

Recording a task

The SmartKitchen Tasks feature is used to record and monitor task completion. Tasks are either recurring (for example, daily or weekly) or scheduled for a specific time. Tasks are recorded in the service when they are completed.

The Main user provides instructions on how to record tasks and explains the applicable criteria.

Recording a task immediately after completion

- Step 1.** Tasks can be recorded in the SmartKitchen service, the KitchenHelper app or SmartKitchen Console by selecting “Tasks”.
- Step 2.** View today’s tasks:
- “Today” shows tasks due within the next 24 hours.
 - “Upcoming” shows tasks due within the next 7 days.
 - “All” shows all tasks.
- Step 3.** Click the group icons to control their visibility. Leave active only the groups whose tasks you perform.
- Step 4.** Select the task you are going to perform from the list.
- A task includes one or more actions.
 - Record completion according to the instructions and fill in the requested fields.
- Step 5.** Save.
- If some actions will be completed later, select “Save as unfinished”. Continue the task by selecting it again from the list.
 - To save the task as completed, select one of the three options: thumbs up (accepted), deviation corrected, or deviation. If the task includes mandatory actions, it cannot be saved until the required entries have been made.

Recording a task later

- Step 1.** A task can be recorded later in the SmartKitchen service and the KitchenHelper app. Retrospective entries cannot be made in SmartKitchen Console.
- Step 2.** Select the date the task was completed from the calendar view.
- Step 3.** The tasks scheduled for that day are shown. Select the relevant task.
- Step 4.** Make the entry.

Additional instructions

If additional instructions are available for a task, open them using the arrow on the left side of the action.

Some tasks also require numeric values.

Use the speech bubble to add a comment when needed. For example, if a cleaning task could not be completed because the cleaning agent had run out, note this in the comment field. When recording a task in the KitchenHelper app, you can attach a photo taken with your phone to the task entry.

Editing or deleting entries

Open the task you want to edit. At the bottom, select “Previous task entries”, then select the entry you want to manage from the list. Select Edit or Delete.

Calendar view

Tasks can also be viewed directly in the calendar. For each day, the calendar view shows the number of tasks scheduled for that day and the tasks already completed. Select a date to see the task list. Select the task you want to view or complete.