



## EZ-Order – Orders

**Coffee and cake for the afternoon meeting, or materials for the conference? Order it directly through EZ-Order by adding different products and placing orders, either separately or in connection to a booking.**

EZ-Order is an additional function to EZbooking which is easily integrated in the program.

Ordering coffee for the meeting can be a typical usage of this plug-in, but there are many other possibilities, for instance materials or brochures for conferences. It all depends on the objects listed in EZbooking and other needs for orders for which this plug-in can be used.

### Orders

To create an order in EZbooking, the user has two options: First of all, he can click on the icon in the booking window to connect an order to a specific booking. Secondly, orders can also be established separately – meaning not connected to a booking – by using the menu 'order'.

### Price lists and types of delivery

The range of products that can be ordered is determined by the administrator who creates the lists of products and

prices. Additionally users can also obtain the right to handle orders and deliveries. There are various ways of delivery, for which different price lists can be used, for example "Take away" or "Delivered to the room". For that reason, a product can have different prices depending on the type of delivery applied.

### Email

Furthermore, emails can be linked to each type of delivery. Every time an order is placed, an email can be sent to the correspondent supplier. Another option is to send emails containing all orders for a selected day.

### Reports

In the program's report section you can produce lists of selected information for specified periods of time, for invoicing or for statistical needs.

### Administer orders

When EZ-Order is installed, users can be given the right to administer orders by creating reports of all orders per day. If EZ-Order is for instance used for ordering food, this report will constitute a perfect work list for kitchen staff.

The screenshot shows the EZbooking software interface. The main window displays a 'New order' form with the following details:

- Order: 2
- Price list: Lunch list

| Product                    | Price | Quantity |
|----------------------------|-------|----------|
| Chicken fajitas with salad | 4,00  | 1        |
| Chicken salad              | 3,00  |          |
| Greek salad                | 3,00  | 2        |
| Ham sandwich               | 2,00  |          |
| Lasagna                    |       |          |
| Salami and brie ciabatta   |       |          |
| Shrimp salad               |       |          |

Other information to the supplier:

The order will be registered when you complete the booking. In case you don't register your booking the order will be automatically deleted.

Order: 2

Price list: Lunch list

| Product                    | Quantity | Price | Amount                  |
|----------------------------|----------|-------|-------------------------|
| Chicken fajitas with salad | 1        | 4,00  | 4,00                    |
| Greek salad                | 2        | 3,00  | 6,00                    |
| Salami and brie ciabatta   | 1        | 2,50  | 2,50                    |
|                            |          |       | <b>Total: 12,50 GBP</b> |

Other information to the supplier