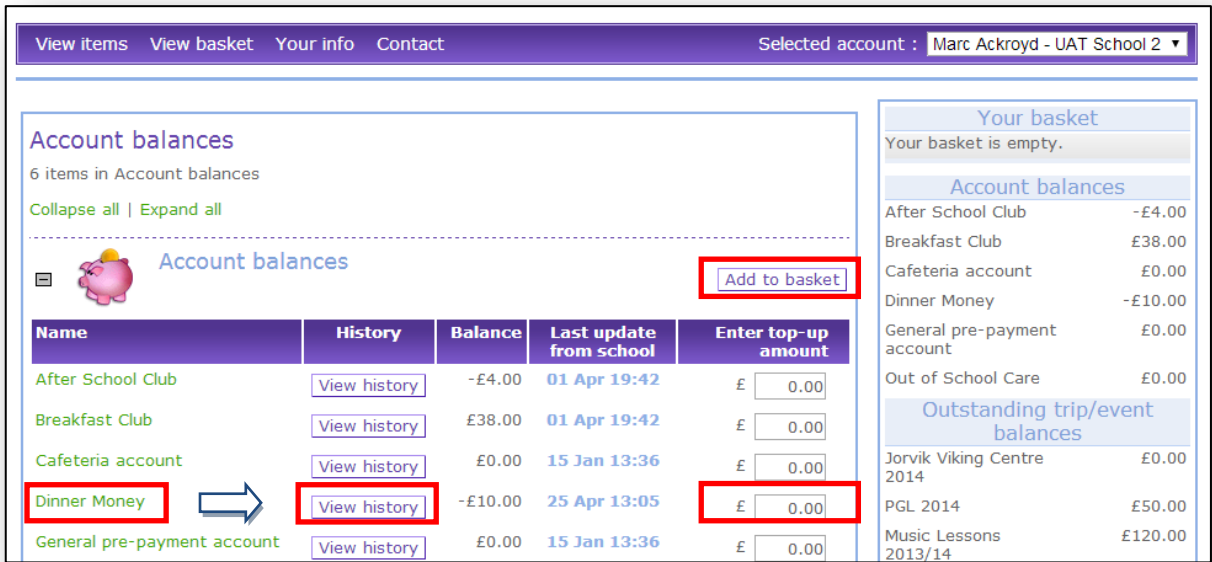


How do I add items to my basket?

Important: you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

1. Load your Internet browser and login to your account and select the pupil you wish to make a purchase for



The screenshot shows the 'Account balances' section of the website. At the top, there are navigation links: 'View items', 'View basket', 'Your info', and 'Contact'. On the right, it says 'Selected account : Marc Ackroyd - UAT School 2'. Below the navigation, there's a section for 'Account balances' with a sub-header 'Account balances' and a pink piggy bank icon. A table lists various accounts with columns for Name, History, Balance, Last update from school, and Enter top-up amount. The 'Dinner Money' row is highlighted with a red box, and its 'View history' button and 'Enter top-up amount' field are also highlighted. An 'Add to basket' button is visible in the top right of the table area. To the right of the table, there's a 'Your basket' section showing 'Your basket is empty.' and a list of 'Account balances' and 'Outstanding trip/event balances'.

Name	History	Balance	Last update from school	Enter top-up amount
After School Club	View history	£-4.00	01 Apr 19:42	£ 0.00
Breakfast Club	View history	£38.00	01 Apr 19:42	£ 0.00
Cafeteria account	View history	£0.00	15 Jan 13:36	£ 0.00
Dinner Money	View history	£-10.00	25 Apr 13:05	£ 0.00
General pre-payment account	View history	£0.00	15 Jan 13:36	£ 0.00



You can click on the **item name** or the **View History** button to view further details

2. Top up an item by **entering the amount** you wish to pay and **Add to basket**

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**



The screenshot shows the 'Products' section of the website. At the top, there's a box icon and the text 'Products'. An 'Add to basket' button is in the top right. Below is a table with columns for Quantity, Name, Unit price, and Total price. The 'Quantity' column has dropdown menus for each row, with the first dropdown set to '1'. The 'Name' column lists various sizes of Polo Shirts. The 'Unit price' and 'Total price' columns show the cost for each item.

Quantity	Name	Unit price	Total price
0	Polo Shirt 24"	£ 8.50	£ 0.00
1	Polo Shirt 26"	£ 8.50	£ 0.00
0	Polo Shirt 28"	£ 8.50	£ 0.00
1	Polo Shirt 30"	£ 8.50	£ 0.00
2	Polo Shirt 32"	£ 8.50	£ 0.00
3	Polo Shirt 34"	£ 9.50	£ 0.00
4	Polo Shirt 36"	£ 9.50	£ 0.00
5			
6			
7			
8			
9			

Your items will now be added to your basket

How do I view my child's school dinner history?

Primary Schools

TUCASI

View items View basket Your info Contact Selected account

Payment history for Dinner Money

Date of last online payment:
 Last online payment amount: £0.00
 Current balance: -£10.00

View Dinner Money calendar

Description	Date	Paid	Amount
Child meal payment	21 Feb 2014 09:31	In school	£12.00
Child meal payment	19 Dec 2013 15:43	In school	£16.00

Once within **view history** of Dinner Money you can click on the school dinner calendar



Marc Ackroyd - Dinner Money calendar

May 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
					X	X
5	6	7	8	9	10	11
					X	X
12	13	14	15	16	17	18
					X	X
19	20	21	22	23	24	25
F					X	X
26	27	28	29	30	31	
					X	

Secondary Schools

Once within **view history** of the Cashless Catering account you can see your child's purchase history

Payment History For Cafeteria account

Date of last online payment: 01/11/11 22:21
 Last online payment amount: £20.00

Description	Date	Paid	Amount	Balance
Current Balance:				
Purchase: F/TRADE 1.00	29/03/12 10:54	Cashless	-£1.00	£8.45
Purchase: CAKES 50p	23/03/12 10:36	Cashless	-£0.50	£9.45
Purchase: HOMEMADE BISCUIT	22/03/12 11:45	Cashless	-£0.40	£9.95
Purchase: CHEESEBURGER	21/03/12 10:21	Cashless	-£1.00	£10.35
Purchase: HOMEMADE BISCUIT	16/03/12 10:42	Cashless	-£0.40	£11.35
Purchase: SPECIAL PIZZA	13/03/12 10:46	Cashless	-£1.00	£11.75
Purchase: iced bun	08/03/12 11:47	Cashless	-£0.60	£12.75
Purchase: iced bun	07/03/12 10:32	Cashless	-£0.60	£13.35

How do I go to the checkout?

1. Click on **View basket** which is displayed on the right hand side of the screen

Your basket	
Polo Shirt 28"	Marc Ackroyd
Total:	£8.50
Dinner Money	Marc Ackroyd
Total:	£10.00
Subtotal: £18.50	
View basket	

2. Check the items in your basket, edit if necessary and click on **Checkout**

View items View basket Your info Contact Selected account : Marc Ackroyd - UAT School 2

Your basket
Payment processor: WorldPay

	Qty.	Name	For	Total
Edit Delete	1	Polo Shirt 28"	Marc Ackroyd	£8.50
Edit Delete	1	Dinner Money	Marc Ackroyd	£10.00
Subtotal:				£18.50

[Continue shopping](#) Go back to view items.
[Checkout](#) Pay for the items in your basket.

Account balances	
After School Club	-£4.00
Breakfast Club	£38.00
Cafeteria account	£0.00
Dinner Money	-£10.00
General pre-payment account	£0.00
Out of School Care	£0.00

Outstanding trip/event balances	
Jorvik Viking Centre 2014	£0.00
PGL 2014	£50.00

3. Enter your payment contact information and click on **Process payment**

Checkout: Enter payment and contact information

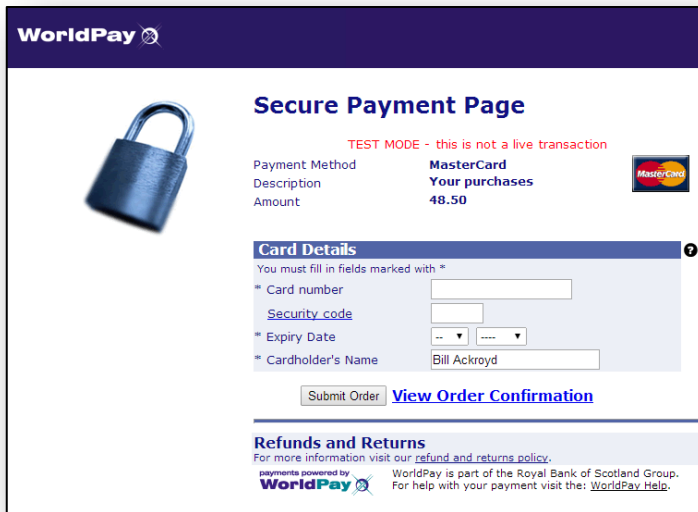
Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

Your billing address

First name	Alex
Last name	Ackroyd
Address 1	123 Street
Address 2	
Town/city	Town
County/state/province	
Postcode	YO1 2AB
Country	United Kingdom

Tick here to save your details for next time:

[Process payment](#)



WorldPay

Secure Payment Page

TEST MODE - this is not a live transaction

Payment Method: **MasterCard**
 Description: **Your purchases**
 Amount: **48.50**

Card Details

You must fill in fields marked with *

* Card number:
 Security code:
 * Expiry Date: -- -- / -- --
 * Cardholder's Name:

[View Order Confirmation](#)

Refunds and Returns
 For more information visit our [refund and returns policy](#).

payments powered by **WorldPay** WorldPay is part of the Royal Bank of Scotland Group. For help with your payment visit the: [WorldPay Help](#).

NB The payment page may look different to this example if your child's school uses a local authority payment gateway.

4. Enter your card details and click on **submit order**

You will receive an email confirming your purchase. (Remember to check your spam/junk email folder).

Payment details

Please keep this receipt for your records. [View printer friendly version](#)

Payment information

Transaction number: 100000003
 Date placed: 16 May 2014 16:13
 Status: COMPLETE

Billing information

123 Street
 , YO1 2AB
 GB
 afr@tucasi.com

Item	For	Price	Quantity	Total
Dinner Money	Marc Ackroyd	£10.00	1	£10.00
Polo Shirt 28"	Marc Ackroyd	£8.50	1	£8.50
Totals				Total: £18.50

Payment status

Paid online WorldPay

If you need help with the system or for further enquiries please contact the School Office at your child's school.

If you have any questions please also refer to **See our frequently asked questions** link on the online payments login screen.