



# A User Guide for Parent's

In this user guide, we explain how to use the parent dashboard.

The parent dashboard is the first page you land on after you login into School24 as a parent.

The screenshot shows the School24 parent dashboard. At the top, a green navigation bar contains the text "Welcome Anna tester" and a "LOGOUT" button with a power icon. On the right side of the bar, there is an envelope icon and the phone number "02 8041 1132". Below the navigation bar, the "School24" logo is on the left, and a menu with "HOME", "ORDERS", "SETTINGS", "ACCOUNT", "HELP", and "ADMIN" is on the right. The main content area features a blue circular school logo on the left and the text "Your CANTEEN Balance: \$167.05" on the right. Below the logo, there are four menu sections: "Setup" (Change Password, Setup Students), "CANTEEN" (Quick Guide, Top-Up, View/Cancel Recent Orders, View History), "UNIFORM" (Place an order, View History), and "VOLUNTEERS ROSTER" (Roster 2014, Roster 2015). To the right of these menus is an "Ordering" section with a light green background. It displays "CANTEEN Open on:" with buttons for "Mon", "Tue", "Wed", "Thu", and "Fri". Below this is a "Select Student" dropdown menu showing "Lucky". There is a date selection box with the instruction "Click inside the box to select a date" and an alternative input field with the instruction "Or, type a date (E.G. 29-04-2015)". A green "Start Order" button is at the bottom of the ordering section.

The top left hand section contains the following elements:

The School logo image:



Logout button:





It will log you out of the system. We advise to logout after you have finished using the system.

## Dashboard navigation menu

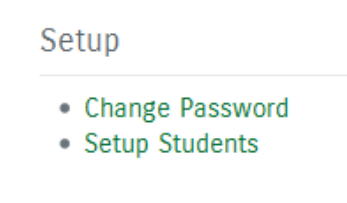


This menu represents a set of all the tasks the system will let you perform:

- **Home** button serves as a simple back button to help get back to this page
- **Orders** button: to view recent canteen/tuckshop orders, canteen/tuckshop orders history, event orders history and uniform orders history.
- **Settings** button: to setup students and updated your password and contact details.
- **Account** button: to top up your account, to view canteen/tuckshop transactions and top up request status.
- **Help** button: to view the userguide (explains order process for each online module)
- **Admin** button: this button will only appear on your dashboard if the canteen/tuckshop has given you access to their administration portal.

**Contact** button: School24 contact number and enquiry page, used for technical assistance.

## Account Setup



The 'Change Password' link – can be used to update your password, username and contact details.

Firstname  
Anna

Last name  
tester

Password  
\*\*\*\*\*

Email  
abder@optusnet.com.au

Mobile  
12345

A mobile number is important in case we need to contact you.

Update

The 'Setup Students' link – can be used to add a student/s to your account, edit your student details i.e. update class, allergies etc.



Your Canteen Balance: \$167.05

#### Quick Links

- [Back to Main Page](#)
- [View Students](#)
- [Add Students](#)
- [Update Classes](#)

#### My Students

1. Jimmy (Yellow Class)  
[Edit](#) - [Remove](#)
2. Keren (Yellow Class)  
[Edit](#) - [Remove](#)
3. Lorita (dream class)  
[Edit](#) - [Remove](#)
4. Lucky (Kindy 3)  
[Edit](#) - [Remove](#)
5. lulu (TiTu class)  
[Edit](#) - [Remove](#)

#### Add a new student

<input type="text" value="First name"/> Enter Student firstname	<input type="text" value="Last name"/> Enter student surname
<input type="text" value="Select a Class"/> Select a class from the drop down menu	<input type="text" value="Student ID"/> Enter student ID If applicable
<input type="text" value="None"/> Enter if any known food allergy	
<input type="button" value="Add Student"/>	

## The Canteen/Tuckshop section

Your CANTEEN Balance: \$167.05

#### Ordering

CANTEEN Open on:  
 Mon  Tue  Wed  Thu  Fri

Select Student

Click inside the box to select a date

Or, type a date (E.G. 29-04-2015)

#### **Please Note:**

You must use this section when placing a canteen/tuckshop order. This section will show your current canteen/tuckshop balance. When your balance reads zero you must top up your account before you can place an order.

## Modules navigation menu



These buttons represent the different modules School24 offers:

**Canteen/Tuckshop** - The links attached to this module allows you to top up your canteen/tuckshop balance, order from favourites, view/cancel a recent order and view orders history. Through the view orders history link you can select a previous order and repeat this order for multiple dates. To place a new order you must use the canteen ordering section in the centre of your screen.

**Uniform Shop** – This feature allows you to place an order and to view your order history (e.g. to see what orders you have placed and the status of these orders).

**Events** – You can purchase event tickets, food etc

**Volunteer Roster** – Through the ‘view roster’ link you can volunteer for a shift.

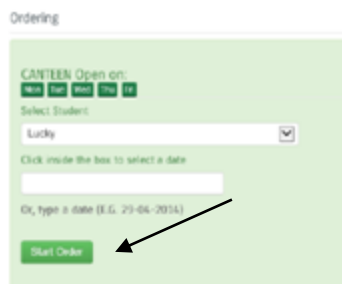
**Please Note:**

You will have slightly different menu options depending on the modules that your school are offering.

**The News sections**

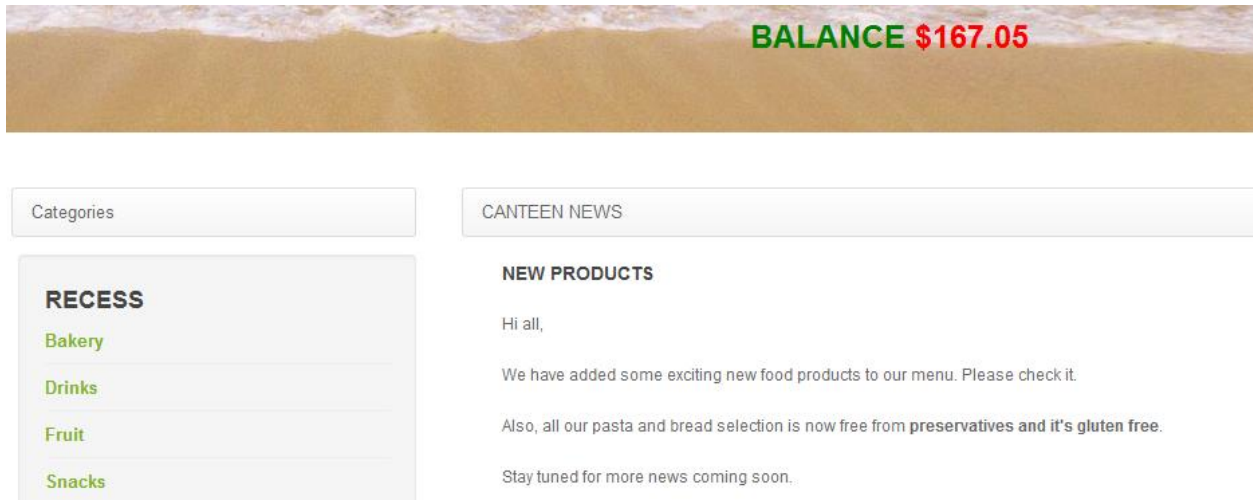
School24 offers communication tools to help the canteen/tuckshops and uniform shops to communicate important information to the parents such as a change in the menu, special events, new products etc. We highly suggest that you read the news to stay up-to-date.

To read the canteen/tuckshop news please click on the canteen/tuckshop start ordering button





This will bring you to the canteen/tuckshop news page, example:



To read the uniform shop news, click on the place an order link.

## UNIFORM

- [Place an order](#)
- [View History](#)

On the next screen you can view the uniform shop news, example:



## UNIFORM ORDER PAGE

News /

### HELP IS JUST A STEP AWAY!

If you are encountering problems please contact the Help Desk in the first instance.

☎ 02 8041 1132 or [help@school24.com.au](mailto:help@school24.com.au)

.. [read more](#)

### INSTRUCTIONS FOR DELIVERY TO CLASS

Parents who want their items to be delivered to the student's class should enter the students class name in the checkout instructions box, so when the uniform administrator checks the order they will see a note for this order saying to deliver it to the class.

Thank you,  
The Uniform Shop Team

You can close each of the sections by clicking on the 'Home' button located at the top right hand side of your screen.

Home