

ADMINISTERING MEALS

You will learn:

1. How to prepare your meals
2. How to include them in the reservations
3. How to print a report for your kitchen

1. Accessing meals creation menu

Meals and meal plans can be created in Tools → Configuration → Meals. The first screen will show you the already existing meals and some basic information regarding them (Quantity, validity date, price).

Below you will find four options:

1. Manage canteens: allows you to create canteens and specify the number of seats each of them contains. The number of seats is important because it is counted in the reservation screen so that there won't be more people eating than you have seats.
2. Add a meal type: makes it possible to create new meals and specify rate plans for them. Creating new meals will be described in detail in part 2 of this manual.
3. Edit a meal type: similar to adding a meal type, allows you to modify the existing meal type
4. Delete a meal type: erases the selected meal type

2. Creating new meals and meal plans

Step by step guide to create new meals:

1. In the Meals menu click Add a meal type
2. Type a name of your meal
3. Select if meal can also be served during check-in and check-out day
4. Choose the time when meal will be served

Pay attention:

If your meal shall be served to children, select the "Half meal" checkbox.

5. Select an average duration of the meal consumption
6. Type a price of the meal; it will be used in the reservation screen
7. Select an order of the meal on the list
8. Choose a stock (canteen) that will be used for this meal

Pay attention:

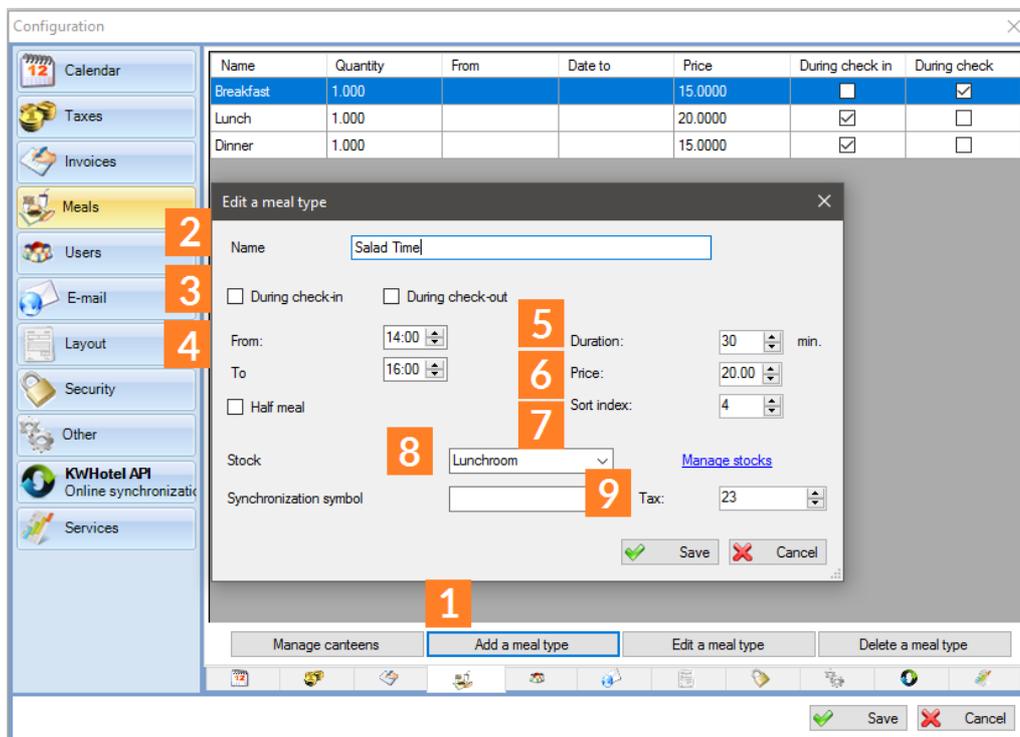
If you wish to quickly modify your canteen, click the “Manage stocks” option.

- If meal is influenced with a tax, type it in the “Tax” field

Pay attention:

There is one more option in the meal creation screen – synchronization symbol. You can choose between three predefined symbols – Breakfast, Lunch, Dinner.

Only one Breakfast / Lunch / Dinner symbol can be used at a time. What does it give you? This feature is designed to complement the rate plans module. If you create a rate plan and include Breakfast in it, this meal will be automatically added when a new reservation is done.



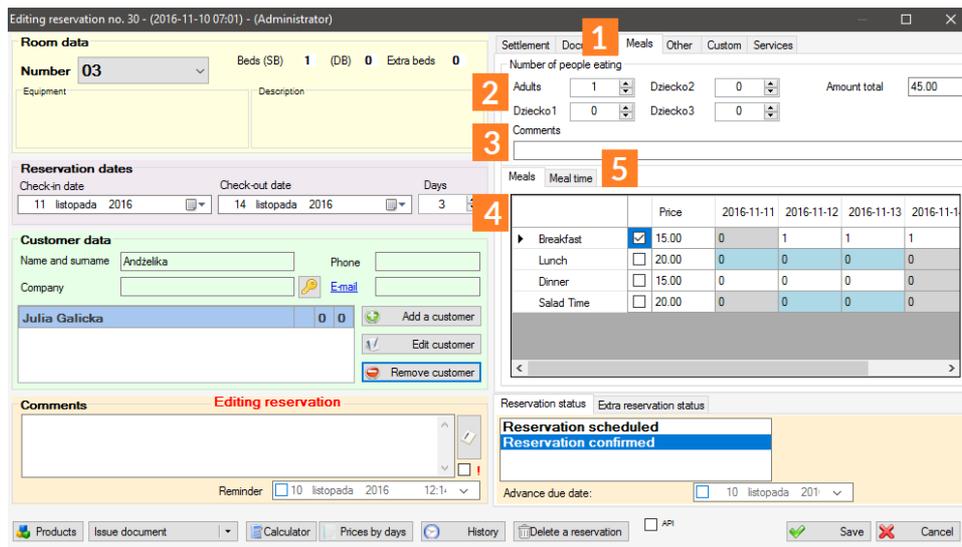
3. How to include meals in the reservations?

- Open the reservation screen and click Meals.
- Now determine the number of adults and children that will be included in this meal reservation.
- Include any comments if needed.
- Click a checkbox next to the meal’s name to assign meals to all guests in this reservation. Click it once again to take all meals away.

Pay attention:

You can also double click a particular date and type the number of meals there.
 You can type any number of meals only in the individual reservation. In the group ones there can only be either no meals or maximum amount of meals assigned. In such case it is possible to edit an individual reservation that belongs to the group one and assign the correct number of meals there.

- Specify a meal provision time, using a Meal Time tab.



4. Printing the kitchen report

Step by step guide to print the meals report:

- Click the Meals module
- Choose a day that you wish to generate a report for
- A report will now be displayed below. It can be exported to .CSV (Excel)

Pay attention:

There are a few filters you can use:

Show time of meals – displays a meal provision time

Only display meals from occupied reservations

Show summary – changes the way your meal report will be displayed (horizontal or vertical summary)

If you double click the reservation, it will be opened for modification.

Calendar Services Customers Log **A** Meals Accounting Statistics Rooms Rate plans

Meals **B** Meals report for 11 listopada 2016
 Show time of meals

Meals report Only display meals from occupied reservations

C Show summary [Export to *.CSV \(for Excel\)](#)

Type of meal	Time	Quantity
Lunch	13:00	1
Dinner	18:00	1

Room Number	Customer	Breakfast	Lunch	Dinner	Salad Time	Comments
03	Andželika	0	1	1	0	