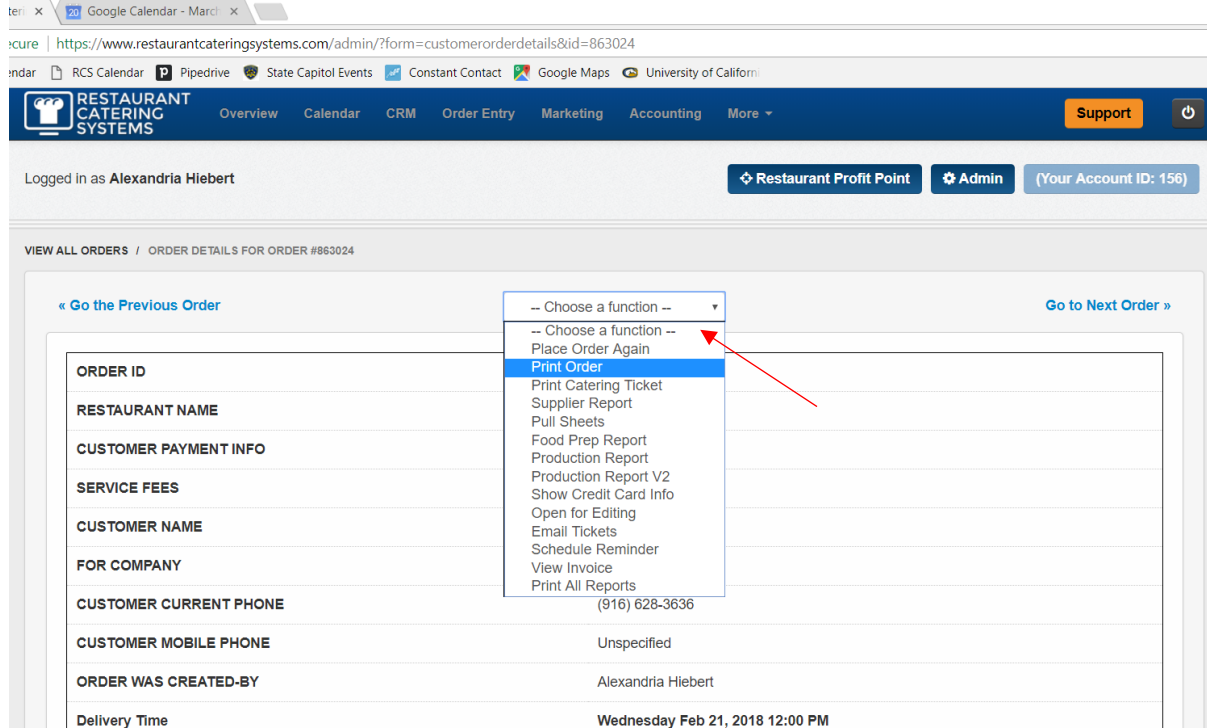
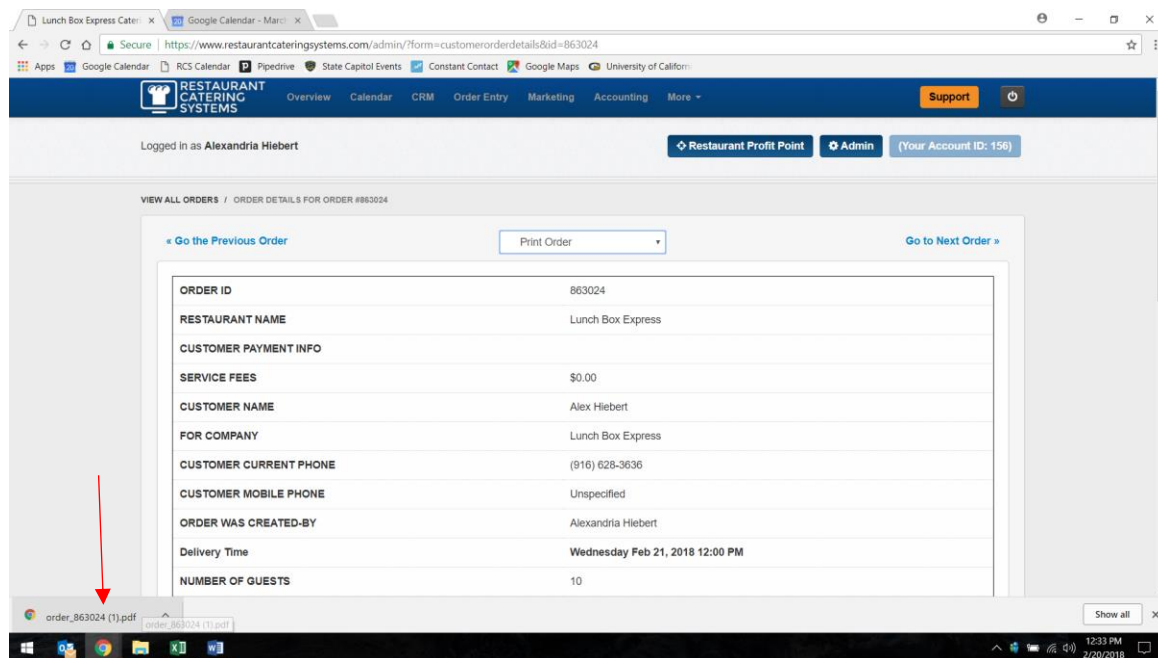


Printing an RCS Order

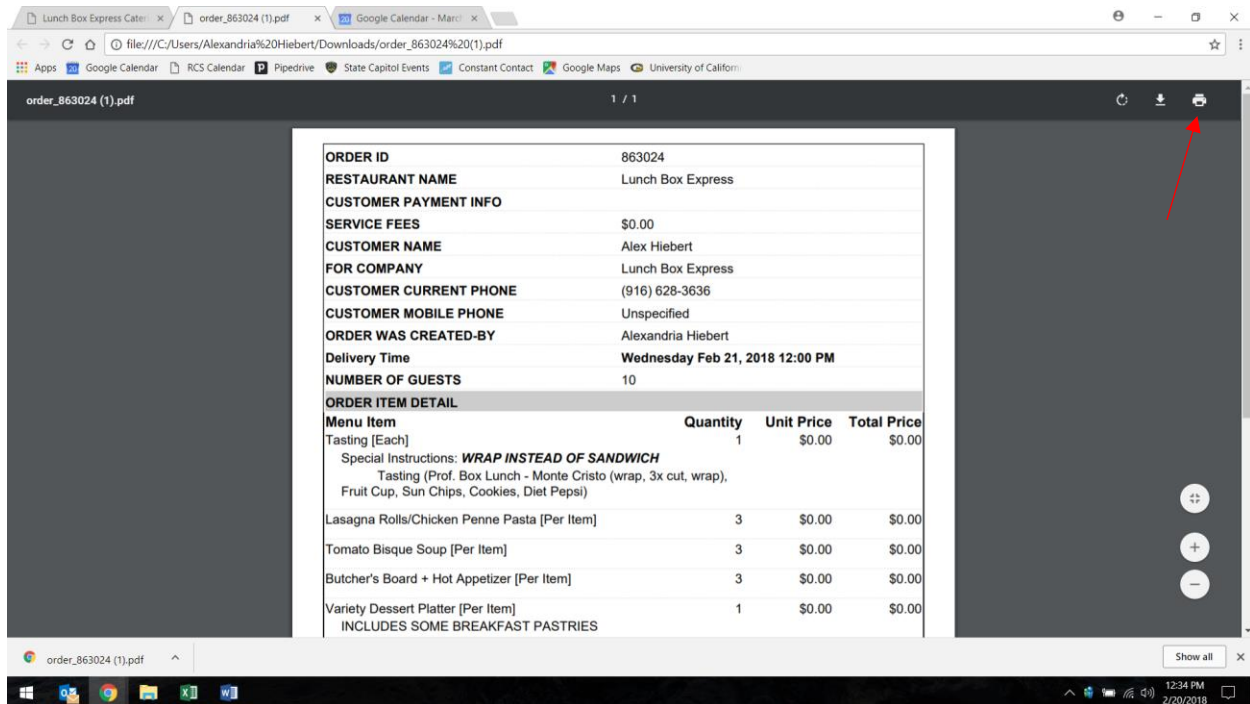
After processing an RCS order, you will need to print a copy to attach to the clipboard. To do this, go to the order and click on “Choose a Function”. This will produce a drop-down menu. Click “Print Order” (NOT “Print Catering Ticket”, this is a different function!).



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.



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.



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

