

# ORGANIZATION AND UNIT

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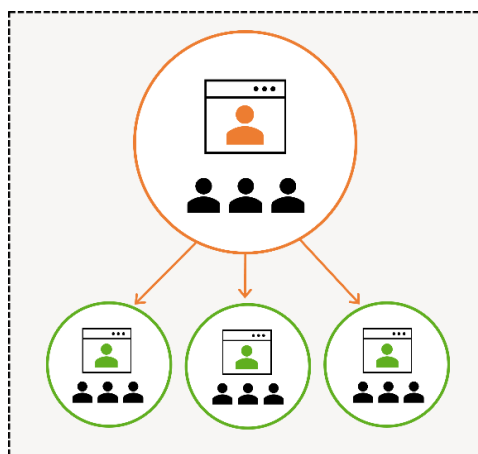
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## 1 INTRODUCTION

This guide explains how to use SmartKitchen solution in an organization with multiple locations. In the solution, **an organization** refers to an administrative entity that consists of separate **units**. The unit can be, for example, a kitchen, a school, different locations in a restaurant chain and buildings.

## 2 Using the SmartKitchen solution in an organization

The SmartKitchen service supports self-monitoring and food waste monitoring throughout the organization. The **organization has a main user** who harmonizes the use of the SmartKitchen service in the organization and can monitor the status of all units with his/her own username.



The organization consists of units, and it is managed by the organization main user.

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The **organization main user** maintains information about the entire organization on the service. The main user also monitors the status of the units' self-monitoring and analyzes the amount of food waste throughout the organization using the summary found on the first page of the online service. In addition, each unit has its own **unit main user** who is responsible for the proper use of the service in the unit.

## ORGANIZATION AND ORGANIZATION MAIN USER



The organization main user starts by creating a user account for the SmartKitchen service as normal. An organization-level license is then activated for the account. The license (a code) is a user right that activates certain functionality to the online service. This creates **the organization**, that is, the administrative unit, and the person who created the account becomes **the organization main user**.

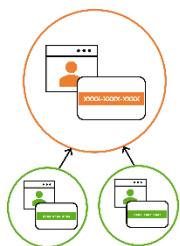
## Other users in the organization



The organization main user can also **add other user IDs** to the organization's administrative unit, which will have the same viewing and login rights. However, they do not have the right to change the information or account settings. The user of the administrative unit can be, for example, area manager who will have access limited to his / her own units.

**Note.** The people added will first open their own account for SmartKitchen service. No license is required for these accounts. The organization main user then grants them read access. Number of accounts in the SmartKitchen service is unlimited.

## Adding units to the organization



First, each unit/location opens its own user account and activates the unit license (this is explained below). The organization main user then adds these units to the organization.

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## Management of common information in the organization

The organization main user maintains information that is common to all units

- Maintenance of common documents of the organization, for example self-monitoring instructions
- Common tasks, such as tasks in accordance with the organization's self-monitoring plan
- Targets for surface hygiene samples
- Items for temperature samples
- Food waste items

The organization main user controls the activities of the organization

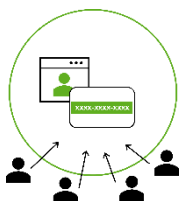
- Educate, guide and support unit main users to take advantage of the SmartKitchen service.
- Use the status summary on the front page of the service to monitor and verify that the units' self-monitoring is working as agreed.
- Points out any anomalies and negligence detected in the unit.
- Monitor the implementation of corrective actions.
- Aims to harmonize self-monitoring in all units.
- Analyze the amount of food waste.
- Leads measures to reduce food waste.
- Organization main user ID has access to the data of all units.

## 3 Using the SmartKitchen solution in a unit

### UNIT AND UNIT MAIN USER



The unit main user starts by creating a user account for the SmartKitchen service as normal. A unit-level license is then activated for the account and the location is given a name. This creates a **unit and a unit main user**.



The unit main user adds **other users** to his/her own unit. The people added will first open their own account for SmartKitchen service. No license is required for these accounts. The unit main user then adds these accounts to the unit.

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## Unit data management

The unit main user maintains information that is common to his/her unit

- Maintenance of unit-specific documents, for example self-monitoring instructions
- Unit-specific tasks, such as tasks in accordance with the organization's self-monitoring plan
- Unit-specific surface hygiene sample targets
- Unit-specific temperature sample targets
- Unit-specific food waste items

The unit main user controls the activities of his/her unit:

- Educate, guide and support unit users to take advantage of the SmartKitchen service.
- Points out any anomalies and negligence detected in the unit.
- Monitor the implementation of corrective actions.
- Analyze the amount of food waste.
- Leads measures to reduce food waste.
- Checks the following items once a week using the status summary on the front page of the service:
  - Measurement data is received from all measurement devices.
  - The received alarms are acknowledged.
  - The number of temperature samples is in accordance with the self-monitoring plan.
  - The number of tasks / inspections is in accordance with the self-monitoring plan.
  - Food waste entries are made as agreed.