Advanced Ordering – Taking Orders

Taking an Order

- 1. Tap **Manage Order** to enter the order for the selected resident.
- Tap the tab corresponding to the date/meal you are taking the order for.
- By default, all categories appear on the screen.
 You can tap the Menu Category to view the ava
- Tap to remove the check mark if you need to remove the menu items from the Also Available Menu.
- Tap the Add Button to select an item. If an item has been selected the button turns Green and displays the word Added.
- Tapping the + and symbols increase or decrease the portion size by half.

 Resident
 Breakfast
 Lunch
 Dinner
 Building
 Wing

 U Hump Day
 O
 O
 Happy Hills
 East Wing
 MAXAGE GROEPS

MEAL 🔁 SUITE



Category to view the available menu items in that category.

- Advanced Ordering Delivery Area Breakfas MAY Breakfast 7 O No Order 7 O No Order 125mL Cranberry Juice 125mL Fresh Apple Sli Fruit Cereal Entree Bread Condiment Dairy Beverage Beverage 2Each Hard Boiled Egg Juice INCLUDE ALSO 2Slice Whole Wheat Toas 2Each Margai 𝖾 125mL Cranberry Juice Θ \oplus 360mL Coffee Fruit INCLUDE ALSO A 𝔅 125mL Fresh Apple Slices Θ \oplus Θ \oplus Cere 180mL Cream of Wheat with Bran Θ \oplus 8 10 ImL Special K Cereal Θ \oplus Entree 11 ×
- 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.



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Reason For Refusal

Away for a Test

Out for Dialysis

Please choose the reason for refusal

Family bringing Food in

CANCEL APPROVE

Out of the Building

Sick