

**flowtify**  
Your digital HACCP Expert

Checklist for change of  
Management



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## **High staff turnover is not uncommon in gastronomy ...**

Even if a change of personnel, especially in the management level, is a great additional burden for you and your colleagues on site, flowtify can be very helpful at this moment!

Because all checklists previously set in flowtify appear continuously, regardless of who is currently managing the company. Employees can thus perform their daily, weekly, monthly, ... obligations, even in case a change of management is imminent.

This gives everyone involved sufficient time to adapt to the local conditions without having to work their way through a mountain of folders just to find the right copy master.

flowtify shows the new colleague from day one what has to be done in the company: when a compressor has to be checked next time, when maintenance has to be arranged or when a control tour has to be carried out.

But if it only were that simple...

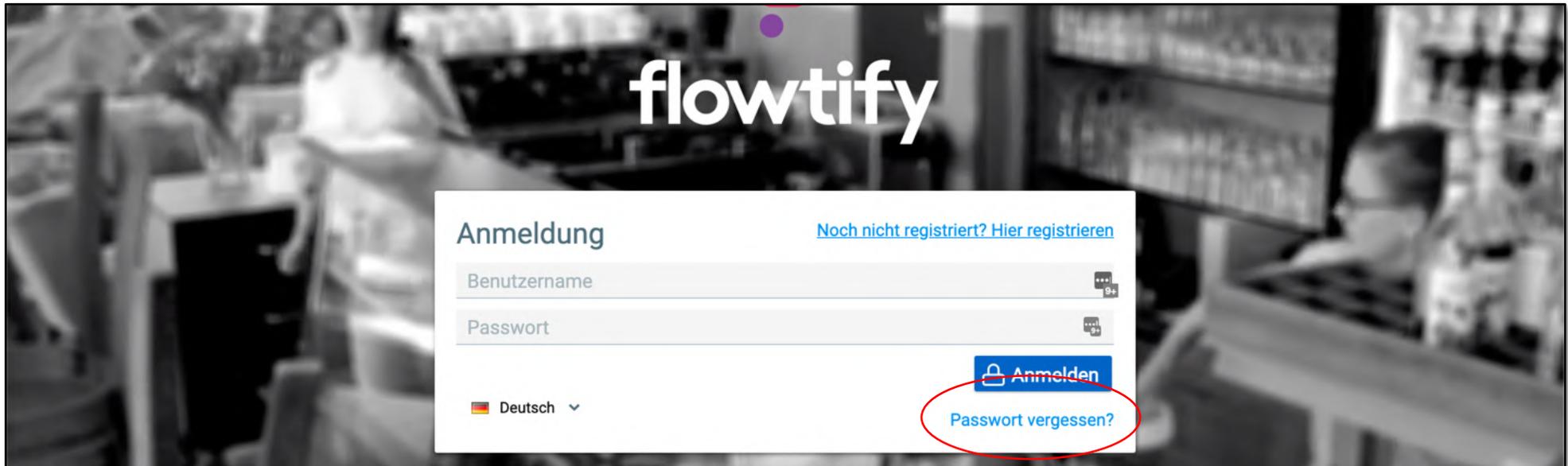
We are experiencing again and again that certain things are not thought of in everyday stress during a change of personnel.

That's why we have put together a short guide with tips & tricks to help you!

We look forward to your constructive feedback as to whether there are any other points to be considered when handing over responsibility to a new operations manager, which we should add to this guidebook.

With hospitable greetings from Cologne, your flowtify team!

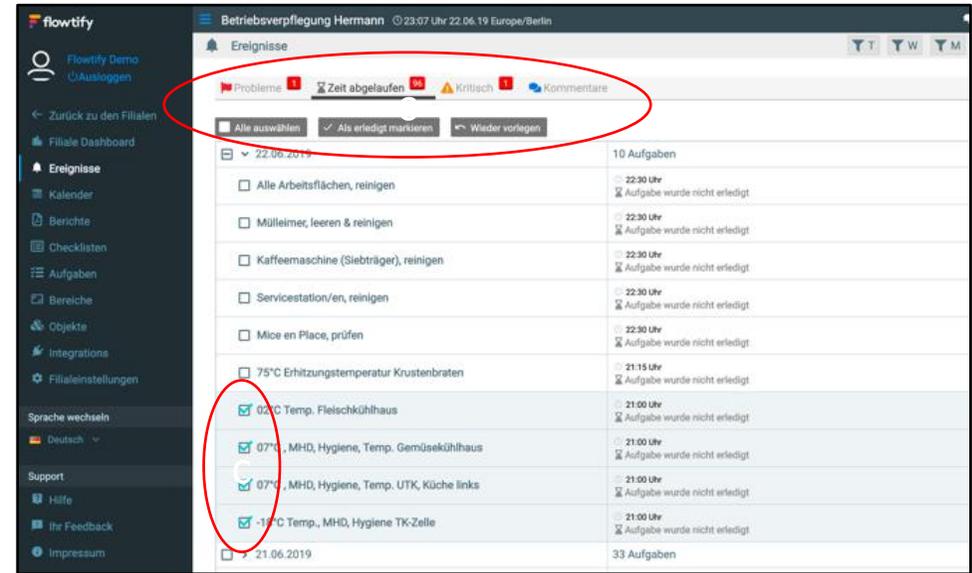
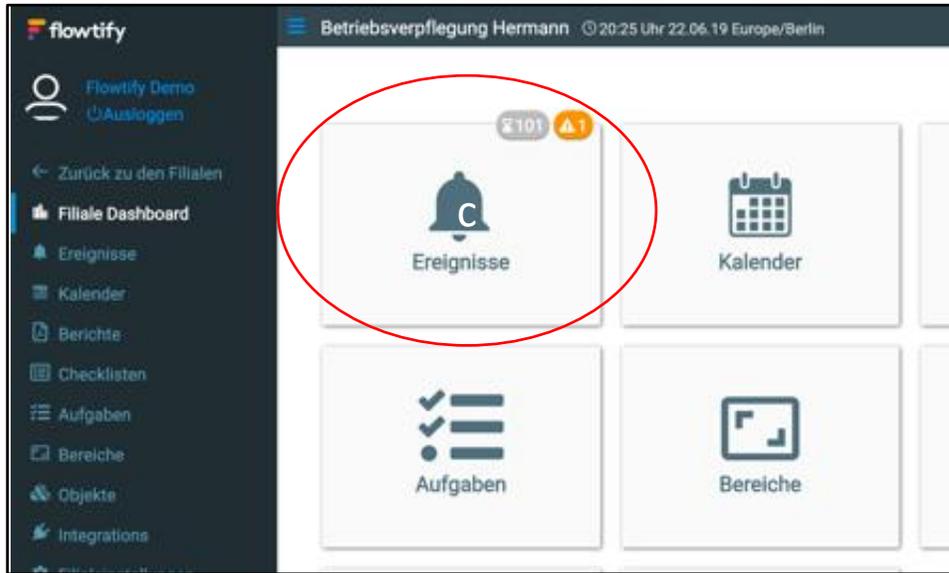
## The most important thing first: Transfer access data to the successor!



We recommend to use "functional email addresses" instead of personalized addresses. So you need:

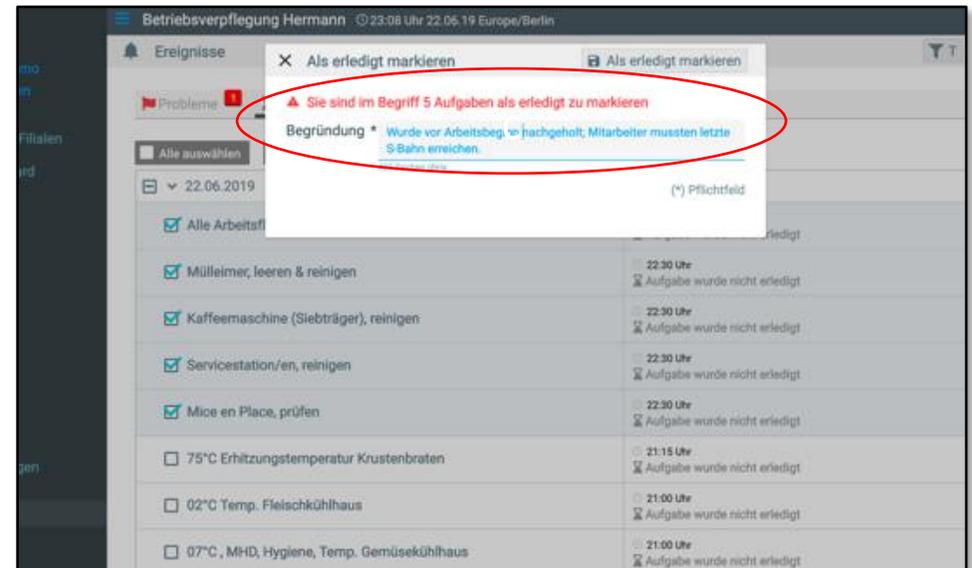
- to give the new colleague only the **user name** of the flowtify access (e.g.: "Küchenleitung 038") and he can use the **forgot password?**-function in order to generate his own password.
- Another advantage of a "functional email address" is that all **subscriptions** which had been set up can also be used automatically by the new employee. He doesn't have to change anything!
- The third advantage is that you, as an administrator, do not have to update any roles or user account information when your employees change. A clear relief, especially when your company has a high number of departments.

## Two things a department manager needs to know. Forst: editing issues

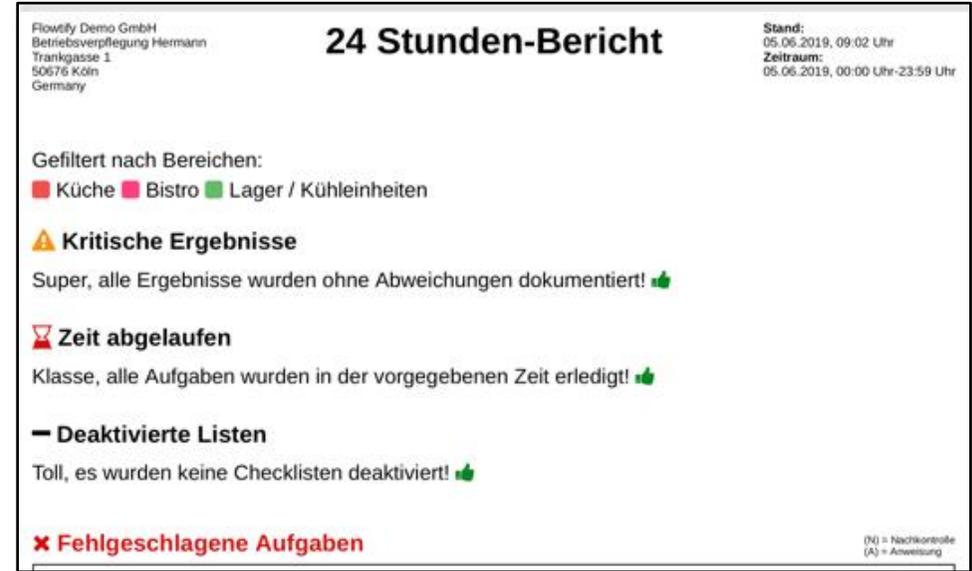
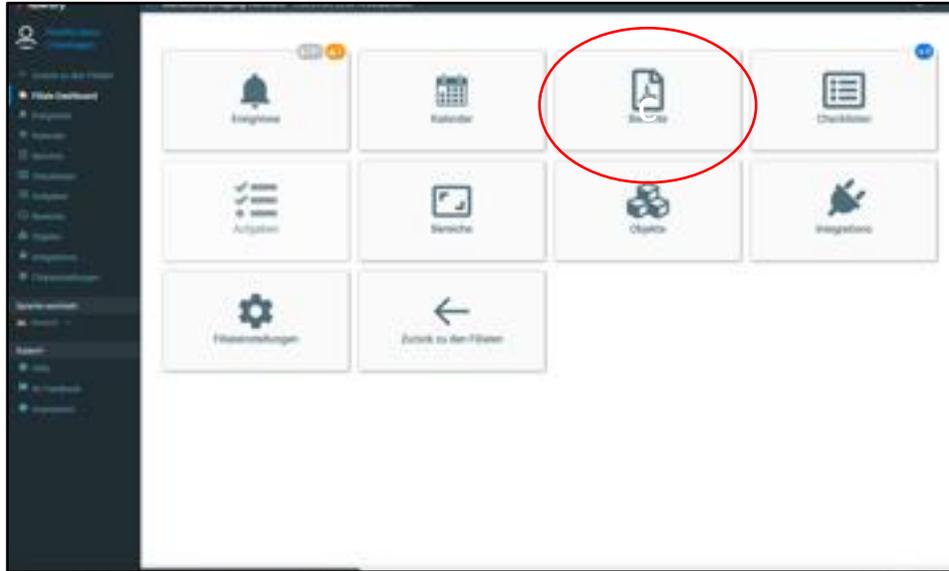


### Explain to your new colleague:

- why it is important to check and edit the **issues** regularly.
- how to get to the issues section.
- how to select tasks to **comment** or **reopen** them.
- that this information subsequently appears as **reason** in reports.

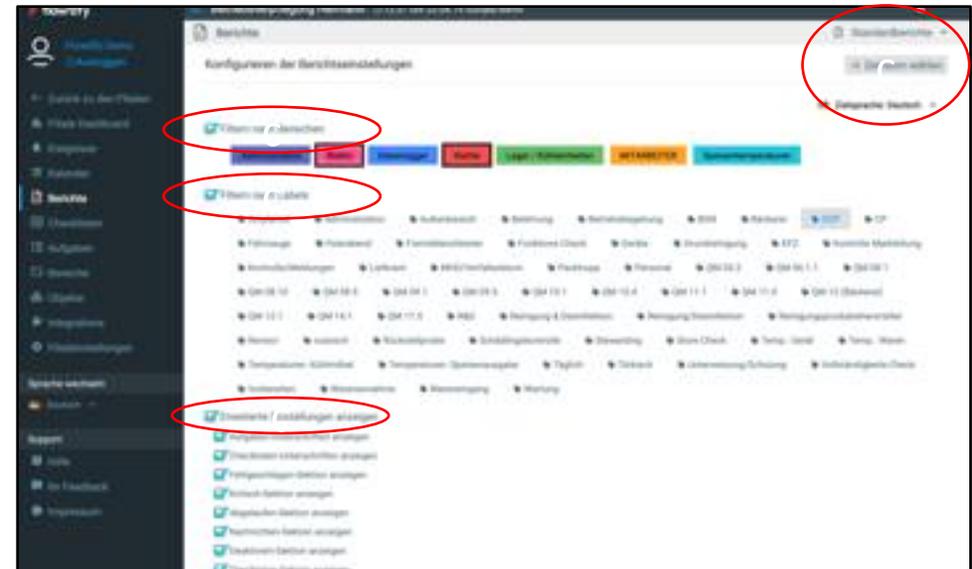


## Two things a department manager needs to know. Second: generating reports

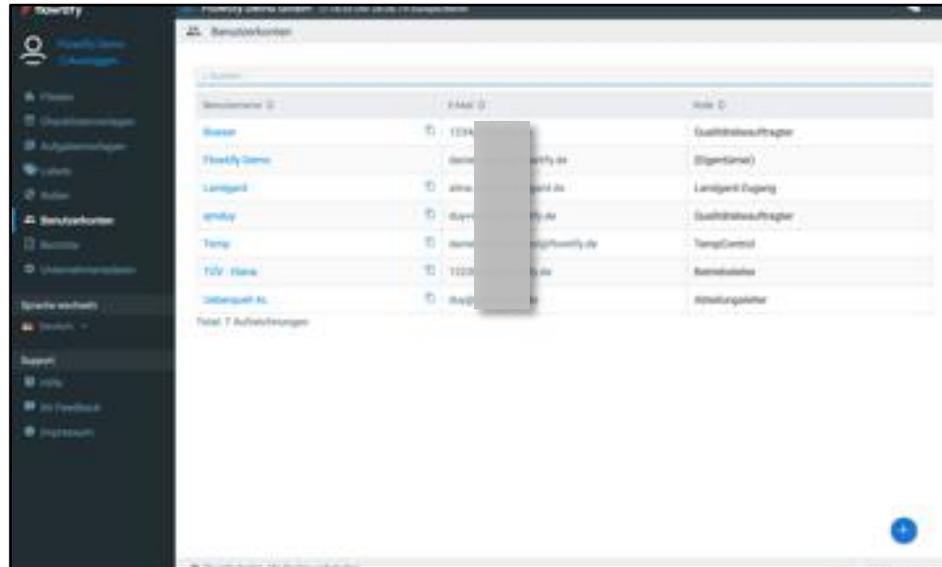


### Show the new colleague:

- where he can generate **reports** in case of a spontaneous auditor check (App & Web Dashboard!)
- that there are different types of reports for different purposes.
- that there are filter options for reports in order to present targeted information during inspections.



## Notes on personalized email addresses



Benutzername ID	E-Mail ID	Rolle ID
Blasen	1234	Qualitätsbeauftragter
Flowfy/Geme	blasen@flowfy.de	(Eigenfirma)
Lampert	lampert@flowfy.de	Leitender Experte
Winkel	winkel@flowfy.de	Qualitätsbeauftragter
Temp	temp@flowfy.de	TempControl
FÜV-Werk	fuv@flowfy.de	Betriebsleiter
Unterwart AG	unterwart@flowfy.de	Abteilungsleiter

If you do not use functional email addresses in your company, you have to manage the user accounts manually via your "owner account".

In this case, most customers create a new user for the new colleague, assign a role to his account, and then pass this information on to the new employee.

Afterwards, the account of the former employee will usually be deleted so that he has no further access to flowtify.

Please note: With this procedure, all subscription settings are lost! You or the new colleague must reset the desired subscriptions.