

PLACE ORDER

Parents can use the **Online Place Order** function to order meals for their student(s). This Quick Step provides a basic overview of how to order meals via SchoolCafé.

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 Zone 3. Once the correct information is entered, click the Next button to proceed</p>	
<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</p>	

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. Click the **Previous** button to return to the previous page and select other Menu Items
8. Grand total appears based on meal price eligibility.
9. Once all the information is verified, click the **Place Order** button to finalize the order

Marx DANIEL Buhmann
 BERKELEY HEIGHTS HIGH SCHOOL
 Allergens: None

Review & Place Order

Breakfast 6

Meals

Curbside Breakfast Meal \$1.25 **X**

Fulfillment: **Zone**

Special Instructions

Lunch

Meals

Curbside Lunch Meal \$2.25 **X**

Fulfillment: **Zone**

Special Instructions

8

Grand Total: \$3.50

7

Previous
Start Over
9
Place Order

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

Confirmation

Order Placed!

Please use below order number while pick up

0-129-2

Name: Marx DANIEL	Status: Submitted
Meal Type: Lunch	Fulfillment Type: Zone
Date: Aug 31, 2020	Serving Period: None
Order By: Evan Hewitt	Serving Zone: Cinco Ranch High School
School: WOOD CREEK ELEMENTARY	Special Instructions: None

Menu Item	Quantity	Price	Total
Curbside Lunch Meal	1	\$2.25	\$2.25
		Subtotal:	\$2.25
		Tax:	\$0.00
		Total:	\$2.25

10
Start New Order
View Orders
11