

As part of our continuous improvements in the school's dining experiences and to facilitate parents ordering and payment for the student lunches, allowing parents to quickly register their children onto our user friendly online enrolment program.

All enrolments will be automatically updated into our lunch program and students will be able to check immediately their selected lunch for the day using their student cards.

我們不斷改進學校的用餐服務，並方便家長訂購及支付學生午餐，讓家長能夠快速辦理訂購及支付學生午餐。

所有在網上辦理之申請會自動更新到我們的午餐系統，學生使用他們的學生證將能夠立即檢查他們所選擇的午餐。

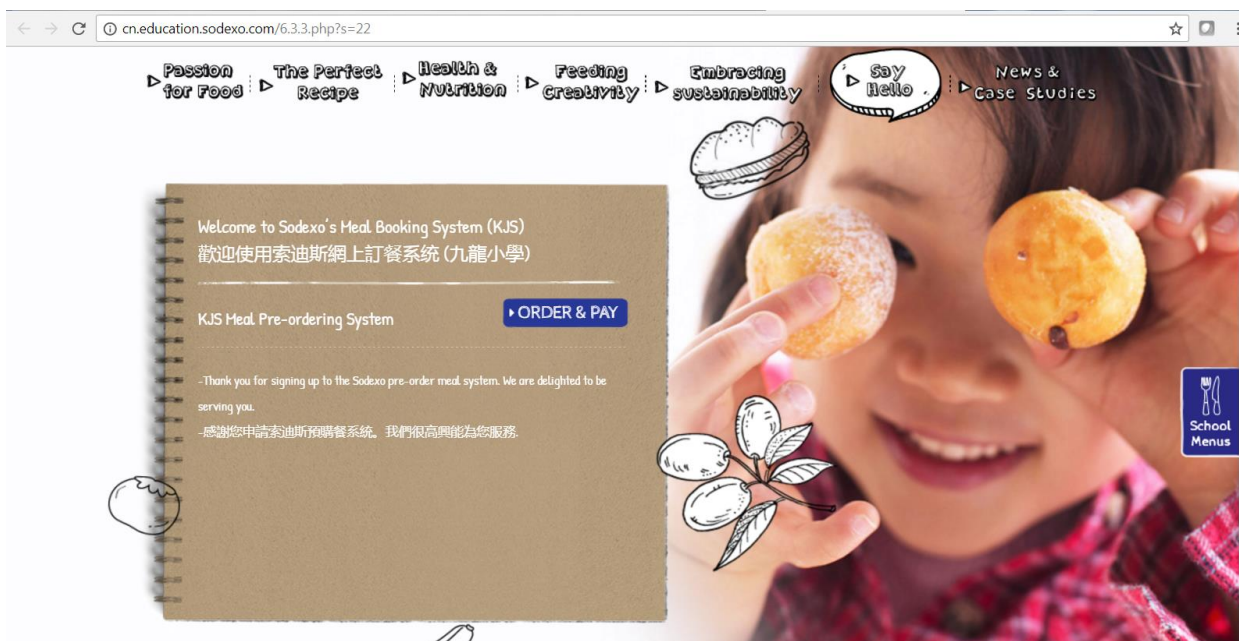
The online enrollment ordering system can be accessed through the step by step guide as shown below:
網上訂購系統使用步驟如下：

1. Go to <http://cn.education.sodexo.com/6.3.3.php?s=22>

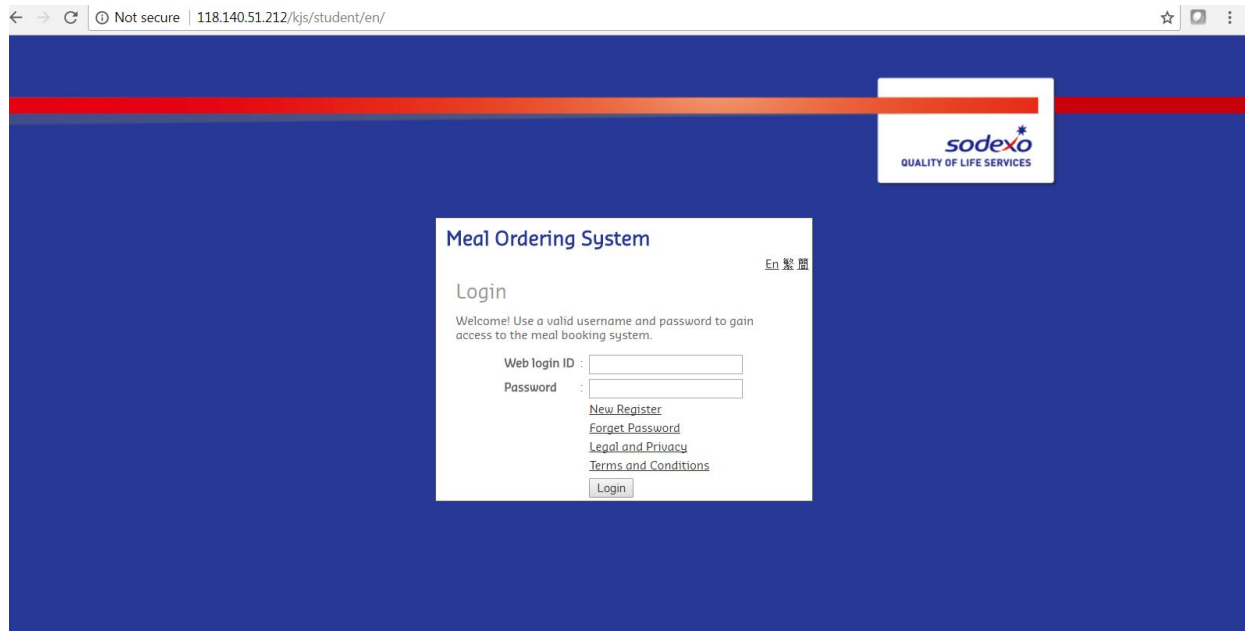
1. 進入 <http://cn.education.sodexo.com/6.3.3.php?s=22>

2. Click "ORDER & PAY".

2. 點擊"ORDER & PAY"。

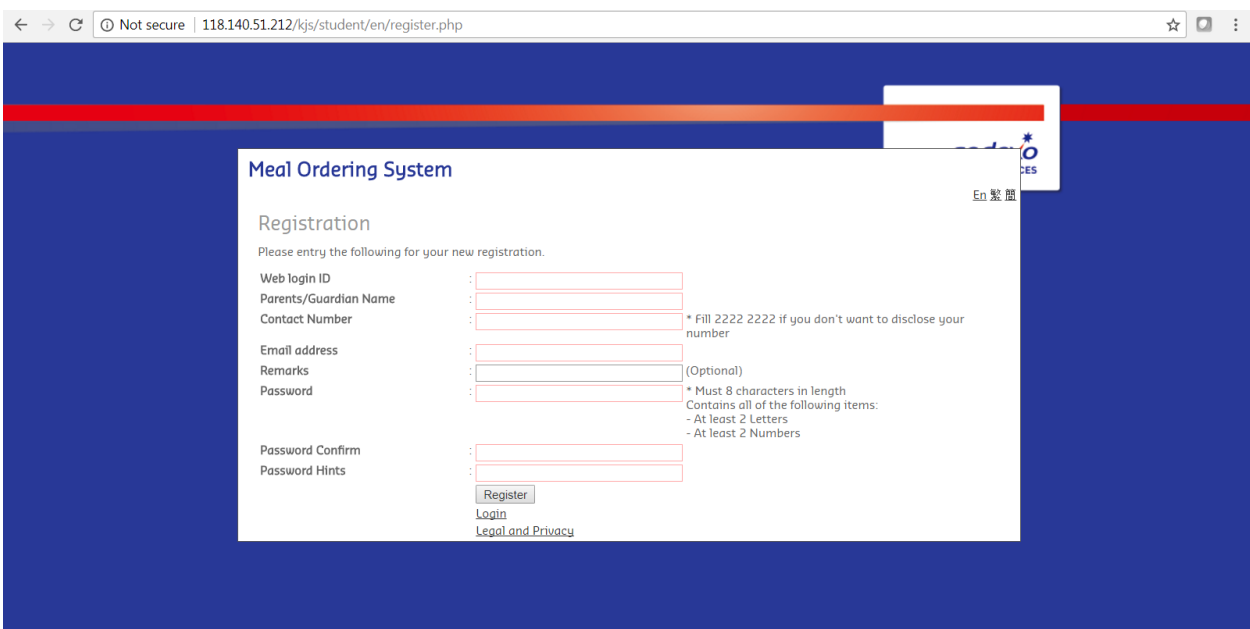


3. For first time user, please click "New Register" before use. Otherwise logon and order (see step 5).
3. 對於第一次使用，使用前請點擊"New Register"。否則，可登錄和訂單（參見步驟 5）。



4. Input all fields then press "Register". You will receive a confirmation email within an hour. Click on the link in the email content to activate your user a/c. (Make sure you input the correct email address, as the email address cannot be change by the user) The confirmation email may be filtered by your email service provider as SPAM / Junk Mail – you may find it your SPAM / Junk Mail folder at the first time.

4. 輸入所有空格，然後按"Register"。你會在一個小時內收到一封確認電子郵件。點擊郵件中的內容的鏈接來激活您的戶口。（請確認您輸入了正確的電子郵件地址，電子郵件地址不能被用戶更改）確認郵件可能由您的電子郵件服務供應商為過濾垃圾郵件，請檢查您的垃圾郵件箱。

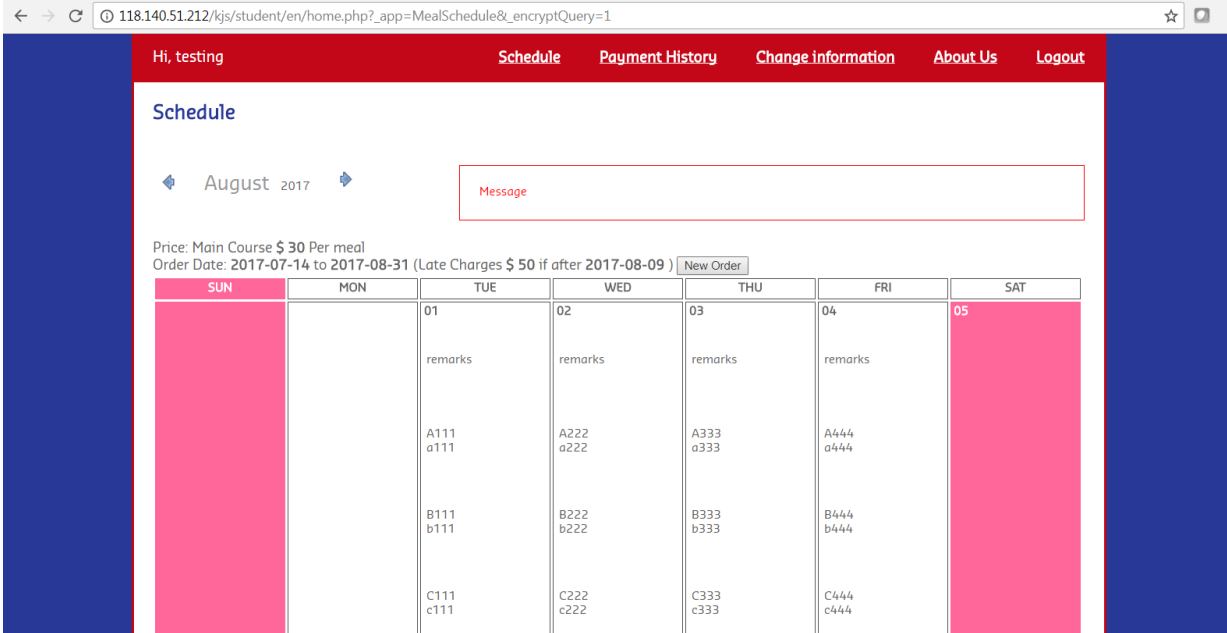


5. After logon, you may start the online ordering & check your info / payment history.

5. 登錄後，您就可以開始網上訂購，檢查信息和付款記錄。

6. Click “Schedule”, choose the correct order month and click “New Order”.

6. 點擊“Schedule”，選擇正確的月份，然後點擊“New Order”。



Hi, testing

Schedule Payment History Change information About Us Logout

Schedule

August 2017

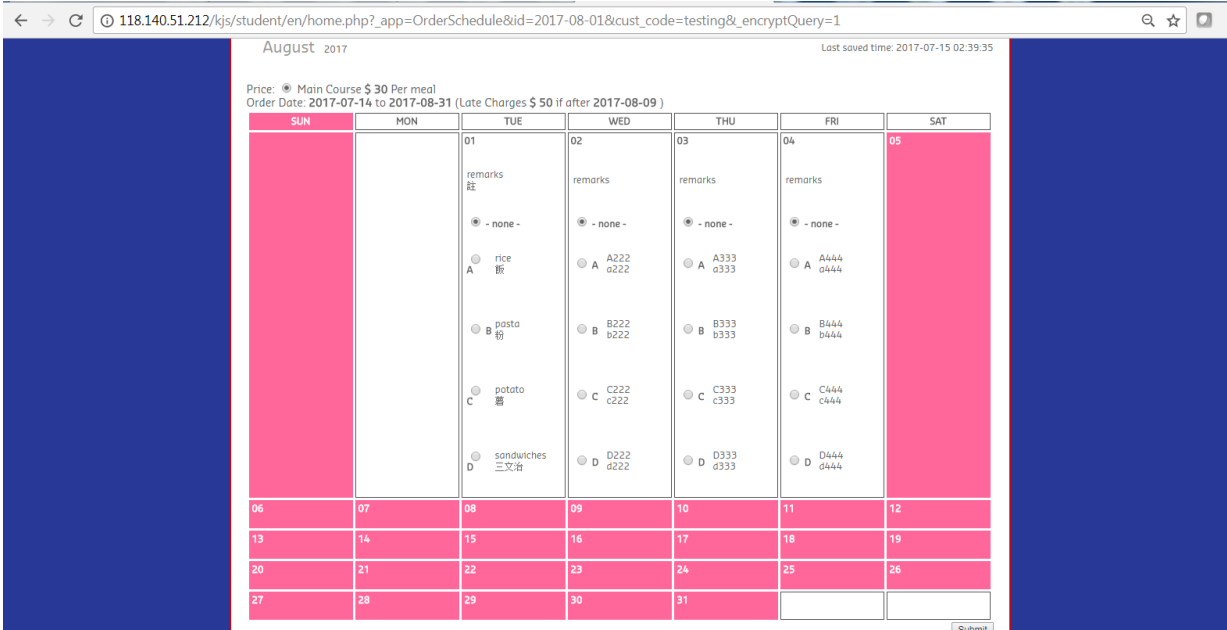
Message

Price: Main Course \$ 30 Per meal
Order Date: 2017-07-14 to 2017-08-31 (Late Charges \$ 50 if after 2017-08-09) [New Order](#)

SUN	MON	TUE	WED	THU	FRI	SAT
		01	02	03	04	05
		remarks	remarks	remarks	remarks	
		A111 a111	A222 a222	A333 a333	A444 a444	
		B111 b111	B222 b222	B333 b333	B444 b444	
		C111 c111	C222 c222	C333 c333	C444 c444	

7. Select the meals to order and click “Submit”.

7. 選擇需要訂購午餐，然後點擊“Submit”。



August 2017

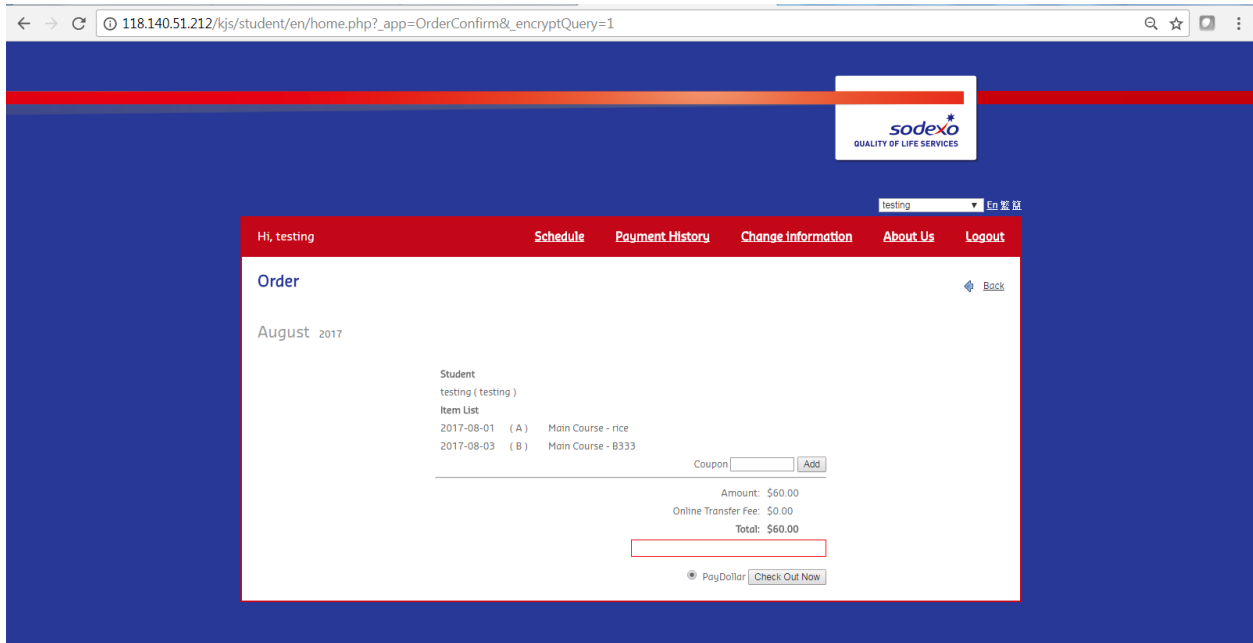
Last saved time: 2017-07-15 02:39:35

Price: ● Main Course \$ 30 Per meal
Order Date: 2017-07-14 to 2017-08-31 (Late Charges \$ 50 if after 2017-08-09)

SUN	MON	TUE	WED	THU	FRI	SAT
		01	02	03	04	05
		remarks 註	remarks	remarks	remarks	
		<input type="radio"/> - none -	<input type="radio"/> - none -	<input type="radio"/> - none -	<input type="radio"/> - none -	
		<input type="radio"/> A rice 飯	<input type="radio"/> A A222 a222	<input type="radio"/> A A333 a333	<input type="radio"/> A A444 a444	
		<input type="radio"/> B pasta 粉	<input type="radio"/> B B222 b222	<input type="radio"/> B B333 b333	<input type="radio"/> B B444 b444	
		<input type="radio"/> C potato 薯	<input type="radio"/> C C222 c222	<input type="radio"/> C C333 c333	<input type="radio"/> C C444 c444	
		<input type="radio"/> D sandwiches 三文治	<input type="radio"/> D D222 d222	<input type="radio"/> D D333 d333	<input type="radio"/> D D444 d444	
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

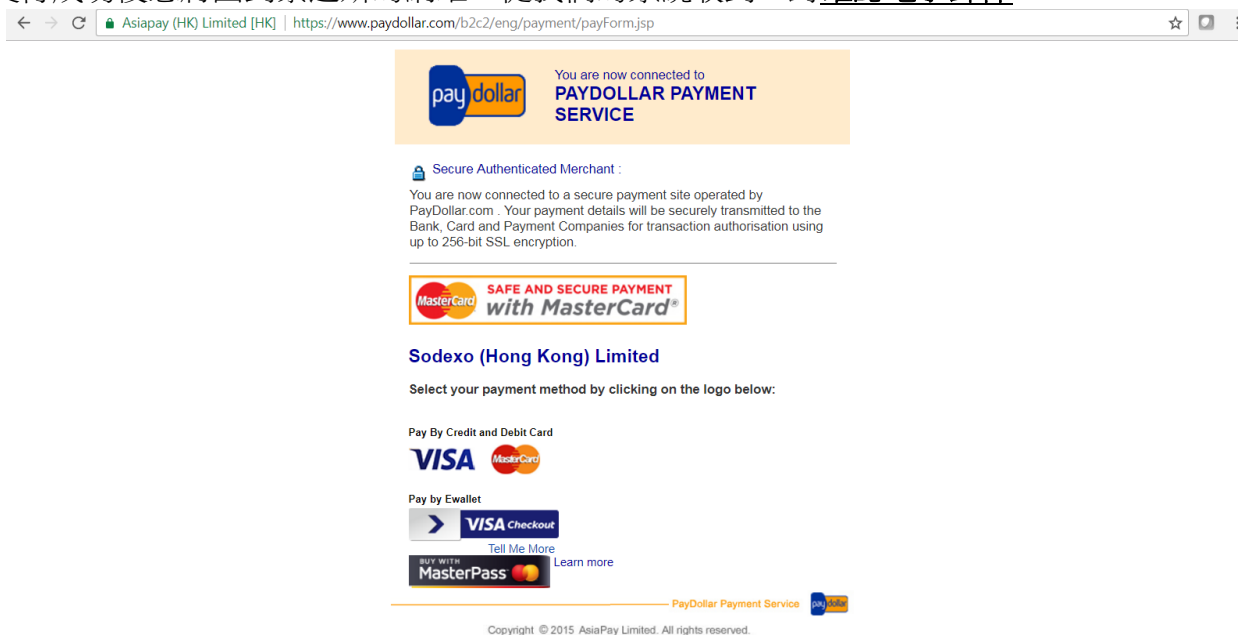
Submit

8. Input e-coupon if any and click “Check Out Now”.
8. 輸入電子現金券（如有），並點擊“Check Out Now”。



9. Check Out for online payment (Paydollar Payment Service, a 3rd party website). Follow and read the instruction carefully to complete the payment. You will be redirected back to Sodexo's website after payment successful and receive a **confirmation email** from our system.

9. 完成並在線支付（Paydollar Payment Service，第三方網站）。遵循並仔細閱讀說明即可完成付款。支付成功後您將回到索迪斯的網站，從我們的系統收到一封**確認電子郵件**。



Please note:

請注意：

The dateline for online enrollment will be by 25th of each month for the following month.

A surcharge of \$HKD 50 will be imposed for late enrollments.

網上報名截止日期為訂餐月份上一個月的 25 號，過期報名將有 HKD\$50 的附加費。

If over order, refund voucher will not be available.

所有額外超訂午餐日數，將不獲發退款卷安排。

Troubleshooting:

疑難排解:

1. What should I do if I forget the password?

1. 如果我忘記了密碼，我應該怎麼做？

Please send email to unit.kjs.hk@sodexo.com, and the password will be reset for you.

請發送電子郵件至 unit.kjs.hk@sodexo.com，我們會為您將密碼重置。

2. What should I do if I cannot receive the order confirmation?

2. 如果我不能接收訂單確認郵件，我應該怎麼做？

The confirmation email maybe filtered by your email service provider as SPAM / Junk Mail – please check your SPAM / Junk Mail folder, alternatively you may send an email to unit.kjs.hk@sodexo.com to check your order status.

確認郵件可能通過您的電子郵件服務提供商過濾為垃圾郵件- 請檢查您的垃圾郵件文件夾，或者您可以發送電子郵件至 unit.kjs.hk@sodexo.com 查詢您的訂單狀態。

3. What should I do if I cannot access <http://cn.education.sodexo.com/6.3.3.php?s=22> ?

3. 如果我不能訪問 <http://cn.education.sodexo.com/6.3.3.php?s=22> 我應該怎麼做？

This could be server busy or server maintenance jobs, please try again in 1 hour later, if not, you can send an email to unit.kjs.hk@sodexo.com to get the support.

這可能是伺服器繁忙或伺服器維護工作，請在 1 個小時以後再試，否則，您可以發送電子郵件至 unit.kjs.hk@sodexo.com 取得支援。

4. What should I do if the student needs to cancel the lunch?

4. 如果學生需要取消午餐我應該怎麼做？

Please send an email to unit.kjs.hk@sodexo.com on the same day by 8:00am to inform our catering manager. We will send out the e-coupon on the following week where you can use it for the following month. Lunch cancellations only applied on the following circumstances: sick leave and bad weather. Late notifications and other personal reasons for cancellation lunch will not be accepted.

請於早上 8:00 前發送電子郵件至 unit.kjs.hk@sodexo.com 通知我們的餐飲經理。

我們將會在下一個星期發送電子餐券供在隨後的一個月使用。

午餐取消只適用於以下情況：病假和惡劣天氣。留意逾時通知或因私人理由請假將不獲受理。