

TOOL USER GUIDE

INTERNAL CHECK MANAGER



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1. INITIAL SETUP FOR INTERNAL CHECKS

Some initial setup you need to do before you move into building the checks

1.1 SETTING A DEFAULT USER LANGUAGE

Step 1: Log into Foods Connected and click on the settings cog at the top right-hand corner of the page.

Step 2: Click on **Edit Profile** and in the **Locale** field dropdown select the language that you would prefer to record checks in.

Step 3: Click on **Update Profile** and now if the check template has your set language added in when you record a new check using that template it will appear in your set language.

1.2 SETTING UP DEPARTMENTS FOR INTERNAL CHECKS

Create departments for each company site, then set the relevant site department(s) against each internal check and each user. Therefore, when a user logs into the Foods Connected app on a tablet using their personal log-in details, only the internal checks relevant to their site department will display and be available to record. You can also use the 'Site Department' filter in the Internal Checks section, if Departments have been set up for each site within the group.

Step 1: Log into your Foods Connected account.

Step 2: Click on the settings cog at the top right-hand corner of the page.

Step 3: Within the *Company Profile* section, click on *Edit Profile & Sites*.

Step 4: Click on the *Edit* button beside the site you want to add the department to.

Step 5: Scroll to the bottom of the page and click on *Add Site Department*.

Step 6: A pop-up window will open, type in the department's name and click on *Save*.

Step 7: Use the same functions to update or delete department(s).

1.3 UPDATING YOUR SITE DEPARTMENT

Step 1: Log into your Foods Connected account.

Step 2: Click on the settings cog at the top right-hand corner of the page.

Step 3: Click on *Edit Profile*.

Step 4: Tick the checkbox(es) beside the department(s) you want to set yourself against.

Step 4: Click on *Update Profile*.

1.4 SETTING A USER AGAINST A SITE DEPARTMENT

Step 1: Log into your Foods Connected account.

Step 2: Click on the settings cog at the top right-hand corner of the page.

Step 3: Click on *Manage Users*.

Step 4: Search for the user, click on *Update* beside their name and select *Edit User Details*.

Step 5: Tick the checkbox(es) beside the department(s) you want to set the user against.

Step 6: Click on *Update User*.

1.5 ADMIN SETUP

Step 1: Sign in and go to the *Internal Check Manager* under *Quality Management* then select *Admin*.

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports **Admin**

Site Created By Department Site Department Approval Master Template In Use Search Filter Clear Filters

[Add New](#)
[Duplicate Selected](#)
[Delete Selected](#)
[Combined Snapshot Report](#)
[Set as Not in Use](#)

| <input type="checkbox"/> | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | |
|--------------------------|---------------------|------------------------------|-----------------------------------|-------------|---------------------|---------------------|---------|----------------|--|
| <input type="checkbox"/> | 01/07/2020 15:33:07 | 1.0 | Dan test | Steve Jones | ---- | Not Applicable | OK | View Completed | Approve Template |
| <input type="checkbox"/> | 08/06/2020 13:03:21 | 3.1.1 [icon] | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 22/10/2019 15:51:34 | 04/05/2020 12:00:00 | Overdue | View Completed | Approve Template Record New |
| <input type="checkbox"/> | 11/05/2020 10:45:15 | 3.1 | Monthly Glass Register (DR, S) | Steve Jones | 17/04/2020 12:25:09 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 04/05/2020 14:37:14 | 1.0 | Testing model | Steve Jones | ---- | Not Applicable | N/A | View Completed | Approve Template |

Step 2: Select *Pre-set Fields* and then you can set up questions with standard responses that can be used multiple times within either the same Internal Check or multiple different checks. Pre-set fields can be categorised, so they can be found more easily when adding a new field.

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports **Admin**

Preset Fields

Add/Manage preset fields which can be used when creating/editing an Internal Check Template.

Version Control **All** All [Add New Preset Field](#) [Manage Categories](#)

Approval

Departments

Internal Description: Action Taken 2 Options [\[Show...\]](#) [Edit](#) [Delete](#)
Default Label: Has the required action been taken
Field Type: Standard Dropdown - Single selection from custom options
Default Locale: English [\[Show Translations...\]](#)

Select *Manage Categories*

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports **Admin**

Preset Fields

Add/Manage preset fields which can be used when creating/editing an Internal Check Template.

Version Control **All** All [Add New Preset Field](#) **[Manage Categories](#)**

Approval

Departments

Internal Description: Action Taken 2 Options [\[Show...\]](#) [Edit](#) [Delete](#)
Default Label: Has the required action been taken
Field Type: Standard Dropdown - Single selection from custom options
Default Locale: English [\[Show Translations...\]](#)

Add as many Categories as you need, clicking **+ Add** after each one. You may have questions that are only relevant to certain departments or teams, and by setting up Categories it makes it easier to manage all your *Preset Fields* when setting up Internal Check Templates

Manage Categories

Category Name
+ Add

| Category Name | Fields | |
|---------------|--------|---------------------------------------|
| All | 1 | Edit Delete |

Close

Select *Add New Preset Field*

Internal Check Manager

Internal Checks
User Schedules
Calendar
Non Conformances
Activity Overview
Reports
Admin

Preset Fields

Add/Manage preset fields which can be used when creating/editing an Internal Check Template.

Version Control

Approval

Departments

All

All

Add New Preset Field

Manage Categories

Internal Description: Action Taken

Default Label: Has the required action been taken

Field Type: Standard Dropdown - Single selection from custom options

Default Locale: English

Edit

Delete

Add New Preset Field

Internal Description

Default Label

Type

Category

Options

Default Locale

Abkhazian

Add

Cancel

Add Field

Give your field an internal description

Put the name of the question. This can be changed when you select the preset field in a check

Select your field type

Select the category of the preset field

Select the default language for the preset field

Add in all the responses for the question

Once the details are completed, select Add Field

If you want to add a translation, click on *Show Translations....* then *Add New Language*

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports Admin

Preset Fields Add/Manage preset fields which can be used when creating/editing an Internal Check Template.

Version Control All All Add New Preset Field Manage Categories

Approval

Departments

Internal Description: Action Taken 2 Options [Show...]

Default Label: Has the required action been taken

Field Type: Standard Dropdown - Single selection from custom options

Default Locale: English [Show Translations...]

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports Admin

Preset Fields Add/Manage preset fields which can be used when creating/editing an Internal Check Template.

Version Control All All Add New Preset Field Manage Categories

Approval

Departments

Internal Description: Action Taken 2 Options [Show...]

Default Label: Has the required action been taken

Field Type: Standard Dropdown - Single selection from custom options

Default Locale: English [Hide Translations...]

There are no translations for this field.

Add New Language

Select the language you want from the dropdown menu and select *Next*

Manage Translations

Language German

Close Next

Ok

You can either enter the translations to the answers of the question and click *Save*, or you can select the *Translate* button and the system will translate the answers for you

Internal Check Manager - Add Language

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports Admin

New Title: Action Taken

English German

Yes Ja

No Nein

Translate

Cancel Save

Translations for the rest of the Internal Check is discussed within section 2.7 of this guide

Step 3: Select *Version Control* to select the increment intervals that each new approved Internal Check template version will increase by. *We recommend that you select 1 for each Master template, and 0.1 for each Child template.*

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports **Admin**

Preset Fields Set increment intervals for internal check templates.

Version Control

Approval Master Version Increment

Departments Child Version Increment

[Save Settings](#)

Step 4: Select *Approval* and then select who you want to approve each template when they are built. This can be done at a site level, and at a template level. If you select more than 1 user to be an approver, you can select that only 1 or all users need to approve each template. Select save when done.

News & Statistics Supplier Approval Quality Management Trading & Planning More Steve

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports **Admin**

Preset Fields Manage internal check approvers for each company site. Internal check templates must be approved by an approver before before checks can be recorded.

Version Control

Approval

Departments

[Add Internal Approvers](#)

| Site | Template | Approval Required By | Internal Check Approvers |
|-------|----------------------------------|----------------------|--------------------------|
| Group | All | All selected users | Steve Jones |
| Group | Fabrication check sheet (DR, NS) | All selected users | Eugene Delacroix |

Step 5: Select *Departments* to add all relevant departments that your Internal Checks will relate to and save when done. Adding departments supports filtering of Internal Checks, however this will not affect what users are able to view them, it is more for categorisation.

Internal Check Manager

Internal Checks | User Schedules | Calendar | Non Conformances | Activity Overview | Reports | Admin

Preset Fields Add departments which internal checks can be assigned to. This will allow you to filter checks by their department.

Version Control

Approval

Departments

[Add Department](#) [Delete Selected](#)

| | Department | |
|--------------------------|-----------------|----------------------|
| <input type="checkbox"/> | Health & Safety | Edit |
| <input type="checkbox"/> | HR | Edit |
| <input type="checkbox"/> | Maintenance | Edit |
| <input type="checkbox"/> | Night Shift | Edit |
| <input type="checkbox"/> | Quality | Edit |
| <input type="checkbox"/> | Technical | Edit |

2 CREATING A MASTER INTERNAL CHECK TEMPLATE

2.1 SETUP DETAILS OF THE CHECK

Step 1: Sign in and go to *the Internal Check Manager* under *Quality Management* then select *Add New*.

Internal Check Manager

Internal Checks | User Schedules | Calendar | Non Conformances | Activity Overview | Reports | Admin

Site: All Created By: All Department: All Site Department: All Approval: All Master Template: All In Use: Yes Search: Search Template Names... [Filter](#) [Clear Filters](#)

[Add New](#) [Duplicate Selected](#) [Delete Selected](#) [Combined Snapshot Report](#) [Set as Not in Use](#)

| <input type="checkbox"/> | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | |
|--------------------------|---------------------|---------|---|-------------|---------------------|---------------------|---------|----------------|---|
| <input type="checkbox"/> | 27/04/2020 10:20:31 | 1.0 | Everyday Standards Audit | Steve Jones | --- | Not Applicable | OK | --- | Approve Template |
| <input type="checkbox"/> | 08/04/2020 06:55:02 | 2.1 | Monthly Glass Register (DR, S) | Steve Jones | 17/04/2020 11:25:09 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 30/03/2020 14:59:35 | 17.0 | Internal Accident investigation Report (DR, LA, NS) | Steve Jones | 03/09/2019 12:23:04 | Not Applicable | OK | View Completed | Approve Template Record New |
| <input type="checkbox"/> | 25/02/2020 13:46:53 | 3.1.1 | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 25/02/2020 13:47:37 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 05/11/2019 12:10:24 | 3.0 | Batch oven Cooker / Chilling Record CCP 1 & 2 | Steve Jones | 05/11/2019 11:38:51 | 05/11/2019 12:00:00 | Overdue | View Completed | Record New |
| <input type="checkbox"/> | 14/10/2019 13:56:47 | 1.2 | Metal detection test (DR, NS) | Steve Jones | 23/01/2019 13:10:42 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 04/06/2019 10:54:24 | 2.1 | Low Risk GMP (DR, S) | Steve Jones | 10/05/2019 10:26:25 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 04/06/2019 10:53:19 | 3.1 | High Risk GMP (DR, S, LA) - MASTER | Steve Jones | 25/02/2020 13:47:37 | Not Applicable | N/A | View Completed | N/A |
| <input type="checkbox"/> | 04/06/2019 10:46:58 | 2.0 | Pest control check (DR, NS) | Steve Jones | 30/03/2020 13:47:27 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 04/06/2019 10:45:15 | 2.0 | High Risk GMP (DR, S, LA) | Steve Jones | 18/06/2019 10:58:31 | 18/06/2019 17:00:00 | Overdue | View Completed | Record New |
| <input type="checkbox"/> | 28/11/2018 12:53:42 | 1.0 | Fabrication check sheet (DR, NS) | Steve Jones | 27/04/2020 08:17:23 | Not Applicable | OK | View Completed | Requires Approval |

Viewing 11 results | Page 1 of 1 25 50 100 | << first < previous next > last >>

Step 2: This is where you setup the details for that Internal Check.

Internal Check Manager - Create Internal Check

Details

Title

Master Template ☐ No

Child of Template

Default Locale

Sites

☐ Demo Co (Group)

☐ Factory 1

☐ Factory 2

☐ Factory 3

Hours / Minutes to Complete Hour(s) Minutes

Completed Check Approver ?

Site **Users**

There are currently no approvers set up for this internal check. Use the plus sign above if completed checks require approval.

Set Users to Complete

Site Departments

Scoring System

None - No scoring required
Default - Percentage of maximum possible score from weighted option points
Addition - Score tallied from weighted option points
Deduction - weighted option points deducted from maximum (per form or per section)

Auto Reference Number Generation Enabled

Default Days to Respond Day(s)

Department

First Version

Buttons:

Name your check

Turn on if this template is a master template

If this is a child template, then select which master template this is a child of

Select default language of this check

Set your check to a site

Set your check to complete in a certain time

Set your check to be approved by someone

Set your check to be completed by a specific person(s)

Set your check to a site department

Turn on scoring here if it is needed

Select the days that you need the response by

Set your check to a department

Step 3: Once the details are completed, select *Save & Edit* then select *Internal Check Template*

Scoring System None ▼

None - No scoring required
Default - Percentage of maximum possible score from weighted option points
Addition - Score tallied from weighted option points
Deduction - weighted option points deducted from maximum (per form or per section)

Auto Reference Number Generation Enabled No ▼

Default Days to Respond 0 Day(s)

Department N/A ▼

First Version 1.0

Cancel Save & Edit Save ▼

Internal Check Template
 Confirmation Template
 Schedule

FOODS Quick Links

2.2 CREATE THE CHECK TEMPLATE

Step 1: Build your check using the form builder to suit your needs. To add a new section select *Add New Section*.

Internal Check Manager - Update Form ← Back

Template Name Testing model Save Title

Edit Options ⚙

➕ Add New Section

Form Preview (Version 1.0)

ℹ You have not added any elements to your form yet. To get started, click 'Add New Section'.

New Section looks like this below

Internal Check Manager - Update Form ← Back

Template Name Testing model Save Title

Edit Options ⚙

➕ Add New ↕ Reorder 🔔 Triggers ☑ Scoring Criteria 🗑 Translations ⚙

Form Preview (Version 1.0)

📄 New section ➕ 🔄

Step 2: To add a new field or question select *Add New – Standard Field*

Internal Check Manager - Update Form

Template Name: Testing model [Save Title]

Form Preview (Version 1.0)

New section

Edit Options: Add New, Reorder, Triggers, Scoring Criteria, Translations

Standard Field

Step 3: Now add in the details of the question and how you want it answered using the field types.

Add New Field

Field Label: What is the question? [Show]

Section: New section

Field Type: Standard Dropdown - Single [Preset Browser]

Options: Yes, No [Add]

Child Form Option Addition/Exclusion: No

Help Text: [Text area]

Help Image: Choose file No file chosen

Required: ☒ No ☐ Always ☐ Condition Based

Visible: ☒ Always ☐ Condition Based

Show in Completed Table: ☐ No

Promote to Preset: ☐

Annotations:

- Enter your question (points to Field Label)
- Choose the field type or way to answer question (points to Field Type)
- Choose the answers or options for the question (points to Options)
- If this is a master template, then select to allow this question to be available on the child template (points to Child Form Option Addition/Exclusion)
- Help text is good to guide the user (points to Help Text)
- Select if this question must be answered by the user (points to Required)
- Select if this question is conditionally based on the answer of another question. (points to Visible)
- If you think this question will be used regularly, you can make it a Preset field. (points to Promote to Preset)
- You may select 3 additional fields to show in the completed table. (points to Show in Completed Table)
- Select if this questions visibility on the check is conditionally based on the answer of another question. (points to Visible)

Buttons: Cancel, Add Field

Step 4: Once done select *Add Field*

| | |
|-------------------------------|---|
| Visible | <input checked="" type="radio"/> Always <input type="radio"/> Condition Based |
| Show in Completed Table | <input type="checkbox"/> No |
| Promote to Preset | <input type="checkbox"/> |
| <div> Cancel Add Field </div> | |

New Field looks like this below

Internal Check Manager - Update Form ← Back

Template Name: Save Title

Edit Options: Add New Reorder Triggers Scoring Criteria Translations ⚙

Form Preview (Version 1.0)

✎ New section ⚙ ↺

✎ What is the question?

Step 5: To be able to use Scoring on the questionnaire repeat the same steps up to 'Step 4' but in the 'Field Type' choose a *Weighted Dropdown*. Add in the answer but then add the points that the answer is worth and select *Add*

Update Field ×

Field Label: Show

Section:

Field Type:

Weighted Options: Add

Help Text:

Help Image: Choose file No file chosen

Required: ☒ No ☐ Always ☐ Condition Based

Visible: ☒ Always ☐ Condition Based

Show in Completed Table: ☐ No

Delete Field
Cancel
Update Field

Step 6: To add a *Preset Field* select *Add New – Preset Field*

Internal Check Manager - Update Form ← Back

Template Name
Testing model Save Title

Form Preview (Version 1.0)

✎ New section

✎ What is the question? --Please Select--

Edit Options

- + Add New
 - Section
 - Standard Field
 - Preset Field**
- Reorder
- Triggers
- Scoring Criteria
- Translations
- Settings
- Refresh

Step 7: Select the relevant *Preset Field*, and select *Done*

Add New Field ×

All **All**

Internal Description: Action Taken

Default Label: Has the required action been taken

Field Type: Standard Dropdown - Single selection from custom options

Setup: 2 Options [\[Show...\]](#)

Done

Step 8: Make any changes to the field and then select *Add Field*.

Add New Field ×

Field Label Show

Section ▼

Field Type Q Preset Browser

Help Text

Help Image No file chosen

Required i ☒ No ☐ Always ☐ Condition Based

Visible i ☒ Always ☐ Condition Based

Show in Completed Table i

Cancel **Add Field**

New Field looks like this below

Internal Check Manager - Update Form ← Back

Template Name
Testing model Save Title

Edit Options
Add New Reorder Triggers Scoring Criteria Translations

Form Preview (Version 1.0)

New section

What is the question? --Please Select--

Has the required action been taken --Please Select--

Step 9: If you want to add a new section that is a copy of a previous section you have built, then select the *Circular arrow* and then *Duplicate Section with Fields*.

Internal Check Manager - Update Form ← Back

Template Name
Test Check Save Title

Edit Options
Add New Reorder Triggers Translations

Form Preview (Version 1.0)

new name

Window damaged? --Please Select--

Duplicate Section with Fields
Duplicate Fields Only

Duplicate Section - new name

Duplicate Section Name

Parent Section None

Place After None

Page Break After No

Expand / Collapse No

Visible Always Condition Based (conditions will be inherited)

Intro Text (Optional)
Instructions regarding completing section

Fields to Copy All Select Individually

Duplicate Field Conditions Yes

Duplicate Field Triggers Yes

Cancel Create Duplicate

Enter your section name

Does your new section have a parent section

Where do you want to place your new section

Do you want a new page after this section

Do you want your section to be able to expand and collapse

Do you want to duplicate Field Conditions and Triggers

What fields do you want to copy – all or select/deselect individually

Do you want your section to be visible

Step 10: Repeat steps to build up your check.

2.3 CREATING AN ISSUE TEMPLATE / NON-CONFORMANCE FORM

An Issue Template is the form that is used for your users to answer any queries that have been raised during the check. After you build the initial check follow the steps below

Step 1: Go back to the main table and select the radio button to the right of your check & select *Edit Issue Template*

Internal Check Manager

Internal Checks | User Schedules | Calendar | Non Conformances | Activity Overview | Reports | Admin

Site: All | Created By: All | Department: All | Site Department: All | Approval: All | Master Template: All | In Use: Yes | Search: Search Template Names. [Filter] [Clear Filters]

[Add New] [Duplicate Selected] [Delete Selected] [Combined Snapshot Report] [Set as Not in Use]

| | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | | |
|--------------------------|---------------------|---------|---|-------------|---------------------|---------------------|---------|----------------|--|--|
| <input type="checkbox"/> | 04/05/2020 10:09:25 | 1.0 | Testing model | Steve Jones | ---- | Not Applicable | N/A | ---- | Approve Template | |
| <input type="checkbox"/> | 27/04/2020 10:20:31 | 1.0 | Everyday Standards Audit | Steve Jones | ---- | Not Applicable | OK | ---- | Approve Template | |
| <input type="checkbox"/> | 08/04/2020 06:55:02 | 2.1 | Monthly Glass Register (DR, S) | Steve Jones | 17/04/2020 11:25:09 | Not Applicable | OK | View Completed | Record New | |
| <input type="checkbox"/> | 30/03/2020 14:59:35 | 17.0 | Internal Accident Investigation Report (DR, LA, NS) | Steve Jones | 03/09/2019 12:23:04 | Not Applicable | OK | View Completed | Approve Template Record New | |
| <input type="checkbox"/> | 25/02/2020 13:46:53 | 3.1.1 | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 25/02/2020 13:47:37 | Not Applicable | OK | View Completed | Record New | |
| <input type="checkbox"/> | 05/11/2019 12:10:24 | 3.0 | Batch oven Cooker / Chilling Record CCP 1 & 2 | Steve Jones | 05/11/2019 11:38:51 | 05/11/2019 12:00:00 | Overdue | View Completed | Record New | |
| <input type="checkbox"/> | 14/10/2019 13:56:47 | 1.2 | Metal detection test (DR, NS) | Steve Jones | 23/01/2019 13:10:42 | Not Applicable | OK | View Completed | Record New | |

- View Completed
- Completed Analysis Report
- Completed Comparison Report
- Completed Snapshot Report
- Score Over Time Report
- Edit Details
- Edit Internal Check Template
- Edit Issue Template**
- Edit Confirmation Template
- Preview
- View Edit History

Step 2: Follow the steps above that you used to build the actual check to build the Issue Template/Non- conformance Form. The same functions are used. Your form may end up looking like this example below

Internal Check Manager - Update Form ← Back

This template has completed records. Making changes will update this template to version 4.1.

High Risk GMP (DR, S, LA) - MASTER - Issue Template - Form Preview (Version 3.1)

Corrective action response ⚙️ ↺

Issue found

Response

Evidence

| | | |
|--|----------------|--|
| <input type="button" value="Choose file"/> | No file chosen | <input type="text" value="Enter image description"/> |
| <input type="button" value="Choose file"/> | No file chosen | <input type="text" value="Enter image 2 description"/> |
| <input type="button" value="Choose file"/> | No file chosen | <input type="text" value="Enter image 3 description"/> |

2.4 ADDING EMAIL ALERTS TO THE CHECK

Email alerts are a feature that allows you to create a trigger when a certain answer is given to a question. This will then send an email to someone to notify them of the answer to the question.

Step 1: As you go along creating your Internal Check Template, you can create *Email Alerts* & from the answers that have been chosen. To do this select *Triggers* & then *Email Alerts*.

Internal Check Manager - Update Form ← Back

Form Preview (Version 1.0)

New section

What is the question?

Triggers ⚙️

Email Alerts ⚙️

Issues ⚙️

Step 2: Now select *Add Alert*

Internal Check Manager - Update Form - Test Check - Email Alerts

[← Back](#)

To add a new alert click the 'Add Alert' button below. When you are finished click the 'Done' button to return to the Form.

[+ Add Alert](#)
[Cancel](#)
[Done](#)

| Field | Subject Title | Alert Rules | Recipients | |
|---------------------------------|---------------|-------------|------------|--|
| You have not added any alerts.. | | | | |

Step 3: Now setup your alert. Select an e-mail subject title for the alerts, or leave blank and set as internal check subject

Internal Check Manager - Test Check - Email Alerts

[← Back to List](#)

Subject Title ⓘ

 Enter a subject title to appear on all alert emails...

| | | |
|--------------|---|---|
| Field | <input type="text" value="new name - Window damaged?"/> | ▼ |
| Field Option | <input type="text" value="Yes"/> | ▼ |
| Recipients | <input type="text" value="-- Please Select --"/> | ▼ |
| | <input type="button" value="Add to list"/> | |
| | <input type="text" value="Steve Jones"/> | ✕ |

[Cancel](#)
[Save](#)

Step 4: Select the question from *Field*

Internal Check Manager - Test Check - Email Alerts

[← Back to List](#)

Subject Title ⓘ

 Enter a subject title to appear on all alert emails...

| | | |
|--------------|---|---|
| Field | <input type="text" value="new name - Window damaged?"/> | ▼ |
| Field Option | <input type="text" value="Yes"/> | ▼ |
| Recipients | <input type="text" value="-- Please Select --"/> | ▼ |
| | <input type="button" value="Add to list"/> | |
| | <input type="text" value="Steve Jones"/> | ✕ |

[Cancel](#)
[Save](#)

Step 5: Then select from *Field Option* the answer to the question that will raise the trigger/alert

Internal Check Manager - Test Check - Email Alerts ← Back to List

Subject Title ⓘ

Field

Field Option

Recipients Add to list

Cancel Save

Step 6: Now add the user(s) or team from *Recipients* that will receive the notification and select *Add to list*. Once done select *Save*.

Internal Check Manager - Test Check - Email Alerts ← Back to List

Subject Title ⓘ

Field

Field Option

Recipients Add to list

Cancel Save

E-mail alert setup will look like this below

Internal Check Manager - Update Form - Test Check - Email Alerts ← Back

To add a new alert click the 'Add Alert' button below. When you are finished click the 'Done' button to return to the Form.

+ Add Alert Cancel Done

| Field | Subject Title | Alert Rules | Recipients | |
|----------------------------|----------------|---------------------|-------------|-----------------------------------|
| new name - Window damaged? | Damaged window | Option equal to Yes | Steve Jones | Update |

Step 7: Repeat steps to add e-mail alerts to any question

2.5 ADDING ISSUE TRIGGERS TO THE CHECK

Issue Triggers are a feature that allows you to create a non-conformance when a certain answer is given to a question. This will then build up a list that will need corrective action when the check is done, and this is where you use the Issue Template that you created earlier for the Supplier to answer.

Step 1: As you go along creating your Internal Check Template, you can create *Issue Triggers* from the answers that have been chosen. To do this select *Triggers* & then *Issues*

Internal Check Manager - Update Form ← Back

Template Name
Testing model Save Title

Edit Options
Add New Reorder Triggers Scoring Criteria Translations Settings

Form Preview (Version 1.0)

New section

What is the question? --Please Select--

Triggers
Email Alerts
Issues

Step 2: Now select *Add Issue Trigger*

Internal Check Manager - Update Form - Test Check - Issue Triggers ← Back

To add a new issue trigger click the 'Add Issue Trigger' button below. When you are finished click the 'Done' button to return to the Form.

Add Issue Trigger Cancel Done

| Field | Subject Title | Issue Trigger Rules | Auto Assigned To |
|---|---------------|---------------------|------------------|
| You have not added any issue triggers.. | | | |

Step 3: Now setup your alert. Select an e-mail subject title for the triggers, or leave blank and set as internal check subject

Internal Check Manager - Test Check - Issue Trigger ← Back to List

Subject Title Enter a subject title to appear on all alert emails...

Field new name - Window damaged?

Field Option Yes

Field or Section? ☒ Notes/Image Field ☐ Section

Primary Notes Field -- None --

Primary Image Field -- None --

Auto Assign to -- Do Not Assign --

Cancel Save

Step 4: Select the question from *Field*

Internal Check Manager - Test Check - Issue Trigger [← Back to List](#)

Subject Title ⓘ

Field

Field Option

Field or Section? ☒ Notes/Image Field ☐ Section

Primary Notes Field

Primary Image Field

Auto Assign to

[Cancel](#) [Save](#)

Step 5: Then select the answer from *Field Option* that will raise the Non-Conformance

Internal Check Manager - Test Check - Issue Trigger [← Back to List](#)

Subject Title ⓘ

Field

Field Option

Field or Section? ☒ Notes/Image Field ☐ Section

Primary Notes Field

Primary Image Field

Auto Assign to

[Cancel](#) [Save](#)

Step 6: Select *Section*

Internal Check Manager - Test Check - Issue Trigger [← Back to List](#)

Subject Title ⓘ

Field

Field Option

Field or Section? ☐ Notes/Image Field ☒ Section

Auto Assign to

[Cancel](#) [Save](#)

Step 7: Choose who to *Auto Assign* the issue too

Internal Check Manager - Test Check - Issue Trigger [← Back to List](#)

Subject Title ⓘ

Field

Field Option

Field or Section? ☐ Notes/Image Field ☒ Section

Auto Assign to

[Cancel](#) [Save](#)

Step 8: Once done select *Save*

Internal Check Manager - Test Check - Issue Trigger [← Back to List](#)

Subject Title ⓘ

Field

Field Option

Field or Section? ☐ Notes/Image Field ☒ Section

Auto Assign to

[Cancel](#) [Save](#)

Trigger setup will look like this below

Internal Check Manager - Update Form - Test Check - Issue Triggers ← Back

To add a new issue trigger click the 'Add Issue Trigger' button below. When you are finished click the 'Done' button to return to the Form.

+ Add Issue Trigger Cancel Done

| Field | Subject Title | Issue Trigger Rules | Auto Assigned To | |
|----------------------------|---------------------|---------------------|------------------|--------------------------------------|
| new name - Window damaged? | Test Check - Issues | Option equal to Yes | Steve Jones | ✓ Update ✖ |

Step 9: Repeat steps to add triggers to any question.

Step 10: You can edit who each Issue is assigned to, and also have the ability to bulk assign or update the corrective action owner for a template that is not a child template.

2.6 SETUP SCORING CRITERIA

Set the scoring for your Internal Check if you want to use it.

Step 1: If you have selected a Scoring System within the Check Details (*Section 2.1*), then within the Internal Check Template, select *Scoring Criteria*

Internal Check Manager - Update Form ← Back

Template Name: Testing model Save Title

Edit Options: Add New Reorder Triggers **Scoring Criteria** Translations ⚙

Form Preview (Version 1.0)

New section + ↺

What is the question? --Please Select--

Step 2: Select *Add Criteria*

Internal Check Manager - Update Form - Testing model - Scoring Criteria ← Back

To add a new criteria click the 'Add Criteria' button. When you are finished click the 'Done' button to return to the Form.

Add Criteria Cancel Done

| Form/Section/Field Value | Description/Points | Min Value | Max Value | Dependent On | Colour |
|--|--------------------|-----------|-----------|--------------|--------|
| You have not added any scoring criteria... | | | | | |

Step 3: Add in your scoring criteria. Then select *Add Criteria*

Add Scoring Criteria ×

Per Form / Section Name: Per Form ⓘ

Per Section / Field Value: N/A

Description: Low

Min Value: 0

Max Value: 10

Colour: 🗑️

Cancel **Add Criteria**

Scoring can be set up for the whole form or by Sections, or both

Scores can be set against the whole form or individual questions, or both

Step 4: Repeat steps to add in further scoring criteria i.e. Medium & High

2.7 ADDING LANGUAGES AND DIFFERENT LANGUAGE SETUP

Step 1: Click on the *Translations* button and select *Add New Language* at the top of the page to add another form language.

Internal Check Manager - Update Form ← Back

Template Name: Test Check Save Title

Edit Options: Add New Reorder Triggers **Translations** ⚙️ 🔍

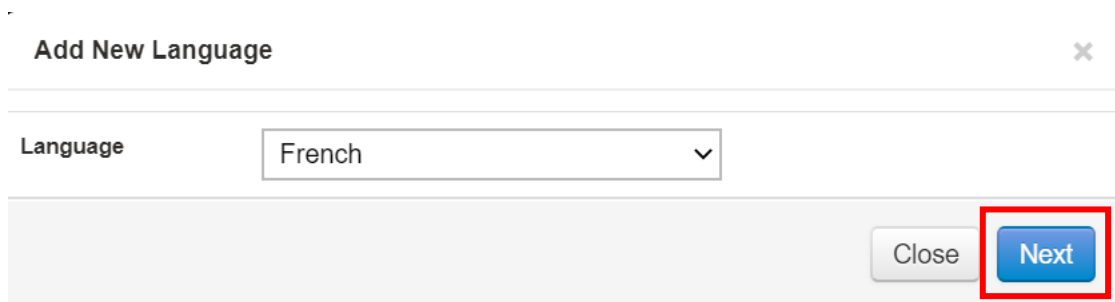
Form Preview (Version 1.0)

new name 🗑️ 🔄

Window damaged? --Please Select--

+ Add New Language

Step 2: Select the language from the pop-up window and then select *Next*.

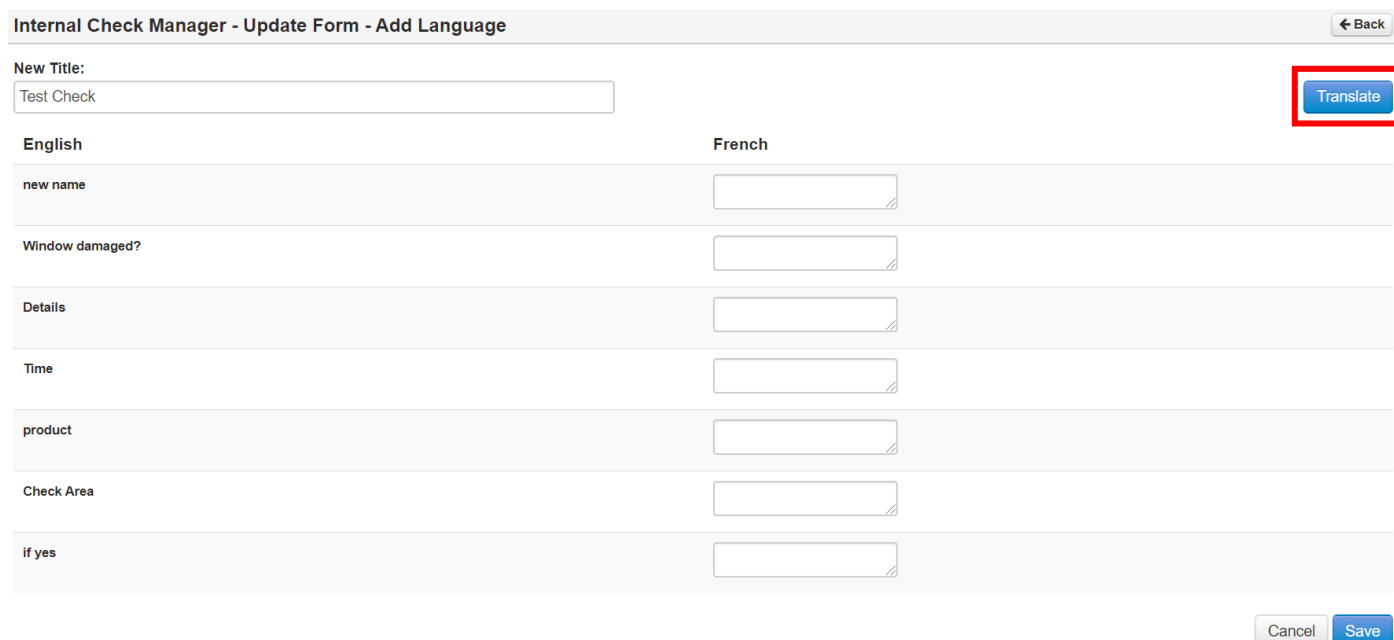


Add New Language

Language: French

Close Next

Step 3: You have the option to either click on the *Translate* button at the top of the page and an automatic translation from the set default language to the new selected language will appear for each field. These translations can then be edited in the textboxes. Alternatively, if you know the translations then you can enter these into the relevant fields.



Internal Check Manager - Update Form - Add Language

Back

New Title: Test Check

Translate

| English | French |
|-----------------|--------|
| new name | |
| Window damaged? | |
| Details | |
| Time | |
| product | |
| Check Area | |
| if yes | |

Cancel Save

Step 4: Once you are happy with the translations, click on *Save* and this language will be added as an option onto the form. When you record a new check, for the added in language to appear the user recording the check needs to have this language set as their locale in their profile.

2.8 SETUP & CREATE A SCHEDULE FOR A CHECK

When setting up the details of the Internal Check, if you set a user to complete a check and select a person(s), you will be able to create a schedule. A schedule window will appear here.

Step 1: Select *Schedule*

Internal Check Manager - Edit Internal Check ← Back

Details **Schedule**

Title

Master Template

Child of Template

Sites

- ☒ Demo Co (Group)
- ☒ Factory 1
- ☒ Factory 2
- ☒ Factory 3

Hours / Minutes to Complete Hour(s) Minutes

Completed Check Approver ?

| Site | Users |
|-----------------|-------------|
| Demo Co (Group) | Steve Jones |

Set Users to Complete

Select Users to Complete

0 / 10 selected

☐ Lauren Bush

Step 2: Select which *Frequency* Set the required settings for your schedule then select *Generate Schedule*

Internal Check Manager - Edit Internal Check ← Back

Details **Schedule**

Description

Frequency ☐ No Schedule ☒ Daily ☐ Weekly ☐ Months ☐ Years

Start Date

End Date

Completion Tolerance Hour(s) Minutes

Daily Recur every day(s) at

Generate Schedule

Step 3: The schedule will look like this below from here you can edit and Save

Internal Check Manager - Edit Internal Check [Back](#)

[Details](#) [Schedule](#)

Description:

Frequency: ☐ No Schedule ☒ Daily ☐ Weekly ☐ Months ☐ Years

Start Date:

End Date:

Completion Tolerance: Hour(s) Minutes

Daily: Recur every day(s) at

[Generate Schedule](#)

Review Schedule
Description: -

[Save...](#) [Delete Schedule](#)

Save
Save & Exit

| # | Date | Time | Completed By | Edit Date | Edit Time |
|---|-----------------------|----------|--------------|------------|----------------------------|
| 1 | Monday 04 May 2020 | 12:00:00 | | 04/05/2020 | 12:00 <input type="text"/> |
| 2 | Tuesday 05 May 2020 | 12:00:00 | | 05/05/2020 | 12:00 <input type="text"/> |
| 3 | Wednesday 06 May 2020 | 12:00:00 | | 06/05/2020 | 12:00 <input type="text"/> |
| 4 | Thursday 07 May 2020 | 12:00:00 | | 07/05/2020 | 12:00 <input type="text"/> |
| 5 | Friday 08 May 2020 | 12:00:00 | | 08/05/2020 | 12:00 <input type="text"/> |
| 6 | Saturday 09 May 2020 | 12:00:00 | | 09/05/2020 | 12:00 <input type="text"/> |

Step 4: At any stage if you need to re-edit go back to check, select *Edit Details*

Internal Check Manager

[Internal Checks](#) [User Schedules](#) [Calendar](#) [Non Conformances](#) [Activity Overview](#) [Reports](#) [Admin](#)

Site: Created By: Department: Site Department: Approval: Master Template: In Use: Search: [Filter](#) [Clear Filters](#)

[Add New](#) [Duplicate Selected](#) [Delete Selected](#) [Combined Snapshot Report](#) [Set as Not in Use](#)

| | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | | |
|--------------------------|---------------------|---------|---|-------------|---------------------|---------------------|---------|----------------|----------------------------------|------------------------------|
| <input type="checkbox"/> | 04/05/2020 15:01:53 | 3.1.2 | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 25/02/2020 13:47:37 | 04/05/2020 12:00:00 | Overdue | View Completed | Record New | View Completed |
| <input type="checkbox"/> | 04/05/2020 14:37:14 | 1.0 | Testing model | Steve Jones | ---- | Not Applicable | N/A | ---- | Approve Template | Completed Analysis Report |
| <input type="checkbox"/> | 04/05/2020 14:22:20 | 3.1 | Monthly Glass Register (DR, S) | Steve Jones | 17/04/2020 11:25:09 | Not Applicable | OK | View Completed | Approve Template | Completed Comparison Report |
| <input type="checkbox"/> | 27/04/2020 10:20:31 | 1.0 | Everyday Standards Audit | Steve Jones | ---- | Not Applicable | OK | ---- | Approve Template | Completed Snapshot Report |
| <input type="checkbox"/> | 30/03/2020 14:59:35 | 17.0 | Internal Accident investigation Report (DR, LA, NS) | Steve Jones | 03/09/2019 12:23:04 | Not Applicable | OK | View Completed | Approve Template | Score Over Time Report |
| | | | | | | | | | Record New | Edit Details |
| | | | | | | | | | | Edit Internal Check Template |
| | | | | | | | | | | Edit Issue Template |
| | | | | | | | | | | Edit Confirmation Template |

Step 5: Then select *Schedule*

Internal Check Manager - Edit Internal Check

[← Back](#)
[Details](#)
[Schedule](#)

Title: High Risk GMP (DR, S, LA) - CHILD

Master Template: No

Child of Template: High Risk GMP (DR, S, LA) - MASTER

Sites:

- ☒ Demo Co (Group)
- ☒ Factory 1
- ☒ Factory 2
- ☒ Factory 3

Hours / Minutes to Complete: 1 Hour(s) 0 Minutes

Completed Check Approver:

| Site | Users |
|-----------------|-------------|
| Demo Co (Group) | Steve Jones |

Set Users to Complete: Yes

Select Users to Complete: 0 / 10 selected

Search By Name...

Lauren Bush

Step 6: This page will open where you can Edit, Extend or Delete

Internal Check Manager - Edit Internal Check

[← Back](#)
[Details](#)
[Schedule](#)

Occurs every day at 12:00, starting from 04/05/2020 to 31/05/2020

[Extend Schedule](#)
[Edit Schedule](#)

Review Schedule

[Save...](#)
[Delete Schedule](#)

Description: -

| # | Date | Time | Completed By | Edit Date | Edit Time |
|---|-----------------------|----------|--------------|------------|-----------|
| 1 | Monday 04 May 2020 | 12:00:00 | | 04/05/2020 | 12:00 |
| 2 | Tuesday 05 May 2020 | 12:00:00 | | 05/05/2020 | 12:00 |
| 3 | Wednesday 06 May 2020 | 12:00:00 | | 06/05/2020 | 12:00 |
| 4 | Thursday 07 May 2020 | 12:00:00 | | 07/05/2020 | 12:00 |
| 5 | Friday 08 May 2020 | 12:00:00 | | 08/05/2020 | 12:00 |
| 6 | Saturday 09 May 2020 | 12:00:00 | | 09/05/2020 | 12:00 |
| 7 | Sunday 10 May 2020 | 12:00:00 | | 10/05/2020 | 12:00 |
| 8 | Monday 11 May 2020 | 12:00:00 | | 11/05/2020 | 12:00 |
| 9 | Tuesday 12 May 2020 | 12:00:00 | | 12/05/2020 | 12:00 |

[Save...](#)
[Delete Schedule](#)

3 CREATE A CONFIRMATION TEMPLATE

A confirmation form is a form you can create to help you with verification and checking that the Internal Check has been fully & adequately completed. It is a list of questions you might ask yourself to check before confirmation. You can choose to use this or not.

Step 1: Go to the *Internal Check Manager* select dropdown beside the questionnaire & select *Edit Confirmation Template*

Internal Check Manager

Internal Checks | User Schedules | Calendar | Non Conformances | Activity Overview | Reports | Admin

Site: All | Created By: All | Department: All | Site Department: All | Approval: All | Master Template: All | In Use: Yes | Search: Search Template Names... | Filter | Clear Filters

+ Add New | Duplicate Selected | Delete Selected | Combined Snapshot Report | Set as Not in Use

| | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | |
|--------------------------|---------------------|---------|---|-------------|---------------------|---------------------|---------|----------------|-------------------------------|
| <input type="checkbox"/> | 04/05/2020 10:09:25 | 1.0 | Testing model | Steve Jones | ---- | Not Applicable | N/A | ---- | Approve Template |
| <input type="checkbox"/> | 27/04/2020 10:20:31 | 1.0 | Everyday Standards Audit | Steve Jones | ---- | Not Applicable | OK | ---- | Approve Template |
| <input type="checkbox"/> | 08/04/2020 06:55:02 | 2.1 | Monthly Glass Register (DR, S) | Steve Jones | 17/04/2020 11:25:09 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 30/03/2020 14:59:35 | 17.0 | Internal Accident Investigation Report (DR, LA, NS) | Steve Jones | 03/09/2019 12:23:04 | Not Applicable | OK | View Completed | Approve Template Record New |
| <input type="checkbox"/> | 25/02/2020 13:46:53 | 3.1.1 | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 25/02/2020 13:47:37 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 05/11/2019 12:10:24 | 3.0 | Batch oven Cooker / Chilling Record CCP 1 & 2 | Steve Jones | 05/11/2019 11:38:51 | 05/11/2019 12:00:00 | Overdue | View Completed | Record New |
| <input type="checkbox"/> | 14/10/2019 13:56:47 | 1.2 | Metal detection test (DR, NS) | Steve Jones | 23/01/2019 13:10:42 | Not Applicable | OK | View Completed | Record New |
| <input type="checkbox"/> | 04/06/2019 10:54:24 | 2.1 | Low Risk GMP (DR, S) | Steve Jones | 10/05/2019 10:26:25 | Not Applicable | OK | View Completed | Record New |

- View Completed
- Completed Analysis Report
- Completed Comparison Report
- Completed Snapshot Report
- Score Over Time Report
- Edit Details
- Edit Internal Check Template
- Edit Issue Template
- Edit Confirmation Template**
- Preview
- View Edit History

Step 2: From here you follow the same steps in Creating an Internal Check Template (Section 2.2) to create your Confirmation Template. It might end up looking like this

Internal Check Manager - Update Form Back

This template has completed records. Making changes will update this template to version 4.1.

High Risk GMP (DR, S, LA) - MASTER - Confirmation Template - Form Preview (Version 3.1)

Edit Options: Add New | Reorder | Translations | Settings

Confirmation

Is the corrective action adequate? --Please Select--

Approved by: SIGNED OFF BY...

Undo Previous Stroke | Clear

4 CREATE A CHILD INTERNAL CHECK TEMPLATE

Step 1: Once you are happy with your master template, you can create a child template.

Step 2: From the *Internal Checks* tab of the *Internal Check Manager*, click on *Add New* and this will open a page to set the Internal Check details.

Step 3: Input the check title, select the relevant master template from the *Child of Template* dropdown options and select the company site(s).

Internal Check Manager - Create Internal Check

Details

Title: Test model

Master Template: No

Child of Template: High Risk GMP (DR, S, LA) - MASTER

Sites: ☐ Gladbrook, ☐ Greenside, ☐ Rushden

Step 4: Click on *Save & Edit* then select *Internal Check Template*, this will open the internal check builder.

Step 5: Select *Yes/No* for all the sections and fields to select which ones appear in the child template. Click on *Save Selected Fields* once you are happy with what has been selected.

Internal Check Manager - Update Form

You are currently viewing this form in English.
Any changes to this form will be assumed as being in English.

Template Name: Test model

Form Options:

Form Preview (Version 3.1.0)

Display all Fields on this Page

Details

Shift: --Please Select--

Time: --:--

Accompanied with :

Form Options (Right): ☐ ☐ ☐ ☐ ☐

Step 6: To activate the issue triggers/email alerts for the child template, click on the *Triggers* button at the top of the page. This will open a page with all the triggers that were set up in the master template.

Step 7: To activate the triggers, tick the checkboxes beside the relevant triggers and click on *Activate Selected*.

Step 8: To update the assignee of the triggers, tick the checkboxes beside the relevant triggers and click on *Update Assignee*. This will open a pop-up window, select the person, or company team from the dropdown list and click on *Update*.

Step 9: When you have finished updating the triggers click on *Done*.

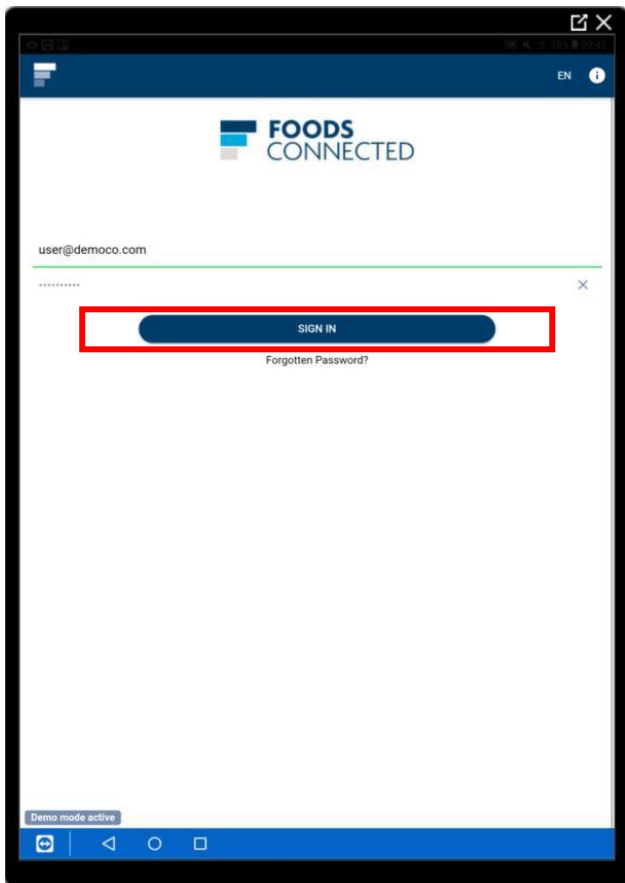
Step 10: You also will need to select the relevant fields for the issue and confirmation templates. Click on the menu button beside the child check and select *Edit Issue Template/Edit Confirmation Template*.

Step 11: As with Step 5, Select *Yes/No* for all the sections and fields to select which ones appear in the issue/confirmation templates. Click on *Save Selected Fields* once you are happy with what has been selected.

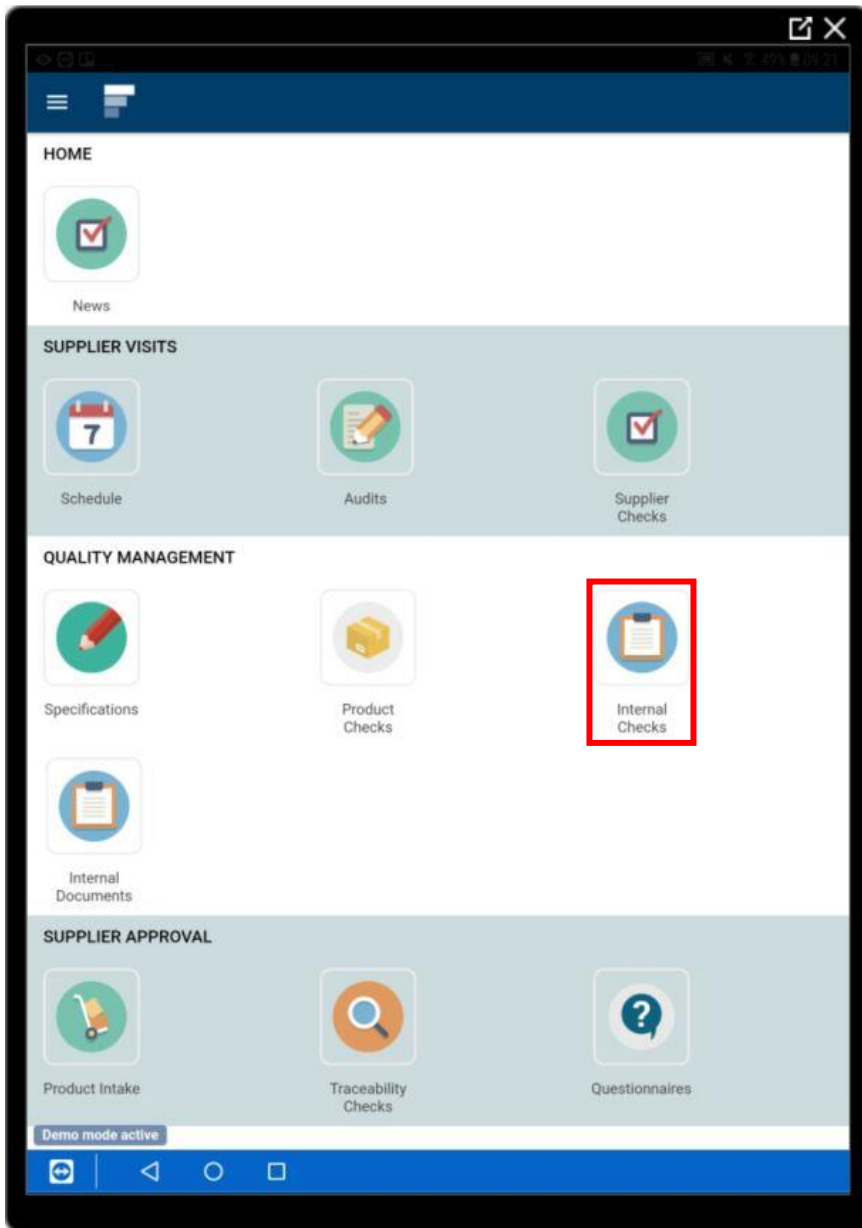
Step 12: Click on *Save* then *Save and Exit*.

5 RECORDING A CHECK ON THE TABLET

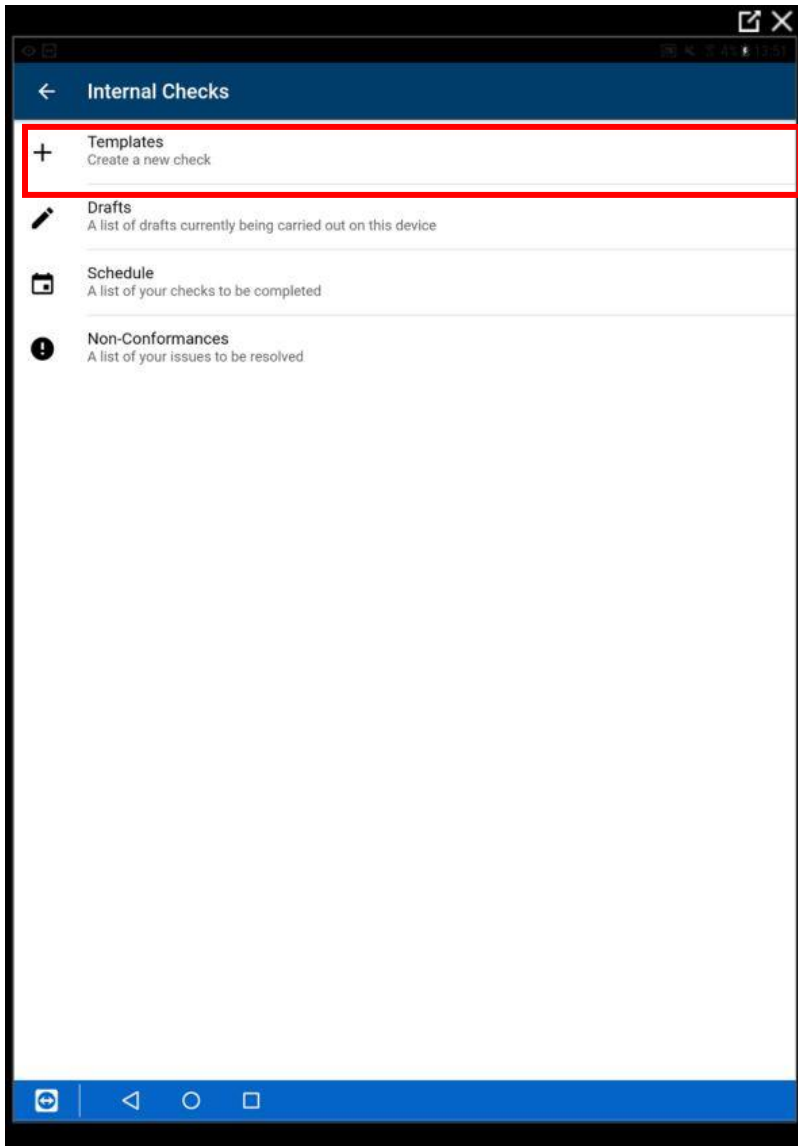
Step 1: Sign into the app.



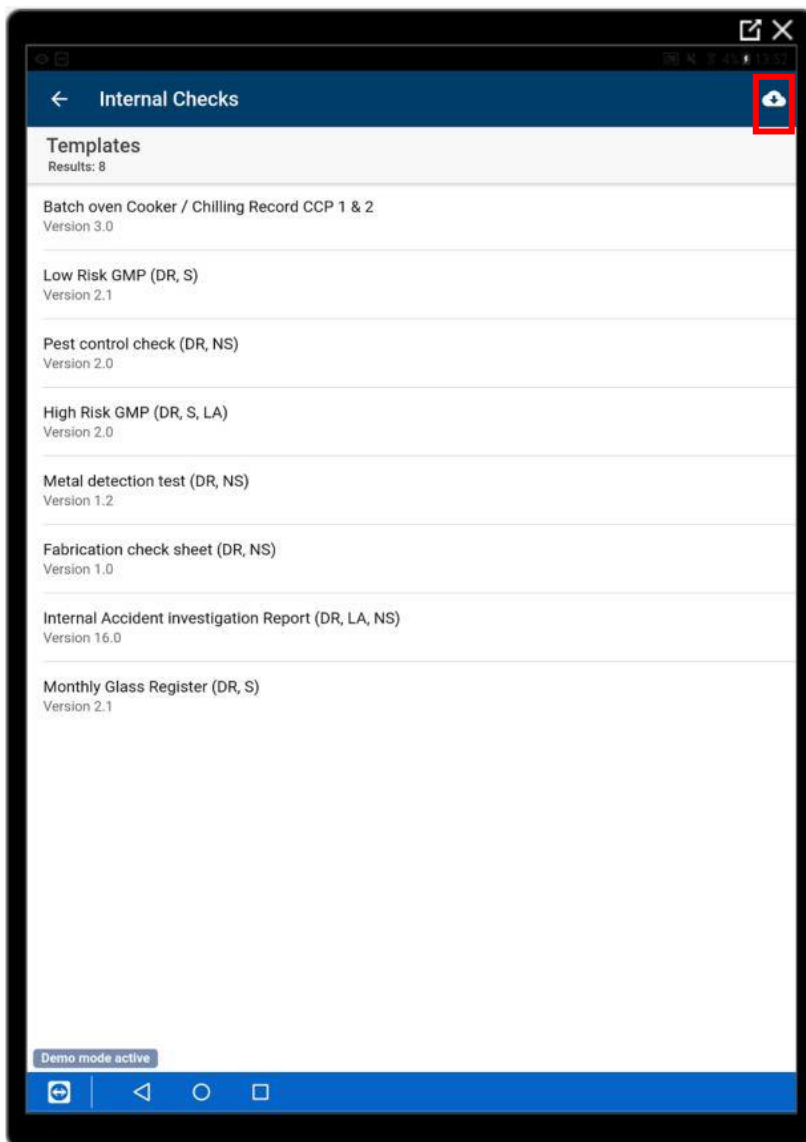
Step 2: Select *Internal Checks* on the home screen.



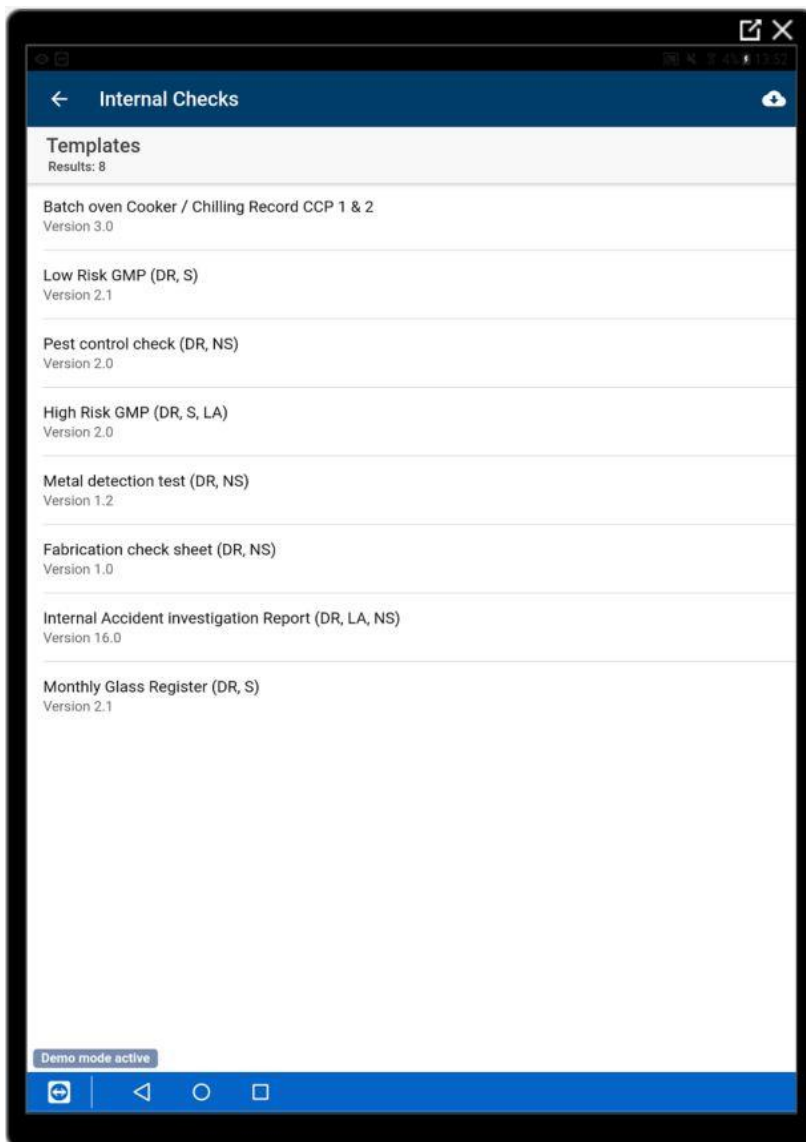
Step 3: Select *Templates*



Step 4: Download your check templates to the tablet first by selecting the cloud icon at the top right corner.



Step 5: Your templates will all download. Once downloaded select the template you need for your check.



Step 6: Select the template, then complete your check by selecting the correct fields.

Monthly Glass Register (DR, S) SAVE

Top Loading Bay ☒

2 x pedestrian entrance door

Intact ☐

Damaged ☐

6 x glass panels

Intact ☐

Damaged ☐

24 x battery chargers

Intact ☐

Damaged ☐

Calcs

0 RECALCULATE

MARK SECTION AS COMPLETE

Cold Store P1 ☒

4 x lights

Intact ☐

Damaged ☐

2 X Glass panels

Intact ☐

Demo mode active | Document | Recent Non Conformances

Step 7: If there is a document attached to the check you can view it here

The screenshot displays the 'Monthly Glass Register (DR, S)' application on a tablet. The interface is organized into sections for different areas: 'Top Loading Bay' and 'Cold Store P1'. Each section contains a list of items with their respective counts and status options (Intact or Damaged). A 'RECALCULATE' button is visible at the bottom of the 'Top Loading Bay' section. The bottom navigation bar includes a 'Document' icon, which is highlighted with a red box, indicating where users can view attached documents. Other icons in the bar include a menu, a clock, and a 'Recent Non Conformances' link. The status 'Demo mode active' is also visible in the bottom left corner.

| Section | Item | Count | Status |
|-----------------|------------------------------|-------|-----------------------|
| Top Loading Bay | 2 x pedestrian entrance door | | |
| | Intact | | <input type="radio"/> |
| | Damaged | | <input type="radio"/> |
| | 6 x glass panels | | |
| | Intact | | <input type="radio"/> |
| | Damaged | | <input type="radio"/> |
| Cold Store P1 | 24 x battery chargers | | |
| | Intact | | <input type="radio"/> |
| | Damaged | | <input type="radio"/> |
| | Calcs | | |
| | 0 | | |
| | Intact | | <input type="radio"/> |

It will look like this. You can easily switch between the two to reference

Monthly Glass Register (DR, S) SAVE

1. Purpose

Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Praesent interdum, sem eu gravida malesuada, libero ante tempor est, vel accumsan dolor odio at nunc. Ut condimentum ligula nec ultrices pharetra. Sed risus ligula, fringilla nec fringilla ut, scelerisque in eros. Aenean dapibus sed nisl a sodales. Aenean quis dui eget urna viverra hendrerit. Cras et velit tempor, luctus neque quis, facilisis tellus. In ornare varius lorem a ornare. Nullam aliquam eros at imperdiet maximus. Nunc accumsan ex sit amet enim gravida, ac dignissim justo cursus. Ut et purus elementum, sodales nunc nec, laoreet neque. Donec vitae est lorem. Nulla consequat massa arcu, et finibus magna sagittis at. Sed viverra, odio et consequat convallis, urna arcu mollis tortor, sed consectetur felis sem quis ex. Etiam dictum viverra justo, eleifend rutrum diam blandit a.

2. Scope

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus id bibendum risus. Aenean eget porta felis. Nulla blandit porta quam vitae dignissim. Maecenas tempus rhoncus eros. Ut accumsan erat sed nulla vulputate, et pulvinar ante interdum. Nunc hendrerit, lorem a tempus venenatis, metus diam bibendum tellus, sed ullamcorper leo dui scelerisque urna. Donec turpis ex, pellentesque vel commodo at, laoreet non massa. Vivamus at condimentum enim. In vel sem nulla. Aenean vel viverra orci. Aliquam vitae luctus sapien. Aenean nulla diam, gravida ac ligula a, egestas blandit elit. Phasellus mauris lorem, ultricies non suscipit sit amet, fringilla at eros.

3. Responsibilities

3.

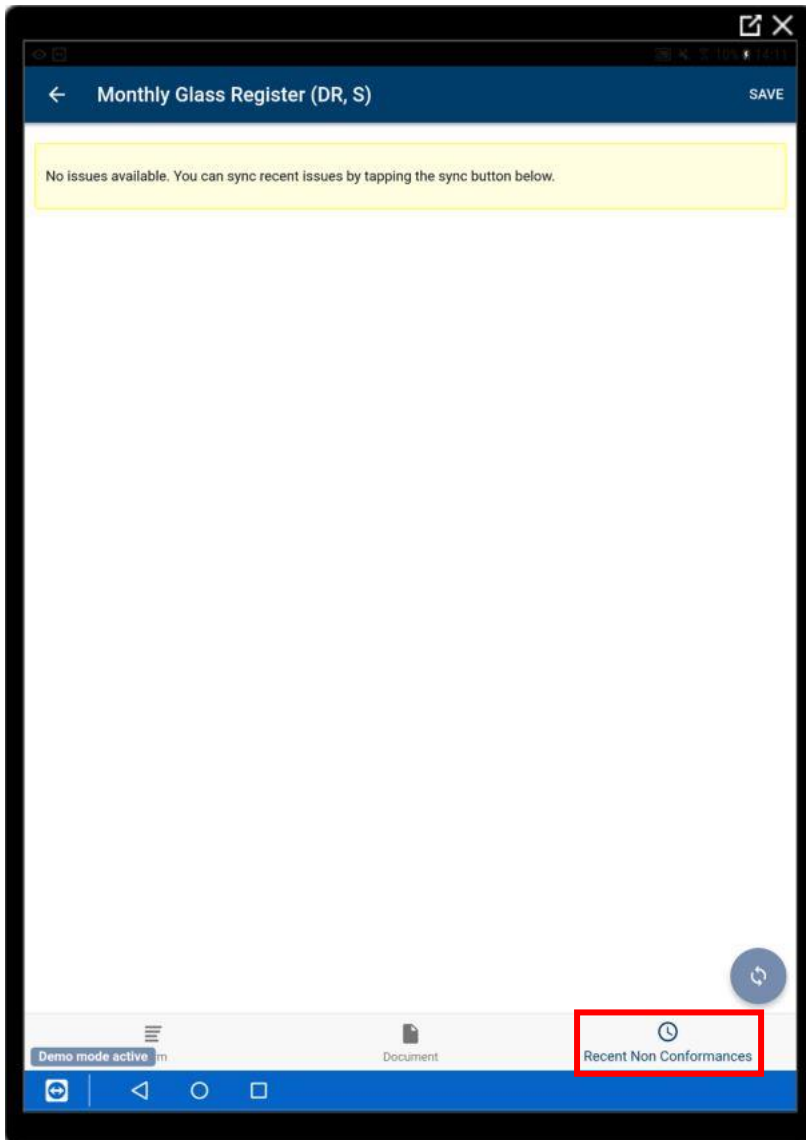
Donec rhoncus sit amet eros at sodales. Cras quis facilisis neque. Sed gravida eros sit amet sapien tincidunt ullamcorper. Curabitur dictum est turpis, ac lacinia augue rutrum ut. Suspendisse elit justo, cursus vel volutpat eget, hendrerit vel massa. Cras sodales orci libero, in euismod ipsum condimentum porta. Duis ultricies diam quis erat ultricies faucibus. Donec sollicitudin augue vel vulputate feugiat. Vestibulum vel molestie felis, nec tristique ante. Phasellus ac dolor ullamcorper, bibendum mi nec, congue purus. Sed ac libero tortor. Nunc vestibulum faucibus diam nec commodo. Nam dignissim tempor pellentesque. Aenean quis placerat lacus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

4. Procedure

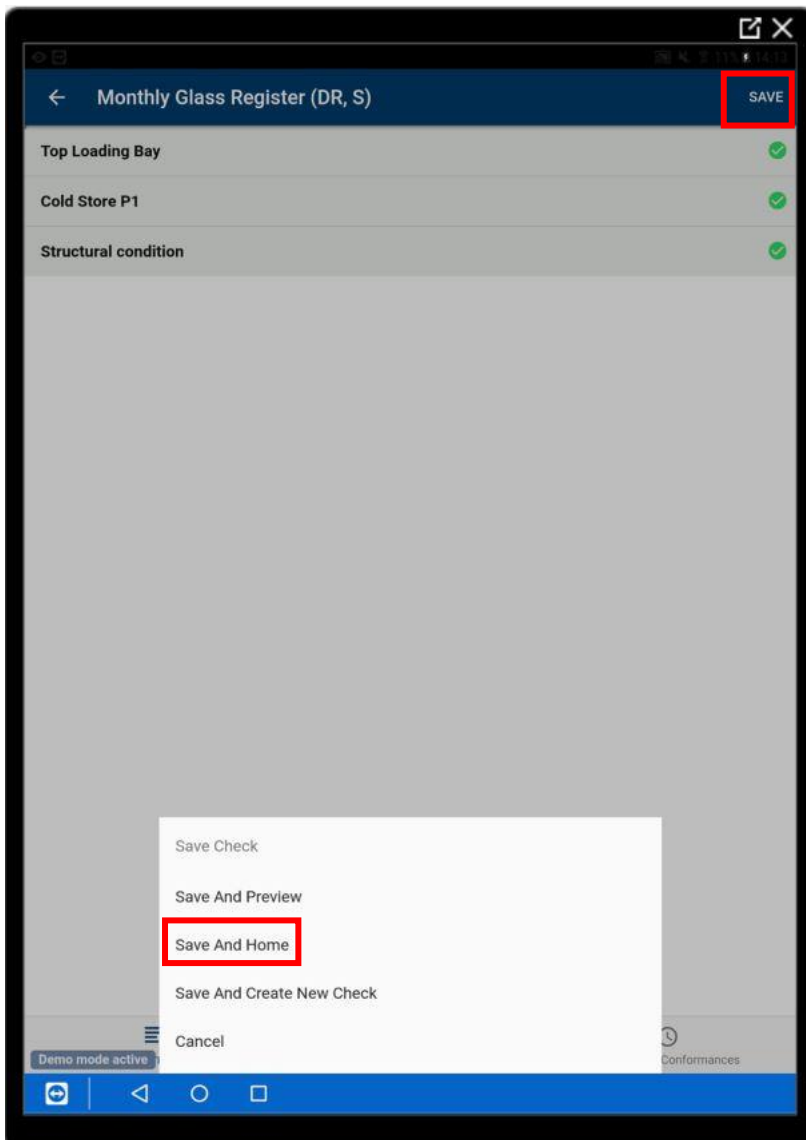
4.

Demo mode active | Document | Recent Non Conformances

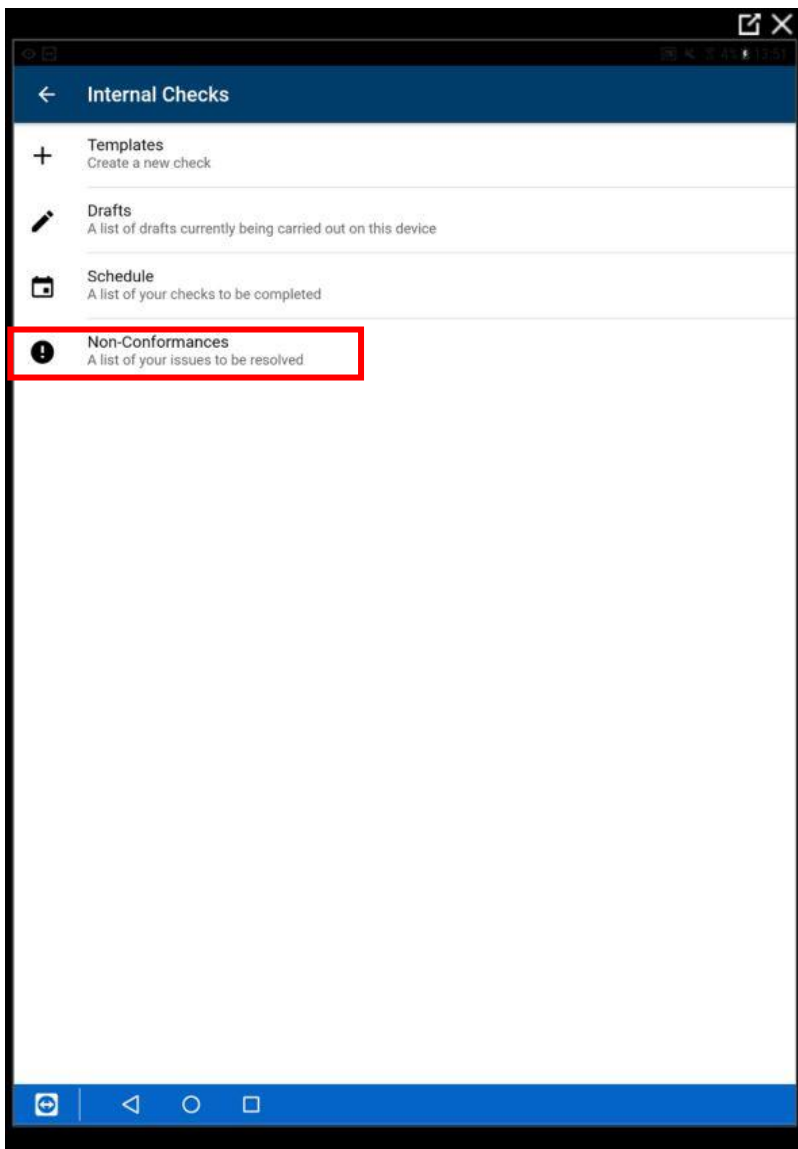
Step 8: You can view any recent non-conformances as you go along here



Step 9: Once your check is complete select *Save* then *Save & Home*



Step 10: If there were any issues that need resolved or Non-conformances, go back to Internal Checks on the tablet, then select *Non-conformances* you can resolve these issues directly on the tablet.



Step 11: Select *Edit* beside Non-conformance

The screenshot shows a mobile application interface for 'Internal Checks'. At the top, there's a blue header with a back arrow and the text 'Internal Checks'. Below this is a section titled 'Non-Conformances'. Inside this section, there's a form with a text input containing '35', a button labeled 'Re-cook required', and a text input containing 'Yes'. Below the form are two buttons: 'EDIT' (with a pencil icon) and 'SUBMIT' (with a cloud icon). The 'EDIT' button is highlighted with a red square. Below the 'Non-Conformances' section is another section titled 'Monthly Glass Register (DR, S)'. This section contains a list of items: '4 x lights', '17/04/2020', 'Value', 'By', 'To', 'Comment', 'Due', 'Damaged', 'Steve Jones', 'Steve Jones', 'None', 'N/A', 'Cold Store P1', '4 x lights', 'Damaged', '2 X Glass panels', 'Intact', '4 Emergency lights', and 'Intact'. At the bottom of this section, there are also 'EDIT' and 'SUBMIT' buttons. The 'EDIT' button is again highlighted with a red square. The bottom of the screen shows a blue navigation bar with icons for home, back, search, and a square icon.

Internal Checks

Non-Conformances

35

Re-cook required

Yes

EDIT SUBMIT

Monthly Glass Register (DR, S)

4 x lights

17/04/2020

Value Damaged

By Steve Jones

To Steve Jones

Comment None

Due N/A

Cold Store P1

4 x lights

Damaged

2 X Glass panels

Intact

4 Emergency lights

Intact

EDIT SUBMIT

Demo mode active

Step 12: The select the pen icon to allow you to enter in your responses

Monthly Glass Register (DR, S)

4 x lights

Corrective action response

Response

Evidence

Pen icon (highlighted)

Step 13: Fill in your response add any evidence or pictures if necessary, then select *Save*

Monthly Glass Register (DR, S) **SAVE**

4 x lights

Corrective action response ✓

Response

Response

Evidence

MARK SECTION AS COMPLETE

Demo mode active

Step 14: As you can see that issue has turned green to represent it has been responded too. Once done, select **Submit** or if you need to edit select **Edit** again and change your response

Internal Checks

Non-Conformances

35

Re-cook required

Yes

Monthly Glass Register (DR, S)

4 x lights

17/04/2020

| Value | By | To | Comment | Due |
|----------------------|-------------|-------------|---------|-----|
| Damaged | Steve Jones | Steve Jones | None | N/A |
| Cold Store P1 | | | | |
| 4 x lights | | | | |
| Damaged | | | | |
| 2 X Glass panels | | | | |
| Intact | | | | |
| 4 Emergency lights | | | | |
| Intact | | | | |

Issue Details:

EDIT SUBMIT

Demo mode active

Step 15: Once you submit your response is then logged. Repeat these steps for any other non-conformances that need corrected on your tablet.

6 VIEWING, REVIEWING & CONFIRMING CHECKS

6.1 VIEW COMPLETED CHECKS

Next step is to view the completed checks on the desktop

Step 1: Once check is completed go back to your desktop and select *View Completed* on the check you used

Internal Check Manager

Internal Checks | User Schedules | Calendar | Non Conformances | Activity Overview | Reports | Admin

Site: All | Created By: All | Department: All | Site Department: All | Approval: All | Master Template: All | In Use: Yes | Search: Search Template Names... **Filter** **Clear Filters**

Add New **Duplicate Selected** **Delete Selected** **Combined Snapshot Report** **Set as Not in Use**

| | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | |
|--------------------------|---------------------|---------|---|-------------|---------------------|---------------------|---------|-----------------------|--|
| <input type="checkbox"/> | 04/05/2020 15:29:26 | 3.1.2 | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 25/02/2020 13:47:37 | 04/05/2020 12:00:00 | Overdue | View Completed | Record New |
| <input type="checkbox"/> | 04/05/2020 14:37:14 | 1.0 | Testing model | Steve Jones | ---- | Not Applicable | N/A | ---- | Approve Template |
| <input type="checkbox"/> | 04/05/2020 14:22:20 | 3.1 | Monthly Glass Register (DR, S) | Steve Jones | 17/04/2020 11:25:09 | Not Applicable | OK | View Completed | Approve Template Record New |
| <input type="checkbox"/> | 27/04/2020 10:20:31 | 1.0 | Everyday Standards Audit | Steve Jones | ---- | Not Applicable | OK | ---- | Approve Template |
| <input type="checkbox"/> | 30/03/2020 14:59:35 | 17.0 | Internal Accident investigation Report (DR, LA, NS) | Steve Jones | 03/09/2019 12:23:04 | Not Applicable | OK | View Completed | Approve Template Record New |

Step 2: A list of all the completed & pending checks will show, and these can be filtered by the Status of the check (Completed & Approved / Approval Required / Action Required)

Date From: | Date To: | Site: All | Completed By: All | Status: All | Search: Search Checks... **Filter** **Clear Filters**

Delete Selected

| | Date Started | Version | Site | Question 2 | | Status |
|--------------------------|---------------------|---------|------------------------------|------------|---------------|----------------------|
| <input type="checkbox"/> | 10/11/2021 11:15:00 | 6.0 | Sales & Marketing Department | Yrs | | Completed & Approved |
| <input type="checkbox"/> | 28/10/2021 10:09:21 | 6.0 | Sales & Marketing Department | Hgh | Barry Creaney | Completed & Approved |
| <input type="checkbox"/> | 20/10/2021 11:16:58 | 6.0 | Sales & Marketing Department | 1 | Barry Creaney | Completed & Approved |
| <input type="checkbox"/> | 05/10/2021 09:26:41 | 1.0 | Sales & Marketing Department | Ok | Barry Creaney | Completed & Approved |

Step 3: You can view the issues either by clicking on the modal on the right-hand side and selecting “Resolve Issues”

| | | | | | | | | | |
|--------------------------|---------------------|-----|------------------------------|----|---------------|---|---|----------------------|---|
| <input type="checkbox"/> | 01/10/2021 13:30:22 | 5.0 | Sales & Marketing Department | ok | Jill McElrath | 1 | 1 | Action Required |  <ul style="list-style-type: none"> New Internal Check Edit Check Resolve Issues Request More Info Requires Review Approve |
| <input type="checkbox"/> | 01/10/2021 13:25:37 | 5.0 | Sales & Marketing Department | ok | Barry Creaney | 1 | 1 | Action Required | |
| <input type="checkbox"/> | 30/09/2021 07:49:06 | 1.0 | Sales & Marketing Department | Ok | Barry Creaney | 0 | 0 | Completed & Approved | |
| <input type="checkbox"/> | 30/09/2021 07:48:55 | 1.0 | Sales & Marketing Department | Ok | Barry Creaney | 0 | 0 | Completed & Approved | |
| <input type="checkbox"/> | 30/09/2021 07:48:47 | 1.0 | Sales & Marketing Department | Ok | Barry Creaney | 0 | 0 | Completed & Approved | |

Internal Check Manager

[← Back](#)
[Cancel](#)
[Save & Exit](#)

Check Name Fabrication check sheet (DR, NS)

Date Completed 27/04/2020 08:17:23

Completed By Steve Jones

Status Action Required

Open Issues

Production Area - Free From Damage - Doors / Frames / Handles

[Resolve Issue](#)

Value No

Date Raised 27/04/2020

Last Updated 27/04/2020

Raised By Steve Jones

Issue Details

Production Area

| | |
|---|--|
| Free From Damage - Doors / Frames / Handles | No - Found the top missing from bottle |
| Free From Damage - Wall panels | Yes |
| Free From Damage - Floor | Yes |
| Wooden pallets present | Yes |
| Product suitably identified | Yes |
| Dolav liners stored correctly | Yes |
| Floor around blast salted when necessary | Yes |
| Cat 3 dolav suitable identified | Yes |

Assigned To Maintenance

Required By 27/04/2020

Resolution

Alternatively, you can go to the “Non Conformances” tab, filter for the checks you are looking for, and then select the “View Details” dropdown button.

Internal Check Manager

Internal Checks | User Schedules | Calendar | **Non Conformances** | Activity Overview | Reports | Admin

Raised Between: [] Resolved Between: [] Site: All Internal Check: All Assigned To: All Raised By: All Status: All [Filter] [Clear Filters]

Delete Selected | Reassign Selected | Update Required By Date

| | Raised Date | Site | Internal Check | Version | Assigned To | Raised By | Last Updated | Required By | Status | View Details |
|--------------------------|----------------|-------|---------------------|---------|-------------|------------|----------------|-------------|------------|--------------|
| <input type="checkbox"/> | 03/11/21 11:27 | Group | Ciara Test Approval | 3.0 | Ciara Kane | Ciara Kane | 03/11/21 11:27 | 03/11/2021 | Unresolved | ⬇ |

| Issue Section | Issue Field | Field Value |
|---------------|-------------|---------------|
| Clause 1.2 | Clause 1.2 | Non-Compliant |

6.2 RESOLVING NON-CONFORMANCES ON THE DESKTOP

Some of these may be completed through the tablet on the stages we touched on earlier in the tablet section. If there are any Unresolved issues and you are responsible, then follow the steps below

Step 1: Select the *Non Conformances* tab. To find the specific check you are looking for you can either use the filters at the top of the page, or when you have the auto generated reference number set up on your internal check template(s) the reference number now is visible in the non-conformance tab as a new column as well as within the specific template(s).

Internal Check Manager

Internal Checks | User Schedules | Calendar | **Non Conformances** | Activity Overview | Reports | Admin

Raised Between: [] Resolved Between: [] Site: All Internal Check: All Assigned To: All Raised By: All Status: All [Filter] [Clear Filters]

Delete Selected | Reassign Selected | Update Required By Date

| | Ref Num | Raised Date | Site | Internal Check | Version | Assigned To | Raised By | Last Updated | Required By | Status | View Details |
|--------------------------|----------|----------------|------------------------------|----------------|---------|-------------|---------------|----------------|-------------|------------|--------------|
| <input type="checkbox"/> | 171647-1 | 01/12/21 13:23 | Sales & Marketing Department | BC Time | 7.0 | | Barry Creaney | 01/12/21 13:23 | 01/12/2021 | Unresolved | ⬇ |
| <input type="checkbox"/> | 163618-6 | 01/12/21 13:07 | Group | BC Time | 6.0 | | Barry Creaney | 01/12/21 13:07 | 01/12/2021 | Unresolved | ⬇ |

Step 2: Select the *View* icon on an *Unresolved* issue, then select *All Issues*

Internal News

Statistics Home

Calendar **Non Conformances** Activity Overview Reports Admin

Raised Between Resolved Between Site Internal Check Assigned To Raised By Status

Filter Clear Filters

Delete Selected Reassign Selected Update Required By Date

| | Raised Date | Site | Internal Check | Version | Assigned To | Raised By | Last Updated | Required By Date | Status | |
|--------------------------|---------------------|-------|----------------------------------|---------|-------------|-------------|----------------|------------------|------------|----------------------|
| <input type="checkbox"/> | 27/04/2020 10:34:27 | Group | Fabrication check sheet (DR, NS) | 1.0 | Maintenance | Steve Jones | 27/04/20 11:34 | 27/04/2020 | Unresolved | View |
| <input type="checkbox"/> | 27/04/2020 10:34:27 | Group | Fabrication check sheet (DR, NS) | 1.0 | Maintenance | Steve Jones | 27/04/20 11:34 | 27/04/2020 | Unresolved | View |
| <input type="checkbox"/> | 17/04/2020 12:25:24 | Group | Monthly Glass Register (DR, S) | 2.1 | Steve Jones | Steve Jones | 17/04/20 13:25 | 17/04/2020 | Resolved | View |
| <input type="checkbox"/> | 30/03/2020 14:47:39 | Group | Pest control check (DR, NS) | 2.0 | Technical | Steve Jones | 30/03/20 15:47 | 30/03/2020 | Resolved | View |

[All Issues](#)
[Single Issue](#)

Step 3: You can now view the issues & resolve by selecting *Resolve Issue*

Internal Check Manager

[Back](#) [Cancel](#) [Save & Exit](#)

Check Name: Fabrication check sheet (DR, NS)

Date Completed: 27/04/2020 08:17:23

Completed By: Steve Jones

Status: Action Required

Open Issues

Production Area - Free From Damage - Doors / Frames / Handles

[Resolve Issue](#)

Value: No

Date Raised: 27/04/2020

Last Updated: 27/04/2020

Raised By: Steve Jones

Issue Details

| Production Area | |
|---|--|
| Free From Damage - Doors / Frames / Handles | No - Found the top missing from bottle |
| Free From Damage - Wall panels | Yes |
| Free From Damage - Floor | Yes |
| Wooden pallets present | Yes |
| Product suitably identified | Yes |
| Dolav liners stored correctly | Yes |
| Floor around blast salted when necessary | Yes |
| Cat 3 dolav suitable identified | Yes |

Assigned To: Maintenance

Required By: 27/04/2020

Resolution

Step 4: Fill in your response and *Save* when done

Internal Check Manager

Form Document Cancel Save

Fabrication check sheet (DR, NS) (Version 1.0) Demo Co (Group)

Corrective action response

Response

Complete corrective action form

Evidence

Choose file No file chosen Enter image description

Choose file No file chosen Enter image 2 description

Choose file No file chosen Enter image 3 description

Cancel Save

Step 5: Repeat steps until all issues have been completed. Once done select **Save & Exit**. The status of the Non-Conformance changes from **Unresolved** to **Resolved**, whilst the status of the Check reverts to **Approval Required**.

6.3 APPROVING CHECKS

Step 1: Once you are happy with the Check and want to confirm, then if you are an approver select the icon and then **Approve**

Internal Check Manager - Fabrication check sheet (DR, NS) Back

Date From Date To Site Completed By Search Filter Clear Filters

Delete Selected

| | Date Completed | Version | Site | Completed By | Open Issues | Status | |
|--------------------------|---------------------|---------|-----------------|--------------|-------------|-------------------|---|
| <input type="checkbox"/> | 27/04/2020 09:17:23 | 1.0 | Demo Co (Group) | Steve Jones | 0 | Approval Required | <div> <div></div> <div>View Internal Check</div> <div>Edit Check</div> <div>Resolve Issues</div> <div>Requires Review</div> <div>Approve</div> </div> |

Viewing 1 results | Page 1 of 1

25 50 100 | << first < previous next > last

FOODS Quick Links Supported By

Step 2: Fill in your confirmation template then **Save**

Internal Check Manager

Form Document

Cancel Save

Fabrication check sheet (DR, NS) (Version 1.0)

Demo Co (Group)

Confirmation

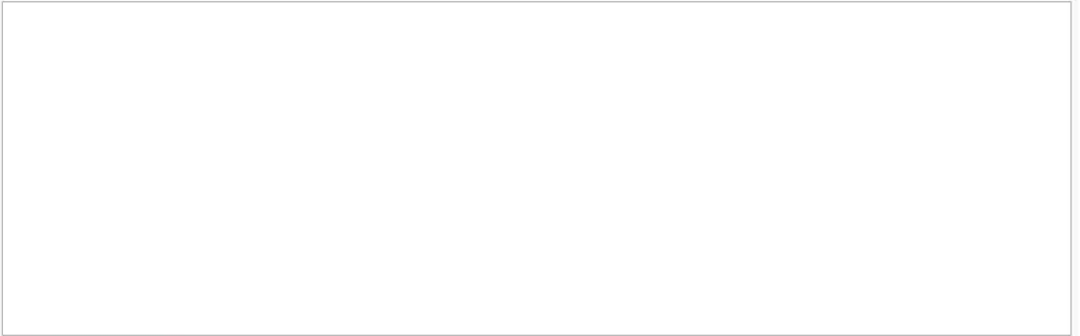
Is the corrective action adequate?

Yes

Enter a comment

Signature

SIGNED OFF BY...



Undo Previous Stroke

Clear

Cancel Save

Step 3: The status updates to *Completed & Approved*

Internal Check Manager - Fabrication check sheet (DR, NS)

Back

Date From

Date To

Site

Completed By

Search

Filter

Clear Filters

Delete Selected

| | Date Completed | Version | Site | Completed By | Open Issues | Status | |
|--------------------------|---------------------|---------|-----------------|--------------|-------------|----------------------|---|
| <input type="checkbox"/> | 27/04/2020 09:17:23 | 1.0 | Demo Co (Group) | Steve Jones | 0 | Completed & Approved |  |

Viewing 1 results | Page 1 of 1

25 50 100 | << first < previous next > last >>

7. CREATING REPORTS

7.1. CREATING COMPARISON REPORTS

Step 1: Sign in to Foods Connected and select **Quality Management** then select **Internal Check Manager**

Step 2: Select dropdown beside relevant Internal Check and select **Completed Comparison Report**

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports Admin

Site Created By Department Site Department Approval Master Template In Use Search

All All All All All All Yes Search Template Names.. Filter Clear Filters

Add New Duplicate Selected Delete Selected Combined Snapshot Report Set as Not in Use

| | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | |
|--------------------------|---------------------|---------|---|-------------|---------------------|----------------|--------|----------------|----------------|
| <input type="checkbox"/> | 26/01/2021 09:38:06 | 5.0 | Glass and Hard Plastic Register - Daily | Steve Jones | 25/01/2021 16:51:18 | Not Applicable | OK | View Completed | View Completed |
| <input type="checkbox"/> | 22/01/2021 10:49:57 | 12.0 | Pest control check (DR, NS) | Steve Jones | 17/09/2020 14:34:25 | Not Applicable | OK | View Completed | View Completed |
| <input type="checkbox"/> | 18/01/2021 13:57:37 | 2.2 | Metal detection test (DR, NS) | Steve Jones | 12/08/2020 13:26:11 | Not Applicable | OK | View Completed | View Completed |
| <input type="checkbox"/> | 06/01/2021 19:43:36 | 3.0 | Startup Checks | Steve Jones | ---- | Not Applicable | OK | View Completed | View Completed |
| <input type="checkbox"/> | 22/12/2020 15:29:39 | 6.1.0 | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 13/01/2021 04:35:35 | Not Applicable | OK | View Completed | View Completed |

View Completed
Completed Analysis Report
Completed Comparison Report
Completed Snapshot Report
Score Over Time Report
Edit Details
Edit Internal Check Template
Edit Issue Template
Edit Confirmation Template
Preview
View Edit History

Step 3: Select required reporting parameters and select **Next**

Internal Check Manager

Glass and Hard Plastic Register - Daily - Comparison Report: Step 1

Back to Company Internal Checks

Next > Back

Fields Display Top to Bottom

Completion Date Filtering ☒ Date Range ☐ From Set Date ☐ During Set Time Period ☐ Current Year to Date ☐ Company Period ☐ Last Period ☐ Current Period

Date Range

Next >

Step 4: Select fields to compare then select **Generate Report**. Select the responses you require to report on (if all responses are required select **Options** checkbox and select **Generate Report**).

Internal Check Manager

Glass and Hard Plastic Register - Daily - Comparison Report: Step 2

[← Back to Company Internal Checks](#)
 Search Questions...

[Back](#) [Generate Report](#)

| <input type="checkbox"/> Section | Field |
|---|---------------------------------------|
| <input type="checkbox"/> All Sections | Pass / Fail: Summary |
| <input type="checkbox"/> Entrance / Wash Area | 1 x fire extinguisher |
| <input type="checkbox"/> Entrance / Wash Area | Take photo |
| <input type="checkbox"/> Entrance / Wash Area | Risk to product |
| <input type="checkbox"/> Entrance / Wash Area | No risk to product detail |
| <input type="checkbox"/> Entrance / Wash Area | Risk to product detail - action taken |

Glass and Hard Plastic Register - Daily - Comparison Report: Step 3

[← Back to Company Internal Checks](#)
[Back](#) [Generate Report](#)

| Field | <input type="checkbox"/> Options |
|--|--|
| Entrance / Wash Area - 1 x fire extinguisher | <input type="checkbox"/> Pass <input type="checkbox"/> Fail |

7.2 CREATING SNAPSHOT REPORTS

Step 1: Sign in to Foods Connected and select **Quality Management** then select **Internal Check Manager**

Step 2: Select dropdown beside relevant Internal Check and select **Completed Snapshot Report**

Internal Check Manager

[Internal Checks](#) [User Schedules](#) [Calendar](#) [Non Conformances](#) [Activity Overview](#) [Reports](#) [Admin](#)

| Site | Created By | Department | Site Department | Approval | Master Template | In Use | Search | Filter |
|------|------------|------------|-----------------|----------|-----------------|--------|-------------------------|---------------|
| All | All | All | All | All | All | Yes | Search Template Names.. | Clear Filters |

[Add New](#) [Duplicate Selected](#) [Delete Selected](#) [Combined Snapshot Report](#) [Set as Not in Use](#)

| <input type="checkbox"/> | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | |
|--------------------------|---------------------|---------|---|-------------|---------------------|----------------|--------|----------------|--|
| <input type="checkbox"/> | 26/01/2021 09:38:06 | 5.0 | Glass and Hard Plastic Register - Daily | Steve Jones | 25/01/2021 16:51:18 | Not Applicable | OK | View Completed | |
| <input type="checkbox"/> | 22/01/2021 10:49:57 | 12.0 | Pest control check (DR, NS) | Steve Jones | 17/09/2020 14:34:25 | Not Applicable | OK | View Completed | |
| <input type="checkbox"/> | 18/01/2021 13:57:37 | 2.2 | Metal detection test (DR, NS) | Steve Jones | 12/08/2020 13:26:11 | Not Applicable | OK | View Completed | |
| <input type="checkbox"/> | 06/01/2021 19:43:36 | 3.0 | Startup Checks | Steve Jones | ---- | Not Applicable | OK | View Completed | |
| <input type="checkbox"/> | 22/12/2020 15:29:39 | 6.1.0 | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 13/01/2021 04:35:35 | Not Applicable | OK | View Completed | |

- View Completed
- Completed Analysis Report
- Completed Comparison Report
- Completed Snapshot Report**
- Score Over Time Report
- Edit Details
- Edit Internal Check Template
- Edit Issue Template
- Edit Confirmation Template
- Preview
- View Edit History

Step 3: Complete requirements for the report and select Next.

Internal Check Manager

Internal Check Snapshot - Glass and Hard Plastic Register - Daily

← Back to Templates Previous Next...

Sites ☒ All Available Sites ☐ Specific Sites

Date Filtering ☒ Date Range ☐ From Set Date ☐ During Set Time Period ☐ Current Year to Date ☐ Company Period ☐ Last Period ☐ Current Period

Date Range

Report on Field of Type ☒ Dropdown ☐ Preset Fields ☐ Overall Count

Dropdown Fields ← Select the field which you would like to report on

Charts Type

Legend Percentages ☒ Shown ☐ Hidden

Total/Average per Outcome ☒ Shown ☐ Hidden

Filter By ← Refine reports further, by adding filters

Summarize By ← Define if the report should be broken down if required e.g. by supplier

Report Comments

Previous

Next...

Step 4: Select Create Dashboard Widget. Select Save As then select New Widget.

Combined Risk Assessment - Snapshot Report

Date Range 02/05/2018 to 05/06/2020

Suppliers ☒ Show ☐ All

Dropdown Field Overall Supplier Risk Rating

Overall Total 1016

Average Per Outcome 254

Overall Supplier Risk Rating

| Key | Outcome | Total |
|------------|------------|-------|
| Agreed | Agreed | 64 |
| Disagreed | Disagreed | 38 |
| None | None | 9 |
| Questioned | Questioned | 1 |

Combined Risk Assessment - Snapshot Widget

Widget Title

Widget Site

Widget Access Level

Back To... Amend Parameters Save As...

Overall Supplier Risk Rating - Is the Risk Rating agreed, disagreed or questioned?

| Key | Outcome | Total |
|------------|------------|-------|
| Agreed | Agreed | 64 |
| Disagreed | Disagreed | 38 |
| None | None | 9 |
| Questioned | Questioned | 1 |

7.3 CREATING ANALYSIS REPORTS

Step 1: Sign in to Foods Connected and select **Quality Management** then select **Internal Check Manager**

Step 2: Select dropdown beside relevant Internal Check and select **Completed Analysis Report**

Internal Check Manager

Internal Checks User Schedules Calendar Non Conformances Activity Overview Reports Admin

Site: All Created By: All Department: All Site Department: All Approval: All Master Template: All In Use: Yes Search: Search Template Names. Filter Clear Filters

+ Add New Duplicate Selected Delete Selected Combined Snapshot Report x Set as Not in Use

| <input type="checkbox"/> | Last Modified | Version | Title | Created By | Last Completed | Next Due Date | Status | Completed | | |
|--------------------------|---------------------|---------|---|-------------|---------------------|----------------|--------|----------------|-----------------------------|--|
| <input type="checkbox"/> | 26/01/2021 09:38:06 | 5.0 | Glass and Hard Plastic Register - Daily | Steve Jones | 25/01/2021 16:51:18 | Not Applicable | OK | View Completed | Approve Template Record New | |
| <input type="checkbox"/> | 22/01/2021 10:49:57 | 12.0 | Pest control check (DR, NS) | Steve Jones | 17/09/2020 14:34:25 | Not Applicable | OK | View Completed | Approve Template Record New | |
| <input type="checkbox"/> | 18/01/2021 13:57:37 | 2.2 | Metal detection test (DR, NS) | Steve Jones | 12/08/2020 13:26:11 | Not Applicable | OK | View Completed | Record New | |
| <input type="checkbox"/> | 06/01/2021 19:43:36 | 3.0 | Startup Checks | Steve Jones | ---- | Not Applicable | OK | View Completed | Record New | View Completed Completed Analysis Report Completed Comparison Report Completed Snapshot Report Score Over Time Report Edit Details Edit Internal Check Template Edit Issue Template Edit Confirmation Template Preview View Edit History |
| <input type="checkbox"/> | 22/12/2020 15:29:39 | 6.1.0 | High Risk GMP (DR, S, LA) - CHILD | Steve Jones | 13/01/2021 04:35:35 | Not Applicable | OK | View Completed | Approve Template Record New | |
| <input type="checkbox"/> | 21/12/2020 17:14:42 | 6.1 | High Risk GMP (DR, S, LA) - MASTER | Steve Jones | ---- | Not Applicable | N/A | View Completed | Approve Template Fields | |
| <input type="checkbox"/> | 06/12/2020 20:08:25 | 3.0 | Shrimp Farm Data Capture | Steve Jones | 07/12/2020 14:38:16 | Not Applicable | OK | View Completed | Record New | |
| <input type="checkbox"/> | 04/11/2020 14:12:12 | 1.0 | Test Check | Steve Jones | ---- | Not Applicable | OK | View Completed | Approve Template | |

Step 3: Select fields to analyse and select the **Chart Style** then select **Generate Report**.

Internal Check Manager

Internal Check Analysis - Metal detection test (DR, NS) Back to Company Checklists

Sites: All Available Sites Specific Sites

Date Range: 23/01/2019 12/08/2020

Fields: Search Questions...

| <input type="checkbox"/> | Section | Field | Chart Style |
|-------------------------------------|-----------------------|------------------------------------|-------------|
| <input checked="" type="checkbox"/> | Product Details | Line number | Pie Chart |
| <input checked="" type="checkbox"/> | Product Details | Operative | Pie Chart |
| <input type="checkbox"/> | Metal Detector test | Fe Test Piece | Pie Chart |
| <input type="checkbox"/> | Metal Detector test | Non Fe Test Piece | Pie Chart |
| <input type="checkbox"/> | Metal Detector test | Stainless Steel Test Piece | Pie Chart |
| <input type="checkbox"/> | Metal Detector test | Fe Confirmation | Pie Chart |
| <input type="checkbox"/> | Metal Detector test | Non-Fe Confirmation | Pie Chart |
| <input type="checkbox"/> | Metal Detector test | Stainless Steel Confirmation | Pie Chart |
| <input type="checkbox"/> | In Production rejects | Any Product Rejected in Production | Pie Chart |
| <input type="checkbox"/> | Approval | Last 5 Packs Tested | Pie Chart |
| <input type="checkbox"/> | Product Details | New Quality Check Field | Pie Chart |

Generate Report