

HOW TO PRINT LABELS IN ADVANCE

1. Ensure you have FOOM 4.4.11

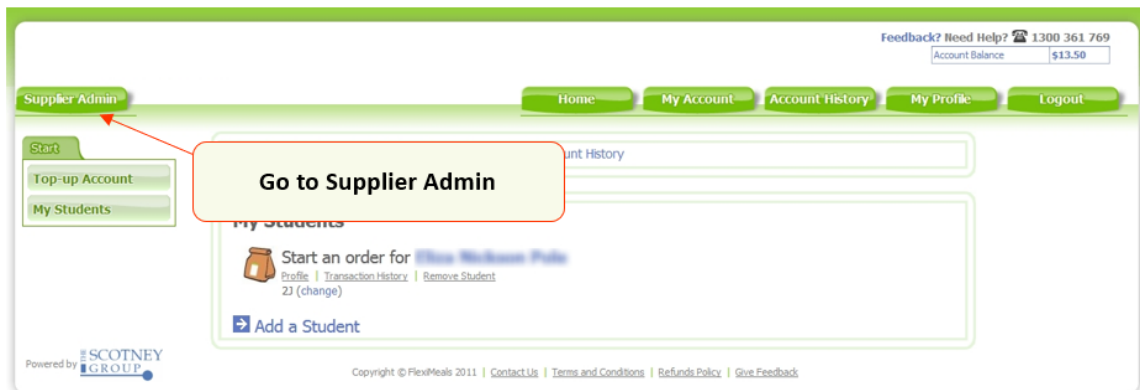
- FlexiSchools Online Order Management
- This is the latest version - 4.4.11
- Without it you will get errors
- We can send you a link to download this

2. Call us to “lock” your orders

- Give us a call on 1300 361 769
- We will “lock” the orders so that parents cannot cancel orders without your knowledge
- You will then be able to get the labels

3. Export labels to XML

Go to Supplier Admin



a. Go to Order Summary

Feedback? Need Help? 1300 361 769
Account Balance \$0.00

My Students Home My Account My Profile Logout

Administration
From: 23/11/2011 To: 30/11/2011 Get Order Summary | Item Summary

Order Summary

Date	Site	Placed	Downloaded	Printed	Total: 187
23-11-2011 (Item Summary)	Supplier App (Item Summary) Public School Canteen	-	-	85	85
24-11-2011 (Item Summary)	Supplier App (Item Summary) Public School Canteen	18	-	-	39
25-11-2011 (Item Summary)	Supplier App (Item Summary) Pub	-	-	-	30
28-11-2011 (Item Summary)	Supplier App (Item Summary) Pub	-	-	-	15
29-11-2011 (Item Summary)	Supplier App (Item Summary) Public School Canteen	2	-	-	15
30-11-2011 (Item Summary)	Supplier App (Item Summary) Public School Canteen	2	-	-	3
Total					187

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b. Open the right days' orders CLICK HERE

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Account Balance \$0.00

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Administration
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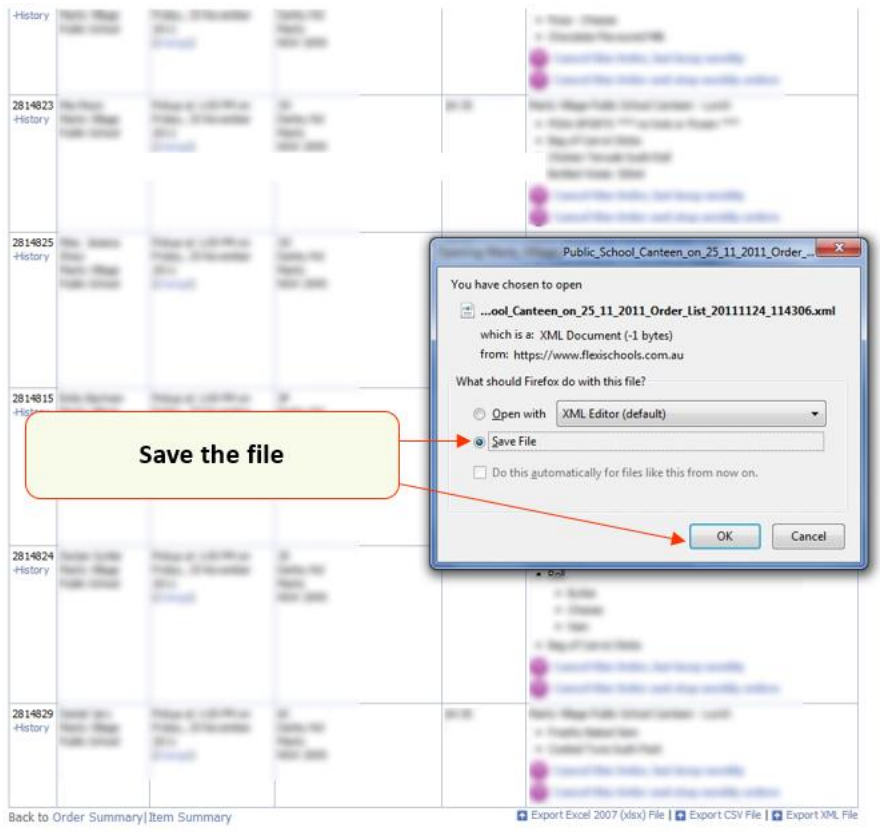
c. Scroll to the bottom and CLICK 'Export XML File'

History		Friday, 25 November 2011 (change)			<ul style="list-style-type: none"> Pizza - Cheese Chocolate Flavoured Mlk Cancel this Order, but keep weekly Cancel this Order and stop weekly orders
2814823 History		Pickup at 1:00 PM on Friday, 25 November 2011 (change)		\$4.30	<ul style="list-style-type: none"> Bag of Carrot Sticks Chicken Teriyaki Sushi Roll Bottled Water 300ml Cancel this Order, but keep weekly Cancel this Order and stop weekly orders
2814825 History		Pickup at 1:00 PM on Friday, 25 November 2011 (change)		\$4.80	<ul style="list-style-type: none"> Pizza - Cheese Freshly Baked Item Frozen Mini Juice <ul style="list-style-type: none"> Apple Cancel this Order, but keep weekly Cancel this Order and stop weekly orders
2814815 History		Pickup at 1:00 PM on Friday, 25 November 2011 (change)		\$4.80	<ul style="list-style-type: none"> Wrap <ul style="list-style-type: none"> Cheese Baked Beans Freshly Baked Item Bag of Carrot Sticks Cancel this Order, but keep weekly Cancel this Order and stop weekly orders
2814824 History		Pickup at 1:00 PM on Friday, 25 November 2011 (change)		\$3.90	<ul style="list-style-type: none"> Roll <ul style="list-style-type: none"> Butter Cheese Ham Bag of Carrot Sticks Cancel this Order, but keep weekly Cancel this Order and stop weekly orders
2814829 History		Pickup at 1:00 PM on Friday, 25 November 2011 (change)			<ul style="list-style-type: none"> Freshly Baked Item Cooked Tuna Sushi Pack Cancel this Order, but keep weekly Cancel this Order and stop weekly orders

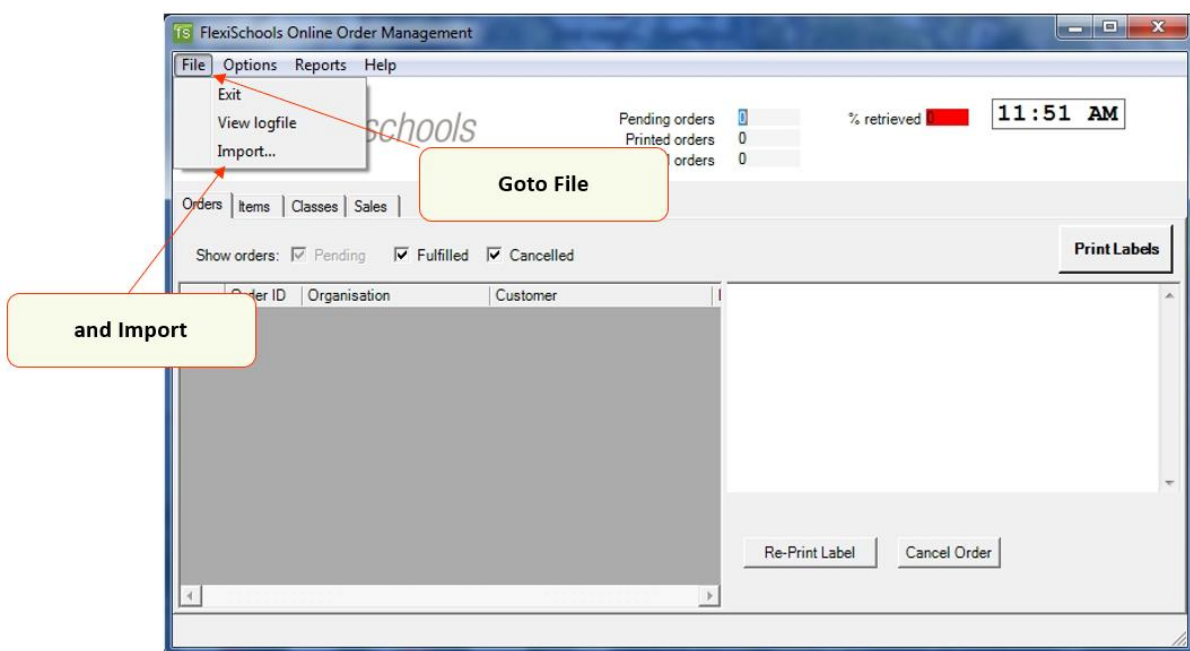
**Scroll to the bottom
and CLICK
"Export XML File"**

Back to Order Summary | Item Summary | Export Excel 2007 (xlsx) File | Export CSV File | Export XML File

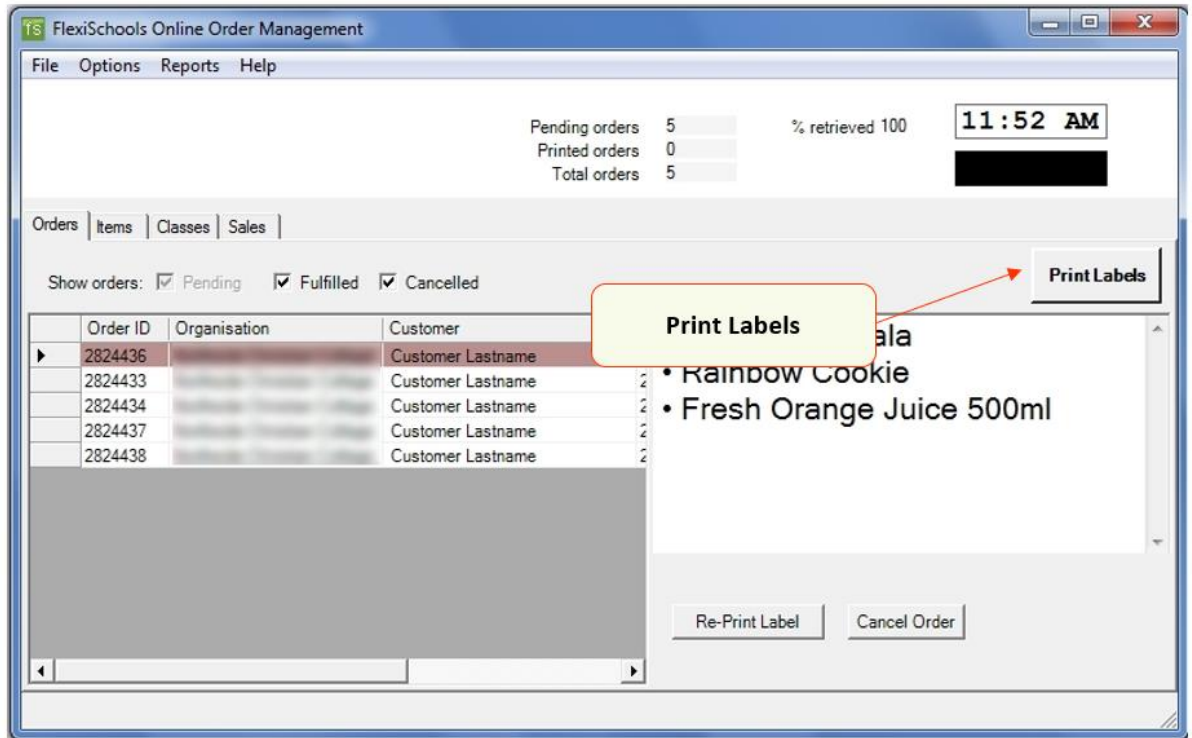
d. Save the File



4. Import Orders to FOOM



5. Print labels



- This will give you the labels for the day
- You will not get the Items, Classes and Sales reports
- We can run you a Pre-Order Report, on request, if you need one

For help call the Customer Services Team on 1300 361 769