

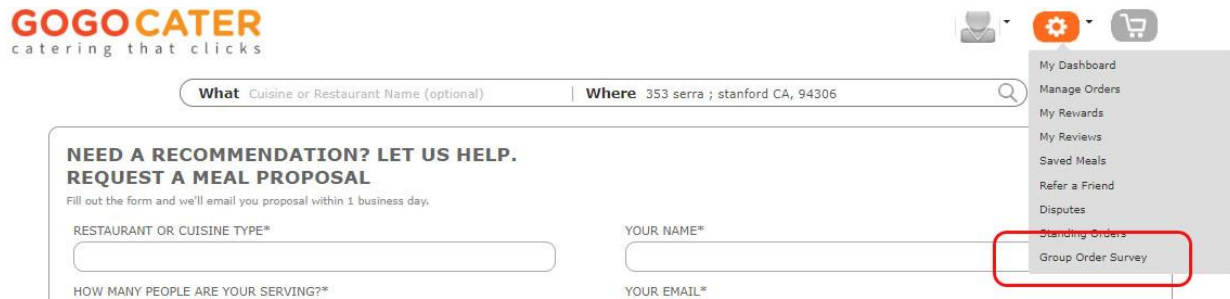
Gogocater Meal Survey Tool

Gogocater has developed a tool to make it easy for customer to allow their group participants select their own individual lunch boxes. We are in a rapid development stage for this service. If you have any recommendations to improve this service, please email us at support@gogocater.com. Thanks!

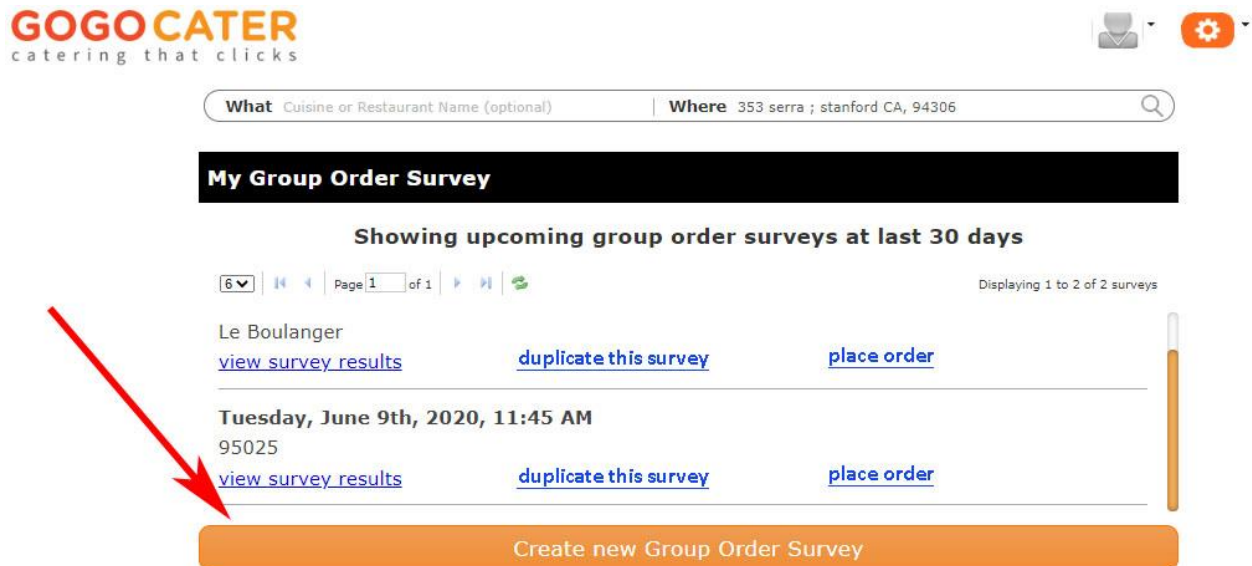
PART 1: CREATING A GROUP ORDER SURVEY

Accessing the Group Order Survey Tool

1. Login to the Gogocater system.
2. From the MyTools header, pull down to the "Group Order Survey" option



You will be taken to the main page for the Group Order Survey tool.



Once on the My Group Order Survey page, you can view your past and current surveys, duplicate a past survey (coming soon), and place an order using the results from your survey.

You can also create a new Group Order Survey.

The next pages will show how to create a new Group Order Survey.

Creating a New Group Order Survey

Create a group order survey (Step 1 of 3)

X

When is your meal?

Sunday 06/14/2020 11:45 am

Deadline to Request

Your group participants will need to submit their meal requests before the deadline. The survey will time out after the deadline. We recommend setting a deadline a day in advance to avoid any processing glitches.

Saturday 06/13/2020 4:00 pm

A calendar interface for June 2020. The date 13 (Saturday) is selected. To the right of the calendar is a vertical list of times: 4:00pm, 4:15pm, 4:30pm, 4:45pm, 5:00pm, and 5:15pm. The 4:00pm time slot is highlighted in blue.

Create Group Order

The first step is to setup your request time/date for the order and the deadline for your group participants to respond.

You will notice that the tool is called a survey tool, rather than an ordering tool. This is by design. We have found from experience that having an automated group ordering tool can create many problems. Last minute changes, add-ons and cancelled requests are common.

The disadvantage of the survey tool is that either the customer contact (you) or a Gogocater customer service agent will still need to complete the order to the restaurant.

The advantage is that changes, add-ons and deletions can be made by the ordering contact, giving more control over the order than an automated checkout process.

A common issue is that the deadline time may pass before a group participant places their request. They can still email a request in that the admin can add-on before checking out the order.

Select a caterer (Step 2 of 3)

X

Delivery info

Zip Code *

Restaurant Delivery Minimum

All

\$200 or less

\$100 or less

Find a Caterer

The next step is to select a restaurant. After entering the search parameters, the system will list the available restaurant options.

GOGOCATER
catering that clicks






What Cuisine or Restaurant Name (optional) | Where 353 serra ; stanford CA, 94306

< restaurant or cuisine | cuisine: All ▼

We found 59 results for address:
94404 [change address](#)

Select a restaurant for your group order

 5X Rewards	Mr. Pizza Man ★★★★★ 14 Reviews Catering, Pizza, Italian, Pasta, Burgers, Salads, Wings 3.7 mil. \$15 1 hrs \$1.75	➤
 5X Rewards	Le Boulanger - San Mateo ★★★★★ 18 Reviews Sandwiches, Salads, Breakfast, Catering 3.8 mil. \$50 18 hrs \$25.00	➤
 2X Rewards	Fletch's ★★★★★ 15 Reviews Catering, American, Burgers, Sliders, Hot Dogs, Breakfast 3.8 mil. \$25 1 hrs Free!	➤

You can review the search options and select a restaurant.

GOGOCATER

www.gogocater.com

Add Order Options (Step 3 of 3)

Menu Category *

D. Catering - Sandwich Box Lunch

Menu Product *

Please select a menu product
Turkey Cranberry (Spreads on Side) Box Lunch
California Fresh (Spreads on Side) Box Lunch
Albacore Tuna (Spreads on Side) Box Lunch
Beef & Cheddar (Spreads on Side) Box Lunch
Grilled Chicken (Spreads on Side) Box Lunch
Bacon, Lettuce & Tomato (Spreads on Side) Box Lunch
The Vegetarian (Spreads on Side) Box Lunch
Roasted Portabella(Spreads on Side) Box Lunch
Country Classic (Spreads on Side) Box Lunch
Ham & Swiss (Spreads on Side) Box Lunch
Margherita Box Lunch
Cobb Sandwich Box Lunch
Pastrami (Spreads on Side) Box Lunch
Pesto Chicken Box Lunch

Ord

Grilled chicken breast, Jack cheese, red peppers, tomato, greens, balsamic vinaigrette on ciabatta roll



[or add special order item](#)






[review my survey](#)

Add as a Meal Option

Add the meal choices for your survey. We recommend 4-8 different options.

Add Order Options (Step 3 of 3)

Le Boulanger - Sunnyvale

Meal Option 1: Grilled Chicken (Spreads on Side) Box Lunch	
Meal Option 2: The Vegetarian (Spreads on Side) Box Lunch	
Meal Option 3: California Fresh (Spreads on Side) Box Lunch	
Meal Option 4: Pastrami (Spreads on Side) Box Lunch	
Meal Option 5: Napa Cobb Salad	

[add another meal option](#)

Done with meal choices

Once you are done adding meal choices, click the “Done with meal choices” button to finalize your meal survey.

Success! Meal survey created

Meal info:

Wednesday, August 19th, 2020, 11:45 AM

request deadline: Tuesday, August 18th, 2020, 4:00 PM

Le Boulanger - Sunnyvale

Sandwiches, Salads, Breakfast, Catering

Congratulations! You have created your meal survey. There are 5 meals to choose from.

Please distribute the following url to colleagues so they can submit their request:

<https://www.gogocater.com/meal-c2-survey-08-18-2020-04-00-pm-le-boulanger-sunnyvale>

[view survey results](#)

[edit survey](#)

Copy URL to clipboard

Gogocater will send you an email with the survey information you can use to invite your colleagues to request their meal option.

PART 2: REVIEWING AND ORDERING

Reviewing the Status of your Group Order Survey

My Group Order Survey

Showing upcoming group order surveys at last 30 days

6 ▾ | Page 1 of 1 | Displaying 1 to 4 of 4 surveys

Tuesday, August 18th, 2020, 11:45 AM
Le Boulanger - San Jose - Willow Glen
1 request [suspend](#) [view survey results](#) [copy url](#)

Wednesday, August 19th, 2020, 11:45 AM
Le Boulanger - Sunnyvale
3 requests [suspend](#) [view survey results](#) [copy url](#)

[Create new Group Order Survey](#)

From the home page of the Group Order Survey option, you can scroll and review the group order surveys you have created.

Group Order Survey

Le Boulanger - Sunnyvale

Wednesday, August 19th, 2020, 11:45 AM (3 responses)

Show: All meals | [Meals selected](#)

1. The Vegetarian (Spreads on Side) Box Lunch 🌱

Jack cheese, cucumber, lettuce, tomato, avocado, dill sauce on three slices of 9-grain bread

QTY: 1

Name

John Lennon

Options

AppleX1, Potato ChipsX1, Fresh Baked CookieX1

2. California Fresh (Spreads on Side) Box Lunch

Turkey, Jack cheese, lettuce, tomato, avocado, red onion, mayo, Dijon on Dutch crunch roll

QTY: 1

Name

Yoko Ono

Options

AppleX1, Potato ChipsX1, Fresh Baked CookieX1

3. Pastrami (Spreads on Side) Box Lunch

Turkey pastrami, Swiss cheese, lettuce, tomato, pepperoncini, Dijon on sourdough roll

QTY: 1

Name

Ringo Starr

Options

AppleX1, Potato ChipsX1, Fresh Baked CookieX1

4. Grilled Chicken (Spreads on Side) Box Lunch

Grilled chicken breast, Jack cheese, red peppers, tomato, greens, balsamic vinaigrette on ciabatta roll

No Order

5. Napa Cobb Salad 🥗

Chopped romaine, grilled chicken, bacon crumbles, tomato, avocado, toasted almonds, with bleu cheese dressing.

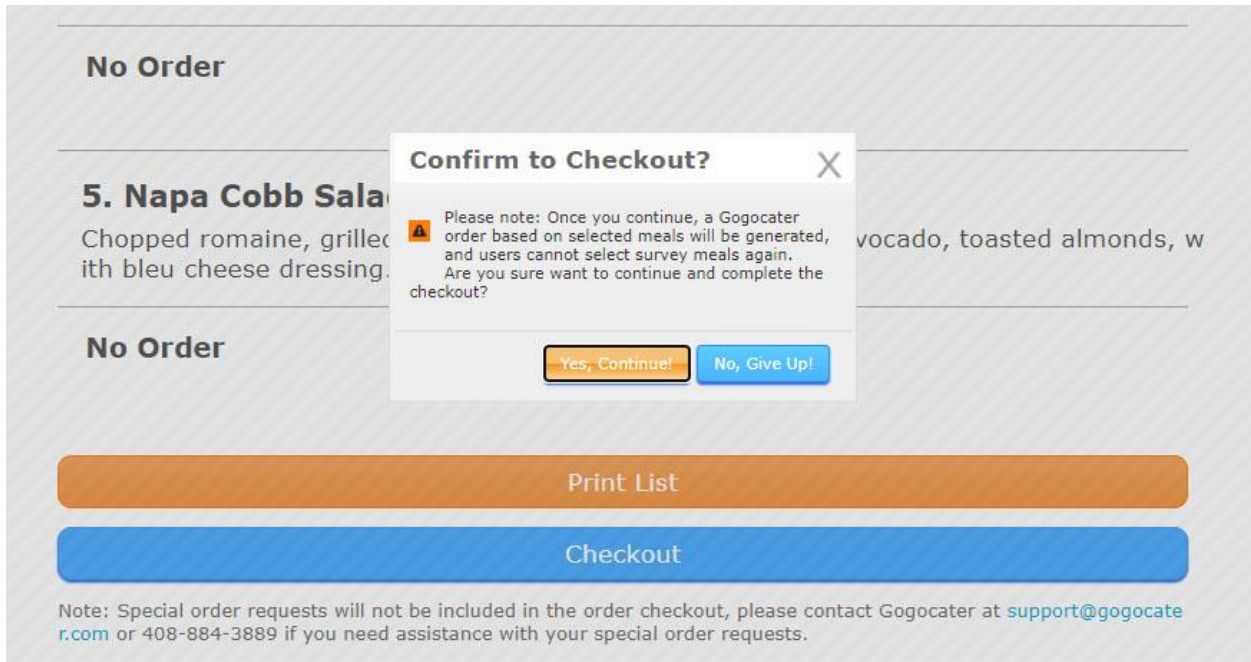
No Order

[Print List](#)

[Checkout](#)

Note: Special order requests will not be included in the order checkout, please contact Gogocater at support@gogocater.com or 408-884-3889 if you need assistance with your special order requests.

After clicking the “review survey results” link, you can see which of the meal requests from your group.



You can now convert your survey requests into a Gogocater order. Click the checkout button. It is important to note that once you begin the checkout process, the survey will NO longer be active. Don't worry, you can manually edit and add any meal requests to your order regardless of the survey results.

Checkout like a standard Gogocater order and you are good to go!

Thanks!

[Click here](#) to view the group order participant experience