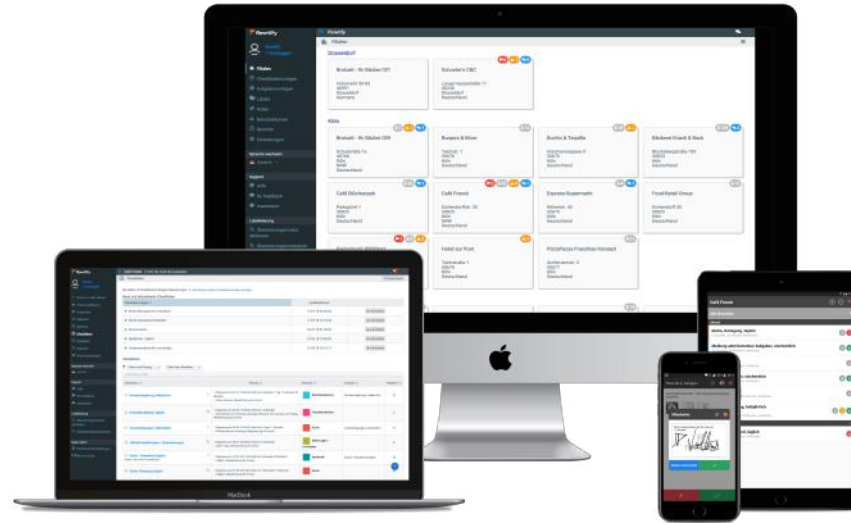


flowtify

Your digital HACCP Expert

Handout for Store Managers
Web Dashboard, Version 8.0.10 Hackklotz

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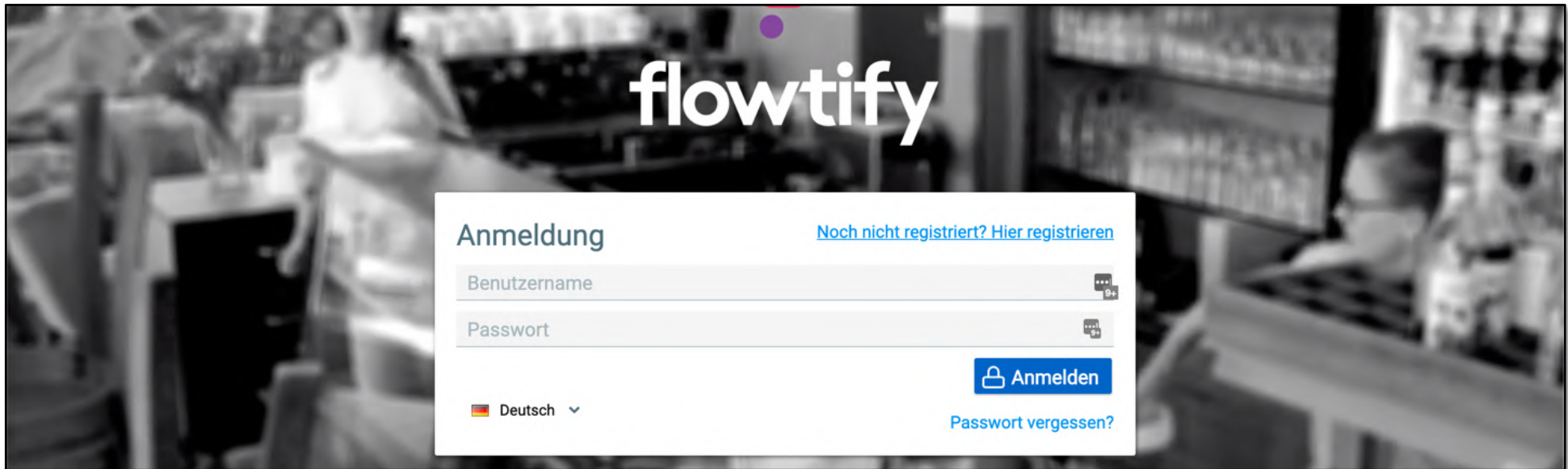
Why flowtify?

Flowtify is an innovative solution for the paperless handling of food law documentation.

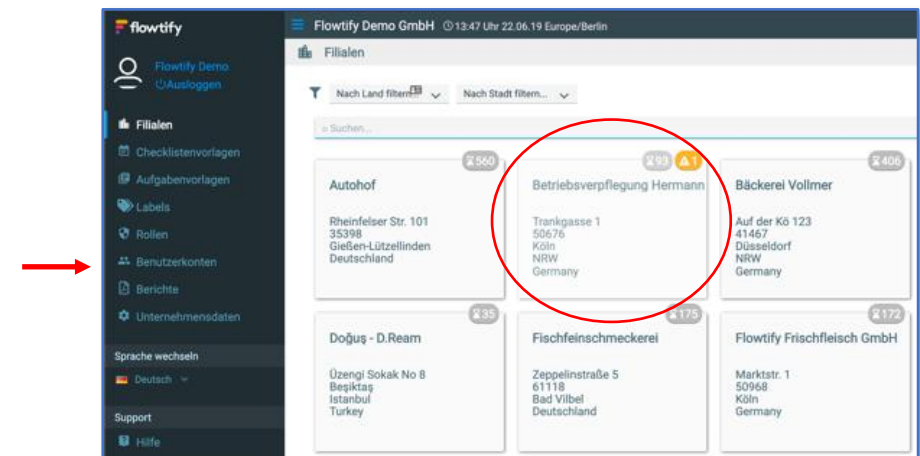
What does this mean for your daily work?

- Documentation will from now on be performed on a tablet/smartphone within your company and no longer on paper. Collecting and manually checking of paper lists is no longer necessary for you!
- In future, you will no longer have to browse through a large number of folders to show individual cooling temperatures, cleaning plans, etc. This can now be done within the App or the Web Dashboard.
- Problems or irregularities are displayed in the Web Dashboard. So you are always up to date. You can also be notified of the status of tasks by email. Alternatively, you can also use daily/weekly reports.
- Uncompleted or problematic tasks are displayed in the Web Dashboard until they have been marked as completed by you - so you are always well prepared for an internal audit or a spontaneous visit by the authorities.
- Checklists can be updated centrally, depending on the company structure.
- Authorities welcome the step towards less "paperwork" and a more transparent documentation.

Login Web Dashboard



- ↑
- Open this link with your browser:
<https://dashboard.flowtify.de/login?lang=en>
- Enter your **Username** and **Password**
- You will be directed to the **Company Level**.
- Select your department, e.g: "Betriebsverpflegung Hermann". Depending on your authorization, only your own department will be displayed.



Department-Level – Basics

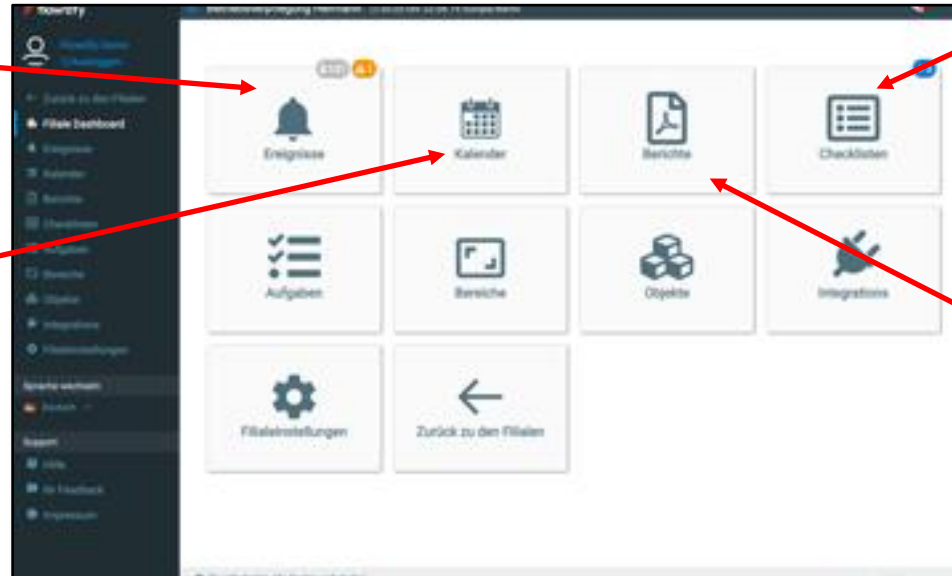
The tiles "Issues" and "Reports" are for you the most important tools in everyday life!

Issues:

- Here you can find all issues that occurred in your department.

Calendar:

- Here you can find all checklists and the history of all tasks, including pictures.



Checklists:

- Set up your checklists or edit/complete them here.

Reports:

- If required, you can generate reports here, e.g. for inspections by authorities.

More tiles are visible depending on permitted user rights:

Tasks:

- Here you can create additional tasks for your company or view predefined tasks from the head office.

Areas:

- If desired, you can divide your department into smaller areas, e.g. kitchen, storage, temperature measurements, administration.

Objects:

- Only relevant if data loggers are to be used in your departments

Integrations:

- Only relevant if data loggers are to be used in your department.

Department Settings:

- General settings for the department, such as name, address, and time zone.

Adapt flowtify to your specific needs

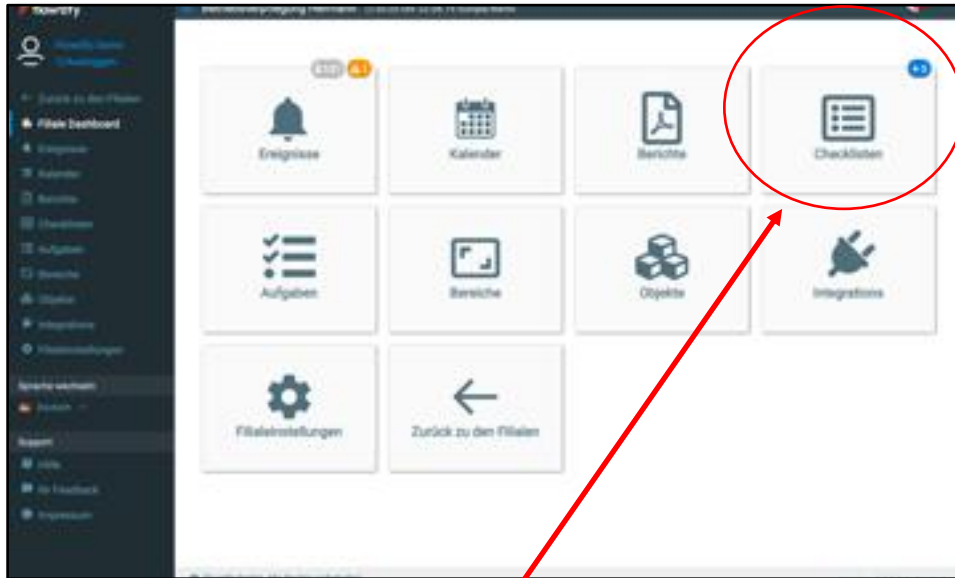
Before you set up your business, you must prepare yourself. This applies in particular to the number of refrigeration units in operation.

- Use your previous documentation to get a complete overview of all refrigeration units in your company.
- If flowtify is used "area-oriented", it is necessary to sort your refrigeration units by "areas" (e.g.: cold kitchen, warehouse, main kitchen, service/bar, etc.)
- Usually, all relevant areas have already been created for your company. If not, you should do this first, in consultation with your QM (see "Areas").
- In addition to "Areas" there are also "Checklists" in flowtify. Imagine a checklist as a folder containing all tasks. In this case, the individual measurements of the refrigeration units. As a rule, you have to adapt the checklist templates of the central office once to your business premises.

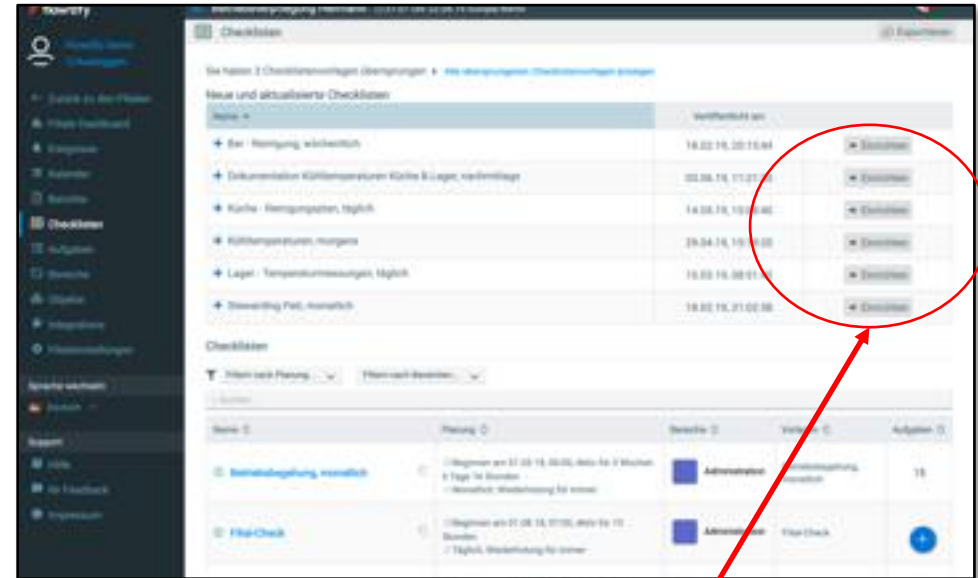
Tip:

If you, for instance, have refrigeration units measured by only one person across departments, you can create a "Temperature measurements" area and display it within the "morning shift temperature measurements" checklist.

One-time adaptation of checklist templates to your company

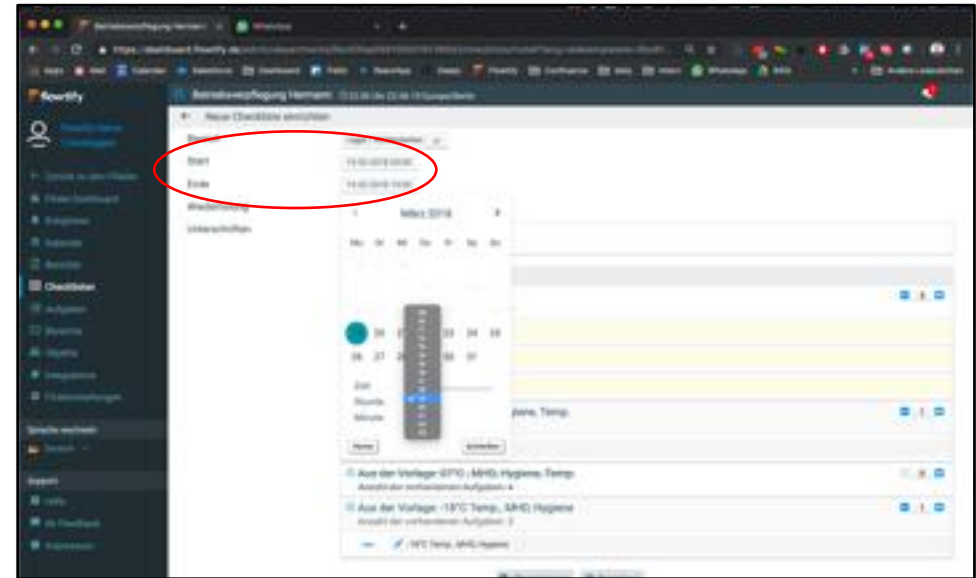
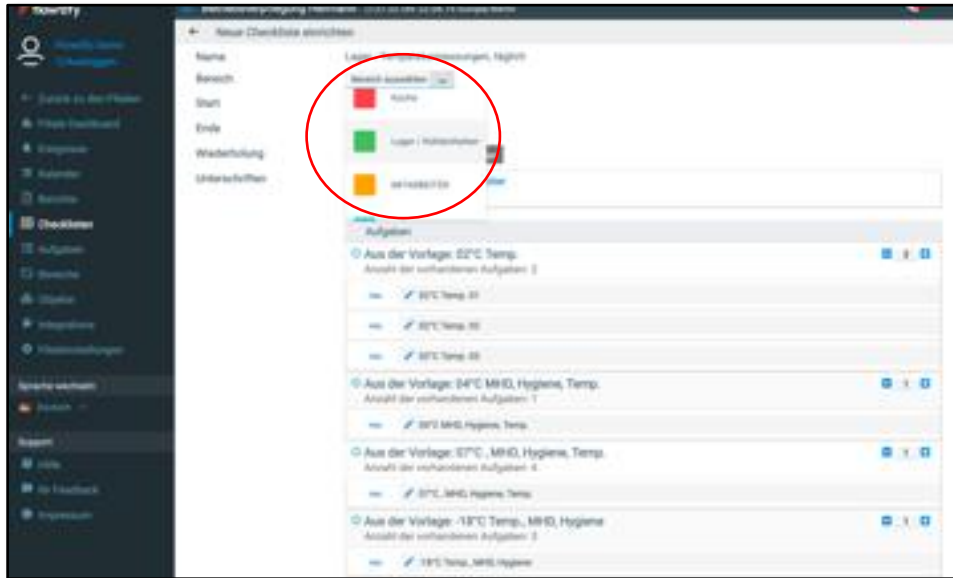


- Click on **Checklists** to see the checklists provided for you.
- The number in the blue box with the + in front shows how many checklists you still have to set up.
- A number with the sign ▲ before it means that checklists have received an update from the company, which you may still have to activate for your operation.



- All checklists given by the company are now displayed to you.
- To transfer the checklist templates to your company, click on **Install**.

Example: Setting up a checklist template for temperature measurements, part 1



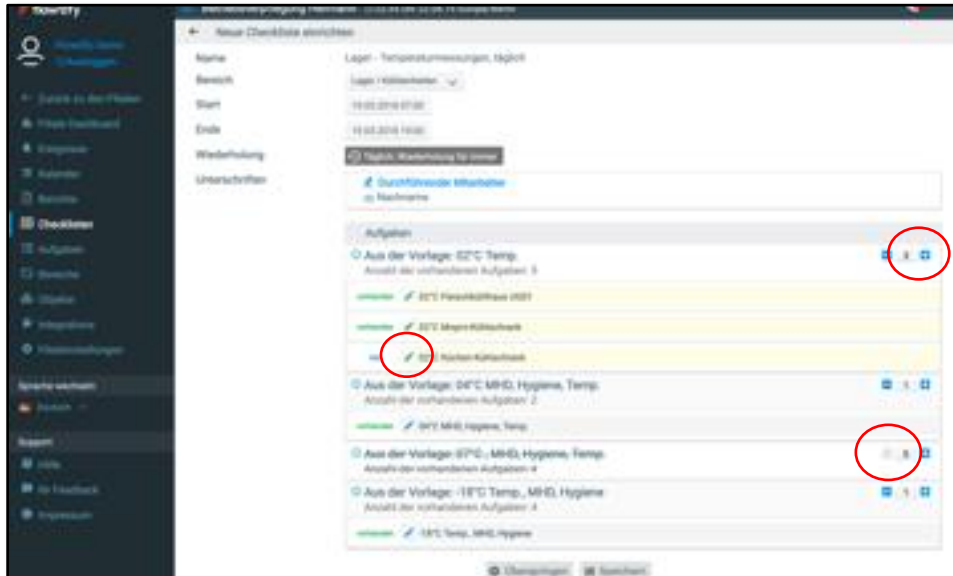
- By clicking on **Select area**, you determine which area this checklist should be assigned to. In this case "Bearings/Cooling units".
- Depending on the release by the company, you can adapt the **start/stop** times of a checklist to your requirements.
- Click on the respective date to adjust the settings.

Important:

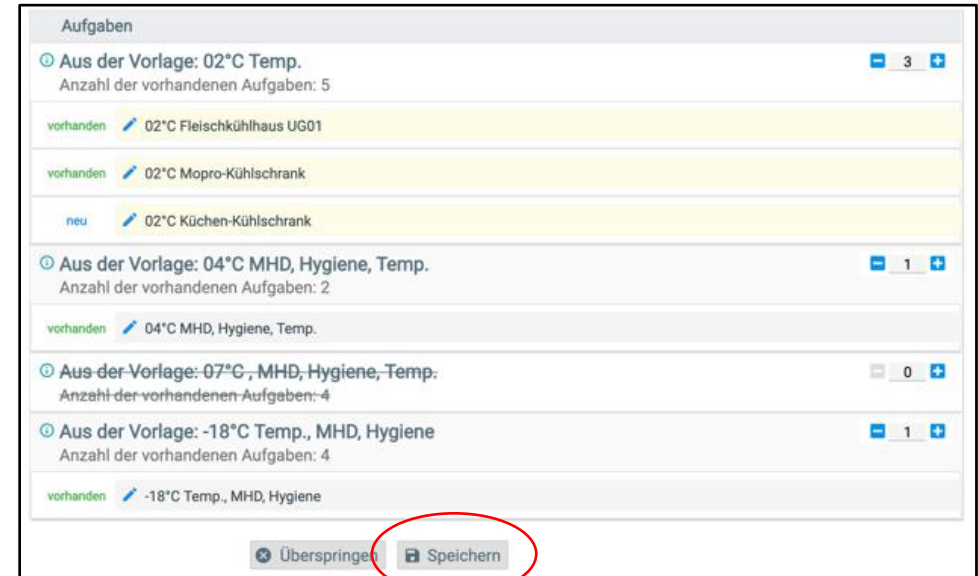
Start/stop times determine for how long checklists can be processed on the tablet. Once the time has expired, processing on the tablet is no longer possible!

You can then only add a comment to unfinished tasks in the Web Dashboard, which will also appear in future reports!

Example: Setting up a checklist template for temperature measurements, part 2

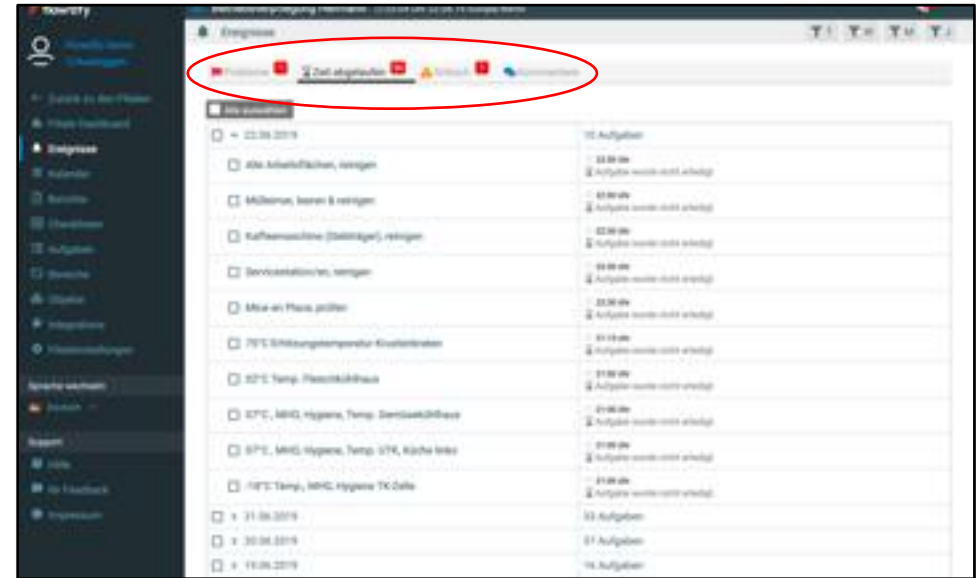
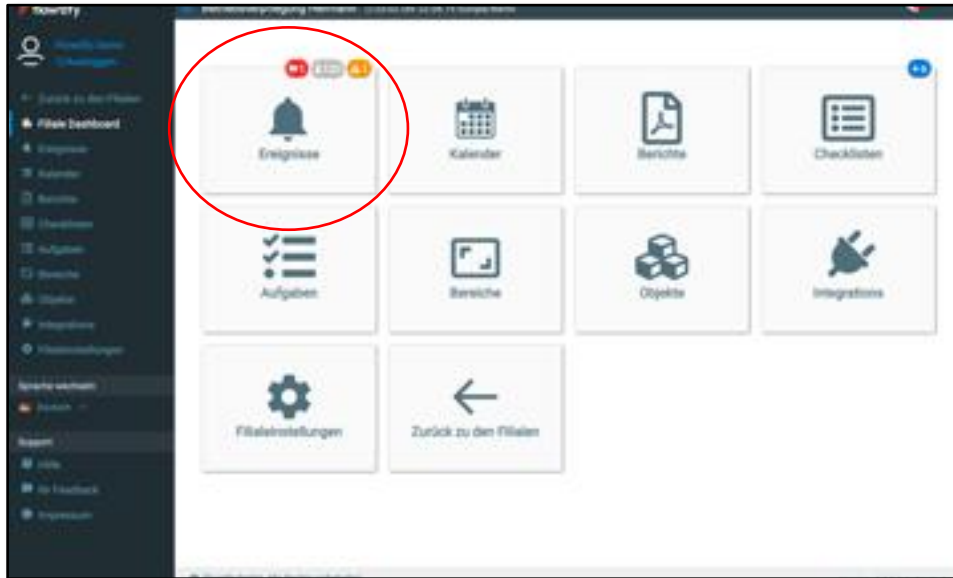


- In this example you will only find four different default values. Cooling units: 2°C, 4°C, 7°C and -18°C.
- Now adapt the values to your department. You have e.g. three cooling units at 2°C, one refrigerator at 4°C, none with 7°C, one walk in freezer and one freezer cabinet with -18°C.
- Click twice on the **+** next to the task "02°C Temp."



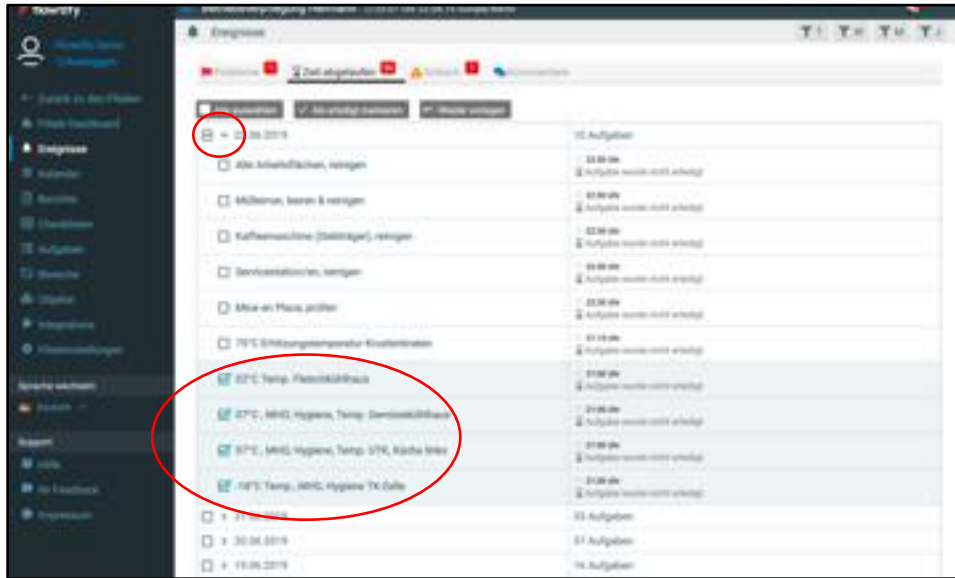
- You will now receive two additional cooling units
- The **pen symbol** indicates that you may change the name of the task, e.g. in "Meat cold store UG01", "Mopro refrigerator", etc.
- If you do not need a task, click on the **-** to set the value from 1 to 0.
- Finally click on **Save**.
- The button **Skip** deactivates the entire list if it is not needed by you.

Working with Issues, part 1

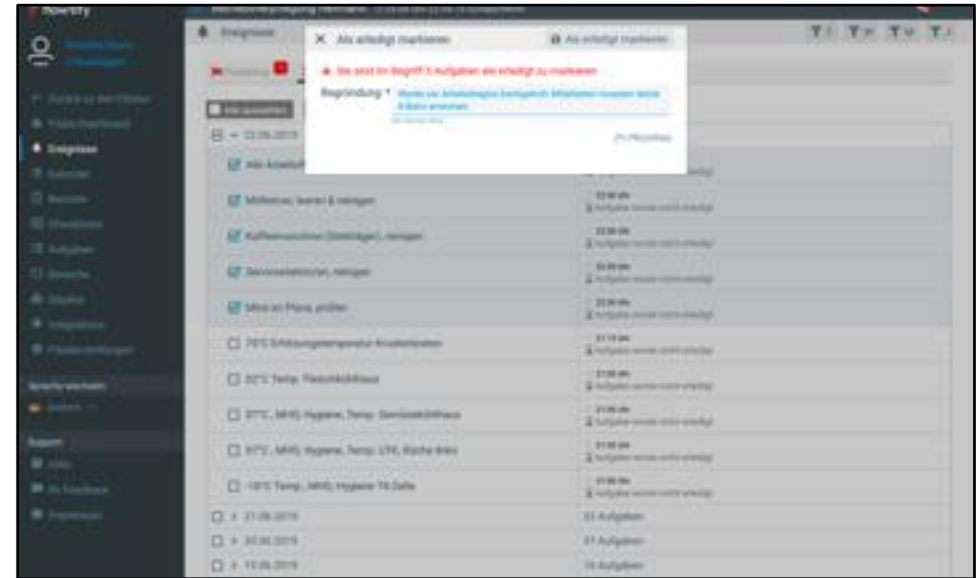


- On the **Issues** tile you can see the number of events you still have to process.
- Click on the tile to find all irregularities sorted in three categories:
 - **Problems**: Tasks reported within the app as "not done, with reason".
 - **Timed out**: Tasks that have not been processed within the time specified.
 - **Critical**: Tasks that were outside the expected target values, e.g. cooling temperatures.
- You can switch between the categories by clicking on the respective tab.
- There is also the **Comments** section where you can find comments from colleagues on tasks, if applicable.

Working with Issues, part 2

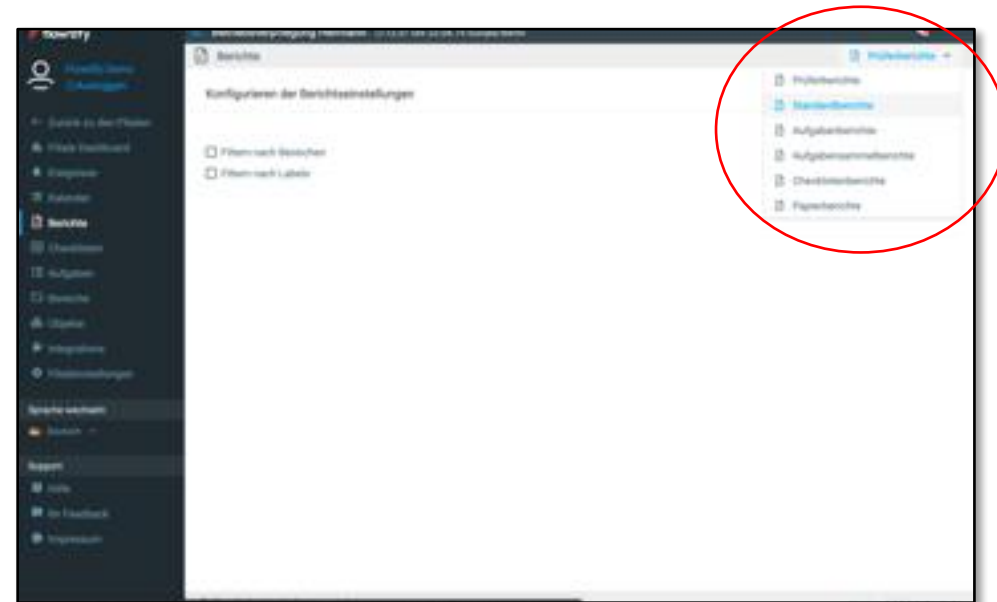
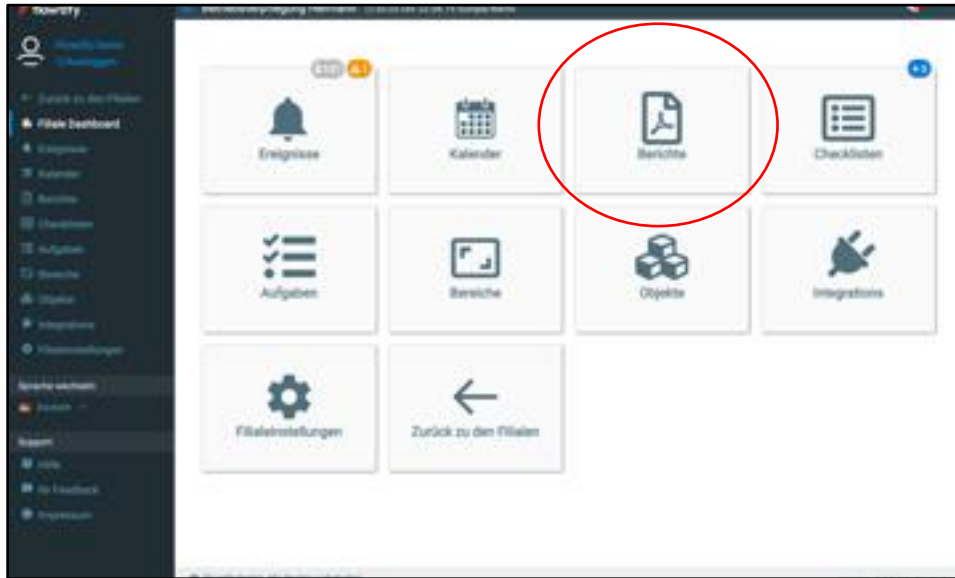


- By clicking on the ► symbol you can show/hide all issues of a specific date.
- To edit either one, several, or all issues, check the boxes in front of the task name
- You then have two options:
 - **Resolve Issues**
 - **Reopen**



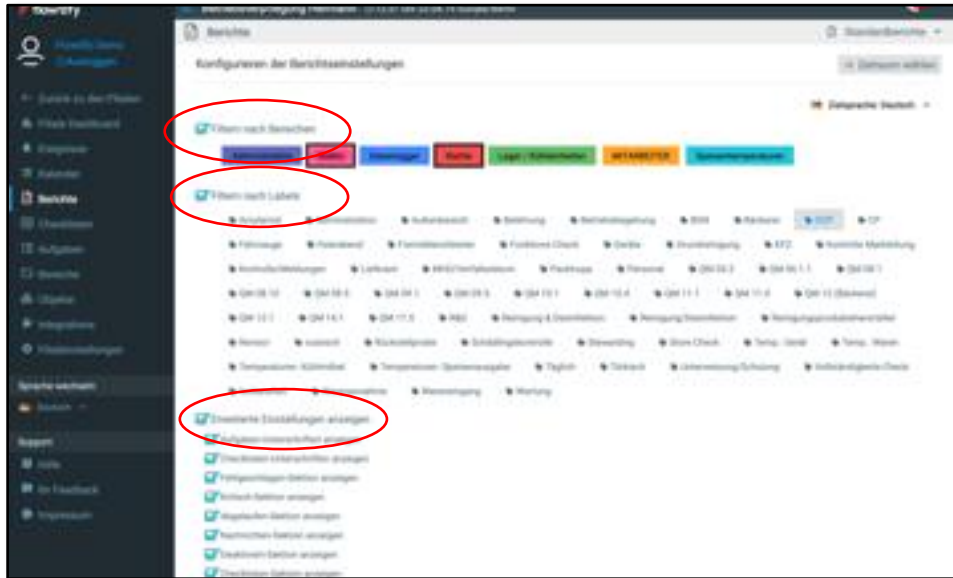
- If you select **Resolve Issues**, you will be prompted to enter a reason why the problem is now considered done for you. Example: "Was cleaned before starting work".
- **Reopen** means that the task(s) will be displayed again in the app for completion for a certain time window.
- Your given reasons will appear in reports with the respective tasks!

Working with Reports, part 1



- Go to **Reports** in your department.
- At the top right, you can choose from different report types:
 - **Assessment Report**: compact report in b/w without signatures, photos, etc.; report loads fast.
 - **Standard Report**: detailed report, perfectly suited for a single calendar day.
 - **Task-/Multi-Task Report**: suitable for one or more tasks over a longer period of time.
 - **Checklist Report**: ideal for displaying a single checklist over a long period of time.
 - **Paper Report**: intended for absolute emergencies; otherwise unsuitable for daily use.

Generating Reports, part 2



- Depending on the report type, it is possible to filter reports:
- **Filter by Area:** Limit the report to selected areas.
- **Filter by Labels:** Display only tasks with selected labels in the report.
- **Show advanced Settings:** Display only tasks with signatures, for example.
- You can use each filter individually or in combination. This allows you to keep reports focused and clear for all participants, even for many inspection points.

Example:

Generate a daily report only with tasks from the areas "Kitchen" and "Bistro" that have a CCP label.

Explanation of the Standard Report

- Name of the company and address of the department

- Listing of all deviations within the reporting period, filtered by type of issue.

- Current status of a task

- Legend of the icons used to display the status of tasks

Flowtify Demo GmbH
Betriebsverpflegung Hermann
Frankgasse 1
50676 Köln
Germany

24 Stunden-Bericht

Stand: 05.06.2019, 09:02 Uhr
Zeitraum: 05.06.2019, 00:00 Uhr-23:59 Uhr

Gefiltert nach Bereichen:
■ Küche ■ Bistro ■ Lager / Kühlleinheiten

⚠ Kritische Ergebnisse
 Super, alle Ergebnisse wurden ohne Abweichungen dokumentiert! 🍀

⌚ Zeit abgelaufen
 Klasse, alle Aufgaben wurden in der vorgegebenen Zeit erledigt! 🍀

— Deaktivierte Listen
 Toll, es wurden keine Checklisten deaktiviert! 🍀

✖ Fehlgeschlagene Aufgaben

Bezeichnung	Status	Ergebniswerte	Begründung	Unterschriften
Spülmaschine, reinigen	✖ Fehlgeschlagen		Geräte defekt	

(N) = Nachkontrolle (A) = Anweisung

Checklisten Gesamtübersicht

Bezeichnung	Status	Ergebniswerte	Begründung	Unterschriften
Wände/Pflaster, Grundreinigung	⊕ Ausstehend			
Kontrolllempfen/Heißluftdampfer, Grundreinigung	⊕ Ausstehend			
Backblech, Grundreinigung	⊕ Ausstehend			
Wasserbäder (Bian Marie), Grundreinigung	⊕ Ausstehend			
Abzugshauben & Rohre, Grundreinigung	⊕ Ausstehend			
Lüftungs-Ein- & Auslässe, Grundreinigung	⊕ Ausstehend			
Bodenmülleure, Grundreinigung	⊕ Ausstehend			
Dispenser, Grundreinigung	⊕ Ausstehend			
Regale, Grundreinigung	⊕ Ausstehend			
Schubladen, Grundreinigung	⊕ Ausstehend			
Kühlschubladen, Grundreinigung	⊕ Ausstehend			
Lampen, abstauben	⊕ Ausstehend			
Selbstwäscher, Grundreinigung	⊕ Ausstehend			

(N) = Nachkontrolle (A) = Anweisung

Speisetemperaturen, mittags

Bezeichnung	Status	Ergebniswerte	Begründung	Unterschriften
08°C Kalthaltemperaturkontrolle	⊕ Ausstehend	• Produktname: - • Gemessene Temperatur: -		
55°C Warmhaltemperaturkontrolle	⊕ Ausstehend	• Welches Produkt wurde gemessen?: - • Wie hoch ist die gemessene Temperatur?: -		
75°C Erhitzungstemperatur Klustertabletten	✔ Erfolgreich	• Wie hoch ist die gemessene Temperatur?: - 76,5 um 08:57 Uhr		

Speisenausgabe - Feierabend, täglich

Bezeichnung	Status	Ergebniswerte	Begründung	Unterschriften
Alle Arbeitstischen, reinigen	⊕ Ausstehend			
Mülleimer, leeren & reinigen	⊕ Ausstehend			
Kaffeemaschine (Siebträger), reinigen	⊕ Ausstehend	• Kaffeemühle gereinigt?: - • Kaffeemaschine energiefrei?: -		
Servicestationen, reinigen	⊕ Ausstehend			
Misc en Place, prüfen	⊕ Ausstehend			
Spülmaschine für Gläser, reinigen	⊕ Ausstehend			
Kasse, geldfächler, reinigen	⊕ Ausstehend			
Rauchschutzplan, überprüfen	⊕ Ausstehend			
Außentüren	⊕ Ausstehend			
Fenster & Türen, verschließen	⊕ Ausstehend	• Alle Fenster & Türen sind ordnungsgemäß verschlossen?: -		

Erfolgreich
 Problem gelöst
 Kritisch
 Fehlgeschlagen
 Zeit abgelaufen
 Wiedervorgelegt
 Ausstehend
 Deaktiviert

8.0.0-1 Gefriertruhe Seite 1 von 4

- Time of printing and timespan of the report

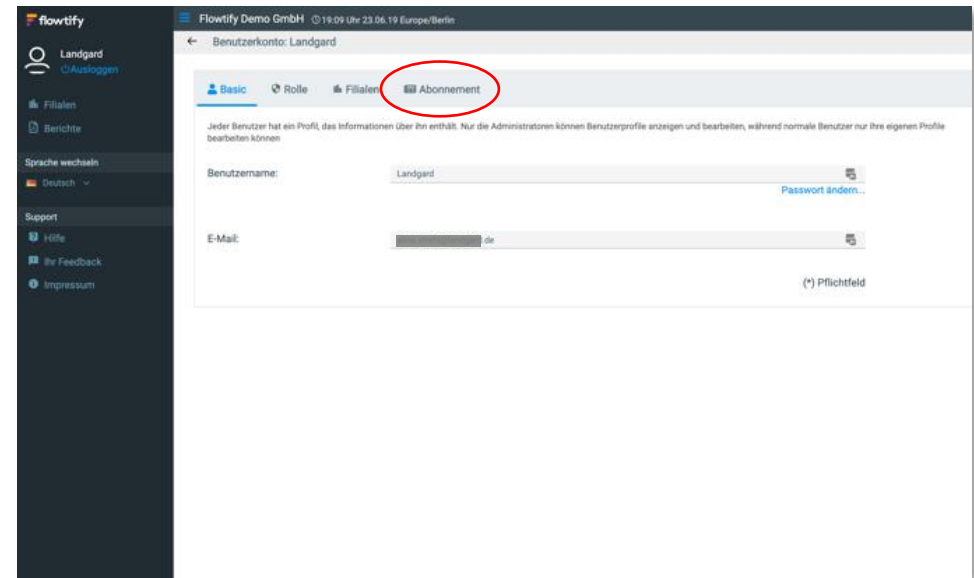
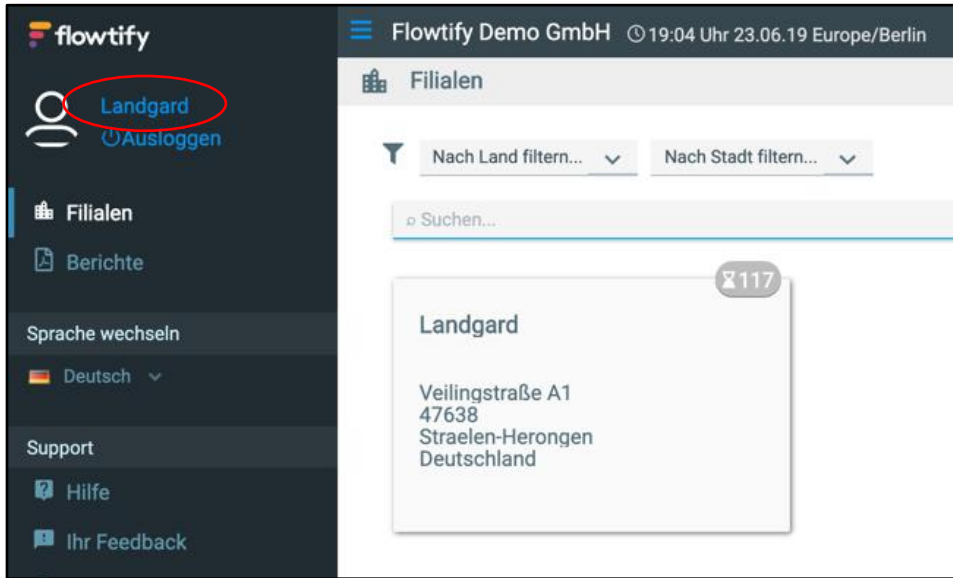
- Employee's message as to why the task has been problematic

- Signature of the employee who executed the task.

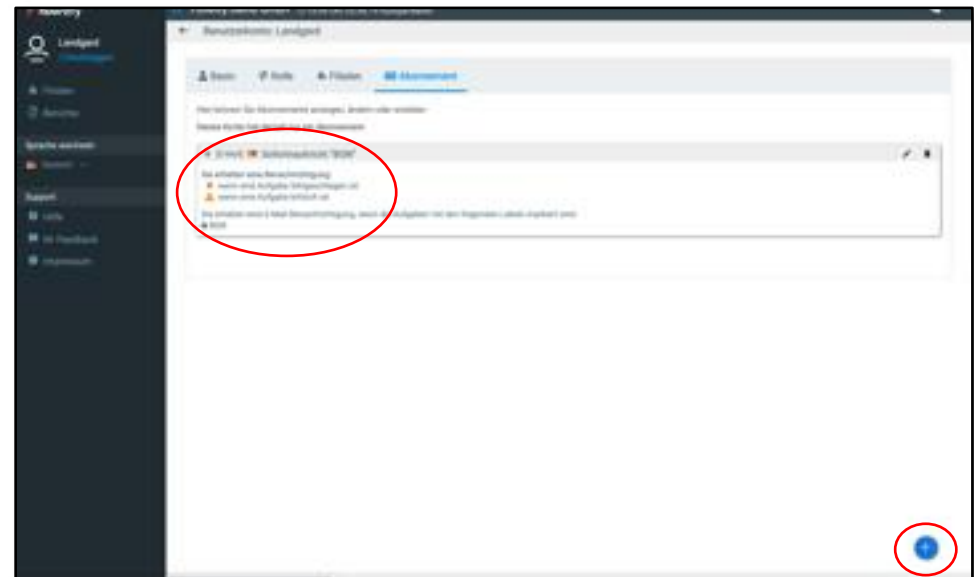
- Checklist with all tasks contained therein

Attention:
 The information in reports is LIVE data, based on the last synchronization of the system!

Setting up Subscriptions, Part 1



- Click on your **Username** in the company overview.
- In the new window, select **Subscriptions**.
- In the next window, click on the **+** in the bottom right corner to set up a new subscription.
- If you have already set up subscriptions, you can see them here
- You can set up as many subscriptions as you need for your purposes!



Setting up Subscriptions, part 2

- Select the **language** in which you want to receive the notification
- If you have a HotelKit account, you can be notified there instead of sending an **email**.
- Give the subscription a **name**.
- Here you can switch the subscription on and off if you do not want any temporary notifications.
- Drag the **Department** for which you want to receive the notification from left to right.

Tip:

Set up separate subscriptions for **email notifications** and **Reports!**

- Select the event(s) for which you want to be notified by email in this subscription. Notifications will be sent separately for each event after each synchronization.
- Filter subscriptions by labels
- Choose if you want to receive a daily/weekly report automatically

The screenshot displays the 'Abonnement' (Subscription) configuration page for a user account named 'Landgard'. The interface includes a sidebar with navigation tabs: 'Basic', 'Rolle', 'Filialen', and 'Abonnement'. The main content area is divided into several sections:

- Subscription Type:** 'Abonnementart' is set to 'EMAIL'.
- Name:** A text input field for naming the subscription.
- Status:** A toggle switch labeled 'Das Abonnement ist aktiv' (The subscription is active), which is currently turned on.
- Filialen (Departments):** A drag-and-drop interface showing 'Verfügbare Filiale (1)' (Available department) with 'Landgard' and 'Ausgewählte Filiale (0)' (Selected department).
- E-Mail Benachrichtigung (Email Notifications):** A list of events with checkboxes for selection:
 - Problem**
 - Abweichung von Sollwerten**
 - Abgelaufene Aufgaben**
 - Kommentare**
 - Checkliste Status Warnung**
 - Checkliste deaktiviert**
 - Wahrgrenze über- oder unterschritten**
 - Eingriffsgrenzen über- oder unterschritten**
 - Benachrichtigungsfilter**
- Berichte (Reports):** A section with checkboxes for report frequency:
 - Tagesberichte** (Daily reports)
 - Wochenberichte** (Weekly reports)
 - Filialeleistungsbereiche** (Department performance reports)