



HAWK

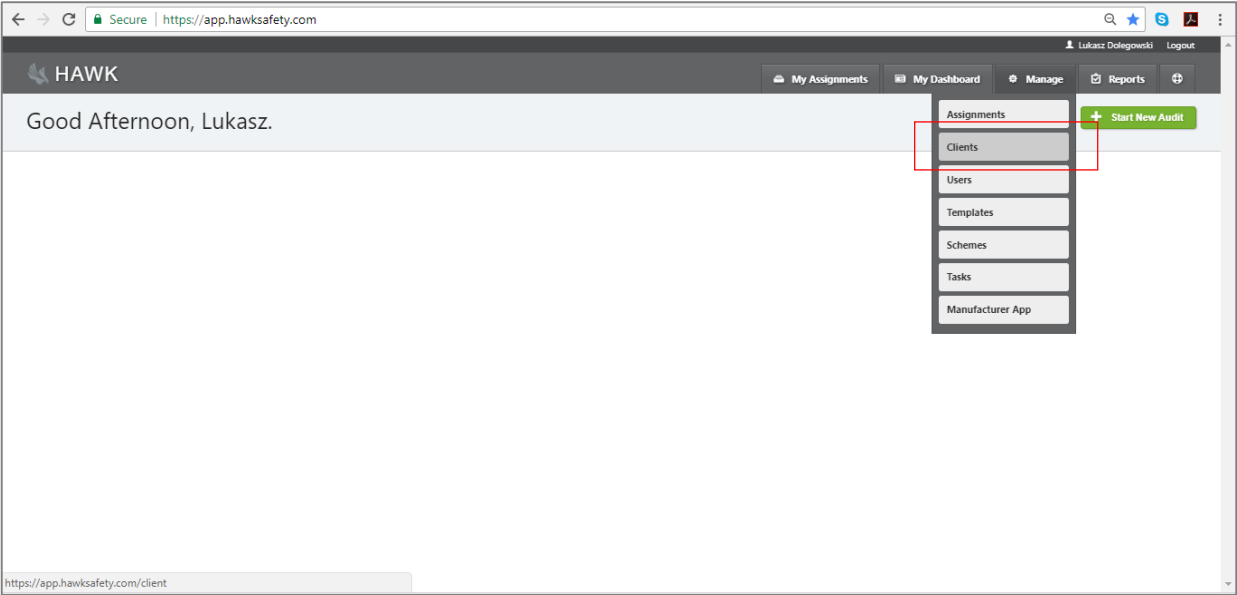
ADMINISTRATOR GUIDE V1.0

Summary

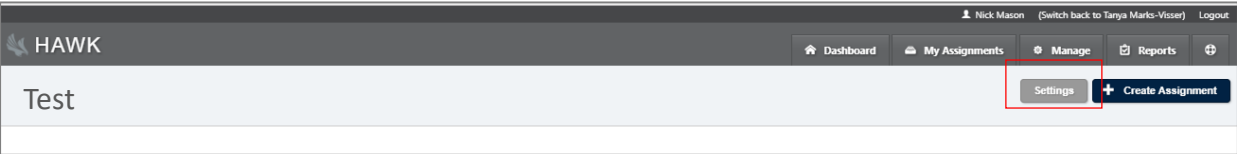
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Getting started

For all the following procedures, please log in to <https://app.hawksafety.com> with your assigned login details, then click on 'Manage' on the top right of the screen and select 'Client'.



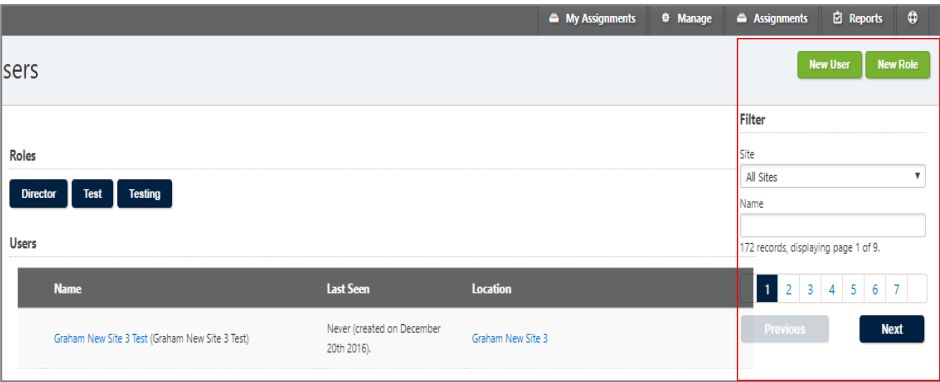
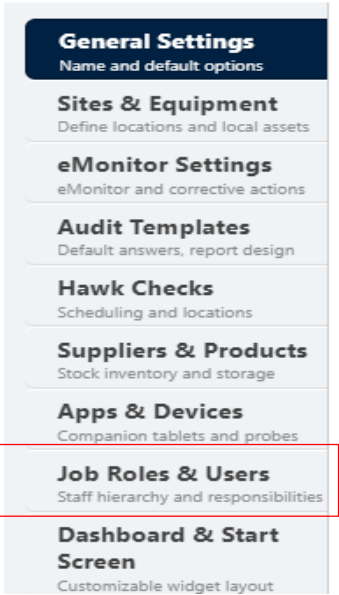
On the next screen, please select 'Settings' on the top right of the page.



Adding new users

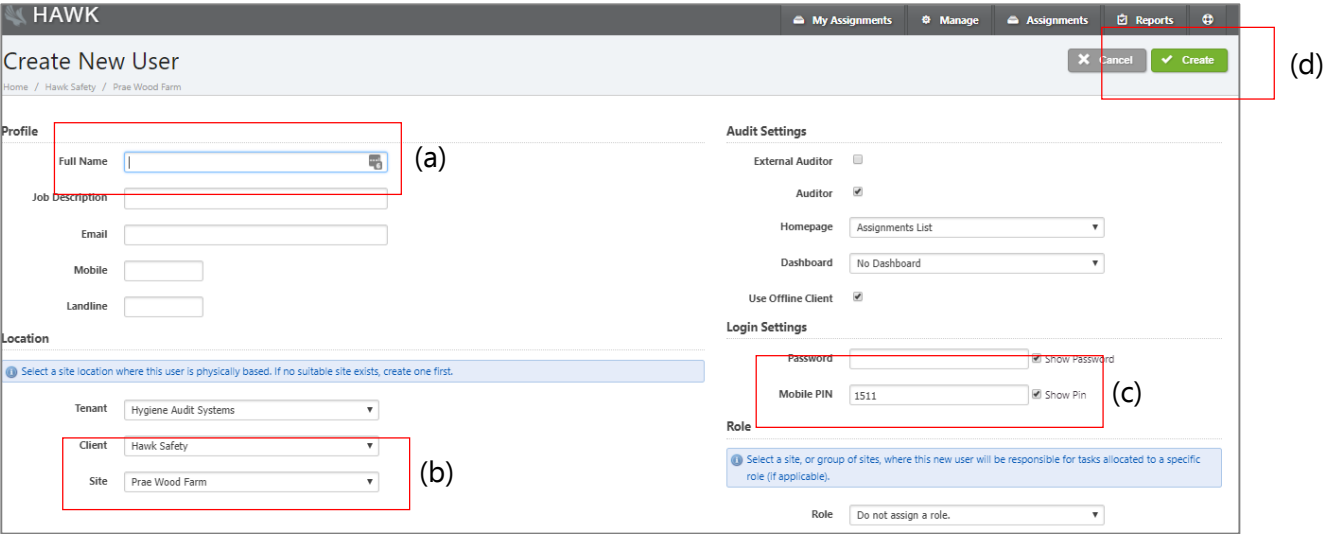
To add a new user, please select 'Job Roles & Users'.

Check that the user does not already exist by searching their name in the filter on the right of the screen. If they do not appear, add them by clicking on 'new user' on the top right of the screen.



On the next screen, enter the user's name in the space provided (a), select the correct site for the user (b), take note of the user's pin number (c) and click on 'Create' (d).

Note: all other fields are optional.



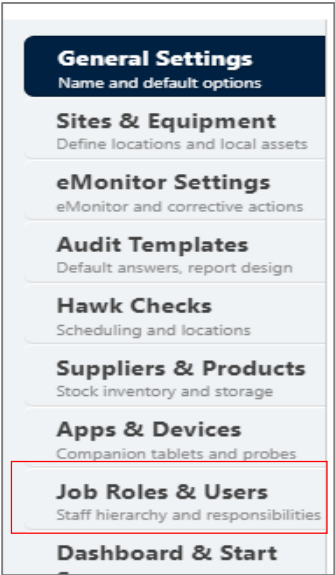
The next screen will allow you to assign privileges by ticking the boxes on the right and click on 'Save'.

Granting dashboard access to users

To grant the dashboard access to a new user, please select 'Job Roles & Users'.

Find the user's name on the list by entering it in the filter on the top right of the screen. If the user's name does not appear, add it as a first user.

Click on the user name in the list and then click on 'edit' on the top right of the screen



Select the dashboard from the dropdown box (a), enter the email address of the user (b) and click on update (d).

Notes: the user will receive an email with their login & password details. If the user does not have an email address, enter a username & set a password (c).

Granting user access to multiple sites

If access to **all** sites is required, click on the user name in the list and then select 'revoke' on right of the screen.

On the next screen, select 'all sites' from the site dropdown box (a) and click 'save' on the top right of screen.

The screenshot shows the HAWK user profile page for a user named 'Test'. The page has a top navigation bar with 'HAWK' and several tabs: 'My Assignments', 'Manage', 'Assignments', 'Reports', and a plus icon. Below the navigation bar, there's a sub-header 'Test' with a row of buttons: '+ New Permission', 'Edit', 'Notifications', 'Deactivate Account', 'Privileges', 'Delete', and 'Switch User'. The main content area is divided into two columns. The left column contains 'Profile' and 'Settings' sections. The 'Profile' section shows 'Name: Test' and 'Site: Prae Wood Farm'. The 'Settings' section shows 'Joined: About 12 minutes ago', 'Login Status: Cannot login (no email address or username set)', and 'Password Last Updated: About 12 minutes ago'. The right column contains 'Roles' and 'Access Permissions' sections. The 'Roles' section has a blue box with information about roles and a note that no roles have been assigned. The 'Access Permissions' section has a blue box with information about permissions and a list of permissions, including 'Hawk Safety - Prae Wood Farm - All subsites, but only reports that this user authored themselves. (Revoke)'. A red box highlights the 'Access Permissions' section.

The screenshot shows the 'Test: New Permission' page in the HAWK system. The page has a top navigation bar with 'HAWK' and several tabs: 'My Assignments', 'Manage', 'Assignments', 'Reports', and a plus icon. Below the navigation bar, there's a sub-header 'Test: New Permission' with a row of buttons: 'Cancel' and 'Save'. The main content area is a form with several dropdown menus and checkboxes. The 'Tenant' dropdown is set to 'Hygiene Audit Systems'. The 'Client' dropdown is set to 'Hawk Safety'. The 'Site' dropdown is set to 'Prae Wood Farm'. The 'Group' dropdown is set to 'Don't filter by group'. The 'SubSite Type' dropdown is set to 'Any Subsite Type'. The 'Specific SubSite' dropdown is set to 'Any Subsite'. The 'Additional Filters' section has a 'Template' dropdown set to 'All Templates'. The 'Own Reports Only' checkbox is checked. A red box highlights the 'Client', 'Site', and 'Group' dropdowns.

If access to **only selected sites** is required, click on 'new permission'.

On the next screen, select the required site name from the site dropdown box and click 'save' on the top right of screen. Repeat steps for each individual site.

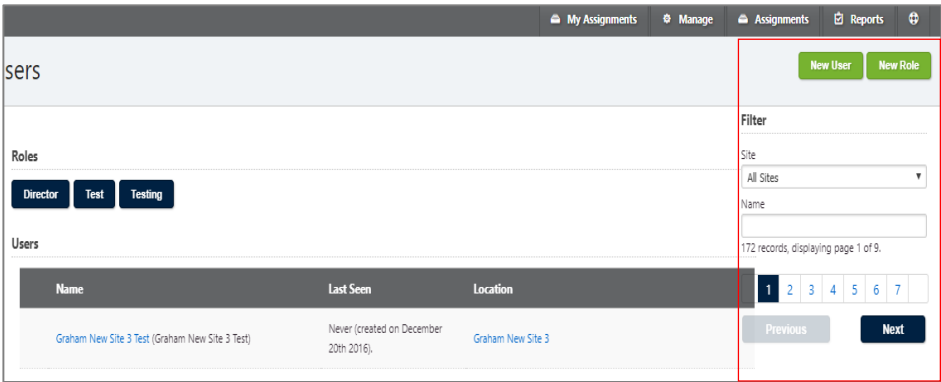
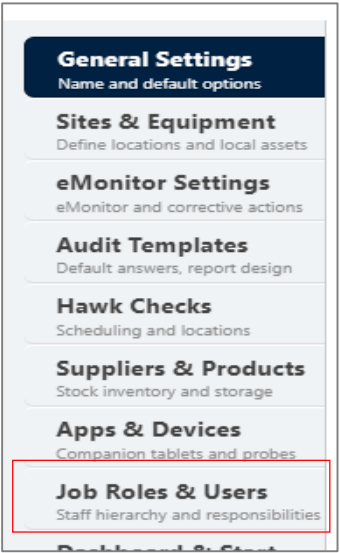
This screenshot is identical to the one above, showing the HAWK user profile page for 'Test'. However, a red box highlights the '+ New Permission' button in the sub-header area, indicating the next step in the process.

Deactivating & Reactivating old users

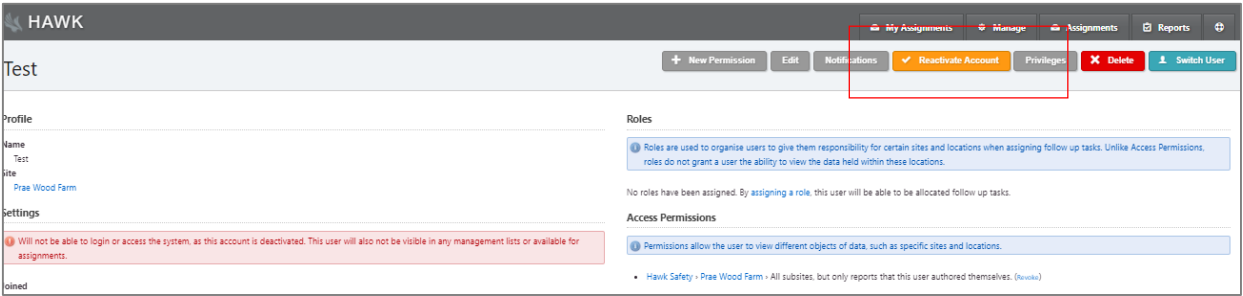
To add a new user, select 'Job Roles & Users'.

Find the user name on the list on the right of the screen. If it doesn't appear, click on 'New User'.

On the next screen, select the user name from the list and then click on 'deactivate account' on the top right of the screen.



To reactivate a user, follow the steps above and click 'Reactivate Account' on top right of screen.



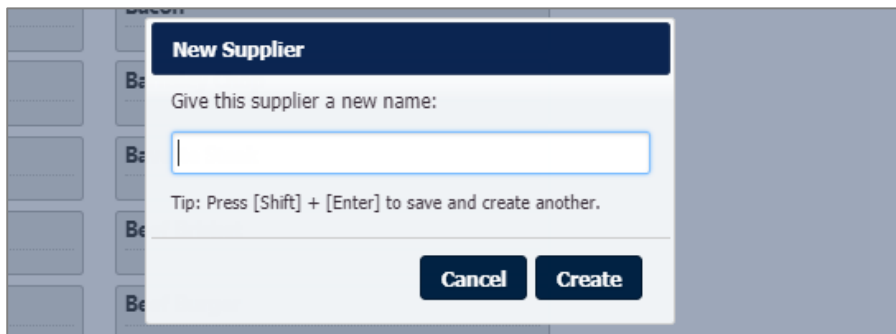
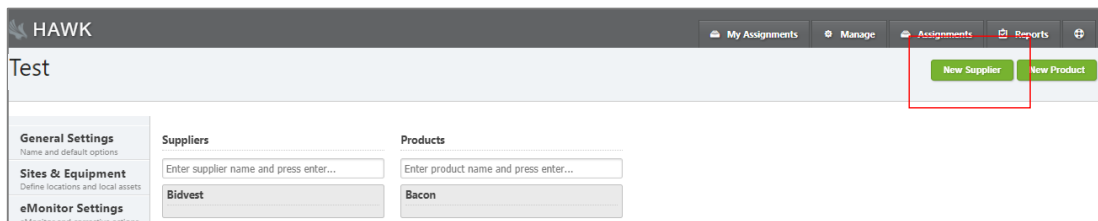
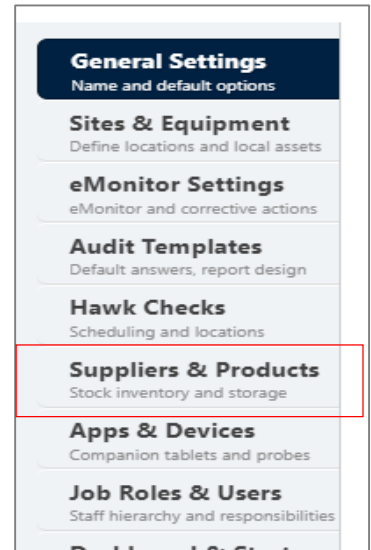
Adding new supplier & products

Add a single supplier and/or product

To add a new supplier, select 'Suppliers & products'.

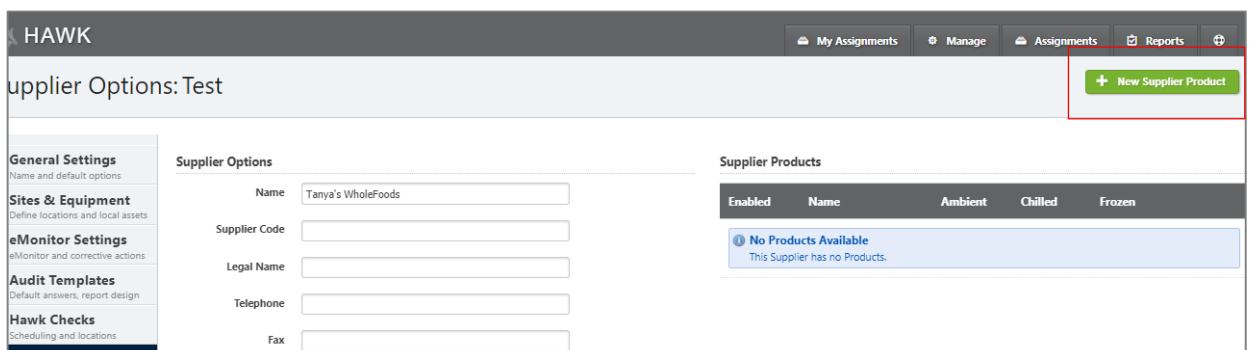
Depending on requirement, click on 'New Supplier' or 'New Product'

Then, enter the name of the supplier or product into the pop up window and click 'Create'.



Should you wish to add specific products to a supplier, click on 'new supplier product' and add the product. Should you **not** wish to add any products to the supplier, exit this screen once the supplier has been added.

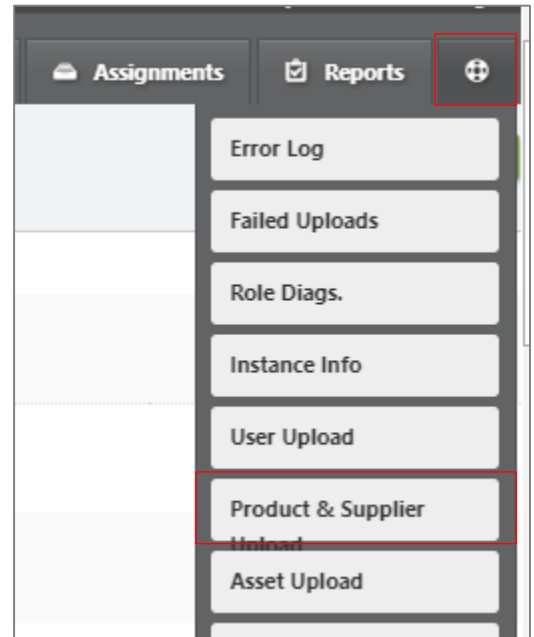
Note: it is not mandatory to have selected products for a supplier. A product can be provided by any supplier even if they are not linked.




Adding new supplier & products

Uploading numerous suppliers and/or products

To upload suppliers and/or products in bulk, click on the button on the right of Reports and select 'Supplier & Product upload' from the dropdown box.



Then, follow the guide to upload your .cvs file.

 **HAWK**

Product & Supplier Upload

Guidance

Create a CSV file having 4 columns in this order:

1. Product Name (required)
2. Availability Conditions: At least **one** should be selected if supplier selected
 - Available in Ambient
 - Available in Frozen
 - Available in Chilled

CSV File Upload

Client:

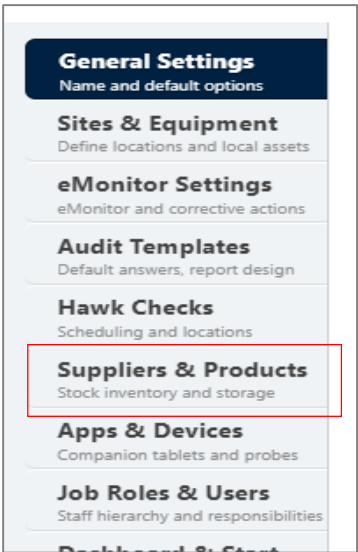
Supplier:

No file

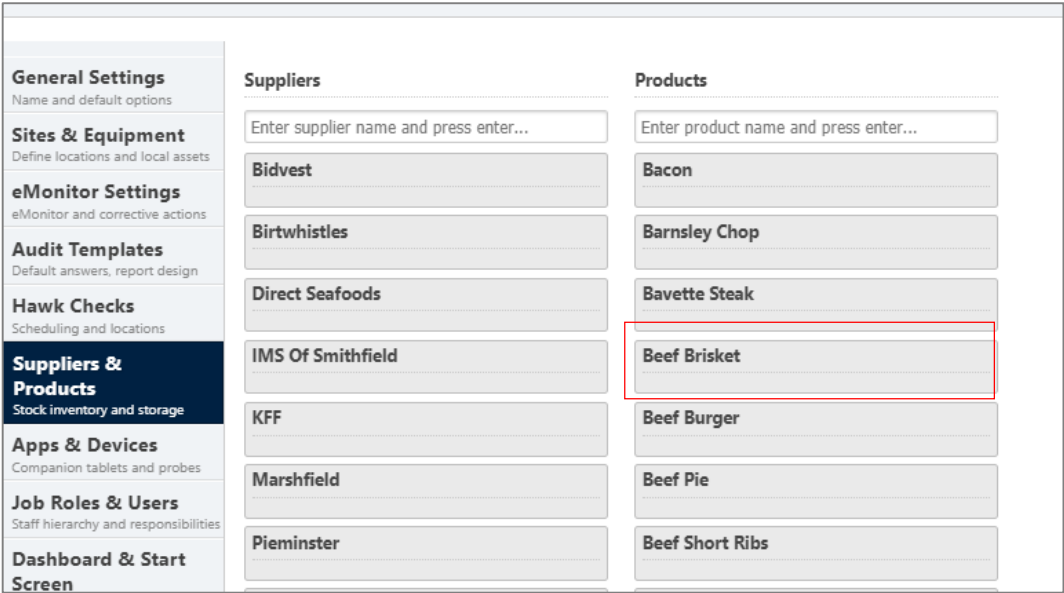
Amending Per-Product temperatures for cooking & reheating

Note: This functionality is only available for cooking & reheating at this time. All other checks are subject to the same temperature setting.

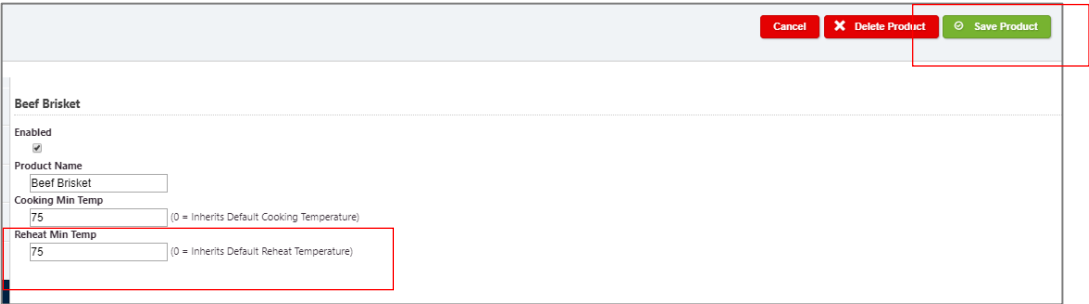
To amend the per-product temperature for cooking and reheating, select 'Suppliers & Products'.



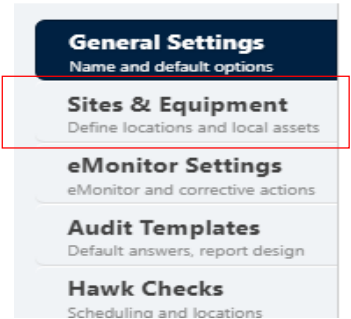
Pick the product that needs to be amended from the list
Note: if it does not appear on your list, you will need to add it as a new product first.



Type in the the minimum cooking and/or reheating temperature and click 'Save Product'.

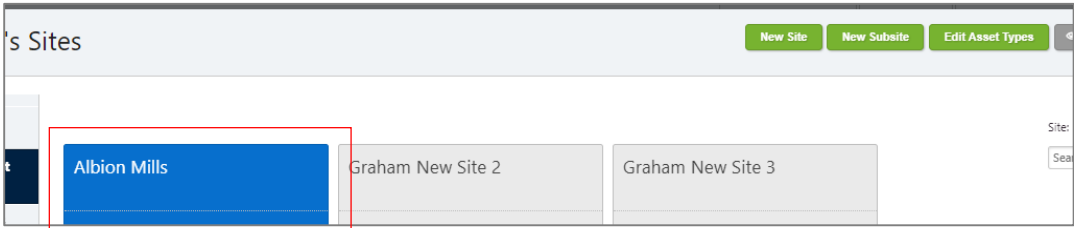


Amending asset temperature range

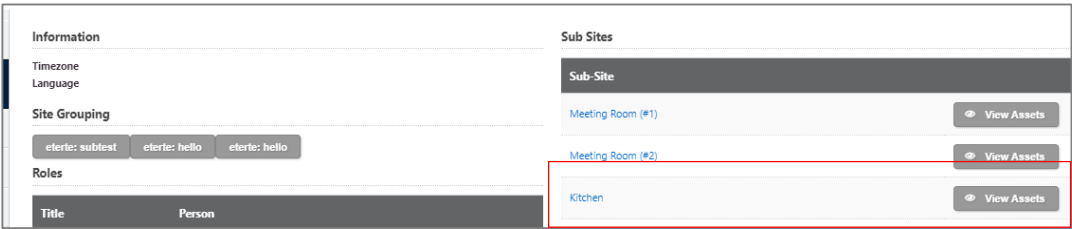


To amend asset temperature ranges, select 'Sites & Equipment'.

Select the site where the asset is located.



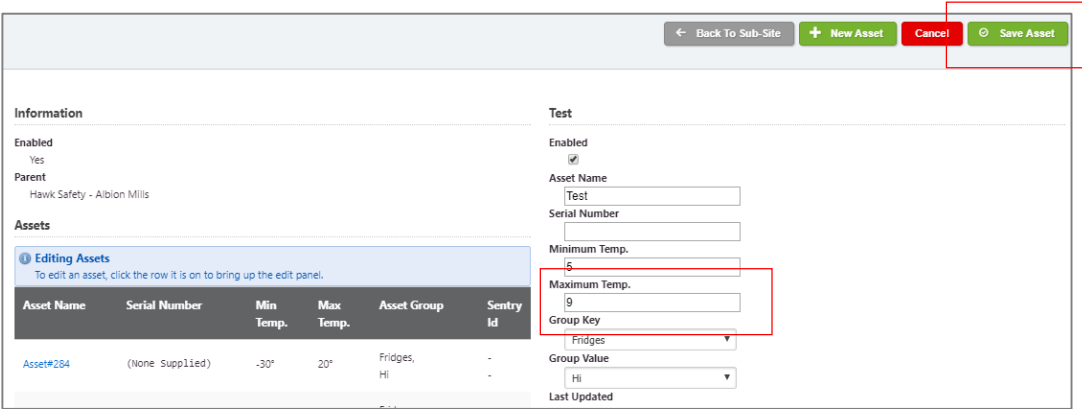
Click on the 'view assets' tab at the right of the location.



Select the asset that needs to be edited.

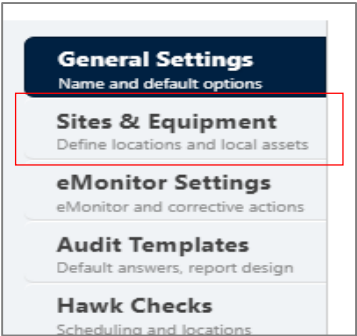
Asset Name	Serial Number	Min Temp.	Max Temp.	Asset Group	Se Id
Asset#284	(None Supplied)	-30°	20°	Fridges, Hi	-
Asset#331	(None Supplied)	-10°	30°	Fridges, Hi	-
Test	(None Supplied)	5°	9°	Fridges, Hi	-

Amend the temperature range in the box on the right of the screen and click 'Save Changes'



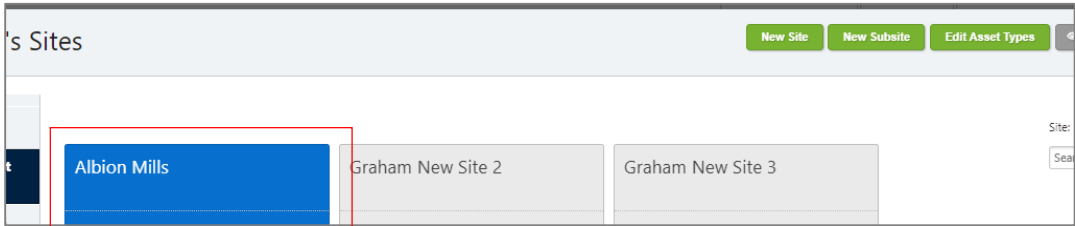
Note: if a location called 'Food Storage' is listed, this is where the assets should be listed as the other locations are mainly used for cleaning assets.

Swapping or moving Sentries 1/2

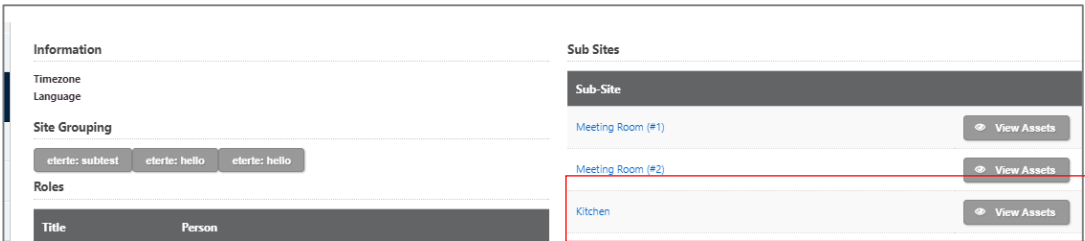


To swap or move Sentries, select 'Sites & Equipment'.

Select the site where the asset is located.



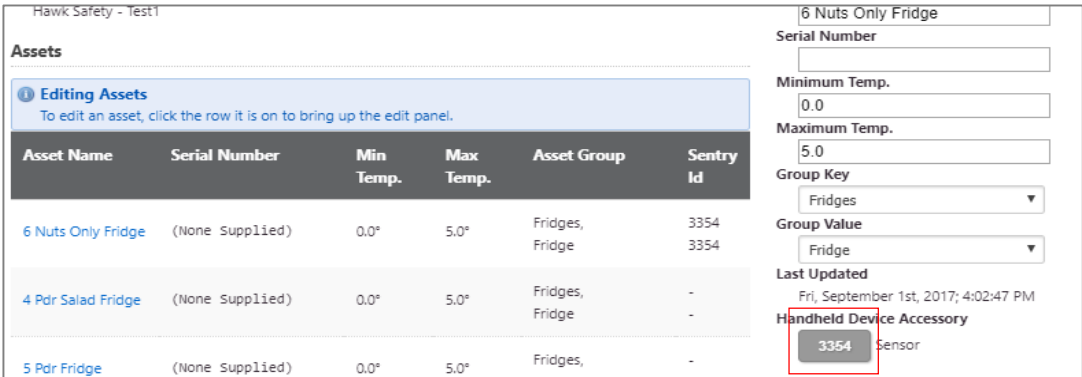
Click on the 'view assets' tab that is to the right of the location.



Locate the Sentry in the list and click on it.

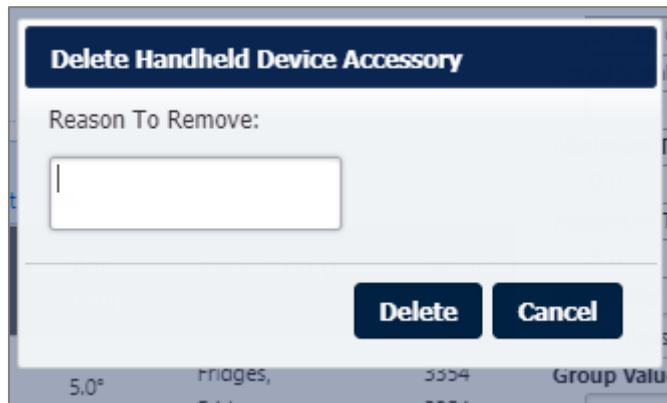
Asset Name	Serial Number	Min Temp.	Max Temp.	Asset Group	Se Id
Asset#284	(None Supplied)	-30°	20°	Fridges, Hi	-
Asset#331	(None Supplied)	-10°	30°	Fridges, Hi	-
Test	(None Supplied)	5°	9°	Fridges, Hi	-

Click on the sensor number at the right of the screen .



Swapping or moving Sentries 2/2

Click on 'Delete' and provide a reason in the pop up box, then click on 'Delete' again. The Sentry has now been removed from the old asset and is ready to be linked to a new asset.

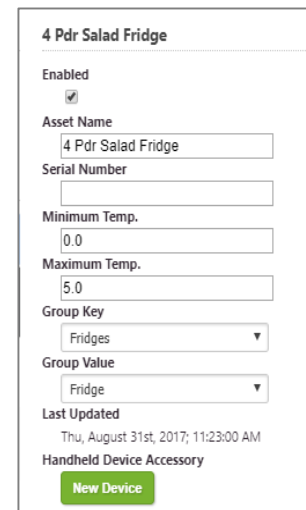


A dialog box titled "Delete Handheld Device Accessory". It contains a label "Reason To Remove:" followed by a text input field. At the bottom right, there are two buttons: "Delete" and "Cancel".

Click on the asset where the Sentry needs to be moved to and click on 'New Device'.

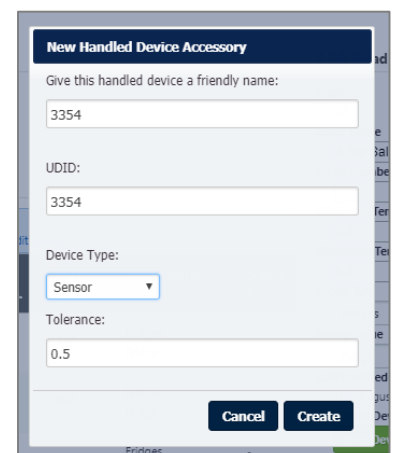
Note: if the asset does not appear in the list you will need to add your new asset first.

A Sentry may need to be replaced if a customer is using one Sentry and it stops working. To do so, the first Sentry must be deleted before adding the new one.



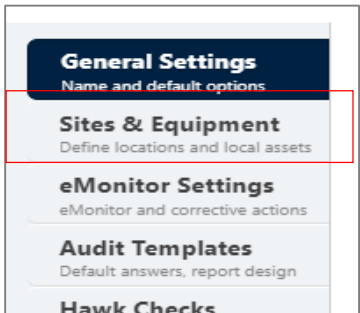
A form for an asset named "4 Pdr Salad Fridge". It includes fields for "Enabled" (checked), "Asset Name" (4 Pdr Salad Fridge), "Serial Number", "Minimum Temp." (0.0), "Maximum Temp." (5.0), "Group Key" (Fridges), "Group Value" (Fridge), and "Last Updated" (Thu, August 31st, 2017; 11:23:00 AM). At the bottom, it says "Handheld Device Accessory" and has a green "New Device" button.

Enter the Sentry serial number in the box provided, choose if it is an external probe or normal sensor in the dropdown box, and set the tolerance as 0.5. Then, click 'Create'.



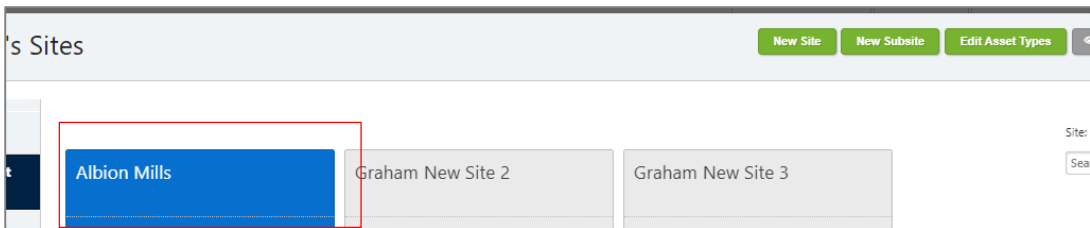
A form titled "New Handled Device Accessory". It asks to "Give this handled device a friendly name:" with a text box containing "3354". Below that is a "UDID:" field with a text box containing "3354". The "Device Type:" is a dropdown menu set to "Sensor". The "Tolerance:" is a text box containing "0.5". At the bottom right, there are "Cancel" and "Create" buttons.

Adding new assets

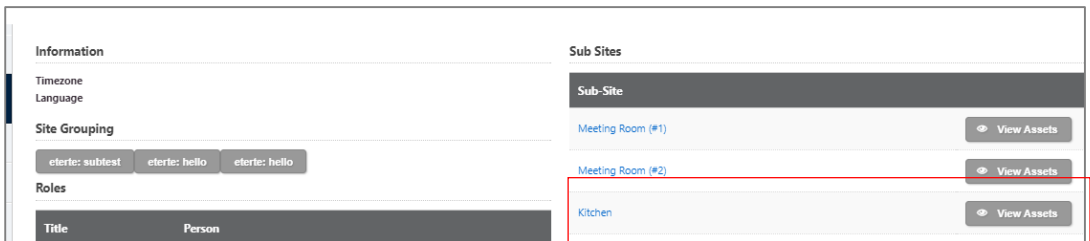


To add new assets, select 'Sites & Equipment'.

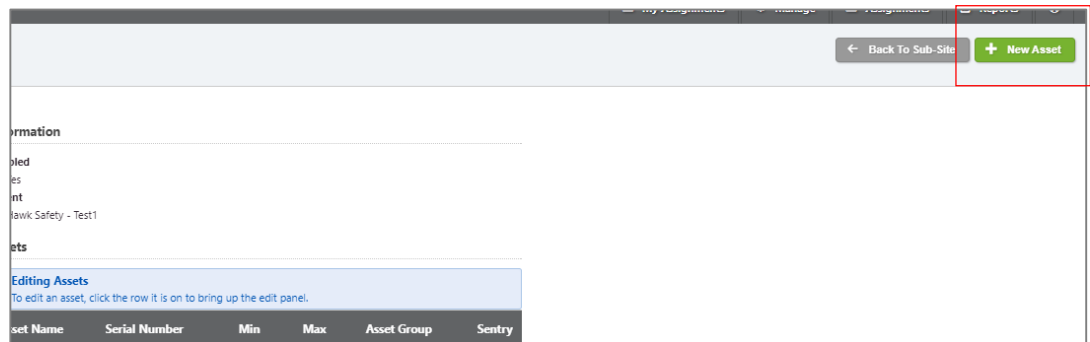
Select the site where the asset is located.



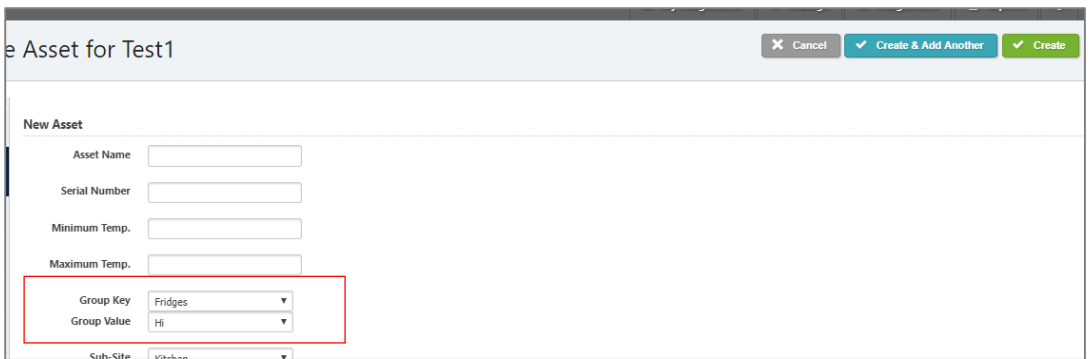
Click on the 'view assets' tab that is right of the location.



Click on the 'New Asset' tab on the top right of the screen

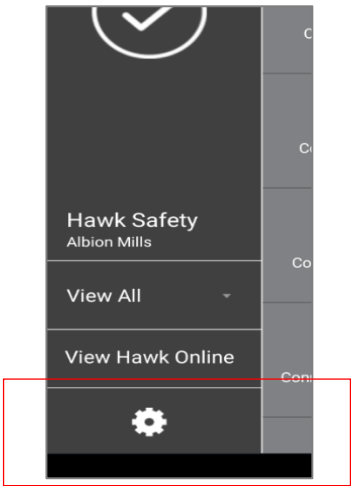


Fill in the asset details, and select the asset category and type in the dropdown boxes. Then click 'Create' at the top right of the screen.

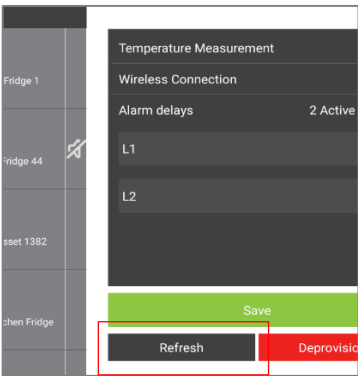


How to refresh your Hawk devices

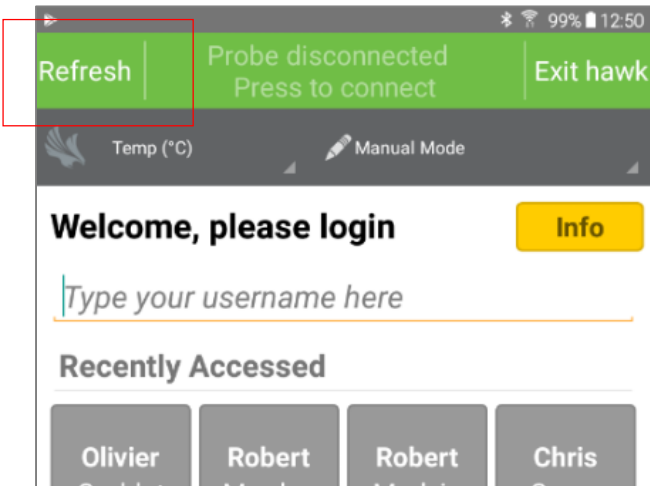
To refresh your Roost, click on the 'settings' cog in the Monitor App.



Then select the 'refresh' tab:



To refresh your Hawk Checks Tablet, click on the 'refresh' tab in the Checks App



Further information

If you have any questions, please contact the Hawk team on
+44 3330 14 37 14 or email support@hawksafety.com