



To view future scheduled orders in the Lunchbox Portal:

- 1. Log into Lunchbox and press the "Jump to Admin" button.
- 2. Navigate to the Orders Page (this page is defaulted when logging in).

Dashboard	Orange Leaf				(Switch To Old Admin) ③ Help ④ Ke	ndra Melamo
<b>di Analytics ∨</b> ⊯ Sales I≣ Categories-Items	Orders Learn More Manage Orders For Your St	ा ८३ tores			Serv	ice Availabil
亚 User Retention  Service Type	Cocation Costum	G Service Types	ny 31,3025 Sort By   Noveat Order	to Cideut Order	×	Reset Filters
Web vs App     Int Party vs 3rd     Party     Third Party     B6 Item Report     Captured Credit     Card Report	LUNCHBOX PICK-UP #26264 Held	<b>15264 - Bismarck</b> (701) 751-7272	Carolyn VandenBurg (701) 391-5924	Requested Order Time MAY 30, 2025 01:00 PM (3035-05 881%00:80-04:00)	Total \$35.68	1
Failed To POS     Order Injection     Operate     Locations	LUNCHBOX DINE-IN #26513 Completed	002 - Orange Leaf Yogurt LAB Store (415) 744-1433	Erin Lenihan (520) 235-3385	Requested Order Time MAY 28, 2025 08:20 AM (2025-05-38109-20.45-04.06)	Total \$6.60	1
Monus     (Corring Soon)     E Unavailable Items     Orders	Uber Ects UBEREATS #26482 Compared	<b>15266 - San Antonio -</b> <b>Bandera Rd</b> (210) 521-2224	Keanna (B2C83) (312) 766-6835	Requested Order Time MAY 27, 2025 09:57 PM (2025-05-27122:57:28-04:00)	Total \$17.22	1
Order Processing     Delivery	Uber Eats	15266 - San Antonio -	Nicole (E217F)	Requested Order Time	Total C41 25	

3. Change from List View to Calander View by toggling to the calendar button icon.

Dashboard	Orange Leaf					(Switch To Old Admin)	Help		
Analytics Y	Orders Learn More Manage Orders For Your Sto	2 res		Service Availability					
User Retention	Cocation Status	Service Types		× Reset Filters					
tst Party vs 3rd Party	Oxoted     Oxoted     Oxoted     Actionalizedged     Administrat     Heid     Sent to POS     Completed     Canonied								
Third Party	Kay 25 - 31, 2025								
Captured Credit Card Report	25 Sunday	26 Monday	27 Tuesday	28 Wednesday	29 Thursday	30 Friday	31 Saturday		
Failed To POS Order Injection Rate	#25387. *** © Lawrence	#25967 *** Springfield - S Glenatone Ave	#26462 *** San Antonio - Bandera Rd	Orange Leaf Yogurt LAB Store	No Orders	#26264 ···· ♥ Bismarck	No Orders		
Operate Y	May 25, 2025 10:05 PM, Dino-in Patty Swartzel (913) 593-4719	<ul> <li>May 26, 2025 09:32 PM, Pick-Up</li> <li>Richard Kelley (417) 771-0595</li> </ul>	<ul> <li>May 27, 2025 08:57 PM, UborEsts</li> <li>Keanna (B2C83) (312) 786-6835</li> </ul>	May 28, 2025 08:20 AM, Dine-In Érin Lenihan (520) 235-3385		May 30, 2025 0100 PM, Pick-Up 2 Carolyn Vandenflung (701) 391-5924			
Menus (Coming Soon)	\$0.00	\$30.25	\$17.22	\$6.00		\$35.08			
Unavailable Items Business Hours	#25385 © Galveston	#25975 *** Springfield - E Republic Rd	#26480 *** San Antonio - Bandera Rd						
Orders Order Search	May 25, 2025 08:52 PM. Dino-in     Emily Pyron (001) 850-0903	<ul> <li>May 26, 2025 09:31 PM, Doordash</li> <li>Dakota I (855) 222-8111</li> </ul>	May 27, 2025 00:41 PM, UborEats Nicole (E217F) (312) 706-6835						
Delivery	\$0.50	\$22.46	\$11.25						
Service Types Integrations Command Center	#25376 **** © Springfield - E Republic Rd B: May 25, 2025 09:30 PM. Doordenh	#25993 Pharr May 26, 2025 09:28 PM, Dine-in	#28481 **** Omaha - S 75st St May 27, 2025 09:37 PM, Doendisch						

4. Any future order will be highlighted in yellow. Click on the 3 dots on the order to view details of that order.

