



DAILY STAFF CHECKLIST TUTORIAL

SMARTPROBE Daily Staff Checklist Tutorial

IMPORTANT NOTE

We can provide a full service set up for all your HACCP or Food Safety Procedures. The Daily Staff Checklist is fully automated , providing clear transparency for all business logs/reports and is audit compliant.

- Log into **smartprobe.com.au**

- Click on **“Daily Checklist”** to start creating your customizable Daily Staff Checklist



The banner features the SMART PROBE logo on the left, contact information (Riverstone NSW 2765 Australia, enquiries@smartprobe.com.au, 02 86052942) on the right, and a navigation menu (HOME, GALLERY, OUR COMPANY, SPECIFICATIONS, OPERATION MANUAL, FOOD SAFETY, MEDICAL, CONTACT) below. The main image shows a woman and two children in a kitchen setting. A 'Member Login' form is overlaid on the right side of the banner.

Member Login

Username

Password

[Forgot password?](#)

Medical and Food Safety Monitor
SMART PROBE Safeguard your Vaccines and Food Products
Committed to product safety.



Easy to use

Our Smart Probe Data Loggers are so simple to use. Just plug it in, turn it on, set your temperature parameters and you are ready to go. It's that simple!



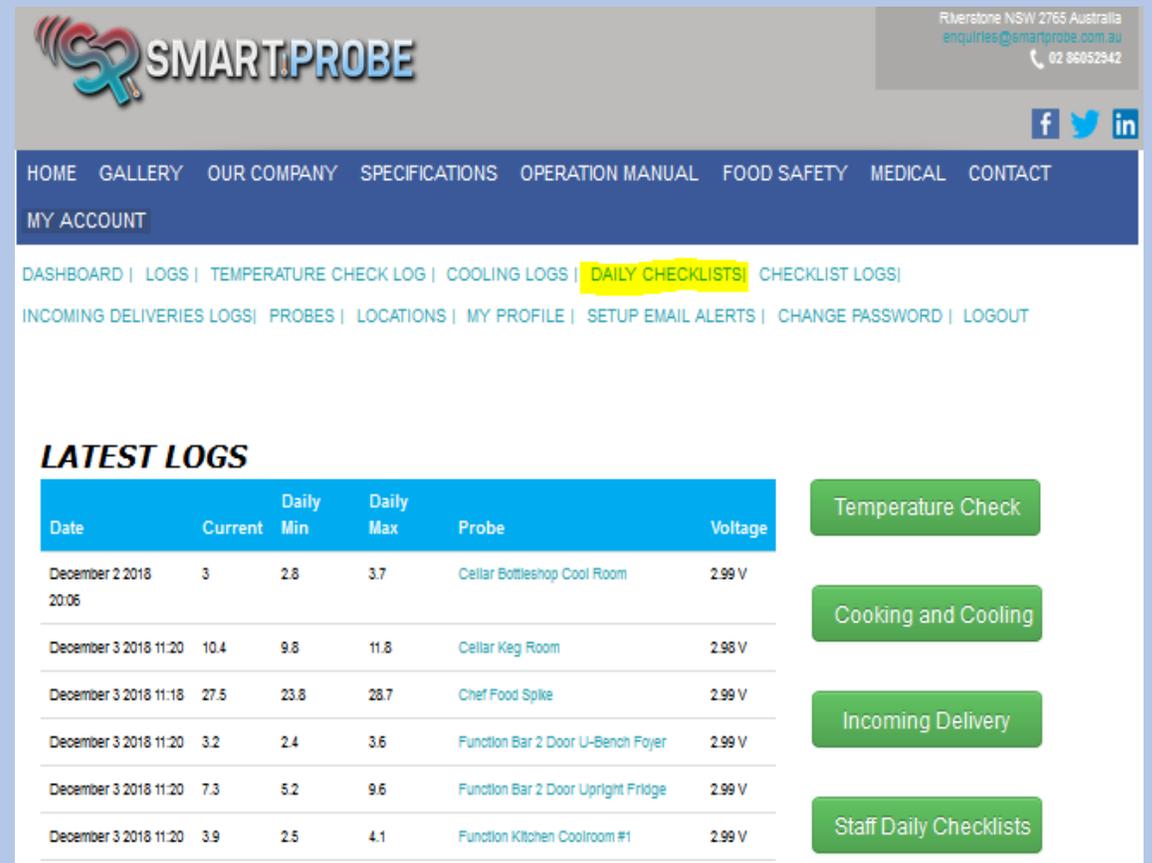
Easy Analysis

Automatically generates PDF format reports, graphs & log charts at the touch of a button no software required Formats: PDF, JPEG, PNG, SVG

"The Smartprobe gives me peace of mind. I have 10s of thousands of dollars of immunizations in our practice and it is great to know that I can be confident they are safe. This enhances patient safety and financial security of our investment."
[Read More.](#)

Brunker - Adamstown

Testimonials



The dashboard features the SMART PROBE logo and contact information at the top. A navigation menu includes HOME, GALLERY, OUR COMPANY, SPECIFICATIONS, OPERATION MANUAL, FOOD SAFETY, MEDICAL, CONTACT, and MY ACCOUNT. The main navigation area includes DASHBOARD, LOGS, TEMPERATURE CHECK LOG, COOLING LOGS, DAILY CHECKLISTS (highlighted), CHECKLIST LOGS, INCOMING DELIVERIES LOGS, PROBES, LOCATIONS, MY PROFILE, SETUP EMAIL ALERTS, CHANGE PASSWORD, and LOGOUT.

LATEST LOGS

Date	Current	Daily Min	Daily Max	Probe	Voltage
December 2 2018 20:06	3	2.8	3.7	Cellar Bottleshop Cool Room	2.99 V
December 3 2018 11:20	10.4	9.8	11.8	Cellar Keg Room	2.98 V
December 3 2018 11:18	27.5	23.8	28.7	Chef Food Spike	2.99 V
December 3 2018 11:20	3.2	2.4	3.6	Function Bar 2 Door U-Bench Foyer	2.99 V
December 3 2018 11:20	7.3	5.2	9.6	Function Bar 2 Door Upright Fridge	2.99 V
December 3 2018 11:20	3.9	2.5	4.1	Function Kitchen Coolroom #1	2.99 V

Temperature Check

Cooking and Cooling

Incoming Delivery

Staff Daily Checklists

SMARTPROBE Daily Staff Checklist Tutorial

- Select your option from the “**Tab Name**” drop down box

Eg: Staff Daily Checklist | Cleaning – Hygiene | Staff Manual Procedures

- Select your “**Organization**” name

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS | LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Daily Checklist

Tab Name (dropdown menu): Staff Daily Checklists, Staff Daily Checklists, Cleaning - Hygiene, Pest Control- Daily - Quarterly, Equipment, Misc Procedures, Staff Manuals & Procedures

Organization (dropdown menu): [Redacted] Club Kitchens Lidcon

Time (dropdown menu): select time

Submit

- Select your options from the “**Time**” drop down box

Eg: Preopen | Open | Midafternoon | Preclose | Close

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS | LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Daily Checklist

Tab Name (dropdown menu): Staff Daily Checklists

Organization (dropdown menu): [Redacted] Club Kitchens Lidcon

Time (dropdown menu): select time, select time, PREOPEN, OPEN, MIDAFTERNOON, PRECLOSE, CLOSE

Submit

SMARTPROBE Daily Staff Checklist Tutorial

- Select your option from the “Area” dropdown box

Eg: Bar 2 | Main Bar | Three Lantern Bar | John Street Cafe | Main Kitchen

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS | LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Daily Checklist

Tab Name: Staff Daily Checklists

Organization: Club Kitchens Lidcon

Time: OPEN

Area: select Area

- select Area
- Bar 2
- Main Bar**
- Three Lanterns Bar
- John Street Cafe
- Main Kitchen
- Add New Area

- Select your option from the “Category Name” dropdown box

Eg: Main Bar or “Add New Category” for another specific area/section within your business

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS | LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Daily Checklist

Tab Name: Staff Daily Checklists

Organization: Club Kitchens Lidcon

Time: OPEN

Area: Main Bar [Delete](#)

category Name: select Category

- select Category
- Main Bar**
- Add New Category

[Submit](#)

SMARTPROBE Daily Staff Checklist Tutorial

- Under the “Item” section, click the “Add More Items” to create your customizable tasks for your business. You can add as many tasks as you require. Once you have created your “Daily Staff Checklist” for the Eg: Main Bar, click the “Submit” button

Daily Checklist

Tab Name: Staff Daily Checklists

Organization: Club Kitchens Lidcon

Time: OPEN

Area: Main Bar [Delete](#)

category Name: Main Bar [Delete](#)

Item: select Item [Add More Items](#) [Delete](#)

Turn on glass chillers

Cut Fruit for Bar 1 and Bar 2

Set up Bollards in front of main I

[Submit](#)

- Under the “Item” section if you need to DELETE a task you have created, Tick the box above the task that is no longer required, then click the “Delete” button and this will remove that specific task from that particular “Daily Staff Checklist”

Daily Checklist

Tab Name: Staff Daily Checklists

Organization: Club Kitchens Lidcon

Time: OPEN

Area: Main Bar [Delete](#)

category Name: Main Bar [Delete](#)

Item: select Item [Add More Items](#) [Delete](#)

Turn on glass chillers

Cut fruit for Bar 1 and Bar 2

Set up Bollards in front of Main I

[Submit](#)

SMARTPROBE Daily Staff Checklist Tutorial

- Below is an example of how your **“Add More Items”** would appear in your items drop box for additional selection

Daily Checklist

Tab Name: Staff Daily Checklists

Organization: Club Kitchens Lidcor

Time: OPEN

Area: Main Bar [Delete](#)

category Name: Main Bar [Delete](#)

Item: select Item [Add More Items](#)

- select Item
- Get a bar & keno till
- Set up GD room e.g dishwasher on, grates & glass rack set up
- Retrieve anti fatigue mats and place on floor
- Fill up ice well
- Cut lemon & limes (Lemon sliced & lime wedges)
- Turn on glass chillers
- Cut fruit for Bar 1 & Bar 2
- Set up bollards in front of main bar
- Set up wine glasses on bar (Triangle formation no more the 5 on back row)

- Once you have completed all sections of your Daily Checklist, click the **“Submit”** button to store your newly procedure created **HACCP** or **Food Safety**

[DASHBOARD](#) | [LOGS](#) | [TEMPERATURE CHECK LOG](#) | [COOLING LOGS](#) | [DAILY CHECKLISTS](#) | [LOCATIONS](#) | [MY PROFILE](#) | [SETUP EMAIL ALERTS](#) | [CHANGE PASSWORD](#) | [LOGOUT](#)

Daily Checklist

Tab Name: Staff Daily Checklists

Organization: Dooley's Club Kitchens Lidcor

Time: OPEN

Area: Main Bar [Delete](#)

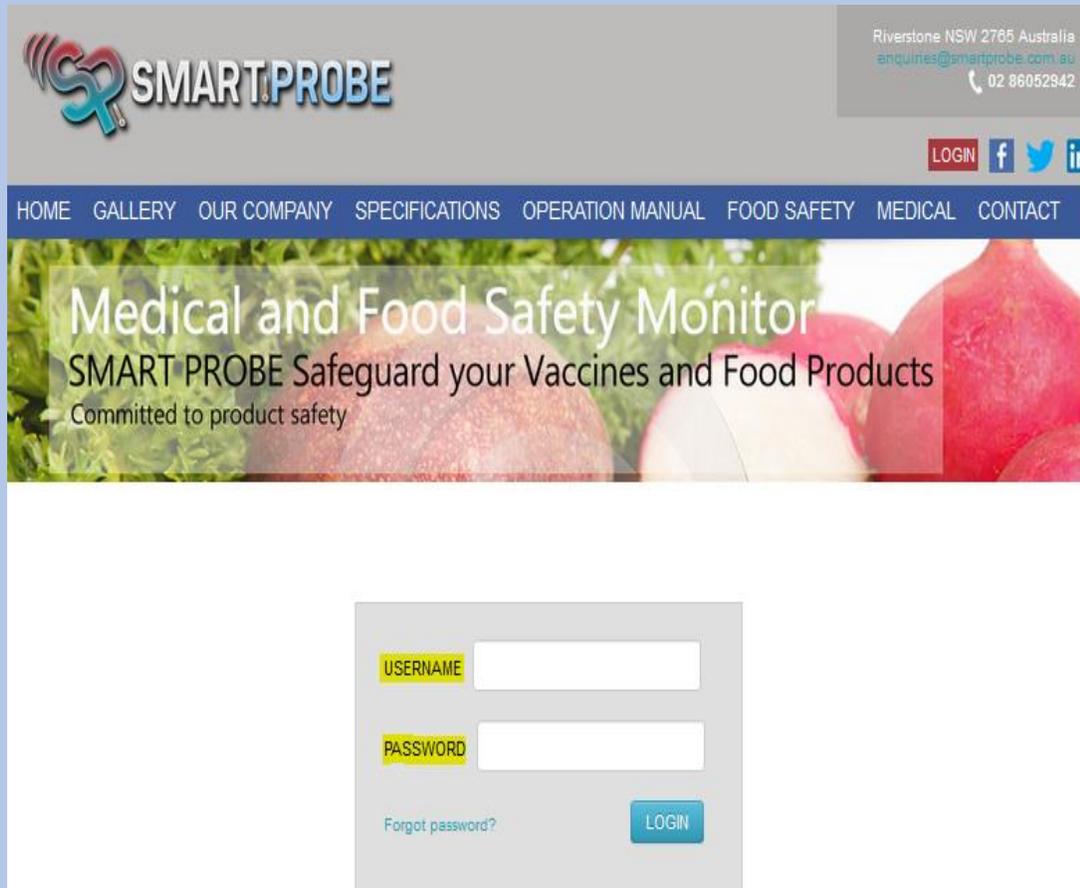
category Name: Main Bar [Delete](#)

Item: Cut fruit for Bar 1 & Bar 2 [Delete](#) [Add More Items](#) [Delete](#)

[Submit](#)

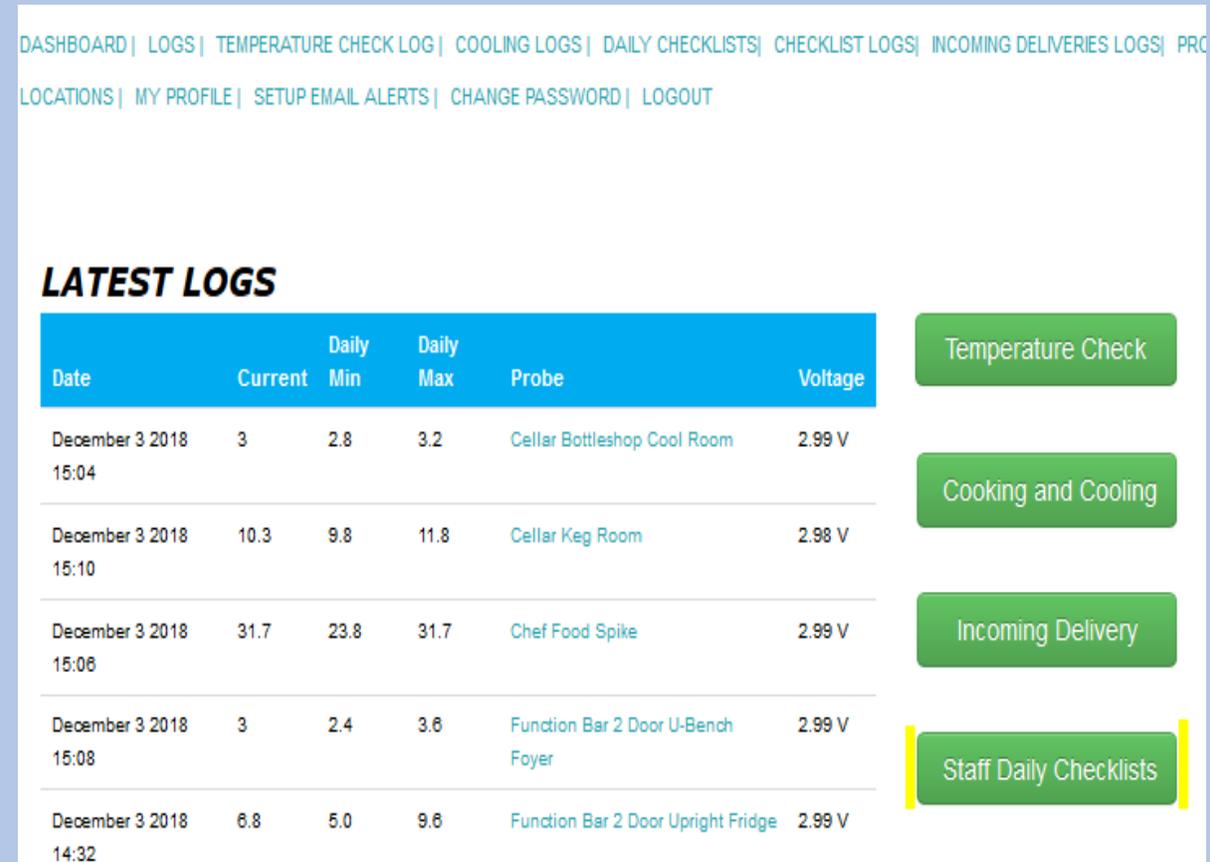
SMARTPROBE Daily Staff Checklist Tutorial

- **STAFF Log onto www.smartprobe.com.au** via a PC, Laptop, Tablet or Smartphone with their personal **“Username”** and **“Password”**



The screenshot shows the SMARTPROBE website homepage. At the top left is the SMARTPROBE logo. To the right, contact information for Riverstone NSW 2765 Australia is provided, including an email address and a phone number. Below this is a navigation menu with links for HOME, GALLERY, OUR COMPANY, SPECIFICATIONS, OPERATION MANUAL, FOOD SAFETY, MEDICAL, and CONTACT. A central banner features the text "Medical and Food Safety Monitor" and "SMART PROBE Safeguard your Vaccines and Food Products". At the bottom, a login form is visible with fields for USERNAME and PASSWORD, a "Forgot password?" link, and a LOGIN button.

- Click **“Staff Daily Checklist”** button



The screenshot shows the SMARTPROBE dashboard. At the top, a navigation menu includes links for DASHBOARD, LOGS, TEMPERATURE CHECK LOG, COOLING LOGS, DAILY CHECKLISTS, CHECKLIST LOGS, INCOMING DELIVERIES LOGS, PRO, LOCATIONS, MY PROFILE, SETUP EMAIL ALERTS, CHANGE PASSWORD, and LOGOUT. Below the navigation menu is a section titled "LATEST LOGS" which contains a table of log entries. To the right of the table are four green buttons: "Temperature Check", "Cooking and Cooling", "Incoming Delivery", and "Staff Daily Checklists".

Date	Current	Daily Min	Daily Max	Probe	Voltage
December 3 2018 15:04	3	2.8	3.2	Cellar Bottleshop Cool Room	2.99 V
December 3 2018 15:10	10.3	9.8	11.8	Cellar Keg Room	2.98 V
December 3 2018 15:06	31.7	23.8	31.7	Chef Food Spike	2.99 V
December 3 2018 15:08	3	2.4	3.6	Function Bar 2 Door U-Bench Foyer	2.99 V
December 3 2018 14:32	6.8	5.0	9.6	Function Bar 2 Door Upright Fridge	2.99 V

SMARTPROBE Daily Staff Checklist Tutorial

- Under “**Select The Area**” STAFF need to choose their specific area **Eg:** Main Bar
- Then click the “**Submit**” button

- Under “**Select The Area**” STAFF choose their specific commencement time

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS
LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Daily Shift Checklists

Select The Area :

Submit

Bar 2
Bar 2
Main Bar
Three Lanterns Bar
John Street Cafe
Main Kitchen

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS
LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Staff Daily Checklists

Select The Area :

select time
select time
PREOPEN
OPEN
MIDAFTERNOON
PRECLOSE
CLOSE

SMARTPROBE Daily Staff Checklist Tutorial

- STAFF then add their “**Staff Number**” and “**Staff Name**”
- STAFF are responsible to “**Tick**” each box, after a specific duty/task has been completed.
- Once the **Daily Staff Checklist** has been actioned the STAFF member clicks the “**Submit**” button.
- A log will be generated and management can check all staff members logs via the “**Checklist Logs**” report.

Staff Daily Checklists

Select The Area :

Staff No

Staff Name

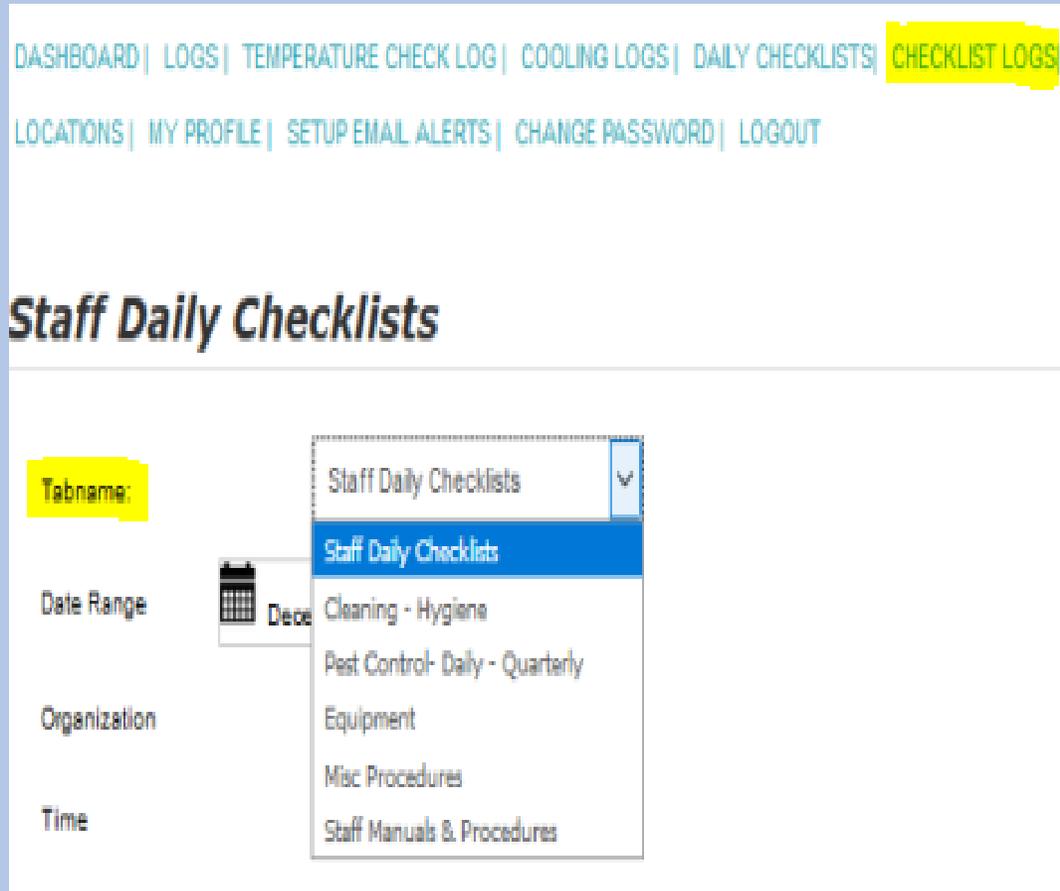
Main Bar	
Get a bar & keno till	<input type="checkbox"/>
Set up GD room e.g dishwasher on, grates & glass rack set up	<input type="checkbox"/>
Retrieve anit fatiuge mats and place on floor	<input type="checkbox"/>
Fill up ice well	<input type="checkbox"/>
Cut lemon & limes (Lemon sliced & lime wedges)	<input type="checkbox"/>
Turn on glass chillers	<input type="checkbox"/>
Cut fruit for Bar 1 & Bar 2	<input type="checkbox"/>
Set up bollards in front of main bar	<input type="checkbox"/>
Set up wine glasses on bar (Triangle formation no more the 5 on back row)	<input type="checkbox"/>

All bar accessories to be returned to cupboard e.g. Pens, tongs, staplers	<input type="checkbox"/>
All glassware (including plastic jugs, & cups) to be removed from GD room	<input type="checkbox"/>
Keno tickets to be given to Cashier at end of shift	<input checked="" type="checkbox"/>
Clean & wipe dry drip tray at the water station	<input checked="" type="checkbox"/>
Wipe down all bottles, caps & pourers	<input checked="" type="checkbox"/>
Spirit & Wine bottles replenished at end of shift (extra stock in cupboards)	<input checked="" type="checkbox"/>
Bottle display shelves to be wiped down	<input checked="" type="checkbox"/>
Wipe down all other surfaces	<input checked="" type="checkbox"/>
Make sure members lounge is kept clean & tidy throughout the day	<input checked="" type="checkbox"/>
Do general check	<input checked="" type="checkbox"/>
Make sure all glasses are cleaned and polished, ready for the day	<input checked="" type="checkbox"/>
Fill up cups at water station during the day	<input checked="" type="checkbox"/>
Keep GD room clean throughtout the day	<input checked="" type="checkbox"/>

SMARTPROBE Daily Staff Checklist Reports Tutorial

- How to run a **Daily Staff Checklist Report**
- Management STAFF click on “**Checklist Logs**”
- Select “**Tabname**”, choose specific title

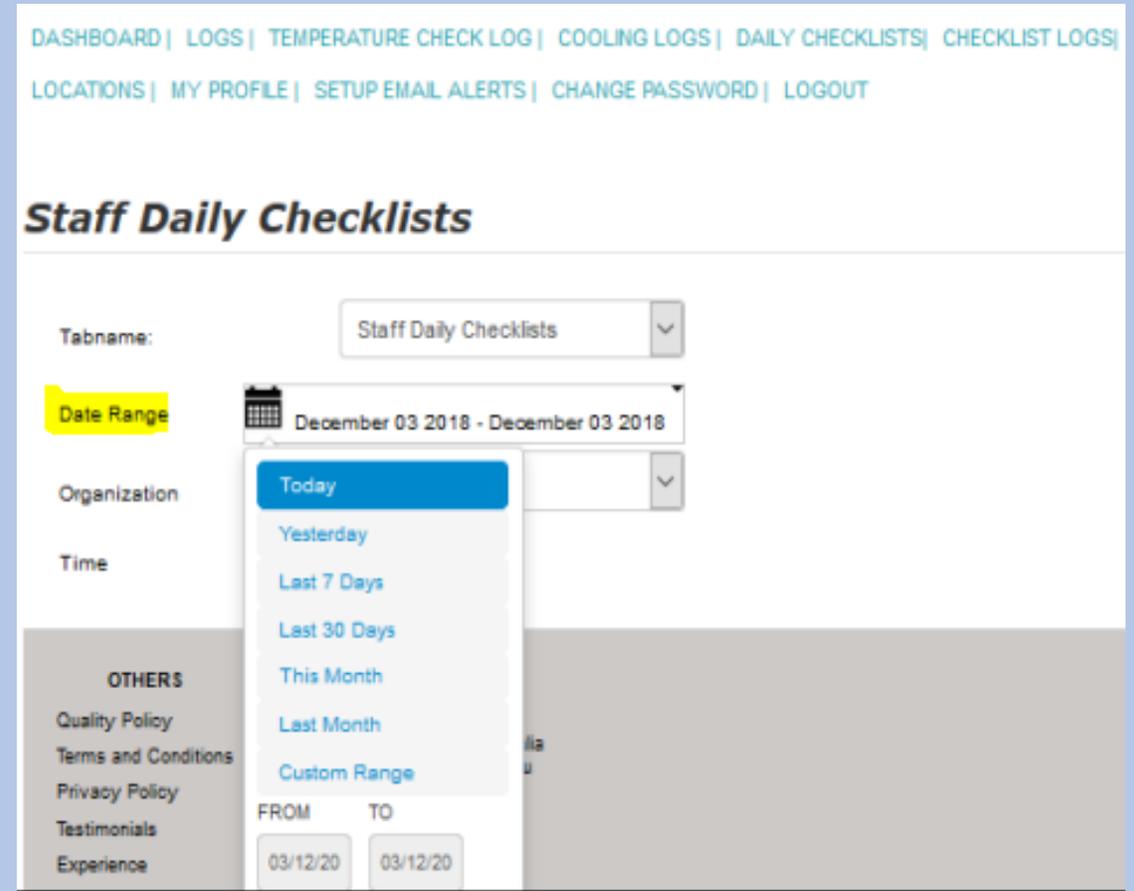
Eg: Staff Daily Checklists, Cleaning – Hygiene etc



- Under “**Date Range**” choose the specific date/s you require for the report

Eg: Today, Yesterday, Last 7 Days, Last 30 Days, etc

OR choose a specific date range (From – To)



SMARTPROBE Daily Staff Checklist Reports Tutorial

- Select “**Organization**”, choose your business name

- Select “**Time**” choose one of the following
Eg: Preopen, Open, Midafternoon, Preclose, Close

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS | CHECKLIST LOGS | LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Staff Daily Checklists

Tabname: Staff Daily Checklists

Date Range: November 04 2018 - December 03 2018

Organization

Time: Club Kitchens Lidcombe

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS | CHECKLIST LOGS | LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Staff Daily Checklists

Tabname: Staff Daily Checklists

Date Range: November 04 2018 - December 03 2018

Organization: Club Kitchens Lidcombe

Time

OTHERS

Quality Policy

Terms and Condition

Privacy Policy

select time

PREOPEN

OPEN

MIDAFTERNOON

PRECLOSE

CLOSE

SMARTPROBE Daily Staff Checklist Reports Tutorial

- Select “Area” choose specific location

Eg: Main Bar

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS | CHECKLIST LOGS
LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Staff Daily Checklists

Tabname: Staff Daily Checklists

Date Range: November 04 2018 - December 03 2018

Organization: Club Kitchens Lidcon

Time: OPEN

Area: Main Bar

Submit

OTHERS
Quality Policy
AUST
River

Main Bar
select Area
Bar 2
Main Bar
Three Lanterns Bar
John Street Cafe
Main Kitchen

- Click “Submit” button to retrieve Daily Staff Checklist report

DASHBOARD | LOGS | TEMPERATURE CHECK LOG | COOLING LOGS | DAILY CHECKLISTS | CHECKLIST LOGS
LOCATIONS | MY PROFILE | SETUP EMAIL ALERTS | CHANGE PASSWORD | LOGOUT

Staff Daily Checklists

Tabname: Staff Daily Checklists

Date Range: November 04 2018 - December 03 2018

Organization: Club Kitchens Lidcon

Time: OPEN

Area: Main Bar

Submit

SMARTPROBE Daily Staff Checklist Reports Tutorial

Example of Daily Staff Checklist Report

- The report will provide details of the following

Area, Staff No, Staff Name, Item Name, Login Date & Time, Submit Date & Time, Status

Staff Daily Checklists

Tabname:

Date Range:

Organization:

Time:

Area:

Area	staff no	staff Name	Item Name	Login Date&time	Submit Date&time	Status
Main Bar	0		Get a bar & keno till	05-11-2018 09:18:28	05-11-2018 10:20:11	Unchecked
Main Bar	0		Set up GD room e.g dishwasher on, grates & glass rack set up	05-11-2018 09:18:28	05-11-2018 10:20:11	Unchecked
Main Bar	0		Retrieve anit fatiuge mats and place on floor	05-11-2018 09:18:28	05-11-2018 10:20:11	Unchecked
Main Bar	0		Fill up ice well	05-11-2018 09:18:28	05-11-2018 10:20:11	Unchecked
Main Bar	0		Cut lemon & limes (Lemon sliced & lime wedges)	05-11-2018 09:18:28	05-11-2018 10:20:11	Unchecked

ASSISTANCE

We want you to experience the full benefits of



If you need assistance or have any questions, please do not hesitate to contact us
at anytime

helpdesk@smartprobe.com.au

M 0410 557 727

O 02 8605 2942

www.smartprobe.com.au