# **Restaurant Guide**

FREE App for Restaurant

# **Getting Started**

- 1. Download Tasteelist Merchant App via Google Play/Apple Store
- 2. Sign in with username and password assigned by Tasteelist (Cannot be changed) By default you need to sign in once when you start this app for the first time. You don't have to sign in each time as long as you don't log out.

# Home (main menu)

This tab contains back office and current status groups.

# **Back Office (center screen):**

- Business Hours
- Order History
- All Reports

# **Current Status (bottom screen):**

- Home
- Orders (receive a new order)
- Profile (merchant and system settings)



# **Back office > Business Hours**

This tab allows merchant/restaurant to manage its regular business and Holidays hours.

Business hours		Start End   16:30 21:30	
Monday			
Start 11:00	End 14:30	Custom text	
Start 16:30	End 21:30	Accept Pre-orders	
Custom text		Date of holiday	
		Close Message	
🔽 Tuesday			
Start 11:00	End 14:30	Holiday Close Message	
Plet	Save Settings	Save Settings	

**Back office** > **Order History** This tab allows merchant/restaurant to review the order detail and reprint order.

Orde	er No. #601	0
	Dec 14,2021 9:37:40 pm COD Cash on Pickup	\$5.41
Contac	t number	0
Pickup date Dec 15,2021		Pickup time 11:45:00 am
Арр	oetizer	
1 x	Crab Rangoons (4) \$5.00	\$5.00
	Sub Total	\$5.00
	Tax 8.25%	\$0.41
	Online Ordering	\$0.10
	Total	\$5.51

# **Back office > All Reports**

This tab allows merchant/restaurant to review monthly or yearly reports.



## <u>Current Status > Orders</u>

This tab allows merchant/restaurant to process a new order. There is only one step (Incoming) in food order processing.

## **Incoming:**

Tap "accept" to accept order or tap "decline" to reject order.

A text notification will be sent to user's cellphone or the notification list of user app when restaurant taps "accept" or "decline" tab.

If tapping "accept", the info below will be sent to user.

Pickup order will be ready in 15 to 25 minutes Delivery order will be delivered to you in 45 to 60 minutes



If tapping "decline", there are four reasons that restaurant can choose and will be sent to user. Four reasons are Closing Early, Problem with Merchant, Out of Stock, and Merchant is too busy.

# **Current Status > Profile**

This tab contains profile data for merchant setting, system setting and Tasteelist support.

Profile data

Tasteelist Demo merchant			
8 Profile data	Settings		
Get Help	Tasteelist Support		
Username			
Mobile number			
Email			
Save	e changes		
	Orders Orders		

### Settings

Tasteelist Demo (merchant)				
Profile data	Settings			
/ou				
Change password (Disabled	) >			
Set Pin (Disabled)	>			
Language	,			
About				
App version	2.0.1			
Device information				
Print				
Autoprint	-			
Orde 🔊	rs OProfile			

Please note:

- 1. Tasteelist Support is using a text messaging method via cellphone. The device must have a SIM card. When you are starting a new conversation, please specify your name, phone number and identify you are a user or restaurant.
- 2. If there is any order issues, please contact user who places an order directly.
- 3. If restaurant owner would like to change his/her mobile number, username, password or email address of log-in info, please contact Tasteelist at <a href="mailto:support@tasteelist.com">support@tasteelist.com</a> or text at 972-239-4989.