



Prepare daily lunch  
with **GOURMET**

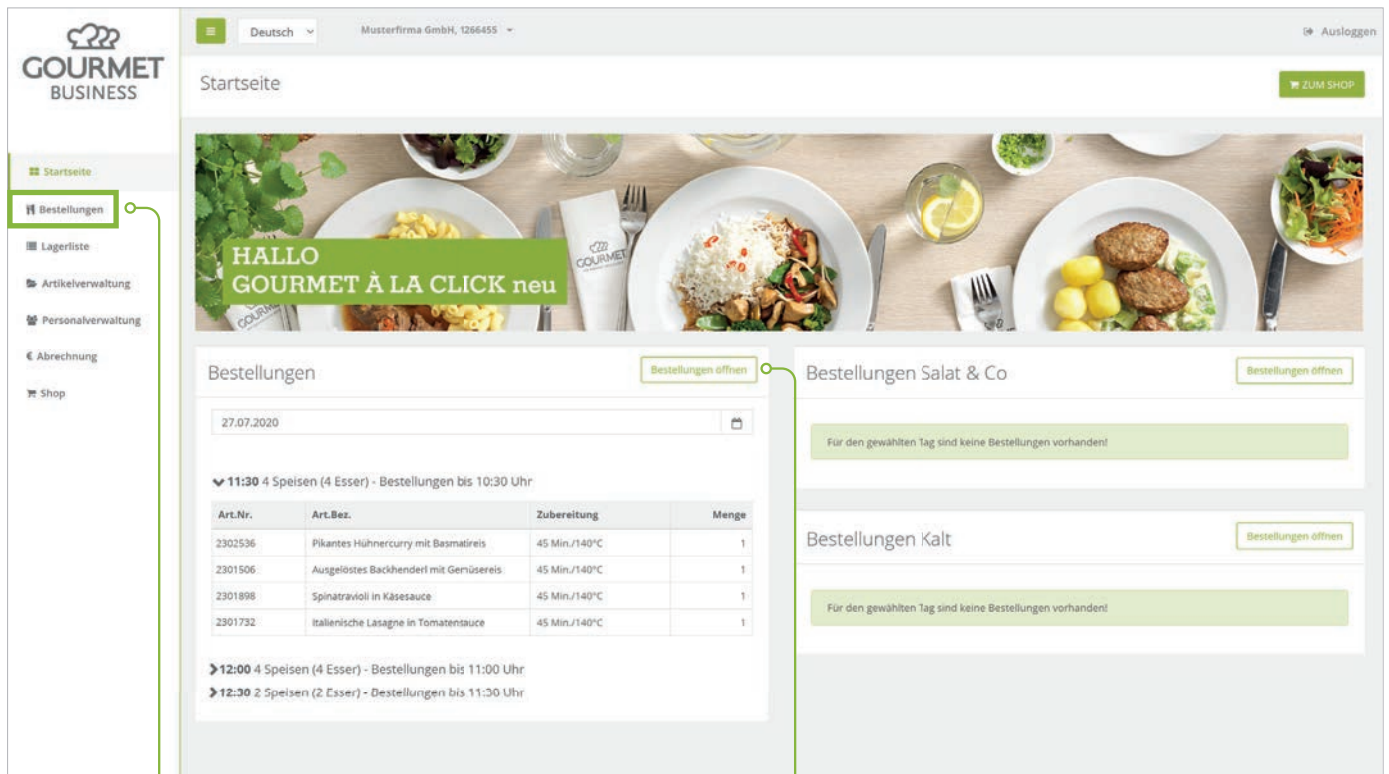
*It's as easy as that!*

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# Direct access via the homepage

The homepage already gives you an **overview** of the daily orders of your employees, colleagues or guests. These are already sorted by meal times.



Startseite

Deutsch | Musterfirma GmbH, 1266455 | Ausloggen

ZUM SHOP

HALLO GOURMET À LA CLICK neu

Bestellungen

Bestellungen öffnen

27.07.2020

▼ 11:30 4 Speisen (4 Esser) - Bestellungen bis 10:30 Uhr

Art.Nr.	Art.Bez.	Zubereitung	Menge
2302536	Pikantes Hühnercurry mit Basmatireis	45 Min./140°C	1
2301506	Ausgelöstes Backhendl mit Gemüsereis	45 Min./140°C	1
2301898	Spinatravioli in Käsesauce	45 Min./140°C	1
2301732	Italienische Lasagne in Tomatensauce	45 Min./140°C	1

► 12:00 4 Speisen (4 Esser) - Bestellungen bis 11:00 Uhr  
► 12:30 2 Speisen (2 Esser) - Bestellungen bis 11:30 Uhr

Bestellungen Salat & Co

Bestellungen öffnen

Für den gewählten Tag sind keine Bestellungen vorhanden

Bestellungen Kalt

Bestellungen öffnen

Für den gewählten Tag sind keine Bestellungen vorhanden

On the **links navigation bar** click on **"Orders"** or go directly to **"Open orders"**.

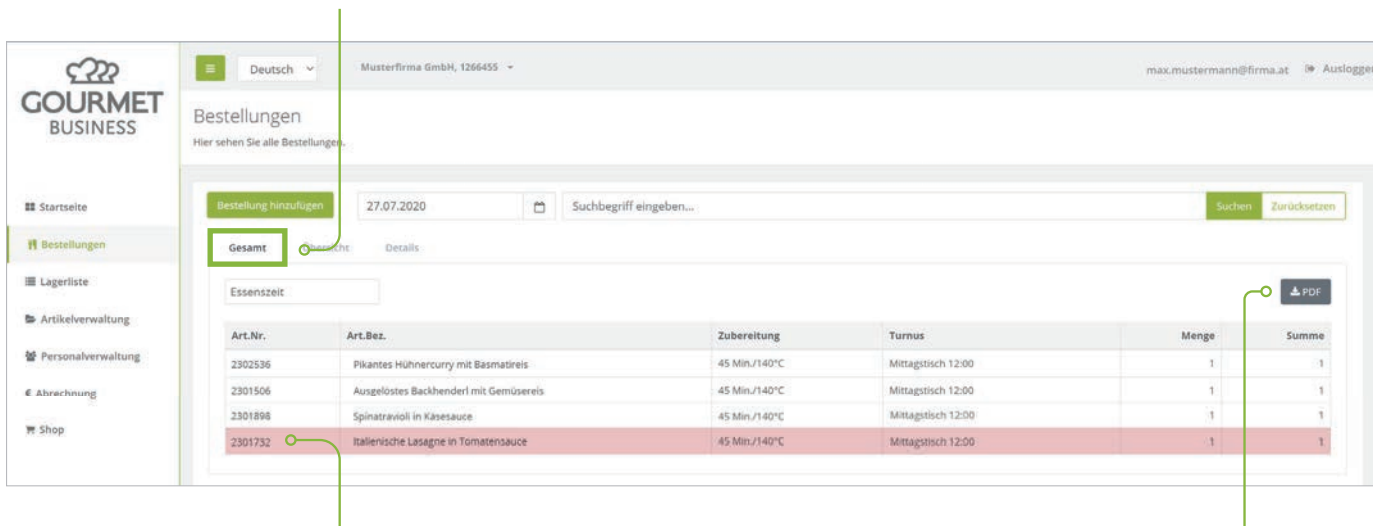


# Orders

Under "Orders" you can see which dishes have been ordered by your employees, co-workers and guests for the current day. You can print out this meal list to prepare the right dishes.

## General overview

In the "General" view you will find an overview of all your guests' orders for the displayed day. Here you also have the option to filter by meal times.

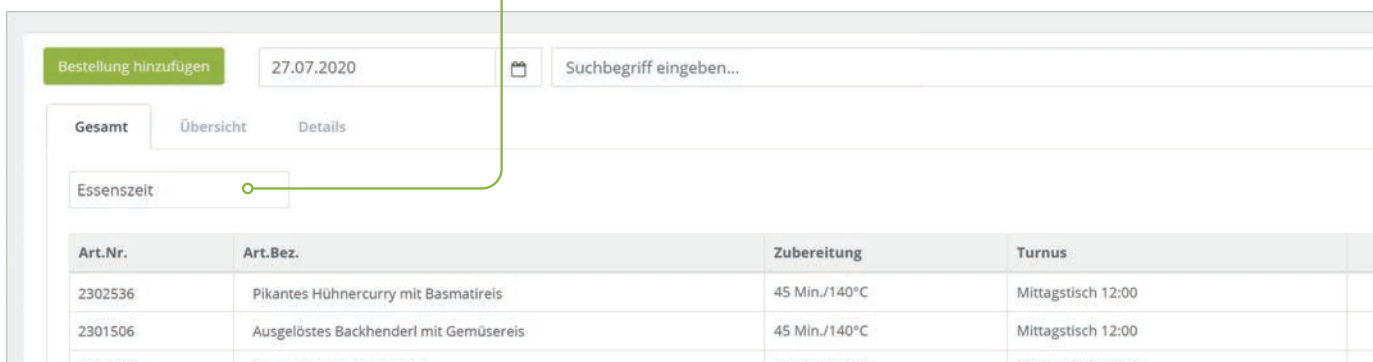


**Please note:** Food orders that have not been confirmed are highlighted in red. For more information, see page 9.

Click on the "PDF button", to print the **entire list of the day**.

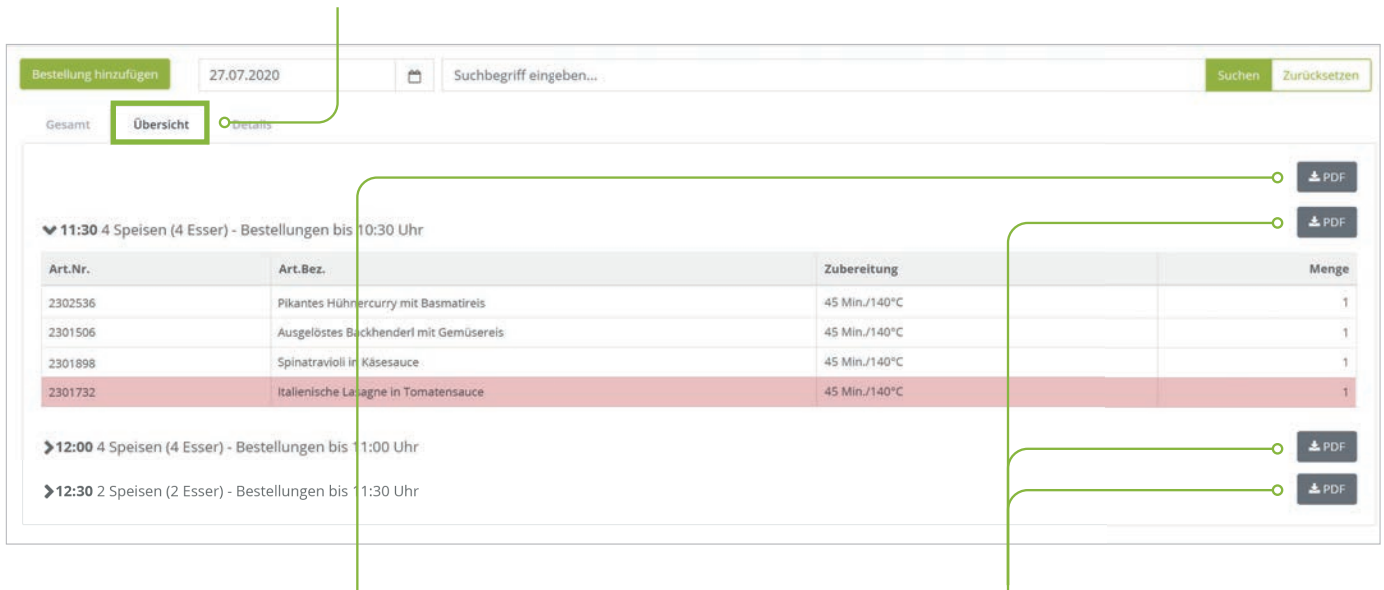
## Filter: Meal times

If you only want to see the dishes of a meal time, use the "meal time" filter.



## Overview: Orders by meal times

In the **"Overview" view** you will find the list of all ordered dishes for the current day. This is where you find the orders summarised by meal times.



### Print entire list of dishes

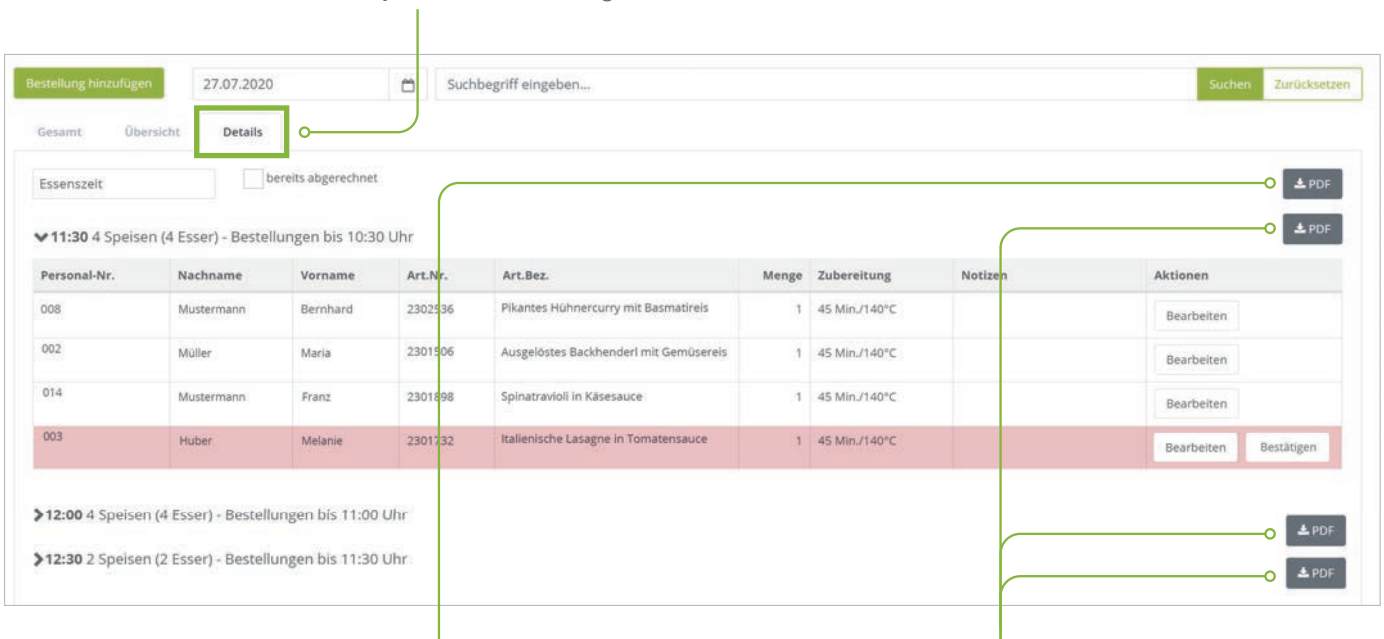
Click on the **"PDF button" on the top right** to print the entire list of dishes for the day.

### Print list of dishes per meal time

There is also the option to print a separate list **for each meal time**.

## Detail view: Who ordered what?

In the **"Details" view** you can see who ordered which dishes. Here, too, the orders are summarised by meal times. You now have all the information you need for serving meals.



### Print entire list of dishes

Click on the **"PDF button" on the top right** to print the entire list of dishes for the day.


### Print list of dishes per meal time

There is also the option to print a separate list **for each meal time**.

## Information on preparation times

Preparation is really quite simple. All preparation instructions can be found alongside the respective dish and on the sustainable GOURMET paper bowl.

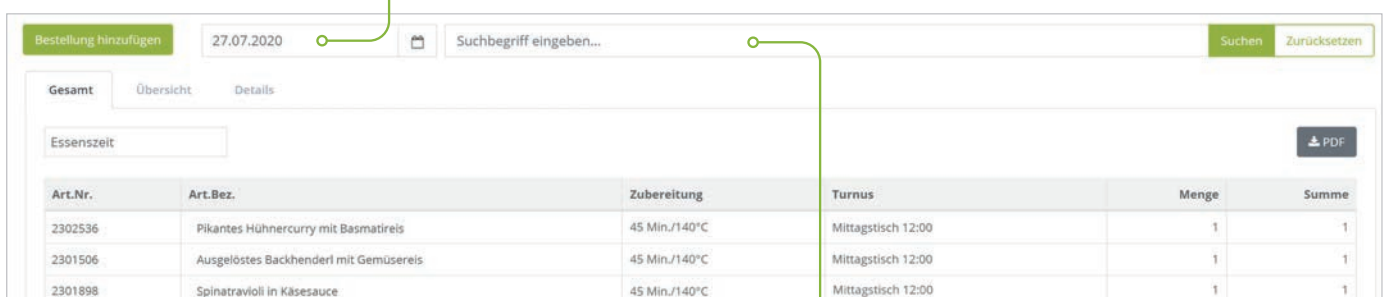
Under "Orders" you will find the preparation instructions for each dish in all lists. This will help you prepare dishes on time.

Menge	Zubereitung	No
1	45 Min./140°C	
1	45 Min./140°C	
1	60 Min./140°C 	

**Our standard preparation time is 45 minutes.**  
Different preparation times are easy to identify.

## Meal day filter option

Here you can select the desired meal day.



The screenshot shows a search bar at the top with the date 27.07.2020 and a search input field. Below the search bar, there are tabs for 'Gesamt', 'Übersicht', and 'Details'. A table lists three dishes with their preparation times and quantities.

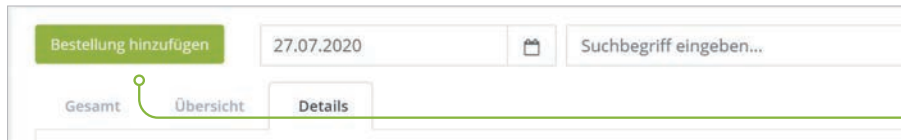
Art.Nr.	Art.Bez.	Zubereitung	Turnus	Menge	Summe
2302536	Pikantes Hühnercurry mit Basmatireis	45 Min./140°C	Mittagstisch 12:00	1	1
2301506	Ausgelöstes Backhenderl mit Gemüsereis	45 Min./140°C	Mittagstisch 12:00	1	1
2301898	Spinatravioli in Käsesauce	45 Min./140°C	Mittagstisch 12:00	1	1

## Search function

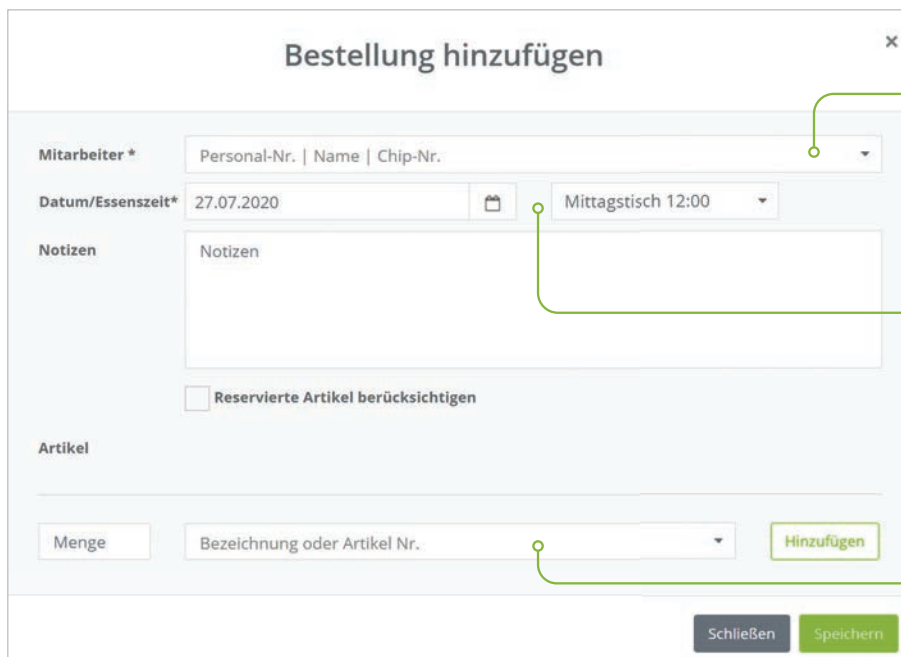
A comprehensive search feature helps you to quickly find a specific employee, co-worker or guest.

# Adding an order

It is easy for your employees, co-workers and guests to place an order over the phone or in person at short notice.



1. Click on "Add order".



2. Enter the **details of the guest** the meal is for. You only need to enter the first letters or the first digits to select the right guest.

3. Select **date** and **meal time**.



4. Enter the desired dish and quantity.

The dishes can be selected by entering the item number or the dish name. The first letters and digits are enough to be given a suggestion of the dishes you have in stock. Your current stock level will also be displayed.

Then click the **"Add"** button.

Other dishes can also be added this way.

5. Complete the order by clicking on **"Save"**.

# Editing orders

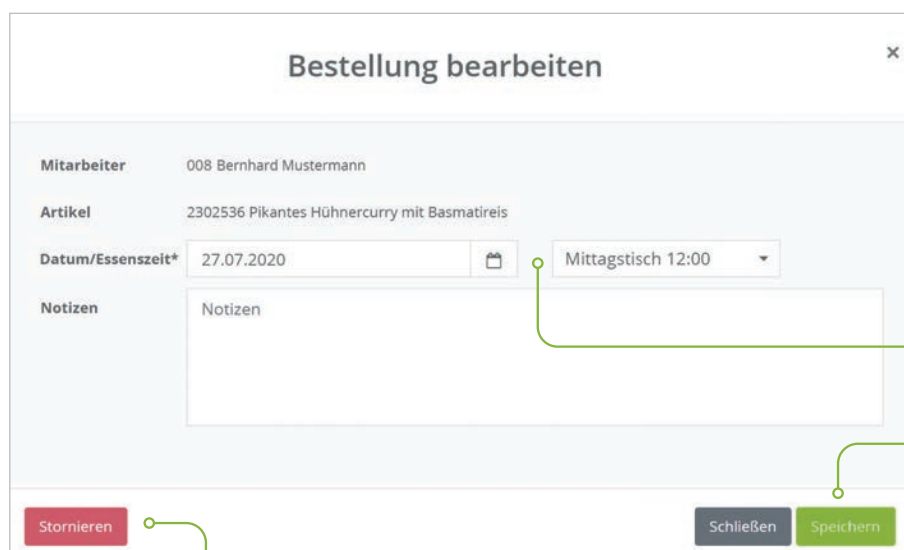
You need the **"Edit"** button in the detail view to correct an order, to select a new meal time or to cancel an order.

## Changing meal time or meal day



Personal-Nr.	Nachname	Vorname	Art.Nr.	Art.Bez.	Menge	Zubereitung	Notizen	Aktionen
008	Mustermann	Bernhard	2302536	Pikantes Hühnercurry mit Basmatireis	1	45 Min./140°C		Bearbeiten
002	Müller	Maria	2301506	Ausgelöstes Backhenderl mit Gemüserais	1	45 Min./140°C		Bearbeiten
014	Mustermann	Franz	2301898	Spinatravioli in Käsesauce	1	45 Min./140°C		Bearbeiten

1. In the **"Detail view"** of a particular employee click on **"Edit"**.



2. Correct the **meal day** or the **meal time** as necessary.

3. Complete the correction by clicking on **"Save"**.

## Cancelling an order

Click on **"Cancel"**.

**Please note:** Cancellations cannot be made in retrospect.



# Worth knowing

## Employees' unconfirmed orders

Aktionen	
	Bearbeiten
	Bearbeiten
	Bearbeiten
	Bearbeiten Bestätigen

Your employees, co-workers or guests will sometimes forget to confirm their food order. These dishes are **highlighted in red**.

Click on **"Confirm"** to accept the dishes. Click on **"Edit"** if you want to cancel the dishes (see page 8).

If the item is neither confirmed nor cancelled, it is automatically cancelled overnight and added to the stock list again.

*Tip*

We recommend asking whether the order should be confirmed or cancelled.

## Taking into account reserved items

### Bestellung hinzufügen ✕

**Mitarbeiter \***

**Datum/Essenszeit\***

**Notizen**

**Reservierte Artikel berücksichtigen**

**Artikel**

Activate **"Taking into account reserved items"** if dishes have been reserved for special occasions such as meetings or events.

## Can you add to orders for past or future days?

Yes, that is easy to do. Under **"Add order"** enter the desired day in the date field and carry out the order as usual. These changes are corrected and saved overnight.



Screenshot von Lernplattform mit  
Lernvideo

## Have fun with GOURMET À la Click!

Do you have any questions?  
We are here for you and happy to help!

- + GOURMET learning platform with learning videos, manuals for downloading and questions & answers, which make your work easier and more straightforward:  
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- + GOURMET À la Click hotline: Tel. +43 (0)50 876-5430  
Germany: Tel. +49 (0)800 876-5001



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