



Quickstart Guide

How to Place an Order



July 2010

Step 1 – Enter your username and password

The screenshot shows the flexischools.com.au website. At the top right, there is a 'Registered Users' section with a 'username:' field, a 'password:' field, and a 'Login' button. Below these fields are links for 'Forgot Password' and 'Register Now!'. A red callout box with arrows pointing to the username and password fields contains the text: 'Enter username and password. Click Login'. Below the login section, there is a navigation menu with 'Home', 'Services', 'Testimonials', and 'Media'. The main content area features a 'Learn More' section with four sub-sections: 'Primary Schools', 'Independent & High Schools', 'Managers & Convenors', and 'Register My School'. The 'Register My School' button is highlighted with a red callout box containing the text: 'Don't have a username yet? Click here to register'. The main content area also includes a 'Parents & Students' section with a 'Find Your School' search box and three buttons: 'REGISTER NOW', 'LEARN MORE', and 'ANY QUESTIONS?'. The 'REGISTER NOW' button is highlighted with a blue callout box containing the text: 'Don't have a username yet? Click here to register'. The main content area also includes a 'FlexiSchools is Australia's leading provider of online ordering, card systems and payment solutions for schools' section with four bullet points: 'Experience you can count on', 'Brilliant Customer Service', 'Easy Setup - No Maintenance or Admin', and 'Flexible Solutions'. The 'REGISTER NOW' button is highlighted with a blue callout box containing the text: 'Don't have a username yet? Click here to register'.

Step 2 – Add a student

The screenshot displays the flexischools.com.au 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 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 includes 'Top-up Account' and 'My Students'. 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-bordered box with the text 'Click "Add a Student"' has a red arrow pointing to the 'Add a Student' button. At the bottom left, it says 'Powered by THE SCOTNEY GROUP'. At the bottom center, there is a copyright notice: 'Copyright © FlexiMeals 2011 | [Contact Us](#) | [Terms and Conditions](#) | [Refunds Policy](#) | [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:

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

Enter the school name

Click the school name when it appears

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

|

The screenshot shows a web form for adding a student. The form has fields for 'First Name', 'Last Name', and 'Student Class'. There is a checkbox for 'Allow Student to login and order for themselves' and another for 'Requires the Student to'. A blue 'Add Student' button and a purple 'Cancel' button are at the bottom. Annotations include a blue box pointing to the checkbox with the text 'Usually, you don't select this. This is only for older students' and a red box pointing to the 'Add Student' button with the text 'Click Add Student when done'.

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 features a student entry for 'John Smith' with a small icon of a brown paper bag. Under the name are links for 'Profile', 'Transaction History', and 'Remove Student', and the text '2 Mc (change)'. A blue arrow points to the 'Add a Student' button. A red-bordered 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

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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

Step 7 – Place Order

Feedback? Need Help? ☎ 1300 361 769
Account Balance \$50.00

Return to Admin Home My Account Account History My Profile Logout

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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

Click Place Order

School: Nambour Christian College
Class: Year 7
Address: McKenzie Road, Woombye QLD 4559
Change

Did you get asked to add funds?

Read on...

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.

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

The screenshot shows a 'Payment Options' dialog box with the following content:

- Buttons: 'Continue...' and 'Cancel'
- Text: 'How would you like to pay for this order? Based on the current order value, the following options are available:'
- Option 1: Your FlexiSchools Account (Topup by VISA, MasterCard, BANK) flexi Schools
- Option 2: I already have a payclick account payclick by Visa what is this?

Callouts:

- A red box with the text 'Click here to continue' has an arrow pointing to the 'Continue...' button.
- A blue box with the text 'Only if you use Visa Payclick click this' has an arrow pointing to the second radio button option.

Step 7 – Select payment option



Payment Options


Continue... Cancel


Account Topup

Top-up Required
You have insufficient funds to place this order from your account. You need to topup your account to place this order.

Funding Source
Please select a funding source for your topup:

Credit Card  

I already have a payclick account  what is this?

Bank Transfer (Direct Deposit) 

Click here to continue

Select an option

Step 7 – Do the topup

The screenshot shows a 'Payment Options' dialog box with the following sections and callouts:

- Payment Options:** Contains 'Do Topup' and 'Cancel' buttons. A red callout box points to the 'Do Topup' button with the text 'Click here to add the funds'.
- Account Topup:** Contains a message: 'Insufficient funds to place this order from your account. You need to topup by at least \$20.00'. A blue callout box points to this message with the text 'Enter \$20 top-up Or more'.
- Credit Purchase:** Contains a text input field for 'Credit Purchase Amount' with '\$20.00' entered. Below it are two bullet points: 'The minimum credit purchase is \$20.00.' and 'Credit purchases of \$20.00 and above will incur a credit card processing fee of \$0.29.' A blue arrow points from the callout box to the input field.
- Automatic Top-ups:** Contains a message: '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.' Below it is a question: 'Would you like to use automatic Top-ups?' with radio buttons for 'Yes' and 'No' (selected).
- Credit Card Details:** Contains a message: 'Please enter the credit card you would like to use for this topup.' Below it are fields for: 'Credit Card Type' (dropdown menu), 'Credit Card Number' (text input), 'CVV' (text input), 'Credit Card Expiry Date (MM/YY)' (dropdowns for '01' and '11'), and 'Credit Card Name' (text input). A blue callout box points to the 'Credit Card Type' dropdown with the text 'Enter credit card details'.