ONLINE DELIVERED CATERING HELP GUIDE

University of Reading

How do I…..

LIMITLESS **POTENTIAL** | LIMITLESS **OPPORTUNITIES** | LIMITLESS **IMPACT**

REGISTER

Registration is as easy as 1-2-3

Hello! Please register your details here to create an account

Eat Online Login

UserName	
Password	

Register Forgotten Password **Sign In**

Go to the Online Catering booking homepage and click Register

Register for online delivered catering

Please enter your University of Reading email address and click Next

Email Address	

Enter your University email address

Email Address	vks11v@reading.ac.uk

First Name		Department	Please select a department
Last Name		Contact Number	

Cancel   Forgotten Password **Next**

Complete the remaining fields and click Next. You will then receive an automatic email with a password to login

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LIMITLESS **POTENTIAL** | LIMITLESS **OPPORTUNITIES** | LIMITLESS **IMPACT**

MAKE A BOOKING

University of Reading

New delivery? Pick a date and time for it

Delivery Date: 10/07/2017

Delivery Time: 09:00

- 09:00
- 09:20
- 09:40
- 10:00
- 10:20
- 10:40

Next

Select your date and delivery slot

New delivery? Pick a date and time for it

Delivery Date: 29/06/2017

Delivery Time: 14:20

Event: Project meeting

Area: Carrington

Room: Carrington 101

Type: AM/PM Coffee

No. of People: 10

Cancel

Next

Complete the remaining fields and click Next

MAKE A BOOKING

University of Reading

You can browse the menu tabs to view the catering items

‹ | Refreshments | Breakfast | Lunch - Sandwich Platters | Lunch - Individual | Lunch - Special Diets | Lunch - Buffet It | ›

Lunch - Sandwich Platters

Search items... 🔍

Edit Order Details

Gold meat sandwich platter (IN)
View description
Edit description
Add to favourites
£14.00
[2 ⌄] Add to basket

Gold seafood sandwich platter (IN)
View description
Edit description
Add to favourites
£14.00
[0 ⌄] Add to basket

Gold vegetarian sandwich platter (IN)
View description
Edit description
Add to favourites
£14.00
[0 ⌄] Add to basket

Meat & fish mini roll platter
View description
Edit description
Add to favourites

Mixed wrap platter (IN)
View description
Edit description
Add to favourites

Platinum mixed sandwich platter (IN)
View description
Edit description
Add to favourites

2 🛒 My Basket

Catering Item Basket

[2 ⌄] Gold meat sandwich platter (IN)   £28.00   ✕

Delivery Charge £0.00   Total £28.00

Continue

You can also click View Description to find out more information about the item

Gold meat sandwich platter (5 portions per platter)

Ham & cheese
BLT
Chicken & bacon
Egg & bacon
Chicken & stuffing

Select the quantity you require for each item and click add to basket

LIMITLESS **POTENTIAL** │ LIMITLESS **OPPORTUNITIES** │ LIMITLESS **IMPACT**

MAKE A BOOKING

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Your catering order

You can review your order before completing

| Delivery select | Project meeting lunch ⌄ | Edit | ✕ |

🛒 **Delivery & Item Details** ⌃

Event:	Project meeting lunch	Delivery Time:	12:00
Date:	Friday, 30 June 2017	No of People:	10
Area:	Carrington	Room:	Carrington 101
Type:	Lunch		

| Gold meat sandwich platter (IN) | x4 @ £14.00 | £56.00 |

Delivery Charge £0.00   Total £56.00

✎ **Notes** ⌄

Add delivery to order 🚚

💳 **Charge details**

Account Code

Project Code

Wren Code

Complete order

Enter your internal charge codes here

If you would like to add any extra notes to the booking, click the Notes drop down error, enter into the free text boxes and click Add/Update booking notes

| Delivery select | Project meeting lunch ⌄ | Edit | ✕ |

🛒 **Delivery & Item Details** ⌄

✎ **Notes** ⌃

Delivery notes

.

Catering notes

.

Add / Update Booking Notes

LIMITLESS **POTENTIAL** | LIMITLESS **OPPORTUNITIES** | LIMITLESS **IMPACT**

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Order Confirmation

Thank you for using our online service. **Your booking has been confirmed.**

Back to Current Bookings

Catering Order Summary	Total cost of booking: **£15.00**

🛒 **Event - dqw**

Booking Ref #:	464101	**Area:**	**Allen Lab**
Event:	dqw	**Location:**	**Allen Lab 1.10**
		Delivery Date:	**Wednesday 19/07/2017**
		Delivery Time:	**09:20**
		No. of People:	**1**

1 X £2.95	Bacon baguette (IN)	£2.95
	Delivery Charge £12.05	Total £15.00

Your order is now complete and you will receive an automatic email confirmation with the details

LIMITLESS **POTENTIAL** | LIMITLESS **OPPORTUNITIES** | LIMITLESS **IMPACT**

ADD MULTIPLE DELIVERIES TO YOUR ORDER FOR THE SAME DAY

University of **Reading**

Your catering order

Delivery select: Project meeting lunch — Edit — x

Add delivery to order

Delivery & Item Details

Event:	Project meeting lunch	Delivery Time:	12:00
Date:	Friday, 30 June 2017	No of People:	10
Area:	Carrington	Room:	Carrington 101
Type:	Lunch		

Gold meat sandwich platter (IN) — x4 @ £14.00 — £56.00

Delivery Charge £0.00 — Total £56.00

Notes

Charge details

Account Code

Project Code

Wren Code

Complete order

If you would like to add another delivery to your order for the same order, you can click 'Add delivery to your order'

Add a delivery

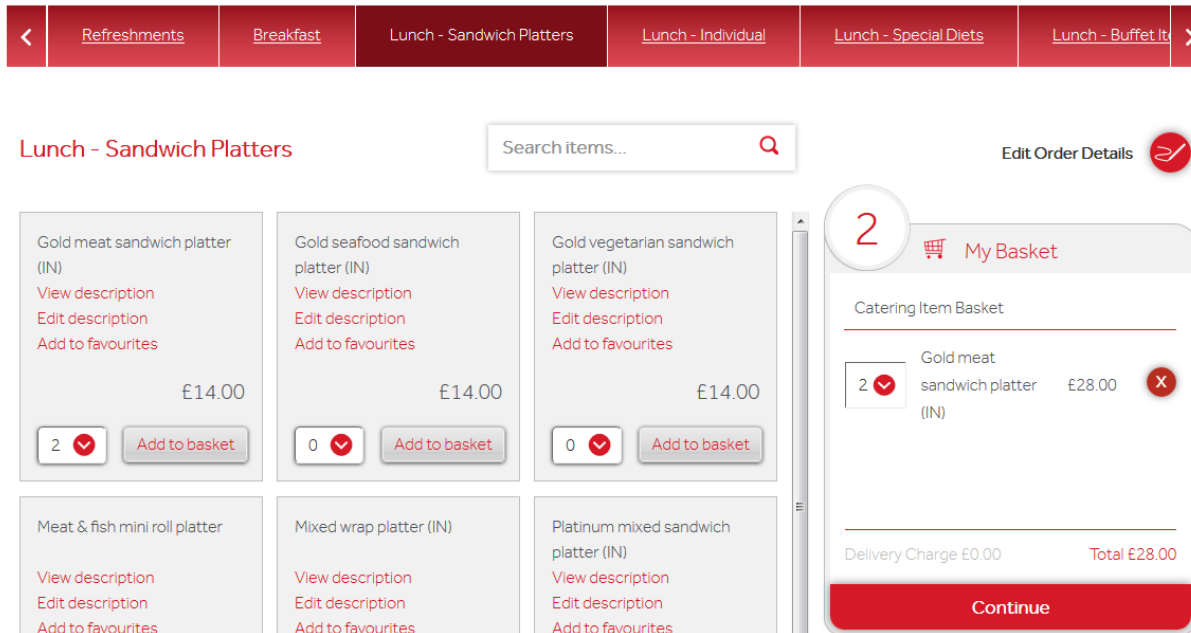| Event | Project meeting lunch |
Time	12:00
Number of People	10
Area	Carrington
Room	Carrington 101
Type	Lunch

Cancel — Save

This box will appear, select your requirements and click Save

ADD MULTIPLE DELIVERIES TO YOUR ORDER FOR THE SAME DAY

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| < | Refreshments | Breakfast | Lunch - Sandwich Platters | Lunch - Individual | Lunch - Special Diets | Lunch - Buffet It | > |

Lunch - Sandwich Platters

Search items... 🔍

Edit Order Details

Gold meat sandwich platter (IN)
View description
Edit description
Add to favourites
£14.00
2 ⌄ | Add to basket

Gold seafood sandwich platter (IN)
View description
Edit description
Add to favourites
£14.00
0 ⌄ | Add to basket

Gold vegetarian sandwich platter (IN)
View description
Edit description
Add to favourites
£14.00
0 ⌄ | Add to basket

Meat & fish mini roll platter
View description
Edit description
Add to favourites

Mixed wrap platter (IN)
View description
Edit description
Add to favourites

Platinum mixed sandwich platter (IN)
View description
Edit description
Add to favourites

2 🛒 My Basket

Catering Item Basket

2 ⌄ | Gold meat sandwich platter (IN) | £28.00 | ✕

Delivery Charge £0.00 | Total £28.00

Continue

Choose your catering items for this delivery, add them to your basket and click Continue

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ADD MULTIPLE DELIVERIES TO YOUR ORDER FOR THE SAME DAY

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On the screen below you can use the drop down list to review all the deliveries that you have added to this order, if you are happy enter your charge codes to complete the order

Your catering order

| Delivery select | Project meeting lunch ⌄ | Edit | ✕ |

Project meeting refreshments
Project meeting lunch

Add delivery to order 🚚

🛒 **Delivery & Item Details** ⌃

Event:	Project meeting lunch	Delivery Time:	12:00
Date:	Friday, 30 June 2017	No of People:	10
Area:	Carrington	Room:	Carrington 101
Type:	Lunch		

| Gold meat sandwich platter (IN) | x4 @ £14.00 | £56.00 |
| Delivery Charge £0.00 | | Total £56.00 |

✎ **Notes** ⌄

💳 **Charge details**

Account Code

Project Code

Wren Code

Complete order

EDIT A BOOKING

New delivery? Pick a date and time for it

Delivery Date 18/07/2017

Delivery Time 09:20

Next

Current Bookings	Past Bookings	Spend Analysis

∨ 464098   Test1   Edit | Repeat

Bookings can be edited up to 48 hours before the delivery (excluding weekends). Under Current Bookings click Edit

On this page you can amend any notes or the charge details, then click Complete Order

Your catering order

Select delivery   Test   Edit   x

Add delivery to order

🛒 Delivery & Item Details ∧

Event:	Test	Delivery Time:	10:00
Date:	Tuesday, 25 July 2017	No of People:	8
Area:	Carrington	Room:	Carrington 103

Tea/coffee x 5 servings (IN)   x7 @ £6.50   £45.50

Delivery Charge £0.00   Total £45.50

💳 Charge Details

Account Code
3213

Project Code
a5243543

Wren Code

Complete order

✏ Notes ∨

If you would like to change quantities, delivery location or timings, click Edit

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EDIT A BOOKING

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Refreshments	Breakfast	Lunch - Sandwich Platters	Lunch - Individual	Lunch - Special Diets	Lunch - Bu

To change the date, time, location, click Edit Order Details

Refreshments

Search items...

Edit Order Details

Tea/coffee x 5 servings (IN)
View description
Add to favourites
£6.50
0 | Add to basket

Tea/coffee on china x 5 servings (IN)
View description
Add to favourites
£11.50
0 | Add to basket

Traditional biscuits (IN)
View description
Add to favourites
£0.60
0 | Add to basket

Gluten Free Biscuits (IN)
View description
Add to favourites
£1.00
0 | Add to basket

Luxury biscuits (IN)
View description
Add to favourites
£0.85
0 | Add to basket

Apple Juice 1ltr (IN)
View description
Add to favourites
£1.85
0 | Add to basket

7

🛒 My Basket

Catering Item Basket

7 | Tea/coffee x 5 servings (IN) | £45.50 | X

Delivery Charge £0.00 | Total £45.50

Continue

Or you can add new catering items or change items already in your basket

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LIMITLESS **POTENTIAL** | LIMITLESS **OPPORTUNITIES** | LIMITLESS **IMPACT**

CANCEL A BOOKING

Change Password   Feedback   View Basket   Sign Out

New delivery? Pick a date and time for it

Delivery Date   18/07/2017

Delivery Time   11:00

Next

Current Bookings	Past Bookings	Spend Analysis

⌄ 464098   Test1   Edit │ Cancel All Deliveries in this boo…

On the Current Bookings tab, click the Cancel button

Current Boo...

8   Test1

Test1

Are you sure you wish to cancel this booking?

No   **Cancel All Deliveries in this booking?**

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Once you have cancelled your booking, you will receive an automatic email confirming this

LIMITLESS **POTENTIAL** │ LIMITLESS **OPPORTUNITIES** │ LIMITLESS **IMPACT**

REPEAT A BOOKING

If you make regular bookings with similar items, the Repeat button can save you time.

Under Current Bookings click Repeat

On the next screen you can choose the new delivery date and time, then click continue

LIMITLESS **POTENTIAL** | LIMITLESS **OPPORTUNITIES** | LIMITLESS **IMPACT**

REPEAT A BOOKING

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Your catering order

| Select delivery | test1 | Edit | X |

Delivery & Item Details

Event:	test1	Delivery Time:	10:00
Date:	Wednesday, 26 July 2017	No of People:	2
Area:	Agriculture	Room:	.04

Tea/coffee x 5 servings (IN)	x5 @ £6.50	£32.50
Traditional biscuits (IN)	x11 @ £0.60	£6.60
Gluten Free Biscuits (IN)	x13 @ £1	£13.00
Luxury biscuits (IN)		

Charge details

Account Code

1432

Project Code

a5325345

Wren Code

Complete order

If you are happy with the order details then you click Complete Order

If you need to amend things such as the catering items or location, click Edit