



CATERING ORDERS FROM EZ CATER DO NOT INTEGRATE DIRECTLY INTO THE POS, SO THEY MUST BE ENTERED MANUALLY.

- **1.** PULL UP THE EZ CATER ORDER VIA EMAIL, APP ON YOUR OLO EXPO TABLET, OR COMPUTER.
- **2.** FROM THE POINT OF SALE DASHBOARD, TAP NEW ORDER.

| | | | Johnathan R. 🧲 | | |
|-----------------------|---|------------------|------------------|--|--|
| Product Mix | Updated: Today 3:13:38 PM C · · · · · Large Fribble Milkshake 4 Lobster Roll Classic 2 | C Time Clock | New Order | | |
| | 26 oz. Cake (4-6) 1 Chicken Quesadilla 1 Kids' French Fries 1 Lemondae, Kids 1 New England Fish 'N' Chips 1 | Reports | | | |
| Top by Quantity | new Englisha Fan Re Clinpa | C D Return | | | |
| Time Management | 3 Clocked In | | | | |
| Tills Offline Payment | Drawer 1 | Queue Pickup | Cards Gift Cards | | |
| () Dashboard | 8 Manage Customers | Inventory | () Settings | | |





3. SELECT EZ CATER FOR DINING OPTION AND TAP OK.

| < | New Order Take Out | 77 | | | | ? 5 | Q 🗐 . | Johnathan R. 🕞 |
|----------------------|--|--|----------------------|----------|----|-----------|----------------|----------------|
| 8 | | • | •• | CATEGORY | | | | |
| | Select items to add to | Dining Option | | | | CH IER | KID Zone | DESSERTS |
| | | Eat In | | | | DIN | KIDS | DESSERT |
| | | Take Out | | | | ी KS | ි BREAKFAST | ි KIDS |
| | | < EZ Cater | | | | ks | Breakfast | Kids |
| | | | | | | s | | |
| | | | | | | ne C | | |
| | | | | Cancel | ОК | | | |
| | | Discounts: \$0.0 Sub Total: \$0.0 Surcharge: \$0.0 Tax: \$0.0 | 00 00 00 00 | | | | | |
| Cancel | Hold Send | Total: \$0.0 Items: | 00 | | | | | |
| Print Guest Check | % the second sec | hy solution and the solution of the solution o | | | | | | |

4. TAP OTHER, THEN CATERING 2022 TO ACCESS THE CATERING MENU.







5. ENTER THE ORDER AS IT APPEARS IN EZ CATER. WHEN THE ORDER IS COMPLETE, TAP PAY.

6. FOR PAYMENT, TAP CUSTOM.

| Back | Checkout Order # 71338 | | | | | | | |
|--|---|------|-----------|---------------|-------------------------|--|--|--|
| Discounts: Service Fee(s): Sub Total: Surcharge: Tax: Autogratuity: | \$0.00 \$0.00 \$64.99 \$0.00 \$7.47 \$0.00 | | PAYMENT A | моинт \$72 | 2.46 | | | |
| Sub Total: Balance Due: | \$72.46 | 7 | 8 | 9 | \$10 | | | |
| | No payments have been made | 4 | 5 | 6 | \$20 | | | |
| | | 1 | 2 | 3 | \$50 | | | |
| | | С | 0 | • | $\overline{\mathbf{x}}$ | | | |
| Tip Gift Amount Receipt | Reprint Refund Loyalty Split Bill | Cash | Cust | tom | | | | |





7. NEXT, SELECT EZ CATER PAYMENT AND TAP OK.

| < Back | | | Che | ckout (| Order # 7 | 1338 | | | Done | |
|-------------------------------|-------------|-------------------------|------------|-----------|-----------|------|-----------|---------|--------------|--|
| Discounts: Service Fee(s): | | \$0.00 PA1 \$0.00 | | | | | PAYMENT A | | | |
| Sub Total: Surcharge: | | Select a Payment Method | | | | | | \$72.46 | | |
| Tax: Autogratuity: | | O Wov | / Bao Pay | ment | | | | | | |
| Sub Total: | | 🔵 Ноо | ter's Payr | ment | | | 8 | 9 | \$10 | |
| Balance Due: | | 🥏 ez o | Cater Payr | ment | | | | | | |
| | | | | | | | 5 | 6 | \$20 | |
| | | | | _ | 0 | | 2 | 3 | \$50 | |
| | | | | | Cancel | UK | | | | |
| | | | | | | C | 0 | • | \mathbf{X} | |
| | | | | | | Cash | Cus | tom | | |
| Tip G Amount Rec | ift Reprint | S Refund Payments | Loyalty | Split Bil | i | | | | | |
| Anount Rec | | - approaches | | | | | | | | |

8. THE ORDER IS NOW COMPLETE.