



Dana Catering Website Step by Step Guide



CREATE FROM
SCRATCH
EVERY DAY.



What is Dana Hospitality Catering Website?

Dana Hospitality Catering system is an online platform allowing customers to place their orders online, instantaneously and worry free. Complete the **registration process**:

- Access the [LINK](#)
- First and Last Name
- Phone Number/Ext.
- Department/Company
- Manager Name
- Manager's Phone/Ext.
- Manager's Email
- Email Address
- Password
- Hit 'SAVE'



DONE. Its that easy!

The following step by step guide will help you with the system navigation. Let's begin.



How to Place an Online Order

Catering Menu



ALL INCLUSIVE HOT MEALS



THE FRESH START



AFTERNOON SNACKS & SWEETS



DELI CREATIONS



CHEF'S TABLE



FRESH GREENS



GOURMET PIZZA



BEVERAGES



HOT HORS D'OEUVRES



ADD CONTINENTAL BREAKFAST



SPECIAL EVENTS

Once logged in, customer will be presented with the Catering Menu *options*. Click on the desired menu.

DELI CREATIONS

All sandwiches are served 1 per person. Vegetarian options available. All Deli Creations Items require a minimum of 5 per order

THE BOARDROOM COMBO

Deluxe assorted deli sandwiches and wraps with your choice of 2 salads. Seasonal fresh fruit platter, dessert squares or cookies. Served with regular coffee, tea, water, and pop.

\$ 23.25 / Per Person Minimum Order 5 People

5

Add to Cart

THE EXPRESS

Assorted Tuna, Egg, Salmon in House Deli Meats sandwiches on Buns & Wraps. Served with a choice of two salads, assorted Squares or cookies. Fresh Brewed Coffee and a selection of teas.

\$ 19.95 / Per Person Minimum Order 5 People

5

Add to Cart

"HEALTHWISE CHOICES" LUNCH COMBO

Whole grain wraps with lean deli meats and fresh garden vegetables. Served with a vegetable platter and fruit platter.

\$ 16.75 / Per Person Minimum Order 5 People

5

Add to Cart

Example: If customer selected 'Deli Creations', the sandwich menu would display various options.

NOTE: Minimum 5 per order will be prepopulated in the 'add to cart' box. Customer can change this amount to 5 or more.



How to Check Out

1 Navigation bar: Catering Menu, Your Cart, My Orders, Account, Log Off, Welcome Viki

2 Cart summary: Cart: 30 items, \$ 1,192.50

3 Event details selection table:

Day Part	Start Time	End Time
Breakfast	8 am :30	9 am :00
Morning Break	10 am :30	11 am :00
Lunch	12 pm :00	1 pm :00
Afternoon Break	2 pm :30	3 pm :00
Dinner	6 pm :00	7 pm :00

4 Itemized cart breakdown:


Item	Price	Quantity	Total	TAX	Day Part
X THE BOARDROOM ALL INCLUSIVE	\$ 48.00	20	\$ 960.00	Yes	Breakfast
X THE BOARDROOM COMBO	\$ 23.25	10	\$ 232.50	Yes	Lunch
Sub Total			\$ 1,192.50		
HST (81751 8632 RT0001) (13%)			\$ 155.02		
Total			\$ 1,347.52		

5 Action buttons: Empty Cart, Checkout, Continue Shopping

- 1 Navigation bar will help you access the catering menu, view cart, view previous orders, account information, log off.
- 2 Quick view of the cart, including the number of items and total amount.
- 3 Select event details: Day Part, Start Time and End Time.
- 4 View detailed breakdown of items ordered, price, quantity and taxes.
- 5 Customer has an option to 'empty cart', 'checkout' or 'continue shopping'.



How to Check Out

 Cart: 30 items, \$ 1,192.50

[Catering Menu](#) [Your Cart](#) [My Orders](#) [Account](#) [Log Off](#) [Welcome Viki](#)

FRESH, LOCAL INGREDIENTS

Delivery Date June 28 2023
Location Select Location
Number of People
Meeting Title
Billing Info Pay by Credit Card. Payment details will be requested on the next page.

Remarks / Special Requests

Day Part	Start Time	End Time
Breakfast	8:30:00 AM	9:00:00 AM
Morning Break	10:30:00 AM	11:00:00 AM
Lunch	12:00:00 PM	1:00:00 PM
Afternoon Break	2:30:00 PM	3:00:00 PM
Dinner	6:00:00 PM	7:00:00 PM

Item	Price	Quantity	Total	TAX	Day Part
THE BOARDROOM COMBO	\$ 23.25	10	\$ 232.50	Yes	Lunch
THE BOARDROOM ALL INCLUSIVE	\$ 48.00	20	\$ 960.00	Yes	Breakfast


Sub Total \$ 1,192.50
HST (81751 8632 RT0001) (13%) \$ 155.02
Total \$ 1,347.52

Send

- 1 Ensure that accurate information is entered, such as Delivery Date, Location, Number of People, Meeting Title, and Billing Information.
- 2 If applicable, update Remarks/Special Requests box for food allergies and dietary restrictions.
- 3 Validate that all information entered is accurate before placing an order.
- 4 Final step, don't forget to hit 'sent' to place the order.



Payment Process

 Cart: 1 item, \$ 2.95

Catering Menu Your Cart My Orders Account Log Off Welcome Viki

FOOD THAT'S WORTH STAYING FOR.


Payment by Credit Card is processed by a secure third party provider. When you click on the Pay Now button you will be transferred to e-xact.com to enter your payment details. Once completed you'll be returned here. Your total for this transaction will be \$3.33, Which includes \$0.38 in taxes.

Pay Now

Click 'Pay Now' to process the payment for the order.



For any questions, please reach out to
Ping Tang II Catering Manager
Cell | 905-208-1304
Office | 905-219-0044 X 2159



Hospitality CHSI Dana

Review Your Order




In 2023_4560_13075_2

Quantity	Item	Unit	Price
1	Catering Invoice2023_4560_13075_2	CAD 2.95	CAD 2.95
		Tax	CAD 0.38
		Total	CAD 3.33

[Return to Dana Hospitality CHSI](#)

Pay With Your Credit Card

Cardholder Name

Saved to this PC   

Expiry Date (MMYY)

Security Code

The 3-digit security code is located on the back of the credit card. For American Express cards, the 4-digit security code appears on the front of the credit card.

Address

City


State/Province

ZIP/Postal Code

Country


Email

A confirmation email will be sent to this address.

Verification ☐ I'm not a robot 

Pay With Your Credit Card

Pay From Your Bank Account

 **Online** Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.

Pay From Your Bank Account

The Interac Online service is a payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Lastly, complete 'Pay with Your Credit Card' section to process the request.

!!! NOTE: If payment was not processed, order cannot be fulfilled.



Enjoy your order!

