

PIZZA PARLOR.COM

ADMIN SITE

USER

MANUAL

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LOGGING IN

When you first load the Admin Website, this is the Home screen you are presented with.



You must enter your Pizza Parlor Admin user name and password in order to access the Admin Website content.



OPEN ORDERS

Once you've entered a valid username and password, the Admin Website directs you to the Open Orders page. This page is most important for employees, as it displays customer and order information.



Completing an order

Once you have completed your order, select the check box marked "Completed" (indicated by red circle in prior screen shot). Once you have done this, the Open Orders Page will refresh, no longer displaying the most recently completed order.

REVIEWING COMPLETED ORDERS

In order to view the most recent Completed Orders Report, select the Manage Orders navigation link.



Completed Orders Report

This report lists the orders that have been completed today.



REVIEWING CUSTOMERS

In order to view the full listing of Customers we've taken orders from, select the Manage Customers navigation link.



Customer Listing Report

This report displays a full listing of all of the customers we have ever taken a pizza order from.



LOGGING OUT

In order to log out from the Admin Website, select the Logout navigation link.



Once you log out, you can click the link to return to the Admin Home login screen.

