

How To Guide - Application Terminology

Application Profile:

The application profile is a large set of parameters that control the appearance and behavior of the application. This is where you can change:

- Background image.
- Background colour.
- The colour scheme and style of the menu.
- Student and class parameters and data.
- Parent registration data fields.
- Allow or disallow editing access to paid orders by parents.
- Manage where staff meals are delivered to.
- Define group colours for menus.
- Enter PayPal payment codes.
- Define support email address.
- **and many other parameters.**

Application Contacts:

The set of people that receive newsletters and can request support. The people in charge of setting up the site.

Teachers and Staff:

The teachers and other staff that can access the system to place orders with the user id the system automatically creates for them. Teachers should be associated with classes to provide parents with more information when adding their children.

Users:

All user accounts consist of a user id and password and a user type. The most common types are "**Admin**", "**Parent**" and "**Staff**". Please see '**User Account Types**' Help Guide for more info.

Should a parent forget their password you can locate their user account and either send their password to them or you can edit their user account and change their password for them. If the user has entered an incorrect email address you can edit their account to update their email address.

Students:

Parents register for an account in the system and then add their children. Once a child has been added it is possible for parents to immediately place orders in any active schedules.

Suppliers:

Suppliers are the businesses from which you purchase products and/or the school its self. Products are then delivered to children and parents based on their orders. You are not required to enter your suppliers into the system, but it will be useful in building future menus with the same products.

Supplier Products:

The various products that are purchased from suppliers. A supplier product may be a single item or a supplier combo. When generating menus, the system will insert all the required individual products so as to ensure that your supplier orders are correct.

Schedule:

A schedule is a set of menus and may contain one menu or many menus. Each menu is a set of items that are related by date or by some other categorization. For hot lunch schedules the menu items are grouped by dates, for fund raising or school fee schedules the items can be grouped any logical fashion.

Menu:

Each menu may have a title and a set of menu items that can be ordered. A menu may be for a single menu date or for a logical grouping of items for fund raising or school fee collection.

Menu Item:

A menu item is something that can be ordered in a menu. A menu item may have a title, a description, headings for clarity, associated supplier products (hot lunches and fund raising) and different prices.

- Multiple supplier products, for combos or special items such as hot dogs where the bun and wiener are purchased from different suppliers.
- Item title displayed on menus and reports.
- Item description for additional information to describe the item.
- Label title used for labels, calendar layout forms and the delivery report.
- On-line price for parents ordering on-line.
- Paper price for paper orders.
- 3 special prices for students that are flagged to use the special prices (see Menu Price Categories above).
- Order quantity limits.
- Item inventory (number of items available) for tickets or limited quantity items.
- Menu grouping for managing combos.
- Menu options such as lettuce or tomato on subs (see Menu Options below).

Menu Item Options:

Menu options are modifiers to the menu item and should be considered as such. Menu options should not be used for items that need to be ordered separately or to identify what is really a separate item.

Valid menu options are toppings for subs, but not the meat or bread type. The dressing selections for salads, condiments, etc.

Do Not Use Options:

- Select meat for sub what will you do if parents select two types or no meat?
- Bread or bun type, see above.
- Define a different menu item as an option. For example, a beef taco is a different item than a chicken taco and should be a separate menu item, not an option.
- Mix options. If size is an option, then colour should not be. You are better off defining a different menu item for each size and then possibly having colour as an option then people can order a large one and a medium one. If size is an option, then they cannot order two different sizes.

Do not use options for anything that needs to be counted for the supplier, such as the drink choice, or a gluten free option or the type of cookie in a combo. Use the combo functionality of the system and you will get clearer supplier orders and it will be easier to deliver the menu items.

If you are uncertain about the use of options in your menu, please ask for advice before accepting orders! Incorrect use of options will create additional work for you.

Menu Price Categories:

If you choose to use the additional price categories then children need to be flagged to access the special prices. NOTE: if you flag a child for the special price category then you must define the special prices in **every** menu. The system will allow you to define up to three different price categories to address subsidized meals and other special requirements.

Concession Order:

Additional items that you wish to order from the supplier but are not ordered by parents. These items may be handed out to children who don't have lunch or may be sold at a concession on the lunch day. Items in the concession order are included in the supplier order and in your costs but are not part of the revenue for the lunch day.