



1. If multiple residents were selected, then at the top of the screen select the tab of the resident who you want to take the order for.
2. By default, items from all menu categories are displayed. To display items from a specific category, tap the desired category. **Note:** [Choice 1](#) items are displayed in bold text.
3. If an [Also Available menu](#) is active in your facility, then you can display its items for a specific category by selecting the **Include Also Available** check box for the category.
4. To add an item, tap its **Add** button. The added item appears on the right side of the screen. When an item has been added, its **Add** button changes to a green **Added** button, and the item text also changes to green.
5. To decrease or increase the portion size of an added item, tap the - or + buttons respectively for the item.
6. If required to remove an item from the order, tap its remove icon.
7. The **Delivery To** section, the resident's assigned service type (**Table** service with table number, or **In Room** service) is selected by default. Change this if needed.
8. To leave a note for the order (e.g., "Dressing on the side"), tap the **Server Note** button, and the Add Note pop-up appears for you to enter your note.
9. Tap the **Save and Next Resident** button. You are prompted to enter your name to the order via the Add Server Name pop-up. Click **OK** after doing so. When taking other orders for the meal, you will not be required to enter your name again.