

Last Update Status: Updated April 2016

1. Overview

See Purpose

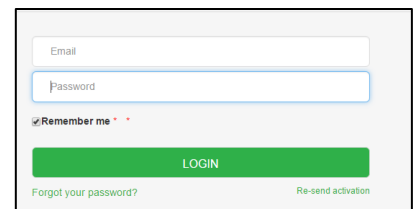
2. Purpose

The purpose of this document is to outline how to place a meal order via your OOC Account.

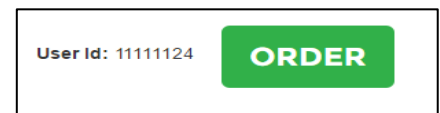
3. Scope

This document is to assist users with placing meal order online. Should you experience any difficulties please contact Our Online Canteen directly.

1. Login to your account at www.ouronlinecanteen.com.au



2. Select ORDER in the top right hand side of the page

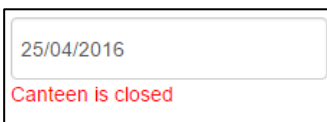


3. The ordering page will appear – containing Steps 1, 2, 3 & 4

Step 1 – Use the drop down option to select your child. *Please note only one child's meal can be ordered at a time.*

Please read the Canteen Notes in Step 1

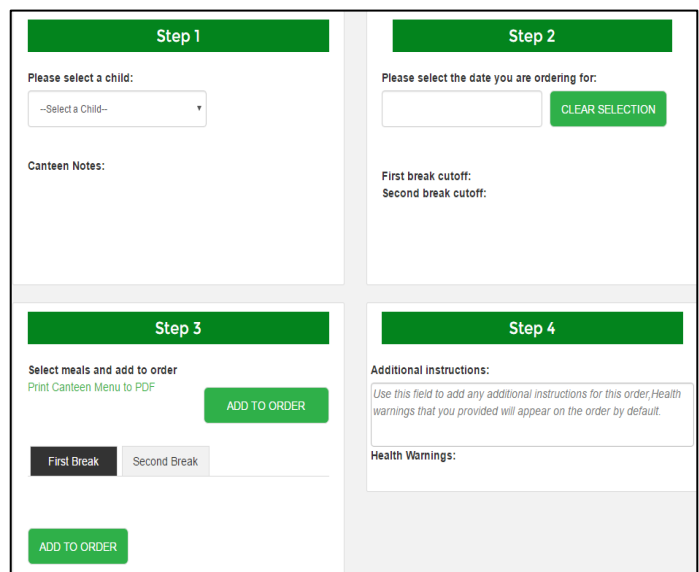
Step 2 – Select the required date by clicking on the date box. Please note any error messages associated with the selected days date.



Step 3 – Menu items will appear. Click on the + to expand the menu categories. Tick the required items and adjust the quantities accordingly.



Select **ADD TO ORDER** once finished.



Step 4

Confirm your order [PAY & PLACE ORDER](#)

Current Second Break Order Items

Beef Burger X 1 = \$4.00	X
Total: \$4.00	

Bookmark Order :

[FAVOURITE ORDER](#)

Voucher number:

[VALIDATE VOUCHER](#)

Please note voucher amount needs to be used for a full amount.
money left after the purchase will be waived

Additional instructions:

Use this field to add any additional instructions for this order, Health warnings that you provided will appear on the order by default.

Step 4 – Please thoroughly review your order. Please add any additional instructions if required. Select **PAY & PLACE ORDER**.

Once your order is processed an order confirmation will appear with your Order ID Number and the order will also be listed in your ACTIVE ORDERS.

Order Confirmation

Thank You!

Your first break order id is:
3064561

If you need to make changes or cancel your order please go to [Active Orders](#)

NEW ORDER
MAIN MENU