flexischools

Quickstart Guide

How to Place an Order

May 2012

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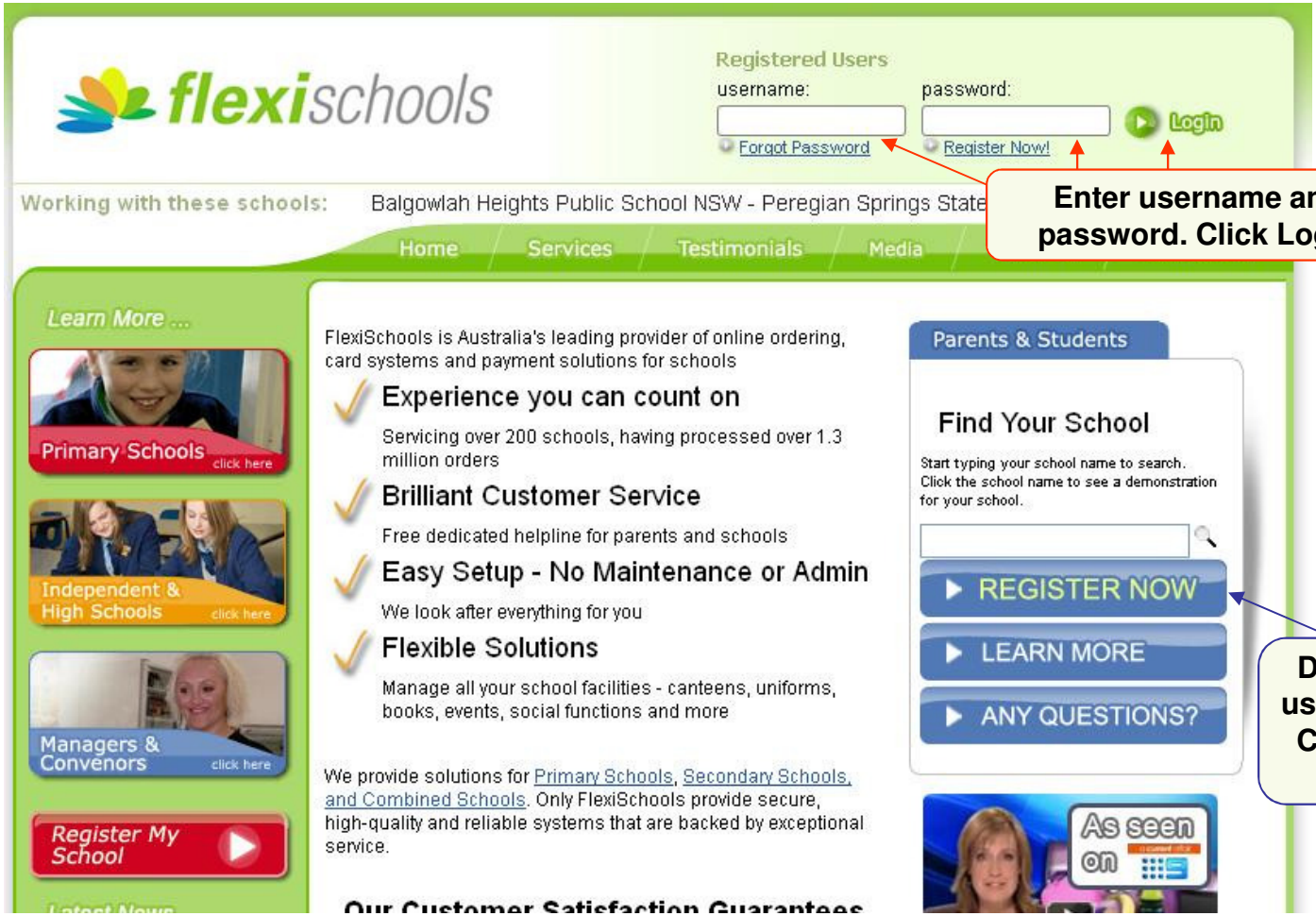
Step 1 – Enter your username and password



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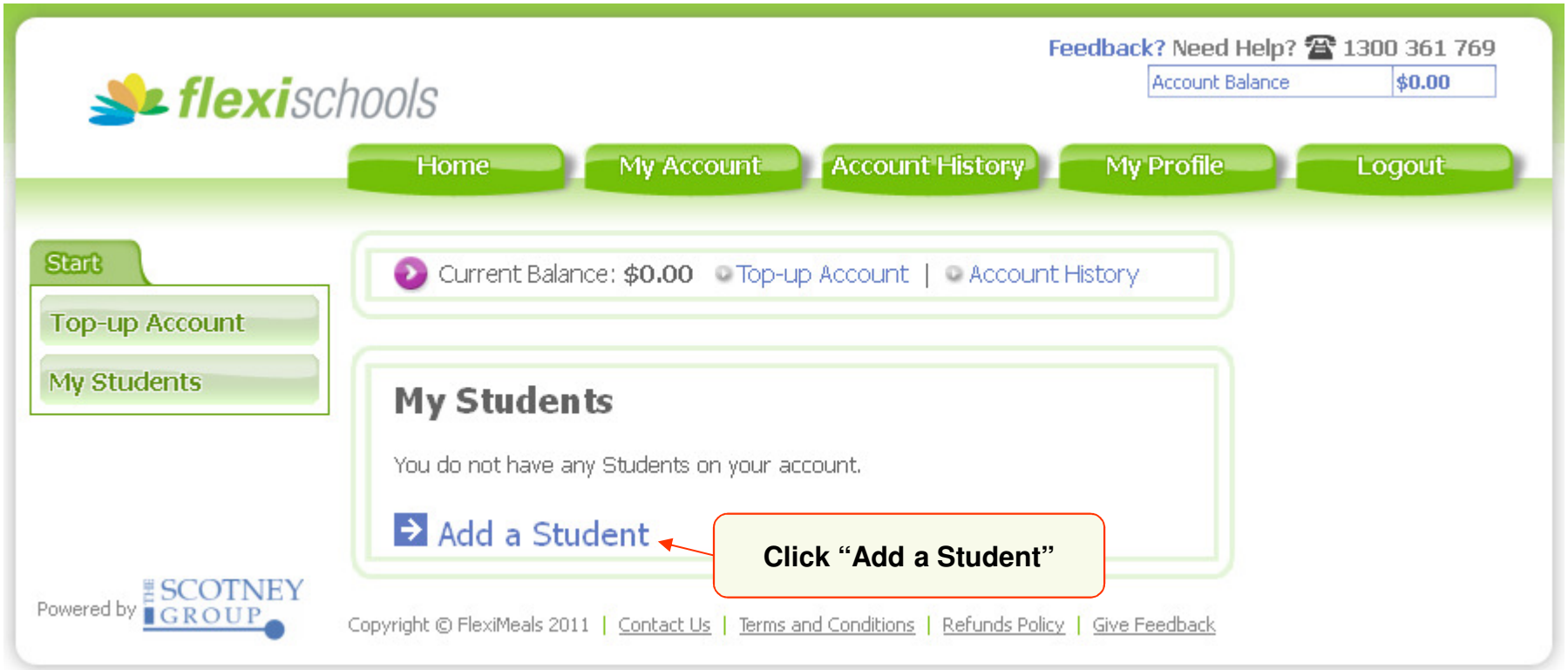
Step 2 – Add a student



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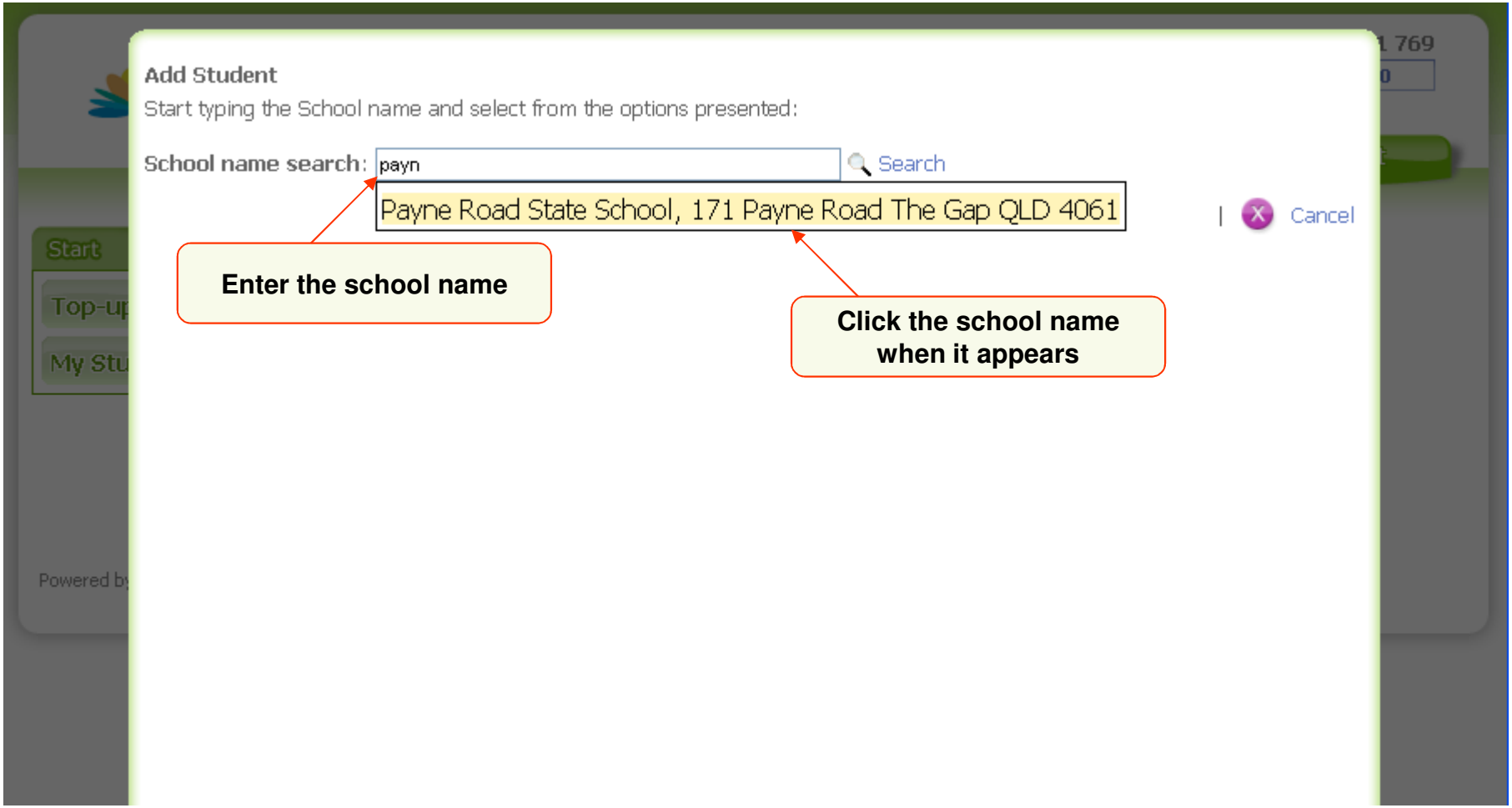
Step 3 – Add student : enter the school



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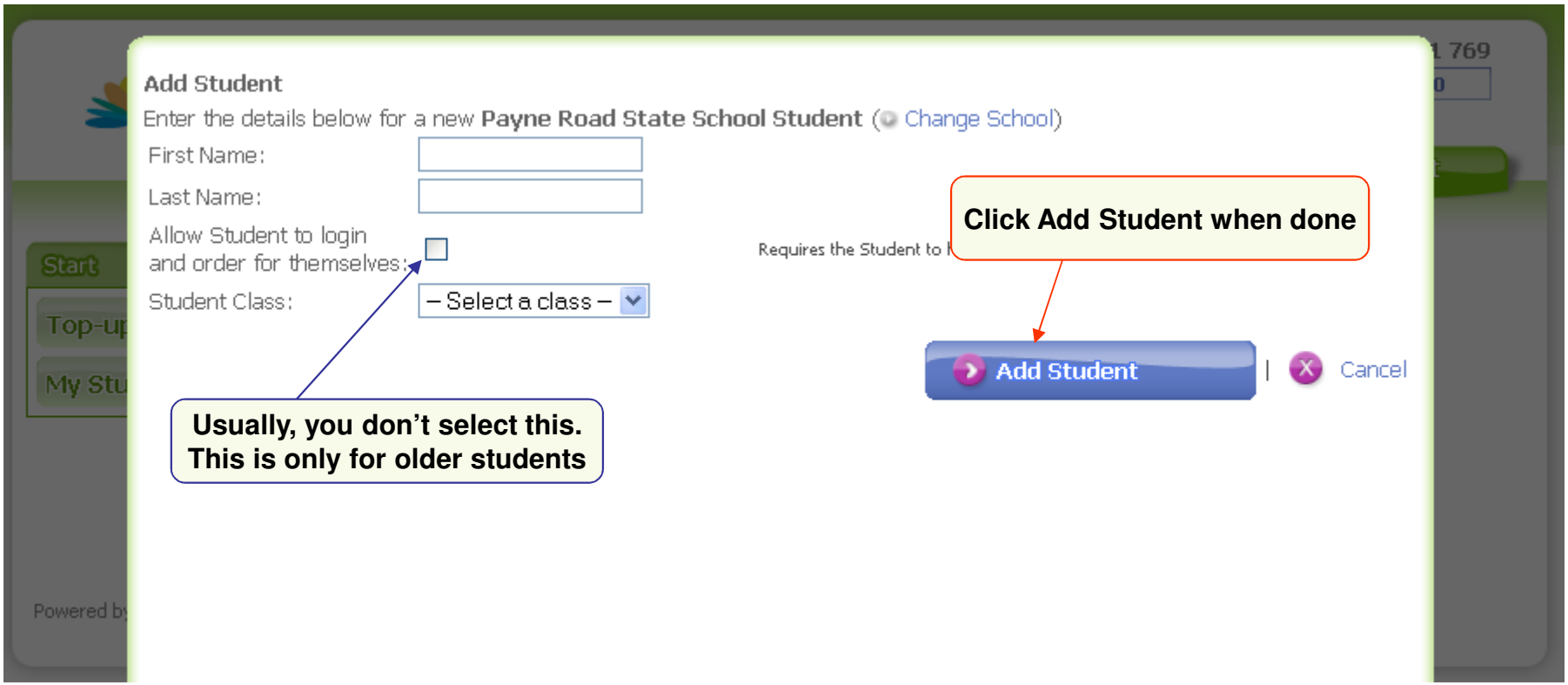
Step 3 – Add student: student's name and class



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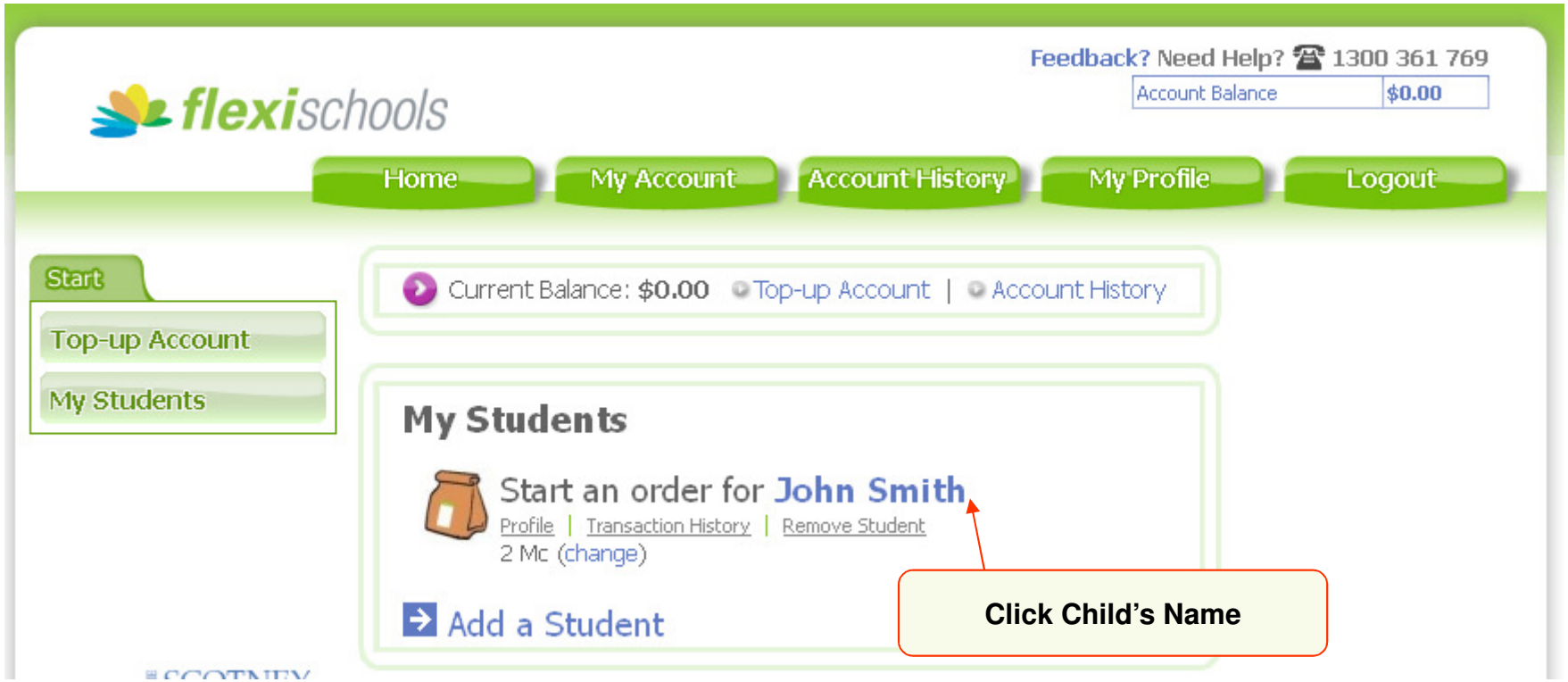
Step 4 – Start an Order



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Step 5 – Pick a day and the type of order

Click this to order Recess for Thursday

	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		

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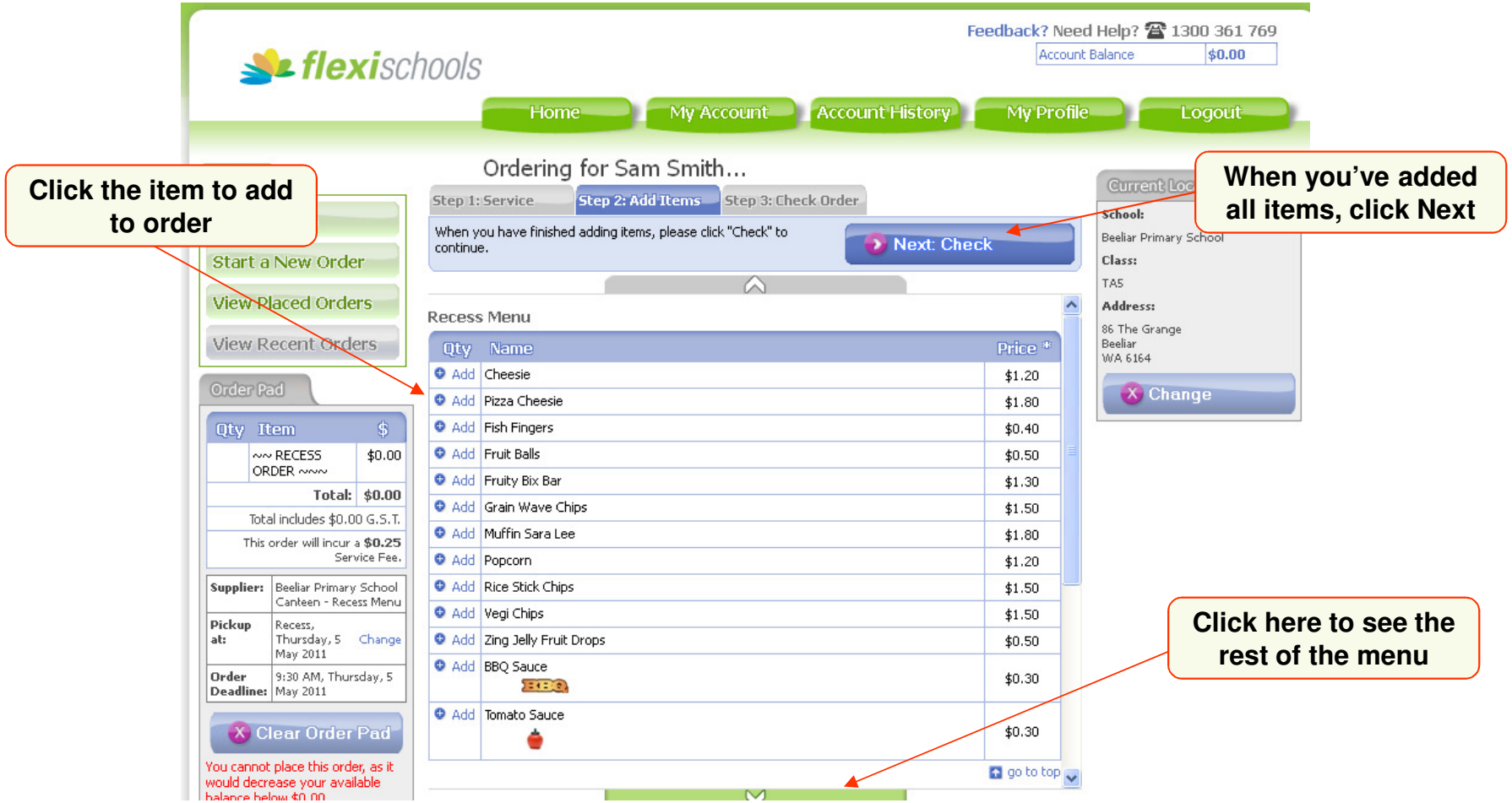
Step 6 – Add items to your order



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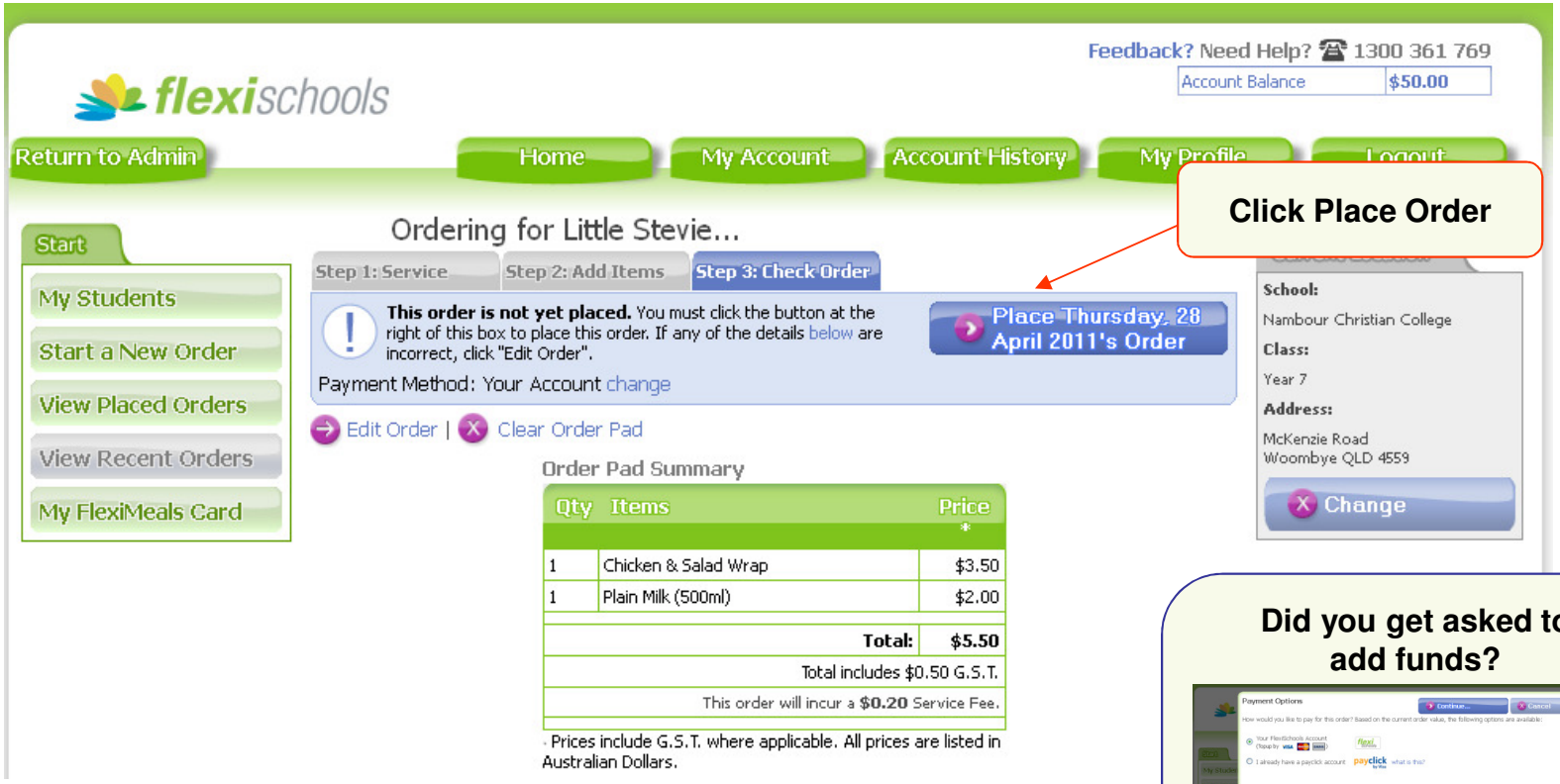
Step 7 – Place Order



Did you get asked to add funds?

Read on…

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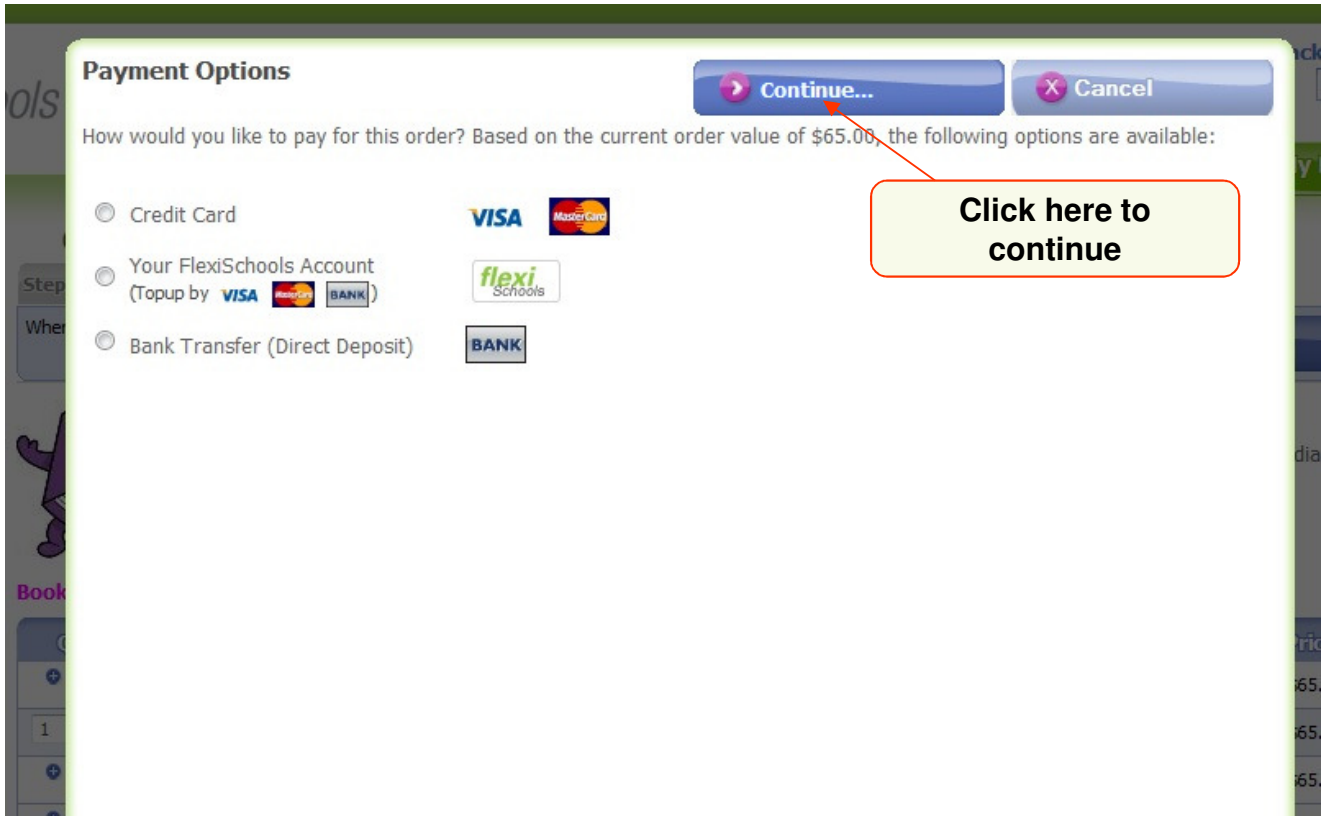
If you need to add funds to your account …



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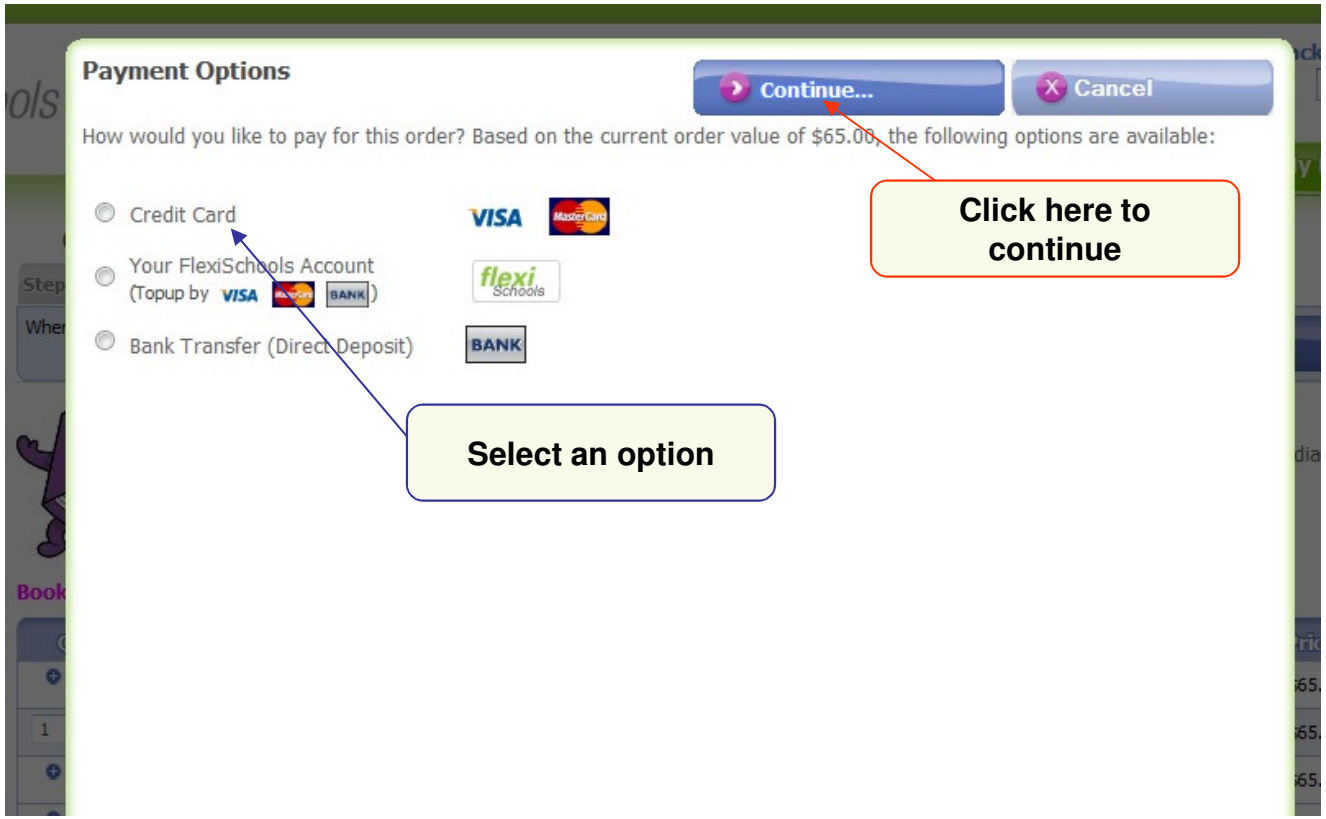
Step 7 – Select payment option



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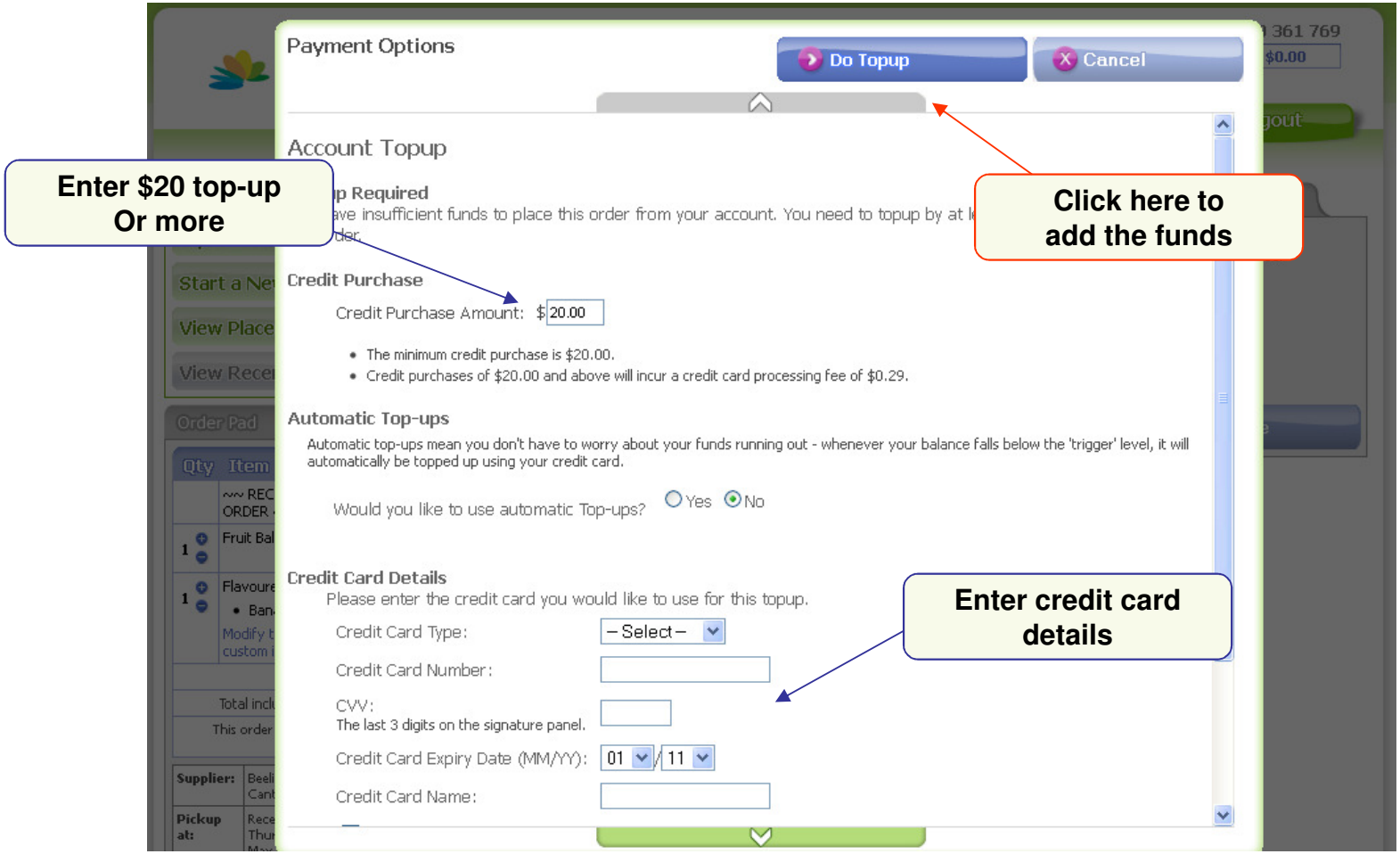
Step 7 – Do the topup



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