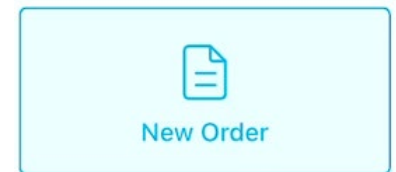


THIS GUIDE WILL WALK YOU THROUGH PROCESSING ORDERS THAT ARE RECEIVED VIA A 3RD PARTY TABLET WHEN YOU ARE NOT DIRECTLY INTEGRATED INTO THE POS. ALL ORDERS SHOULD BE ENTERED INTO THE POS FOR PROPER PRODUCTION, RECONCILIATION, REVENUE TRACKING AND INVENTORY MANAGEMENT.

1. FROM THE POINT OF SALE DASHBOARD,
TAP **NEW ORDER**.



2. AS YOUR DEFAULT DINING OPTION WILL BE
SELECTED, CHANGE THE DINING OPTION TO
ONLINE ORDER AND SELECT **OK**.

Dining Option

Take Out

Online Order

Cancel

OK

3. RING IN THE ORDER AS DESCRIBED ON YOUR
3RD PARTY TABLET.

4. ONCE THE ORDER ENTRY IS COMPLETE
SELECT **PAY** AND THEN **CUSTOM
PAYMENT**.

Select a Payment Method

Doordash Online Payment

UberEats Online Payment

Grubhub Online Payment

Cancel

OK

5. SELECT THE APPROPRIATE **3RD PARTY
PAYMENT**. AND SELECT **OK**.

6. ENTER THE CUSTOMERS NAME FROM THE
ORDER AND SELECT **OK**.

A screen titled "Enter Customer Name" with a text input field labeled "Customer Name" and "Cancel" and "OK" buttons at the bottom.

7. YOU WILL PROMPTED FOR RECEIPT OPTIONS. IT
IS SUGGESTED THAT YOU PRINT A RECEIPT AND
SUBMIT WITH YOUR SHIFT CHECKOUT.