Sodexo (Hong Kong) Online Ordering App User Guide

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索迪斯(香港)訂餐應用程 式使用手冊 *sodex*の

Online Ordering App User Guide 訂餐應用程式使用手冊



- **1.** App Download 下載應用程式
- 2. Login & Initial Password 登入與初始密碼
- 3. Home page 主頁
- 4. Ordering 訂餐
- 5. Payment History 付款記錄
- 6. Late Charge 逾期費用
- 7. Order History & Credit 訂單記錄&退款
- 8. Meal Cancellation 取消訂餐
- 9. Sibling Account 兄弟姊妹帳戶
- 10. Forget Password 忘記密碼

STEP 1: App Download 下載應用程式





Sodexo (Hong Kong) by HKT Sodexo (Hong Kong) by HKT





Parents can scan QR codes or visit iOS app store / Android Google Play to download: "Sodexo (Hong Kong) by HKT" ordering app

家長可以掃瞄二維碼或於蘋果手機App Store/安桌手機Google Play下載: "**索迪斯(香港) by HKT 應用程式**"



STEP 2: Login & Initial Password 登入與初始密碼





Username and initial Password will be sent out to your school / personal email by Sodexo. 我們會電郵相關的登入名稱和首次登入密碼到你的學校 或個人電郵地址

You have to change from the > initial password to a new password upon your first login. 在第一次登入時,必須更改密碼

STEP 3: Home Page Overview 主頁









STEP 4: Ordering 訂餐



sodex

STEP 4: Ordering 訂餐





Parent can filter different food categories in app. 家長可於選餐時篩選不同敏感食源的餐款

STEP 5: Payment History 付款記錄

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Hello!	Samant	ha Che	ung		+ 2
Login Nam Class: School:	ne: 12345 5A Hong I	678 Kong Int	ternatio	onal So	chool
Order avail	able for:	Feb	Mar	Apr	May
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Order History & Credit 訂單記錄&退款







Credit Bala	ince				
Amount (HK \$)					
120.00					
\$120 credit will be expired	by 31 dec 2022				
13 Mar 2022 Refund	+\$120.00				
12 Mar 2022 Expenses	-\$120.00				
11 Feb 2022 Refund	+\$120.00				
↑ Credit will be used to offset the payment amount in the next purchase <u>積分</u> 會於下一次訂餐付款 時在餐費自動扣減。 餐費餘額可以其他付款方 式支付。					

Meal Cancellation 取消訂餐



SCHOOL SUSPEND DUE TO BAD WEATHER:

Automatic refunds to all student.

SICK LEAVE:

Please inform our Catering Manager by sending an email to <u>unit.rchk.hk@sodexo.com</u> before 8:30am on the day of leave.

*Late notifications and other personal reasons for lunch cancellation will not be accepted. *All meal cancellation will be refunded via a credit to your ordering account.

學校因惡劣天氣停課:

自動退款給所有學生

<u>病假:</u>

請於早上8:30前發送電子郵件至unit.rchk.hk@sodexo.com通知我們的餐飲經理

*逾時通知或因私人理由請假將不獲受理 *所有取消訂餐之退款將以積分存入您的訂餐帳戶



Sibling Account 兄弟姊妹帳戶





Parent can add sibling account to one login. 家長可將不同兄弟姊妹訂餐帳 號連結在同一登入帳號

Input the sibling app login name and password to merge the account in app. 連結帳號必須輸入兄弟姊妹訂 餐帳號的登入名稱和密碼

Forgot Password 忘記密碼





If parent has provided email address in the app, you can select "Forget Password" at Login Page. 若家長曾於APP內提交電郵地址,可於登入頁面 點選"忘記密碼"重設登入密碼

Input "Login Name and Email Address" to verify the identity. 輸入"登入名稱"和"電郵地址"核實身份

New password will send to your email address. 新密碼會傳送到你提交的交電郵地址

Thank You.

