

Creating a Screen Print of your Nursery meal booking

Due to the ParentPay system setup, unfortunately there is no facility on ParentPay to view your Nursery Children's lunches once the booking window is closed. This is different for children in Reception to year 6 classes.

In order to have a record of your bookings you can write down your choices or, if you are on a pc, you can do a screen dump, as follows:

1. Ensure all parts you wish to print are visible on your computer screen
2. Press the CTRL button (bottom left of your keypad) and PRT SCR button (look top right of keyboard) - these must be pressed at the same time.
3. Create a new document in Word
4. On the blank page, press the CTRL button (bottom left of your keypad), and the 'v' key at the same time - this should paste the picture of your screen into your document.
5. You can now save and/or print your menu selection.