

TOOL OVERVIEW



INTERNAL CHECK MANAGER



TOOL SUMMARY

Our Internal Check Manger Tool enables you to carry out comprehensive checks within your company in formats that are clear and easy to complete, aiding the validation of your internal procedures and policies.

Internal checks can be completed on the Foods Connected App whilst offline and uploaded when internet connection becomes available.

Using our customisable form builder to create standardised checks which can be completed throughout the company and easily report and trend on data captured. Each field within the form can be allocated with a score and scoring criteria is set to generate an overall outcome to assess how your company is performing against internal standards.

With support for multiple languages and automated translation, checks can be carried out in the users own language to make sure that the process and questions being asked are fully understood.

As internal checks are stored in one central platform without the complication of separate documentation, there is no duplication of work and administration time is reduced as checks are uploaded directly from the app. Any issue raised can automatically be assigned to the relevant user or team of users to be resolved ensuring clear communication throughout the company.

Fully tracked update history allows for better accountability and transparency of changes made.

Our reporting functionality helps you to analyse and compare your completed check data and the customisable charts in our dashboards can provide a summary of how all the departments within your company are performing at a glance.

KEY FUNCTIONALITY

Our Internal Check Manager has many features, the table below highlights the main actions you will be able to undertake using this tool and describes how each functionality is utilised within the system.

MOBILE ENABLED

Internal Checks can be completed and issues resolved on the Foods Connected app even when offline. The checks can be uploaded to the web when internet connection becomes available to have the information available in one central location and eliminate duplication of work.

FORM BUILDER

Create internal checks using numerous different customisable field types within our form builder, to risk assess your suppliers based on information inputted in the system as well as your own criteria.

MASTER/CHILD TEMPLATES

Option to create standardised checks across your company using controlled fields from an approved 'Master' template for consistent reporting across your company and allow for simple benchmarking. Additional site-specific fields and options can be requested when required but must first be approved before being added to a template.

MULTILINGUAL SUPPORT

Checks can be created in multiple languages using our automated translation functionality and will then be displayed in the user's preferred language when they are completing.

APPROVERS

Approvers can be set for templates to maintain control of internal check templates. Approvers can be set up for completed checks to ensure they have been completed to a satisfactory standard before they are marked as completed.

LINK DOCUMENTS

Documents created in the Document Manager can be linked to internal checks, these can then be viewed when performing the check to make sure the check is performed according to the required process.

EMAIL TRIGGERS

Set up automatic email triggers to notify team members of key issues helping create a clear line of communication throughout your company.

ISSUE TRIGGERS

Create automated issue triggers which can auto assign raised issues to the appropriate person within your team. Email notification ensures users are made aware of issues as they happen. Issues raised are summarised in a colour coded table to easily determine the status of raised issues. A list of your issues to be resolved will be available on the Foods Connected app.

SCHEDULES

Create Schedules for required checks and assign to users or teams.

Each user can download their own schedule to their tablet device meaning they know what they have to do and when they have to do it.

Required and overdue checks are clearly highlighted to users meaning they can do what is required on time.

SCORING CRITERIA

Create custom scores or outcomes against check templates. Using colour coded Scoring Criteria helpsto determine check outcome at a glance.

CHECK SUMMARY

Quickly summarise the status of internal checks in a table showing who it was completed by, when it was completed, the number of open issues and what the current completion status is; if action is required, approval is required or if the check is complete and approved or when the next check is due if required.

COLOUR CODED STATUSES

Colour coded completion statuses immediately giveyou an overview of which checks are in progress, require your action or are confirmed.

UPDATES HISTORY

All changes made to the internal check templates or completed data is fully tracked allowing for full transparency and accountability.

REPORTING

Reporting can be carried out on internal check data to analyse the performance of company departmentswith summary charts.

DASHBOARDS

Create fully customisable dashboards including widgets from your Foods Connected reports or general status widgets which provide an instant overview of internal checks completed.

INTERACTION WITH OTHER TOOLS

Our platform is interactive meaning information can flow between tools enabling your processes to work co-operatively together all on the same system. The tools that can integrate and work together with the Internal Check Manager are described below.

TOOL

DETAILS

FORMBUILDER

Form builder can be used to create customised Internal Check Templates.

INTERNAL DOCUMENT MANAGER

Relevant documentation created in the Internal Document Manager can be linked to Internal Checks and referred to whilst completing a check.

ADMINISTRATION OPTIONS

The administration settings for the Internal Check Manager to enable you to control aspects of how internal checks are set up.

OPTION

DETAILS

ADDING PRE-SET FIELDS

The ability to create pre-set fields, with set options, which can be pulled into your internal check template. Saving you time creating the same field and options multiple times. These fields can be dropdowns, checkboxes or tables with set options. These help standardise response options, making it easier to report on the completed internal checks.

INTERNAL CHECK APPROVERS

Approvers can be added for each site to approve internal check templates before they can be used. If required, different users can be set for each of your companies' sites.

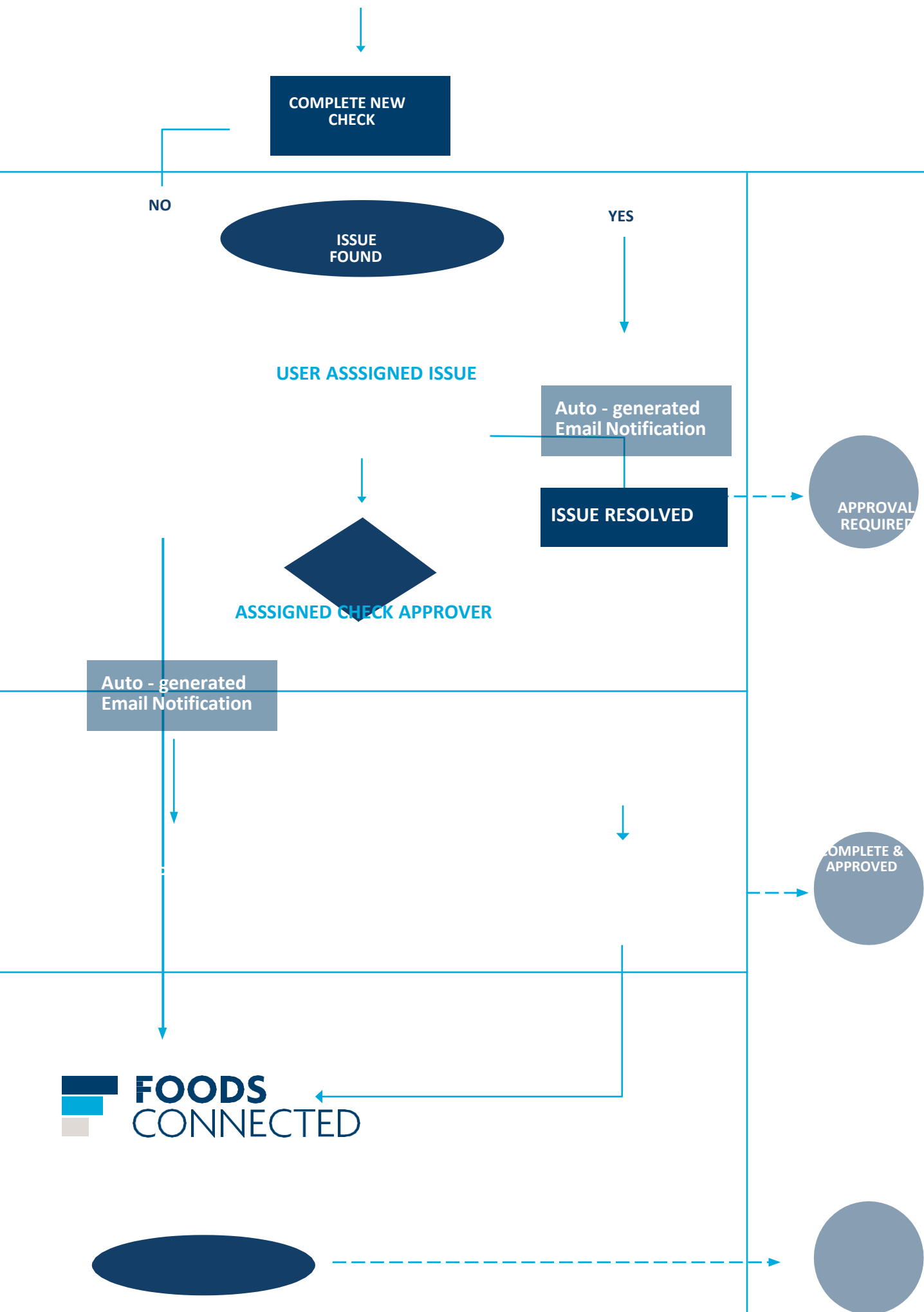
CONFIGURATION OPTIONS

There are various possibilities for configuration within the Internal Check Manager which are expanded upon below. They will allow you to tailor the tool to best fit your company’s requirements for gathering information, in a way that will make the process as hassle-free as possible.

OPTION	DETAILS
INTERNAL CHECKS/ISSUE	Build internal checks and issue templates that meet your requirements with our form builder’s numerous field types including text, numeric, checkbox, dropdown and table options. Set fields as optional, mandatory or conditional mandatory based on an answer to a previous question.
ISSUE TRIGGERS	Rules can be applied to questions within the internal checks that will automatically create an issue when the option is selected.
CREATE SCHEDULES	Schedules can be created for checks depending on your requirements. E.g. if a check is required to be completed each morning this can be entered when creating a check and when a check is due or overdue it will be highlighted.
ASSIGN CHECKS TO USERS	A user can be assigned to complete checks. When a required date and time is entered a schedule can be created for a user.
TIME TO COMPLETE	A time can be assigned to complete a check to depending on the length of a check. Specific times can be allocated for each check.
APPROVERS	Relevant approvers can be set to approve each completed check or template.
SCORING CRITERIA	Set optional scoring criteria against internal checks. Setting scores against individual responses and colour coding the total scores allows you to quickly gain an overview of the outcome of internal checks.
LINKED DOCUMENTS	Relevant documents can be created in the Foods Connected Internal Document Manger using the form builder functionality and linked to the internal checks for guidance when completing a check.

TOOL PROCESS USAGE FLOW

The below process flow guides you through the steps of using the Internal Check Manager and how the Internal Check Manger interacts with other tools.



DATA REQUIREMENTS

Detailed below are the data requirements of what will be necessary to set up and make decisions in before launching the Internal Check Manager.

REQUIREMENTS

DETAILS

INTERNAL USERS ACTIVE

To allocate checks and assign issues to users all internal users must first be active on Foods Connected.

INTERNAL CHECK TEMPLATE CONFIRMED

Before completing Internal Check templates, the fields included in the template and their format need to be confirmed, fields with pre-populated options should be used where possible to maximise reportability on the responses.

ISSUE TEMPLATE CONFIRMED

Before completing Internal Check templates, the format in which the issues are completed needs to first be confirmed.

APPROVERS CONFIRMED

Internal users for both templates and checks need to be confirmed before internal checks can be created.

SCHEDULE CONFIRMED

If required, the schedule to which checks are to be completed must first be confirmed.

SCORING CRITERIA

If Scoring criteria is required, the scores for each response and score boundaries must be confirmed. The boundary description and colour coding must also be confirmed. E.g. if a score is 90-100 is a fail and colour coded red.

ISSUE TRIGGERS AND ASSIGNED USERS

Before checks are created issue and responsible parties must be defined. Issue triggers can only be generated from pre-populated fields.

EMAIL TRIGGERS

If email triggers are required, what triggers an email alert in a template and the user/s to be notified must first be confirmed. Email triggers can only be generated from pre-populated fields.

ALLOCATED USERS

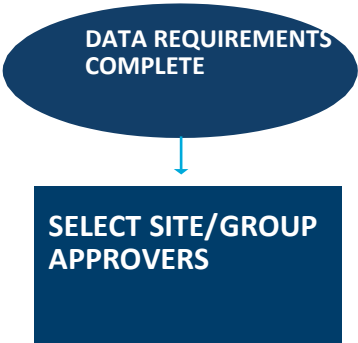
If internal checks are required to be allocated to a user the list of users and checks that will be allocated to them must first be defined.



TOOL SETUP PROCESS FLOW

The below process flow guides you through the steps of setting up the Internal Check Manager and the information that needs included to be able to launch it to your suppliers.

INTERNAL CHECK ADMINISTRATOR



USER CREATING DOCUMENT TEMPLATES



NAME
MASTER/CHILD TEMPLATE
TIME TO COMPLETE
SITES
COMPLETED CHECK APPROVER
ALLOCATE USERS TO COMPLETE
LINK COMPANY DOCUMENT
SCORING
SCHEDULE
DEFAULT ISSUE RESPONSE TIME

ASSIGN USER TO SELECT ISSUE

INTERNAL CHECK TEMPLATE APPROVER

