Cypad

Meal Manager – getting started

Create an account

To get started with Meal Manager you will need to create an account using the registration code provided by ParentPay. When you have confirmed your account, you will get an email from Cypad with an 'Activate' link that taking you to the Meal Manager Desktop. From here you can access the modules:

- Menus

- Meals

- Reporting

- Settings
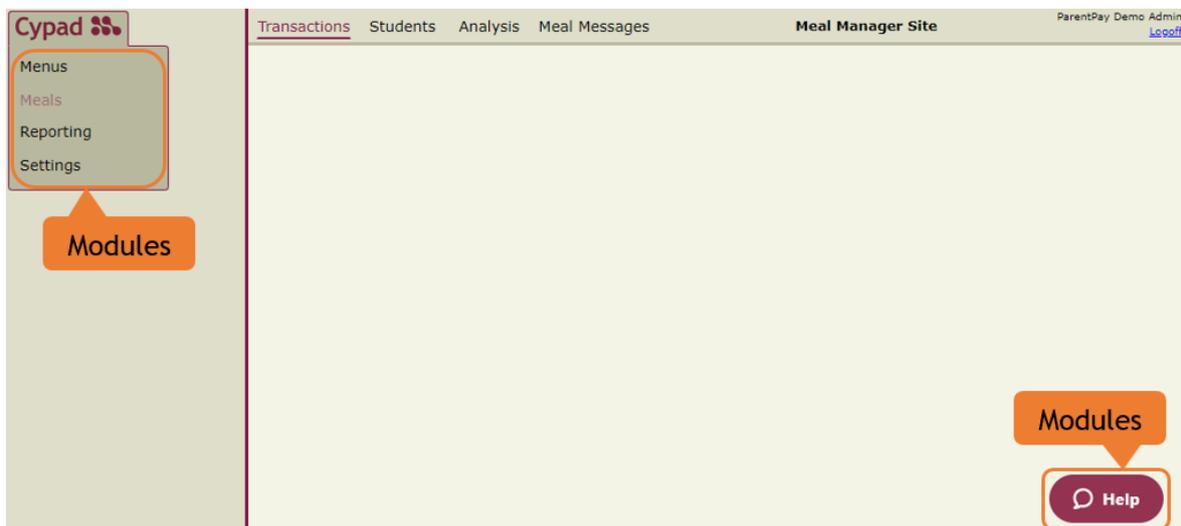
Set up your Desktop

When you have confirmed your account we will also activate your tablet and send it to you. This may take up to five working days. We recommend you use this time to add the school account details to the Desktop.

- Enter your school address, contact details and roll numbers, set meal prices and debt limits, and create brief meal messages for the school whiteboard

- Create your menus and theme days (such as 'Christmas' and 'Easter') and add them to the menu calendar

- Add student details, including food allergies and dietary requirements, and parent payment details

Navigate the Desktop

To make your way around the Desktop you will typically follow these steps:

1. Launch the application and login using your name and password
2. Select a module from the Explorer pane
3. Select the data you want from the Explorer pane
4. Search for an item
5. Select an item, choose a toolbar item or enter data
6. Click an item to open a window to enter details
7. Review or edit the information and save it
8. Analyse results
9. Produce printed reports
10. Export results to Excel