



ALIVESCHOOL CAFETERIA SERVICES

updated Apr 2022



**good,
nutritious food
that tastes great**



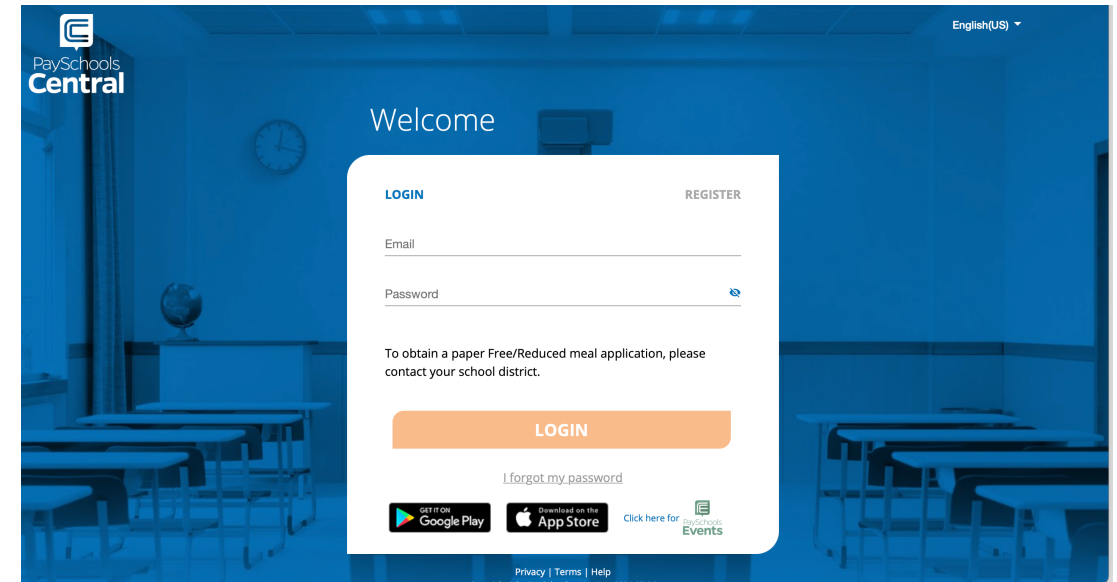
**Ysa de Jesus
Maria Elena
Rodriguez**

STEP #4

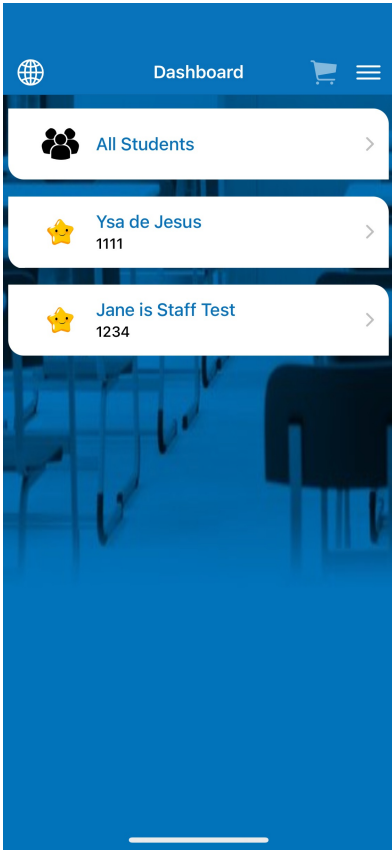
PRE-ORDER LUNCH MENU USING MOBILE

Log into:

WWW.PAYSCHOOLSCENTRAL.COM

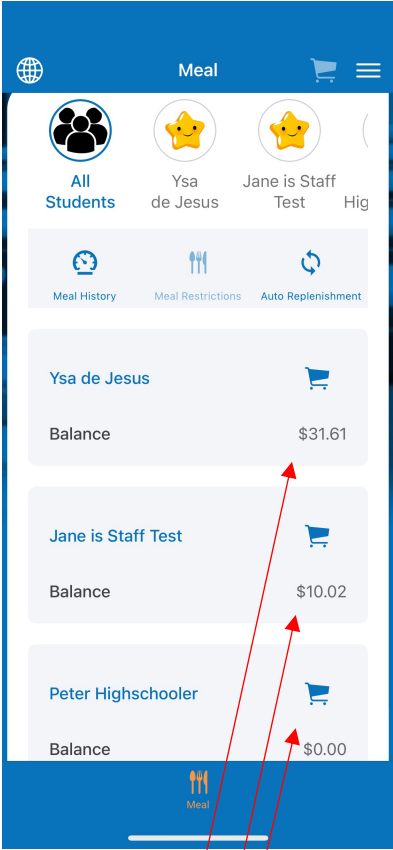


PRE-ORDER LUNCH: MOBILE

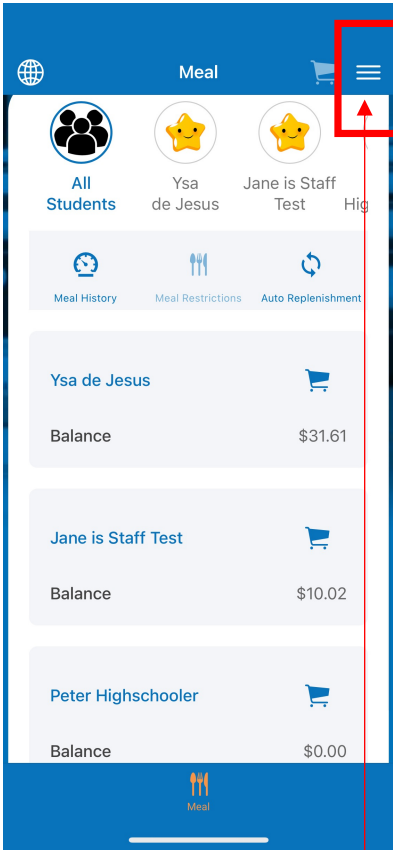


Log into the account.

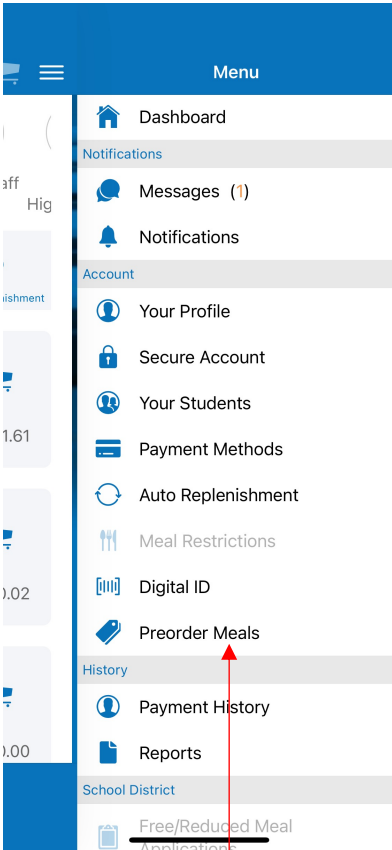
You will be directed to DASHBOARD



Check students' balances and add funds if necessary. Go to Step #3 for more info



Click on the white horizontal bars on the upper right corners to open the MENU



Click on Preorder Meals

PRE-ORDER LUNCH MOBILE

You can choose between monthly or weekly view

Use the arrows to go from one week to another

myMealOrder.com
Select Language
Powered by Google Translate

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

Print Calendar Menu

Week Month

Print Menus in Cart Print Purchased Menus

Week of August 2, 2021

Ysa de Jesus School

| Mon, Aug 2 | Tue, Aug 3 | Wed, Aug 4 | Thu, Aug 5 | Fri, Aug 6 |
|-------------------|-------------------|-------------------|-------------------|-------------------|
| No Meal Scheduled | No Meal Scheduled | No Meal Scheduled | No Meal Scheduled | No Meal Scheduled |

Peter Highschooler School

| | | | | |
|-------------------|-------------------|-------------------|-------------------|-------------------|
| No Meal Scheduled | No Meal Scheduled | No Meal Scheduled | No Meal Scheduled | No Meal Scheduled |
|-------------------|-------------------|-------------------|-------------------|-------------------|

Jane is Staff Test School

| | | | | |
|-------------------|-------------------|-------------------|-------------------|-------------------|
| No Meal Scheduled | No Meal Scheduled | No Meal Scheduled | No Meal Scheduled | No Meal Scheduled |
|-------------------|-------------------|-------------------|-------------------|-------------------|

View Cart

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

Student Ysa de Jesus Print Calendar Menu Welcome Ysa de Jesus (Baldwin School)

Week Month

Print Menus in Cart Print Purchased Menus

Month of August, 2021

Ysa de Jesus Baldwin School

| Mon, Aug 2 | Tue, Aug 3 | Wed, Aug 4 | Thu, Aug 5 | Fri, Aug 6 |
|-------------------|-------------------|-------------------|-------------------|-------------------|
| No Meal Scheduled | No Meal Scheduled | No Meal Scheduled | No Meal Scheduled | No Meal Scheduled |

Toggle between students

*Items Subject to Change Based on Availability.

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PRE-ORDER LUNCH: MOBILE

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

Pasta Bowl

Meal Details

Add to Cart

Brioche Ham & Cheese Sandwich

Meal Details

Add to Cart

Brioche Grilled Cheese

Meal Details

Add to Cart

Garden Salad

Meal Details

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

Chicken Breast (diced) Lunch

Meal Details

Add to Cart

Mac & Cheese Bowl

Meal Details

Add to Cart

Burger

Meal Details

Add to Cart

Veggie Burger

Meal Details

Add to Cart

Pepper Steak Lunch

Meal Details

Add to Cart

Spaghetti Pasta Bowl

Meal Details

Add to Cart

Garden Salad

Meal Details

Add to Cart

Arroz con Pollo

Meal Details

Add to Cart

Cheese Pizza & Brownie

Meal Details

Add to Cart

Garden Salad

Meal Details

Add to Cart

Three Cheese Quesadilla

Meal Details

Add to Cart

Pepperoni Pizza

Meal Details

Add to Cart

Pan con Bistec Angus

Pan con Bistec Angus with shoestring potatoes. Pan con Bistec Angus. Price: PPK to 5th grade - \$4.95 plus tax Price: 6th to 12th - \$5.50 plus tax

\$ 0.00

Add to Cart

View Cart

PRE-ORDER LUNCH: MOBILE

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

When an item is selected, the button turns red.

Click again if you change your mind and want to remove from cart

Pan con Bistec Angus

Meal Details

Remove from Cart

You may choose multiple items

Pasta Pesto Bowl (nut-free)

Meal Details

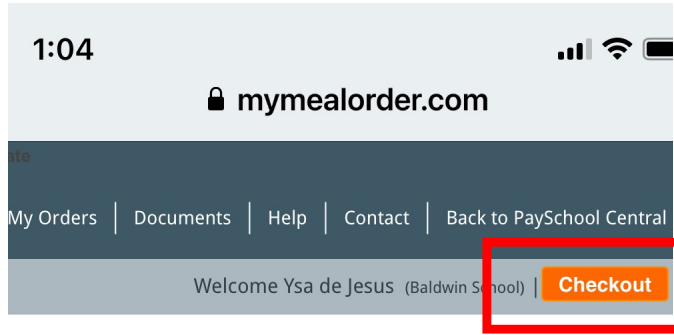
Remove from Cart

Pan con Bistec Angus

Meal Details

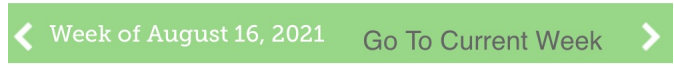
Remove from Cart

PRE-ORDER LUNCH: MOBILE



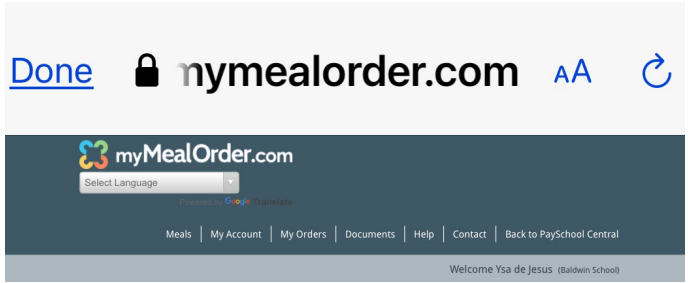
Click **CHECKOUT**

This will begin a **multi-step process** until completion.



| Aug 16 | Tue, Aug 17 | Wed, Aug 18 | Thu, Aug 19 | Fri, Aug 20 |
|-----------------------------|----------------------------------|------------------------------|----------------------------|----------------------------|
| | Baked Chicken Tenders Lunch | Chicken Breast (diced) Lunch | Pepper Steak Lunch | Arroz con Pollo |
| Meal Details | Meal Details Add to Car | Meal Details Add to Car | Meal Details Add to Car | Meal Details Add to Car |
| Pasta Pesto Bowl (nut-free) | Mac & Cheese Bowl | Spaghetti Pasta Bowl | Cheese Pizza & Brownie | |
| Meal Details Add to Car | Meal Details Add to Car | Meal Details Add to Car | Meal Details Add to Car | |
| Pan con Bistec Angus | Burger | Three Cheese Quesadilla | Pepperoni Pizza & Brownie | |
| Meal Details Add to Car | Meal Details Remove from Cart | Meal Details Add to Car | Meal Details Add to Car | |
| Chicken Pesto Wrap | Cheeseburger | Chicken Quesadilla | Spicy Crab Sushi-Burrito | |

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



| 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 | |
| Continue Shopping | | | |
| Ysa Baldwin School | | | |
| Date | Description | Price | Delete |
| Wednesday August 18 | Oven Roasted Fries, Burger, | 0.00 | ✕ |
| Subtotal: | | \$0.00 | |

Order Total: \$0.00
Empty Cart
Place Order

PRE-ORDER LUNCH: MOBILE

Peter

| 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

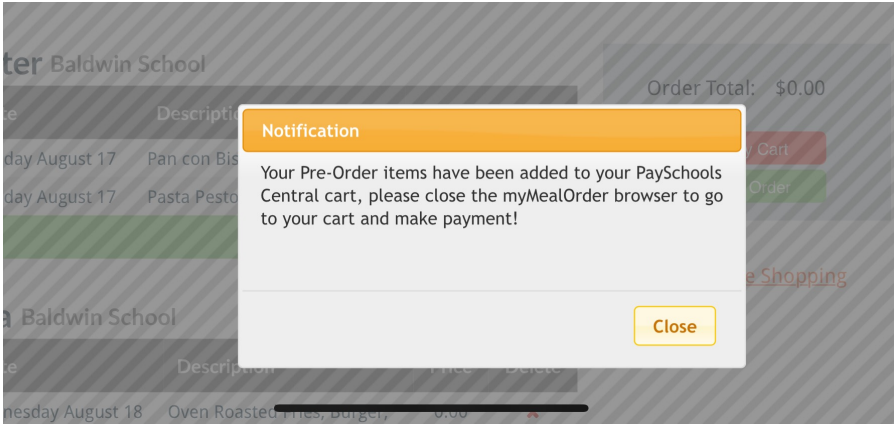
[Continue Shopping](#)

Click
Place Order

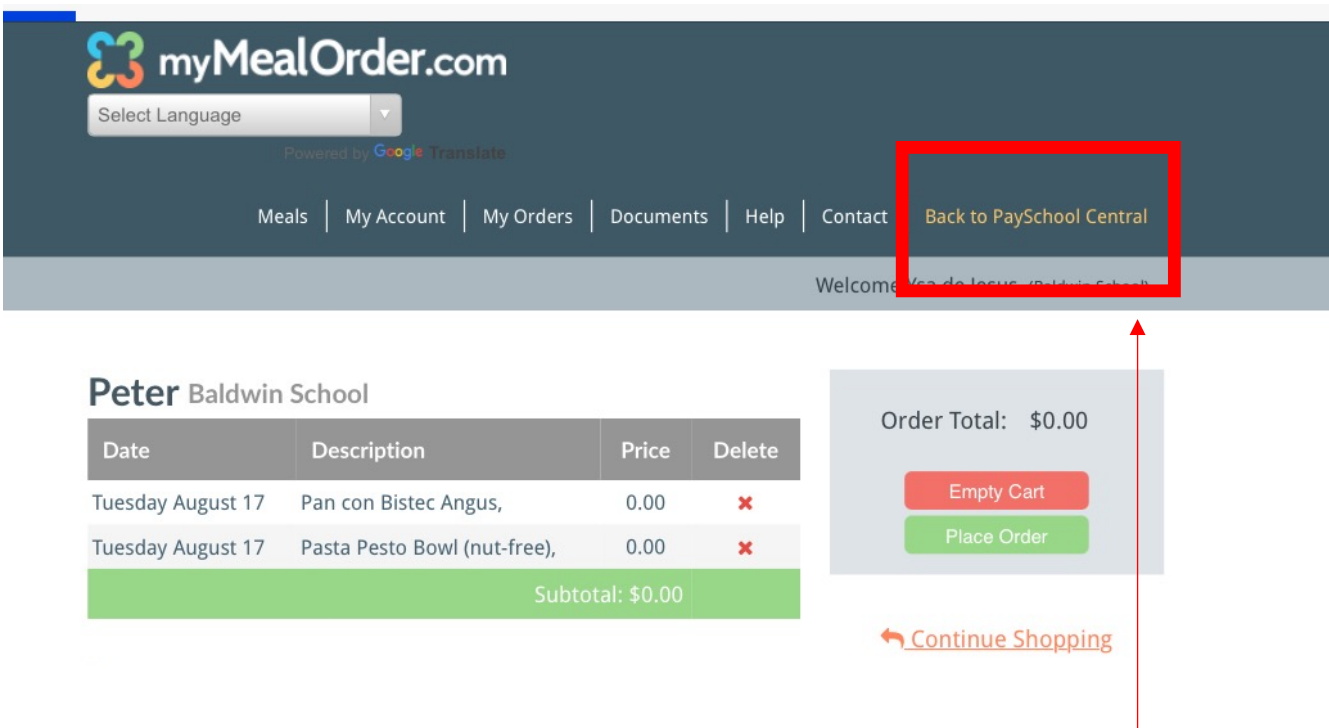
WARNING! This not the
end of the transaction.

The screen will become “grayed out.”

Find the pop-up Notification in the
screen and click **CLOSE**



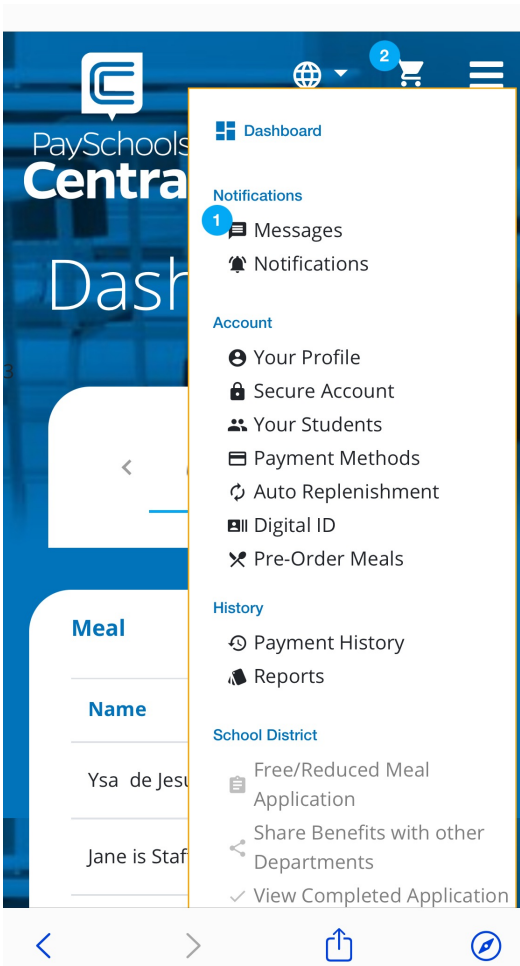
PRE-ORDER LUNCH: MOBILE



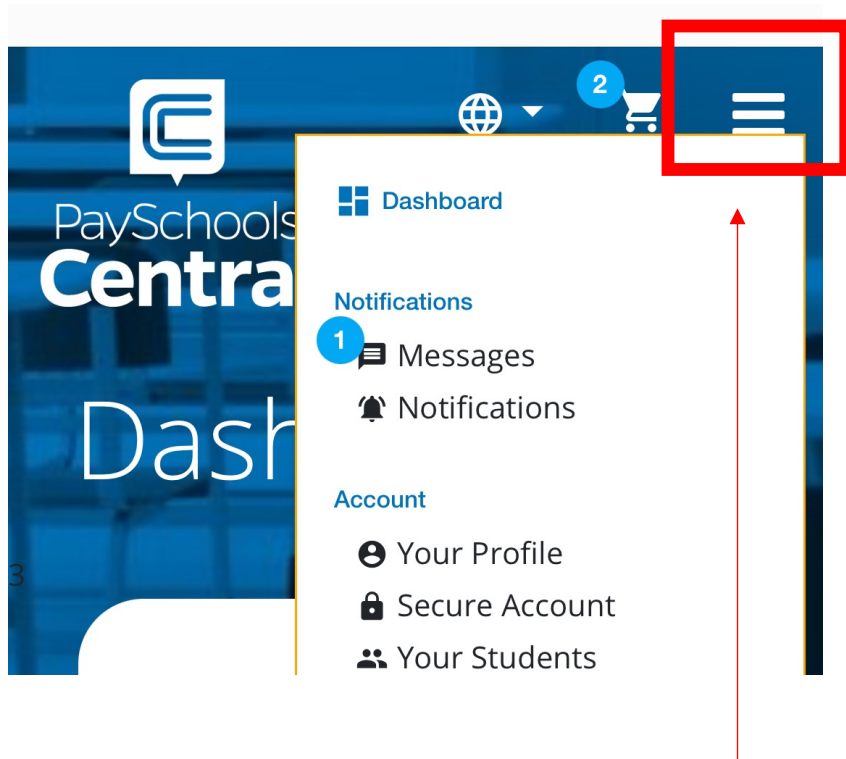
Click **Back to Payschool Central** in the upper right-hand corner

Wait to be redirected to Payschool Central (see next image)

The screen will have overlapping images.

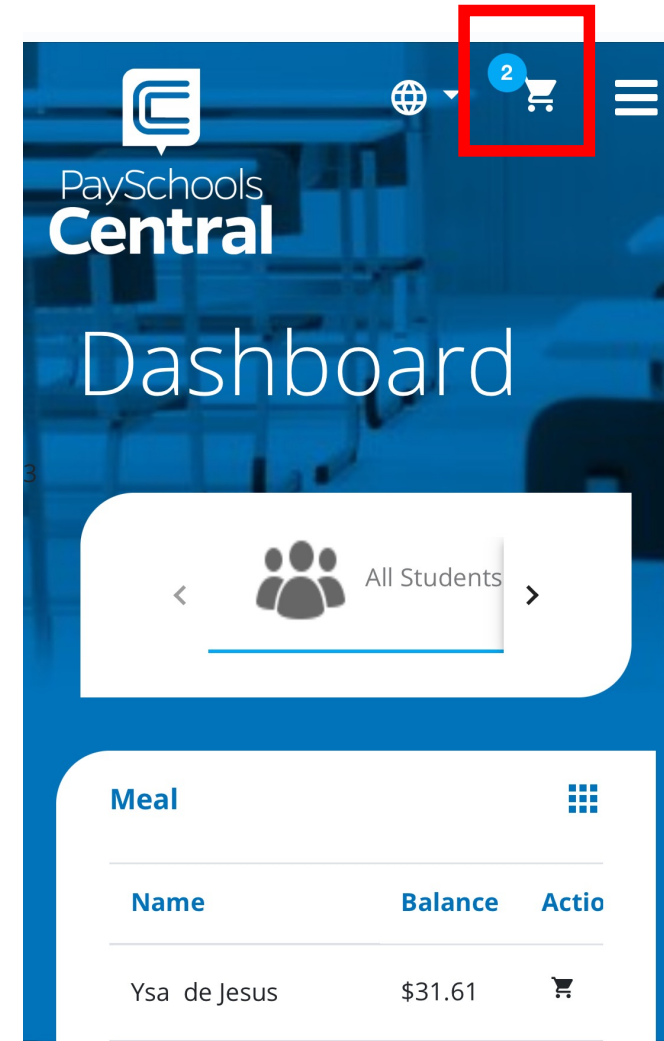


PRE-ORDER LUNCH: MOBILE



Click on the white horizontal bars on the upper right corner.

This will close the MENU



Click open the white cart in the upper right corner.

PRE-ORDER LUNCH: MOBILE

Back

Cart

Delete Selected

Items In Cart List

Test Example (1234)

Item Name: Preorder Meals

Description: Patron: Test Example

Amount: \$0.00

\$0.00 applied to Preorder. \$1.35 remaining Meal Balance

Checkout

Payment Method *

Cart Amount: \$0.00

Continue

Check off the circles next to "Item Name: Preorder Meals"

Check off "Apply Meal balance"

Click Continue

Checkout

Totals

Sub Total

\$ 0.00

Internet Convenience Fee: ?

\$ 0.00

Total Amount Due

\$ 0.00

By checking this checkbox, [By Checking this checkbox, I agree to the terms and conditions](#)

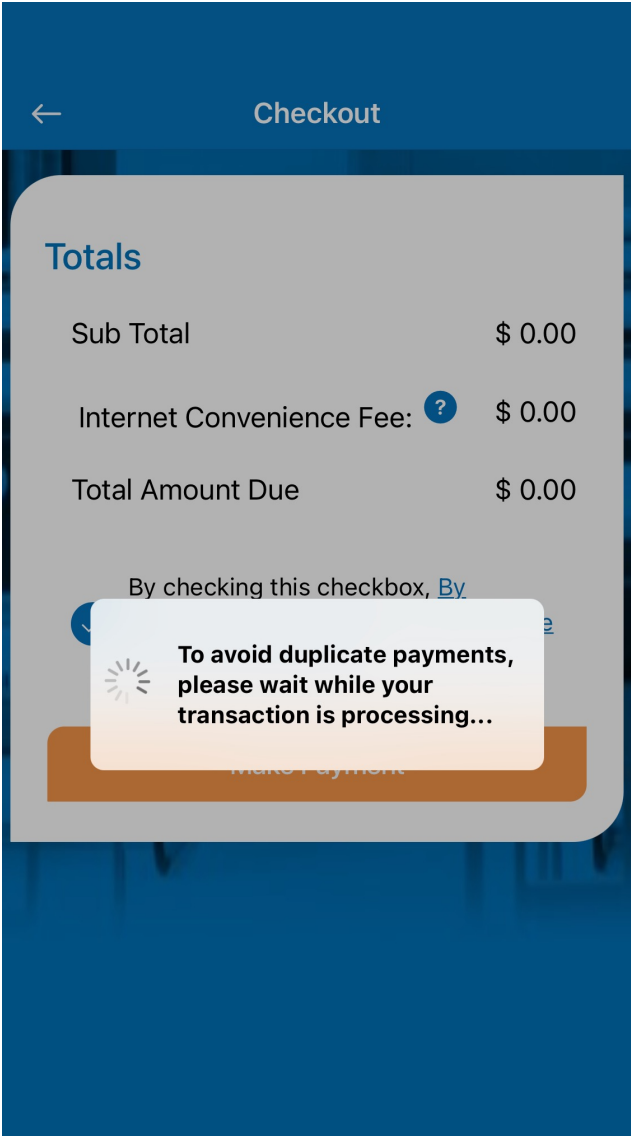
Make Payment

Check off accept the "terms and conditions"

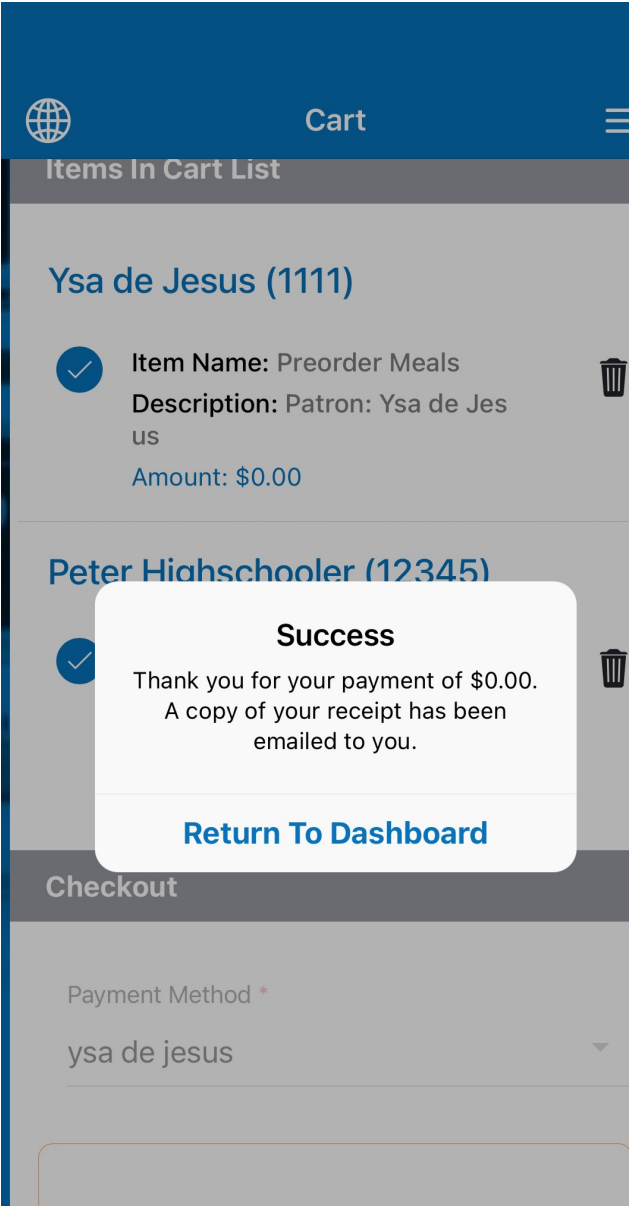
Click Make Payment

aliveschool™

PRE-ORDER LUNCH



Wait for the transaction to process



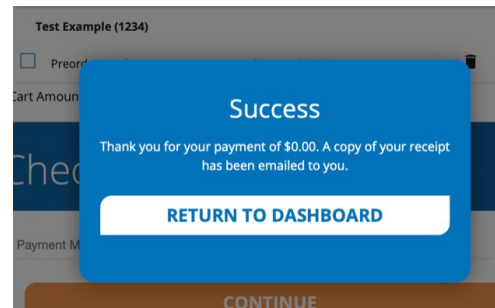
A message of **Success** will appear when the transaction is completed.

If you do not see this message, the lunch order is INCOMPLETE

PRE-ORDER LUNCH: successful lunch orders

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

1. A message showing SUCCESS must appears 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

InfoXXXXXXXXXXXXXXXXXXXX

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.

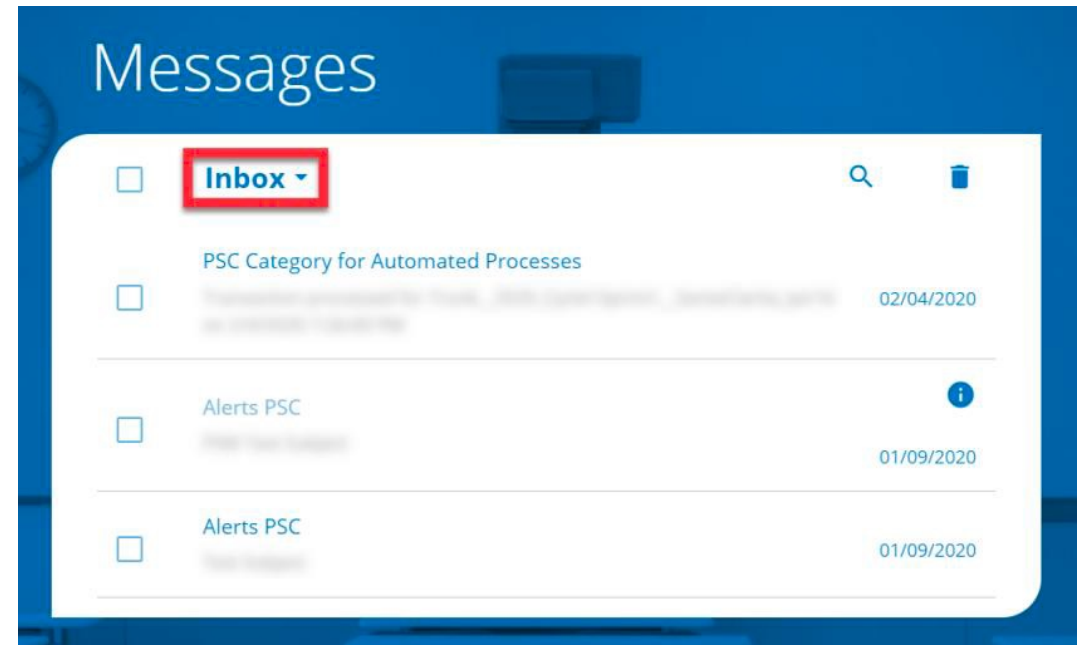
PaySchools supports schools and families. We appreciate the trust you place in us.

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 12:00 noon |
| Tuesday | Sunday 12:00 noon |
| Wednesday | Monday 12:00 noon |
| Thursday | Tuesday 12:00 noon |
| Friday | Wednesday 12:00 noon |

Days become unavailable as the 2-day deadline passes



**ALIVESCHOOL
CAFETERIA
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Visit us:
www.aliveschoolpr.com



Ask us anything:

alive@sjspr.org

alive@baldwin-school.org