

Guides

- [Introduction to the Podio Board workspace](#)
- [Update Passive member list and sent out Passive e-mails](#)
- [Generate access card list to FM](#)
- [Paper Clip Cards](#)
- [Policies, Decisions and History](#)
- [Google Drive](#)
- [Shift planning system](#)
- [Update Mailchimp with Active members](#)
- [Tasks when changing chair and board members](#)
- [Send out a Ana's Log newsletter](#)
- [Coffee Services](#)
- [Merch](#)

Introduction to the Podio Board workspace

- Introduce the different apps and their purpose

Update Passive member list
and sent out Passive e-mails

Generate access card list to
FM

Paper Clip Cards

Policies, Decisions and History

Podio Policies

Decision History

Google Drive

Introduce Document Structure

Shift planning system

Update Mailchimp with Active members

Tasks when changing chair and board members

- Bestyrelsesliste til Danske Bank
- NemID Medarbejdersignatur
- Email forwards på Simply.com
- Opdater Facebook admin access
- Opdater Podio Board adgang

Send out a Ana's Log
newsletter

Coffee Services

Within opening hours

This list defines the services Analog can provide outside of the regular menu. This is targeted at organisations wishing to interact with Analog other than buying one cup of coffee.

Service	Description	Price
---------	-------------	-------

A clip card for buying small or large thermos full of coffee. Sold to vendors wanting to give out free coffee in the atrium etc. Unused clips can be refunded. Thus, open tabs are not allowed. There is no discount given compared to buying the coffee at 8 kr per

A large thermo contains 20 cups of coffee. A small thermo contains 13 cups of coffee. A large thermo contains 180 cups of coffee. A small thermo contains 120 cups of coffee. A large thermo contains 13 cups of coffee. A small thermo contains 120 cups of coffee.

Analog
can
generate
codes
that
can
be
exchanged
for 100
espresso-
based filter
or espresso-
based
App filter code
codes 17
1
drink 100
filter
tickets per
coffee.
in espresso-
the based
app. code
Customers
can
request
any
amount
of
tickets.

Analog			
sells			
scheduled			
Ara's			
Jugs			
for			
organisations.			
The			
price			
includes			
An			
milk,			
Ara's			
cups,			
Jug 55			
and			
Ara's container			
other			
Jugs 6 per			
small cup			
accessories.			
of			
Customers			
are			
always			
welcome			
to			
purchase			
Ara's			
Jugs			
within			
opening			
hours.			

Outside opening hours

Outside of Analog’s regular opening hours, the options are limited. It depends on whether or not a barista is available to make coffee.

If there is **not** a barista present (in your organisations or at your event), **Analog is unable to offer its services.**

If there **is** a barista available, Analog can provide the services listed above. At all times, baristas are allowed to open Analog and operate the machines.

There have been cases where a barista was paid to make coffee for an event. Analog does not take a stance on this, as it is indifferent to our ability to provide our services.

Merch

How to merch - A guide by Mo Ammar

Overview:

Traditionally we have ordered merch from sportified.dk. We order the merch and ask for prices by writing an email to them and kindly asking them questions. They can be contacted on sportified@sportified.com.

What we have ordered from them so far is: Totebag, t-shirts, sweatshirts. If you want to buy anything else, then as mentioned above, just write an email to them and they are usually very good at helping.

As far as we know, they can get most brands om clothing. However, the last few times we have ordered from Teejays: <https://www.teejays.com/dk/>

If there is an interest, all invoices can be found in our finance program. Ask the treasurer for help on this

Prices of course vary from order to order depending on order size, world situation etc. Take the history of prices as a reference point, but not as a given - unless they say so.

IMPORTANT TO NOTE: prices are often given without VAT, so if you want the exact price, then remember to add VAT.

If you order any merch, then please follow the format below and add to the lists, so we in the future can keep seeing the development of orders.

History of orders:

October 2021

Item	Price	Quantity
Sweatshirt w DKK pcs embroidery	210	33

Teeshirt w embroidery	99 DKK	32 pcs
Packing	10 DKK	33 pcs
Shipping	50 DKK	1 pcs
VAT	2619,50 DKK	
Total	13097,50 DKK	

November 2021

Item	Price	Quantity
Totebag w print	60 DKK	50 pcs
Stencil for print (Totebag)	200 DKK	1 pcs
VAT	800 DKK	
Total	4000 DKK	

March 2022 (Charity week)

Item	Price	Quantity
Totebag w print	60 DKK	50 pcs

Stencil for 200 2 printDKK pcs (teeshirts)		
Teeshirt 100066 34 w DKK pcs print		
Sweatshirt 5429205 10 w DKK pcs print		
Packing	32 34 DKK pcs	
Shipping	100 1 DKK pcs	
VAT	2028,50 DKK	
Total	10142,50 DKK	

May 2022

Item	Price	Quantity
Sweatshirt w embroidery	220 6 DKK pcs	
Teeshirt w embroidery	115 8 DKK pcs	
Packing	10 14 DKK pcs	
Shipping	100 1 DKK pcs	

VAT	620	
	DKK	
Total	3100	
	DKK	

Sep 2022

Item	Price	Quantity
Sweatshirt 5429225 w DKK pcs embroidery	27	
Teeshirt 8000115 w DKK pcs embroidery	25	
Packing	10 DKK	27 pcs
Shipping	100 DKK	1 pcs
VAT	2330	
	DKK	
TOTAL	9320	
	DKK	