## LINQ

## Parent Release Notes

### LINQ ONLINE ORDERING—AUGUST 2020

This document describes enhancements currently in place for Online Ordering.

### LINQ Online Ordering

EMS LINQ, Inc. 2528 INDEPENDENCE BLVD., STE. 200 | WILMINGTON, NC 28412

### Main Features

- NEW! Parents must Create an Account for their students to begin the Online Ordering process.
  - Go to <u>onlineordering.linq.com</u>.
  - Click the **SIGN UP NOW** link on the homepage to create an account.

LINQ
Sign In With Your Sign In Name
FORGOT YOUR PASSWORD?
SIGN IN
DON'T HAVE AN ACCOUNT? SIGN UP NOW

• Verify your email address.

	linq		
Signup for Meal Ordering			
Verification is necessary. Please click Send button.			
	SEND VERIFICATION CODE		
First Name			
Last Name			
Confirm New Password			
	CANCEL		

- o Input your email address in the **Email** field.
- Click the SEND VERIFICATION CODE button.
- Go to your email inbox and look for an email from *Microsoft on behalf of onlineordering.linq.com*. The email may take a few minutes to appear in your inbox.
  - If you still do see not the email, check your spam folder.
  - If you do not receive an email, you can click the SEND NEW CODE button on the Signup form.
- Once you have the verification code, enter the code into the Verification Code field.
- Click Verify Code.
- Enter your **First Name, Last Name, New Password** and **Confirm New Password** in the appropriate fields.
  - Password requirements:
    - Must be between 8-16 characters and,
    - Contain (3) three out of (4) four of the following: lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols @#\$%^^&\*\_-+=[]{}\:',?/`~"();.
- Click Create.

#### • NEW! Students can be added to created accounts!

Welcome Annie			
MARY DAUGHERTY		MORGAN WALLEN 10 51 100	BRENDA WALSH HORISMUT
MEALS BALANCE (as of Aug 03 1:22 am) <b>524.12</b> BREAKTAST ORDERED (Aug 10 - Aug 14)	MEALS BALANCE (as of Aug 13 8:34 pm) 50.00 BREAKFAST ORDERED (Aug 10 - Aug 14)	MEALS BALANCE (as of Aug 13 8:34 pm) 50.75 BREAKFAST ORDERED (Aug 10 - Aug 14)	MEALS BALANCE (as of Aug 03 1:22 am) <b>\$77,74</b> BREAKFAST ORDERED (Aug 10 - Aug 14)
BRLANNEST ORDINED (Aug 10 - Aug 14) LUNCH ORDERED (Aug 10 - Aug 14)	INRAAAAA OHDAHAD (Aug 10 - Aug 14)	BRLANDAST ORDINALD (Aug 10 - Aug 14)	INELAKAASI O KODALD (Jug 10 - Aug 14)
ADD BALANCE ORDER MEALS	ADD BALANCE ORDER MEALS	ADD BALANCE ORDER MEALS	ADD BALANCE ORDER MEALS
A00 A CHILD			

To add a student to an account:

• Click the **Add a Child** button.

• Select your **School District** from the dropdown list.

ADD A STUDENT	
Input your child's unique Student ID Number to add your child to your account. This number can be found on your child's schedule or report card. If you are unable to obtain this number please contact your School District.	•
School District	
Meals Plus Demo	*
Student ID	
123456789	
Last Name Smith	
ADD	
CANCEL	

- Enter their **Student ID.** 
  - Unsure of their Student ID? Your district should be able to provide your Student IDs.
- Enter the student's Last Name.
  - The last name must match the school record exactly.
  - Your district should be able to assist in verifying the student's last names match.

### Other Features Students

#### Student Cards

#### **Order Meals**

- Click Order Meals on a student card.
- Select your entrée choice <u>for each day</u> that you would like to order a meal.
  - You can view **Ingredient and Nutrition Information** on a pop-up.

LINQ Online Ordering	or \$2412			Co /a	K
	e: \$z4.1z		Br	WAST ENTREE eakfast Burito	
10 Mon	11 Tue	12 Wed	\$0.0 Egg.	00 Cheese, and bacon wrapped in a warm tortilla ready to go!	
		ENTREES	View	v Ingredients	
Breakfast Burito	Pancake on Stick	Breakfast Burto		v Nutritional Information	
\$0.00	\$0.00	\$0.00	\$0 FRUIT		
			_	IXEO FRUIT	
			MLK	ILK, WHITE, 1%) (NONE)	
	Apple Slices \$0.00				
				ADD TO ORDER	

 If a parent starts an order but does not complete the order, the order <u>will</u> <u>not</u> be deleted when they close the browser or log out. The order will remain in the cart until they complete the order or clear the cart by selecting another student.



- Select one option from each Category to complete your meal and Add to Cart.
  - You cannot add to an order until you have selected an option <u>from each</u> <u>Category</u>.
  - You can only order one meal per student per day.
    - Select a **Pickup Location** for each meal.
- When you have completed adding all the weekly meals to your cart, click the **Cart** icon in the upper right-hand corner.
  - You have the option to **Delete** an order here.
- When your cart is complete, click **Check Out.**
- Select a Pickup Location for each meal that you ordered.
  - **Pickup Locations** indicate where either you or your student will pick up their meal to be brought home, *or* where the meal will be delivered to your student on the **school site**. *Example: if your student(s) is partaking in classroom learning and your school site is feeding in the classroom*, *select Classroom for the Pickup Location*.
- Once you have selected a **Pickup Location** for every meal, click **Place Order**.
  - o An Order Confirmation page will open.
    - Please note that while the price for each meal and the order total display on the Order Confirmation page, your student(s) will not be charged for the meal until the meal is served. Therefore, the meal balance will not be updated until the meal is served, and then the data will be updated in the nightly data import.
  - You will also receive an **Order Confirmation** via email.

#### Add to Balance

- Click Add to Balance from the Student Card or Order Confirmation page.
  - You will be directed to the login page of your district's payment center/website.
  - $\circ$   $\;$  Follow your normal process to add funds to your student's meal account.
- Any updates to the meal account will be reflect on **LINQ Online Ordering** when your district updates their data (typically nightly).