



**FD MealPlanner**

# **USER GUIDE**



This user guide will help you set up and start with our new FD Mealplanner web and mobile app. See our instructions below.

**WEB-BASED PLATFORM:**

Type [www.fdmealplanner.com](http://www.fdmealplanner.com) in your computer's browser.

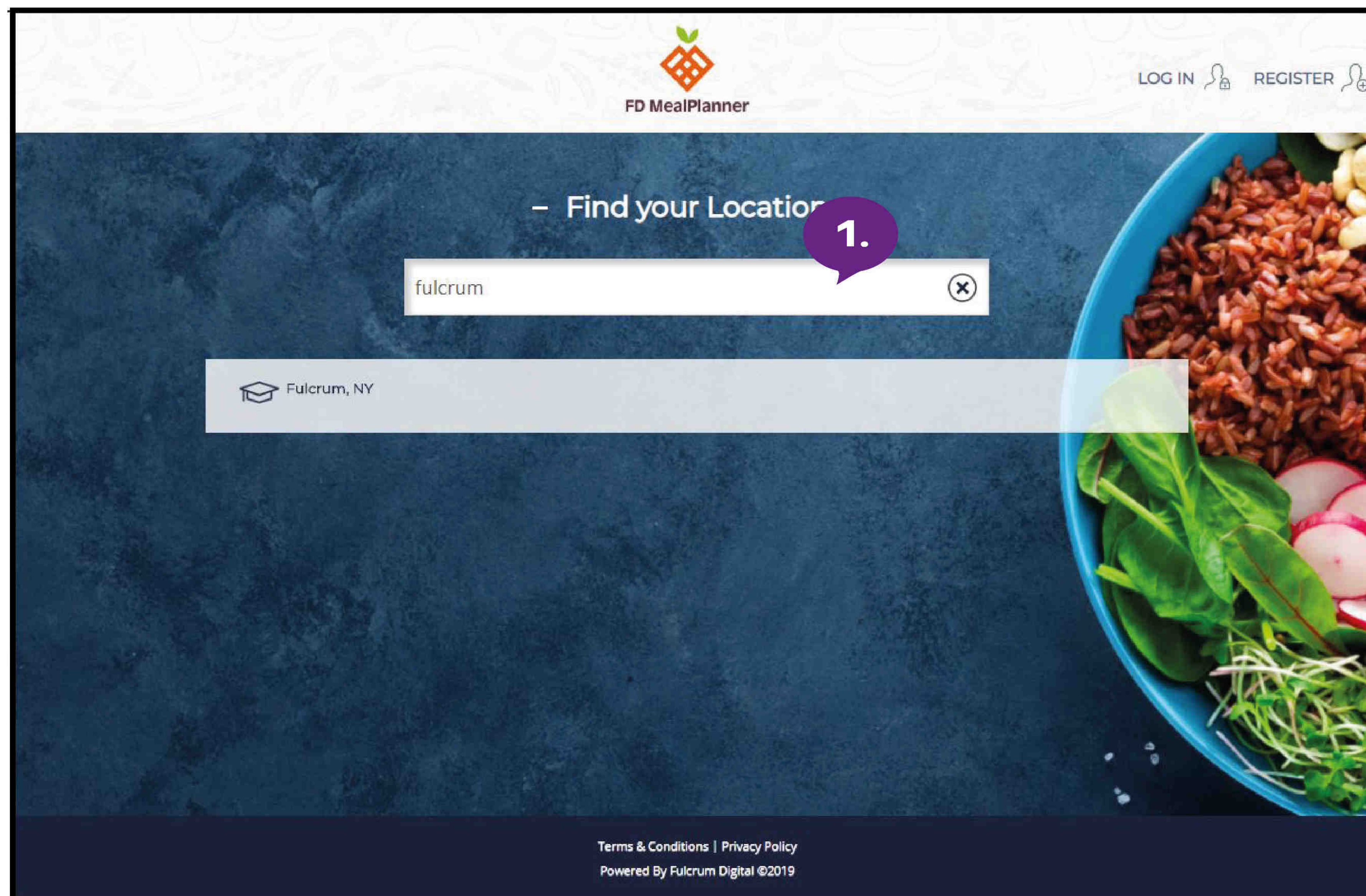
**MOBILE PLATFORM:**

Mobile users must download the free “FD MealPlanner” app.  
(IOS devices use the app store and Android devices the Google Play Store).

\*No user name or login is required for either platform to view data and menus, however if you want to save data or preferences you will need to create a username and password.

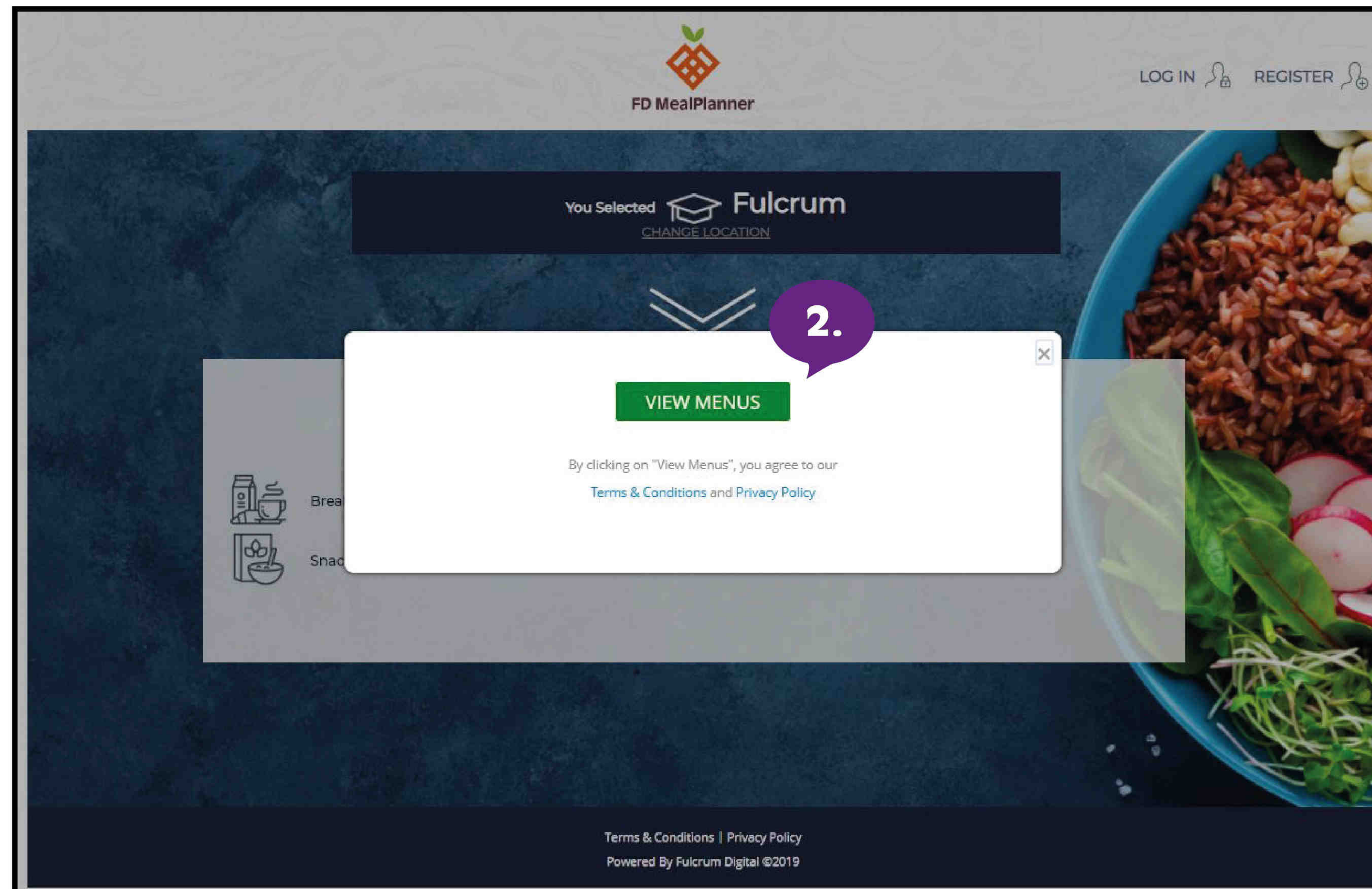


1. In the search bar, under FIND YOUR LOCATION type your cafeteria name and click on the search icon. All matching locations will appear.



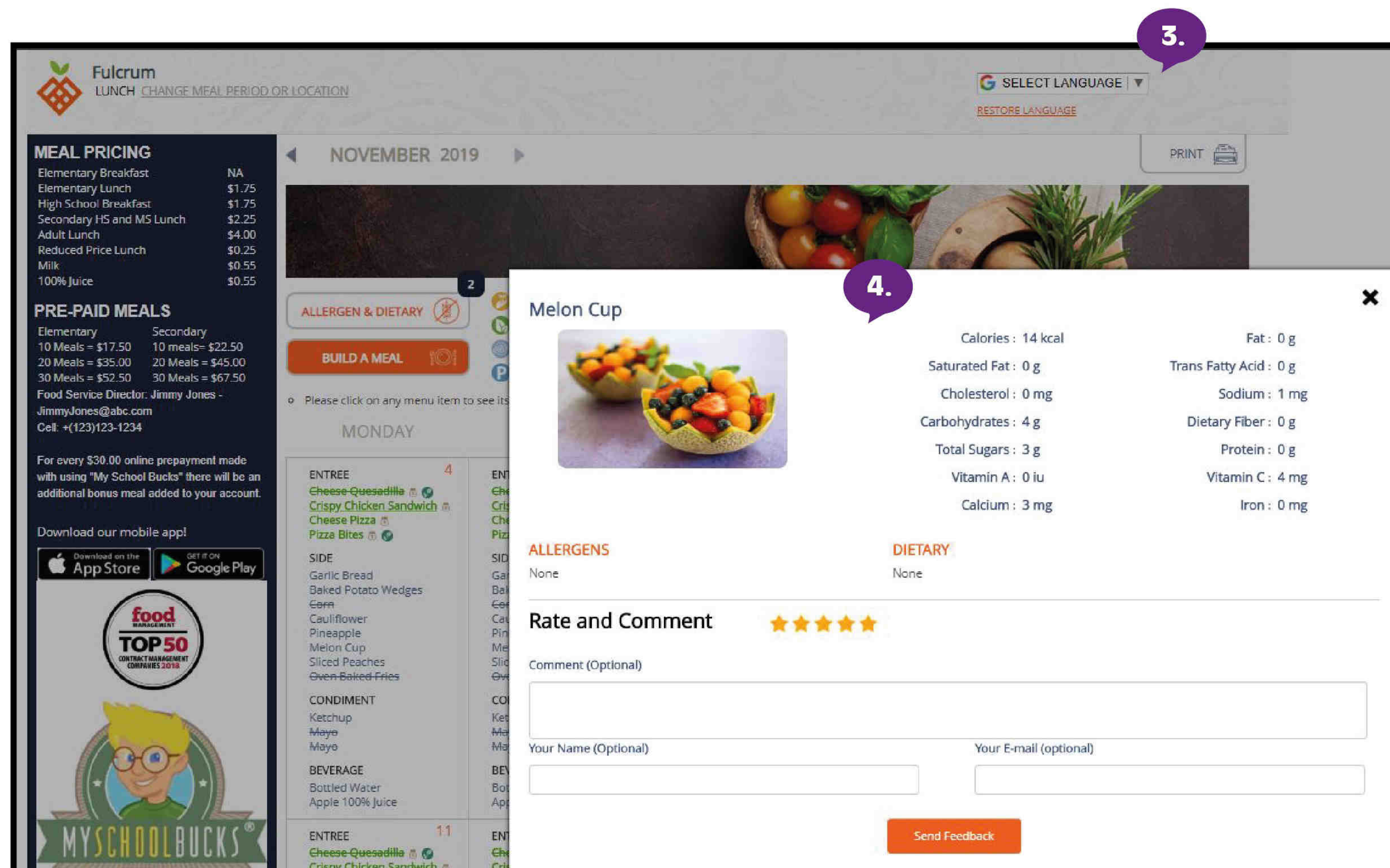


2. Select the appropriate location, then select the meal period (Breakfast, Lunch, Dinner or Snack). A pop-up window will appear that says VIEW MENU, which is the terms and conditions agreement for viewing menus. Click the green view menu button to proceed. The menu belonging to the cafe and the meal period selected will now appear.





3. The default language is English. However, you can select another language to translate the menu from the top right corner.
4. To view nutritional or allergen information, simply click on any menu item. You can also rate the meal, leave comments or save the meal in your preferences (user login and password required for saving data.)



The screenshot displays the Fulcrum FD MealPlanner interface. On the left, there is a sidebar with 'MEAL PRICING' and 'PRE-PAID MEALS' sections. The main content area shows a menu for 'NOVEMBER 2019' with a 'BUILD A MEAL' button. A modal window is open for the 'Melon Cup' item, showing its image, nutritional information, allergens, and a 'Rate and Comment' section. Callout 3 points to the 'SELECT LANGUAGE' dropdown in the top right corner. Callout 4 points to the 'Melon Cup' menu item in the main menu.

**MEAL PRICING**

Elementary Breakfast	NA
Elementary Lunch	\$1.75
High School Breakfast	\$1.75
Secondary HS and MS Lunch	\$2.25
Adult Lunch	\$4.00
Reduced Price Lunch	\$0.25
Milk	\$0.55
100% Juice	\$0.55

**PRE-PAID MEALS**

Elementary	Secondary
10 Meals = \$17.50	10 meals = \$22.50
20 Meals = \$35.00	20 Meals = \$45.00
30 Meals = \$52.50	30 Meals = \$67.50

Food Service Director: Jimmy Jones -  
JimmyJones@abc.com  
Cell: +(123)123-1234

For every \$30.00 online prepayment made with using "My School Bucks" there will be an additional bonus meal added to your account.

Download our mobile app!

Download on the App Store | GET IT ON Google Play

**food MANAGEMENT TOP 50 CONTRACT MANAGEMENT COMPANIES 2018**

**MYSCHOOLBUCKS**

**Melion Cup**

Calories : 14 kcal  
Saturated Fat : 0 g  
Cholesterol : 0 mg  
Carbohydrates : 4 g  
Total Sugars : 3 g  
Vitamin A : 0 iu  
Calcium : 3 mg

Fat : 0 g  
Trans Fatty Acid : 0 g  
Sodium : 1 mg  
Dietary Fiber : 0 g  
Protein : 0 g  
Vitamin C : 4 mg  
Iron : 0 mg

**ALLERGENS**  
None

**DIETARY**  
None

**Rate and Comment** ★★★★★

Comment (Optional)

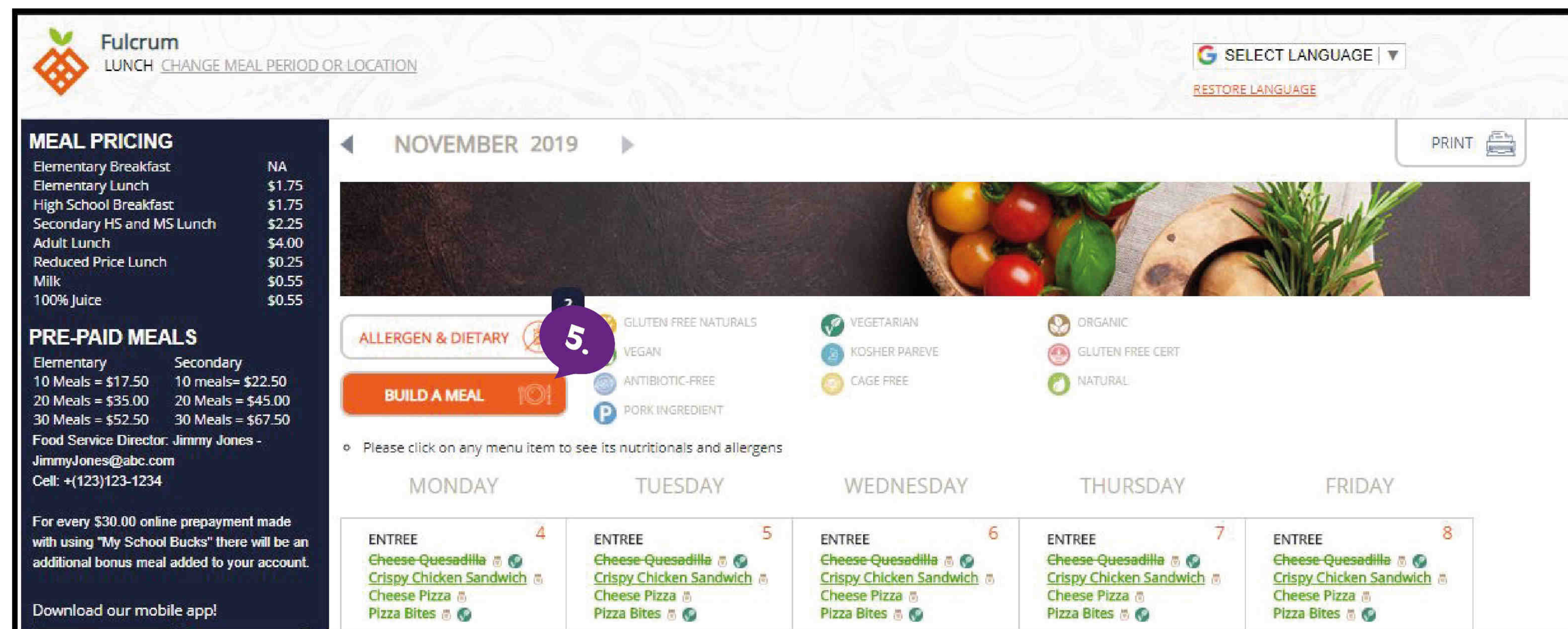
Your Name (Optional)

Your E-mail (optional)

Send Feedback



- 5.** In addition to seeing one menu item, you can build a meal to see what an entire day's menu looks like. Click the orange BUILD A MEAL button on the upper left side of the menu. Select a day from the date box. When the menu items appear in the list format for the day selected, you can click the checkbox next to any menu item and the nutritional data and allergens will appear to the right. If you continue selecting multiple items that data will add up so you can see the total as a cumulative for the meal you have built. You can also click on the menu items directly to view the ingredient statement information.



**Fulcrum**  
LUNCH [CHANGE MEAL PERIOD OR LOCATION](#)

SELECT LANGUAGE | [RESTORE LANGUAGE](#)

NOVEMBER 2019

PRINT

**MEAL PRICING**

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**ALLERGEN & DIETARY**

**BUILD A MEAL**

GLUTEN FREE NATURAL  
VEGAN  
ANTIBIOTIC-FREE  
PORK INGREDIENT

VEGETARIAN  
KOSHER PAREVE  
CAGE FREE

ORGANIC  
GLUTEN FREE CERT  
NATURAL

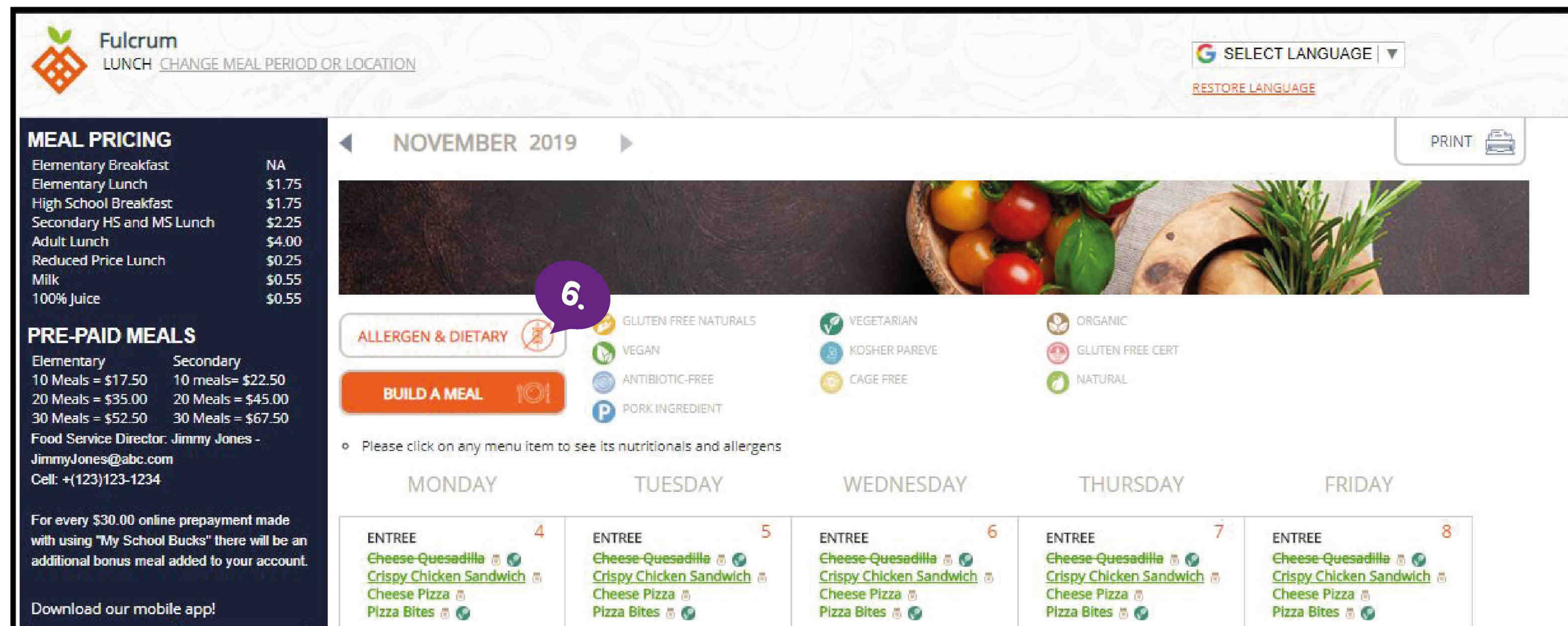
Please click on any menu item to see its nutritional and allergens

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>ENTREE</b> 4 <a href="#">Cheese Quesadilla</a> <a href="#">Crispy Chicken Sandwich</a> <a href="#">Cheese Pizza</a> <a href="#">Pizza Bites</a>	<b>ENTREE</b> 5 <a href="#">Cheese Quesadilla</a> <a href="#">Crispy Chicken Sandwich</a> <a href="#">Cheese Pizza</a> <a href="#">Pizza Bites</a>	<b>ENTREE</b> 6 <a href="#">Cheese Quesadilla</a> <a href="#">Crispy Chicken Sandwich</a> <a href="#">Cheese Pizza</a> <a href="#">Pizza Bites</a>	<b>ENTREE</b> 7 <a href="#">Cheese Quesadilla</a> <a href="#">Crispy Chicken Sandwich</a> <a href="#">Cheese Pizza</a> <a href="#">Pizza Bites</a>	<b>ENTREE</b> 8 <a href="#">Cheese Quesadilla</a> <a href="#">Crispy Chicken Sandwich</a> <a href="#">Cheese Pizza</a> <a href="#">Pizza Bites</a>




- 6.** To search for menu items that eliminate specific allergens or to use dietary preferences, use the allergen & dietary button. Items containing selected allergens will be struck through and ones with chosen dietary preferences will be highlighted. Once checked off, close the window using the X in the upper right corner.

The left side panel shows meal pricing, contact person, links to pre- paid options and other information and resources.



The screenshot displays the Fulcrum Meal Planner interface. On the left, a sidebar contains 'MEAL PRICING' and 'PRE-PAID MEALS' information. The main area shows a calendar for November 2019. A purple callout bubble with the number '6' points to the 'ALLERGEN & DIETARY' button. Below this button is a 'BUILD A MEAL' button. To the right of these buttons are various dietary preference icons: GLUTEN FREE NATURAL, VEGAN, ANTIBIOTIC-FREE, PORK INGREDIENT, VEGETARIAN, KOSHER PAREVE, CAGE FREE, ORGANIC, GLUTEN FREE CERT, and NATURAL. The bottom of the screen shows a grid of menu items for Monday through Friday, including Cheese Quesadilla, Crispy Chicken Sandwich, Cheese Pizza, and Pizza Bites.

**Fulcrum**  
LUNCH [CHANGE MEAL PERIOD OR LOCATION](#)

[SELECT LANGUAGE](#)   
[RESTORE LANGUAGE](#)

**MEAL PRICING**

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Adult Lunch	\$4.00
Reduced Price Lunch	\$0.25
Milk	\$0.55
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Cell: +(123)123-1234

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[Download our mobile app!](#)





















**NOVEMBER 2019** [PRINT](#)

**ALLERGEN & DIETARY** 

**BUILD A MEAL** 

GLUTEN FREE NATURALs  
VEGETARIAN  
KOSHER PAREVE  
ANTIBIOTIC-FREE  
CAGE FREE  
ORGANIC  
GLUTEN FREE CERT  
NATURAL  
PORK INGREDIENT

Please click on any menu item to see its nutritional and allergens

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ENTREE <b>4</b> Cheese Quesadilla  Crispy Chicken Sandwich  Cheese Pizza  Pizza Bites 	ENTREE <b>5</b> Cheese Quesadilla  Crispy Chicken Sandwich  Cheese Pizza  Pizza Bites 	ENTREE <b>6</b> Cheese Quesadilla  Crispy Chicken Sandwich  Cheese Pizza  Pizza Bites 	ENTREE <b>7</b> Cheese Quesadilla  Crispy Chicken Sandwich  Cheese Pizza  Pizza Bites 	ENTREE <b>8</b> Cheese Quesadilla  Crispy Chicken Sandwich  Cheese Pizza  Pizza Bites 





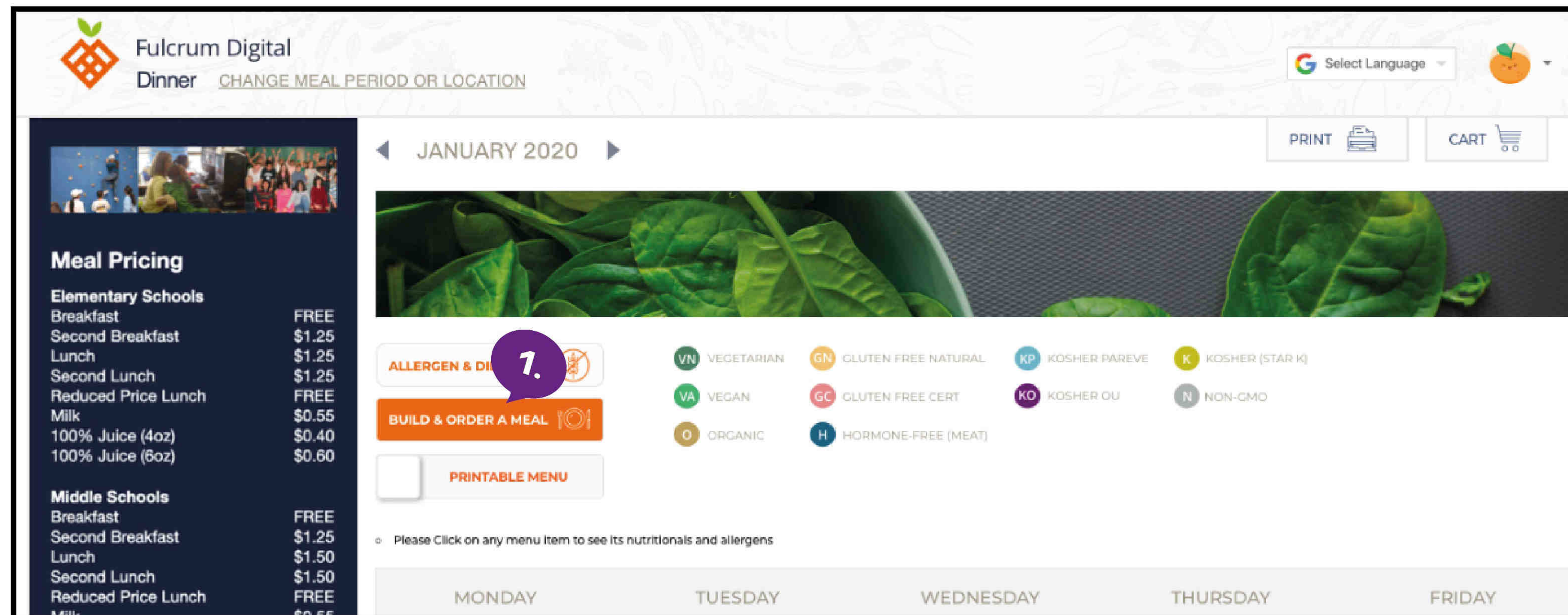
**FD MealPlanner**

**Online Ordering**



## 1. Build & Order a Meal – Build Your Meal

When available select the “Build & Order a Meal” button to begin the order customization and placement process.



**Fulcrum Digital**  
Dinner [CHANGE MEAL PERIOD OR LOCATION](#)

Select Language

PRINT

CART

◀ JANUARY 2020 ▶

**Meal Pricing**

Elementary Schools	Price
Breakfast	FREE
Second Breakfast	\$1.25
Lunch	\$1.25
Second Lunch	\$1.25
Reduced Price Lunch	FREE
Milk	\$0.55
100% Juice (4oz)	\$0.40
100% Juice (6oz)	\$0.60

Middle Schools	Price
Breakfast	FREE
Second Breakfast	\$1.25
Lunch	\$1.50
Second Lunch	\$1.50
Reduced Price Lunch	FREE

**ALLERGEN & DIETARY**

**BUILD & ORDER A MEAL**

**PRINTABLE MENU**

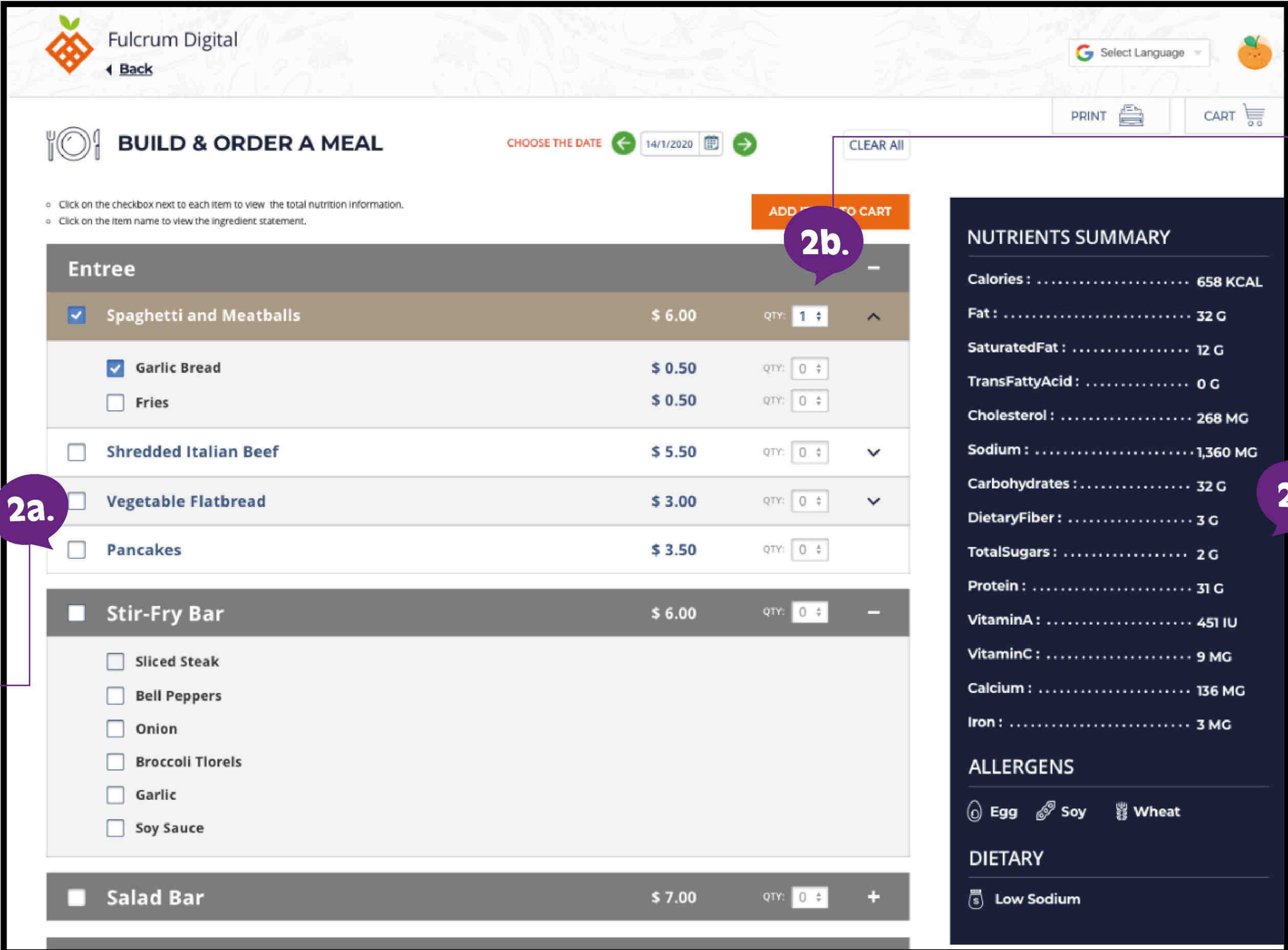
Please Click on any menu item to see its nutritional and allergens

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY



## 2. Build & Order a Meal – Build Your Meal

Once selected build a meal consisting of Food Bars, Entrees, Beverages, Condiments etc.



The screenshot shows the 'BUILD & ORDER A MEAL' interface. At the top, there's a header with the Fulcrum Digital logo, a 'Back' button, a date selector (14/1/2020), a 'CLEAR ALL' button, and a 'CART' button. Below the header, there are instructions: 'Click on the checkbox next to each item to view the total nutrition information.' and 'Click on the item name to view the ingredient statement.' The main section is divided into 'Entree' and 'Stir-Fry Bar'. The 'Entree' section has a table with items: 'Spaghetti and Meatballs' (checked, \$6.00, QTY: 1), 'Garlic Bread' (checked, \$0.50, QTY: 0), 'Fries' (unchecked, \$0.50, QTY: 0), 'Shredded Italian Beef' (unchecked, \$5.50, QTY: 0), 'Vegetable Flatbread' (unchecked, \$3.00, QTY: 0), and 'Pancakes' (unchecked, \$3.50, QTY: 0). The 'Stir-Fry Bar' section has a table with items: 'Sliced Steak' (unchecked, \$6.00, QTY: 0), 'Bell Peppers' (unchecked), 'Onion' (unchecked), 'Broccoli Florets' (unchecked), 'Garlic' (unchecked), and 'Soy Sauce' (unchecked). A 'Salad Bar' section is at the bottom with a table showing 'Salad Bar' (unchecked, \$7.00, QTY: 0). On the right, there's a 'NUTRIENTS SUMMARY' section with a list of nutrients and their values: Calories (658 KCAL), Fat (32 G), SaturatedFat (12 G), TransFattyAcid (0 G), Cholesterol (268 MG), Sodium (1,360 MG), Carbohydrates (32 G), DietaryFiber (3 G), TotalSugars (2 G), Protein (31 G), VitaminA (451 IU), VitaminC (9 MG), Calcium (136 MG), and Iron (3 MG). Below this is an 'ALLERGENS' section with 'Egg', 'Soy', and 'Wheat' listed. At the bottom, there's a 'DIETARY' section with 'Low Sodium' listed. Annotations include: '2a.' pointing to the 'Add Custom Components' text; '2b.' pointing to the 'ADD TO CART' button; '2c.' pointing to the 'NUTRIENTS SUMMARY' section; and 'Adjust QTY' pointing to the 'QTY' column in the 'Entree' table.

**Add Custom Components**

**2a.**

**2b.**

**Adjust QTY**

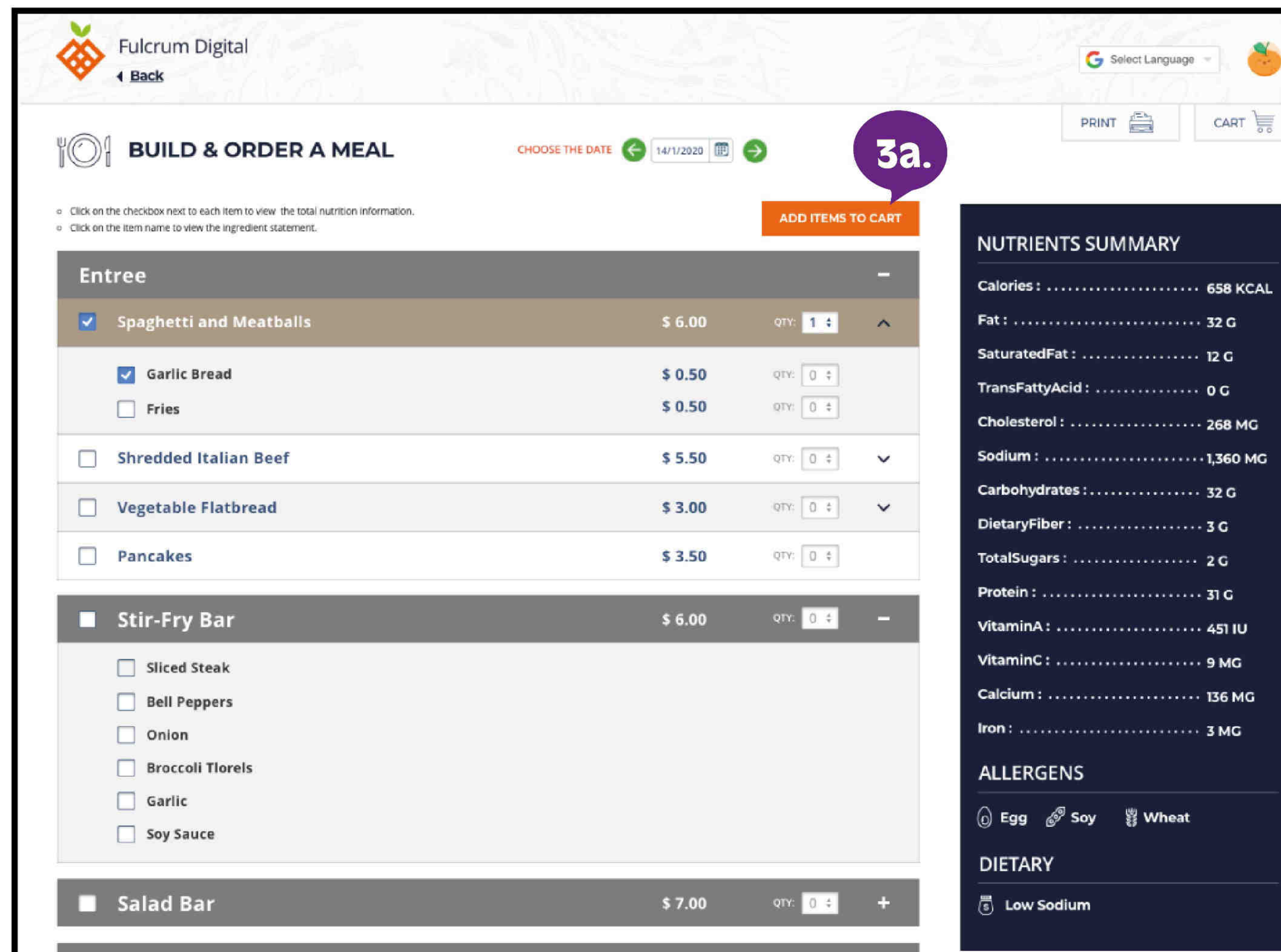
**2c.**



**View Diet/ Nutritional Totals**






## 3. Build & Order a Meal – Checkout

Once your meal is built select “Add Items To Cart” to proceed. After Previewing the cart select Checkout.



**Fulcrum Digital**  [Back](#) [Select Language](#) 

**BUILD & ORDER A MEAL** [CHOOSE THE DATE](#)  14/1/2020  [PRINT](#) [CART](#) 

Click on the checkbox next to each item to view the total nutrition information.  
Click on the item name to view the ingredient statement.

**Entree**

<input checked="" type="checkbox"/> Spaghetti and Meatballs	\$ 6.00	QTY: 1
<input checked="" type="checkbox"/> Garlic Bread	\$ 0.50	QTY: 0
<input type="checkbox"/> Fries	\$ 0.50	QTY: 0
<input type="checkbox"/> Shredded Italian Beef	\$ 5.50	QTY: 0
<input type="checkbox"/> Vegetable Flatbread	\$ 3.00	QTY: 0
<input type="checkbox"/> Pancakes	\$ 3.50	QTY: 0

**Stir-Fry Bar** \$ 6.00 QTY: 0




- ☐ Sliced Steak
- ☐ Bell Peppers
- ☐ Onion
- ☐ Broccoli Florets
- ☐ Garlic
- ☐ Soy Sauce

**Salad Bar** \$ 7.00 QTY: 0


**NUTRIENTS SUMMARY**

Calories : ..... 658 KCAL  
 Fat : ..... 32 G  
 SaturatedFat : ..... 12 G  
 TransFattyAcid : ..... 0 G  
 Cholesterol : ..... 268 MG  
 Sodium : ..... 1,360 MG  
 Carbohydrates : ..... 32 G  
 DietaryFiber : ..... 3 G  
 TotalSugars : ..... 2 G  
 Protein : ..... 31 G  
 VitaminA : ..... 451 IU  
 VitaminC : ..... 9 MG  
 Calcium : ..... 136 MG  
 Iron : ..... 3 MG

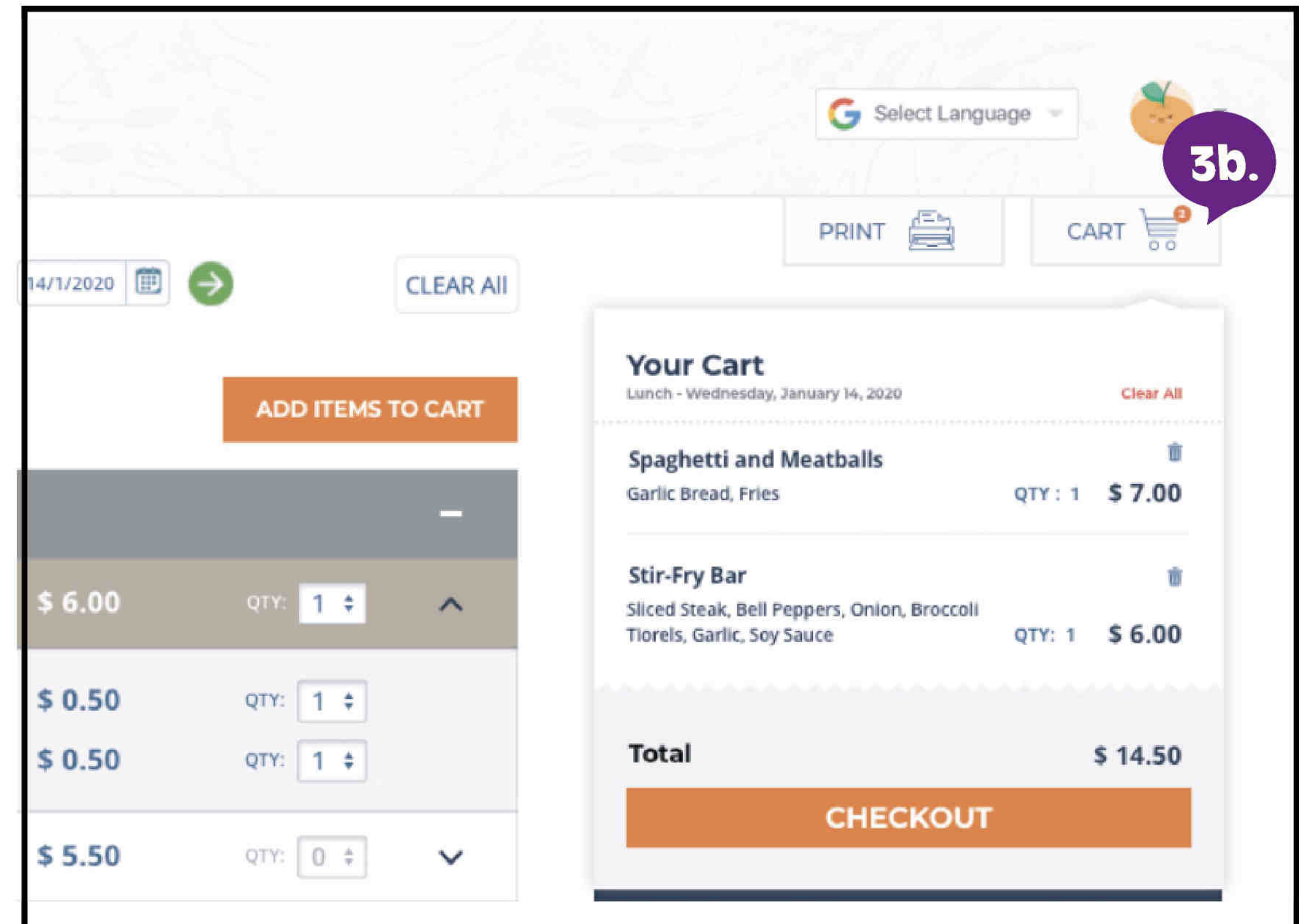
**ALLERGENS**


 Egg  Soy  Wheat


**DIETARY**



 Low Sodium

**3a.** [ADD ITEMS TO CART](#)



[Select Language](#) 

[PRINT](#) [CART](#) 

[14/1/2020](#)   [CLEAR ALL](#)

[ADD ITEMS TO CART](#)

**Your Cart**  
Lunch - Wednesday, January 14, 2020 [Clear All](#)

<b>Spaghetti and Meatballs</b> Garlic Bread, Fries	QTY: 1	\$ 7.00
<b>Stir-Fry Bar</b> Sliced Steak, Bell Peppers, Onion, Broccoli Florets, Garlic, Soy Sauce	QTY: 1	\$ 6.00
<b>Total</b>		\$ 14.50

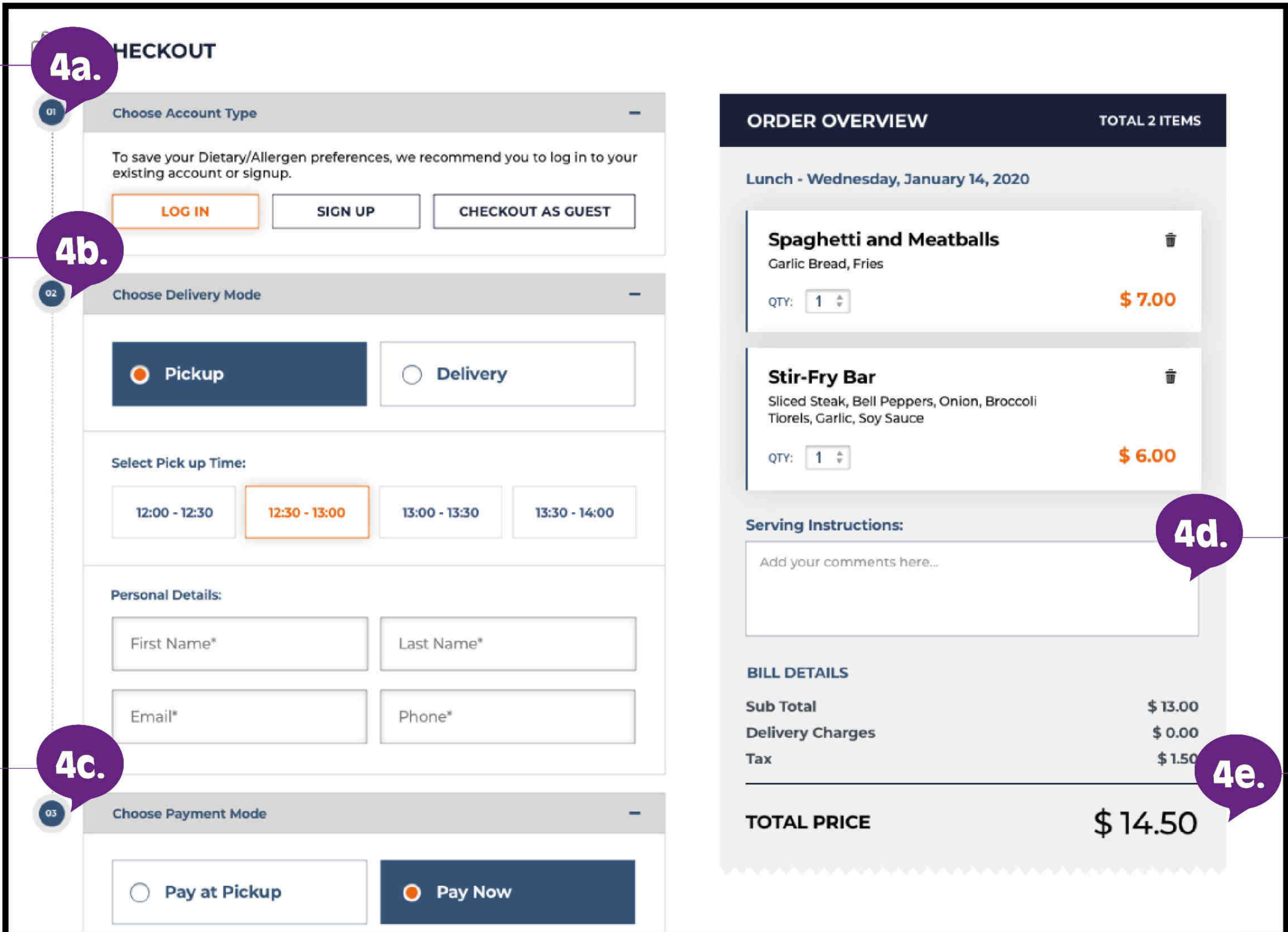
[CHECKOUT](#)

**3b.**



## 4. Build & Order a Meal – Checkout

Via the checkout page follow the appropriate steps including selecting Account Type (Guest/Login), Delivery Mode (Pickup/Delivery), Payment Mode (Pay at Pickup/Pay Now). Ensure all mandatory fields are completed.



The screenshot shows the checkout process with the following sections and annotations:

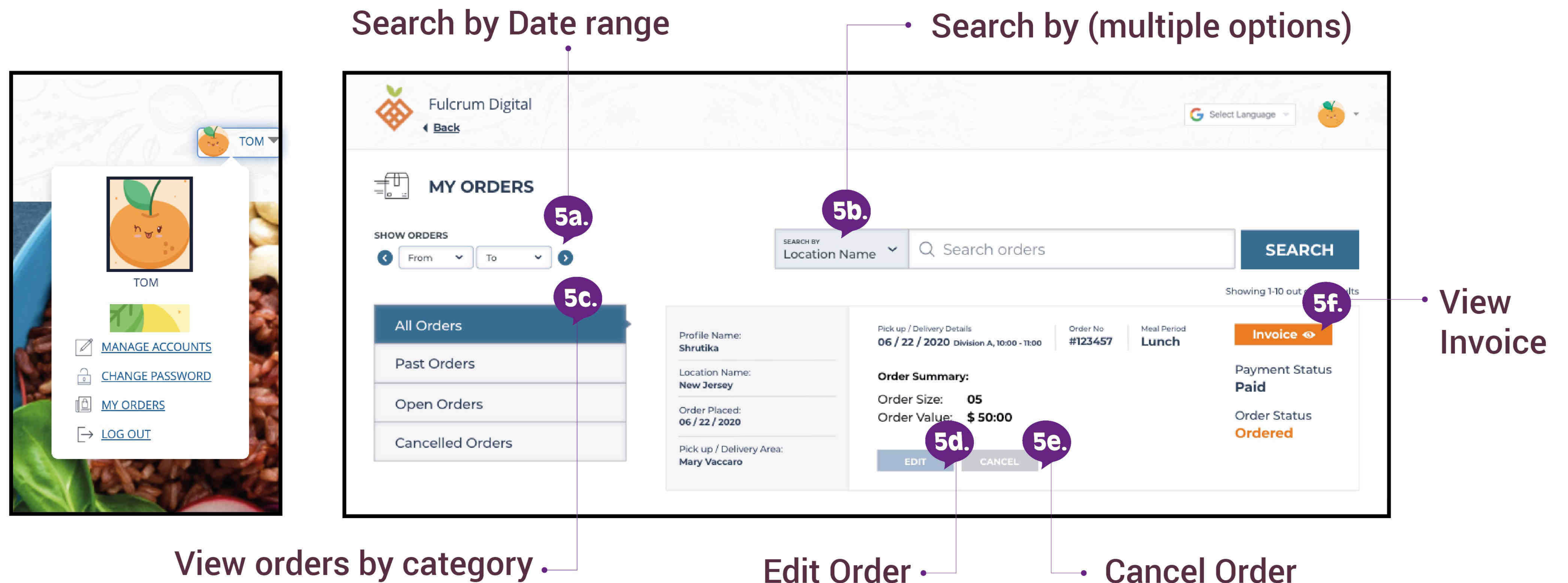
- Account Type (4a):** Choose Account Type. Options: LOG IN, SIGN UP, CHECKOUT AS GUEST.
- Delivery Mode (4b):** Choose Delivery Mode. Options: Pickup (selected), Delivery.
- Payment Mode (4c):** Choose Payment Mode. Options: Pay at Pickup, Pay Now (selected).
- Order Overview (4d, 4e):**
  - 4d:** Serving Instructions: Add your comments here...
  - 4e:** BILL DETAILS: Sub Total (\$13.00), Delivery Charges (\$0.00), Tax (\$1.50), TOTAL PRICE (\$14.50).
- 4f:** PLACE ORDER button.

\*See restaurant for return and cancellation policy



## 5. My Orders

Click on 'My Orders' in the Profile dropdown to view My Orders page. Check the historical orders and Edit/Cancel any future orders. Click on EDIT button routes you back to the Cart/Order Overview section of the selected order. Here, you can delete items, or route back to 'Build A Meal' page to add new items. You can place your new edited order by click on 'Place Order' button.



The screenshot displays the 'My Orders' interface. On the left, a profile dropdown menu is open, showing a user named 'TOM' and links for 'MANAGE ACCOUNTS', 'CHANGE PASSWORD', 'MY ORDERS', and 'LOG OUT'. The main 'MY ORDERS' page features a 'SHOW ORDERS' section with 'From' and 'To' date range filters (5a), a 'SEARCH BY Location Name' dropdown (5b), and a 'SEARCH' button. Below this is a table of order categories: 'All Orders' (5c), 'Past Orders', 'Open Orders', and 'Cancelled Orders'. A detailed order summary for order #123457 is shown, including the profile name 'Shrutika', location 'New Jersey', and order value of \$50.00. At the bottom of the summary are 'EDIT' (5d) and 'CANCEL' (5e) buttons. On the right, there is an 'Invoice' button (5f) and a 'View Invoice' label. The page also shows 'Pick up / Delivery Details' for 06/22/2020 and a 'Payment Status Paid'.

Search by Date range

Search by (multiple options)

View orders by category

Edit Order

Cancel Order

View Invoice





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