

13. How to mark meals as collected

01 Log in to the hosted portal

Open Google Chrome and go to: <https://dinnermoney.squidcard.com>. Enter your username and password. Your username is typically your email address.

Should your school's public IP address have changed, you will be sent a token by email to allow access to the system.



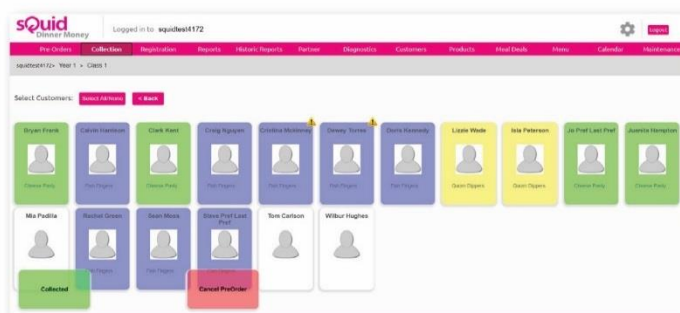
02 Select year and class

On the **Collections** tab, select the **year** and then **class** from the new options that appear. This will show an overview of the number of meals ordered by year and class.



03 Confirming meals

Students will show as highlighted in the colour of their chosen meal option.



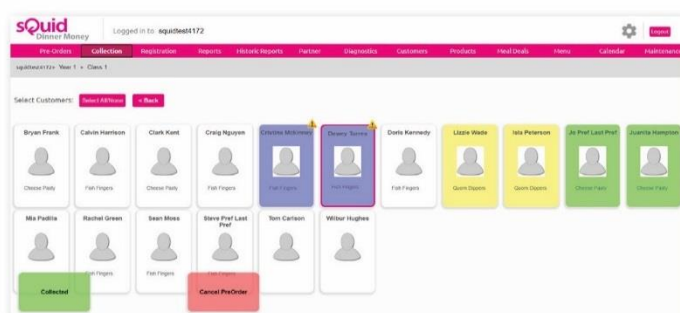
04 Collecting meals

Click on the required student and click **'Collected'**. The student will no longer be highlighted in their chosen meal colour, and will revert to grey.

Repeat the process until all students from the selected class have had their meals **'Collected'**.

You can select multiple students by clicking on each one so that they are highlighted, and then selecting **'Collected'**. Their colour will then revert to grey. Alternatively, click **'Select All/None'** to highlight **all** students, then click **'Collected'**.

If a student has a meal selected in error, or no longer requires the meal, select the student and then click **'Cancel pre-order'**.



05 Repeat the process for other years/classes

Once all students have had their meals **'Collected'** and the screen is blank, click the **back** button and repeat steps 03-05 to repeat the process for other years/classes.

