

Kitchen manager tablet handout



Before you start

- charge your tablet
- prepare your login and password

Scan the QR code or click it on the screen to open



As you watch the videos, why not read the extra information and complete the recommended tasks below?

Getting to know your tablet

Decide where the tablet will be stored in your kitchen and who will charge it in the end of the day. Think of any extra arrangements required.



1. Getting started with Kitchen Manager

If you experience any problems when you login and your password, make sure you use capital letters as required.

Sometimes synchronising can take a long time due to the Internet connection.

2. Overview of the Activity app

Open the activity app. Are there any tasks on your do-today list? Practice opening tasks and getting back to the home screen with the 'back' button.

3. How to complete and sign off forms

The forms in the video are for illustrative purposes. You might find your forms look different as well as the signature page.

Start completing the form from the do-today list, and return to the home menu. Open the Activity app and check if the form you started is available in the 'In progress' section.

Open the Forms app and explore which ad hoc forms are available there

Make sure to sign off the forms once you completed them. Once you have signed off the forms, you won't be able to edit them.



4. How to perform a stocktake

The process of performing a stocktake may differ in different kitchens. Please follow your standard stocktake process and use the tablet for record purposes.

Using the 'Copy old to new function' is not recommended as it may result in a lack of accurate information about stock and result in wrong orders and misleading information in reports.

If you need to perform the stocktake only for 'food' in comparison to 'non-food' items. Go to the Stocktake app. Press three dots, select 'By supplier' and in a new window on top, you can choose between 'food' and 'non-food' categories.

Make sure to tap 'complete stocktake' only once you've completed all information as you can not make any changes later.

5. How to place an order with your supplier

The list of suppliers in the video is for illustrative purposes. You might find that your list looks different.

Open the Order activity and create a new order. Try setting up the delivery date and choosing stock items. Please don't submit the order until required as it will be placed with the supplier after that.



6. How to sign off a delivery

Please contact your manager if you are trying to add a new item during the delivery and can't see it on the list.

7. How to log your working hours

Remember to check-in first thing in the morning and check out at the end of the day.

8. How to log actual hours vs contracted hours

Make sure to keep an accurate record of all the worked staff hours for payment and reporting purposes.

9. How to use the Data collection app

Questions and categories in the video are for illustrative purposes. Your list of questions might look different.

In the same way as you add a note for a non-trading day, You can add a note for trading days if required.

10. Overview of other Kitchen Manager tablet apps

After watching the video, check which apps are available once you tap the 'Apps' icon. Tap them one by one and think whether you can use them in your everyday work.



Complete the form to ask questions



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