



Quickstart Guide

How to Place an Order



May 2012

Simplify Your Day

← LOGIN



REGISTER →

Don't have a username yet? Click here to register

Enter username and password. Click Submit

USERNAME:

PASSWORD:

[Forgot your password?](#)

Enter School Here...

Step 2 – Add a student

The screenshot shows the flexischools user interface. At the top left is the flexischools logo. At the top right, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769, and an 'Account Balance' box showing '\$0.00'. Below the logo is a navigation bar with buttons for 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. On the left side, there is a 'Start' menu with 'Top-up Account' and 'My Students' options. The main content area shows 'Current Balance: \$0.00' with links for 'Top-up Account' and 'Account History'. Below this is the 'My Students' section, which states 'You do not have any Students on your account.' and features an 'Add a Student' button. A red box highlights the 'Add a Student' button with the text 'Click "Add a Student"'. At the bottom left, it says 'Powered by THE SCOTNEY GROUP'. At the bottom right, there are links for 'Contact Us', 'Terms and Conditions', 'Refunds Policy', and 'Give Feedback'.

flexischools

Feedback? Need Help? ☎ 1300 361 769

Account Balance \$0.00

Home My Account Account History My Profile Logout

Start

Top-up Account

My Students

Current Balance: \$0.00 | Top-up Account | Account History

My Students

You do not have any Students on your account.

[➔ Add a Student](#) **Click "Add a Student"**

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Step 3 – Add student : enter the school

Add Student
Start typing the School name and select from the options presented:

School name search: [Search](#)

Payne Road State School, 171 Payne Road The Gap QLD 4061

Enter the school name

Click the school name when it appears

[Cancel](#)

Step 3 – Add student: student's name and class

Add Student
Enter the details below for a new **Payne Road State School Student** (Change School)

First Name:

Last Name:

Allow Student to login and order for themselves:

Student Class:

Requires the Student to

Click Add Student when done

Usually, you don't select this. This is only for older students

Select your student's class

Add Student | **Cancel**

The screenshot shows a web form for adding a student. The form has fields for First Name, Last Name, a checkbox for 'Allow Student to login and order for themselves', and a dropdown menu for 'Student Class'. A red box highlights the 'Add Student' button with the text 'Click Add Student when done'. A blue box points to the 'Student Class' dropdown with the text 'Usually, you don't select this. This is only for older students'. Another blue box points to the dropdown with the text 'Select your student's class'. The background shows a sidebar with 'Start', 'Top-up', and 'My Stu' buttons, and a footer with 'Powered by'.

Step 4 – Start an Order

The screenshot shows the FlexiSchools user interface. At the top left is the FlexiSchools logo. At the top right, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769, and an 'Account Balance' box showing \$0.00. Below the logo is a navigation bar with buttons for 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. On the left side, there is a 'Start' menu with 'Top-up Account' and 'My Students' options. The main content area shows 'Current Balance: \$0.00' with links for 'Top-up Account' and 'Account History'. Below this is the 'My Students' section, which contains an 'ONLINE ORDERING' button with a shopping cart icon, a link to 'Start an order for John Smith' (with sub-links for 'Profile' and 'Transaction History'), and the text 'Prep W, St Saviours Primary School'. There is also an 'Add a Student' button. At the bottom left, it says 'Powered by THE SCOTNEY GROUP'. At the bottom center, there is a copyright notice and links for 'Contact Us', 'Terms and Conditions', 'Refunds Policy', and 'Give Feedback'. A red arrow points from a callout box to the 'ONLINE ORDERING' button.

Click on Online Ordering

Step 5 – Pick a day and the type of order



	Mon 2/5	Tue 3/5	Wed 4/5	Thu 5/5	Fri 6/5
Recess Menu				Order Recess	Order Recess
Lunch Menu				Order Lunch	Order Lunch
Wednesday Menu			No Service		

Click this to order
Recess for Thursday

Step 6 – Add items to your order

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Feedback? Need Help? 1300 361 769
Account Balance \$0.00

Home My Account Account History My Profile Logout

Ordering for Sam Smith...

Step 1: Service Step 2: Add Items Step 3: Check Order

When you have finished adding items, please click "Check" to continue.

Next: Check

Current Location

School: Beelihar Primary School
Class: TA5
Address: 86 The Grange, Beelihar, WA 6164
Change

Order Pad

Qty	Item	\$
	~ RECESS ORDER ~	\$0.00
Total:		\$0.00
Total includes \$0.00 G.S.T.		
This order will incur a \$0.25 Service Fee.		
Supplier:	Beelihar Primary School Canteen - Recess Menu	
Pickup at:	Recess, Thursday, 5 May 2011 Change	
Order Deadline:	9:30 AM, Thursday, 5 May 2011	
Clear Order Pad		

You cannot place this order, as it would decrease your available balance below \$0.00

Recess Menu

Qty	Name	Price *
+ Add	Cheesie	\$1.20
+ Add	Pizza Cheesie	\$1.80
+ Add	Fish Fingers	\$0.40
+ Add	Fruit Balls	\$0.50
+ Add	Fruity Bix Bar	\$1.30
+ Add	Grain Wave Chips	\$1.50
+ Add	Muffin Sara Lee	\$1.80
+ Add	Popcorn	\$1.20
+ Add	Rice Stick Chips	\$1.50
+ Add	Vegi Chips	\$1.50
+ Add	Zing Jelly Fruit Drops	\$0.50
+ Add	BBQ Sauce	\$0.30
+ Add	Tomato Sauce	\$0.30

go to top

Click the item to add to order

When you've added all items, click Next

Click here to see the rest of the menu

Step 7 – Place Order

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Feedback? Need Help? ☎ 1300 361 769

Account Balance \$50.00

Return to Admin Home My Account Account History My Profile Logout

Start

- My Students
- Start a New Order
- View Placed Orders
- View Recent Orders
- My FlexiMeals Card

Ordering for Little Stevie...

Step 1: Service Step 2: Add Items **Step 3: Check Order**

! This order is not yet placed. You must click the button at the right of this box to place this order. If any of the details below are incorrect, click "Edit Order".

Payment Method: Your Account [change](#)

[→ Edit Order](#) | [✕ Clear Order Pad](#)

Place Thursday, 28 April 2011's Order

School:
Nambour Christian College
Class:
Year 7
Address:
McKenzie Road
Woombye QLD 4559
[✕ Change](#)

Order Pad Summary

Qty	Items	Price
1	Chicken & Salad Wrap	\$3.50
1	Plain Milk (500ml)	\$2.00
Total:		\$5.50
Total includes \$0.50 G.S.T.		
This order will incur a \$0.20 Service Fee.		

Prices include G.S.T. where applicable. All prices are listed in Australian Dollars.

Click Place Order

Did you get asked to add funds?




Read on...


Step 7 – Select payment option

Payment Options

How would you like to pay for this order? Based on the current order value of \$65.00, the following options are available:

Credit Card 

Your FlexiSchools Account (Topup by   ) 

Bank Transfer (Direct Deposit) 

Continue... **Cancel**

Select an option

Click here to continue

Step 7 – Do the topup

Payment Options

[Do Topup](#) [Cancel](#)

Account Topup

Topup Required
You have insufficient funds to place this order from your account. You need to topup by at least \$20.00.

Credit Purchase

Credit Purchase Amount:

- The minimum credit purchase is \$20.00.
- Credit purchases of \$20.00 and above will incur a credit card processing fee of \$0.29.

Automatic Top-ups

Automatic top-ups mean you don't have to worry about your funds running out - whenever your balance falls below the 'trigger' level, it will automatically be topped up using your credit card.

Would you like to use automatic Top-ups? Yes No

Credit Card Details

Please enter the credit card you would like to use for this topup.

Credit Card Type:

Credit Card Number:

CVV:
The last 3 digits on the signature panel.

Credit Card Expiry Date (MM/YY): /

Credit Card Name:

Enter Amount

Click here to add the funds

Enter credit card details