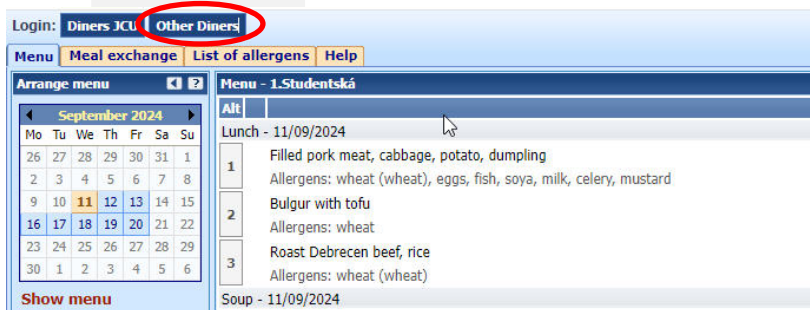


## Instructions for ordering lunches in the USB Canteen

### 1. Open the link:

<https://menza.jcu.cz/WebKredit/>

### 2. Log in to the canteen ordering system



Login: Diners JCU **Other Diners**

Menu Meal exchange List of allergens Help

Arrange menu **Menu - 1.Studentská**

September 2024

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

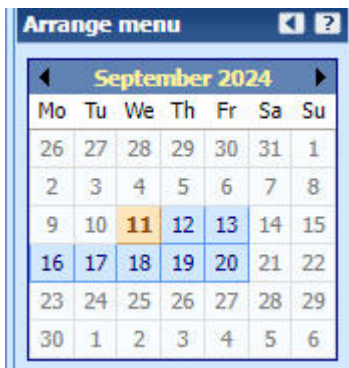
Show menu

Menu - 11/09/2024

- 1 Filled pork meat, cabbage, potato, dumpling  
Allergens: wheat (wheat), eggs, fish, soya, milk, celery, mustard
- 2 Bulgur with tofu  
Allergens: wheat
- 3 Roast Debrecen beef, rice  
Allergens: wheat (wheat)

Soup - 11/09/2024

### 3. Select the date you want to place your order::



Arrange menu

September 2024

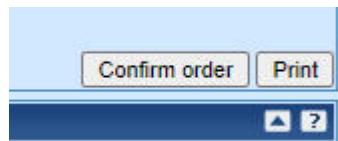
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

4. For each lunch number, there is a + icon, by which you add the given lunch to the order and then confirm the order with the confirm order icon:

The screenshot displays a software interface for menu management. On the left, there is a calendar for September 2024 and a 'Show menu' section with fields for 'From:' and 'To:', a 'One day only' checkbox, and a 'Choose canteen:' dropdown menu set to '1.Studentská'. The main area shows a menu for '1.Studentská' with columns for 'Meal', 'Portion', 'Price Kč', and 'Pic'. The menu is divided into 'Lunch - 16/09/2024' and 'Diets - 16/09/2024'. Each item has a quantity control (minus, 0, plus) and a price. Two red circles highlight the plus icons for item 1 (Chicken on cabbage, potatoes) and item 2 (D4, ragout soup, chicken fillet, spinach, potatoes). At the bottom right, there are 'Confirm order' and 'Print' buttons. A status bar at the bottom shows 'Orders 0 Kč (amount of order prices 16/09/2024)'.

Meal	Portion	Price Kč
1 Chicken on cabbage, potatoes Allergens: wheat (wheat), eggs, fish, soya, milk, celery, mustard	0 +	138.00
2 Potato pancake and pickled beetroot Allergens: wheat (wheat), eggs, milk	0 +	112.00
3 Baked pasta with smoked meat and cream Allergens: wheat (wheat), eggs, milk, mustard	0 +	125.00
4 Buns with cottage cheese, cocoa milk Allergens: wheat (wheat), eggs, milk	0 +	125.00
Diets - 16/09/2024		
1 gluten free, Sour milk soup with potatoes, Vegetables with chicken and eggs, potatoes Allergens: eggs, milk	0 +	151.00
2 D4, ragout soup, chicken fillet, spinach, potatoes Allergens: wheat (wheat), eggs, milk, celery	0 +	150.00

5. Click "Confirm order"



6. If you want to cancel the order, check the cancellation icon and confirm the changes:

The screenshot shows a web application window titled "Orders 57.00 Kč (amount of order prices 12/09/2024)". Below the title bar is a checkbox labeled "Display all orders". The main content is a table with the following data:


Date	Kind	Alt	Meal	Canteen	Price: Kč	Cancel	Exchange
12/09/2024	Lunch	3	Pork risotto, cheese,pickles	1.Studentská	57.00	<input checked="" type="checkbox"/>	

At the bottom right of the window, there are two buttons: "Change" and "Print", both of which are circled in red.

You can always cancel the order up to 2 p.m. the day before at the latest. If you do not have time to cancel, it is possible to give the given meal to the meal exchange. Likewise in the event that you do not have time to order and the ordering of meals has already ended (by 2 p.m.), it is possible to order from the food exchange that has been made available.

### 7. Providing food at the exchange:

Orders that can no longer be canceled within the order rules can be provided to the meal voucher exchange. Instead of canceling the order, it will be moved to the stock exchange. You mark the given meal in the check box in the "Cancellation" column and confirm the change with the "Change" button. Subsequently, the stock exchange icon will appear in the "On the stock exchange" column.

Orders 57.00 Kč (amount of order places 12/09/2024)						▲	?	
<input type="checkbox"/> Display all orders								
Date	Kind	Alt	Meal	Canteen	Price Kč	Cancel	Exchange	
12/09/2024	Lunch	<input type="checkbox"/> 3	Pork risotto, cheese,pickles	1.Studentská	57.00	<input type="checkbox"/>		

## 8. Ordering food from the market

In the WebKredit application, go to the "Meal exchange" tab and mark the food (if available). Then click on the "Order food from theexchange" button.

The screenshot shows the 'Meal exchange' tab selected in the top navigation bar. The main content area displays a table with the following data:

Date	Meal	Meal name	Subsidized price Kč	Full price Kč	Canteen
11.9.2024	Lunch 3	Roast Debrecen beef, rice	129.00	129.00	1.Studentská
11.9.2024	Lunch 3	Roast Debrecen beef, rice	129.00	129.00	1.Studentská

At the bottom right of the application, there is a button labeled "Order meal from meal exchange" which is circled in red, and a "Refresh" button next to it.

You can order until 2 p.m.

The dishes can be viewed in the photo before ordering.