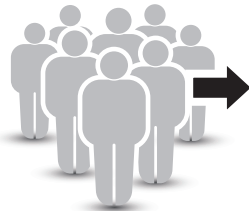




# Food planning & ordering process flow chart

All organisations:

Employers,  
Contractors  
or Volunteer Managers



Employer logs in. Given details of how to use the system and reporting facilities. Begins to plan meal requirements



Employer uses Order Pending feature to plan requirements by date, venue, and meal occasion



Employer confirms orders for any given day once planning is complete



Cumulative progress of orders placed sent to catering contractor. Complete requirements sent on cut-off date



Employers invoiced as agreement.



Payment is validated



Each operational day total confirmed orders by user type, by meal occasion passed E-vouchers programme

Each operational day Workforce Management System confirms each user details, shift allocation and attendance



E-vouchers programme calculates meal entitlement and emails, meal voucher



User receives meal voucher on phone and redeems at catering point

