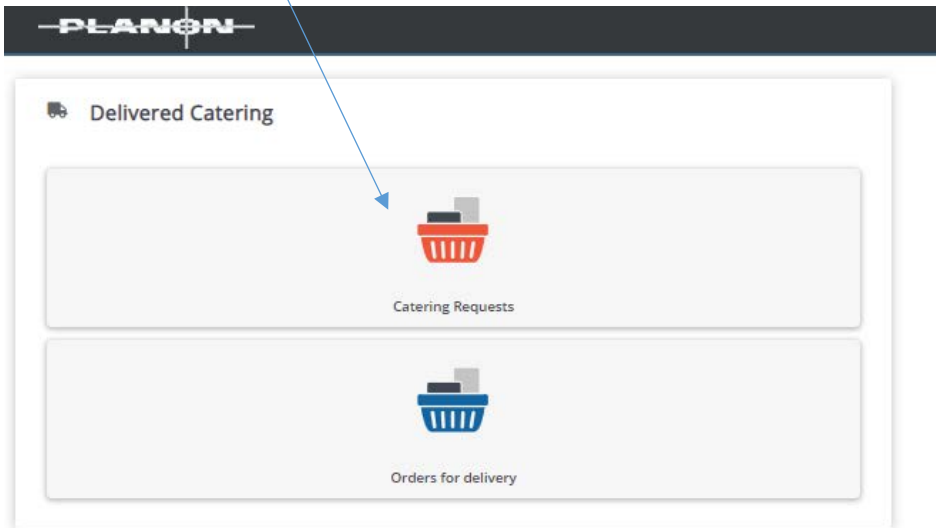


## Campus Kitchen Online - Placing an order

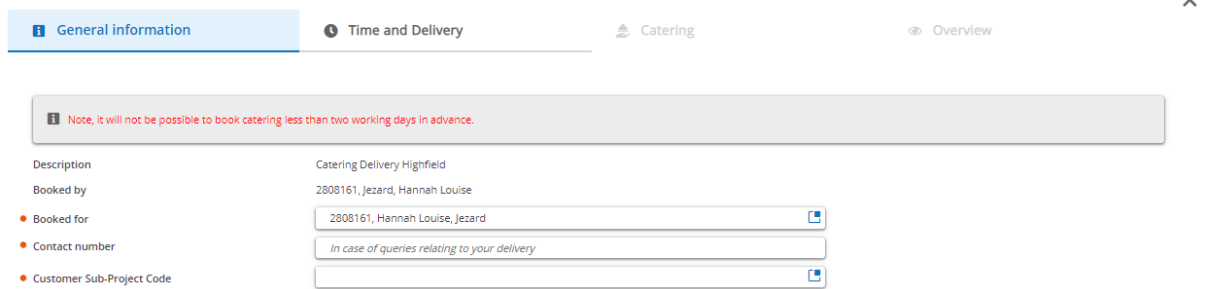
1. Follow this link or click the “Campus Kitchen Online” logo on the front page of SUSSED
2. Click “Catering requests”



3. Select which campus you require the delivery to be sent to



4. Complete the information required. **NOTE:** a minimum of two working days' notice is required



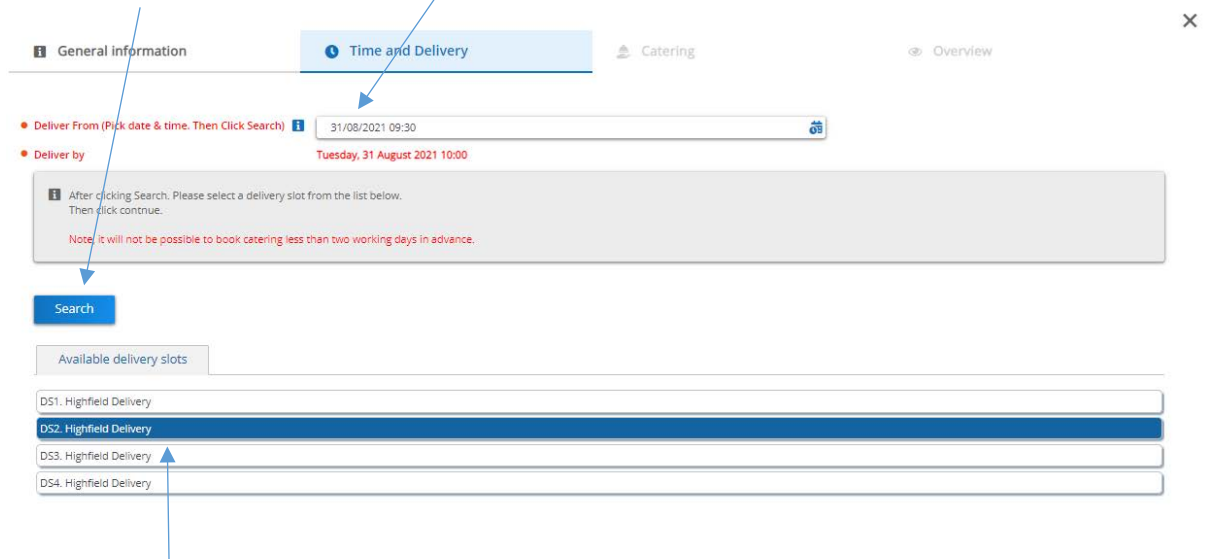
**General information** | Time and Delivery | Catering | Overview

**Note, it will not be possible to book catering less than two working days in advance.**

Description: Catering Delivery Highfield  
 Booked by: 2808161, Jezard, Hannah Louise  
 Booked for: 2808161, Hannah Louise, Jezard  
 Contact number: In case of queries relating to your delivery  
 Customer Sub-Project Code:

5. Select the date and timings for your delivery. **NOTE:** this is a 30 minute slot. If you require catering for 10am, select a 9:30am slot.

Press "Search"



**General information** | **Time and Delivery** | Catering | Overview

Deliver From (Pick date & time. Then Click Search): 31/08/2021 09:30  
 Deliver by: Tuesday, 31 August 2021 10:00

**After clicking Search. Please select a delivery slot from the list below. Then click continue.**  
**Note, it will not be possible to book catering less than two working days in advance.**

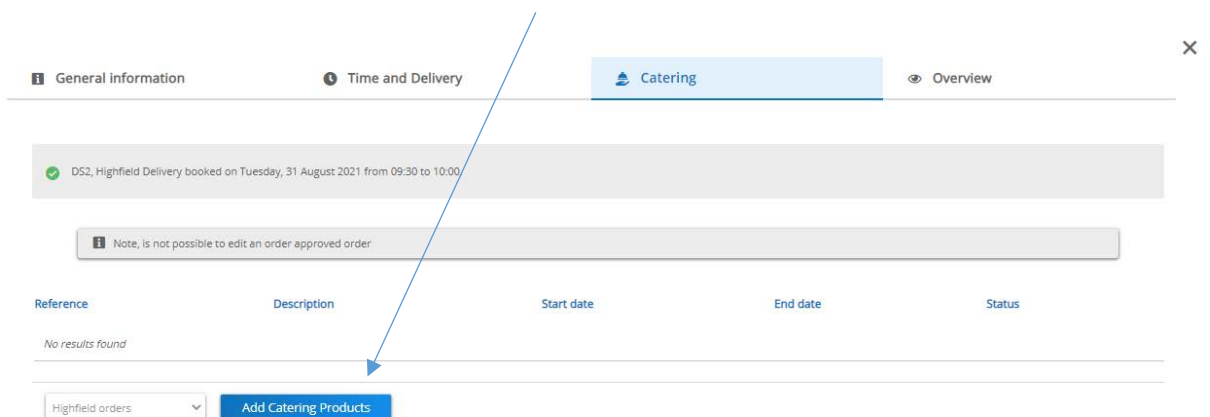
**Search**

Available delivery slots

- DS1. Highfield Delivery
- DS2. Highfield Delivery**
- DS3. Highfield Delivery
- DS4. Highfield Delivery

Select an available delivery slot. Press "Continue" at the bottom right of the page.

6. Your booking time slot is now confirmed. Now, add products.



**General information** | Time and Delivery | **Catering** | Overview

**DS2, Highfield Delivery booked on Tuesday, 31 August 2021 from 09:30 to 10:00**

**Note, is not possible to edit an order approved order**

Reference	Description	Start date	End date	Status
No results found				

Highfield orders | **Add Catering Products**

- On this page, use the “Menu Section” drop down box to navigate through the menu sections, or use the “Description” box if you’d like to search for a specific item. First, select a delivery & service option

General information | Time and Delivery | **Catering** | Overview





DIS, Highfield Delivery booked on Tuesday, 31 August 2021 from 09:30 to 10:00.

Select the section of the menu, then search, select the products you wish to order (hold down CTRL key to select more than one). Quantities are selected at the next step.










Menu Section:

Description:

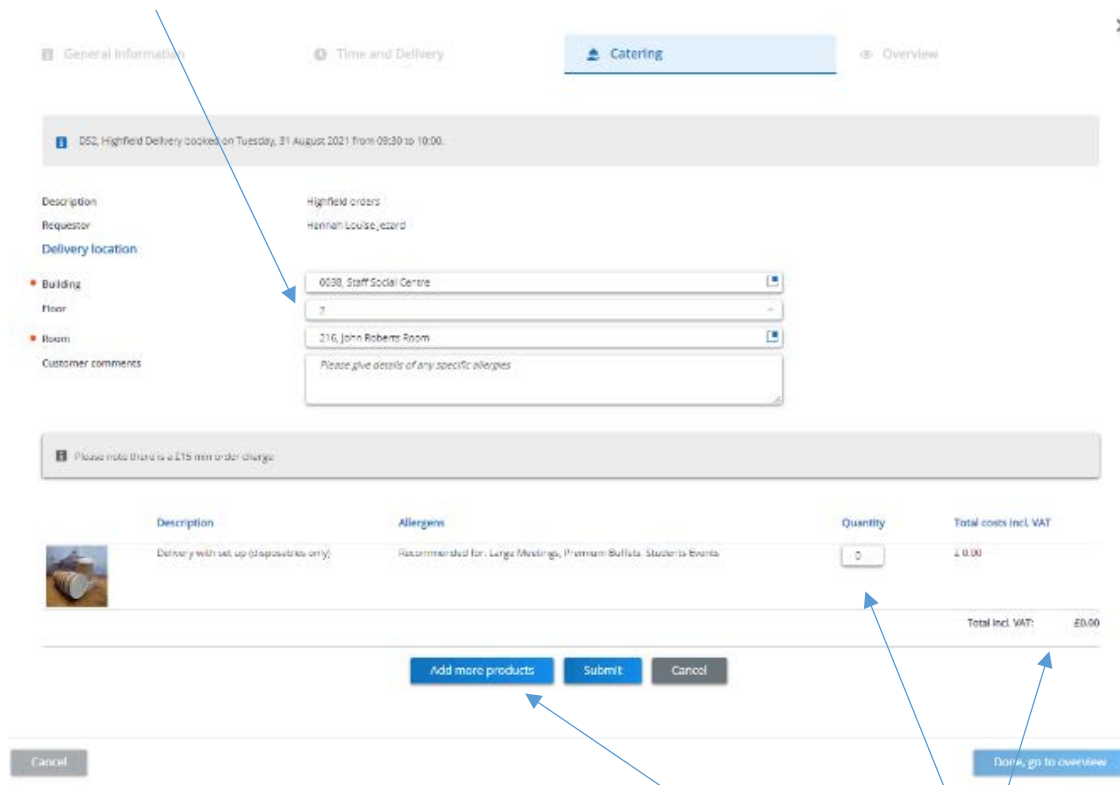
1 - 10 of 56

photo	Description	Comments	Unit Cost
	Simply delivery	Recommended for: Small Meetings, Breakfast, Refreshments	£ 0.00
	Delivery with set up (disposables only)	Recommended for: Large Meetings, Premium Buffets, Students Events	£ 15.00000
	White table linen (per cloth)	Recommended for: Conferences, Public Events, Celebrations	£ 6.50
	Crockery / glassware hire (price per person, please enter total guest numbers)	Recommended for: Conferences, Public Events, Celebrations	£ 0.50

Scroll to the bottom of the page and click “Add products to my order”

	Delivery with set up (disposables only)	Recommended for: Large Meetings, Premium Buffets, Students Events	£ 15.00000
	White table linen (per cloth)	Recommended for: Conferences, Public Events, Celebrations	£ 6.50
	Crockery / glassware hire (price per person, please enter total guest numbers)	Recommended for: Conferences, Public Events, Celebrations	£ 0.50
	Service person (price per person per hour, please specify times in customer comments box)	One service staff recommended per 50 guests	£ 70.00
	Tea & coffee		£ 1.50
	Tea, coffee & biscuits	Contains: Gluten, Milk, Egg — check individual packaging for full allergen information	£ 2.15
	New Forest mineral water 500ml (Still)		£ 1.30
	New Forest mineral water 500ml (Sparkling)		£ 1.30
	Juice burst apple 500ml		£ 1.50

- Input delivery information to include the building, room details and any other information which you think our delivery team would find useful to ensure a smooth service.

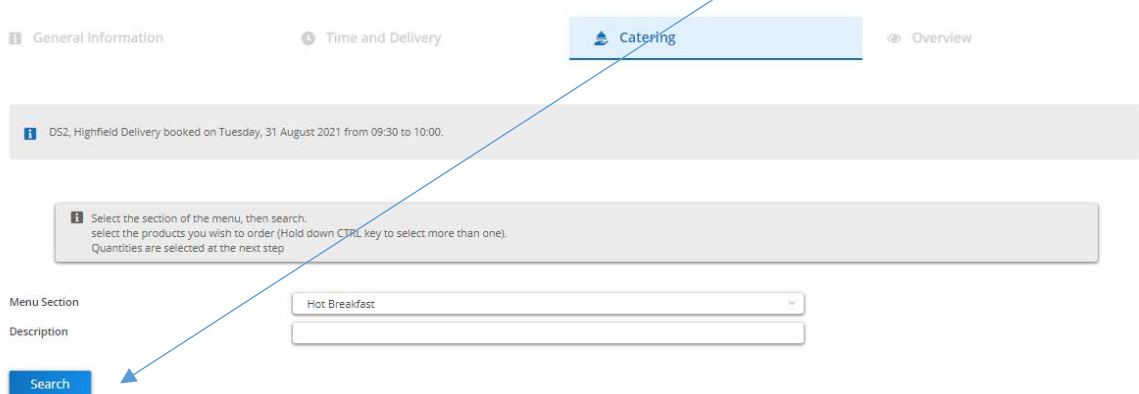


The screenshot shows the 'Catering' tab in the system. At the top, there are tabs for 'General Information', 'Time and Delivery', 'Catering', and 'Overview'. A notification bar states: 'DS2, Highfield Delivery booked on Tuesday, 31 August 2021 from 09:30 to 10:00:'. Below this, the 'Delivery location' section is active, showing a dropdown menu for 'Building' with '0038, Staff Social Centre' selected, and a dropdown for 'Room' with '216, John Roberts Room' selected. There is also a text area for 'Customer comments' with the placeholder text 'Please give details of any specific allergies'. A warning message says 'Please note there is a £15 min order charge'. Below the form is a table with columns: 'Description', 'Allergens', 'Quantity', and 'Total costs incl. VAT'. The table contains one row: 'Delivery with set up (topoworks only)' with a quantity of '0' and a total cost of '£ 0.00'. At the bottom of the table, there are buttons for 'Add more products', 'Submit', and 'Cancel'. A 'Done, go to overview' button is also visible.

At this point, you can also change the quantity of the items shown which will change the total cost.

Once you're happy with the delivery information and quantity of the item, click "Add more products".

- Continue to add more products by using the drop down and clicking "Search". Select the required products and click "Add products to my order" as you did previously.



The screenshot shows the 'Catering' tab in the system. At the top, there are tabs for 'General Information', 'Time and Delivery', 'Catering', and 'Overview'. A notification bar states: 'DS2, Highfield Delivery booked on Tuesday, 31 August 2021 from 09:30 to 10:00:'. Below this, there is a message: 'Select the section of the menu, then search. select the products you wish to order (Hold down CTRL key to select more than one). Quantities are selected at the next step'. The 'Menu Section' dropdown is set to 'Hot Breakfast'. Below it is a 'Description' input field. A blue 'Search' button is highlighted with a blue arrow.

10. On this page you can edit the quantities as you did before and go backwards and forwards adding as much as you'd like by clicking the "Add more products" button. Once you've finished adding items to your order, click "Submit".

D52, Highfield Delivery booked on Tuesday, 31 August 2021 from 09:30 to 10:00.



Description: Highfield orders  
Requestor: Hannah Louise Jezard

**Delivery location**

- Building:
- Floor:
- Room:

Customer comments:

Please note there is a £15 min order charge

Description	Allergens	Quantity	Total costs incl. VAT
 Delivery with set up (disposables only)	Recommended for: Large Meetings, Premium Buffets, Students Events	<input type="text" value="1"/>	£ 15.00
 Bacon, egg, cheese muffin	Contains: Egg, Soya, Gluten, Sesame, Milk	<input type="text" value="10"/>	£ 25.00
Hash brown, mushroom, vegan cheese muffin	Contains: Egg, Gluten, Sesame, Milk	<input type="text" value="4"/>	£ 10.00
			<b>Total incl. VAT: £50.00</b>

11. Once you've clicked "Submit" this will then take you through to your confirmation page where you will see your most recent order. Now, click "Done, go to overview".

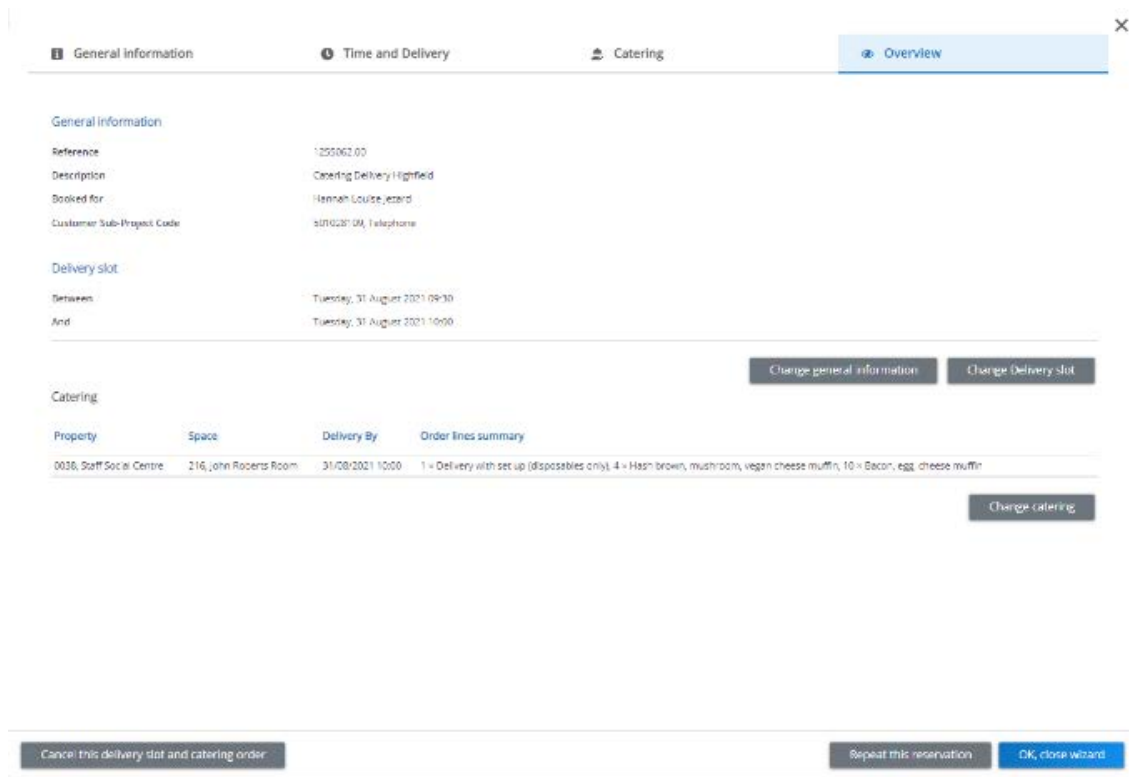
General Information | Time and Delivery | **Catering** | Overview

D52, Highfield Delivery booked on Tuesday, 31 August 2021 from 09:30 to 10:00.

Note, it is not possible to edit an order approved order

Reference	Description	Start date	End date	Status
1255062.01	Highfield orders	31/08/2021 09:30	31/08/2021 10:00	Reported

12. This is now your complete confirmation page, any errors or amendments you need to make can be made here at this stage.



**General Information**   **Time and Delivery**   **Catering**   **Overview** X

**General Information**

Reference: 1255062.00  
Description: Catering Delivery Highfield  
Booked for: Hannah Louise Jerald  
Customer Sub-Project Code: 0070287.00, Telephone

**Delivery slot**

Between: Tuesday, 31 August 2021 09:30  
And: Tuesday, 31 August 2021 10:00

**Catering**

Change general information   Change Delivery slot

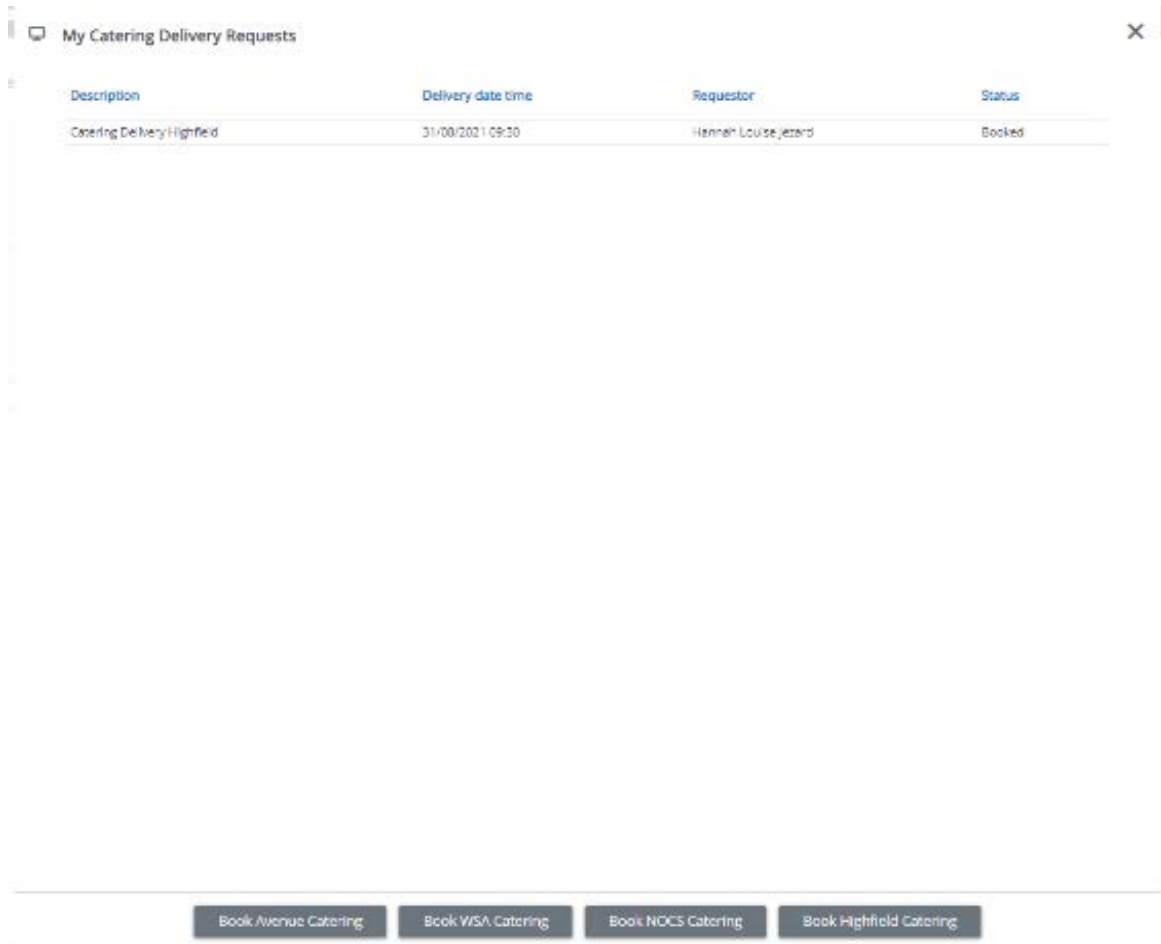
Property	Space	Delivery By	Order lines summary
0036, Staff Social Centre	216, John Rogers Room	31/08/2021 10:00	1 = Delivery with set up (disposables only), 4 = Hash brown, mushroom, vegan cheese muffin, 10 = Bacon, egg, cheese muffin

Change catering

Cancel this delivery slot and catering order   Repeat this reservation   OK, close wizard

Here, you can also cancel the delivery slot if required or book a repeat reservation. If you're happy, simply click "OK, close wizard".

- Your booking will now appear in your Catering Delivery Requests homepage and you'll receive a confirmation email to your work email. Once your catering has been approved (two working days before the booked slot), the status of your booking in your Catering Delivery Requests homepage will change from "Booked" to "Approved" or, very rarely, "Cancelled" in which case a member of the Catering Team would be in touch personally.



The screenshot shows a web interface titled "My Catering Delivery Requests" with a close button (X) in the top right corner. Below the title is a table with the following data:

Description	Delivery date time	Requestor	Status
Catering Delivery Highfield	31/08/2021 09:30	Hannah Louise Jeyard	Booked

At the bottom of the page, there are four buttons: "Book Avenue Catering", "Book WSA Catering", "Book NDCS Catering", and "Book Highfield Catering".

- If you need to make any changes at a later date, simply log back into the system using the link on page 1 of this guide or click the Campus Kitchen Online icon on the SUSSED page and select the booking you wish to amend from your "My Catering Delivery Requests" page (shown on point 13 above).