

# Active Orders Management

On the "Active Orders" page, users can efficiently manage incoming orders from their website or app. Each order card displays a timer, reflecting the response time set in the restaurant information. Users can accept or reject orders within this time frame, and upon cooking completion, mark the order as "Food Ready" to remove it from the active queue.

- [Active Orders](#)

# Active Orders

## Active Orders Overview

On the "Active Orders" page, users can efficiently manage incoming orders from their website or app. Each order card displays a timer, reflecting the response time set in the restaurant information. Users can accept or reject orders within this time frame, and upon cooking completion, mark the order as "Food Ready" to remove it from the active queue.

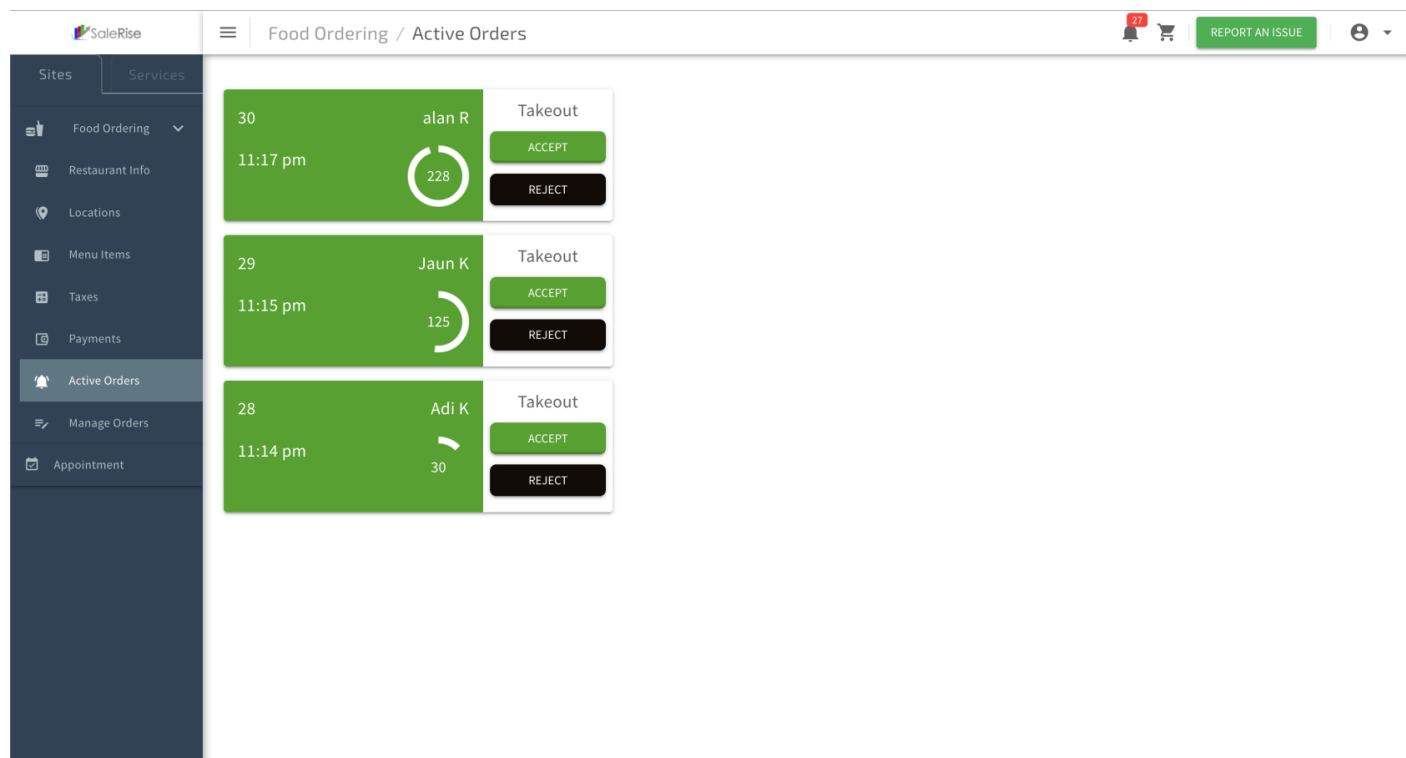
### 1. Access "Active Orders":

Navigate to the "Active Orders" page to view incoming orders.

### 2. Order Cards:

Each order is represented by a card displaying essential details.

- **Timer:** Reflects the response time set in the restaurant information.
- **Accept & Reject Buttons:** Quickly respond to incoming orders by accepting or rejecting.



### 3. View Order Details:

- Click on an order card to view detailed information about the order.

SaleRise Food Ordering / Active Orders

30 alan R 11:17 pm 220 Takeout ACCEPT REJECT

29 Jaun K 11:15 pm 117 Takeout ACCEPT REJECT

28 Adi K 11:14 pm 22 Takeout ACCEPT REJECT

Adi K active Order #28  
1243435654  
adk@gmail.com  
Takeout  
Due: 11:14 pm

1 Eager Burger \$20.00

Sub-total \$20.00  
Tax & fees \$3.2  
Total \$23.20

ACCEPT REJECT

View Details

#### 4. Accept Order:

- If ready to proceed, click "Accept" within the specified response time.

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ACCEPT REJECT

Accept Order

#### 5. Reject Order:

- If unable to accept the order, click "Reject" within the response time.

Food Ordering / Active Orders

26

REPORT AN ISSUE

Sites Services

Food Ordering

Restaurant Info

Locations

Menu Items

Taxes

Payments

Active Orders

Manage Orders

Appointment

30 alan R Takeout  
11:17 pm 202  
ACCEPT  
REJECT

29 Jaun K Takeout  
11:15 pm 99  
ACCEPT  
REJECT

28 Adi K  
11:14 pm

Adi K Under Process Order #28  
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adk@gmail.com  
Takeout  
Due: 11:14 pm

1 Eager Burger \$ 20.00

Sub-total \$ 20.00  
Tax & fees \$ 3.2  
Total \$ 23.20

FOOD IS READY

Reject Order

## 6. Food Ready:

- After cooking, click "Food Ready" to indicate that the order is prepared for pickup or delivery.
- Once marked as "Food Ready," the order disappears from the active order queue.

Food Ordering / Active Orders

26

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FOOD IS READY

Food is Ready