## Printing an RCS Order

After processing an RCS order, you will need to print a copy to attach to the clipboard. To do this, go to the order and click on "Choose a Function". This will produce a drop-down menu. Click "Print Order" (NOT "Print Catering Ticket", this is a different function!).

| https://www.restaurantcateringsystems.com/admin/?form=  | customerorderdetails&id=863024                      |                         |                        |
|---|---|-------------------------|------------------------|
| 🗅 RCS Calendar 📔 Pipedrive 😻 State Capitol Events 🗾 Co  | nstant Contact 🛛 👷 Google Maps 🛛 🐼 University of    | Californi               |                        |
| RESTAURANT<br>CATERING Overview Calendar CRM<br>SYSTEMS | Order Entry Marketing Accounting                    | More 🕶                  | Support                |
| ged in as <b>Alexandria Hiebert</b>                     |   | Restaurant Profit Point | (Your Account ID: 156) |
| VALL ORDERS / ORDER DETAILS FOR ORDER #863024           |   |                         |                        |
| « Go the Previous Order                                 | Choose a function                                   |                         | Go to Next Order »     |
| ORDER ID  | Print Order Again Print Order Print Catering Ticket |                         |                        |
| RESTAURANT NAME   | Supplier Report<br>Pull Sheets                      |                         |                        |
| CUSTOMER PAYMENT INFO                                   | Food Prep Report<br>Production Report               |                         |                        |
| SERVICE FEES  | Production Report V2<br>Show Credit Card Info       |                         |                        |
| CUSTOMER NAME   | Email Tickets<br>Schedule Reminder                  |                         |                        |
| FOR COMPANY   | View Invoice<br>Print All Reports                   |                         |                        |
| CUSTOMER CURRENT PHONE                                  | (916) 628-3636                                      | -                       |                        |
| CUSTOMER MOBILE PHONE                                   | Unspecified   |                         |                        |
| ORDER WAS CREATED-BY                                    | Alexandria Hiebert                                  |                         |                        |
| Delivery Time   | Wednesday Feb 2                                     | 1, 2018 12:00 PM        |                        |

After clicking "Print Order" a pdf will download and a file will appear at the bottom of your screen. Double click this file to open it.

| pps 🔯 Google Cale | endar 🗋 RCS Calendar 😰 Pipedrive 🥮 State Capitol Events 🗾 | Constant Contact 🥂 Google Maps 😋 University of Californ: | н                            |
|-------------------|---|--|------------------------------|
|                   | CATERING Overview Calendar CRI<br>SYSTEMS                 | N Order Entry Marketing Accounting More +                | Support                      |
|                   | Logged in as Alexandria Hiebert                           | Restaurant Profit Point                                  | Admin (Your Account ID: 156) |
|                   | VIEW ALL ORDERS / ORDER DETAILS FOR ORDER #883024         |  |                              |
|                   | « Go the Previous Order                                   | Print Order •  | Go to Next Order »           |
|                   | ORDER ID  | 863024   |                              |
|                   | RESTAURANT NAME   | Lunch Box Express  |                              |
|                   | CUSTOMER PAYMENT INFO                                     |  |                              |
|                   | SERVICE FEES  | \$0.00   |                              |
|                   | CUSTOMER NAME   | Alex Hiebert   |                              |
|                   | FOR COMPANY   | Lunch Box Express  |                              |
|                   | CUSTOMER CURRENT PHONE                                    | (916) 628-3636   |                              |
|                   | CUSTOMER MOBILE PHONE                                     | Unspecified  |                              |
|                   | ORDER WAS CREATED-BY                                      | Alexandria Hiebert                                       |                              |
|                   | Delivery Time   | Wednesday Feb 21, 2018 12:00 PM                          |                              |
| 1                 | NUMBER OF GUESTS  | 10   |                              |
|                   |   |  |                              |

Once you've opened the PDF, a new menu will appear at the top of your screen. Click the printer in the top right corner to access the print screen.

| Lunch Box Express Cater × C order_863024 (1).pdf   | × Google Calendar - March ×   |                              |              |                    |             | Θ -    | -               | o ×     |
|--|---|------------------------------|--------------|--------------------|-------------|--------|-----------------|---------|
| ← → C ☆ ③ file:///C:/Users/Alexandria%20Hieber     | t/Downloads/order_863024%20(1).pdf  |                              |              |                    |             |        |                 | ☆ :     |
| 🔢 Apps 🚾 Google Calendar 🗋 RCS Calendar 🕑 Pipedriv | e 😻 State Capitol Events 🗾 Constant Contact 👷 Google M                                | aps 🕝 University of Californ |              |                    |             |        |                 |         |
| order_863024 (1).pdf                               |   | 1/1                          |              |                    |             | ¢ :    | Ŀ               | ə î     |
|  |   |                              |              |                    | _           |        |                 |         |
|  | ORDER ID  | 863024                       |              |                    |             |        |                 |         |
|  | RESTAURANT NAME   | Lunch Box Express            |              |                    |             |        |                 | _       |
|  | CUSTOMER PAYMENT INFO   |                              |              |                    |             |        |                 | _       |
|  | SERVICE FEES  | \$0.00                       |              |                    |             |        |                 | _       |
|  | CUSTOMER NAME   | Alex Hiebert                 |              |                    |             |        |                 | _       |
|  | FOR COMPANY   | Lunch Box Express            |              |                    |             |        |                 | _       |
|  | CUSTOMER CURRENT PHONE  | (916) 628-3636               |              |                    |             |        |                 | _       |
|  | CUSTOMER MOBILE PHONE   | Unspecified                  |              |                    |             |        |                 | _       |
|  | ORDER WAS CREATED-BY  | Alexandria Hiebert           |              |                    |             |        |                 | _       |
|  | Delivery Time   | Wednesday Feb 21, 2          | 018 12:00 PM |                    |             |        |                 | _       |
|  | NUMBER OF GUESTS  | 10                           |              |                    |             |        |                 | _       |
|  | ORDER ITEM DETAIL   |                              |              |                    |             |        |                 | _       |
|  | Menu Item   | Quantity                     | Unit Price   | <b>Total Price</b> |             |        |                 |         |
|  | Tasting [Each]  | 1                            | \$0.00       | \$0.00             |             |        |                 |         |
|  | Tasting (Prof. Box Lunch - Monte Cristo<br>Fruit Cup, Sun Chips, Cookies, Diet Pepsi) | (wrap, 3x cut, wrap),        |              |                    |             |        |                 |         |
|  | Lasagna Rolls/Chicken Penne Pasta [Per Item]  | 3                            | \$0.00       | \$0.00             |             |        |                 |         |
|  | Tomato Bisque Soup [Per Item]   | 3                            | \$0.00       | \$0.00             |             |        |                 | +       |
|  | Butcher's Board + Hot Appetizer [Per Item]  | 3                            | \$0.00       | \$0.00             |             |        | (               |         |
|  | Variety Dessert Platter [Per Item]<br>INCLUDES SOME BREAKFAST PASTRIES                | 1                            | \$0.00       | \$0.00             |             |        |                 |         |
| order_863024 (1).pdf                               | •   |                              |              |                    |             |        | Sho             | w all X |
| 🖷 💁 💿 🔚 🔊  |   |                              |              | NE NE              | ^ <b>\$</b> | (に なり) | 12:34<br>2/20/2 | PM 💭    |

After verifying that this is the screen you want to print, select the appropriate printer and click "Print".

| Image:  | 0 - 0 ×   | Θ |               |                 |                   |                                       |   | df × Sogle Calendar - Marci ×            | ress Cater 🗙 🗋 order_863024 (1).p | Lunch Box Expr   | 0 |
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| Destination Brother MFC-7360N Princ   Pages AI   |   |   |               |                 |                   | Alex Hiebert                          | CUSTOMER NAME   |  | 4                                 |                  |   |
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| Pages       All  |   |   |               |                 |                   | Unspecified                           | CUSTOMER MOBILE PHONE   |  | Changes                           |                  |   |
| Pages       All       Wednesday Feb 21, 2018 12:00 FM            • e.g. 1-5, 8, 11-13           • e.g. 1-5, 8, 11-13           • o.g. 1-5, 8, 11-13          Copies       1          • o.g. 1-5, 8, 11-13           • o.g. 1-5, 8, 11-13          Paper size       Letter          • o.g. 1-5, 8, 11-13           • o.g. 1-5, 8, 11-13          Copies       1          • o.g. 1-5, 8, 11-13           • o.g. 1-5, 8, 11-13          Paper size       Letter          • o.g. 1-5, 8, 11-13           • o.g. 1-5, 8, 11-13          Cuality          • food opl           • o.g. 1-5, 8, 11-13           • o.g. 1-5, 8, 11-13          Cuality          • food opl           • o.g. 1-5, 8, 00, 11-13           • 1, 50, 00, 50, 00          Cuality          • food opl           • o.g. 1-5, 8, 00, 19-10           • 1, 50, 00, 50, 00          Scale          • Fit to page           • O.g. Chi+Shift+FP           • 1, 50, 00, 50, 00          Print using system dialog (Chi+Shift+F)           • O.g. Chi+Shift+FP           • O.g. 0, 00, 00   |   |   |               |                 | nt                | Alexandria Hiebe                      | ORDER WAS CREATED-BY  |  | change                            |                  |   |
| Pages       All       1            • (a), 1-5, 8, 11-13        (a) (a), 1-5, 8, 11-13        10         Copies       1       (a) (a), 1-5, 8, 11-13        (a) (a), 1-13          Copies       1       (a) (a), 1-13        (a) (a), 1-13        (a) (a), 1-13          Paper size       Letter       •       (a) (a), 1-13        (a)   |   |   |               | 8 12:00 PM      | 21, 201           | Wednesday Feb                         | Delivery Time   |  |                                   |                  |   |
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| bb     TP AMOUNT     \$0.00       TOTAL PRICE     \$0.00   |   |   |               |                 | \$0.00            |                                       | TAX AMOUNT  |  | [ac                               |                  |   |
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| Print using system dialog (Ctrl+Shift+P) Page 1 of 1. Order #813224  |   |   |               |                 | \$0.00            |                                       | TOTAL PRICE   |  |                                   |                  |   |
|  |   |   | der #863024   | Page 1 of 1. On |                   |                                       |   |  |                                   |                  |   |
| COSTOMER NOTES Onspecified   |   |   |               |                 |                   | specified                             | on  | CUSTOMER NOTES                           |                                   |                  |   |
|  | • 🦛 ເຊັດງ) 12:35 PM 🥅   |   | <b>Series</b> |                 |                   |                                       |   |  |                                   | <b>6</b> 2. (    |   |