QUEST
FOOD MANAGEMENT SERVICES, INC.

WELCOME BACK

Students at
LaGrange Highlands District 106

Who is Quest Food Management Service?

Quest is a family owned contract management company providing food and services to schools, universities and businesses since 1985.

Quest Food Management Services has for the past 30 years provided food service to many private and public schools in the Chicagoland area. Our reputation is for the high quality food & service provided to students, staff and community of our partnered schools & businesses.

What can students expect this year?

Returning and new students will now enjoy a new food service program at LaGrange Highlands 106. The cafeteria has undergone many changes to include adding a new fresh fruit & vegetable Farmers Market salad bar as well as a complete new lunch menu. Our food philosophy is using good raw ingredients in all of our recipes. We take great pride in our "from scratch" approach.

Where can I find the menu?
The monthly menu will be posted on the MyMealOrder.com, as well as sent thru email communications.

Menu & Program Questions:

**Dawn Ives
Food Service Director
c/o Riverside Brookfield High School
ivesd@rbhs208.net
630-430-4242**

Attached are complete user directions for MyMealOrder.com.

myMealOrder.com
The only 24/7 online meal ordering and payment system available for school meals!

Click, pay, you're done! Easy as 1-2-3

REGISTER FOR A FREE ACCOUNT →

myMealOrder is as easy to use as 1-2-3…

1. CREATE YOUR ACCOUNT/LOGIN - IT'S FREE!

Create your FREE Account, enter all students in your household, safe and securely, then login to view, order and pay for school meals online. myMealOrder allows access 24/7 to your account and online ordering.

2. ORDER MEALS ONLINE - IT'S EASY!

View what is being served at your child's school. See the nutritional value for each meal. With a single click you can order for a day, a week or an entire month, for one child, or all children in your household!

3. CHECK OUT - IT'S FAST!

Submit your order, pay and you're done!

Registration

Select Register to setup your new account. Enter all information as provided, including Display Name, Address, Phone, Email Address, Username/Password, Security Question/Answer, and your School District. Press "Save" when complete.

You will have an opportunity to edit your account in the future if needed. There, you will also find a few options to customize your Account for Email Notifications.

Adding Students to your Account

Once your new Account is created, Login and you will be at the *Week View* Order screen. **You will need to add each student attending the school district before ordering.** Simple Select "Add Student" located below the "Week of…" banner.
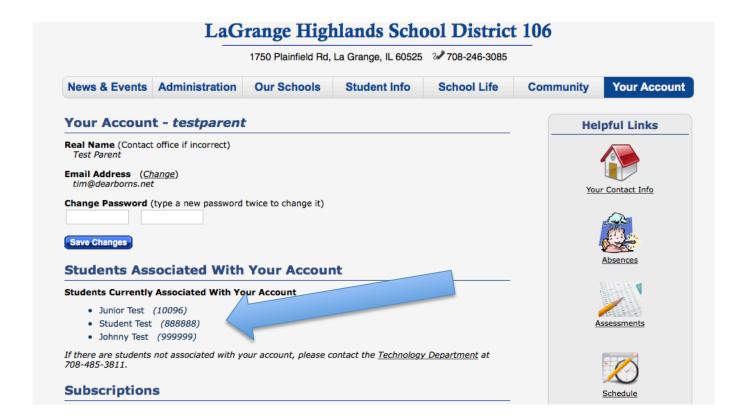
A. Add the students Student Identification number
  (see next page for instructions on finding your student's ID number)
B. Enter students last name as registered in school
C. Enter the School student attends
D. Select "Add Student"

Repeat this for each student attending this school district. Each name will appear in the list at the bottom of the window. You can remove students at any time.

How to Find Student ID Numbers

To find the ID number for each child you have at HMS/HES you must first log-in to the District 106 website at http://www.district106.net Once logged in, Click on "Your Account" in the upper right hand corner. You will see an image similar to the one below. In the section of the page called "Students Associated with Your Account" you should see each child enrolled at District 106. Next to their names, you will see a number in parenthesis. That is their student ID number. Use that number when signing up for your Quest Food Service account. If you don't see a child listed there that you are the parent/guardian of, please call the office and we will resolve the matter promptly.

Calendar Views

MyMealOrder.com provides two calendar views to choose from when ordering meals for your students.

- **Week View** – displays meals that are scheduled for each student on the account in a five-day (Mon-Fri) view. This allows you to see all students in the selected week, in one screen.
- **Month View** – displays meals that are scheduled for each student on the account in a calendar month view. This view allows you to see a month calendar view for all meals that are scheduled for the selected month. Only one student's scheduled meals are shown at a time. You can use the Student View Settings dropdown in the upper left portion of the screen, to switch between students.

Also available in the Student View Settings dropdown is the ability to switch between:

- **Students With Orders** – shows all students who have an order placed for each day of the month
- **Students Missing Orders** – shows students for each day where there is no order placed. This allows you to quickly ensure that all days have an order placed.

Orders can be placed in either view.

Week View

Month View

Ordering

Orders can be placed in numerous ways.

- **Quick Select** – you can select [Add to Cart] one day at a time, and that meal for that student will be placed in your Cart.

- **Nutrition Popup** – Here you can view Nutritional information about each item scheduled (nutritional information availability varies by district). Simply select any item in the list to open the popup. You can also place your Order at the bottom of the popup.

- **Item mode** – For schools that operate an a la cart menu, select this menu to open the popup window to see all items scheduled. Add quantities for each item requested. Maximum quantities vary by district, but typically allow no more than Qty=5 (or less) for each item.

- **Options**

  - Order for Everyday – From the Options dropdown to the right of the student, select Order for Everyday to place an order for all days in the view for that selected student. Use Cancel Everyday Order to remove all orders placed for the week shown.

  - Order Favorite Meal – As you add your favorite items to your own favorite's list, Ordering Favorites will search out all favorites saved, and only order those days for you. You can select View Favorites to view and edit your saved favorites.

Ordering – Month View

Similar to Week View, Orders can be placed in numerous ways.

- **Quick Select** – you can select one day at a time, and that meal for that student will be placed in your Cart.
- **Nutrition Popup** – Here you can view Nutritional information about each item scheduled (nutritional information availability varies by district). Simply select any item in the list to open the popup. You can also place your Order at the bottom of the popup.
- **Item mode** – For schools that operate an a la cart menu, select this menu to open the popup window to see all items scheduled. Add quantities for each item requested. Maximum quantities vary by district, but typically allow no more than Qty=5 (or less) for each item.

Options

- Order for Everyday – From the Options dropdown to the right of the student, select Order for Everyday to place an order for all days in the view for that selected student. Use Cancel Everyday Order to remove all orders placed for the week shown. Great way to order for a student who eats every day, single click will order for the entire month.
- Order Favorites – As you add your favorite items to your own favorite's list, Ordering Favorites will search out all favorites saved, and only order those days for you. You can select View Favorites to view and edit your saved favorites.

View Cart

Select from the right-side of the screen anytime to view items placed in your cart. The Cart will show each menu/item, for each day ordered, by student. The Cart will show the item Ordered, date of the scheduled Menu, Price, Qty, and Description.
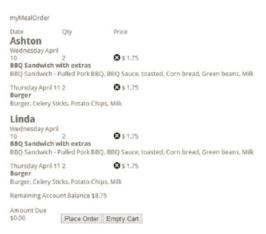
Select next to any item you want to remove from the Cart. You can also close the Cart and remove an order from the Week or Month View.

Select to save and complete your Order and pay.

Select to empty the Cart and remove all items placed in the Cart.

Checkout

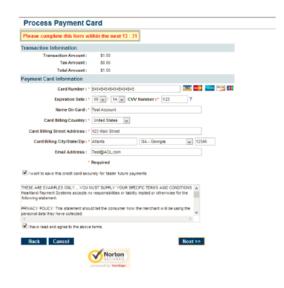From the View Cart window, select [Checkout] to save and complete your Order and pay.

Review: The screen will once again list all items placed in the Cart for *Review*. The bottom of the Review will display the Remaining Account Balance, as well as the Amount Due for this Order.

Available Balance: If there is Remaining Account Balance available, the system will deduct the total amount due from your Remaining Account Balance and complete the transaction.

No Available Balance: If the Remaining Account Balance is less than the Amount Due for this Order, selecting Place Order will open the Credit Card Processing Screen to process and complete your Order.

Process Payment Card

Enter all required information. You can Save your credit card information (optional) to your account, so that future Meal Orders can be charged without prompting your credit card information each time.

Select **Next** - to verify information.

Select **Back** – to return to the Order Review screen.

Select **Cancel** - to return to the Order screen.

Verify Order

Select **Finish** - to complete the transaction.

Select **Back** – to return to the Process Payment screen.

Select **Cancel** - to return to the Order screen.

Orders

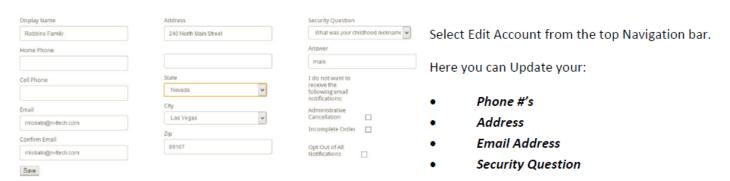| Student	Meal Date	Status	Meal	Price	
Ashton Smith	03/21/13	Purchased	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	Details
Ashton Smith	03/22/13	Purchased	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	Details
Linda Smith	03/21/13	Purchased	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	Details
Linda Smith	03/22/13	Purchased	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	Details
Robert Smith	03/21/13	Purchased	Milk, Macaroni & Cheese, Corn, Sauteed vegetables	2.00	Details
Robert Smith	03/22/13	Purchased	Milk, Green beans, Chicken Nuggets, Applesauce	2.00	Details
Ashton Smith	03/25/13	Refunded	Milk, BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted, Green beans, Corn bread	1.75	Details
Ashton Smith	03/26/13	Refunded	Burger, Milk, Potato Chips, Celery Sticks	1.75	Details
Ashton Smith	03/27/13	Refunded	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	Details
Ashton Smith	03/28/13	Refunded	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	Details

Once orders are processed through the Checkout, Orders can be viewed in the Orders Menu Option at the top navigation bar at the top of the screen.

Orders are listed separately for each date, and for each student. Select *Details* to view details of the order selected.

Status

- Purchased – indicated items have been successfully ordered and payment processed.
- Refunded – indicates an order has been canceled and the amount refunded to the Account Balance.
- Voided

Edit Account

Select Edit Account from the top Navigation bar.

Here you can Update your:

- *Phone #'s*
- *Address*
- *Email Address*
- *Security Question*

Email Notifications:

- **Administration Cancelation** – in the event that the District Administration needs to cancel an order, checking this option will suppress any email notifications to you (Default=unchecked – Email Notifications accepted)
- **Incomplete Order** – in the event you add items to the Cart, but do not complete the Order Transaction, checking this option will suppress any email notifications to you (Default= unchecked – Email Notifications accepted)
- **Opt Out of all Notifications** – checking this option will suppress ALL email notifications to you (Default= unchecked – Email Notifications accepted)