

Welcome to



The new web based ordering and event management portal for



What is CaterTrax?

CATERTRAX IS AN ONLINE TOOL THAT ALLOWS YOU TO BROWSE OUR MENUS, PLACE NEW ORDERS, VIEW/MANAGE YOUR EXISTING OR PAST ORDERS, AND COMMUNICATE WITH THE CATERING DEPARTMENT - ALL FROM THE COMFORT OF ANY COMPUTER WITH INTERNET ACCESS!

Some of my orders are complicated, and I depend on the personal service I get from the Jacobs Center catering team. Will CaterTrax keep me from working directly with the department?

ABSOLUTELY NOT! CATERTRAX CAN GIVE YOU A WHOLE NEW LEVEL OF CONTROL OVER YOUR CATERING EVENTS, BUT IT WILL NEVER STAND IN THE WAY OF THE CUSTOMER SERVICE YOU HAVE COME TO EXPECT! WE ARE ALWAYS HERE TO PLAN, MODIFY, OR SIMPLY DISCUSS ANY ASPECT OF YOUR SPECIAL EVENT. USE WHATEVER FUNCTIONS OF CATERTRAX THAT YOU FIND HELPFUL - FROM REVIEWING THE HISTORY OR STATUS OF YOUR ORDERS TO COMPLETELY BOOKING A NEW EVENT - AND WE'LL BE HERE TO HELP WITH THE REST!

Sounds great. How do I get started?

SIMPLE.

- VISIT [HTTP://KAFEKELLOGG.CATERTRAX.COM](http://kafekellogg.catertrax.com)
- BROWSE THE MENU OR CLICK THE "CLICK HERE" LINK TO ESTABLISH AN ACCOUNT.
- FILL OUT YOUR INFORMATION, CLICK THE "CONTINUE" BUTTON, AND PROCEED TO YOUR ACCOUNT!

CALL US AT (847) 467-0023 FOR MORE INFO.

The image shows two overlapping web forms. The top form is titled 'CUSTOMER LOGIN' and contains fields for 'LastName:' and 'Password:' with a 'Login' button. Below these fields are two links: 'Need an Account? Click Here' and 'Need your password? Click Here'. An arrow points from this form to the 'New Customer' form below it. The 'New Customer' form has a title bar 'New Customer' and a sub-header 'Please be sure to fill out all Required Fields (*)'. It contains several fields: 'First Name', 'Last Name', 'HSC / Address', 'City', 'State', 'Zip', 'Phone', 'Email', 'Dept. / Company', and 'Fax'. There is a checkbox at the bottom right of this form.

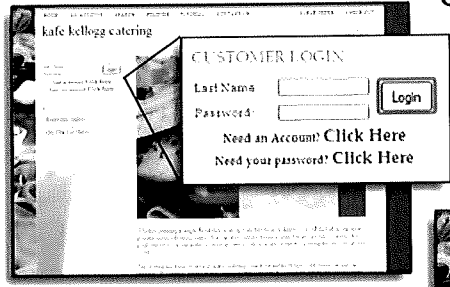
The image shows a screenshot of the main website interface. At the top, there is a navigation menu with links: HOME, MY ACCOUNT, SEARCH, ACCOUNT, PREFERRED, CONTACT US, CLEAR ORDER, and ENTER SITE. The main heading is 'kafe kellogg catering'. Below this, there is a 'WELCOME MESSAGE' section with a 'Log Out' link. A sidebar on the right contains links: 'Corporate Menu', 'Cater Trax', 'Create New Event', 'Manage Orders', and 'View My Catering'. At the bottom right, there is a user profile section with fields for 'Last Name', 'First Name', 'Department', 'Email', and 'Phone'. Below this is a 'Click Here To View My Profile' link and the name 'Terrie A. K...'. At the very bottom, there is a 'CUSTOMER CONDITIONS' section with a small URL.

<http://kafekellogg.catertrax.com>

How do I place my first order using ?

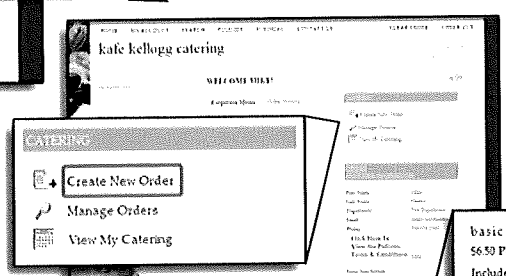
Step 1: Log on to your account

TYPE [HTTP://KAFEKELLOGG.CATERTRAX.COM](http://kafekellogg.catertrax.com) INTO THE ADDRESS FIELD OF YOUR BROWSER WINDOW AND ENTER YOUR LAST NAME AND PASSWORD IN THE "CUSTOMER LOGIN" SECTION OF THE OPENING PAGE.



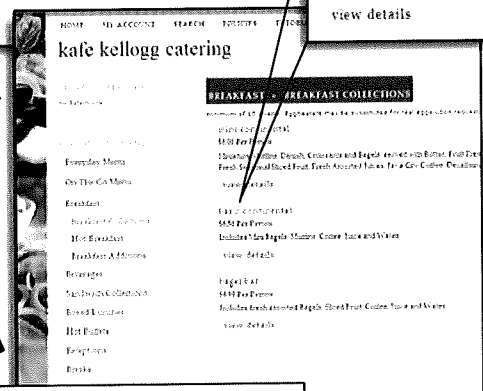
Step 2: Create a new catering order

IN YOUR CUSTOMER HOMEPAGE, CLICK ON THE "CREATE NEW ORDER" BUTTON TO BEGIN THE ORDERING PROCESS.



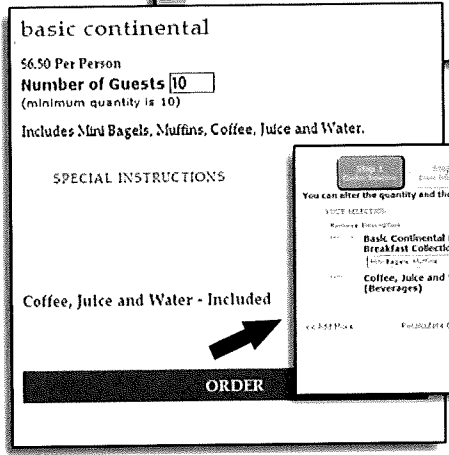
Step 3: Select items for your order

BROWSE THROUGH THE MENU AND CHOOSE ITEMS FOR YOUR EVENT. WHEN YOU MAKE A SELECTION, CLICK ON "VIEW DETAILS" TO CONTINUE.



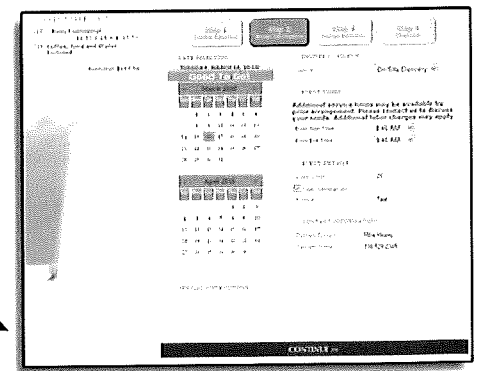
Step 4: Complete your selection

ONCE YOU HAVE COMPLETED THE DETAILS FOR YOUR MENU SELECTION AND REVIEWED OUR LIST OF SUGGESTED COMPLEMENTS, CLICK ON THE "ORDER" BUTTON TO PROCEED.



Step 5: Proceed to the checkout!

REVIEW YOUR SELECTIONS IN STEP 1 OF THE CHECKOUT PROCESS AND CLICK "ADD MORE" TO KEEP SHOPPING OR "CONTINUE" TO COMPLETE YOUR ORDER.



Step 6: Finalize your order

RECORD DETAILS FOR YOUR ORDER IN STEP 2 OF THE CHECKOUT PROCESS, REVIEW YOUR ORDER IN STEP 3, PROVIDE PAYMENT INFORMATION AND FINAL APPROVAL TO COMPLETE STEP 4, AND YOUR ORDER IS PLACED! AN EMAIL CONFIRMATION WILL BE SENT AS SOON AS THE CATERING TEAM RECEIVES AND APPROVES YOUR ORDER.