



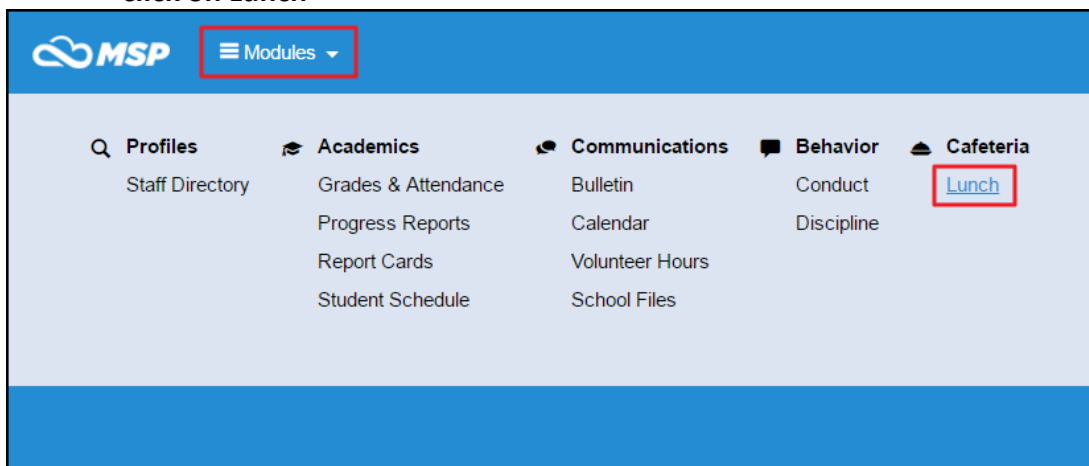
**Lunch Guide
Parent**



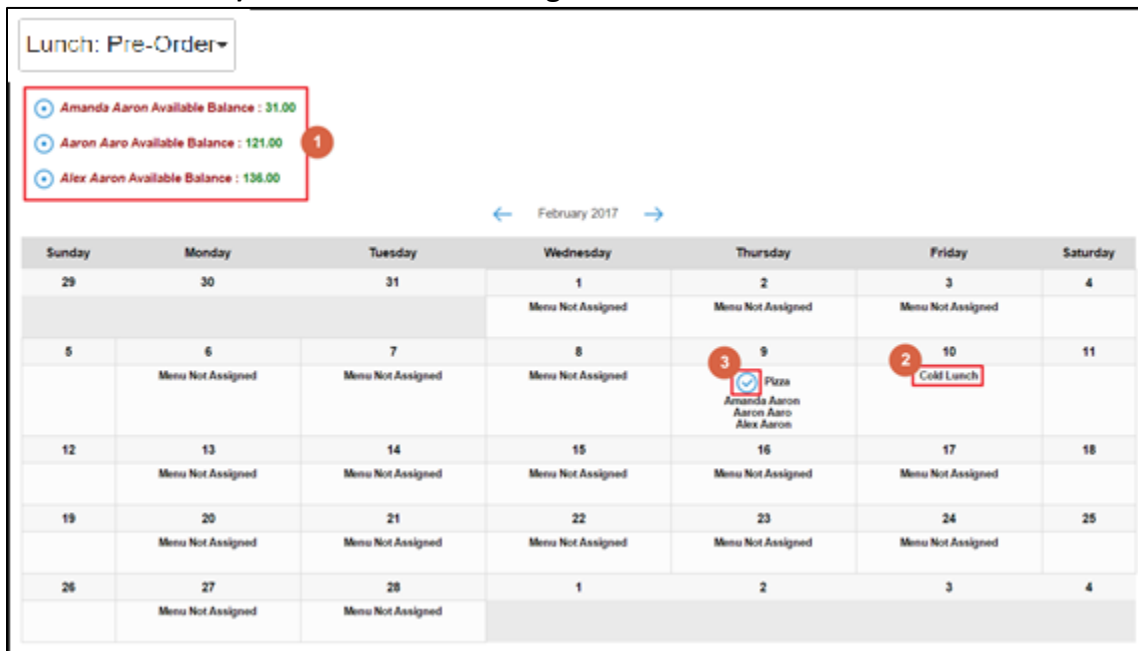
OVERVIEW: The Lunch Module allows parents to submit lunch orders for their children as well as replenish lunch balances using credit/debit cards.

I. Lunch Module

A. To get to the Lunch Module, hover over Modules at the top of the screen and click on Lunch



- 1) The lunch monetary balance will display for each child at the top left hand side of the screen
 - a. Parents can still place orders if their balance is less than the lunch order or they have a negative balance
- 2) Click on a menu (which is offered on a specific day) to order lunch for your child or children
- 3) A check mark signifies that lunch has been ordered for that day



B. Once a parent clicks on a menu for a specific day you may:

- 1) Each child will display on the same page
- 2) Enter the quantity of each item that he/she would like to order for each child.
- 3) The total cost will automatically be calculated as you enter the quantity of each item
- 4) Enter any comments on the lunch order to the right of the menu item
 - a. Examples:
 - a. "Please make the sandwich plain"
 - b. "No mayonnaise please"
- 5) Click Update at the bottom the screen to submit the lunch order

Amanda Aaron				
Item Name	Price	Qty 2	Total 3	Comments 4
Sandwich	\$2.00	1	\$2.00	
Chips	\$1.00	1	\$1.00	
Water	\$1.00	0	\$0.00	
Sandwich, Chips, Water	\$4.00	0	\$0.00	
Soda	\$1.00	2	\$2.00	
Aaron Aaro				
Item Name	Price	Qty	Total	Comments
Sandwich	\$2.00	2	\$4.00	
Chips	\$1.00	0	\$0.00	
Water	\$1.00	1	\$1.00	
Sandwich, Chips, Water	\$4.00	0	\$0.00	
Soda	\$1.00	0	\$0.00	
Alex Aaron				
Item Name	Price	Qty	Total	Comments
Sandwich	\$2.00	0	\$0.00	
Chips	\$1.00	0	\$0.00	
Water	\$1.00	0	\$0.00	
Sandwich, Chips, Water	\$4.00	0	\$0.00	
Soda	\$1.00	0	\$0.00	
Update All>> 5				