

# Lunch Balance

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built with 

[Lunch Balance Site](#)

[Google Sheet \(Database\)](#)

## Switch to Admin Accounts (Peplink,Peplink-LT,Resigned Staff)

Go to [Google Sheet \(Database\)](#) > Statement Sheet > Your account row > Tick Admin Checkbox

Refresh [Lunch Balance Site](#) to see if its in effect

## How to Add Colleague

**Method A (Automatic):** Use Colleagues' Google Account to Login [Lunch Balance Site](#)

**Method B (Manually):** Go to [Google Sheet \(Database\)](#) > Statement Sheet > Last Row > Insert Name, Sum (0), email

Refresh [Lunch Balance Site](#) to see if its in effect

Lunch Balance Uses email as Primary Key, please **avoid email duplication** and use [Email Plus + Trick](#) if necessary

## How to Remove Colleague

Go to [Google Sheet \(Database\)](#) > Statement Sheet > Remove Row for the according record

Refresh [Lunch Balance Site](#) to see if its in effect

## Author

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