

OPPIDAN STUDENTS

Register as an Oppidan meal taker - Log on to ROSS; click on [MY BOOKINGS](#) → [MEALS](#)

If you haven't yet registered as an Oppidan meal taker, you will be directed to a page which will ask if you want to register. Select YES and follow the instructions.

As an Oppidan meal taker, you can top up your meal account online, should you wish to pay via your student fees account. Do note that you need to have a credit balance available on your fees account, otherwise you will receive an error message.

Until tuition fees have been charged to fees accounts, the maximum amount that can be charged to your fees account, is R600.00

Should you prefer to pay cash / via card; you need to do so at the cashier inside the Student Bureau in Eden Grove.

Please provide proof of your payment to the Residence Systems Coordinator, either by emailing the proof of payment to [meals\(at\)ru.ac.za](mailto:meals(at)ru.ac.za) – ensure that your student number and your full name and surname is included in the email.

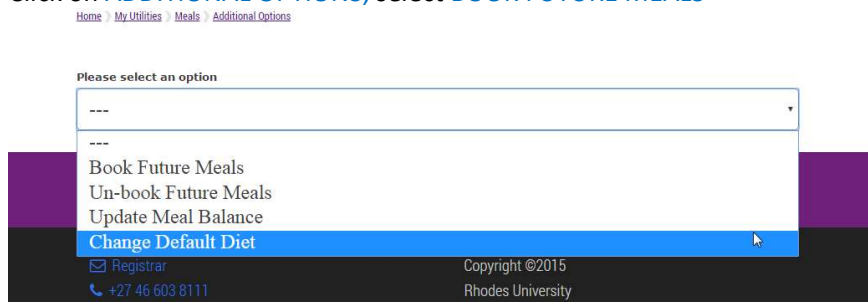
Alternatively, you can hand in your proof of payment in person, at 35 South Street. **Your meals balance can only be updated once the proof of payment has been received.**

☞ **2018: MEALS ARE SERVED FROM RESIDENCE DINING HALLS ONLY** You will select your dining hall for each meal that you book.

There are a couple of ways to book your meals after your balance has been topped up:

1. Booking a block of meals –

Click on [ADDITIONAL OPTIONS](#), select [BOOK FUTURE MEALS](#)

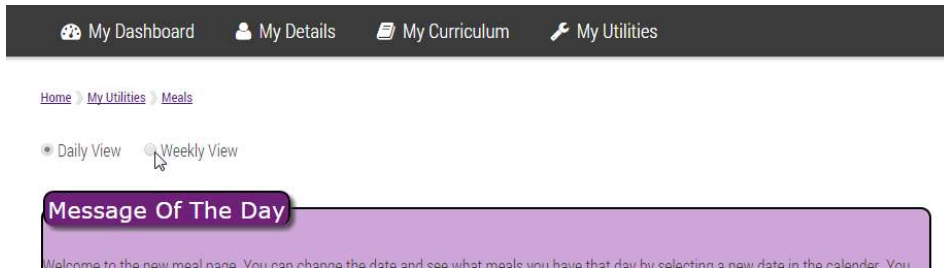


Select your choice from the drop-down menu (book or unbook); select the meal time that you want to change (e.g. breakfast / lunch / supper), select the booking range (all future meals / specify time frame), select the dining hall, and submit your changes.

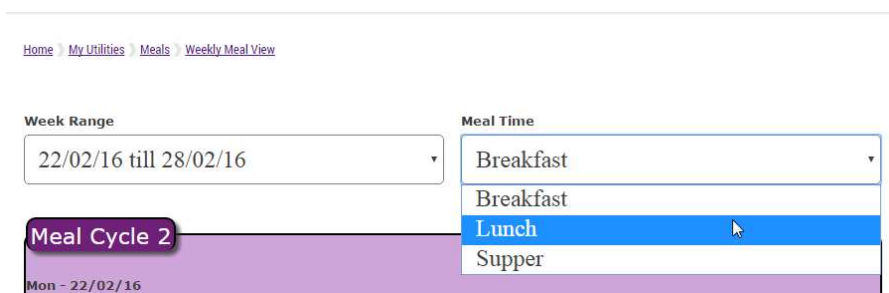
This feature books all the meals that you have specified, on your default diet setting.

You can change your meals as follows:

2. 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.

My Dashboard My Menu My Bookings My Utilities

Home My Bookings Meals Weekly Meal View

Week Range: 19/02/18 till 25/02/18 Meal Time: Lunch

Meal Serving: Primary Meal

Meal Cycle 2

Mon - 19/02/18	No Meal
Dining Hall	-Select Dining Hall-
Tue - 20/02/18	No Meal
Dining Hall	-Select Dining Hall-

Remember to also select the DINING HALL for each meal.

- To only book one or two specific meals, go to DAILY VIEW, select the date that you wish to book your meal for and click on the pencil to edit your options.

Be very careful to not use Book Range option 2 (All future meals for ----day – Cycle x). This will book all future days on the same cycle. In other words, you will use all your funds booking only every second Wednesday, for example. This feature is more geared towards residence students who wishes to change their meals for one specific meal, for all future meals.

● 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

22/02/16

Meal Balance

296

Apr		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



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

Packed meal bookings cannot be made online. To apply for a packed meal, [download the application form and follow](#) the instructions on it. For comments, questions, suggestions contact: Meals Coordinator (meals@ru.ac.za)

Update Lunch - Thursday - Cycle 2

Diet

- HEALTH PLATTER : Penne, With Chicken And Asparagus
- FAST FOOD (DEFAULT) : Chicken Hot Dogs, Chips
- Hindu/Halaal : Mutton Curry With Potatoes And Peas, Rice
- Fast Food (Halaal) : Chicken Hot Dogs, Chips
- DEFAULT : Pepper Steak Pie, Mashed Potatoes
- Vegetarian/Vegan : Potato & Butter Bean Curry, Yellow Rice
- FAST FOOD (VEGETARIAN) : Veg Hot Dogs, Concasse, Chips
- AFRICAN : Beef Sausages With Tomato & Onion Gravy, Phutu Pap, Maas
- Unbook

Dining Hall

Please select an item in the list.

Book Range

- This meal only
- All future meals for Thursday - Cycle 2
- Specify time frame (Note: Only for Thursday - Cycle 2)

Submit

Cancel

4. 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 hours 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

5. 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

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

6. 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

Book Future Meals

Dining Hall

Please select an item in the list.

Breakfast
 Lunch
 Supper

All future meals
 Specify time frame

Start Date

02/02/18


End Date

31/12/18

Submit

Apr 2018

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					


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hall

7. 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)

[Home](#) > [My Utilities](#) > [Meals](#) > [My Menu](#)

My Menu Date

22/02/16							Breakfast	Lunch	Supper
Feb 2016							N/A	Unbooked	N/A
Su	Mo	Tu	We	Th	Fr	Sa	N/A	Unbooked	N/A
	1	2	3	4	5	6	N/A	Unbooked	N/A
7	8	9	10	11	12	13	N/A	Unbooked	N/A
14	15	16	17	18	19	20	N/A	Unbooked	N/A
21	22	23	24	25	26	27	N/A	Unbooked	N/A
28	29						N/A	Unbooked	N/A
26/02/16							N/A	Unbooked	N/A
Saturday 27/02/16							N/A	N/A	N/A
Sunday 28/02/16							N/A	N/A	N/A
Cycle 1							Breakfast	Lunch	Supper
Monday 29/02/16							N/A	Unbooked	N/A
Tuesday 01/03/16							N/A	Unbooked	N/A
Wednesday 02/03/16							N/A	Unbooked	N/A
Thursday 03/03/16							N/A	Unbooked	N/A
Friday 04/03/16							N/A	Unbooked	N/A
Saturday 05/03/16							N/A	N/A	N/A
Sunday 06/03/16							N/A	N/A	N/A

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