

Set up Pre-Ordering in the School Store (Contactless Food Service)

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[Step 1. Set up "Student Lunch" Product Type](#) | [Step 2. Create "Food Service Pre-Orders" Category](#) | [Step 3. Set up Products](#)

Tool Search: School Store

Parents can pre-order lunch via the [Campus School Store](#) even if your district does not use [Campus Point of Sale](#). This contactless meal service option does not charge food service accounts. Instead, it reserves meals for students. Food Service employees can export a report of these orders which can be used to create labels that are affixed to lunches as they are packed for delivery. After the meal is delivered to the student, their [Food Service account can be charged for the meal](#). One option for quickly recording meals is to use [Continuous Serve](#).

This article assumes that your district has already created stores for each of your schools. If you do not have any school stores set up, see the [School Store](#) article for detailed information about that process.

This article walks you through setting up pre-ordering in the School Store. As you become more familiar with the School Store, you can set up and organize items in each store in a way that works best for your schools.

- [Step 1. Set up "Student Lunch" Product Type](#)
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Before You Begin

If your district does **NOT** use Campus Payments, go to *System Administration > School Store > Settings* and set the **Enable School Store for \$0 Orders (i.e., Pre-Order Food Service)** toggle to **ON**.

Settings

School Store is not available at this time. Please enable Campus Payments.

[Click here to learn more about Campus Payments.](#)

Enable School Store for \$0 Orders (i.e. Pre-Order Food Service)



Check with your System Administrator and make sure you have tool rights to *System Administration > School Store*.

Step 1. Set up "Student Lunch" Product Type

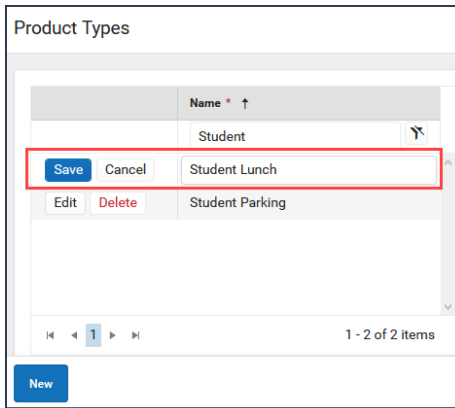
Tool Search: Product Types

Product Types are assigned to Products and to Fund Accounts. When a product is purchased, funds are deposited into the bank associated with the Fund Account to which you assigned the Product Type. Product Types are not unique for each school. Once a Product Type is added, it is available to every school in the district. You cannot delete a Product Type if it's tied to an active product in the Inventory. However, you can edit the Product Type.

1. Select *School Store > Administration > Product Types*.

Result

The Product Types screen displays.



2. Click the **New** button.

Result

A blank row displays.

3. Enter **Student Lunch** in the Name field.
4. Click the **Save** button.

Step 2. Create "Food Service Pre-Orders" Category

Categories are how similar products are grouped together in the store. When a portal user selects a category, only the products assigned to that category display. Inactive categories do not appear in the store.

If you select **All Schools** in the Campus toolbar, you can see all of the Categories for every school.

1. Select *School Store > Administration > Categories*.

Result

The Categories screen displays.

2. Click **New** in the action bar.

Result

The Category panel displays. The **Active** checkbox is automatically selected.


Category

Active

Name *

School *

Image Upload



Max File Size: 20MB

3. Enter **Food Service Pre-order** in the **Name** field.
4. Select the **Schools** where you want the category to be available.

This field only displays schools to which you have tool rights.

5. Use the **Select Files** option to upload an image for the category.

The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif.

6. Click **Save**.

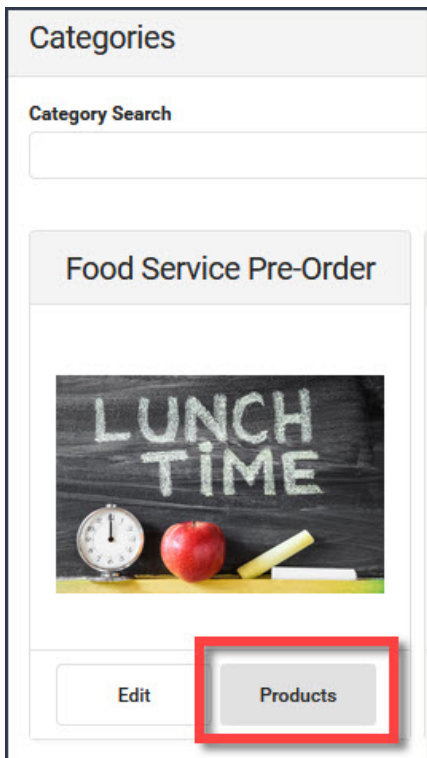
Result

The Category is ready for you to add Products.

After Categories are set up, if someone else wants to edit the School field on the Category, they must have tool rights to all of the assigned schools. Otherwise, they cannot make changes to the School field.




Step 3. Set up Products






Products are set up using the Product progress tracker. To get started, select **All Schools** or a specific school in the Campus toolbar, then click the **Products** button on the **Food Service Pre-Order** Category.



There are two suggested methods for setting up Products. For both options, you can select **Student Lunch** as the *Product Type* (you created the Product Type in Step 1).

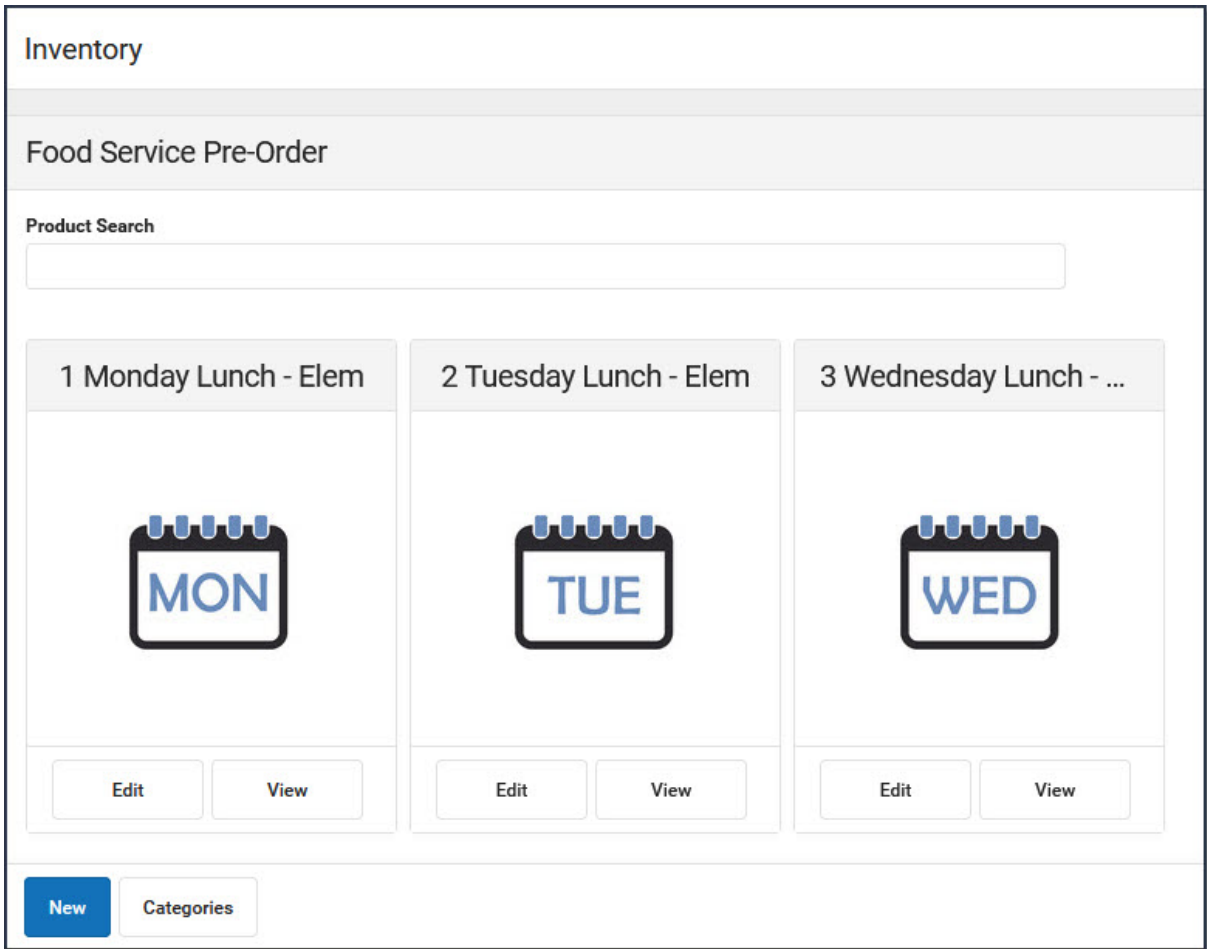
Method	Description
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Method	Description
<p>Weekly Meals</p>	<p>If food service options are not as complex, one item for "meals for a week" can be created in the school store with an attribute for each day's meal and drink combination.</p> <div data-bbox="352 383 1425 1254" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Inventory</p> <hr/> <p>Food Service Pre-Order</p> <p>Product Search</p> <input type="text"/> </div> <div style="width: 48%;"> <p>To Go Meals Sept 14-18</p>  <p>Edit View</p> </div> <div style="width: 48%;"> <p>To Go Meals Sept 21-25</p>  <p>Edit View</p> </div> </div> <div style="margin-top: 10px;"> <p>New Categories</p> </div> </div> <div style="width: 48%;"> <p>To Go Meals Sept 14-18</p>  <p>Lunch options for September 14th -18th.</p> <p>Options*</p> <p>To Go Meals Sept 14-18 - Monday - Milk</p> <ul style="list-style-type: none"> Day: Monday Beverage: Milk Day: Tuesday Beverage: Water Day: Tuesday Beverage: Milk Day: Wednesday Beverage: Water <p>Add to Cart Close</p> </div>

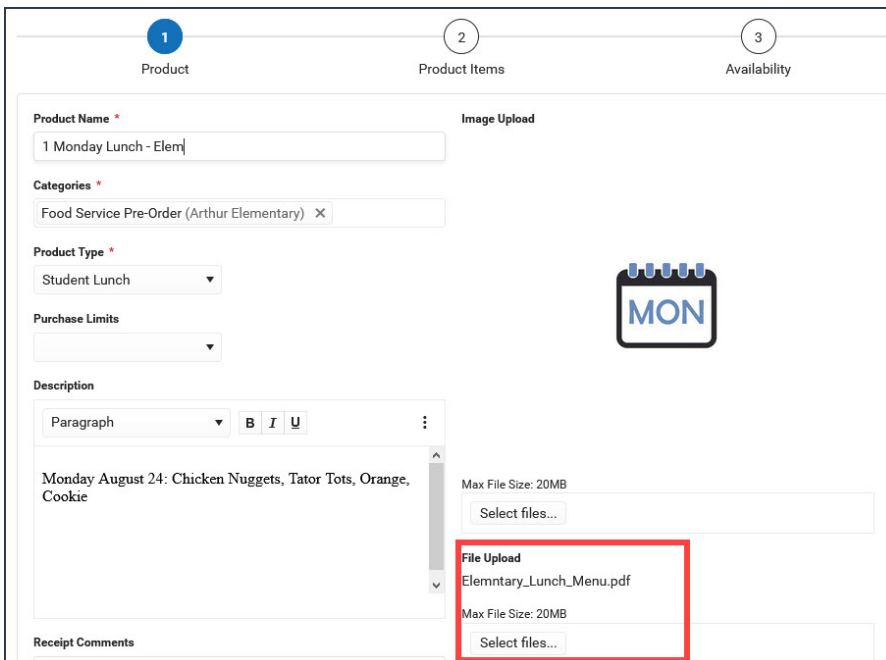
Method	Inventory Description
	<p data-bbox="359 255 533 277">Food Service Pre-Order</p> <p data-bbox="359 300 437 315">Product Search</p> <div data-bbox="359 369 790 1265"> <div data-bbox="359 369 571 649"> <p data-bbox="405 383 528 405">1 Monday Lunch</p>  <p data-bbox="408 618 432 633">Edit</p> <p data-bbox="496 618 520 633">View</p> </div> <div data-bbox="579 369 790 649"> <p data-bbox="625 383 748 405">2 Tuesday Lunch</p>  <p data-bbox="628 618 652 633">Edit</p> <p data-bbox="716 618 740 633">View</p> </div> <div data-bbox="359 678 571 958"> <p data-bbox="392 692 541 714">3 Wednesday Lunch</p>  <p data-bbox="408 927 432 943">Edit</p> <p data-bbox="496 927 520 943">View</p> </div> <div data-bbox="579 678 790 958"> <p data-bbox="619 692 751 714">4 Thursday Lunch</p>  <p data-bbox="628 927 652 943">Edit</p> <p data-bbox="716 927 740 943">View</p> </div> <div data-bbox="359 987 571 1265"> <p data-bbox="413 1001 520 1023">5 Friday Lunch</p>  <p data-bbox="408 1234 432 1249">Edit</p> <p data-bbox="496 1234 520 1249">View</p> </div> </div> <p data-bbox="371 1301 405 1317">New</p> <p data-bbox="427 1301 480 1317">Categories</p>

Tips for Setting up Products

- 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...](#)



- **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.
- ▶ [Click here to expand...](#)



- 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

✕ Export
Import

	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

- Set the Start 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.

▶ [Click here to expand...](#)

To Go Meals Sept 14-18

✓
 Product

✓
 Product Items

3
 Availability

Active

Restrict to Associated School Enrollments

Start Date *

09/07/2020 5:00 AM 📅

End Date

09/10/2020 5:00 PM 📅

Select a Saved Filter

Select Filter

For more detailed information about setting up Products, see the [School Store](#) article.

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For information about contactless Food Service, see the [Contactless Food Service FAQs](#) and [Contactless Food Service Best Practices](#).
