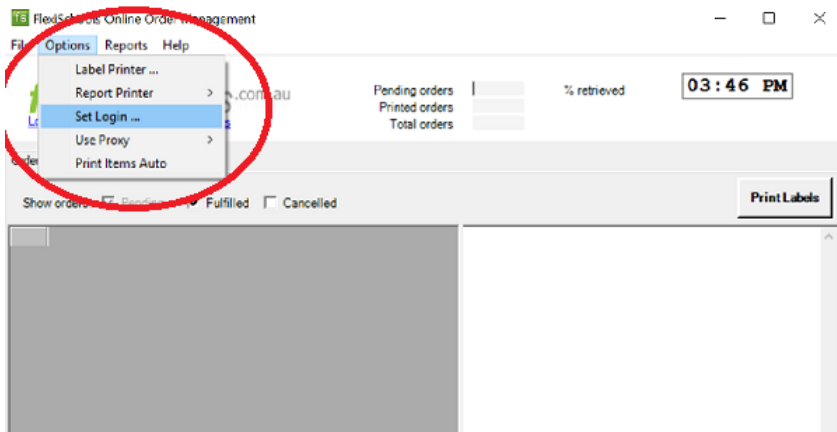
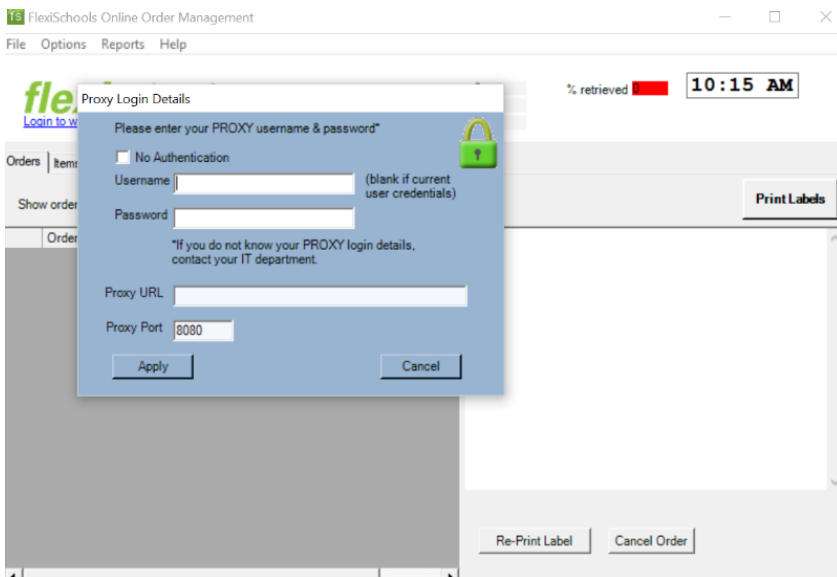


How to Install the new Version of FOOM

Before commencing installation of the new version of FOOM, please ensure you have written down the school's FOOM Username & password for the orders. These can be found under **Options – Set Login**

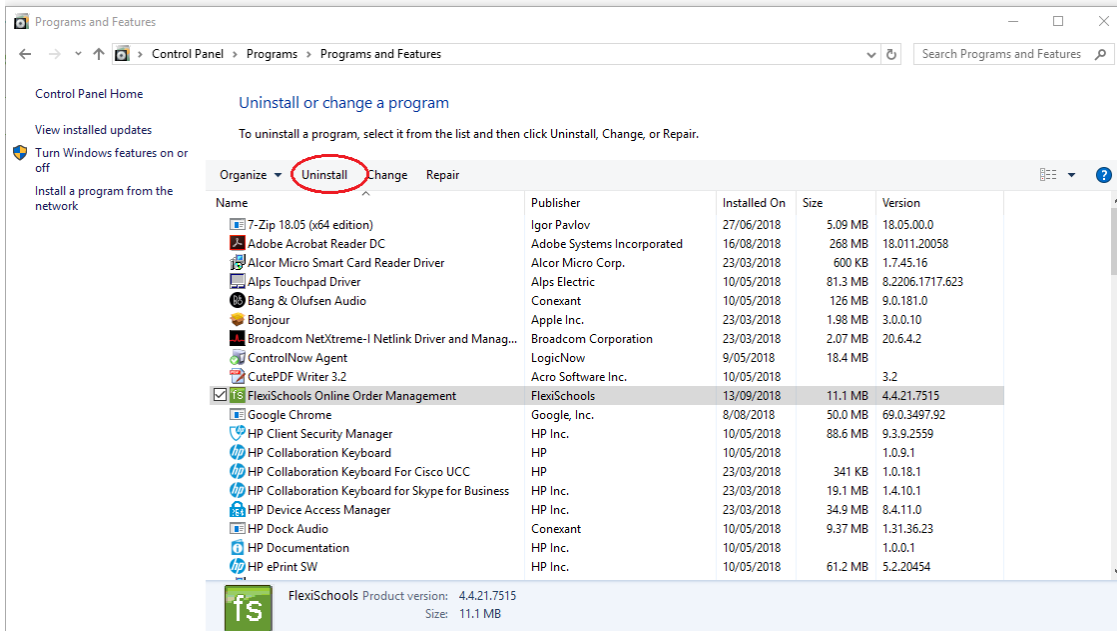


If you use the school's Proxy login details, you will also need to write these down to enter for the new version of FOOM. To find these details, go to **Options – Use Proxy**. If **No** is selected, you will not need to worry about this step. If **Yes** is selected, you will need these details, so click on Yes and the details will appear for you to copy.



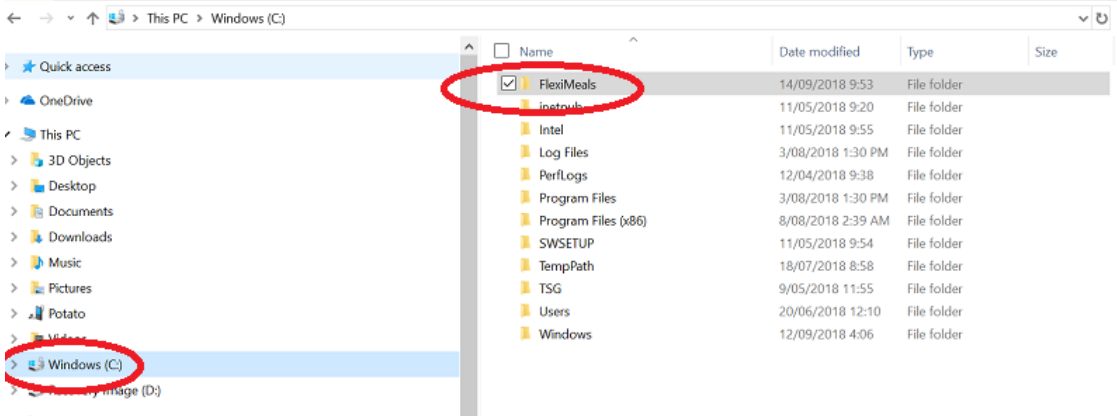
To Uninstall FOOM - go to your **Control Panel** – under **Programs** – **Uninstall a program**

Select **Flexischools Online Order Management (FOOM)** and select **Uninstall** (keep in mind that depending on your version of Windows, this screen will appear different).

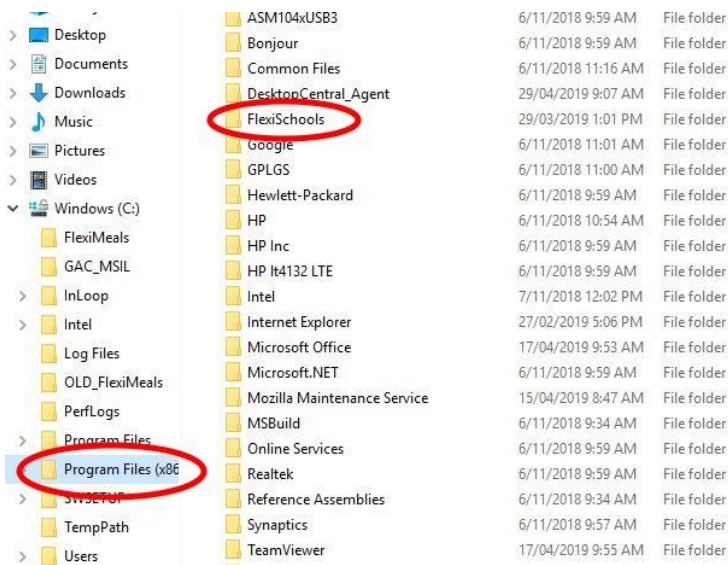


The computer may ask for an Administrator Password to uninstall the software, please ask your IT for this.

Once the software has been successfully uninstalled, please delete the following folders, go to your **File Explorer** and under **C/:** right-click on the **Fleximeals** folder and select **Delete** from the drop-down list that appears.



Also delete the following folder **C:\Program Files (x86)\Flexischools**



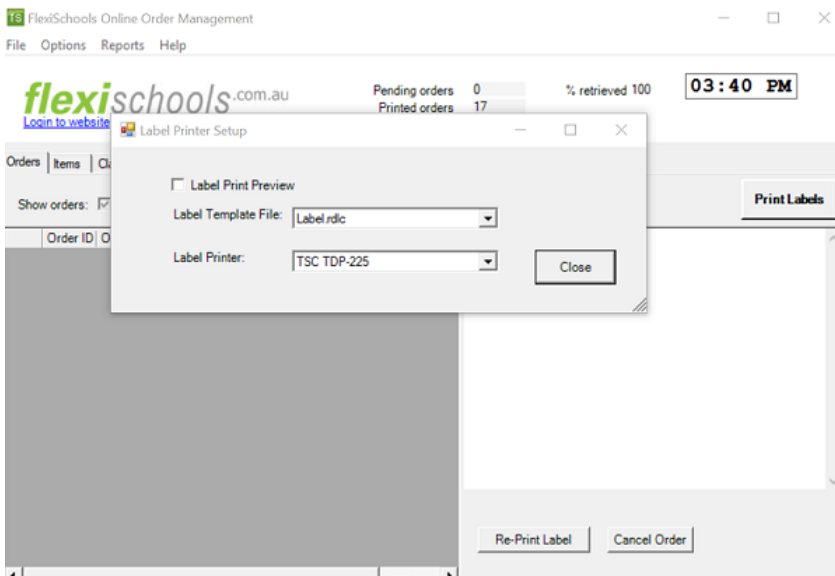
Now click on the below link and Install the newest version of FOOM:

[Flexischools Online Order Management](#)

and select **Save / Run**

A Pop-up box will appear and you will be able to select **Next** in the bottom-right corner until you get to the installation stage. Again, you may be required to enter an Administrator Password to continue.

Once Successfully installed, the software will ask you to select the Label Printer and label type. Your Label Printer will either be the **TSC TDP 225** (or something similar) or **Zebra LP 2824** (or something similar) that should be available from the drop-down list. The label type will be **Label.rdlc**.



The software will also ask for your FOOM username and password (which you wrote down earlier).

Login

Please enter your username & password

Username

Password

Pending orders 0 % retrieved 100 **03:40 PM**

Printed orders 17

Total orders 17

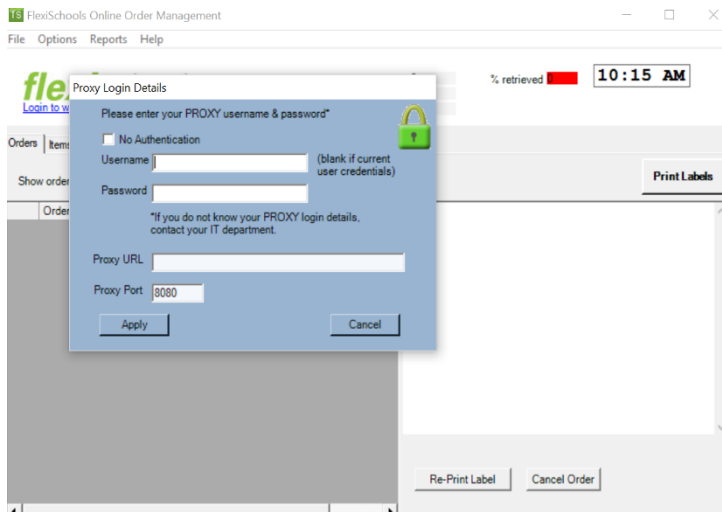
Print Labels

Order ID	Organisation	Locati	Customer	Due	Pr
[Redacted Table Content]					

Re-Print Label



You will also need to go to **Options – Use Proxy** and select either Yes or No, depending on whether you use the School's Network to access the internet. If you select **Yes**, you will need to enter the Proxy details that you copied earlier.



Installation and Configuration is now complete

If you require any assistance during the installation or have any issues, please contact our Customer Service team on 1300 590 044.