FD MealPlanner

Culinary DIGITAL

FD MealPlanner User Guide

Culinary Digital



Introduction

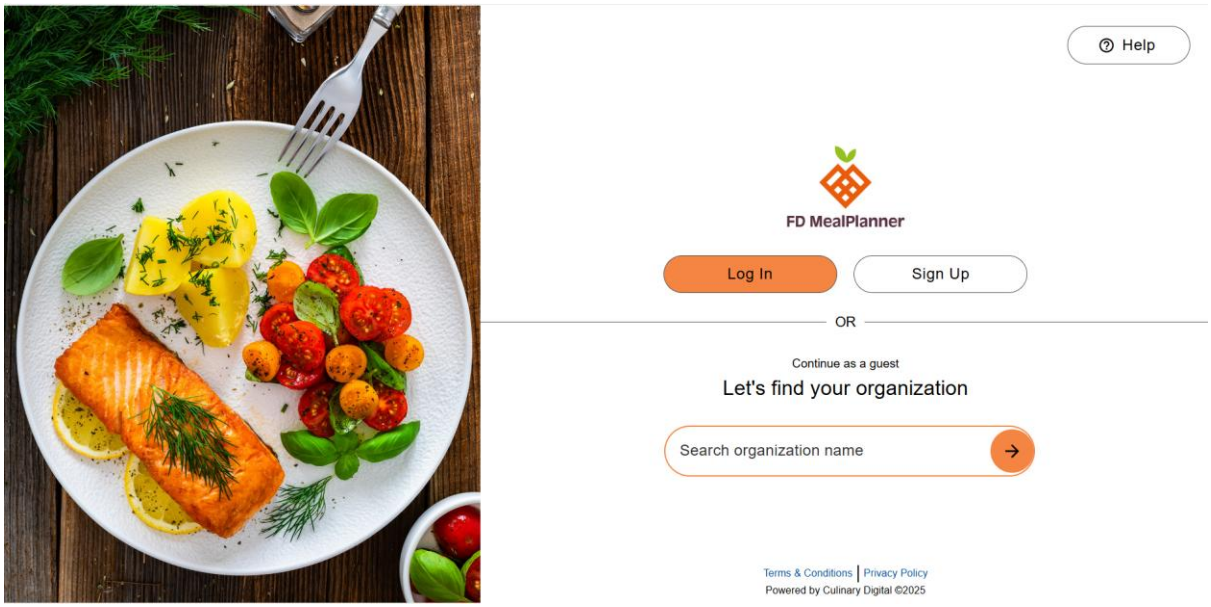
This user guide provides comprehensive instructions for using MealPlanner, our intuitive online menu browsing and meal ordering platform. Whether you are a parent managing meal selections for your child, a student planning your meal preferences, or a cafeteria manager overseeing menu distribution, this guide will help you navigate every feature of the application efficiently.

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1. User Registration and Login

Step 1: Landing Page Access



What You'll See:

The MealPlanner landing page serves as your entry point to the application. This screen displays:

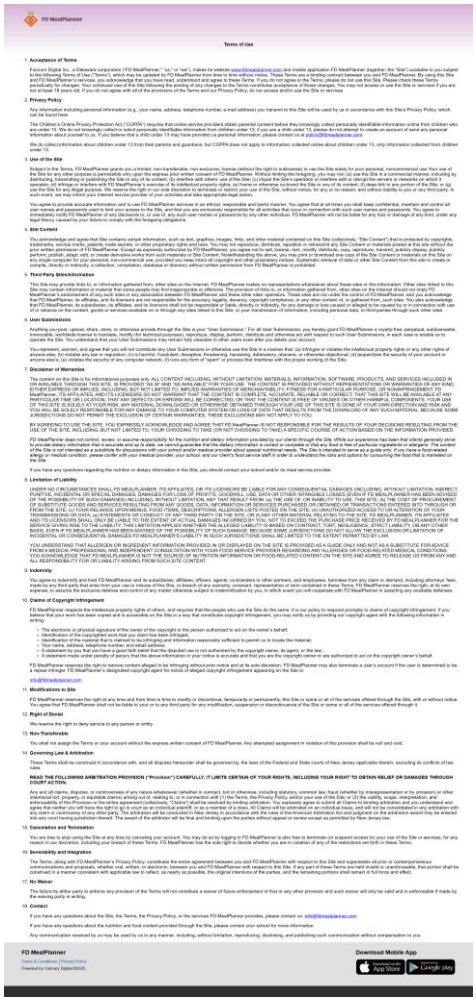
- Application logo and branding
- "Log In" button for returning users
- "Sign Up" button for new users

What to Do:

1. Navigate to the MealPlanner URL provided by your organization
2. You will be presented with the landing page
3. If you are a new user, click the **"Sign Up"** button
4. If you are a returning user, click **"Sign In"** and enter your credentials to proceed to the calendar

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Step 2: Review Terms and Conditions



What You'll See:

The Terms and Conditions screen displays:

- Full legal terms governing platform use
- Privacy policy information
- Data usage policies
- User responsibilities and restrictions

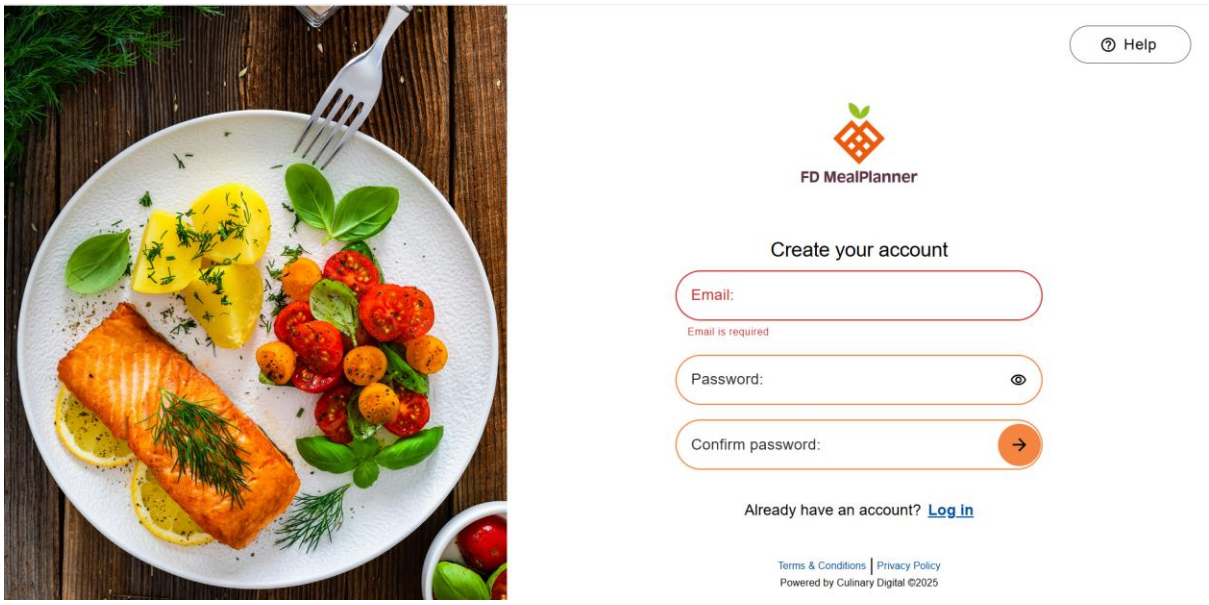
What to Do:

1. Read the Terms and Conditions carefully
2. Review any organization-specific policies displayed

Important: You must accept the terms to use MealPlanner. If you have questions about any terms, contact your organization's support team.

Step 3: Complete Your Registration

Screen 3



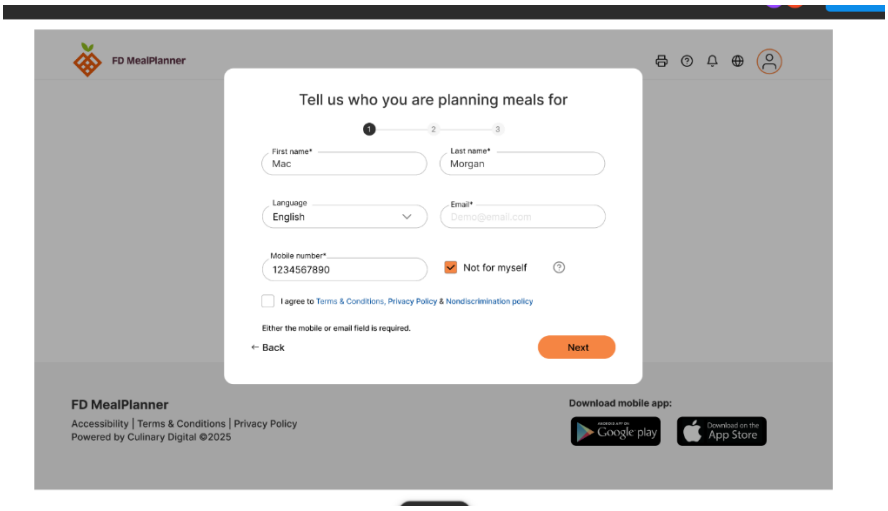
What You'll See:

The registration process is presented as a multi-step form with the following screens:

Screen 3 – Account Information

- Email address field
- Password field (with strength indicator)
- Password confirmation field

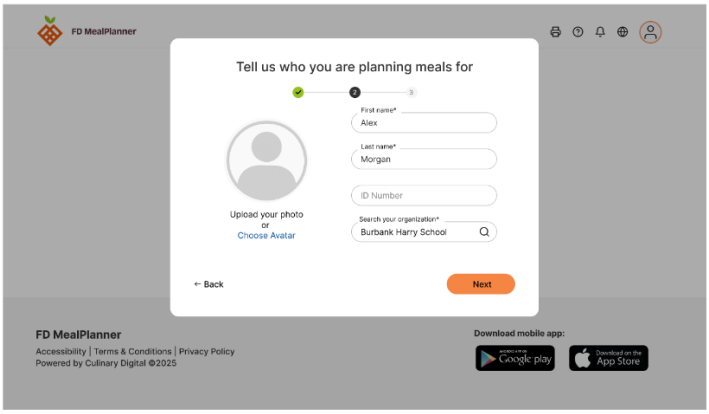
Screen 4

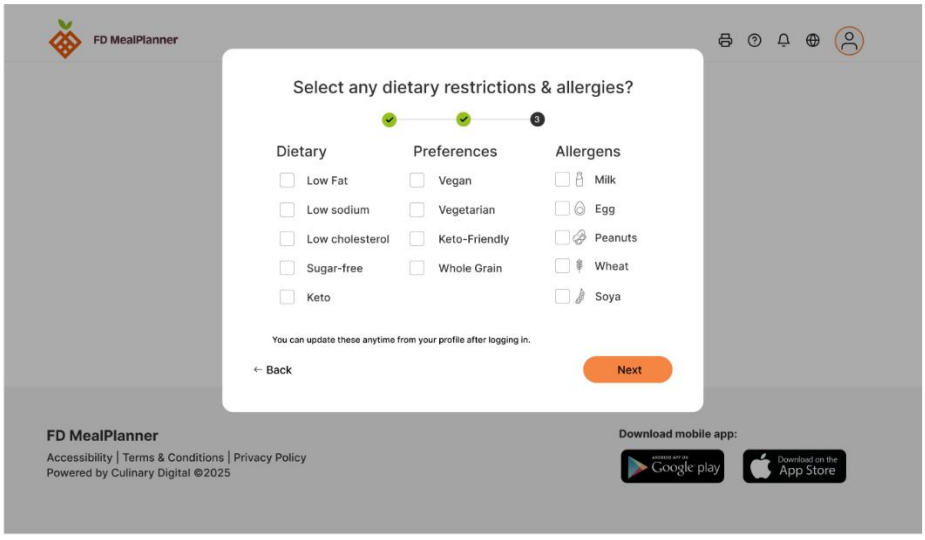


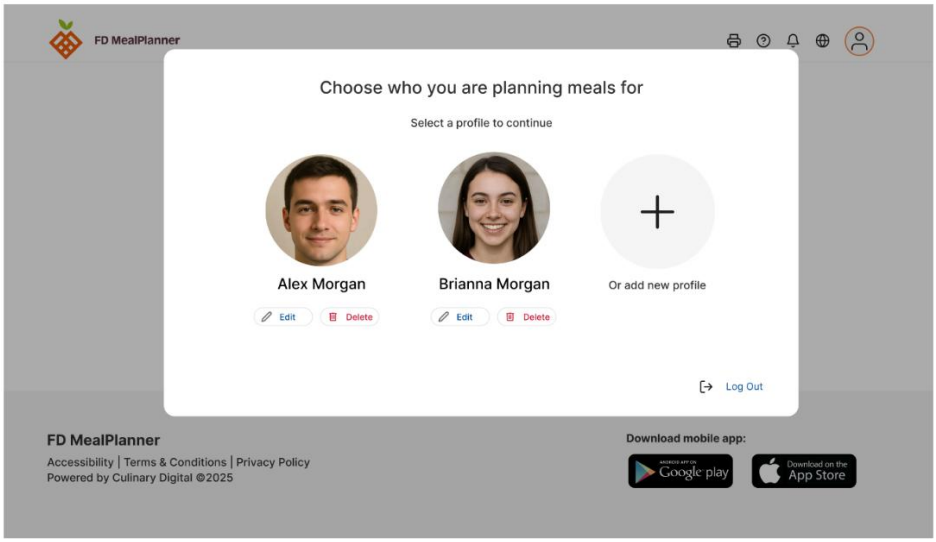
Screen 4 – Personal Information

- First name
- Last name
- Email
- Phone number

Screens 5-7







Screens 5–7 – Organization and Preferences

- Organization/Location selection (dropdown)
- Upload your Photo or Choose Avatar
- Role selection (Parent, Student, Manager, etc.)
- Dietary preferences or restrictions (checkbox options)

What to Do:

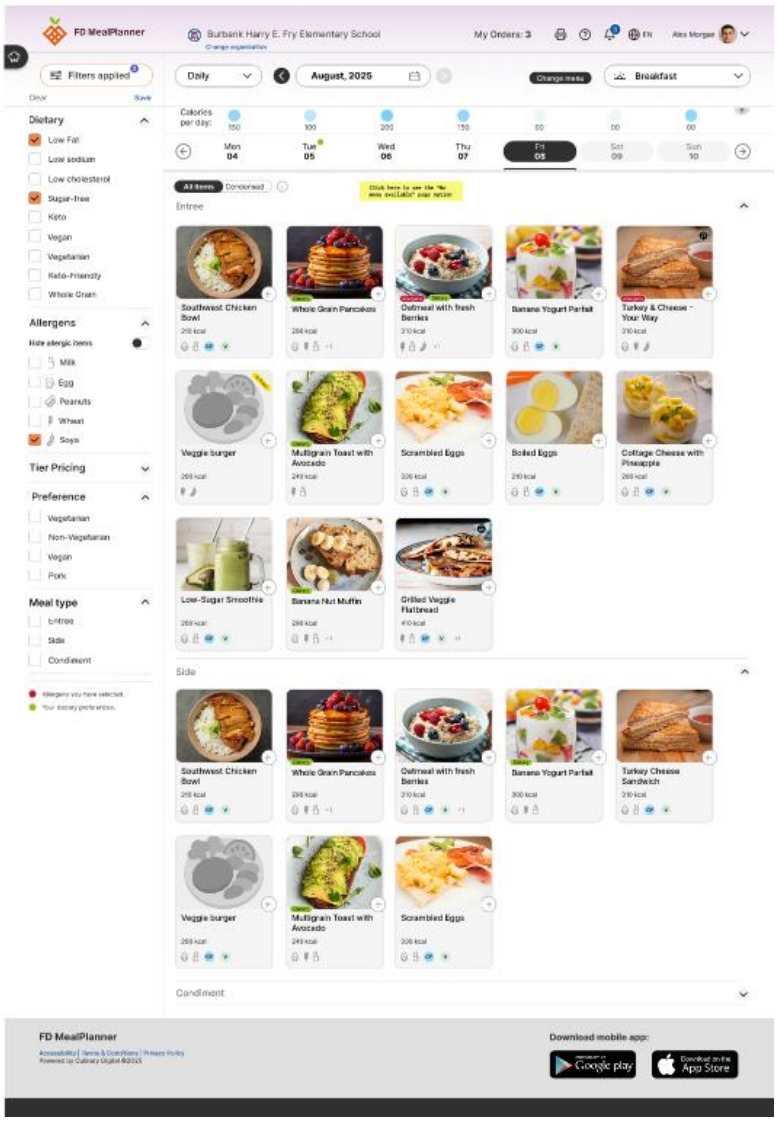
1. **Enter Account Information:**
    - Create a unique email address (this will be your login username)
    - Choose a strong password (mix of uppercase, lowercase, numbers, and symbols)
    - Confirm your password by re-entering it in the confirmation field
2. **Enter Personal Information:**
    - Provide your first and last name as you wish it to appear on orders
    - Optionally provide a phone number for account recovery purposes
3. **Select Organization and Preferences:**
    - Choose your school, cafeteria, or organization from the dropdown list
    - Select your role (Parent ordering for a child, Student ordering for themselves, Manager, etc.)
    - Check any dietary restrictions or preferences (vegetarian, vegan, gluten-free, nut allergy, etc.)
4. Click "**Next**" to finalize your account creation

Never share your password with anyone. MealPlanner staff will never ask for your password via email or phone.

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2. Navigating the Calendar

Step 4: Calendar Daily View



What You'll See:

The calendar daily view is your primary interface for browsing available meals. This screen displays:

- **Date navigation** – Current date is highlighted; arrows allow you to move forward and backward one day at a time
- **Meal period tabs** – Separate tabs or sections for Breakfast, Lunch, Dinner.

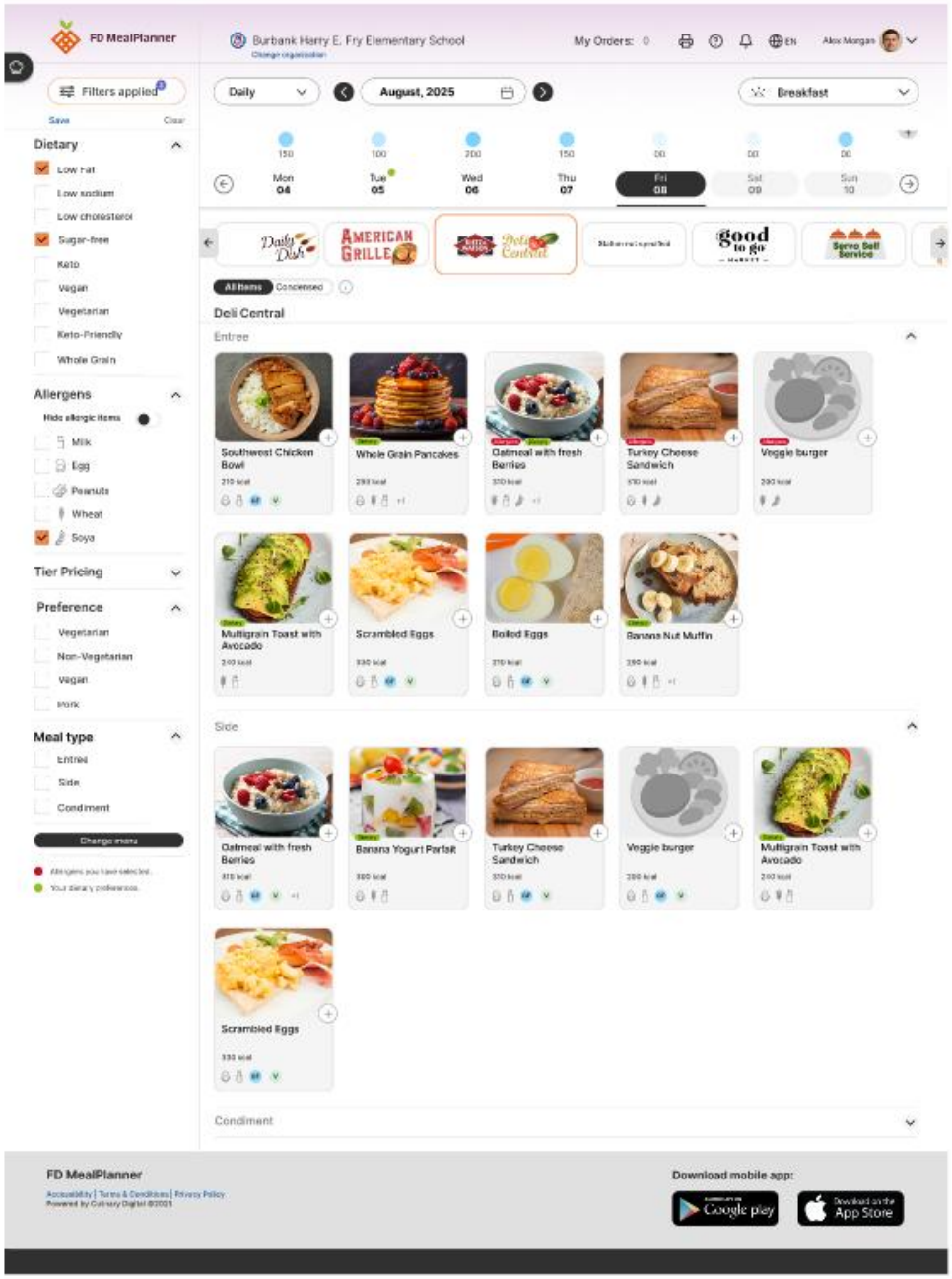
- **Menu items** – Listed in a grid or card format showing:
  - Item name
  - Small thumbnail image (if available)
  - Price (if applicable)
  - "+" button to add the item to your cart
- **Left panel** – Quick access to navigation and filters (described in detail in Step 9)
- **Top navigation bar** – Logo, organization name, user profile, help menu

How to Navigate:

1. **Change the Date:**
   - Click the **left arrow** to view menus from previous days
   - Click the **right arrow** to advance to future days
   - Click on the date to open a date picker and jump to a specific date
2. **Select a Meal Period:**
   - If multiple meal periods are available (Breakfast, Lunch, Dinner), click the corresponding tab
   - The menu items below will update to show items for that meal period
3. **View Item Details:**
   - Click on any menu item to see more information (see Step 10 – Item Details View)
4. **Add Items to Cart:**
   - Click the **"+" button** on any item to add it to your cart (see Step 11 – Adding Items to Cart)

Use the date picker to plan ahead – you can browse menus multiple days in advance and add items for different dates to your cart in one session.

Step 5: Calendar Daily Concept Menu View



What You'll See:

The concept menu view organizes items by themed categories or Stations rather than a traditional list. This view displays:

- **Themed meal categories** – Such as "Gourmet Selections," "Quick Bites," "Vegetarian," "International," etc.
- **Items grouped by concept** – Related items grouped together for easier browsing

- **Visual emphasis** – Larger images and descriptions highlighting special or featured meals
- **Same cart and navigation functionality** – All core features remain the same

When You Might Use This View:

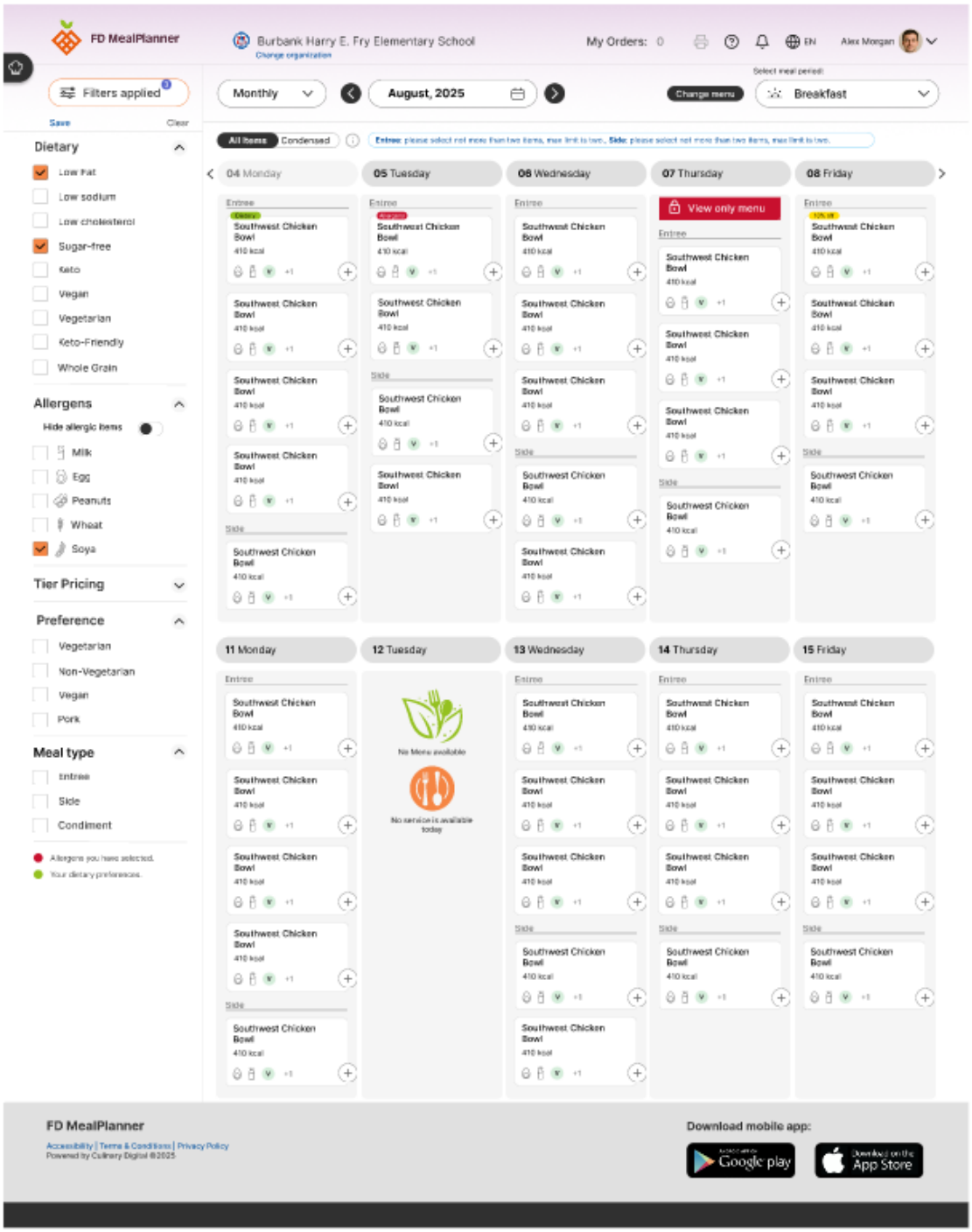
- If you prefer browsing meals by theme or type
- When your organization features special meal concepts
- To discover new meal combinations within themed categories

How to Use This View:

1. Browse through the themed categories
2. Click the **"+" button** to add items to your cart
3. Follow the same steps as the standard daily view for all other functions

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Step 6: Calendar Weekly and Monthly Views



What You'll See:

The weekly and monthly views provide a bird's-eye overview of menu availability:

Weekly View:

- A five or seven-day grid showing every day of the current week
- Each day displays available meal periods and a summary of featured items

- Quick visual reference for planning meals across multiple days
- Date ranges displayed at the top

Monthly View:

- A traditional calendar grid showing the entire month
- Each date cell contains indicators of meal availability
- Month and year displayed prominently

When You Might Use These Views:

- Planning meals for the entire week or month in advance
- Identifying days with limited menu options or special events
- Getting a quick overview without browsing individual days

How to Switch to These Views:

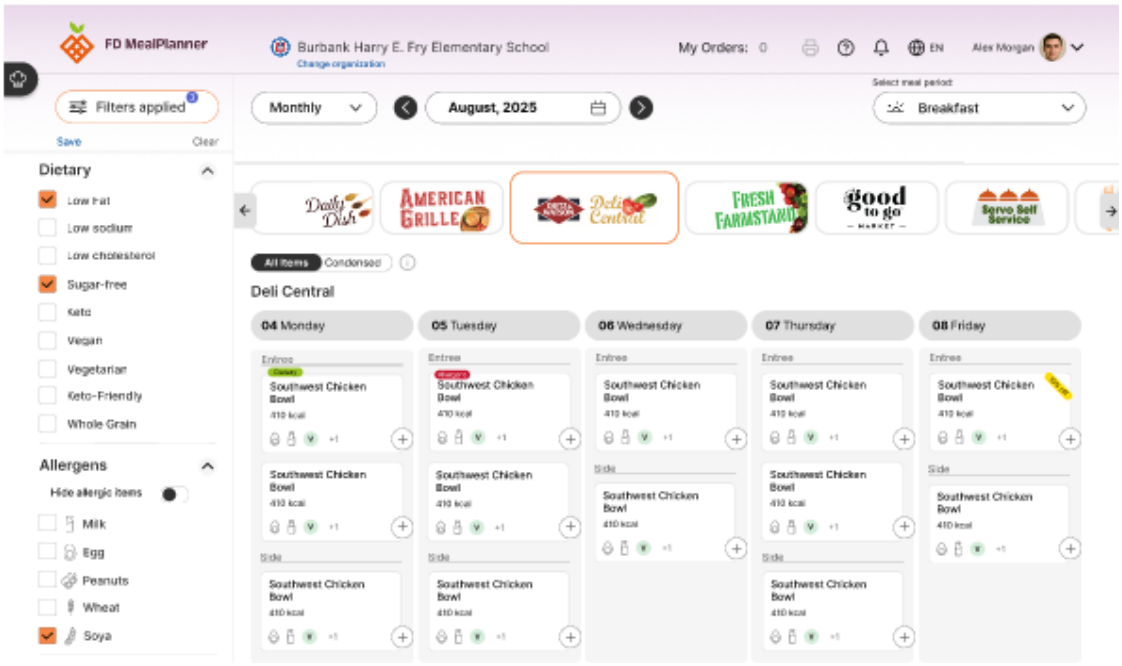
1. Locate the **"View Options"** button in the left panel or top navigation
2. Select **"Weekly View"** or **"Monthly View"**
3. The calendar will refresh to display the selected view

How to Use These Views:

1. **In Weekly View:**
    - Drill down to any date or that day's detailed menu
    - Click on item name for quick previews
    - Add items to cart directly from the grid
2. **In Monthly View:**
    - Drill down to any date or that day's detailed menu
    - Navigate to the previous or next month using arrow buttons

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Step 7: Concept Menu Weekly View



What You'll See:

When viewing concept menus in weekly format, you will see:

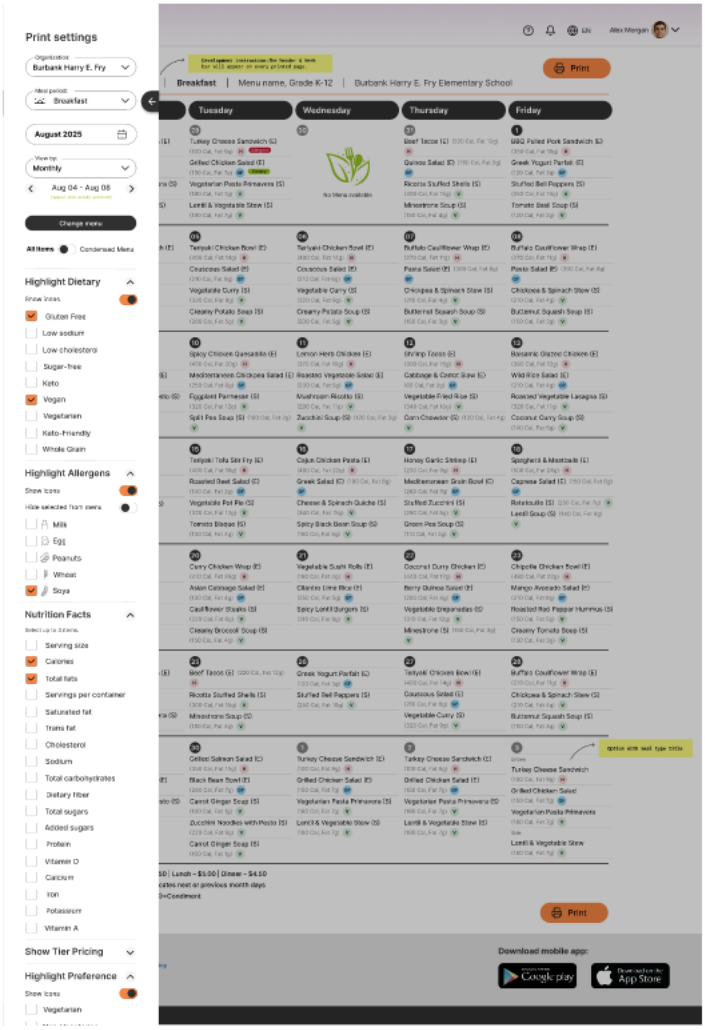
- **Themed categories across multiple days** – Your preferred concepts displayed in a comparative grid
- **Side-by-side comparisons** – How different meal concepts are featured across different days
- **Availability indicators** – Which concepts are available on which dates
- **Same navigation tools** – Date selectors and drill-down functionality

How to Use:

1. Switch to weekly view (as described in Step 6)
2. Browse the themed meals across multiple days
3. Click on a specific concept to view detailed items
4. Add items to your cart as normal

Step 8: Menu Printout





What You'll See:

The menu printout feature generates a printer-friendly version of the current menu showing:

- **Menu items in list format** – All items for the selected date and meal period
- **Item details** –key details
- **Nutritional information**– If enabled for your organization
- **Organization information** – Header with school/location name and meal period
- **Print formatting** – Optimized for standard paper sizes
- **No interactive elements** – A static view designed for printing

How to Access the Printout Feature:

1. Navigate to the calendar daily, weekly, or monthly view

2. Look for a "**Print**"🖨 icon/button (in the top navigation bar)
3. A new printout page will open

How to Print or Save:

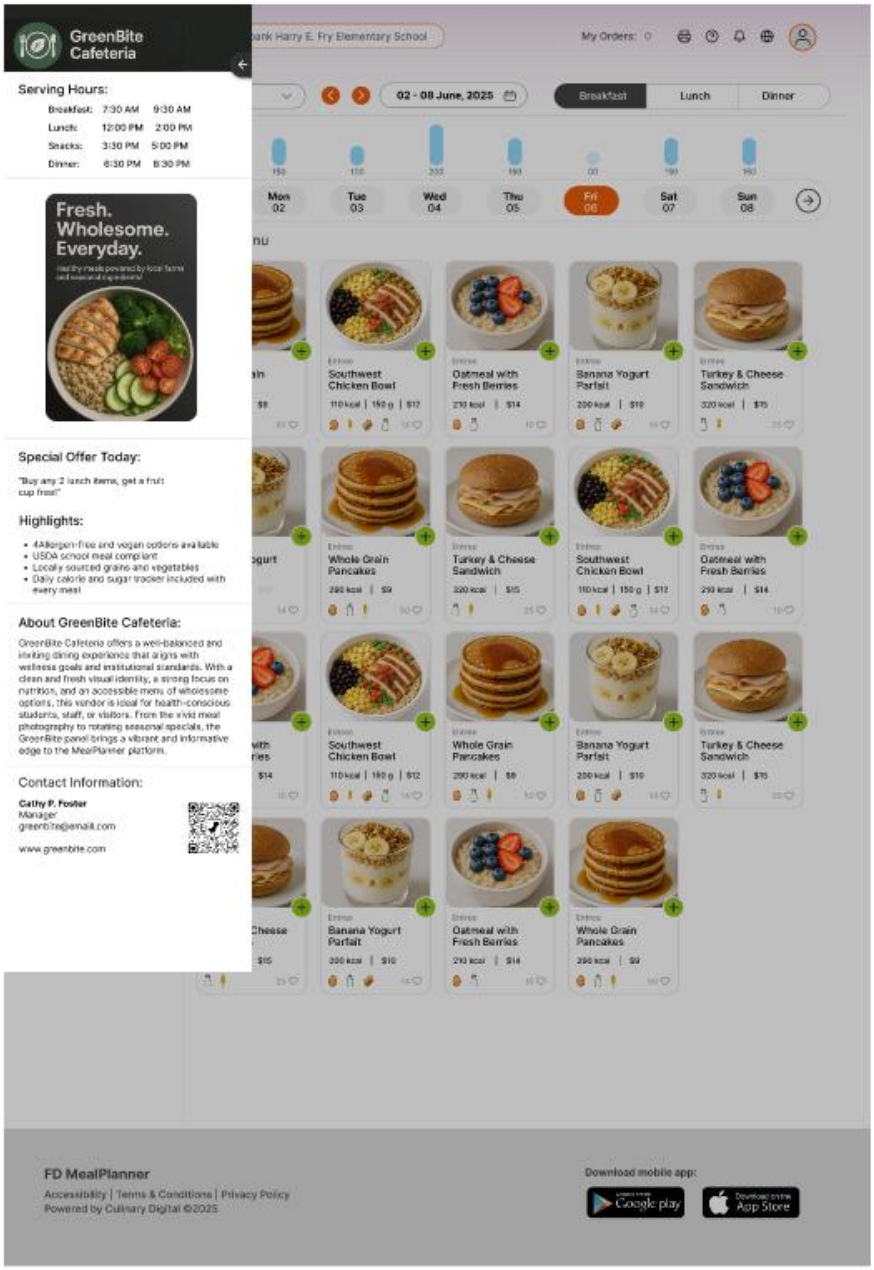
1. **To Print:**
    - Click "**Print**" in the dialog box
    - Select your printer
    - Adjust print settings as needed (color, pages, margins)
    - Click "**Print**" to send to printer
2. **To Save as PDF:**
    - Click "**Save as PDF**" if that option is available
    - Choose a location on your device
    - Click "**Save**"

Print or save menus at the beginning of the week to have a reference guide for upcoming meals.

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3. Left Panel Navigation

Step 9: Understanding the Left Panel

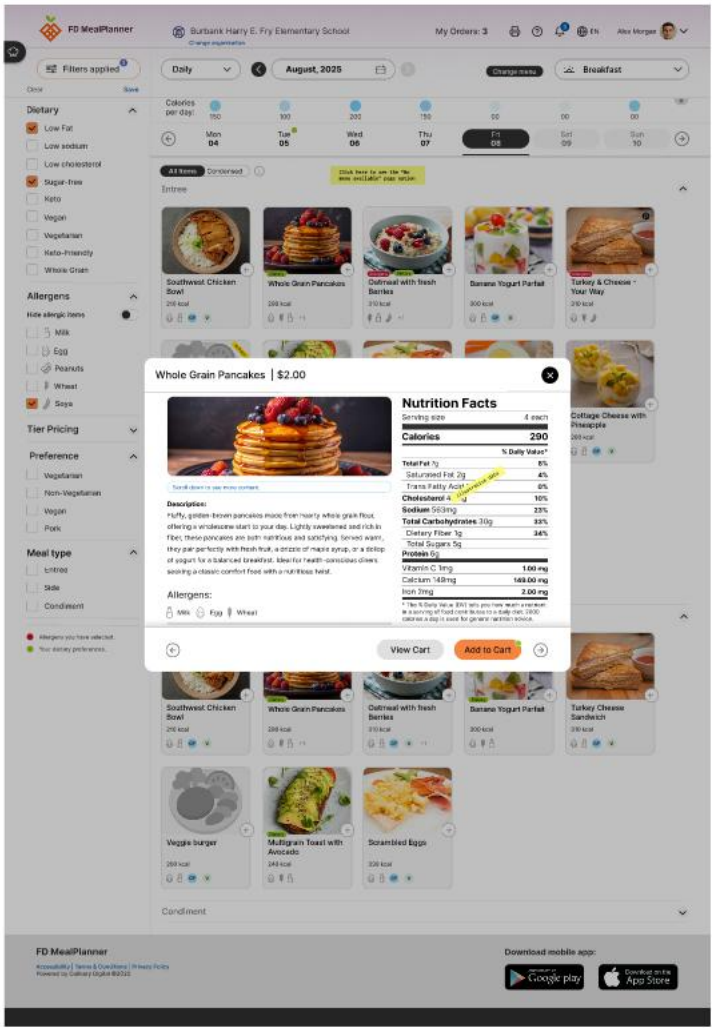


What You'll See:

The left side panel shows meal pricing, contact person, links to pre-paid options and other helpful information and resources. When you first navigate to the menu view, the panel remains visible to provide consistent access to navigation and account details. Users can expand or collapse the left panel whenever needed.

4. Browsing and Selecting Menu Items

Step 10: Item Details View Popup



What You'll See:

When you click on a menu item, a detailed information popup appears displaying:

Item Information:

- **Item name** – The full name of the meal or food item
- **Large image** – High-quality photo of the item (if available)
- **Description** – Complete details about the item, ingredients, and preparation method
- **Price** (if applicable) – Cost of the item
- **Nutritional Information**

Action Buttons:

- **"+ Add to Cart"** – Button to add this item to your order
- **"View Nutrition Details"** (optional) – Link to expanded nutritional information
- **"Close"** or **"X"** – Close the popup and return to the calendar

How to Use Item Details:

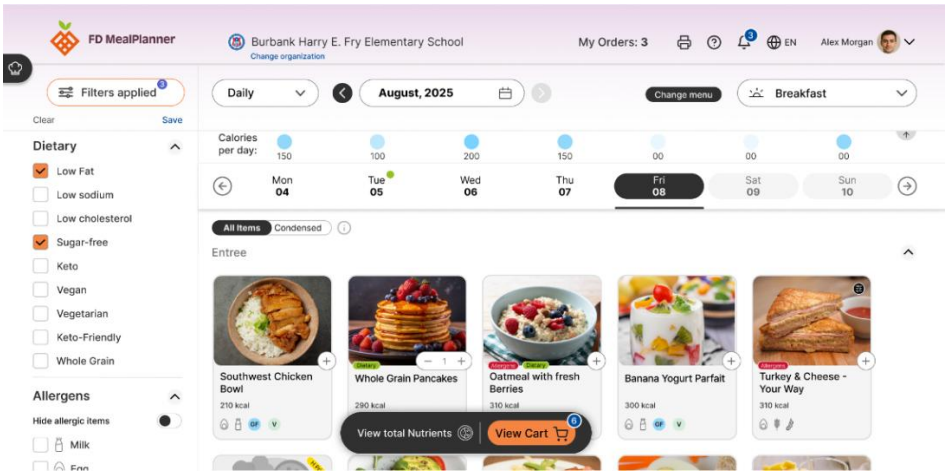
1. Click on any menu item in the calendar view to open this popup
2. Review the item name, description, and image to confirm it is what you want
3. Check the nutritional information, especially if you have dietary restrictions or preferences
4. Verify allergen information if you have allergies
5. If you want this item, click **"+ Add to Cart"**
6. If you want to see cumulative nutrition details, click **"View Nutrition Details"**
7. When finished, click the **"X"** or **"Close"** button to return to the calendar

Use nutritional information to make informed choices aligned with your dietary goals or restrictions.

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5. Managing Your Cart

Step 11: Adding Items to Cart



What You'll See:

Once you click the **"+ Add to Cart"** button from the item details popup or directly from the calendar view, several things happen:

Visual Confirmation:

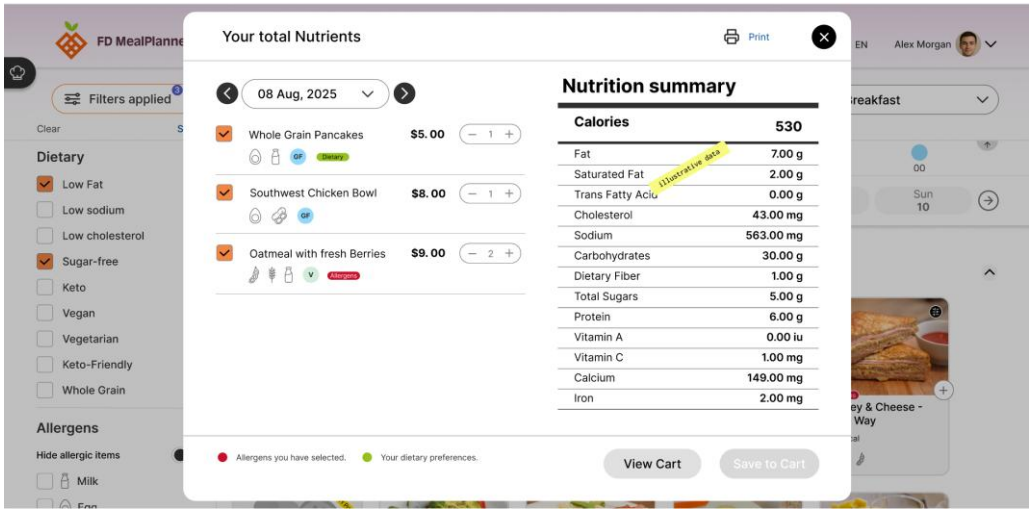
- The item details popup closes (if you were viewing details)
- A small notification or toast message appears, confirming the item was added
- The item may be highlighted or marked as "In Cart" in the calendar view
- The cart icon updates to show the number of items in your cart

What to Do Next:

1. Continue browsing other menu items in the calendar
2. To add more items from the same day, click the **"+" button** on other items
3. To add items from different days, use the date navigation arrows to move to other dates and add items
4. When you are ready to review your cart and proceed to checkout, continue to Step 12

You can add items to your cart from multiple days at once. Each item will be associated with its specific date, and you can review everything before finalizing your order.

Step 12: Viewing Total Nutrients of Cart Items



What You'll See:

After adding items to your cart, you can access a cart summary screen that displays:

Cart Overview:

- **Number of items** – Total items currently in your cart
- **Order dates** – The dates for which items are selected
- **Items listed by date** – Items grouped by their respective meal dates

Aggregated Nutritional Summary:

- **Total calories** – Combined caloric content of all items in cart
- **Total protein** – Combined protein from all items
- **Total fat** – Combined fat (with breakdown if applicable)
- **Total carbohydrates** – Combined carbs and fiber
- **Total sodium** – Combined sodium content
- **Average values per meal** – If applicable, average nutritional values per day or meal period

Dietary Indicators:

- **Dietary compliance summary** – Whether your selections meet any dietary guidelines or restrictions
- **Allergen warnings** – Any allergens present across all selected items
- **"Remove Item"** buttons – Ability to remove items if you change your mind

How to Access Cart Nutrition Summary:

1. Look for a **"View Cart"** or **"Cart Summary"** button in the top navigation bar or left panel
2. Click it to open the cart details screen
3. The aggregated nutritional information will be displayed automatically

How to Use This Information:

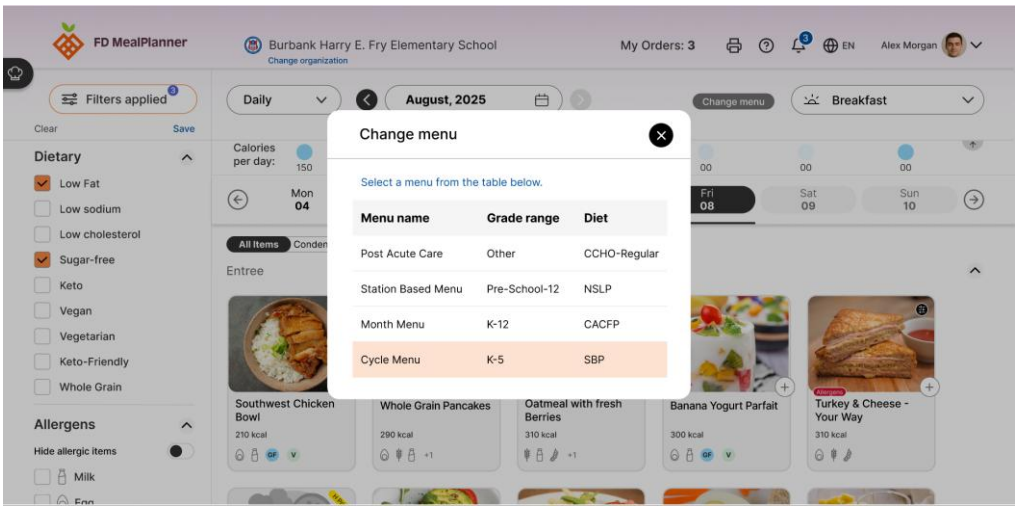
1. Review total nutritional values to ensure your selections align with your dietary goals
2. Check for any allergen warnings
3. If an item does not fit your nutritional goals, click **"Remove"** next to that item to delete it from your cart
4. When satisfied with your selections, proceed to Step 13 to change menu options or move to checkout
5. If you need to add more items, click **"Continue Shopping"** or **"Back to Calendar"** to return to the menu view

This aggregated view is useful for parents managing meal selections for children or for anyone tracking macronutrient intake.

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6. Advanced Menu Controls

Step 13: Change Menu Popup (Multiple Menus Available)



What You'll See:

If your organization offers multiple menus for the same location and meal period (e.g., a standard menu and a premium menu, or menus rotating by week), a popup allows you to select which menu to view. This screen displays:

Available Menus:

- **Menu names**
- **Grade range**
- **Current selection indicator** – The currently active menu is highlighted or marked

When This Appears:

1. You may see this popup when logging in if multiple menus are available
2. You can manually trigger it by looking for a "**Change Menu**" button in the navigation bar

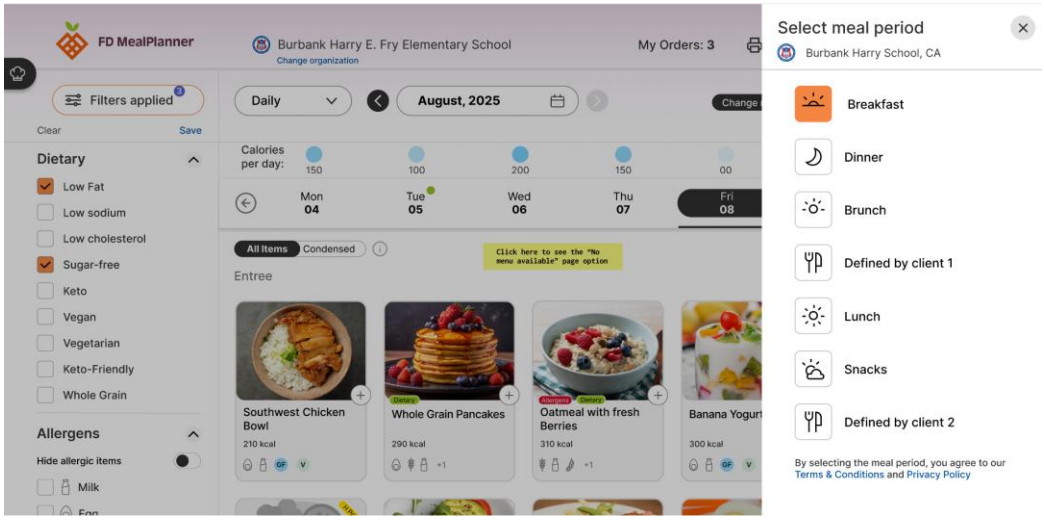
How to Use:

1. Review the available menu options
2. Click on the menu you want to view

3. The calendar will refresh to display items from your selected menu
4. All subsequent browsing and ordering will show items from this menu until you change it again

If you frequently use different menus, you can change menus quickly without logging out.

Step 14: Select Meal Period



What You'll See:

A meal period selector allows you to choose which meal you want to browse or order for. This control displays:

Available Meal Periods:

- **Breakfast** – Morning meal option
- **Lunch** – Mid-day meal option
- **Dinner** – Evening meal option
- **Snack** (if applicable) – Any additional meal period your organization offers
- **Current selection** – Highlighted or indicated to show active meal period

Where to Find It:

- **Top Navigation Bar:** Look for a meal period selector in the right navigation panel

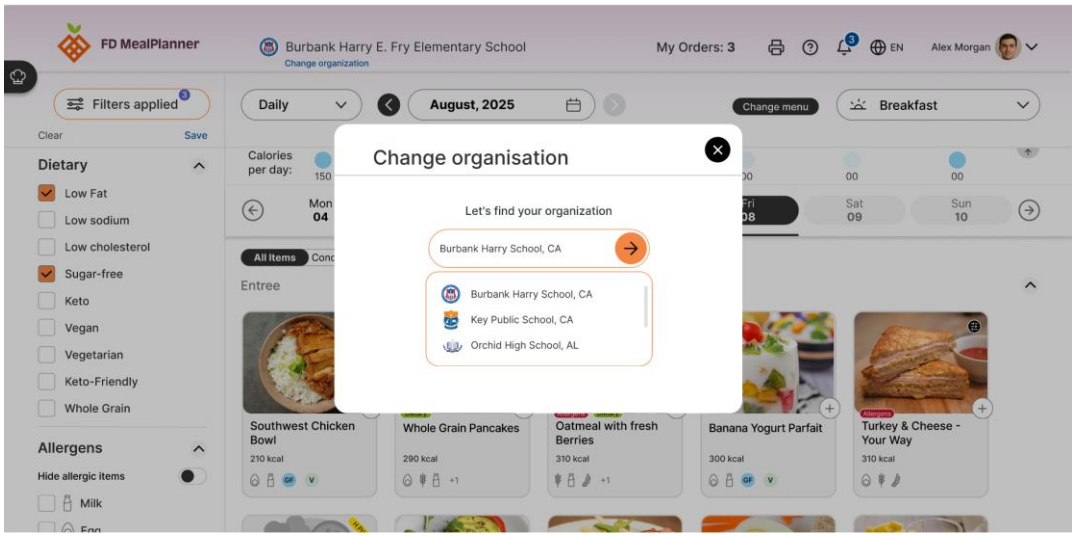
How to Change Meal Period:

1. Locate the meal period selector

2. Click on the meal period you want to view (e.g., "Lunch")
3. The calendar will immediately be refreshed to show items available for that meal period
4. Your selections, if any, from previous meal periods will be preserved
5. You can add items to your cart from multiple meal periods in the same session

If you are planning meals across multiple days and meal periods, you can add items from Breakfast on Monday, Lunch on Tuesday, and Dinner on Wednesday all in one session before checking out.

Step 15: Change Organization



What You'll See:

If you have access to multiple organizations or locations (e.g., you manage meals for students at different schools, or you work across multiple cafeteria locations), an organization selector allows you to switch between them. This screen displays:

Available Organizations:

- **Organization/Location names** – Each facility you have access to (e.g., "Lincoln Elementary," "Central High School," "Downtown Cafeteria")
- **Current organization** – Highlighted or marked to show which organization is currently active

Where to Find It:

- **Left Panel:** Click on the **Change organization** at the top of the left panel
- **Top Navigation Bar:** Display with your current organization
- **Account Settings:** Available through Settings menu (see Step 20)

How to Change Organization:

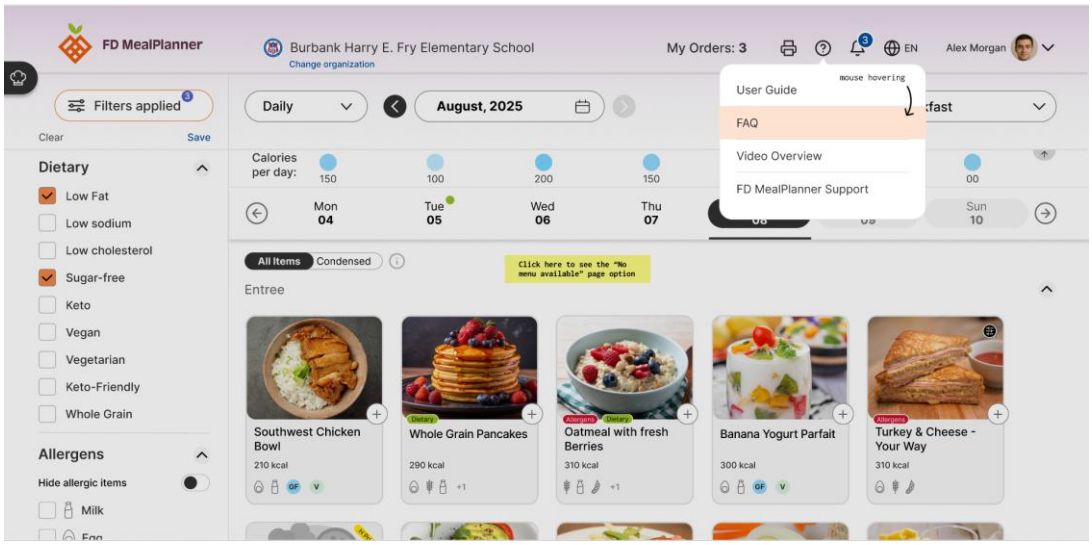
1. Locate the organization selector
2. Review the list of organizations and select the organization
3. The system will refresh with menus and settings specific to that organization
4. Your cart and selections will be cleared (you will start fresh with the new organization)

If you work with multiple organizations, switching between them is quick and does not require logging out. However, any items in your cart will be cleared when you switch, so complete your order before switching organizations.

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7. Completing Your Order

Step 16: Help Dropdown



What You'll See:

The help dropdown menu provides quick access to support resources. It displays:

Help Menu Options:

- **User Guide** – Links to this documentation
- **Frequently Asked Questions** – Common questions and answers

- **Contact Support** – Email or phone contact information for technical support
- **Video Overview** – Video or interactive guide

Where to Find It:

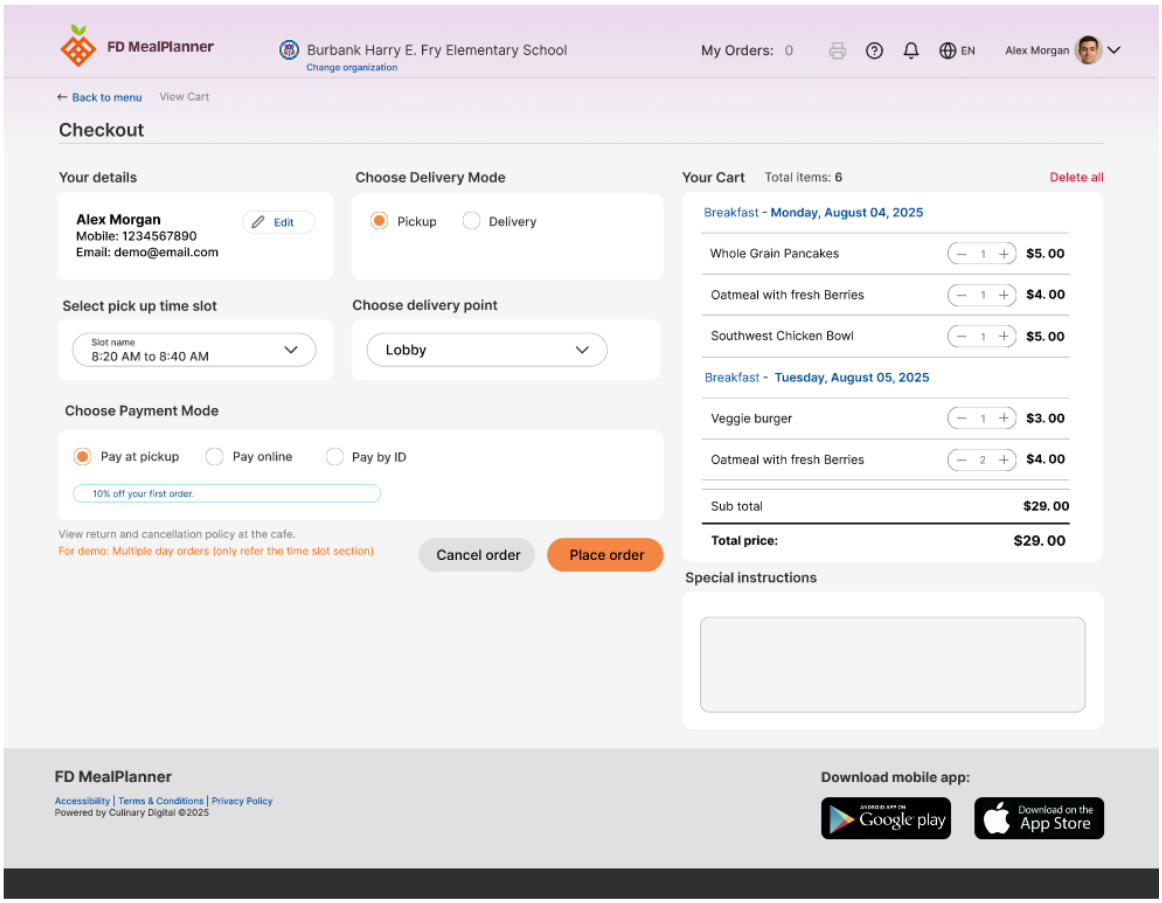
- **Top Navigation Bar:** Look for a "**Help**" button, "**?**" icon

How to Use:

1. Click the "**?**" icon in the navigation bar
2. The dropdown menu will expand to show all available help options
3. Click on the resource you need (e.g., "FAQs" or "Contact Support")
4. You will be directed to the relevant help page or resource
5. To close the menu without selecting an option, click elsewhere on the page

If you get stuck at any point, the Help menu is always just a click away.

Step 17: Checkout Page



What You'll See:

After clicking the **"View Cart"** button from the calendar screen, you are navigated to the checkout page, which displays:

Order Summary:

- **Date and meal period** – When each item is scheduled
- **Item list** – All items in your cart with quantities and individual prices (if applicable)
- **Subtotal** – Total cost before any taxes or fees (if applicable)
- **Taxes and fees** (if applicable) – Any additional charges
- **Total price** – Final amount you will be charged

Delivery or Fulfillment Details:

- **Pickup location** – Where you will collect your meal (cafeteria counter, designated location, etc.)
- **Pickup time window** – When the meal will be available
- **Special instructions** – Option to add notes (e.g., "No onions," "Extra dressing on the side")

Confirmation and Payment:

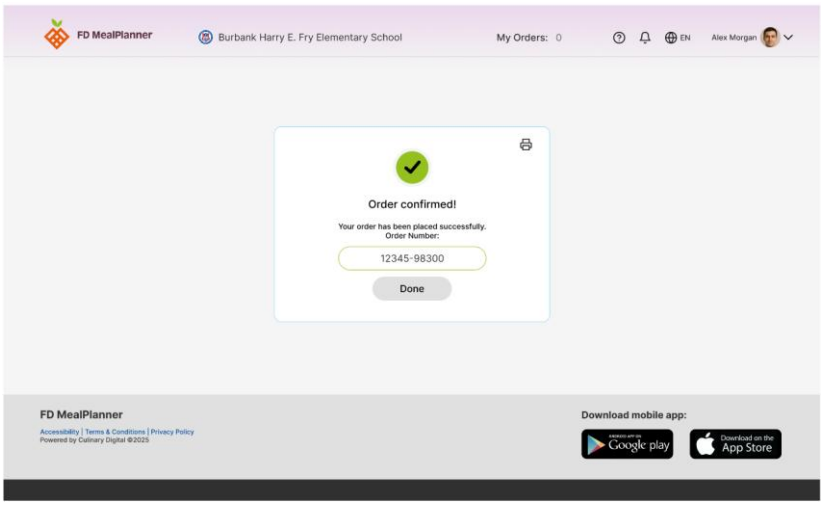
- **Billing information** – If payment is required, summary of payment method (may prepaid through school account, credit card, etc.)
- **"Place Order"** button – Click to finalize
- **"Back to Menu"** button – Return to make changes
- **"Cancel Order"** button – Abandon the checkout and return to the calendar

How to Complete Checkout:

1. Review all items in your order to ensure accuracy
2. Verify the dates and meal periods are correct
3. Add any special instructions if needed
4. Review the total amount (for paid orders)
5. Confirm your billing information
6. Click on **"Place Order"** to proceed

Once you click "Place Order," your order will be submitted and cannot be edited directly from this screen. If you need to make changes, you need to go to My orders and edit the order.

Step 18: Order Confirmation Popup



What You'll See:

Immediately after clicking "Place Order," a confirmation popup appears confirming that your order was successfully placed. This popup displays:

Confirmation Details:

- **"Order Confirmed" message** – Prominent confirmation that your order went through
- **Order number or reference ID** – A unique identifier for your order
- **Confirmation email notice** – Confirmation sent to your email address

Action Buttons:

- **"Print"** – Print the Order Confirmation
- **"Done"** – Dismiss the popup and return to the main calendar view

What Happens Next:

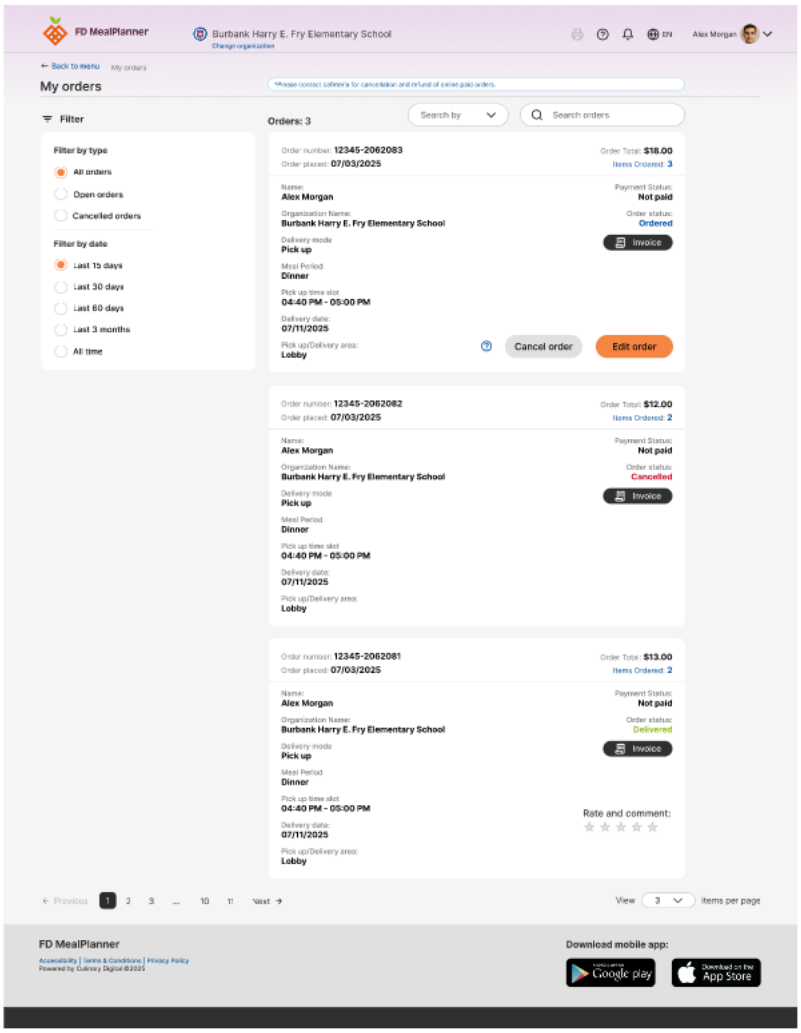
1. You will receive a confirmation email at the address associated with your account
2. Your order will appear in the **My Orders** section

3. Cafeteria staff will prepare your meal according to the scheduled date and time
4. Collect your meal at the designated pickup location during the specified time window

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8. Viewing Past Orders

Step 19: My Orders



What You'll See:

The My Orders screen shows all your current and past orders. This page displays:

Order List:

- **Order number** – Unique identifier for each order
- **Order date** – When the order was placed

- **Scheduled date** – When the meal is scheduled
- **Status** – Current status of the order (Pending, Confirmed, Preparing, Ready, Completed, Cancelled)
- **Items** – What you ordered
- **Total amount** – Cost of the order

Filters:

- **Status filter** – Show orders by status (Pending, Completed, Cancelled)
- **Day's range filter** – Filter by when orders were placed or scheduled
- **Search** – Search for specific orders by order number, meal period, profile name or organization name

Actions Available:

- **Invoice** – Click on any order to see full details
- **Edit** – Orders can be edited if still within the modification window
- **Cancel** – Cancel orders that have not yet been prepared

How to Use My Orders:

1. Access **My Orders** from the navigation panel
2. Review your order list to see current and past orders
3. To view full details of any order, click on the "**Invoice**" button
4. If you want to modify a order, click "**Edit**" (if available)
5. If you want to cancel an order, click "**Cancel**" (if permitted)

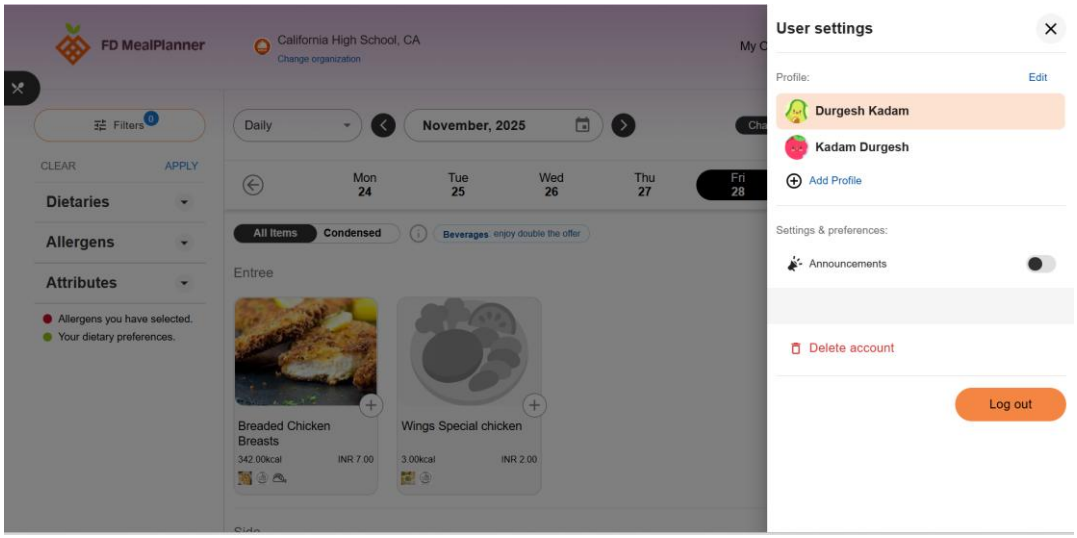
Important Notes:

- **Pending orders** may be editable or cancelable depending on the time until the scheduled date
- **Completed orders** cannot be edited or cancelled but are retained for reference
- **Cancelled orders** are kept in your history but marked as cancelled
- Contact support if you need help with an order that cannot be modified through this interface

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9. Account Settings

Step 20: User Settings



What You'll See:

The User Settings page allows you to manage your account preferences and personal information. This page contains:

Personal Information

Preferences Section:

- **Preferred organization/location** – If you have access to multiple locations, set your default
- **Language preference** – Select your preferred language interface (if available)

Dietary and Allergy Information Section:

- **Dietary restrictions** – Update or add dietary preferences (Vegetarian, Vegan, Gluten-Free, etc.)
- **Allergies** – List any food allergies (critical for safety)
- **Preferences** – Other preferences related to food (no nuts, no seafood, etc.)

Account Actions:

- **Logout** – Click to securely sign out of your account
- **Delete Account** – Permanently close your account (use with caution)

How to Update Your Settings:

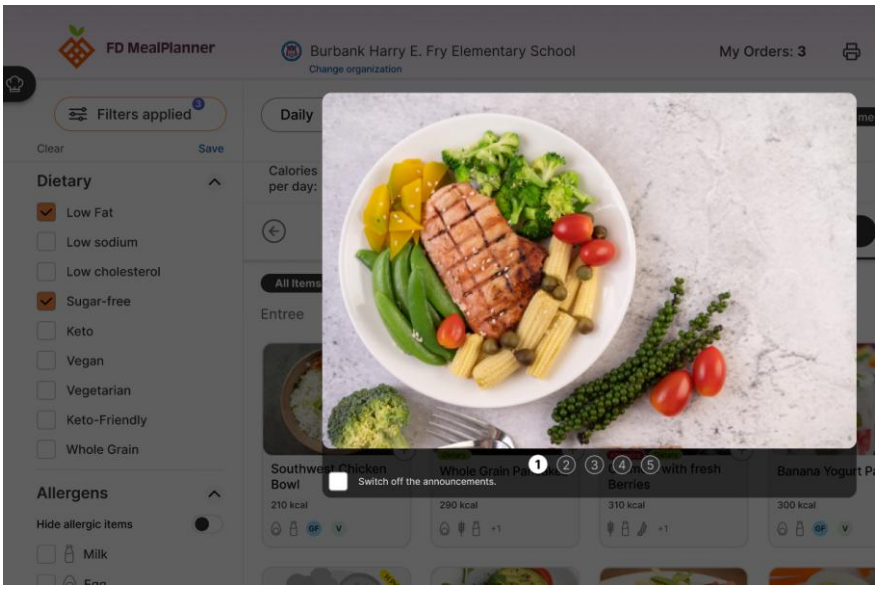
1. Access **User Settings** from the navigation panel
2. Review each section and update any information you want to change

Update your allergy and dietary restrictions immediately upon creating your account – this ensures menu item recommendations and safety warnings are accurate.

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10. Advanced Features

Step 21: Announcement/Splash Screen



What You'll See:

The announcement or splash screen displays important system-wide messages or organizational announcements. This screen may appear:

- When you first log in
- At specific times or events (e.g., holiday announcements, system maintenance notices)
- When you navigate to the home page

Information Displayed:

- **Announcement headline** – The main message or title
- **Announcement body** – Detailed information about the announcement
- **Image or graphic** – Visual element supporting the message (promotional image, icon, etc.)

- **Call-to-action button** (if applicable) – Button to take a specific action related to the announcement
- "**Dismiss**" or "**Close**" button – Click to close the announcement and proceed to the application

Announcements are important – read them carefully as they often contain critical information about menu changes, closures, or special opportunities.

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