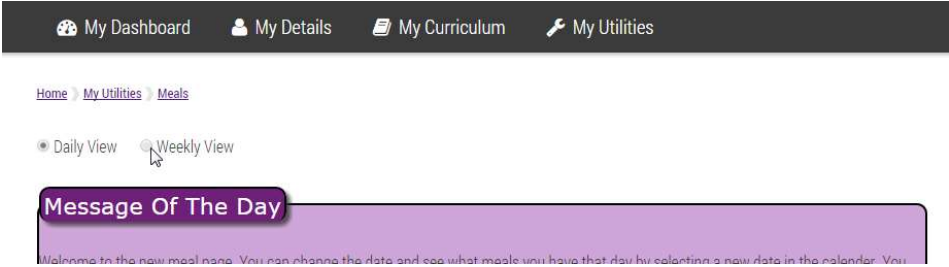


# RESIDENCE STUDENTS

Log on to ROSS; click on [MY BOOKINGS](#) → [MEALS](#)

1. To change meals one week at a time; click on [WEEKLY VIEW](#)



Select [MEAL TIME](#) and [DATE RANGE](#) if you are changing meals not in the current date range: You will be shown one of the two week cycles at a time.



Change your meals according to your preference, by selecting the drop-down menu for each meal.

The [BOOK RANGE](#) allows you to specify the period that you want to apply the changes to. Either for this date range only, or for all future meals on this cycle, or you can select the period of time that you want to apply the changes to. In other words, the repeat cycle is giving you more options to choose from. Click on **SUBMIT** when you are done. Do the same for breakfast and supper, should you wish to make changes. Remember to select the following week's date range if you want to cover both weeks of the two-week menu cycle.

22/02/16 till 28/02/16
Lunch

**Meal Cycle 2**

Mon - 22/02/16  
Unbook

Tue - 23/02/16  
Unbook

Wed - 24/02/16  
Unbook

E : Corn and Asparagus bake, Salad Bar  
 F : Chicken Mayo Roll, Chips  
 H : Spicy Tuna Pizza  
 I : Chicken & Cheese Roll, Chips  
 O : Crumbed Pork Chops  
 V : Ratatouille, Salad Bar  
 W : Cheese Salad Roll, Chips  
 Z : Braised Mutton Chops, Samp

Unbook

Sun - 28/02/16  
N/A

**Book Range**

- Current Week Only - Cycle 2
- All future meals - Cycle 2
- Specify time frame (Note: Only for Cycle 2)

2. To double book a meal:

First ensure that your first meal is booked. Go to **DAILY VIEW** and select the day that you wish to make an additional booking. This will only work for meals beyond the 48 hour booking rule. You will see a green “plus” sign icon next to the meal time (add new meal). Click on it and add your meal.

Daily View     Weekly View

**Message Of The Day**

Welcome to the new meal page. You can change the date and see what meals you have that day by selecting a new date in the calendar. You can edit a meal by clicking on the 'pencil' next to your meal. You can only update meals 48 hours in advance. However you can change the meal you had today for all future meals. Alternatively pick a date more than 48 hour into the future to edit a specific meal for that date. If you have any queries please email meals@ru.ac.za ; Oppidan students: when selecting your booking range, be careful if you use 'All future meals for this day - cycle X'. This will repeat this specific day's booking, every second week (as per menu cycle) until your funds have been depleted. Do not use it to book meals, unless you are only going to attend meals on this specific day. ; To book all lunches for a specific period, go to ADDITIONAL OPTIONS -> BOOK FUTURE MEALS. Select LUNCH. Select SPECIFY TIME FRAME. Enter the dates required. This books all your lunches for that period, under your default diet setting. You can edit your meals per meal, thereafter. You can also unbook all of your meals in one go, should you wish to do so, by using the UNBOOK FUTURE MEALS option. ;

Please note: There is a new "Weekly View" option above to update all meals for a cycle week for a specific meal time. You can apply this update to the single week, or all future weeks for that cycle.

**Meal date**

12/04/16

**Meal Balance**

266.4

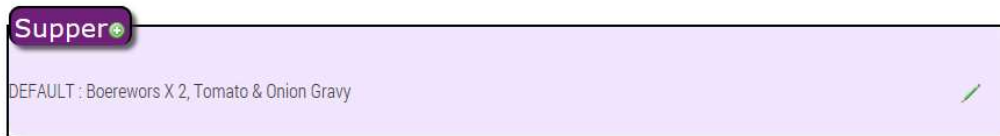
**Lunch** +

Add new Lunch

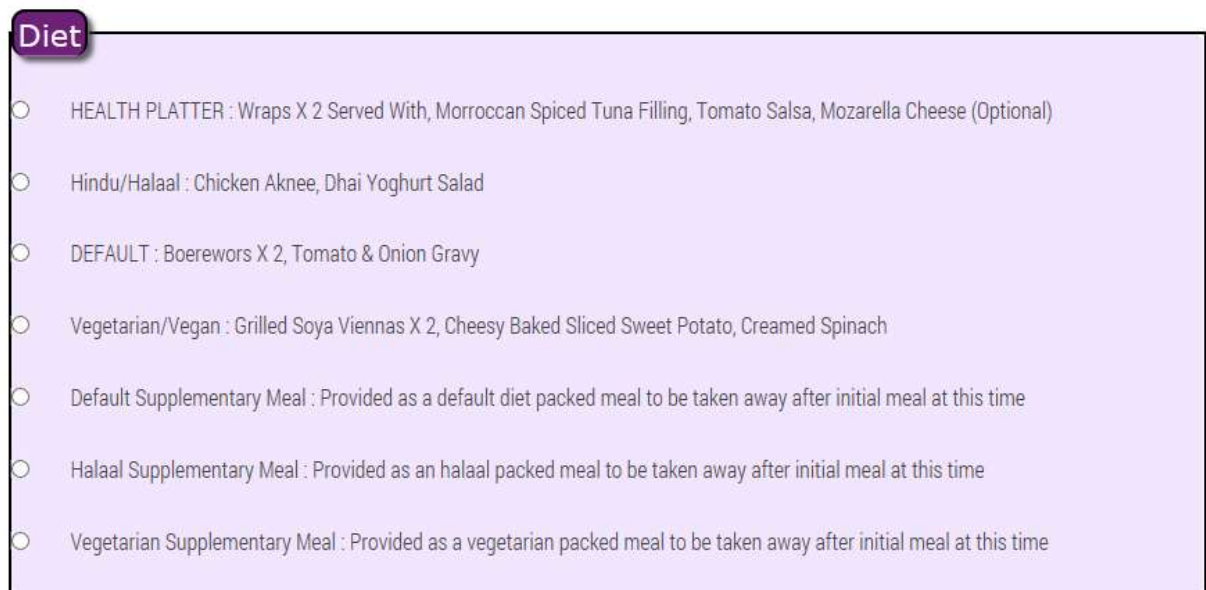
HINDU/HALAAL : Battered Fish, Vegetables, Salad Bar, Chips, Fruit Juice

3. To book an additional TAKE-AWAY SUPPER:

On the meal booking that you wish to add a supplementary meal, click the green plus sign as below. It can only be booked as an additional meal.



On the next screen, the supplementary meals are selectable as below.



These meals can, like double booked meals, only be booked if you have sufficient funds available on your meals account.

4. To change your default diet preference:

Click on [ADDITIONAL OPTIONS](#)

Unbooked

- ✕ Additional Options
- ↑↑ View My Meal Bookings
- ↑↑ View Detailed Menu Choices

From the drop-down menu; select **CHANGE DEFAULT DIET**

Home > My Utilities > Meals > Additional Options

Please select an option

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Book Future Meals

Un-book Future Meals

Update Meal Balance

**Change Default Diet**

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There are three choices to choose from: Default / Halaal / Vegetarian. You can also choose to change all future meals to your new default setting, by ticking the box. Submit your changes.

My Dashboard My Details My Curriculum My Utilities

Home > My Utilities > Meals > Additional Options

Please select an option

Change Default Diet

Change your default diet

Vegetarian/Vegan

Update my Default Diet - In addition update all my current meals to the new diet (note this will change all your future meals to this new diet).

Submit Cancel

##### 5. Additional Options features:

Here you can also opt to rebook a block of future meals, or unbook a block of future meals, in two easy steps.

Select your choice from the drop-down menu (book or unbook); select the meal time that you want to change (e.g. breakfast / lunch / supper), select the booking range (all future meals / specify time frame) and submit your changes.

Please select an option

Un-book Future Meals

- Breakfast
- Lunch
- Supper

- All future meals
- Specify time frame

Start Date

22/02/16

End Date

31/12/16

Submit



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Dec		2016				
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## 6. Other features of the meal pages:

Click on [VIEW MY MEAL BOOKINGS](#) to view your meals for the current two week cycle (click on [My menu date](#) to change the period of time that you want to view)

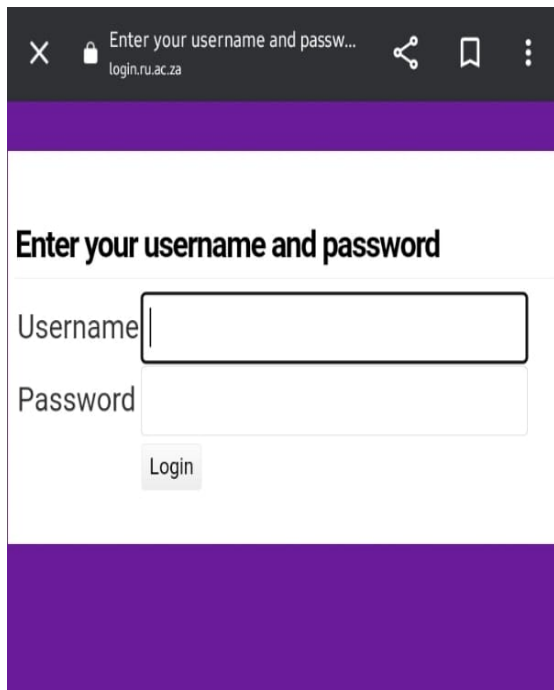
**My Menu Date**

22/02/16							Breakfast	Lunch	Supper																																										
<div style="border: 1px solid #ccc; padding: 5px;">           Feb 2016           <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td style="background-color: yellow;">25</td><td>26</td><td>27</td> </tr> <tr> <td>28</td><td>29</td><td></td><td></td><td></td><td></td><td></td> </tr> </table> </div>							Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29						N/A	Unbooked	N/A
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26/02/16							N/A	Unbooked	N/A																																										
Saturday							N/A	N/A	N/A																																										
27/02/16							N/A	N/A	N/A																																										
Sunday							N/A	N/A	N/A																																										
28/02/16							N/A	N/A	N/A																																										
<b>Cycle 1</b>							<b>Breakfast</b>	<b>Lunch</b>	<b>Supper</b>																																										
Monday							N/A	Unbooked	N/A																																										
29/02/16							N/A	Unbooked	N/A																																										
Tuesday							N/A	Unbooked	N/A																																										
01/03/16							N/A	Unbooked	N/A																																										
Wednesday							N/A	Unbooked	N/A																																										
02/03/16							N/A	Unbooked	N/A																																										
Thursday							N/A	Unbooked	N/A																																										
03/03/16							N/A	Unbooked	N/A																																										
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Saturday							N/A	N/A	N/A																																										
05/03/16							N/A	N/A	N/A																																										
Sunday							N/A	N/A	N/A																																										
06/03/16							N/A	N/A	N/A																																										

Click on [VIEW DETAILED MENU CHOICES](#) to view the full two week menu cycle.

## To RATE MEALS

Log on to Ross click on MY BOOKINGS→ MEALS



Enter your username and password...

login.ru.ac.za

### Enter your username and password

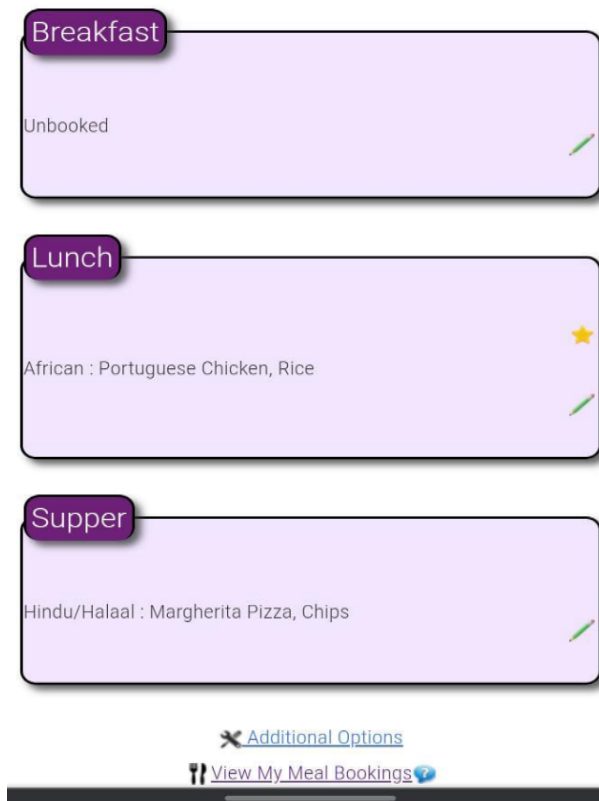
Username

Password


Login

You will see your meals (booked, unbooked, and taken)



Click on the star next to the meal you wish to RATE.




Breakfast

Unbooked 

Lunch

African : Portuguese Chicken, Rice  

Supper

Hindu/Halaal : Margherita Pizza, Chips 

[Additional Options](#)

[View My Meal Bookings](#)

Rate, comment(optional) and submit.

**Meal Details :** Friday the 19/08/22 Lunch

**African : Portuguese Chicken, Rice**

Please rate your meal (1 Star = Very Poor - 5 Stars = Very Good)



Comments(Optional) - 160/160 characters

Submit

Cancel



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Food services will get an automated anonymous email with the rating.