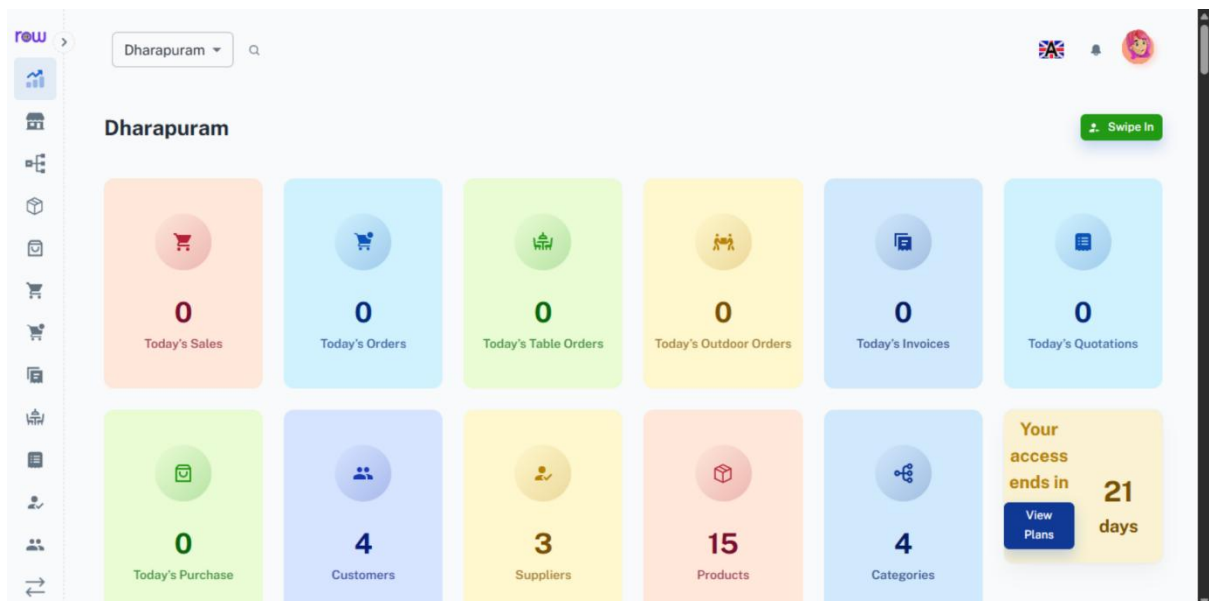


# Create Outdoor Menus And Orders In Run On Web

Go to [runonweb.com](https://runonweb.com)

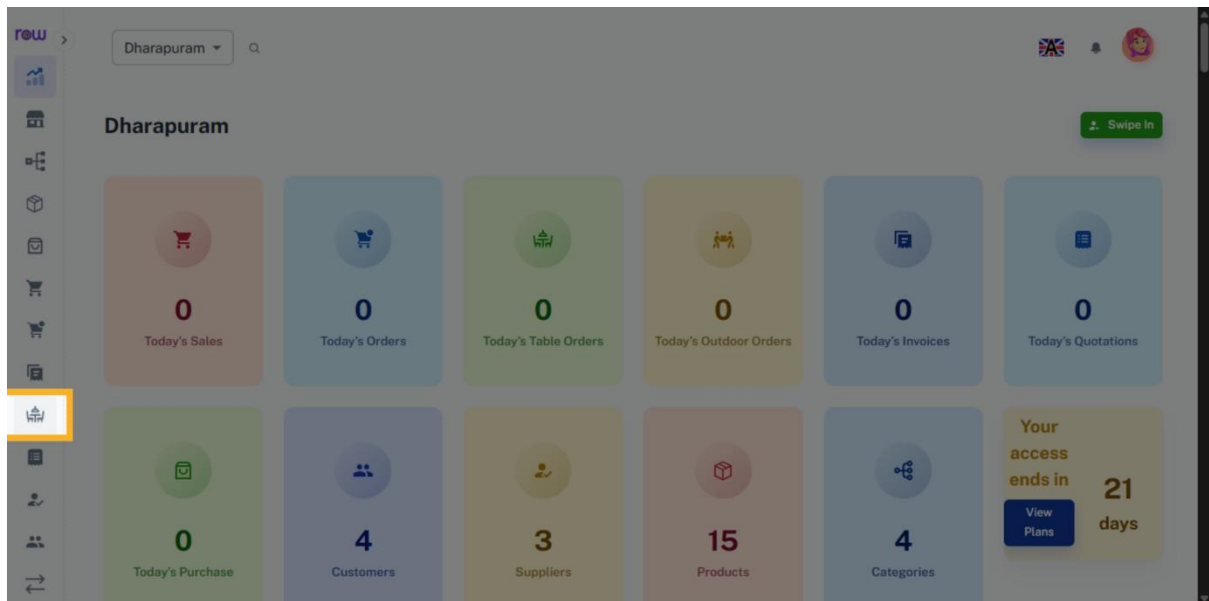
## 1. Introduction

In this tutorial, you will learn how to create an outdoor menu, vessel, an outdoor order.



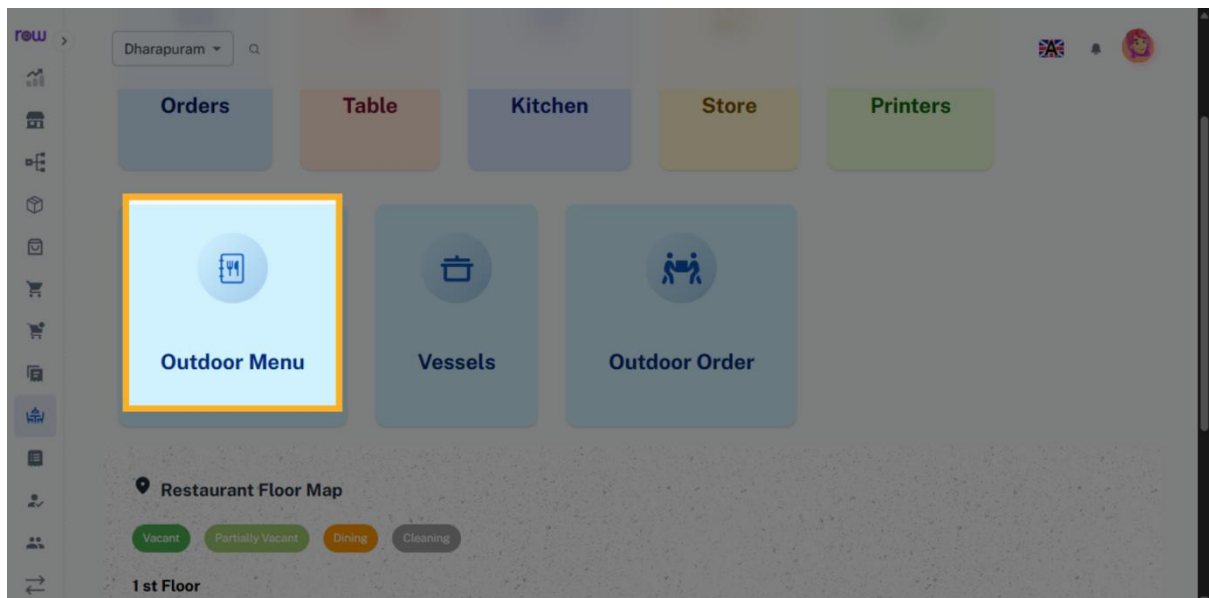
## 2. Click Hotel

Click Hotel



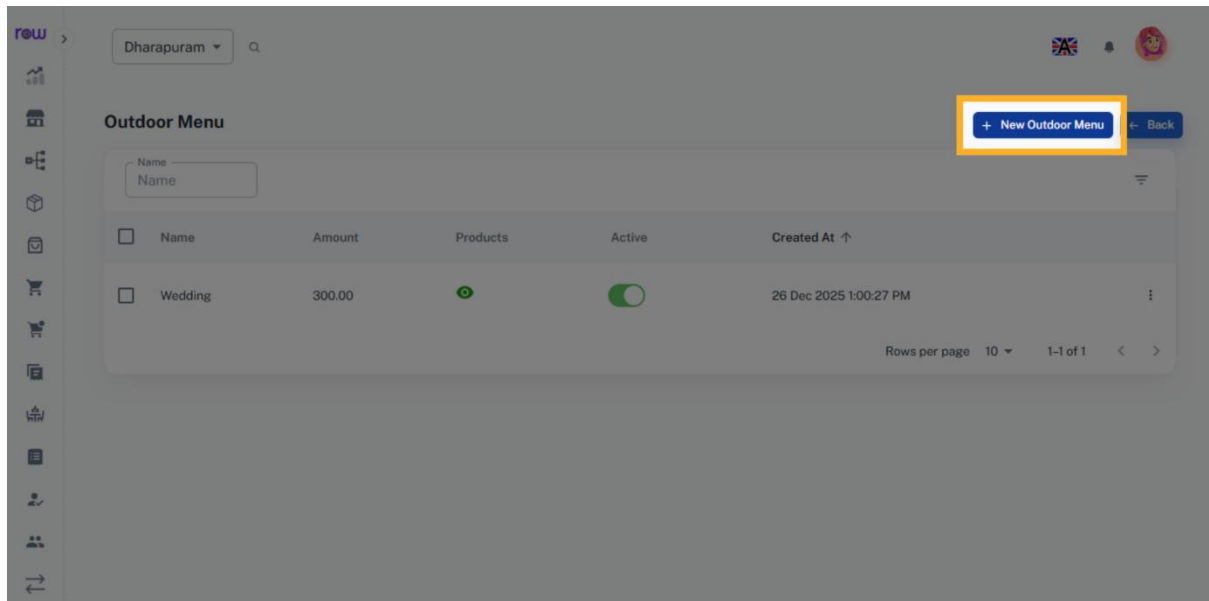
### 3. Open Outdoor Menu

Select the outdoor menu to create and Manage an outdoor menu. An outdoor menu is a menu specially created for outdoor events such as weddings, parties, receptions, and other open-air gatherings.



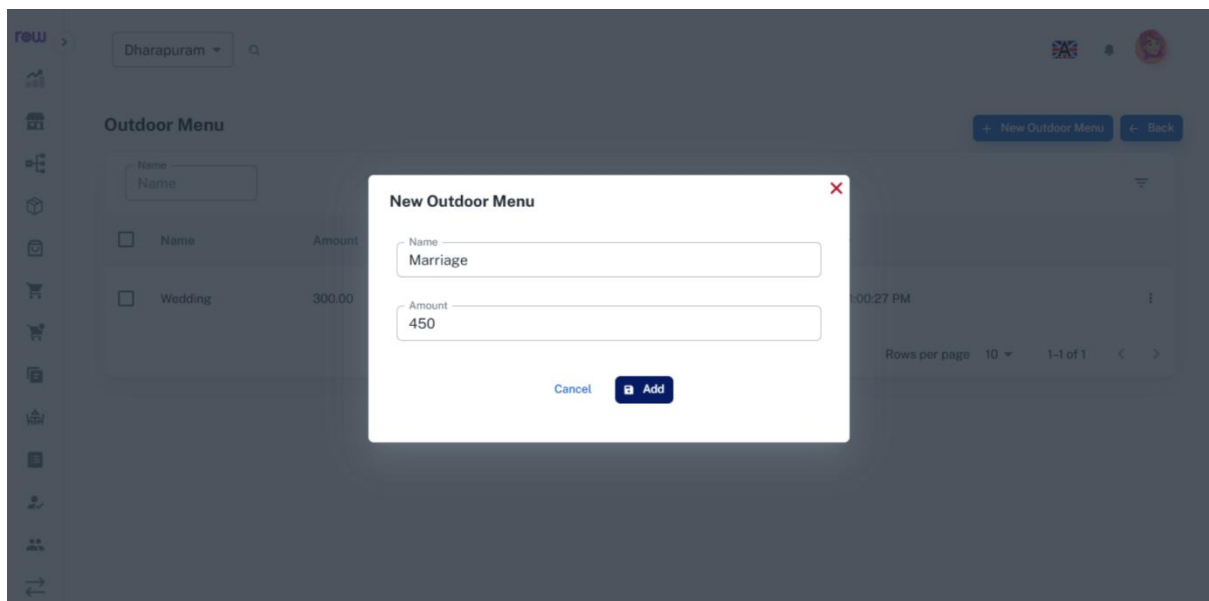
#### 4. Click New Outdoor Menu

Click New Outdoor Menu



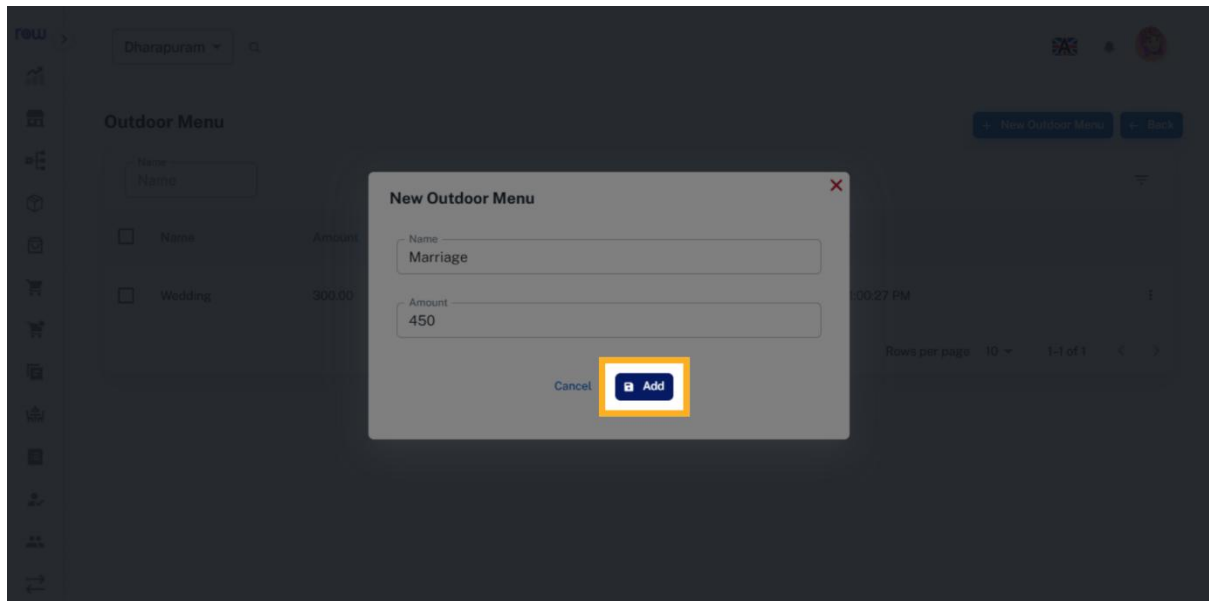
#### 5. Enter Field

Enter the name of the menu and the amount.



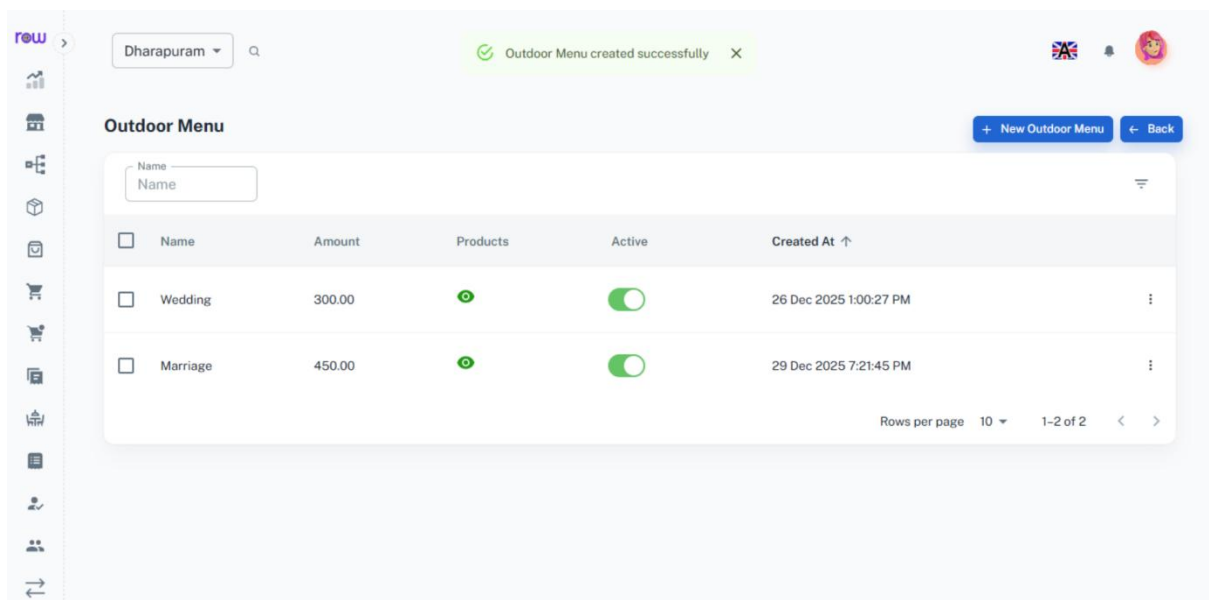
## 6. Add

Click Add.



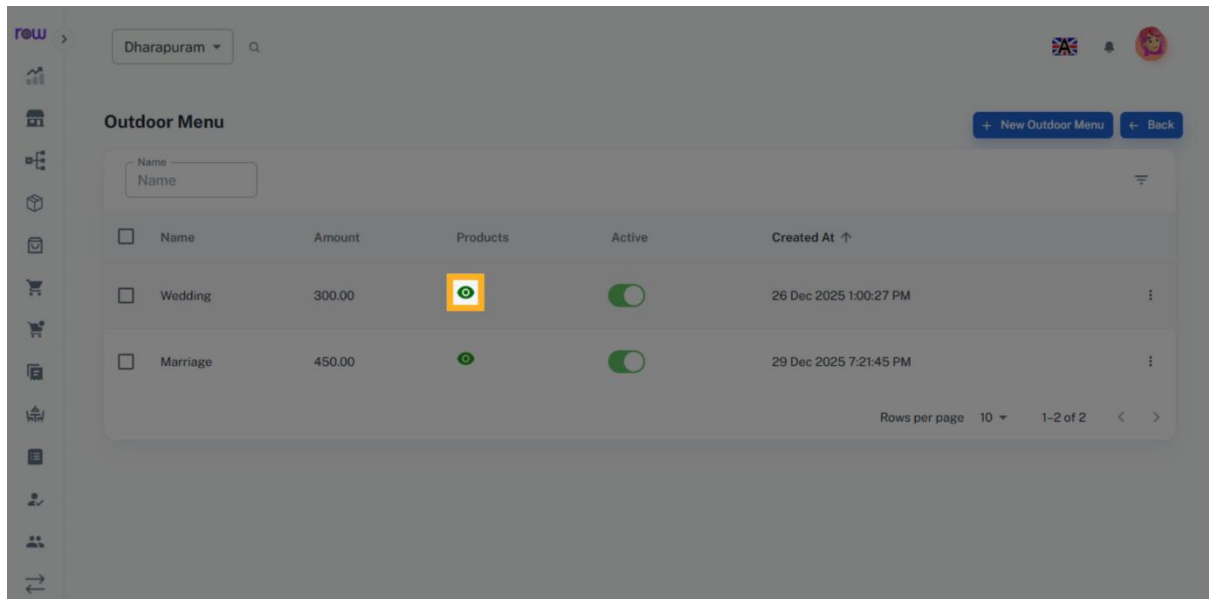
## 7. Outdoor Menu

You will be redirected to outdoor menu list after a new outdoor menu is successfully created.



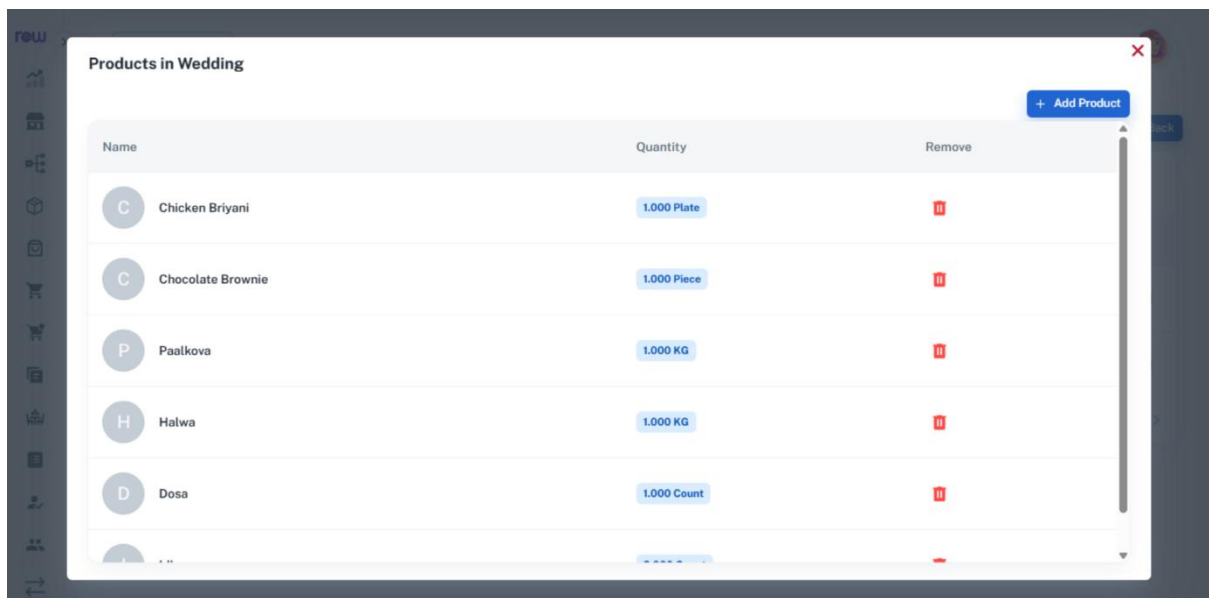
## 8. Click Eye icon

Click the eye icon to view and add the outdoor menu products



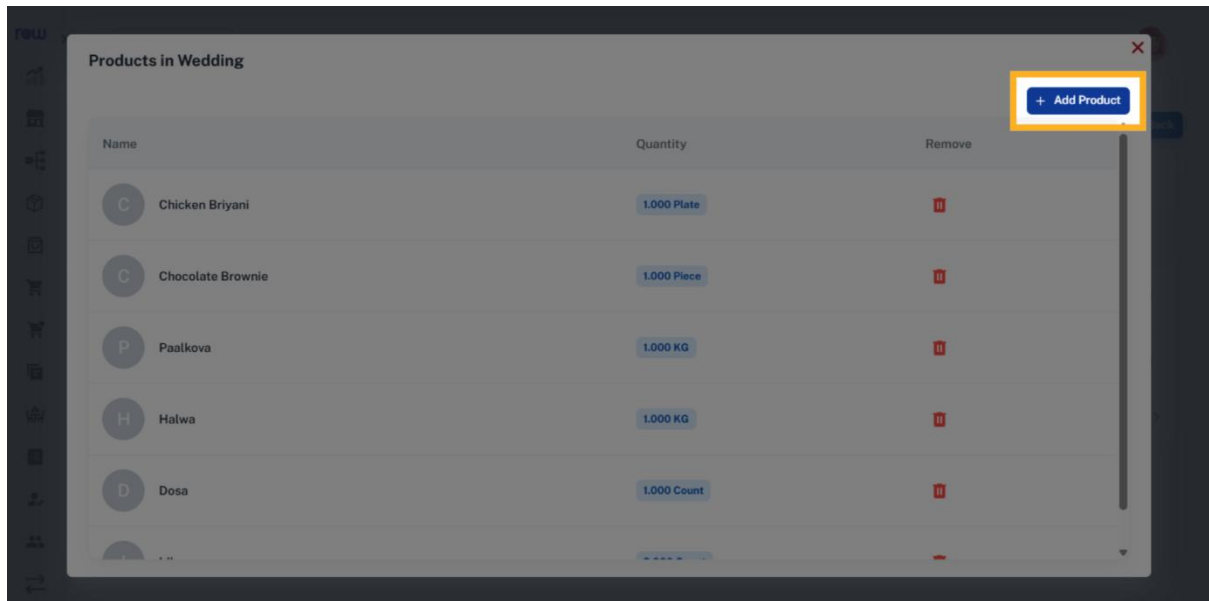
## 9. View Products

You can view the products in the outdoor menu.



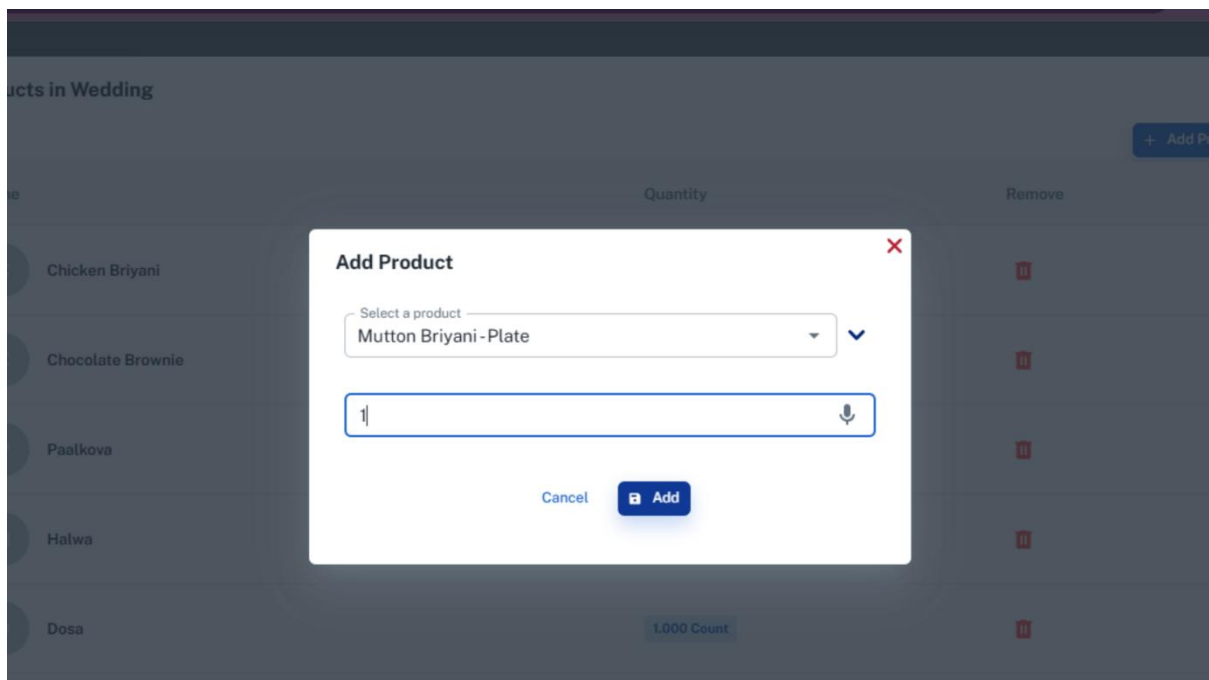
## 10. Add Product

Click Add Products to add a product or item to the outdoor menu.



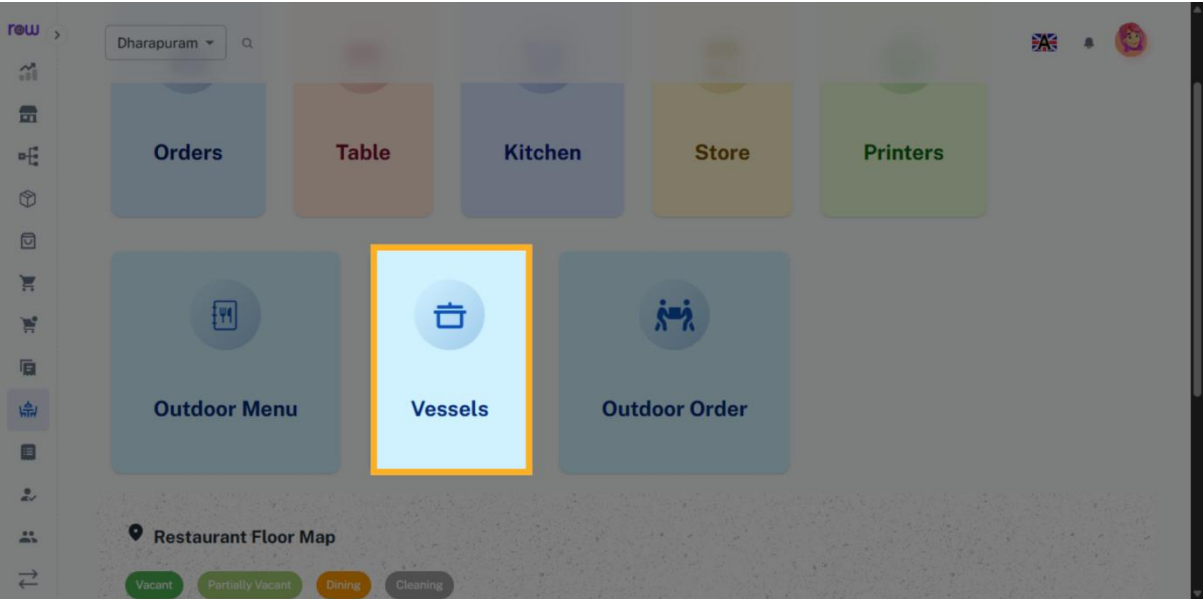
## 11. Add

Enter the product and the quantity, then click Add.



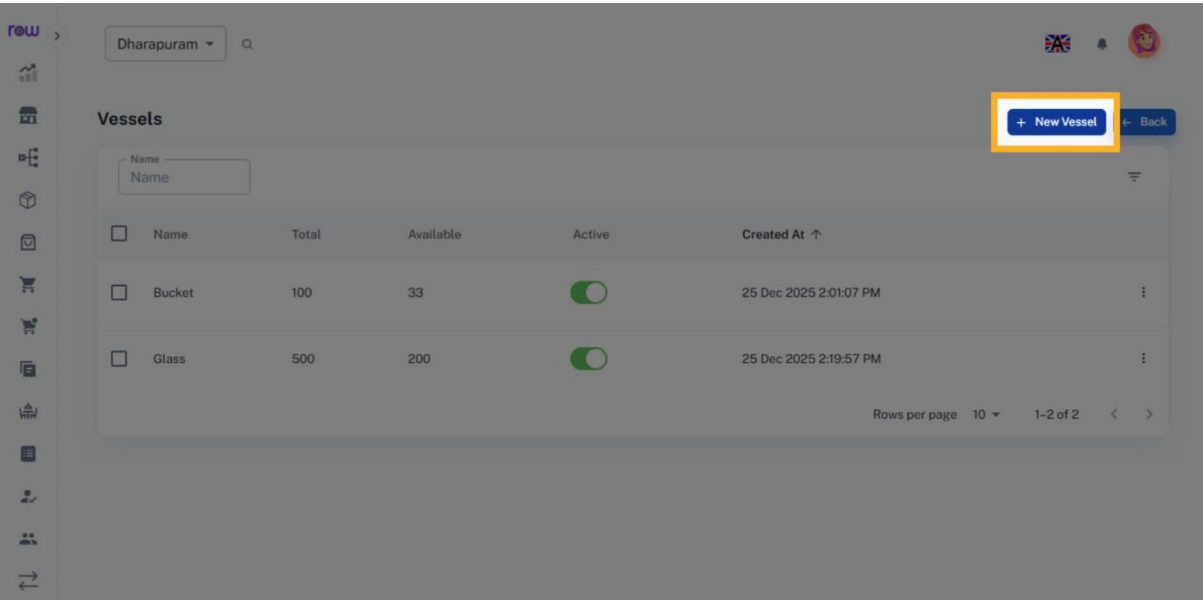
## 12. Click Vessels

Click Vessels to add vessels. These vessels are used for outdoor orders during delivery.



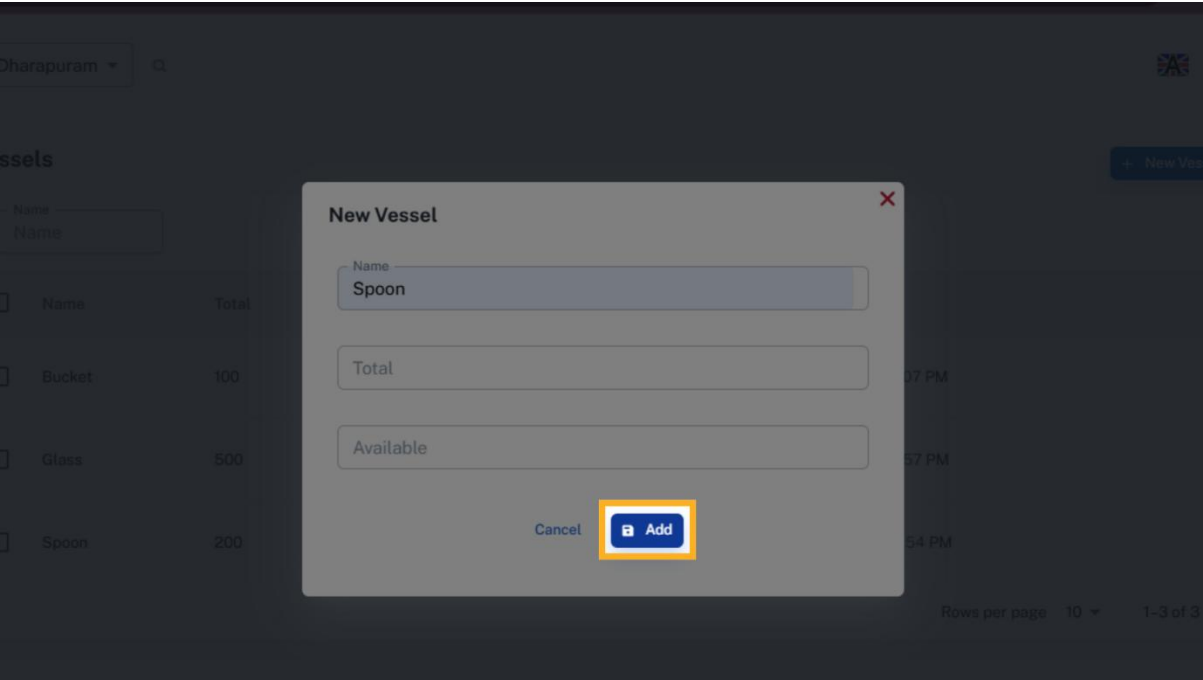
## 13. Click New Vessel

Click New Vessel



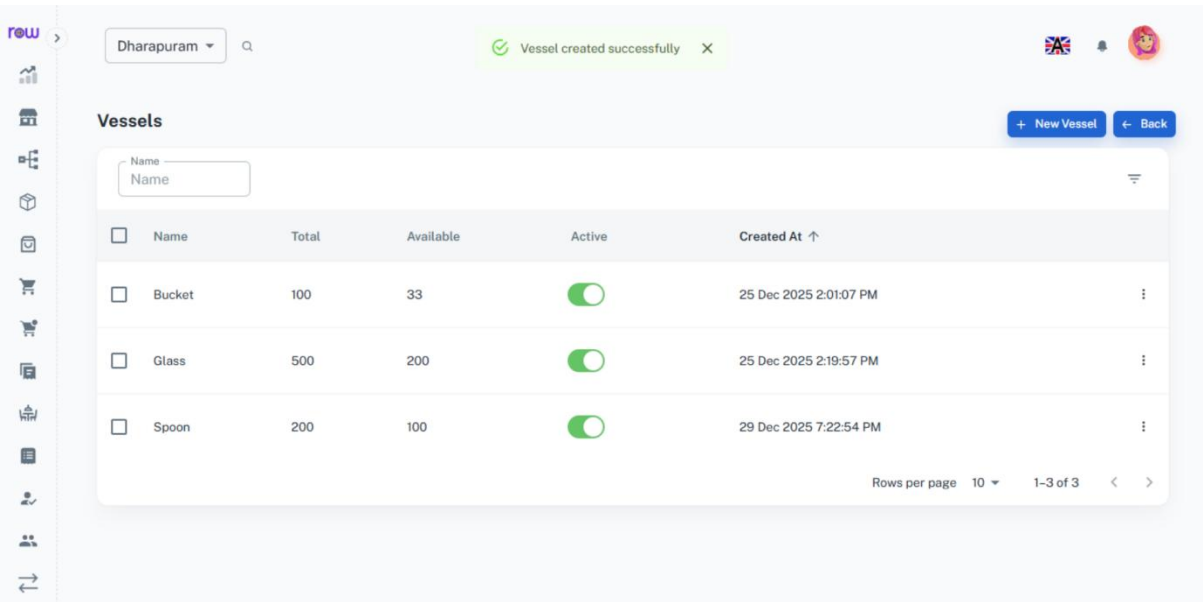
## 14. Add

Enter the vessel name, total count and available count then click Add to add the vessel.



## 15. Vessels List

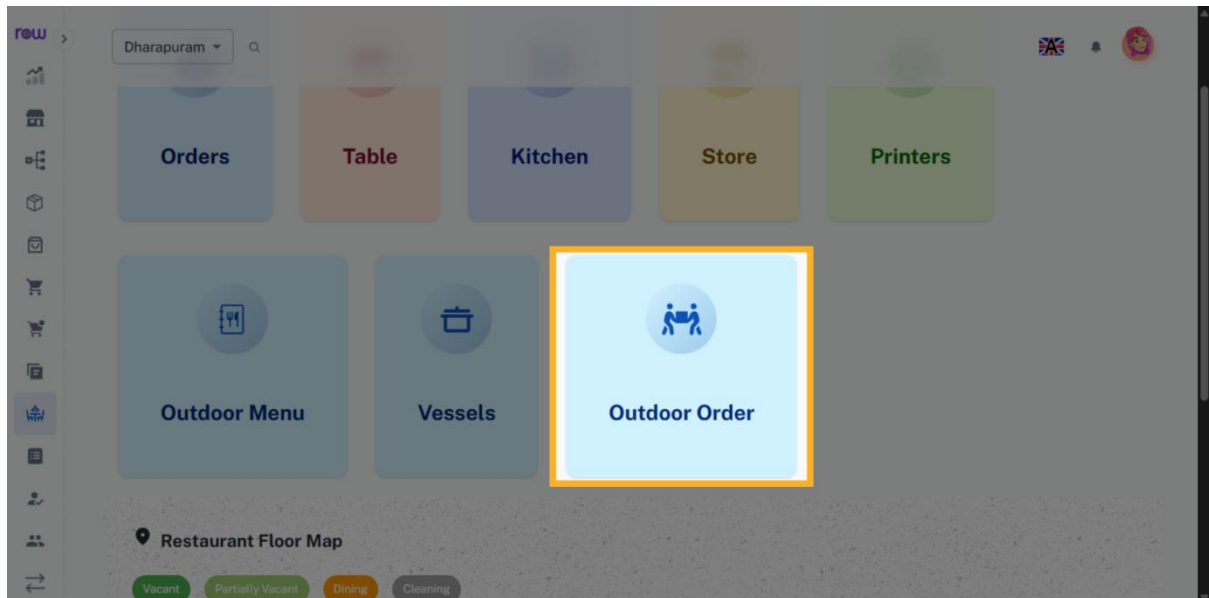
You will be redirected to the vessels list screen after the new vessel is successfully created.





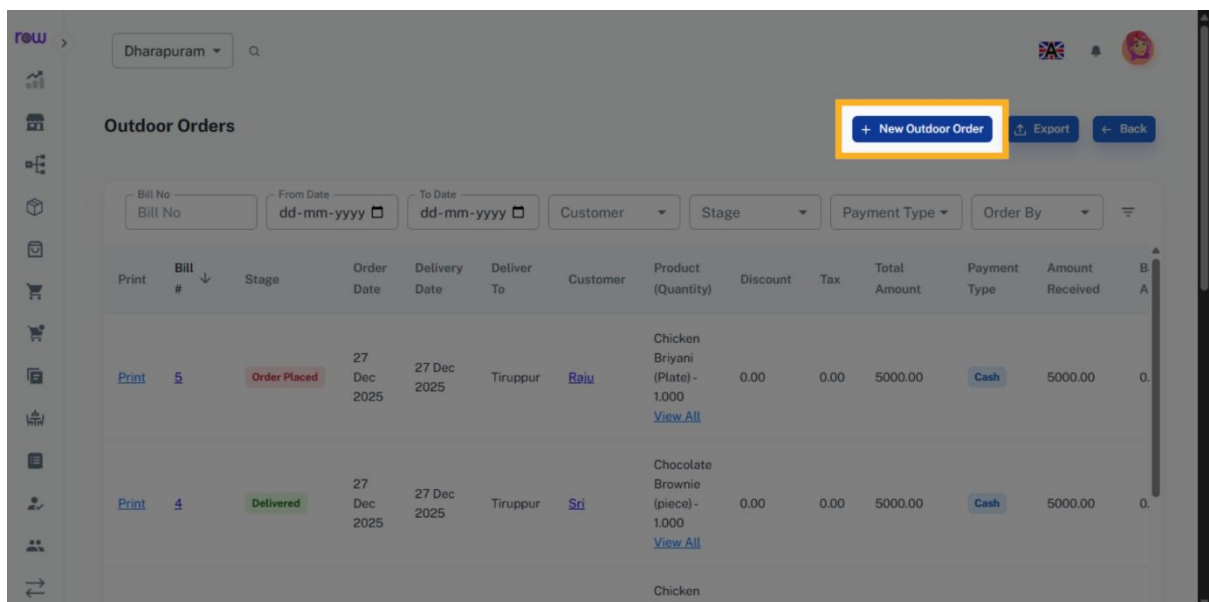
## 16. Open Outdoor Order

Click Outdoor Order. An outdoor order is an order placed for outdoor functions such as weddings, receptions, and other gatherings.



## 17. New Outdoor Order

Click New Outdoor Order to create a new outdoor order.



## 18. New Order Creation

In this screen, the order date and order by fields are already filled in, you can update them if needed.

row > Dharapuram

**New Outdoor Order** [← Back](#)

Order Date: 29-12-2025

Order By: Poovarasu (+919361427976)

Select a customer

Delivery Date: dd-mm-yyyy

Delivery Location: Delivery Location

Stage: Order Placed

Menu

Plate Count: Plate Count

Amount Per Plate: 0

**Products:**

Select a product

No Products Found!

Loading Charge: Enter Loading Charge

Unloading Charge: Enter Unloading Charge

Transport Charge: Enter Transport Charge

## 19. Select Customer

Select Customer

Dharapuram

**New Outdoor Order** [← Back](#)

Order Date: 29-12-2025

Order By: Poovarasu (+919361427976)

Select a customer

Delivery Date: dd-mm-yyyy

Delivery Location: Delivery Location

Stage: Order Placed

Menu

Plate Count: Plate Count

Amount Per Plate: 0

**Products:**

Select a product

No Products Found!

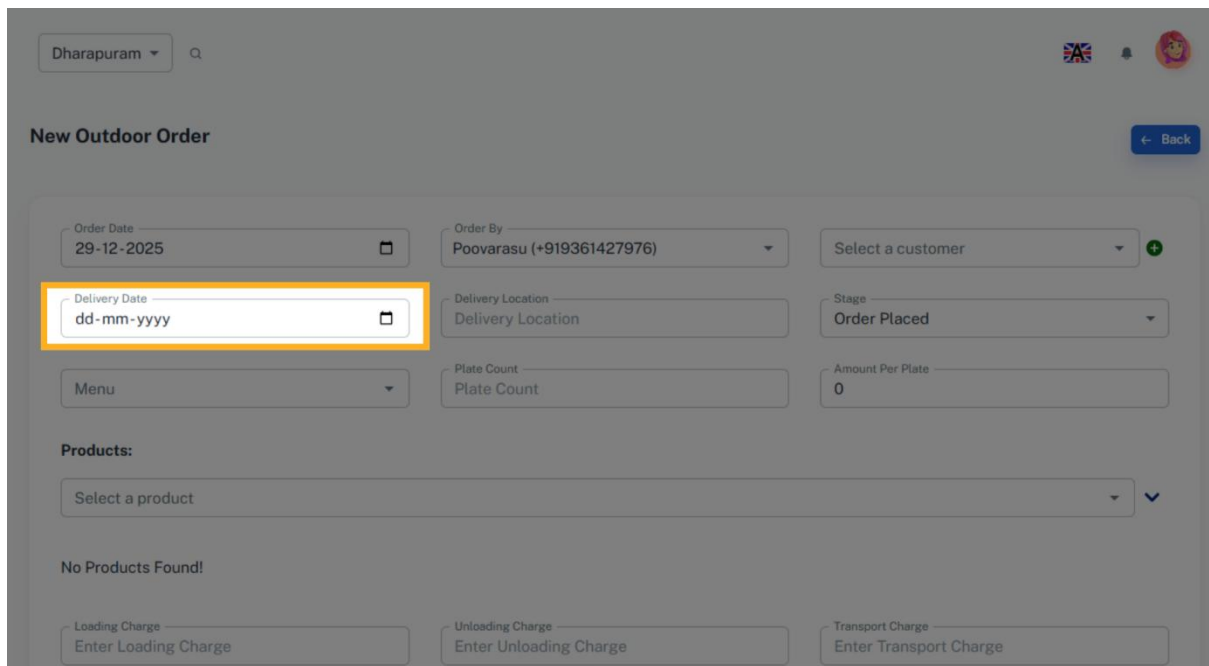
Loading Charge: Enter Loading Charge

Unloading Charge: Enter Unloading Charge

Transport Charge: Enter Transport Charge

## 20. Choose Delivery Date

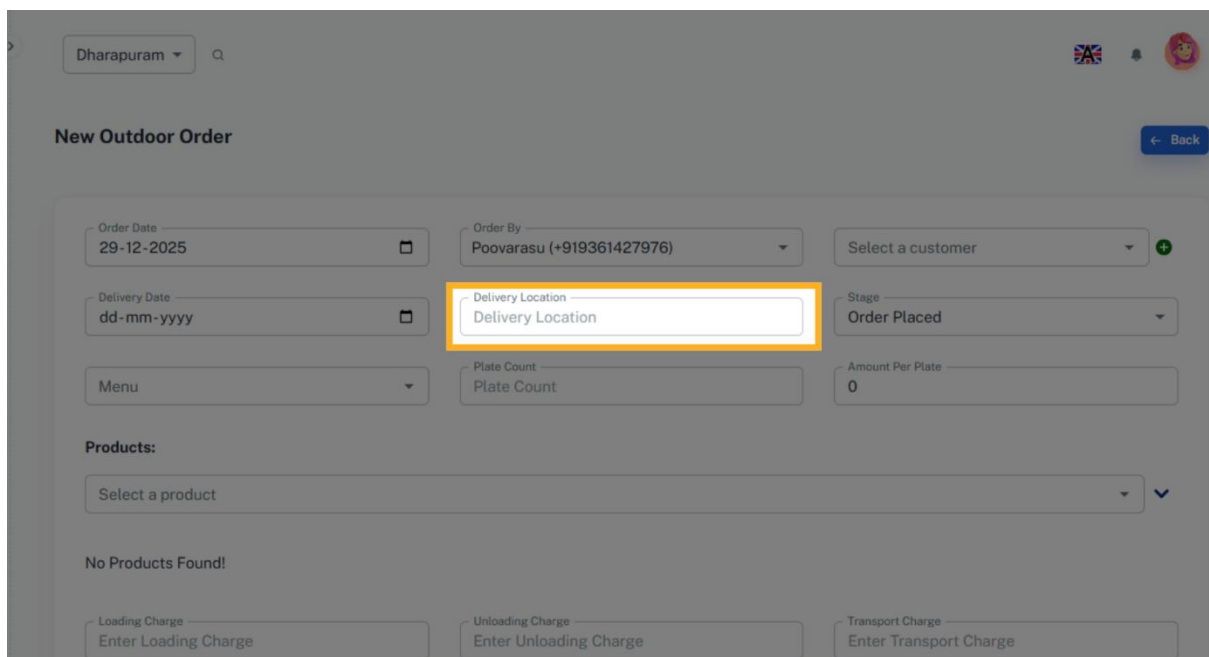
Choose Delivery Date



The screenshot shows a web application interface for creating a new outdoor order. At the top, there is a location dropdown set to 'Dharapuram' and a search icon. On the right, there are icons for a flag, a bell, and a user profile. The main heading is 'New Outdoor Order' with a 'Back' button. The form contains several input fields: 'Order Date' (29-12-2025), 'Order By' (Poovarasu (+919361427976)), 'Select a customer' (dropdown), 'Delivery Date' (dd-mm-yyyy, highlighted with an orange border), 'Delivery Location' (text input), 'Stage' (Order Placed), 'Menu' (dropdown), 'Plate Count' (text input), and 'Amount Per Plate' (0). Below these is a 'Products' section with a 'Select a product' dropdown and a 'No Products Found!' message. At the bottom, there are three input fields for 'Loading Charge', 'Unloading Charge', and 'Transport Charge', each with a placeholder 'Enter [Charge Type]'.

## 21. Set Delivery Location

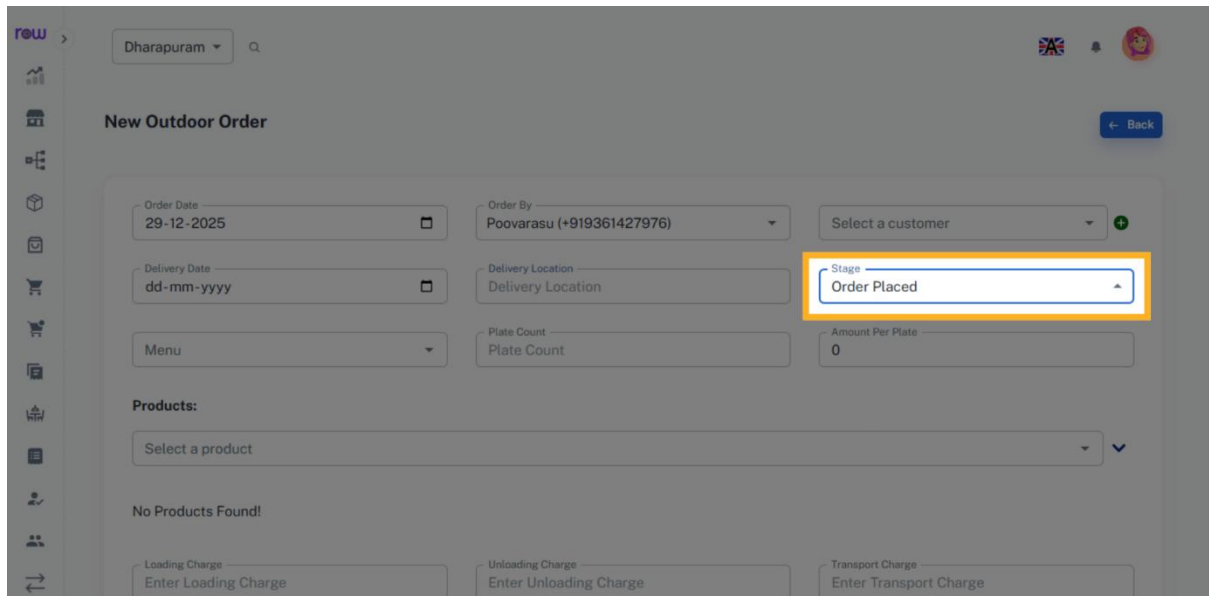
Enter Delivery Location



This screenshot is identical to the previous one, showing the 'New Outdoor Order' form. In this step, the 'Delivery Location' text input field is highlighted with an orange border. The 'Delivery Date' field now shows 'dd-mm-yyyy' instead of the specific date. All other fields and the overall layout remain the same.

## 22. Select Order Stage

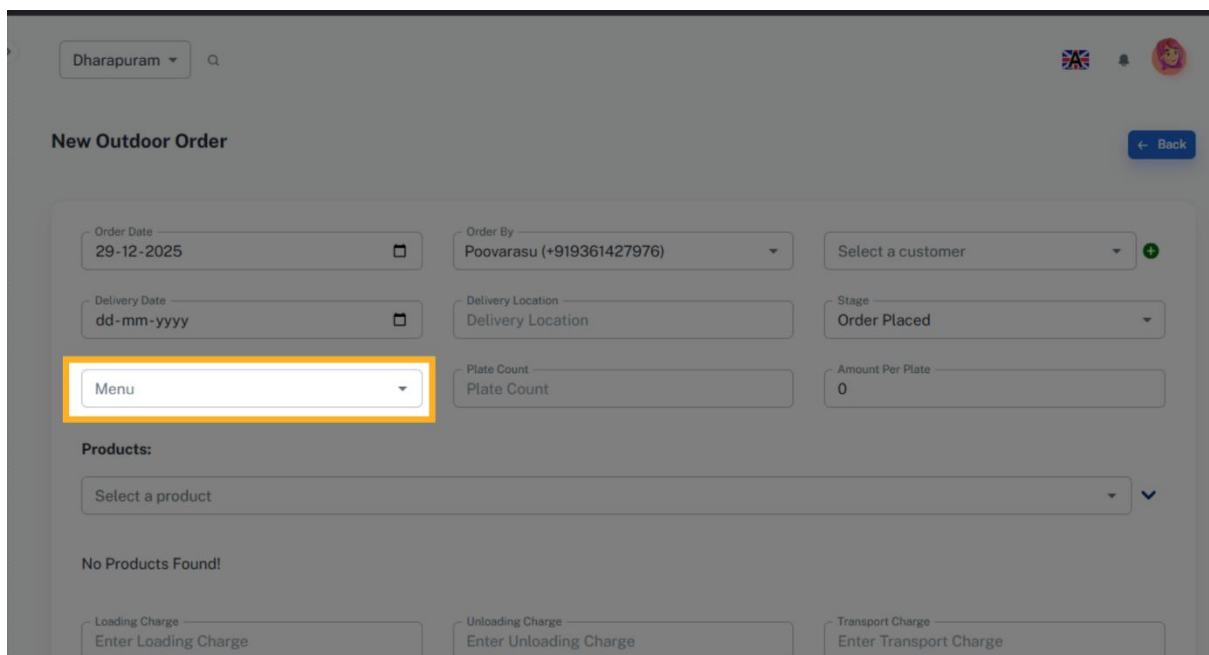
Select Order Stage. The order placed is the initial stage when an outdoor order is created.



The screenshot shows the 'New Outdoor Order' form in a web application. The form includes fields for Order Date (29-12-2025), Order By (Poovarasu (+919361427976)), Select a customer, Delivery Date (dd-mm-yyyy), Delivery Location, Stage (Order Placed), Menu, Plate Count, and Amount Per Plate (0). The 'Stage' dropdown is highlighted with a yellow border. Below the form, there is a 'Products' section with a 'Select a product' dropdown and a 'No Products Found!' message. At the bottom, there are three input fields for Loading Charge, Unloading Charge, and Transport Charge.

## 23. Menu Selection

Select a menu. When you select the menu, the products in the menu are automatically added, and you can also add or remove products as needed.



The screenshot shows the 'New Outdoor Order' form in a web application. The form includes fields for Order Date (29-12-2025), Order By (Poovarasu (+919361427976)), Select a customer, Delivery Date (dd-mm-yyyy), Delivery Location, Stage (Order Placed), Menu, Plate Count, and Amount Per Plate (0). The 'Menu' dropdown is highlighted with a yellow border. Below the form, there is a 'Products' section with a 'Select a product' dropdown and a 'No Products Found!' message. At the bottom, there are three input fields for Loading Charge, Unloading Charge, and Transport Charge.

## 24. Enter Plate Count

Enter Plate Count

The screenshot shows the 'New Outdoor Order' form in a web application. The form includes fields for Order Date (29-12-2025), Order By (Poovarasu (+919361427976)), Select a customer, Delivery Date (dd-mm-yyyy), Delivery Location, Stage (Order Placed), Menu, and Amount Per Plate (0). A yellow box highlights the 'Plate Count' field, which contains the text 'Plate Count' and a microphone icon. Below the 'Menu' field, there is a 'Products:' section with a 'Select a product' dropdown and a 'No Products Found!' message. At the bottom, there are three input fields for 'Loading Charge', 'Unloading Charge', and 'Transport Charge', each with a placeholder 'Enter [Charge Type]'.

## 25. Set Amount Per Plate

En Amount Per Plate

The screenshot shows the 'New Outdoor Order' form in a web application. The form includes fields for Order Date (29-12-2025), Order By (Poovarasu (+919361427976)), Select a customer, Delivery Date (dd-mm-yyyy), Delivery Location, Stage (Order Placed), Menu, and Plate Count (Plate Count). A yellow box highlights the 'Amount Per Plate' field, which contains the text 'Amount Per Plate' and a microphone icon. Below the 'Menu' field, there is a 'Products:' section with a 'Select a product' dropdown and a 'No Products Found!' message. At the bottom, there are three input fields for 'Loading Charge', 'Unloading Charge', and 'Transport Charge', each with a placeholder 'Enter [Charge Type]'.

## 26. Product Selection

Select a product if you want to add one.

The screenshot shows the 'New Outdoor Order' form. The 'Products' section is highlighted with an orange border. It contains a dropdown menu labeled 'Select a product' with a blue checkmark icon on the right. Below the dropdown, it says 'No Products Found!'. The form also includes fields for Order Date (29-12-2025), Order By (Poovarasu (+919361427976)), Select a customer, Delivery Date (dd-mm-yyyy), Delivery Location, Stage (Order Placed), Menu, Plate Count, Amount Per Plate (0), Loading Charge (Enter Loading Charge), Unloading Charge (Enter Unloading Charge), and Transport Charge (Enter Transport Charge). A 'Back' button is in the top right corner.

## 27. Fields

Enter the loading charge, unloading charge, transport charge, special discount (if available), and Enter the amount Received.

The screenshot shows the 'Fields' section of the form. The bottom section is highlighted with an orange border. It contains fields for Loading Charge (Enter Loading Charge), Unloading Charge (Enter Unloading Charge), Transport Charge (Enter Transport Charge), Tax (0), Special Discount (Enter special discount), Payment Type (Cash), Round Off (No Round Off, Increase, Decrease), Total Amount (10000.00), Amount Received (10000), Notes (Enter Notes), and Balance Amount (0.00). There is also a 'Hide in Mask' checkbox and an 'Add' button at the bottom.

## 28. Add

Click Add.

Dharapuram

Idly Count 2.000

Halwa KG 1.000

Loading Charge Enter Loading Charge

Unloading Charge Enter Unloading Charge

Transport Charge Enter Transport Charge

Tax 0

Special Discount Enter special discount

Payment Type Cash

Round Off : ☒ No Round Off ☐ Increase ☐ Decrease

Total Amount: 0

Amount Received Enter Amount Received

Notes Enter Notes

Balance Amount: 0.00

☐ Hide in Mask

Add

## 29. Outdoor Orders

You will be redirected to the outdoor orders list screen after the new outdoor order is successfully created. You can also view the order status.

Dharapuram

Outdoor Orders

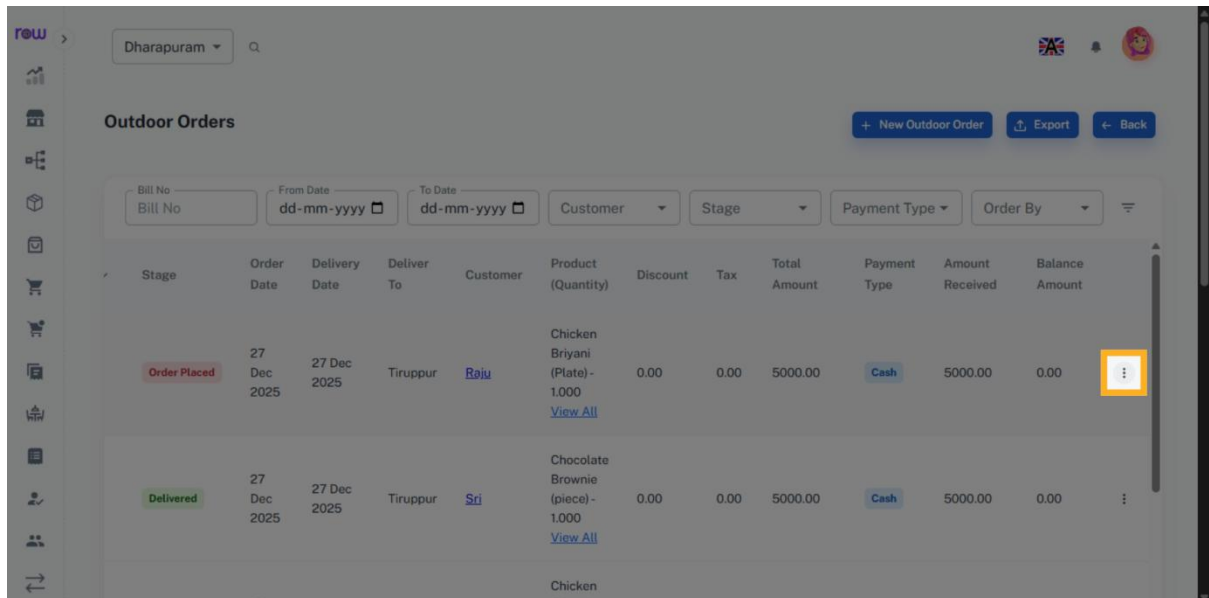
+ New Outdoor Order Export Back

Bill No Bill No From Date dd-mm-yyyy To Date dd-mm-yyyy Customer Stage Payment Type Order By

Print	Bill #	Stage	Order Date	Delivery Date	Deliver To	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	B. A
<a href="#">Print</a>	5	Order Placed	27 Dec 2025	27 Dec 2025	Tiruppur	Raju	Chicken Briyani (Plate) - 1.000	0.00	0.00	5000.00	Cash	5000.00	0.
<a href="#">Print</a>	4	Delivered	27 Dec 2025	27 Dec 2025	Tiruppur	Sri	Chocolate Brownie (piece) - 1.000	0.00	0.00	5000.00	Cash	5000.00	0.
							Chicken						

## 30. Order Options

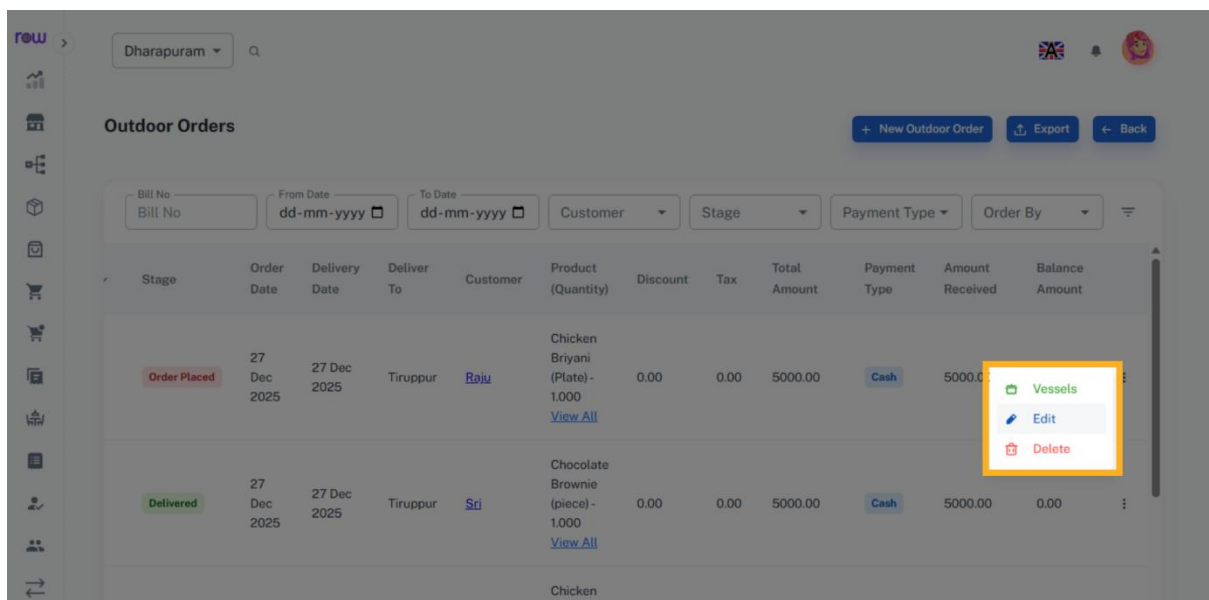
Click the three dots to edit, delete the order and you can also view the vessels for that order.



Stage	Order Date	Delivery Date	Deliver To	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount	
Order Placed	27 Dec 2025	27 Dec 2025	Tiruppur	Rajju	Chicken Briyani (Plate) - 1.000 <a href="#">View All</a>	0.00	0.00	5000.00	Cash	5000.00	0.00	⋮
Delivered	27 Dec 2025	27 Dec 2025	Tiruppur	Sri	Chocolate Brownie (piece) - 1.000 <a href="#">View All</a>	0.00	0.00	5000.00	Cash	5000.00	0.00	⋮
					Chicken							

## 31. Edit Selected Order

Edit Selected Order



Stage	Order Date	Delivery Date	Deliver To	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount	
Order Placed	27 Dec 2025	27 Dec 2025	Tiruppur	Rajju	Chicken Briyani (Plate) - 1.000 <a href="#">View All</a>	0.00	0.00	5000.00	Cash	5000.00	0.00	⋮
Delivered	27 Dec 2025	27 Dec 2025	Tiruppur	Sri	Chocolate Brownie (piece) - 1.000 <a href="#">View All</a>	0.00	0.00	5000.00	Cash	5000.00	0.00	⋮
					Chicken							



## 32. Edit Order

You can update the other fields and the order stage in Edit Orders.

The screenshot shows the 'New Outdoor Order' form. The 'Stage' dropdown menu is open, displaying the following options: Order Placed, Processing, Ready To Pick, Picking, Verifying, Packing, Shipping, and On Hold. The 'Order Placed' option is currently selected.

Order Date: 29-12-2025

Order By: Poovarasu (+919361427976)

Select a customer

Delivery Date: dd-mm-yyyy

Delivery Location: Delivery Location

Menu: Wedding

Plate Count: Plate Count

Products:



Select a product

Product	Unit	Quantity

## 33. Add Vessel To Order


Click Add Vessels to add vessels to that order.

The screenshot shows the 'Vessels' section of the order management interface. A table lists the vessels added to the order. The 'Add Vessel' button is highlighted with a yellow box.

Received Date ↓	Amount	Action
27 Dec 2025 2:38:00 PM	5000.00	 
	5000.00	

Balance Amount: 0.00

**Vessels**

Name	Quantity	Returned	Remove
Glass	50	<input type="checkbox"/>	

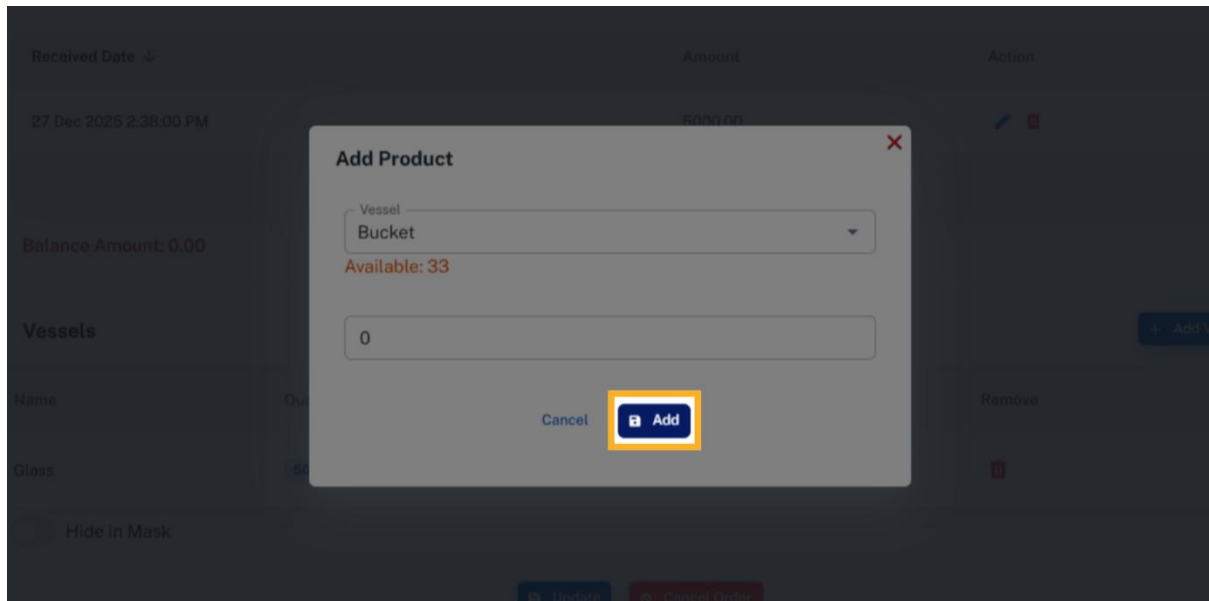
☐ Hide in Mask

[Update](#) [Cancel Order](#)

[Generate E-Invoice & E-Way Bill](#)

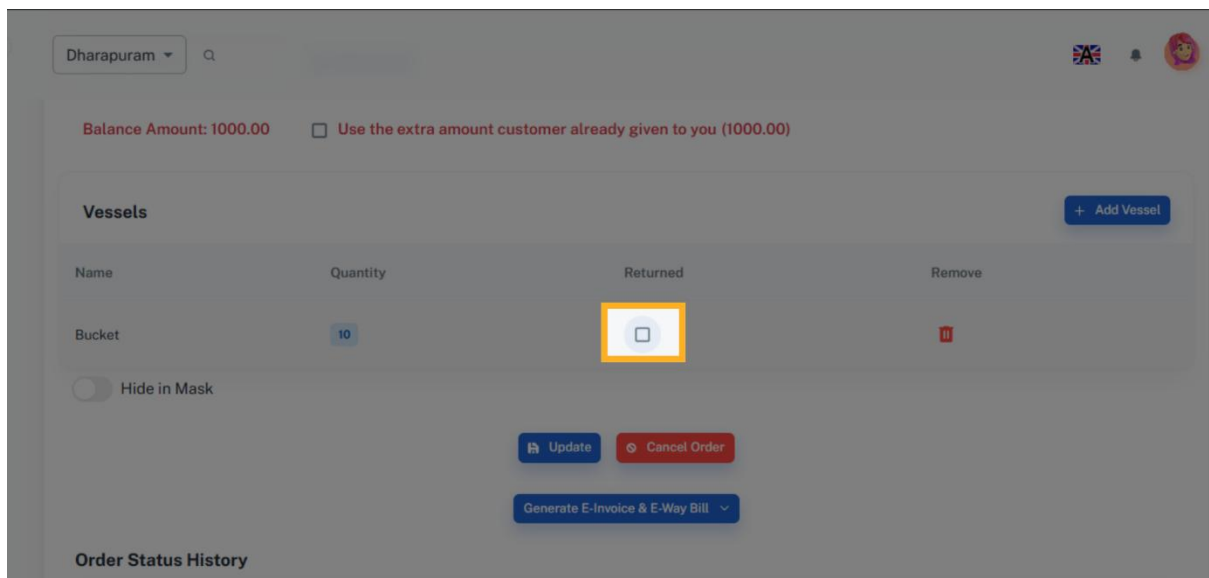
### 34. Add

Select the vessel and quantity, then click Add.



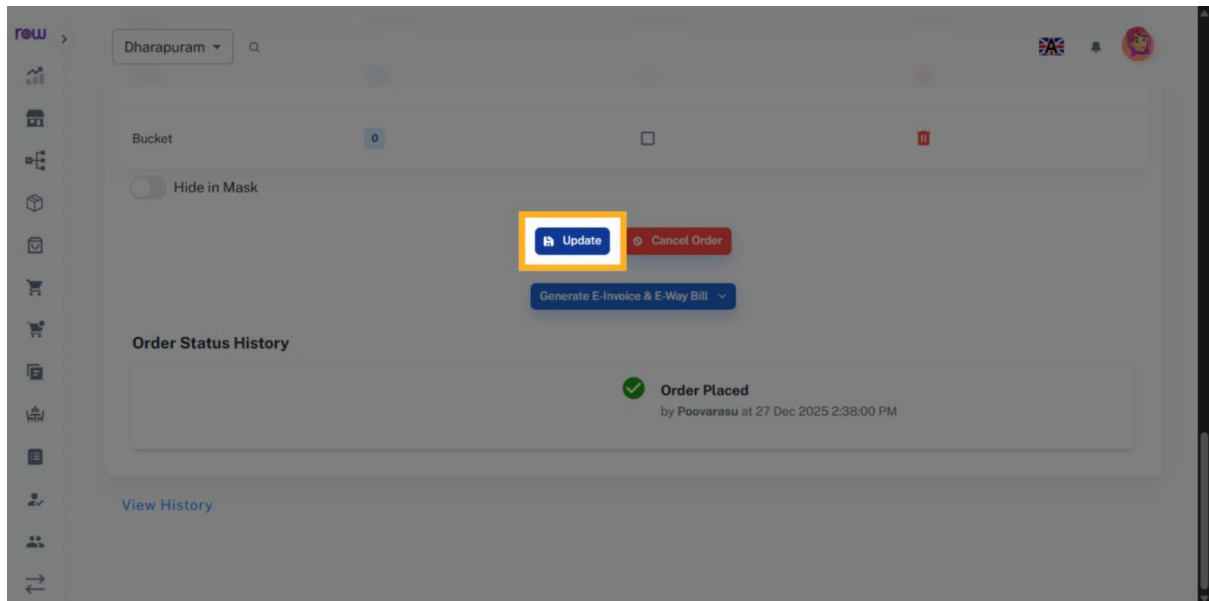
### 35. Return the Vessels

Click this checkbox when the vessels are returned.



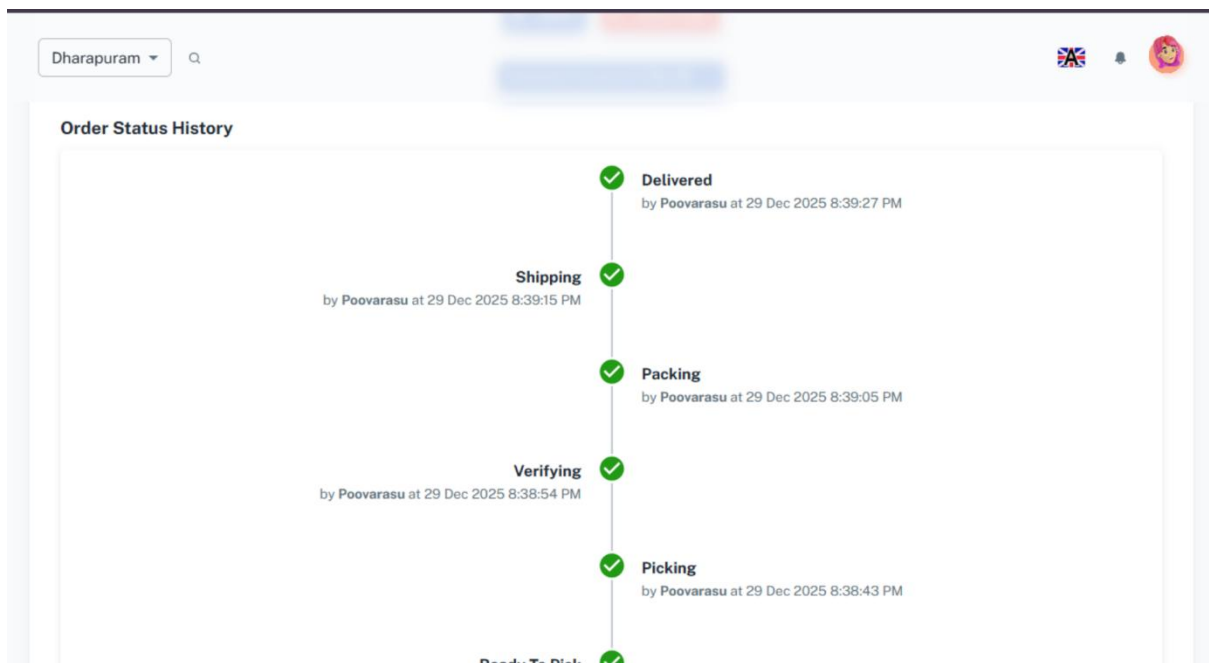
## 36. Update

Click Update to save changes.



## 37. Order Status

You can view the Order Status Here.






### 38. Pending Orders List

You can see the pending outdoor orders and pending outdoor order vessels here.

row >

Dharapuram

### Pending Outdoor Orders

Bill #	Stage	Order Date	Delivery Date	Deliver To	Customer	Product (Quantity)	Vessels
3	Shipping	26 Dec 2025	30 Dec 2025	Tiruppur	Mohan	Chocolate Brownie (piece) - 1000 <a href="#">View All</a>	Bucket - 10 <a href="#">View All</a>
5	Order Placed	27 Dec 2025	29 Dec 2025	Tiruppur	Raju	Idly (Count) - 2,000 <a href="#">View All</a>	Glass - 50 <a href="#">View All</a>

### Pending Outdoor Order Vessels

Bill #	Stage	Order Date	Delivery Date	Deliver To	Customer	Product (Quantity)	Vessels
5	Order Placed	27 Dec 2025	29 Dec 2025	Tiruppur	Raju	Idly (Count) - 2,000 <a href="#">View All</a>	Glass - 50 <a href="#">View All</a>

# Thank You