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	Language	Date
1.1.4	English	30.10.2026

Contents

Introduction iv

1 Who this manual is for 1
- 1.1 The three roles . . . 1
- 1.2 Two special accounts . . . 1
- 1.3 Permission matrix . . . 1

2 Getting started 3
- 2.1 Sign in . . . 3
- 2.2 The screen at a glance . . . 3
- 2.3 Your first log — sixty seconds . . . 3
- 2.4 If the catalogue is empty . . . 4
- 2.5 What to read next . . . 4

3 Logging snacks 5
- 3.1 Me — the everyday tap . . . 5
- 3.2 Quantity and finding items . . . 5
- 3.3 Colleague — booking for someone else . . . 6
- 3.4 Company — treats on the house . . . 6
- 3.5 When logging is locked . . . 7
- 3.6 Shelf QR codes . . . 7

4 My month 8
- 4.1 The statement . . . 8
- 4.2 The consumption table . . . 8
- 4.3 The PDF for payroll . . . 9
- 4.4 When the period is closed . . . 9
- 4.5 Edge cases . . . 9

5 Kitchen overview 10
- 5.1 The restock list . . . 10
- 5.2 The shopping list . . . 10
- 5.3 What's popular . . . 11
- 5.4 The category filter . . . 11
- 5.5 Limits to know . . . 11

6 The catalog 12
- 6.1 The item table . . . 12
- 6.2 Adding an item . . . 12
- 6.3 Editing, copying, retiring . . . 13
- 6.4 The starter catalogue . . . 13
- 6.5 Practical notes . . . 13

7 Sites — several kitchens 14
7.1 What a site owns . . . 14
7.2 Managing sites . . . 14
7.3 What members see . . . 14
7.4 Kitchen managers and the site boundary . . . 15

8 Users and totals 16
8.1 The totals cards . . . 16
8.2 Logging for a colleague . . . 16
8.3 Voiding a line . . . 17
8.4 Working the page day to day . . . 17

9 Periods and payroll 18
9.1 The rhythm of a month . . . 18
9.2 More exports . . . 19
9.3 History: reopen, never edit . . . 19
9.4 What can go wrong — and how it surfaces . . . 19

10 Hospitality — company treats 20
10.1 The moving parts . . . 20
10.2 The Hospitality page . . . 20
10.3 Why a separate account at all? . . . 20
10.4 Edge cases . . . 20

11 Payroll summary report 21
11.1 The two tables . . . 21
11.2 Exports . . . 21
11.3 Who sees what . . . 22
11.4 Reading it for decisions . . . 22

12 The audit log 23
12.1 What lands in the log . . . 23
12.2 Why it exists . . . 23
12.3 Using it in practice . . . 23

13 Access — who may open the app 24
13.1 The two modes . . . 24
13.2 The rosters . . . 24
13.3 What a locked-out user sees . . . 25
13.4 Notes for admins . . . 26

14 Settings 27
14.1 Access . . . 27
14.2 Subsidy & kitchens . . . 27
14.3 Privacy . . . 28
14.4 Overview . . . 28
14.5 Emails . . . 28
14.6 Unlock PIN / QR . . . 28
14.7 License & Support . . . 29

15 Data in and out 30
15.1 Getting data in . . . 30
15.2 Getting data out . . . 30
15.3 Conventions worth knowing . . . 30
15.4 If a download fails . . . 31

16 The kitchen tablet 32
16.1 What SNK2 buys . . . 32
16.2 From zero to a working tablet . . . 32
16.3 Life on the tablet . . . 33
16.4 Security and abuse . . . 34
16.5 Common licence problems . . . 34

17 Errors, troubleshooting and FAQ 35
17.1 Every error you can hit — and what it means . . . 35
17.2 How do I …? . . . 35
17.3 Still stuck? . . . 36

18 Glossary 37

19 Surface catalogue 39

20 Accessibility 40
20.1 Keyboard paths . . . 40
20.2 Screen readers and structure . . . 40
20.3 Contrast, motion and targets . . . 41
20.4 Tablet notes . . . 41
20.5 Known limits . . . 41

About Software by Design 42

Introduction

SnackCheck is an honour system for office snacks and drinks: staff log with a tap, kitchen managers keep the catalogue and the stock, and app administrators close months and export payroll packages for processing outside the app. Because the ledger touches people's pay, every sensitive action leaves a fingerprint — undo windows, reason fields, an audit log — and this handbook keeps pointing at them.

- **Me** — **Log** (one tap per item) and **My month** (your payroll preview): chapters 3–4.
- **Kitchen** — overview, catalogue, sites, users and totals: chapters 5–8.
- **Money** — periods, payroll, hospitality, the anonymized report: chapters 9–11.
- **Admin** — audit, access, settings, the kitchen tablet and its SNK2 licence: chapters 12–16.

The web app is free of charge (AGPL); only the optional kitchen tablet uses a per-device licence. Chapters 17 and 19 double as the quick-lookup layer: every error message the app can emit, and every surface with its chapter.

App version

SnackCheck **1.1.4** (commit `a9afde7`), documented state 3 Nov 2026 — including the **No access** page, multi-site kitchens, privacy totals-only mode, reminder emails and the SNK2 tablet licence flow.

1 Who this manual is for

SnackCheck is an honesty ledger: it records what people take from the office kitchen so payroll can deduct it once a month. Three roles share the work, and the left sidebar shows only what your role may see.

1.1 The three roles

Member The default. You sign in with your normal Nextcloud account, tap the snacks you take on the **Log** page, and check **My month** to see what payroll will deduct. The badge under the SnackCheck logo reads **Member**.

Kitchen manager Everything a member can do, plus the **Kitchen** group: the **Kitchen overview** with restock suggestions, the **Catalog** of items and prices, and **Users / totals**. Kitchen managers can also log a snack *for a colleague* and, when several kitchens exist, are assigned per site (chapter 7). App admins name them on the **Sites** page.

App admin Everything above, plus the **Money** and **Admin** groups: **Periods** (open, close, reopen), **Payroll summary**, **Hospitality**, **Sites**, the **Audit** log and all of **Settings**. App admins are named on **Settings** → **Access** and always pass the access door, even in restricted mode (chapter 13).

1.2 Two special accounts

The company user is a normal Nextcloud account that carries *company treats* — snacks the employer pays for guests or meetings. It never logs in for daily work; other people book onto it through the **Company** mode. You pick it once in **Settings** → **Subsidy & kitchens** (chapter 10).

The kitchen tablet is not a user at all. A wall tablet runs the SnackCheck Kitchen companion app and authenticates with a device token that uses one *seat* of an SNK2 licence. Staff unlock it with a personal PIN or QR code (chapter 16).

1.3 Permission matrix

Surface	Member	Kitchen mgr	App admin
Log (own snacks)	•	•	•
My month + PDF	•	•	•
Log for a colleague	—	•	•
Book **Company** treats	allowlisted people only		
Kitchen overview	—	•	•
Catalog items, stock	—	•	•
Users / totals	—	•[a]	•
Periods, exports	—	—	•
Sites, **Audit**	—	—	•
Settings, licences	—	—	•

[a] When privacy mode is on, kitchen managers see period totals only — not itemized lines (chapter 14).

Two boundaries are easy to confuse. The **access door** (chapter 13) decides who may open the app at all — it says nothing about what they may do inside. **Roles** (decided by the app-admin list and per-site manager lists) decide what a person sees once they are in.

2 Getting started

2.1 Sign in

SnackCheck lives inside your Nextcloud. Open it from the app menu the same way you open Files or Calendar — there is no separate account and no extra password. If your organisation restricts the app, a missing grant shows the **No access** page instead; chapter 13 explains who can fix that.

2.2 The screen at a glance

The left sidebar groups everything into four blocks, and hides what your role may not use:

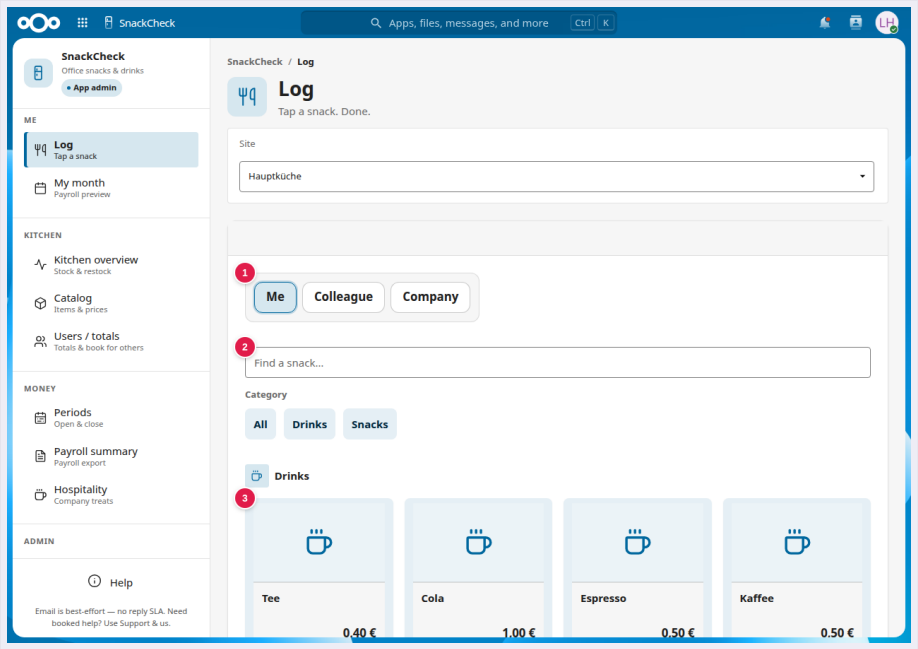
- **Me** — **Log** (tap a snack) and **My month** (payroll preview). Everyone sees these.
- **Kitchen** — **Kitchen overview**, **Catalog** and **Users / totals**. Kitchen managers and app admins only.
- **Money** — **Periods**, **Payroll summary** and **Hospitality**. App admins only.
- **Admin** — **Sites**, **Audit** and **Settings**. App admins only.

A badge under the app name tells you your own role (**Member**, **Kitchen manager** or **App admin**).

2.3 Your first log — sixty seconds

You need exactly one thing before the first tap: an open period. SnackCheck always logs into a *period* — usually a calendar month — and an app admin opens the first one on the **Periods** page. If the banner says the period is closed, everything else waits (chapter 9).

1. Open **Log**. If your organisation runs several kitchens, pick your kitchen in the **Site** selector (marker 1 is on the mode bar; the site picker sits directly above it) — each kitchen keeps its own catalogue and stock.
2. Leave the mode on **Me** (marker 1). The **Colleague** and **Company** modes are for kitchen managers and allowlisted people; chapter 3 explains them.
3. Find the snack. Type into **Find a snack…** (marker 2) or filter by **Category** — the tiles are grouped under **Drinks** and **Snacks**.
4. Tap the tile once (marker 3). One tap books one item at the price printed on the tile — no form, no confirmation dialog.
5. Watch for the confirmation toast. It carries **Undo** for 60 seconds — the only moment you can reverse a tap yourself (chapter 3).



Marker 1: the mode bar chooses who pays — **Me**, **Colleague**, **Company**. Marker 2: **Find a snack…** narrows the grid as you type. Marker 3: one tap on a tile books one item.

Done. The tap appears on your **My month** page immediately and counts toward the deduction payroll will make at period end.

2.4 If the catalogue is empty

A fresh install shows the empty state “No catalog items yet.” Kitchen managers and app admins see **Load starter catalog** — one click seeds everyday drinks and snacks that you then rename, reprice or extend (chapter 6). Everyone else is pointed at **My month** until the kitchen team fills the catalogue.

2.5 What to read next

Members usually stop after chapter 3 and chapter 4. Kitchen managers continue with the kitchen block (chapters 5–8); app admins own the money and admin chapters (9–13) and 14–16.

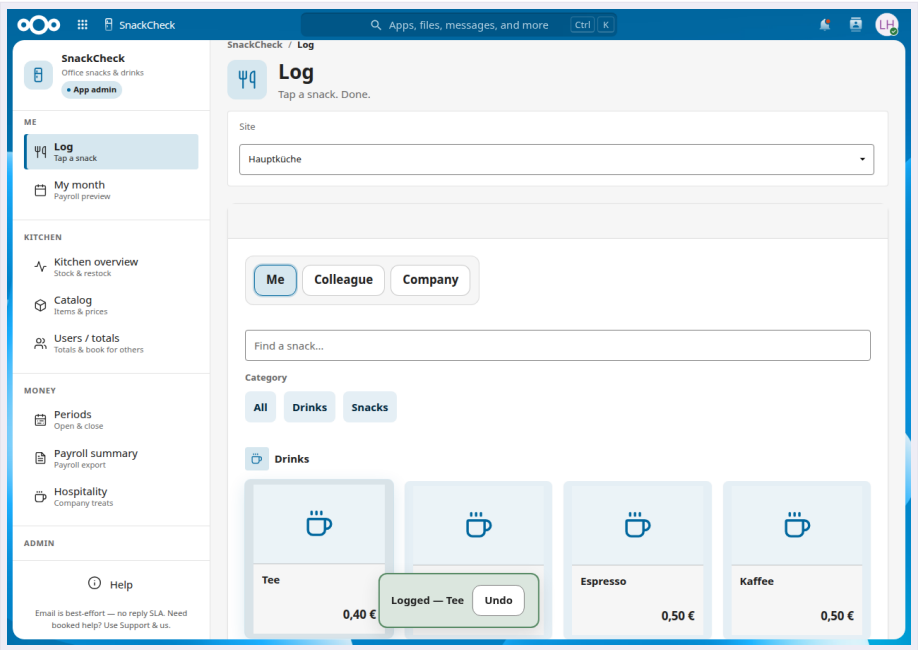
3 Logging snacks

The **Log** page is deliberately boring: one tap books one item, and the booking lands in the open period immediately. This chapter covers the three booking modes, quantities, the undo window and the two states that can block a tap.

3.1 Me — the everyday tap

With the mode bar on **Me**, every tap on a tile books that item for you at the price printed on it. The toast that follows is your receipt and your only self-service correction: it offers **Undo** for 60 seconds. After that the line is part of the ledger and only a kitchen manager or app admin can remove it — with a reason, as a *void* on **Users / totals** (chapter 8).

Why the short window? The ledger feeds payroll. Corrections an hour later are exactly the disputes the void trail exists for, so the app keeps self-service undo deliberately short and auditable afterwards.



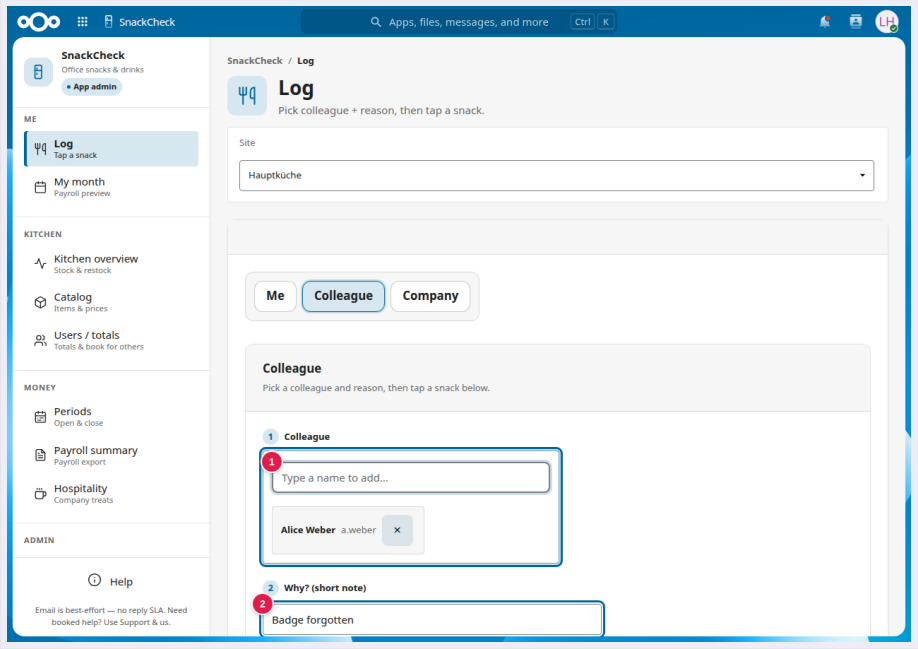
After a tap the toast confirms the booking and offers **Undo** for 60 seconds — after that, the line belongs to the ledger.

3.2 Quantity and finding items

For more than one of the same item, open **More options** below the catalogue and pick **How many?** — the chips offer 1, 2, 3 or 5; your choice applies to the next taps. The search field **Find a snack…** and the **Category** filter (**Drinks**, **Snacks**, **Alcohol**, **Other**) narrow the grid; with only a handful of items the search row hides itself. Items priced at 0 € show the **Free** badge — they count for restock but never for payroll (chapter 6).

3.3 Colleague — booking for someone else

Kitchen managers and app admins see a third state on the mode bar. Choose **Colleague**, search the person in the directory picker (marker 1) and type a short reason (marker 2) — something like “badge forgotten”. Then tap the tile as usual; the item lands on the colleague’s payroll line, and the audit log records who actually tapped. The same panel lives permanently on **Users / totals** (chapter 8).

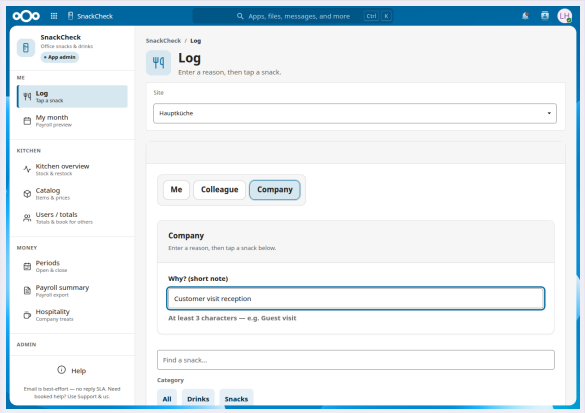


Marker 1: the directory picker searches real users — you never type raw IDs. Marker 2: the reason is required and travels with the booking into the audit trail.

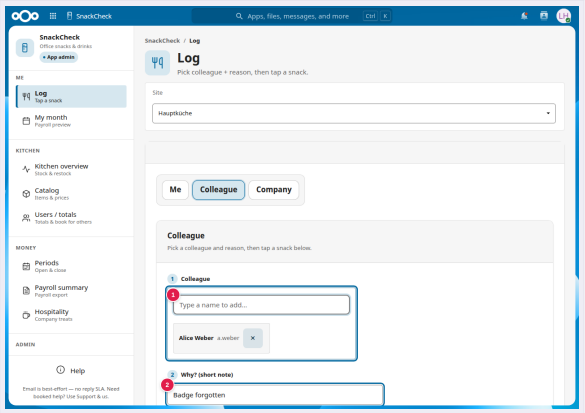
You can never pick yourself here, and the picker only offers people who may open the app — you cannot accidentally book onto a stranger.

3.4 Company — treats on the house

Allowlisted people get the **Company** mode for snacks the employer pays for: guest visits, meeting platters, the birthday cake. The flow mirrors the colleague mode — a required reason (“Customer visit reception”) first, then the tap — except the booking lands on the dedicated *company user* instead of a person. Nothing on that account ever reaches payroll; chapter 10 covers setup and the export.



Company mode asks for the reason before the tap.



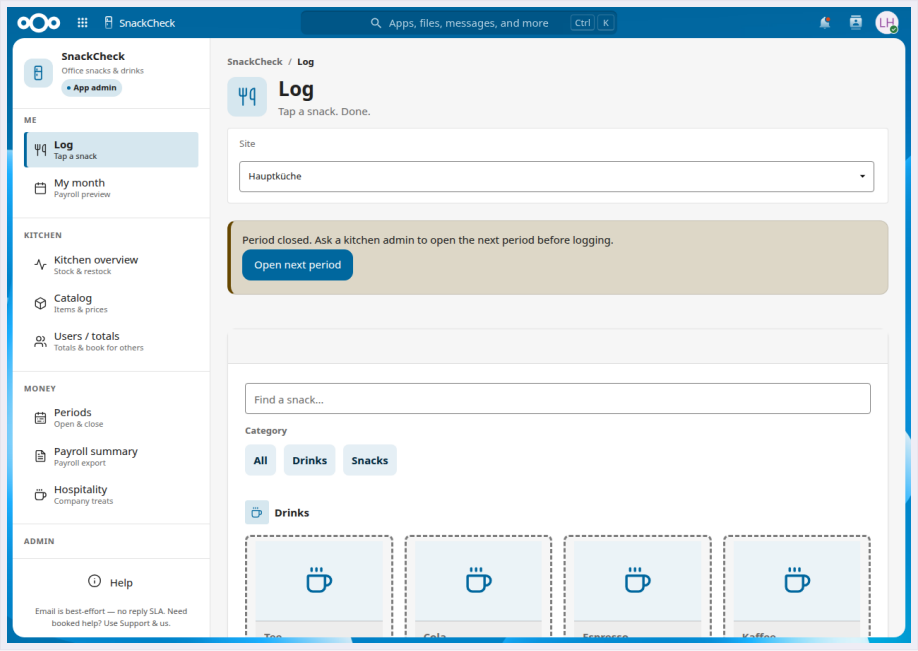
Colleague mode picks a person and a reason first — both modes keep the ledger honest.

3.5 When logging is locked

Two banners can freeze the tiles, and both are deliberate:

“Pick a site above” With several kitchens, the app refuses to guess which shelf you stood at. Pick the **Site**; the catalogue below is always the selected kitchen’s own.

“Period closed” The moment an app admin closes the period, logging stops — that is the whole point of a close. App admins get an **Open next period** button right in the banner; everyone else is pointed to **My month**, which then shows the last closed period.



A closed period locks all logging until the next period opens — latecomers are asked to book in the new period, never into the closed one.

3.6 Shelf QR codes

Each catalog item can mint a QR code (**Catalog** → **Shelf link** / **Download QR**) that you stick on the shelf edge. Scanning it opens the log page with that item in focus — “Tap below to log this snack. Done.” The link respects the same rules as everything else: closed period, missing access or a retired item produce the normal banners instead of a silent booking.

4 My month

My month is your personal payroll preview: it answers the only question that matters at month end — *what will be deducted from my pay?* — before payroll ever sees a number.

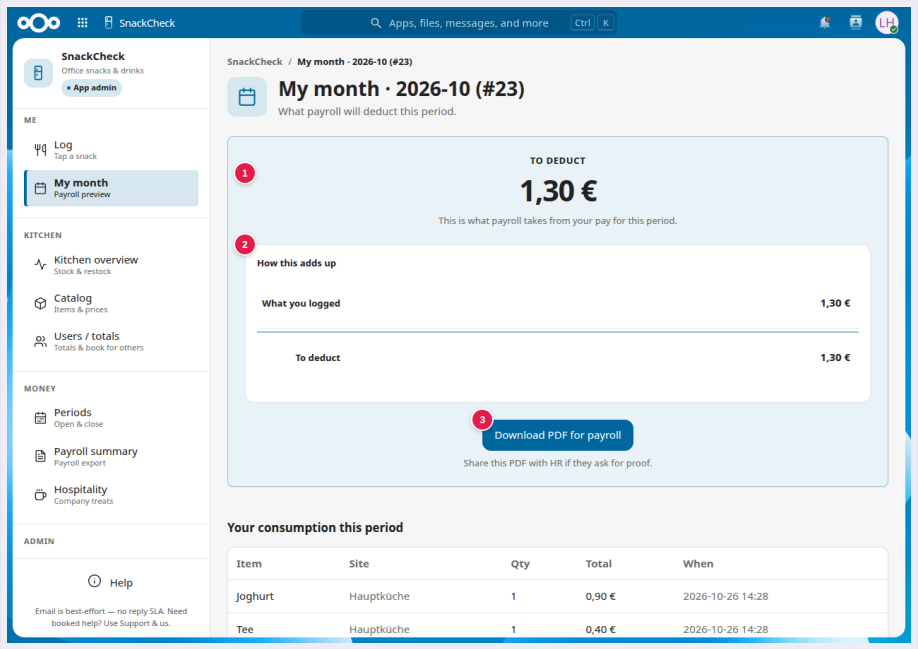
4.1 The statement

The page is built like a mini invoice. The hero figure **To deduct** (marker 1) is the amount payroll takes from your pay for the period shown in the heading — for example "My month · 2026-10 (#21)". Under it, **How this adds up** (marker 2) breaks the figure into its parts:

What you logged the gross sum of your lines at the prices that were current when you tapped.

Subsidy the monthly amount your employer covers, if one is configured — it is subtracted from the gross, so a subsidy of 5 € turns a 7,80 € month into a 2,80 € deduction.

Free lines items priced 0 € never enter the sum at all; they show the **Free** badge in the table instead of a price.



Marker 1: **To deduct** — the figure payroll will take. Marker 2: the breakdown shows how logged items minus the subsidy add up. Marker 3: **Download PDF for payroll** produces the proof you hand to HR.

4.2 The consumption table

Below the statement, **Your consumption this period** lists every line that fed the sum: item, quantity, line total, timestamp — and the **Site** column when several kitchens exist. This is the table to check when the hero figure looks wrong: find the line you do not recognise, then either undo it (inside the 60-second window, chapter 3) or ask a kitchen manager to void it with a reason (chapter 8).

A wrong line you let stand is money: the payroll export at period end reads exactly this table. Checking it *before* the period closes is the one habit that prevents payroll disputes.

4.3 The PDF for payroll

Download PDF for payroll (marker 3) produces a signed-off personal statement for the period shown — the same numbers, in a form HR accepts as proof. Hand it over when they question a deduction or when your organisation asks for a paper trail of what was actually consumed.

4.4 When the period is closed

After the app admin closes a period, **My month** keeps showing it — deliberately. The banner says "Showing the last closed period. Logging is locked until the next period opens." Your statement stays readable (and the PDF stays downloadable) because the money is still on its way to payroll; a new period only replaces the view once an app admin opens it (chapter 9).

4.5 Edge cases

- **Nothing logged yet** — the empty state points you to the kitchen; the PDF button only appears once lines exist.
- **Subsidy covers everything** — if your consumption stays under the monthly subsidy, **To deduct** shows 0,00 € and payroll deducts nothing; unused subsidy does *not* carry over.
- **Colleague bookings** — lines a kitchen manager booked *for* you appear here exactly like your own taps; the audit log keeps the distinction, your wallet does not.

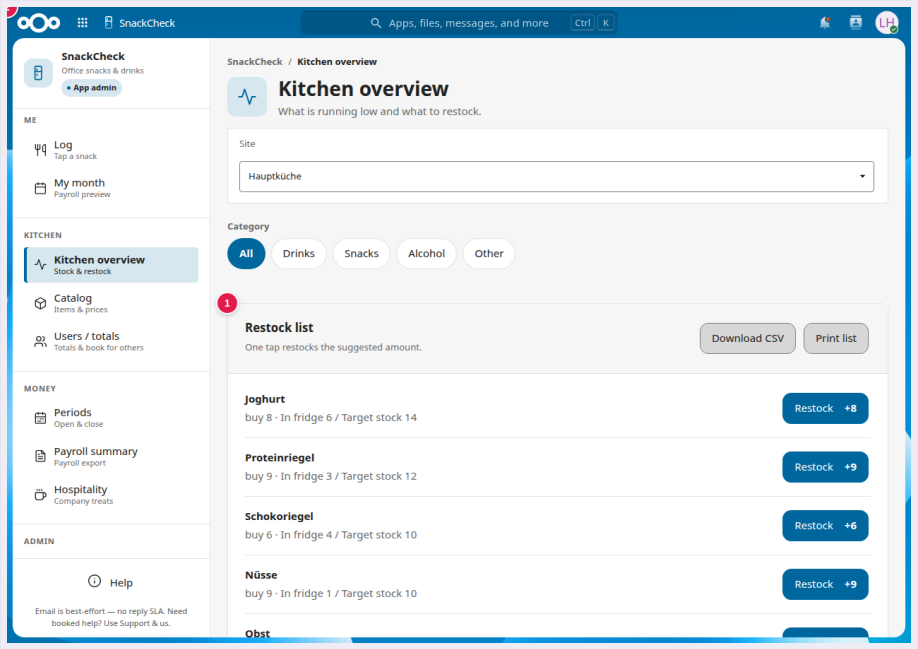
5 Kitchen overview

The **Kitchen overview** is the kitchen manager's daily cockpit. It answers two questions: *what do we need to buy*, and *what do people actually take*. Kitchen managers and app admins see it; with several kitchens it always reflects the site picked in the **Site** selector.

5.1 The restock list

The top card is the **Restock list** (marker 1). It appears the moment any item's *in-fridge* count would run out inside the warn horizon — by default the stock on hand divided by the recent consumption pace. Each row shows the item, the suggested quantity ("buy 12"), current stock and the **Target stock** you set in the catalogue. One tap on **Restock** adds the suggested amount to the fridge count — the button carries the quantity as `+12` so you see what a tap commits.

Nothing needs restocking? The card collapses into its empty state and takes no space.



Marker 1: the **Restock list** with suggested buy quantities — one tap on **Restock** books the suggestion into the stock count.

The horizon and the popularity window live in **Settings** → **Overview** (chapter 14): **Days of recent snacks** sets how far back consumption counts, **Warn if stock lasts under (days)** sets when an item lands on the list.

5.2 The shopping list

When the restock list has rows, the card header offers **Download CSV** and **Print list**. The CSV contains the suggested buys — item names plus quantities — in a form you can paste into an order sheet; the print view is meant for the person who physically walks to the shop. Both reflect the site you are looking at.

5.3 What's popular

Below, **What's popular** ranks the most-logged items of the last days: quantity, euro volume and the share of all logs, with a bar per row. This is the sanity check for the catalogue — a snack nobody taps for weeks is shelf space you could spend better, and a drink that takes 40 % of all logs should never run dry. The window is the same **Days of recent snacks** setting as above (default 14 days).

5.4 The category filter

The **Category** pills at the top (**All**, **Drinks**, **Snacks**, and every other category your catalogue uses) scope both cards. Restock suggestions and the popularity ranking both follow the filter, so "which drinks are we missing" is one click away.

5.5 Limits to know

- Restock suggestions are arithmetic, not prophecy — a new item with no logged consumption has no pace yet, so it cannot appear on the list until people tap it.
- Stock counts are bookkeeping. If the physical fridge and the number disagree, fix the count on the **Catalog** page (**In fridge**), not by tapping extra restocks.
- The overview never touches money — deductions, payroll and hospitality live in the **Money** group (chapters 9–11).

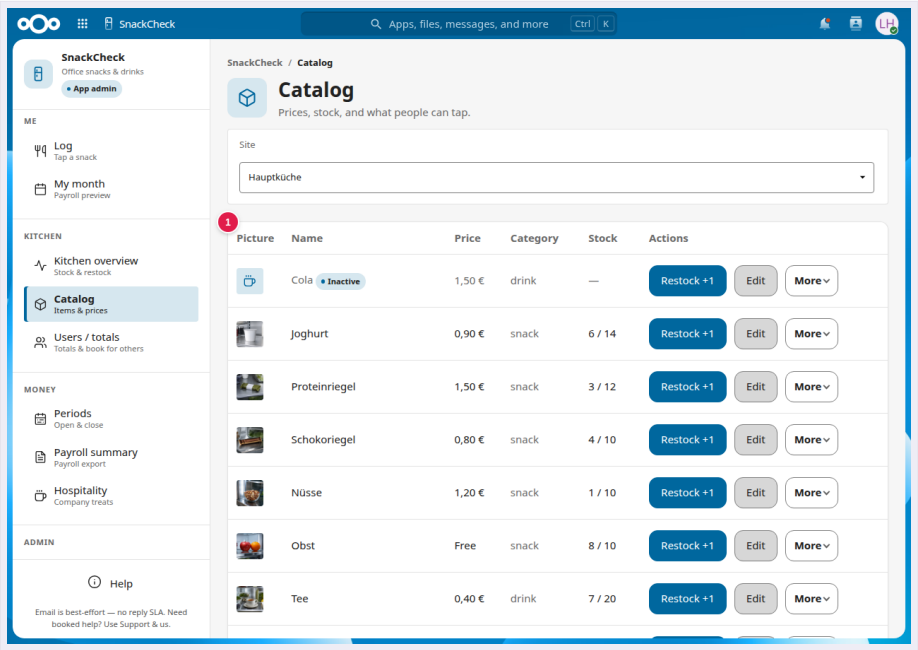
6 The catalog

The **Catalog** is the kitchen's price list and stock book in one. Kitchen managers and app admins maintain it; members only ever see the tiles it produces on the **Log** page. Each site owns a separate catalogue — the **Site** selector decides which one you are editing.

6.1 The item table

The table (marker 1) lists every item with picture, name, price, category, stock and actions. Two numbers matter in the **Stock** column: *in fridge* (what is physically there now) and *target stock* (what a full shelf looks like) — the restock list on the **Kitchen overview** derives its suggestions from the gap between them (chapter 5).

Items priced 0 € show **Free**: they are logged for restock and fairness statistics but never enter a payroll line. Inactive items keep their history but disappear from the log grid — the **Inactive** badge marks them here.



Marker 1: the catalogue table — price, category and the stock pair *in fridge* / *target* per item, with restock, edit and the **More** menu per row.

6.2 Adding an item

The **Add item** card asks for two fields only — **Name** and **Price (€)** — because a catalogue that takes minutes to grow is a catalogue that stays honest. Everything else lives under **More options**:

- **Picture (optional)** — JPEG, PNG or WebP up to 2 MB; a photo makes tiles recognisable at arm's length.
- **Category** — **Drink**, **Snack**, **Alcohol** or **Other**; drives the filter groups on the log page.
- **In fridge** and **Target stock** — leave both blank unless you track stock for the restock list.

- Dietary tags — **Vegan**, **Vegetarian**, **Gluten-free**, **Lactose-free**, **Contains nuts**, **Contains alcohol** — displayed on the tile so people can pick safely without reading the package in the fridge.

6.3 Editing, copying, retiring

Each row's actions split into the everyday and the rare:

Restock +1 adds one unit to the fridge count — for the odd bottle you just shelved; bigger top-ups use **Restock other amount...** in the **More** menu.

Edit reopens the same form with every field — name, price, image, category, stock pair, tags.

Copy to site duplicates the item into another kitchen's catalogue — the fast way to keep two fridges aligned (needs multi-site, chapter 7).

Shelf link / Download QR produce the shelf-edge QR code for one-tap logging (chapter 3).

Deactivate retires the item: it vanishes from the log grid but keeps its history in periods, exports and audit — deleting outright would falsify closed periods.

6.4 The starter catalogue

An empty catalogue offers **Load starter catalog**: one click seeds a sensible set of everyday drinks and snacks with prices and categories, ready to rename and reprice. It is a starting point, not a commitment — every seeded item is an ordinary catalog row you can edit or deactivate. Loading it twice does not duplicate items; the app applies only what is missing.

6.5 Practical notes

- Price changes apply to *new* taps only — already logged lines keep the price that was current then. That is why **My month** and the payroll export can disagree with today's catalogue price, correctly.
- Stock fields are optional by design: a kitchen that never counts bottles simply leaves them blank and loses nothing but the restock hints.
- The catalogue has no CSV import — items enter through this page or the starter set (chapter 15).

7 Sites — several kitchens

One Nextcloud can serve more than one kitchen — the open-plan-office fridge, the workshop shelf, the branch office two floors down. SnackCheck models each as a *site* with its own catalogue, stock counts and kitchen managers. The feature is off by default; an app admin turns it on under **Settings** → **Subsidy & kitchens** with the **Multi-site** switch (chapter 14).

7.1 What a site owns

- Its own **catalogue** — items, prices, images, stock pairs. **Copy to site** in the **Catalog** row menu keeps parallel shelves aligned (chapter 6).
- Its own **restock list and popularity ranking** on the **Kitchen overview**.
- Its own **managers** — the people who may edit that kitchen and book for colleagues standing at it.
- Optionally, its own **tablet** — kitchen tablets are registered *per site* and show that kitchen only (chapter 16).

What sites do *not* split: periods and payroll stay organisation-wide (a person can take a cola upstairs and a coffee downstairs in the same month), and the payroll export can still narrow its line sheets per kitchen (chapter 9).

7.2 Managing sites

The **Sites** page (admin group, app admins only) lists every kitchen as a card: name, code, state (**Active** / **Inactive**) and the current managers.

1. Add a kitchen in the **Add site** card — name and a short code; the code shows up in exports and internal lists.
2. Name its managers with the people picker in the site card, then **Save managers**. You search real users — never type raw IDs.
3. Retire a kitchen with **Deactivate**; re-enable with **Activate**. Deactivating hides the site from pickers but keeps its history in closed periods intact.

The built-in **default site** (`DEFAULT`) always stays active — it is the landing kitchen for organisations that never think about sites at all.

7.3 What members see

With multi-site on, the **Site** selector appears on the **Log** page and people must pick their kitchen before the first tap — the app refuses to guess which shelf they stood at, because logging into the wrong catalogue falsifies that kitchen's stock. The choice sticks for the session.

With multi-site off, the selector disappears and everything quietly uses the default site — single-kitchen organisations never see the concept.

7.4 Kitchen managers and the site boundary

A kitchen manager's powers are scoped to their sites: the **Kitchen** nav appears for them, but the catalogue, restock list and colleague-booking all act on kitchens they manage. An app admin sees every site. When a manager belongs to several kitchens, they pick the active one in the same **Site** selector members use.

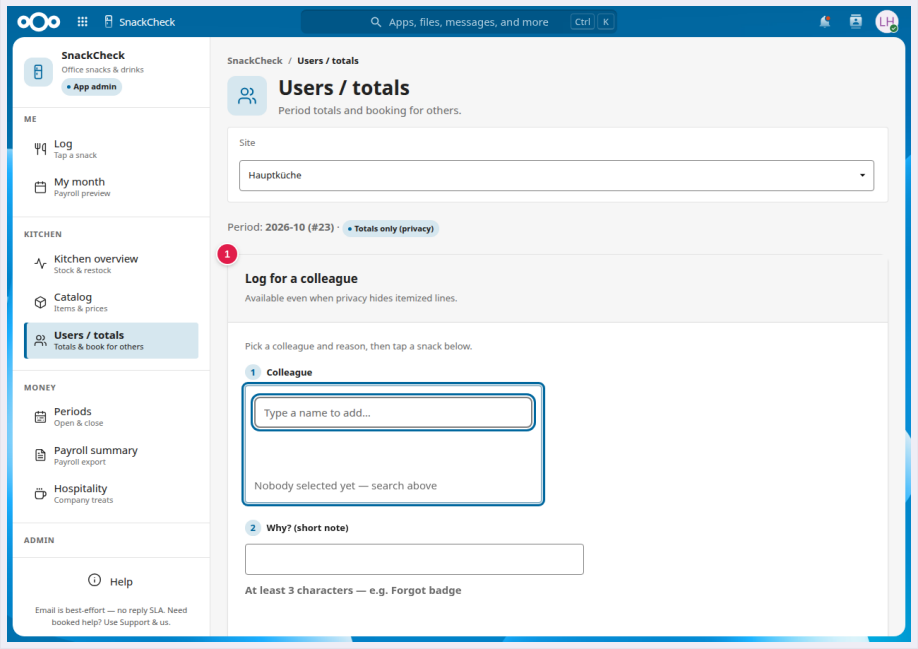
8 Users and totals

Users / totals is where kitchen managers answer two delicate questions: *what does each person owe this period*, and — when something went wrong — *how do we fix a line that should not exist*. App admins see the same page; members never do, because the table is a list of other people's consumption.

8.1 The totals cards

Each person with consumption in the open period gets a card: display name, **To deduct** in bold, then the pair **Gross** and **Subsidy** that explains it — gross is the sum of their lines, subsidy the employer's monthly cover (chapter 4). Inside the card the itemized lines list every booking with item, quantity and total.

When privacy mode is on, the page carries the badge **Totals only (privacy)** and the itemized lines stay hidden — kitchen managers see what each person owes without learning who ate what (chapter 14).



Marker 1: the **Log for a colleague** panel sits above the per-person totals — booking for someone works here even when privacy mode hides the itemized lines below.

8.2 Logging for a colleague

The **Log for a colleague** card (marker 1) is the permanent home of the proxy flow from the **Log** page: pick the person in the directory search, give the reason, tap the tile. It is available even in privacy mode — booking for the colleague whose badge is still at home does not require seeing anyone's lines. Every proxy booking records both the colleague (who pays) and the manager (who tapped) in the audit log (chapter 12).

8.3 Voiding a line

The **Void** button on a line removes it from the ledger — and this is deliberately *not* a silent delete:

1. Click **Void** on the wrong line — the double espresso that was tapped twice.
2. The dialog asks for a **Reason (min. 3 characters)**. "Tapped by accident, still sealed" is fine; "x" is refused.
3. Confirm. The line stops counting toward the person's total, and the audit trail keeps the event: who voided, which line, when, and the reason given.

Why the ceremony? A void touches someone's pay. The reason field is what turns "manager deleted my cola" suspicions into a five-second lookup in the audit log — nothing is silently overwritten or erased.

Voids are only available while the period is open; a closed period is final (chapter 9).

8.4 Working the page day to day

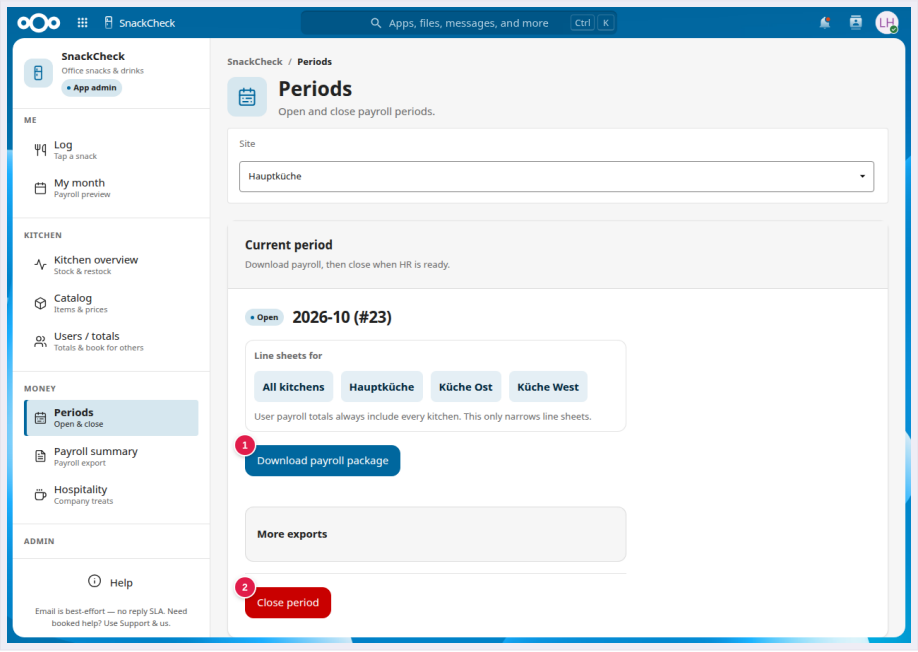
- **End-of-period check**: skim the cards for implausible totals before the app admin downloads payroll — the period you close is the payroll you ship.
- **Disputes**: a member reporting a wrong line is answered here — find their card, check the line, void with a reason. Their **My month** updates immediately.
- **New colleagues** appear automatically after their first booking; there is no roster to maintain on this page.

9 Periods and payroll

SnackCheck counts in *periods* — usually calendar months, labelled like “2026-10 (#21)”. A period is the unit everything settles against: taps land in the open period, payroll exports read it, and closing it seals the month for good. This page is app admins only — it is the money drawer.

9.1 The rhythm of a month

1. **Open** — exactly one period is open at a time. The “Current period” card shows it with the **Open** badge (and opens the next one itself when the previous closes, so logging never stalls).
2. **Export** — before closing, download the **Download payroll package** (marker 1): the XLSX (or CSV via the `format=csv` parameter) carries the per-person deduction amounts plus line sheets. With several kitchens, the **Line sheets for** pills scope the detail sheets to one site — *per-person totals always include every kitchen*, the filter only narrows the sheets.
3. **Close** — **Close period** (marker 2) runs a reconcile check first: the package must match the ledger sum for sum. If warnings appear, the “Close period anyway?” dialog lists them and you confirm or fix. A closed period locks all logging, voids and edits for that month — that immutability is what makes the export trustworthy.
4. **Hand to HR** — **Handed to HR** stamps the date on the closed row. The export can only be marked handed when the reconcile still passes, so the stamp means “these numbers reached payroll”.



Marker 1: **Download payroll package** produces the XLSX/CSV for HR. Marker 2: **Close period** seals the month — with a reconcile check first, and warnings if anything disagrees.

9.2 More exports

The **More exports** disclosure on the current card holds the secondary downloads: **Company treats CSV** (hospitality lines, chapter 10), **Complimentary CSV** (free-of-charge quantities) and a link to the **Payroll summary** report (chapter 11).

9.3 History: reopen, never edit

The **History** table lists past periods with label, state (**Open** / **Closed**), the handed-to-HR timestamp and their actions. Two things you can still do to a closed row:

Payroll re-downloads the package — the numbers come out identical, because nothing in a closed period can change.

Reopen unlocks the month again, but only through a reason dialog (**Reason (min 3 characters)**). "Late void for sick leave, HR informed" is the kind of note the audit trail wants; the reason is stored with the reopen event. Reopening a later month while another period is open is refused — there is always exactly one open period.

9.4 What can go wrong — and how it surfaces

- **Reconcile failed on export or hand-off**: the ledger changed between reads (a booking landed mid-export). Download again; if it persists, something is writing outside the UI — check the audit log (chapter 12).
- **Nobody opened the new month**: logging freezes with the closed-period banner until an app admin clicks **Open next period** — the button sits right inside the banner on **Log** and on this page.
- **A void arrived after close**: too late — closed is closed. Fix it in the open period with a compensating booking or let HR adjust the deduction by hand.

10 Hospitality — company treats

Some snacks are not payroll business: the fruit basket for a client visit, coffee for the workshop, cake for the farewell party. SnackCheck books these onto a dedicated *company user* so they land in their own bookkeeping line — never on a person's pay deduction. The feature is off until an app admin configures it (chapter 14).

10.1 The moving parts

Company user one designated Nextcloud account that owns every treat booking. It is picked once in **Settings** → **Subsidy & kitchens** and acts as the cost centre — nobody ever logs in *as* it.

Allowlist the people who may use the **Company** mode on the **Log** page — typically reception, office management or the kitchen team. Without an entry here, nobody sees the mode.

Reason every company booking needs a short reason (minimum 3 characters) before the first tap. The reason travels into the export — "guest visit" is auditable, a blank line is not.

10.2 The Hospitality page

App admins find **Hospitality** in the **Money** group. It shows the company user, the current period and the list of treat bookings for the selected period: when, who booked (the *actor* — the person behind the tap, not the company account), item, quantity, total and the reason. The **Who can book on company** disclosure lists the current allowlist so you can sanity-check it without opening settings.

The **Period** selector walks the history, and **Download company treats CSV** exports the lines for accounting — the file that tells the finance office what the kitchen spent on guests this month.

10.3 Why a separate account at all?

Two ledgers stay clean this way. Payroll only ever sees personal consumption — the treats never inflate anyone's deduction. And the hospitality CSV is a pure expense list: no names you would need to defend, no personal eating habits, just "actor X booked 4 × coffee for reason Y". For works-council conversations that separation is the difference between a report and a privacy problem (see also the anonymized **Payroll summary**, chapter 11).

10.4 Edge cases

- **Mode missing?** Either hospitality is off, or you are not on the allowlist — both live in **Settings** → **Subsidy & kitchens**.
- **Company user deleted**: the account must exist; pick a new one in settings before the next booking.
- **Free items**: 0-€ items booked as treats stay free — they appear in the list for completeness, at no cost.

11 Payroll summary report

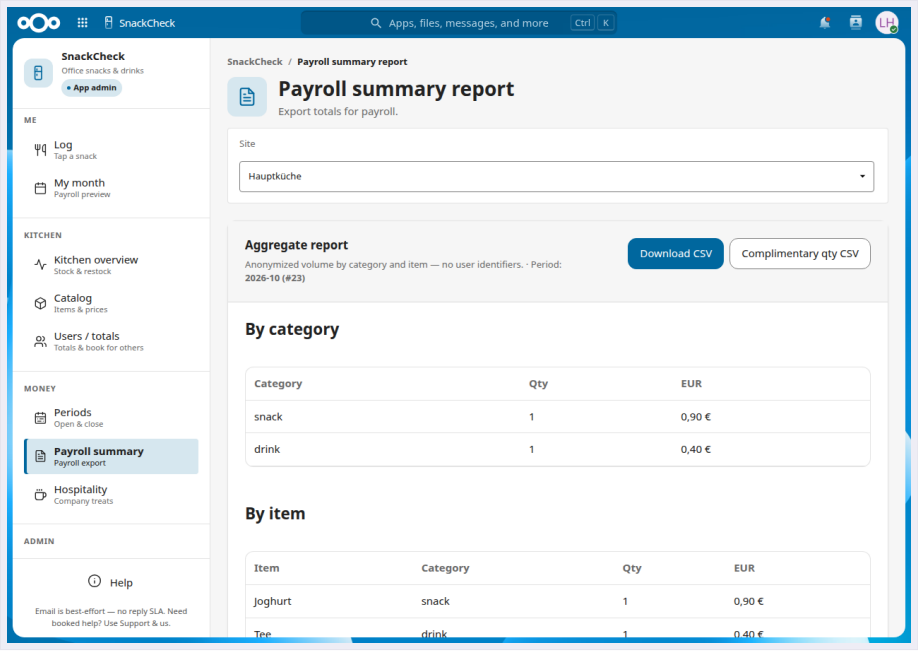
The **Payroll summary** (in the **Money** group) is the report you can put on a meeting table: consumption totals by category and by item — with *no names attached*. It is the works-council-safe view of the same ledger that payroll uses, and the subtitle says so outright: "Anonymized volume by category and item — no user identifiers."

11.1 The two tables

By category quantities and euro volume per category — "drinks 312 items, 198,40 €". The one-liner answer to "what does the kitchen cost us".

By item the same breakdown per product. This is the assortment review table: it shows the long tail of items nobody buys next to the two products that carry the kitchen.

Both tables always reflect a whole period; the report header shows which one. There are no per-person rows anywhere on this page — the anonymization is structural, not a display option.



The aggregate report: totals by category and item for the period, deliberately without a single name — the view a works council or management meeting can see.

11.2 Exports

Two downloads sit in the header when data exists:

- **Download CSV** — the aggregate by category and item (`snackcheck-br-aggregate.csv`), for the spreadsheet that goes to management or the works council.
- **Complimentary qty CSV** — the quantities of 0-€ items, the "how much did the free tier actually cost in goods" answer.

11.3 Who sees what

The report itself is anonymized but still payroll data, so only app admins see the page. What you hand onwards — the CSV or a print — is then safe to circulate: nothing in it can be traced back to a person's eating habits. Compare that to the **Users / totals** page (chapter 8), which deliberately *does* name people because payroll needs them, and to the privacy mode that hides even itemized lines from kitchen managers (chapter 14).

11.4 Reading it for decisions

- A category at zero for a whole period is a shelf to reclaim, not a report bug.
- Rising totals with flat headcount usually means the price list or the subsidy needs a revisit, not a scolding — this page shows volume, not behaviour.
- Match the period first: comparing an 18-day partial month to a full one reads like a trend and is none.

12 The audit log

Everything that touches money, access or the catalogue leaves a line in the **Audit** page (**Admin** group, app admins). It is the app's conscience: an append-only table of who did what, when, to which entity.

12.1 What lands in the log

- **Period changes** — opens, closes and reopens, each with the reason that was mandatory at the time (chapter 9).
- **Catalogue writes** — new items, price and stock edits, deactivations.
- **Voids** — which line was removed, by whom, and the stated reason (chapter 8).
- **Settings and access changes** — door mode, allowlists, subsidy, licences.
- **Tablet lifecycle** — registrations, revocations, unlock events of the kitchen devices (chapter 16).

Every row is *when, actor, action, entity* — so "who reopened November" is a sorted-table answer, not an investigation.

12.2 Why it exists

Honesty systems fail on silence, not on theft. The audit log is what makes the intrusive powers — voiding someone's line, reopening a sealed month, editing the price list — safe to hand to real people: every use leaves a fingerprint. That is why the app demands a reason at each of those moments; the reason is not bureaucracy, it is the text that makes this table useful.

12.3 Using it in practice

Payroll question HR asks why a total changed after the export — check for a reopen or a void between the export and the complaint.

Catalogue drift a price looks wrong — find the last edit row and who made it before "fixing" someone else's deliberate change.

Access surprise a colleague lost the app — look for the door-mode or roster change (chapter 13).

The log is read-only in the UI. If your compliance needs demand retention beyond what you see, export it at the database level as part of your normal Nextcloud backup — the table is ordinary, inspectable data, not a sealed format.

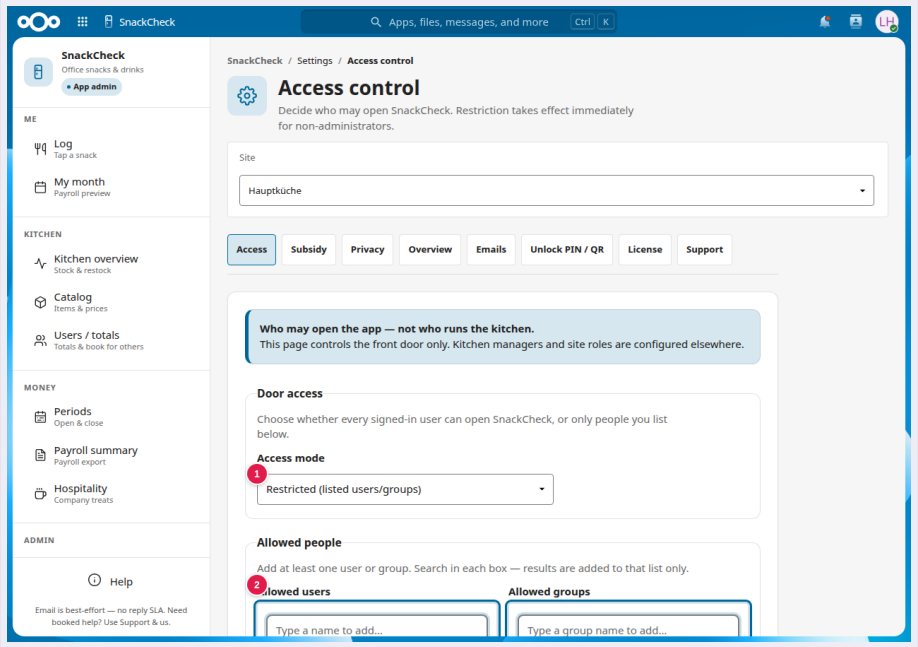
13 Access — who may open the app

The access door decides who may open SnackCheck at all. It is a front door, not a role system — it says nothing about what a person may do inside; that is what kitchen-manager and app-admin assignments are for (chapter 1). App admins configure it on **Settings** → **Access**.

13.1 The two modes

Open (all users) every signed-in Nextcloud user can open the app. Right for most offices — the kitchen is shared space anyway.

Restricted (listed users/groups) only the people and groups you list below may open the app. Use it when the kitchen serves one department on a shared Nextcloud, or during a pilot rollout.



Marker 1: the **Access mode** switch — **Open (all users)** or **Restricted (listed users/groups)**.
Marker 2: the **Allowed users** roster — directory pickers, never raw IDs.

13.2 The rosters

Under restricted mode, two pickers build the guest list: **Allowed users** (marker 2) for individuals and **Allowed groups** for whole Nextcloud groups — the group list is usually the one to maintain, because it follows your normal user provisioning automatically. The pickers search the real directory; SnackCheck never asks you to type account IDs.

A third roster, **App admins**, names the people who may change settings and run the money pages. Two rules protect you here:

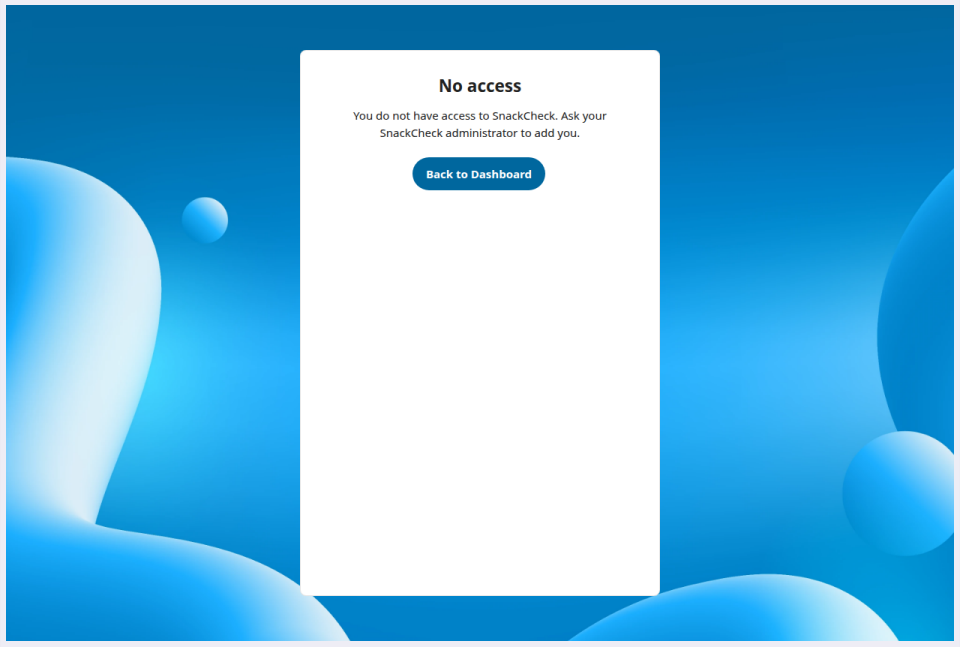
- App admins **always pass the door** — in restricted mode they open the app whether or not they appear in the rosters. You cannot lock the people who maintain the door out of it.

- Saving **Restricted** with an empty roster is refused with a warning — an empty allowlist would brick the app for everyone.

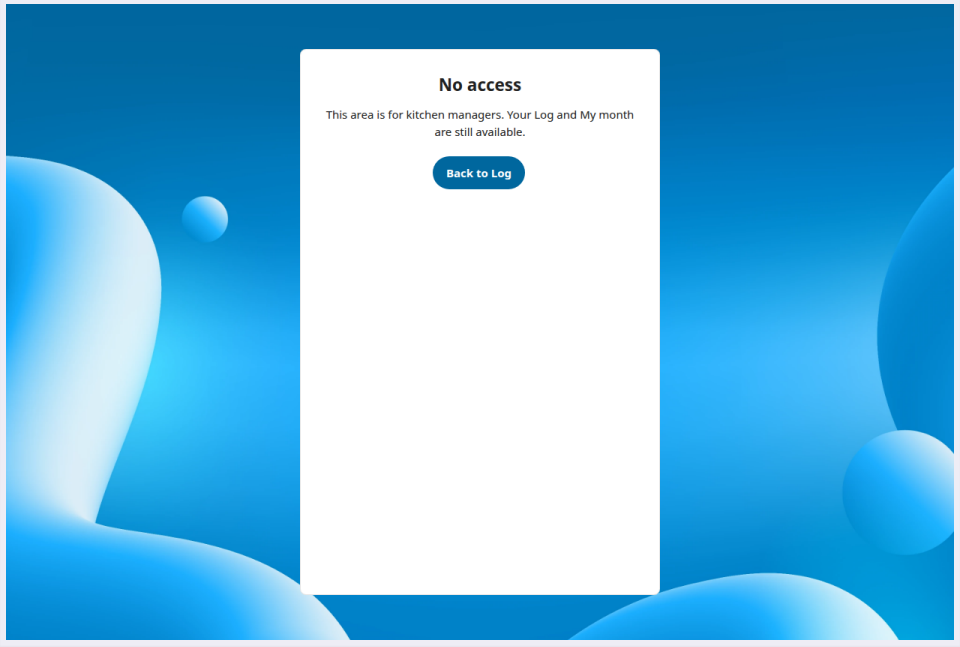
Changes apply immediately. A user whose grant you remove sees the door on their next click; there is no session grace period to wait out.

13.3 What a locked-out user sees

Two surfaces, both deliberate. On a direct link they get the **No access** page: a card that says they lack the grant and suggests asking a SnackCheck administrator, with a **Back to Dashboard** way out — the app never reveals who *is* allowed. In the Nextcloud app menu, the SnackCheck entry hides entirely for accounts without a grant, so the app does not advertise a door they cannot open.



No access: the door explains itself without leaking the allowlist.



A restricted surface (here: the catalogue for a non-manager) answers the same way — “back to where you belong”, never an error dump.

The same pattern protects internal areas: a member following a link to **Catalog** or **Periods** gets a denied card with a safe way back instead of a stack trace — authorization failures are user-facing states in this app, not white screens.

13.4 Notes for admins

- Restricted mode affects the *web app only* — kitchen tablets have their own device credential and are governed by the SNK2 licence (chapter 16).
- Removing someone from the roster does not delete their ledger lines — closed periods and payroll exports are history, not live access.
- If a whole group should lose access, prefer removing the group over listing individuals — rosters you maintain twice are rosters that drift.

14 Settings

SnackCheck settings are app-admin territory and follow one rule: *one page per topic*. The **Settings** entry in the sidebar opens a chip bar; each chip is a self-contained form with its own **Save** — there is no giant settings blob that half-saves.

14.1 Access

Access holds the front door: open vs. restricted, the allowed users/groups, and the app-admin roster. Covered in full in chapter 13.

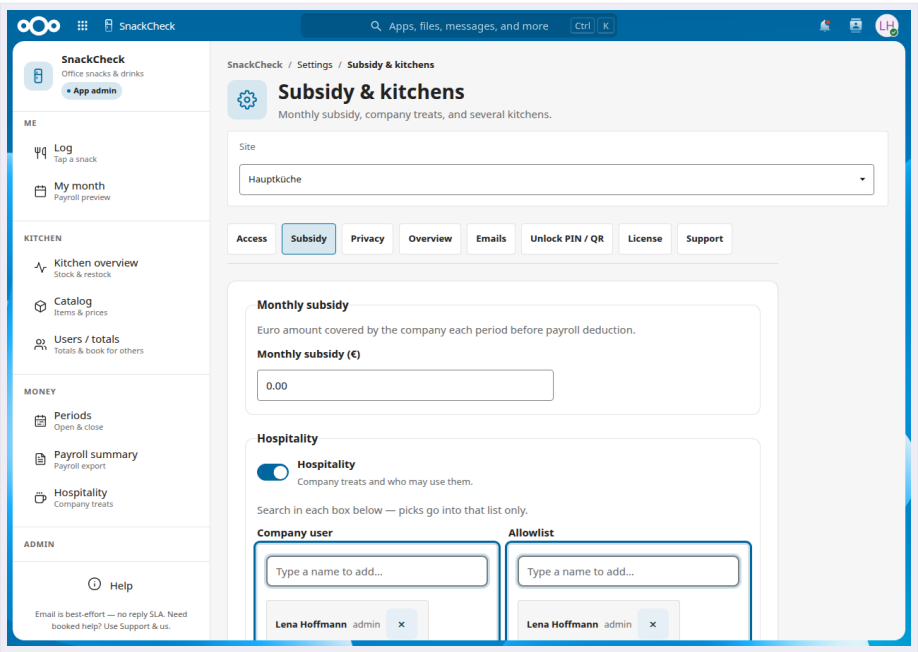
14.2 Subsidy & kitchens

The money-and-structure page:

Monthly subsidy (€) the amount the employer covers per person and period before payroll deduction — the "first five euros are on us" setting. It appears as the **Subsidy** line in every breakdown (chapter 4) and does not accumulate: unused subsidy expires with the period.

Hospitality the switch plus the two rosters that power **Company** bookings: the **Company user** and the **Allowlist**. The form refuses to save hospitality without both — a treat mode with no cost centre would book into thin air. See chapter 10.

Multi-site turns on the sites feature: per-site catalogues, managers and tablets (chapter 7).



Subsidy & kitchens: the monthly subsidy, the hospitality switch with its two rosters, and multi-site — the switches that reshape what members see.

14.3 Privacy

One switch: **Totals only**. When on, kitchen managers see per-person totals on **Users / totals** but never the itemized lines — they can run the kitchen and book for colleagues without learning anyone's eating habits. Payroll exports for app admins are unaffected; the deduction still needs the full ledger. If your works council wants a concrete privacy gesture, this page is where it lives.

14.4 Overview

The kitchen overview tuning: **Days of recent snacks** (the window for popularity rankings and restock pace, default 14) and **Warn if stock lasts under (days)** (when an item lands on the restock list). Explained in chapter 5.

14.5 Emails

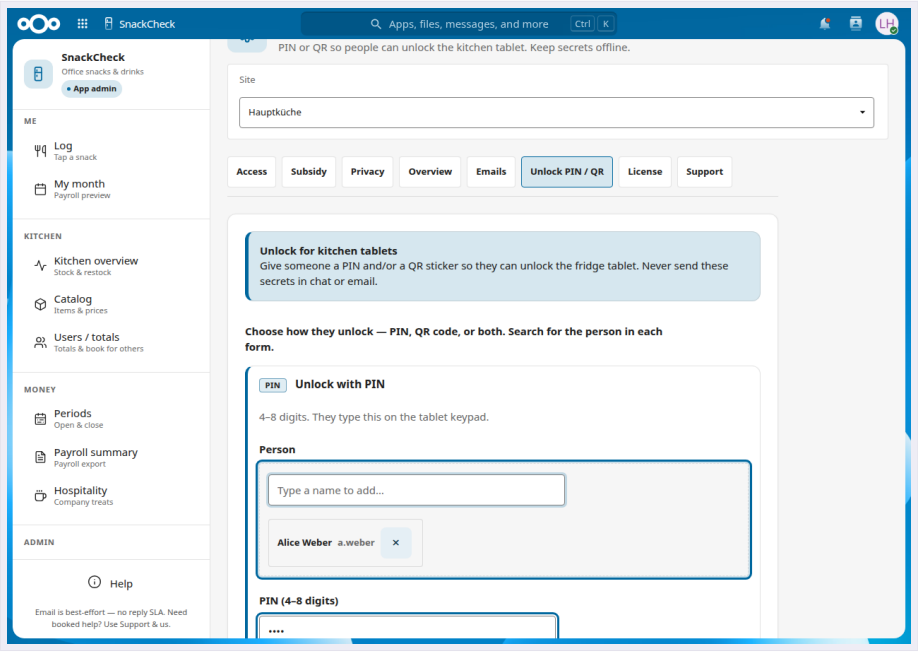
Optional reminder mail, two independent switches:

- **Reminder email before month end** — nudges every user **Days before month end** ahead of period end to check **My month** before it is too late to dispute a line. **Skip email when nothing to deduct (€0)** keeps quiet for clean months.
- **Weekly restock email** — the restock tips for kitchen managers, so empty shelves surface between visits.

Both ride on your Nextcloud's mail setup; if the instance cannot send mail, the switches simply do nothing visible.

14.6 Unlock PIN / QR

The secrets for the kitchen tablet: pick a person, assign a **PIN** (4–8 digits) and/or a **QR** payload — both let that person unlock the wall tablet for a logged session. Each PIN must belong to exactly one person, and the form warns explicitly: these secrets open a logged device, so they travel on paper or in person, never through chat or mail. Details in chapter 16.



Unlock secrets: person picked from the directory, PIN field masked — the two things a tablet unlock needs.

14.7 License & Support

License manages the SNK2 key and tablet registration — chapter 16 owns that story. **Support** collects the help links and the tablet hardware shortlist; the back-matter chapter 20.5 summarises the same material.

15 Data in and out

SnackCheck keeps its data deliberately simple: almost everything that goes in arrives by tapping, and everything that comes out is a spreadsheet your payroll or accounting already understands. This chapter collects every door the data can take.

15.1 Getting data in

Load starter catalog the only "import" the app ships: a curated set of everyday drinks and snacks with prices, categories and stock fields, applied to the selected site's empty catalogue (chapter 6). Idempotent — a second run adds nothing twice.

Everything else is manual by design there is no CSV import for items, users or consumption. Catalogues are small enough to type, people come from the Nextcloud directory, and consumption enters by tapping — pasting foreign ledger lines in would defeat the audit trail the ledger exists for.

Upgrade safety on app updates the app snapshots its tables automatically before migrating, so an upgrade never eats the ledger. That backup is an ops feature, not a user import path.

15.2 Getting data out

Export	Where	Contents
Payroll package (XLSX/CSV)	**Periods**	per-person deductions + line sheets
Company treats CSV	**Periods**, **Hospitality**	hospitality lines with actor + reason
Complimentary CSV	**Periods**, **Payroll summary**	free-item quantities
Aggregate report CSV	**Payroll summary**	category/item totals, anonymized
Shopping list CSV	**Kitchen overview**	suggested restock buys
My-month PDF	**My month**	personal statement for HR
Shelf QR	**Catalog**	PNG code that deep-links one item

15.3 Conventions worth knowing

- **Formats**: spreadsheets are XLSX by default with CSV available; CSVs are machine-formatted (stable columns, quoted fields) so they survive Excel, LibreOffice and DATEV-style import filters equally.
- **Period scope**: every money export belongs to a period — pick the row in **Periods** → **History** or the period selector on the report pages; re-downloading a closed period always reproduces identical numbers.
- **Site scope**: the line-sheet filter on **Periods** narrows detail sheets to one kitchen; the per-person totals always cover every site (chapter 9).
- **Privacy**: only the **Payroll summary** CSV is anonymized. The payroll package and hospitality CSV contain names because payroll needs them — treat them as personal data in your filing.

- **Timestamps**: exports carry the app's own timestamps; when you file them, file the period label ("2026-10") alongside — it is the reconcile key.

15.4 If a download fails

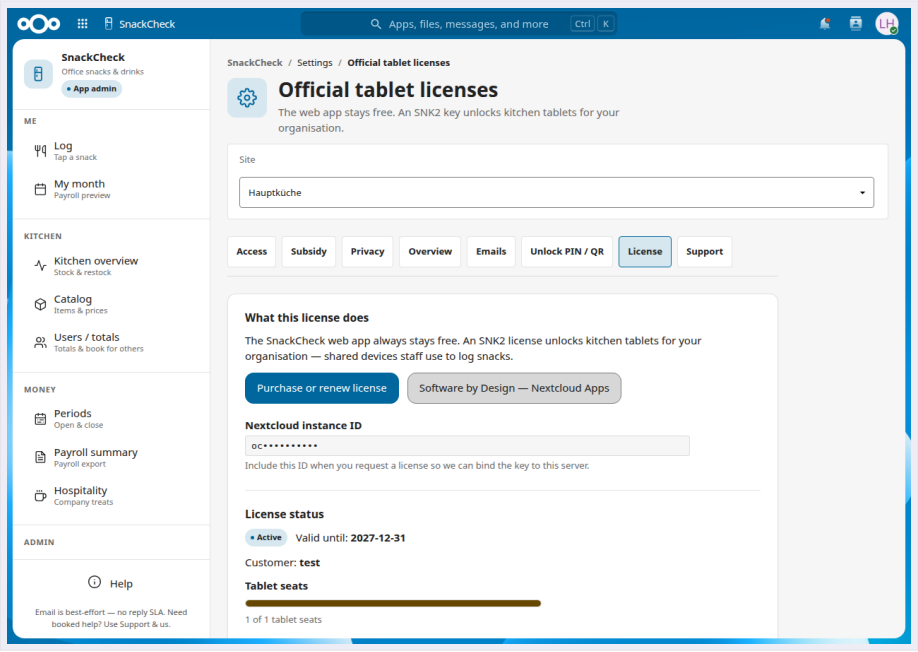
A `validation_failed` response on the payroll package means the reconcile check caught a ledger that changed mid-read — download again; it is a guard, not a crash (chapter 9). Anything else (blank file, truncated CSV) is worth a report via **Settings** → **Support**.

16 The kitchen tablet

The SnackCheck Kitchen tablet is the optional companion app for a wall-mounted Android device in the kitchen: staff unlock it with a PIN or QR code, tap the same tiles as the web **Log** page, and the device locks itself again. It is the only part of SnackCheck that costs money — the web app stays free (AGPL), the tablet needs an **SNK2 licence** per device seat.

16.1 What SNK2 buys

An SNK2 key is a signed licence bound to *your Nextcloud instance ID* (shown on the settings page — include it when you request a key). It grants a number of *tablet seats*: each registered kitchen tablet consumes one. The **Settings** → **License** page shows the status badge (**Active**, **Active — renew soon**, **Not configured**, **Signature mismatch**, **Expired or invalid**), the customer, the valid-until date and the seat meter "*used* of *total* tablet seats".



The licence card: a valid SNK2 key, the seat meter, key apply and tablet registration on one page — the web app itself needs none of this.

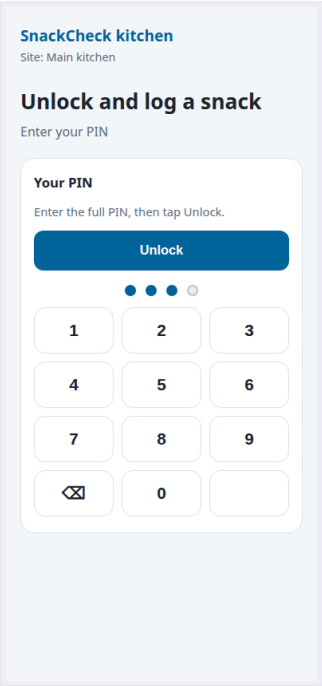
16.2 From zero to a working tablet

1. **Buy and apply the key.** Paste the full `SNK2.…` string into **Apply SNK2 key** and save. The app verifies the signature and the instance binding on the spot.
2. **Register the tablet.** In **Register kitchen tablet** give it a **Tablet label** ("Fridge 2nd floor") and its **Kitchen site**. The app mints a one-time pairing token (`snkterm_…`) — copy it now, it is shown once.
3. **Pair the device.** On the tablet, enter the Nextcloud HTTPS URL and paste the token. The app verifies the licence and downloads that site's catalogue — the tablet only ever sees its own kitchen.

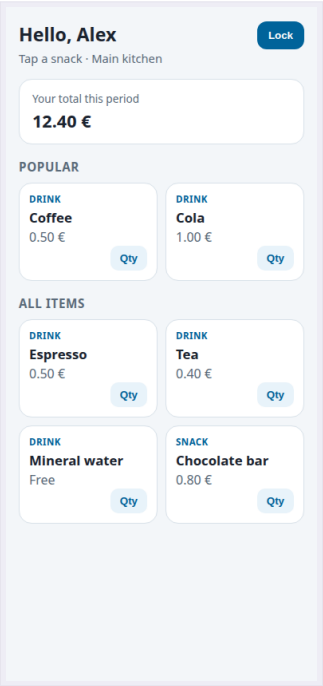
4. **Give people unlock secrets.** Under **Unlock PIN / QR** assign each user a 4–8-digit PIN and/or a QR payload (chapter 14). Secrets are personal: they attribute every tap to a person, so hand them out like keys.

16.3 Life on the tablet

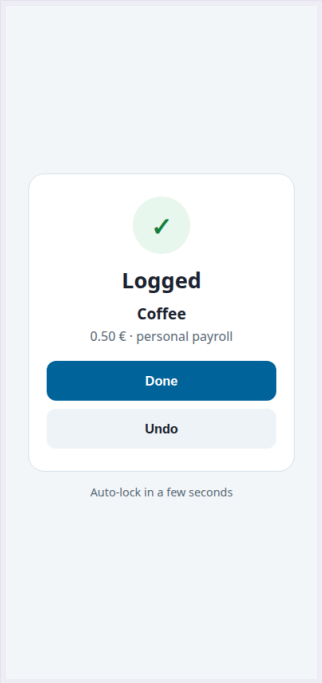
After unlock, the catalogue of the tablet's site fills the screen; one tap logs one item, a long-press opens quantity. Success only shows after the server confirmed the booking — offline the tablet queues honestly as *pending sync* and flushes when the network returns, rather than lying about a logged snack. About a minute of idleness returns it to the lock screen, so the next person always taps as themselves, not as whoever forgot to lock.



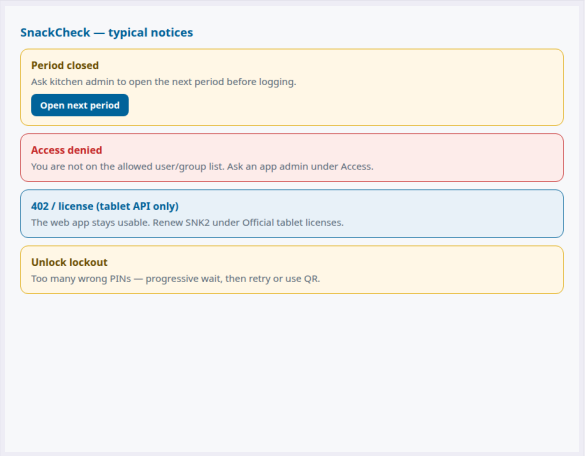
HTML mock: the lock screen with the PIN pad — every session starts here.



HTML mock: the unlocked catalogue of the tablet's site — one tap per item.



HTML mock: success only after the server confirms — offline queues as pending sync.



HTML mock: error banner for license/lockout states — never a dead end.

16.4 Security and abuse

Three wrong PINs trigger a soft lockout that escalates on repeat trips (30 s → 60 s → 5 min → 15 min) and clears on a successful unlock — brute-forcing a wall tablet is slower than walking back to your desk. Every pairing, unlock and tap lands in the audit log (chapter 12). A lost or stolen device is neutralized on the licence page: *revoke* the tablet and its token dies at the next server contact — the app clears its credentials and becomes a wall decoration, not a data leak.

Note the division of labour: the tablet app never calls Android lock-task APIs itself — pinning it to the screen is a job for your MDM, not the app.

16.5 Common licence problems

Signature mismatch the stored key cannot be verified on this server — re-apply a correctly signed SNK2 key; after an app update, contact support if it persists.

“bound to another instance” the key was minted for a different Nextcloud ID — re-apply on the server it was bought for, or request a re-issue with this instance ID.

Expired or invalid / “renew soon” the licence ran out or is about to — renew before the date to keep tablets working; the web app is unaffected either way.

Seats exhausted registering one more tablet than the licence covers is refused — revoke a retired device or extend the licence.

17 Errors, troubleshooting and FAQ

17.1 Every error you can hit — and what it means

"Pick a site above before logging." With multi-site on, no kitchen is selected — choose one in the **Site** selector. Deliberate: a guess would falsify the wrong kitchen's stock (chapter 7).

"Period closed. Ask a kitchen admin to open the next period before logging." The month is sealed. App admins open the next period from the same banner or the **Periods** page; members wait or book after it opens (chapter 9).

"No catalog items yet." Empty catalogue — the kitchen team runs **Load starter catalog** or adds items (chapter 6).

Undo button gone the 60-second window closed. The line is now ledger: a kitchen manager voids it, with a reason (chapters 3, 8).

No access page you are not on the door roster in restricted mode — an app admin adds you or your group under **Settings** → **Access** (chapter 13). The page hides who *is* allowed by design.

Denied card inside the app you followed a link to a surface your role does not own (e. g. **Catalog** as a member). Use the back button on the card — it is an authorization answer, not a crash.

"Reason (min. 3 characters)" refused void, reopen, proxy and company bookings all demand a real reason; the reason is the audit entry, not a courtesy (chapters 8, 9).

"Each PIN can belong to only one person" the PIN you picked is taken — choose another digits string (chapter 14).

`validation_failed` **on payroll download** the reconcile check caught a ledger that moved mid-export — download again (chapter 9).

Tablet says *unofficial* / licence gate the SNK2 key is missing, expired or bound to a different instance — the licence states and fixes live in chapter 16.

Tablet lockout countdown three wrong PINs escalate the cooldown (30 s up to 15 min) — wait, or a manager resets by assigning a new PIN (chapter 16).

Toast "Pending sync" on the tablet the device is offline — the booking is queued, not confirmed; it flushes when the network returns.

17.2 How do I …?

…take back a wrong tap? **Undo** within 60 s; after that a kitchen manager voids with reason — ch. 3, 8.

…see what payroll will deduct? **My month** — ch. 4.

…hand HR their file? **Periods** → **Download payroll package**, then **Handed to HR** — ch. 9.

…correct last month? You cannot — closed is final. Fix forward in the open period — ch. 9.

…book for the colleague without a badge? **Colleague** mode or **Users / totals** — ch. 3, 8.

…put a guest coffee on the company? **Company** mode (allowlist required) — ch. 10.
…add the new pretzel to the shelf? **Catalog** → **Add item** — ch. 6.
…know when to shop? **Kitchen overview** restock list, CSV or print — ch. 5.
…give the new building its own kitchen? Multi-site + **Sites** — ch. 7.
…let only our department in? **Settings** → **Access** restricted + group — ch. 13.
…keep managers out of everyone's lines? Privacy **Totals only** — ch. 14.
…put a tablet on the wall? SNK2 key, register, pair, PINs — ch. 16.
…find out who changed that price? **Audit** — ch. 12.
…get a report without names? **Payroll summary** — ch. 11.

17.3 Still stuck?

Check the **Audit** page for what actually happened, then **Settings** → **Support** for the support channels. When you report a problem, name the app version (chapter 20.5), the page, and what you expected — screenshots help.

18 Glossary

Domain terms — the concepts a new user meets, not the button labels (those are quoted from your locale's UI wherever they appear).

Honesty ledger the bookkeeping model: people record what they take themselves, and the organisation trusts the record enough to deduct it from pay. The audit trail exists so the trust can be checked, not because it is mistrusted.

Period the settlement window consumption is booked into — usually a calendar month ("2026-10"). Exactly one is open; closing seals it immutably.

Subsidy the monthly euro amount the employer covers per person before payroll deduction; does not carry over between periods.

Site one kitchen location with its own catalogue, stock counts and managers; off by default (single `DEFAULT` site).

Kitchen manager the role that runs a site's catalogue, restock and colleague bookings without touching money or settings.

App admin the role that owns periods, exports, sites, access and settings; always passes the access door.

Proxy booking a line a kitchen manager taps *for* a colleague — lands on the colleague's payroll, audited with both names.

Company treat (hospitality) a booking on the dedicated company user — employer-paid consumption for guests and events, exported separately, never deducted.

Void the reason-carrying removal of a ledger line; the only correction after the undo window, and always audited.

Free item a catalogue item priced 0 €: logged for restock and statistics, excluded from every money sum.

Access door the open/restricted front gate deciding who may open the app at all — independent of roles.

Totals only (privacy) the mode hiding itemized lines from kitchen managers while keeping per-person totals usable.

SNK2 licence the signed, instance-bound key that unlocks kitchen tablets; its seats cap how many tablets register.

Tablet seat one registered kitchen tablet against the SNK2 allowance.

Pairing token the one-time `snkterm_…` string that binds a tablet to a site; shown once at registration.

Unlock secret the personal PIN (4–8 digits) or QR payload a person types or scans to open a logged tablet session.

Payroll package the XLSX/CSV per period with per-person deductions and line sheets — the file HR consumes.

Reconcile check the sum-for-sum comparison between the export and the live ledger; failures block downloads and hand-offs until the numbers agree again.

Aggregate (BR) report the anonymized by-category/by-item totals — the works-council-safe payroll view.

Audit trail the append-only record of every sensitive write with actor, time and reason.

Works council (Betriebsrat) the employee-representation body that, in DE/AT/CH workplaces, typically wants guarantees like anonymized reports and privacy mode before approving such a ledger.

19 Surface catalogue

Every documented surface at a glance — with the chapter that covers it.

Log one-tap grid; modes **Me** / **Colleague** / **Company**; site picker, search, category filter, quantity options, 60-second **Undo**; shelf-QR deep links — ch. 3.

My month **To deduct** hero, gross-minus-subsidy breakdown, consumption table, payroll PDF, closed-period view — ch. 4.

Kitchen overview restock list with one-tap restock, shopping CSV/print, popularity ranking, category scope — ch. 5.

Catalog item table (price, category, stock pair, tags, image), starter catalogue, add/edit/copy/deactivate, shelf QR — ch. 6.

Sites site cards with managers, add site, activate/deactivate, DEFAULT site — ch. 7.

Users / totals per-person cards (deduct/gross/subsidy, itemized lines), proxy panel, reason-mandatory **Void**, privacy totals-only — ch. 8.

Periods current card (payroll package, more exports, site-scoped line sheets, close), history (re-download, reopen-with-reason, handed-to-HR) — ch. 9.

Hospitality company user, allowlist view, per-period treat table, CSV — ch. 10.

Payroll summary anonymized category/item tables + two CSVs — ch. 11.

Audit append-only actor/action/entity table — ch. 12.

Settings → Access door mode, user/group rosters, app-admin list, no-access surfaces — ch. 13.

Settings sections subsidy & kitchens, privacy totals-only, overview windows, reminder emails, unlock PIN/QR, licence, support — ch. 14.

Kitchen tablet SNK2 seats, registration token, pairing, PIN/QR unlock, offline queue, idle lock, lockout, revoke — ch. 16.

Exports payroll XLSX/CSV, hospitality/complimentary/ aggregate/shopping CSVs, my-month PDF, shelf QR — ch. 15.

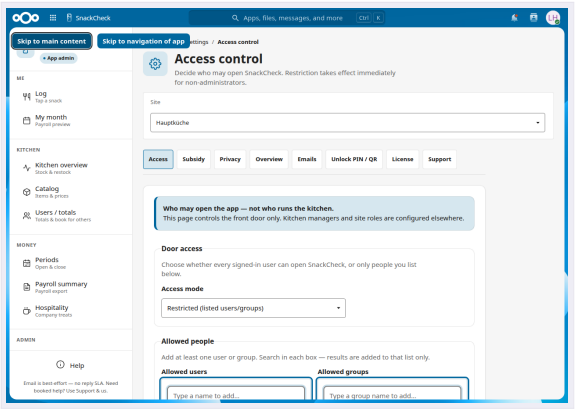
Denied surfaces no-access page, in-app denied card, hidden menu entry — ch. 13.

20 Accessibility

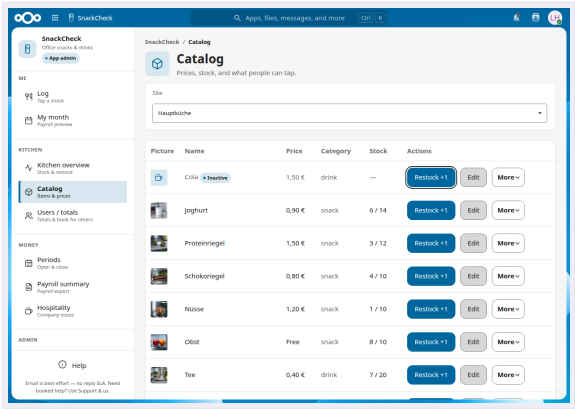
SnackCheck's interactions are short — tap a tile, check a total, close a month — and the app is built so every one of them works without a mouse, at arm's length, or through a screen reader. The design follows WCAG 2.1 AA across the Check-suite design system.

20.1 Keyboard paths

Every flow is keyboard-complete: `Tab` walks the interactive elements in document order, `Enter` or `Space` activates, **More options** disclosures open on `Enter`, and the native dialogs (reopen period, void, close anyway) trap focus until you choose or press `Esc`. The mode bar on **Log** is a radio group — arrow keys move between **Me**, **Colleague** and **Company**. A visible focus ring tracks the current control on every page.



The focus ring on the first control of **Settings** → **Access** — keyboard users always know where they are.



The same ring on the **Catalog** — every page paints it, not just forms.

20.2 Screen readers and structure

- Pages are landmarked (navigation, main section with an `aria-label` per page) and headings nest correctly — a screen reader's heading list doubles as the table of contents of each surface.
- The mode bar exposes itself as a radio group ("Who is this for?"), filters as groups with pressed states, and the tile grid as a list — state is spoken, not just coloured.
- Toasts and banners use live regions: the booking confirmation with **Undo** announces itself, and the closed-period callout is a `role=status` message, not a modal that steals focus.
- Required reasons carry `aria-describedby` hints ("At least 3 characters") so the constraint is heard before the error, not after.
- The directory pickers are real comboboxes: results are options, the selected person becomes a labelled chip, and nothing depends on pointer aim.

20.3 Contrast, motion and targets

Colours come from Nextcloud design tokens, so your instance's high-contrast and dark themes carry through; nothing relies on colour alone — every state shown in colour also has a text or icon badge. Tap targets meet the 44-px minimum (48 px on primary and danger actions), which is what makes the tile grid workable on a wall tablet at arm's length. Reduced-motion preferences are honoured: nothing that matters blinks or slides in.

20.4 Tablet notes

The kitchen companion keeps the same contract: large tiles, an unmissable lock screen, and status text in place of colour-only cues — plus the honest *pending sync* state instead of a green lie when offline (chapter 16). Because it is a native app, the platform's own screen reader and font scaling apply on top.

20.5 Known limits

We test with keyboard navigation and contrast tooling on every release; if you hit a barrier — a focus trap, an unnamed button, a table that reads as noise — please report it through **Settings** → **Support**. Accessibility defects are treated as bugs, not suggestions.

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 — and the hardware shortlist for the kitchen tablet.

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

Official tablet licence SNK2 seats for the kitchen tablet (chapter 16).

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

What this handbook covers

- Logging (Me / Company / Colleague), My month, kitchen overview, catalogue and sites.
- Users & totals, periods, payroll exports, hospitality and the anonymized summary report.
- Access door, settings, SNK2 tablet licence, audit, accessibility and troubleshooting.

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

This handbook is not legal, tax or compliance advice. Third-party product names and trademarks belong to their respective owners.

Index

Access, 24
Access door, 24
Accessibility, 40
Aggregate report, 21
Allowlist, 20
Audit, 23

Catalog, 12
Change log, 23
Close period, 18
Company treats, 20
CSV, 30

Errors, 35
Export, 30

FAQ, 35
Feature catalogue, 39

Getting started, 3
Glossary, 37

Hospitality, 20

Import, 30
Items, 12

Keyboard, 40
Kiosk, 32
Kitchen managers, 14
Kitchen overview, 10
Kitchen tablet, 32

License, 32
Log, 5
Log for a colleague, 16

Multi-site, 14
My month, 8

No access, 24

Payroll export, 18
Payroll preview, 8
Payroll summary, 21
Periods, 18
Permissions, 1
Prices, 12
Privacy, 27

Quantity, 5

Reminder emails, 27
Restock, 10
Roles, 1

Screen reader, 40
Settings, 27
Shopping list, 10
Sign in, 3
Sites, 14
SNK2, 32
Stock, 12
Subsidy, 8, 27

Troubleshooting, 35

Undo, 5
Users / totals, 16

Void, 16

Works council, 21

XLSX, 30