Aden Food
用户手册

Aden Food
User Manual

Content 目录

Aden
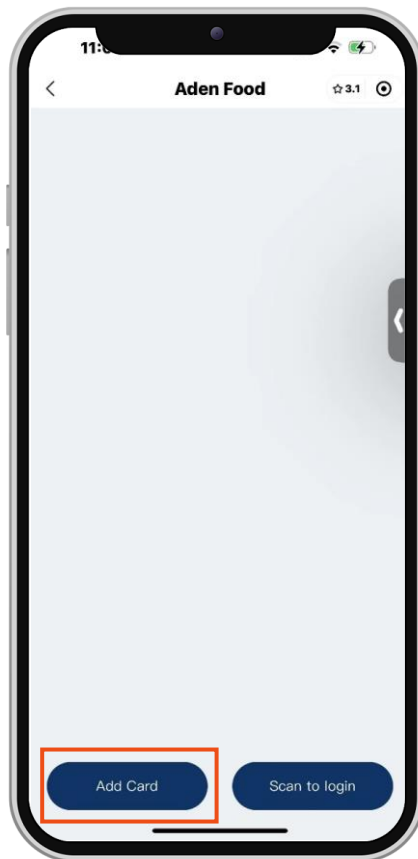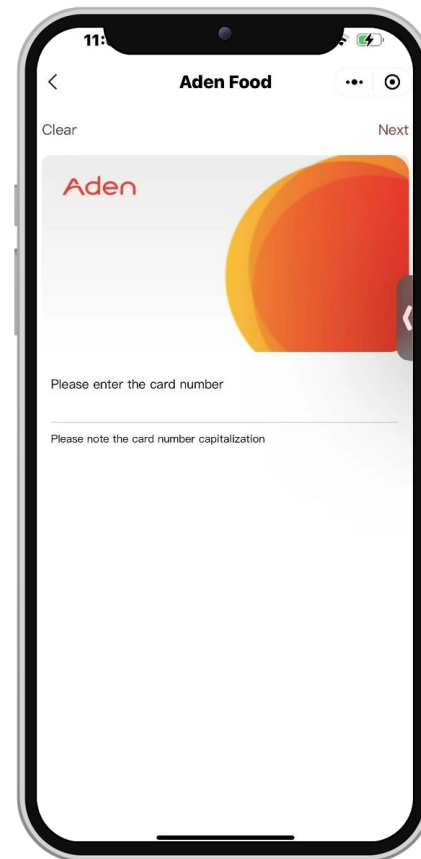
1) Initial setup 注册用户信息

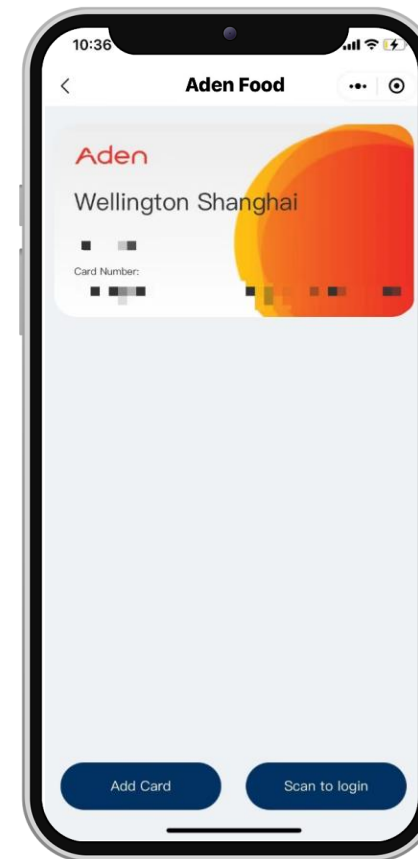
1. Search "Aden Food" mini-program in WeChat
使用微信搜索"Aden Food"小程序，并授权进入

2. Enter "Aden Food" mini-program, then tap on "Add Card"
进入小程序后点击"添加卡片"
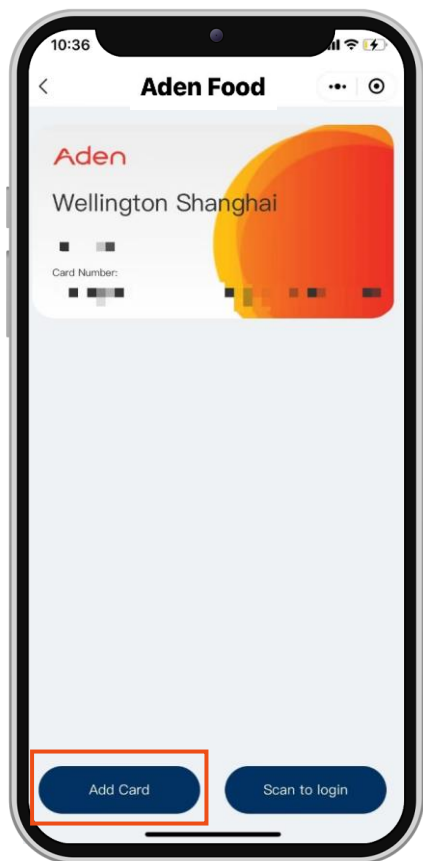
3. Use "Student ID" as user name and the initial password
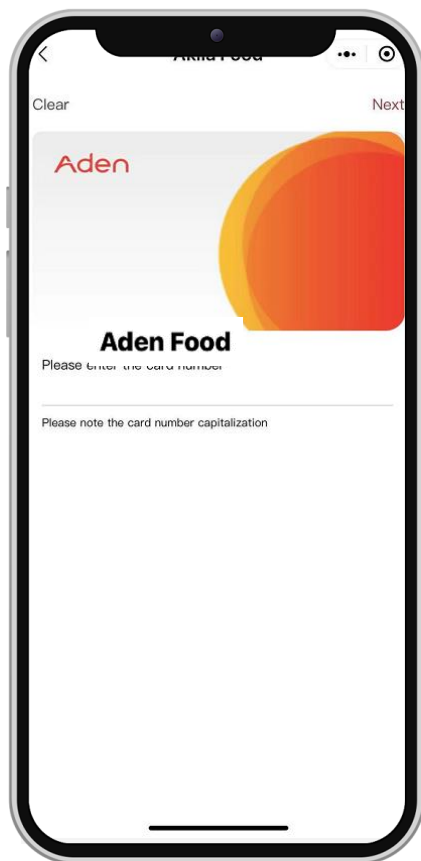输入学生号作为卡号和初始密码

4. After adding card successfully, tap on the card to enter homepage
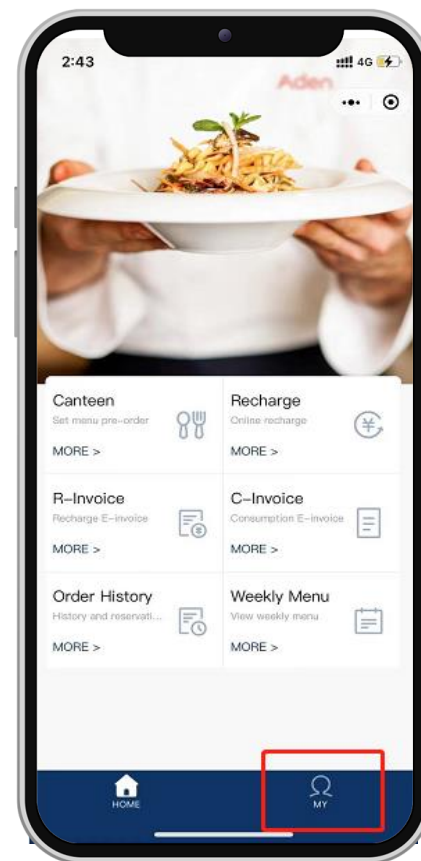卡号添加成功

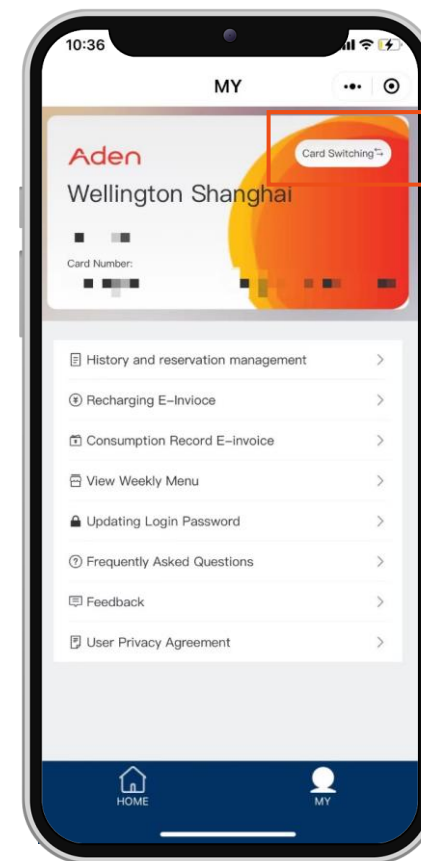# 2) Add card, Switch card 增加及切换用户
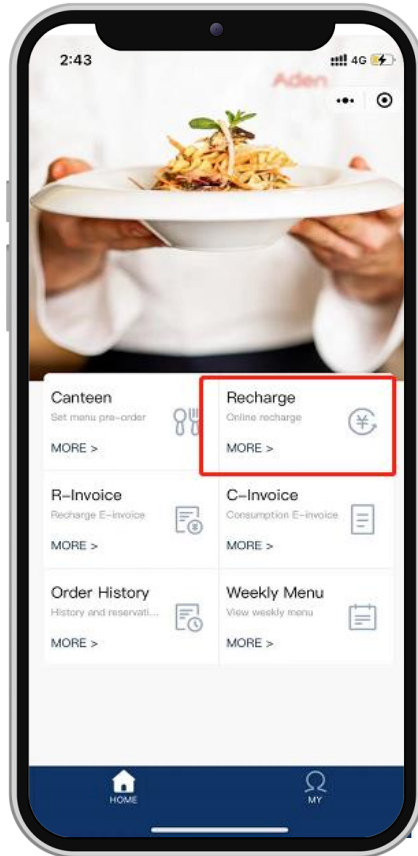

1. Tap on "Add Card"
点击"添加卡片"

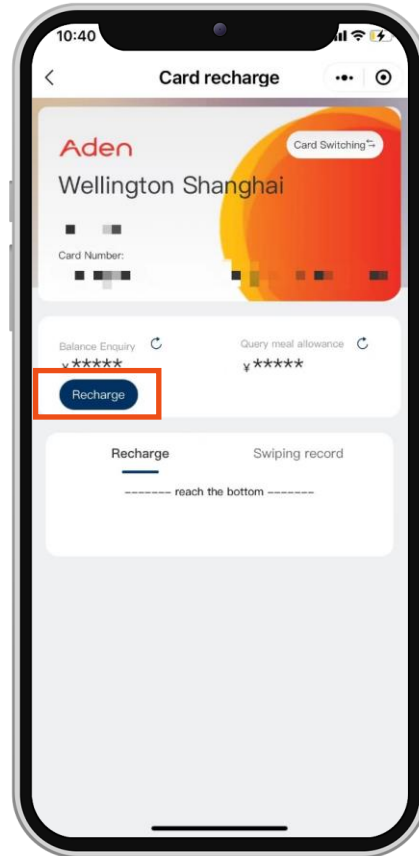2. Enter "StudentID" as user name and the initial password (both same number)
输入学生号作为卡号和初始密码

Switch card： "My" -> "Card Switching" (if you have multiple cards)
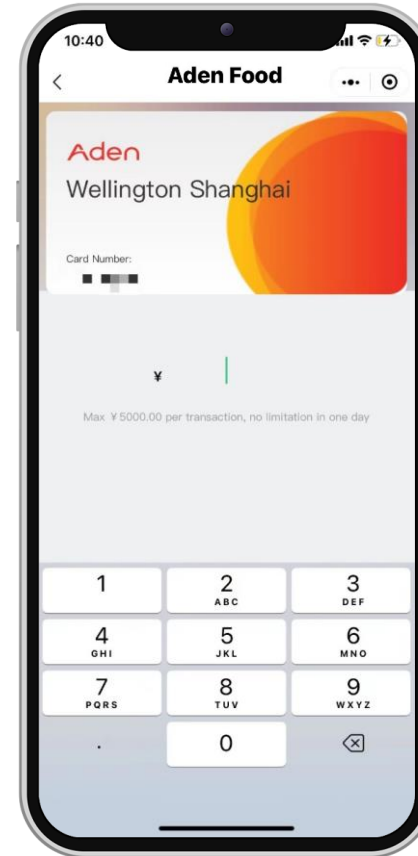切换用户：点击"我的"，点击"切换卡片"

3) Recharge 餐卡充值

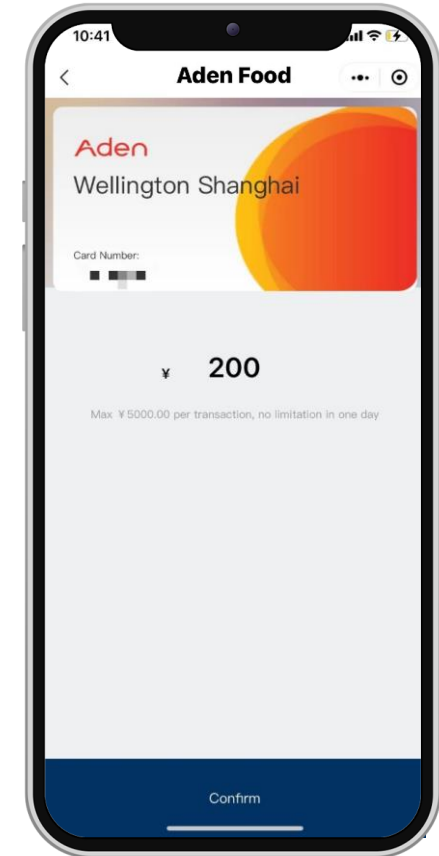

1. Tap on "HOME" -> "Recharge"
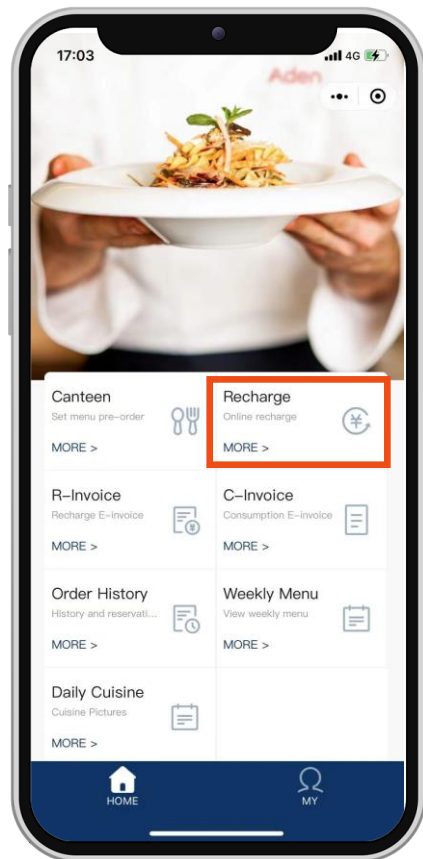点击"首页"->"充值"

2. Tap on "Recharge"
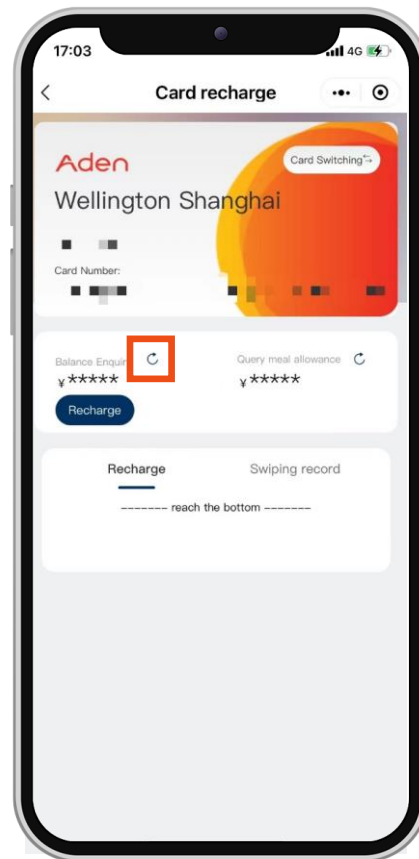点击"充值"

3. Type in the amount
输入充值金额

4. Tap on "Confirm" to complete the top-up
点击"确定"完成充值

4) Card Balance 餐卡余额查询

1.Tap on "Recharge"
点击"充值"

2. Tap on the refresh icon
点击刷新图标
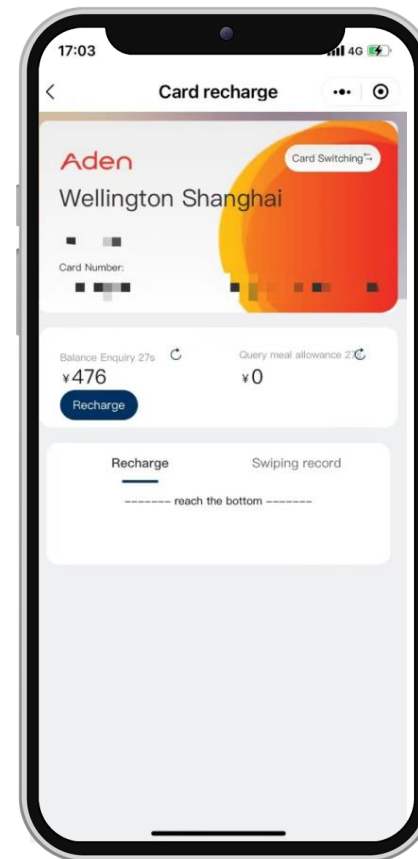
3. Show card balance
显示余额

5) Review swiping record 刷卡记录查询

1.Tap on "Recharge"
点击"充值"

2. Tap on swiping record
点击"刷卡记录"

3. Show swiping record
See date, amount on or off and more details by pressing >
在卡号充值页查看刷卡记录和充值记录

Switch between recharge and swipe records
点击在"充值记录"和"刷卡记录"之间切换

Deduction in RMB
刷卡金额

Press here for more details (only from next day onwards)
点击">"查询刷卡记录详情

6) Change Password 更换密码
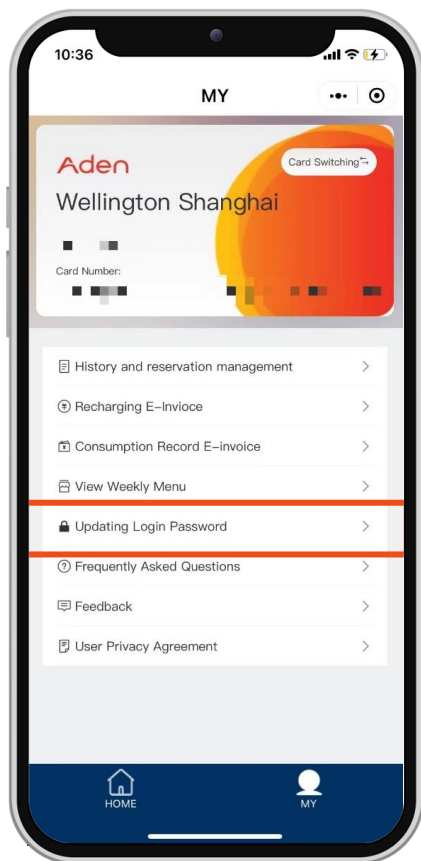
1. Tap on "MY" -> "Updating Login Password"
点击"我的"->"修改登录密码"
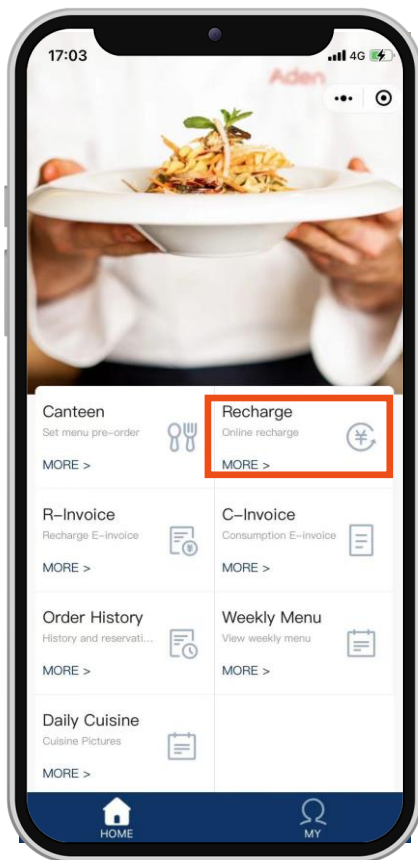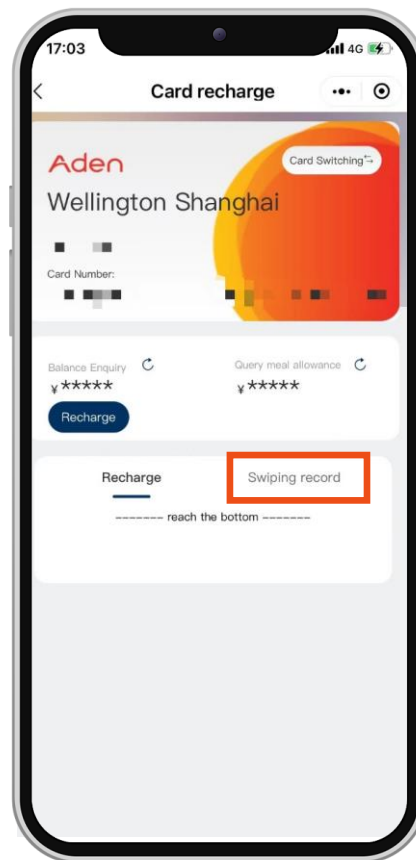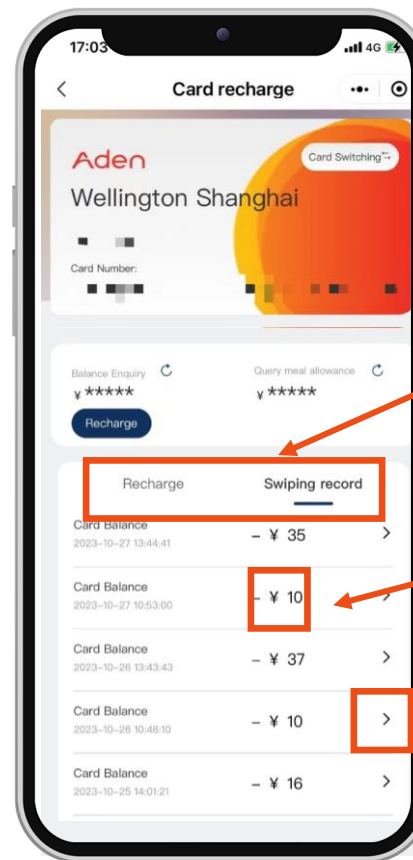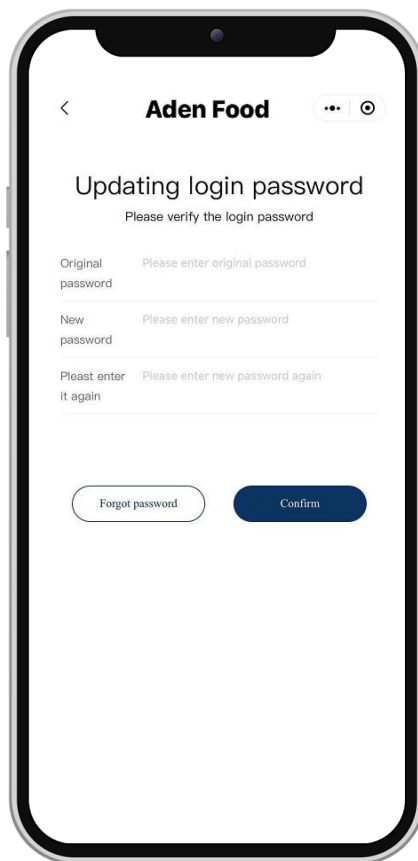
2. Enter original password and new password, the initial password is "StudentID"
输入旧密码和新密码，初始密码为学生号

3. Change password successfully
修改密码成功
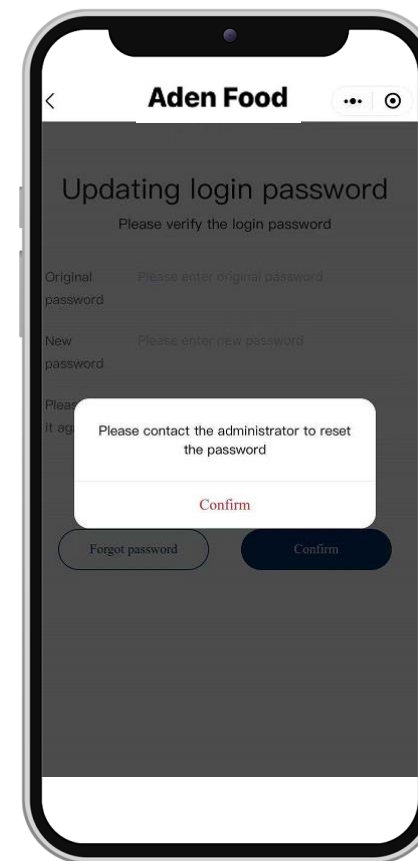
4. In case you forget the password, please contact site manager to reset.
如忘记密码，请联系站点经理重置。
Aden Food小程序不会记录您的密码，请放心使用。

7) Invoice 开发票
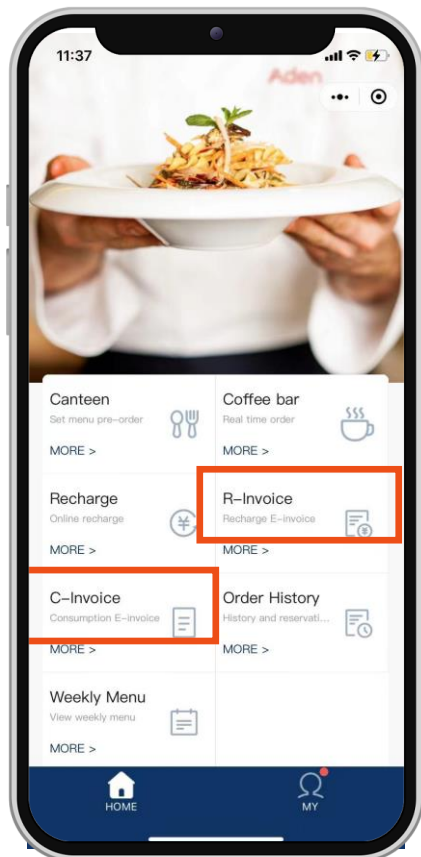
1. Select Recharge Invoice or Consumption Invoice at "HOME" page 在首页选择充值发票或消费发票
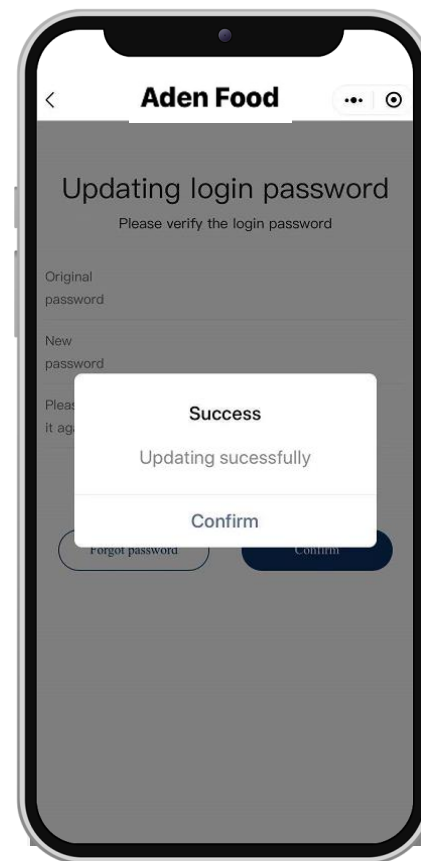
2. Select the records and tap on "Next" 勾选所有要开具的记录，可批量合并开票，并点击下一步
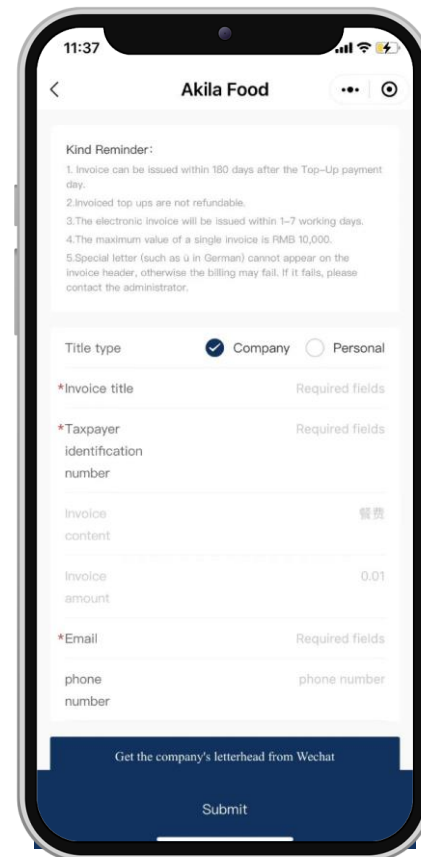
3. Enter the receiver's information then tap on "Submit" 填写开票信息，可点击直接获取微信预存抬头，后点击"提交"
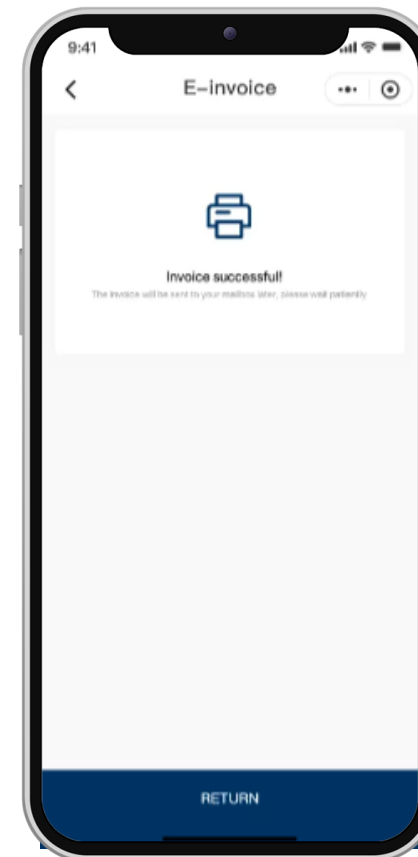
4. The invoice will be sent to your email in 7 working days 发票开具成功后请等待邮箱接收，一般会在7个工作日内完成

8) Online Pre-order 线上订单预定
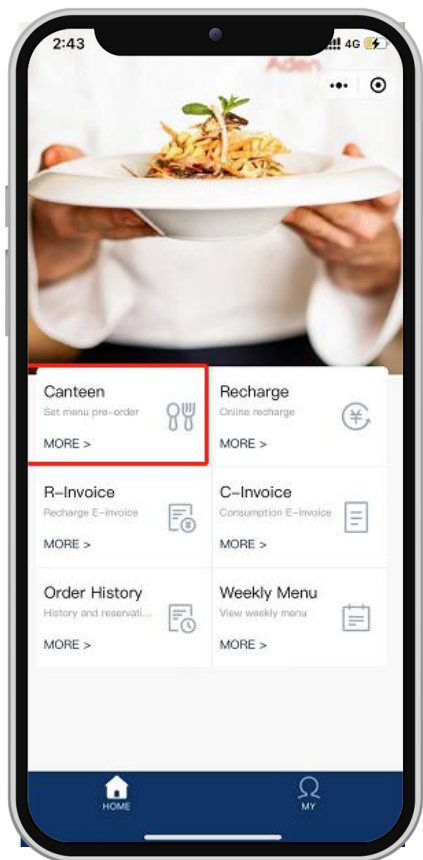
1.Tap "Canteen" to start order
点击"食堂预定"开始
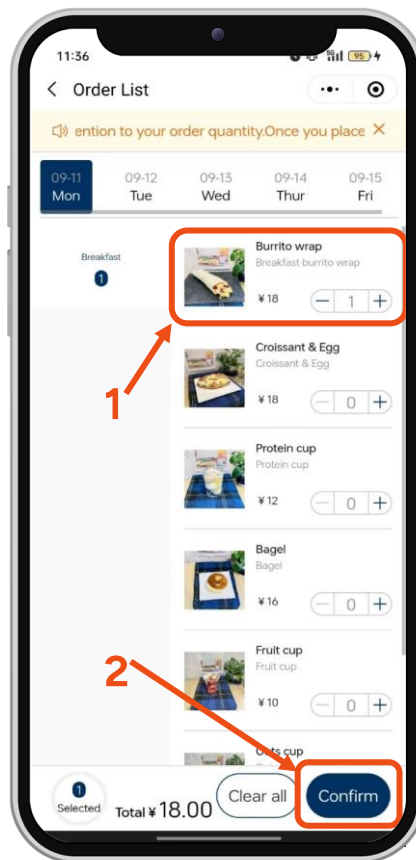
2. Select items and quantity,
then tap "Confirm"
选择餐品和数量，然后点击"结算"
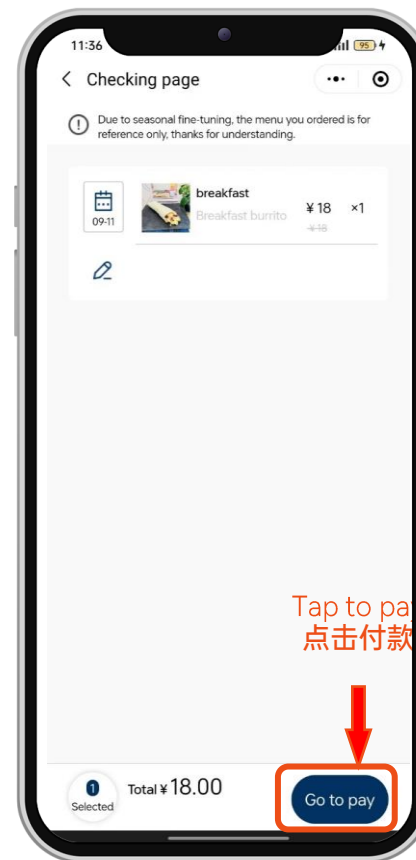
3. In Checking page, confirm your orders and process payment by tapping "Go to pay"
在确认订单餐品，数量，日期后，点击"去支付"进行付款

Find your
order here
您的订单显
示在这里

Unpaid order
shows here
付款未成功的订
单显示在这里

Tap "more" to
see order
detail, 点击"查
看更多"查看订
单详情
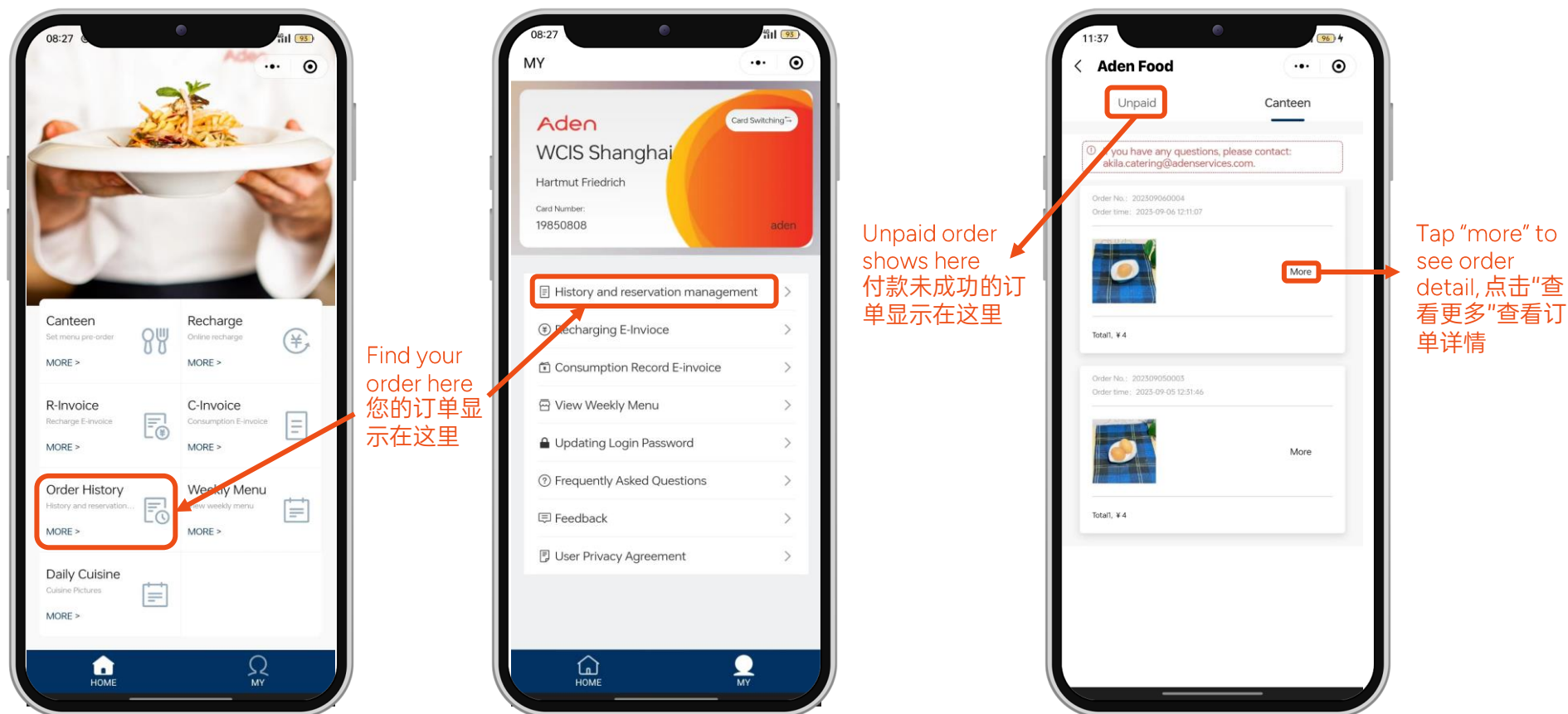
4. After payment, you can find your order in "Order History" or "History and reservation management"
付款后，可以在"历史订单"或"历史及预定套餐管理"找到您的订单

8.3) Online Pre-order 线上订单预定 3

Pick up date
取餐日期

Tap to pick up
your order
点击取餐

Order date
订单日期

Aden Food

Breakfast
Boiled egg   ¥ 4   ×1

Order No.   202309060004

Meal date   2023-09-06 12:11:07

Payment method   Wechat Pay
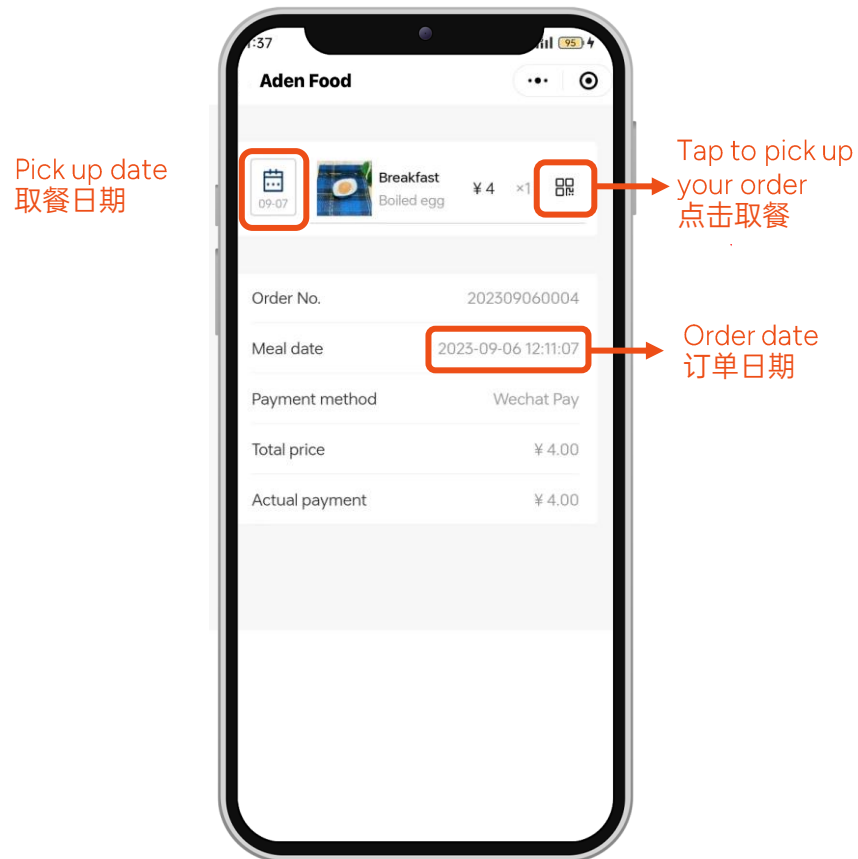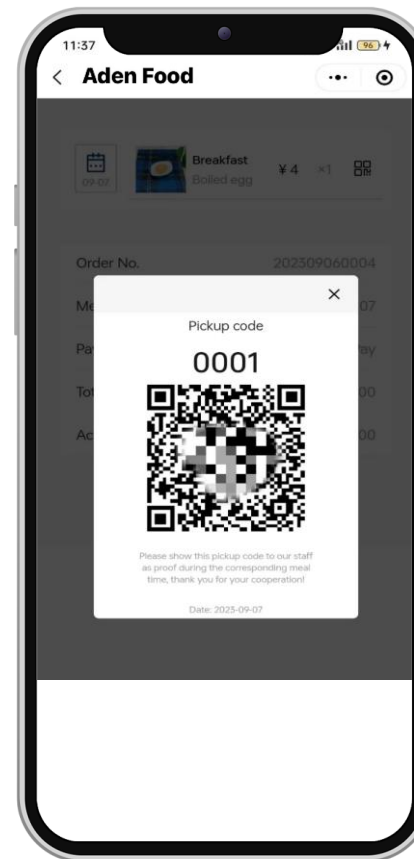
Total price   ¥ 4.00

Actual payment   ¥ 4.00

Aden Food

Pickup code

0001

Please show this pickup code to our staff
as proof during the corresponding meal
time, thank you for your cooperation!

Date: 2023-09-07

Please note: The QR code for pick up can be presented as had copy print or screenshot on your phone or pad

出示二维码取餐时可以使用打印或者截屏保存

5. Before picking up, tap on the QR code sign
取餐前，点击该订单二维码符号

6. Show the QR code to the canteen staff to pick up your food, then enjoy your breakfast
向餐厅员工展示二维码取餐，然后享受早餐吧