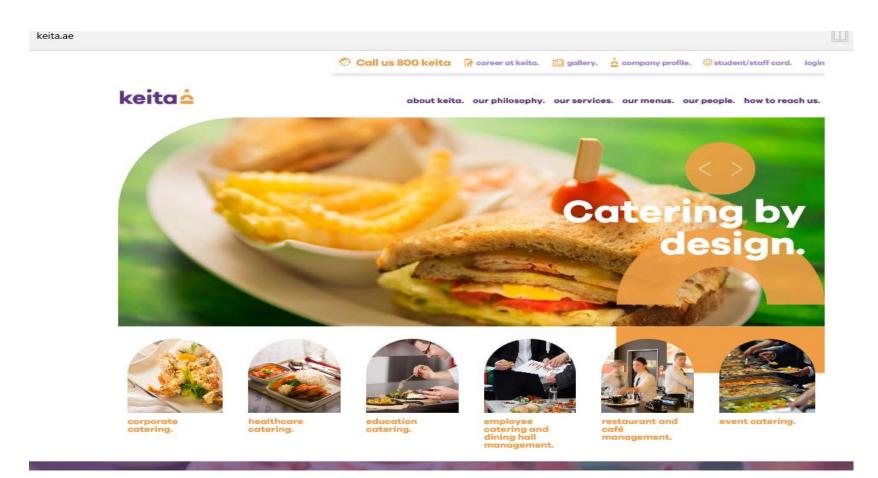
### How do I recharge for my student?

كيف يمكنني إعادة شحن البطاقة لتلميذي؟



#### Signing up with keita



https://keita.ae/



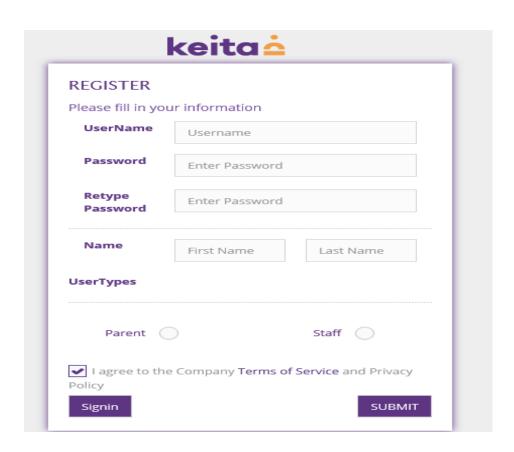
#### To sign in

keita📥	
SIGN IN	
Username	
Password	
Forgot Password?	
Login	
Sign Up	
Sign Up	

Enter user name and password If you are a new customer click  $\rightarrow$  sign up



#### Register

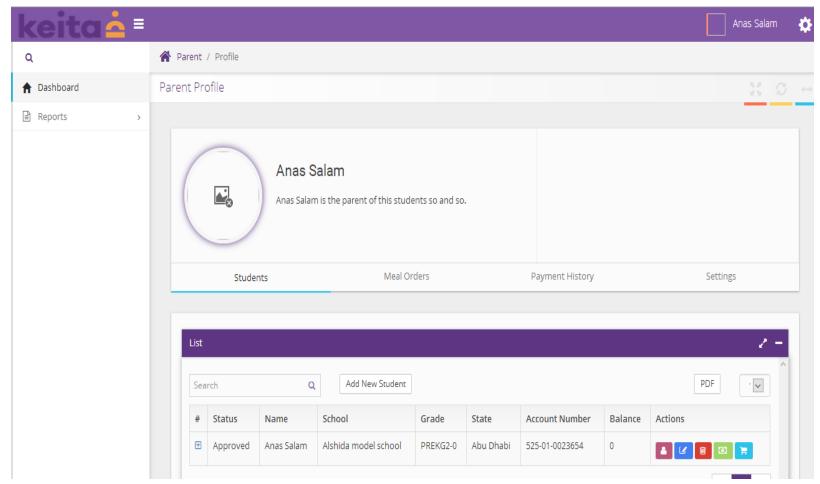


Click on sign up

Fill all the fields and click submit



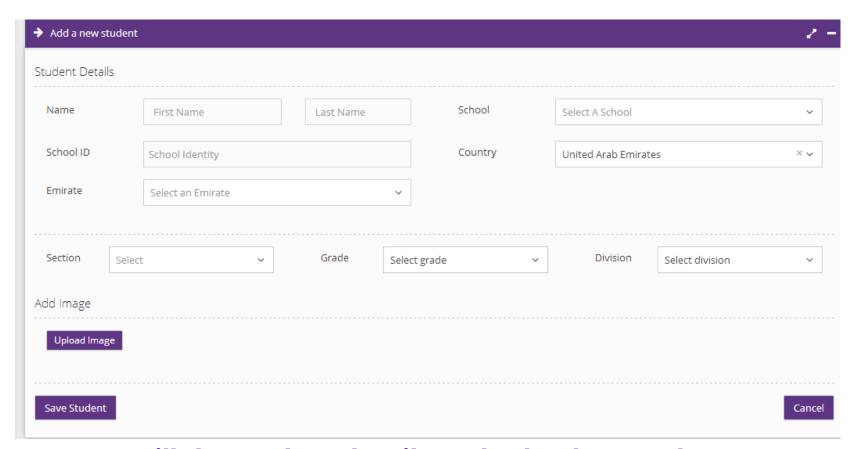
#### add a student



Click add new student



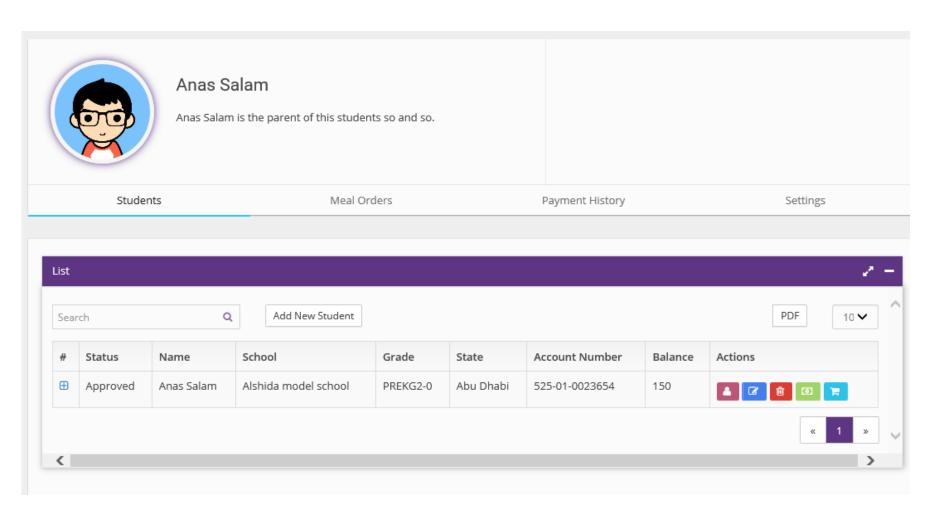
#### **Student ID registration**



Fill the student details and school ID number

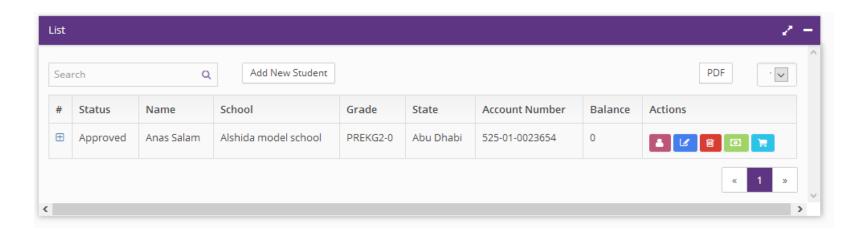


#### Student dash board





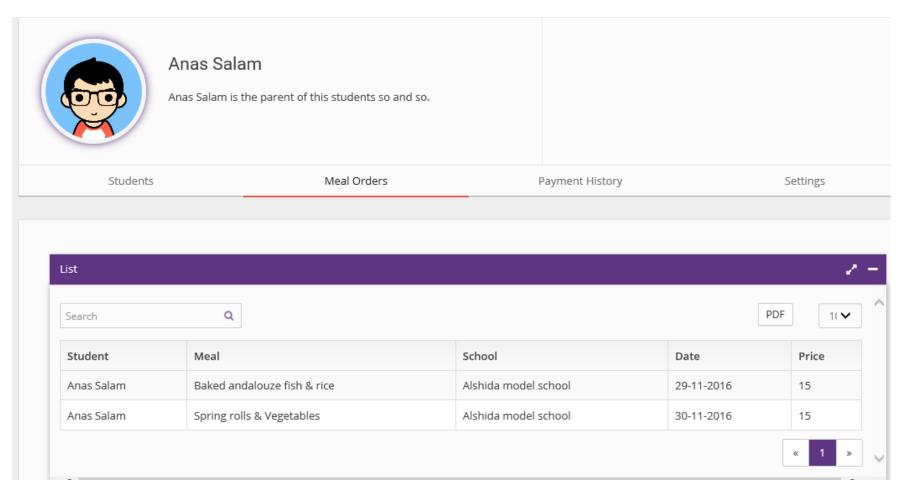
#### Student account options



- view student
- edit student
- delete student
- online recharge
- select menus

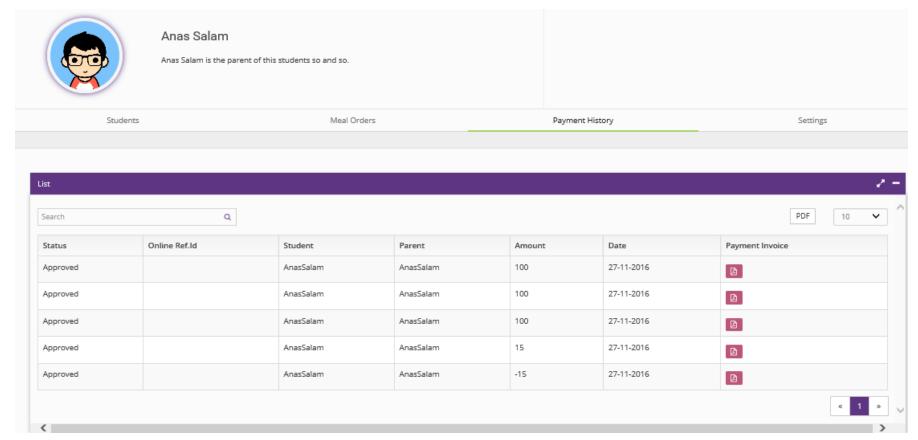


#### **Student meal orders**





#### **Payment history**



Click pdf file icon in payment invoice column



#### payment invoice



keita Catering LLC

ICAD Building D, Abu Dhabi, UAE Ph: 02-6446461, Fax: 02-6446344

To , Anas Salam Al Falah Street

**PAYMENT RECEIPT** 

Payment Date: 27-11-2016

Payment Mode:

#### **Total Amount**

100 AED

Payment Ref.Number	Invoice Date	Invoice Amount	Payment Amount		
	27-11-2016	100 AED	100 AED		

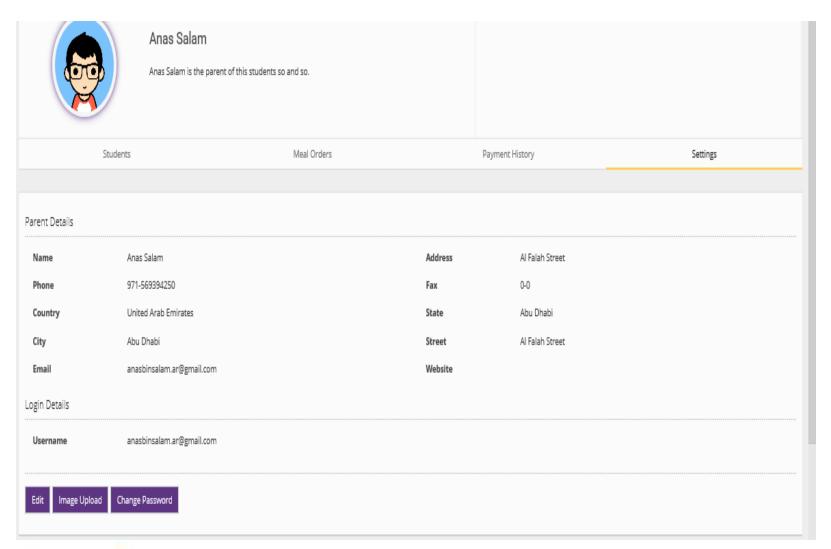
NB: This is a payment confirmation message from KEITA

#### **Digital Internet Service LLC**

Technopark , Trivandrum, Najda Street, Abu Dhabi, Abu Dhabi, United Arab Emirates Email : mrrlyad@gmall.com, Phone : 91-508922937 , 971-508922937

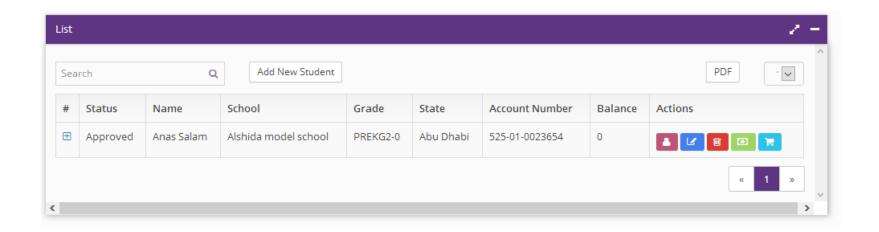


#### parent profile settings





#### Student account options

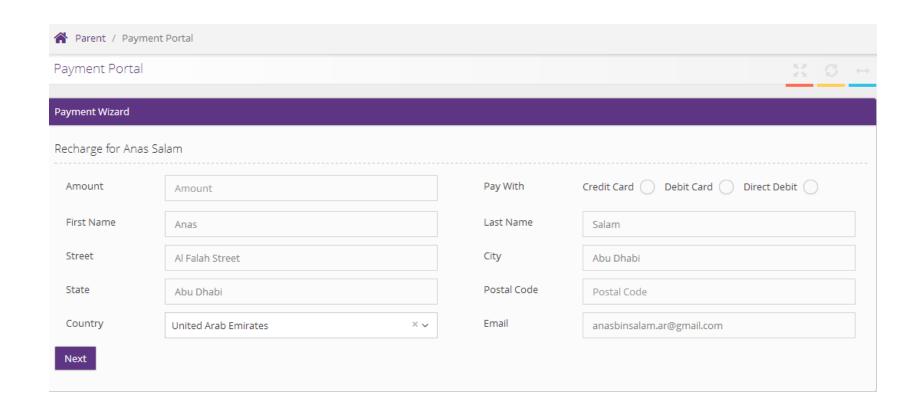


Click online recharge icon





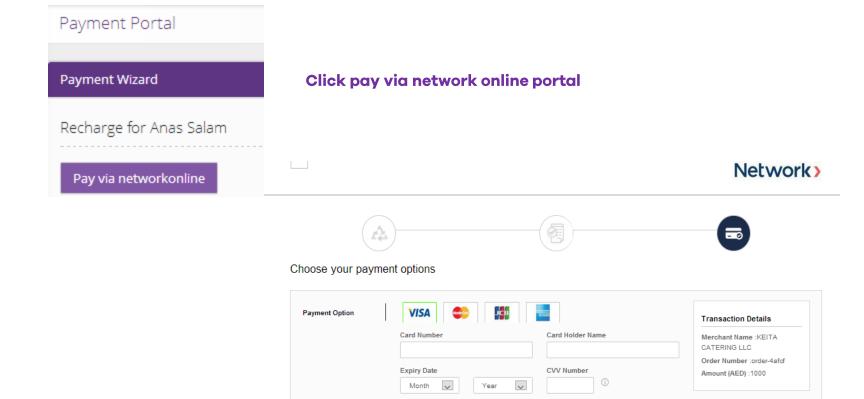
#### top up cards



enter the amount and click next



#### top up cards



PAY NOW

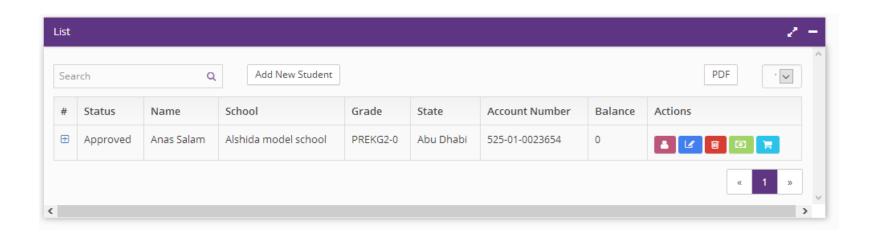
CANCEL



## How do I select menu for my kid?



#### Student menu selection

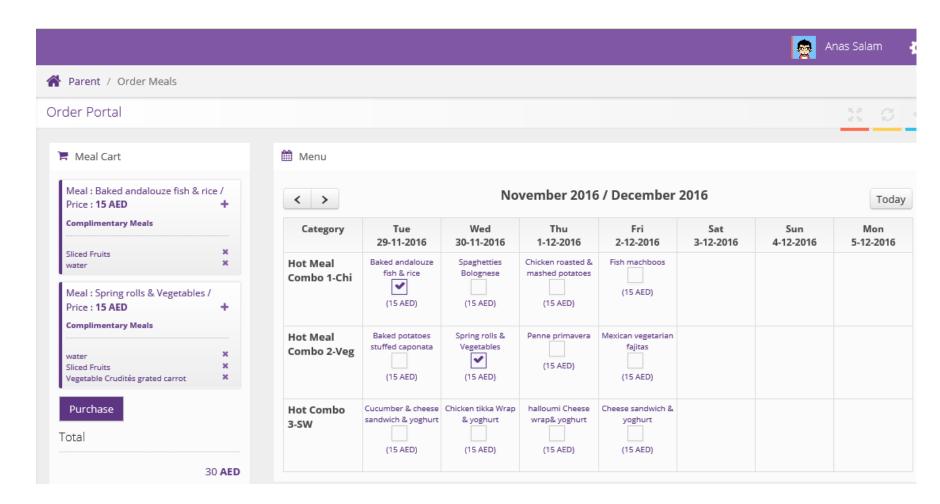


**Click option select menus** 





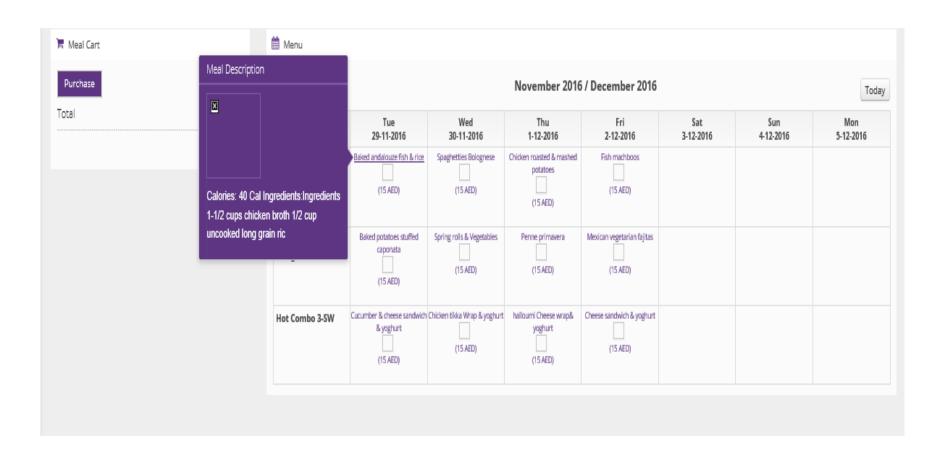
#### Selecting the menu



select menus from menu calendar



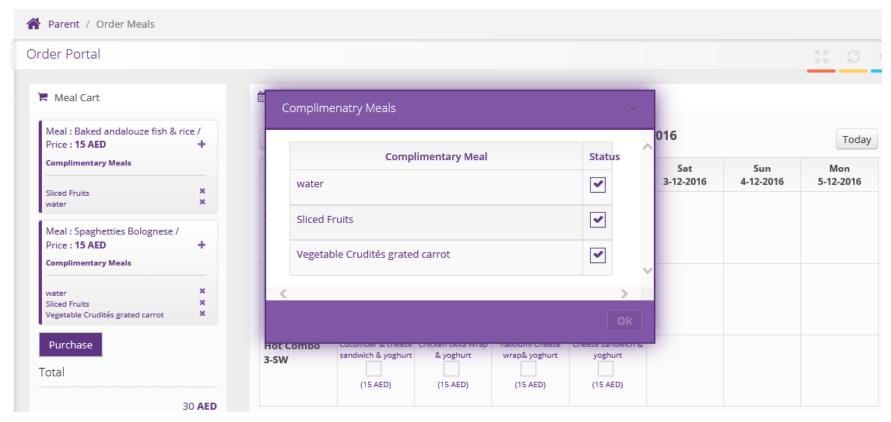
#### to get calorie and ingredients of menu Item



To get calorie and ingredients details → mouse moves over to menu item name



#### Complimentary items selector



Select complimentary menu item names and click Ok



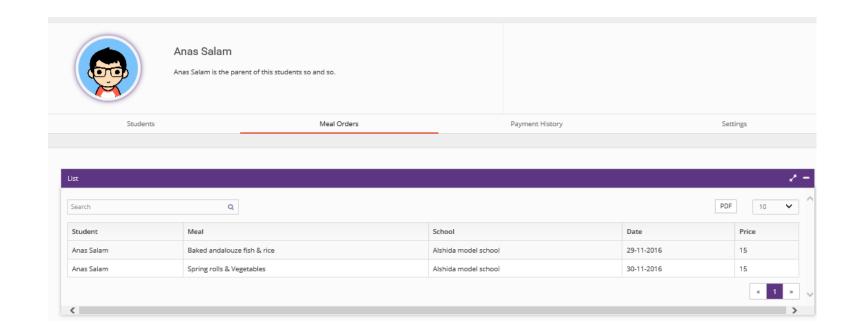
#### Weekly menu selection screen

Parent / Order Meals									
Order Portal									
` <b>₹</b> Meal Cart		menu Menu							
Purchase		<b>〈 〉</b>	November 2016 / December 2016						
Total 0 AED	Category	Tue 29-11-2016	Wed 30-11-2016	Thu 1-12-2016	Fri 2-12-2016	Sat 3-12-2016	Sun 4-12-2016	Mon 5-12-2016	
	0 AED	AED Hot Meal Combo 1-Chi	Baked andelouze fish & rice (15 AED)	Spaghetties Bolognese (15 AED)	Chicken roasted & mashed potatoes (15 AED)	Fish machboos (15 AED)			
		Hot Meal Combo 2-Veg	Baked potatoes stuffed caponata (15 AED)	Spring rolls & Vegetables (15 AED)	Penne primavera (15 AED)	Mexican vegetarian fajitas (15 AED)			
		Hot Combo 3-SW	Cucumber & cheese sandwich & yoghurt (15 AED)	Chicken tilka Wrap & yoghurt	halloumi Cheese wrap& yoghurt  (15 AED)	Cheese sandwich & yoghurt (15 AED)			

after completing the selection >> click purchase button



# For getting previous meal orders / meal order history



Click -> meal orders, to see all the orders placed



# For Supports: Toll free customer service number: 800-KEITA (53482)

Customer support mail: info@keita.ae

