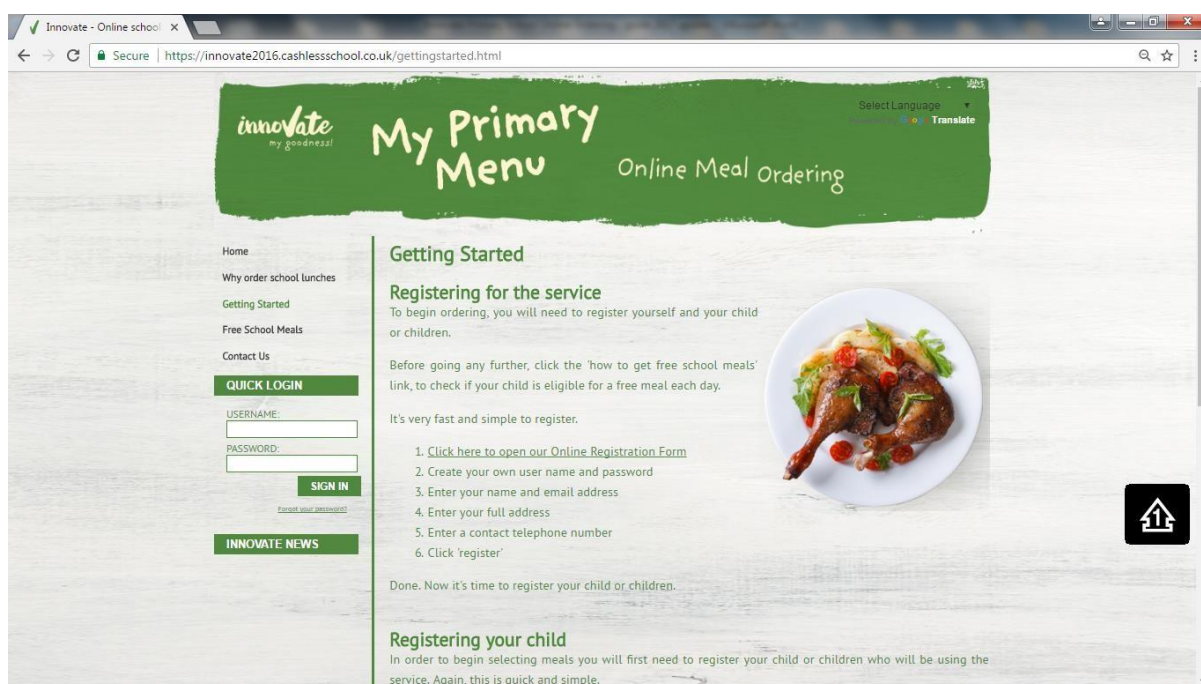


Innovate Primary School Online Ordering

1. Open the web page: www.innovate-psm.co.uk



2. Select 'Getting Started' You will be directed to this screen:



3. Select the 'Click here to open Registration Form' option

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Innovate Primary School Online Ordering

- When directed to this page a user name and password need to be created, and name of parent, email address and home address need to be added. When this is completed click 'Register'.

The screenshot shows the 'Parent Registration Form' in a web browser. The URL is <https://innovate2016.cashlesschool.co.uk/parent-registration-form.html>. The page has a green header with the 'innovate my goodness!' logo. A left sidebar contains navigation links: Home, Why order school lunches, Getting Started, Free School Meals, Contact Us, QUICK LOGIN, USERNAME: [input], PASSWORD: [input], SIGN IN, Forgot your password?, INNOVATE NEWS, and No news yet from Innovate. The main content area is titled 'REGISTRATION FORM' and includes instructions: 'Please complete the following form to register for an online account. We will only use these details if we need to contact you about your child's school meals.' The form fields are: Login Username (placeholder: 'for logging into your new account (eg. "hsmith")'), Login Password (placeholder: 'for logging into your new account (eg. "hsmith34")'), Name of Parent/Guardian (placeholder: 'full name (including surname)'), Contact E-Mail Address, and an Address section with fields for Number & Street, Town, Postal Code, and Telephone Number. A 'Register' button is at the bottom right. A green banner at the bottom reads 'Copyright © 2016 Innovate Services Ltd. All Rights Reserved.'

- You now have your account screen. Click 'Register your child'

The screenshot shows the 'Parent Details' page in a web browser. The URL is <https://innovate2016.cashlesschool.co.uk/parent/index.php>. The page has a green header with the 'innovate my goodness!' logo and 'My Primary Menu Online Meal Ordering'. A left sidebar contains navigation links: Logout, A PERSON, Summary / Checkout, INNOVATE NEWS, and No news yet from Innovate. The main content area is titled 'Parent/Guardian Contact Details' and includes fields for Name (A Person), Address (Example), Town (Example), Postcode (LS9999), Telephone (0000000000000000), and E-Mail (aperson@hotmail.com). A 'SAVE CHANGES' button is below these fields. Below the contact details is a 'Registered People' section with a table. A large green arrow points to the 'Register your child' link in the table. The table has columns for Name, Total, and a link to 'I want to topup'. The 'Total' column shows '£0.00'. Below the table is a 'Payment Log' section with the text 'No payments have been made yet.'

Innovate Primary School Online Ordering

6. Now enter the name of school from the dropdown box, Childs first and surname, and their class from the dropdown box. Tick if eligible for free meals and click 'Register'

The screenshot shows the 'My Primary Menu' online meal ordering website. The header includes the 'innovate my goodness!' logo and the text 'My Primary Menu Online Meal Ordering'. On the left, there is a sidebar with 'Logout', 'ROBERT', 'Summary / Checkout', and 'INNOVATE NEWS'. The main content area is titled 'REGISTRATION FORM' and contains the following fields: 'Name of Parent/Guardian' (Robert), 'Name of School' (Berryfields Primary), 'Childs First Name', 'Childs Surname', 'Class' (Reception), and 'Eligible for free school meals or Universal Meal Credits' (checked). A 'Register' button is at the bottom right.

7. You are now fully registered. To order please log-in and click on the name of your child

The screenshot shows the 'My Primary Menu' website after login. The header is the same. The sidebar now shows 'Logout', 'A PERSON', 'Items for Example (Stream Class)', 'Summary / Checkout', and 'INNOVATE NEWS'. The main content area is titled 'Parent Details' and contains a 'Parent/Guardian Contact Details' form with fields for Name, Address, Town, Postcode, Telephone, and E-Mail. Below this is a 'SAVE CHANGES' button. The 'Registered People' section shows a table with columns for Name, Account balance, Hot Counter, and Total. The table has one row for 'Example Example' with a balance of £0.00. A 'Register another child' link is below the table. A 'Payment Log' section at the bottom shows 'No payments have been made yet.'.

Name	Account balance	Hot Counter	Total
Example Example	£0.00		
Class: Stream Class	I want to topup	£0.00	£0.00
	I want to topup	£0.00	£0.00

If you need to add another child, the option is here. Follow the same process as the first child.

- Click the 'Hot Counter' tab at the top of the screen, and start ordering by clicking on the meal of choice.

My Primary Menu Online Meal Ordering

Back to Summary / Checkout

A PERSON

Items for Example (Stream Class)

Summary / Checkout

SUTTON LOWER SCHOOL NEWS

No news

Information **Hot Counter**

Meal selection for Example Example

Before moving off this webpage click on one of the 'Save Changes' buttons for all your choice selections to be saved. The Print icon can be used to print your Saved order.

OR

Simply click on one of the tabs on the left to lose your changes.

Menu for week commencing Monday, 26th June

Day	N	Main Meal	Vegetarian Meal	Jacket Potato Meal
Mon 26/6	*	Spaghetti Bolognese with Garlic Bread Slice - Chocolate Sponge & Chocolate Sauce	Vegetable Pasta Bake topped with Grated Cheese - Chocolate Sponge & Chocolate Sauce	Jacket Potato with Baked Beans & Grated Cheese & Side Salad - Chocolate Sponge & Chocolate Sauce
Tue 27/6	*	Oven Baked Pork Sausage & Mashed Potato served with Gravy - Fruit & Yogurt	Quorn Sausage & Mashed Potato served with Gravy - Fruit & Yogurt	Jacket Potato with Tuna Mayonnaise & Side Salad - Fruit & Yogurt
Wed 28/6	*	Roast Gammon served with Boiled Potatoes, Vegetables & Gravy	Macaroni Cheese - Vanilla Cookie	Jacket Potato with Baked Beans & Side Salad - Vanilla Cookie

- If you have ordered and pay for meals your home page will look like below. In this example a full week (£11.50) has been ordered. If you have ordered for the full term the amount will show. If you do not want to pay for the full term and would like to pay in instalments then please amend the 'I want to top up' box with the amount you would like to pay.

My Primary Menu Online Meal Ordering

Logout

A PERSON

Items for Example (Stream Class)

Summary / Checkout

INNOVATE NEWS

No news yet from Innovate

Parent/Guardian Contact Details

Name: A Person

Address: Example

Town: Example

Postcode: LS9999

Telephone: 0000000000000000

E-Mail: aperson@hotmail.com

SAVE CHANGES

Registered People

Click on a person below to place orders / change selections. The minimum credit/debit card transaction value is £5.00.

Name	Account balance	I want to top up	Total
Example Example	£0.00	£11.50	£11.50
Class: Stream Class		I want to top up	£11.50

Click here to pay £11.50

Payment Log

No payments have been made yet

Please note: The account only gets debited on the day that the child eats.

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Innovate Primary School Online Ordering

10. To make a payment click on the 'to pay box'

The screenshot shows the 'My Primary Menu' online ordering page. A large green arrow points to the 'Click here to pay £11.50' button. The page includes a sidebar with 'Logout', 'A PERSON', 'Items for Example (Stream Class)', 'Summary / Checkout', and 'INNOVATE NEWS'. The main content area shows 'Parent/Guardian Contact Details' and a 'Summary' table.

Name	Hot Counter	Total
Example Example	Account balance: £0.00	
Class: Stream Class	I want to topup: £11.50	£11.50
	I want to topup: £11.50	£11.50

11. You will then be directed to our secure online payment page:

The screenshot shows the Sage Pay payment page. It includes the Sage Pay logo, the Innovate logo, and transaction details. The payment method selection section shows icons for VISA, VISA Electron, VISA Debit, and MasterCard.

Transaction Details

To Pay For: School Purchases
Amount: 11.50 GBP

Select Payment Method

Please click below to select the type of card you wish to use.

Please only click the cancel button below if you intend to abort this payment process.

Cancel

Additional Information

- Orders for the following week must be placed by midnight of the previous Saturday. For example to order for week commencing 16/04/2018, orders must be placed by midnight on Saturday 14/04/2018.
- You can order a week at a time or for the whole term, just keep scrolling down.

If anyone is having difficulties setting up accounts or ordering food please feel free to contact us on:

primary@innovatefood.co.uk Or:

01932 411110

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