



## *Touch of SAGE* Mobile App Quickstart Guide – for Students and Faculty

This quickstart guide will walk you through setting up the *Touch of SAGE* app for first-time use.

### Get the App

The mobile application is available for both Android and Apple smartphones and tablets. The app can be downloaded from either Google Play or the iTunes store.

1. Make sure you're connected to the internet.
2. Go to the app store.
3. Search for Touch of SAGE by SAGE Dining Services.
4. Select the app from the search results.
5. Tap **install**.

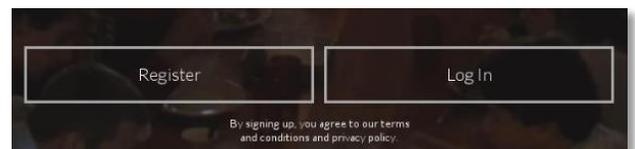
Installation shouldn't take more than a few seconds. Once the installation process is complete, you'll be able to register for an account.

### Create an Account as a Student or Faculty Member

Creating an account is a short, two-step process. We need a just few details from you.

#### Sign Up:

6. Open the Touch of SAGE application.
7. Tap on the **Register** button.
8. Enter an email address.
9. Enter a password.
10. Confirm your password.
  - Your password must:
    - be at least 8 characters long
    - contain 1 capital letter
    - contain 1 lower case letter
    - contain 1 number
    - contain 1 special character
11. Tap on the **Register** button.



#### Set Up:

12. Enter your first and last name in the boxes.
13. Select "I am a student" or "I am faculty" from the drop-down list.

14. Enter your birthday.
15. Select your gender.
16. Press **Continue**.

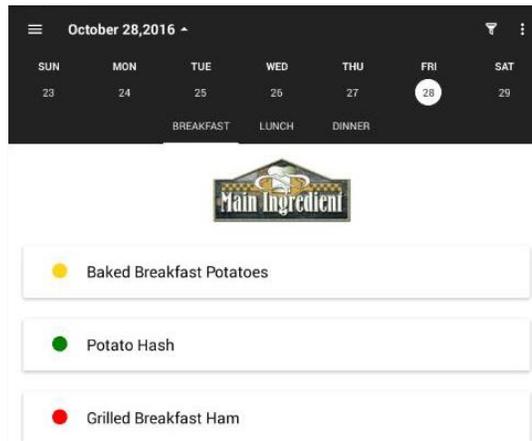
### Select Your School:

17. In the search bar, type in your school's name and press search.
18. From the list of search results, tap on the appropriate school.
19. Hit **finish**.
20. You'll receive a message reading "school saved".

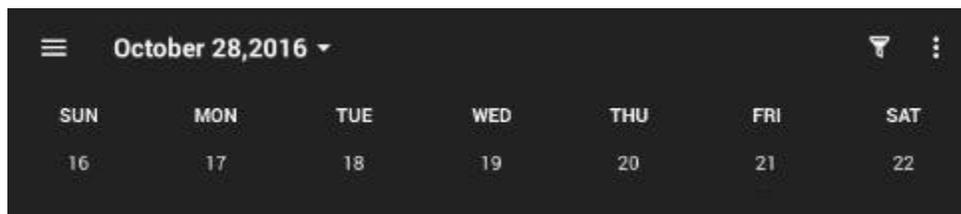
## Navigating the Menu

Accessing and navigating the menu is simple.

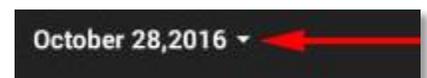
1. Tap the navigation icon  to reveal the navigation view.
2. Select **Menu** from the list of options.
3. You'll be taken directly to the current menu. By default, today's date is selected.

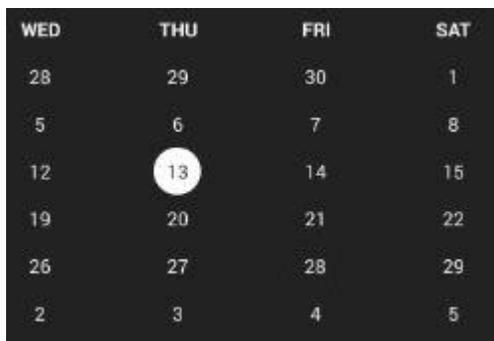


4. Swiping left or right on the calendar will change the week.



5. To view the whole month, tap the upside down triangle icon next to the date at the top of the app. This changes the view from week to month. Tapping it again will change it back to the weekly view.



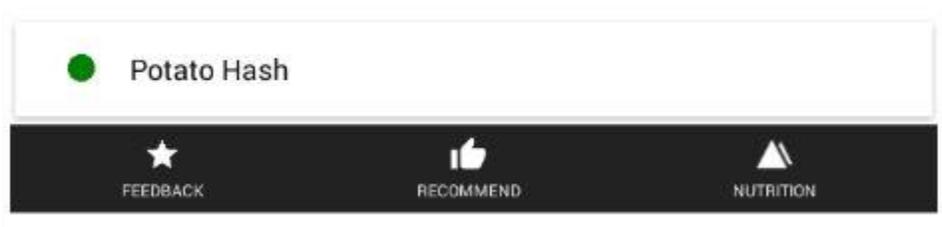


6. Choose any date you wish to view simply by tapping on it. The new menu will load automatically.

7. You can navigate to any meal by tapping one of the choices listed near the top of the screen.



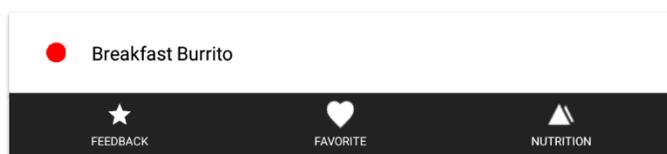
8. Tap any item on the menu to view its nutrition information. You can also send feedback directly to the chef, or recommend that item to your child.



## Adding an Item to Favorites

You can add any menu item to your list of favorites. A heart icon  will appear near the item whenever it is on the menu.

1. Open the menu.
2. Tap on any item you'd like to add to your favorites.
3. A list of options will appear below the menu item:



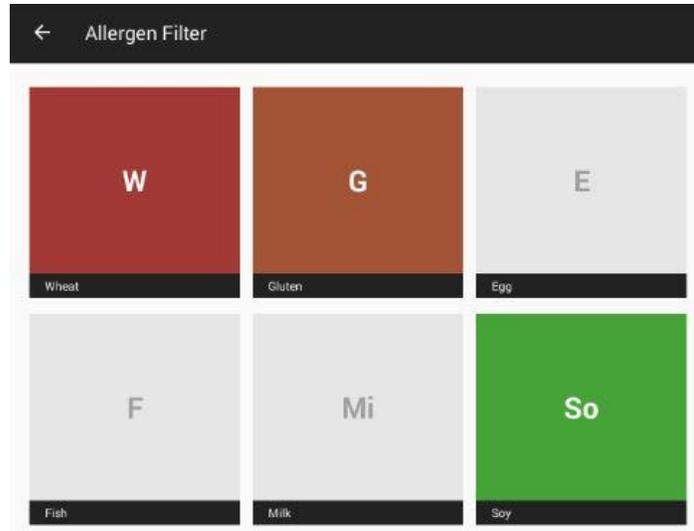
4. Tap on the heart icon.
5. Note: You can “unfavorite” an item by tapping the heart icon a second time.

## Using the Allergen Filter

You can select and apply filters to hide menu items that contain allergens.

1. Tap the filter icon  to reveal the allergen filter view.
2. Tap any allergens from the list available.

3. Selected allergens will highlight in color.



4. Tap **Save**.

5. Now all menu items containing the selected allergens will fade out.

6. Your profile will be stored and you won't have to repeat this step.

## FAQ

Can I use the app on my tablet?

Yes. As long as it's an Android or Apple device, you can use the app on your tablet. Internet access is required.

I've forgotten my password. Can I still access my account?

Yes. You can reset your password by going to the login page and tapping the **Forgot Password?**

I don't have an email address, can I still create an account?

No. An email and password are required to use the application.

Do I have to filter for allergens every time I look at a menu?

No. The allergen settings for each child are saved and will be applied automatically whenever you open a menu.

What if my allergens change? Is there a way to clear the allergen filter?

Yes. Return to the allergen filter, then add or remove any allergens that have changed. When you're done, hit save.

How can I contact the kitchen staff?

Open the navigation view and click on **school info**. The Food Service Director's phone number and email address will be listed.