

Category: DIGITAL PRE-ORDERING	Document Type: Quick Steps	Author: Content Team	Software Version: 6.0	Updated: 7/30/2020
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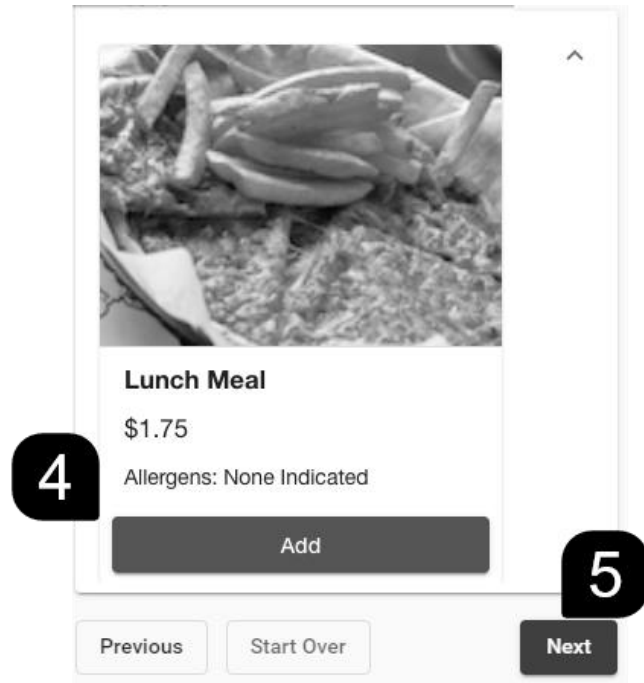
PLACE ORDER

Parents primarily will use the **Online Pre-Ordering** function to order meals for their student(s). This Quick Step provides a basic overview of how to order meals via SchoolCafé.

! Placing Orders are restricted by the Order Cutoff Time that is configured by the District.

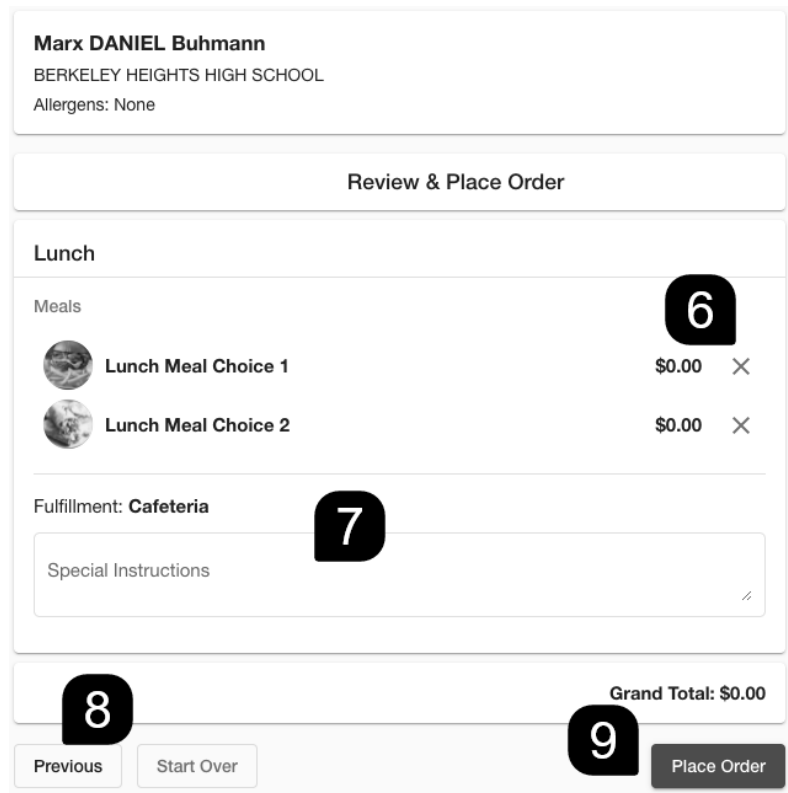
Process / Descriptions	Images
<p>1. After logging into SchoolCafé, select the Place Order option from the left navigation pane</p>	
<p>2. Select a Date, Student, Meal Type, and Location 3. Once the correct information is entered, click the Next button to proceed</p>	

4. Click the **Add** button to select a Menu Item from the options provided by the District
5. Once all selections are made, click the **Next** button to proceed



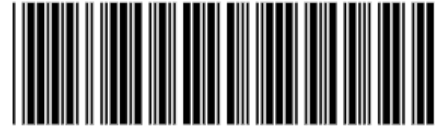
Review the order information, and make any final adjustments as desired.

6. Click the **X** icon to remove a Menu Item from the order
7. Enter **Special Instructions** as needed
8. Click the **Previous** button to return to the previous page and select other Menu Items
9. Once all the information is verified, click the **Place Order** button to finalize the order



Order Placed!

Please use below order number while pick up



0-205-897

Name: Marx DANIEL	Status: Submitted
Meal Type: Lunch	Fulfillment Type: Cafeteria
Date: Jul 27, 2020	Serving Period: a
Order By: Evan Hewitt	Serving Zone: None
School: BERKELEY HEIGHTS HIGH SCHOOL	Special Instructions: None

The system will provide an order confirmation receipt with a summary of the information provided during the ordering process, and the District will place the order with the kitchen.

- 10. Click the **Start New Order** button to add another order
- 11. Click the **View Orders** button to view other orders

Menu Item	Quantity	Price	Total
Lunch Meal Choice 1	1	\$0.00	\$0.00
		Subtotal:	\$0.00
		Tax:	\$0.00
		Total:	\$0.00

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Start New Order

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View Orders