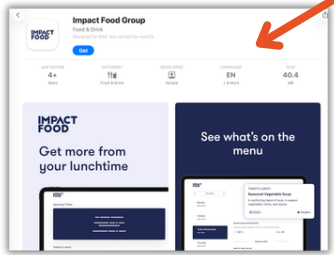
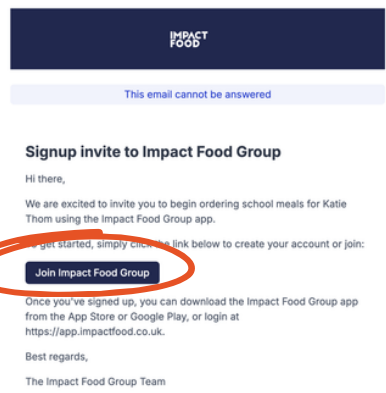




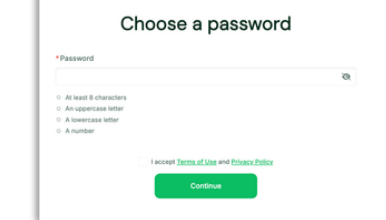
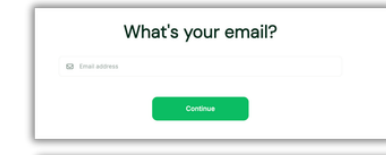
A Guide to Using the Kanpla App with Impact Food Group

1. **Check your emails** including Junk/ Spam folder for an email from Kanpla.dk.
2. Click the button **'Join Impact Food Group'**, this is a link specific to your child and generated from information provided by the school MIS (Management Information System) data.
Please Note: Siblings can be linked together when you use the same email address on each link. It is currently only possible to send the link to **one parent**.
3. After clicking the sign-up link in your email, you will be asked to **check you child's information** presented is correct including student name, class, year group and school. If correct, click Yes.
4. **Create your Username and Password** (make it something you will remember!)

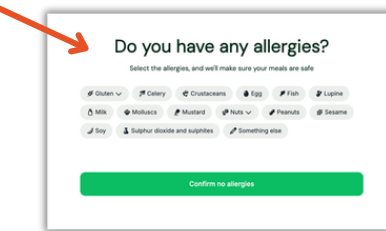
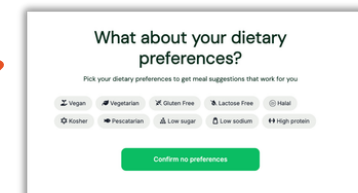


5. Once you have created an account, **download the Impact Food Group app**, this can be found in the app store and android store. Once downloaded, sign into your account.

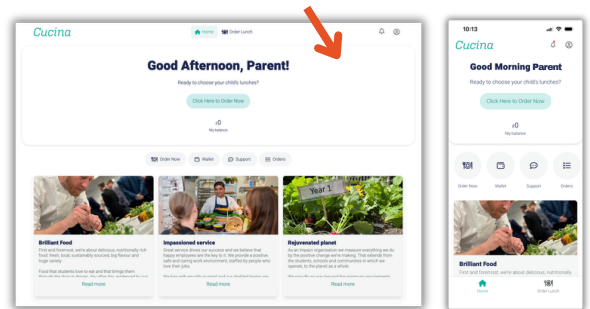
6. **Allergens must be declared** before moving on to the meal ordering page, to do simply click each allergen until selected. If you child does not have allergies, press 'Confirm no allergies'.



7. Please also **select any dietary preferences**. This can be skipped or confirmed as no preferences.

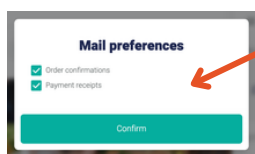
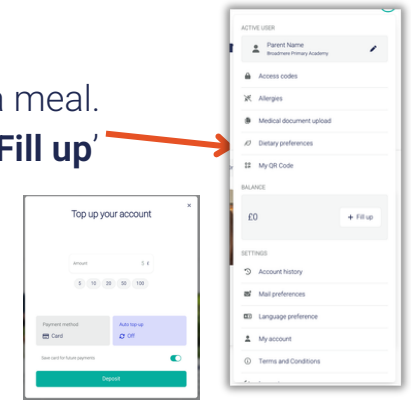


8. **Welcome to the Homepage!** Here you can access your account details, your waller, get support, start your orders and find out more about Impact Food Group!



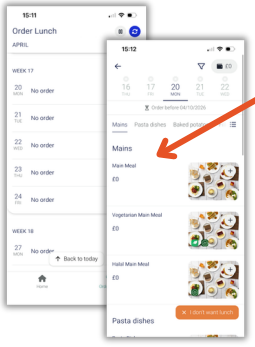
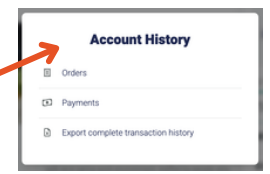
9. A balance, if applicable, must be on the account before selecting a meal. The minimum top up is £5. Click on your account details and press **'Fill up'** to deposit money or 'Wallet' on the homepage.

Please Note: If multiple paid siblings, the balance will be split between them. Your account will only show one total balance.



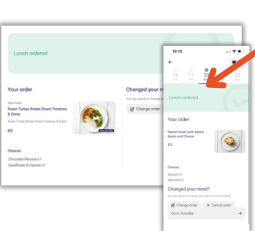
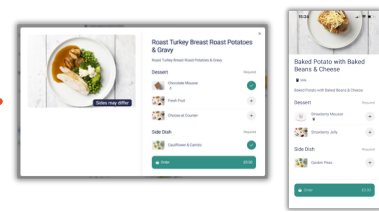
10. You will be notified of any meal cancellations or changes, to update your notification preferences simply go to your account and click **'Mail Preferences'**.

11. You can view your account history such as orders, payments and transaction history by clicking **'Account History'** under your account.



12. You can view weekly menus, scrolling up the page to see daily options before selecting lunch options for each day by clicking on the option you would like. Menu choices alternate on a three-week cycle.

13. **Select a Meal** - Tap on your chosen dish to see a larger image and select any available sides or pudding options. Once you've made your selections, confirm your order.

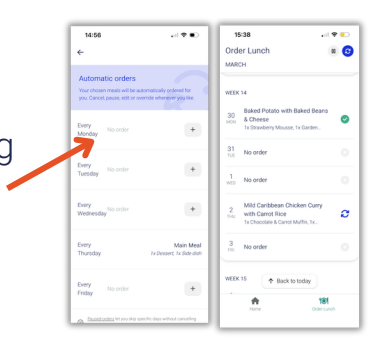


14. **Order Confirmation** - You'll see a green confirmation message along with a summary of your order. A green tick will also appear next to that date at the top of the screen, confirming your order has been placed.

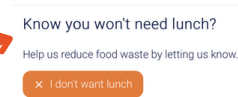
From this page, you can: Change or cancel your order if needed, tap another date to continue ordering for the rest of the week. If you press the back button, you'll return to the weekly overview, where you can see your order summary and place additional orders.

15. For convenience, there is an option to select **recurring orders** weekly. Please keep in mind the menu options change weekly based on a three-week cycle From the weekly overview page, tap the blue recurring icon at the top right. From here you will be directed to a page to:

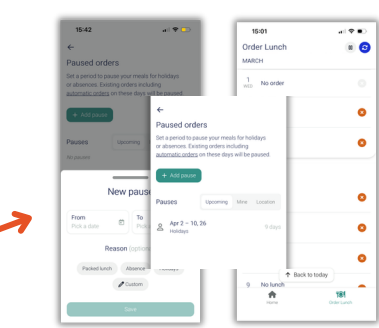
- Select the day(s) you would like to set up automatic orders for, choose your preferred meal option, see a preview of upcoming meals and dates. Once confirmed, you'll receive a green confirmation message, and the blue recurring icon will appear on the selected day(s) in your weekly overview.



16. **Choosing no lunch** - If your child won't be having a school meal (for example, due to absence or a packed lunch), you can select 'I don't want lunch' at the bottom of the menu page (or via the orange pop-up as you scroll). After selecting this option: You'll receive a confirmation message & a red cross will appear next to that day in your weekly overview.



17. **Pausing orders** - if your child will be absent and you would like to pause lunches simply: Tap the pause icon at the top of the screen, select 'Add Pause', choose the dates of absence and, if you wish, add a reason. The paused dates will show as a red cross in your weekly overview.



Ordering With Allergens:

If you have selected an allergy, documents are required to ensure appropriate meals are provided. Reviewed by the Safety Team

In this example, As a 'gluten' allergy was declared, all menu options containing 'Gluten' are not available to this student. Alternative Allergen Free meals are available to select.

