

How Parents Can Amend or Change Delivery Date For An Order

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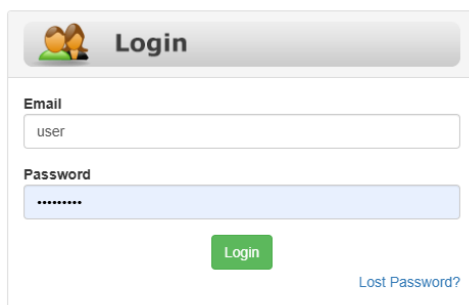
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Introduction

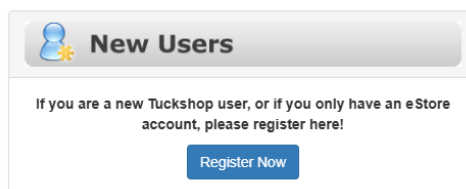
This guide will help you amend (edit/cancel) or change the delivery date for an order you made in the Tuckshop/Canteen system.

How to Access Your Orders

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

The login form is titled 'Login' with a user icon. It contains two input fields: 'Email' with the text 'user' and 'Password' with masked characters '*****'. Below the password field is a green 'Login' button. At the bottom right, there is a blue link that says 'Lost Password?'.

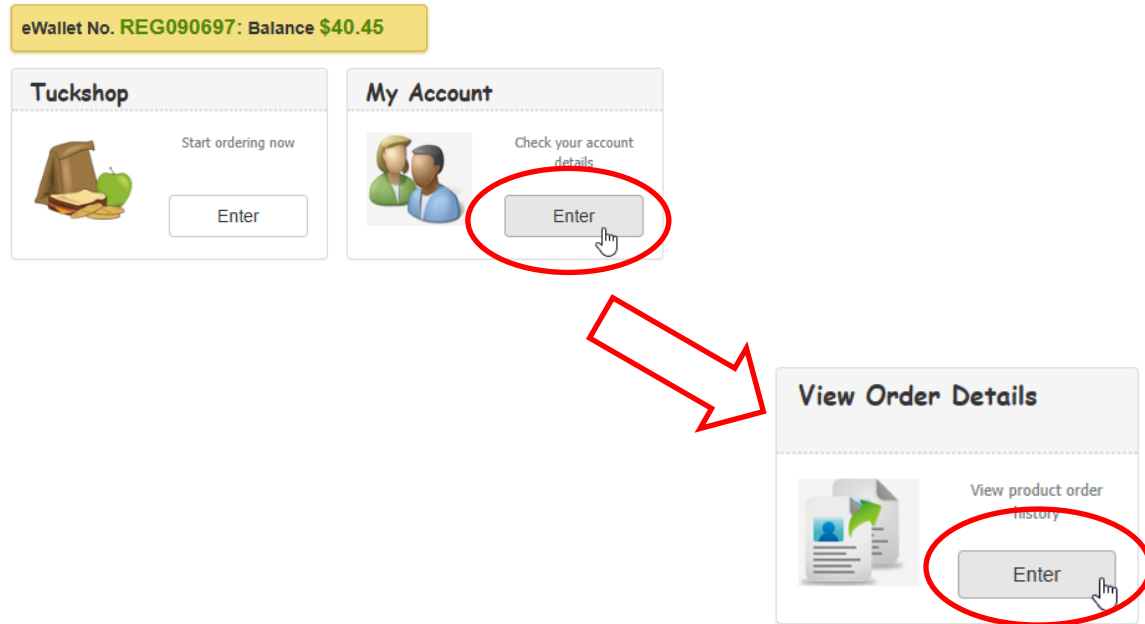
Login
Email user
Password *****
Lost Password?

The 'New Users' form is titled 'New Users' with a user icon and a plus sign. It contains a message: 'If you are a new Tuckshop user, or if you only have an eStore account, please register here!'. Below the message is a blue 'Register Now' button.

New Users
If you are a new Tuckshop user, or if you only have an eStore account, please register here!
Register Now

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


Dashboard



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

What You Can Do on the Orders Page


Orders

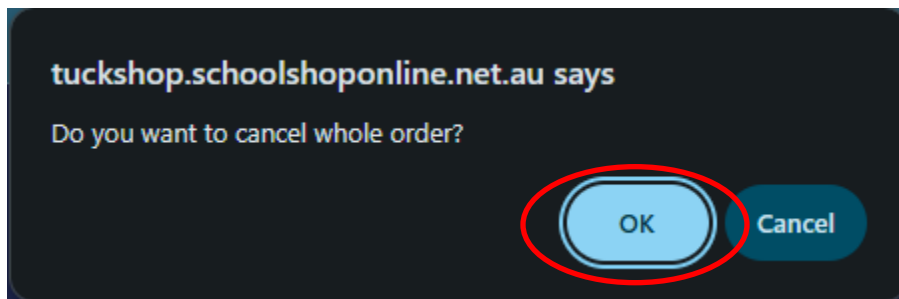
Current Orders							
ID	Date	Student	Session	Total	Status	To Move Order	Cancel Order
2442433 View Order	24/03/2025	Joey A	26/03/2025 (First Break)	\$0.45	✓		
		Joey A	26/03/2025 (First Break)				✗

View Past Orders


[View](#)

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.

Manage Order

Products	Student	Session	Delivery Date	QTY	Total	Cancel
Hot Dogs Condiments : BBQ Sauce	Joey A	First Break	<input type="text" value="26/03/2025"/>	1	\$0.10	✗
Pizza Choice : Hawaiiin	Joey A	First Break	<input type="text" value="26/03/2025"/>	1	\$0.10	✗

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[Submit](#)

- To change the delivery date for an item:
 - Click the **delivery date field**.

Delivery Date	QTY
26/03/2025	1

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

- 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.

Manage Order

Products	Student	Session	Delivery Date	QTY	Total	Cancel
Hot Dogs Condiments : BBQ Sauce	Joey A	First Break	28/03/2025	1	\$0.10	
Pizza Choice : Hawaiiin	Joey A	First Break	26/03/2025	1	\$0.10	

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Submit

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

- Item updated successfully.

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

Viewing Past Orders

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

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

View Past Orders

View

Search

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

Past Orders

Search

Select Student

Joey A

Payment Status

Successful

Order Number

Order ID

Start Date

01/01/2025

End Date

23/03/2025


Search

- 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.