Check-in and ordering food (mensa)

1. The field “Kommen” (check-in) should already be active in the morning (green). Just present your chip and you are checked-in.



2. If you don’t go to the mensa, you will see a confirmation.

3. If you indicated that you eat at the mensa, you will be redirected directly to the mensa menu in your language.



4. You can still view the confirmation of your arrival time and cafeteria order

5. If you don't want to eat here, just press the “ESC” key, and the process will be canceled.

Check-out



The field “Gehen” (Exit) is normally active (red). Present the chip and the check-out is complete.

Order food in advance

1. Select “Mensa Sonneck” and present the chip to the clock.



2. Select the day that you want to order food for.



3. Select the dish. A confirmation message will appear immediately afterward.



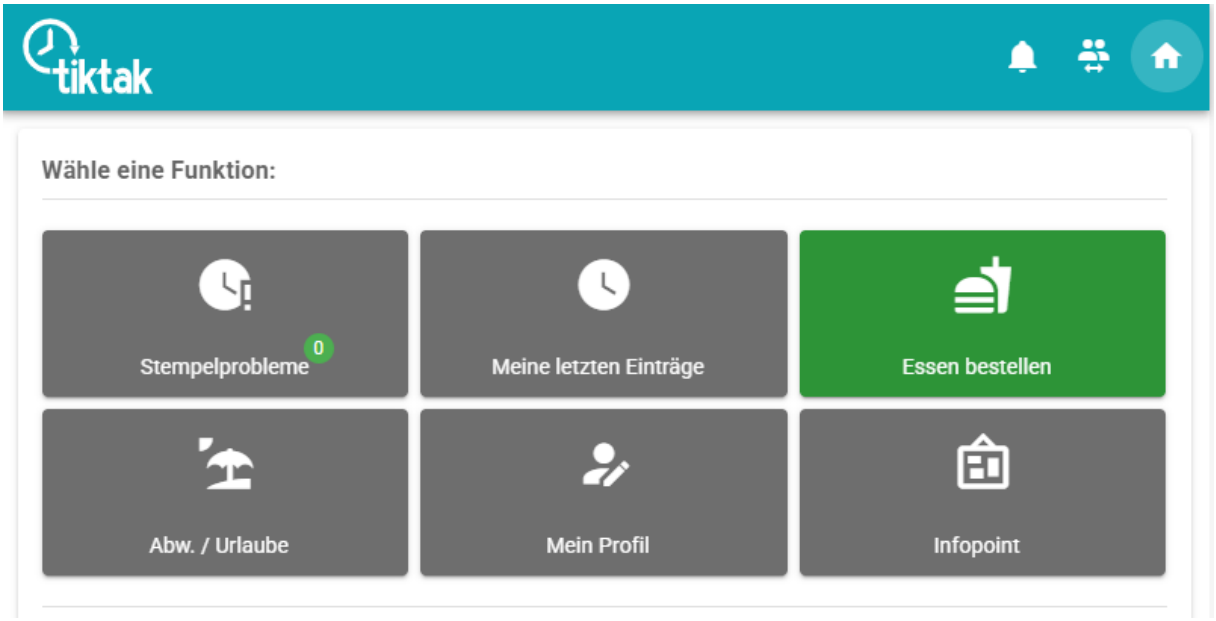
The TikTak App

You can now access the portal via the link https://weger-air.tiktak.cloud/. You will receive your username and password from the Human Resources department.

The app looks like this:



Here is what you can do with the app:



- **Stamp Problems:** An explanation will follow on the next few pages.
- **My Recent Entries:** Here you can view your most recent stamp entries.
- **Order Food:** An explanation will follow on the next few pages.
- **Absence / Vacation:** An explanation will follow on the next few pages.
- **My Profile**: Here you can set the language and see if any notes have been left for you. You can also enter any allergies or food intolerances, which will clearly mark the dishes you shouldn't eat. However, these options are all optional.
- **InfoPoint**: Here you can access the InfoPoint content directly so you can use it on your mobile device.

How does ordering meals work?

With the introduction of TikTak, it's now possible to order meals the day before or even a few days in advance.
We'd like to use this to further optimize our cafeteria. To improve planning and reduce food waste, we now want to provide the Hotel Sonneck with our orders a few days in advance.
We therefore ask you to support us in this effort by ordering your meals as early as possible.

Starting immediately, it's also possible to order just the appetizer. Please note that in this case, the appetizer portion is not extra large. As with the main course, the portion size will be the same as in the set meal. We've created this option so that you aren't required to order the full set meal and, of course, to help prevent unnecessary food waste.

Since flexible meal ordering options are now available, please note that late orders or orders placed via Irene will no longer be accepted in the future. If no meal has been ordered, no meal will be served.

Note also that if you order an alternative option, this will not include a starter course!

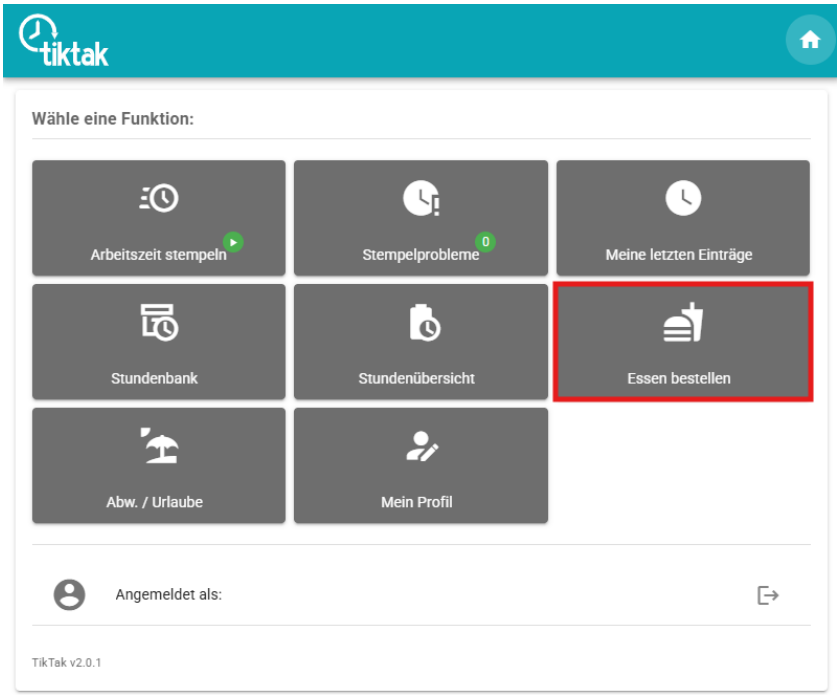
This is how ordering your meal works:

<u>At the time clock:</u>
When you clock in, you'll be redirected directly to the order form.
If you'd like to place your order on your own, follow these steps…

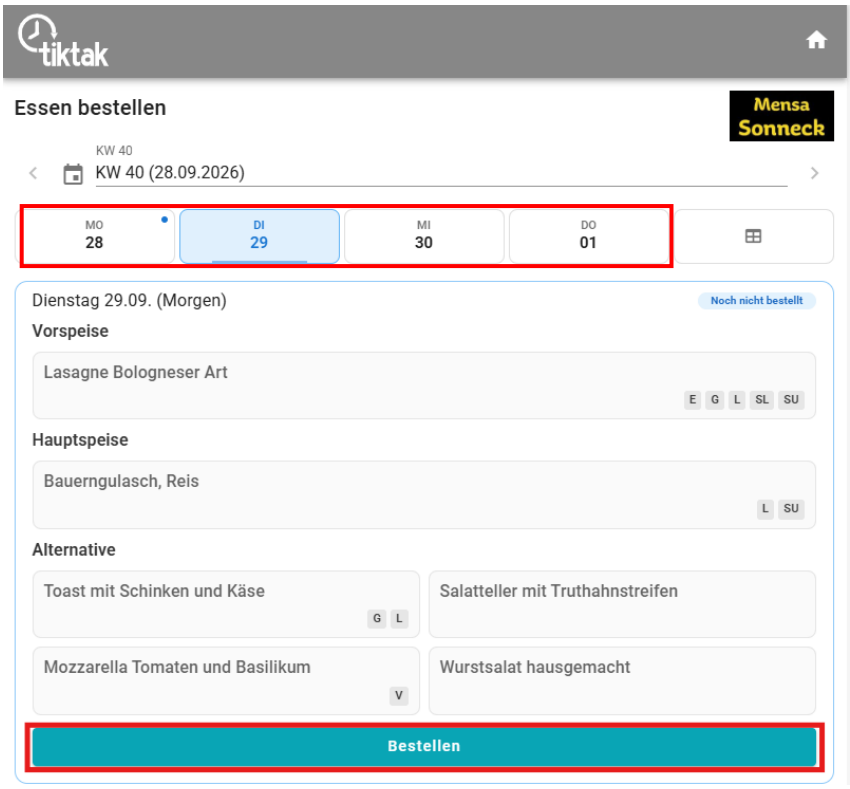
1. Select "Mensa Sonneck"
2. Hold your chip up to the reader
3. Select the day for which you wish to order.
4. Select the meal you wish to order.

In the app:

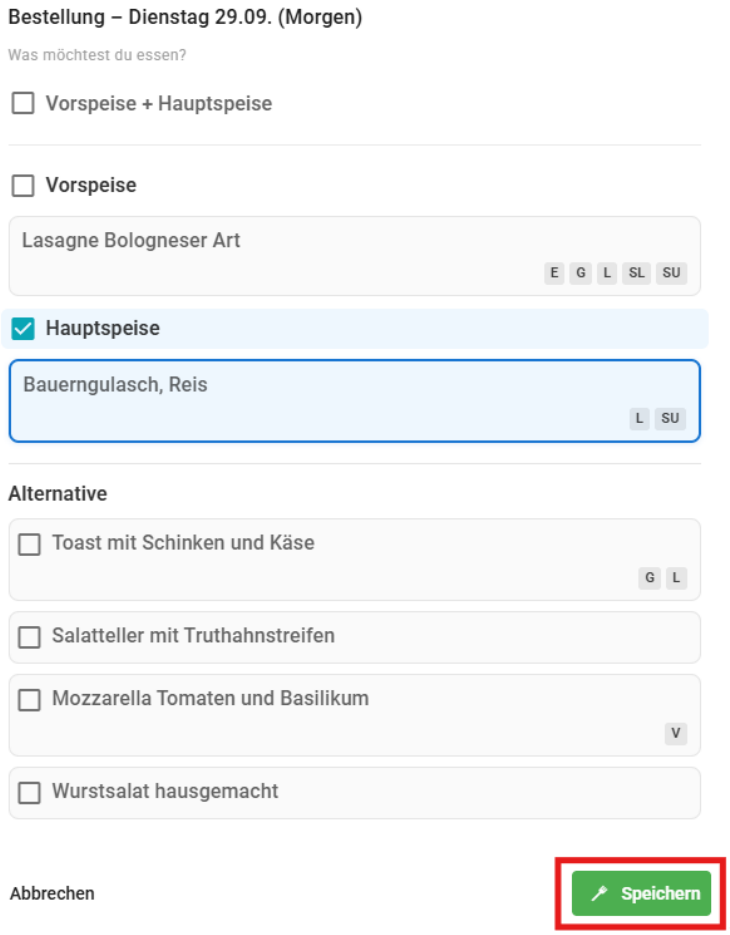
1. Open the TikTak app
2. Select “Order Meal”



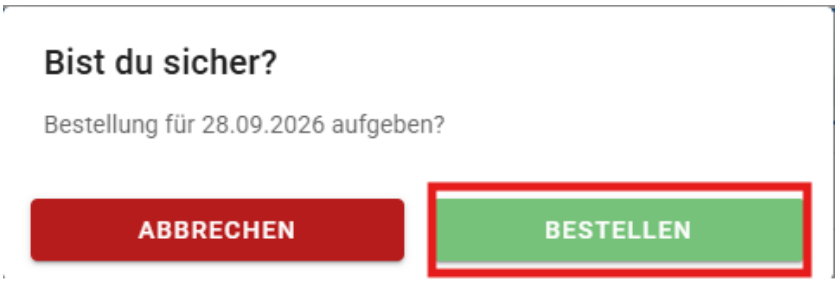
3. Select the day for which you want to order a meal and select “Order”



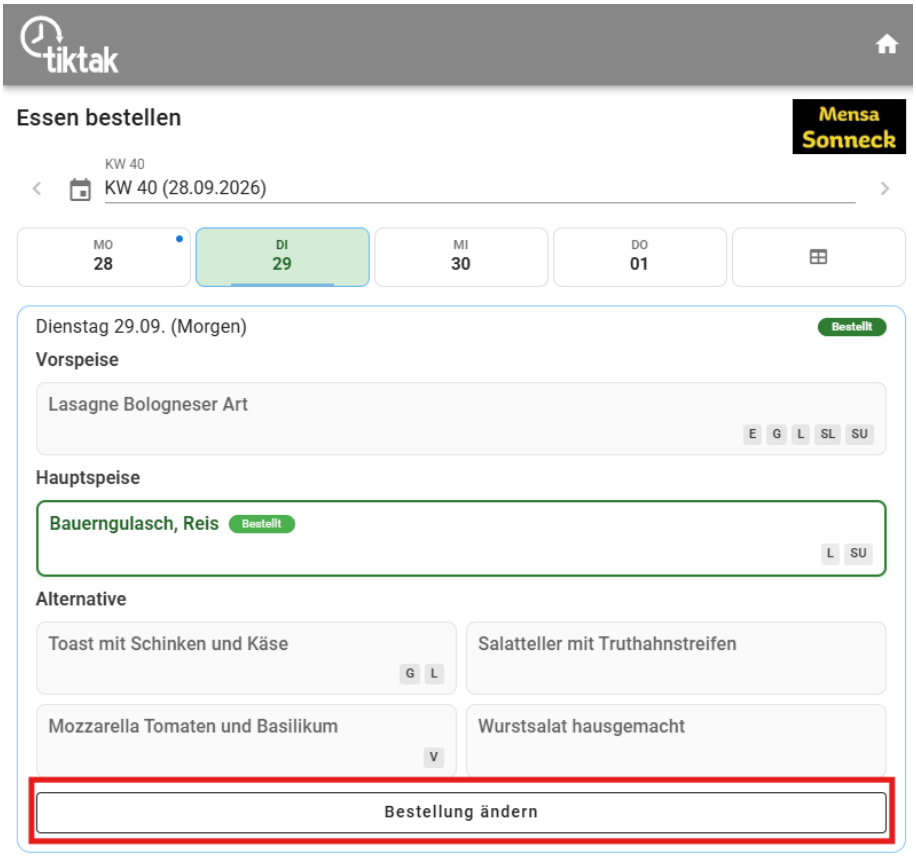
4. You'll be redirected to the order screen. Here you can select your meal and confirm by tapping "Save"



5. Confirm the order. The process is complete.



6. If you want to change the order, select the day again and tap “Edit Order”

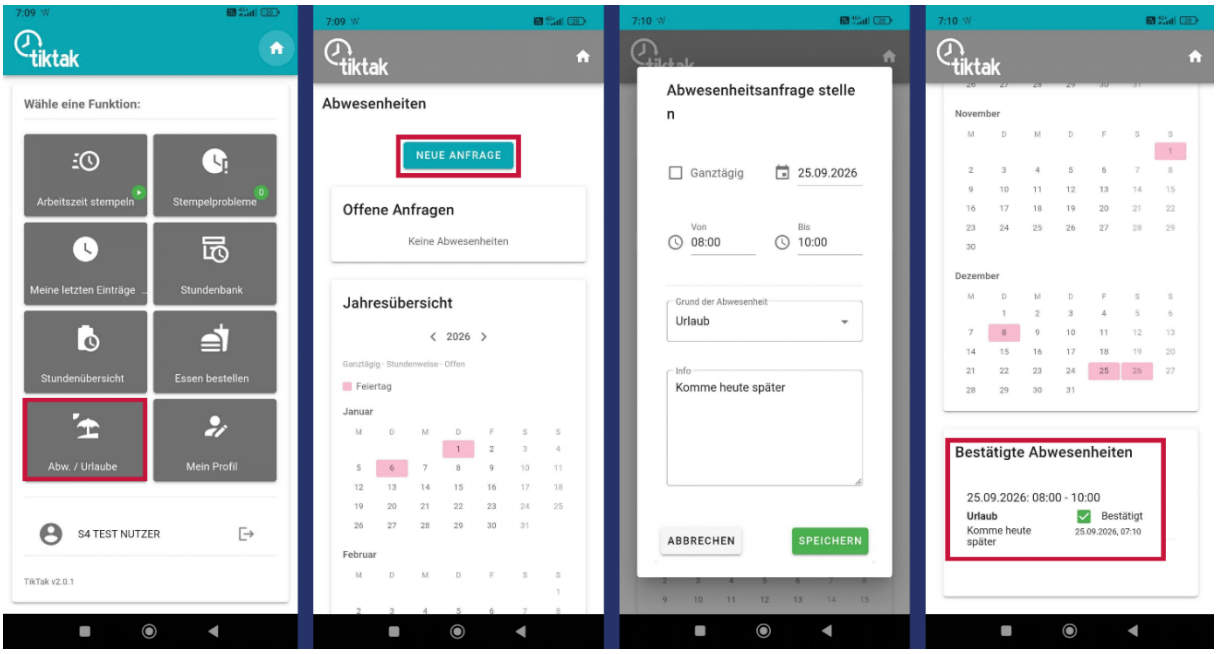


How do I submit a vacation request?

Vacation requests can now also be submitted digitally by the production team.

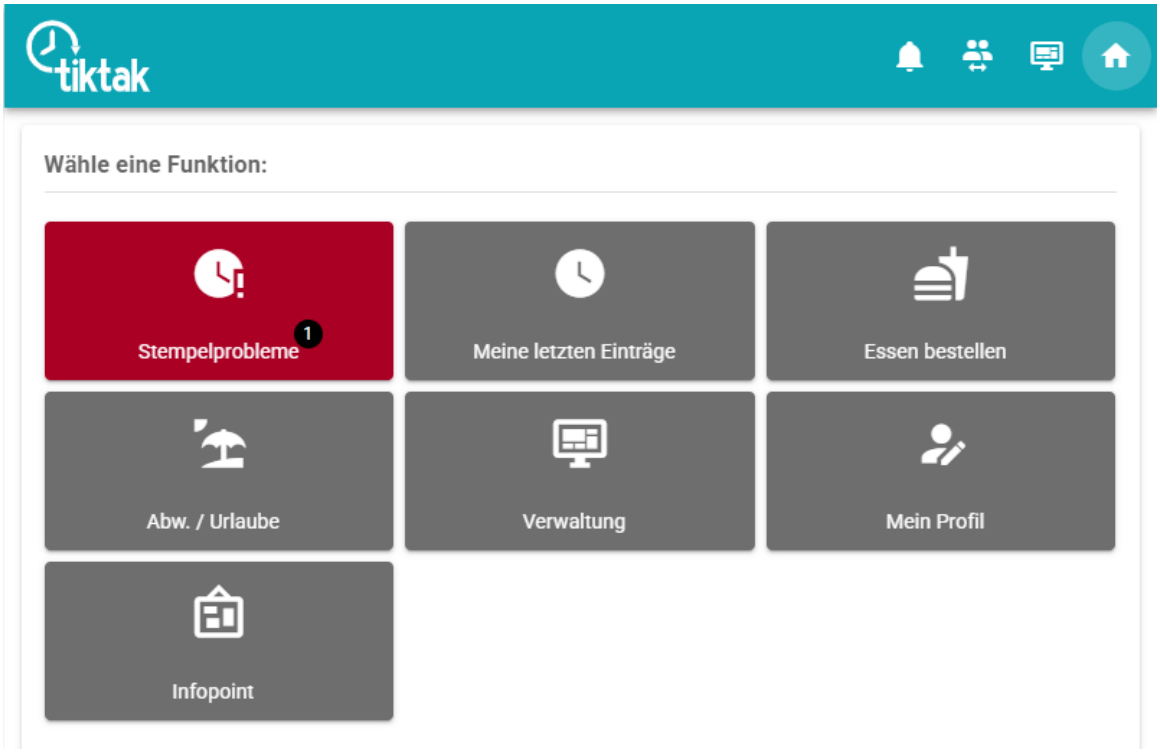
<u>To submit a request…</u>

1. Open TikTak.
2. Click on “Absences / Vacation.”
3. Here you’ll see pending and already approved requests. Under “New Request,” you can submit a vacation request.
4. Select the desired dates and save. The request will be sent to your supervisor.
5. Under “Absences / Vacation,” you can view the status of your request.

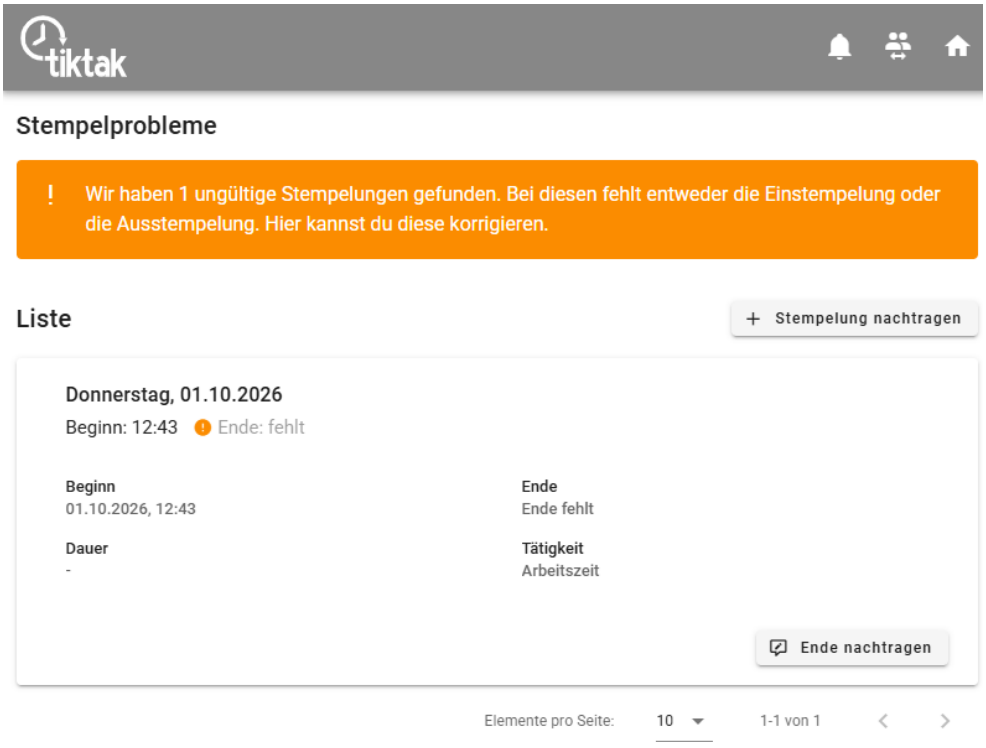


What are timestamp issues?

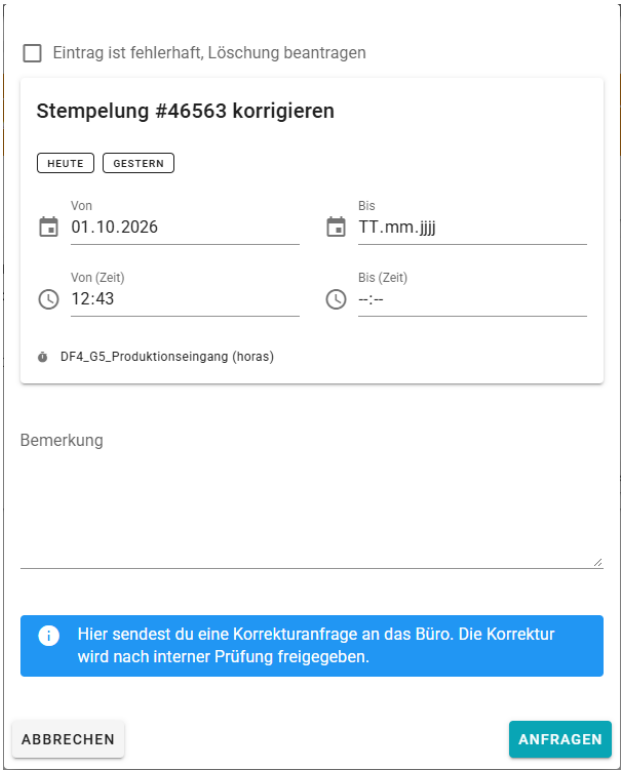
If you forget to stamp or stamp incorrectly, this causes errors in the time tracking system—the clock-in issues. You can see them in the app:



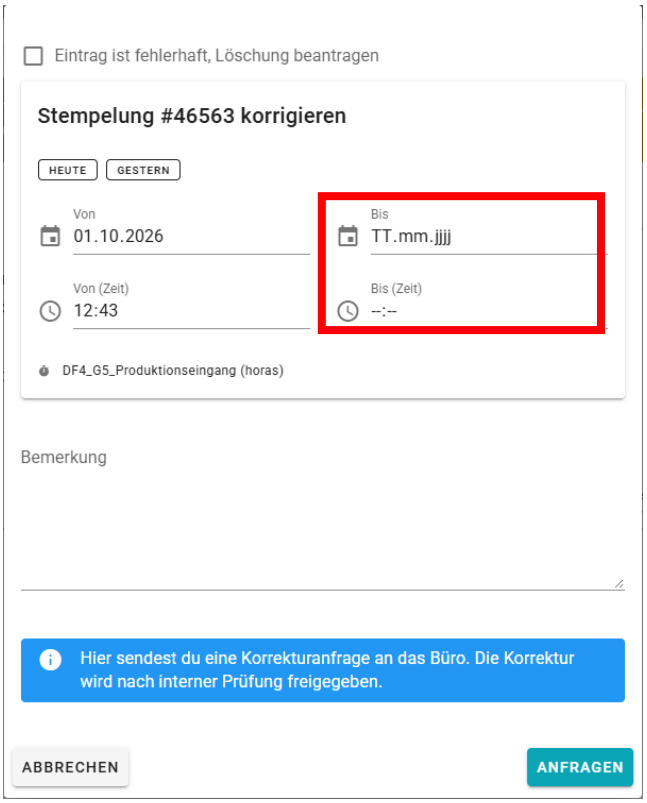
To resolve the problems, just select the icon.



Another window opens up:



In the area marked in red, enter the desired stamp to be added, and confirm by clicking “Request.” The request will be sent to the administration department, where it will be reviewed.



You'll be taken back to the list, where you can see the status of your pending requests.



If the request is approved, you will receive a notification:

