

<https://canteenapp.in>

## Instructions to New User & Already Registered Users

1. URL to **Register** or **Login** if already registered <https://canteenapp.in>
2. To avail Canteen Facility (to **Order Lunch** or **Recharge wallet** for **Snacks**) register as a user.
3. **New User(s)** Click on **Register** to register as a user (Parent).
4. Fill all Mandatory details. **Do not enter dummy Email or Mobile Numbers.**
5. Wait for **Admin Approval**. User **Approval Email will be received on registered Email** provided during registration.
6. Click on Guardian Login on the <https://canteenapp.in> URL and Login with Username and Password received on the Email.
7. After Login Add your Ward(s) Name, Class/Section, Admission Number Etc. and Save.
8. **Siblings** if any also add accordingly.
9. Check under **Student List** whether your saved details are listed.
10. Once saved you have added your ward(s) to Avail Lunch or Snack from the Canteen.
11. To order **Lunch** Choose **Request Order** option. Choose the **type of Request** as required.
12. Lunch Orders are automatically approved based on criteria as fixed by the school.
13. Once **Payment** is done your Lunch order is finally approved.
14. Orders raised can be checked under **Request Order List**. **Order Status, Payment Status & Receipts** can be downloaded.
15. School admin automatically receives list of all the orders raised by users.
16. **Wallet** option is for **Snacks**.
17. **Wallet balance** automatically deducted when **Snacks are bought** over the counter by the Ward.
18. **Snack Order List** provides details of Snack purchase(s) over the counter Ward wise (If Siblings available).
19. Wallet balances can be fixed Ward wise and are also updated accordingly and can be viewed.
20. Alerts on registered Email also are received.
21. Payment(s) done can be viewed under **Payment List**.

**Note:** All important communication(s), Approvals and alerts are routed to registered Email provided by the user and is received from [orders@canteenapp.in](mailto:orders@canteenapp.in)