**EAGLE FOOD DELIVERY PLATFORM**

**Employee Documentation**

1. Unaccepted Orders

Every new customer order appears in the "Unaccepted Orders" list. Each order includes:

- Order number

- Order total

- Restaurant address (fulfillment location)

- Customer delivery address

- "Accept" button (to take responsibility for delivery)

2. Accepted Orders

After clicking "Accept", the order moves to the "Accepted Orders" list with the following details:

- Order number

- Order total

- Restaurant address

- Customer delivery address

- "Mark as Delivered" button

Once delivered, click "Mark as Delivered" to:

Remove the order from your active tasks

Register it in the system as completed

Qualify for potential delivery bonuses (if applicable)