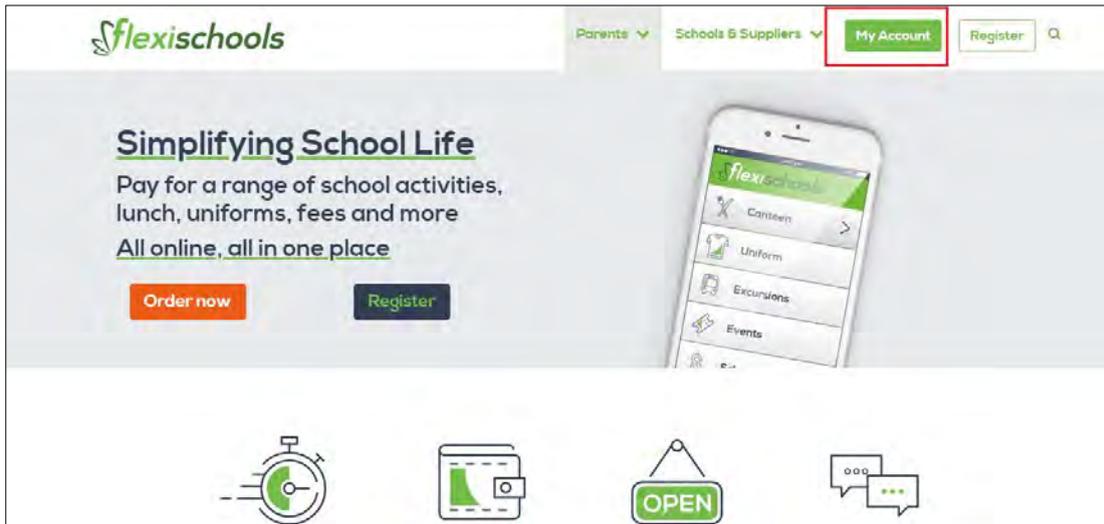


EDITING A CANTEEN MENU

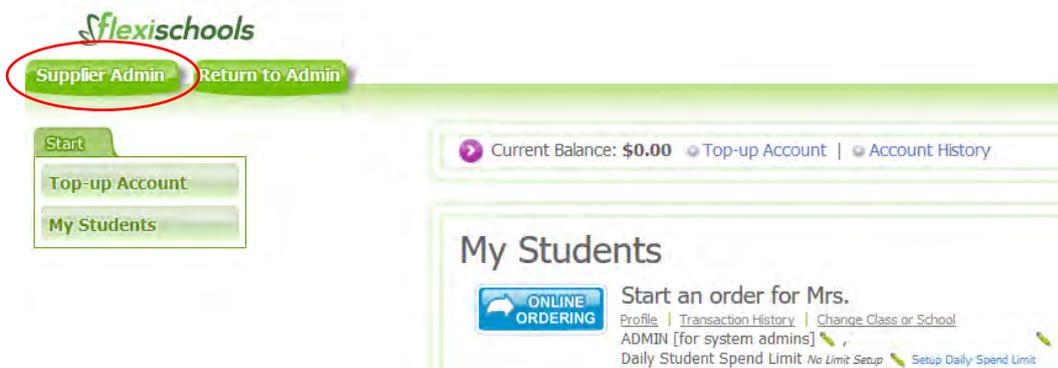
Login to Flexischools website

Go to www.flexischools.com.au click on my account at the top of the page with the username and password you set up in the registration process. If you don't have a username yet, or we have not given you Supplier Admin access on your account, please email support@flexischools.com.au.



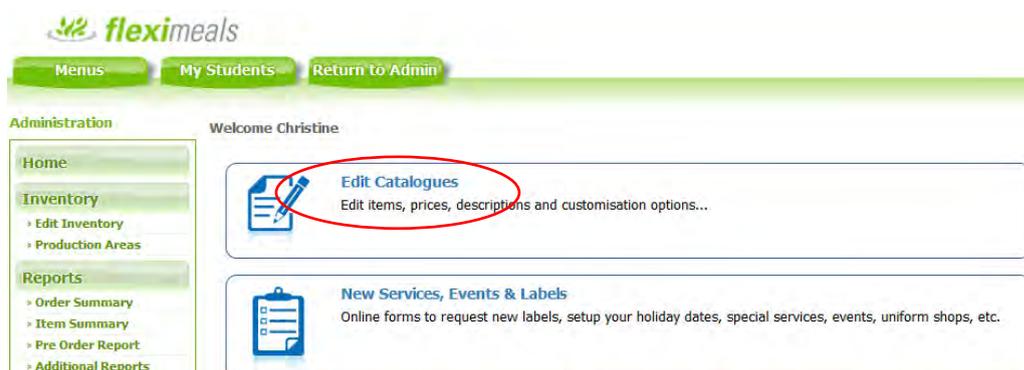
Access Supplier Admin

Click on the 'Supplier Admin' button to switch from parent view to admin view.



Viewing your catalogues

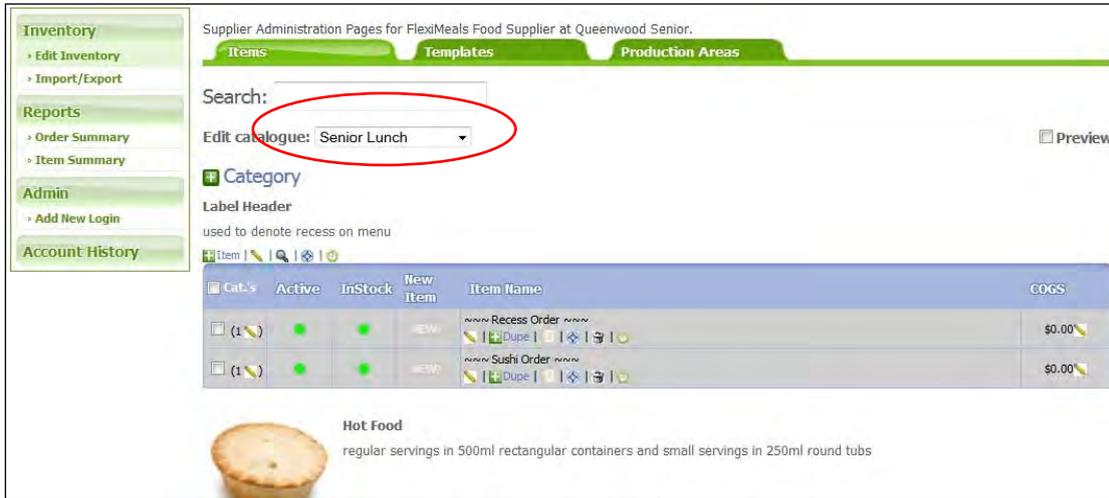
Click on 'Edit Catalogue'





On the Flexischools website, you have a single list of items, and one or more 'catalogues'. Flexischools will have set up the catalogues you require, and they may be split by time (e.g. Recess and Lunch) or by student (e.g. Junior and Senior). You can assign items to each catalogue – as an example, Lunch may show all your available items, whereas Recess may only have a limited selection of items such as snacks and drinks.

When you first log in you will see a screen similar to this:



Selecting a Catalogue and Including Items

You can select the **catalogue** (e.g. Recess or Lunch) you wish to view by choosing from the drop-down list at the top, circled above.

You will notice that all items from all catalogues are displayed; however items which are **not included** in the current catalogue have a grey background, like this:



Example of an item not included in the selected catalogue

Items which **are included** in the currently selected catalogue have a **white background**.

The **checkbox** on the left of each item indicates whether the item is included in the currently selected catalogue. Click the checkbox to include the item in this catalogue and uncheck it to not have it appear in the catalogue.

Changing the items which are displayed for a particular catalogue (say Lunch or Recess) is simply a matter of **first selecting the catalogue** in the drop-down (e.g. 'Lunch') and then running down the list of items and **checking which items** you would like displayed for that catalogue.

The background on the item will change to white to indicate the fact that the item is now included in the currently-selected catalogue. Those which are grey will not be shown in this catalogue.

Making Items Out-of-Stock

There are two green dots next to each item. One indicates that the item is 'Active' and the other indicates the item is 'In Stock'.

'Active' indicates whether the item is **displayed** on (or removed from) **all catalogues**. If you click the Active button to make it red, the item will not appear on any pages. *This is how you turn off an item that you no longer want to sell.*

'In Stock' indicates whether the item is **available for ordering** (or out-of-stock). If you click the In Stock button to make it red, the customers will still see the item, but it will have an '**out of stock**' message and they will not be able to order it.

<input checked="" type="checkbox"/>	Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/> (2)	●	●		Junior Sandwich (Ham) Choose Bread Type Dupe	\$2.00

Above example: Item is in-stock

<input checked="" type="checkbox"/>	Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/> (2)	●	●		Junior Sandwich (Ham) Choose Bread Type Dupe	\$2.00

example: Item is out-of-stock

Above

To put the item back in stock, simply click the red button to make it green again.

Making Flavours or Options Out-of-Stock

If an item has some **flavours** or options, you'll notice that they don't automatically appear on the list of items on the main page. If you want to make changes to item flavours, you will need to click the "show options/flavours" button, shown below:

<input checked="" type="checkbox"/> Cat.'s	Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/> (2)	●	●		Junior Sandwich (Ham) Choose Bread Type	\$2.00

Click the show flavours/options button for the item flavours (e.g. Breads, Grain Wave Flavours) and you will see the list of flavours appear below:

[← Back to Full Item List](#)

Categories in Junior sandwich Choice Template:

 Sandwich Breads

[+ Item](#) |  |  | 

<input checked="" type="checkbox"/> Cat.'s	Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/> (1)	●	●		Hi-Fibre White	\$0.00
<input checked="" type="checkbox"/> (1)	●	●		Wholemeal	\$0.00

You can now make changes to the flavours in the same way as described for the items above, such as setting the out-of-stock, or inactive options. You can also change the descriptions and pricing of the options, or add new ones by clicking '+item'.

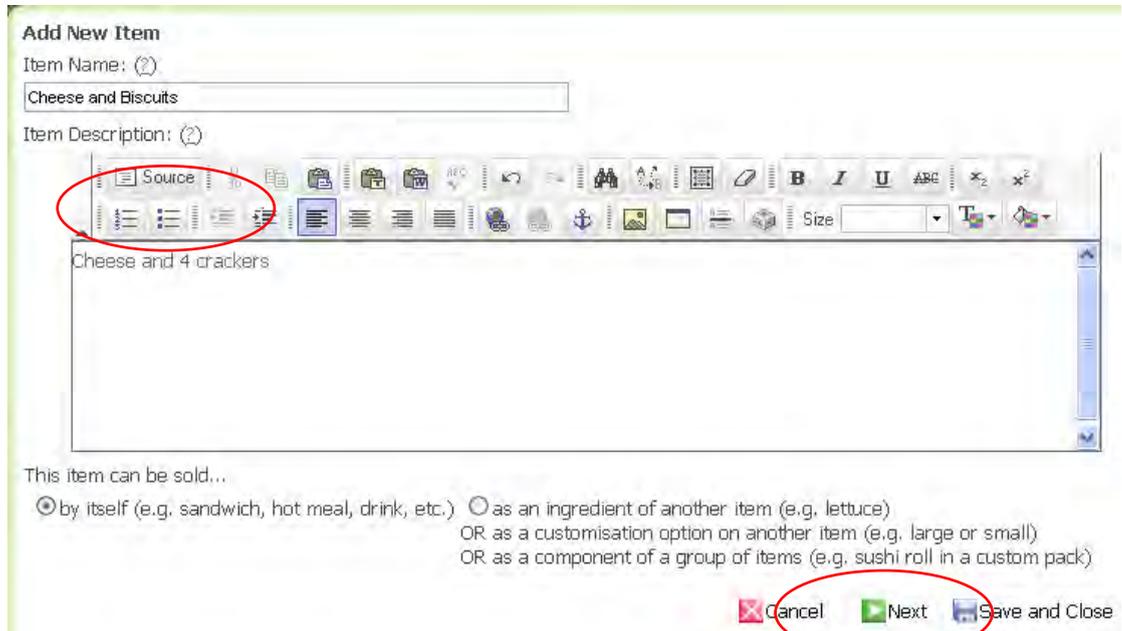
Adding New Items

Note: This procedure is only for new items. If your item already exists in one catalogue (e.g. recess) and you want to include it in another catalogue (e.g. lunch), refer to the section 'Selecting a Catalogue and Including Items'

- a) at the top of the category listing, press the plus button to add an item to the category



- b) Enter in the item name and click 'add new item' to proceed
 c) Include an item description, if required and click 'Next'



d) Enter the price and press 'Next'

Add New Item

Prices

All prices defined here should be the amount you want to receive for providing this item.

G.S.T. Applies

Item Price (ex Tax): \$

Item Price (inc Tax): \$

In stock Scheduled Availability:

Active

Default Item: Cycle start: **Sunday, 05 Jun**

Units: \$0.00 **All Days S M T W T F S**

Default Servings pp:

Min Qty per Order:

Available: Always to Always

UnAvailable: Never to Never

Note: this screen also allows some advanced item options, like weekly scheduled availability.

e) Leave the catalogue selection to the default settings (current catalogue), Press 'Next'

Add New Item

Catalogues: (?)

Junior Lunch Menu

Sites: (?)

Site	Active	Instock	Price
+ Add New Site-Override			

f) If this is a simple item that doesn't have options (like flavours), click Next. Otherwise, see the section below on how to include flavours or options for your item

Add New Item

Configuration Template: (?)

Select the Configuration Template...

g) Your item is setup complete! Click 'Save New Item'

Add New Item

Goodies
great healthy options for your lunch pack

Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cheese and Biscuits	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cheese and 4 crackers	\$3.50

Including Flavours of Options on Your Items

If your item has flavours or options, you can add these by creating an 'Item Template'.

Item Templates contain the rules used to ensure customers specify a selection of flavour, or pay extra for additional ingredients. Simple rules, like flavours can be done quickly and easily as shown below. For more complicated rules, like 'Make Your Own Sandwiches', please contact your Flexischools Customer Service Team once the daily orders are complete.

To add some Flavours to an item, follow the procedure below:

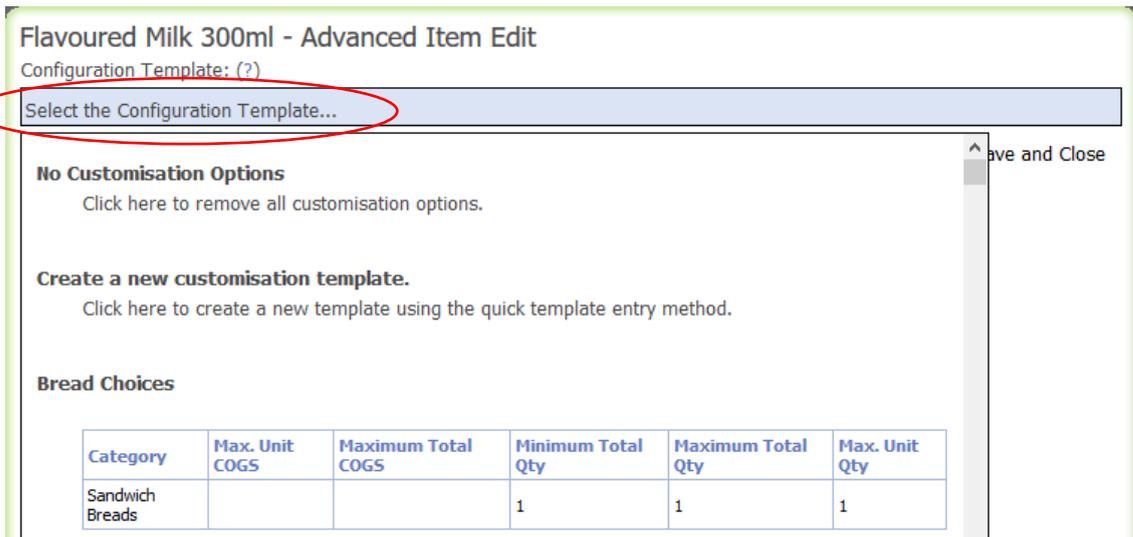
a) Click the Item Template button for the item concerned:

Drinks

+Item | | |

Cat's	Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/> (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Flavoured Milk 300ml 	\$2.50

b) Click 'Select the Configuration Template...' to reveal the current templates



Flavoured Milk 300ml - Advanced Item Edit
Configuration Template: (?)

Select the Configuration Template...

No Customisation Options
Click here to remove all customisation options.

Create a new customisation template.
Click here to create a new template using the quick template entry method.

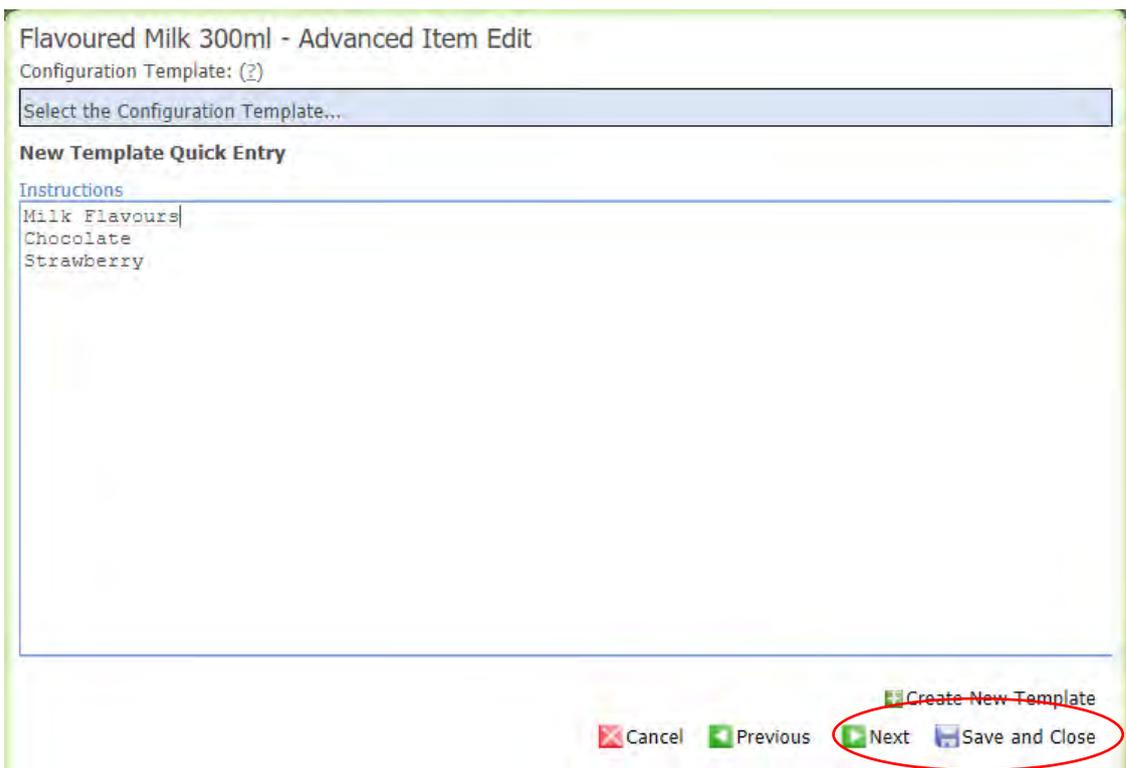
Bread Choices

Category	Max. Unit COGS	Maximum Total COGS	Minimum Total Qty	Maximum Total Qty	Max. Unit Qty
Sandwich Breads			1	1	1

Select 'Create a new customisation template' and in the text box enter the following

i) on the first line, put the 'heading' you would like to display to the customer

ii) on the following lines, put in the flavours for the item, see example below:



Flavoured Milk 300ml - Advanced Item Edit
Configuration Template: (?)

Select the Configuration Template...

New Template Quick Entry

Instructions

Milk Flavours
Chocolate
Strawberry

In this example, the customer will see the heading 'Milk Flavours' and will be asked to select between 'Chocolate' or 'Strawberry' options. For chips, you might have 'Chip Flavours' on the first line and then list the flavours below.

Press 'Create New Template' once you have entered the information into the text box, as above.

Click 'Save and Close' to save the changes to this item

Viewing Your Account History

You can go to the Account History section to see the transactions that occurred on previous days.

The screenshot shows the FlexiMeals website interface. In the top right corner, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769, and an 'Account Balance' of \$1,452.65. Below this are 'Home', 'My Profile', and 'Logout' buttons. The main navigation bar includes 'Main Menu', 'Complete Inventory', 'Templates', and 'Production Areas'. A search bar is present, followed by an 'Add New Category' button and a category for 'Salads' with a description: 'crunchy, fresh salads' and 'a choice of small servings in 250ml tubs or large 500ml rectangular containers'. Below this is a table of menu items:

In Menu	In-Stock	New Item	Item Name	COGS
<input type="checkbox"/>	<input type="checkbox"/>	Make New	MYO Penne Pasta Salad <i>be adventurous this summer start with a base of penne pasta and add options to make a delicious summer salad add meat, veges, cheese, toppings and a dressing this salad can be made as a healthy option</i>	\$3.7500
<input type="checkbox"/>	<input type="checkbox"/>	Make New	Make-Your-Own Salad <i>make-your-own salad using any of our delicious, healthy ingredients</i>	\$3.5000
<input type="checkbox"/>	<input type="checkbox"/>	Make New	Green Side Salad <i>a crunchy green side salad to turn your hot food into a balanced meal choose a dressing this salad is gluten free, healthy and suitable for vegetarians</i>	\$2.5000
<input type="checkbox"/>	<input type="checkbox"/>	Make New	Tuna, Corn, Celery & Lettuce Salad <i>this salad is gluten free and healthy and suitable for vegetarians</i>	\$4.5000
<input type="checkbox"/>	<input type="checkbox"/>	Make New	Greek Salad <i>this salad is gluten free, healthy and suitable for vegetarians</i>	\$4.5000

In the left-hand navigation menu, the 'Account History' link is circled in red. A red arrow points from the text above to this link.



This will bring up the following page:

FlexiSchools - Mozilla Firefox
fleximeals.com.au https://schools.fleximeals.com.au/FM/FM_Auth.aspx?p=AccountHistory
Feedback? Need Help? 1300 361 769
Account Balance \$786.45
Home My Profile Logout

Administration

Inventory

- Edit Inventory for My Tuckshop - Queenwood
- Edit Inventory for Q
- Edit Inventory for My Tuckshop - Beauty Point
- Edit Inventory for Q - Revers
- Edit Inventory for Q - Special Menu
- Edit Inventory for FlexiMeals

Production Sheet

- Download PDF for My Tuckshop - Queenwood
- Download PDF for Q
- Download PDF for My Tuckshop - Beauty Point
- Download PDF for Q - Revers
- Download PDF for Q - Special Menu
- Download PDF for FlexiMeals

Admin

- Add New Login

Account History

Account History

This page shows a record of all transactions on My Tuckshop - Queenwood's account between the following dates:

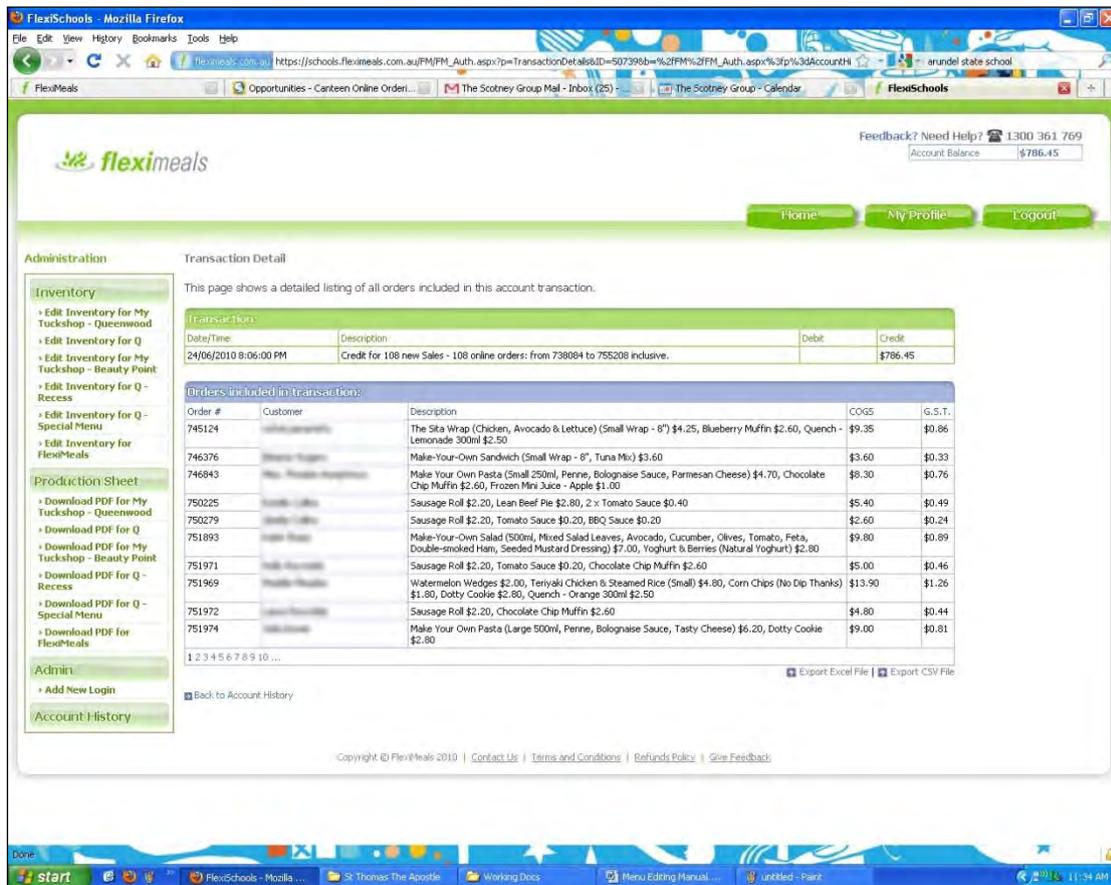
From: 28 / May / 2010
To: 28 / Jun / 2010 Get Transactions

Date	Description	Debit	Credit	Balance
28/05/2010	Paid by FlexiMeals (FlexiMeals Statement #22701). Details			
28/05/2010	Credit for 95 new Sales - 95 online orders: from 668921 to 686075 inclusive. Details			
31/05/2010	Credit for 65 new Sales - 65 online orders: from 670717 to 689997 inclusive. Details			
1/06/2010	Credit for 38 new Sales - 38 online orders: from 674946 to 692864 inclusive. Details			
2/06/2010	Credit for 63 new Sales - 63 online orders: from 678559 to 695799 inclusive. Details			
3/06/2010	Debit for 1 new Refund. Details			
3/06/2010	Credit for 85 new Sales - 85 online orders: from 682517 to 699602 inclusive. Details			
4/06/2010	Paid by FlexiMeals (FlexiMeals Statement #23396). Details			
4/06/2010	Credit for 3 new Sales - 3 online orders: from 687510 to 701386 inclusive. Details			
7/06/2010	Credit for 71 new Sales - 71 online orders: from 690996 to 709360 inclusive. Details			
8/06/2010	Credit for 57 new Sales - 57 online orders: from 695099 to 712136 inclusive. Details			
9/06/2010	Credit for 28 new Sales - 28 online orders: from 697230 to 714951 inclusive. Details			
10/06/2010	Paid by FlexiMeals (FlexiMeals Statement #24044). Details			
10/06/2010	Credit for 72 new Sales - 72 online orders: from 701512 to 719396 inclusive. Details			
11/06/2010	Credit for 75 new Sales - 75 online orders: from 707346 to 724724 inclusive. Details			
15/06/2010	Credit for 64 new Sales - 64 online orders: from 712535 to 739258 inclusive. Details			

This shows you the number of online orders particular days in the date range selected at the top of the page. Also, there is the credit, debits and balance for the accounts.

To look at the individuals that have ordered each day, select the [Details](#).

You can then see the details of who ordered what on that day:



fleximeals

Feedback? Need Help? 1300 361 769
Account Balance \$786.45

Home My Profile Logout

Administration

Transaction Detail

This page shows a detailed listing of all orders included in this account transaction.

Transaction

Date/Time	Description	Debit	Credit
24/06/2010 8:06:00 PM	Credit for 108 new Sales - 108 online orders: from 738084 to 755208 inclusive.		\$786.45

Orders included in transaction:

Order #	Customer	Description	COGS	G.S.T.
745124	St Thomas The Apostle	The Sita Wrap (Chicken, Avocado & Lettuce) (Small Wrap - 8") \$4.25, Blueberry Muffin \$2.60, Quench - Lemonade 300ml \$2.50	\$9.35	\$0.86
746376	St Thomas The Apostle	Make-Your-Own Sandwich (Small Wrap - 8", Tuna Mix) \$3.60	\$3.60	\$0.33
746843	St Thomas The Apostle	Make Your Own Pasta (Small 250ml, Penne, Bolognese Sauce, Parmesan Cheese) \$4.70, Chocolate Chip Muffin \$2.60, Frozen Mini Juice - Apple \$1.00	\$8.30	\$0.76
750225	St Thomas The Apostle	Sausage Roll \$2.20, Lean Beef Pie \$2.80, 2 x Tomato Sauce \$0.40	\$5.40	\$0.49
750279	St Thomas The Apostle	Sausage Roll \$2.20, Tomato Sauce \$0.20, BBQ Sauce \$0.20	\$2.60	\$0.24
751893	St Thomas The Apostle	Make-Your-Own Salad (500ml, Mixed Salad Leaves, Avocado, Cucumber, Olives, Tomato, Feta, Double-smoked Ham, Seeded Mustard Dressing) \$7.00, Yoghurt & Berries (Natural Yoghurt) \$2.80	\$9.80	\$0.89
751971	St Thomas The Apostle	Sausage Roll \$2.20, Tomato Sauce \$0.20, Chocolate Chip Muffin \$2.60	\$5.00	\$0.46
751969	St Thomas The Apostle	Watermelon Wedges \$2.00, Teriyaki Chicken & Steamed Rice (Small) \$4.80, Corn Chips (No Dip Thanks) \$1.80, Dotty Cookie \$2.80, Quench - Orange 300ml \$2.50	\$13.90	\$1.26
751972	St Thomas The Apostle	Sausage Roll \$2.20, Chocolate Chip Muffin \$2.60	\$4.80	\$0.44
751974	St Thomas The Apostle	Make Your Own Pasta (Large 500ml, Penne, Bolognese Sauce, Tasty Cheese) \$6.20, Dotty Cookie \$2.80	\$9.00	\$0.81

1 2 3 4 5 6 7 8 9 10 ...

Export Excel File | Export CSV File

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Advanced options

If you have any questions, or wish to add more complex items when editing the menu (for example to allow the use of customisation) please contact Flexischools at support@flexischools.com.au