



## **Everyday Application Guide**

Instructions: HOW TO SIGN UP FOR THE "EVERYDAY" APP AND PLACE AN ORDER

 Download the "Everyday" application onto your mobile device. Log into the app store for IOS or google play for Android to download the application.

Scan To Download:





2) After the application is downloaded, open the app and click "Sign Up".







First Name	
Last Name	
Email	
Please select your country	EDIT
Password	
O Must be at least 12 character	rs long
O Must have one letter	
Must have one letter     Must have one number     Must have one special character	ster (e.g. 10#\$%^&1
Must have one letter     Must have one number     Must have one special chara	icter (e.g. 1⊚#\$%^&]
<ul> <li>Must have one letter</li> <li>Must have one number</li> <li>Must have one special chara</li> <li>Click here to view more detaile</li> </ul>	icter (e.g. 1@#\$%^&] d guidance on possword best practic
Must have one letter     Must have one number     Must have one special chara     Click here to view more detaile	icter (e.g. 10#\$%^&] d guidance an password best practic
Must have one letter     Must have one number     Must have one special chara     Click here to view more detaile	icter (e.g. 10#\$%∧&) d guidance on password best practic
Must have one letter     Must have one number     Must have one special chara     Click here to view more detaile	icter (e.g. 10#\$%^&] d guidance an password best practic Next
Mush have one letter Mush have one number Mush wave one spacial chara Click here to view more detaile Notifications	cter (n.g. 10#5%^8) d guidance an password best proctic Next
Must have one letter     Must have one number     Must have one spacial chara     Click here to view more detaile     Votifications	Icter (a.g. 10#5%^&) d guidance on password best proctic Next
Mush hare one letter     Mush hare one letter     Mush hare one special chare     Mush hare one special chare     Click here to view more detaile     Votifications	Inter (a.g. 10#5%^&) d guidance on password best practic Next
Must have one letter     Must have one special chara     Must have one special chara     Must have one special chara     Click here to view more detaile     Votifications	Inter (a.g. 10#5%^&) d guidance on possword best practic Next
Must have one letter     Must have one spacial chara     Must have one spacial chara     Must have one spacial chara     Click here to view more detaile     Notifications     Lothy me about free items and data     Lothy me about relevant news.     Terms & Condition	Inter (a.g. 10#5%^&) d guidance on possword best practic Next
Must have one letter Must have one special chara Must have one special chara Click here to view more detaile  Notifications  Latiy me about rise items and disc  Latiy me about relevant news.  Ferms & Conditio y continuing, you agrees to are ther addense and Prace Televant	Inter (e.g. 10#5%^&) d guidance on password best practic Next
Most hore one letter     Most hore one letter     Most hore one spacial chara     Most hore one spacial chara     Most here to view more detaile     Votifications     Latiy me about files items and data     Latiy me about files items and data     Latiy me about relevant news:     Errms & Condition     y continuing, you appres to our files     andhome and Privacy Policy.	Inter (a.g. 10#5%^&) d guidance on posword best proctic Next
Must have one letter     Must have one surface     Must have one surface     Must have one supecial charac     Click here to view more detaile      Notifications      Inthy me about free items and data      tetty me about free items and the      tetty me about free items and the      type of the surface      type of the surf	Inter (a.g. 1085%^&) d guidance on poswerd best proclic Noxt

 Fill out the required personal information and create a password. Once the information is entered, click "Next".

 It will then give you the option to turn on app notifications if you prefer them. Read the Terms & Conditions and click "Register".

5) If you chose not to receive notifications, it will ask you again for confirmation. Click "Submit".

	Register		
	Discounts &	Free items	×
re you si ee items?	re you don't want to receiv	ve notifications abo	ut discounts and
	Congrats - you've just e	2n samed a free coffee 3	n ago B
'ou can uj	odate these preferences un	der 'My Account' a	t any time.
Receive items.	push notifications for disc	ounts and free	0







- 6) It will ask if you want to allow "Everyday" to use your location. This is up to you.
- 7) Click "Next".

Click "Check-In" to choose Cooper University Hospital as your location.



8) If you would like to sign up to have your food orders deducted from your paycheck, click the three bars in the top left of the screen. Choose "Payment Methods".





9) Click "Add Payroll Deduct" or "Add Credit or Debit Card".







10) You are now signed up and ready to order! Click the "Order" button.



_		
1		
		-





11) Next, click which location you would like to order from. This example is from the "Cooper Court Cafeteria".

12) To place an order, click the "+" icon next to the item. In this example, the customer selected two cheeseburgers. After you've selected your item, click the red shopping cart button at the bottom of the screen.





13) A new screen will pop up. Click "Proceed to Checkout".



9:1	52	
<	Basket (Step 1	l of 2)
-	2 Cheeseburgers \$7.98 - 900 kcal	- 2 + Edit
+ Add m	iore items	

	Proceed To Checkout 7 Loyalty Points	
Total		\$8.50
Tax		\$0.52

14) You will then be directed to a checkout screen to choose "Eat-in or Takeaway". You can also choose the date and time you would like the order. Click "Order" when you are finished.





15) After ordering, you will receive confirmation of your order summary and order number.



Order #	8571101
	$\overline{\mathcal{O}}$
	2
Accepted	Prepared
Your order has	been accepted
Your order will be read	y at 11:20AM Mon 17
Collect at Cooper Cafe	steria - Rear Hallway
Collect at Cooper Cafe 2 Cheeseburgers	steria - Rear Hallway \$7.98
Collect at Cooper Cafe 2 Cheeseburgers Calories	steria - Rear Hallway \$7.98 900 kcal
Collect at Cooper Cafe 2 Cheeseburgers Calories Tax	steria - Rear Hallway \$7.98 900 kcal \$0.52
Collect at Cooper Cafe 2 Cheeseburgers Calories Tax Total \$8.50	steria - Rear Hallway \$7.98 900 kcal \$0.52