomplete	Pickup
Customer Information:					
2015519685 John, Dough		123 Baker Street Ovenvill, NY, 10523		Ph1: 2015519685 Ph2:	
SPINACH KNISH Notes	17-Nov-2017 8:00 pm	1	1.00	Incomplete	Pickup
Customer Information:					
2015519685 John, Dough		123 Baker Street Ovenvill, NY, 10523		Ph1: 2015519685 Ph2:	
Department					
DRINKS					
SNAPPLE Notes	17-Nov-2017 8:00 pm	1	1.00	Incomplete	Pickup
Customer Information:					
2015519685 John, Dough		123 Baker Street Ovenvill, NY, 10523		Ph1: 2015519685 Ph2:	

1

The above example has **multiple departments** in one page

Pending Order Item Details Report

 	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Administrative then Reporting.
	<ol style="list-style-type: none"> 4. Select the Inventory Category. 5. Scroll down until you see the Pending Order Item Details. These reports will display information regarding orders that are waiting to be picked up. 6. Specify the date range. For an order to be displayed, the "Pickup date" of the order must be within the date range of the report. <ul style="list-style-type: none"> • You can specify which customer you want to see the pickup orders from, this will prevent other pickup orders with due dates that fall within the specified date range from appearing on the report. 7. Select Display

Example of a Pending Orders Item Details Report

Items Pending Details

11/21/2017

Department:	Due Date:	Status:	Pick Up Type:
APPET	11/17/2017 8:00:00PM	Incomplete	Pickup
Invoice #	1	Notes	Order No:
Item Name	MEAT KNISH		
Item #	APP5		
Quantity:	1.00		
Customer Information:			
2015519685	123 Baker Street	Ph1	2015519685
John , Dough	Ovenvill , NY , 10523	Ph2	