

Say goodbye to messy spread sheets. Online order needs processing provides central approval, automated confirmations and invoice generation

Our Catering Management forms automate tasks and eliminate steps providing a streamlined process that makes it easy for you and your catering customers to manager orders and billing.

- ✓ Customizable online order form
- ✓ Real-time order alert to catering manager
- ✓ Automatic confirmation of reviewed order
- ✓ Supports quick entry of repeat orders
- ✓ Flexible workflow supporting multiple approval levels
- ✓ Automatic invoice generation
- ✓ Smartphone integration
- ✓ Electronic archive of orders

The image shows a smartphone screen displaying the 'CATERING' online order form. The form includes sections for 'CATERING' (Thank you for your interest...), 'Please complete the form below in its entirety...', 'Please select from our menu options...', 'If you have questions regarding this form please contact the Catering Department.', 'Catering Menu and Order Form' (Order Number: 0105-1017), 'REPEAT ORDER' (Repeat Order checkbox), 'EVENT DATE' (Event Date, Order Date: 01/31/2017), 'EVENT INFORMATION' (Name of Event, Site Location, Location/Room, Number of Participants), and 'SETUP and DELIVERY' (Delivery and full set-up by catering with display trays, tablecloths, and beverage dispensers - \$25.00; Drop-off only outside Education Service Center - \$10.00; Pick-up Order; Delivery and Full set-up by catering with display trays, tablecloths, and beverage dispensers). It also includes a section for 'Time Event Finishes' with AM/PM options.

The image shows a paper printout of the 'CATERING ORDER CONFIRMATION' form. The form includes sections for 'BREAKFAST' (Continental with coffee and orange juice, \$1.95 per person), 'LUNCH' (Salads, fruit, chips, cookies and drink, \$6.20 per person), and 'A LA CARTE ITEMS' (Muffins, Mini Muffins, Danish, Mini Danish, Cinnamon Roll, Bagels with cream cheese, Sandwiches, Ranch Chicken, Club Wrap, Deli Sandwich, Topping, Tortilla Veggie Roll Up). It also includes a 'CATERING ORDER CONFIRMATION' section with fields for Order Number, Order Date, Event Date, Site Location, Location/Room, Number of Participants, and a table for 'A LA CARTE ITEMS' with columns for Item, Cost, and Total.

PcsForms, powered by OpenText, utilizes the latest technology to provide solutions to almost any paper or forms based process.

Business Process Management



**Eliminate steps and streamline tasks,
taking your paper forms ONLINE with
digital document solutions for ...**



Custom Processes & Workflows

Experienced PcsFORMS consultants will analyze your current workflow and paper based processes to design automated electronic solutions.



Household Income Surveys

Maximize funding for schools with online or scannable paper surveys to replace or augment Free and Reduced application data.



Special Diets - Allergen tracking & Doctor's Diet Orders

Facilitates communication between doctors, parents, district staff and managers. Identifies and tracks allergens from scanned product labels and fact sheets to provide custom menu planning for dietitians working with individual students requirements, including POS messages.



Collections Assistant

Experience year over year reduction in student meal debt as much as 70%. Provides negative balance notifications and tracking, automated emails, letters, payment plans, reporting and statistics.



Free and Reduced Scanning and Online Apps

Fully integrated with POSNOW central office application processing and supports interfaces with any F&R software.



Cafeteria Site Inspections

Complete inspection forms online (state or local format) for annual site reviews. Allows districts to identify and track corrective actions.



Catering Management

Online ordering and email confirmation for catering customers along with central approval workflows and automatic invoice generation.



PCS Feed the Kids

Stream-lined meal count solution, requiring little training, providing a convenient tool for keeping track of counts at cafeteria sites or alternate serving locations. Setup is quick and easy!