Cart Orders

Ordering · https://mountainstream.co/docs/cart-orders/

Use the cart to place one off orders and to edit a standing order for a given date only:

When an address has only one delivery per day enabled, by default, the Cart loads items on Standing Order, allowing you to edit the standing order for the selected date only.

Placing Cart Orders

1. **Customer Module › Ordering › Cart**.
2. Select **Delivery Date**.
3. Enter a **Purchase Order** number (if required)
4. Type to search by
   - **item** name
   - item code
   - any keyword
5. Hit the tab key to enter **quantity**.
   - *Time: hit enter to search. again: the order screens are designed to works with your hands off the mouse, for fast data entry* ***- tab + enter)***
6. Items **regularly** ordered might be displayed in the list, if the Administrator has enabled the setting **Production › Settings › Cart › Load Frequently Ordered Items**.
7. You may enter **notes** to be displayed in production and delivery reports and printed on packing slips and invoices:

- **generic to the order**
- **specific to the item**

8. You may name and save the contents of a cart as a **template** to re-use it on other dates. the quantities may be left blank. This is particularly helpful for busy chefs.
9. Once you **Place Order** under **More** an option appears to clone the order, either as a standing or cart order.
10. Orders may also be received by email and automatically imported in:
    - PDF
    - CSV
    - Excel

[Screenshot of an online ordering system for COCO CAFE. The user selects Cart orders from the ORDERING menu, chooses the address 44 Ttb St, and clicks the New Order button to proceed.]

[Screenshot of an online food ordering page from Coco Cafe. The user is adding “Hot Cross Bun” to their cart orders, entering quantity, and viewing delivery info and prices on the right. Total is $142.05. Various interface elements are numbered.]

Get Started