

TRANSACT 

# Mobile Ordering

## How-to Guide

August 2020



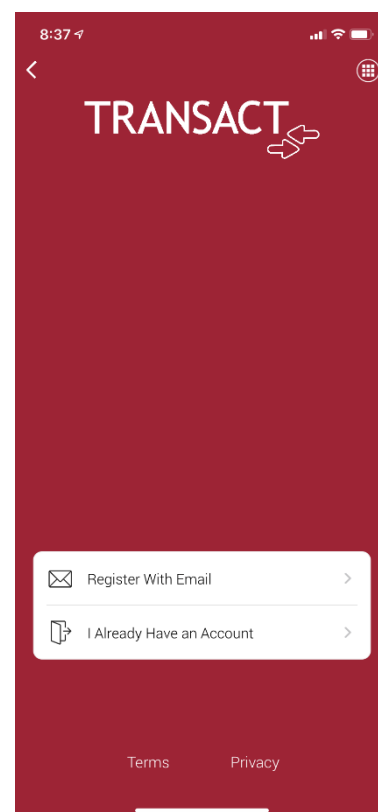
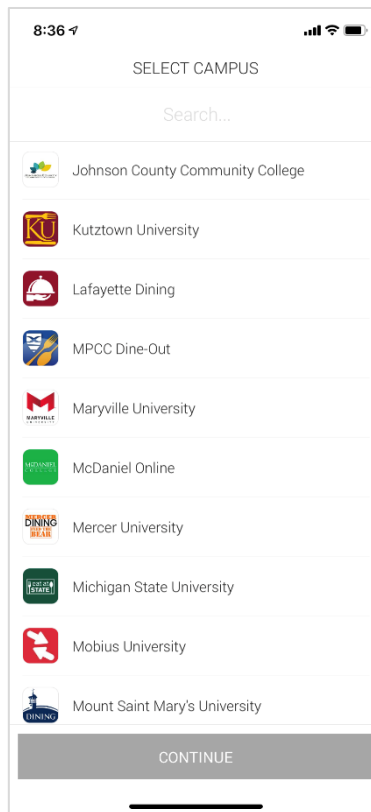
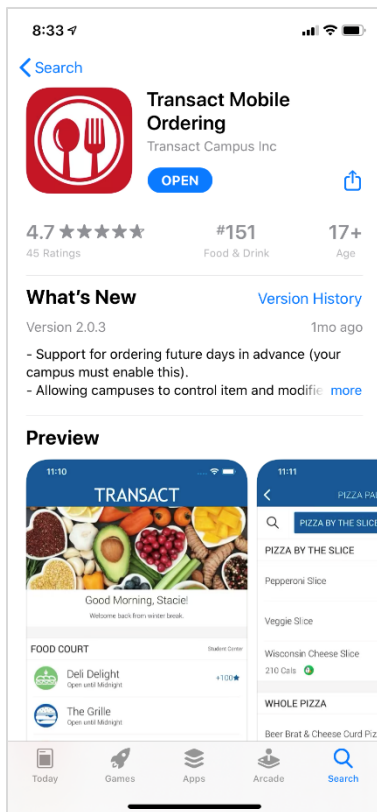
## Transact Mobile Ordering

Transact Mobile Ordering provides students, staff, faculty, and guests a low/no contact order option. Conveniently place orders from mobile devices anywhere on campus. Drive engagement, reinforce the campus brand, and increase loyalty with a mobile option integrated with Cloud POS.

## How to Download the Transact Mobile Ordering App

How it works! 3 easy steps:

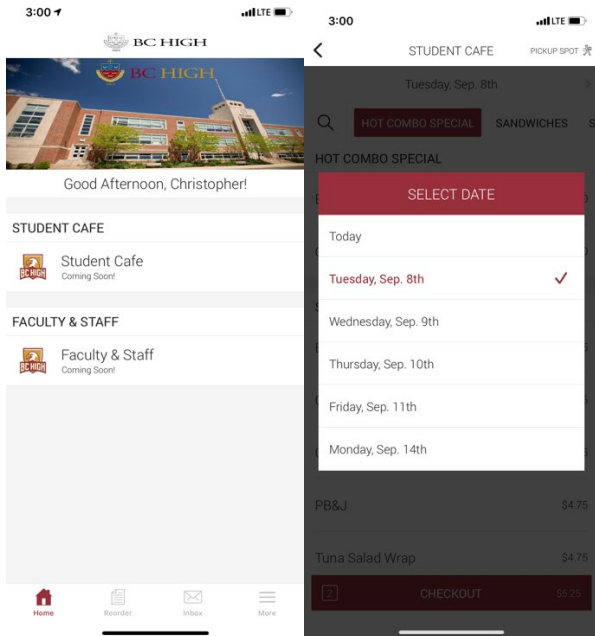
1. Download the Transact Mobile Ordering app on your mobile device for iPhone® on the App Store™ and for Android™ on Google Play.
2. Select your campus – **Boston College High School**
3. Enter your Campus Credential – **your BC High email address**



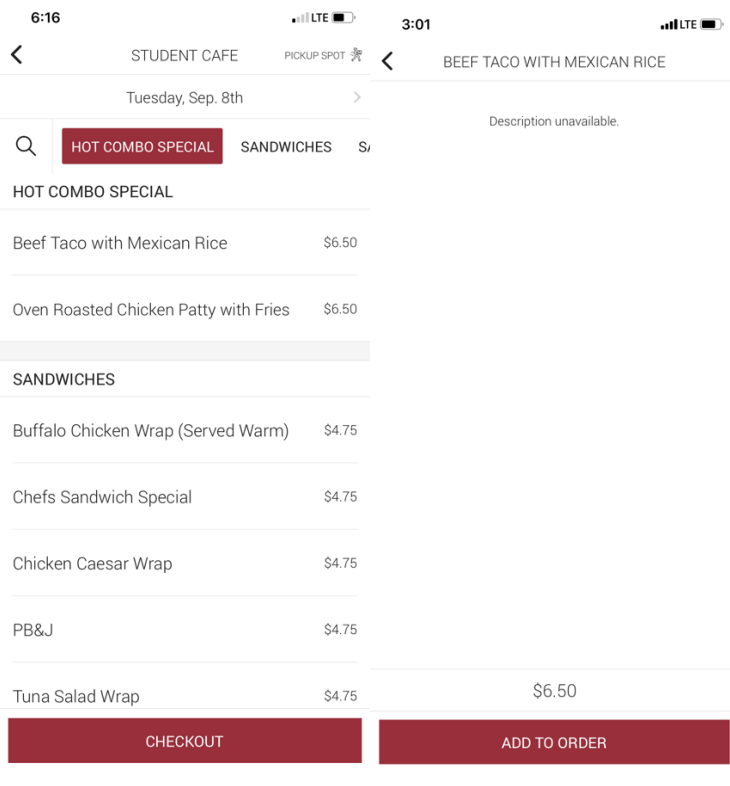
4. Once logged in, please ensure your Eagle Card is connected to the account. You can review this by selecting the "More" option at the bottom of the app, and choosing "Payment Methods".

## How to Place and Order for Pick Up

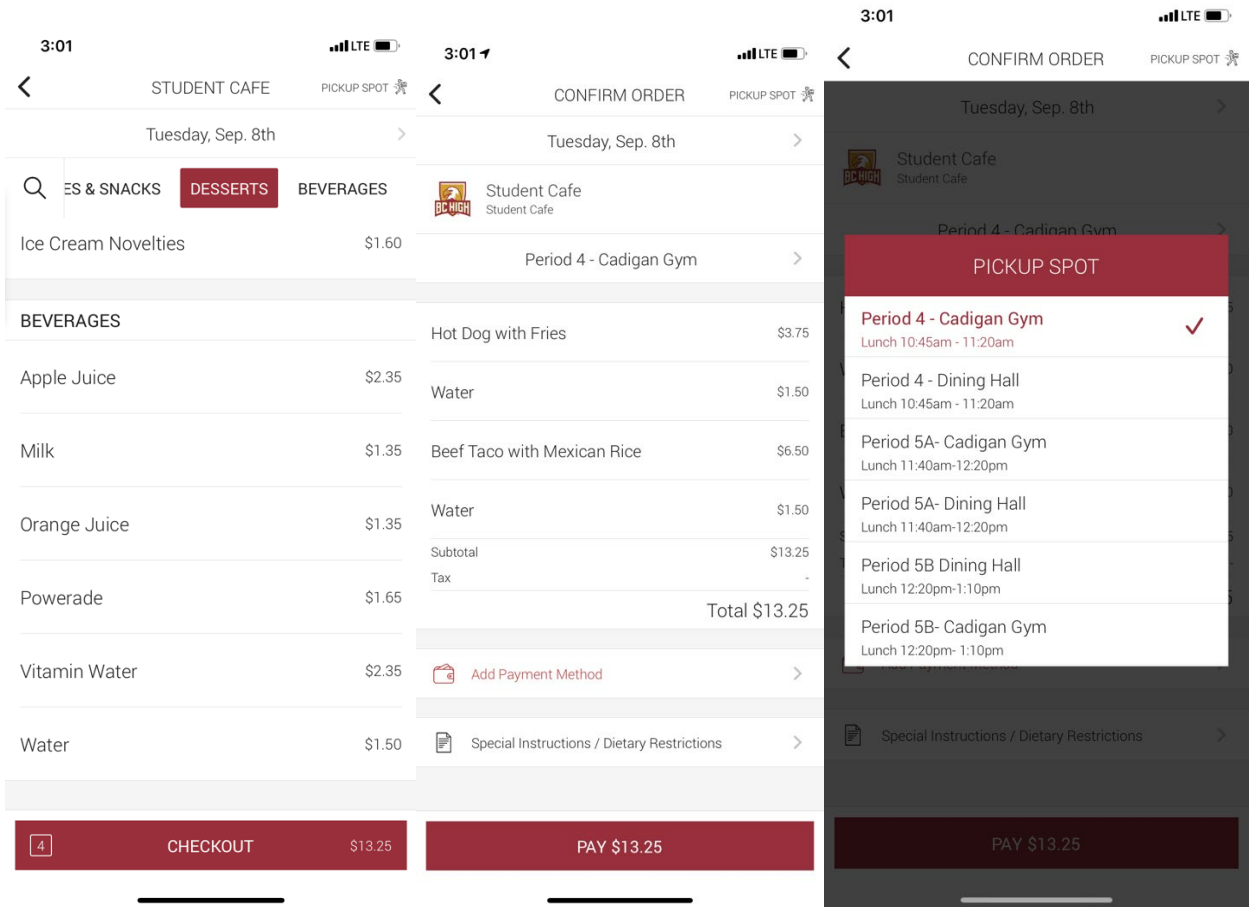
1. Select your dining location as the **Student Café** and Select the Date for which you're placing an order.
  - a. Order must be placed by midnight the **night prior to your lunch pickup**.
  - b. i.e. if you're ordering lunch for Tuesday, your order is due by 11:59PM on Monday.



2. Select the item you would like to purchase and then click "Add to Order".



3. Checkout and review your order.
  - a. Students **MUST** choose their correct PICKUP SPOT.
    - i. Each lunch period has been divided into (2) spots. Your lunch spot for a given day is dependent on your last class before your lunch period. Please review your schedule for future dates before placing orders so they're routed to the correct location.
  - b. Any allergens or special preparations of food must be listed on the final order page before completion under the "Special Instructions / Dietary Restrictions" field.



# TRANSACTION

4. Select tender, confirm and complete your order. You will only have the option to choose Campus Card (Eagle Card).

