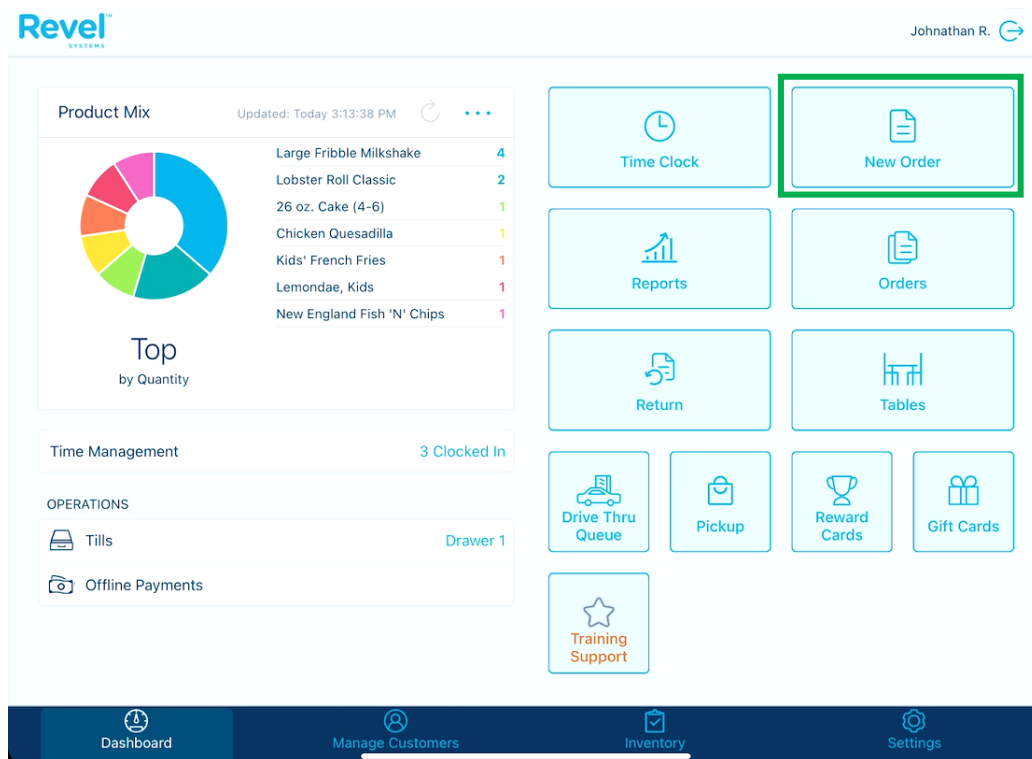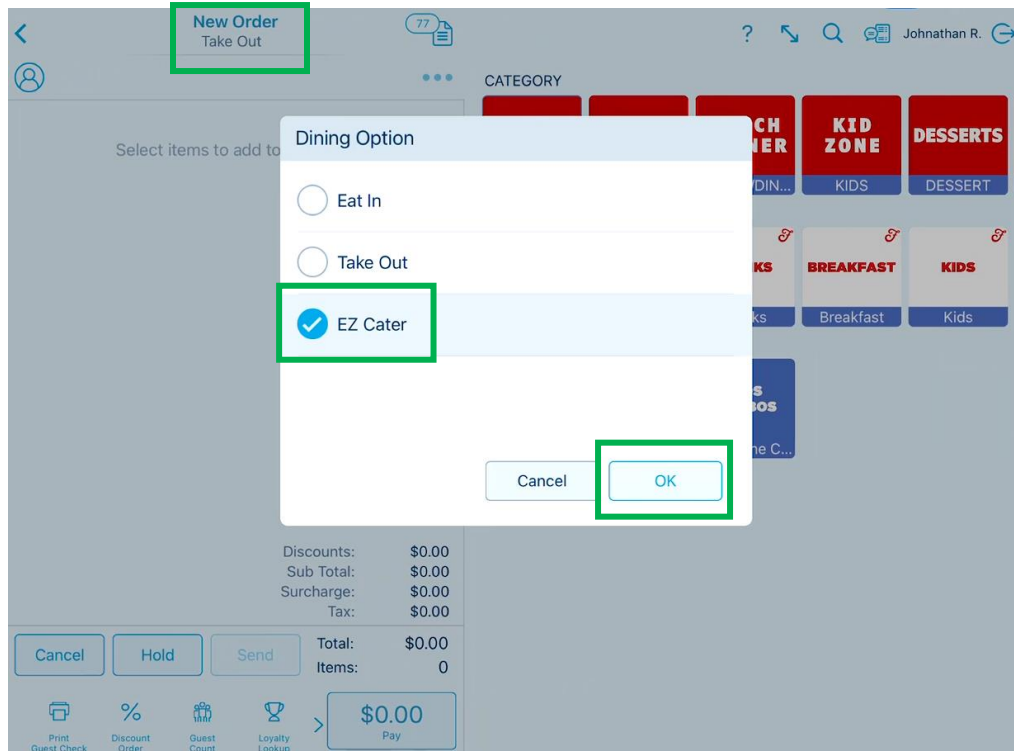# Entering an EZ Cater Order

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, TABLET, OR COMPUTER.**

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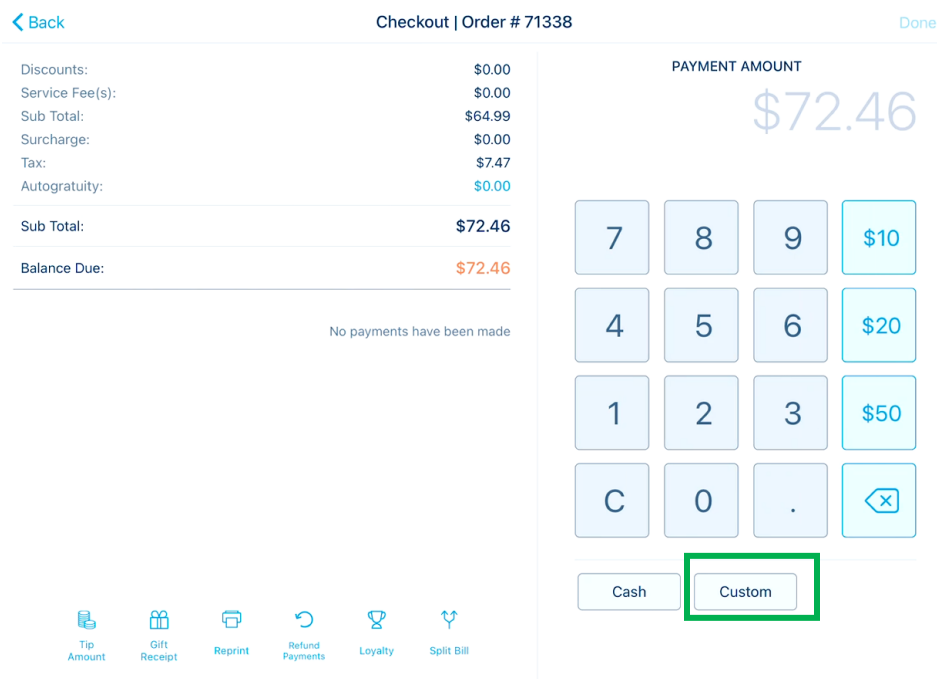

3. **WHEN THE NEW ORDER OPENS, TAP ON THE "NEW ORDER /TAKE OUT" AT THE TOP AND CHANGE DINING OPTION TO EZ CATER**

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

5. **FOR PAYMENT, TAP CUSTOM.**

5) Next, select EZ CATER PAYMENT and tap OK.

6. The order is now complete.