

How to Access Your Student's Lunch Account Online

1. Open Internet Explorer and go to the Lunch Box Site Manager web site at the following address www.lths.org/lunchbox.html

The screen that appears should look like the screen below:



2. Log in as follows:

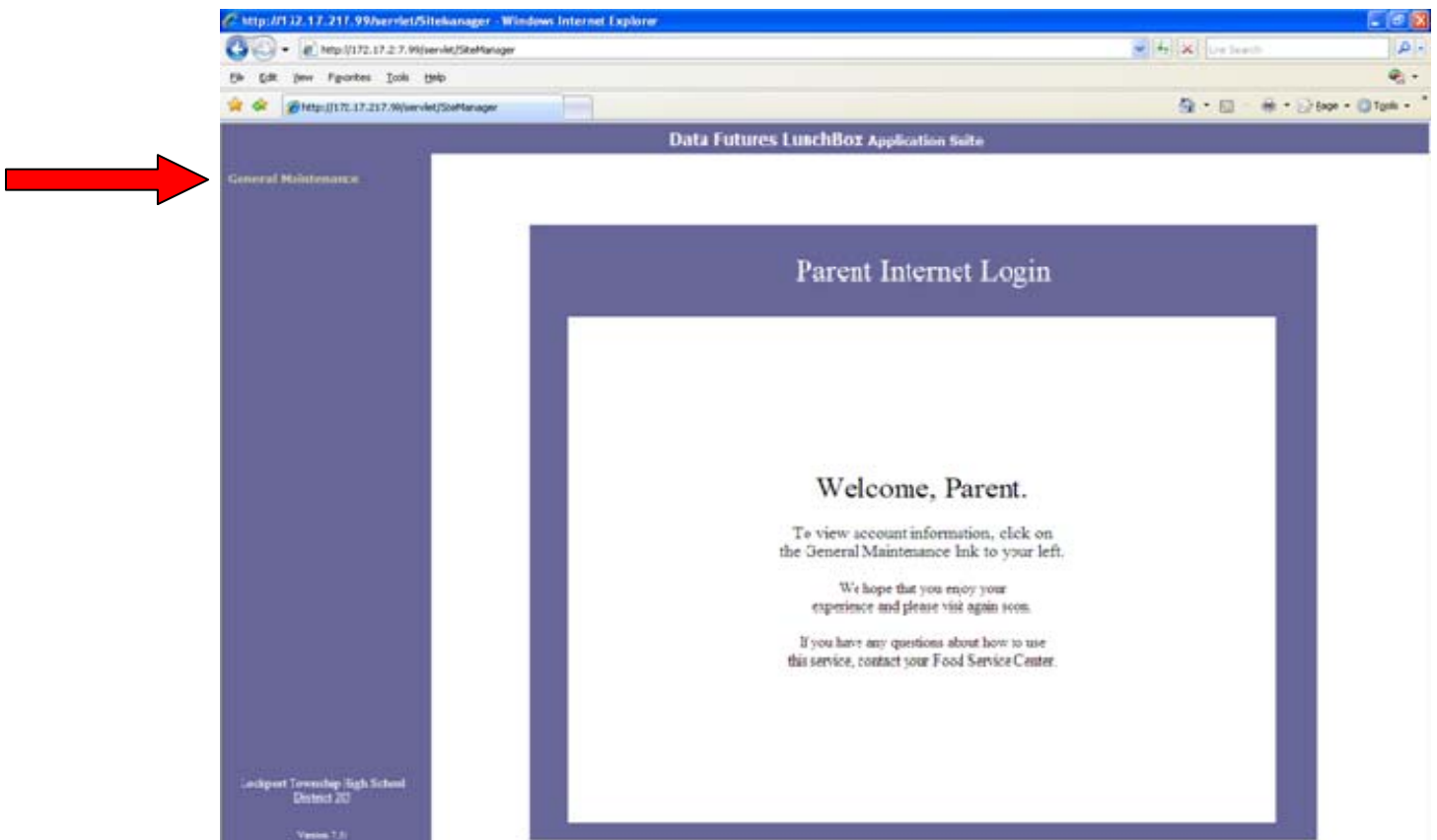
User ID: doejan

[Your User ID is your last name and the first 3 characters of your first name in all small letters. The example is for Jane Doe.]

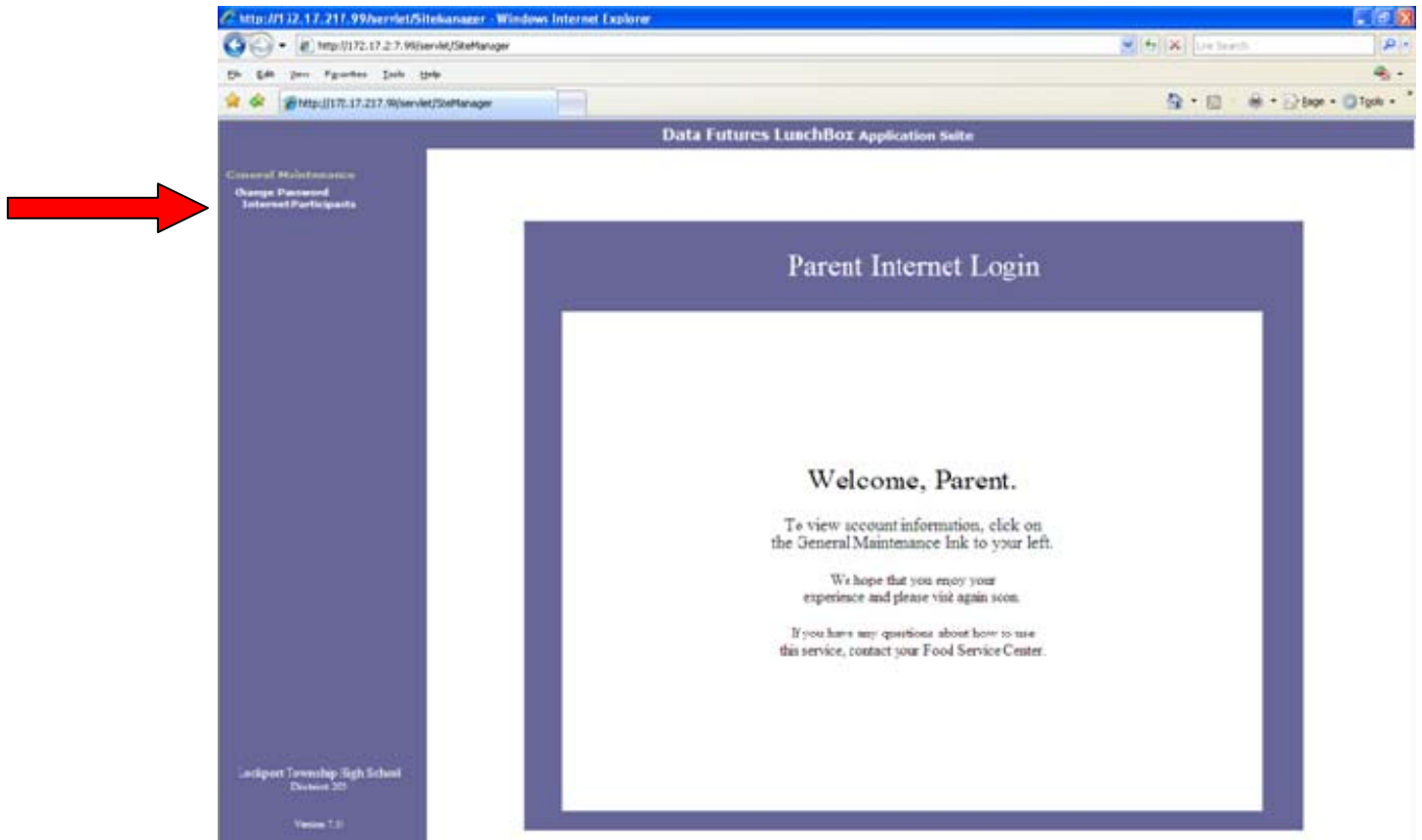
Password: 205099999

[Your password is the 9 digit Lockport Student ID of your oldest child. You may change your password once you have successfully logged in to your account.]

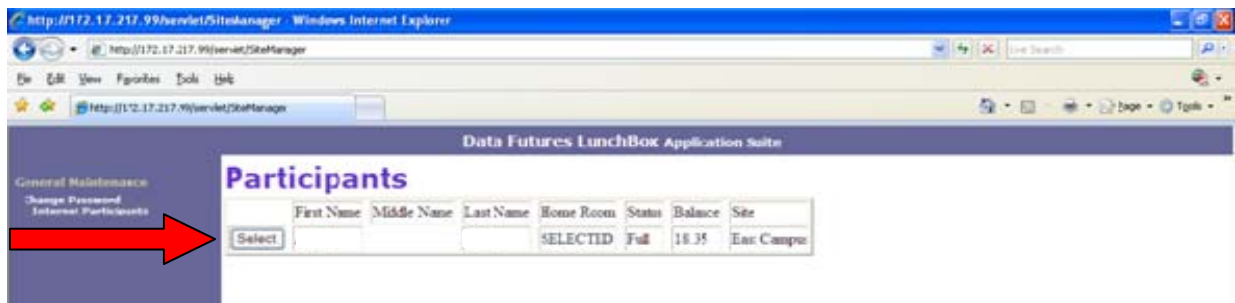
3. Next Click on the **General Maintenance** heading located on the left side of the screen and a short list of options will appear.



- At this point, if you want to change your password to something you will more easily remember, you can do so by clicking on the **Change Password** heading on the left immediately below the **General Maintenance** heading.
- If you want to view the account balance and/or activity of the lunch accounts of your student or students, click on the **Internet Participants** heading.



- You should now see a list of your students that are participating in Lockport High School's lunch account program. Each student's line shows the current balance in the student's lunch account in the **Balance** column. Note that if the number shown is positive, it represents the amount left to spend in the account. If the number shown is negative, it represents an amount owed due to an overdrawn account.



7. To view/manage your student's lunch account click on the **Select** button for that student. You should now see the following screen. Student name and ID information has been erased from the sample screen shot below. Your student's name and ID will be visible on the screen.

The screenshot shows the 'User Participant Record' page in the Data Futures LunchBox Application Suite. The page is divided into several sections:

- General Maintenance:** Change Password, Informal Participants.
- User Participant Record:**
 - First Name, Middle Name, Last Name, POB ID, Person ID, Site, East Campus.
 - Allow A La Carte Purchase: TRUE (dropdown).
 - A La Carte Limit Type: None (dropdown).
 - Limit Amount: 0.00 (text input).
 - Limit Interval: Daily (dropdown).
 - Submit button.
- View Transaction:**
 - Start Date: 09/17/2008 (text input).
 - End Date: 12/16/2008 (text input).
 - Submit button.
- Internet Deposit:**
 - Current Balance: 18.35 (text input).
 - Amount To Deposit: (text input).
 - As Of: 2008-12-31 00:05:32.713 (text input).
 - Submit button.

Three red arrows point to specific fields:

- a.** Points to the 'Limit Interval' dropdown menu.
- b.** Points to the 'Start Date' and 'End Date' text input fields.
- c.** Points to the 'Current Balance' text input field.

On this screen you can:

- Restrict your student's lunch purchases.
- Run a detailed report of your student's lunch transactions for a specified date range.
- Check your student's lunch account balance.

To restrict your student's lunch purchases:

Section a. above allows you to restrict your student's lunch account purchases to a specific amount per day, week or month. To restrict your student's purchases, you need to decide 3 things:

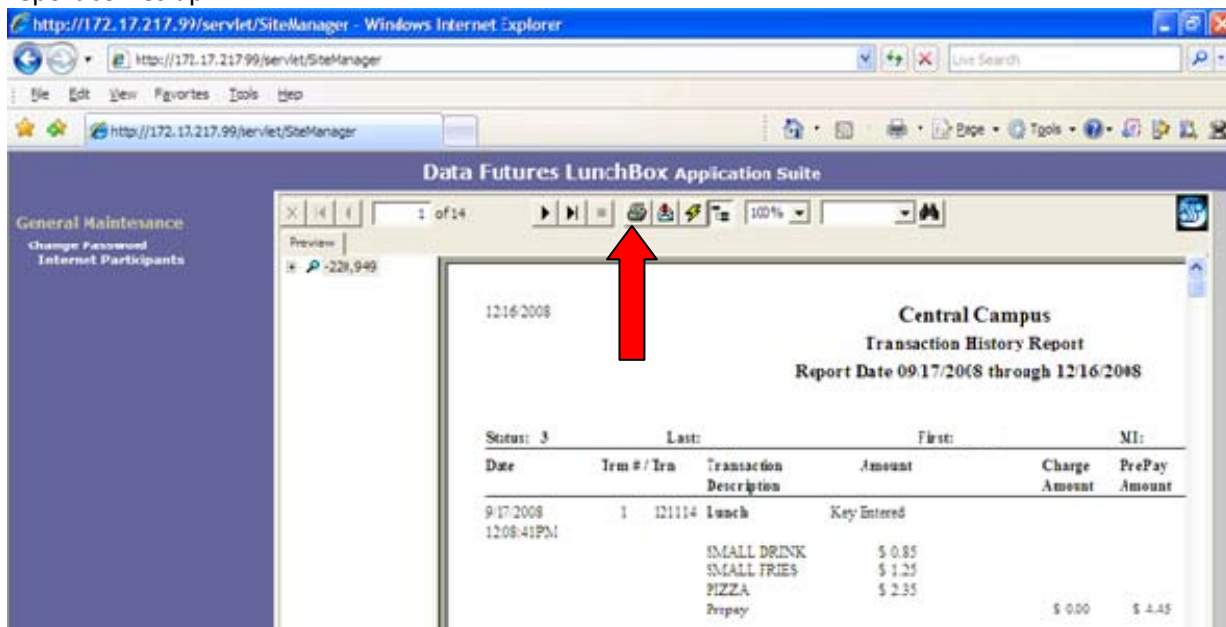
- On the line immediately above the first Submit button, first select the A La Carte Limit Type. Your choices are as follows:
 - None – No restrictions to your student's lunch purchases.
 - Account Tender – Restricts the purchases that your student makes "on account", which means purchases paid for with funds you have previously deposited either by check or E-Pay. This selection would still allow the student to purchase as much as they want with cash.
 - All Tenders – Restricts **all** the purchases that your student makes no matter how they pay for those purchases.
- Next, enter the amount you want as your student's purchase limit.
- Next, select whether the limit you entered in step 2 is a daily, weekly or monthly limit.
- Finally, click the **Submit** button. The screen will quickly refresh. The limit has now been set.

Note: Do not change the TRUE value in the line entitled Allow A La Carte Purchase. Most of the items sold in the cafeteria are on an a la carte basis and changing this value to FALSE would not allow your child to buy anything but the main entrée offered each day.

To Run a Detailed Report of Your Student's Lunch Transactions for a Specified Date Range:

Section b. above allows you to view or print a detailed history of transactions on your child's lunch account. To view a history of transactions:

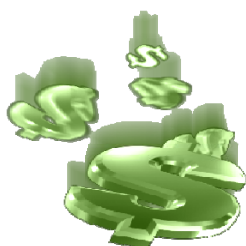
1. Enter the first date you want to see detail for in the Start Date field.
2. Enter the last date you want to see detail for in the End Date field.
3. Click **Submit**.
4. To print the detailed transaction report, just click the printer icon (see below) when the report comes up.



PLEASE NOTE: The first time you run a detailed transaction report, depending on the settings of your computer, you may need to install a number of add-ons for the report to run properly. Sometimes, the system will kick you out and require you to log in again between installs. If you need to log in again, the directions are on page 1, in section 2 of this document. See the section below entitled THE FIRST TIME YOU RUN A DETAILED REPORT for information on the items you may be asked to install.

To Check Your Student's Lunch Account Balance:

Section c. above shows the balance in your student's lunch account as of the specified date and time. If the number is positive, it represents the amount left to spend in the account. If the number shown is negative, it represents an amount owed due to an overdrawn account.



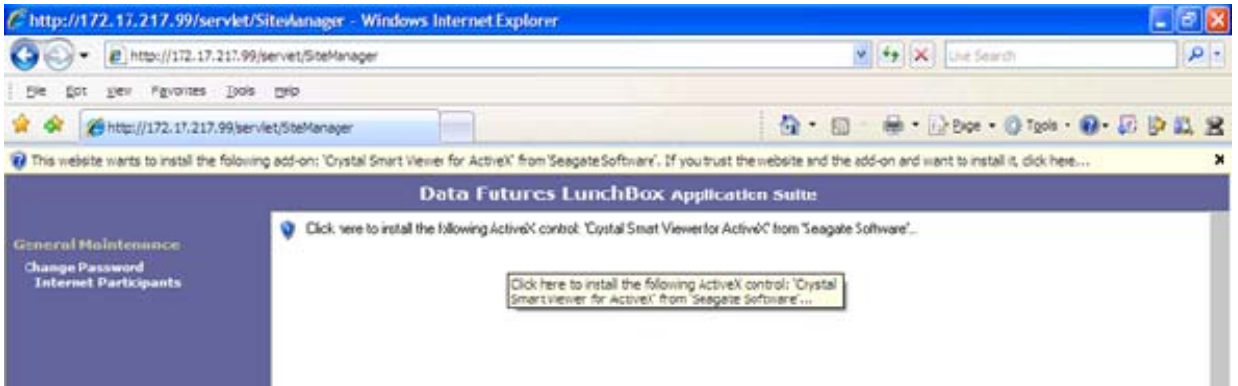
Ignore the Amount to Deposit section—you cannot make deposits into your child's account through this website. Please go to the ONLINEPAYMENTS\$ link on the lths.org website to make a Lunch Account Deposit—see the icon below.



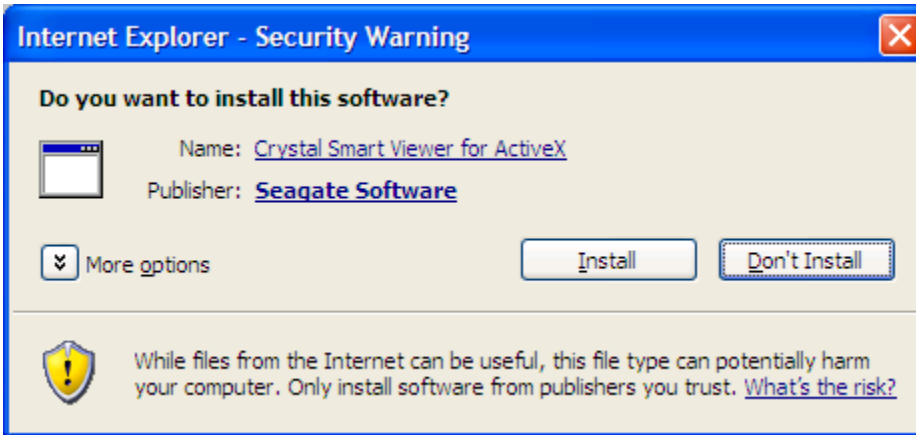
If you experience any problems with the system, please call 815-588-8117 or email e-payonline@lths.org.

THE FIRST TIME YOU RUN A DETAILED REPORT you will need to:

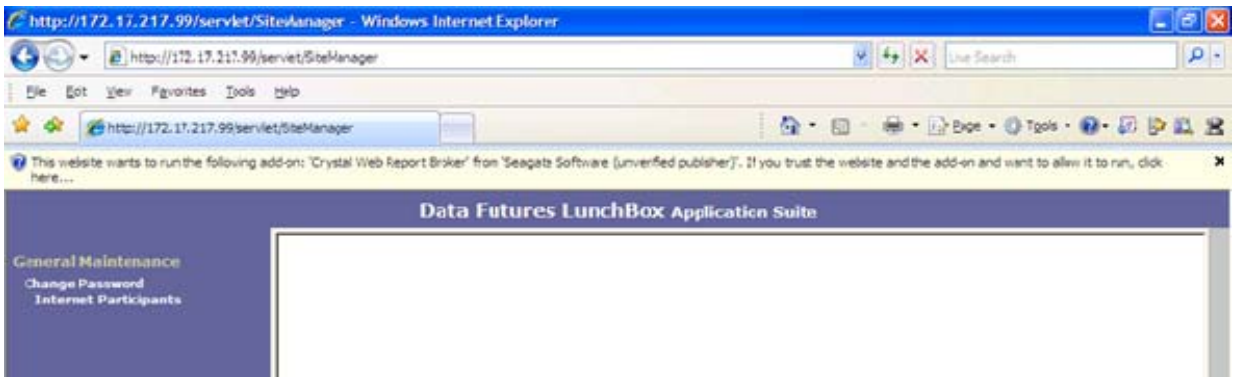
- Install Crystal Smart Viewer for ActiveX from Seagate Software. When you see info bar pop up like the screen shot below, click in the info bar.



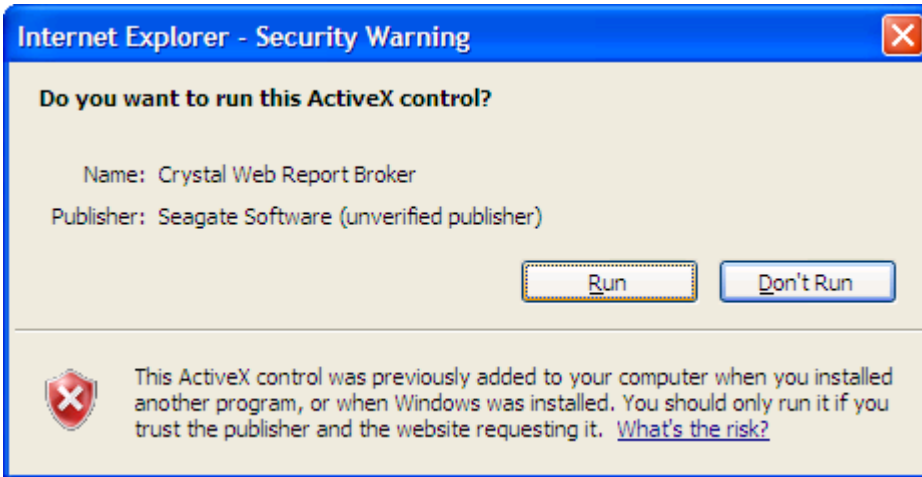
A pop up box should appear like the one below; click the **Install** button. After the install is complete you will be kicked out of the system and will need to log in again with your User ID and Password as defined on page 1, section 2 of this document.



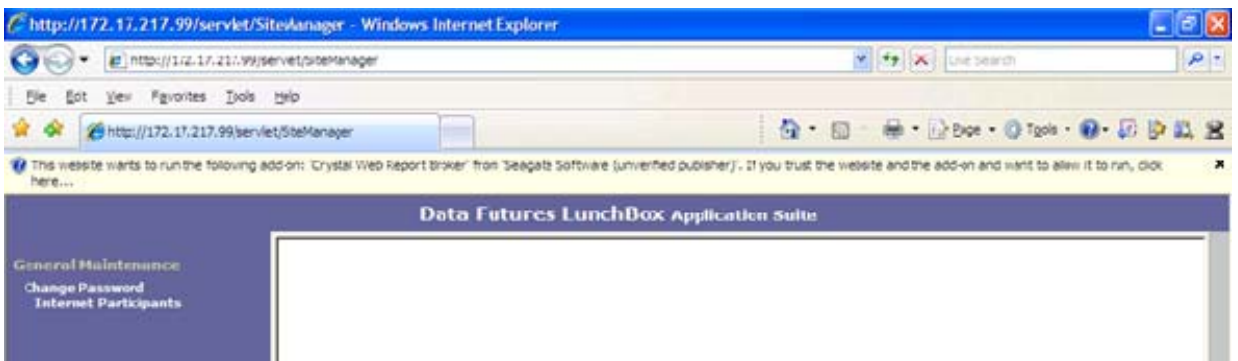
- After you log back in and repeat steps 2 through 7 above, you will see the following:



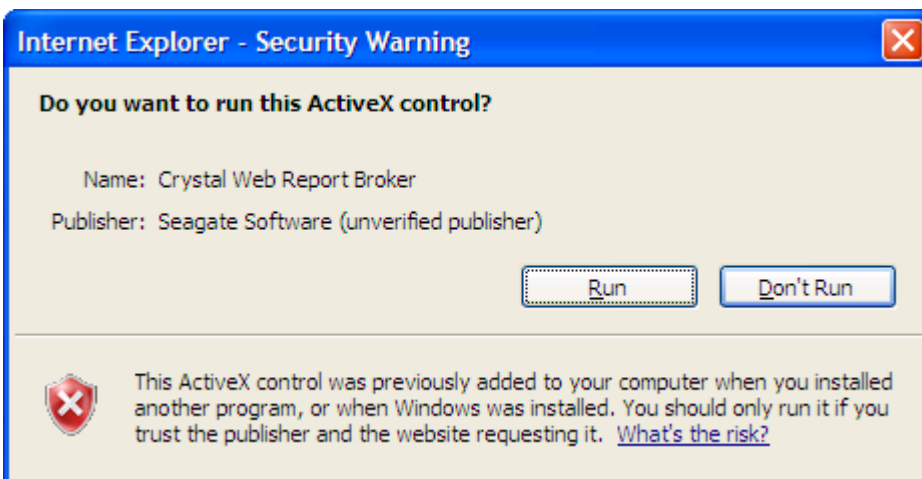
Again, click in the information bar. You will then see the following pop up box. Click the **Run** button. Once again you will be kicked out of the system and will need to log in again with your User ID and Password as defined on page 1, section 2 of this document.



- After you log back in and repeat steps 2 through 7 above, you will see the following:



Again, click in the information bar. You will then see the following pop up box. Click the **Run** button. Once again you will be kicked out of the system and will need to log in again with your User ID and Password as defined on page 1, section 2 of this document.



- After you log back in and repeat steps 2 through 7 above, you will finally be able to see the detailed transaction report.