

# Chartwells APP User Guide

## Step1: APP Download

Scan the QR code on the right

\*For Android system, please scan the QR code using your browser.

## Step 2: Login

Select school code: 20408

Use your meal card number as a username and insert first time user password: 1234

## Step 3: Change Password

Click on “Account” → Tap Change the password and fill in the steps to finally confirm your new password

## Step 4 : APP Features

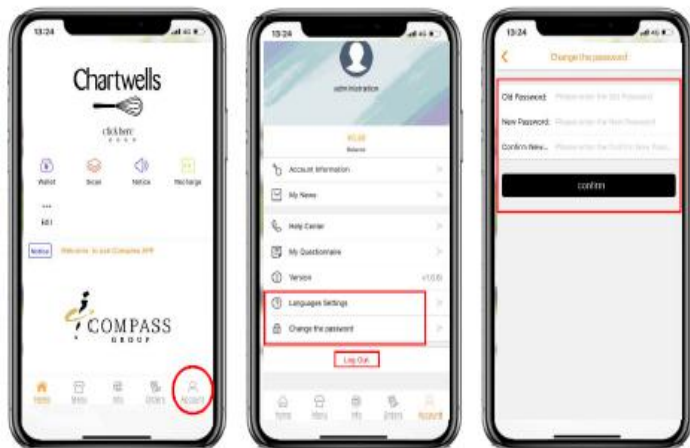
- Wallet - Balance / Transactions Check
- Recharge - Top - Up your Card
- Info - Weekly Menu & Communication



For iOS



For Android



## ACCOUNT PAGE FEATURES

Shift Language, Reset your Password & Log Out

### • Language Setting

Shift to Chinese or English according to users' demands

### • Change the Password

1. Enter Old Password
2. Enter New Password
3. Confirm New Password
4. Tap Confirm

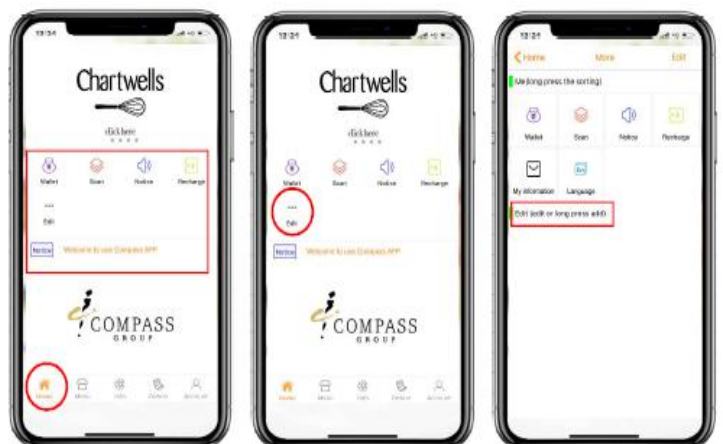
### • Log Out

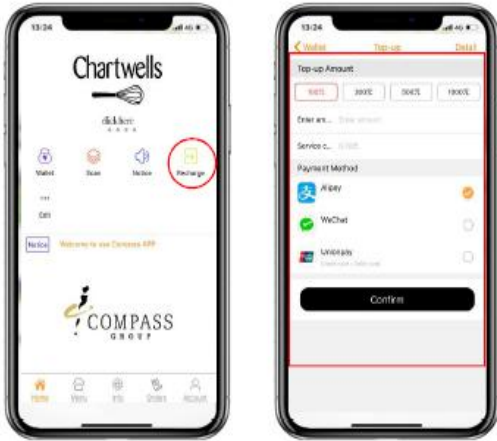
Uses tap “Log Out” at the account page to exit the APP

## HOME PAGE FEATURES

There are 6 functions available that can be displayed at the users' home page.

1. Tap “Edit” on the upper left
2. Tap “Edit” or Long press one of the icons
3. “Add/Remove” the customized functions to be displayed at the user's home page





**HOME PAGE FEATURES: RECHARGE**

Top-up your card  
(Union Pay, Alipay & Wechat Pay)

1. Go to “Home” main page
2. Tap “Recharge”
3. Enter “Amount”
4. Choose “Payment Method”
5. Tap Confirm

**HOME PAGE FEATURES: WALLET**

Recharge your card & check your transactions  
(Union Pay, Alipay & Wechat Pay)

1. Go to “Home” main page
2. Tap “Wallet”
3. Check “Balance”
3. Check “Transactions”
4. “Recharge” your card



**INFO PAGE FEATURES**

Show Company Information, Weekly Menu & Special Theme Days

1. Enter “Info” main page
2. Check the updates of the school scrolling down the screen (menu, company information, news or special days information)

**Menu Composition Details**

**PYP Set Menu: Please remind your children that they can pick up all the set menu components listed below when having a meal:**

1. Main course
2. Soup
3. Drink
4. Salad
5. Fruit or dessert

PYP second servings will be provided by our team on the service line upon request of the children. Desserts, fruits and drinks are not free flow in order to reduce sugar intake

**MYP** has a range of A La Carte choices from the serving stations in canteen.

Lunch menu is published in the school website for your information.