#### Student isolation

#### Catering

You are able to order food to be delivered to your room via upay, please follow the instructions below

### Upay Instructions - Meal ordering instructions as issued by the Catering Department

Lunch and dinner meals delivered to student rooms will be available to students who need to isolate from Monday 5<sup>th</sup> October.

- Hot meals are available Monday to Friday.
- On Saturdays and Sundays we offer lunch and a packed sandwich, crisps and canned drink menu for dinner.
- Menus will be able to view up to one week ahead.
- You can order up to midday for lunch and 6pm for dinner on the day of delivery.

## How to order guide:

- Log on to your upay account upay.co.uk
- Click on the 'Order From Great Hall Dining' icon
- Click on your accommodation name
  - **Below 'Delivery Location' free**

Type your floor, room number and if it is a lunch or dinner order (very important)

• Click on the date you would like your order delivered, and a time for delivery, Click on 12.00 for a lunch order and 18.00 for a dinner order

Please note lunch will be delivered between 12noon-14.00 and dinner 18.00-20.00

- Click on the 'CONTINUE' icon
- Click on the 'CONFIRM' icon to confirm your order
- Click on the 'menu icon' to view the available products to order

# The menus are dated and marked lunch or dinner, so select the products relevant only to your delivery date/lunch or dinner

You can click on the 'I' icon to find out more information for each product, such as allergen's

- Click on the small 'basket' icon to add each product to your basket
- Click on the larger 'BASKET' icon at the bottom of the screen to view all the items in your basket
- In the Special Requirements section, free type your phone number (in case we need to discuss your order with you) and any special requests
- Click on the 'Go To Checkout' icon to checkout and pay