

## Preorder Menu Items

You can enter preorders sent from home, or view preorders placed using HeadMaster Online when linked to your school's lunch calendar.

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Preorders**. The Lunch Preorders window displays.
3. Select the Type or Homeroom Teacher.
4. In the grid, you can select a student and set the quantity for each menu item that is pre-ordered.
5. Click **OK**.