Comark Kitchen Checks

HACCP Management App

Operating Instructions

Contents

Please read this guide before completing the Online Configurator for Comark Kitchen Checks to make your on-boarding experience smoother and easier.

Click on this link to get started https://configurator.comarkinstruments.net/

Notes:

- At any time and on any page during this process, click on the Tutorial Buttons for context help
- It is recommended that the Online Configurator be accessed via a PC or Laptop and not the Device you intend to use the system with

Instructions

Register as a User

The first user entered is the Admin User for the Account, or Account Holder. The email and password entered now will be used to log into this configurator and the dashboard to review your results.

Enter/Confirm your Basic Information

Notes:
- If you already have Bluetooth Pocketherm probe you must select the correct scale, for example BT250KC is °F and BT125KC is °C. Selecting the Correct Scale is very important.
- Scale will also auto-select depending on Geo location, so USA/North America is set Fahrenheit and UK/EU will default to Celsius.
- It is not possible to mix and match BT125KC and BT250KC on one account.
- If you have two or more Bluetooth Pocketherms to setup, please refer to Appendix 1, (click here). Use the 'Click Here' link to request that your account be upgraded and that you agree to the additional costs. Then continue with the setup process. You can return later to add the additional Tablets to the Account when you receive your upgrade notification.
- You may add up to 5 Subsites for the Professional Account. If you wish to add more then please refer to Appendix 1, click here for details on the upgrade options.

Adding Cleaning Checks

Notes:

- There are no limits to the number of Cleaning or Sanitation checks that can be added to the App.

IMPORTANT – **Do not CLICK NEXT after completing your Cleaning checks.**

Adding Food Checks

Use the drop down at the top left of the screen to select 'Food Checks'. This will take you to the 'Food Checks' page.

Adding a Single Food Check

1. Select Food Checks to show options for setting up required checks. Start by adding Products and Suppliers by selecting from the left-hand Categories column.

2. Enter Information. Select the type of check from the side menu – cooking, reheat check, etc and enter required details. Products and suppliers must be set up before a food check can be entered. See below for adding an exception.

3. Click save each time.

Adding Multiple Food Checks

1. Food Checks. Entering multiple food checks is easier using a CSV file. A template can be downloaded (Download Sample Button). You can use this to create your own file to upload (Upload CSV Button).

The CSV file for uploading multiple items can also be found in Appendix 2 at the end of this document (Click here).
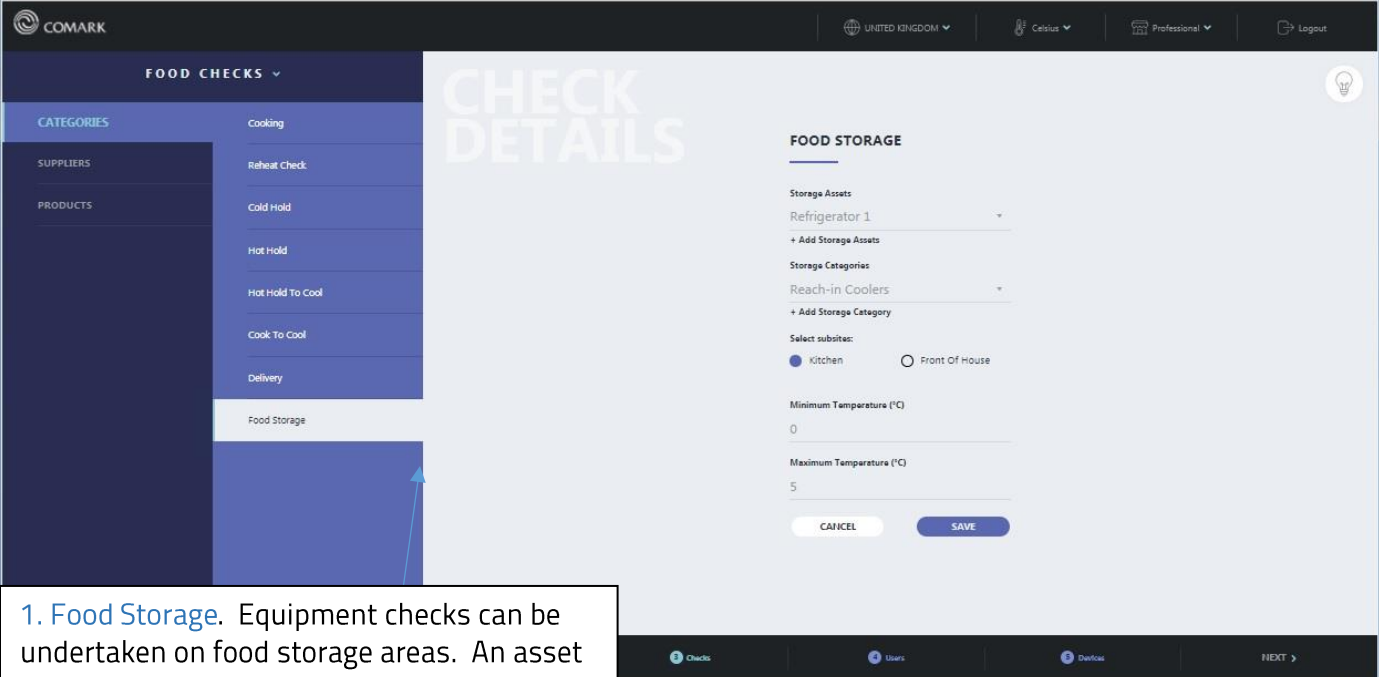
Click next to proceed.

Notes:

- Re-visit food checks as necessary to add more products and suppliers or edit/delete. You can also add another list by with a new CSV upload.
- Don't add the same products more than once as you will end up with duplicates in the list and on the App.
- There are no limits to the number of food items that can be added.

Add Exception Temperatures (Optional)

If you click 'Categories' menu item you will be presented with a list of Food Categories

The list of Food Categories has temperatures associated with them that are pre-programmed to match the local requirements in your Country/Region. However, they can all be edited if your own rules over-ride these.

You can also add exception temperatures for individual products or suppliers for Cooking and Reheating Temperatures.

Food Storage Checks within Food Checks Section

1. Food Storage. Equipment checks can be undertaken on food storage areas. An asset is defined as an area within a storage category. E.g. Refrigerator 1, Refrigerator 2 etc would be listed as an asset in the reach-in chiller category. Complete the maximum and minimum storage temperatures and save.

Adding Users
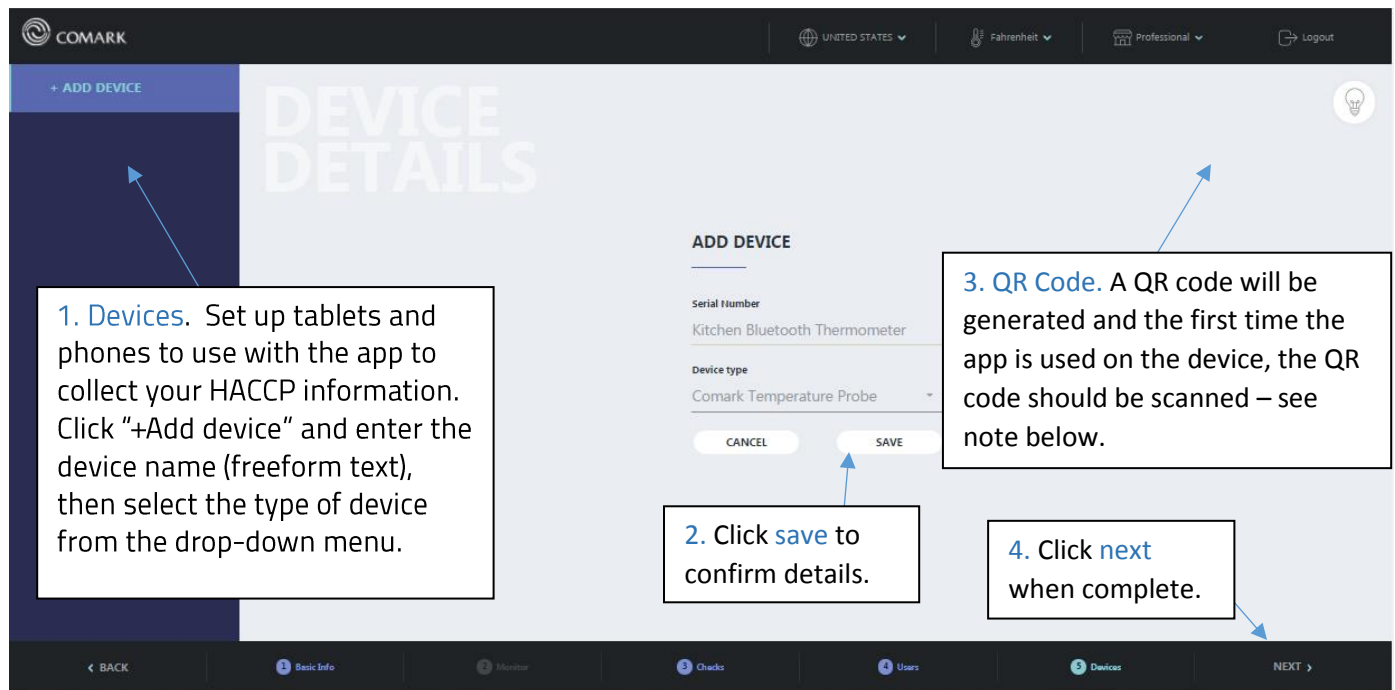
Now you can add the other users to your Account.

Users fall into two types

1. App Users – They can only use the App
2. Administrators – They can use the App, this configurator and the Dashboard

Add any new users as you require up to the limit for the selected Account. Details of the Account limits can be found by clicking here.

Adding Devices

1. Devices. Set up tablets and phones to use with the app to collect your HACCP information. Click "+Add device" and enter the device name (freeform text), then select the type of device from the drop-down menu.

2. Click save to confirm details.

3. QR Code. A QR code will be generated and the first time the app is used on the device, the QR code should be scanned – see note below.

4. Click next when complete.

Note: On the first release, the Comark Kitchen Checks App is only available for Android. (The iOS version of the App is coming soon).

Click here to visit the Google Play Store

Notes:

- To add more than one Device to your Account requires that you upgrade from Professional to Business Level. Please click here to review the Business Level Account.
- You can print this page for easier scanning of the QR code. Each Tablet or Device will require its own unique QR code in order to function correctly.
- To edit or add devices, you can login in and return to this section at any time.

Finish Setup

Now Click on '**FINISH**' to confirm that you have completed the process and ensure that the welcome e-mail is sent out to you and your colleagues.

Notes:

- You can re-visit the configurator at any time in the future to add new users or add or amend your HACCP details.
- When adding new users afterwards, always click through and click '**FINISH**' to ensure that welcome e-mails are sent.
- When you make changes via the online configurator don't forget to ask users to log out of the App on their device and select 'Refresh' in order to download the changes.

Setup is now complete

You may now start to use your Comark Kitchen Checks App and Bluetooth Pocketherm.

If you have any further questions, please refer to the Comark website by clicking here

Don't forget that you can see all of your uploaded data on your own personal Dashboard, please click here to login.

Appendix 1 – Comark Kitchen Checks Subscription Charges

Comark Kitchen Checks comes with a subscription based model for installations of more than one App, please see table below for more details:

	Professional **FREE** per month/app	Business **$5** per month/app	Enterprise **PoA** per month/app
Comark Kitchen Checks	(Limits)	(Limits)	(Limits)
Dashboard	1	1	1
Kitchen Checks App	1	125	Unlimited
▶ Cooking Temperatures	✔	✔	✔
▶ Reheating Temperatures	✔	✔	✔
▶ Cold Holding Temperatures	✔	✔	✔
▶ Hot Holding Temperatures	✔	✔	✔
▶ Hot Holding to Cooling	✔	✔	✔
▶ Cook to Cooling	✔	✔	✔
▶ Receiving	✔	✔	✔
▶ Sanitation Checks	✔	✔	✔
▶ Equipment Temperature Checks	✔	✔	✔
▶ Device Calibration	✔	✔	✔
Sites (i.e. Kitchen)	1	25	Unlimited
Sub-Sites (Cooking Areas)	5	125	Unlimited
Data Retention	6 Months	12 Months	Unlimited
Active Admin Users	5	25	Unlimited
Active Site App Users	20	500	Unlimited
Corrective Actions	Default	Default / 3 Custom	Fully Customisable
Reports	✔	✔	✔

Upgrade form currently unavailable. Please contact Comark if you wish to upgrade your Account.

Appendix 2 – CSV file for Uploading Products to the Configurator

The CSV is the easy way to add products to the system.

Download the CSV file from the Food Checks page or click on the paperclip below to open. Fill out the file with all the products you will receive using the App.

You can also add your in-house cooked foods by adding these to the list. There is no need to fill out the Chilled/Frozen or Ambient columns for cooked product.

Cooked product suppliers can also be added, e.g. Main Kitchen or Function Room Kitchen if that helps you, else leave that column Blank.

Save the file locally on your PC and upload it back to the Configurator

Click here to return to the instructions.

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