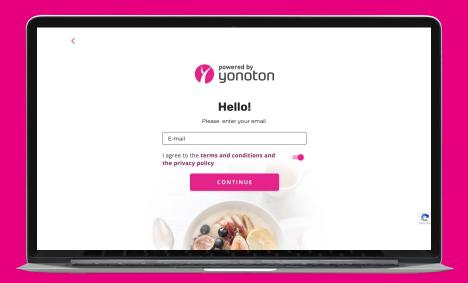


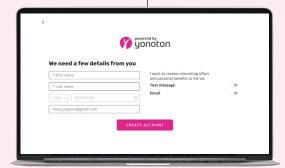
Web shop user instructions











#### **Email**

Start the process by entering your email.

#### **Verification code**

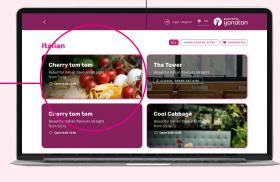
You will receive a verification code via email – enter it into the text field.

#### **Personal information**

After verifying your email, you will need to add some personal details such as your name and email address.

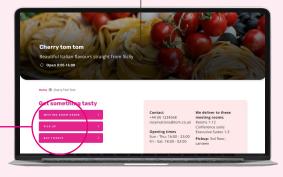


listing



#### **Choose a restaurant**

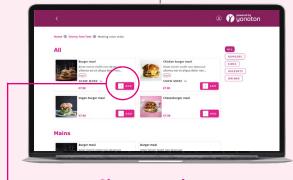
After registration / login process, you will see a list of restaurants to choose from. Pick the one you want to order food from.



### Venue page: choose a service

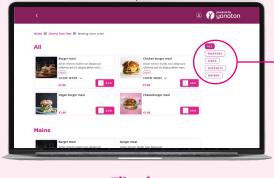
Do you want your food delivered to a meeting room or do you want to pick it up yourself? Or do you want to buy tickets. Choose the service here.





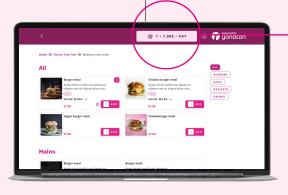
# **Choose products**

Whether you're buying tickets or food items, you will find a list of all the available products that are offered.



# **Filtering**

Use the tabs on the right side to filter items according to categories.

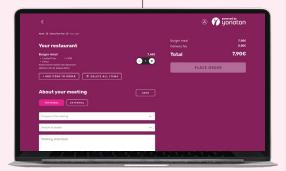


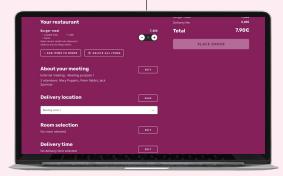
### Item added

Once you have selected an item, it will show in your basket. This is indicated by the shopping basket button in the top right. Click it to get to checkout.









#### **Checkout view**

You have selected your items, now it's time to fill in the required fields so that your order can be processed.

# **About your meeting**

Add details about your meeting, like the amount of people attending and what the meeting is for.

# **Delivery location**

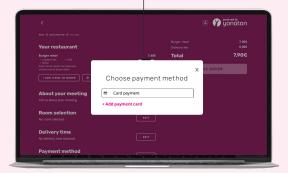
From the dropdown, select the meeting room you wish your food to be delivered to.





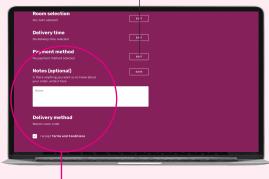


Select a date and time for your order.



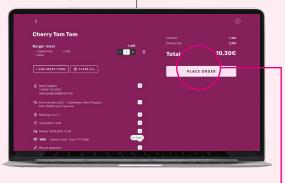
# **Payment method**

Select your payment method, or add a new one.



**Notes** 

If you have anything you think the restaurant or delivery people need to know, you can write it here.



## Place order \_

When you have filled in all of the required fields, the order button will become active and you can place your order.



# Thank you

You will be directed to a Thank you / order confirmation screen. An email will also be sent with the details of your order.



#### **Confirmation email**

You will receive an order confirmation to your email with a link to the order.



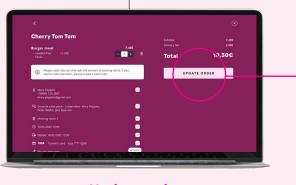
**Order history** 

You can check the status of your current order, and see all your past orders, in the order history tab of your profile. You can click to it directly from the Thank you –page, or you can find it via the profile menu top right.



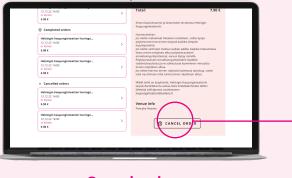
### **Edit order**

To edit an existing order, just click on the "Edit order" –button that is found inside the order status card. You can edit your order until 1pm the day before.



# **Update order**

After you've done the desired changes to your order, you should click the "Update Order" – button. Please note! You can only edit the amount of existing items. If you wish to add new items, please create a new order.



# **Cancel order**

You can cancel your order from the order history view. The cancel order button will appear at the bottom of the order view.