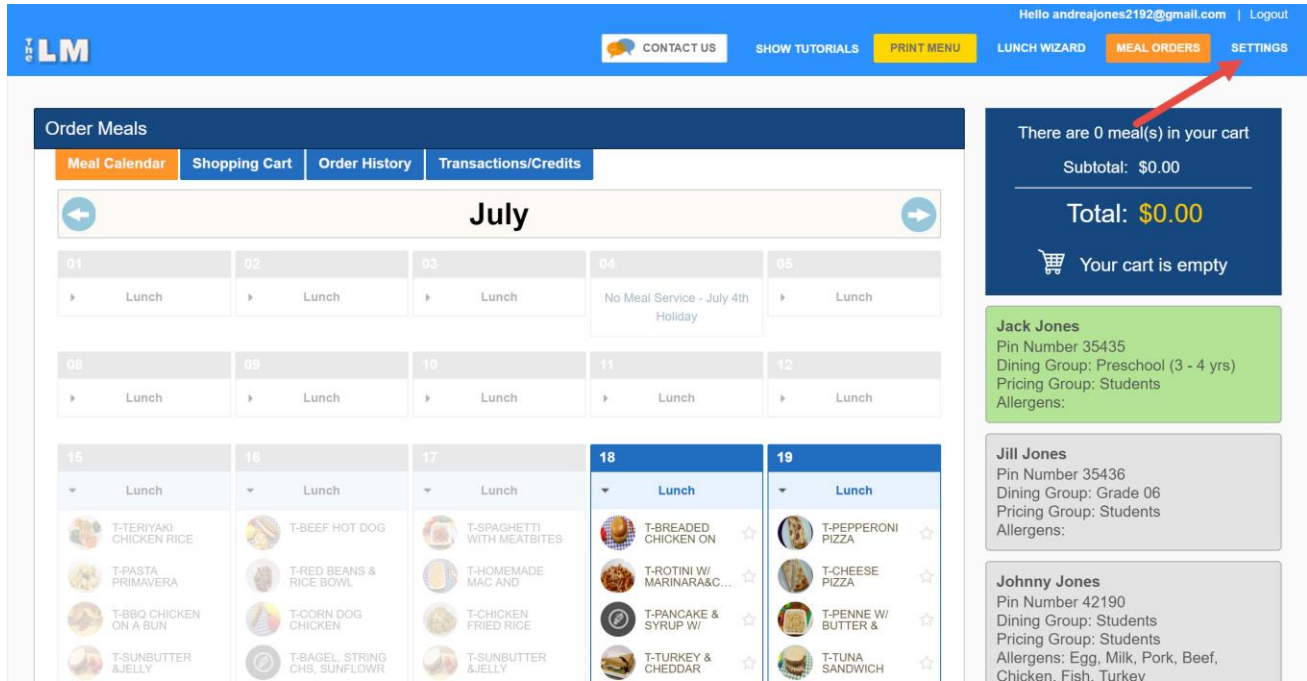


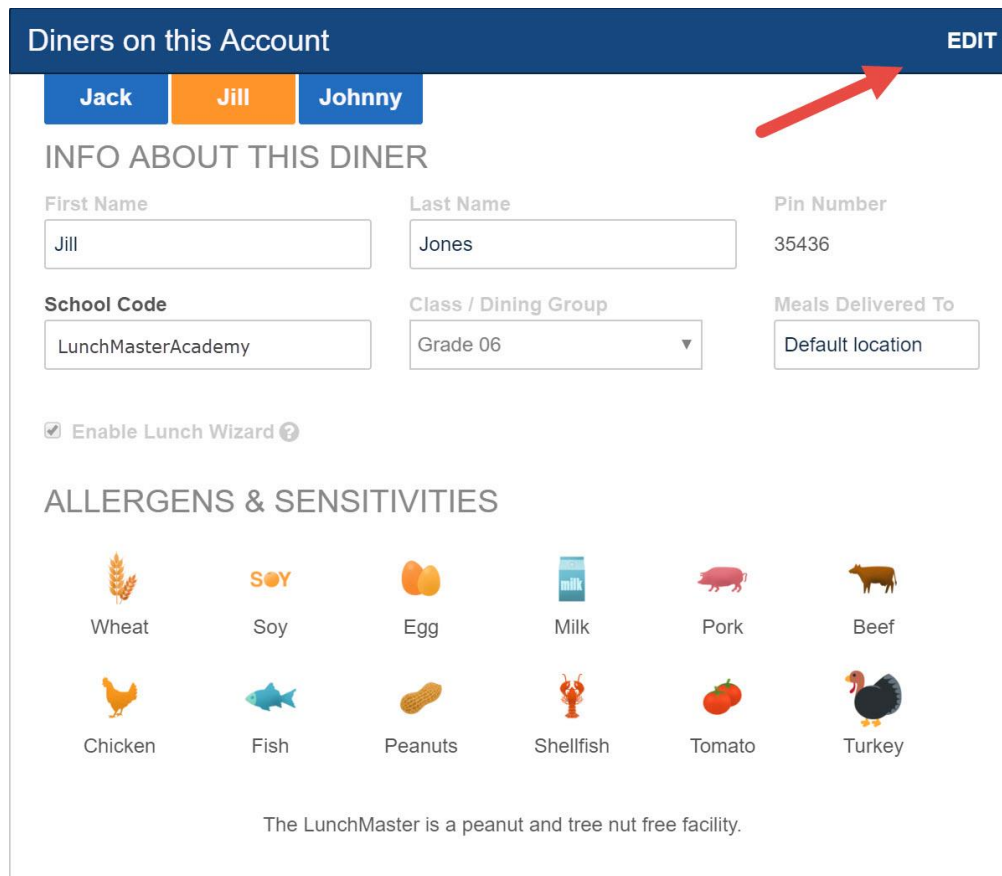
How to Change School Site & Grade Level

1. Click the “SETTINGS” button in the top right corner.



The screenshot shows the LunchMaster user interface. At the top right, there is a navigation bar with several buttons: CONTACT US, SHOW TUTORIALS, PRINT MENU, LUNCH WIZARD, MEAL ORDERS, and SETTINGS. A red arrow points to the 'SETTINGS' button. Below the navigation bar, the main content area is titled 'Order Meals' and features a calendar for the month of July. The calendar shows dates from 01 to 19, with each date having a 'Lunch' button. On the right side of the interface, there is a summary box showing 'There are 0 meal(s) in your cart', a subtotal of \$0.00, and a total of \$0.00. Below this, there are three diner profiles: Jack Jones (Pin Number 35435, Dining Group: Preschool), Jill Jones (Pin Number 35436, Dining Group: Grade 06), and Johnny Jones (Pin Number 42190, Dining Group: Students). Each profile lists allergens.

2. Click “EDIT” in the top right corner.



The screenshot shows the 'Diners on this Account' page. At the top right, there is a dark blue header with the text 'Diners on this Account' and an 'EDIT' button. A red arrow points to the 'EDIT' button. Below the header, there are three tabs for the diners: Jack, Jill, and Johnny. The 'Jill' tab is currently selected. Underneath the tabs, there is a section titled 'INFO ABOUT THIS DINER' with several input fields: First Name (Jill), Last Name (Jones), Pin Number (35436), School Code (LunchMasterAcademy), Class / Dining Group (Grade 06), and Meals Delivered To (Default location). There is also a checkbox for 'Enable Lunch Wizard' which is checked. Below this is a section titled 'ALLERGENS & SENSITIVITIES' with a grid of icons representing various allergens: Wheat, Soy, Egg, Milk, Pork, Beef, Chicken, Fish, Peanuts, Shellfish, Tomato, and Turkey. At the bottom of the page, there is a note: 'The LunchMaster is a peanut and tree nut free facility.'

3. Type in new school code, if applicable.

Diners on this Account













Jack Jill Johnny NEW

INFO ABOUT THIS DINER

First Name Jill	Last Name Jones	Pin Number 35436
School Code LunchMasterAcademy	Class / Dining Group Grade 06	Meals Delivered To Default location

Enable Lunch Wizard ?

ALLERGENS & SENSITIVITIES

 Wheat	 Soy	 Egg	 Milk	 Pork	 Beef
 Chicken	 Fish	 Peanuts	 Shellfish	 Tomato	 Turkey

The LunchMaster is a peanut and tree nut free facility.

REMOVE DINER FROM THIS ACCOUNT CANCEL SAVE

4. Click "Class/Dining Group" and select appropriate grade from drop-down list.

Diners on this Account













Jack Jill Johnny NEW

INFO ABOUT THIS DINER

First Name Jill	Last Name Jones	Pin Number 35436
School Code LunchMasterAcademy	Class / Dining Group Grade 06	Meals Delivered To Default location

Enable Lunch Wizard ?

ALLERGENS & SENSITIVITIES

 Wheat	 Soy	 Egg	 Milk	 Pork	 Beef
 Chicken	 Fish	 Peanuts	 Shellfish	 Tomato	 Turkey

The LunchMaster is a peanut and tree nut free facility.

REMOVE DINER FROM THIS ACCOUNT CANCEL SAVE

5. Click "SAVE."

Diners on this Account

Jack Jill Johnny NEW

INFO ABOUT THIS DINER

First Name: Jill Last Name: Jones Pin Number: 35436

School Code: LunchMasterAcademy Class / Dining Group: Grade 07 Meals Delivered To: Default location

Enable Lunch Wizard ?

ALLERGENS & SENSITIVITIES

Wheat Soy Egg Milk Pork Beef

Chicken Fish Peanuts Shellfish Tomato Turkey

The LunchMaster is a peanut and tree nut free facility.

REMOVE DINER FROM THIS ACCOUNT CANCEL SAVE