



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.”

A screenshot of the login form. At the top left, there is a magnifying glass icon and the word "Login" in a yellow box. Below this, there are two input fields: "Last Name:" and "Password:". Under the password field, there are two lines of red text: "Need an Account? Click Here" and "Need your password? Click Here". At the bottom left, there is a red "Login" button. The word "WELCOME" is partially visible at the bottom of the form.

A screenshot of the "New Customers" registration form. At the top, there are two tabs: "New Customers" (selected) and "Previous Customers". Below the tabs, there is a section titled "*Required fields". This section contains several input fields: "*First Name:", "*Last Name:", "*Department:", "*Email:", and "*Phone:". Below these fields, there is a red instruction: "Please enter password twice (Min 6 characters)". This is followed by two more input fields: "*Password:" and "*Re-enter Password:". At the bottom of the form, there are two checkboxes: "Join our mailing List:" and "Tax Exempt:". At the very bottom, there is a blue "Continue" button.

Logging In

To login in click on the Login In icon. Next fill in the Last Name and Password fields and click Login.

A screenshot of a login form. At the top left is a magnifying glass icon and the word "Login". Below this are two input fields: "Last Name:" and "Password:". Under the password field, there are two links: "Need an Account? Click Here" and "Need your password? Click Here". At the bottom left is a red "Login" button. The background of the form has a "WELCOME" banner.

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.

A screenshot of the "My Account" page. At the top right is the word "Orders". Below it are two buttons: "Manage Orders" (with a magnifying glass icon) and "View My Catering" (with a calendar icon). Below these buttons is a section titled "Customer Information" with an "Update" link. The information is as follows:

First Name:	Todd
Last Name:	Bruns
Department:	Education
Email:	todd.bruns@catertrax.com
Phone:	5852931978
Join our mailing List:	No
Tax Exempt:	No

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.

A screenshot of the "Catering Menu" page. The page title is "Catering Menu" and it shows "Results: 15 Items". The "Breakfast" category is selected. The menu items are:

- Quick Start**: Assorted Muffins, Danish and Scones with Fresh Seasonal Sliced Fruit, Fresh Assorted Juices, Starbucks Coffee Service with Tazo Hot Tea. **\$8.99 Per Person**
- Mini Continental**: Miniature Muffins, Danish, Croissants and Bagels served with Butter, Fruit Preserves, Cream Cheese, Fresh Seasonal Sliced Fruit, Fresh Assorted Juices, Starbucks Cookie Service with Tazo Hot Tea. **\$9.49 Per Person**
- Healthy Choice**: Whether in combination with one of our other Breakfast packages or alone, it's a healthy way to start your day. Includes Individual Cereal Cups, Milk, Ripe Bananas, Assorted Individual Yogurt Cups, Starbucks Coffee Service with Tazo Hot Tea. **\$6.99 Per Person**
- New Yorker**: Assorted Bagels and Cream Cheese, Smoked Salmon, Sliced Tomato, Silvered Red Onion and Capers with Fresh Seasonal Sliced Fruit, Fresh Assorted Juices, Starbucks Coffee Service with Tazo Hot Tea.

Next complete the Number of Guests and click Order.

A screenshot of the "Catering Menu" page showing the order details for the "Quick Start" item. The price is "\$8.99 Per Person". The "Number of Guests" is set to "12" (min qty is 12). There is a "Special Instructions" field. Below the field are two included items: "Included - Regular, Decaf Coffee, and Hot Tea Service" (Starbucks Coffee Service with Tazo Hot Tea) and "Included - Fresh Assorted Juices". At the bottom are "Cancel" and "Order" buttons.

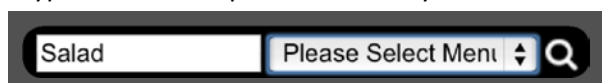
Navigating Options

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.

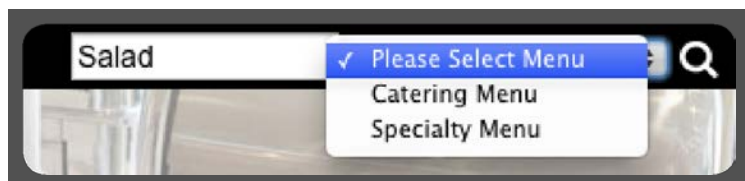
Start navigating through the menu by using the Search option. With advanced menu filters you can minimize the number of menu options and be more specific as to what you are ordering, making the selection process more expedient.



Type in the descriptive word that you are searching.



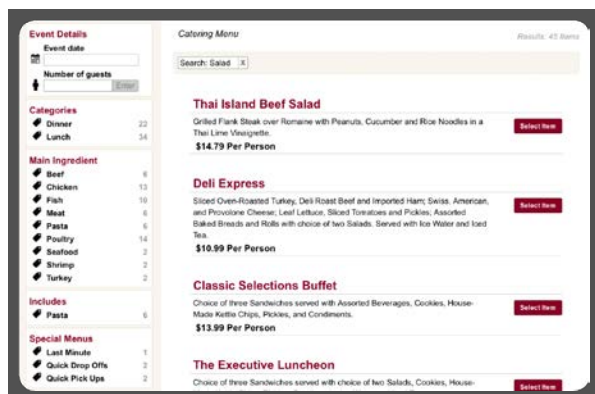
Select the Menu you are going to be placing your order from. If your site only has one option it will take you directly to that menu. Select the magnifying glass to the left of the box or press enter to begin the search. The search will return with product names, descriptions and tags.



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.



Event Details

Event date

Number of guests Enter

Categories

- Dinner 22
- Lunch 34

Main Ingredient

- Beef 6
- Chicken 13
- Fish 10
- Meat 6
- Pasta 6
- Poultry 14
- Seafood 2
- Shrimp 2
- Turkey 2

Includes

- Pasta 6

Special Menus

- Last Minute 1
- Quick Drop Offs 2
- Quick Pick Ups 2

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.

Catering Menu Results: 6 Items

Lunch X Meat X Search: Salad X

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.

Catering Menu Results: 1 Item

Lunch X Meat X Turkey X Search: Salad X

Deli Express

Sliced Oven-Roasted Turkey, Deli Roast Beef and Imported Ham; Swiss, American, and Provolone Cheese; Leaf Lettuce, Sliced Tomatoes and Pickles; Assorted Baked Breads and Rolls with choice of two Salads. Served with Ice Water and Iced Tea.

\$10.99 Per Person [Select Item](#)

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.

When selecting a tagged word the menu will show the results that include both words.

Event Details Results: 34 Items

Event date

Number of guests Enter

Categories

- Dinner 22

Main Ingredient

- Beef 6
- Chicken 13
- Fish 9
- Meat 6
- Pasta 6
- Poultry 14
- Seafood 2
- Shrimp 2
- Turkey 2

Includes

- Pasta 6

Special Menus

- Last Minute 1
- Quick Drop Offs 2
- Quick Pick Ups 2

Catering Menu Results: 34 Items

Lunch X Search: Salad X

Thai Island Beef Salad

Grilled Flank Steak over Romaine with Peanuts, Cucumber and Rice Noodles in a Thai Lime Vinaigrette.

\$14.79 Per Person [Select Item](#)

Deli Express

Sliced Oven-Roasted Turkey, Deli Roast Beef and Imported Ham; Swiss, American, and Provolone Cheese; Leaf Lettuce, Sliced Tomatoes and Pickles; Assorted Baked Breads and Rolls with choice of two Salads. Served with Ice Water and Iced Tea.

\$10.99 Per Person [Select Item](#)

Classic Selections Buffet

Choice of three Sandwiches served with Assorted Beverages, Cookies, House-Made Kettle Chips, Pickles, and Condiments.

\$13.99 Per Person [Select Item](#)

The Executive Luncheon

Choice of three Sandwiches served with choice of two Salads, Cookies, House-Made Kettle Chips, Pickles, Condiments, Ice Water and Iced Tea.

[Select Item](#)

Event Details Results: 6 Items

Event date

Number of guests Enter

Categories

- Dinner 4

Main Ingredient

- Chicken 2
- Pasta 2
- Poultry 2
- Turkey 1

Includes

- Pasta 2

Catering Menu Results: 6 Items

Lunch X Meat X Search: Salad X

Thai Island Beef Salad

Grilled Flank Steak over Romaine with Peanuts, Cucumber and Rice Noodles in a Thai Lime Vinaigrette.

\$14.79 Per Person [Select Item](#)

Deli Express

Sliced Oven-Roasted Turkey, Deli Roast Beef and Imported Ham; Swiss, American, and Provolone Cheese; Leaf Lettuce, Sliced Tomatoes and Pickles; Assorted Baked Breads and Rolls with choice of two Salads. Served with Ice Water and Iced Tea.

\$10.99 Per Person [Select Item](#)

As you continue to remove tags you will have more results to order from.

Event Details Results: 34 Items

Event date

Number of guests Enter

Categories

- Dinner 22

Main Ingredient

- Beef 6
- Chicken 13
- Fish 9
- Meat 6
- Pasta 6
- Poultry 14
- Seafood 2
- Shrimp 2
- Turkey 2

Includes

- Pasta 6

Special Menus

- Last Minute 1
- Quick Drop Offs 2
- Quick Pick Ups 2

Catering Menu Results: 34 Items

Lunch X Search: Salad X

Thai Island Beef Salad

Grilled Flank Steak over Romaine with Peanuts, Cucumber and Rice Noodles in a Thai Lime Vinaigrette.

\$14.79 Per Person [Select Item](#)

Deli Express

Sliced Oven-Roasted Turkey, Deli Roast Beef and Imported Ham; Swiss, American, and Provolone Cheese; Leaf Lettuce, Sliced Tomatoes and Pickles; Assorted Baked Breads and Rolls with choice of two Salads. Served with Ice Water and Iced Tea.

\$10.99 Per Person [Select Item](#)

Classic Selections Buffet

Choice of three Sandwiches served with Assorted Beverages, Cookies, House-Made Kettle Chips, Pickles, and Condiments.

\$13.99 Per Person [Select Item](#)

The Executive Luncheon

Choice of three Sandwiches served with choice of two Salads, Cookies, House-Made Kettle Chips, Pickles, Condiments, Ice Water and Iced Tea.

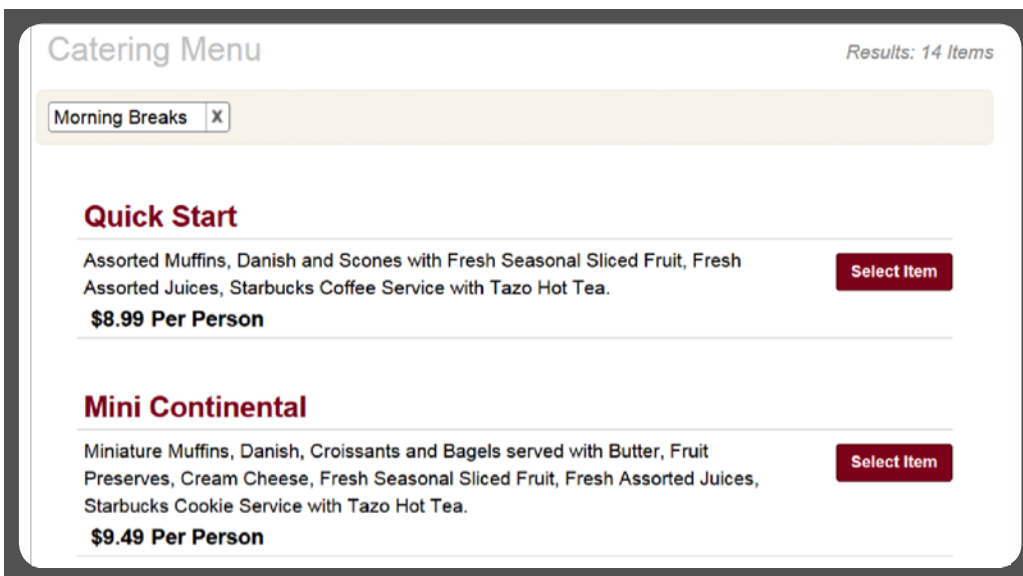
[Select Item](#)

Navigating the Carousel

At the bottom of the homepage you will have access to the Quick Picks carousel.



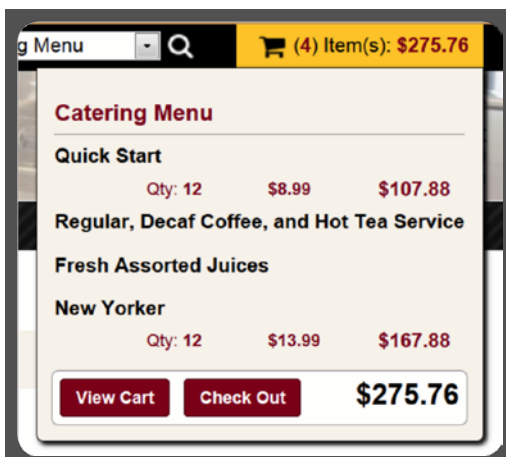
You can navigate the carousel by clicking on the arrows on each end or simply let it scroll for you. Once you see an option you like, click on that option. You will then be taken to those menu options.



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

Remove	Description	Quantity	Unit Price	Balance
	Quick Start Assorted Muffins, Danish and Scones with Fresh Seasonal Sliced Fruit, Fresh Assorted Juices, Starbucks Coffee Service with Tazo Hot Tea.	12	\$8.99	\$107.88
	Regular, Decaf Coffee, and Hot Tea Service Starbucks Coffee Service with Tazo Hot Tea			
	Fresh Assorted Juices			
	New Yorker Assorted Bagels and Cream Cheese, Smoked Salmon, Sliced Tomato, Sliced Red Onion and Capers with Fresh Seasonal Sliced Fruit, Fresh Assorted Juices, Starbucks Coffee Service with Tazo Hot Tea.	12	\$13.99	\$167.88

Recalculate Order Product Cost: \$275.76

<< Add More Cancel Cart all set? Click here!

Step 3: Review your selection

Review your selection

Order Name: **Holiday Breakfast**

Customer Information

First Name: Todd
Last Name: Bruns
Department: Education
Email: todd.bruns@catertrax.com
Phone: 5852931978

Delivery / Pickup Information

Method: Pick-up
Pick-up Contact: Todd Bruns
Pick-up Phone: 5852931978

Event Information

Guest Count: 12
Pick-up/Delivery Date: Monday, 12/22/2014
Earliest Pick-Up Time: 8:00 AM
Latest Pick-Up Time: 8:15 AM

Description	Quantity	Unit Price	Balance
Quick Start Assorted Muffins, Danish and Scones with Fresh Seasonal Sliced Fruit, Fresh Assorted Juices, Starbucks Coffee Service with Tazo Hot Tea.	12	\$8.99	\$107.88
Regular, Decaf Coffee, and Hot Tea Service Starbucks Coffee Service with Tazo Hot Tea	24		
Fresh Assorted Juices	24		
New Yorker Assorted Bagels and Cream Cheese, Smoked Salmon, Sliced Tomato, Sliced Red Onion and Capers with Fresh Seasonal Sliced Fruit, Fresh Assorted Juices, Starbucks Coffee Service with Tazo Hot Tea.	12	\$13.99	\$167.88

Step 2: Complete the event information

Step 2: Event Information

Date Selection

12/22/2014
That's a great day for a catered event!

December 2014

Delivery / Pickup

*Method: Pick-up
Copy Contact Information
*Pick-up Contact: Todd Bruns
*Pick-up Phone: 5852931978

Event Details

Order Name: Holiday Breakfast

Additional service times may be available by prior arrangement. Please contact us to discuss your needs.

*Earliest Pick-Up Time: 8:00 AM
*Latest Pick-Up Time: 8:15 AM
*Guest Count: 12
Tax Exempt: [checkbox]

Step 4: Checkout

Step 4: Checkout

*Please Note: The final invoice may be re-calculated to satisfy special requests or additions to standard offer.

You MUST click the **Process This Order** button below to complete this order.

Checkout

Please Select a Method for Payment

*Payment Method: Cash

CC Additional People (Optional):
email address(es)
You may CC others on this order's correspondence (Please separate multiple email addresses with semicolons)

SSL Secure

Back Cancel Here we go!

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