

MyMealOrder Ordering Instructions

This is the week view, all of the available meals and ala carte items for the week are shown. The days that are “grayed” out are past the lead time required for ordering. We’ve separated breakfast and lunch with a yellow color and bold line.

The screenshot shows the MyMealOrder website interface. At the top, there is a dark header with the logo on the left and 'CONTACT US' and 'LOGOFF' on the right. Below the header is a navigation bar with links for 'Week View', 'Month View', 'Orders', 'Edit Account', and 'Help'. On the right side of the navigation bar, it says 'Welcome WorthTest' and 'Worth School District 127' with a '(Change Password)' link and 'Account Balance: \$0.00'. Below the navigation bar are two buttons: 'Print Ordered Menus' and 'Print Purchased Menus'. The main content area is titled 'Week of September 7, 2015' and features a grid of meals for each day of the week. The days are: Mon - 7 (No School), Tue - 8, Wed - 9, Thu - 10, and Fri - 11. The meals are organized into two rows: breakfast (yellow background) and lunch (light blue background). Each meal has a 'Meal Details' link and an 'Add to Cart' button. The 'Add to Cart' buttons for the breakfast items are green, while the 'Add to Cart' buttons for the lunch items are also green. A vertical 'View Cart' button is located on the right side of the page.

	Mon - 7	Tue - 8	Wed - 9	Thu - 10	Fri - 11
Breakfast	No School	BLUEBERRY MUFFIN Meal Details	POPTART- CINNAMON FROSTED Meal Details Add to Cart	BAGEL CINNAMON RAISIN & SUNBUTTER Meal Details Add to Cart	SUPER MINI CHOCOLATE DONUTS Meal Details Add to Cart
Lunch		ALL AMERICAN SUBMARINE Meal Details	TURKEY HAM & CHEESE SANDWICH Meal Details Add to Cart	CRISPY CHICKEN RANCH WRAP Meal Details Add to Cart	CHICKEN CONFETTI PASTA SALAD Meal Details Add to Cart

To place an order, click the Add to Cart button for a meal. When you add this meal to your cart, the button will turn Red and show Remove from Cart. This means the meal is in your cart but hasn't been purchased yet.

This screenshot is identical to the previous one, but the 'Add to Cart' button for the 'POPTART- CINNAMON FROSTED' meal is now red and labeled 'Remove from Cart', indicating it has been added to the cart. The other 'Add to Cart' buttons remain green.

	Mon - 7	Tue - 8	Wed - 9	Thu - 10	Fri - 11
Breakfast	No School	BLUEBERRY MUFFIN Meal Details	POPTART- CINNAMON FROSTED Meal Details Remove from Cart	BAGEL CINNAMON RAISIN & SUNBUTTER Meal Details Add to Cart	SUPER MINI CHOCOLATE DONUTS Meal Details Add to Cart
Lunch		ALL AMERICAN SUBMARINE Meal Details	TURKEY HAM & CHEESE SANDWICH Meal Details Add to Cart	CRISPY CHICKEN RANCH WRAP Meal Details Add to Cart	CHICKEN CONFETTI PASTA SALAD Meal Details Add to Cart

You can move to the next or previous week by clicking the white arrows. **Once you have added all of your meals and/or items to your cart, click the green View Cart button.** The window will slide open to show all of your meals/items that are in your cart. You can remove items from your cart by clicking the X in the View Cart window or by clicking the Red Remove from Cart button. Once you are ready to complete the checkout process, click the Checkout button.

myMealOrder

CONTACT US LOGOFF

Week View Month View Orders Edit Account Help

Welcome WorthTest (Change Password) Account

Print Ordered Menus Print Purchased Menus

Week of September 7, 2015

Add/Remove Student

	Mon - 7	Tue - 8	Wed - 9	Thu - 10
WORTH TEST Worth School District 127 options	No School	BLUEBERRY MUFFIN Meal Details	POPTART- CINNAMON FROSTED Meal Details Remove from Cart	BAGEL CINNAMON RAISIN & SUNBUTTER Meal Details Add to Cart
		ALL AMERICAN SUBMARINE Meal Details	TURKEY HAM & CHEESE SANDWICH Meal Details Add to Cart	CRISPY CHICKEN RANCH WRAP Meal Details Add to Cart
				SUPER CHOCOLATE Meal Details Add to Cart

myMealOrder

Date	Qty	Price
Worth		
Wednesday September 9	x1	\$ 0.00
POPTART- CINNAMON FROSTED		
Poptart- Cinnamon Wg 2 Pack		
Tuesday September 15	x	\$ 0.00
Lunch Milk Choices		
1 Milk-Choc. Fat Free		

Checkout Empty Cart Total \$ 0.00

A summary screen of your order will be displayed. You can remove items from your order from this screen by clicking the X if needed. If you are satisfied with your order, click the Place Order button. **If you do not Checkout and click Place Order, your order will not be received by the school, it's merely sitting in your cart.**

myMealOrder

CONTACT US LOGOFF

Week View Month View Orders Edit Account Help

Welcome WorthTest Worth School District 127
(Change Password) Account Balance: \$0.00

Checkout

Worth

Wednesday September 9 x1 \$ 0.00

POPTART- CINNAMON FROSTED

Poptart- Cinnamon Wg 2 Pack

Tuesday September 15 x \$ 0.00

Lunch Milk Choices

1 Milk-Choc. Fat Free

Sub Total \$0.00

Amount Due \$0.00

Credit Card Fee* \$0.00

* Convenience fees are informational only. Fees will be recalculated during checkout.

Place Order Empty Cart

If you click Place Order and receive this Confirm Navigation pop up, you need to click the “Leave this Page” button.

The screenshot shows the 'mymealorder' website interface. At the top, there is a navigation bar with 'CONTACT US' and 'LOGOFF' links. Below this is a secondary navigation bar with 'Week View', 'Month View', 'Orders', 'Edit Account', and 'Help' options. On the right side of this bar, it says 'Welcome WorthTest' and 'Worth School District 127 (Change Password) Account Balance: \$0.00'. The main content area is titled 'Checkout' and shows the user's name 'Worth', the date 'Thursday September 10', and the quantity 'x1'. The item is 'BAGEL CINNAMON RAISIN & SUNBUTTER' with a price of '\$0.00'. Below this, it lists 'Bagel Cinnamon Wg & Sunbutter'. A summary table shows 'Sub Total \$0.00', 'Amount Due \$0.00', and 'Credit Card Fee* \$0.00'. A note states '* Convenience fees are informational only. Fees will be recalculated during checkout.' At the bottom of the checkout area are two buttons: 'Place Order' (green) and 'Empty Cart' (red). A 'Confirm Navigation' dialog box is overlaid on the page, containing the text: 'Confirm Navigation', 'Interrupting processing may cause transaction issues.', and 'Are you sure you want to leave this page?'. The dialog box has two buttons: 'Leave this Page' and 'Stay on this Page'.

After you click Place Order or Leave this Page, you will be given the Transaction Complete screen. This completes the transaction and you will receive an email receipt of your order.

The screenshot shows the 'Transaction Complete!' screen on the 'mymealorder' website. The top navigation bar is identical to the previous screenshot. Below the navigation bar, the heading 'Transaction Complete!' is displayed. Underneath, there are fields for 'Reference Number:', 'Payment Type:', 'Account/Card Number:', and 'Total:'. A table lists the purchased items with columns for 'Student', 'Meal Date', 'Status', 'Meal', and 'Price'. Each row also includes a 'Details' link. The table contains two rows of data.

Student	Meal Date	Status	Meal	Price	
Worth Test	09/09/15	Purchased	Poptart- Cinnamon Wg 2 Pack	0.00	Details
Worth Test	09/15/15	Purchased	Milk,Choc. Fat Free	0.00	Details

Once the checkout process is complete, you will see in the Week or Month View that your meals now show an orange “Purchased: Cancel” button. This means the meal/item has been purchased. If you need to cancel it and you are within the lead time window, click this button to cancel the order. Your account will be credited in MyMealOrder.

mymealorder CONTACT US LOGOFF

Week View Month View Orders Edit Account Help Welcome WorthTest Worth School District 127
(Change Password) Account Balance: \$0.00

Print Ordered Menus Print Purchased Menus

Week of September 7, 2015

Add/Remove Student	Mon - 7	Tue - 8	Wed - 9	Thu - 10	Fri - 11
WORTH TEST Worth School District 127 options	No School	BLUEBERRY MUFFIN Meal Details	POPTART- CINNAMON FROSTED Meal Details Purchased: Cancel	BAGEL CINNAMON RAISIN & SUNBUTTER Meal Details Add to Cart	SUPER MINI CHOCOLATE DONUTS Meal Details Add to Cart
		ALL AMERICAN SUBMARINE Meal Details	TURKEY HAM & CHEESE SANDWICH Meal Details Add to Cart	CRISPY CHICKEN RANCH WRAP Meal Details Add to Cart	CHICKEN CONFETTI PASTA SALAD Meal Details Add to Cart

View Cart

You can click on the Orders link to see a list of Purchased and Refunded orders. Orders listed as Purchased means the checkout process was completed and they will show on the reports at the school. Orders listed as Refunded means they were purchased but the order was cancelled either by you (clicking the orange “Purchased: Cancel” button within the lead time window) or by an Administrator for one reason or another.

If you don’t see your meals/items under the Order link, please check your cart to see if the items are still in your cart and complete the checkout process.

mymealorder CONTACT US LOGOFF

Week View Month View Orders Edit Account Help Welcome WorthTest Worth School District 127
(Change Password) Account Balance: \$0.00

Student	Meal Date	Status	Meal	Price
Worth Test	09/09/15	Purchased	Poptart- Cinnamon Wg 2 Pack	0.00 Details
Worth Test	09/10/15	Refunded	Bagel Cinnamon Wg & Sunbutter	0.00 Details
Worth Test	09/15/15	Purchased	Milk,Choc. Fat Free	0.00 Details

You can also click the Print Purchased Menus link at the top to see a calendar view of the meals/items you have purchased.