System Setup Checklist

The following are the steps required to setup the application for your school

1. Edit school profile to manage general parameters for school
   - Contact information
   - Color scheme and background image
   - School Access Code
   - Class information display controls
   - Other options

2. Setup school staff
   - Staff categories (optional)
   - Teachers, co-teachers, principal, vice principal and other staff

3. Define classes
   - Class programs (optional)
   - Grade, division or class number and teachers in the class

4. Optionally define set of allergens for student registrations

5. Enter suppliers
   - Contact information
   - Order notes

6. Enter supplier products

7. Define a hot lunch schedule (ie. Winter 2009)
   - Ordering dates and hot lunch dates

8. Define a menu for each hot lunch date in the schedule
   - Menu items and supplier products
   - Item prices for on-line and paper orders