

Add area manager to the organization

Introduction

SmartKitchen service unifies the implementation of self-monitoring and food waste management in a large organization with many units / kitchens. If there are multiple persons with responsibilities in an organization, the organization main user assigns access rights to them.

This user will only see information concerning his / her area on the service.

Adding area managers to the organization

The area manager will first create his / her own SmartKitchen account (no license required). The account email address will be provided to the organization main user.

Defining user rights

The organization main user adds area manager to the organization:

- On the Settings tab, under Unit information → Unit members → Add a new member.

Then the organization main user defines the units belonging to the area manager:

- On the Settings tab, under Unit information → Unit members → Select the units for which the manager is responsible of.

Note! All units are selected by default for all members of the organization. The organization main user removes selections from the person's access rights for units for which he/she is not responsible.

If new units are added to the organization afterwards, they can be accessed by all members of the organization. The organization main user deselects the unit for those who do not need to have access. More than one area manager can have access right to one unit.

The area manager

The area manager has the same rights to his / her units as the organization main user for all units in the organization. He/she has the right to log in as an administrator to his / her units. The status of the area's self-monitoring is displayed on the front page of the service. He / she can monitor the amount and reports of food waste in her area and compare units with each other.

The area manager can also publish news with the same rights as the organization main user. If the news needs to be published only in his/her own area, these units will be selected as the news audience. The area manager will not be able to change the organization's common information.