

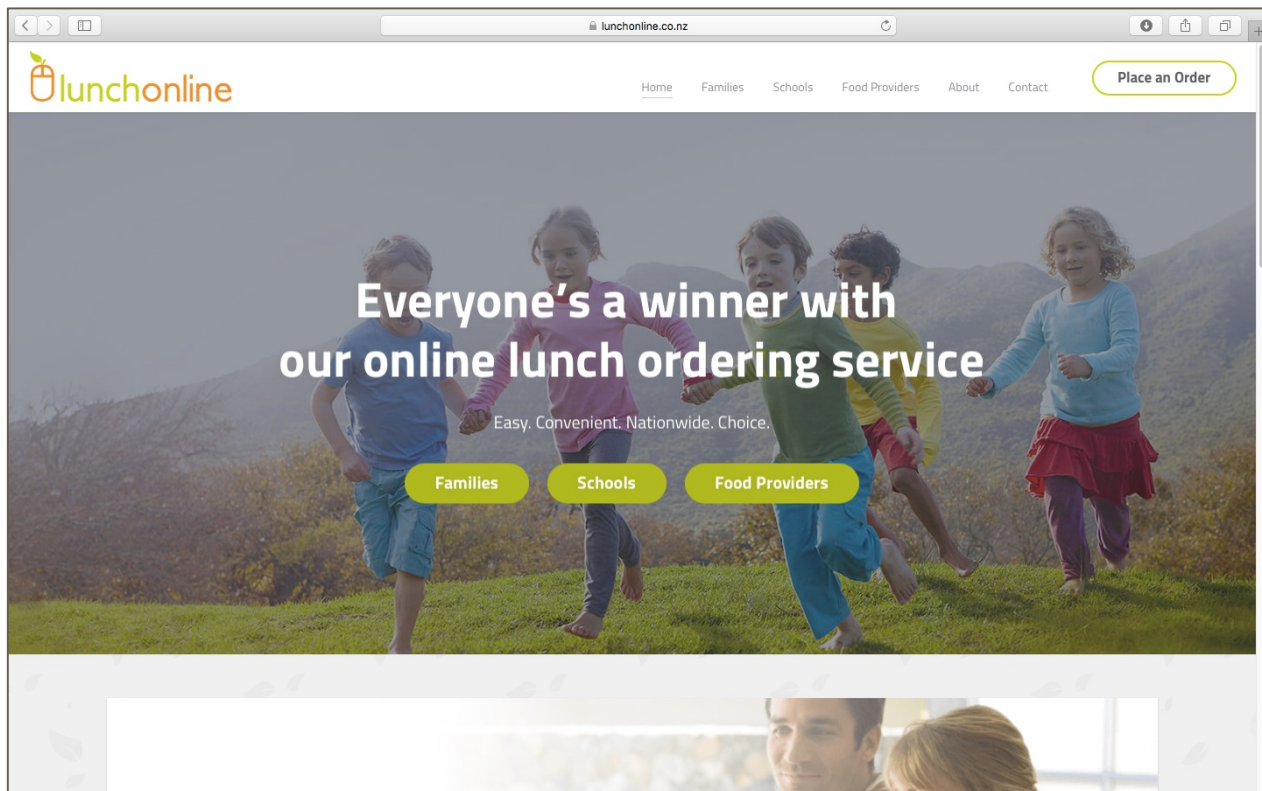


GUIDANCE FOR SCHOOL LUNCH ORDERING

This brochure is to provide Step by Step procedures for Registering an account, and Ordering a lunch for your child. Lunchonline.co.nz is the Ordering system that Pita Pit Rotorua uses to make ordering school lunches quick, easy and efficient for all parties involved.

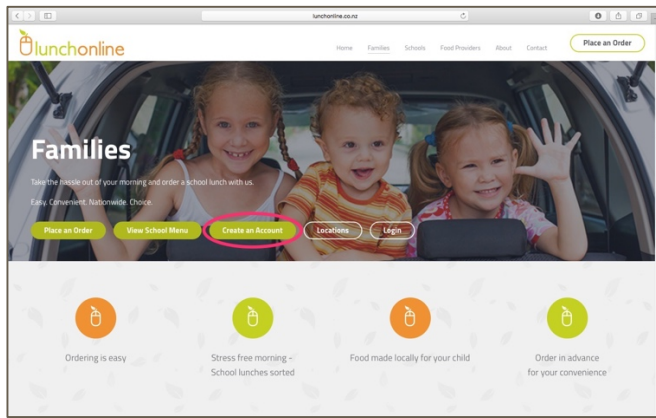
The Pita Pit Lunch that is provided for Children at Rotorua Primary Schools is either a Pita or a Salad. The cost is \$4.65 for the Pitas and Salads are an extra \$1.05. If your child wishes to have Gluten Free Pitas they cost an additional \$1.55. Included in this price is the Meat or Protein, Lettuce, Cheddar Cheese, One Sauce and 3 additional Salads.

All orders **MUST** be completed before 9.00AM on the day of ordering. Thank you for your custom, and we hope your children love their Pita Pit School Lunches, made with care by the Pita Pit Team at the Redwoods Shopping Centre, Corner Te Ngae and Tarawera Roads, Rotorua.



Opening an Account on Lunchonline.co.nz

Open your favourite Web Browser and enter www.lunchonline.co.nz in the url address. The abovementioned screen will appear. Click on the Families Button.



Select the “Create an Account” button, which will take you to the next screen

You will need to complete your details on this screen, it is best to use your family details, as you may wish to add another child at another school in the future. Your child’s details will be added in the next step. Please make sure you tick the “I am over 18 years old and accept the terms and conditions” box. Once the screen is complete, click the “Submit” button.

 The screenshot shows the 'Create an Account' form. It includes fields for Email Address, Password, Confirm Password, First Name, Last Name, Date of Birth, and Phone Number. There are checkboxes for 'I am over 18 years old' and 'I agree to the terms and conditions'. A 'Verify Your Email' button is also present. At the bottom, the 'Submit' button is circled in red.

 The screenshot shows the 'Add/Edit Members' page. It has a table with columns: First Name, Last Name, School, Location, and Active. The 'Add a New Member' button is circled in red. Below the table, there are instructions and a 'Continue' button.

This screen will take you to the screen where you add your child’s details. Click the “Add a New Member” button.

Add your child’s First and Last Name, select their school from the drop down menu. Then select their class from the drop down box under the Location option. Click on “Submit” once completed.

 The screenshot shows the 'Add/Edit Members' form. It includes fields for First Name, Last Name, School (a dropdown menu), and Location (a dropdown menu). There is an 'Active' checkbox. At the bottom, the 'Submit' button is circled in red.

Before you can create an order you must add a member. A member is the person/child that will be the recipient of an order. Members only need to be created once. When you create an order, you will need to choose the member that is going to receive the order.

Add/Edit Members

[Add a New Member](#)

First Name	Last Name	School	Location	Active
Susan	Smith	Rotokawa School	Room 7	<input checked="" type="checkbox"/>

Before continuing, please take a minute to review the next steps.

- Make a Payment**
Add funds to your lunchonline account. Click **Make Payment** to complete this step. Alternatively, you can make a payment at the time of placing an order.
- Place an Order**
Click **Orders** to begin making an order, select the Delivery Date and your child's name and then click **Place an Order**.

[Continue](#)

0800 565 565
~ 0800 LOL LOL

You will be taken back to this screen. Now you will be able to see your child's details appear. To proceed further you need to make a payment to credit your account. To start this process click on the "continue" button at the bottom of the page.

You will need to click on the "Make Payment" button and you will be directed to the next screen.

lunchonline

Pita Pit Rotorua Test Account **Account Balance: \$0.00**

Make Payment

Place an Order
Delivery Date: Member: [Place an Order](#)

Show Orders
Current: ☐ All Orders ☐
Delivery Date: Member: [Go](#)

Delivery Date	Member	Status	Order No.
---------------	--------	--------	-----------

Powered By www.abccofwair.co.nz ©2016 Lunchonline Ltd

lunchonline

Pita Pit Rotorua Test Account **Account Balance: \$0.00**

Make Payment
Before you can make use of the services of lunchonline, you must first add funds to your account. If you would like more information on how lunchonline ensures your funds are secure, please refer to our [Site](#).

How would you like to pay?

☒ Credit Card (Payment Express)

☐ Internet Banking (pay with POLi)

[Click the list of available banks.](#)

Amount: 10.00

[Submit](#) [Cancel](#)

Powered By www.abccofwair.co.nz ©2016 Lunchonline Ltd

Once you are on the Payment screen you will be able to select either a Credit/Debit Card option or Internet Banking option to make your payment. You will need to select the amount you wish to credit your account with, and then click on the "Submit" button. Depending on which option you choose you will be redirected to your Banks Payment Gateway. Any information you enter on that screen is protected by your Bank's security and that data is not stored at www.lunchonline.co.nz in any way.

Once the payment has been successfully made by your bank, normally in a few seconds this screen will appear, which will show the details of your payment. Click on the "Finish" button. You have now created an account and have credit in it. HAPPY ORDERING!

lunchonline

Pita Pit Rotorua Test Account **Account Balance: \$10.00**

Payment successful

POLi payment details

bank account number: 1000000000000000
POLi transaction reference: 1000000000000000
received date time: 18/03/2016 10:02:02 p.m.
payer name: Lunchonline Ltd
payee account number: 1000000000000000
payer sort code: 030000
payer name: 1000000000000000
payer reference: 1000000000000000
payer account: 1000000000000000
amount: 10.00
payment date: 18/03/2016 10:02:02 p.m.

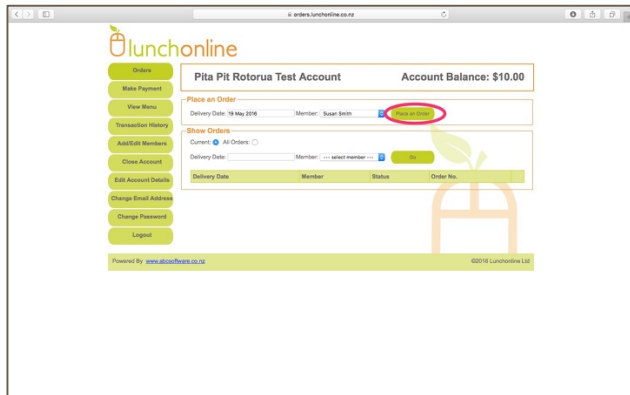
your new account balance is: \$10.00

[Finish](#) [Cancel](#)

Powered By www.abccofwair.co.nz ©2016 Lunchonline Ltd

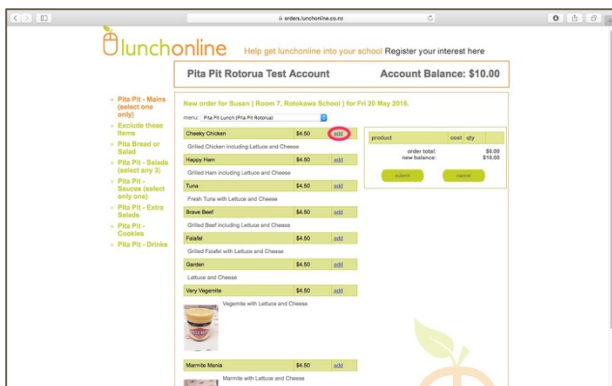
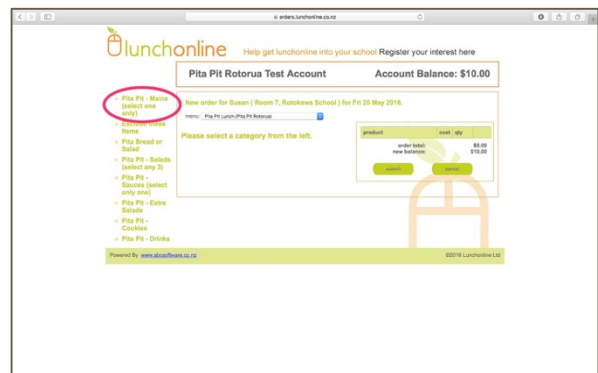
Placing and Order for Pita Pit on Lunchonline.co.nz

Once you have logged in or have completed setting up your account you will see the following screen.



You will need to select the Delivery Date (please check with your school to make sure you have the right date, as most schools don't order every day. You will need to select the Member or Child. Once you have completed this click on the "Place an Order" button.

You are now ready to order. You will see your Child's Name, Room Identifier, School and date for order at the top. The First Step is to select what type of Pita your Child wants. Once you click on "Pita Pit - Mains (select one only)" you will go to the next screen.



This screen shows the Options for your Child's Pita. You select which one you want by clicking "add" on the right hand side. In this case we have chosen Cheeky Chicken. Each Pita comes with Lettuce and Cheese. If your Child doesn't want one or both of these, click on "Exclude these items" button. The next step is to select the type of Pita Bread or Salad. Click the "Pita Bread or Salad" button.

This screen gives your Child the choice of either Plain (White) Pita, Wholemeal (Brown) Pita, Gluten Free or a Salad Box (with a disposable fork). There are two options for Gluten Free. If your child is ALLERGIC to Gluten, please select “Gluten Free Pita (Caution)” and we will ensure there is no cross contamination with Gluten. Next click on the “Pita Pit - Salads (Select any 3)” button

lunchonline Help get lunchonline into your school Register your interest here

Pita Pit Rotorua Test Account Account Balance: \$10.00

New order for Susan (Room 7, Rotokawa School) for Fri 20 May 2016.

Menu: Pita Pit Lunch (Pita Pit Return)

Product	Cost	Qty
Plain Pita	\$0.00	1
Wholemeal Pita	\$0.00	1
Gluten Free Pita (Standard)	\$1.50	1
Gluten Free Pita (Caution)	\$1.50	1
Salad - No Pita	\$1.00	1

order total: \$4.50
new balance: \$5.50

Powered By: www.absoftware.co.nz ©2016 Lunchonline Ltd

lunchonline Help get lunchonline into your school Register your interest here

Pita Pit Rotorua Test Account Account Balance: \$10.00

New order for Susan (Room 7, Rotokawa School) for Fri 20 May 2016.

Menu: Pita Pit Lunch (Pita Pit Return)

Product	Cost	Qty
Cucumber - Diced	\$0.00	1
Tomato	\$0.00	1
Mushroom	\$0.00	1
Capicum	\$0.00	1

order total: \$4.50
new balance: \$5.50

You select the Salads that your Child prefers on their Pita or Salad. If your child wishes to have more than the 3 included in the standard price, we can provide additional salads for 50 cents each. Please click on the “Pita Pit - Extra Salads” button if they want more. Otherwise click on the “Pita Pit - Sauces - (Select only one)” button.

In this screen you choose which sauce you child wants. If they don't want sauce you can skip this step. If your child's school permits Cookies and/or Drinks you can choose from these buttons.

lunchonline Help get lunchonline into your school Register your interest here

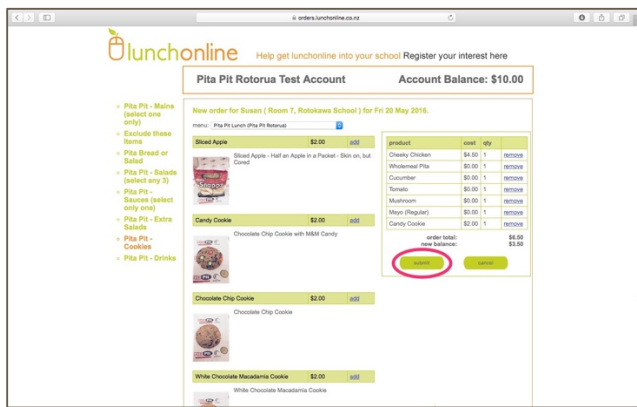
Pita Pit Rotorua Test Account Account Balance: \$10.00

New order for Susan (Room 7, Rotokawa School) for Fri 20 May 2016.

Menu: Pita Pit Lunch (Pita Pit Return)

Product	Cost	Qty
BBQ Sauce	\$0.00	1
Lite Mayo Sauce	\$0.00	1
Mayo (Regular)	\$0.00	1
Lite Aioli	\$0.00	1
Aioli (Regular)	\$0.00	1
Honey Mustard	\$0.00	1
Caesar Sauce	\$0.00	1
Sweet Chili Sauce	\$0.00	1
Teriyaki Sauce	\$0.00	1
Ranch Sauce	\$0.00	1

order total: \$4.50
new balance: \$5.50



Once your Child's order is complete, you can click on the "submit" button.

This screen confirms your Child's order. Once you are satisfied that the order is correct click on the "Finish" button. Your Child's order is complete. You can now click on the "Logoff" button.

