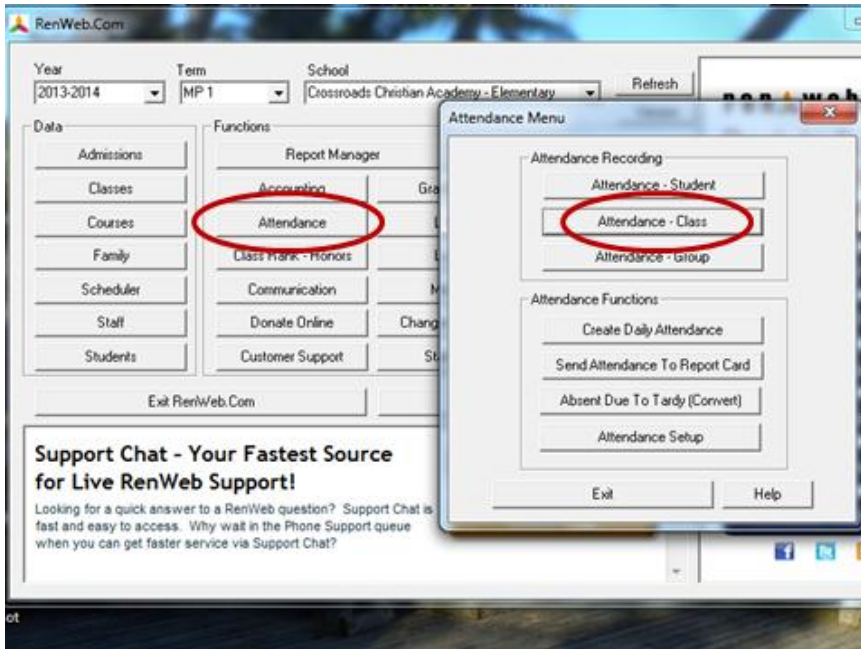
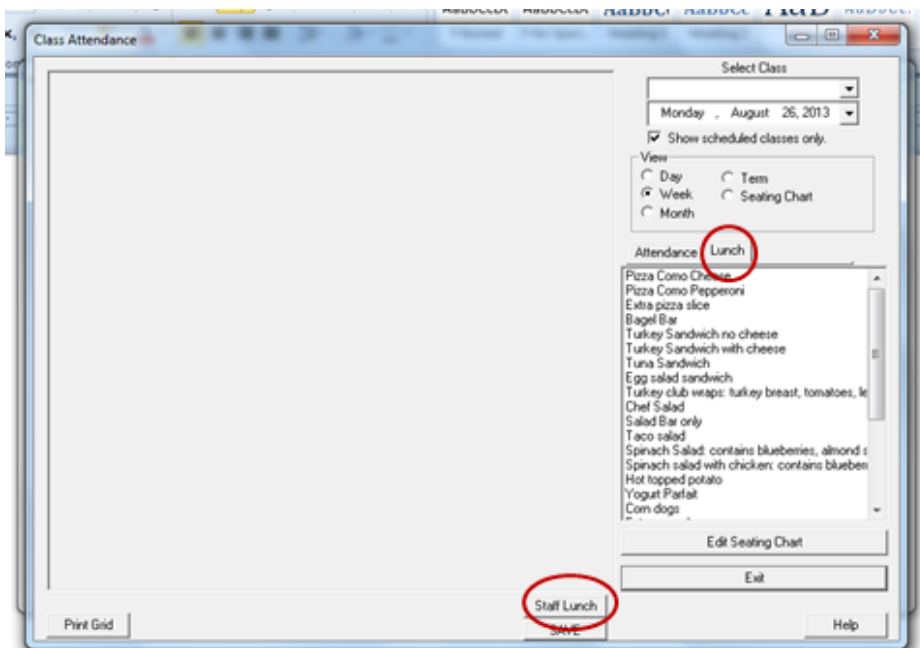


Lunch Ordering: Instructions for Faculty and Staff Ordering

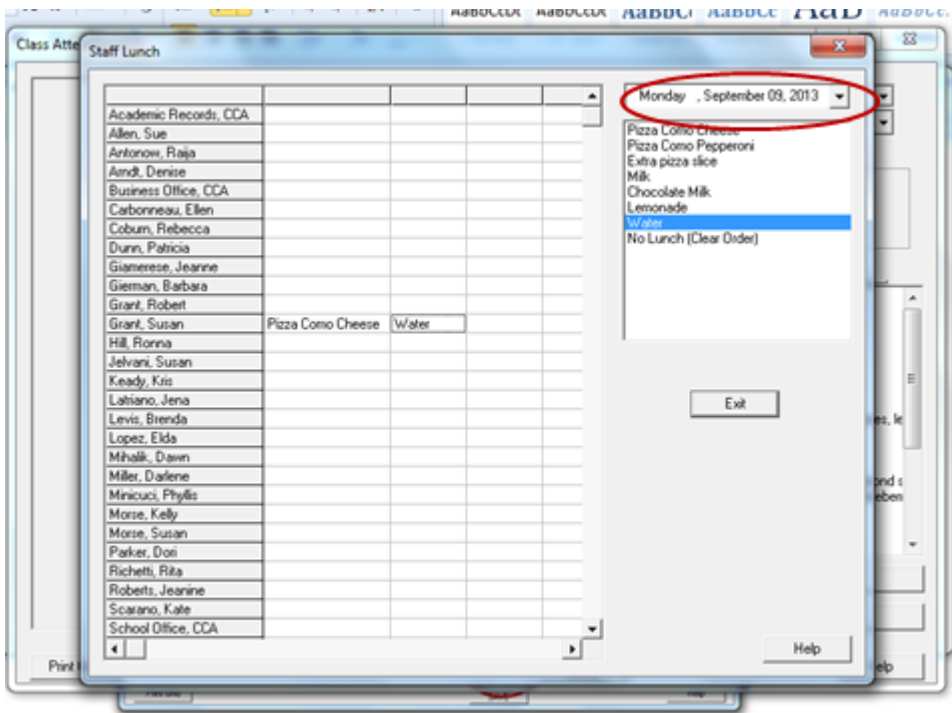
1. Log into Renweb
2. From the Functions Menu, select Attendance
3. From the Attendance Recording Menu, Select Attendance – Class



4. From the tabs on the right reading “Attendance” and “Lunch,” select Lunch – food choices appear
5. At bottom of screen, select Staff Lunch



6. A new screen opens with menu items on right and staff list on left.
7. Click the down arrow beside the date in the top right window and select the date for which you would like to order so that it shows in the window (see illustration below)
8. Menu for that day appears below date.
9. Click on desired menu item
10. Click on the cell to the right of your name. Menu item appears. If incorrect, click again and it will disappear. Or, in box with menu choices, click “no lunch (clear order)” then click on the cell next to your name that you want to delete and it should disappear.
11. If you wish to order another item, click on it in the menu selection box and then click in the empty cell to the right of your name. Continue until you are finished ordering for that day.



12. If you wish to order for another day, select a new date from the date box and repeat the ordering process.
13. When you have finished ordering, select “Exit” which will take you back to the previous screen. Click “SAVE” to record your order, sending it for processing and entering the charges on your Family Register accounting page.
14. Pay for your lunch!