

Codeks Lunch application

for Codeks software version 10.2103.6.15240
and newer



Codeks Lunch application user manual

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Table of Contents

Chapter 1 Codeks Lunch application	5
1.1 License information.....	5
1.2 Disclaimer and Warranty	6
1.3 Contact information.....	6
Chapter 2 Description and installation instructions	7
2.1 System requirements.....	8
2.2 Activating license code.....	9
Chapter 3 How it works	12
Chapter 4 Settings in the main Codeks application	15
4.1 Lunch settings.....	16
4.2 Location for Codeks Lunch.....	18
4.3 Timetables for Codeks Lunch.....	20
4.3.1 Adding a new timetable for Codeks Lunch	20
4.3.2 Adding new time intervals to the Codeks Lunch timetable	21
4.4 Groups	22
4.4.1 Adding a new group for Codeks Lunch	22
4.4.2 Adding access rights to the Codeks Lunch group	22
4.5 Users.....	23
4.5.1 Users' settings for ordering lunches	23
4.5.2 Adding users to the Codeks Lunch groups	25
4.5.3 * Enabling ordering lunches for guests	26
4.5.4 * Pays for own meals	26
4.5.5 * Automatic lunch ordering	27
4.5.6 * Edit lunch orders for other users	28
4.6 Administrators.....	29
4.6.1 Creating Codeks Lunch administrators	29
4.6.2 Creating super administrators	30
Chapter 5 Using the Codeks Lunch add-on	31
5.1 Lunch Manager.....	31
5.1.1 Installing the Lunch Manager program	32
5.1.2 Settings in the Codeks Lunch Manager program	35
5.1.2.1 Lunch types and meal grouping.....	36
5.1.3 Menu entry	38
5.1.3.1 Adding a new menu.....	39
5.1.3.2 Copying a menu.....	41
5.1.3.3 Menu editing.....	42
5.1.3.4 Removing a menu.....	43
5.1.3.5 Import menus.....	44
5.1.4 Changes	47
5.1.4.1 Ordering lunch or changing the lunch order.....	49

5.1.4.2 Canceling the ordered lunch.....	51
5.1.4.3 Confirming the user already ate lunch.....	52
5.1.5 Reports	53
5.1.5.1 Generating reports.....	55
5.1.5.1.1 Orders report.....	56
5.1.5.1.2 Orders report by arrival.....	57
5.1.5.1.3 Report by users.....	58
5.1.5.1.4 Unordered lunch report.....	59
5.1.5.2 Automatic reports for Codeks Lunch.....	60
5.1.6 Export	64
5.1.6.1 Generating exports.....	66
5.2 Lunch Client.....	67
5.2.1 Installing the Lunch Client program	68
5.2.2 Settings in the Codeks Lunch Client program	70
5.2.2.1 Configuring the Codeks Lunch Client program.....	70
5.2.2.2 Setting the launch mode for the Codeks Lunch Client program.....	72
5.2.3 User	73
5.2.4 Cook	75
5.2.5 Cook and user	77
5.3 Ordering lunch.....	80
5.3.1 Ordering lunch with the Codeks Lunch Client program	81
5.3.2 Ordering lunch through the users' access to the Codeks application	83
5.3.3 Ordering lunch for guests	85
5.3.3.1 Ordering lunches for guests through the Front Desk.....	87
5.3.4 Ordering lunch for other users	87
5.4 Serving lunches.....	92
5.4.1 Serving ordered lunches	92
5.4.2 Changing an ordered lunch	94
5.4.3 Serving unordered lunches	95
5.4.4 Serving announced guests	96


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.

1.1 License information

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- By installing and using the Codeks Razširitev Front Desk add-on you are accepting the terms and conditions of this license.
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1.2 Disclaimer and Warranty

Disclaimer

The information in this document is subject to change without notice. While the information contained herein is assumed to be accurate, Jantar d.o.o., assumes no responsibility for any errors or omissions. We also reserve the right to discontinue or change the specifications of products without prior notice. No claim can be made in the case of profit or loss from use or sale of any products bought or delivered by us. Errors reported will be corrected in new software releases.

Warranty

This manual comes "as is" - no warranty of any kind, expressed or implied. Jantar d.o.o. does not give any assurances or guarantee in connection with information in this document.

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The information in this manual is designed for user purposes and not as a substitute for information from customer regulations, technical manuals/documents or other official documents. Customers using this manual can report errors or omissions, recommendations for improvement or other comments to Jantar d.o.o..

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 Description and installation instructions

The **Codeks Lunch** is an additional application for *Codeks TA* software. It enables the organization and automation of the ordering and serving of lunches for the employees of a company. The application enables publishing of lunch menus, keeping records of ordered and served lunches, as well as ordering and picking up lunches. The *Lunch* application is **intended to be used by lunch providers (suppliers) and cooks who publish and prepare lunches, and also by end-users who order and pick-up ordered lunches.**

Codeks Lunch enables:

- editing of the locations and time intervals for the lunch service,
- entering, editing, and publishing lunch menus,
- ordering lunches by users and ordering lunches for guests,
- control and organization of the lunch service,
- overview over the ordered and already served lunches,
- generating reports of the ordered and served lunches.

The Codeks Lunch software package contains:

- **the Codeks Lunch license code**, that activates the *Codeks Lunch* features within the main *Codeks* application (i.e., additional settings for locations and timetables, and ordering lunches by using users access to the *Codeks* application).
- **the Codeks Lunch Manager program**, for administrators, cooks, and suppliers. With this program, administrators can edit the configuration settings for the lunch locations and timetables. Also, Lunch suppliers and cooks use this program to publish menus, overview lunch orders, and keep records.
- **the Codeks Lunch Client program**, used by users (employees) who order lunches and cooks to overview the lunch service. The program generates different interfaces for ordering lunches and for controlling the waiting queue during the lunch service.
- **the user manual for the use of the Codeks Lunch application.**



2.1 System requirements

Before installing the Codeks Lunch application make sure your system meets the necessary requirements:

- a computer installed with the Windows 10 operating system or newer,
- available free USB ports or ethernet (LAN) ports for hardware connections,
- display resolution at least 1366 x 768 px (recommended resolution 1440 x 900 px),
- installed Microsoft .NET Framework 4.8,
- a minimum of 4 GB of RAM and dual-core processor (6 GB of RAM and quad-core processor, if the database is running on the same server),
- at least 50 GB of free space on the hard drive,
- PDF Reader software,
- internet access,
- Edge, Firefox or Chrome web browser updated to the latest official version,

NOTE

We do not guarantee the proper functioning of the Codeks application if you are using a different browser or older browser versions.

- If you are using an advanced database (Oracle, MS SQL, MySQL) you must take care of the database installation yourself. Make note of the necessary database connection information as you will need this data to connect the database with the Codeks application.

¹ Codeks 10.4.x.x and later versions no longer support MS SQL 2008; the minimum required version for Codeks 10.4.x.x and later is MS SQL 2012.

² Codeks 10.4.x.x and later versions also support the use of MySQL 8.0. However, please note that the MySQL 8.0 database is inherently slower than the previous MySQL 5.7 version, so we advise against upgrading Codeks to MySQL 8.0 at this time.

NOTE

You can find a detailed description of the installation of the Codeks TA software in the documentation of the main Codeks application.

ATTENTION

The Codeks Lunch application only works in combination with the main Codeks software that uses **an advanced database** (Microsoft SQL, MySQL or Oracle).

- at least one available reader or USB table reader to be used at the location for dispensing lunches.

2.2 Activating license code



To enable the Codeks Lunch add-on you must enter a valid license code for the software in the *Codeks Service Manager* program. The validity of the Codeks Lunch license is equal to the validity of the license of the main Codeks.

You can enter the license code for the Codeks Lunch add-on using the *Codeks Service Manager* program. Open the *Codeks Service Manager* by clicking the **CodeksServiceManager.exe** file located on your desktop or the folder *C:\Program Files\Codeks* (or *C:\Program Files (x86)\Codeks*).

Codeks Service Manager icon:



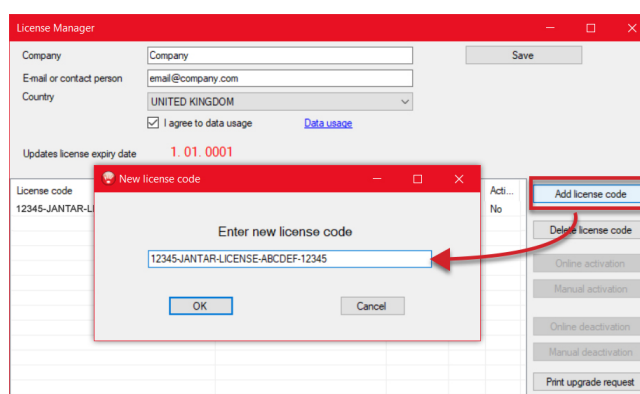
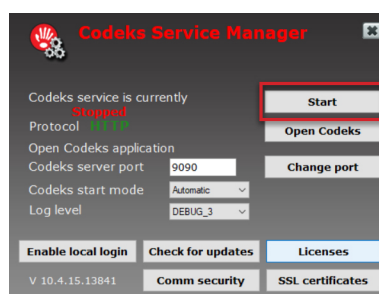
The following picture shows the **CodeksServiceManager.exe** file in the **C:\Program Files\Codeks** folder:

-  CodeksService.InstallState
-  CodeksServiceManager.exe
-  CodeksServiceManager.exe.config

1. Before entering a new license code, **stop** the *Codeks Service* by clicking on the **Stop** button. Before continuing make sure the status of the service is **Stopped**.

2. Then click the **Licenses** button.

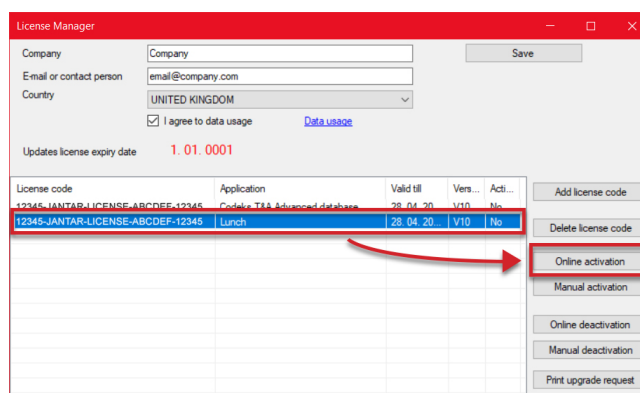
3. Click the **Add license code** button and the *License Manager* window will appear. Enter the license code and click **OK** to confirm the entry.



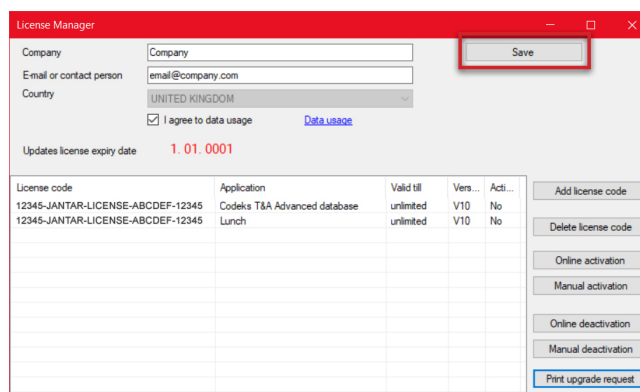
4. The *Codeks Lunch* license code will be displayed in the window. Next the entered license code must be activated. To activate it, click the **Online activation** or **Manual activation** button.

NOTE

If your Codeks server does not have an internet connection, the program will display an error. In this case, you will have to **activate the license code manually** using another device with internet access.

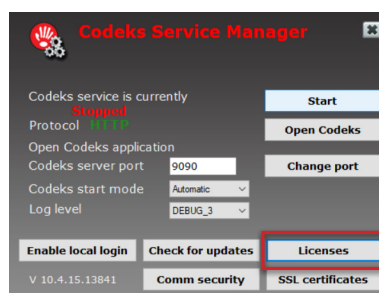


5. Finally, save the changes by clicking the **Save** button.



License code	Application	Valid till	Vers...	Acti...
12345-JANTAR-LICENSE-ABCDEF-12345	Codeks T&A Advanced database	unlimited	V10	No
12345-JANTAR-LICENSE-ABCDEF-12345	Lunch	unlimited	V10	No

6. In the main window of the *Codeks Service Manager* program **restart** the Codeks Service by clicking the **Start** button.



Codeks service is currently **Stopped**

Protocol: **SSL**

Open Codeks application

Codeks server port: 9090

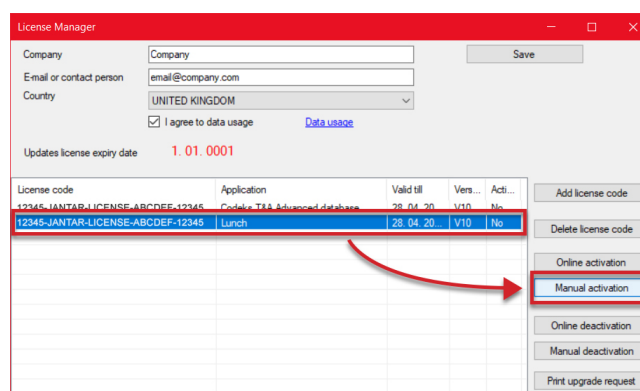
Codeks start mode: Automatic

Log level: DEBUG_3

Buttons: Start, Open Codeks, Change port, Enable local login, Check for updates, Licenses, Comm security, SSL certificates

MANUAL LICENSE ACTIVATION

1. Select the license code you wish to activate and click on the **Manual activation** button.

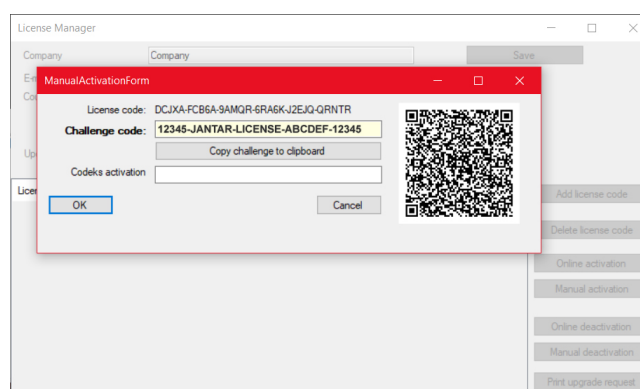


License code	Application	Valid till	Vers...	Acti...
12345-JANTAR-LICENSE-ABCDEF-12345	Codeks T&A Advanced database	28.04.20...	V10	No
12345-JANTAR-LICENSE-ABCDEF-12345	Lunch	28.04.20...	V10	No

2. The *ManualActivationForm* window will open which contains a **Challenge code** for activating the selected license code.

IMPORTANT

Do not close this window until you enter the required Codeks activation code. If you close this window before entering the *Codeks activation code* you will have to repeat the manual activation process again, because a different *Challenge code* is generated every time you open the manual activation dialogue.



License code: DCJXA-FCB6A-9AMQR-SRA6K-JZEJQ-QRNR

Challenge code: 12345-JANTAR-LICENSE-ABCDEF-12345

Buttons: Copy challenge to clipboard, OK, Cancel

NOTE

If you scan the displayed QR code with your smartphone you will be **automatically redirected to the Codeks Activation Form webpage**. All the necessary information for generating the **Codeks Activation code** for the selected license code will already be entered in the form fields. **To continue just click Submit.**

3. Use your smartphone or any other device with internet access and go to **<http://www.jantar.si/caf.html>**. Here, fill in the *Codeks Activation Form* with the necessary company data and the generated *Challenge code*.

4. Then click **Submit**.

5. The form will then display the **Codeks Activation code** for activating the selected license code.

6. Enter the *Codeks activation code* into the ManualActivationForm and click **OK**.

7. If activation was successful the validity of the selected license will be changed to **unlimited**.

Codeks - Codeks activation form

Company name:

Contact e-mail / person:

Country:

Challenge code:

Submit

Codeks - Codeks activation form

12345-JANTAR-LICENSE-ABCDEF-12345

Permission to use your submitted information

The information of Codeks software license owners is stored in our Jantar database. The data will be stored throughout the production and lifetime of the Codeks software.

We will only use the provided email (contact) information to contact you in case of serious errors or problems with your Codeks license codes. We recommend you submit contact information which will not change in the future and will always be available to receive urgent notifications (non-personal contact information, e.g. info@jantar.si)

License Manager


Company: Save

ManualActivationForm

License code: DCJXA-FCB6A-9AMQJ-R6A6K-JZEJQ-QRNTR

Challenge code: **12345-JANTAR-LICENSE-ABCDEF-12345**

Codeks activation:



Add license code
Delete license code
Online activation
Manual activation
Online deactivation
Manual deactivation
Print upgrade request

License Manager

Company: Save

Email or contact person:

Country:

☒ I agree to data usage [Data usage](#)

Updates license expiry date: **1.01.0001**

License code	Application	Valid till	Vers...	Acti...
12345-JANTAR-LICENSE-ABCDEF-12345	Codeks T&A Advanced database	unlimited	V10	No
12345-JANTAR-LICENSE-ABCDEF-12345	Lunch	unlimited	V10	No

Add license code
Delete license code
Online activation
Manual activation
Online deactivation
Manual deactivation
Print upgrade request

3 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.

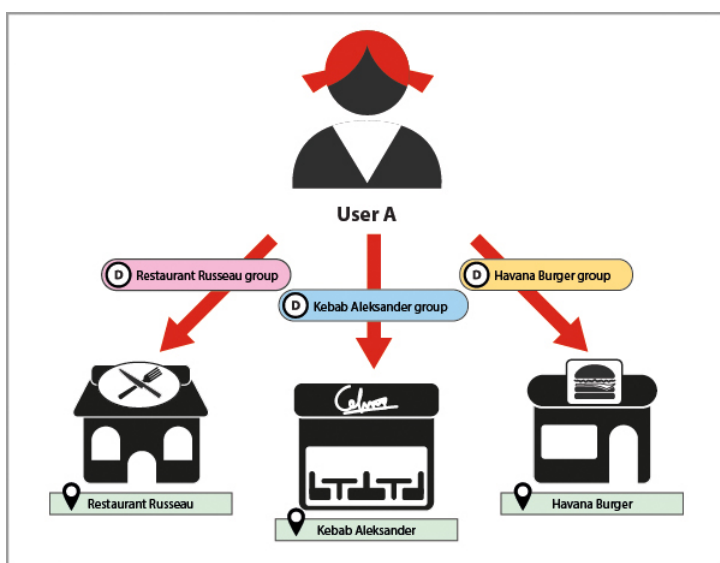
The optional hardware devices for the *Codeks Lunch* system are:

- **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**^[18] which you marked as such in the main *Codeks* application. In the main *Codeks* application, you must also **create timetables and define time intervals**^[20] 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**^[22] to the location through the appropriate **Codeks Lunch groups**^[22].



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.

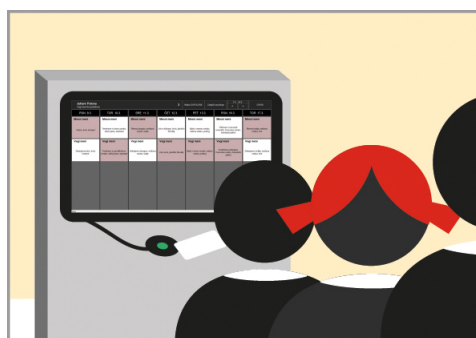


Lunch ordering

Users ^[23] 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,

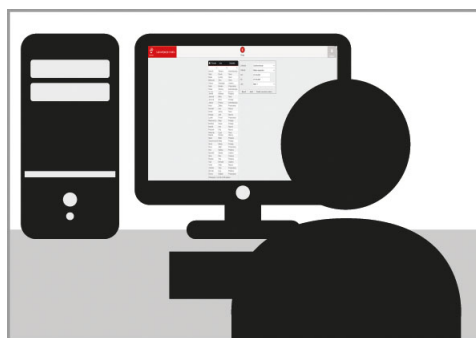
Users log into the Codeks application using their username and password.

* In the *Users* editor, it is also possible to set up **automatic lunch ordering** ^[27] for each individual use



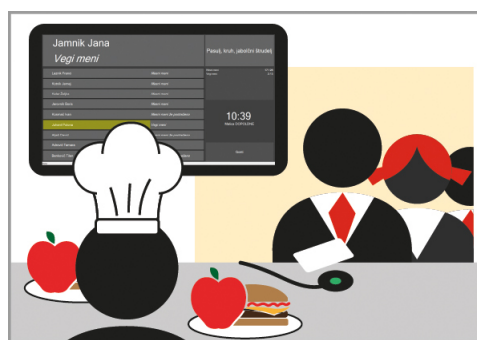
Ordering and editing lunches for subordinate users

Users acting as **heads of departments** ^[28] can view and, if necessary, **change the lunch orders of subordinate users** ^[87] (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.



4 Settings in the main Codeks application

Before you can start using the *Codeks Lunch* application, you must prepare the following settings in the main *Codeks* application:

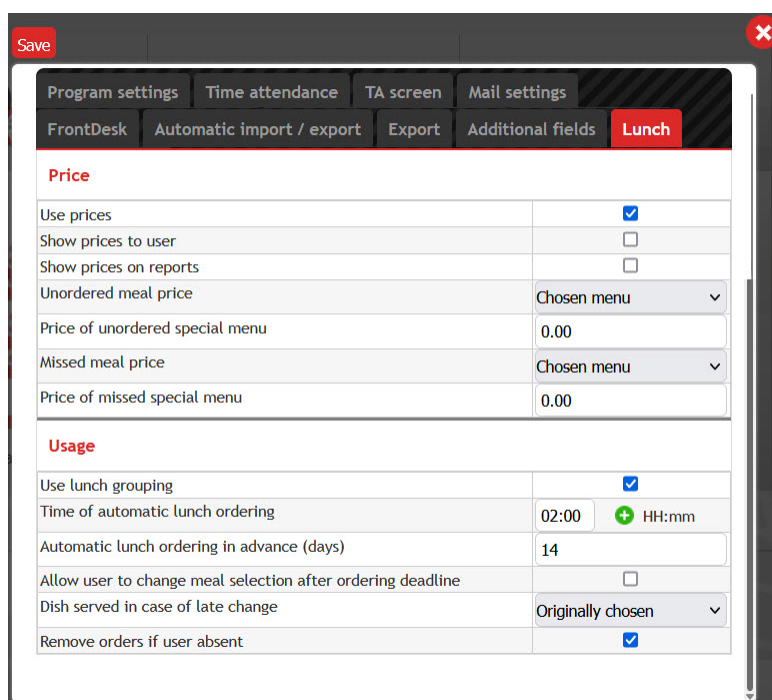
1. General **Lunch settings** in the [Settings](#)^[16] menu, where you can edit the lunch billing settings and turn on the option automatic lunch ordering for users.
2. **Locations for Codeks Lunch**, where users will be able to collect ordered lunches (in the [Hardware](#)^[18] editor).
3. **Codeks Lunch timetables** that specify when users will be able to collect lunches (in the [Timetables](#)^[20] editor).
4. **User groups** for Codeks Lunch, through which users gain rights to to order and collect lunches (in the [Groups](#)^[22] editor).
5. **Users' settings** for lunch ordering and ordering lunches for guests (in the [Users](#)^[23] editor). You can also enable heads of departments to [order lunches for other users](#)^[28] and turn on [automatic ordering of default lunches](#)^[27] for each user individually.
6. **Administrators** to manage the Codeks Lunch application (in the [Settings -> Administrators editor](#)^[29]).

The **initial settings of the Codeks Lunch Manager**, designed for lunch suppliers, and the **configuration settings of the Codeks Lunch Client**, which enables users to order lunches and cooks to overview the serving of lunches, should also be set beforehand.

The following chapters describes in detail all the individual setup steps in the main Codeks application. The chapters follow the most optimal order of editing the settings.

4.1 Lunch settings

The *Lunch* tab is only available when using the **Codeks Lunch** additional application.



Price	
Use prices	If this setting is enabled, the price of each menu can also be entered when publishing menus.
Show prices to user	If this setting is enabled, the price of menus will be shown to users when they order lunches in the <i>Lunch ordering</i> interface.
Show prices on reports	If this setting is enabled the menu prices will be shown in generated lunch reports.
Unordered meal price	<p>This setting defines the lunch price in cases when users come to collect lunch but have forgotten to order lunch beforehand.</p> <p>You can choose between the following values:</p> <ul style="list-style-type: none"> - <i>Chosen menu</i> - the price of the meal is the same as the menu served to the user. - <i>First menu</i> - the price of the meal is equal to the price of the first menu entered for the selected day. - <i>Last menu</i> - the price of the meal is equal to the price of the last menu entered for the selected day. - <i>Cheapest menu</i> - the price of the meal is equal to the price of the cheapest menu of the day. - <i>Most expensive menu</i> - the price of the meal is equal to the price of the most expensive menu of the day. - <i>Special menu price</i> - the price of the meal is equal to the amount entered in the <i>Price of unordered special menu</i> field.
Price of unordered special menu	When the previous setting (<i>Unordered meal price</i>) is set to the <i>Special menu price</i> value, this setting defines the price that will be charged if the user has come to collect lunch but did not order it beforehand.

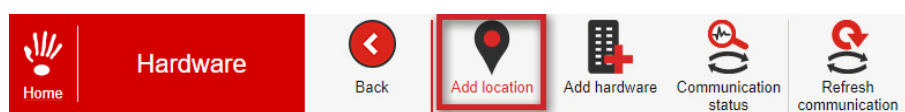
Missed meal price	<p>This setting defines the lunch price in cases when users order lunch but do not come to collect it.</p> <p>You can choose between the following values:</p> <ul style="list-style-type: none"> - <i>Chosen menu</i> - the price of the meal is the same as the menu served to the user. - <i>First menu</i> - the price of the meal is equal to the price of the first menu entered for the selected day. - <i>Last menu</i> - the price of the meal is equal to the price of the last menu entered for the selected day. - <i>Cheapest menu</i> - the price of the meal is equal to the price of the cheapest menu of the day. - <i>Most expensive menu</i> - the price of the meal is equal to the price of the most expensive menu of the day. - <i>Special menu price</i> - the price of the meal is equal to the amount entered in the <i>Price of missed special menu</i> field.
Price of missed special menu	<p>When the previous setting (<i>Missed meal price</i>) is set to the <i>Special menu price</i> value, this setting defines the price that will be charged if the user has ordered lunch but did not come to collect it.</p>
Usage	
Use lunch grouping	<p>If you enable this setting, you will also be able to specify a group for the menus when entering <i>Codeks Lunch Manager</i> (e.g. meat menus, vegetarian menus, etc.). Read more about this in chapter Lunch types and meal grouping^[36].</p>
Time of automatic lunch ordering	<p>This setting defines the time of day when lunches will be automatically ordered for users. The automatic lunch ordering^[27] is set for each individual user in the user settings in the <i>User</i> editor. The default time of day when automatic lunch ordering is triggered is 2:00.</p>
Automatic lunch ordering in advance (days)	<p>The setting allows you to specify how many days in advance lunches should be automatically ordered for users. The default value is 14 days.</p>
Allow user to change meal selection after ordering deadline	<p>The function is not defined yet. (TBD).</p>
Dish served in case of late change	<p>The function is not defined yet. (TBD).</p>
Remove orders if user absent	<p>If this setting is enabled, the program, upon a confirmed absence notification, checks whether the user has ordered lunch for that day or period and removes the orders.</p>

4.2 Location for Codeks Lunch

To use the *Codeks Lunch* application, you must first define existing or create new **Codeks Lunch locations** in the *Hardware* editor. It is necessary to designate any premises where users will be able to come and collect their ordered lunch as **Codeks Lunch locations**. *Codeks Lunch locations* are therefore umbrella locations (such as *Organization*, *Building*, *Floor*, or *Room*), under which the passages linked to readers at lunch pick-up points are located.

You can also set an existing location in your system for a *Codeks Lunch location*. However, make sure that you **do not select a passage type location for a Codeks Lunch location**.

1. To add a new Location for Codeks, first, click the Add location icon in the Hardware editor.



2. A new window will open where you can enter the name of the new location and select the location type.

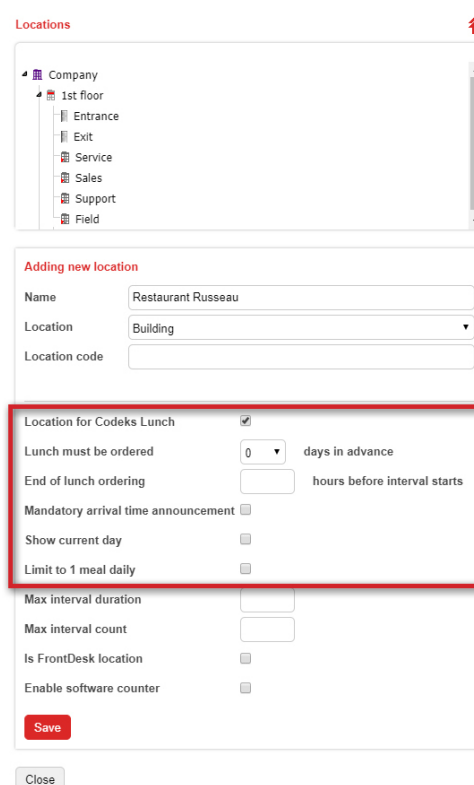
ATTENTION!

Only location types **Organization**, **Building**, **Floor** and **Room** can be set as *Locations for Codeks Lunch*.

Passage type locations cannot be set as Locations for Codeks Lunch.

3. Enable the Location for Codeks Lunch.

New setting for lunch ordering will be displayed.



Settings	Description
Lunch must be ordered ____ days in advanced	This setting defines how many days in advanced users must make their lunch orders. The default value is 0, which allows lunches to be ordered on the current day.
End of lunch ordering ____ hours before interval starts *	<p>The setting determines till when, at the latest, lunch orders need to be placed:</p> <ul style="list-style-type: none"> if you set 0 days before, then in this setting's field you will set how many hours before the start of lunch service (i.e. lunch interval) on the day of the meal, users can still announce, change or cancel their lunch. if you set 1 or more days before, then in this setting's field you will set until what time on the selected day (regardless of the specific interval for lunch) users can still announce, change or cancel their lunch.

Settings	Description
Mandatory arrival time announcement	If this setting is enabled, users must specify the time when they will be coming to lunch. The arrival time information is purely optional and only serves as additional data for easier lunch-service planning. The specified time does not limit the user to a specific lunch time. Users can come to collect their ordered lunches anytime during the lunch interval.
Show current day	If this setting is enabled the current day will also be displayed to users when they order lunches in the <i>Codeks Lunch Client</i> program and in the browser lunch ordering application.
Limit to 1 meal daily	If this setting is enabled, each user will only be allowed to order one lunch per day.

4. When you are finished, click **Save**.

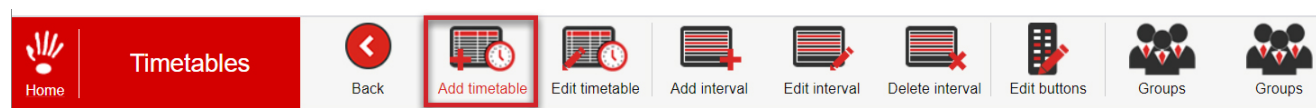
4.3 Timetables for Codeks Lunch

Timetables play a very important role in the Codeks application, since they define and time limit both the rights of users and the functionality of controllers.

Codeks Lunch timetables are usually linked to individual users through group permissions. Within these *Codeks Lunch timetables* time intervals are defined which limit the days and times of day when users can order and pick-up lunches at *Codeks Lunch locations*.

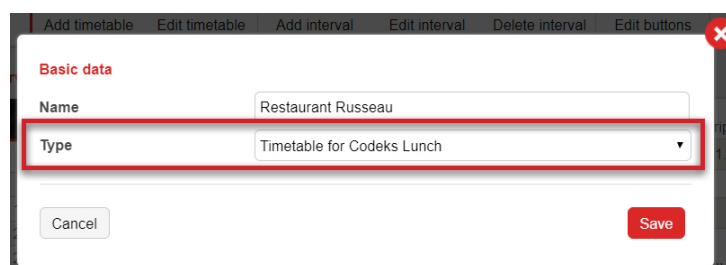
4.3.1 Adding a new timetable for Codeks Lunch

1. In the *Timetables* editor select **Add timetable**.



2. A new window will open where you can set the basic settings of a timetable.

3. Enter the name of the timetable and select **Timetable for Codeks Lunch** from the *timetable type* dropdown menu.



4. Click **Save**.

You cannot assign an existing timetable as a *Codeks Lunch timetable*, instead you must create a new timetable dedicated to be used for the Codeks Lunch application. Once you create a new timetable, you can then assign any new or existing *General purpose* time interval to the newly created timetable. You can read more about timetables and intervals in the documentation of the main *Codeks* application.

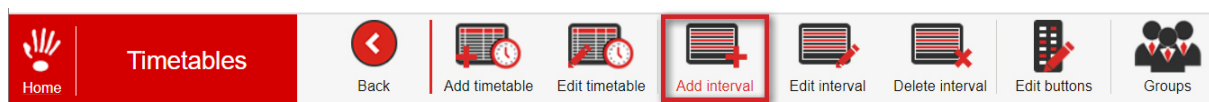
4.3.2 Adding new time intervals to the Codeks Lunch timetable

In the following, it is necessary to define new time intervals that will determine for which days and times of the day users can order lunches and when they can pick them up at the Codeks Lunch Locations. You can also use existing time intervals for use with the Codex Lunch timetable.

WARNING!

Lunch intervals **must NOT** overlap with each other!

1. To add a new time interval, first, select the **Add interval** icon in the *Timetables* editor.



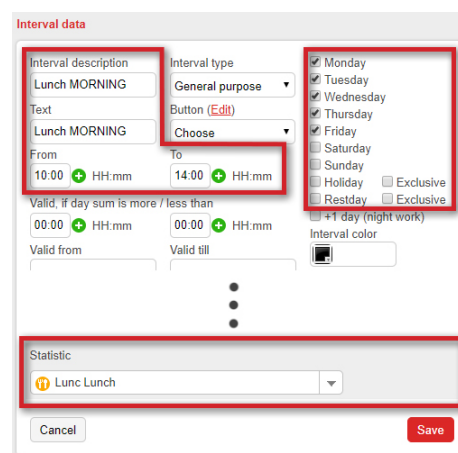
2. Select **General purpose** as the *interval type*.

Settings important for the *Codeks Lunch time intervals* are:

- the **interval description** and **text**,
- the **From** and **To** time settings,
- settings **for which days of the week the time interval is valid**.

3. Then also set the **Statistic** setting to *Lunch*.

All other settings for time intervals have no effect on the operation of the *Codeks Lunch*.



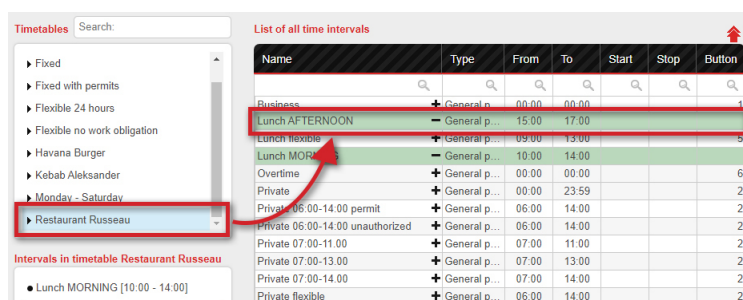
Settings	Description
Interval description	The name of the interval. The name should be suitably descriptive to enable easier recognition in the list of intervals.
Text	The text that will be displayed on the controller when a user uses a controller.
From	The start time of the interval validity.
To	The end time of the interval validity. The end time must always be greater than the interval start time.
Days of the week	This setting defines the days of the week, to which this interval will apply.
Statistic	This setting sets which statistic the interval's duration and repetition will be recorded into.

4. Save the new interval by clicking **Save**.

5. Mark the *Timetable for Codeks Lunch* to which you wish to add the newly created time interval.

6. In the *list of all intervals* find the desired interval and click the **+** icon next to its name.

7. The interval will be assigned to the selected timetable and will be colored green.



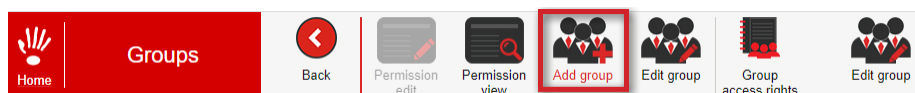
You can read more about timetables and intervals in the documentation of the main *Codeks* application.

4.4 Groups

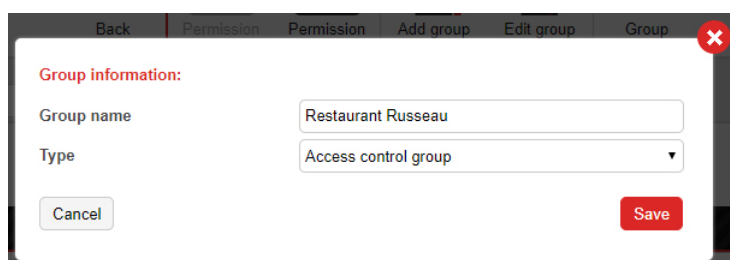
Users are assigned rights to order and collect lunches, similarly, as the access and time&attendance rights. In this next step, you need to assign the *Codeks Lunch groups* access rights at the proper *Codeks Lunch locations* limited by the *Codeks Lunch timetables*.

4.4.1 Adding a new group for Codeks Lunch

1. In the *Groups* editor click **Add group**.



2. In the new pop-up window **enter the Group name** and then **select the Access control group** for the group type.



ATTENTION!

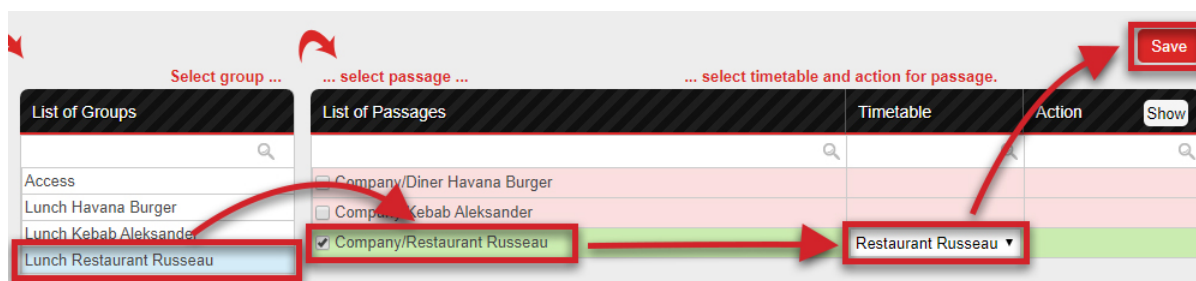
You must select the Access control group type or the new Codeks Lunch group. The passages shown in *list of all passages* are filtered by the selected group type. The locations defined as *Codeks Lunch locations* only appear when a *Access control group* is selected.

4.4.2 Adding access rights to the Codeks Lunch group

1. In the list of groups **mark the Access control group you created for Codeks Lunch**. The selected group will color blue.

2. **Enable access at the selected Codeks Lunch location**. The selected passage will color green.

3. In the *timetable* column select the appropriate *Timetable for Codeks Lunch* and click the **Save** button.



Assigning appropriate access rights to *Codeks Lunch groups* (using the prepared *Timetables for Codeks Lunch* at appropriate *Codeks Lunch locations*) ensures the correct display of menus in the *Codeks Lunch Client* program and the *Codeks web application* for ordering lunch.

You can read more about assigning access to groups in the documentation of the main *Codeks* application.

4.5 Users

Users (employees) must **be assigned a username and password in order to be able to order lunches through the Codeks application**^[23]. **To order lunches at a common terminal**^[24] **with a touchscreen display they must be assigned an access card (or tag)** which enables them to register at the *Codeks Lunch* locations.

Users must also be **granted access rights**^[25] **at *Codeks Lunch locations*** which then enable them to order and pick up lunches at these locations. Users gain these rights to order and collect their lunches through the access groups they are assigned to.

Additionally, all users can **order lunches for company guest**^[26] **if they are granted the right in their user's settings.**

Users can also be **automatically assigned a default lunch menu**^[27], **to ensure every user has a lunch order placed on every day**, unless, they purposely cancel their lunch order.

Heads of departments can be granted **rights to view or edit the lunch orders**^[28] of their subordinate co-workers in their user's settings.

4.5.1 Users' settings for ordering lunches

A) Settings for ordering lunches through the Codeks application

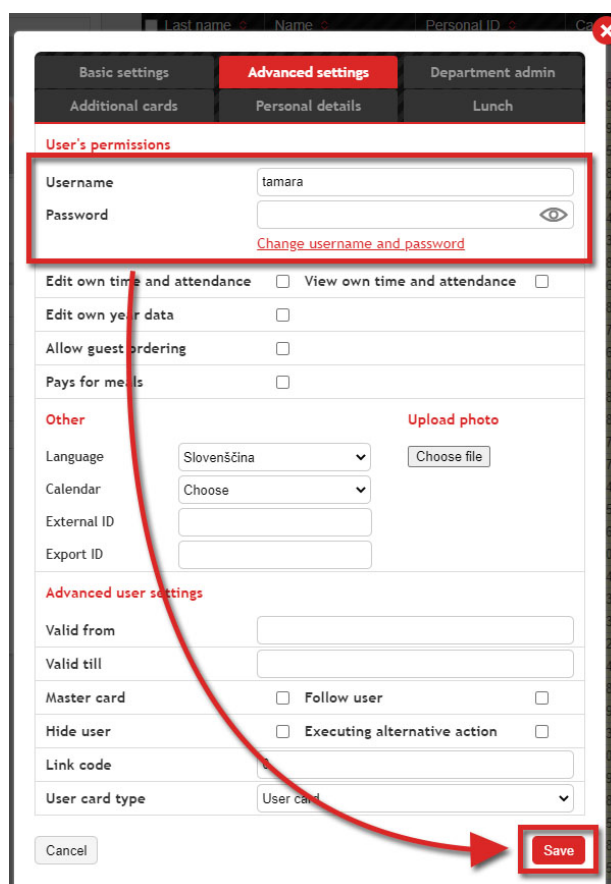
Users **need a username and password** in order to login to the Codeks application.

1. To edit a user, first, **find and double-click (or select the *Edit user* icon)** the desired user in the *Users* editor.

A new pop-up window will open where you can edit the user's settings.

2. In the *Advanced settings* tab enter a **username** and **password for the user. This will enable them user access to the *Codeks* application.**

3. When you are finished click **Save**.

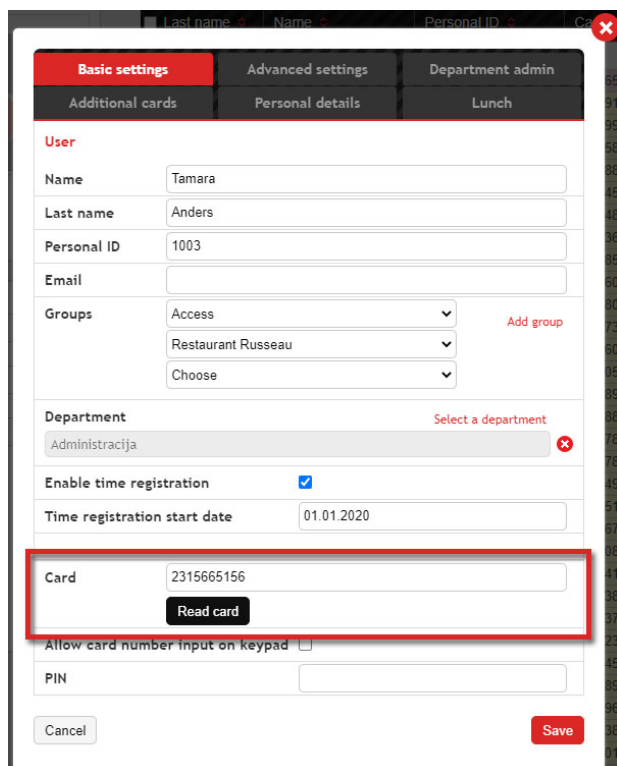


B) Settings for ordering lunches on a common terminal with a connected card reader

Users **need an access card or tag** to order lunches on common terminals, in order to register at the terminals reader.

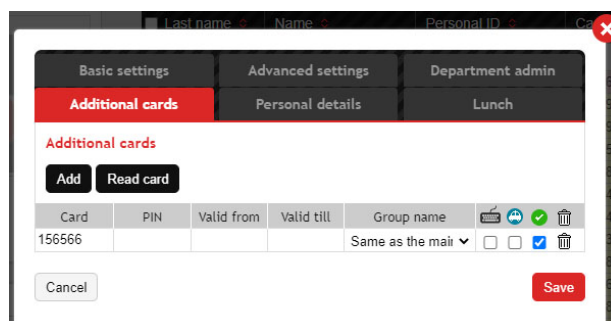
Employees **can use their main or additional cards for registering at the terminal:**

a) You can assign the main card to the user in the *Basic settings* tab of a user in the *Users* editor.



The screenshot shows the 'Basic settings' tab for a user named Tamara Anders. The 'Card' field is highlighted with a red box, displaying the card number 2315665156 and a 'Read card' button. Other fields include Name, Last name, Personal ID, Email, Groups, Department, Enable time registration, Time registration start date, and PIN.

b) You can assign an additional card to a user in the *Additional cards* tab in the *Users* editor.



The screenshot shows the 'Additional cards' tab. It features a table with columns: Card, PIN, Valid from, Valid till, and Group name. A card with number 156566 is listed, and a 'Read card' button is visible. The 'Group name' is set to 'Same as the mail'.

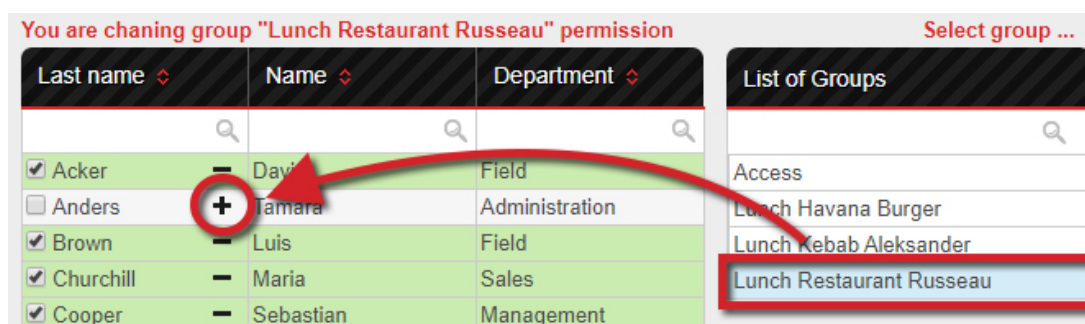
You can read more about assigning cards and editing users in the documentation of the main *Codeks* application.

4.5.2 Adding users to the Codeks Lunch groups

There are two ways you can assign a user into a **Codeks Lunch group**:

A) in the **Groups** editor

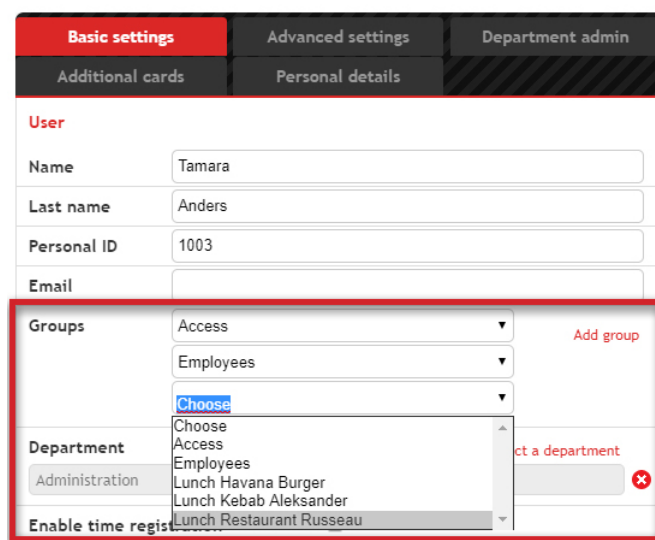
1. In the *Groups* editor find and mark the group to which you wish to assign the user.
2. The selected group will color *blue*, and in the *list of users* all users already assigned to this group will color *green*.



3. To add a new user into the selected group, **click the + icon next to the user's name**.
The selected user will be added to the selected *CodeksLunch group* and will be colored *green*.

B) in the **Users** editor

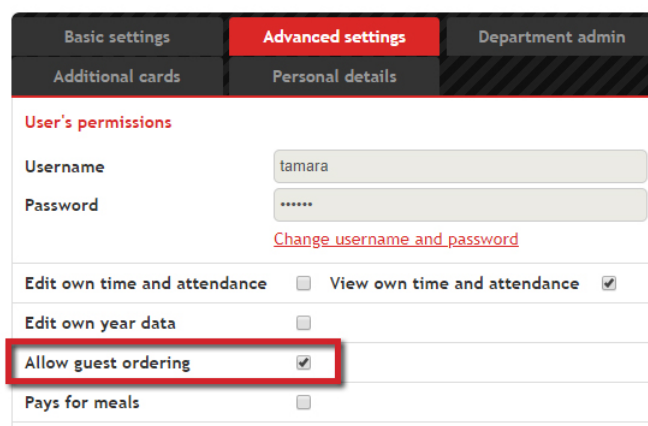
1. In the *Users* editor on the *list of all users*, find and open up the pop-up window for editing the user's settings.
2. In the **Groups** section assign the user the appropriate **Codeks Lunch group**.
3. When you are finished, **click Save**.



4.5.3 * Enabling ordering lunches for guests

Some employees can also be allowed to order lunches for visiting guests. The right to order lunches for guests must be granted to each employee(user) individually in their user settings.

1. To grant a user the right to order lunch for guests, first, **find the user** in the *Users editor* and **open up the pop-up window for editing the user's settings**.
2. In the *Advanced settings* tab, **enable the *Allow guest ordering* setting**.
3. Finally, **click Save**.

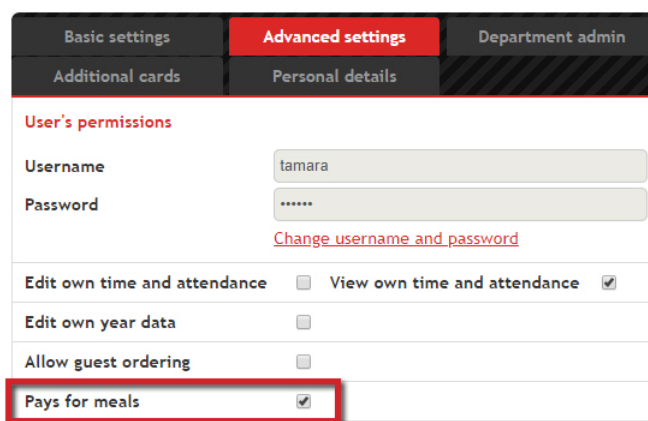


Basic settings		Advanced settings		Department admin	
Additional cards		Personal details			
User's permissions					
Username	tamara				
Password	*****				
Change username and password					
Edit own time and attendance	<input type="checkbox"/>	View own time and attendance	<input checked="" type="checkbox"/>		
Edit own year data	<input type="checkbox"/>				
Allow guest ordering	<input checked="" type="checkbox"/>				
Pays for meals	<input type="checkbox"/>				

4.5.4 * Pays for own meals

In special cases when lunches are payable and specific employees are not entitled to lunch reimbursement but pay for all the meals themselves, it is necessary to enable the ***Pays for meals*** setting for each such user in their user settings.

1. First, **find the user** in the *Users editor* and **open up the pop-up window for editing the user's settings**.
2. In the *Advanced settings* tab, **enable the *Pays for meals* setting**.
3. Finally, **click Save**.



Basic settings		Advanced settings		Department admin	
Additional cards		Personal details			
User's permissions					
Username	tamara				
Password	*****				
Change username and password					
Edit own time and attendance	<input type="checkbox"/>	View own time and attendance	<input checked="" type="checkbox"/>		
Edit own year data	<input type="checkbox"/>				
Allow guest ordering	<input type="checkbox"/>				
Pays for meals	<input checked="" type="checkbox"/>				

4.5.5 * Automatic lunch ordering

In the *Users* editor, you can turn on the **automatic lunch ordering** for each individual user, and thus ensure that each user has a lunch order placed every day unless they purposely cancel their lunch order.

1. To turn on automatic lunch ordering, first, **find the appropriate user on the list of all users and double-click them** to open the window for editing their user settings (or click the **Edit user** icon).

2. In the new pop-up window under the **Lunch tab**, first, enable the **Automatic lunch ordering** setting. Under the enabled setting, new settings for the automatic lunch ordering will appear.

3. Click the **Add** button.

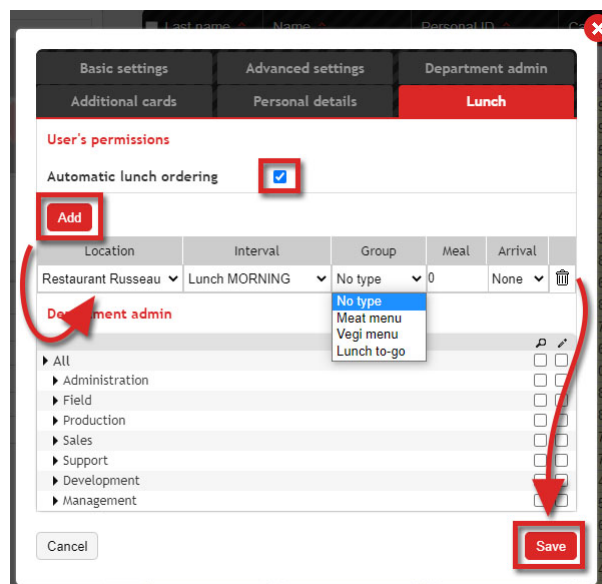
A new row will be added to the table under the button.

4. In this new row, select:

- the **location**,
- the **lunch interval** (e.g. Lunch MORNING, Lunch AFTERNOON),
- the **lunch group** (e.g. Meat menu, Vegi menu),
- the **meal position** ³⁹ (that represents the sequential number of the selected lunch menu within the selected lunch group) and
- if needed, the **time of arrival**.

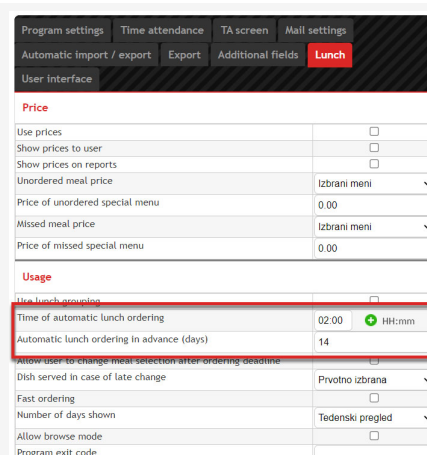
In the table, you can add a rule for automatic lunch ordering for each individual location and lunch interval.

5. When you are done with adding rules for the automatic lunch ordering, click **Save**.



NOTE

To control the triggering of the **Automatic lunch ordering** you must set the **Time of automatic lunch ordering** and the **Automatic lunch ordering in advance (days)** settings in the **Lunch** ¹⁶ tab of the **Settings -> Preferences** menu.



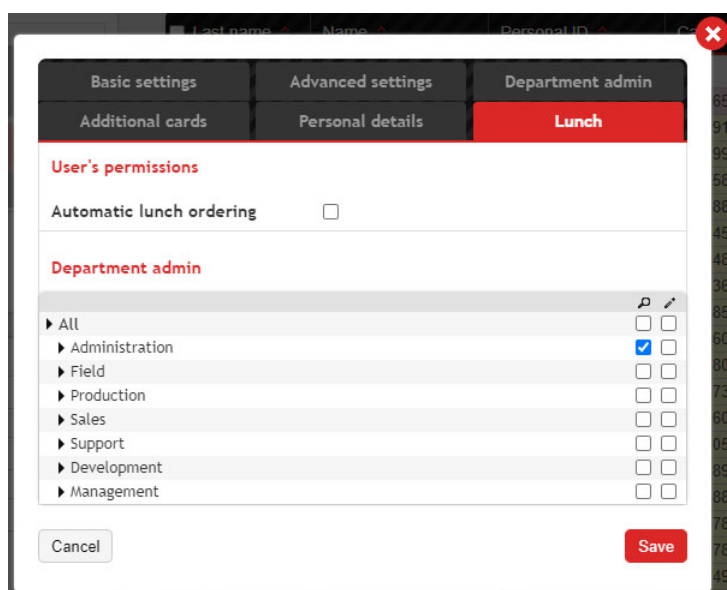
4.5.6 * Edit lunch orders for other users



You can assign department heads the rights to view or edit lunch orders of their subordinate co-workers orders in the **Lunch** tab of their user's settings.

1. To assign the rights to view or editing lunch orders, first, **find the desired user in the Users editor and double-click them** (or **click the Edit user icon**).

A window will open where you can edit the user's settings.

2. In the **Lunch** tab, you can grant the selected user (department head) the right to view and edit lunch orders according to a specific department.



Settings	Description
 - View orders	The user can view lunch orders of other users in this department.
 - Edit orders	The user can edit (place, cancel or change) lunch orders of other users in this department.

3. When you are finished, click **Save**.

4.6 Administrators

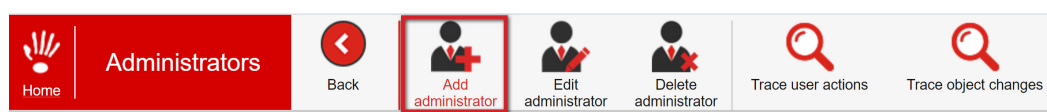
Suppliers preparing and serving lunch are granted **administrative access to the Codeks application**, which allows them to publish lunch menus in the *Codeks Lunch Manager* program and log in to the *Codeks Lunch Client* program for overview over the lunch service. Admin users for lunch suppliers are usually **only granted limited rights**, which include the rights to use the *Codeks Lunch* add-on and access rights to all lunch locations where the lunch service takes place.

In addition to *Administrators with limited rights (Suppliers)*, you will also need one **super admin** user who acts as the administrator of the entire *Codeks Lunch* system and can edit all settings in the *Codeks Lunch Manager* program. You can use an existing super admin user or [create a new one](#) ^[30].

4.6.1 Creating Codeks Lunch administrators

Lunch administrators with limited rights are lunch suppliers. These administrators can publish and modify lunch menus, re-order or modify user orders, and print reports for their designated *Codeks Lunch locations*. However, they cannot make changes to the configuration settings of the *Codeks Lunch Manager* program (locations, timetables, and arrival times). (If different lunch suppliers operate within the same system, separate *administrators with limited rights* should be created for each supplier.)

1. In the *Administrators* editor click the **Add administrator** icon.



2. The section for editing administrators settings will be enabled.

3. Enter the **First name** and **Last name** of the new administrator and set a **username** and **password** for them.

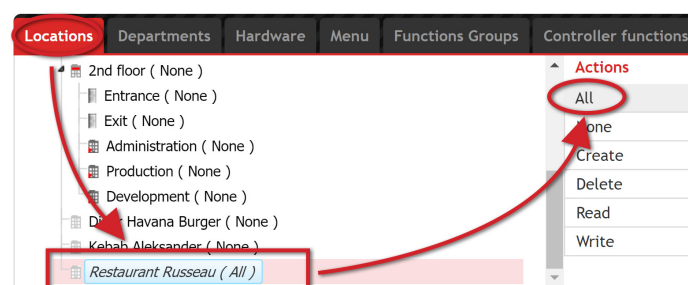
General information

First name	Restaurant
Last name	Rousseau
Email	rousseau@email.com
Username	restaurant
Password
Super admin	<input type="checkbox"/>
Language	English

4. Then enable the following rights:

- **Locations tab**

Enable the administrator *All* rights to all the *Codeks Lunch locations* where they can publish lunches and serve lunches.



• **Departments tab**

Also grant the administrator rights in those user *Departments* for which they can edit lunch orders (i.e., allocate *All* rights to the administrator for all appropriate departments).

If the administrator can edit lunch orders for all users in the system, set *All* rights for all departments.

Locations	Departments	Hardware	Menu	Functions Groups	Controller functions
All (All)					Actions
Administration (None)					All
Field (None)					None
Production (None)					Create
Sales (None)					Delete
Support (None)					Read
Development (None)					Write
Management (None)					

• **Menu tab**

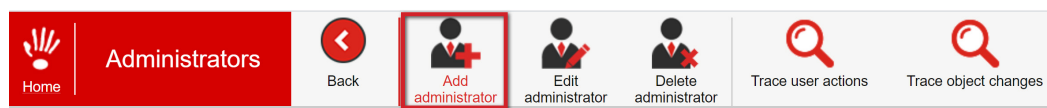
Enable the administrator *All* rights to the *Lunch* menu.

Locations	Departments	Hardware	Menu	Functions Groups	Controller functions
Timetables (None)					Actions
Users (None)					All
Personal details (None)					None
Groups (None)					Create
Send tables (None)					Delete
Lunch (All)					Read
FrontDesk (None)					Write
Screen keypad editor (None)					
Electronic purse (None)					

4.6.2 Creating super administrators

Super admini za Codeks Lunch urejajo vse nastavitve povezane z dodatkov tako v glavni Codeks aplikaciji kot tudi v programu *Codeks Lunch Manager*.

1. In the *Administrators* editor click the **Add administrator** icon.



2. The section for editing administrators settings will be enabled.

3. Enter the **First name** and **Last name** of the new administrator and set a **username** and **password** for them.

4. Enable the **Super admin** setting and click **Save**.

General information

First name

Restaurant

Last name

Rousseau

Email

rousseau@email.com

Username

restaurant

Password

.....

Super admin

☒

Language

English

This is super admin and has all access and permissions.

Cancel

Save

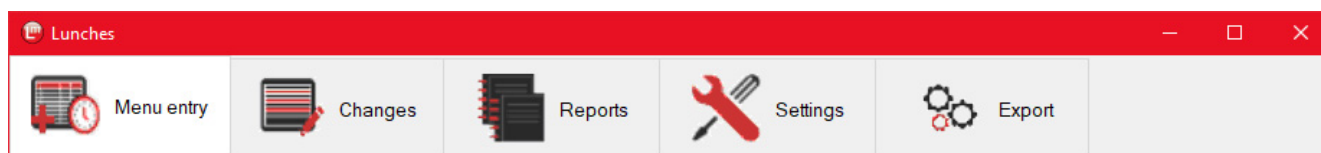
5 Using the Codeks Lunch add-on

The following chapters describe in detail the use of the [Codeks Lunch Manager](#)^[31] and [Codeks Lunch Client](#)^[67] programs, as well as the use of lunch ordering editors that users access with their user access to the basic Codeks application.

5.1 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](#)^[36]. You can read more about the settings in chapter [Settings in the Codeks Lunch Manager program](#)^[35]. Only super admins can access this tab.

5th tab: Export

In this tab, you can generate lunch exports.

5.1.1 Installing the Lunch Manager program

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

 LunchManagerSetup-v10.2.4.12140.exe

WARNING!

If you are installing the program version the Codeks Lunch Manager 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.

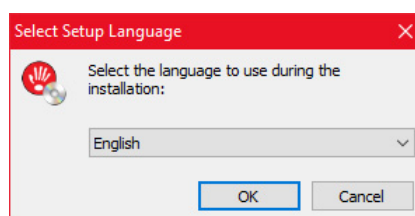
ATTENTION!

Before installing the *Codeks Lunch Manager* program, prepare all the necessary information to connect the program with the advanced database of the main *Codeks* application:

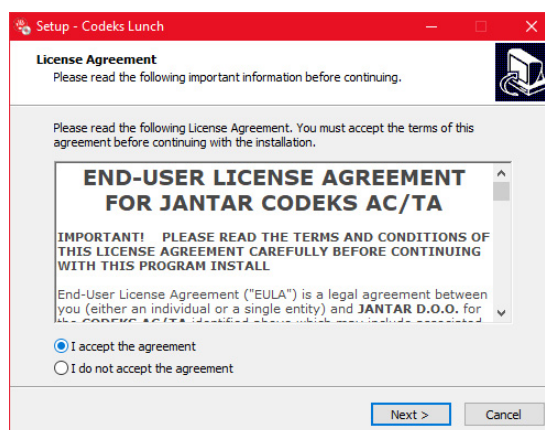
- the **username** and **password** of the database administrator (user),
- the **name of the server**, where the database is installed, and
- the **name of the database**.

You can read more about the installation and settings of advanced databases in the documentation of the main *Codeks* application.

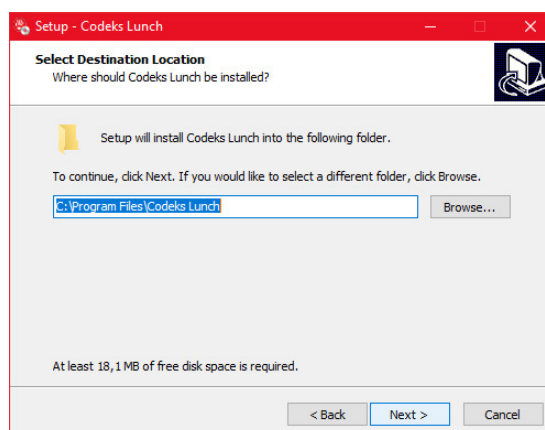
1. First, select the language in which the installation will run.



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



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



4. A shortcut to the program will also be added to the *Start* menu. Click **Next**.

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

ATTENTION!

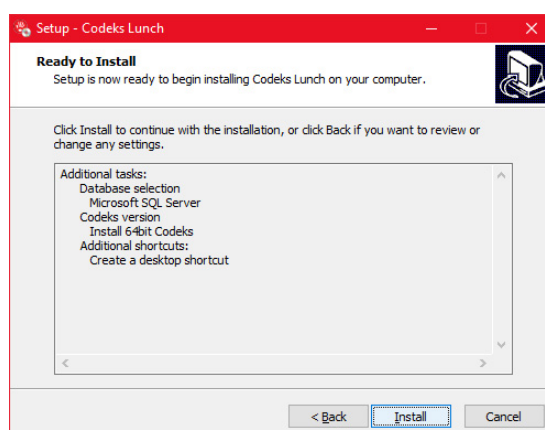
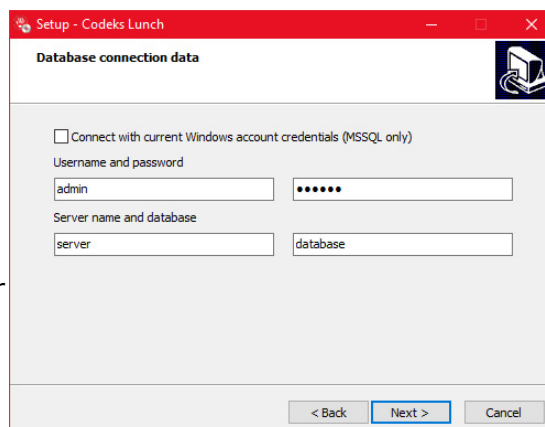
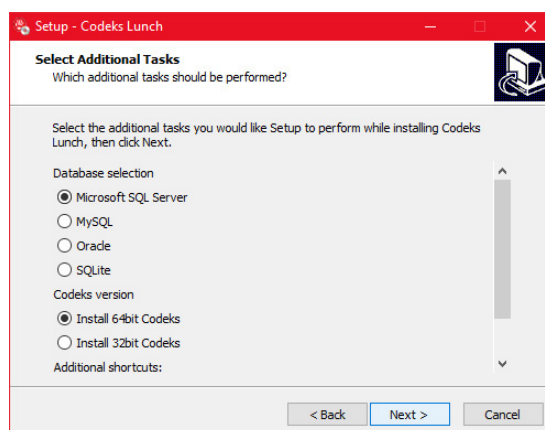
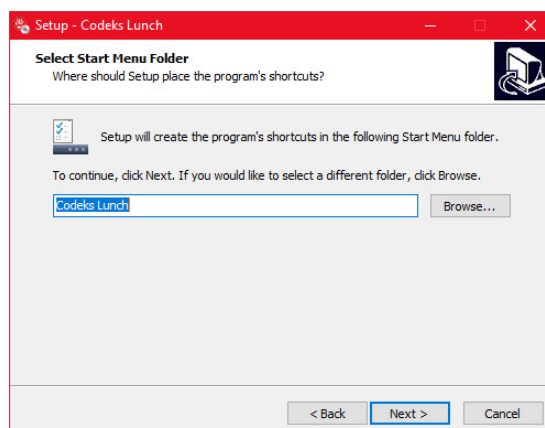
The *Codeks Lunch* application only works in combination with the main *Codeks* software using **an advanced database** (i.e. Microsoft SQL Server, MySQL or Oracle databases).

6. Enter the correct data to connect with the existing database of the *Codeks* software:

- the **username** and **password** of the database administrator (**not** a *Codeks* administrator!),
- the **name of the server, where the *Codeks* software is installed** (if you are installing the *Codeks Lunch Manager* program on the same server use the name *localhost*),
- the **name of the database** used by the *Codeks* software.

7. Click **Next**.

8. Click **Install**.

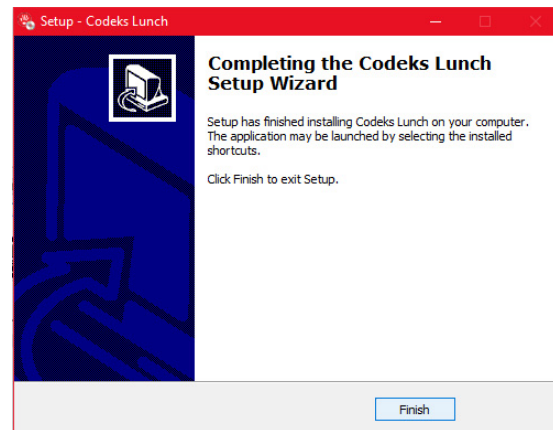
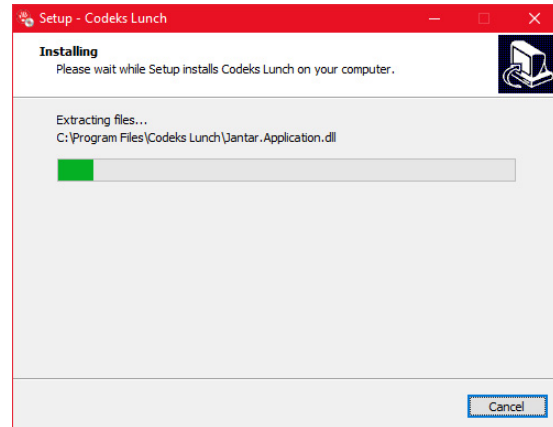


The process of program installation will take a few moments.

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

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

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



5.1.2 Settings in the Codeks Lunch Manager program

Before you can start using the *Codeks Lunch* system, you need to **set up the the initial settings of the Codeks Lunch Manager** ³¹ program.

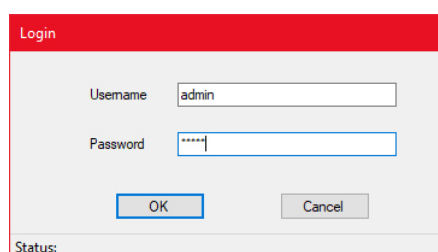
In the *Codeks Lunch Manager* program, you must specify the following in the **Settings** tab:

- **locations and timetables** - define the locations and timetables, which define where and when lunch services will take place, by linking the *Codeks Lunch locations* with *Codeks Lunch timetables*,
- **arrival schedules** - set lunch time intervals (e.g., morning and afternoon lunch break), and optionally, specify more exact arrival times for users within each lunch break. This information will help cooks plan the lunch service according to the number of employees who will come to collect their lunches simultaneously at a certain time.

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



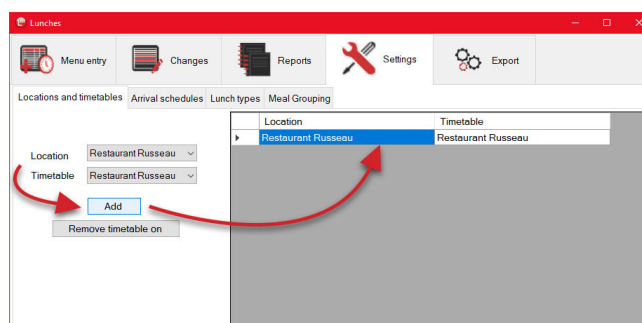
2. The login menu will appear. Here, **enter the username and password of a Codeks super admin**. Click **OK** (it will take a few moments to connect to the database).



Login dialog box with fields for Username (admin) and Password (masked with asterisks). Buttons: OK, Cancel. Status: at the bottom.

3. Select the **Settings** tab and the **Locations and timetables** sub-tab.

4. To **add a new Location and timetable**, first, find and set the appropriate location and timetable combination in the form on the left. To confirm the set combination click **Add**.



Locations and timetables sub-tab. Left panel: Location (Restaurant Rousseau), Timetable (Restaurant Rousseau), Add button. Right panel: Table with Location and Timetable columns, showing Restaurant Rousseau.

5. The set combination will be added to the list on the right side of the window.

For all set *Location and timetable* combinations you still need to define the *Arrival schedules*.

6. In the second sub-tab **Arrival schedules** set the lunch service time intervals.

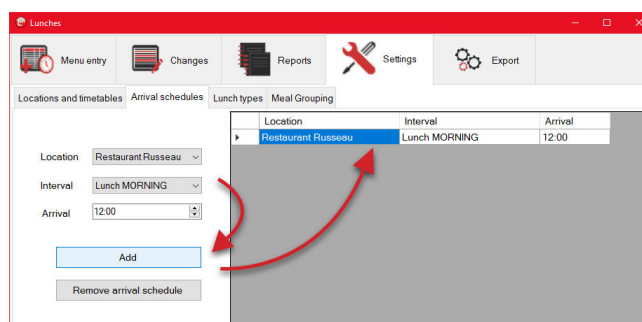
7. To **add a new Arrival schedule first**, find and set the appropriate location and time interval combination in the form on the left.

8. * Optionally, you can set different arrival times for the same combination of location and interval.

In this case, **you must create a new Arrival schedule for each arrival time**.

9. Click the **Add** button to confirm the set combination.

10. The set combination will be added to the list on the right side of the window. Thus you have completed the initial setting in the *Codeks Lunch Manager* program.

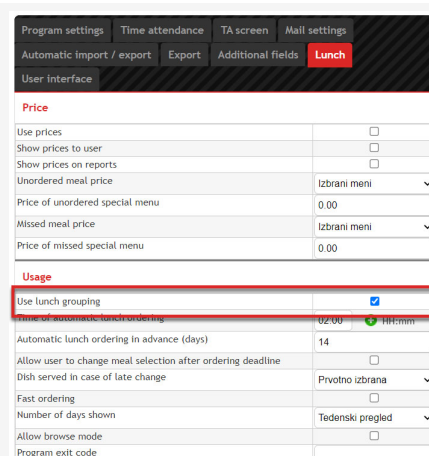


Arrival schedules sub-tab. Left panel: Location (Restaurant Rousseau), Interval (Lunch MORNING), Arrival (12:00), Add button. Right panel: Table with Location, Interval, and Arrival columns, showing Restaurant Rousseau, Lunch MORNING, 12:00.

5.1.2.1 Lunch types and meal grouping

NOTE

By default, the **Lunch grouping** feature is turned off in Codeks systems. To use this feature in Codeks Lunch Manager, you must enable the **Use lunch grouping** setting in **Settings -> Preferences** in the **Lunch** tab.



Program settings	
Time attendance	TA screen
Automatic import / export	Export
Additional fields	Lunch
User Interface	
Price	
Use prices	<input type="checkbox"/>
Show prices to user	<input type="checkbox"/>
Show prices on reports	<input type="checkbox"/>
Unordered meal price	Izbrani meni
Price of unordered special menu	0.00
Missed meal price	Izbrani meni
Price of missed special menu	0.00
Usage	
Use lunch grouping	<input checked="" type="checkbox"/>
Time of automatic lunch ordering	02:00 - 14:00
Automatic lunch ordering in advance (days)	14
Allow user to change meal selection after ordering deadline	<input type="checkbox"/>
Dish served in case of late change	Privatno izbrana
Fast ordering	<input type="checkbox"/>
Number of days shown	Tedenski pregled
Allow browse mode	<input type="checkbox"/>
Program exit code	

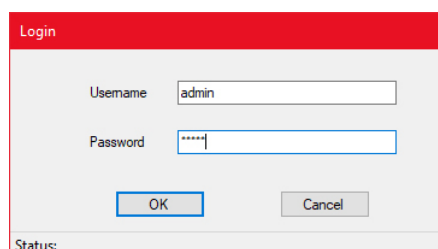
In the *Codeks Lunch Manager* program in the **Settings** tab, you can also specify:

- **Lunch types** - create different types of lunches that differ from each other according to certain properties, e.g. meat menus, vegetarian menus, vegan menus, diet menus, allergen-free menus, to-go lunches, etc.
- **Meal Grouping** - the types of lunches you have created, then arrange them by the locations where and the lunch intervals when they are available to users; e.g. meat and vegan menus are available always and in all locations, however, lunches in sealed packaging that you can take with you are only available in the morning at one location.

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



2. The login menu will appear. Here, **enter the username and password of a Codeks super admin**. Click **OK** (it will take a few moments to connect to the database).

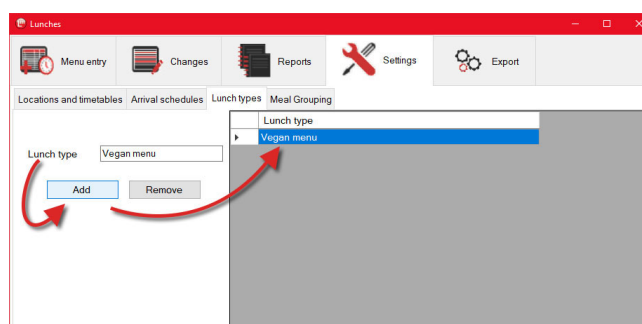


3. Select the **Settings** tab and the **Lunch types** sub-tab.

4. To **add a new lunch type**, enter a name of choice for the new lunch type in the form on the left. Then click **Add**.

5. The newly created lunch type will appear in the right part of the window.

The prepared lunch type still needs to be arranged by locations and intervals for lunch, ie. grouping the lunch types.

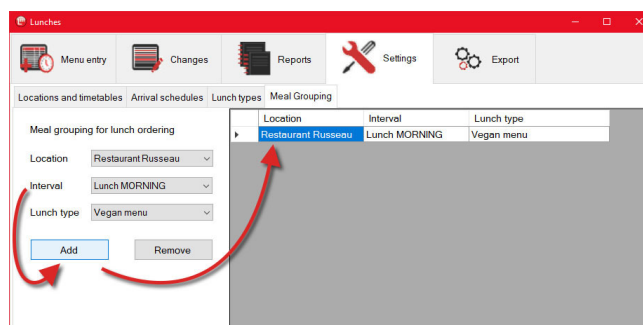


6. In the second sub-tab **Meal grouping** create a new group of lunches for each combination of lunch type, location and lunch interval.

7. To **create a new Group of lunches**, first, find and set the location and time interval, and then, also select the **lunch type**.

8. Click the **Add** button to confirm the set combination.

9. The set combination will be added to the list on the right side of the window.

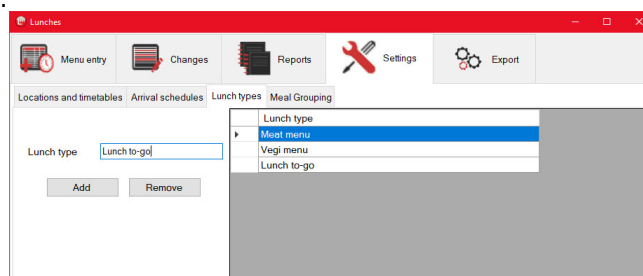


Example:

In the company's canteen, employees can choose between meat and vegetarian menus during the morning and afternoon lunch time. In the morning they can also get a lunch in a sealed container which they can take with them and eat later.

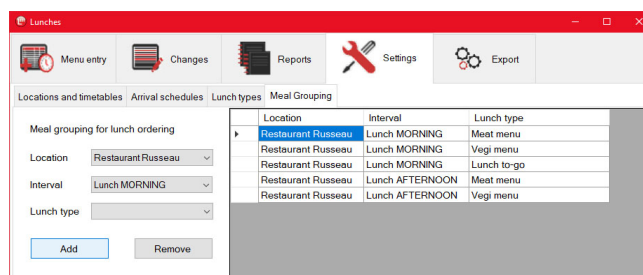
Za oblikovanje takšne strukture malic je bilo potrebno ustvariti:

- **3 lunch types:** *Meat menu, Vegi menu in Lunch to-go.*



- 5 lunch groups:

- Canteen - Lunch MORNING - Meat menu,
- Canteen - Lunch MORNING - Vegi menu,
- Canteen - Lunch MORNING - Lunch to-go.
- Canteen - Lunch AFTERNOON - Meat menu,
- Canteen - Lunch AFTERNOON - Vegi menu.



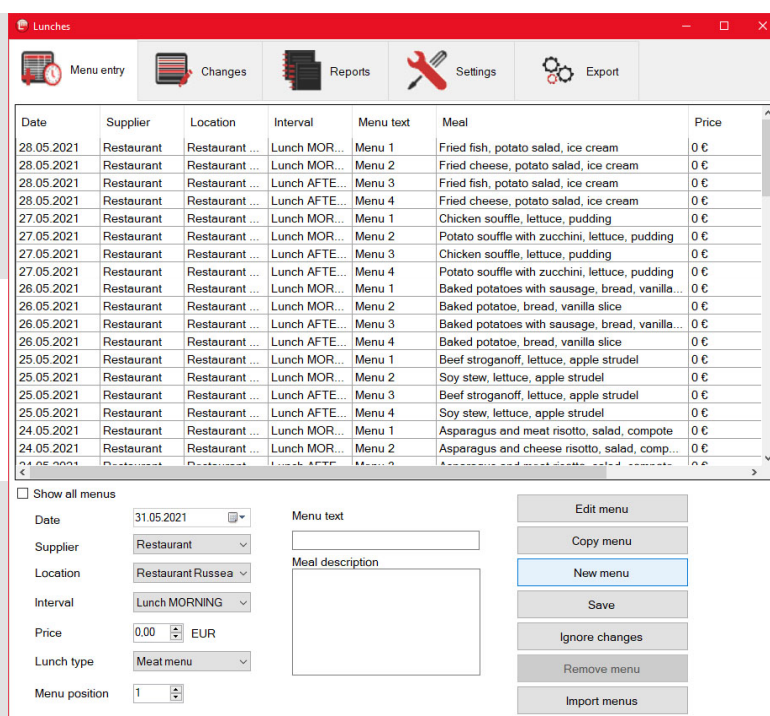
5.1.3 Menu entry

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.



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 potatoe, bread, vanilla slice	0 €
26.05.2021	Restaurant	Restaurant ...	Lunch AFTE...	Menu 3	Baked potatoes with sausage, bread, vanilla...	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 €

☐ 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:
Meal description:

Edit menu
Copy menu
New menu
Save
Ignore changes
Remove menu
Import menus

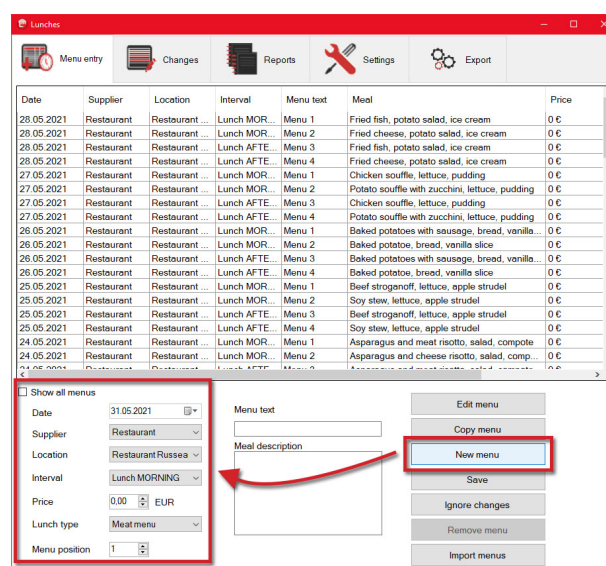
5.1.3.1 Adding a new menu

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](#)¹⁶⁾ setting is enabled in the *Lunch* tab in the *Settings -> Preferences* menu),
- **lunch type** (the field for selecting the [lunch type](#)³⁶⁾ 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.



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 €

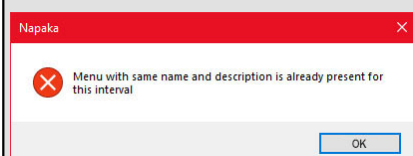
☐ Show all menus
 Date: 31.05.2021
 Supplier: Restaurant
 Location: Restaurant Russea
 Interval: Lunch MORNING
 Price: 0.00 EUR
 Lunch type: Meat menu
 Menu position: 1

Menu text:
 Meal description:
 Edit menu
 Copy menu
New menu
 Save
 Ignore changes
 Remove menu
 Import menus

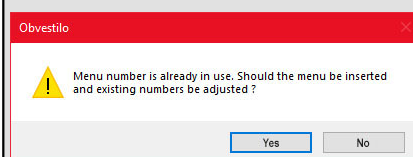
3. Then, enter the **menu name** and **meal description** and click **Save**.

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

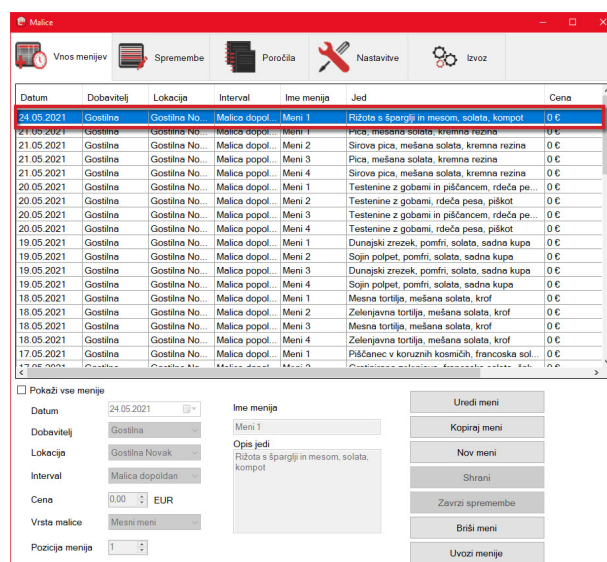
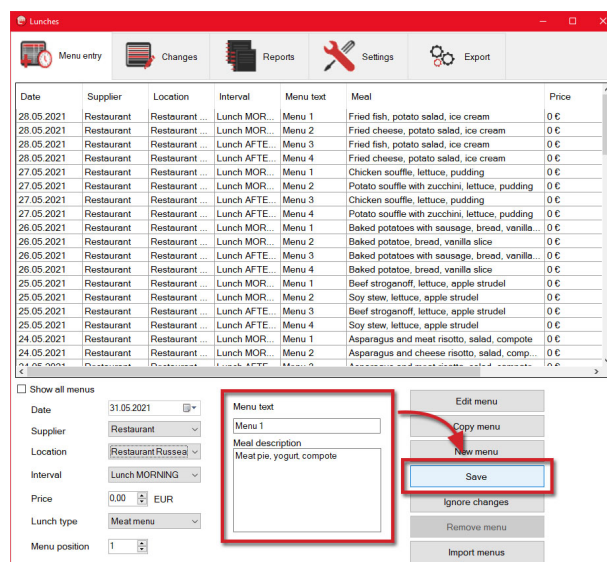
To avoid entering two identical menus, the system checks both the settings and the content of the newly entered menu and warns you if you enter a menu with the same dish description on the same day for the same interval and the same lunch type.



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.



5.1.3.2 Copying a menu

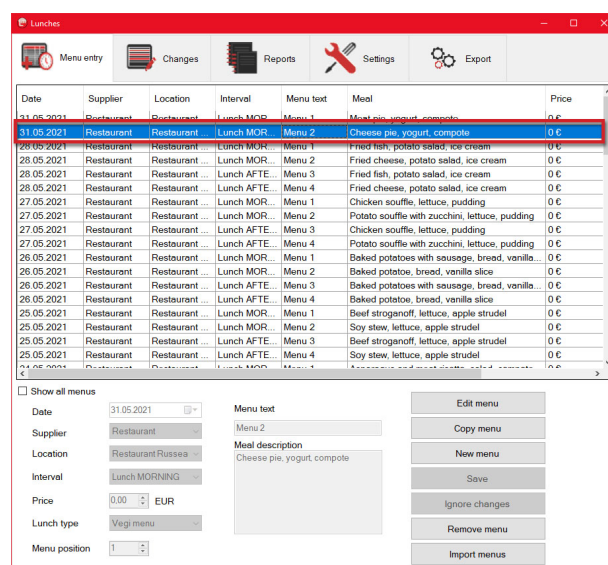
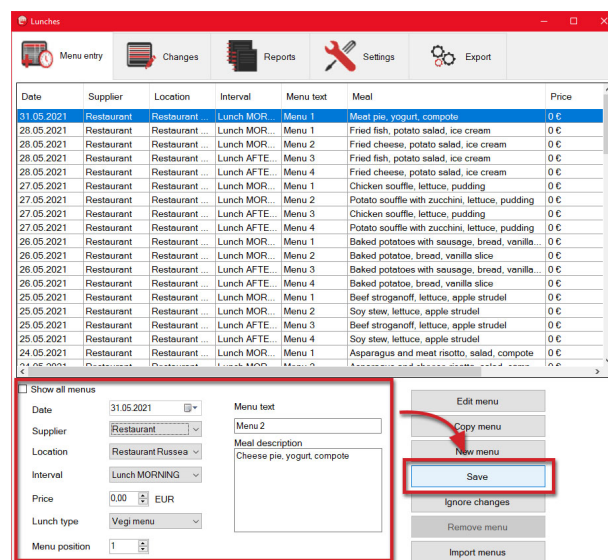
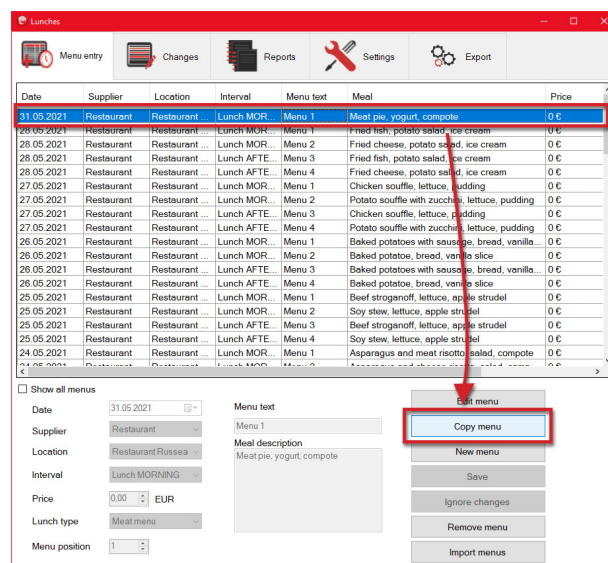
1. In the list of menus, find and mark the menu you wish to copy and click the **Copy menu** button in the form at the bottom.

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.



5.1.3.3 Menu editing

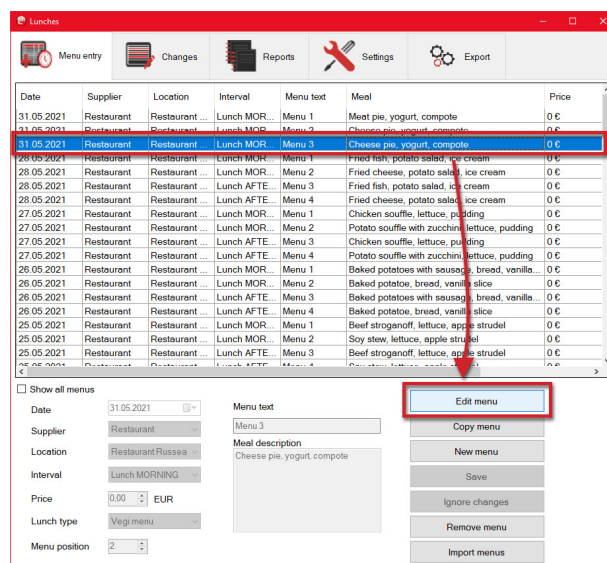
1. In the list of menus, find and mark the menu you wish to edit and click the **Edit menu** button in the form at the bottom.

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

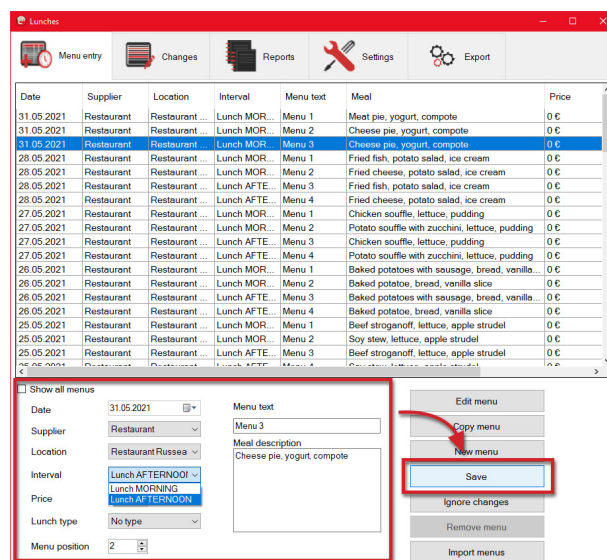
3. Enter the changes you wish to make to the selected menu and click **Save**.

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

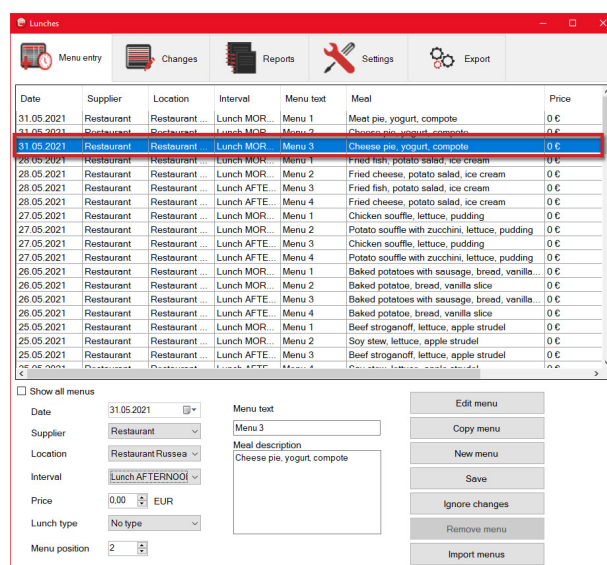
4. The edited menu will be displayed in the upper part of the window and will be sorted according to the date.



The screenshot shows the 'Luncher' application window. At the top, there's a menu bar with 'Menu entry', 'Changes', 'Reports', 'Settings', and 'Export'. Below it is a table listing various menu items with columns for Date, Supplier, Location, Interval, Menu text, Meal, and Price. The row for '31.05.2021 Restaurant Restaurant Lunch MOR Menu 3 Cheese pie, yogurt, compote 0 €' is highlighted. Below the table, there's a form titled 'Show all menus' with fields for Date, Supplier, Location, Interval, Price, Lunch type, and Menu position. To the right of these fields is a 'Menu text' area. On the far right, there's a vertical stack of buttons: 'Edit menu', 'Copy menu', 'New menu', 'Save', 'Ignore changes', 'Remove menu', and 'Import menus'. The 'Edit menu' button is highlighted with a red box.



This screenshot is similar to the previous one, but the 'Save' button in the bottom right stack is now highlighted with a red box. Additionally, the 'Interval' dropdown menu in the 'Show all menus' form is open, showing options like 'Lunch AFTERNOON' and 'Lunch AFTERNOON'.



This screenshot shows the 'Luncher' application after the menu has been edited and saved. The menu 'Cheese pie, yogurt, compote' is now at the top of the list, indicating it has been saved and sorted by date. The 'Edit menu' button is still highlighted in the bottom right.

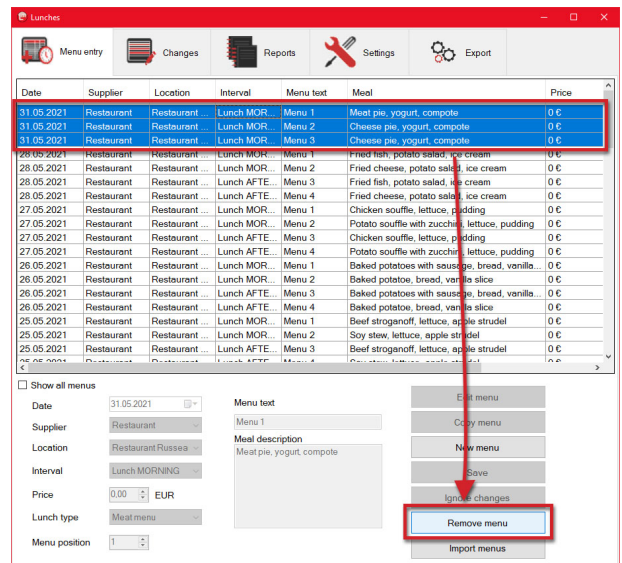
5.1.3.4 Removing a menu

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.



5.1.3.5 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:

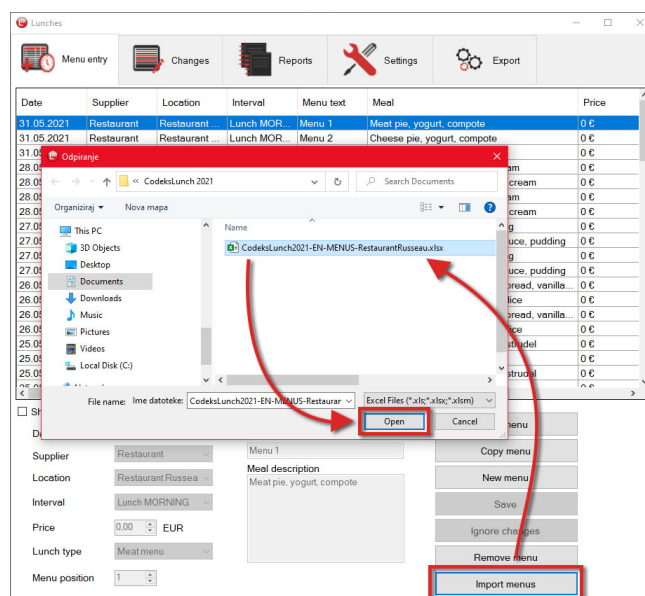
1st column - Location:	The name of the location for which the menus will be imported. You can import menus for several different locations at the same time. The name of the location must be an exact match to the name of the specific <u>Codeks Lunch location</u> defined in the main Codeks application.
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 <u>intervals</u> 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 <u>Use prices</u> 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 <u>the defined lunch types (groups)</u> are named in the Codeks Lunch Manager program.
9th - Menu position:	The <u>menu position</u> 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**.



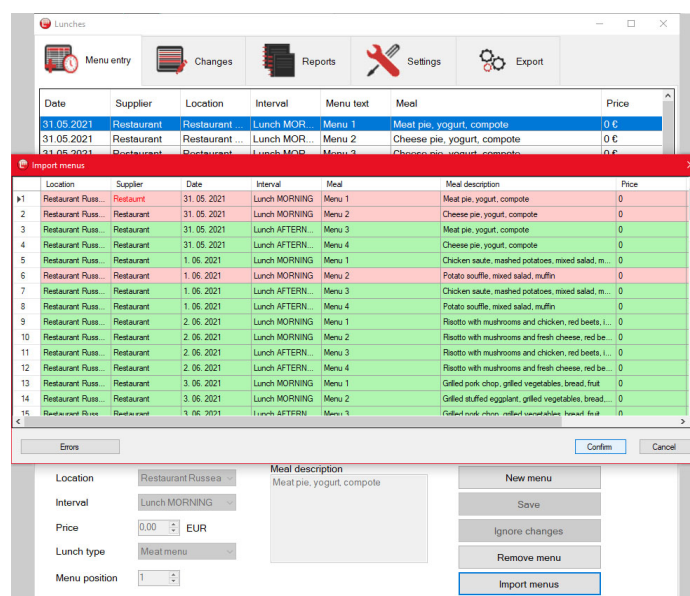
2. A new window will open where the content of the import file will be displayed.

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

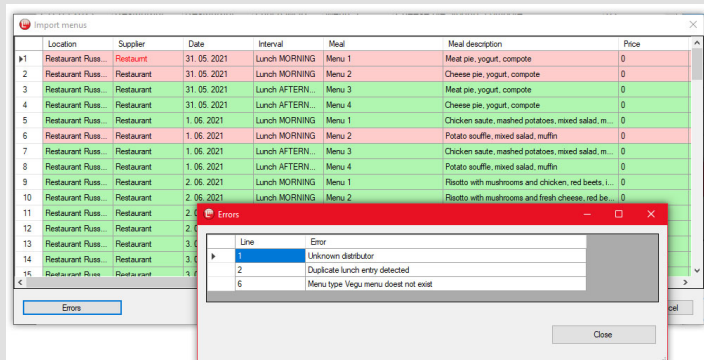
Rows which contain **incorrectly written data** (e.g., inaccurately written interval name) will be **colored red**. In each such line, the incorrectly written data is also marked in red.

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**.

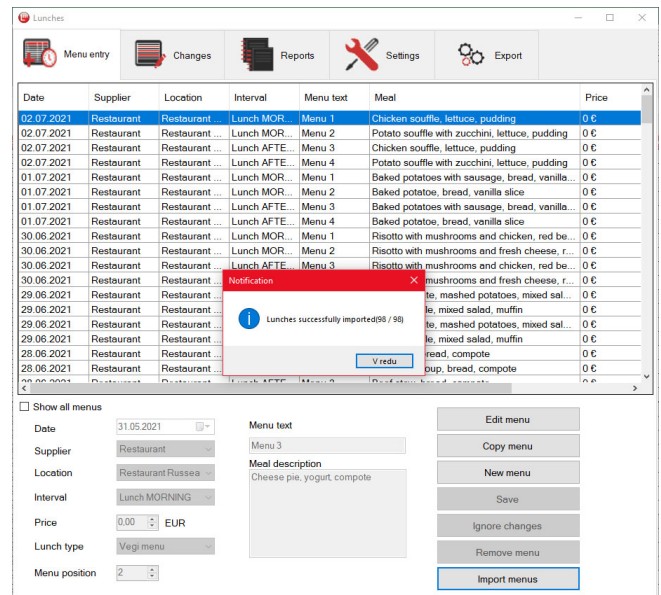


Clicking the **Errors** button in the new pop-up window will **display a table with more detailed descriptions of the errors that appear in the import file.**



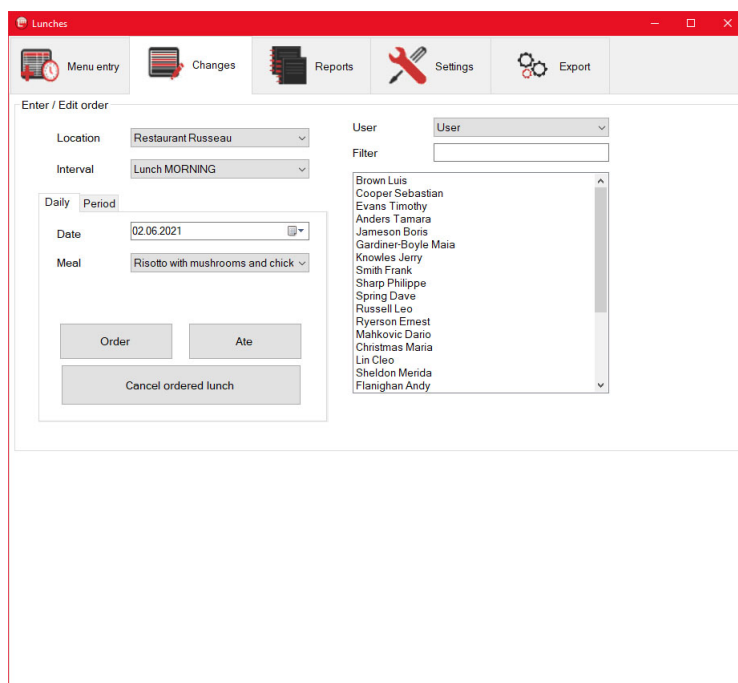
3. You will be informed about the successful menu import with a pop-up message show on the right.

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



5.1.4 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</i> location 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:

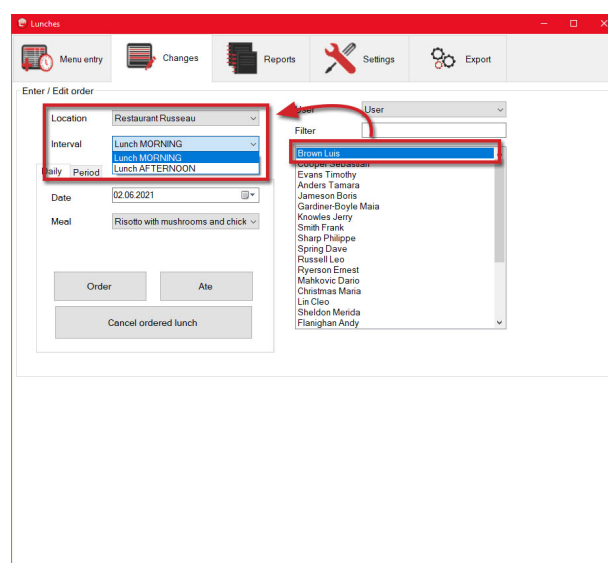
- Meat eaters
- Vegetarians

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

5.1.4.1 Ordering lunch or changing the lunch order

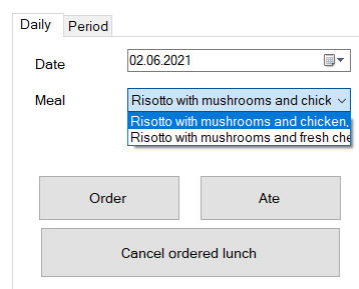
1. In the entry form in the *Changes* tab, first, **select the user or users for which you wish to place or change lunch orders.**

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

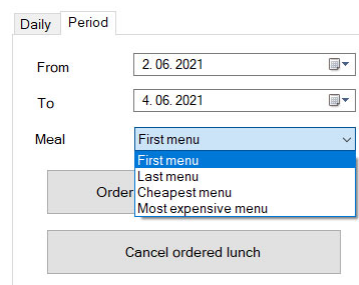


3. Select the **time** and **lunch menu**:

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.



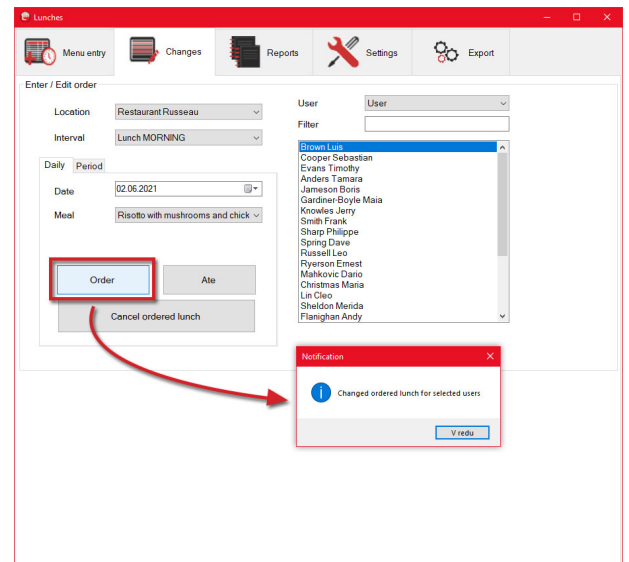
3b. to place/change a lunch order *for a selected period* first set the **From and To** settings, then select what kind of menu you wish to order for the selected period. Because you cannot select a specific menu for each day when ordering lunches for an entire period, you can only choose between the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

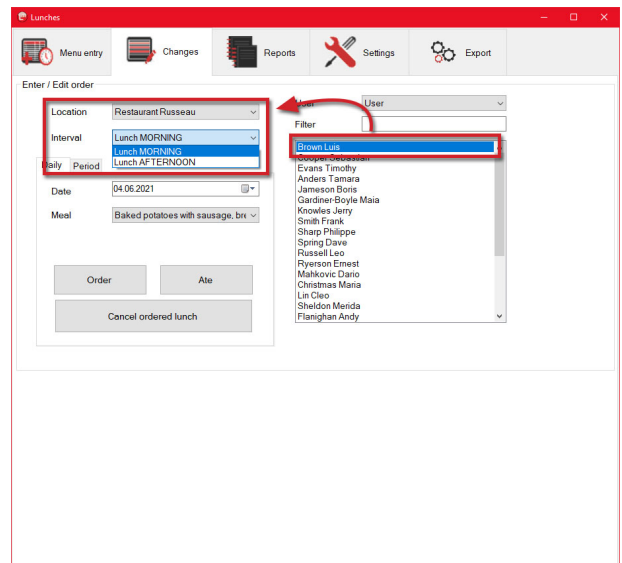
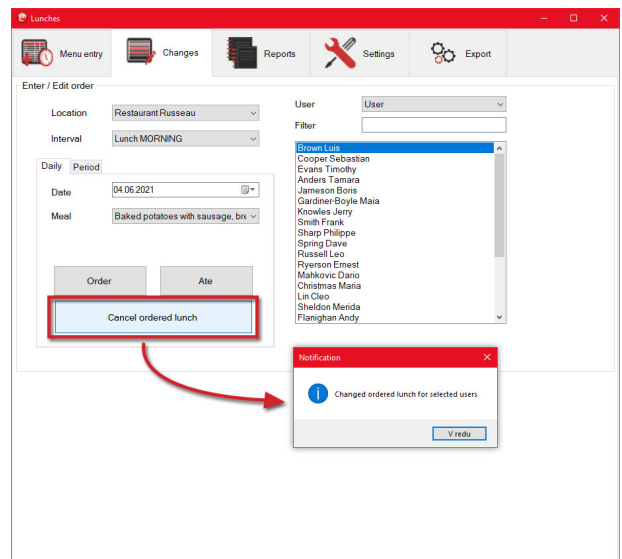
4. To confirm the lunch order change, click the **Order** button.

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



5.1.4.2 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.

5.1.4.3 Confirming the user already ate lunch

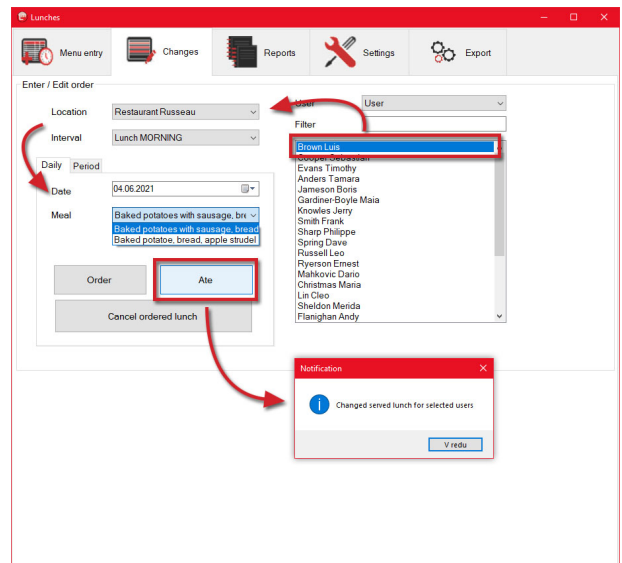
1. In the entry form in the *Changes* tab, first, **select the user or users for which you wish to record that they were served lunch.**

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.**

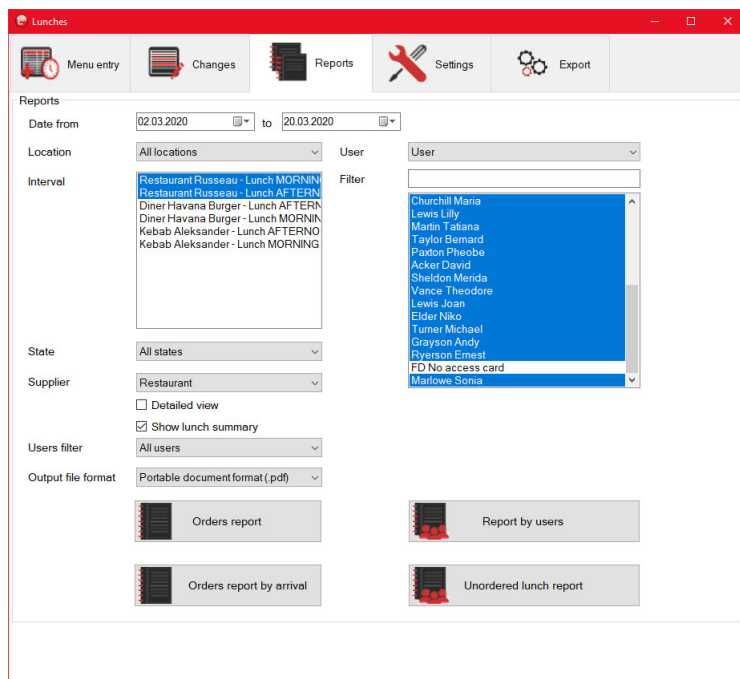
4. To confirm the lunch has been served to the users, click the **Ate** button.

Thus you have successfully confirmed the lunch service.



5.1.5 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
- Garnick 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.

5.1.5.1 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.

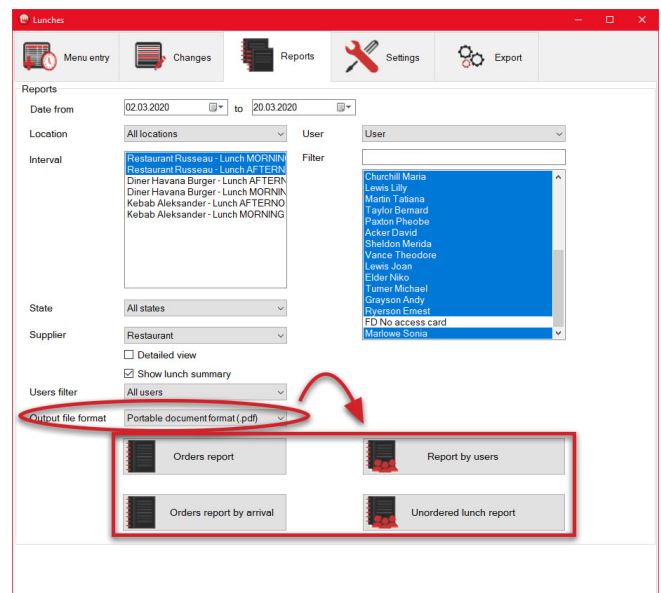
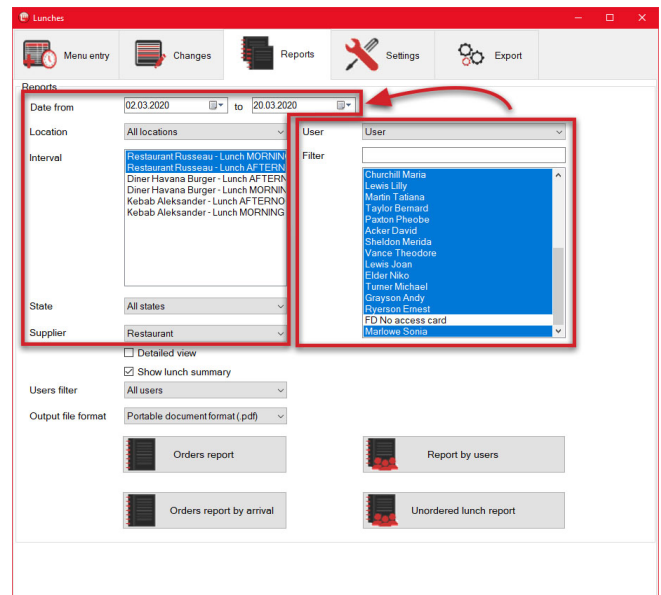
4. Select the desired **file format of the report**.

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.



5.1.5.1.1 Orders report




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

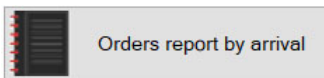
 <div> Orders report Period: 2. 03. 2020 - 20. 03. 2020 </div>		
Restaurant Russeau Date: 2. 03. 2020 Lunch MORNING		
Lunch total		
Meal	Quantity	Changes
Meat pie, yogurt, compote	16	0
Cheese pie, yogurt, compote	11	0

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

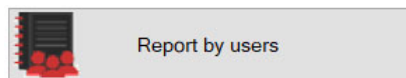
5.1.5.1.2 Orders report by arrival



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

5.1.5.1.3 Report by users



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 Rousseau

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

5.1.5.1.4 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

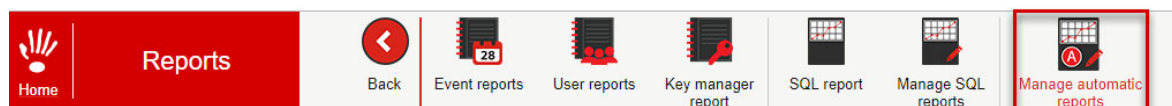
5.1.5.2 Automatic reports for Codeks Lunch

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

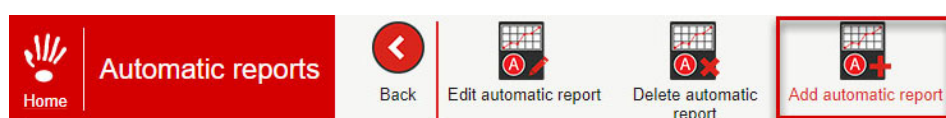
1. Log-in using **your administrator's username** and **password**.

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

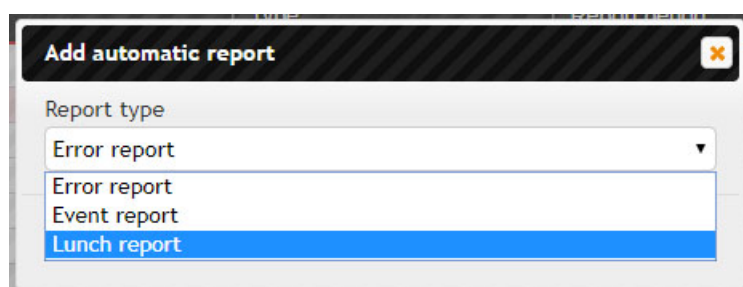
Then, in the toolbar of the *Reports* editor click the **Add automatic report** icon.



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.

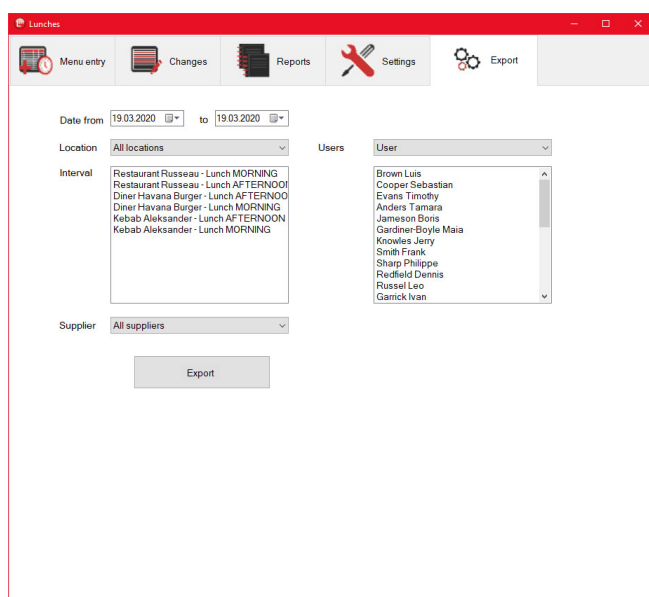
Settings	Description
INFORMATION ABOUT REPORT TRIGGER TIME	
<p>Trigger period: Daily - the report will be generated daily</p>	<div data-bbox="539 271 1094 595"> <div> <div>Report period</div> <div>Daily ▼</div> </div> <div> <div>Report trigger time</div> <div>07:00</div> </div> <div> <div>Report start 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="539 770 1094 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="539 1301 1094 1626"> <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.

5.1.6 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 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
- 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.

5.1.6.1 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.

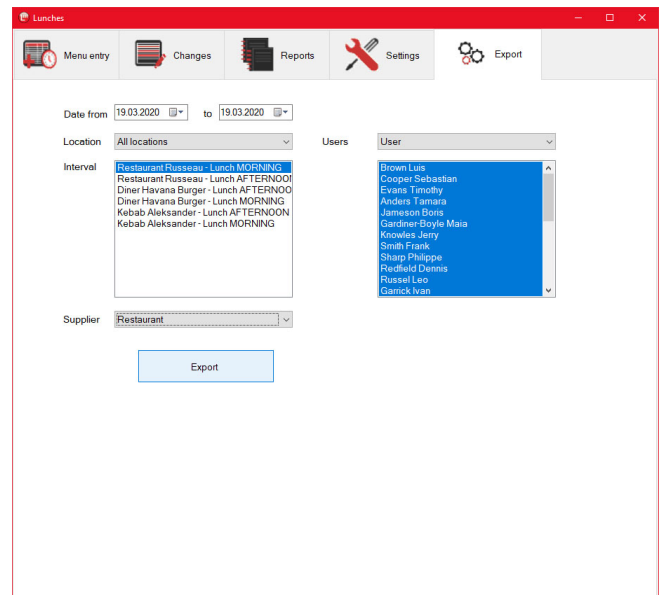
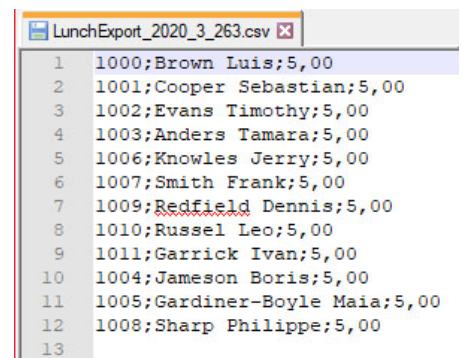
3. To generate the export click the **Export** button.

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	Total 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			

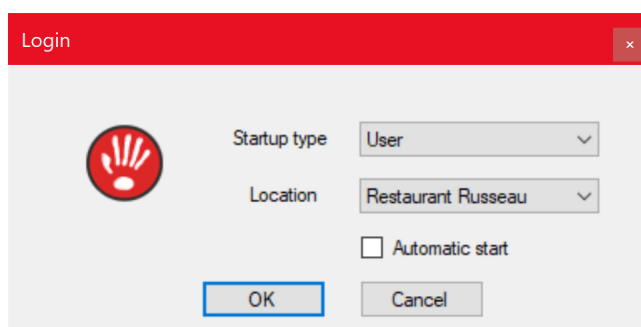
5.2 Lunch Client

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](#)^[70].

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](#)^[70]).

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

You can find instructions for ordering lunches in chapter [Ordering lunch](#)^[80].

5.2.1 Installing the Lunch Client program

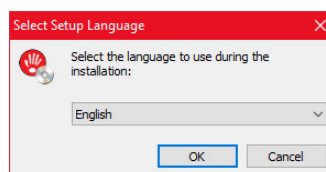
To install the **Codeks Lunch Client** program find and start up the **LunchClientSetup.exe** installation file:

 **LunchClientSetup-v10.2.5.12157.exe**

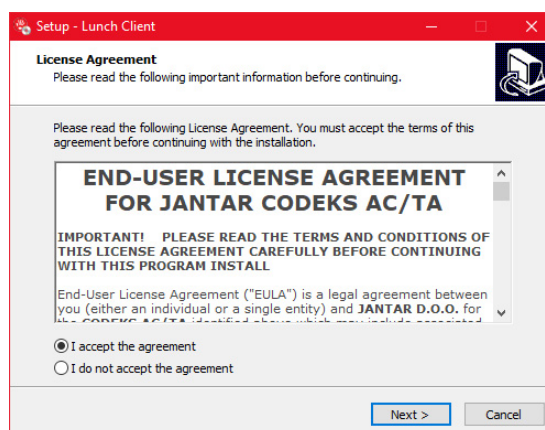
WARNING!

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.

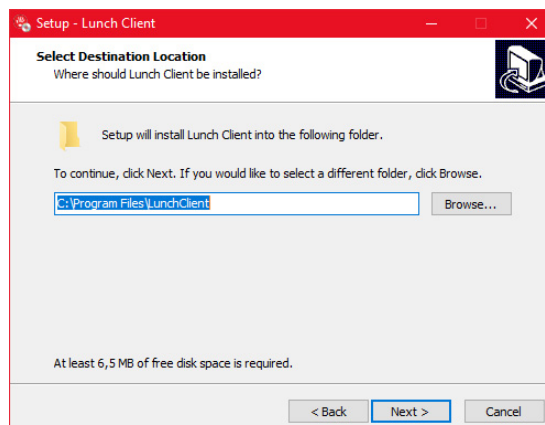
1. First, select the language in which the installation will run.



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

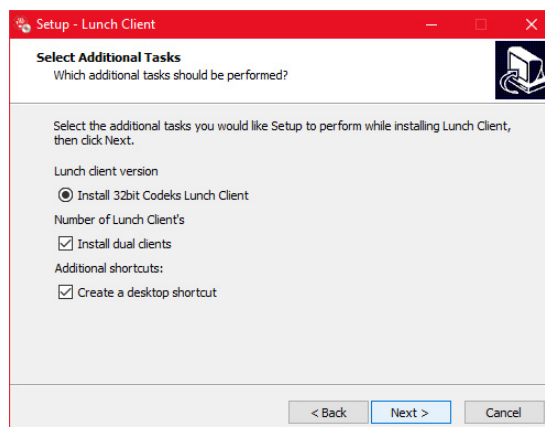


3. Select the folder for the installation and click **Next**.



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).



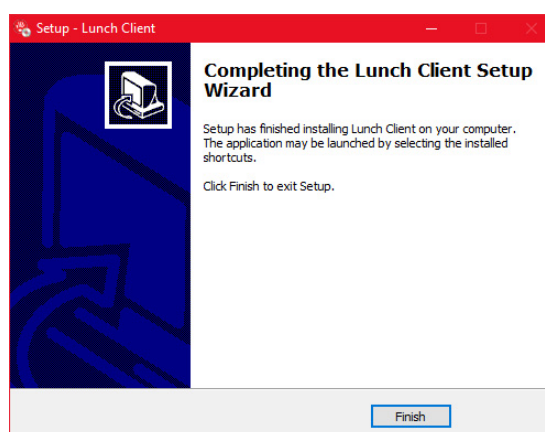
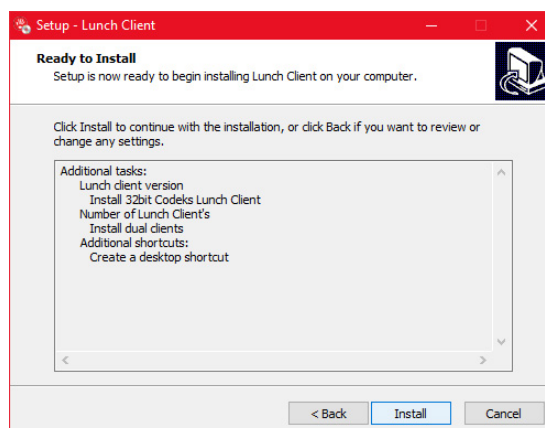
6. Click *Install*.

The installation process may take a few minutes.

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

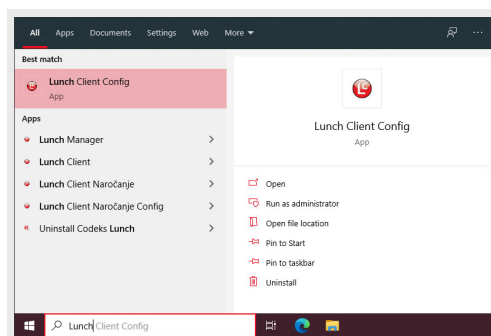
8. After the successful installation of the *Codeks Lunch Client* program a program shortcut will also be added to your desktop.

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



5.2.2 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**^[70] 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.

5.2.2.1 Configuring the Codeks Lunch Client program

NOTE!

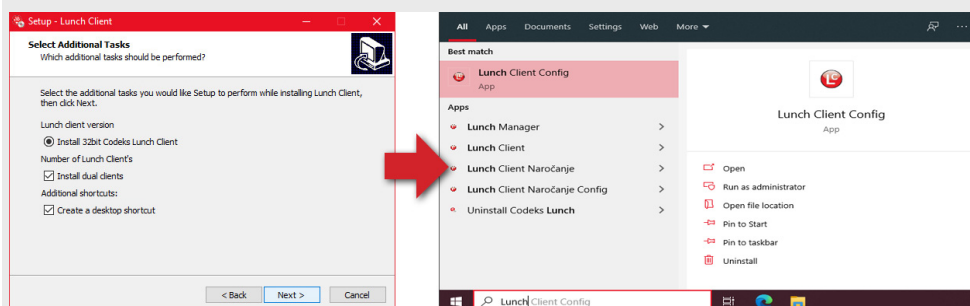
The process described in this chapter illustrates the first launch of the *Codeks Lunch Client* program.

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**^[68] when installing the *Codeks Lunch Client* program you will be able to configure two separate start-up modes on the same computer.

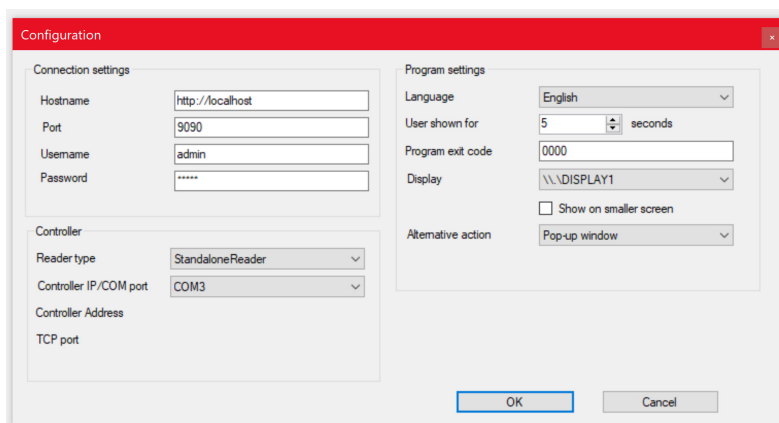


This feature is usually used in cases where the lunch ordering and lunch serving locations are the same and two computer screens are connected to the same computer. One screen shows the lunch queue to cooks during the lunch service while the other enables users to make lunch orders.

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> (<i>USB reader</i>).
</	

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. You can read more about this setting in chapter Ordering lunch ⁸⁰ .
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.

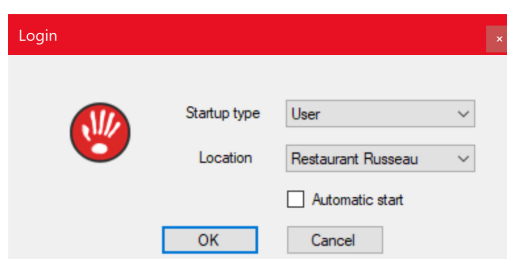
Alternative action	This setting affects how the <i>Cook</i> view works. If the value of this setting is set to Pop-up window the cook will immediately be presented with a pop-up window where they can choose which lunch menu to serve a user who has registered but has not ordered lunch beforehand. If the 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**.

5.2.2.2 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.

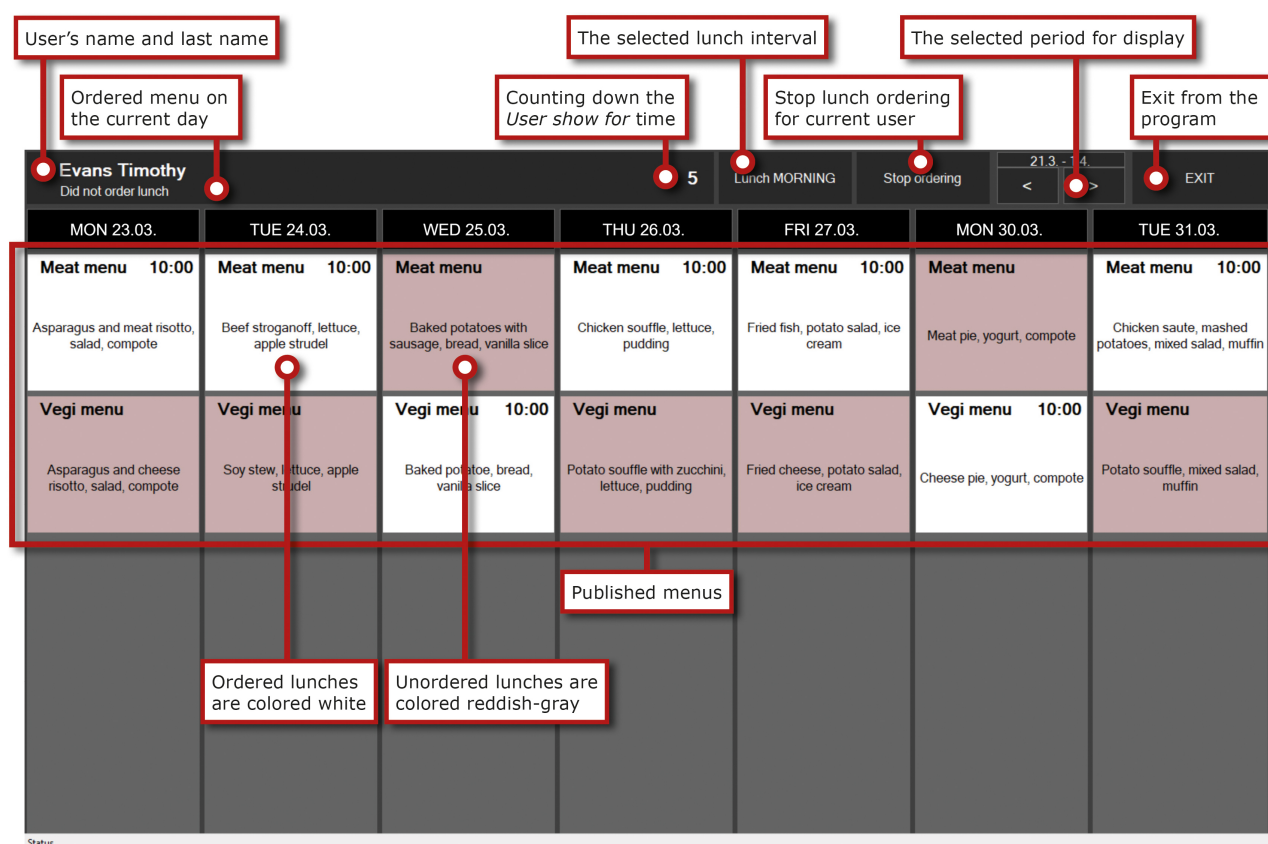
5.2.3 User

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 (see [Settings in the Codeks Lunch Manager program](#)^[35]). 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 display</i> 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 ^[70]). 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:

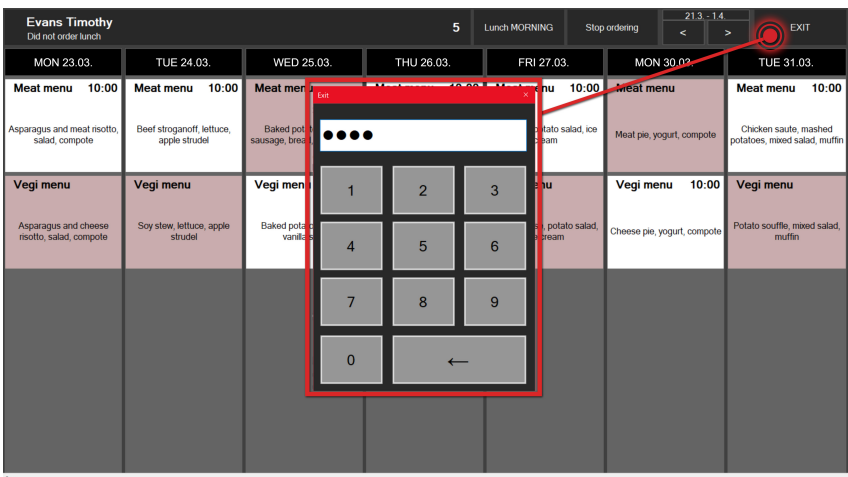
- **Ordered menus** are colored **white**.
- **Unordered menus** are colored **reddish-gray**.
- **The grayed out menus can no longer be selected**, because the ordering time for that day or the lunch interval has already expired.

You can find a detailed description of the use of the **User** start-up mode in chapter [Ordering lunch](#).

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](#)).

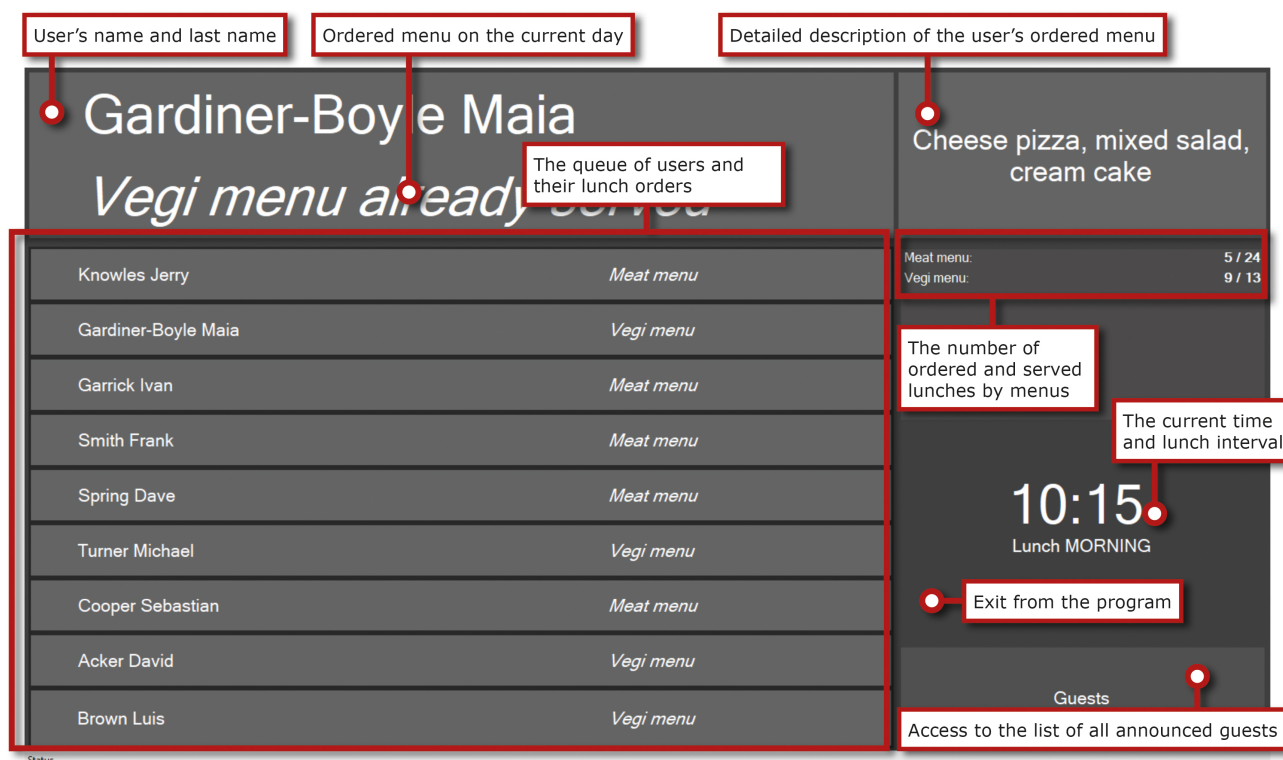
1. To exit the *Codeks Lunch Client* click the **Exit** button in the top right corner.
2. A pop-up window will open with a numeric keyboard for entering the exit code.
3. Using the numeric keyboard enter the exit code and the program will automatically close.



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.

5.2.4 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.



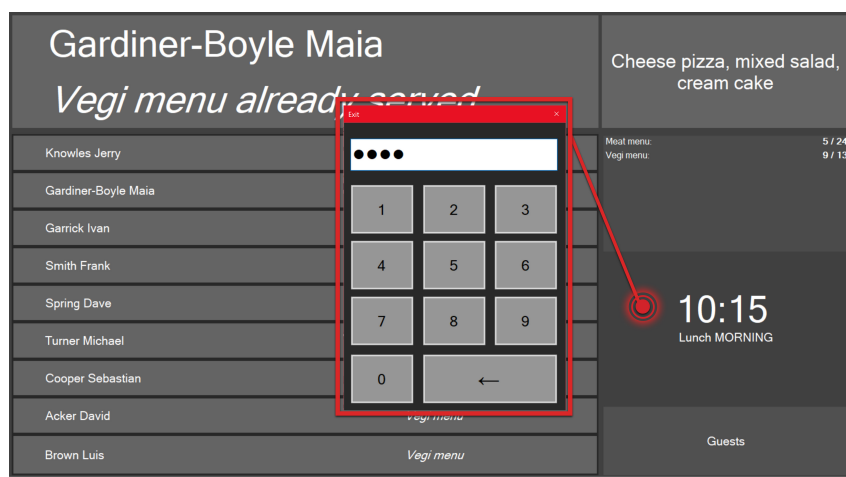
User's name and last name	When the users register their name and last name along with their ordered lunch for the current day are displayed in the upper row of the screen.
Ordered menu on the current day	
The queue of users and their lunches	The users who already registered before the current user are 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 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 ^[96] .
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](#) ^[92].

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](#)^[70]).

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!

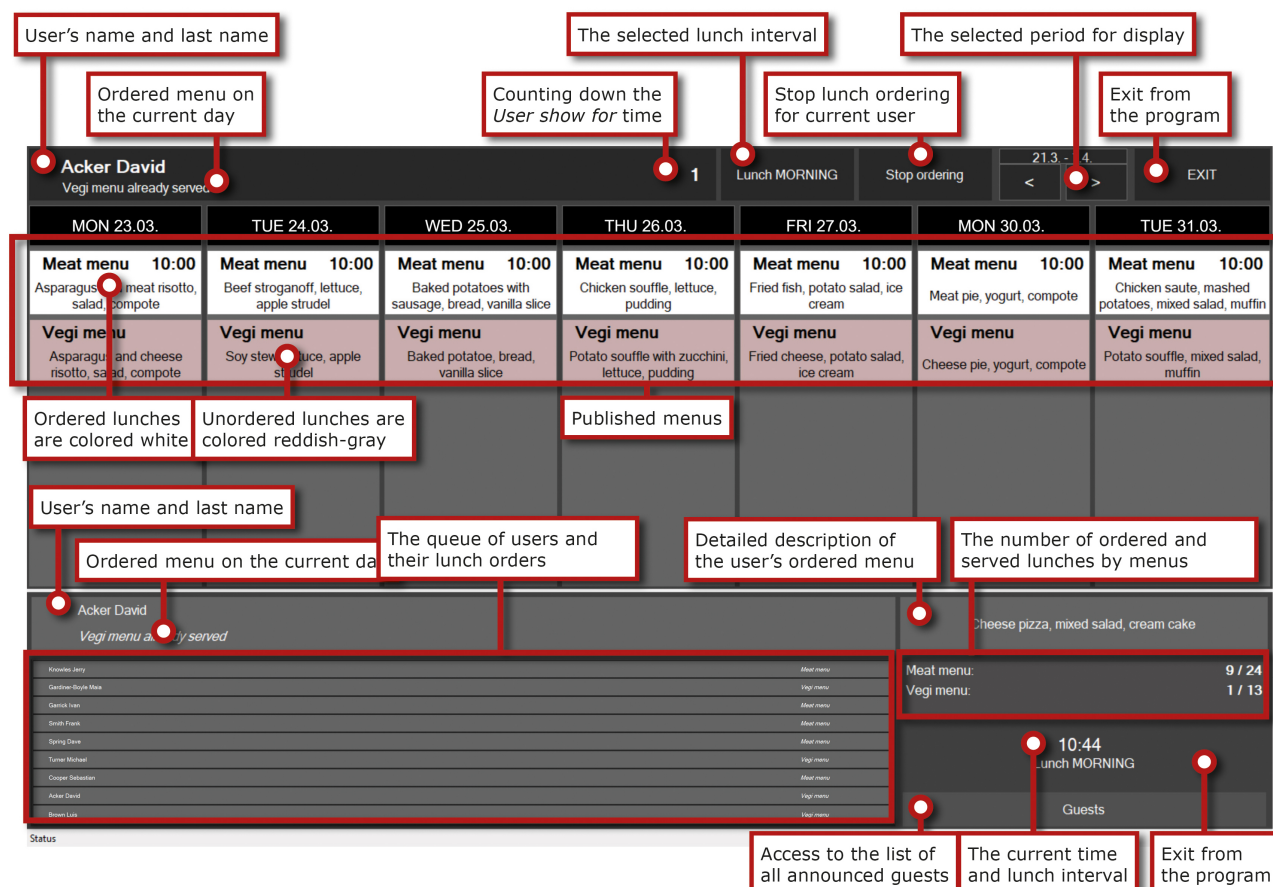
The pop-up window for entering the exit code will only be displayed for 5 seconds. If you do not enter the exit code in this time the pop-up window will close.

5.2.5 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</i> for time	<p>The number shows the remaining time when the <i>User show</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</i> for setting, which is set in the configuration settings of the <i>Codeks Lunch Client</i> program (Settings in the Codeks Lunch Client program^[70]). 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</i> for 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> .

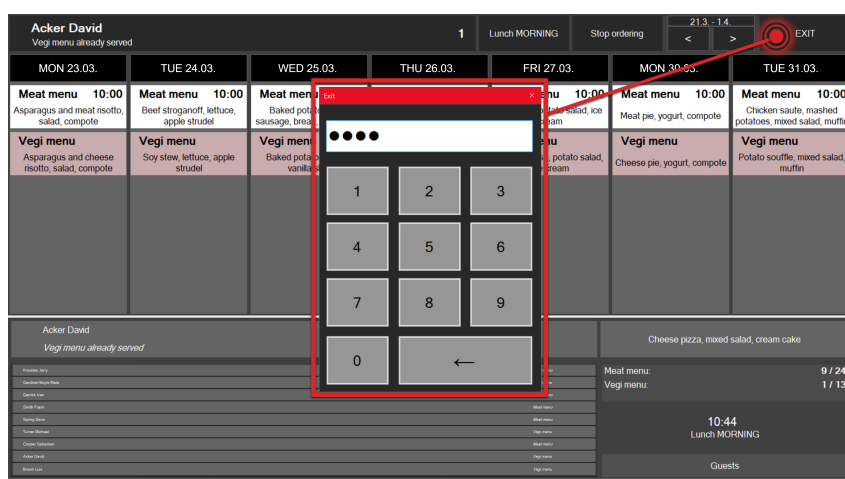
THE DISPLAY FOR USERS	
The display of published menus	<p>The main part of the screen displays the published menus by day.</p> <p>Menu colors:</p> <ul style="list-style-type: none"> • Ordered menus are colored white. • Unordered menus are colored reddish-gray. • The grayed out menus can no longer be selected, 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 ^[80] .
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 and user** start-up mode in chapter [Ordering lunch](#)^[80] and [Serving lunches](#)^[92].

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](#) ⁷⁰).

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.



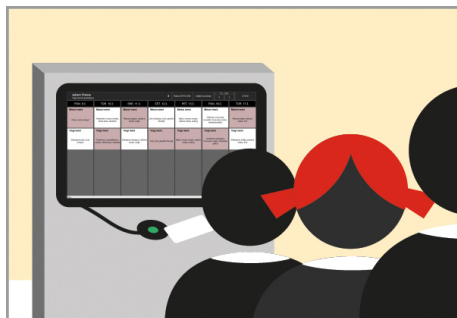
NOTE!

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.

5.3 Ordering lunch

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.



* Users can, via their user access, **order lunches for themselves and for guests**^[85], and additionally if they have the rights of heads of departments, they can also **place lunch orders for other users**^[87] **from a certain department.**

The following chapters describe the processes of **ordering lunches by users ordering for themselves, users ordering lunches for guests and heads of departments ordering lunches for other users.**

5.3.1 Ordering lunch with the Codeks Lunch Client program

NOTE

The procedure described in this chapter is shown in the *Codeks Lunch Client* program run in the *User* start-up mode, which is intended for use at a touch screen terminal where employees can order their lunches.

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.**

NOTE

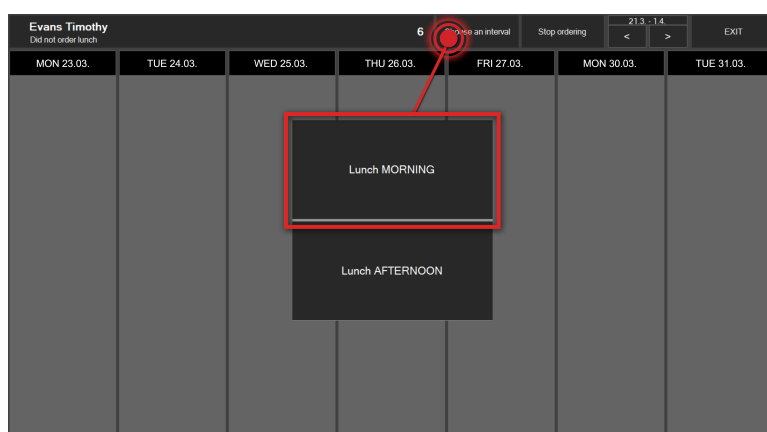
There is a limited time period when the *User* view display is active and the user is allowed to make and change their lunch orders. The time starts to count down as soon as the user registers, but is reset to the initial value with each click on the screen. The value is determined by the ***User shown for*** setting, which is set in the initial configuration settings of the *Codeks Lunch Client* program ([Settings in the Codeks Lunch Client program](#) ⁷⁰).

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

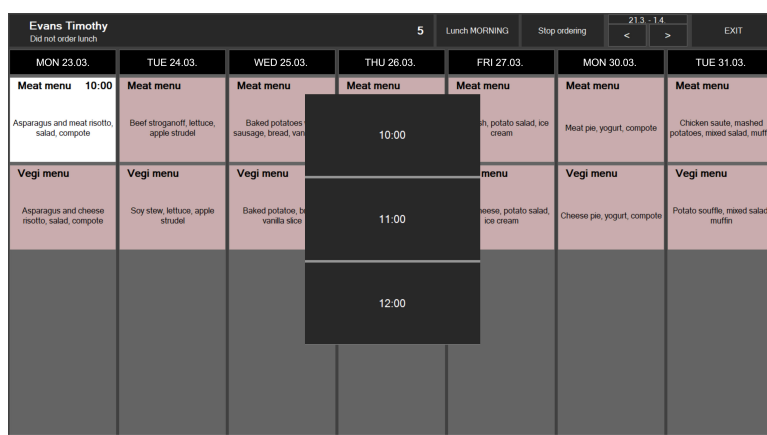
The screen display will be activated and will enable you to enter your lunch menu choices.

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.

Evans Timothy Did not order lunch		5		Lunch MORNING	Stop ordering	21.3 - 14	EXIT
MON 23.03.	TUE 24.03.	WED 25.03.	THU 26.03.	FRI 27.03.	MON 30.03.	TUE 31.03.	
Meat menu 10:00 Asparagus and meat risotto, salad, compote	Meat menu 10:00 Beef shogranoff, lettuce, apple strudel	Meat menu Baked potatoes with sausage, bread, vanilla slice	Meat menu 10:00 Chicken souffle, lettuce, pudding	Meat menu 10:00 Fried fish, potato salad, ice cream	Meat menu Meat pie, yogurt, compote	Meat menu 10:00 Chicken saute, mashed potatoes, mixed salad, muffin	
Vegi menu Asparagus and cheese risotto, salad, compote	Vegi menu Soy stew, lettuce, apple strudel	Vegi menu 10:00 Baked potatoes, bread, vanilla slice	Vegi menu Potato souffle with zucchini, lettuce, pudding	Vegi menu Fried cheese, potato salad, ice cream	Vegi menu 10:00 Cheese pie, yogurt, compote	Vegi menu Potato souffle, mixed salad, muffin	

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.**

Anders Tamara Did not order lunch		13		Lunch MORNING	Stop ordering	5.6 - 16.6	EXIT
PON. 7.6.	TOR. 8.6.	SRE. 9.6.	CET. 10.6.	PET. 11.6.	PON. 14.6.	TOR. 15.6.	
Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	
Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	

Anders Tamara Did not order lunch		19		Lunch MORNING	Stop ordering	5.6 - 16.6	EXIT
PON. 7.6.	TOR. 8.6.	SRE. 9.6.	CET. 10.6.	PET. 11.6.	PON. 14.6.	TOR. 15.6.	
Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	Meat menu Menu 2: Chicken saute, mashed potatoes, mixed salad, muffin	
Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	Vegi menu Menu 2: Fried cheese, potato salad, ice cream	

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.

5.3.2 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.

 Home

Lunch ordering

 Back

 Logout

User

Tamara

Locations

Restaurant Russeau

Diner Havana Burger

Kebab Aleksander

Interval

Lunch MORNING

Lunch AFTERNOON

Arrival

10:00

11:00

12:00

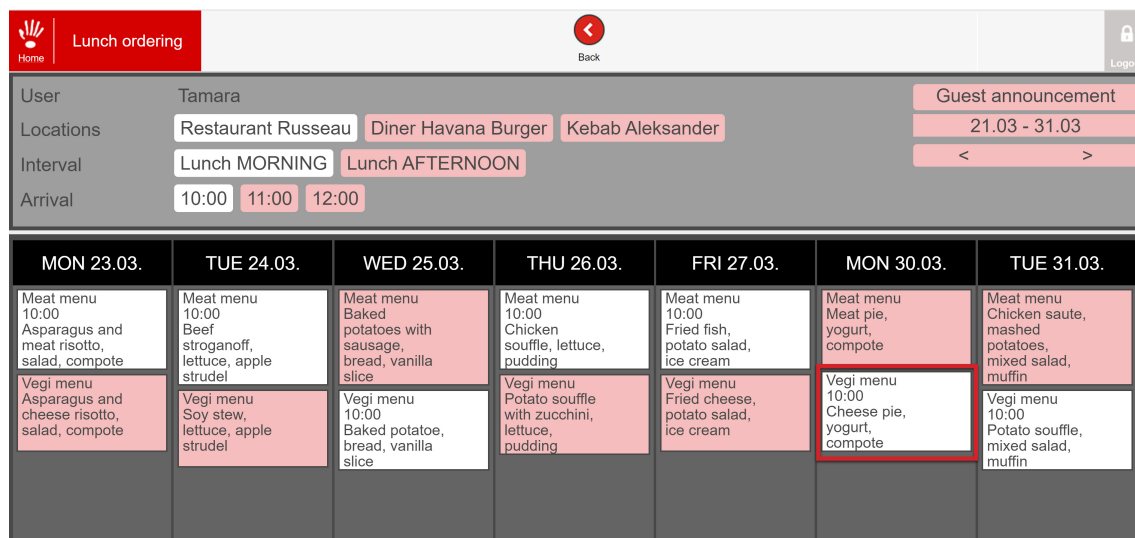
Guest announcement

21.03 - 31.03

< >

MON 23.03.	TUE 24.03.	WED 25.03.	THU 26.03.	FRI 27.03.	MON 30.03.	TUE 31.03.
Meat menu Asparagus and meat risotto, salad, compote	Meat menu Beef stroganoff, lettuce, apple strudel	Meat menu Baked potatoes with sausage, bread, vanilla slice	Meat menu Chicken souffle, lettuce, pudding	Meat menu Fried fish, potato salad, ice cream	Meat menu Meat pie, yogurt, compote	Meat menu Chicken saute, mashed potatoes, mixed salad, muffin
Vegi menu Asparagus and cheese risotto, salad, compote	Vegi menu Soy stew, lettuce, apple strudel	Vegi menu Baked potatoe, bread, vanilla slice	Vegi menu Potato souffle with zucchini, lettuce, pudding	Vegi menu Fried cheese, potato salad, ice cream	Vegi menu Cheese pie, yogurt, compote	Vegi menu Potato souffle, mixed salad, muffin

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.

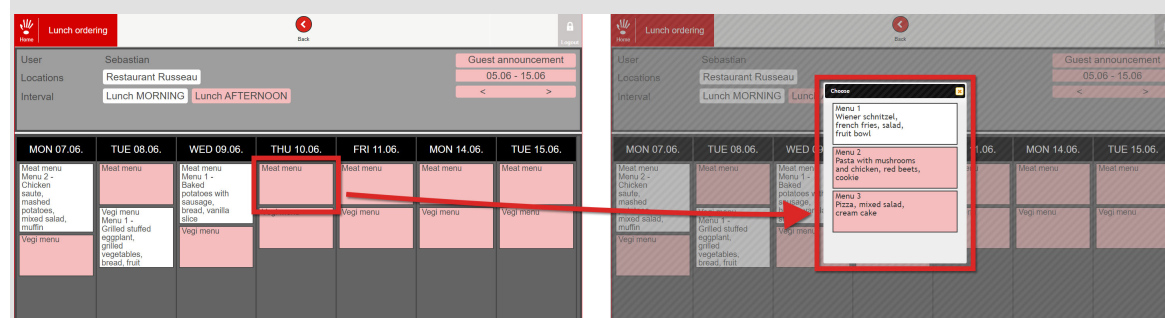
Unordered menus are colored **reddish-gray**.

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.**



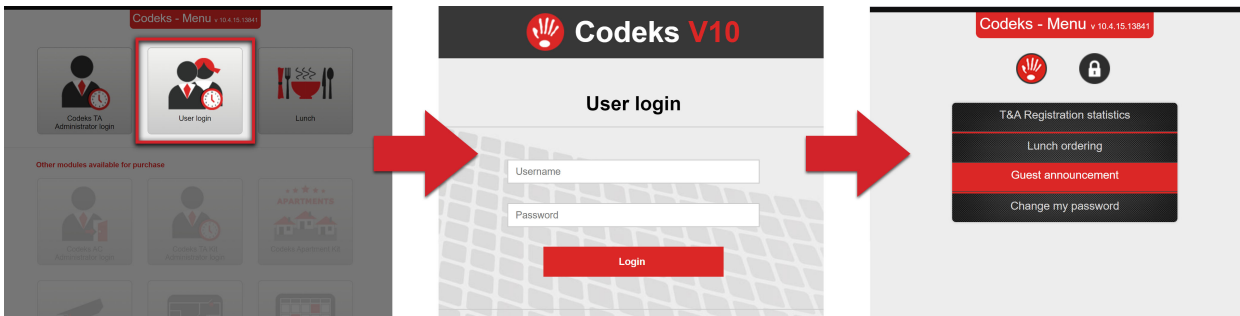
Your order will be automatically immediately saved.

5.3.3 Ordering lunch for guests

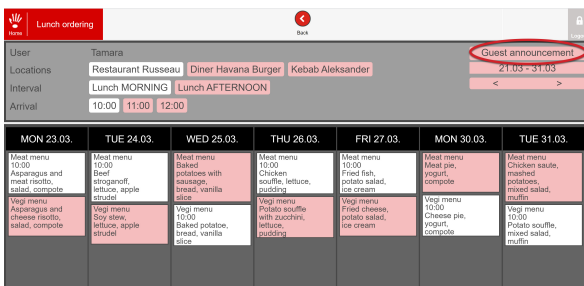
Users can also **order lunches for visiting guests**, who are not employees of the company and do not have access to the *Codeks* system.

Only users who have the **Allow guest ordering** setting enabled in their user's settings ([Enabling ordering lunches for guests](#)^[26]) 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**.

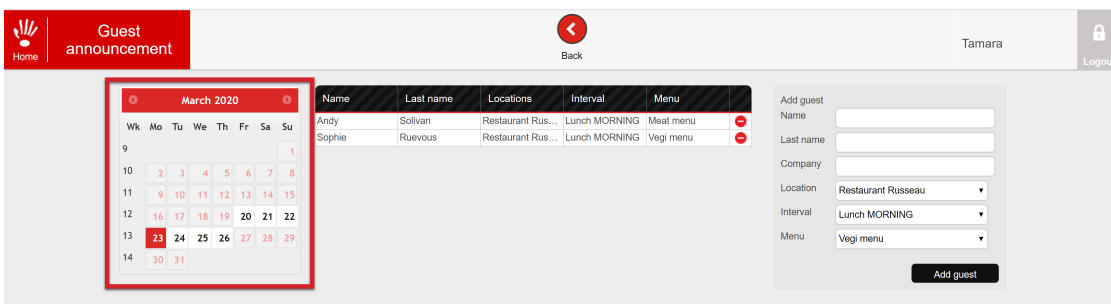


You can also access the editor by clicking the **Guest announcement** button in the *Lunch ordering* menu.



3. The **Guest announcement** editor will open.

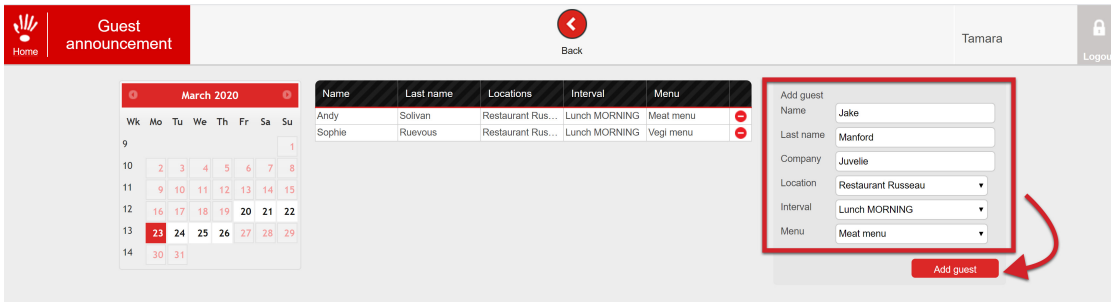
To announce a new guest, first, **select the proper day for which you are announcing a guest** in the calendar on the left.



NOTE

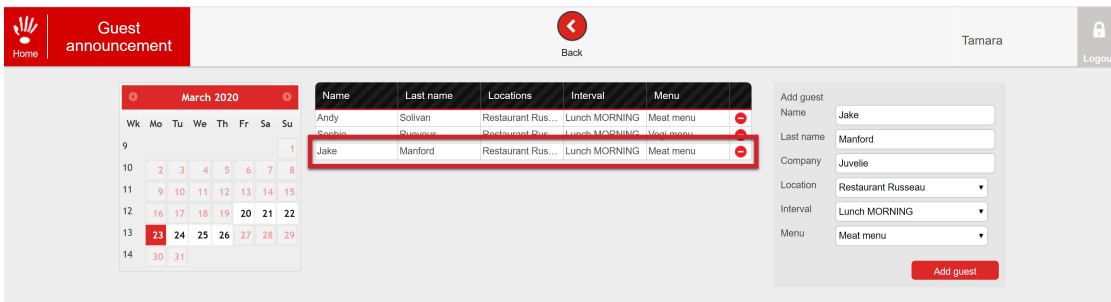
Guests can only be announced seven days in advance.

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.




Name	Last name	Locations	Interval	Menu
Andy	Solivan	Restaurant Rus...	Lunch MORNING	Meat menu
Sophie	Ruevous	Restaurant Rus...	Lunch MORNING	Vegi menu
Jake	Manford	Restaurant Rus...	Lunch MORNING	Meat menu

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



Name	Last name	Locations	Interval	Menu
Andy	Solivan	Restaurant Rus...	Lunch MORNING	Meat menu
Sophie	Ruevous	Restaurant Rus...	Lunch MORNING	Vegi menu
Jake	Manford	Restaurant Rus...	Lunch MORNING	Meat menu

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

5.3.3.1 Ordering lunches for guests through the Front Desk

* NOTE

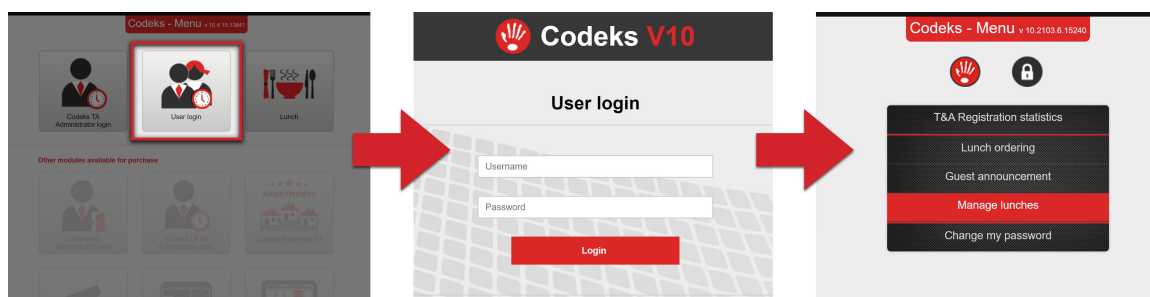
The receptionist can only announce or organize lunches for guests when using the Codeks Front Desk add-on.

The procedure for ordering and arranging lunches for guests is described in detail in the Codeks Front Desk add-on instructions in the chapter *Announcing and arranging lunches for visitors*.

5.3.4 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**.

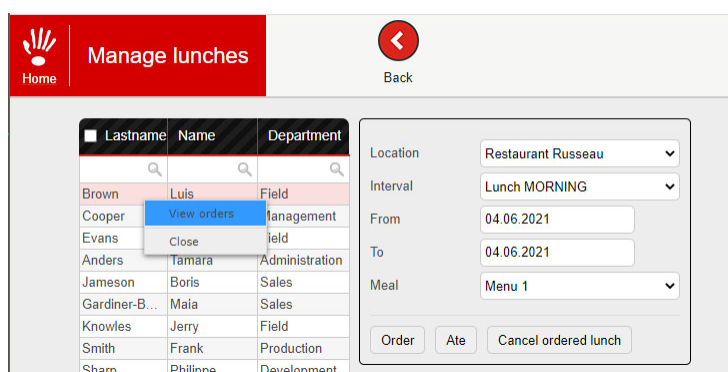


Viewing lunch orders

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.

From

07.06.2021

To

12.06.2021

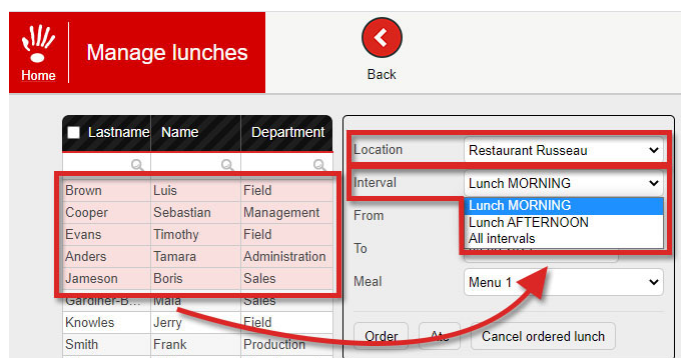
Lastname	Name	Department	Location	Interval	Date	Meal	Status
Brown	Luis	Field	Restaurant Rousseau	Lunch MORNING	07.06.2021	Menu 2	Did not eat
Brown	Luis	Field	Restaurant Rousseau	Lunch MORNING	08.06.2021	Menu 1	Did not eat
Brown	Luis	Field	Restaurant Rousseau	Lunch MORNING	09.06.2021	Menu 2	Did not eat
Brown	Luis	Field	Restaurant Rousseau	Lunch MORNING	10.06.2021	Menu 3	Did not eat
Brown	Luis	Field	Restaurant Rousseau	Lunch MORNING	11.06.2021	Menu 2	Did not eat

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.**

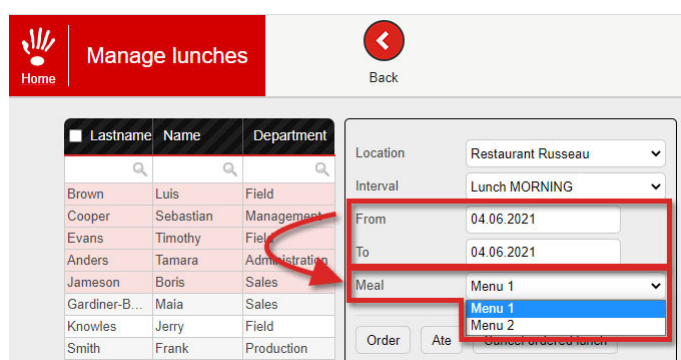
2. Then, select the **location** and **lunch interval**.



The screenshot shows the 'Manage lunches' interface. On the left, there is a table with columns 'Lastname', 'Name', and 'Department'. The table contains several rows of user data. On the right, there are three dropdown menus: 'Location' (set to 'Restaurant Russeau'), 'Interval' (set to 'Lunch MORNING'), and 'Meal' (set to 'Menu 1'). A red box highlights the 'Interval' dropdown, and a red arrow points to the 'Meal' dropdown. Below the dropdowns are buttons for 'Order', 'Ate', and 'Cancel ordered lunch'.

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.

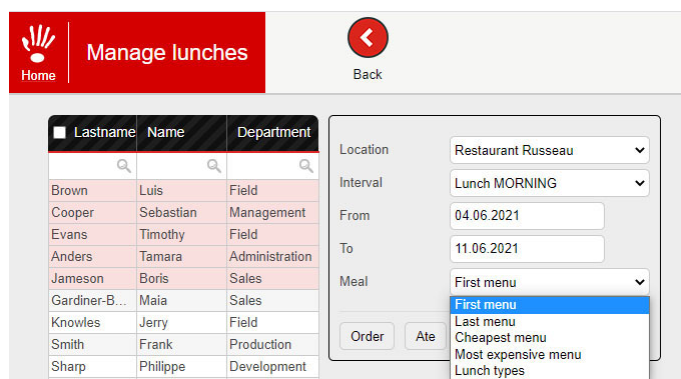


The screenshot shows the 'Manage lunches' interface. The 'From' and 'To' date fields are both set to '04.06.2021'. The 'Meal' dropdown menu is open, showing 'Menu 1' and 'Menu 2'. A red box highlights the 'From' and 'To' date fields, and a red arrow points to the 'Meal' dropdown menu. Below the dropdowns are buttons for 'Order', 'Ate', and 'Cancel ordered lunch'.

3b. when placing 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.

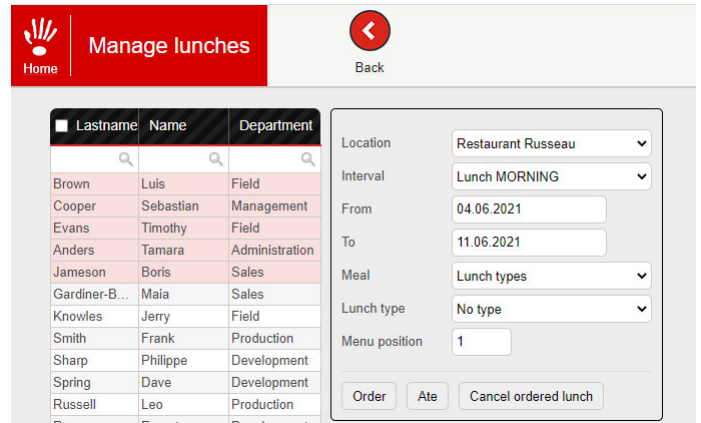
Because you cannot select a specific menu for each day when ordering lunches for an entire period, you can only choose between the following values:

- **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.



The screenshot shows the 'Manage lunches' interface. The 'From' date is set to '04.06.2021' and the 'To' date is set to '11.06.2021'. The 'Meal' dropdown menu is open, showing 'First menu', 'Last menu', 'Cheapest menu', 'Most expensive menu', and 'Lunch types'. A red box highlights the 'From' and 'To' date fields, and a red arrow points to the 'Meal' dropdown menu. Below the dropdowns are buttons for 'Order' and 'Ate'.

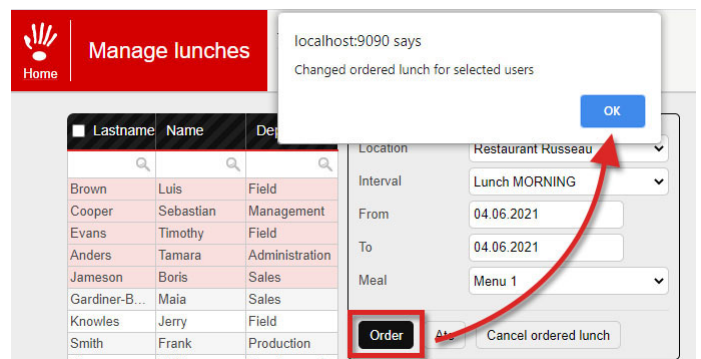
- **Lunch types** - if you choose this option additional settings will be displayed below which enable you to select the **lunch type (group)** ³⁶ and the **position of the menu** ³⁹ you wish to order within this lunch type.



The screenshot shows the 'Manage lunches' interface. On the left is a table with columns 'Lastname', 'Name', and 'Department'. The table lists several users, with 'Brown Luis' and 'Field' highlighted. On the right is a form with fields for 'Location' (Restaurant Russeau), 'Interval' (Lunch MORNING), 'From' (04.06.2021), 'To' (11.06.2021), 'Meal' (Lunch types), 'Lunch type' (No type), and 'Menu position' (1). At the bottom of the form are three buttons: 'Order', 'Ate', and 'Cancel ordered lunch'. The 'Order' button is highlighted with a red box.

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

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

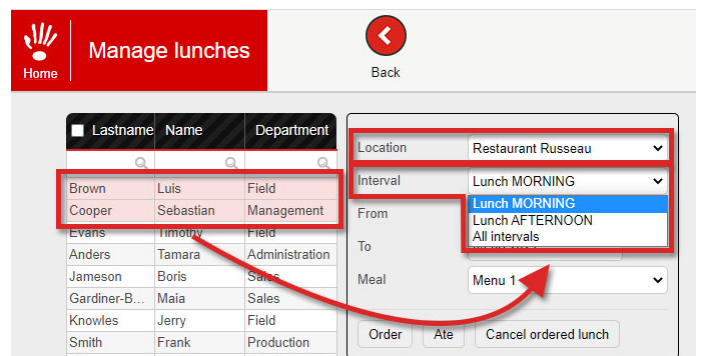


This screenshot shows the 'Manage lunches' form with a confirmation dialog box overlaid. The dialog box contains the text 'localhost:9090 says' and 'Changed ordered lunch for selected users', with an 'OK' button. A red arrow points from the 'Order' button on the form to the 'OK' button in the dialog. The 'Order' button on the form is highlighted with a red box.

Canceling the lunch order

1. In the *Manage lunches* editor, first, **select the user or users whose lunch order you wish to cancel.**

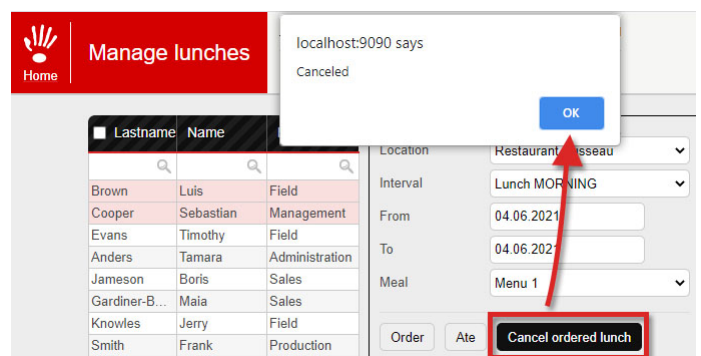
2. Then, select the **location** and **lunch interval**.



The screenshot shows the 'Manage lunches' form. The 'Location' dropdown is set to 'Restaurant Russeau'. The 'Interval' dropdown is open, showing options: 'Lunch MORNING', 'Lunch AFTERNOON', and 'All intervals'. The 'Lunch MORNING' option is highlighted with a blue background. A red box highlights the 'Location' and 'Interval' dropdowns. A red arrow points from the 'Order' button to the 'Cancel ordered lunch' button.

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.



This screenshot shows the 'Manage lunches' form with a confirmation dialog box overlaid. The dialog box contains the text 'localhost:9090 says' and 'Canceled', with an 'OK' button. A red arrow points from the 'Cancel ordered lunch' button on the form to the 'OK' button in the dialog. The 'Cancel ordered lunch' button on the form is highlighted with a red box.

Confirming the user has been served

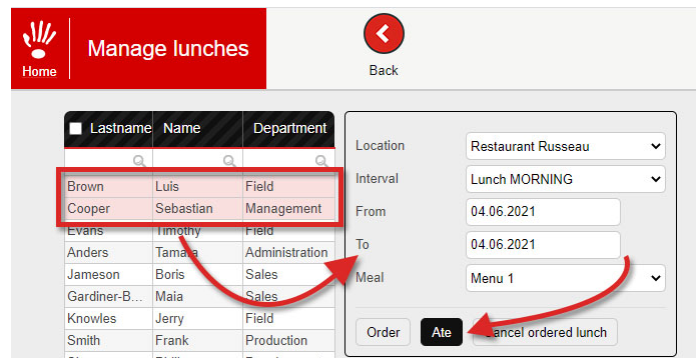
1. In the *Manage lunches* editor, first, **select the user or users for which you wish to record that they were served lunch.**

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.



Lastname	Name	Department
Brown	Luis	Field
Cooper	Sebastian	Management
Evans	Timothy	Field
Anders	Tamara	Administration
Jameson	Boris	Sales
Gardiner-B...	Maia	Sales
Knowles	Jerry	Field
Smith	Frank	Production

Location: Restaurant Russeau

Interval: Lunch MORNING

From: 04.06.2021

To: 04.06.2021

Meal: Menu 1

Order Ate Cancel ordered lunch

5.4 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.

5.4.1 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>	Meat menu: 5 / 24	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>	Guests	
Brown Luis	<i>Vegi menu</i>		
Evans Timothy	0,00 <i>Meat menu</i>		

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>	Meat menu: 5 / 24	Vegi menu: 9 / 13
Gardiner-Boyle Maia	<i>Vegi menu</i>	10:15 Lunch MORNING	
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>	Guests	
Acker David	<i>Vegi menu</i>		
Brown Luis	<i>Vegi menu</i>		

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
Gardiner-Boyle Maia	<i>Vegi menu</i>	Vegi menu:	9 / 13
Garrick Ivan	<i>Meat menu</i>	<div>10:15</div> <div>Lunch MORNING</div>	
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	

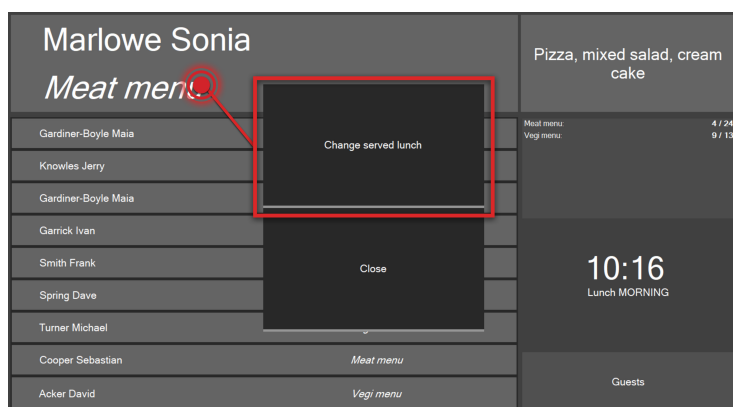
5.4.2 Changing an ordered lunch

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.

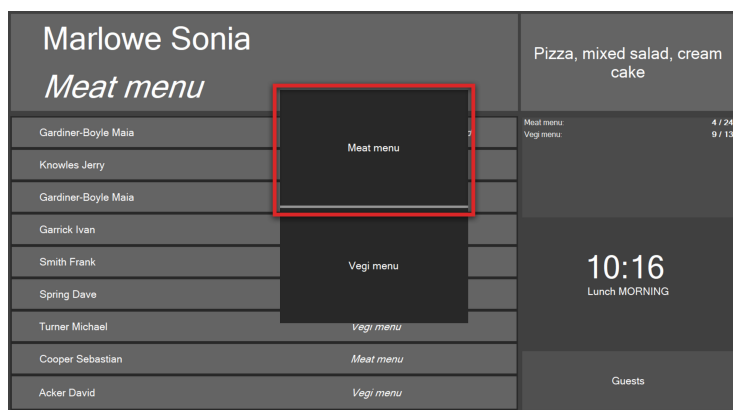


NOTE

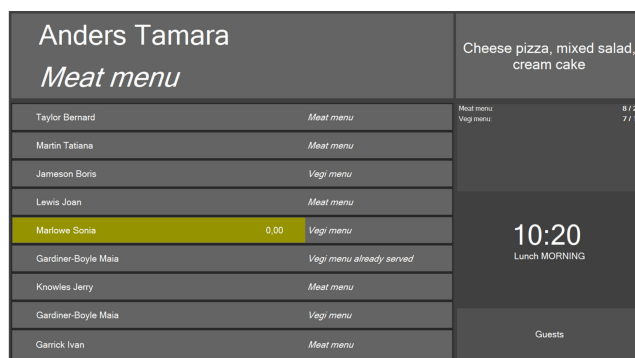
The window will only be open for 5 seconds. If you do not click any of the listed options the window will close automatically.

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

Select the appropriate menu.



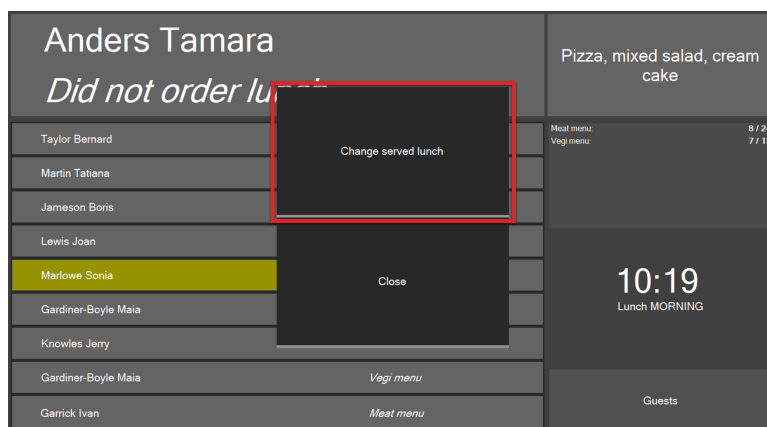
4. The newly selected menu will be displayed next to the name of the user and the user will be colored green.



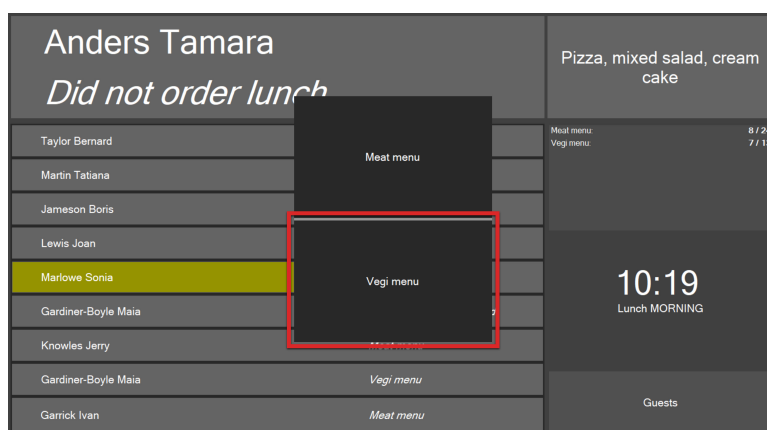
5.4.3 Serving unordered lunches

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.



5.4.4 Serving announced guests

Visiting Guests, who are invited to lunch, must be first announced by users who are granted the **Allow guest ordering** ([* Enabling ordering lunches for guests](#)^[26]) 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

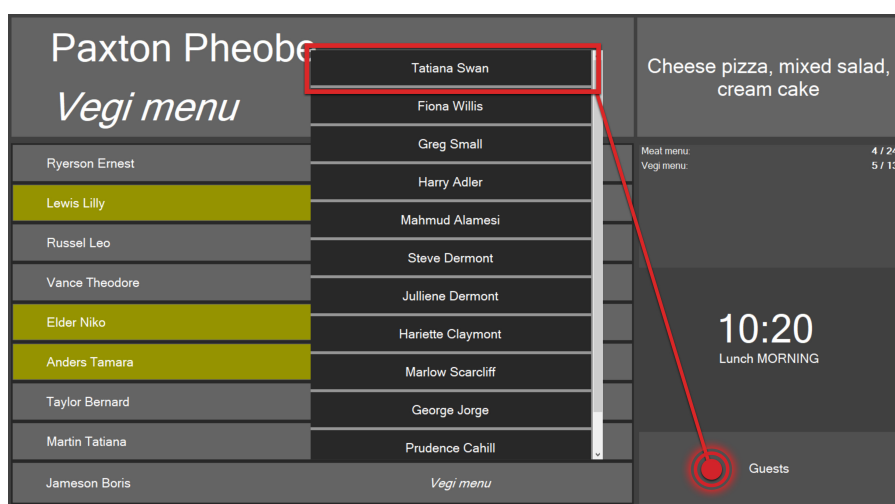
In order to be displayed on the list of guests the guests must first be announced by a user. The process of announcing a guest for lunch is described in chapter [Ordering lunch for guests](#)^[85].

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.

