



Software by Design

Nextcloud-Apps

Snacks og drikkevarer — tillidssystem

SnackCheck

Brugervejledning

Kontorkøkken: bestil, katalog, månedsluk og lønexport.

Web AGPL · valgfri køkkentablet (SNK2).

App-version

1.0.9

Sprog

Dansk

Dato

28. august 2026

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Indledning

SnackCheck er et tillidssystem til kontorsnacks og drikkevarer: medarbejdere registrerer med et tryk, køkkenansvarlige vedligeholder katalog og beholdning, og app-administratorer lukker måneder og eksporterer løn-CSV/XLSX til løn uden for appen.

Webappen er gratis (AGPL). Den valgfrie køkkentablet (SNK2-licens) beskrives i kapitel 8.

App-version

SnackCheck **1.0.9** (commit c9d5626), pr. 28. august 2026.

1 Roles and permissions

Capability	Member	Kitchen manager	App admin
Book, My month	yes	yes	yes
Kitchen, catalogue, users	no	yes (site)	yes (all)
Periods, payroll export	no	no	yes
Settings, licence	no	no	yes

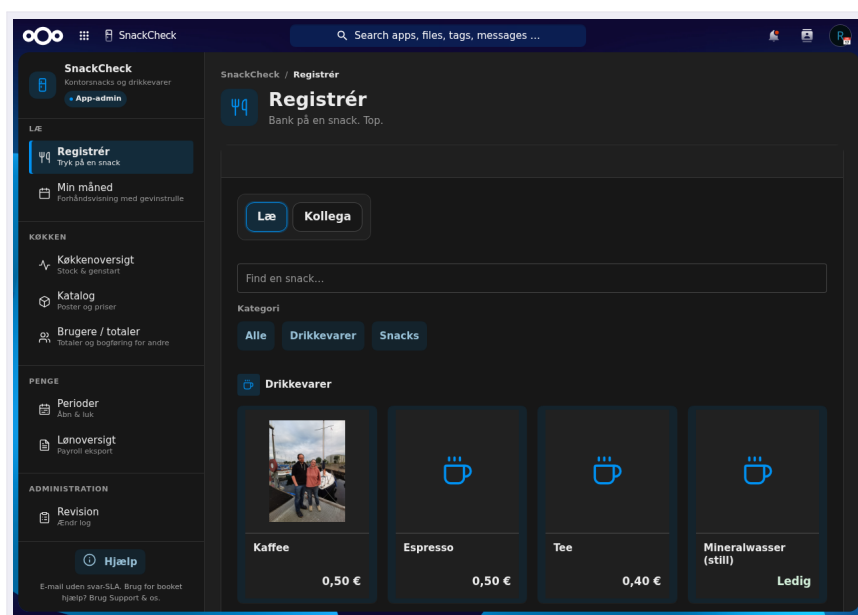
Member: access in *Open* mode or on the allowed user/group list.

Kitchen manager: app admin or manager of an active site (`snk_sites`).

App admin: NC system admin or listed under **App admins**.

2 Getting started

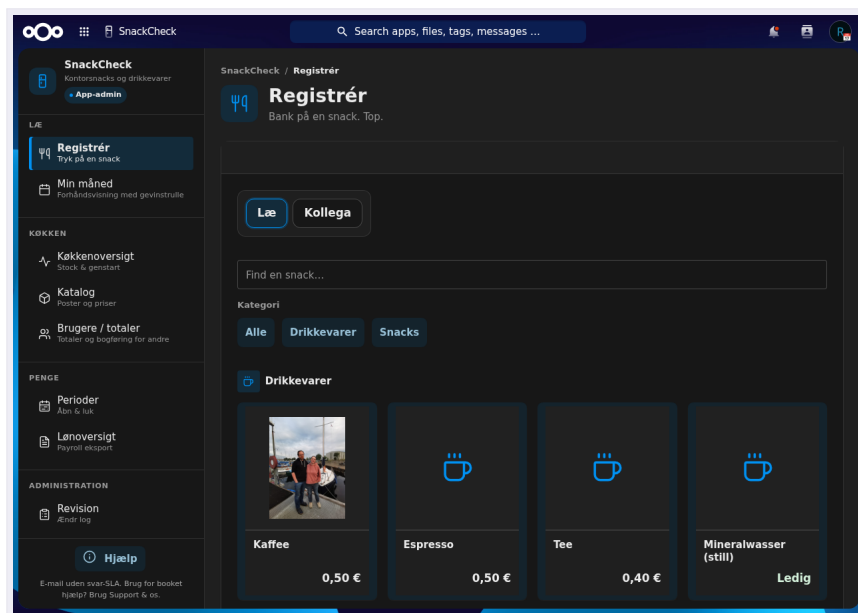
1. Open **SnackCheck** from the app menu.
2. As app admin: under **Settings** → **Access**, check access; open **Periods** if needed.
3. Create a catalogue under **Catalog** or import a starter catalogue.
4. Employees use **Log** for daily booking.



3 Booking

3.1 Book an item

1. Open **Log**.
2. If needed, choose the **Site** (multiple kitchens).
3. Tap a tile — the booking is saved immediately.
4. **Undo** within the configured time limit.



3.2 Closed period

If the period is closed, a notice appears — new bookings are not possible.

3.3 Hospitality (company pays)

For enabled users: toggle **Company** — the booking does not appear on personal payroll.

3.4 Substitution (manager)

Kitchen managers can book on behalf of colleagues (reason required).

4 My month

Under **My month** you see the open or most recently closed period: line items, gross, subsidy, deduction, remaining subsidy allowance.

SnackCheck / Min måned · 2026-08 (#36)

Min måned · 2026-08 (#36)
Hvilke lønninger vil fratrække denne periode.

FRADRAK
1,70 €
Dette trækkes fra lønnen i denne periode.

Sådan beregnes det

Hvad du har logget	1,70 €
Fradrag	1,70 €

[Download PDF til løn](#)
Del denne PDF med HR, hvis de beder om dokumentation.

Forbrug i denne periode

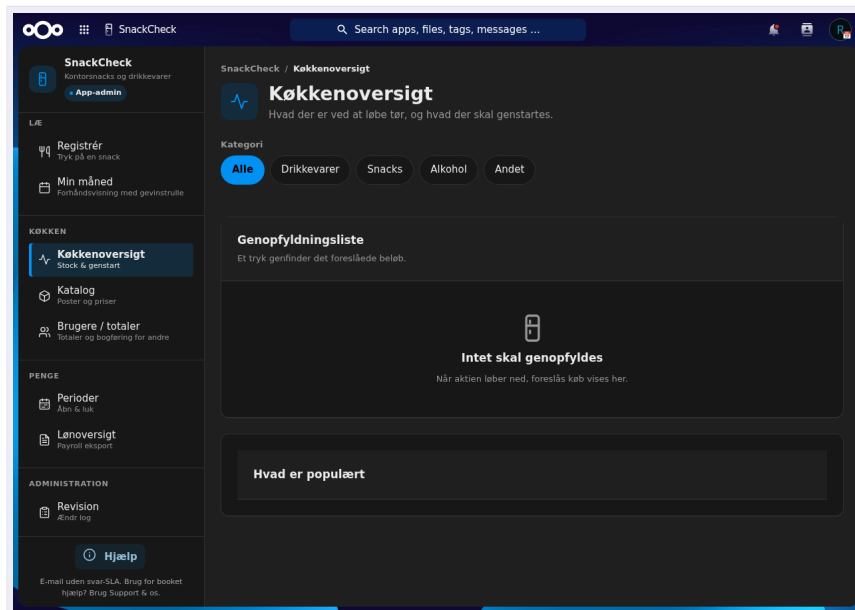
Vare	Antal	I alt	Når
Nüsse	1	1,20 €	2026-08-28 10:54
Mineralwasser (stilla) Ledia	1	Ledia	2026-08-28 10:45

Download PDF — personal overview for your records.

5 Kitchen and catalogue

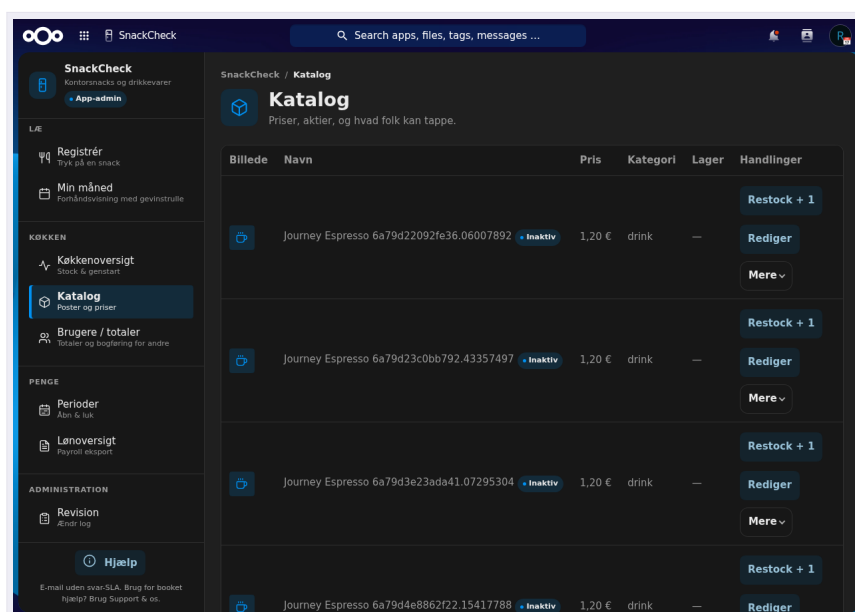
5.1 Kitchen overview

Kitchen shows popularity (7/14/30 days), refill hints and shopping list.



5.2 Catalogue

Add items: name, category (**Drink**, **Snack**, **Alcohol**, **Other**), price in cents, optional **Free**, par/stock, image, dietary tags.



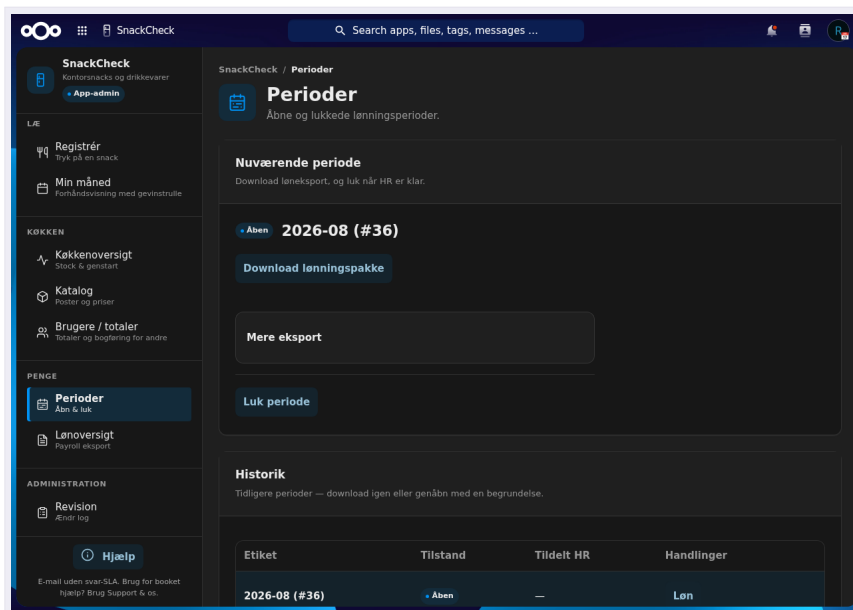
5.3 Users / totals

Per-person period totals; with **Privacy**, managers see totals only, app admins see details.

6 Periods and payroll export

6.1 Manage periods

Periods: Open next period, Close (with confirmation), Reopen (with reason), Hand over to HR.



6.2 Export

Payroll CSV/XLSX — cent-accurate, excluding hospitality and free items from personal payroll. No live DATEV posting.

6.3 Payroll overview

Payroll overview — aggregated by category and item.

7 Settings

Access Open or restricted; users/groups; app admins.

Subsidy & kitchens Monthly subsidy €; hospitality; multi-site.

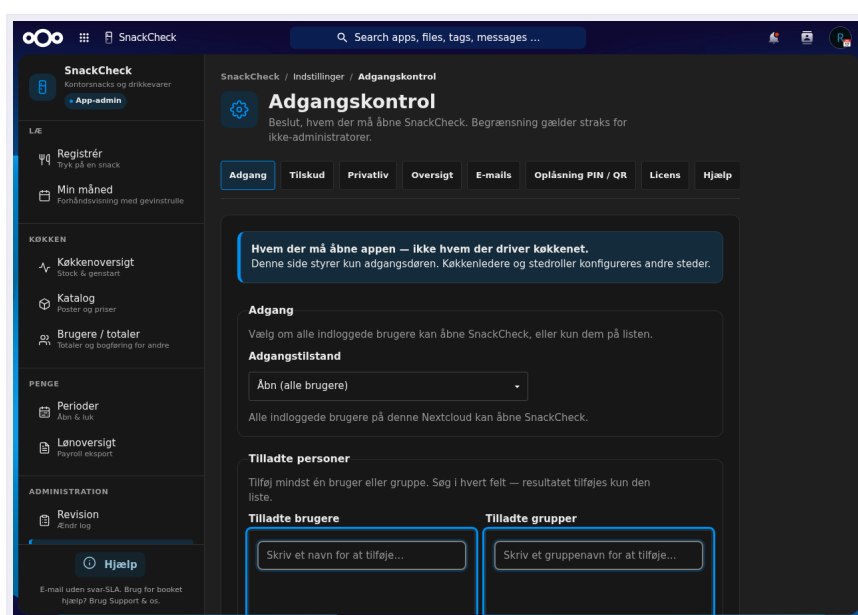
Privacy Totals only for managers.

Kitchen overview Time windows and refill horizon.

Reminder emails Pre-close digest; weekly refill mail.

Unlock PIN / QR For kitchen tablet.

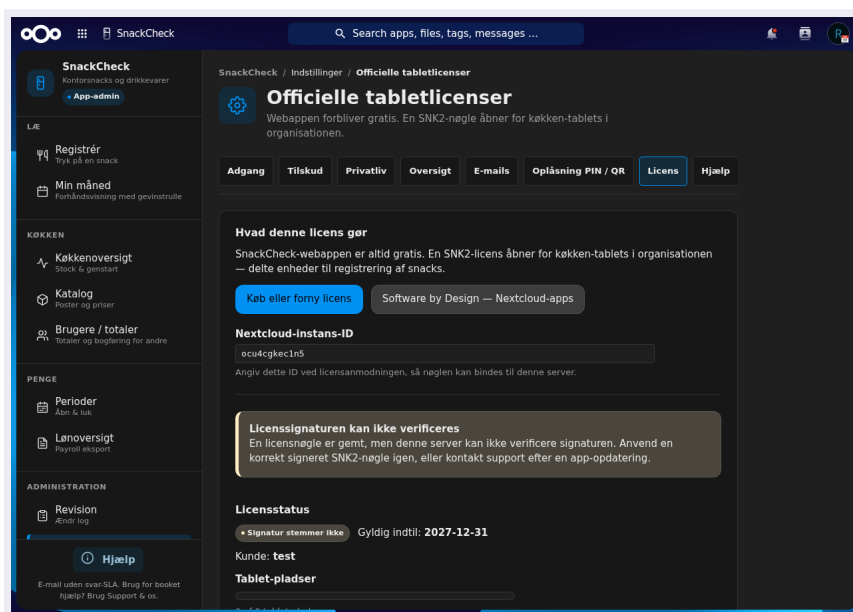
Official tablet licences SNK2 keys, register/revoke devices.



8 Kitchen tablet (companion)

The Android kitchen tablet is optional and requires an SNK2 device licence. The web app remains usable without a licence.

1. App admin: apply SNK2 key under **Official tablet licences**.
2. Register tablet, enter token `snkterm_...` in the kiosk app.
3. Set PIN or QR per person under **Unlock PIN / QR**.
4. At the fridge: unlock → book → automatic lock after idle.



Not a POS/cash register (TSE) — trust-based booking with export for HR only.

9 Errors, FAQ and glossary

Access denied Not on the allowed user/group list.

Period closed Wait for a new period or contact an admin.

402 / licence Tablet API only — web remains usable.

Unlock lockout Too many wrong PINs — progressive wait time.

9.1 Glossary

Period Payroll month for bookings and export.

Subsidy Monthly company allowance in cents.

Hospitality Company payment, not in personal payroll export.

SNK2 Licence key for registered kitchen tablets.

10 Accessibility

SnackCheck uses large tap targets at the fridge, contrast via NC tokens and keyboard use in forms. Tablet kiosk: focus on one-handed use and visible error text.

Om Software by Design

Software by Design udvikler Nextcloud-apps til organisationer, der vil hoste egne data — fra tidsregistrering og projekter til lager, flåde og kunderelationer. Alle apps kører fuldt ud på din Nextcloud-instans; webgrænsefladerne er gratis (AGPL).

Virksomhed

- **Website:** <https://nextcloud.software-by-design.de/>
- **Partner & tilbud:** <mailto:info@software-by-design.de>
- **Rapporter fejl / foreslå forbedring:** <mailto:dev@software-by-design.de>

Support & bidrag

SnackCheck er gratis på din Nextcloud (AGPL). Fejlrapporter og fornuftige idéer via GitHub eller e-mail er en del af open source-vedligeholdelse — uden garanteret svartid.

I appen

Under **Indstillinger** → **Hjælp & support** (navigationschip kan stadig vise **Support us**) finder du de samme muligheder som på vores website: partner-tilbud, opsætning, bestilt funktion og frivillig støtte.

Check Partner (fakturerbar)

Har din organisation brug for planlæggelig hjælp med faktura — opsætning, timpakker, prioriteret e-mail — vælg **Check Partner**. Det er en ydelse med tilbud og faktura, ikke en donation.

- Pakker og vilkår på support-siden: <https://nextcloud.software-by-design.de/da/support/>
- Anmod om partner-tilbud: <mailto:info@software-by-design.de?subject=Partner-foresp%C3%B8rgsel>

Andre fakturerbare muligheder

- **Opsætning & træning** — fjernopsætning eller workshop for dit team.
- **Bestilt funktion** — afgrænset ændring med acceptkriterier og leveringsdato.
- **Officielle mobil- & terminallicenser** — hvor det tilbydes for SnackCheck; navngivne pladser med faktura.

GitHub Sponsors (frivilligt)

Frivillig støtte uden faktura-SLA — vi sætter pris på det, men det er valgfrit:

<https://github.com/sponsors/aSoftwareByDesignRepository>

Juridisk note

Denne manual erstatter ikke juridisk, skattemæssig eller compliance-rådgivning. Tredjeparts produktnavne og varemærker tilhører deres respektive ejere.