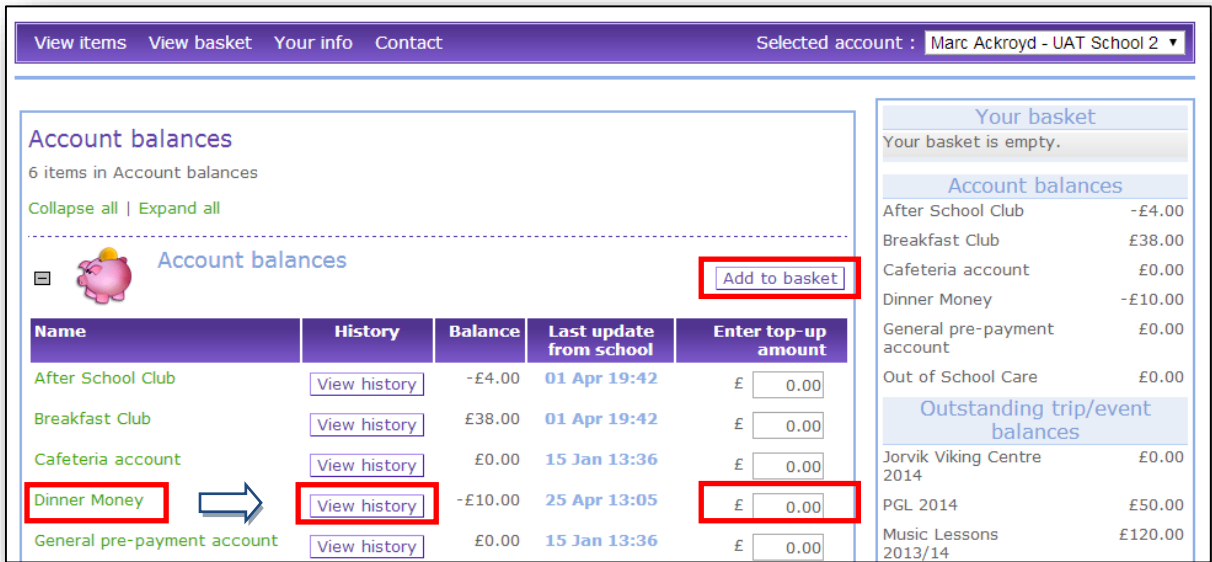


## How do I add items to my basket?

**Important:** you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

1. Load your Internet browser and login to your account and select the pupil you wish to make a purchase for



Name	History	Balance	Last update from school	Enter top-up amount
After School Club	<a href="#">View history</a>	-£4.00	01 Apr 19:42	£ <input type="text" value="0.00"/>
Breakfast Club	<a href="#">View history</a>	£38.00	01 Apr 19:42	£ <input type="text" value="0.00"/>
Cafeteria account	<a href="#">View history</a>	£0.00	15 Jan 13:36	£ <input type="text" value="0.00"/>
<b>Dinner Money</b>	<a href="#">View history</a>	-£10.00	25 Apr 13:05	£ <input type="text" value="0.00"/>
General pre-payment account	<a href="#">View history</a>	£0.00	15 Jan 13:36	£ <input type="text" value="0.00"/>



You can click on the **item name** or the **View History** button to view further details

2. Top up an item by **entering the amount** you wish to pay and **Add to basket**

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**



Quantity	Name	Unit price	Total price
0	Polo Shirt 24"	£ 8.50	£ 0.00
1	Polo Shirt 26"	£ 8.50	£ 0.00
0	Polo Shirt 28"	£ 8.50	£ 0.00
1	Polo Shirt 30"	£ 8.50	£ 0.00
2	Polo Shirt 30"	£ 8.50	£ 0.00
3	Polo Shirt 30"	£ 8.50	£ 0.00
4	Polo Shirt 32"	£ 8.50	£ 0.00
5	Polo Shirt 32"	£ 8.50	£ 0.00
6	Polo Shirt 34"	£ 9.50	£ 0.00
7	Polo Shirt 34"	£ 9.50	£ 0.00
8	Polo Shirt 36"	£ 9.50	£ 0.00
9	Polo Shirt 36"	£ 9.50	£ 0.00

Your items will now be added to your basket

# How do I view my child's school dinner history?

Primary Schools

**TUCASI**

View items View basket Your info Contact Selected acc

**Payment history for Dinner Money**

Date of last online payment:  
 Last online payment amount: £0.00  
 Current balance: -£10.00

**View Dinner Money calendar**

Description	Date	Paid	Amount
Child meal payment	21 Feb 2014 09:31	In school	£12.00
Child meal payment	19 Dec 2013 15:43	In school	£16.00

Once within **view history** of Dinner Money you can click on the school dinner calendar



Marc Ackroyd - Dinner money calendar

October 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
		1	2	3	4	5
					X	X
6	7	8	9	10	11	12
P	R	R	R	G	X	X
13	14	15	16	17	18	19
R	G	G	G			
20	21	22	23	24	25	26
27	28	29	30	31		

Key

Sessions Codes

D	Dinners	X	School closed	G	Veg meal
T	On trip	P	Packed lunch	A	Absent
Y	School sandwich				
R	Meat meal				

Secondary Schools

**Payment history for Cashless Catering (Chartwells)**

Date of last online payment: 17 Nov 2014 11:51  
 Last online payment amount: £10.00  
 Current balance: £13.96

Description	Date	Paid	Amount
Cashless Catering (Chartwells)	17 Nov 2014 11:51	Online	£10.00
1 x MISC, 1 x TRAY BAKES, 1 x SANDWICH	06 Nov 2014 13:20	Cashless	-£3.11
1 x WATER LRG (500ML), 1 x MINI CUPLET, 1 x LARGE BAGETTE	05 Nov 2014 13:28	Cashless	-£2.68
1 x MISC, 1 x FRUIT, 1 x SANDWICH	04 Nov 2014 13:24	Cashless	-£2.80
Money Added	04 Nov 2014 12:53	Cashless	£12.00
1 x MINI CUPLET, 1 x BACON & CHEESE BAGEL	04 Nov 2014 11:05	Cashless	-£1.34
1 x MISC	03 Nov 2014 14:39	Cashless	-£3.11
Money Added	03 Nov 2014 12:46	Cashless	£5.00

Once within **view history** of the Cashless Catering account you can see your child's purchase history

# How do I go to the checkout?

1. Click on **View basket** which is displayed on the right hand side of the screen

Your basket	
Polo Shirt 28"	Marc Ackroyd
Total:	£8.50
-----	
Dinner Money	Marc Ackroyd
Total:	£10.00
-----	
Subtotal: <b>£18.50</b>	
<a href="#">View basket</a>	

2. Check the items in your basket, edit if necessary and click on **Checkout**

View items View basket Your info Contact Selected account : Marc Ackroyd - UAT School 2

Your basket  
Payment processor: WorldPay

	Qty.	Name	For	Total
<a href="#">Edit</a> <a href="#">Delete</a>	1	Polo Shirt 28"	Marc Ackroyd	£8.50
<a href="#">Edit</a> <a href="#">Delete</a>	1	Dinner Money	Marc Ackroyd	£10.00
Subtotal:				<b>£18.50</b>

[Continue shopping](#) Go back to view items.  
[Checkout](#) Pay for the items in your basket.

Account balances	
After School Club	-£4.00
Breakfast Club	£38.00
Cafeteria account	£0.00
Dinner Money	-£10.00
General pre-payment account	£0.00
Out of School Care	£0.00

Outstanding trip/event balances	
Jorvik Viking Centre 2014	£0.00
PGL 2014	£50.00

3. Enter your payment contact information and click on **Process payment**

Checkout: Enter payment and contact information

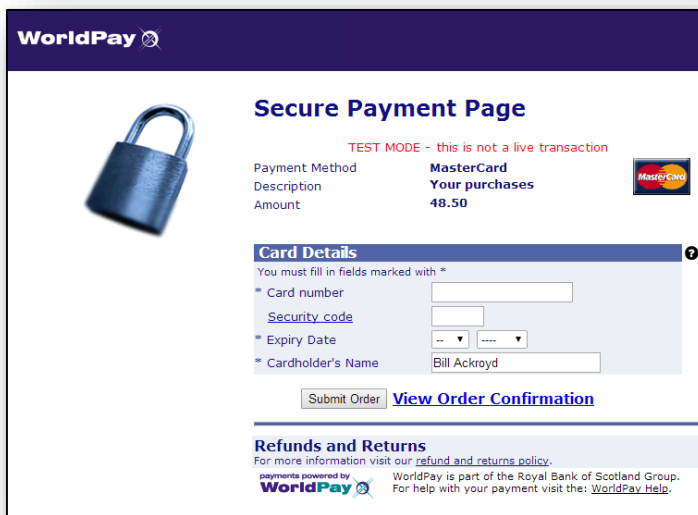
Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

**Your billing address**

First name	Alex
Last name	Ackroyd
Address 1	123 Street
Address 2	
Town/city	Town
County/state/province	
Postcode	YO1 2AB
Country	United Kingdom

Tick here to save your details for next time:

[Process payment](#)



**WorldPay**

## Secure Payment Page

TEST MODE - this is not a live transaction

Payment Method: **MasterCard**  
 Description: **Your purchases**  
 Amount: **48.50**

**Card Details**

You must fill in fields marked with \*

\* Card number:

Security code:

\* Expiry Date: -- / --

\* Cardholder's Name:

[View Order Confirmation](#)

**Refunds and Returns**  
 For more information visit our [refund and returns policy](#).

payments powered by **WorldPay**  
 WorldPay is part of the Royal Bank of Scotland Group.  
 For help with your payment visit the: [WorldPay Help](#).

**NB** The payment page may look different to this example if your child's school uses a local authority payment gateway.

4. Enter your card details and click on **submit order**

You will receive an email confirming your purchase. (Remember to check your spam/junk email folder).

### Payment details

Please keep this receipt for your records. [View printer friendly version](#)

**Payment information**

Transaction number: 100000003  
 Date placed: 16 May 2014 16:13  
 Status: COMPLETE

**Billing information**

123 Street  
 , YO1 2AB  
 GB  
 afr@tucasi.com

Item	For	Price	Quantity	Total
Dinner Money	Marc Ackroyd	£10.00	1	£10.00
Polo Shirt 28"	Marc Ackroyd	£8.50	1	£8.50
<b>Totals</b>				Total: £18.50

**Payment status**

Paid online WorldPay

If you need help with the system or for further enquiries please contact the School Office at your child's school.

If you have any questions please also refer to **See our frequently asked questions** link on the online payments login screen.