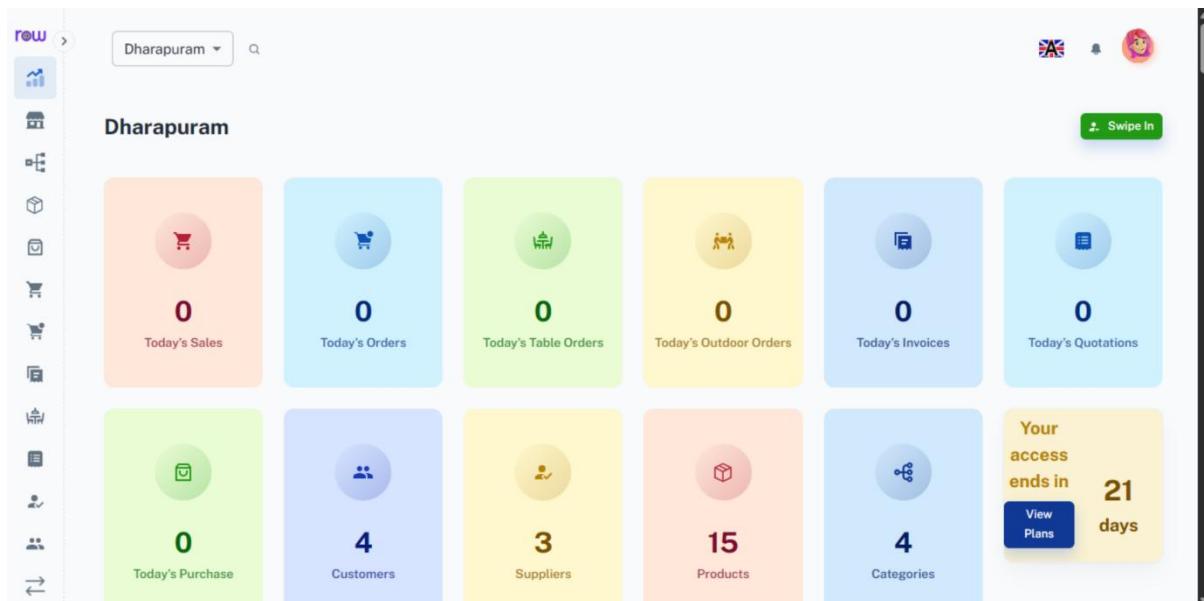


# Create Outdoor Menus And Orders In Run On Web

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

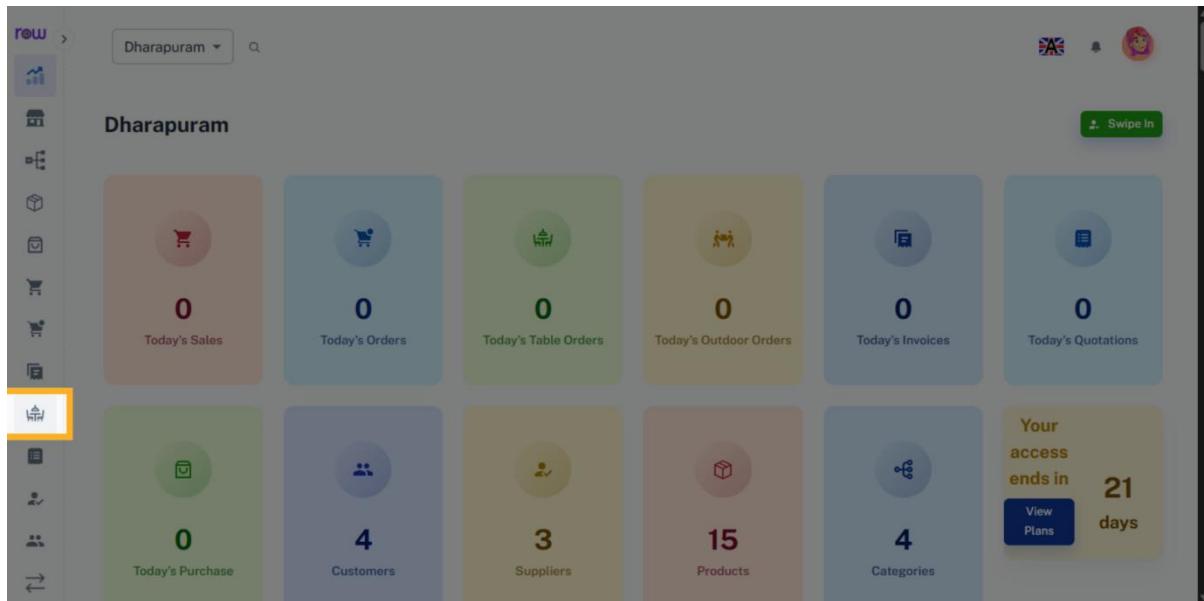
## 1. Introduction

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



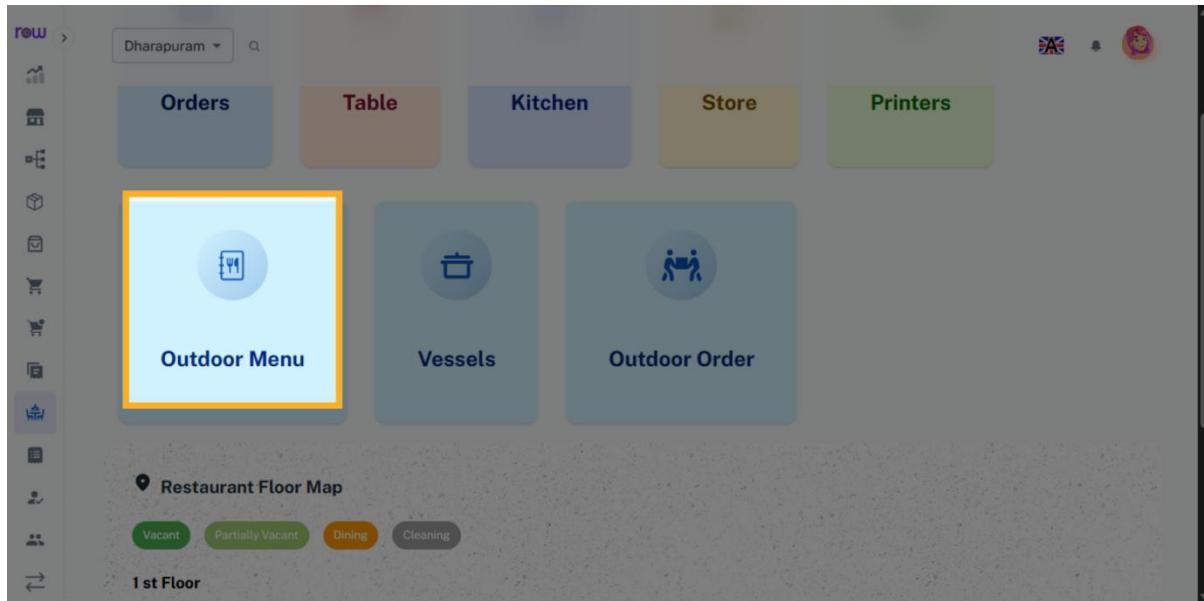
## 2. Click Hotel

Click Hotel



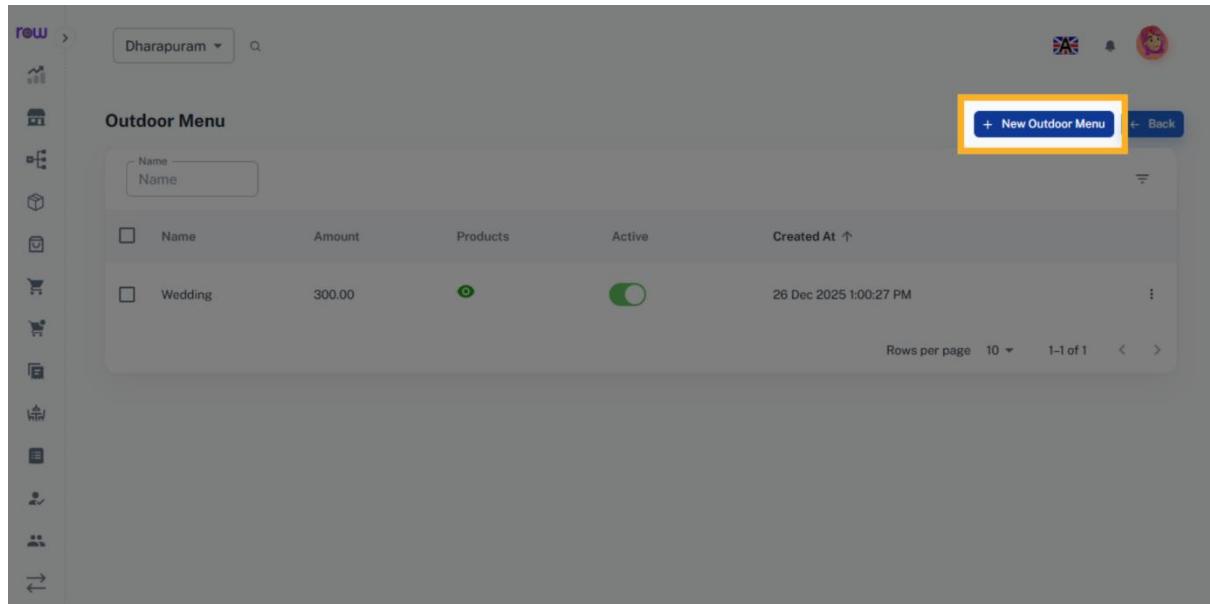
### 3. Open Outdoor Menu

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

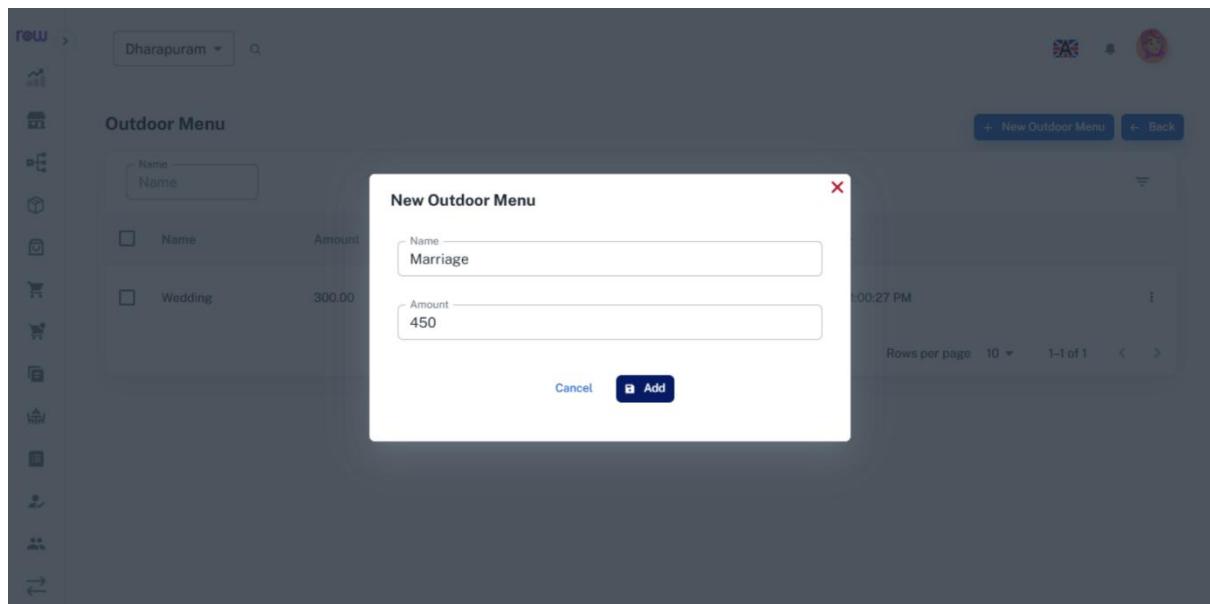
Click New Outdoor Menu



The screenshot shows a list of outdoor menus. The first menu is for 'Wedding' with an amount of '300.00'. The 'New Outdoor Menu' button in the top right is highlighted with a yellow box.

#### 5. Enter Field

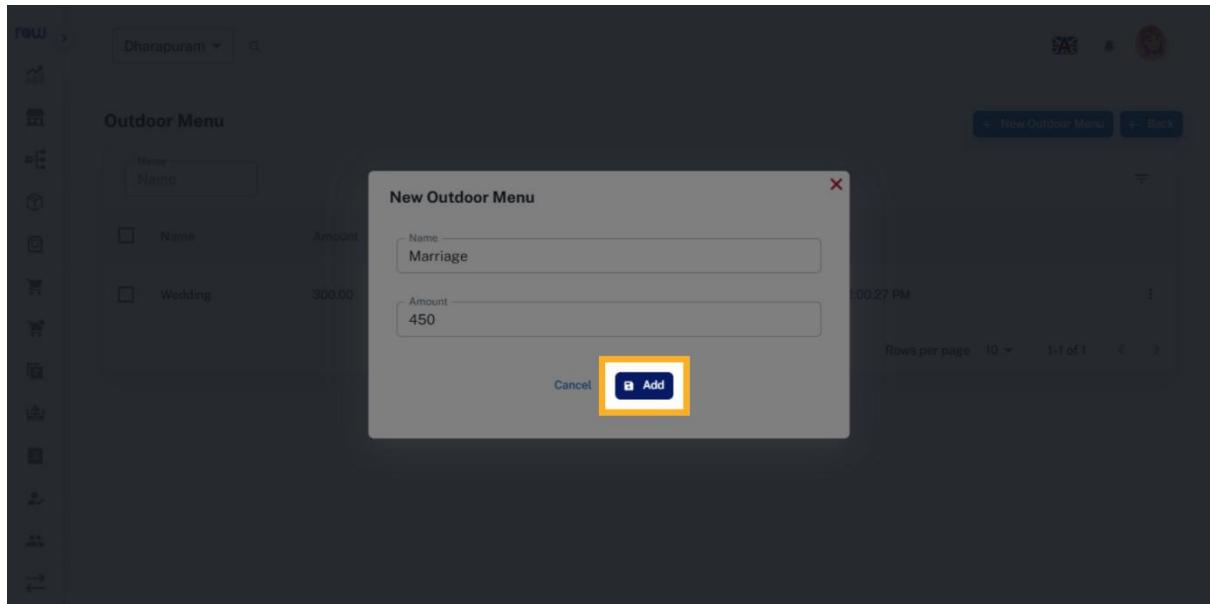
Enter the name of the menu and the amount.



The screenshot shows the 'New Outdoor Menu' dialog box. The 'Name' field is filled with 'Marriage' and the 'Amount' field is filled with '450'. The 'Add' button at the bottom right is highlighted with a yellow box.

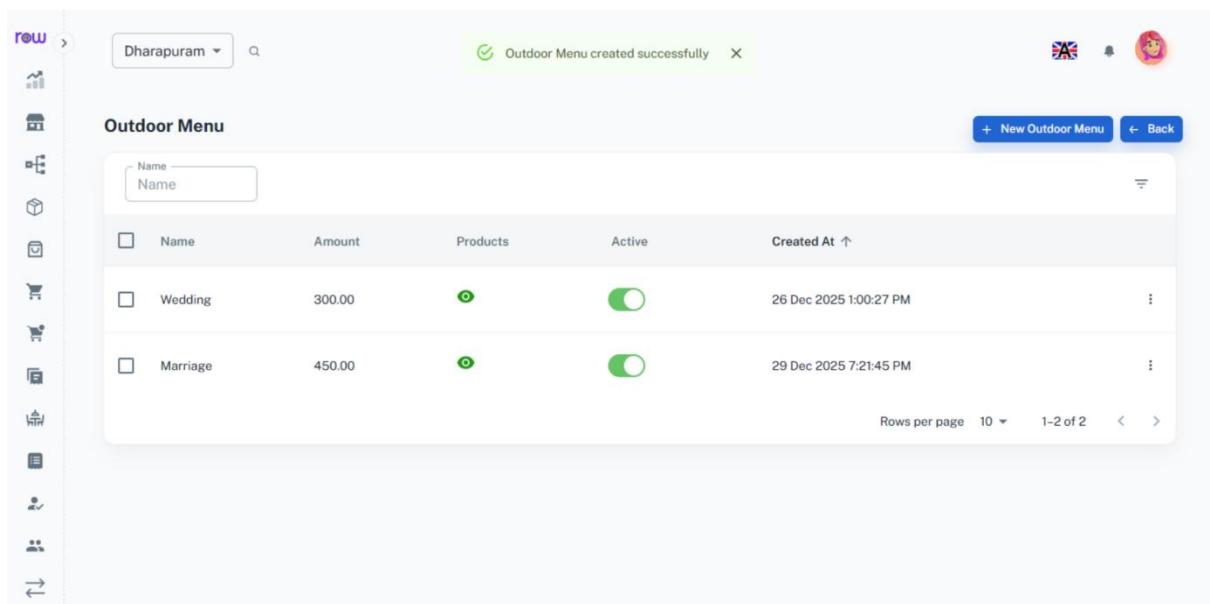
## 6. Add

Click Add.



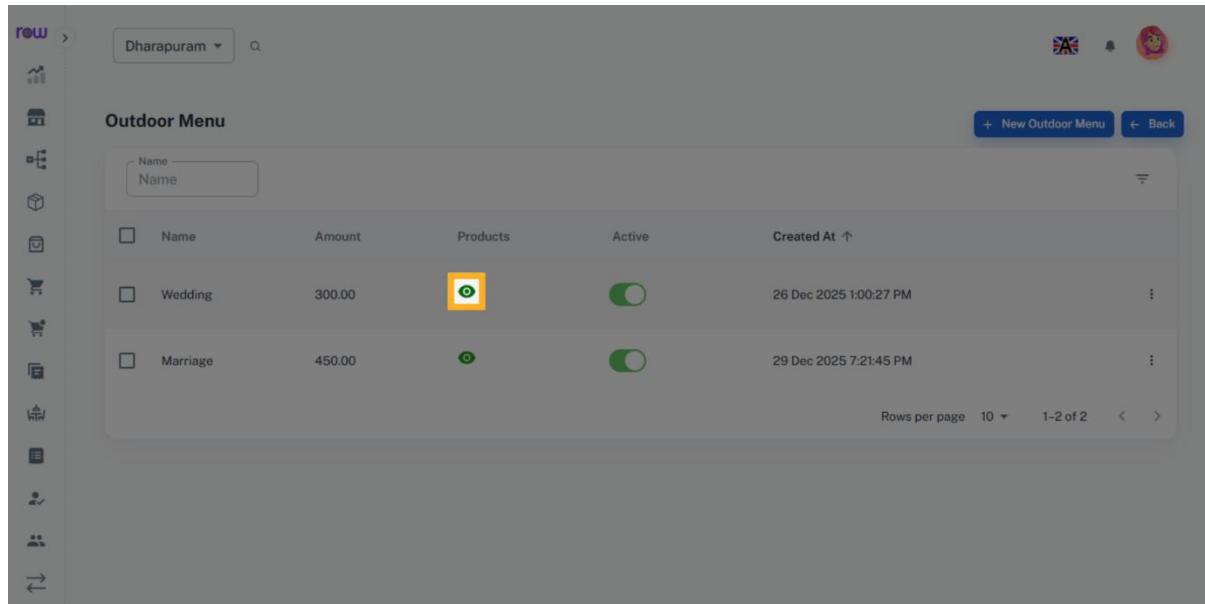
## 7. Outdoor Menu

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



## 8. Click Eye icon

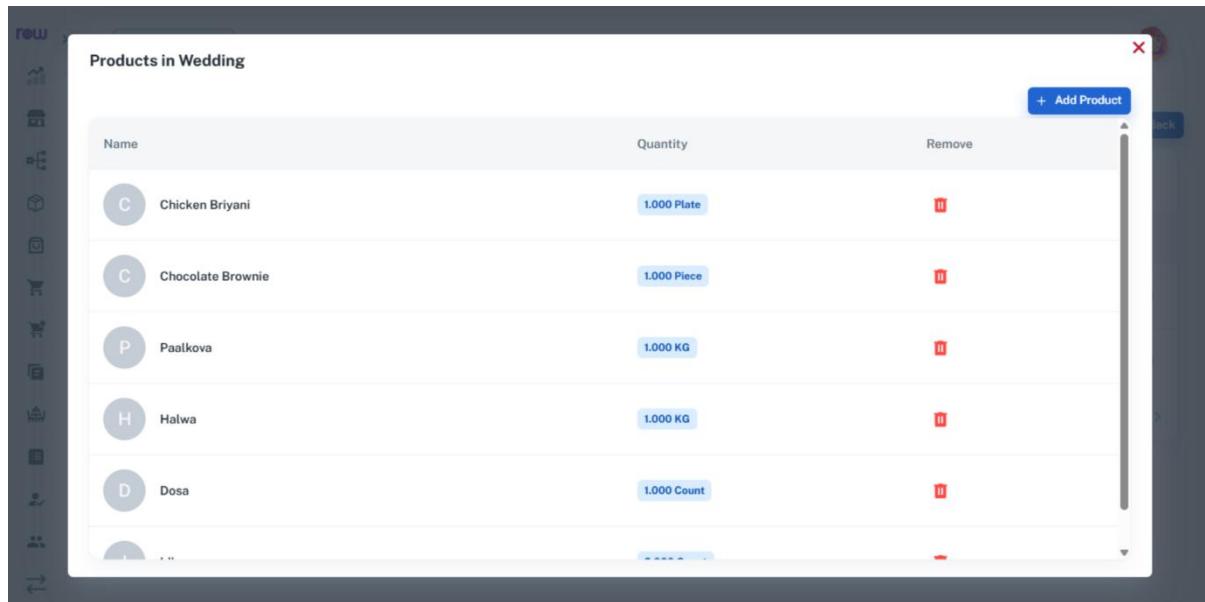
Click the eye icon to view and add the outdoor menu products



Name	Amount	Products	Active	Created At
Wedding	300.00		<input checked="" type="checkbox"/>	26 Dec 2025 1:00:27 PM
Marriage	450.00		<input checked="" type="checkbox"/>	29 Dec 2025 7:21:45 PM

## 9. View Products

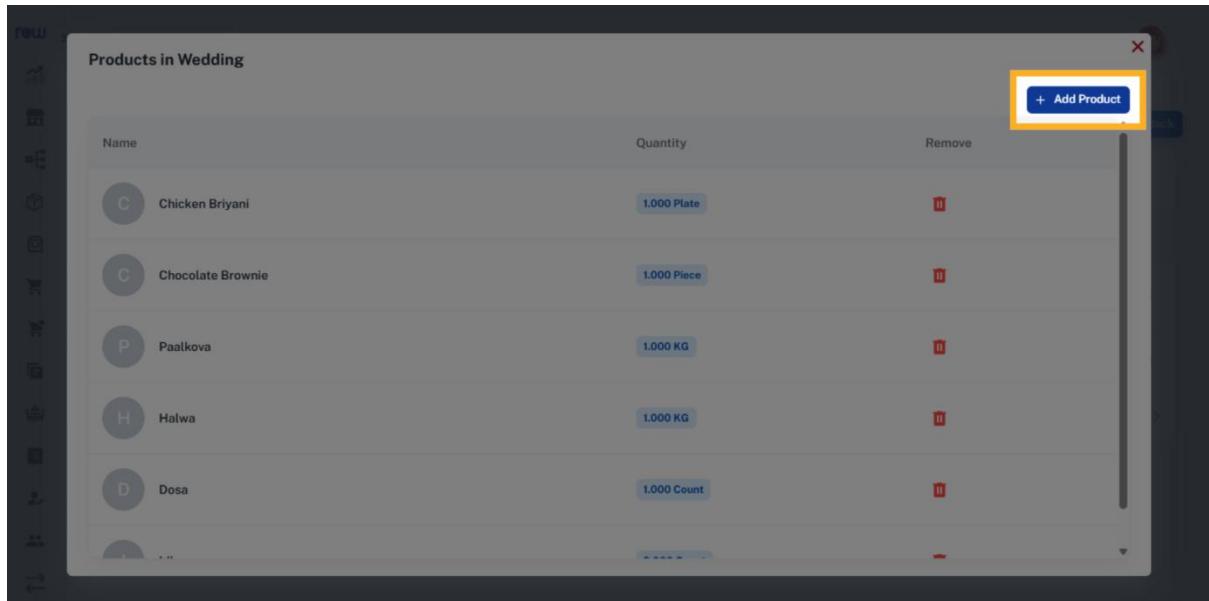
You can view the products in the outdoor menu.



Name	Quantity	Remove
Chicken Briyani	1.000 Plate	
Chocolate Brownie	1.000 Piece	
Paalkova	1.000 KG	
Halwa	1.000 KG	
Dosa	1.000 Count	

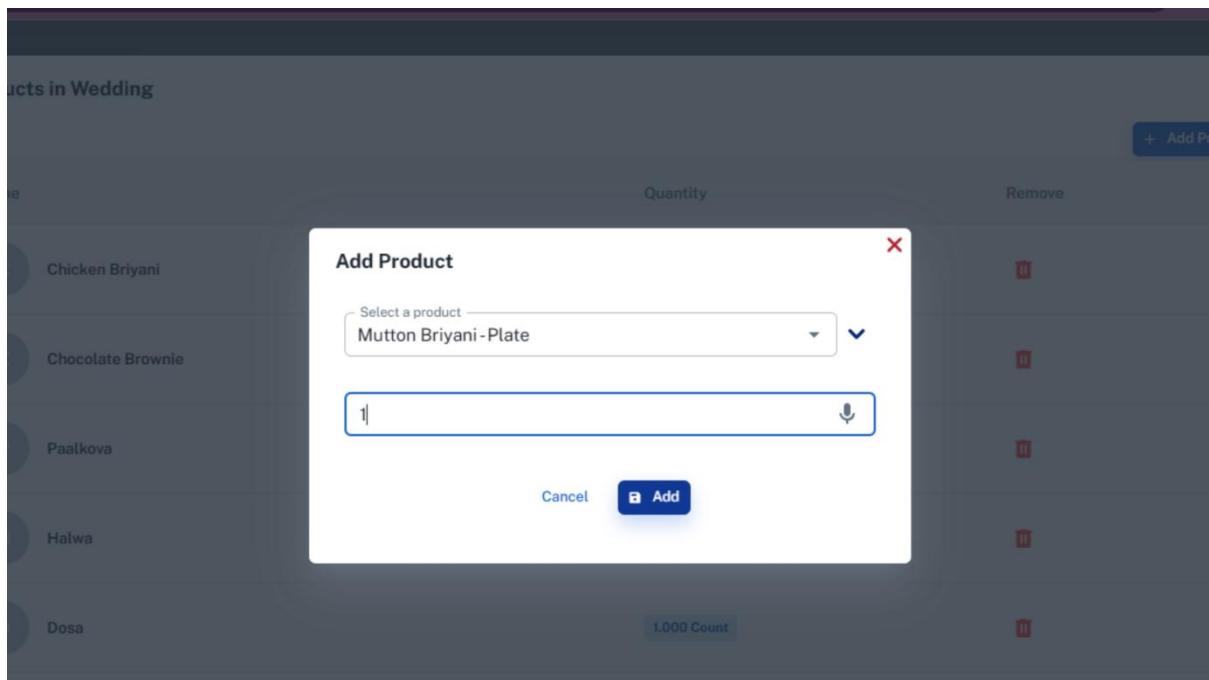
## 10. Add Product

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



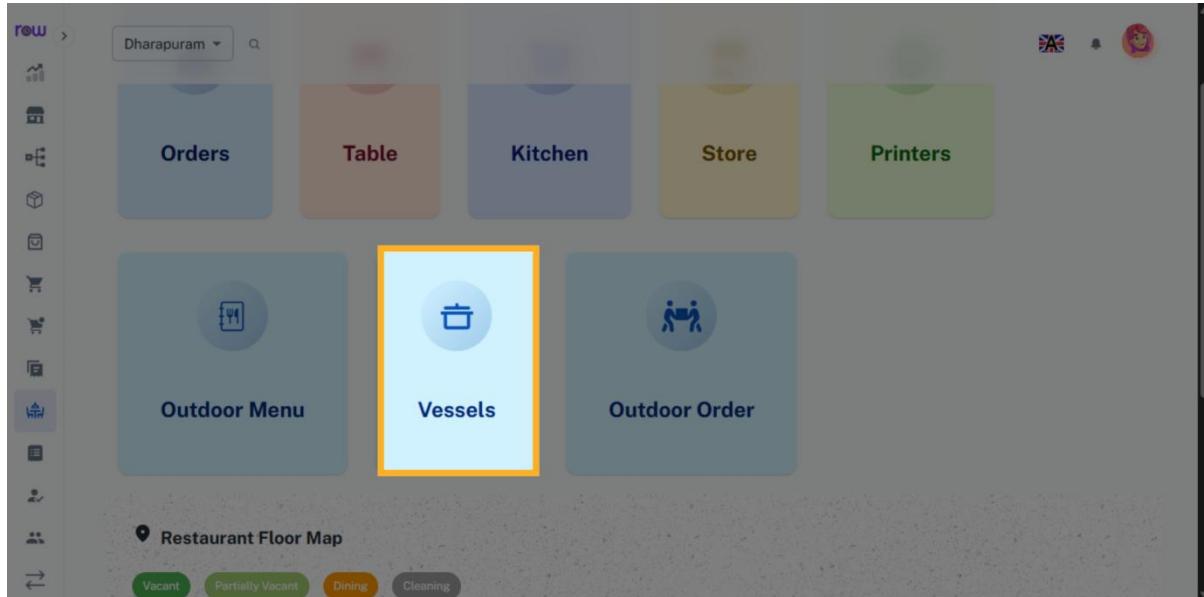
## 11. Add

Enter the product and the quantity, then click Add.



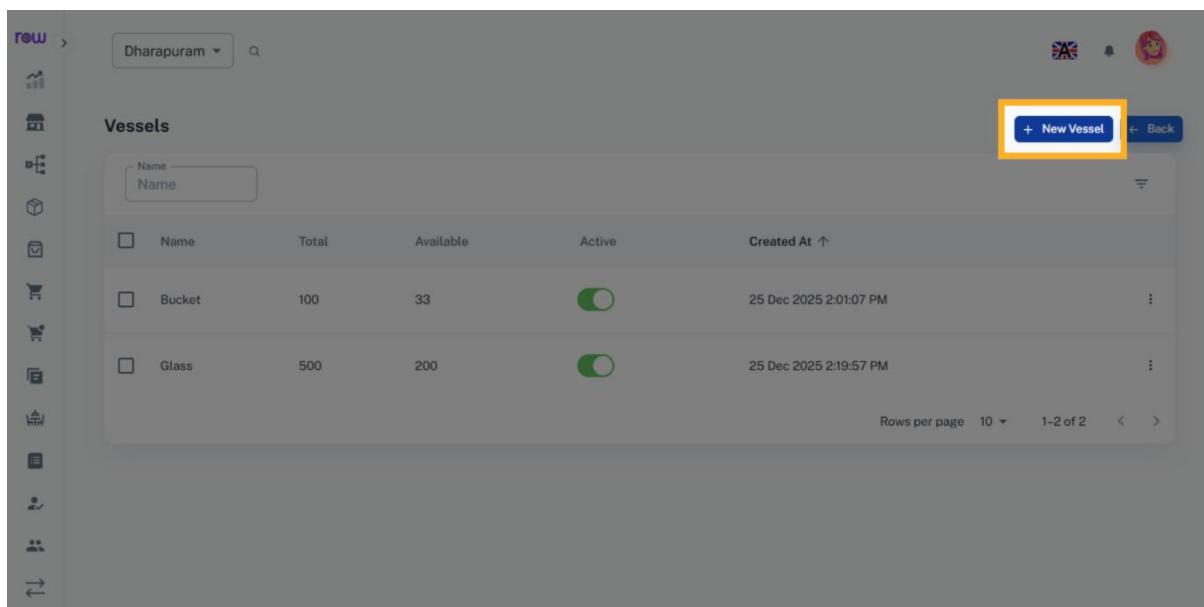
## 12. Click Vessels

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



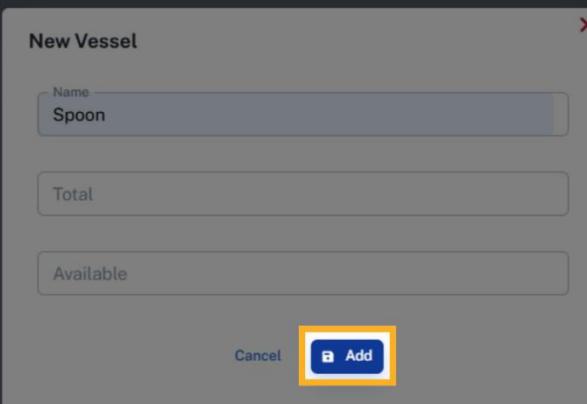
## 13. Click New Vessel

Click New Vessel



## 14. Add

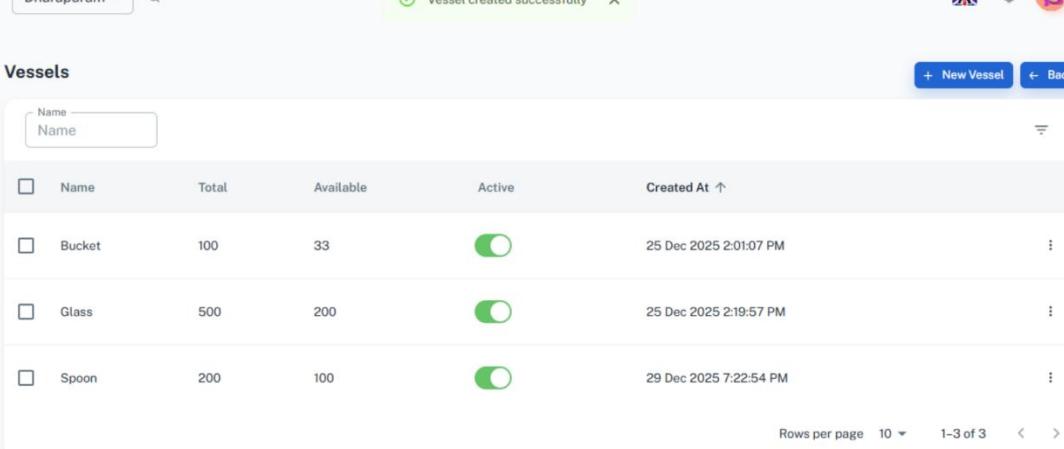
Enter the vessel name, total count and available count then click Add to add the vessel.



The screenshot shows a modal dialog box titled 'New Vessel'. Inside the dialog, there are three input fields: 'Name' (containing 'Spoon'), 'Total' (containing '100'), and 'Available' (containing '500'). Below these fields are 'Cancel' and 'Add' buttons. The 'Add' button is highlighted with a yellow box. In the background, there is a list of vessels with columns for Name, Total, and Available. The list includes 'Bucket' (100, 33), 'Glass' (500, 200), and 'Spoon' (200, 100). The 'Spoon' entry is the one being added.

## 15. Vessels List

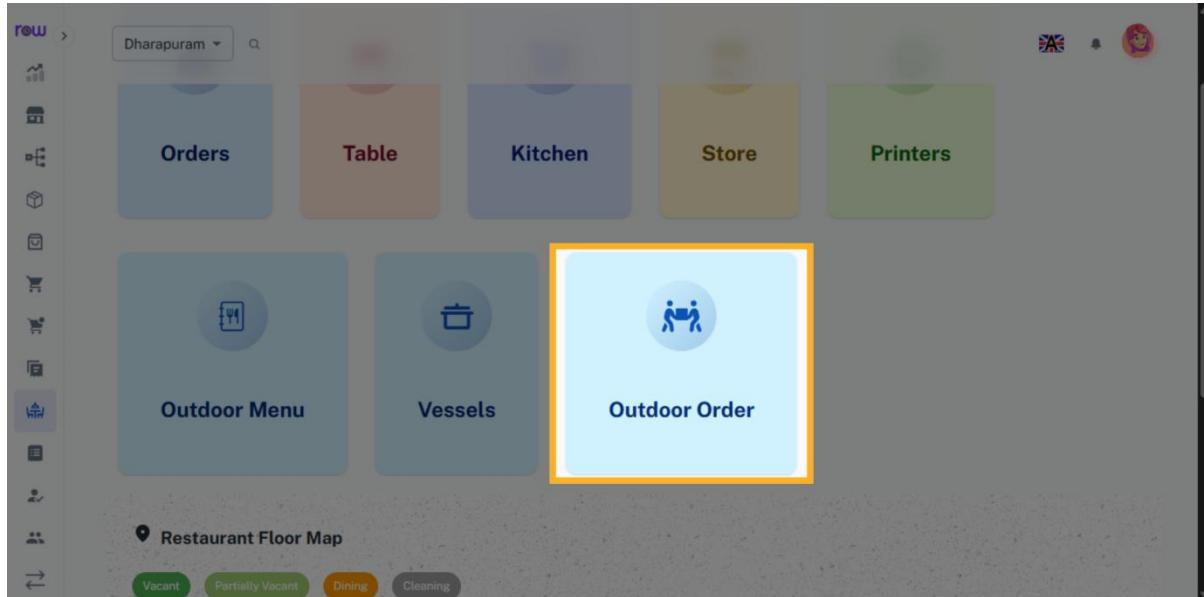
You will be redirected to the vessels list screen after the new vessel is successfully created.



The screenshot shows the 'Vessels' list screen. The table has columns: Name, Total, Available, Active, and Created At. The 'Active' column contains green toggle switches. The 'Created At' column shows the creation date and time for each vessel. A success message 'Vessel created successfully' is displayed at the top right. The sidebar on the left shows various icons for other features.

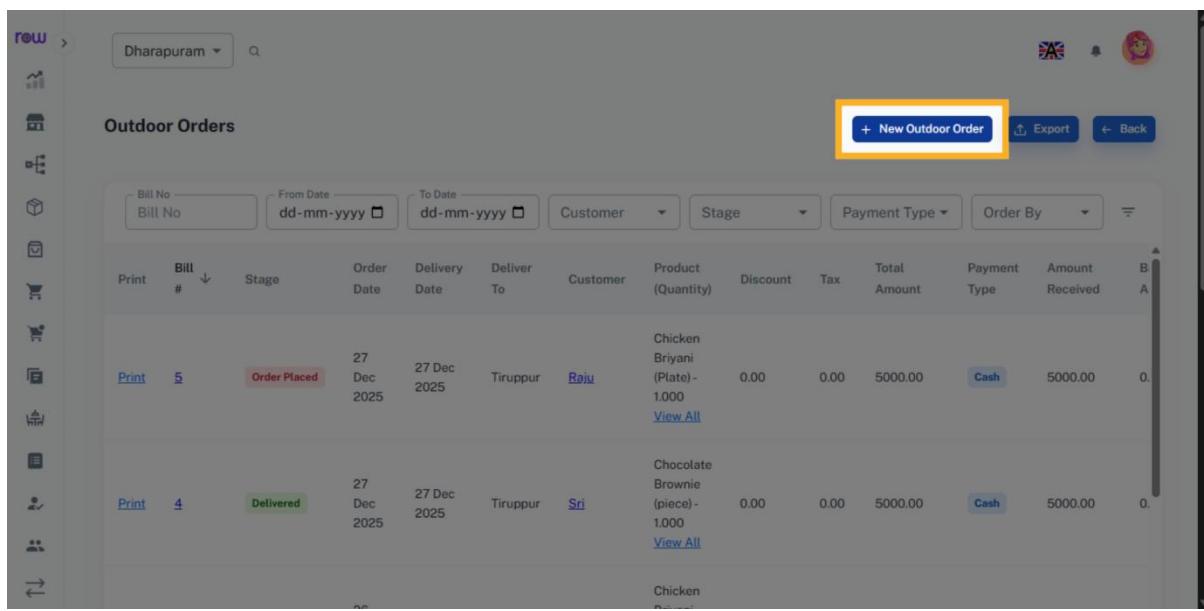
## 16. Open Outdoor Order

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



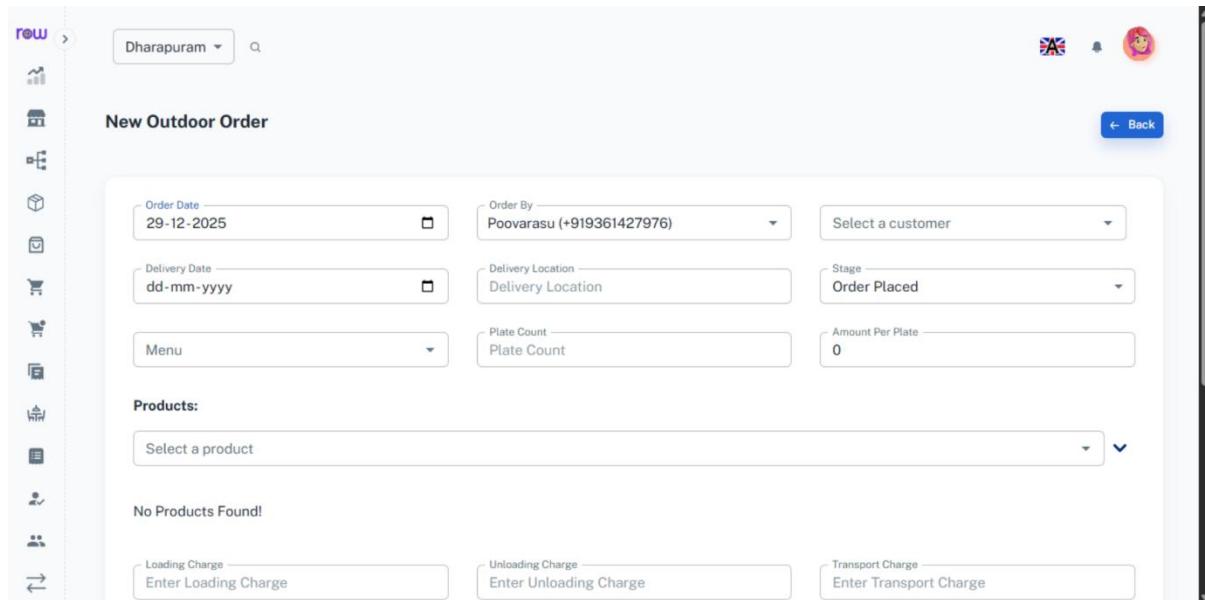
## 17. New Outdoor Order

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.



New Outdoor Order

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: Plate Count

Amount Per Plate: 0

Products:

Select a product

No Products Found!

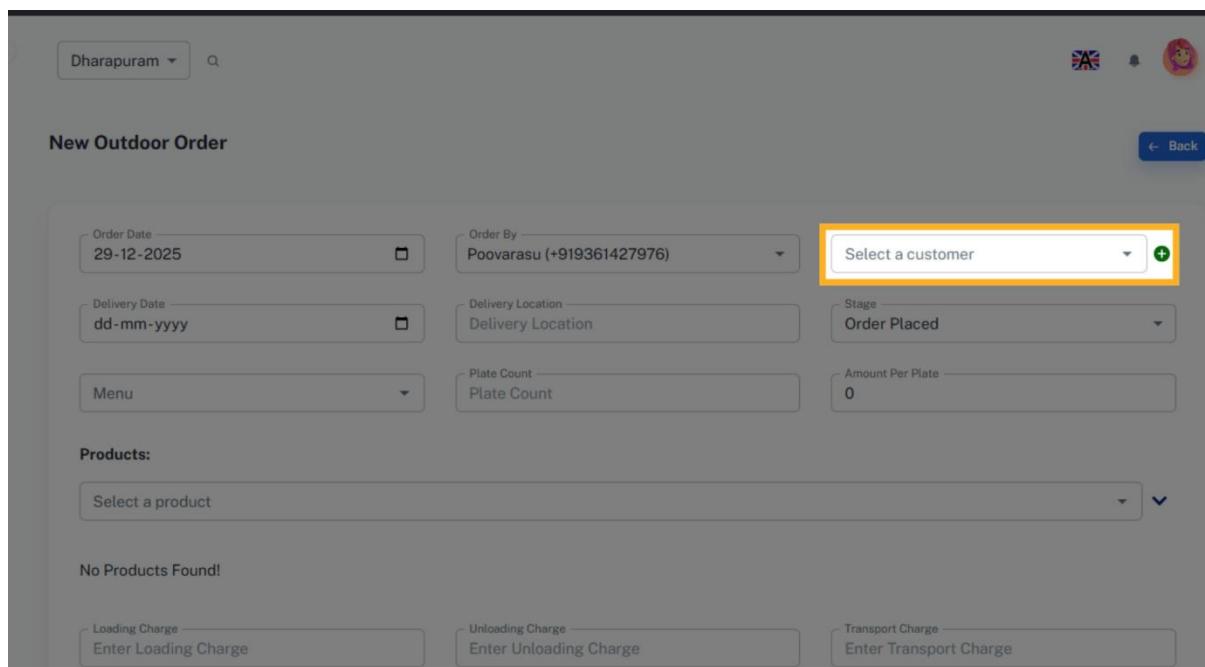
Loading Charge: Enter Loading Charge

Unloading Charge: Enter Unloading Charge

Transport Charge: Enter Transport Charge

## 19. Select Customer

### Select Customer



New Outdoor Order

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: Plate Count

Amount Per Plate: 0

Products:

Select a product

No Products Found!

Loading Charge: Enter Loading Charge

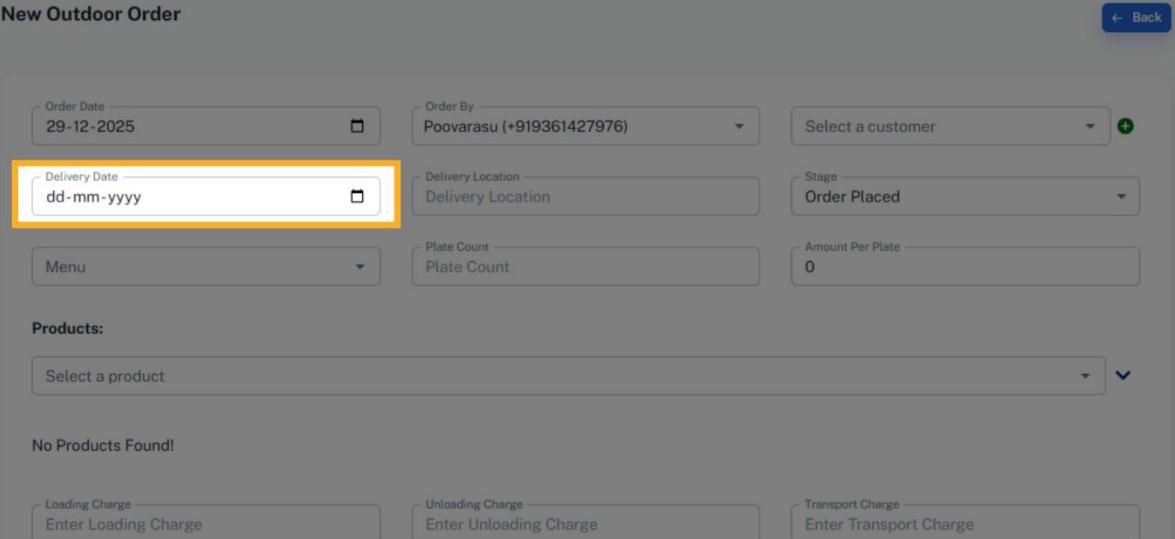
Unloading Charge: Enter Unloading Charge

Transport Charge: Enter Transport Charge

## 20. Choose Delivery Date

### Choose Delivery Date

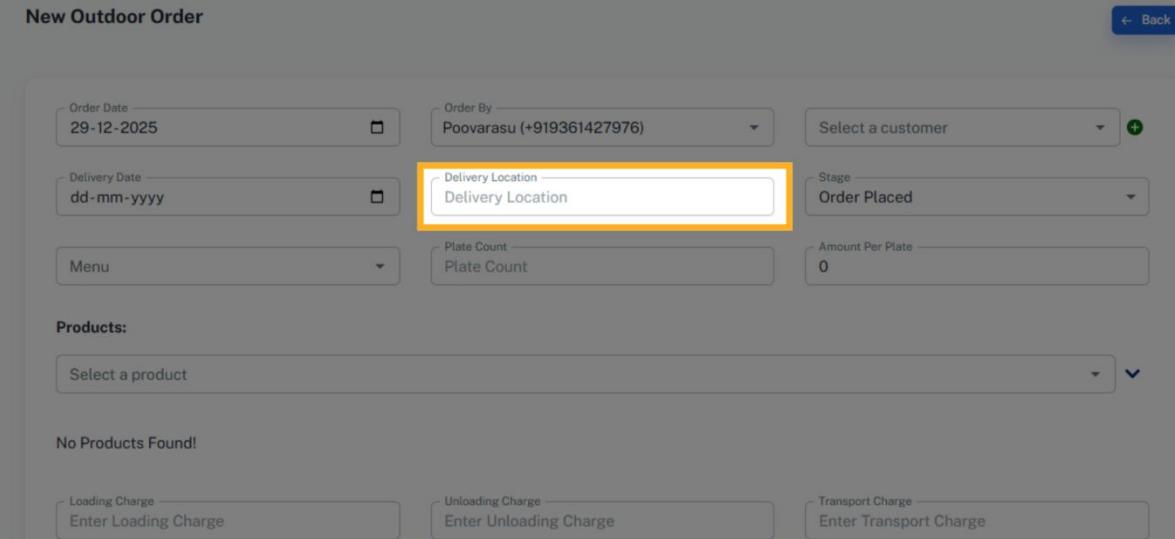
Dharapuram

A screenshot of a mobile application interface for placing a new outdoor order. The screen title is 'New Outdoor Order'. At the top, there are dropdowns for 'Dharapuram' and a search bar. On the right, there are icons for language (English), notifications, and user profile. The main form area contains several input fields: 'Order Date' (29-12-2025), 'Order By' (Poovarasu (+919361427976)), 'Select a customer' (dropdown), 'Delivery Date' (dd-mm-yyyy, highlighted with a yellow box), 'Delivery Location' (Delivery Location), 'Stage' (Order Placed), 'Plate Count' (Plate Count), 'Amount Per Plate' (0), 'Menu' (dropdown), and 'Products' (Select a product dropdown showing 'No Products Found!'). At the bottom, there are three input fields for charges: 'Loading Charge' (Enter Loading Charge), 'Unloading Charge' (Enter Unloading Charge), and 'Transport Charge' (Enter Transport Charge). A back button is located in the top right corner.

## 21. Set Delivery Location

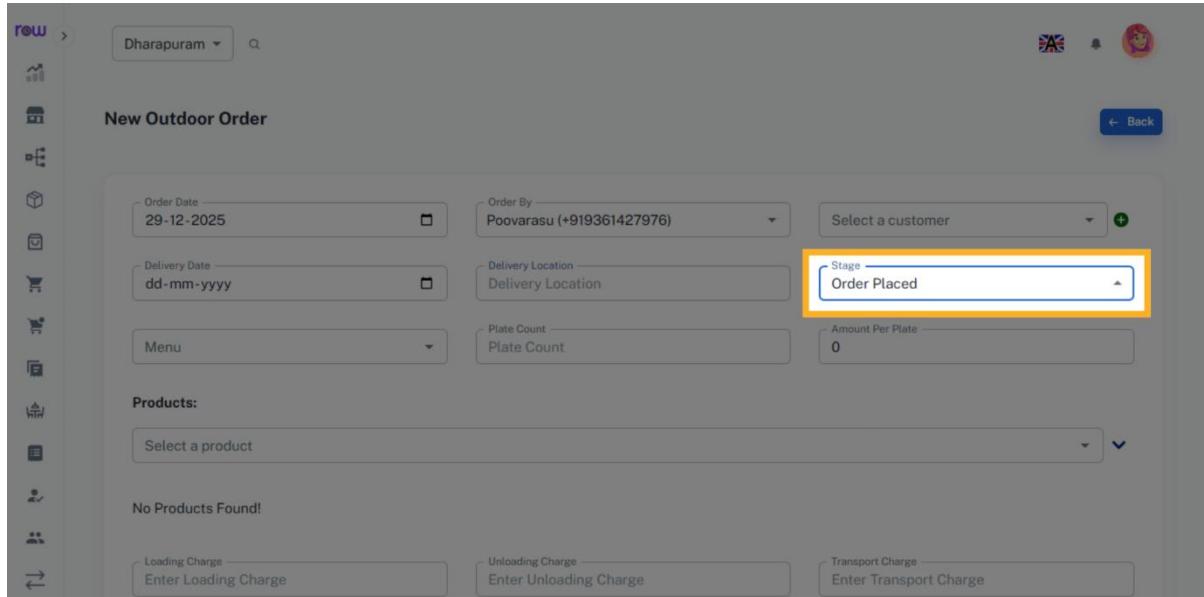
### Enter Delivery Location

Dharapuram

A screenshot of the same mobile application interface as the previous step, showing the 'New Outdoor Order' screen. The 'Delivery Date' field (dd-mm-yyyy) is highlighted with a yellow box. The rest of the form fields are identical to the previous screenshot, including 'Delivery Location' (Delivery Location), 'Stage' (Order Placed), 'Plate Count' (Plate Count), 'Amount Per Plate' (0), 'Menu' (dropdown), and the 'Products' section. The bottom charge fields are also present. A back button is located in the top right corner.

## 22. Select Order Stage

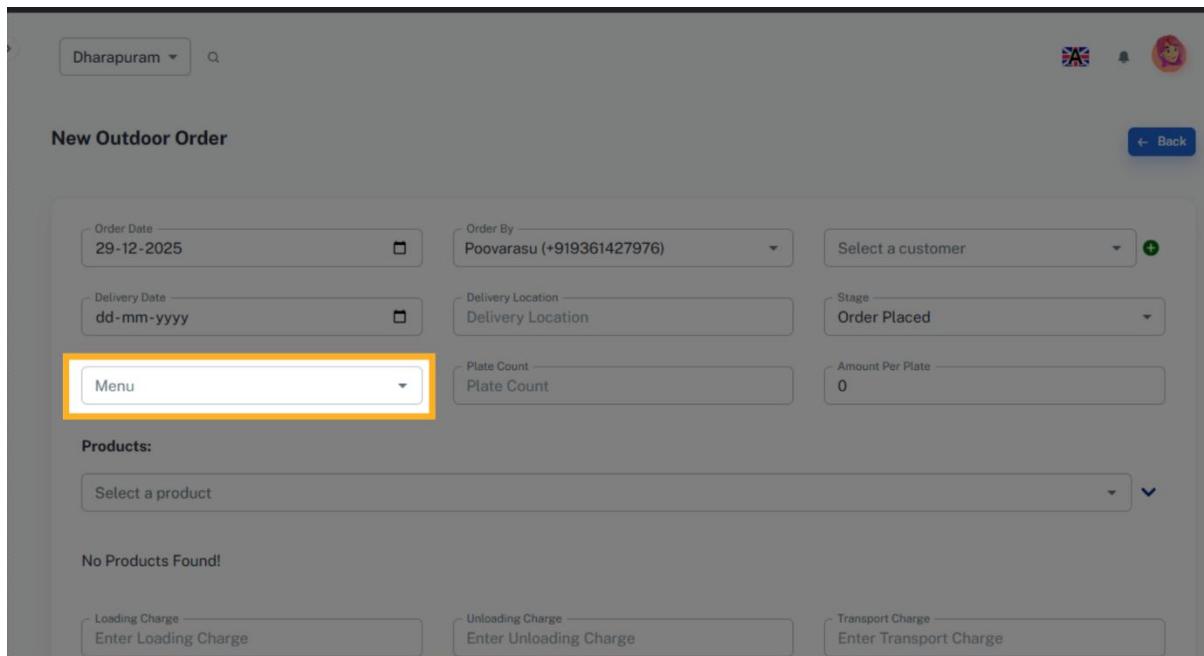
Select Order Stage. The order placed is the initial stage when an outdoor order is created.



The screenshot shows the 'New Outdoor Order' form. The 'Stage' field, which contains 'Order Placed', is highlighted with a yellow box. Other fields visible include 'Order Date' (29-12-2025), 'Order By' (Poovarasu (+919361427976)), 'Select a customer', 'Delivery Date' (dd-mm-yyyy), 'Delivery Location' (Delivery Location), 'Menu' (dropdown), 'Plate Count' (Plate Count), 'Amount Per Plate' (0), 'Products' (dropdown with 'Select a product' placeholder), 'No Products Found!', and charge fields for 'Loading Charge', 'Unloading Charge', and 'Transport Charge' (all with 'Enter' placeholder text).

## 23. Menu Selection

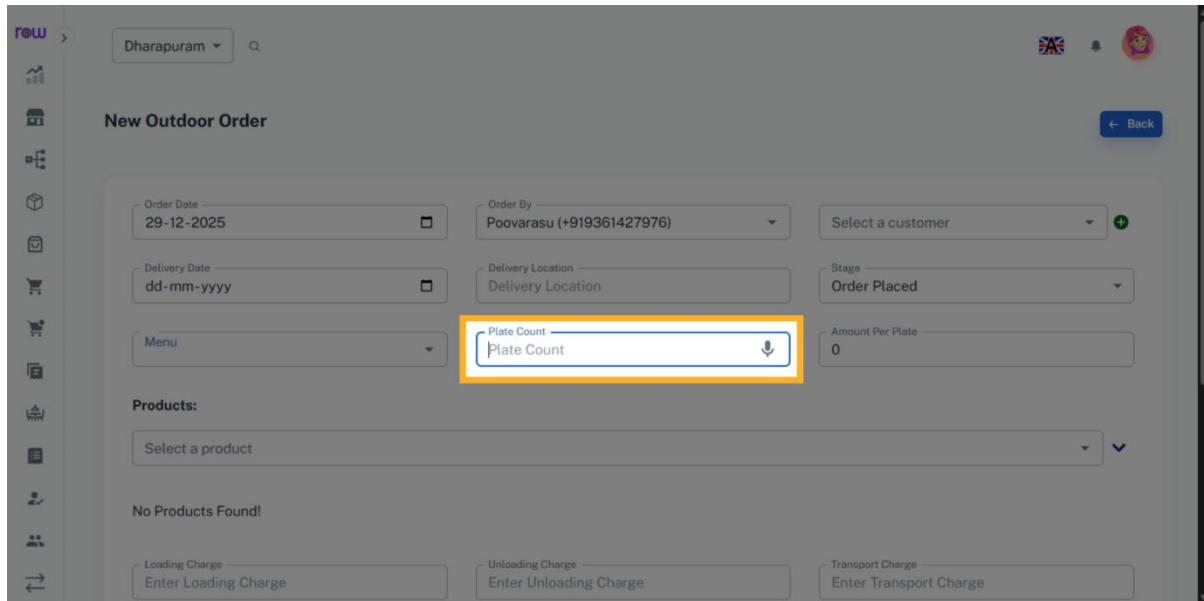
Select a menu. When you select the menu, the products in the menu are automatically added, and you can also add or remove products as needed.



The screenshot shows the 'New Outdoor Order' form. The 'Menu' field is highlighted with a yellow box. Other fields visible include 'Order Date' (29-12-2025), 'Order By' (Poovarasu (+919361427976)), 'Select a customer', 'Delivery Date' (dd-mm-yyyy), 'Delivery Location' (Delivery Location), 'Stage' (Order Placed), 'Plate Count' (Plate Count), 'Amount Per Plate' (0), 'Products' (dropdown with 'Select a product' placeholder), 'No Products Found!', and charge fields for 'Loading Charge', 'Unloading Charge', and 'Transport Charge' (all with 'Enter' placeholder text).

## 24. Enter Plate Count

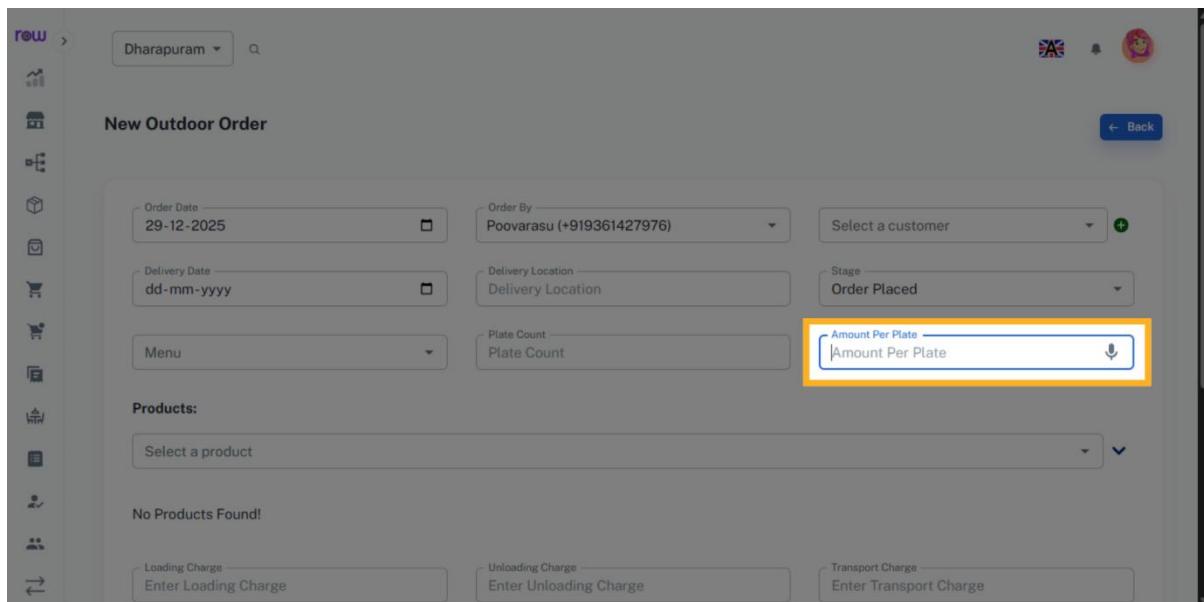
### Enter Plate Count



The screenshot shows the 'New Outdoor Order' form. The 'Plate Count' field is highlighted with a yellow box. 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, Amount Per Plate (0), and various charge fields (Loading Charge, Unloading Charge, Transport Charge).

## 25. Set Amount Per Plate

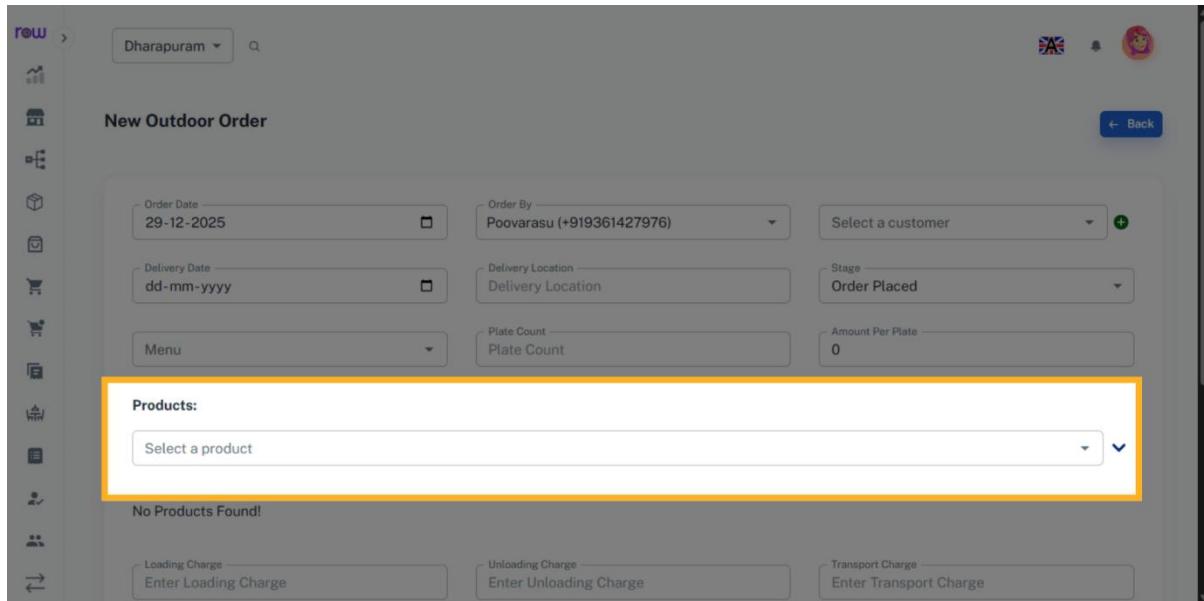
### Enter Amount Per Plate



The screenshot shows the 'New Outdoor Order' form. The 'Amount Per Plate' field is highlighted with a yellow box. 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 (Plate Count), and various charge fields (Loading Charge, Unloading Charge, Transport Charge).

## 26. Product Selection

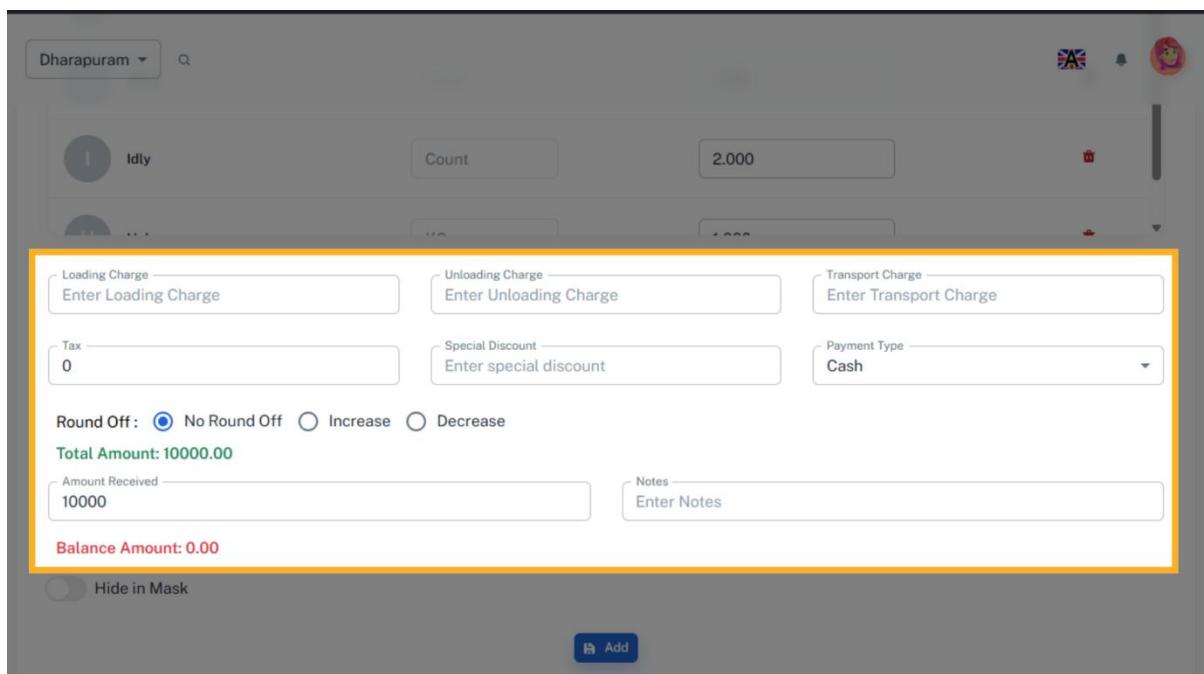
Select a product if you want to add one.



The screenshot shows the 'New Outdoor Order' interface. At the top, there are dropdowns for 'Dharapuram' and a search bar. On the right, there are icons for a flag, a bell, and a user profile. Below the header, the title 'New Outdoor Order' is displayed. The main form contains several input fields: 'Order Date' (29-12-2025), 'Order By' (Poovarasu (+919361427976)), 'Select a customer' (dropdown), 'Delivery Date' (dd-mm-yyyy), 'Delivery Location' (Delivery Location), 'Stage' (Order Placed), 'Menu' (dropdown), 'Plate Count' (Plate Count), and 'Amount Per Plate' (0). A yellow box highlights the 'Products:' section, which contains a dropdown menu 'Select a product' and a message 'No Products Found!'. At the bottom, there are fields for 'Loading Charge' (Enter Loading Charge), 'Unloading Charge' (Enter Unloading Charge), and 'Transport Charge' (Enter Transport Charge).

## 27. Fields

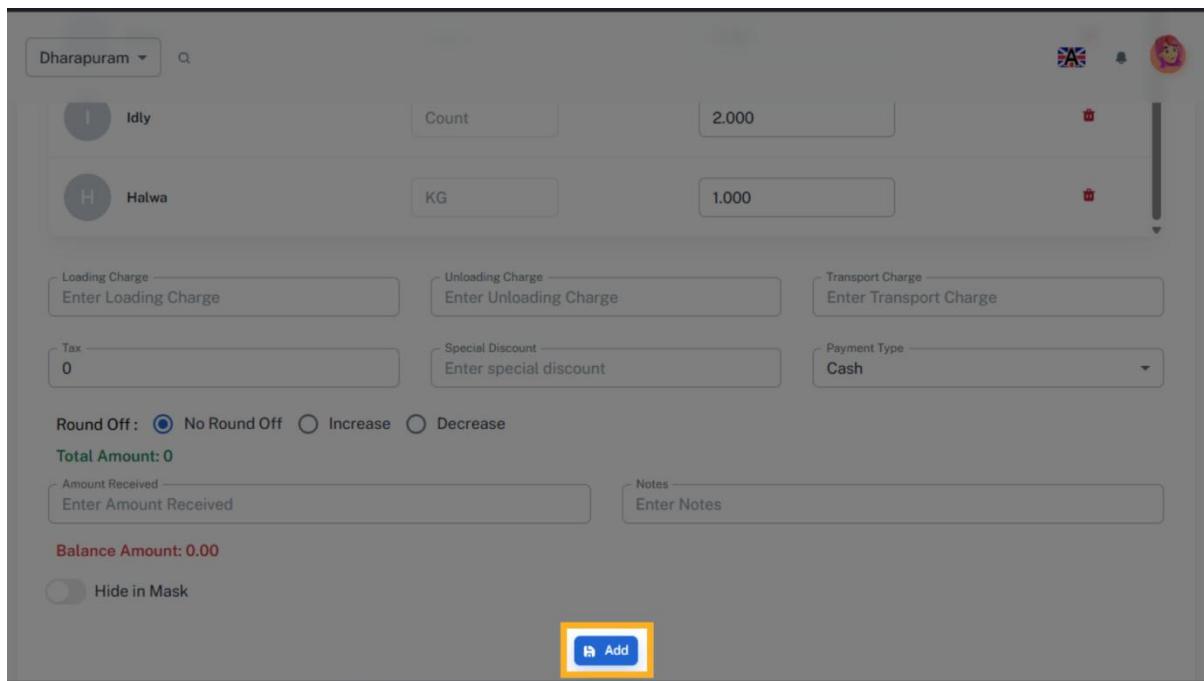
Enter the loading charge, unloading charge, transport charge, special discount (if available), and Enter the amount Received.



The screenshot shows a product entry screen. At the top, there is a dropdown for 'Dharapuram' and a search bar. The main area displays a list of items, with the first item being 'Idly' (Count: 2.000). Below the list, a yellow box highlights several input fields: 'Loading Charge' (Enter Loading Charge), 'Unloading Charge' (Enter Unloading Charge), 'Transport Charge' (Enter Transport Charge), 'Tax' (0), 'Special Discount' (Enter special discount), and 'Payment Type' (Cash). Below these fields, there are buttons for 'Round Off' (radio buttons for 'No Round Off', 'Increase', and 'Decrease'), a total amount 'Total Amount: 10000.00', and a note 'Amount Received' (10000). At the bottom, there is a note 'Balance Amount: 0.00', a checkbox for 'Hide in Mask', and a blue 'Add' button.

## 28. Add

Click Add.



Dharapuram ▾ Q

I Idly Count 2.000

H 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

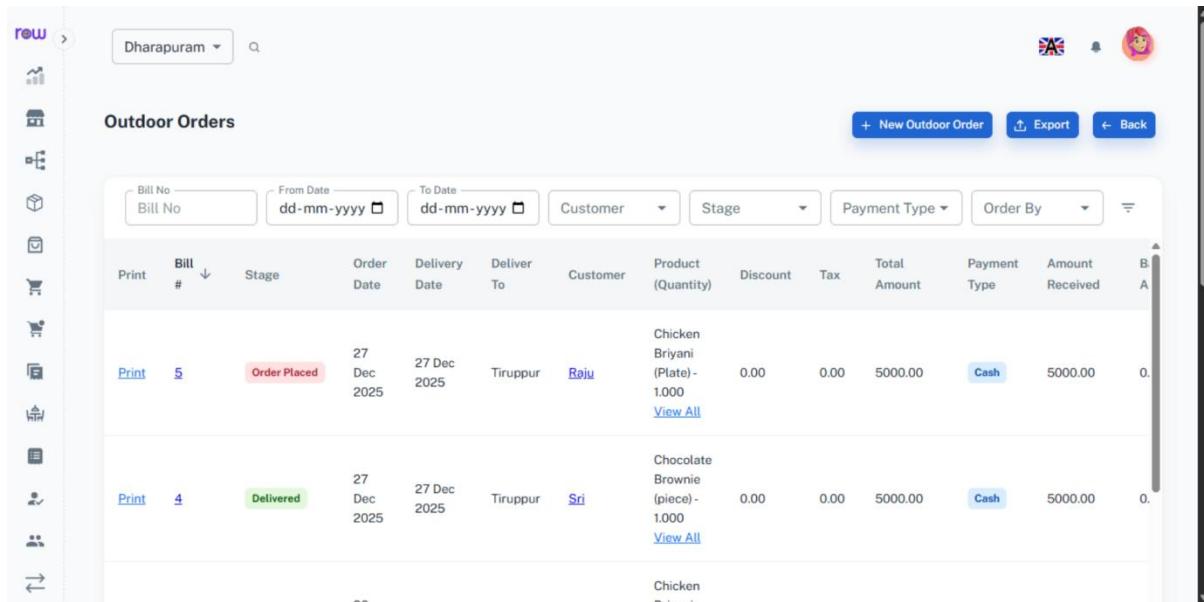
Balance Amount: 0.00

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.



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

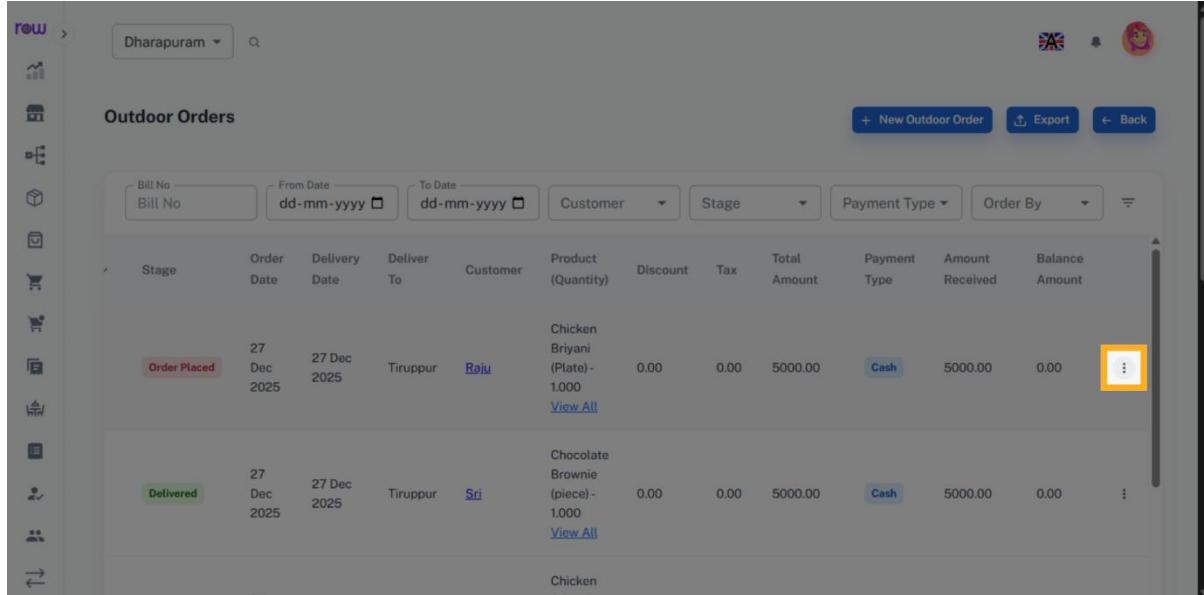
Print Bill # Stage Order Date Delivery Date Deliver To Customer Product (Quantity) Discount Tax Total Amount Payment Type Amount Received

Print 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 0.00

Print 4 Delivered 27 Dec 2025 27 Dec 2025 Tiruppur Sri Chocolate Brownie (piece) - 1.000 0.00 0.00 5000.00 Cash 5000.00 0.00

## 30. Order Options

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

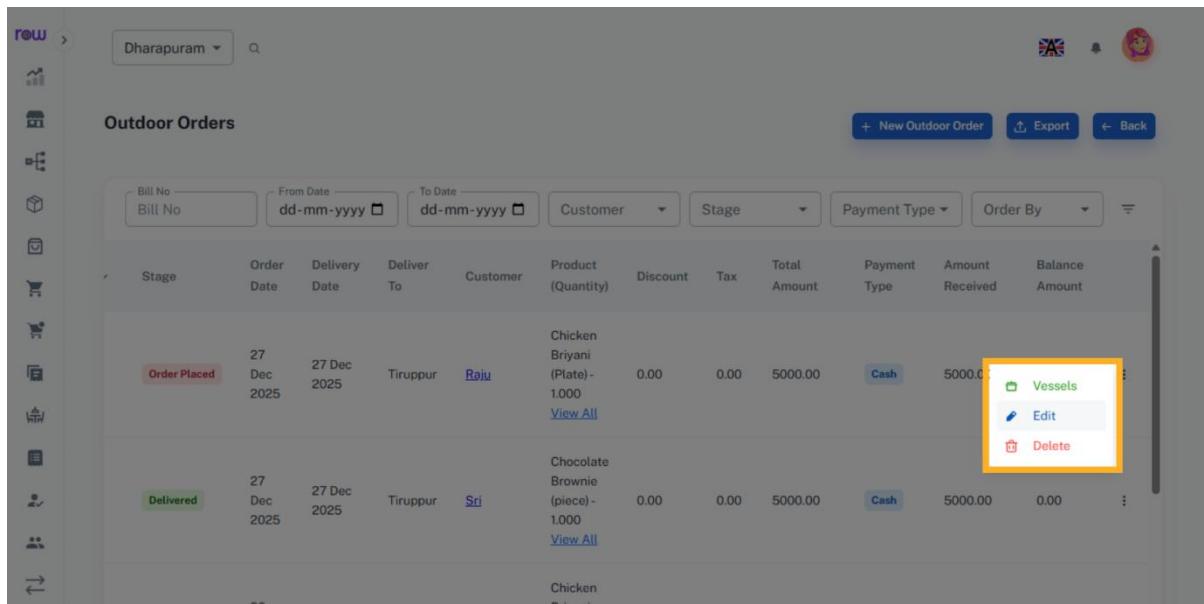


Outdoor Orders

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	Raju	Chicken Briyani (Plate) - 1.000	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	0.00	0.00	5000.00	Cash	5000.00	0.00
					Chicken						

## 31. Edit Selected Order

### Edit Selected Order

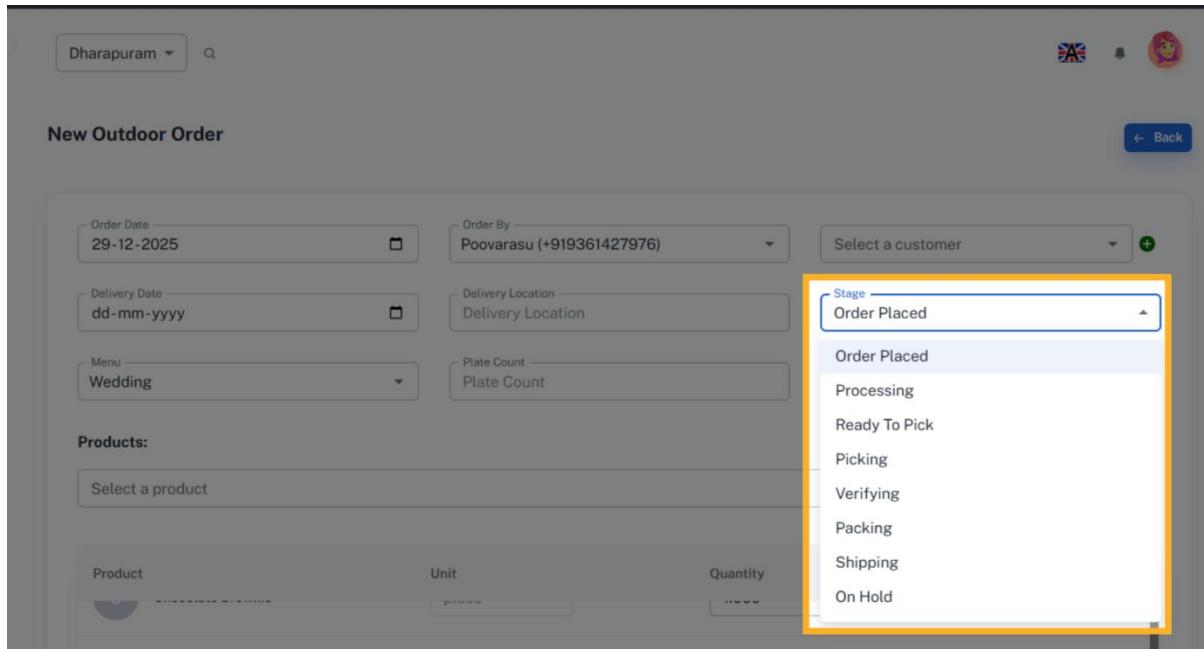


Outdoor Orders

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	Raju	Chicken Briyani (Plate) - 1.000	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	0.00	0.00	5000.00	Cash	5000.00	0.00
					Chicken						

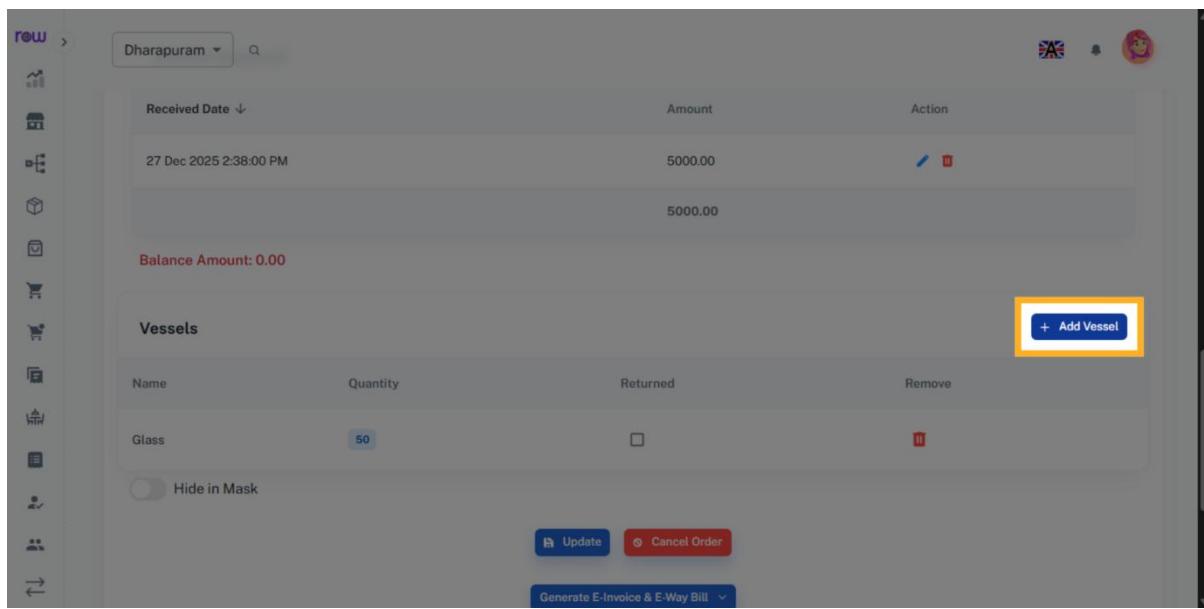
## 32. Edit Order

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



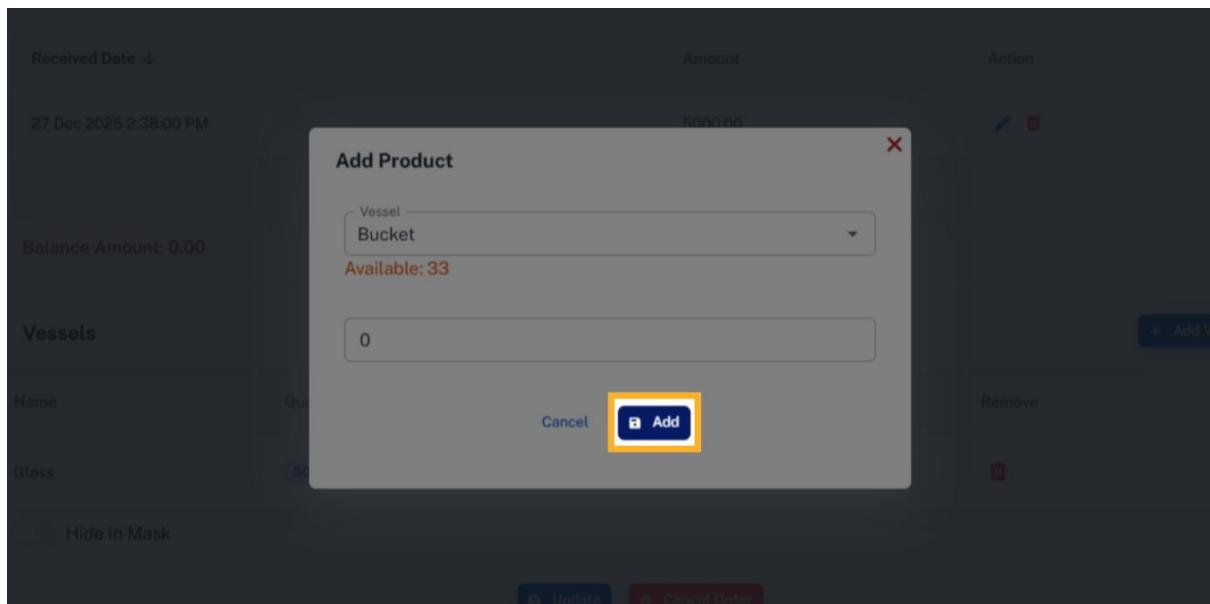
## 33. Add Vessel To Order

Click Add Vessel to add vessels to that order.



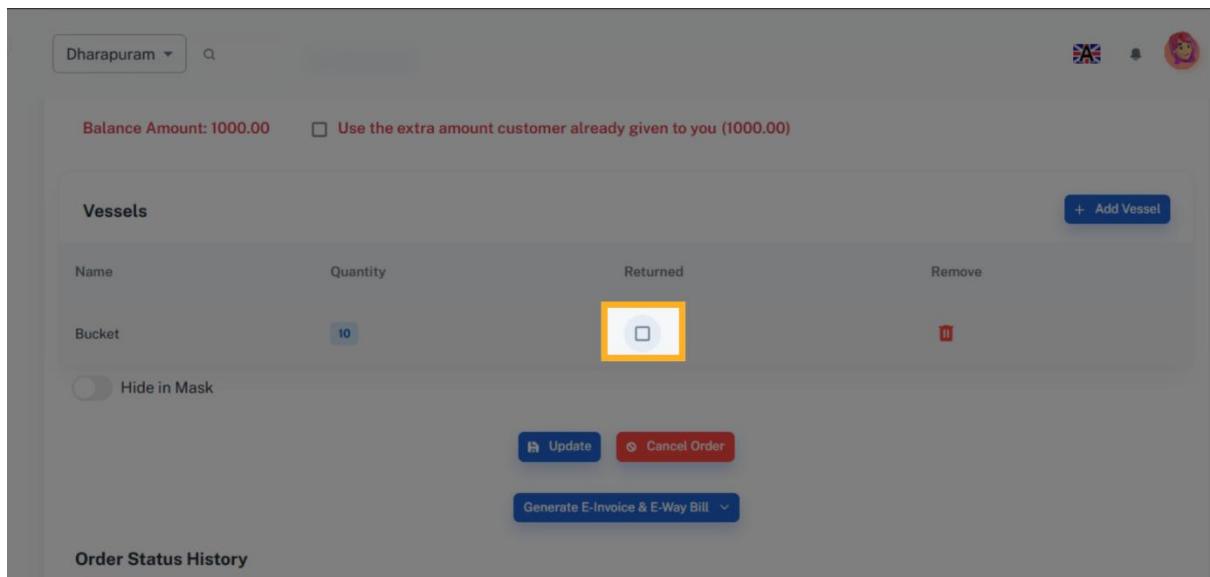
## 34. Add

Select the vessel and quantity, then click Add.



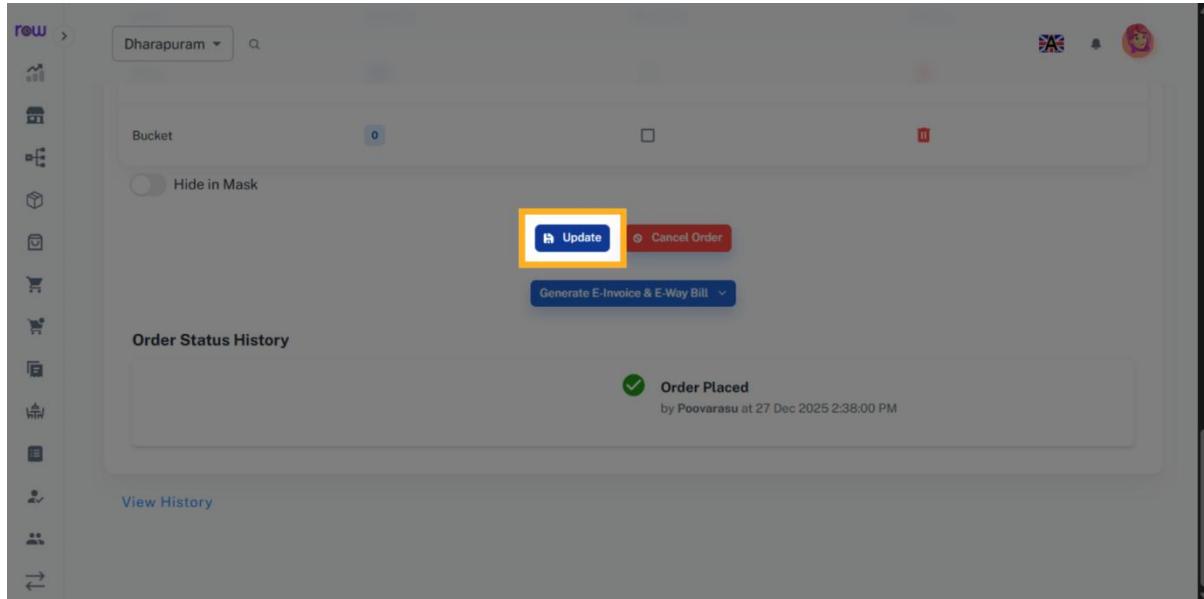
## 35. Return the Vessels

Click this checkbox when the vessels are returned.



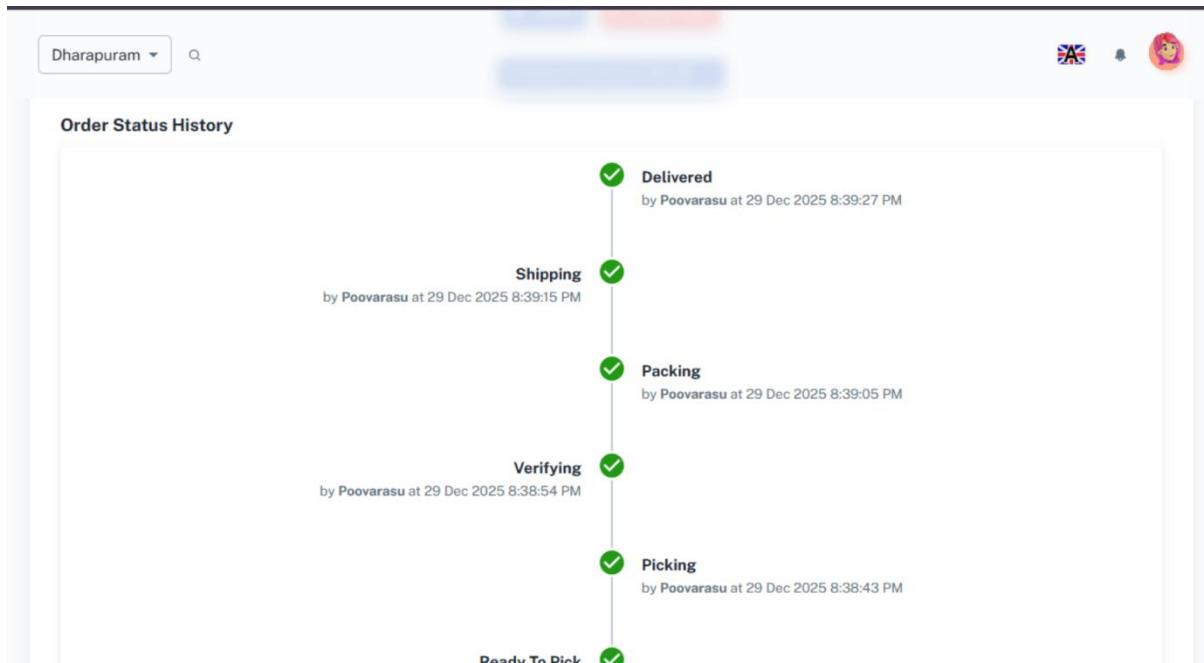
## 36. Update

Click Update to save changes.



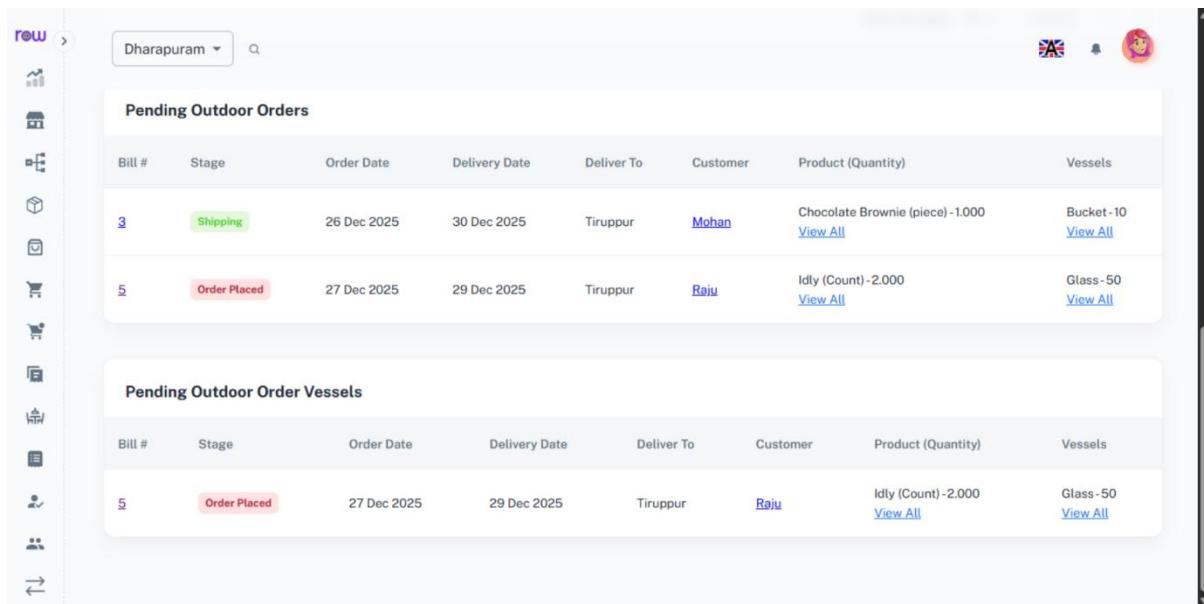
## 37. Order Status

You can view the Order Status Here.



## 38. Pending Orders List

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



The screenshot shows a software interface for managing pending outdoor orders. On the left, a vertical sidebar displays various icons for navigation. The main area is divided into two sections: "Pending Outdoor Orders" and "Pending Outdoor Order Vessels".

**Pending Outdoor Orders**

Bill #	Stage	Order Date	Delivery Date	Deliver To	Customer	Product (Quantity)	Vessels
3	Shipping	26 Dec 2025	30 Dec 2025	Tiruppur	<a href="#">Mohan</a>	Chocolate Brownie (piece) - 1.000 <a href="#">View All</a>	Bucket-10 <a href="#">View All</a>
5	Order Placed	27 Dec 2025	29 Dec 2025	Tiruppur	<a href="#">Raju</a>	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	<a href="#">Raju</a>	Idly (Count) - 2.000 <a href="#">View All</a>	Glass-50 <a href="#">View All</a>

# Thank You