Codeks Lunch application

for Codeks software version 10.2103.6.15240
and newer

Codeks Lunch application user manual for users (employees)

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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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SUPPORT

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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***.
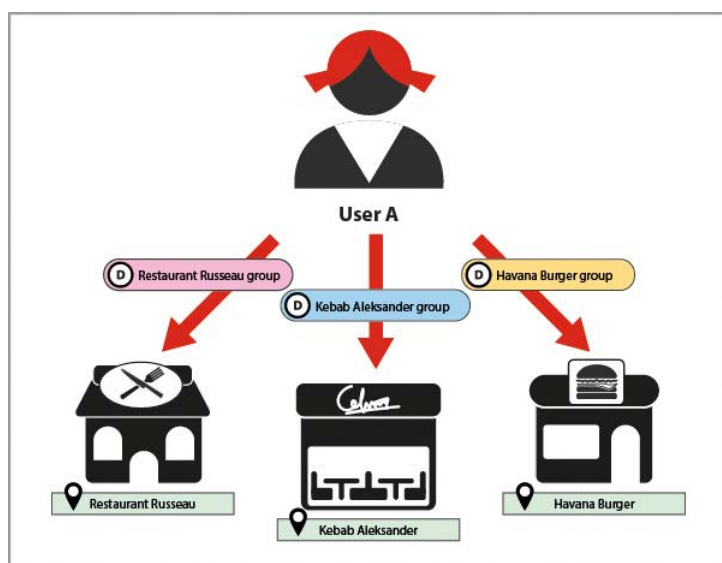
Publishing lunch menus

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.
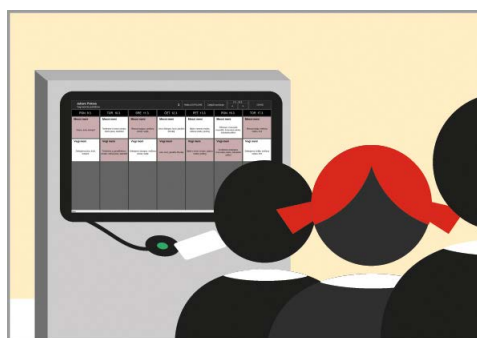
Lunch ordering

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*,*
Uses 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.
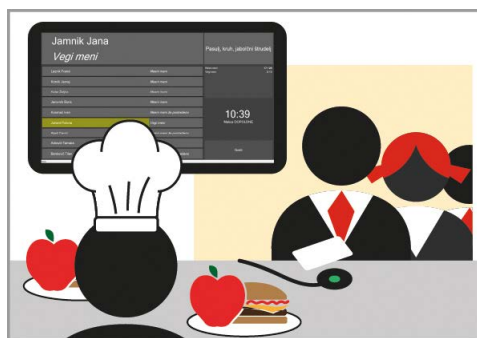
3 Ordering lunch with the Codeks Lunch Client program

Users can order lunches **through the *Codeks Lunch Client* program in the *User* start-up mode run on a common (public) terminal with a touchscreen.**

1. First, register with your card at the reader connected to the terminal with the touchscreen.

The screen display will be activated and will enable you to enter your lunch menu choices.

2. Then check and, if necessary, select the appropriate *lunch interval.*

You can access the pop-up window to change the displayed lunch menu by clicking the **Choose an interval** button in the upper row.
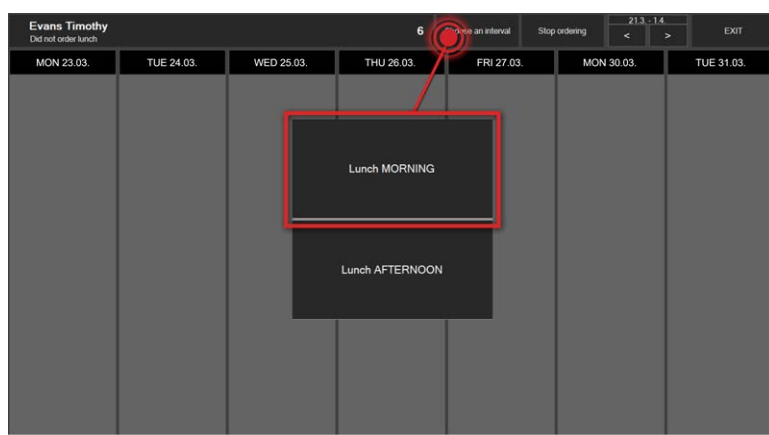
3. If the **Mandatory arrival time announcement** setting is enabled for the selected *Codeks Lunch location*, a new pop-up window will open where you need to select the proper arrival time. The announced arrival time does not limit when the user can pick-up lunch it only serves as additional information for the cooks when planning the lunch service.

4. Now you can mark your choice of menus. **To select a lunch menu simply click on it.**

Your chosen menu will be colored white and will be immediately saved as ordered.

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.

You can easily change your selected lunch menu, simply by clicking a different menu for that day.

You can also cancel your lunch order by clicking on your selected menu again to de-select it. **The canceled menu** will be colored **reddish-gray**.

Your order will be automatically immediately saved.

If you use **lunch types (groups), lunch menus of the same type will be grouped and "hidden" under the same tile**. To select a menu from a lunch type (group), click on the tile with the name of the lunch type. **A new window will open, where all the lunch menus of the selected lunch type will be listed**. **To select a menu from the selected lunch type simply click on it.**

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5. To end your lunch ordering click the *Stop ordering* button or wait for the *User shown for* time shown in the upper row to run out.

The screen display will once again become inactive and the terminal is ready for the next user to register at the reader.

4 Ordering lunch through the users' access to the Codeks application

Users can also order lunch in the **Lunch ordering** editor which is accessible by logging into the *Codeks* application using their user access.

1. To access the user menu login to the *Codeks* application using your **username** and **password**.

2. In the main menu of the user's access **select *Lunch ordering.***
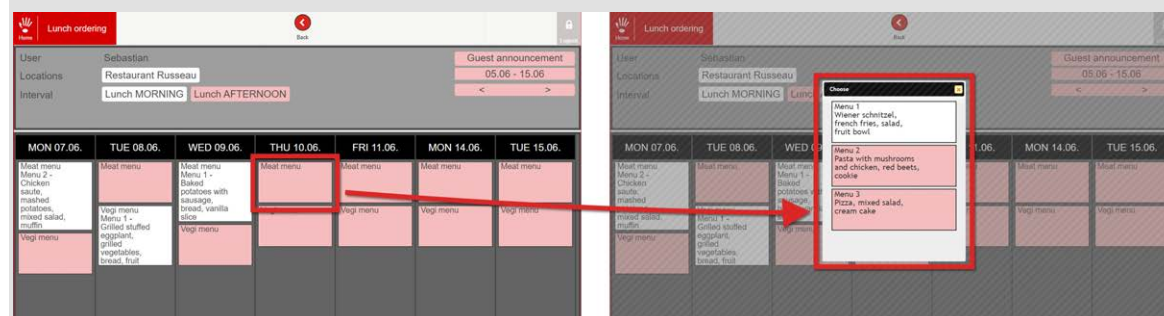
The editor for ordering lunches will open.

3. First, select the **location, lunch interval,** and **the arrival time** in the upper part of the editor.

4. Now you can mark your choice of menus. **To select a lunch menu simply click on it.**

Your chosen menu will be colored white and will be immediately saved as ordered.

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.

You can easily change your selected lunch menu, simply by clicking a different menu for that day.

You can also cancel your lunch order by clicking on your selected menu again to de-select it. **The canceled menu** will be colored **reddish-gray**.

If you use **lunch types (groups), lunch menus of the same type will be grouped and "hidden" under the same tile**. To select a menu from a lunch type (group), click on the tile with the name of the lunch type. **A new window will open, where all the lunch menus of the selected lunch type will be listed**. **To select a menu from the selected lunch type simply click on it.**

Your order will be automatically immediately saved.

5 Ordering lunch for guests

Users can also **order lunches for visiting guests,** who are not employees of the company and do not have access to the *Codeks* system.

Only users who have the **Allow guest ordering** setting enabled in their user's settings can order lunches for guests. Users can order lunch for guests in the **Guest announcement** editor which is accessible by logging into the *Codeks* application using their user access.

1. To access the user menu login to the *Codeks* application using your **username** and **password**.

2. In the main menu of the user's access **select *Guest announcement.***

You can also access the editor by clicking the **Guest announcement** button in the *Lunch ordering* menu.
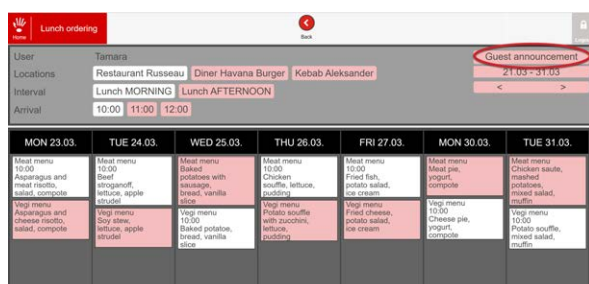
3. The **Guest announcement** editor will open.
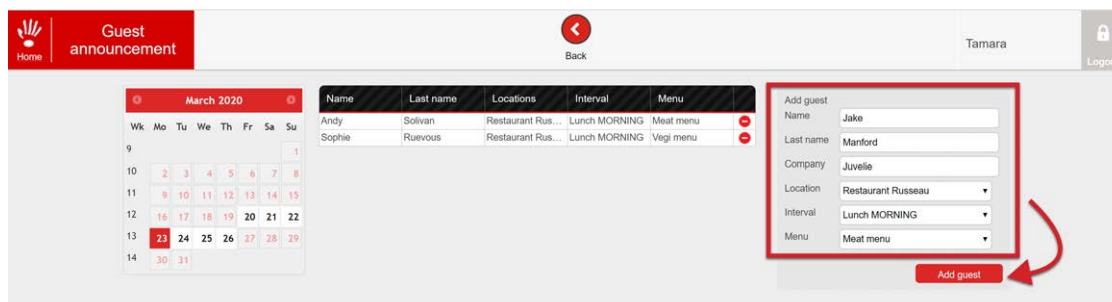
To announce a new guest, first, **select the proper day for which you are announcing a guest** in the calendar on the left.
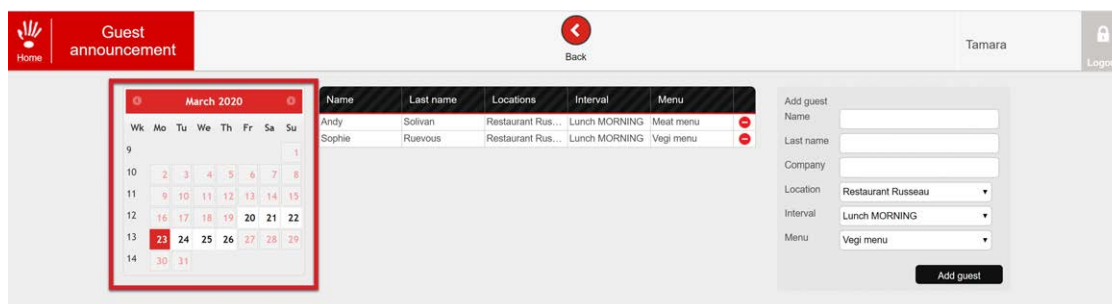
NOTE
Guests can only be announced seven days in advance.

4. Then, **fill out the guest information** (name, last name and company) in the entry form on the right.
Also **select the lunch location, interval** and **menu.**

5. To confirm, click the *Add guest* button.

6. The new guest will be added to the list of all guests announced for the selected day.

7. You can **cancel the guest announcement** by clicking on the **red minus sign** 🔴 next to the name of the guest.

6 Ordering lunch for other users

Heads of departments, who are allowed to view and manage lunch orders for other users through their user settings, can access the additional *Manage lunches* editor using their user access to the Codeks app. Through this editor, the manager can **view the lunch orders** of his subordinates or **change** and **cancel** them.

To access the editor for editing lunch orders of other users of the use **your username** and **password**. From the main user access menu, **select *Manage lunches***.

Viewing lunch orders

1. To **view the lunch orders** of a user, first, **find and select the desired user** in the list of users in the *Manage lunches* editor.
You can only view lunch orders for one single user at a time!

2. Then **right-click on the user and select** *View orders* **from the menu that appears.**
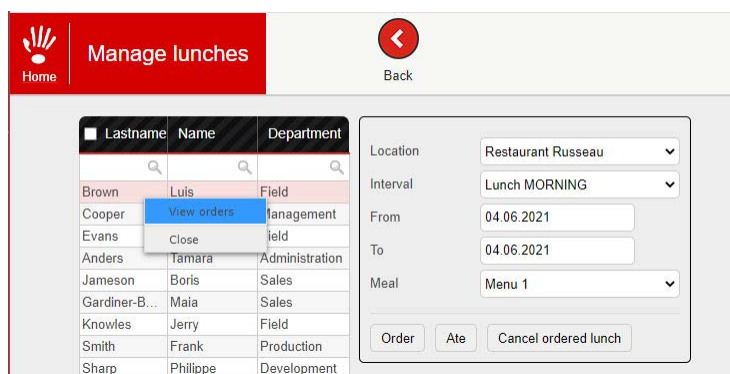
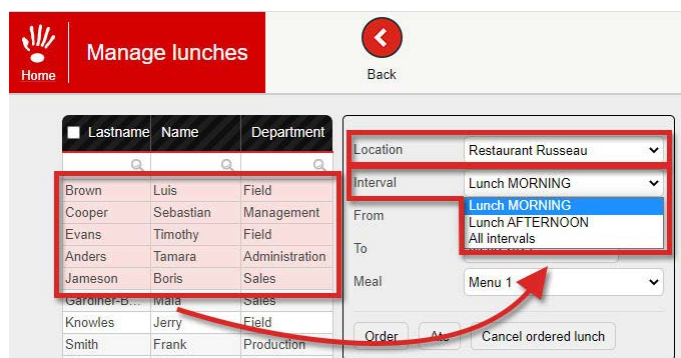**3. A new pop-up window will appear where the lunch orders of the selected user will be listed.**
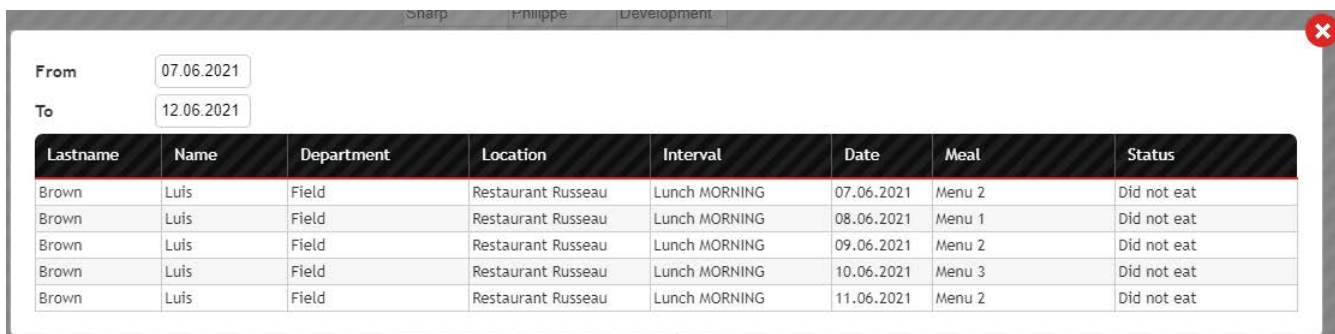
In the new pop-up window you can also subsequently change the period for display.

Placing or changing the lunch order

1. In the *Manage lunches* editor, first, **select the user or users for which you wish to place or change lunch orders.**
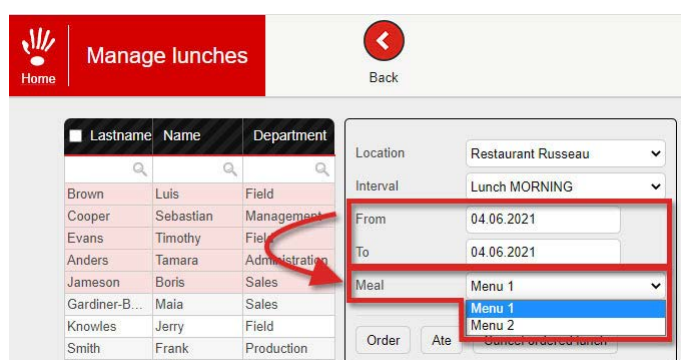
2. Then, select the **location** and **lunch interval**.

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

    3a. when placing a lunch order *for one single day* you can select the specific menu you wish to order.
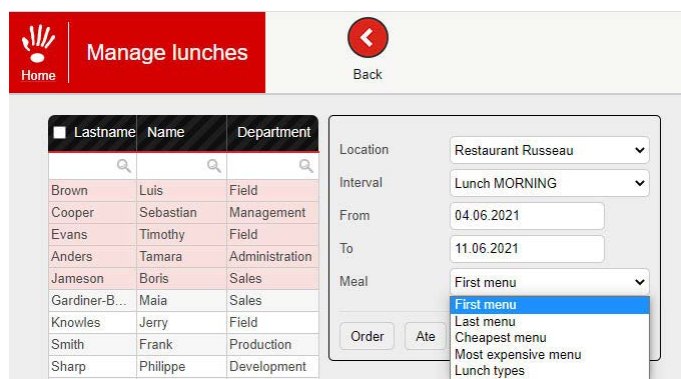

    3b. when placing a lunch order *for a selected period* first set the *From* and *To* settings, then select what king of menu you wish to order for the selected period.
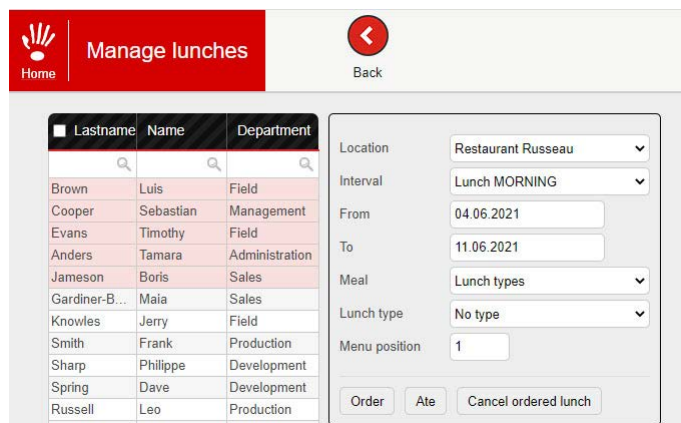
Because you cannot select a specific menu for each day when ordering lunches for an entire period, you can only choose between the following values:

- *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.
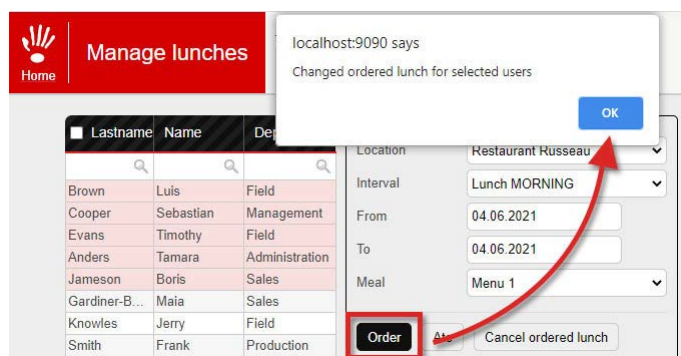- *Most expensive menu* - the most expensive menu entered for each day in the selected period will be ordered.

- *Lunch types* - if you choose this option additional settings will be displayed below which enable you to select the lunch type (group) and the position of the menu you wish to order within this lunch type.

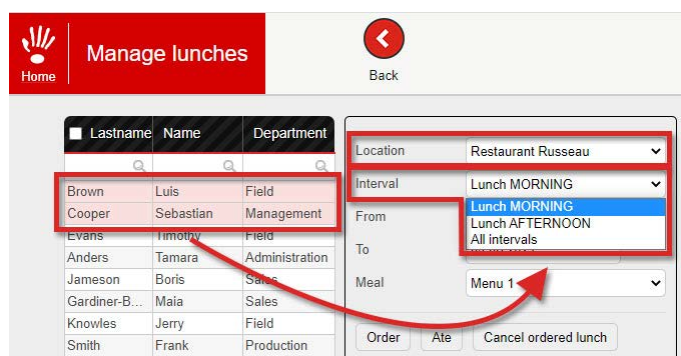**4.** To confirm the lunch order change, click the *Order* button.

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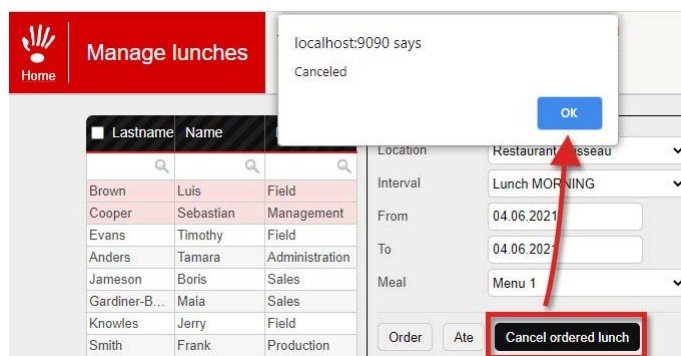

Canceling the lunch order

1. In the *Manage lunches* editor, 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.

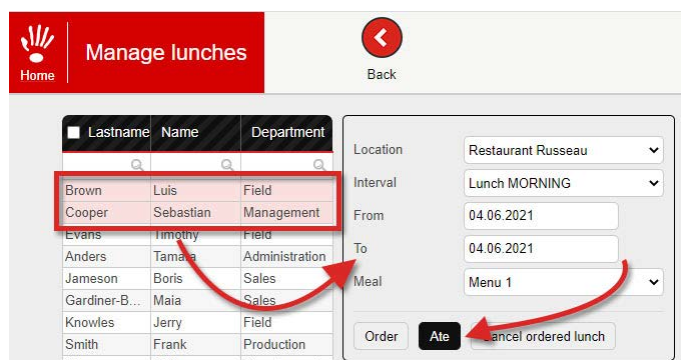**Confirming the user has been served**

1. In the *Manage lunches* editor, 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.