



Operators User Guide

The Royal London Hospital



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User Guide

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User Guide

1. Introduction

Thank you for choosing Pre Order Pods Ltd. This operators guide is designed to help you operate and manage the product and ensure food is always stored at the correct temperature.

The software dashboard is a web application to manage the network and the booking orders. It contains functions to monitor the pods, create and edit booking orders.

Your unique login details are:

<http://penguinmanager.com/pods/royallondonhospital/lockers.html>

Master Codes:

00001 / 00002 / 00003 / 00004 / 00005 / 00006 / 00007 / 00008 / 00009 / 00010 / 00011 /
00012 / 00013 / 00014 / 00015

For further information or assistance please contact:

24 hour Support Services: 07368 129289

support@preorderpods.co.uk

2. Overview

The overview page shows:

- header highlighting your company details
- menu bar on the left

The page "Overview" is designed to check in a glance the status of your orders and network. No actions are available in this page.

It is a grid with one row per collect station. For each station the following information is shown:

Status

It is the status of the network communication between the station and the cloud.

It can be

- ONLINE (on a green chip)
- OFFLINE (on a red chip)

Open Doors

It is number of doors currently opened. It may be other than zero (on a red chip) for a short time interval (when the deliverer or the end user are accessing the locker) but most of the time it should be 0 (on a green chip).

Temperature

It is number of lockers whose temperature is not in the required range (so called 'lockers out of range'). Most of the time it should be 0 (on a green chip).

Ongoing Deliveries

It is number of current booking orders. A booking order is counted in this number if;

- it is in status BOOKED, that is a locker is currently booked for it, but the meals have not yet been delivered
- it is in status DELIVERED, that is the meals have been delivered

Status	Open doors	Temperature	Ongoing deliveries
ONLINE	0	0	0

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User Guide

3. Pod Lockers

Pods - Royal London Hospital											
ID	Station	Order	Order status	Timeslot	Online	Power on	Temperature	Door	Locker	Disabled	Actions
964	Royal London Hospital				ONLINE	N	24.6	CLOSED	11th Floor Food pods number 01	N	ACTIONS
965	Royal London Hospital				ONLINE	N	23.7	CLOSED	11th Floor Food pods number 02	N	ACTIONS
966	Royal London Hospital				ONLINE	N	23.5	CLOSED	11th Floor Food pods number 03	N	ACTIONS
967	Royal London Hospital				ONLINE	N	24.8	CLOSED	11th Floor Food pods number 04	N	ACTIONS
968	Royal London Hospital				ONLINE	N	24.8	CLOSED	11th Floor Food pods number 05	N	ACTIONS
969	Royal London Hospital				ONLINE	N	24.7	CLOSED	11th Floor Food pods number 06	N	ACTIONS
970	Royal London Hospital				ONLINE	N	25.3	CLOSED	11th Floor Food pods number 07	N	ACTIONS
971	Royal London Hospital				ONLINE	N	23.8	CLOSED	11th Floor Food pods number 08	N	ACTIONS
972	Royal London Hospital				ONLINE	N	23.3	CLOSED	11th Floor Food pods number 09	N	ACTIONS
973	Royal London Hospital				ONLINE	N	24.3	CLOSED	11th Floor Food pods number 10	N	ACTIONS
1007	Royal London Hospital				ONLINE	N	0.5	CLOSED	11th Floor Food pods number 11	N	ACTIONS
1008	Royal London Hospital				ONLINE	N	4.7	CLOSED	11th Floor Food pods number 12	N	ACTIONS
1009	Royal London Hospital				ONLINE	N	4.9	CLOSED	11th Floor food pods number 13	N	ACTIONS
1010	Royal London Hospital				ONLINE	N	4.9	CLOSED	11th Floor Food pods number 14	N	ACTIONS
1011	Royal London Hospital				ONLINE	N	4.9	CLOSED	11th Floor Food pods number 15	N	ACTIONS

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The Lockers page is designed to monitor and control the network.

It is a grid with one row per locker showing the following information is shown;

Id

It is the internal unique number of the locker

Station

It is the name of the station or location area the locker belongs to.

Order

If the locker is assigned to a booking order, it is the unique identifier of that order. Otherwise, it is empty.

Order Status

If the locker is assigned to a booking order, it is the status of the order (BOOKED, DELIVERED, PICKED or EXPIRED). Otherwise, it is empty.

Timeslot

This is the timeslot assigned to a booking order, it is the time interval the locker is assigned to the order. If the locker is not assigned to an order, it is empty.

Online

It is the status of the network communication between the locker and the cloud.

It can be

- ONLINE (on a green chip)
- OFFLINE (on a red chip)

Door

It is the status of the door. It can be

- CLOSED (on a green chip)
- OPEN (on a red chip)

For a short time interval (when the deliverer or the customer are accessing the locker) it may be OPEN but most of the time it should be CLOSED.

Temperature

It is the current temperature in the locker. The colour of the chip identifies if the temperature in the locker is not in the required range

- Green chip means the temperature is in the required range
- Red chip means the temperature is out of range
- Gray chip means there isn't a target temperature.

Locker

It is name of the locker. The sequence number of the column starts from the left and runs top to bottom.

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Lockers

ID	Station	Order	Order status	Timeslot	Online	Power on	Temperature	Door	Locker	Actions
820	Demo locker	demo 2	BOOKED	4-Jan, from 11:29 to 23:59	ONLINE	Y	25.5	CLOSED	C1 R1	ACTIONS

- Target temperature: 65
- Delivery code: 24008
- Picking code: 86497
- Delivery date:
- Picking date:

Drop down list

Target temperature: The temperature set for the meal.

Delivery code/QR Code: The code to open the locker for delivery.

Picking code/QR Code: The customer code to open the locker for collecting the meal.

Delivery date: Date allocated for the meal delivery.

Picking date: Date allocated for customer collection.

Actions

The blue right hand side tab allows the following options:

- Power ON
- Power OFF
- Open

Lockers

ID	Station	Order	Order status	Timeslot	Online	Power on	Temperature	Door	Locker	Actions
820	Demo locker	demo 2	BOOKED	4-Jan, from 11:29 to 23:59	ONLINE	Y	26.5	CLOSED	C1 R1	ACTIONS

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- Power on
- Power off
- Open

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Power on

It is the command to power on the locker. A popup box appears with an edit box to enter the target temperature. The 'Power on' action is also used to change the target temperature for an already running locker.

Power on locker

Temperature (°C)
4

CANCEL SAVE

After the Save button is clicked, a dialog prompts to ask for confirmation.

Are you sure you want to power on this locker?

OK Cancel

Power off

It is the command to power off the locker. A dialog prompts to ask for confirmation.

Are you sure you want to power off this locker?

OK Cancel

Open

It is the command to open the locker from the dashboard without using an unlock device, for instance type a code using keypad.

A dialog prompts to ask for confirmation.

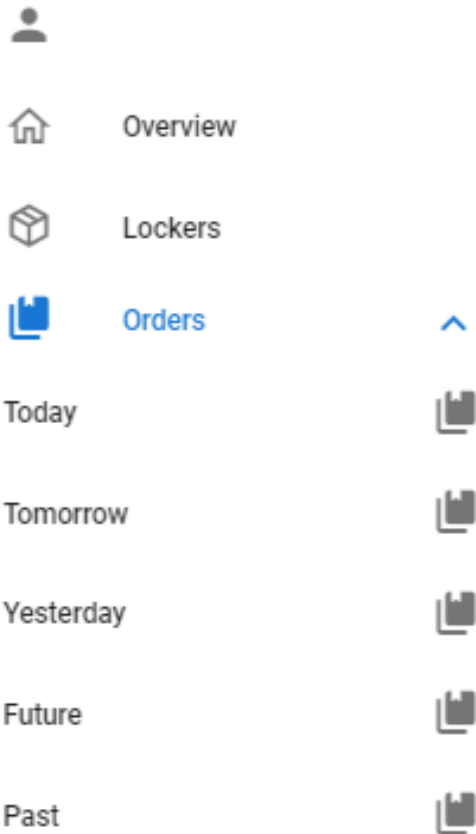
Are you sure you want to send a open command for this locker?

OK Cancel

4. Orders

Orders

The menu item 'Orders' has 5 subitems to filter the orders based on their timeslot.



- Today - to review and manage the orders whose timeslot overlaps today.
- Tomorrow - to review and manage the orders whose timeslot overlaps tomorrow.
- Yesterday - to review and manage the orders whose timeslot overlaps yesterday
- Future - to review and manage the orders whose timeslot begins starting from tomorrow.
- Past - to review the orders whose timeslot ends before yesterday.

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Page 'Today orders'

The page Today orders is designed to edit and monitor the booking orders.

It is a grid with one row per order. For each order the following information is shown.

Order status	Timeslot	Online	Power on	Temperature	Door	Locker	Actions
BOOKED	8-Feb, from 15:04 to 16:00	ONLINE	Y	59.6	CLOSED	C1 R1	ACTIONS ▾
PICKED	8-Feb, from 15:15 to 16:00	ONLINE	N	5.9	CLOSED	C1 R2	ACTIONS ▾
		ONLINE	N	13.7	CLOSED	C1 R3	ACTIONS ▾
		ONLINE	N	13.7	CLOSED	C1 R4	ACTIONS ▾
		ONLINE	N	12.6	CLOSED	C1 R5	ACTIONS ▾
		ONLINE	N	15.7	CLOSED	C2 R1	ACTIONS ▾
		ONLINE	N	14.6	CLOSED	C2 R2	ACTIONS ▾
		ONLINE	N	13.7	CLOSED	C2 R3	ACTIONS ▾
		ONLINE	N	13.5	CLOSED	C2 R4	ACTIONS ▾
		ONLINE	N	12.2	CLOSED	C2 R5	ACTIONS ▾

ID - it is the LMS internal unique identifier of the order.

Description - it is the order description.

Station - it is the collect station the order is assigned to.

End user - It is the end user that is served by the order.

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Status

The order status.

It can be:

- **Reserved (on a gray chip)**
An order in status RESERVED has been created but not yet confirmed.
It is automatically removed by the LMS if not confirmed by a given time interval.
- **Booked (on a red chip)**
An order in status BOOKED is a scheduled order with one or more lockers assigned.
- **Delivered (on an orange chip)**
An order in status DELIVERED is an order whose units have been delivered but not yet collected
- **Picked (on a green chip)**
An order in status PICKED is an order where the customer has collected their order.
- **Expired (on a red chip)**
An order in status EXPIRED is an order whose timeslot is expired and its units have been delivered but not yet collected.
- **Timeslot**
The order timeslot, that is the time interval when one or more lockers are booked for the order.
- **Delivery date**
Timestamp of the delivery, only for order in status DELIVERED, PICKED or EXPIRED.
- **Picking date**
Timestamp of the picking, only for order in status PICKED.

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How to add a booking order

- From the today orders page click “NEW ORDER” button to create a new booking order.
- Choose the station for the order and the time slot.
- Insert the meal description.
- Status is to be “BOOKED”.
- Select the times required for the booking and picking time (customer collection time)
- Press “Save” button.
- Click on “Add unit”
- Select the temperature that you require.
- Then press “Save” button:

New order

Customer Station **Royal London Hospital**

Name Status **BOOKED**

Temp. setpoint

From 2021-5-4 10:00:00

To 2021-5-4 23:59:00

Picking from 2021-5-4 12:00:00

The screenshot shows a 'NEW ORDER' button in the top right corner. Below it is a table with columns for Status, Timeslot, Delivery date, and Picking date. The first row shows a 'BOOKED' status and a timeslot of 'Today from 10:00 AM till 11:59 PM'. An 'ACTIONS' dropdown menu is open over the first row, listing options: Edit, Delete, Add unit (circled in red), Send mail, and Update lockers. The table also shows 'Rows per page: 10' and '1-1'.

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Add unit

Description

Food box 1

Status

BOOKED

length (cm)

20

width (cm)

30

height (cm)

15

Upside Down

N

Temperature

4



Expiry date

Locker

CANCEL **SAVE**

Your order, together with the units will appear like this. For each unit you can see the status, BOOKED, DELIVERED or PICKED, the required temperature, the current temperature inside the locker, the used locker, the code to use to delivery the units and the code to use to collect the unit. Once the delivery code is used, the status will change from BOOKED to DELIVERED.

Once the picking code is used, the status will change from DELIVERED to PICKED. When the status is PICKED, the locker switches off. The picking code will not work if the status is BOOKED, it must be changed to delivered.

Name	Status	Req. temp °C	Temperature °C	Locker	Delivery code	Picking code	Tx	Rx	
Food box 1	BOOKED	4	8.0	C1 R1 (TLCK0187)	16932	27260	N	N	ACTIONS

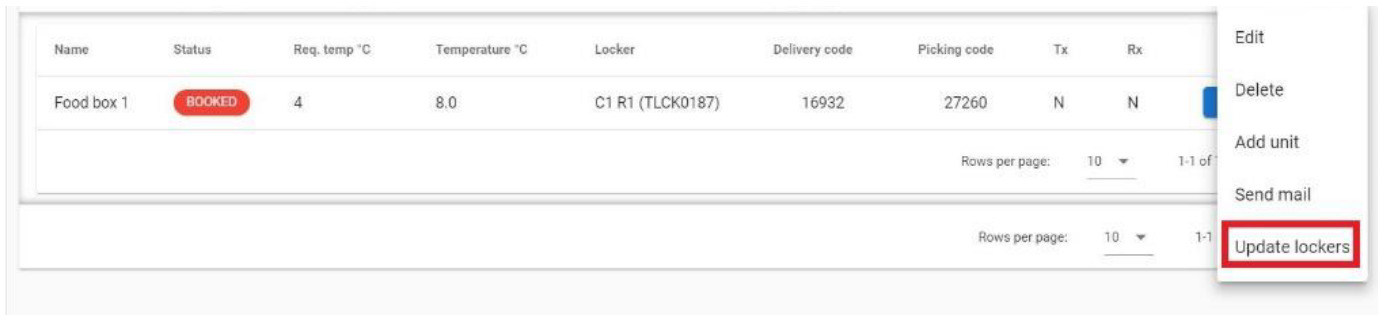
Rows per page: 10 1-1 of 1

Rows per page: 10 1-1 of 1

When a new booking order is defined, lockers need to be informed that a new order has been created. The system automatically updates lockers every 10 minutes. You can monitor this looking field Rx: when the values are "Y" we are sure lockers have been informed about new booking orders.

Otherwise, you can force manually the new order data to the lockers by using the action "Update lockers". This function will work only during the booking order timeslot.

User Guide

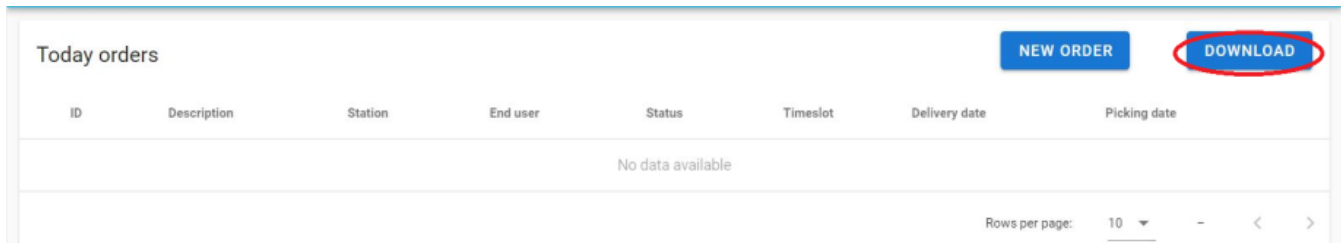


Name	Status	Req. temp °C	Temperature °C	Locker	Delivery code	Picking code	Tx	Rx	
Food box 1	BOOKED	4	8.0	C1 R1 (TLCK0187)	16932	27260	N	N	

- Edit
- Delete
- Add unit
- Send mail
- Update lockers

Download booking orders.

From the today orders page (the same also from yesterday, tomorrow, past and future orders page) click “DOWNLOAD” button in order to download all the booking orders present in the list in a csv file.



Today orders

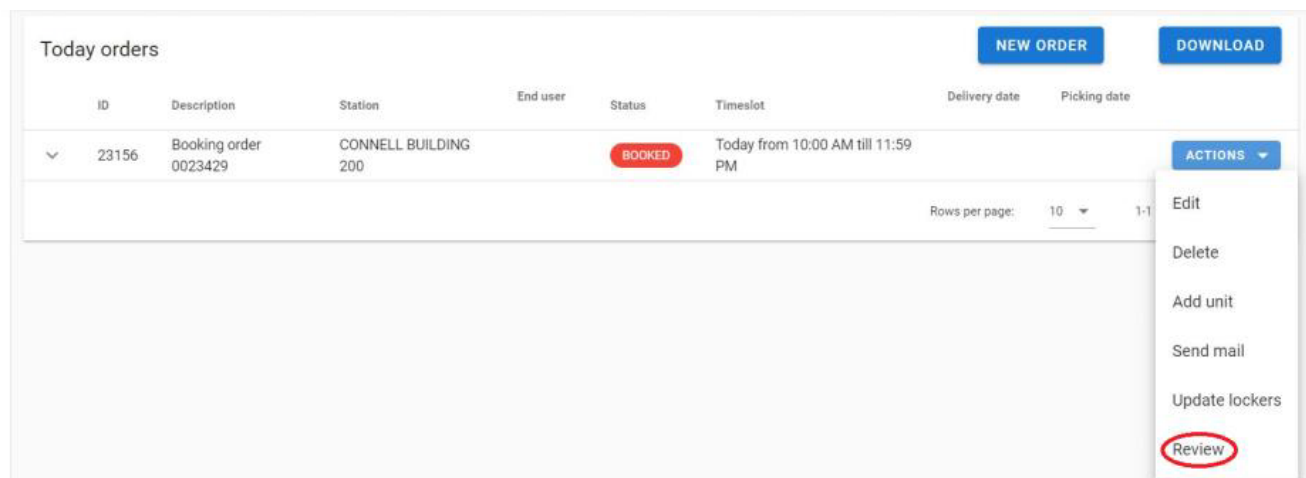
NEW ORDER DOWNLOAD

ID	Description	Station	End user	Status	Timeslot	Delivery date	Picking date
No data available							

Rows per page: 10

Review a booking order

From the orders pages is possible send a review of a booking order in case you want notify some issues that have occurred. You can do this using the action “Review”.



Today orders

NEW ORDER DOWNLOAD

ID	Description	Station	End user	Status	Timeslot	Delivery date	Picking date
23156	Booking order 0023429	CONNELL BUILDING 200		BOOKED	Today from 10:00 AM till 11:59 PM		

- EDIT ACTIONS
- Edit
- Delete
- Add unit
- Send mail
- Update lockers
- Review

Set high setpoint temperature

In order to have lockers ready to be used even if they are not booked there is the possibility to keep lockers at a given temperature even if there is not a booking order.

There are 3 parameters (section "Configuration" -> "Parameters") that allow to achieve this task. The group of these parameters is "HIGH SETPOINT" and the parameters are:

1. SHIFT BEGIN
2. SHIFT END
3. HIGH SETPOINT TEMPERATURE

When the value of parameter "HIGH SETPOINT TEMPERATURE" is 99, this function is automatically disabled. When the value of "HIGH SETPOINT TEMPERATURE" is different from 99, for instance 4, the lockers setpoint temperature is 4 in the timeslot given by "SHIFT BEGIN" and "SHIFT END".

When this function is enabled, a scheduled function, "send High Set point Temp", that runs each hour at minute 05, sends to the lockers power On/power Off commands based on "SHIFT BEGIN" and "SHIFT END".

5. Cleaning and Sanitising

Pre Order Pods recommend the following:

- Individual pods, internal holding area and doors, are cleaned between each food service delivery usage.
- Cleaning checklists are implemented.
- Use antibacterial cleaning products suitable for stainless steel - BSEN 1276 compliant
- Do not spray directly onto the lockers, spray onto a cleaning wipe first

Cleaning products in line with BS EN 1276 are recommended. The European standard for the bactericidal activity of chemical disinfectants is proof of effective infection control against harmful micro-organisms such as MRSA, Salmonella, E. Coli, Flu Virus (H1N1) and Pseudomonas Aeruginosa.

Sample



Nilco Antibacterial Cleaner and Sanitiser, Cleaning Product. Effective in the sanitising and cleaning against many germs including swine flu, Salmonella and Listeria. Can be used in food preparation areas on walls and stainless steel areas. BSEN 1276 compliant.

SAFETY DATA SHEET H1 ANTIBACTERIAL CLEANER & SANITISER

1 IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND COMPANY/UNDERTAKING

PRODUCT NAME H1 ANTIBACTERIAL CLEANER & SANITISER
PRODUCT NO. SVTN1CP
SUPPLIER James Briggs a division of ITW Ltd.
Salmon Fields
Royton, Oldham
England OL2 6HZ
0161 627 0101
0161 627 0971
btomlinson@jamesbriggs.co.uk

2 HAZARDS IDENTIFICATION

Not regarded as a health or environmental hazard under current legislation.

3 COMPOSITION/INFORMATION ON INGREDIENTS

Name	EC No.	CAS-No.	Content	Classification
PROPAN-2-OL	200-661-7	67-63-0	5-10%	F;R11 Xi;R36 R67

The Full Text for all R-Phrases are Displayed in Section 16

4 FIRST-AID MEASURES

INHALATION

Move the exposed person to fresh air at once. Get medical attention if any discomfort continues.

INGESTION

NEVER MAKE AN UNCONSCIOUS PERSON VOMIT OR DRINK FLUIDS! Rinse mouth thoroughly. Drink plenty of water. Get medical attention if any discomfort continues.

SKIN CONTACT

Remove affected person from source of contamination. Get medical attention if irritation persists after washing.

EYE CONTACT

Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues.

5 FIRE-FIGHTING MEASURES

EXTINGUISHING MEDIA

This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.

6 ACCIDENTAL RELEASE MEASURES

SPILL CLEAN UP METHODS

Stop leak if possible without risk. Absorb in vermiculite, dry sand or earth and place into containers. Flush with plenty of water to clean spillage area. Do not contaminate water sources or sewer.

7 HANDLING AND STORAGE

USAGE PRECAUTIONS

Avoid spilling, skin and eye contact.

STORAGE PRECAUTIONS

Store in tightly closed original container in a dry, cool and well-ventilated place. Keep in original container.

8 EXPOSURE CONTROLS/PERSONAL PROTECTION

Name	Std	LT - ppm	LT - mg/m3	ST - ppm	ST - mg/m3
PROPAN-2-OL	WEL	400 ppm	999 mg/m3	500 ppm	1250 mg/m3

INGREDIENT COMMENTS

WEL = Workplace Exposure Limits

PROTECTIVE EQUIPMENT

H1 ANTIBACTERIAL CLEANER & SANITISER



ENGINEERING MEASURES

Provide adequate general and local exhaust ventilation.

HAND PROTECTION

For prolonged or repeated skin contact use suitable protective gloves.

EYE PROTECTION

Wear approved chemical safety goggles where eye exposure is reasonably probable.

OTHER PROTECTION

Wear appropriate clothing to prevent any possibility of skin contact.

HYGIENE MEASURES

DO NOT SMOKE IN WORK AREA! Wash at the end of each work shift and before eating, smoking and using the toilet. Wash promptly if skin becomes wet or contaminated. Promptly remove any clothing that becomes contaminated. Use appropriate skin cream to prevent drying of skin. When using do not eat, drink or smoke.

9 PHYSICAL AND CHEMICAL PROPERTIES

APPEARANCE	Liquid
COLOUR	Green
ODOUR	Characteristic
SOLUBILITY	Soluble in water

10 STABILITY AND REACTIVITY

STABILITY

Stable under normal temperature conditions.

CONDITIONS TO AVOID

Avoid excessive heat for prolonged periods of time.

HAZARDOUS DECOMPOSITION PRODUCTS

Fire creates: Carbon monoxide (CO). Carbon dioxide (CO₂).

11 TOXICOLOGICAL INFORMATION

INHALATION

Gas or vapour may irritate respiratory system.

INGESTION

Gastrointestinal symptoms, including upset stomach.

SKIN CONTACT

Prolonged contact may cause dryness of the skin.

EYE CONTACT

Irritating to eyes.

HEALTH WARNINGS

No specific health warnings noted.

ROUTE OF ENTRY

Ingestion. Inhalation. Skin and/or eye contact.

12 ECOLOGICAL INFORMATION

ECOTOXICITY

Not regarded as dangerous for the environment.

DEGRADABILITY

The surfactant(s) contained in this preparation complies(comply) with the biodegradability criteria as laid down in Regulation (EC) No.648/2004 on detergents. Data to support this assertion are held at the disposal of the competent authorities of the Member States and will be made available to them, at their direct request or at the request of a detergent manufacturer.

H1 ANTIBACTERIAL CLEANER & SANITISER

13 DISPOSAL CONSIDERATIONS

DISPOSAL METHODS

Dispose of waste and residues in accordance with local authority requirements.

14 TRANSPORT INFORMATION

GENERAL	The product is not covered by international regulation on the transport of dangerous goods (IMDG, IATA, ADR/RID). No transport warning sign required.
RAIL TRANSPORT NOTES	Not Classified.
SEA TRANSPORT NOTES	Not Classified.
AIR TRANSPORT NOTES	Not Classified.
MARINE POLLUTANT	No.

15 REGULATORY INFORMATION

RISK PHRASES

NC	Not classified.
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SAFETY PHRASES

S2	Keep out of the reach of children
S46	If swallowed, seek medical advice immediately and show this container or label.

UK REGULATORY REFERENCES

The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002.

The Control of Substances Hazardous to Health Regulations 2002.

STATUTORY INSTRUMENTS

The Control of Substances Hazardous to Health Regulations 2002.

The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002.

APPROVED CODE OF PRACTICE

Classification and Labelling of Substances and Preparations Dangerous for Supply.

GUIDANCE NOTES

Workplace Exposure Limits EH40.

Introduction to Local Exhaust Ventilation HS(G)37.

CHIP for everyone HSG(108).

16 OTHER INFORMATION

INFORMATION SOURCES

Dangerous Properties of Industrial Materials Report, N.Sax et.al.

REVISION DATE 12/02/2008

REV. NO./REPL. SDS GENERATED 9

RISK PHRASES IN FULL

R11	Highly flammable.
R36	Irritating to eyes.
R67	Vapours may cause drowsiness and dizziness.