

TOOL USER GUIDE

SPECIFICATION MANAGER



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1. INITIAL SETUP FOR SPECIFICATION MANAGER

The company product file needs to be set up before being able to build specifications on the system. Refer to the company product file user guide for setup steps.

1.1. SETTING SPECIFICATION FEATURES AND VISIBLE COLUMNS

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Admin** tab then select **General Admin**.

The screenshot shows the 'Specification Manager' interface with the 'Admin' tab selected. The 'Active Features' section is highlighted in the left sidebar. The main area displays a table of features to be managed, with a 'Visible' column containing checkboxes or input fields. A 'Save Settings' button is located at the bottom right.

Feature	Visible
Collaborative Specifications	<input checked="" type="checkbox"/>
External Specifications	<input checked="" type="checkbox"/>
Specification Exceptions	<input checked="" type="checkbox"/>
Ingredients	<input checked="" type="checkbox"/>
Secondary External Specifications	<input checked="" type="checkbox"/>
Secondary Specifications	<input checked="" type="checkbox"/>
Suppliers Re-Sign Off Grace Period	<input type="text" value="7"/> days
Build multiple specifications per company product ⓘ	<input checked="" type="checkbox"/>
Share Specification Condensed	<input checked="" type="checkbox"/>

Save Settings

Step 2: The **Active Features** section allows you to tick the checkboxes for which parts of the tool you will be using so the relevant functions show as tabs across the Specification Manager toolbar. Here you can also set the grace period for suppliers when they are being asked to re-sign off a specification after the set review period. Click on the **Save Settings** button to save your changes.

Step 3: The **Visible Columns** section allows you to tick the checkboxes for the columns you would like to include in the specification list view with different options for the internal (company specs) and external (external specs) specifications. Click on the **Save Settings** button to save your changes.

The screenshot shows the 'Specification Manager' interface with the 'Admin' tab selected. The 'Visible Columns' section is active, displaying a table to configure which columns are visible in internal and external specification views.

Column Name	Visible in Internal	Visible in External
Product	<input checked="" type="checkbox"/>	N/A
Product Category	<input type="checkbox"/>	<input type="checkbox"/>
Product Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Product Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Version	<input checked="" type="checkbox"/>	N/A
Status	<input checked="" type="checkbox"/>	N/A
Customer Product	<input type="checkbox"/>	N/A
External Status	<input type="checkbox"/>	<input type="checkbox"/>
Secondary External Specifications - Shared By	<input type="checkbox"/>	N/A

A 'Save Settings' button is located at the bottom right of the table.

1.2. SETTING UP INTERNAL AND COLLABORATIVE REVIEW AND APPROVAL SETTINGS

Step 1: Select **Quality Management** *tab* and select **Specification Manager**. Select **Admin** tab, selecting **General Admin**.

Step 2: The **Internal Approval** and **Collaborative Approval** sections allow you to set the version incrementing for new specifications (a specification's version will update when a change is made to an approved specification). You can also select the settings for turning on whether approval is required. Make sure to click on **Save Settings** at the bottom of the page after selecting your options.

The screenshot shows the 'Specification Manager' interface with the 'Admin' tab selected. The 'Internal Approval' section is active, displaying settings for internal approval processes.

Active Features: Everytime a new specification file is uploaded or the specification builder is used, you have the option to set whether it has to be approved by certain people in the company.

Version Incrementing: 0.1

Approval Required: Yes

Approval Required Email Alerts: Send Immediately

Reapproval Required for any changes after a specification has been approved: Yes

Approval Users:

Please Note: If you change the approvers for a site, all Specifications which are not currently 'Completed & Approved' will be reset back to 'In Progress', and the approval process will need to be restarted.

Add Internal Approvers:

Group	All Product Types	All Templates	One of the selected users	Steve Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A 'Save Settings' button is located at the bottom right of the page.

Step 3: If the internal/collaborative approval has been turned on, add on approvers by clicking on the **Add Internal Approvers**. This will open a window with the approver options:

- Site – select site for specifications.
- Product type – you can set different approvers for different product types or leave as 'All'.
- Specification template - you can set different approvers for different specification templates or leave as 'All'.
- Sign off type – if you are selecting more than one approver, the *All Selected Users* option will force all the selected users to sign off the specification before becoming approver, or the *One Selected Users* option will update the specification to approved after one user signs off the specification.
- Users – select the user(s) who will be asked to sign off specifications that match the selected settings.

The screenshot shows a window titled "Internal Approvers". It has four dropdown menus: "Site" (set to "Group"), "Product Type" (set to "All"), "Specification Template" (set to "All"), and "Sign Off Type" (set to "All Selected Users"). Below these is a "Users" section with a search bar labeled "Search By Name...". Under the search bar is a list of checkboxes for "Group Teams": Commercial, HR, Maintenance, and Night Shift. At the bottom right of the window are two buttons: "Cancel" and "Add Approvers".

Step 4: To save click on **Add Approvers** and these can be edited or deleted by clicking on the buttons to the right of them.

1.3. SETTING UP EXTERNAL APPROVAL SETTINGS

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Admin** tab, selecting *General Admin*.

Step 2: The **External Approval** section allows you to set the sign off declaration that your customers and suppliers will see when you share a specification with them for sign off. If you make changes, make sure to click on **Save Settings**.

Specification Manager

Company Specs ▾ Collaborative Specs ▾ External Specs ▾ ← Received Specifications ⚙ Exceptions 📄 Activity Overview 📄 Template Manager 📄 Ingredients ▾ ⚙ Admin ▾

Active Features The external approval process can be used to preset any declarations and set a review period.

Preset Fields

Visible Columns

Export To PDF

Internal Approval

Collaborative Approval

External Approval

Notifications

Internal Spec Review

External Spec Approval

Supplier Sign Off Declaration (3000 character limit)

WARRANTY
DEMO CO LTD RESERVE THE RIGHT TO REJECT ANY PRODUCT AT THE

910 Characters

Customer Sign Off Declaration (3000 character limit)

By signing off on this Specification you agreed that, the above work meets your specifications. Please note that changes to any project elements after sign-off may be subject to additional charges.

198 Characters

Review Period

12 Months ▾

Save Settings

Step 3: Select **External Spec Approval** to set up approvers for signing off specifications that have been completed by your suppliers.

Specification Manager

Company Specs ▾ Collaborative Specs ▾ External Specs ▾ ← Received Specifications ⚙ Exceptions 📄 Activity Overview 📄 Template Manager 📄 Ingredients ▾ ⚙ Admin ▾

Active Features Manage approvers responsible for the external specification approval process.

Preset Fields

Visible Columns

Export To PDF

Internal Approval

Collaborative Approval

External Approval

Notifications

Internal Spec Review

External Spec Approval

+Add Received Approvers

Site	Product Type	Sign Off Type	Approvers Applicable To	Template	Users
Group	All	One of the selected users	All Specifications(Includes Previous Shares)	All	Steve Jones

Step 4: Click on **Add Received Approvers** to add new approvers, this will open a window with the approver options:

- Site – select site for specifications.
- Specification template - you can set different approvers for different specification templates or leave as 'All'.
- Sign off type – if you are selecting more than one approver, the *All Selected Users* option will force all the selected users to sign off the specification before becoming approver, or the *One Selected Users* option will update the specification to approved after one user signs off the specification.
- Approvers applicable to – select whether you want these approvers to be set for previous and future specifications or only future.
- Users – select the user(s) who will be asked to sign off specifications that match the selected settings.

Step 5: To save click on **Add Approvers** and these can be deleted by clicking on the button to the right of them.

Received Approvers

Site: Group

Specification Template: All

Sign Off Type: All Selected Users

Approvers Applicable To: ☒ All Specifications(Includes Previous Shares) ☐ Approvers Applicable to Future Shares Only

Users: Search By Name...

- Group Teams --
- ☐ Commercial
- ☐ HR
- ☐ Maintenance
- ☐ Night Shift

Cancel Add Approvers

1.4. SETTING UP NOTIFICATIONS

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Admin** tab, selecting **General Admin**.

Step 2: Select the **Notifications** section to set up email notifications for various actions taken on the system.

The screenshot shows the 'Specification Manager' interface with the 'Admin' tab selected. The left sidebar contains a list of features, with 'Notifications' highlighted. The main content area displays a table for managing notifications. At the top, there are buttons for '+ Add User' and 'Delete Selected'. Below these, a dropdown menu shows 'Currently viewing update notifications for ALL SITES' with a 'Change Site' button. The table has four columns: 'User', 'Receiving Notifications For', and 'Notification Type'. Two rows are visible: one for 'Technical (Group)' with 'Ingredient Updates' and one for 'Steve Jones (Group)' with 'Changes To Specifications'. Each row has a checkbox in the 'User' column.

User	Receiving Notifications For	Notification Type
<input type="checkbox"/> Technical (Group)	Group	Ingredient Updates
<input type="checkbox"/> Steve Jones (Group)	Group	Changes To Specifications

Select on **Add User** to add a new notification and this will open up a window with the options:

- User Site – select the user’s site to filter to the user dropdown.
- User – select the user who will receive the notification.
- Receive Notifications for – select the relevant site of the specifications that the notifications will be sent for
- Notification Type – select one of the options or all.

The dialog box titled 'Add User For Notification' contains four dropdown menus. The first is 'User Site' with 'Demo Co (Group)' selected. The second is 'User' with 'Steve Jones' selected. The third is 'Receive Notifications For' with 'Demo Co (Group)' selected. The fourth is 'Notification Type' with 'Changes To Specification' selected. At the bottom right, there are 'Cancel' and 'Add User' buttons.

Step 3: To save click on **Add User** and these can be deleted by ticking the checkbox to the left of the notification and clicking on **Delete Selected**.

1.5. SETTING UP EXPORT TO PDF OPTIONS

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Admin** tab, selecting **General Admin**.

Step 2: Select the **Export to PDF** section to set up PDF options for your specifications.

Specification Manager

Company Specs ▾ Collaborative Specs ▾ External Specs ▾ ← Received Specifications ⚙ Exceptions 📄 Activity Overview 📄 Template Manager 📄 Ingredients ▾ **Admin ▾**

Active Features Select which options you would like displayed for particular sites when exporting a document to PDF.

Preset Fields

Visible Columns

Export To PDF / View

Internal Approval

Collaborative Approval

External Approval

Notifications

Internal Spec Review

External Spec Approval

Currently viewing footer options for FOODS CONNECTED (GROUP) [Change Site](#)

PDF Export Options	Display Text	Visible
Page numbering		<input type="checkbox"/>
Exported by user		<input type="checkbox"/>
Exported on date/time		<input type="checkbox"/>
Document version number		<input type="checkbox"/>
Customisable text (Max length - 100 Characters)	<input type="text"/>	<input type="checkbox"/>

Header / Footer Image Options	
Enable Header Image	<input type="checkbox"/>
Upload Header Image	<input type="button" value="Choose file"/> No file chosen <small>Required Size: 1200px (width) x 200px (height)</small>
Enable Footer Image <small>If enabled, this will overwrite the pdf text footer options above.</small>	<input type="checkbox"/>
Upload Footer Image	<input type="button" value="Choose file"/> No file chosen <small>Required Size: 1200px (width) x 200px (height)</small>

[Save Settings](#)

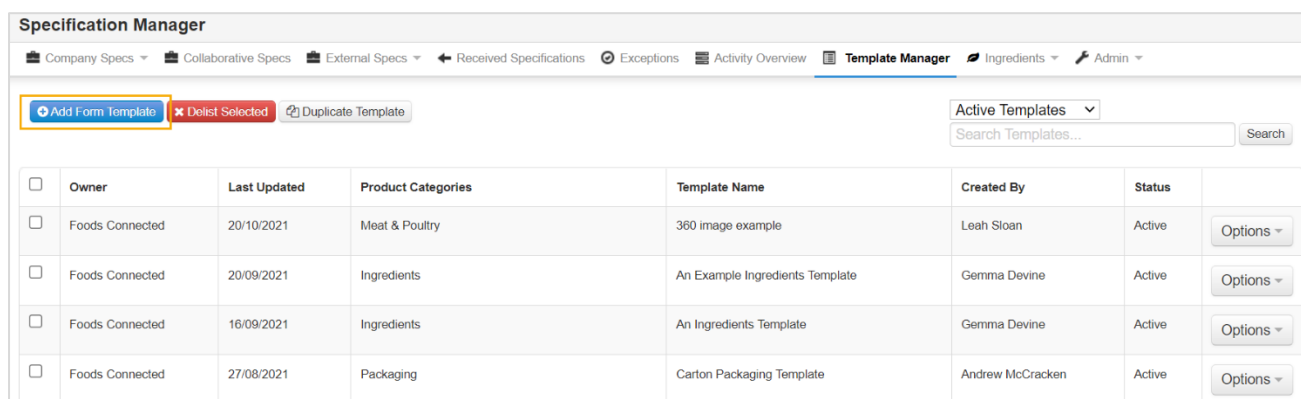
Step 3: To turn on any of the *PDF Export Options*, tick the relevant checkbox(es) and click on **Save Settings** to save your selection.

Step 4: To set up a header or footer image, tick the relevant checkbox(es) and click on **Choose File** to upload your header/footer image. Make sure to click on **Save Settings** to save your setup.

2. CREATING SPECIFICATION TEMPLATES

2.1. CREATING A SPECIFICATION TEMPLATE

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab, selecting **Add Form Template** to create a new template.

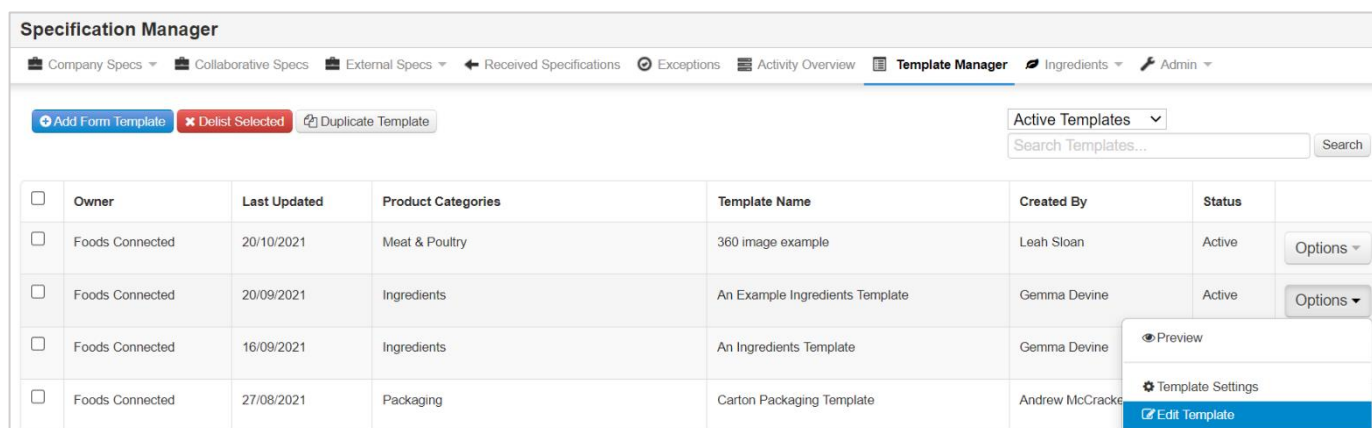


The screenshot shows the 'Specification Manager' interface with the 'Template Manager' tab selected. The 'Add Form Template' button is highlighted with a red box. Below the buttons is a table of existing templates.

	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options ▾
<input type="checkbox"/>	Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine	Active	Options ▾
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine	Active	Options ▾
<input type="checkbox"/>	Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken	Active	Options ▾

Step 2: Fill in the template name, clicking on **Save Title** to save it. Build the specification template using the form builder functionality.

Step 3: Once the template is complete it can be updated by selecting **Template Manager** page by clicking on the **Options** button beside the template and selecting **Edit Template**.



The screenshot shows the 'Specification Manager' interface with the 'Template Manager' tab selected. The 'Options' button for the 'An Ingredients Template' is clicked, and the 'Edit Template' option is selected in the dropdown menu.

	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options ▾
<input type="checkbox"/>	Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine	Active	Options ▾
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine	Active	Options ▾
<input type="checkbox"/>	Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken	Active	Options ▾

*You can search for specific templates using the search bar on the right-hand side of the page.



The screenshot shows a search bar with the placeholder text 'Search Templates...' and a 'Search' button.

2.2. SETTING SECONDARY SPECIFICATION FIELDS

A template must first be created to select fields which must populate in the secondary specification. When fields are selected any information complete in the primary will populate in the secondary specification.

Step 1: Select Quality Management tab and select Specification Manager. Select the Template

The screenshot shows the 'Specification Manager' interface. At the top, there are tabs for 'Company Specs', 'Collaborative Specs', 'External Specs', 'Received Specifications', 'Exceptions', 'Activity Overview', 'Template Manager' (selected), 'Ingredients', and 'Admin'. Below the tabs are buttons for 'Add Form Template', 'Delete Selected', and 'Duplicate Template'. A search bar is present with the text 'Search Templates...'. The main table lists templates with columns: Owner, Last Updated, Product Categories, Template Name, Created By, Status, and Options. The 'Options' column for the 'Carton Packaging Template' is expanded, showing 'Preview', 'Template Settings', and 'Edit Template' (highlighted in blue).

Owner	Last Updated	Product Categories	Template Name	Created By	Status	Options
Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options
Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine	Active	Options
Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		
Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken		

Manager tab, click on the Options button beside the template and selecting Edit Template.

Step 2: Select the Edit icon at the field required to populate from the primary specification into the secondary specification

The screenshot shows the 'Manufacturing Site Details' form. A field labeled 'Is this the last point of manufacture?' is highlighted with a yellow box. It has a dropdown menu with the text '--Please Select--'. Below this field, there is a text area with the instruction: 'If NO please complete below. Please detail last point of manufacture (company name, address, country, post code and ECC code if relevant)'.

Step 3: Select Yes in the pre-set from parent spec and select Update Field.

The screenshot shows the 'Update Field' dialog box. It contains the following fields and options:

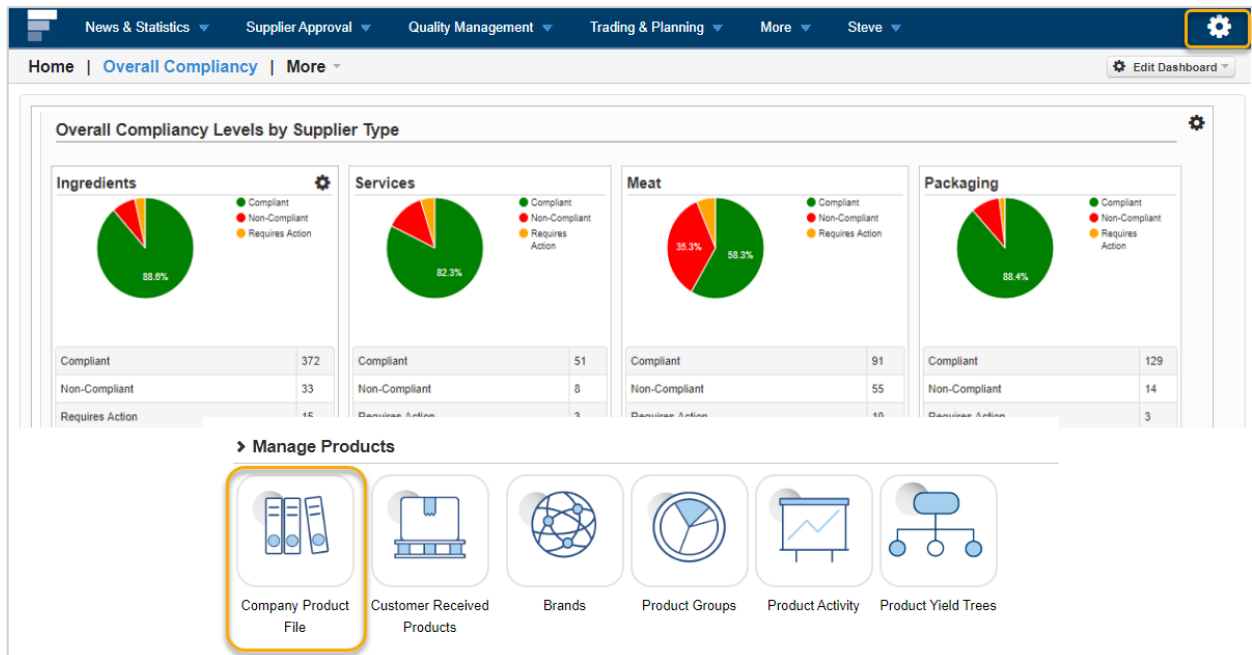
- Field Label: Is this the last point of manufacture? (with a 'Show' button)
- Section: - Manufacturing Site Details (dropdown)
- Field Type: Yes/No - Single selection (dropdown)
- Help Text: (text area)
- Help Image: Choose file | No file chosen
- Required: ☒ No ☐ Always ☐ Condition Based
- Visible: ☒ Always ☐ Condition Based
- Include in Condensed View: ☒ Yes ☐ No
- Preset from Parent Spec: ☐ No ☒ Yes (highlighted with a yellow box)

At the bottom, there are buttons for 'Delete Field', 'Cancel', and 'Update Field' (highlighted with a yellow box).

2.3. LINKING SECONDARY EXTERNAL SPECIFICATIONS

To create a secondary external spec the primary specification must be linked to the secondary external specification – this is complete in the product file.

Step 1: Select Settings Cog and select Company Product File.



Step 2: Select the Edit icon at the secondary external specification product. At Parent Product select the site and product which the external specification has been complete against. Select Save & Exit.

Settings - Products

Site: All Product Category: Meat & Poultry Product Type: Beef Brand: All Customer: All Filter Clear Filters

Product Group 1: All Product Group 2: All Has Specification: In Use Yes

+ Add New + Delete Selected Search Company Products Search View All Import From Excel Export To Excel

Viewing 100 results | Page 1 of 3 25 50 100 All first previous next last

Code	Product Name	Product Type	Brand	Group(s)	Spec	In Use	
0001	Stier (Young Bull)	Beef		Carcass	Yes	Yes	
1001	Topside	Beef		Topside Cap On	No	Yes	

Settings - Products - 0001 - Stier (Young Bull) + Back

Product Details Percentage Splits Linked Products (0)

Site: Demo Co (Group) Product Code/Name*: 0001 Product Name: Stier (Young Bull)

Alternative Product Code/Name (Optional): Enter Alt. Product Co. Enter Alt. Product Name

Product Category: Meat & Poultry Product Type: Beef

Product Group 1: Carcass Product Group 2: N/A (Message: company product group)

Brand: N/A (Add company brand)

Customer: Abattoir 1 In Use: Yes

Parent Product: Demo Co (Group) N/A

+ Additional Product Information - Optional

Cancel Save Save & Exit

2.4. SETTING UP INGREDIENT SPECIFICATION

A template must first be created to set up the ingredients section. The Ingredient Specification includes captures product detail at an ingredient level.

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab, click on the *Options* button beside the template you want to edit the settings of and select **Template Settings**.

Step 2: Set the **Mixing Bowl Active** option to **Yes** or **Yes – Conditional**. **Yes – Conditional**, determines whether the mixing bowl options display dependant on the selected field.

Specification Manager - Template Settings - Customer Ingredients Specification Template ← Back

Template Settings
 Mixing Bowl Settings

Select Sites

☒ Demo Co (Group) ☐ Factory 2

☐ Factory 1 ☐ Factory 3

Product Categories

☐ Meat & Poultry ☐ Dairy

☐ Packaging ☐ Nuts & Seeds

☒ Ingredients ☐ Oils & Fats

☐ Finished Product ☐ Seafood

☐ Beverages ☐ Seasonings/Preservatives/Extracts

Sign Off Frequency One Time Sign Off

Sign Off Declarations Use Company Default [Click here to modify default sign off declarations](#)

External Spec Logo Your company's logo

Only applicable when viewing an external specification

Mixing Bowl Active Yes

No

Yes

Yes - Conditional

Save Settings

FOODS Quick Links Supported By

Step 3: A new section on the right-hand side called **Mixing Bowl Settings** will display and clicking into it will give you a list of options for displaying/including certain functions.

Specification Manager - Template Settings - Customer Ingredients Specification Template ← Back

Template Settings

Mixing Bowl Settings

Ingredient List ● McCance Ingredients

Ingredient Supplier Active ⓘ	No ▼
Mixing Bowl - Preset From Parent Spec	No ▼
Mixing Bowl - Include in Condensed View	No ▼
Mixing Bowl - Place After Section	-- Do not output -- ▼
Place Nutritional Table After	-- Do not output -- ▼
Allergen Table Active	Yes ▼
Place Allergen Table After	-- Do not output -- ▼
Allergen Score Visible to Share Recipient	No ▼

Step 4: Use the dropdown fields to select the relevant options for your template, if you are using scoring within your template, you can also set the scoring options on this page. Click on *Save Settings* to apply your changes to the template.

Percentages or Weights

In the Mixing Bowl settings of the Template Settings, you can choose whether you would prefer the components in your recipe to be measured by weight or percentage. Then you can also choose whether to display mixing bowl % and/or finished product % and whether to use g, Kg, ml or L.

Ingredient Measurements	Percent ▼
Percentages	Both ▼
Weight Unit	g ▼

2.5. EDITING SPECIFICATION TEMPLATE DETAILS

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select **Template Manager** tab, click on the **Options** button beside the template you want to edit the settings of and select **Template Settings**.

Specification Manager

Company Specs ▾ Collaborative Specs ▾ External Specs ▾ Received Specifications Exceptions Activity Overview **Template Manager** Ingredients ▾ Admin ▾

[+ Add Form Template](#) [x Delist Selected](#) [Duplicate Template](#)

Active Templates ▾
Search Templates... Search

<input type="checkbox"/>	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options ▾
<input type="checkbox"/>	Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine	Active	Options ▾
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken		

Preview
Template Settings
Edit Template

Step 2: The sites, product categories, frequency and sign off/logo settings that are relevant for this template can be updated within the settings. Select **Save Settings** to save your changes.

Specification Manager - Template Settings - Complex Spec Template [← Back](#)

Template Settings

Mixing Bowl Settings

Select Sites

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

Product Categories

☐ Meat & Poultry ☐ Dairy
☐ Packaging ☐ Nuts & Seeds
☐ Ingredients ☐ Oils & Fats
☒ Finished Product ☐ Seafood
☐ Beverages ☐ Seasonings/Preservatives/Extracts

Sign Off Frequency: Every 2 Years ▾

Sign Off Declarations: Use Company Default ▾ [Click here to modify default sign off declarations](#)

External Spec Logo: Your company's logo ▾
Only applicable when viewing an external specification

Mixing Bowl Active: Yes ▾

[Save Settings](#)

2.6. CREATING A CONFIRMATION TEMPLATE

A confirmation template can be built for a user to fill in when a specification is being approved.

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab, click on the **Options** button beside the template you want to create a confirmation template for and select **Edit Confirmation Template**.

	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options ▾
<input type="checkbox"/>	Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken		
<input type="checkbox"/>	Foods Connected	26/08/2021	Packaging	Crate Packaging Template	Andrew McCracken		

Step 2: Follow the *Form Builder* user guide for creating the template.

2.7. CREATING VULNERABILITY ASSESSMENT AND RAW MATERIAL BREAKDOWN TEMPLATES

With the ingredient specification templates, when the mixing bowl setting is switched on for the template, you have the option to use additional templates that are completed for each ingredient component within the specification.

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab, click on the **Options** button beside the template you want to edit these templates for.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview **Template Manager** Ingredients Admin

[Add Form Template](#) [Delist Selected](#) [Duplicate Template](#)

Active Templates

<input type="checkbox"/>	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	<input type="button" value="Options"/>
<input type="checkbox"/>	Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine	Active	<input type="button" value="Options"/>
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken		
<input type="checkbox"/>	Foods Connected	26/08/2021	Packaging	Crate Packaging Template	Andrew McCracken		
<input type="checkbox"/>	Foods Connected	03/09/2021	Packaging	Example Bag Packaging Template	Bethany McDowell		
<input type="checkbox"/>	Foods Connected	25/08/2021	Meat & Poultry	Example Leah Test	Leah Sloan		
<input type="checkbox"/>	Foods Connected	24/08/2021	Meat & Poultry	Example Meat Template	Bethany McDowell		
<input type="checkbox"/>	Foods Connected	11/08/2021	Finished Product	Example Retail Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	14/01/2021	Meat & Poultry	Example Template	Andrew McCracken		

Step 2: You can build the vulnerability assessment and raw material breakdown templates by clicking on the relevant option and using the standard form builder functionality.

2.8 CREATING RISK ASSESSMENT TEMPLATES

With the ingredient specification templates, when the mixing bowl setting is switched on for the template, you have the option to use a risk assessment template that is completed for each ingredient component within the specification.

Step 1: When editing the template settings, you can switch on the option for **Risk Assessments** and further fields will open up below to allow you to select which type of scoring you'd like to use. Click on **Save Settings** to save any changes made.

Risk Assessments

Yes

Risk Assessment Scoring Options

Scoring System	Default
Score By/Display Format	Points Scoring - Display Points & Percentage
Total Score Display	Hidden
Score Summary Display	Shown

Save Settings

Step 2: The risk assessment template can be edited from the **Options** button beside your ingredients template.

Specification Manager

Company Specs
Collaborative Specs
External Specs
Received Specifications
Exceptions
Activity Overview
Template Manager
Ingredients
Admin

Add Form Template
Delist Selected
Duplicate Template

Active Templates
Ingredients
Search

	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options
<input type="checkbox"/>	Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine	Active	Options
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken		
<input type="checkbox"/>	Foods Connected	26/08/2021	Packaging	Crate Packaging Template	Andrew McCracken		
<input type="checkbox"/>	Foods Connected	03/09/2021	Packaging	Example Bag Packaging Template	Bethany McDowell		
<input type="checkbox"/>	Foods Connected	25/08/2021	Meat & Poultry	Example Leah Test	Leah Sloan		
<input type="checkbox"/>	Foods Connected	24/08/2021	Meat & Poultry	Example Meat Template	Bethany McDowell		
<input type="checkbox"/>	Foods Connected	11/08/2021	Finished Product	Example Retail Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	14/01/2021	Meat & Poultry	Example Template	Andrew McCracken		

Preview
Template Settings
Edit Template
Confirmation Scoring Settings
Edit Confirmation Template
Template History
Link Fields
Customer Visibility
Vulnerability Assessment Template
Raw Material Breakdown Template
Risk Assessment Template
Allergen Risk Scoring

Step 3: The risk assessment template uses the standard form builder functionality, but you can also pull external fields into this template. To do this click on **Add New** and select the **External Field** option.

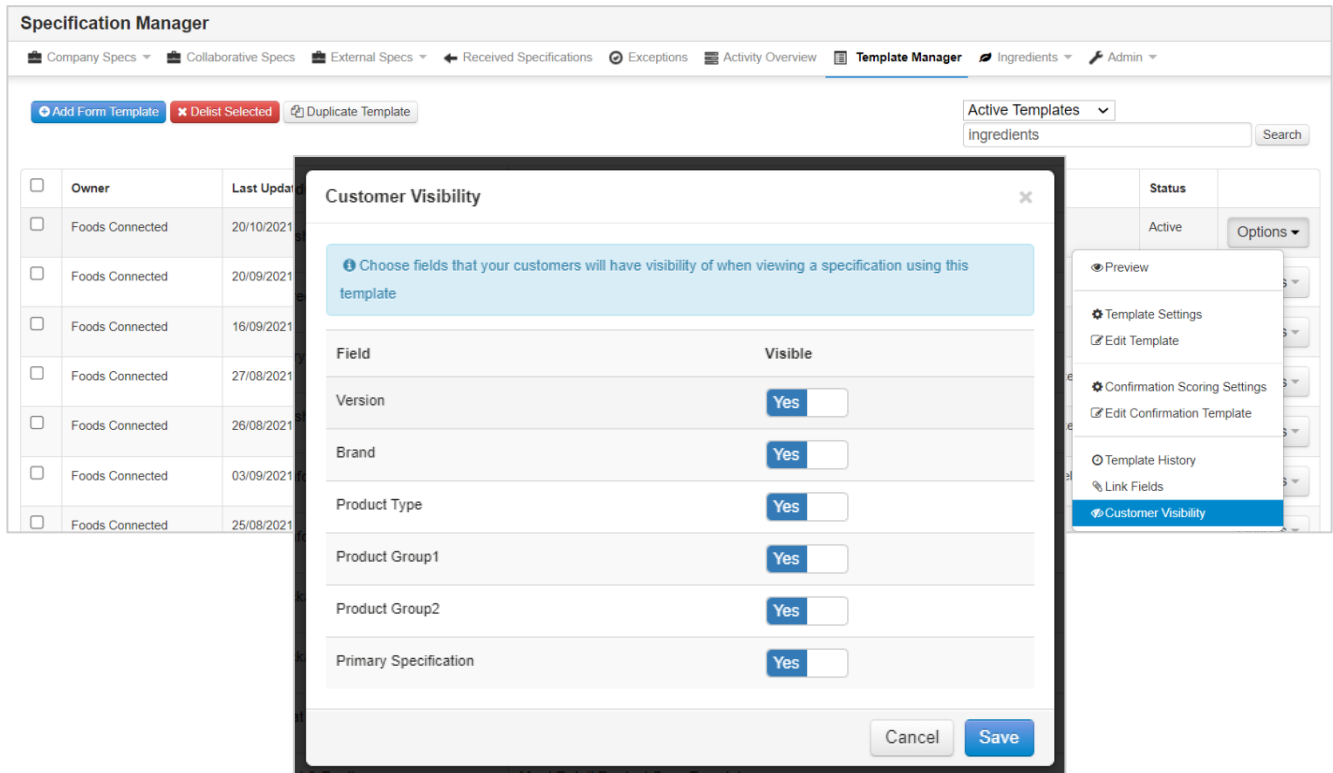
Step 4: You can select an external field from various tools as seen below (these are the current available options), once you select a tool it will show the available field options for that tool in the next dropdown fields. Select the options relevant for the field you want to pull into the risk assessment.

Step 5: Click on **Add Field** to add the external field into your risk assessment template. When completing this risk assessment for each ingredient component within your specification, it will pull in any relevant information according to the selected options.

2.9 EDITING CUSTOMER VISIBILITY OF A TEMPLATE

A customer first must be provided with access to view linked specifications. Once access has been provided their visibility can be limited as required.

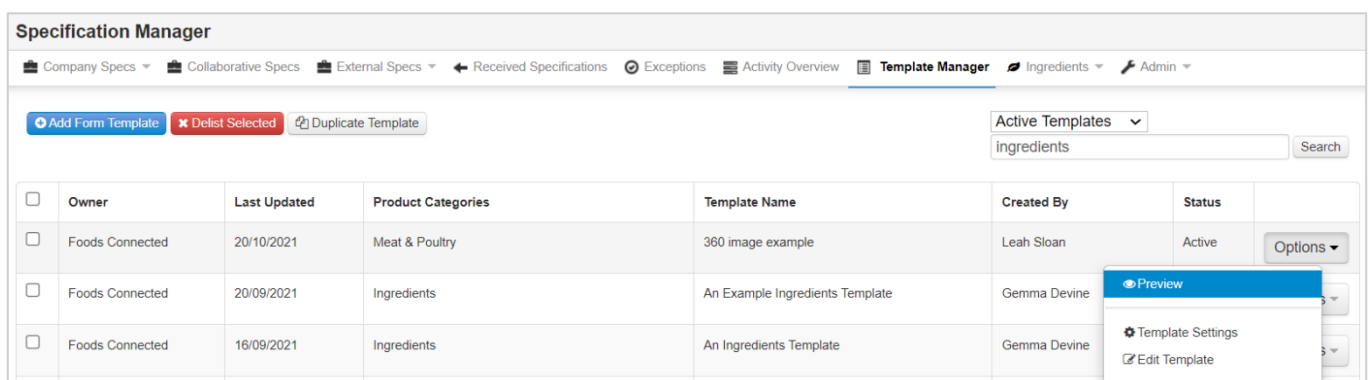
Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab, click on the **Options** button beside the template you want to edit the customer visibility for and select **Customer Visibility**.



Step 2: A pop-up window will open displaying some turn on/off options for what your customer will see when they are viewing specifications created using this template, click on **Save** after making any changes.

2.10. PREVIEWING A SPECIFICATION TEMPLATE AND ITS HISTORY

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab, click on the **Options** button beside the template you want to view and select **Preview**.



The template will open with an **Export to PDF** option.

Step 2: To view a template's history, click on the **Options** button beside the template and select **Template History**. This will open a list of all the edits made to the template.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview **Template Manager** Ingredients Admin

+ Add Form Template x Delist Selected Duplicate Template

Active Templates ingredients Search

	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options
<input type="checkbox"/>	Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken		
<input type="checkbox"/>	Foods Connected	26/08/2021	Packaging	Crate Packaging Template	Andrew McCracken		
<input type="checkbox"/>	Foods Connected	03/09/2021	Packaging	Example Bag Packaging Template	Bethany McDowell		

- Preview
- Template Settings
- Edit Template
- Confirmation Scoring Settings
- Edit Confirmation Template
- Template History**
- Link Fields

2.11. DUPLICATING A SPECIFICATION TEMPLATE

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab, the checkbox beside the template that you would like to duplicate and click on the **Duplicate Template** button at the top of the page.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview **Template Manager** Ingredients Admin

+ Add Form Template x Delist Selected Duplicate Template

Active Templates Search Templates... Search

	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input checked="" type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options

2.12 DELISTING A SPECIFICATION TEMPLATE

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab, tick the checkbox beside the template that you would like to delist and click on the

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview **Template Manager** Ingredients Admin

+ Add Form Template x Delist Selected Duplicate Template

Active Templates Search Templates... Search

	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input checked="" type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options

Delist Selected button at the top of the page. The specification template will now be delisted and no longer available to use for new specifications.

Step 2: To view delisted templates, from the **Template Manager** page, change the dropdown at the top right-hand corner from **Active Template** to **Delisted Templates**. You can also activate a delisted template by using the **Activate Selected** button at the top of the page.

2.13 ADDING TRANSLATIONS INTO A SPECIFICATION TEMPLATE

For each specification template, you can add translations so the template will display in the user's default locale.

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Template Manager** tab and from the **Options** menu beside your specification, click on **Template Settings**.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview **Template Manager** Ingredients Admin

[+ Add Form Template](#)
[x Delist Selected](#)
[Duplicate Template](#)

Active Templates

<input type="checkbox"/>	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options
<input type="checkbox"/>	Foods Connected	13/12/2021	Packaging	An Example Bag Packaging Template	Bethany McDowell	Active	Options
<input type="checkbox"/>	Foods Connected	08/12/2021	Ingredients	An Example Ingredients Template	Gemma Devine		Preview Template Settings Edit Template
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		

Step 2: Select your default locale and click on **Save Settings**. This will be the main language of the template that you translate from.

Specification Manager - Template Settings - An Example Bag Packaging Template ← Back

Template Settings

Select Sites

☒ Foods Connected (Group) ☐ System Development

☒ Sales & Marketing Department

Product Categories

☐ Meat & Poultry ☐ Fruit

☒ Packaging ☐ Dairy

☐ Ingredients ☐ Nuts & Seeds

☐ Finished Product ☐ Oils & Fats

☐ Beverages ☐ Seafood

Default Locale English ▼

Sign Off Frequency One Time Sign Off ▼

Sign Off Declarations Use Company Default ▼ [Click here to modify default sign off declarations](#)

External Spec Logo Your company's logo ▼

Only applicable when viewing an external specification

Mixing Bowl Active No ▼

Save Settings

Step 3: From the **Template Manager** tab of **Specification Manager**, select **Edit Template** from your template options menu.

Step 4: Click on the translations button at the top of the page and select **Add New Language**. A pop-up window will open for you to select your language, pick the language from the dropdown and click on **Next**.

Add New Language ×

Language Spanish ▼

Close Next

Step 5: A page will open with your field names and a textbox to complete the translation; this can be filled in manually or you can use the **Translate** button. If you use the translate button, you can still manually edit the translations where required.

Specification Manager - Update Form ← Back

Template Name
 Save

Edit Options
+ Add New Reorder Translations Settings Share
+ Add New Language

Form Preview
Specification

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview **Template Manager** Ingredients Admin

+ Add Form Template Delist Selected Duplicate Template Active Templates Search

<input type="checkbox"/>	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options
<input type="checkbox"/>	Foods Connected	13/12/2021	Packaging	An Example Bag Packaging Template	Bethany McDowell	Active	Options
<input type="checkbox"/>	Foods Connected	08/12/2021	Ingredients	An Example Ingredients Template	Gemma Devine		Preview Template Settings Edit Template
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		

*Clicking on **Translate** after you have manually filled in translations will overwrite what has already been filled in.*

Step 6: Once you have filled in the translations, click on **Save** to complete adding on the translation.

Specification Manager - Update Form - Add Language ← Back

New Title:
 Cancel Translate Save

English	Spanish
Specification	<input type="text" value="Especificación"/>
Product Description	<input type="text" value="Descripción del Producto"/>
Product Dimensions	<input type="text" value="Dimensiones del"/>
Width	<input type="text" value="Ancho"/>
Depth	<input type="text"/>
Length	<input type="text"/>
Product Claims	<input type="text"/>
Images	<input type="text"/>
Recycled Content	<input type="text"/>

Cancel Save

Step 7: After you have added on a translation, it will show under the **Translations** button for you to edit and update as required. Also, every time new fields/sections are added into the form, the translate page will open automatically for you to add the relevant translations.

Specification 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
An Example Bag Packaging Template Save

Form Preview
Specification

Edit Options
Add New Reorder Translations English to Spanish Add New Language

Once you have set up your translation, if a user has that language set as their default locale in their user profile settings, the specification will display in that language.

The same setup can be completed for the other linked specification forms - confirmation, risk assessment, vulnerability and raw material breakdown.

2.14 ADDING CUSTOM VIEWS INTO A SPECIFICATION TEMPLATE

Custom views for your specification can be created from the template setup. These allow users to create views of their specifications with different layouts and exclude fields/sections where applicable for certain views.

Step 1: Go to the **Quality Management** menu and select **Specification Manager**. Select the **Admin** tab and click on **General Admin**.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Active Features
Select the features you would like displayed in your specification dashboard.

Preset Fields

Feature	Visible
---------	---------

Step 2: In the **Active Features** section, tick the checkbox for **Template Custom Views** to activate this option. Click on **Save Settings** to save the change.

Step 3: A new tab will appear in the Admin page for **Template Custom Views**. Here you can add the names of your custom views by typing them into the textbox and clicking on the save icon to save them.

The screenshot shows the 'Specification Manager' Admin interface. On the left is a sidebar with various feature categories. The 'Template Custom Views' button is highlighted in blue. The main content area is titled 'Manage custom views available when building templates.' It contains a table with two columns: 'Custom View Name' and a set of action icons (edit, delete, save). The first row shows 'Custom View 1' with a red box around the name and a red box around the save icon. Below this is a text input field labeled 'Enter new view name...'. At the bottom, there is a 'Save Settings' button.

Custom View Name		
Custom View 1		
Enter new view name...		

Share Specification Condensed ☒

Template Custom Views ☒

Save Settings

Step 4: Once you have added in your custom view name(s), you can create your custom views in the specification template setup. Go to the **Template Manager** tab, search for the specification template that you would like to create a custom view for, click on the **Options** menu beside the template and select **Edit Template**.

The screenshot shows the 'Specification Manager - Update Form' page. It has a 'Back' button in the top right. A blue banner at the top states: 'You are currently viewing this form in English. Any changes to this form will be assumed as being in English.' Below this is the 'Template Name' field with the value 'An Example Bag Packaging Template' and a 'Save' button. To the right is an 'Edit Options' section with buttons: 'Add New', 'Reorder', 'Customise Views' (highlighted with a red box), 'Translations', and settings icons. Below the 'Template Name' is a 'Form Preview' section. It shows a 'Specification' tab with a 'Product Description' field.

Template Name: An Example Bag Packaging Template

Edit Options:

Form Preview

☒ Specification

☒ Product Description

Step 5: Click on the **Customise Views** button at the top of the page.

Step 6: Select the name of the view you would like to create/edit. You can choose to reorder fields/sections for your view as well as select which fields will display in the view. Once you have made your changes click on **Save** to save the setup. Follow the same steps if you have multiple views to create. You can edit/delete custom views from this same page. *The setup selected will only apply to that view, it will not affect the initial setup of the template*

Step 7: When viewing one of your specifications that has been built using the template you added the custom views into, you will have the option to view the custom view. Click on **Show & Hide Options** and here you will see the option to view your custom view(s). You can then view/export this view as required.

Step 8: To revert back to the main view, click on **Show & Hide Options** and select **Show Primary View**.

3. CREATING AND MANAGING COMPANY SPECIFICATIONS

3.1. CREATING A COMPANY SPECIFICATION

Step 1: Select **Quality Management** tab and select **Specification Manager**. Select the **Company Specs** tab and click on **New Specification**. Customers will see the various options:

Primary Spec – create a specification with no prepopulated information specifications or, complete specific fields to populate information required for a **Secondary Spec**.

Secondary Spec – prepopulates information from a **Primary Spec** that has been created.

Secondary External Spec – prepopulates selected information from external specs.

Upload File - upload specification files into Foods Connected.

Suppliers will only have the option to create a **primary spec** from customer shared templates.

The screenshot shows the 'Specification Manager' interface. At the top, there's a navigation bar with tabs: 'Company Specs' (selected), 'Collaborative Specs', 'External Specs', 'Received Specifications', 'Exceptions', 'Activity Overview', 'Template Manager', 'Ingredients', and 'Admin'. Below the navigation bar, there are several filter dropdowns: 'Site' (All), 'Created By' (All), 'Status' (All), 'Product Group 1' (All), 'Template' (All), 'Search' (Search...), 'Product Category' (All), 'Product Type' (All), 'Brand' (All), 'Product Group 2' (All), 'Approved in Last' (All), and 'Specification Type' (All). There are buttons for 'Filter', 'Clear Filters', and 'Advanced Search'. Below the filters, there are action buttons: 'New Specification' (with a dropdown menu), 'Share', 'Deactivate Selected', and 'View Selected'. The 'New Specification' dropdown menu is open, showing options: 'Form Template - Primary Spec', 'Form Template - Secondary Spec', 'Form Template - Secondary External Spec', and 'Upload File'. To the right of the action buttons, there's a 'Comparison Tool' button. Below the filters and actions, there's a table with columns: 'Product Type', 'Product Group', 'Version', 'Status', and 'External Status'. The table has a pagination bar above it showing '25 50 100 All' and navigation links '<< first < previous next > last >>'. The table is currently empty.

Step 2: Select your relevant option and then a page will open to set your specification details. Select the specification site, template, and product. The supplier and customer options are not mandatory.

If you are creating a specification in response to a request from your customer, you will select the template and product that your customer shared with you through the system. You can link your own product details to the specification by using the **Quick Add Product** button.

Specification Manager - Create a Specification

Specification Details

Site: Democo (Group) ▼

Select Template: 1. Internal Ingredients Spec ▼ [Preview Template](#)

Find Product: [+ Quick Add Product](#)
Start typing to search your product file for the product by Product Name or Code.

Supplier: N/A ▼

Customer: N/A ▼

Type: Raw Material ▼

[Cancel](#) [Save](#) [Save & Build Specification](#)

If you have the **auto generate product codes** option switched on in your product file settings, when you use the **Quick Add Product** function, the product code will automatically generate based of the prefix and seed you have set.

*Select 'Raw Material' for **Type** unless you are creating a specification for a finished product, see section 3.12 for steps on creating a finished product specification.

Step 3: Click on **Save & Build Specification** to open the template, fill in your specification details using the **Save** button to save your progress.

Specification Manager - 000 - MINI PEAR POLY BAG [Return to Specifications List](#)

[Edit Spec](#)

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

QAS Specification Report

Company Name:

3.2. VIEWING AND SEARCHING FOR A COMPANY SPECIFICATION

Step 1: From the **Company Specs** page, you can use the filters along the top of the page to refine your results when searching for a specification. You can use the search box for searching for product names/codes, alternative product names/codes and linked product information. You also have the **Advanced Search** option for a more in-depth search through all the completed specifications.

The screenshot shows the 'Specification Manager' interface with the 'Company Specs' tab selected. The filters section includes dropdown menus for Site, Created By, Status, Product Group 1, Template, Product Category, Product Type, Brand, Product Group 2, Approved in Last, and Specification Type. A search box with a 'Search...' placeholder is present, along with buttons for 'Filter', 'Clear Filters', and 'Advanced Search'.

Step 2: When you have found the specification you would like to view, click on the menu button to the right of the specification and select **View Specification**. You can also select the **View Specification Details** option from this menu to see the details of the specification.

The screenshot shows the 'Specification Manager' interface with the 'Company Specs' tab selected. The results table displays 39 results. The 'View Selected' button is highlighted in the table's action column.

	Product	Product Category	Product Type	Product Group	Customer Product	Version	Status	External Status	
<input checked="" type="checkbox"/>	000 - MINI PEAR POLY BAG	Fruit	Miscellaneous Fruit			1	In Progress		
<input checked="" type="checkbox"/>	0001 - Stier (Young Bull)	Meat & Poultry	Beef	Carcass		1	In Progress		

Step 3: To view more than one specification at once, tick the checkboxes of your selected specifications and click on the **View Selected** button to open one window with all the selected specifications.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Created By: All Status: All Product Group 1: All Template: All Search: Search... Filter Clear Filters Advanced Search

Product Category: All Product Type: All Brand: All Product Group 2: All Approved in Last: All Specification Type: All

New Specification Share Deactivate Selected View Selected Comparison Tool

Viewing 39 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	Version	Status	External Status
<input type="checkbox"/>	000 - MINI PEAR POLY BAG	Fruit	Miscellaneous Fruit			1	In Progress	
<input type="checkbox"/>	0001 - Stier (Young Bull)	Meat & Poultry	Beef	Carcass		1	In Progress	
<input type="checkbox"/>	10000 - Varkenshaasjes - Filet de Porc - Pork Fillet	Meat & Poultry	Pork	Middle		1.1	Completed	

View Specification View Specification Details View Confirmation Template

*If you have added an alternative product code/name for your product in the product file, this will display in the Company Specs list and within the specification itself.

The alternative code/name displays in brackets after the main code/name within the Company Specs list and at the top of the specification when viewing the specification.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Created By: All Status: All Product Group 1: All Template: All Specification Type: All Search: demo product 3 Filter Clear Filters Advanced Search

Rec'd From (Company): All Product Category: All Product Type: All Brand: All Product Group 2: All Approved in Last: All

New Specification Share Deactivate Selected View Selected Comparison Tool

Viewing 3 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

<input type="checkbox"/>	Product	Product Category	Shared By	Version	Status	External Status
<input type="checkbox"/>	00001 (0000111) - Demo Product 3 (Demo Product 3 Variant)	Finished Product		1	In Progress	

Finished Product Spec Template

Product: 00001 - Demo Product 3

Alternative Product: 0000111 Demo Product 3 Variant

Version: 1 (22/09/2022)

Product Type: Retail Pack

Section 1

FOODS CONNECTED

3.3. EDITING A COMPANY SPECIFICATION

Step 1: From the **Company Specs** page, click on the menu button to the right of the specification you would like to edit and select **Edit Specification**.

The screenshot shows the 'Specification Manager' interface. At the top, there's a navigation bar with tabs like 'Company Specs', 'Collaborative Specs', 'External Specs', etc. Below this is a filter section with various dropdowns for Site, Created By, Status, Product Group 1, Template, Product Category, Product Type, Brand, Product Group 2, Approved in Last, and Specification Type. A search bar and a 'Filter' button are also present. Below the filters, there are buttons for 'New Specification', 'Share', 'Deactivate Selected', and 'View Selected'. A table of specifications is displayed below, with columns for Product, Product Category, Product Type, Product Group, Customer Product, Version, Status, and External Status. The table shows four specifications, with the first two selected. A context menu is open for the third specification, '100013710 - British chicken fillet', showing options: 'View Specification', 'View Specification Details', 'View Confirmation Template', 'Edit Details', and 'Edit Specification' (highlighted in blue).

Product	Product Category	Product Type	Product Group	Customer Product	Version	Status	External Status
<input checked="" type="checkbox"/> 000 - MINI PEAR POLY BAG	Fruit	Miscellaneous Fruit			1	In Progress	
<input checked="" type="checkbox"/> 0001 - Stier (Young Bull)	Meat & Poultry	Beef	Carcass		1	In Progress	
<input type="checkbox"/> 10000 - Varkenshaasjes - Filet de Porc - Pork Fillet	Meat & Poultry	Pork	Middle		1.1	Completed & Approved	
<input type="checkbox"/> 100013710 - British chicken fillet	Meat & Poultry	Chicken			1.1	Completed	

Step 2: When the specification opens you can make the required changes then click on **Save** to update the specification.

Step 3: You can also edit the specification details by selecting the **Edit Details** option from the menu to the right of the specification, making sure to click on **Save**.

3.4. UPDATING THE STATUS OF A COMPANY SPECIFICATION

When saving a specification, a pop-up window will open asking you to review the specification status, you can click on the **Close / Leave as Current Status** button until you are ready to change the status.

Step 1: From the **Company Specs** page, click on the menu button to the right of the specification you would like to update the status for and select **Update Status**.

The screenshot shows the 'Specification Manager' interface. At the top, there are navigation tabs: 'Company Specs', 'Collaborative Specs', 'External Specs', 'Received Specifications', 'Exceptions', 'Activity Overview', 'Template Manager', 'Ingredients', and 'Admin'. Below these are various filters for Site, Created By, Status, Product Group 1, Template, Search, Product Category, Product Type, Brand, Product Group 2, Approved in Last, and Specification Type. A 'Filter' button and 'Clear Filters' link are present. Below the filters are buttons for 'New Specification', 'Share', 'Deactivate Selected', and 'View Selected'. A 'Comparison Tool' link is also visible. The main table displays 39 results, with the first few rows showing specifications like '000 - MINI PEAR POLY BAG', '0001 - Ster (Young Bull)', '10000 - Varkenshaasjes - Filet de Porc - Pork Fillet', '100013710 - British chicken fillet', and '100013711 - Chicken Breast'. The 'Status' column for '100013711 - Chicken Breast' is 'Completed & Approved'. A context menu is open for this specification, showing options: 'View Specification', 'View Specification Details', 'View Confirmation Template', 'Edit Details', 'Edit Specification', 'Lock Template Fields', and 'Update Status' (highlighted in blue).

You have various status options:

- **Completed & Approved** – you can select this if no approvers are set up or you are an approver, and this will set the specification as approved.
*A Specification can only be marked as **Completed & Approved** when all mandatory fields have been complete*
- **Approval Required** – if you are not an approver, you can set the specification to this status to notify the approver(s) that the specification requires approval.
- **Requires Review / Internal Review** – these statuses can be used when the specification has not been approved yet.

Step 2: Select the relevant status and click on **Update Status** to save it.

The screenshot shows the 'Update Specification Status' dialog box. It contains the following fields and options:

- Product:** 000 - MINI PEAR POLY BAG (with a 'View Specification' button)
- Current Status:** In Progress
- Internal Approvers:** Steve Jones - Not Approved
- Update Status:** A message box states: 'You may only 'Update & Share' the specification if 'Completed & Approved' is selected'. Below this are four radio button options:
 - ☒ Approval Required
 - ☐ Requires Review
 - ☐ Completed & Approved
 - ☐ Internal Review
- Include Message:** A text area for adding a message.
- Buttons:** 'Set as Inactive', 'Close / Leave as Current Status', and 'Update'.

3.5. SHARING A COMPANY SPECIFICATION AND VIEWING THE SIGN OFF REVIEW

Specifications can only be shared when they have a status of *Completed & Approved*.

Step 1: From the **Company Specs** page, click on the menu button to the right of the specification you would like to share and select **Share Specification**.

The screenshot shows the 'Specification Manager' interface. At the top, there are tabs for 'Company Specs', 'Collaborative Specs', 'External Specs', 'Received Specifications', 'Exceptions', 'Activity Overview', 'Template Manager', 'Ingredients', and 'Admin'. Below these are various filters for Site, Created By, Status, Product Group 1, Template, Search, Product Category, Product Type, Brand, Product Group 2, Approved in Last, and Specification Type. A 'Filter' button is present. Below the filters, there are buttons for 'New Specification', 'Share', 'Deactivate Selected', and 'View Selected'. A 'Comparison Tool' button is also visible. The main table displays 39 results. The '100013710 - British chicken fillet' specification is highlighted in green, indicating it is 'Completed & Approved'. A context menu is open for this specification, showing options like 'View Specification', 'View Specification Details', 'View Confirmation Template', 'Edit Details', 'Edit Specification', 'Lock Template Fields', 'Update Status', 'Attach Videos', 'Update Version', 'Convert to Shared Template', 'Notify Team Members', 'Duplicate Specification', 'Share Specification' (highlighted), and 'Delete Specification'.

Product	Product Category	Product Type	Product Group	Customer Product	Version	Status	External Status
000 - MINI PEAR POLY BAG	Fruit	Miscellaneous Fruit			1	In Progress	
0001 - Stier (Young Bull)	Meat & Poultry	Beef	Carcass		1	In Progress	
10000 - Varkenshaasjes - Filet de Porc - Pork Fillet	Meat & Poultry	Pork	Middle		1.1	Completed & Approved	
100013710 - British chicken fillet	Meat & Poultry	Chicken			1.1	Completed & Approved	
100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	Completed & Approved	
10001372 - Char Sui Sauce	Ingredients	Sauces, Marinades and Glazes	Sauce		1.4	In Progress	
10001374 - Fresh Sage	Ingredients	Spices	Herbs		1.3	Completed & Approved	
10001377 - Gluten Free Breadcrumbs	Ingredients	Other	Additional Ingredients		1.1	Completed & Approved	

When sharing more than one specification, you can tick the checkboxes of the relevant specifications and click on the **Share** button underneath the filters.

The screenshot shows the 'Specification Manager' interface with the 'Share' button highlighted in the filter bar. The main table displays 39 results. The '100013710 - British chicken fillet' and '100013711 - Chicken Breast' specifications are highlighted in green, indicating they are 'Completed & Approved'. The 'Share' button is highlighted in the filter bar.

Product	Product Category	Product Type	Product Group	Customer Product	Version	Status	External Status
000 - MINI PEAR POLY BAG	Fruit	Miscellaneous Fruit			1	In Progress	
0001 - Stier (Young Bull)	Meat & Poultry	Beef	Carcass		1	In Progress	
10000 - Varkenshaasjes - Filet de Porc - Pork Fillet	Meat & Poultry	Pork	Middle		1.1	Completed & Approved	
<input checked="" type="checkbox"/> 100013710 - British chicken fillet	Meat & Poultry	Chicken			1.1	Completed & Approved	
<input checked="" type="checkbox"/> 100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	Completed & Approved	

Step 2: A list of your suppliers and customers will show, select the ones you would like to share the specification with and click on **Next Step**.

Step 3: Select the relevant sign off settings (this frequency set here will determine how often the system prompts the supplier/customer to re-sign off the specification) and the user.

Specification Manager - Share - 10000 - Varkenshaasjes - Filet de Porc - Pork Fillet - Step 1 ← Back

Supplier Type: All Supplier Sub Type: All Status: All Show Existing Shares: Yes Filter Clear Filters

Q Search... Next Step >

<input type="checkbox"/>	Supplier/Customer	Supplier Name	Supplier Type
<input type="checkbox"/>	Customer	Abattoir 1	---
<input checked="" type="checkbox"/>	Supplier	Abattoir 1	Abattoirs
<input type="checkbox"/>	Customer	Abattoir 2	---
<input checked="" type="checkbox"/>	Supplier	Abattoir 2	Abattoirs

Step 4: Click on **Send to Recipients** to share the specifications, the selected user(s) will receive notification from the system, and they will be able to view the shared specification(s) from their account.

Specification Manager - Share - 10000 - Varkenshaasjes - Filet de Porc - Pork Fillet - Step 2 ← Back

< Back Send to Recipients

Requires Sign Off: Yes

Sign Off Required By: 21/07/2020 Calendar 17:00

Sign Off Frequency: One Time Sign Off

Declaration: Use Supplier Declaration

Receive Signed Off Notification Email: No

Notify Recipients By Email: Yes

Share Condensed Specification: No

Message To Include With Email:

Supplier/Customer Name	Via	Contact Name / CC User(s)	Can Share Spec
Abattoir 1	---	User 1 Abattoir - CC in User(s) -	<input type="checkbox"/> No
Abattoir 2	---	User 1 Abattoir 2 - CC in User(s) -	<input type="checkbox"/> No

< Back Send to Recipients

Step 5: To review specification shares and sign offs from the **Sign Off Review** option you will see when clicking on the **Company Specs** tab. Use the filters and search box to find your suppliers/customers and review what has been shared with them.

Specification Manager

Company Specs ▾ Collaborative Specs External Specs ▾ Received Specifications Exceptions Activity Overview Template Manager Ingredients ▾ Admin ▾

Company Specifications
Sign Off Review
Demo Co (Group) ▾

Status: All ▾ Supplier Type: All ▾ Supplier Status: All ▾ [Filter](#) [Clear Filters](#)

Summary (Based on current filters) [Export](#)

Total Shared	Total Signed Off	Total Sign Off Not Required	Total Sign Off Required	Total Re-Sign Off Required	Total Rejected	Suppliers Compliant	Suppliers Non-Compliant
12	10 (83.33 %)	0	2 (16.67 %)	0	0	4 (66.67 %)	2 (33.33 %)

Q Search...

Supplier/Customer	Shared	Signed Off	Sign Off Not Required	Sign Off Required	Re-Sign Off Required	Rejected	Status	
Bakery Supplier	2	2	0	0	0	0	✓	View Shared

Step 6: If you click on the **View Shared** option beside any of the suppliers/customers, you can see a full list of the specifications shared with them. You also have options for recalling shares, changing who the specification was shared with and extending the sign off date.

Site: Demo Co (Group)

Supplier: Bakery Supplier

Type: Standard ▾

Status: All ▾

[Clear Filters](#) [Filter](#)

[Recall Selected](#) [Change Recipient Of Shares](#) [Extend Dates](#) [Export](#)

<input type="checkbox"/>	Share Date	Site	Type	Specification Name	Shared With	Status	Renewal Date	
<input type="checkbox"/>	01/11/2019 16:00:18	Group	Standard	10001377 - Gluten Free Breadcrumb	John Downey	Signed Off - 01/11/2019		0
<input type="checkbox"/>	13/03/2019 10:52:54	Group	Standard	100013710 - British chicken fillet	John Downey	Signed Off - 01/11/2019	31/10/2020	

If sharing a completed specification back to your customer, you can select the **Submit for Approval** option from the menu to the right of your specification. This will open a page for you to select which customer user to notify and then you can share it.

Specification Manager

Company Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Created By: All Status: Completed & Approved Product Group 1: All Template: All Search: 001 Filter Clear Filters Advanced Search

Product Category: Packaging Product Type: All Brand: All Product Group 2: All Approved in Last: All

New Specification Deactivate Selected Submit Selected for Approval View Selected Comparison Tool

Viewing 2 results. Page 1 of 1

Product	Product Category	Version	Status	External Status
0001 - Packaging Tray	Packaging	1	Completed & Approved	Rejected By Receiver
0001 - Packaging Tray	Packaging	1	Completed & Approved	Not Submitted for Approval

Viewing 2 results. Page 1 of 1

FOODS CONNECTED

Quick Links: Products, About Us, Privacy Policy, Help Section, Contact Foods Connected, Terms & Conditions

Supported By: Invest Northern Ireland, Northern Ireland Security

View Specification, View Specification Details, Edit Specification, Update Status, Update Version, Convert to Shared Template, Notify Team Members, Duplicate Specification, **Submit For Approval**, Share Specification

3.6. COMPARING SELECTED COMPANY SPECIFICATIONS

Step 1: From the Company Specs page, click on the **Comparison Tool** button underneath the filters.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Created By: All Status: All Product Group 1: All Template: All Search: Search... Filter Clear Filters Advanced Search

Product Category: All Product Type: All Brand: All Product Group 2: All Approved in Last: All Specification Type: All

New Specification Share Deactivate Selected View Selected **Comparison Tool**

Step 2: Select the template used for the specifications you want to compare as well as any relevant site/product options, then click on **Next Step**.

Step 3: Select the specifications you would like to compare, click on **Next Step**.

Step 4: Select the specification fields you would like to compare and click on **Generate Report**.

Specification Manager

Compare Specifications: Step 3 - Select Fields

← Back to My Company Specifications

Search Fields...

< Back Generate Report

<input type="checkbox"/>	Section	Field
<input checked="" type="checkbox"/>	Specification Details	Supplier Name
<input type="checkbox"/>	Specification Details	Product Category
<input type="checkbox"/>	Specification Details	Product Type
<input checked="" type="checkbox"/>	Specification Details	Brand
<input checked="" type="checkbox"/>	Specification Details	Product Group 1
<input type="checkbox"/>	Specification Details	Product Group 2
<input type="checkbox"/>	Specification Details	Status
<input type="checkbox"/>	Specification Details	Supplier Sign Off Status
<input type="checkbox"/>	Specification Details	Last Updated

Step 5: A table will be generated pulling in the selected information, this can be exported to excel by clicking on the **Export to Excel** option at the top of the page.

3.7. DUPLICATING A COMPANY SPECIFICATION

Step 1: From the **Company Specs** page, click on the menu button to the right of the specification you would like to duplicate and select **Duplicate Specification**.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Created By: All Status: All Product Group 1: All Template: All Search: Search... Filter Clear Filters Advanced Search

Product Category: All Product Type: All Brand: All Product Group 2: All Approved in Last: All Specification Type: All

New Specification Share Deactivate Selected View Selected Comparison Tool

Viewing 39 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

	Product	Product Category	Product Type	Product Group	Customer Product	Version	Status	External Status	
<input type="checkbox"/>	000 - MINI PEAR POLY BAG	Fruit	Miscellaneous Fruit			1	In Progress		
<input type="checkbox"/>	0001 - Stier (Young Bull)	Meat & Poultry	Beef	Carcass		1	In Progress		
<input type="checkbox"/>	10000 - Varkenshaasjes - Filet de Porc - Pork Fillet	Meat & Poultry	Pork	Middle		1.1	Completed & Approved		
<input type="checkbox"/>	100013710 - British chicken fillet	Meat & Poultry	Chicken			1.1	Completed & Approved		
<input type="checkbox"/>	100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	Completed & Approved		
<input type="checkbox"/>	10001372 - Char Sui Sauce	Ingredients	Sauces, Marinades and Glazes	Sauce		1.4	In Progress		
<input type="checkbox"/>	10001374 - Fresh Sage	Ingredients	Spices	Herbs		1.3	Completed & Approved		

- View Specification
- View Specification Details
- View Confirmation Template
- Edit Details
- Edit Specification
- Lock Template Fields
- Update Status
- Attach Videos
- Update Version
- Convert to Shared Template
- Notify Team Members
- Duplicate Specification

Step 2: Select the **Site / Product** for the specification and optionally the **Supplier / Customer** and click on **Save**.

Specification Details

Site: Demo Co (Group) ▼

Find Product: Search for product by name or product code 🔍 + Quick Add Product

Start typing to search your product file for the product by Product Name or Code.

Supplier: N/A ▼

Customer: N/A ▼

Cancel Save

Step 3: A duplicate specification will be created with the same content as the original with the new site/product.

3.8. DEACTIVATING A COMPANY SPECIFICATION

Step 1: From the **Company Specs** page, tick the checkbox of the specification you would like to deactivate and select the **Deactivate Selected** underneath the filters.

The screenshot shows the 'Specification Manager' interface. At the top, there are tabs for 'Company Specs', 'Collaborative Specs', 'External Specs', 'Received Specifications', 'Exceptions', 'Activity Overview', 'Template Manager', 'Ingredients', and 'Admin'. Below the tabs are various filters including Site, Created By, Status, Product Group 1, Template, Search, Product Category, Product Type, Brand, Product Group 2, Approved in Last, and Specification Type. A 'Filter' button is present. Below the filters, there are buttons for 'New Specification', 'Share', 'Deactivate Selected' (highlighted with a red box), and 'View Selected'. A 'Comparison Tool' button is also visible. The main area shows a table with 39 results, page 1 of 1. The table has columns for Product, Product Category, Product Type, Product Group, Customer Product, Version, Status, and External Status. The first row is '000 - MINI PEAR POLY BAG' with status 'In Progress'.

Step 2: This will open a pop-up window to select to also set the associated product to **Not in Use**, click on **Deactivate Selected** to update the specification's status.

The screenshot shows a 'Deactivate Selected' pop-up window. It asks 'Are you sure you wish to deactivate the selected specifications?'. There is a checkbox 'Set the associated products to 'Not In Use' in the product file?' which is checked. Below this, there is a blue box with text: 'If you deactivate this specification all associated specifications will automatically be deactivated also. Please reassign associated specifications or continue to deactivate all specifications.' At the bottom, there are two radio buttons: 'Deactivate Secondary Specifications' (selected) and 'Reassign to Primary Specification'. At the bottom right, there are 'Cancel' and 'Deactivate Selected' buttons.

Step 3: If this is a parent spec that you are deactivating you will have the option to deactivate all related secondary specifications or to reassign them to another primary specification.

3.9. DELETING A COMPANY SPECIFICATION

Deleted specifications will be permanently removed – Deactivating should be used for specifications which are no longer needed but a record is still required.

Step 1: From the **Company Specs** page, click on the menu button to the right of the specification you would like to delete and select **Delete Specification**.

The screenshot shows the 'Specification Manager' interface. At the top, there are tabs for 'Company Specs', 'Collaborative Specs', 'External Specs', 'Received Specifications', 'Exceptions', 'Activity Overview', 'Template Manager', 'Ingredients', and 'Admin'. Below the tabs are various filters for Site, Created By, Status, Product Group 1, Template, Search, Product Category, Product Type, Brand, Product Group 2, Approved in Last, and Specification Type. There are buttons for 'Filter', 'Clear Filters', and 'Advanced Search'. Below the filters are buttons for 'New Specification', 'Share', 'Deactivate Selected', and 'View Selected'. A 'Comparison Tool' button is also present. The main table displays a list of specifications with columns for Product, Product Category, Product Type, Product Group, Customer Product, Version, Status, and External Status. A context menu is open on the right side of the table, showing options like 'View Specification', 'View Specification Details', 'View Confirmation Template', 'Edit Details', 'Edit Specification', 'Lock Template Fields', 'Update Status', 'Attach Videos', 'Update Version', 'Convert to Shared Template', 'Notify Team Members', 'Duplicate Specification', 'Share Specification', and 'Delete Specification' (highlighted in blue).

Product	Product Category	Product Type	Product Group	Customer Product	Version	Status	External Status
000 - MINI PEAR POLY BAG	Fruit	Miscellaneous Fruit			1	In Progress	
0001 - Stier (Young Bull)	Meat & Poultry	Beef	Carcass		1	In Progress	
10000 - Varkenshaasjes - Filet de Porc - Pork Fillet	Meat & Poultry	Pork	Middle		1.1	Completed & Approved	
100013710 - British chicken fillet	Meat & Poultry	Chicken			1.1	Completed & Approved	
100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	Completed & Approved	
10001372 - Char Sui Sauce	Ingredients	Sauces, Marinades and Glazes	Sauce		1.4	In Progress	
10001374 - Fresh Sage	Ingredients	Spices	Herbs		1.3	Completed & Approved	
10001377 - Gluten Free Breadcrumbs	Ingredients	Other	Additional Ingredients		1.1	Completed & Approved	

Step 2: This will open a pop-up window to confirm your action, click on **Delete Specification**.

3.10. NOTIFYING TEAM MEMBERS ABOUT A COMPANY SPECIFICATION

Step 1: From the **Company Specs** page, click on the menu button to the right of the specification you would like to notify team members about and select **Notify Team Members**.

Specification Manager

Company Specs | Collaborative Specs | External Specs | Received Specifications | Exceptions | Activity Overview | Template Manager | Ingredients | Admin

Site: All | Created By: All | Status: All | Product Group 1: All | Template: All | Search: Search... | Filter | Clear Filters | Advanced Search

Product Category: All | Product Type: All | Brand: All | Product Group 2: All | Approved in Last: All | Specification Type: All

New Specification | Share | Deactivate Selected | View Selected | Comparison Tool

Viewing 39 results. Page 1 of 1

Product	Product Category	Product Type	Product Group	Customer Product	Version	Status	External Status
<input type="checkbox"/> 000 - MINI PEAR POLY BAG	Fruit	Miscellaneous Fruit			1	In Progress	
<input type="checkbox"/> 0001 - Stier (Young Bull)	Meat & Poultry	Beef	Carcass		1	In Progress	
<input type="checkbox"/> 10000 - Varkenshaasjes - Filet de Porc - Pork Fillet	Meat & Poultry	Pork	Middle		1.1	Completed & Approved	
<input type="checkbox"/> 100013710 - British chicken fillet	Meat & Poultry	Chicken			1.1	Completed & Approved	
<input type="checkbox"/> 100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	Completed & Approved	
<input type="checkbox"/> 10001372 - Char Sui Sauce	Ingredients	Sauces, Marinades and Glazes	Sauce		1.4	In Progress	
<input type="checkbox"/> 10001374 - Fresh Sage	Ingredients	Spices	Herbs		1.3	Completed & Approved	

Context menu for 10001374 - Fresh Sage:

- View Specification
- View Specification Details
- View Confirmation Template
- Edit Details
- Edit Specification
- Lock Template Fields
- Update Status
- Attach Videos
- Update Version
- Convert to Shared Template
- Notify Team Members**
- Duplicate Specification

Step 2: Select the users you would like to send a notification to and input an optional message, click on **Notify Team Members** to send the notification.

Notify Team Members

Company Users | Include Message (Optional)

Search team members...

Name	Site
<input checked="" type="checkbox"/> Commercial	Group
<input type="checkbox"/> HR	Group
<input type="checkbox"/> Maintenance	Group
<input type="checkbox"/> Night Shift	Group
<input type="checkbox"/> Production Team	Group
<input type="checkbox"/> Quality	Group
<input type="checkbox"/> Technical	Group
<input type="checkbox"/> Eugene Delacroix	Group
<input type="checkbox"/> Eric Knowles	Group
<input type="checkbox"/> Tim Mead	Group

Cancel | **Notify Team Members**

3.11. USING THE ADVANCED SEARCH

The advanced search option is available for Company Specs and External Specs, it allows you to carry out a more detailed search within your specifications.

Step 1: Within the **Company Specs** or **External Specs** section of **Specification Manager**, you will find the **Advanced Search** button with the filter options.

The screenshot shows the 'Specification Manager' interface. At the top, there's a navigation bar with tabs: 'Company Specs', 'Collaborative Specs', 'External Specs', 'Received Specifications', 'Exceptions', 'Activity Overview', 'Template Manager', 'Ingredients', and 'Admin'. Below this, there's a grid of filter options: 'Site', 'Created By', 'Status', 'Product Group 1', 'Template', 'Specification Type', 'Product Category', 'Product Type', 'Brand', 'Product Group 2', and 'Approved in Last'. Each filter has a dropdown menu set to 'All'. To the right of these filters is a 'Search' input field. Below the filters, there are three buttons: 'Filter', 'Clear Filters', and 'Advanced Search' (which is highlighted with a yellow box).

Step 2: You have three options for advanced searching:

1. **All Specifications** – Use this option for a keyword search, this will search through all your specification fields for the input word. You can adjust the product type and whole word only settings as required.

The screenshot shows the 'Advanced Search' dialog box. It has three tabs: 'All Specifications', 'Ingredient Specifications', and 'Specification Templates'. The 'All Specifications' tab is selected. Below the tabs, there's a 'Product Type' dropdown menu set to 'All'. Below that is a 'Keyword Search' input field with the placeholder text 'Search Form Values by Keyword'. Below the input field is a 'Whole Word Only' checkbox, which is currently unchecked. At the bottom of the dialog, there's a checkbox labeled 'No' with the text '- Include Previous Grid Filters' next to it. To the right of this checkbox are three buttons: 'Cancel', 'Clear', and 'Search'.

2. **Ingredient Specifications** – This option can be used for your ingredient specifications, when you start to type into these search boxes, it will display a list of available options for you to select. You can use the search type option to modify whether all your selected criteria need to apply to the specification or any of the selected criteria can apply.

Advanced Search

☒ All Specifications
 ☐ Ingredient Specifications
 ☐ Specification Templates

Search Type: ☒ And ☐ Or

Ingredients:

Allergens:

Additives:

Dietary Derivatives:

Country of Origin:

☐ No - Include Previous Grid Filters

Advanced Search

☒ All Specifications
 ☐ Ingredient Specifications
 ☐ Specification Templates

Search Type: ☒ And ☐ Or

Ingredients:

- ☐ Garlic bread, pre-packed, frozen
- ☐ Garlic powder
- ☐ Chicken breast, marinated with garlic and herbs, chilled/frozen, baked
- ☐ Garlic sausage
- ☒ Garlic puree
- ☐ Garlic mushrooms (not coated)
- ☐ Garlic, raw

Allergens:

☐ No - Include Previous Grid Filters

3. **Specification Templates** – This option can be used for searching for a specific response to a dropdown/checkbox field within your specification template.

Step 4: Once you have selected the option you would like to use and set the settings, you can select whether to include the previous filters you had set or not. I.e., before you clicked on the advanced search button, if you had filters set you can switch this option on to maintain those filters in your advanced search. Click on **Search** to find your results.

Advanced Search

☒ All Specifications
 ☐ Ingredient Specifications
 ☐ Specification Templates

Template:

Template Fields:

Fields Contents:

☒ No - Include Previous Grid Filters

3.12. CREATING A FINISHED PRODUCT SPECIFICATION

A finished product specification can be created with a mixing bowl which pulls in detail from raw material specifications that have been built in Foods Connected internally or by suppliers.

Step 1: Go to the **Quality Management** tab and select **Specification Manager**. Select the **Company Specs** tab and click on **New Specification (Primary Spec)**.

Step 2: A page will open to set your specification details. Select the specification site, template, and product. The supplier and customer options are not mandatory. As this is a finished product specification, update the **Type** field to 'Finished Product'.

Specification Manager - Create a Specification

Specification Details

Site
Democo (Group)

Select Template
Finished Product Spec Template
Preview Template

Find Product
Search for product by name or product code
+ Quick Add Product
Start typing to search your product file for the product by Product Name or Code.

Supplier
N/A

Customer
N/A

Type
Finished Product

Cancel Save Save & Build Specification

Step 3: Click on **Save & Build Specification** to open the template, the **Edit Spec** tab can be completed as a normal form.

Step 4: Click on the **Recipe Breakdown** tab, this is where you fill in your ingredient list.

Specification Manager - TY001 - 2 Breaded Chicken Fillets 350g
Return to Specifications List

Edit Spec Recipe Breakdown Nutritional Information Allergen Information Dietary Intolerance Additives

Cancel Prev Next Save

Reorder Ingredients Delete Selected Add Primary Ingredient

	#	Ingredient	Type	% (Mixing Bowl Stage)	% (Finished Product Stage)	Supplier	Supplier Name	Country Of Origin	Country Of Origin (Contingency)	
<input type="checkbox"/>	*	Finished Product 2 Breaded Chicken Fillets 350g								Q

*If you have set your ingredient measurement to be weight, you will see a weight column in the recipe table and a weight field to complete in the 'Add Ingredient' page instead of the %s.

Step 3: The finished product will display in the table, click on **Add Primary Ingredient** then **Add Single Ingredient** to add ingredients into the ingredient list of the product.

A form will open with various 'Ingredient Search Source' Options. Depending on the option you choose the form displayed below will alter.

If you select 'Ingredient Table' or 'Internal Product File', you will see the full form to complete:

- Type in the ingredient/ product name and select it from the list which appears (if you cannot find your ingredient from the database, you can add one on manually).
- Input the percentages for the mixing bowl stage and the finished product stage (or weight if weight has been selected as the measurement type).
- Select the country of origin and contingency country if applicable.
- Select which allergens are present in the product.
- Select which dietary derivatives are applicable for the product.
- If the ingredient contains additives, click on *Add Additive* and a pop-up window will open, then select and fill in the relevant information and click on *Save*.

Specification Manager - Add/Edit Ingredient ← Back to Recipe Breakdown

Ingredient <input type="text" value="Search for Ingredient by name"/>	
Percentage Mixing Bowl Stage = <input type="text"/>	Percentage Finished Product Stage = <input type="text"/>
Country Of Origin <input type="text" value="Search..."/> <input type="checkbox"/> Afghanistan <input type="checkbox"/> Albania <input type="checkbox"/> Algeria <input type="checkbox"/> American Samoa	Contingency Country Of Origin <input type="text" value="Search..."/> <input type="checkbox"/> Afghanistan <input type="checkbox"/> Albania <input type="checkbox"/> Algeria <input type="checkbox"/> American Samoa
Allergens Present In Product? Yes	Select Allergens <input type="text" value="Search..."/> <input type="checkbox"/> Celery <input type="checkbox"/> Cereals containing gluten <input type="checkbox"/> Crustaceans <input type="checkbox"/> Eggs
Dietary Derivatives Present In Product? Yes	Select Dietary Derivatives <input type="text" value="Search..."/> <input type="checkbox"/> CORN / MAIZE, CORN / MAIZE DERIVATIVES <input type="checkbox"/> COCONUT / COCONUT OIL <input type="checkbox"/> PINE NUTS / PINE KERNELS <input type="checkbox"/> OTHER SEEDS / OTHER SEED
Additives Add Additive	

If you select one of the specs options as your source, a shorter version of the form will display because the system will automatically pull in the rest of the information from the source specification that has already been created on Foods Connected.

- Type in the product code/name for your specification and select it from the list which appears (only specifications which have the mixing bowl option turned on will appear in this list).
- Input the percentages for the mixing bowl stage and the finished product stage (or weight if weight has been selected as the measurement type).

Specification Manager - Add/Edit Ingredient

Ingredient Search Source
☐ Ingredient Table
 ☐ Internal Specs
 ☒ External Specs
 ☐ Collaborative Specs
 ☐ Internal Product File

Ingredient

Supplier

Percentage
Mixing Bowl Stage

Percentage
Finished Product Stage

When the ingredient information is complete, click on *Save* and *Save & Exit* which will take you back to the *Recipe Breakdown* tab. You can continue to add ingredients into your recipe until it is complete. The table will display the source of each component in the *Type* column.

<input type="checkbox"/>	#	Ingredient	Type	% (Mixing Bowl Stage)	% (Finished Product Stage)	Supplier	Supplier Name	Country Of Origin	Country Of Origin (Contingency)		
<input type="checkbox"/>	*	Finished Product 2 Breaded Chicken Fillets 350g								<input type="button" value="Q"/>	
<input type="checkbox"/>	1	Chicken, light meat, raw	Ingredient	= 70 %	= 70 %			United Kingdom		<input type="button" value="Q"/>	<input type="button" value="≡"/>
<input type="checkbox"/>	2	0193364 - Breadcrumbs	Internal Spec	= 10 %	= 10 %	IN 233523 - Spices & Co				<input type="button" value="Q"/>	<input type="button" value="≡"/>
<input type="checkbox"/>	3	0993763 - Batter	Internal Spec	= 6 %	= 6 %					<input type="button" value="v"/>	<input type="button" value="≡"/>
<input type="checkbox"/>	4	Water, distilled	Ingredient	= 4 %	= 4 %			United Kingdom		<input type="button" value="Q"/>	<input type="button" value="≡"/>
<input type="checkbox"/>	5	10001372 - Char Sui Flavoring	External Spec	= 10 %	= 10 %	Ingredients supplier				<input type="button" value="v"/>	<input type="button" value="≡"/>
Total:				100%	100%						

Click on the arrow beside specification source component to view the sub-components. You can also click on the specification name to directly open the source specification.

<input type="checkbox"/>	5	10001372 - Char Sui Flavoring	External Spec	= 10 %	= 10 %	Ingredients supplier				<input type="button" value="Q"/>	<input type="button" value="≡"/>
	5.1	Sunflower oil	Ingredient	= 35 %	= 35 %			Germany	Netherlands, United Kingdom		
	5.2	Water, distilled	Ingredient	20 - 30 %	20 - 30 %			United Kingdom			
	5.3	Soy sauce	Ingredient	= 15 %	= 15 %			China	Germany, Netherlands		
	5.4	Sugar, white	Ingredient	10 - 20 %	10 - 20 %			United Kingdom	Angola, Australia, Barbados, Honduras		
	5.5	Cornflour	Ingredient	< 10 %	< 10 %			France	Hungary		

Step 4: If a vulnerability assessment is being used, to complete it for an ingredient, click on the dropdown arrow to the right and select **Vulnerability Assessment**.

- Select the ingredient touch points and their risk level by clicking on *Select* beside each relevant point. The selected touch points will appear to the right, reorder them by clicking on the arrows and dragging them into the correct position, delete points by clicking on the delete icon.
- Complete the vulnerability assessment form and click on *Save & Exit* to return to the *Recipe Breakdown* tab. The red X under the *Vulnerability Assessment* beside the ingredient will turn to a green tick once you save.

*Complete the *Vulnerability Assessment* for each ingredient as applicable.

The screenshot shows the 'Specification Manager - 10001380 - Mature Grated Cheddar Cheese' interface. The 'Vulnerability Assessment' dropdown menu is open, showing options: 'Vulnerability Assessment' (selected) and 'Raw Material Breakdown'. The table below shows the following data:

#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown
*	Finished Product Mature Grated Cheddar Cheese					✓	✓
1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	

Step 5: To complete a raw material breakdown for an ingredient if relevant, click on the dropdown arrow to the right and select **Raw Material Breakdown**. Complete the raw material breakdown form and click on **Save & Exit**.

*Complete the Raw Material Breakdown for each ingredient if applicable.

The screenshot shows the 'Specification Manager - 10001380 - Mature Grated Cheddar Cheese' interface. The 'Raw Material Breakdown' dropdown menu is open, showing options: 'Vulnerability Assessment' and 'Raw Material Breakdown' (selected). The table below shows the following data:

#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown
*	Finished Product Mature Grated Cheddar Cheese					✓	✓
1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	

Step 6: To edit ingredient information, click on the dropdown arrow to the right and select **Edit Ingredient**; making sure to click on **Save** for any changes made.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese [Return to Specifications List](#)

[Edit Spec](#) [Recipe Breakdown](#) [Nutritional Information](#) [Allergen Information](#) [Dietary Intolerance](#) [Additives](#)

Cancel Prev Next Save

Reorder Ingredients Delete Selected Add Primary Ingredient

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	▼
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	▼
<input type="checkbox"/>	1.1	Whole milk, pasteurised, average	= 98.06 %	---	Belgium, Ireland, United Kingdom		✓	✓	Q	▼
<input type="checkbox"/>	1.2	Salt	= 1.9 %	---	Ireland, United Kingdom		✓			
<input type="checkbox"/>	1.3	Starter culture	= 0.02 %	---	Australia, Denmark, France		✓			
<input type="checkbox"/>	1.4	Vegetarian rennet	= 0.02 %	---	Australia, Denmark, France		✓			
<input type="checkbox"/>	2	Potato Starch	= 2 %	= 2 %	Germany, Netherlands		✓			

+ Add Child Ingredient
☒ Edit Ingredient
 Vulnerability Assessment
☒ Raw Material Breakdown
 Ingredient Info

Step 7: To delete an ingredient from the recipe breakdown, tick the checkbox beside it and click on **Delete Selected**.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese [Return to Specifications List](#)

[Edit Spec](#) [Recipe Breakdown](#) [Nutritional Information](#) [Allergen Information](#) [Dietary Intolerance](#) [Additives](#)

Cancel Prev Next Save

Reorder Ingredients Delete Selected Add Primary Ingredient

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	▼
<input checked="" type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	▼

Step 8: To view the information you have completed for an ingredient click on the magnifying glass beside the product.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese [Return to Specifications List](#)

[Edit Spec](#) [Recipe Breakdown](#) [Nutritional Information](#) [Allergen Information](#) [Dietary Intolerance](#) [Additives](#)

Cancel Prev Next Save

Reorder Ingredients Delete Selected Add Primary Ingredient

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	▼
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	▼

Step 9: To change the order of the ingredients in the list, click on **Reorder Ingredients**. A new page will open, click on the arrows to the left of the ingredient and drag into the correct position. When you are finished click on **Done**.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese Return to Specifications List

Edit Spec
Recipe Breakdown
Nutritional Information
Allergen Information
Dietary Intolerance
Additives

Cancel
Prev
Next
Save

Reorder Ingredients
Delete Selected
Add Primary Ingredient

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	

Step 10: All the ingredients added into the Recipe Breakdown will be automatically added into the Ingredient List and their nutritional values will be automatically calculated in the **Nutritional Information** tab from the sources input into the recipe table. If you want to manually input your nutritional values, from the **Nutritional Information** tab, change the dropdown to **Enter values manually** and click on **Update** then it will open boxes to input the values manually. Remember to click on **Save** after making any changes.

Edit Spec
Recipe Breakdown
Nutritional Information
Allergen Information
Dietary Intolerance
Additives

Cancel
Prev
Next
Save

Nutritional Spec Values ⓘ

Calculate values automatically
 Calculate values automatically
 Enter Values manually

Update

Nutritional Spec	Typical Value Per 100g/ml	Unit
Energy: kJoules	2824	kJ
Energy: kCal	686	kCal

Step 11: If you select an allergen for one of the product's ingredients, it will pull through to the **Allergen Information** tab and display as present in the product with the ingredient stated as the source. If allergens are contained within one of the source raw material specifications, this will display with a dropdown arrow so you can view the specification detail. Click on this tab, complete the information on the allergen and click on **Save**.

[Edit Spec](#)
[Recipe Breakdown](#)
[Nutritional Information](#)
[Allergen Information](#)
[Dietary Intolerance](#)
[Additives](#)

[Cancel](#)
[Prev](#)
[Next](#)
[Save](#)

Allergen	Source	Present In Product?	Form	May Contain	Present On Same Line?	Present On Same Manufacturing Site?	How is Cross Contamination Prevented?	Additional Comments
Celery		✗	-- Select --	-- Select --	-- Select --	-- Select --	If present on same line or site these details are	
Cereals containing gluten	0193364 - Breadcrumbs; 0993763 - Batter; 10001372 - Char Sui Flavoring	✓	-- Select --	-- Select --	-- Select --	-- Select --	If present on same line or site these details are	

Spec Name	Source	Present In Product?	Form	Present On Same Line?	Present On Same Manufacturing Site?	How is Cross Contamination Prevented?	Additional Comments
0193364 - Breadcrumbs	Wheat flour, white, plain	✓	Powder	Yes	Yes	Processing in different locations and times	
0993763 - Batter	Wheat flour, white, plain	✓	Powder	Yes	Yes	Processing in different locations and times	

Step 12: If you select a dietary intolerance for one of the product's ingredients, it will pull through to the **Dietary Intolerance** tab and display as present in the product with the ingredient stated as the source. It will do the same if a dietary intolerance was highlighted in one of the source raw material specifications. Click on this tab, complete the information on the dietary intolerance and click on **Save**.

[Edit Spec](#)
[Recipe Breakdown](#)
[Nutritional Information](#)
[Allergen Information](#)
[Dietary Intolerance](#)
[Additives](#)

[Cancel](#)
[Prev](#)
[Next](#)
[Save](#)

Intolerance	Present	Source	Comments
CORN / MAIZE, CORN / MAIZE DERIVATIVES	✓	10001372 - Char Sui Flavoring	
COCONUT / COCONUT OIL	✗		
PINE NUTS / PINE KERNELS	✗		
OTHER SEEDS / OTHER SEED DERIVATIVES	✓	10001372 - Char Sui Flavoring	
YEAST / YEAST DERIVATIVES	✓	0193364 - Breadcrumbs	

Step 13: The additive information for the ingredient product will be automatically added into the **Additives** tab based on the information you have input into the recipe breakdown.

Step 14: Click on **Save** to save all the information that has been input into the template.

*Once a finished product specification has been created, sections 3.3-3.11 are all relevant for carrying out those specific actions.

If a specification included in an approved finished product specification's recipe as a source is updated, the status of the finished product specification will update. If an approver is set up the

status will update to *Approval Required* and an email and task will be sent to the set approver. If there is no approver for the finished product specification, the status will update to *Requires Review* and the specification creator will receive an email and task.

4. CREATING AND MANAGING COLLABORATIVE SPECIFICATIONS

4.1. CREATING A COLLABORATIVE SPECIFICATION

Step 1: Select **Quality Management** tab and select **Specification Manager** and select the **Collaborative Specs** tab.

The screenshot shows the 'Specification Manager' interface. The 'Collaborative Specs' tab is selected and highlighted with a yellow box. Below the tabs, there are filter options for Site, Shared By, Product Category, Product Group 1, Status, Shared With Supplier, Product Type, Product Group 2, and Approved in Last. A search bar is also present. Below the filters, it says 'Viewing 5 results. Page 1 of 1'. At the bottom, there is a table with columns: Product, Product Category, Product Type, Product Group, Customer Product, Version, and a dropdown menu. The first row shows '100013711 - Chicken Breast' under Product, 'Meat & Poultry' under Product Category, 'Chicken' under Product Type, 'Chicken Breast' under Product Group, and '1' under Version. The 'New Collaborative Specification' button is highlighted with a yellow box.

Step 2: Click on **New Collaborative Specification** and a page will open to set your specification details. Click on **Save & Build Specification**.

The screenshot shows the 'Specification Manager - Create a Specification' page. It has a 'Specification Details' section with fields for Site (Demo Co (Group)), Select Template (Complex Spec Template), Supplier (N/A), and Customer (N/A). There is a 'Preview Template' button next to the Select Template field. Below these fields, there is a 'Select View Specification Order' section with two radio buttons: 'Customer Data First' (selected) and 'Original Template Order'. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Save & Build Specification'. The 'Save & Build Specification' button is highlighted with a yellow box. A callout box points to the 'Save & Build Specification' button with the text: 'Controls how the specification is viewed. The Customer Data First option will display what the customer has filled in first, the Original Template Order option will display the content in the order the template was created in'.

Step 3: The specification template will open, fill in the required information and click on **Save** to save the inputted information.

4.2. LOCKING TEMPLATE FIELDS FOR A COLLABORATIVE SPECIFICATION

This functionality allows you to 'lock' certain fields within your template that you as the customer want to complete but do not want your supplier to be able to edit. A supplier will be able to see a locked when they are completing the specification but it will be greyed out so they cannot edit it.

Step 1: From the Collaborative Specs page, click on the menu button beside the specification that you want to lock the fields for and select **Lock Template Fields**.

Specification Manager

Company Specs ▾ Collaborative Specs ▾ External Specs ▾ Received Specifications Exceptions Activity Overview Template Manager Ingredients ▾ Admin ▾

Selected specifications have been successfully deleted.

Site: Demo Co (Group) ▾ Shared By: All ▾ Product Category: All ▾ Product Group 1: All ▾ Status: All ▾ Search: Search... Filter Clear Filters

Shared With Supplier: All ▾ Product Type: All ▾ Product Group 2: All ▾ Approved in Last: N/A ▾

Viewing 5 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

[New Collaborative Specification](#) [Delete Selected](#)

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	Version		
<input type="checkbox"/>	100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	▼ 1	⋮
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1		⋮
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	▼ 1	⋮
<input type="checkbox"/>	13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1	▼ 1	⋮
<input type="checkbox"/>	OIL 1 - Vegetable Oil	Ingredients	Other			1	▼ 1	⋮

View Specification
View Specification Details
View Confirmation Template
Edit Details
Edit Specification
Lock Template Fields
Update Status

Step 2: A page will open showing the full specification template, tick the checkboxes beside the fields that you want to lock, then click on **Save & Lock** and **Save & Exit**.

Specification Manager - Update Form [← Back](#)

Complex Spec Template - Form Preview

1 of 23 Next ▾

[Save & Lock ▾](#)

Lock all Fields on this Page

Details ☐

Raw Material Information ☐

Company Name ☐

Address ☐

Country ☐

Post Code ☐

EC code (if relevant) ☐

Lock & Exit
Lock Selected Fields

4.3. VIEWING AND SEARCHING FOR A COLLABORATIVE SPECIFICATION

Step 1: From the **Collaborative Specs** page, you can use the filters along the top of the page to refine your results when searching for a specification.

Step 2: When you have found the specification, you would like to view, click on the menu button to the right of the specification and select *View Specification*. You can also select the **View Specification Details** option from this menu to see the details of the specification.

When you have shared a collaborative specification with a supplier click on the edit button to the right of the share to view the specification content for both the customer and supplier.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: Demo Co (Group) Shared By: All Product Category: All Product Group 1: All Status: All Search: Search... Filter Clear Filters

Shared With Supplier: All Product Type: All Product Group 2: All Approved in Last: N/A

Viewing 6 results. Page 1 of 1 25 50 100 All << first < previous next > last >>

+ New Collaborative Specification Delete Selected

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 1000123 - Plant based burger	Finished Product	Retail Pack			1	
<input type="checkbox"/> 100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	

Date	Supplier	Shared By	Shared With	Status	Sign Off Date	
04/02/2019 12:35	Meat Supplier	Steve Jones	Kevin Smyth	Completed & Approved	---	

<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	
<input type="checkbox"/> 13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1	

View Edit Mark as Completed & Approved Request More Info Delete Share

4.4. EDITING A COLLABORATIVE SPECIFICATION TEMPLATE

Step 1: From the **Collaborative Specs** page, click on the menu button beside the specification template that you would like to edit and select **Edit Specification**. This will open the specification template, make sure to click on **Save** to save the changes.

Specification Manager

Company Specs ▾ Collaborative Specs ▾ External Specs ▾ ← Received Specifications ⚙ Exceptions 📊 Activity Overview 📄 Template Manager 🍴 Ingredients ▾ ⚙ Admin ▾

Site: Demo Co (Group) ▾ Shared By: All ▾ Product Category: All ▾ Product Group 1: All ▾ Status: All ▾ Search: Search... **Filter** **Clear Filters**

Shared With Supplier: All ▾ Product Type: All ▾ Product Group 2: All ▾ Approved in Last: N/A ▾

Viewing 6 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

New Collaborative Specification **Delete Selected**

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	Version		
<input type="checkbox"/>	1000123 - Plant based burger	Finished Product	Retail Pack			1		
<input type="checkbox"/>	100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	▼ 1	
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	▼ 1	
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	▼ 1	
<input type="checkbox"/>	13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1	▼ 1	
<input type="checkbox"/>	OIL 1 - Vegetable Oil	Ingredients	Other			1	▼ 1	

- View Specification
- View Specification Details
- View Confirmation Template
- Edit Details
- Edit Specification**
- Lock Template Fields
- Update Status

4.5. SHARING A COLLABORATIVE SPECIFICATION

Step 1: From the **Collaborative Specs** page, click on the menu button beside the specification template that you would like to share and select **Share Specification**.

Viewing 6 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

New Collaborative Specification **Delete Selected**

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	Version		
<input type="checkbox"/>	1000123 - Plant based burger	Finished Product	Retail Pack			1		
<input type="checkbox"/>	100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	▼ 1	
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	▼ 1	
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	▼ 1	
<input type="checkbox"/>	13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1	▼ 1	
<input type="checkbox"/>	OIL 1 - Vegetable Oil	Ingredients	Other			1	▼ 1	

Viewing 6 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

FOODS CONNECTED

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Supported By

Invest Northern Ireland Northern Ireland

- View Specification
- View Specification Details
- View Confirmation Template
- Edit Details
- Edit Specification
- Lock Template Fields
- Update Status
- Attach Videos
- Update Version
- Convert to Shared Template
- Notify Team Members
- Duplicate Specification
- Share Specification**
- Delete Specification

Step 2: A page will open for you to select the supplier, click on **Next Step**.

Step 3: Fill in details of the share, selecting the sign off detail and the user to receive the specification with for completion.

Specification Manager - Share - 100013711 - Chicken Breast - Step 1 ← Back

Supplier Type: All Supplier Sub Type: All Status: All Show Existing Shares: Yes

Filter Clear Filters

Search...

Next Step >

<input type="checkbox"/>	Supplier/Customer	Supplier Name	Supplier Type
<input type="checkbox"/>	Customer	Abattoir 1	---
<input type="checkbox"/>	Supplier	Abattoir 1	Abattoirs
<input type="checkbox"/>	Customer	Abattoir 2	---
<input type="checkbox"/>	Supplier	Abattoir 2	Abattoirs
<input type="checkbox"/>	Customer	Abattoir 3	---
<input type="checkbox"/>	Supplier	Abattoir 3	Abattoirs
<input type="checkbox"/>	Supplier	Bakery Supplier	Bakery
<input type="checkbox"/>	Supplier	Butter Supplier	Dairy
<input type="checkbox"/>	Supplier	Cheese supplier	Dairy

Step 4: Click on **Send to Recipients** and the supplier user will receive notification of the request and be able to start completing their parts of the template.

Specification Manager - Share - 100013711 - Chicken Breast - Step 2 ← Back

< Back **Send to Recipients**

Requires Sign Off: Yes

Sign Off Required By: 23/07/2020 17:00

Sign Off Frequency: Yearly

Declaration: Use Supplier Declaration

Receive Signed Off Notification Email: No

Notify Recipients By Email: Yes

Share Condensed Specification: No

Message To Include With Email: Enter a message...

Supplier/Customer Name	Via	Contact Name / CC User(s)	Can Share Spec
Abattoir 1	---	-- Select -- - CC in User(s) -	No

< Back **Send to Recipients**

After sharing a template with a supplier, an expand arrow option will show to the right of the specification, opening this will show the share. All actions for actioning this shared specification will now be done from the edit menu to the right of the share.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: Demo Co (Group) Shared By: All Product Category: All Product Group 1: All Status: All Search: Search... Filter Clear Filters

Shared With Supplier: All Product Type: All Product Group 2: All Approved in Last: N/A

Viewing 6 results. Page 1 of 1 25 50 100 All << first < previous next > last >>

[New Collaborative Specification](#) [Delete Selected](#)

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 1000123 - Plant based burger	Finished Product	Retail Pack			1	
<input type="checkbox"/> 100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	

Date	Supplier	Shared By	Shared With	Status	Sign Off Date
04/02/2019 12:35	Meat Supplier	Steve Jones	Kevin Smyth	Completed & Approved	---

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	
<input type="checkbox"/> 13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1	

View Edit Mark as Completed & Approved Request More Info Delete Share

4.6. EDITING A SHARED COLLABORATIVE SPECIFICATION

Step 1: From the *Collaborative Specs* page, click on the expand button beside the specification you have shared and from the edit button to the right of the share select the **Edit** option. This will open the shared specification, make sure to click on **Save** to apply the changes.

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 1000123 - Plant based burger	Finished Product	Retail Pack			1	
<input type="checkbox"/> 100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	

Date	Supplier	Shared By	Shared With	Status	Sign Off Date
04/02/2019 12:35	Meat Supplier	Steve Jones	Kevin Smyth	Completed & Approved	---

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	
<input type="checkbox"/> 13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1	

View Edit Mark as Completed & Approved Request More Info Delete Share

4.7. REQUESTING MORE INFORMATION ON A SHARED COLLABORATIVE SPECIFICATION

Step 1: From the **Collaborative Specs** page, click on the expand button beside the specification you have shared and from the edit button to the right of the share select the **Request More Info** option.

Step 2: Fill the details of your request into the pop-up window and click on **Request Info** to send the notification to the supplier.

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 1000123 - Plant based burger	Finished Product	Retail Pack			1	
<input type="checkbox"/> 100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	

Date	Supplier	Shared By	Shared With	Status	Sign Off Date
04/02/2019 12:35	Meat Supplier	Steve Jones	Kevin Smyth	Completed & Approved	---

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients				1	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients				1	
<input type="checkbox"/> 13 - Flat Iron - Video Attached	Meat & Poultry				1	

Request More Info - Meat Supplier

Message

Cancel Request Info

View

Edit

Mark as Completed & Approved

Request More Info

Delete Share

4.8. APPROVING A COLLABORATIVE SPECIFICATION

Step 1: From the **Collaborative Specs** page, click on the expand button beside the specification you have shared and from the edit button to the right of the share select the **Mark as Completed & Approved** option.

Selecting this option will send a notification to the relevant supplier and they can also sign off the specification, the date they do this will show in the **Sign Off Date** box beside the share.

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 1000123 - Plant based burger	Finished Product	Retail Pack			1	
<input type="checkbox"/> 100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	

Date	Supplier	Shared By	Shared With	Status	Sign Off Date
04/02/2019 12:35	Meat Supplier	Steve Jones	Kevin Smyth	Completed & Approved	---

Product	Product Category	Product Type	Product Group	Customer Product	Version	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	
<input type="checkbox"/> 13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1	

View

Edit

Mark as Completed & Approved

Request More Info

Delete Share

4.9. DUPLICATING A COLLABORATIVE SPECIFICATION TEMPLATE

Step 1: From the **Collaborative Specs** page, click on the menu button beside the specification template that you would like to duplicate and select **Duplicate Specification**.

Step 2: Select the **Site / Product** and template order details, the **Supplier / Customer** fields are optional and click on **Save** to create the duplicated specification.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: Demo Co (Group) Shared By: All Product Category: All Product Group 1: All Status: All Search: Search... Filter Clear Filters

Shared With Supplier: All Product Type: All Product Group 2: All Approved in Last: N/A

Viewing 6 results. Page 1 of 1

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

[New Collaborative Specification](#) [Delete Selected](#)

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	Version		
<input type="checkbox"/>	1000123 - Plant based burger	Finished Product	Retail Pack			1		
<input type="checkbox"/>	100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1	▼ 1	
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	▼ 1	
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1	▼ 1	
<input type="checkbox"/>	13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1	▼ 1	
<input type="checkbox"/>	OIL1 - Vegetable Oil	Ingredients	Other			1	▼ 1	

Viewing 6 results. Page 1 of 1

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

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Invest Northern Ireland Northern Ireland

View Specification
View Specification Details
View Confirmation Template
Edit Details
Edit Specification
Lock Template Fields
Update Status
Attach Videos
Update Version
Convert to Shared Template
Notify Team Members
Duplicate Specification
Share Specification
Delete Specification

4.10. DELETING A COLLABORATIVE SPECIFICATION TEMPLATE OR SHARE

Step 1: From the **Collaborative Specs** page, click on the menu button beside the specification template that you would like to delete and select **Delete Specification**. This will delete the template and any related shares.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: Demo Co (Group) Shared By: All Product Category: All Product Group 1: All Status: All Search: Search... Filter Clear Filters

Shared With Supplier: All Product Type: All Product Group 2: All Approved in Last: N/A

Viewing 6 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

+ New Collaborative Specification Delete Selected

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	Version		
<input type="checkbox"/>	1000123 - Plant based burger	Finished Product	Retail Pack			1		
<input type="checkbox"/>	100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1		

Step 2: To only delete a share, from the edit menu button to the right of the share, select **Delete Share** and this will only remove that share from the relevant supplier.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: Demo Co (Group) Shared By: All Product Category: All Product Group 1: All Status: All Search: Search... Filter Clear Filters

Shared With Supplier: All Product Type: All Product Group 2: All Approved in Last: N/A

Viewing 6 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

+ New Collaborative Specification Delete Selected

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	Version		
<input type="checkbox"/>	1000123 - Plant based burger	Finished Product	Retail Pack			1		
<input type="checkbox"/>	100013711 - Chicken Breast	Meat & Poultry	Chicken	Chicken Breast		1		

Date	Supplier	Shared By	Shared With	Status	Sign Off Date	
04/02/2019 12:35	Meat Supplier	Steve Jones	Kevin Smyth	Completed & Approved	---	

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	Version		
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1		
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1		
<input type="checkbox"/>	13 - Flat Iron - Video Attached	Meat & Poultry	Beef	Flat Iron		1		

View Edit Mark as Completed & Approved Request More Info Delete Share

4.11 MERGING COLLABORATIVE SPECIFICATIONS

If two collaborative specifications have been created/shared under separate templates for the same product and they use the same template, you can merge these together to sit under one template. For example, see below:

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Shared By: All Product Category: All Product Group 1: All Status: All Search: 1376 Filter Clear Filters

Shared With Supplier: All Product Type: All Product Group 2: All Approved in Last: N/A

Viewing 2 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

+ New Collaborative Specification Delete Selected

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product		
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		▼ 1	
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		▼ 1	

Step 1: From the Collaborative Specs page, click on the menu button beside one of the specification templates that you would like to merge and select **Merge Specification**.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Shared By: All Product Category: All Product Group 1: All Status: All Search: 1376 Filter Clear Filters

Shared With Supplier: All Product Type: All Product Group 2: All Approved in Last: N/A

Viewing 2 results. Page 1 of 1 25 50 100 All | << first < previous next > last >>

+ New Collaborative Specification Delete Selected

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product		
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		▼ 1	

- View Confirmation Template
- Edit Details
- Edit Specification
- Merge Specification**
- Lock Template Fields
- Update Status
- Attach Videos
- Update Version
- Convert to Shared Template
- Notify Team Members
- Duplicate Specification
- Share Specification
- Delete Specification

Step 2: A pop-up window will open with the details of any specifications that have the same product and template. Select the specifications you want to merge and click on **Merge**. The specifications will now show under the same template header.

<input type="checkbox"/>	Product	Product Type	Product Group	
<input type="checkbox"/>	10001376 - Jazz Apples	Fruit/Vegetable		2

Date	Supplier	Shared By	Shared With	Status	Sign Off Date	Version	
31/03/2021 17:01	Fresh Food Supplies - Site 1	Admin Admin	Rob Phelps	Awaiting Response	---	1	
31/03/2021 17:00	Fresh Food Supplies	Admin Admin	Andrew Cuthbert	Awaiting Response	---	1	

Merge Specifications
 Select the specifications you would like to merge into 10001376 - Jazz Apples

<input type="checkbox"/>	Product	Product Category	Specification Template	Supplier(s)	Status(s)
<input type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Product Specification	Fresh Food Supplies - Site 1	Awaiting Response

Close
Merge

This merge function will join the edit history of both templates for the customer to see but the supplier will still only see the edits made by them

4.12 COMPARING COLLABORATIVE SPECIFICATIONS

Step 1: From the **Collaborative Specs** page, select the specifications you would like to compare and click on the **Comparison Tool** button underneath the filters. You can compare any specifications built using the same template.

Specification Manager

Company Specs

Collaborative Specs

External Specs

Received Specifications

Exceptions

Activity Overview

Template Manager

Ingredients

Admin

Site

All

Shared By

All

Product Category

All

Product Group 1

All

Status

All

Search

Search...

Filter

Shared With Supplier

All

Product Type

Fruit/Vegetable

Product Group 2

All

Approved in Last

N/A

Clear Filters

Viewing 2 results. Page 1 of 1

2550100All|<<first<previousnext>last>>

New Collaborative Specification

Delete Selected

Compare Selected

<input type="checkbox"/>	Product	Product Category	Product Type	Product Group	Customer Product	<div><div></div><div>1</div></div>	<div><div></div><div></div></div>
<input checked="" type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		<div><div></div><div>1</div></div>	<div><div></div><div></div></div>
<input checked="" type="checkbox"/>	10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		<div><div></div><div>2</div></div>	<div><div></div><div></div></div>

*If a collaborative specification has been shared with more than one supplier you can select just that one specification template and the system will compare both versions of the specification with the differing supplier responses.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Shared By: All Product Category: All Product Group 1: Fruit & Veg Status: All Search: Search... Filter Clear Filters

Shared With Supplier: All Product Type: All Product Group 2: All Approved in Last: N/A

Viewing 2 results. Page 1 of 1 25 50 100 All << first < previous next > last >>

New Collaborative Specification Delete Selected Compare Selected

Product	Product Category	Product Type	Product Group	Customer Product	
<input type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		1
<input checked="" type="checkbox"/> 10001376 - Jazz Apples	Ingredients	Fruit/Vegetable	Fruit & Veg		2

Date	Supplier	Shared By	Shared With	Status	Sign Off Date	Version	
12/03/2019 15:33	Bakery Supplier	Steve Jones	John Downey	Awaiting Approval	---	1	
28/06/2021 10:00	Bakery Supplier	Steve Jones	User 1 Abattoir 2	Awaiting Approval	---	1	

Step 2: Select the specification fields you would like to compare and click on **Generate Report**.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Compare Specifications: Select Fields Back to My Collaborative Specifications

Search Fields...

Generate Report

Section	Field
<input checked="" type="checkbox"/> Specification Details	Supplier Name
<input checked="" type="checkbox"/> Specification Details	Product Category
<input type="checkbox"/> Specification Details	Product Type
<input type="checkbox"/> Specification Details	Brand
<input type="checkbox"/> Specification Details	Product Group 1

Step 3: A table will be generated pulling in the selected information, this can be exported to excel by clicking on the **Export to Excel** option at the top of the page.

5. CREATING AND MANAGING INGREDIENT SPECIFICATIONS

5.1. CREATING AN INGREDIENT SPECIFICATION

Step 1: Follow the steps in section 3.1 to create your specification and fill in the *Edit Spec* tab.

Step 2: Click on the **Recipe Breakdown** tab, this is where you fill in your ingredient list.

Specification Manager - C001 - Cheddar Cheese Return to Specifications List

Edit Spec
Recipe Breakdown
Nutritional Information
Allergen Information
Dietary Intolerance
Additives

Cancel
Prev
Next
Save

View Combined Assessments
Reorder Ingredients
Delete Selected
Add Primary Ingredient

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Cheddar Cheese					×	×	Q	

You have not added any ingredient mix items...

Ingredients List Auto With % Create Manual

Cancel
Prev
Next
Save

*If you have set your ingredient measurement to be weight, you will see a weight column in the recipe table and a weight field to complete in the 'Add Ingredient' page instead of the %s.

Step 3: The finished product will display in the table, click on **Add Primary Ingredient** to add ingredients into the ingredient list of the product.

A form will open to set your ingredient information:

- Type in the ingredient name and select it from the list which appears (if you cannot find your ingredient from the database, you can add one on manually).
- Input the percentages for the mixing bowl stage and the finished product stage (or weight if weight has been selected as the measurement type).
- Select the country of origin and contingency country if applicable.
- Select which allergens are present in the product.
- Select which dietary derivatives are applicable for the product.
- If the ingredient contains additives, click on *Add Additive* and a pop-up window will open, then select and fill in the relevant information and click on *Save*.

When the ingredient information is complete, click on *Save* and *Save & Exit* which will take you back to the *Recipe Breakdown* tab.

*Add in all the ingredients using the same steps.

Specification Manager - Add/Edit Ingredient ← Back to Recipe Breakdown

Ingredient <input type="text" value="Search for Ingredient by name"/>	
Percentage Mixing Bowl Stage = <input type="text"/>	Percentage Finished Product Stage = <input type="text"/>
Country Of Origin <input type="text" value="Search..."/> <input type="checkbox"/> Afghanistan <input type="checkbox"/> Albania <input type="checkbox"/> Algeria <input type="checkbox"/> American Samoa	Contingency Country Of Origin <input type="text" value="Search..."/> <input type="checkbox"/> Afghanistan <input type="checkbox"/> Albania <input type="checkbox"/> Algeria <input type="checkbox"/> American Samoa
Allergens Present In Product? Yes	Select Allergens <input type="text" value="Search..."/> <input type="checkbox"/> Celery <input type="checkbox"/> Cereals containing gluten <input type="checkbox"/> Crustaceans <input type="checkbox"/> Eggs
Dietary Derivatives Present In Product? Yes	Select Dietary Derivatives <input type="text" value="Search..."/> <input type="checkbox"/> CORN / MAIZE, CORN / MAIZE DERIVATIVES <input type="checkbox"/> COCONUT / COCONUT OIL <input type="checkbox"/> PINE NUTS / PINE KERNELS <input type="checkbox"/> OTHER SEEDS / OTHER SEED
Additives Add Additive	

Step 4: To complete a vulnerability assessment for an ingredient, click on the dropdown arrow to the right and select **Vulnerability Assessment**.

- Select the ingredient touch points and their risk level by clicking on *Select* beside each relevant point. The selected touch points will appear to the right, reorder them by clicking on the arrows and dragging them into the correct position, delete points by clicking on the delete icon.
- Complete the vulnerability assessment form and click on *Save & Exit* to return to the *Recipe Breakdown* tab. The red X under the *Vulnerability Assessment* beside the ingredient will turn to a green tick once you save.

*Complete the *Vulnerability Assessment* for each ingredient.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese

← Return to Specifications List

Edit Spec Recipe Breakdown Nutritional Information Allergen Information Dietary Intolerance Additives

Cancel Prev Next Save

Reorder Ingredients Delete Selected Add Primary Ingredient

	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	

Vulnerability Assessment
Raw Material Breakdown

Step 5: To complete a raw material breakdown for an ingredient, click on the dropdown arrow to the right and select **Raw Material Breakdown**. Complete the raw material breakdown form and click on **Save & Exit**.

*Complete the Raw Material Breakdown for each ingredient.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese

← Return to Specifications List

Edit Spec Recipe Breakdown Nutritional Information Allergen Information Dietary Intolerance Additives

Cancel Prev Next Save

Reorder Ingredients Delete Selected Add Primary Ingredient

	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	

Vulnerability Assessment
Raw Material Breakdown

Step 6: To edit ingredient information, click on the dropdown arrow to the right and select **Edit Ingredient**; making sure to click on **Save** for any changes made.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese [Return to Specifications List](#)

[Edit Spec](#) [Recipe Breakdown](#) [Nutritional Information](#) [Allergen Information](#) [Dietary Intolerance](#) [Additives](#)

[Cancel](#) [Prev](#) [Next](#) [Save](#)

[Reorder Ingredients](#) [Delete Selected](#) [Add Primary Ingredient](#)

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	▼
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	▼
<input type="checkbox"/>	1.1	Whole milk, pasteurised, average	= 98.06 %	---	Belgium, Ireland, United Kingdom		✓	✓	Q	▼
<input type="checkbox"/>	1.2	Salt	= 1.9 %	---	Ireland, United Kingdom		✓			
<input type="checkbox"/>	1.3	Starter culture	= 0.02 %	---	Australia, Denmark, France		✓			
<input type="checkbox"/>	1.4	Vegetarian rennet	= 0.02 %	---	Australia, Denmark, France		✓			
<input type="checkbox"/>	2	Potato Starch	= 2 %	= 2 %	Germany, Netherlands		✓			

[+ Add Child Ingredient](#)
[Edit Ingredient](#)
[Vulnerability Assessment](#)
[Raw Material Breakdown](#)
[Ingredient Info](#)

Step 7: To delete an ingredient from the recipe breakdown, tick the checkbox beside it and click on **Delete Selected**.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese [Return to Specifications List](#)

[Edit Spec](#) [Recipe Breakdown](#) [Nutritional Information](#) [Allergen Information](#) [Dietary Intolerance](#) [Additives](#)

[Cancel](#) [Prev](#) [Next](#) [Save](#)

[Reorder Ingredients](#) [Delete Selected](#) [Add Primary Ingredient](#)

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	▼
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	▼

Step 8: To view the information you have completed for an ingredient click on the magnifying glass beside the product.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese [Return to Specifications List](#)

[Edit Spec](#) [Recipe Breakdown](#) [Nutritional Information](#) [Allergen Information](#) [Dietary Intolerance](#) [Additives](#)

[Cancel](#) [Prev](#) [Next](#) [Save](#)

[Reorder Ingredients](#) [Delete Selected](#) [Add Primary Ingredient](#)

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	▼
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	▼

Step 9: To change the order of the ingredients in the list, click on **Reorder Ingredients**. A new page will open, click on the arrows to the left of the ingredient and drag into the correct position. When you are finished click on **Done**.

Specification Manager - 10001380 - Mature Grated Cheddar Cheese Return to Specifications List

Edit Spec
Recipe Breakdown
Nutritional Information
Allergen Information
Dietary Intolerance
Additives

Cancel
Prev
Next
Save

Reorder Ingredients
Delete Selected
Add Primary Ingredient

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	

Step 10: All the ingredients added into the Recipe Breakdown will be automatically added into the Ingredient List and their nutritional values will be automatically calculated in the **Nutritional Information** tab. If you want to manually input your nutritional values, from the **Nutritional Information** tab, change the dropdown to **Enter values manually** and click on **Update** then it will open boxes to input the values manually. Remember to click on **Save** after making any changes.

Edit Spec
Recipe Breakdown
Nutritional Information
Allergen Information
Dietary Intolerance
Additives

Cancel
Prev
Next
Save

Nutritional Spec Values ⓘ

Calculate values automatically ▼
 Update

Calculate values automatically
 Enter Values manually

Nutritional Spec	Typical Value Per 100g/ml	Unit
Energy: kJoules	2824	kJ
Energy: kCal	686	kCal

Step 11: If you select an allergen for one of the product's ingredients, it will pull through to the **Allergen Information** tab and display as present in the product with the ingredient stated as the source. Click on this tab, complete the information on the allergen and click on **Save**.

Edit Spec Recipe Breakdown Nutritional Information Allergen Information Dietary Intolerance Additives							
Cancel Prev Next Save							
Allergen	Source	Present In Product?	Form	Present On Same Line?	Present On Same Manufacturing Site?	How is Cross Contamination Prevented?	Additional Comments
Celery		✗	Not Applicable ▾	No ▾	No ▾		
Cereals containing gluten	ⓘ	✗	Not Applicable ▾	No ▾	No ▾		
Crustaceans		✗	Not Applicable ▾	No ▾	No ▾		
Eggs		✗	Not Applicable ▾	No ▾	No ▾		
Fish		✗	Not Applicable ▾	No ▾	No ▾		
Lupin		✗	Not Applicable ▾	No ▾	No ▾		
Milk	ⓘ Whole milk, average	✓	Liquid ▾	Yes ▾	Yes ▾	Procedures in place	
Molluscs		✗	Not Applicable ▾	No ▾	No ▾		

Step 12: If you select a dietary intolerance for one of the product's ingredients, it will pull through to the **Dietary Intolerance** tab and display as present in the product with the ingredient stated as the source. Click on this tab, complete the information on the dietary intolerance and click on **Save**.

Step 13: The additive information for the ingredient product will be automatically added into the **Additives** tab based on the information you have input into the recipe breakdown.

Step 14: Click on **Save** to save all the information that has been input into the template.

Edit Spec
Recipe Breakdown
Nutritional Information
Allergen Information
Dietary Intolerance
Additives

Cancel
Prev
Next
Save

Intolerance	Present	Source	Comments
CORN / MAIZE, CORN / MAIZE DERIVATIVES	✗		
COCONUT / COCONUT OIL	✗		
PINE NUTS / PINE KERNELS	✗		
OTHER SEEDS / OTHER SEED DERIVATIVES	✗		
YEAST / YEAST DERIVATIVES	✗		
FRUIT / FRUIT DERIVATIVES	✗		
VEGETABLES / VEGETABLE DERIVATIVES	✗		
OTHER DAIRY / DAIRY DERIVATIVES	✓	Whole milk, average	

Specification Manager - 10001380 - Mature Grated Cheddar Cheese
Return to Specifications List

Edit Spec
Recipe Breakdown
Nutritional Information
Allergen Information
Dietary Intolerance
Additives

Cancel
Prev
Next
Save

Reorder Ingredients
Delete Selected
Add Primary Ingredient

<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown		
<input type="checkbox"/>	*	Finished Product Mature Grated Cheddar Cheese					✓	✓	Q	▼
<input type="checkbox"/>	1	Cheese, Cheddar, average	= 98 %	= 98 %	Belgium, Ireland, United Kingdom		✓	✓	Q	▼
<input type="checkbox"/>	1.1	Whole milk, pasteurised, average	= 98.06 %	---	Belgium, Ireland, United Kingdom		✓	✓	Q	▼
<input type="checkbox"/>	1.2	Salt	= 1.9 %	---	Ireland, United Kingdom		✓	✓	Q	▼
<input type="checkbox"/>	1.3	Starter culture	= 0.02 %	---	Australia, Denmark, France		✓	✓	Q	▼
<input type="checkbox"/>	1.4	Vegetarian rennet	= 0.02 %	---	Australia, Denmark, France		✓	✓	Q	▼
<input type="checkbox"/>	2	Potato Starch	= 2 %	= 2 %	Germany, Netherlands		✓	✓	Q	▼
		Total:	100%	100%						

5.2. MANAGING THE INGREDIENT LIST FOR YOUR INGREDIENT SPECIFICATIONS

Step 1: Select **Quality Management** *tab* and select **Specification Manager** then from the **Admin** select **Ingredients Admin**.

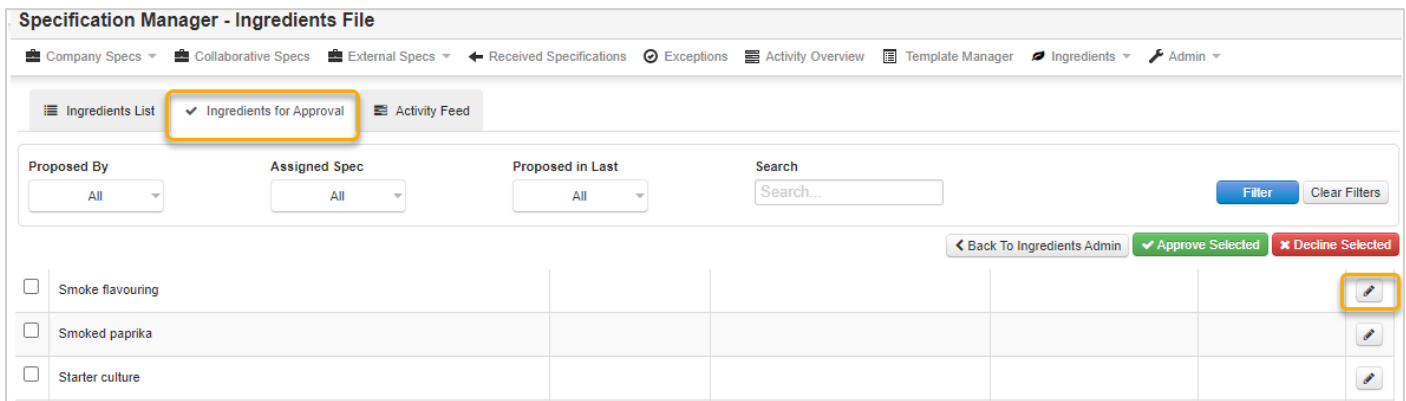
Step 2: Click on the **Ingredient List** button at the top of the page and a page with all the ingredients from your specifications will open.

Step 3: Ingredients can be added/edited/deleted from the **Ingredient List** tab. If you are adding a new ingredient, you will be able to fill in details about the ingredient including nutritional values.

	Name	Code	Description	kJoules	kCal	
<input type="checkbox"/>	Apple flour					
<input type="checkbox"/>	Caramelised sugar syrup					
<input type="checkbox"/>	Dextrose					
<input type="checkbox"/>	E551 - Silicon dioxide					

Step 4: If a supplier has filled in a specification and requested a new ingredient, the **Ingredients for Approval** tab is where you will find these to review.

Step 5: From the **Ingredients for Approval** tab, you can approve/decline/merge ingredients. You can use the merge option to merge the new ingredient with another existing ingredient from the database.



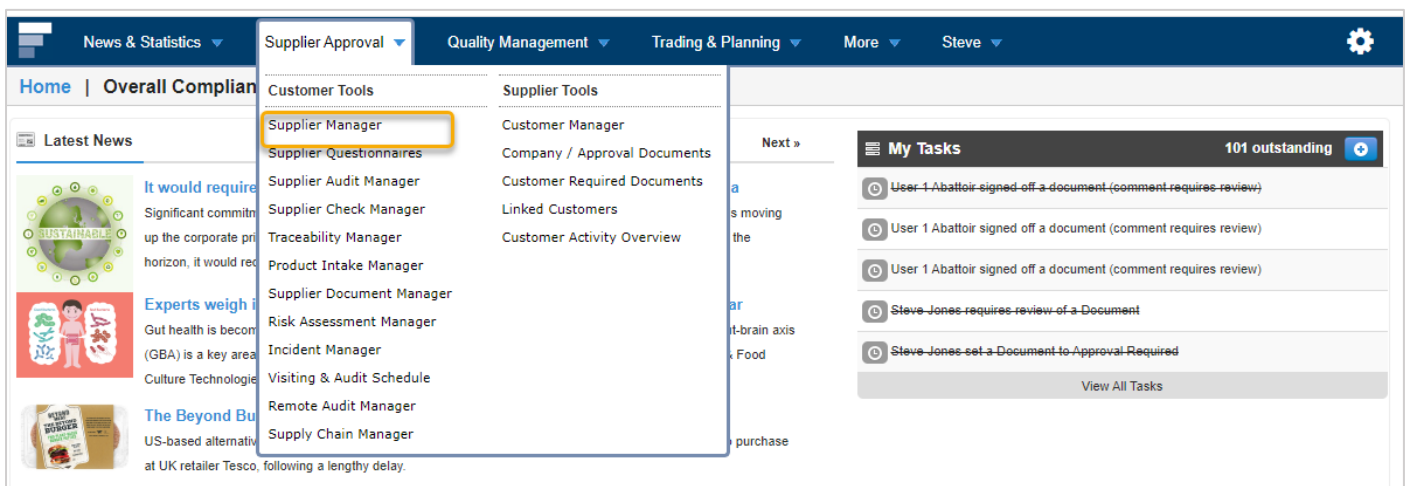
Where possible it is best to use the merge option for requested ingredients to prevent duplication of ingredients in the database

6. SHARING AND MANAGING EXTERNAL SPECIFICATIONS

6.1. SHARING TEMPLATES AND PRODUCTS WITH A SUPPLIER OR AN AGENT

Both a specification template and the relevant products need to be shared with suppliers for them to be able to upload their specification files. Products must first be added to the product file.

Step 1: Go to the **Supplier Approval** menu and select **Supplier Manager**, this will open your supplier list.



Step 2: Use the filters to find the supplier you want to share the template and products with and click on the **View** button beside their name.

Step 3: Within the supplier's profile, click on the **Accessible Data** tab and select **Specifications**.

The screenshot shows the 'Supplier Manager' interface. At the top, there are navigation tabs: News & Statistics, Supplier Approval, Quality Management, Trading & Planning, More, and Steve. Below these are sub-tabs: Supplier List, Supplier Approval, Compliance, Document Summary, Contacts List, Supply Chain, Maps, Activity Overview, and Admin. The main area displays a list of suppliers with filters for Site, Supplier Type, Status, Country, Supplier Sub Type, Supplied Via, Lead Technical, Compliant Level, and Primary/Secondary. A table lists two suppliers: EC 323232 (Abattoir 1) and EC 323333 (Abattoir 2). The 'View' button for Abattoir 1 is highlighted. Below the table, the 'Abattoir 1' profile is shown with tabs for Profile, Associated Sites, Supplier Data, Location, Compliance, Contacts, Notes, Accessible Data, and Data Forms. The 'Accessible Data' tab is selected, and a dropdown menu shows options: Specifications, Products, Supplier Types and Business Activities, Product Checks, Company Stock, Questionnaires, and Audits. The 'Specifications' option is highlighted.

Step 4: Click on **Add Template** and a pop-up window will open; select the site you are sharing the template for as well as the template and supplier user. You can select **Allow Forward Sharing** if your supplier is going to request specifications from their supplier. Click on **Share** and this will notify the selected user(s) of the share.

From this page, you can also edit and delete template shares.

The screenshot shows the 'Abattoir 1' profile with the 'Specification Templates' section. It includes a table with columns: Share Date, Share By, Shared With, and Template. The 'Add Template' button is highlighted. A pop-up window titled 'Share Specification Template' is open, showing fields for Select Site (Demo Co (Group)), Specification Template (Complex Spec Template), Notify User (User 1 Abattoir), Allow Forward Sharing? (No), and Include Message (optional). The 'Share' button is highlighted.

Step 5: Clicking on the **Accessible Data** section select *Products* (you will not be able to share products without first sharing a template).

Step 6: Click on **Add Product** and a pop-up window will open, select the product(s) you would like your supplier to create specifications for and click on *Share*. A second window will open to select the user, reason for sharing (build external specification) and required by date, click on *Share* again to send the request to the supplier user(s).

From this page, you can also edit and delete product shares.

The screenshot shows the 'Abattoir 1' interface. At the top, there's a navigation bar with icons for Profile, Associated Sites, Supplier Data, Location, Compliance, Contacts, Notes, Accessible Data, and Data Forms. Below this is a 'Products' section with a sub-header 'Select which product details you would like to grant access to for this supplier.' There are two buttons: 'Add Product(s)' (highlighted with a blue box) and 'Delete Selected Shares' (highlighted with a red box). A search bar is also present. Below the buttons is a table with columns: Share Type, Shared With Users, Name, and Reason. The 'Share Products' modal is open, showing a list of product groups with checkboxes. The modal has tabs for 'Individual Products', 'Product Brands' (selected), 'Product Types', and 'Product Categories'. A note at the top of the modal states: 'Please note: All products for the selected product brands will be shared with the supplier.' The list of product groups includes: Site, Group, Group, Group, Group, Group, Group, Group, Group, Group, Group, and Group. Each group has a checkbox and a count of products in parentheses. The 'Share' button at the bottom right of the modal is highlighted with a blue box.

Sharing with an agent

If you have a supplier that supplies to you through an agent, you can share the template and products with the agent to complete on behalf of the supplier. Follow steps 1-4 (section 6.1) to share the template with the agent through the agent's profile; sharing once with the agent will allow them to complete specifications for multiple suppliers if applicable.

Then, you would add the products through the supplier's profile as shown in steps 5 and 6 (section 6.1). When selecting the user to notify, you will have a 'Via' dropdown to select the relevant agent which will update the notify user list to the agent's users. The list of shared products will highlight if

they have been shared with an agent in the 'Shared With Users' column. Sharing in this way will notify the agent and enable them to complete the specifications on behalf of the supplier. The completed specification will display both the manufacturer and agent name in the specification details.

Fresh Food Supplies - Site 1

Selected items have been successfully shared

Products

Select which product details you would like to grant access to for this supplier.

Add Product(s) **Delete Selected Shares**

<input type="checkbox"/>	Share Type	Shared With Users	Name
<input type="checkbox"/>	Individual Product	Rob Phelps - (Fresh Food Supplies)	FC1014 - Clear Bag
<input type="checkbox"/>	Individual Product	Rob Phelps - (Fresh Food Supplies)	FC1019 - Clear Bag 20*70
<input type="checkbox"/>	Individual Product	Rob Phelps - (Fresh Food Supplies)	FC1021 - Clear Bag 30*80

Share Products - Notify User

Via: Fresh Food Supplies

Notify User

- ☐ Commercial Team
- ☐ Specification Team
- ☐ -- Group Users --
- ☐ Sarah Jane Boyle
- ☐ Andrew Cuthbert
- ☒ Rob Phelps
- ☐ John Smith

Reason for Sharing: Build External Specification

Required By (Optional): 30/09/2021

Expires On (Optional):

Include Message (Optional): Enter a message... (Optional)

Cancel **Share**

Step 7: To view which products have been shared with which suppliers along with how many specifications have been created from these shared products, from the **Quality Management** tab, click on **Specification Manager** and then the **Sign Off Review** section under the **External Specs** tab.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: All Created By: All Product Group 1: All Template: All Search: Filter

Sign Off Review

Product: Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Site: Demo Co (Group) Supplier Type: All Supplier Status: All Filter Clear Filters

Summary (Based on current filters)

Total Active Product Shares	Products Not Submitted	Total External Specs	Work In Progress	Awaiting Approval	More Info Required	Signed Off	Suppliers Compliant	Suppliers Non-Compliant
331	316 (95.5%)	15	5 (33.3%)	4 (26.7%)	0 (0%)	6 (40%)	2 (10.2%)	9 (61.8%)
% Based on Total Active Shares								
% Based on Total External Specs								

Search:

Supplier/Customer	Active Shared Products	Products Not Submitted	Total External Specs	Work In Progress	Awaiting Approval	More Info Required	Signed Off	Status
Abattoir 1	206	206	0	0	0	0	0	View Shared

6.2. VIEWING AND SEARCHING FOR AN EXTERNAL SPECIFICATION

When a supplier fills in the specification template and sends it for sign off, you will receive an email notification and a task on your Foods Connected account.

Step 1: From the **Quality Management** tab, click on **Specification Manager** and then the **External Specs** tab.

Step 2: You can use the filters along the top of the page to refine your results when searching for a specification. You can use the searchbox for searching for product names/codes, alternative product names/codes and linked product information. You also have the **Advanced Search** option for a more in-depth search through all the completed specifications.

The screenshot shows the 'Specification Manager' interface with the 'External Specs' tab selected. The top navigation bar includes 'News & Statistics', 'Supplier Approval', 'Quality Management', 'Trading & Planning', 'More', and 'Steve'. Below the navigation bar, the 'Specification Manager' header is visible. The main area contains several filter sections: 'Site' (All), 'Created By' (All), 'Product Group 1' (All), 'Template' (All), 'Search' (Search...), 'Product Category' (All), 'Product Type' (All), 'Brand' (All), 'Product Group 2' (All), 'Approved in Last' (All), and 'Specification Type' (All). There are also buttons for 'Filter', 'Clear Filters', 'Advanced Search', and 'Comparison Tool'. At the bottom, there are buttons for 'New Specification', 'Share', 'Deactivate Selected', and 'View Selected'. The status bar at the bottom indicates 'Viewing 39 results. Page 1 of 1'.

Step 3: When you have found the specification, you would like to view, click on the **View** button beside it. You can also select the **Details** button to see the details of the specification.

The screenshot shows the 'Specification Manager' interface with the 'External Specs' tab selected. The main area contains several filter sections: 'Received Between', 'Shared With (Site)', 'Rec'd From (Company)', 'Product Category', 'Status', 'Search', 'Shared With (User)', 'Product Site', 'Product Type', 'Sort By', and 'Advanced Search'. Below the filters, there is a table with 11 results. The table has columns for 'Rec'd Date', 'Specification Name', 'Shared With', 'Shared By', 'Last Updated', 'Status', 'Supplier Status', and 'Renewal Date'. A 'View' button is highlighted next to the first specification.

Rec'd Date	Specification Name	Shared With	Shared By	Last Updated	Status	Supplier Status	Renewal Date
11/08/2021	TEST 2 - Clear Bag (NF-60002 - Clear Bin Bag 240L) Bag1001 - Clear Bag	Bethany McDowell Foods Connected Ltd	Rob Phelps Fresh Food Supplies	11/08/2021	Awaiting Approval	Completed & Approved	

Step 4: When the specification opens to view, you have the option to hide information within the specification. You can select to show the condensed view according to your template setup, hide the updates history from the end of the specification or hide the supplier details from the top of the specification.

Packaging Template	
Fresh Food Supplies (Group)	
1234 Main Street, Capital City, BT1, United Kingdom	
Product	Bag1001 - Clear Bag
Customer Product	TEST 2 - Clear Bag (NF-60002 - Clear Bin Bag 240L)
Version	1 (11/08/2021)
Product Type	Bags

❖ If a linked product has been added to your specification product in the product file, it will display in brackets under the main product in the External Specs list and when viewing the specification.

6.3. RE-ASSIGNING RESPONSIBILITY FOR AN EXTERNAL SPECIFICATION

Step 1: From the **External Specs** tab, tick the checkbox beside the specification(s) you would like to reassign the 'Shared With' for and click on the **Assign Responsibility** button.

Step 2: A pop-up window will open for selecting who the new responsible person should be, click on **Select** to save the change.

Specification Manager

Company Specs | **External Specs** | Received Specifications | Exceptions | Activity Overview | Template Manager | Ingredients | Admin

Received Between: [] [] | Shared With (Site): All | Rec'd From (Company): All | Product Category: All | Status: All | Search: 115431 | Filter | Clear Filters | Advanced Search

Shared With (User): All | Product Site: All | Product Type: All | Sort By: Received Date (Asc)

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

Buttons: Delete/Reject Selected | View Selected | Sign Off Selected | Compare Selected | **Assign Responsibility**

Assign Responsibility

Select User: -- Select -- | Close | **Select**

6.4. REQUESTING MORE INFORMATION ON AN EXTERNAL SPECIFICATION

Step 1: From the **External Specs** tab, click on the **Action** button beside the specification you want to request more info on and select **Request More Info** from the list.

Step 2: A pop-up window will open for you to input the detail of your request. The request will automatically send to the supplier user who shared the completed specification but you can add users to CC into the email notification. Click on **Request Info** to send the notification to the supplier.

6.5. COMPLETING A RISK ASSESSMENT FOR AN EXTERNAL INGREDIENT SPECIFICATION

Step 1: From the **External Specs** tab, click on the **Action** button beside the specification you want to request more info on and select **Update Risk Assessment** from the list.

Specification Manager							
<div> Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin </div>							
<div> <div> Received Between <input type="text"/> </div> <div> Shared With (Site) All </div> <div> Rec'd From (Company) All </div> <div> Product Category All </div> <div> Status All </div> <div> Search <input type="text"/> </div> <div> Filter </div> <div> Clear Filters </div> <div> Advanced Search </div> </div>							
<div> Viewing 15 results. Page 1 of 1 <div>25 50 100 << first < previous next > last >></div> </div>							
<div> Delete/Reject Selected View Selected Sign Off Selected Compare Selected Assign Responsibility </div>							
Rec'd Date	Specification Name	Shared With	Shared By	Last Updated	Status	Renewal Date	
05/12/2018	10003893 - BBQ Sauce (DR)	Steve Jones Demo Co	Elaine Rogers Ingredients supplier	05/12/2018	Awaiting Approval		View Details Action
05/12/2018	100036753 - Honey Glaze (DR)	Steve Jones Demo Co	Elaine Rogers Ingredients supplier	05/12/2018	Work In Progress		<input checked="" type="checkbox"/> Sign Off <input checked="" type="checkbox"/> Update Risk Assessment <input checked="" type="checkbox"/> Request More Info <input checked="" type="checkbox"/> Set as Inactive
12/12/2018	10001372 - Char Sui Sauce	Steve Jones	Elaine Rogers	11/06/2019	Work In Progress		

Step 2: The recipe breakdown page of the ingredient's specification will open, click on the down arrow beside each ingredient and select **Risk Assessment**.

<div> Cancel Prev Next Save </div> <div> View Combined Assessments Reorder Ingredients Delete Selected Add Primary Ingredient </div>									
<input type="checkbox"/>	#	Ingredient	% (Mixing Bowl Stage)	% (Finished Product Stage)	Country Of Origin	Contingency Country Of Origin	Vulnerability Assessment	Raw Material Breakdown	Risk Assessment
<input type="checkbox"/>	*	Finished Product BBQ Sauce (DR)					✓	✓	<input type="text" value=""/>
<input type="checkbox"/>	1	Water, distilled	= 29.78 %	---	United Kingdom		✓	✓	10/370 (2.70%)
<input type="checkbox"/>	2	Sugar, white	= 22.3 %	---	France, Germany, United Kingdom		✓	✓	160/370 (43.24%)

Step 3: The risk assessment template you set up in the Template Manager will open, complete the details then click on **Save & Exit**.

Step 4: The ingredient's risk assessment score will now show beside each ingredient according to the criteria set in the template manager. Click on **Save** then **Save & Exit** and this will take you back to the Specification Manager.

Step 5: You can view and search within all ingredient risk assessments, in the **Risk Assessment Overview** page found under the **Ingredients** tab.

Specification Manager

Company Specs
Collaborative Specs
External Specs
Received Specifications
Exceptions
Activity Overview
Template Manager

Ingredients
Admin

Received Between
Shared With (Site)
Rec'd From (Company)
Product Category
Status

Shared With (User)
Product Site
Product Type
Sort By

Search

Filter
Clear Filters
Advanced Search

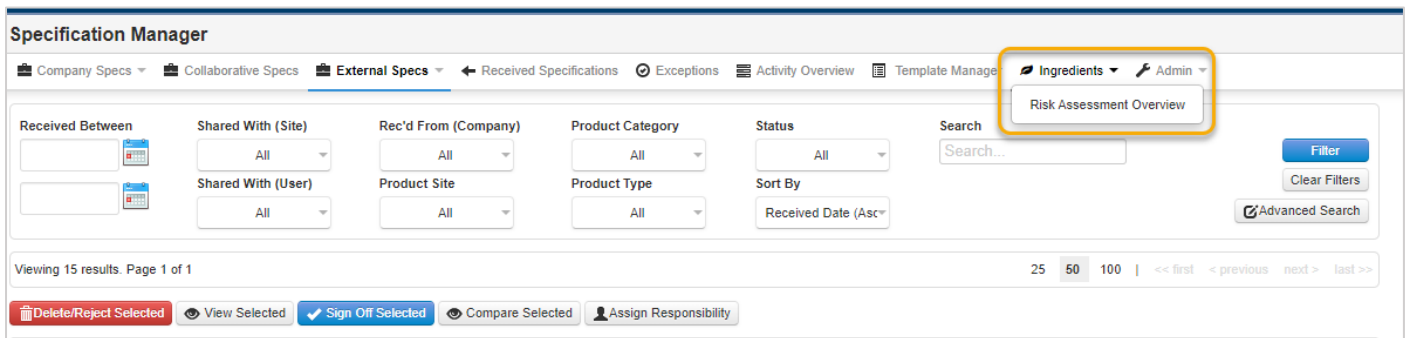
Viewing 15 results. Page 1 of 1
25 50 100 | << first < previous next > last >>

Delete/Reject Selected
View Selected
Sign Off Selected
Compare Selected
Assign Responsibility

6.6. USING THE RISK ASSESSMENT OVERVIEW

The risk assessment overview shows the risk assessment details of each of the components that make up your ingredient specifications.

Step 1: You can find the Risk Assessment Overview page under the Ingredients tab in the Specification Manager.



Step 2: You can find the Risk Assessment Overview page under the Ingredients tab in the Specification Manager.

Ingredient - Component	Supplier	Product	Countries of Origin	Specification Status	Risk Assessment
Apple flour	Ingredients supplier	100036577 - Apple Sauce (DR, ING UN, RISK UN)	United Kingdom	In Progress	✗
Basil, dried, ground	Ingredients supplier	10001379 - Herb Mix	Afghanistan	In Progress	✗
Basil, dried, ground	Ingredients supplier	10001379 - Herb Mix	Algeria	Completed & Approved	280/370 (75.68%) (Low)
Basil, fresh	Ingredients supplier	10001372 - Char Sui Sauce	Albania	In Progress	✗
Caramelised sugar syrup	Ingredients supplier	100036753 - Honey Glaze (DR)	Belgium, France, Germany, Italy	Completed & Approved	60/370 (16.22%) (Low)


Step 3: You can use the filters to search through your ingredients and clicking on the magnifying glass beside each ingredient will show all the details that have been filled in for that component. When viewing the risk assessment information, you can use the arrow beside the Scoring Summary heading to expand/collapse the scoring details.

*If you have linked products set up for one of the products listed in your risk assessment overview, the linked products will show in brackets after the product name and if you can search for the linked product in the searchbox.

Product
FC1003 - Spice Mix 20g (FC1020 - Spice Mix)

Recipe Breakdown - Item Information

Details Vulnerability Assessment ☒ Raw Material Breakdown **▲ Risk Assessment**

 Total Score: 280/370 (75.68%) (Low)

Scoring Summary

Section A - Risk Rating

Number of Incidences in last 12 months	2
Number of Incidences in last 5 years	4
Geographical Origin	
The country has had an incident in last 5 years	4
Number of times the country has had incident in last 5 Years.	2
Economic Factors	

Export PDF Cancel

When the risk assessment has been completed it will show the score, when it is in progress it will show as an amber X and when it has not been completed it will show as a red X.

6.7. SIGNING OFF AN EXTERNAL SPECIFICATION

Step 1: From the **External Specs** tab, click on the **Action** button beside the specification you want to request more info on and select **Sign Off** from the list.

Step 2: A pop-up window with the product details will open, then click on **Sign Off**. The specification's status will update to **Signed Off** and the supplier will receive an email notifying them of the sign off.

Specification Manager

Company Specs Collaborative Specs **External Specs** Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Received Between Shared With (Site) Rec'd From (Company) Product Category Status Search
 All All All All All 1001
 Shared With (User) Product Site Product Type Sort By
 All All All Received Date (v)
 Filter Clear Filters Advanced Search

Viewing 1 results. Page 1 of 1

Delete/Reject Selected View Selected Sign Off Selected Compare Selected Assign Responsibility

Rec'd Date	Specification Name	Product Category	Shared With	Shared By	Last Updated	Status	Supplier Status	Renewal Date	
11/08/2021	TEST 2 - Clear Bag Bag1001 - Clear Bag	Packaging	Bethany McDowell Foods Connected	Rob Phelps Fresh Food Supplies	11/08/2021	Awaiting Approval	Completed & Approved		View Details Action

Viewing 1 results. Page 1 of 1

Sign Off Request More Info Set as Inactive

6.8. COMPARING SELECTED EXTERNAL SPECIFICATIONS

Step 1: From the **External Specs** page, tick the checkboxes of the specifications you would like to compare and click on the **Compare Selected** button underneath the filters.

Step 2: Select the specification fields you would like to compare and click on **Generate Report**.

Specification Manager

Company Specs Collaborative Specs **External Specs** Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Received Between Shared With (Site) Rec'd From (Company) Product Category Status Search
 All All All All All
 Shared With (User) Product Site Product Type Sort By
 All All All Received Date (Asc)
 Filter Clear Filters Advanced Search

Viewing 15 results. Page 1 of 1

Delete/Reject Selected View Selected Sign Off Selected **Compare Selected** Assign Responsibility

Specification Manager

Company Specs Collaborative Specs **External Specs** Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Compare Specifications: Select Fields

Search Fields...

Section Field
 Specification Details Product Category
 Specification Details Product Type
 Specification Details Brand

Generate Report

Step 3: A table will be generated pulling in the selected information, this can be exported to excel by clicking on the **Export to Excel** option at the top of the page.

6.9. SETTING AN EXTERNAL SPECIFICATION AS INACTIVE

Step 1: From the **External Specs** tab, click on the **Action** button beside the specification and select **Set as Inactive** from the list. This will update the status of the specification to Inactive.

Specification Manager

Company Specs Collaborative Specs **External Specs** Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Received Between: [] [] Shared With (Site): All Rec'd From (Company): All Product Category: All Status: All Search: [] Filter Clear Filters Advanced Search

Shared With (User): All Product Site: All Product Type: All Sort By: Received Date (Asc)

Viewing 15 results. Page 1 of 1 25 50 100 | << first < previous next > last >>

Delete/Reject Selected View Selected Sign Off Selected Compare Selected Assign Responsibility

Rec'd Date	Specification Name	Shared With	Shared By	Last Updated	Status	Renewal Date	
<input type="checkbox"/> 05/12/2018	10003893 - BBQ Sauce (DR)	Steve Jones Demo Co	Elaine Rogers Ingredients supplier	05/12/2018	Awaiting Approval		View Details Action
<input type="checkbox"/> 05/12/2018	100036753 - Honey Glaze (DR)	Steve Jones Demo Co	Elaine Rogers Ingredients supplier	05/12/2018	Work In Progress		Sign Off Update Risk Assessment Request More Info Set as Inactive
<input type="checkbox"/> 12/12/2018	10001372 - Char Sui Sauce	Steve Jones	Elaine Rogers	11/06/2019	Work In		

6.10. DELETING AN EXTERNAL SPECIFICATION

Step 1: From the **External Specs** tab, tick the checkbox beside the specification you want to delete and click on the **Delete/Reject Selected** button underneath the filters.

Step 2: A pop-up window will open to enter an optional comment, click on **Confirm** to delete/reject the specification.

Specification Manager

Company Specs Collaborative Specs **External Specs** Received Specifications Exceptions Activity Overview Template Manager Ingredients Admin

Received Between: [] [] Shared With (Site): All Rec'd From (Company): All Product Category: All Status: All Search: [] Filter Clear Filters Advanced Search

Shared With (User): All Product Site: All Product Type: All Sort By: Received Date (Asc)

Viewing 15 results. Page 1 of 1 25 50 100 | << first < previous next > last >>

Delete/Reject Selected View Selected Sign Off Selected Compare Selected Assign Responsibility

Rec'd Date	Specification Name	Shared With	Shared By	Last Updated	Status	Renewal Date	
<input type="checkbox"/> 05/12/2018	10003893 - BBQ Sauce (DR)	Steve Jones Demo Co	Elaine Rogers Ingredients supplier	05/12/2018	Awaiting Approval		View Details Action
<input type="checkbox"/> 05/12/2018	100036753 - Honey Glaze (DR)	Steve Jones Demo Co	Elaine Rogers Ingredients supplier	05/12/2018	Work In Progress		Sign Off Update Risk Assessment Request More Info Set as Inactive
<input type="checkbox"/> 12/12/2018	10001372 - Char Sui Sauce	Steve Jones	Elaine Rogers	11/06/2019	Work In		

Add Note/Comment

Enter note/comment... (optional)

Cancel Confirm

6.11. SETTING A REVIEW FREQUENCY FOR AN EXTERNAL SPECIFICATION

The renewal period for external specifications can be set at a specification template level.

Step 1: From the **Specification Manager** tool, go to the **Template Manager** section.

Step 2: Click on the **Options** button beside the template you would like to set the review period for and select **Template Settings**.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications Exceptions Activity Overview **Template Manager** Ingredients Admin

+ Add Form Template - Delist Selected Duplicate Template

Active Templates Search Templates... Search

<input type="checkbox"/>	Owner	Last Updated	Product Categories	Template Name	Created By	Status	
<input type="checkbox"/>	Foods Connected	20/10/2021	Meat & Poultry	360 image example	Leah Sloan	Active	Options
<input type="checkbox"/>	Foods Connected	20/09/2021	Ingredients	An Example Ingredients Template	Gemma Devine	Active	Options
<input type="checkbox"/>	Foods Connected	16/09/2021	Ingredients	An Ingredients Template	Gemma Devine		
<input type="checkbox"/>	Foods Connected	27/08/2021	Packaging	Carton Packaging Template	Andrew McCracken		

Preview
Template Settings
 Edit Template

Step 3: Select your chosen review frequency and click on **Save Settings**.

Specification Manager - Template Settings - Complex Spec Template Back

Template Settings

Mixing Bowl Settings

Select Sites

☒ Demo Group Co (Group) ☐ Factory 3
☐ Clothing ☐ Factory 4
☐ Factory 1 ☐ Nutrition Company
☐ Factory 2 ☐ Packaging

Product Categories

☐ Meat & Poultry ☐ Seasonings/Preservatives/Extracts
☐ Packaging ☐ Vegetables
☐ Ingredients ☐ Transport
☒ Finished Product ☐ Cold Storage Services
☐ Beverages ☐ Services/Costs

Sign Off Frequency: Every 2 Years

Sign Off Declarations: [Click here to modify default sign off declarations](#)

External Spec Logo

Mixing Bowl Active

Save Settings

Step 4: This will set up the review frequency for all future completed external specs so the renewal date will calculate from the sign off date and show beside each specification.

Status	Renewal Date
Signed Off	12/04/2023

7. PROVIDING CUSTOMER ACCESS TO LINKED SPECIFICATIONS

A product/specification must first be linked to a customer to provide the customer access to view linked specifications.

Step 1: Select Supplier Approval tab and select Customer Manager. Select the View at the required Customer.

The screenshot displays the 'Supplier Approval' tab in the Foods Connected system. The 'Customer Manager' option is highlighted in the 'Supplier Tools' dropdown menu. Below, the 'Customer Manager' section shows a list of customers with filters for Site, Status, and Country. The 'View' button for the first customer, 'Abattoir 1', is highlighted.

Company Name	View
Abattoir 1	View
Abattoir 2	View
Abattoir 3	View

Step 2: Select Accessible data tab and select Grant Specification Access.

The screenshot shows the 'Abattoir 1' customer details page. The 'Accessible Data' tab is selected and highlighted with an orange box. Below the tab, there is a table with customer information:

Linked FC Company	Abattoir 1
Factory Code	EC 323232
Telephone	12345678910
Email	info@abattoir1.com
Website	abattoir1.com

Below the table, there is a section for 'Supplier Audits' with a 'No Current Access Given' status and a 'Grant Audit Access' button. Below that, there is a section for 'Internal Specifications' with a 'No Current Access Given' status and a 'Grant Specification Access' button, which is highlighted with an orange box. A red banner at the top of the 'Internal Specifications' section reads: 'IMPORTANT NOTICE: Any information made accessible to your customers could potentially be shared by them with third parties'.

Step 3: To provide access to users select Add Restrictions and select Users / Sites Select Add Restrictions and select Users / Sites and select Add Restrictions

The screenshot shows the 'Add Internal Specification Access Restrictions' dialog box. The 'Add Restrictions' button is highlighted with an orange box. The dialog box has a search bar and a list of 'Customer Users' and 'Sites'. The 'Add Restrictions' button is located at the bottom right of the dialog box.

8. MANAGING SPECIFICATION EXCEPTIONS

8.1. VIEWING AND SEARCHING FOR EXCEPTIONS

Step 1: From the **Quality Management** tab, click on **Specification Manager** and then the **Exceptions** tab. This will open a list of created exceptions.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications **Exceptions** Activity Overview Template Manager Ingredients Admin

Start Date Site Created By Brand Shared With(Company) Search
 End Date Product Category Product Type Product Group 1 Product Group 2 Expired

Filter Clear Filters

Viewing 2 results. Page 1 of 1 25 50 100 All << first < prev next > last >>

+ New Exception Delete Selected

	Created By	Start Date	End Date	Applied To	Details	Status	
<input type="checkbox"/>	Steve Jones Demo Co	29 April 2019	03 May 2019	10005678 - Coconut Prawn Mang	We can accept this product with less salt for this period		
<input type="checkbox"/>	Steve Jones Demo Co	06 December 2018	06 January 2019	15 - Lean Beef Steak Trim	For the month of December product can be delivered with a 5 day shelf life instead of 7.		

Step 2: Use the filters at the top to refine your results and you can view the details in the table.

8.2. ADDING A NEW EXCEPTION

Step 1: From the **Exceptions** tab, click on **New Exception** and a form will open for the exception details.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications **Exceptions** Activity Overview Template Manager Ingredients Admin

Start Date Site Created By Brand Shared With(Company) Search
 End Date Product Category Product Type Product Group 1 Product Group 2 Expired

Filter Clear Filters

Viewing 2 results. Page 1 of 1 25 50 100 All << first < prev next > last >>

+ New Exception Delete Selected

Step 2: Fill in the relevant exception details and if you want suppliers to sign off the exception select Yes for the Sign-Off Required option.

Specification Manager - Create Spec Exception

Site	Demo Co (Group) ▼
Apply To	<input checked="" type="radio"/> Product Type <input type="radio"/> Brand <input type="radio"/> Products
Product Type	Sauces, Marinades and Glazes ▼
Start Date	07/07/2020
End Date	07/08/2020
Exception Details	<div>Details of exception</div>
Sign-off Required	<input type="radio"/> Yes <input checked="" type="radio"/> No
<div>Save</div>	

Step 3: Click on Save to save the exception.

8.3. EDITING AN EXCEPTION

Step 1: From the Exceptions tab, click on the menu button to the right of the exception you would like to edit and select Edit.

Specification Manager

Company Specs ▾ Collaborative Specs ▾ External Specs ▾ Received Specifications ▾ **Exceptions** ▾ Activity Overview ▾ Template Manager ▾ Ingredients ▾ Admin ▾

Start Date	Site	Created By	Brand	Shared With(Company)	Search	Filter
	All ▼	All ▼	All ▼	All ▼	Search...	
End Date	Product Category	Product Type	Product Group 1	Product Group 2	Expired	Clear Filters
	All ▼	All ▼	All ▼	All ▼	All ▼	

Viewing 2 results. Page 1 of 1

25 50 100 All | << first < prev next > last >>

[New Exception](#) [Delete Selected](#)

	Created By	Start Date	End Date	Applied To	Details	Status	
<input type="checkbox"/>	Steve Jones Demo Co	29 April 2019	03 May 2019	10005678 - Coconut Prawn Mang	We can accept this product with less salt for this period		
<input type="checkbox"/>	Steve Jones Demo Co	06 December 2018	06 January 2019	15 - Lean Beef Steak Trim	For the month of December product can be delivered with a 5 day shelf life instead of 7.		

[Edit](#)
[Share Exception](#)
[Notify Team Members](#)

Step 2: Make the required changes and click on Save to apply these changes.

8.4. SHARING AN EXCEPTION

Step 1: From the **Exceptions** tab, click on the menu button to the right of the exception you would like to share and select **Share Exception**.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications **Exceptions** Activity Overview Template Manager Ingredients Admin

Start Date Site Created By Brand Shared With(Company) Search
 End Date Product Category Product Type Product Group 1 Product Group 2 Expired

Viewing 2 results. Page 1 of 1

25 50 100 All | << first < prev next > last >>

+ New Exception Delete Selected

	Created By	Start Date	End Date	Applied To	Details	Status	
<input type="checkbox"/>	Steve Jones Demo Co	29 April 2019	03 May 2019	10005678 - Coconut Prawn Mang	We can accept this product with less salt for this period	✗	⋮
<input type="checkbox"/>	Steve Jones Demo Co	06 December 2018	06 January 2019	15 - Lean Beef Steak Trim	For the month of December product can be delivered with a 5 day shelf life instead of 7.	✓	

Edit
Share Exception
 Notify Team Members

Step 2: A list of your **Suppliers/Customers** will open, select who you would like to share with and click on **Next**.

Specification Manager - Share Exception

Search...

Next

☐ Supplier/Customer Supplier Name Supplier Type

☐ Customer

☒ Supplier

Specification Manager - Share Exception

Supplier/Customer Name Contact Name

Abattoir 1 User 1 Abattoir

Abattoir 2 User 1 Abattoir 2

Send

Step 3: Select the supplier you would like to notify about the exception and click on **Send**.

Step 4: You can view who an exception has been shared with by clicking on the menu button to the right of the exception you would like to view the shares and select **View Shares**. This will open a pop-up window with details of the shares.

8.5. NOTIFYING TEAM MEMBERS ABOUT AN EXCEPTION

Step 1: From the **Exceptions** tab, click on the menu button to the right of the exception you would like to notify team members about and select **Notify Team Members**.

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications **Exceptions** Activity Overview Template Manager Ingredients Admin

Start Date Site Created By Brand Shared With(Company) Search
 End Date Product Category Product Type Product Group 1 Product Group 2 Expired

Filter Clear Filters

Viewing 2 results. Page 1 of 1

25 50 100 All | << first < prev next > last >>

[New Exception](#) [Delete Selected](#)

Created By	Start Date	End Date	Applied To	Details	Status	
Steve Jones Demo Co	29 April 2019	03 May 2019	10005678 - Coconut Prawn Mang	We can accept this product with less salt for this period	✗	
Steve Jones Demo Co	06 December 2018	06 January 2019	15 - Lean Beef Steak Trim	For the month of December product can be delivered with a 5 day shelf life instead of 7.	✓	

Viewing 2 results. Page 1 of 1

25 50 100 All | << first < prev next > last >>

FOODS Quick Links Supported By

- Edit
- Share Exception
- Notify Team Members**
- View Shares

Specification Manager

Company Specs Collaborative Specs External Specs Received Specifications **Exceptions** Activity Overview Template Manager Ingredients Admin

Start Date Site Created By Brand Shared With(Company) Search
 End Date Product Category Product Type Product Group 1 Product Group 2 Expired

Filter Clear Filters

Viewing 2 results. Page 1 of 1

25 50 100 All | << first < prev next > last >>

[New Exception](#) [Delete Selected](#)

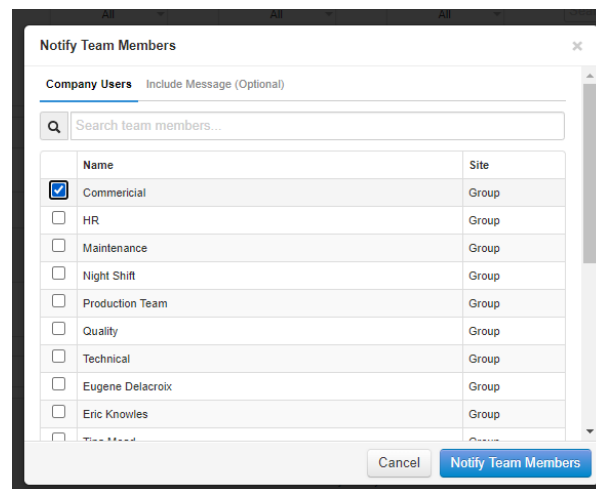
Created By	Start Date	End Date	Applied To	Details	Status	
Steve Jones Demo Co	29 April 2019	03 May 2019	10005678 - Coconut Prawn Mang	We can accept this product with less salt for this period	✗	
Steve Jones Demo Co	06 December 2018	06 January 2019	15 - Lean Beef Steak Trim	For the month of December product can be delivered with a 5 day shelf life instead of 7.	✓	

Viewing 2 results. Page 1 of 1

25 50 100 All | << first < prev next > last >>

- Edit
- Share Exception
- Notify Team Members**
- View Shares

Step 2: This will open a pop-up window for you to select the required user(s) and input an optional message. Click on **Notify Team Members** to send the notification.



8.6. DELETING AN EXCEPTION

Step 1: From the Exceptions tab, tick the checkbox beside the exception you would like to delete and click on the **Delete Selected** button underneath the filters.

Specification Manager

Company Specs ▾ Collaborative Specs ▾ External Specs ▾ ← Received Specifications **Exceptions** Activity Overview Template Manager Ingredients ▾ Admin ▾

Start Date Site Created By Brand Shared With(Company) Search

End Date Product Category Product Type Product Group 1 Product Group 2 Expired

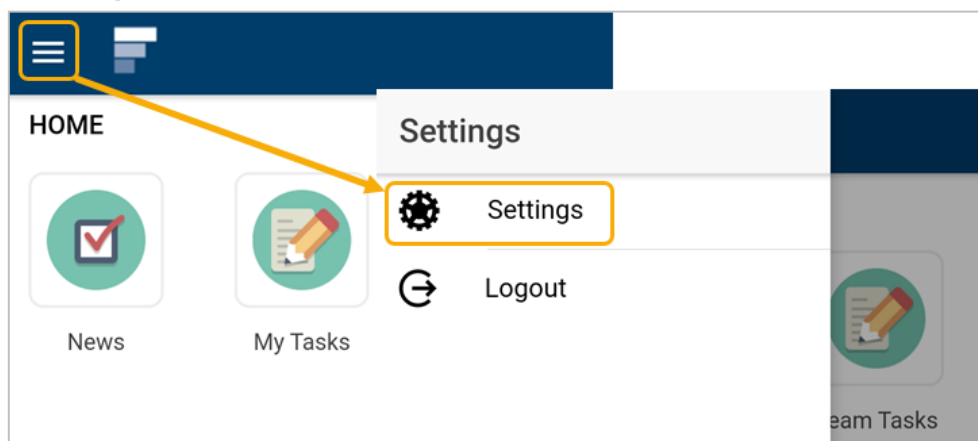
Viewing 2 results. Page 1 of 1 25 50 100 All | << first < prev next > last >>

	Created By	Start Date	End Date	Applied To	Details	Status
<input checked="" type="checkbox"/>	Steve Jones Demo Co	29 April 2019	03 May 2019	10005678 - Coconut Prawn Mang	We can accept this product with less salt for this period	<input checked="" type="checkbox"/>

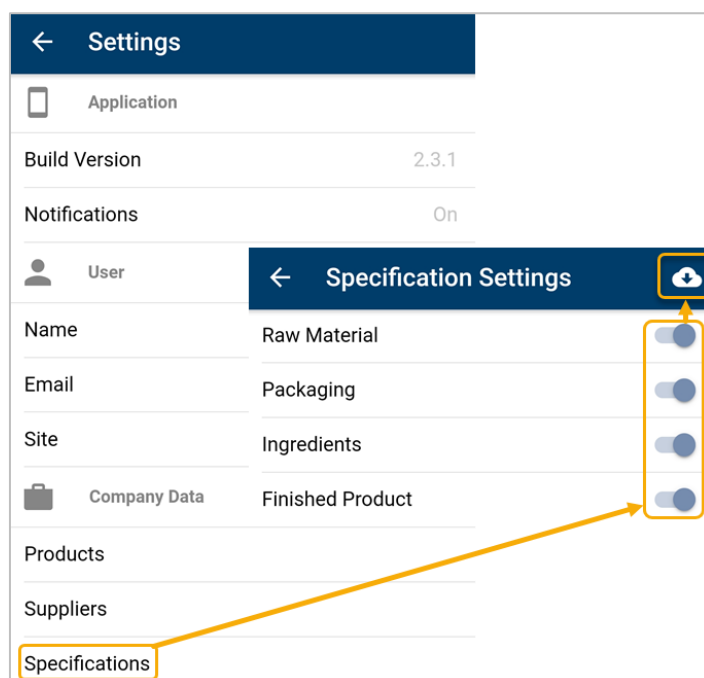
9. VIEWING SPECIFICATIONS ON THE APP

Specifications with a status of Completed and Approved can be viewed on the Foods Connected app.

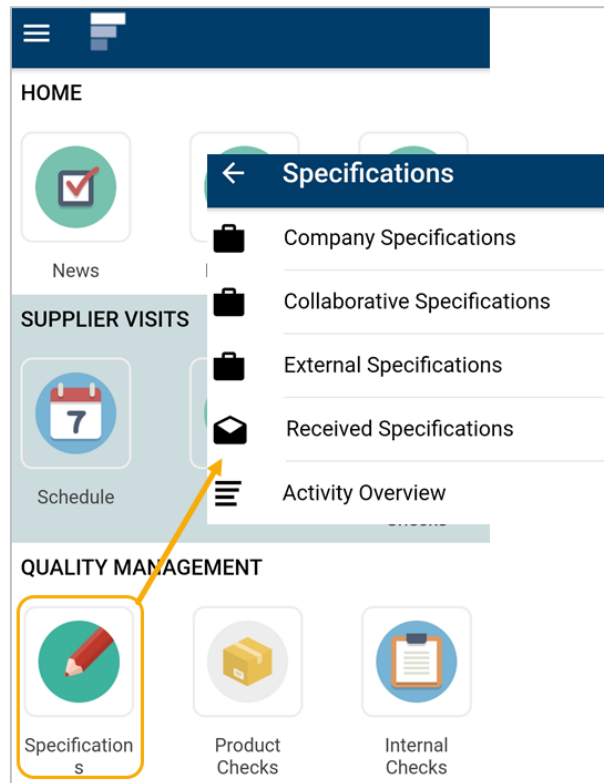
Step 1: Log into the Foods Connected app, tap on the three lines at the top left-hand corner of the page and select **Settings**.



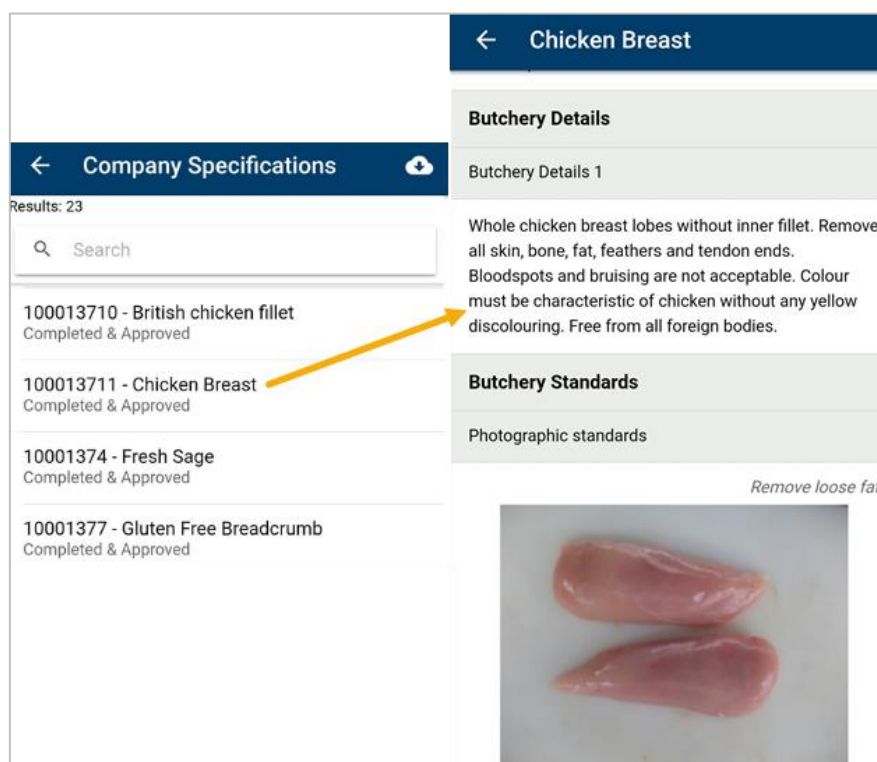
Step 2: Select the **Specifications** page and switch on the product types that you would like to download the specifications for. Tap on the cloud icon to download the specifications onto the app.



Step 3: Return to the app homepage and go to the **Specifications** page, here you can select which specification type you would like to view.



Step 4: The full list of Completed and Approved specifications will show, you can search for the one you need and tap on it to open it up on the app.



Step 5: When changes are made to your specification list, you can refresh the list by tapping on the cloud icon in the **Specifications** or **Settings** pages.