

keepcool quick start guide

In order to see what keepcool does, you need to register.
It is free, and there is no obligation to keep using it.

Registration process

1	Go to keepcool.co.nz/register.php
2	Enter your name, your email and your mobile phone in international format (change the leading 0 with 64). Click submit. Keep this web page open in your browser.
3	Check your email. There will be an email from us with a 6 digit code that allows us to validate your email address. Enter it into the space provided in the web page you kept open. Submit.
4	Check your mobile phone. There will be a TXT from us with a 4 digit code that allows us to validate your mobile phone number. Enter this code into the space provided in the web page you kept open. Submit. You are now registered with KeepCool.

Create your business and a location

5	Log in (with the instructions given on the final step of the registration process).
6	Top left menu: select Food Control Plan.
7	Create your business (country is "NZ").
8	After creating your business you can create a location.

Add staff members, train your staff

9	Add one of your colleagues as business owner delegate, and another as operator.
10	Create a "washing hands" procedure.
11	Create a training by associating the "washing hands" procedure, with your self as trainer and one of your colleagues as trainee. You will both receive a TXT message. Follow the instructions given in the TXT to confirm the training was given/received.

Feed your diary	
12	Navigate to the Quick feed! menu (top left). Click on Sickness Record that one of your staff members is sick and what action you have taken.
13	Navigate to the Food Control Plan again (top left). Check that an entry was added in the section Protecting food from contamination by staff .
14	Navigate to the Quick feed! menu (top left). Click on Cooling . Name the food you have cooled down. Set the durations for both cooling periods defined in the template. Select the cooling method. Submit.
15	Navigate to the "Food Control Plan" again (top left). Check that an entry was added in the section Cooling freshly-cooked food .
16	Navigate to the Quick feed! menu (top left). Click on Reheating . Name the food you have reheated. Indicate how the food was kept before reheating. Set the temperatures. Submit.
17	Navigate to the "Food Control Plan" again (top left). Check that an entry was added in the section Reheating food .
18	Navigate to the Quick feed! menu (top left). Click on Cooking special food . Select the kind of food cooked. Add further details below (optional). Indicate the cooking method. Submit.
19	Navigate to the Food Control Plan again (top left). Check that an entry was added in the section Cooking poultry, minced meat...
20	In order to use the Fridges and Freezers features, you may need to define Units in the Keeping food cold section of the FCP.

You may keep experimenting by adding a Fridge unit in the section "Keeping food cold" of the Food Control Plan. The corresponding unit will show in the Quick Feed > Fridges menu, and any entry will show in the Data section under the "Keeping food cold" heading.