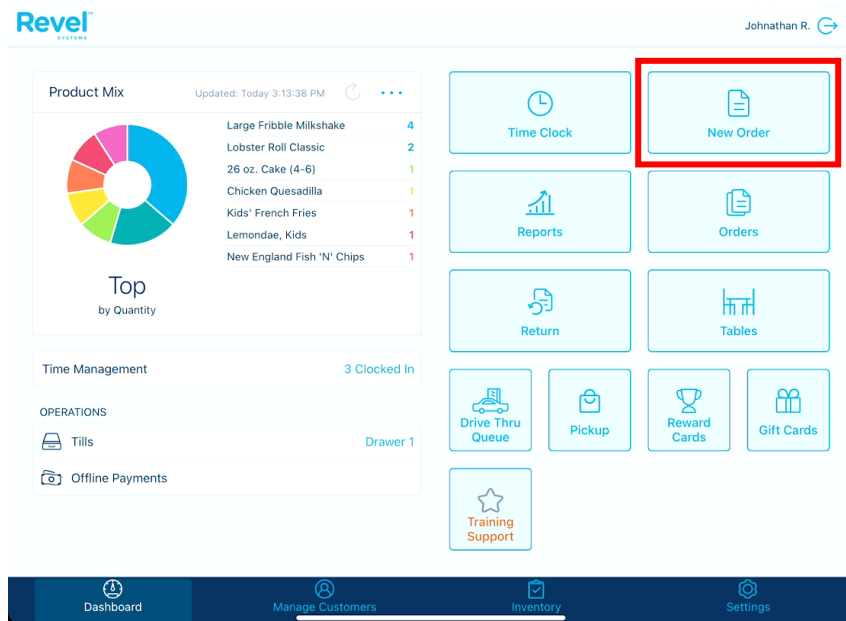
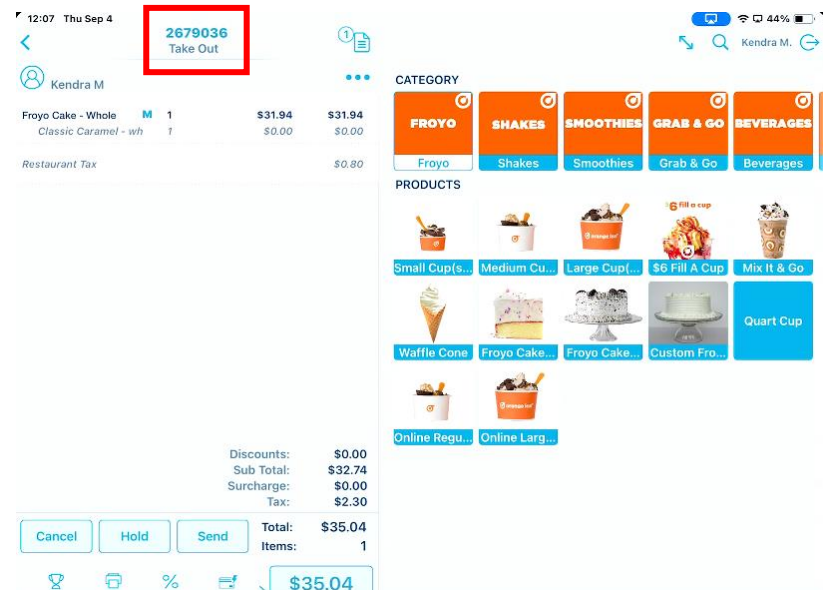


Catering orders from ezCater do NOT integrate directly into the POS, so they must be entered manually.

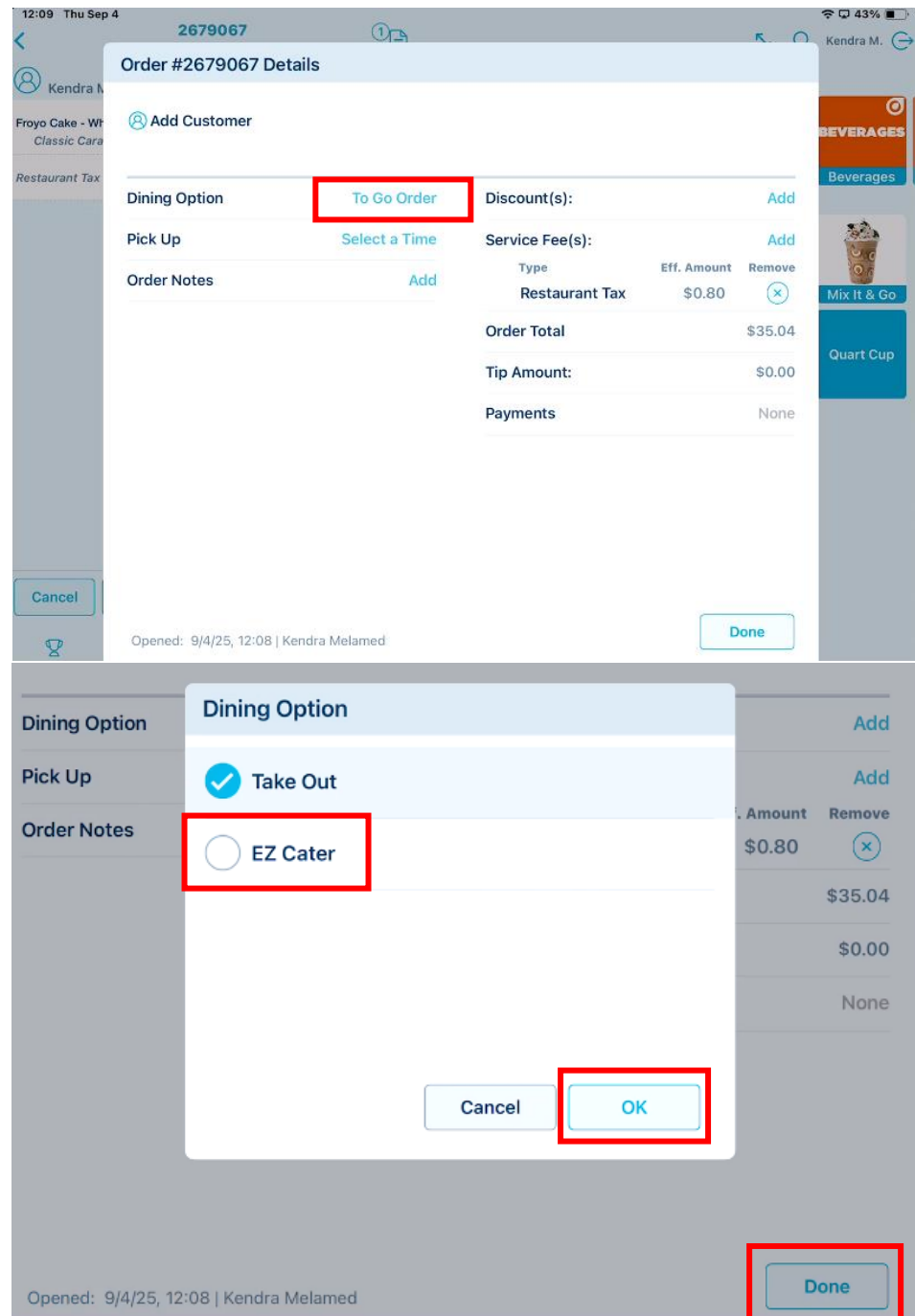
1. Pull up the ezCater order via email, app, tablet, or computer
2. From the Revel dashboard, tap “New Order”



3. Start by ringing in all the items ordered on the ezCater order
4. Change the order type to ezCater. To do this tap on the blue order number above the word “Take Out”

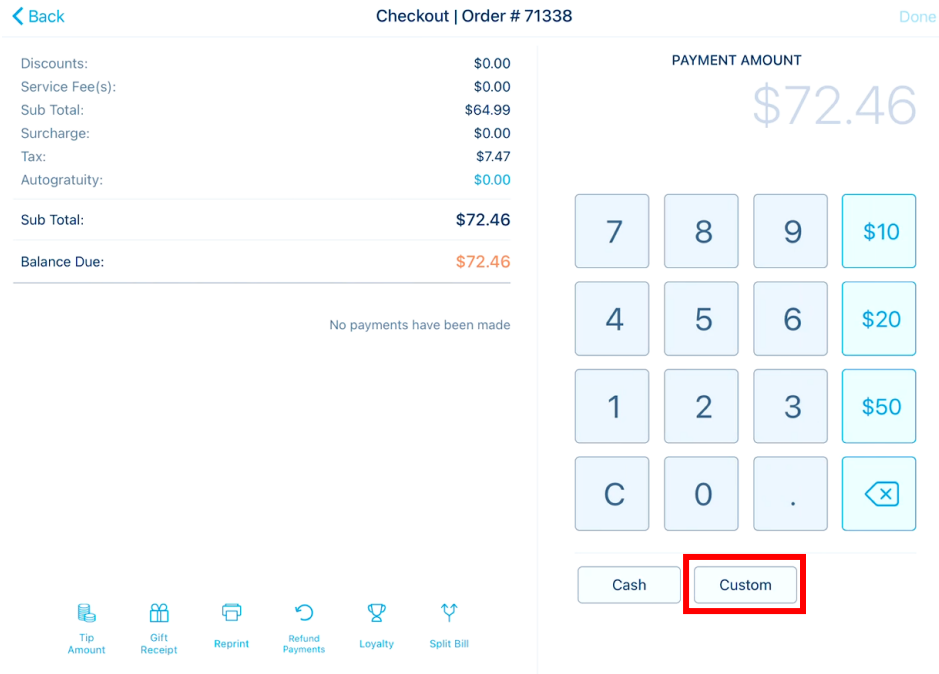


5. The blue dining option will be defaulted to “To Go Order”. Tap it to change and select “EZ Cater” when prompted. Tap “OK” and then “Done”



6. Validate the order is complete and everything was rung in correctly, then tap “Pay”

7. For payment, tap “Custom”



Checkout | Order # 71338

Discounts:	\$0.00
Service Fee(s):	\$0.00
Sub Total:	\$64.99
Surcharge:	\$0.00
Tax:	\$7.47
Autogratuity:	\$0.00
Sub Total:	\$72.46
Balance Due:	\$72.46

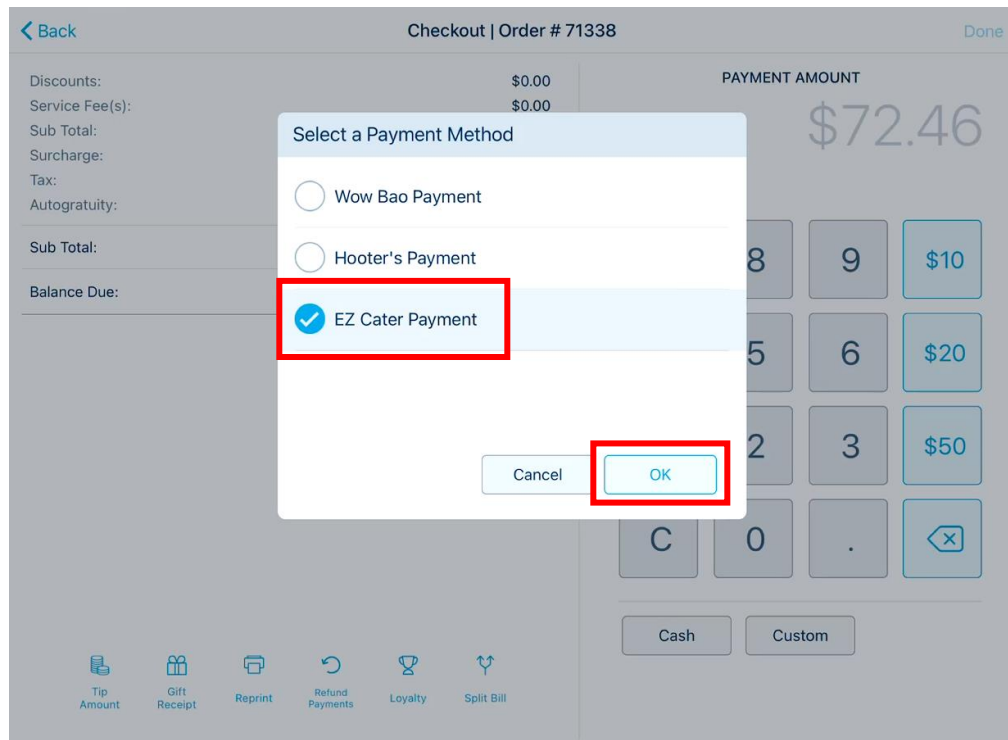
PAYMENT AMOUNT
\$72.46

No payments have been made

Cash Custom

Tip Amount Gift Receipt Reprint Refund Payments Loyalty Split Bill

8. Next, select “EZ Cater Payment” and tap “OK”



Checkout | Order # 71338

Discounts:	\$0.00
Service Fee(s):	\$0.00
Sub Total:	\$64.99
Surcharge:	\$0.00
Tax:	\$7.47
Autogratuity:	\$0.00
Sub Total:	\$72.46
Balance Due:	\$72.46

PAYMENT AMOUNT
\$72.46

Select a Payment Method

- Wow Bao Payment
- Hooter's Payment
- EZ Cater Payment

Cancel OK

Cash Custom

Tip Amount Gift Receipt Reprint Refund Payments Loyalty Split Bill

9. The order is now complete