

Set up a New Account & Place a Meal Order

Setting up an Account

Log onto www.quickcliq.com.au

You should have this at the top of the 'Welcome' page



Click SIGN UP (1)

Fill in all details

Tick *I am not a robot*

Tick/untick keep me updated (optional)

Click on FINISH

An Activation email will be issued to you. Always check spam or junk for emails if the email is not found in inbox. The email will contain a link – 'Activate Your User Account'.

Click on the link and the account will be activated and ready to login and finish setting up.

An additional email will be issued providing details about how to proceed.



Log onto www.quickcliq.com.au

From your home page click on ADD STUDENT

Enter child's details from the top downwards and the fields will adjust accordingly as you go.

Close or add second child (go to home page and click on Add Student again if can't add second child)

Adding Credit

Add credit to your account – click on “Add Credit” from the home page

Click on payment method you wish to pay

Credit card – (Bank fees apply) can transfer \$20+ to your Quickcliq account and when you place your order the \$ will draw directly off your Quickcliq account.

Paypal – as above

Direct Debit – No Fee apply – You enter QC bank details into your bank transfer/Pay Anybody page and email us a copy of your transaction. We can data enter the funds usually within the hour during office hours if you email us the transaction receipt. Otherwise the process to clear the funds will take 1-2 days automatically.

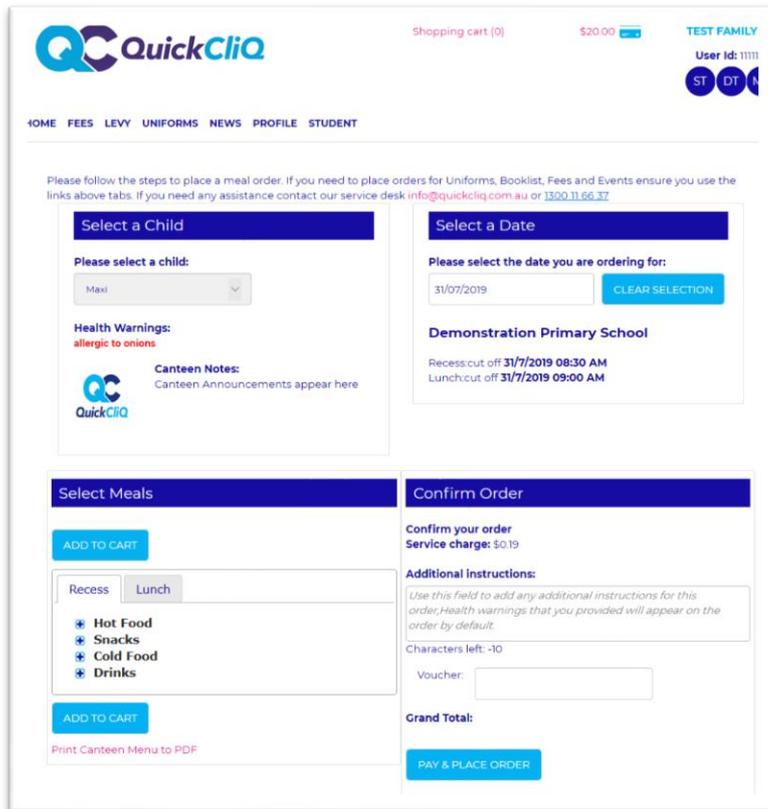
The account is now set up ready to place order.

Placing a Meal Order

Log onto www.quickcliq.com.au

From your home page click ‘MEAL ORDER’

You will have this ordering page;



The screenshot shows the QuickCliq meal ordering interface. At the top, there is a navigation bar with the QuickCliq logo, a shopping cart icon showing 0 items for \$20.00, and a user profile for 'TEST FAMILY' with user ID 11111. Below the navigation bar, there are links for HOME, FEES, LEVY, UNIFORMS, NEWS, PROFILE, and STUDENT. The main content area is titled 'Please follow the steps to place a meal order. If you need to place orders for Uniforms, Booklist, Fees and Events ensure you use the links above tabs. If you need any assistance contact our service desk info@quickcliq.com.au or 1300 11 66 37'. The interface is divided into four main sections: 1. 'Select a Child' with a dropdown menu showing 'Maxi', 'Health Warnings: allergic to onions', and 'Canteen Notes: Canteen Announcements appear here'. 2. 'Select a Date' with a date picker set to 31/07/2019 and a 'CLEAR SELECTION' button. 3. 'Select Meals' with a dropdown menu showing 'Recess' and 'Lunch', a list of meal options (Hot Food, Snacks, Cold Food, Drinks) with checkboxes, and an 'ADD TO CART' button. 4. 'Confirm Order' with a 'Confirm your order' section showing a service charge of \$0.19, an 'Additional instructions' field, a 'Voucher' field, and a 'Grand Total' section with a 'PAY & PLACE ORDER' button. There is also a 'Print Canteen Menu to PDF' link at the bottom left.

Fill in the prompts from top left ‘Select a Child’ to Select a date’ to Select Meals then Confirm Order and the fields ahead will adjust accordingly.

Select a Child

You can only order for one child at a time and one day at a time.

If you have multiple students on the account, you will need to select a child from the drop-down list.

Check for any canteen announcements from this section
Also ensure any health warnings are up to date. These can be edited in the 'Student' tab.

Select a Date

You can only order for one child at a time and one day at a time.

Ensure the date selected is the date you wish to receive the order. Note the cut off time for placing an order.

Check for any red messages such as 'The canteen is closed this date'

Select Meals

Select the tab (eg 'Recess' or 'Lunch') you wish to order from.

Select the cross in a square icon to expand the menu to view items or extras.

Select 'Add to Cart' during and/or after selecting items

Confirm Order

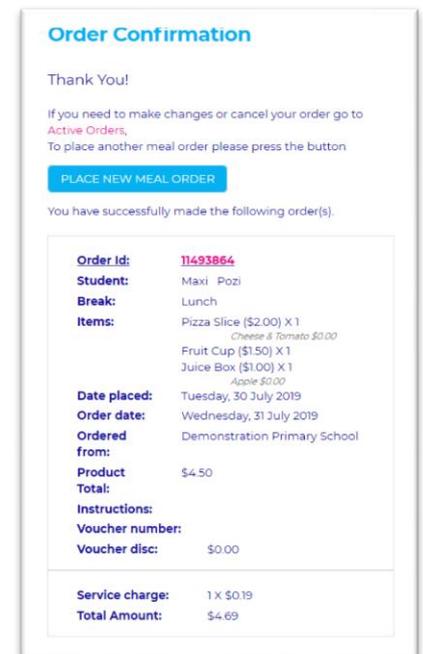
The items added to cart will appear in this section. Check the items carefully and click on the red cross alongside any items you wish to remove or change.

When you are happy with the selection click on 'Pay and Place order'

Order Confirmation Notice

An 'Order confirmation' will appear .

Check this carefully and click on the 'Active Orders' link if any changes need to be made to the order.



Important Note;

1. Once placed, orders must be cancelled to be able to make 'changes' to them. To cancel an order, go into the "Active/Cancel Orders' tab and click on the red 'cancel' next to the relevant order. You will then need to re do the order from the 'Meal Order' page again.
2. Orders cannot be cancelled online once the cut off time is reached, and you must call Quickcliq and request to have the order cancelled and we will arrange for a refund if applicable.