



Quickstart Guide

How to Place an Order



May 2012

Step 1 – Enter your username and password

The screenshot shows the flexischools.com.au website interface. At the top left is the flexischools logo. To the right is the 'Registered Users' login section with fields for 'username:' and 'password:', a 'Login' button, and links for 'Forgot Password' and 'Register Now!'. A red callout box points to these fields with the text 'Enter username and password. Click Login'. Below the login form is a navigation menu with 'Home', 'Services', 'Testimonials', and 'Media'. The main content area features a 'Learn More ...' section with four categories: 'Primary Schools', 'Independent & High Schools', 'Managers & Convenors', and 'Register My School'. The central text describes FlexiSchools as Australia's leading provider of online ordering, card systems, and payment solutions for schools, listing benefits like 'Experience you can count on', 'Brilliant Customer Service', 'Easy Setup - No Maintenance or Admin', and 'Flexible Solutions'. On the right, there is a 'Parents & Students' section with a 'Find Your School' search box and three buttons: 'REGISTER NOW', 'LEARN MORE', and 'ANY QUESTIONS?'. A blue callout box points to the 'REGISTER NOW' button with the text 'Don't have a username yet? Click here to register'. At the bottom, there is a section for 'Our Customer Satisfaction Guarantee' and a small video player.

Step 2 – Add a student

The screenshot shows the user interface of flexischools.com.au. At the top right, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769. Below this is an 'Account Balance' box showing '\$0.00'. A navigation bar contains buttons for 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. On the left, a 'Start' menu has '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 a blue 'Add a Student' button with a right-pointing arrow. A red box with the text 'Click "Add a Student"' and a red arrow points to this button. At the bottom left is the 'Powered by THE SCOTNEY GROUP' logo. At the bottom right is the copyright notice 'Copyright © FlexiMeals 2011' followed by links for 'Contact Us', 'Terms and Conditions', 'Refunds Policy', and 'Give Feedback'.

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

Add Student | **Cancel**

The screenshot shows a web form for adding a student. The form is titled 'Add Student' and is for a 'Payne Road State School Student'. It has fields for 'First Name' and 'Last Name', a checkbox for 'Allow Student to login and order for themselves', and a dropdown menu for 'Student Class'. There is also a checkbox for 'Requires the Student to' which is partially obscured. A blue button labeled 'Add Student' and a 'Cancel' button are at the bottom. Annotations include a red box pointing to the 'Add Student' button with the text 'Click Add Student when done' and a blue box pointing to the 'Allow Student to login...' checkbox with the text 'Usually, you don't select this. This is only for older students'.

Step 4 – Start an Order

The screenshot shows the flexischools user interface. At the top right, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769. Below this is a box showing 'Account Balance' as '\$0.00'. A navigation bar contains buttons for 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. On the left, a 'Start' menu has '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'. The 'My Students' section features a student entry for 'John Smith' with a 'Start an order for' button, a profile icon, and links for 'Profile', 'Transaction History', and 'Remove Student'. Below the student entry is an 'Add a Student' button. A red callout box with the text 'Click Child's Name' has an arrow pointing to the name 'John Smith'.

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

flexischools 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

Step 7 – Place Order

flexischools

Feedback? Need Help? 1300 361 769

Account Balance \$50.00

Return to Admin Home My Account Account History My Profile Logout

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](#)

[Place Thursday, 28 April 2011's Order](#)

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

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.

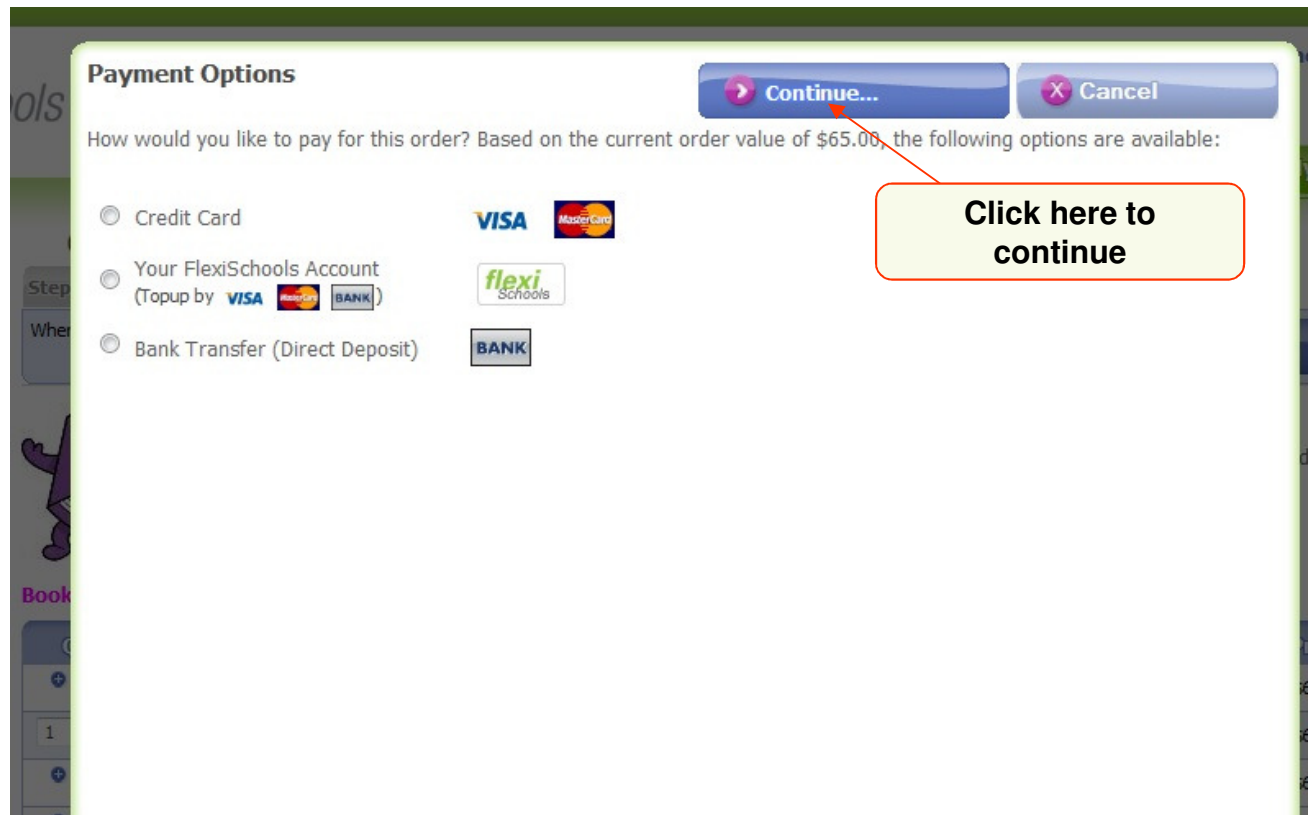
School: Nambour Christian College
Class: Year 7
Address: McKenzie Road, Woombye QLD 4559
[Change](#)

Click Place Order

Did you get asked to add funds?

[Read on...](#)







If you need to add funds to your account ...



Step 7 – Select payment option

Payment Options Continue... Cancel

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) 

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 to place this order.

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:

Callouts:

- Enter \$20 top-up Or more (points to Credit Purchase Amount)
- Click here to add the funds (points to Do Topup button)
- Enter credit card details (points to Credit Card Type dropdown)