



HOW

TO

ORDER

PANTRY



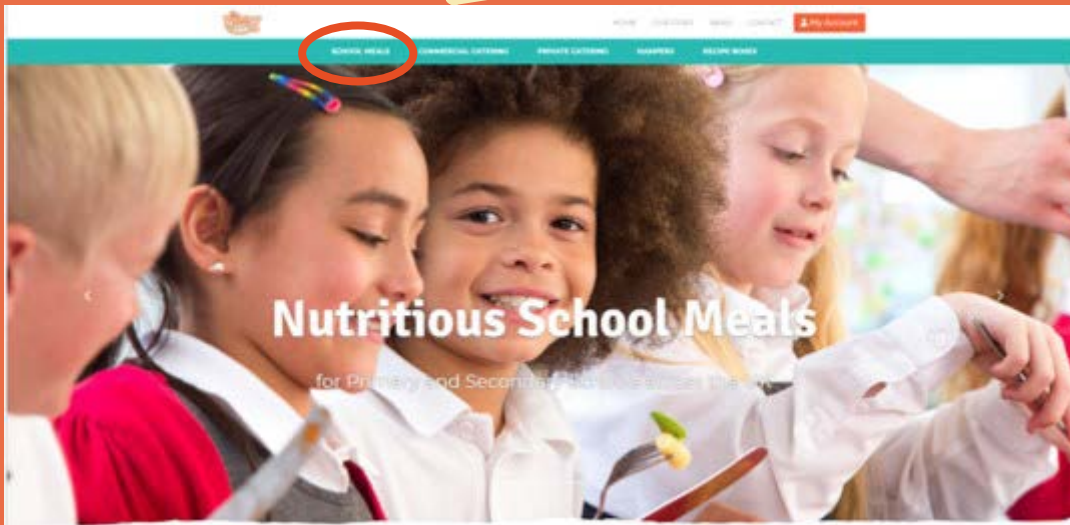
LUNCHES

## STEP ONE

GO TO THE PANTRY'S HOME PAGE - [WWW.THEPANTRYCATERING.CO.UK](http://WWW.THEPANTRYCATERING.CO.UK)

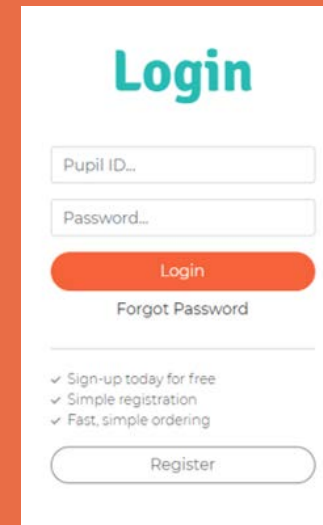
## STEP TWO

CLICK 'SCHOOL MEALS'



## STEP THREE

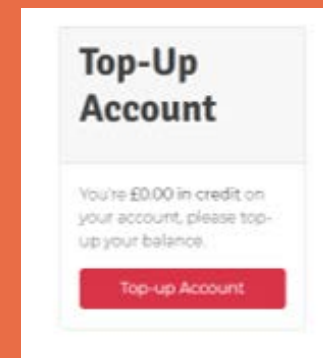
LOG INTO YOUR PANTRY ACCOUNT USING YOUR PUPIL ID AND PASSWORD. IF YOU HAVE FORGOTTEN YOUR PASSWORD YOU CAN CLICK THE "FORGOT PASSWORD" LINK, THIS WILL SEND YOU AN AUTOMATIC EMAIL TO CREATE A NEW PASSWORD. IF YOU HAVE FORGOTTEN YOUR PUPIL ID YOU CAN CONTACT OUR CUSTOMER SERVICE TEAM



The screenshot shows a login interface with a white background. At the top, the word "Login" is written in a teal font. Below it are two input fields: "Pupil ID..." and "Password...". A teal "Login" button is positioned below the password field, with a "Forgot Password" link underneath it. A horizontal line separates the login section from the registration section. Below the line, there are three checkmarks with text: "Sign-up today for free", "Simple registration", and "Fast, simple ordering". At the bottom of this section is a white "Register" button.

## STEP FOUR

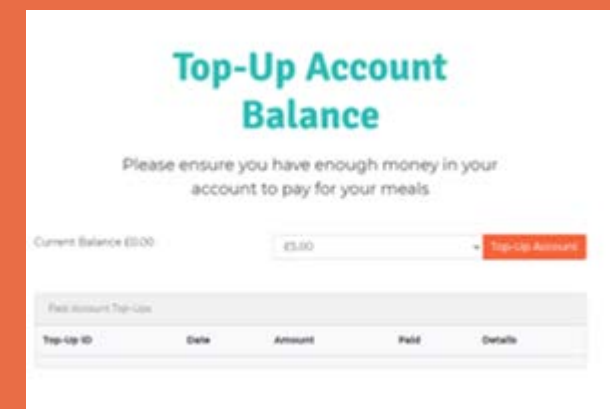
ONCE YOU HAVE LOGGED INTO YOUR PANTRY ACCOUNT, YOU WILL BE TAKEN TO AN ORDERING DASHBOARD, YOU WILL BE REQUIRED TO TOP UP YOUR BALANCE UNLESS YOUR CHILD IS IN KEY STAGE 1 (RECEPTION, YEAR1 AND YEAR 2) OR RECEIVES FREE SCHOOL MEALS. IF TOPPING UP YOUR ACCOUNT DOES NOT APPLY TO YOU PLEASE SKIP TO STEP 6.



The screenshot shows a "Top-Up Account" page with a white background. The title "Top-Up Account" is in bold black text. Below the title, a message reads: "You're £0.00 in credit on your account, please top-up your balance." At the bottom of the page is a red button with the text "Top-up Account".

## STEP FIVE

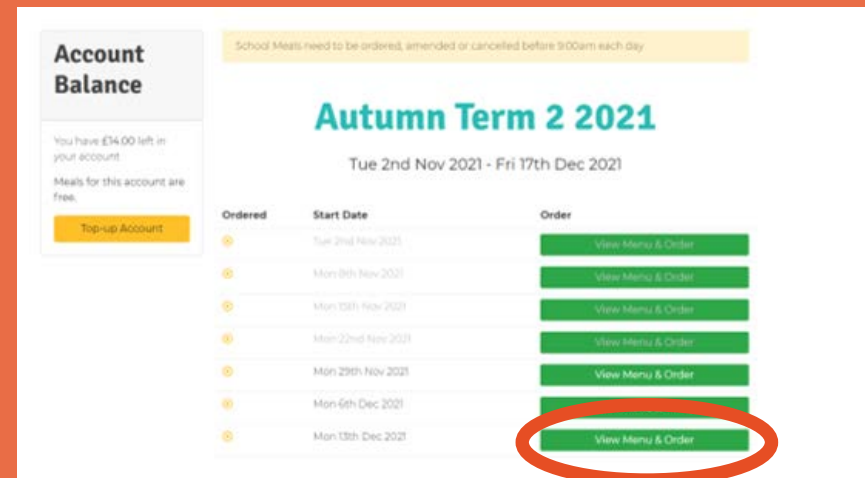
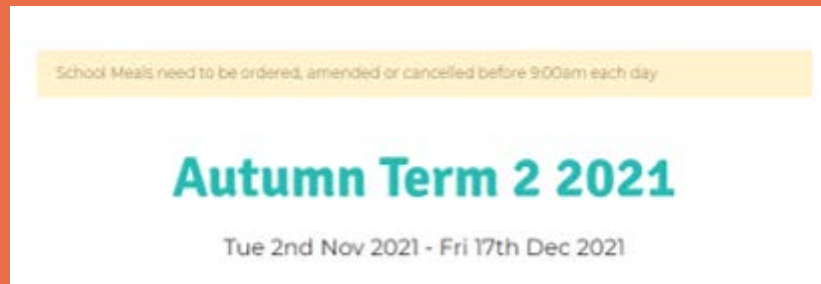
SELECT THE AMOUNT YOU WOULD LIKE TO TOP UP AND FOLLOW THE PAYMENT INSTRUCTIONS.



The screenshot shows a "Top-Up Account Balance" page with a white background. The title "Top-Up Account Balance" is in teal. Below the title, a message reads: "Please ensure you have enough money in your account to pay for your meals". There are two input fields: "Current Balance £0.00" and "£5.00". To the right of the second field is a red button labeled "Top-Up Account". Below these fields is a section titled "Past account Top-Ups" which contains a table with the following columns: "Top-Up ID", "Date", "Amount", "Paid", and "Details".

## STEP SIX

NOW YOUR ACCOUNT IS TOPPED UP YOU CAN PLACE YOUR ORDERS. PLEASE TAKE NOTE OF YOUR SCHOOLS ORDER CUT OFF DISPLAYED AT THE TOP OF THE PAGE. YOU WILL BE UNABLE TO PLACE ORDERS, AMEND ORDERS OR CANCEL ORDERS AFTER THE ORDER CUT OFF TIME.



## STEP SEVEN

ON YOUR ORDER DASHBOARD YOU WILL SEE A BREAKDOWN OF WEEKLY MENU'S – YOU CAN ORDER DAILY, WEEKLY, MONTHLY OR TERMLY, WHICHEVER OPTION WORKS BEST FOR YOU

SELECT THE “VIEW MENU & ORDER” BUTTON PENDING THE WEEK YOU WISH TO ORDER FROM – THE DATE INDICATES THE STARTING DATE OF THAT WEEK. YOU WILL NOT BE ABLE TO VIEW



## STEP EIGHT

ON THE DAYS YOU WISH TO ORDER PLEASE SELECT THE TICK BOX TO LOAD THE MENU. IT IS VERY IMPORTANT TO SELECT THIS TICK BOX AS YOUR ORDER WILL NOT PROCESS CORRECTLY WITHOUT THIS BEING DONE

The screenshot shows a mobile application interface for a school menu. The title is "Menu for Autumn Term 2021" with a subtitle "Week Commencing 6th Dec 2021 week #49 of 2021". The menu is organized by day: Mon 6th Dec, Tue 7th Dec, Wed 8th Dec, Thu 9th Dec, and Fri 10th Dec. Each day's menu starts with a "Select Meal" button, which is circled in red. Below this, various food options are listed, including "Prime Lamb Burger served with Seasoned Corn", "Katsu Style Chicken served with Long Grain Rice", "Mexican Vegetable Burrito Bake with Wholegrain Rice", "Jacket Potato with Baked Beans", "Egg Mayo/cheese Sandwich", "Carrots & Peas", "Fruit Yoghurt", "Fresh Fruit", and "Allergen Dessert Served". The "Katsu Style Chicken" option is circled in red. At the bottom of the screen, there are "Back" and "Save Choices" buttons. A large yellow arrow points from the top left towards the "Select Meal" button, and another large yellow arrow points from the bottom right towards the "Save Choices" button.

## STEP NINE

SELECT YOUR CHILD'S MAIN MEAL AND DESERT OPTION, CLICKING THE SMALL ROUND BUTTON ABOVE THE FOOD OPTION AND THEN SELECT THE SAVE CHOICES BUTTON AND WAIT FOR IT TO SAVE