How Parents Can Amend or Change Delivery Date For An Order

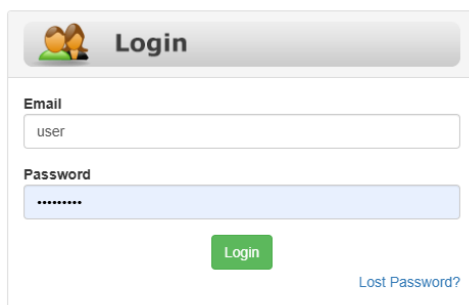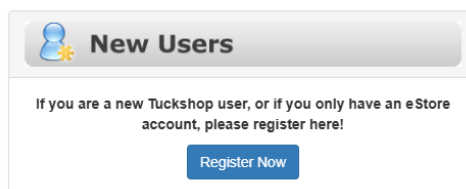## Index

Introduction

This guide will help you amend (edit/cancel) or change the delivery date for an order you made in the Tuckshop/Canteen system.

How to Access Your Orders

1. **Log in** to the SSOL Tuckshop portal as usual.

2. On the **Dashboard (homepage)**, click the button to access the 'Orders' page.

Dashboard

eWallet No. REG090697: Balance $40.45

Tuckshop

Start ordering now

Enter

My Account

Check your account details

Enter

View Order Details

View product order history

Enter
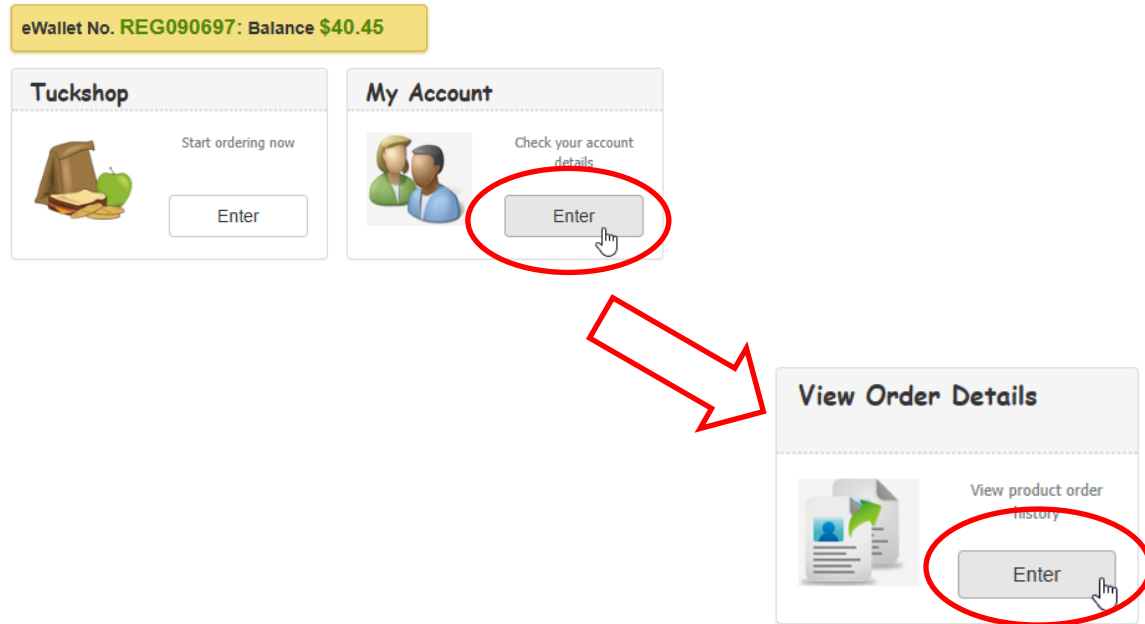
By default, the 'Orders' page displays active orders for the current date.

What You Can Do on the Orders Page

1. Cancel an Order
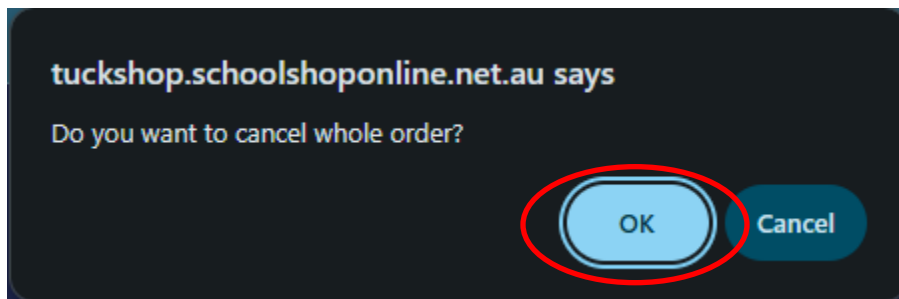
- Click the **cancel** ✖ **icon** next to the order you want to cancel.

- A confirmation prompt will appear. Click **OK** to confirm cancellation.

2. Change Delivery Date

- Click the **edit** 📝 **icon** next to the order you want to modify.

- You'll be taken to the **'Manage Order' page.**

- To change the delivery date for an item:

  - Click the **delivery date field**.

  - A date box will appear. Choose the desired delivery date.

- To cancel specific items within the order:

  - Click the **cancel** ✖ **icon** next to the item(s).

3. Finalising Changes

- Once satisfied, click the **Submit button** to save your changes.

- A notification will confirm that your changes have been saved.

- You can then return to the 'Orders' page by clicking the **Back** button or proceed with other activities.

Viewing Past Orders

By default, the 'Orders' page shows only current orders. To view past orders:

1. Use the **search filters** provided on the 'Orders' page.

View Past Orders

View

2. Enter relevant details (e.g., date, student name, etc) and click the **Search button**.

Past Orders

Search

Select Student	Payment Status	Order Number
Joey A	Successful	Order ID
Start Date	**End Date**	
01/01/2025	23/03/2025	

Search

3. The results will be displayed below the search filters.

Show 10 entries

ID	Date	Student	Session	Total	Status	
2362082	27/01/2025	Rhea A	05/02/2025 (Second Break)	$0.35	✔	📝
2362081	27/01/2025	Joey A	30/01/2025 (First Break)	$0.50	✔	📝
		Rhea A	30/01/2025 (First Break)			

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If those orders are still active, you can edit them by clicking the 📝 icon using the same process as described previously.