



# Mobile Application Users Guide

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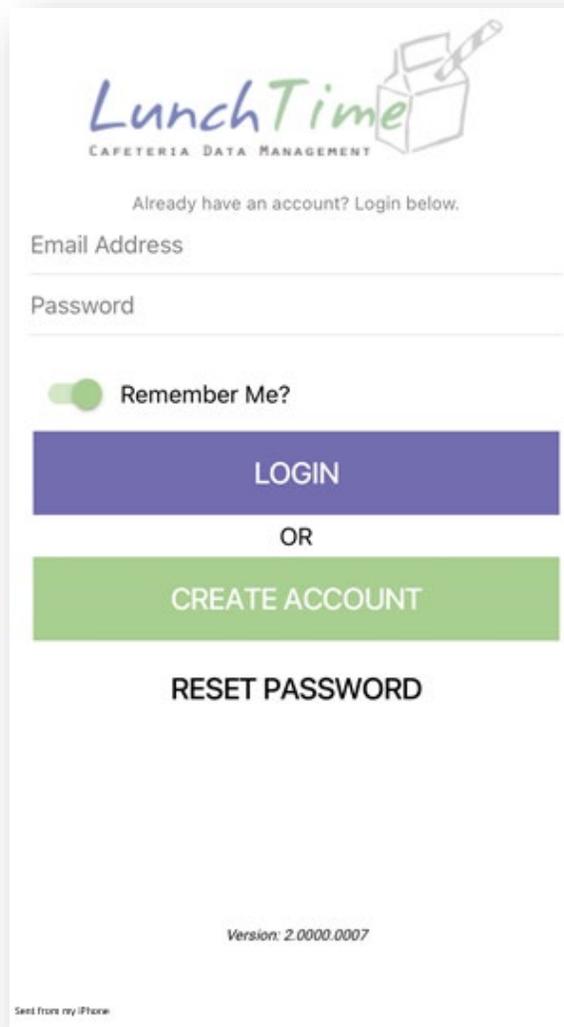
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## Create Account

To create a new account, tap the

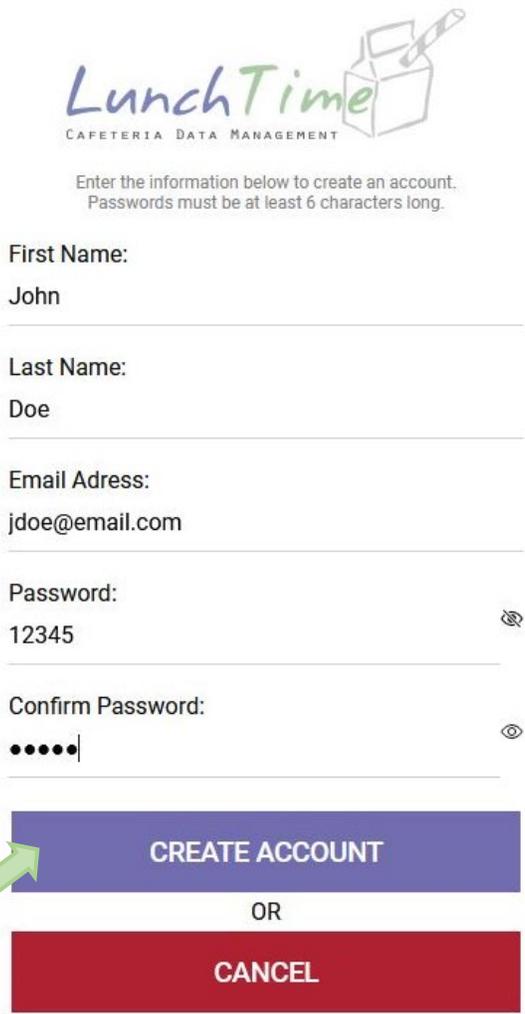
**Create Account** button.

You can save your login credentials by enabling the Remember Me? Toggle. (Green indicates that it has been enabled)



The screenshot shows the 'LunchTime' login and account creation interface. At the top, the logo 'LunchTime' is displayed in a green, handwritten-style font, with 'CAFETERIA DATA MANAGEMENT' in a smaller, black, sans-serif font below it. To the right of the logo is a simple line drawing of a lunch carton with a straw. Below the logo, the text 'Already have an account? Login below.' is centered. The form consists of two input fields: 'Email Address' and 'Password', each with a horizontal line below it. Below the password field is a toggle switch for 'Remember Me?'. The toggle is currently turned on, indicated by a green circle on the left. Below the toggle are three buttons: a purple 'LOGIN' button, a green 'CREATE ACCOUNT' button, and a black 'RESET PASSWORD' button. At the bottom of the screen, the text 'Version: 2.0000.0007' is centered, and 'Sent from my iPhone' is visible in the bottom left corner.

All fields are required. Tap **CREATE ACCOUNT** once all information has been entered.



**LunchTime**  
CAFETERIA DATA MANAGEMENT

Enter the information below to create an account.  
Passwords must be at least 6 characters long.

First Name:  
John

Last Name:  
Doe

Email Address:  
jdoe@email.com

Password:  
12345

Confirm Password:  
●●●●●

**CREATE ACCOUNT**

OR

**CANCEL**

## Login to account

To login to an existing account, tap the **LOGIN** button.

**LunchTime**  
CAFETERIA DATA MANAGEMENT

Already have an account? Login below.

Email Address

Password

Remember Me?

**LOGIN**

OR

**CREATE ACCOUNT**

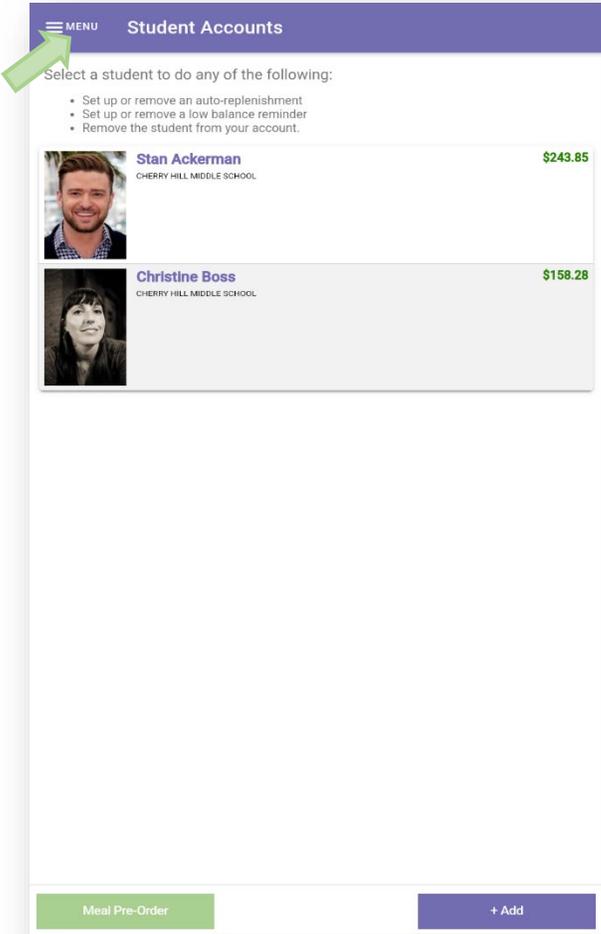
**RESET PASSWORD**

Version: 2.0000.0007

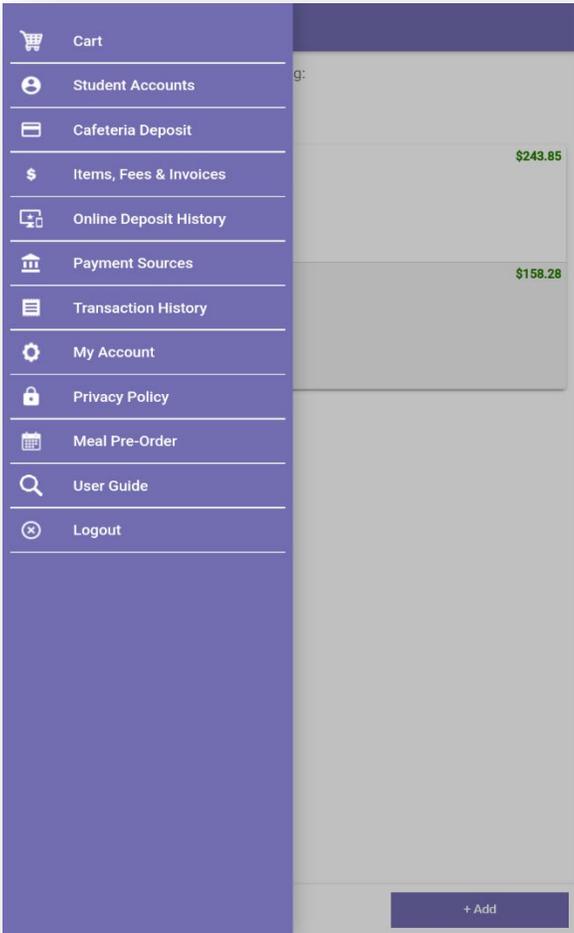
Sent from my iPhone

# Main Menu

To access the Main Menu, Tap **Menu** in the top right corner of the screen.

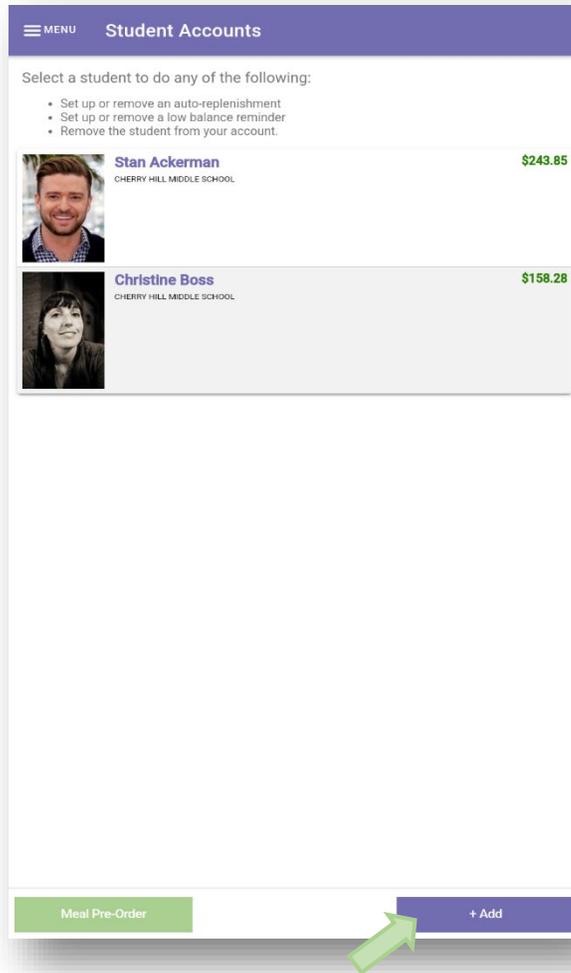


The **Main Menu** displays the functionality of the app.



## Adding Students to Account

From the Student Accounts page, tap **+ADD**.



Step 1 - Enter the Zip Code (**May not be home Zip Code**) of the school that the student attends. Tap the **Search** button.

← Student Accounts

### Add Student - Step 1

Enter the zip code of the school the student attends.

For schools in the United States, please enter the 5 digit zip code (e.g. 16803).

For schools in Canada, please enter the 6 digit zip code (e.g. T3H 4A8).

\*Zip Code: 16803

*\*required*

Cancel Search

Step 2 – Select the school that the student attends from the list below.

The screenshot shows a mobile application interface for adding a student. At the top, there is a purple header with a back arrow and the text "Student Accounts". Below the header, the title "Add Student - Step 2" is displayed in bold. The instructions state: "Select the school of the student you wish to add from the list below." and "If the school you are looking for is not listed, click the **CANCEL** button to restart the process." The "School Zip Code" is listed as "16803". A list of schools is shown, each with a house icon and the school name. A green arrow points to the first item, "Apple Grove High School". The list includes:

- Apple Grove High School
- Apple Grove Jr High School
- Cherry Hill Middle School
- Washington Elementary

At the bottom of the screen, there is a red button labeled "Cancel".

Step 3 - Enter the required information for the student to be added. The options visible may vary based on what the school requires. Once the required information is entered, tap the **Search** button.

← Student Accounts

### Add Student - Step 3

Enter the requested information for the student you wish to add to your account.

School: **Cherry Hill Middle School**

\*Last Name:

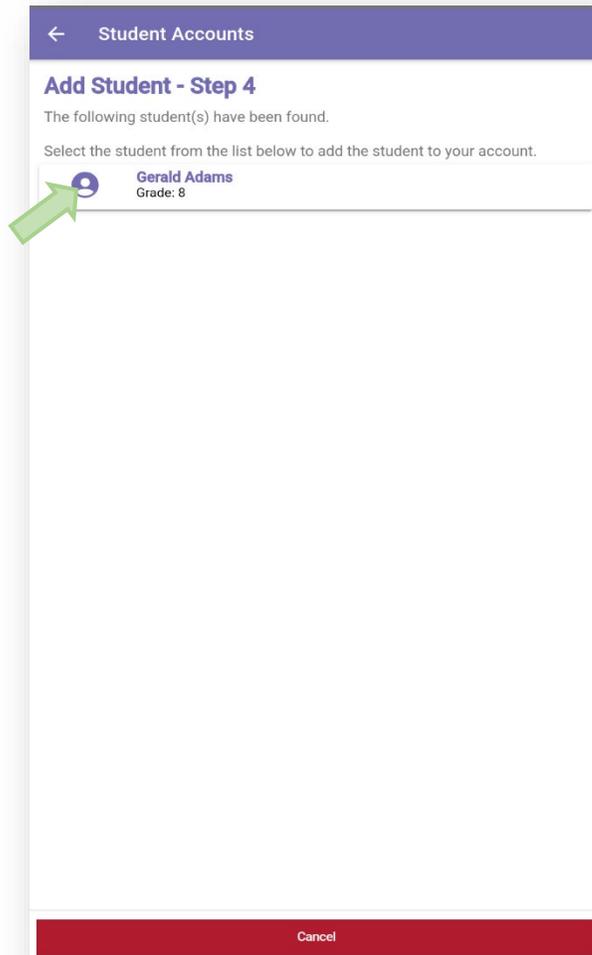
\*First Name:

\*Grade:

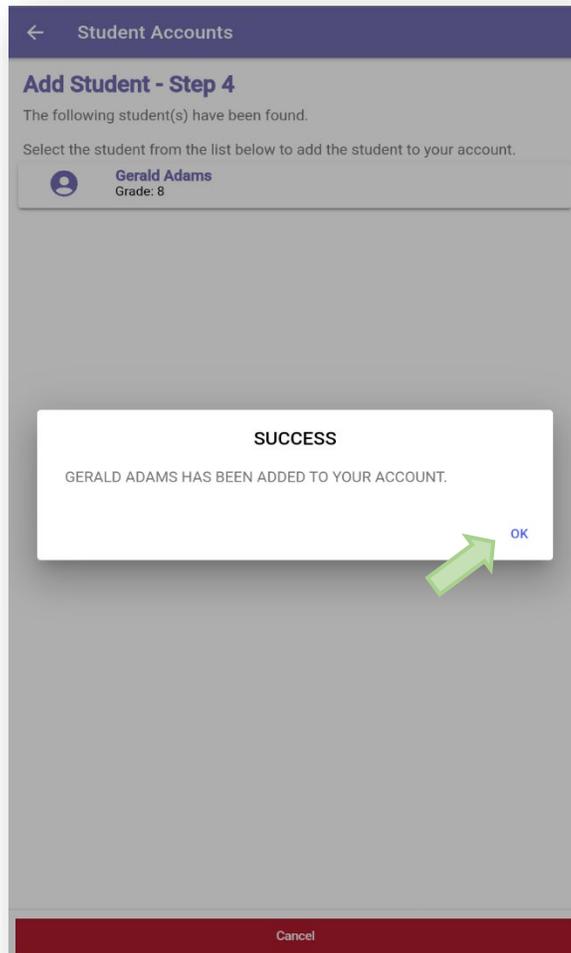
*\*required*

Cancel Search

Step 4 – Tap on the name of the student to be added to the account.



A success message will be displayed upon successful addition of the student. Tap **OK**.  
To add additional students to your account, follow Steps 1 through 4.



## Student Accounts

This is the **Home** screen. Wherever you see the **Home** icon in the upper right corner, this is the page that you'll be directed to.

Selecting Student Accounts from the Main Menu directs you to the Student Accounts page. The options available here are:

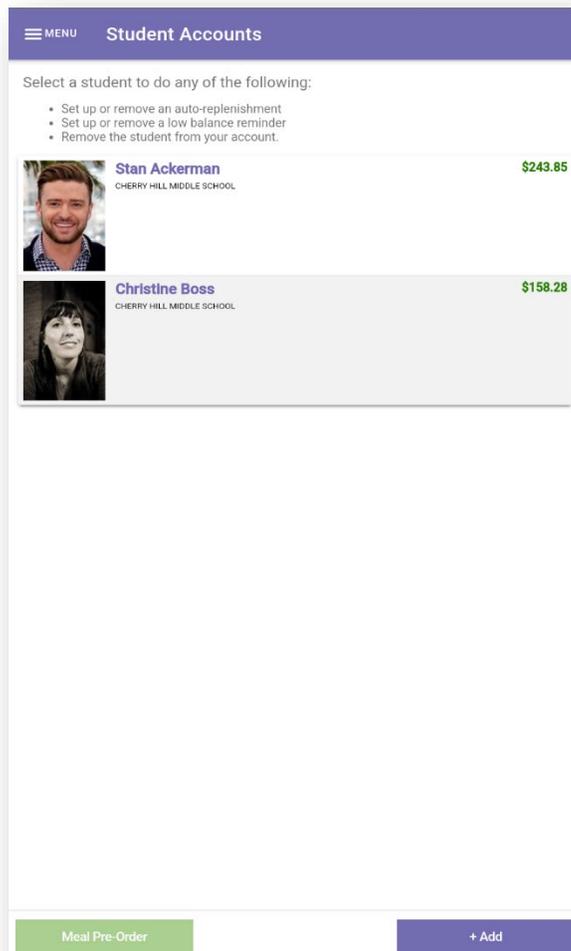
**Adding New Students** – Used for adding new students to the account (refer to Steps 1-4 on pages 9-14 of this document)

**Removing Students** - Remove Student(s) from the account

**Setting Auto-Replenishments** – Set up, remove or edit an auto-replenishment.

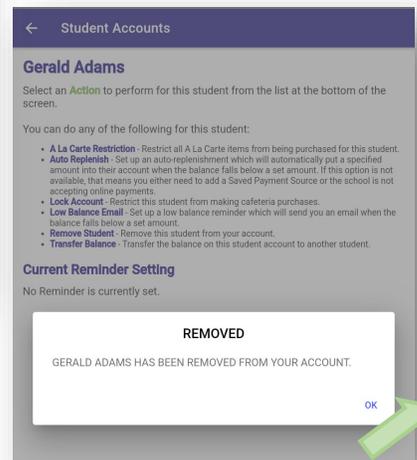
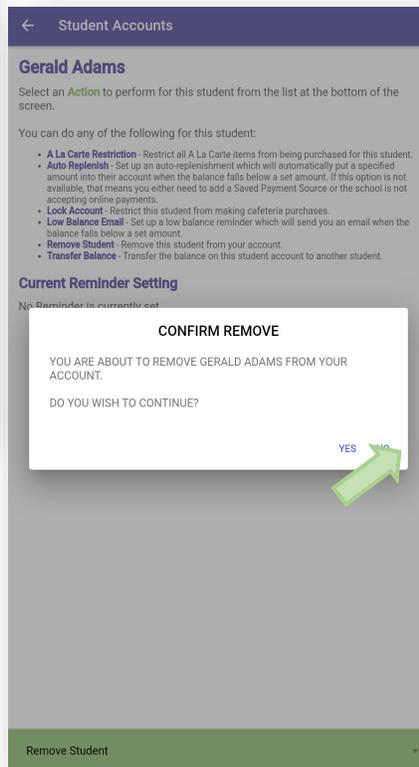
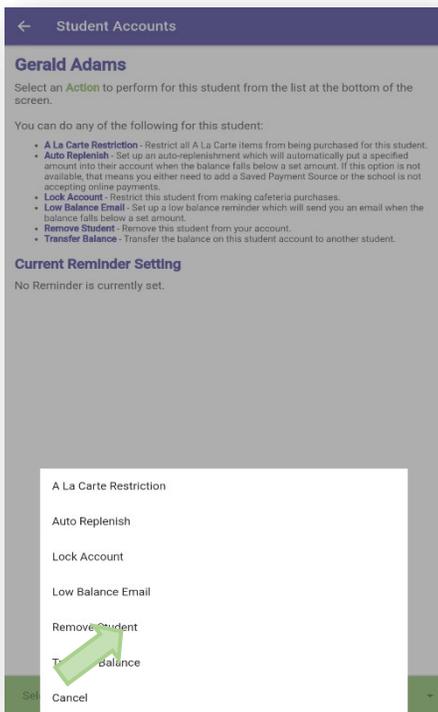
*Note: A Saved Payment Source must be setup to use this feature.*

**Setting Reminders** – Set up, remove or edit a low balance email reminder



## Removing Student(s)

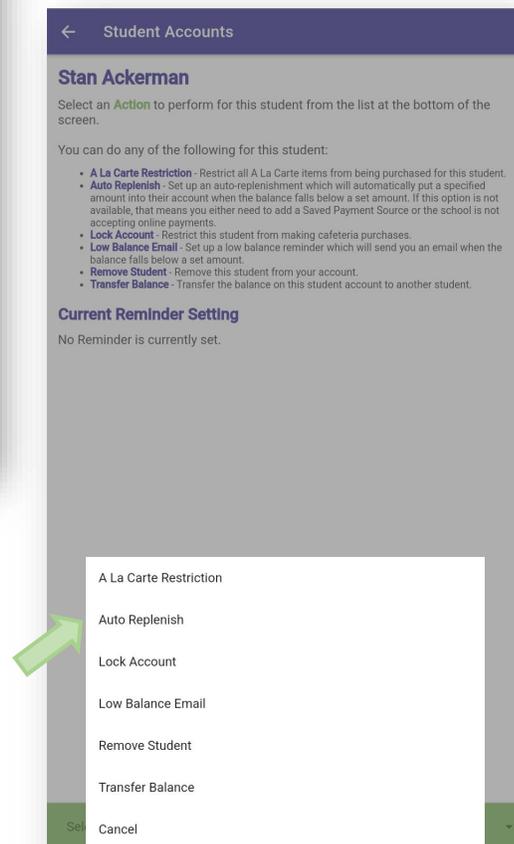
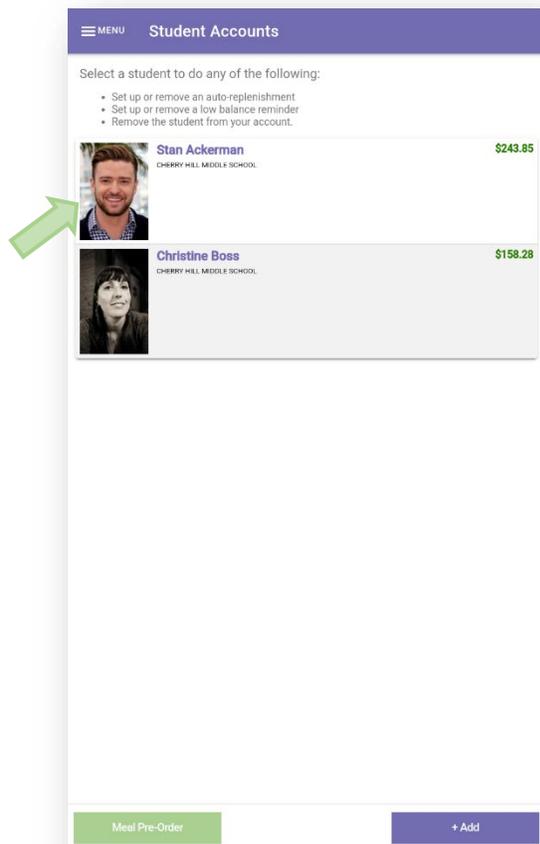
From the Student Accounts page, tap the student's name. Confirm the removal of the student by tapping **Yes**. A confirmation screen will appear. Tap **OK** to be taken back to the main screen.



## Setting Reminders

Automatic Reminders can be set for each student added to the account. Automatic Replenishments will automatically debit the saved payment source and credit the student's account. Low Balance Emails will email the email address used when the balance falls below the threshold set.

Auto Replenish – From the Student Accounts page, tap on the student's name, then tap **Select an Action** and tap **Auto Replenish**.



Set the amount of funds to deposit into the student account when their balance falls below the amount specified. You **MUST** have a saved payment source associated with the gateway account used by the school in order to set up an automatic replenish. Choose the correct payment source and tap **Continue**.

← Student Accounts

### Automatic Replenish - Step 1

Deposit funds into the account of Stan Ackerman when their balance falls below the amount specified below.

You must have a saved payment source associated with the gateway account used by the school in order to setup an automatic replenish.

\*Balance Level: 10.00

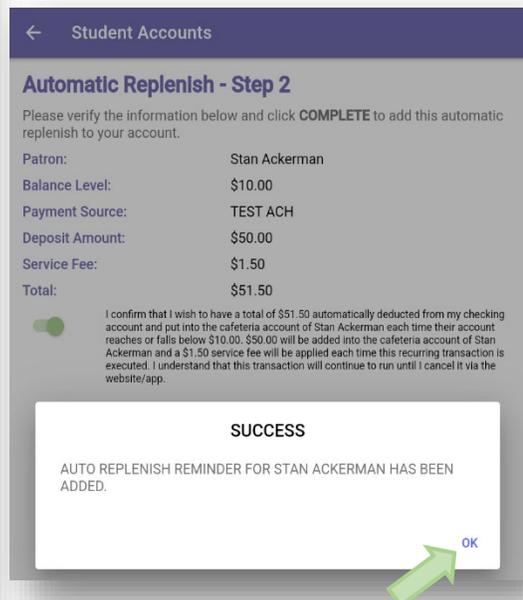
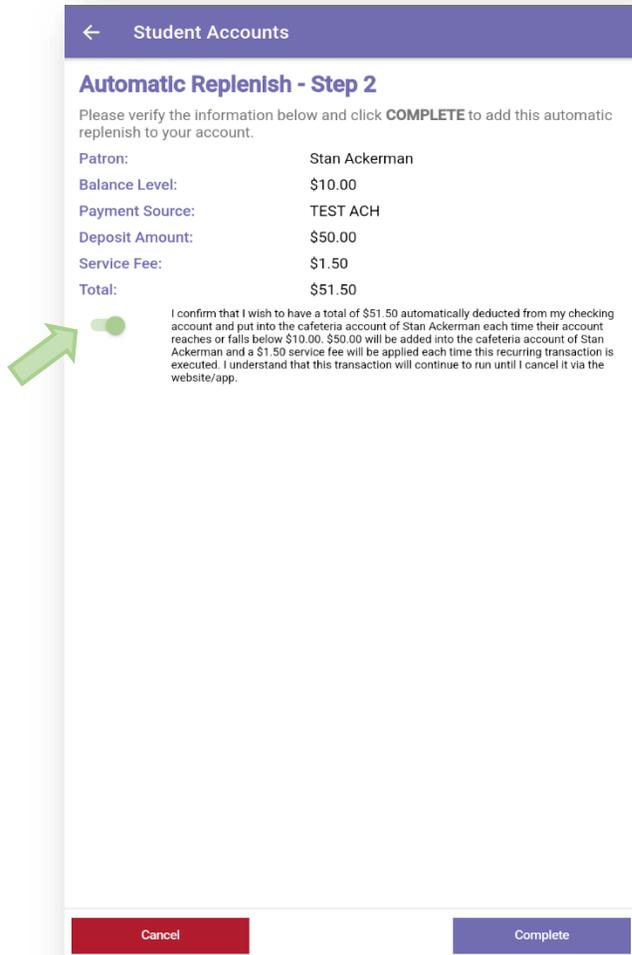
\*Payment Source: TEST ACH

\*Deposit Amount: 50.00

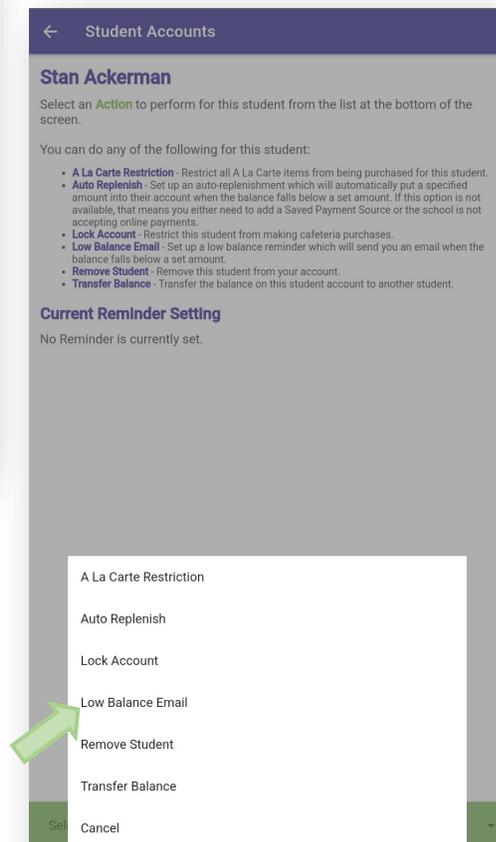
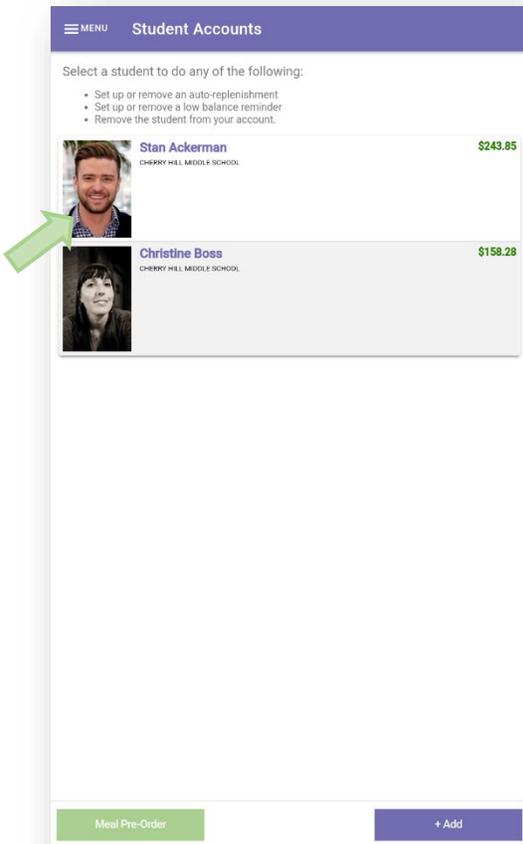
*\*required*

Cancel Continue

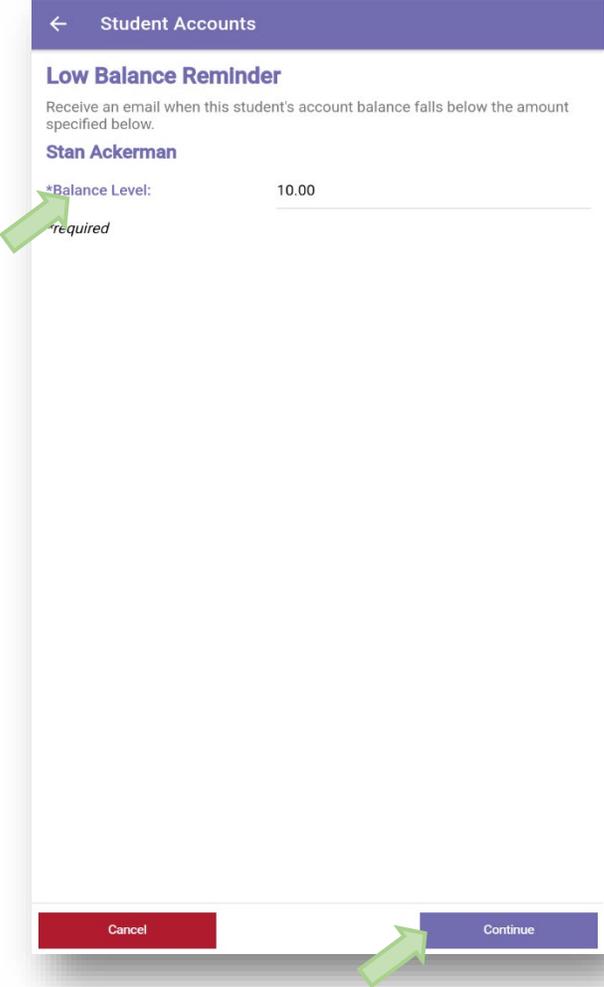
Confirm that the information displayed is correct by tapping the slider underneath the total. Tap **Complete** to finish the automatic replenishment set-up. A success box will appear if successful. Tap **OK** to return to the main menu.



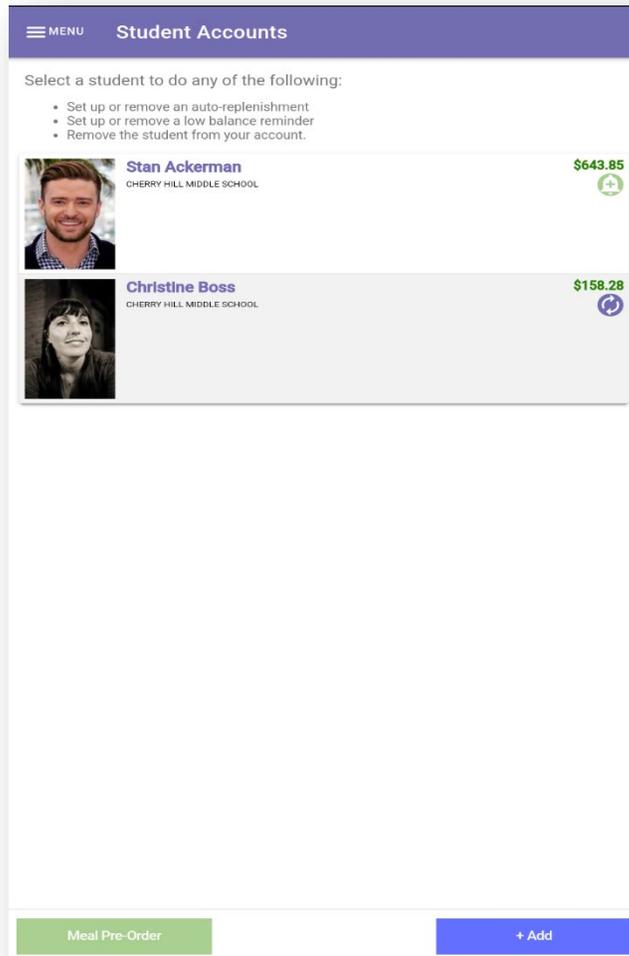
Low Balance Email - From the Student Accounts page, tap on the student's name, then tap **Select an Action** and tap **Low Balance Email**.



When the account reaches the Balance Level, an email will be generated. Set the Balance Level and tap **Continue**. tap **Continue** to finish setting up this Low Balance Reminder.



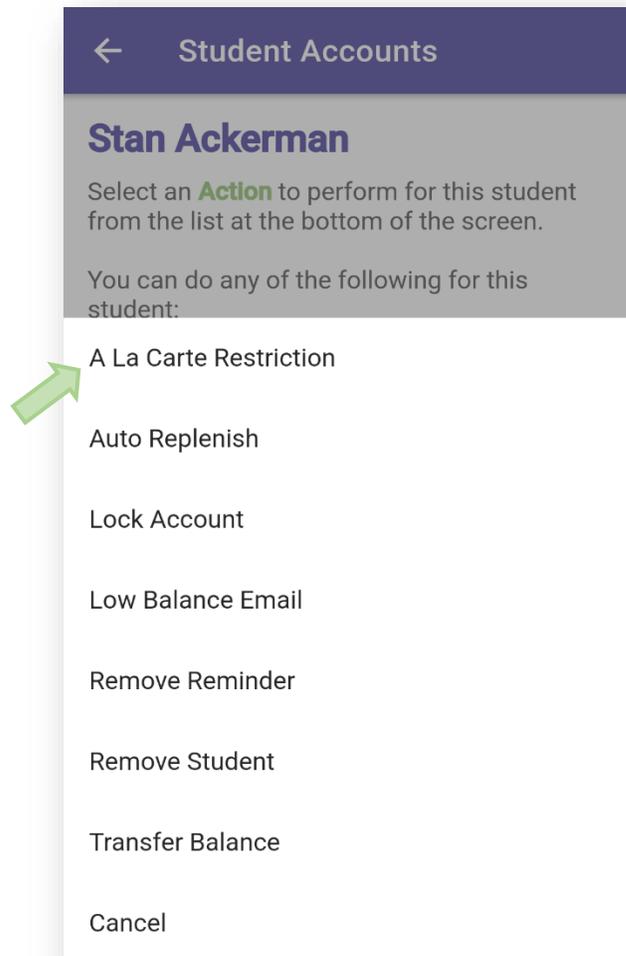
Once the Low Balance Email or Auto-replenish has been set up, a bell icon will appear next to the Student's name on the Student Accounts page indicating the email reminder has been setup for this student. A circular arrow icon will appear indicating the auto-replenish is setup for this account.



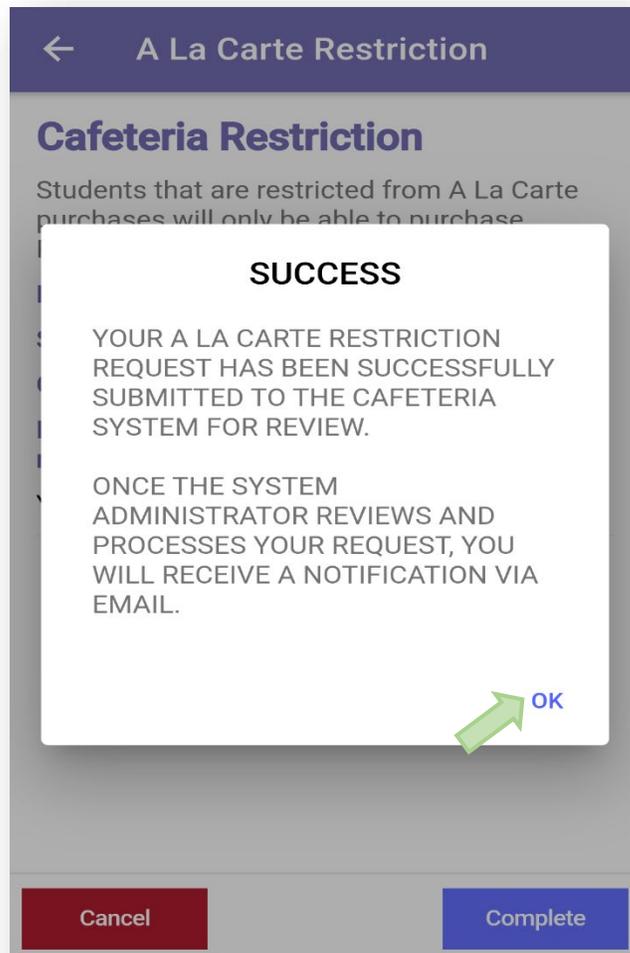
## Restrictions and Transfers

### A la Carte Item Restriction

To set an a la carte item restriction, first tap on a student from the list of students added to the account. Once the student is selected, tap the **Select an Action** dropdown menu and tap **A la Carte Restriction**.

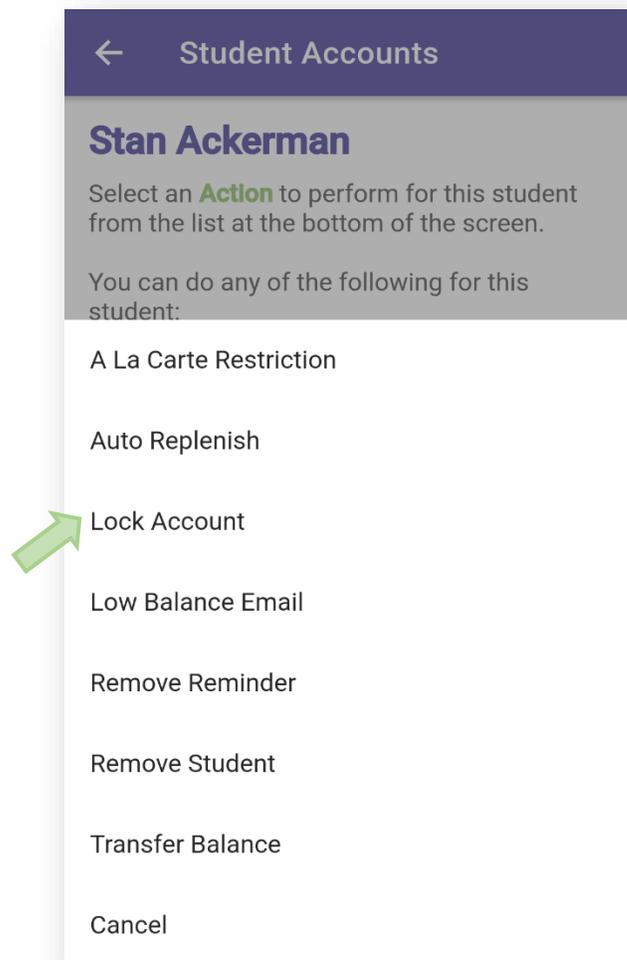


If the restriction is to be put in place only when the student has a negative account balance, tap the **Restrict A La Carte purchases only when negative** dropdown to change it to yes. Once completed, tap the **Complete** button to send the request to the school. A dialog box will be displayed indicating that the restriction request was successfully submitted for review. Once the system administrator reviews and processes the request, a notification will be sent to the email address on file. Tap **OK** to be returned to the Student Accounts screen.



## Patron Lock

Locking out a patron's account will prevent the account from making cafeteria purchases, making cafeteria deposits, and making online deposits. To request that a patron's account be locked, tap on the student to be locked. Once the student is selected, tap the **Select an Action** dropdown menu and tap **Lock Account**.



A reason for the lock request must be entered. Once completed, tap the **Continue** button.

← Account Lock

### Cafeteria Account Lock

Christine Boss

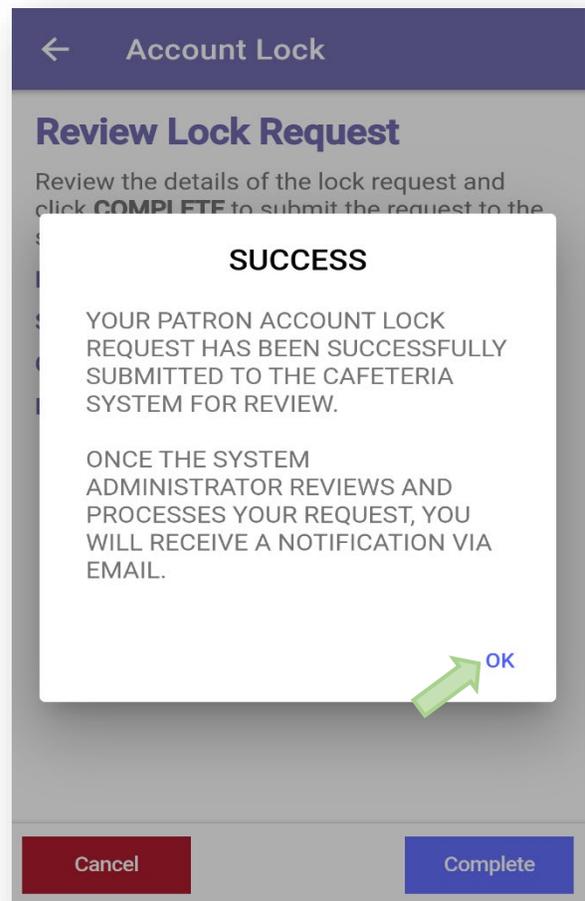
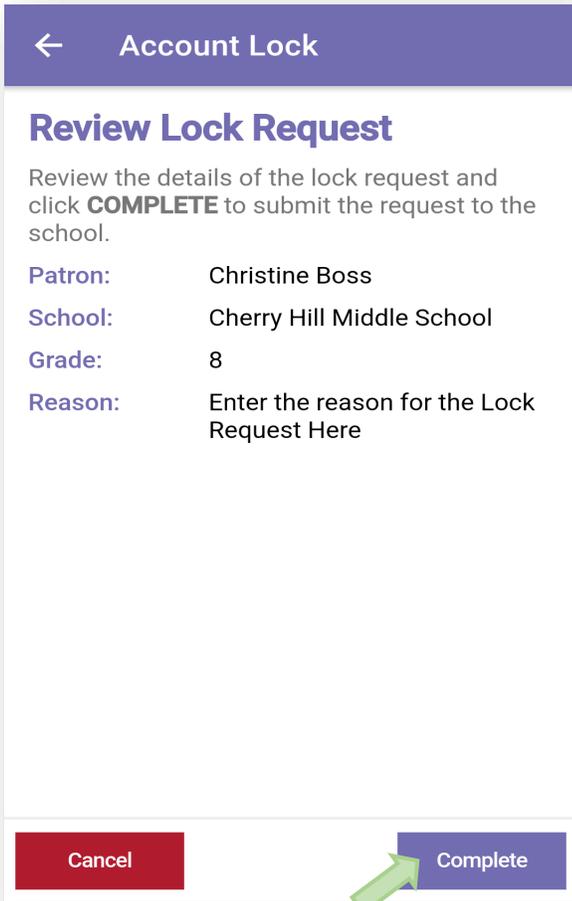
A locked account will not be able to:

- Make cafeteria purchases
- Make cafeteria deposits
- Receive online deposits

**Reason:** Enter the reason for the lock request...

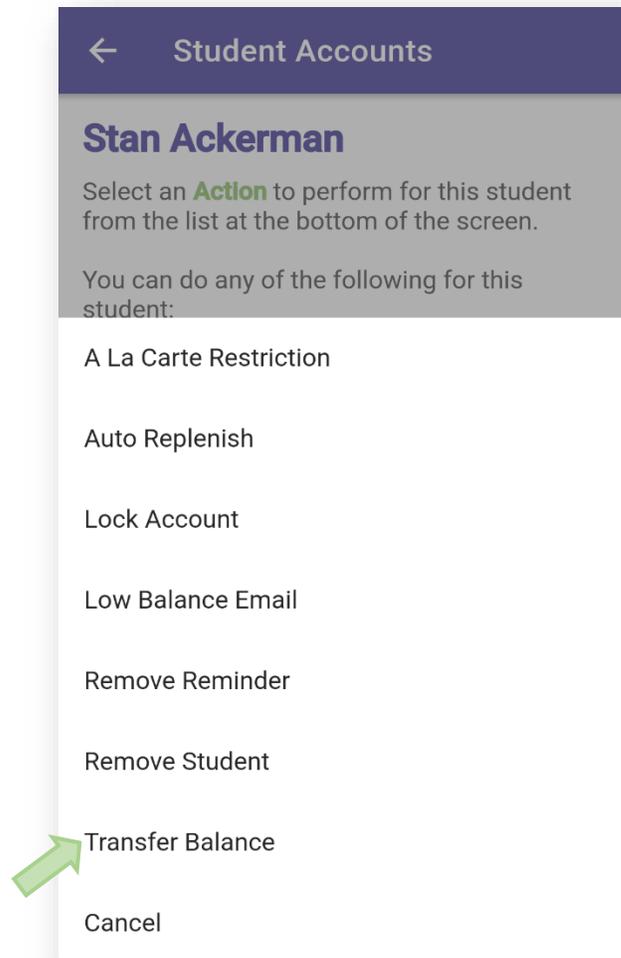
Cancel Continue

Review the Lock Request and tap **Complete** to send the request to the school for review. A dialog box will be displayed indicating that the restriction request was successfully submitted for review. Once the system administrator reviews and processes the request, a notification will be sent to the email address on file. Tap **OK** to be returned to the Student Accounts screen.



## Balance Transfer

Balance transfers can be requested to move money between two students that use the same gateway for cafeteria deposits. To request a balance transfer, first select the student to transfer money **FROM**. Once the student is selected, tap the **Select an Action** dropdown menu and tap **Transfer Balance**.



Select the patron to transfer money **TO** by tapping on the Destination Patron dropdown and selecting a patron displayed. The maximum amount able to be transferred is displayed in the General Balance to Move box. By default, this is set to the Account Balance of the source patron. To change this amount, tap the displayed balance and change it to the desired amount. Once finished, tap **Continue**.

← Balance Transfer

### Balance Transfer Recipient Selection

Select a student account to receive funds.

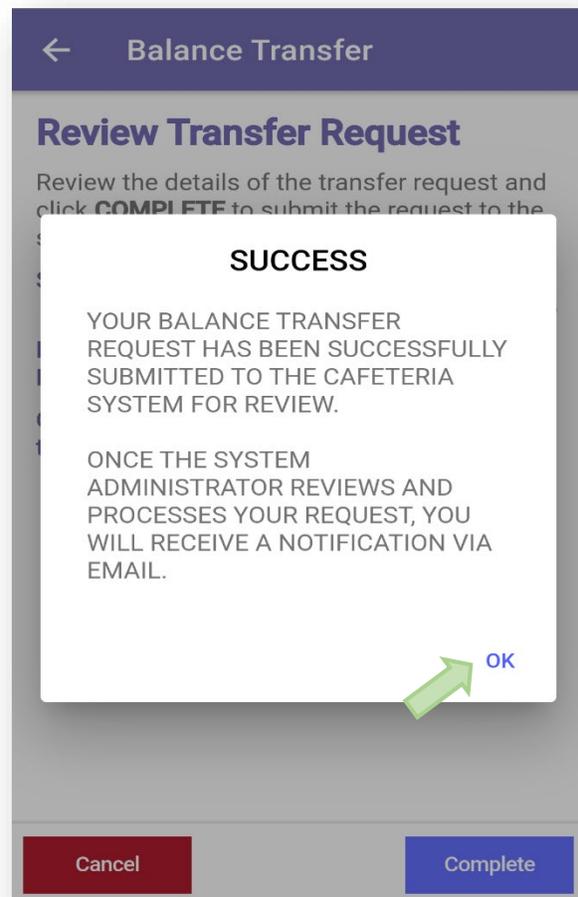
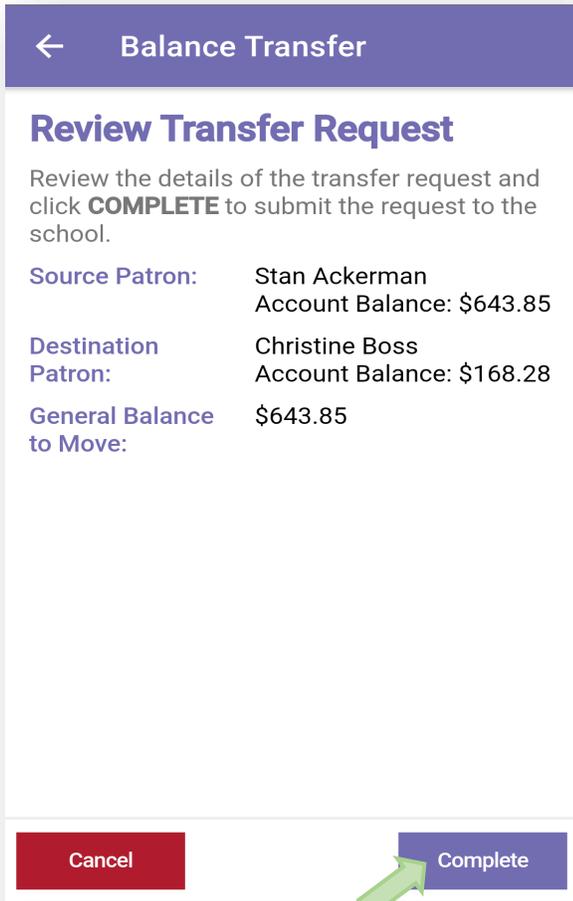
**Source Patron:** Stan Ackerman  
Account Balance: \$643.85

**Destination Patron:** Select a student... ▼

**General Balance to Move:** 643.85

Cancel Continue

Review the details of the transfer request and tap **Complete** to submit the request to the school. A dialog box will be displayed indicating that the restriction request was successfully submitted for review. Once the system administrator reviews and processes the request, a notification will be sent to the email address on file. Tap **OK** to be returned to the Student Accounts screen.

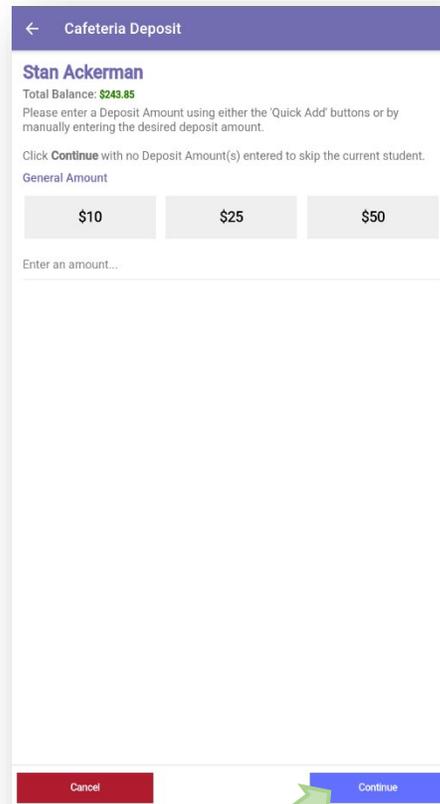
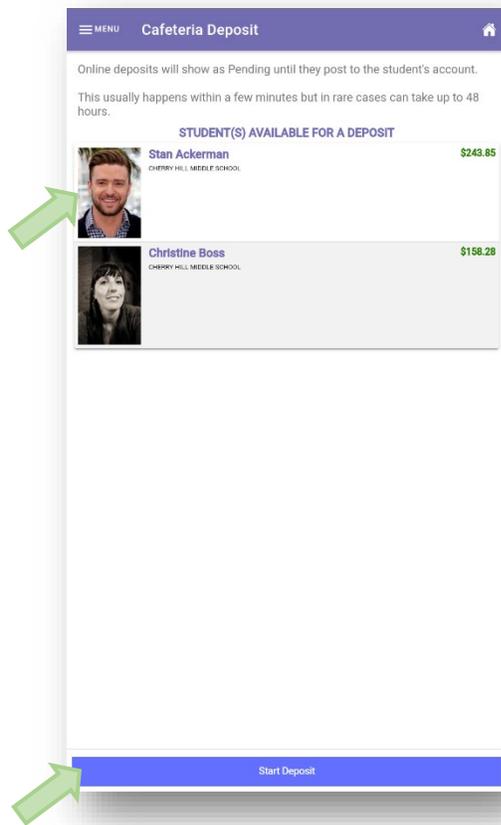


## Cafeteria Deposit

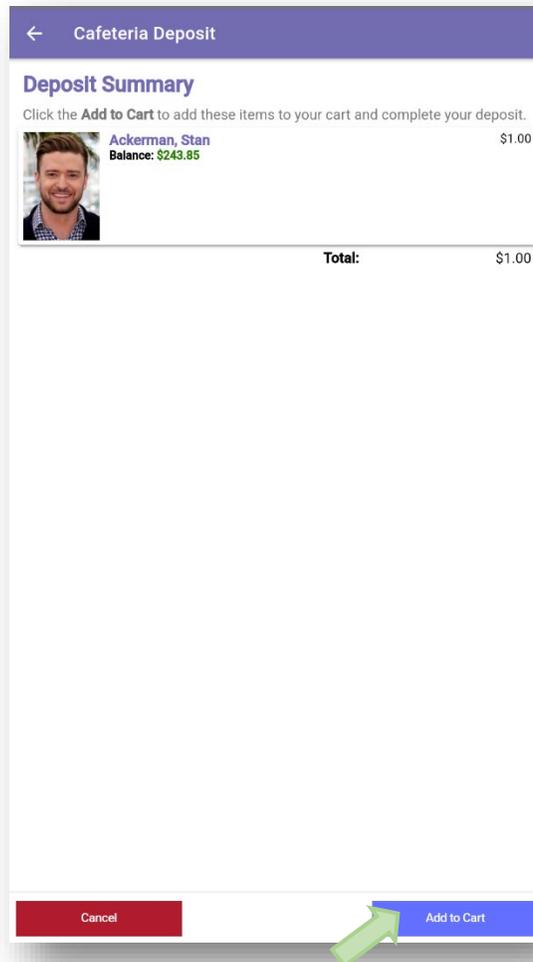
To make deposits to the account, tap the Student Name or the **Start Deposit** button.

Enter a deposit amount using either the Quick Add buttons or by manually entering the desired deposit amount. Tapping **Continue** will take you to A) the next student on the account or B) to the Deposit Summary screen.

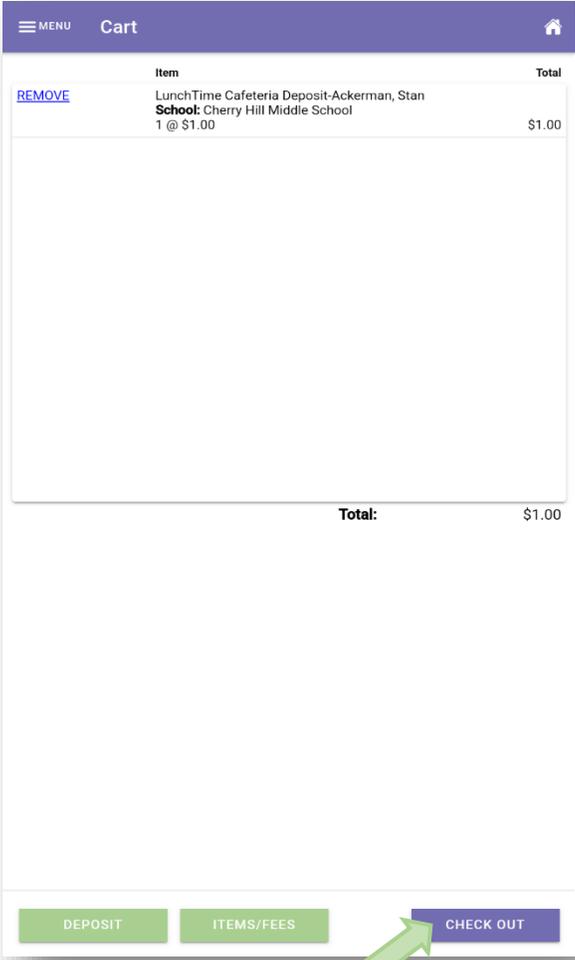
**NOTE:** Tapping *Cancel* will clear out all pending deposits and they will need to be re-entered. A prompt confirming this action will appear prior to processing the cancellation.



In the Deposit Summary screen, tap **Add to Cart** to proceed to the Cart screen.



Once all deposits have been added to the cart, tap **Check Out** to continue to the Check Out screen.



Select your payment method from one of the options:

**Saved Payment Source** – Uses the payment source on file to pull the funds from.

**One-Time Credit Card** – Choose this option when using a credit card that has not been set as a saved payment source and is being used “one time” as a payment method.

**One-Time ACH** – Choose this option when using an online checking account that has not been set as a saved payment source and is being used “one time” as a payment method.

The screenshot shows a mobile application interface for selecting a payment method. At the top, there is a purple header with a 'MENU' icon, the title 'Payment Source', and a home icon. Below the header, the section is titled 'Payment Method'. The deposit amount is listed as '\$1.00'. A prompt asks the user to select a payment method from the following options:

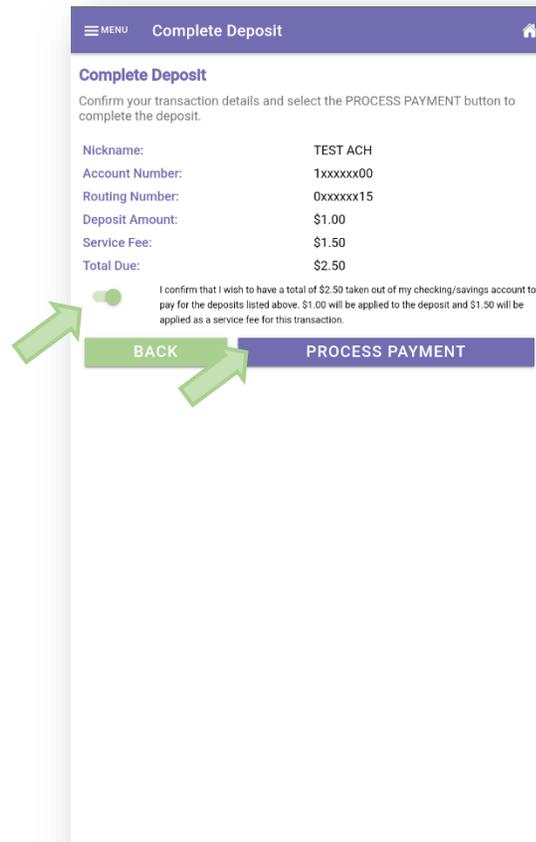
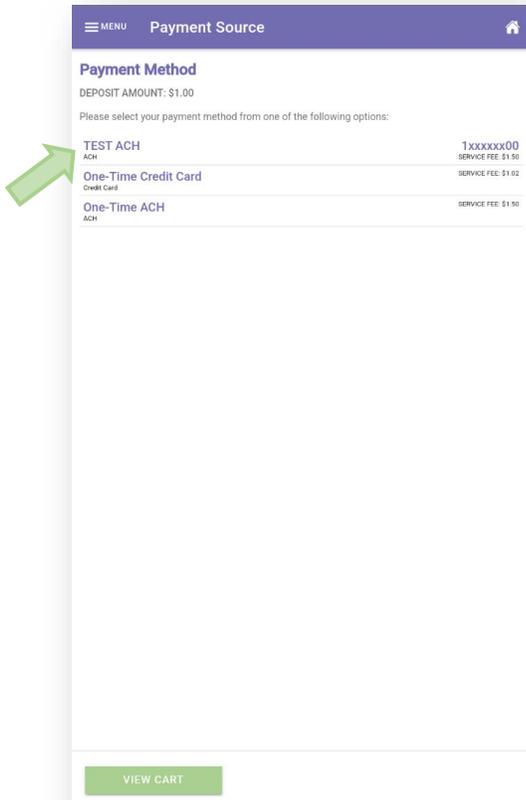
TEST ACH ACH	1xxxxxx00 SERVICE FEE: \$1.50
One-Time Credit Card Credit Card	SERVICE FEE: \$1.02
One-Time ACH ACH	SERVICE FEE: \$1.50

At the bottom of the screen, there is a green button labeled 'VIEW CART'.

## Using a Saved Payment Source

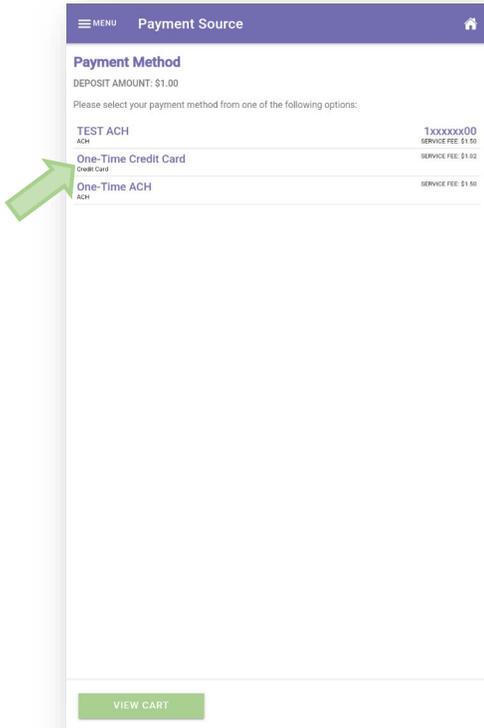
If choosing this payment method, a saved payment source on file will be used to process the deposit. (for instructions on how to create a saved payment source, see Payment Sources on page 45.)

Tap the name of the saved payment source. Tap to slide the confirmation of payment (This will be green when enabled). Tap **PROCESS PAYMENT**



## Using a One Time Credit Card Payment Method

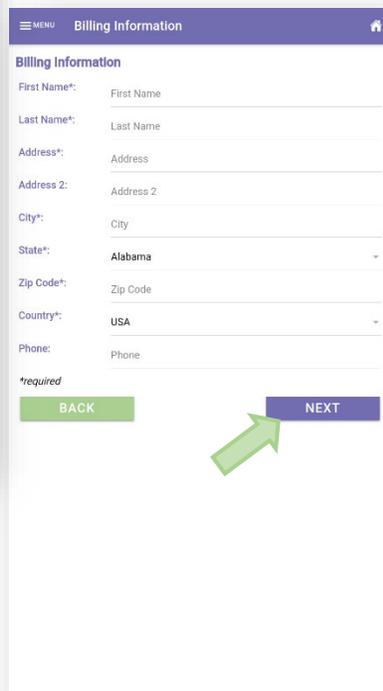
Choose this option when using a credit card that has not been set as a saved payment source and is being used “one time” as a payment method. Enter the Billing Information, tap **Next**. Enter the Account Information, choose **Next**.



The 'Payment Source' screen shows a deposit amount of \$1.00 and a list of payment options. A green arrow points to the 'One-Time Credit Card' option.

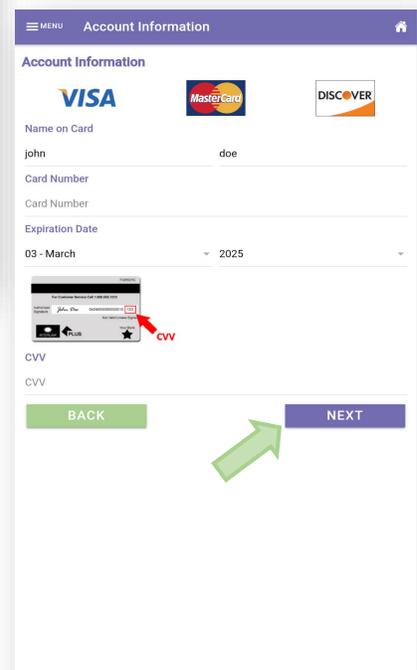
Payment Method	Service Fee
TEST ACH	\$1.50
One-Time Credit Card	\$1.02
One-Time ACH	\$1.50

VIEW CART



The 'Billing Information' screen contains fields for First Name, Last Name, Address, Address 2, City, State (Alabama), Zip Code, Country (USA), and Phone. A green arrow points to the 'NEXT' button.

BACK NEXT

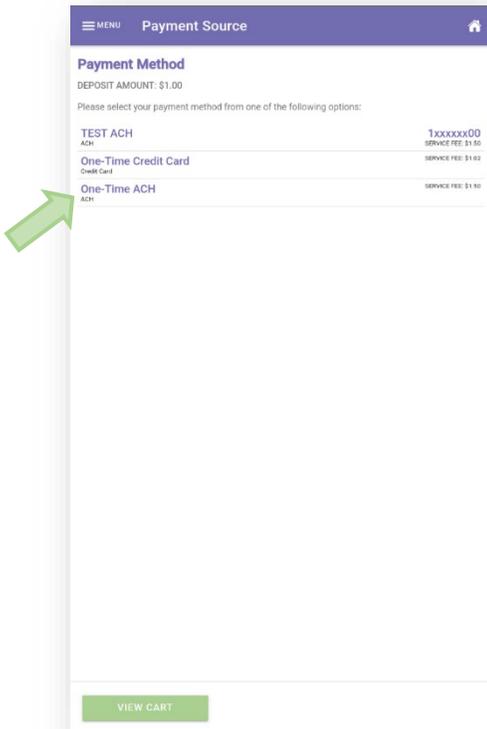


The 'Account Information' screen shows logos for VISA, MasterCard, and DISCOVER. It includes fields for Name on Card (john doe), Card Number, Expiration Date (03 - March 2025), and CVV. A red arrow points to the CVV field. A green arrow points to the 'NEXT' button.

BACK NEXT

## Using a One-Time ACH Payment Method

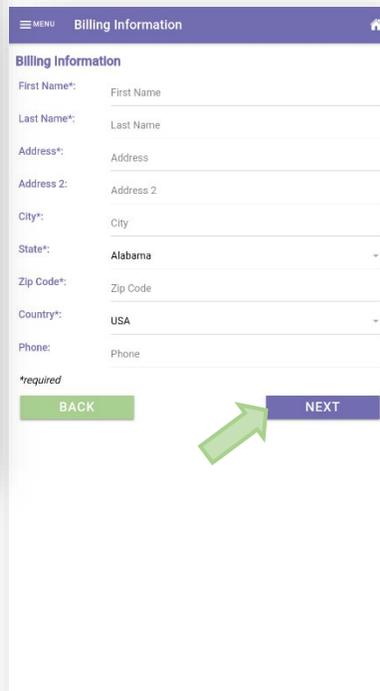
Choose this option when using an ACH (online checking) payment method that has not been set as a saved payment source and is being used “one time” as a payment method. Enter the Billing Information, tap **CONTINUE**. Enter the Account Information, choose **CONTINUE**



The screenshot shows the 'Payment Source' screen. At the top, there is a 'MENU' icon and a home icon. Below the title, it says 'Payment Method' and 'DEPOSIT AMOUNT: \$1.00'. A message asks to select a payment method from the following options:

- TEST ACH ACH: 1XXXXXXXXX00 SERVICE FEE: \$1.50
- One-Time Credit Card Credit Card: SERVICE FEE: \$1.50
- One-Time ACH ACH: SERVICE FEE: \$1.50

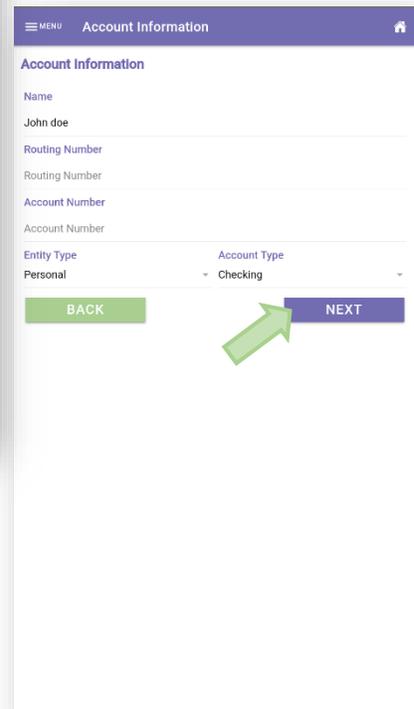
A green arrow points to the 'One-Time ACH' option. At the bottom, there is a 'VIEW CART' button.



The screenshot shows the 'Billing Information' screen. It has a 'MENU' icon and a home icon at the top. The title is 'Billing Information'. The form contains the following fields:

- First Name\*: First Name
- Last Name\*: Last Name
- Address\*: Address
- Address 2: Address 2
- City\*: City
- State\*: Alabama
- Zip Code\*: Zip Code
- Country\*: USA
- Phone: Phone

A note indicates that fields with an asterisk are required. At the bottom, there are 'BACK' and 'NEXT' buttons. A green arrow points to the 'NEXT' button.



The screenshot shows the 'Account Information' screen. It has a 'MENU' icon and a home icon at the top. The title is 'Account Information'. The form contains the following fields:

- Name: John doe
- Routing Number: Routing Number
- Account Number: Account Number
- Entity Type: Personal
- Account Type: Checking

At the bottom, there are 'BACK' and 'NEXT' buttons. A green arrow points to the 'NEXT' button.

Tap to slide the confirmation of payment (This will be green when enabled). Tap **PROCESS PAYMENT**

**Complete Deposit**

Confirm your transaction details and select the PROCESS PAYMENT button to complete the deposit.

Name:	John doe
Account Number:	11234
Routing Number:	1xxx6789
Deposit Amount:	\$1.00
Service Fee:	\$1.50
Total Due:	\$2.50

I confirm that I wish to have a total of \$2.50 taken out of my checking/savings account to pay for the deposits listed above. \$1.00 will be applied to the deposit and \$1.50 will be applied as a service fee for this transaction.

**BACK** **PROCESS PAYMENT**

Online deposits will show as Pending with the amount in parenthesis until they post to the student's account. Tap the **Home** icon to return to the Student Accounts page, Tap **MENU** to open the Main Menu options.

**MENU** Cafeteria Deposit

Online deposits will show as Pending until they post to the student's account.

This usually happens within a few minutes but in rare cases can take up to 48 hours.

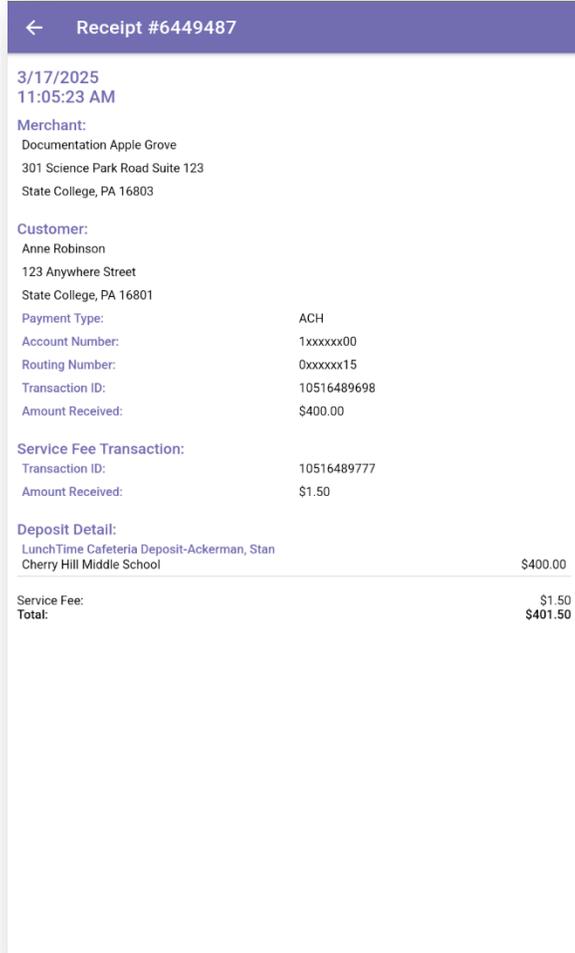
**STUDENT(S) AVAILABLE FOR A DEPOSIT**

	<b>Christine Boss</b> CHERRY HILL MIDDLE SCHOOL	<b>\$158.28</b>
---	--	-----------------

**STUDENT(S) WITH A PENDING DEPOSIT**  
PENDING AMOUNTS IN PARENTHESIS

	<b>Stan Ackerman</b> CHERRY HILL MIDDLE SCHOOL	<b>\$243.85</b> (\$400.00)
--	---	-------------------------------

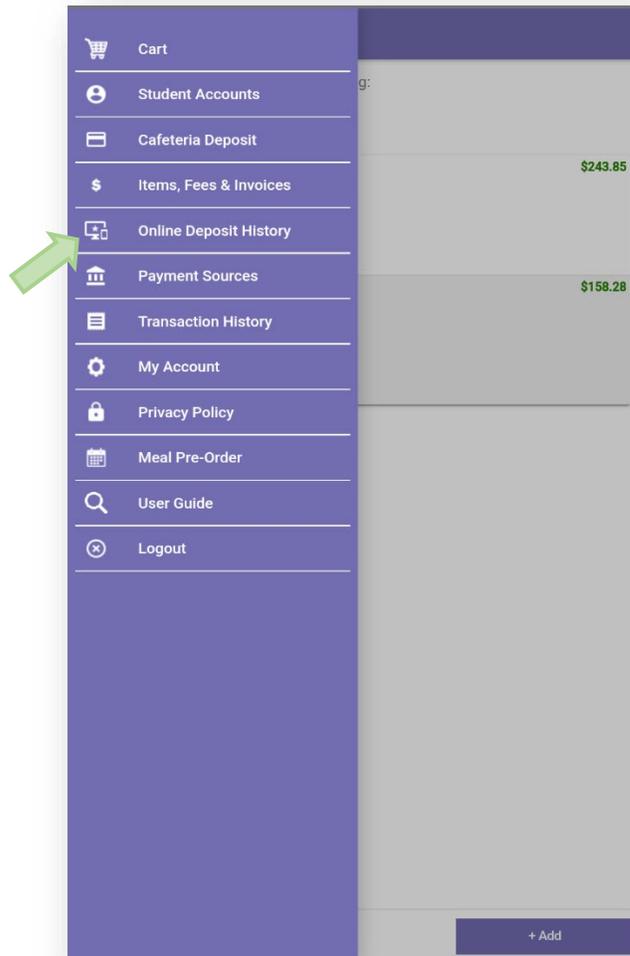
An email message will be generated and sent to the email address used to create the account. A receipt will be attached to the email. A copy of the receipt can also be viewed under the **Online Deposit History** section of the app (See next section).



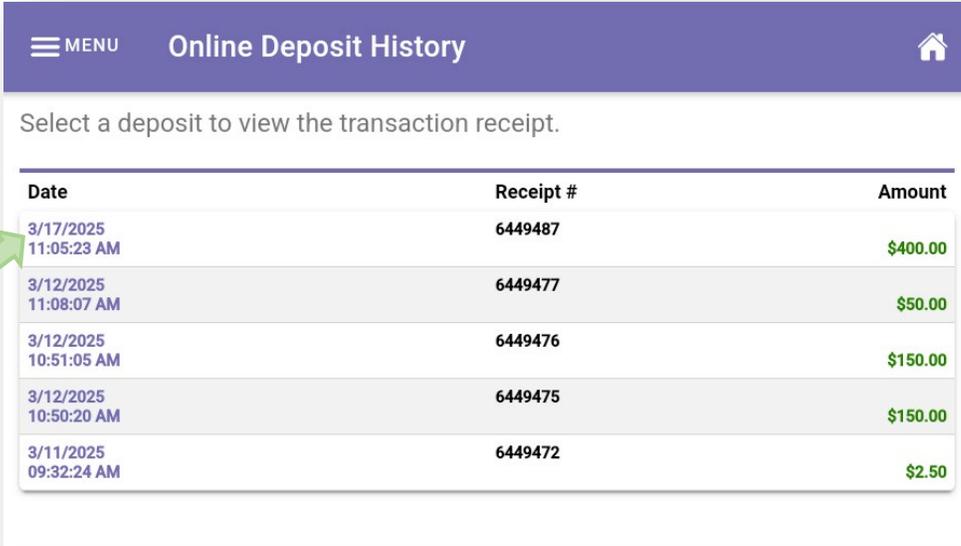
## Online Deposit History

The Online Deposit History to view deposits made during the current school year only.

From the Main Menu, choose **Online Deposit History**.

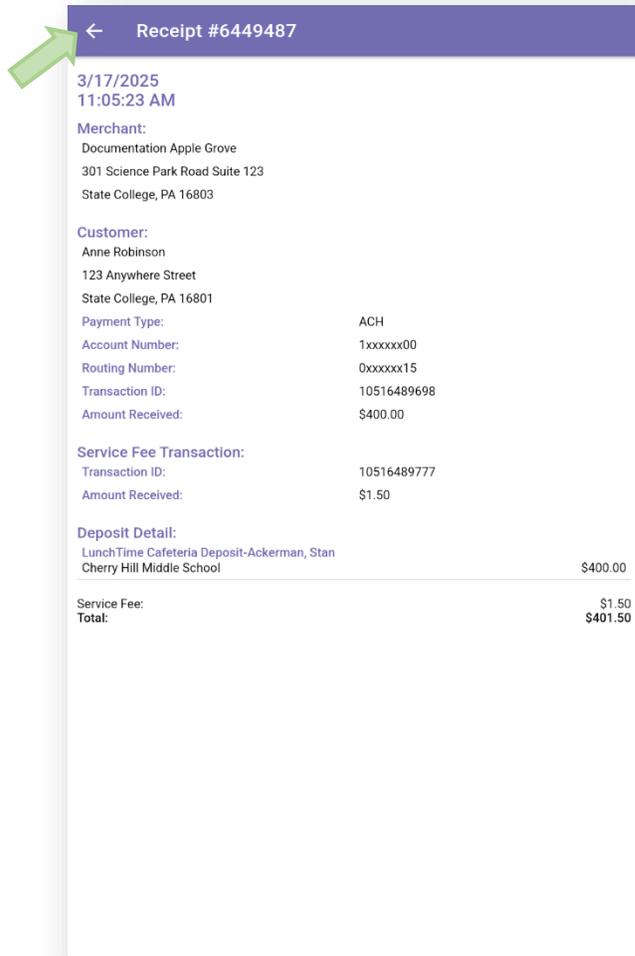


Select a deposit to view the transaction receipt.

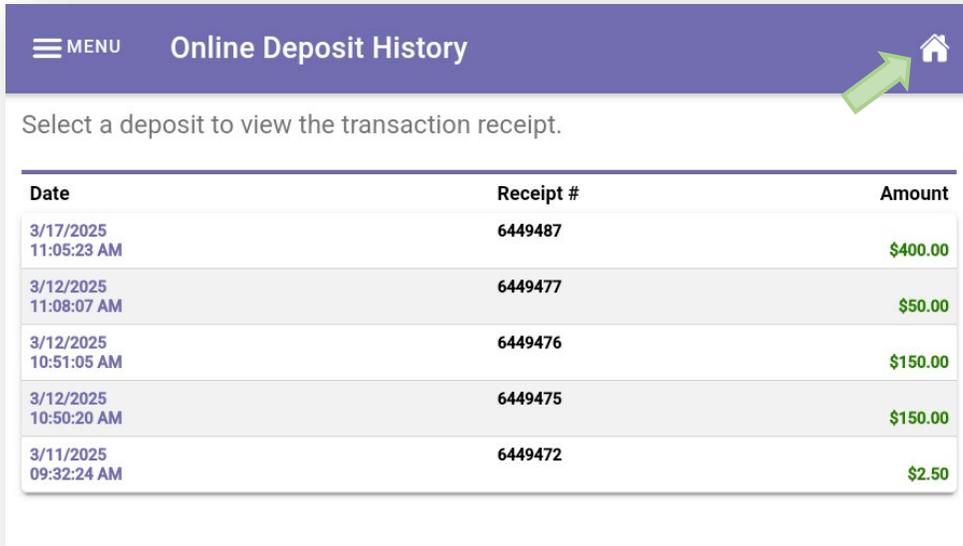


Date	Receipt #	Amount
3/17/2025 11:05:23 AM	6449487	\$400.00
3/12/2025 11:08:07 AM	6449477	\$50.00
3/12/2025 10:51:05 AM	6449476	\$150.00
3/12/2025 10:50:20 AM	6449475	\$150.00
3/11/2025 09:32:24 AM	6449472	\$2.50

Tap the **back arrow** to return to the Online Deposit History list



Choose the Home icon to return to the Student Accounts page or choose **MENU** to return to the Main Menu options.

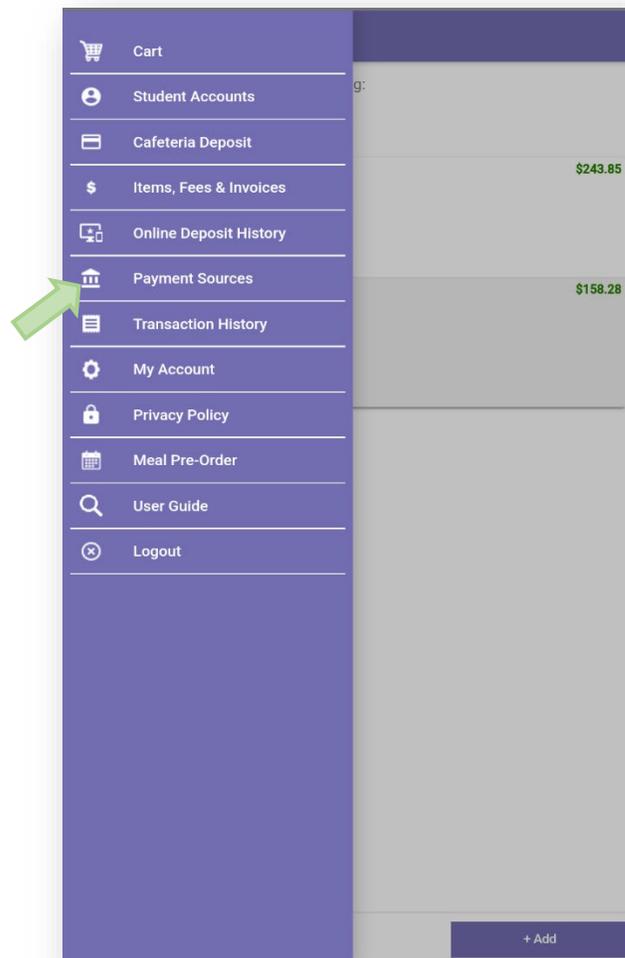


Select a deposit to view the transaction receipt.

Date	Receipt #	Amount
3/17/2025 11:05:23 AM	6449487	\$400.00
3/12/2025 11:08:07 AM	6449477	\$50.00
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3/12/2025 10:50:20 AM	6449475	\$150.00
3/11/2025 09:32:24 AM	6449472	\$2.50

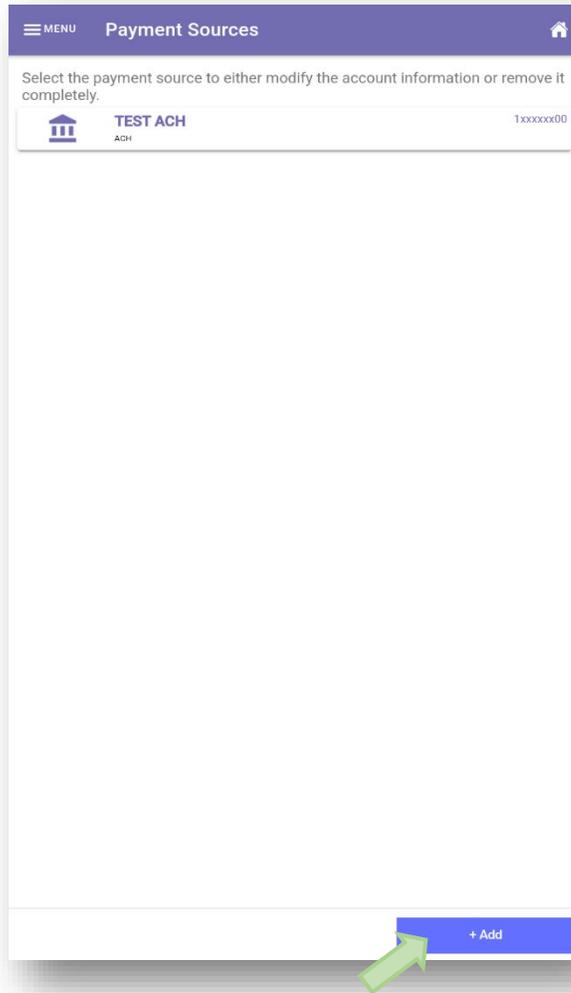
## Payment Sources

This mobile application includes a feature that offers the ability to identify a payment method and save that payment method to use as an auto-replenish for the student(s) account(s).



To add a new saved payment source, tap the **+ADD** button.

**NOTE:** *In the event that you have students existing across multiple districts, you first need to select the appropriate gateway for each student's school district.*



For Step 2, select the type of account you wish to add. Touch **CONTINUE** to advance to Step 3.

Payment Sources

**Payment Source - Step 2**

Select the type of account you wish to add.

Account Type

ACH (Checking or Savings)

Credit Card

Cancel Continue

Enter the account holder information for this payment account. Tap **Continue** to advance to Step 4.

Payment Sources

### Payment Source - Step 3

Enter the account holder information for this account.

First Name\*: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Address\*: \_\_\_\_\_

Address 2: \_\_\_\_\_

City\*: \_\_\_\_\_

State \*: Alabama ▾

Zip Code\*: \_\_\_\_\_

Country\*: USA ▾

Phone: \_\_\_\_\_

**Cancel**      *\*required*      **Continue**

## ACH Saved Payment Source

To add an ACH (Online Check) account as a saved payment source, enter the nickname for the payment source, followed by the routing number, account number, and the type of account. **ALL FIELDS ARE REQUIRED. DO NOT USE THE NUMBERS ON AN ATM CARD.** Tap **Complete** to save the payment source.

**Payment Sources**

**Payment Source - Step 4**

Enter your account information.

The Nickname will be used to easily identify this card in your saved payment list.

**EXAMPLE**

9 digit Routing Number      Account Number (1-17 digits)      Check Number (do not include)

Nickname  
Nickname

Name on Account  
John Doe

Routing Number  
Routing Number

Account Number  
Account Number

Entity Type      Account Type  
Personal      Checking

Cancel      Complete

## Credit Card Saved Payment Source

Enter your account information. The Nickname will be used to identify this card in your saved payment list. Tap **Complete** when finished.

← Payment Sources

### Payment Source - Step 4

Enter your account information.

The Nickname will be used to easily identify this card in your saved payment list.

VISA    MasterCard    DISCOVER

Nickname  
Nickname

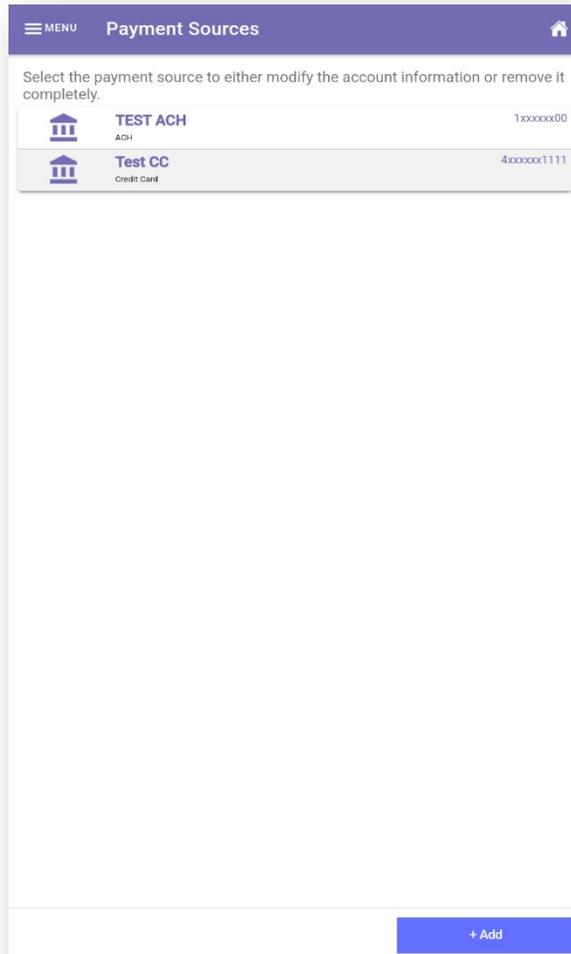
Card Number  
Card Number

Expiration Date  
03 - March    2025

Cancel    Complete

The Payment Sources should reflect each payment source you've saved. To save other payment sources, repeat the steps above.

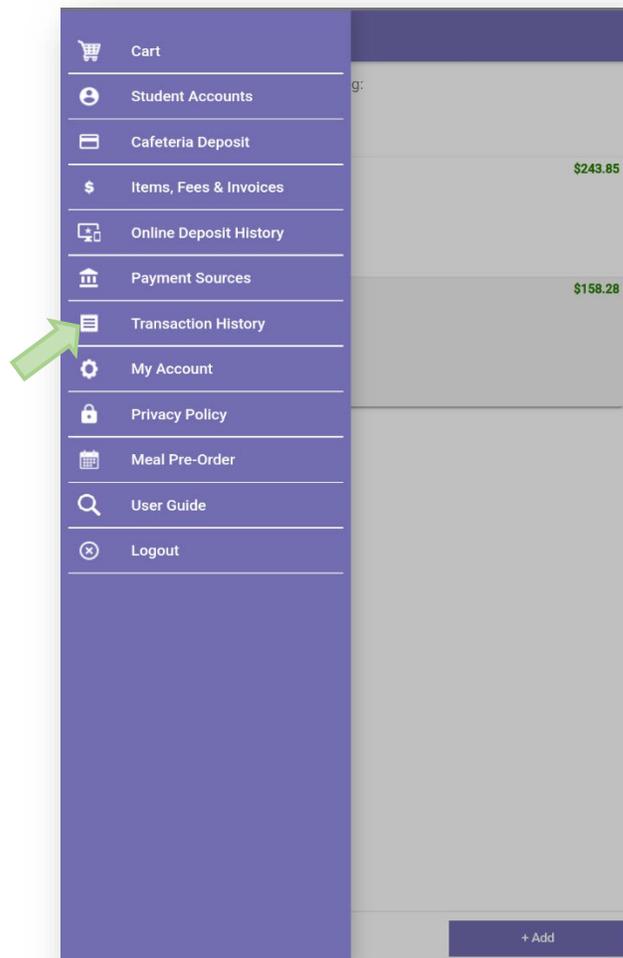
Tapping on an existing payment source will give you the options to modify or remove it. When modifying the payment source, repeat steps 3 and 4 above.



## Transaction History

View the history of transactions recorded to each student account.

Choose **Transaction History** from the Main Menu.



Next, select a student to view their transaction history. Choose the **back arrow** to return to the Main Page.

Transaction History

Select a student to view their transaction history.

**Stan Ackerman**  
CHERRY HILL MIDDLE SCHOOL  
\$643.85

**Christine Boss**  
CHERRY HILL MIDDLE SCHOOL  
\$158.28

Transaction History

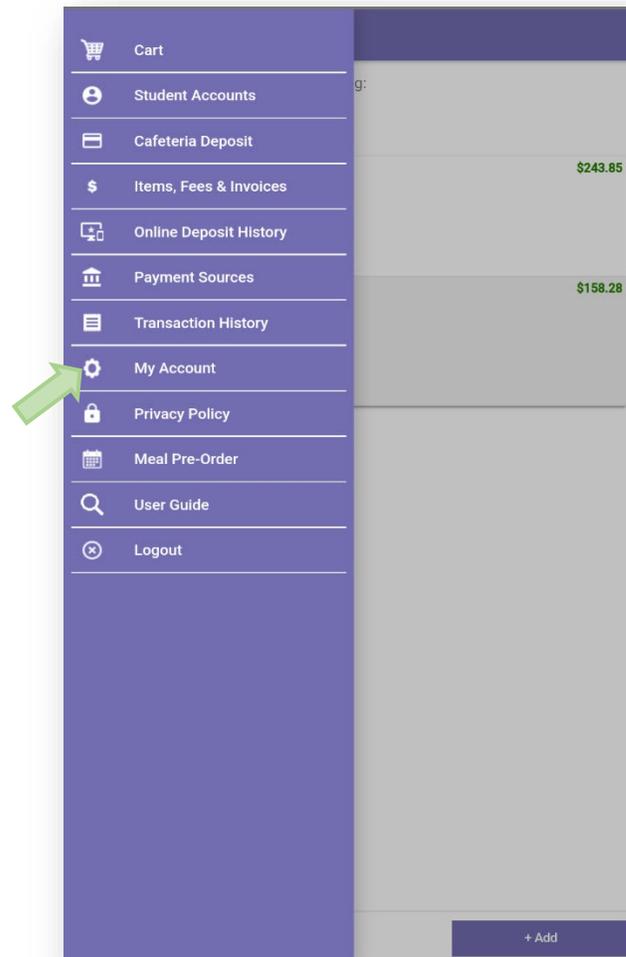
**Stan Ackerman**  
Balance: \$643.85

Date	Meal	Description	Amount
3/17/2025 11:05:23 AM		Online Deposit	\$400.00 Balance: \$643.85
3/12/2025 10:50:20 AM		Online Deposit	\$150.00 Balance: \$243.85
3/11/2025 02:03:56 PM		Online Deposit	\$3.00 Balance: \$93.85
5/8/2024 10:33:10 AM		Opening Balance	\$90.85 Balance: \$90.85

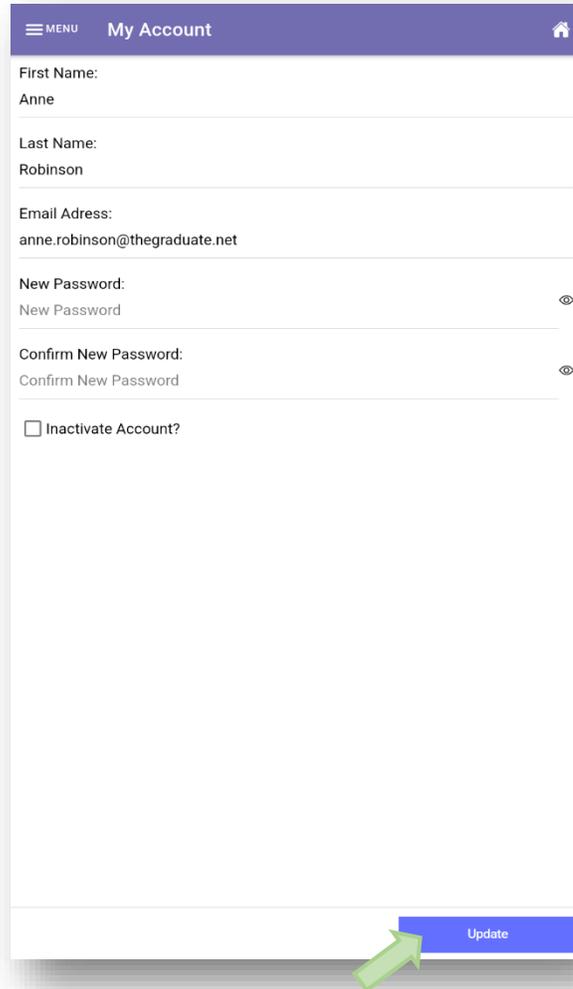
## My Account

The **My Account** tab can be used to update the details of the account, as well as deactivate the account.

To edit the account details, tap **My Account** from the Main Menu.



Enter the information to be updated. If you are changing a password, tapping on the 'EYE' icon will enable viewing of the text being entered into those fields. To deactivate the account, tap the **Inactivate Account** check box. When all information has been updated, tap the **Update** button.



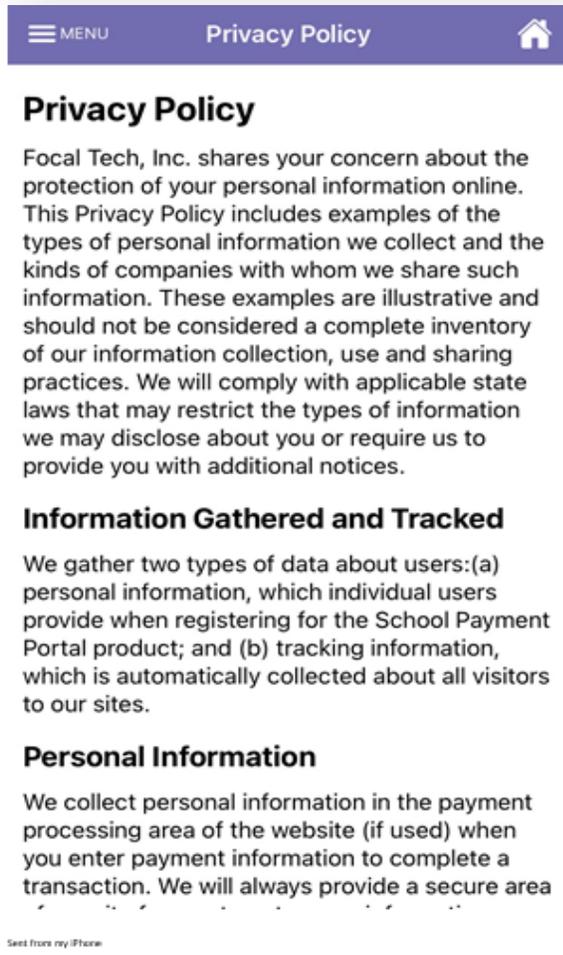
The screenshot shows a mobile application interface for 'My Account'. The header is purple with a menu icon, the text 'My Account', and a home icon. The form contains the following fields:

- First Name:** Anne
- Last Name:** Robinson
- Email Address:** anne.robinson@thegraduate.net
- New Password:** New Password (with an eye icon to toggle visibility)
- Confirm New Password:** Confirm New Password (with an eye icon to toggle visibility)
- Inactivate Account?

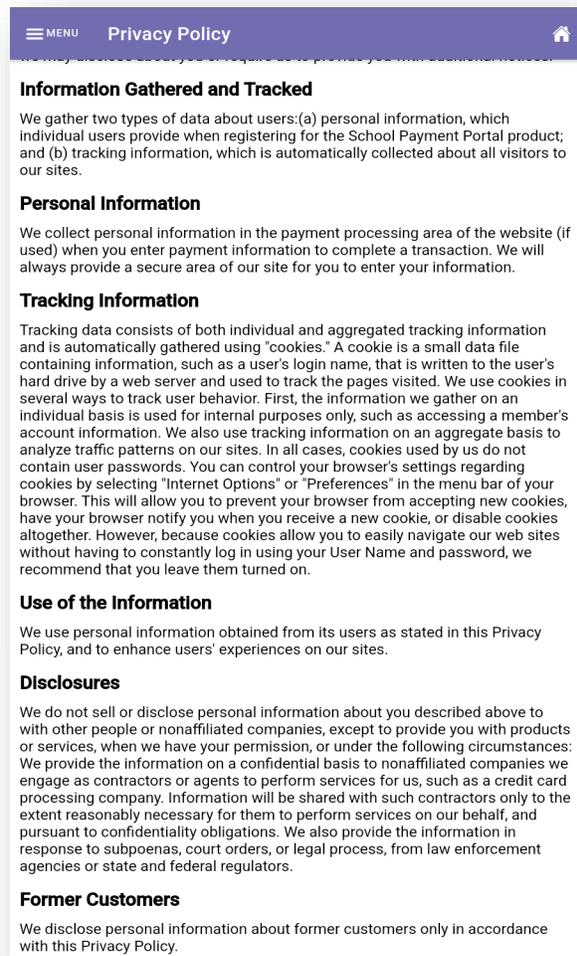
A blue 'Update' button is located at the bottom right of the form, with a green arrow pointing to it.

# Privacy Policy

Describes what Focal Tech, Inc does with Personal information shared with us.



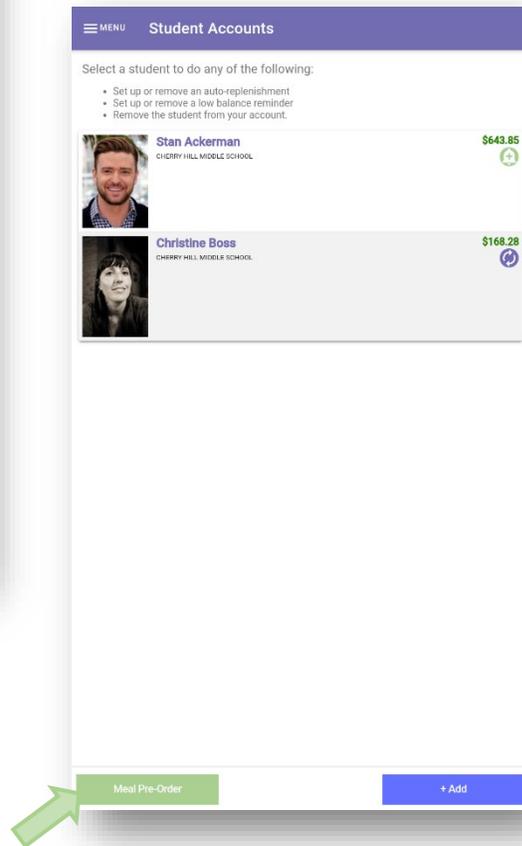
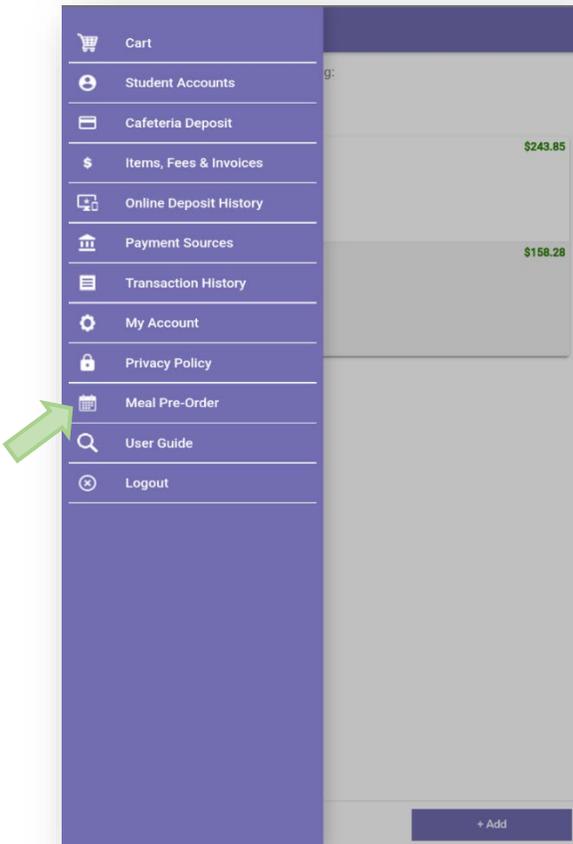
A mobile screenshot of a website's Privacy Policy page. The page has a purple header with a menu icon, the text 'Privacy Policy', and a home icon. The main content is white with black text. The title 'Privacy Policy' is in bold. The first paragraph explains that Focal Tech, Inc. shares your concern about the protection of your personal information online and that the policy includes examples of the types of information collected and shared. The second section, 'Information Gathered and Tracked', states that two types of data are collected: personal information provided by users and tracking information collected automatically. The third section, 'Personal Information', states that personal information is collected in the payment processing area when users enter payment information. At the bottom left, there is a small text 'Sent from my iPhone'.



A mobile screenshot of a website's Privacy Policy page, showing the lower portion of the document. The header is identical to the first screenshot. The section 'Information Gathered and Tracked' is followed by a paragraph explaining that two types of data are collected: personal information provided by users and tracking information collected automatically. The 'Personal Information' section explains that personal information is collected in the payment processing area when users enter payment information. The 'Tracking Information' section explains that tracking data consists of both individual and aggregated tracking information, including cookies, and provides instructions on how to control browser settings. The 'Use of the Information' section states that personal information is used as stated in the policy and to enhance user experiences. The 'Disclosures' section explains that information is not sold or disclosed to other parties without permission, except under specific circumstances. The 'Former Customers' section states that personal information about former customers is disclosed in accordance with the policy.

## Meal Pre-Order

If your school has chosen to use the Meal Pre-Order feature, tap **Meal Pre-Order** from the Main Menu or the **Meal Pre-Order** button at the bottom of the Student Accounts page to begin. You'll be directed to the Students screen. (If the school is not offering meal pre-ordering, this option will not be present on this menu.)



Select a Start Date and an End Date for the Pre-Order. Select the meal period(s) for the Pre-Order. Tap the **Start Order** button.

The screenshot shows a mobile application interface for starting a new order. At the top, there is a purple header bar with a menu icon and the text "Start a New Order". Below the header, the form contains three sections: "Start Date:" with the value "3/18/2025", "End Date:" with the value "3/18/2025", and "Select Meal Periods:" with a checkbox labeled "Lunch" that is currently unchecked. At the bottom of the form is a purple button labeled "START ORDER". A green arrow points to this button from the left side.

To add an item to the order, change the quantity of the item for each item to be ordered. If a previous order has been placed, additional orders will not be allowed. Tap **Next** once all orders are completed to advance to the next patron. If no additional Patrons are available, tapping **Next** will proceed to the Pre-Order Summary.

**Pre-Order**

**Ackerman, Stan (3833)**  
Cherry Hill Middle School, Grade: 8  
Thursday, March 20, 2025

**Lunch**  
Order Deadline: 3/20/2025 9:00:00 AM Eastern Standard Time

Quantity	Item Name	Item Price
0	Baked Mac & Cheese	\$0.00 (\$2.50)
0	BBQ Chicken	\$0.00 (\$2.50)
0	Cheese Lasagna	\$0.00 (\$2.50)
0	Cheese Stick	\$0.35
0	Chicken Parm	\$0.00 (\$2.50)
0	Chicken Sandwich	\$0.00 (\$2.50)
0	Chicken Taco	\$0.00 (\$2.50)
0	French Fries	\$1.50
0	Grilled Cheese Sandwich	\$0.00 (\$2.50)
0	Grilled Chicken Sandwich	\$0.00 (\$2.50)

**Friday, March 21, 2025**

**Lunch**  
Order Deadline: 3/21/2025 9:00:00 AM Eastern Standard Time

Quantity	Item Name	Item Price
0	Baked Mac & Cheese	\$0.00 (\$2.50)

**CANCEL** **BACK** **NEXT**

**Pre-Order**

**Ackerman, Stan (3833)**  
Cherry Hill Middle School, Grade: 8

**Monday, March 24, 2025**

**Lunch**  
Order Deadline: 3/24/2025 9:00:00 AM Eastern Standard Time

A Previous order has been placed for this patron. To make changes, all items for this date and meal period must be removed by clicking the **Confirmed Orders** menu option.

Quantity	Item Name
1	Chicken Taco
1	French Fries

**Tuesday, March 25, 2025**

**Lunch**  
Order Deadline: 3/25/2025 9:00:00 AM Eastern Standard Time

A Previous order has been placed for this patron. To make changes, all items for this date and meal period must be removed by clicking the **Confirmed Orders** menu option.

Quantity	Item Name
1	Chicken Taco
1	French Fries

**Wednesday, March 26, 2025**

**Lunch**  
Order Deadline: 3/26/2025 9:00:00 AM Eastern Standard Time

A Previous order has been placed for this patron. To make changes, all items for this date and meal period must be removed by clicking the **Confirmed Orders** menu option.

Quantity	Item Name
1	Chicken Parm

**Thursday, March 27, 2025**

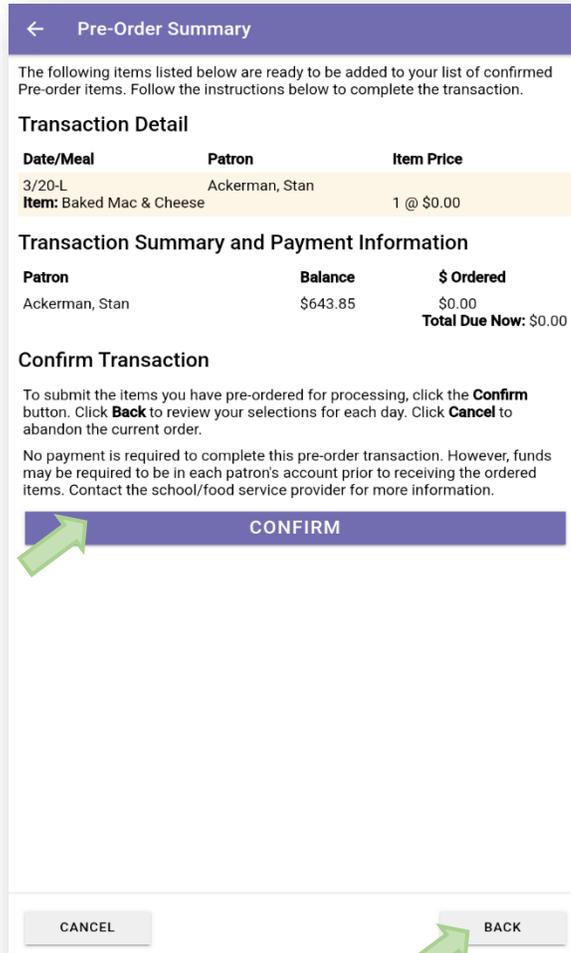
**Lunch**  
Order Deadline: 3/27/2025 9:00:00 AM Eastern Standard Time

A Previous order has been placed for this patron. To make changes, all items for this date and meal period must be removed by clicking the **Confirmed Orders** menu option.

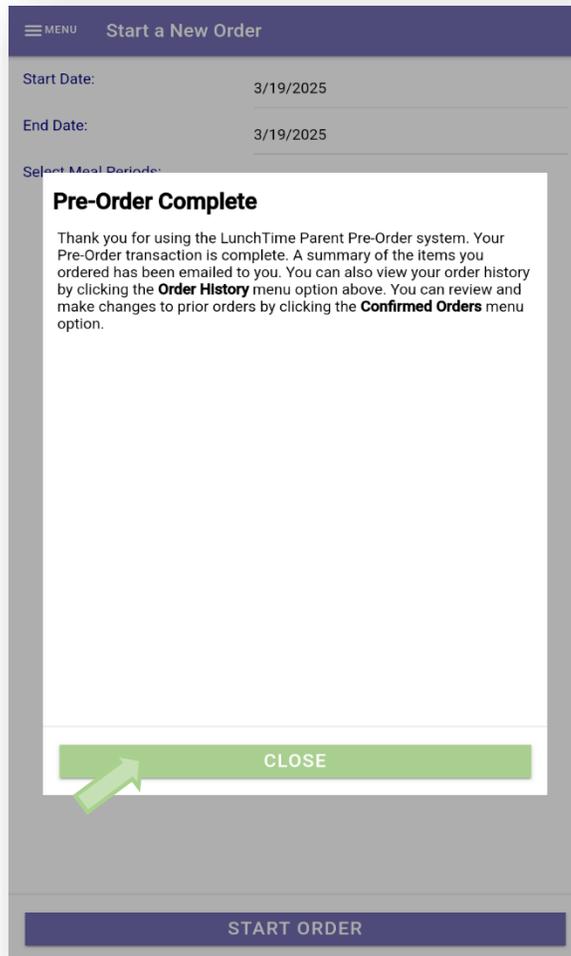
Quantity	Item Name
1	Grilled Cheese Sandwich

**CANCEL** **BACK** **NEXT**

Verify that all items selected for pre-order are displayed on the screen. If a balance is owed, tapping **Confirm** will advance to the Payment Selection screen. If no balance is owed, tapping **Confirm** will place the order. If changes are needed, tap the **Back** button to return to the previous screen.



Upon the successful completion of a pre-order, a confirmation screen will be displayed and an email will be sent to the email address used to place the order. Tap **Close** to return to the New Order screen.

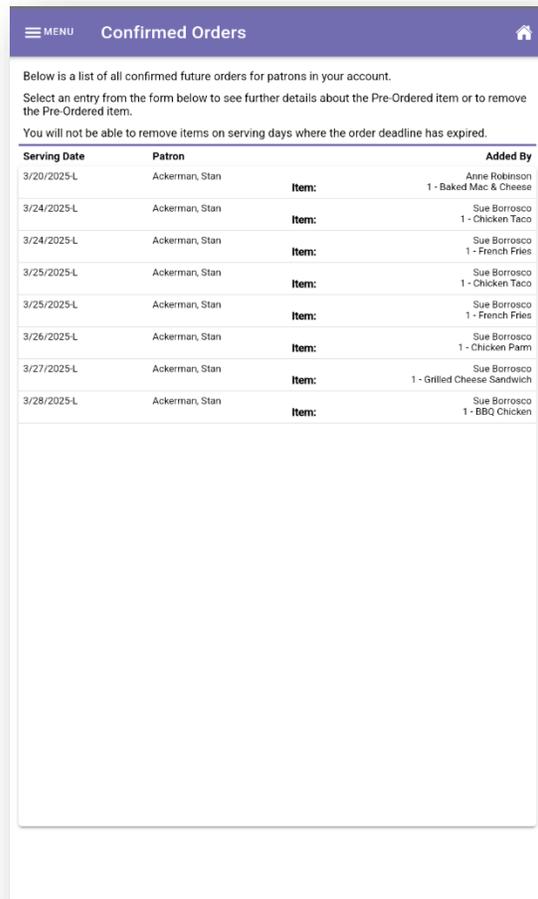
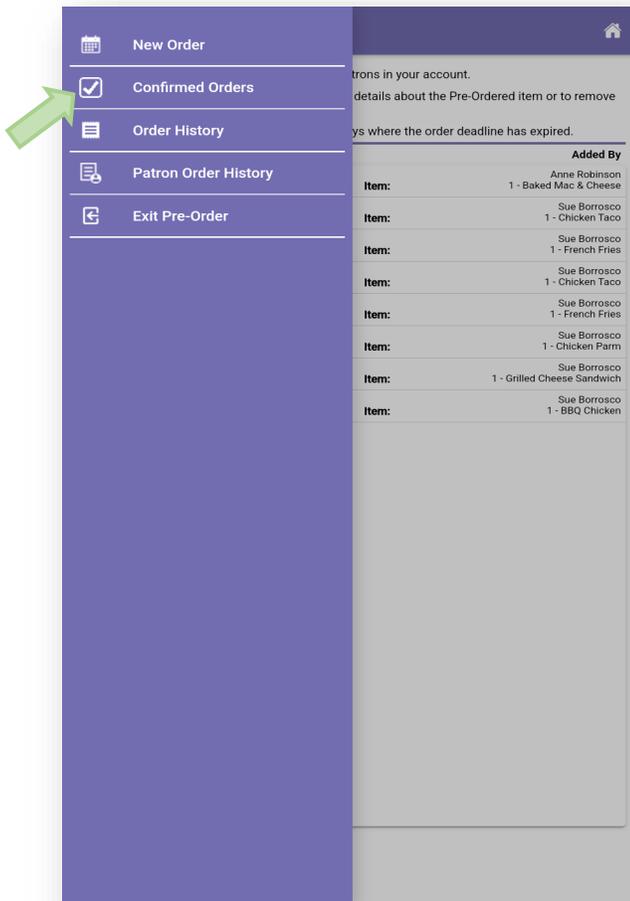


## Pre-Order Menu

The Pre-Order Menu provides multiple reports to view regarding pre-orders made through School Payment Portal.

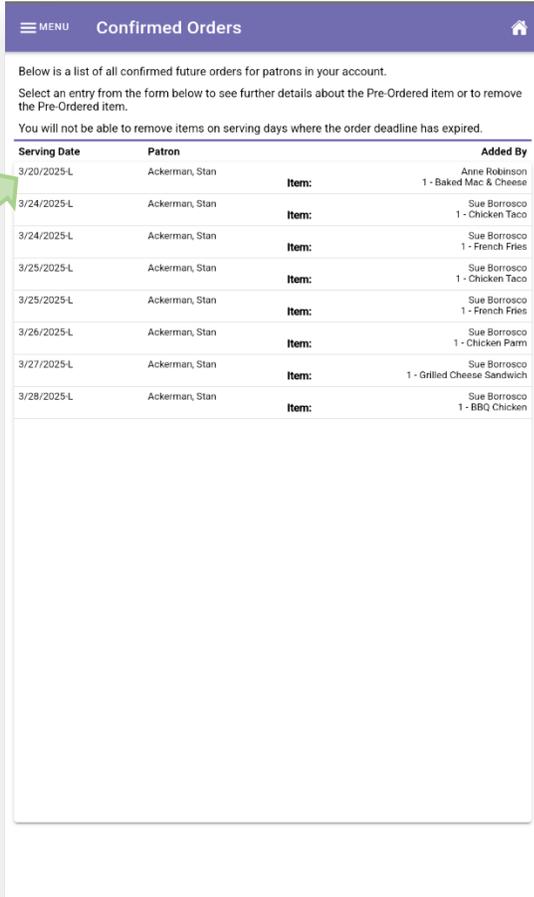
### Confirmed Orders

Displays a list of future orders that have been submitted.



To see the details of a confirmed order, tap on the entry.

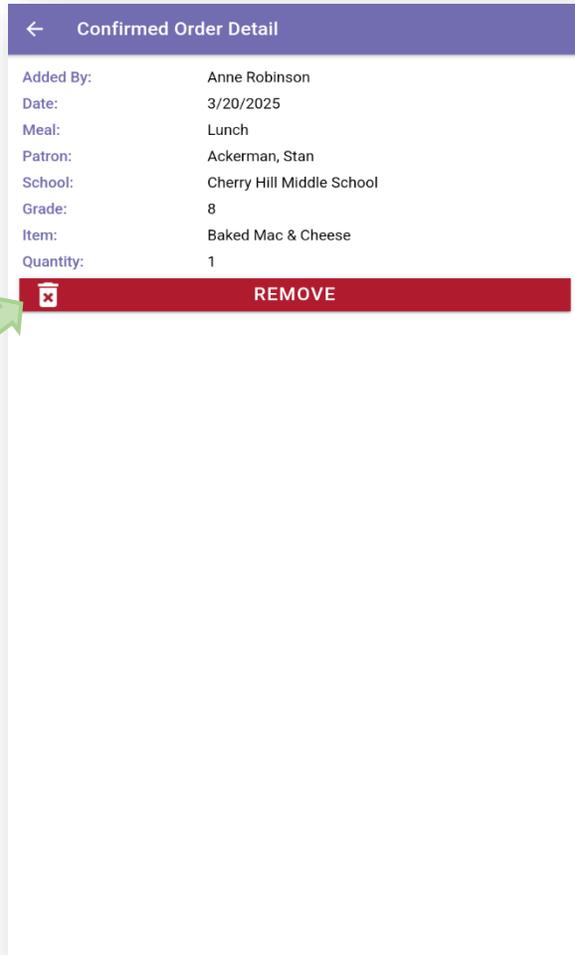
The detail screen information also gives the option to remove the order. You will not be able to remove items on serving days where the order deadline has expired. To return to the Confirmed Order screen, tap the **Back** arrow. To proceed with removing the item from the order, tap **REMOVE**



**MENU Confirmed Orders**

Below is a list of all confirmed future orders for patrons in your account.  
Select an entry from the form below to see further details about the Pre-Ordered item or to remove the Pre-Ordered item.  
You will not be able to remove items on serving days where the order deadline has expired.

Serving Date	Patron	Item:	Added By
3/20/2025-L	Ackerman, Stan	1 - Baked Mac & Cheese	Anne Robinson
3/24/2025-L	Ackerman, Stan	1 - Chicken Taco	Sue Borrosco
3/24/2025-L	Ackerman, Stan	1 - French Fries	Sue Borrosco
3/25/2025-L	Ackerman, Stan	1 - Chicken Taco	Sue Borrosco
3/25/2025-L	Ackerman, Stan	1 - French Fries	Sue Borrosco
3/26/2025-L	Ackerman, Stan	1 - Chicken Parm	Sue Borrosco
3/27/2025-L	Ackerman, Stan	1 - Grilled Cheese Sandwich	Sue Borrosco
3/28/2025-L	Ackerman, Stan	1 - BBQ Chicken	Sue Borrosco

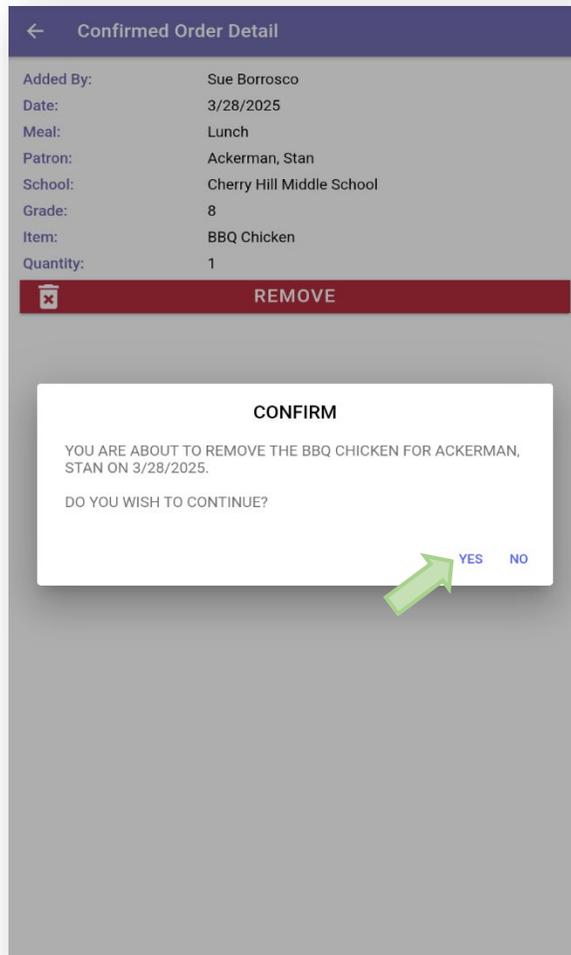


**Confirmed Order Detail**

Added By: Anne Robinson  
Date: 3/20/2025  
Meal: Lunch  
Patron: Ackerman, Stan  
School: Cherry Hill Middle School  
Grade: 8  
Item: Baked Mac & Cheese  
Quantity: 1

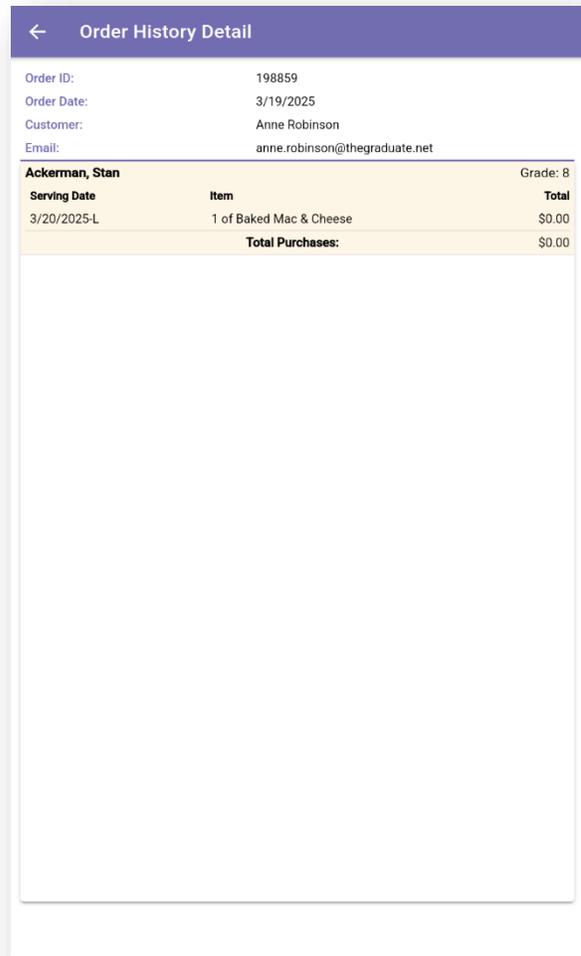
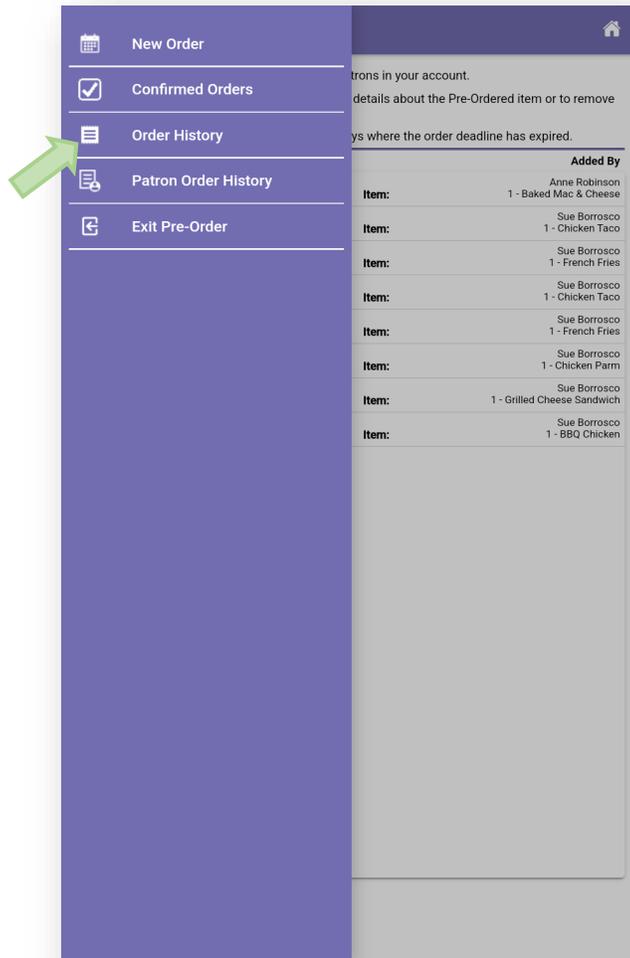
 **REMOVE**

Tap **YES** to confirm the that you want to remove the item.



## Order History

To see the order history details, select an entry from the list. Each page displays 10 orders. To navigate between pages, click the arrows at the bottom of the page.



## Patron Order History

To see order history details by patron, select a patron name from the dropdown list.

Patron Order History will display both items ordered and items deleted. The Items Deleted list is located at the bottom of the Patron Order History screen.

The Home icon will direct you back to the Students page. The MENU will direct you back to the Pre-Order menu.

**Patron Order History**

Patron: Ackerman, Stan

**Items Ordered**

Order #	Order Date	Serving Date (Meal)
198859	3/19/2025	3/20/2025 (Lunch) 1 - Baked Mac & Cheese Anne Robinson <b>Item:</b> <b>Added By:</b>
198858	3/19/2025	3/20/2025 (Lunch) 1 - Baked Mac & Cheese Anne Robinson <b>Item:</b> <b>Added By:</b>
198842	3/12/2025	3/14/2025 (Lunch) 1 - Baked Mac & Cheese Anne Robinson <b>Item:</b> <b>Added By:</b>
198841	3/11/2025	3/28/2025 (Lunch) 1 - BBQ Chicken Sue Borrosco <b>Item:</b> <b>Added By:</b>
198841	3/11/2025	3/27/2025 (Lunch) 1 - Grilled Cheese Sandwich Sue Borrosco <b>Item:</b> <b>Added By:</b>
198841	3/11/2025	3/26/2025 (Lunch) 1 - Chicken Parm Sue Borrosco <b>Item:</b> <b>Added By:</b>
198841	3/11/2025	3/25/2025 (Lunch) 1 - Chicken Taco Sue Borrosco <b>Item:</b> <b>Added By:</b>
198841	3/11/2025	3/25/2025 (Lunch) 1 - French Fries Sue Borrosco <b>Item:</b> <b>Added By:</b>
198841	3/11/2025	3/24/2025 (Lunch) 1 - Chicken Taco Sue Borrosco <b>Item:</b> <b>Added By:</b>
198841	3/11/2025	3/24/2025 (Lunch) 1 - French Fries Sue Borrosco <b>Item:</b> <b>Added By:</b>

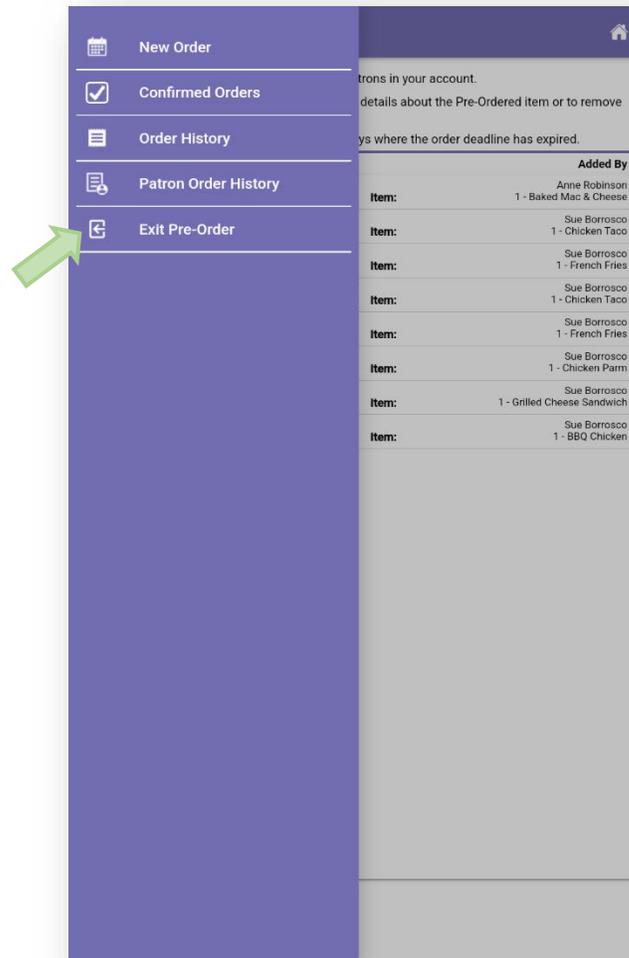
**Items Deleted**

Removed	Serving Date	Meal
3/19/2025 10:10:10 AM	3/20/2025	Lunch 1 - Baked Mac & Cheese Anne Robinson <b>Item:</b> <b>Removed By:</b>
3/12/2025 11:42:33 AM	3/14/2025	Lunch 1 - Baked Mac & Cheese Anne Robinson <b>Item:</b> <b>Removed By:</b>

## Exit Pre-Order

To exit out of Pre-Order, choose Exit Pre-Order from the MENU. Upon exiting the Pre-Order Menu, the app will return to the Student Accounts screen.

**NOTE:** If there are any pre-orders pending, a prompt will be displayed indicating that there are pending pre-orders not confirmed. Upon exiting the Pre-Order Menu, any pending pre-orders will be removed and lost.



## Logout

When finished with the app, tap the **Logout** button to log out of the app.

