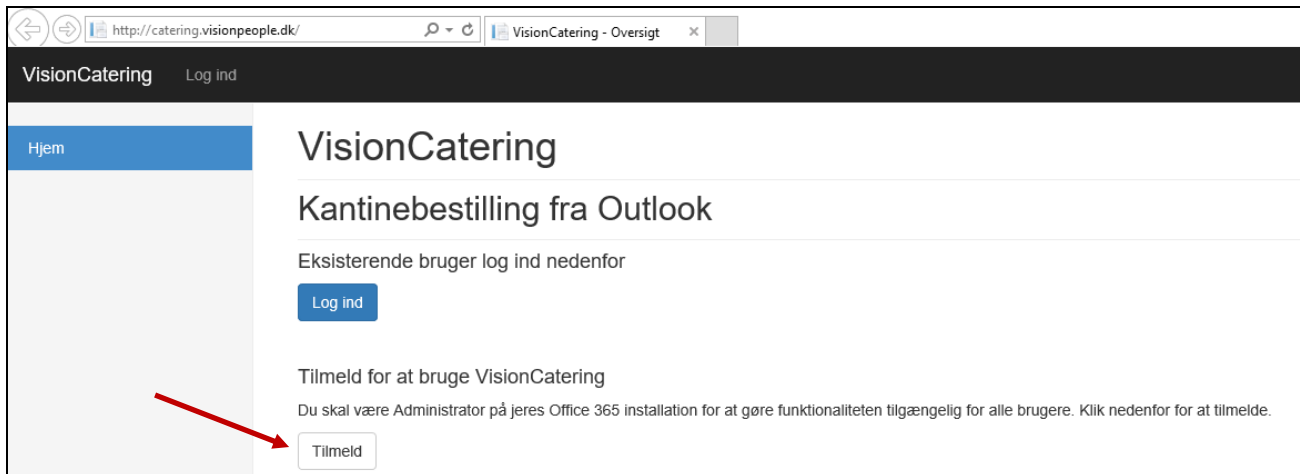
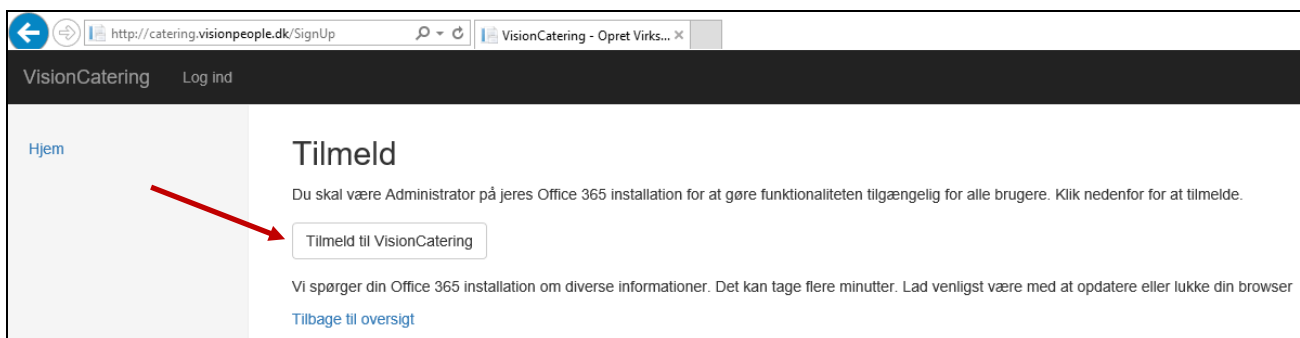


Instructions for installing VisionCatering in Office 365

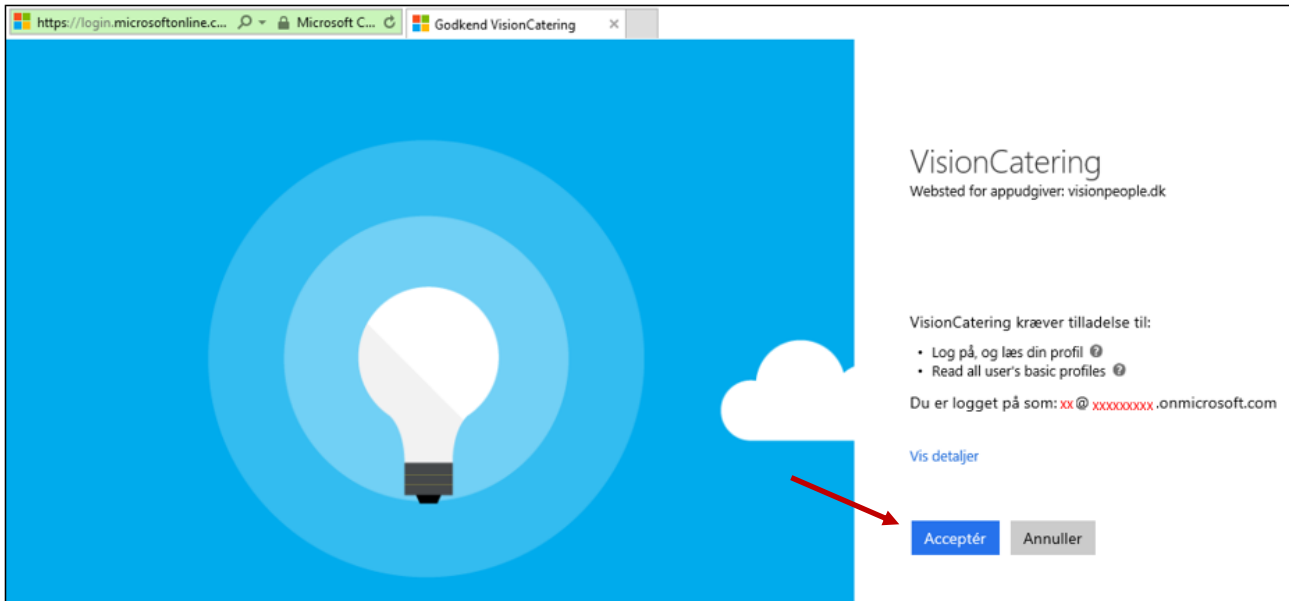
Click on this link: <https://catering.visionpeople.dk> and select **"Sign Up"** below:



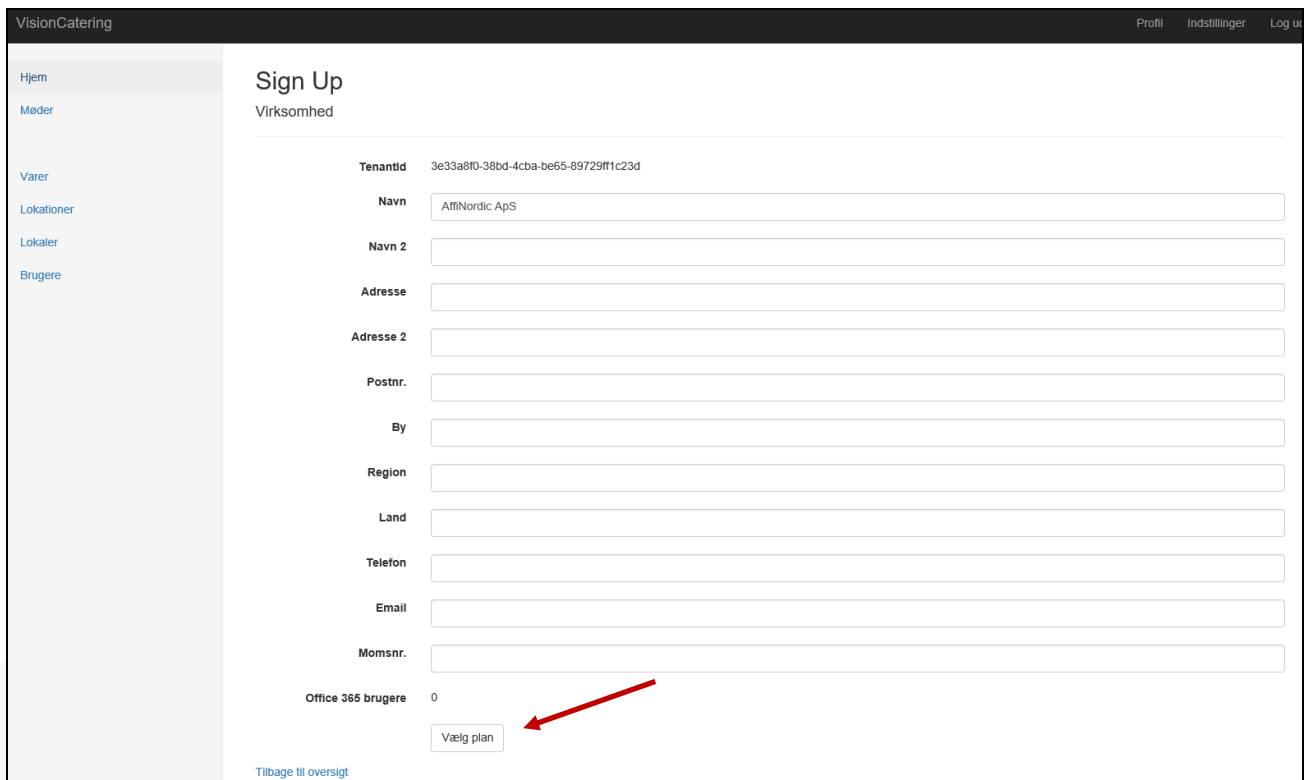
If you are an Administrator for your Office 365 accounts, click on "Sign up to VisionCatering":



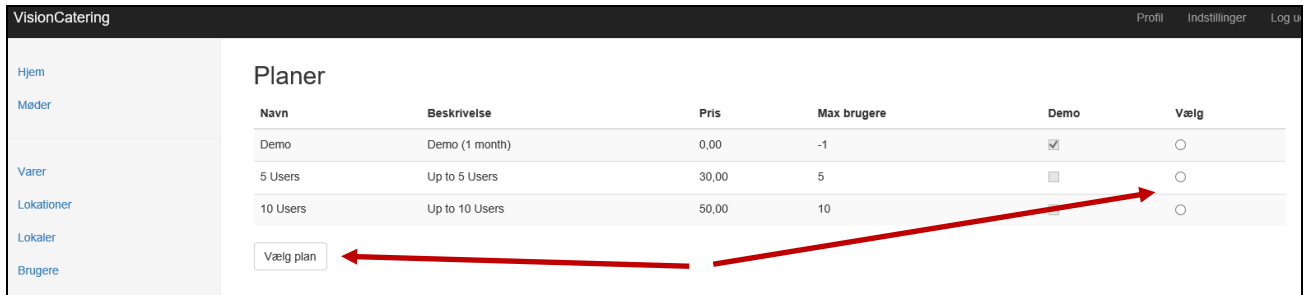
A Microsoft picture appears and you log on with your Microsoft account and then click "Accept"



After acceptance, this picture appears and you must fill in the fields and then press "Select Plan"

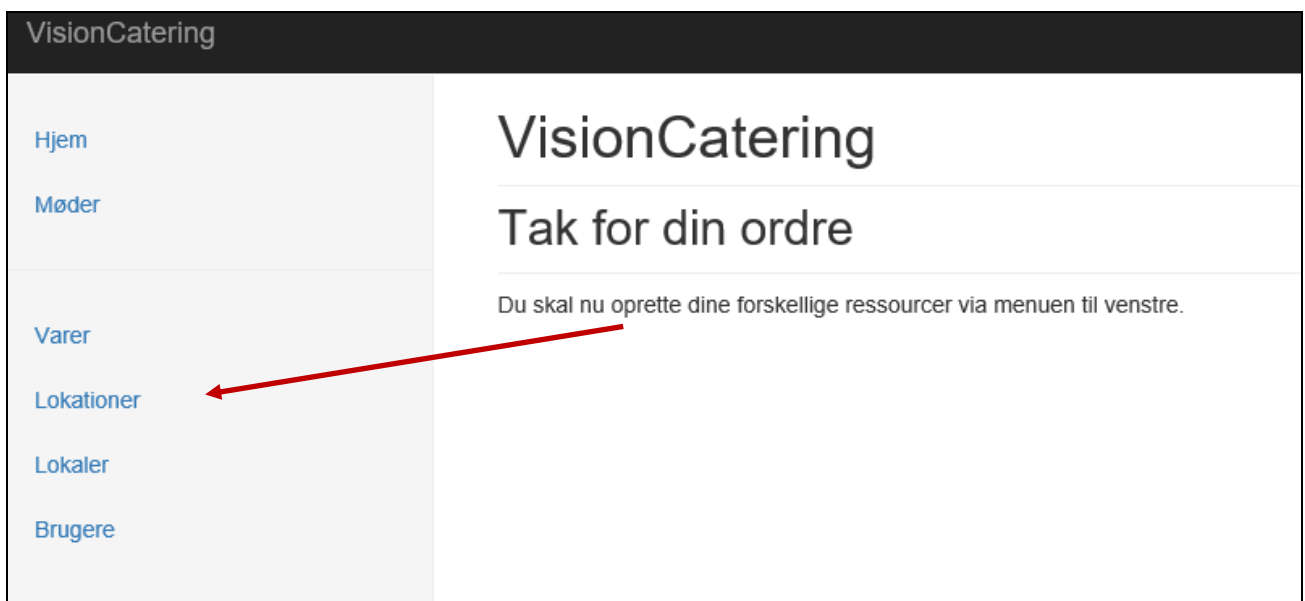


Select the current plan below ("Demo" - if you just want to try VisionCatering, select the numbers of users if you want to subscribe for VisionCatering):



Navn	Beskrivelse	Pris	Max brugere	Demo	Vælg
Demo	Demo (1 month)	0,00	-1	<input checked="" type="checkbox"/>	<input type="radio"/>
5 Users	Up to 5 Users	30,00	5	<input type="checkbox"/>	<input type="radio"/>
10 Users	Up to 10 Users	50,00	10	<input type="checkbox"/>	<input type="radio"/>


Press "select plan" and this picture appears:



As informed above you need to create respectively:

- "Locations" and create your locations, if you have more (eg. Copenhagen, London and New York).
- "Products" and create your items which can be ordered for meetings.
- "Premises" and create your meeting rooms or retrieve existing meeting rooms from Office 365.
- "Users" and create any additional users for VisionCatering.

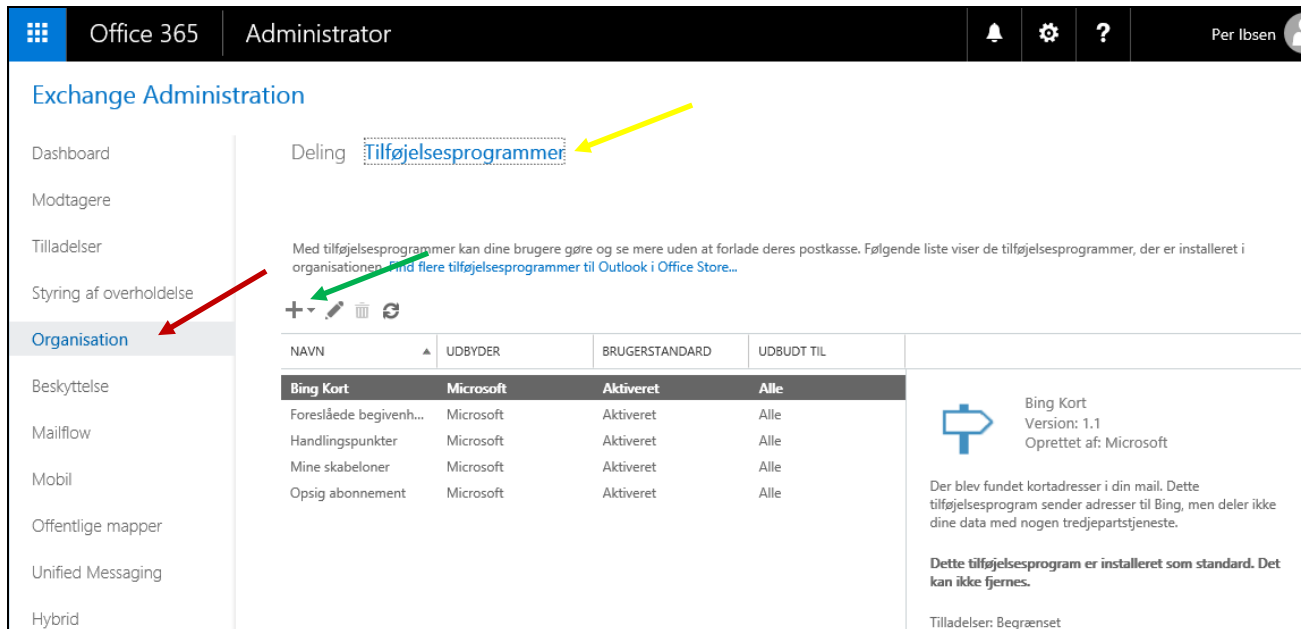
Attached file must be delivered to you from VisionPeople:
(and stored on your PC)

 VisionCateringManifest.xml (10 KB)

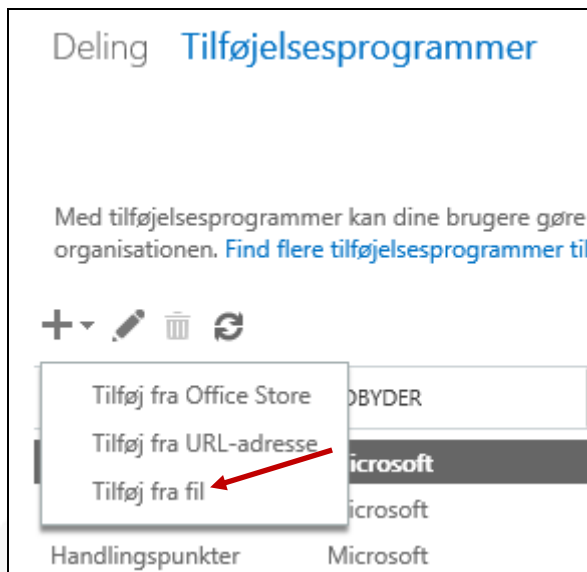
Open this link: <https://outlook.office365.com/ecp/>


Login with your (administrator) user ID and password.

First, choose "Organization" in the left menu (red arrow) – then press Add-ons on the top (yellow arrow):



Press "+" (green arrow) and choose "Add from file":



and point to the location where the manifest file ( VisionCateringManifest.xml (10 KB)) received from VisionPeople is saved and select the file ("VisionCateringManifest.xml").


Then VisionCatering appears in the Add-ons list:

Deling **Tilføjesprogrammer**

Med tilføjesprogrammer kan dine brugere gøre og se mere uden at forlade deres postkasse. Følgende liste viser de tilføjesprogrammer, der er installeret i organisationen. [Find flere tilføjesprogrammer til Outlook i Office Store...](#)

+ - ✎ 🗑️ ↺

NAVN	UDBYDER	BRUGERSTANDARD	UDBUDT TIL
Bing Kort	Microsoft	Aktiveret	Alle
Foreslåede begivenh...	Microsoft	Aktiveret	Alle
Handlingspunkter	Microsoft	Aktiveret	Alle
Mine skabeloner	Microsoft	Aktiveret	Alle
Opsig abonnement	Microsoft	Aktiveret	Alle
VisionCatering	VisionPeople Consul...	Deaktiveret	Alle



VisionCatering
Version: 0.1.1.1
Oprettet af: VisionPeople Consulting A/S

Med VisionCatering kan du lave digital bestilling af mad og drikkevarer samtidig med lokalebookingen - direkte i Outlook-kalenderen.

Tilladelser: Læse/skrive element
Når brugeren klikker på dette tilføjesprogram, kan appen få adgang til og ændre personlige oplysninger i den aktive meddelelse, f.eks. emne, afsender, modtagere, meddelelsens indhold og oplysninger om vedhæftede filer.
Tilføjesprogrammet kan sende disse oplysninger til en tredjepartstjeneste. Andre elementer i brugerens postkasse læses eller ændres ikke.

Double-click on "VisionCatering" (or click on the pencil) and choose how you want the application enabled by users and press "Save":

Rediger indstillinger for tilføjesprogram - Internet Explorer

https://outlook.office365.com/ecp/Extension/OrgEditApp.aspx?ActivityCorrelationID=f1892a22-933d-78bc-9b2b-b47

VisionCatering

Gør dette tilføjesprogram tilgængeligt for brugere i din organisation

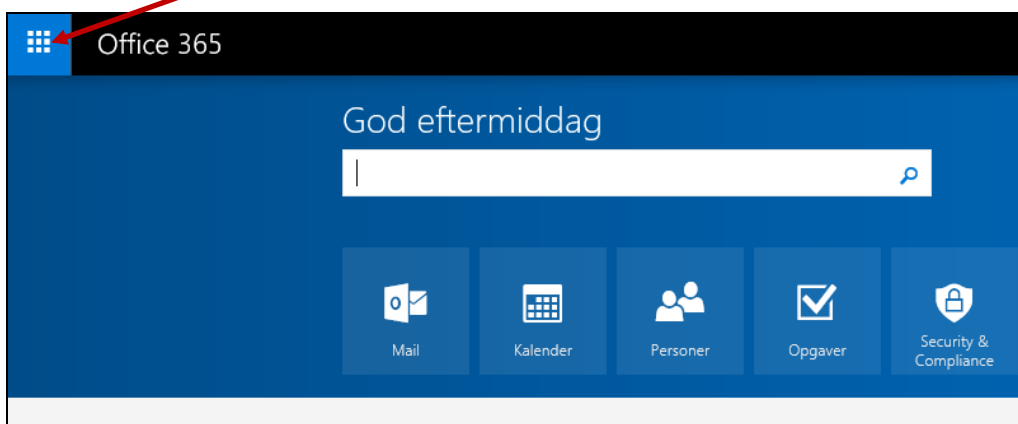
Angiv brugerstandarder:

Valgfri, aktiveret som standard

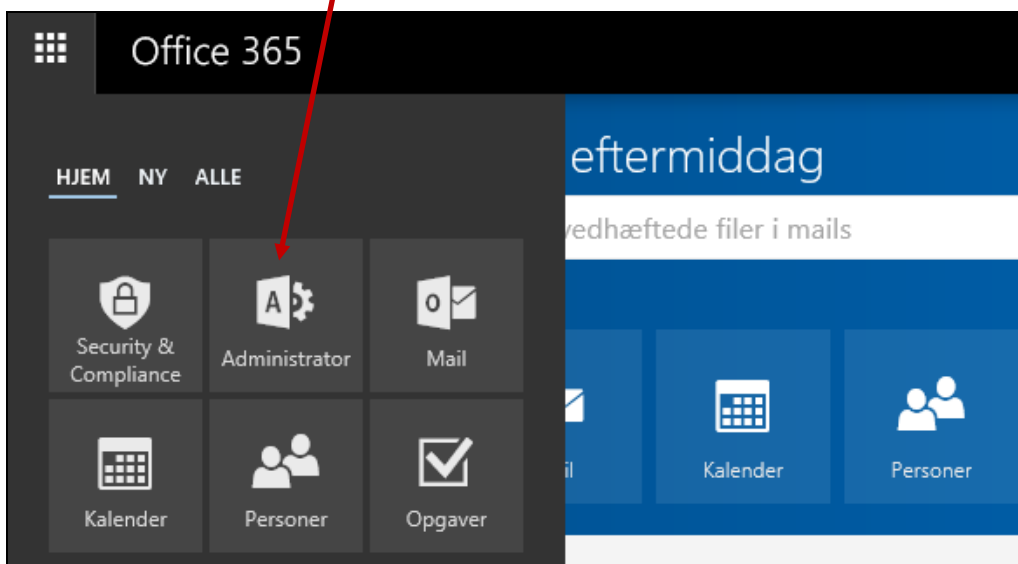
Valgfri, deaktiveret som standard

Obligatorisk, altid aktiveret. Brugere kan ikke deaktivere dette tilføjesprogram.

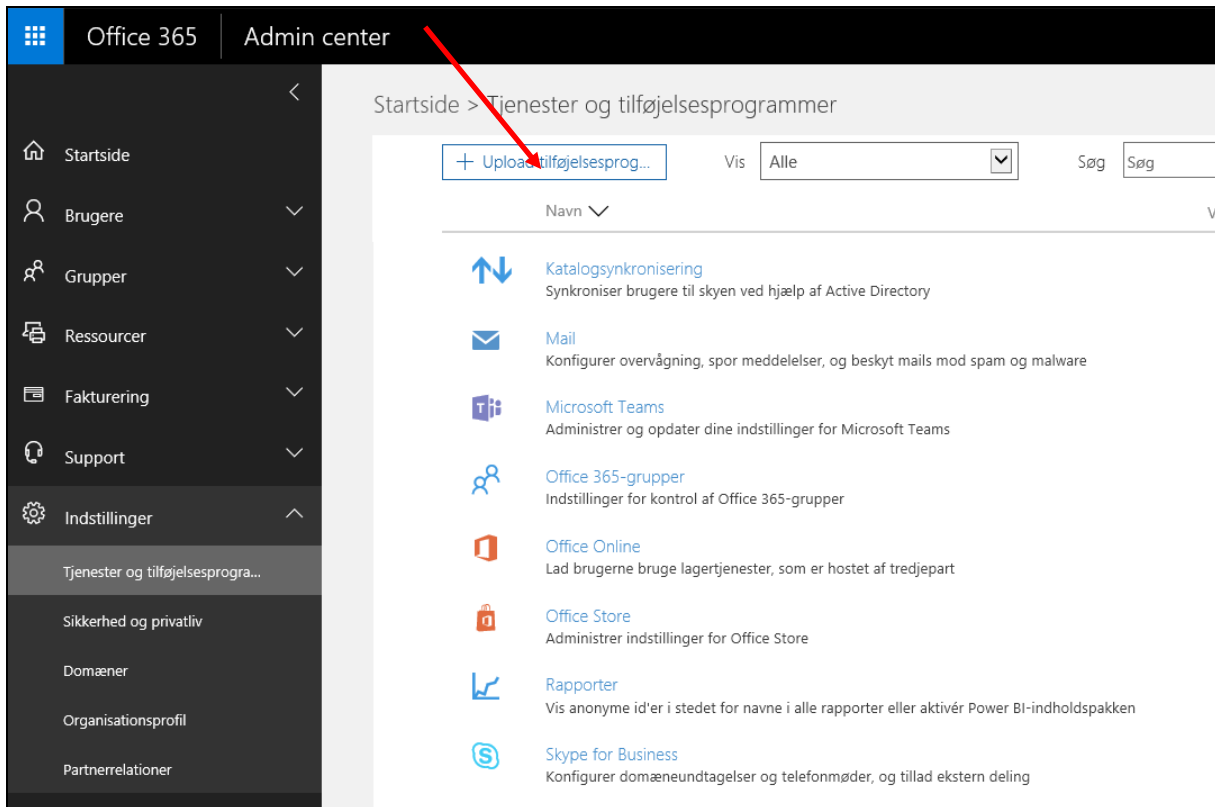
Click the top left corner of the blue square:



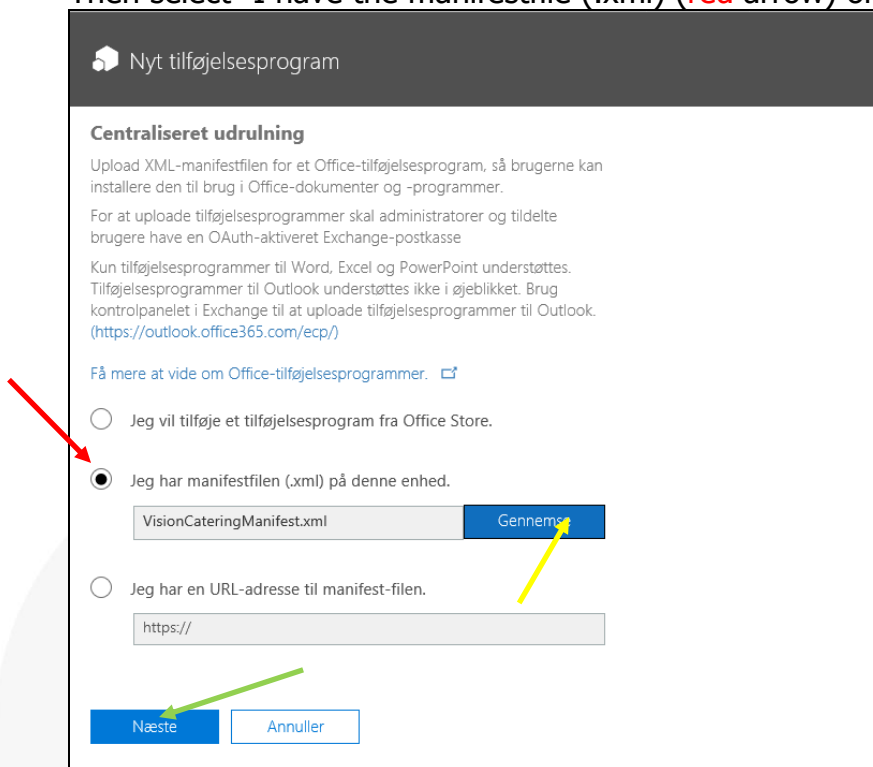
Choose "Administrator":



Under "Settings – Services and add-ons" click on "Upload add-ons" (red arrow)



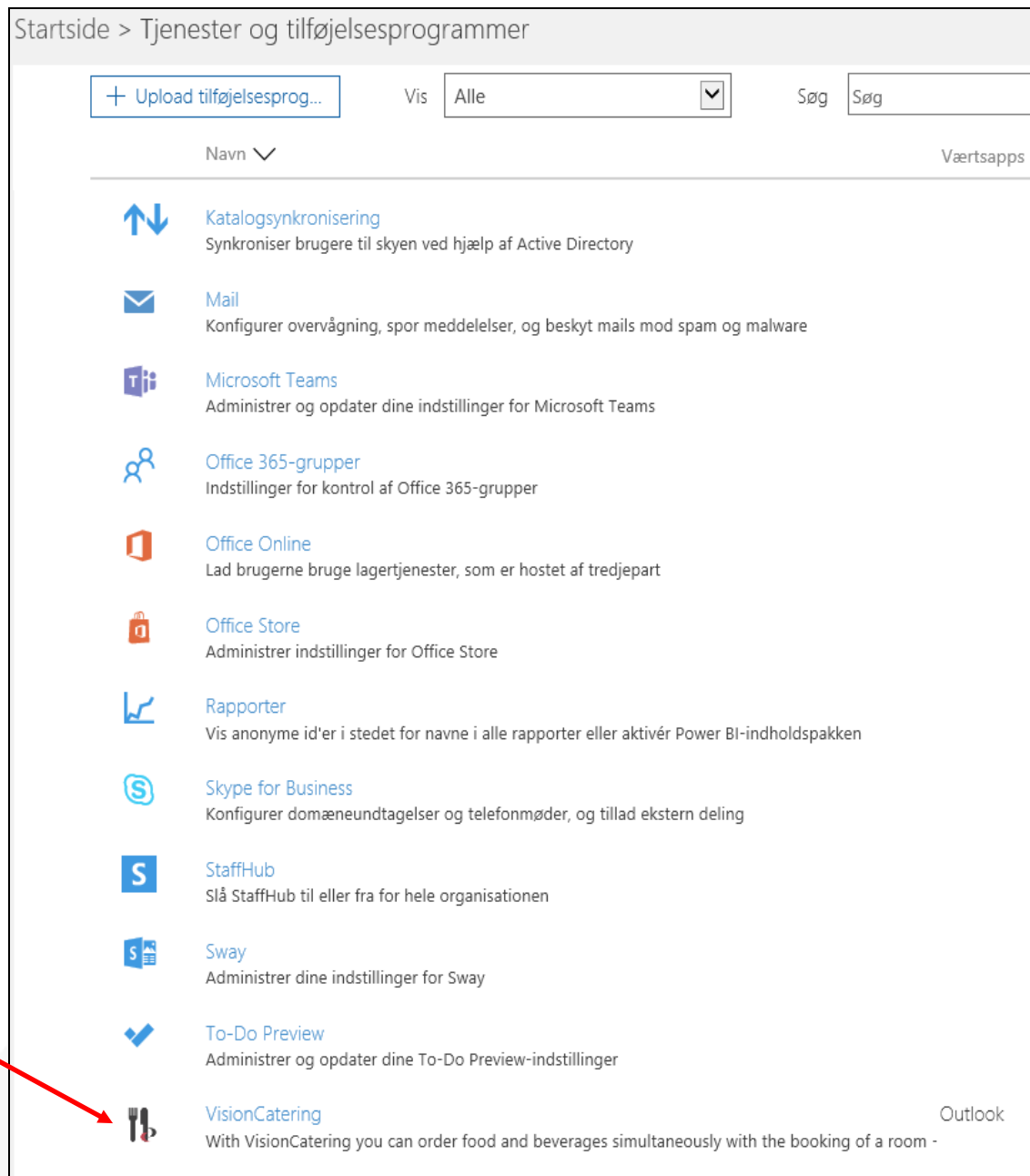
Then select "I have the manifestfile (.xml) (red arrow) on this device:



Click here to browse (yellow arrow) and select file (delivered from VisionPeople), then click next (green arrow) and on "Save"













(If VisionCaterind doesn't appear in "Settings – Services and Add-ons", then click once on the homepage and then click again on "Settings – Services and Add-ons").

After following above procedure, click "Settings" and Add-ons" and select "VisionCatering" (red arrow) from the list:

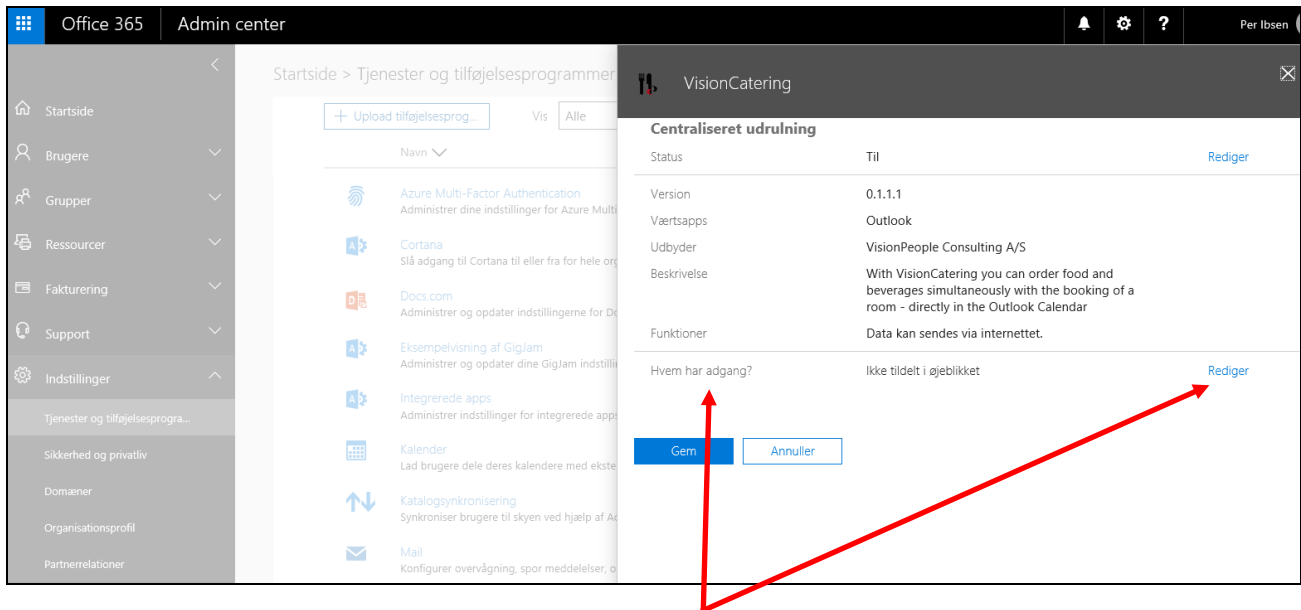


Startside > Tjenester og tilføjesprogrammer

+ Upload tilføjesprog... Vis Alle Søg Søg

Navn	Værtsapps
 Katalogsynkronisering Synkroniser brugere til skyen ved hjælp af Active Directory	
 Mail Konfigurer overvågning, spor meddelelser, og beskyt mails mod spam og malware	
 Microsoft Teams Administrer og opdater dine indstillinger for Microsoft Teams	
 Office 365-grupper Indstillinger for kontrol af Office 365-grupper	
 Office Online Lad brugerne bruge lagertjenester, som er hostet af tredjepart	
 Office Store Administrer indstillinger for Office Store	
 Rapporter Vis anonyme id'er i stedet for navne i alle rapporter eller aktiver Power BI-indholdspakken	
 Skype for Business Konfigurer domæneundtagelser og telefonmøder, og tillad eksternt deling	
 StaffHub Slå StaffHub til eller fra for hele organisationen	
 Sway Administrer dine indstillinger for Sway	
 To-Do Preview Administrer og opdater dine To-Do Preview-indstillinger	
 VisionCatering With VisionCatering you can order food and beverages simultaneously with the booking of a room -	Outlook

Double-click the "VisionCatering" program and the below picture appears:



Office 365 Admin center

Startside > Tjenester og tilføjesprogrammer

Upload tilføjesprog... Vis Alle

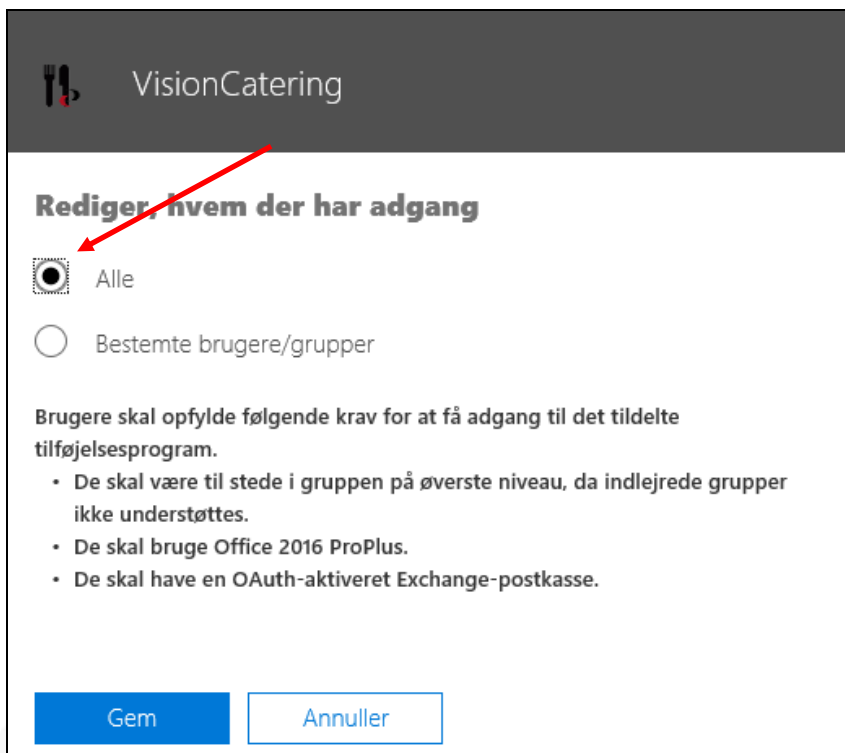
Navn	
Azure Multi-Factor Authentication	Administrer dine indstillinger for Azure Multi...
Cortana	Slå adgang til Cortana til eller fra for hele org...
Docs.com	Administrer og opdater indstillingerne for Do...
Eksempelvisning af GigJam	Administrer og opdater dine GigJam indstilli...
Integrerede apps	Administrer indstillinger for integrerede app...
Kalender	Lad brugere dele deres kalendere med ekste...
Katalogsynchronisering	Synchroniser brugere til skyen ved hjælp af A...
Mail	Konfigurer overvågning, spor meddelelser, o...

Centraliseret udrulning

Status	Til	Rediger
Version	0.1.1.1	
Værtsapps	Outlook	
Udbyder	VisionPeople Consulting A/S	
Beskrivelse	With VisionCatering you can order food and beverages simultaneously with the booking of a room - directly in the Outlook Calendar	
Funktioner	Data kan sendes via internettet.	
Hvem har adgang?	Ikke tildelt i øjeblikket	Rediger

Gem Annuller

Under "Who has access" select "Edit" (red arrow) then click "All" (then Save and close):



Rediger, hvem der har adgang

Alle

Bestemte brugere/grupper

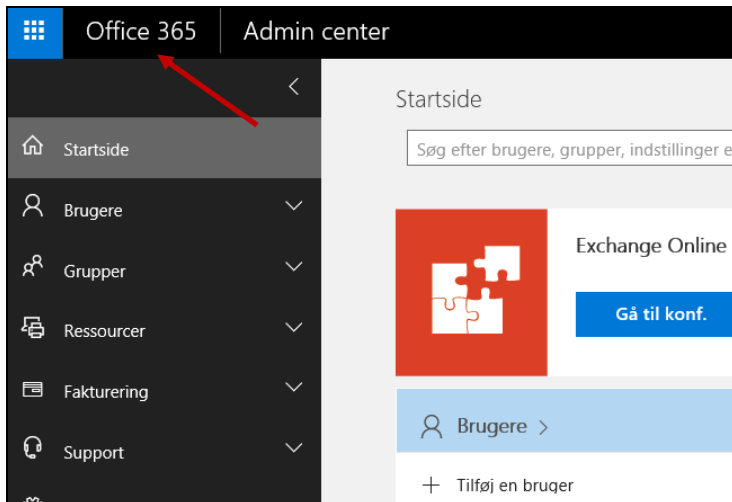
Brugere skal opfylde følgende krav for at få adgang til det tildelte tilføjesprogram.

- De skal være til stede i gruppen på øverste niveau, da indlejrede grupper ikke understøttes.
- De skal bruge Office 2016 ProPlus.
- De skal have en OAuth-aktiveret Exchange-postkasse.

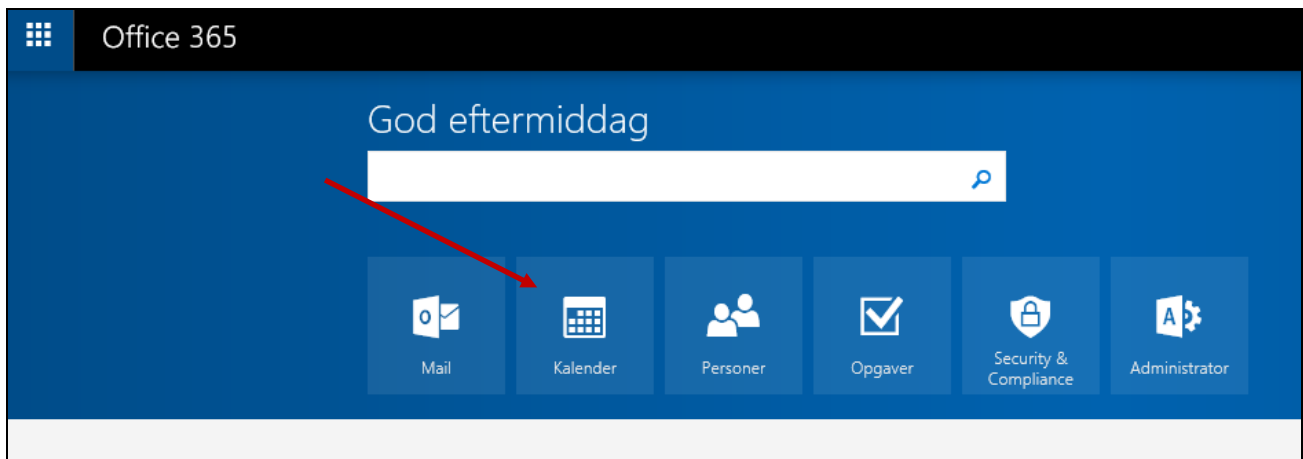
Gem Annuller

You now have access to VisionCatering from your Office 365.

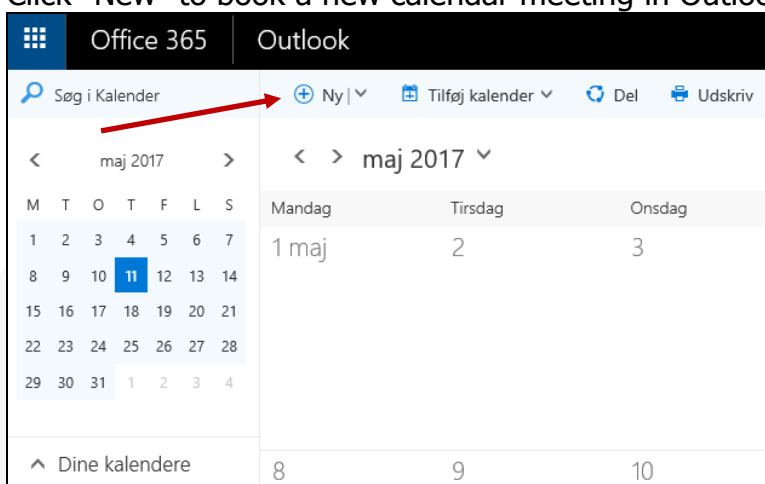
For calendar booking: Click "Office 365" in the upper left corner:



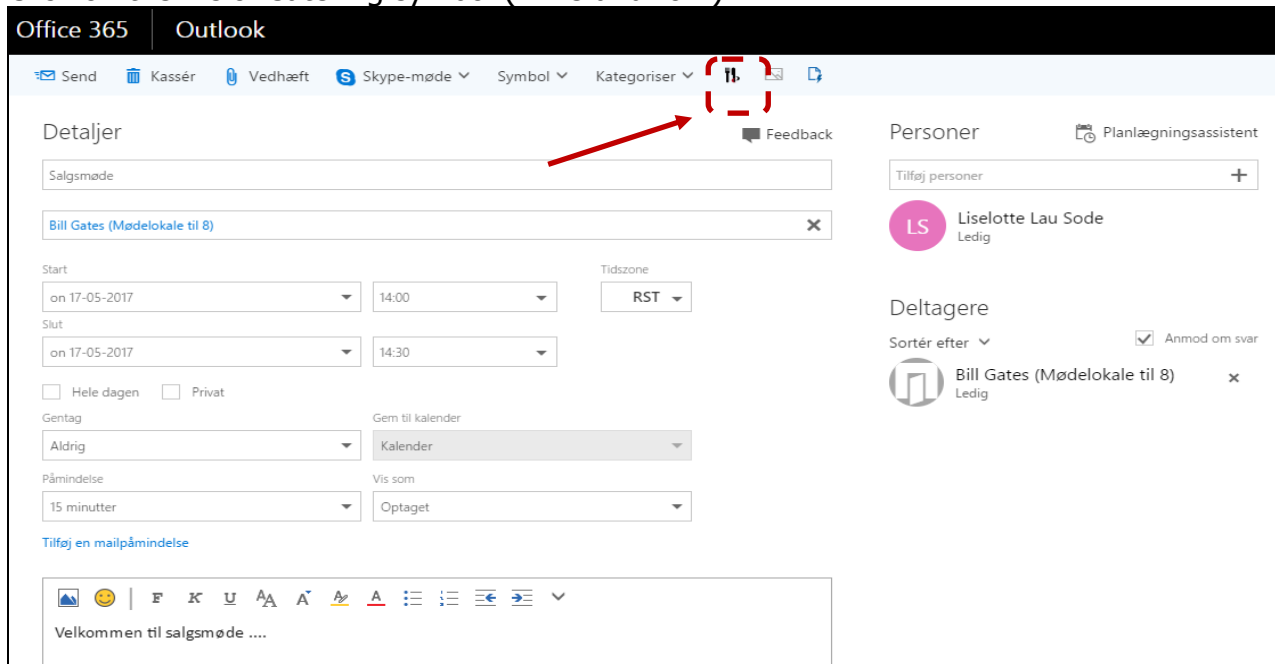
choose "Calendar":



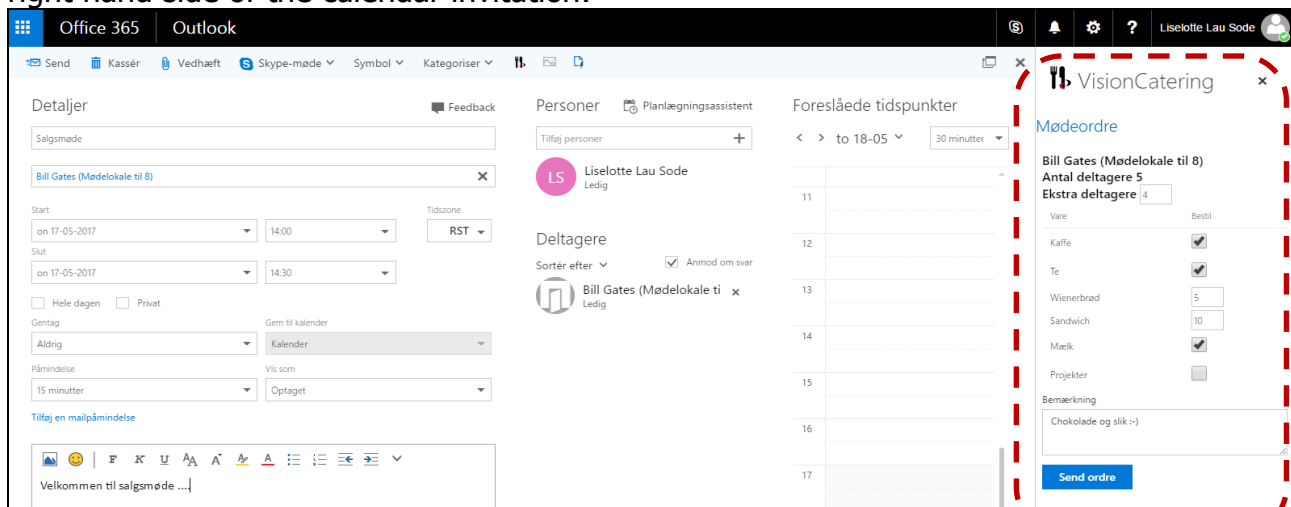
Click "New" to book a new calendar meeting in Outlook:



Click on the VisionCatering symbol (knife and fork):



And the different catering options (set up in VisionCatering) for the meeting appears in the right hand side of the calendar invitation:



When the order is completed, the order has been send to the kitchen, which then can see, produce and deliver from this link: <https://catering.visionpeople.dk/>

Enjoy 😊

If any questions or issues arise, please don't hesitate to contact our support at: support@visionpeople.dk – they are ready to assist you further.

Best regards,

VisionPeople Consulting A/S
www.visionpeople.dk