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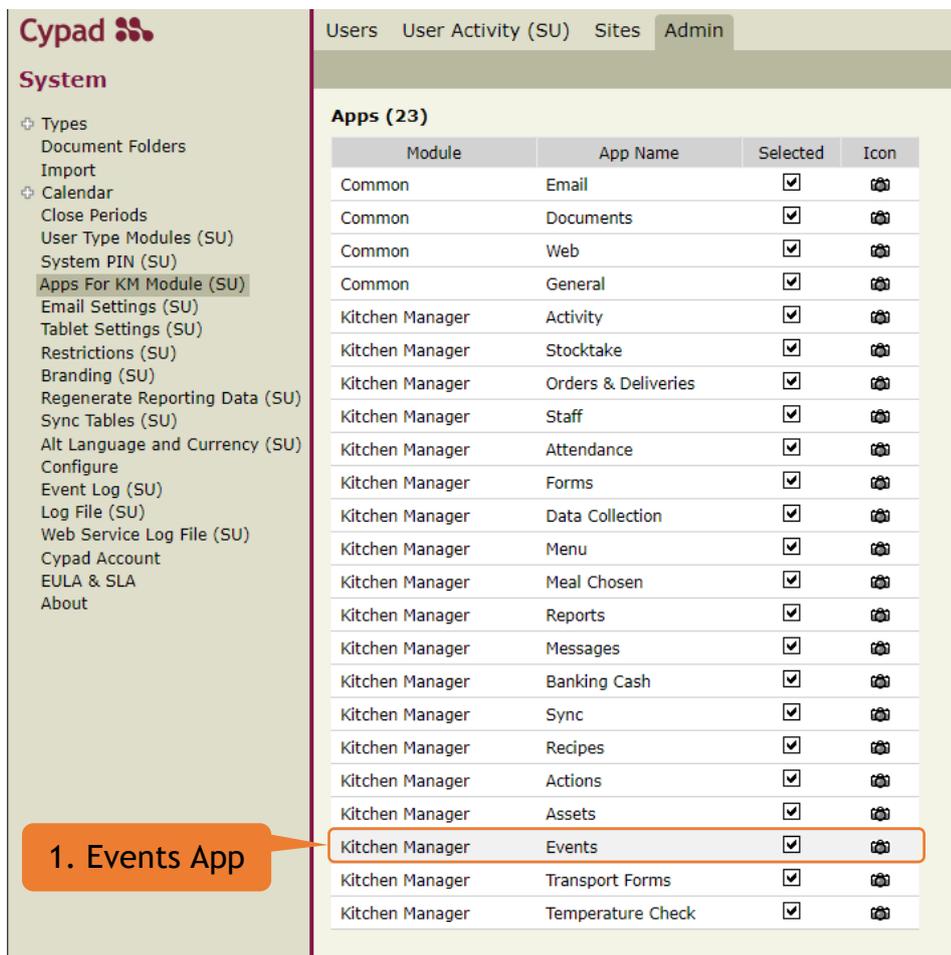
### Introduction

Event Forms are created and managed in Kitchen Manager on the Desktop. These forms are specifically created for hospitality events to provide the cooks with the option to request and order food and drink that is not typically available on the approved products list (e.g. canapé’s) on the Tablet.

### Getting Started

Enable **Kitchen Manager Events App** so the Cook can fill in the form on the Tablet.

Go to **System > Admin >** select the check box for **Kitchen Manager Events App** [1].



The screenshot shows the Cypad Admin interface. On the left is a navigation menu with categories like System, Types, Calendar, and various settings. The main area is titled 'Admin' and contains a table of 23 apps. The 'Events' app, listed under the 'Kitchen Manager' module, is highlighted with an orange border. An orange callout bubble with the text '1. Events App' points to this row.

Module	App Name	Selected	Icon
Common	Email	<input checked="" type="checkbox"/>	
Common	Documents	<input checked="" type="checkbox"/>	
Common	Web	<input checked="" type="checkbox"/>	
Common	General	<input checked="" type="checkbox"/>	
Kitchen Manager	Activity	<input checked="" type="checkbox"/>	
Kitchen Manager	Stocktake	<input checked="" type="checkbox"/>	
Kitchen Manager	Orders & Deliveries	<input checked="" type="checkbox"/>	
Kitchen Manager	Staff	<input checked="" type="checkbox"/>	
Kitchen Manager	Attendance	<input checked="" type="checkbox"/>	
Kitchen Manager	Forms	<input checked="" type="checkbox"/>	
Kitchen Manager	Data Collection	<input checked="" type="checkbox"/>	
Kitchen Manager	Menu	<input checked="" type="checkbox"/>	
Kitchen Manager	Meal Chosen	<input checked="" type="checkbox"/>	
Kitchen Manager	Reports	<input checked="" type="checkbox"/>	
Kitchen Manager	Messages	<input checked="" type="checkbox"/>	
Kitchen Manager	Banking Cash	<input checked="" type="checkbox"/>	
Kitchen Manager	Sync	<input checked="" type="checkbox"/>	
Kitchen Manager	Recipes	<input checked="" type="checkbox"/>	
Kitchen Manager	Actions	<input checked="" type="checkbox"/>	
Kitchen Manager	Assets	<input checked="" type="checkbox"/>	
Kitchen Manager	Events	<input checked="" type="checkbox"/>	
Kitchen Manager	Transport Forms	<input checked="" type="checkbox"/>	
Kitchen Manager	Temperature Check	<input checked="" type="checkbox"/>	

## Desktop - Creating New Forms

Go to **Kitchen Manager > Design > Add Form.**

1. Events tab

2. Event

3. Folder

4. Save

Fill in the Details fields as you would for a new form. When selecting the **Type** set it to **Event** [2], this will enable the **Events tab** [1]. Select a **Folder** [3] to save the form to and click **Save** [4].

In the Events tab confirm if the Orders need **Sign-off signatures** [1] then set a **Prefix** [2] and **Prefix starting number** [3] for the order records.

1. Sign-off signatures

2. Prefix

3. Prefix starting number

4. Sale price column

5. Cost price column

6. Save

7. Event column

Event	Cost Price	Sale Price
Canapes	0.80	1.00
GF Canapes	1.20	1.60
Vegan Canapes	1.50	2.00
Red Wine	1.50	3.00
White Wine	1.50	3.00

In the **Event column** [7] enter the food and drink items required for the event.

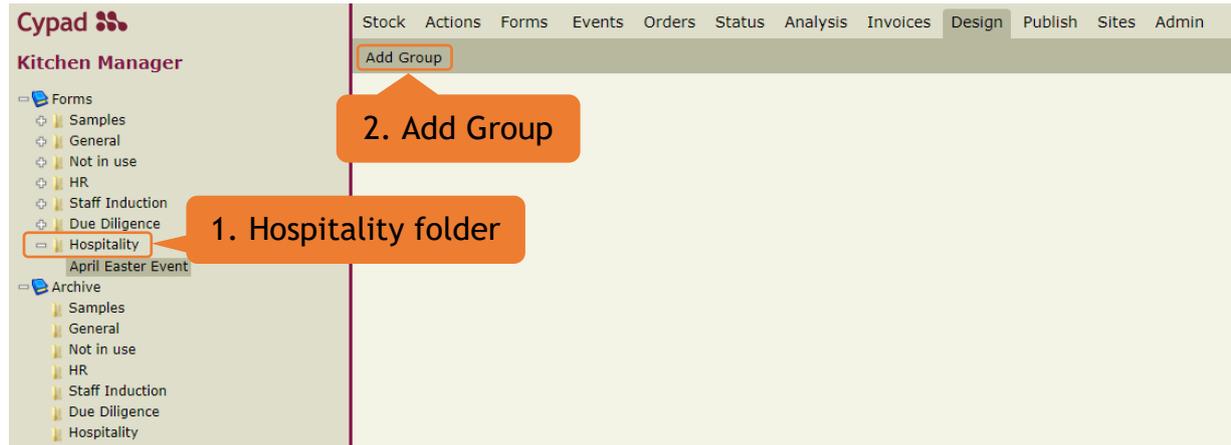
In the **Cost price column** [5] enter the cost of each item for the event, the cost price is what you pay the supplier per item or glass.

In the **Sale price column** [4] enter the sale cost of each item at the event, the sale price is what the guests will pay per item or glass.

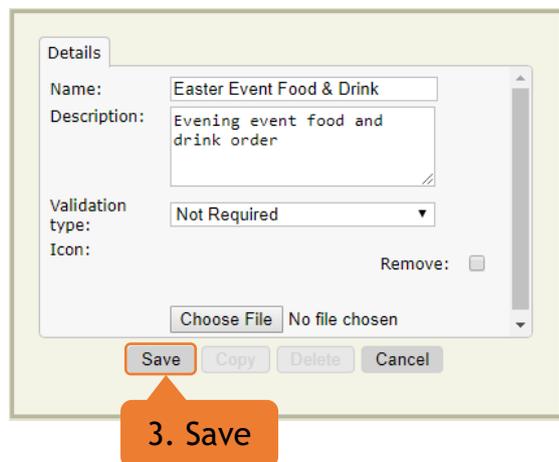
Click **Save** [6] to save the Event Form details.

**NOTE:** To create a form for hospitality events before creating hospitality forms.

In **Kitchen Manager Design** collapsible menu, expand the folder where form is saved e.g. **Hospitality** [1] > select the new form > click **Add Group** [2].



Fill in the Group details and press **Save** [3].



After creating the Group, click the group entry and click **Add Question** [4].

The screenshot shows the Cypad Kitchen Manager interface. On the left is a sidebar with a tree view under 'Kitchen Manager' containing categories like 'Forms', 'Samples', 'General', 'Not in use', 'HR', 'Staff Induction', 'Due Diligence', and 'Hospitality'. The 'April Easter Event' is selected under 'Hospitality'. The main area shows a table with one row: 'Easter Event Food & Drink' under the 'Question Group' column. A context menu is open over this row, listing options: 'Add Group', 'Edit Group', 'Copy Group', 'Add Question' (highlighted with an orange box and a callout), 'Move Up', and 'Move Down'. The top navigation bar includes 'Stock', 'Actions', 'Forms', 'Events', 'Orders', 'Status', 'Analysis', 'Invoices', 'Design', and 'Publish'.

When adding questions, you will need to provide information such as the...

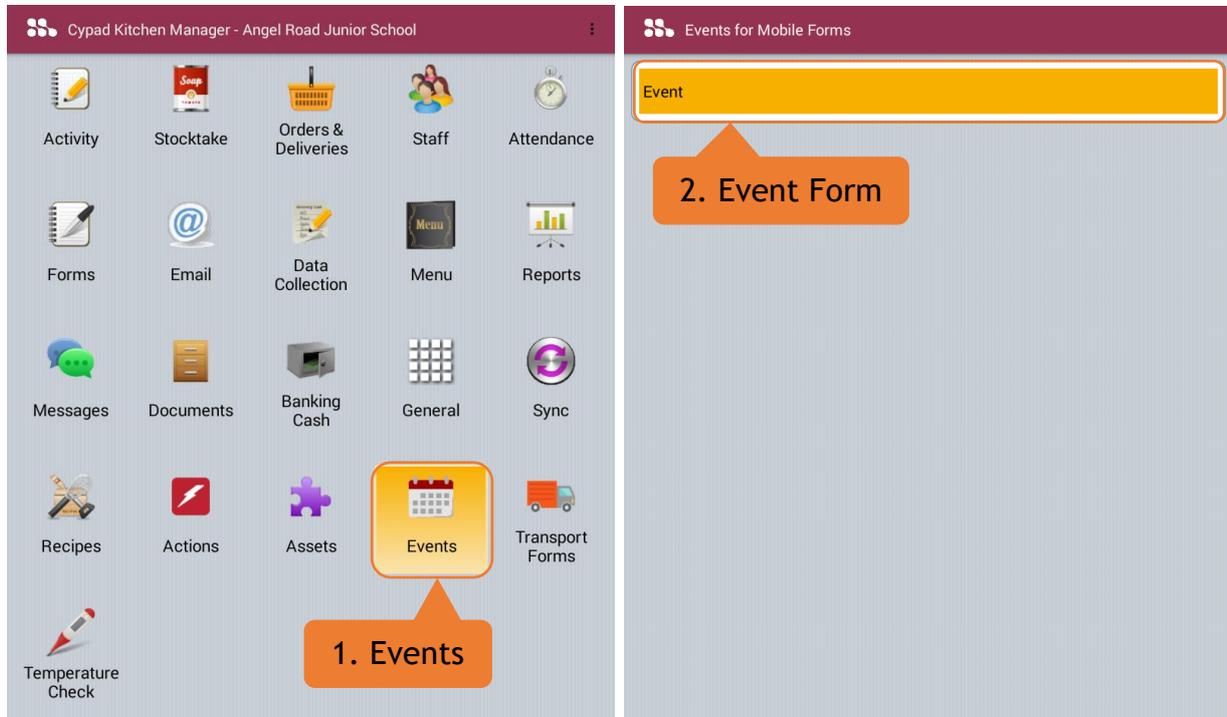
- Reason for the Event
- Event Location
- Event Site Name
- Event Site Address
- Event Date
- Event Start Time
- Event End Time
- Number of attendees
- Etc...

The screenshot shows the Cypad Kitchen Manager interface with the 'April Easter Event' group expanded to show 8 questions. The table has columns for 'Question' and 'Type'. The top navigation bar includes 'Stock', 'Actions', 'Forms', 'Events', 'Orders', 'Status', 'Analysis', 'Invoices', 'Design', 'Publish', 'Sites', and 'Admin'. The table content is as follows:

Question Group	
- Easter Event Food & Drink	
Question	Type
Reason for Event	Text
Event Location	Text
Event Site Name	Text
Event Site Address	Text
Event Date	Date
Event Start Time	Number
Event End Time	Number
Number of Attendees	Number

## Tablet

Log into the tablet, open Kitchen Manager App, open the **Events App** [1] and click on the **Event Form** [2] that has been created.



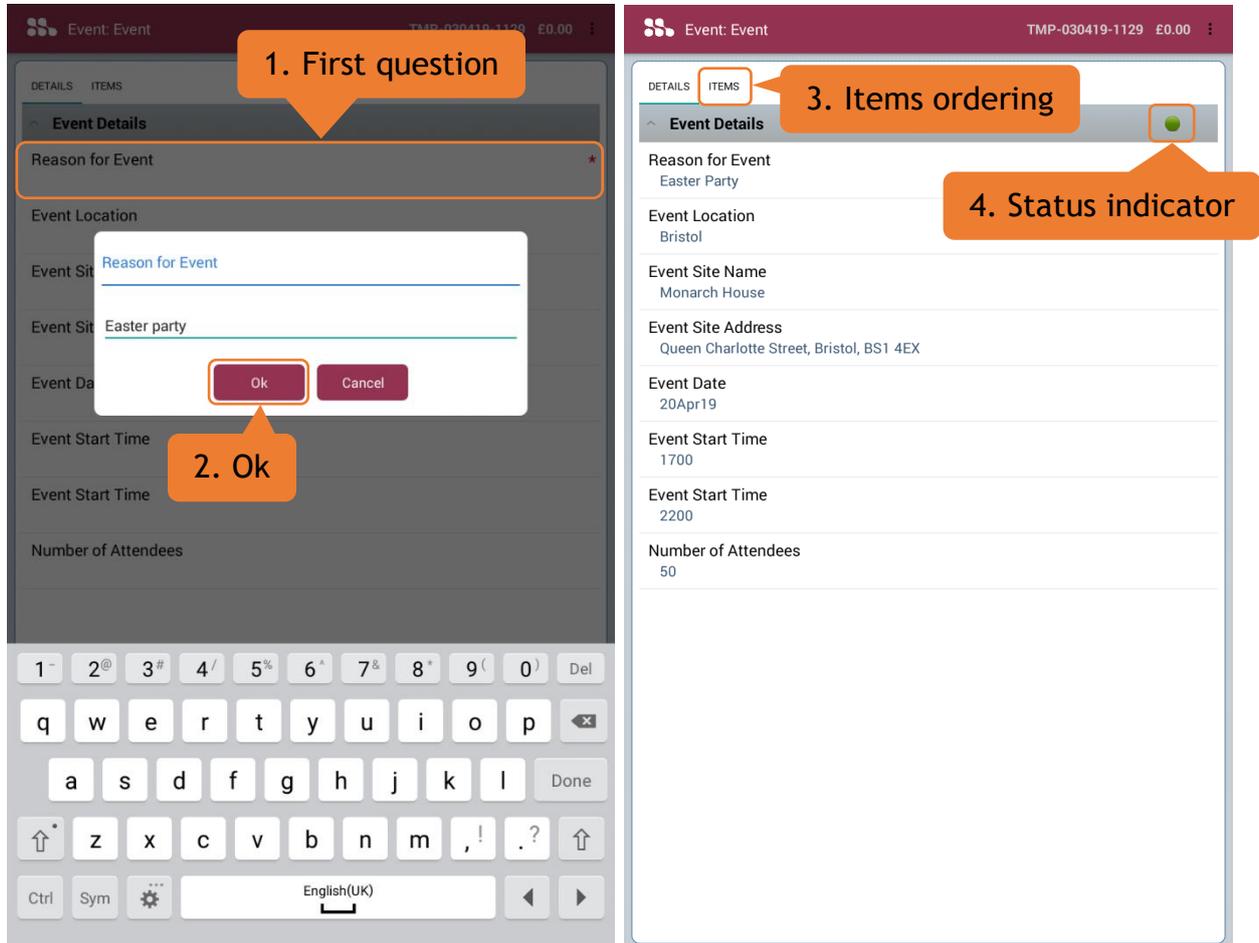
In the Events screen click the **New Form** [1] button to open the **Event Details** [2] and **Items ordering** [3].

The image displays two side-by-side screenshots of the Cypad mobile application interface for creating an event form.

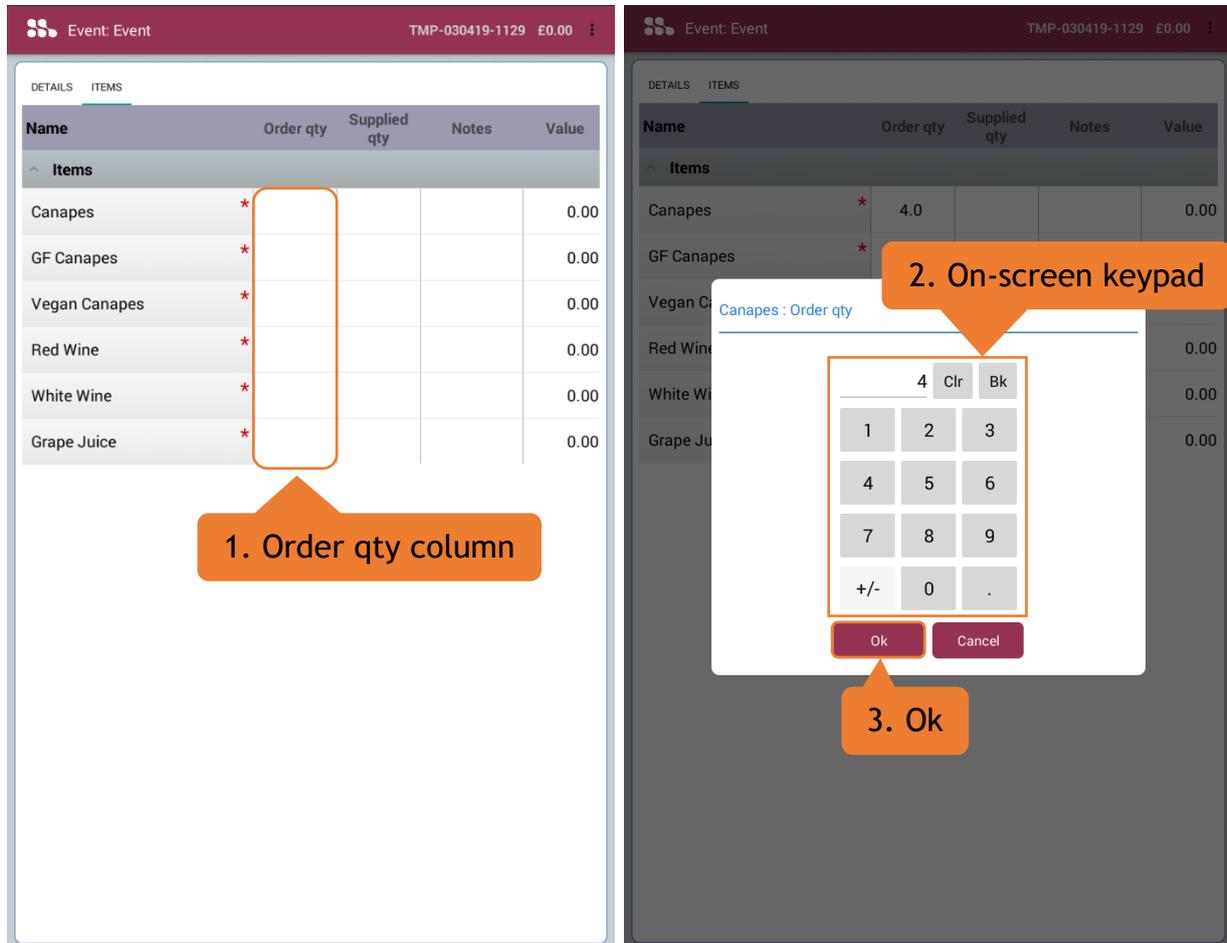
**Left Screenshot:** Shows the 'Event: Event' screen with a large empty white area. At the bottom center, there is a purple button labeled 'New Form'. An orange callout bubble labeled '1. New Form' points to this button.

**Right Screenshot:** Shows the 'Event: Event' screen with a purple header bar containing the text 'Event: Event' and 'TMP-030419-1129 £0.00'. Below the header, there are two tabs: 'DETAILS' and 'ITEMS'. The 'DETAILS' tab is selected. Below the tabs, there is a form titled 'Event Details' with the following fields: 'Reason for Event' (with a red asterisk), 'Event Location', 'Event Site Name', 'Event Site Address', 'Event Date', 'Event Start Time', 'Event Start Time', and 'Number of Attendees'. An orange callout bubble labeled '2. Event Details' points to the 'DETAILS' tab. Another orange callout bubble labeled '3. Items Ordering' points to the 'ITEMS' tab.

In the Event Details screen press on the **First question** [1], answer the question about the event and click **Ok** [2]. Do this for each of the Event Details questions, when the questionnaire is completed the **Status indicator** [4] will go green. You can now press the **Items ordering** [3] option.



In the Events ordering screen fill in the **Order qty** [1] column for each item, use the **On-screen keypad** [2] to enter the amount required and press **OK** [3].



Name	Order qty	Supplied qty	Notes	Value
Canapes *				0.00
GF Canapes *				0.00
Vegan Canapes *				0.00
Red Wine *				0.00
White Wine *				0.00
Grape Juice *				0.00

Name	Order qty	Supplied qty	Notes	Value
Canapes *	4.0			0.00
GF Canapes *				0.00
Vegan Canapes *				0.00
Red Wine *				0.00
White Wine *				0.00
Grape Juice *				0.00

When the **Order qty** [1] column is complete add any comments in the **Notes** section [4]. To complete the order press the **Menu button** [2] and press **Complete Order** [3].

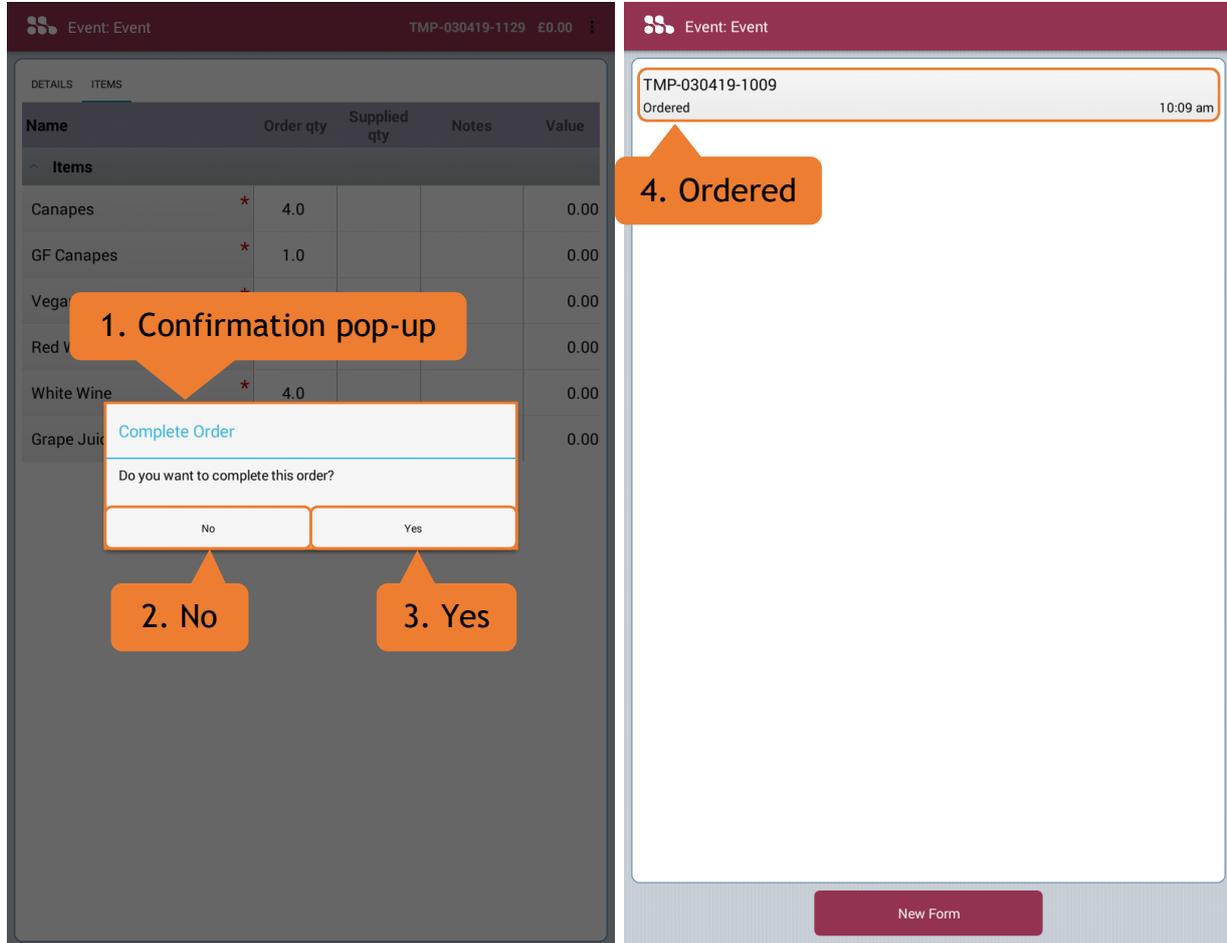
The image displays two side-by-side screenshots of the Cypad interface, illustrating the steps to complete an order form. Both screenshots show a table with columns for Name, Order qty, Supplied qty, Notes, and Value. The table contains the following items:

Name	Order qty	Supplied qty	Notes	Value
Canapes	4.0			0.00
GF Canapes	1.0			0.00
Vegan Canapes	1.0			0.00
Red Wine	4.0			0.00
White Wine	4.0			0.00
Grape Juice	2.0			0.00

Annotations in the screenshots indicate the following steps:

- 1. Order qty column:** A callout points to the 'Order qty' column in the left screenshot.
- 2. Menu button:** A callout points to a menu icon (three dots) in the top right corner of the left screenshot.
- 3. Complete Order:** A callout points to a 'Complete Order' button in the top right corner of the right screenshot.
- 4. Notes section:** A callout points to the 'Notes' column in the right screenshot.

After pressing Complete Order in the menu, a **Confirmation pop-up** [1] will appear. This will confirm you are completing your order. Be aware that once the order is placed the item order cannot be edited.



Press **No** [2] if there is a mistake on the order or if a change needs to be made.

Press **Yes** [3] to complete the order.

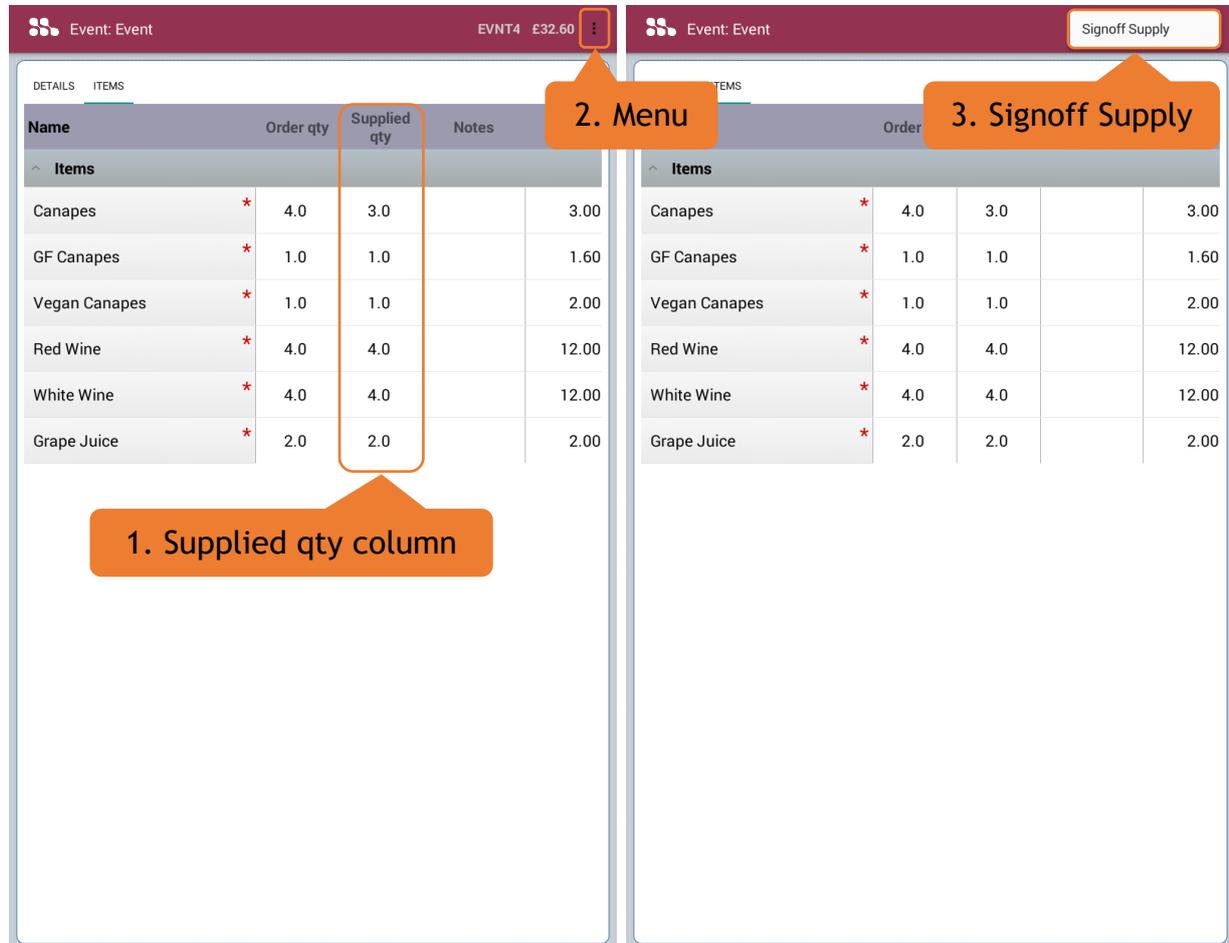
After pressing **Yes** [3] the order is placed and logged as **Ordered** [4] and Sync the tablet so the order will be available for the admin user to view in **Desktop Kitchen Manager**.

When the items are delivered, the cook will need to go back into the Event Form to record the supplied quantity. Using the **Supplied qty column** [1], click on the empty cell for each item, enter the number of items delivered using the **On-screen keypad** [2] and press **OK** [3].

Name	Order qty	Supplied qty	Notes	Value
Canapes	4.0			0.00
GF Canapes	1.0			0.00
Vegan Canapes	1.0			0.00
Red Wine	4.0			0.00
White Wine	4.0			0.00
Grape Juice	2.0			0.00

**NOTE:** In the event an ordered item is undeliverable or damaged on delivery please contact your administrator to advise.

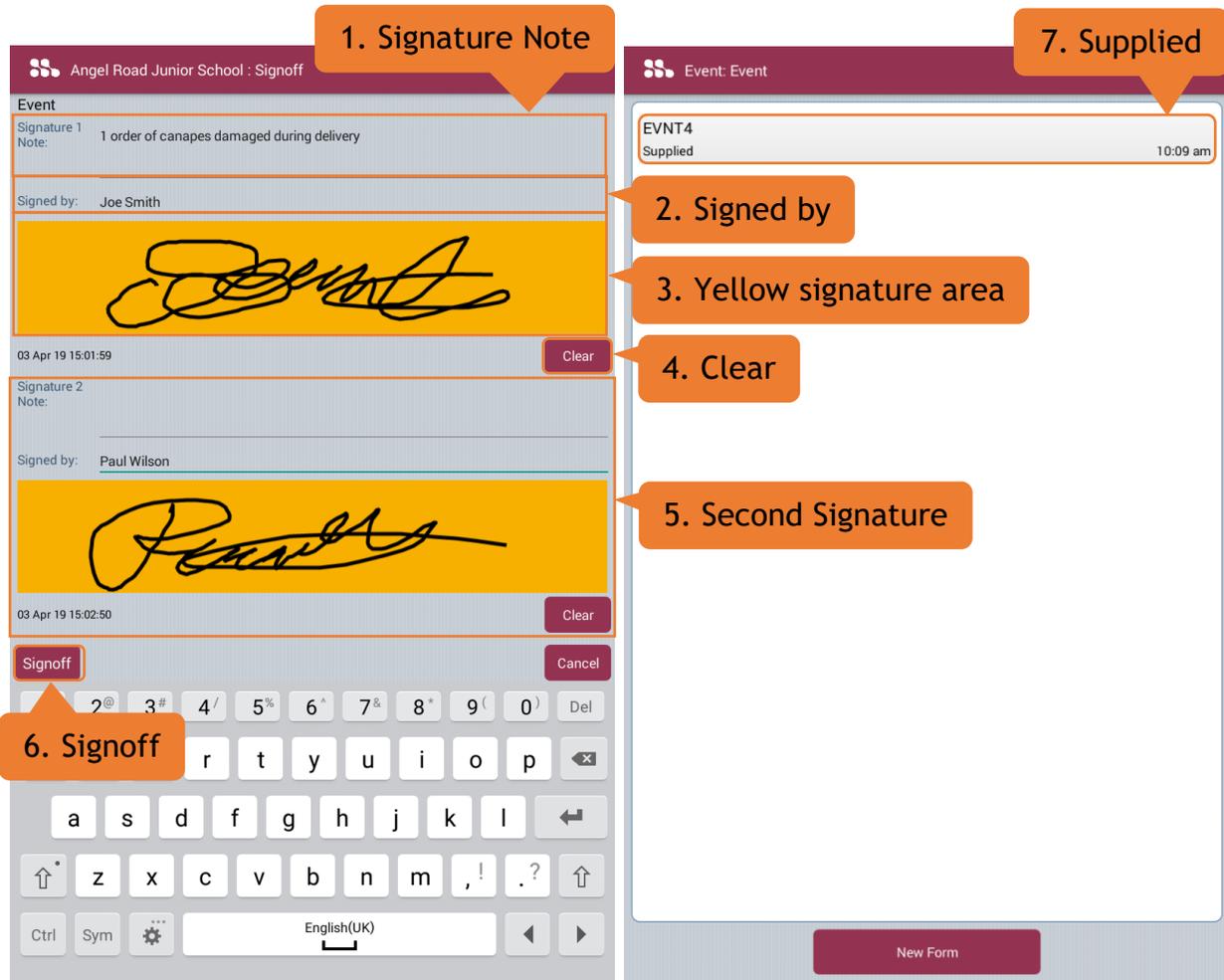
After filling in the **Supplied qty** column [1] open the **Menu** [2] and press **Signoff Supply** [3].



The image shows two side-by-side screenshots of the Cypad interface. The left screenshot shows a table with columns for Name, Order qty, Supplied qty, and Notes. The 'Supplied qty' column is highlighted with an orange box labeled '1. Supplied qty column'. The right screenshot shows the same table with a 'Signoff Supply' button highlighted in the top right corner, labeled '3. Signoff Supply'. A menu icon (three dots) is highlighted in the top right of the left screenshot, labeled '2. Menu'.

Name	Order qty	Supplied qty	Notes	Order
Canapes *	4.0	3.0		3.00
GF Canapes *	1.0	1.0		1.60
Vegan Canapes *	1.0	1.0		2.00
Red Wine *	4.0	4.0		12.00
White Wine *	4.0	4.0		12.00
Grape Juice *	2.0	2.0		2.00

In the Signoff Supply screen use the **Signature Note** [1] field to record any important notes. Enter your name in the **Signed by** [2] field, use the **Yellow signature area** [3] to record your signature, use the **Clear** [4] button if you need to re-do your signature, after the **Second Signature** [5] has been done press the **Signoff button** [6] to complete the signoff.



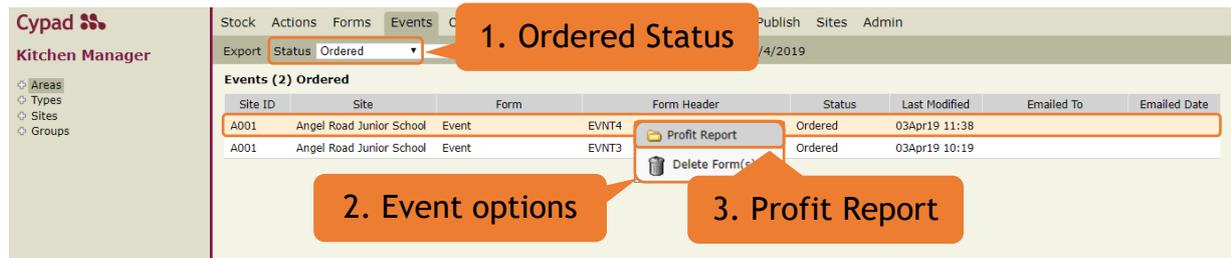
When the **Signoff button** [6] is pressed you will return to the Event selection screen, the event will be logged as **Supplied** [7]. Sync the tablet so the delivery information will be available for the admin user to view in **Desktop Kitchen Manager**.

## Desktop - Order Request & Invoicing

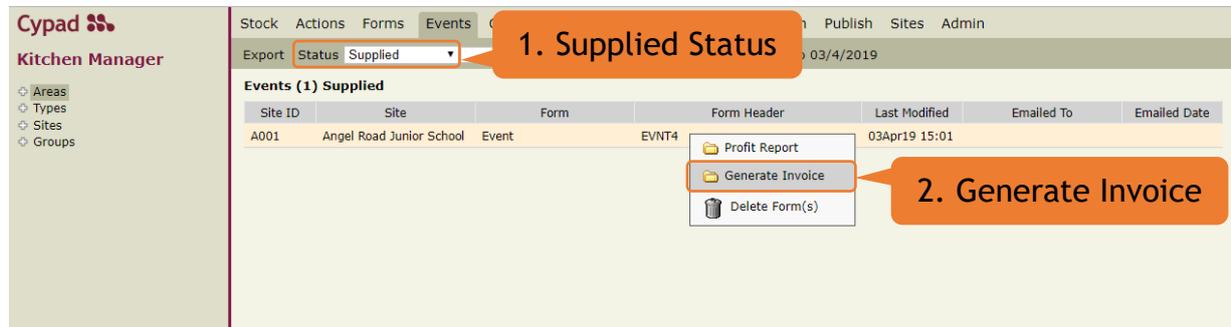
After the Cook has placed the food order for an Event you can start generating reports and invoices as PDF documents which will automatically download.

**NOTE:** PDFs will be downloaded to your default download folder via the browser.

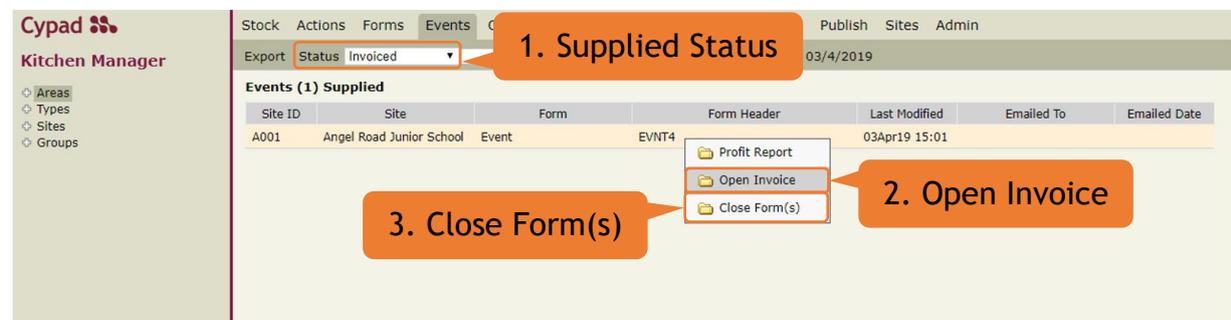
Go to **Kitchen Manager > Events >** set the **Status** to **Ordered** [1] > left mouse click the Event to open the **Event options** [2] > open **Profit Report** [3] to download the Profit Report PDF.



After the Cook has received the order delivery and update the Form by signing off supply on the tablet the Event status will change to Supplied. To view this, change the **Status** to **Supplied** [1], left mouse click the Event to open the **Event options** and click **Generate Invoice** [3].



After generating the Invoice the Event status will change to Invoiced. To view this, change the **Status** to **Invoiced** [1], left mouse click the Event to open the **Event options** and click **Open Invoice** [2] to download the Invoice PDF.



After the Event is done and the Invoices have been paid in full set the Event option to **Close Form(s)** [3].