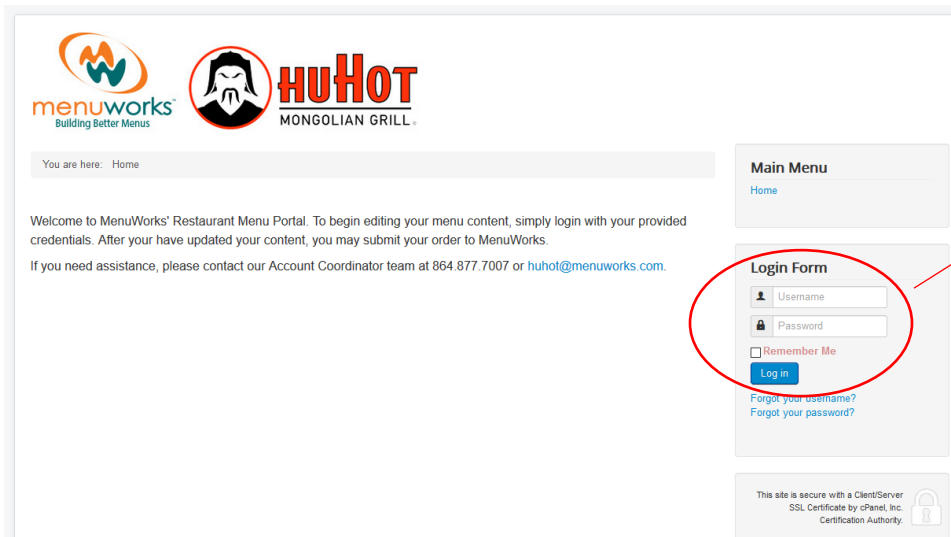


# HuHot Menu Ordering Portal

The MenuWorks' HuHot Ordering Portal is now live. Below is a step by step guide to walk you through the ordering process. If you need assistance, please reach out to the MenuWorks' Account Coordinator team at 864-877-7007 or [huhot@menuworks.com](mailto:huhot@menuworks.com).

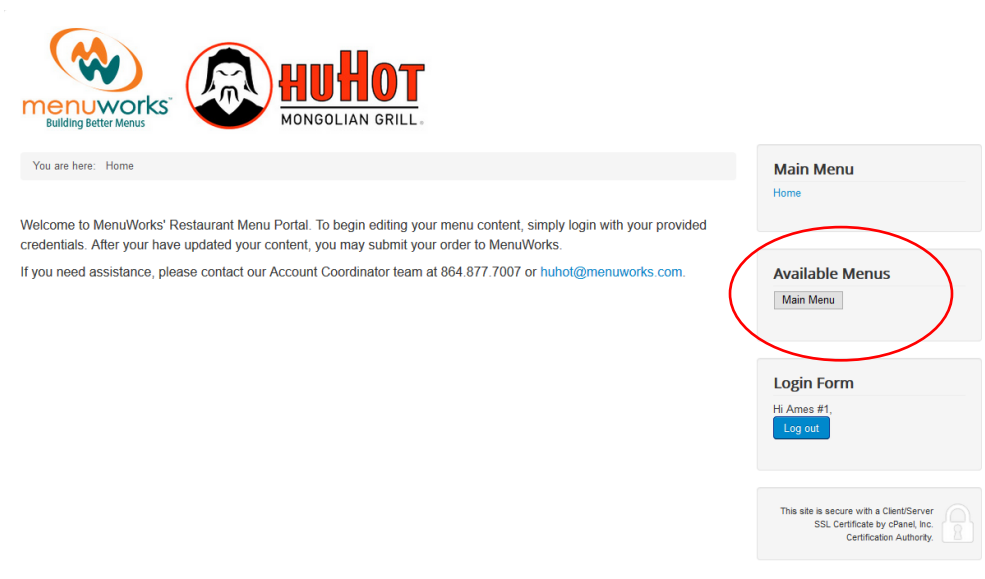
**Step 1:** Visit [www.huhot.menuworks.com](http://www.huhot.menuworks.com) and login to your account with the credentials provided via email. Please note that logins are location-specific, not person-specific.



The screenshot shows the login page of the HuHot Menu Ordering Portal. At the top left are the MenuWorks logo (with the tagline 'Building Better Menus') and the HuHot MONGOLIAN GRILL logo. Below the logos is a breadcrumb trail: 'You are here: Home'. A welcome message states: 'Welcome to MenuWorks' Restaurant Menu Portal. To begin editing your menu content, simply login with your provided credentials. After your have updated your content, you may submit your order to MenuWorks. If you need assistance, please contact our Account Coordinator team at 864.877.7007 or [huhot@menuworks.com](mailto:huhot@menuworks.com).' On the right side, there is a 'Main Menu' section with a 'Home' link. Below it is a 'Login Form' which includes fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Log in' button. Links for 'Forgot your username?' and 'Forgot your password?' are also present. At the bottom right, a security notice states: 'This site is secure with a Client/Server SSL Certificate by cPanel, Inc. Certification Authority.'

MenuWorks' ordering website is secure, which means that your menu content is always protected.

**Step 2:** After logging in to the ordering portal, select the menu that you want to order from the right side of the screen. At this time, only the main menu is available, but the drink menu will be added in the future.



The screenshot shows the portal after a successful login. The layout is similar to the login page, but the 'Login Form' now displays 'Hi Ames #1,' and a 'Log out' button. The 'Main Menu' section remains at the top right. Below it, a new 'Available Menus' section has been added, containing a single button labeled 'Main Menu'. The welcome message and security notice are also present.

**Step 3:** After choosing the menu to edit/order, your current menu content will be displayed. Click on the title for each menu item to begin editing prices. Certain editing capabilities have been locked to keep descriptions, quantities and calories accurate and identical. You can only edit content that is not greyed out.



**EDIT FOOD ITEM** CLOSE

Username: FRCG\_7401

Item: CRISPY EGGROLLS Price:

Additional Info:  Calories:

Description: Handmade with crab, scallions and cream cheese. Served with sweet & sour dipping sauce. Pork and vegetables rolled up then lightly fried. Served with sweet & sour dipping sauce.

**CRISPY EGGROLLS**

Variation	Price
Variation 1 (Small, Medium, Large, etc.) 4 pc (790 cal)	5.49
Variation 2 (Small, Medium, Large, etc.) 7 pc (1,250 cal)	7.49
Variation 3 (Small, Medium, Large, etc.)	
Variation 4 (Small, Medium, Large, etc.)	
Variation 5 (Small, Medium, Large, etc.)	

**GRILL MEALS**

Meal	Price
WEEKDAY LUNCH	\$10.69
WEEKEND AND HOLIDAY LUNCH	\$12.79
DINNER	\$14.99

**HUHOT CARRY OUT** See list for carry out bowl. Not available for dine-in.

Save Edits

**Step 4:** Once you have verified and/or changed the price for your menu item, be sure to save the edits at the bottom of the edit screen. You will need to **SAVE EDITS** before closing the edit screen for each item.

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Additional Info:  Calories:

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**GRILL MEALS**

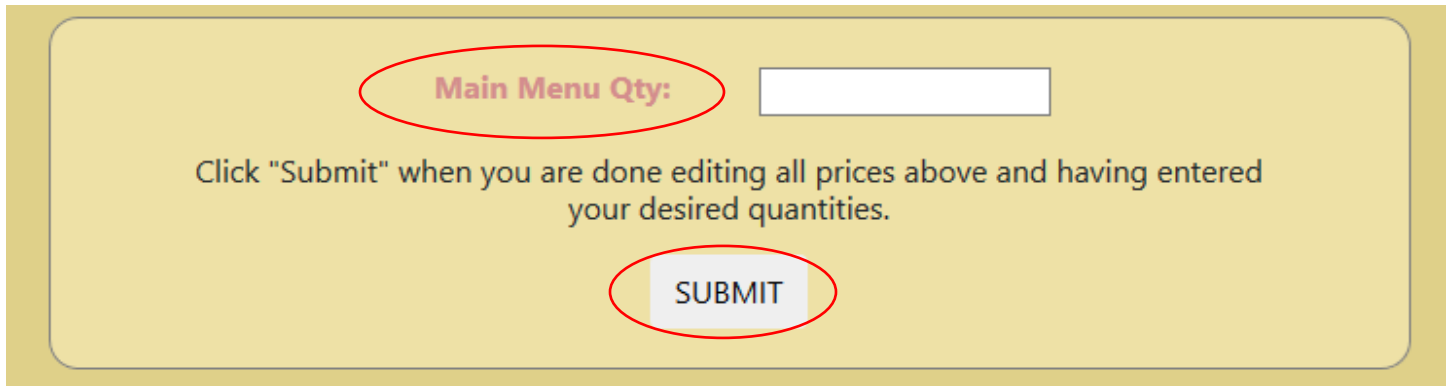
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DINNER	\$14.99

**HUHOT CARRY OUT** See list for carry out bowl. Not available for dine-in.

Save Edits

**Step 5:** After verifying and/or changing prices for every menu item, you will need to indicate the quantity of menus that you want to order and click on SUBMIT.

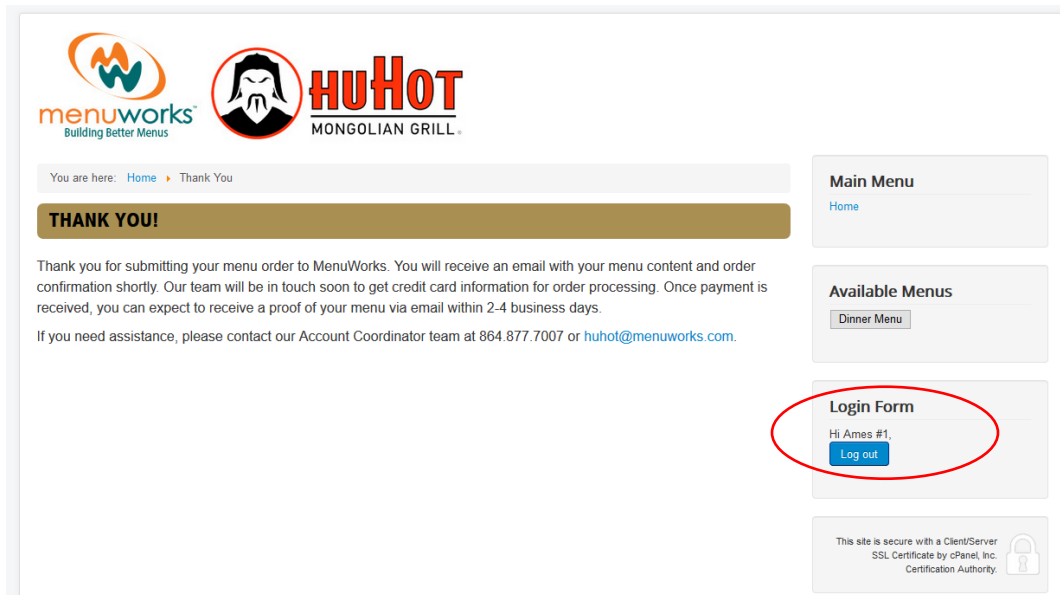
The minimum ordering quantity for menus is 100.



A yellow rectangular box containing a form. At the top, the text "Main Menu Qty:" is circled in red, followed by a white input field. Below this, the text "Click 'Submit' when you are done editing all prices above and having entered your desired quantities." is centered. At the bottom, a grey button with the text "SUBMIT" is circled in red.

**Step 6:** After submitting your order, you will see an order confirmation screen like the image below. If you do not receive this message, your order was not submitted.

After receiving this message, be sure to log out of the ordering portal.



A screenshot of a web page with a white background. At the top left are the logos for "menuworks" (with the tagline "Building Better Menus") and "HUHOT MONGOLIAN GRILL". Below the logos is a breadcrumb trail: "You are here: Home > Thank You". A large brown banner with the text "THANK YOU!" is prominent. Below this banner, a paragraph of text reads: "Thank you for submitting your menu order to MenuWorks. You will receive an email with your menu content and order confirmation shortly. Our team will be in touch soon to get credit card information for order processing. Once payment is received, you can expect to receive a proof of your menu via email within 2-4 business days." Below this is a line of text: "If you need assistance, please contact our Account Coordinator team at 864.877.7007 or [huhot@menuworks.com](mailto:huhot@menuworks.com)." On the right side, there are three stacked boxes: "Main Menu" with a "Home" link, "Available Menus" with a "Dinner Menu" link, and "Login Form" which is circled in red. The "Login Form" box contains the text "Hi Ames #1," and a blue "Log out" button. At the bottom right, there is a security notice: "This site is secure with a Client/Server SSL Certificate by cPanel, Inc. Certification Authority." with a padlock icon.

**Step 7:** In addition to the order confirmation above, you will also receive an email confirmation of your order and the menu content that was submitted. An example is below.

From: [huhot@menuworks.com](mailto:huhot@menuworks.com) <[huhot@menuworks.com](mailto:huhot@menuworks.com)>  
Sent: Wednesday, November 20, 2019 9:16 AM  
To: webmaster <[webmaster@cbsdist.com](mailto:webmaster@cbsdist.com)>  
Subject: A HuHot Menu Order Submission - FRCG\_7401

ORDER DETAILS BELOW...

Dinner Menu Qty:	300
Drink Menu Qty:	0
Restaurant:	FRCG_7401
Email:	

## Dinner Menu

### APPETIZERS

- **KRAB RANGOONS**   
Handmade with krab, scallions and cream cheese. Served with sweet & sour dipping sauce.
  - 4 pc (890 cal) **5.99**
  - 7pc (1,420 cal) **7.99**
- **CRISPY EGGROLLS**  
Pork and vegetables rolled up then lightly fried. Served with sweet & sour dipping sauce.
  - 4 pc (790 cal) **5.49**
  - 7 pc (1,250 cal) **7.49**
- **ASIAN POTSTICKERS**  
Chicken and vegetable dumplings, lightly fried and served with sweet & sour dipping sauce.
  - 4 pc (560 cal) **5.49**
  - 7 pc (840 cal) **6.99**
- **A TASTE OF THE BOUNTY** 3 of each (1,440 cal) **\$9.99**

**Step 8:** After your order has been submitted, the MenuWorks team will reach out to you to get credit card information for payment. To expedite the process, feel free to call our team at 864-877-7007.

**Step 9:** Once payment has been received, you can expect a PDF proof of your menu via email. Please review the menu in it's entirety to ensure that all content is accurate. Please reply to the email with your changes and/or approval within 48 hours.

**Step 10:** Once final written approval of your menu has been received, your order will move into production.

**Step 11:** When your order ships, you will receive a UPS tracking notification with shipping details. You will also receive a final invoice via email for your records.

## Questions?

If you need assistance at any time, please reach out to the MenuWorks' via phone at 864-877-7007 or via email at [huhot@menuworks.com](mailto:huhot@menuworks.com). When calling in, please ask for a member of the HuHot team.