

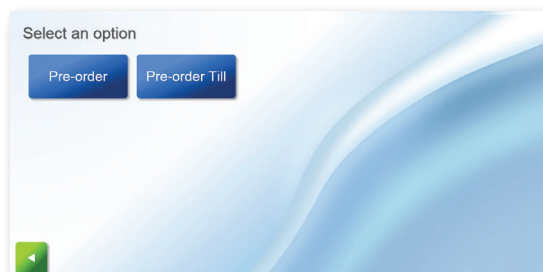
# How to enter meals

## 01 Log in to web client

Open up the sQuid Web Client using the web address for your school. Username and Password are usually both **'web'**.

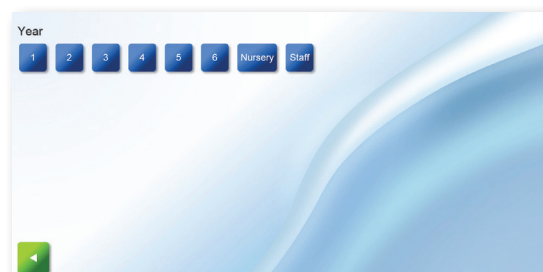
## 02 Select pre-order

From the **'Select an option'** screen, click on **'Pre-order'**.



## 03 Select year and class

On the following screen, select the year, and then the class from the new options that will appear when you have selected the year.



## 04 Select student and meal option

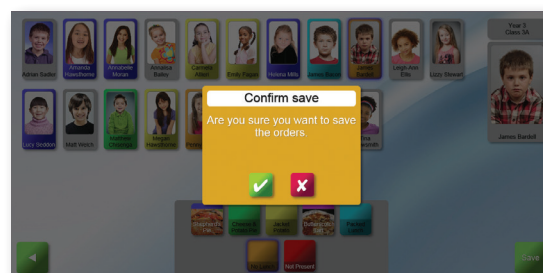
Select a student, and select the meal option required. The student will then be highlighted in the colour of the meal selected.

If a student has a meal selected in error, click on **'No lunch'** or **'Not present'**. Do not click the back arrow to correct this - if you do so the student/meal selections that have already been made will be lost.



## 05 Save the orders

Press **'Save'** to confirm that you wish to save the orders. The orders will not transfer to Office Reports until the green tick option has been clicked.



## 06 Return to pre-order or exit

Use the green back arrow to exit. You will then see this screen. Click the green tick to logout.

