



Software by Design

Nextcloud-Apps

Snacks & drinks — honour system

SnackCheck

User manual

Office kitchen: tap to book, catalogue, month-end close and payroll export.

Web AGPL · optional kitchen tablet (SNK2).

App version

1.1.1

Language

English

Date

September 2026

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Introduction

SnackCheck is an honour system for office snacks and drinks: staff log with a tap, kitchen managers keep the catalogue and stock, and app administrators close months and export payroll CSV/XLSX for pay processing outside the app.

- **Log** — one tap per item, optional Company or Colleague.
- **Kitchen** — popularity, top-up, catalogue, users/totals.
- **Money** — close periods and **Payroll export** for HR.
- **Tablet** — optional kitchen device with SNK2 licence (chapter 8).

The web app is free of charge (AGPL).

App version

SnackCheck **1.1.1**, September 2026 (same date line as the title page).

1 Roles and permissions

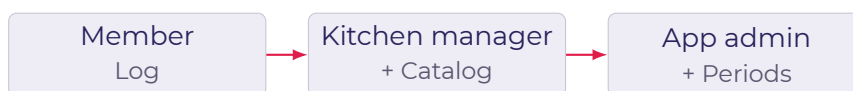
SnackCheck has three levels. The web app only shows navigation that matches your role.

Capability	Member	Kitchen manager	App admin
Log, My month	yes	yes	yes
Kitchen, Catalog, Users / totals	no	yes (site)	yes (all)
Periods, Payroll export	no	no	yes
Settings, license	no	no	yes

Member Logs snacks and sees their own month. Access when mode is **Open** or via allowed users/groups.

Kitchen manager Maintains catalogue and stock for the assigned site; sees kitchen overview and **Users / totals**.

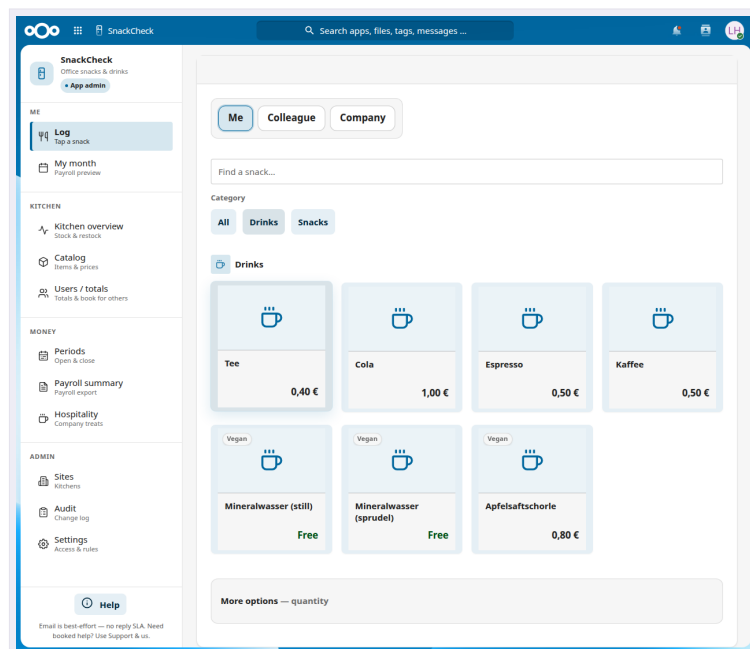
App admin Closes periods, runs **Payroll export**, manages access, subsidy, and tablet license (SNK2).



2 Getting started

After installation, SnackCheck appears in the Nextcloud app bar. To go live:

1. Open **SnackCheck**.
2. As app admin: under **Settings** → **Access**, check whether access is open or restricted.
3. Under **Periods**, open the current billing period (if none is open yet).
4. In **Catalog**, load the starter catalogue or create your own items (clear names, prices, stock).
5. Staff log daily under **Log**.

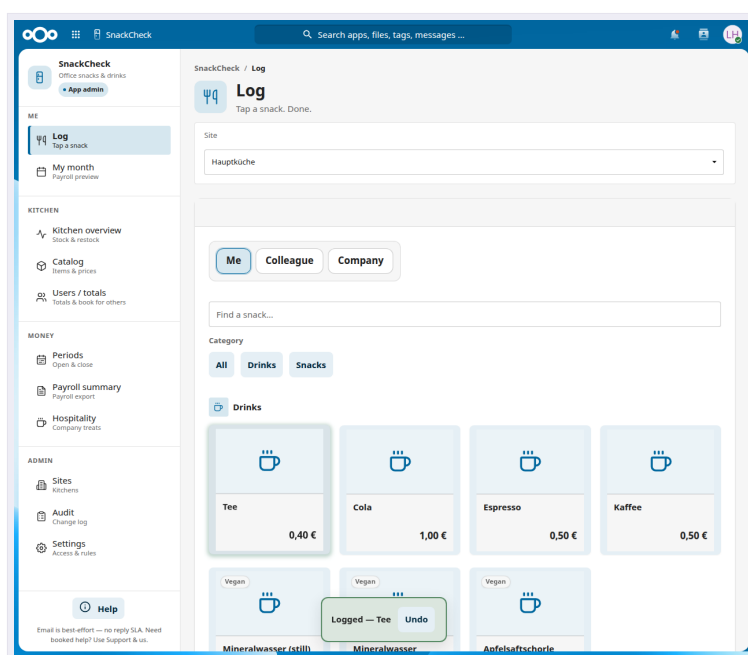


Log grid with curated items — category glyphs, no throwaway test labels.

3 Logging

3.1 Log an item

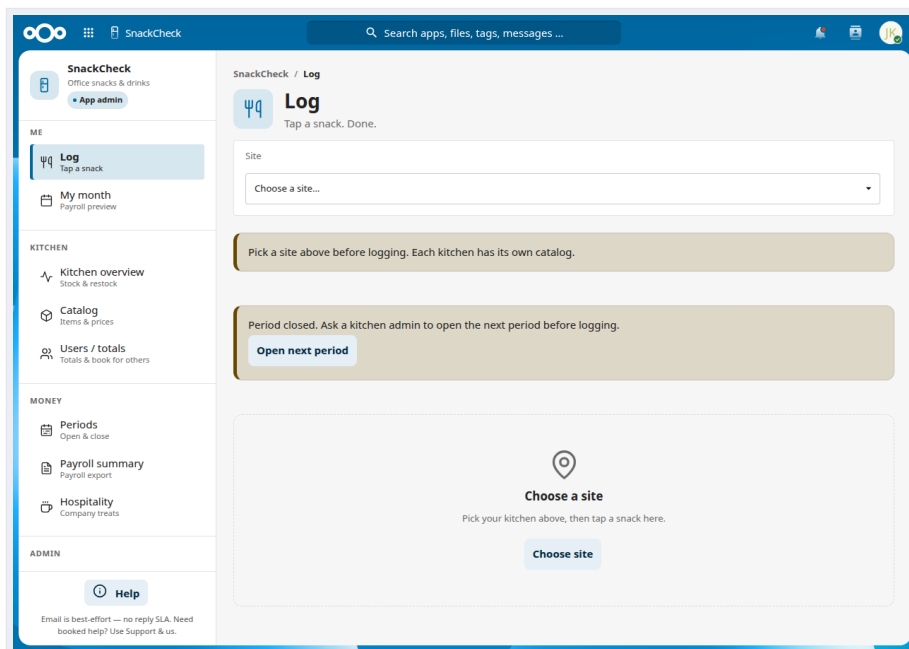
1. Open **Log**.
2. If needed, choose the **Site** (when you have several kitchens).
3. Tap a tile — the booking is saved immediately.
4. Use **Undo** within the short window if you tapped the wrong item.



After a tap: confirmation and **Undo** — not the same frame as an empty grid.

3.2 Closed period

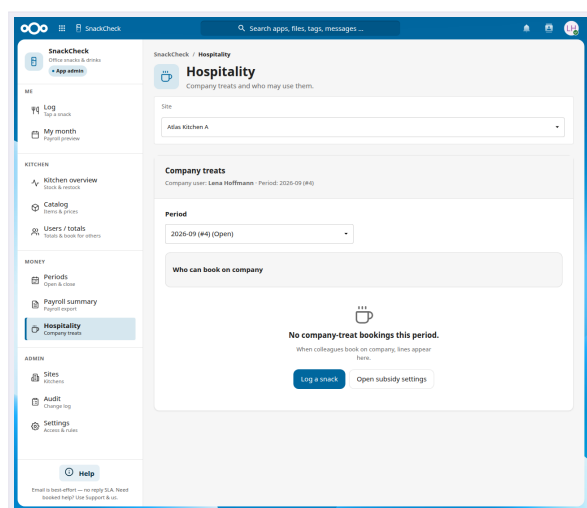
When the period is closed, a notice banner appears. New bookings are blocked until an app admin opens the next period.



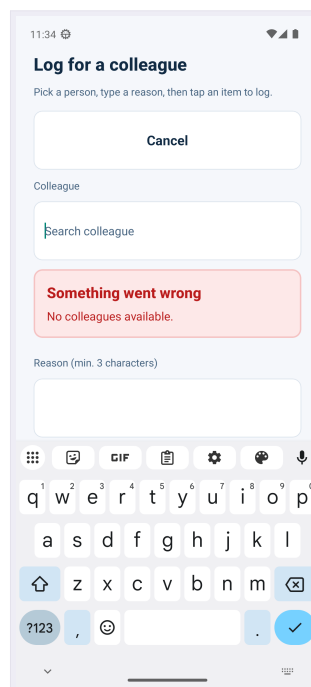
Closed-period notice — including the action for app admins.

3.3 Company and colleague

For enabled people: toggle **Company**. The booking does not appear on personal payroll; a short reason is required. Kitchen managers can book for others under **Colleague** — pick the person, enter a reason, then tap an item.



Company mode with reason before the tap.



Colleague: person selected, reason filled, drink tiles ready to tap.

4 My month

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

The screenshot displays the 'My month' section of the SnackCheck app. The interface includes a sidebar with navigation options like 'ME', 'KITCHEN', 'MONEY', and 'ADMIN'. The main content area shows the 'My month - 2026-09 (#4)' overview. It features a 'TO DEDUCT' section with a total of 4,30 €, a breakdown of 'How this adds up' (What you logged: 7,80 €, Company covers: 3,50 €, To deduct: 4,30 €), and a 'Your consumption this period' table. A 'Download PDF for payroll' button is also present.

Item	Site	Qty	Total	When
Tee	Hauptküche	1	0,40 €	2026-09-09 21:46
Atlas Cola	Atlas Kitchen A	1	1,00 €	2026-09-09 21:29
Atlas Cola	Atlas Kitchen A	1	1,00 €	2026-09-09 20:16
Atlas Cola	Atlas Kitchen A	1	1,00 €	2026-09-09 10:23

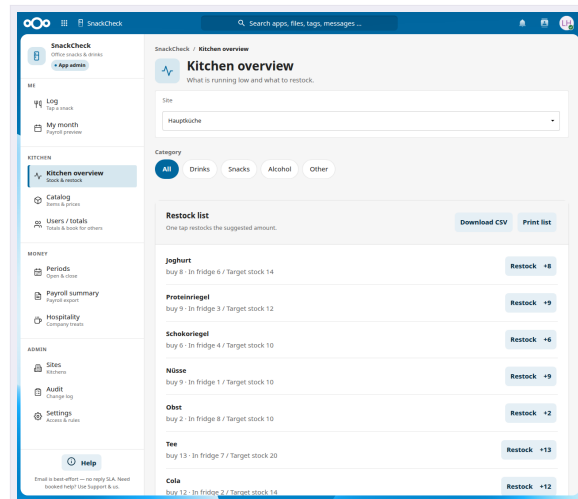
Personal period overview with sample data.

With **Download PDF** you save the overview for your records or to share with HR outside the app.

5 Kitchen and catalogue

5.1 Kitchen overview

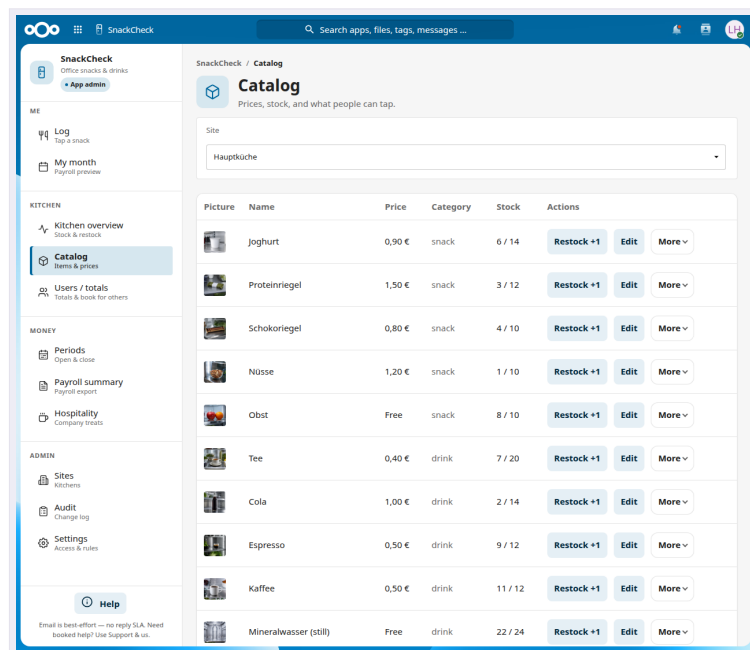
Kitchen shows popularity (7/14/30 days), top-up hints and a shopping list. Popular items appear once something was logged in that window.



Kitchen overview with top-up list and uneven popular shares.

5.2 Catalog

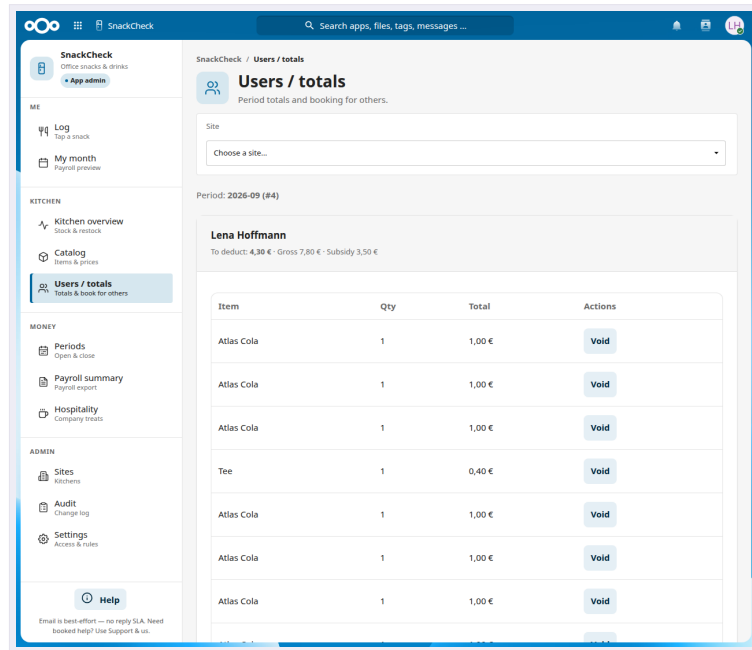
Create items: name, category (**Drink**, **Snack**, **Alcohol**, **Other**), price in cents, optional **Free**, par/on hand, image and diet tags. Use clear names — no test suffixes.



Active catalogue with stock and prices (drink + snack).

5.3 Users / totals

Per-person totals for the period. With **Privacy** mode on, managers see totals only; line detail stays with app admins.



SnackCheck / Users / totals

Period totals and booking for others.

Site: Choose a site...

Period: 2026-09 (#4)

Lena Hoffmann
To deduct: 4,30 € - Gross 7,80 € - Subsidy 3,50 €

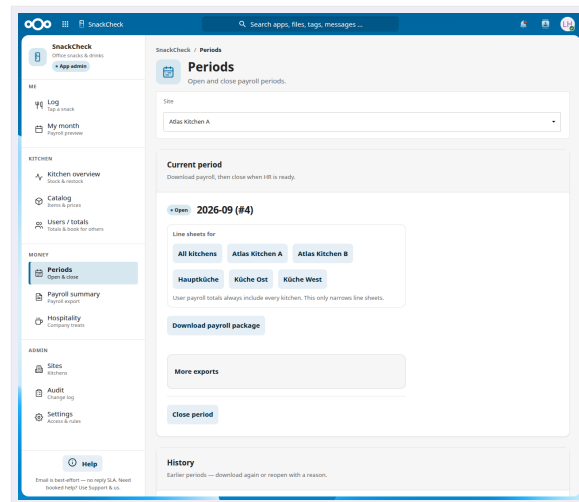
Item	Qty	Total	Actions
Atlas Cola	1	1,00 €	Void
Atlas Cola	1	1,00 €	Void
Atlas Cola	1	1,00 €	Void
Tee	1	0,40 €	Void
Atlas Cola	1	1,00 €	Void
Atlas Cola	1	1,00 €	Void
Atlas Cola	1	1,00 €	Void

Users / totals with sample data for the open period (≥ 2 people).

6 Periods and payroll export

6.1 Manage periods

Under **Periods**: **Open next period**, **Close period** (with confirmation), **Reopen** (with reason), **Handed to HR**.

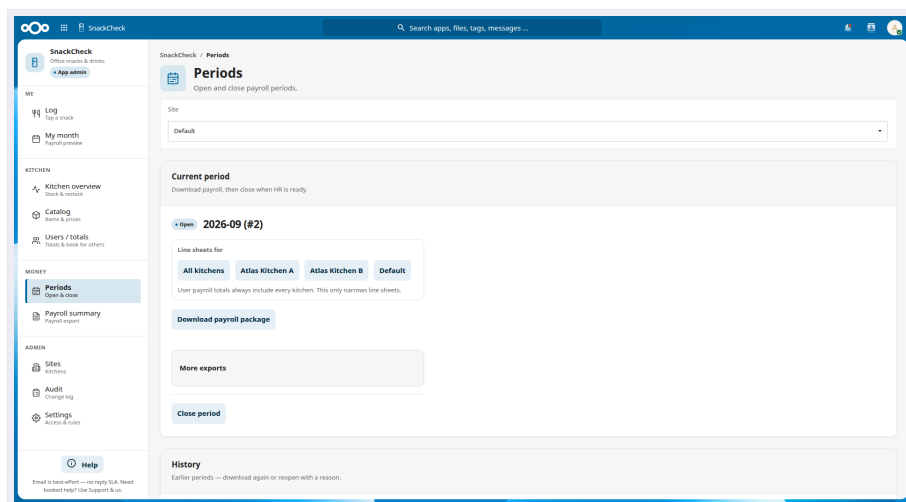


Open period and history — coherent month labels.

6.2 Export and payroll summary

Payroll export is cent-accurate. Hospitality and free items do not flow into personal payroll. There is no live DATEV posting — the export is for your external pay run.

Payroll summary (Payroll summary report) aggregates by category and item for the chosen site. Categories use English UI labels (**Drink**, **Snack**, **Other**) — not raw enums.



Payroll summary report: totals by category and item.

7 Settings

App admins control access, subsidy, privacy, reminders and tablet unlock.

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

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

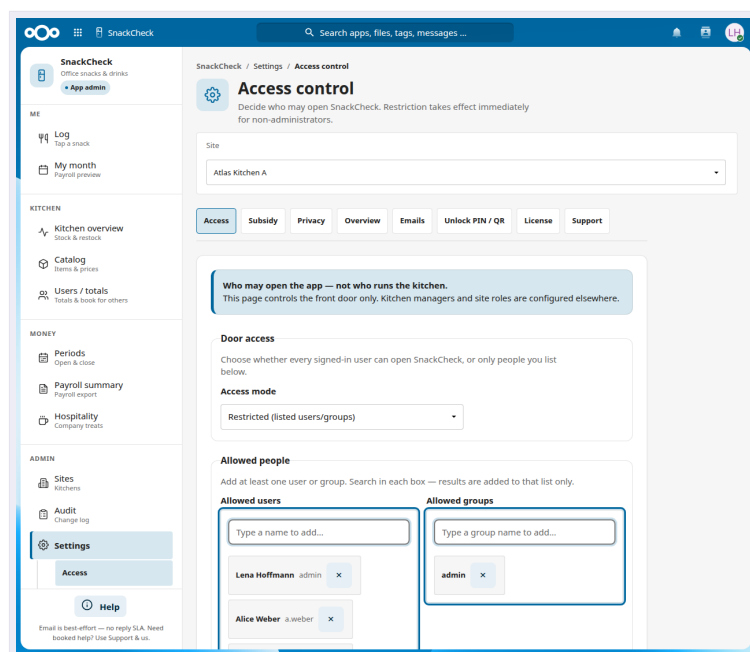
Privacy Totals only for managers (**Totals only (privacy)**).

Kitchen overview Time windows and top-up horizon.

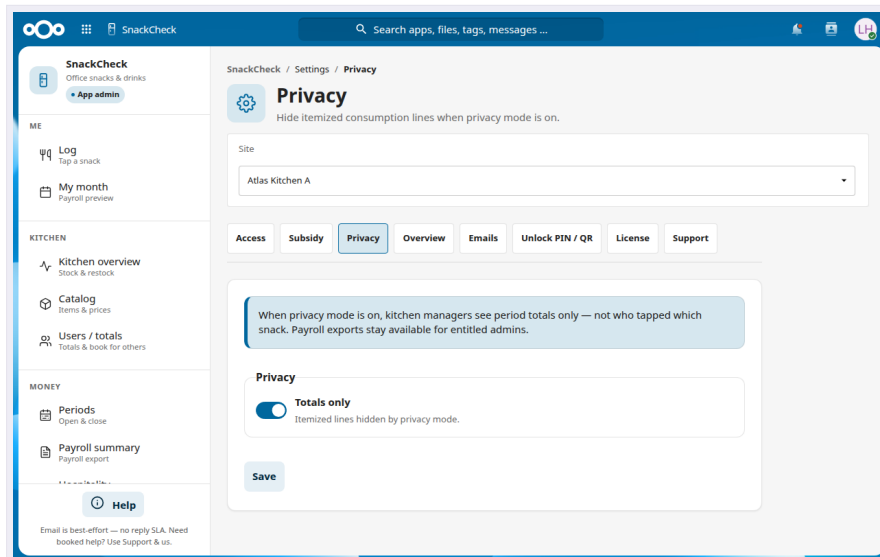
Reminder emails Pre-close digest; weekly top-up mail.

Unlock PIN / QR Secrets for the kitchen tablet — never send them in chat.

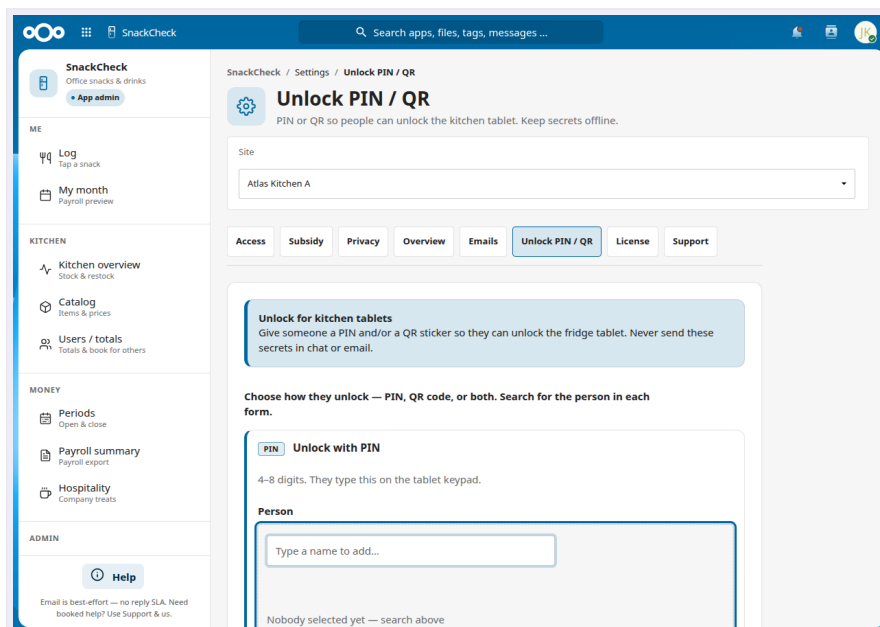
Official tablet licenses SNK2 key, register/revoke devices.



Access: open or restricted.



Subsidy and kitchen options.

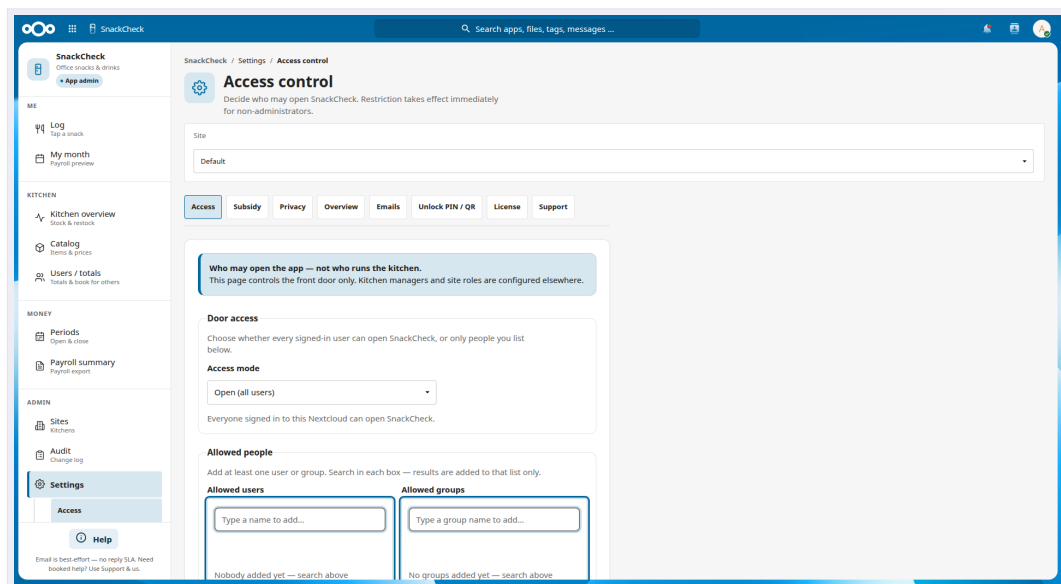


Unlock PIN / QR: person selected, PIN field redacted.

8 Kitchen tablet (companion)

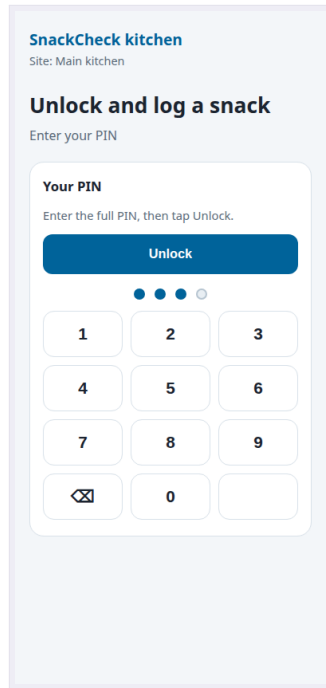
The Android kitchen tablet is optional and requires an SNK2 device licence. The web app stays usable without a licence.

1. App admin: apply the SNK2 key under **Official tablet licenses** (status **Active**).
2. Register the tablet; enter the `snkterm_...` token in the kiosk app.
3. Set a PIN or QR per person under **Unlock PIN / QR**.
4. At the fridge: unlock → log → auto-lock after idle.

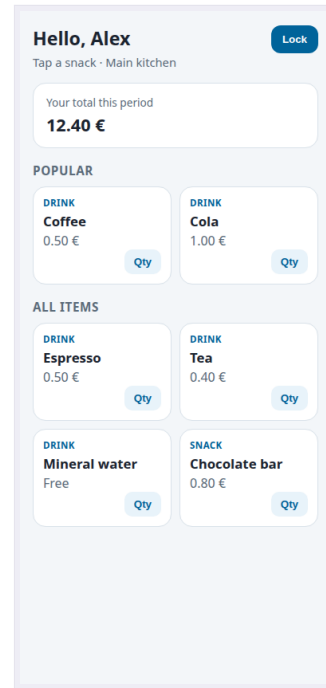


Valid SNK2 licence — happy path without signature errors.

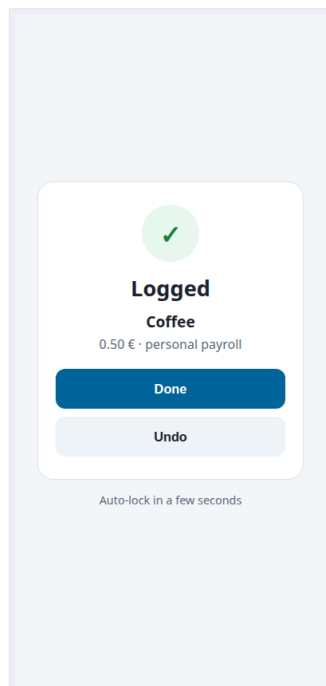
The following tablet frames are **HTML mock-ups** of the companion UI (English kiosk copy). Clio does not acquire emulators — no stolen AVD frames.



HTML mock: lock screen with PIN.



HTML mock: booking catalogue — drink and snack.



HTML mock: success with Undo and idle lock.

At the fridge

1. Unlock with PIN or QR
2. Tap an item (drink/snack)
3. Brief Undo window
4. Idle locks automatically

Not a POS/TSE cash register — a trust ledger with export for HR.

9 Errors, FAQ and glossary

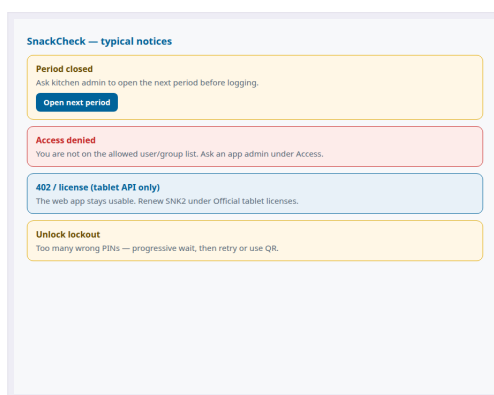
9.1 Common messages

Access denied You are not on the allowed user/group list. Ask an app admin under **Access**.

Period closed Wait for the next period or ask an app admin to open it — see the banner under **Log**.

402 / license Affects the tablet API only. The web app stays usable; renew SNK2 under **Official tablet licenses**.

Unlock logout Too many wrong PINs on the tablet — progressive wait, then retry or use QR.



Notice banner: period closed, access, 402/license, unlock logout.

9.2 Tips

- Wrong tap? Hit **Undo** immediately — the window is short.
- Company pays? Only with allowlist and a reason (**Company**).
- Catalogue looks empty? Choose a site or load the starter catalogue.

9.3 Glossary

Period Billing month for bookings and export.

Subsidy Monthly company allowance in cents.

Hospitality Company pays — not on personal payroll export.

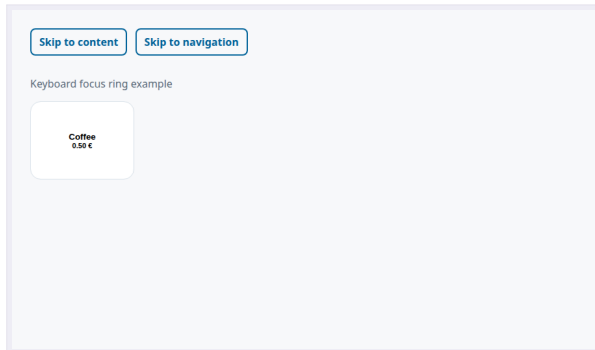
SNK2 Licence key for registered kitchen tablets.

Par / on hand Target and actual fridge quantity for top-up hints.

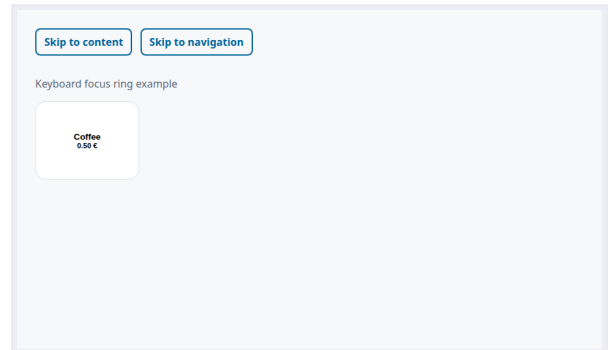
10 Accessibility

SnackCheck is built for short interactions at the fridge and at the desk:

- Large tap targets and clear success/error text on the tablet.
- Contrast via Nextcloud design tokens; forms are keyboard-usable with a visible focus ring.
- Visible status messages (period closed, signature, unlock lockout) instead of silent failures.



Web: skip links and focus ring (keyboard).



Web: focus ring on a Log tile — not the companion.

About Software by Design

Software by Design builds Nextcloud apps for self-hosted organisations — from time tracking and projects to inventory, fleet and kitchen honour systems. All web UIs run on your own Nextcloud and stay free of charge (AGPL).

Website <https://nextcloud.software-by-design.de/>

Partner & offers <mailto:info@software-by-design.de>

Bugs / ideas <mailto:dev@software-by-design.de>

Support & contributing

SnackCheck stays free on your Nextcloud (AGPL). Under **Settings** → **Support & us** you find partner offers, setup help and commissioned features.

Check Partner Bookable help on invoice — setup, hour packs, prioritised email.

Official tablet licence SNK2 seats for the kitchen tablet (chapter 8).

GitHub Sponsors Voluntary, no invoice SLA: <https://github.com/sponsors/aSoftwareByDesignRepository>

What this handbook covers

- Logging (Me / Company / Colleague), My month, kitchen overview and catalogue.
- Closing periods, payroll export, settings and SNK2 tablet licence.
- Common errors, glossary and accessibility (web focus).

Related Check apps (selection)

ArbeitszeitCheck	Time tracking and approvals
DutyCheck	Duties and shifts
EinkaufCheck	Shopping lists and staples
HomeCheck	Household and tasks
LogCheck / HealthCheck	Health and audit logs

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