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**.

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

5. Make your selection from the options available.

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

7. Review the order and click *Confirm*.

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

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

10. Complete the payment method.