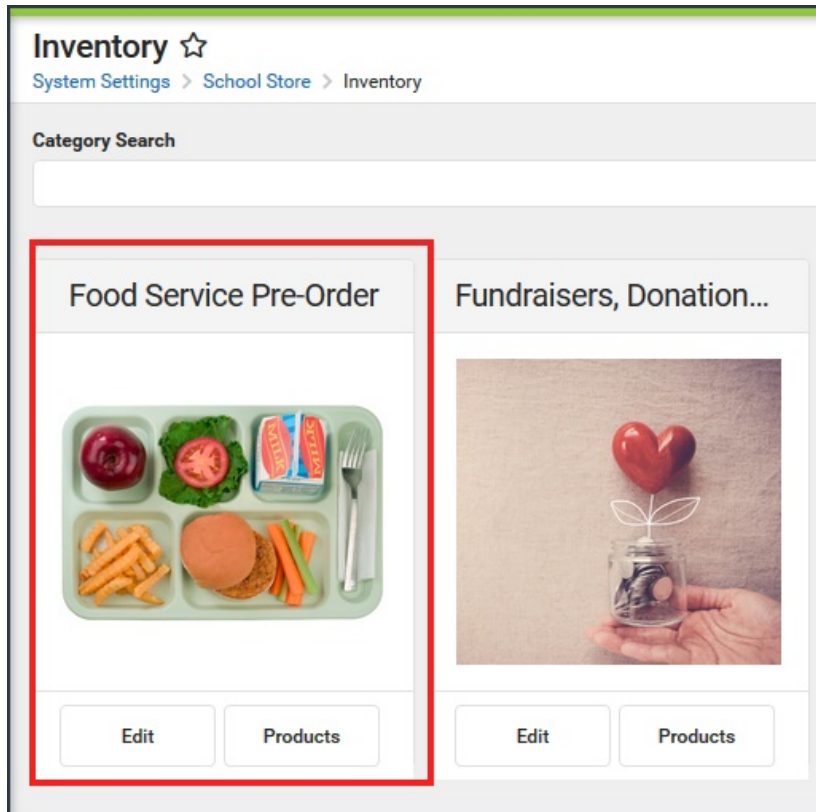


# Contactless Food Service Best Practices

Last Modified on 07/15/2024 1:49 pm CDT

## Setting up Pre-Ordering in the School Store

- Set up a single category and call it something like "Food Service Pre-Order."  
▶ [Click here to expand...](#)




- Create products for each school level; e.g., elementary, middle school, and high school.
- For each school level, create products for each day; e.g., Monday Lunch, Tuesday Lunch, etc. To help parents, you could also label each meal to include the school level; e.g. Monday Lunch (Elementary).  
▶ [Click here to expand...](#)

## Inventory ☆

System Settings > School Store > Inventory


Product Search

Monday Lunch




Edit View

Tuesday Lunch



Edit View


Wednesday Lunch



Edit View

- Keep the product items as simple as possible. For example, on Monday's Lunch you could offer a Drink and Side as the attributes. This allows your menu to be flexible and still be reusable each week.
- ▶ [Click here to expand...](#)

### Monday Lunch



Product

2

Product Items

	Drink	Side	SKU	Selling Price
Edit Remove	Skim	Yes	1437121259	0.00
Edit Remove	Skim	No	1149549284	0.00
Edit Remove	Lactose Free	Yes	1840367405	0.00
Edit Remove	Lactose Free	No	358480810	0.00
Edit Remove	Water	Yes	1441096256	0.00
Edit Remove	Water	No	366309847	0.00
Add Item	Add Attribute			

- Do NOT use inventory tracking in any mode if you're planning to reuse the product.**

- Upload a PDF of the menu for the day, week, month or include a link in the description to the menu.
- Set the starting effective date to the first day you want to allow any orders to occur. When you want to stop accepting orders for a specific product, clear the Active checkbox. Pull reports for that product within the appropriate date range. Do this as appropriate for each day. When the product is not active, update to the next week's options and reactive it.
- In the product description, include the actual DATE when the meal will be distributed.  
▶ [Click here to expand...](#)

### Monday Lunch

1

Product

Product Name \*

Monday Lunch

Categories \*

Food Service Pre-Order (Arthur Elementary) X

Product Type \*

Student Lunch ▼

Purchase Limits

▼

Description

Paragraph ▼

B I U

Monday August 24: BBQ Pulled Pork

### Monday Lunch



Monday August 24: BBQ Pulled Pork

Options \*

Select Option... ▼

- Use Ad Hoc filters to limit the products to the appropriate grade levels being served.