



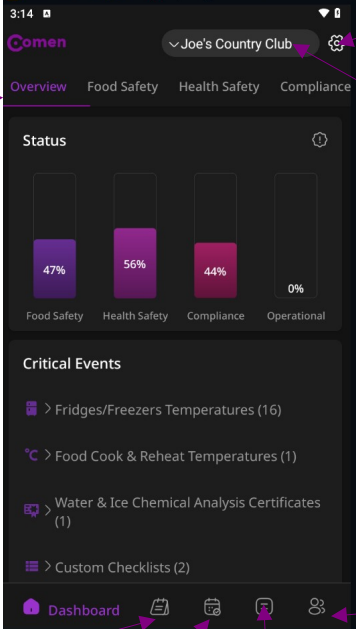
User Manual

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Navigation and Screens

When you enter the application, usually you will be presented with the “Dashboard” view as presented below:



Header
You can click on each module to see a Dashboard specific to that module

User settings
Use this area to change settings for your user like languages and account information

Venue
If you have a multi-venue installation you can use this field to move to a different venue. Only venues that you have access to will be listed.

Menu
By clicking on the Menu we can access the list with all the functionality of the app

Entries
We access the “Entries” screen to see all previous entries for specific functions that were entered into the system for a specific time-frame

Reports
This part of the app will give you access to all available reports and data in the system that can be run and exported in .pdf format

User Management
Access the User management area to perform functions like creation of new users, modifying existing user records, delete/revoke access to users etc.

Module	Percentage
Food Safety	47%
Health Safety	56%
Compliance	44%
Operational	0%

Critical Events

- > Fridges/Freezers Temperatures (16)
- °C > Food Cook & Reheat Temperatures (1)
- Water & Ice Chemical Analysis Certificates (1)
- Custom Checklists (2)

FOOD SAFETY

FRIDGE/FREEZERS TEMPERATURES

In order to be able to record the temperatures of your devices, you will first need to create the devices (Fridges/Freezers).

A. Creation of Fridge/Freezers

1. Click on “Menu” from the bottom to access the functionality list.
2. Click on the plus sign “+” next to the “Fridges/Freezers Temperatures”. This will take you to the “Add Fridge/Freezer” screen. Fill in the required fields:

(* Mandatory Fields)

Number*: Enter the number

Name*: The sorting of the list of the devices in the app is done based on the Names of the devices

Type*: Select on of the following options “Freezer”, “Fridge” or “Food Display”.

Brand:

Location:

!Enable: In order to be able to use the device, it needs to be Enabled.

3. Click “Add”

4. Click “OK” to the message “Success Entry added successfully”

Repeat the steps above for each device you would like to record temperatures.

B. Delete/Edit Fridge/Freezers

1. Click on “Menu” from the bottom to access the functionality list.
2. Click on anywhere on the “Fridges/Freezers Temperatures” to get the drop-down of all the devices
3. Select the one you want to edit or delete to access the record of the respective device.
4. Select the required option from the bottom of the screen: Edit or Delete
5. If you selected to Edit the record then, amend the record and then click “Update”.
If you selected the Delete option then, press the “Yes” to the confirmation message if you are sure that you want to delete the record.

C. Recording Temperatures

1. Click on “Menu” from the bottom to access the functionality list.
2. Click on anywhere on the “Fridges/Freezers Temperatures” to get the drop-down of all the devices
3. Select the device you would like to record the temperature
4. Click on the empty field “Temperature” to bring the Key-pad on the screen and enter the temperature as it is displayed on your fridge or freezer.
- Acceptable value ranges per device type: Fridge: 0c°-8c° / Freezer: - 4c° – 25c°
*If a value is entered that is out of the above stated range then the user will need to add a note on the “Observation” field in order for the system to record the value. This will automatically trigger a notification that will be sent to the users that belong to the group “owners”
5. Click “Add”
** Note: You can amend or delete a temperature record by accessing the respective device’s record and go to the end of the screen where you can find the “Previous Entries” section.*

FOOD HANDLERS MANAGEMENT

In order to be able to store and manage your food handlers certificates you will need to create them first.

A. Creation of Food Handlers

1. Click on “Menu” from the bottom to access the functionality list.
2. Click on the plus sign “+” next to the “Food Handlers Management”. This will take you to the “Add Food Handler” screen. Fill in the required fields:
(* *Mandatory Fields*)
Name*: Text field
Surname*: Text field
Phone*: Numbers field
Position*: Text field
Enable: ! Make sure that you enable the record in order to be able to add the Health certificate on the record. !
3. Click “Add”
4. Click “OK” to the message “Success Entry added successfully”

B. Adding Health Certificates

1. Click on “Menu” from the bottom to access the functionality list.
2. Click on “Food Handlers Management” to expand the list of all available food handlers. Click on the food handler’s name that you would want to add a health certificate to access the record.
3. On the second section titled “New Entry” click on the “photograph icon”. This will access your device’s camera.
4. Take a photo of the actual “Health Certificate”. Click “Retake” if the photo taken is not satisfactory to take another one or press “Use Photo” if you are happy with the photo.
5. The “Issue Date” defaults to the current date. If needed, change it to reflect the actual date on the health certificate.
6. Click “Add” to enter the record.
7. Click “OK” to the message “Success Entry added successfully”

FOOD COOK & REHEAT TEMPERATURES

This form is used to record the temperatures of food items just before they reach the customer for consumption. These entries can be printed in two distinct reports depending on the type of the entries (buffet or service).

A. Creating Entries

1. Click on “Menu” from the bottom to access the functionality list.
2. Click on the “Food Cook & Reheat Temperatures””. This will take you to the “New Entry” screen. Fill in the required fields:

(* *Mandatory Fields*)

Category*: Options are: Buffet/Service/Food Display. Note that depending on the selection you make on the “Category” field, this will determined in which report the entry will be included. Please note that this list is fixed and no new options can be added.

Station*: Click on the down-arrow to see available options and select the appropriate. Alternatively you can click on the plus sign “+” to create a new record for “Station”. All new records created will be available for selection for future entries.

Food*: Click on the down-arrow to see available options and select the appropriate. Alternatively you can click on the plus sign “+” to create a new record for “Food”. All new records created will be available for selection for future entries.

Temperature*: Click on the empty field “Temperature” to bring the Key-pad on the screen and enter the temperature as measured for a specific food item.

Hot Food: Click on this radio button if the food measured was “Hot/Warm” alternatively leave as it is if the food measured was cold like salads.

Observations: Use this text field to record any abnormalities/issues and corrective actions taken.

Click “Add” to enter the record.

Click “OK” to the message “Success Entry added successfully”

GOODS RECEIVED

This form is used to record the temperatures of food items received from suppliers. It is important to when receiving food from suppliers to do check the temperature and quality of the food and keep a record of these checks.

A. Creating Entries

1. Click on “Menu” from the bottom to access the functionality list.
2. Click on the “Goods Received”. This will take you to the “New Entry” screen. Fill in the required fields: (** Mandatory Fields*)

Supplier*: Click on the down-arrow to see available suppliers and select the appropriate. Alternatively you can click on the plus sign “+” to create a new record for “Supplier”. All new records created will be available for selection for future entries.

Invoice Number*: Enter the invoice number as it appears on the actual invoice

Food Type*: Click on the down-arrow to see available options and select the appropriate. Alternatively you can click on the plus sign “+” to create a new record for “Food Type”. All new records created will be available for selection for future entries.

Temperature*: Click on the empty field “Temperature” to bring the Key-pad on the screen and enter the temperature as measured for a specific food item.

Expiration Date: You can enter the expiration date of the product, this is especially useful for products that the expiration date is too close and you will return the products or would like to raise an issue with the supplier.

Observations: This is an option field with these available options:

- Good Condition: This is the default option

The other options serve as general categories in the event that a problem was found with the specific food item at the time of receiving the goods from the supplier. These options are:

- Damaged Packaging

- Dirty Goods

- Unsatisfactory Conditions

- Incorrect Weight/Quantity

- Other

File: In the event of a problematic item, click on the “Camera” icon to access directly the camera of your device and take a picture that will be helpful in explaining the problem. For example, this could be a picture of the box/case of the goods that was damaged, the product on the scale that will demonstrate the discrepancies from the actual invoice, products that were delivered at an incorrect/dangerous temperatures etc.

Corrective Action: Text field that can be used to enter a description for actions taken or to further explain the problem I.e goods were not received, credit note was issued etc.

Click “**Add**” to enter the record.

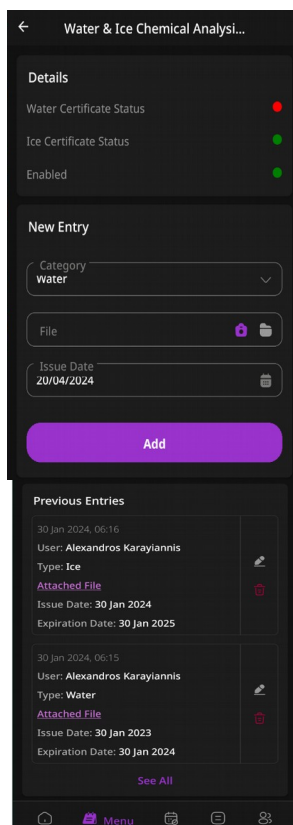
Click “OK” to the message “**Success Entry added successfully**”

Water & Ice Chemical Analysis Certificates

This functionality allows us to store photos “digital copies” of the water and ice analysis certificates directly on the app and also creates entries/reminders for when the certificates valid period is over. An entry will appear in the “Upcoming Events” section one month prior to the expiration date and then entries in the “Critical Events” section once they expire.

A. Adding the Certificates

1. Click on “Menu” from the bottom to access the functionality list.
2. Click on the “Water & Ice Chemical Analysis Certificates”. This will take you to the “New Entry” screen. The screen is divided into three.



1. Details

The lights next to each requirement indicates the following:
 Red: No Certificate exist or Certificate is expired
 Green: Active valid certificates exist

2. New Entry

To add your certificates or add the renewed certificate you use this section.
 -First select the “Category”. The options are “Water” / “Ice”.
 -File: Click on the Camera icon and take a clear picture of the certificate.
 -Enter the Issue Date as is indicated on the certificate.
 Click “Add” to record the entry.

3. Previous Entries. From here you can view and access the entries already made in the app.