



HOW

TO

ORDER

PANTRY



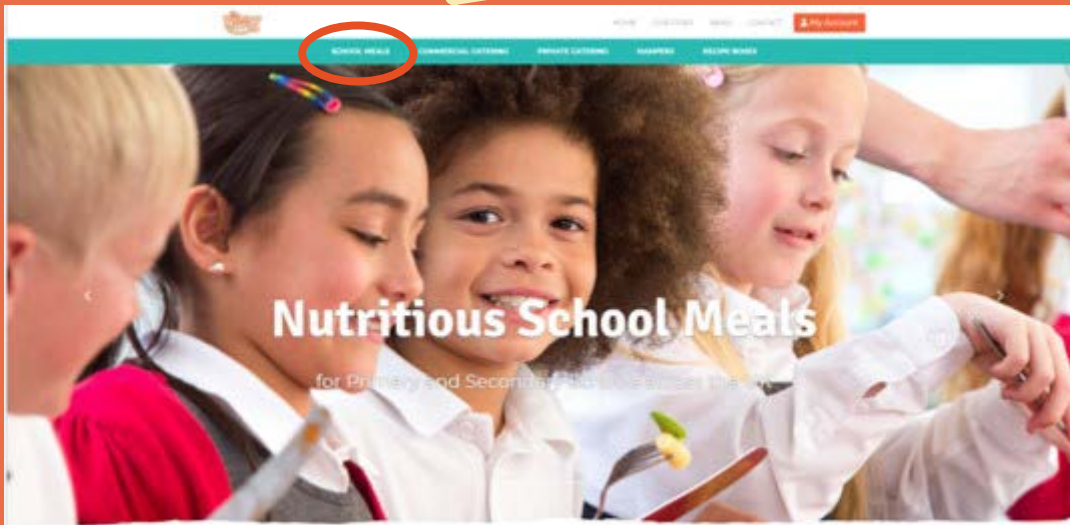
LUNCHES

## STEP ONE

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

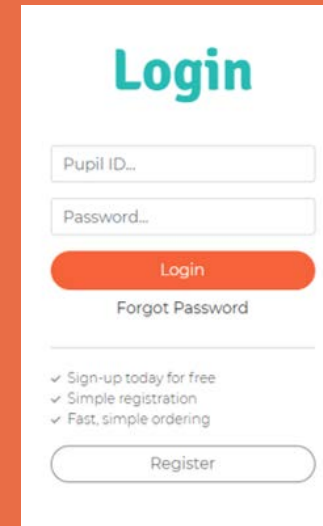
## STEP TWO

CLICK 'SCHOOL MEALS'



## STEP THREE

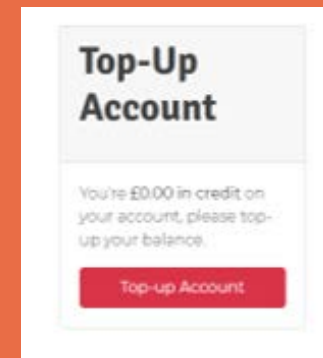
LOG INTO YOUR PANTRY ACCOUNT USING YOUR PUPIL ID AND PASSWORD. IF YOU HAVE FORGOTTEN YOUR PASSWORD YOU CAN CLICK THE "FORGOT PASSWORD" LINK, THIS WILL SEND YOU AN AUTOMATIC EMAIL TO CREATE A NEW PASSWORD. IF YOU HAVE FORGOTTEN YOUR PUPIL ID YOU CAN CONTACT OUR CUSTOMER SERVICE TEAM



The screenshot shows a login interface with a white background. At the top, the word "Login" is written in a large, teal font. Below it are two input fields: "Pupil ID..." and "Password...". Underneath the password field is a red button labeled "Login" and a link labeled "Forgot Password". A horizontal line separates this from a 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 button with a black border labeled "Register".

## STEP FOUR

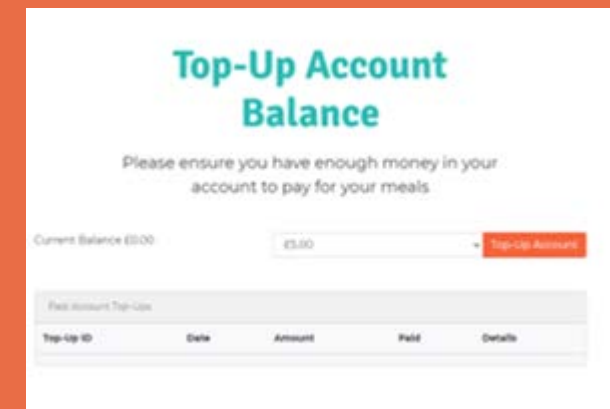
ONCE YOU HAVE LOGGED INTO YOUR PANTRY ACCOUNT, YOU WILL BE TAKEN TO AN ORDERING DASHBOARD, YOU WILL BE REQUIRED TO TOP UP YOUR BALANCE UNLESS YOUR CHILD IS IN KEY STAGE 1 (RECEPTION, YEAR1 AND YEAR 2) OR RECEIVES FREE SCHOOL MEALS. IF TOPPING UP YOUR ACCOUNT DOES NOT APPLY TO YOU PLEASE SKIP TO STEP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



The screenshot shows a "Top-Up Account" page. At the top, the text "Top-Up Account" is displayed in a bold, black font. Below this, 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 labeled "Top-up Account".

## STEP FIVE

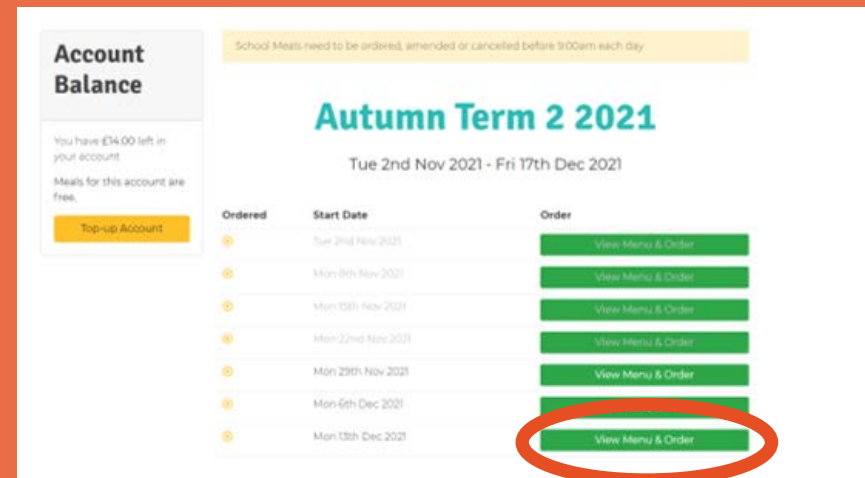
SELECT THE AMOUNT YOU WOULD LIKE TO TOP UP AND FOLLOW THE PAYMENT INSTRUCTIONS.



The screenshot shows a "Top-Up Account Balance" page. At the top, the text "Top-Up Account Balance" is displayed in a large, teal font. Below this, a message reads: "Please ensure you have enough money in your account to pay for your meals". Underneath, there is a section for "Current Balance £0.00" and a dropdown menu showing "£5.00" with a red button labeled "Top-Up Amount" to its right. Below this is a section for "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, there are several food options, each with a small circular icon above it. The "Katsu Style Chicken served with Long Grain Rice" option on Tuesday is circled in red. At the bottom of the screen, there is a "Save Choices" button, which is also circled in red. A large yellow arrow points from the top left towards the "Select Meal" button on Monday. 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