

How to mark meals as collected

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 Till'**.



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 Confirming meals

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



05 Collecting meals

Click on the required student and click **'Collected'**. Repeat the process until all students from the selected class have had their meals **'Collected'**.



06 Repeat the process for other years/classes

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

