

HOW TO... UPDATE AN ORDER

Add an item to an existing order

Step 1:

- Open up the My School Connect webpage <https://myschoolconnect.com.au/> and login in.
- Once logged in, click **<Edit>** within your "Current Orders" list

The screenshot shows the My School Connect dashboard. At the top, there are logos for My School Tuckshop, My School Event, My School Uniform, My School Volunteer, and My School Fundraiser. A blue box in the top right corner displays 'DEMO MODEL', 'BALANCE: \$8,612.14', and a 'LOGOUT' button. Below the navigation bar, the 'Connect Dashboard' is visible, with a 'Select an application' section showing five icons: My School Tuckshop, My School Fundraiser, My School Uniform, My School Event, and My School Volunteer. The 'Current Orders' section contains a table with columns: Order ID, Order Date, Total, View, Edit, Reorder, and Help. The 'Edit' button in the table is circled in red.

Order ID	Order Date	Total	View	Edit	Reorder	Help
385257	Fri, 15th Mar	\$1.00	View	Edit	Reorder	Get help with this order

Step 2:

- Click on either of the **<Add item>** buttons.

The screenshot shows the 'Order Edit' page. At the top, there are buttons for 'Go Back to Order Information' and 'Cancel Order'. Below these, there are 'Reset Changes' and 'Add Items' buttons. The 'Add Items' button is circled in red. The page displays order details: Order ID: #9316, Date: 20/12/2018, and Payment: My School Credit. A table lists the items in the order:

	Product	Student	Date	Store	Quantity	Price	Total
	Special Order product	Thomas test	Fri, 21/12/2018 / Lunch Menu	Dev tuckshop 1C	1	\$10.00	\$10.00
Sub-Total:							\$10.00
Fee:							\$0.00
Total:							\$10.00

At the bottom of the page, there is another 'Add Items' button, also circled in red.

Step 3:

- First, select the Student you wish to order items for
- As you fill in the fields, new fields will appear based on the previous
- Complete all information for each item required, then click **<Add to order>**

Add Item [x]	
Student Name:	Mary Jane
Store:	Smart Choice Demo Deli
Menu:	Lunch Menu
Select Product:	Orange
Date:	Fri, 22/03/2019
Quantity:	+ 1 - Add to Order

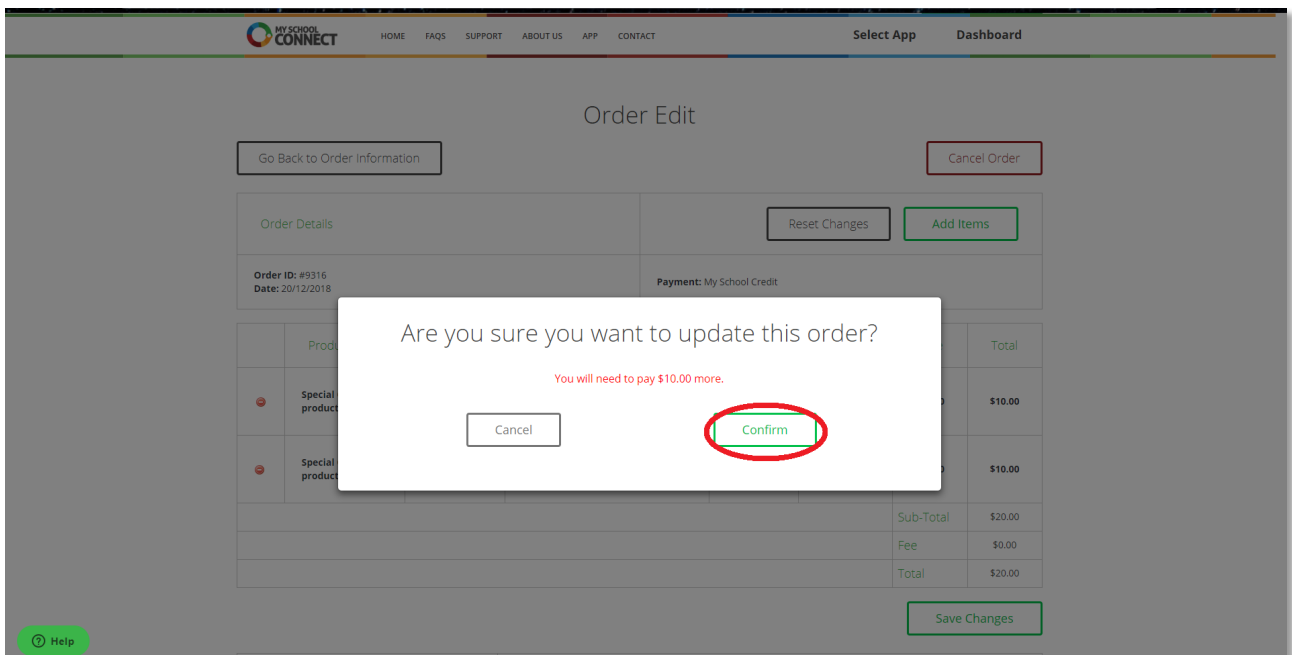
Step 4:

- Repeat step 3 for each item you want to add to this existing order
- Once you have finished adding items to the order, click **<Save changes>**

		HOME FAQS SUPPORT ABOUT US APP CONTACT	Select App Dashboard				
Order Edit							
Go Back to Order Information		Cancel Order					
Order Details		Reset Changes Add Items					
Order ID: #9316 Date: 20/12/2018		Payment: My School Credit					
	Product	Student	Date	Store	Quantity	Price	Total
	Special Order product	Thomas test	Fri, 21/12/2018 / Lunch Menu	Dev tuckshop 1C	1	\$10.00	\$10.00
	Special Order product	Thomas test	Fri, 21/12/2018 / Before School Breakfast	Dev tuckshop 1C	1	\$10.00	\$10.00
						Sub-Total	\$20.00
						Fee	\$0.00
						Total	\$20.00
						Save Changes	

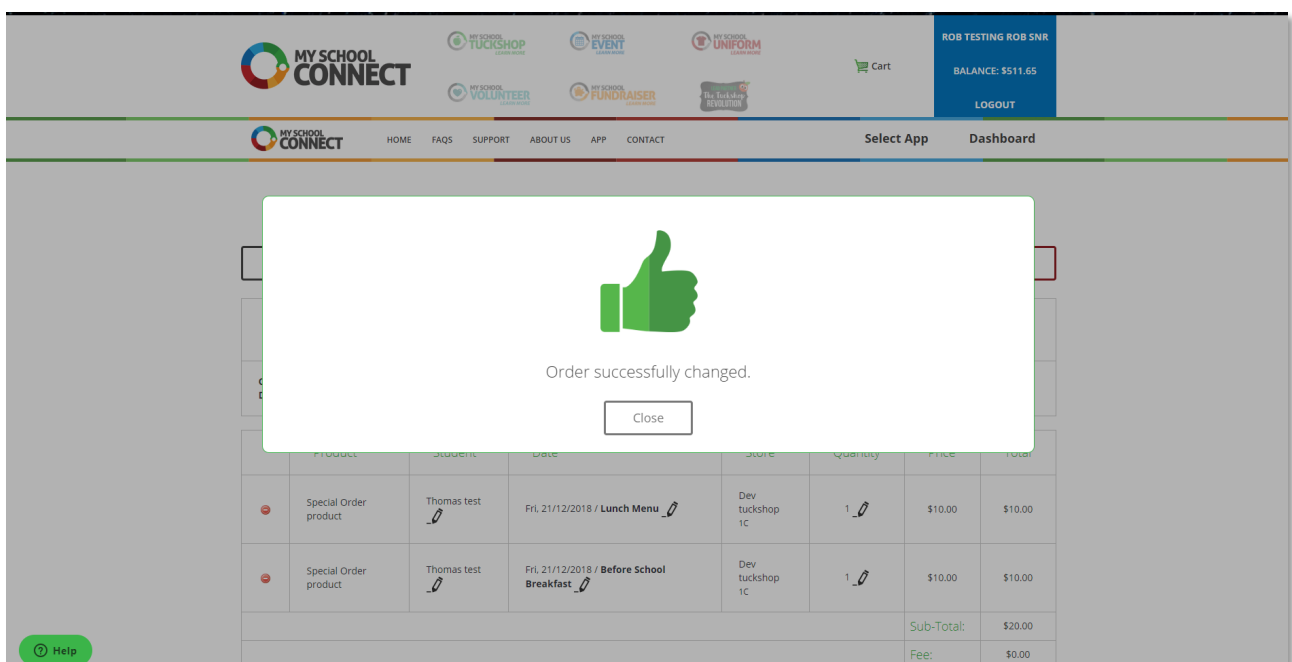
Step 5:

- Once you have clicked <Save changes> (step 4) a pop-up box will appear to confirm you want to update the order
- Click **<Confirm>** in order to complete the order update



Step 6:

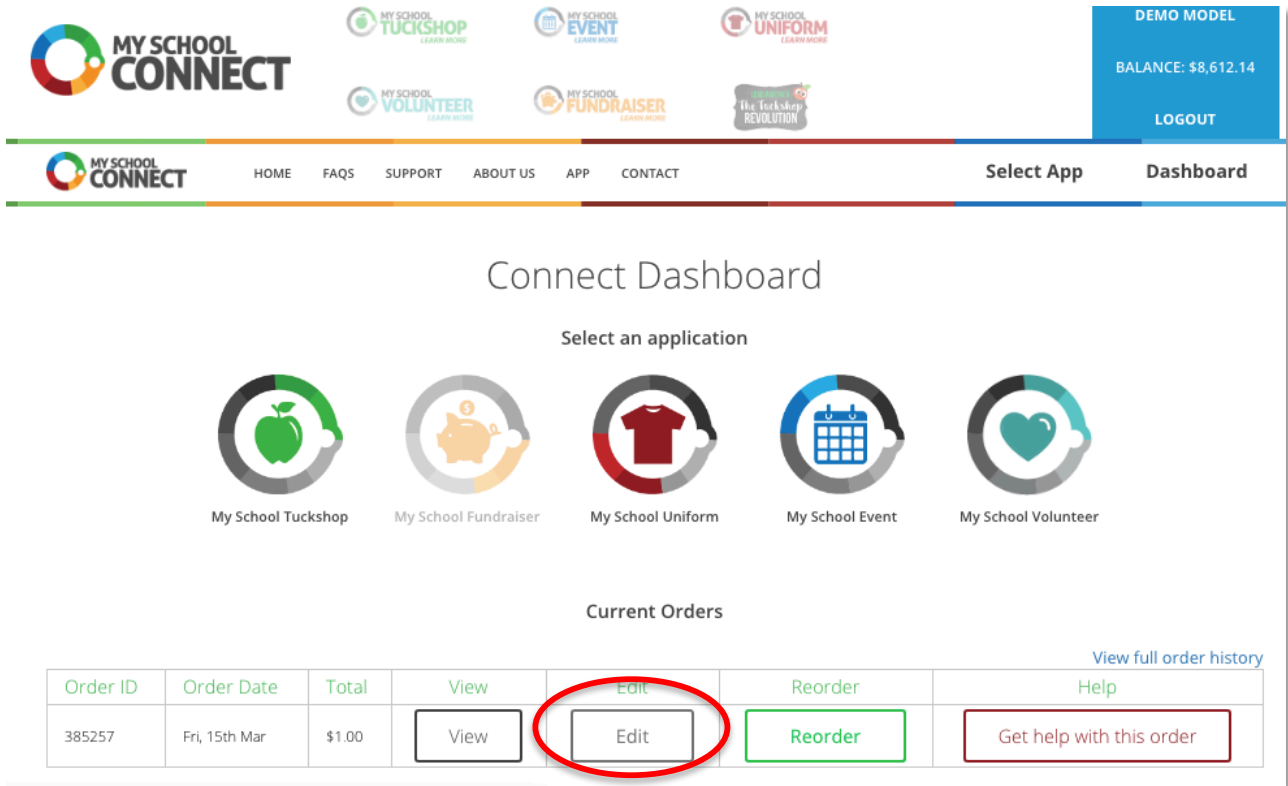
- You have successfully added an item when you see this green thumbs up.
- Any additional charges will be applied to the payment method used for the originally order.



Remove an item from an existing order

Step 1:

- Open up the My School Connect webpage <https://myschoolconnect.com.au/> and login in.
- Once logged in, click **<Edit>** within your “Current Orders” list



MY SCHOOL CONNECT DEMO MODEL
BALANCE: \$8,612.14
LOGOUT

HOME FAQS SUPPORT ABOUT US APP CONTACT Select App Dashboard

Connect Dashboard

Select an application

My School Tuckshop My School Fundraiser My School Uniform My School Event My School Volunteer

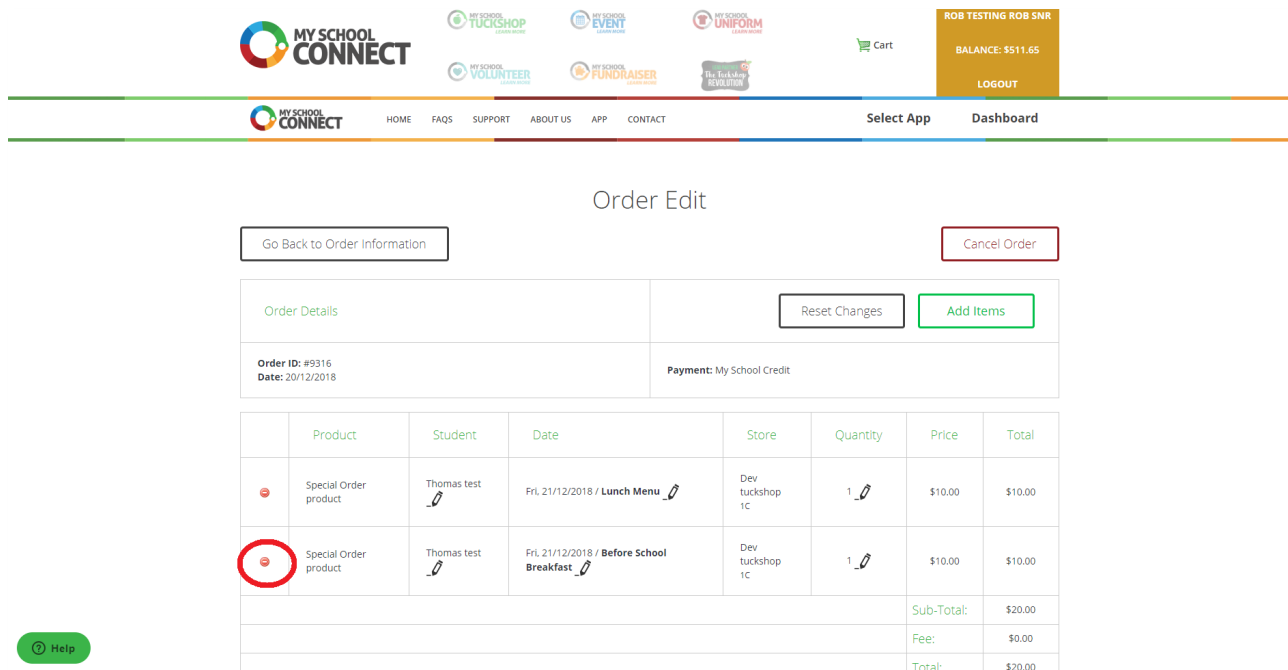
Current Orders

[View full order history](#)

Order ID	Order Date	Total	View	EDIT	Reorder	Help
385257	Fri, 15th Mar	\$1.00	View	Edit	Reorder	Get help with this order

Step 2:

- Click on the **red 'minus' circle** at the left hand side of the item you wish to remove



MY SCHOOL CONNECT ROB TESTING ROB SNR
Cart BALANCE: \$511.65
LOGOUT

HOME FAQS SUPPORT ABOUT US APP CONTACT Select App Dashboard

Order Edit

[Go Back to Order Information](#) [Cancel Order](#)

Order Details: Order ID: #9316, Date: 20/12/2018, Payment: My School Credit

	Product	Student	Date	Store	Quantity	Price	Total
⊖	Special Order product	Thomas test	Fri, 21/12/2018 / Lunch Menu	Dev tuckshop 1C	1	\$10.00	\$10.00
⊖	Special Order product	Thomas test	Fri, 21/12/2018 / Before School Breakfast	Dev tuckshop 1C	1	\$10.00	\$10.00
Sub-Total:							\$20.00
Fee:							\$0.00
Total:							\$20.00

[Help](#)

Step 3:

- Click **<Save Changes>**

Order Edit

Go Back to Order Information Cancel Order

Order Details

Reset Changes Add Items

Order ID: #9316
Date: 20/12/2018

Payment: My School Credit

	Product	Student	Date	Store	Quantity	Price	Total
	Special Order product	Thomas test	Fri, 21/12/2018 / Lunch Menu	Dev tuckshop 1C	1	\$10.00	\$10.00
						Sub-Total	\$10.00
						Fee	\$0.00
						Total	\$10.00

Help Save Changes

Step 4:

- Once you have clicked <Save changes> (step 3) a pop-up box will appear to confirm you want to update the order
- Click **<Confirm>** to officially remove the item and update the order

Order Edit

Go Back to Order Information Cancel Order

Order Details

Reset Changes Add Items

Order ID: #9316
Date: 20/12/2018

Payment: My School Credit

Are you sure you want to update this order?

You will get a refund of \$10.00.

Cancel Confirm



You have successfully removed an item when you see this green thumbs up.

Order successfully changed.

Close

