

How to make an order on the Local Food Coop website

Note: this document describes how to make an order on the Local Food Coop website. You need to register before making an order for the first time – see the “How to register on the LFC website” document for more information. Read below to find out how to make order.

1 Go to the website

Click the link below to open the LFC website in your web browser:

<http://localhost/foodcoop/shop>

You should see a webpage like this:

2 Log in to the website

Go to the grey login box on the webpage and enter the **email address** and **password** that you registered with. Then press the “**Login to Order**” button:

round Up's shop!

The login form is a grey box with a white border. It contains the following elements:

- Email address:** A text input field containing "sam.smith@myemail.com".
- Password:** A text input field containing ".....".
- Log in to Order:** A blue button with white text, circled in red. A red arrow points to it from the right.
- [Forgot your password?](#)
- [New to From the Ground Up?](#)

Below the login form are three small images: a person, a bag of groceries, and a group of people.

3 Choose your collection location

Select the **location** from where you will collect your order, and press the “**Click to Start An Order**” button. This will open your order, allowing you to add products to your shopping basket.

[[Continue Shopping](#) | [Your Basket](#) | [Checkout](#) | [Your Account](#) | [Help](#) | [Contact Us](#) | [Logout](#)]

Welcome Sam Smith!

Ordering Closes: **Midday, Wednesday 1 June**

The form is a red box with a white border. It contains the following elements:

- Select from these options to begin an order** (Header)
- Collection Location** (Section Header)
- Click here for [more details](#).
- Choose a location --** (Dropdown menu)
- Canbury Arms Pub
- Kingston Environment Centre** (Selected location, highlighted in blue)
- Click to Start An Order** (Button)

A red arrow points from the "Choose pickup location" box to the "Kingston Environment Centre" option in the dropdown menu.

**Choose
pickup
location**

4 Add products to your shopping basket

Click on “**Products by Category**” to select food to add to your basket, as shown below.

Welcome Sam Smith!

Ordering Closes: **Midday, Wednesday 1 June**

You can begin shopping!

Add items to your Basket from the Available Products below.

Available Products

[Products by Category](#)

[Veg and Fruit Boxes](#)

Your Orders

[Your Basket](#)
[Checkout](#)

[Previously Ordered Items](#)

[Past Invoices](#)

You will then see a list of products with an index at the top. To find products, either click on the relevant category in the index, or scroll down the product list:

Products by Category

Product index

[Vegetables](#)

- [Carrots](#)
- [Greens and Lettuces](#)
- [Onions](#)
- [Potatoes](#)
- [Root Vegetables](#)
- [Summer Squash](#)
- [Tomatoes](#)

[Dairy and Eggs](#)

- [Cheese](#)
- [Eggs](#)

[Fruits](#)

- [Apples](#)
- [Citrus](#)
- [Figs](#)
- [Grapes](#)
- [Melons](#)
- [Misc. Fruit](#)
- [Pears](#)
- [Plums](#)

[Herbs](#)

- [Fresh Herbs](#)



[Boxes](#)

- [Fruit boxes](#)
- [Veg boxes](#)

Vegetables


Carrots

Product list

ID	Product Name and Description	Origin	Status	Unit	Price	Order
#456	 Rainbow Carrots Order number of half kilos. Dirty.	Lancashire, UK	Certified Organic	half kilo	£0.55/half kilo	 1

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Greens and Lettuces

ID	Product Name and Description	Origin	Status	Unit	Price	Order
#455	Broccoli Order number of half kilos.	Lincolnshire, UK	Certified Organic	half kilo	£1.05/half kilo	 1

Once you have found a product you want to order, select the quantity, and press the “**Add to Cart**” button. This will place the product in your shopping basket:

Onions

ID	Product Name and Description	Origin	Status	Unit	Price	Order
#463	 Onions Order number of half kilos. Small, new season.	Cambridgeshire, UK	Certified Organic	half kilo	£0.36/half kilo	 <input type="text" value="1"/>

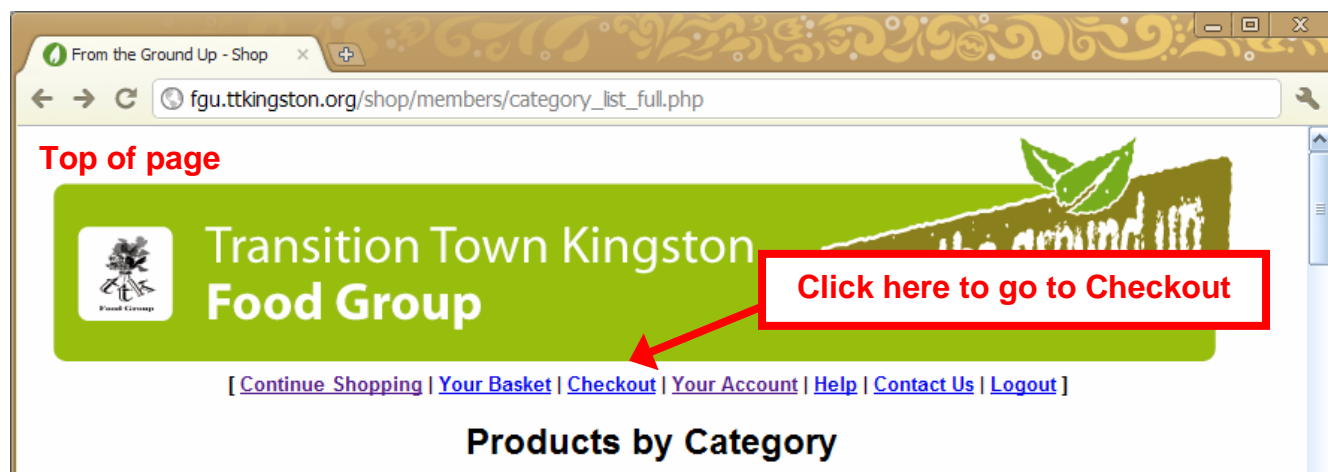
Select quantity and click “Add to Cart”

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Continue adding products to your shopping basket until you have selected all the products you want. (You will be able to remove products from your shopping basket or change quantities later.)

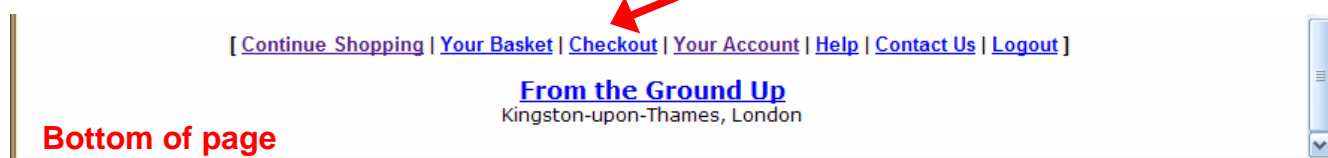
5 Go to the checkout and submit your order

To visit the checkout, click the “**Checkout**” link at the top or bottom of the page:



...

... or click here



Once you are at the checkout, submit your order by pressing the “**Submit Order**” button, as shown below.

You can also review and update your order. To remove a product completely from your shopping basket, press the “**Remove**” button. To change the quantity of a product, enter the new quantity and press the “**Update**” button.

#	Product Name	Price	Quantity	Subtotal	
479	Eggs - large	£1.63 / half dozen	1 item <input type="text"/> item Update	£1.63	Remove
494	Family Organic Veg Box	£9.38 / box	1 box <input type="text"/> box Update	£9.38	Remove
472	Lemons	£0.30 / item	3 items <input type="text"/> items Update	£0.90	Remove
481	Mangoes - Tommy Atkins	£1.46 / item	2 items <input type="text"/> items Update	£2.92	Remove
463	Onions	£0.36 / half kilo	1 half kilo <input type="text"/> half kilo Update	£0.36	Remove
465	Potatoes - Bakers	£0.45 / half kilo	1 half kilo <input type="text"/> half kilo Update	£0.45	Remove

Current total: £16.64*

Submit your order!

Checkout
[Submit Order](#) [Cancel Order](#)

You can update and resubmit your order until Midday, Wednesday 1 June.
Please remember to pick up your order. Payment is by cash or cheque on collection.

* Total includes £1.00 admin and packing.

[[Continue Shopping](#) | [Your Basket](#) | [Checkout](#) | [Your Account](#) | [Help](#) | [Contact Us](#) | [Logout](#)]

From the Ground Up
Kingston-upon-Thames, London

That's it! Once you submit your order, you will receive a **confirmation email** with invoice.

You can revisit the website and add or remove products as many times as you like up to the ordering deadline. **Remember to resubmit your order after making any changes!** You can also cancel your order any time up to the ordering deadline.