Site Navigation Guide

In this guide you will find how to:

- Create an Account
- Log In
- Navigate the Menu
- Using the Carousel
- The Shopping Cart
- Create an Order

Create an Account

Locate the login icon in the upper left-hand corner of the page. Next you will fill in all required fields that include an (*) under the New Customers tab and click Continue.

Click where it says “Need an Account? Click Here.”
Logging In
To login in click on the Login In icon. Next fill in the Last Name and Password fields and click Login.

Once you are logged in you will be taken to the My Account page. Once in the My Account page you can manage your orders and view the dates you have reserved catering by selecting Manage Orders and View My Catering.

Selecting a Category
Select one of the available categories to begin the ordering process.

Make a selection from the results provided from your selection above by clicking on View Details.

Next complete the Number of Guests and click Order.
Navigating Options
To simplify finding the right menu items for your event simply click on one of the options in the top navigation bar. You will then be shown specific menu items that would best fit that option. You can easily access the home page by clicking Home at any time. If you want to view all available options click on Menus.

Start navigating through the menu by using the Search option. With advanced menu filters you can minimize the number of menu options and be more specific as to what you are ordering, making the selection process more expedient.

Type in the descriptive word that you are searching.

Select the Menu you are going to be placing your order from. If your site only has one option it will take you directly to that menu. Select the magnifying glass to the left of the box or press enter to begin the search. The search will return with product names, descriptions and tags.

At the top of the page you will see the searched word Salad.

The menu will show you the number of items that are available that include your search word.
On the left hand navigation pane you can see other Choices (tagged words) to help you minimize the number of menu items to get a more accurate selection.

When selecting another tagged word the menu will show the results that include all tagged words.

You can continue to select tagged words until you get down to one specific menu item that has all of the features you are looking for.

You can remove any of the tags by clicking on the X next to the word. This will then display the options you have with the tags that are left.

As you continue to remove tags you will have more results to order from.
Navigating the Carousel
At the bottom of the homepage you will have access to the Quick Picks carousel.

You can navigate the carousel by clicking on the arrows on each end or simply let it scroll for you. Once you see an option you like, click on that option. You will then be taken to those menu options.

Your Shopping Cart
Once you make your selections, those items will now appear in the shopping cart found at the top of the page. Simply click on the cart to view your selections. You can choose to Check Out (see step 2) or edit items by clicking on View Cart (see step 1).
Easy Order Creation

Enjoy an easy 4 step ordering process.

**Step 1: Confirm your selection**

![Image of Step 1: Confirm Selection]

**Step 2: Complete the event information**

![Image of Step 2: Event Information]

**Step 3: Review your selection**

![Image of Step 3: Review Selection]

**Step 4: Checkout**

![Image of Step 4: Checkout]

*Please note the pricing and menu options used in this guide is for demonstration purposes only.*

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