



6 feet



**ALIVESCHOOL
CAFETERIA
SERVICES**

updated Apr 22



**good,
nutritious food
that tastes great**



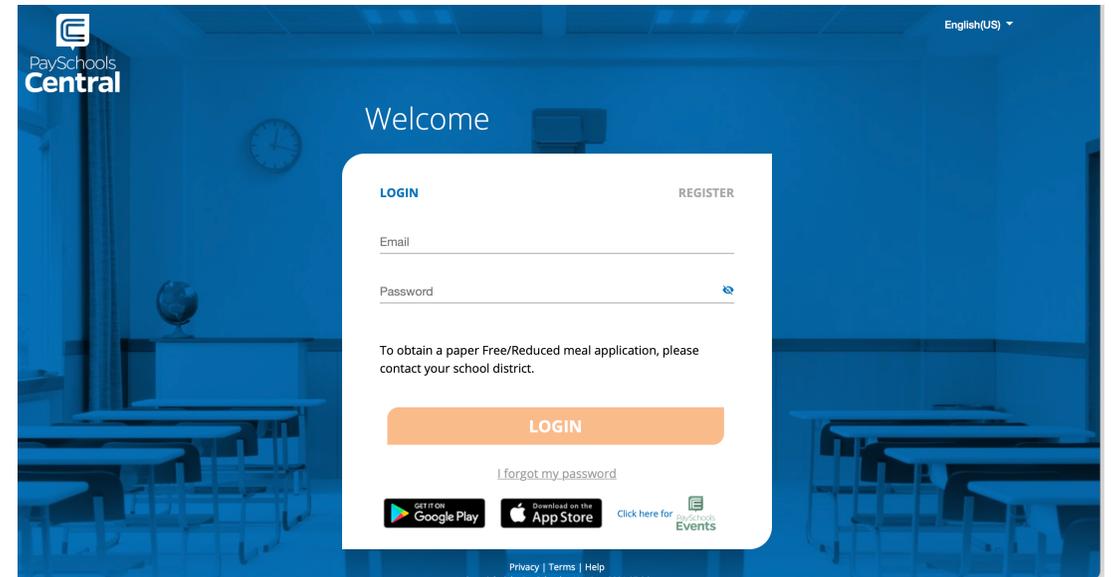
**Ysa de Jesus
Maria Elena
Rodriguez**

STEP #4

PRE-ORDER LUNCH MENU

Log into:

WWW.PAYSCHOOLSCENTRAL.COM



PRE-ORDER LUNCH

The screenshot shows a dashboard with a top navigation bar containing 'English(US)' and a shopping cart icon with '\$0.00'. The main heading is 'Dashboard'. Below it is a navigation bar with 'All Students', 'Ysa de Jesus', and 'Jane is Sta'. The main content area is titled 'Meal' and contains a table with three columns: 'Name', 'Balance', and 'Action'. The 'Balance' column is highlighted with a red box. A red arrow points from the text on the right to the 'Balance' column.

Name	Balance	Action
Ysa de Jesus	\$31.61	
Jane is Staff Test	\$10.02	
Peter Highschooler	\$0.00	

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- Dashboard
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 - Free/Reduced Meal Application
 - Share Benefits with other Departments
 - View Completed Application
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Check the balance in the students/staff account for enough funds to cover the desired lunch orders

Add funds/make deposits if necessary. Go to Step #3 for more info.



PRE-ORDER LUNCH

English(US) 0 \$0.00

Dashboard

All Students Ysa de Jesus Jane is Sta

Meal

Name	Balance	Action
Ysa de Jesus	\$100.00	
Jane is Staff Test	\$100.00	
Peter Highschooler	\$100.00	

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Click PRE-ORDER MEALS & wait to be re-directed to the menu screen



PRE-ORDER LUNCH

You can choose between monthly or weekly view

Use the arrows to go from one week to another

Week Month

[Print Menus in Cart](#) [Print Purchased Menus](#)

< Week of July 26, 2021 >

Ysa de Jesus

School

Mon, Jul 26	Tue, Jul 27	Wed, Jul 28	Thu, Jul 29	Fri, Jul 30
No Meal Scheduled				

Peter Highschooler

School

No Meal Scheduled				
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Jane is Staff Test

School

No Meal Scheduled				
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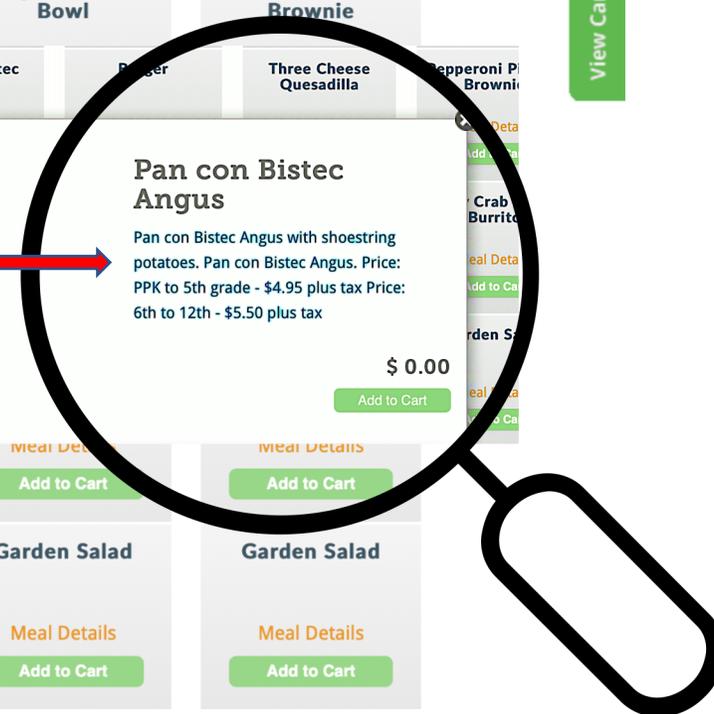
PRE-ORDER LUNCH

Peter Highschooler
School

Daily choices appear vertically under each day

Click on **Meal Details** for more information about an item.

Chicken Strip Lunch Meal Details Add to Cart	Baked Chicken Tenders Lunch Meal Details Add to Cart	Chicken Breast (diced) Lunch Meal Details Add to Cart	Pepper Steak Lunch Meal Details Add to Cart	Arroz con Pollo Meal Details Add to Cart
Pasta Bowl Meal Details Add to Cart	Pasta Pesto Bowl (nut-free) Meal Details Add to Cart	Mac & Cheese Bowl Meal Details Add to Cart	Spaghetti Pasta Bowl Meal Details Add to Cart	Cheese Pizza & Brownie Meal Details Add to Cart
Brioche Ham & Cheese Sandwich Meal Details Add to Cart	Pan con Bistec Angus Meal Details Add to Cart	Ham & Brie Sandwich Meal Details Add to Cart	Pan con Bistec Angus Meal Details Add to Cart	Three Cheese Quesadilla Meal Details Add to Cart
Brioche Grilled Cheese Meal Details Add to Cart	Chicken Pesto Wrap Meal Details Add to Cart	Grilled Cheese Sandwich Meal Details Add to Cart	Pepperoni Pizza Meal Details Add to Cart	Crab Burrito Meal Details Add to Cart
Garden Salad Meal Details Add to Cart	Hummus Wrap Meal Details Add to Cart	Veggie Burger Meal Details Add to Cart	Garden Salad Meal Details Add to Cart	Garden Salad Meal Details Add to Cart



PRE-ORDER LUNCH

Make your selection(s) by clicking

ADD TO CART

- Baked Chicken Tenders Lunch**
Meal Details
Add to Cart
- Pasta Pesto Bowl (nut-free)**
Meal Details
Add to Cart
- Pan con Bistec Angus**
Meal Details
Add to Cart
- Chicken Pesto Wrap**
Meal Details
Add to Cart
- Hummus Wrap**
Meal Details
Add to Cart

Button turns red

Pan con Bistec Angus

Meal Details

Remove from Cart

You may choose multiple items

- Pasta Pesto Bowl (nut-free)**
Meal Details
Remove from Cart
- Pan con Bistec Angus**
Meal Details
Remove from Cart

PRE-ORDER LUNCH

Meals | My Account | My Orders | Documents | Help | Contact | Back to PaySchool Central

Checkout

Click CHECKOUT.

Week of January 18, 2021 [Go To Current Week >](#)

This will begin a multi-step process until completion.

Tue, Jan 19	Wed, Jan 20	Thu, Jan 21	Fri, Jan 22
Pasta Bowl Meal Details Remove from Cart	Pasta Bowl Meal Details Add to Cart	Beef Bolognese and garlic bread Meal Details Add to Cart	Burger & Fries Meal Details Add to Cart
Chicken Strip Lunch Meal Details Add to Cart	Baked Chicken Tenders Lunch Meal Details Add to Cart	Pasta Bowl Meal Details Add to Cart	Cheese Pizza & Brownie Meal Details Add to Cart

It will take you to another screen so you can review the order. (see below)

Welcome Ysa de Jesus (Baldwin School)

Peter Baldwin School

Date	Description	Price	Delete
Tuesday August 17	Pan con Bistec Angus,	0.00	x
Tuesday August 17	Pasta Pesto Bowl (nut-free),	0.00	x
		Subtotal: \$0.00	

Order Total: \$0.00

[Empty Cart](#) [Place Order](#) [Continue Shopping](#)

PRE-ORDER LUNCH

Welcome Ysa de Jesus (Baldwin School)

Peter Baldwin School

Date	Description	Price	Delete
Tuesday August 17	Pan con Bistec Angus,	0.00	✖
Tuesday August 17	Pasta Pesto Bowl (nut-free),	0.00	✖
		Subtotal: \$0.00	

Order Total: \$0.00

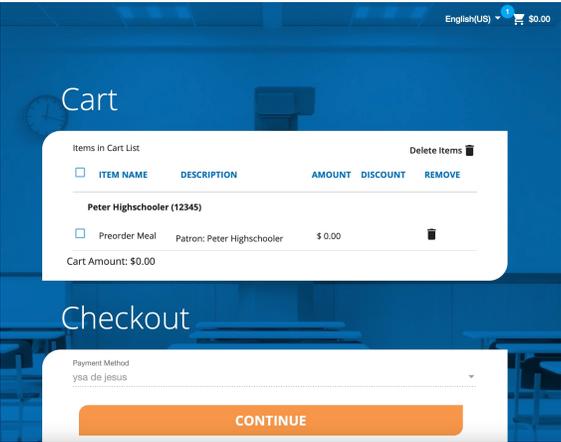
[Empty Cart](#) [Place Order](#)

[Continue Shopping](#)

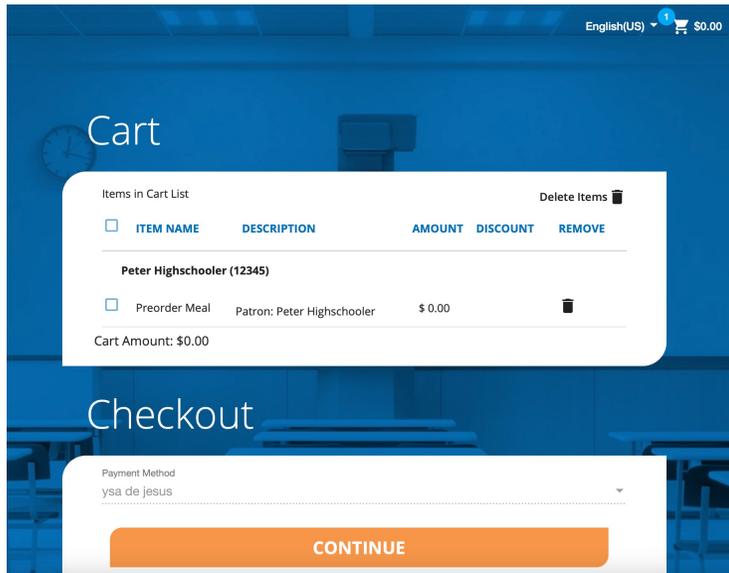
Click on **Place Order**

WARNING! This is not the end of the multi-step process

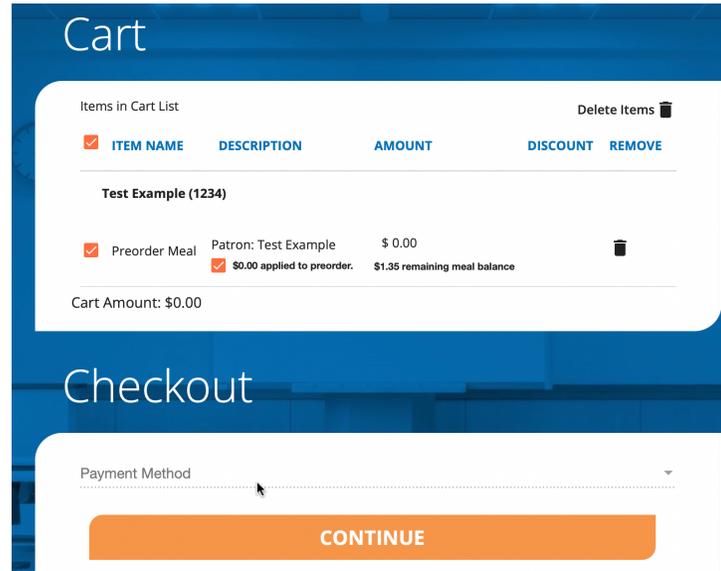
Please wait for the system to take you back to PAYSCHOOLSCENTRAL to finalize the transaction (see below)



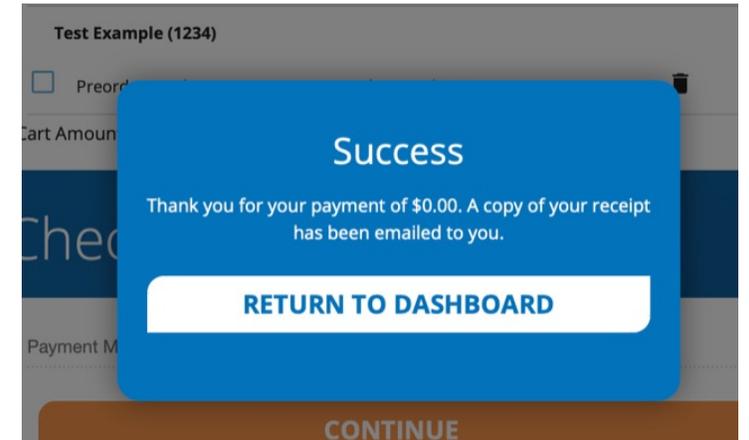
PRE-ORDER LUNCH



Check the box next to Preorder Meal



Check the box next to Apply Meal Balance and
Click CONTINUE

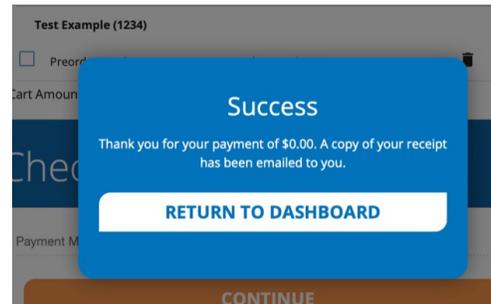


A message of Success will appear when the transaction is completed

PRE-ORDER LUNCH: successful lunch orders

HOW CAN I MAKE SURE THAT ALIVESCHOOL HAS GOTTEN MY SELECTIONS?

1. Make sure your items are **ADDED TO CART**, click on **PLACE ORDER** which will take you back to Payschools Central & **CHECK OUT IN PAYSCHOOLS CENTRAL**. A message showing **SUCCESS** must appear in your screen for your order to be completed.



2. When you go back to the week's menu - the menu selected indicates that it has been **PURCHASED**



PRE-ORDER LUNCH CONFIRMATIONS

VIA EMAIL

noreply@payschools.com

Transaction processed for [REDACTED]

To: aliveschoolpr@gmail.com

inb6w090m6e6k26a0@966e10c6a0x06x020x0

N



PaySchools here with a quick update Ysa de Jesus,

[REDACTED] Transaction # 36855 - Subtotal: \$0.00 - Transaction Fee: \$0.00 - Convenience Fee: \$0.00 - Total: \$0.00

[REDACTED] - Patron Account QuikLunch Account (Preorder) - Amount: \$0.00

Thank you for making payment for Preorder Meals, the funds have been credited to your student's meal account and will be used as those items are sold. Please ensure that funds will be available at the time of the sale if your student may purchase additional items from the cafeteria.

You can manage your account in several ways:

- Set up Notifications using the menu and choosing notifications and set balance level and turn on the notification. You will get an email when the balance falls below the balance level.
- Set up Auto-Replenishment with a balance level, amount to add, when payments should stop, and the payment method. This is a valuable tool to automatically ensure your student always has funds available.

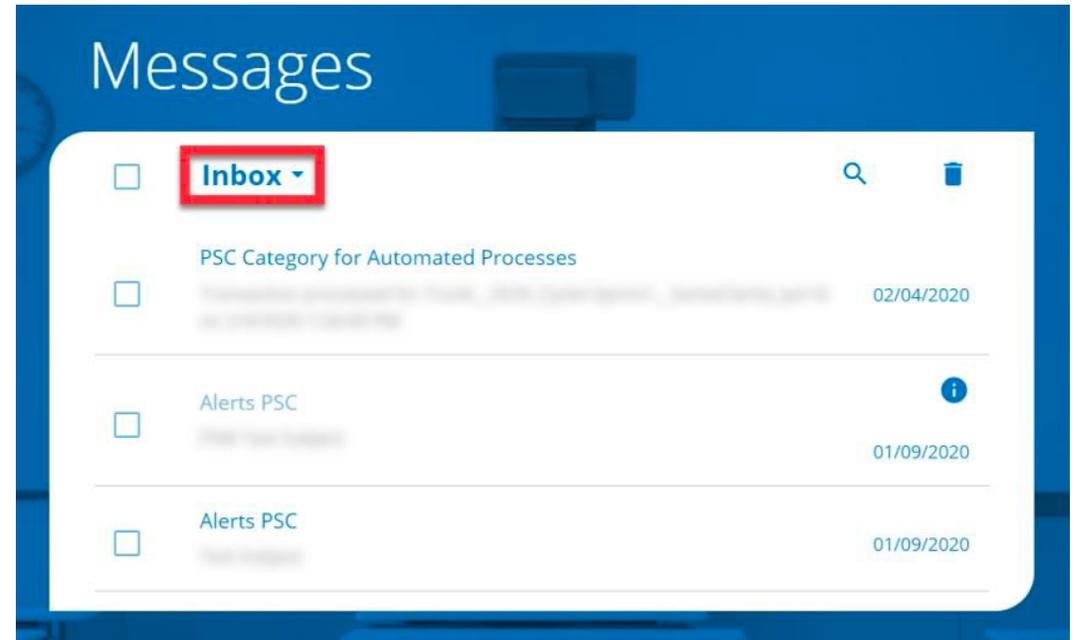
PaySchools supports schools and families. We appreciate the trust you place in us.

The PaySchools Team

Phone Support: 1-877-393-6628 Monday – Friday 8:30am to 7:30pm EST

Email Support: psc_help@payschools.com

IN MESSAGES INBOX



FREQUENTLY ASKED QUESTIONS

What is the deadline to cancel lunch?

- Cancellations and full refunds will be provided to those that (1) email us no later than 9:00am of the day in question. PHONE CANCELLATIONS will NOT be acceptable. Emails should be directed to either alive@sjspr.org or alive@baldwin-school.org (depending on your school)

What happens if there are insufficient funds in the account?

- When you click on Apply meal balance, the total amount of lunches orders will be deducted from said balance. If there are insufficient funds to cover the lunches, it will be deducted from the method payment of record. Please take advantage of the auto-replenish option

What happens if I miss the deadline?

- If you miss the deadline for Monday for example, you can still choose for the rest of the week. Available days will appear active. Unavailable days will appear grayed out. Check the next slide for a visual representation of the deadlines.

PRE-ORDER LUNCH: deadlines

To better visualize how the deadline to choose the menu works we are enclosing this chart below.

DAY YOU WANT LUNCH	DEADLINE TO CHOOSE
Monday	Saturday 11:00 noon
Tuesday	Sunday 11:00 noon
Wednesday	Monday 11:00 noon
Thursday	Tuesday 11:00 noon
Friday	Wednesday 11:00 noon

Days become unavailable as the 2-day deadline passes



**ALIVESCHOOL
CAFETERIA
SERVICES**
updated Apr 2022



Visit us:
www.aliveschoolpr.com



Ask us anything:

alive@sjspr.org

alive@baldwin-school.org