

User Manual – Japanese International School Lunch & Ordering Portal Guide

1. Overview

This user manual provides step-by-step guidance on how to access, navigate, and use all key features within the web-application. It covers the entire user journey—from logging in to performing core functions and managing account settings. This guide is intended for all users, regardless of technical experience. Initial explanations and descriptions are accompanied by desktop screenshots, mobile screenshots of the live web-application provided below (under mobile screenshots).

1.1 System Requirements

OS: iOS, Android, Windows

Up to date Browser

Stable internet connection

2. Getting Started

2.1 Landing Page

The first page users will see upon accessing the website. This page contains general information like the latest Menu, how to place orders, check payments, and see announcements (You will be prompted with our terms of use for first time users).



2.2 Header/Navigation Bar

The navigationbar contains a few items, clicking on the school logo will always bring you back to the home page, the language switch, and the dropdown menu. Click and choose your preferred language via this switch. The dropdown menu will show you the links to the different pages and the login/account settings option.



2.3 Account Access/Creation

Users can register via this google form link on the main page. This link will take you to a google form to setup your account. Once you have filled up the form, you will receive an email for your login credentials to the website.



2.4 Account Settings

After receiving the email, login to your account and go to account settings which is accessible from the dropdown on the top right.



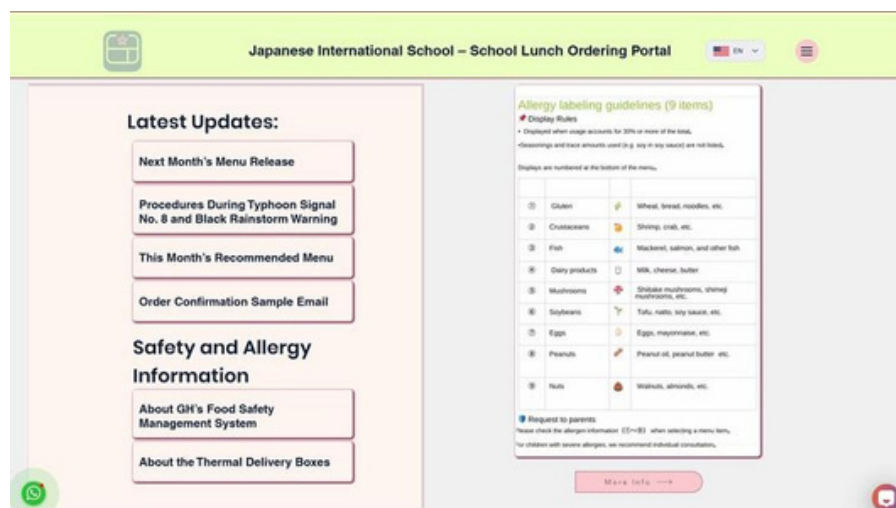
Please change your password immediately to complete the registration process. Change password is found on the bottom of the account settings page. You don't have to worry about setting up account details as your data will automatically be filled from the google form.

A screenshot of the 'Account Settings' page. At the top right, there are two buttons: 'Discard' and 'Update Info'. The main section is titled 'Login info' with the subtitle 'View and update your login email and password.' Below this, there is a 'Login email:' field with a redacted email address and a 'Change Email' link. There is also a 'Password:' field with masked characters and a 'Change Password' link.

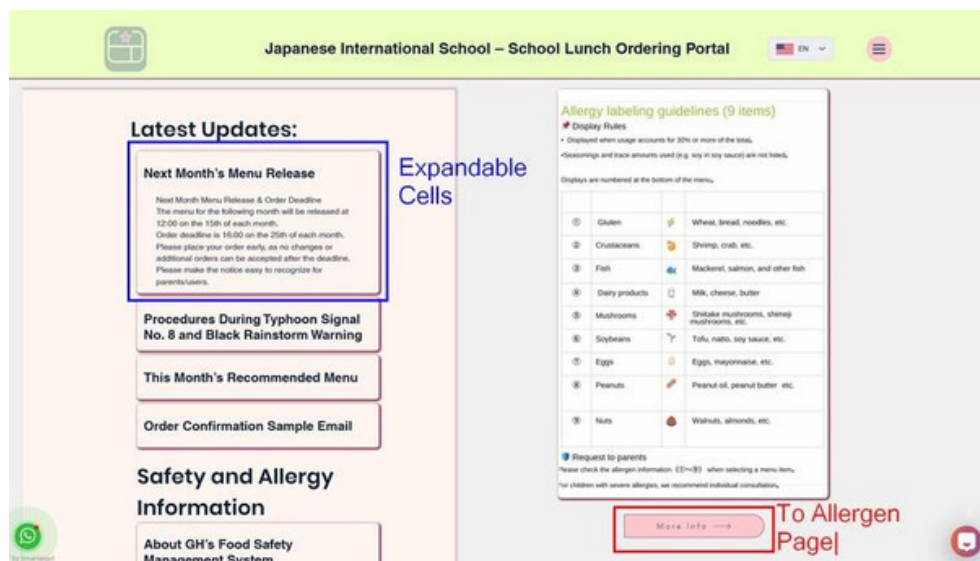
3. LandingPageFeatures

3.1 Latest Updates and Allergen Section

This section provides information about the latest updates for the ordering portal, and a brief explanation of the allergen information of our bento boxes. The updates includes cancellations, refunds, storm warnings, latest menu updates, etc.



Clicking on a button will expand it for more information. There is also a button that takes you to the Allergen Page for a more detailed explanation of the allergens.



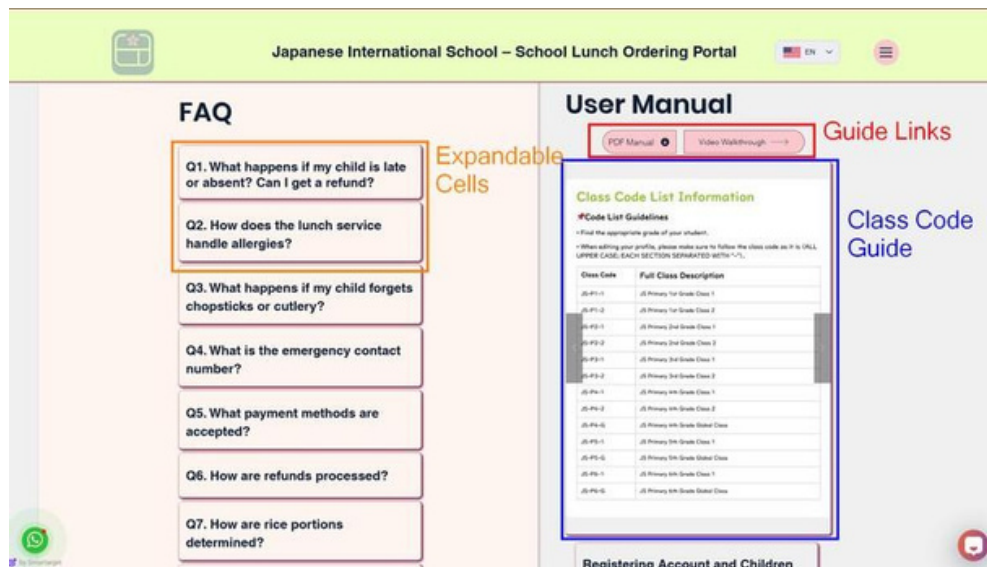
3.2 Monthly Menu Preview

This section provides an overview of the current running available menu. As well as navigation buttons to the different pages of the web-application. The menu is a gallery slideshow where users can manually switch between using the arrows on the sides.

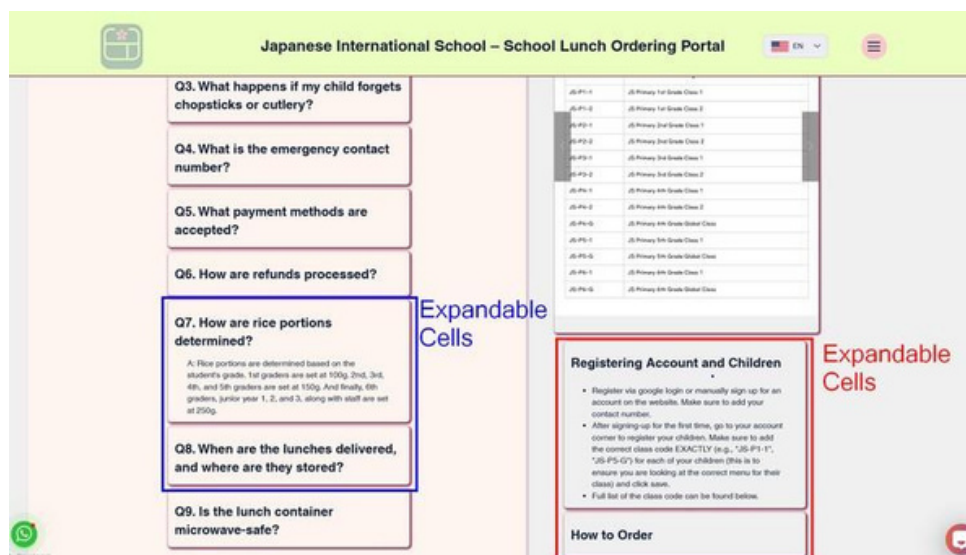


3.3 Frequently Asked Questions and User Manual

This section provides information on the FAQ about how we operate. The user manual side provides a brief description of the web applications features as well as the class code list via a slideshow.

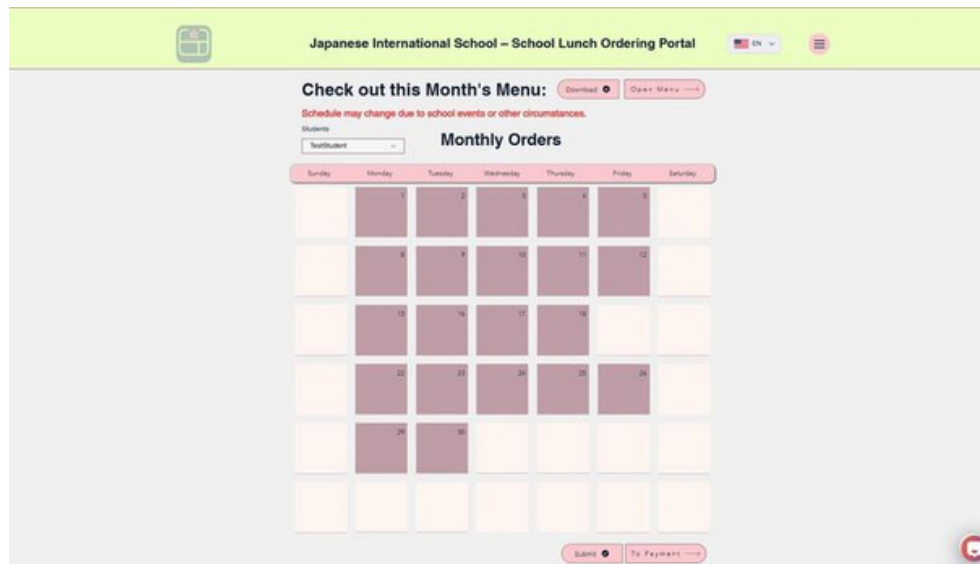


This section also features clickable expanding boxes to display information. And two buttons, one for downloading the PDF user manual, and a link to a tutorial walkthrough of the web application.



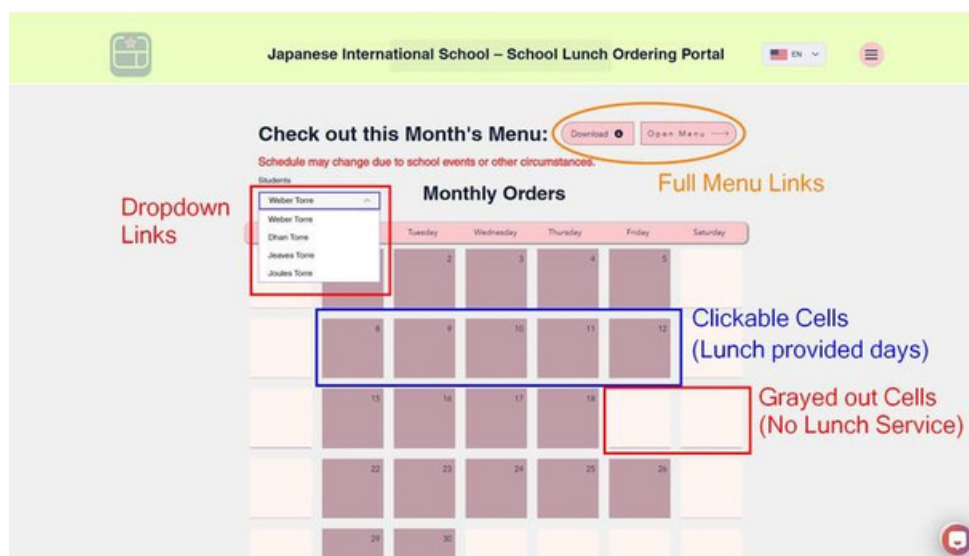
4. Calendar Page

This page is where users can setup their monthly orders for their children. It features a calendar, each cell is clickable and shows a pop-up for the available menu for that day along with the selected dish's information.



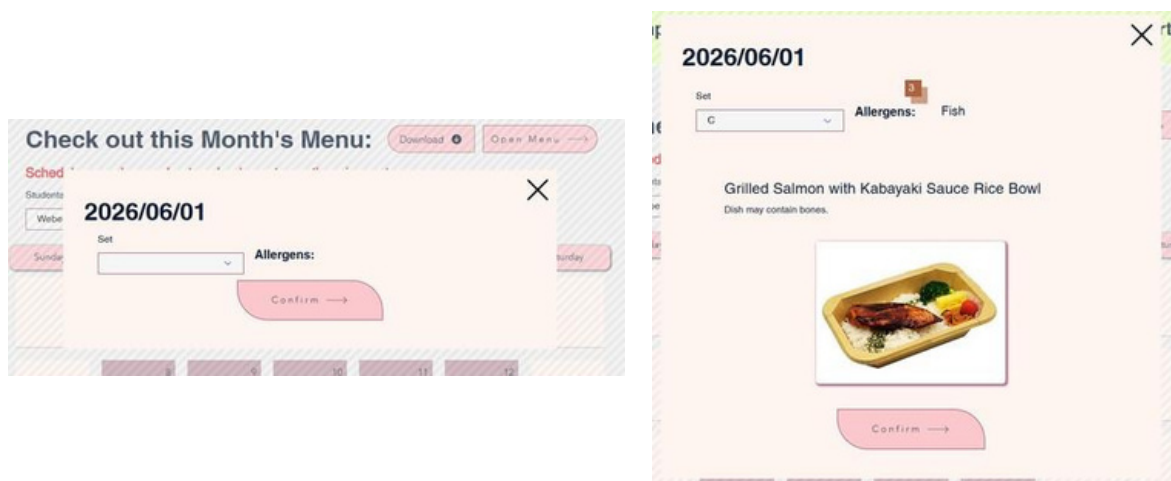
4.1 Student Selector; Menu Buttons

Users can select the student they want to order for (this won't be interactable if you have not registered a single student). The download button will provide you the PDF for the full menu, while open menu will open another tab on the browser for the menu.



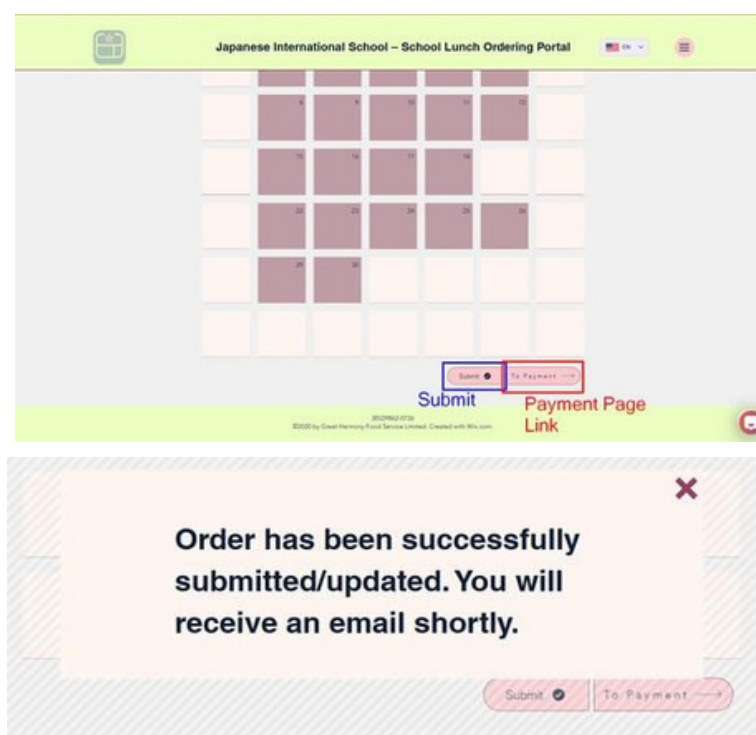
4.2 Menu pop-ups

Clicking on a cell will pull-up the menu selector. It will provide the selectable sets (A, B, C, D) for the clicked date. After choosing one, it will show the information of the selected set (name, allergen, image). To register the selected set, click confirm. Otherwise, close the pop-up or click outside the box.



4.3 Submitting an Order

After setting up the menu, users need to click submit at the bottom to register the order for the selected student, (make sure to submit every time you make change before switching students as this will overwrite it).



5. Payment Page

This page will show the order information the user has already submitted for the current month. Users can review the order information for the selected student again via a drop-down menu at the top (Red Box). Order summary is displayed on the right side organized weekly, users can switch between weeks freely. On the bottom, users can apply a voucher code (if applicable; Blue Box) and also show the total amount and status of the students monthly order (Green Box). On the right side, is the payment information, using the Bank Information provided (Yellow Box; Clicking on the account number or name will automatically copy the text), pay the exact amount as displayed seen on the Green Box. Follow the instructions, upload the screenshot and then click “Confirm Payment” (Orange Box). You will receive a notification and an email directly to the email you used to create your account on the website.

Japanese International School – School Lunch Ordering Portal

Order Breakdown:

Students: Weber Torre View History →

Week 1 Week 2 Week 3 Week 4 Week 5

2026-06-01 (Monday): C HKD 50

Voucher: [Input Field] Apply → Total: HKD 50

Confirmation: Payment Required - Please upload receipt

Discount:

Pay via Bank Transfer

Bank Name: The Bank of East Asia, Limited

Account Number: 015-265-68-03262-1

Account Name: Konolke Transport And Engineering (HK) Ltd

- Pay through bank transfer with the details below.
- Please input the exact amount displayed in the total bar on the left.
- After payment, please take a screenshot and upload it here, for verification on our end.
- You will receive an email once upon submitting your payment, and another email later on once we have completed the verification process on our side.

+ UPLOAD Confirm Payment →

Payment submission received for Weber Torre.

Confirmation: Pending Verification

Total: HKD 50

6. Enquiry

For special cases/questions that is not included in our FAQ, this page allows users to send us an email via a form.

The screenshot shows the 'Enquiry' page of the Japanese International School – School Lunch Ordering Portal. The page has a light green header with the school's logo, name, a language dropdown set to 'EN', and a menu icon. Below the header, the title 'Enquiry' is displayed in a large, bold font, followed by the subtitle 'For special cases, send us an email.' The main content area has a light pink background and features a 'Contact us' section. This section includes contact information: Phone (+852)9862-0726, Email (info@ghfoodservice.com), and Social Media (Facebook icon). Below this, there are input fields for First Name, Last Name, and Email *. There is also a Code dropdown menu set to 'HK +852' and a Phone input field. A large text area for the Message is provided, followed by a 'Send' button. A small circular icon with a speech bubble is located in the bottom right corner of the pink area.

Japanese International School – School Lunch Ordering Portal EN

Enquiry

For special cases, send us an email.

Contact us

Phone
(+852)9862-0726

Email
info@ghfoodservice.com

Social Media
f

First Name

Last Name

Email *

Code

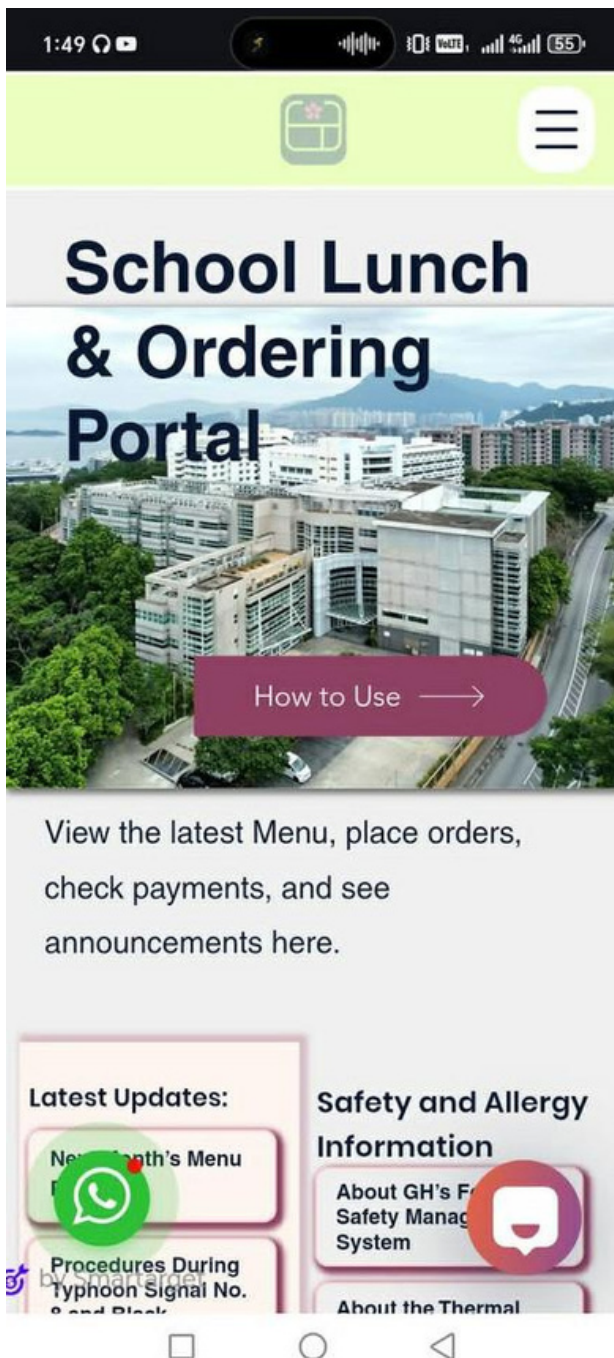
Phone

Message

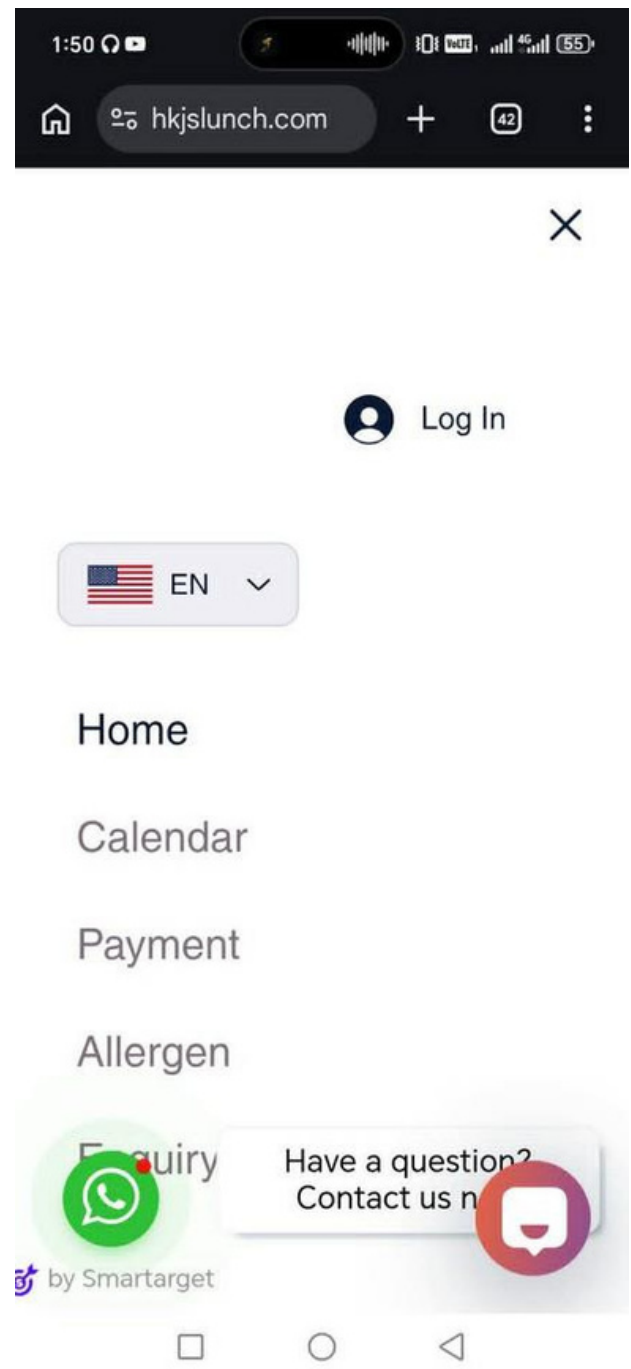
Send

Mobile Screenshots

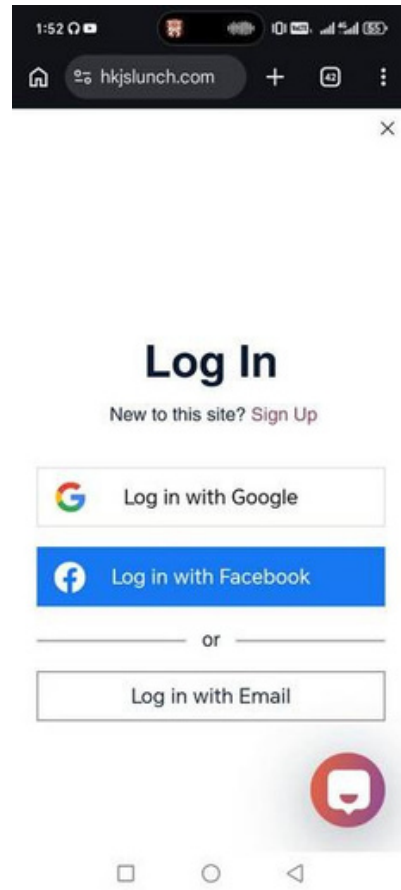
2.1 Landing Page



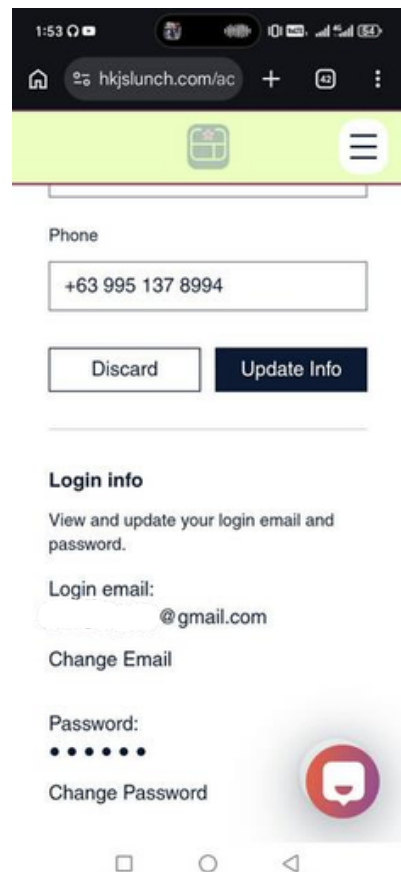
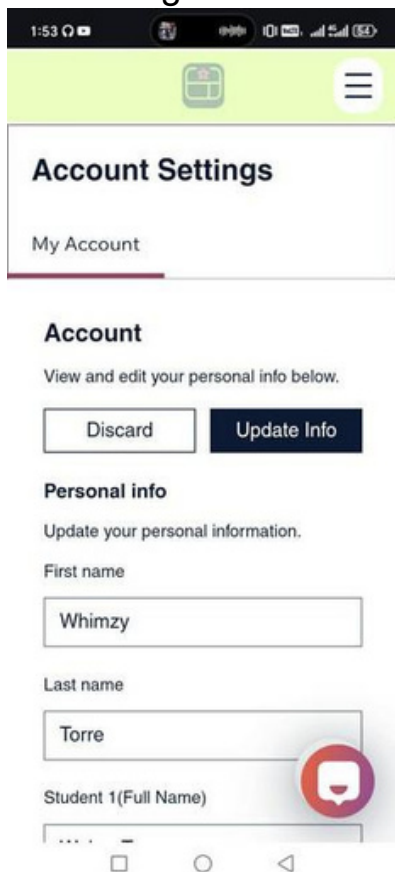
2.2 Header/Navigation Bar



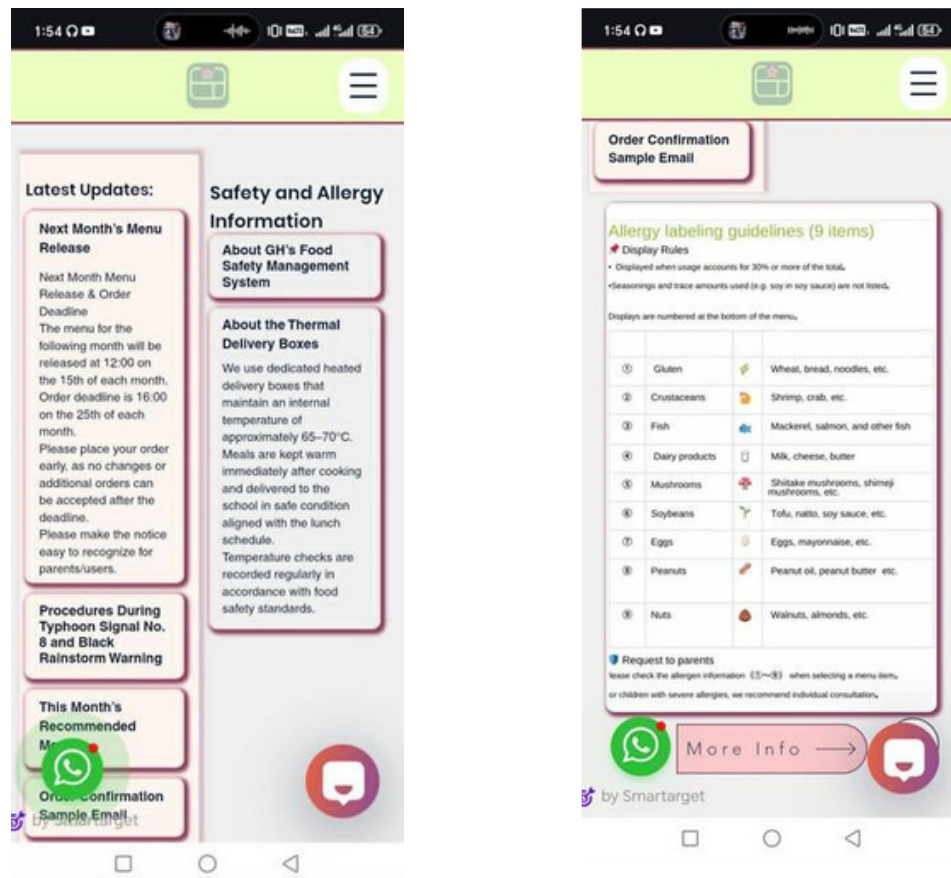
2.3 Account Access/Creation



2.4 Account Settings



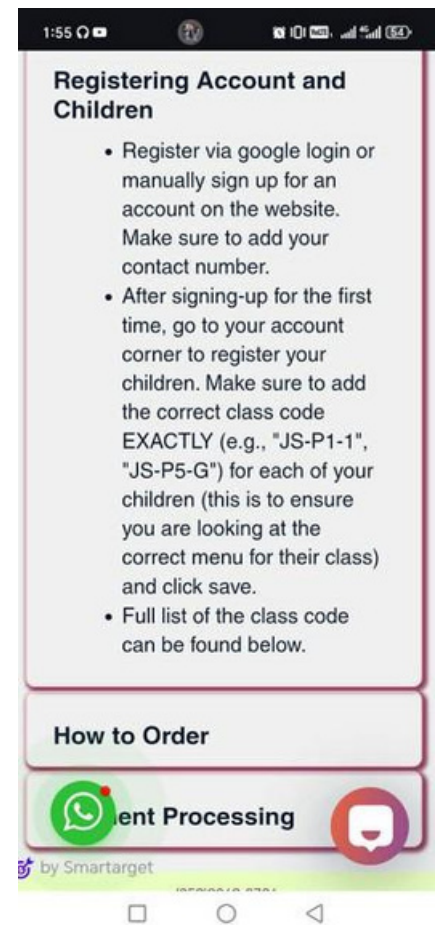
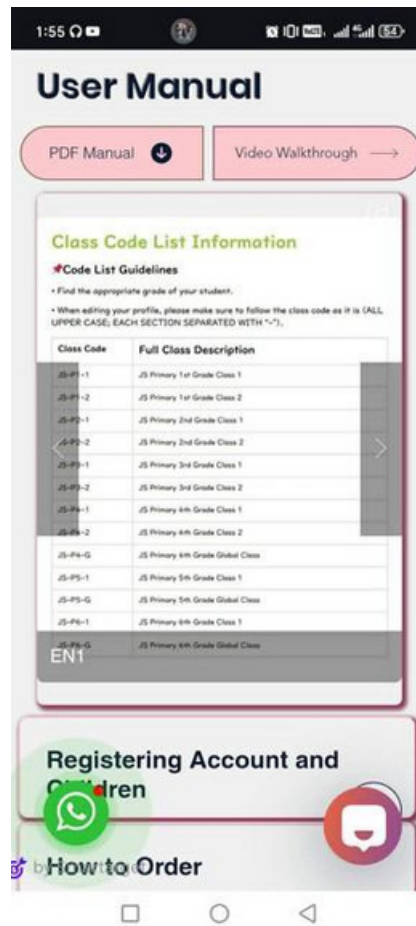
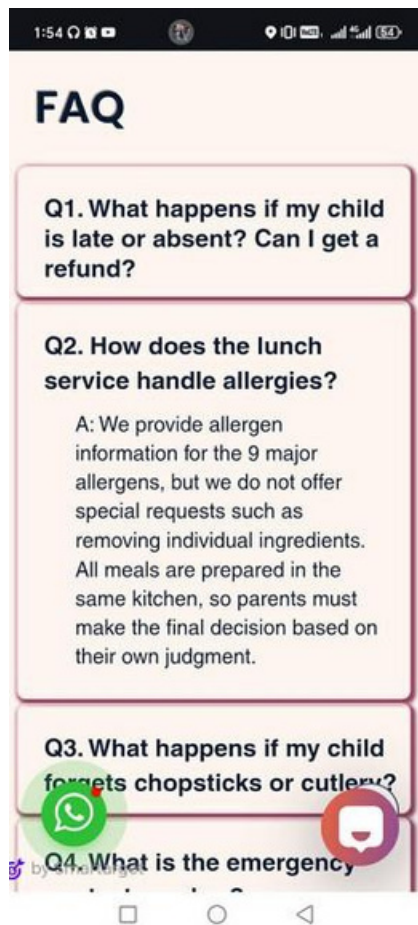
3.1 Latest Updates and Allergen Section



3.2 Monthly Menu Preview



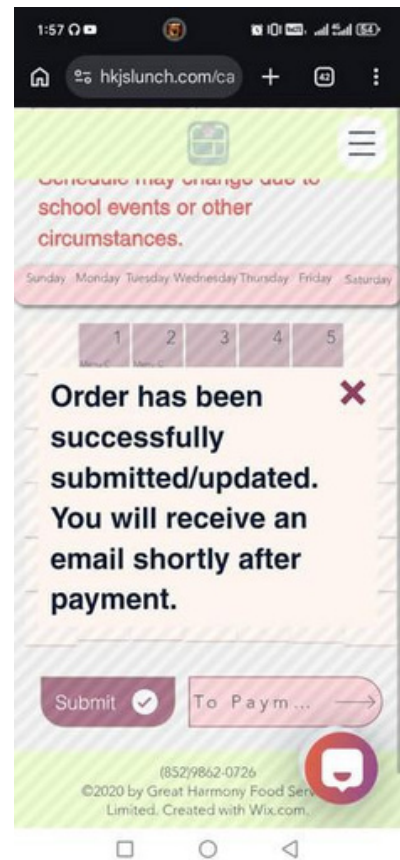
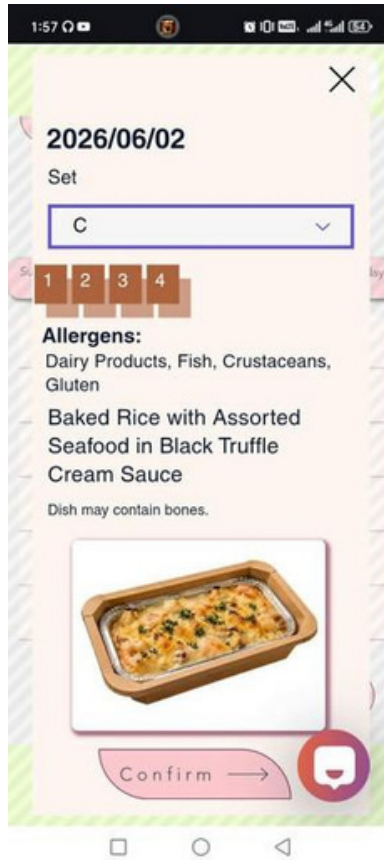
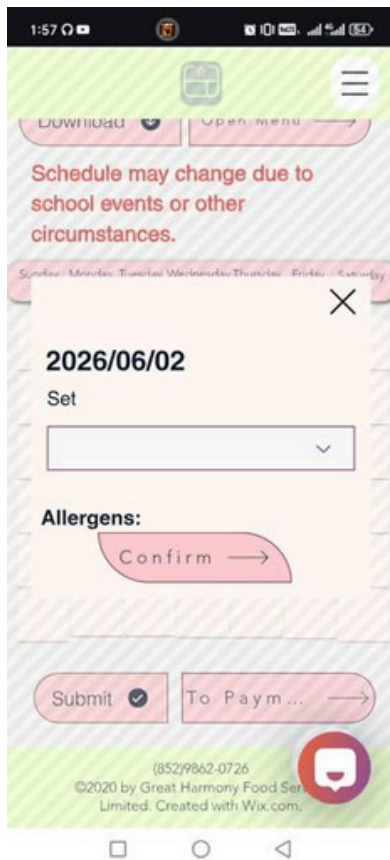
3.3 Frequently Asked Questions and User Manual



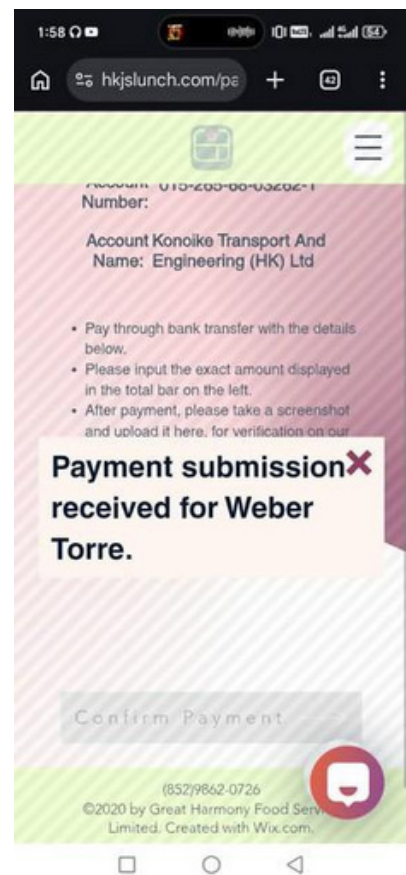
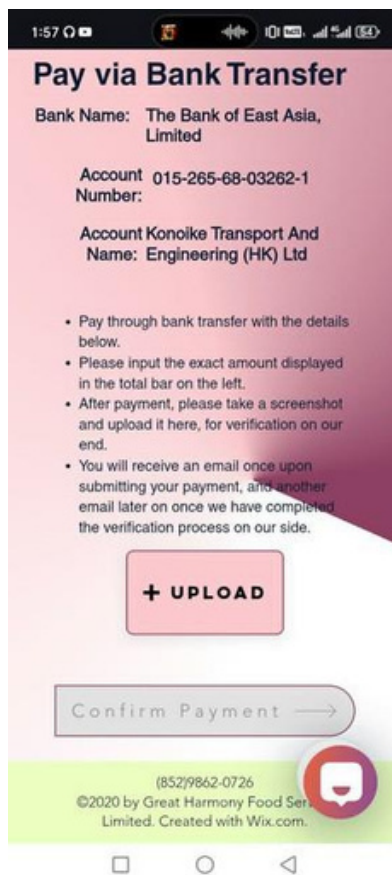
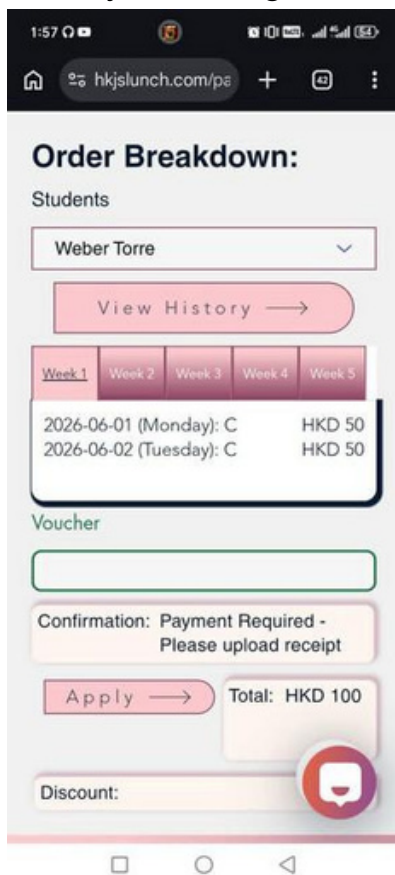
4.0 Calendar Page



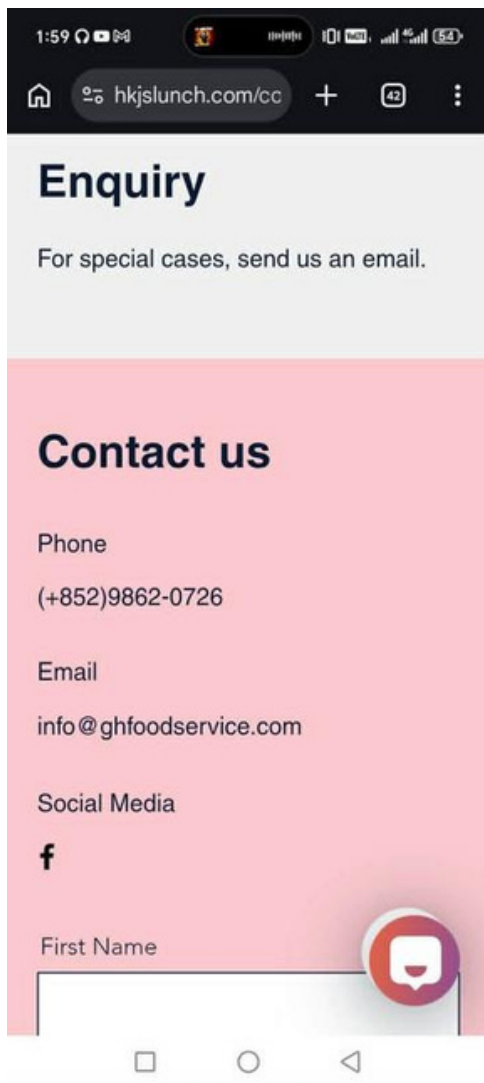
4.2 Menu Pop-ups



5.0 Payment Page



6.0 Enquiry



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hkjsslunch.com/cc

Enquiry

For special cases, send us an email.

Contact us

Phone
(+852)9862-0726

Email
info@ghfoodservice.com

Social Media
f

First Name

WhatsApp icon



1:59 54

Social Media

f

First Name

Last Name

Email *

Code Phone

P... Phone

Message

Send

WhatsApp icon