



# Quickstart Guide

## How to Place an Order



March 2012

## Enter your username and password

The screenshot shows the flexischools.com.au website interface. At the top right, there is a 'Registered Users' section with a login form. The form includes fields for 'username:' and 'password:', a 'Login' button, and 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 form, the website header includes 'Working with these schools: Balgowlah Heights Public School NSW - Peregian Springs State' and navigation links for '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. It lists four key benefits: 'Experience you can count on' (servicing over 200 schools), 'Brilliant Customer Service' (free dedicated helpline), 'Easy Setup - No Maintenance or Admin' (we look after everything), and 'Flexible Solutions' (manage school facilities). A 'Parents & Students' section on the right contains a 'Find Your School' search box and three buttons: 'REGISTER NOW', 'LEARN MORE', and 'ANY QUESTIONS?'. A blue callout box with an arrow pointing to the 'REGISTER NOW' button contains 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 video thumbnail with the text 'As seen on'.

## Add a student

The screenshot shows the user interface of flexischools.com.au. 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 a 'My Students' section with the text 'You do not have any Students on your account.' and a blue 'Add a Student' button with a right-pointing arrow. A red box with the text 'Click "Add a Student"' has an arrow pointing to the 'Add a Student' 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'.

## 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](#)

## 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 is titled 'Add Student' and is for a 'Payne Road State School Student'. It includes 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 visible. The form is overlaid on a background that shows a sidebar with 'Start', 'Top-up', and 'My Stu' buttons. A green banner at the top left contains the 'flexischools.com.au' logo. A footer at the bottom contains the copyright notice '© Copyright The Scotney Group 2012'. Annotations include 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' and a red box pointing to the 'Add Student' button with the text 'Click Add Student when done'.

## Start an order

▶ Current Balance: **\$15.80** ▶ [Top-up Account](#) | ▶ [Account History](#)

### My Students



**Start an order for Eliza Nickson Pole**

[Profile](#) | [Transaction History](#) | [Remove Student](#)  
3P (change), Manly Village Public School

➔ [Add a Student](#)

**Click Child's Name**

## Pick a day and the type of order

[Step 1: Service](#)
[Step 2: Add Items](#)
[Step 3: Check Order](#)

Select from the following options.

Click this to order  
Recess for Thursday



	Mon 19/3	Tue 20/3	Wed 21/3	Thu 22/3	Fri 23/3
Morning Tea	Order Morning Tea				
Lunch	Order Lunch				



	Mon 19/3	Tue 20/3	Wed 21/3	Thu 22/3	Fri 23/3
Uniform Shop	Order Uniforms				

# 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
<b>Total:</b>		<b>\$0.00</b>
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

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

# Place order

The screenshot shows the 'Ordering for Little Stevie...' page. 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' of \$50.00. The navigation bar includes 'Return to Admin', 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. A sidebar on the left has a 'Start' section with buttons for 'My Students', 'Start a New Order', 'View Placed Orders', 'View Recent Orders', and 'My FlexiMeals Card'. The main content area has three steps: 'Step 1: Service', 'Step 2: Add Items', and 'Step 3: Check Order'. A warning message states: '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".' Below this is a 'Payment Method: Your Account' link and a 'Place Thursday, 28 April 2011's Order' button. A red box highlights this button with the text 'Click Place Order'. Below the warning are 'Edit Order' and 'Clear Order Pad' links. The 'Order Pad Summary' table is as follows:

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

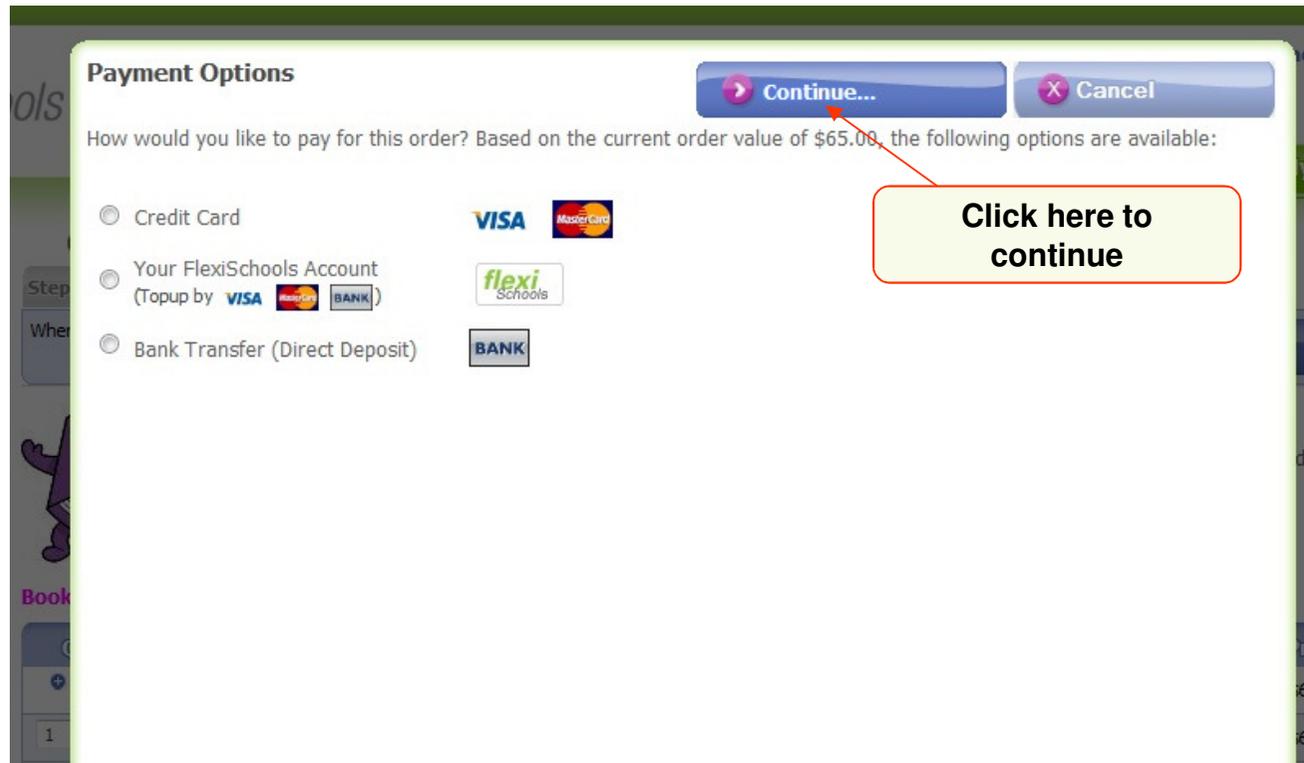
Below the table, it says: 'Prices include G.S.T. where applicable. All prices are listed in Australian Dollars.' On the right, there is a 'School' section with details for Nambour Christian College, Year 7, and an address in Woombye QLD 4559, with a 'Change' button.

**Did you get asked to add funds?**

The screenshot shows a 'Payment Options' dialog box with the following text: 'How would you like to pay for this order? Based on the current order value, the following options are available:'. It lists 'Your Flexischools account' (checked), 'FlexiMeals Card', and 'I already have a paypal account'. There are 'Continue' and 'Cancel' buttons at the top.

**Read on...**

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



## Select a 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**

## 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:

**Callout boxes:**

- 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 Details section)

## Start a new uniform shop order

Click this to start a new order

▶ Current Balance: **\$15.80** ◉ [Top-up Account](#) | ◉ [Account History](#)

### My Students



Start an order for **Eliza Nickson Pole**

[Profile](#) | [Transaction History](#) | [Remove Student](#)  
3P (change), Manly Village Public School

➔ [Add a Student](#)

## Start a new uniform shop order

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

Select from the following options.

---



Prev Week

	Mon 19/3	Tue 20/3	Wed 21/3	Thu 22/3	Fri 23/3
Morning Tea	Order Morning Tea				
Lunch	Order Lunch				

Next Week

---



Prev Week

	Mon 19/3	Tue 20/3	Wed 21/3	Thu 22/3	Fri 23/3
Uniform Shop	Order Uniforms				

Next Week

Click this to order Uniforms for Wednesday

## Select a uniform item

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

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

[Next: Check](#)

 **New Style Sports Jackets**

Click this to order a jacket

Qty	Name	Price
<a href="#">+</a> Add	 New Style Sports Jacket 	\$50.00

[go to top](#)

Choose the size

Select a size

New Style Sports Jacket Options Customisation Save and Continue | Remove this item

 New Style Jacket Sizes

Item Summary  
1 New Style Sports Jacket \$50.00

Qty	Name
<input type="radio"/>	Size 2
<input type="radio"/>	Size 4
<input type="radio"/>	Size 6 <i>We're sorry, this item is not available for ordering at the moment.</i>
<input type="radio"/>	Size 8 <i>We're sorry, this item is not available for ordering at the moment.</i>
<input type="radio"/>	Size 10 <i>We're sorry, this item is not available for ordering at the moment.</i>
<input type="radio"/>	Size 12
<input type="radio"/>	Size 14
<input type="radio"/>	Size 16

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

**Please select at least 1 new style jacket size.**

## Select a payment option

Either from your FlexiSchools account,  
direct Credit Card payment,  
or Bank Transfer

**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) 

# Place the order

Click to place the order

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 tomorrow (Wednesday)'s Order**

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

An email confirmation of this order will be sent to  .com.au

### Order Pad Summary

Qty	Items	Price ±
1	New Style Sports Jacket • Size 4	\$50.00
<b>Total:</b>		<b>\$50.00</b>
Total includes \$4.55 G.S.T.		

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

**>** This order will be scheduled for delivery by: **10:30 AM, tomorrow (Wednesday)**

**>** At the following location: **1/2C**