How to Order Lunch in FACTS SIS

- 1. Log into your account.
- 2. Click on **Student** on the left-hand side.



3. Click on Lunch. Here you will be able to see the weekly menu and there is a drop down for your student(s). Next to the Student you will click **Create Web Order**.

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		Student Cases + CREATE WEB ORDER							
📫 School	~	C > C = 2 - C							
🕒 Student	^	Sun	Mon	Tue	Wed	Thu	Pri	Sat	
Charlest Manual		29	30	31	1	2	3	4	
Student Home			MS 5-6 French Toast w/ Chicken Sausage on Side	MS 5-6 Chicken Tenders (\$6.00)	MS 5-6 Grilled Cheese (\$6.00)	MS 5-6 Crispy Chicken Mash Potato Bowl (\$6.00)	MS 5-6 Com Dog (\$6.00)		
Lunch			(36.00)	MS 5-6 Salami Sandwich (\$6.00)	MS 5-6 Turkey Stacker (\$6.00)	MS 5-6 Garden Salad (\$6.00)	MS 5-6 Southwest Salad (\$6.00)		
			MS 5-6 Turkey Bacon Wrap (\$6.00)	PS Chicken Tenders (\$5.00)	PS Grilled Cheese (\$5.00)	PS Crispy Chicken Mash Potato Bowl (\$5.00)	PS Com Dog (\$5.00)		
Family			PS French Toast w/ Chicken Sausage on Side (\$5.00)	PS Salami Sandwich (\$5.00)	PS Turkey Stacker (\$5.00)	PS Garden Salad (\$5.00)	PS Southwest Salad (\$5.00)		
Resources			PS Turkey Bacon Wrap (\$5.00)	US Hot Lunch (\$6.75)	US Hot Lunch (\$6.75)	US Hot Lunch (\$6.75)	US Hot Lunch (\$6.75)		
			US Hot Lunch (\$6.75)	US Sandwich Bar (\$6.75)	US Sandwich Bar (\$6.75)	US Sandwich Bar (\$6.75)	US Sandwich Bar (\$6.75)		
			US Sandwich Bar (\$6.75)	Beverage Only (\$0.50)	Beverage Only (\$0.50)	Beverage Only (\$0.50)	Beverage Only (\$0.50)		
			Beverage Only (\$0.50)						

4. Once in **Web Order** you will change the quantities for the dates and meals you are choosing.



5. Once you have made your selections for your student(s) you can see the total for the student and at the bottom you see your families Grand Total. You will click Order Items.

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Student Home
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6. You will then receive confirmation that your lunch orders were created.



7. If you click back on lunch in the drop down you will see the items you ordered in Blue.

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th School		~ ~	← → 1	8/30/2021						Format Calendar -	tay West
e Student		~		Sun	Mon	Tue	Wed	Thu	Pri	Sul	
Student	nt Horme	2	9		30 MS 5-6 French Toast w/ Chicken Sausage on Side	31 MS 5-6 Chicken Tenders (56.00)	1 MS 5-6 Grilled Cheese (\$6.00)	2 MS 5-6 Crispy Chicken Mash Potato Bowi (\$6.00)	3 MS 5-6 Com Deg (\$5.00)	4	
Lunch					(\$6.00)	MS 5-6 Salami Sandwich (\$6.00)	MS 5-6 Turkey Stacker (\$6.00)	MS 5-6 Garden Salad (\$6.00)	MS 5-6 Southwest Salad (\$6.00)		
48 Carolia				MS 5-6 Turkey Bacon Wrap (56.00)	PS Chicken Tenders (x1) (\$5.00)	PS Grilled Cheese (x1) (\$5.00)	PS Crispy Chicken Mash Potato Bowl (\$5.00)	PS Com Dog (\$5.00)			
- Parting					PS French Toast w/ Chicken Sausage on Side (x1) (\$5.00)	PS Salami Sandwich (\$5.00)	PS Turkey Stacker (\$5.00)	PS Garden Salad (\$5.00)	PS Southwest Salad (\$5.00)		
Resource					PS Turkey Bacon Wrap (\$5.00)	US Hot Lunch (\$6.75)	US Hot Lunch (\$6.75)	US Hot Lunch (\$6.75)	US Hot Lunch (\$6.75)		
					US Hot Lunch (\$6.75)	US Sandwich Bar (\$6.75)	US Sandwich Bar (\$6.75)	US Sandwich Bar (\$6.75)	US Sandwich Bar (\$6.75)		
					US Sandwich Bar (\$6.75)	Beverage Only (\$0.50)	Beverage Only (\$0.50)	Beverage Only (\$0.50)	Beverage Only (\$0.50)		
					Beverage Only (\$0.50)						

If you have any questions about ordering lunch in FACTS, please contact <u>Tara Nelson</u> in the Business Office at 262-752-2507.