

User Manual – Hong Kong Japanese 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

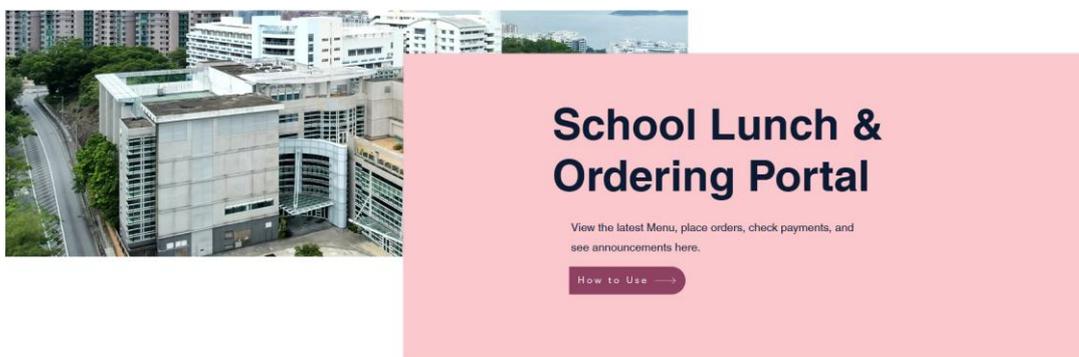
Up to date Browser

Stable internet connection

2. Getting Started

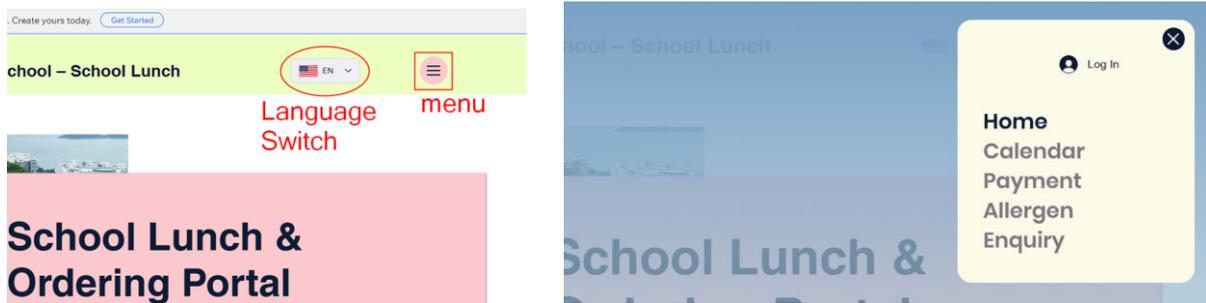
2.1 Landing Page

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.



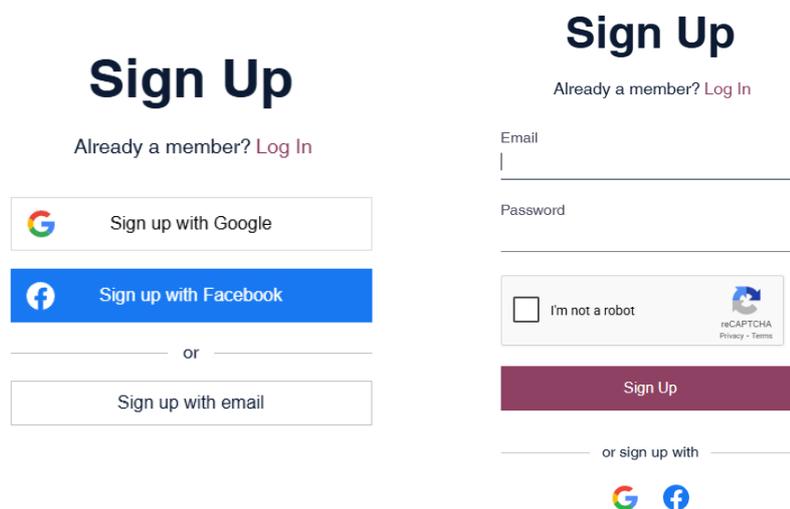
2.2 Header/Navigation Bar

The navigation bar 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.



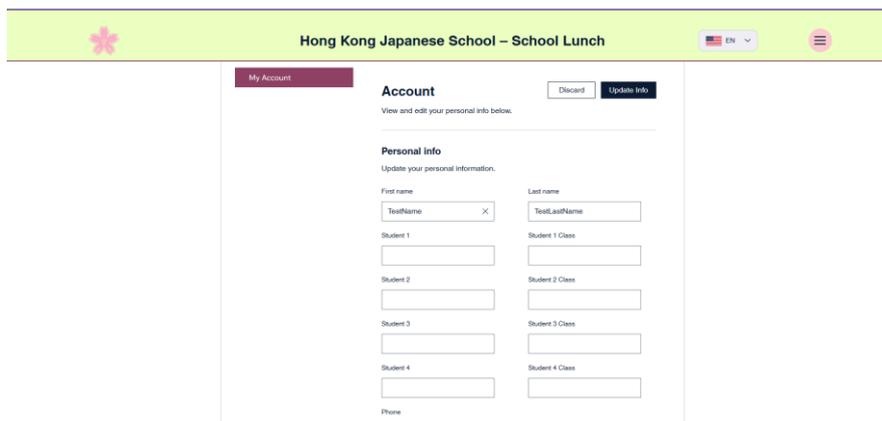
2.3 Account Access/Creation

Users can create an account after pressing login on the dropdown menu. Users can sign-up via google, facebook, or manually creating an account using an existing email.



2.4 Account Settings

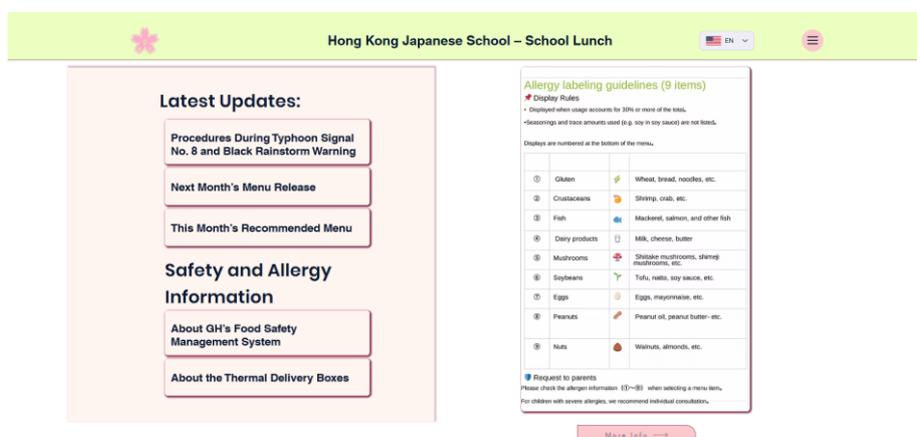
After logging in, the “Login” button will change to the email you used to sign-up with. Clicking on it will show another dropdown for logging out, and account settings. On this page, users can update their profile (users are highly encouraged to update their profile first thing after logging in).



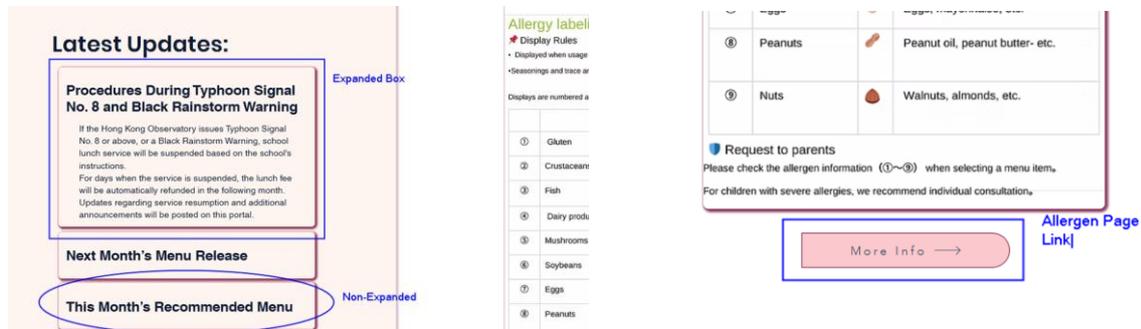
3. Landing Page Features

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.

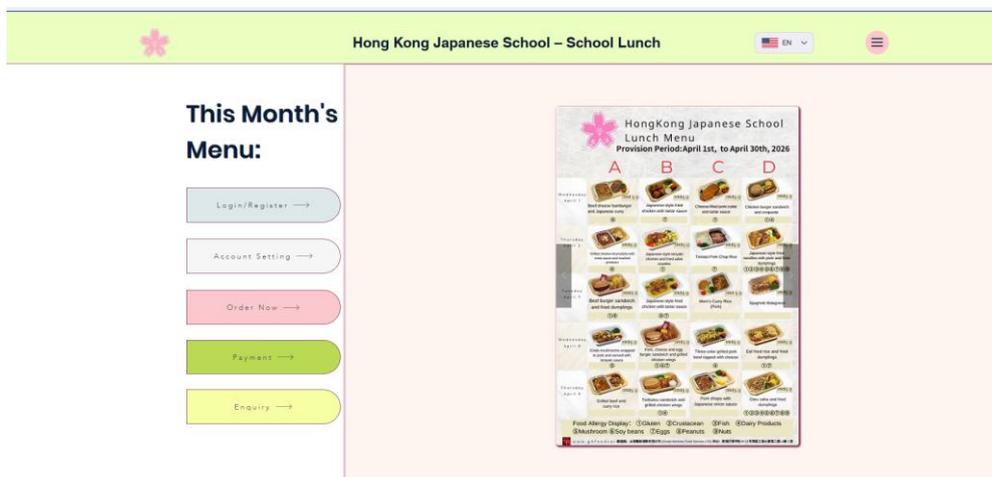


Clicking on a button will expand it for more information. There is also a button that takes you to the Allergen Page for a more detailed explanation of the allergens.



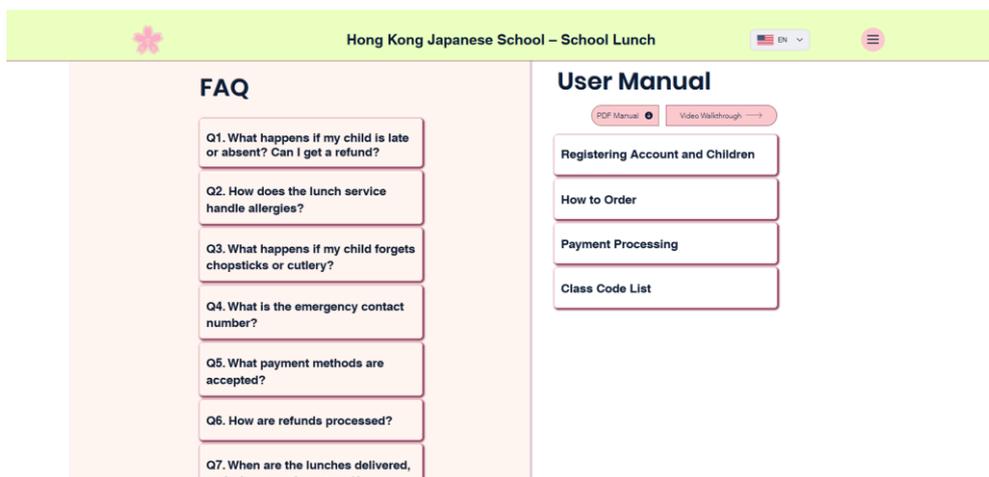
3.2 Monthly Menu Preview

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.

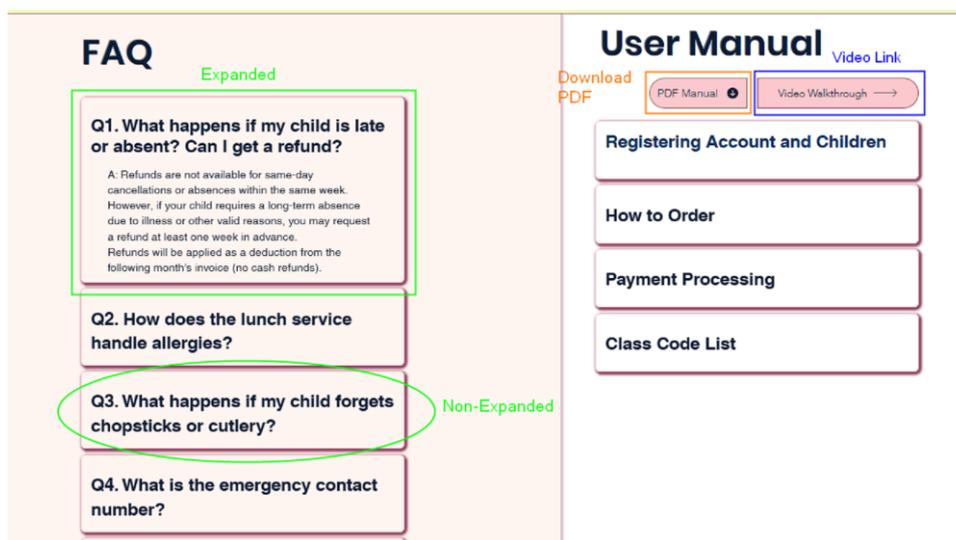


3.3 Frequently Asked Questions and User Manual

This section provides information on the FAQ about how we operate. The user manual side provides a brief description of the web applications features.

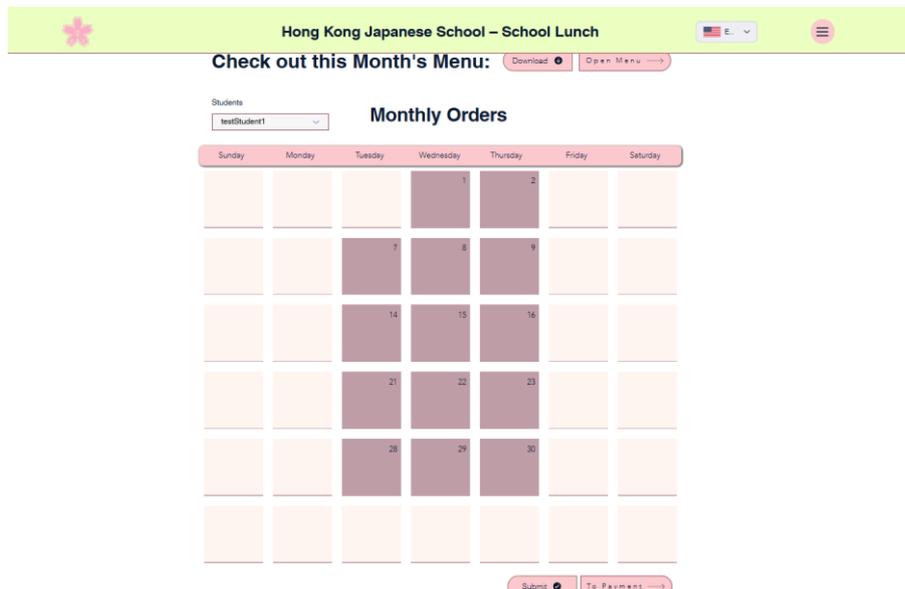


This section also features clickable expanding boxes to display information. And two buttons, one for downloading the PDF user manual, and a link to a tutorial walkthrough of the web application.



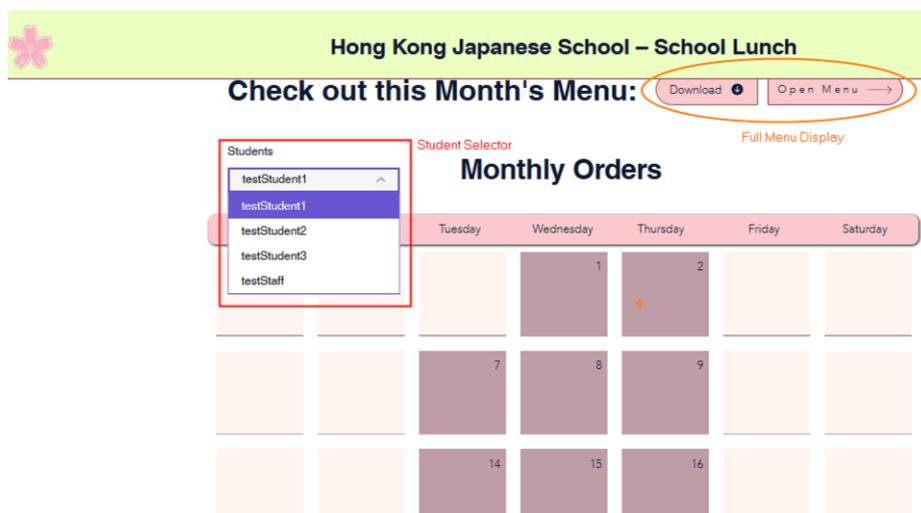
4. Calendar Page

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.



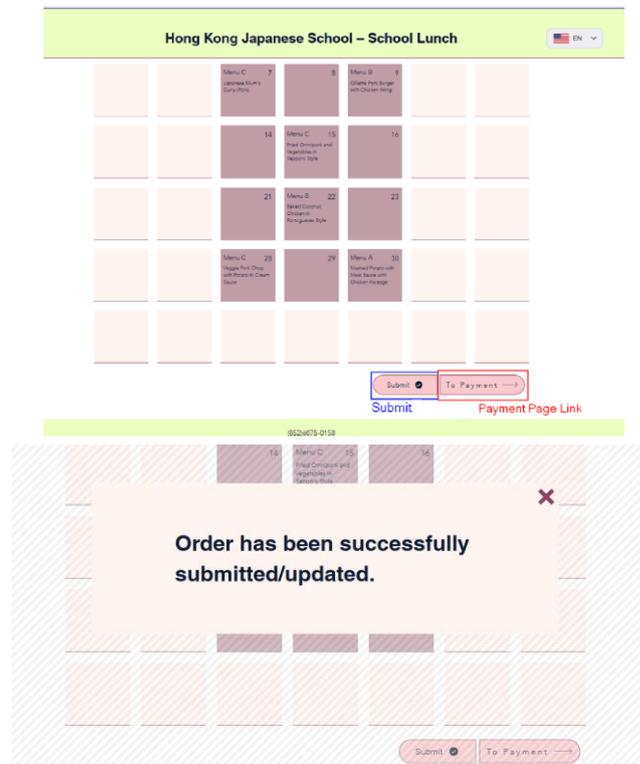
4.2 Menu pop-ups

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.



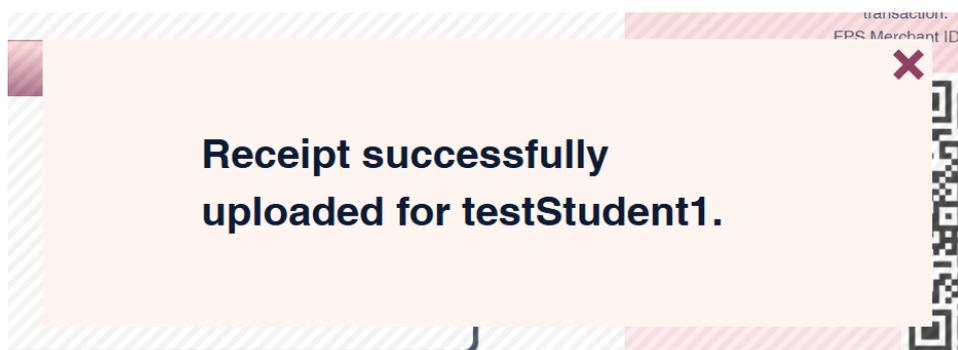
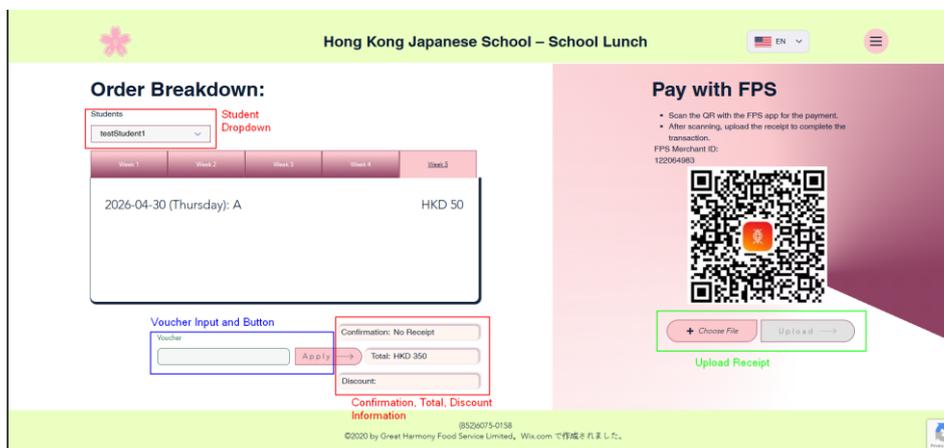
4.3 Submitting an Order

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 everytime 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. Order summary is displayed on the right side organized weekly, users can switch between weeks freely. On the right side, is the payment information, users can scan the QR code or manually input the FPS ID, clicking the QR code will download the QR image. After payment, users will need to take a screenshot and upload it on the web-application, and upon successful upload will receive a pop-up confirmation along with an automated email about the summary of the order.



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 top navigation bar of the website, which is light green. It contains a pink flower icon on the left, the text "Hong Kong Japanese School – School Lunch" in the center, a language dropdown menu showing "EN" with a flag icon on the right, and a hamburger menu icon on the far right. Below the navigation bar is the "Enquiry" section, which has a dark blue heading and a sub-heading "For special cases, send us an email." The main content area is a light pink background with a "Contact us" heading. Underneath, there are contact details: Phone (123-456-7890), Email (info@ghfoodservice.com), and Social Media icons for Facebook, Twitter, LinkedIn, and Instagram. The form fields include: First Name, Last Name, Email *, Code (with a "PH +83" dropdown), Phone, and a large Message text area. A "Send" button is located at the bottom right of the form.

Enquiry
For special cases, send us an email.

Contact us

Phone
123-456-7890

Email
info@ghfoodservice.com

Social Media
f t in @

First Name

Last Name

Email *

Code

PH +83

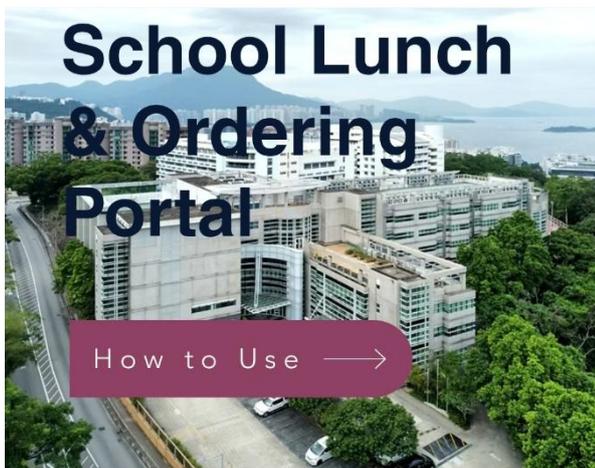
Phone

Message

Send

Mobile Screenshots

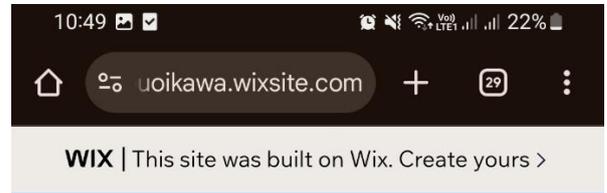
2.1 Landing Page



View the latest Menu, place orders, check payments, and see announcements here.



2.2 Header/Navigation Bar



 Log In



Home

Calendar

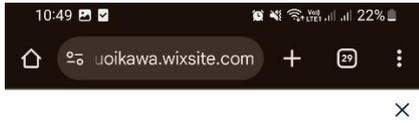
Payment

Allergen

Enquiry



2.3 Account Access/Creation



Sign Up

Already a member? [Log In](#)

 Sign up with Google

 Sign up with Facebook

or

Sign up with email

Log In

New to this site? [Sign Up](#)

 Log in with Google

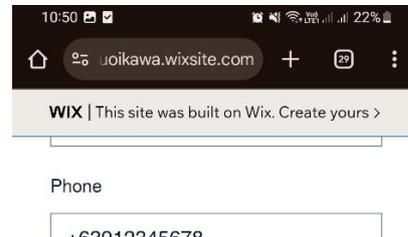
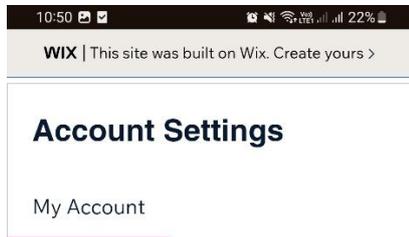
 Log in with Facebook

or

Log in with Email



2.4 Account Settings



Account Settings

My Account

Account

View and edit your personal info below.

Personal info

Update your personal information.

First name

Last name

Student 1



WIX | This site was built on Wix. Create yours >

Phone

Login info

View and update your login email and password.

Login email:

[whiimzyy@gmail.com](#)

[Change Email](#)

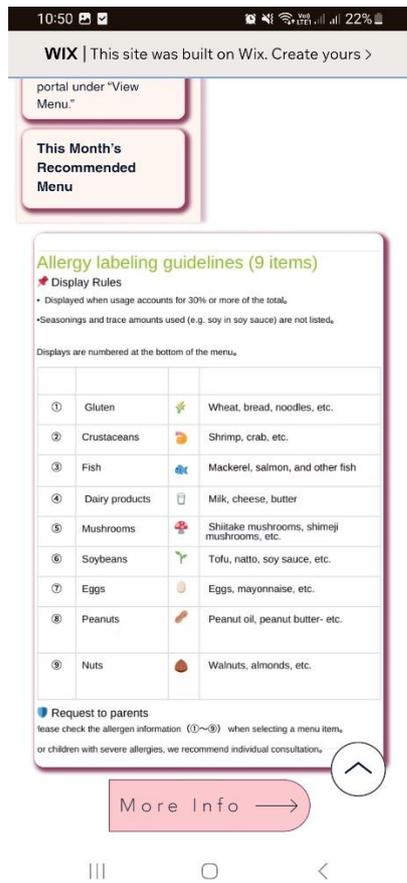
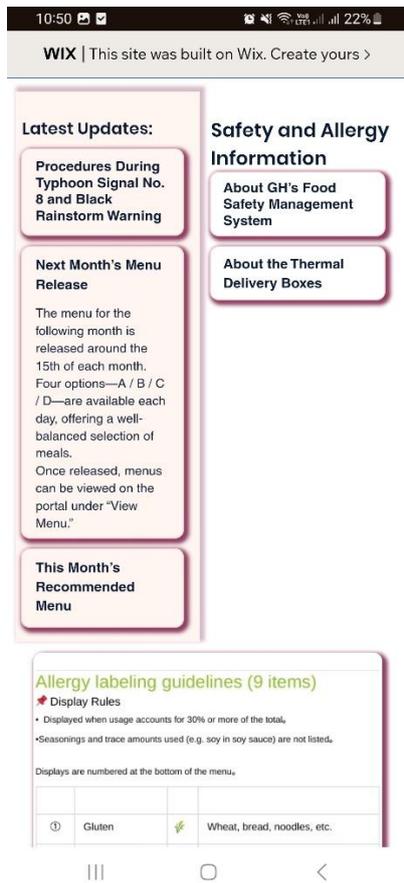
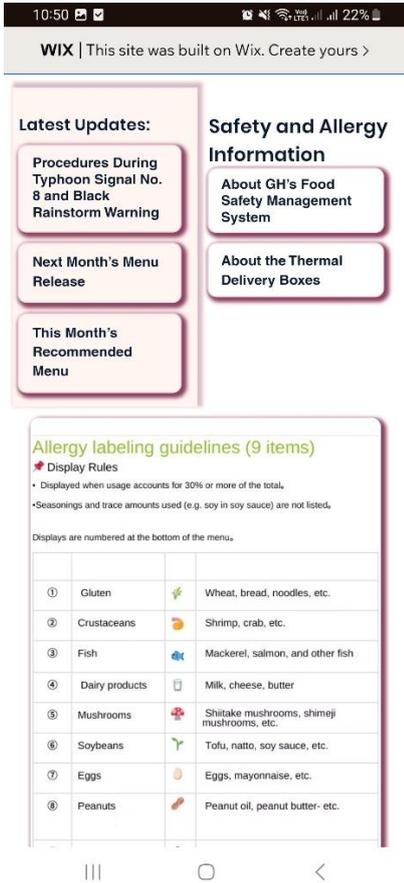
Password:

•••••

[Change Password](#)



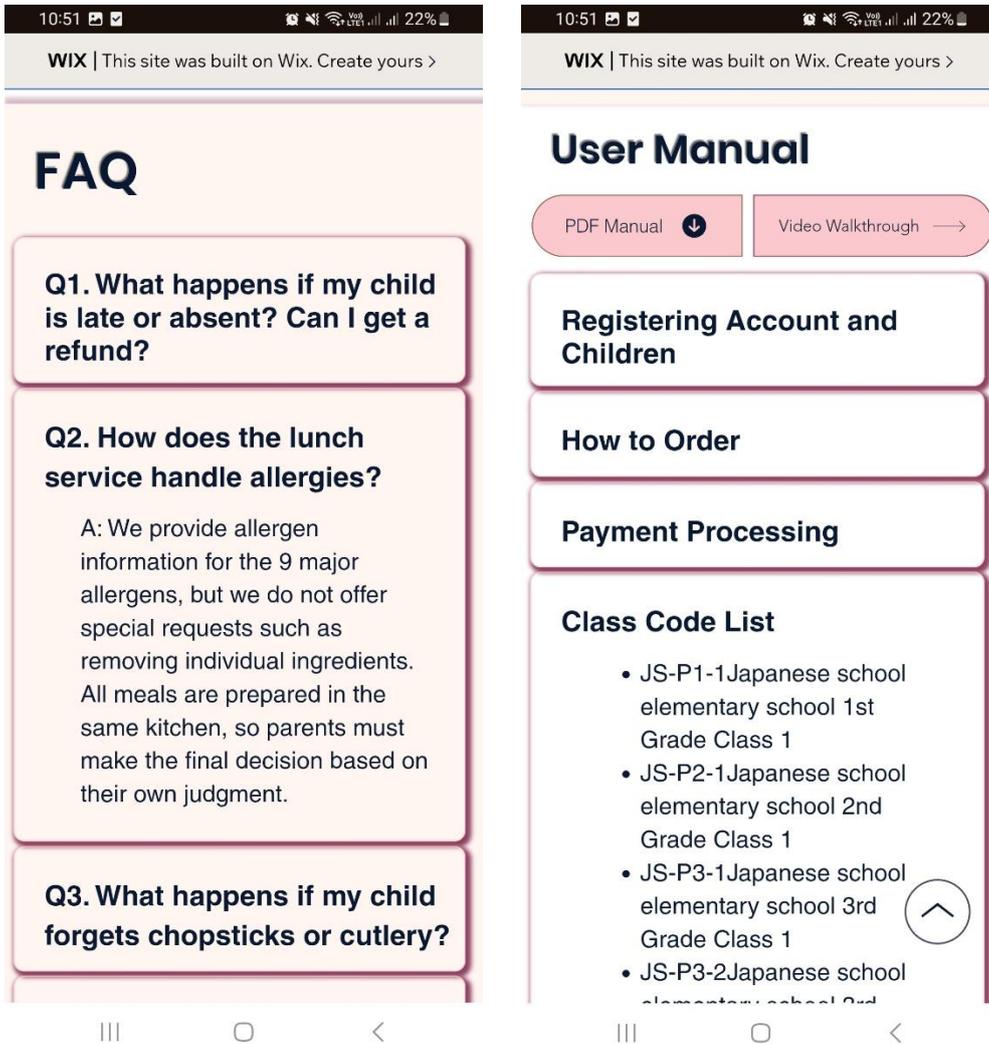
3.1 Latest Updates and Allergen Section



3.2 Monthly Menu Preview



3.3 Frequently Asked Questions and User Manual



4.0 Calendar Page



6.0 Enquiry

