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Place your catering order through our online CaterTrax system. Follow these easy steps.

Customer Login

Last Name:

Password:

Need an Account? [Click Here](#)
 Need your password? [Click Here](#)

- Step 1**
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Step 2
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Step 3
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Step 4
- Confirm Selection
Event Information
Review Selection
Check out

Select Location

- University Hospital
 Catering Orders
 1350 Walton Way
 Augusta, GA 30901
 Ph: (706) 774-2171
 Fax: (706) 774-8671
- University Hospital
 Floor Stock Orders
 1350 Walton Way
 Augusta, GA 30901

Step 1: Select and confirm menu items

Begin by selecting a menu item for your event by clicking on one of the various menu icons located on the catering homepage.



Once an item has been ordered, you will be brought to the confirmation screen, which will provide you with a detailed description of your order.

If you need to adjust the number of items ordered, you can alter the quantity; but you must click on recalculate for the changes to take effect.



Add Line Item
Empty Order

Description	Quantity	Unit Price	Balance
Continental Breakfast Bagels with Cream Cheese, Jelly and Butter Assorted Danish, Assorted Muffins, Banana Nut, Blueberry, Chocolate Chip, Chocolate Chocolate Chip.	2	\$ 3.75	\$7.50
Product Cost			\$7.50

<< Add More
Recalculate
Continue >>

If you need to add additional items to your order, simply click on "<< Add More".

Otherwise, click on the "Continue >>" icon.



Step 2: Enter Customer / Event Information

All customers must login to continue the ordering process. Returning customers can login immediately by entering their last name and email address.

However, first-time customers need to create an account and provide the following detailed information:

Once you have logged in successfully, you must select the date of your event by selecting a date on the calander. If you need to adjust the dates on the calanders, simply click on one of the arrows to move it forward or back.

Some of the dates might be highlighted: red indicates the date is definately unavailable and yellow indicates there is a possibility that the date might not be available.

If there are no conflicts with the date you have selected, you will see the "Good to Go!" message appear at the top of the



screen.

Now you must enter the required information to identify the location of your event.

If you wish to pick up your order, select "Pick up" from the method menu.

2 Location Information

* Method

2 Location Information

If you wish to have your order delivered, select "Standard Delivery" from the method menu.

* Method

In either case, fill in the required information on the form that appears once a method has been selected.

When you are finished, click on the "Continue >>" icon at the bottom of the page.



Step 3: Review Selection

Your invoice will be displayed so that you can review your order, make any changes, and recalculate your costs.

When you are finished, click on the "Continue >>" icon at the bottom of the page.



Step 4: Check Out

You're almost finished! All you need to do is select a payment method and enter the required information on the form that appears.

When you have finished, click on "Process This Order" and your order is complete!

Now that you have reviewed all of the instructions, click [here](#) to proceed to online ordering.

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