

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

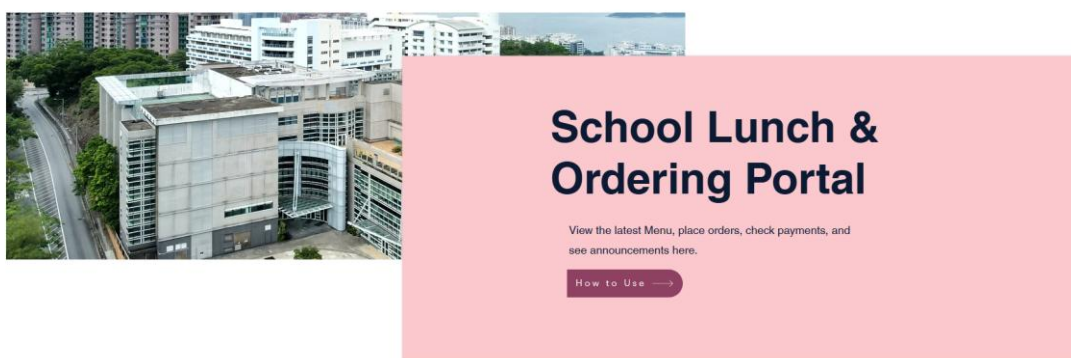
Up to date Browser

Stable internet connection

2. Getting Started

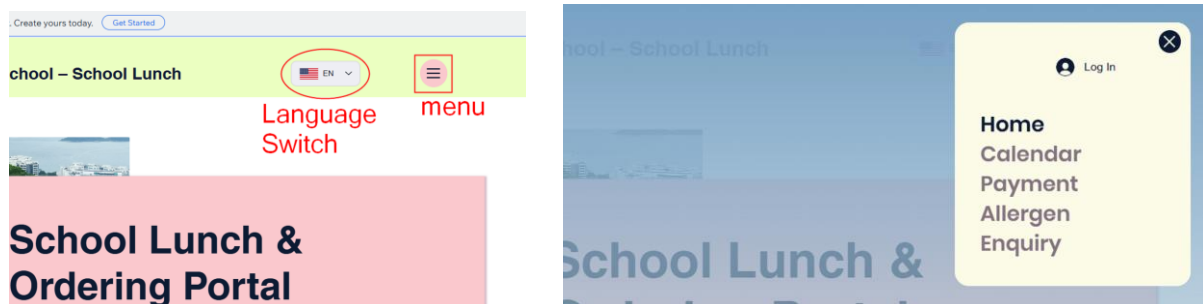
2.1 Landing Page

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.



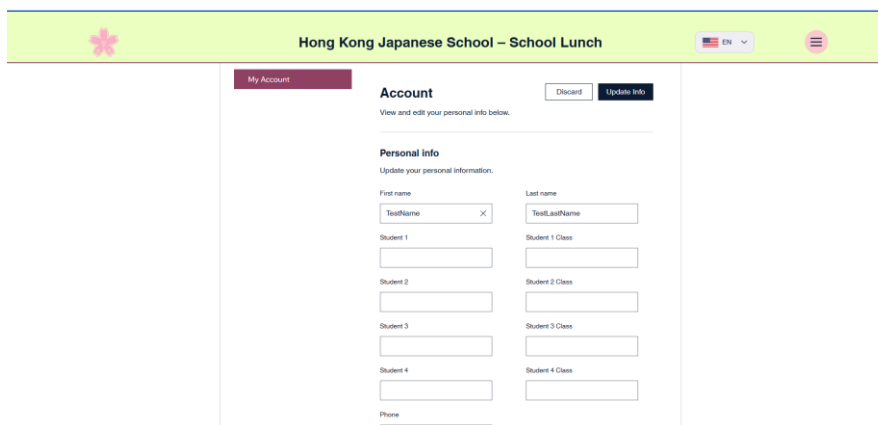
2.3 Account Access/Creation

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.

The image shows two screenshots of the 'Sign Up' form. The left screenshot shows the 'Sign Up' form with options to sign up with Google, Facebook, or email. The right screenshot shows the 'Sign Up' form with fields for Email and Password, a reCAPTCHA checkbox, and a 'Sign Up' button.

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). Make sure you follow the correct class codes of your respective students to ensure you get to see the right Menus for their respective schedules. Also ensure the phone number registered is the same number as the registered phone number on your payment methods (This is to ensure our systems can accurately confirm your orders).

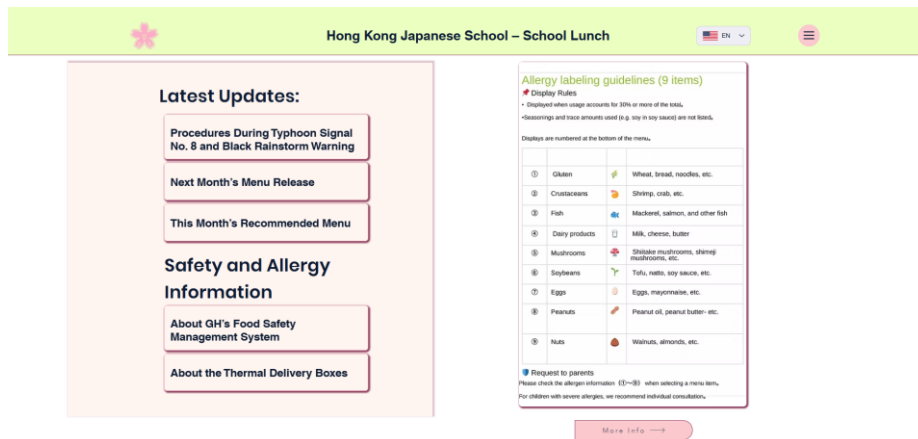


The screenshot displays the 'Account' settings page for 'Hong Kong Japanese School - School Lunch'. The page has a light green header with a pink flower icon on the left, the school name in the center, and a language dropdown set to 'EN' on the right. Below the header is a dark red 'My Account' tab. The main content area is titled 'Account' and includes a 'Discard' button and an 'Update info.' button. A sub-section titled 'Personal Info' prompts the user to 'Update your personal information.' It contains two columns of input fields: 'First name' (with a 'TestName' placeholder and a clear 'X' button) and 'Last name' (with a 'TestLastName' placeholder). Below these are four rows for 'Student 1' through 'Student 4', each with a 'Student' field and a 'Student Class' field. At the bottom, there is a 'Phone' field.

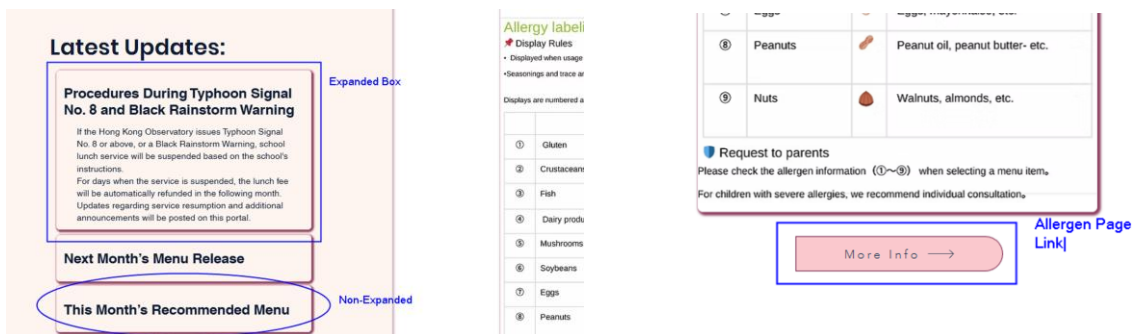
3. Landing Page Features

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.

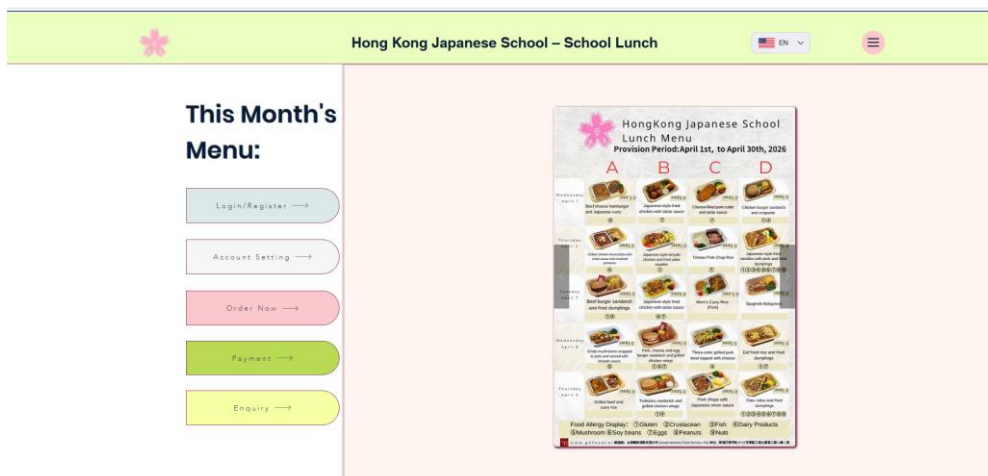


Clicking on a button will expand it for more information. There is also a button that takes you to the Allergen Page for a more detailed explanation of the allergens.



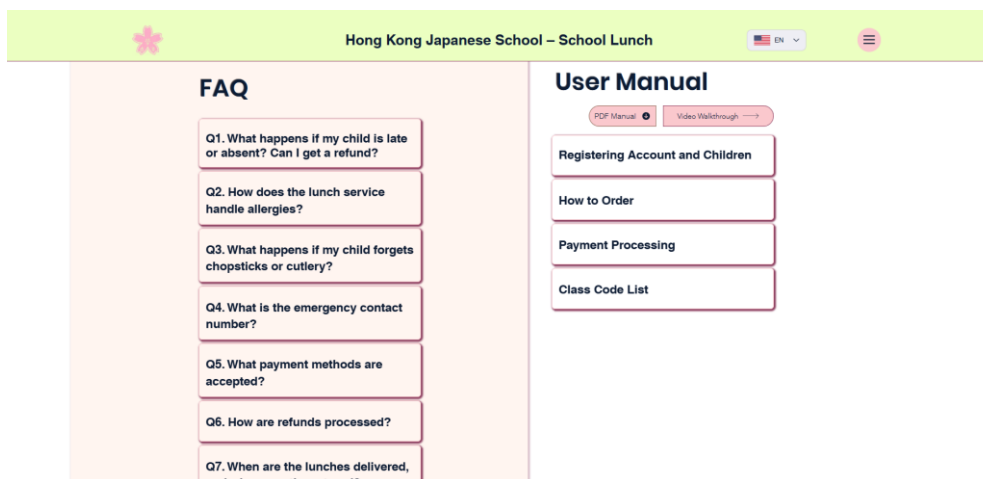
3.2 Monthly Menu Preview

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.

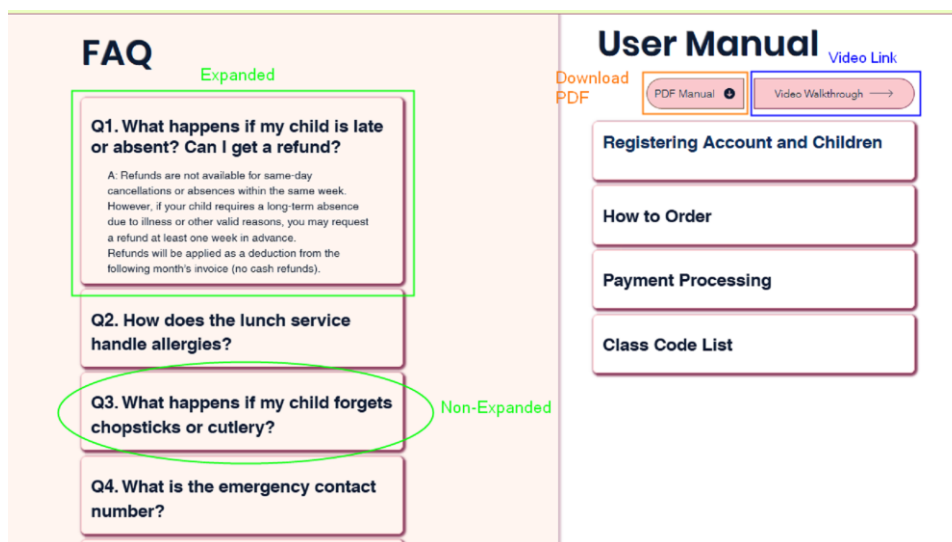


3.3 Frequently Asked Questions and User Manual

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

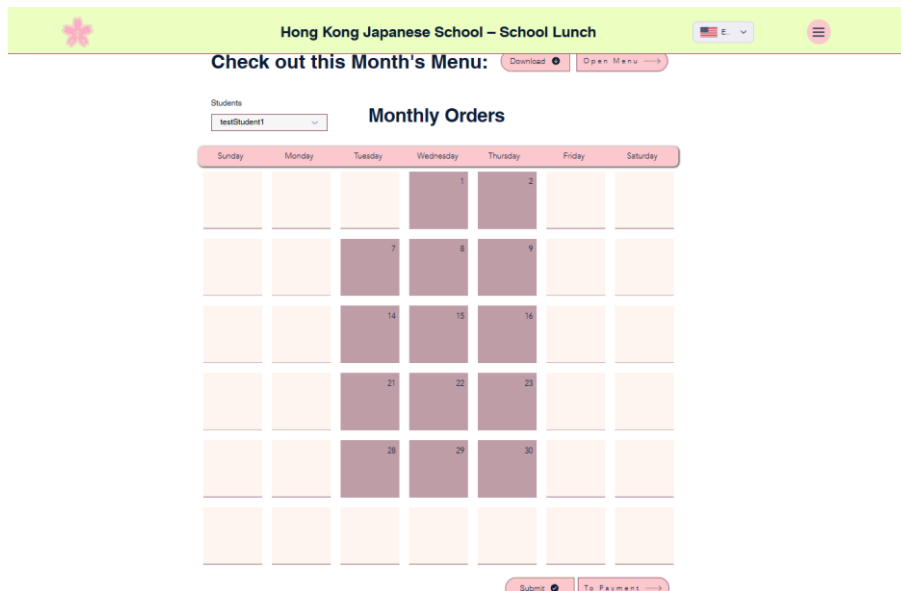


This section also features clickable expanding boxes to display information. And two buttons, one for downloading the PDF user manual, and a link to a tutorial walkthrough of the web application.



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.



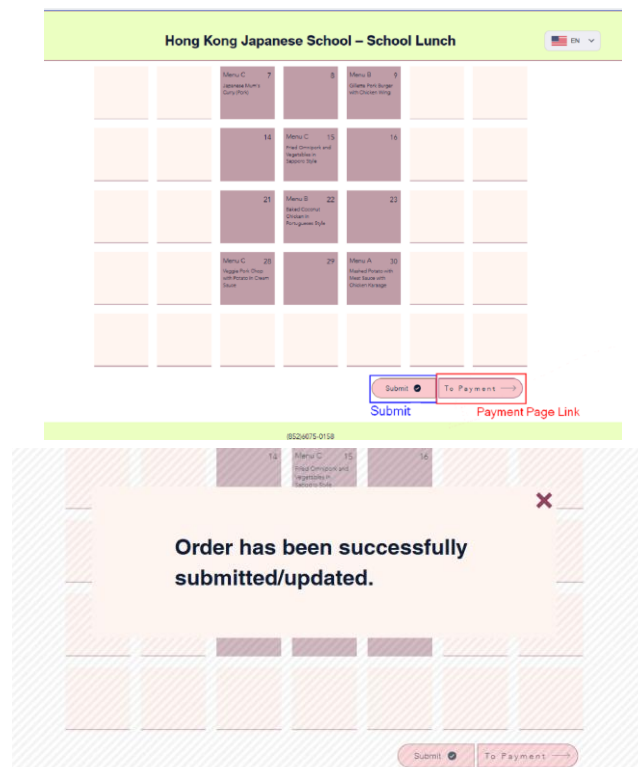
4.2 Menu pop-ups

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 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, 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.

Hong Kong Japanese School – School Lunch

EN

Order Breakdown:

Students: testStudent1

Week 1 Week 2 Week 3 Week 4 Week 5

No orders this week.

Voucher: Apply → Total: HKD 0 Discount: #####

Pay via Bank Transfer

Bank Name: The Bank of East Asia, Limited
Account Name: 015-265-68-03262-1
Account Name: Konoike 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 right.
- After payment, Please enter your 8-digit phone number in the payment reference field. 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.

Confirm Payment →

(852)9863-0726
©2020 by Great Harmony Food Service Limited • Wia.com で作成されました。

Order Breakdown:

Students: testStudent1

Week 1 Week 2

2026-04-28 (Tuesday): B

Payment submission received for testStudent1.

Pay via Bank Transfer

Bank Name: The Bank of East Asia, Limited
Account Name: 015-265-68-03262-1
Account Name: Konoike Transport And Engineering (HK) Ltd

- 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.

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.

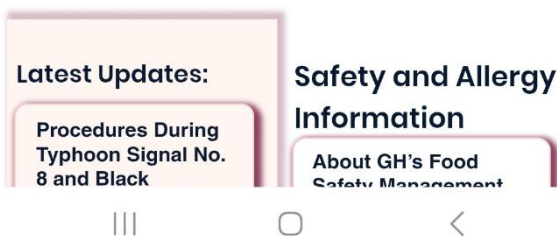
The screenshot shows the 'Enquiry' page of the Hong Kong Japanese School – School Lunch website. The page has a light green header with a pink flower icon on the left, the school name in the center, and a language dropdown set to 'EN' and a menu icon on the right. Below the header, the word 'Enquiry' is displayed in a large, bold, dark font. Underneath it, a smaller line of text reads 'For special cases, send us an email.' The main content area is a light pink rectangle containing a 'Contact us' section. This section includes contact information: 'Phone: 123-456-7890', 'Email: info@ghfoodservice.com', and 'Social Media' links for Facebook, Twitter, LinkedIn, and Instagram. The form itself consists of several input fields: 'First Name', 'Last Name', and 'Email *' (with an asterisk indicating it is required); a 'Code' dropdown menu with 'PH +83' selected; a 'Phone' input field; and a large 'Message' text area. A dark purple 'Send' button is located at the bottom right of the form area.

Mobile Screenshots

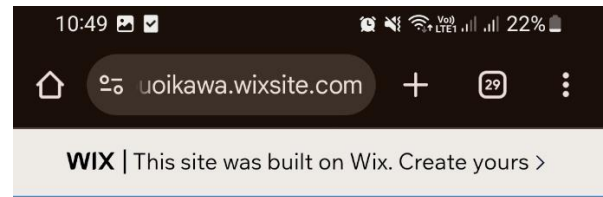
2.1 Landing Page



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



2.2 Header/Navigation Bar



 Log In



Home

Calendar

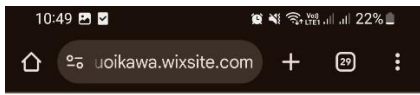
Payment

Allergen

Enquiry




2.3 Account Access/Creation




×

Sign Up

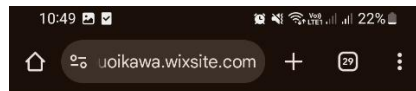
Already a member? [Log In](#)

 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

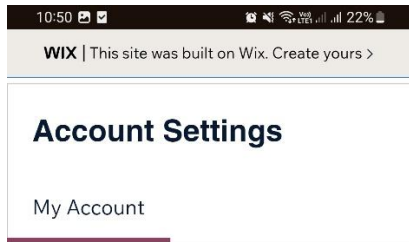
 Log in with Facebook

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



Phone

Login info

View and update your login email and password.

Login email:
whiimzyy@gmail.com

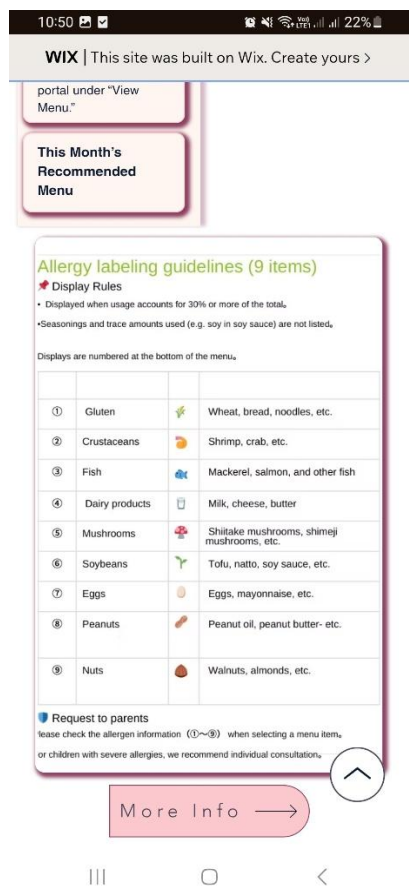
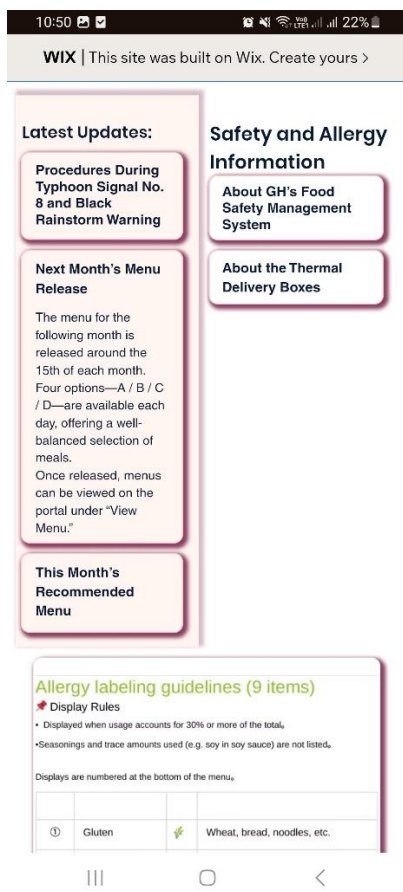
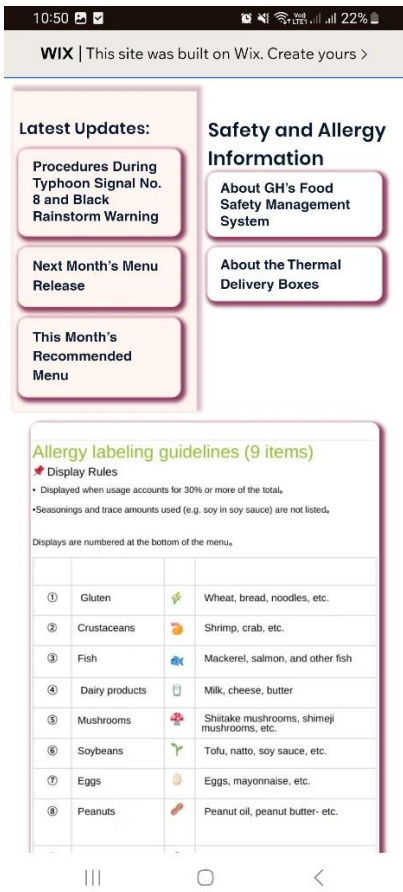
[Change Email](#)

Password:
●●●●●●

[Change Password](#)



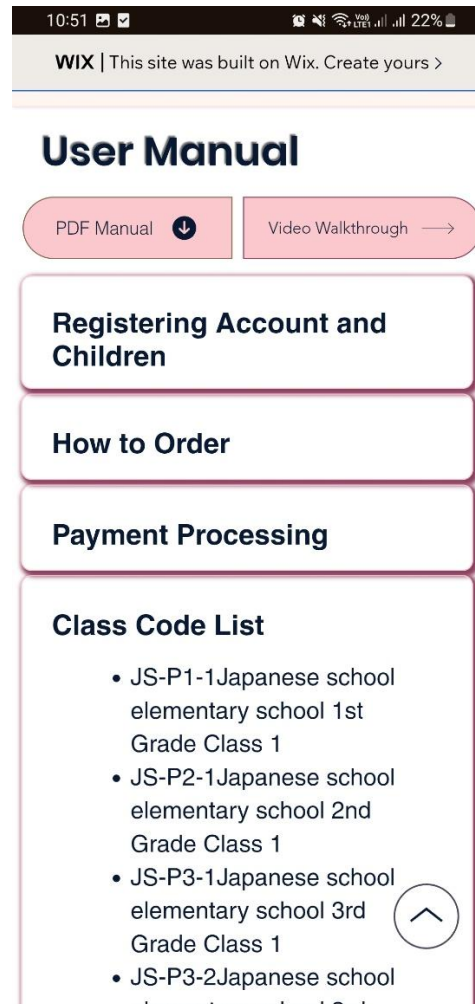
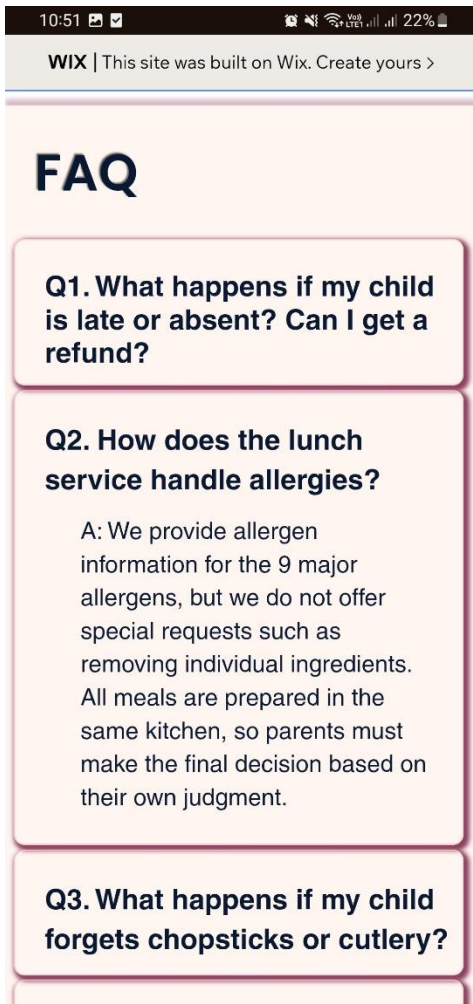
3.1 Latest Updates and Allergen Section



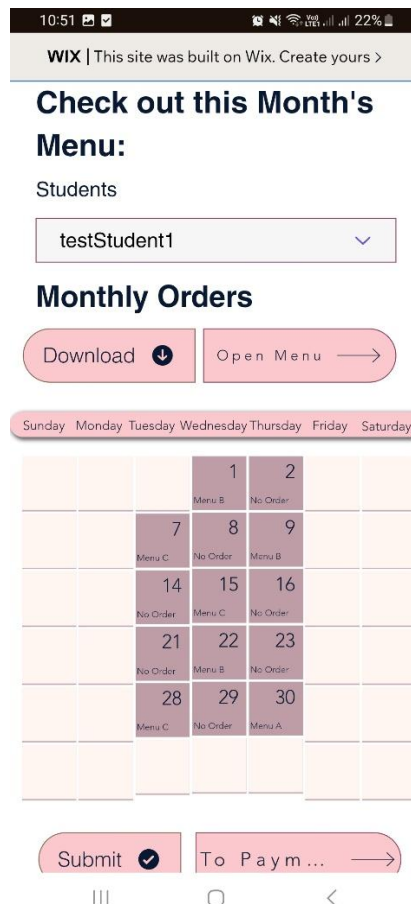
3.2 Monthly Menu Preview



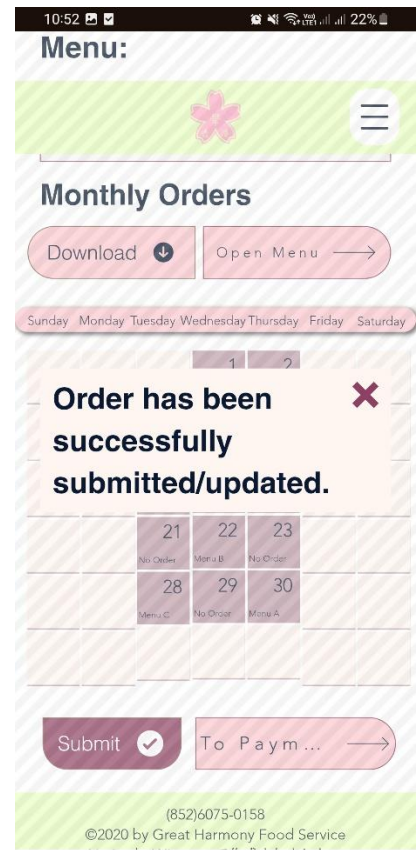
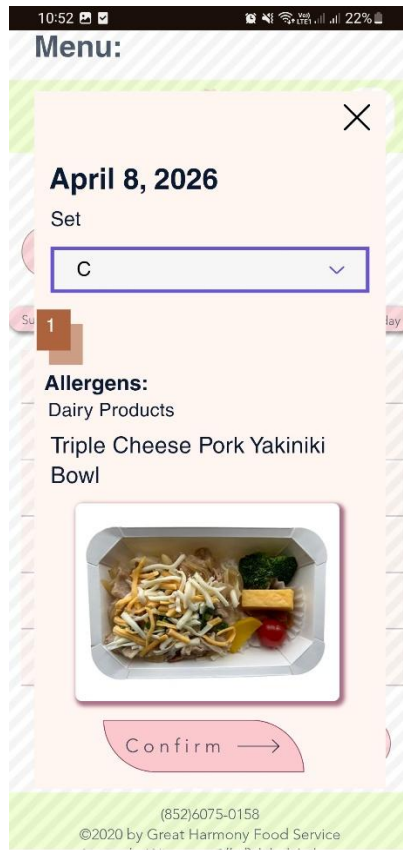
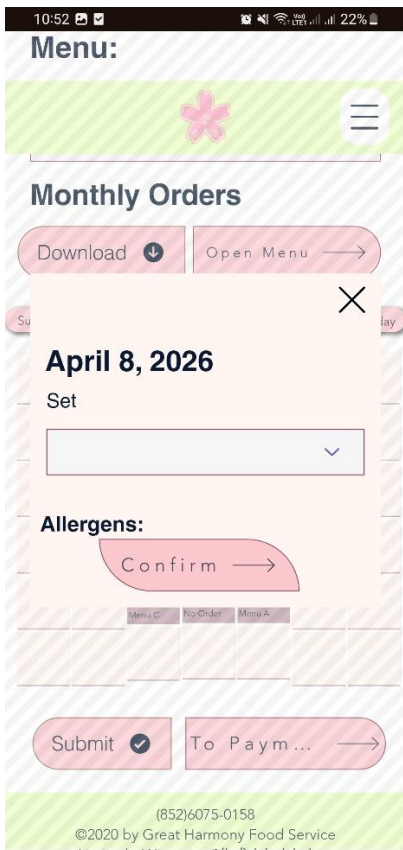
3.3 Frequently Asked Questions and User Manual



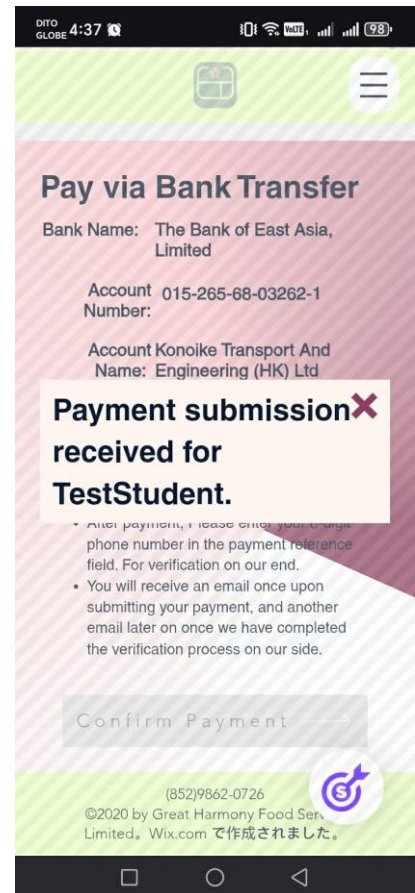
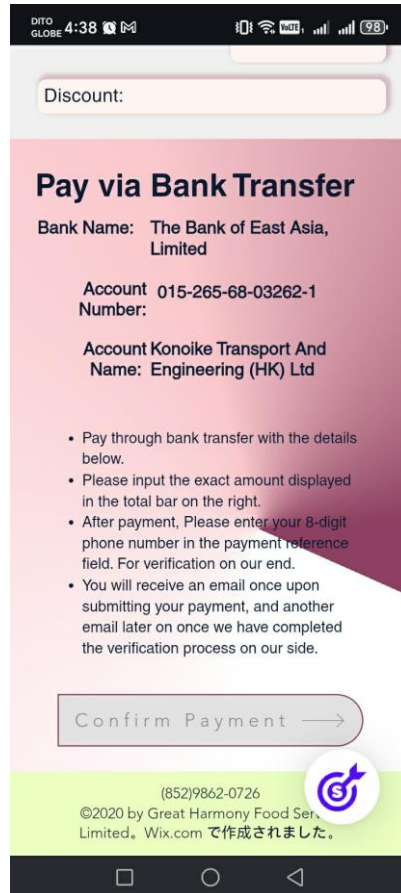
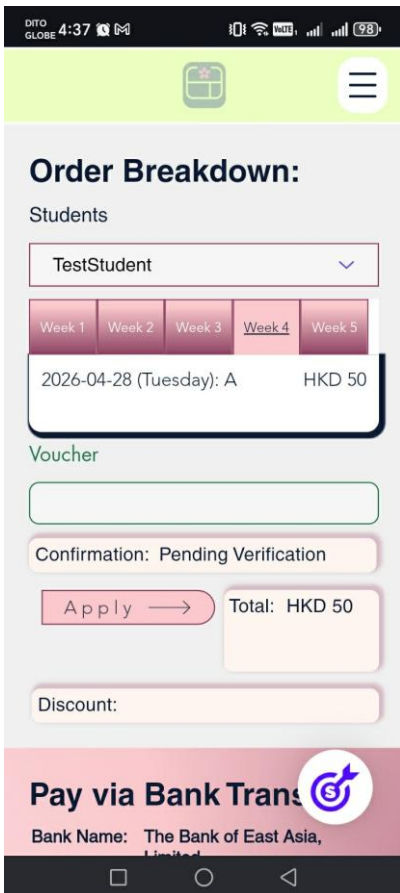
4.0 Calendar Page



4.2 Menu Pop-ups



5.0 Payment Page



6.0 Enquiry



Enquiry

For special cases, send us an email.

