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Website:libbyskitchen.ca Phone(Customer Service):604-370-1682
5:00 pm is the cut off time for the next day order
1. To register, click on "REGISTER NOW"
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2. Complete the registration and click on "Register" Note: the name could be either parent's or kid's name

	Registratior	ı
	Name	Наггу
	E-Mail Address	ABC123@gmail.com
	E-Mail Confirmation	ABC123@gmail.com
	Phone Number	1234567890
\sim	Password	
	Confirm Password	
		Register

3. Check your email to verify your account

Note: if you don't receive the verification email, please contact the customer service

Account is created Libby Kitchen <libbykitchen@outlook.com> To Sonya Liang</libbykitchen@outlook.com>	
Click here to download pictures. To help protect your privacy, Outlool	k prevented automatic download of some pictures in this message. We have received a new Support Message .Below are the details: Name : Harry Email :ABC123@gmail.com Subject : Account is created Message : Your Account is Successfully created click here to verify

4. Sign in

Please sign in	
Great! Account has been created a email for verification	successfully! check your x
Email ABC123@gmail.com	
Password	Forgot Password ?
Sign In Sign Up	

5. Click on "Manage Students"to add your kid(s)

Dashboard	Dashboard		
STUDENTS		\$ 0 Approx (Total amount spent)	List Of Students
MENU ITEMS 前 Manage menu / 订单管理	Latest ordered items		

6. Click on "Add student"

	•						
\rm List of S	Students	🗎 Delete All					Add studer
Show 10 🜩	entries					Search:	
	↑↓	Name	ţ	Created At	†↓	Actions	
				No data available in table			
Showing 0 to	0 of 0 entries						<

7. Complete the form

Student Add Form		← Back ✓ Save
Name /学生名	Harry Chai	
Division Number	4	
Food Allergy	Nuts	
School / 学校名	John T Errington Elementary	
		,

8. To order food, go to "Manage menu"

LIBBY'S KITCHEN «			
Dashboard	Dashboard		
STUDENTS		\$ 0	List Of Students
🥚 Manage Students / 学生注册		Approx (Total amount spent)	
MENU ITEMS 🝿 Manage menu / 订单管理	Latest ordered items		

9. Click on "New Order"

Dashbo	ard												
🔊 Orde	er List											Ne	w Order / 订餐
Show 10) 🗢 entries										Search:		
	Order id	ţĴ	Student	↑↓	School	ţ↑	Total, \$	ţ↓	Status	ţ↓	Created At	ţ↓	Actions
					No	o data	available in t	table					
Showing	0 to 0 of 0 entri	ies											$\langle \rangle$

10. A calendar pops up. Click on "+2 more" to display the full menu

Do	ashboard Manag	ge Student Items • Ac	ld Items.				
	Item Order For	m Select Order da	te first		← Back	✓ Proceed Che	eckout / 进行结帐
	< > t	oday		OCT	OBER 2022		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1
	2	3 Chicken Fried N +2 more	4 • Cheese Stick & +2 more	5 Chicken Stick W +2 more	6 Mushroom Bac +2 more	7 Chicken Tender +2 more	8

11. Select the meal and size, click on "Add to Cart"

×	Menu Detail
 Kyoto Style Pork Chop 京都猪扒 Small (\$ 7) Medium (\$ 9) Large Ingredients Pork Chop Rice 米饭 Seasonal Vegetables 时令蔬菜 	(\$ 11)
ेम Add to Cart / 添加到购物	7年 Close

12.Before placing your order, go check the item detail below the calendar. Click on the Trash Can to delete the item, to pay click on "proceed checkout"

Item Order	Form Select Order da	✓ Proceed Che	ckout / 进行结	帐			
	Chicken Fried N +2 more	• Cheese Stick &	Chicken Stick W +2 more	Mushroom Bace +2 more	Chicken Tender +2 more		
Item Detail				Date	Amount	Action	
Grilled Chick	en w/Rice 香烤鸡胸配米饭	- small		2022-10-03	7	Î	
Cheese Stick	c & Chips 芝士条配薯条 - s	mall		2022-10-04	7		
				Overall Total	14		1

13.No options to change the items after placing the order, unless you want to cancel all and reorder. Or you can call the customer service for help.

Order Detail			× Cancel	Order ← Back		
Great! Order successfully placed!				×		
Item Detail		Date	Amount	Status		
Grilled Chicken w/Rice 香烤鸡胸配米饭 - small		2022-10-03	7	Active		
Cheese Stick & Chips 芝士条配署条 - small		2022-10-04	7	Active		
Order For Kid	Harry Chai					
Kid School	John T Erringtor	John T Errington Elementary				

14. To pay, click on "Pay with PayPal"

ashboard Manage Orders • Order Di	etail	
Order Detail		× Cancel Order ← Back
Status	Payment is Pending	
Tax (GST/PST) 5%	0.7	
Total	14.7	
		Pay with Pay Pal

15.You are still required to enter your email and password, even if you choose "pay with a credit"

	P
	Pay with PayPal
	Enter your email address to get started.
Em	ail or mobile number
Forg	ot email?
	Next
	or
\subset	Pay with a credit or Visa Debit card

16.Click on the "eye"to review order after payment made

Dashboard								
🔊 Order List							ø	New Order / 订餐
Show 10 \$ entries							Search:	
Order id ↑↓	Student î	School	ţ	Total, \$	Status	ţ	Created At	$\uparrow\downarrow$ Actions
269	Harry Chai	John T Errington Elementary		14.7	Paid		29-09-2022	٥
Showing I to I of I entries								< 1 >

17.Credit will show in your account if order is canceled after payment made

Your Profile)		×		
	Harry Registered member \$ 14.7				
	Edit Profile	Logout			