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THE HANDHELD

#### (37100) USB Port Firmware Version HACCP Manager 37100 Unique HACCP Manager Device ID version 1.8 Custom Restaurant/Store Name Optional Store info Information Device ID. cFB45621 Last Uploaded 25/2012 3:45 PM Memory Date / Time Memory: 0/3000 Usage of Last Friday Upload 7/6/2012 8:31:51 AM Press ENTER to continue Keypad Calendar/ Clock Power/Select Button Up / Down Scrolling Left / Right Buttons Navigation Buttons Protective Boot **ATKINS**

#### HACCP MANAGER™ SYSTEM REQUIREMENTS

- · Windows XP, Vista, Windows 7
- · Universal Serial Bus (USB) port
- 512 MB of memory
- 500 MB of hard disk space
- · Compact Disk (CD) drive

For specific and detailed operating instructions please refer to the User Guide. To access the User Guide, on the main toolbar, click Help>Contents.

# 1. INSTALLING HACCP MANAGER<sup>™</sup> SOFTWARE (Administrator privileges required)

Insert CD into disk-drive on computer and follow the instructions of the installation wizard.

If using Windows XP, and the installation does not start automatically: - click on the start button.

- click on the **RUN** icon *I* then edit the text as shown below e.g., if your CD-ROM drive is "D:\" then change the drive letter to read "D:\SETUP.EXE".

| Run   | ? 🛛                                                                                                      |
|-------|----------------------------------------------------------------------------------------------------------|
|       | Type the name of a program, folder, document, or<br>Internet resource, and Windows will open it for you. |
| Open: | D:\SETUP.EXE                                                                                             |
|       |                                                                                                          |
|       | OK Cancel Browse                                                                                         |

If using Windows 7/ Vista, the Autoplay dialog will automatically appear. Select and click **RUN SETUP.EXE.** If the installation does not start automatically, click on the 🚳 button then follow these instructions: *Vista* - click on **RUN** icon *[* Win.7 - click in "Search programs & files" box and edit the text as above.

If errors occur during installation, contact Cooper-Atkins Technical Support.

# 2. LAUNCHING THE HACCP MANAGER™ PROGRAM

Click the start button on the bottom of the taskbar, then click on the 😲 icon. The following dialog box will display. You are now ready to program data.

| HACCP Manager™                                               |        |        |                                              |  |  |  |  |  |  |  |  |
|--------------------------------------------------------------|--------|--------|----------------------------------------------|--|--|--|--|--|--|--|--|
| ile <u>Vi</u> ew <u>H</u> elp                                |        |        |                                              |  |  |  |  |  |  |  |  |
| Menu Programming Database                                    |        |        |                                              |  |  |  |  |  |  |  |  |
| Locations Items Equipment CCPs Menu Users Corrective Actions |        |        |                                              |  |  |  |  |  |  |  |  |
| Critical Control Point<br>Description                        | Min °F | Max °F |                                              |  |  |  |  |  |  |  |  |
| Click here to add a new CCP + - Clear All Save Synchronize   |        |        |                                              |  |  |  |  |  |  |  |  |
| CCP #1 Cold Hold                                             |        | 39     | Leasting (Thomas & Fauinmanh Min of Man of   |  |  |  |  |  |  |  |  |
| CCP #2 Cook                                                  | 154    | 168    | Locations/ Items & Equipment Plin 'F Plax 'F |  |  |  |  |  |  |  |  |
| CCP #3 Hot Hold                                              | 134    |        | Prep Area                                    |  |  |  |  |  |  |  |  |
|                                                              |        |        | Bacon 60                                     |  |  |  |  |  |  |  |  |
|                                                              |        |        | Burger 60                                    |  |  |  |  |  |  |  |  |

Refer to the User Guide>The HACCP Manager Database for detailed instructions on menu programming.

#### **3. SYNCHRONIZING MENUS WITH THE HANDHELD**

To transfer programmed menu items, connect the PC to the Handheld with the USB cable.



3. SYNCHRONIZING MENUS WITH THE HANDHELD (CONTINUED)

**QUICK START GUIDE** 

Press the Synchronize button on the Menu Programming tab.



Menus will be downloaded to the Handheld. Once the transfer has completed, unplug the Handheld from the PC. You are now ready to record data. Refer to the User Guide>The HACCP Manager Handheld for instructions.

### 4. UPLOADING RECORDED DATA FROM THE HANDHELD TO THE PC

Once data is recorded, it can be uploaded onto a PC. Connect the Handheld to the PC as outlined in step 3. Select the Database tab and then click on the Upload Handheld... button.

| HACCP Manager™                                                                   |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <u>File</u> <u>H</u> elp                                                         |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
| Menu Programming Database                                                        |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
| + - Select records by session Select by date range Show all records Upload Handr |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
|                                                                                  |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
| Drag a column header here to group by that column                                |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
| Session                                                                          | Date                                                                                                                               | Time                                                                                                                                                                                                                                                                                                                                             | Location                                                                                                                                                                                                                                                                                                                                                                                                                                    | Item                                                                                                                                                                                                                                                                                                                                                                                                                  | Min Te<br>Limit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
| 71                                                                               | 6/25/2012                                                                                                                          | 4:33:35 PM                                                                                                                                                                                                                                                                                                                                       | Tray Line                                                                                                                                                                                                                                                                                                                                                                                                                                   | Hot Entree                                                                                                                                                                                                                                                                                                                                                                                                            | 135                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |  |
| 71                                                                               | 6/25/2012                                                                                                                          | 4:35:00 PM                                                                                                                                                                                                                                                                                                                                       | Buffet                                                                                                                                                                                                                                                                                                                                                                                                                                      | Butter                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
| 71                                                                               | 6/25/2012                                                                                                                          | 4:35:19 PM                                                                                                                                                                                                                                                                                                                                       | Buffet                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cold Entree                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
| 71                                                                               | 6/25/2012                                                                                                                          | 4:35:38 PM                                                                                                                                                                                                                                                                                                                                       | Buffet                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cold Side                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |
| 71                                                                               | 6/25/2012                                                                                                                          | 4:36:19 PM                                                                                                                                                                                                                                                                                                                                       | Buffet                                                                                                                                                                                                                                                                                                                                                                                                                                      | Hot Entree                                                                                                                                                                                                                                                                                                                                                                                                            | 135                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |  |
|                                                                                  | HACCP Mar<br>File Help<br>Menu Program<br>+ • Sa<br>Drag a column<br>Session<br>71<br>71<br>71<br>71<br>71<br>71<br>71<br>71<br>71 | HACCP Manager™     Eile   Help     Menu Programming   Databa     +   Select records b     Drag a column header here   Session     Session   Databa     71   6/25/2012     71   6/25/2012     71   6/25/2012     71   6/25/2012     71   6/25/2012     71   6/25/2012     71   6/25/2012     71   6/25/2012     71   6/25/2012     71   6/25/2012 | HACCP Manager™     Eile   Help     Menu Programming   Database     +   Select records by session   Se     Drag a column header here to group by the session Number   A   Date   Time     71   6/25/2012   4:33:35 PM   71   6/25/2012   4:33:35 PM     71   6/25/2012   4:33:35 PM   71   6/25/2012   4:33:9 PM     71   6/25/2012   4:35:38 PM   71   6/25/2012   4:35:19 PM     71   6/25/2012   4:36:19 PM   71   6/25/2012   4:36:19 PM | HACCP Manager™   Elle Help   Menu Programming Database   (+) - Select records by session Select by date range Sho   Drag a column header here to group by that column   Session<br>Number Date Time Location   71 6/25/2012 4:33:35 PM Tray Line   71 6/25/2012 4:35:19 PM Buffet   71 6/25/2012 4:35:38 PM Buffet   71 6/25/2012 4:35:38 PM Buffet   71 6/25/2012 4:36:19 PM Buffet   71 6/25/2012 4:36:19 PM Buffet | HACCP Manager™   Elle Help   Menu Programming Database   + • • Select records by session Select by date range Show all records Upload H   Drag a column header here to group by that column Session A Date Time Location Item   71 6/25/2012 4:33:35 PM Tray Line Hot Entree   71 6/25/2012 4:35:10 PM Buffet Butter   71 6/25/2012 4:35:19 PM Buffet Cold Entree   71 6/25/2012 4:35:38 PM Buffet Cold Entree   71 6/25/2012 4:35:19 PM Buffet Cold Side   71 6/25/2012 4:35:19 PM Buffet Cold Side   71 6/25/2012 4:36:19 PM Buffet Hot Entree |  |  |  |  |

Refer to the User Guide>The HACCP Manager Database for detailed instructions on reviewing data.

## 5. POWERING THE HANDHELD ON/OFF

Press the *Power/Select* button 🕐 once to turn the unit on. Press and hold the Power/Select button (for 2 seconds) to turn the unit off.

# **6. CHARGING THE BATTERY**

To charge the battery, either:

- connect the handheld to the PC as shown in step 3. The PC must be running in order for the battery to be charged.
- connect the USB cable to the wall adapter (supplied) and the Handheld USB port. Allow to charge for at least three hours.

# FOR TECHNICAL SUPPORT CONTACT:

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