

Internal Catering Booking with FoodHertfordshire User Guide

Registering

If you have not signed in before please register to obtain your password.

- Enter your full email address and **Go**
- Enter the requested information – first name, surname, department and telephone number.

The password will then be emailed to you shortly. Please remember or keep your password in a safe place for you will need this to make bookings.

Once password has been issued please sign in with full email address and password.

Signing in

- Enter your email address and password.

Adding a booking

- To Add a booking select the date you will need the catering services then the Event Time. The event time is when you would like the catering services delivered.
- Input number of people, location and room.
- Press **Go**.

Ordering catering services needed

- Select the items needed. For example desserts, then mini Danish. Clicking on the product will give you a description of the product and how many are included in the order.
- Press **Add to Cart**

On the right hand side of the screen you will be able to see the products that you have ordered and prices/total.

Amending catering services needed

- By pressing the **Remove** button - this will remove the item from your booking.
- By pressing the **Show All** button - this will detail the booking where you will also be able to edit the quantity required.

Finalising your booking

- Once booking complete press **Continue**.
- Add any delivery notes necessary and provide contact name and contact telephone number as requested.
- If you need to edit the booking press edit and make any changes desired then press **Continue**.
- To complete booking press **Check Out**.
- Complete any dietary requirements necessary and press **Update**.
- Complete Charge Details and any Account Notes necessary and **Confirm Order**.
- Then **Print Page** for the Confirmation of Your Order for your records.
- Then **Sign Out**.

Amendments to a Current Booking

If you have amendments to do at a later date for a particular booking enter your email address and password as before.

Your current bookings will appear. If more than one booking is made on a day, then all the bookings will appear on the first booking made.

Press **Edit** on the booking you would like to make amends to and follow instructions as before.

To Add a Further Booking

If you would like to add a further booking, input details as before under Add Further Booking and **Press Add Delivery**.

And follow instructions as before.