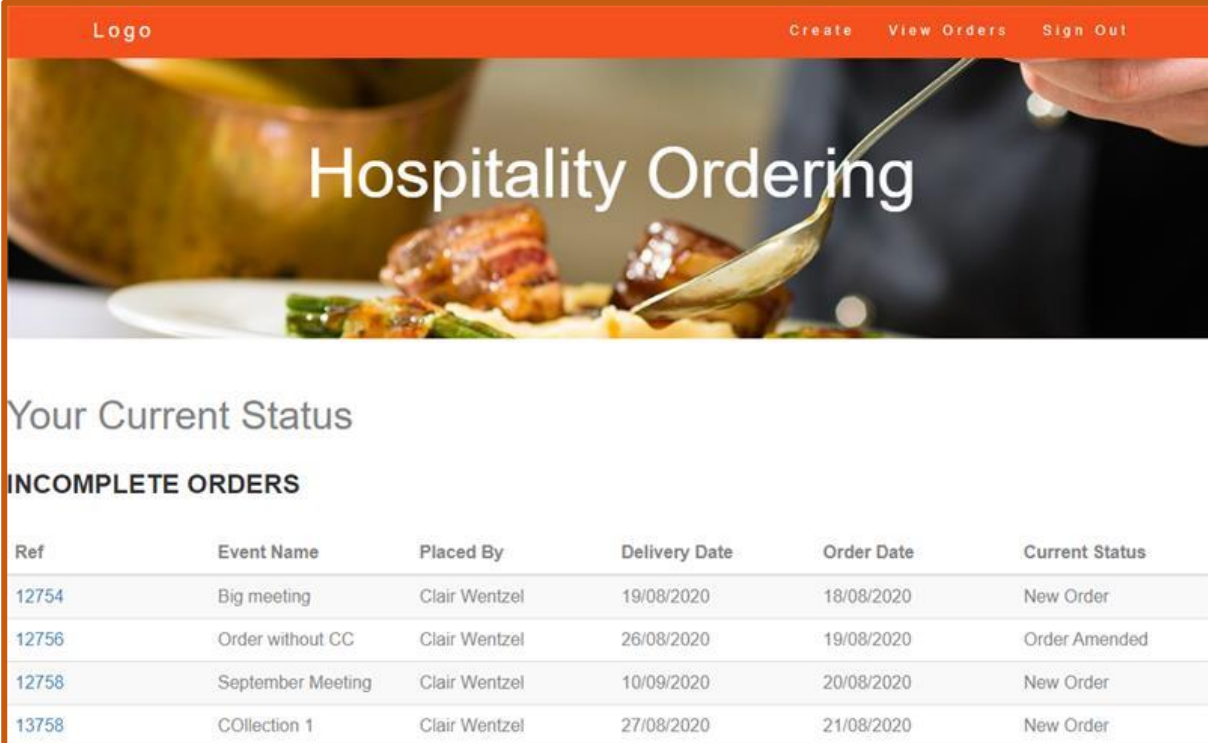


HOSPITALITY HUB FEATURES

Orders | Rooms | Menus | CRM | Events | Invoicing

**Tailored for Universities, Colleges, Hospitals, Facilities
Management and Contract Caterers**



Logo Create View Orders Sign Out

Hospitality Ordering

Your Current Status

INCOMPLETE ORDERS

Ref	Event Name	Placed By	Delivery Date	Order Date	Current Status
12754	Big meeting	Clair Wentzel	19/08/2020	18/08/2020	New Order
12756	Order without CC	Clair Wentzel	26/08/2020	19/08/2020	Order Amended
12758	September Meeting	Clair Wentzel	10/09/2020	20/08/2020	New Order
13758	COLlection 1	Clair Wentzel	27/08/2020	21/08/2020	New Order

"Having our cost codes linked to our budget holders has eliminated user error"

Minimum Order Value: (optional)

Menu Categories Cut Offs

Apply to all categories

	Order Advance Days	Cut Off Time
Light Brea	Default	Default
Teas and C	1	12:00
Positive star	Default	Default
Fish Course	3	16:00
	Default	Default

"The Order Rules set up tool provides amazing flexibility for order cut off times and menu availability"

Clients love our process 'nuggets'

"the mapping of kitchens to buildings is a useful tool but even more so to have the override option"

Send Quote

Documents to Attach (optional)

- Terms & Conditions
- Menu
- Wine List
- GDPR Policy
- Security Policy
- Nuts & Other Food Allergies Policy

"I love being able to select from a range of our template documents to add to the customers agreement transmission"

HOSPITALITY ORDERING & ROOM BOOKING	Default, rule, set up or option
Customers/Staff hospitality ordering tool	Default
View, amend, copy, cancel 'my orders'	Default
View menu dish picture in order tool	Set Up
View allergens & nutrients in order tool	Set Up
Order approval (multiple levels)	Set Up
Menu categories linked to rooms	Set Up
Minimum & Maximum Quantities (by session)	Set Up
Order cut off times (by category & by session)	Set Up
Select charge code (from client list)	Rule
Addition: Enter free text charge code	Rule
Email order confirmation	Set Up
View 'my orders' dashboard (incomplete/current/past)	Default
Administrator 'view all orders' dashboard	Default
Administrator/client order approval dashboard	Set Up
Search current and past orders	Default
Kitchen Manager dashboard	Default
Auto assign kitchen by building	Default
Alternative change or assign kitchen in dashboard	Set Up
Sort orders by kitchen	Default
Kitchen user amend customer orders	Default
Dispatch and print individual orders or in bulk	Default
Print dispatch/delivery notes	Default
View kitchen production report	Default
Dispatch report	Default
Room Booking dashboard calendar	Default
Book available room, set start & end time, meeting name, numbers, comments	Default
Book room before hospitality	Rule
Alternative: user selects building & room from drop down	Rule
Room occupancy report	Default
Hospitality & Room Set Up Tools	Default
Create dishes, define categories & sub categories, set dual selling price	Default
Add ingredients to dishes (with automatic allergens & nutrients)	Default
Upload dish pictures	Default
Print dish/recipe cards and dish labels with allergens, nutrients, ingredients etc.	Default
Multiple Kitchens	Rule
Archive a dish (temporary or permanent)	Default
Room set up tools including buildings, rooms, room capacities, room hire rates	Default
Set multiple delivery slots & maximum orders per slot/per session	Set Up
Recharging, invoicing & customer payment	Option
3 rd party invoicing process with request to finance for invoice	Option
3 rd party invoicing process with auto invoice creation	Option
Budget Holders & Cost Code integration with client system	Option
Customer credit card payment on basket check out	Option
Credit card provider dashboard access for reports & credits	Option
Third Party Invoice Report	Option
Sales, recharging & sales mix reports	Default
Data export to accounting application	Option
Access	
Online access via browsers	Default
Single Sign On access (SSO)	Option

HOSPITALITY ORDERING & ROOM BOOKING EXAMPLES




Our Menus

Event/Booking Name: Maintenance Policy meeting 2
 Delivery Date: 25/02/2021
 Meeting Start Time: 09:30
 Meeting End Time: 13:30
 Cost Centre: A141
 Building Name: Main Building
 Room Name Number: Dining Hall - back section, private dining
 Order Number: 1-165
 Delivery Method: Delivery

BASKET Items: 8 **CONFIRM ORDER** Total: 19.60

Show 25 entries Search:

Hot Lunch

	Cheese and Bacon Burger	A&N	3.00	Add
	Cheese Toastie	A&N	4.58	Add
	Mike's Goujons and Chips	A&N	0.00	Add

Showing 1 to 3 of 3 entries Previous 1 Next

Items: 8 Total: 19.60

Event Booking

Select Orders: Today's Orders

Event Name	Room	Start	End	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day
...

Order Manager

Select Orders: Today's Orders

Show 10 entries

Ref	Delivery Date	Order Date	Kitchen	Building Name
<input type="checkbox"/> 142	20/01/2021	15/01/2021	Default Kitchen	Block 7
<input type="checkbox"/> 141	18/01/2021	15/01/2021	Default Kitchen	Block 7
<input type="checkbox"/> 140	18/01/2021	15/01/2021	Default Kitchen	Conwyns Building
<input type="checkbox"/> 139	18/01/2021	15/01/2021	Default Kitchen	Block 7
<input type="checkbox"/> 133	21/12/2020	07/12/2020	Default Kitchen	Classrooms
<input type="checkbox"/> 130	08/12/2020	07/12/2020	Default Kitchen	Classrooms
<input type="checkbox"/> 119	13/11/2020	12/11/2020	Default Kitchen	Classrooms
<input type="checkbox"/> 118	12/11/2020	12/11/2020	Default Kitchen	Classrooms
<input type="checkbox"/> 117	17/11/2020	12/11/2020	Default Kitchen	Classrooms

Showing 1 to 9 of 9 entries

Print Selected **Dispatch Selected**

CRM & EVENT MANAGER <i>(Administrator mode)</i> Seamlessly integrated with Hospitality Ordering & Room Booking	Default, rule, set up or option
Customer CRM Database	Default
Create, edit and archive companies	Default
Link customer record to credit sales invoicing tool	Default
Link a company to a designated outlet	Default
Assign a company to a parent company (if applicable)	Default
Define a caterer to a customer (optional)	Default
Assign a sector to a company	Default
Assign a Business Type to a company	Default
Sales log of customer contact/activity	Default
Assign a customers to a Type	Default
Assign a customer to a sales person	Default
Assign a Prospect Status to a company	Default
Add multiple contacts to a company	Default
Upload documents to a company	Default
Record marketing and PR activity for a company	Default
Search the CRM database	Default
Event Enquiries	Default
Event Enquiry creator linked to a company contact	Default
Define an enquiry as Director or Internal or via an Agency	Default
Select a preferred company venue and alternative venues	Default
Select a preferred event date (or multiple dates)	Default
Set initial minimum and maximum event numbers and times	Default
Record forecast event values	Default
Select how the customer was recommended to you	Default
Event Enquiry sortable Dashboard	Default
Record customer Site Visits with outcome KPI's	Default
Event Creator	Default
Create multiple events per enquiry	Default
Add multiple room bookings per event (using Hospitality Room Booking)	Default
Add multiple menu items (using Hospitality Ordering)	Default
Add Event Notes with multiple sections	Default
Event Summary dashboard view	Default
Event Quote creator & email to customer with choice of T&C's, menu etc.	Default
Event Deposit Invoice creator	Default
Event Agreement creator & email to customer with choice of T&C's, menu etc.	Default
Event Proforma creator & email to customer and internally	Default
Event Invoice Creator and email to customer (net of deposit)	Default
Invoice Statement generator	Default
Event status dashboard view	Default
CRM & Event Set Up tools	Default
Create customer types	Default
Create agency names	Default
Create External Venues	Default
Create Business Types, Sectors, Enquiry Types. Referral Types	Default
Create Notes sections and Document elements	Default
CRM & Event Reports	Default
<i>Enquiries, Activities, Status & KPI reports</i>	Default
<i>Site Visits; upcoming, outcomes, conversions report</i>	Default
<i>Enquiry Source review report</i>	Default
<i>Forecast and confirmed summary report</i>	Default
<i>Venue information report</i>	Default

EVENT MANAGEMENT EXAMPLES

CRM Dashboard

View Outlet Diary: User:

- Enquiry Follow Ups
- Follow Up Activity
- Site Visits
- Contracts Outstanding

Enquiry	Date	Source	Company	Company Status	Event Status	Type	Possible Actual Event Date	Multi Date	Quote Required	Quote Sent	Taken By	Value	FU Date	FU1	FU2	FU3
Birmingham FC Awards Dinner	15/02/2021	Brochure	Birmingham City Football Club	Prospect	Confirmed	Awards Dinner	23/03/2021		18/02/2021	22/02/2021	Clair Wentzel	4770	24/02/2021			
End of Season Awards	27/01/2021	Advertisement	Birmingham City Football Club	Prospect	Confirmed	Afternoon Tea	27/01/2021		30/01/2021		Clair Wentzel	0				
Wycombe FC Awards dinner	19/01/2021	Brochure	Greens Brigade	Prospect	Confirmed	Awards Dinner	19/01/2021		22/01/2021		Clair Wentzel	0				

Send Quote

Terms and Conditions to attach (optional)

- Terms & Conditions
- Menu
- Wine List
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CRM Event

MKA Relaunch Event / MKA Conference

Rooms/Orders

Booking Date	Booking Time	Room	Order
21/04/2021	09:00 - 14:00	Q1A020	MKA Conference Sessions <input type="button" value="View Order"/>
21/04/2021	10:20 - 14:00	Q1A068	MKA breakout room <input type="button" value="View Order"/>
21/04/2021	12:00 - 14:00	Q1A074	MKA Conference Lunch <input type="button" value="View Order"/>

Event Programmes

Description	Start Time	End Time	Edit	Delete
Delegates Arrive, Beverages Available	09:30	11:00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
First Conference Session	11:00	11:15	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Mid morning beverage break	11:15	12:30	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Second Conference Session	12:30	14:30	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Lunch	15:00	16:00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Event ends				

Event Notes

Bedroom Reservations Show on Documents

3 Single Ensuite Rooms booked in names of Smith, Jones and Patel

NEW INDICATER LABEL/POS MAKER

Label Maker

Style
Select the style for your label: Select the size of the label:

Options
Select from the options below to add and remove items of information from the label

Dish

<input checked="" type="checkbox"/> Dish Name	<input type="text" value="Header"/>	<input type="checkbox"/> Location	<input type="text" value="Simple"/>
<input type="checkbox"/> Dish Name Short	<input type="text" value="Simple"/>	<input type="checkbox"/> Nutrition	<input type="text" value="Simple"/>
<input checked="" type="checkbox"/> Selling Price	<input type="text" value="Bold"/>	<input checked="" type="checkbox"/> Contains	<input type="text" value="Simple"/>
<input checked="" type="checkbox"/> Barcode	<input type="text" value="CODE128"/>	<input type="checkbox"/> May Contain	<input type="text" value="Simple"/>
<input checked="" type="checkbox"/> Image	<input type="text" value="Simple"/>		
<input checked="" type="checkbox"/> Brand Logo	<input type="text" value="Simple"/>		
<input type="checkbox"/> Ingredients	<input type="text" value="Simple"/>		

Custom

<input type="checkbox"/> Text	<input type="text" value="Custom Text"/>	<input type="text" value="Simple"/>
<input type="checkbox"/> Date	<input type="text" value="17/02/2021"/>	<input type="text" value="Simple"/>
<input checked="" type="checkbox"/> Use By	<input type="text" value="18/02/2021"/>	<input type="text" value="Simple"/>

Print Settings
Number of labels to print on a page:

Ensure that margins are set to minimum/none in the print dialogue settings for best results.

Design

- Drag label items up and down to reorder label. Label items can be resized by dragging on their right hand side. The label will attempt to fit as many items per row as it can depending on the items widths. To get items to sit side-by-side, ensure their individual widths combined are not greater than the label width. Items will drop down to the next row automatically if they don't fit.
- For custom sizes, drag the right hand side of the label to increase and decrease the label width. The height will change automatically to fit content.
- Solid grey borders are not printed, and are present to aid label design

The preview shows a label for 'Salmon with Cheese Sauce'. At the top is the Indicater logo. Below it is the dish name. A photo of the dish is in the center. Below the photo is a 'Contains' list: Peanuts, Molluscs, Celery and Celeriac, Mustard, Sulphites, Cereals, and 'Containing Gluten'. At the bottom left is a price tag for £6.00, and at the bottom right is a barcode with the number 072180563569 and a 'Use By' date of 18/02/2021.

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