

The Magic of Cakes Kiosk & Cakes.com

Multi-Platform Cake Ordering System

The screenshot shows the 'Ordering Wizard Sign Up' page on Cakes.com. The page has a purple header with the Cakes.com logo and the text 'Ordering Wizard'. Below the header is a white box with a purple bar that says 'Welcome to the Online Cake Ordering Wizard'. The main content area is white and contains the following elements:

- Ordering Wizard Sign Up**: The title of the page.
- Welcome to the Online Cake Ordering Wizard**: A purple bar with white text.
- Introduction Text**: A paragraph explaining that the Online Cake Ordering Wizard is a setup tool for making cake orders more convenient. It asks the user to enter their DecoPac customer number and email address.
- Account Link**: A link that says 'If you are not yet a DecoPac customer, please [click here](#) to open an account.'
- Customer Number Field**: A text input field with a purple arrow icon on the right.
- Email Address Field**: A text input field with a purple arrow icon on the right.
- Terms and Conditions**: A section with a title 'Cakes.com Baker Terms & Conditions' and a scrollable text area containing the terms. The text includes an introduction and a paragraph about the agreement.
- Agreement Checkboxes**: Three checkboxes with corresponding text: 'I agree to the terms and conditions.', 'I acknowledge that I am a commercial retail or in-store bakery.', and 'I understand that I will be charged according to the payment model outlined in the terms and conditions.'
- Submit Button**: A purple button with the text 'Submit'.
- Footer**: A white bar with links for 'DecoPac.com', 'About Online Cake Ordering', 'Terms & Conditions', 'Contact Us', and 'FAQ'. On the right side, it says '©2010 Cakes.com. All Rights Reserved.'



online
cake ordering

Updated 5/12/2014

Table of Contents

Section 1: Setting Up Online Cake Ordering	4
Setup Overview	4
How To Get Started.....	4
Setting Up Online Cake Ordering.....	5
Confirm Account Information	6
Email Notification.....	7
Create Your Password.....	8
Section 2: Bakery Setup	9
Step 1: Enter Standard Hours	11
Step 2: Enter Holiday Hours.....	12
Step 3: Enter Order Lead Time.....	13
Step 4: Enter Online Information (Optional)	14
Step 5: Edit Cake Flavors, Sizes & Prices	14
Step 6: Edit Cake Fillings	16
Step 7: Edit Icings	17
Step 8: Edit Cake Decoration Up-Charges.....	17
Step 9: Edit Available Icing Colors.....	19
Step 10: Review Settings.....	20
Step 11: Set the Activation Date	21
Section 3: Choose Cake Designs.....	22
Bakery Cakes Tab	23
Tips & Shortcuts	25

Section 4: Set Up In-Store <i>The Magic of Cakes</i> Kiosk	29
Kiosk Options	29
Kiosk Settings	30
Kiosk Custom Cakes	31
Kiosk Featured Cakes	34
Create QR Code.....	35
Section 5: Online Orders	36
Online Order Flow.....	36
Online Order Queue.....	38
How to Accept an Order	40
Photos for PhotoCake Frames	43
Section 6: Additional Info.....	45
How to Log In	45
My User Profile	46
Change Password	47
Reporting.....	48
Section 7: FAQs and Troubleshooting.....	51

Online Cake Ordering Wizard Overview

The Cake Ordering Wizard is an online tool from DecoPac that makes it easy for DecoPac Customers to create online cake ordering on Cakes.com. When Online Cake Ordering is active, Bakeries and other retail outlets will be able to provide ordering options on an in-store The Magic of Cakes Kiosk and Cakes.com. Payment is handled by the bakery or store at time of order pickup.

How to Get Started

To get started, Bakeries and other retail outlets will be required to have a DecoPac Online Account before using the Online Cake Ordering Wizard. A DecoPac Online Account can be established by going to the following link:

<http://www.decopac.com/createAnAccount.jsp>

DECOPAC *On Top of the World's Best Cakes*

Create an Account
Account Login

SHOP ONLINE | RESOURCE CENTER | COMPANY | PHOTOCAKE | ONLINE CAKE ORDERING | Enter a Keyword or Product # GO

Create an Online Account

Use your Customer # for Immediate Benefits

- Order online instantly** Your Customer # lets us know you are eligible to order from DecoPac, so your order processes faster.
- Accurate Prices** Your Customer # ensures you will see the correct prices for your bakery or store.

Customer #:

Billing Address ZIP Code:

CREATE ACCOUNT WITH MY DECOPAC CUSTOMER #

PLEASE NOTE: If you have placed an order with DecoPac before (e.g. by phone or fax), but you do not know your Customer #, please call 1-800-DECOPAC for assistance.

New to DecoPac (never placed an order by phone or fax)?

New to DecoPac means you have never placed an order with us and we do not have a Customer # for you in our system. You can create an account and begin ordering, but **your order may be delayed** while we verify your eligibility. If you have ordered with DecoPac in the past, please follow the instructions above for faster ordering.

I'M NEW TO DECOPAC

Customers in Canada

At this time, we are unable to process web orders for businesses located in Canada. If you are interested in purchasing any of our cake decorating products, please contact one of our [Canadian distributors](#).

If you do not wish to complete the process online, call 1-800-DECOPAC Monday through Friday, 7 AM to 7 PM (CT); and on Saturday, 7 AM to 2 PM (CT) and a DecoPac representative will answer your question and guide you through the application process.

If your bakery or retail outlet is an existing DecoPac Customer, and has already established an online account on DecoPac.com, you can continue to the next step.

Setting Up Online Cake Ordering

To set-up Online Cake Ordering, go to the following URL:

www.cakes.com/account-admin/setup or follow the link on www.decopac.com/onlinecakeordering.

Ordering Wizard Sign Up

Welcome to the Online Cake Ordering Wizard

The Online Cake Ordering Wizard is a setup tool that you will use to make cake ordering more convenient for your customers on Cakes.com. To get started, please enter your DecoPac customer number found on your DecoPac invoice and the email address you use for your DecoPac account.

If you are not yet a DecoPac customer, please [click here](#) to open an account.

Customer Number

Email Address

Terms and Conditions

Cakes.com Baker Terms & Conditions

The following describes the terms on which Cakes.com offers you access to our services.

Introduction

Welcome to Cakes.com. By using Cakes.com (including www.cakes.com and its related subdomains, services, other sites and tools linked to www.cakes.com (collectively, the "Site"), you agree to the terms and conditions set forth in these Cakes.com Baker Terms & Conditions (this "Agreement") with Cakes.com and the general principles for the Site. As used in this Agreement and unless otherwise described, "Cakes.com," "we" or "our" refers to DecoPac, Inc., the corporate owner of Cakes.com. As used in this Agreement, "you" means either (a) the company or other business or governmental entity specified as the applicant to be a Cakes.com Bakery, or (b) if there is no such entity or this Agreement proves unenforceable against such entity, the individual now agreeing to this Agreement.

I agree to the terms and conditions.

I acknowledge that I am a commercial retail or in-store Bakery.

I understand that I will be charged according to the payment model outlined in the terms and conditions.

Submit

[DecoPac.com](#) [About Online Cake Ordering](#) [Terms & Conditions](#) [Contact Us](#) [FAQ](#)

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Steps on this page:

1. Enter the DecoPac Customer number. If you do not remember your account number, you can retrieve it from a previous DecoPac invoice.
2. Enter the email address for the DecoPac account. This is the same email address that you have already established with DecoPac.
3. Check all three agreement boxes under the Terms and Conditions.
4. Click the "Submit" button to continue.

Confirm Account Information

Confirm the information that DecoPac currently has on file for you. If it is incorrect, you should take steps to make sure it is updated.

cakes.com Ordering Wizard

Ordering Wizard Sign Up

Verify Your Customer Information

The information to the right is information we have on file for your bakery. If this is correct, please move on to the next step. If this is not correct, please contact us to update your information.

Update your customer information with DecoPac:
1-800-DECOPAC (332-6722)
Open: 7 AM to 7 PM Central Time Monday through Friday, 7 AM to 2 PM on Saturdays, closed national holidays
[No, change it at DecoPac.com.](#)

Please note, this change may take up to 2 or 3 days to be reflected on this page.

Is your store information correct?

Homestyle Bakery
2709 Murfreesboro Rd
Antioch TN 37013
(615) 367-2355

[Yes, Continue](#)

[DecoPac.com](#) [About Online Cake Ordering](#) [Terms & Conditions](#) [Contact Us](#) [FAQ](#) ©2014 Cakes.com. All Rights Reserved.

Steps on this page:

1. Review the information for this account. If the information is not correct, you can login to your online account at DecoPac.com and change it there. (Please note: It will take 24-48 hours for changes to be reflected here.)
2. Click the “Yes, Continue” button to continue.

Check Email Notification

After clicking the “Yes, Continue” button (on the prior page), you will be taken to the page below and instructed to check your email to continue the Online Cake Ordering setup process.

The screenshot shows the 'Check Email Notification' page from the Cakes.com Ordering Wizard. The page has a purple header with the Cakes.com logo and the text 'Ordering Wizard'. The main content area is white and contains the following text:

Check Email Notification

Thank you. Your bakery information and email address have been verified. To continue your sign up, please check your email.

You should receive a message with a link redirecting you to a page where you can create your password. If you don't receive an email within a few minutes, please check your spam filter and junk email box.

At the bottom of the page, there are links for 'DecoPac.com', 'About Online Cake Ordering', 'Terms & Conditions', 'Contact Us', and 'FAQ'. A copyright notice reads '©2014 Cakes.com. All Rights Reserved.'

Overlaid on the bottom right is a screenshot of an email client's inbox. The selected email is from 'cakesonlineordering@decopac.com' with the subject 'Confirm your Cakes.com Online Cake Account'. The email body contains the following text:

Confirm your Cakes.com Online Cake Account
cakesonlineordering@decopac.com [cakesonlineordering@decopac.com]
To: Web Customer 182
Cc:

Hello!

You're one step closer to creating a successful login for your Cakes Online Ordering account.

Your user name is web.customer182@decopac.com. Please follow the link below to create your password.

<https://demo.cakes.com/account-admin/setup/confirm-email/j4JUdCxKVT8Q4YOfWIhg>

Thank you,
DecoPac, Inc.

Steps on this page:

1. Check your email for a message with the subject line “Confirm your Cakes.com Online Cake Account”.
2. Click on the link in this email to continue.
3. If you do not see the email in your Inbox, check your Spam or junk mail folder.

Create Your Password

The link in the confirmation email will take you to the following page where you must create a password for the Online Cake Ordering Wizard.

Ordering Wizard Sign Up

Create Your Password

Welcome back. Before you can log in and set up your cake ordering information, please create a secure password.

Requirements:
Password must be at least 8 characters and contain at least one number and one capital letter.

Password

Password ✓ Meets requirements

Confirmation ✓ Passwords match

Submit

[DecoPac.com](#) [About Online Cake Ordering](#) [Terms & Conditions](#) [Contact Us](#) [FAQ](#)

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Steps on this page:

1. Enter a new password that fits the following **password rules**:
 - Must be at least **8 characters** long;
 - Must contain at least **one number**;
 - Must contain at least **one capitalized letter**.
2. In the Confirmation box, re-type the same password to ensure the password is correct.
3. Click on the “Submit” button to continue to the Welcome screen.
4. Please note: Your username and password are case sensitive.

Create the Online Cake Offering

After clicking the “Submit” button (on the previous page), you will be taken to the “Welcome” page (below). This page will guide you through the next steps.

The screenshot shows the 'Welcome' page of the Cakes.com Online Cake Ordering Wizard. The page has a purple header with the 'cakes.com' logo and 'Ordering Wizard' text. In the top right corner, there are links for 'My User Profile' and 'Sign Out'. The main content area is white with a purple border. It features a purple banner that says 'Welcome to the Cakes.com Online Cake Ordering Wizard'. Below the banner, there is a paragraph explaining that after a few steps, the bakery will be ready to accept online orders. A second paragraph asks the user to provide basic information about their store as quickly as possible. A bulleted list includes: Standard Hours, Holiday Hours, Cake Flavors, Sizes, & Prices, Cake Fillings, Cake Icings, and Icing Colors. A third paragraph mentions the opportunity to upload a logo and write a short description. A fourth paragraph notes that the information is easy to edit in the future. A final paragraph instructs the user to click the 'Next' button. The 'Next' button is a purple rectangle with white text. At the bottom of the page, there are links for 'DecoPac.com', 'About Online Cake Ordering', 'Terms & Conditions', 'Contact Us', and 'FAQ'. On the right side of the footer, it says '©2014 Cakes.com. All Rights Reserved.'

Info Needed to Complete the Setup Process

The Online Cake Wizard set-up will guide you through the settings below. Make sure you have the following information available before beginning:

1. Standard hours
2. Holiday hours
3. Order lead time
4. Cake flavors, sizes & prices
5. Cake Fillings, Icing types and Icing colors, and any associated up-charge prices
6. Business logo (optional; file format of jpg, gif or png; dimensions of 200 by 200 pixels)
7. Short description about your business (optional, maximum 200 characters)

Notes about Setting up Online Ordering:

Before you begin the online ordering setup process, please become familiar with the following terms and areas:

- The section title and step number are shown in the purple bar at the top of the page.
- To change the default values, click in the purple boxes.
- The Next/Previous buttons are found on the bottom right of the page.

Enter Your Standard Hours Step 2

Fill in the days and times your bakery is currently open during a regular week. On the next page, you'll have the option to enter alternate hours for holidays or other special occasions. If your hours change in the future, this section is always available for editing.

My bakery is open 24 hours, 7 days a week.

Day of Week	Opening Time	Closing Time
Monday	From: 8:00 AM	To: 5:00 PM
Tuesday	From: 8:00 AM	To: 5:00 PM
Wednesday	From: 8:00 AM	To: 5:00 PM
Thursday	From: 8:00 AM	To: 5:00 PM
Friday	From: 8:00 AM	To: 5:00 PM
Saturday	From: 8:00 AM	To: 5:00 PM
Sunday	From: 8:00 AM	To: 5:00 PM

Time Zone: Central Time (US & Canada)

Next

Step 1: Enter Standard Hours

cakes.com Ordering Wizard

My User Profile [Sign Out](#) ↓

Edit Store Information

Enter Your Standard Hours Step 2 ● ● ● ● ● ● ● ● ● ●

Fill in the days and times your bakery is currently open during a regular week. On the next page, you'll have the option to enter alternate hours for holidays or other special occasions. If your hours change in the future, this section is always available for editing.

My bakery is open 24 hours, 7 days a week.

Day of Week	Opening Time	Closing Time
Monday	From: 8:00 AM	To: 5:00 PM
Tuesday	From: 8:00 AM	To: 5:00 PM
Wednesday	From: 8:00 AM	To: 5:00 PM
Thursday	From: 8:00 AM	To: 5:00 PM
Friday	From: 8:00 AM	To: 5:00 PM
Saturday	From: 8:00 AM	To: 5:00 PM
Sunday	From: 8:00 AM	To: 5:00 PM

Time Zone

Central Time (US & Canada)

[Next](#)

Steps on this page:

1. Select the days of the week that you are open. If you are closed on a certain day, select the purple "Open" button for that day to change that day to "Closed".
2. Make adjustments to the Opening/Closing Times.
3. Select the Time Zone.
4. Click "Next" to continue.

Step 2: Enter Holiday Hours

If the stores hours are different for Holidays or other special days, enter those hours on this page. You may also “Add Holiday” if closed on any days not listed.

Enter Your Holiday Hours Step 3

Please enter your holiday hours information so your customers can arrange pick-ups for another time or day.

Open / Closed	Holiday	Date	Standard Hours	Opening Time	Closing Time
<input type="checkbox"/> OPEN <input type="checkbox"/>	Presidents' Day	02/17/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Passover	04/15/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Easter Sunday	04/20/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Memorial Day	05/26/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Independence Day	07/04/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Labor Day	09/01/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Rosh Hashanah	09/25/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Yom Kippur	09/25/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Columbus Day	10/13/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Veterans Day	11/11/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Thanksgiving	11/27/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Christmas Eve	12/24/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	Christmas Day	12/25/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM
<input type="checkbox"/> OPEN <input type="checkbox"/>	New Year's Eve	12/31/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/>	From: 8:00 AM	To: 5:00 PM

Steps on this page:

1. Update hours/days as needed. If there are special holiday store hours, click the “Yes” button to change it to “No” and update those hours; if closed on any day, click the “Open” button to change it to “Closed”.
2. Click “Next” to continue.

Step 3: Enter Order Lead Time

Enter the amount of lead-time the bakery or retail outlet will need to complete the order. These settings will govern what pickup dates and times are available to Consumers when they create their online order.

My User Profile [Sign Out](#) ↓

cakes.com Ordering Wizard

Edit Store Information

Enter Your Order Lead Time Step 4

Enter in the amount of lead-time you and your staff need to produce the order. The lead-time shown begins when the order is placed. If you find the lead times you set are not enough, this information can be adjusted.

	Customer Orders placed on:	Can be picked up:
Monday	Before: 12:00 AM After:	Same Day After: 12:00 AM
Tuesday	Before: 12:00 AM After:	Same Day After: 12:00 AM
Wednesday	Before: 12:00 AM After:	Same Day After: 12:00 AM
Thursday	Before: 12:00 AM After:	Same Day After: 12:00 AM
Friday	Before: 12:00 AM After:	Same Day After: 12:00 AM

Steps on this page:

1. Make adjustments to lead times as needed.
2. Click "Next" to continue.

Step 4: Enter Online Information (Optional)

The online information page will provide Consumers with additional information about the bakery or retail outlet that you have chosen, if the bakery or retail outlet has already setup Online Cake Ordering.

Steps on this page:

1. Add a logo (optional). The logo can be in gif, jpg or png format, and should be 200 x 200 pixels. If the bakery does not have a logo, a default Online Cake Ordering logo will be displayed.
2. Add any special instructions. These could be more specific directions to the bakery or any type of additional marketing or promotional messaging. This text can be up to 200 characters.
 - a. Add Store Link URL. If you have a website for your business, you can enter it here.
 - b. Add store Link Text. This is the text a Consumer will click on to go to your website. (Example – Visit our Website!)
3. Set Fraud Prevention. Credit Card Authorization is set to “Off” by default. However, if you are concerned about customers placing orders that they do not intend to pick up, you can turn Credit Card Authorization to “On.” Consumers must then enter a credit card number when placing an order on Cakes.com. The card will NOT be charged and no information will be stored. Payment will be made at the bakery upon pick-up.

Step 5: Edit Cake Flavors, Sizes & Prices

This is the first step in setting up the online cake options available to Consumers. When a Consumer selects a cake for a specific bakery, these are the options that will be available to them on Cakes.com.

The screenshot shows the 'Edit Cake Information' page in the Cakes.com Ordering Wizard. The page is titled 'Edit Your Cake Flavors, Sizes & Prices' and is Step 6 of a 6-step process. The interface is divided into several sections:

- Cake Flavors:** A list of flavors with 'YES' and 'NO' buttons. 'Marble' is selected with a 'YES' button.
- Cake Decorations:** A section with a 'NO' button for 'Cake Decorations Upcharge'.
- Cake Size and Base Price (\$):** A table with columns for 'Cake Size' and 'Base Price (\$)'. The 'Base Price' column has 'NO' and 'YES' buttons and a price input field. The 'YES' button is selected for '1/4 Sheet' and '12 Pack Cupcakes'.
- Directions:** A text area with instructions: 'Choose the cake flavors, sizes and prices that your bakery offers. If your bakery updates its offerings, this page is always available to edit, so your customers are always shown your latest cake options.' Below the text are 'Previous' and 'Next' buttons.

Cake Size	Base Price (\$)
1/8 Sheet	NO 0.00
1/4 Sheet	YES 10
1/2 Sheet	NO 0.00
Full Sheet	YES 15
Pull Apart Cupcake Cake	YES 16
7" Round - 2 Layer	NO 0.00
8" Round - 2 Layer	NO 0.00
9" Round - 2 Layer	NO 0.00
10" Round - 2 Layer	NO 0.00
Signature	NO 0.00
Simple Signature	NO 0.00
Petite Signature	NO 0.00
12 Pack Cupcakes	YES 7

Steps on this page:

1. Select a Cake Flavor, then choose the Cake Sizes that are available for that Cake Flavor. To select a Cake Size, you must first enable the Cake Flavor for that Cake Size. This is done by clicking on the "No" button alongside the flavor to change the setting to "Yes".
2. To add the Base Price of the Cake Flavor/Size selected, click the "No" button alongside the Cake Size. This will change the setting to "Yes" so that the base price can be set for that Flavor/Size combination. Repeat this step for each flavor and size of cake offered to set all the Base Prices.
3. If the bakery charges for additional Cake Decorations such as DecoSet® or Edible Image®, click the "No" button alongside "Cake Decorations Upcharge". This will change the setting to "Yes", and then allow you to add any additional charges for these items.
4. To edit these settings, you must first select a Cake Flavor. When selected, the Cake Size options for that flavor will be displayed, and can then be updated.
5. Click "Next" to continue.

Step 6: Edit Cake Fillings

Choose cake fillings offered at your store and include any additional cost based on the size of the cake.

Edit Cake Information

Ordering Wizard

My User Profile [Sign Out](#)

Edit Your Cake Fillings Step 7

Filling Flavor	Cake Size	Upcharge (\$)
<input type="checkbox"/> NO Almond	1/8 Sheet	<input type="checkbox"/> NO 0.00
<input type="checkbox"/> NO Bavarian Cream	1/4 Sheet	<input checked="" type="checkbox"/> YES 2.00
<input type="checkbox"/> NO Cannoli	1/2 Sheet	<input type="checkbox"/> NO 0.00
<input checked="" type="checkbox"/> YES Cherry	Full Sheet	<input checked="" type="checkbox"/> YES 2.00
<input checked="" type="checkbox"/> YES Chocolate	Pull Apart Cupcake Cake	<input type="checkbox"/> NO 0.00
<input type="checkbox"/> NO Fruit - Cocktail	7" Round - 2 Layer	<input type="checkbox"/> NO 0.00
<input type="checkbox"/> NO Fruit - Fresh Strawberry	8" Round - 2 Layer	<input type="checkbox"/> NO 0.00
<input type="checkbox"/> NO Lemon	9" Round - 2 Layer	<input checked="" type="checkbox"/> YES 2.00
<input type="checkbox"/> NO Raspberry	10" Round - 2 Layer	<input checked="" type="checkbox"/> YES 2.00
<input type="checkbox"/> NO Strawberry	Signature	<input type="checkbox"/> NO 0.00
<input type="checkbox"/> NO Vanilla Custard	Simple Signature	<input type="checkbox"/> NO 0.00
<input type="checkbox"/> NO Same as Icing	Petite Signature	<input type="checkbox"/> NO 0.00
	12 Pack Cupcakes	<input type="checkbox"/> NO 0.00
	24 Pack Cupcakes	<input type="checkbox"/> NO 0.00
	Signature Cupcake Platter	<input type="checkbox"/> NO 0.00

Directions:
Choose which fillings are offered at your store and include the additional cost based on the size of the cake. If your pricing or filling options change, this page is always available to be edited.

[Previous](#) [Next](#)

Steps on this page:

1. Select a Cake Filling Flavor by clicking the "No" button alongside the Filling Flavor to change the available status to "Yes".
2. Then select Cake Sizes for that Filling Flavor by clicking the "No" button next to the Cake Size to change the available status to "Yes".
3. Once a Cake Size has been set to "Yes", you can add an Upcharge for that Cake Filling/Size combination. If there is no Upcharge, keep the amount set to "\$0.00".
4. Repeat Steps 1-3 for each Filling Flavor and Cake Size offered.
5. To edit these settings, you must first select the Cake Filling Flavor. When selected, the Cake Size options for that flavor will be displayed, and can then be updated.
6. Click "Next" to continue.

Step 7: Edit Icings

Choose the Icing Flavors that are offered at your store.

Edit Cake Information

Edit Your Icings Step 8

Icing Flavor	Available	Cake Size	Available	Upcharge (\$)
Buttercream - Chocolate	NO	1/8 Sheet	NO	0.00
Buttercream - White	YES	1/4 Sheet	YES	0.00
Chocolate	NO	1/2 Sheet	YES	0.00
Chocolate Fudge	NO	Full Sheet	YES	0.00
Cream Cheese	NO	Pull Apart Cupcake Cake	YES	0.00
Dairy Whipped Cream	NO	7" Round - 2 Layer	NO	0.00
Fondant	NO	8" Round - 2 Layer	NO	0.00
German Chocolate	NO	9" Round - 2 Layer	YES	0.00
Non-dairy Chocolate	NO	10" Round - 2 Layer	YES	0.00
Non-dairy White	NO	Signature	NO	0.00
Non-dairy Whipped Topping	NO	Simple Signature	NO	0.00
Strawberry	NO	Petite Signature	NO	0.00
Whipped Icing	NO	12 Pack Cupcakes	YES	0.00
Whipped Icing - Chocolate	NO	24 Pack Cupcakes	YES	0.00
		Signature Cupcake Platter	NO	0.00

Directions:
Choose which icing flavors are offered at your store and include the additional cost based on the size of the cake. If your available flavors change in the future, this page is always available for editing.

Previous Next

Steps on this page:

1. Select an Icing Flavor by clicking the "No" button alongside the Icing Flavor to change the available status to "Yes".
2. Then select Cake Sizes for that Icing Flavor by clicking the "No" button next to the Cake Size to change the available status to "Yes".
3. Once a Cake Size has been set to "Yes", you can add an Upcharge for that Icing/Size combination. If there is no Upcharge, keep the amount set to "\$0.00".
4. Repeat Steps 1-3 for each Icing and Cake Size offered.
5. To edit these settings, first select an Icing Flavor. When selected, the Cake Size options for that flavor will be displayed, and can then be updated.
6. Click "Next" to continue.

Step 8: Edit Decoration Up-charges

My User Profile ▾ Sign Out ▾
Ordering Wizard

Order Queue
Cake Information
Store Information
Reports
Bakery Cakes

Edit Cake Information

Cake Flavors, Sizes & Prices

Cake Flavors

NO **Carrot**

YES **Chocolate**

NO **Marble**

NO **Red Velvet**

NO **Tres Leches**

YES **White**

NO **Yellow**

NO **Variety**

Our database knows the designs available at your store and will display that information for your customers on Cakes.com. For now, simply enter the additional charge for each type of design.

Decoration	Additional Charge (\$)
DecoSet® / Cake Kit LICENSED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 3.00
DecoSet® / Cake Kit GENERIC	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 2.00
DecoSet® Petite Signature LICENSED	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
DecoSet® Petite Signature GENERIC	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
DecoSet® Signature LICENSED	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
DecoSet® Signature GENERIC	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
Edible Image® LICENSED	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
Edible Image® GENERIC	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
Cupcake Rings LICENSED	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
Cupcake Rings GENERIC	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
Cupcake Pics LICENSED	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
Cupcake Pics GENERIC	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
Cupcake Platter LICENSED	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
Cupcake Platter GENERIC	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
PhotoCake Frame LICENSED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 2.00
PhotoCake Frame GENERIC	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 1.00
PhotoCake Image LICENSED	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00
PhotoCake Image GENERIC	<input type="checkbox"/> NO <input type="checkbox"/> YES 0.00

Directions:

Update the cake flavors, sizes and prices that your bakery offers, or adjust your pricing. Anticipating more updates in the future? No problem. This page is always available to edit so your customers are always shown your latest cake options.

Note: Most bakeries only have a base price for Signature Cakes.

Note: If you update this page before any previously scheduled changes have posted, only the latest changes will be listed.

Changes will take effect:

Immediately On:

To save, please re-enter your password:

Your Password:

Cancel
Save

Cake Decorations

YES **Cake Decorations Upcharge**

Step 9: Edit Available Icing Colors

Use the colored check boxes to select the icing colors available at your bakery.

The screenshot shows the 'Edit Cake Information' page on cakes.com. The page title is 'Edit Your Available Icing Colors' and it is Step 9 of the ordering wizard. The main content area features a row of 14 colored boxes representing different icing colors: purple, blue, green, yellow, orange, red, pink, black, and white. Below these boxes is a 'Select All' checkbox. To the right of the color selection area, there are 'Directions' which state: 'Use the colored check boxes to select the icing colors available at your bakery. Of course, if your color selection changes, it's easy to edit in the future.' Below the directions are 'Previous' and 'Next' buttons. The footer contains links for 'DecoPac.com', 'About Online Cake Ordering', 'Terms & Conditions', 'Contact Us', and 'FAQ', along with the copyright notice '©2014 Cakes.com. All Rights Reserved.'

Steps on this page:

1. Select an Icing color by clicking on it. To select all colors, click the “Select All” checkbox.
2. Click “Next” to continue.

Step 10: Review Your Settings

This is a review of all settings and options selected. You can edit any section from this page.

Please Review Your Settings

Summary Step 10

You are almost ready to accept online orders! Please review your settings to make sure all of your information is accurate. If you find an error, go back and edit that section. Once everything is correct, click Next.

I have reviewed my settings **Next**

Sections

- [Standard Hours](#)
- [Time Zone](#)
- [Holiday Hours](#)
- [Lead Times](#)
- [Online Settings](#)
- [Cake Flavors](#)
- [Cake Decorations](#)
- [Cake Fillings](#)
- [Cake Icing Flavors](#)
- [Cake Icing Colors](#)

Standard Hours Edit

Monday	Closed		
Tuesday	Open	From: 8:00 AM	To: 5:00 PM

Steps on this page:

1. Review your settings to make sure all information is accurate. If you find an error, go back and edit that section by clicking on the “Edit” link to the right of the section you wish to edit.
2. Check the box alongside “I have reviewed my settings”.
3. Click “Next” to continue.

Step 11: Set the Activation Date

You have the option to “Go Live” today with your Cake Ordering Options, or to schedule a “Go Live” date in the future.

The screenshot shows the 'Ordering Wizard' interface on Cakes.com. At the top left is the Cakes.com logo and 'Ordering Wizard'. At the top right are links for 'My User Profile' and 'Sign Out'. The main content area is titled 'Your Bakery Setup is Complete!' and features a progress bar indicating 'Step 11' is the current step. Below the progress bar, a message states: 'Congratulations. Your bakery is now set up for customer orders on Cakes.com. You can begin accepting orders now or set up activation for a later date. Once you've made your selection, you'll be directed into your order queue.' There are two main options: 'Begin Accepting Online Orders Now' and 'Begin Accepting Online Orders Later'. The 'Now' option includes the text 'You can go live now and begin taking orders online.' and a large purple button labeled 'Begin Accepting Online Orders Now'. The 'Later' option includes a 'Start online ordering on:' label, a date input field, and a large purple button labeled 'Do Not Accept Online Orders Yet'. A 'Previous' button is located at the bottom right of the main content area. At the bottom of the page, there are links for 'DecoPac.com', 'About Online Cake Ordering', 'Terms & Conditions', 'Contact Us', and 'FAQ', along with a copyright notice: '©2014 Cakes.com. All Rights Reserved.'

Steps on this page:

1. To begin accepting online orders today, click on the “Begin Accepting Online Orders Now” button. Doing so will activate your online cake ordering option immediately.
2. To schedule a “Go Live” date in the future, select the date that you want to begin accepting order, then click the “Do Not Accept Online Orders Yet” button.

You Choose!

Select the Cake Designs you want to show on Cakes.com!

Choose which cakes you want available for online ordering. Follow the steps on the following pages to select the cakes you want!

The screenshot shows the Cakes.com website interface. At the top, there is a navigation bar with links for "Find a Bakery", "Sign In", and "Register". A search bar contains the text "Find the perfect cake:". Below this is a menu with categories: Birthdays, Characters, Themes, Occasions, Holidays/Seasons, and Party Planning.

The main content area is titled "Bakery: My Bakery Page". It features a map of a location, a search bar for the bakery's address, and a "Find a Bakery" button. Below the map, there are "Hours of Operation & Bakery" details.

A red arrow points to a text box that says "Log in to your Cakes.com admin account to choose your cakes." This text is overlaid on the page.

The "Popular Cakes at My Bakery" section displays a grid of cake designs. The first row includes:

- PRINCESS & FROG-TIANA & FROG
- I LOVE SHOES (crossed out with a red X)
- BABY POOH-WITH TIGGER HUGGING
- WITH THIS RING

 The second row includes:

- LITTLE PRINCESS
- SPONGEBOB-TICKLEPANTS
- GRIM REAPER
- GARDENING

On the left side of the page, there are several filter sections:

- Follow these Steps:** A list of steps including "Find A Bakery", "Select A Cake", "Enter Your Information", and "Submit & Confirm Your Order".
- Search Within this Bakery:** A list of categories like Birthdays, Characters, Holidays/Seasons, Occasions, and Themes.
- Filter results by:** Checkboxes for Boys and Girls.
- Age Groups:** A list of age ranges from 0-2 to 18+ with corresponding checkboxes.

Bakery Cakes tab

You will see a tab at the right called Bakery Cakes. Click this tab to begin selecting cakes.

Every cake design or decorating set you are able to purchase will show up as a cake for you to include or exclude on your Cakes.com bakery page. By default, all items are set to “include.”

The screenshot displays the 'Bakery Cakes' tab in the Cakes.com Ordering Wizard. At the top, the navigation menu includes 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes', with the latter being the active tab. Below the navigation, the 'Cake Designs' section allows users to manage which cake designs are visible on their bakery page. It features a search bar, a 'Filter' button, and a grid of 10 cake designs. Each design includes an image, a title, a description, and an 'Include' checkbox, all of which are checked by default. A red arrow points to the 'Bakery Cakes' tab in the navigation menu.

Bakery Cakes tab

Cake Designs

You can choose which cake designs you want to display on Cakes.com for your bakery. By default, all cake designs on your bakery page, uncheck the box for that cake and click the Update Cakes button at the bottom of this page.

Clear All Select All New Cakes Search by Name or Exact Cake Number

DecoSet Signature Cakes
 DecoSet/Cake Kit Cakes
 DecoSet Petite Signature Cakes
 Edible Image Cakes
 Cupcake Rings/Pics
 Cupcake Platters
 PhotoCakes
 Filter

<p>(12979,31956) Toy Story 3 Woody & Buzz Cupcake Cake Available!</p> <p>Include <input checked="" type="checkbox"/></p>	<p>(35431,18078) DORA-JUNGLE</p> <p>Include <input checked="" type="checkbox"/></p>	<p>(35268,17785) MIKE THE KNIGHT- MIKE AND CASTLE</p> <p>Include <input checked="" type="checkbox"/></p>	<p>(35287,17791) BUBBLE GUPPIES-GIL, MOLLY AND GANG</p> <p>Include <input checked="" type="checkbox"/></p>	<p>(35293,17801) DOC MCSTUFFINS-DOC AND LAMBE</p> <p>Include <input checked="" type="checkbox"/></p>
<p>(17859) Barbie Charm, Caucasian</p> <p>Include <input checked="" type="checkbox"/></p>	<p>(35313,17879) RIO 2-BLU AND FAMILY</p> <p>Include <input checked="" type="checkbox"/></p>	<p>(35323,17896) HULK-AGENTS OF SMASH</p> <p>Include <input checked="" type="checkbox"/></p>	<p>(35332,17902) DISNEY PRINCESS-RAPUNZEL AND CASTLE</p> <p>Include <input checked="" type="checkbox"/></p>	<p>(35354,17916) CAPTAIN AMERICA- SHIELD RING</p> <p>Include <input checked="" type="checkbox"/></p>

Select Cakes to include or exclude

If you wish to only make certain cakes available for online ordering, you must uncheck the box next to cakes you do not wish to offer.

Uncheck box to exclude cake from your Cakes.com bakery page.

The screenshot shows the 'Cake Designs' management page on Cakes.com. At the top, there's a navigation bar with tabs: 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes'. Below this is a search bar and a 'Filter' button. The main content area displays a grid of 10 cake designs, each with a thumbnail, a title, an ID number, and an 'Include' checkbox. The first two cakes have their checkboxes unchecked, while the others are checked. A red arrow points from the text on the left to the unchecked checkbox for the first cake.

ID	Design Name	Include
(12979,31956)	Toy Story 3 Woody & Buzz Cupcake Cake Available!	<input type="checkbox"/>
(35431,10078)	DORA-JUNGLE	<input type="checkbox"/>
(35268,17785)	MIKE THE KNIGHT- MIKE AND CASTLE	<input checked="" type="checkbox"/>
(35287,17791)	BUBBLE GUPPIES-GIL, MOLLY AND GANG	<input checked="" type="checkbox"/>
(35293,17801)	DOC MCSTUFFINS-DOC AND LAMBE	<input checked="" type="checkbox"/>
(17859)	Barbie Charm, Caucasian	<input checked="" type="checkbox"/>
(35313,17879)	RIO 2-BLU AND FAMILY	<input checked="" type="checkbox"/>
(35323,17896)	HULK-AGENTS OF SMASH	<input checked="" type="checkbox"/>
(35332,17902)	DISNEY PRINCESS-RAPUNZEL AND CASTLE	<input checked="" type="checkbox"/>
(35354,17916)	CAPTAIN AMERICA- SHIELD RING	<input checked="" type="checkbox"/>

IMPORTANT

You must click the Update Cakes button at the bottom of the page to save your selections!

This close-up shows the bottom of the cake design grid. It features two 'Include' checkboxes, both of which are checked. Below these checkboxes is a purple button labeled 'Update Cakes'. A red arrow points from the text on the left to this button.

Select Cakes Shortcuts: Clear All and Select All Buttons

With hundreds of cake designs from which to choose, we have made it easier to find cakes you want.

To remove all cakes on this page from your bakery page, click the Clear All button.

To add all cakes on this page to your bakery page, click the Select All button.

The screenshot shows the 'Cake Designs' management page on Cakes.com. At the top left is the Cakes.com logo and 'Ordering Wizard'. On the right, there are links for 'My User Profile' and 'Sign Out', and a navigation menu with 'Information', 'Reports', and 'Bakery Cakes'. The main content area has a title 'Cake Designs' and a sub-header 'You can choose which cake designs you want to display on Cakes.com for your bakery. By default, all cakes available to you are included on your bakery page. To remove cakes from your bakery page, uncheck the box for that cake and click the Update Cakes button at the bottom of this page.' Below this are two buttons: 'Clear All' and 'Select All', followed by a 'New Cakes' dropdown menu and a search bar labeled 'Search by Name or Exact Cake Number'. There is also a 'Filter' button. The main area displays a grid of cake designs, each with a checkbox and an 'Include' button. The designs shown are: (12979,31956) Toy Story 3 Woody & Buzz (Cupcake Cake Available!), (35431,18078) DORA-JUNGLE, (35268,17785) MIKE THE KNIGHT- MIKE AND CASTLE, (35287,17791) BUBBLE GUPPES-GIL, MOLLY AND GANG, (35293,17801) DOC MCSTUFFINS-DOC AND LAMBE, (17859) Barbie Charm, Caucasian, (35313,17879) RIO 2-BLU AND FAMILY, (35323,17896) HULK-AGENTS OF SMASH, (35332,17902) DISNEY PRINCESS-RAPUNZEL AND CASTLE, and (35354,17916) CAPTAIN AMERICA- SHIELD RING.

IMPORTANT

You must click the Update Cakes button at the bottom of the page to save your selections!

This close-up shows the bottom of the cake design grid. It features two 'Include' buttons, each with a checked checkbox. Below these buttons is a large purple button labeled 'Update Cakes'. A red arrow points from the text 'Update Cakes button at the bottom of the page' to this button.

Select Cakes Shortcuts: Cakes by Category

You can view cakes by category by using the drop-down box and clicking the Filter button. By default, any new cake designs we have introduced will be shown to you on the first page so you will not miss out on any new designs and sales opportunities!

The screenshot shows the 'Cake Designs' section of the Cakes.com Ordering Wizard. At the top, there are navigation tabs: 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes'. The 'Cake Designs' section includes a 'Clear All' and 'Select All' button, a 'New Cakes' drop-down menu, and a 'Filter' button. A red arrow points to the 'New Cakes' drop-down menu, and another red arrow points to the 'Filter' button. Below the main interface, a red arrow points to the 'Update Cakes' button.

Choose a category from the drop-down box.

Then click the Filter button

IMPORTANT
Be sure to click the Update Cakes button at the bottom of the page to save your selections!

Select Cakes Shortcuts: Filter by Product Type

You can filter cakes by the type of DecoPac product: Signature Cakes, DecoSets, Petite Signature Cakes and Edible Images.

Check the box next to the kinds of DecoPac products you want to see.

Then click the Filter button.

IMPORTANT
Be sure to click the Update Cakes button at the bottom of the page to save your selections!

The screenshot shows the 'Cake Designs' interface. At the top, there are navigation links for 'My User Profile' and 'Sign Out'. Below the 'cakes.com' logo, there's an 'Ordering Wizard' section with 'Order Queue' and 'Cake' buttons. The main content area is titled 'Cake Designs' and includes instructions: 'You can choose which cake designs you want to display on Cakes.com for your bakery. By default, all cakes are available on your bakery page, uncheck the box for that cake and click the Update Cakes button at the bottom of this page.' There are 'Clear All' and 'Select All' buttons, a 'New Cakes' dropdown menu, and a search bar labeled 'Search by Name or Exact Cake Number'. A row of checkboxes allows filtering by product type: 'DecoSet Signature Cakes', 'DecoSet/Cake Kit Cakes', 'DecoSet Petite Signature Cakes', 'Edible Image Cakes', 'Cupcake Rings/Pics', 'Cupcake Platters', and 'PhotoCakes'. A 'Filter' button is located to the right of these checkboxes. Below the filters is a grid of cake design cards, each with an image, a title, a description, and an 'Include' checkbox. The cards shown include: (12979,31956) Toy Story 3 Woody & Buzz, (35431,18078) DORA-JUNGLE, (35268,17785) MIKE THE KNIGHT- MIKE AND CASTLE, (35287,17791) BUBBLE GUPPIES-GIL, MOLLY AND GANG, (35293,17801) DOC MCSTUFFINS-DOC AND LAMBE, (17859) Barbie Charm, Caucasian, (35313,17879) RIO 2-BLU AND FAMILY, and (35323,17879) OF SMASH. At the bottom right, there is a large purple 'Update Cakes' button.

Select Cakes Shortcuts: Search

You can search for cake designs using DecoPac product IDs, or by using keywords (e.g., Dora or Mickey).

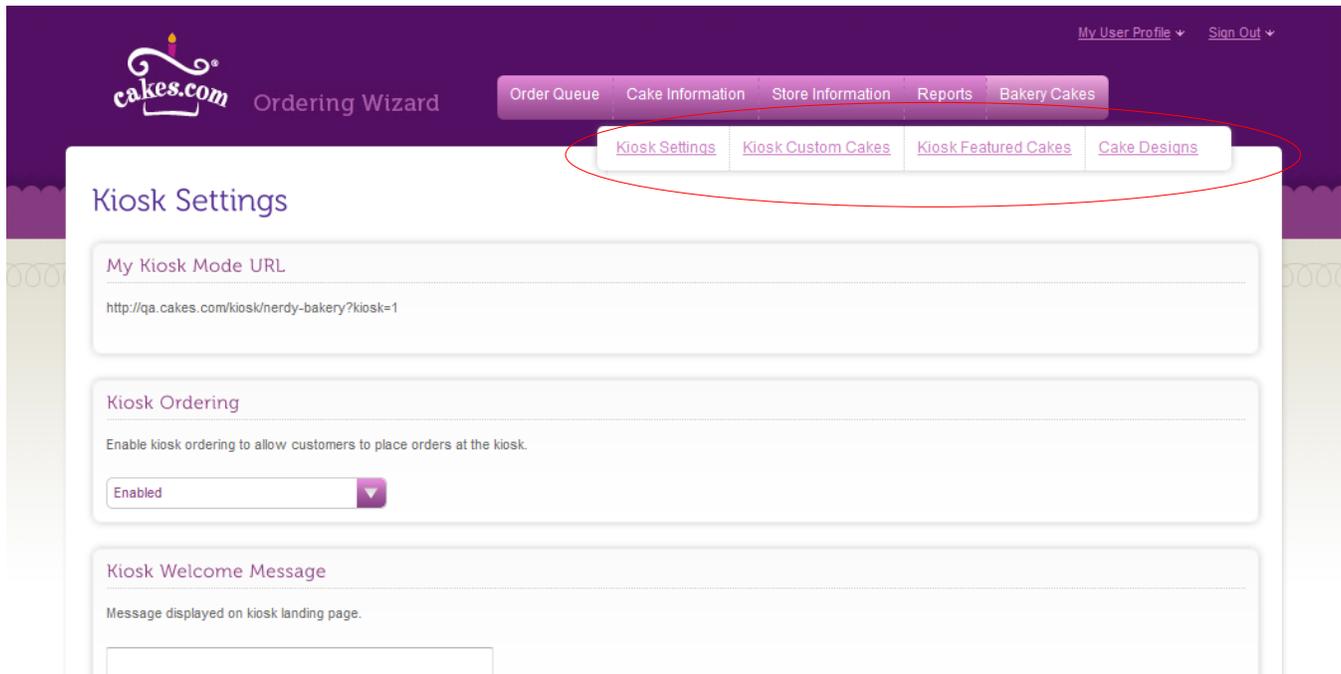
Enter an ID or keyword and click the Filter button.

IMPORTANT
Be sure to click the Update Cakes button at the bottom of the page to save your selections!

Kiosk Options

Hover over the Bakery Cakes tab to see Kiosk Options.

Note: If you do not see these options, the Kiosk Mode has not been activated. Please contact DecoPac to activate your Kiosk Mode.



The screenshot displays the 'cakes.com Ordering Wizard' interface. At the top right, there are links for 'My User Profile' and 'Sign Out'. The main navigation bar includes 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes'. A red circle highlights a sub-menu under 'Bakery Cakes' containing 'Kiosk Settings', 'Kiosk Custom Cakes', 'Kiosk Featured Cakes', and 'Cake Designs'. The 'Kiosk Settings' section is expanded, showing three configuration areas:

- My Kiosk Mode URL:** A text field containing the URL `http://qa.cakes.com/kiosk/nerdy-bakery?kiosk=1`.
- Kiosk Ordering:** A section with the instruction 'Enable kiosk ordering to allow customers to place orders at the kiosk.' and a dropdown menu currently set to 'Enabled'.
- Kiosk Welcome Message:** A section with the instruction 'Message displayed on kiosk landing page.' and an empty text input field.

Kiosk Settings

Set up your main Kiosk settings:

My Kiosk Mode URL

<http://qa.cakes.com/kiosk/nerdy-bakery?kiosk=1>

My Kiosk Mode URL: This is the unique URL for the in-store kiosk for your bakery.

Kiosk Ordering

Enable kiosk ordering to allow customers to place orders at the kiosk.

Enabled

Kiosk Welcome Message

Message displayed on kiosk landing page.

Save

Steps on this page:

1. My Kiosk Mode URL is the address you will use on your in-bakery device. This URL will ensure your Customers can not search for alternate bakeries.

Note: Each device will have its own setup process to ensure this URL works correctly. Please refer to the document Kiosk Lockdown Instructions for locking down an iPad.

2. Kiosk Ordering: Select an option to enable or disable Kiosk ordering.
3. Enter a welcome message that will appear on the first page of the display on your Kiosk.

Kiosk Custom Cakes

Set up your main Kiosk settings:

The screenshot shows the 'New Custom Cake' form in the 'cakes.com Ordering Wizard' interface. The form is titled 'Enter Your Cake Information' and contains the following sections:

- Description ***: A text input field.
- Long description**: A larger text input field.
- Number ***: A text input field.
- Gender**: A dropdown menu with 'Boys' selected.
- Gender**: A second dropdown menu with 'Boys' selected.
- Price in dollars**: A text input field with '0.00' entered. Below it is a note: 'If any number is entered here, all pricing variables by size, flavor, design, icing, etc will be overwritten; the customer will pay one price for this cake.'
- Age Groups**: A list of age groups: TEEN (13-17), ADULT (18+), TWEEN (9-12), and PRE-SCHOOL (2-5).
- Categories ***: A list of categories: Holidays & Occasions, Birthday, First Birthday, Infant Toddler, Pre-School, Kids, Teens, Adults, Quinceañera/Sweet 16, Milestone Birthday, and Holiday.

A red tip points to the 'Age Groups' and 'Categories' sections:

Tip: To choose more than one age or category, hold the Ctrl key while you click on all your selections.

(Continued)

Cake Design

DS - DecoSet® / Cake Kit - licensed

Cake Sizes

1/8 Sheet
1/4 Sheet
1/2 Sheet
Full Sheet
Pull Apart Cupcake Cake
7" Round, 2 Layer

Tip: To choose more than one size, hold the Ctrl key while you click on all your selections.

Trade Mark

Search Keywords

Images *(Max upload size of 50 MB)

Upload Image: <input type="button" value="Browse..."/> No file selected.	Slideshow Position: <input type="text" value="0"/>
Upload Image: <input type="button" value="Browse..."/> No file selected.	Slideshow Position: <input type="text" value="0"/>
Upload Image: <input type="button" value="Browse..."/> No file selected.	Slideshow Position: <input type="text" value="0"/>
Upload Image: <input type="button" value="Browse..."/> No file selected.	Slideshow Position: <input type="text" value="0"/>

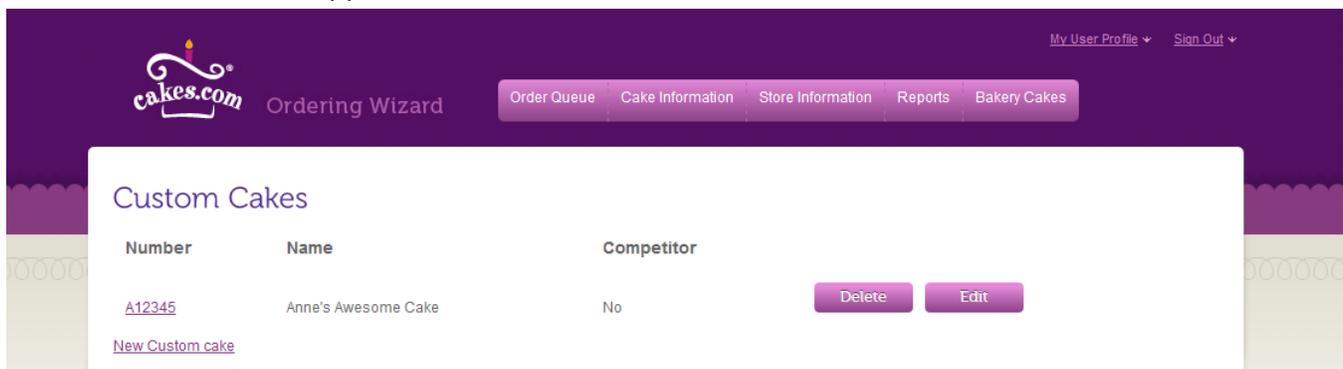
Bakery Custom Cake

Steps on New Custom Cakes page:

1. Create a name and enter it in the Name field. You may also supply some additional descriptive text.
2. Create an Item Number. You cannot use any item number already used (for example, any DecoPac cake item number.)
3. Choosing categories for Age, Gender, and Categories will help determine where this cake will appear in your Kiosk.

4. Price in Dollars: If you want to enter a custom price for this cake enter it here. If you previously entered a custom cake, but now want it back to the regular cake price, enter 0.00 here.
5. Choose the Cake Design: This will allow the system to show pricing for the appropriate up-charge based on products used.
6. Choose all cake sizes available for this cake. *Tip: To choose more than one size, hold the Ctrl key while you click on all your selections.*
7. Trademark: If you are adding a cake with a licensed or trademarked image or character, you are responsible for ensuring the proper credits are shown.
8. Enter any search keywords you want for this cake.
9. Choose up to 4 images for your cake.
10. Choking Hazard: If you are using a cake decoration that may pose a choking risk, please check the box.
11. Cake Brand: Please select whether the custom cake is your design or a Bakery Crafts cake.
12. Click the Create Custom Cake button at the bottom of the page.

Your new cake will now appear on the list.



The screenshot shows the 'Custom Cakes' section of the Cakes.com Ordering Wizard. The interface includes a navigation bar with 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes'. The main content area displays a table with the following data:

Number	Name	Competitor	
A12345	Anne's Awesome Cake	No	Delete Edit

Below the table is a link: [New Custom cake](#)

Kiosk Featured Cakes

Choose the cakes you want featured on the first screen of your TMOC Kiosk.

The screenshot displays the 'cakes.com Ordering Wizard' interface. At the top, there is a navigation bar with the following tabs: Order Queue, Cake Information, Store Information, Reports, and Bakery Cakes. The main content area is titled 'Kiosk Featured Cakes' and contains five sections, each with a dropdown menu and a 'Submit' button:

- Birthdays:** Dropdown menu set to 'Birthday Party Balloons'.
- Characters:** Empty dropdown menu.
- Occasions & Themes:** Empty dropdown menu.
- Seasonal & Holidays:** Empty dropdown menu.
- Sports:** Empty dropdown menu.

A red oval highlights a preview of the 'The Magic of Cakes Kiosk' screen. This preview shows the following elements:

- Header:** 'The Magic of Cakes Kiosk' with a 'Bakery Information' link.
- Logo:** 'online cake ordering'.
- Welcome Message:** 'Welcome! Welcome to Nerdy Bakery, where we offer you the latest and greatest cakes on the market. Check out our licensed characters from brands like Disney, Nickelodeon, DreamWorks, and Mattel, or peruse our themed and holiday options. The possibilities are endless!'.
- Process Flow:** A sequence of three steps: 1. Explore (orange circle), 2. Customize (pink circle), 3. Order (blue circle).
- Search Bar:** 'Know what you want?' with a search icon and the text 'Search by Keyword. Example: Dora'.
- Cake Selection:** A section titled 'Or choose a cake type to start exploring!' with five thumbnails and labels: Birthdays, Characters, Occasions & Themes, Seasonal & Holidays, and Sports.

Steps on this page:

1. Select a cake to be featured for Birthdays. Then click the Submit button next to this list.

NOTE: You must select a cake for each category separately, and click the Submit button for each category.

Create a QR Code

A QR Code (also known as a 2D code) allows your Customers to order cakes through your website using their own smartphone or tablet. This can be helpful if your Customer does not have time to use the Kiosk in your store, or if there is another Customer at the Kiosk.

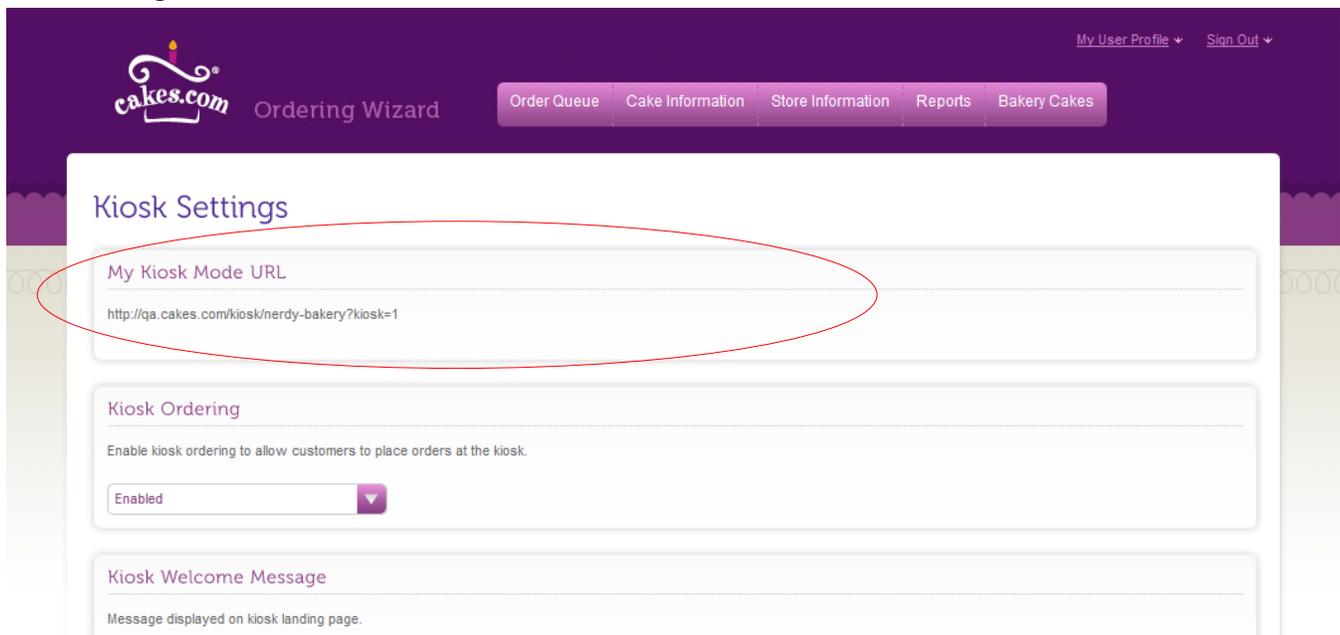
The QR Code can be used on in-store signage, header cards, or anywhere your Customer can access the code.

There are several online resources available to generate your QR code.

You will need your Kiosk Mode URL to make your QR Code. You can find this under Bakery Cakes, then Kiosk Settings.



SAMPLE

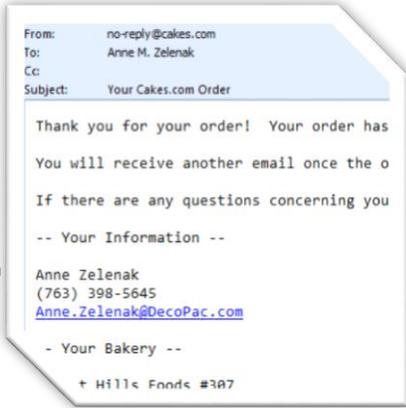
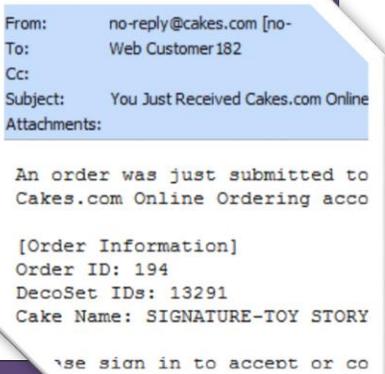


The screenshot shows the 'cakes.com' logo and 'Ordering Wizard' header. A navigation bar includes 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes'. The 'Bakery Cakes' section is active, showing 'Kiosk Settings'. The 'My Kiosk Mode URL' field contains 'http://qa.cakes.com/kiosk/nerdy-bakery?kiosk=1' and is circled in red. Below it, the 'Kiosk Ordering' section has a dropdown menu set to 'Enabled'. The 'Kiosk Welcome Message' section is also visible.

For more information, and to create a QR code, visit www.QRstuff.com.

Online Order Flow

1. Consumer Orders a Cake on Cakes.com

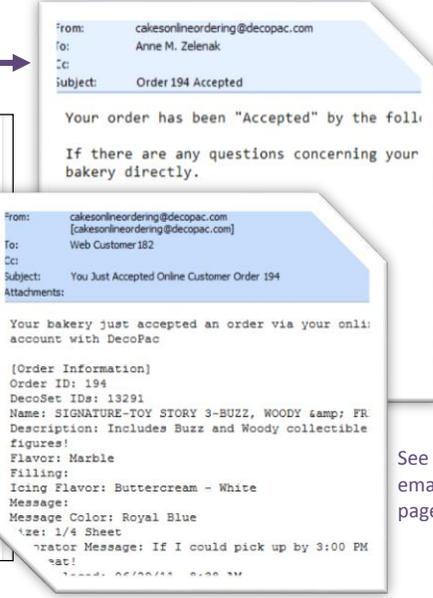
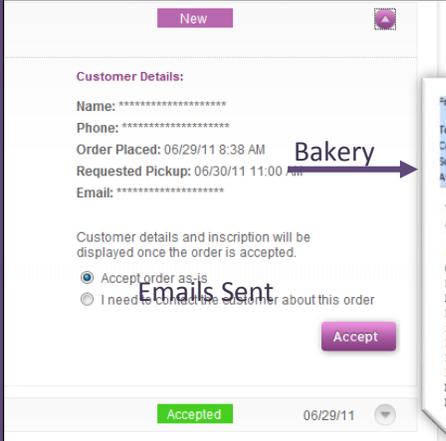


Consumer →

See full email on page 25

See full email on page 24

ts"



Consumer →

Bakery →

See full emails on page 11

ks-Up Cake and
T at the Bakery



View Active Orders

When you log in, you will be taken to the main page of the Online Cake Ordering Wizard. On this page you will be able to see Order Activity and Detail, and also access other features like Reporting, User Profile settings, Store Information, and Cake Information.

Additional Features on this page:

Additional features are discussed in more detail at the end of this document.

- **My User Profile** (link in upper right of page): Click this link to edit settings like Password, Email Addresses or Email Notification options.
- **Menu Bar Options** (pink menu bar at top of page):
 - a. **Order Queue:** Select “Active Orders” or “Order History” available under this option. See page 15.
 - b. **Reports:** To view reports for past orders or performance statistics related to orders, select the “Orders” or “Performance” links available in the “Reports” menu bar option. See pages 16-17.
 - c. **Cake Information and Store Information:** For instructions on editing cake flavors, designs, fillings, in-store or online store information, please request additional documentation from DecoPac.
 - d. **Bakery Cakes:** Select cake designs for which you want to allow ordering. You can also upload pictures of your own cake designs here.

Ordering Queue

[View Active Orders](#)

This page allows you to view all Active Orders to your bakery. If an order is marked "New", it means you or your staff has not yet reviewed it. "Accepted" indicates your bakery will make the cake exactly as it was ordered. If you can make the cake, but need to make a small substitution or edit to the order, mark the order as "Conditional" and contact the customer concerning the modifications.

An order will remain as a listing, until it is accepted. Once it's accepted, you will be able to review all the details and print it out.

Order Activity

You have: New 2 Orders to Accept Accepted 2 Accepted Orders Conditional 0 Conditionally Accepted Orders

Order Number	Requested Pickup Date	Item Number / Name	Price (excluding tax)	Order Source	Status	Date Accepted
114	05/24/14	13912 Barbie Fashion Pink	\$18.00	kiosk	New	
113	06/07/14	33514 PC FRAME-SPONGEBOB-GRADPANTS	\$40.00	kiosk	Accepted	05/09/14
112	05/30/14	13196 Birthday Wish Star	\$17.00	kiosk	New	
110	05/16/14	18249 PC FRAME-FROZEN-FAMILY FOREVER	\$12.00	cakes.com	Accepted	05/08/14

Online Ordering Queue

Your Online Orders Queue will show all orders made through Cakes.com. Orders are color-coded so you can easily see new orders as they come in. **Please check your online Orders Queue on a daily basis to ensure enough time for you to accept and process your orders!**

Order Status

Orders in your Queue can have one of three statuses:

New:	Orders that have not yet been accepted or cancelled by the bakery
Accepted:	Orders that have been accepted; no communication with the Consumer is needed
Conditional:	Orders that require additional communication between the bakery and Consumer

Note: *Cancelled Orders* are removed from your Order Queue, but are available in your Order History.

Ordering Queue

[View Active Orders](#)

This page allows you to view all Active Orders to your bakery. If an order is marked "New", it means you or your staff has not yet reviewed it. "Accepted" indicates your bakery will make the cake exactly as it was ordered. If you can make the cake, but need to make a small substitution or edit to the order, mark the order as "Conditional" and contact the customer concerning the modifications.

An order will remain as a listing, until it is accepted. Once it's accepted, you will be able to review all the details and print it out.

Order Activity

You have: **New** 2 Orders to Accept **Accepted** 2 Accepted Orders **Conditional** 0 Conditionally Accepted Orders

Order Number	Requested Pickup Date	Item Number / Name	Price (excluding tax)	Order Source	Status	Date Accepted
114	05/24/14	13912 Barbie Fashion Pink	\$18.00	kiosk	New	
113	06/07/14	33514 PC FRAME-SPONGEBOB-GRADPANTS	\$40.00	kiosk	Accepted	05/09/14
112	05/30/14	13196 Birthday Wish Star	\$17.00	kiosk	New	
110	05/16/14	18249 PC FRAME-FROZEN-FAMILY FOREVER	\$12.00	cakes.com	Accepted	05/08/14

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New Orders

New Orders are orders you have not yet accepted, and are indicated with a purple box in the Status column of your Order Queue. You will not be able to see the Customer’s name, phone or email until you accept the order.

Viewing Cake Ordering Wizard as Store 17560, Schaefer's Foods. ◀ Back to Customer Information

My User Profile ▾ Sign Out ▾

cakes.com Ordering Wizard Order Queue Cake Information Store Information Reports Bakery Cakes

Ordering Queue

[View Active Orders](#)

This page allows you to view all Active Orders to your bakery. If an order is marked "New", it means you or your staff has not yet reviewed it. "Accepted" indicates your bakery will make the cake exactly as it was ordered. If you can make the cake, but need to make a small substitution or edit to the order, mark the order as "Conditional" and contact the customer concerning the modifications.

An order will remain as a listing, until it is accepted. Once it's accepted, you will be able to review all the details and print it out.

Order Activity

You have: New 3 Orders to Accept Accepted 2 Accepted Orders Conditional 0 Conditionally Accepted Orders

Order Number	Requested Pickup Date	Item Number / Name	Price (excluding tax)	Order Source	Status	Date Accepted
116	05/31/14	18249 PC FRAME-FROZEN-FAMILY FOREVER	\$15.00	cakes.com	New	
114	05/24/14	13912 Barbie Fashion Pink	\$18.00	kiosk	New	
113	06/07/14	33514 PC FRAME-SPONGEBOB-GRADPANTS	\$40.00	kiosk	Accepted	05/09/14
112	05/30/14	13196 Birthday Wish Star	\$17.00	kiosk	New	
110	05/16/14	18249 PC FRAME-FROZEN-FAMILY FOREVER	\$12.00	cakes.com	Accepted	05/08/14

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How To Accept an Order

Step 1: Accept As-Is or Conditionally

To Accept an Order, click on the down arrow to the right of the order. This will display details about the order. Review the information provided.

Order Number	Requested Pickup Date	Item Number / Name	Price (excluding tax)	Order Source	Status	Date Accepted
116	05/31/14	18249 PC FRAME-FROZEN-FAMILY FOREVER	\$15.00	cakes.com	New	

Note: You will NOT be able to see Customer contact information until you Accept the Order!

If you can accept the order without further contact from the Customer, select the circle next to “Accept order as-is” and click the purple “Accept” button. If you must contact the Customer for additional information or clarification, select the circle next to “I need to contact the customer about the order” and then click the “Accept” button.

116	05/31/14	18249 PC FRAME-FROZEN-FAMILY FOREVER	\$15.00	cakes.com	New	
-----	----------	--------------------------------------	---------	-----------	-----	---



Inscription Color: Violet
Inscription:

Note to cake decorator:

Cake Details:
Product: 18249
PC FRAME-FROZEN-FAMILY FOREVER
Size: 1/4 Sheet
Flavor: Chocolate
Filling: Bavarian Cream
Icing Flavor: Buttercream - Chocolate
Photo Ticket: [Uploaded](#)

Customer Details:
Name: *****
Phone: *****
Order Placed: 05/12/14 1:28 PM
Requested Pickup: 05/31/14 8:30 AM
Email: *****

Customer details and inscription will be displayed once the order is accepted.

Accept order as-is
 Accept Conditionally - I need to contact the customer about this order

Comment(s):

I will need to contact this customer.

0/300 Add Comment

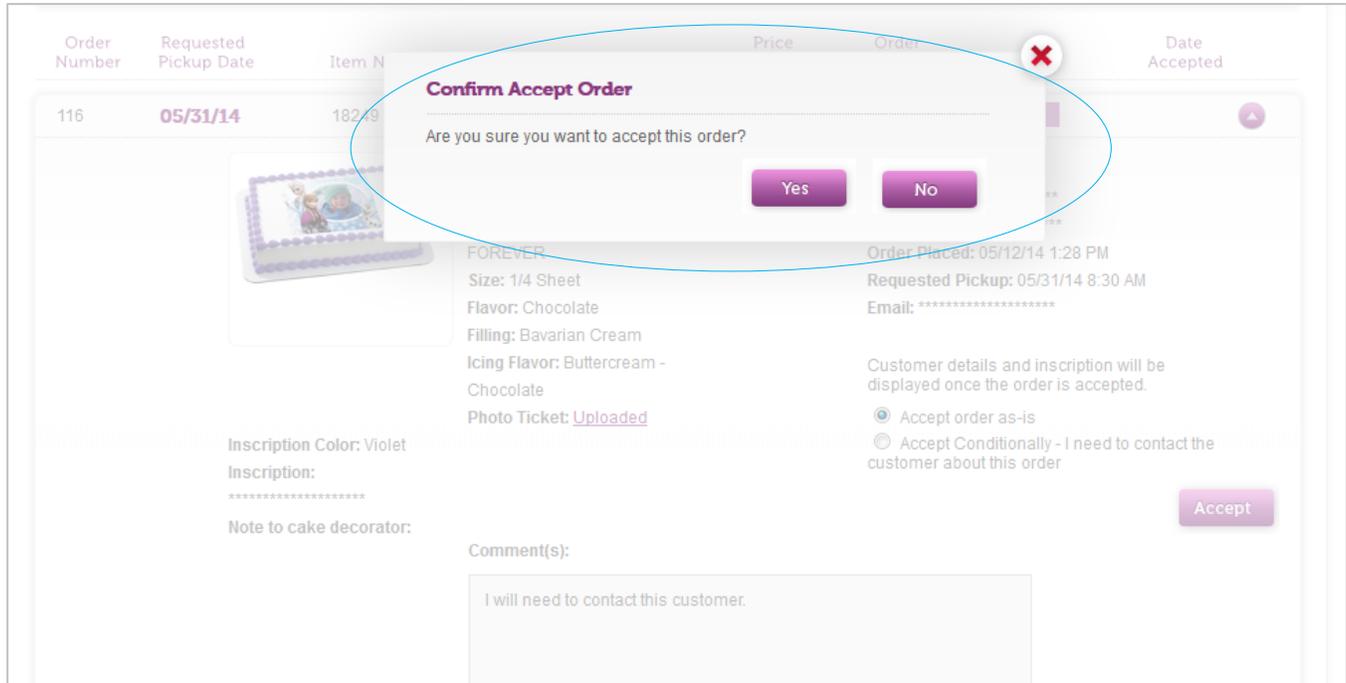


Cancel an Order: You CANNOT cancel orders through the website.
Please call 1-800-DECOPAC (332-6722) to cancel an order.

Step 2: Confirm you Accept the Order

A small window will pop up asking you to confirm that you want to accept the order.

The transaction fee will be applied when you click "Yes" to accept the order.



The screenshot displays a table of orders with columns for Order Number, Requested Pickup Date, Item Number, Price, Order, and Date Accepted. A modal dialog box titled "Confirm Accept Order" is centered over the table, asking "Are you sure you want to accept this order?" with "Yes" and "No" buttons. The background order details include:

Order Number	Requested Pickup Date	Item N	Price	Order	Date Accepted
116	05/31/14	182.99			

Order Details:

- Item Name: FOREVER
- Size: 1/4 Sheet
- Flavor: Chocolate
- Filling: Bavarian Cream
- Icing Flavor: Buttercream - Chocolate
- Photo Ticket: [Uploaded](#)
- Order Placed: 05/12/14 1:28 PM
- Requested Pickup: 05/31/14 8:30 AM
- Email: *****

Customer details and inscription will be displayed once the order is accepted.

Acceptance Options:

- Accept order as-is
- Accept Conditionally - I need to contact the customer about this order

Additional fields include "Inscription Color: Violet", "Inscription: *****", "Note to cake decorator:", and "Comment(s):" with a text area containing "I will need to contact this customer." An "Accept" button is located at the bottom right of the dialog.

Step 3: Order Status Changes to "Accepted"

After you have accepted the order, the status will be set to "Accepted" in your Order Queue.

Step 4: View Full Order Information

For Accepted orders, you will now be able to see the Customer contact information when you click on the down arrow next to the order. You can also print the order information by clicking the “Print” button on the bottom right of the order.

If this is a PhotoCake Frame cake, you can see if the customer has uploaded the photo to use. “New” means there is no photo, “Uploaded” means the photo has been uploaded. Click on the work “Uploaded” to get the image.

Order Number	Requested Pickup Date	Item Number / Name	Price (excluding tax)	Order Source	Status	Date Accepted
116	05/31/14	18249 PC FRAME-FROZEN-FAMILY FOREVER	\$15.00	cakes.com	Accepted	05/12/14



Cake Details:

Product: 18249
 PC FRAME-FROZEN-FAMILY FOREVER
 Size: 1/4 Sheet
 Flavor: Chocolate
 Filling: Bavarian Cream
 Icing Flavor: Buttercream - Chocolate
 Photo Ticket: [Uploaded](#)

Customer Details:

Name: Anne Zelenak
 Phone: 612 716-2663
 Order Placed: 05/12/14 1:28 PM
 Requested Pickup: 05/31/14 8:30 AM
 Email: annezelenak@gmail.com

[Print](#)

Inscription Color: Violet
 Inscription:
 Happy Birthday Stella!
 Note to cake decorator:

Comment(s):

annezelenak@gmail.com
 I will need to contact this customer

05/12/14 1:32 PM

Enter your comment...

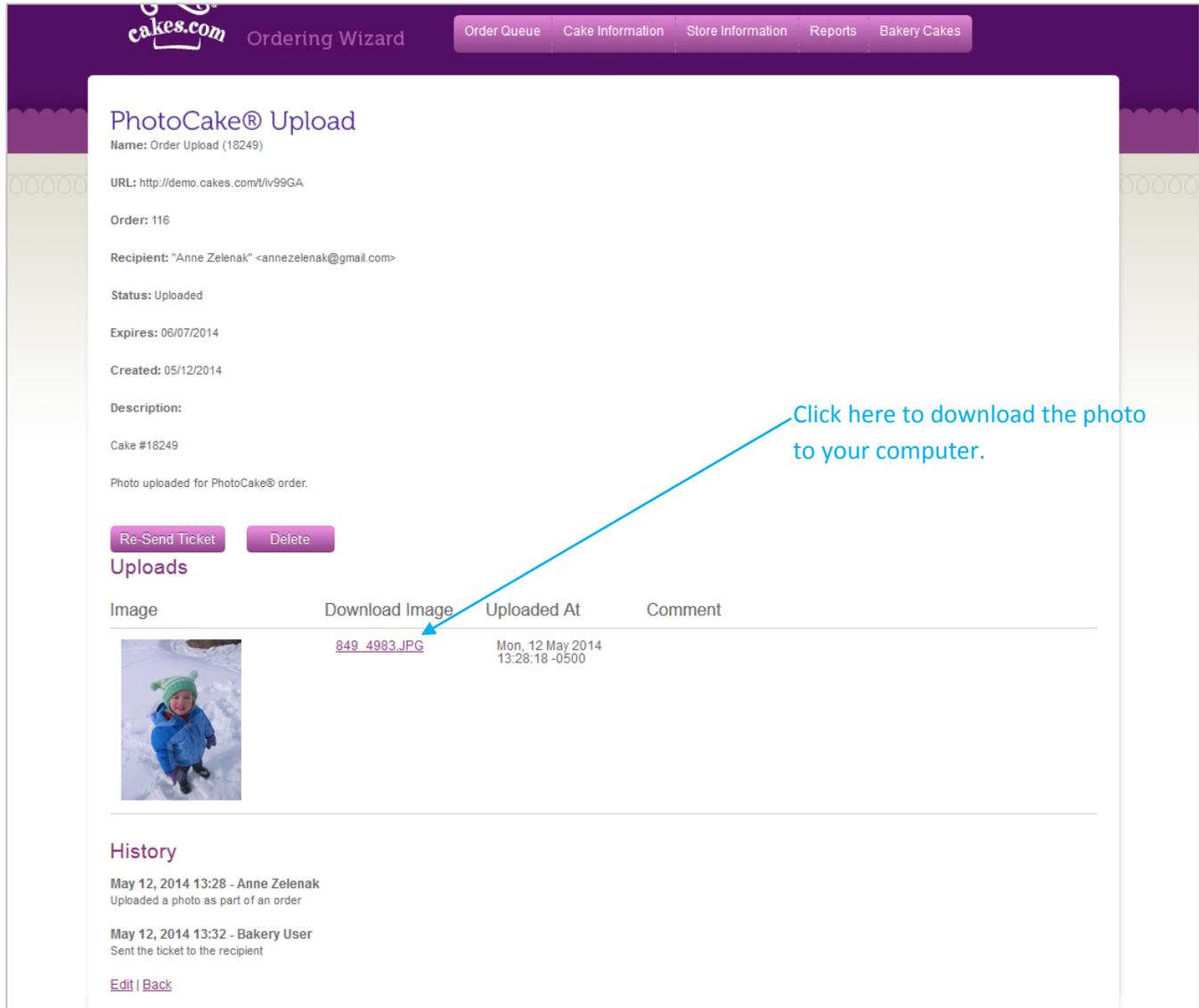
0/300 [Add Comment](#)

Indicates comment

For PhotoCake Frames, click to get customer photo

Step 4A: Get Customer Photo for PhotoCake Frames

Click on the link to download the photo from your customer. If your customer has not yet uploaded their image, you can also re-send the email request with instructions on how to provide an image.



PhotoCake® Upload
Name: Order Upload (18249)
URL: http://demo.cakes.com/t/iv99GA

Order: 116
Recipient: "Anne Zelenak" <annezelenak@gmail.com>
Status: Uploaded
Expires: 06/07/2014
Created: 05/12/2014

Description:
Cake #18249
Photo uploaded for PhotoCake® order.

[Re-Send Ticket](#) [Delete](#)

Uploads

Image	Download Image	Uploaded At	Comment
	849_4983.JPG	Mon, 12 May 2014 13:28:18 -0500	

History

May 12, 2014 13:28 - Anne Zelenak
Uploaded a photo as part of an order

May 12, 2014 13:32 - Bakery User
Sent the ticket to the recipient

[Edit](#) | [Back](#)

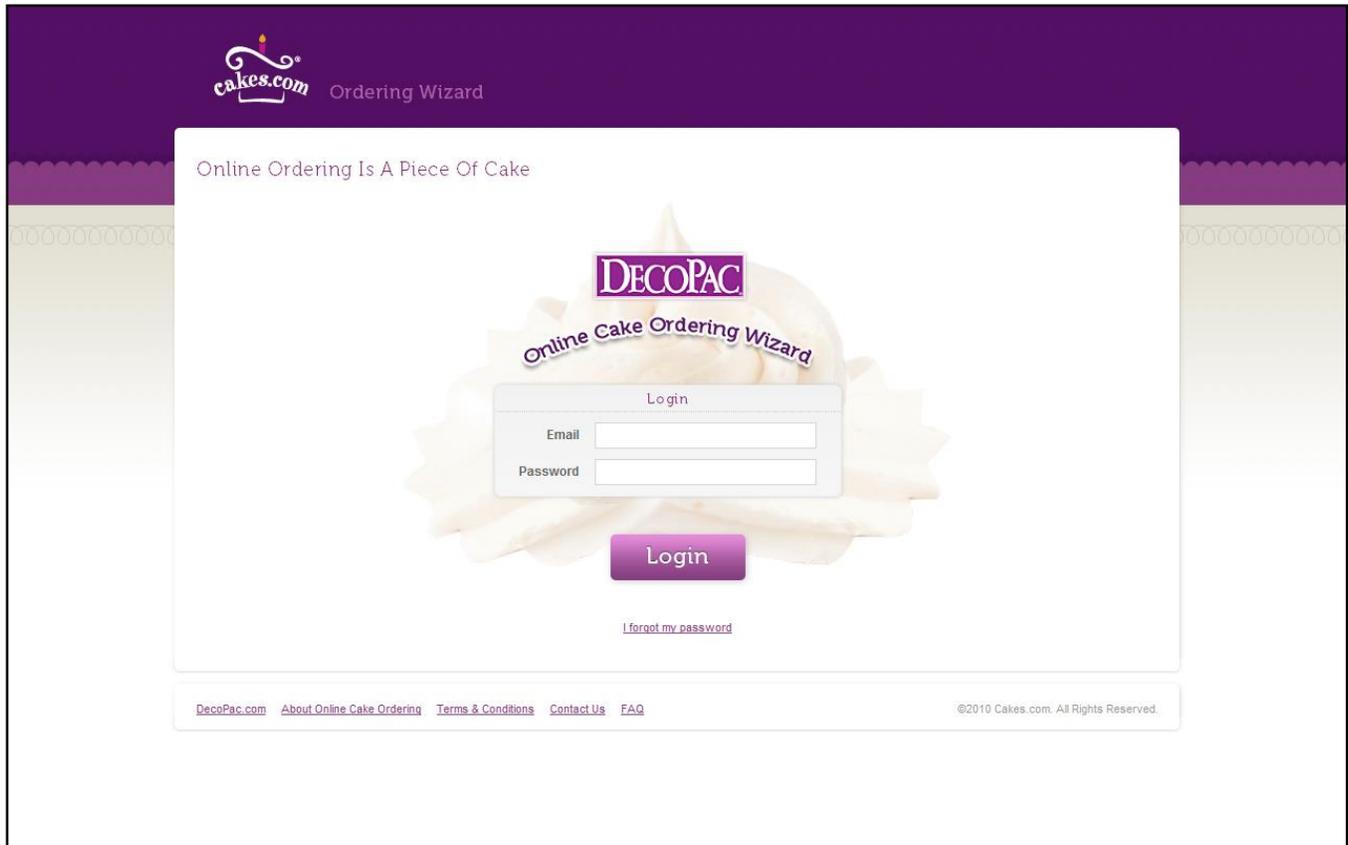
Email Notifications

Both the bakery and the Customer will receive an email notification when the order is accepted as-is, accepted conditionally, or if you cancel the order by calling DecoPac. If the customer ordered a PhotoCake Frame cake, they will also receive an email with instructions on how to upload the photo for their cake.

Customer Email	Bakery Email
<p>to All Respond Folder Rule Actions Sender Junk E-mail Up Unrea</p> <p>From: cakesonlineordering@decopac.com Sent: Wed 6/29/2011 12:32 PM To: Anne M. Zelenak Cc: Subject: Order 213 Accepted</p> <p>Your order has been "Accepted" by the following bakery.</p> <p>If there are any questions concerning your order please contact the bakery</p> <p>Thank you for your order!</p> <p>-- Your Information --</p> <p>Anne Zelenak (769) 398-5645 anne.zelenak@decopac.com</p> <p>-- Your Bakery --</p> <p>Jewel Foods #3341 343 W Irving Park Rd Wood Dale, IL 60191</p> <p>-- Your Cake --</p> <p>Name: TOY STORY 3-WOODY & BUZZ Flavor: Chocolate Filling: Icing Flavor: Buttercream - Chocolate Message: Happy Birthday Andy! Message Color: Royal Blue Size: 1/4 Sheet</p> <p>-- Order Details --</p> <p>Order Number: 213 Date Order Placed: 07/12/11 1:13 PM Date of Pickup: 07/15/11 11:00 AM Message to Cake Decorator: Total: \$21.99</p> <p>Payment to be made at time of pick-up.</p>	<p>From: cakesonlineordering@decopac.com Sent: Wed 6/29/2011 12:32 PM [cakesonlineordering@decopac.com] To: Web Customer 182 Cc: Subject: You Just Accepted Online Customer Order 194 Attachments:</p> <p>Your bakery just accepted an order via your online ordering account.</p> <p>[Order Information] Order ID: 213 DecoSet IDs: 31956 Name: TOY STORY 3-WOODY & BUZZ Description: Cupcake Cake Available! Flavor: Chocolate Filling: Icing Flavor: Buttercream - chocolate Message: Message Color: Royal Blue Size: 1/4 Sheet Decorator Message: Order Placed: 07/12/11 1:13 PM Order Accepted: 07/12/11 2:07 PM Total: \$21.99 Consumer Name: Anne Zelenak Consumer Phone: (769) 398-5645 Consumer Email: anne.zelenak@decopac.com</p> <p>The requested pickup for this order is 07/15/11 11:00 AM.</p> <p>Please log in to view more information or update your account. https://demo.cakes.com/account-admin/orders/active</p> <p>Thanks, DecoPac</p>

How to Log In

After you have set up your Online Cake Ordering account, you will be able to login and change any of your settings whenever you would like. To login, go to www.cakes.com/account-admin/login or www.decopac.com/onlinecakeordering and follow the links.



Steps on this page:

1. To login, enter your email address and the password that you have set up.
2. Click the “Login” button to continue.

If you have forgotten your password, click on the “I forgot my password” link. You will be asked to provide your Customer Number and Email Address.

My User Profile

To view and update your account and profile information, click on the “My User Profile” link in the top right corner of the screen. **Please note, you will not be able to update your Name or User Name online.** Please contact DecoPac to update your name or username.

To change your password or email notifications, click “Edit” to the right of your business name.

The screenshot displays the 'My User Profile' page on the cakes.com website. The page is titled 'My User Profile' and is part of the 'Ordering Wizard' interface. The top navigation bar includes links for 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes'. The main content area is divided into sections: 'Account Settings', 'Name', 'User Name', 'Password', and 'Notifications'. The 'Name' section shows 'Account Name: Nerdy Bakery' with an 'Edit' link. The 'User Name' section is currently empty. The 'Password' section shows 'Your Current Password: *****'. The 'Notifications' section is a table with columns for 'Email', 'Notification Trigger', and 'Notification Frequency'. The footer contains links for 'DecoPac.com', 'About Online Cake Ordering', 'Terms & Conditions', 'Contact Us', and 'FAQ', along with a copyright notice: '©2014 Cakes.com. All Rights Reserved.' Below the footer, there is a summary bar showing '3142' items, a date '01/29/14', a description '11426 NFL New England Patriots Layon', a price '\$4.52', and a 'New' button.

Change Password

To change your password, you must know your current password. ***Your new password must be at least 8 characters long, and must contain at least one number and one capital letter.*** If you do not want to change your password, leave these fields blank.

Email Notifications

Get an email notification when orders are placed by your Customers, and when orders are accepted by you or one of your staff.

1. Enter an email address where you want your email notification to be sent.
2. Select if you want the email to be triggered when an order is placed or when an order is accepted.
3. Under Notification Frequency, select if you want to receive an email every time an order is placed/accepted, or if you only want to receive a summary on a daily basis.
4. To add additional notifications to be sent to the same or alternate email addresses, click on the purple “plus” sign under the last email address entered. To remove a notification, click on the purple minus sign next to that notification.
5. Click the “Submit” button to save your changes.

My User Profile

Update Your Account Settings

Name

Account Name: Forest Hills Foods #307

User Name:

Password

Password must be at least 8 characters and contain at least one number and one capital letter. If you leave your password blank, it will not be changed.

Old Password

New Password

Confirm Password

Notifications

Set up your e-mail notifications in the way that best fits your order process. You can sign up as many members of your staff as you like, and customize when and why their notifications are sent.

Email	Notification Trigger	Notification Frequency	
<input type="text" value="web.customer182@decopac.com"/>	Order Accepted ▼	Order ▼	–
<input type="text" value="web.customer182@decopac.com"/>	Order Placed ▼	Order ▼	–
<input type="button" value="+"/>			

Reporting – Order Summary

The Online Cake Ordering tool provides reporting related to online cake ordering. Reports are available after the Bakery or Retail outlet has activated Online Cake Ordering. To view reports for past orders or performance statistics related to orders – select the “Orders” or “Performance” links available in the “Reports” menu bar option.

The screenshot displays the 'Reports' interface. At the top, there's a navigation bar with 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes'. The 'Reports' section is titled 'Reports' and features a prominent 'View Order Report' button. Below this, a message states: 'To review your online orders, we offer flexible report templates. Simply choose the time period and the type of summary you'd like and we'll generate a detailed report.' The 'Select Report Type' section has three radio buttons: 'Yearly Summary' (selected), 'Monthly Summary', and 'Daily Summary'. The 'Select Dates' section has 'From' and 'To' dropdown menus, both set to '2010'. A 'Show Report' button is located to the right of the date selectors. Below the form, there are three identical rows of order summary data, each containing a product ID, date, name, price, and a 'New' button.

Product ID	Date	Product Name	Price	Action
3142	01/29/14	11426 NFL, New England Patriots Layon	\$4.52	New
3142	01/29/14	11426 NFL, New England Patriots Layon	\$4.52	New
3142	01/29/14	11426 NFL, New England Patriots Layon	\$4.52	New

Steps on this page:

1. Select “Yearly Summary”, “Monthly Summary”, or “Daily Summary”.
2. Select the year or years of reporting you want to view.
3. Click the “Show Report” button to continue.

Reporting – Order Details

The Order Details report provided a detailed report of all orders for the chosen timeframe. You can export this report to Excel for sorting or to share with others.

cakes.com
Ordering Wizard

[Order Queue](#)
[Cake Information](#)
[Store Information](#)
[Reports](#)
[Bakery Cakes](#)

Reports

View Order Detail Report

To review your online orders, we offer flexible report templates. Simply choose the time period and we'll generate a detailed report.

Select Report Type

Yearly

Monthly

Daily

Select Dates

From

To

[Show Report](#)

Orders 2010 to 2014

[Export](#)
[csv](#)
[Print](#)

Order ID	Cake	Cake Size	Cake Flavor	Cake Icing Flavor	Cake Filling	Cake Message	Cake Message Color	Decorator Message	User Email	Reg Pick
22	Special Delivery Stork	1/2 Sheet	Chocolate	Chocolate	Cherry	Congrats!	Violet	Test	annezelenak@gmail.com	03/21:03
110	PC FRAME-FROZEN-FAMILY FOREVER	1/8 Sheet	Chocolate	Buttercream - Chocolate	Cherry	Happy Birthday Stella!	Royal Blue		anne.zelenak@decopac.com	05/18:30
112	Birthday Wish Star	1/4 Sheet	Chocolate	Cream Cheese	Cherry	Happy Birthday Mom!	Violet		annezelenak@gmail.com	05/24:00
113	PC FRAME-SPONGEBOB-GRADPANTS	Full Sheet	White	Cream Cheese		Congrats Janell!	Leaf Green		annezelenak@gmail.com	06/09:00
114	Barbie Fashion Pink - 2 Layer	10" Round	Chocolate	Buttercream - Chocolate					annezelenak@gmail.com	05/21:00
116	PC FRAME-FROZEN-FAMILY FOREVER	1/4 Sheet	Chocolate	Buttercream - Chocolate	Bavarian Cream	Happy Birthday Stella!	Violet		annezelenak@gmail.com	05/28:30

Summary

[DecoPac.com](#)
[About Online Cake Ordering](#)
[Terms & Conditions](#)
[Contact Us](#)
[FAQ](#)

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Reporting - Performance

To view reports related to online order performance, select the “Performance” link available in the “Reports” menu bar option.

The screenshot shows the 'Reports' section of the cakes.com Ordering Wizard. At the top, there is a navigation bar with links for 'Order Queue', 'Cake Information', 'Store Information', 'Reports', and 'Bakery Cakes'. The 'Reports' section is titled 'Reports' and features a prominent 'View Performance Report' button. Below this, a message states: 'To review your online orders, we offer flexible report templates. Simply choose the time period and the type of summary you'd like and we'll generate a detailed report.' The form includes two sections: 'Select Report Type' with radio buttons for 'Yearly Summary' (selected), 'Monthly Summary', and 'Daily Summary'; and 'Select Dates' with 'From' and 'To' dropdown menus both set to '2010'. A 'Show Report' button is located to the right of the date selection. At the bottom of the form, there is a table with one row of data: '3142', '01/29/14', '11426 NFL New England Patriots Layon', '\$4.52', and a 'New' button. The footer contains links for 'DecorPac.com', 'About Online Cake Ordering', 'Terms & Conditions', 'Contact Us', and 'FAQ', along with the copyright notice '©2014 Cakes.com. All Rights Reserved.'

Steps on this page:

1. Select “Yearly Summary”, “Monthly Summary”, or “Daily Summary”.
2. Select the year or years of reporting you want to view.
3. Click the “Show Report” button to continue.

Consumer FAQs:

I can't find the cake I'm looking for.

Try entering a different term into the Search Box to find your specific character or cake.

How do I know the bakery received my order?

You will receive an email confirmation from the email address no-reply@cakes.com with the subject "Your Cake Order." If you do not see the email, check your Spam or Junk E-mail folders.

I have already submitted my order and I must make a change. How do I do that?

At this time, you cannot make changes to orders on Cakes.com or on an in-store Kiosk. Please contact your bakery directly.

Why do I have to provide my credit card information if I am not paying for my cake?

Your bakery has chosen to use credit card verification as a way to ensure that you are a "real" Customer with a real order. This process simply verifies the card number is real. YOUR CARD INFORMATION IS NOT STORED ON ANY SYSTEM. However, if you do not wish to provide this information, speak to the decorator directly.

Bakery Manager/Decorator FAQs:

What if I don't have, or can't get, an item in-stock for an order?

You will have the option to accept an order "As-Is" or "Conditionally." Once you accept the order either way, you can see contact information for your Customer. Please contact your Customer to discuss your options.

To prevent this situation in the future, consider the following:

- **Order Lead Time:** You can adjust your order lead time to ensure you have time to obtain the necessary items in stock to fulfill an order. See page 18 for instructions.
- **Cake Design Selection:** If you will no longer carry a cake design, you can remove that design from your Kiosk and Cakes.com. See page 26 for instructions.

My in-store Kiosk is not working. Who do I contact for assistance?

If you are having a problem with the Kiosk showing your home page, cakes, or ordering process, please contact DecoPac at 1-800-DECOPAC to report the problem.

If you are having problems with the hardware (the Kiosk won't turn on or is not showing your Online Ordering home page), please contact your appropriate IT department or the manufacturer of your equipment.

My Customer entered a pick-up time when I am not open.

Customers are only allowed to place orders for pick-up during your selected open hours. Please refer to page 16 for setting up Store Hours and Holiday Hours.