Scala Dining
Manual

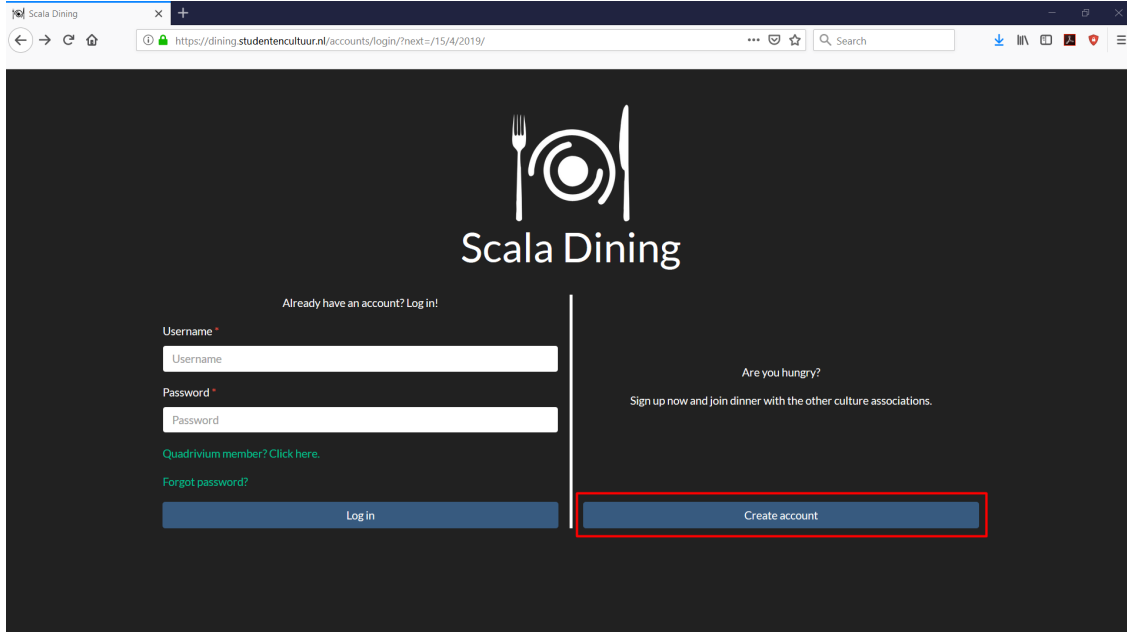Author: Hans Norg
Version 6, April 2019

Contents

1 Preface

The dining app is still in constant development. Therefore parts of this manual could be outdated. If this is the case check if you have the newest version. If the newest version is still outdated, is not clear or not complete, please let us know by sending an email to: diningapp@studentencultuur.nl. We hope that this manual will provide all necessary information for using the dining app.

More information about the "Rules and Regulations", "News and updates" and how to report bugs can be found by clicking the "i" in the top right of the screen and then on the text in the sub-menu.
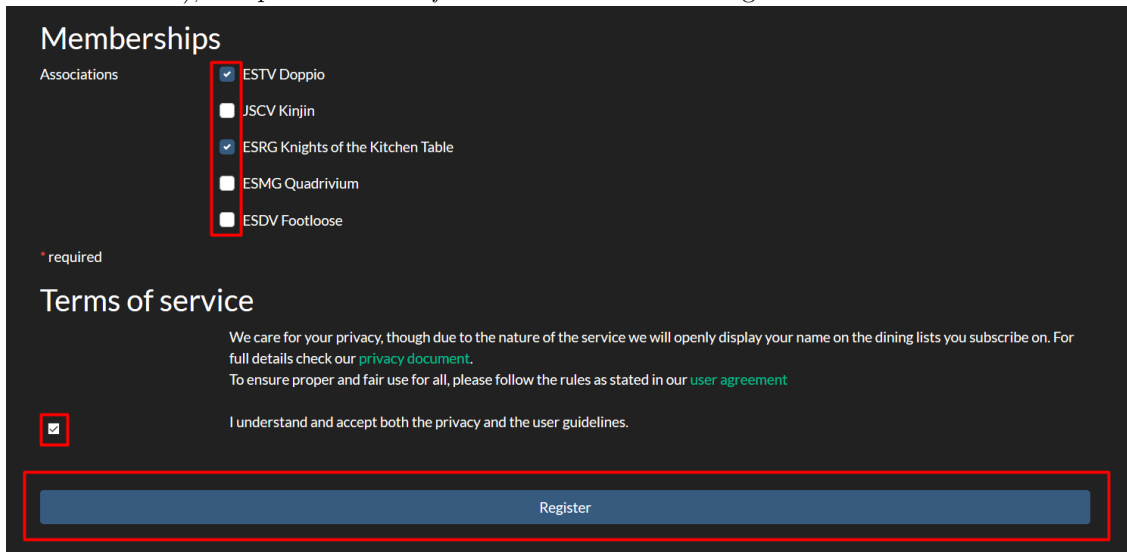
2 Making an account
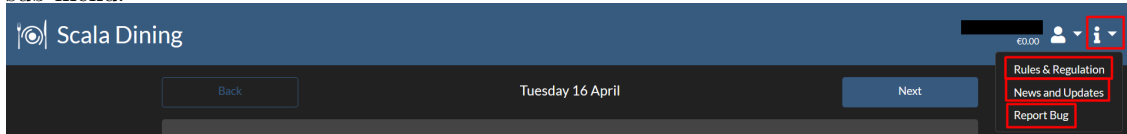
Go to https://dining.studentencultuur.nl/and press the button "Create account".

Fill in your credentials. The *Username* is used for logging in but it won't be used inside the app. Your added *Allergies* will be visible for the cooks, so they know what they cannot cook for you. Then check all the associations of which you are a member (this can be more than 1, but it has to be at least 1), accept the *Terms of service* and click the "Register" button.

You have now successfully created an account.

3 Logging in & Forgot password

To log in enter your *Username* and *Password* and then press the "Log in" button.

If you forgot your password press the green text Forgot password? .

Enter your email-address and press the "Reset my password" button. An email will be send to your email-address from diningapp@studentencultuur.nl, with a link to reset your password.

4 Changing settings and verifying email address

To change your settings first click the person with the arrow next to it. A drop-down menu will appear, click settings. To return to the home menu just click the *Scala Dining* logo at the top left.
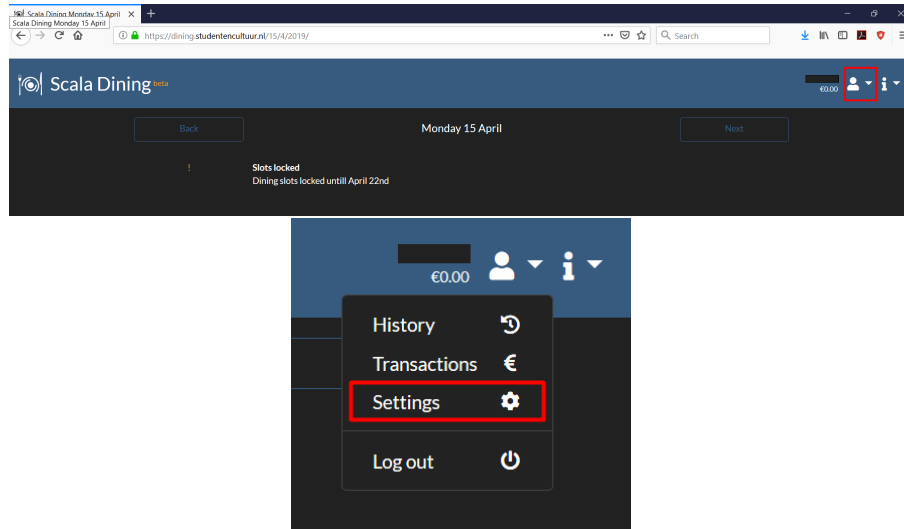
4.1 Username, Association and Allergies

In the menu that opens you can change your *Username*, *Associations* and your *Allergies*. Don't forget to press the "Save" button after making changes.

4.2 Email

To change email settings press the word "Mailing" at the top of the settings.
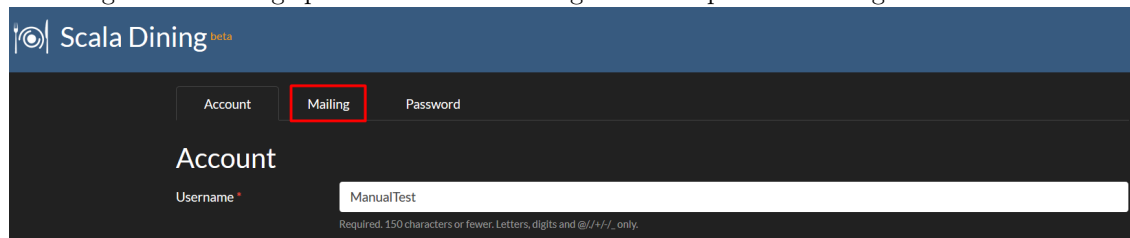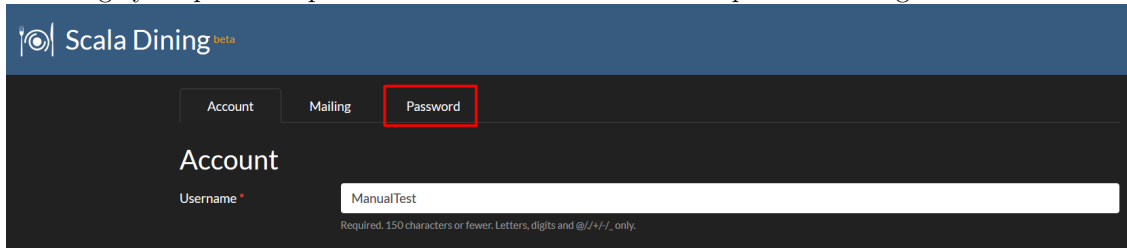
Here you can verify your email address(es) by clicking "Re-send verification" then you will receive an email from diningapp@studentencultuur.nl. After verification the text next to the email address will change from Unverified to Verified. You can also add an extra email-address if you want to receive emails at more email-addresses.
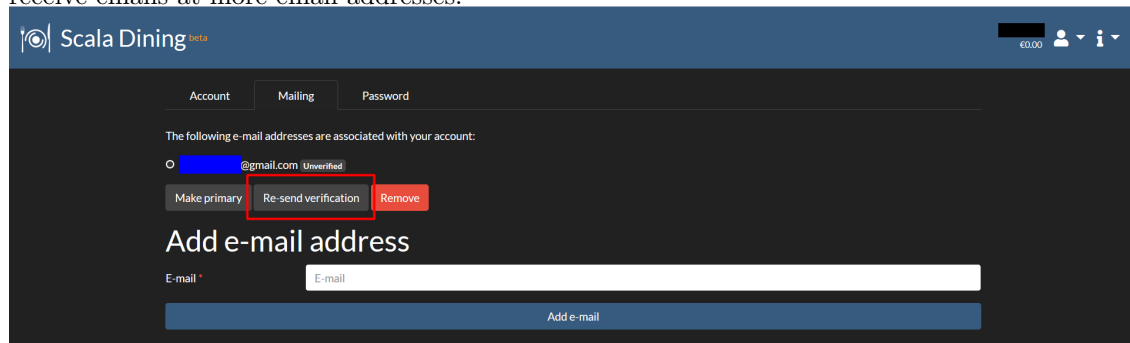
4.3   Password

To change your password press the word "Password" at the top of the settings.

First type in your *Current password*, then type in your *New password* twice, then press the "Change password" button. If you forgot your password you can change it when logging in, see chapter 3.

5   Subscribing to a dinner list

To subscribe to a dinner list, first use the "Back" and "Next" buttons to go to the day that you want to join a dinner list. Here you will see a list of all the dinner lists of that day. You can see some general information about all the lists: The cook, the meal, the association (you can join dinner lists of other associations), the amount of subscribed people, and the serve time. After making a choice, click the button with the paper and th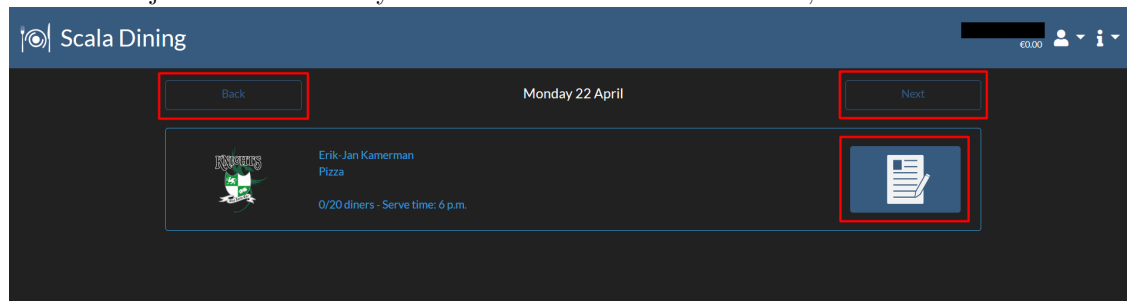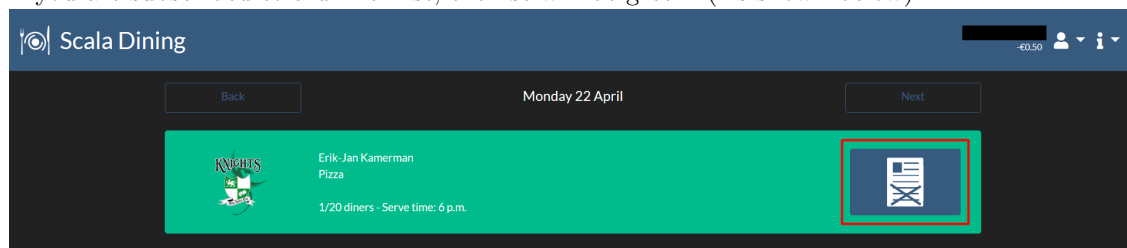e pencil on the list you want to join. If you first want more information about the list you can click on the list and you will get a screen with more information.
You cannot join a dinner list if you do not have a balance below -€1,50. See section 7

If you are subscribed to a dinner list, the list will be green. (As shown below)

To unsubscribe from a dinner list press the button with the paper and the cross.
If you click on the green part of a subscribed dinner list you will get an overview with information about that dinner list. Here you can find for example the *Payment link* if the cook added this. You can also add others to this list by clicking the "Add others" button.

5.1   Add others

By pressing this button you can add externals and other users to your dining list (not when the *Sign up deadline* has passed or the *Max diners* is already met). If you add externals, their 50 cent for the kitchen cost will be subtracted from your account.
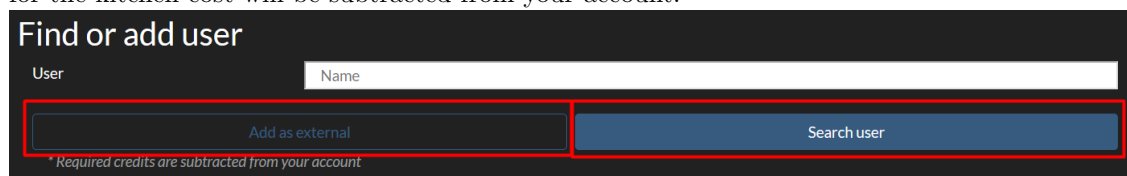
To add an external enter their name and press the "Add as external" button.
To add another user enter their name and press the "Search user" button. You will get a list of users with that name, click on the user that you want add and press the "Add user" button.

6 Making a dinner list

To make a new dinner list, first use the "Back" and "Next" buttons to go to the day that you want to create a new dinner list. Then click the "Create and claim a new slot" button. This button will not be visible if there is no available slot to claim.
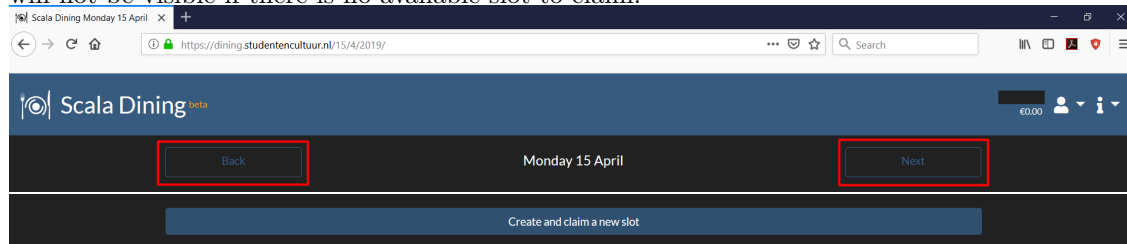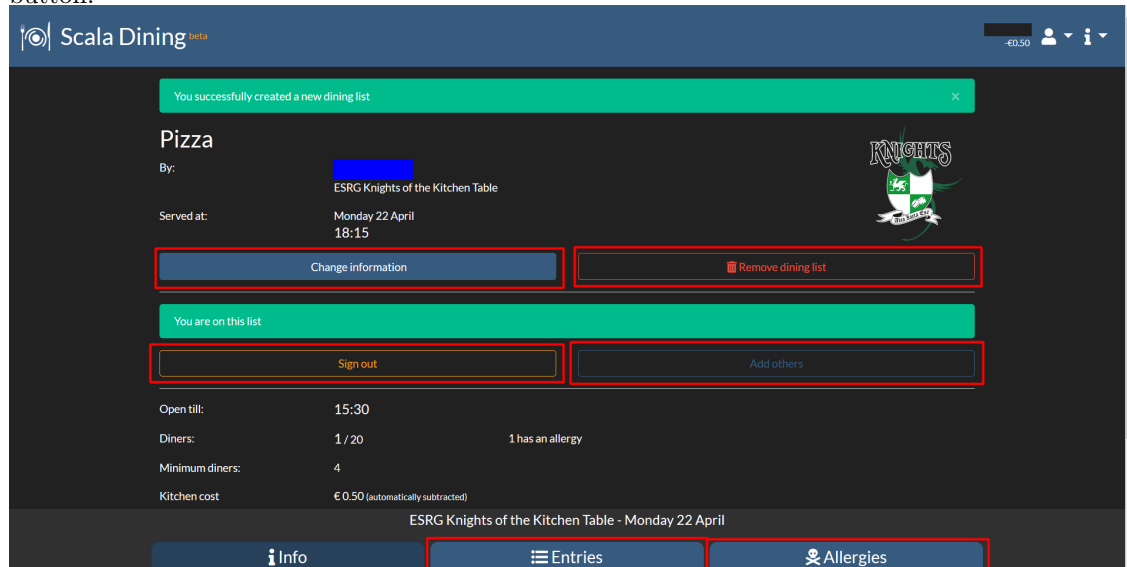

After clicking this button: enter the *Dish* you want to make; choose for which *Association* you are making the list; enter the maximum amount of people (*Max diners*) that you can cook for (minimum of 12) and enter the (approximate) *Serving time*. Then press the "Create dining slot" button.

In the screen that appears next you have a few buttons available:

6.1 Change information

By pressing this button you can change the information about your dinner. You can change the *Sign up deadline*, this is per default set to 15:30 at the day of the dinner. If someone else then you has payed for the ingredients, you can add him/her as *Purchaser* (He/She has to be on the list). You can add the *Dinner cost total* and the app will calculate the *Dinner cost per person* automatically. You can also add a *Payment link*, so people can easily pay you back. Don't forget to press the "Save" button after making any changes.
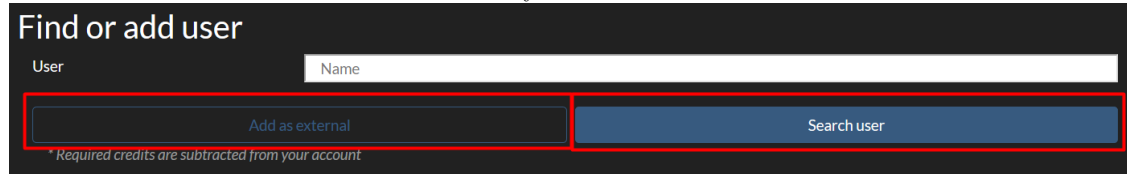
6.2 Remove dining list

By pressing this button you can remove the dining list. Only do this if you are not going to cook anymore, not if the dinner has already happened. All subscribed diners will get an email notification that the dinner won't take place. The "Remove dining list" button will disappear when the minimum diners is met.

6.3 Sign out

Sign out of the dinner list. Not so often used when it is your own dining list.

6.4 Add others

By pressing this button you can add externals and other users to your dining list (even when the *Sign up deadline* has passed or the *Max diners* is already met). If you add externals, their 50 cent for the kitchen cost will be subtracted from your account.
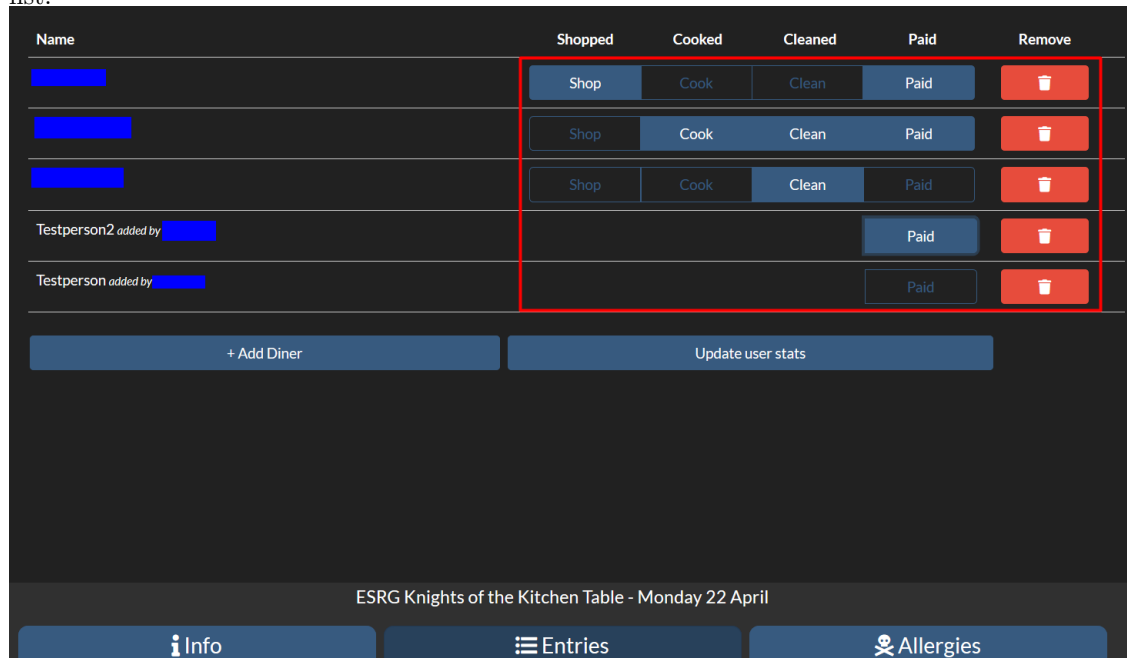

To add an external enter their name and press the "Add as external" button.
To add another user enter their name and press the "Search user" button. You will get a list of users with that name, click on the user that you want add and press the "Add user" button.

6.5 Entries

After clicking this button you will get an overview of the people that subscribed to your dinner list.

You can remove people from your dinner list by pressing the thresh bin button.
After the dinner you can note down who went to shop, cooked or cleaned up. This information will be used in a later update to give a representation of who helped with dinners before.
You can also note down who has already paid for the dinner.
For externals the shopping, cooking and cleaning don't have to be noted down.
Everything that is noted down will turn blue. Don't forget to press the "Update user stats" button after any changes.

6.6   Allergies

By clicking the "Allergies" button you will see a list of all the diners, with the *Allergies* they added to their account. If you are not able to cook in correspondence with someones allergies, remove them from the list as soon as possible. See section 6.5 on how to do this.

7 Transactions and Balance

Scala has to pay rent for the use of the kitchen, so everyone that uses the kitchen will have to pay 50 cent per dinner for the use of the kitchen. This is automated by the dining app. Every time you join a dinner list or add an external to a dinner list, 50 cent will be subtracted from your balance. You cannot subscribe to a dinner list if your balance is below -€1,50. You can raise your balance by contacting your board. You will have to pay your association and the board will then in return increase your balance by the paid amount. It is your own responsibility to raise your balance as soon as possible when it drops below 0 euro, as can be seen in the user agreement. You can check your balance at the top right of the screen.
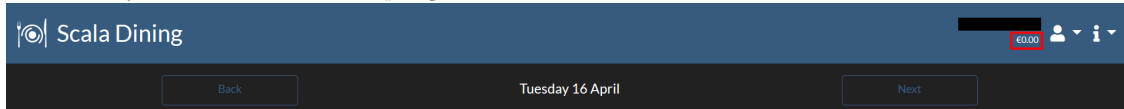
If you still have old 'Strippenkaarten' you can exchange them for dining app credit at your board.