



Quickstart Guide How to Place an Order



May 2012

Enter your username and password

The image shows a screenshot of the Flexischools website homepage. At the top left, there are two navigation tabs: 'FOR PARENTS' (green) and 'FOR SCHOOLS' (orange). On the top right, there are links for 'HOW IT WORKS', 'ABOUT', and 'TESTIMONIALS'. The main banner features a woman and a young girl looking at a tablet. The text 'Simplify Your Day' is centered above a green button bar containing 'LOGIN', a Flexischools logo, and 'REGISTER'. A red callout box points to the 'LOGIN' button with the text 'Enter username and password. Click Login'. A blue callout box points to the 'REGISTER' button with the text 'Don't have a username yet? Click here to register'. Below the button bar is a 'How it Works' link with a play icon. A green bar at the bottom of the banner says 'Enter School Here...'. The footer contains the Flexischools logo, contact information (AUS: 1300 361 769 | NZ: 0800 452 233), and social media icons for Facebook and Twitter. Below the banner, there is a section titled 'What is Flexischools?' with a sub-heading 'Simplify Your School Life' and a list of services: 'What is Flexischools?', 'Online Ordering', 'Cashless Cards', and 'Canteen Orders'.

Add a student

The screenshot shows the flexischools user interface. At the top left is the flexischools logo. At the top right, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769, and a box showing 'Account Balance \$0.00'. Below the logo is a navigation bar with buttons for 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. On the left side, there is a 'Start' menu with 'Top-up Account' and 'My Students' options. The main content area shows 'Current Balance: \$0.00' with links for 'Top-up Account' and 'Account History'. Below this is a 'My Students' section with the text 'You do not have any Students on your account.' and a blue 'Add a Student' button with a right-pointing arrow. A red box highlights the 'Add a Student' button, with a red arrow pointing to it from a yellow box containing the text 'Click "Add a Student"'. At the bottom left is the 'Powered by THE SCOTNEY GROUP' logo. At the bottom center is the copyright notice 'Copyright © FlexiMeals 2011' followed by links for 'Contact Us', 'Terms and Conditions', 'Refunds Policy', and 'Give Feedback'.

Add student : enter the school

The screenshot shows a web interface for adding a student. A modal window titled "Add Student" is open, containing the following text and elements:

- Add Student**
- Start typing the School name and select from the options presented:
- School name search:
- A dropdown menu showing the search result: "Payne Road State School, 171 Payne Road The Gap QLD 4061".
- A "Cancel" button with a purple 'X' icon.

Two red callout boxes with arrows provide instructions:

- One box points to the search input field with the text: **Enter the school name**
- Another box points to the dropdown menu with the text: **Click the school name when it appears**

Add student: student's name and class

Add Student

Enter the details below for a new **Payne Road State School Student** ([Change School](#))

First Name:

Last Name:

Allow Student to login and order for themselves:

Student Class:

Usually, you don't select this. This is only for older students

Requires the Student to **Click Add Student when done**

|

Start a new uniform shop order

Click this to start
a new order

Current Balance: **\$15.80** | [Top-up Account](#) | [Account History](#)

My Students



Start an order for Eliza Nickson Pole

[Profile](#) | [Transaction History](#) | [Remove Student](#)
3P (change), Manly Village Public School

[➔ Add a Student](#)

Start a new uniform shop order

Step 1: Service

Step 2: Add Items

Step 3: Check Order

Select from the following options.

Click this to order
Uniforms for Wednesday



Prev Week

Mon 19/3

Tue 20/3

Wed 21/3

Thu 22/3

Next Week

Fri 23/3

Uniform Shop

Order
Uniforms

Order
Uniforms

Order
Uniforms

Order
Uniforms

Order
Uniforms

Select a uniform item

Step 1: Service **Step 2: Add Items** Step 3: Check Order

When you have finished adding items, please click "Check" to continue. [Next: Check](#)

 **New Style Sports Jackets**

Click this to order a jacket

Qty	Name	Price [±]
+ Add	 New Style Sports Jacket 	\$50.00

[↑ go to top](#)

Choose the size

Select a size

New Style Sports Jacket Options Customisation

Save and Continue

Remove this item



New Style Jacket Sizes

Qty	Name
<input type="radio"/>	Size 2
<input type="radio"/>	Size 4
<input type="radio"/>	Size 6 <small>We're sorry, this item is not available for ordering at the moment.</small>
<input type="radio"/>	Size 8 <small>We're sorry, this item is not available for ordering at the moment.</small>
<input type="radio"/>	Size 10 <small>We're sorry, this item is not available for ordering at the moment.</small>
<input type="radio"/>	Size 12
<input type="radio"/>	Size 14
<input type="radio"/>	Size 16

Item Summary

1 New Style Sports Jacket

\$50.00

* Prices include G.S.T. where applicable. All prices are listed in Australian Dollars.








Please select at least 1 new style jacket size.

Select a payment option

Either from your FlexiSchools account,
direct Credit Card payment,
or Bank Transfer

Payment Options Continue... Cancel

How would you like to pay for this order? Based on the current order value of \$65.00, the following options are available:

- Credit Card  
- Your FlexiSchools Account (Topup by   ) 
- Bank Transfer (Direct Deposit) 

Place the order

Click to place the order

Step 1: Service Step 2: Add Items **Step 3: Check Order**



This order is not yet placed. You must click the button at the right of this box to place this order. If any of the details below are incorrect, click "Edit Order".

Payment Method: Your Account [change](#)

**Place tomorrow
(Wednesday)'s Order**

[→ Edit Order](#) | [✕ Clear Order Pad](#)

An email confirmation of this order will be sent to .com.au

Order Pad Summary

Qty	Items	Price ±
1	New Style Sports Jacket • Size 4	\$50.00
Total:		\$50.00
Total includes \$4.55 G.S.T.		

*Prices include G.S.T. where applicable. All prices are listed in Australian Dollars.

[▶](#) This order will be scheduled for delivery by: **10:30 AM, tomorrow (Wednesday)**

[▶](#) At the following location: **1/2C**