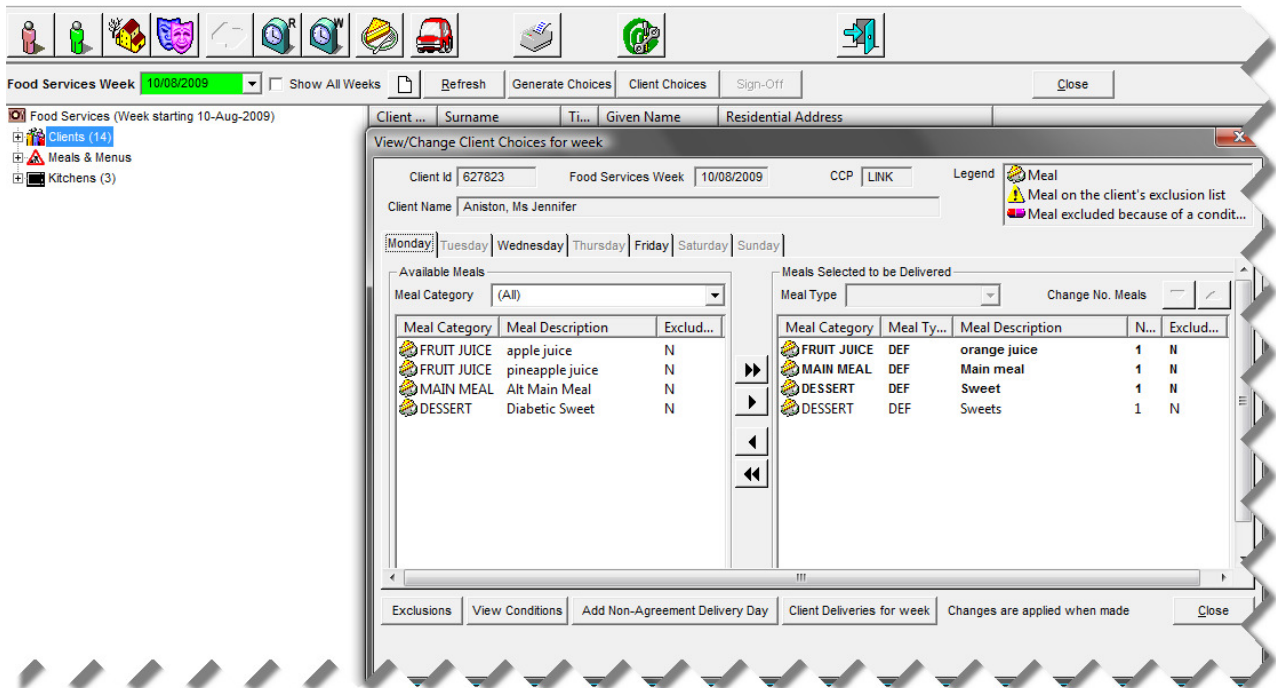![CITY MANAGER — Local Government Systems logo]
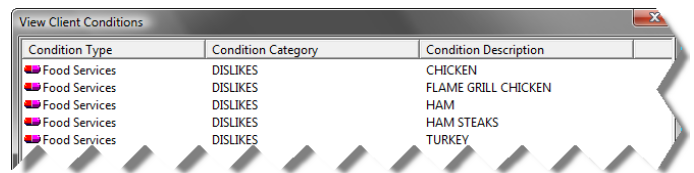
Food Services module

The **Food Services** module of the Community Services Suite is fully integrated with the Aged Care & Disability Services module. Food Services is a powerful, easy to use system which easily performs many of the recording, procedures and reporting associated with Food Services meal delivery.

The Food Services module has been specifically developed to meet the needs of the Business Units responsible for delivering Meals to clients from either a full production kitchen or where meals are purchased from an alternate source.

Major features:

- Easy to use by double clicking or right clicking to activate options and access screens or menus. Has coloured screens and graphical images.

- Record and maintain detailed information about clients including:
    - Client Service Agreements, Ethnicity, HACC MDS details, Contact Details, Notes, Household details etc
    - Special Conditions such as vegetarian, diabetic, coeliac, meal presentation requirements, allergies and more
    - Record Clients Permanent Choices of meals per menu
    - Record Meal Exclusions by client due to a medical condition or their likes/dislikes
    - Record Delivery details including name and address, meal components, access instructions.

- Comprehensive Menu and Meal options supporting either Client Choice or Fixed Meals provision:

    - Efficient set up and maintenance of menus and meals
    - Record Clients Permanent Choices of meals
    - Choose to enter either individually named meals or generic named meals.
    - Matches meal suitability for clients with dietary conditions and exclusions.
    - Have developed comprehensive modifications to the system to cater for the Community Chef Regional Kitchen menus and requirements.

Food Services module

- Meal Delivery Runs
  - Set up one kitchen or multiple kitchens/delivery points.
  - Simple entry and modification of client delivery order on runs.
  - Produce Run Sheets with client details, specific delivery instructions and details of the meals to be delivered.
  - Rosterable Meal Delivery Runs for Drivers and Jockeys.
  - All-at-once or individual run sign off for Delivery Runs.
  - Meal run sign off generates invoicing into Council's financial system.

- Multi Level Security allows access to required functions for individual users.

- City Manager is supplied with a range of easy to read standard reports.

  - **Food Production Reporting** includes Meal Labels, Run Sheets, Meal Ordering Reports and Meal Packing Lists.

  - **Food Management Reporting** includes statistical reporting for Management, Local, State and Commonwealth Government, including the Home and Community Care Minimum Data Set and Veterans Home Care.

- Links to MS Word or Excel for mailing labels, mailing lists, mail merge letters, data analysis etc.

- The system can be fully integrated with Civica's Informix Name and Address Register, and other City Manager modules.

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Total Package
  - Implementation assistance, User Training, Phone Support line, Remote access diagnostics, Maintenance/Enhancement program

Technical Environment
  Operating systems
  - Microsoft Windows XP, Vista, W7, Citrix Metaframe, Terminal Services
  RDBMS
  - SQL Server, Informix