Hurst Menu Student System User Documentation

Instructions on how to use the Hurst Menu Student System

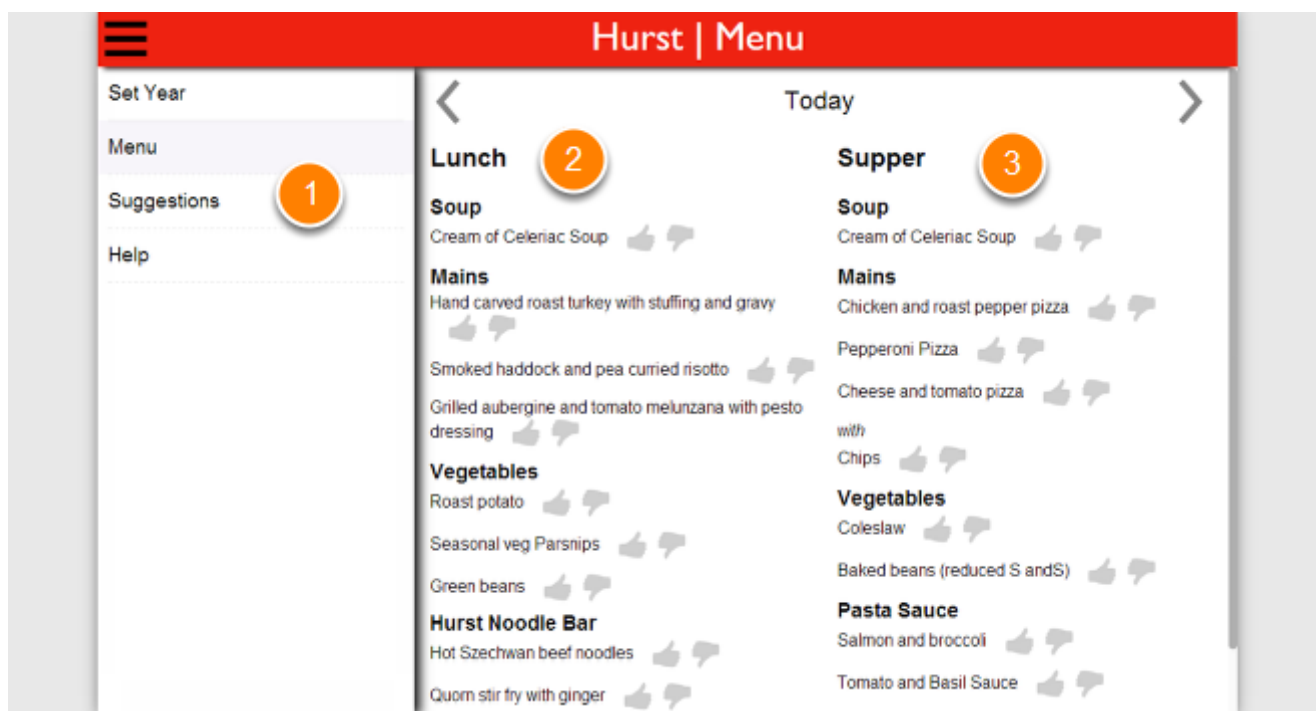## Accessing the Hurst Menu Student System

You can access the website by going to menu.hppc.co.uk

This documentation can be found at menu.hppc.co.uk/studentUserDocumentation.pdf

When you open the website

When you open the website it will be a differently laid out depending on the device you are using.
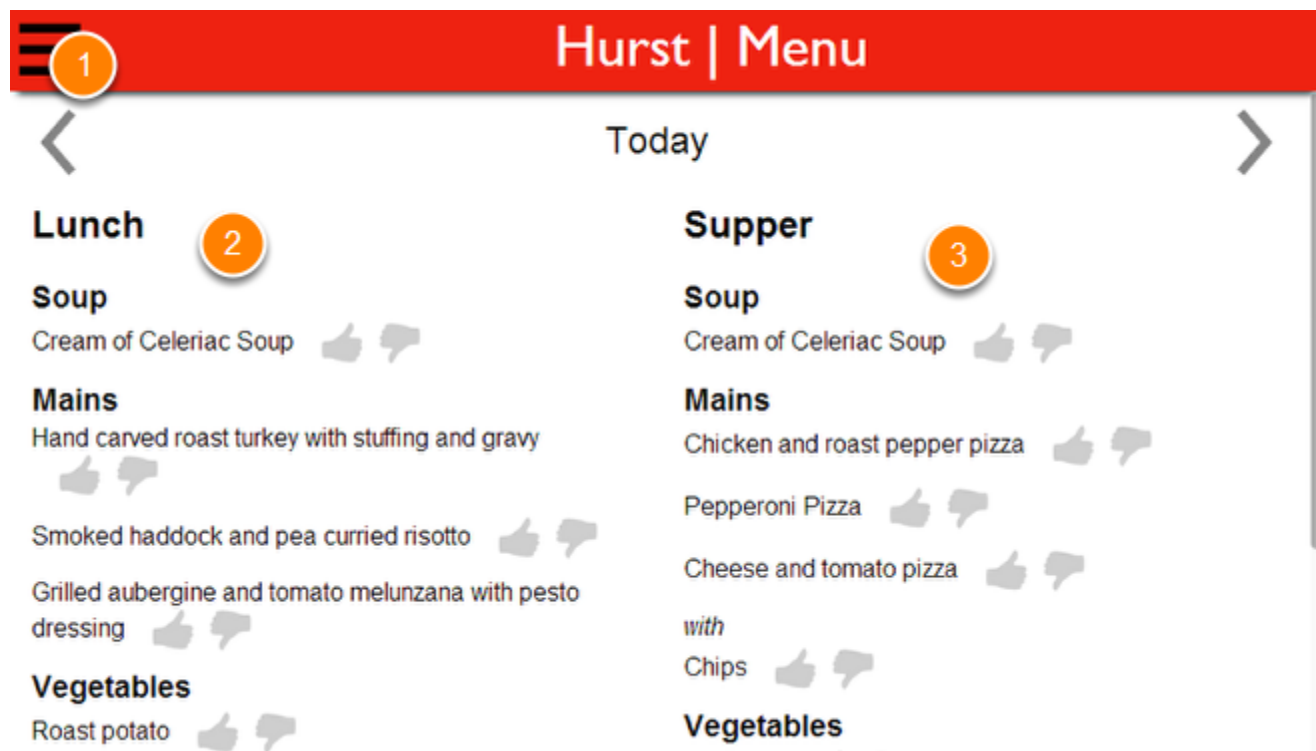
On a laptop or desktop computer

When you view the Hurst Menu website on a desktop device:

- The navigation bar will be visible (1)

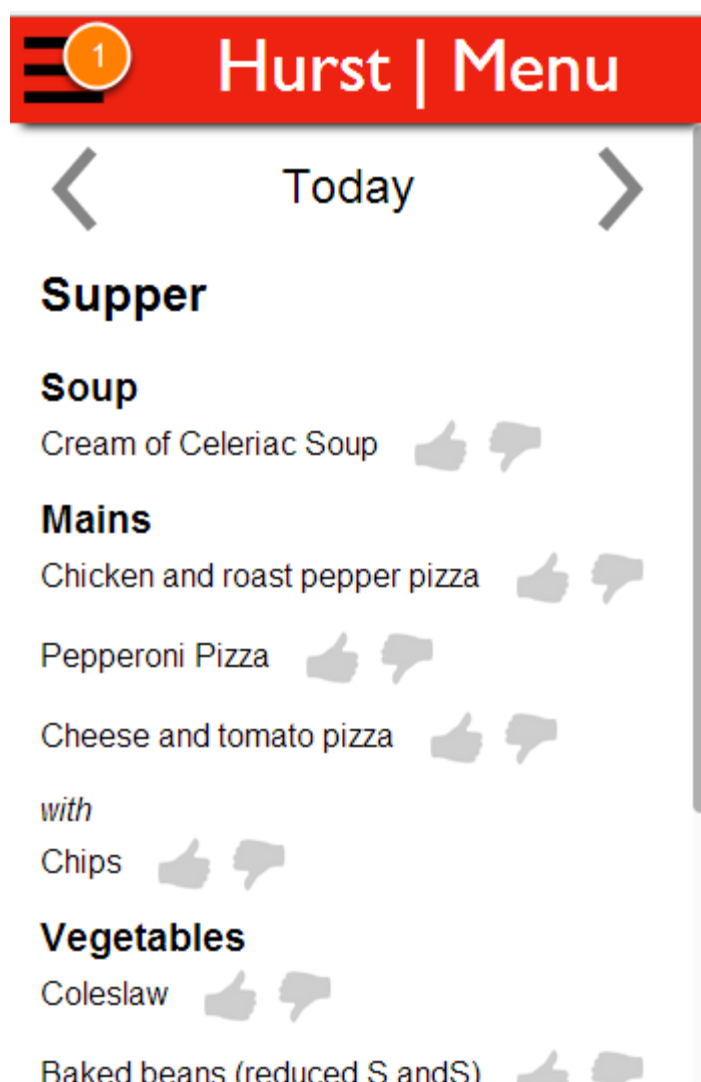- Both the lunch (2) and supper menu (3) will be shown

On a tablet e.g.an iPad

When you view the Hurst Menu website on a tablet:

- The navigation bar will be hidden (you can view the navigation bar by pressing the 'drawer' button (1))

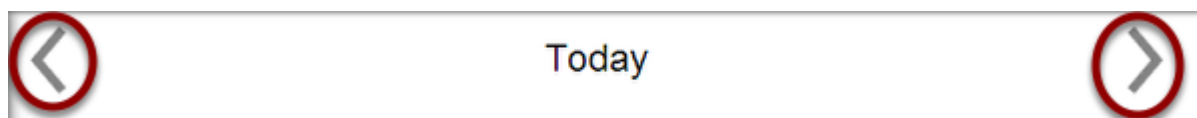- Both the lunch (2) and supper (3) menu will be shown

On a mobile device

When you view the Hurst Menu website on a mobile device:

- The navigation bar will be hidden (you can view the navigation bar by pressing the 'drawer' button (1))

- Just the lunch or supper menu will be shown (depending on the time of day)

To change the menu being shown

You have three methods of changing the menu shown:

1. Clicking on the on-screen arrows

2. Swiping left or right

3. Pressing the left or right arrow keys

Swiping left, pressing the right arrow key and clicking or tapping the right hand button will shown the next menu to be shown. This will be different if there is one menu shown or both lunch or supper. If both menus are being shown then the menus for the next day will be shown, if just the supper menu is showing then the lunch menu for the next day will be shown and if just the lunch menu is showing then the supper menu for the current day will be shown.
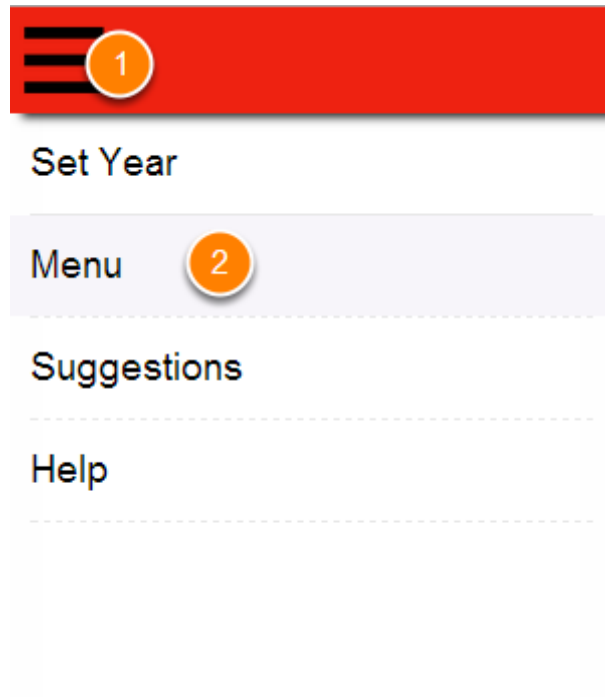
Swiping right, pressing the left arrow key and clicking or tapping the left hand button will shown the next menu to be shown. This will be different if there is one menu shown or both lunch or supper. If both menus are being shown then the menus for the previous day will be shown, if just the supper menu is showing then the lunch menu for the current day will be shown and if just the lunch menu is showing then the supper menu for the previous day will be shown.

Where it says 'Today' it will change to 'Yesterday' or 'Tomorrow'. Further changes of the menu will show the name of the day of the week (Monday - Friday) whilst within the current week or the date of the menu if beyond (before or after) the current week.

To vote on menu items

You can vote on every menu item for the today's menu either thumbs up (if you liked it) or thumbs down (if you didn't like it). Please only vote on items once you have eaten them and you do not have to vote on every menu. You can also change your vote or undo you vote.
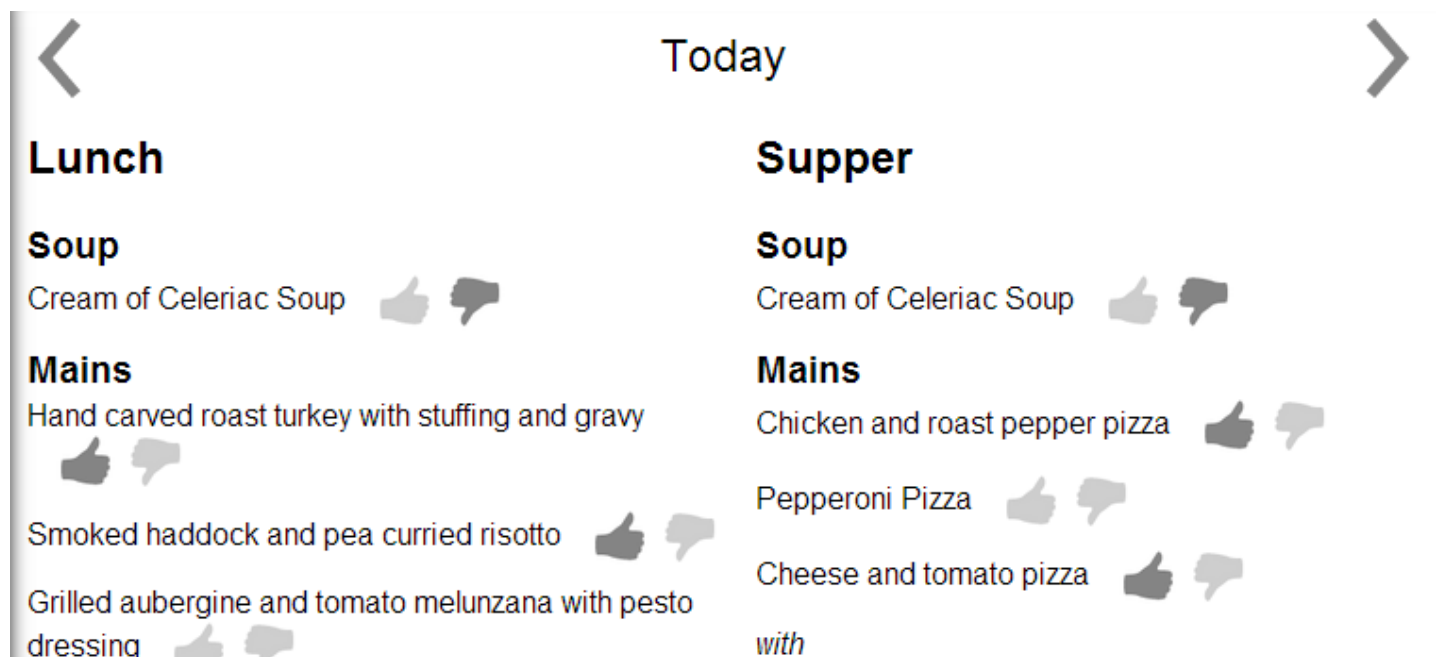
Make sure you are on the menu page

To view the menu page you need to click the 'Menu' button on the navigation bar (2).

If the navigation bar is hidden you can view it by clicking the view navigation 'drawer' button (1).

Cast vote

To cast your vote you need to click on the thumbs up or thumbs down buttons next to the item you are voting on. Any votes cast will be shown as darker thumbs.

Undo vote

To undo a vote simply click the selected thumb and it will deselect.

Change vote

To change your vote click on the unselected thumb next to the selected thumb and the currently placed vote will be change to the new vote.

Submit Attendance

You can set whether you will be attending for supper today (before 3pm) and the for the next 5 days.

All you have to do is set your year group (if you haven't already this year on the device you are using) then tick the 'Attending' check box for the evening of supper that you will be attending. Instructions on how to sit your year can be seen below.

You can undo your set attendance by un-checking the checkbox.

Please only set if you are attending each day on one device.

By setting if you are attending you are ensuring there will be plenty of food for you to eat and you will help save the environment by reducing food waste.
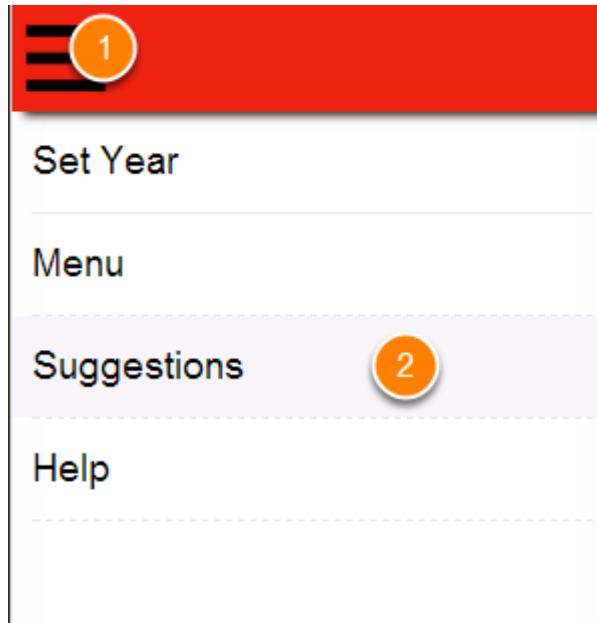
Setting your year group

1. Click the 'Set Year' button (1) on the navigation bar to reveal the set year menu

2. Select your year group from the dropdown menu (2)

3. Click the 'SET YEAR' button (3) to confirm your selection

You are now able to set if you are attending suppers

Submitting written feedback

You can submit a feedback message to the catering department about anything using the form included on the website.

Change to the suggestions page

If the navigation bar is not open then click the view navigation 'drawer' button (1) to open it.

Then click the 'Suggestions' button (2) to view the suggestions page.

Submit the feedback message

Really enjoyed a meal, think something could be done better or want to see particular items on the menu? Let us know!

Name:

type your name here   (1)

Email Address:

please provide a valid hppc email address   (2)

Feedback/Suggestion:

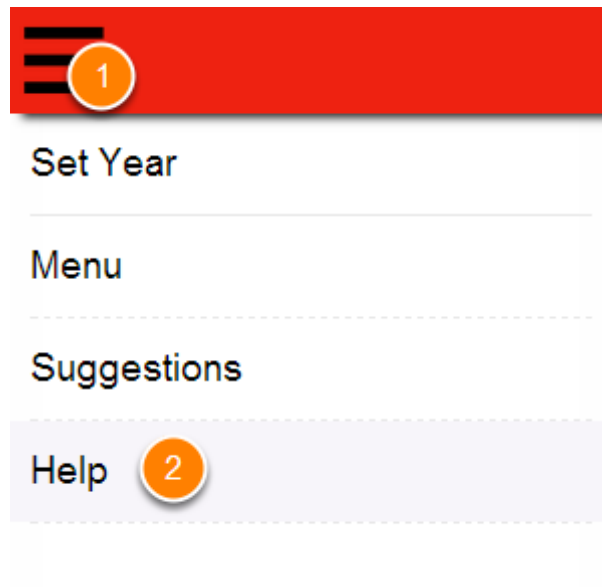Your message must be greater than 20 charcters

(3)

SEND (4)

1. Enter your name in the name box (1)

2. Enter your hppc.co.uk school email address in the email box (2) this should be firstname.lastname@hppc.co.uk

3. Enter your message in the message box (3)

4. Submit your message by clicking the 'SEND' button (4)

Viewing help

To view these instructions you can go onto the help page and follow the link to this page.

To do this you need to:

1. Show the navigation bar if it is currently hidden by clicking the view navigation 'drawer' button (1)

2. Click the 'Help' button (2) to take you onto the help page

3. Follow the link to access the user documentation