Alcomo HACCP App
Guide - Getting Started

HACCP - FAST, EASY, PAPERLESS

Alcomo

STEP 01
Install app & create login

- Installing the app on Android or Apple devices
- Creating the admin login
- Try for 14 days and/or buy a subscription

STEP 02
Configure app

- Either configure the app
  - via the Alcomo Cockpit - Online Dashboard
  - or directly in the app

STEP 03
Use app

- **Checklists** to document the checks of your hygiene processes according to HACCP and good hygiene practice.
- **Documents** as proof of the checks carried out
- **Tasks** (optional) to remind you of the checks

STEP 04
Optimize app & HACCP concept

- Use the app
  - to optimize your processes
  - and to adapt your HACCP concept
- Create additional logins for your employees
  - Assign checklists to employees
  - manage employee permissions

Alcomo HACCP App
Installation & Login

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INSTALLATION
Android or Apple device

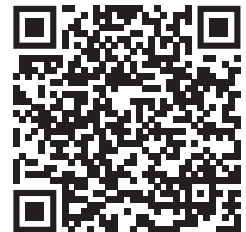You can **download** the Alcomo HACCP app **for free** from the Apple App Store and Android Play Store.

Apple App Store
https://apps.apple.com/ch/app/
alcomo/id1428695646

CREATE ALCOMO ACCOUNT
Login for the app

Create a **free** Alcomo **account** on our website:
www.alcomo.com/en/my-account/

LOG IN
Log in to the app & Alcomo Cockpit

With the login data of the Alcomo account you can log in to both the **Alcomo HACCP app** and the **Alcomo Cockpit**.

Android Play Store
https://play.google.com/store/apps
/ details?id=com.alcomo.com

TEST & USE
Test free of charge

You can test the app **for free**:
- **Demo mode**: You do not need a login for the demo mode, and can test the app with demo data. (unlimited in time)
- **14-day test phase**: You can test the Alcomo HACCP app and the Alcomo Cockpit for 14 days with your login. If you decide to use our app and purchase a subscription, you can continue to use the configuration you have created and the recorded checks subsequently.

Alcomo HACCP App
Configuration

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CONFIGURATION
App or Alcomo Cockpit

- Configure the app
    - via Alcomo Cockpit - the online dashboard
    - or in the app

Configuration via Alcomo Cockpit is the quickest way, as it is usually faster on the computer with the normal keyboard. Data recorded in the Alcomo Cockpit only appears in the app after synchronization. (Click on the synchronization symbol at the top right of the app)

CHECKLISTS
Minimal configuration

Configure the app **depending on the checklists you want to use**. You can, but don't have to, configure everything right away:

- **Employees** (people who carry out the checks)
- **Equipment** (chillers and freezers, deep fryers)
- **Dishes** (dishes that you serve to customers and that is regularly checked as part of the HACCP concept)
- **Suppliers** (Important: first add suppliers and then their products)
- **Products** (raw products or foodstuffs delivered by suppliers)
- **Rooms** (required for the cleaning plan and cleaning checklist)
- **Cleaning**
- **Shift times** (in configuration - general) if cleaning is to be carried out per shift
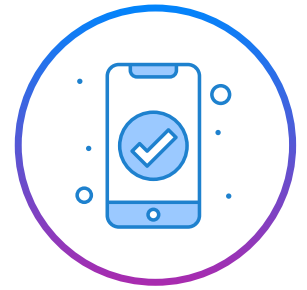
TASKS
Reminder for the checks

Record **daily, weekly, monthly or annual tasks** so that you are reminded, for example, to carry out the checks. The configuration wizard can help you with the interval.

Alcomo HACCP App
Usage

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DAILY WORK
Carry out checks

- **Document** the daily checks with the checklists.
- Process **task list** (if configured): The task list helps you as a reminder of the checks to be carried out

INTERNAL DOCUMENTATION
Search & sort checks

- You can search and sort the **documents** to get an overview of the processes
- You can use "Documents" (list of checks) in the **app** or the **Alcomo Cockpit** (online dashboard)
- PDF, XSLX or CSV documents can be created

INSPECTION BY THE AUTHORITIES
Prove documentation

- With the **documents**, you can present the checks carried out at any time during an official, internal or customer inspection
- You can use "Documents" (list of checks) in the **app** or the **Alcomo Cockpit** (online dashboard)

Alcomo HACCP App
Optimize

MANAGE EMPLOYEES
Own logins & checklist assignment

Employee logins: Employees can be given their own login to complete only the checklists that are relevant.

Checklist assignments: Checklists can be assigned to specific employees, for example the 'Cleaning' checklist can be assigned to cleaning staff.

Manager authorization: Even more security in that only employees with manager authorization can manage configurations, personnel data and the Alcomo Cockpit.

CHECKLISTS & TASKS
Optimize processes

- Use **additional checklists** to cover all hygiene processes.
- **Optimize** the **checklist intervals** according to the findings of past checks.
- Use **additional logins and devices** to make it easier for employees to maintain documentation.

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Appendix

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LOGINS & PERMISSIONS
Admin, Manager & Employee

Admin
- All permissions
  - Alcomo account: subscription & invoices (www.alcomo.com)
  - Alcomo Cockpit: HACCP & Hygiene Dashboard
  - Alcomo HACCP App: Admin rights
- Created when registering/purchasing the subscription on alcomo.com

Manager
- Configuration permissions (Restaurant Manager)
  - Alcomo Cockpit: HACCP & Hygiene Dashboard
  - Alcomo HACCP App: Admin rights
- Created via Alcomo Cockpit » Configuration » Employees
  - Select the "Manager" checkbox
  - Create own login (own email address & password)

Employees
- Restricted permissions
  - Alcomo HACCP App
    - only authorized checklists
    - no configuration possible
- Created via Alcomo Cockpit » Configuration » Employees
  - Create own login (own email address & password)
  - Select checklists

SUPPORT
Help, tips and assistance

Do you have any questions?

Our support team will be happy to help you.

support@alcomo.com or via contact form (app/website)

Your Alcomo team