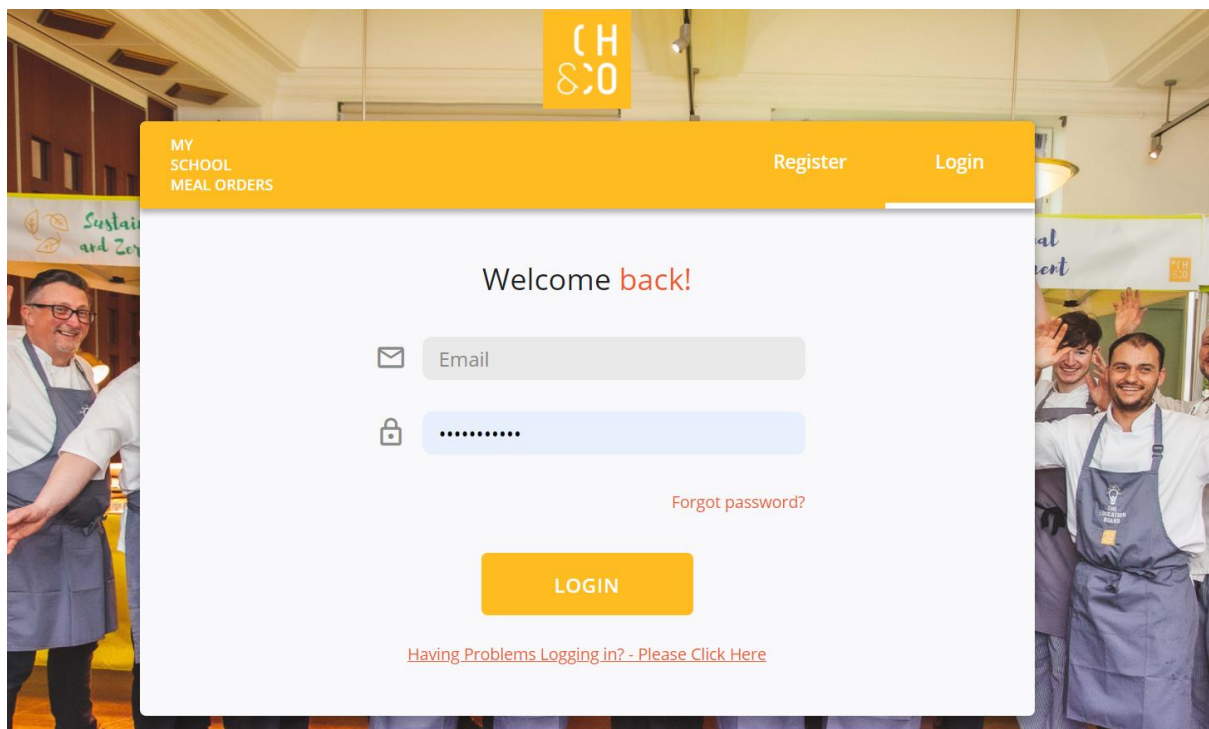


Parent Guide for Ordering Meals



CHS

MY SCHOOL MEAL ORDERS Register Login

Welcome back!

Email

.....

[Forgot password?](#)

LOGIN

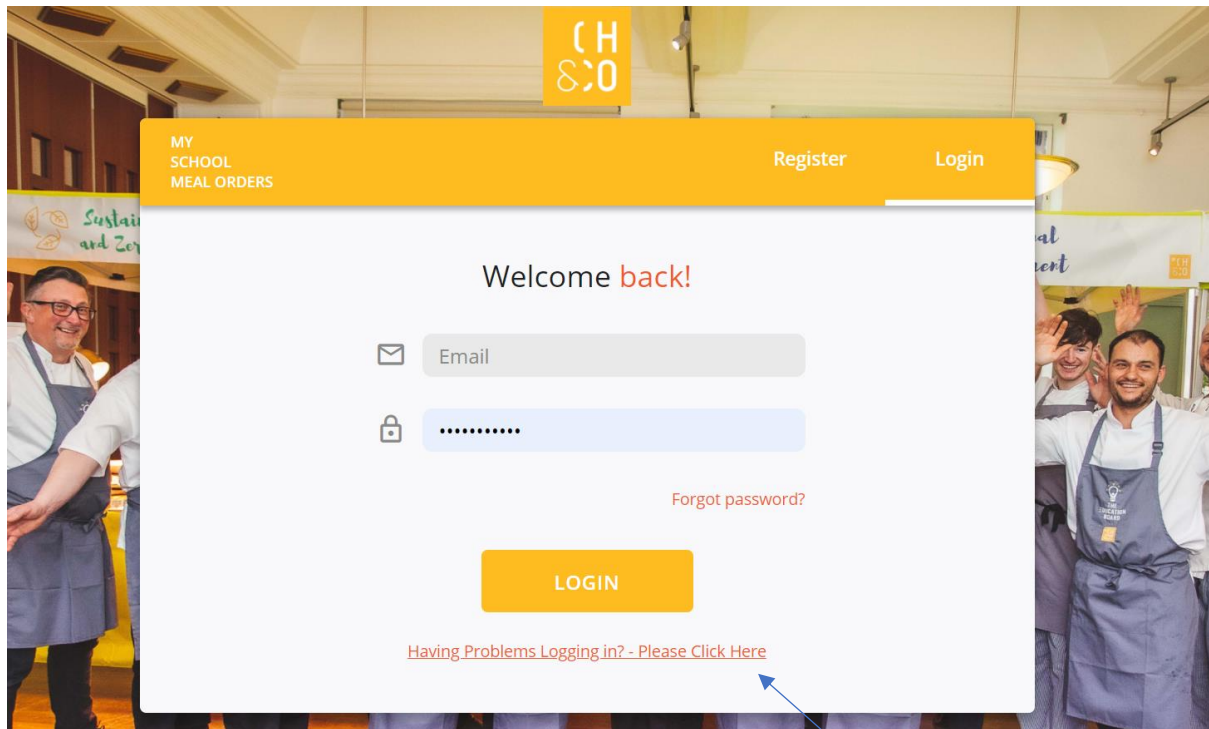
[Having Problems Logging in? - Please Click Here](#)

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Access the System

Access the URL and input the email used to register along with the chosen password

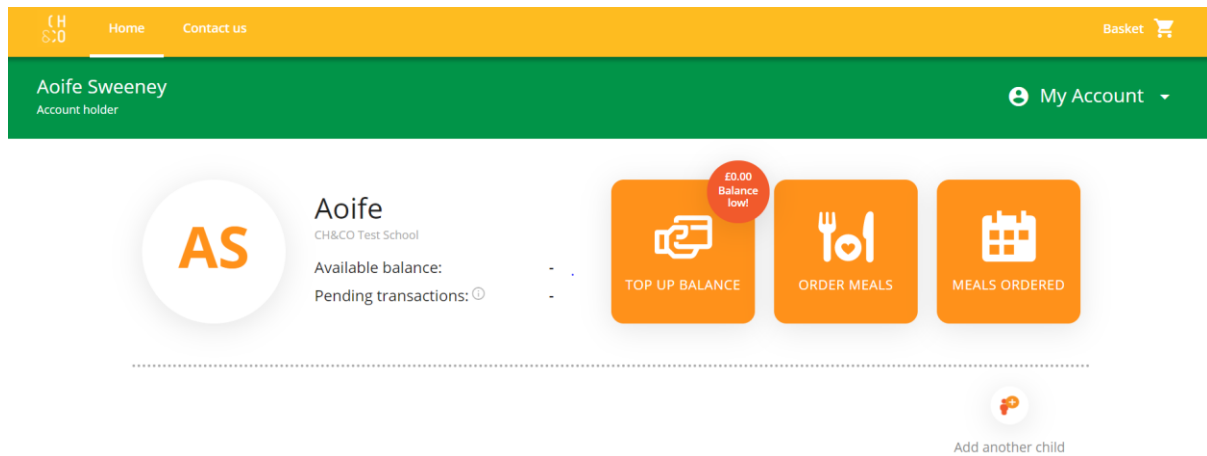


The screenshot shows a web application interface for a school meal ordering system. The background is a photo of two male staff members in blue aprons. Overlaid on this is a white login form. At the top of the form is an orange navigation bar with the text 'MY SCHOOL MEAL ORDERS' on the left, and 'Register' and 'Login' links on the right. The main heading of the form is 'Welcome back!'. Below this are two input fields: the first is labeled 'Email' with an envelope icon, and the second is a password field with a lock icon and masked characters. To the right of the password field is a red link that says 'Forgot password?'. Below the input fields is a large orange button labeled 'LOGIN'. At the bottom of the form is a red link that says 'Having Problems Logging in? - Please Click Here'. A blue arrow points from this link down towards the explanatory text below the screenshot.

Should you have any issues logging in, please click on the link as shown above, which will provide further information

Home Page

Once logged in, the below homepage will appear



Click home- this will divert back to this page whenever you are to proceed through the order process or access another page on the system

This page will have your childrens name, school, available balance and pending transactions
**Pending transactions are based on orders that have been placed, but not yet received by the child.
Once that date occurs the relevant amount pending transactions for that meal will be removed`*

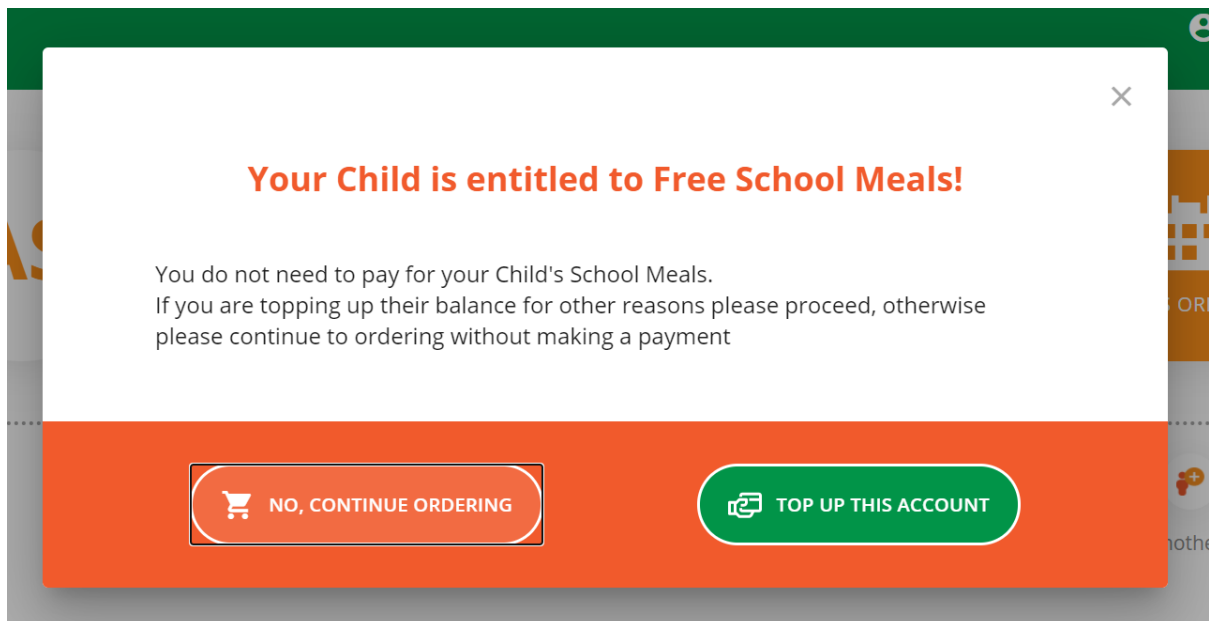
The buttons - Top up balance, order meals and meals ordered and explained below

Top up Balance

The screenshot shows a modal form titled 'Step 1: Select amount'. It contains six radio button options arranged in two columns: £10, £20, £30 on the left, and £50, £100, £ enter amount on the right. Below these options is a checkbox labeled 'Save card for future transactions' which is checked. At the bottom of the form are two buttons: 'CANCEL' and 'NEXT'.

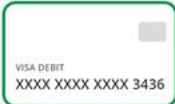
This option allows you to add a pre-set amount or input the required amount within the '£ enter amount' free text box. You can also save the card information by ticking the box 'save card for future transactions'

If the child is FSM the below page will appear indicating that the account does not require to be topped up



Your card detail:


Add another card



VISA DEBIT
XXXX XXXX XXXX 3436

Preferred card

SECURITY CODE

CVV

3 or 4 digits usually found on the back of the signature strip

Top up amount: £10

You have the ability to use the card saved by entering the CVV number as shown, alternatively you can add another card as shown here Once you are happy with the payment method, please select the 'Top up with card ending xxxx'

Order Meals

After clicking on the 'ORDER MEALS' button, you will be diverted to the below screen

Please note that if your child has a special diet you can still select 'Yes I want a meal'

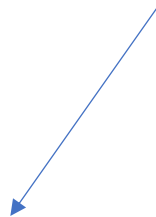
The screenshot displays the 'Order Meals' interface. At the top, there is a navigation bar with 'Home' and 'Contact us' links, and a 'Basket' icon with a '1' indicating one item. The main content area is divided into three panels:

- Select Date:** A calendar for August 2020. The date '25' is selected, highlighted with a black circle.
- Select your meals:** A section for selecting meals for the week of August 24-28, 2020. The 'Select Main:' section lists two options: 'CHILI CON CARNE (LAMB)' (selected with a green checkmark) and 'BEETROOT BURGER & SWEET CHILI SAUCE (V)' (with a plus icon to add).
- Summary:** A panel showing the selected meal for 'TUE, 25 AUG': 'CHILI CON CARNE (LAMB)'. It also displays the total cost: 'Total (1 item): £0' and a green 'CHECKOUT' button.

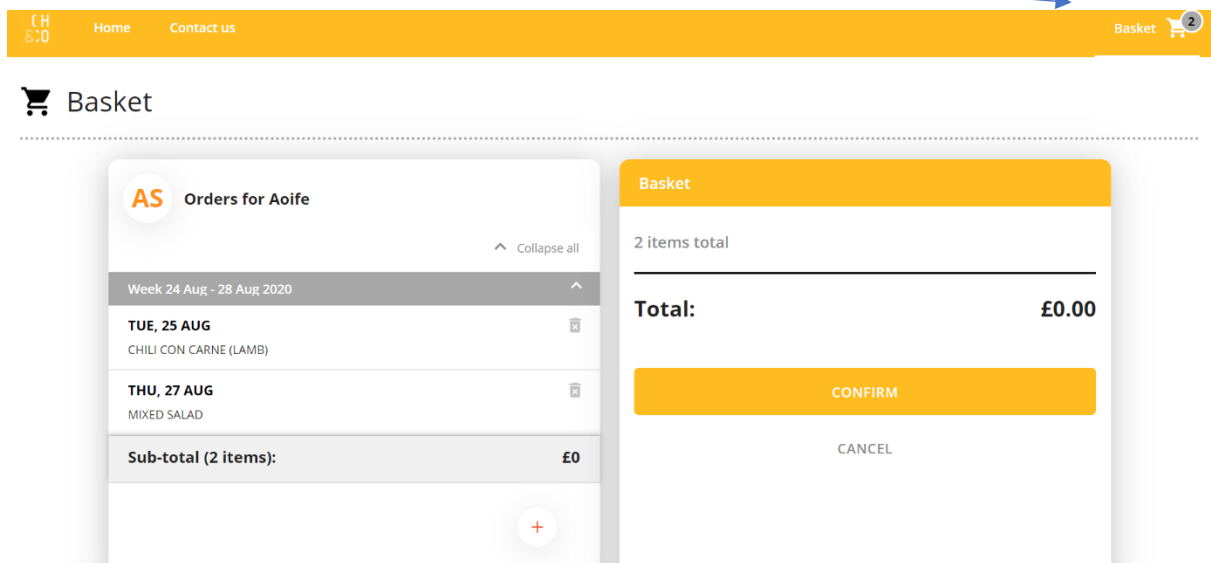
This is a close-up of the 'Summary' panel from the previous screenshot. It shows the selected meal for 'TUE, 25 AUG': 'CHILI CON CARNE (LAMB)'. Below the meal selection, there is a message: 'You can continue ordering dishes for the week on your left'. The total cost is displayed as 'Total (1 item): £0'. At the bottom, there are two buttons: a green 'CHECKOUT' button and a grey 'CANCEL' button.

Once you have selected the meals, your basket will show the summary before you can proceed to the checkout page

When you have added all required meals to the basket, click on check out

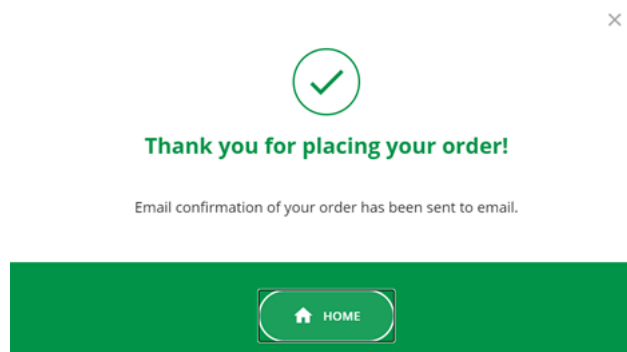


The basket will indicate how many items you have added



The checkout page will show all children linked to your account. This will also show if any child has a low balance

As soon as you are happy with the order, simply click 'confirm' / 'confirm and pay'. Once successful the below screen will appear & you will receive an email confirmation



Meals Ordered

If you wish to see the overview of meals ordered for the coming week/month, please click on the 'MEALS ORDERED' button on the home page. This will show the below screen:

The screenshot shows the 'Meals Ordered' page for a child named Aoife. At the top, there is a navigation bar with 'CH 8:0', 'Home', 'Contact us', and a 'Basket' icon. Below the navigation bar, the page title 'Meals Ordered' is displayed. A filter button for 'Aoife' is shown. The main heading is 'Meals for Aug 2020', with navigation arrows on either side. To the right, there are buttons for 'Week' and 'Month' (which is selected), and a 'Print calendar' button with a printer icon. The calendar grid shows days from Monday to Friday. The meals ordered are as follows:

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12 Honey roasted glazed gammon	13	14

You can change which child's meals you wish to see

The screenshot shows the 'Meals Ordered' page with three child selection buttons: 'Jack' (green), 'Lisa' (blue), and 'Mike' (yellow). A blue arrow points from the text above to the 'Mike' button.

You can also change this to show a weekly view

The print option will open a print pop-up, allowing you to print the meals and display this within your house

The screenshot shows the 'Week' and 'Month' buttons, with 'Month' selected. A blue arrow points from the text above to the 'Week' button. To the right is a 'Print calendar' button with a printer icon.

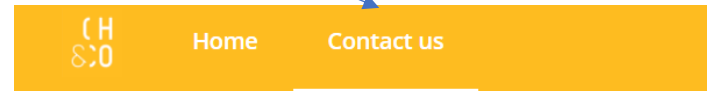
Contact us

QUESTIONS, IDEAS, SUGGESTIONS -

**if there is something in your mind,
we want to hear it!**

To get in touch with us, simply enter your details in the form and we'll get back to you as soon as we can.

Should you wish to get in touch to mention any suggestions or feedback, or you have any questions please click on 'Contact us'



Contact us

QUESTIONS, IDEAS, SUGGESTIONS -

**if there is something in your mind,
we want to hear it!**

To get in touch with us, simply enter your details in the form and we'll get back to you as soon as we can.

This will allow you to populate the below form which will be sent to the relevant parties

Contact us

Pop your details in here...



Your child's (or children) full name(s)



School/Site Name (where applicable)



Select feedback type

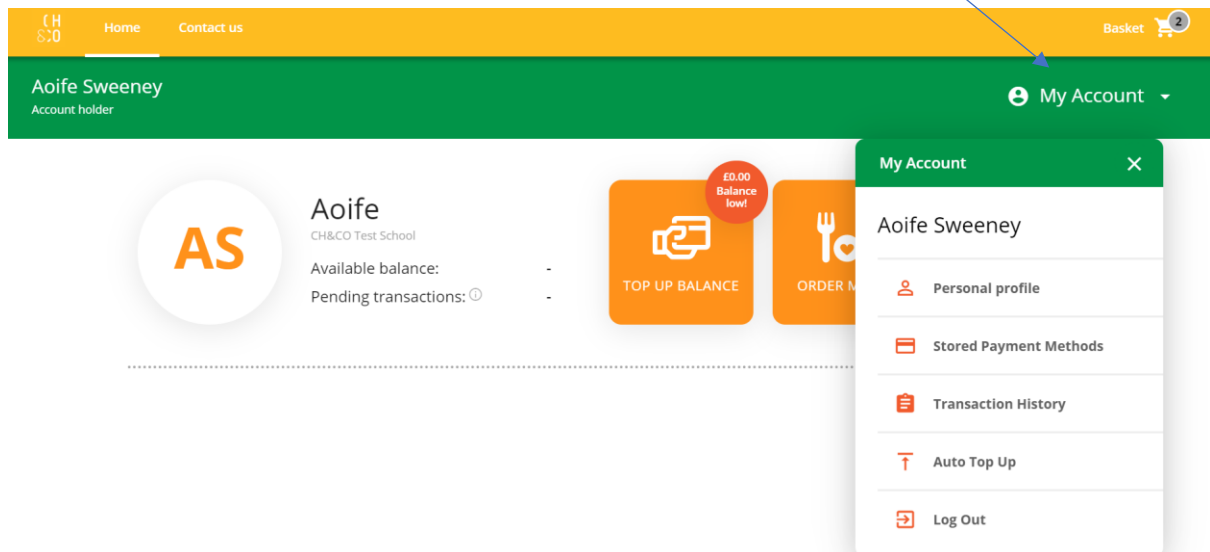
▼



Your message

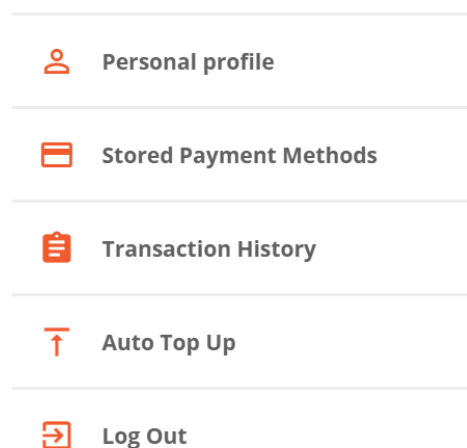
My Account

On the home page you will be able to access 'My Account' as shown below



From here you can access the options:

Aoife Sweeney



- **Personal Profile**

Allows you to change your password

- **Stored Payment Methods**

This is where you can delete any previously saved payment methods

- **Transaction History**

Overview of all transactions, this is shown below

This is also where you will log out of the platform

Transaction history allows you to view based on days/month/ years, and for each child linked to your account

Transaction history

30 days

3 months

year

JB Jack

LT Lisa

MH Mike

	Date	Time	Service Type	Amount	Balance	Reference ID
+ TOP UP AMOUNT	14 Jul 2020	12:26		£ 2.00	£ 119.01	#10911
- CONSUMED MEALS	14 Jul 2020	00:00	Lunch	£ 0.00	£ 117.01	#12268
+ TOP UP AMOUNT	30 Jun 2020	13:40		£ 10.00	£ 117.01	#10842

LOAD MORE

Each transaction has a unique reference ID