



How to Place a Take-Out Order Administratively

Create a Take-Out Order

1. Click on the **New Order** icon.



2. Next, create a **New Customer** or simply **Search for a Customer**.



3. Once you have found your customer, click on **Create Order**.

Reinholtz, jeff [CID:589] ★★★★★ 📄 Orders: 45 | Last: 5/29/2014 | Total: \$13,549.41

training	4196	5/1/2014	\$8.00
Reinholtz, jeff	4197	5/8/2014	\$8.00
1112221234	4198	5/15/2014	\$8.00
jeff.reinholtz@catertrax.com	4199	5/22/2014	\$8.00

Customer Information **Create Reservation** **Create Order**

4. Begin the ordering process by making your initial selection.

Personal Meals / Take-Out

- Lunch Addons
- Market Fresh™ Sandwiches
- Market Fresh™ Wraps
- Market Fresh™ Salads

5. Make your selection from the options available.

Market Fresh™ Sandwiches

Roast Turkey & Swiss 

Oven-baked turkey with ripe tomatoes, Swiss cheese, green leaf lettuce, thinly sliced red onions, mayo and spicy brown honey mustard all on thick sliced honey wheat bread.

***All sandwiches include mayo, specialty mustard on the side.

\$4.00 Each [View Details](#)

Classic Reuben 

Melted Swiss cheese, sauerkraut, and Thousand Island dressing with corned beef or oven-roasted turkey on toasted marble rye bread make the Market Fresh Reuben nearly impossible to resist.

***All sandwiches include mayo, specialty mustard on the side.

\$4.29 Each [View Details](#)

6. Complete the additional fields and then click on the **Order** button.

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\$4.29 Each

Quantity:

Choice of Filling: 

- Corned Beef
- Turkey

Toppings: 
(Choice of 3)

- Lettuce
- Tomato
- Sliced Onion
- Hot Peppers

Special Instructions 

Add : Chips and a Drink

ORDER

7. Review the order and click **Confirm**.

Step 1

Your Selection

Add Line Item Empty Order

Remove Description	Quantity	Unit Price	Balance
 Size Classic Reuben (Market Fresh™ Sandwiches) Melted Swiss cheese, sauerkraut, and Thousand Island dressing with corned beef or oven-roasted turkey on toasted marble rye bread make the Market Fresh Reuben nearly impossible to resist. Kitchen Notes Product Group: Cold Food	1	4.29	\$4.29

Product Cost: \$4.29

<< Add More Update Order Continue >>

8. Select a date and time for the order and complete the applicable Pickup or Delivery information.

Step 2

Select A Date

« << Week >> »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 th	28 th	29 th	30 th	1 st	2 nd	3 rd

Select a Time Slot

11:00 AM	3days 20 hrs 46 min Time left to order
12:00 PM	3days 21 hrs 46 min Time left to order
1:00 PM	3days 22 hrs 46 min Time left to order

9. Review the selection and click **Proceed to Checkout**.

Step 3

Add a Message to this Order

Review your selection

<div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 5px;">Customer Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: none;">First Name:</td><td>jeff</td></tr> <tr><td style="border: none;">Last Name:</td><td>Reinholtz</td></tr> <tr><td style="border: none;">Department:</td><td>training</td></tr> <tr><td style="border: none;">Email:</td><td>jeff.reinholtz@catertrax...</td></tr> <tr><td style="border: none;">Phone:</td><td>1112221234</td></tr> </table>	First Name:	jeff	Last Name:	Reinholtz	Department:	training	Email:	jeff.reinholtz@catertrax...	Phone:	1112221234	<div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 5px;">Delivery / Pickup Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: none;">Order Option:</td><td>Personal Meals</td></tr> <tr><td style="border: none;">Method:</td><td>Pick-up at Cafeteria</td></tr> <tr><td style="border: none;">Contact Name:</td><td>jeff Reinholtz</td></tr> <tr><td style="border: none;">Contact Phone:</td><td>1231231234</td></tr> </table>	Order Option:	Personal Meals	Method:	Pick-up at Cafeteria	Contact Name:	jeff Reinholtz	Contact Phone:	1231231234
First Name:	jeff																		
Last Name:	Reinholtz																		
Department:	training																		
Email:	jeff.reinholtz@catertrax...																		
Phone:	1112221234																		
Order Option:	Personal Meals																		
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Description	Quantity	Unit Price	Balance
Classic Reuben (Market Fresh Sandwiches) <small>Melted Swiss cheese, sauerkraut, and Thousand Island dressing with corned beef or oven-roasted turkey on toasted marble rye bread make the Market Fresh Reuben nearly impossible to resist.</small>	1	\$4.29	\$4.29
Product Cost:			\$4.29
Delivery Charge			0.00
Service Charge			0.00
Last Minute Fee			0.00
Service Fee			0.00
Coupon Discount			0.00
Tax (10%)			0.43
Tax 2 (0%)			0.00
Balance			\$4.72
Update Order			

Cancel
Proceed to Checkout

10. Complete the payment method.

Step 4

Checkout

Please Select a Method for Payment

**Any saved online wallet entries are now listed under the appropriate payment method

*Payment Method:	Credit Card
*Card Type:	Visa
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	<input type="text"/> / <input type="text"/>
*Card Address:	<input type="text"/>
*Card City:	<input type="text"/>
*Card Country:	Select
*Card State:	Select
*Card Postal/Zip Code:	<input type="text"/>
<input type="checkbox"/> Save payment information as an online wallet entry	
<input type="checkbox"/> Do NOT Send Email to Customer	

Cancel
Process This Order