



## *Touch of SAGE* Mobile App Quickstart Guide – for Parents

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**.

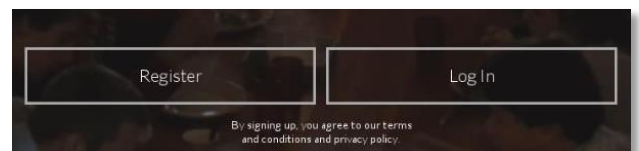
Installation shouldn't take more than a few seconds. Once the installation process is complete, you'll be able to register for an account.

### Create an Account

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.
  - 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
10. Confirm your password.
11. Tap on the **Register** button.

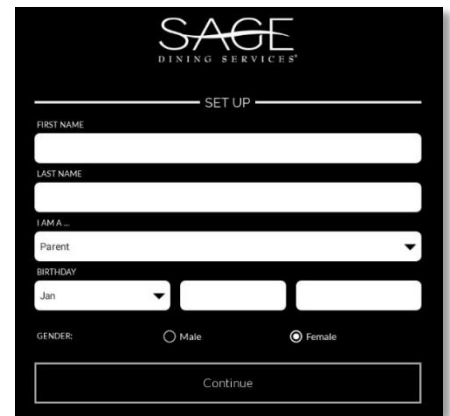


### Set Up:

12. Enter your first and last name in the boxes.
13. Select “I am a parent” from the drop-down list.
14. Enter your birthday.
15. Select your gender.
16. Press **Continue**.

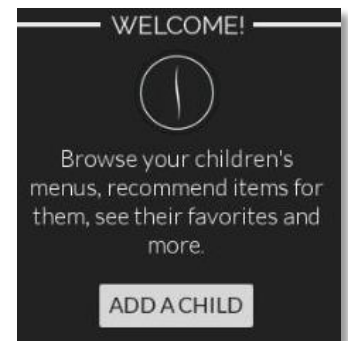
### Add Your Kids and Their Schools

By adding your children and the school(s) they attend, you’ll be able to access the school’s menus, see your child’s favorite items, and even create an allergen profile for them.

A screenshot of the SAGE Dining Services 'SET UP' form. The form is on a dark background with white text and input fields. At the top, it says 'SAGE DINING SERVICES' and 'SET UP'. Below that are fields for 'FIRST NAME', 'LAST NAME', and 'I AM A...' (with 'Parent' selected). There are also fields for 'BIRTHDAY' (with 'Jan' selected) and 'GENDER' (with 'Female' selected). A 'Continue' button is at the bottom.

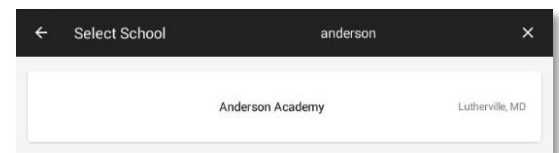
### Add a Child:

17. Tap the button labeled **Add A Child**.
18. Enter your child’s email address.
19. Enter a password for your child.
20. Confirm the password.
21. Tap **Continue**.
  
22. Enter your child’s first and last name.
23. Enter your child’s birthday.
24. Select your child’s gender.
25. Press **Register**.



### Select Your Child’s School:

26. In the search bar, type in the school’s name and press search.
27. From the list of search results, tap on the appropriate school.
28. Hit **finish**.
29. You’ll receive a message reading “school saved”.



Repeat the above steps (starting at 17) for each child attending a SAGE school.

### Select Your Kid’s School Menu

You may need to attach the appropriate menu for your child. Typically, upper school and lower school dining halls feature different menus.


### Select a Menu

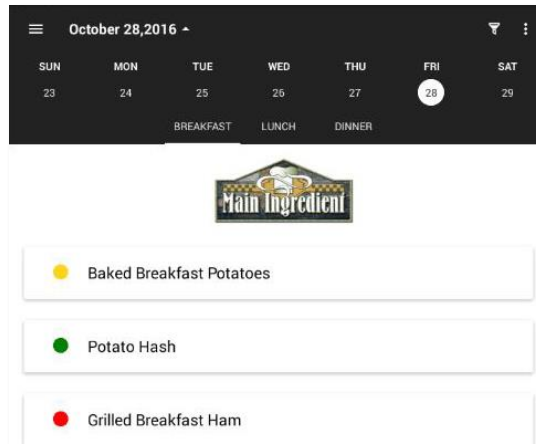
30. From the list, select the child you want to update by tapping their name.
31. From the navigation drawer, select the menu from those available.

*That’s it! You’re ready to go!*

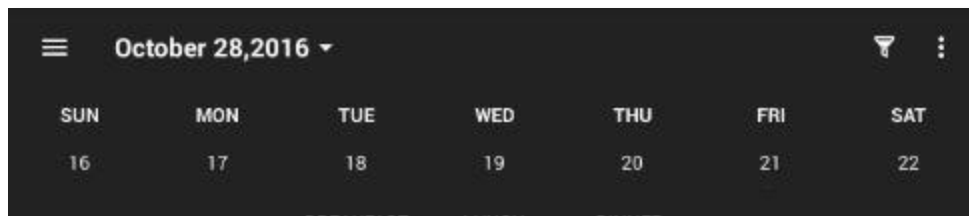
## Navigating the Menu

Accessing and navigating the menu is simple.

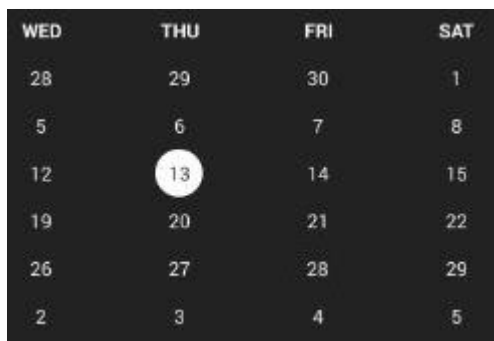
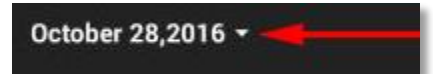
1. Tap the navigation icon  to reveal the navigation view.
2. Select **Menu** from the list of options.
3. You'll be taken directly to the current menu. By default, today's date is selected.



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.

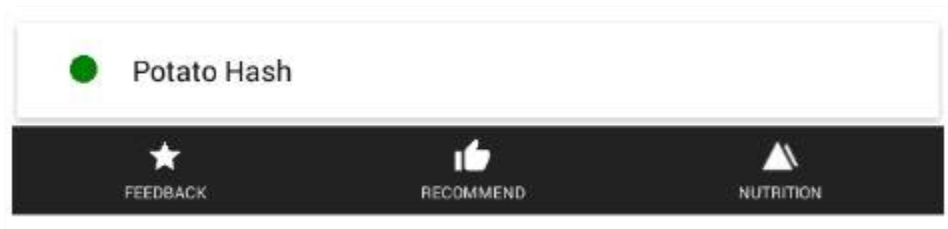


6. Choose any date you wish to view simply by tapping on it. The new menu will load automatically.


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.



## Recommending an Item

You can recommend menu items to your children. When you recommend something to your child, they will see a thumbs up icon  on screen encouraging them to choose the item when dining.


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

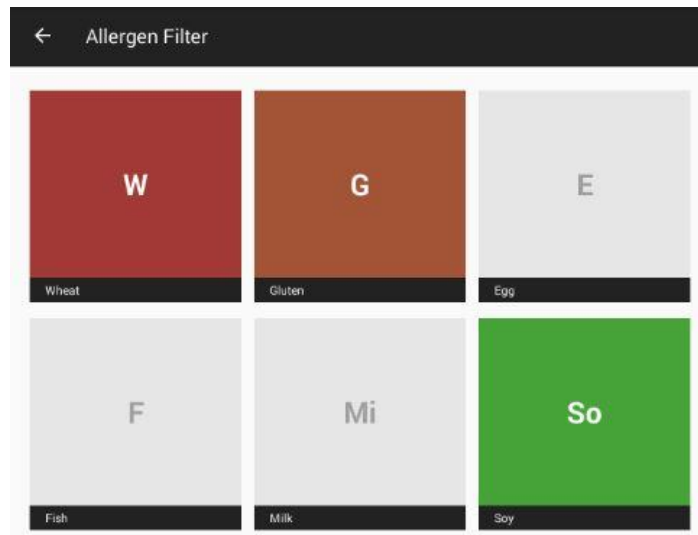


4. Tap on the thumbs up icon.
5. A success message will appear.
6. You can “unrecommend” an item by tapping the thumbs up icon a second time.

## 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?**

My child doesn't have an email address, can I still create an account for them?

No. An email and password are required to use the application. If you're comfortable giving your child independent internet access, consider free email services like gmail.com.

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 child's 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.