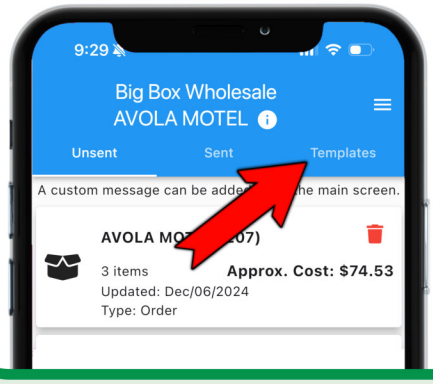
L.J. Zucca Inc Distributors | ZiiZii Mobile Ordering

How to Create Templates

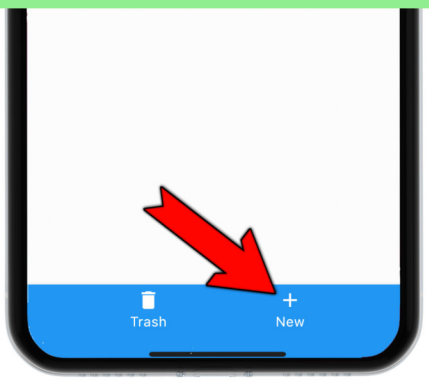
1 Tap "Templates"



Located in the upper right of the home screen.

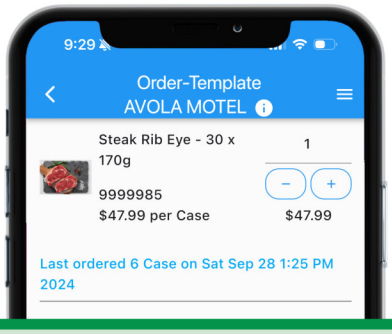
2 Tap "+ NEW"

Start a new template.



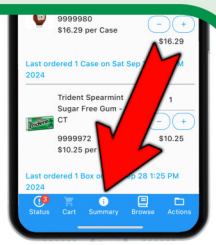
3 Add Items

Add items and set desired quantities like you are building an order.



PRO TIP

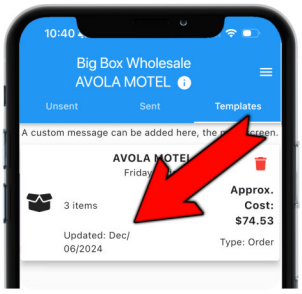
Under the **"Summary"** Menu an **"Order Name"** can be assigned.



This can be helpful for finding and using the template in the future.

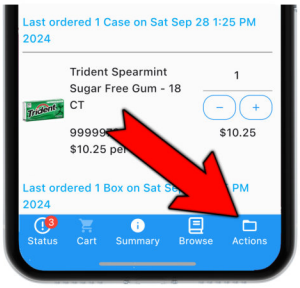
How to Use Templates

1



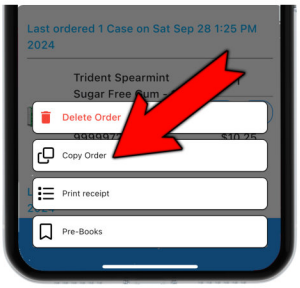
Tap a template to open it.

2



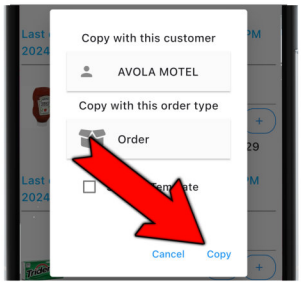
Tap the **"Actions"** Menu.

3



Tap **"Copy Order"**.

4



Confirm your settings and tap "**Copy**". The template items will be copied into a new order.