



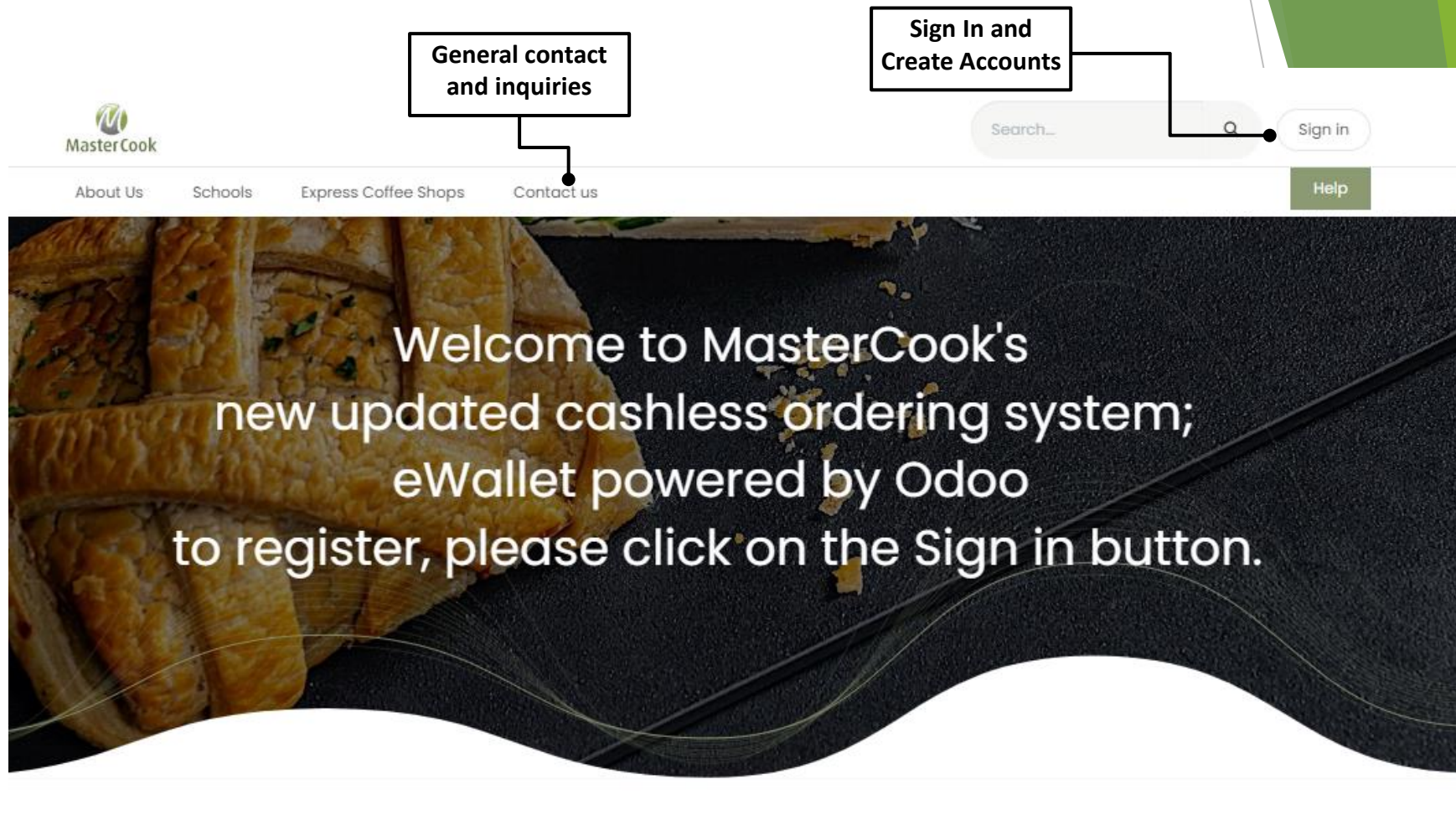
MasterCook

User Guide

- Mastercook Portal for School Catering and Online Ordering

Mastercook Website Portal

mastercook.odoo.com



Creating Account - Parent Management

- Go to URL Link "Mastercook.odoo.com"
- Click Sign-in

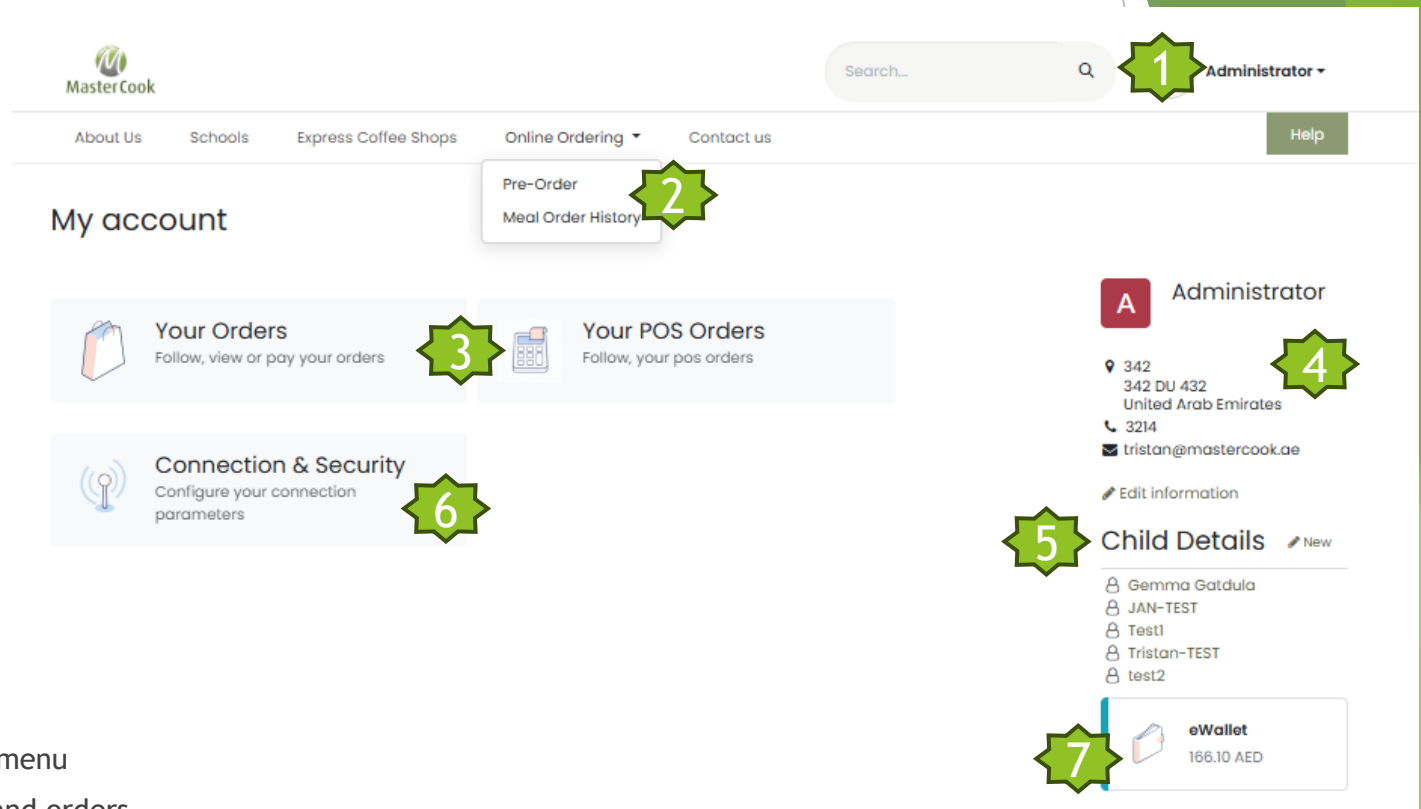
To create a new account click on **"Don't have an account?"**

Notice! The User being created is the parent's account and this has to be managed by the parent/guardian.

- Create an Account (Parent Details)
 - Your Email (Parent Email)
 - Your Name (Type Parent Full Name)
 - Create password
 - Click Sign-Up

	Create and manage child accounts		Set allergies and maximum spends on child accounts
	Preorder meals based for parent-managed accounts		Review past orders and invoices
	Manage payment methods and top-up eWallet		Review self-managed account's POS orders
	Reset account password and manage 2factor authentication		Review and submit help tickets
	View booked pre-ordered meals		View eWallet balance

Account Overview



1. My account and logout menu
2. Meal planning, history and orders
3. Past orders and invoices/deliveries associated with your account
4. Account details, editing/adding more information to your account
5. Child account creating and management
6. Password management and Two-factor authentication, account deletion can be found here
7. eWallet management (Top-up) and balance

Creating Child Accounts

342
 342 DU 432
 United Arab Emirates
 3214
 tristan@mastercook.ae
 Edit information
 Child Details 

Click on
"New"

Filling the child information with accuracy is vital, as it is used for generating the student card and for processing deliveries.

Make sure to select all the allergies that apply for your child's safety

IMPORTANT REMINDER (ACCOUNT TYPE)

- i. **eWallet** account refer to children who can purchase from the school canteen with their eWallet Card/ID
- ii. **Online Ordering** will allow parent to preorder food for the child using the online portal with certain Year/Grade allowed

School's Name

Child's Name

Child's Class
(Year/Grade)

Account's Maximum
Spend Limit Per Day



Click here to change the picture

Name

School

Acadia Global School

Classroom

Select Classroom...

Account Type

eWallet

Maximum Spend Limit

0.0

Allergies

Allergies

Child's Account Type

Food Allergies

Child Photo

Notice! If your child has a 0.0 **Maximum Spend Limit** it will be unlimited

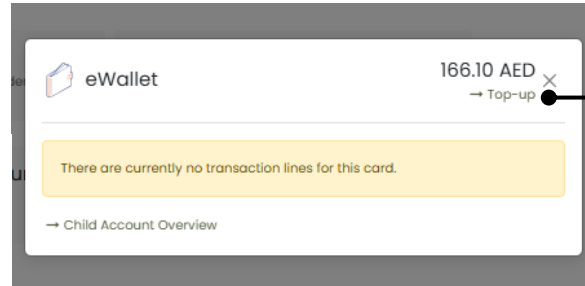
Notice! Make sure to have your child's allergens listed on their account to avoid any foods that can harm them

(eWallet Card Topping-up)

IMPORTANT REMINDER

eWallet Card - are available or allowed only for certain level of Year/Grade as per School policy advise.

Click on **"Wallet"**



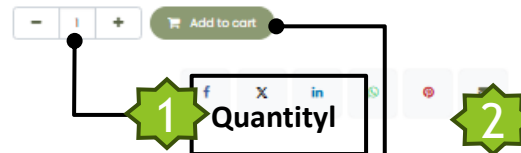
Your Current Balance

**Adding balance to eWallet
Click on "Top-up"**



Top-up eWallet

250.00 AED



**Click to add it to the
cart and to process the
payment**

eWallet Top-Up

About Us Schools Express Coffee Shops Online Ordering **Help**

Review Order > Delivery > Payment

Order overview

**Top-up eWallet**
Remove

- | +

250.00 AED

Subtotal	250.00 AED
Taxes	0.00 AED
Total	250.00 AED

Gift card or discount code... **Apply**

eWallet
You have 166.10 AED in your ewallet

Pay with eWallet

Pay with Demo

Checkout >

or

< Continue shopping

About Us Schools Express Coffee Shops Online Ordering **Help**

Press CheckOut

3

Review Order > Delivery > **Payment**

Confirm order

Billing: 342, 342 432, United Arab Emirates 

CHOOSE A PAYMENT METHOD

☐ Demo 

☒ **Card** 

Card number

1234 1234 1234 1234 

Expiration date

MM / YY

Security code

CVC 

Country

United Arab Emirates 

☐ Save my payment details

 Secured by Stripe

4

Card Details

Order summary

1 item(s) - 250.00 AED 

Subtotal	250.00 AED
Taxes	0.00 AED
Total	250.00 AED

Gift card or discount code... **Apply**

eWallet
You have 166.10 AED in your ewallet

Pay with eWallet

Pay now

or

< Back to delivery

Pay Now

5

Meal Planning and Ordering

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Search...

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Pre-Order Meal Order History

Click on **"Online Ordering"**

Pre-order – To place Meal of your choice.
Meal Order History – Check all the pre-booked meals that has been place.

All Child under the Account type "Online Order" will Appear

School: South View School

Children: JAN-TEST Test1 Tristan-TEST

Tuesday 2025-08-26

Snacks: 0.00 AED
Hot Meals: 0.00 AED
Cold Meals: 0.00 AED
Desserts: 0.00 AED
Drinks: 0.00 AED
Total: 0.00 AED

Checkout

BBQ Chicken Pizza with Potato Salad 17.14AED Add

Penne Bolognais with Garlic Bread 17.14AED Add

Penne Pasta with Tomato Sauce & Bread 17.14AED Add

01	Date – You can choose your order selected date.
02	Meal type category (Snacks, Hot & Cold Meals, Dessert)
03	Press "Add" which food you have selected.
04	Food Allergens will shown and choose the child you want to order for.
05	Press "Checkout" once you choose the preferred meal.

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Penne Bolognais with Garlic Bread 17.14AED Add

Penne Pasta with Tomato Sauce & Bread 17.14AED Add

Only **Online Ordering** account types will be able to use the pre-ordering system.

The system will automatically block the child with allergens for that specific food.

Checkout (Payment)

Review Order > **Delivery** > Payment

DELIVERY ADDRESS

Administrator
342
342 DU 432
United Arab Emirates
[Edit](#)

+ Add address

CHOOSE A DELIVERY METHOD

No suitable delivery method could be found.

BILLING ADDRESS

☒ Same as delivery address

Order summary

3 item(s) - 63.00 AED

Delivery -
Subtotal 60.00 AED
Taxes 3.00 AED

Total 63.00 AED

eWallet
You have 166.10 AED in
your ewallet

Pay with
eWallet

Confirm >

or

< Back to cart

Press "Pay with eWallet" and confirm.

Amount will directly deduct on your account.

You can "View" your Meal order from History once order as been placed.

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[Express Coffee Shops](#)

[Online Ordering](#)

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Pre-Order

Meal Order History

Meal Orders



August, 2025



No Meal Order Found

End of Document

Contact Details for Inquiry

Technical Support : (Top-up & Account Access)

ewallet@mastercook.ae

School Coordinator : (Meal Details Inquiry)

coordinator@mastercook.ae

Office Phone :

04 448 8103