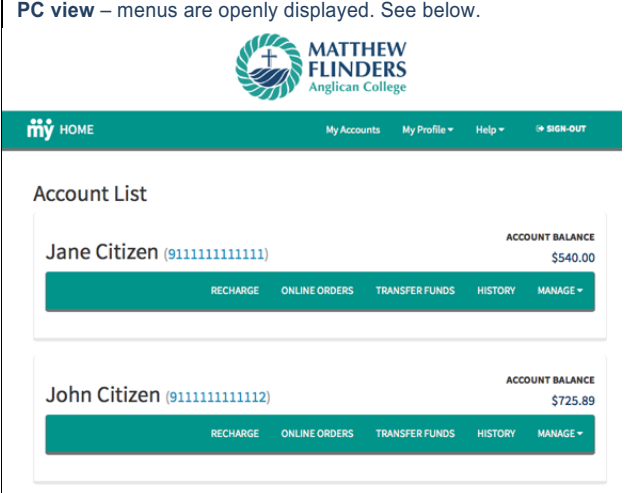


Parent Online Tuckshop Ordering manual

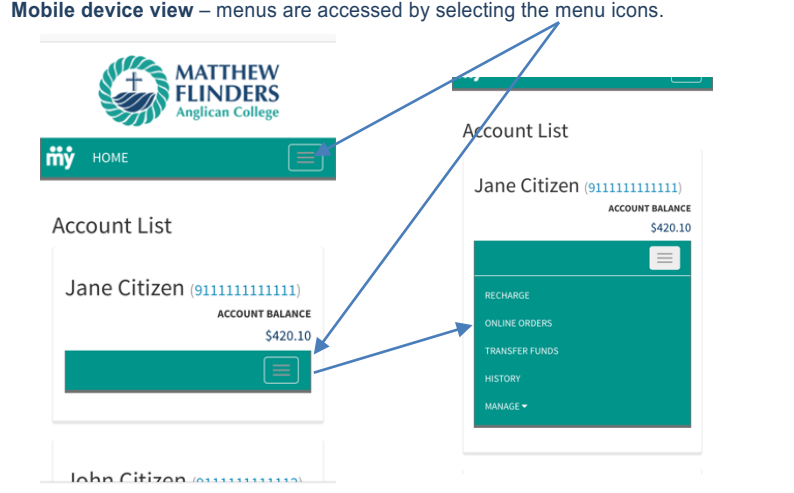
Online ordering walk-through:

1. Go to www.mfac.edu.au
Select MyFlinders
Select Parents
Select Tuckshop Orders
2. Sign in with your Flinders parent login which will take you to the Account List page (see below) where you will see your student/students' name/s.

PC view – menus are openly displayed. See below.



Mobile device view – menus are accessed by selecting the menu icons.



Navigation menu explanation


- Recharge** – add credit to your student's card
- Transfer Funds** – transfer money from one student card to another
- History** – view a full account history, including over-the-counter purchases
- Manage Accounts** – edit student account preferences. See below:

- **Account details** – set a daily spend limit and a low balance alert, which will be sent by email to the parent. Note: – If using Automatic Payments then there is no reason to set a Low Balance alert.
- **Prohibited Purchases** – Move the slider beside the menu item to prohibit its purchase.

- **Messages** – Set an alert message that cashiers will see, for example, allergy alerts, and/or leave simple messages for tuckshop staff.
- **Automatic Payments** – enable or disable this feature by checking the button. Set a top-up amount and an amount when the top-up takes effect. Add an optional start date.

Begin your ordering

1. Select the Online orders button below your student's name
2. Select BEGIN ORDER> to place your order
3. Select an Order Date and Menu Option – Lunch OR Recess – and select + ADD TO ORDER.
 - To order for Recess and Lunch on the same day for your student, select the same Order Date again and choose a preferred Menu Option. Select + ADD TO ORDER.
 - Repeat the process to order for multiple days.
 - View your order dates and menu options under the Selected dates and options text at the bottom of the page.
4. Select NEXT> to continue.
5. Your first Order Date will be automatically selected.
 - NOTE: If you have placed two orders (recess and lunch) for your child on the same day, check the details the above the <BACK to make sure you are ordering for the correct meal break. Then:
 - Choose the down arrow beside a menu category.
 - Select the + button beside the item to add to your order.
 - Check the down arrow to close the category.
 - Repeat the last three steps to add more items.
6. Select the next Order Date tab if you are ordering for another break on the same day or for following days and repeat Step 4 and 5 (if applicable).
7. When you have finished ordering, select NEXT> to continue the ordering process.

8. View your selections and if everything is in order, select PROCEED TO PAYMENT> or:
 - If you need to change your order or delete it, select either EDIT or DISCARD.
 - The <BACK button will also take you back to the menu on the Online Orders page where you can make changes.
9. After selecting PROCEED TO PAYMENT>, select **My Student Account** to pay for the transaction using your student's ID card or select  CANCEL ORDER beside your student's name to discard the order.
10. Once the transaction has been completed you will have the option to save the order as a Favourite Order if you intend to place this same order in the future.
11. Select My Accounts or HOME to return to the Account List page to order for another student or select SIGN-OUT to exit the system.

Cancelling a pre-existing online order

You can cancel any order up until the order cut-off time of 9.00am on the day of the order. Cancelled order funds are credited back to the account immediately.

1. On the Account List page, select the Online orders button and select the History tab.
2. Find the order you want to cancel and select the CANCEL ORDER button.