

Print Top-Up via Flexischools

Log on to Flexischools, Click HOME (if you are not on home page)

1. Parent logs in to their Flexischools account and will see all their associated child accounts.
2. Click on the blue **"Online Ordering"** button for the chosen child. (eg: "Fuji Print Test 2")

The screenshot shows the Flexischools interface. At the top left is the logo and a 'Return to Admin' button. Below that is a 'Start' menu with 'Top-up Account' and 'My Students' options. The main content area is titled 'My Students' and shows a current balance of \$343.95. It lists four students, each with an 'ONLINE ORDERING' button. The button for 'Fuji Print Test 2' is circled in red. The student details for 'Fuji Print Test 2' are: Year 10, Default Site, Rovr Test, Card Number: 11002, and Daily Spend Limit: \$0.00.

3. Click on **"ORDER PRINT TOP-UP"**

The screenshot shows the 'Ordering for Fuji Print Test 2...' page. It features a progress bar with three steps: 'Step 1: Service' (active), 'Step 2: Add Items', and 'Step 3: Check Order'. Below the progress bar, it says 'Select from the following options.' There are three buttons: 'Fuji Test Print topup Site', 'Print Topup', and 'Order'. The 'Order' button is circled in red.

4. Top-up the amount by clicking add next to the desired amount

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Return to Admin Home My Account Account History My Profile

Start

My Students

Start a New Order

View Placed Orders

View Recent Orders

My Card

Ordering for Fuji Print Test 2...

Step 1: Service Step 2: Add Items Step 3: Check Order

When you have finished adding items, please click "Next: Check" to continue.

Print Topups

Qty	Name	Price *
Add	\$10 Top-up	\$10.00
Add	\$15 Top-up	\$15.00
Add	\$20 Top-up	\$20.00
Add	\$5 Top-up	\$5.00

* Prices include G.S.T. where applicable.

Order Pad

Qty	Item	\$
0	N/A	\$0.00
Total:		\$0.00
Total includes \$0.00 G.S.T.		
This order will incur a \$0.25 Service Fee.		

Supplier: Fuji Test Print topup Site - Print Topup

Pickup at: , today (Thursday) Change

Place by: 4:50 PM, today (Thursday)

Clear Order Pad

5. Quantity will be acknowledged, Click next

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My Students

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Ordering for Fuji Print Test 2...

Step 1: Service Step 2: Add Items Step 3: Check Order

When you have finished adding items, please click "Next: Check" to continue.

Print Topups

Qty	Name	Price *
1	\$10 Top-up	\$10.00
Add	\$15 Top-up	\$15.00
Add	\$20 Top-up	\$20.00
Add	\$5 Top-up	\$5.00

* Prices include G.S.T. where applicable.

Order Pad

Qty	Item	\$
1	\$10.00	\$10.00
Total:		\$10.00
Total includes \$0.00 G.S.T.		
This order will incur a \$0.25 Service Fee.		

Supplier: Fuji Test Print topup Site - Print Topup

Pickup at: , today (Thursday) Change

Place by: 4:50 PM, today (Thursday)

Clear Order Pad

6. Confirmation screen appears, select "place Order" button

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Return to Admin Home My Account Account History My Profile

Start

My Students

Start a New Order

View Placed Orders

View Recent Orders

My Card

Ordering for Fuji Print Test 2...

Step 1: Service Step 2: Add Items Step 3: Check Order

This order is not yet placed. You must click the button at the right of this box to place this order. If any of the details below are incorrect, click "Edit Order".

Payment Method: Your Account change

Edit Order | Clear Order Pad

Send email confirmation for this order to ssflexischools+mifare5@gmail.com

Order Pad Summary

Qty	Items	Price *
1	\$10 Top-up	\$10.00
Total:		\$10.00
Total includes \$0.91 G.S.T.		
This order will incur a \$0.25 Service Fee.		

* Prices include G.S.T. where applicable.

At the following location: Fuji Test Print topup Site - Print Topup

Place Order