

Codeks Lunch application

User manual for cooks

for Codeks software version 10.2103.6.15240
and newer



Codeks Lunch application user manual for cooks

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1 Codeks Lunch application

Codeks Lunch is an additional application for the *Codeks TA* software for time and attendance. The *Codeks Lunch* application enables you to organize and automate the process of publishing, ordering and serving lunches or other meals. The *Codeks Lunch* application incorporates tools that enable publishing and editing lunch menus, ordering lunches, controlling the serving of meals, and keeping records of ordered and server meals.

NOTE

This manual contains instructions for the installation and usage of the *Codeks Lunch* application, the *Codeks Lunch Manager* program, and the *Codeks Lunch Client* program. The installation and basic settings of the main *Codeks* application are described in the documentation of the main *Codeks* application. Images of the *Codeks* application used in this guide are screenshots taken in a web browser.

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1.3 Contact information

Jantar d.o.o. has more than 30 years of experience in the development and production of access control, time attendance and visitor control systems. What sets us apart from our competitors is that we develop and manufacture all of our software and most of our hardware ourselves. Our systems are installed and utilized at airports, office buildings, financial institutions, factories, shopping centers, hospitals, etc. Our products are present virtually anywhere our clients need basic or advanced access control and time and attendance systems.

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SUPPORT

For support contact our regional partner: <https://jantar.si/en/contact/our-partners/>

2 How it works

Codeks Lunch is an additional application (add-on) for the main *Codeks* software, which enables the organization and automation of the process of supplying, ordering and serving lunches and other meals. The **Codeks Lunch** add-on contains tools for publishing lunch menus and tools for monitoring the serving of lunches, which are used by lunch suppliers and cooking staff, as well as tools for ordering lunches, designed for employees (lunch consumers).

NOTE

To implement the simplest lunch ordering and delivery system, you only need one additional card reader, which needs to be installed at the location where the lunches will be served.

The lunch system example shown below requires the use of a larger number of additional hardware devices.

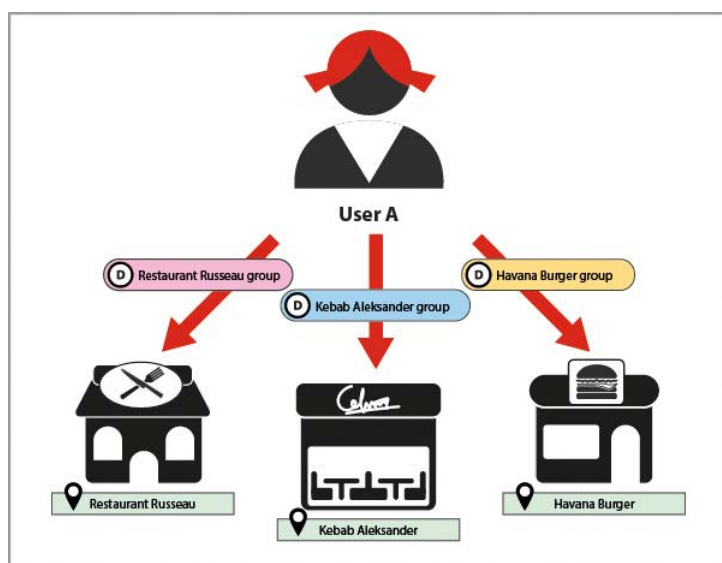
The optional hardware devices for the *Codeks Lunch* system are:

- **a touch screen** and **a card reader** for each common terminal, where employees will be able to place lunch orders,*
- **a touch screen** and **a card reader** at each location where employees can collect their lunch.*

* All the screen displays of the **Codeks Lunch Client** program are designed so that they are also suitable for use a touchscreen display.

Locations for Codeks Lunch and time intervals for lunches

Employees of your company will be able to order and collect lunch at **Codeks Lunch locations** which you marked as such in the main *Codeks* application. In the main *Codeks* application, you must also **create timetables and define time intervals** when lunches will be served at the designated locations. Users will be able to order and collect lunches at these locations only if they **are assigned access rights to the location through the appropriate Codeks Lunch groups**.



Publishing lunch menus

The lunch suppliers publish their menus through the *Codeks Lunch Manager* program. In addition to publishing menus, they can also generate different lunch reports and enter lunch order changes for users.

The menus the suppliers publish through the *Codeks Service Manager*, will be displayed to users who order lunches.

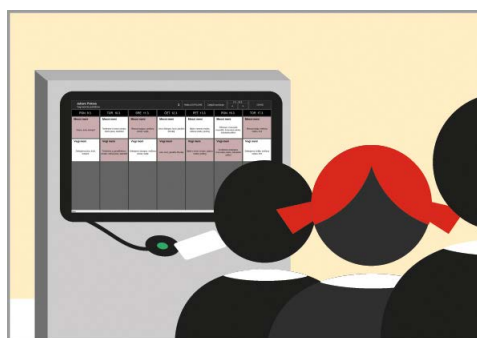


Lunch ordering

Users can order lunches:

- **through the *Codeks Lunch Client* program run on a common terminal with a touchscreen,**

The terminal with a touchscreen display must also be equipped with a connected card reader, through which users can register into the program.



- **through their user access to the *Codeks* application,**

Users log into the Codeks application using their username and password.

* In the *Users* editor, it is also possible to set up **automatic lunch ordering** for each individual use



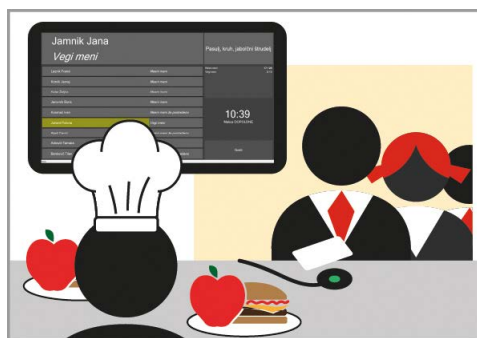
Ordering and editing lunches for subordinate users

Users acting as **heads of departments** can view and, if necessary, change the lunch orders of subordinate users (i.e. users in departments for which the department managers have the right to change lunches) through their user access to the Codeks application.



Serving lunches

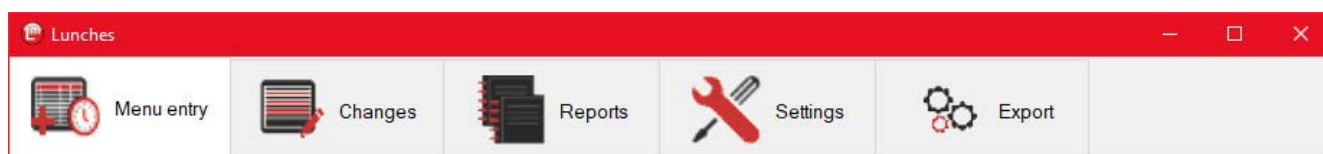
At the *Codeks Lunch location*, where lunches are being served users must register at the card reader, linked to the location, in order to collect their lunch. The cooking staff can view the queue of users that have registered for lunch through the *Codeks Lunch Client* program.



3 Lunch Manager

Only administrators can work with the **Codeks Lunch Manager** program:

- **Codeks Lunch administrators with limited rights** (lunch suppliers and cooks) who are in charge of publishing menus, overview the user lunch orders, and keep lunch records,
- **super admins**, who (in addition to all features listed above) can also edit the configuration settings of the Codeks Lunch locations, timetables and arrival times.



The **Codeks Lunch Manager** program consists of 5 tabs:

1st tab: Menu entry

In this tab, you can enter menus to be published according to the day, location and time of arrival.

2nd tab: Changes

In this tab, you can enter subsequent changes or edits to the users' lunch orders.

3rd tab: Reports

In this tab, you can generate different lunch reports.

4th tab: Settings

In this tab, you can set the general settings for locations, timetables, and arrival times for lunches as well as lunch types and meal groups. You can read more about the settings in chapter Settings in the Codeks Lunch Manager program. Only super admins can access this tab.

5th tab: Export

In this tab, you can generate lunch exports.

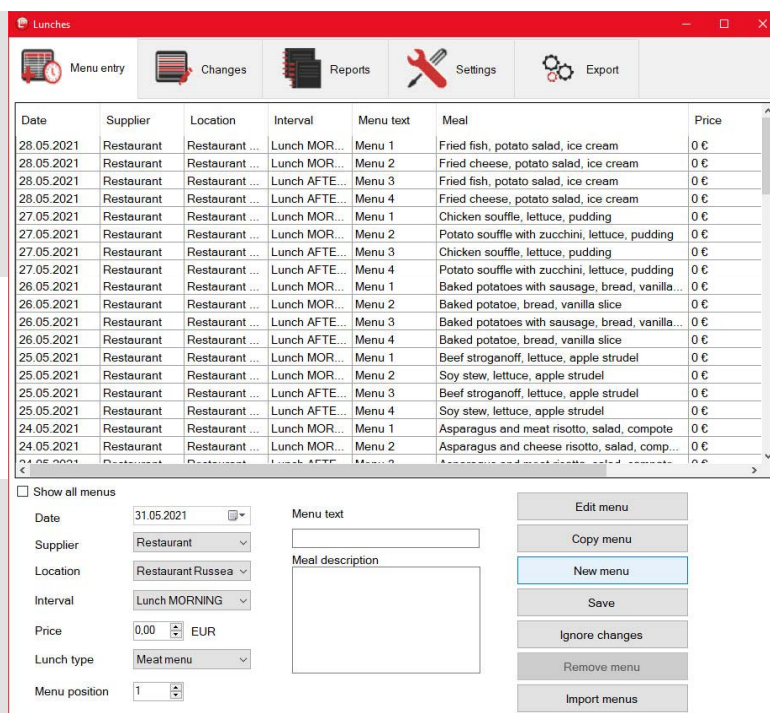
3.1 Menu entry

In the **Menu entry** tab, you will find a list of all published menus in the upper part of the window, and the form for adding and editing menus in the bottom part.

In the menu overview, the published menus are sorted by date so that the most recent menus are shown at the top of the list.

The display in the menu overview is adapted according to the rights that the current administrator user has. Lunch administrators can only see and edit their own menu entries, and super admins can see all published menus.

The form below contains tools for entering and editing menus.



The screenshot shows the 'Lunches' application window. The top bar has a red header with the title 'Lunches' and standard window controls. Below the header is a navigation bar with tabs: 'Menu entry' (active), 'Changes', 'Reports', 'Settings', and 'Export'. The main area is divided into two sections. The upper section is a table listing published menus, sorted by date. The lower section is a form for adding or editing a menu entry.

Date	Supplier	Location	Interval	Menu text	Meal	Price
28.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 1	Fried fish, potato salad, ice cream	0 €
28.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 2	Fried cheese, potato salad, ice cream	0 €
28.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 3	Fried fish, potato salad, ice cream	0 €
28.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 4	Fried cheese, potato salad, ice cream	0 €
27.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 1	Chicken souffle, lettuce, pudding	0 €
27.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 2	Potato souffle with zucchini, lettuce, pudding	0 €
27.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 3	Chicken souffle, lettuce, pudding	0 €
27.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 4	Potato souffle with zucchini, lettuce, pudding	0 €
26.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 1	Baked potatoes with sausage, bread, vanilla...	0 €
26.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 2	Baked potatoes, bread, vanilla slice	0 €
26.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 3	Baked potatoes with sausage, bread, vanilla...	0 €
26.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 4	Baked potatoes, bread, vanilla slice	0 €
25.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 1	Beef stroganoff, lettuce, apple strudel	0 €
25.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 2	Soy stew, lettuce, apple strudel	0 €
25.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 3	Beef stroganoff, lettuce, apple strudel	0 €
25.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 4	Soy stew, lettuce, apple strudel	0 €
24.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 1	Asparagus and meat risotto, salad, compote	0 €
24.05.2021	Restaurant	Restaurant ...	Lunch MOR...	Menu 2	Asparagus and cheese risotto, salad, compote	0 €

The form below the table contains the following fields and buttons:

- ☐ Show all menus
- Date: 31.05.2021
- Supplier: Restaurant
- Location: Restaurant Russea
- Interval: Lunch MORNING
- Price: 0.00 EUR
- Lunch type: Meat menu
- Menu position: 1
- Menu text: (text input field)
- Meal description: (text area)
- Buttons: Edit menu, Copy menu, New menu, Save, Ignore changes, Remove menu, Import menus

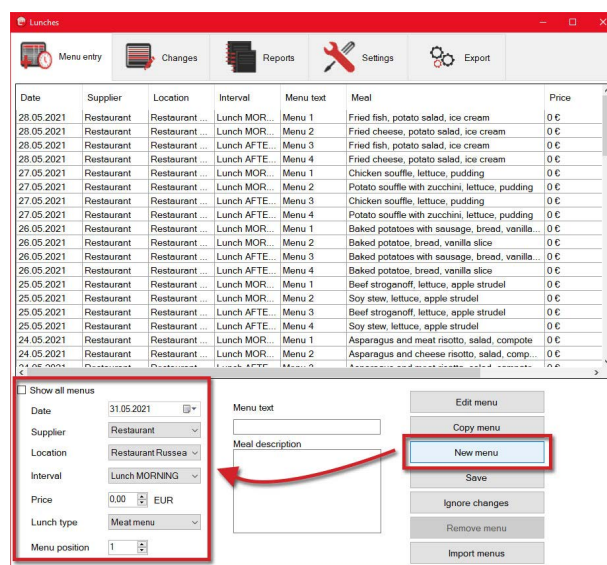
3.1.1 Adding a new menu

1. In the entry form at the bottom, click the **New menu** button.

2. Now in the left part of the form, select the following:

- the **date**,
- the **supplier** (if you are logged in as a *Codeks Lunch administrator with limited rights* this field is already permanently set),
- the **location** (if you are logged in as a *Codeks Lunch administrator with limited rights* this field is already permanently set),
- the **time interval**,
- **price** (the price entry field is displayed only if the *Use prices* setting is enabled in the *Lunch* tab in the *Settings -> Preferences* menu),
- **lunch type** (the field for selecting the lunch type is shown only if you have defined lunch groups for the selected location),
- **menu position** (menu position is the sequential number of the menu within the selected type (group) of lunches).

* The menu display in *Codeks Lunch Manager* is limited to 200 menus, but if you turn on the **Show all menus** option, all menus you have entered in the system will be displayed.



The screenshot shows the 'Lunches' application window. At the top, there's a menu bar with 'Menu entry', 'Changes', 'Reports', 'Settings', and 'Export'. Below this is a table listing existing menus with columns: Date, Supplier, Location, Interval, Menu text, Meal, and Price. The table contains several rows of data. Below the table, there's a form to add a new menu. The form has a 'Show all menus' checkbox on the left. To its right, there are dropdown menus for 'Date' (31.05.2021), 'Supplier' (Restaurant), 'Location' (Restaurant Russea), 'Interval' (Lunch MORNING), 'Price' (0.00 EUR), 'Lunch type' (Meal menu), and 'Menu position' (1). To the right of these dropdowns are input fields for 'Menu text' and 'Meal description'. On the far right, there are buttons: 'Edit menu', 'Copy menu', 'New menu' (highlighted with a red box), 'Save', 'Ignore changes', 'Remove menu', and 'Import menus'. A red arrow points from the 'Show all menus' checkbox area to the 'New menu' button.

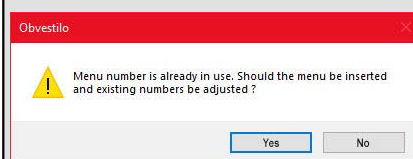
3. Then, enter the **menu name** and **meal description** and click **Save**.

(If you do not want to save the changes you have entered, click **Ignore changes**.)

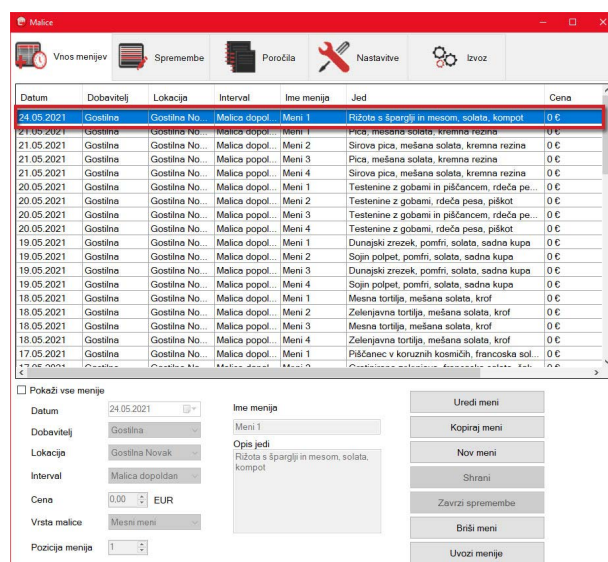
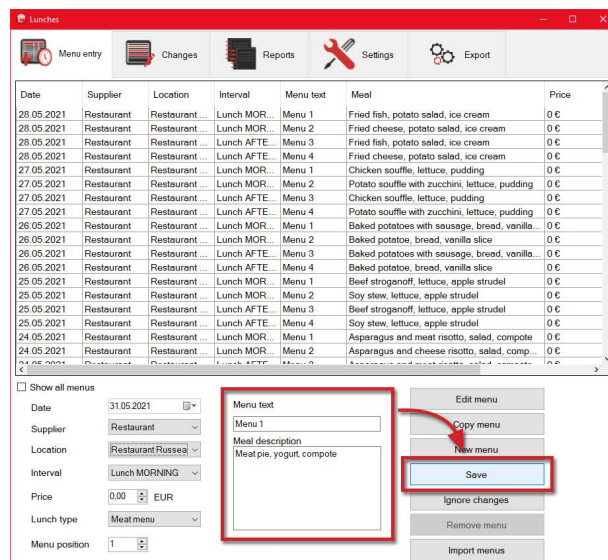
To avoid entering two identical menus, the system checks both the settings and the content of the newly entered menu and warns you if you enter a menu with the same dish description on the same day for the same interval and the same lunch type.



The system also alerts you if you use the same menu position that is assigned to an already entered menu (on that day for the selected lunch interval and for the selected lunch type).



4. The newly entered menu will be displayed in the upper part of the window and will be sorted according to the date.



3.1.2 Copying a menu

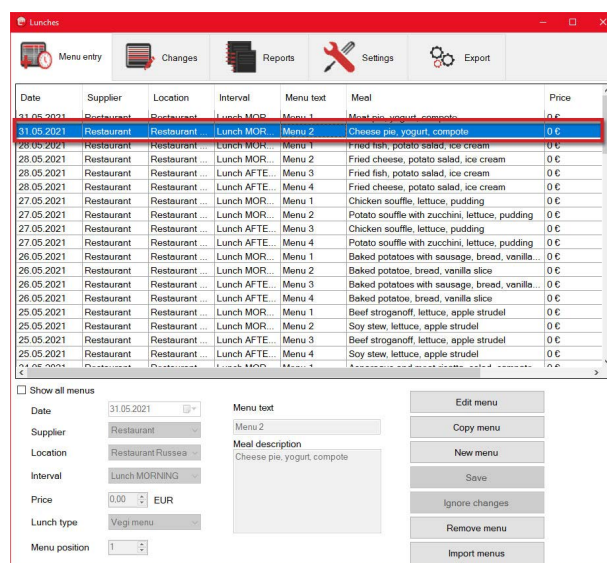
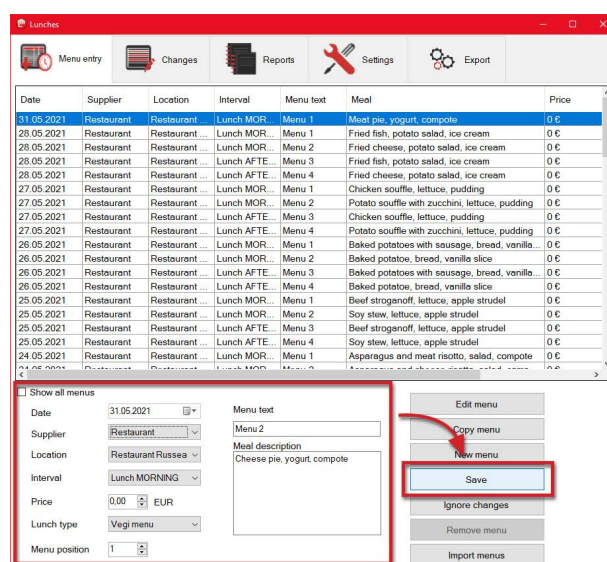
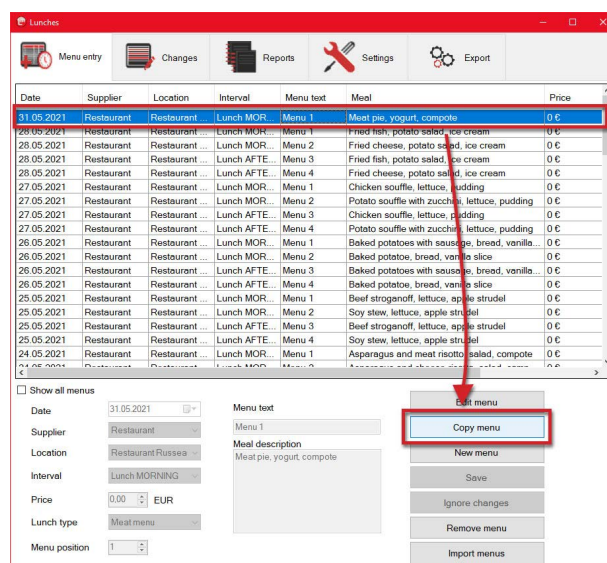
1. In the list of menus, find and mark the menu you wish to copy and click the **Copy menu** button in the form at the bottom.

2. The data of the copied menu will be displayed in the entry form at the bottom.

3. Enter the changes you wish to make to the new menu and click **Save**.

(If you do not want to save the changes you have entered, click **Ignore changes**.)

4. The newly copied menu will be displayed in the upper part of the window and will be sorted according to the date.



3.1.3 Menu editing

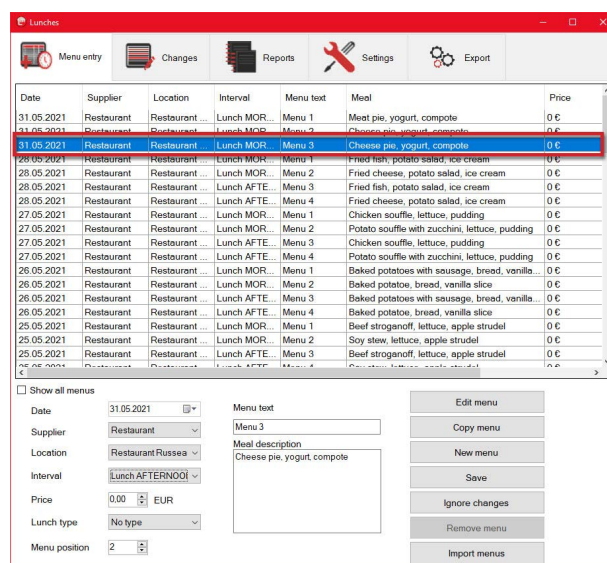
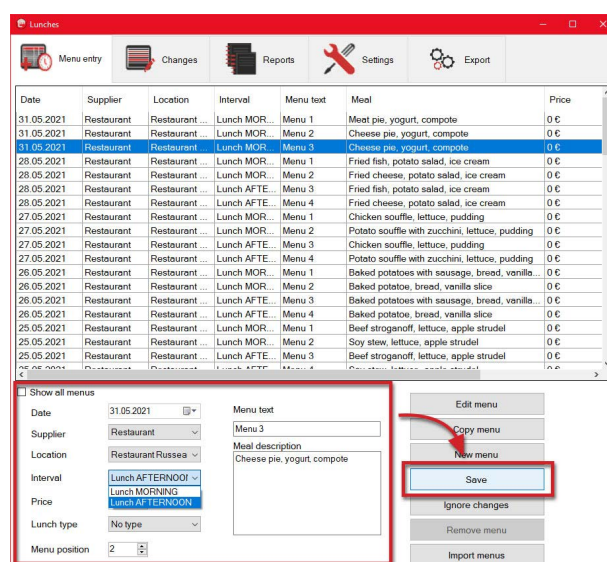
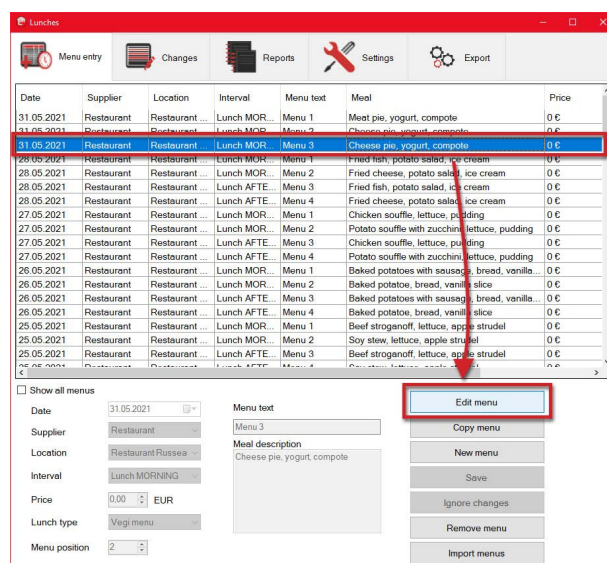
1. In the list of menus, find and mark the menu you wish to edit and click the **Edit menu** button in the form at the bottom.

2. The data of the selected menu will be displayed in the entry form at the bottom.

3. Enter the changes you wish to make to the selected menu and click **Save**.

(If you do not want to save the changes you have entered, click **Ignore changes**.)

4. The edited menu will be displayed in the upper part of the window and will be sorted according to the date.



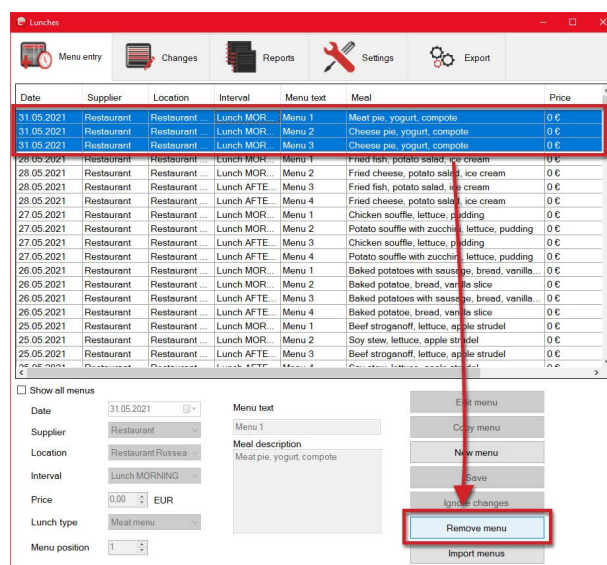
3.1.4 Removing a menu

1. In the list of menus, find and mark the menu you wish to delete.

(You can also remove multiple menus simultaneously by holding down the *Ctrl* or *Shift* key and selecting multiple menus.)

Then click the **Remove menu** button in the form at the bottom.

2. The selected menu (or menus) will be removed from the list of menus in the upper part of the window.



3.1.5 Import menus

By using the **Import menus** function you can simultaneously import a large number of menus which must be written in a specially prepared **Excel spreadsheet (.xls or .xlsx)**. **The shape of the spreadsheet is exactly defined and must contain the exact names of locations, suppliers, lunch intervals, and lunch types as they are defined in the Codeks application and the Codeks Lunch Manager program, otherwise, the menu import will NOT BE SUCCESSFUL.**

THE SPREADSHEET FOR MENU IMPORT

The exact shape of the spreadsheet is fixed and does not allow for changes in the column order. The **first row** of the spreadsheet is used as the table header, containing the information about the type of data in each column, and **will not be imported**.

The correct column order is:

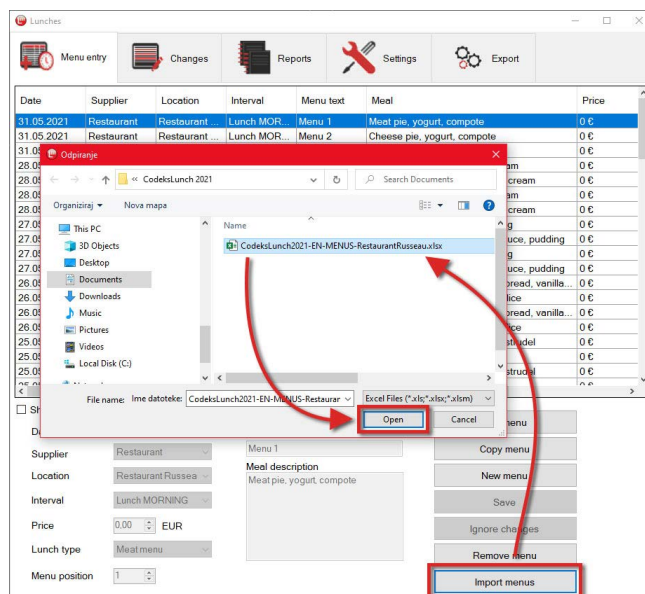
1st column - Location:	The name of the location for which the menus will be imported. You can import menus for several different locations at the same time. The name of the location must be an exact match to the name of the specific Codeks Lunch location defined in the main Codeks application.
2nd column - Supplier:	The name of the supplier for which the menus will be imported. You can import menus for several different suppliers at the same time. The name of the supplier must exactly match the name of the supplier's administrator user with limited rights set in the main Codeks application.
3rd column - Date:	The date of the day for which the menu will be imported. The date must be written in the form DD.MM.YYYY (e.g., for April 4, 2020, the date form must be: 04.04.2020).
4th column - Interval:	Contains the exact name of the lunch interval, for which menus will be imported. You import menus for multiple intervals at the same time. The name of the lunch interval must exactly match the naming of the intervals within a specific Codeks Lunch timetable defined in the main Codeks application.
5th column - Menu name:	The name of the menu.
6th column - Meal description:	The description of the meal (list of the individual dishes).
7th - Price:	The price of the menu. (The price entry field is displayed only if the <i>Use prices</i> setting is enabled in the <i>Lunch</i> tab in the <i>Settings -> Preferences</i> menu.)
8th - Lunch type:	The lunch type (group), for each menu. You can import menus for several lunch types (groups) at the same time. It is required that the names of the lunch types (groups) are written exactly as the defined lunch types (groups) are named in the Codeks Lunch Manager program.
9th - Menu position:	The <u>menu position</u> ¹¹⁷ is the sequential number of the menu within the selected type (group) of lunches. Menu positions MUST NOT BE DUPLICATED on the same day and in the same lunch interval within the same lunch type (i.e. lunch group). Example: On the 24th of May the <i>Morning lunch interval</i> features the <i>Meat menu</i> lunch type which has 4 different menus and they are assigned unique menu positions within the lunch type from 1 to 4. During the <i>Afternoon lunch interval</i> , the <i>Meat menu</i> lunch type features only 3 different menus which are again assigned unique menu positions from 1 to 3.

	A	B	C	D	E	F	G	H	I
1	LOCATION	SUPPLIER	DATE	INTERVAL	MENU NAME	MEAL DESCRIPTION	PRICE	LUNCH TYPE	MENU POSITION
2	Restaurant Russe	Restaurant	01.06.2021	Lunch MORNING	Menu 1	Meat pie, yogurt, compote	0	Meat menu	1
3	Restaurant Russe	Restaurant	01.06.2021	Lunch MORNING	Menu 2	Chicken saute, mashed potatoes, mixed salad, muffin	0	Meat menu	2
4	Restaurant Russe	Restaurant	01.06.2021	Lunch MORNING	Menu 3	Risotto with mushrooms and chicken, red beets, ice cream	0	Meat menu	3
5	Restaurant Russe	Restaurant	01.06.2021	Lunch MORNING	Menu 4	Grilled pork chop, grilled vegetables, bread, fruit	0	Meat menu	4
6	Restaurant Russe	Restaurant	02.06.2021	Lunch MORNING	Menu 1	Cheese pie, yogurt, compote	0	Vegi menu	1

A correctly prepared import spreadsheet must be saved in either the **.xls** or **.xlsx** file format.

1. To import menus click on the **Import menus** button in the entry form below.

A new pop-up window will open for selecting the import file. Find the prepared import file and click **Open**.



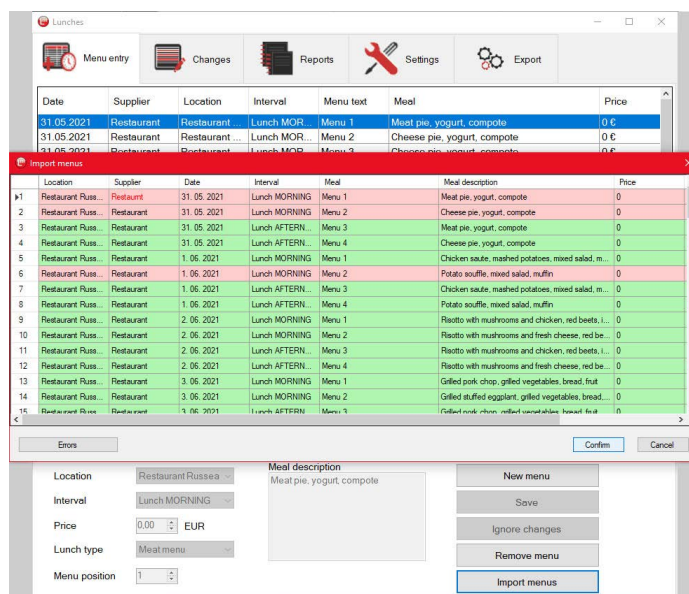
2. A new window will open where the content of the import file will be displayed.

All rows which contain **correctly** prepared data will be **colored green**.

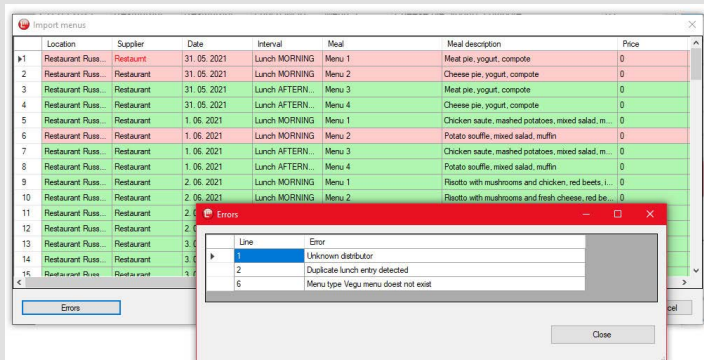
Rows which contain **incorrectly written data** (e.g., inaccurately written interval name) will be **colored red**. In each such line, the incorrectly written data is also marked in red.

Before importing menus, make sure all the import rows are prepared correctly. (The import spreadsheet cannot be edited directly in the preview pop-up window. You must correct the file in an appropriate program for editing spreadsheets.)

Click **Confirm**.

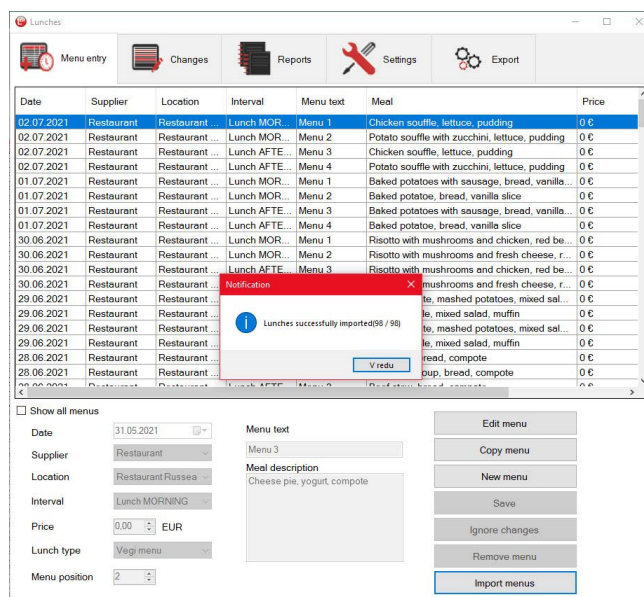


Clicking the **Errors** button in the new pop-up window will **display a table with more detailed descriptions of the errors that appear in the import file**.



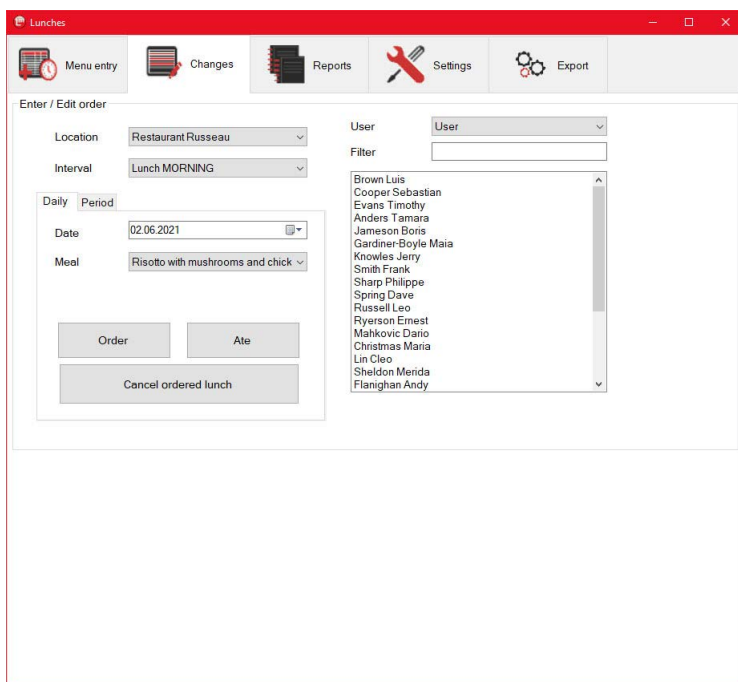
3. You will be informed about the successful menu import with a pop-up message show on the right.

The imported menus will be displayed in the upper part of the window.



3.2 Changes

In the **Changes** tab, you can subsequently make changes or corrections to the users' lunch orders. The administrator can **order**, **replace** or **cancel** the lunch order and also subsequently confirm that the lunch had been served. The form in this tab allows you to generate reports for individual users, entire departments, or user lists.



Settings	Description
Location	The <i>Codeks Lunch location</i> for which you wish to make a lunch order change (if you are logged in as a <i>Codeks Lunch administrator with limited rights</i> this field is already permanently set).
Interval	The lunch interval for which you want to make a lunch order change.
Select time	The time period when you want to change the lunch orders. You can select an individual day (exact date) for the change or enter a change of lunch orders for a period .
Meal	The meal (menu) selection for the selected lunch interval. * By selecting the <i>Cancel ordered lunch</i> option you can cancel a selected lunch order.
User	Options for selecting users.
Filter	A filter field for custom filtering of the user list.
Order	This function enables lunch to be ordered according to the parameters set in the form.
Ate	This function enables cooks to subsequently mark that a lunch has been served to and received by the user.
Cancel ordered lunch	This function enables the ordered lunches to be canceled for the time period and users selected in the form.

FILTERING THE USERS

The *User* field enables different selections of users:

User - displays individual users.

User

Filter

- Brown Luis
- Cooper Sebastian
- Evans Timothy
- Anders Tamara
- Jameson Boris
- Gardiner-Boyle Maia
- Knowles Jerry
- Smith Frank
- Sharp Philippe
- Redfield Dennis
- Russel Leo
- Garnick Ivan
- Spring Dave
- Churchill Maria
- Lewis Lilly
- Martin Tatiana
- Taylor Bernard

It is possible to select multiple users at the same time by using the **Ctrl** or **Shift** keys.

Department - displays the company's departments. The departments are defined in the *Company organization* editor of the main *Codeks* application and the department can be assigned to individual users in their *users settings* in the *Users* editor. You can read more about defining and assigning departments in the documentation of the main *Codeks* application.

User

Filter

- Administration
- Accounting
- Bookkeeping
- Support
- Sales
- Production
- Development
- Field
- Management

*** Include subdepartments** - If this setting is enabled, all sub-departments will also be selected when selecting their parent department.

It is possible to select multiple departments at the same time by using the **Ctrl** or **Shift** keys.

☒ Include subdepartments

User lists - displays the saved lists of users. The lists of users are defined in the *User lists* editor of the main *Codeks* application. You can read more about defining user lists in the documentation of the main *Codeks* application.

User

Filter

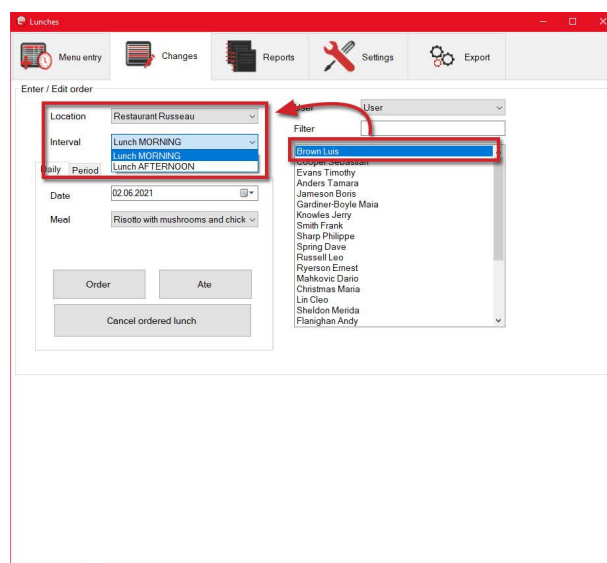
- Meat eaters
- Vegetarians

It is possible to select multiple user lists at the same time by using the **Ctrl** or **Shift** keys.

3.2.1 Ordering lunch or changing the lunch order

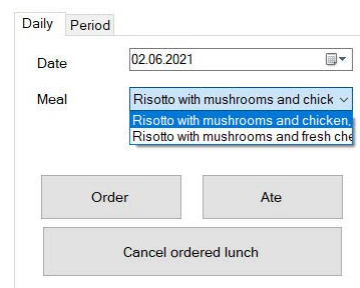
1. In the entry form in the *Changes* tab, first, **select the user or users for which you wish to place or change lunch orders.**

2. Then, select the **location** and **lunch interval**.

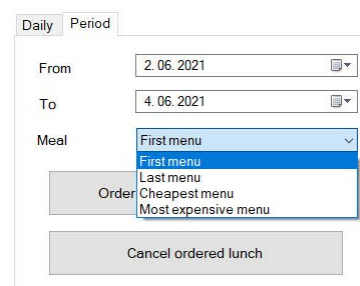


3. Select the **time** and **lunch menu**:

3a. to place/change a lunch order **for a specific day** select the date in the first drop-down menu and select the menu you wish to order in the second drop-down menu.



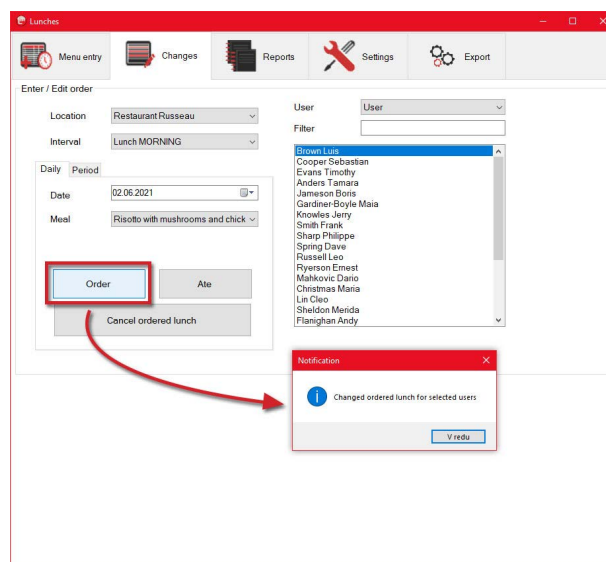
3b. to place/change a lunch order **for a selected period** first set the **From and To** settings, then select what kind of menu you wish to order for the selected period. Because you cannot select a specific menu for each day when ordering lunches for an entire period, you can only choose between the following values:



- **First menu** - the first menu entered for each day in the selected period will be ordered.
- **Last menu** - the last menu entered for each day in the selected period will be ordered.
- **Cheapest menu** - the cheapest menu entered for each day in the selected period will be ordered.
- **Most expensive menu** - the most expensive menu entered for each day in the selected period will be ordered.

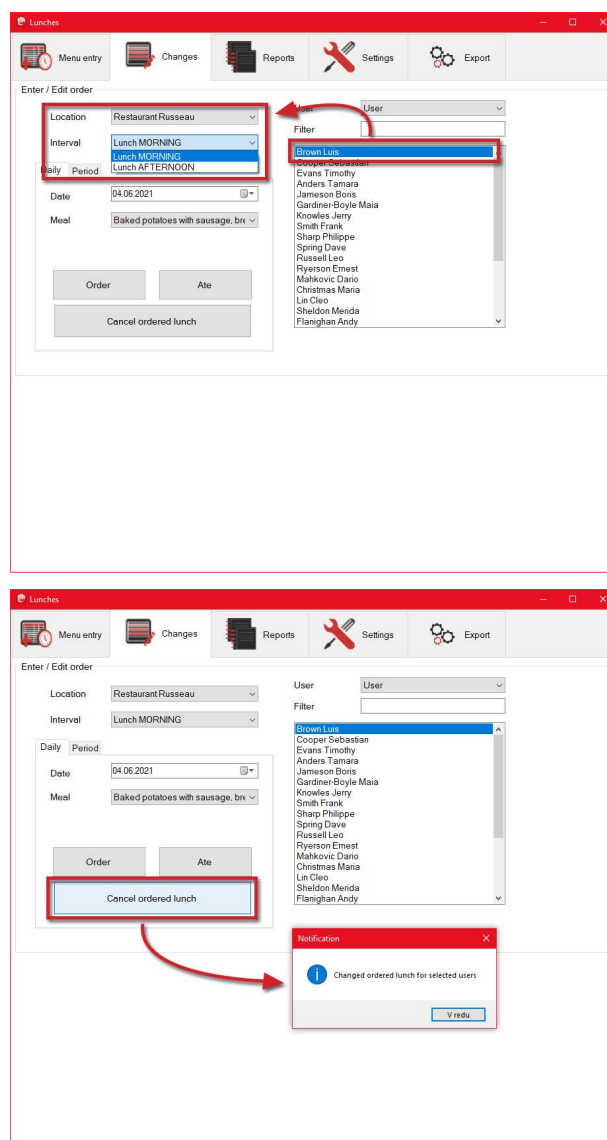
4. To confirm the lunch order change, click the **Order** button.

Thus you have successfully ordered or changed the users' lunch order.



3.2.2 Canceling the ordered lunch

1. In the entry form in the *Changes* tab, first, **select the user or users whose lunch order you wish to cancel.**
2. Then, select the **location** and **lunch interval.**
3. Select the **day** or **period** for which you want to cancel lunch orders and click the **Cancel ordered lunch** button.
4. Thus you have successfully canceled the users' lunch.



3.2.3 Confirming the user already ate lunch

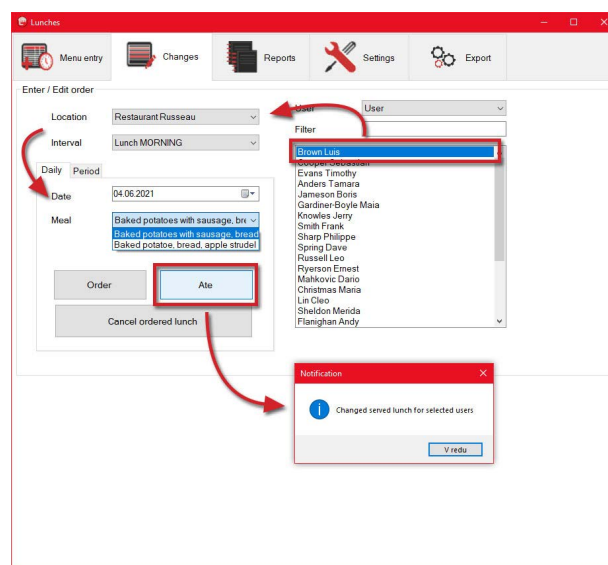
1. In the entry form in the *Changes* tab, first, **select the user or users for which you wish to record that they were served lunch.**

2. Then, select the **location** and **lunch interval**

3. Select the **day** or **period** for which you want to confirm the lunch service and **select what kind of menu you wish to assign.**

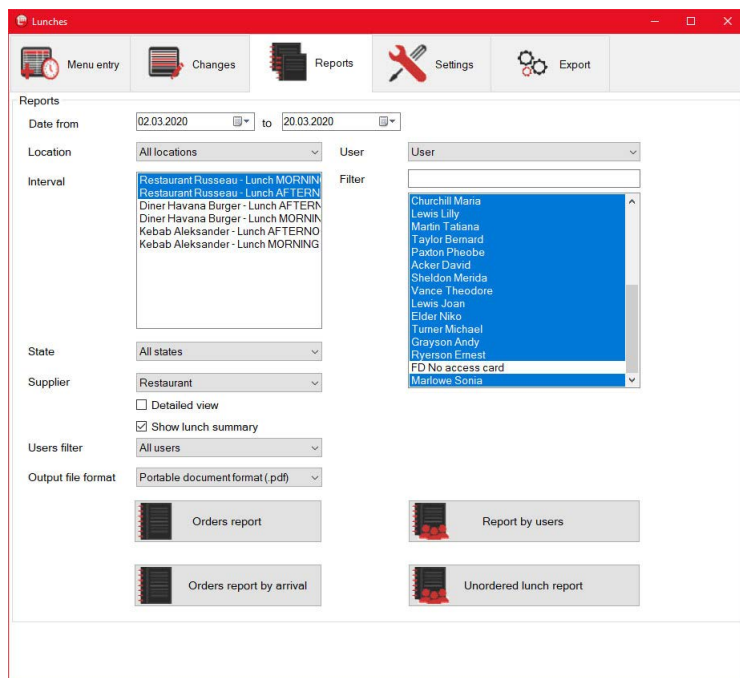
4. To confirm the lunch has been served to the users, click the **Ate** button.

Thus you have successfully confirmed the lunch service.



3.3 Reports

In the **Reports** tab, you can generate different lunch reports. subsequently make changes or corrections to the users' lunch orders. The form in this tab allows you to generate reports for individual users, entire departments, or user lists.



Settings	Description
Date from: __ to: __	Sets the period to be displayed in the report.
Location	The <i>Codeks Lunch location</i> for which you wish to generate a report (if you are logged in as a <i>Codeks Lunch administrator with limited rights</i> this field is already permanently set). It is also possible to select all locations.
Lunch	The lunch interval for which you want to make a lunch report.
State	Options for selecting users depending on their state. * This can only be used when generating a <i>Report by users</i> . Options: <ul style="list-style-type: none"> • All states • Normal - the user ordered and came to collect lunch on time. • Did not order - the user did not order lunch but was served a subsequently assigned lunch. • Did not eat - the user ordered lunch but did not come to collect it. • Changed - the user's lunch order was subsequently changed.
Supplier	The name of the supplier for which you wish to make a report (if you are logged in as a <i>Codeks Lunch administrator with limited rights</i> this field is already permanently set).
* Detailed view	If this setting is enabled, the detailed version of each report will be generated. The detailed forms of each report are shown and described in the following chapters.
* Show lunch summary	If this setting is enabled, the report will also show the lunch summaries at a specific location, depending on the selected menu and lunch interval.
Users filter	The <i>Users filter</i> further filters the the display of users in the report. You can select between these options: <i>All users</i> , <i>Normal users</i> or <i>Paying users</i> (users who pay for their own lunches).
Output file format	Selection options for the report file format. Options: <ul style="list-style-type: none"> • Portable document format (.pdf) • Excel Worksheet (.xls) • Excel Worksheet (.xlsx) • Open document spreadsheet (.ods) • Comma separated values (text document - .csvs)
User	Options for selecting users.

Settings	Description
Filter	A filter field for custom filtering of the user list.
Orders report	This option generates a report of the number of lunch orders according to the selected menu.
Orders report by arrival	This option generates a report of the number of lunch orders according to the selected time of arrival.
Report by users	This option generates a report of lunch orders according to the selected users.
Unordered lunch report	This option generates a report which lists lunches that users have canceled on time.

FILTERING THE USERS

The *User* field enables different selections of users:

All users - all users will be selected.

User All users

User - displays individual users.

User User

Filter

Brown Luis
Cooper Sebastian
Evans Timothy
Anders Tamara
Jameson Boris
Gardiner Boyle Maia
Knowles Jerry
Smith Frank
Sharp Philippe
Redfield Dennis
Russel Leo
Garick Ivan
Spring Dave
Churchill Maria
Lewis Lily
Martin Taliana
Taylor Bernard

It is possible to select multiple users at the same time by using the **Ctrl** or **Shift** keys.

Department - displays the company's departments. The departments are defined in the *Company organization* editor of the main *Codeks* application and the department can be assigned to individual users in their *users settings* in the *Users* editor. You can read more about defining and assigning departments in the documentation of the main *Codeks* application.

User Department

Filter

Administration
- Accounting
- Bookkeeping
Support
Sales
Production
Development
Field
Management

☒ Include subdepartments

*** Include subdepartments** - If this setting is enabled, all sub-departments will also be selected when selecting their parent department.

It is possible to select multiple departments at the same time by using the **Ctrl** or **Shift** keys.

User lists - displays the saved lists of users. The lists of users are defined in the *User lists* editor of the main *Codeks* application. You can read more about defining user lists in the documentation of the main *Codeks* application.

User User lists

Filter

Meat eaters
Vegetarians

It is possible to select multiple user lists at the same time by using the **Ctrl** or **Shift** keys.

3.3.1 Generating reports

1. In the **Reports** tab, first, select the user or several users for which you wish to generate a report.

2. Then select:

- the period dates,
- the location,
- the interval (time of arrival),
- the state of users,
- supplier.

3. * To generate a detailed report, enable the **Detailed view** option.

* To generate a report which includes the total number of lunches, enable the **Show lunch summary**.

* To limit the displayed users in the report by their type (normal users and paying users) select the appropriate option from the **Users filter** dropdown.

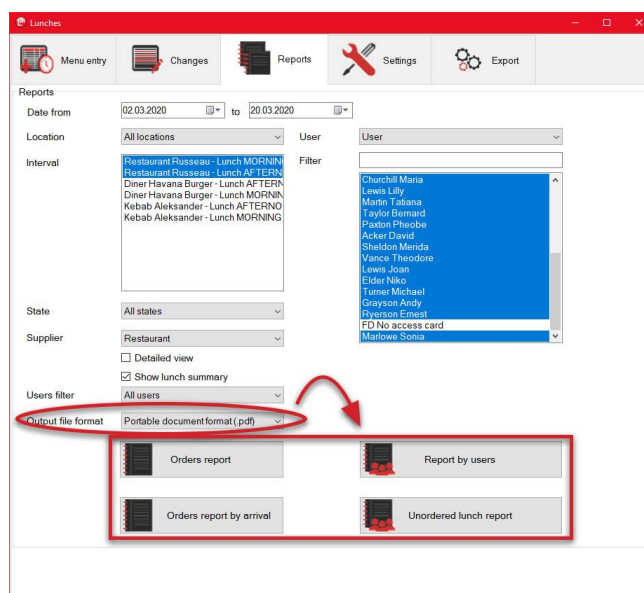
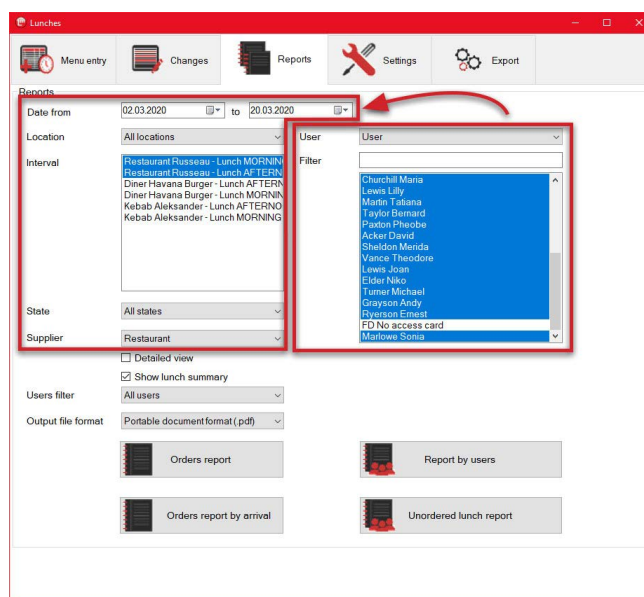
4. Select the desired **file format of the report**.

5. To generate a report **click the button of the selected type of report**.

The generated export will open in your default program for viewing the selected file format.

All generated **reports are saved** in the folder:


User/Dokuments/Jantar/LunchReports.



3.3.1.1 Orders report




The **Orders report** shows the sums of ordered lunches according to the day and lunch time interval.

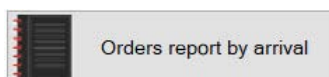
 <div> Orders report Period: 2. 03. 2020 - 20. 03. 2020 </div>		
Restaurant Russeau Date: 2. 03. 2020 Lunch MORNING		
Lunch total		
Meal	Quantity	Changes
Meat pie, yogurt, compote	16	0
Cheese pie, yogurt, compote	11	0

DETAILED ORDERS REPORT


In **addition to the lunch sums** by day and interval, **a detailed Orders report** also shows the list of **users and their orders**.

 <div> Orders report Period: 2. 03. 2020 - 20. 03. 2020 </div>		
Restaurant Russeau Date: 2. 03. 2020 Lunch MORNING		
User	Department	Meal
Cooper Sebastian	Management	Meat pie, yogurt, compote
Evans Timothy	Field	Meat pie, yogurt, compote
Anders Tamara	Administration	Meat pie, yogurt, compote
Knowles Jerry	Field	Meat pie, yogurt, compote
Smith Frank	Production	Meat pie, yogurt, compote
Redfield Dennis	Development	Meat pie, yogurt, compote
Russel Leo	Production	Meat pie, yogurt, compote
Garrick Ivan	Development	Meat pie, yogurt, compote
Spring Dave	Development	Meat pie, yogurt, compote
Martin Tatiana	Sales	Meat pie, yogurt, compote
Taylor Bernard	Field	Meat pie, yogurt, compote
Vance Theodore	Development	Meat pie, yogurt, compote
Lewis Joan	Production	Meat pie, yogurt, compote
Elder Niko	Support	Meat pie, yogurt, compote
Ryerson Ernest	Support	Meat pie, yogurt, compote
Marlowe Sonia	Development	Meat pie, yogurt, compote
Brown Luis	Field	Cheese pie, yogurt, compote
Jameson Boris	Sales	Cheese pie, yogurt, compote
Gardiner-Boyle Maia	Sales	Cheese pie, yogurt, compote
Sharp Philippe	Development	Cheese pie, yogurt, compote
Churchill Maria	Sales	Cheese pie, yogurt, compote
Lewis Lilly	Support	Cheese pie, yogurt, compote
Paxton Pheobe	Accounting	Cheese pie, yogurt, compote
Acker David	Field	Cheese pie, yogurt, compote
Sheldon Merida	Support	Cheese pie, yogurt, compote
Turner Michael	Field	Cheese pie, yogurt, compote
Grayson Andy	Production	Cheese pie, yogurt, compote
Lunch total		
Meal	Quantity	Changes
Meat pie, yogurt, compote	16	0
Cheese pie, yogurt, compote	11	0

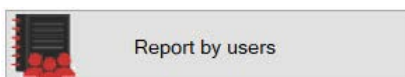
3.3.1.2 Orders report by arrival



The **Orders report by arrival** shows the sums of ordered lunches according to the time of arrival.

	
<h2>Orders report by arrival</h2>	
Period: 2. 03. 2020 - 20. 03. 2020	
Restaurant Russeau	
Date: 2. 03. 2020	
Arrival: 09:00	
Cheese pie, yogurt, compote	11
Meat pie, yogurt, compote	16
Date: 2. 03. 2020	
Arrival: 13:00	
Chicken saute, mashed potatoes, mixed salad, muffin	16
Potato souffle, mixed salad, muffin	11
Date: 3. 03. 2020	
Arrival: 09:00	
Risotto with mushrooms and chicken, red beets, ice cream	16
Risotto with mushrooms and fresh cheese, red beets, ice cream	11
Date: 3. 03. 2020	
Arrival: 13:00	
Grilled pork chop, grilled vegetables, bread, fruit	16
Grilled stuffed eggplant, grilled vegetables, bread, fruit	11

3.3.1.3 Report by users



The **Report by users** shows the sums of ordered lunches according to users that are sorted by departments.

Report by users

Period: 2. 03. 2020 - 20. 03. 2020

Company / Restaurant Russeau

Department: Administration

User	Department	Total	Normal	Did not order	Did not eat	Changed
Anders Tamara	Administration	15	13	0	2	0
Department: Administration		15	13	0	2	0

Department: Administration\Accounting

User	Department	Total	Normal	Did not order	Did not eat	Changed
Paxton Pheobe	Accounting	14	13	0	1	0
Department: Administration\Accounting		14	13	0	1	0

Administration	29	26	0	3	0
----------------	----	----	---	---	---

Department: Development

User	Department	Total	Normal	Did not order	Did not eat	Changed
Garrick Ivan	Development	15	13	0	2	0
Marlowe Sonia	Development	15	13	0	2	0
Redfield Dennis	Development	15	13	0	2	0
Sharp Philippe	Development	14	13	0	1	0
Spring Dave	Development	15	13	0	2	0
Vance Theodore	Development	15	13	0	2	0

Department: Development	89	78	0	11	0
-------------------------	----	----	---	----	---

Development	89	78	0	11	0
-------------	----	----	---	----	---

Department: Field

User	Department	Total	Normal	Did not order	Did not eat	Changed
Acker David	Field	14	13	0	1	0
Brown Luis	Field	14	13	0	1	0
Evans Timothy	Field	15	13	0	2	0
Knowles Jerry	Field	15	13	0	2	0
Taylor Bernard	Field	15	13	0	2	0
Turner Michael	Field	14	13	0	1	0

Department: Field	87	78	0	9	0
-------------------	----	----	---	---	---

Field	87	78	0	9	0
-------	----	----	---	---	---

DETAILED REPORT BY USERS

In addition to the **sums of lunches for each user** the **detailed Report by users** also shows which **menu each user ordered for a specific day**.

Report by users

Period: 2. 03. 2020 - 20. 03. 2020

Company / Restaurant Russeau

Department: Administration

User: Anders Tamara

Date	Shift	Meal	Notes
2. 03. 2020	Lunch MORNING	Meat pie, yogurt, compote	
3. 03. 2020	Lunch MORNING	Chicken saute, mashed potatoes, mixed sal	
4. 03. 2020	Lunch MORNING	Risotto with mushrooms and chicken, red be	
5. 03. 2020	Lunch MORNING	Grilled pork chop, grilled vegetables, bread,	
6. 03. 2020	Lunch MORNING	Baked potatoes with sausage, bread, apple	
9. 03. 2020	Lunch MORNING	Beef stew, bread, compote	
10. 03. 2020	Lunch MORNING	Pasta with tuna sauce, red beets, ice cream	
11. 03. 2020	Lunch MORNING	Meat lasagna, mixed salad, fruit	
12. 03. 2020	Lunch MORNING	Stew with smoked salmon, bread, apple str.	
13. 03. 2020	Lunch MORNING	Gnocchi with meat sauce, lettuce, pudding	
16. 03. 2020	Lunch MORNING	Sticky fingers, French salad, chocolate chip	
17. 03. 2020	Lunch MORNING	Meat tortilla, mixed salad, donut	
18. 03. 2020	Lunch MORNING	Wiener schnitzel, french fries, salad, fruit bo	
19. 03. 2020	Lunch MORNING	Pasta with mushrooms and chicken, red be	ORDERED, BUT DID NOT EAT
20. 03. 2020	Lunch MORNING	Pizza, mixed salad, cream cake	ORDERED, BUT DID NOT EAT


User total	Total	Normal	Did not order	Did not eat	Changed
Anders Tamara Administration	15	13	0	2	0
Department: Administration	15	13	0	2	0

3.3.1.4 Unordered lunch report




Unordered lunch report

The **Unordered lunch report** shows the **sums of canceled lunches**, that users canceled in time, in the selected period, according to individual users and lunch intervals.

		
Unordered lunch report		
Period: 1. 05. 2021 - 31. 05. 2021		
Company / Restaurant Rousseau		
Department: Administration		
User	Department	Total
Anders Tamara	Administration	2
Lunch MORNING		2
Department: Administration		2
Administration		2
Company / Restaurant Rousseau		2

DETAILED UNORDERED LUNCH REPORT

The **detailed Unordered lunch report**, in addition to the **sums of canceled lunches for each user**, also displays for which day and which lunch interval the user canceled the lunch.

		
Unordered lunch report		
Period: 1. 05. 2021 - 31. 05. 2021		
Company / Restaurant Rousseau		
Department: Administration		
User: Anders Tamara		
Date	Shift	
27. 05. 2021	Lunch MORNING	
31. 05. 2021	Lunch MORNING	
User total		Total
Anders Tamara	Administration	2
Lunch MORNING		2
Department: Administration		2
Administration		2
Company / Restaurant Rousseau		2

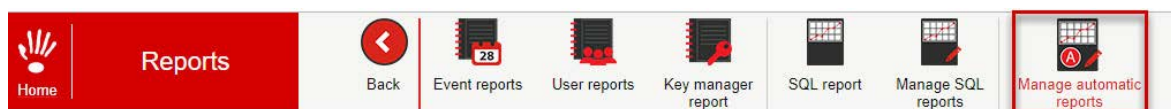
3.3.2 Automatic reports for Codeks Lunch

In the main *Codeks* application you can set up a periodically generated automatic report for lunch orders.

1. Log-in using **your administrator's username** and **password**.

2. In the *Main menu* select the **Reports** editor.

Then, in the toolbar of the *Reports* editor click the **Add automatic report** icon.



3. The **Automatic reports** editor will open. To add a new automatic *Lunch report*, first, select the **Add automatic report** icon in the toolbar of the *Automatic reports* editor.



4. A new pop-up window will open where you can choose between different types of reports. In the drop-down menu select **Lunch report** and click **Use**.



5. In the pop-up window for editing, set the desired parameters for the automatic *Lunch report*.

Report type

Report by users

Name

Lunch orders

Information about report trigger time

Report period

Daily

Report trigger time

00:00

Report start date

Day

Day corrector

0

Report recipients

Check recipient permissions

List of selected users

Cooper Sebastian

List of selected administrator

admin admin

AdminEN AdminEN

adminstrator 10 adminstrator 10

Location

Restaurant

Lunches

Lunch MORNING

Lunch AFTERNOON

Detailed view

☒

Show lunch summary

☒

Status

All

Users filter

Paying users

Output file format

Portable document format (.pdf)

Portable document format (.pdf)

Excel worksheet (.xls)

Excel worksheet (.xlsx)

Open document spreadsheet (.ods)

Comma separated values (.csv)

Last name	Name	Department
	Cleaning	...nagement\Sales counter\Cash 2
Anderson	Roberto	...any\Management\Development
Brown	Luis	Company\Management\Field
Christmas	Maria	...any\Management\Development
Cooper	Sebastian	Company\Management
Evans	Timothy	Company\Management\Field
Gardiner-Boyle	Maia	...mpany\Management\Production
Jameson	Boris	Company\Management\Sales
Knowles	Jerry	...mpany\Management\Production
Lin	Cleo	
Lincoln	Andy	
Mahkovic	Dario	...mpany\Management\Production
Pearce	Dominic	...any\Management\Development
Russell	Leo	...any\Management\Development
Ryerson	Ernest	...any\Management\Development
Sharp	Philippe	...any\Management\Development
Smith	Frank	...mpany\Management\Production
Spring	Dave	Company\Management\Support

Showing 1 to 18 of 18 entries (filtered from 20 total entries)

Save

Close

Settings	Description
Report type	Select the type of lunch report: <ul style="list-style-type: none"> - Report by users - The report will display lunch orders by users. - Orders report - The report will display the number of orders by menu.
Name	The name of the new automatic report.

* Table continues on the following pages.

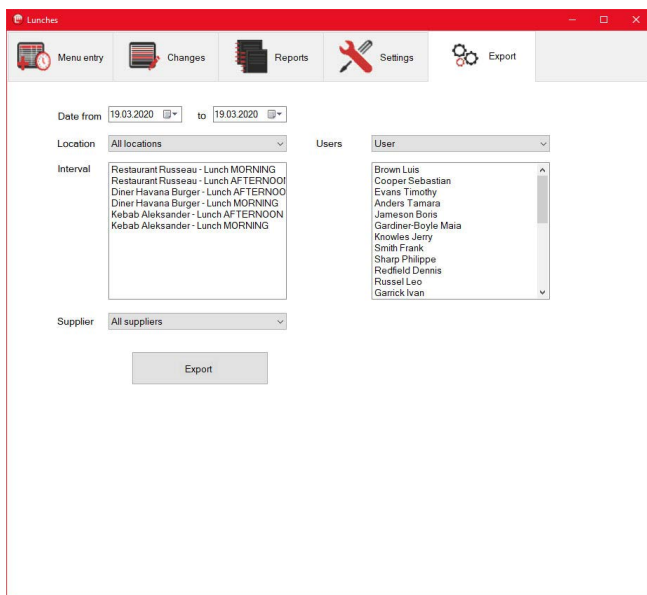
Settings	Description
INFORMATION ABOUT REPORT TRIGGER TIME	
<p>Trigger period: Daily - the report will be generated daily</p>	<div data-bbox="544 275 1098 595"> <div> <div>Report period</div> <div>Daily ▼</div> </div> <div> <div>Report trigger time</div> <div>07:00</div> </div> <div> <div>Report start date</div> <div>Day ▼</div> </div> <div> <div>Day corrector</div> <div>1</div> </div> <div> <div>Next report on 18.october at 00:00 for day 17.october</div> </div> </div> <p>In the Report trigger time, enter the time of day when the report will be sent. The Report start date (the duration) can be set to <i>Day</i> or <i>Month</i>. The Day corrector enables you to shift the day to be displayed (in regard to the current day). The Month corrector enables you to shift the month to be displayed (in regard to the current month). No. days enables you to set the number of days that will be displayed in the report.</p>
<p>Trigger period: Weekly - the report will be generated weekly</p>	<div data-bbox="544 775 1098 1095"> <div> <div>Report period</div> <div>Weekly ▼</div> </div> <div> <div>Day of report</div> <div>Monday ▼</div> </div> <div> <div>Report trigger time</div> <div>07:00</div> </div> <div> <div>Report start date</div> <div>Week ▼</div> </div> <div> <div>Next report on monday, 22.october at 07:00 for period between 15.october and 21.october</div> </div> </div> <p>In the Day of report field, select the day of the week the report will be generated and in the Report trigger time, enter the time of day when the report will be sent. The Report start date (the duration) can be set to <i>Day</i>, <i>Week</i>, or <i>Month</i>. The Day corrector enables you to shift the day to be displayed (in regard to the current day). The Month corrector enables you to shift the month to be displayed (in regard to the current month). No. days enables you to set the number of days that will be displayed in the report.</p>
<p>Trigger period: Monthly - the report will be generated monthly</p>	<div data-bbox="544 1296 1098 1617"> <div> <div>Report period</div> <div>Monthly ▼</div> </div> <div> <div>Day of report</div> <div>1 ▼</div> </div> <div> <div>Report trigger time</div> <div>07:00</div> </div> <div> <div>Report start date</div> <div>Month ▼</div> </div> <div> <div>Day corrector</div> <div>0</div> </div> <div> <div>Month Corrector</div> <div>Current month ▼</div> </div> <div> <div>No. days</div> <div>Month ▼</div> </div> <div> <div>Next report on 1.november at 07:00 for period between 1.november and 30.november</div> </div> </div> <p>In the Day of report field, select the day of the month the report will be generated and in the Report trigger time, enter the time of day when the report will be sent. The Report start date (the duration) can be set to <i>Day</i>, <i>Beginning of month</i>, or <i>Month</i>. The Day corrector enables you to shift the day to be displayed (in regard to the current day). The Month corrector enables you to shift the month to be displayed (in regard to the current month). No. days enables you to set the number of days that will be displayed in the report.</p>
Location	The locations (for <i>Codeks Lunch</i>) for which the report will be generated.
Lunch	The lunches (lunch intervals) for which the report will be generated are colored red.
Detailed view	If this setting is enabled the more detailed versions of the reports will be generated. The more detailed versions of the reports are described in a separate user manual for the <i>Codeks Lunch</i> additional application.
Show lunch summary	If this setting is enabled the total sums of the ordered lunches will be displayed.

Settings	Description
Status	<p>You can also limit the lunch orders to be displayed depending on the status of the lunches:</p> <ul style="list-style-type: none"> • All - all orders will be displayed, regardless of their status. • Normal - the user ordered the lunch and also ate it • Did not order - the user did not order the lunch • Did not eat - the user ordered the lunch but did not eat it • Changed - the cook changed the user's order on site and served a different lunch
Users filter	<p>You can limit the report according to the type of users. You can choose between these options:</p> <ul style="list-style-type: none"> • All users which displays all users, • Normal users which displays users that do not pay for their own lunches, and • Paying users which displays users that pay for their own lunches.
Output file format	<p>The setting for the file format of the final report.</p> <p>Options:</p> <ul style="list-style-type: none"> • Portable document format (.pdf) • Excel Worksheet (.xls) • Excel Worksheet (.xlsx) • Open document spreadsheet (.ods) • Comma separated values (text document - .cvs)
REPORT RECIPIENTS	
Check recipient permissions	<p>If this setting is enabled the permissions of the users to view or edit a specific department will be checked before the report is sent. The selected users will be sent the report only if they have the necessary permissions to view the user's data for a specific department.</p>
List of selected users (recipients)	<p>This list displays all the selected users which will receive this automatic report. To add a user to this list, simply click on the user in the <i>List of all users</i> located on the right side of the pop-up window.</p>
List of (all) users	<p>Displays all the users in the Codeks system.</p>
List of selected administrators (recipients)	<p>All the marked (colored red) administrators on the list will be sent this automatic report.</p>

6. When you are done entering settings for the report click **Save**. Thus the new automatic report will be ready.

3.4 Export

In the **Export** tab, you can generate an export of the number of lunches and their cost by user for the selected period.



Settings	Description
Date from: __ to: __	Set the period to be displayed in the export.
Location	The Codeks Lunch location for which you wish to generate an export (if you are logged in as a <i>Codeks Lunch administrator with limited rights</i> this field is already permanently set). You can also select all locations.
Interval	The lunch interval for which you want to generate an export.
Supplier	The name of the supplier for which you wish to make an export (if you are logged in as a <i>Codeks Lunch administrator with limited rights</i> this field is already permanently set).
User	Selection of the users for which you wish to generate an export.

FILTERING THE USERS

The *User* field enables different selections of users:

All users - all users will be selected.

User

User - displays individual users.

User

Filter

Brown Luis

Cooper Sebastian

Evans Timothy

Anders Tamara

Jameson Boris

Gardiner-Boyle Maia

Knowles Jerry

Smith Frank

Sharp Philippe

Redfield Dennis

Russel Leo

Garrick Ivan

Spring Dave

Churchill Maria

Lewis Lily

Martin Taliana

Taylor Bernard

It is possible to select multiple users at the same time by using the **Ctrl** or **Shift** keys.

Department - displays the company's departments. The departments are defined in the *Company organization* editor of the main *Codeks* application and the department can be assigned to individual users in their *users settings* in the *Users* editor. You can read more about defining and assigning departments in the documentation of the main *Codeks* application.

User: Department

Filter:

- Administration
- Accounting
- Bookkeeping
- Support
- Sales
- Production
- Development
- Field
- Management

☒ Include subdepartments

*** Include subdepartments** - If this setting is enabled, all sub-departments will also be selected when selecting their parent department.

It is possible to select multiple departments at the same time by using the **Ctrl** or **Shift** keys.

User lists - displays the saved lists of users. The lists of users are defined in the *User lists* editor of the main *Codeks* application. You can read more about defining user lists in the documentation of the main *Codeks* application.

User: User lists

Filter:

- Meat eaters
- Vegetarians

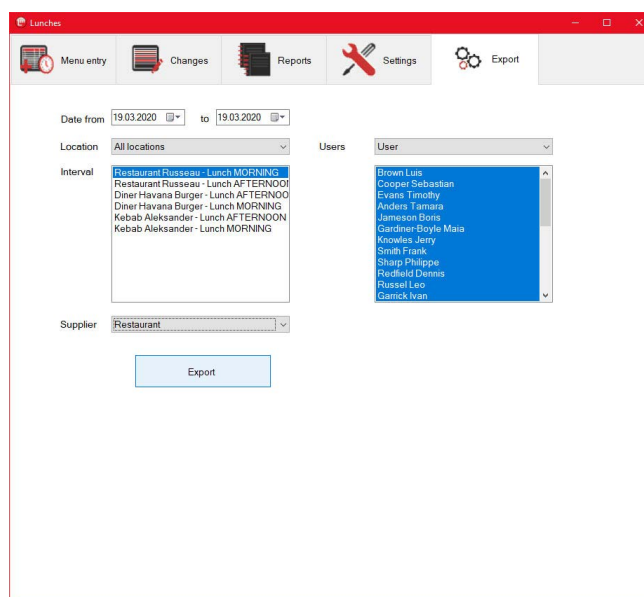
It is possible to select multiple user lists at the same time by using the **Ctrl** or **Shift** keys.

3.4.1 Generating exports

1. To generate an export in the **Export** tab, first, **select the user or several users**, for which you wish to make an export.

2. Then select:

- the period dates,
- the location,
- the interval (time of arrival),
- supplier.



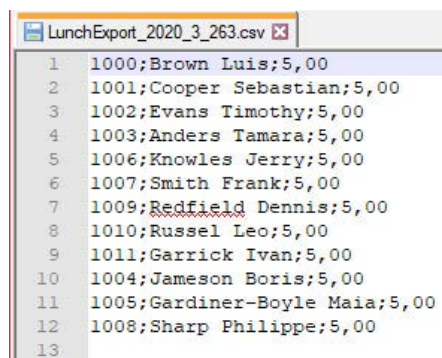
3. To generate the export click the **Export** button.

4. The generated export will open in your default program for viewing .csv files.

The export contains the users personal number, name and last name, and the total cost of their lunches for the selected period.

All generated **exports are saved** in the folder:

User/Dokuments/Jantar/LunchReports.



Line	Personal Number	User Name	Cost
1	1000	Brown Luis	5,00
2	1001	Cooper Sebastian	5,00
3	1002	Evans Timothy	5,00
4	1003	Anders Tamara	5,00
5	1006	Knowles Jerry	5,00
6	1007	Smith Frank	5,00
7	1009	Redfield Dennis	5,00
8	1010	Russel Leo	5,00
9	1011	Garrick Ivan	5,00
10	1004	Jameson Boris	5,00
11	1005	Gardiner-Boyle Maia	5,00
12	1008	Sharp Philippe	5,00
13			

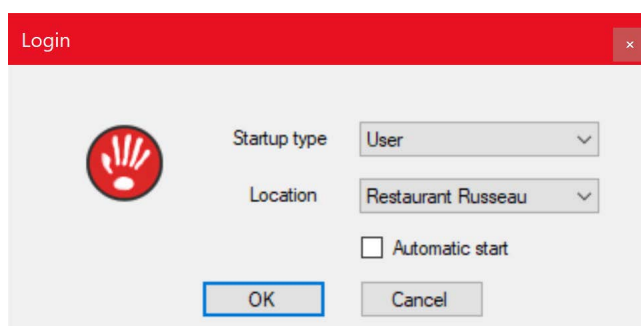
4 Lunch Client

The **Codeks Lunch Client** program is intended for end-users and cooks. The program enables:

- ordering lunches at terminals with touchscreen displays **for users (employees)**,
- an overview of the serving queue at *Codeks Lunch locations*, where users pick up their orders, **for cooks**.

You must configure the program settings before starting the program. The setup process is described in chapter [Settings in the Codeks Lunch Client program](#)^[42].

At startup, the program offers the option of selecting the start-up mode. You can choose between the **User**, **Cook** or the combined **User and cook** mode.




The start-up mode for the *Codeks Lunch Client* program must be set individually for each computer, where users will be able to order lunch, and each computer that the cooks will use to display the serving queue ([Settings in the Codeks Lunch Client program](#)^[42]).

The individual start-up modes are described in more detail in the following chapters.

4.1 Installing the Lunch Client program

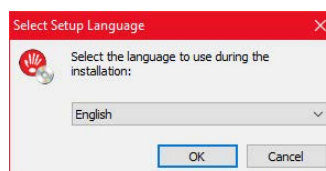
To install the **Codeks Lunch Client** program find and start up the **LunchClientSetup.exe** installation file:

 LunchClientSetup-v10.2.5.12157.exe

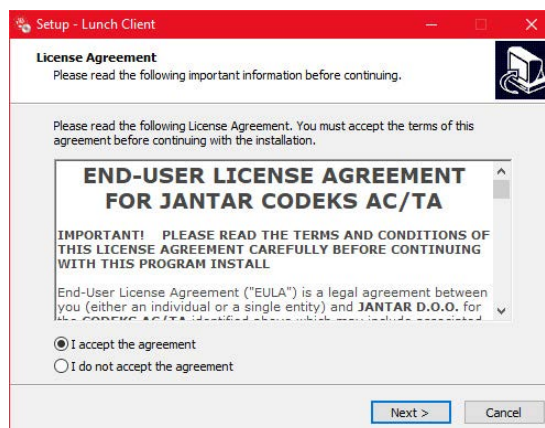
WARNING!

If you are installing the program version the Codeks Lunch Client 10.2103.0.15031, you MUST FIRST upgrade your Codeks system to at least the software version Codeks 10.2101.0.14796 or newer. Otherwise, your system will not operate correctly.

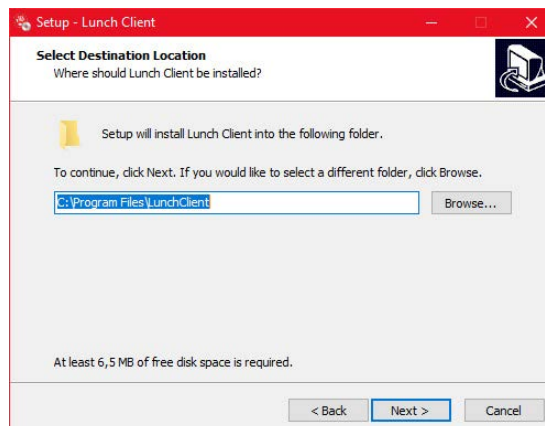
1. First, select the language in which the installation will run.



2. To continue the installation accept *I accept the agreement*. Click **Next**.

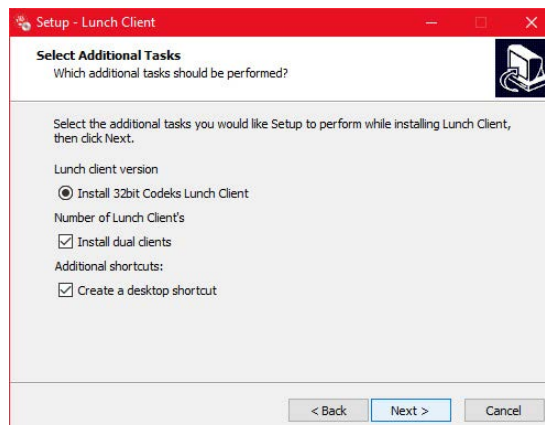


3. Select the folder for the installation and click **Next**.



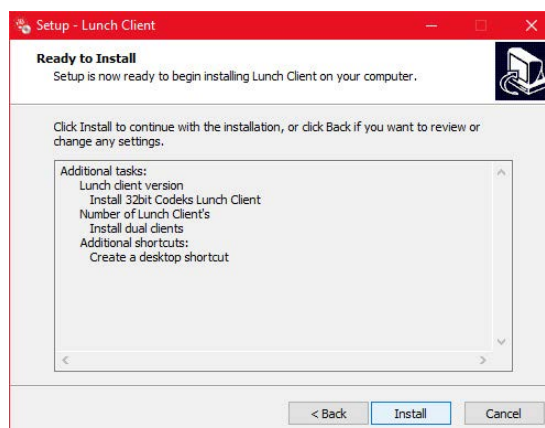
4. Select the *advanced database* you are using and the version of the *Codeks* software you are using. Click **Next**.

5. The **Install dual clients** option allows you to install two versions of the *Codeks Lunch Client* program. This enables **two different program startup modes to be displayed** on two different screens at the same time **on the same computer** (e.g. the *User* view on the first screen and the *Cook* view on the second screen).

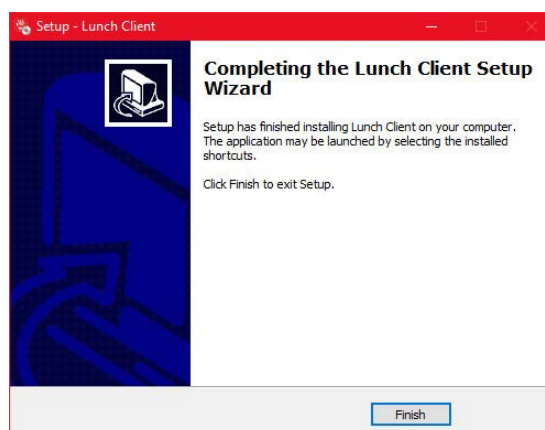


6. Click *Install*.

The installation process may take a few minutes.



7. After a successful installation the displayed message will appear. Click *Finish*.



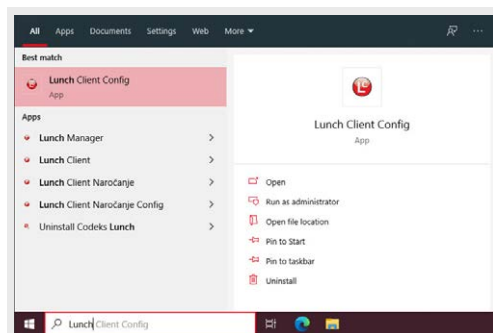
8. After the successful installation of the *Codeks Lunch Client* program a program shortcut will also be added to your desktop.



Thus you have successfully installed the *Codeks Lunch Client* program.

4.2 Settings in the Codeks Lunch Client program

Before you can use *Codeks Lunch* application, you need to set the initial configuration settings for the **Codeks Lunch Client** ^[42] program. The configuration for the *Codeks Lunch Client* program must be set individually on each computer where the program will be running. The settings set at the first launch will apply to all subsequent startups.



NOTE!

The initial configuration settings of the *Codeks Lunch Client* program can also be changed later.

To change the configuration settings, type **Lunch Client Config** into the *Start* menu and launch the application. The same configuration window will open as at the first launch, where you can change the program settings.

4.2.1 Configuring the Codeks Lunch Client program

NOTE!

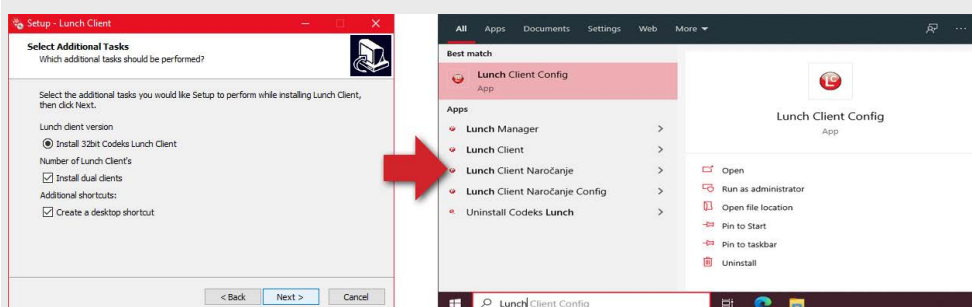
The process described in this chapter illustrates the first launch of the *Codeks Lunch Client* program.

For all subsequent launches, you do not need to set the initial configuration settings, as the settings defined at the first launch are used.

If you need to change your program settings at any later time, you can do so by launching the **Lunch Client Config**.

NOTE!

If you chose the **Install dual clients** ^[40] when installing the *Codeks Lunch Client* program you will be able to configure two separate start-up modes on the same computer.

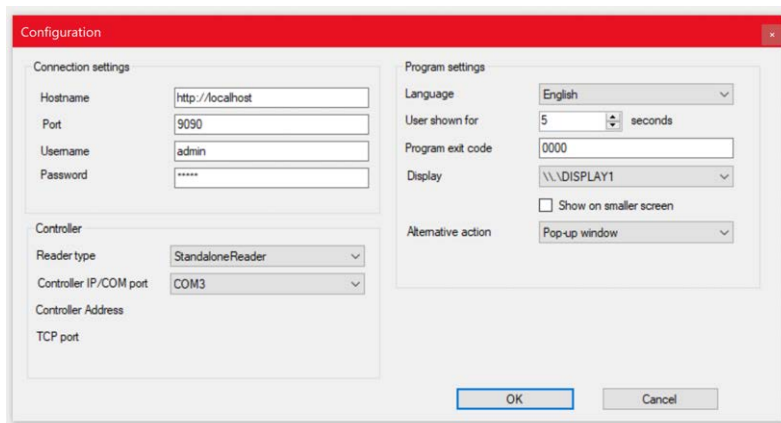


This feature is usually used in cases where the lunch ordering and lunch serving locations are the same and two computer screens are connected to the same computer. One screen shows the lunch queue to cooks during the lunch service while the other enables users to make lunch orders.

1. Launch the **Codeks Lunch Client** program.



2. When you launch the **Codeks Lunch Client** program for the first time a window with the program configuration settings will appear.



Connection settings	Description
Hostname	The URL or IP address of the server where the <i>Codeks</i> software is installed.
Port	The number of the port to be used for communication with the server (usually it is set to 9090).
Username	The administrator's username (a super admin or a <i>Codeks Lunch</i> administrator with limited rights).
Password	The administrator's password.

Controller	Description		
Reader type	This setting defines the type of reader which will be used to read the users' cards (to either make lunch orders or collect the ordered lunches) at this location. You can choose between two options: the <i>RexV9</i> or the <i>StandaloneReader</i> (USB reader).		
	RexV9	StandaloneReader	
Controller IP/COM port	The controllers IP address or COM port for communication with the <i>Codeks Lunch</i> software.	+	+
Controller Address	The controller address.	+	-
TCP port	The port number to communicate with the controller.	+	-
* Controller with own network	The controller has its own network connector and network card.	+	-

Program settings	Description
Language	The setting for the language of the display.
User shown for ____	The countdown time after the user registers at the reader when the on-screen display is active. The setting determines how much time the user has available to make or change their lunch order.
Program exit code	This setting defines the numbered exit code which will be used to exit the <i>Codeks Lunch client</i> program. This feature prevents the program to be closed unintentionally or by an unauthorized person.
Display	In cases where more than one screen is connected to the computer, this setting enables you to select which screen should be used to display the selected <i>Codeks Lunch</i> view. (The screens are numbered depending on your personal screen settings. You can view these settings in the <i>Screen settings</i> of your operating system.)
* Shown on smaller screen	If this setting is enabled the display of the program will be adapted to screens with a smaller resolution.

Alternative action

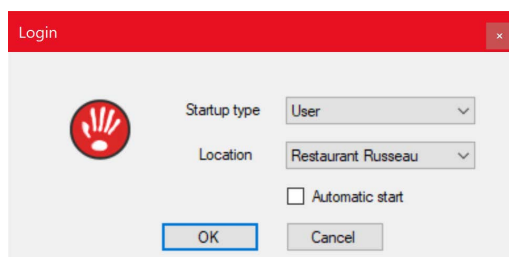
This setting affects how the *Cook* view works. If the value of this setting is set to **Pop-up window** the cook will immediately be presented with a pop-up window where they can choose which lunch menu to serve a user who has registered but has not ordered lunch beforehand. If the value of this setting is set to **None** no pop-up window will appear to the cook.

3. When you are done with the configuration, click **OK**.

4.2.2 Setting the launch mode for the Codeks Lunch Client program

After configuring and launching the *Codeks Lunch Client* program, a login window will appear where you need to select the start-up mode and location.

The display for the *Codeks Lunch Client* program is set individually at each computer where users can order lunches, and Lunch locations location where cooks will be viewing the served lunches queue.



Settings	Description
Startup type	The start-up mode of the program is selected depending on the purpose of its use. The <i>Codeks Lunch Client</i> offers these start-up mode options: <ul style="list-style-type: none"> - User which enables lunch ordering for users, - Cook which enables the cook overview of the served lunches, - Cook and user which is a combination of the <i>Cook</i> and <i>User</i> start-up modes.
Location	The display will be adjusted according to the selected <i>Codeks Lunch location</i> .
* Automatic start	The system will save the defined settings and execute an automatic login with all subsequent launches (without showing the login window).

The selected start-up mode will be displayed full screen on the selected display. You can read more about each start-up mode in the following chapters.

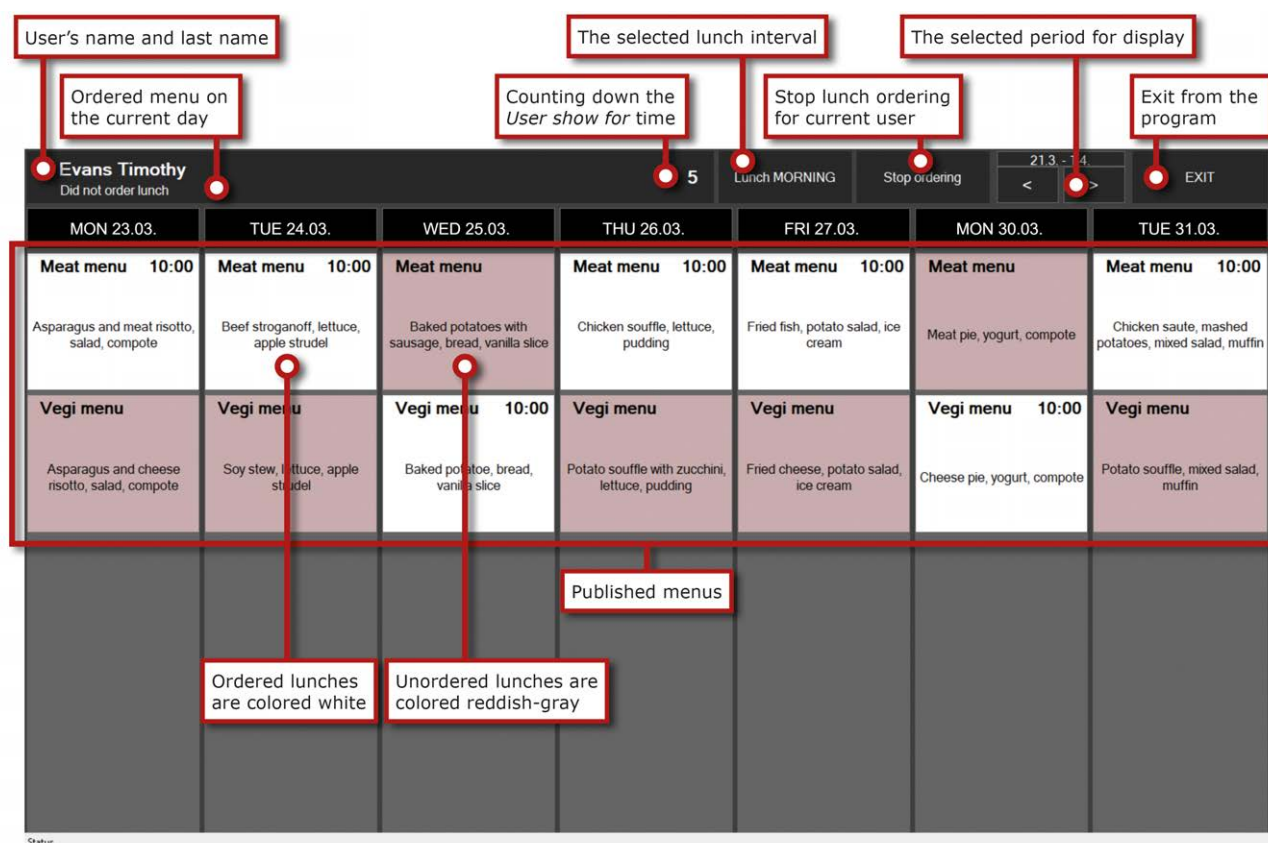
4.3 User

The start-up mode **User** is meant to be used on a terminal (with a touchscreen display) where users can make their lunch orders.

The screen displays published menus sorted by the selected location, supplier and lunch interval.

The screen always displays seven columns for seven days.

When the user registers at the terminal the countdown of the limited time the user has to view, order or change his lunch order starts. This time is set in the initial configuration settings of the *Codeks Lunch Client* program. The countdown is displayed to the user at the top of the screen. The users can make or change their lunch orders by simply clicking on the desired menu.



User's name and last name	When the users register their name and last name along with their ordered lunch for the current day are displayed in the upper row of the screen.
Ordered menu on the current day	
Counting down the <i>User show for time</i>	The number shows the remaining time when the <i>User</i> display is active and the user is can enter and change the lunch order. The time starts to count down as soon as the user registers but is reset to the initial value with each click on the screen. The amount of time the user has is determined by the <i>User show for</i> setting, which is set in the configuration settings of the <i>Codeks Lunch Client</i> program (Settings in the Codeks Lunch Client program ^[42]). The default value is 5 s.
Selected lunch interval	This field shows the selected lunch interval.
Stop lunch ordering for the selected user	This button enables the user to finish their active ordering time before the expiry of the <i>User shown for</i> time.
The selected period for display	This field shows the time period for which the menus are displayed.
Exit from the program	This button enables users to exit from the program. Exiting the program is only possible by entering the <i>Program exit code</i> .

The display of published menus

The main part of the screen displays the published menus by day.

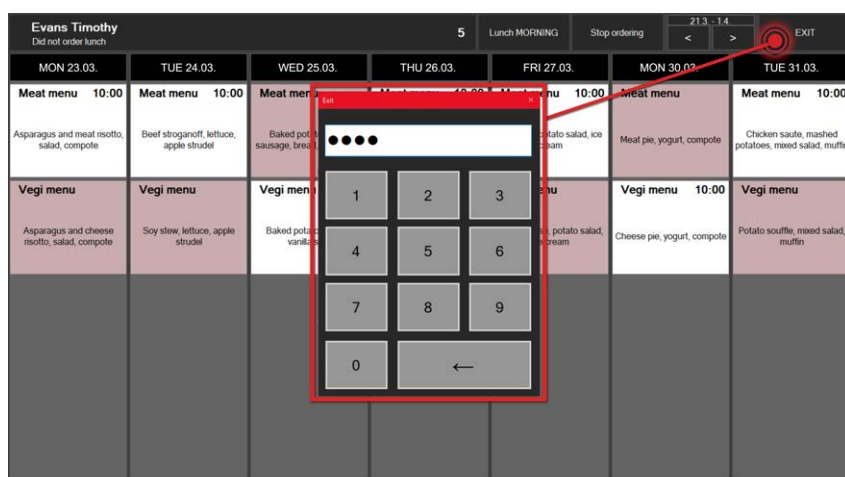
Menu colors:

- **Ordered menus** are colored **white**.
- **Unordered menus** are colored **reddish-gray**.
- **The grayed out menus can no longer be selected**, because the ordering time for that day or the lunch interval has already expired.

EXITING THE PROGRAM

The *Codeks Lunch Client* program requires you to enter the correct number exit code before exiting. This protects the program from an unauthorized or unintentional shutdown of the set display. The **Program exit code** is set in the configuration settings of the *Codeks Lunch Client* program ([Settings in the Codeks Lunch Client program](#)^[42]).

1. To exit the *Codeks Lunch Client* click the **Exit** button in the top right corner.
2. A pop-up window will open with a numeric keyboard for entering the exit code.
3. Using the numeric keyboard enter the exit code and the program will automatically close.

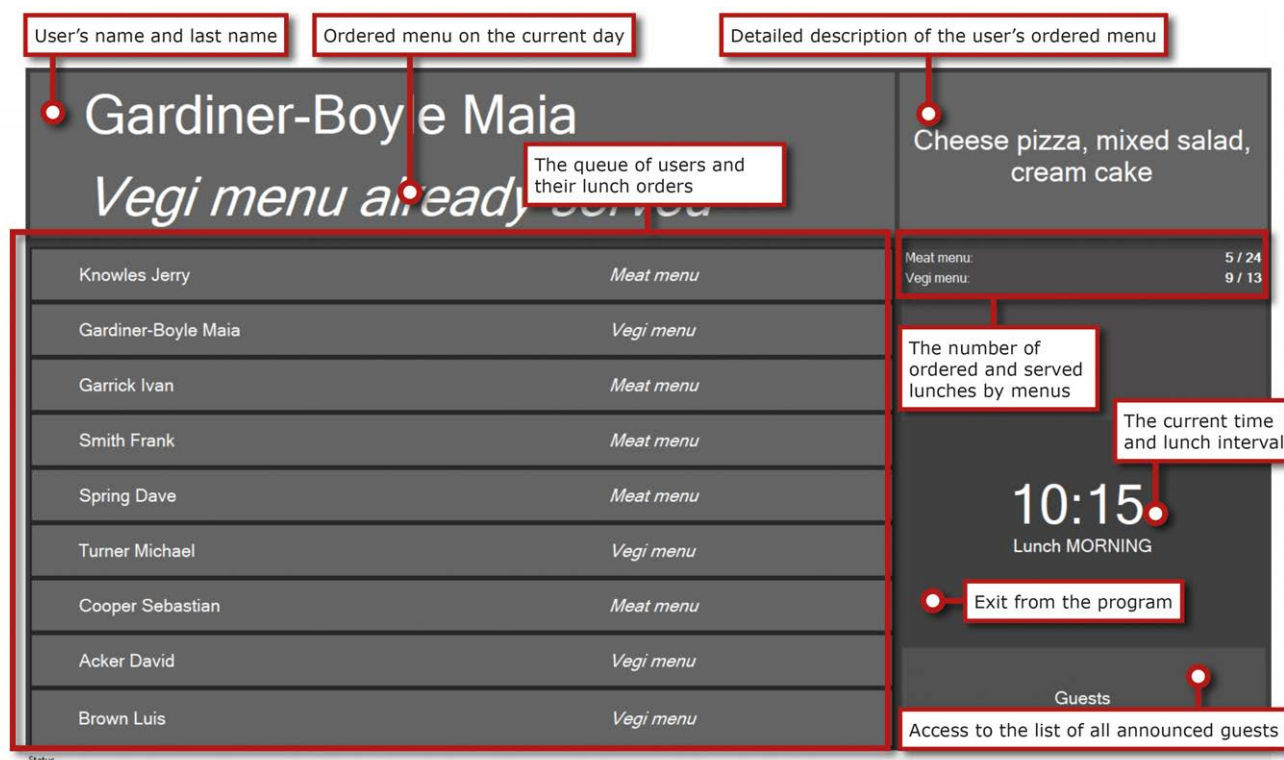


NOTE!

The pop-up window for entering the exit code will only be displayed for 5 seconds. If you do not enter the exit code in this time the pop-up window will close.

4.4 Cook

The **Cook** start-up mode enables **cooks** to overview and control the served lunches during lunch services. The screen displays the queue of users who have come to lunch along with their lunch orders. When users come to collect their lunches they register at the connected reader and thus create the queue of users waiting for their lunches displayed on the screen.



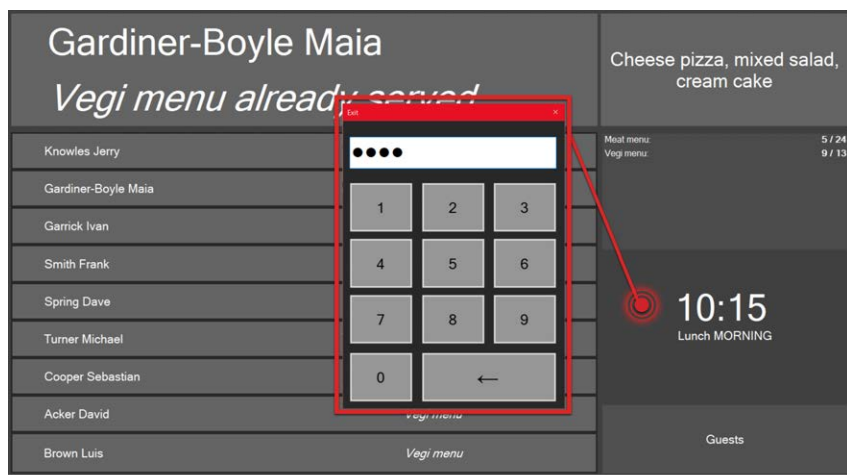
User's name and last name	When the users register their name and last name along with their ordered lunch for the current day are displayed in the upper row of the screen.
Ordered menu on the current day	
The queue of users and their lunches	The users who already registered before the current user are displayed in the list of users. Every new user who registers is queued at the top of the list.
The lunch interval	The name of the lunch interval currently taking place.
The current time	The display of the current time.
Exit from the program	A click on the dark gray background of the current time display enables exit form the program. Exiting is only possible by entering the <i>Program exit code</i> .
Access to the list of all announced guests	This button gives the cook access to the list of guests announced for this lunch service. you can find a detailed description of serving announced guests in chapter Serving announced guests ^[57] .
The number of ordered and served lunches by menu	This field displays the number of ordered lunches according to the menus as well as how many lunches have already been served.

You can find a detailed description of the use of the **Cook** start-up mode in chapter [Serving lunches](#)^[52].

EXITING THE PROGRAM

The *Codeks Lunch Client* program requires you to enter the correct number exit code before exiting. This protects the program from an unauthorized or unintentional shutdown of the set display. The **Program exit code** is set in the configuration settings of the *Codeks Lunch Client* program ([Settings in the Codeks Lunch Client program](#)^[42]).

1. To exit the *Codeks Lunch Client* click **the dark gray background of the time display**.
2. A pop-up window will open with a numeric keyboard for entering the exit code.
3. Using the numeric keyboard enter the exit code and the program will automatically close.



NOTE!

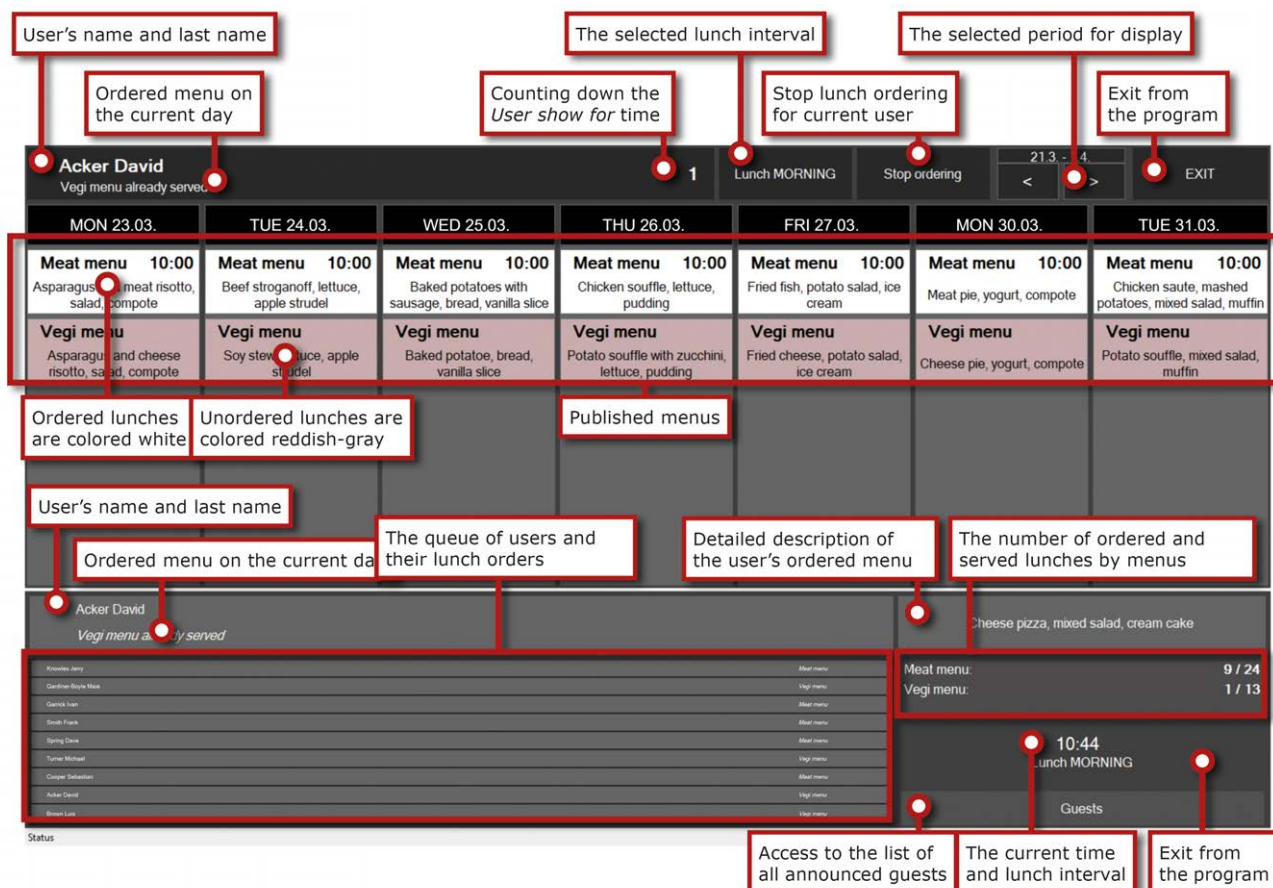
The pop-up window for entering the exit code will only be displayed for 5 seconds. If you do not enter the exit code in this time the pop-up window will close.

4.5 Cook and user

The **Cook and user** start-up mode is a combination of the previous two start-up modes.

The display for lunch ordering for users and the queue for serving lunches for cooks are combined on the same screen. **When users register at the reader they simultaneously pick up their ordered lunch for the current day and can make or change their lunch order for the following days.**

The processes of ordering and serving lunches is similar to the processes for the **User** and **Cook** start-up mode.



THE DISPLAY FOR USERS

User's name and last name	When the users register their name and last name along with their ordered lunch for the current day are displayed in the upper row of the screen.
Ordered menu on the current day	
Counting down the <i>User show for time</i>	<p>The number shows the remaining time when the <i>User</i> display is active and the user is can enter and change the lunch order. The time starts to count down as soon as the user registers but is reset to the initial value with each click on the screen.</p> <p>The amount of time the user has is determined by the <i>User show for</i> setting, which is set in the configuration settings of the <i>Codeks Lunch Client</i> program (Settings in the Codeks Lunch Client program^[42]). The default value is 5 s.</p>
Selected lunch interval	This field shows the selected lunch interval.
Stop lunch ordering for the selected user	This button enables the user to finish their active ordering time before the expiry of the <i>User shown for</i> time.
The selected period for display	This field shows the time period for which the menus are displayed.
Exit from the program	This button enables users to exit from the program. Exiting the program is only possible by entering the <i>Program exit code</i> .

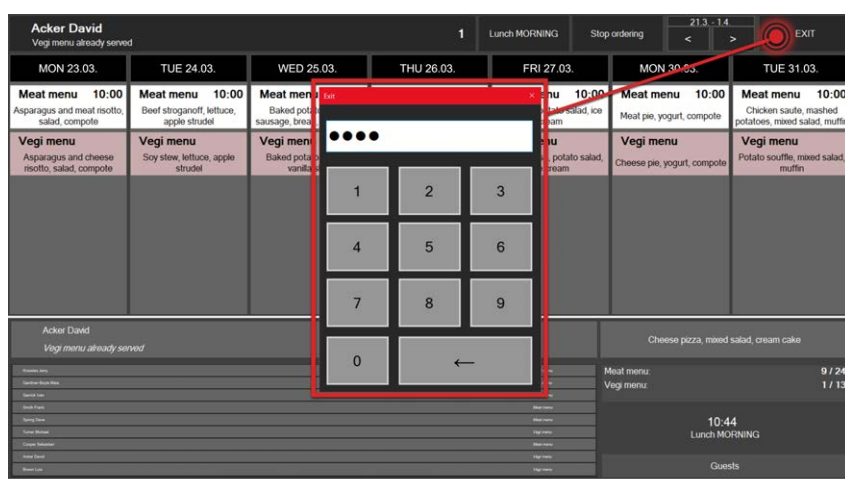
THE DISPLAY FOR USERS	
The display of published menus	<p>The main part of the screen displays the published menus by day.</p> <p>Menu colors:</p> <ul style="list-style-type: none"> • Ordered menus are colored white. • Unordered menus are colored reddish-gray. • The grayed out menus can no longer be selected, because the ordering time for that day or the lunch interval has already expired.
THE DISPLAY FOR COOKS	
User's name and last name	When the users register their name and last name along with their ordered lunch for the current day are displayed in the upper row of the screen.
Ordered menu on the current day	
The queue of users and their lunches	The users who already registered before the current user are displayed in the list of users. Every new user who registers is queued at the top of the list.
The lunch interval	The name of the lunch interval currently taking place.
The current time	The display of the current time.
Exit from the program	A click on the dark gray background of the current time display enables exit from the program. Exiting is only possible by entering the <i>Program exit code</i> .
Access to the list of all announced guests	This button gives the cook access to the list of guests announced for this lunch service. you can find a detailed description of serving announced guests in chapter Serving announced guests ^[57] .
The number of ordered and served lunches by menu	This field displays the number of ordered lunches according to the menus as well as how many lunches have already been served.

You can find the description about serving lunches in chapter [Serving lunches](#) ^[52].

EXITING THE PROGRAM

The *Codeks Lunch Client* program requires you to enter the correct number exit code before exiting. This protects the program from an unauthorized or unintentional shutdown of the set display. The **Program exit code** is set in the configuration settings of the *Codeks Lunch Client* program ([Settings in the Codeks Lunch Client program](#)^[42]).

1. To exit the *Codeks Lunch Client* click **the Exit button** in the top right corner or **the dark gray background of the time display**.
2. A pop-up window will open with a numeric keyboard for entering the exit code.
3. Using the numeric keyboard enter the exit code and the program will automatically close.



NOTE!

The pop-up window for entering the exit code will only be displayed for 5 seconds. If you do not enter the exit code in this time the pop-up window will close.

5 Serving lunches

The cook uses the *Codeks Lunch Client* program in the **Cook** startup mode during the lunch service, which allows him to view and control the served lunches. The display shows the queue of users who have come for lunch and their orders.

In addition, the **Cook** startup mode also allows the cook to:

- subsequently change the user's lunch order,
- assign a lunch menu to users who have not pre-ordered their lunches,
- serve lunches to announced guests.

The following chapters describe how to use the *Codeks Lunch Client* program in the **Cook** startup mode.

ATTENTION

The following examples of using the *Codeks Lunch Client* program in the **Cook** startup mode are described with the assumption that the program is being used at a time when lunch service is in progress (i.e. the lunch interval is running). Outside the time when the lunch interval takes place, the program works differently and does not allow the use of all the functions described.

5.1 Serving ordered lunches

1. To collect their ordered lunch the users must first register at the reader at the *Codeks Lunch location*. In the *Cook view*, the name of the user who just registered along with their ordered lunch menu is displayed in the upper row.

Knowles Jerry <i>Meat menu</i>		Pizza, mixed salad, cream cake	
Gardiner-Boyle Maia	<i>Vegi menu</i>	Meal menu:	5 / 24
Garrick Ivan	<i>Meat menu</i>	Vegi menu:	9 / 13
Smith Frank	<i>Meat menu</i>	10:15 Lunch MORNING	
Spring Dave	<i>Meat menu</i>		
Turner Michael	<i>Vegi menu</i>		
Cooper Sebastian	<i>Meat menu</i>		
Acker David	<i>Vegi menu</i>		
Brown Luis	<i>Vegi menu</i>		
Evans Timothy	0,00 <i>Meat menu</i>	Guests	

The user is now added to the lunch service queue.

2. If the same user, who has already collected lunch, registers at the location again the screen will show that **lunch had already been served to them**.

Gardiner-Boyle Maia <i>Vegi menu already served</i>		Cheese pizza, mixed salad, cream cake	
Knowles Jerry	<i>Meat menu</i>	Meal menu:	5 / 24
Gardiner-Boyle Maia	<i>Vegi menu</i>	Vegi menu:	9 / 13
Garrick Ivan	<i>Meat menu</i>	10:15 Lunch MORNING	
Smith Frank	<i>Meat menu</i>		
Spring Dave	<i>Meat menu</i>		
Turner Michael	<i>Vegi menu</i>		
Cooper Sebastian	<i>Meat menu</i>		
Acker David	<i>Vegi menu</i>		
Brown Luis	<i>Vegi menu</i>	Guests	

3. When the next user registers at the lunch location, the previous user is moved lower on the lunch service queue.

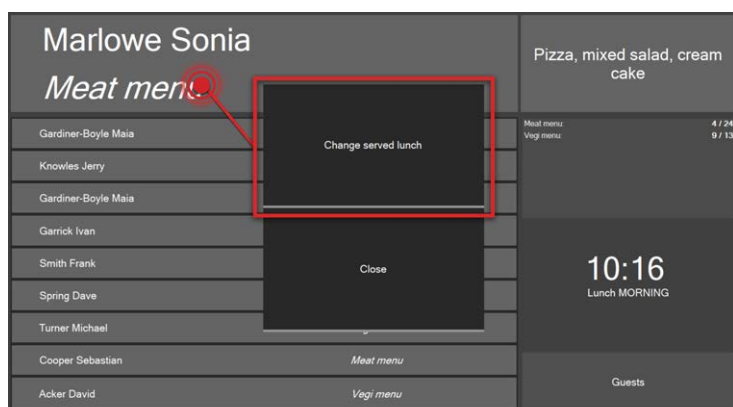
Gardiner-Boyle Maia <i>Vegi menu already served</i>		Cheese pizza, mixed salad, cream cake	
Knowles Jerry	<i>Meat menu</i>	Meat menu: 5 / 24	Vegi menu: 9 / 13
Gardiner-Boyle Maia	<i>Vegi menu</i>	<div>10:15</div> <div>Lunch MORNING</div>	
Garrick Ivan	<i>Meat menu</i>		
Smith Frank	<i>Meat menu</i>		
Spring Dave	<i>Meat menu</i>		
Turner Michael	<i>Vegi menu</i>		
Cooper Sebastian	<i>Meat menu</i>		
Acker David	<i>Vegi menu</i>		
Brown Luis	<i>Vegi menu</i>		
		Guests	

5.2 Changing an ordered lunch

At the user's request, the serving cook can **change the ordered lunch menu to be served on the spot (during the lunch service)**:

1. To change a menu click on the **name of the menu** the user has ordered for the current day. (The serving cook can change the menus of all users which are still displayed in the serving queue in the screen.)
2. A new window will open offering the option to assign a user a lunch menu to be served.

Click the **Change served lunch** option.

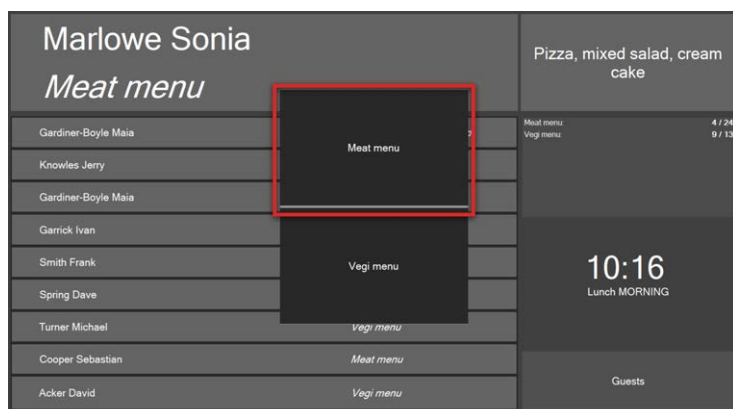


NOTE

The window will only be open for 5 seconds. If you do not click any of the listed options the window will close automatically.

3. A new window with the menu options for the current day will open.

Select the appropriate menu.



4. The newly selected menu will be displayed next to the name of the user and the user will be colored green.

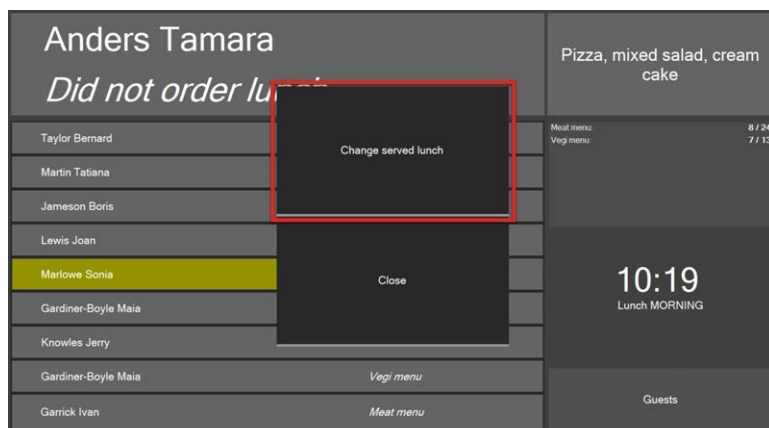
Marlowe Sonia 0,00		Cheese pizza, mixed salad, cream cake	
Vegi menu			
Gardiner-Boyle Maia	Vegi menu already served	Meat menu	4 / 24
Knowles Jerry	Meat menu	Vegi menu	9 / 13
Gardiner-Boyle Maia	Vegi menu	<div>10:17</div> <div>Lunch MORNING</div>	
Garrick Ivan	Meat menu		
Smith Frank	Meat menu		
Spring Dave	Meat menu		
Turner Michael	Vegi menu		
Cooper Sebastian	Meat menu		
Acker David	Vegi menu		
		Guests	

Anders Tamara		Cheese pizza, mixed salad, cream cake	
Meat menu			
Taylor Bernard	Meat menu	Meat menu	8 / 2
Martin Tatiana	Meat menu	Vegi menu	7 / 1
Jameson Boris	Vegi menu		
Lewis Joan	Meat menu		
Marlowe Sonia	0.00	Vegi menu	
Gardiner-Boyle Maia	Vegi menu already served		
Knowles Jerry	Meat menu		
Gardiner-Boyle Maia	Vegi menu		
Garrick Ivan	Meat menu		
		10:20 Lunch MORNING	
		Guests	

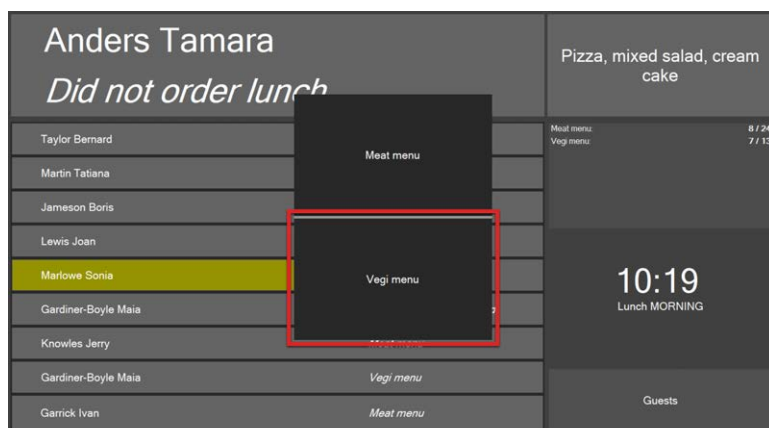
5.3 Serving unordered lunches

In cases, when a user comes to collect lunch **but has not ordered it beforehand**, the cook can **subsequently assign the user a lunch menu** during the lunch service:

1. When a user, who has not previously ordered lunch, registers at the reader a new window will open offering the option to assign a user a lunch menu to be served. Click the **Change served lunch** option.



2. A new window with the menu options for the current day will open. **Select the appropriate menu.**



NOTE

The window for selecting a menu will only be open for 5 seconds. If you do not click any of the listed menus the window will close automatically.

3. The newly selected menu will be displayed next to the name of the user.



5.4 Serving announced guests

Visiting Guests, who are invited to lunch, must be first announced by users who are granted the **Allow guest ordering** right in their *Users' settings*.

The serving cook accesses the list of announced guests by clicking the **Guests** button in the *Cook* start-up mode.

NOTE

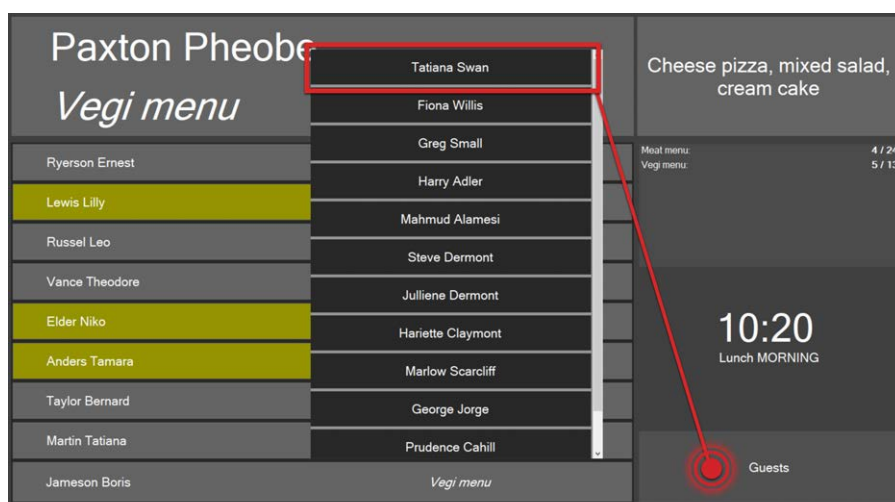
In order to be displayed on the list of guests the guests must first be announced by a user.

1. To serve a guest, click the **Guests** button. A new window will open where all the announced guests for the current day are displayed.

2. Select the appropriate guest name.

NOTE

The window for selecting a guest will only be open for 5 seconds. If you do not click any of the listed names the window will close automatically.



3. The guest and the lunch menu selected for them will be added to the lunch queue.

