



# SwiftOrder

Online Walkthrough for Students and Staff – August 2020

VeriCool



The purpose of this document is to give you a clearer understanding of how to navigate the SwiftOrder portal to be able to pre-order menu items for Break and Lunch.

## Contents

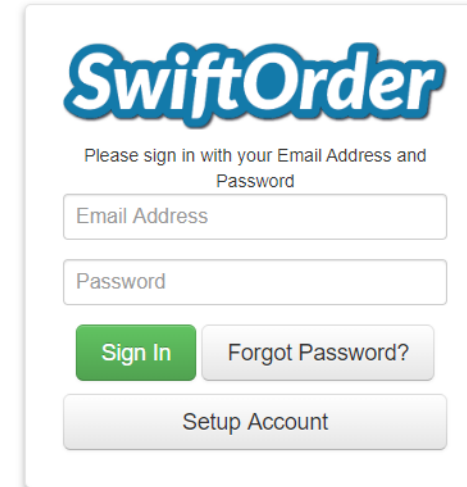
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## SwiftOrder – Account Setup and Logging In

To begin you now have 3 options which are:

1. Enter your email address and password
2. Click “**Forgot Password**” to reset your password
3. Click “**Setup Account**” to set up a new account
4. If setting up a new account you will need to enter a “**Portal Code**” that you were emailed.
5. Once you have done this click “**Send**” and screen will prompt you to enter your email address followed by a new, memorable password. Repeat this process to confirm your password
6. Now click “**Submit**” and your account will be setup.
7. You will now be re-directed to the Pre-order page.



SwiftOrder

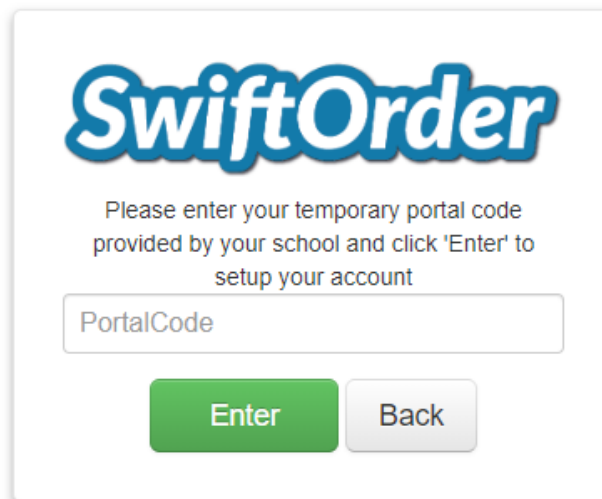
Please sign in with your Email Address and Password

Email Address

Password

Sign In    Forgot Password?

Setup Account

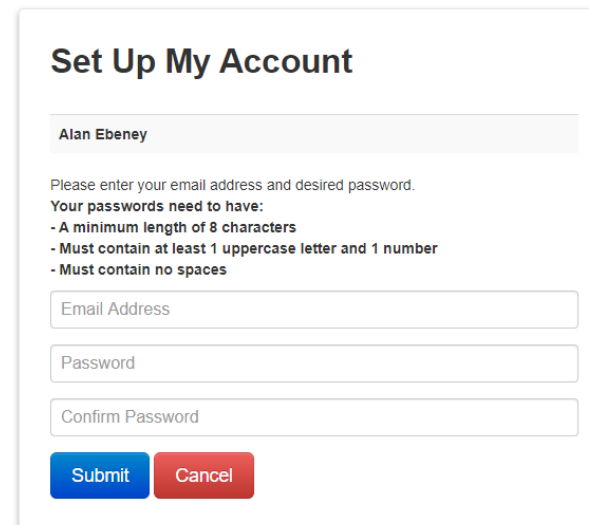


SwiftOrder

Please enter your temporary portal code provided by your school and click 'Enter' to setup your account

PortalCode

Enter    Back



Set Up My Account

Alan Ebenev

Please enter your email address and desired password.  
Your passwords need to have:

- A minimum length of 8 characters
- Must contain at least 1 uppercase letter and 1 number
- Must contain no spaces

Email Address

Password

Confirm Password

Submit    Cancel

## Registration Successful!

Your account have been set up, you will be redirected to your account page in a few seconds...  
Or click [here](#) to go to the account page now



## SwiftOrder - Getting Started



Once you have logged in you will be presented with the main “**Home**” screen where you have 4 options which are:

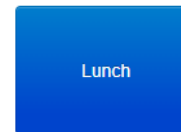
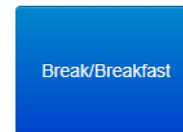
1. **Check the name of the student**
2. **Select a session to pre-order meals**
3. **Review Balance**
4. **Log Out**

VeriCool Academy *VeriCool* Stefano Giacomo £52.20

Welcome to SwiftQLite. You now have two options:  
Review your balance (In the top right hand side) or select the session that you wish to purchase food from.  
**Please make sure you have sufficient funds available before placing your order**

Checkout £0.00 Log Out

Select the session that you want to place an order with by clicking the session button



## Menu Pre-Order – Individual Items to Pre-Order

Once you enter your chosen session you will be presented with a list of menu items.

From the example on the right hand side, you are now presented with the items, a unit cost and the associated days and dates that they can be ordered.

**Step 1** - Tick the box next to the item you wish to purchase and then select how many of the item you would like to order by clicking the up or down arrows next to the unit costs. Scroll across using the **green** date range buttons to order additional items over your chosen date range. You can order for a single day, a number of days, a week or a maximum of 2 weeks.

If the item you wish to order is disabled, this means that the school have no stock left. To complete your order, scroll down the page repeating the process in **Step 1** for any other menu items you wish to order.

VeriCool Academy *VeriCool* Stefano Giacomo £52.20

Welcome to SwiftQLite. You now have two options:  
Review your balance (In the top right hand side) or select the session that you wish to purchase food from.  
**Please make sure you have sufficient funds available before placing your order**

Checkout £0.00 Log Out

Select the session that you want to place an order with by clicking the session button

### Lunch

Back < 21/08/2020 - 28/08/2020 >

Item Name	Item Cost	21/08 (Fri)	24/08 (Mon)	Item Cost	(Thu)
Hover over item name for allergy information					
Main Meal £2	£2.00	<input type="checkbox"/>	<input type="checkbox"/>	£2.25	<input checked="" type="checkbox"/> 1
Veggie Main Meal £2	£0.00	<input type="checkbox"/>	<input type="checkbox"/>		
Jacket Potato with butter	£1.10	<input type="checkbox"/>	<input type="checkbox"/>		
Jacket Potato with Baked Beans	£1.60	<input type="checkbox"/>	<input type="checkbox"/>		

Once you have completed your order select “**Checkout**” at the top right-hand side or bottom left or right-hand side of the page.

**NB: You cannot purchase items if you do not have sufficient credit on your account**

Checkout

## Menu Pre-Order – Check Out & Pay

You now have 5 options which are:

1. **Clear** – Clear the complete order
2. **Checkout and Pay** – Process the order
3. **Cancel** – Cancel the order
4. **Remove** – Remove an individual order item
5. **Back to Session** – Go back to add new items in your session

If you re happy with the items selected, then click **“Checkout & Pay”**.

If you do have sufficient funds in your account your order will be displayed informing you of the total and that the order has been placed. You can now **“Log Out”** or return to the **“Home”** page to add more order additional menu items.

[Back to Session](#)

<a href="#">✖ Clear</a>	Person	Product	Cost	Quantity	Total Cost
<a href="#">✖ Remove</a>	Stefano Giacomo	24/08/2020 : PreOrder - Fruit Salad Pot	£1.00	1	£1.00
<a href="#">✖ Remove</a>	Stefano Giacomo	24/08/2020 : PreOrder - Main Meal £2	£2.00	1	£2.00

£3.00 [🛒 Checkout](#) [Cancel](#)

You cannot amend your order once you click “Checkout”

### 24/08/2020

Item Name	Item Cost	Quantity
Fruit Salad Pot	£1.00	1
Main Meal £2	£2.00	1

Total	£3.00
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