

# How to Swap Tickets

## How to swap tickets

**Note** – the member has to put up their guest meals for swap before they can put their own meal up (this is a system default). The meal and dietary requirements for swap is the meal as was originally ordered. The member who swaps in to attend will be accepting the meal originally booked and understand that it will not be subject to any dietary changes. The onus is on the member accepting the swap to check that it is suitable to consume.

## Member who is putting up meal/s to swap

The screenshot shows a web interface for meal booking. At the top, there is a navigation bar with links: Meal Booking, Block Book/Cancel, Change Password, EPOS, Fees and Charges, and Log Out. The user's name, Kathryn Acheson, is displayed in the top right corner. The main content area is titled "Friday 25 Nov 2016". On the left, there is a calendar for November 2016, with the 25th highlighted. In the center, a dropdown menu shows "Sittings available on Friday 25 Nov 2016" with options: "Lunch - Week Day Lunch (GRADUATE)", "Dinner - 1st sitting (GRADUATE)", and "Dinner - 2nd Sitting (GRADUATE)". Below the calendar, it states "You have 3 meals booked" and "79 spaces available, 2 guests allowed". On the right, a list of menu items is shown: "Pea soup", "Macaroni cheese with ham and leeks", "Ciabatta", "Salad", and "Veg alt - Macaroni cheese with leeks". At the bottom left, under "Meals booked", there are two entries: "Meat (Keith)" and "Vegetarian (Mary)", each with an "Add To Swap List" button. On the right side, a table titled "Members who have Booked" lists the names of other members: Abdel Maksoud Khaled Ahmed, Philip, Acheson Kathryn, Keith, Mary, and Ager Isobel Celeste.

This is a close-up of the "Meals booked" section from the screenshot. It features a green header with the text "Meals booked". Below the header, the word "Meat" is displayed. Underneath, there are two entries: "Meat (Keith)" and "Vegetarian (Mary)". Each entry has a blue button labeled "Add To Swap List" to its right.

Member will click 'add to swap list' – Guest meals automatically offered for Swap first.

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**Meals booked**

Meat

Meat (Keith) **Remove From Swap List**

Vegetarian (Mary) **Add To Swap List**

Add each meal to swap list that member wants to swap

## Swap recipient screen shot

Member who is selecting a meal/s put up by another member for swap

Meal Booking | Block Book/Cancel | Change Password | EPOS | Fees and Charges | Log Out

Rachel Accurate

Friday 25 Nov 2016

November 2016

Sittings available on Friday 25 Nov 2016  
Lunch - Week Day Lunch (GRADUATE)  
Dinner - 1st sitting (GRADUATE)  
Dinner - 2nd Sitting (GRADUATE)

Pea soup  
+  
Macaroni cheese with ham and leeks  
Ciabatta  
Salad  
Veg alt - Macaroni cheese with leeks

Members who have Booked | Guest

Abdel Maksoud Khaled Ahmed	Philip
Acheson Kathryn	Keith
	Mary
Ager Isobel Celeste	

Meals Available

Meat **View This Meal**

Vegetarian **View This Meal**

Click 'View This Meal' and the screen on next page appears

Rachel Accurate

**Meal To Book (Friday 25 Nov 2016 - Dinner - 2nd Sitting (GRADUATE))**

Available Meals

Additional booking information

**Cancel** **Click Here To Accept**

**No Allergens or Special Dietary Requirements**

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Note: The meal type being swapped is clearly shown ie in the example the meal the member is accepting contains no Allergens or has any Special Dietary requirements.

The screenshot displays a booking interface for Friday 25 Nov 2016. On the left, under 'Sittings available on Friday 25 Nov 2016', the 'Dinner - 2nd Sitting (GRADUATE)' is selected. Below this, it states 'Closed on Friday 25 Nov 2016 @ 11:00' and 'You have 1 meal booked' (circled in red), with '79 spaces available, 2 guests allowed'. The central menu lists: Pea soup, Macaroni cheese with ham and leeks, Ciabatta, Salad, and Veg alt - Macaroni cheese with leeks. On the right, a table titled 'Members who have Booked' lists: Abdel Maksoud Khaled Ahmed (Guest Phillip), Accurate Rachel (circled in red), Acheson Kathryn (Guest Mary), and Ager Isobel Celeste. At the bottom left, there are sections for 'Meals booked' (Meat) with an 'Add To Swap List' button, and 'Meals Available' (Vegetarian) with a 'View This Meal' button. A 'Rectangular Sing' button is also visible at the bottom right.

The member accepts and they are shown as having one meal booked and their name appears on the right hand side.

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## Screen shot for Member who put meal up for swap after another member has taken one meal

The member who put meals up for swap will see that their booked meals are decreasing as they are taken by other members. In this example Kathryn put two guest meals up for swap and her own meal and Rachel Accurate has taken one Meat meal.

The screenshot shows a web interface for a restaurant booking system. At the top right, the user's name "Kathryn Acheson" is displayed. A navigation bar includes links for "Home", "Bookings", "Block Book/Cancel", "Change Password", "EPOS", "Fees and Charges", and "Log Out".

The main content area is titled "Friday 25 Nov 2016". On the left, there is a calendar for "November 2016" with the 25th highlighted. Below the calendar, it states "Closed on Friday 25 Nov 2016 @ 11:00", "You have 2 meals booked", and "79 spaces available, 2 guests allowed".

In the center, a list of "Sittings available on Friday 25 Nov 2016" is shown, with "Dinner - 2nd Sitting (GRADUATE)" selected. To the right of this list, a menu item is displayed: "Pea soup + Macaroni cheese with ham and leeks, Ciabatta, Salad, Veg alt - Macaroni cheese with leeks".

At the bottom left, under the heading "Meals booked", there is a list: "Meat" and "Vegetarian (Mary)". A button labeled "Remove From Swap List" is positioned next to the "Meat" entry.

On the right side of the interface, a table titled "Members who have Booked" lists the following members and their guests:

Members who have Booked	Guest
Abdel Maksoud Khaled Ahmed	Phillip
Accurate Rachel	
Acheson Kathryn	Mary
Ager Isobel Celeste	