Catering

It is possible to **order catering** directly from Leon. In order to make this work, a few settings must be defined.

EMAIL TEMPLATE

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Catering order template example

In a section Settings > Email Templates find **Catering Requests** and click it to set it up. You can change the default one's name or remove it and add a new one (you can add multiple templates).

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Ordering catering main window



Edit a template to define its **Subject**, **Body** and default **Recipients** emails: From, Reply to, CC & BCC. Use **Available data** items to re-arrange the email template.

ORDERING CATERING

Once catering email templates have been defined, open OPS checklist item 'Catering', click a button **ORDER** and Leon will show a window for order sending.

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| CATERING | REQUEST | Requested | 0 |

A drop-down 'Email templates' will show all previously defined templates. Insert an email address into a field **TO** to which the catering order should be sent out and click SAVE.

| Email Template | English | ٥ |
|----------------|---------|---|
| | French | |
| | German | |

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