

Advanced Ordering – Taking Orders

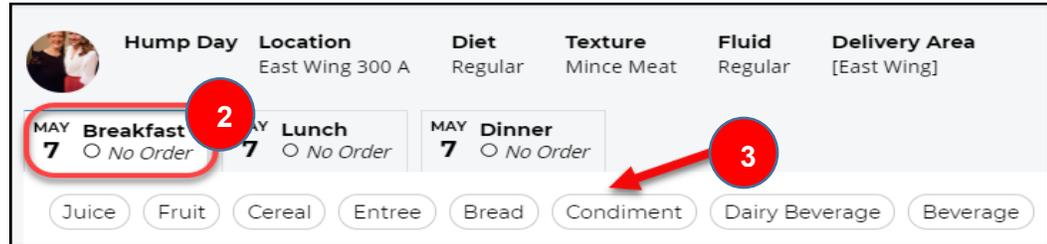
Taking an Order

1. Tap **Manage Order** to enter the order for the selected resident.



2. Tap the tab corresponding to the **date/meal** you are taking the order for.

3. By default, all categories appear on the screen. You can tap the **Menu Category** to view the available menu items in that category.



4. Tap to remove the **check mark** if you need to remove the menu items from the **Also Available** Menu.

5. Tap the **Add Button** to select an item. If an item has been selected the button turns Green and displays the word **Added**.

6. Tapping the + and – symbols increase or decrease the portion size by half.

7. Selected menu items appear on the right side of the screen. Tapping the symbol deletes an item.

8. Tap **Delivery Time** to select the time. Note, you might only have one option.

9. Tap **Server Note** to enter a note if applicable i.e., Cut Toast in 4.

10. Tap **Priority** if this order is to be served immediately.

11. Tap **Skip Meal** if the resident does not want this meal. From the pop-up box select the reason for skipping the meal.

12. The order status for each meal appears in the tabs at the upper left of the screen.

