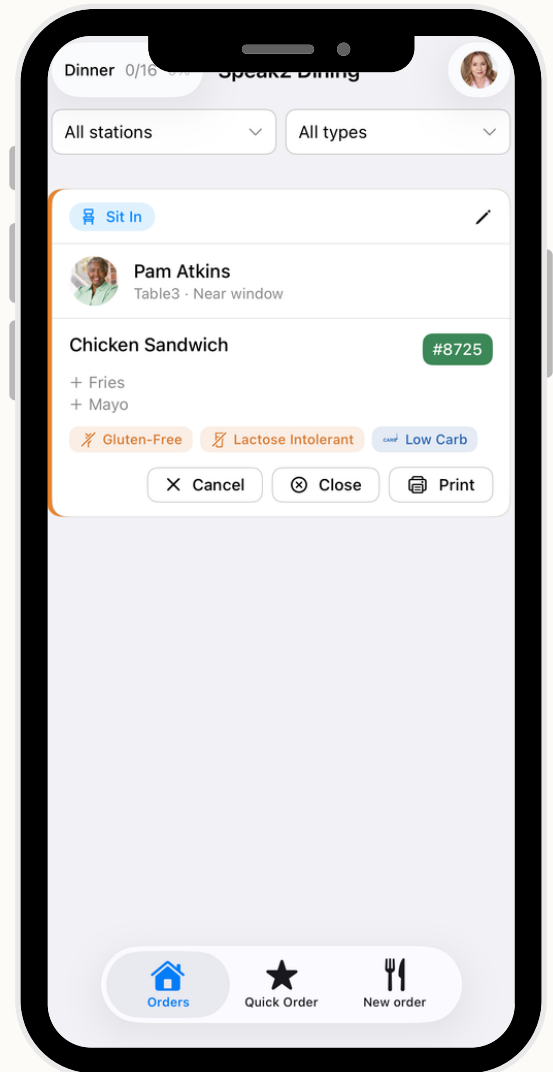


Place a Dining Order

- 1 Open the Dining App**
 Click “New Order” and select the Restaurant or “Quick Order” if you have favorited a Restaurant.
- 2 Select the Resident or Tablet/Seat**
 Then place an order for them. You’ll see any dietary restrictions for the resident. Click their name to see more details.
- 3 Place the Order**
 Select any add-ons or sides for the meal **and then** click Add on the right side.
- 4 Review & Table Selection**
 Finalize the order before placing it. Select the tablet and add notes if relevant. Meal orders default to sit in.
- 5 Print the Ticket**
 On the Orders screen, Click “Print” to send the ticket to the kitchen.
- 6 Fulfill and Close**
 Once the order is fulfilled, click “Close” to mark this as completed.



Cancel

Click “Cancel” to cancel an order.

Close

Click “Close” to complete an order that has been fulfilled.

Print

Click “Print” to print a ticket for this order.

Orders

View your orders

Quick Order

Place an order from your favorite Restaurant

New Order

Select a Restaurant to place an order

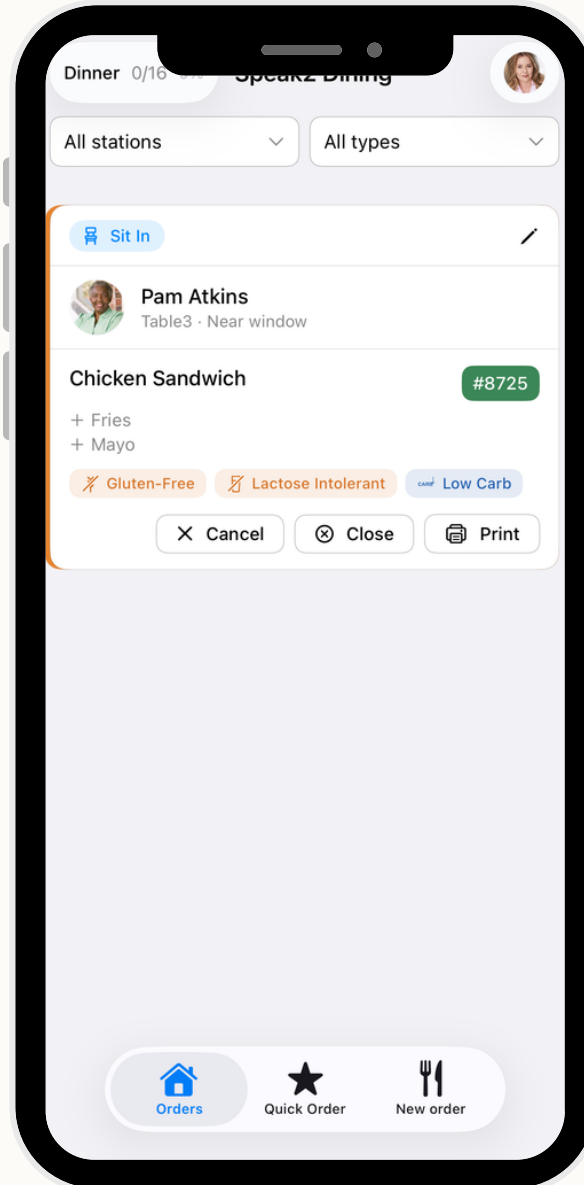
Dining App Overview

Attendance. View served/unserved residents.

Meal Order. Sit in or Delivery. Resident Name, Table Number (if selected) and order details.

Add Ons. View selected sides/modifications for the meal.

Orders. Home page to view open orders.



Quick Order. Navigate to your favorite Restaurant to take a quick order.

Profile. View settings and preferences.

Filters. View specific stations or Meal types.

Restrictions. Resident dietary restrictions.

Cancel, Close, Print. Click “Cancel” to cancel, click “Close” once completed or click “Print” to send to a station and print a ticket.

New Order. Click this to select a Restaurant to place an order.

Dining App Profile Settings

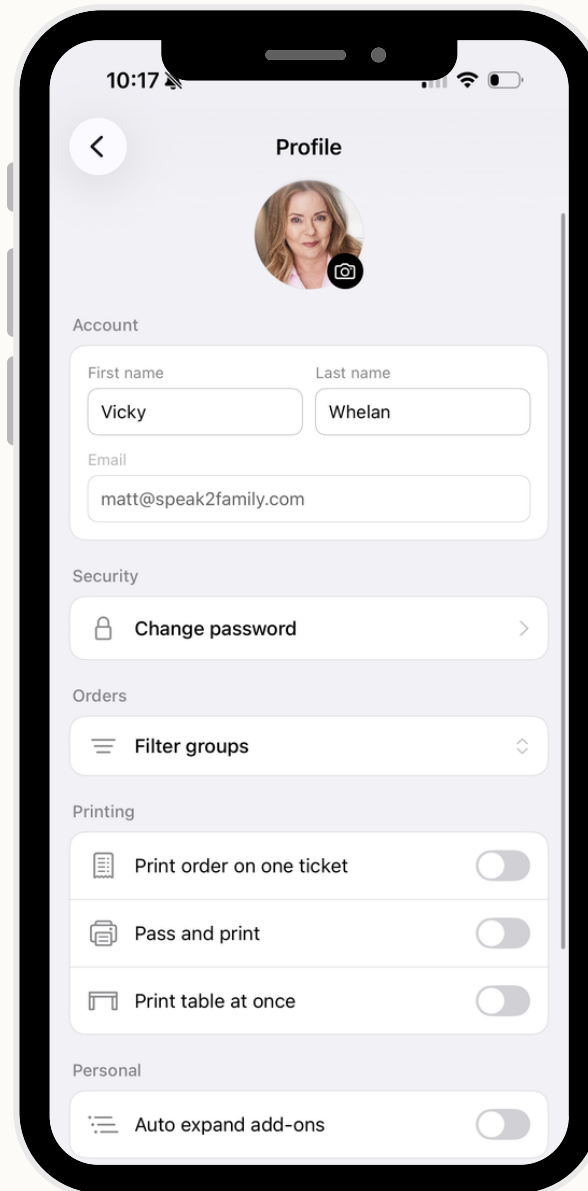
Account. Your name and email. Click to edit either.

Security. Change your password here.

Orders. Filter by a specific group or level of care. You'll only see orders from the group you select.

Auto expand

Automatically display add-ons in meals. If turned on, then add-ons/sides will display by default.



Picture. Edit or change your profile picture.

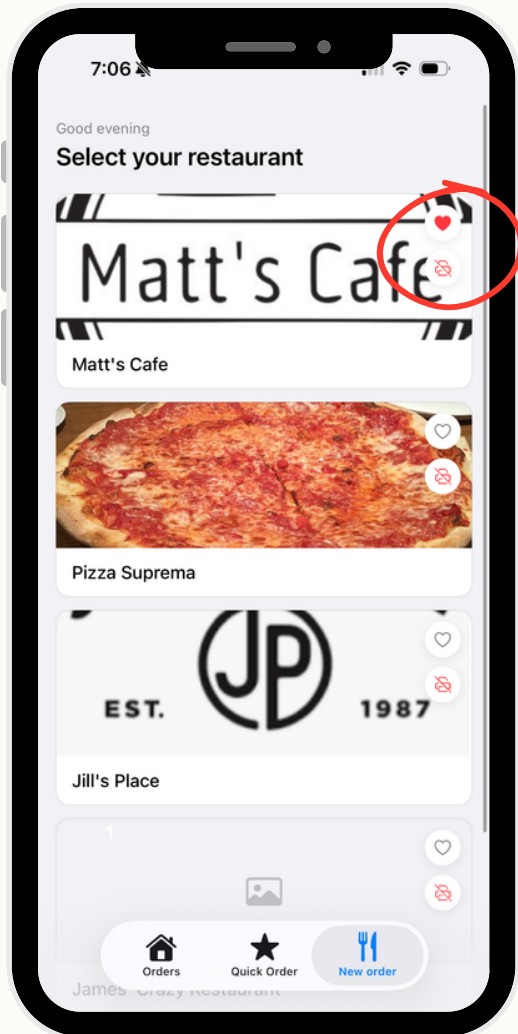
Filter groups. Only see residents that are in a specific group.

Printing. Print order on one ticket will print each item ordered by a resident on a single ticket.

Pass and print allows you to pass to multiple stations if your restaurant has stations turned on.

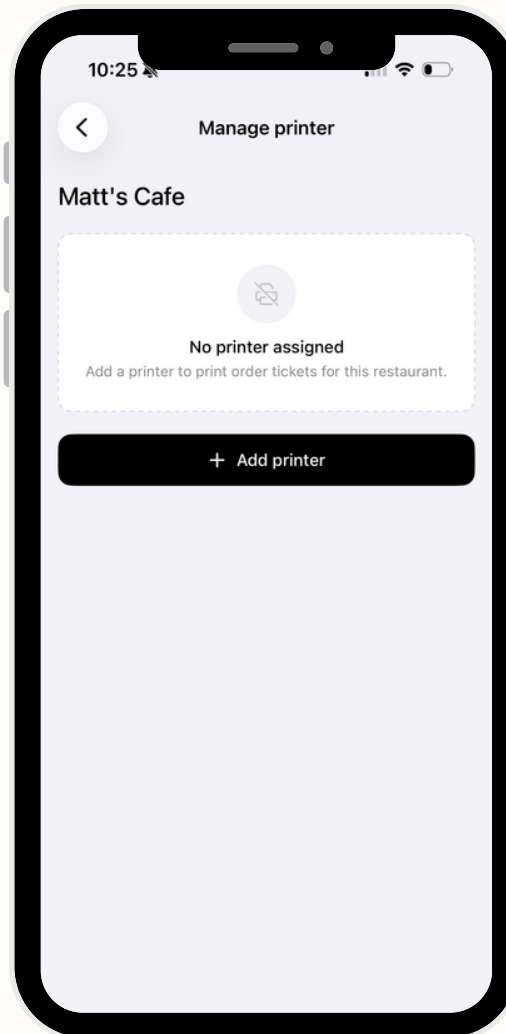
Print table at once will print an entire table's order one ticket.

Dining App Printer Settings



Heart Icon. Click the heart icon to Favorite a restaurant for Quick order.

Printer Icon. Click the printer icon to connect a printer to the Restaurant.



Add Printer.
Connect an AirPrinter or Star printer to the Restaurant.

You can remove the printer if needed.

*****The Printer and Phone must be on the same network.**

QUICK ORDER

Favorite your most visited Restaurant. When you click "Quick Order" from the bottom, it'll open that Restaurant.