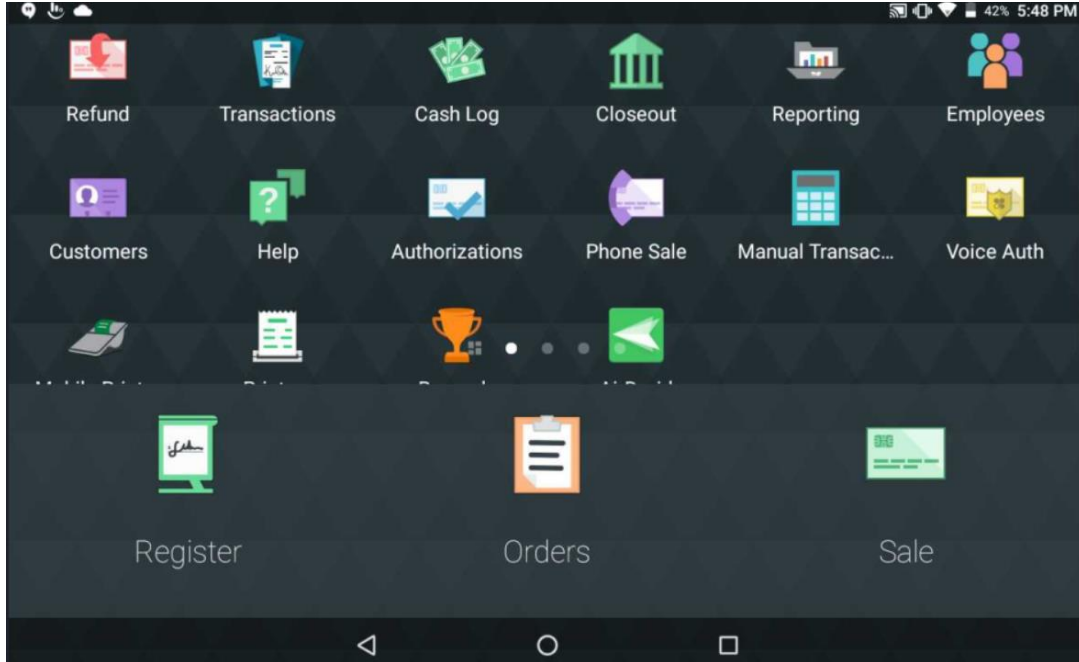


## GetSwift & Clover Integration - Quick Start Guide (Part 2)

### How to place an order through Clover

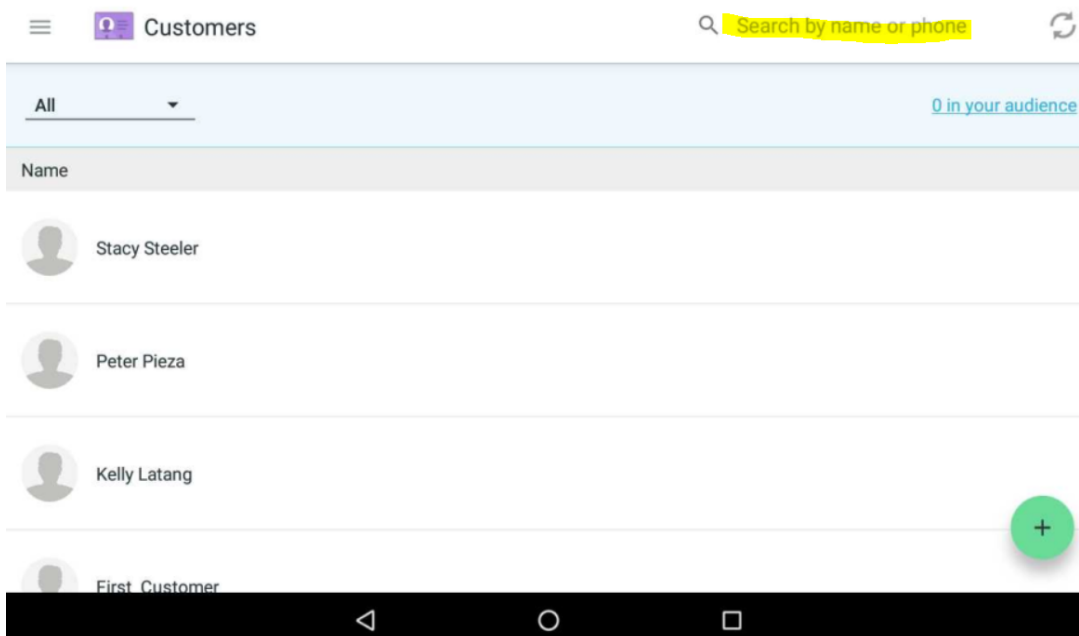
#### Step 1

When a customer calls to make a delivery order, you need to click on “Customers”



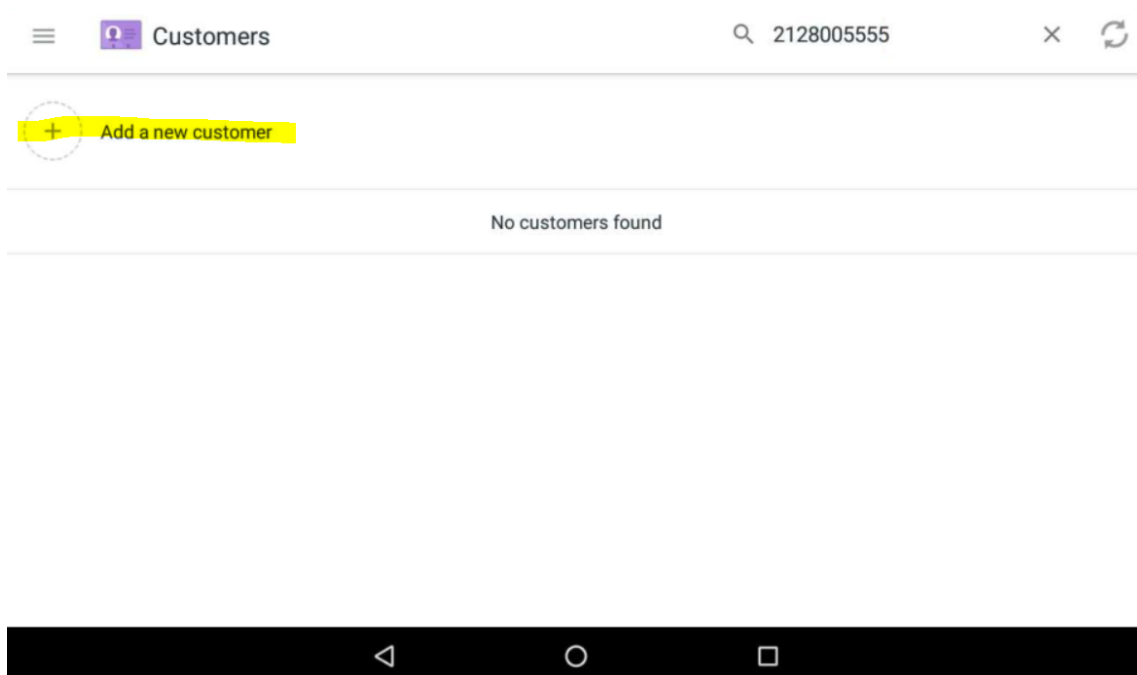
#### Step 2

Ask the customer for their phone number to see if they are already in your database

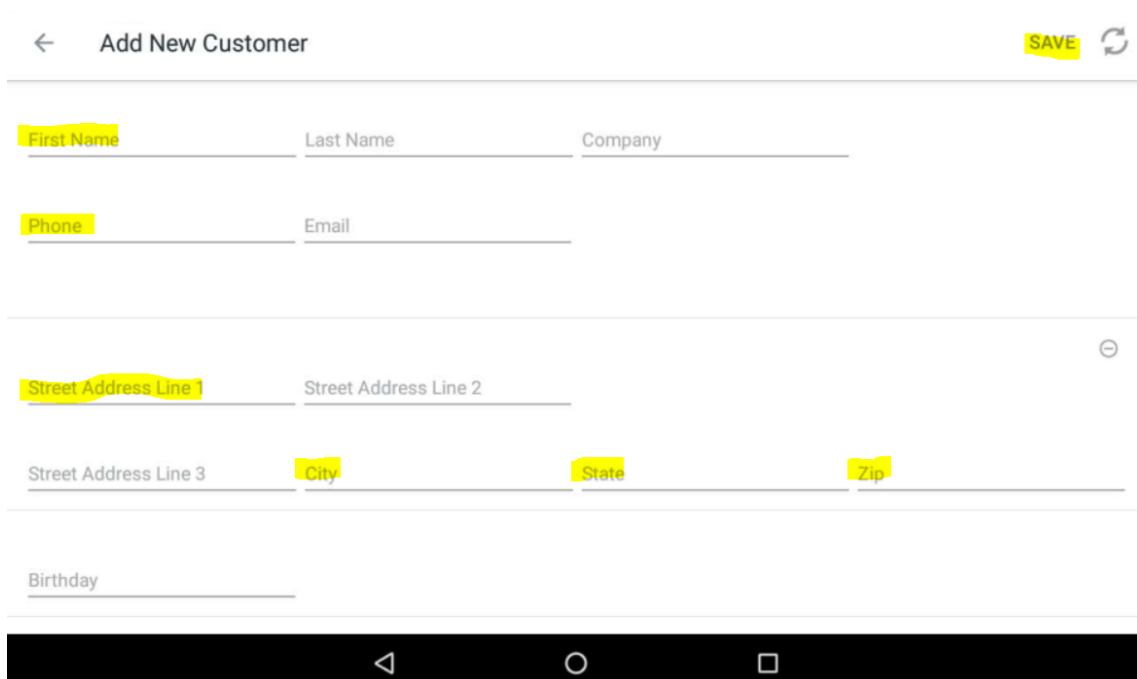


### Step 3a

If the Customer does not already exist in the database click “Add a new customer”

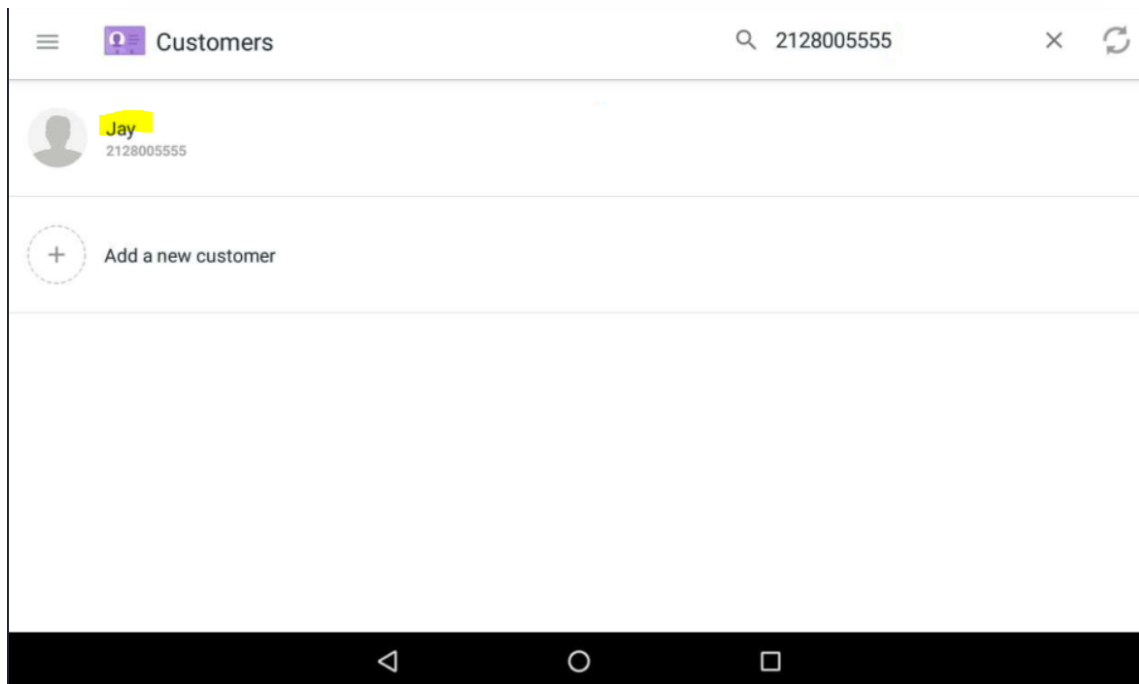


And enter at least the Name, Phone, Address & push “Save” so you drive knows who and where to deliver to!



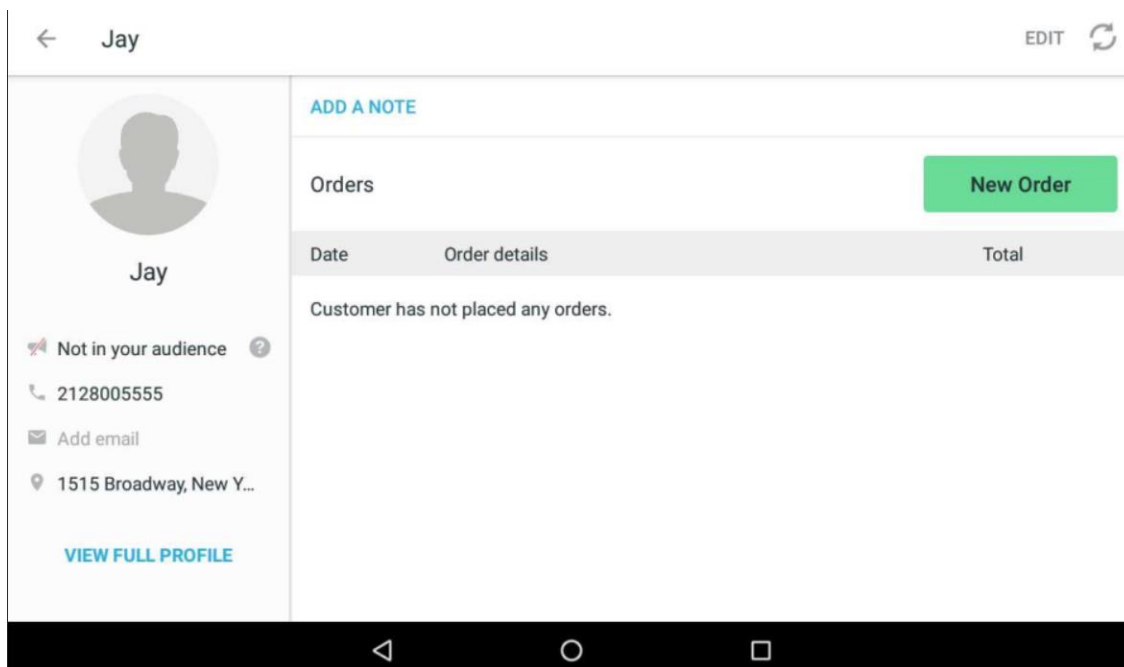
### Step 3b

If the Customer does already exist in the database click on the name



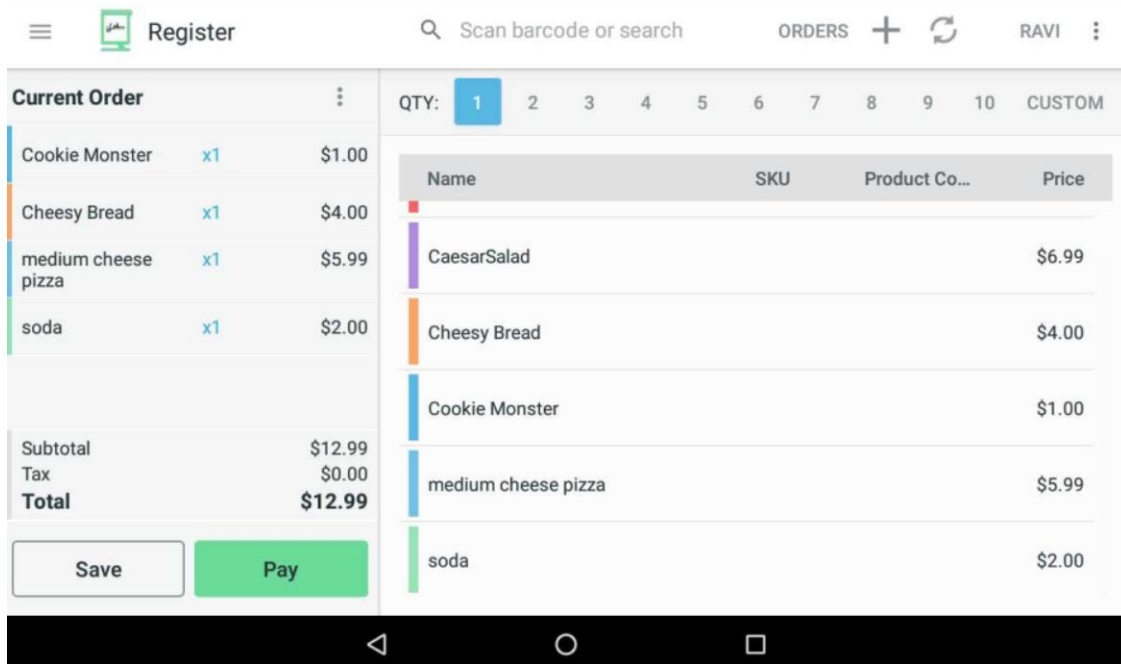
### Step 4

To place a new delivery order for the customer push “New Order”



## Step 5

Input the items they are ordering and push “Pay.” Within 1 minute or less you will see your order appear on your GetSwift dashboard!



Register    Scan barcode or search    ORDERS +    RAVI

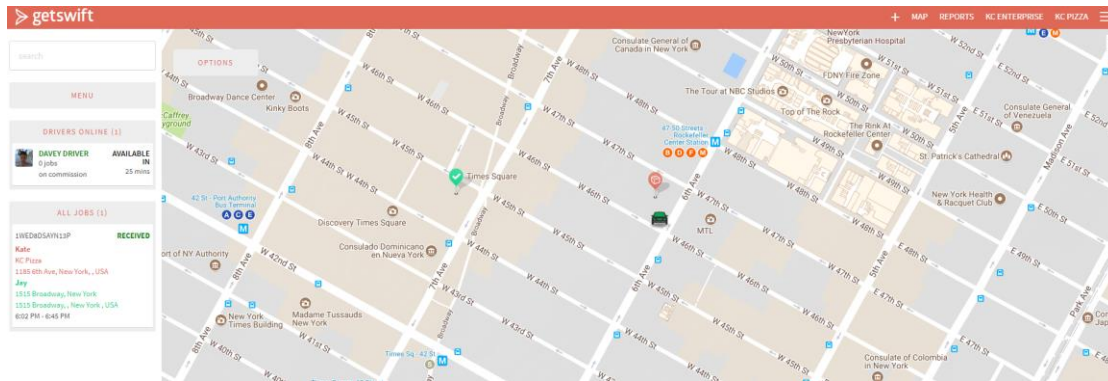
**Current Order**

Cookie Monster	x1	\$1.00
Cheesy Bread	x1	\$4.00
medium cheese pizza	x1	\$5.99
soda	x1	\$2.00
<b>Subtotal</b>		<b>\$12.99</b>
<b>Tax</b>		<b>\$0.00</b>
<b>Total</b>		<b>\$12.99</b>

Save    Pay

QTY: 1 2 3 4 5 6 7 8 9 10 CUSTOM

Name	SKU	Product Co...	Price
CaesarSalad			\$6.99
Cheesy Bread			\$4.00
Cookie Monster			\$1.00
medium cheese pizza			\$5.99
soda			\$2.00



getswift    +    MAP    REPORTS    KC ENTERPRISE    KC PIZZA

search:

MENU

DRIVERS ONLINE (1)

DAVEY DRIVER    AVAILABLE    25 mins  
on commission

ALL JOBS (1)

1WEDDAYSIN1P    RECEIVED  
Kate  
1185 6th Ave, New York, USA  
Jay  
1515 Broadway, New York, USA  
6:02 PM - 6:45 PM