

Hurst Menu Admin System User Documentation

Instructions on how to use the Hurst Menu Administration System.

Access the Website

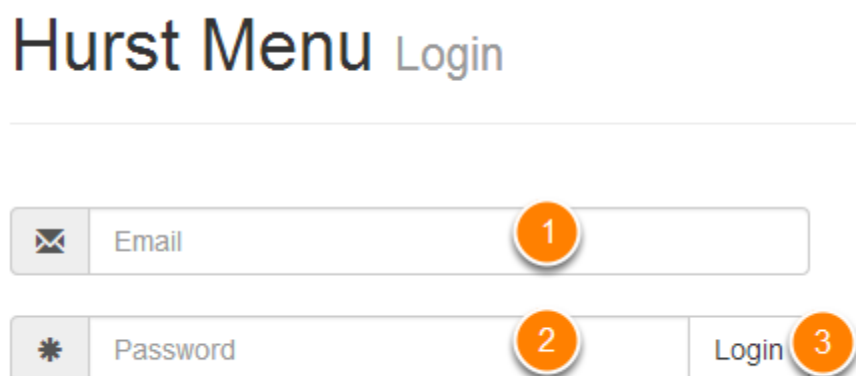
You can access the Hurst Menu administration website by going to menu.hppc.co.uk/login.php

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

Login and Logout Instructions

To access the system you must be logged in. You should also logout when you have finished using the system. The instructions for both of these can be seen below.

Login Instructions



The image shows a login form titled "Hurst Menu Login". It consists of two input fields and a login button. The first field is labeled "Email" with an envelope icon and has an orange circle with the number "1" next to it. The second field is labeled "Password" with an asterisk icon and has an orange circle with the number "2" next to it. To the right of the password field is a "Login" button with an orange circle with the number "3" next to it.

To login to the administration system:

1. Enter your email address into the email address box (1) and your password into the password field (2)
2. Press the login button (3) to login

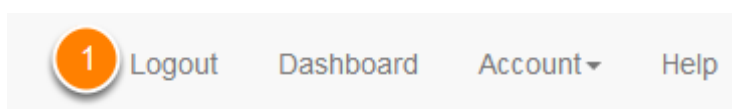
When you login you will be taken to the dashboard page or the page you were previously trying to access before you logged in.

Login Failed

Login failed! Check email and password then try again.

If you have entered the incorrect login details your login will not be successful. You will be shown this error message, please try again using the instructions above.

Logout Instructions



Once logged in, the logout button (1) can be found on the right hand side of the navigation bar. To logout you just need to click this button (1) or close the browser window (not just the tab).

The navigation bar is shown on every page in the admin system except the login page.

Dashboard Instructions

The screenshot shows the Hurst Menu Admin System Dashboard. At the top is a navigation bar with links: Hurst Menu, Upload Menu, View Menu, Edit Menu, Delete Menu, Feedback Messages, Likes/Dislikes, Attendance, Logout, Dashboard (1), Account, and Help. The main heading is 'Hurst Menu Dashboard'. Below this is the 'Attendance' section (2), which displays a table of attendance data for the current day. The table has columns: Shell, Remove, Fifth, LVI, UVI, Total Confirmed, Supper Attendance, Actual Breakfast, Actual Lunch, and Actual Supper. The data row shows: 22, 33, 65, 84, 65, 269, 24, 742, 578. Below the table is a link 'Analyse attendance in detail' (3). The 'Menu' section (4) displays two columns: 'Lunch Menu' and 'Supper Menu'. Each menu item is followed by a green square (likes) and a red square (dislikes) with numbers inside. For example, in the Lunch Menu, 'Soup' has 15 likes and 34 dislikes. In the Supper Menu, 'Soup' has 15 likes and 34 dislikes. At the bottom of the Lunch Menu is an 'Edit' link (6). At the bottom of the Supper Menu is an 'Edit' link (7). At the bottom of the entire menu section is a link 'View whole week menu' (8).

Shell	Remove	Fifth	LVI	UVI	Total Confirmed	Supper Attendance	Actual Breakfast	Actual Lunch	Actual Supper
22	33	65	84	65	269		24	742	578

Lunch Menu

- Soup** 15 34
- Spiced Parsnip Soup
- Main Meat**
- Beef Lasagne
- Main Fish**
- Haddock fillet with ginger, lime and chilli
- Main Vegetarian**
- Mushroom stuffed pancakes with cream cheese and chives
- Potato** 98 32
- Roast garlic and rosemary potato
- Veg 1**
- Seasonal veg Purple Broccoli
- Veg 2**
- Carrot Batons
- Veg 3**
- Alternative**
- Hurst Pasta Bar with Parmesan and Pesto
- Sauce 1** 3 7
- Spicy sausage and tomato
- Sauce 2** 100 12
- Italian bean and mushroom
- Dessert** 76 12
- Apple pie

Supper Menu

- Soup** 15 34
- Spiced Parsnip Soup
- Main Meat** 15 87
- Lamb and rosemary pie
- Main Fish**
- Grilled Hake on Caponata
- Main Vegetarian** 56 45
- Thai spiced vegetables
- Staple**
- Crushed new potatoes
- Veg 1**
- Cauliflower
- Veg 2**
- Green beans
- Sauce 1** 14 85
- Bolognaise
- Sauce 2**
- Tomato and Basil Sauce
- Dessert** 24 69
- Lemon Drizzle Cake

You can access the 'Dashboard' page by clicking the 'Dashboard' link (1) on the navigation bar.

Once on the dashboard you will be able to see the attendance data for the current day (2); the actual meal attendance will be updated live as students leave the dining hall. All the attendance data is based on students and does not include teachers or other staff. There is a link to the attendance page (3) below for easy access to analyse the collected attendance data.

The lunch and supper menus are also shown (4) and the votes on each item that has been voted on are shown so far each day as green squares (for the likes) and red squares (for the dislikes) with the number of votes held inside them; an example of this can be seen at (5). There is a link to edit the menu at the bottom of the lunch (6) and supper menus (7) which will take you to the 'Edit Menu' page for today's menu. You can also click the link to view the menu for the whole week (8) which will take you to the 'View Menu' page. If there is no menu currently in the database for today the menus will show a message saying that there is no data in the database. There is also a message which appears above the attendance warning you if there is less than a weeks worth of menu data left in the database or if there is no menu data remaining.

Upload Menu Instructions

Hurst Menu
Upload Menu
View Menu
Edit Menu
Delete Menu
Feedback Messages
Likes/Dislikes
Attendance
Logout
Dashboard
Account
Help

Upload Menu

First Day of Menu:

Last Day of Menu:

First Week Number:

1, 2, 3

Filename:

Submit

Instructions

1. Set the start and end date of the duration of the menu. If there is a school holiday in between these dates then you will need to upload the menu in separate parts for the time the menu is active before the holiday and the time the menu is active after it.
2. Set the week number of the menu that the three week cycle should start on.
3. Choose the Excel document of the menu that you wish to upload. This should be of the standard menu format otherwise it will not be read correctly.

For additional menu uploading guidance (including an example standard format Excel document) please see the [help](#) page.

You cannot overwrite existing menu unless you delete it first

You can access the 'Upload Menu' page by clicking the 'Upload Menu' link (1) on the navigation bar.

To upload the menu you need to:

1. Enter the first day that you want the menu to appear on in the first day of menu box (2). If you click the box you should be able to get a calendar date picker to appear (on modern browsers).
2. Enter the last day that you want the menu to be entered in the last day of menu box (3).
3. Select the week number of the menu that you want to start entering data from in the first week number box (4); this can be 1, 2 or 3.
4. Navigate to and select the menu file for the dates you will be uploading by clicking the choose file button (5). This file should be an Excel document of the correct format (descriptions of the correct format can be seen below).
5. When you are sure that the parameters you have entered are correct then you can submit the menu by clicking the submit button (6). The menu will then be parsed into the database starting with the menu for the day of the week that the first day of the menu is and from the first week number selected and looping through each day of week and back to the start until the last date.

If there is any data currently in the system for the dates selected, it will not be overwritten just new data will be added where there is currently no data. If you want to overwrite the menu you must delete the data currently there by going to the 'Delete Menu' page before uploading the new data.

Instructions on how to do this can be seen on the page (7).

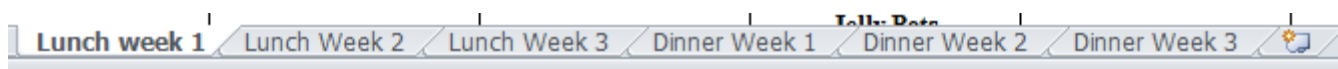
All the fields are required and you will be notified if you have forgotten to fill one in.

Upload Menu Error

Warning! Menu upload failed, check dates and file then try again.

You may receive this message when you attempt to submit the form. This will either be because you have selected a last day that is before the first day or the file you selected was of the wrong file type. Ensure you entered the correct information and try again.

Correct Menu Layout



To ensure the menu is uploaded as you would expect it to be the Excel document must be laid out correctly so the sheets and menus items are in the correct page.

Firstly, the menu must be in the order shown above (the three lunch menus in order followed by the three supper menus in order).

Secondly, the lunch and supper menus should be laid out as shown below.

Lunch Layout

	A
1	MONDAY
2	Freshly Made
3	Spicy Red Lentil and
4	Tomato Soup & Bread
5	Main Course
6	Beef and bacon stew with herb dumplings
7	Haddock and spring onion fishcakes with roast red pepper aioli
8	Five bean, cheddar & coriander quesadilla with smoked paprika sauce
9	Fondant potato
10	Seasonal veg Savoy cabbage
11	Sweet corn
12	
13	Hurst Salad Bar
14	Hurst Pasta Bar with
15	Parmesan and Pesto
16	Chicken & leek
17	Tomato, ricotta & basil
18	Dessert
19	Treacle sponge and treacle sauce
20	Custard

The lunch menu sheets should be arranged with the days in order (Monday-Sunday) from column A to column G.

The soup for each day should be in row 3.

The mains should be in rows 5, 6, and 7 (in the order meat, fish, vegetarian).

The staple for each day (potato/rice usually) should be in row 8.

The vegetables for each day should be in rows 9, 10 and 11.

The description of the alternative item should be in row 13 (e.g. Pasta Bar, Curry Bar, Jacket Selector, etc...).

The sauces that go with the alternative option should be in rows 14 and 15.

The dessert for each day should be stored in row 17. The sauce for the dessert (usually in row 18) will be ignored, if it is important to the dish then it should be stored in row 17 with the dish.

If a particular type of item is not in the menu for that day then the cell should be completely blank (else the heading on the student menu system may be shown when there is no item).

Supper Layout

	A
1	MONDAY
2	
3	Freshly Made Spicy Red Lentil and Tomato Soup & Bread
4	Main Course
5	Chicken Caesar salad
6	Fish pie
7	Butternut squash and goats cheese quiche
8	Roast new potatoes
9	<i>Creamed leeks</i>
10	<i>Sweet corn</i>
11	Hurst Salad Bar
12	Hurst Pasta Bar with Parmesan and Pesto
13	Carbonara
14	Tomato and Basil Sauce
15	Dessert
16	Fresh Fruit salad

The supper menu sheets should be arranged with the days in order (Monday-Sunday) from column A to column G.

The soup for each day should be in row 3.

The mains should be in rows 5, 6, and 7 (in the order meat, fish, vegetarian).

The staple for each day (potato/rice usually) should be in row 8.

The vegetables for each day should be in rows 9 and 10.

The pasta sauces should be in rows 13 and 14.

The dessert for each day should be stored in row 16.

If a particular type of item is not in the menu for that day then the cell should be completely blank (else the heading on the student menu system may be shown when there is no item).

View Menu Page



To access the view menu page you can click the 'View Menu' button (1) on the navigation bar.

Using the View Menu Page

View Menu

Menus for week starting Monday 14th April 2014 1

2 ← Change Week → 3

Lunch Menu 4	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Soup	Spicy Red Lentil and Tomato Soup	Roasted Pumpkin Soup	Cream of Celeriac Soup	Spiced Parsnip Soup	Mushroom Soup		
Main Meat	Beef and bacon stew with herb dumplings	Slow cooked Tuscan lamb with cannellini beans	Hand carved roast turkey with stuffing and gravy	Beef Lasagne	Battered fish of the day	Boiled gammon and parsley sauce	Lamb chop
Main Fish	Haddock and spring onion fishcakes with roast red pepper aioli	Roast salmon with fennel and lemon butter	Smoked haddock and pea curried risotto	Haddock fillet with ginger, lime and chilli	Chicken leg and chorizo Cassoulet		Bacon
Main Vegetarian	Five bean, cheddar and coriander quesadilla with smoked paprika sauce	Spinach, Butternut squash and chickpea tagine	Grilled aubergine and tomato meunzana with pesto dressing	Mushroom stuffed pancakes with cream cheese and chives	Vegetarian shepherds pie	Red pepper, feta and red onion frittata	Baked beans (reduced S andS)
Potato	Fondant potato	Rice pilaf	Roast potato	Roast garlic and rosemary potato	Chips	Parsley new potatoes	Tomato
Veg 1	Seasonal veg Savoy cabbage	Seasonal veg Cauliflower	Seasonal veg Parsnips	Seasonal veg Purple Broccoli	Peas	Green beans	Croissants
Veg 2	Sweet corn	Courgette	Green beans	Carrot Batons	Baked beans (reduced S andS)	Sweet corn	Scrambled Egg
Veg 3							
Alternative	Hurst Pasta Bar with Parmesan and Pesto	Hurst Jacket potato and Sweet potato bar	Hurst Noodle Bar	Hurst Pasta Bar with Parmesan and Pesto	Hurst Curry bar with poppadoms and mini naan		
Sauce 1	Chicken and leek	Beef Meatballs in a Tomato Sauce	Hot Szechwan beef noodles	Spicy sausage and tomato	Coconut lamb curry		
Sauce 2	Tomato, ricotta and basil	Tuna mayonnaise	Quorn stir fry with ginger	Italian bean and mushroom	Vegetable Thai curry		
Dessert	Treacle sponge and treacle sauce	Lemon curd sponge	Pear and ginger crumble	Apple pie	Chocolate sponge	Chocolate brownie	
Edit 5	Edit	Edit	Edit	Edit	Edit	Edit	Edit

Supper Menu 6	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Soup	Spicy Red Lentil and Tomato Soup	Roasted Pumpkin Soup	Cream of Celeriac Soup	Spiced Parsnip Soup	Mushroom Soup		
Main Meat	Chicken Caesar salad	Pork loin with coriander and tomato salsa	Chicken and roast pepper pizza	Lamb and rosemary pie	Beef stroganoff	Chilli beef pasta bake	Roast leg of lamb
Main Fish	Fish pie	Spicy fish stew	Pepperoni Pizza	Grilled Hake on Caponata	Welsh rarebit topped smoked haddock		
Main Vegetarian	Butternut squash and goats cheese quiche	Vegetable stew with dumplings	Cheese and tomato pizza	Thai spiced vegetables	Cheese, tomato and basil quiche	Quorn sausage baguette	Roast vegetable stack
Staple	Roast new potatoes	Cous Cous	Chips	Crushed new potatoes	Fondant Potatoes	Jacket Wedges	Roast Potatoes
Veg 1	Creamed leeks	Brussel sprouts	Coleslaw	Cauliflower	Root vegetable	Corn on the cobb	Kale
Veg 2	Sweet corn	Mixed vegetables	Baked beans (reduced S andS)	Green beans	Peas	Grilled tomato (half)	Carrot Batons
Sauce 1	Carbonara	Meatballs	Salmon and broccoli	Bolognese	Chicken and mushroom		
Sauce 2	Tomato and Basil Sauce	Tomato and Basil Sauce	Tomato and Basil Sauce	Tomato and Basil Sauce	Tomato and Basil Sauce		
Dessert	Fresh Fruit Salad	Lemon Meringue Pie	Ice Cream Bar	Lemon Drizzle Cake	Ginger cake	Oatmeal raisin cookies	Fruit and oat crumble
Edit 7	Edit	Edit	Edit	Edit	Edit	Edit	Edit

The view menu page looks like this. If there is no menu data for the currently selected week then you will be shown the error 'No menu data for current week'.

The date of the Monday of the week of menu being shown is shown in an easy to read format at the top of the page (1).

The week of menu being shown can be changed using the change week buttons (2) and (3). The left change week button (2) will show you the menu for the previous week and the right change week button (3) will show you the menu for the next week.

The lunch menu (4) is shown in a table with each day as a column. By clicking the 'Edit' button e.g. (5) you will be taken to the edit menu page where you can edit the menu for the day that you clicked.

The supper menu (6) is also shown in a table with each day as a column. Clicking one of the 'Edit' buttons e.g. (7) at the bottom of the table you will be taken to the edit menu page where you can edit the menu for the day that you clicked.

Edit Menu Instructions

Hurst Menu Admin System User Documentation

Hurst Menu Upload Menu View Menu **Edit Menu** Delete Menu Feedback Messages Likes/Dislikes Attendance Logout Dashboard Account Help

Edit Menu

Menu for Friday 18th April 2014

[View whole week menu](#)

Change Day Save Changes

Lunch Menu	Supper Menu
Soup Mushroom Soup	Soup Mushroom Soup
Main Meat Battered fish of the day	Main Meat Beef stroganoff
Main Fish Chicken leg and chorizo Cassoulet	Main Fish Welsh rarebit topped smoked haddock

The edit menu page allows you to change the menu that is saved in the database and shown to the users.

To access the edit menu page you can click the 'Edit Menu' button (1) on the navigation bar.

When the page is loaded the menu will be shown for the current day. The date of the menu being edited is shown at the top of the page (2).

The 'View whole week menu' link (3) will take you to the view menu page with the week of the menu being shown as the week on which this date appears.

You can change the day of menu being shown using the change day buttons (4). The left button will allow you to edit the menu for the previous day and the right button will allow you to edit the menu for the next day.

The menu lunch and supper menus are shown side by side with each menu item in a input box e.g. (5) which you can edit the value of. To submit the changes to the database you need to click the 'Save Changes' button (6). If the update was successful you will be shown the message below. If the update was not successful you will be shown a different message. Try just submitting the form without your changes and if it is successful then your changes probably have characters that are not allowed in the database.

Edit Success Message

Edit Menu

Success! Menu changes completed successfully.

Menu for Friday 18th April 2014

If the menu update was completed successfully you will be shown this message and the menu shown below will be what is stored in the database.

Delete Menu Instructions

Hurst Menu

Upload Menu

View Menu

Edit Menu

Delete Menu

Feedback Messages

Likes/Dislikes

Attendance

Logout

Dashboard

Account

Help

Delete Menu

First Day of Menu to Delete:

dd/mm/yyyy

Last Day of Menu to Delete:

dd/mm/yyyy

Delete

Instructions

You can select either a first day of menu to delete, a last day of menu to delete or both.

Selecting just a first day will delete all data that appears after that date.

Selecting just a last day will delete all data that appears before that date.

Selecting both a first day and a last day will delete all data that appears between the two dates (inclusive).

No data will be deleted if the last date is before the first date.

To access the delete menu page you can click the 'Delete Menu' button (1) on the navigation bar.

You can enter a first date in the first day of menu to delete box (2). You can enter a last date in the last day of menu to delete box (3). If you select either input boxes (2) or (3) you can click the downwards triangle and a calendar date picker will appear.

You can select either a first day of menu to delete, a last day of menu to delete or both. Selecting just a first day will delete all data that appears after that date. Selecting just a last day will delete all data that appears before that date. Selecting both a first day and a last day will delete all data that appears between the two dates (inclusive). No data will be deleted if the last date is before the first date.

To submit your the form you need to click the 'Delete' button (4). A popup confirmation box will appear asking if you are sure that the dates you have input are correct. Please check the dates before clicking 'OK' as this action cannot be undone. If you click 'Cancel' the menu data will not be deleted.

The instructions can be seen in the on screen instructions box (5).

View Feedback Instructions

Hurst MenuUpload MenuView MenuEdit MenuDelete MenuFeedback MessagesLikes/DislikesAttendanceLogoutDashboardAccount▼Help

1

Messages

2

Messages

Click on a message to reply by email

3

Recent

Message from Henry Dennis on Sunday 20th of April 2014 at 12:09:30

Would it be possible to do the Millionaire's Shortbread with more chocolate on the top. I really love it but it's not chocolatey enough! Thanks :)

Message from Jason Pang on Sunday 13th of April 2014 at 11:23:02

We haven't had the Halloumi burgers on the menu recently and I really like them! (Hint hint) :)

Message from Robert Chandler on Sunday 6th of April 2014 at 18:28:48

Hello this is a test message on the Hurst Menu feedback system

Message from Robert Chandler on Sunday 6th of April 2014 at 19:18:42

Exactly twenty chars

Message from Robert on Sunday 23rd of March 2014 at 16:49:36

Test message, should be long enough

Load More

4

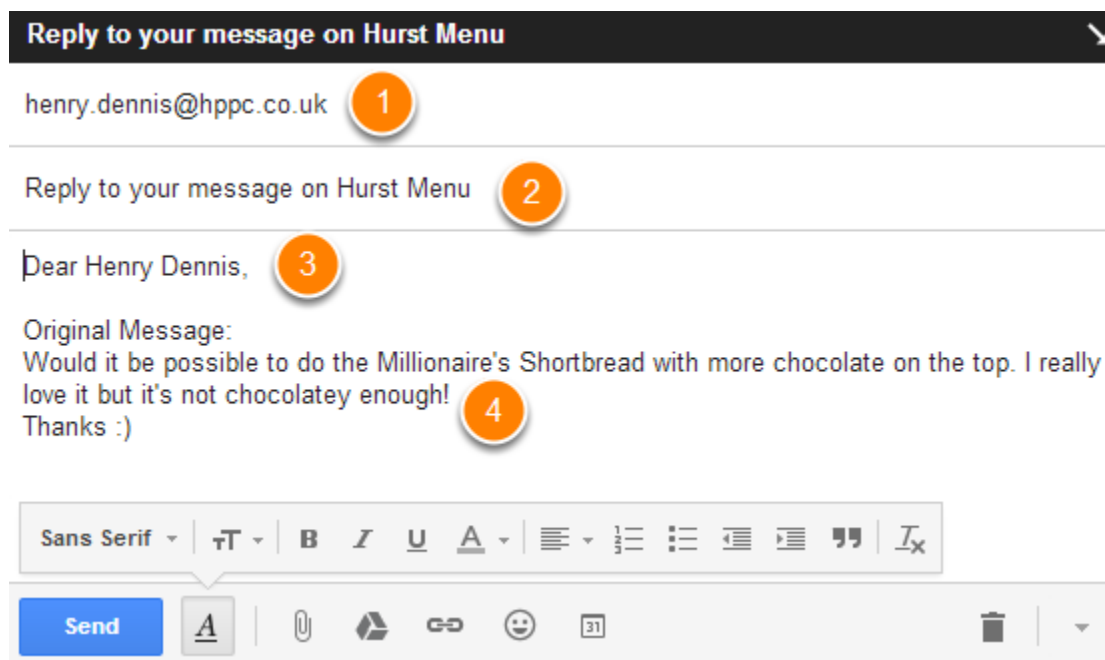
You can access the messages page by clicking the 'Feedback Messages' button.

The messages page allows you to view all the messages that have been submitted to the Hurst Menu system.

The messages are shown in a list (2) with the five most recent messages shown to begin with. Each message shown with the name of the sender, the date of the message (in long easy to read format) and the time (in 24h format) as the title. If the message has been received in the past week the 'Recent' label e.g. (3) will be added.

To load the next five messages you can click the 'Load More' button (4).

Clicking on a Message

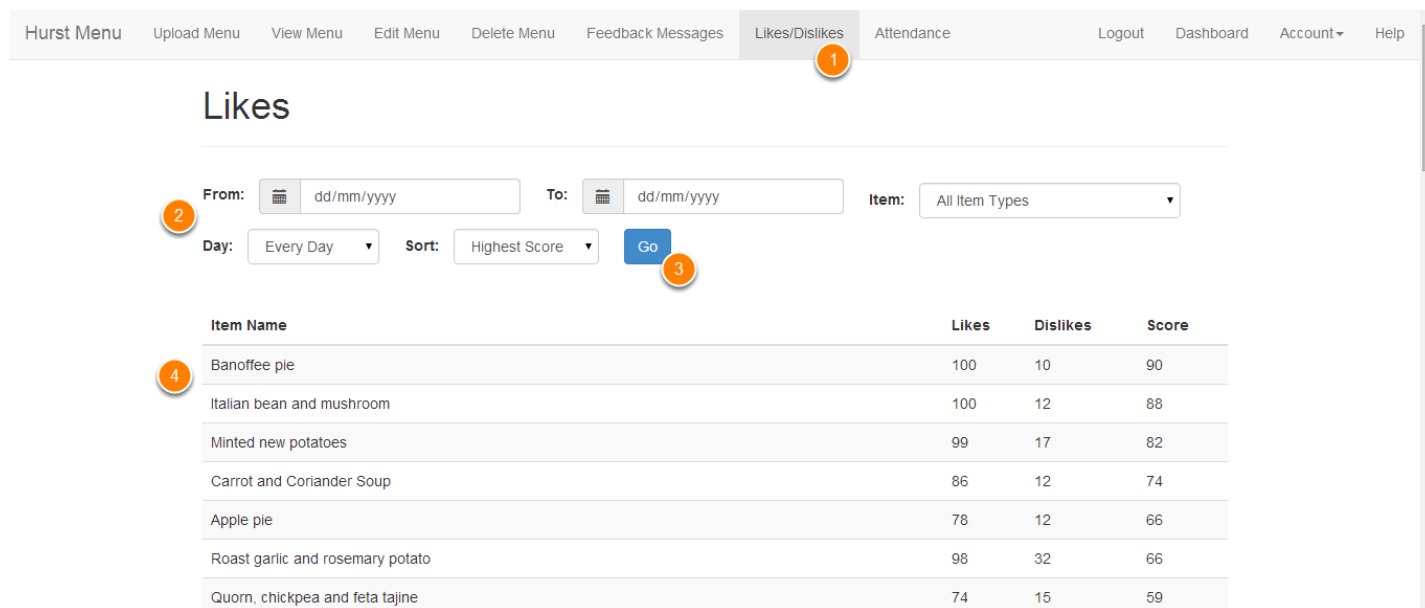


When you click on a message your default email program will open (mine is Google Mail) with a compose message window.

The compose message window is populated with the data from the sender. The 'To:' field (1) is automatically set to the email address of the student that sent the message. The subject (2) is automatically set to 'Reply to your message in Hurst Menu'. The message field is set with 'Dear' and the name of the student that submitted the message (3) and the original message (4) is also included.

You can add your reply then send the message to them.

Analyse Student Voting Data



The screenshot displays the 'Likes/Dislikes' page in the Hurst Menu Admin System. The navigation bar at the top includes 'Hurst Menu', 'Upload Menu', 'View Menu', 'Edit Menu', 'Delete Menu', 'Feedback Messages', 'Likes/Dislikes' (highlighted with a red circle 1), 'Attendance', 'Logout', 'Dashboard', 'Account', and 'Help'. Below the navigation bar, the page title 'Likes' is shown. The main content area features a form with the following fields: 'From' (calendar icon, date input 'dd/mm/yyyy'), 'To' (calendar icon, date input 'dd/mm/yyyy'), 'Item' (dropdown menu set to 'All Item Types'), 'Day' (dropdown menu set to 'Every Day'), 'Sort' (dropdown menu set to 'Highest Score'), and a 'Go' button (3). Below the form is a table with 4 columns: 'Item Name', 'Likes', 'Dislikes', and 'Score'. The table lists 8 items, with 'Banoffee pie' having the highest score of 90 (4).

Item Name	Likes	Dislikes	Score
Banoffee pie	100	10	90
Italian bean and mushroom	100	12	88
Minted new potatoes	99	17	82
Carrot and Coriander Soup	86	12	74
Apple pie	78	12	66
Roast garlic and rosemary potato	98	32	66
Quorn, chickpea and feta tajine	74	15	59

To access the voting data analytics page you can click the 'Likes/Dislikes' button (1) on the navigation bar.

Initially, you will be presented with all items that have had votes on in order of highest score first however, you are able to limit the voting data shown by using the fields at the top (2).

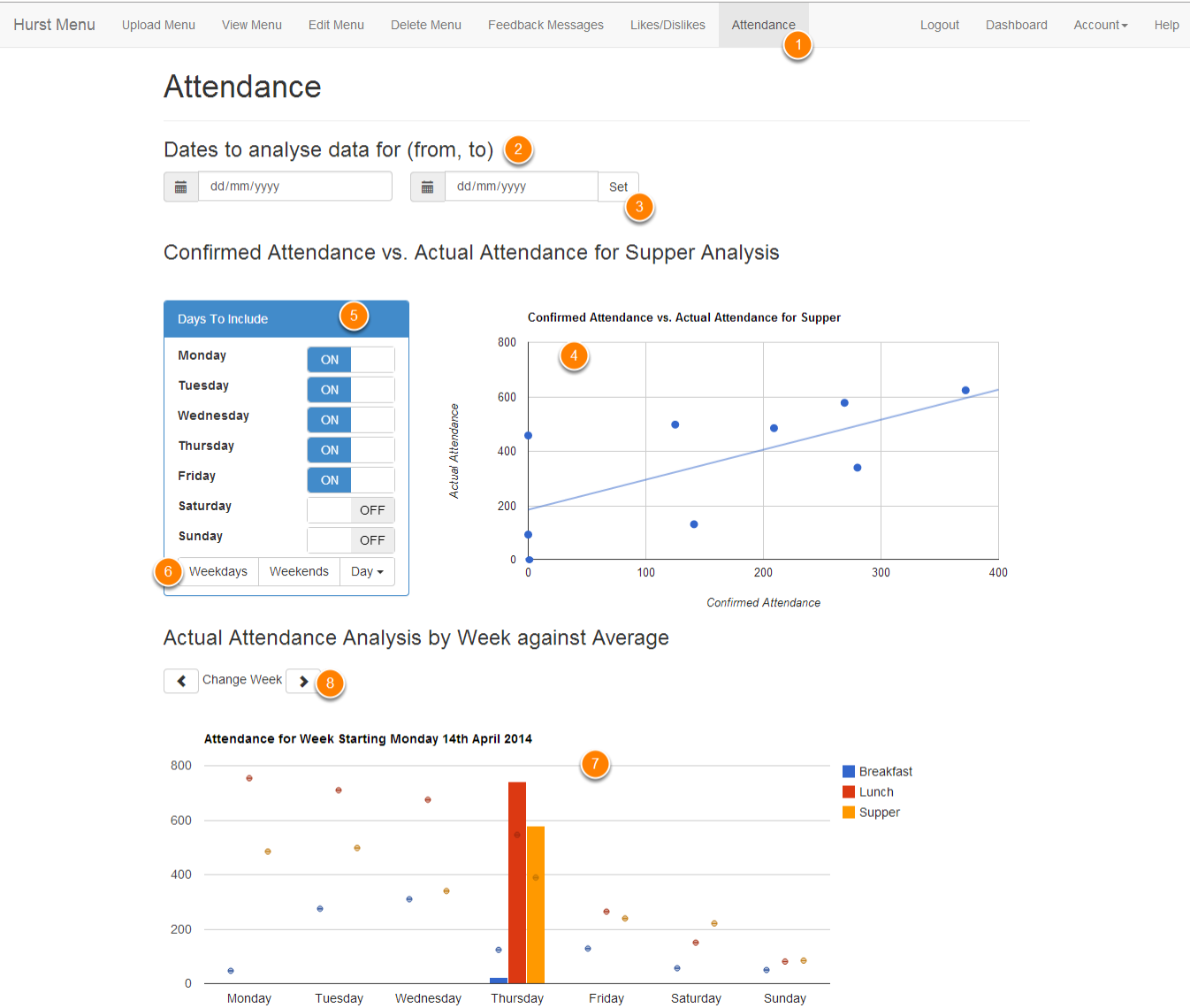
You can limit by date. Selecting just a from date, just a to date or both a from and a to date to get only data that appears after the from date (if set) and before the to date (if set).

You can limit by the type of item, the day that the item appeared on (everyday, weekdays, weekends and individual days are included).

Finally you can choose if you want to view the results in order of highest or lowest score.

To filter the results by your selections you need to click to 'Go' button (3).

Analyse Attendance Data



To access the attendance analysis page click the 'Attendance' button (1) on the navigation bar.

You can limit the dates from which the data is included by setting either a from date, a to date or both a from and to date. This will change which points are shown on the scatter graph and the average attendance on the bar chart. To do this you can enter the dates in the from and to date inputs (2) and then click the 'Set' button (3).

The actual attendance vs confirmed attendance scatter graph (4) shows all the confirmed supper attendance vs the actual supper attendance data as plotted points with a line of correlation through them. This allows you to predict the actual attendance for a supper by reading off the line of best fit for the confirmed attendance. You are also able to change the days of attendance that are shown on the graph by switching days on an off (5) to improve the prediction. There are buttons to quick set the days that are included (6). You can quickly set the graph to just weekdays, just weekends or just

a specific day (using the 'Day' dropdown button). Hovering over a plotted point or the line on the graph will tell you the x and y values of your mouse.

The bar chart (7) shows the attendance for each meal each day of the selected week as a bar with the average attendance for each meal of each day shown as a point (the average is calculated over the dates selected at the top (2). Hovering over a bar will tell you the attendance for that meal that day of the selected week and the average for that meal for that day between the dates selected. You can change the week being shown on the bar chart by clicking the left (previous week) and right (next week) change week buttons (8).

Change Account Settings

The screenshot displays the 'Account Settings' page. At the top, a navigation bar includes links like 'Hurst Menu', 'Upload Menu', 'View Menu', 'Edit Menu', 'Delete Menu', 'Feedback Messages', 'Likes/Dislikes', 'Attendance', 'Logout', 'Dashboard', 'Account', and 'Help'. The 'Account' dropdown menu is open, showing 'Settings' (1), 'Create Account', and 'Manage Accounts'. Below the navigation bar, the page title 'Account Settings' is followed by the email address 'robert.chandler@hppc.co.uk' (2). The form contains the following elements:

- Email:** An input field containing 'robert.chandler@hppc.co.uk' (3).
- New Password:** A password input field containing 'admin' (4).
- Repeat New Password:** A password input field containing 'admin' (5).
- Receive emails:** A toggle switch currently set to 'ON' (6).
- Save Changes:** A blue button to save the changes (7).

You can access the account settings page by clicking on the 'Account' dropdown menu in the navigation bar and selecting 'Settings' (1).

When on the account settings page the email address of the account that you are changing the settings for is shown alongside the title (2).

Your account's current email is shown in the email address input box (3), its password is shown in the new password and repeat password input box (4) and (5) and its current email options on the receive email switch (6). You can change your account's email address, password and email options by changing the values in the boxes/switch and then clicking the 'Save Changes' button (7). The new password and the repeat password must match and they must be at least 5 characters. If the email is invalid or the passwords do not match (or are less than 5 characters) then the account will not be updated and you will be notified of the errors in your submission. If the account is updated successfully you will be shown a success message and the page will reflect the new account settings.

Create New Account

Hurst Menu Upload Menu View Menu Edit Menu Delete Menu Feedback Messages Likes/Dislikes Attendance Logout Dashboard Account Help

New Account

Email

Password

Repeat Password

Receive emails ☒ ON

Create Account

To create a new account you first need to go to the new account page by clicking the 'Account' dropdown on the navigation bar and selecting 'Create Account' (1).

To create a new account:

1. Enter the accounts new email address into the email input box (2). This cannot be an address of an account that already exists.
2. Enter a password of at least five characters into the password input box (3).
3. Enter the password again into the repeat password box (4).
4. Set the email option by changing the value of the receive email switch (5).
5. Submit the form when you are happy by clicking the 'Create Account' button (6).

Feedback from the Form Submission

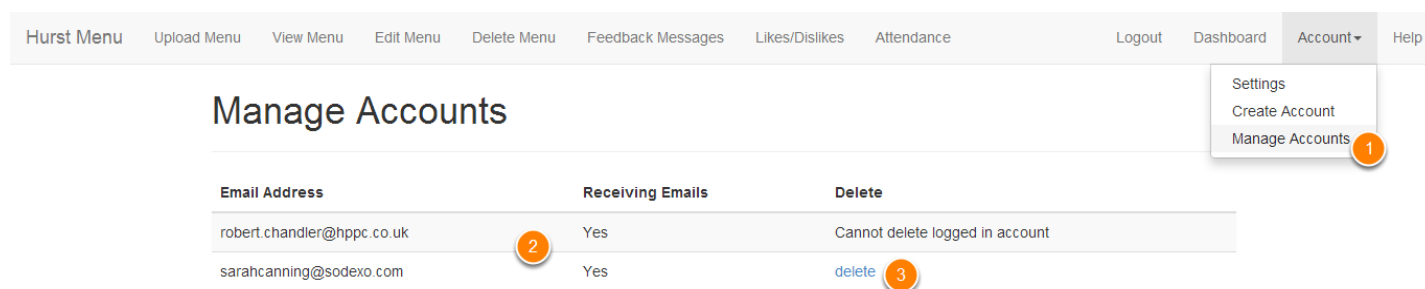
Heads up! Form completed incorrectly: Password must be at least 5 characters, Invalid new email address.

Success! Account created completed successfully. Email: user@example.com, Password: Hurst, Not recieving emails.

If the form is completed incorrectly the account will not be created and you will be shown a message with a list of the errors (1).

If the account is created successfully you will be shown a success message (2) with the details of the user created.

View and Delete Accounts

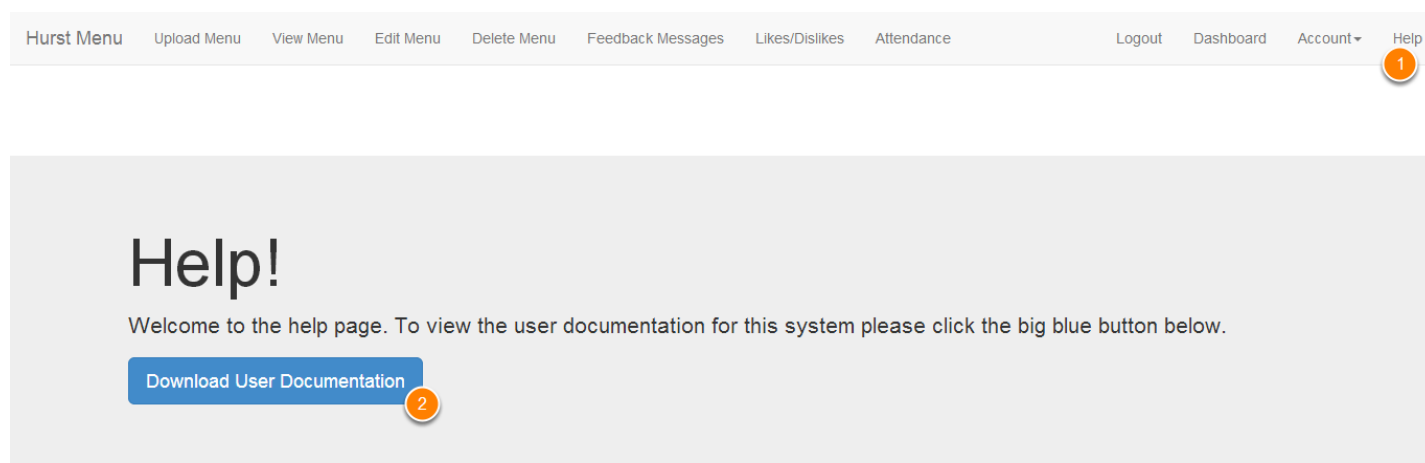


Email Address	Receiving Emails	Delete
robert.chandler@hppc.co.uk	Yes	Cannot delete logged in account
sarahcanning@sodexo.com	Yes	delete

To access the manage accounts page you need to click 'Account' dropdown on the navigation bar and select 'Manage Accounts' (1).

All the accounts in the system will be listed in a table (2) with their email address and their email options shown. There is also a 'delete' link (3) next to each of the accounts that are not logged in. Clicking this link will remove the account from the database so that user can no longer access the system.

View Help Instructions



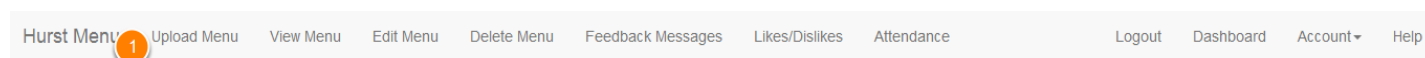
Help!

Welcome to the help page. To view the user documentation for this system please click the big blue button below.

[Download User Documentation](#)

To access the user documentation you can either go to the address 'menu.hppc.co.uk/adminSystemUserDocumentation.pdf' or you can go to the help page by clicking the 'Help' button on the navigation bar and download this PDF by clicking the 'Download User Documentation' button (2).

Access the Student System



If you would like to access the student menu system you can go to menu.hppc.co.uk or click the 'Hurst Menu' button (1) on the navigation bar.