

# Aramark Admin Guide: Customer-Matched Menus



## Administratively place an order from a menu matched to a specific customer

The online ordering site gives you the flexibility of making certain menus available only to specific customers. When not logged in as one of the associated customers, the-matched or hidden menu does not display on the Home page and/or navigation area dropdowns.

You can place an order from a matched menu on behalf of one of the associated customers when logged into the site administratively.

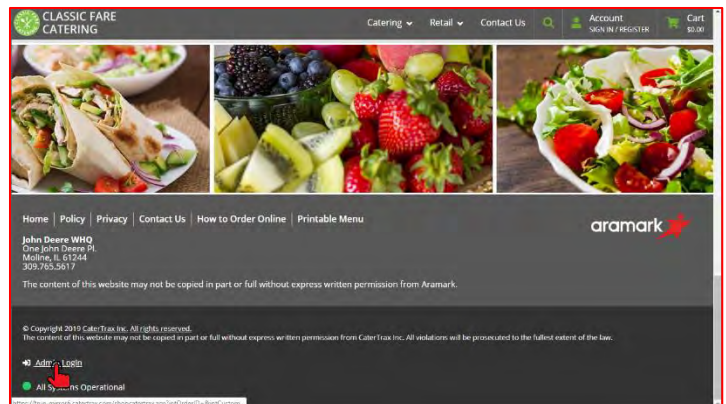
## Access the site administratively

### Step 1

Scroll to the bottom of the site Home page and click **Admin Login**.

### Step 2

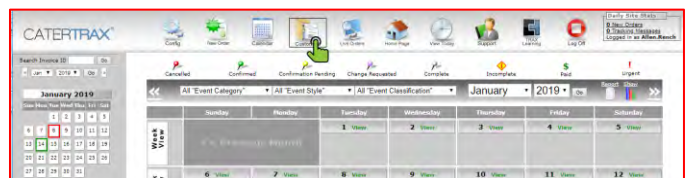
Enter your administrative site credentials and log in.



## Place an order from the matched menu on behalf of an associated customer

### Step 1

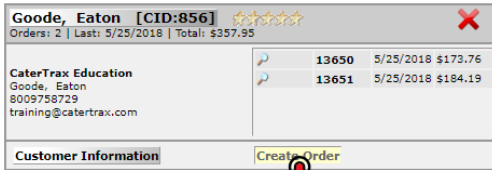
Select the **Customers** icon and search for the matched customer's account.



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## Step 2

Select the **Create Order** button.



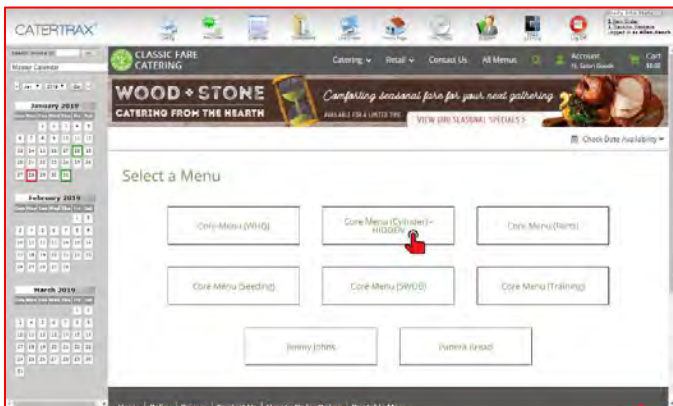
## Step 3

Select the **All Menus** dropdown.



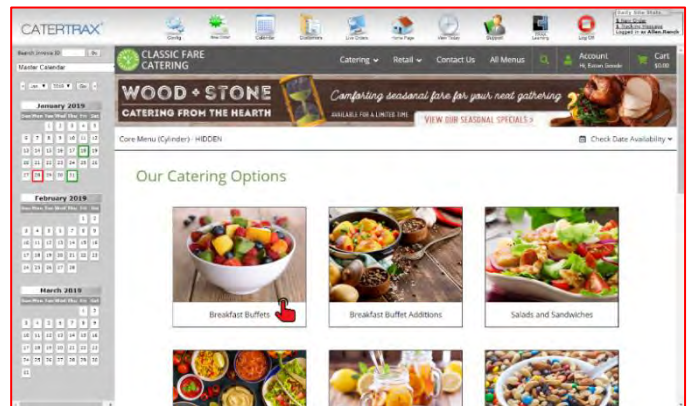
## Step 4

Select the hidden customer-matched menu.



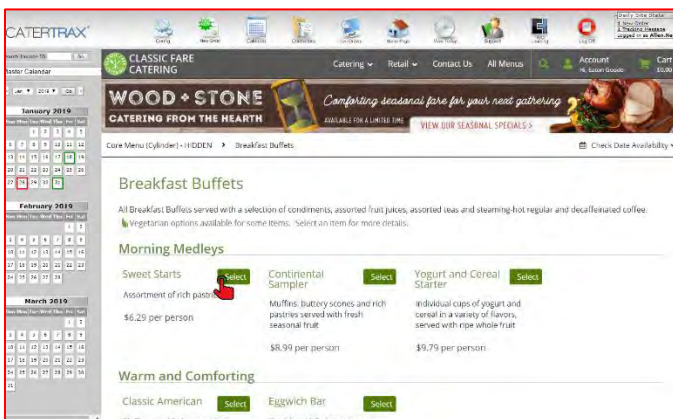
## Step 5

Select a category tile.



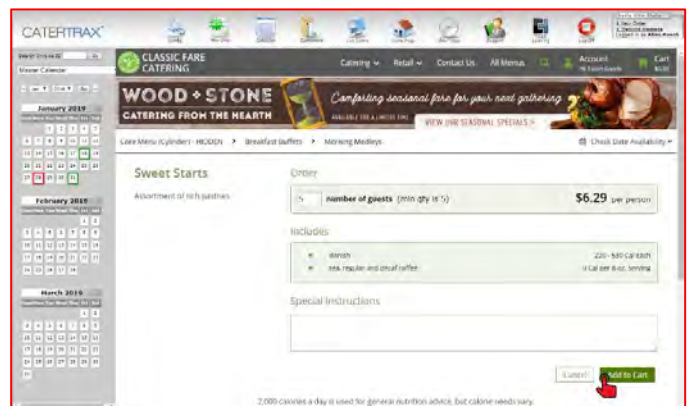
## Step 6

Click the **Select** button for an item.



## Step 7

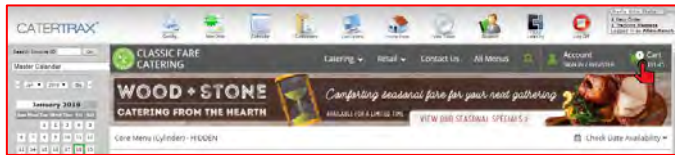
Make your selection(s) and click **Add to Cart**.



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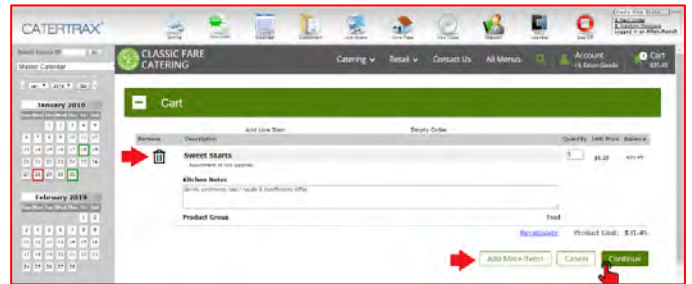
## Step 8

Click the shopping cart icon.



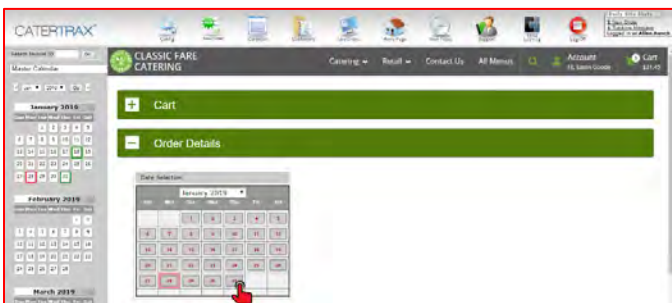
## Step 9

Edit items or add more, then click **Continue**.



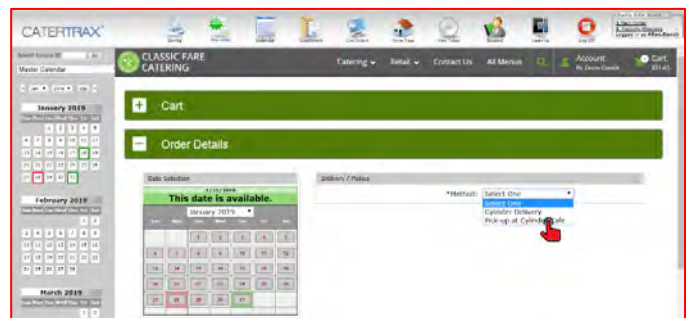
## Step 10

Select the event date.



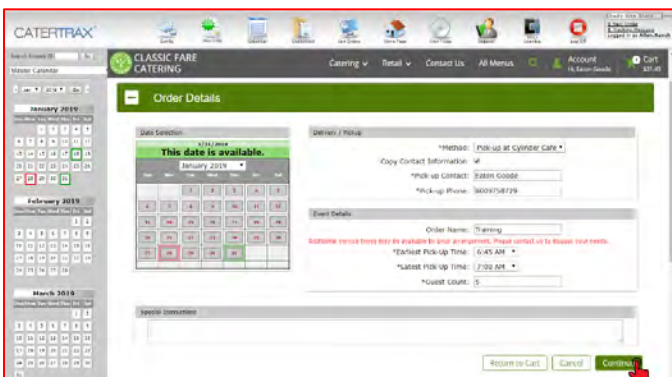
## Step 11

Select the pick up or delivery option.



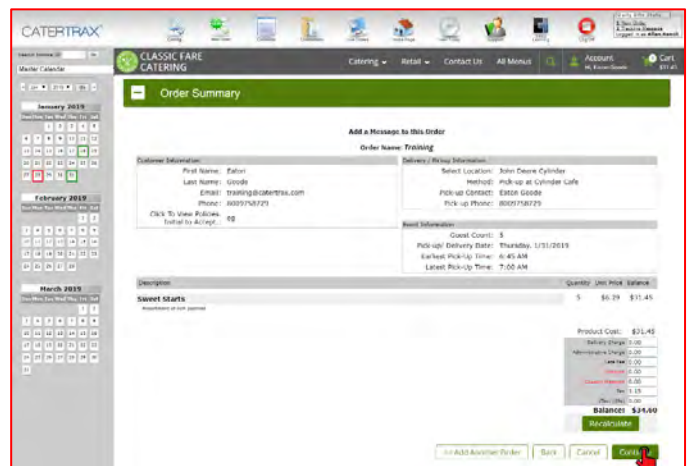
## Step 12

Complete the form and click **Continue**.



## Step 13

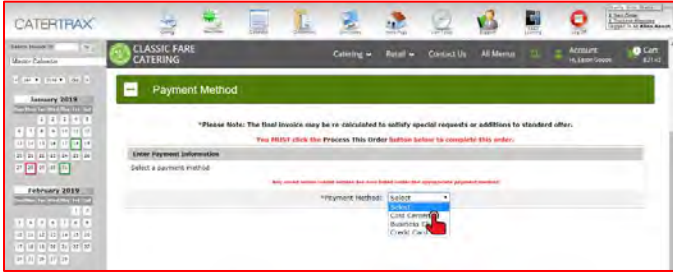
When the order is complete, click **Continue**.



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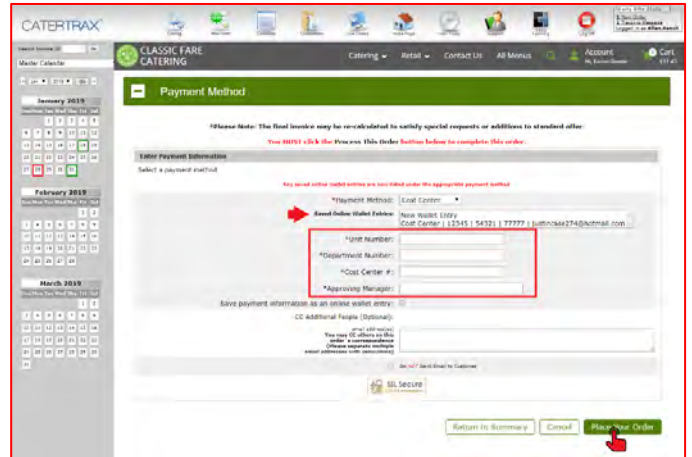
## Step 14

Select the pay method.



## Step 15

Add payment details or select a saved payment method and click **Place Your Order**.



**The order has been submitted!**