

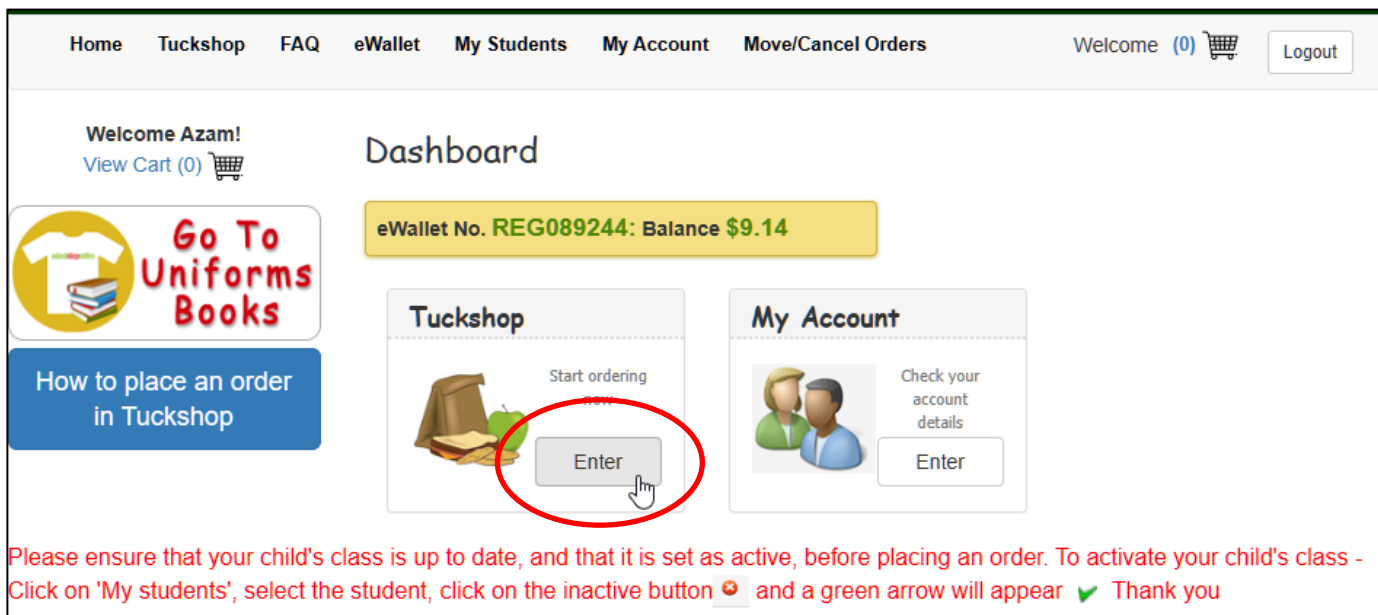
How To Place a Tuckshop/Canteen Order Online



Overview

- [Accessing Tuckshop Menu](#)
- [Breakdown of the 'Quick Order Form' page](#)
- [Choosing Available Product\(s\) For Purchase](#)
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How To Place Order Online

1. On the **Dashboard** (homepage), click on the 'Enter' button inside the 'Tuckshop' box to access the Tuckshop/Canteen menu.



The screenshot shows the SSO School Shop Online Dashboard. At the top, there is a navigation bar with links: Home, Tuckshop, FAQ, eWallet, My Students, My Account, and Move/Cancel Orders. On the right of the navigation bar, it says 'Welcome (0)' with a shopping cart icon and a 'Logout' button. Below the navigation bar, the main content area is titled 'Dashboard'. On the left, there is a 'Welcome Azam!' message with a 'View Cart (0)' link and a shopping cart icon. Below this is a 'Go To Uniforms Books' button. In the center, there is a yellow box displaying 'eWallet No. REG089244: Balance \$9.14'. Below this, there are two main sections: 'Tuckshop' and 'My Account'. The 'Tuckshop' section has an icon of a lunchbox and a 'Start ordering' label, with an 'Enter' button circled in red and a hand cursor pointing to it. The 'My Account' section has an icon of two people and a 'Check your account details' label, with an 'Enter' button. At the bottom of the dashboard, there is a red text message: 'Please ensure that your child's class is up to date, and that it is set as active, before placing an order. To activate your child's class - Click on 'My students', select the student, click on the inactive button  and a green arrow will appear  Thank you'.


2. Below is the main page for ordering:

Quick Order Form

eWallet No. **REG089244:**
Balance **\$9.14**

Please select the delivery date, student and meal session to proceed.

(a)



(b)

▼


(c)

▼

ITEMS	PRICE	QTY	TOTAL
<div>View Cart</div>			

- a) **Delivery Date** is the day you would like your child's food to be delivered.
- b) **Select Name** represents the name of your child that you registered and are ordering food for.
- c) **Select meal session** represents the option to order it for recess or lunch.

3. After choosing the details (date, student name, break session), you will be presented with the products available for purchase. To view the meals for each category, click the arrow buttons to expand.



▼
▼

ITEMS	PRICE	QTY	TOTAL
▶ Your Popular Orders			
▶ Drinks			
▶ Hot Food			
▶ Snacks			
▶ Pizza			
<div>View Cart</div>			

Click to expand the menu.

- Some products will have options attached to them. For example, to order 'Drinks - 250ml Up and Go,' click on the '+' sign, and it will open the options menu where you can select either Vanilla or Chocolate.

Shopping Cart

Joey A
31/07/2023: First Break

250ml Up and Go
Flavoured Selection: Vanilla
Qty: 1 \$2.00

Meat and mushroom pie
Qty: 1 \$1.00

[View Cart](#)

Quick Order Form

eWallet No. **REG089244:**
Balance **\$9.14**

Please select the delivery date, student and meal session to proceed.

31/07/2023

Joey A

First Break

ITEMS	PRICE	QTY	TOTAL
Your Popular Orders			
Drinks			
250ml Up and Go	\$2.00	1	\$2.00
Hot Food			
Snacks			
Pizza			

[View Cart](#)

Every time you add an item, it will be added to the Shopping Cart, which is shown here. You can remove it by clicking the 'X' symbol.

250ml Up and Go

×

Flavoured Selection

☐ Chocolate - \$0.00

☒ Vanilla - \$0.00

[Add To Cart](#)

- After finishing selecting items to be purchased, click on the '**View Cart**' button to proceed to the checkout.

Shopping Cart

Joey A
31/07/2023: First Break

250ml Up and Go
Flavoured Selection: Vanilla
Qty: 1 \$2.00

Meat and mushroom pie
Qty: 1 \$1.00

[View Cart](#)

6. You can review the items in your cart before proceeding to “**Checkout**”.
Here, you can make necessary changes, such as removing products from the cart, updating the quantity of items, adding comments, and continuing shopping by adding more items.

Dashboard >> Shopping Cart

Show/Add Bag
Hide Comments

<input type="checkbox"/> Student	Session	Items	Qty	Price	Total	Comments
<input type="checkbox"/> Joey A	Session : First Break 31/07/2023	250ml Up and Go Flavoured Selection: Vanilla - \$0.00	\$2.00	<input type="text" value="1"/>	\$2.00	Comments <input type="text"/>
<input type="checkbox"/> Joey A	Session : First Break 31/07/2023	Meat and mushroom pie	\$1.00	<input type="text" value="1"/>	\$1.00	Comments <input type="text"/>

Sub Total:

\$3.00

Total Bag Cost:

\$0.05

GST:

\$0.00

Surcharge (GST incl.):

\$0.20

Grand Total:

\$3.25

Remove

Update

Continue Shopping

Checkout

To select which products to remove or update, tick the checkbox(es) here.

Click **Checkout** after finish reviewing the products.

7. On this page, please choose a payment method. The available payment methods are **eWallet**, **credit card**, and **PayPal**. After selecting your desired payment method and filling in the necessary details, click on '**Continue**' to complete the payment.

Checkout Details

Customer Details: Azam Bakti
Sample Street
New South Wales, 2000
NSW
Australia

Items	Student	Session	Date	Price	Qty	Total
250ml Up and Go Flavoured Selection: Vanilla	Joey A	First Break	31/07/2023	\$2.00	1	\$2.00
Meat and mushroom pie	Joey A	First Break	31/07/2023	\$1.00	1	\$1.00

Sub Total:

\$3.00

Number of Bag(s):

1

Total Bag(s) costs:

\$0.05

GST:

\$0.00

Surcharge (GST incl.):

\$0.20

Total:

\$3.25

e-Merchant Fee:

\$0.35

Grand Total:

\$3.60

Payment Method:

Credit Card

Credit Card Details

Name on card:*

Card Number:*

Expiry Date:*

August

2023

CVV:*

(what is this?)

Fields marked with a * are required.

Continue

Continue Shopping

8. Afterward, you will be taken to the next page, which will display the **Tax Invoice** indicating that your order was successful. The tax invoice will be kept in your account and will be available to view at any time under '**My Account**' → '**View Order Details**'.

Dear Azam Bakti,
Thank you for your purchase. Your order id is demoschool_1705993. You can access other orders in [My Account](#)

Tax Invoice
[Print](#)

School: Demonstration School School Address: 38 Bramston Tce Brisbane QLD School Email: demo@schoolshoponline.org ABN:	Order Date: 28/7/2023 Order Transaction Status: Successful Customer Name: Azam Bakti Customer Email: azam.bakti@outlook.com Customer Address: Sample Street, New South Wales, NSW, 2000, Customer Phone: 421331241
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Order Details - 1705993

Items	Student	Session	Date	Price	Qty	Total
Meat and mushroom pie	Joey A	First Break	07/07/2023	\$1.00	1	\$1.00

Sub Total:	\$1.00
GST:	\$0.00
Surcharge (GST incl.):	\$0.20
E-Merchant Fees (GST incl.):	\$0.00
Total Number of Bags:	1
Total Bags Cost:	\$0.05
Grand Total:	\$1.25