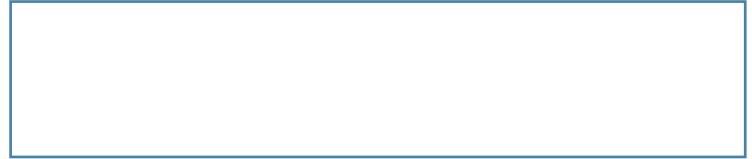


Access Your CaterTrax Site

To begin, enter the web address for the location into your browser.

NOTE: Make sure that the URL does not include "www." as this will lead to an error.

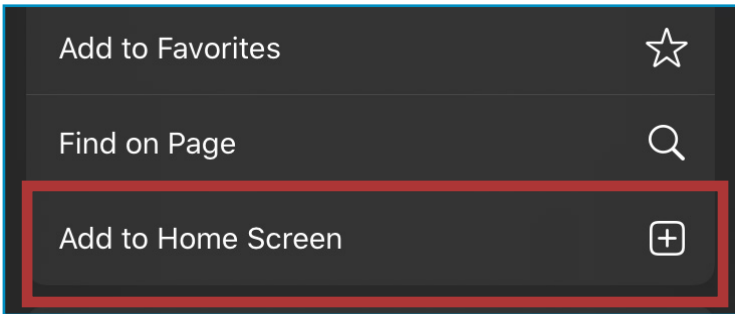
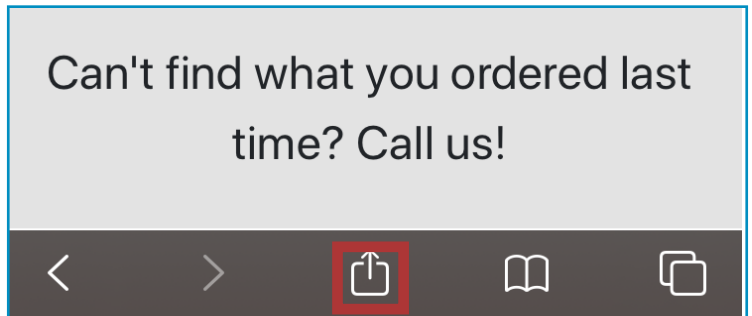


How to Add a Shortcut Icon to Your Mobile Device

To make it easier to order from a mobile device, you can follow the steps below to add a shortcut on your iPhone or Android device.

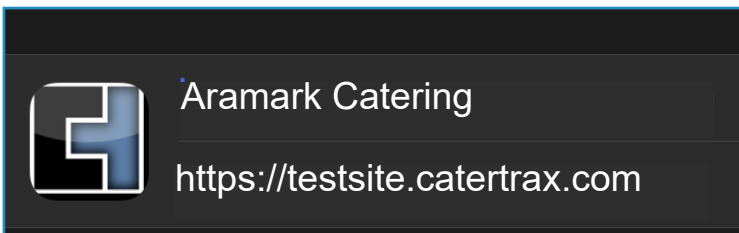
Steps for iPhones

Begin by opening the Safari browser and navigating to your catering site's homepage. At the bottom of the screen, you will want to select the "Share" button.



Add to Home Screen

From the Share Menu, you will want to scroll down and select the "Add to Home Screen" button.

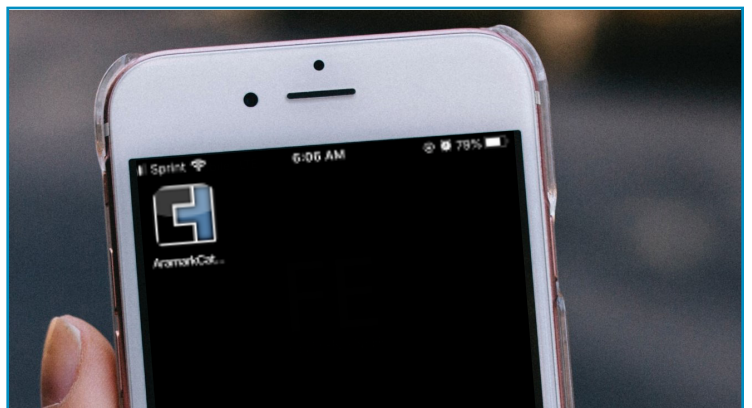


Next, you can change the name of the icon. In this case, it will be called Aramark Catering.

Use this step to verify that you have the correct website for the homepage of the catering site.

Opening the Shortcut

Now you will have an icon with the CaterTrax logo that will appear like any other app on your phone. When you click that icon, it will take you directly to the homepage, so you can quickly sign in and place your order with the new Pre-Order and Pick Up Solution.

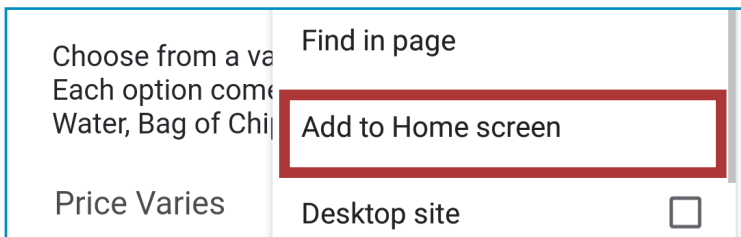
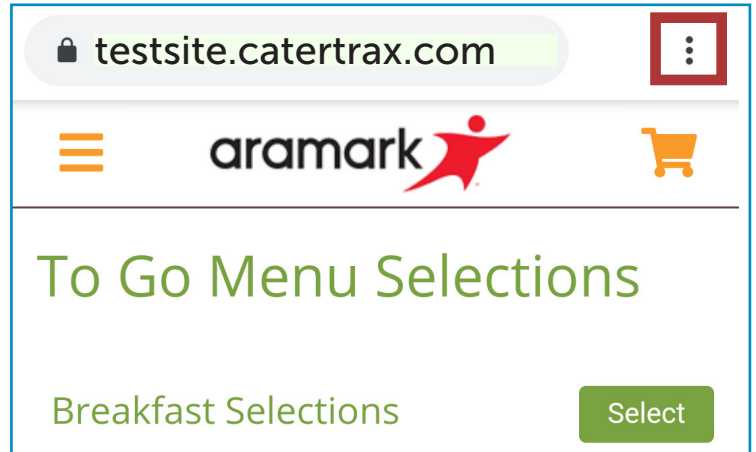


How to Add a Shortcut Icon to your Mobile Device

Steps for Android Devices

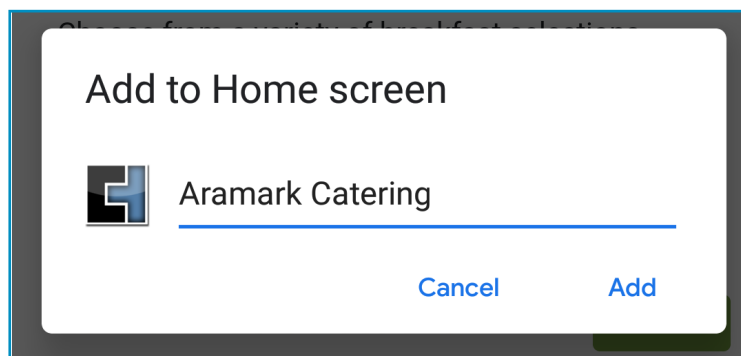
Begin by opening the Firefox browser and navigate to your catering site.

Then, select the “...” symbol found in the top right corner of the browser. On some devices, this option will be located at the bottom of the page.

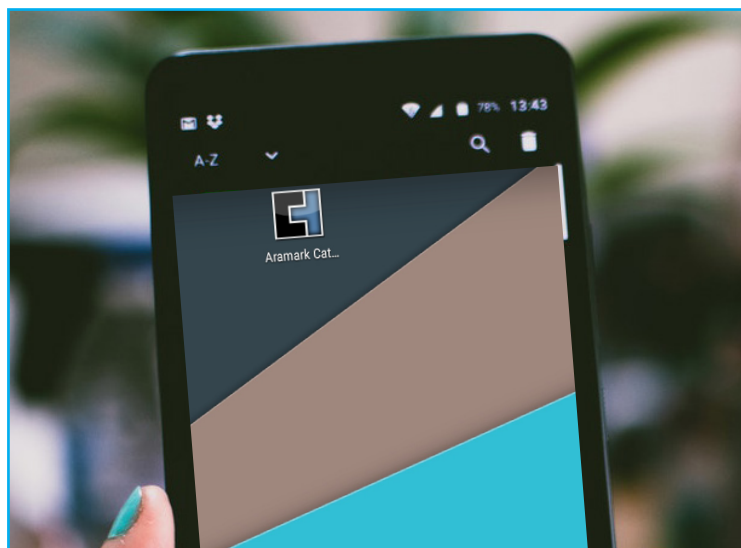


Add to Home Screen

From this Options Menu, you will want to scroll down and select the “Add to Home screen” button.



Next, you can type the name of the icon. In this case, it will be called Aramark Catering.



Opening the Shortcut

Now you will have an icon with the Cater-Trax logo that will appear like any other app on your phone. When you click that icon, it will take you directly to the homepage, so you can quickly sign in and place your order with the new Pre-Order and Pick Up Solution.

How to Create an Account and Sign In

Sign In to Your Account

To begin, click the list icon in the top left corner. then, select "Account".

If you already have an account on the catering site, you can sign in using your last name, email, and password.

Last Name

Email

Need an Account?

Password

Need your password?

New Customers | Previous Customers

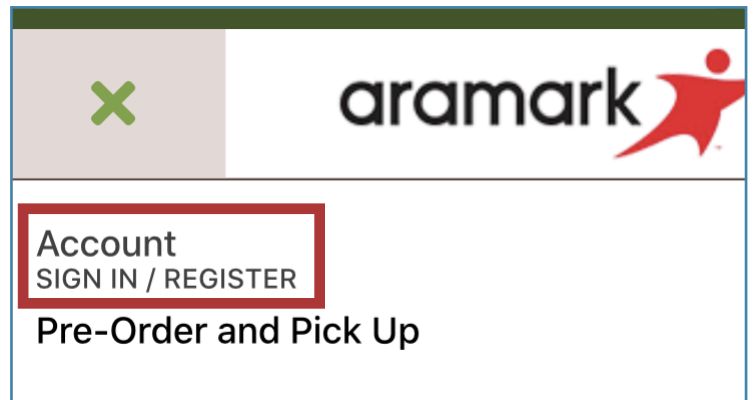
*Required fields

*First Name:

*Last Name:

*Address:

*City:

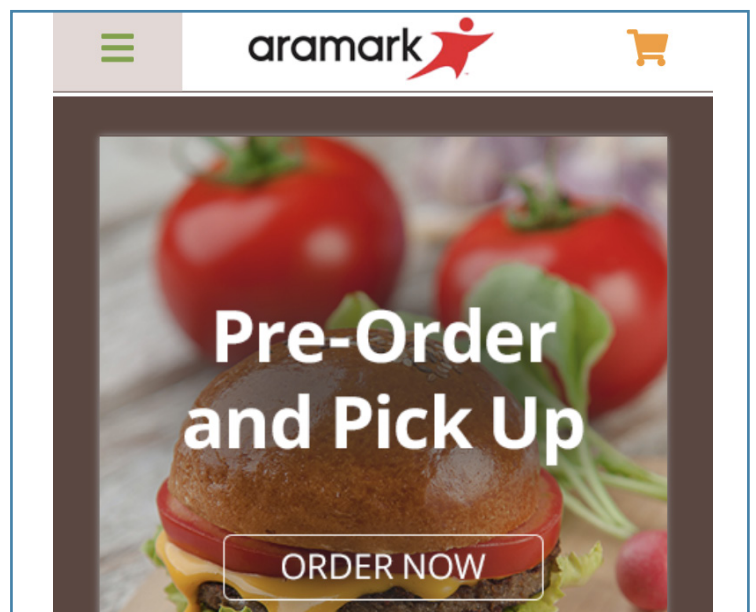


Create an Account

If you don't already have an account, you can register for a new account by clicking "Need an Account?"

You will be directed to a new page that has required fields. While each site's requirements may vary, you will always submit your name, email, and create a password so that you can sign in using those credentials in the future.

Now that you are signed in to your account, click the Pre-Order and Pick Up image on the homepage to begin your order.



How to Place a To Go Order

Select Your Product

You can scroll to navigate the different categories on the Pre-Order and Pick Up menu. If you would like to read more about a product, or you are ready to order that item, you can click the green "Select" button.

Add Your Quantities

Many of these products will offer a variety for you to select from. This allows you to type individual quantities next to the different types that you would like. Just be aware of the serving size: products may be offered per each, per dozen, etc.

Once you have typed all of your desired quantities, you can select "Add to Cart".

Manage Your Cart

After you add items to your order, your cart will appear so that you can review the quantities.

You can use the "View Related Items" button to return to the category you were viewing, or click "Browse All" to return to the entire menu.

When you are ready to check out, select "Edit Cart & Check Out".

The screenshot shows the top navigation bar with the Aramark logo and a shopping cart icon. Below the navigation bar, the word "Breakfast" is displayed in a large green font. Underneath, the text "Breakfast Sandwich" is shown in green, followed by a green "Select" button. Below this, the text "Create Your Own Breakfast Sandwich" is displayed in black, and at the bottom, the price "\$3.89 Each" is shown.

The screenshot shows the "Muffin Selections" section. It features three rows, each with a white input box on the left and the product name on the right: "Blueberry Muffin - per person", "Banana Nut Muffin - per person", and "Gluten-Free Blueberry Muffin - per p". Below the selection list is a large green button with the text "Add to Cart" in white.

The screenshot shows the shopping cart interface. At the top, it says "3 Item(s) in Cart" with a close button (X). Below this, there are two links: "View Related Items" and "Browse All". The main part of the screen is a table listing the items in the cart:

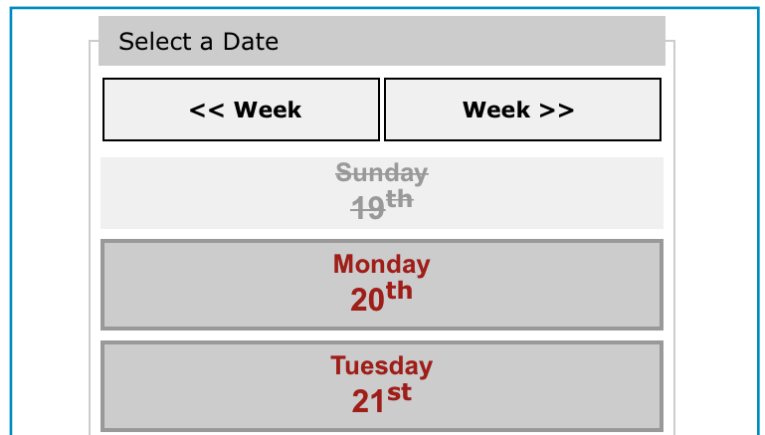
Blueberry Muffin - per person	15 x	\$2.39	\$35.85
Banana Nut Muffin - per person	10 x	\$2.39	\$23.90
Gluten-Free Blueberry Muffin - per person	15 x	\$2.39	\$35.85
Total			\$95.60

At the bottom of the cart, there are two buttons: "Cancel Order" and "Edit Cart & Check Out".

How to Navigate the Checkout Process

Select a Date

The Food To Go Solution uses a weekly calendar to enable the day and time to place an order. If a date is grayed out, like Sunday in this example, you will be unable to place an order for that day.



Select a Date

<< Week Week >>

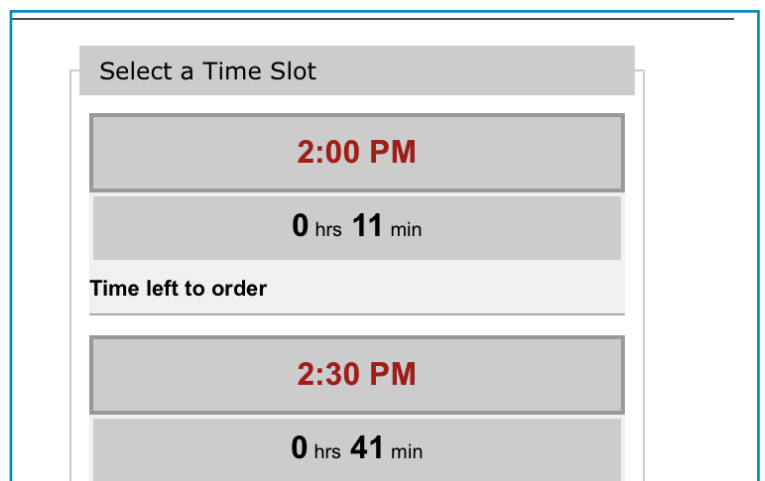
Sunday 19th

Monday 20th

Tuesday 21st

Select a Time

Now you will select the order time. Your order will be available in 30 minutes for you to pick-up at your locations designated Pick-up area. If there is a large volume of orders at one particular time, your order will be automatically directed to the next available time slot.



Select a Time Slot

2:00 PM

0 hrs 11 min

Time left to order

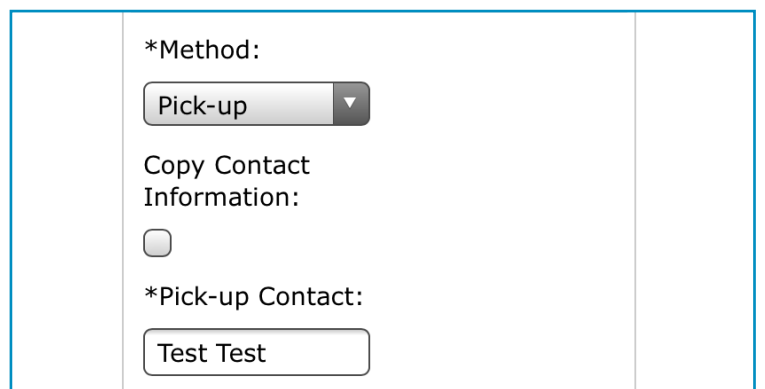
2:30 PM

0 hrs 41 min

Delivery Method

The only delivery method available is Pick-up. On your site, this will list a specific pick-up location, such as "Pick-up at Café". This means the only other information needed will be the customer's name and their cell number.

In Step 4 of the Checkout Process, you will add your Payment Method and complete your order.



*Method:

Pick-up

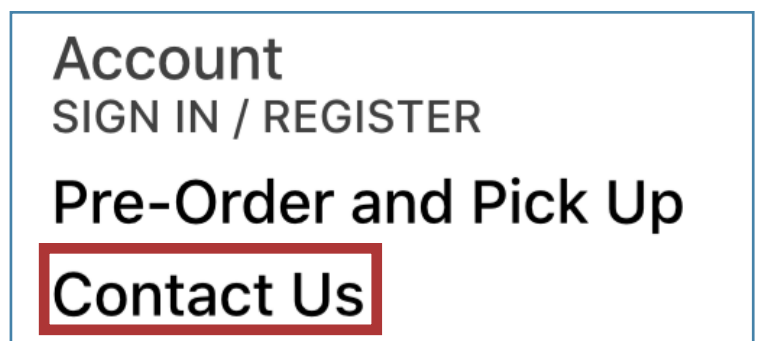
Copy Contact Information:

*Pick-up Contact:

Test Test

Questions?

Select the list icon in the top left, and then select "Contact Us". This will redirect you to a page to contact your catering team with any questions.



Account

SIGN IN / REGISTER

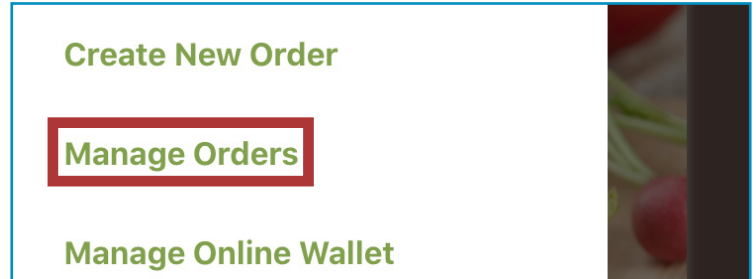
Pre-Order and Pick Up

Contact Us

How to Manage Your Orders

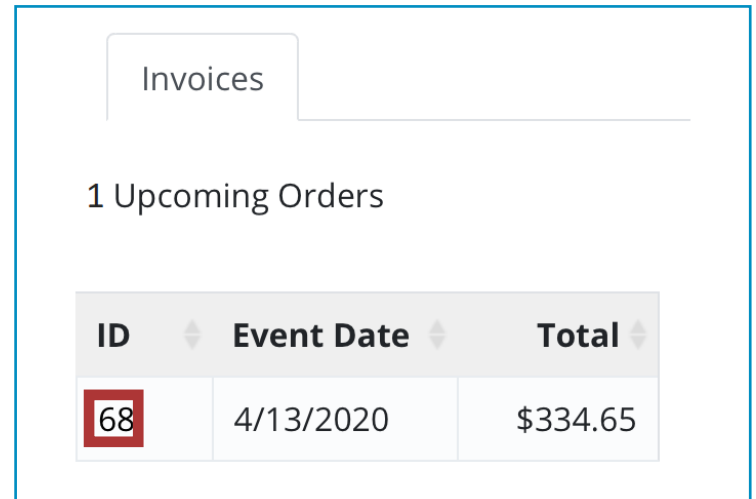
Account Options

When you select the Account tab at the top of the screen, a list of options will appear. To review your past orders, select "Manage Orders".



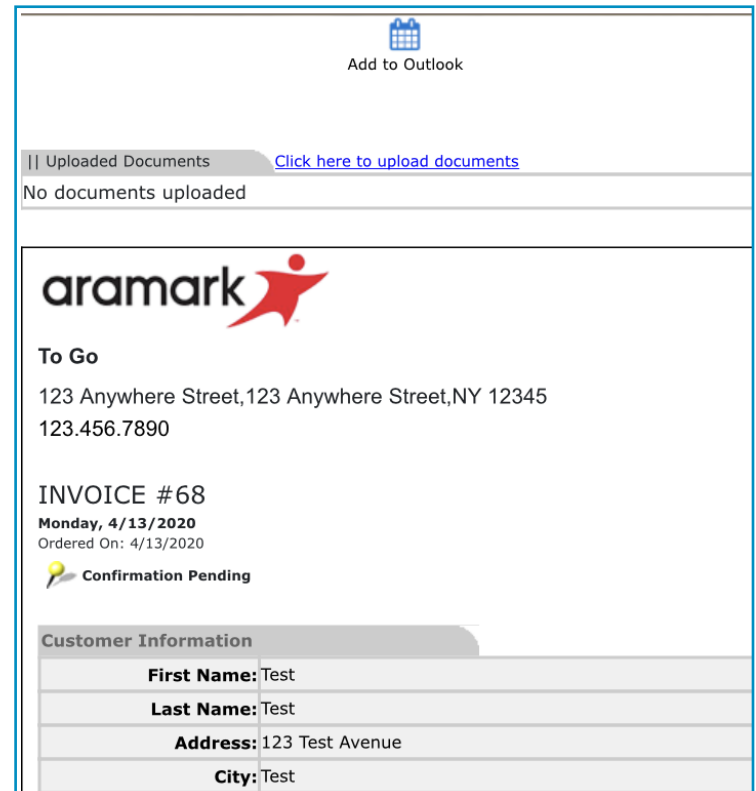
Select an Order

After you select "Manage Orders," you will be brought to a screen that lists all of your previous invoices. To review the order details of a particular order, you can click its Order ID.



Manage an Order

On this page, you can review the Order Details such as products ordered, Pick-up Information, Customer Information, and Payment Details. The button at the top allow you to add this order to your Outlook calendar.



If you are managing your orders on a desktop, there will be two additional buttons. One button is labeled "Print Invoice" which will print your invoice. The other button, marked "Repeat Order," will add all the items from that order into a new cart, so you can easily replicate the order.