Online Ordering / User Guide

Follow these steps to place an order, after you register your account.

1) **Launch the Online Dining Application**
   by visiting **https://dining.crosskeysvillage.org/**

2) On the login page, enter your email address and password, then click on Sign In

You are now on the **My Account Overview Page.**

A. **Account Button** - Your account information will display your meal plans and any balance on the accounts

B. **Order Button** - Allows you to place a mobile order

C. **Options Button** - Allows you to see your orders, reset your password and logout

To place an order, click on **Order.** On the next screen click on Harmony Café. (Campus Inn will be a future option but Terrace Café isn't suitable for online ordering, due to its buffet format.)

Harmony Online
SELECT SERVICE OPTIONS

You are now on the **Harmony Online** page.

This is where you will select:

- The day

- A meal time (breakfast or lunch)

- Whether this is pick up or dine in

- The time you will be arriving for pick up or to dine in
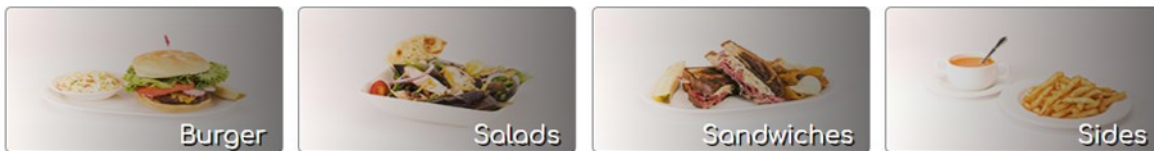
Today
23

Breakfast | Lunch

Pick Up | Dine In

Pick Up Fee: Free
Restaurant Closes @ 04:00PM

11:45AM - 12:00PM

Earliest Pick Up at 11:15AM
Latest Pick Up at 03:45PM

Time has been selected

When you click on Confirm, you will be taken to the **category** page.

Cancel | Confirm

Burger | Salads | Sandwiches | Sides

Select an item, and note the options associated with this item. For instance, you need to pick a salad dressing - or select *no dressing* - before you can add a chef salad to your cart.

- Use the **Special Instructions** field for instructions such as "Hold the Blue Cheese, please."

Repeat the process to add more items. Use the Back Arrow button in the upper left-hand corner to navigate or to cancel your order.

When your selection is made, click on the Cart icon in the upper right.

My Cart
OVERVIEW

The **My Cart Overview** window will look like this and it offers you options to review the item(s) you ordered, edit it, delete it, or add a second serving.

You can then click on Proceed to Checkout.

SALAD - Chef Salad	$7.45
Edit +Add Delete	
More Info	

BAKERY - Raspberry White Choc. Scone	$2.85
Edit +Add Delete	
More Info	

Estimated Total: $10.30

Proceed to Checkout

The **Checkout Overview** window will look like this:

Checkout
REVIEW

Order More

Pick Up charge:

Free

Order Total:

$10.92

Pick Up Date:

Today Fri Sep 23 2022

Pick Up Time:

11:45AM

Payment Methods

PAY NOW
Meal Plan

You can add to your order by clicking on Order More or click on Pay Now.

A final **confirmation** will appear on the screen (see below), and **an email** will go to the email address you have linked to the application.

Thank you Hungry Team Member

Your order #247 has been placed in our system for Pick Up @ 11:45AM today.

Your order total of $10.92 will be charged to your account(s).

You will receive a confirmation e-mail when your order enters the preparation stage.

When your order is ready for pick up, **one last email** will go to the email address you have linked to the application.

This is an entirely new program, and we thank you in advance for your patience with technical issues.

Dining Services   -   Information Services