LunchTime
CAFETERIA DATA MANAGEMENT

# Mobile Application
Users Guide

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NOTE: *This document contains side-by-side screenshots.*

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Create Account

For **New Users** - with your Android or Apple device, choose **CREATE ACCOUNT**.
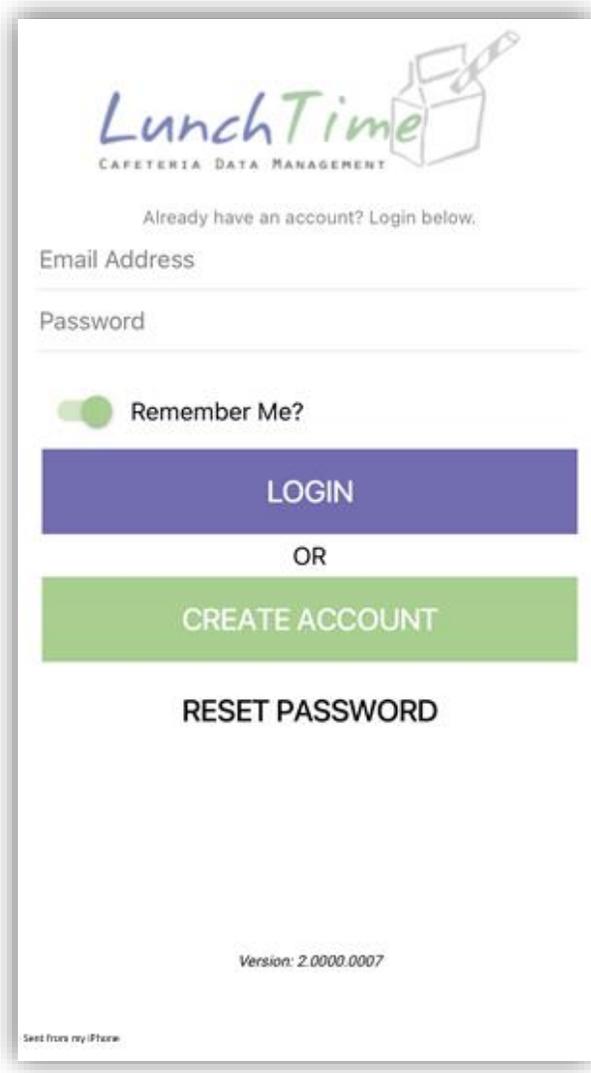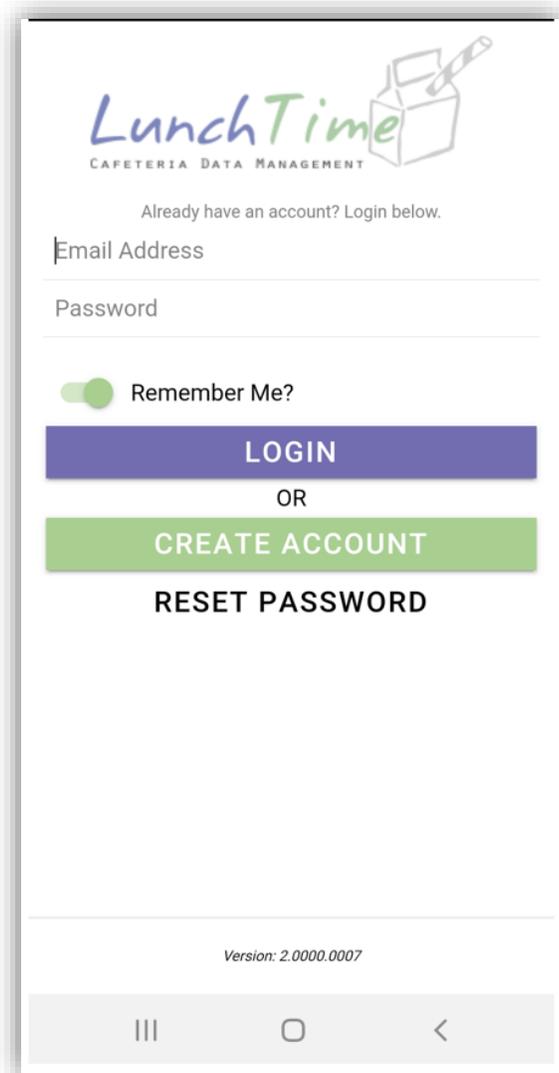
You can save your login credentials by enabling the Remember Me? Toggle. (Green indicates that it has been enabled)

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All fields are required. Tap **CREATE ACCOUNT** once all information has been entered.

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You will be prompted to verify your email address that is associated with this account.

Click the **Verify Email** button in the bottom right corner of the screen. This step is required.
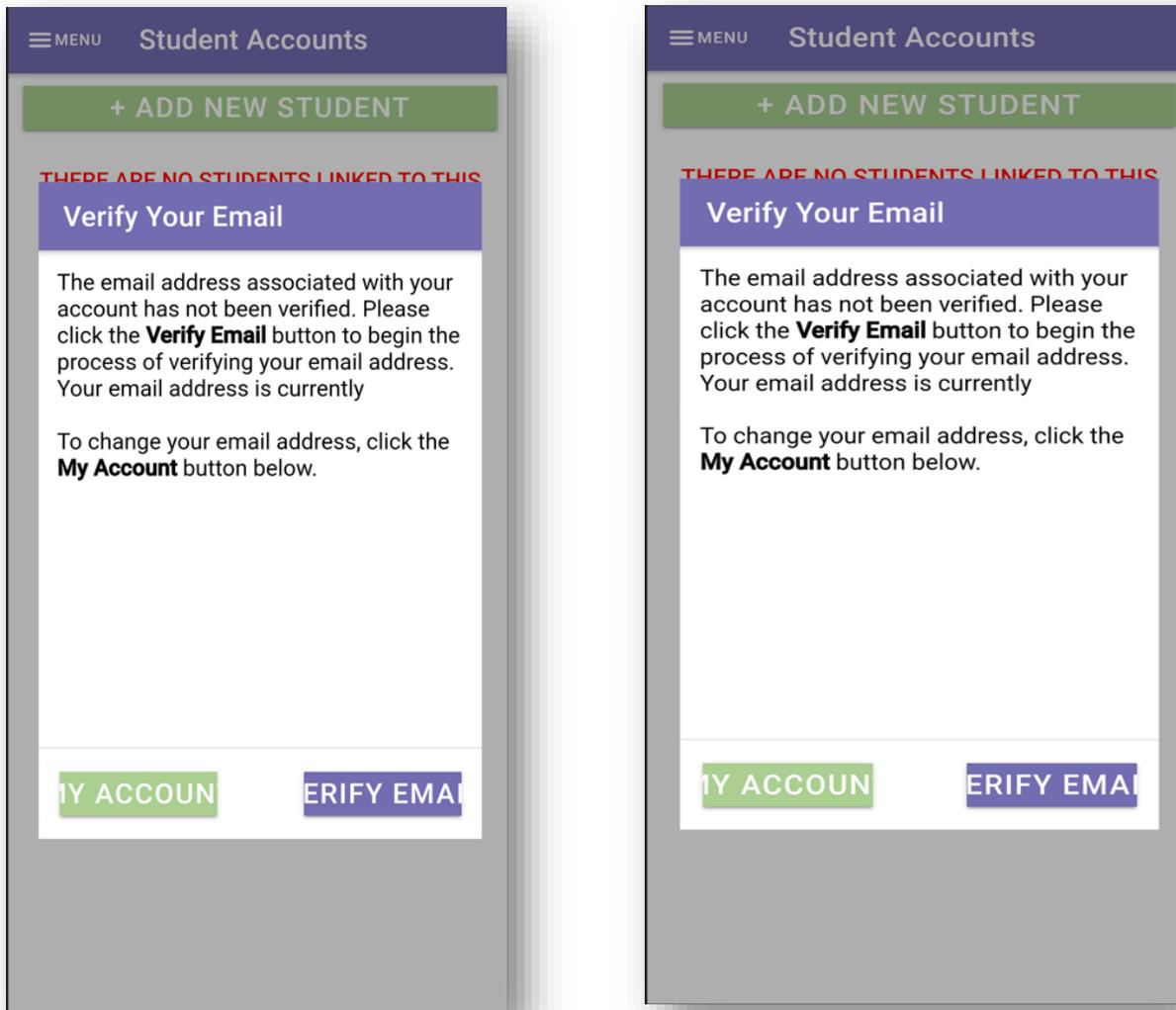
NOTE: *This document contains side-by-side screenshots.*

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You'll receive an email with a one-time six-digit code that you'll need to enter in the Emailed Code:

For smaller screens, you will want to scroll down until you see the word Code, tap on the word and enter the code you were emailed.
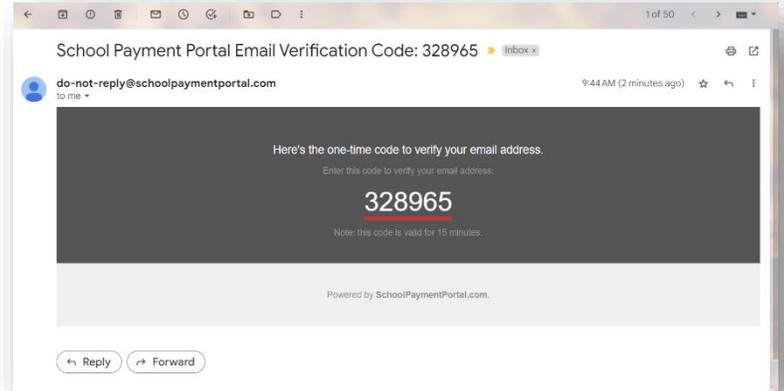
NOTE: *This document contains side-by-side screenshots.*

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Once the code has been entered, click **Verify Email**.

Click **OK** on the successfully verified dialogue box.
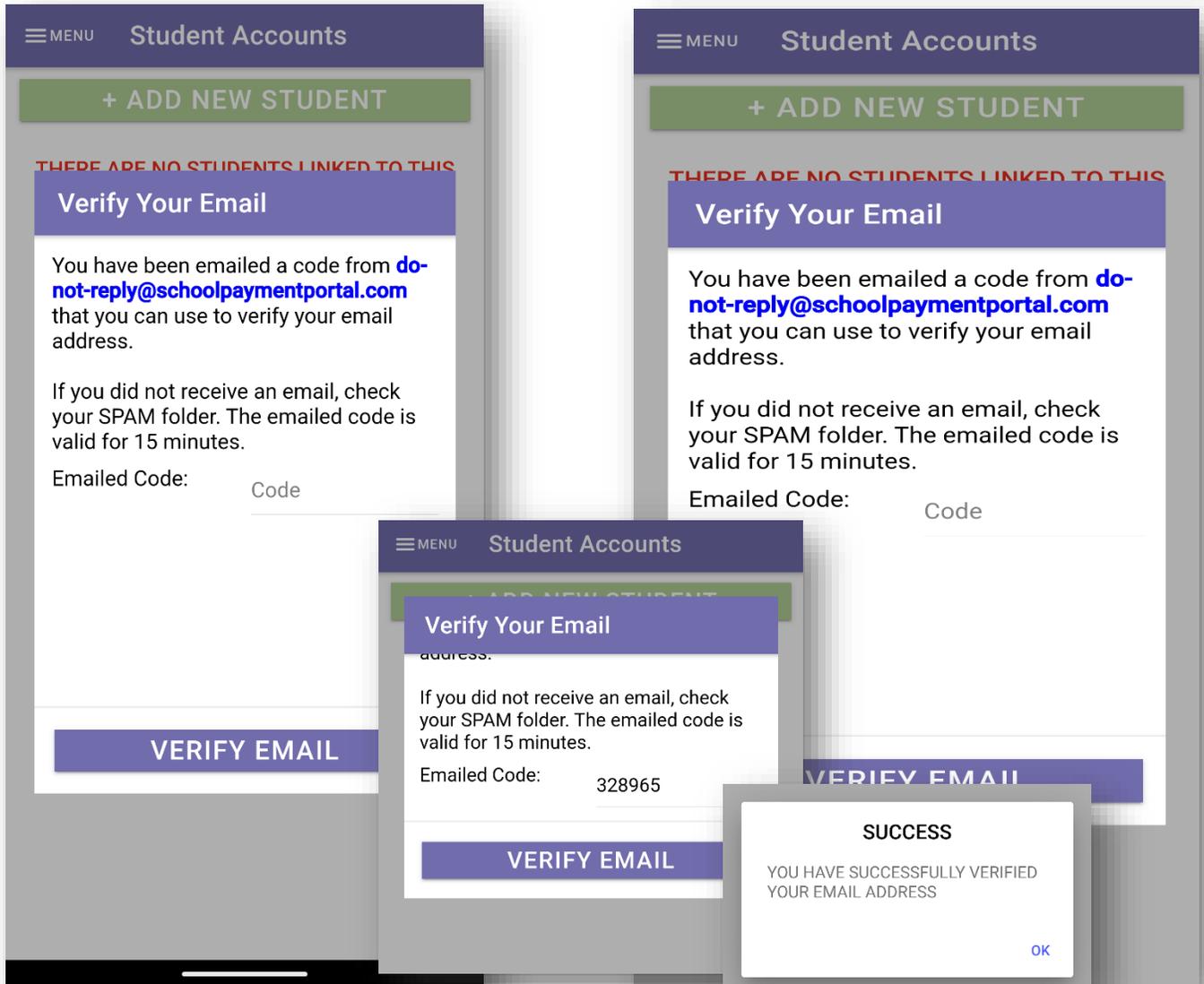
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Logging in to account

To login to an existing account or a newly created account, tap **LOGIN**
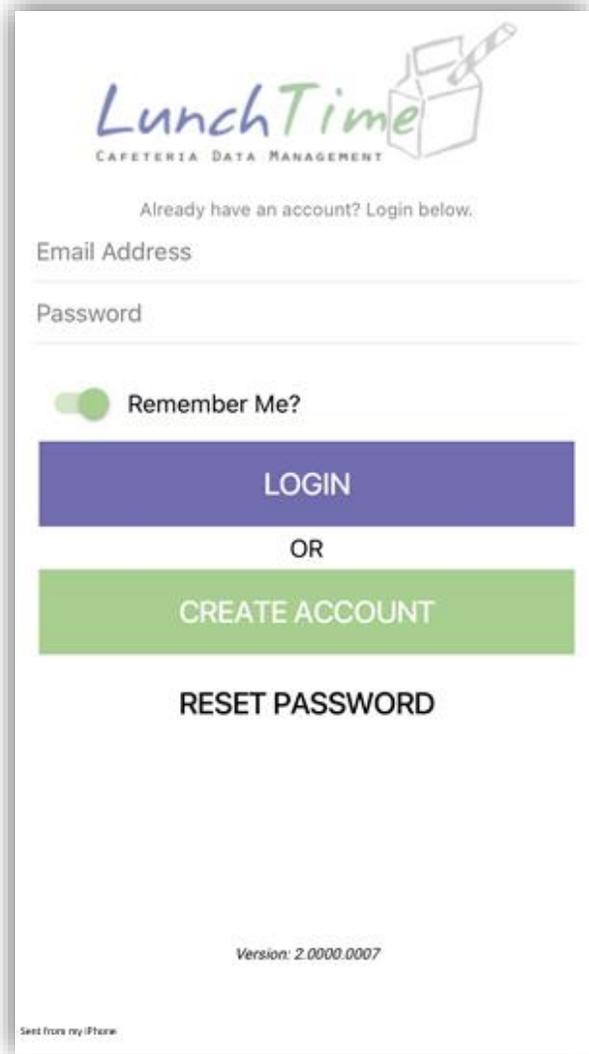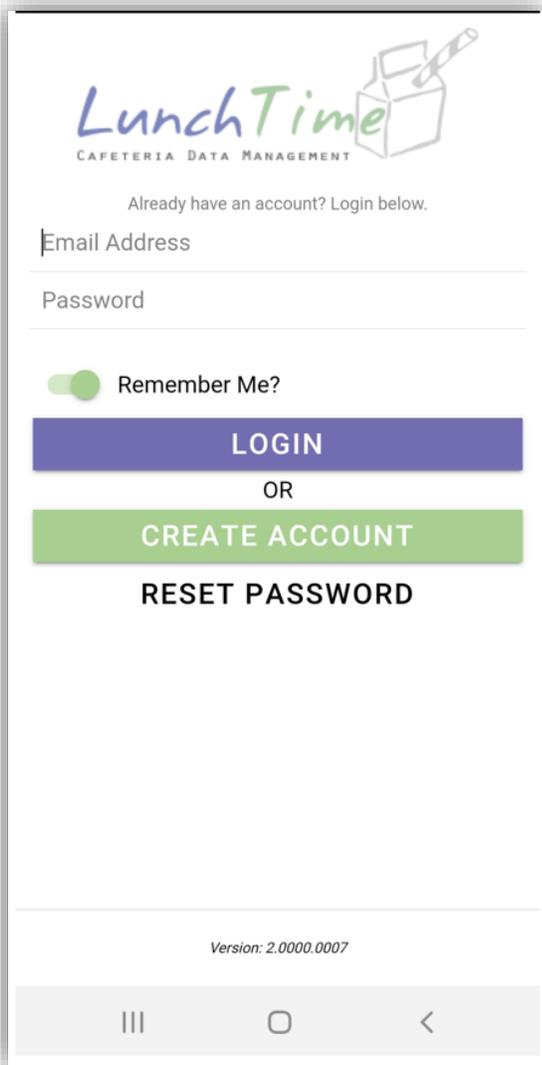
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Main Menu

To access the Main Menu, tap on **Menu** in the top right corner of the screen.
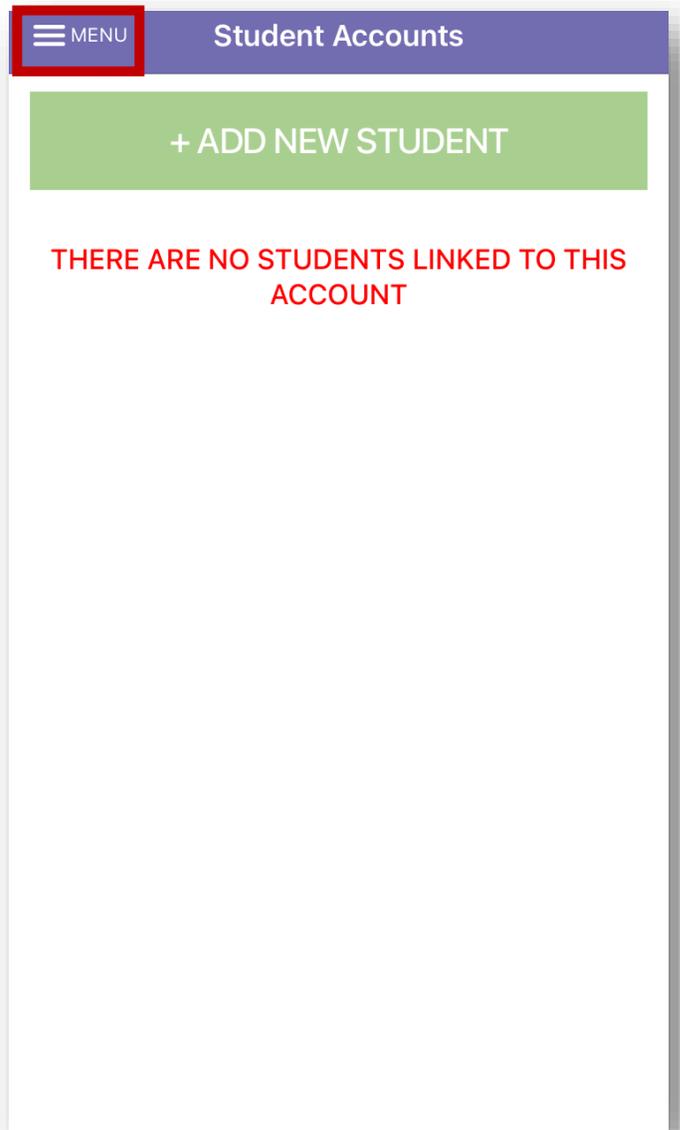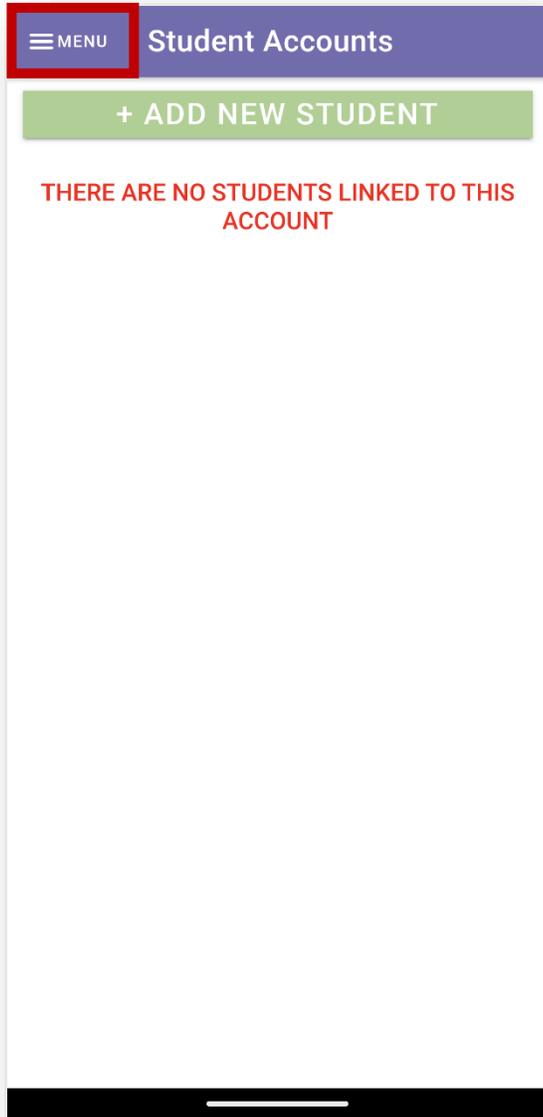
NOTE: *This document contains side-by-side screenshots.*

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The Main Menu displays all functions of the app
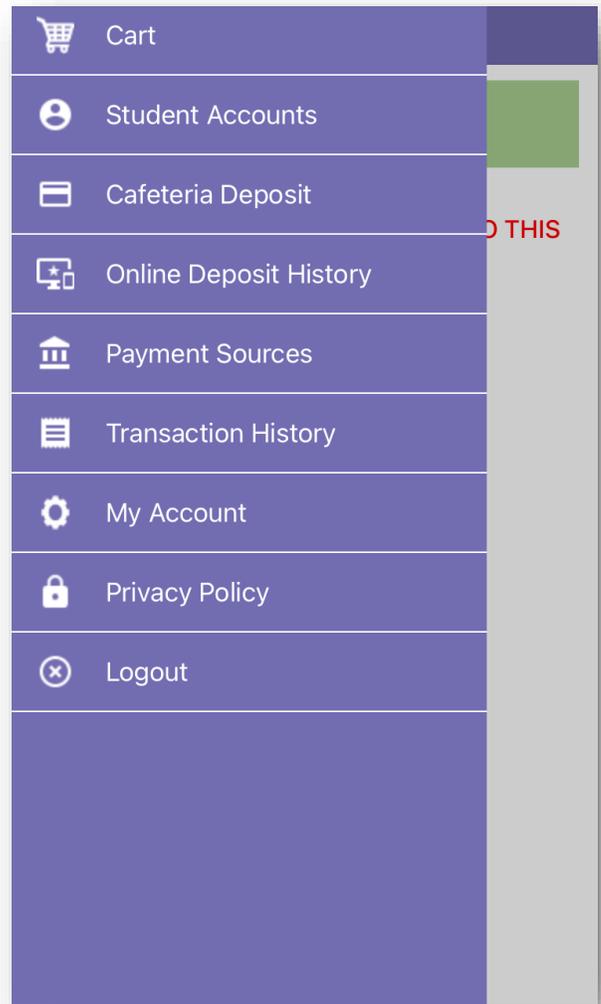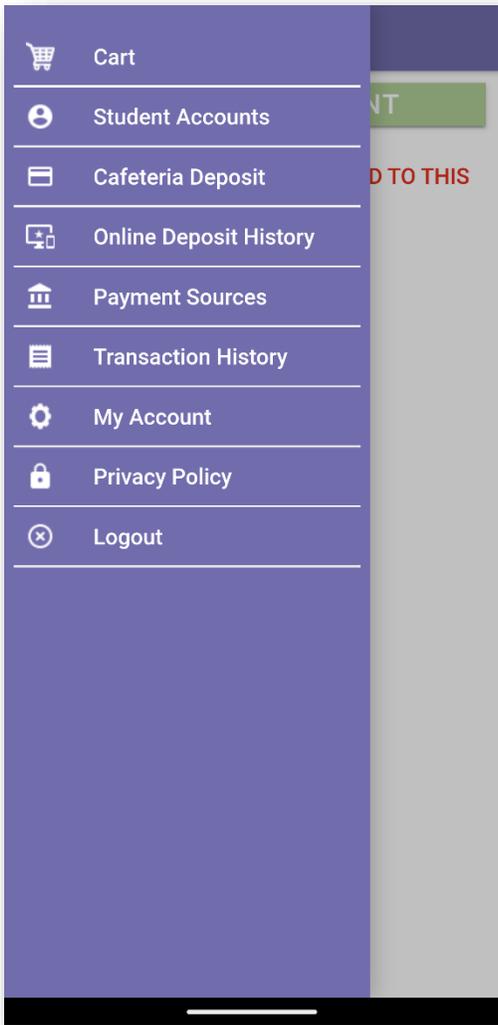
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Adding Students to Account

From the Student Accounts page, tap **+ADD NEW STUDENT**
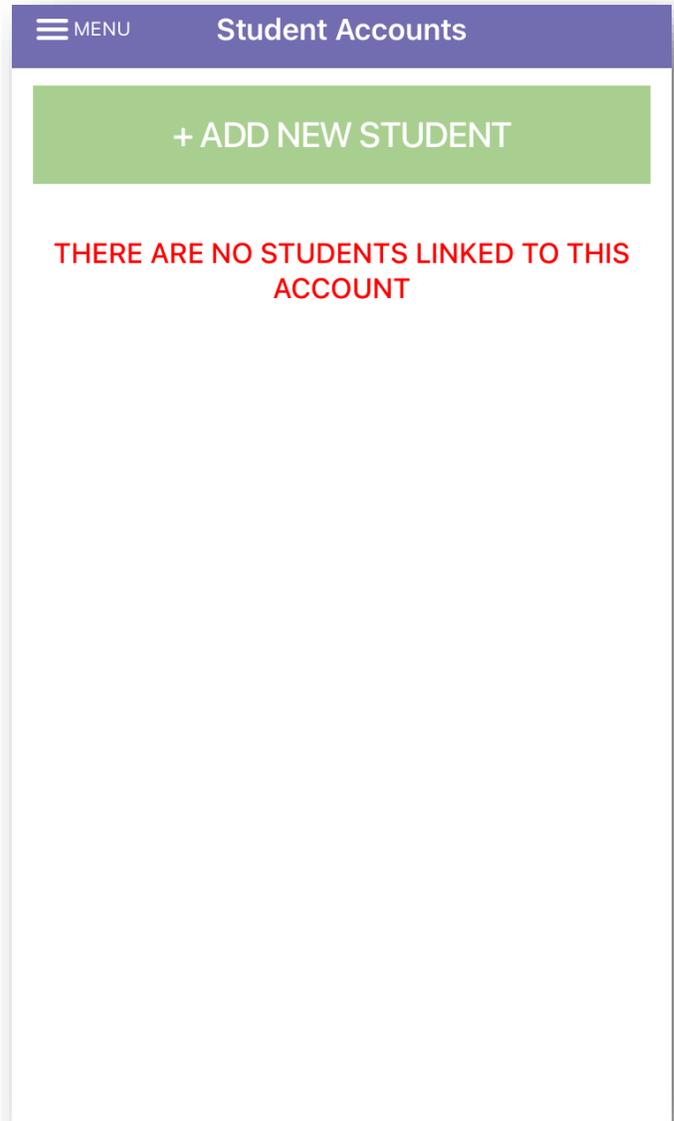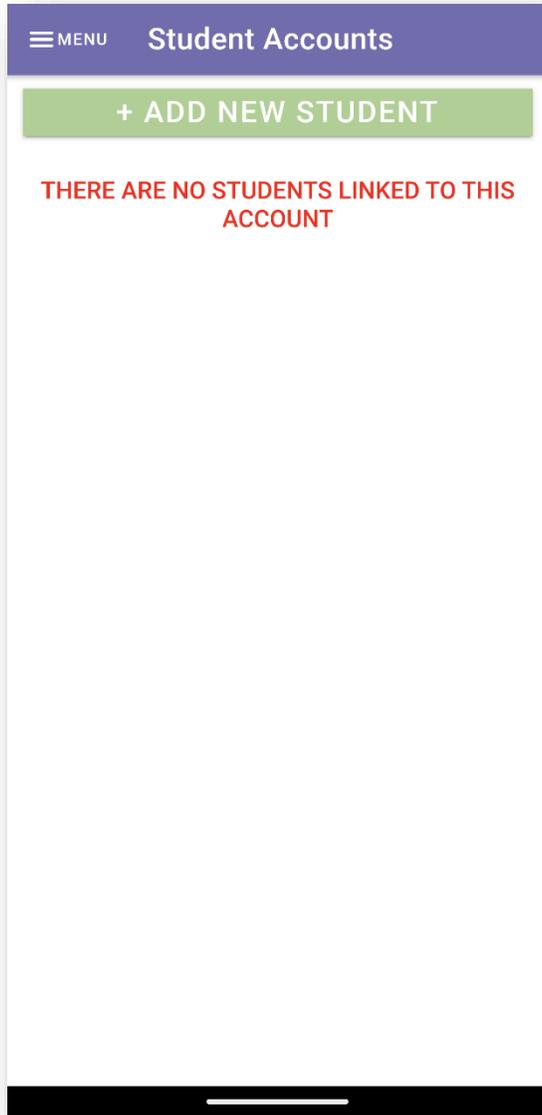
≡MENU **Student Accounts**

+ ADD NEW STUDENT

THERE ARE NO STUDENTS LINKED TO THIS ACCOUNT

≡MENU **Student Accounts**

+ ADD NEW STUDENT

THERE ARE NO STUDENTS LINKED TO THIS ACCOUNT

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Step 1 - Enter the zip code of the **school** the student attends.
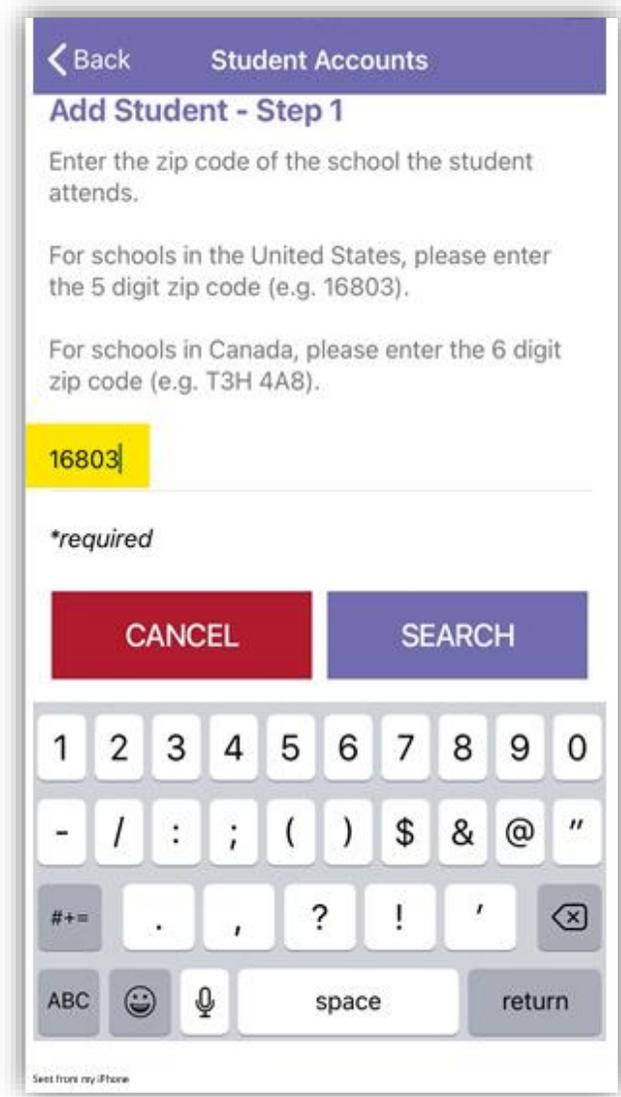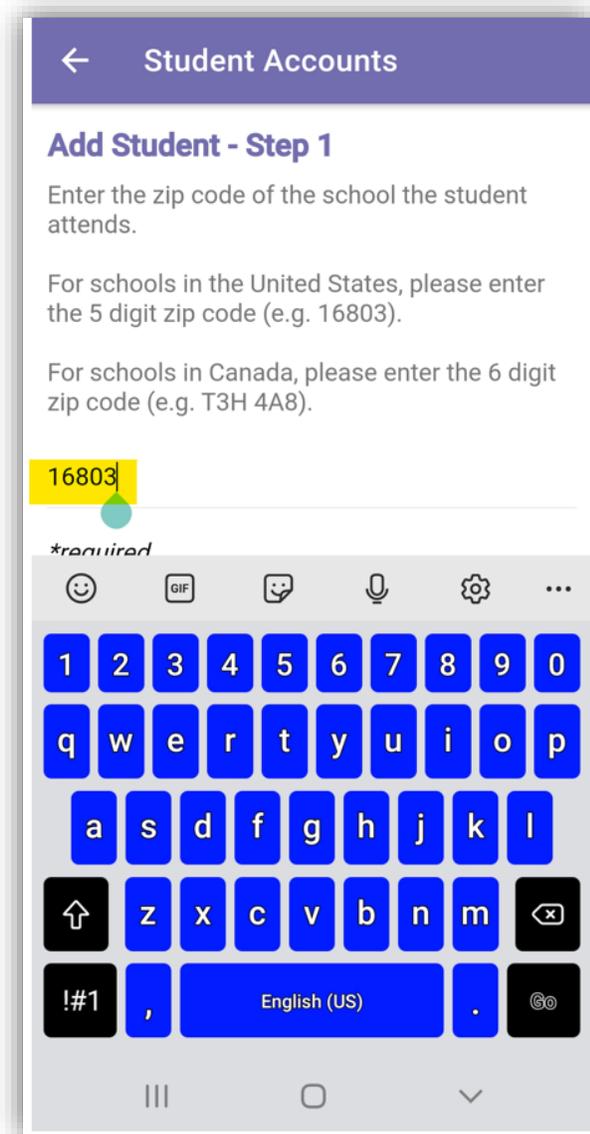
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Step 2 – Select the school of the student you wish to add by tapping on it from the list below.

Add Student - Step 2

Select the school of the student you wish to add from the list below.

If the school you are looking for is not listed, click the CANCEL button to restart the process.

SCHOOL ZIP CODE: 16803

Apple Grove High School

Cherry Hill Middle School

Washington Elementary

CANCEL

Add Student - Step 2

Select the school of the student you wish to add from the list below.

If the school you are looking for is not listed, click the CANCEL button to restart the process.

SCHOOL ZIP CODE: 16803

Apple Grove High School

Cherry Hill Middle School

Washington Elementary

CANCEL

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Step 3 - Enter the required information for the student you wish to add to your account. Contact the School the student attends for the required information.
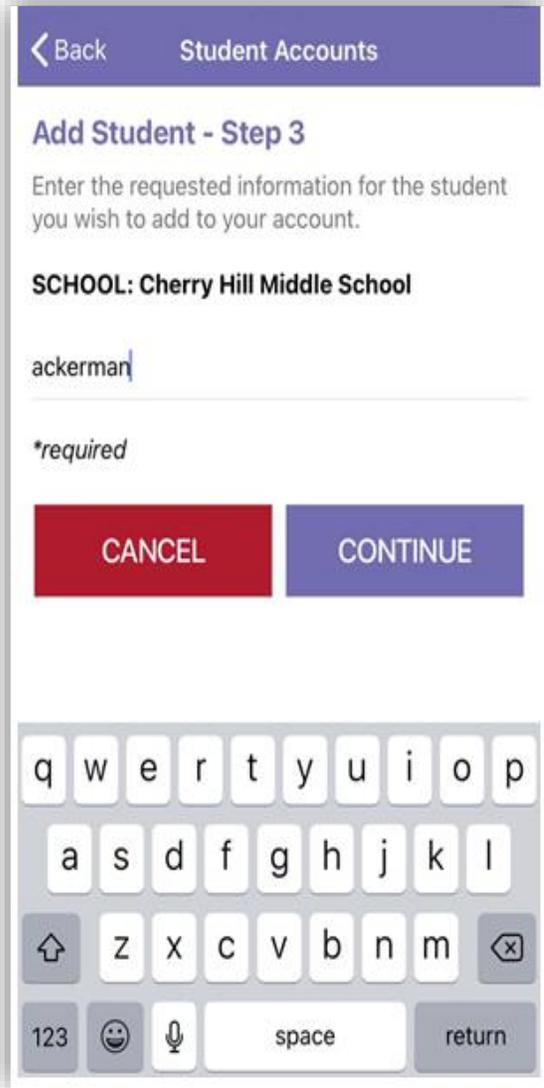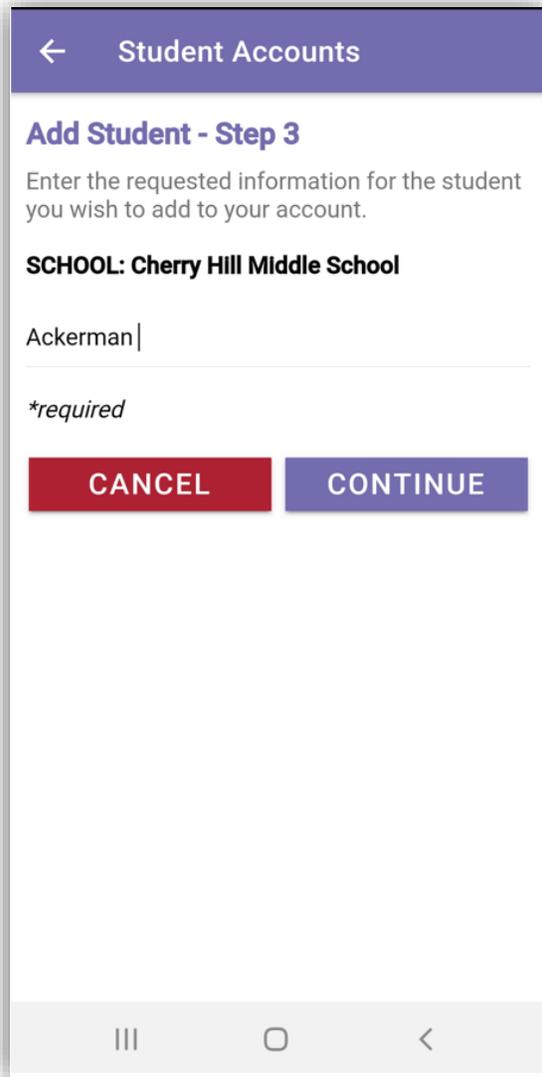
NOTE: *This document contains side-by-side screenshots.*

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Step 4 – Use the **SELECT** button to add the student to your account.
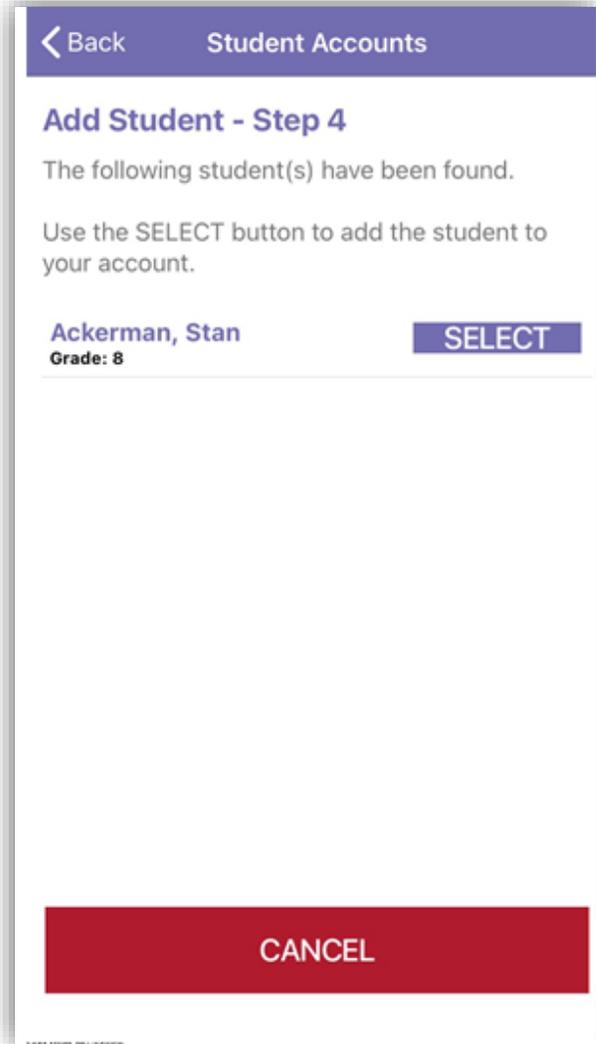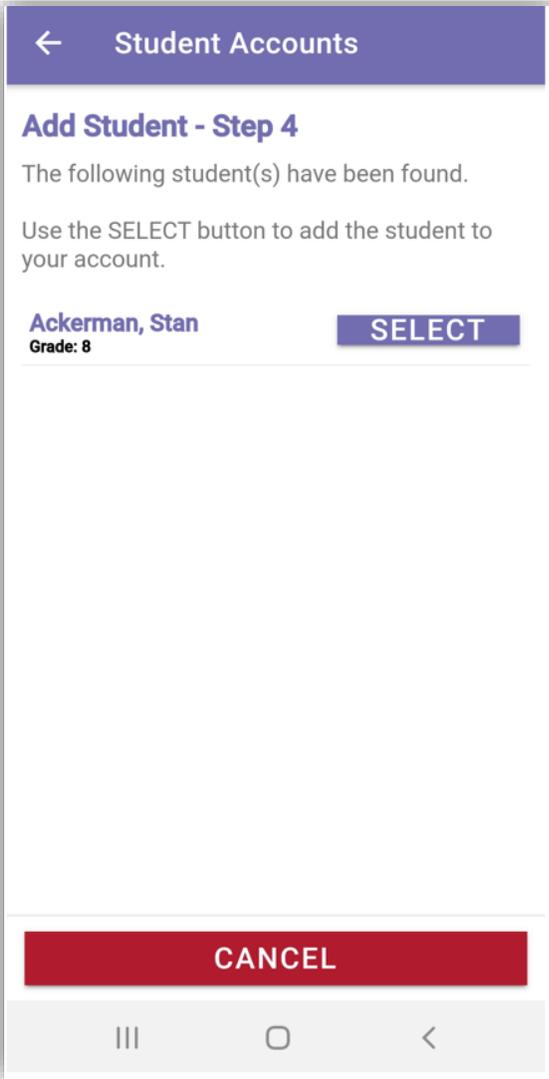
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You have successfully added a student to your account. Tap **OK**.

To add additional students to your account, follow Steps 1 through 4 (pages 9-13 of this document).
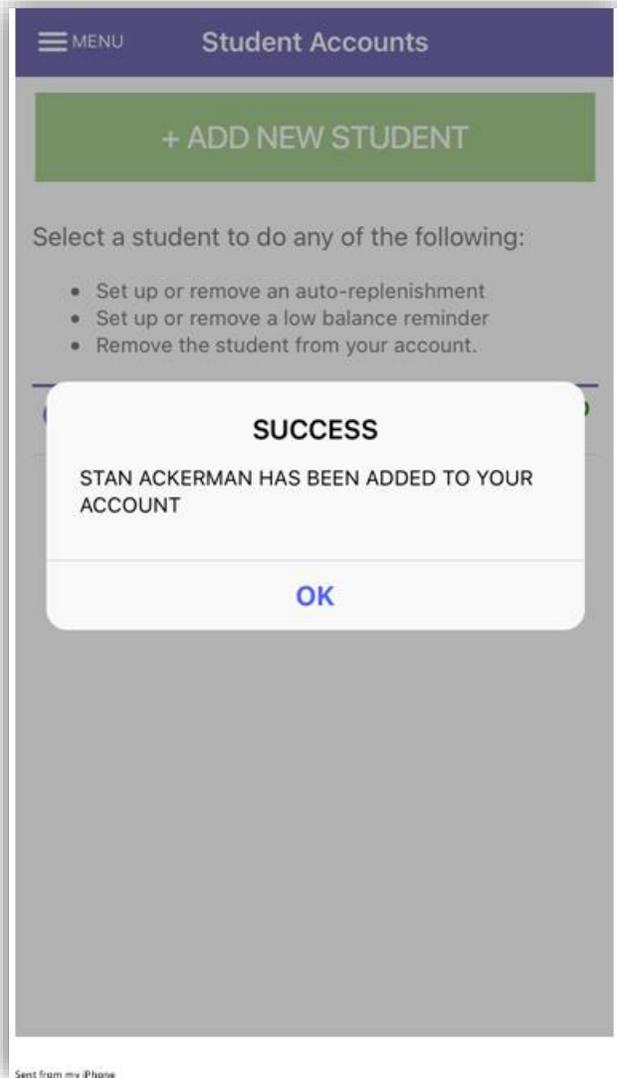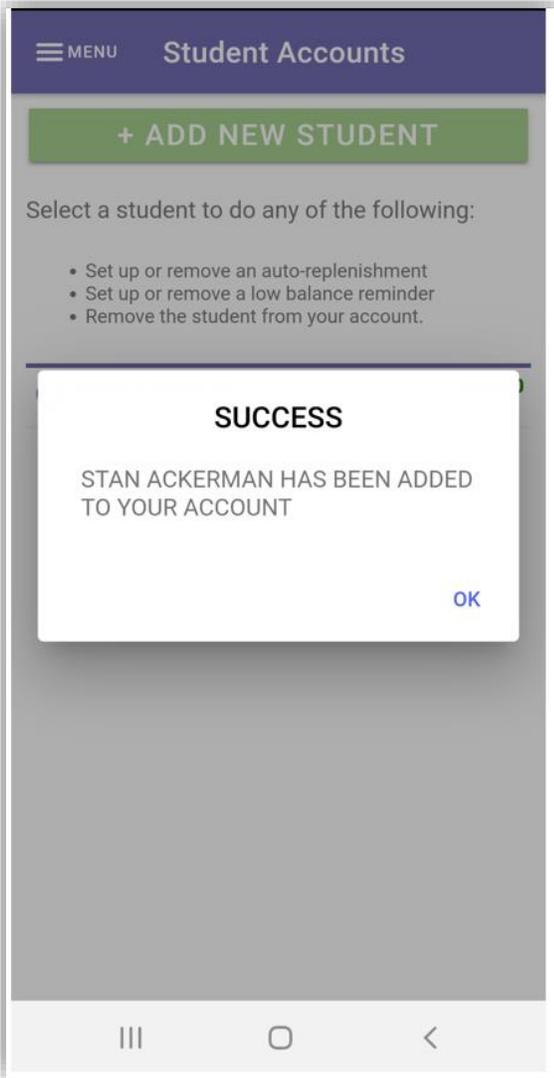
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Student Accounts

This is the **Home** screen. Wherever you see the **Home** icon in the upper right corner, this is the page that you'll be directed to.

Selecting Student Accounts from the Main Menu directs you to the Student Accounts page. The options available here are:

Adding New Students – Used for adding new students to the account (refer to Steps 1-4 on pages 9-14 of this document)

Setting Auto-Replenishments – Set up, remove or edit an auto-replenishment. To use this feature, you must first save a payment source.

Setting Reminders – Set up, remove or edit a low balance reminder

Removing Students - Remove Student(s) from the account

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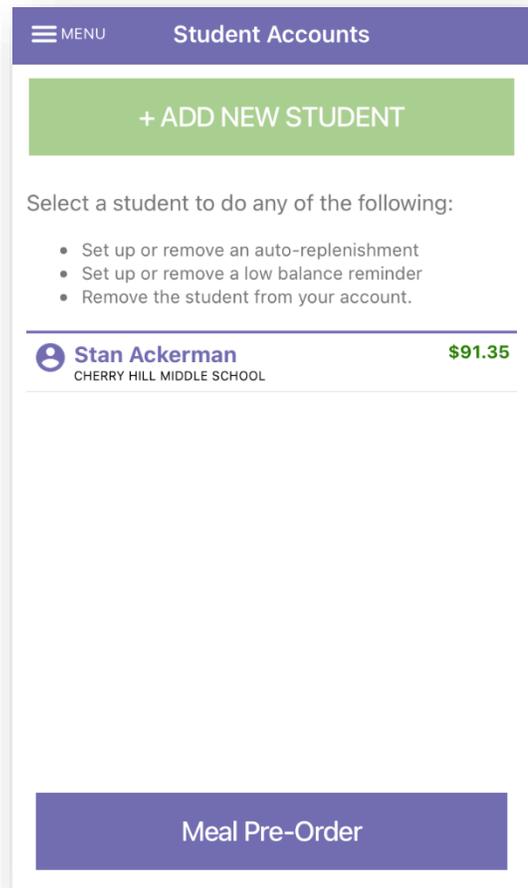
Removing Student(s) – From the Student Accounts page, tap the Student's name. Choose **YES** to Continue or **NO** to Cancel this action.

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Setting Reminders

AUTO REPLENISH – ***YOU MUST FIRST SETUP A SAVED PAYMENT SOURCE TO USE AUTO REPLENISH.*** (See Payment Sources Section) From the Student Accounts page, tap the Student name, then tap **AUTO REPLENISH**
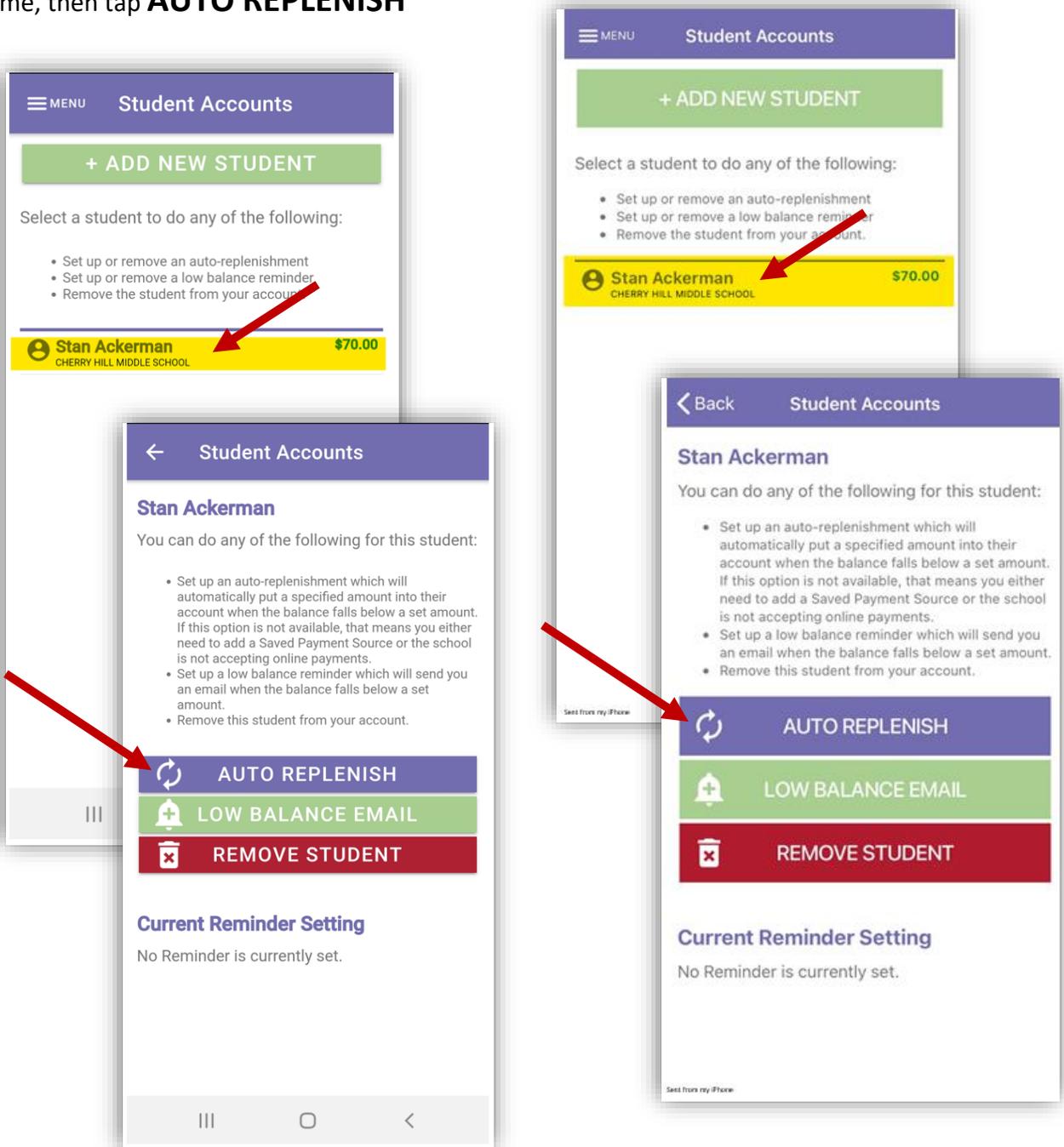
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Step 1 – Set the amount of funds to deposit into the student account when their balance calls below the amount specified. *You must have a saved payment source associated with the gateway account used by the school in order to set up an automatic replenish.*
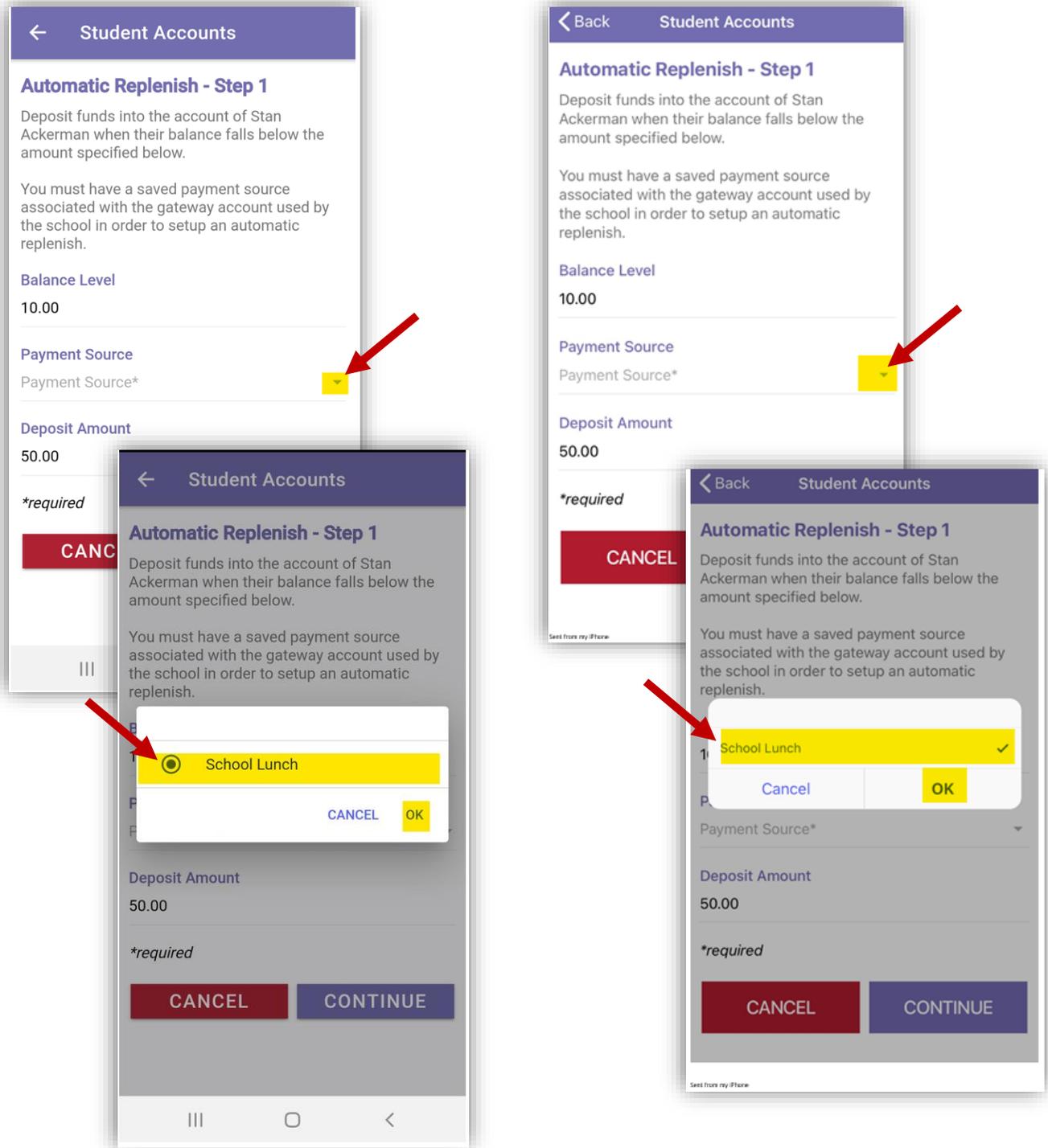
NOTE: *This document contains side-by-side screenshots.*

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Step 2 - Verify the information and tap **COMPLETE** to add this automatic replenish.
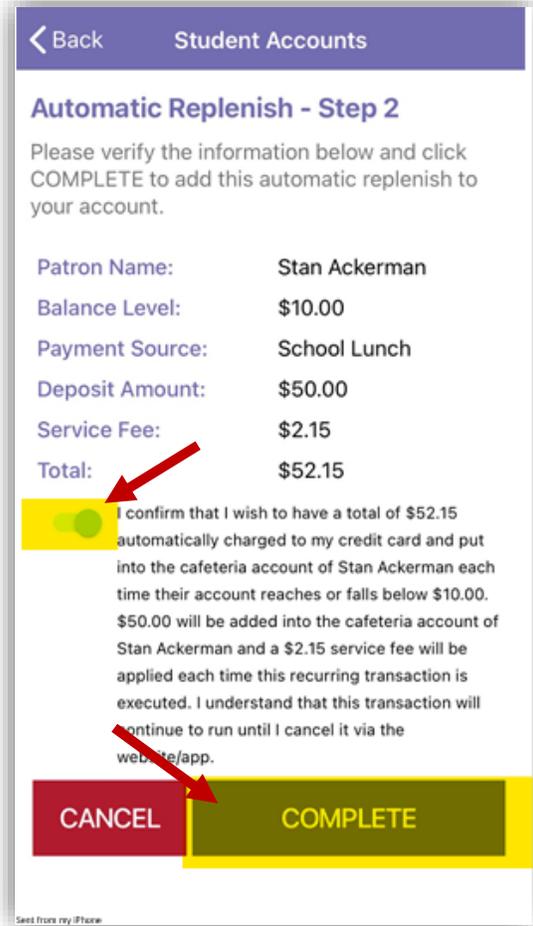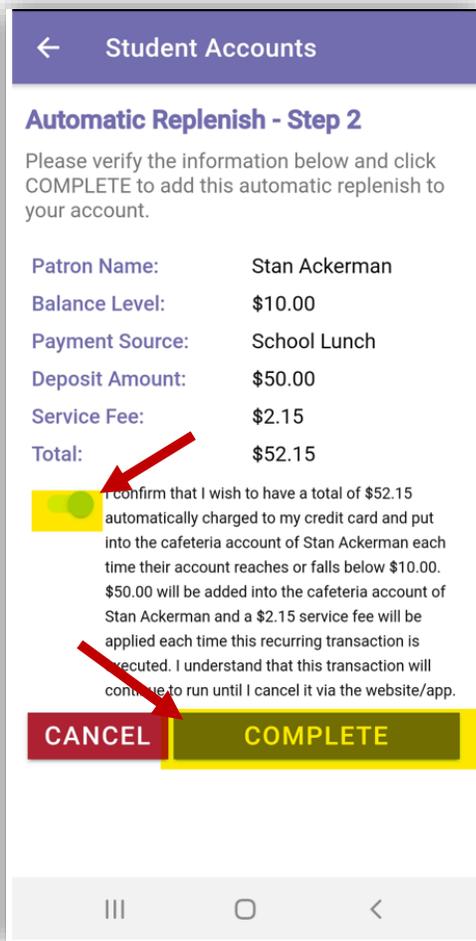
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LOW BALANCE EMAIL - To set up or remove a low balance reminder, tap the Student name and choose **LOW BALANCE EMAIL**
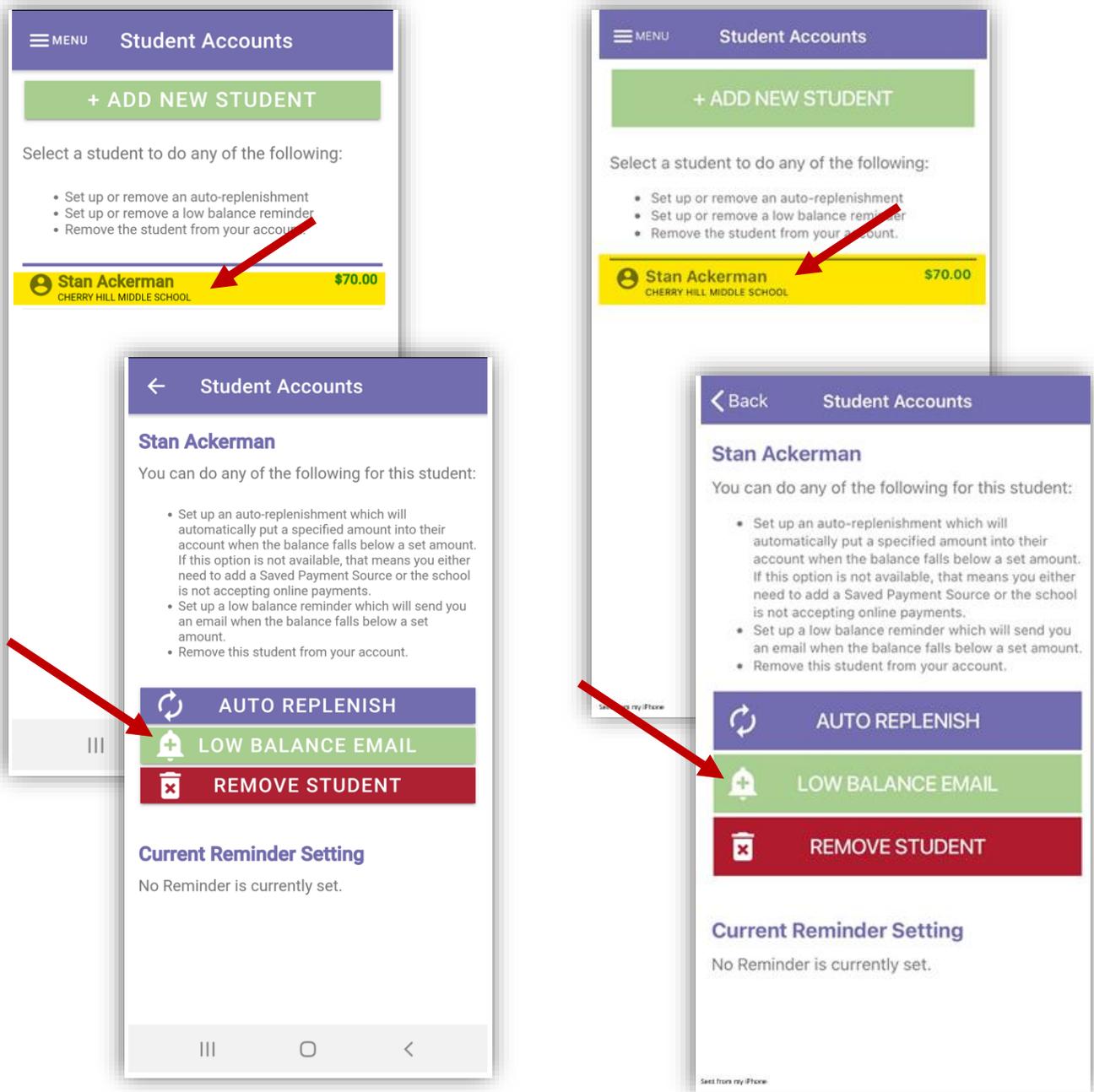
NOTE: *This document contains side-by-side screenshots.*

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When the account reaches the Balance Level, an email will be generated. Set the Balance Level and tap **CONTINUE**. Tap **COMPLETE** to finish setting up this Low Balance Reminder.
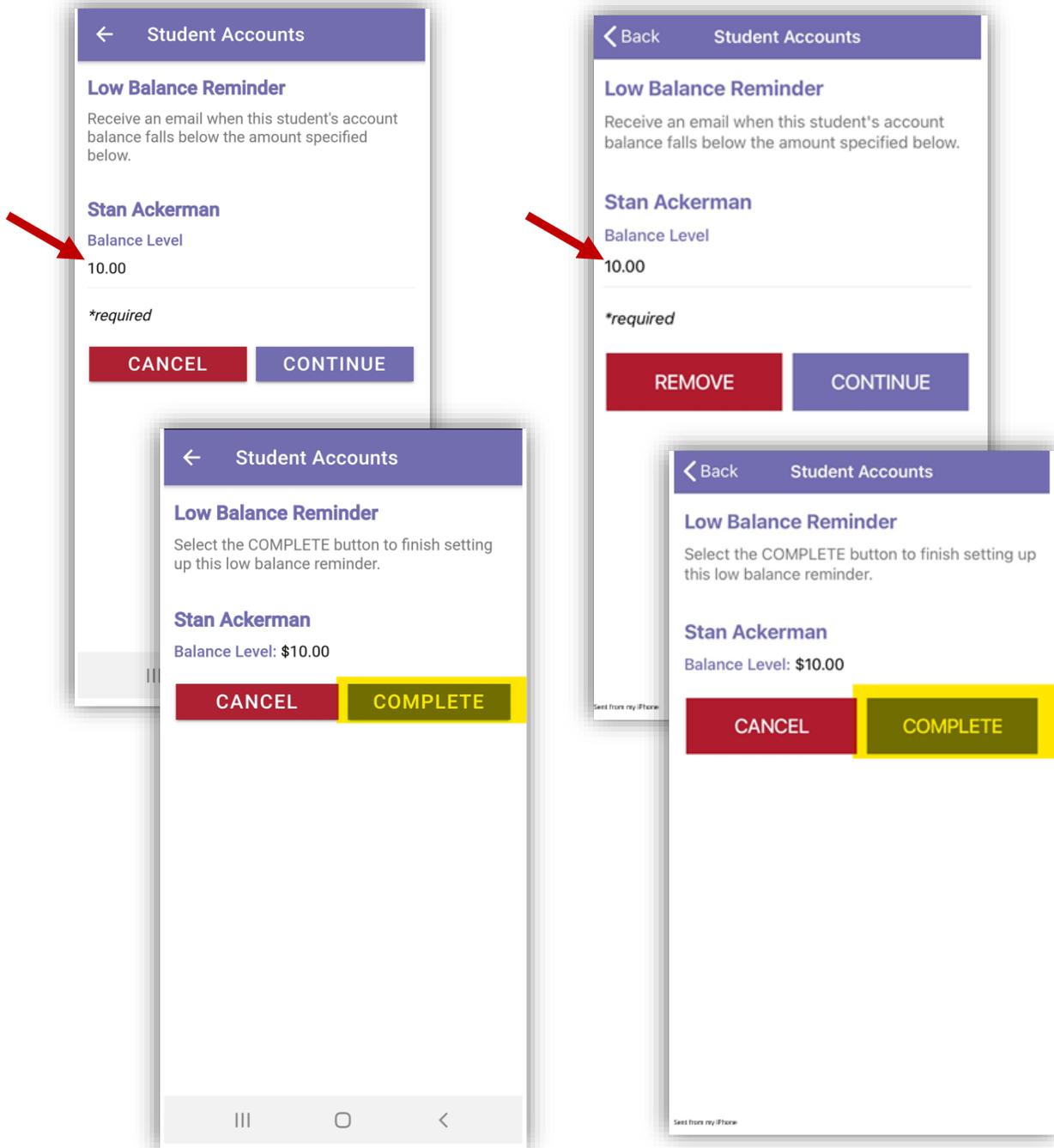
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Once the Low Balance Email or Auto-replenish has been set up, a bell icon will appear next to the Student name on the Student Accounts page indicating the email reminder has been setup for this student. A circular arrow icon will appear indicating the auto-replenish is setup for this account.
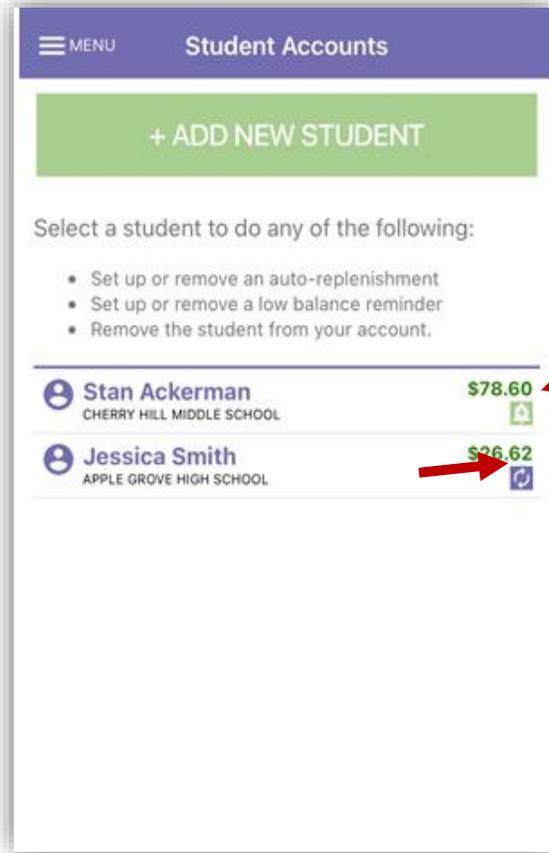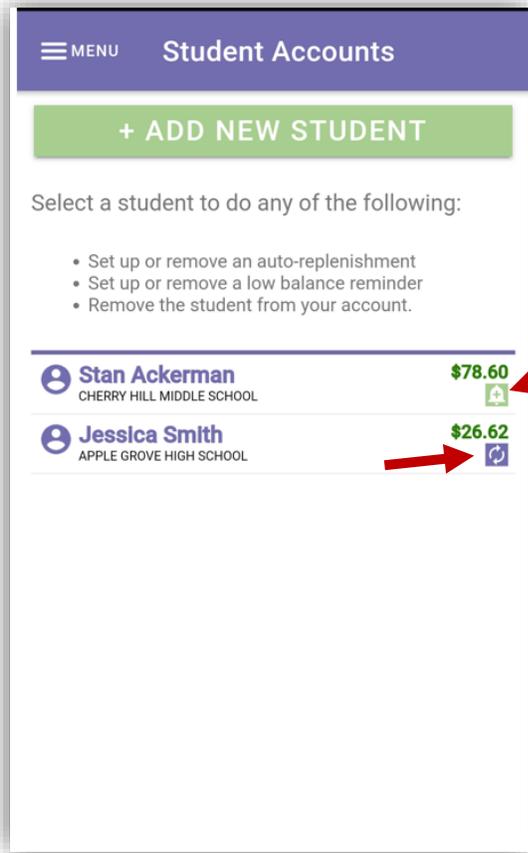
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Cafeteria Deposit

To make deposits to the account, tap the Student Name or the **+START DEPOSIT** button.

Enter a deposit amount using either the Quick Add buttons or by manually entering the desired deposit amount. Clicking **CONTINUE** will take you to A) the next student on the account or B) to the Deposit Summary screen.

NOTE: *Clicking Cancel will clear out all pending deposits and they will need to be re-entered. A prompt confirming this action will appear prior to processing the cancellation.*
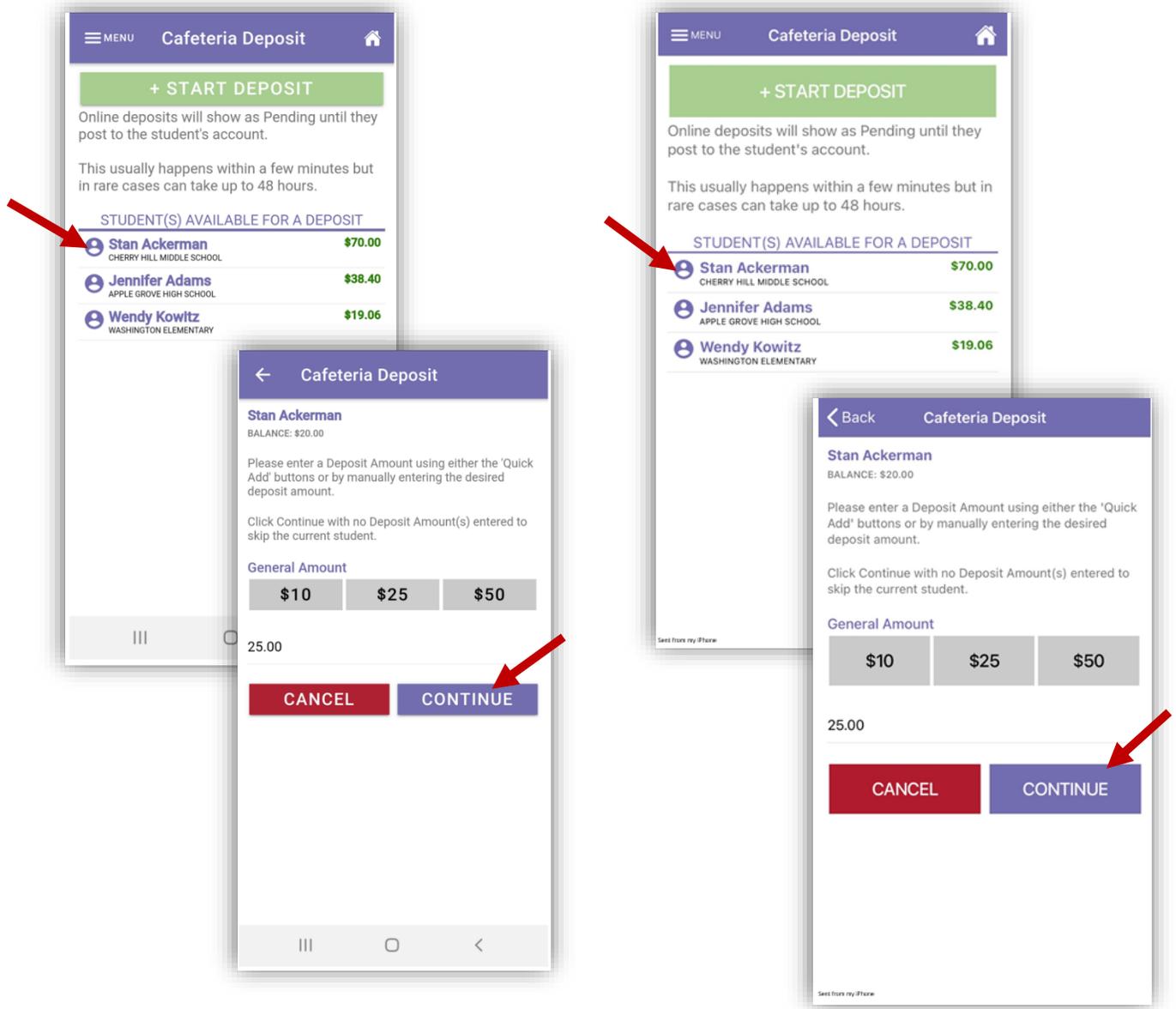
NOTE: *This document contains side-by-side screenshots.*

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In the Deposit Summary screen, click **CONTINUE** to specify your payment information for the deposit.
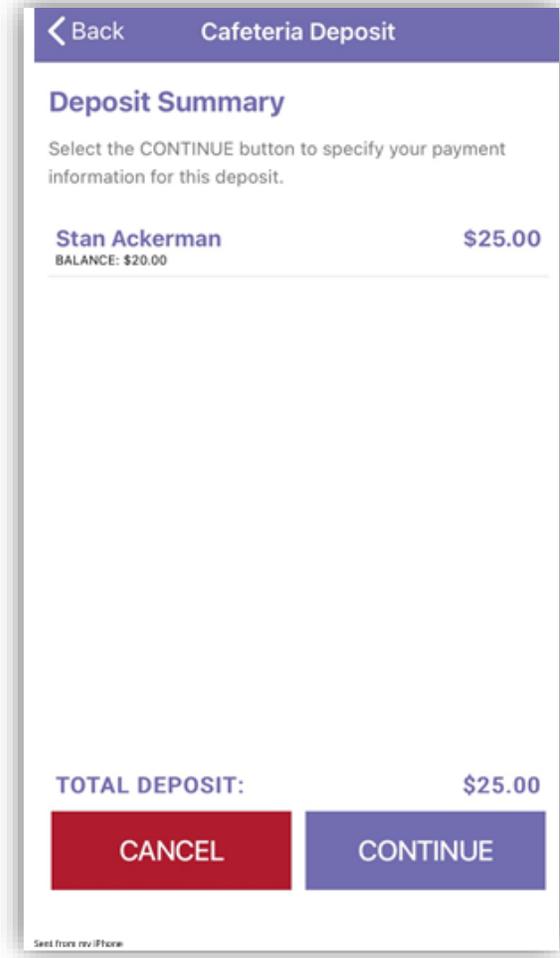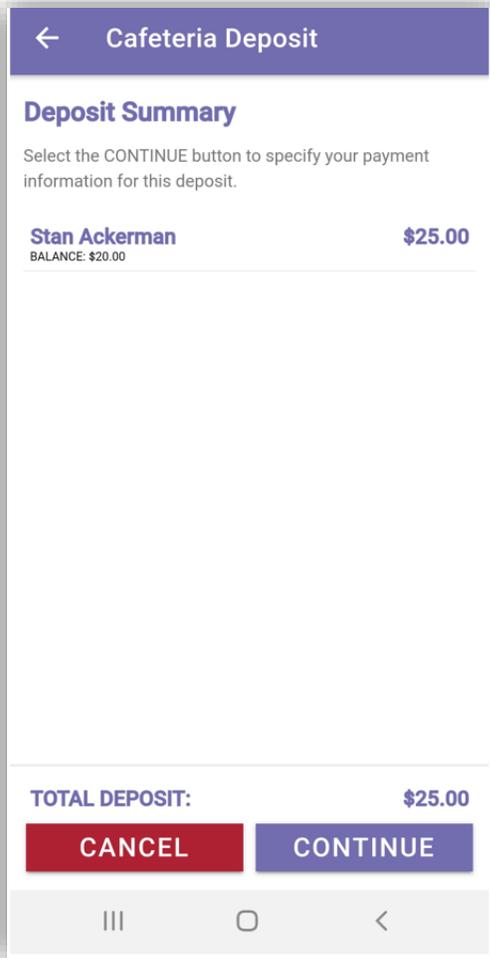
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Select your payment method from one of the options:

Saved Payment Source – Uses the payment source on file to pull the funds from.

One-Time Credit Card – Choose this option when using a credit card that has not been set as a saved payment source or is only being use this one time.

One-Time ACH – Choose this option when using an online checking account that has not been set as a saved payment source or is only being used this one time.
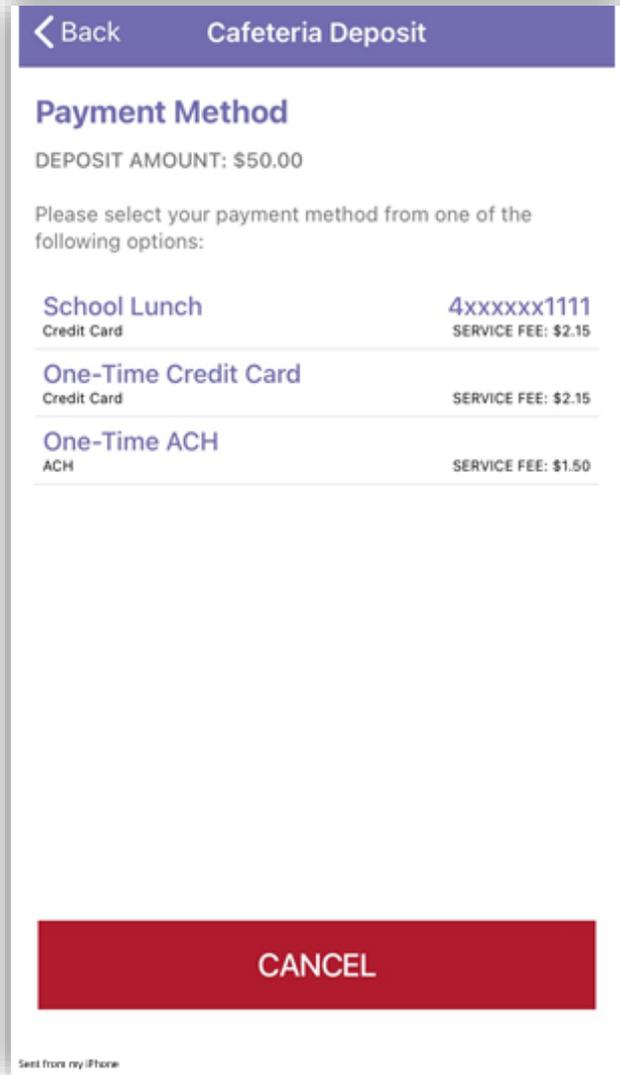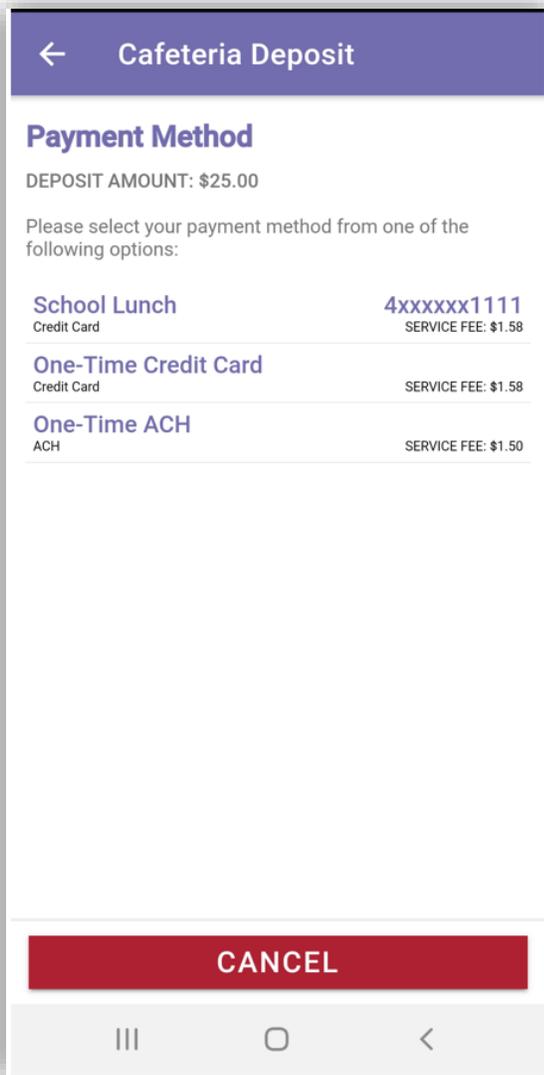
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Using a Saved Payment Source Payment Source

If choosing this payment method, the saved payment source on file will be used to process the deposit. (for instructions on how to create a saved payment source, see Payment Sources on page 36.)

Tap the name of the saved payment source (sample uses School Lunch). Click to slide the confirmation of payment (This will be green when enabled). Click **PROCESS PAYMENT**
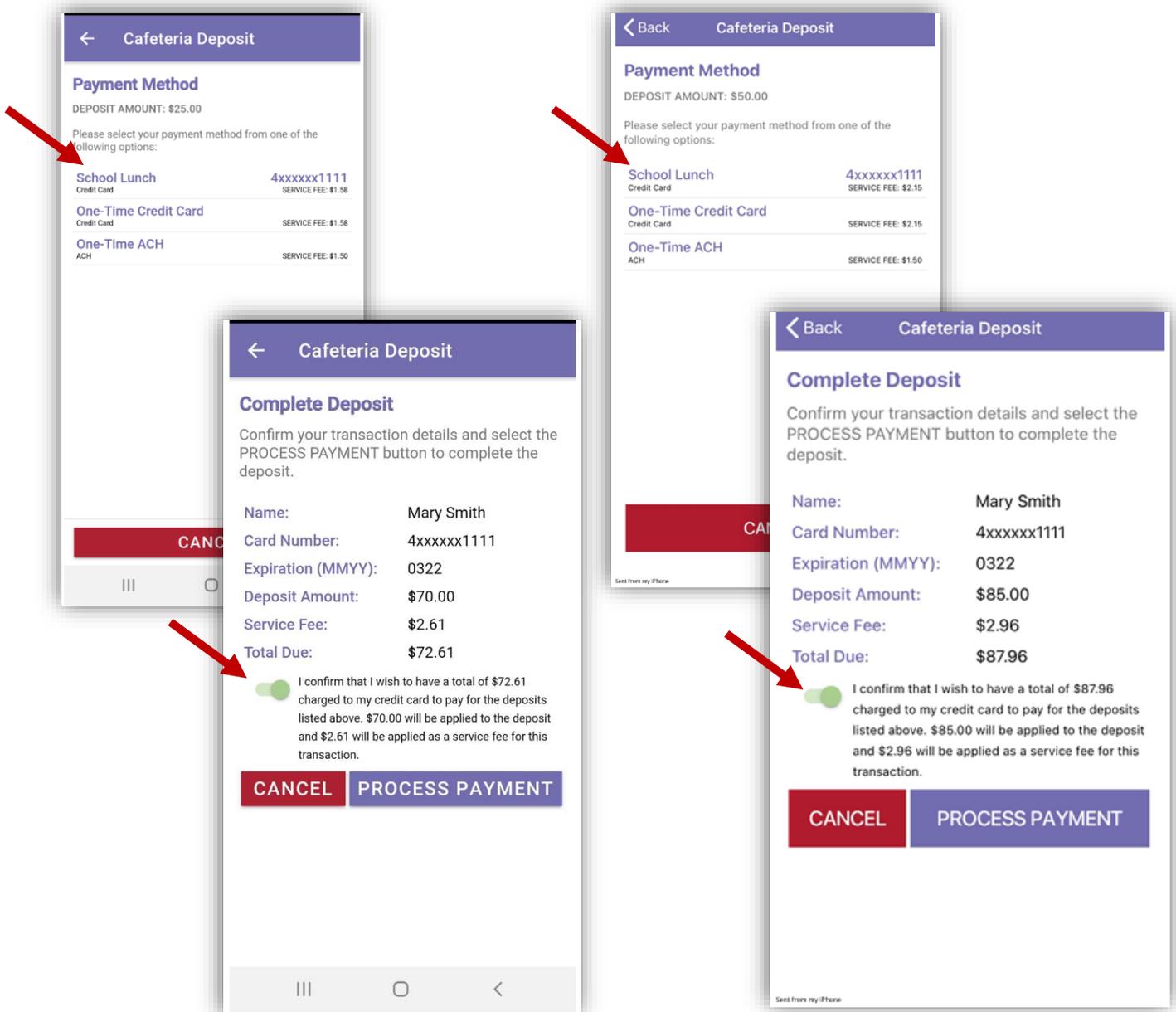
NOTE: *This document contains side-by-side screenshots.*

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Using a One Time Credit Card Payment Method

Choose this option when using a credit card that has not been set as a saved payment source or is only being use this one time. Enter the Billing Information, click **CONTINUE.** Enter the Account Information, choose **CONTINUE**
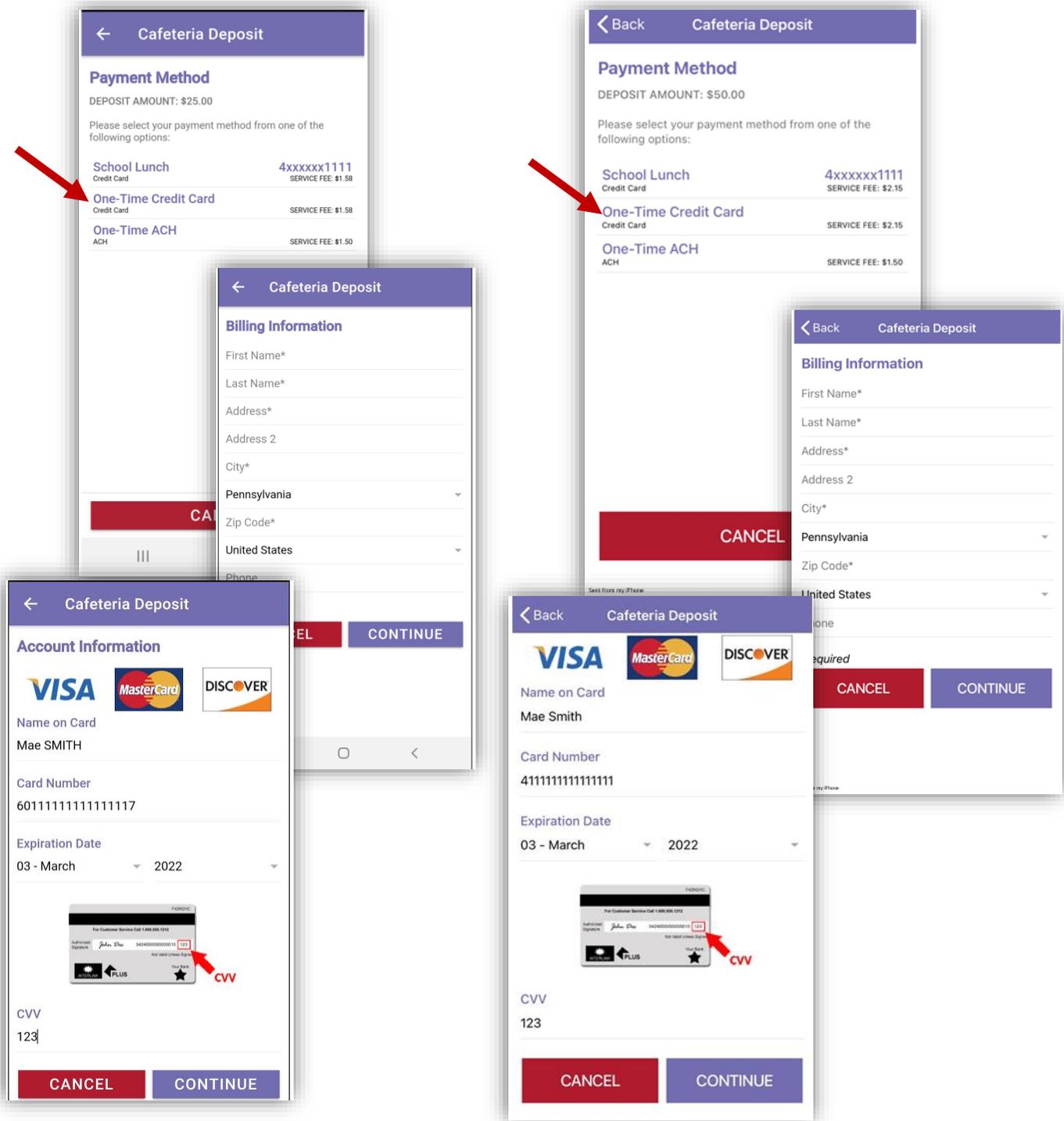
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Using a One-Time ACH Payment Method

Choose this option when using an ACH (online checking) payment method that has not been set as a saved payment source or is only being use this one time. Enter the Billing Information, click **CONTINUE.** Enter the Account Information, choose **CONTINUE**
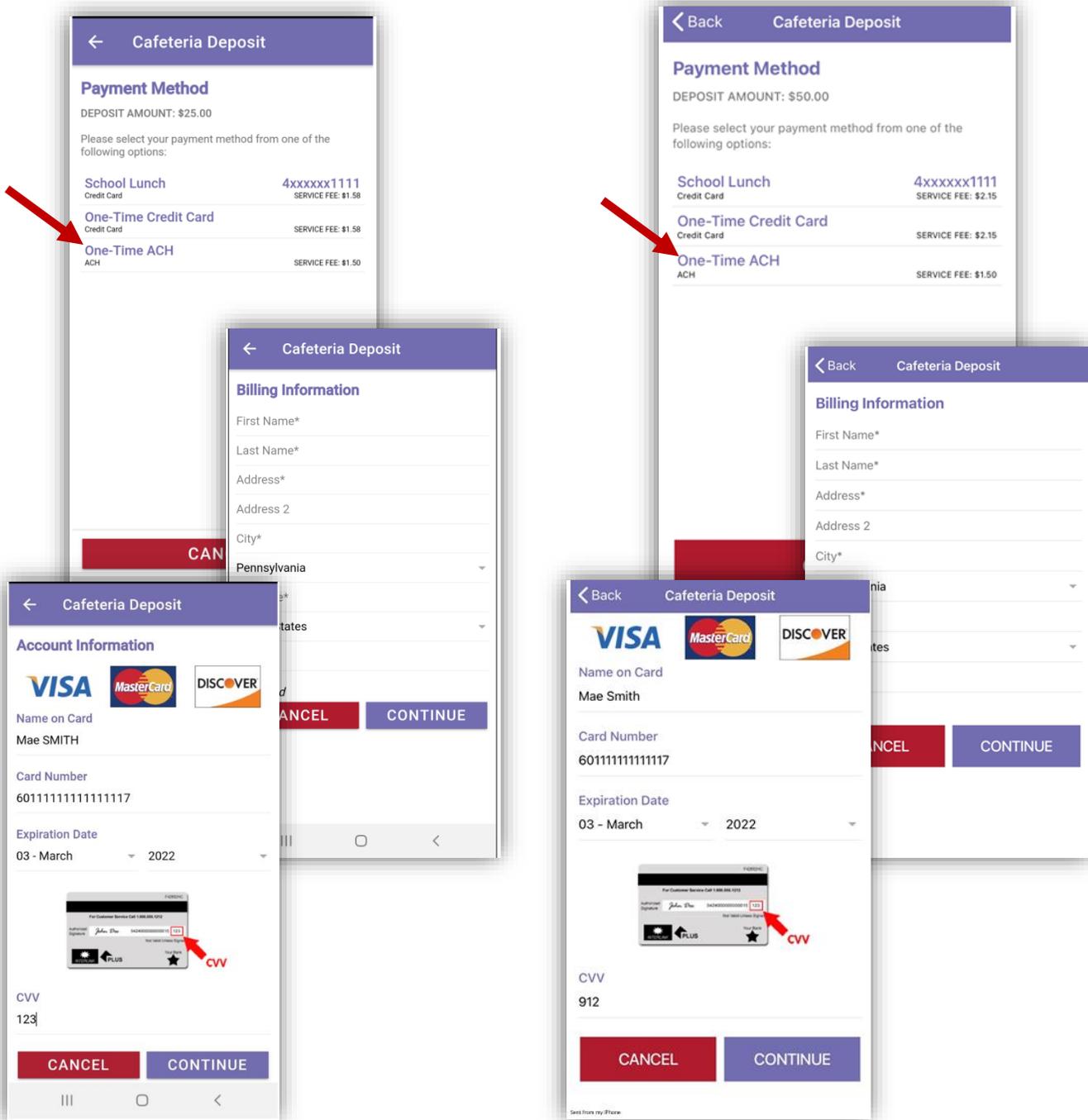
NOTE: *This document contains side-by-side screenshots.*

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Click to slide the confirmation of payment (This will be green when enabled). Click **PROCESS PAYMENT**
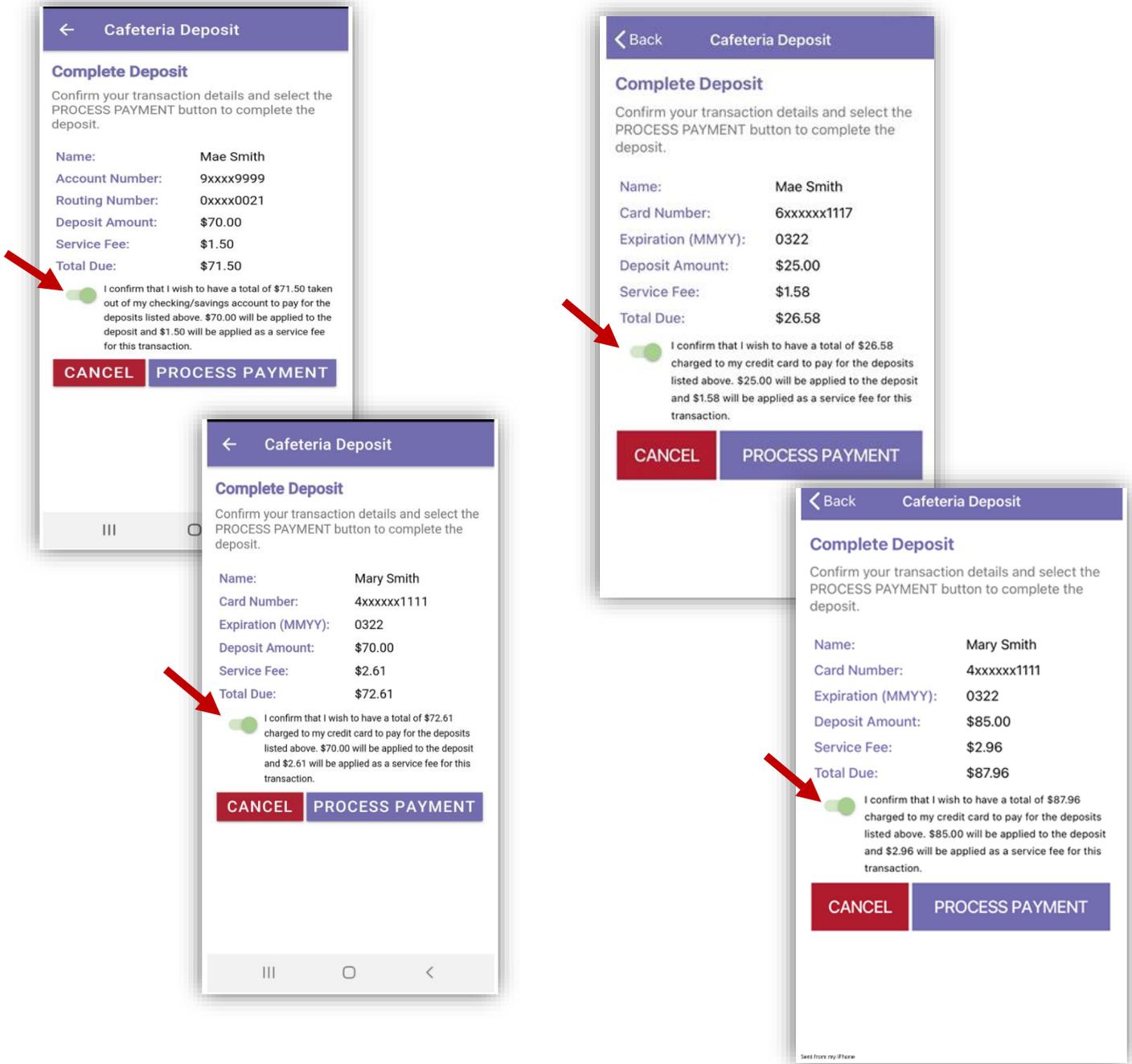
NOTE: *This document contains side-by-side screenshots.*

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Online deposits will show as Pending with the amount in parenthesis until they post to the student's account. Click the **Home** icon to return to the Student Accounts page, click **MENU** to open the Main Menu options.
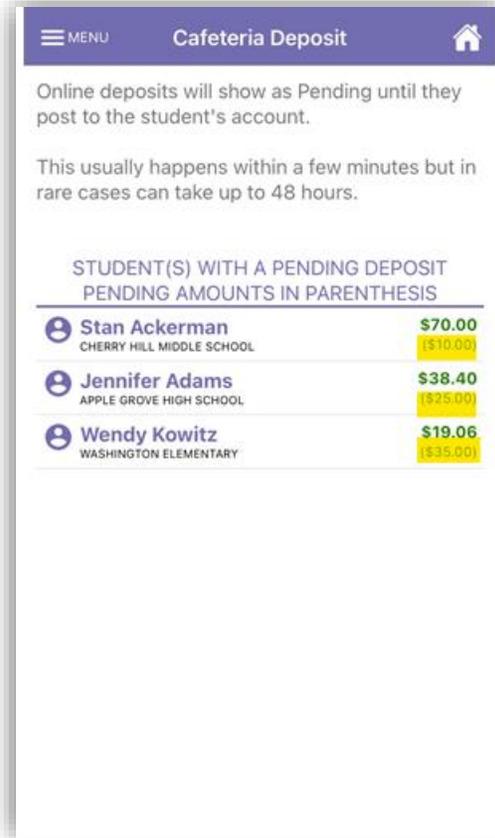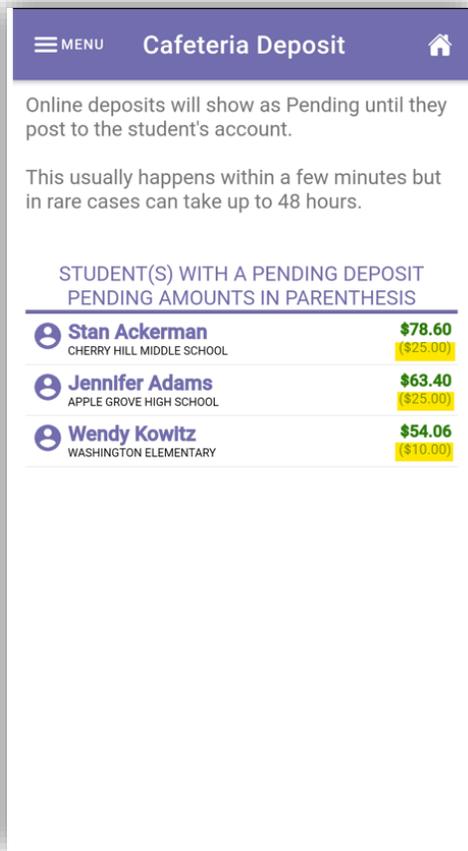
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An email message will be generated and sent to the email address used to create the account. A receipt will be attached to the email.
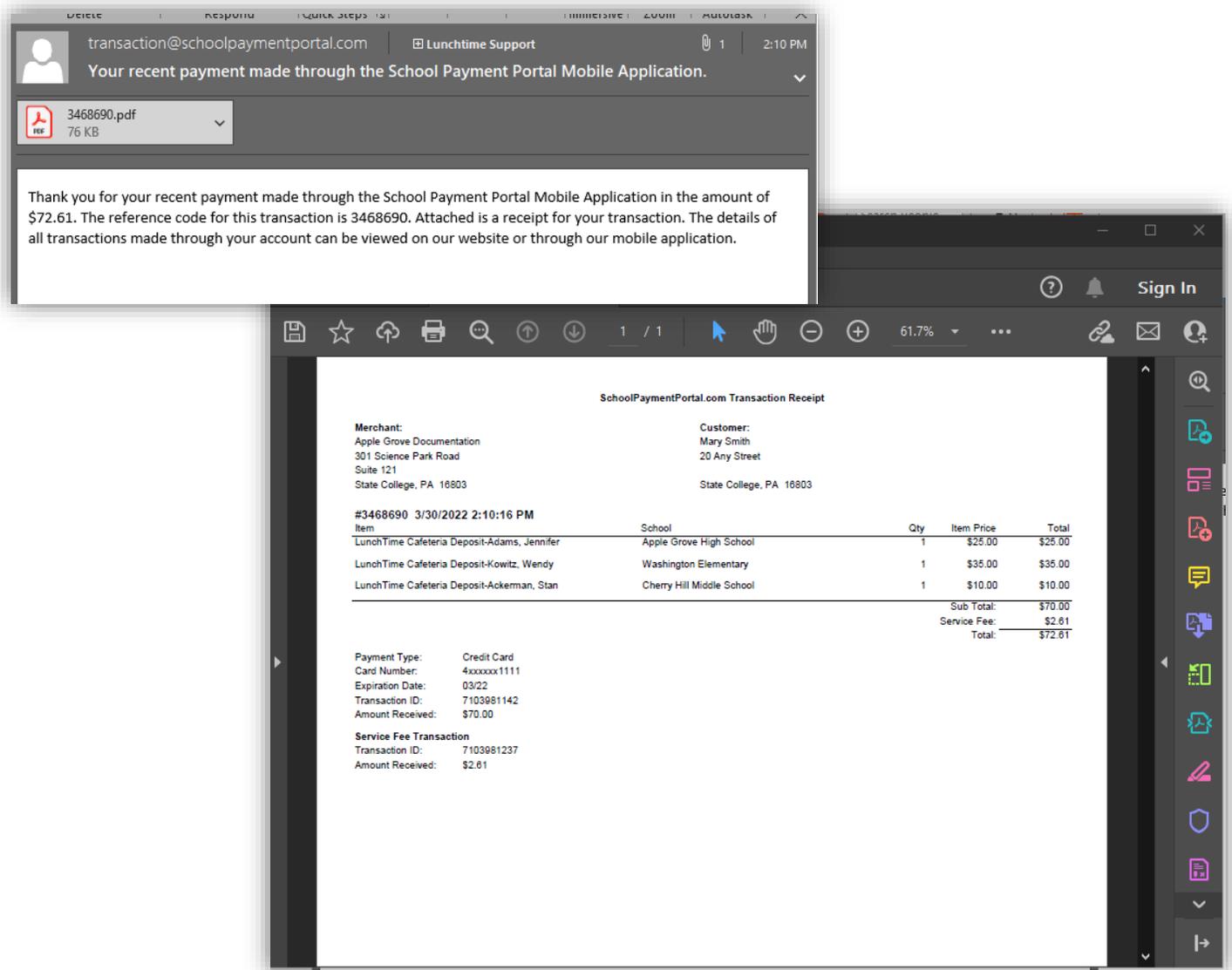
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Online Deposit History

The Online Deposit History to view deposits made during the current school year only.

From the Main Menu, choose **Online Deposit History**.
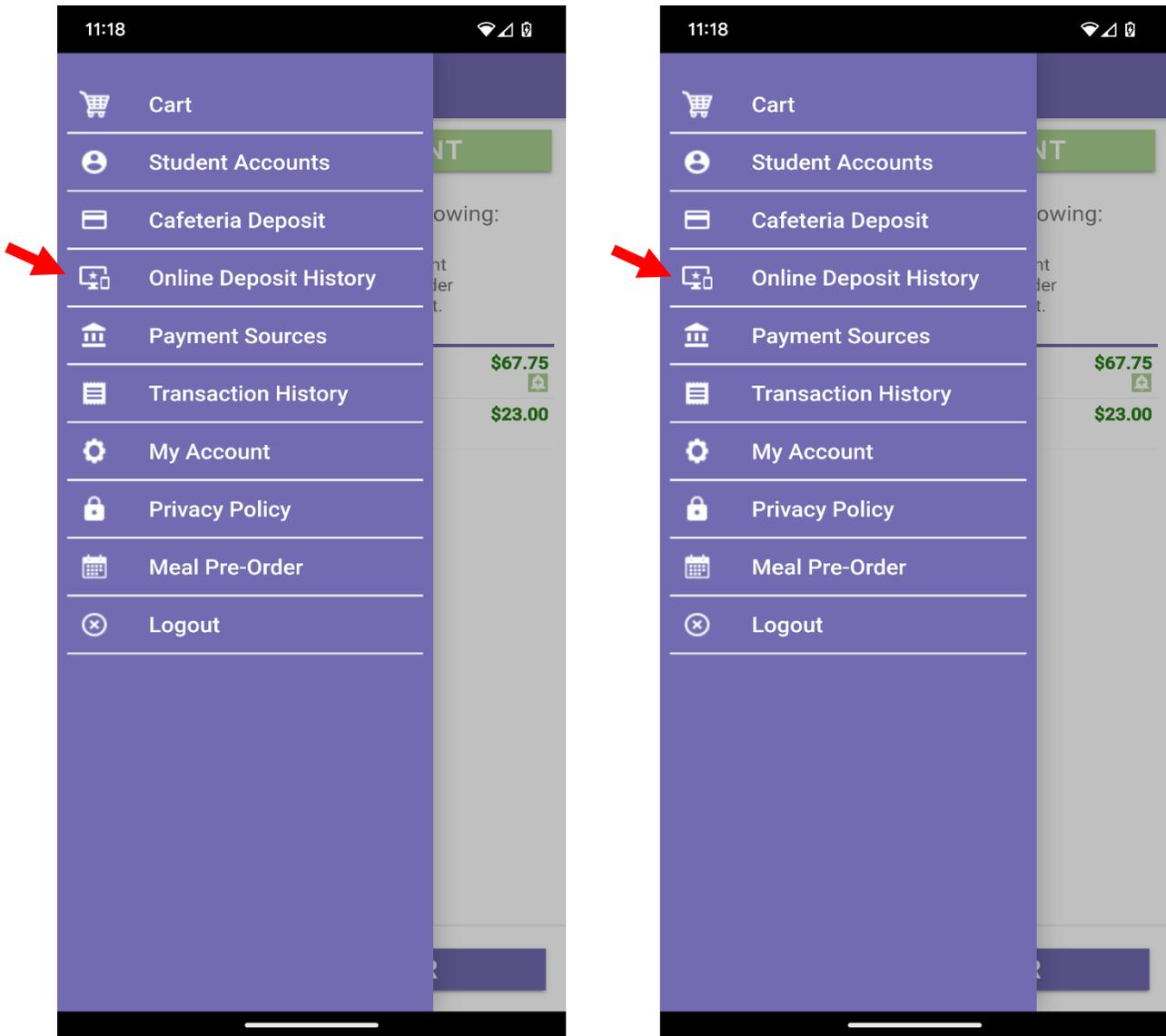
NOTE: *This document contains side-by-side screenshots.*

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Select a deposit to view the transaction receipt.
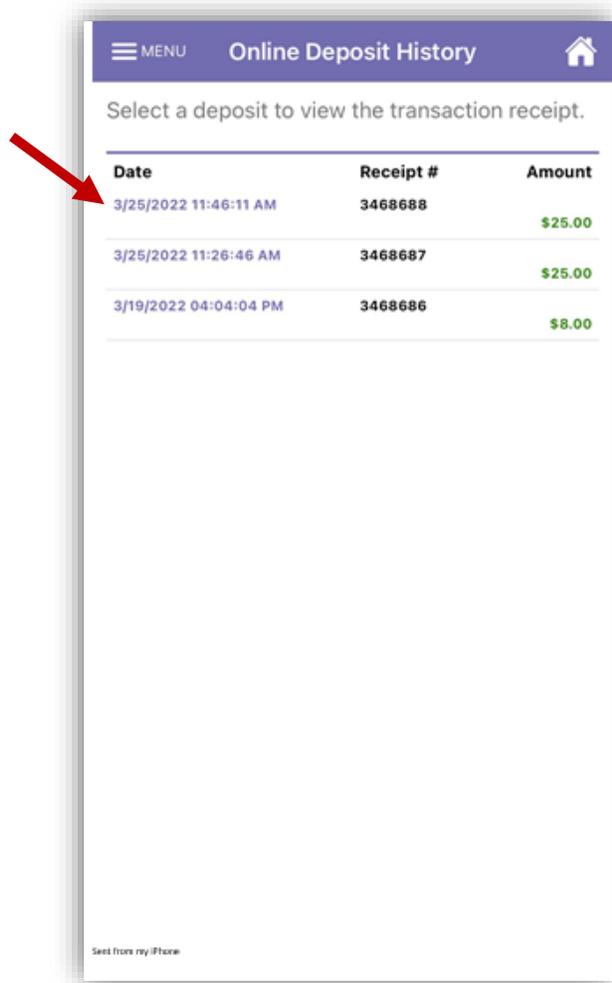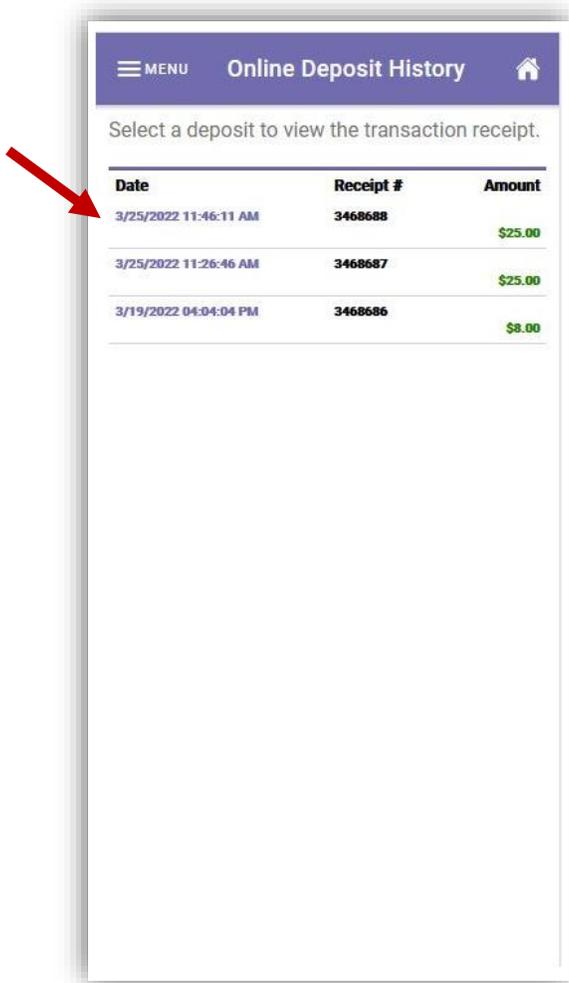
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Choose the back arrow to return to the Online Deposit History list
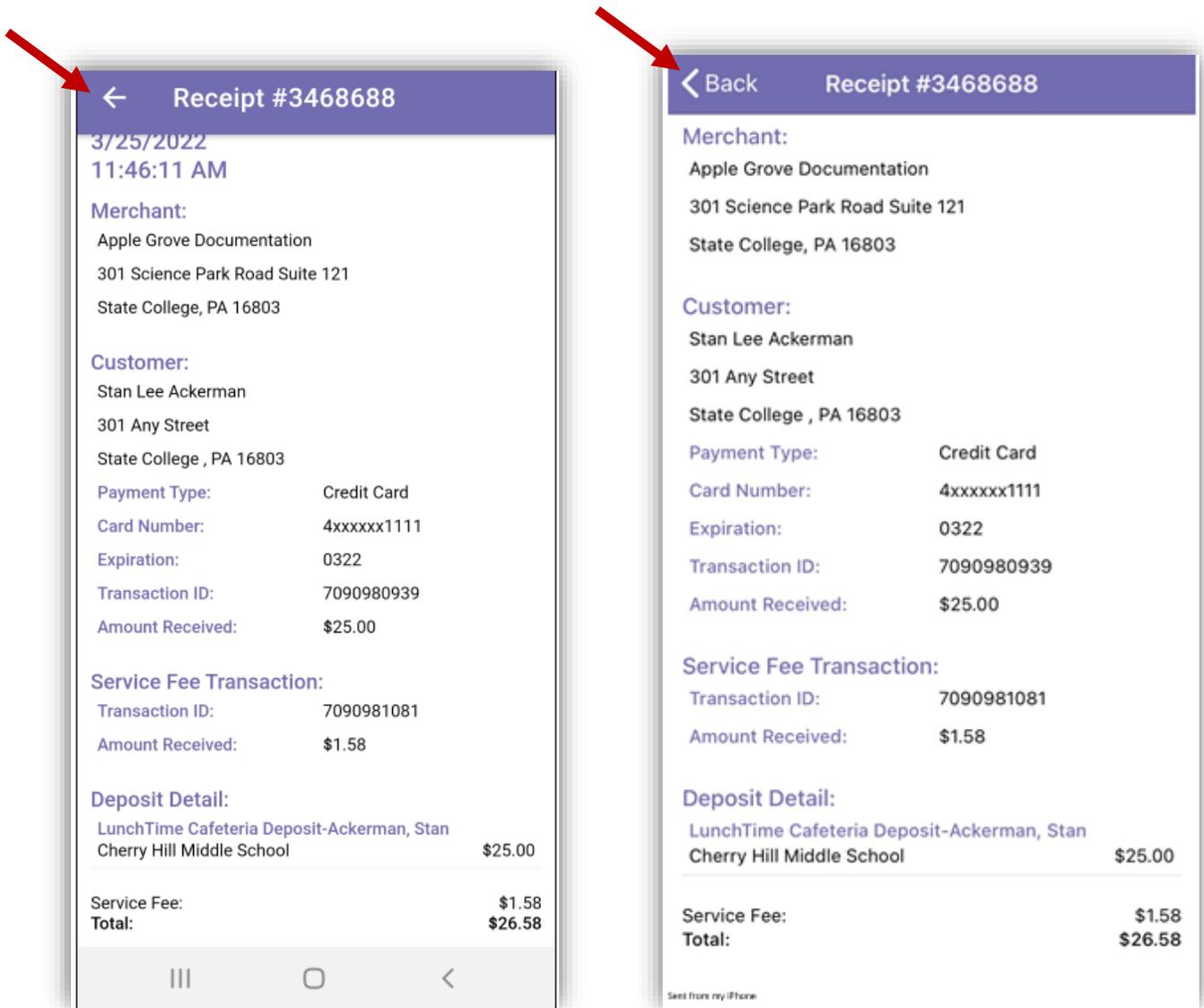
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Choose the Home icon to return to the Student Accounts page or choose **MENU** to return to the Main Menu options.
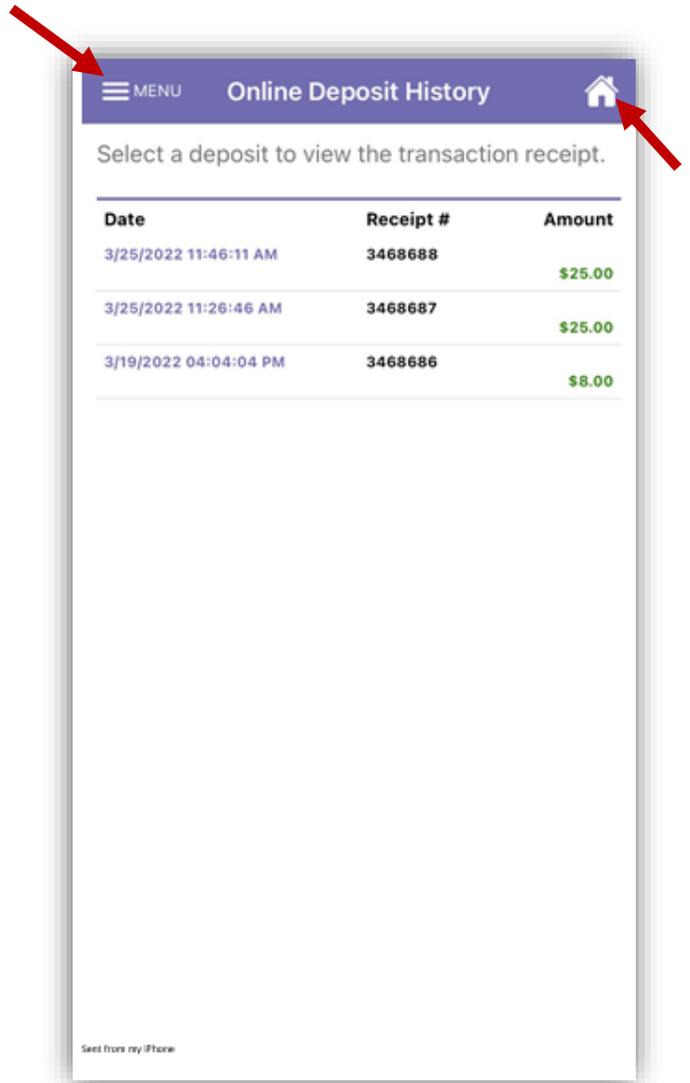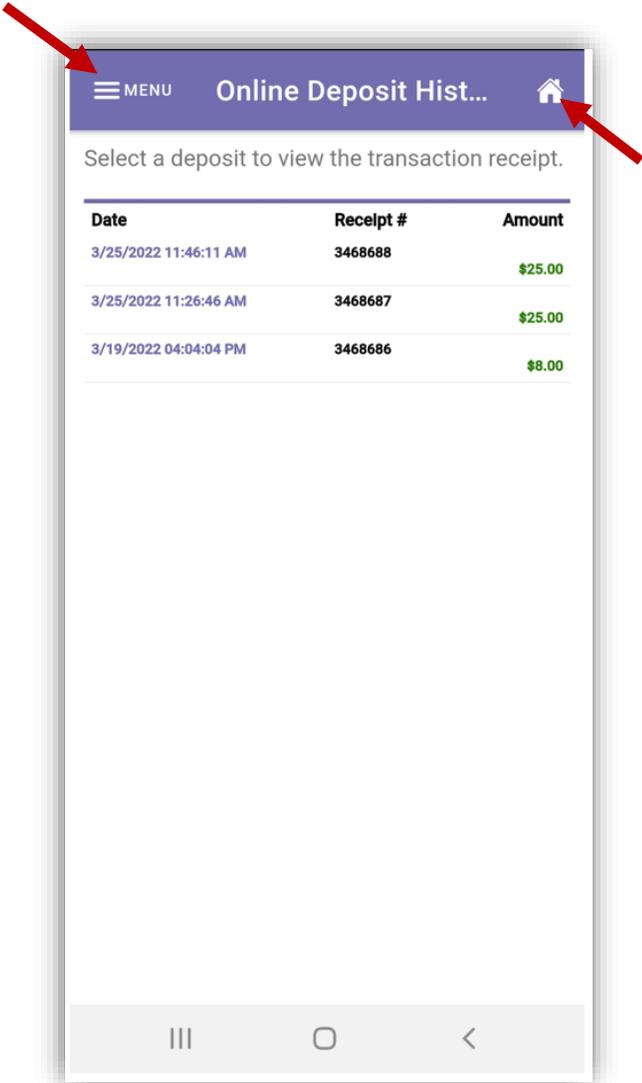
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Payment Sources

This mobile application includes a feature that offers the ability to identify a payment method and save that payment method to use as an auto-replenish for the student(s) account(s).
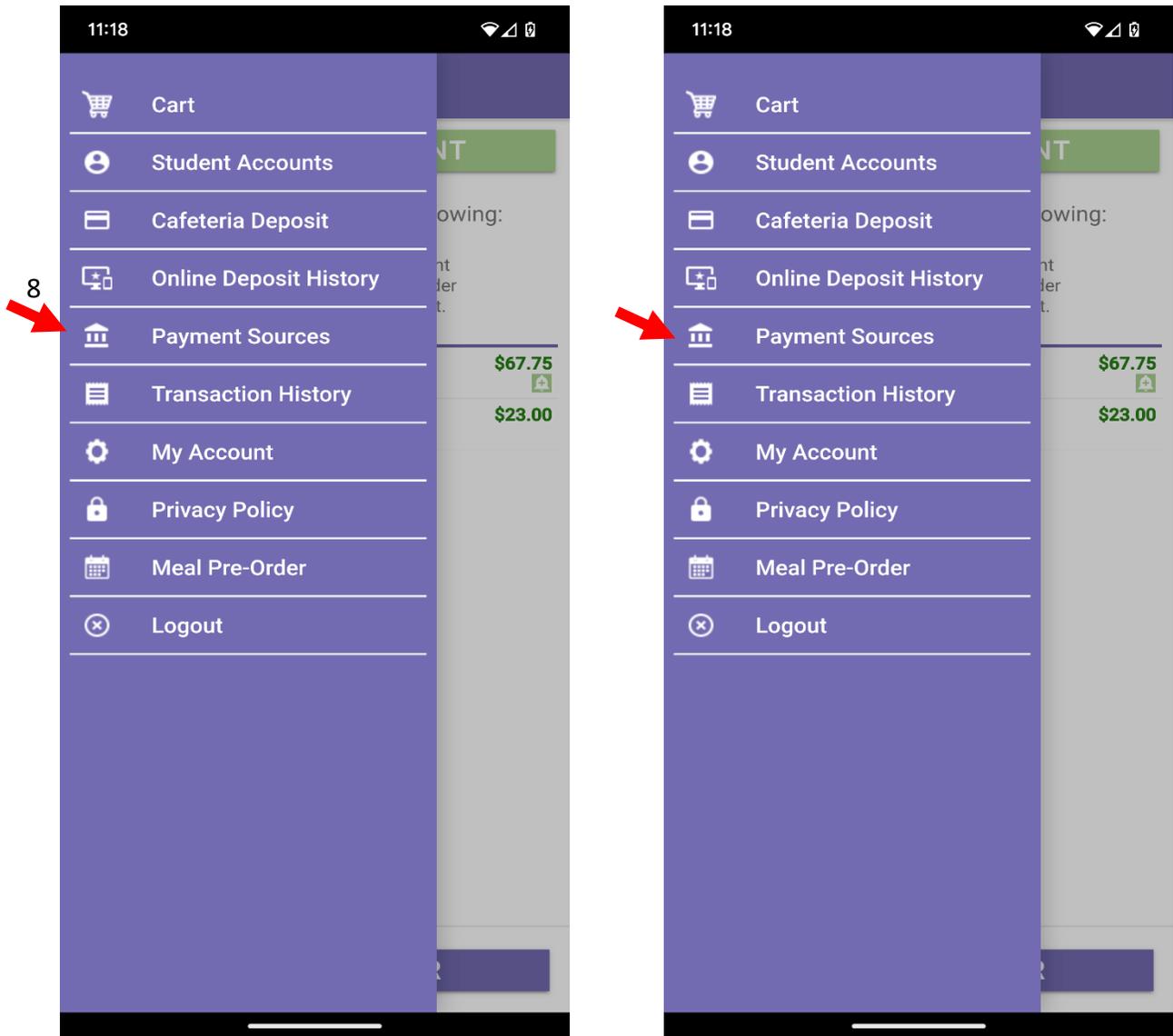
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To begin, touch the **+ADD PAYMENT SOURCE** button.
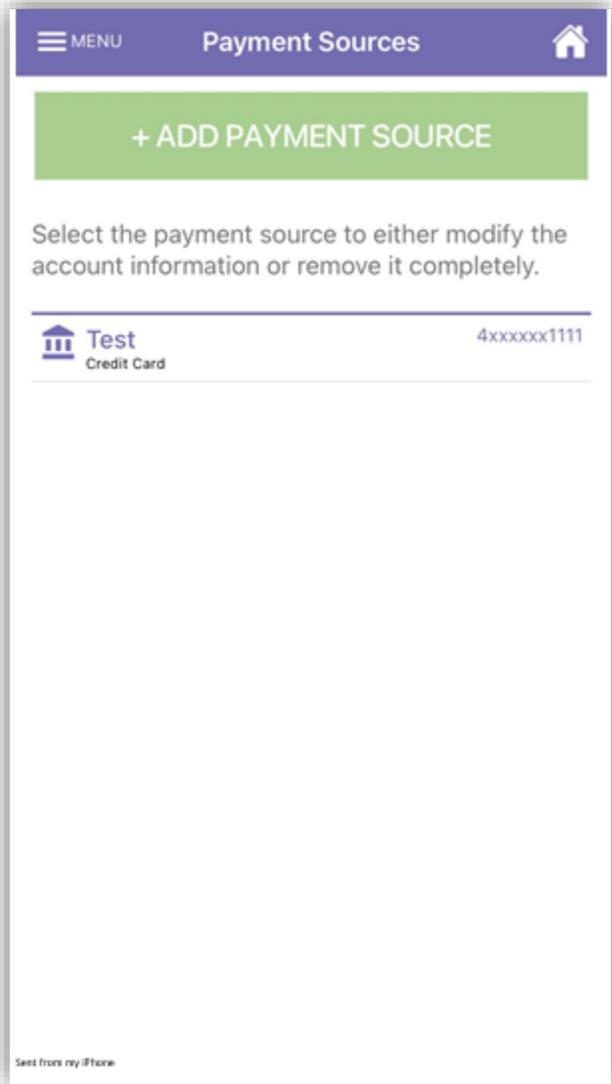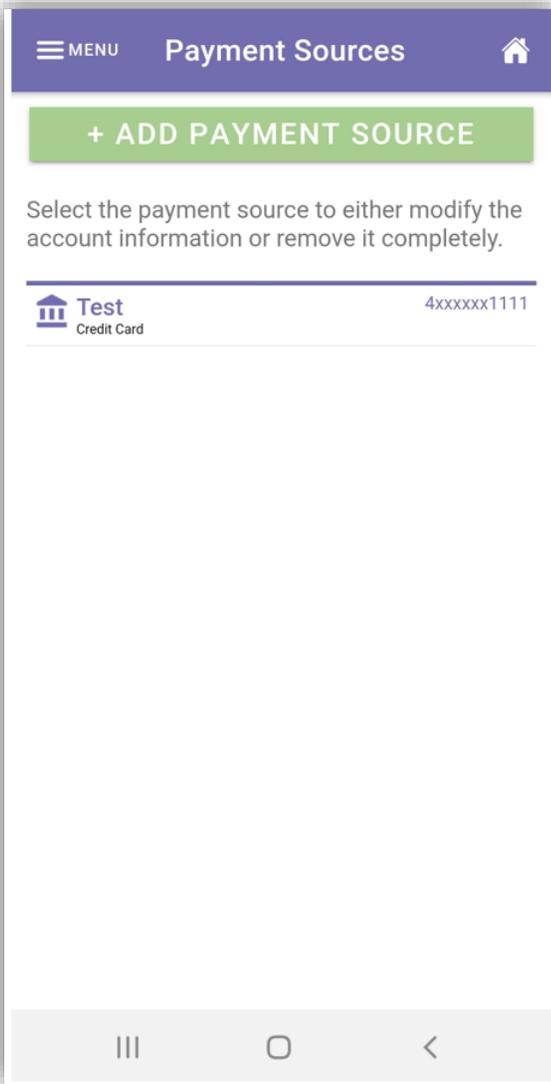
NOTE: *This document contains side-by-side screenshots.*

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NOTE: *In the event that you have students existing across multiple districts, you first need to select the appropriate gateway for each student's school district.*

For Step 2, select the type of account you wish to add. Touch **CONTINUE** to advance to Step 3.
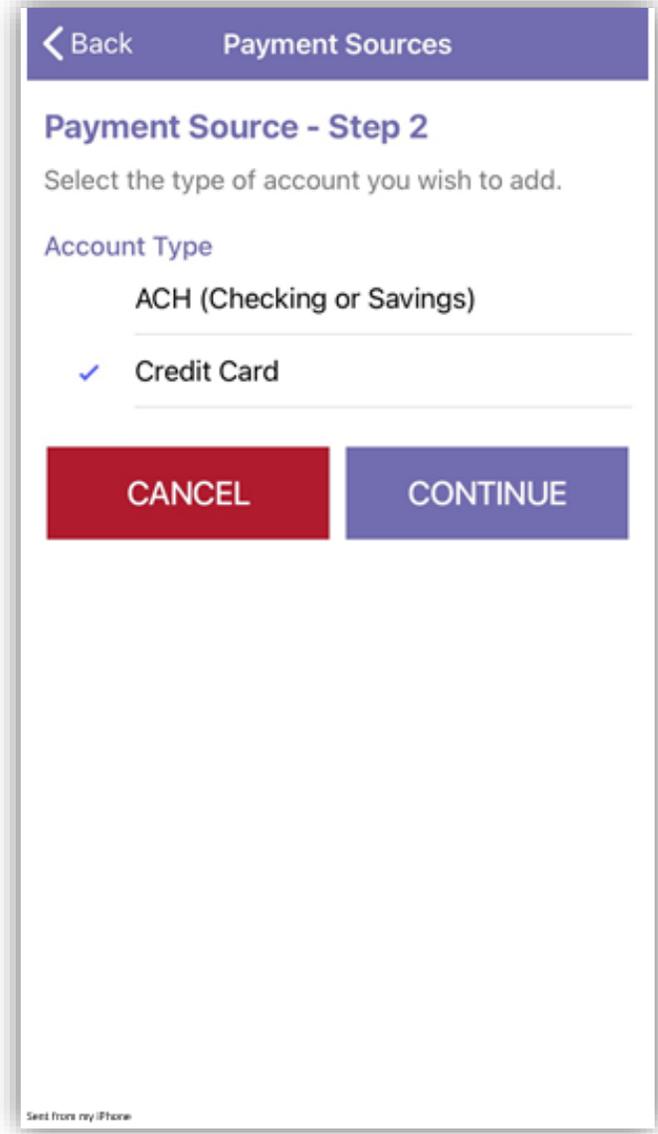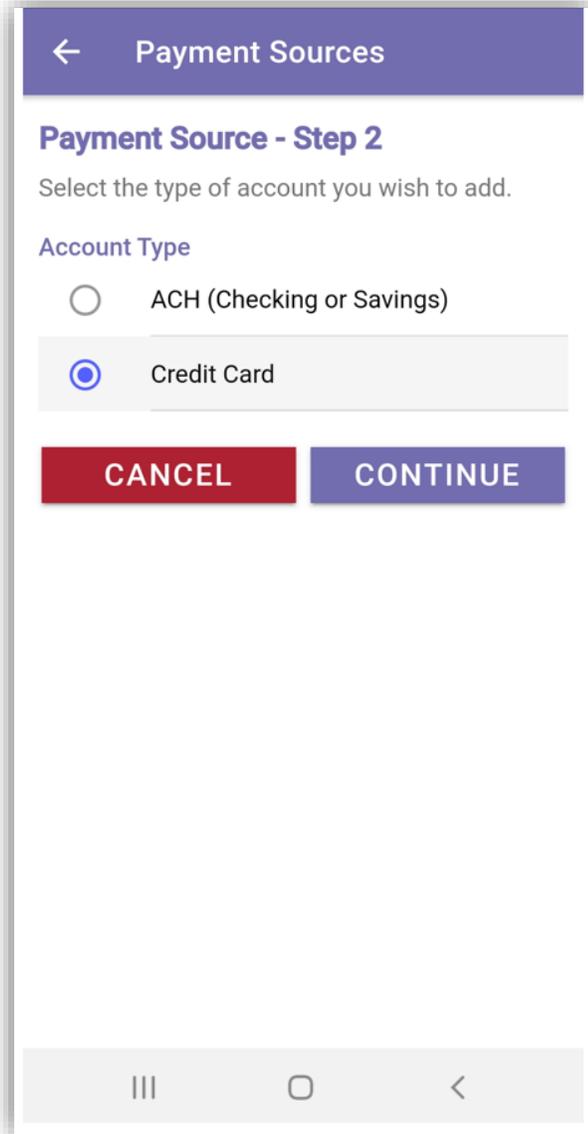
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Enter the account holder information for this payment account. Choose **CONTINUE** to advance to Step 4.

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Step 4 – Enter your account information. The Nickname will be used to identify this card in your saved payment list. Choose **COMPLETE** when finished.
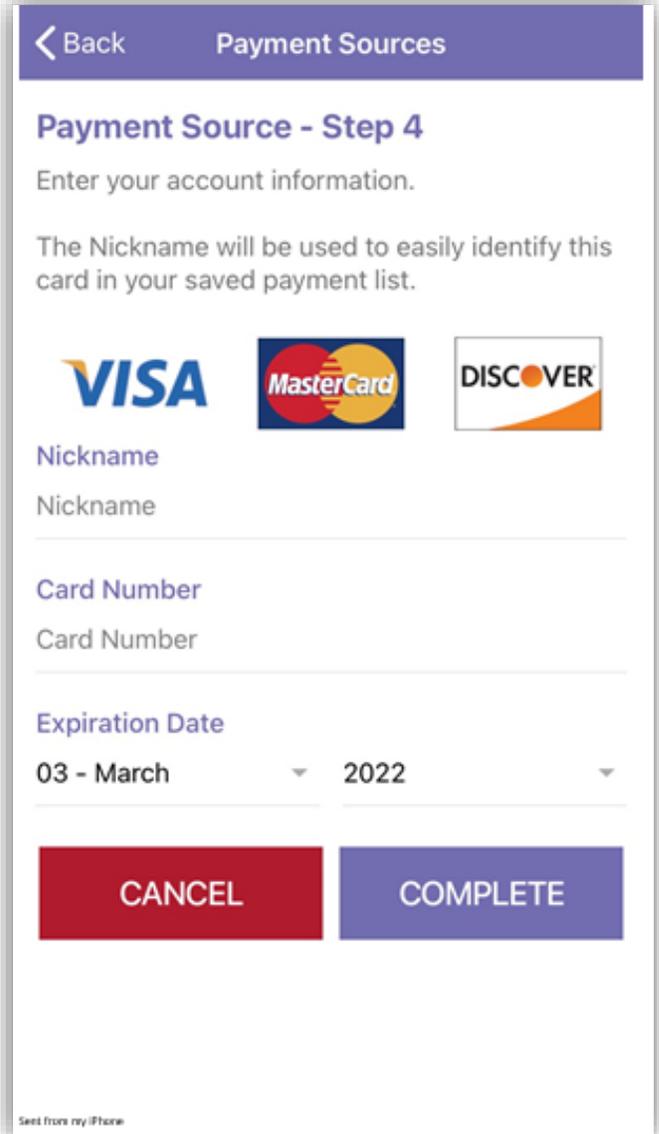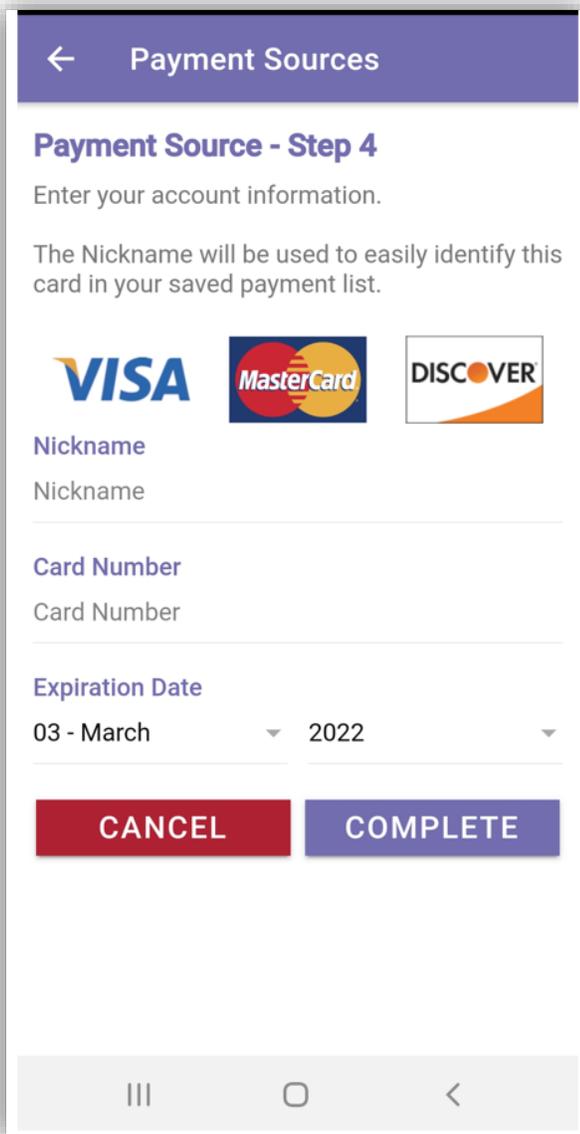
NOTE: *This document contains side-by-side screenshots.*

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The Payment Sources should reflect each payment source you've saved. To save other payment sources, repeat the steps on pages 37-40 of this document.

Choosing the **Home** icon will return you to the Student Accounts page. Choosing **MENU** returns you to the Main Menu options.

Clicking on an existing payment source will give you the options to modify or remove it. When modifying the payment source, repeat steps 3 and 4 above.
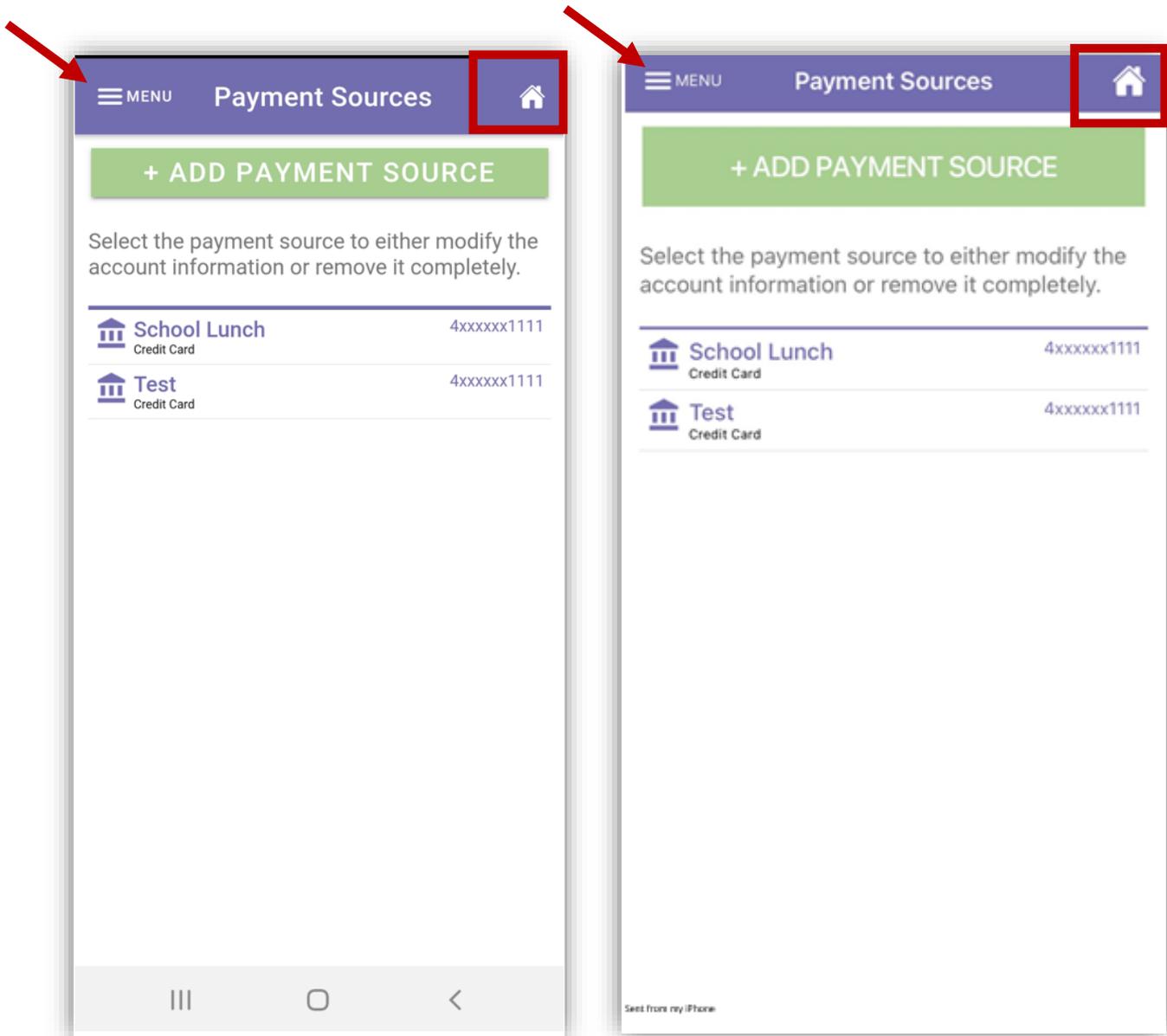
NOTE: *This document contains side-by-side screenshots.*

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Transaction History

View the history of transactions recorded to each student account.

Choose Transaction History from the Main Menu.
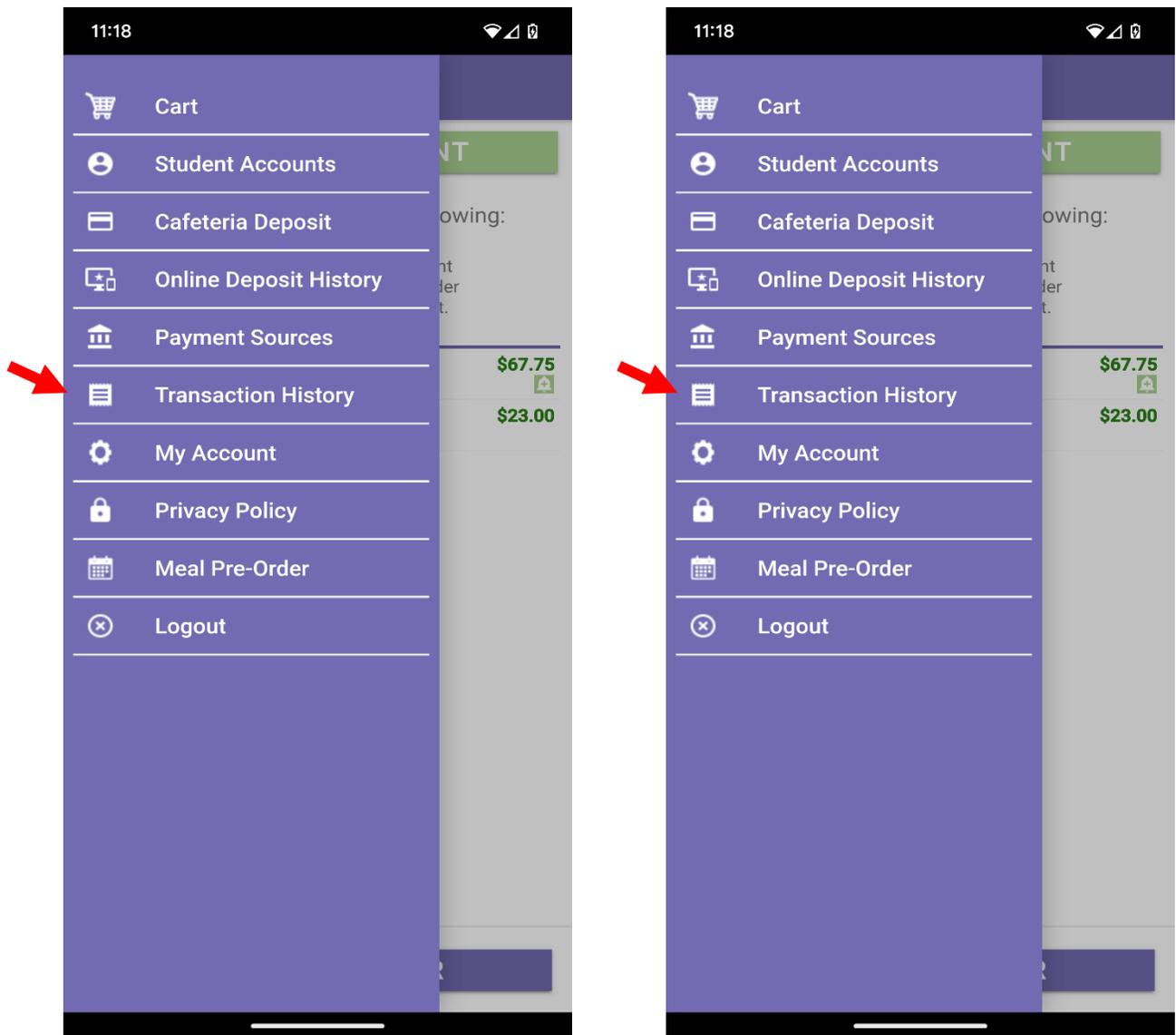
NOTE: *This document contains side-by-side screenshots.*

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Next, select a student to view their transaction history. Choose the back arrow to return to the Transaction History.
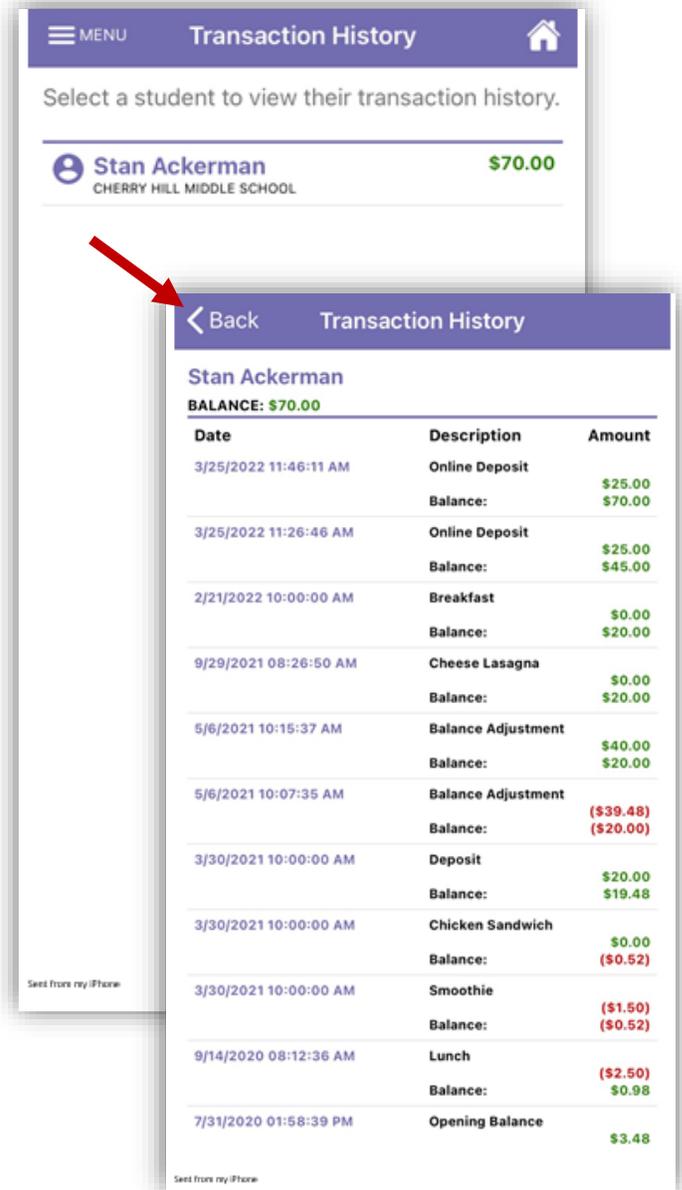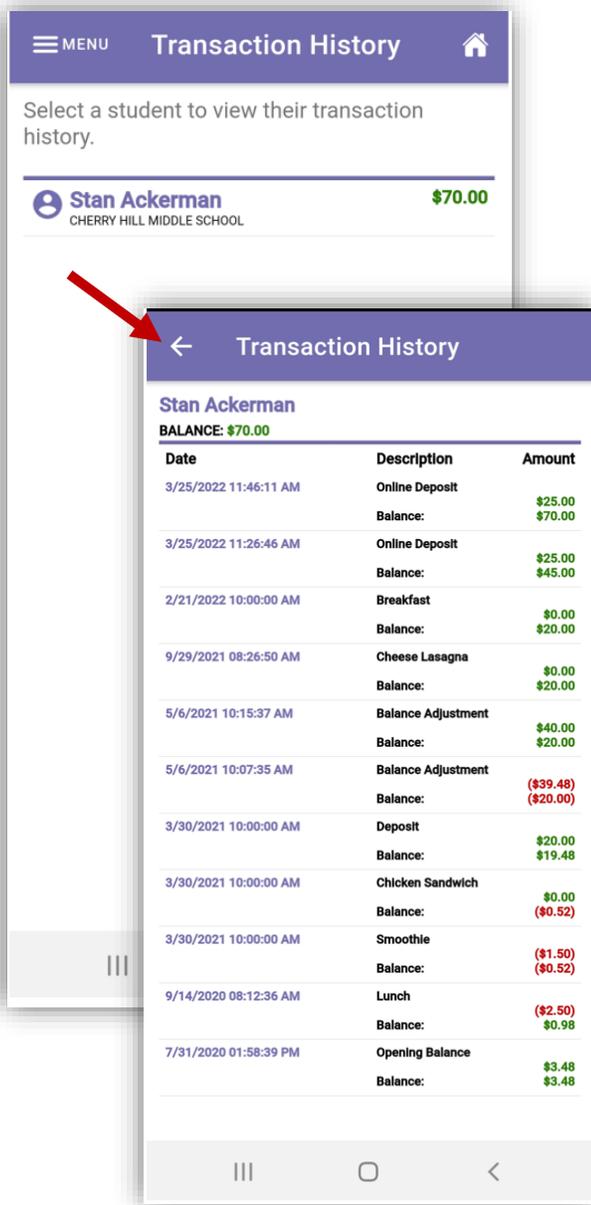
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Use the Home icon to return to Student Accounts or MENU to bring up the menu options.
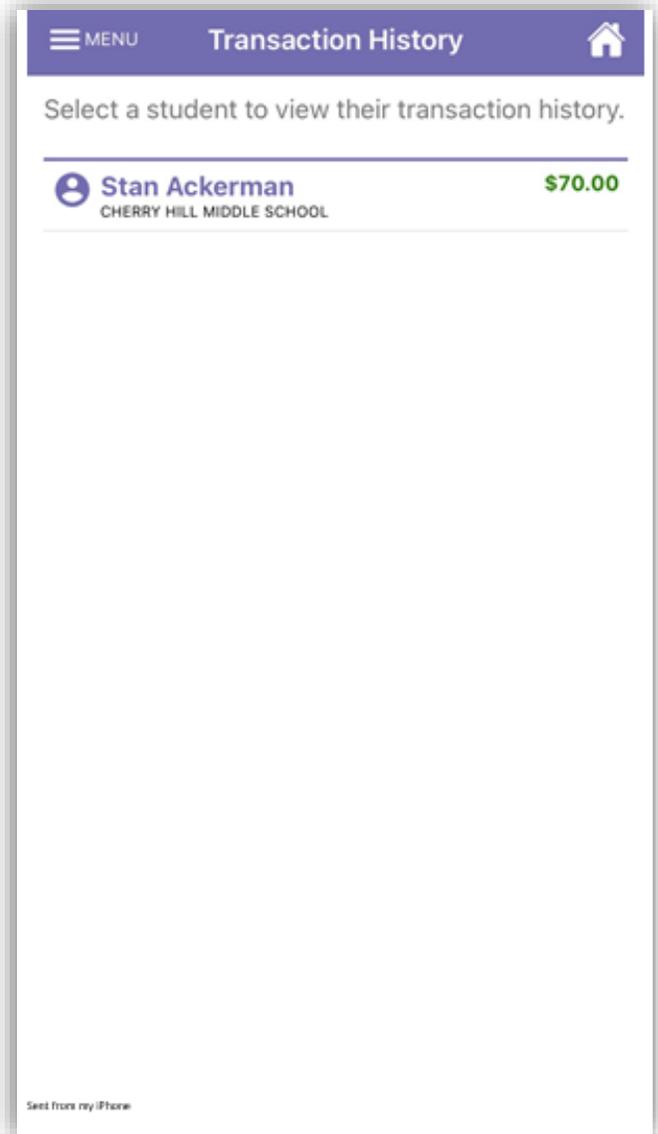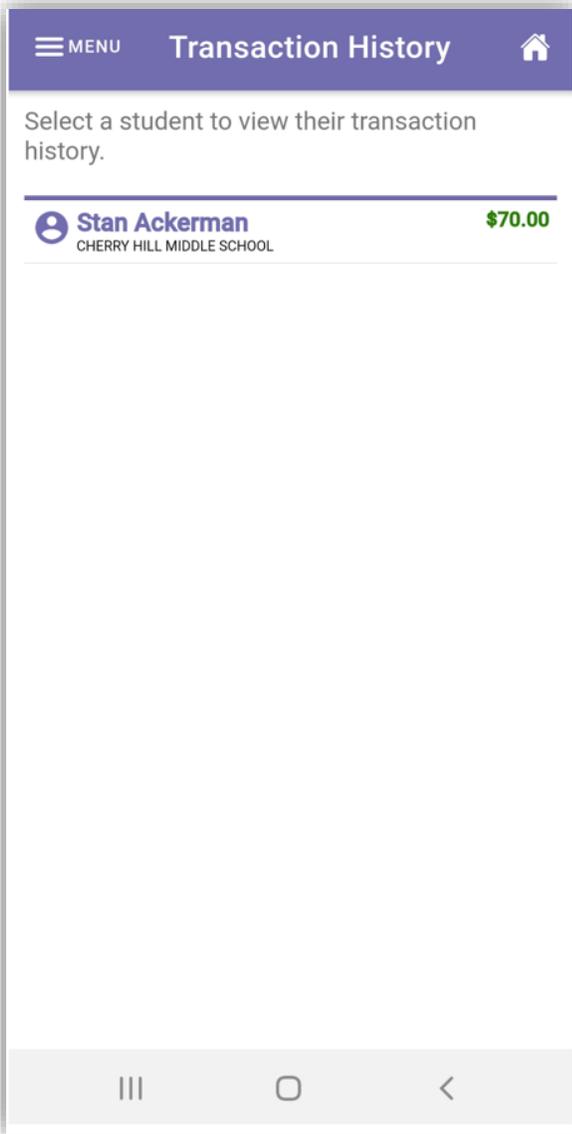
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My Account

Update the account details such as new email address, name change and password change.

To edit account details, choose My Account from the Main Menu.
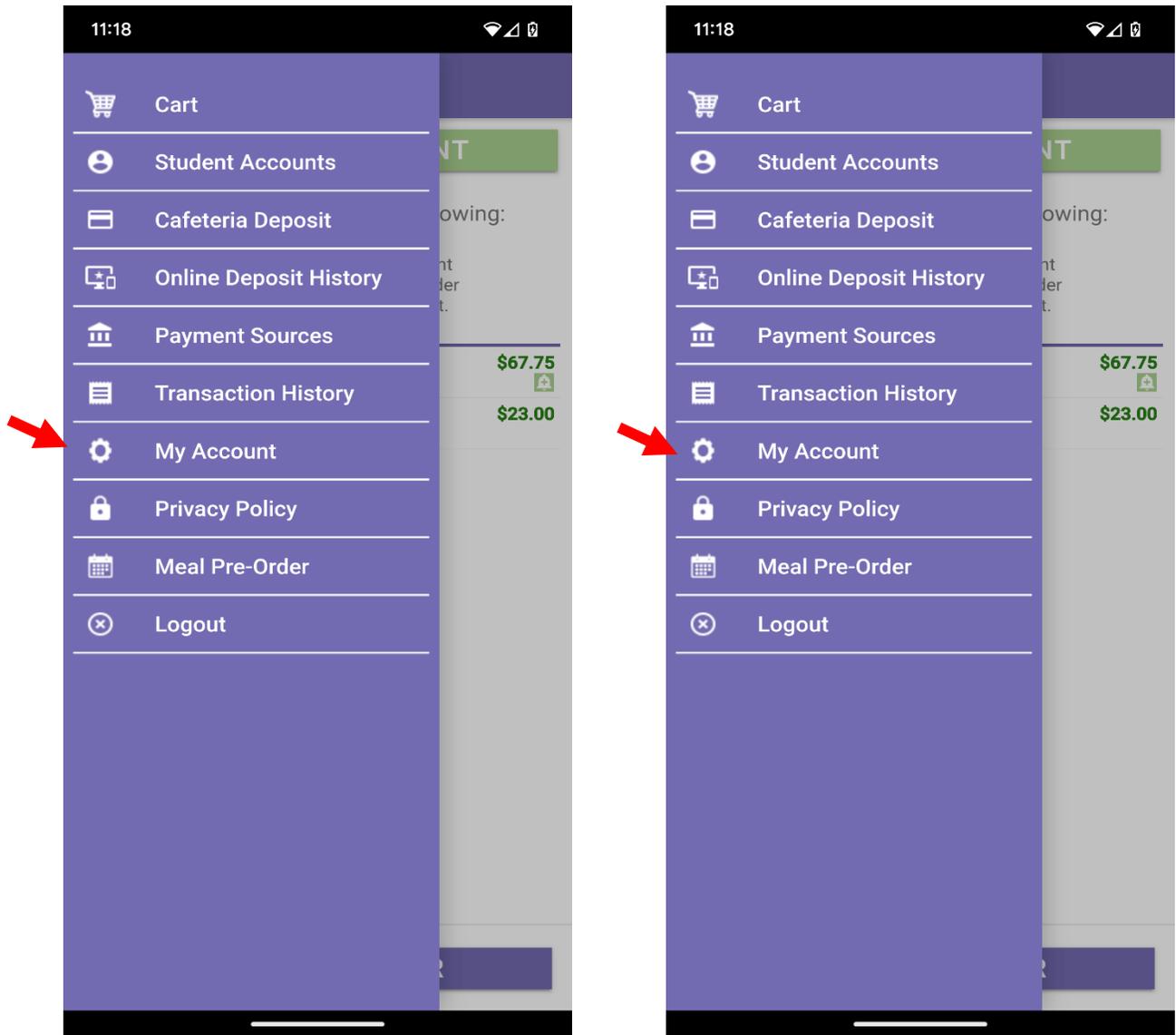
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To update the account details such as new email address, name change and password change, enter the information that needs updating. If you are changing a password, clicking on the 'EYE' icon will enable viewing of the text being entered into those fields.

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Privacy Policy

Describes what Focal Tech, Inc does with Personal information shared with us.
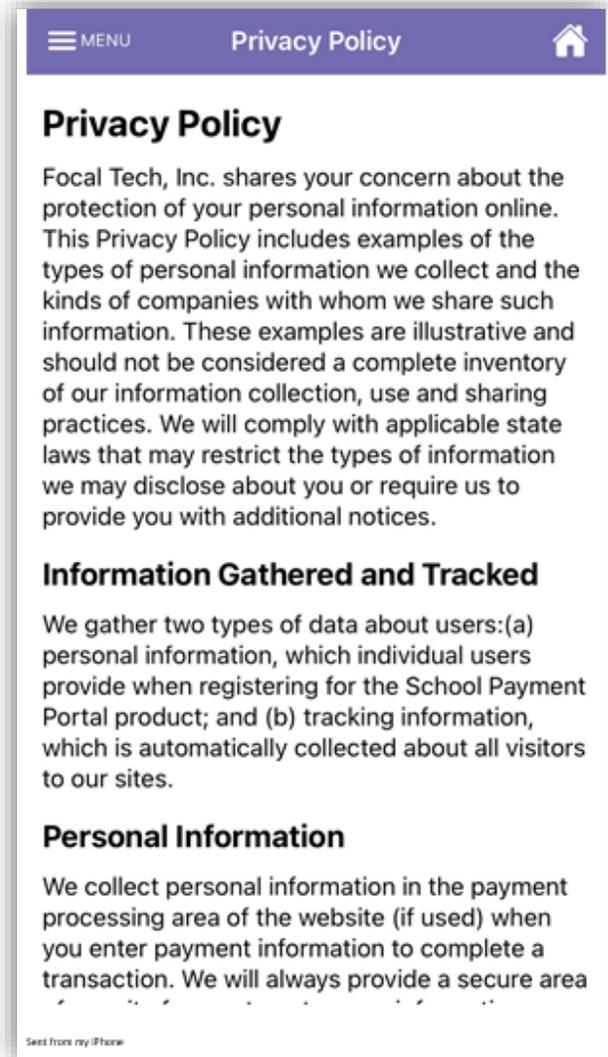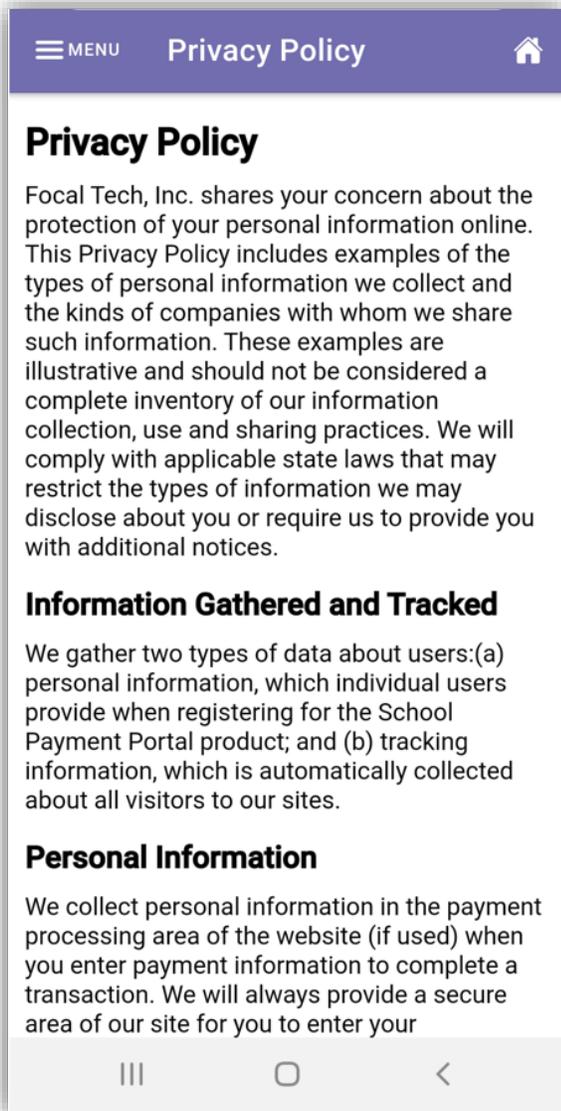
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Meal Pre-Order

If your school has chosen to use the Meal Pre-Order feature, choose Meal Pre-Order from the Main Menu or the Meal Pre-Order button at the bottom of the Student Accounts page to begin. You'll be directed to the Start a New Order screen. (If the school is not offering meal pre-ordering, this option will not be present on this menu.)
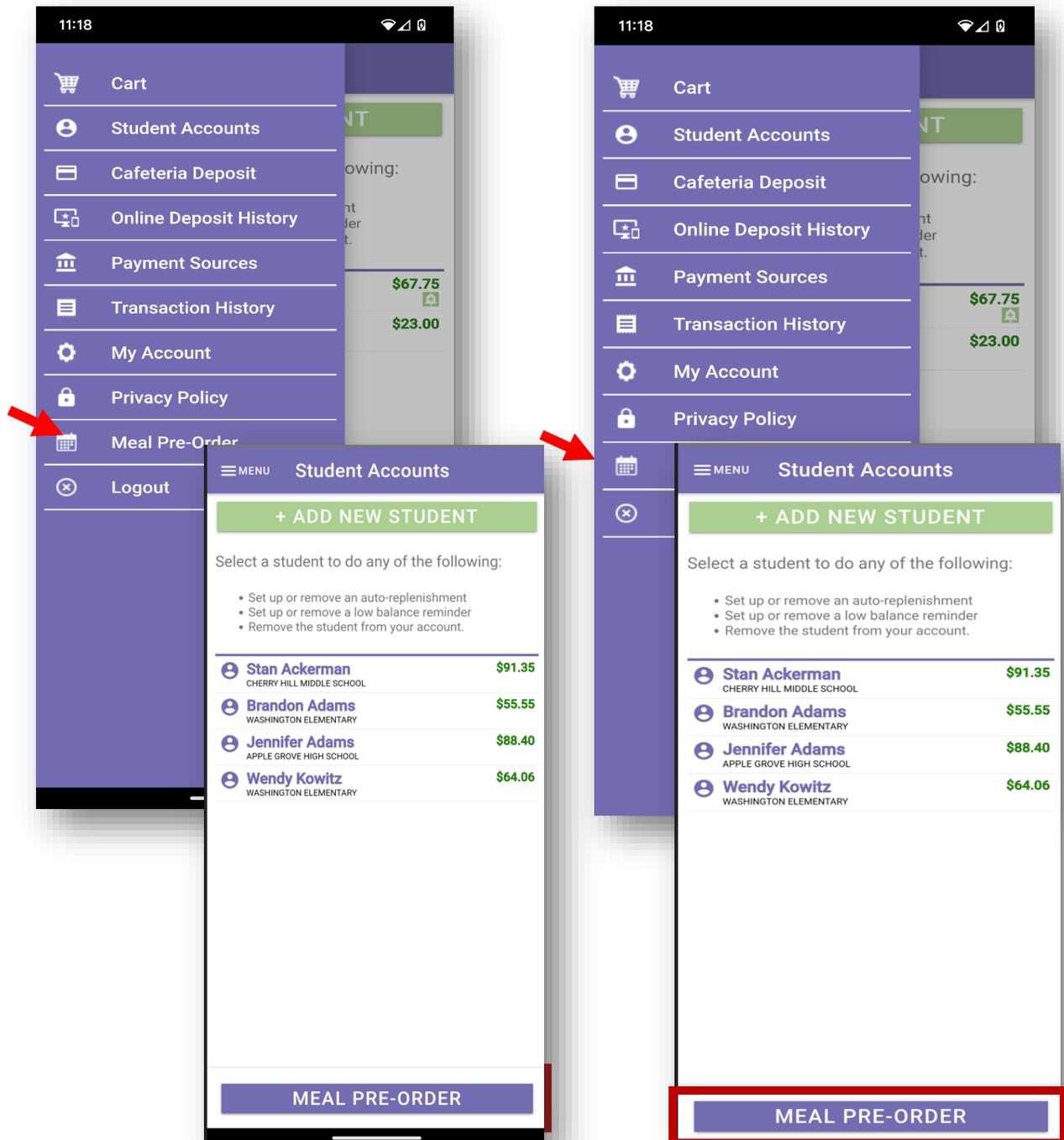
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Tap on the **Start Date**: Scrolling date options will appear at the bottom of the screen. Choose a date to begin the ordering process. Tap **Done** to save the date.

Tap on the **End Date**: Scrolling date options will appear at the bottom of the screen. Choose an end date. Tap **Done** to save the date.

(When ordering for a single day, choose the same date for the Start Date and End Date)
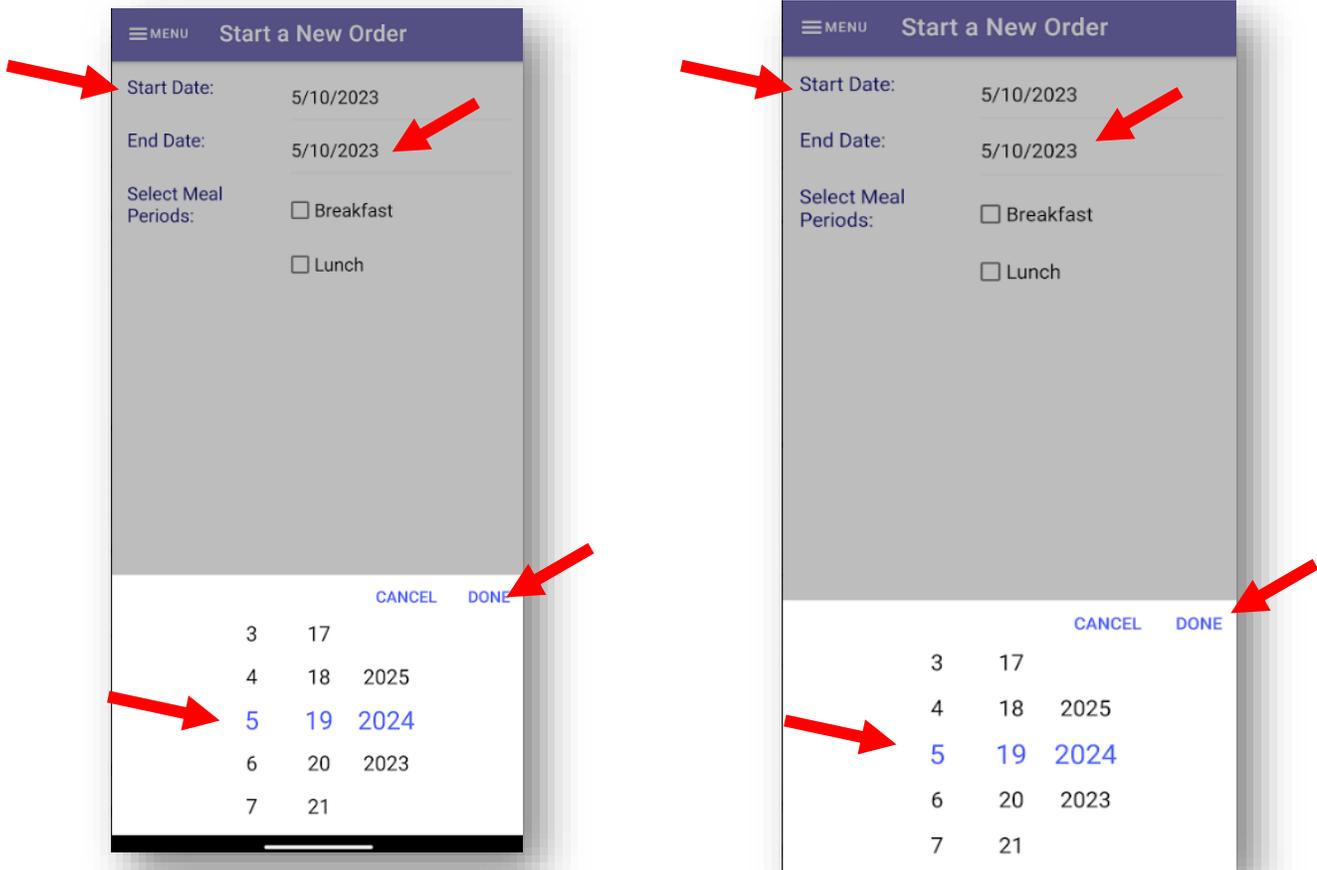
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Tap to select the meal periods that are available. Multiple meal periods can be selected.

Tap the **START ORDER** button to continue

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The first student on this account will now be displayed at the top of the screen as well as the School Name and the date that you choose to start the pre-order.

If the School has chosen to set a deadline for submitting pre-orders, that information will display in red text.

From the list of items that are available, tap on the 0 in the quantity space to the left of the Item Name and enter the number of items being ordered. Do this for each item that is being ordered for this student.
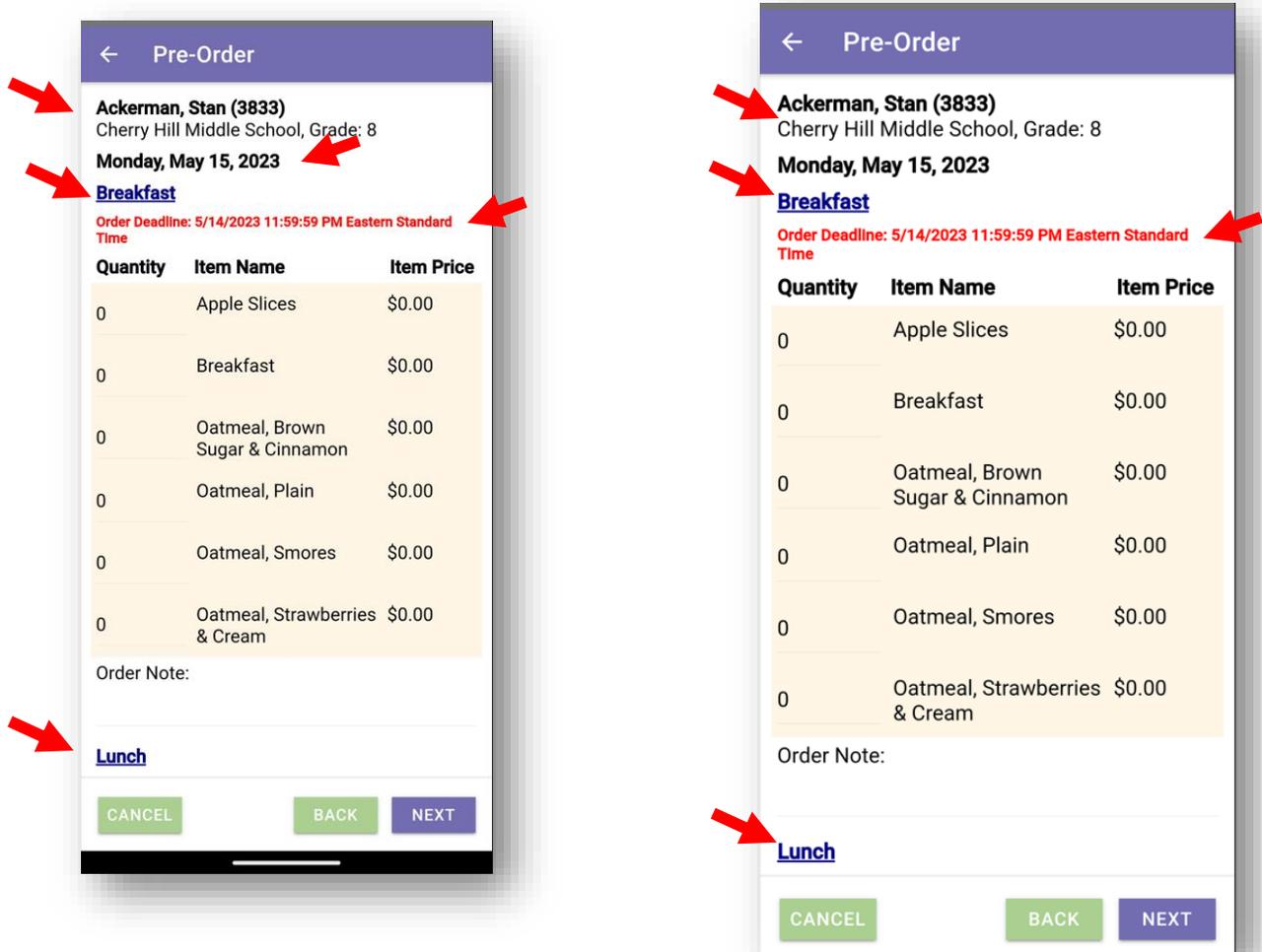
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When ordering for multiple meal periods, such as Breakfast and Lunch, the first date of the range you selected will be displayed with Breakfast options listed first, then Lunch Items.

When ordering for multiple dates, continue scrolling down to access the additional dates and items available.
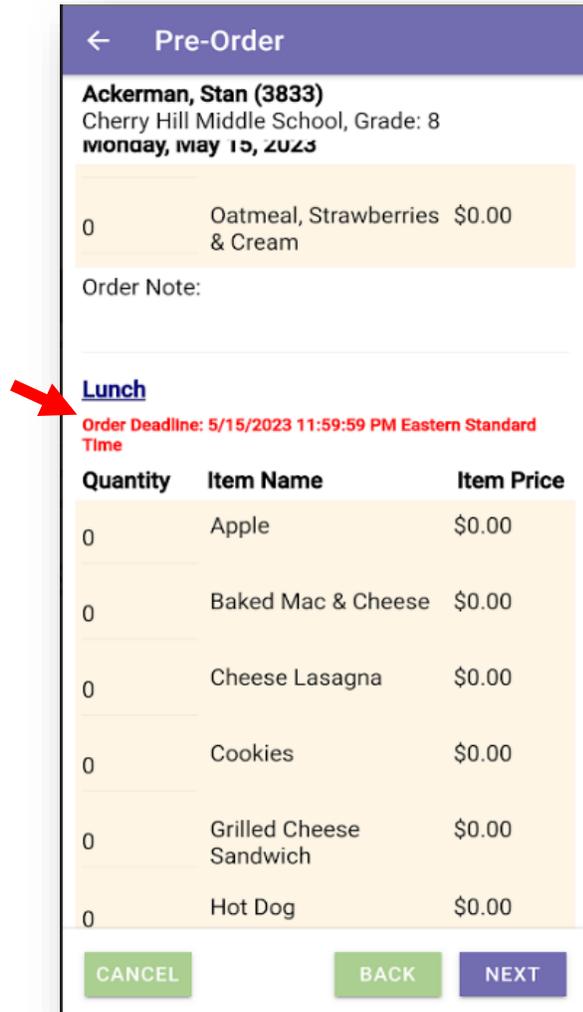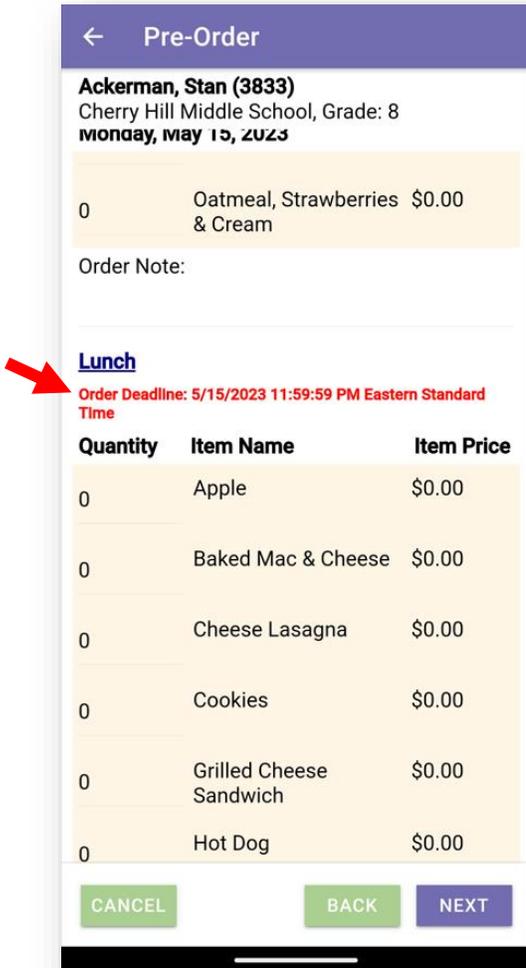
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You will notice that there is an Order Note: space available for each student, for each meal period on each date. Tap the space to enter a note that will be seen by the Cashier at the Point of Sale at the time of purchase.

Once all items have been selected, tap the Next button to proceed to the next step. The Next button will also be used when skipping through other students on your account that you are not submitting orders for or who have already had orders submitted.
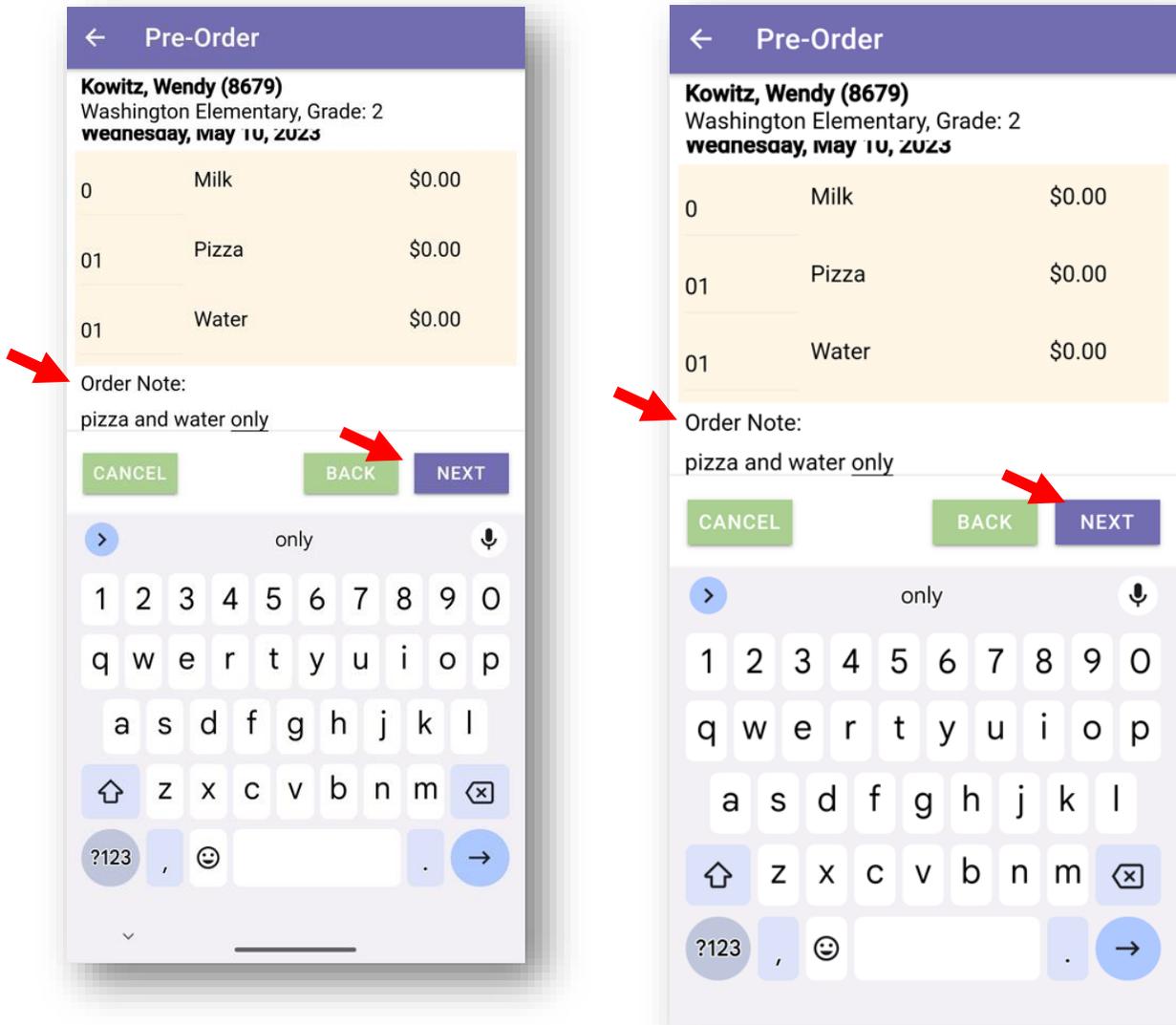
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If all of the details are correct, click the **CONFIRM** button at the bottom of the screen. If you do not see the Confirm button, please scroll down until it is visible.
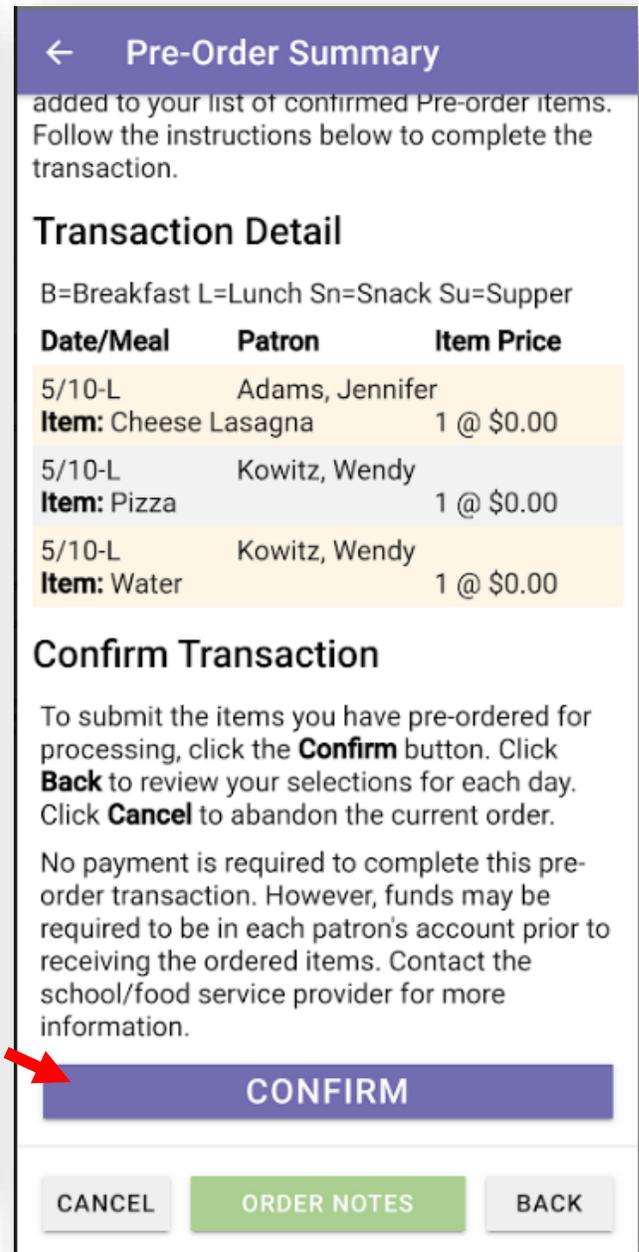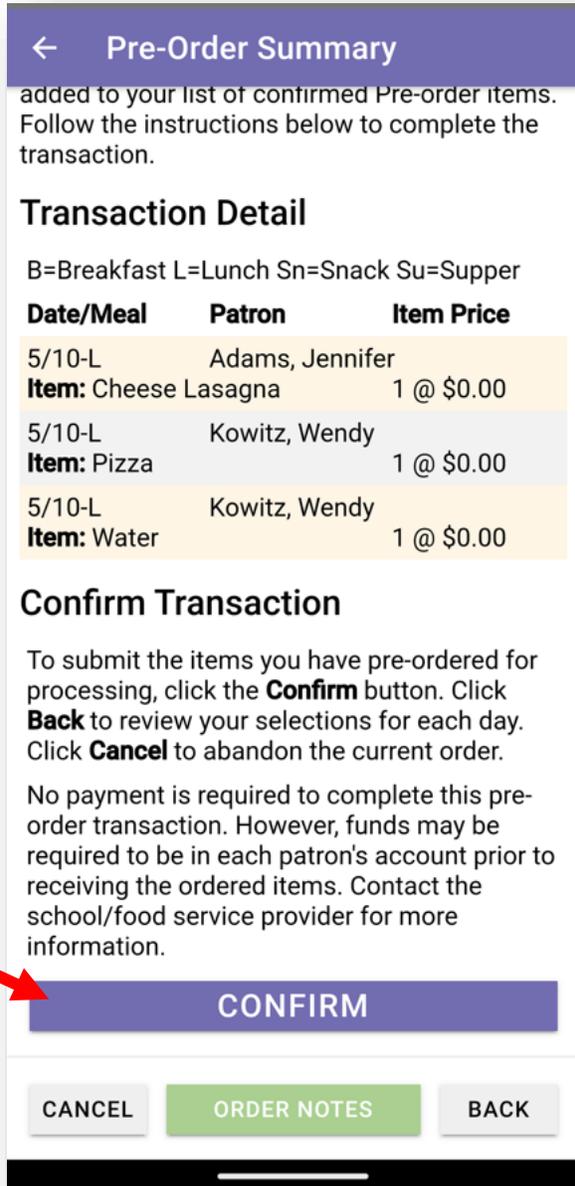
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The Pre-Order Complete screen will be displayed, Tap the CLOSE button. You will be returned to the Start a New Order screen. To Close out of the Meal Pre-Ordering, tap the MENU in the upper left corner and choose
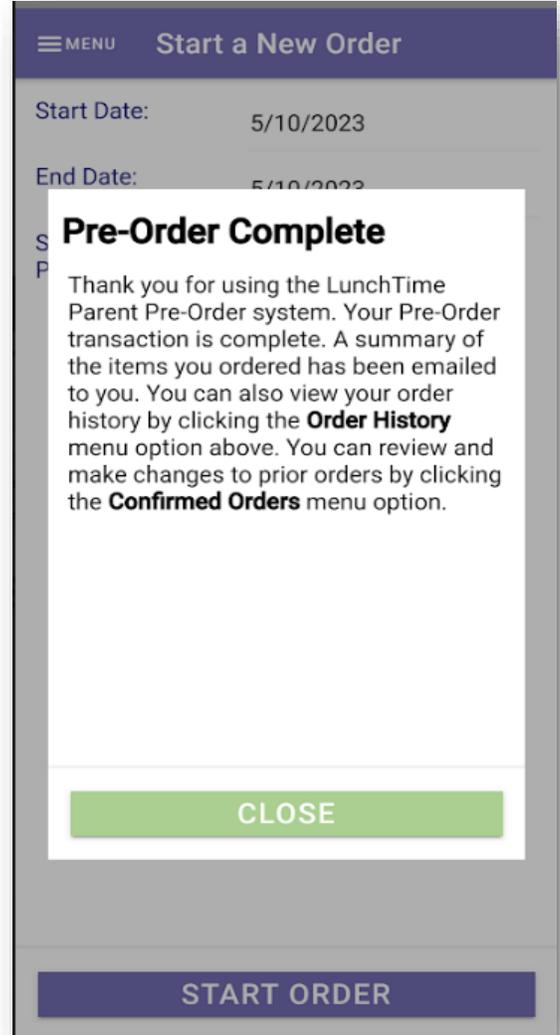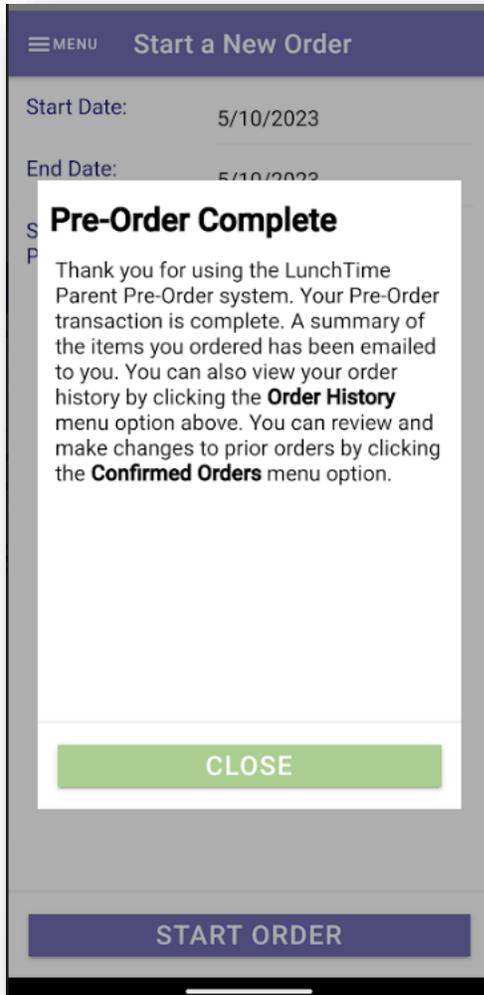
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You will receive an email confirmation with a receipt attached to the email address used to create the account.
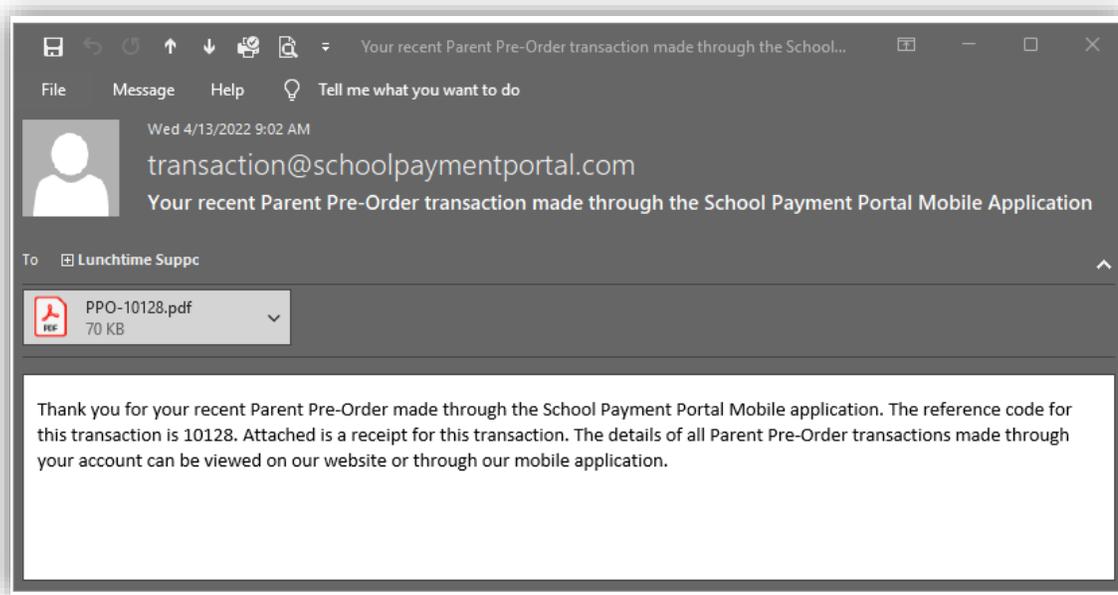
Thank you for your recent Parent Pre-Order made through the School Payment Portal Mobile application. The reference code for this transaction is 10128. Attached is a receipt for this transaction. The details of all Parent Pre-Order transactions made through your account can be viewed on our website or through our mobile application.

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PRE-ORDER MENU

The Pre-Order Menu give you access to Start a New Order, check Confirmed Orders, check Order History and check Patron Order History (useful when there are multiple students assigned to account).
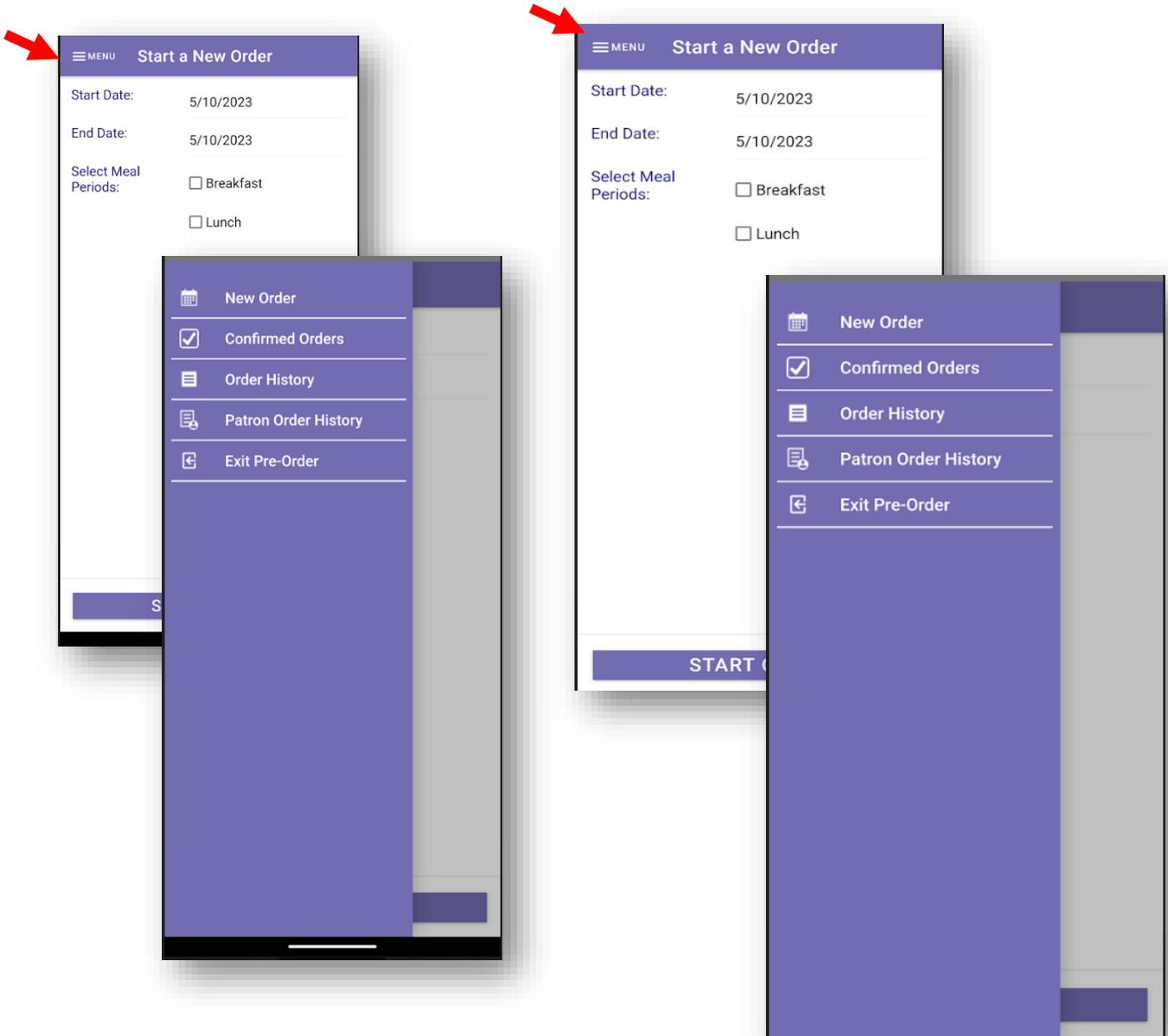
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CONFIRMED ORDERS

This menu also give you access to change or remove any pre-ordered items that haven't yet been purchased. Select an entry from the list to see the details of the Pre-Ordered item or to remove the Pre-Ordered item.
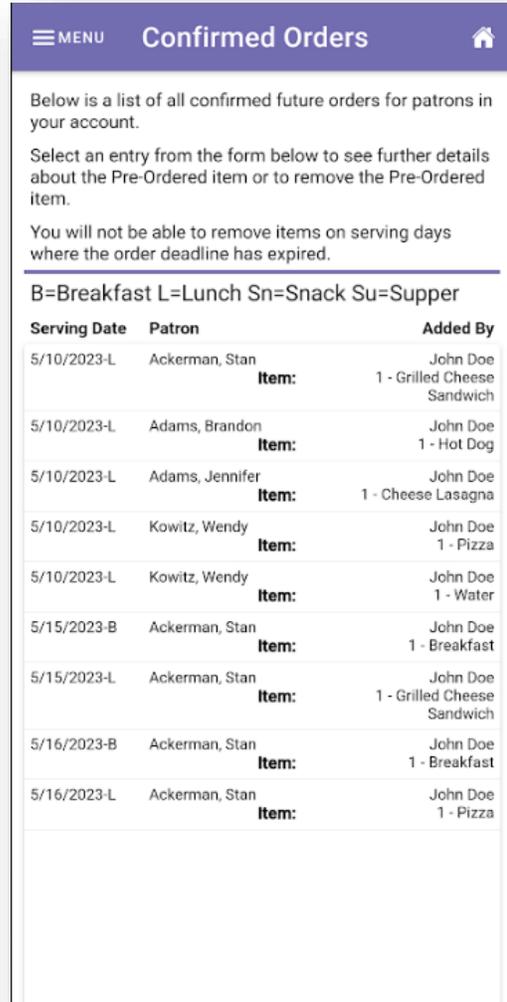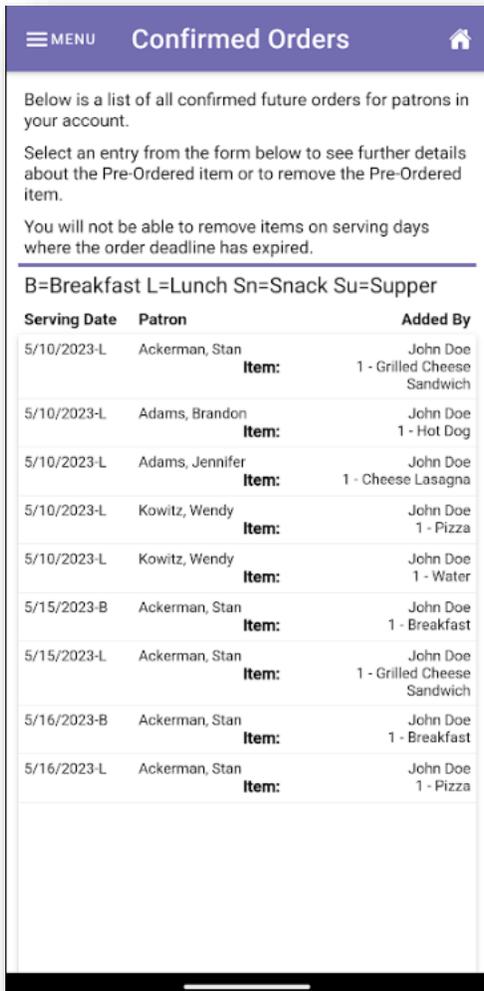
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From the Confirmed Order Detail page, Tap REMOVE to delete the order.

Click YES on the Removal Confirmation.

Click OK. You will be returned back to the Start a New Order screen.
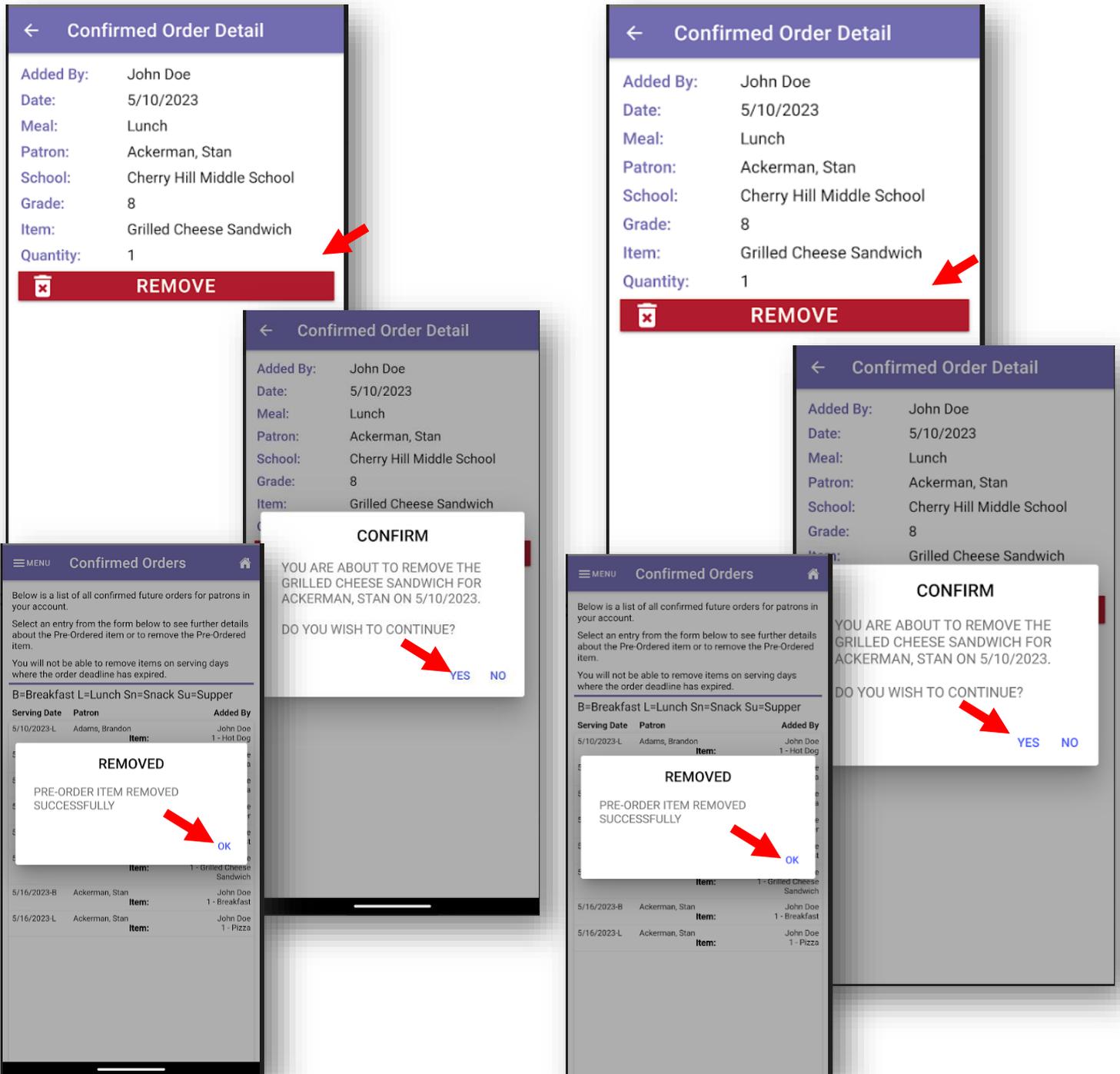
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ORDER HISTORY

From this list, you have the ability to see details from orders that have been submitted and processed.

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PATRON ORDER HISTORY

To see order history details by patron, select a patron name from the dropdown list.
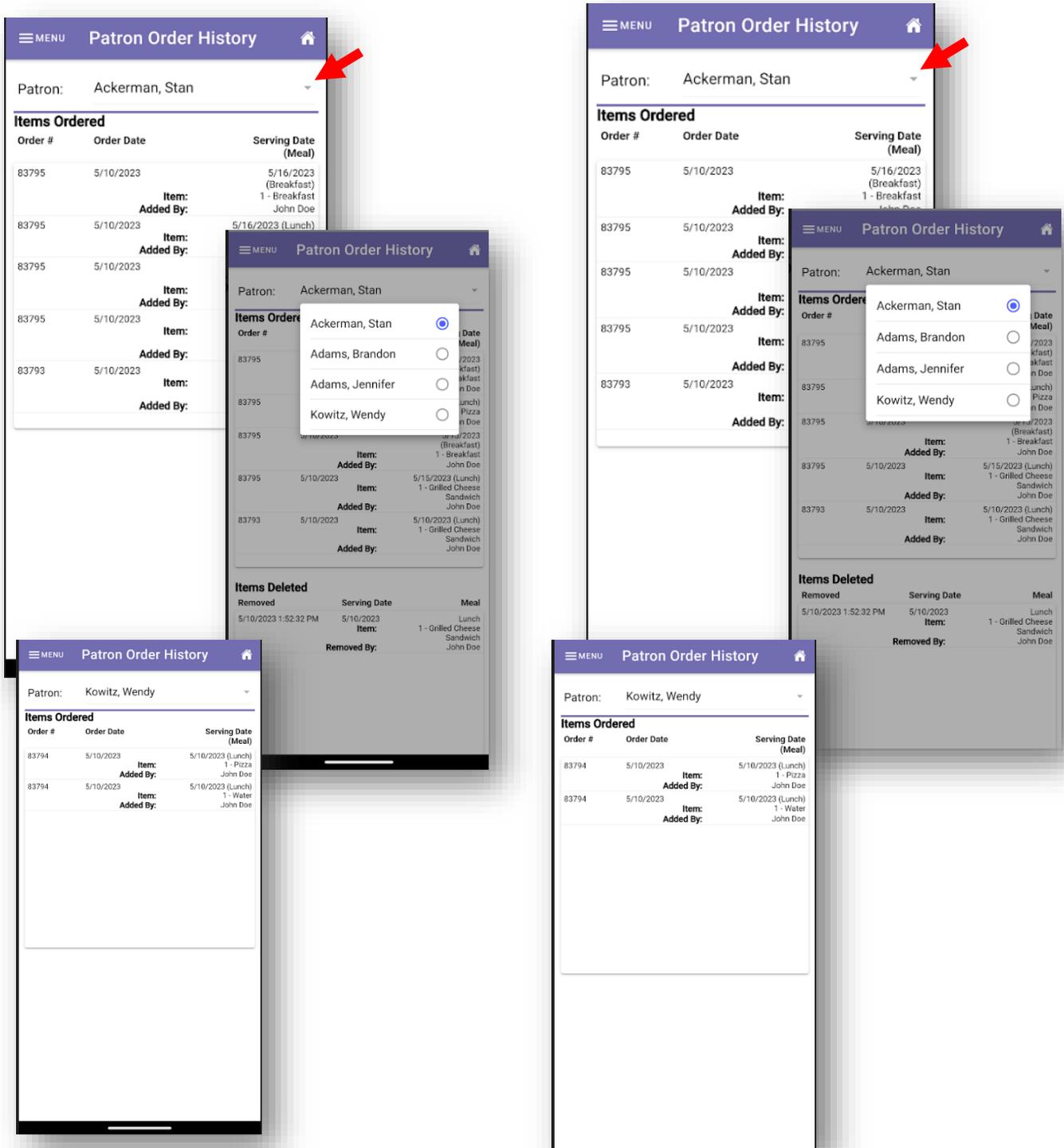
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Exit Pre-Order

To exit out of Pre-Order, choose Exit Pre-Order from the MENU. You'll be directed to the Students Account page.

NOTE: You will be prompted if any pending pre-orders exist in your cart to confirm you still wish to exit the pre-order pages. Your pre-order cart will be cleared upon logging out.
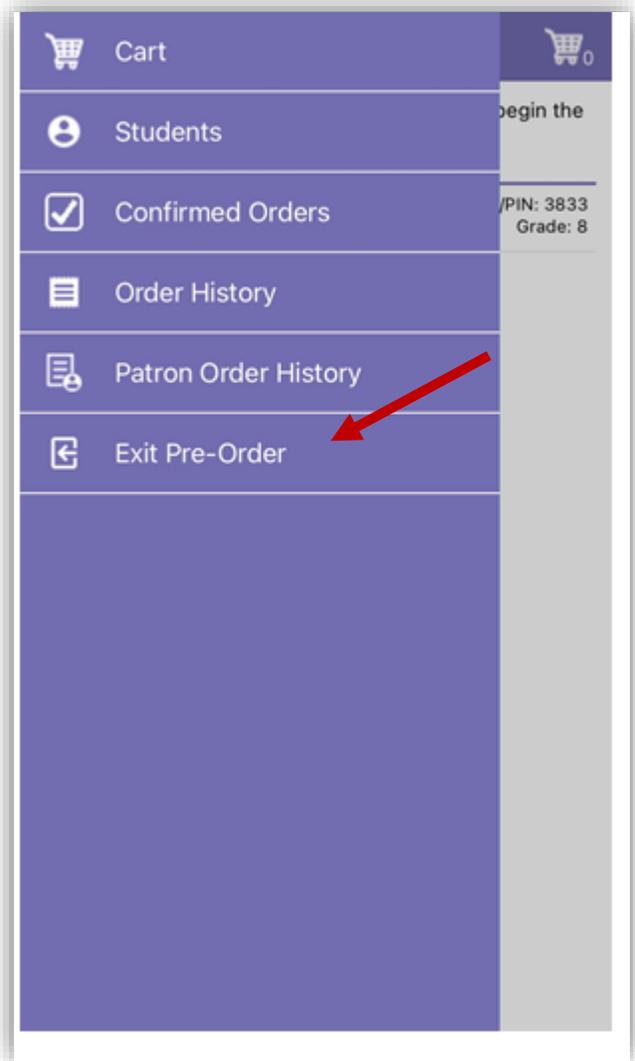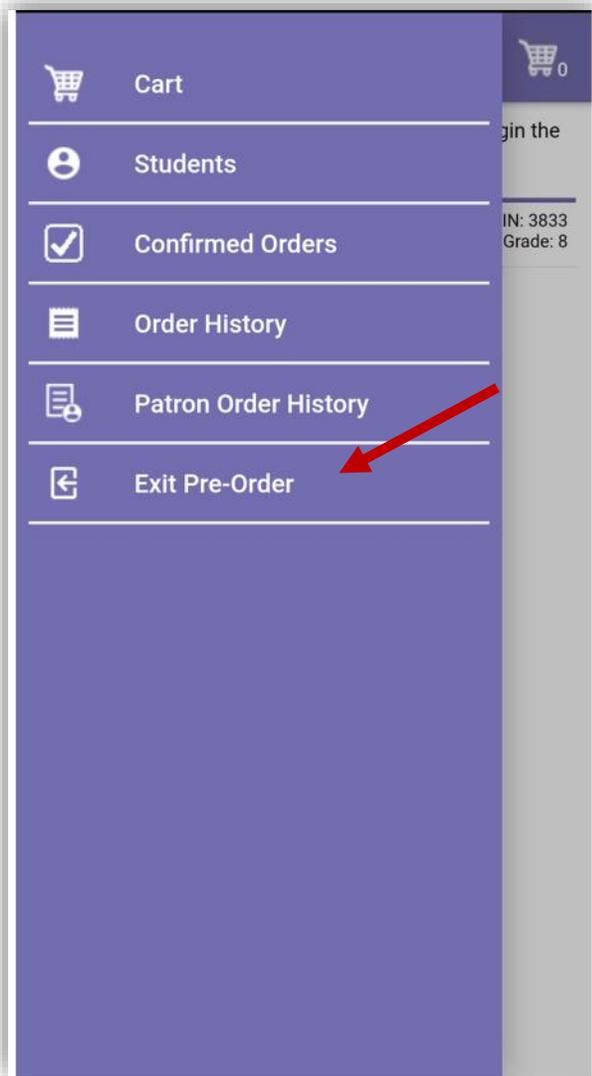
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Logout

When you are finished, choose Logout from the MENU. You will be redirected to the Login screen.

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