

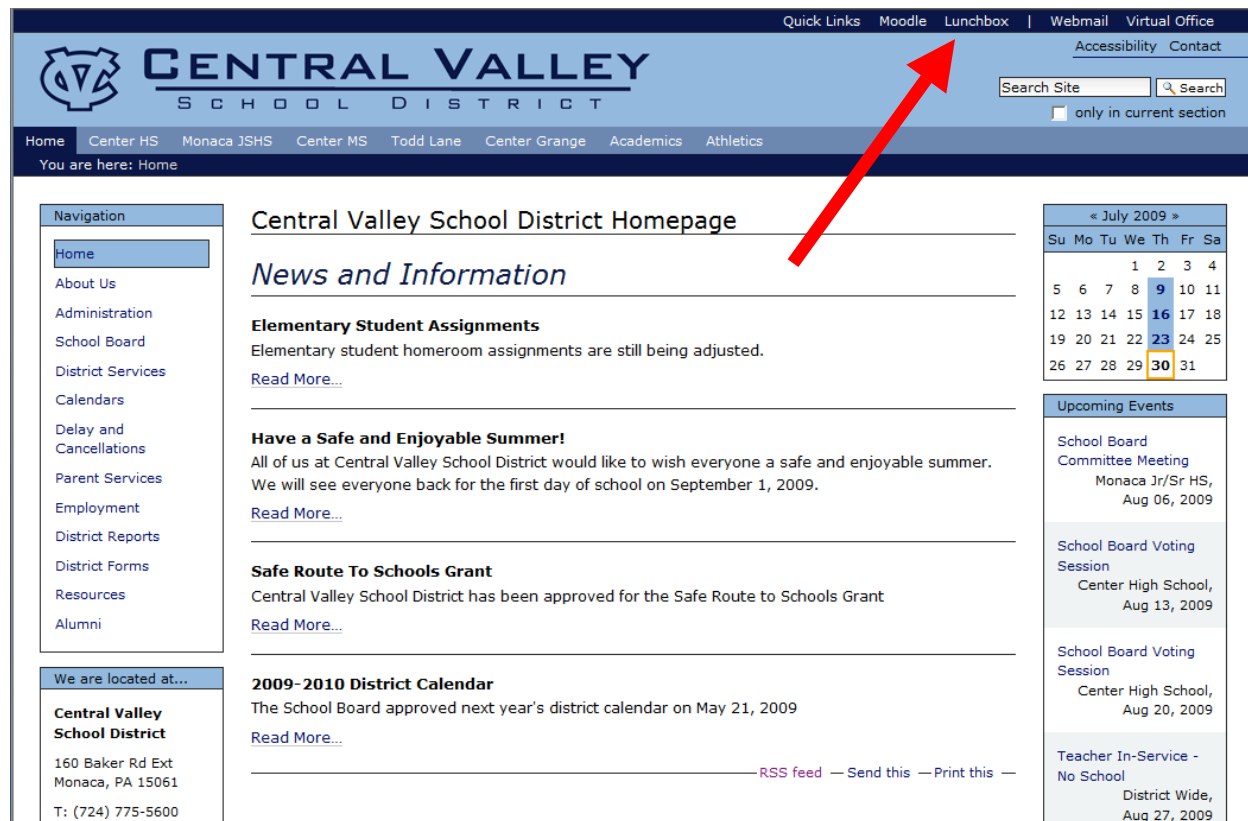
## LunchBox – Central Valley School District

Parent Instructions for using the LunchBox application suite with eFunds Internet Deposits

Thank you for using Central Valley School District's parent access to LunchBox, the easiest and fastest way to securely deposit money into your child's lunch account and view account transaction reports – right from the comfort of your own home.

### Requirements:

- You must register for a LunchBox account. (see instructions below).
  - You must be running Microsoft Internet Explorer 6 or better.
  - If using a Macintosh you must be running the Opera version 9.27 web browser. It can be downloaded from Parent Services or in the technology downloads under District Services sections of the website. After installing Opera, **do not** update to a newer version. If you update Opera, it will no longer work with LunchBox.
- 
- To begin open a web browser and go to [www.centralvalleysd.org](http://www.centralvalleysd.org) and click on the "LunchBox" link on the top navigation bar.



The screenshot shows the Central Valley School District homepage. At the top, there is a navigation bar with links for Quick Links, Moodle, Lunchbox, Webmail, and Virtual Office. A red arrow points to the 'Lunchbox' link. Below the navigation bar is the school district logo and name. The main content area features a 'News and Information' section with several articles, including 'Elementary Student Assignments', 'Have a Safe and Enjoyable Summer!', 'Safe Route To Schools Grant', and '2009-2010 District Calendar'. On the right side, there is a calendar for July 2009 and a list of upcoming events.

Quick Links Moodle Lunchbox Webmail Virtual Office  
Accessibility Contact

Search Site Search  
 only in current section

Home Center HS Monaca JSHS Center MS Todd Lane Center Grange Academics Athletics  
You are here: Home

Navigation  
Home  
About Us  
Administration  
School Board  
District Services  
Calendars  
Delay and Cancellations  
Parent Services  
Employment  
District Reports  
District Forms  
Resources  
Alumni

We are located at...  
**Central Valley School District**  
160 Baker Rd Ext  
Monaca, PA 15061  
T: (724) 775-5600

Central Valley School District Homepage  
**News and Information**  
**Elementary Student Assignments**  
Elementary student homeroom assignments are still being adjusted.  
[Read More...](#)

**Have a Safe and Enjoyable Summer!**  
All of us at Central Valley School District would like to wish everyone a safe and enjoyable summer. We will see everyone back for the first day of school on September 1, 2009.  
[Read More...](#)

**Safe Route To Schools Grant**  
Central Valley School District has been approved for the Safe Route to Schools Grant  
[Read More...](#)

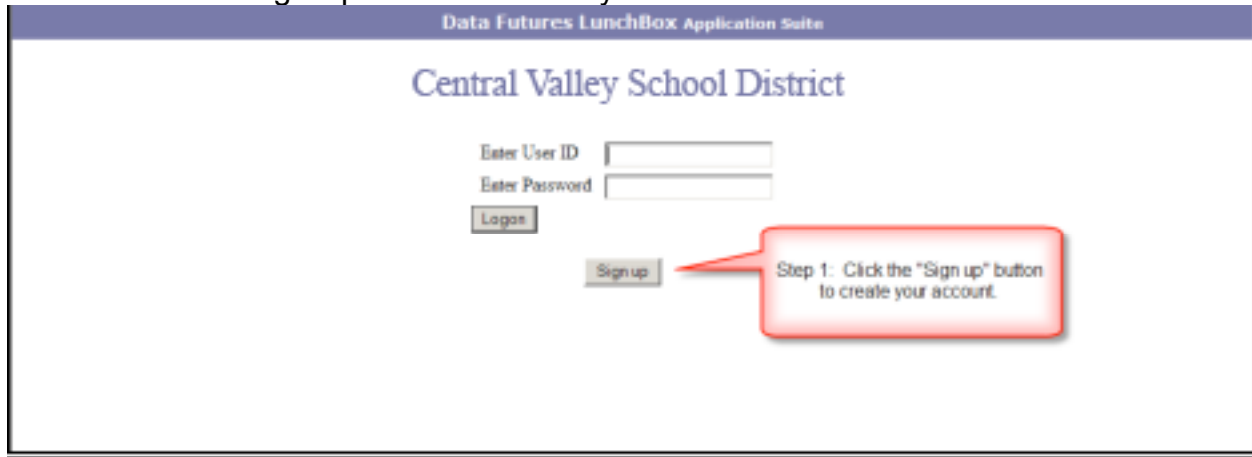
**2009-2010 District Calendar**  
The School Board approved next year's district calendar on May 21, 2009  
[Read More...](#)

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July 2009  
Su Mo Tu We Th Fr Sa  
1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

Upcoming Events  
School Board Committee Meeting  
Monaca Jr/Sr HS,  
Aug 06, 2009  
School Board Voting Session  
Center High School,  
Aug 13, 2009  
School Board Voting Session  
Center High School,  
Aug 20, 2009  
Teacher In-Service - No School  
District Wide,  
Aug 27, 2009

- Click the “Sign Up button to create your account.



Data Futures LunchBox Application Suite

## Central Valley School District

Enter User ID

Enter Password

Step 1: Click the "Sign up" button to create your account.

You will then be asked to input the following information:

- **“E-Mail”** – This should be your primary email address. You will use this to sign into the LunchBox system.
- **“Name”** – Please provide your full first and last name (Parent Name).
- **“Student ID”** – This is a 5 digit number that was provided to you in the letter you received from the district. If you have multiple children in the district you will only need to use 1 for the initial signup. After your account has been created you will then have the option to add more children under a single account.
- After all of the information has been filled out press the “Submit” button.



Data Futures LunchBox Application Suite

### Add New User

E-mail

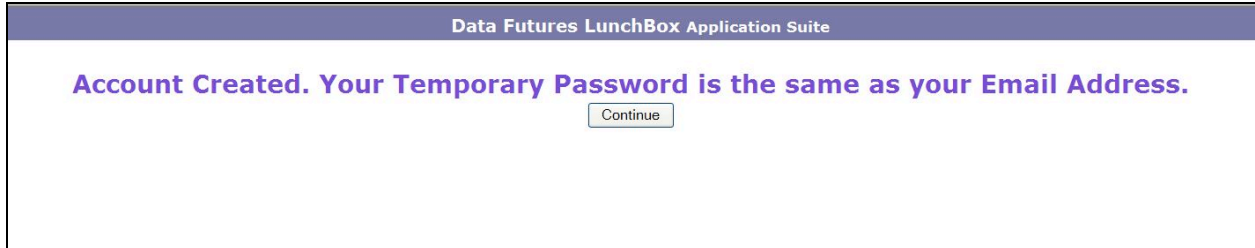
Name

Student ID

Step 2: Fill in the requested information then press the "Submit" button.

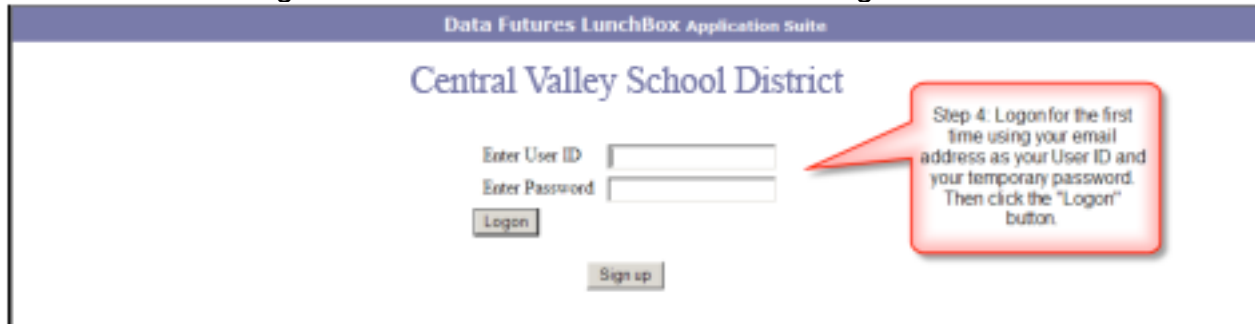
You will be brought to a screen with the message: "Account Created. Your Temporary Password is the same as your Email Address".

- Click the "Continue" button.



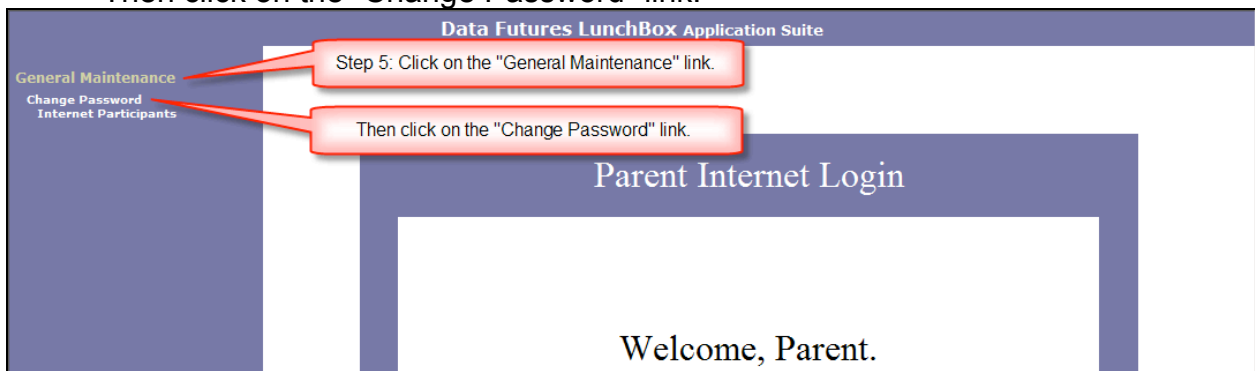
You will be taken back to the main logon screen. You will now be able to begin using your account.

- Logon for the first time by using your email address as your "User ID".
- Your email address is also your Temporary Password.
- After entering the User ID and Password click the "Logon" button.



The first thing that you should do after signing in for the first time is change your password.

- To do this, simply click on the "General Maintenance" link on the left.
- Then click on the "Change Password" link.



- Next enter a new password in the space below your email address and click the “Submit” button.

Data Futures LunchBox Application Suite

General Maintenance  
Change Password  
Internet Participants

## Change Password

Name Ed Eimiller  
User ID edward.eimiller@gmail.com  
New Password

Step 6: Enter a new password then click the "Submit" button.

- After your temporary password has been successfully changed click the “Continue” button.

Data Futures LunchBox Application Suite

General Maintenance  
Change Password  
Internet Participants

## Password change successful

After your temporary password has been successfully changed, click the "Continue" button.

- You should now be at this screen.
- Click the refresh button on your browser or press the “F5” button on your keyboard.

Data Futures LunchBox Application Suite

General Maintenance  
Change Password  
Internet Participants

- You will then be brought back to the logon page.
- Use your logon and your newly created password to log back into the system.

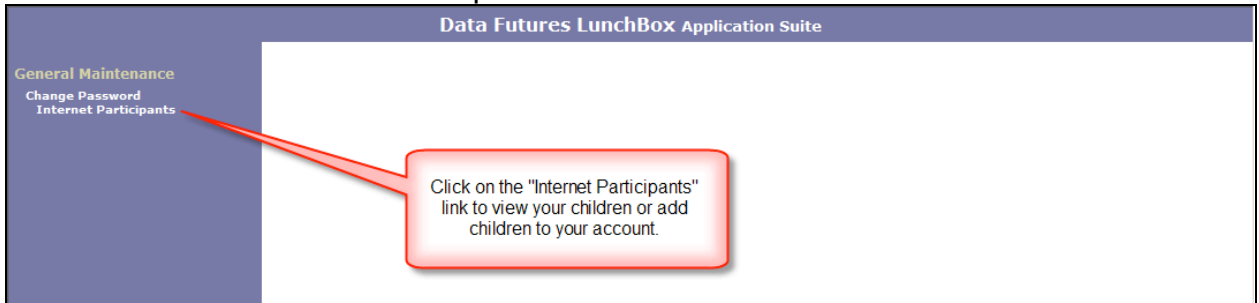
Data Futures LunchBox Application Suite

## Central Valley School District

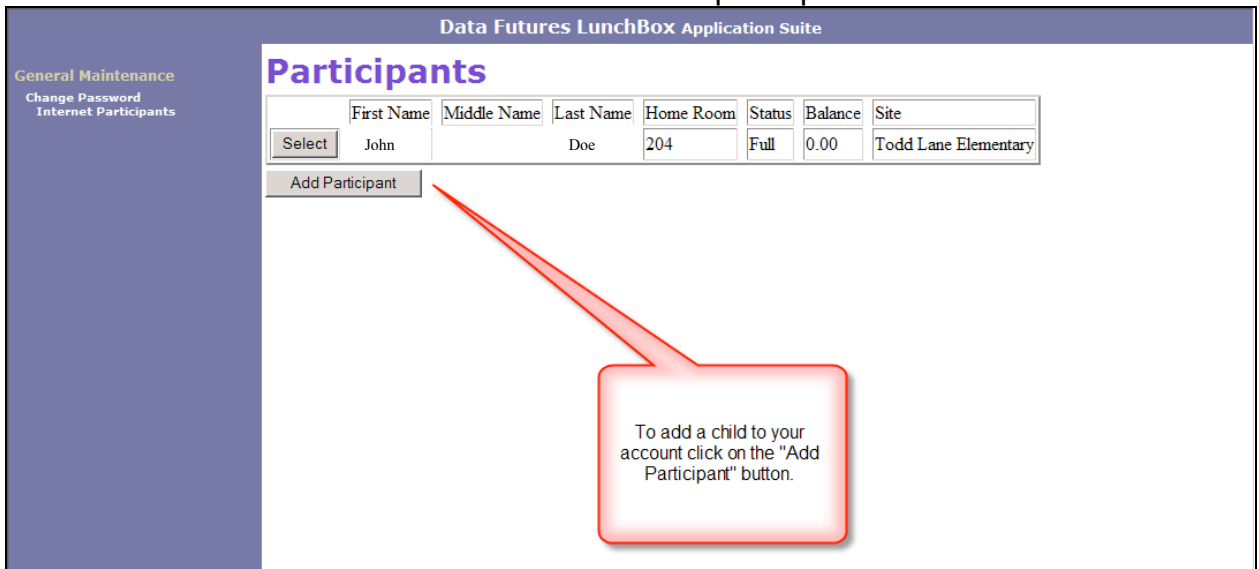
Enter User ID   
Enter Password

## Seeing Your Child's Account

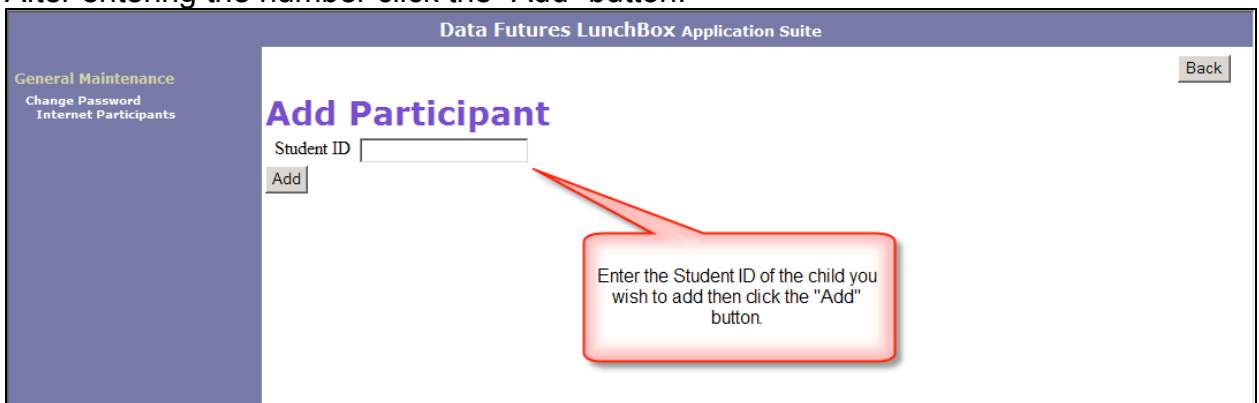
- This is done from the first screen after you logon.
- Then click on the "General Maintenance" link on the left.
- Then click on the "Internet Participants" link.



- If you have only one child click "Select" to view transaction history.
- To add an additional child or children click on add participant.



- Enter an additional Student ID number provided by the district.
- After entering the number click the "Add" button.



You will now see two children listed under your account. If you have more children to add simply click on the “Add Participants” button and repeat steps to add a participant.

From this screen you can access your child’s information by clicking on the “Select” button next to his or her name.

**Participants**

	First Name	Middle Name	Last Name	Home Room	Status	Balance	Site
Select	John		Doe	204	Full	0.00	Todd Lane Elementary
Select	Jane		Doe	D2	Full	3.35	Todd Lane Elementary

Add Participant

You will now see two children listed under your account. To view information about one of them click on the "Select" button next to his or her name.

This is the “User Participant Record”. From here you view transaction history, limit or monitor “A La Carte” options, and deposit funds into the account electronically.

**User Participant Record**

First Name: John  
 Middle Name:  
 Last Name: Doe  
 POS ID: 8008  
 District ID: 80080  
 Site: Center High School Middle School

Allow A La Carte Purchase: TRUE A  
 A La Carte Limit Type: None B Limit Amount: 0.00 C Limit Interval: Daily D

Submit

View Transactions  
 Start Date: 11/18/2007  
 End Date: 12/08/2008  
 Submit

Internet Deposit  
 Current Balance: -2.00 As Of: 2008-02-08 00:01:01.597  
 Amount To Deposit:  
 Submit

**Figure 1.1**

### Setting up A La Carte Purchases

You can allow, limit, or deny the ability for your child to make ‘a la carte’ purchases in the cafeteria. These items are any extra items available for sale at mealtime in addition to the breakfast or lunch meals.

### 1. Find Allow A La Carte Purchase. ('A' in Figure 1.1)

This field is automatically set to TRUE. When set at TRUE your child can make any extra purchases.

If set at FALSE no “a la carte” purchase can be made for this child’s account.

To deny “a la carte” purchases change the setting to FALSE and click “Submit”.

### 2. Find A La Carte Limit Type. ('B' in Figure 1.1)

With “Purchase A La Carte” set to TRUE you have the ability to limit the type of A La Carte, the amount of money spent, and how often they are made.

This field determines the type of payment your child can use for these extra purchases.

- 'None' - No limitation to make extra ala carte purchases.
- 'Account Tender' - Your child can make extra purchases using the funds in the account. But your child cannot use cash, etc.
- 'All Tender' your child can make extra purchases using the funds in the account and any cash, etc. that they have.
- 'Cash Only' your child can purchase ala carte items as long as they pay with cash.

### 3. Find Limit Amount. ('C' in Figure 1.1)

This field sets the limit on the amount of money your child can use for these extra purchases. Click in the field and type in the amount you want. Use the format XX.XX. For example, type 5.00 for \$5.00.

### 4. Find Limit Interval. ('D' in Figure 1.1)

Based on the 'Limit Amount' this field is set to the 'Limit Interval' for total dollars to be spent based on the selected option of 'Daily, Weekly or Monthly'. To set this field to another setting, click in the drop down box in the right side of the screen. (This is the arrow that is pointing down). A box will appear with the different settings. Click the mouse on the one you want. Choices are – 'Daily', 'Weekly' or 'Monthly'

Example: John Doe’s is allowed to purchase a la carte but is limited to money from his account and only \$10.00 during a week. You would have made the following selections in the boxes in the Figure 1.1. A=True, B=Account Tender C=10.00 and D=Weekly

Once you have made changes you must click the “Submit” button to save them.

### Transaction History Report

Here you will see a detailed report for your child’s transaction history.

1. Enter in the 'Start Date' and 'End Date' using the format supplied (mm/dd/yyyy) for the desired period of time.
2. Click the 'Submit' button located directly underneath the 'End Date' textbox.

3. See Appendix A for a detailed description of the report column headings.
4. See Appendix B for a detailed description of the meal and “a la carte” item abbreviations.

**Note:** The first time you run this report, you are prompted to install the Seagate Crystal Report plug-in. You **MUST** have your browser set to allow cookies and answer YES to this. If you answer no, you will not be prompted the next time. After the report displays on your screen, you can use the report toolbar located at the top of the screen to print your report. On the district website (Under the Parent Services link) you can also upload and install npviewer.exe as a fix if you had problems with displaying the Transaction History Report.

Item	Description	Amount	Change	ProPct	Report	Fnd	Status	Bal
00000	ORILL DEPOSIT	\$ 200			\$ 120			
00000	ORILL DEPOSIT	\$ 200	\$ 0.00	\$ 0.00	\$ 120	\$ 100		\$ 0.00
00000	ORILL DEPOSIT	\$ 200			\$ 120			
00000	ORILL DEPOSIT	\$ 200	\$ 0.00	\$ 0.00	\$ 120	\$ 100		\$ 0.00
00000	ORILL DEPOSIT	\$ 200			\$ 120			
00000	ORILL DEPOSIT	\$ 200	\$ 0.00	\$ 0.00	\$ 120	\$ 100		\$ 0.00

#### Instructions for Internet Deposits\*

1. Click 'General Maintenance'
2. Click 'Internet Participants'
3. Select your student
4. Click the 'Submit' button located directly under the 'Amount To Deposit' textbox.

A new window will open in your browser, taking you to a secure E-Funds for Schools site. Follow the prompts to finish the E-Funds transfer.

After the E-Funds transaction is complete, you are taken to a new window, thanking you for using Internet Deposits. Simply **close** this window. This returns you to your Parent Login session.

For instructions for setting up an eFunds account See eFunds Set-up Description Document on the Central Valley School District website)

<http://www.centralvalleysd.org>

**Instructions for Logging Off;** Close your web browser by **clicking** the **X** on the top right corner of the window.

#### Appendix A

History Transaction Report Header Descriptions

POS ID:	The unique number the student uses at cashier on PIN Pad.
Status:	1= Free, 2=Reduced , 3=Paid
District ID:	Student ID number assigned by the district
SSN:	Not in use
Last:	Student's Last Name
First:	Student's First Name
MI:	Student's Middle Initial
Date	Date and Time of Transaction
Trm#/Trn#	Trm# = terminal number / Trn# transaction number at the POS
POS	Point of Sale
Transaction Description	Specific to the purchase, deposit or repaid charge
Prepay	Money debited from the account balance
Amount	Purchase price or deposit
Charge Amount	NSF in account and purchase is finished as a charge to the account.
PrePay Amount	The amount debited from the student's account balance
Deposit Amount	The dollars credited to an student's account
Cash Received	Shows the amount of deposit into a student's account
Starting Balance	Balance prior to the current POS transaction
Ending Balance	Balance after to the current POS transaction
Reason Code	Normally blank unless there is an adjustment a description will be posted

**Appendix B**

Description of FOOD Items in Account Transaction History Report

<u>"Transaction Description"</u>	<u>Explanation of the Item</u>
----------------------------------	--------------------------------

<u>Column</u>	
ASSORT BREAD	Any bread item as ala carte sale
BK MEAL	Main Breakfast Meal
BK-ML CEREAL	Cereal as a Breakfast Meal
BK-XT ENTRÉE	Any entrée served at breakfast as a single ala carte item
CHEESE CUP	Extra portion - cream cheese at breakfast / nacho cheese at lunch
CHIPS	Pre packaged Baked Chips, Pretzels or popcorn sold ala carte
CLD SAND MEAL	Meal served from the deli – example; ham and cheese, cold hoagie or wraps
DRINK LG	Ala carte beverages <i>pint size</i> ; Ice Tea, Orange Drink, Lemonade
DRINK SM	Ala carte beverages $\frac{1}{2}$ <i>pint size</i> ; Ice Tea, Orange Drink, Lemonade
EXTRA ENTRÉE	Any entrée sold at lunch as an extra ala carte item
FRIES	Portion of fries sold ala carte
FRUIT	Fresh Fruit as an ala carte item
FRUIT SNACK	Welch's Fruit Snack .9 oz package
FRUIT/VEGGIE	Prepared fruits and vegetables sold as ala carte
GRANOLA BAR	Kellogs Nutri-Grain Bars or Quaker Oats granola bars sold as ala carte item
GRILL MEAL	Full Lunch purchased from the Grill Area; Burgers, Chicken Patties, BBQ Rib
ICE CREAM LG	Premium ala carte ice cream items; Sprinkle Cones, Ice Cream Bars...
ICE CREAM SM	Ala Carte ice cream items; Fudge Bar
JUICE	100% 4 oz. Juice Cups
MAIN MEAL	The Meal listed on the menu for that given day
MILK	All flavors of milk sold ala carte
MISC	Customer request for non-listed item (Ex. Extra crutons)
PIZZA MEAL	Full Lunch purchased from the Pizza Area; Pizza with various toppings
POP TART	Package of PopTarts sold as an ala carte item
SALAD BAR	Soup and Salad Bar Lunch purchased as meal
SLUSHIE LG	9 oz. Cup of flavored Slush - 100% Fruit Juice
SLUSHIE SM	7 oz. Cup of flavored Slush - 100% Fruit Juice
SOFT PRETZEL	Large Soft Pretzel purchased as ala carte
SOUP	Bowl of Soup from the Soup and Salad Bar
TOAST	2 slice of toasted bread sold as ala carte
VEGGIE	Fresh Vegetable sold as ala carte
WATER LG	16 oz bottled Water
WATER SM	8 oz bottled Water
YOGURT	4 oz. Trix Yogurt