

TASKS

SmartKitchen service

TASK MANAGEMENT

SmartKitchen's Tasks function is used to define tasks and record and track their completion. It ensures quality and makes sure that tasks are completed as agreed.

The main users create the tasks and the instructions needed to complete them ready for the service. The main user of the organization defines and maintains the common tasks of all kitchens, and the main user of the unit defines and maintains the tasks of his/hers own kitchen.

Introduction

A task is any work performance that must be performed periodically or on a one-time basis. The Tasks function consists of Task groups, the Tasks that belong to them and Actions related to the execution of the task.

Task group: With the help of grouping, staff can directly find the tasks in their area of responsibility. Examples of task groups: "Cleaning", "Storage", "Equipment maintenance", "Dishwashing", etc.

Task: Work performance related to the task group. For example: "Cleaning of customer premises", "Stock inventory", "Refrigerating equipment check", etc.

Actions: Actions necessary to complete the task. For example, the tasks "Cleaning customer premises" include: "Wash the restaurant tables", "Wash the cafeteria tables", "Wash the kitchen tables", "Arrange the chairs", "Empty the trash cans", "Vacuum the floors", etc.

Creating and editing tasks

Log in to the service with the credentials of the main user. Select the "Tasks" tab and Manage Tasks.

Add a new group

Give the group a name, choose a color and an icon. Save.

Create a task for the group

Select "Add a new task".

Give the task a name and write general instructions. Define a deadline for the task. For regularly recurring tasks (performed every day or every week, etc.), you can choose not only the time, but also if the task is only performed on weekdays. Target dates can also be set for the task.

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The organization main user distributes the tasks by choosing “Distribute the task to all units”. The task group and shared task will appear in all units.

Create actions related to the task

Create the actions related to the task and, if necessary, write more detailed instructions for performing each action.

Select whether the completion of the action is mandatory for the entire task to be considered successful.

Actions such as hygiene measurements may require the recording of numerical measurement data. Then select the item “Save measurement results”. This creates a free number field for recording. If you choose numerical filling, repetitive tasks can also be viewed in a diagram that visualizes deviations in measurements.

Finally, select save.

Editing tasks

Tasks and groups are edited by selecting “Task management” and “Edit groups and tasks”. The order and group of tasks can be modified by selecting “Change order”. Use the arrow to move the task to the place you want.

Calendar view

Tasks can also be viewed directly via the calendar. The calendar view shows the number of tasks for each day and already completed tasks. By selecting a day from the calendar, you can see a list of tasks. Select the task you want to view. You can see all previous entries related to the task when you select “Previous task entries”.