LINQ

Parent Release Notes

LINQ ONLINE ORDERING—AUGUST 2020

This document describes enhancements currently in place for **Online Ordering.**

LINQ Online Ordering

EMS LINQ, Inc.

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LINQ

LINQ Online Ordering Parent Release Notes

Main Features

o **NEW! Parents must Create an Account for their students to begin the Online Ordering process.**
- Go to onlineordering.linq.com.
- Click the **SIGN UP NOW** link on the homepage to create an account.

- Verify your email address.

- o   Input your email address in the **Email** field.
- o   Click the **SEND VERIFICATION CODE** button.
- o   Go to your email inbox and look for an email from *Microsoft on behalf of onlineordering.linq.com*. The email may take a few minutes to appear in your inbox.
  - ▪   If you still do see not the email, check your spam folder.
  - ▪   If you do not receive an email, you can click the **SEND NEW CODE** button on the **Signup** form.
- o   Once you have the verification code, enter the code into the **Verification Code** field.
- o   Click **Verify Code.**
- •   Enter your **First Name, Last Name, New Password** and **Confirm New Password** in the appropriate fields.
  - o   Password requirements:
    - ▪   Must be between 8-16 characters and,
    - ▪   Contain (3) three out of (4) four of the following: **lowercase characters, uppercase characters, digits (0-9),** and one or more of the following **symbols @#$%^^&*_-+=[]{}|\:',?/`~"();.**
- •   Click **Create.**

- o   **NEW! Students can be added to created accounts!**
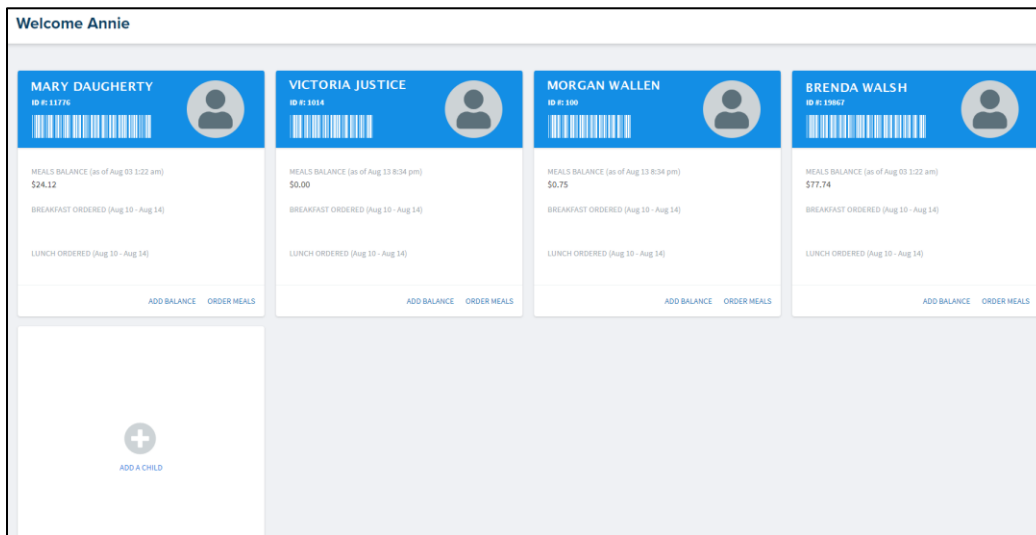
To add a student to an account:
- •   Click the **Add a Child** button.

- Select your **School District** from the dropdown list.

- Enter their **Student ID.**
    - Unsure of their Student ID? Your district should be able to provide your Student IDs. **Please note when they ask for student ID, please put in the student PIN number instead**
- Enter the student's **Last Name.**
    - The last name must match the school record exactly.
    - Your district should be able to assist in verifying the student's last names match.

Other Features
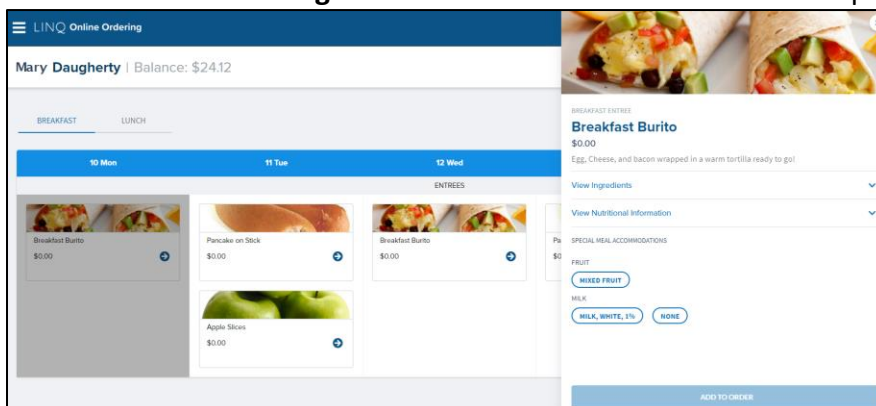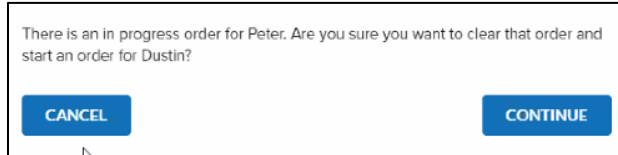## Students
Student Cards
Order Meals

- Click **Order Meals** on a student card.
- Select your entrée choice for each day that you would like to order a meal.
    - You can view **Ingredient and Nutrition Information** on a pop-up.

- o If a parent starts an order but does not complete the order, the order will not be deleted when they close the browser or log out. The order will remain in the cart until they complete the order or clear the cart by selecting another student.

> There is an in progress order for Peter. Are you sure you want to clear that order and start an order for Dustin?
>
> **CANCEL**   **CONTINUE**

- Select **one option** from each **Category** to complete your meal and **Add to Cart.**
  - o You cannot add to an order until you have selected an option from each **Category**.
  - o You can only order **one meal** per student per day.
    - Select a **Pickup Location** for each meal.
- When you have completed adding all the weekly meals to your cart, click the **Cart** icon in the upper right-hand corner.
  - o You have the option to **Delete** an order here.
- When your cart is complete, click **Check Out.**
- Select a **Pickup Location** for each meal that you ordered.
  - o **Pickup Locations** indicate where either you or your student will pick up their meal to be brought home, *or* where the meal will be delivered to your student on the **school site.** *Example: if your student(s) is partaking in classroom learning and your school site is feeding in the classroom, select* **Classroom** *for the* **Pickup Location.**
- Once you have selected a **Pickup Location** for every meal, click **Place Order.**
  - o An **Order Confirmation** page will open.
    - Please note that while the **price for each meal** and the **order total** display on the **Order Confirmation** page, your student(s) will not be charged for the meal until the meal is served. Therefore, the meal balance will not be updated until the meal is served, and then the data will be updated in the nightly data import.
  - o You will also receive an **Order Confirmation** via email.

Add to Balance
- Click **Add to Balance** from the **Student Card** or **Order Confirmation** page.
  - o You will be directed to the login page of your district's payment center/website.
  - o Follow your normal process to add funds to your student's meal account.
- Any updates to the meal account will be reflect on **LINQ Online Ordering** when your district updates their data (typically nightly).

LINQ Nutrition

Student Setup

Student Card
The Student Card will serve as the Mobile Student ID that includes the student name, ID Number, student photo and barcode.

Please note when they say student ID, they are actually referring to the student PIN number

Add A Child
Student's can be added to multiple parent accounts. The **Student ID** and **Student Last Name** **must** match the Information in your district's **Point of Sale System.**

Profile
Manage your profile settings change districts and logout.

Shopping Cart
The shopping cart will display all orders for **one** student at a time. Orders will removed from the cart if another student is selected.

Meals Balance
The Balance is updated nightly so any changes will not be reflected until the following day. You will not be charged for Meals until it has been served and then the balance will be updated after the nightly sync.

Meals Ordered
Meals that you have already ordered will be displayed.

Add Balance
Add more funds to your child's account. This will take you to the payment service that has been chosen by your district.

☰ LINQ Online Ordering 👤 🛒 0

Welcome Annie

Amanda Walsh
ID #: 1986

MEALS BALANCE (as of Aug 26 9:45 pm)
$77.74

BREAKFAST ORDERED (Aug 24 - Aug 28)

LUNCH ORDERED (Aug 24 - Aug 28)

ADD TO BALANCE   ORDER MEALS

➕
ADD A CHILD

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER | INGREDIENTS AND SPECIAL DIETS DISCLAIMER

Delete Student
Remove a student from your account.

Pickup Location
After clicking checkout, you can select the **Pickup Location** for the order.

Order Meals
Open up the Weekly Menu to view this weeks menu and place orders.

Quick Start Guide

Online Ordering for Parents

Ordering Meals

Breakfast/Lunch Tabs
Cycle between the menus for the current week.

Current Balance
Each student will display an individual balance.

Calendar Selection
As long as the upcoming menus have been published, you can view them here and place or-

Menu Items
Selecting a Menu item will allow you to view the ingredients, nutritional information and any special meal accommodations before adding it to your cart.

Already Served?
Days that have already been served will be unable to be selected.

Amanda Walsh | Balance: $77.74

Please note the breakfast tab is the Gluten Free Lunch menu. Currently we are not offering breakfast.

BREAKFAST   LUNCH

‹   Aug 17 - Aug 21   ›

17 Mon	18 Tue	19 Wed	20 Thu	21 Fri
ENTREES

Breakfast Burrito $1.50
Pancake on Stick $1.50
Breakfast Burrito $1.50
Pancake on Stick $1.50
Pancake on Stick $1.50

Entrée Information
A brief description of the menu item will be displayed here along with the price.

Special Meal Accommodations
Menu items that have ingredients that may be classified as Allergens will be displayed here.

Amanda Walsh | Bala

BREAKFAST   LUNC

17 Mon

Breakfast Burrito $1.50
Panca $1.50

Apple $1.50

BREAKFAST ENTREE
Pancake on Stick
$1.50
Made with whole grain, these delicious sausage wrapped pancakes on a stick provide you with just the right combination of carbohydrates and protein to help start your day!

View Ingredients   ⌄
View Nutritional Information   ⌄

SPECIAL MEAL ACCOMMODATIONS
Egg   Wheat

FRUIT
MIXED FRUIT

MILK
MILK, WHITE, 1%   NONE

ADD TO ORDER

Nutritional Information
Expand the Ingredients and Nutritional Information to view more details about the menu item.

Completing the Order
You must select additional menu options before being able to add the order to your cart. These may not necessarily appear on every menu item.

Quick Start Guide