

Ordering Lunch

1. From the Dashboard, click on **Preorder**
2. Select the date or date range
3. Click **Add to Cart** for the items you would like to order. Note, add special dietary requirements as well – gluten free, nut allergy, etc.
4. Click **CHECK OUT CART** when ordering is complete.

SELECT DATE

<< Prev **OCTOBER 2018** Next >>

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Start Date: Thu Oct 11 2018
End Date:

CLEAR DATES

LEGEND

OCT 9 Tue **Ordering Open**

OCT 9 Tue **Ordering On Hold**

OCT 9 Tue **Ordering Closed**

✓ **Already Purchased**

+ **Add to Cart** + **Add To Cart**

PREORDER MENU

SELECT STUDENT Nancy Schoeggl

DATE	ITEM	CATEGORY	PRICE	QTY	ACTION
OCT 11 Thu	<i>Sacred Heart Lunch</i>				
	Hot Cakes & Sausage	Pre-Order Lunch	\$5.15	<input type="text" value="1"/>	+ Add to Cart
	8" Ham and Cheese Sub Sandwich with Chips	Pre-Order Lunch	\$6.00	<input type="text" value="1"/>	+ Add to Cart
	8" Turkey & Cheese Sub Sandwich with Chips	Pre-Order Lunch	\$6.00	<input type="text" value="1"/>	+ Add to Cart
	Baked Potato Bar with Entree Sides	Pre-Order Lunch	\$5.15	<input type="text" value="1"/>	+ Add to Cart
	BBQ Chicken Wrap with Chips	Pre-Order Lunch	\$6.00	<input type="text" value="1"/>	+ Add to Cart
	Caesar Salad	Pre-Order Lunch	\$5.15	<input type="text" value="1"/>	+ Add to Cart
	Chicken Caesar Salad	Pre-Order Lunch	\$6.00	<input type="text" value="1"/>	- Remove from Cart
	Cobb Salad	Pre-Order Lunch	\$6.00	<input type="text" value="1"/>	+ Add to Cart
	House Salad	Pre-Order Lunch	\$5.15	<input type="text" value="1"/>	+ Add to Cart
	Entree Double Order	Pre-Order Lunch	\$2.00	<input type="text" value="1"/>	+ Add to Cart
	Gluten Free	Pre-Order Lunch	\$0.00	<input type="text" value="1"/>	+ Add to Cart
	Dairy/Egg Allergy	Pre-Order Lunch	\$0.00	<input type="text" value="1"/>	+ Add to Cart
	Nut Allergy	Pre-Order Lunch	\$0.00	<input type="text" value="1"/>	+ Add to Cart
	No Cheese	Pre-Order Lunch	\$0.00	<input type="text" value="1"/>	+ Add to Cart
	Add Lettuce to Sub	Pre-Order Lunch	\$0.00	<input type="text" value="1"/>	+ Add to Cart
	Add Tomato to Sub	Pre-Order Lunch	\$0.00	<input type="text" value="1"/>	+ Add to Cart
	Soy Free	Pre-Order Lunch	\$0.00	<input type="text" value="1"/>	+ Add to Cart

DUPLICATE ORDER
 CHECKOUT CART (1 ITEMS)

5. **CART DETAILS** - verify the dates and items for what you ordered and click **NEXT**.

CHECKOUT CART

1. CART DETAILS
2. ACCOUNT PAYMENT
3. PERSONAL INFO
4. CONFIRM TRANSACTION

Nancy Schoeggl
Current Balance : (\$28.30)
Order Total : \$6.00
Projected Balance : (\$34.30)

PREORDER ITEMS

SERVING DATE	ITEM	QTY	ITEM PRICE	ACTION
10/11/2018	Chicken Caesar Salad	1	\$6.00	- Remove from Cart

PAYMENT NEEDED

CANCEL
NEXT

6. On the **ACCOUNT PAYMENT** tab, you can load your account through a credit card or ACH (checking/savings). There is a \$2 fee associate with loading through myschoolaccount.com. Payments can also be made through Venmo @DElectablebbqandcatering or checks made payable to DElectable BBQ and Catering to avoid the \$2 transaction fee. Payments will be reflected in your students account on MySchoolAccount.com.
 - a. If you are paying by check or Venmo, click the **SKIP** button.
 - b. If you are paying through myschoolaccount.com, enter the deposit and hit **NEXT**. Enter your payment information on the next screen.

CHECKOUT CART

1. CART DETAILS | 2. ACCOUNT PAYMENT | 3. PERSONAL INFO | 4. CONFIRM TRANSACTION

ACCOUNT PAYMENTS

Nancy Schoegg!

Current Balance	(\$28.30)	Deposit Amount	<input type="text" value="0.00"/>
Order Total	\$6.00		
Projected Balance	(\$34.30)		

Deposit Subtotal **\$0.00**

BACK CANCEL SKIP NEXT

7. At the **CONFIRM TRANSACTION** page, click **FINISH** to complete the transaction.

CHECKOUT CART

1. CART DETAILS | 2. ACCOUNT PAYMENT | 3. PERSONAL INFO | 4. CONFIRM TRANSACTION

PURCHASE INFORMATION

STUDENT NAME	STUDENT BALANCE	PREORDER AMOUNT	NEW BALANCE
Nancy Schoegg!	(\$28.30)	\$6.00	(\$34.30)

Do not press the "FINISH" button more than once!

BACK CANCEL FINISH

8. When the transaction is successfully completed, you will receive a confirmation number along with an email. *If you don't receive either of these, the order didn't go through. Please the order again.*

CHECKOUT CART

1. CART DETAILS | 2. ACCOUNT PAYMENT | 3. PERSONAL INFO | 4. CONFIRM TRANSACTION

Your transaction has been completed successfully.

Transaction ID: 948754

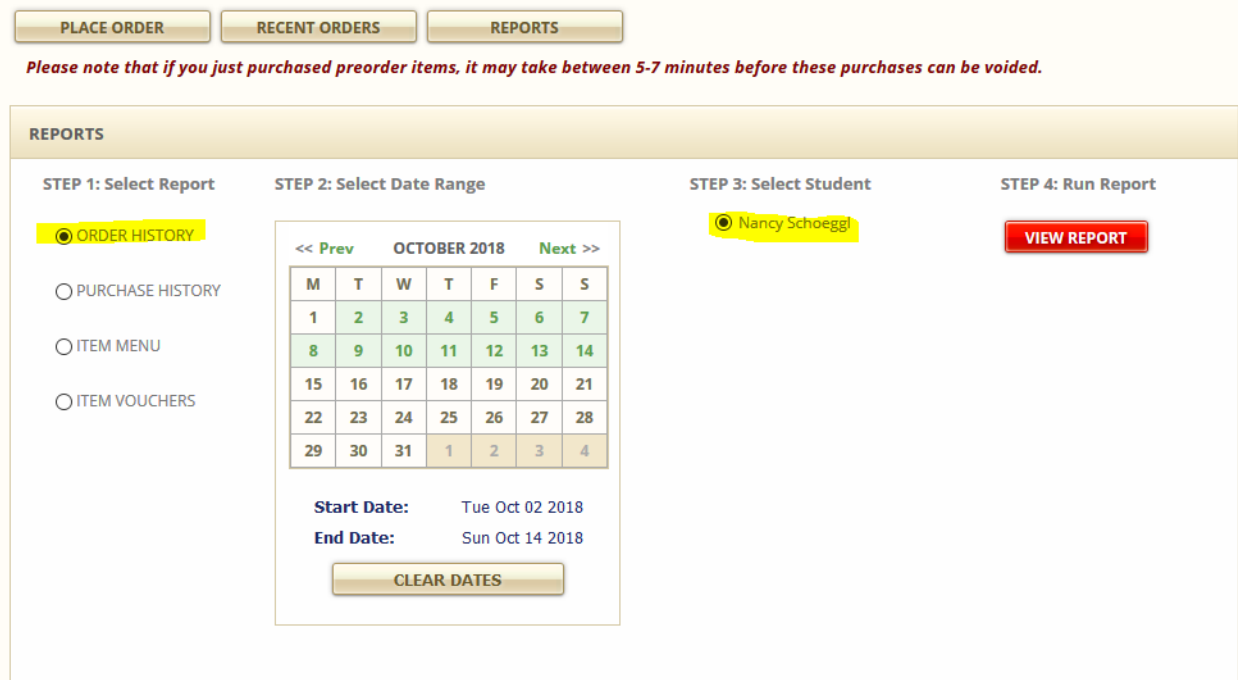
PRINT RECEIPT OK

Viewing Orders

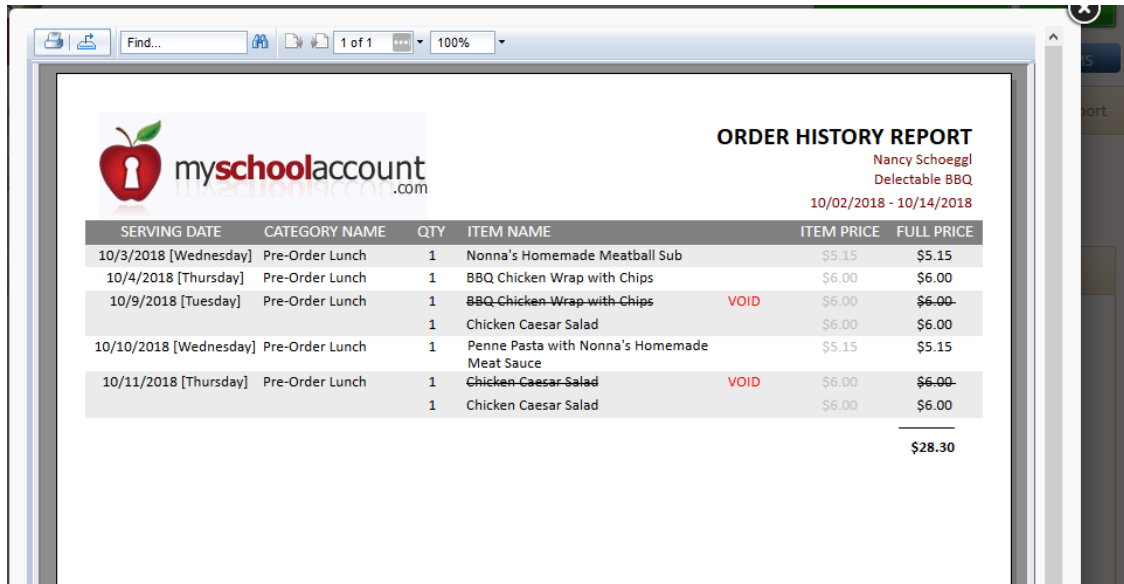
1. From the Dashboard, click on **Preorder**
2. Click on **REPORTS**



3. Select **ORDER HISTORY**, the date range, the student and then click **VIEW REPORT**



4. If the report is blank, clear the dates and select them again and click **VIEW REPORT**. Your report will look like the following:



Voiding an Item

1. From the Dashboard, click on **Preorder**
2. Click on **RECENT ORDERS**
3. Click on the **VOID** button to cancel your order



The screenshot shows the myschoolaccount.com website. At the top, there is a navigation bar with links for Dashboard, Manage Students, Deposit Funds, and Preorder. Below this, there are three main buttons: PLACE ORDER, RECENT ORDERS, and REPORTS. The RECENT ORDERS button is highlighted. Below the buttons, there is a calendar for October 2018 and a table of recent orders.

DATE	ITEM	CATEGORY	PRICE	QTY	ACTION
OCT 8 Mon	Secret Heart Lunch				
OCT 8 Mon	Homemade Chicken Noodle Soup	Pre-Order Lunch	\$5.15	1	VOID
OCT 9 Tue	Secret Heart Lunch				
OCT 9 Tue	Scratch Made Mac-N-Cheese	Pre-Order Lunch	\$5.15	1	VOID
OCT 10 Wed	Secret Heart Lunch				
OCT 10 Wed	Butter Noodles	Pre-Order Lunch	\$5.15	1	VOID