

Colby Dining Services



Colby Dining Services Mobile Ordering App

Colby is using Transact, a platform built in partnership with our campus ID card platform.

This app allows you to do the following:

- Make reservations for dining in the event the College needs to distribute the number of guests using the dining hall during operating hours.
- Future functionality will include ordering food from the Spa for pick up using ColbyCard or credit card

Accessing Mobile Ordering

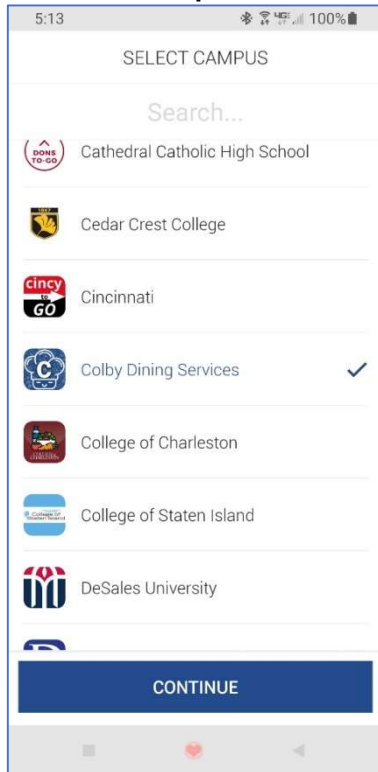
You can access the mobile app on your phone that will use your Colby username and password through OKTA to log in.

Installing

Download the app from the Appstore or Google Play Store. Search for Transact Mobile Ordering and install.

Getting Started

Step 1



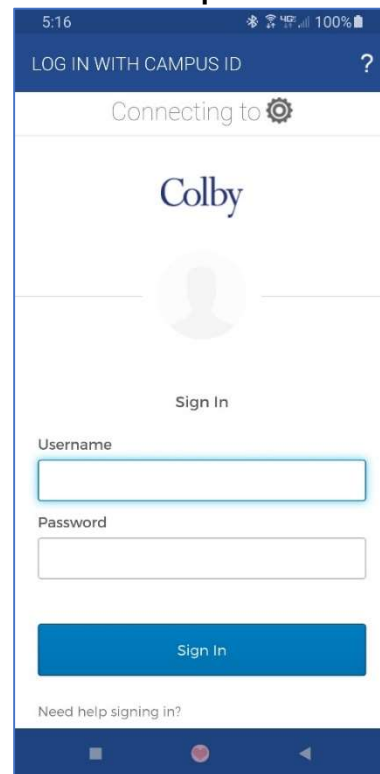
- Search for Colby College from the list of campuses available.
- Select 'Colby Dining Services'
- Select 'Continue'

Step 2



Select "Log In with Campus ID".

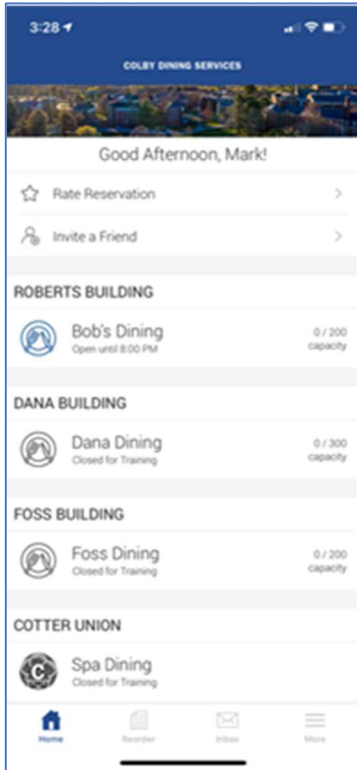
Step 3



Enter your Colby Username and Password

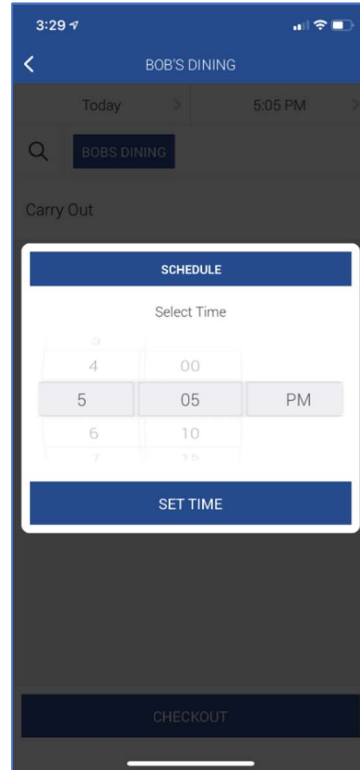
How to make a reservation

Step 1



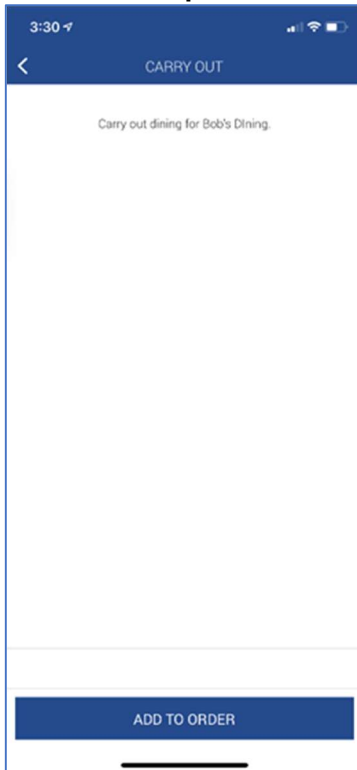
From the 'Home Screen' select a location

Step 2



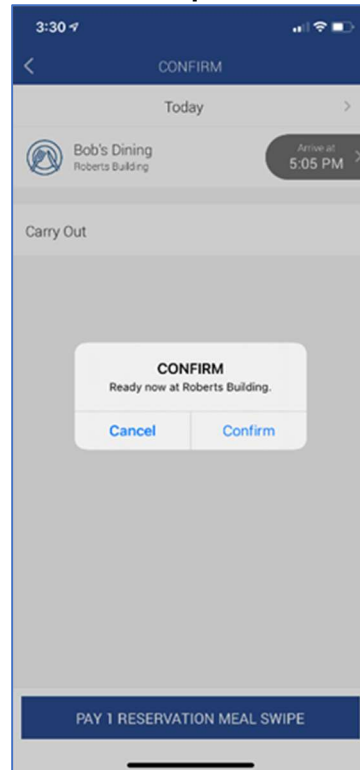
Select desired date and time
Select 'Carry Out'

Step 3



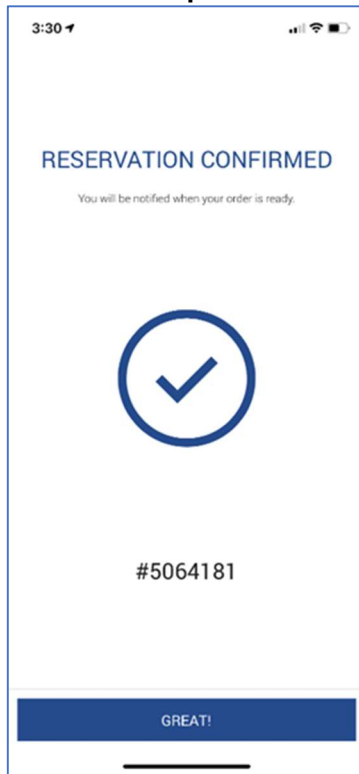
Select 'Add to Order'

Step 4



Select 'Pay Reservation Meal Swipe'
Select 'Confirm'

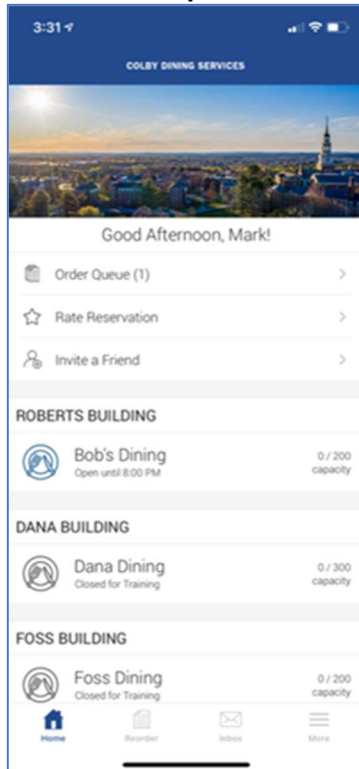
Step 5



Your reservation is confirmed

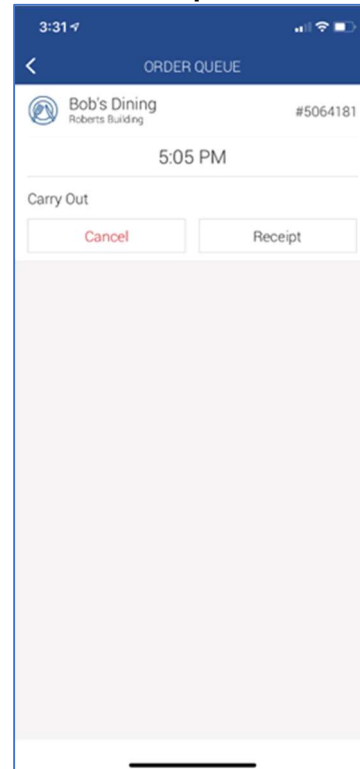
How to view, cancel, and use your reservation

Step 1



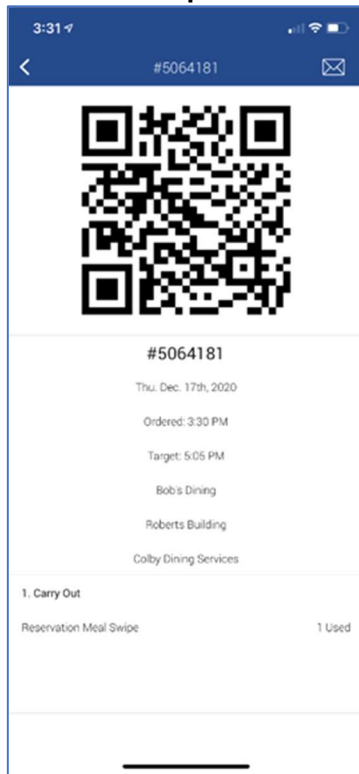
From the 'Home Screen' select 'Order Queue'

Step 2



Select 'Receipt' to view your reservation QR Code
Select 'Cancel' to cancel your reservation

Step 3



Please Note:

Your reservation will be held for 5 minutes. After 5 minutes your reservation will expire.

Have the reservation QR Code open on your App when arriving at the dining room.

Enjoy your Meal!