

eDiningExpress



Owners Manual

User Guide

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Introduction

Welcome to the eDiningExpress Menus User Guide. eDiningExpress is used to create menus for a variety of restaurants to give them not only a web presence, but to help increase their businesses with online ordering services. This guide will help you:

- create menus from scratch
- make changes to an existing customer's menu
- update/modify restaurant settings

Each section includes a general description of the features, screen shot, and step-by-step instructions to perform the tasks.

eDiningExpress

Login

eDiningExpress is password-protected. To use this system, you'll need a username, password, and the name of the restaurant you'll be working on.

Enter your **Email address**: _____

Then **Password**: _____

Hit **Log In**

eDiningExpress 2 - Log In - Mozilla Firefox

File Edit View History Bookmarks Tools Help

P Pandora Radio - Listen to Free Internet ... eProspectManager Account Management user manuals - luke.e.boyajian@gmail.co... eDiningExpress 2 - Log In

https://www.ediningexpress.com/sandbox/login/

ultimate-guitar

eDiningExpress 2.0 CONTROL PANEL SANDBOX

Welcome,

Please log in to continue.

E-Mail Address

Password

☐ Keep me logged in

Log In

Forgot Password?

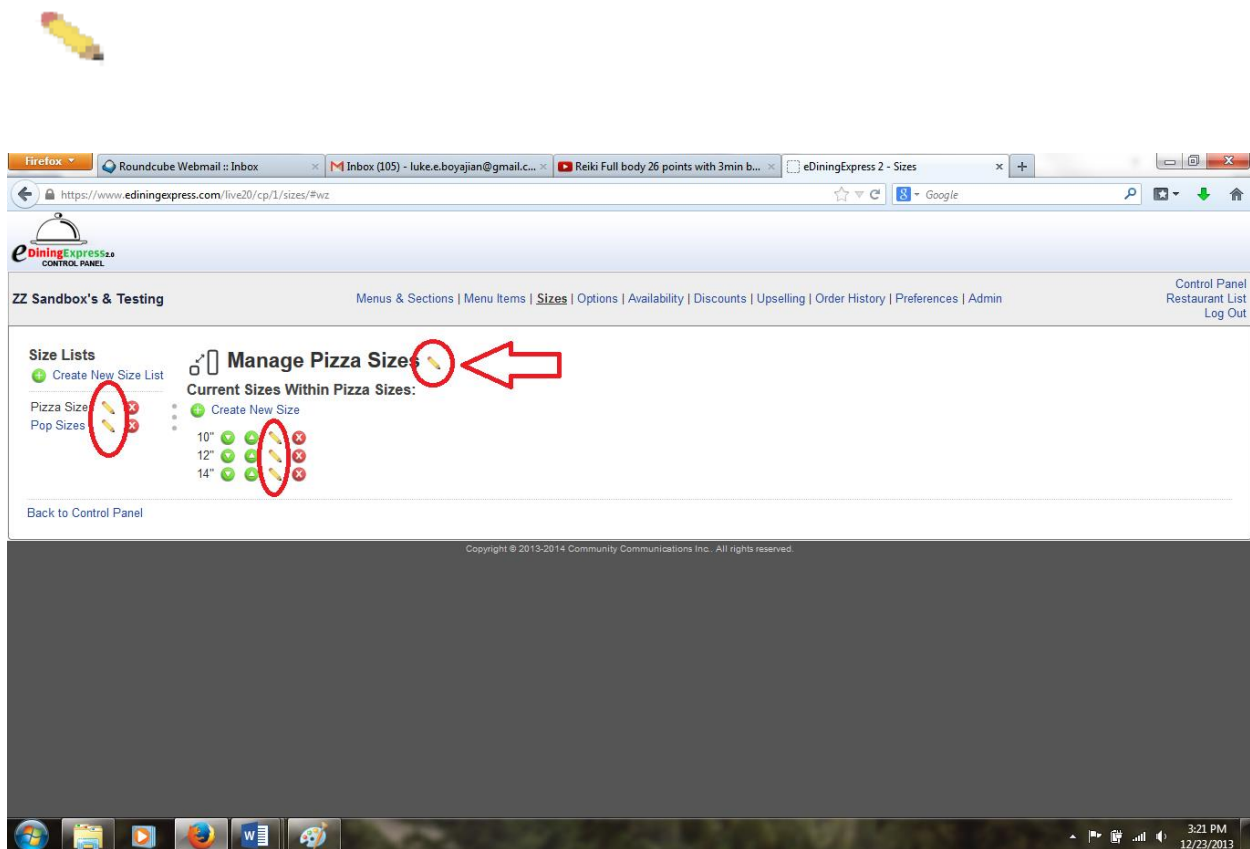
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start eDiningExpress 2 - Lo... Employees User Guid... Employees User Guid... Microsoft Office Pictu... 3:40 PM

Making Modifications

One of the most actively used functions in the ediningExpress software is the modify button. This button is shown as a small pencil. For future reference, anytime you are asked to click the Modify Button, this is what you should look for.

Ex.



Control Panel

The Control Panel is your starting point and this is the page you'll refer back to often when setting up various sections of the menu.

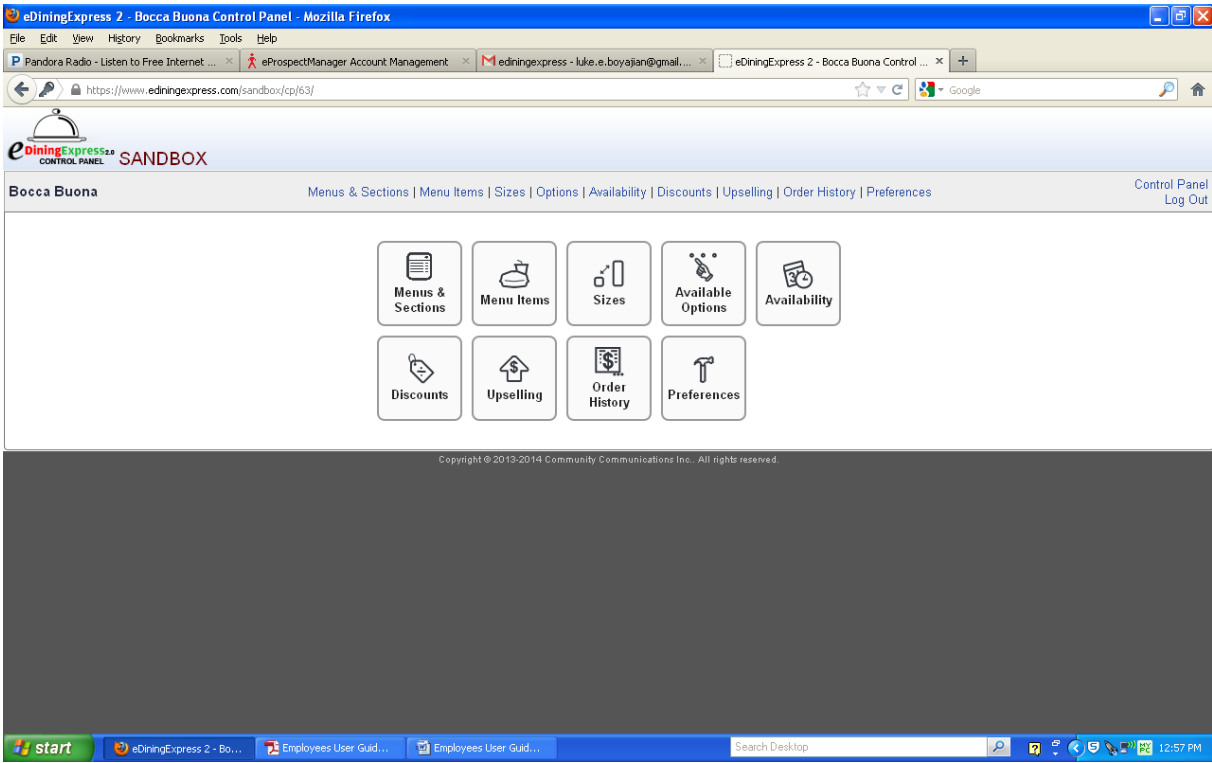

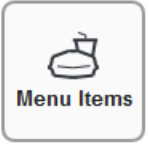

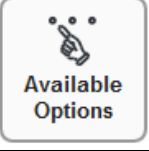
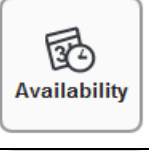
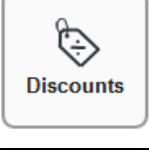

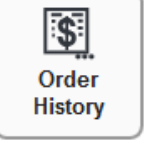
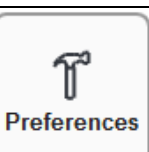


Table 1 provides an overview of the control panel's icons that you will use in creating menus for restaurants.

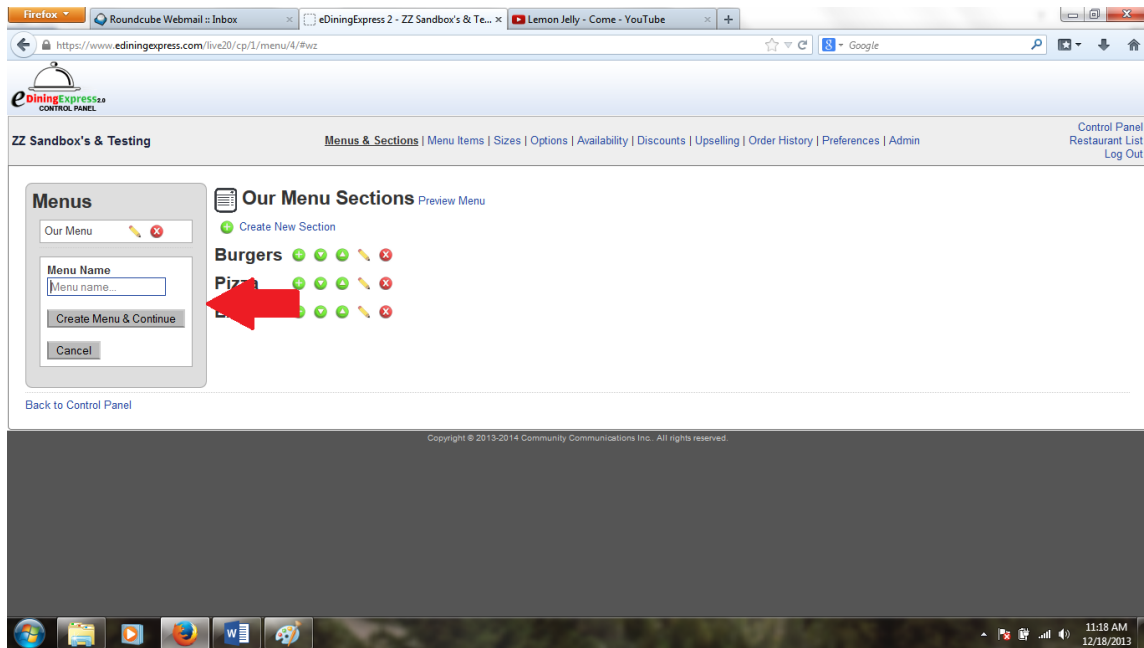
Table 1 Standard Control Panel Icons

Icon	Icon Name	Function
	Menus & Selections	Create New Menus Create Sections and Subsections
	Items	Add items that are standard with a particular menu item Also, here you will enter the number of Free choices and maximum amount of choices
	Menu Sizes	Create different sizes for menu items
	Available Options List	Create a list of options allowing the customer to choose what they want
	Availability	Select this option if any items are only available during certain days of the week or certain times
	Discounts	Create coupons and special offers
	Upselling	Create suggestions for additional items during the ordering process
	Order History	Shows order's over time, processing records and allows for refunds if needed
	Preferences	Input/Update restaurant settings

Create New Menu

This is the first step in the process where you'll be creating one or more menus for the restaurant you're working on. To begin:

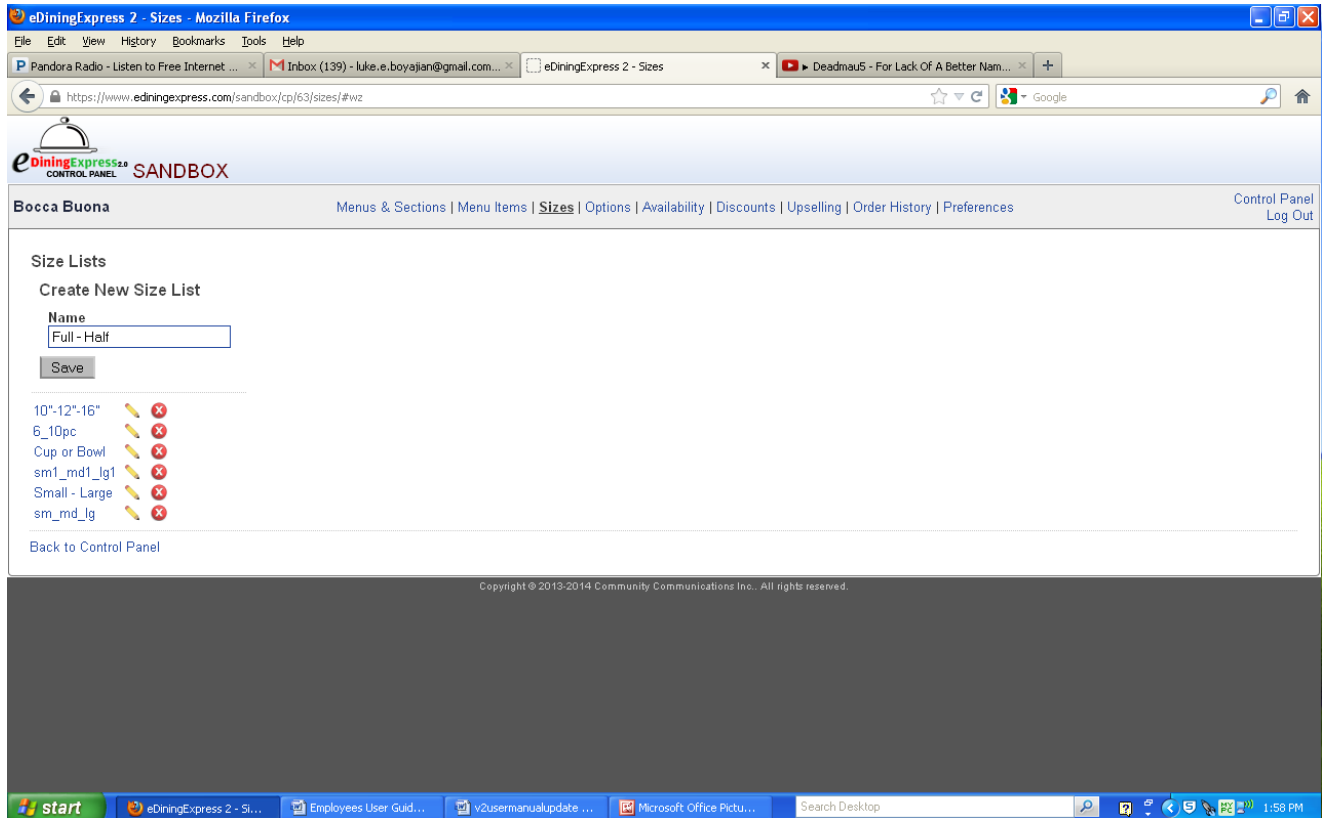
1. Click **Menu and Selections** icon.
2. Enter the menu name.
3. Click **Create New Menu**.



Create Menu Sizes

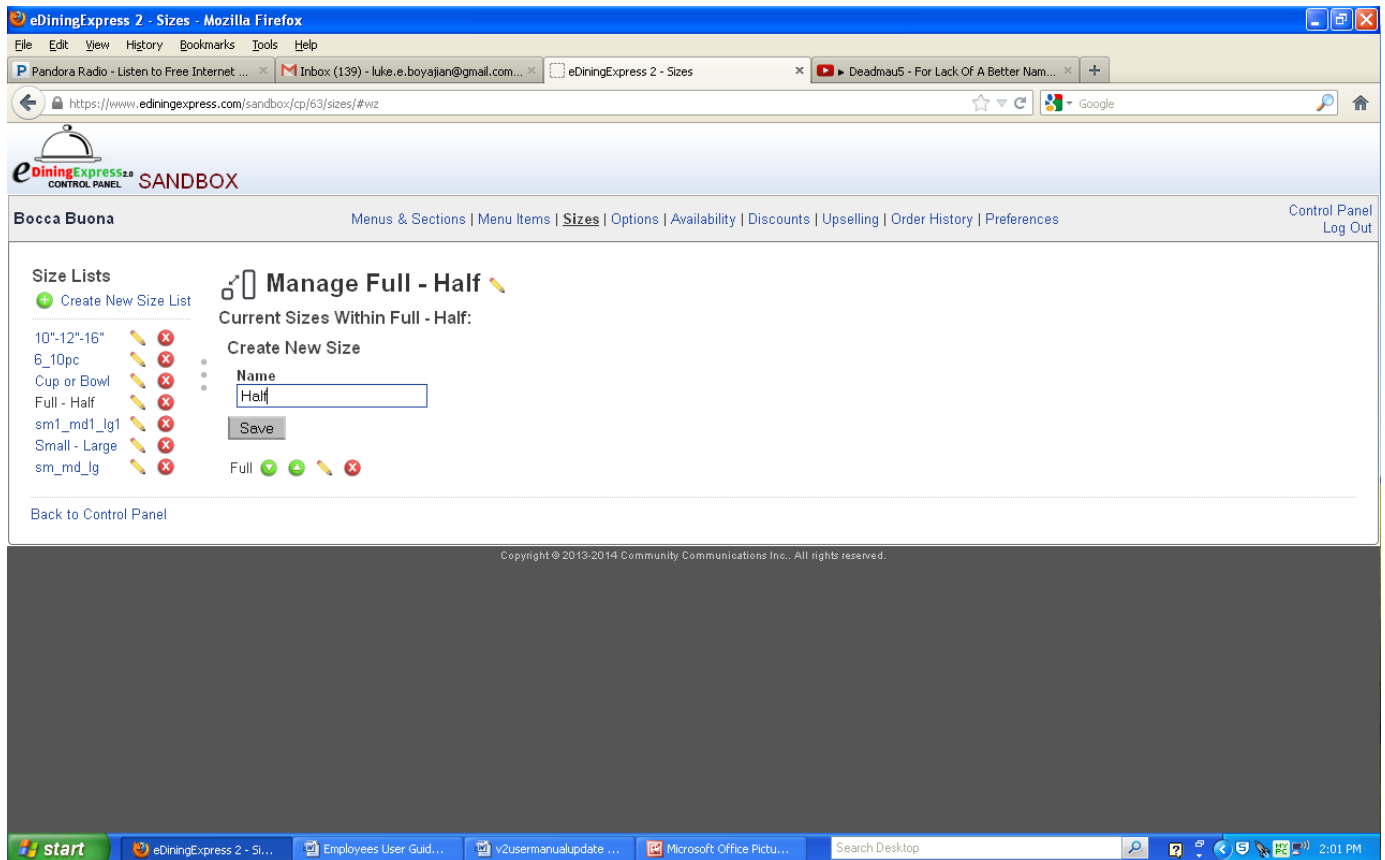
Next you'll create the different sizes for each menu. This could be small/large, specific sizes like 12" or 14", or 8 oz and 16 oz.

1. Click **Menu Sizes**.
2. Click **Create New Size List**.
3. Enter the name of the size list.



4. Scroll down to find the new size list you just created, and then enter the name of the size for that list. Each name should begin with a capital letter.

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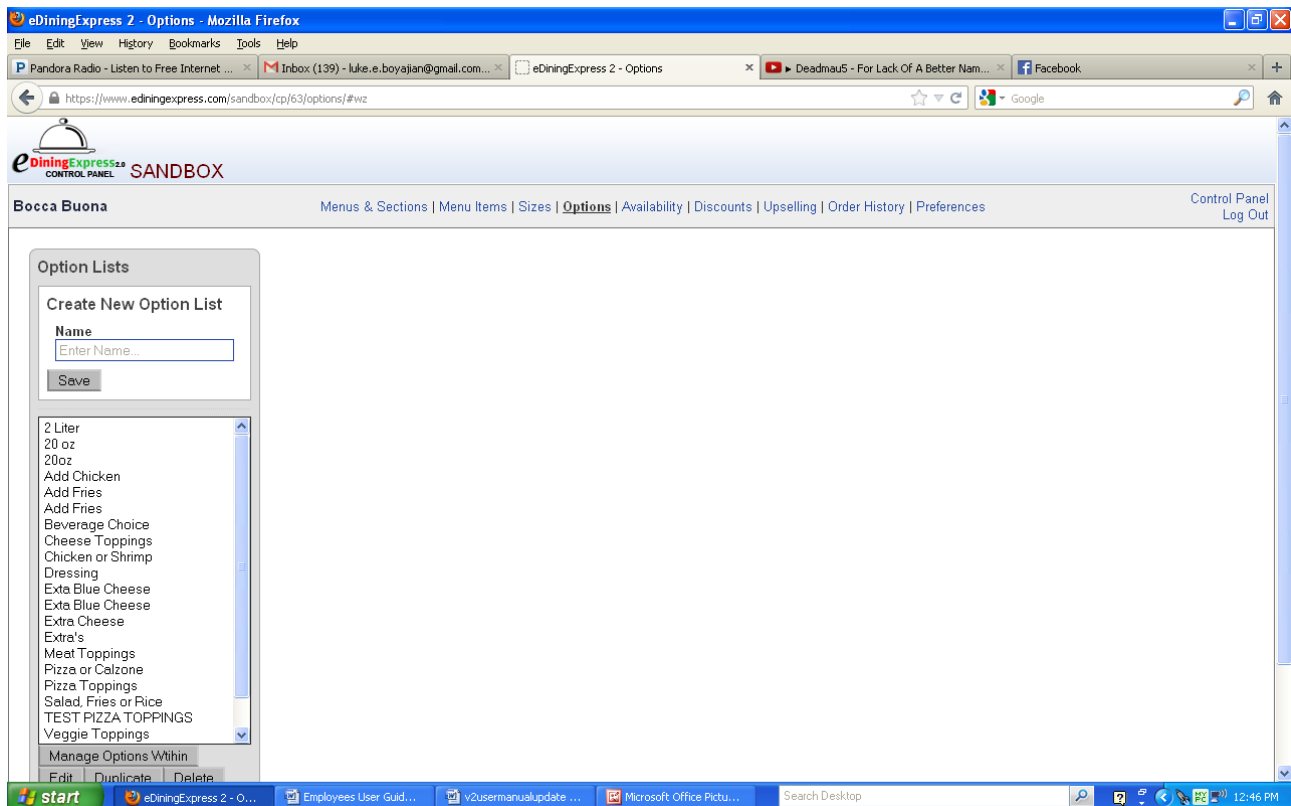
5. Click **Create New Size**.
6. Repeat steps 1 through 2 through 5 to add any additional sizes and size lists for this menu.
7. Click **Back to Control Panel**.

Hint: If you misspell any of the names, click into the box of the wrong name, highlight the name with your mouse, and now retype the correct spelling. Once you've made the change, click Rename Size List or Rename Size. Repeat step #7.

Create Available Options

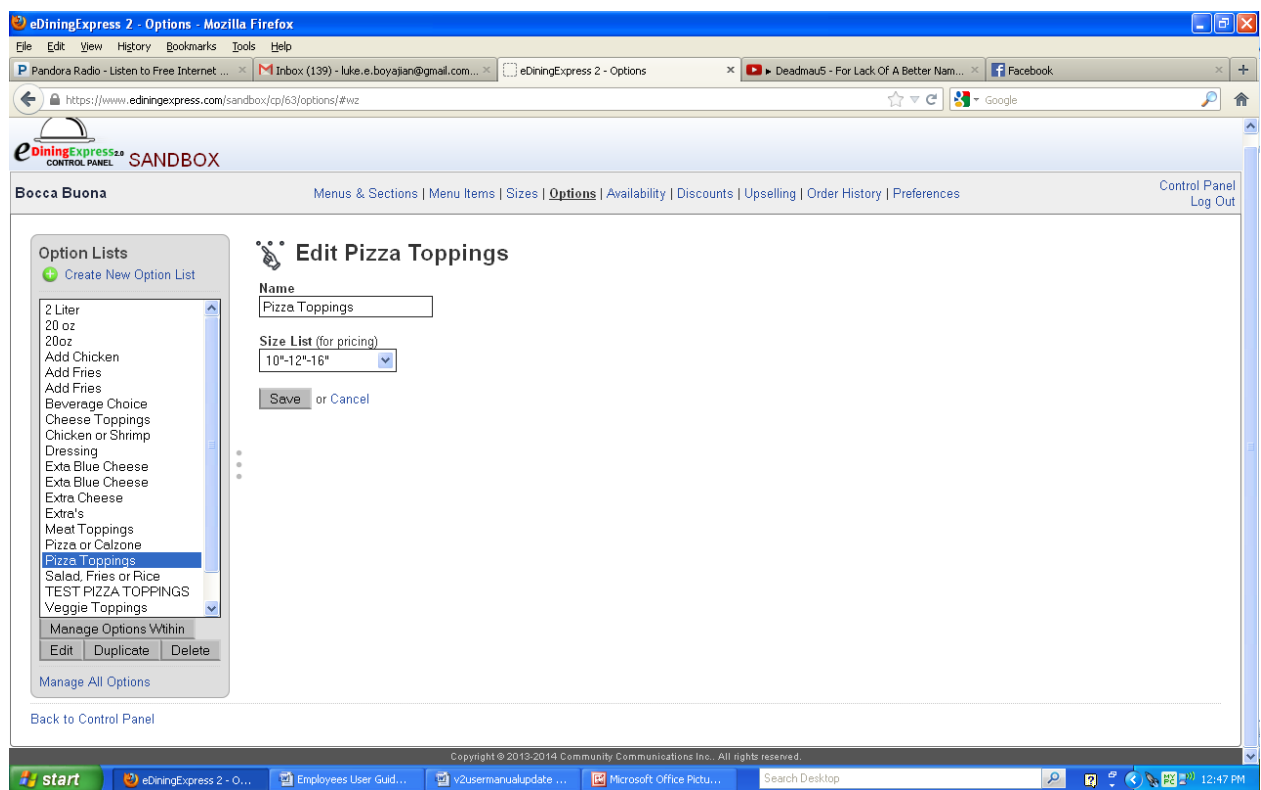
This is the list of possible choices that are available with each menu selection.

1. Click **Available Options** or Options List.
2. Click **Create New Option List**. (below where it says option list)



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3. Enter the name of the list for option items to select. For example: “*Pizza Toppings*”, this option list would give a variety of toppings that can be ordered on a pizza. This name should start with the first letter capitalized.
4. Click **Create New Option List**. This will bring you back to Available Options page.
5. To add sizes to each option you have to highlight the **Option List** and click the **Edit** button below the list. Use the dropdown to choose which sizes you’d like to apply to the section.



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The new list will now be available for you to add the options.

6. Enter the names of the options one at a time. For example: continuing with the example above of "Pizza Toppings", here you would enter things like: *pepperoni*, *extra cheese*, *sausage*.
7. You can also import existing items from the menu by using the **Existing Options Button**. This generates a list of the existing options and allows you to highlight the one(s) you want to import and then add them without having to reenter the information.
8. Click **Save and Add to Option List**.
9. After the option is created and the sizes are available, you can add a price and sort them by alphabetical order or individually.

eDiningExpress 2 - Options - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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https://www.ediningexpress.com/sandbox/cp/63/options/#vz

eDiningExpress 2 CONTROL PANEL **SANDBOX**

Bocca Buona Menus & Sections | Menu Items | Sizes | **Options** | Availability | Discounts | Upselling | Order History | Preferences Control Panel Log Out

Option Lists
 + Create New Option List

- 2 Liter
- 20 oz
- 20oz
- Add Chicken
- Add Fries
- Add Fries
- Beverage Choice
- Cheese Toppings
- Chicken or Shrimp
- Dressing
- Extra Blue Cheese
- Extra Blue Cheese
- Extra Cheese
- Extra's
- Meat Toppings
- Pizza or Calzone
- Pizza Toppings**
- Salad, Fries or Rice
- TEST PIZZA TOPPINGS
- Veggie Toppings

Manage Options Within
 Edit Duplicate Delete

Manage All Options

Manage Pizza Toppings

Create New Option

Name
 Save & Add to Option List

+ Add Existing Option(s)

Current Options Within Pizza Toppings:

	10" Small	12" Medium	16" Large			
Breaded Eggplant	\$0.75	\$1.00	\$1.50	<input type="checkbox"/> Hide	↑	↓
Pepperoni	\$1.00	\$2.00	\$3.00	<input type="checkbox"/> Hide	↑	↓
Sausage	\$1.00	\$2.00	\$3.00	<input type="checkbox"/> Hide	↑	↓

Sort A-Z

Save Options

Back to Control Panel

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start eDiningExpress 2 - O... Employees User Guid... v2usermanualupdate ... Microsoft Office Pictu... Search Desktop 12:51 PM

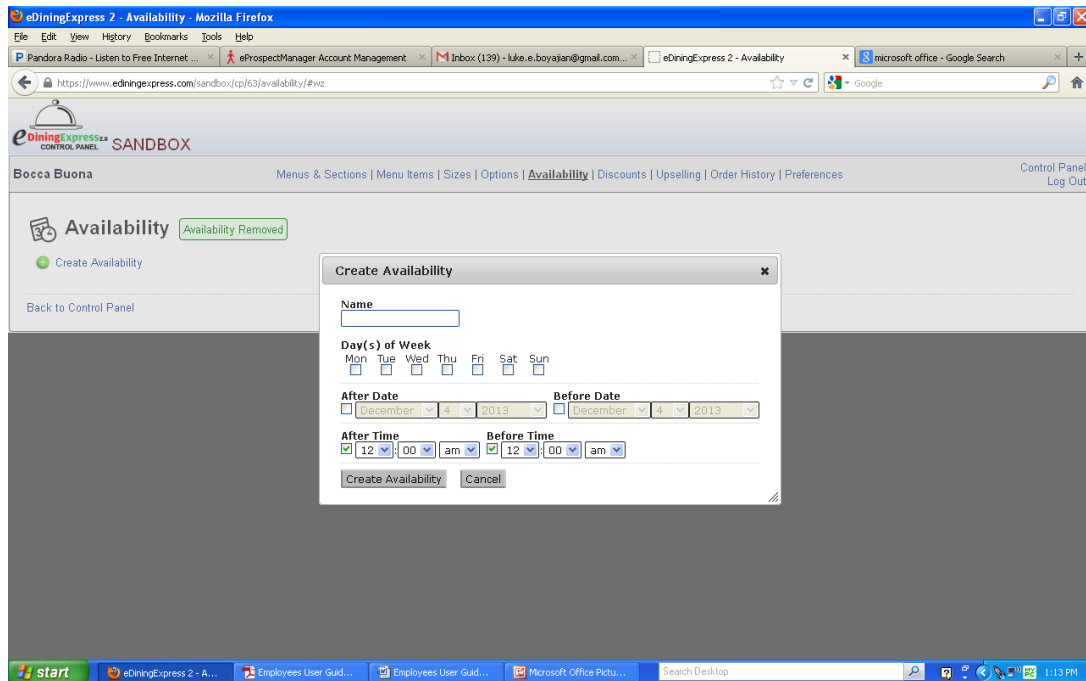
eDiningExpress

10. Enter the price for each item. Go back and enter the prices for these options if they are an additional cost. For example: pepperoni may be an additional \$2.00 on some pizzas.
11. Repeat steps 3 through 5 for each option and option list.
12. Click **Save Option List**.
13. Click **Back to Control Panel**.

Create Availability

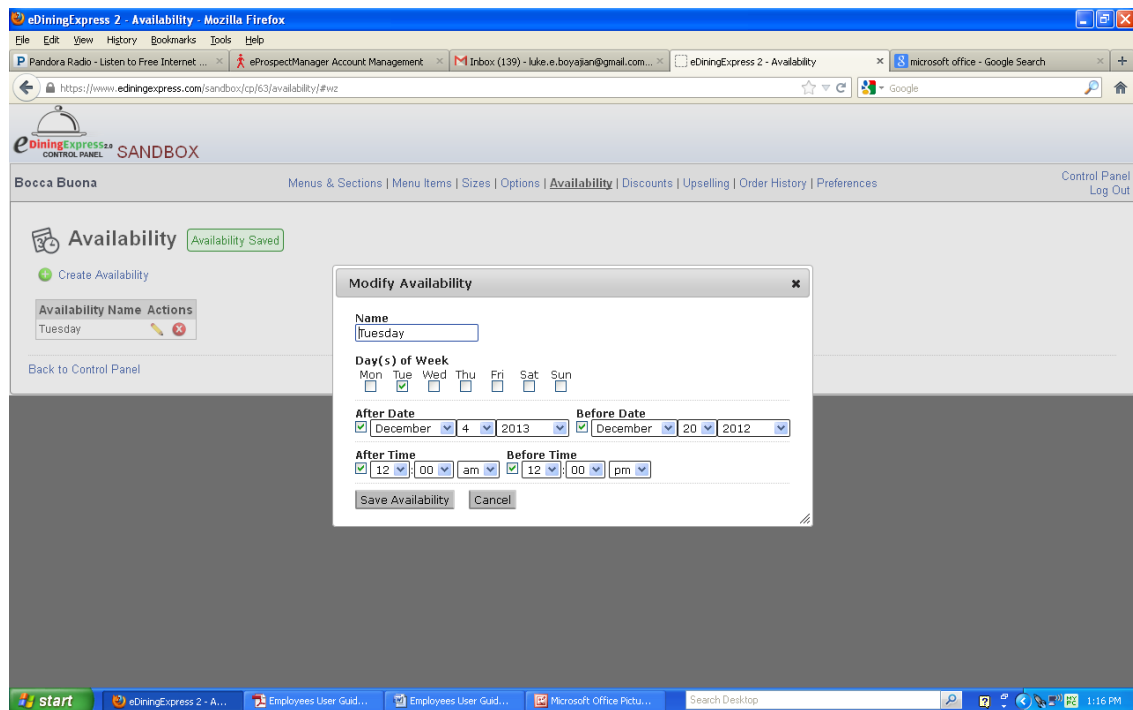
If any items on the menu are only available during certain days or times, this is where you'll set them.

1. Click **Availability**.
2. Click **Create Availability**.
3. Enter the name of the Availability Time Range. For example: if your restaurant offers specials every Wednesday afternoon during its slow period, you may want to use the name Wednesday.
4. Select the days and times a particular menu item(s) will be available.
5. Click **Create availability**.
6. Repeat steps 2 through 5 for each Availability name.
7. Click **Back to Control Panel**.



Modify or Change a Current Availability

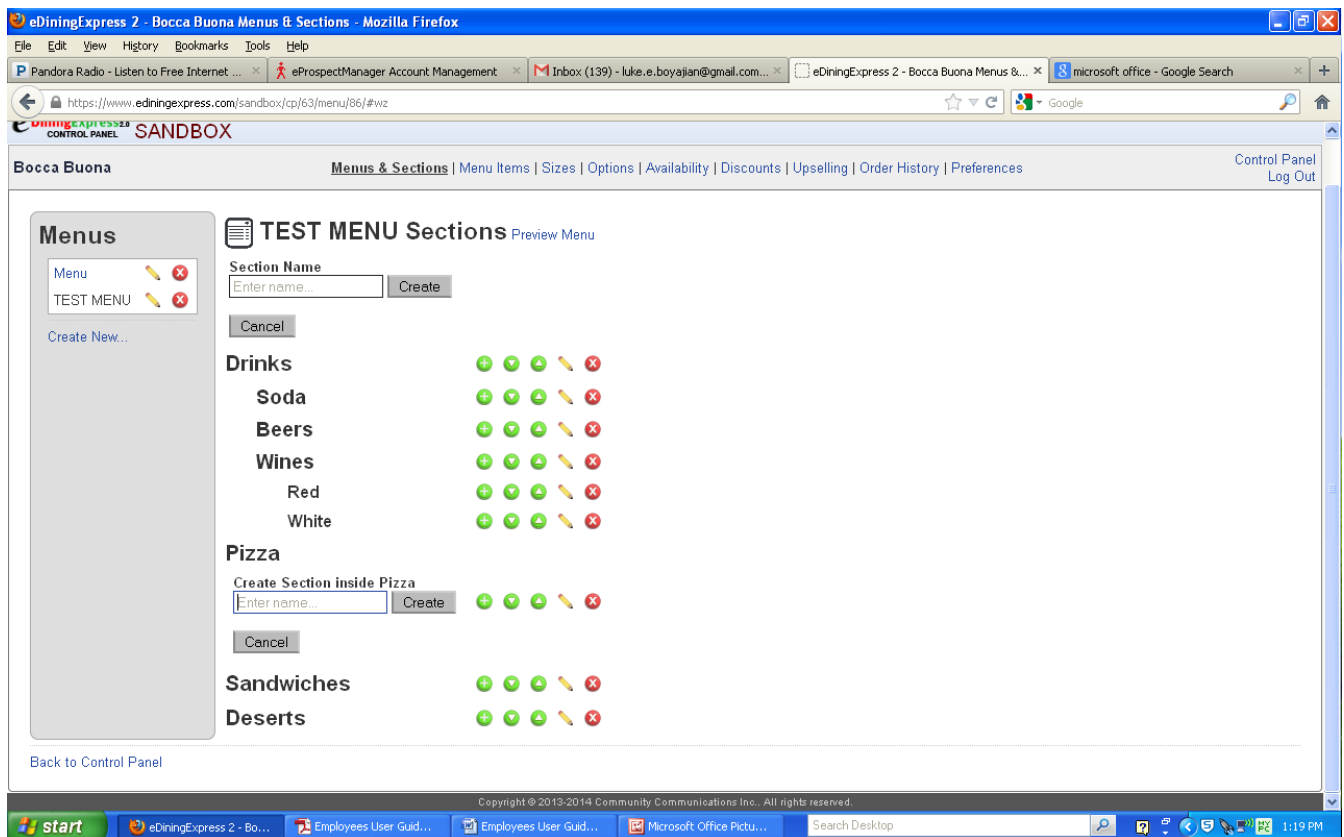
1. Click **Availability** in the Control Panel
2. Click **Modify** next to the name you want to change.
3. Make changes to any of the fields necessary.
4. Click **Save Availability**.
5. Click **Back to Control Panel**.



Create Sections and Subsections

Every menu has a section and subsection also known as headings and subheadings. These are also the links on the menu pages for the web.

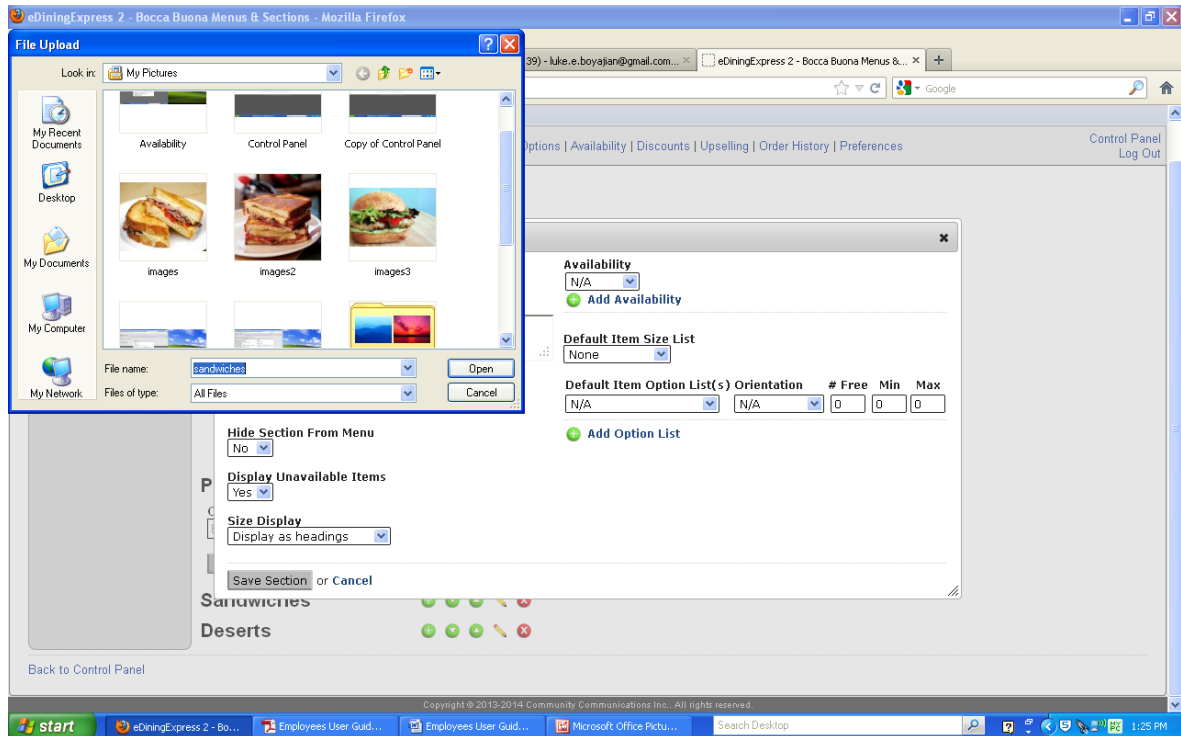
1. Click **Menu and Sections**.
2. Scroll down to the menu you want, if more than one.
3. Click **Create New Section**
4. Enter the **Section Name** using **ALL** capital letters.
5. Click **Add Section to Menu**.
6. Enter the **Subsection Name** using **ALL** capital letters.
7. Click **Add Subsection to (section name)**.
8. Select the new Section (or Subsection).
9. Click **Modify**.



Modify Section

In this section you'll be adding all the pertinent information about a specific menu item or subsection.

1. Add **description** to explain section name. Use normal capitalization and punctuation.
2. Add a photo to **Category image**, if needed/available. Click on **Choose File**. This will bring up a list to choose from on your computer. Once you've selected the correct photo in either .jpg, .png, .gif, or .bmp format, click open.



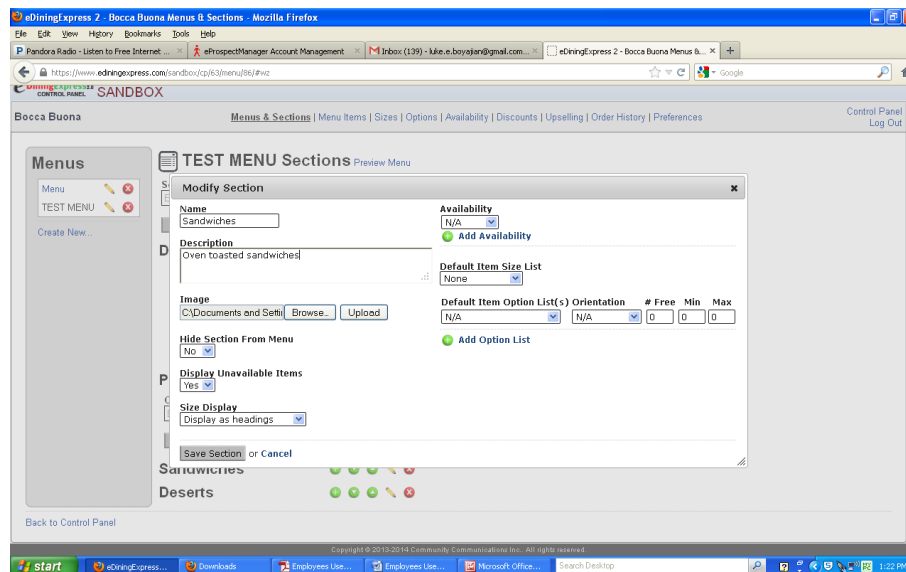
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When the photograph has finished uploading the filename will appear under **Category Image**.

3. Select the default **Availability** from the dropdown list for this entire section as needed.
4. Select the default **Size List** from the dropdown list for this entire section as needed.
5. Select the **Default (Available) Options** from the dropdown list for this entire section as needed.

Hint: If the option does not appear in your dropdown list, you will need to click [save section](#). This will bring you back to the Sections and Subsection screen. Select the section or subsection you were modifying and click Modify again.

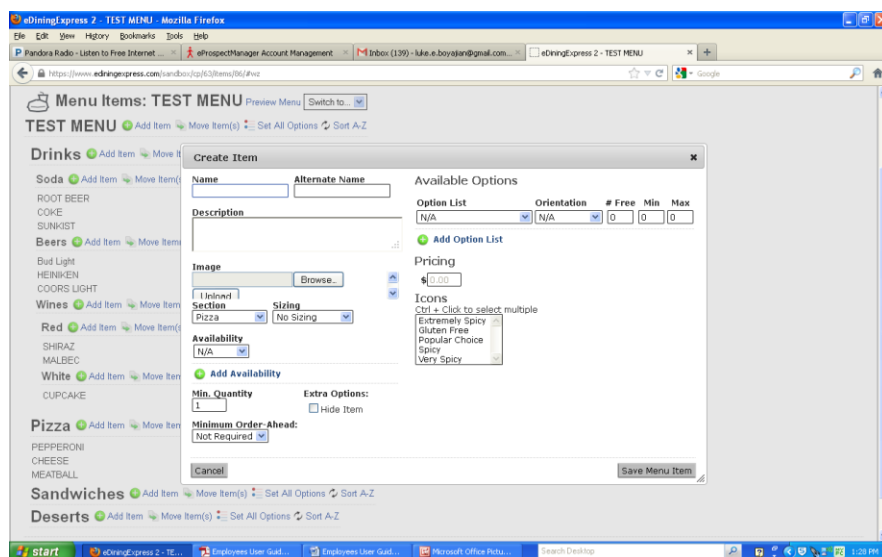
- a. Select **Orientation**. This is the placement of a particular item on either the plate or more likely on a pizza.
 - b. Select the Number of **Free** Choices.
 - c. Select the **Maximum** number of Choices.
 - d. Click **Save Section**.
6. Click **Back to Menus and Sections**.
 7. Repeat steps 3 through 7 under Create Sections and Subsections, then all steps under Modify Sections for each Section and Subsection.
 8. Click **Back to Control Panel** once finished.



Add Items

Here you will add any and all items under a specific menu. For example: under the menu Hot Subs, you may have something similar to Plain Steak or Steak and Cheese.

1. In the Control Panel, Click on **Items**.
2. Find the Menu name you want to add items to.
3. Click **Add Item**.
4. Enter the **Item Name** in ALL capital letters.
5. Enter an **Alternate Name** for this item; if there is one. Alternate Names will usually only be used when integrating with a POS system. This allows the menu items displayed on the website to be longer than the ones supported by the POS. To create an Alternate Name, enter the name that will appear on the website into the **Alternate Name** field.
6. Enter an **Item Description** as needed; using normal capitalization and punctuation. For example: Steak and Cheese might read: Grilled steak with salt, pepper, and provolone cheese melted in a sub roll while toasted in the oven.
7. Enter a photograph as needed by selecting **Choose File**. (See instructions above in Modify Section on how to select an image)
8. Click **Upload**.
9. Section name should be same menu item name you selected.
10. To change the sizing, select a new **Sizing** from the dropdown list; this will override any previous section settings for sizing.



11. To change the options, orientation, number of Free choices, or Maximum amount of choices, do any or all of the below:
 - a. Select a new **Available Option** from the dropdown list; this will override any previous section settings for Available Options.
 - b. Select a new **Orientation** from the dropdown list; this will override any previous section settings for the Orientation or placement of food.
 - c. Change the number in “**Free**”; this will override any previous section settings for the number of Free choices.
 - d. Change the number in “**Max**”; this will override any previous section settings for the Maximum number of choices.
12. To change the Availability, select **Availability** from the dropdown list; this will override any previous section settings for Availability.
13. Enter **Price(s)**.
14. Click **Save Menu Item**.
15. Repeat steps 2 through 14 for all items that need to be added to the menu.
16. Click **Back to Control Panel**.

Modify Items

In this section you'll be adding specifics to an item or making any necessary changes.

1. In the Control Panel, Click on **Items**.
2. Find the Menu then the Menu Item name you want to modify.
3. Click **Modify** (The **Modify Button** is the small pencil next to the item or section you want to change).
4. Make changes as necessary.

The screenshot shows the eDiningExpress 2 - TEST MENU interface in Mozilla Firefox. The 'Modify Item' dialog box is open for the 'PEPPERONI' item. The dialog box contains the following fields and options:

- Name:** PEPPERONI
- Alternate Name:** (empty)
- Description:** (empty)
- Image:** (empty) with a 'Browse...' button
- Section:** Pizza
- Sizing:** 10"-12"-16"
- Availability:** N/A
- Min. Quantity:** 1
- Extra Options:** ☐ Hide Item
- Minimum Order-Ahead:** Not Required
- Available Options:** [Select Included Options]

Option List	Orientation	# Free	Min	Max
N/A	N/A	0	0	0
- Pricing:**

10" Small	12" Medium	16" Large
\$9.00	\$12.00	\$18.00
- Icons:**
 - Extremely Spicy
 - Gluten Free
 - Popular Choice
 - Spicy
 - Very Spicy

Buttons: Cancel, Save Menu Item

Adding Enhanced Features to the Menu as Needed

Create Discounts

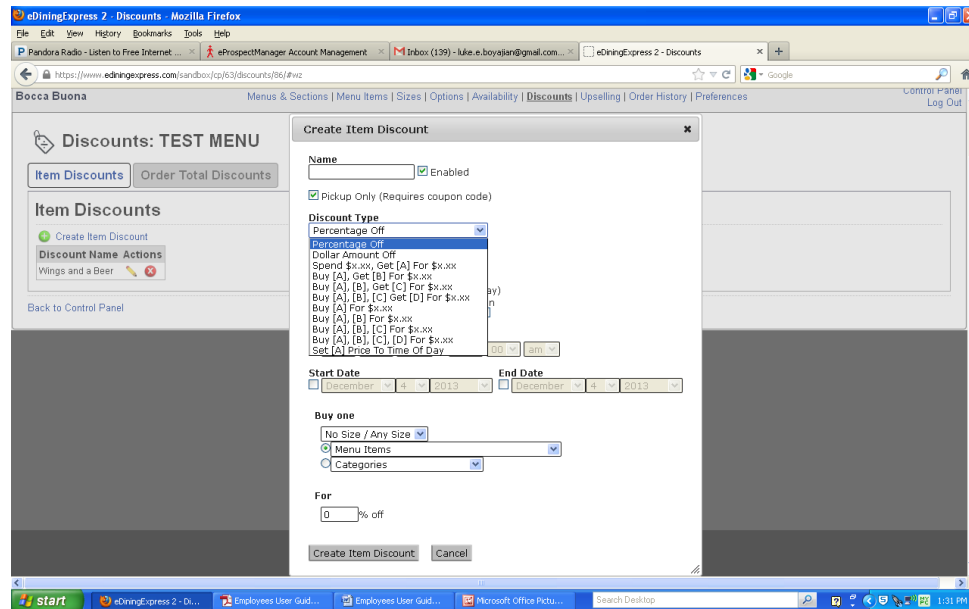
Here you will create coupons and/or other special offers. This could be for a specific item, day of the week, an organization, or simply a percentage off an order.

1. Click **Discounts** in the Control Panel.
2. Select the appropriate **Menu Name**. This could be a name of the week, an organization etc.

Specific Item

3. To create a discount for a specific item, select **Create New Item Discount**.
 - a. Enter a **Discount Name**.
 - b. Select **Discount Type** from a drop down list.
 - c. Enter a **Coupon Code**, if required.
 - d. Deselect any **"On Days"**, if discount does not apply.
 - e. Enter the **Start Date** and **End Date**, if required.
 - f. Select from the drop down list under **Buy One** to define what the discount is and the price of the discount.
 - g. Click **Create Discount**.

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Entire Orders

4. To create a discount for an entire item, select **Create New Order Total Discount**.
 - a. Enter a **Discount Name**.
 - b. Enter a **Coupon Code**, if required.
 - c. Select any **“On Days”** that discount applies.
 - d. Select a radio button for **Date Condition**. If you selected any button other than “Any Date” select the appropriate Month, Day, and Year.
 - e. Select a radio button for **Time Condition**. If you selected “before” or “after”, select the appropriate hour, minutes, and AM or PM.
 - f. Select a radio button for **Customer Condition**. If you selected “Within X days of first time order”, fill in the appropriate number of days.
 - g. Select a radio button for **Amount Condition**. If you selected any button other than “Any Amount”, fill in the appropriate dollar amount.
 - h. Select a radio button for **Action**. Fill in the appropriate amount.
 - i. Click **Create Discount**.
 - j. Click **Back to Control Panel**.

The screenshot shows the eDiningExpress 2 - Discounts - Mozilla Firefox window. The main content area displays the 'Create Order Total Discount' form. The form includes the following fields and options:

- Name:** A text input field.
- Enabled:** A checkbox that is checked.
- Pickup Only (Requires coupon code):** A checkbox that is checked.
- Coupon Code:** A text input field with a note: "(blank for automatic)".
- Active Days:** A section with a note: "(Select none for Every Day)". It includes checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun.
- Date Condition:** A dropdown menu with "Any Date" selected.
- Time Condition:** A dropdown menu with "Any Time" selected.
- Customer Condition:** A dropdown menu with "All Customers" selected.
- Amount Condition:** A dropdown menu with "Any Dollar Amount" selected.
- Give Discount:** A section with a dropdown menu set to "Give Dollar Amount: Off Order" and a text input field containing "\$ 0".
- Buttons:** "Create Order Total Discount" and "Cancel".

The background shows the eDiningExpress 2 - Discounts - Mozilla Firefox window with the "Create Order Total Discount" form open. The form is titled "Create Order Total Discount" and has a close button (X). The form includes fields for Name, Enabled, Pickup Only, Coupon Code, Active Days, Date Condition, Time Condition, Customer Condition, Amount Condition, and Give Discount. The Give Discount section has a dropdown menu set to "Give Dollar Amount: Off Order" and a text input field containing "\$ 0". The form also has "Create Order Total Discount" and "Cancel" buttons.

Creating Upsells (Suggestions)

In this section you will create suggestions for customers to buy when they place an order with specific items (Ex. Customer buys a medium one topping pizza, suggest a large instead)

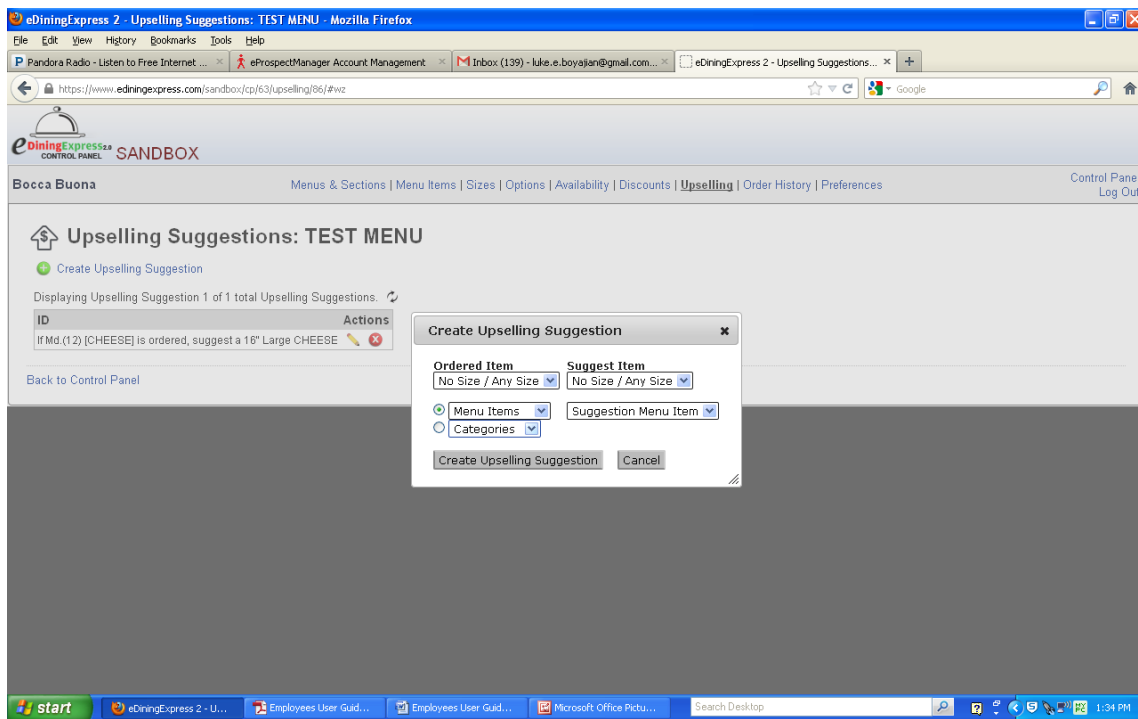
1. Click on **Upselling** from the Control Panel.
2. Select the appropriate **Menu Name**.
3. Under **Create New**

If a user buys a...

- a. Select a **Size** from the drop down list.
- b. Select a radio button for either **Menu Items** or **Categories**, then select from the drop down list.

Then suggest a

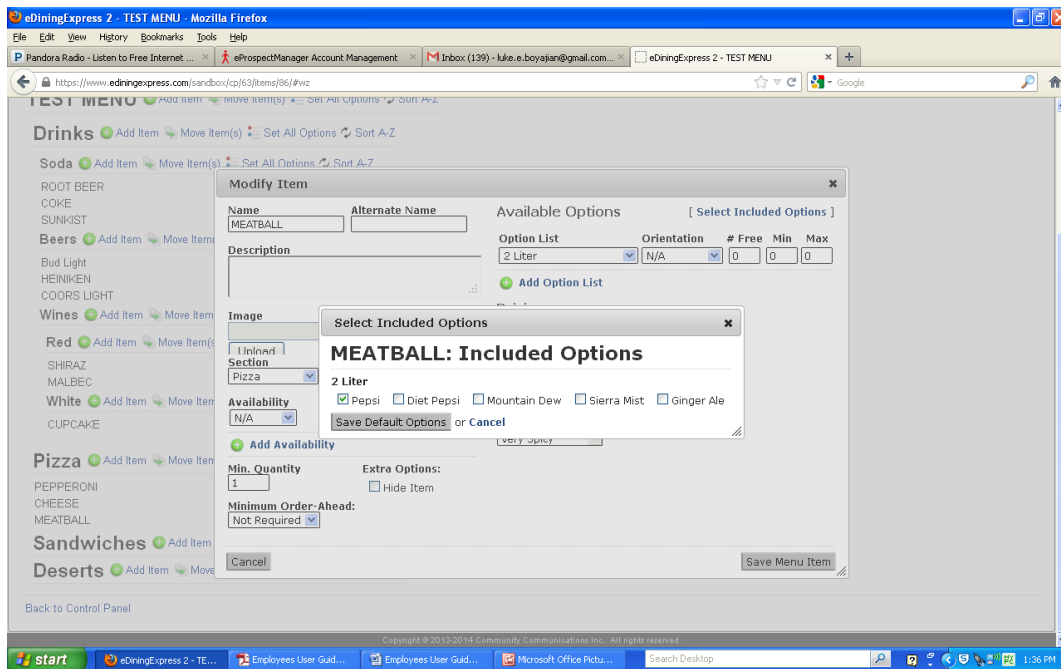
- a. Select a **Size** from the drop down list.
- b. Select a **Menu Items** from the drop down list.
4. Click **Create Upselling Suggestion**.
5. Click **Back to Control Panel**.



Included Options

These are to be avoided, unless the restaurant wants to allow customers to change the options that are included with any item.

1. In the Control Panel, Click on **Items**.
2. Find the Menu you want to modify.
3. Find the Menu Item name you want to modify.
4. Click **Modify**.
5. In the upper right corner next to Available Options, click the link **[Select Included Options]**.
6. Click on the radio buttons or in the boxes to make changes to each item in the list.
7. Click **Save Included Options**.
8. Click **Save Menu**.
9. Click **Back to Control Panel**.



Restaurant Settings

In this section, you'll be entering all the specifics about the restaurant you're working on.

In the Control Panel, click on **Preferences**

General

This is the General information about the restaurant. Specifically name, address, time zone, website address.

1. Click on the **General Tab**.
2. **Name of Restaurant** should already be filled in.
3. Select the **Restaurant Time Zone** from the drop down list.
4. Fill in or check **Restaurant Street Address** for accuracy.
5. Fill in or check the **Restaurant City** for accuracy.
6. Fill in or check the **Restaurant State** for accuracy.
7. Fill in or check the **Restaurant Zip Code** for accuracy. If correct, you should get a green box with the words "Address Found" in it.
8. Select "NO" for **Enable Online Ordering**.
9. Enter the **Restaurant Domain Name** without the www. or http://.
10. Leave **Print Menu URL** blank.
11. Click **Save Changes**.
12. Click **Back to Control Panel**.

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eDiningExpress 2 - Business Control Panel - Mozilla Firefox

File Edit View History Bookmarks Tools Help

P Pandora Radio - Listen to Free Internet ... eProspectManager Account Management Inbox (139) - luke.e.boyajian@gmail.com... eDiningExpress 2 - Business Control Panel ULTIMATE GUITAR TABS. 800,000 songs... +

https://www.ediningexpress.com/sandbox/cp/63/preferences/59/

eDiningExpress 2.0 CONTROL PANEL SANDBOX

Bocca Buona Menus & Sections | Menu Items | Sizes | Options | Availability | Discounts | Upselling | Order History | **Preferences** Control Panel Log Out

Preferences: Main Preferences

General Taxes Payments Ordering Hours Delivery Pickup Merchant Setup Policy Notification Admin

Preference Set Name
Main Preferences

Street Address
169 Chestnut Hill Ave

Enable Ordering
☐ No ☒ Yes

City
Brighton

Location-Specific Name

State
Massachusetts

Phone Number

Zip Code
02135

Time Zone
EST

Printable Menu
http://www.stevemanson.com/madan/boccabuona/menu.pdf - Remove
Browse... Upload

Save Preferences or Back to Control Panel

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Taxes

Here you'll be entering the currency and tax rate the restaurant will be using.

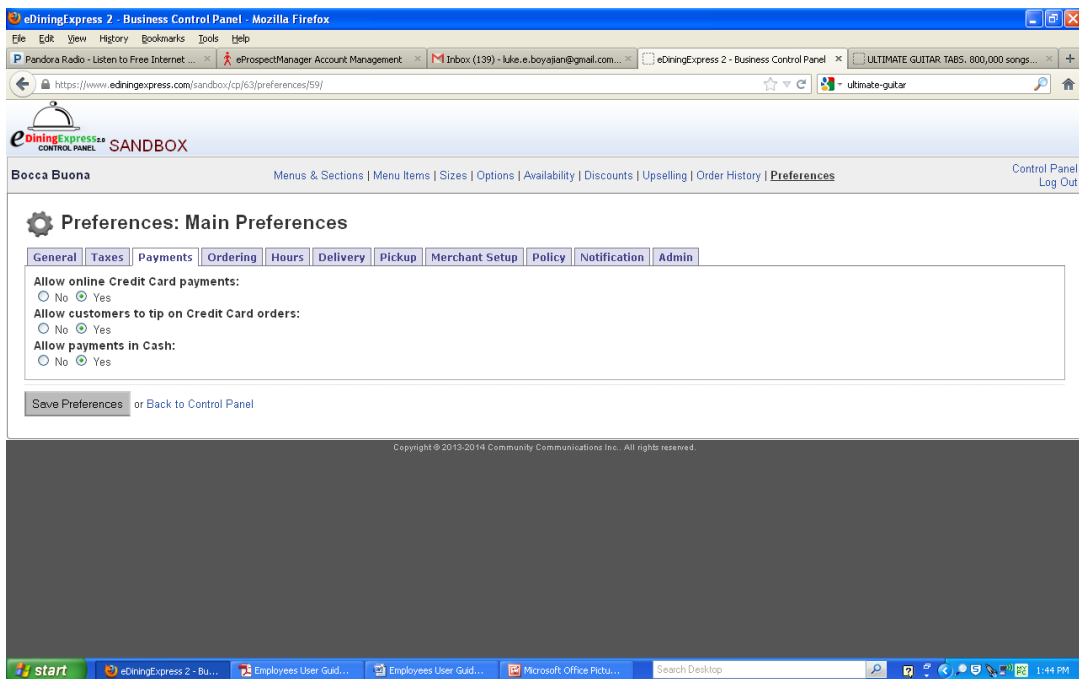
1. Click on the **Taxes** Tab.
2. Fill in **Tax 1 Name:** with "TAX" (ALL capital letters). This will be set as the default tax rate.
3. Leave **Tax 1 Percentage**, **Tax 2 Name**, and **Tax 2 Percentage** blank.
4. Click **Save Preferences**.

The screenshot shows the eDiningExpress 2 Business Control Panel in a Mozilla Firefox browser. The page is titled "eDiningExpress 2 - Business Control Panel" and the URL is "https://www.ediningexpress.com/sandbox/cp/63/preferences/59/". The page has a header with the eDiningExpress logo and "Sandbox" text. Below the header is a navigation bar with links: "Menus & Sections", "Menu Items", "Sizes", "Options", "Availability", "Discounts", "Upselling", "Order History", and "Preferences". The "Preferences" link is highlighted. On the right side of the navigation bar, there are links for "Control Panel" and "Log Out". The main content area is titled "Preferences: Main Preferences" and has a sub-header "Bocca Buona". Below this is a tabbed interface with tabs for "General", "Taxes", "Payments", "Ordering", "Hours", "Delivery", "Pickup", "Merchant Setup", "Policy", "Notification", and "Admin". The "Taxes" tab is selected. The "Taxes" tab contains the following fields: "Tax 1 Name" (with the value "TAX"), "Tax 1 Percentage" (with the value "7.00 %"), "Tax 2 Name" (empty), and "Tax 2 Percentage" (with the value "0.00 %"). Below these fields is a section for "Delivery Charges Taxable" with radio buttons for "No" and "Yes", where "Yes" is selected. At the bottom of the form is a "Save Preferences" button and a link "or Back to Control Panel". The footer of the page contains the copyright notice "Copyright © 2013-2014 Community Communications Inc. All rights reserved." and a Windows taskbar at the bottom with the Start button and several open applications.

Payment

This page tells whether a restaurant will allow credit card and/or cash payments.

1. Click on the **Payment** Tab.
2. Select either “Yes” or “No” to **Allow online Credit Card** from the radio buttons.
3. Select either “Yes” or “No” to allow customers to tip on **Credit Card Orders** from the radio buttons.
4. Select either “Yes” or “No” to **Allow payments in Cash** from the radio buttons.
5. Click **Save Preferences**.



Ordering Ahead

This page determines how a restaurant will allow online orders. Will their customers be allowed to place an order in advance? If so, how many days can they do this?

1. Click on the **Ordering** Tab.
2. Select either “No” or “Yes” to **Allow orders for in the future**.
3. If “Yes” was selected above, Select a radio button for **Order ahead options**.

By number of days,

- a. Select a minimum number of days ahead from drop down list.
 - b. Select a maximum number of days ahead from drop down list.
4. Click **Save Preferences**.

The screenshot shows a web browser window with the URL <https://www.ediningexpress.com/live20/cp/1/preferences/1/>. The page title is "Preferences: Main Preferences". There are several tabs: General, Taxes, Payments, Ordering (selected), Hours, Delivery, Pickup, Merchant Setup, Policy, Notification, and Admin. The "Ordering" tab is active, showing the following settings:

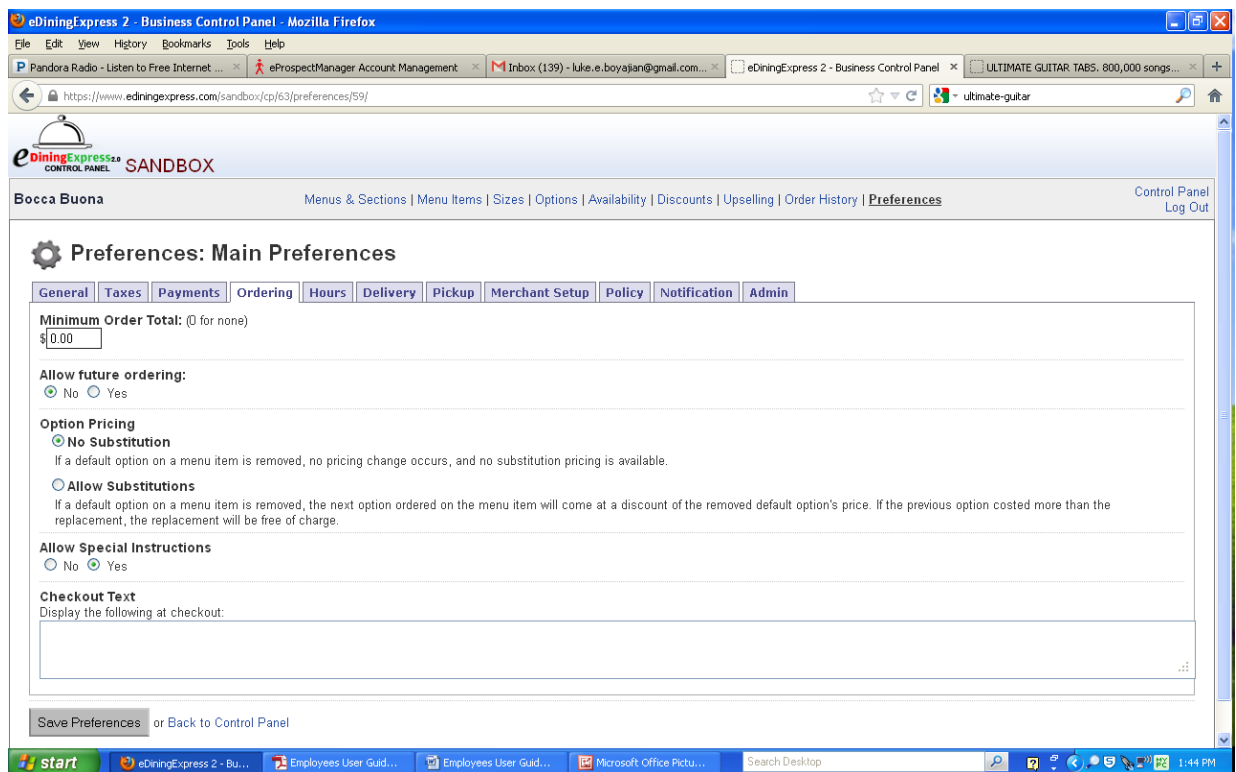
- Minimum Order Total:** (0 for none) \$0.00
- Allow future ordering:** ☒ By number of days, ☐ No, ☒ Yes.
 - Minimum day(s) ahead:** 0
 - Maximum day(s) ahead:** 0
 - ☐ Same day only
- Option Pricing:** ☒ No Substitution, ☐ Allow Substitutions.
- Allow Special Instructions:** ☐ No, ☒ Yes.
- Checkout Text:** Display the following at checkout: (empty text area)

At the bottom, there are buttons for "Save Preferences" and "Back to Control Panel". The Windows taskbar at the bottom shows the date and time as 12:16 PM on 12/31/2013.

Substitutions

In some cases, the restaurant may want to list the default options for every item and allow customers to remove those options. This is not usually recommended as it greatly complicates the checkout process.

1. Select a radio button for **Option Pricing**.
 - a. Select **No Substitution** if the customer is not allowed to “Substitute” one option for another at no cost. For example: Pizza Toppings include cheese. If the customer wants to order a pizza without cheese and have eggplant instead, they will still be charged the \$2.00 for the eggplant.
 - b. Select **Substitutional** if the customer is allowed to “Substitute” one option for another at either the same price or at a discount. For example: A Rustica Pizza includes the following Toppings: pepperoni, cheese, and black olives. The customer wants to “Substitute” pepperoni for eggplant. Instead of being charge the \$2.00 for the eggplant, the customer now gets it at no additional charge.



Hours

Each restaurant has specific hours they are open and closed. Under hours, you'll also be specifying whether the restaurant allows pickup and delivery. If they do, you'll be specifying the days, times, and estimated wait times.

1. Click on the **Hours** Tab.
2. Select **Define Pickup Times**.

Pickup Times

3. Select the **Days of the Week** and **Times** when orders are available for pickup.
4. Select a **Start Time** and an **End Time** from the drop down lists.

Hint: This will be different than the hours the restaurant is open. For example, if the restaurant closes at 9:00pm, then you'll probably want an End Time of 8:00pm or 8:30pm.

5. Enter an **Estimated Wait** time in minutes.

Hint: If this is left blank, then no estimate will be provided. Also, if the restaurant wants to provide different estimates depending on the time of day, you'll need to create a time range for each estimate. You can do this by clicking on **Add New Time** under the appropriate day of the week.

6. Click **Save Times**.
7. If needed, there is a button below **Save Times** that says **Copy Hours to Delivery**. This option will copy the hours from the pickup fields and paste them into the delivery fields (this eliminates a lot of extra clicking but remember, the times may differ for closing in the delivery section)
8. Click **Back to Preferences**.

eDiningExpress

eDiningExpress 2 - Hours - Mozilla Firefox

File Edit View History Bookmarks Tools Help

P Pandora Radio - Listen to Free Internet ... eProspectManager Account Management Inbox (139) - luke.e.boyajian@gmail.com...

https://www.ediningexpress.com/sandbox/cp/63/hours/59/pickup/

Hours: Pickup (Main Preferences)

Monday + Add New Time

11 : 00 am - 09 : 45 pm Estimated wait: 15 minutes ✕

Tuesday + Add New Time

11 : 00 am - 09 : 45 pm Estimated wait: 15 minutes ✕

Wednesday + Add New Time

11 : 00 am - 09 : 45 pm Estimated wait: 15 minutes ✕

Thursday + Add New Time

11 : 00 am - 09 : 45 pm Estimated wait: 15 minutes ✕

Friday + Add New Time

11 : 00 am - 10 : 45 pm Estimated wait: 15 minutes ✕

Saturday + Add New Time

11 : 00 am - 10 : 45 pm Estimated wait: 15 minutes ✕

Sunday + Add New Time

11 : 00 am - 09 : 45 pm Estimated wait: 15 minutes ✕

Save Times

Copy hours to Delivery

start eDiningExpress 2 - H... Employees User Guid... Employees User Guid... Microsoft Office Pictu...

Delivery Times

1. Select **Delivery Times** under the **Hours** Tab.
2. Select the **Days of the Week** and **Times** when orders are available for delivery.
3. Enter an **Estimated Wait** time in minutes.

Hint: If this is left blank, then no estimate will be provided. Also, if the restaurant wants to provide different estimates depending on the time of day, you'll need to create a time range for each estimate. You can do this by clicking on **Add New Time** under the appropriate day of the week.

4. Click **Save Times**.

Hint: If the times are the same as the **Pickup Hours** you can have them automatically fill in on the **Pickup Time** page by clicking the **Copy Hours to Pickup** button at the bottom of the page.

5. Click **Back to Preferences**.

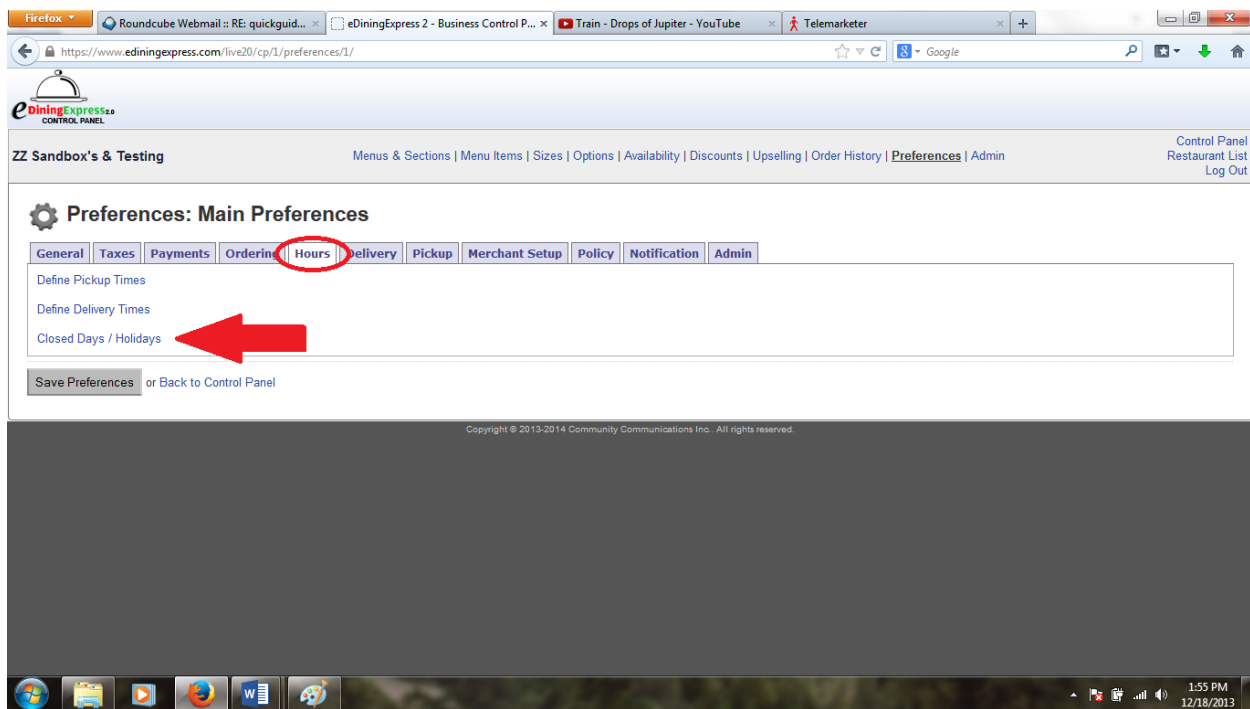
The screenshot shows the 'Hours: Delivery (Main Preferences)' page in a Mozilla Firefox browser. The page is titled 'eDiningExpress 2 - Hours: Delivery (Main Preferences)'. It contains a form for setting delivery hours for each day of the week. Each day (Monday through Sunday) has a section with a time range selector (e.g., 11:00 am to 09:30 pm) and an estimated wait time (e.g., 35-45 minutes). There are 'Add New Time' links for each day. At the bottom, there are 'Save Times' and 'Copy hours to Pickup' buttons. The browser's address bar shows the URL 'https://www.ediningexpress.com/sandbox/cp/63/hours/59/delivery/'.

Creating Closed Days

Throughout the year there may be days that the restaurant will be open for limited hours or closed altogether. There are three different ways to schedule these:

- I. **Predefined Holidays** – This will show a list of common U.S. holidays and you can simply select the ones that you will be not be open during normal hours for.
- II. **Exact Date** – This is used to create an exact date; for example, you may close every April 1st.
- III. **Formulated Date** – This is used to create a date that is based on a formula instead of an exact date; for example, you may want to close early during the third Friday of every month.

To get to the Closed Days/Holidays section first go to **Preferences**, either by clicking on the icon in the Control Panel or by clicking the hyperlink at the top of the screen. From the tab, select **Hours**, then **Closed Days / Holidays**.

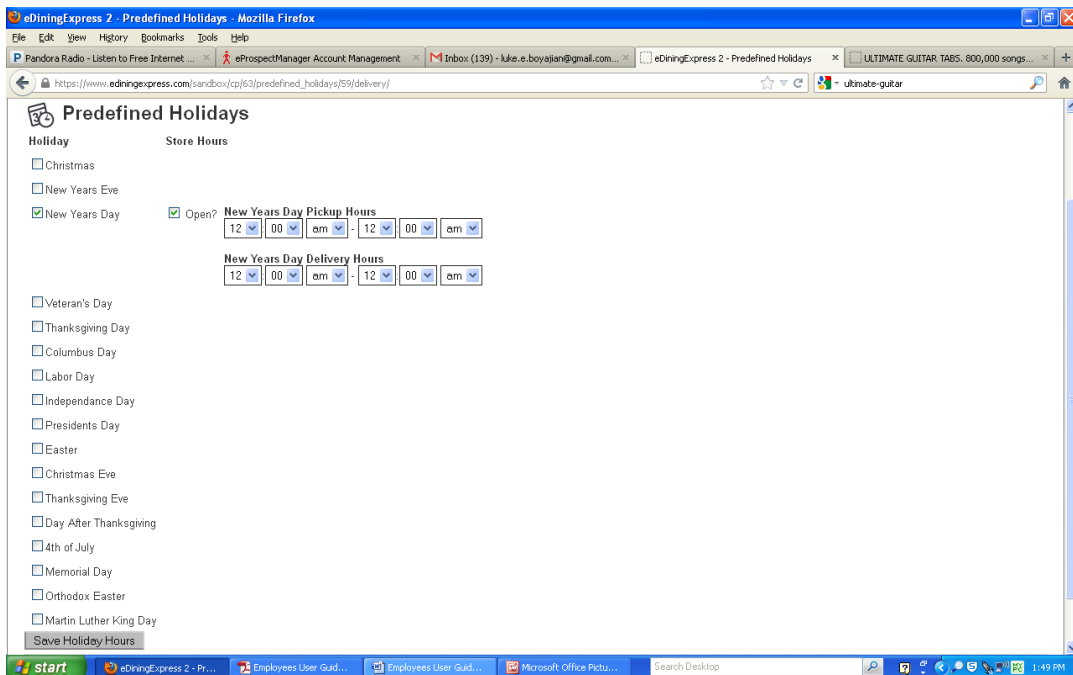


Predefined Holidays

1. Click the **Predefined Holidays** link:
 - a. Check off the Holiday from the list.
 - b. If the restaurant will be closed, leave the **Open?** box unchecked.

eDiningExpress

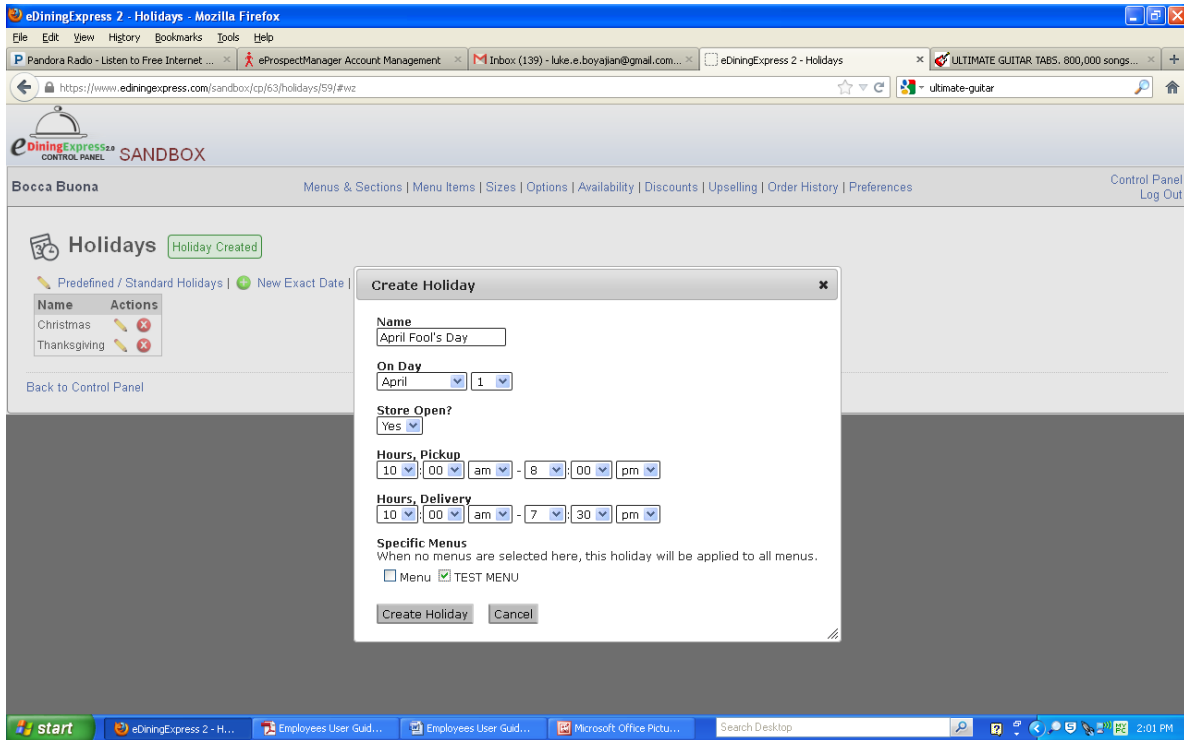
- c. If the restaurant will be open check the **Open?** box.
- d. Select the start and end times for **Open Hours, Delivery** from the dropdown lists.
- e. Select the start and end times for **Open Hours, Pickup** from the dropdown lists.
2. Repeat B through D until all your desired holiday's and hours are up to date.
3. Click **Save Holiday Hours**.



New Exact Date

1. Click the **New Exact Date** link.
2. Enter the **Holiday Name**.
3. Select a month and day from the dropdown lists for **On Day**.
4. If the restaurant will be closed, select **No** from the dropdown list under **Store Open?**.
5. If the restaurant will be open:
 - a. Select **Yes** from the dropdown list under **Store Open?**.
 - b. Select the start and end times for **Open Hours, Delivery** from the dropdown lists.
 - c. Select the start and end times for **Open Hours, Pickup** from the dropdown lists.

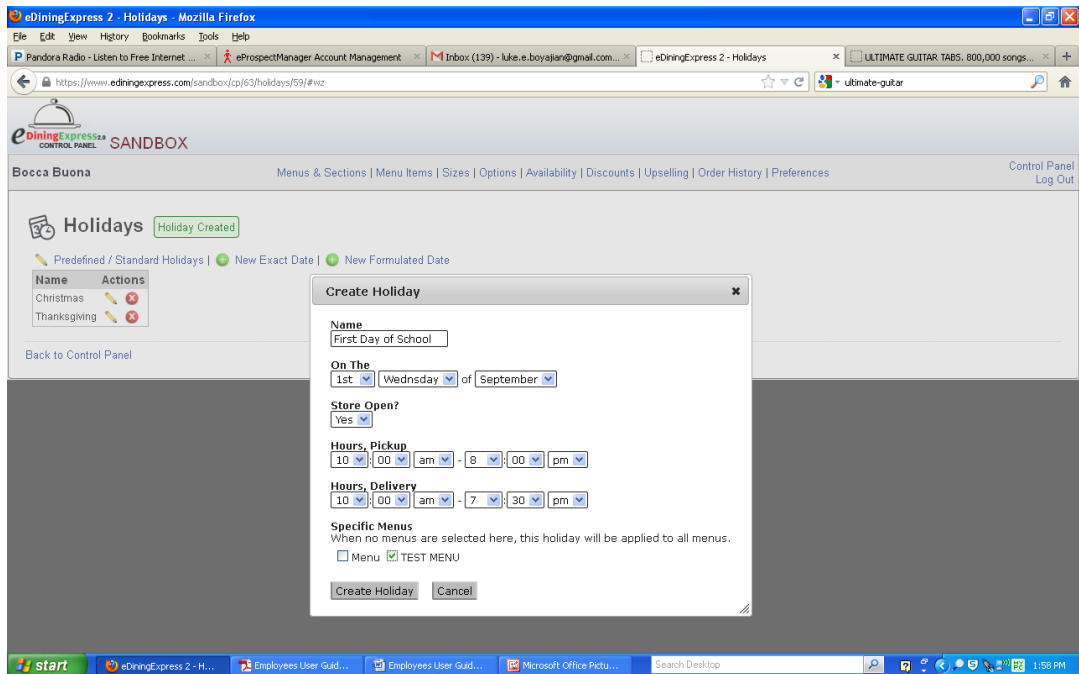
6. Click **Create Holiday**.



New Formulated Date

1. Click the **New Formulated Date**.
2. Enter the **Holiday Name**
3. Select a number, day of week, and month from the dropdown lists under **On The:**.
4. If the restaurant will be closed, select **No** from the dropdown list under **Store Open?**.
5. If the restaurant will be open:
 - a. Select **Yes** from the dropdown list under **Store Open?**.
 - b. Select the start and end times for **Open Hours, Delivery** from the dropdown lists.
 - c. Select the start and end times for **Open Hours, Pickup** from the dropdown lists.
6. Click **Create Holiday**.

eDiningExpress



Delivery

In this section you'll set up the restaurant to either accept delivery or not. If so, is there a minimum dollar amount before allowing delivery, what's the delivery charge, what type of address checking is being put into place; distance, zip codes, or specific neighborhoods.

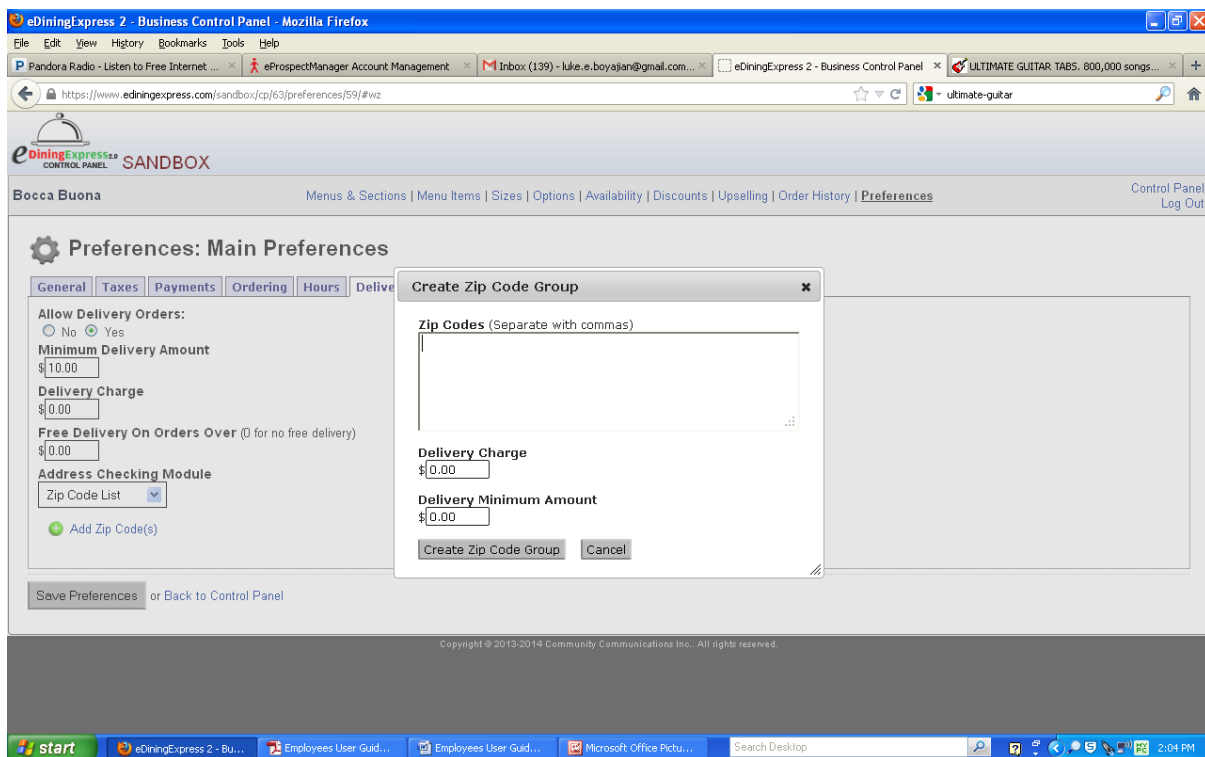
1. Select the **Delivery** Tab.
2. Select either "Yes" or "No" from the radio buttons labeled **Allow Delivery**.
3. If "Yes":
 - a. Fill in the dollar amount for **Minimum Delivery Amount**.
 - b. Fill in the dollar amount for **Delivery Charge**.
 - c. If you would like to allow free delivery for orders over a certain price, enter the price needed to get free delivery in the box labeled **Free Delivery on Orders Over**.
 - d. Select which formula the restaurant will use to define their delivery service in **Address Checking** from the dropdown list.

The screenshot shows the eDiningExpress 2 Business Control Panel in a Mozilla Firefox browser. The page is titled "Preferences: Main Preferences" and has several tabs: General, Taxes, Payments, Ordering, Hours, Delivery, Pickup, Merchant Setup, Policy, Notification, and Admin. The "Delivery" tab is selected. Under "Allow Delivery Orders:", the "Yes" radio button is selected. Below this, there are input fields for "Minimum Delivery Amount" (\$10.00), "Delivery Charge" (\$0.00), and "Free Delivery On Orders Over" (\$0.00). The "Address Checking Module" dropdown menu is set to "Distance", and a red arrow points to it. Below this, there is a "Distance Based Delivery Charges" section with a value of 2.5 Mile(s). At the bottom, there is a "Distance Delivery Charge Ranges" section with a link to "Add Delivery Charge Range". The page also includes a "Save Preferences" button and a link to "Back to Control Panel".

Zip Codes

If the delivery zone is based on zip codes:

1. Select **Using Zip Codes** in the Address Checking module.
2. Click the **Add Zip Code(s)** hyperlink.
3. Add a Zip Code or multiple Zip Codes to the field. Make sure to separate multiple zip codes with a coma.
4. Add either **Delivery Charge** or **Delivery Minimum Amount** that pertain ONLY TO THIS GROUP.
5. Click on the **Create Zip Code Group**.
6. Repeat steps 4 and 5 for all zip codes groups you would like to add.
7. Click **Save Preferences**.



Specific Distance

If the delivery zone is based on a Specific Distance:

1. Select **Distance** in the Address Checking Field.
2. Click **Add Delivery Charge Range** hyperlink in the bottom of the screen.

The screenshot shows the eDiningExpress Control Panel interface. The browser address bar displays 'https://www.ediningexpress.com/live20/cp/1/preferences/1/#'. The page title is 'ZZ Sandbox's & Testing'. The navigation menu includes 'Menus & Sections', 'Menu Items', 'Sizes', 'Options', 'Availability', 'Discounts', 'Upselling', 'Order History', 'Preferences', and 'Admin'. The 'Preferences' section is active, showing 'Main Preferences' with tabs for 'General', 'Taxes', 'Payments', 'Ordering', 'Hours', 'Delivery', 'Pickup', 'Merchant Setup', 'Policy', 'Notification', and 'Admin'. The 'Delivery' tab is selected. Under 'Allow Delivery Orders', 'Yes' is selected. 'Minimum Delivery Amount' is set to '\$10.00'. 'Delivery Charge' is set to '\$1.00'. 'Free Delivery On Orders Over' is set to '\$0.00'. Under 'Address Checking Module', 'Distance' is selected. Under 'Distance Based Delivery Charges', '3' is entered for 'Mile(s)'. Under 'Distance Delivery Charge Ranges', the 'Add Delivery Charge Range' link is highlighted with a red arrow. Below this, a range is shown: 'From 0.00 miles to 1.00 miles Charge: \$5.00 Minimum Order Amount: \$0.00'.

3. This will bring up a new window that allows you to choose delivery range and if you want a charge for delivery from that distance and if you want to have a minimum for the distance.
 - a. Enter a number for **Delivery Distance** (in Miles). The top box is for how many miles the delivery range starts from. The second box is for how many miles are included in the delivery range.
 - b. Next, add if there will be a delivery charge for orders that are delivered in this SPECIFIC delivery zone. (Does not apply for all zones you create)
 - c. Next, add a minimum amount that must be purchased for someone to get a delivery order in this zone.
4. Click **Create Distance Based Delivery Charge** button at the bottom of the screen.
5. If you would like to create multiple delivery zones with different delivery fees or minimums you can repeat steps 1-4 as many times as desired.
6. Click the **Save Preferences** button at the bottom of the screen once zones are done.

eDiningExpress

The screenshot displays the eDiningExpress 2 Business Control Panel in a Mozilla Firefox browser. The page title is "eDiningExpress 2 - Business Control Panel - Mozilla Firefox". The address bar shows the URL: <https://www.ediningexpress.com/sandbox/cp/63/preferences/59/#wz>. The page header includes the eDiningExpress logo, the word "SANDBOX", and the name "Bocca Buona". A navigation bar contains links: "Menus & Sections | Menu Items | Sizes | Options | Availability | Discounts | Upselling | Order History | Preferences". The "Preferences" link is highlighted. On the right, there are links for "Control Panel" and "Log Out".

The main content area is titled "Preferences: Main Preferences". It features a tabbed interface with tabs for "General", "Taxes", "Payments", "Ordering", "Hours", "Delivery", and "Employees". The "Delivery" tab is selected. The "Delivery" section includes the following options:

- Allow Delivery Orders:** Radio buttons for "No" and "Yes" (selected).
- Minimum Delivery Amount:** A text input field with the value "\$10.00".
- Delivery Charge:** A text input field with the value "\$0.00".
- Free Delivery On Orders Over:** A text input field with the value "\$0.00" and a note "(0 for no free delivery)".
- Address Checking Module:** A dropdown menu with "Distance" selected.
- Distance Based Delivery Charges:** A text input field with the value "2.5" and the unit "Mile(s)".
- Distance Delivery Charge Ranges:** A green plus icon and the text "Add Delivery Charge Range".

A modal window titled "Create Distance Based Delivery Charge" is open over the "Delivery" section. It contains the following fields:

- From (Miles):** A text input field.
- To (Miles):** A text input field.
- Delivery Charge:** A text input field with the value "\$0.00".
- Delivery Minimum Amount:** A text input field with the value "\$0.00".

At the bottom of the modal are two buttons: "Create Distance Based Delivery Charge" and "Cancel".

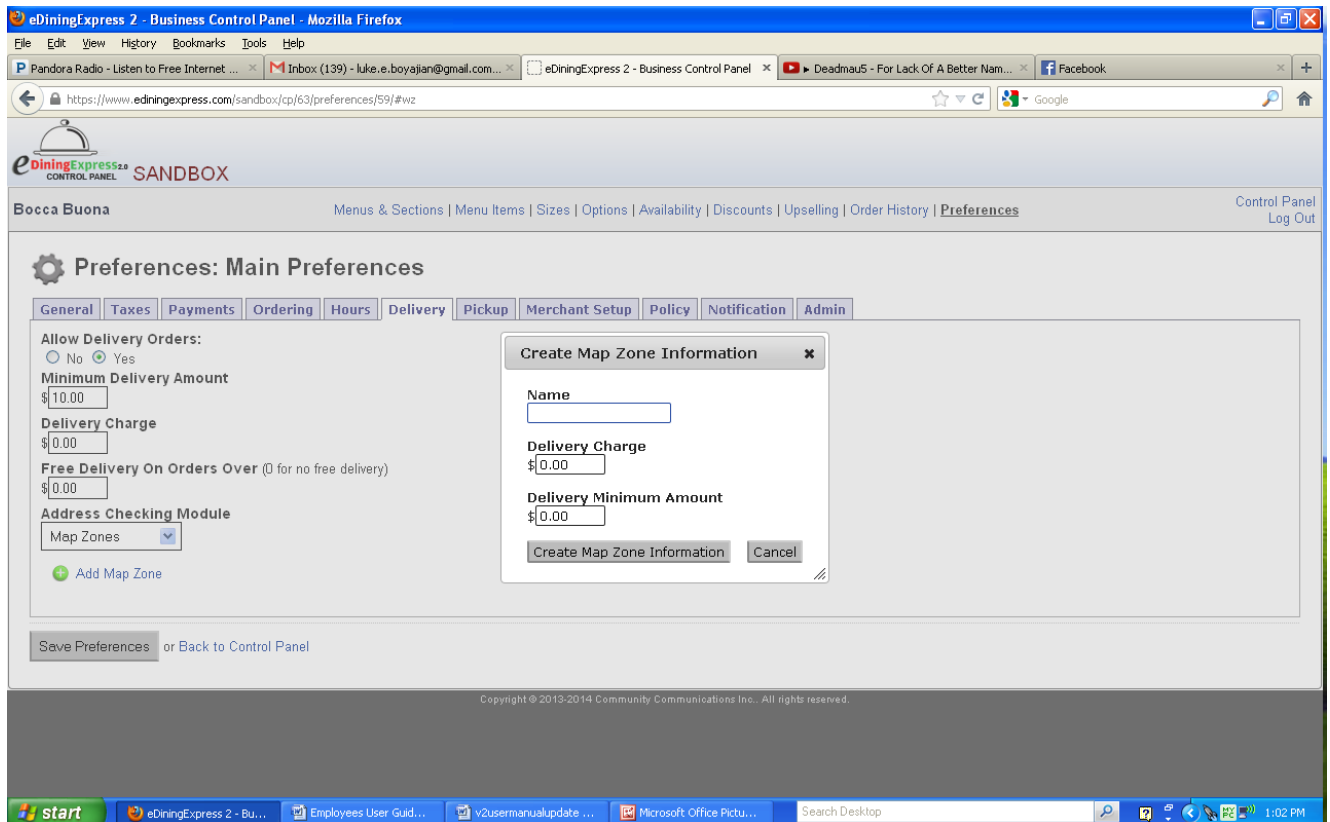
At the bottom of the main preferences area, there are two buttons: "Save Preferences" and "or Back to Control Panel".

The footer of the page contains the copyright notice: "Copyright © 2013-2014 Community Communications Inc. All rights reserved." The Windows taskbar at the bottom shows the Start button, several open applications (eDiningExpress 2 - Bu..., Employees User Guid..., Microsoft Office Pictu...), a search bar, and the system clock showing 2:05 PM.

Specific Neighborhoods (Using Map)

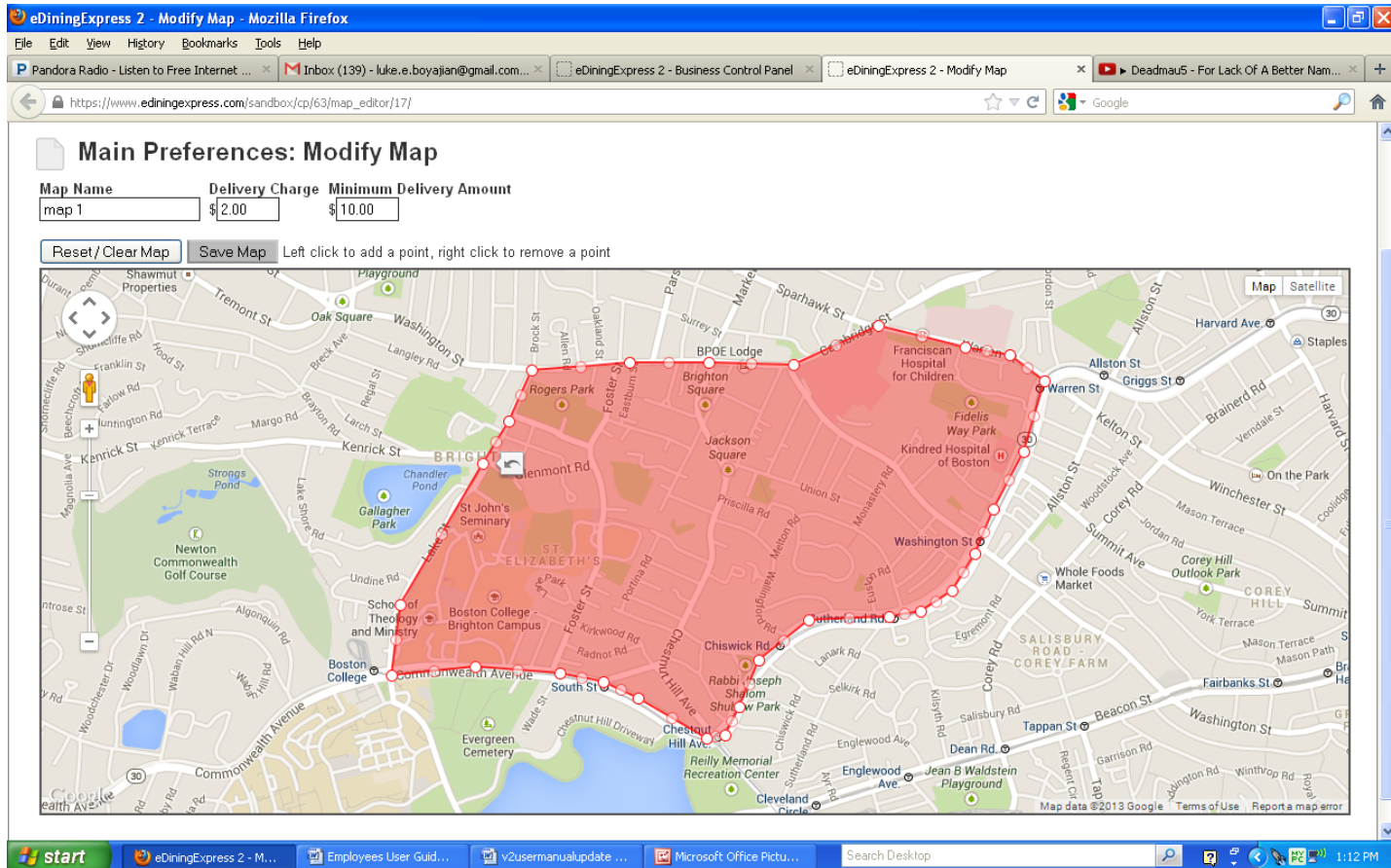
If the delivery zone is based on specific neighborhoods:

1. Select **Map Zone** in the Address Checking Field.
2. Click **Add Map Zone**.
3. Give the zone a name, a delivery charge (if needed) and a minimum amount (if needed).
4. Click the **Create Map Zone Information** button.



5. This will generate a bar at the bottom of the screen with the zone's information. To add the actual coordinates, click the **Edit Map** button at the bottom of the screen.
6. This will open a new tab and take you to a Google map feature where you will create the actual map zone.

7. Use the +/- on the left side of the map to set the desired zoom level.
8. Click on an edge of the delivery zone.
9. Continue clicking on points around the edge until the delivery area is defined. (To close the map, you must eventually end where you started).



Hint: To bend the defined lines around roads that curve, use the white dots to move the red lines in the direction you want. Every time you move one of the dots, two more will appear when you let go of the mouse button. You can use these to make the road curve more or less.

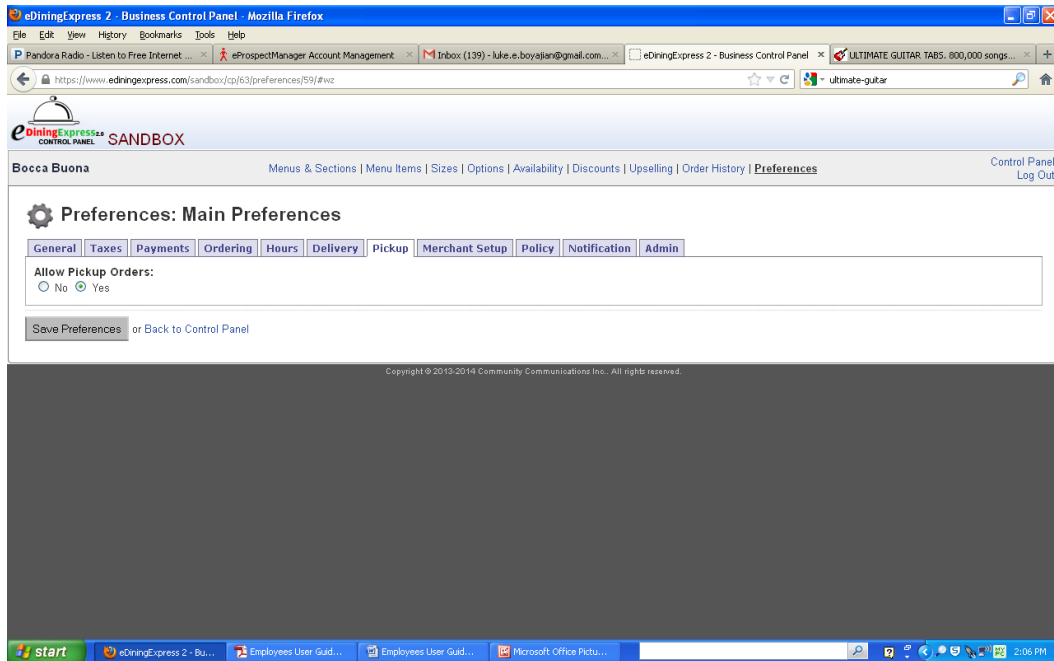
10. Click **Save Map**. You can then close the tab that has the map feature in it.

eDiningExpress

Pickup

Here you specify if the restaurant will allow the customer to place an order for pickup.

1. Select the **Pickup** Tab.
2. Select either “Yes” or “No” to **Allow Pickup** for restaurant orders.
3. Click **Save Changes**.



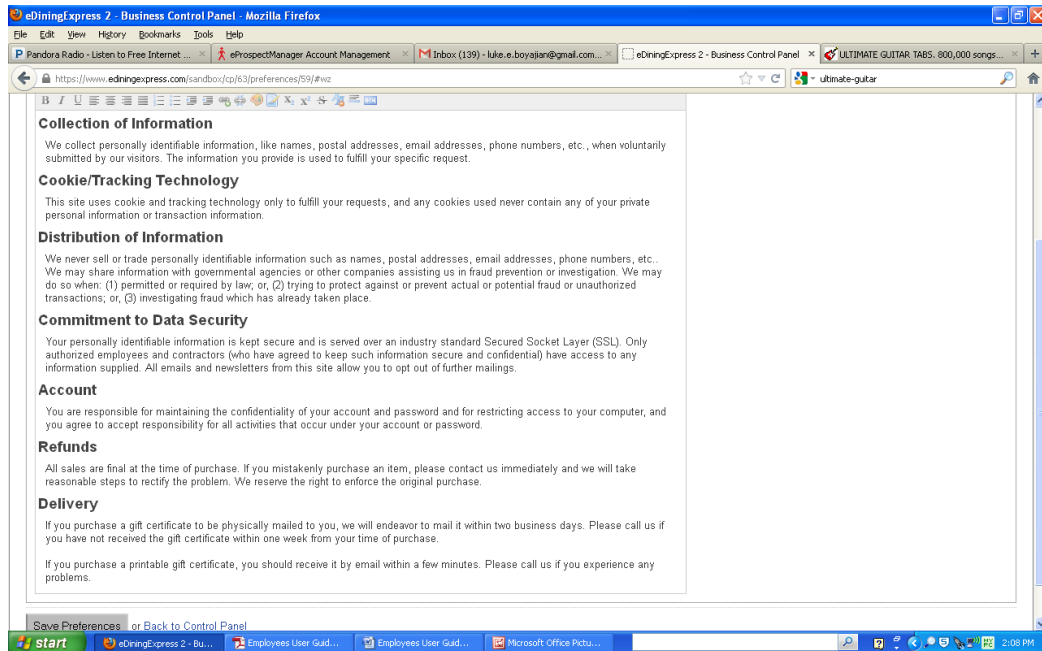
Merchant Setup

Do not change!

Custom Policy

If the restaurant wants a policy statement that is different than the eDiningExpress default you'll create it here.

1. Select the **Custom Policy** Tab.
2. Enter the new statement into the box.
3. Click **Save Changes**.



Notifications

All orders placed by customers have the option to be faxed, emailed, or both to the restaurant. Here you'll be setting up the options the restaurant allows with either the exact fax number, email address or both.

1. Select the **Notifications** Tab.
2. Select the preferred method of **Notification Module** using the dropdown list.

Fax

If the restaurant prefers to be notified by Fax:

- a. Select **By MetroFax** from the dropdown list.
- b. Click **Change**.
- c. Enter a phone number to **Send Fax To**.
- d. If the restaurant also wants to be notified by email, enter an email address in **Send Copy of Order to This E-Mail**.

The screenshot shows the eDiningExpress 2 Business Control Panel in a Mozilla Firefox browser. The page title is "eDiningExpress 2 - Business Control Panel - Mozilla Firefox". The address bar shows the URL "https://www.ediningexpress.com/sandbox/cp/63/preferences/59/#v2". The page has a navigation bar with links: "Menus & Sections | Menu Items | Sizes | Options | Availability | Discounts | Upselling | Order History | Preferences". The "Preferences" tab is selected. The "Preferences: Main Preferences" window is open, showing various settings. The "Notification Module" dropdown is set to "MetroFax". The "Fax Number" field is empty. The "Font Size" dropdown is set to "10pt". The "Attach Customer Receipt To Order:" section has radio buttons for "No" and "Yes", with "Yes" selected. The "Send Copy Of Order To This Email Address (optional)" field is empty. The "Send Future Orders" section has a dropdown set to "Send when ordered". The "Send Future Order Reminders To Above Address; (Zero to disable)" field is set to "0" Days ahead. The "Send Automated Phone Call To This Phone Number (optional)" field is empty. The "Display Blank Tip Line On Orders Without Tip" section has radio buttons for "No" and "Yes", with "Yes" selected. At the bottom, there is a "Save Preferences" button and a link "or Back to Control Panel". The footer of the page says "Copyright © 2013-2014 Community Communications Inc. All rights reserved." The Windows taskbar at the bottom shows the Start button and several open applications: "eDiningExpress 2 - Bu...", "Employees User Gud...", "Employees User Gud...", and "Microsoft Office Pictu...". The system clock shows "2:15 PM".

Email

If the restaurant prefers to be notified by email:

- a. Select **By E-Mail** from the dropdown list.
- b. Enter an email address in **E-Mail Address to Send Orders to**.

Firefox | 528Hz DNA Frequency - UNLOCK... | Roundcube Webmail: Welcome to R... | ed doc updates - luke.e.boyajian@g... | eDiningExpress 2 - Business Control P... | +

https://www.ediningexpress.com/live20/cp/1/preferences/1/ | Google

CONTROL PANEL

ZZ Sandbox's & Testing | Menus & Sections | Menu Items | Sizes | Options | Availability | Discounts | Upselling | Order History | **Preferences** | Admin | Control Panel | Restaurant List | Log Out

Preferences: Main Preferences

General | Taxes | Payments | **Ordering** | Hours | Delivery | Pickup | Merchant Setup | Policy | Notification | Admin

Notification Module
E-Mail

E-Mail Address to send orders to
jesse@jessejoh.com

Attach Customer Receipt To Order:
☐ No ☒ Yes

Send Copy Of Order To This Email Address (optional)
[Text Field]

Send Future Orders
Send when ordered

Send Future Order Reminders To Above Address: (Zero to disable)
0 Days ahead

Send Automated Phone Call To This Phone Number (optional)
[Text Field]

Display Blank Tip Line On Orders Without Tip
☐ No ☒ Yes

Save Preferences | or Back to Control Panel

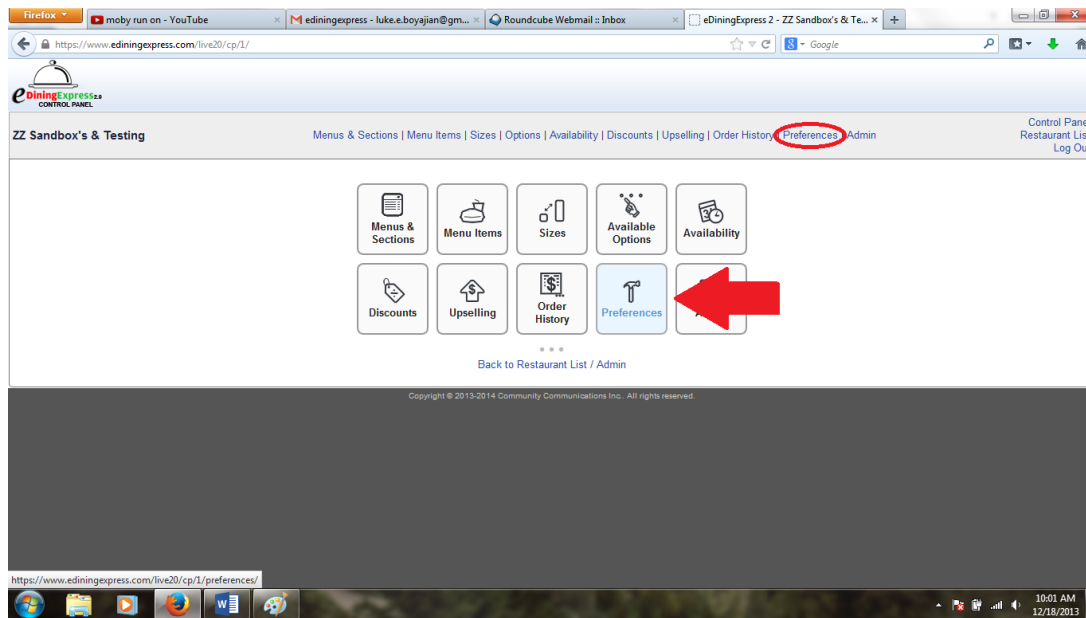
Copyright © 2013-2014 Community Communications Inc. All rights reserved. | 2:25 PM 12/20/2013

- c. You can also choose if you'd like to attach a receipt to the customer's order using the radio buttons below the **Email Address** box (titled **Attach Customer Receipt to Order**)
- d. If you would like to send a copy of the order to a different e:mail address than the one above, you can enter in a new address into the box labeled, **Send Copy of Order to This Email Address**.
- e. Click the **Save Preferences** button when done.

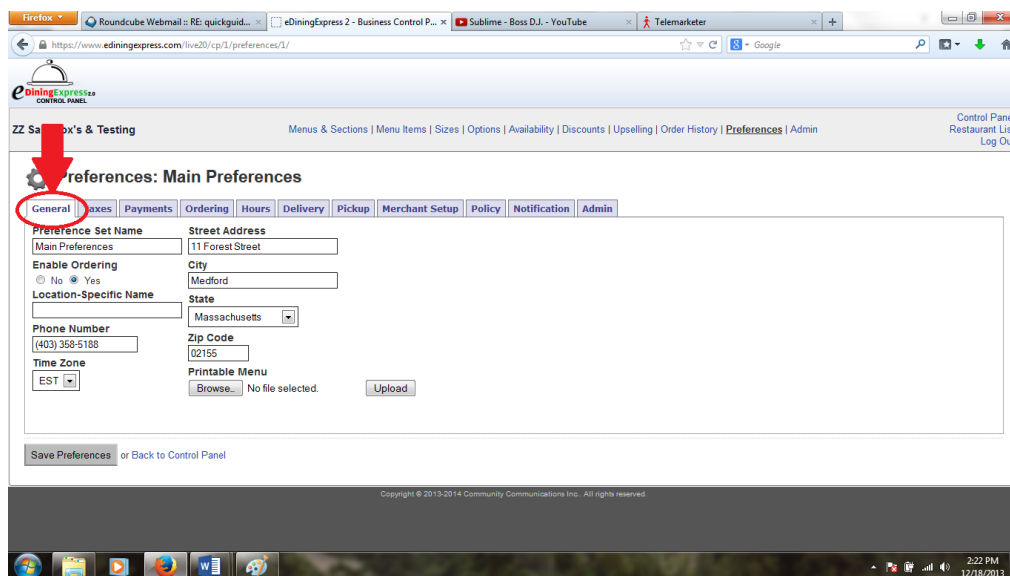
Turning Online Ordering On and Off

If you need to turn the online ordering on or off, you can manage this through the Preferences screen.

1. To access the preferences screen, click the **Preferences** button either from the control panel or from the hyperlink at the top of the page.



2. Clicking on **Preferences** will usually take you to the General page. You can confirm this by checking the tabs at the top. If General is not selected, click on the **General** tab.



eDiningExpress

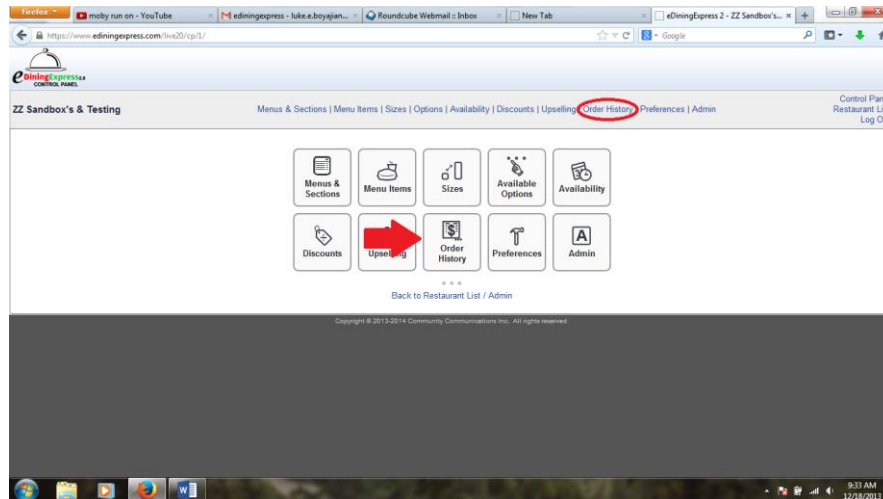
- To turn online ordering off, click the **No** button beneath “**Enable Ordering**”. To turn online ordering back on, click the **Yes** button. Then click the Save Preferences button at the bottom of the screen to confirm your selection.

The screenshot shows the eDiningExpress Control Panel interface. The browser window has multiple tabs open, including 'moby run on - YouTube', 'ediningexpress - luke.e.boyajian@gmail...', 'Roundcube Webmail - Inbox', and 'eDiningExpress 2 - Business Control P...'. The address bar shows 'https://www.ediningexpress.com/live20/cp/1/preferences/1/'. The page title is 'ZZ Sandbox's & Testing'. The navigation bar includes links for 'Menus & Sections', 'Menu Items', 'Sizes', 'Options', 'Availability', 'Discounts', 'Upselling', 'Order History', 'Preferences', and 'Admin'. The 'Preferences' section is active, showing a form titled 'Preferences: Main Preferences'. The form has tabs for 'General', 'Taxes', 'Payments', 'Ordering', 'Hours', 'Delivery', 'Pickup', 'Merchant Setup', 'Policy', 'Notification', and 'Admin'. The 'Ordering' tab is selected. The form contains the following fields: 'Preference Set Name' (Main Preferences), 'Street Address' (11 Forest Street), 'Enable Ordering' (radio buttons for No and Yes, with Yes selected), 'Location-Specific Name', 'State' (Massachusetts), 'Phone Number' ((403) 358-5188), 'Zip Code' (02155), 'Time Zone' (EST), and 'Printable Menu' (Browse... No file selected. Upload). A red arrow points to the 'Enable Ordering' radio buttons. At the bottom of the form, there is a 'Save Preferences' button and a link 'or Back to Control Panel'. The footer shows 'Copyright © 2013-2014 Community Communications Inc. All rights reserved.' and the system clock shows '9:59 AM 12/18/2013'.

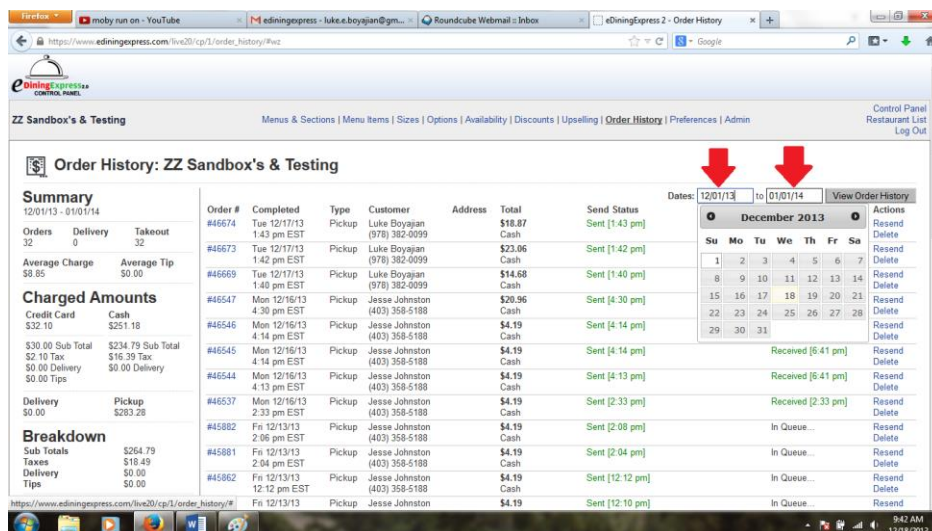
Looking Up Orders and Generating Sales Reports

Viewing a sales report will help show you trends in your business as well as provide overall numbers for a specific time period. It can also be used to see individual orders.

1. Start by clicking on the **Order History** button, either from the control panel or by clicking the hyperlink from the list at the top of the page.



2. This will take you to a list of orders. You can look up specific date ranges by clicking on either of the two date boxes in the top right of the page. Clicking in either of these boxes will show a calendar from which you can search for a specific month and day. The left box chooses the start date for the sales report and the right box chooses the end date. Once your dates are selected, click the **View Order History** button.

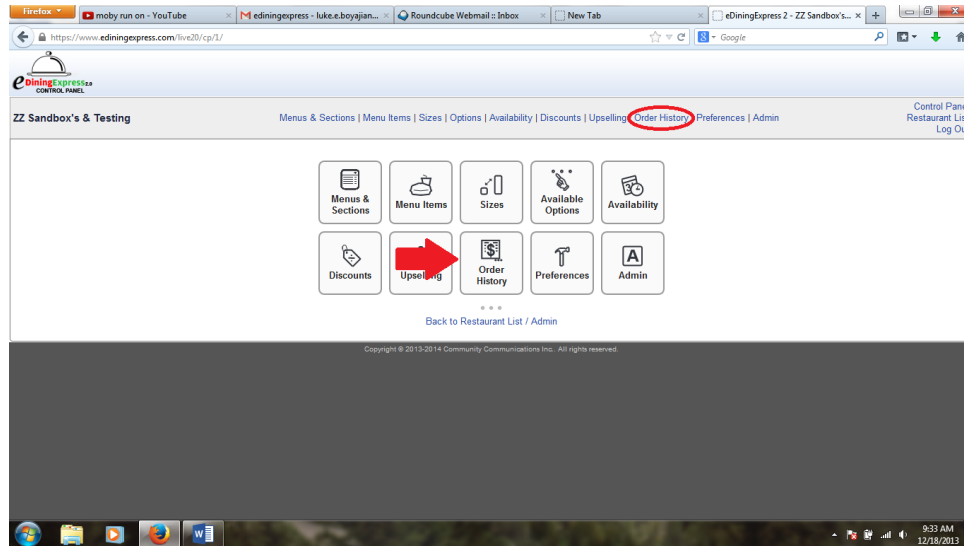


3. Here you will see a list of orders for this date range. In addition, on the left of the screen there will be a summary report for the time period you've selected.

Refunds and Resending Orders

At some point you may need to refund an order through the eDiningExpress system.

1. First, follow the steps in the Looking up Orders and Generating Sales Reports section until you get to the **Order History** page.



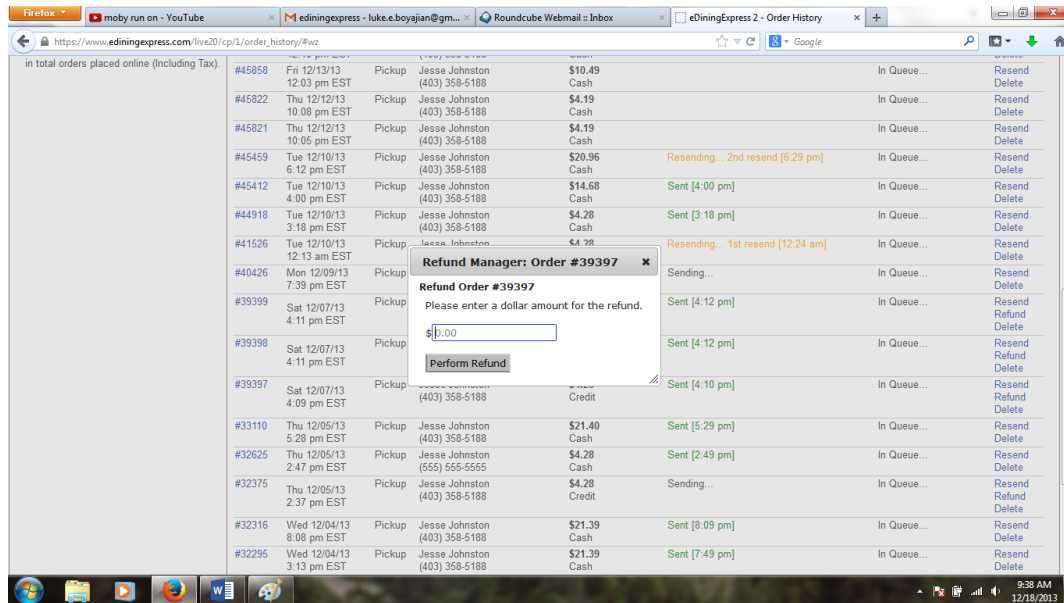
2. Locate the order in the list. On the right you will see three hyperlinks.
3. Click the Refund link.

The screenshot shows the eDiningExpress Order History page. It displays a list of orders with columns for Order ID, Date/Time, Status, Pickup Location, Customer Name, Amount, Status, and Actions. The 'Actions' column contains three hyperlinks: Resend, Refund, and Delete. A red arrow points to the 'Refund' link for order #39398.

Order ID	Date/Time	Status	Pickup Location	Customer Name	Amount	Status	Actions
#45858	Fri 12/13/13 12:03 pm EST	In Queue...	Jesse Johnston (403) 358-5188	\$10.49	Cash	In Queue...	Resend Delete
#45822	Thu 12/12/13 10:08 pm EST	In Queue...	Jesse Johnston (403) 358-5188	\$4.19	Cash	In Queue...	Resend Delete
#45821	Thu 12/12/13 10:05 pm EST	In Queue...	Jesse Johnston (403) 358-5188	\$4.19	Cash	In Queue...	Resend Delete
#45459	Tue 12/10/13 6:12 pm EST	Resending... 2nd resend [6:29 pm]	Jesse Johnston (403) 358-5188	\$20.96	Cash	In Queue...	Resend Delete
#45412	Tue 12/10/13 4:00 pm EST	Sent [4:00 pm]	Jesse Johnston (403) 358-5188	\$14.68	Cash	In Queue...	Resend Delete
#44918	Tue 12/10/13 3:18 pm EST	Sent [3:18 pm]	Jesse Johnston (403) 358-5188	\$4.28	Cash	In Queue...	Resend Delete
#41526	Tue 12/10/13 12:13 am EST	Resending... 1st resend [12:24 am]	Jesse Johnston (403) 358-5188	\$4.28	Cash	In Queue...	Resend Delete
#40426	Mon 12/09/13 7:39 pm EST	Sending...	Jesse Johnston (403) 358-5188	\$4.28	Cash	In Queue...	Resend Delete
#39399	Sat 12/07/13 4:11 pm EST	Sent [4:12 pm]	Jesse Johnston (403) 358-5188	\$4.28 (\$4.28 refunded)	Credit	In Queue...	Resend Refund Delete
#39398	Sat 12/07/13 4:11 pm EST	Sent [4:12 pm]	Jesse Johnston (403) 358-5188	\$4.28	Credit	In Queue...	Resend Refund Delete
#39397	Sat 12/07/13 4:09 pm EST	Sent [4:10 pm]	Jesse Johnston (403) 358-5188	\$4.28	Credit	In Queue...	Resend Refund Delete
#33110	Thu 12/05/13 5:28 pm EST	Sent [5:29 pm]	Jesse Johnston (403) 358-5188	\$21.40	Cash	In Queue...	Resend Delete
#32625	Thu 12/05/13 2:47 pm EST	Sent [2:49 pm]	Jesse Johnston (555) 555-5555	\$4.28	Cash	In Queue...	Resend Delete
#32375	Thu 12/05/13 2:37 pm EST	Sending...	Jesse Johnston (403) 358-5188	\$4.28	Credit	In Queue...	Resend Refund Delete
#32316	Wed 12/04/13 8:08 pm EST	Sent [8:09 pm]	Jesse Johnston (403) 358-5188	\$21.39	Cash	In Queue...	Resend Delete
#32295	Wed 12/04/13 3:13 pm EST	Sent [7:49 pm]	Jesse Johnston (403) 358-5188	\$21.39	Cash	In Queue...	Resend Delete

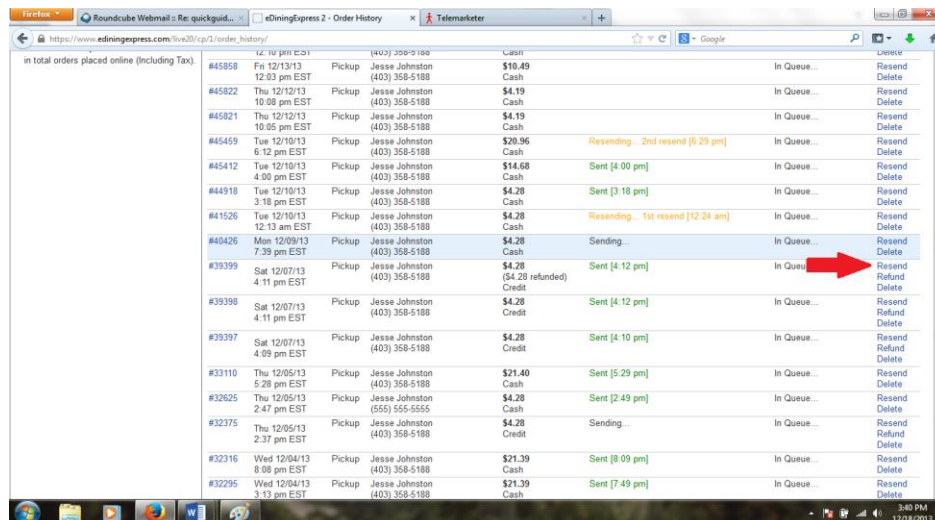
eDiningExpress

- This will bring up a new box that will ask for the dollar amount you would like to refund. (You can refund the entire order or just part of it). Enter in the amount you would like to refund and press the **Perform Refund** button.



There may also be a time when you need to resend an order that was not received correctly. To do this, find the order using steps 1 and 2 from the Refund explanation above.

- Once you've located the specific order that needs to be resent, click the **Resend** link on the right of the page, above the **Refund** link.



- Once you've clicked the link, wait a moment and a confirmation screen will pop up saying the order number and that it has been resent.

eDiningExpress

Firefox - Roundcube Webmail - Re: quickguid... - eDiningExpress 2 - Order History - Telemarketer

https://www.ediningexpress.com/live20/cp/1/order_history/#wz

in total orders placed online (including Tax)

#45858	Fri 12/13/13 12:03 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$10.49 Cash	In Queue...	Resend Delete
#45822	Thu 12/12/13 10:08 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$4.19 Cash	In Queue...	Resend Delete
#45821	Thu 12/12/13 10:05 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$4.19 Cash	In Queue...	Resend Delete
#45459	Tue 12/10/13 6:12 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$20.96 Cash	Resending... 2nd resend (6:29 pm)	In Queue... Resend Delete
#45412	Tue 12/10/13 4:00 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$14.68 Cash	Sent [4:00 pm]	In Queue... Resend Delete
#44918	Tue 12/10/13 3:18 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$4.19 Cash	Sent [3:18 pm]	In Queue... Resend Delete
#41526	Tue 12/10/13 12:13 am EST	Pickup	Jesse Johnston (403) 358-5188	\$4.19 Cash	Resending... 1st resend (12:24 am)	In Queue... Resend Delete
#40426	Mon 12/09/13 7:39 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$4.19 Cash	Sending...	In Queue... Resend Delete
#39399	Sat 12/07/13 4:11 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$4.28 Credit (\$4.28 refunded)	Sent [4:12 pm]	In Queue... Resend Refund Delete
#39398	Sat 12/07/13 4:11 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$4.28 Credit	Sent [4:12 pm]	In Queue... Resend Refund Delete
#39397	Sat 12/07/13 4:09 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$4.28 Credit	Sent [4:10 pm]	In Queue... Resend Refund Delete
#33110	Thu 12/05/13 5:28 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$21.40 Cash	Sent [5:29 pm]	In Queue... Resend Delete
#32625	Thu 12/05/13 2:47 pm EST	Pickup	Jesse Johnston (555) 555-5555	\$4.28 Cash	Sent [2:49 pm]	In Queue... Resend Delete
#32375	Thu 12/05/13 2:37 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$4.28 Credit	Sending...	In Queue... Resend Refund Delete
#32316	Wed 12/04/13 8:08 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$21.39 Cash	Sent [8:09 pm]	In Queue... Resend Delete
#32295	Wed 12/04/13 3:13 pm EST	Pickup	Jesse Johnston (403) 358-5188	\$21.39 Cash	Sent [7:49 pm]	In Queue... Resend Delete

Order #39397 has been re-sent to the restaurant

OK

3:42 PM 12/18/2013