

TOOL USER GUIDE

TRACEABILITY MANAGER



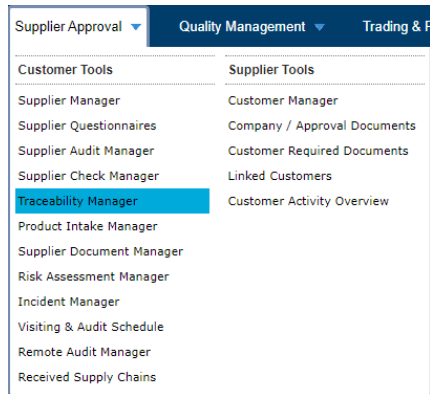
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1. SETTING UP TRACEABILITY MANAGER

1.1. ACCESSING TRACEABILITY MANAGER

Step 1: To access Traceability manager, navigate to **Supplier Approval > Traceability Manager**



1.2. ADDING A NEW TRACEABILITY TEMPLATE

When setting up a new traceability template, there are 3 templates to create, 1) Traceability Check Template, 2) Response Template (for your supplier to complete) and 3) Confirmation Template (optional). Sections 1.2.1. to 1.2.3. example how to set up each template.

1.2.1. ADDING A NEW TRACEABILITY CHECK TEMPLATE

Step 1: To add a New Traceability Template, select **+ Add New** on the left-hand side of the page

Traceability Check Manager

Traceability Check Templates ← Received Checks Activity Overview Reports Admin

Site: All Created By: All Search: Search Template Names... Filter Clear Filters

+ Add New Duplicate Selected Delete Selected

<input type="checkbox"/>	Last Modified	Title	Created By	Completed	
<input type="checkbox"/>	15/01/2020 14:12:05	Traceability Check (DR, NS)	Steve Jones	View Completed	Record New

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

Step 2: Set up the Traceability template details

Traceability Check Manager - Create Traceability Check Template

Details

Sites

Switching sites could potentially remove the autoshare if an existing share does not have a supplier for the selected site.

Demo Co (Group)

Factory 1

Factory 2

Factory 3

Title

Enter a title...

Set to Supplier

No

Set to Product

No

Select whether the template is being used at a Group or Site level.

Name the Template

Set the template to a specific supplier if required. If yes, a list of suppliers will appear.

Set the template to a specific product if required.

If 'Set to Supplier' is enabled there is also the option to set an intermediate supplier who can manage traceability exercises using your traceability template.

Scoring System

None

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

Supplier/User Auto Share Enabled

No

If enabled, Suppliers/Users can be set up to automatically share the Traceability Check upon completion.

Auto Reference Number Generation Enabled

No

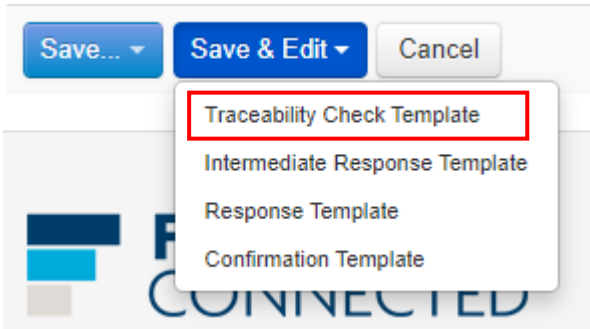
Save... Save & Edit Cancel

If Scoring is required- Assign it here. Types of scoring are also defined here.

Enable Autoshare- If 'Yes' is selected, this means once a traceability exercise is completed it is automatically shared with the assigned supplier/user.

Enable Auto Reference Number- If 'Yes', the Traceability exercise is assigned a unique reference number

Step 3: Save and Edit the Traceability Check Template



Step 4: Start to build your Traceability Check Template - Select + Add New Section

Traceability Check Manager - Update Form ← Back

Template Name
Traceability Exercise Save Title Edit Options
Add New Section

Form Preview

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

Step 5: Create the detail of your section.

Name the Section

Add New Section

Section Name: Product Details

Page Break After: No

Expand / Collapse: No

Intro Text (Optional)
Instructions regarding completing section: Required to input product details from batch numbers

Quick Add Section Fields

Label	Type	Hide Label	Hide Field
Batch Number	Textbox - Single line text	<input type="checkbox"/>	<input type="checkbox"/>
Barcode Number	Numeric	<input type="checkbox"/>	<input type="checkbox"/>
Use By	Date - Select a date from a	<input type="checkbox"/>	<input type="checkbox"/>
	-- Please Select --	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Add Section

Add a page break if required to distinguish between sections

Add the option to collapse and expand sections if required- depending on the length of the Traceability check

Introduce the section to inform the user what is required

Add your fields and determine the field type

Add the Section

This process can be repeated for subsequent sections of the Traceability Check by selecting 'Add New'.

Traceability Check Manager - Update Form

Template Name
Traceability Exercise Save Title

Edit Options
Add New Reorder Triggers Scoring Criteria Settings Refresh

Form Preview

Product Details

Required to input product details from batch numbers

Batch Number

Barcode Number

Use By

Reorder the template here if required

Add New Fields to a Section by selecting the + button

Edit existing sections Fields and Sections alongside those created if required

1.2.2. ADDING A TRACEABILITY RESPONSE TEMPLATE

Step 1: Under Traceability Check Templates you can set up the **Response Template** by selecting options and **Edit Response Template**.

Traceability Check Manager

Traceability Check Templates Received Checks Activity Overview Reports Admin

Site: All Created By: All Search: Search Template Names... Filter Clear Filters

Add New Duplicate Selected Delete Selected

Last Modified	Title	Created By	Completed
08/07/2020 13:22:39	Traceability Exercise	Steve Jones	View Completed
15/01/2020 14:12:05	Traceability Check (DR, NS)	Steve Jones	View Completed

Viewing 2 results | Page 1 of 1

FOODS CONNECTED Quick Links: Products, About Us, Privacy Policy

Record New
 Financial Report Templates
 Edit Details
 Edit Check Template
 Edit Response Template
 Edit Confirmation Template
 Preview
 View Edit History

Step 2: Follow the same steps in 1.2.1 to create the response template (steps 4-6).

1.2.3. ADDING A TRACEABILITY CONFIRMATION TEMPLATE

Step 1: Under Traceability Check Templates you can set up the **Confirmation Template** by selecting options and **Edit Confirmation Template**.

The screenshot shows the 'Traceability Check Manager' interface. The 'Traceability Check Templates' tab is selected. The table below shows two templates:

<input type="checkbox"/>	Last Modified	Title	Created By	Completed
<input type="checkbox"/>	08/07/2020 13:22:39	Traceability Exercise	Steve Jones	View Completed
<input type="checkbox"/>	15/01/2020 14:12:05	Traceability Check (DR, NS)	Steve Jones	View Completed

A dropdown menu is open over the table, showing options: Record New, Financial Report Templates, Edit Details, Edit Check Template, Edit Response Template, **Edit Confirmation Template** (highlighted), Preview, and View Edit History.

Step 2: Follow the same steps in 1.2.1 to create the confirmation template (steps 4-6).

1.3. SETTING UP SCORING

Step 1: To set up scoring select **Edit Check Template**, **Response Template** or **Confirmation Template** - Scoring Criteria can be assigned within each

The screenshot shows the 'Traceability Check Manager' interface. The 'Traceability Check Templates' tab is selected. The table below shows three templates:

<input type="checkbox"/>	Last Modified	Title	Created By	Completed
<input type="checkbox"/>	08/07/2020 14:17:02	Traceability exercise	Steve Jones	View Completed
<input type="checkbox"/>	08/07/2020 13:22:39	Traceability Exercise	Steve Jones	View Completed
<input type="checkbox"/>	15/01/2020 14:12:05	Traceability Check (DR, NS)	Steve Jones	View Completed

A dropdown menu is open over the table, showing options: View Completed, Completed Analysis Report, Completed Comparison Report, Completed Snapshot Report, Score Over Time Report, Financial Report Templates, Edit Details, **Edit Check Template** (highlighted), **Edit Response Template** (highlighted), **Edit Confirmation Template** (highlighted), Preview, and View Edit History.

Step 2: Within each template there is a button at the top right which says **Scoring Criteria**, select this button.

Traceability Check Manager - Update Form ← Back

Template Name
Traceability Exercise Save Title

Edit Options
Add New Reorder Triggers Scoring Criteria Settings Refresh

Form Preview

Product Details Close

Required to input product details from batch numbers

Batch Number

Barcode Number

Use By

Step 3: At the top left select **+ Add Criteria**

Traceability Check Manager - Update Form - Traceability Exercise - Scoring Criteria ← Back

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

+ Add Criteria Cancel Done

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

Step 4: Scoring can be assigned to the form template (Traceability Check, Response or Confirmation template) or assigned to specific sections within the form using the 'Add Scoring Criteria' window.

If scoring for a specific section is applied, points for each field can be specified.

Add Scoring Criteria ×

Per Form / Section Name ?

Per Section / Field Value

Points

Min Value

Max Value

Colour

Score Dependency

Cancel Add Criteria

Assign points to each field, and determine a minimum and maximum value

1.4. AUTOSHARE SET UP

Step 1: Autoshare can be added when initially setting up the template (See Section 1.2.1, Step 2).

You can also add autoshare after template set up by selecting the options button on the right hand side of the template set up and selecting **Edit Details**.

The screenshot shows the 'Traceability Check Manager' interface. At the top, there are navigation tabs: News & Statistics, Supplier Approval, Quality Management, Trading & Planning, More, and Steve. Below this is the 'Traceability Check Manager' header with sub-tabs: Traceability Check Templates, Received Checks, Activity Overview, Reports, and Admin. The main area contains filters for Site (All), Created By (All), and a search box for template names. Below the filters are buttons for 'Add New', 'Duplicate Selected', and 'Delete Selected'. A table lists three templates with columns for checkboxes, Last Modified, Title, Created By, and Completed. A dropdown menu is open on the right, listing various report and edit options, with 'Edit Response Template' highlighted in red. At the bottom, there is a pagination bar showing 'Viewing 3 results | Page 1 of 1' and a range of 25, 50, 100 items.

Step 2: Enable Autoshare and select **Save and Exit**

The screenshot shows the 'Edit Details' form for a traceability check template. The form has several fields with dropdown menus: Title (Traceability Exercise), Set to Supplier (Yes), Supplier Type (All Supplier Types), Intermediate Supplier (- None -), Set to Product (No), Scoring System (Default), Score By/Display Format (Points Scoring - Display Points & Percentage), Total Score Display (Hidden), and Score Summary Display (Hidden). The 'Supplier/User Auto Share Enabled' field is set to 'No' and is highlighted with a red box. Below this field is a blue tooltip that reads: 'If enabled, Suppliers/Users can be set up to automatically share the Traceability Check upon completion.' At the bottom of the form, there are three buttons: 'Save...', 'Save & Edit' (highlighted with a red box), and 'Cancel'. The 'Auto Reference Number Generation' field is set to 'Yes' and 'Enabled'.

1.5. CREATING EMAIL NOTIFICATIONS TRIGGERS ON TEMPLATES

Step 1: To create **Email Notification Triggers** select **Edit Check Template**, Response Template or Confirmation Template

The screenshot shows the 'Traceability Check Manager' interface. At the top, there are navigation tabs: News & Statistics, Supplier Approval, Quality Management, Trading & Planning, More, and Steve. Below this is the 'Traceability Check Manager' header with sub-tabs: Traceability Check Templates, Received Checks, Activity Overview, Reports, and Admin. A search bar and filter buttons are present. A table lists templates with columns: Last Modified, Title, Created By, and Completed. A dropdown menu is open over the table, with 'Edit Check Template', 'Edit Response Template', and 'Edit Confirmation Template' highlighted in red.

	Last Modified	Title	Created By	Completed
<input type="checkbox"/>	08/07/2020 14:17:02	Traceability exercise	Steve Jones	View Completed
<input type="checkbox"/>	08/07/2020 13:22:39	Traceability Exercise	Steve Jones	View Completed
<input type="checkbox"/>	15/01/2020 14:12:05	Traceability Check (DR, NS)	Steve Jones	View Completed

Step 2: Within each template there is a button at the top right which says **Triggers**. Select **Email Alerts** from the dropdown and then press **'Add Alert'** button.

The screenshot shows the 'Traceability Check Manager - Update Form' interface. The 'Template Name' is 'Traceability Exercise'. The 'Edit Options' section includes 'Add New', 'Reorder', 'Triggers', and 'Scoring'. The 'Triggers' dropdown menu is open, showing 'Email Alerts' selected. Below this is the 'Form Preview' section with fields for 'Batch Number', 'Barcode Number', and 'Use By'.

The screenshot shows the 'Traceability Check Manager - Update Form - Traceability Exercise - Email Alerts' interface. A blue banner at the top says: 'To add a new alert click the 'Add Alert' button below. When you are finished click the 'Done' button to return to the Form.' Below this is a table with columns: Field, Alert Rules, and Recipients. The 'Add Alert' button is highlighted in red.

Field	Alert Rules	Recipients
You have not added any alerts..		

Step 3: Choose the field that you require the email alert to be triggered by and assign specific parameters to trigger the notification and select save.

The screenshot shows a form titled "Traceability Check Manager - Traceability Exercise - Email Alerts". It has several fields: "Field" (set to "Product Details - Barcode Number"), "Numeric Comparison Type" (set to "Equal to a given value"), "Comparison Value" (empty), and "Recipients" (set to "-- Please Select --"). There are "Add to list", "Cancel", and "Save" buttons. Three callout boxes with arrows point to the "Field" dropdown, the "Numeric Comparison Type" dropdown, and the "Recipients" dropdown. The "Save" button is highlighted with a red box.

2. RECORDING A NEW TRACEABILITY CHECK

2.1. HOW TO COMPLETE A TRACEABILITY EXERCISE

Step 1: Select **Record New** next to the Traceability template you wish to conduct the traceability exercise for. Completing the Traceability Check Form enables you to provide the necessary detail to your suppliers as to what you require from them.

The screenshot shows the "Traceability Check Manager" interface. At the top, there are navigation tabs: "Traceability Check Templates", "Received Checks", "Activity Overview", "Reports", and "Admin". Below the tabs are filters for "Site" (All), "Created By" (All), and a search box for "Search Template Names...". There are buttons for "Filter" and "Clear Filters". Below the filters are buttons for "Add New", "Duplicate Selected", and "Delete Selected". The main part of the interface is a table with columns: "Last Modified", "Title", "Created By", "Completed", and "Record New".

Last Modified	Title	Created By	Completed	Record New
08/07/2020 14:17:02	Traceability exercise	Steve Jones	View Completed	<input type="checkbox"/> Record New
08/07/2020 13:22:39	Traceability Exercise	Steve Jones	View Completed	<input checked="" type="checkbox"/> Record New
15/01/2020 14:12:05	Traceability Check (DR, NS)	Steve Jones	View Completed	<input type="checkbox"/> Record New

Step 2: Choose the site which is relevant to the traceability exercise and select the relevant product from the pop out window, if required. If not required, select No Product Required

The screenshot shows the "Traceability Check Manager" interface, specifically the "Find Product" section. The "Site" dropdown is set to "Demo Co (Group)". There is a search box for "Find Product" with a magnifying glass icon. Below the search box, there is a button labeled "No Product Required" which is highlighted with a red box, and a "Select Product" button. Three callout boxes with arrows point to the "Site" dropdown, the search box, and the "No Product Required" button.

Select Product

Search your products...

	Product Code	Product Name
<input type="radio"/>	000	MINI PEAR POLY BAG
<input type="radio"/>	0001	Stier (Young Bull)
<input type="radio"/>	00011	Transport per container
<input type="radio"/>	00012	Transport pallet
<input type="radio"/>	00013	Transport per lorry load
<input type="radio"/>	001	Chicken Carcass Slaughter Charges
<input type="radio"/>	01	Beef Carcass Slaughter Charges
<input checked="" type="radio"/>	011C	Chicken Breast
<input type="radio"/>	012C	Chicken Thigh
<input type="radio"/>	013C	Chicken Drumsticks
<input type="radio"/>	014C	Chicken Wings

Manage Company Products Cancel **Select Product**

Step 3: Complete the template. You can **Save Progress** or **Save and Exit**, directing you back to the home page, or **Save and Add New** which opens a new template, or to complete the check, **select Save and Complete**.

Traceability Check Manager - Traceability Check (DR, NS) - Demo Co (Group)

Form

Product 011C - Chicken Breast

Supplier N/A

Save View Cancel **Save**

- Save Progress
- Save Progress & Exit
- Save Progress & Add New
- Save Progress & Complete

Details

Label Image

Choose file No file chosen Enter image description

Choose file No file chosen Enter image 2 description

Choose file No file chosen Enter image 3 description

Number of Animals to Complete for Trace --Please Select--

Animal Trace Details (i.e. Top, Middle Bottom, Kill No.)

2.2. SHARING A TRACEABILITY TEMPLATE WITH YOUR SUPPLIER

Step 1: If auto-share is enabled this will share the response template with the relevant suppliers to complete their traceability requirements. If Auto-share is not enabled, you can share the traceability template with suppliers via options button and selecting share.

Response Required By	Status	
01/07/2020 11:00:00	Closed	☰
29/06/2020 14:30:00		
24/06/2020 14:30:00		
08/06/2020 12:00:00		
03/06/2020 12:00:00		

View Check
Edit Check
Send PDF Report
Share
Linked Checks
Recall Check
Notify Team Members
Request More Info
Close Check

Step 2: The Traceability Check can then be shared with supplier a variety of ways. Either by using the Company User, Via or Email Address.

Company User: select a Foods Connected user from the dropdown.

Email Address: you can type the email of contact you want to send the check to.

Via: this can be used to send the check to an intermediary such as an agent to complete on behalf of the supplier.

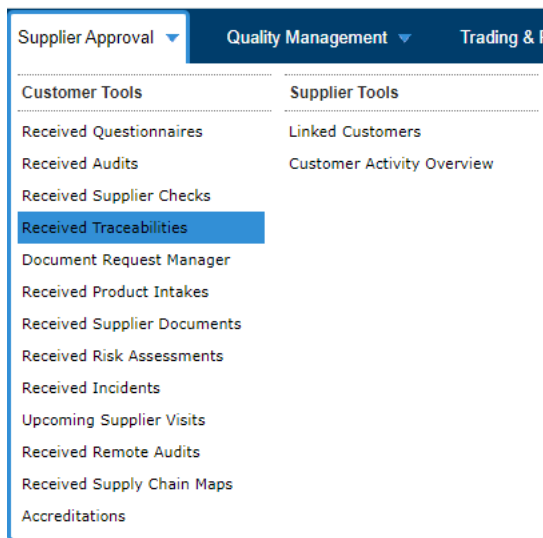
The screenshot shows a 'Share Traceability Check' form for 'Fresh Food Supplies - Site 2 (AU 1234)'. The 'Share With' section has 'Company User' selected. The 'Company User' dropdown is set to 'Specification Team' with '3 Users' indicated. The 'Request Response from Supplier' dropdown is set to 'Yes'. The 'Response Required By' field shows a date of '22/12/2023' and a time of '14:45'. The 'Include Message' field is empty. Callouts provide instructions: 'Request Response from Supplier- Select Yes or No and the date by which a response is required' points to the 'Request Response from Supplier' dropdown and the 'Response Required By' field; 'If applicable, include a message for your supplier.' points to the 'Include Message' text area.

3. COMPLETING A RESPONSE TO A TRACEABILITY CHECK ASSIGNED TO YOU (AS A SUPPLIER)

3.1. HOW TO VIEW TRACEABILITY CHECK DETAILS

Step 1: As a supplier, you will receive a notification via email to complete a traceability check. The notification is also available under 'My Tasks' upon logging into Foods Connected.

Alternatively, you can go to the **Received Traceabilities** tab under the Supplier Approval menu to see that the check requires action.



Step 2: Select the relevant check that requires action to view and this will open the check. Close when done.

Traceability Check Manager

Traceability Check Templates ← **Received Checks** Activity Overview Reports Admin

Received Between: [] Sent From (Supplier): All Product Type: All
[] Product: All Product Group 1: All Product Group 2: All
Status: All Includes Key Fields: All Reference Number: []

Filter Clear Filters

Export All to Excel Export Selected to Excel

Viewing 2 results | Page 1 of 1

<input type="checkbox"/>	Date/Time	Ref Num	From	Sent To	Product	Key Fields	Response Required By	Status		
<input type="checkbox"/>	06/10/2023 12:04:02	-	Ruth Mairs Foods Connected Ltd	Ruth Mairs Foods Connected Ltd			13/10/2023 12:04:00	Awaiting Response	→ Respond	View
<input type="checkbox"/>	06/10/2021 10:55:33	-	Andrew Culhbert Fresh Food Supplies	Grace Hurrell Foods Connected Ltd	CFF456 - Beef Wellington		13/10/2021 10:55:00	Requires Your Action	→ Respond	View

3.2. HOW TO COMPLETE THE RESPONSE TEMPLATE

Proceeding Step 1 in 3.1, the following steps should be taken to complete the Response.

Step 1: Select the **Respond** button against the relevant check

Traceability Check Manager

Traceability Check Templates ← **Received Checks** Activity Overview

ⓘ You currently do not have 'view' permissions for this tool, therefore you can only view and respond to items that have been sent directly to you.
Please request access from a company administrator if required. Request Access

Received Between: [] Sent From (Supplier): All Product Type: All
[] Product: All Product Group 1: All Product Group 2: All
Status: All Includes Key Fields: All Reference Number: []

Filter Clear Filters

Export All to Excel Export Selected to Excel

Viewing 1 results | Page 1 of 1

<input type="checkbox"/>	Date/Time	Ref Num	From	Sent To	Product	Key Fields	Response Required By	Status		
<input type="checkbox"/>	30/08/2023 16:14:17	-	Stephanie Brooks Democo	User 1 Abattoir 2 Abattoir 2	118 - Beef Brisket		06/09/2023 16:14:00	Requires Your Action	→ Respond	View

Step 2: Complete the relevant response details and select **Save Progress and Send Response**.

Traceability Check Manager - Meat and Poultry Traceability Check (DR, Tri, Pag Mob, Int E) - Democo (Group)

Form View Cancel Save

Supplier Response - Kill & Deboning

Boning report No file chosen Save Progress
Save Progress & Exit
Save & Send Response

Boning report comments

Kill report No file chosen

Kill report comments

Supplier Response - Animal 1 (Start)

i Please upload one document containing the required information on Animal Age & Movements, Angus Confirmation, Quality Assurance Status, Drugs or medicine use, Farm Approval and Haulier Approval

Animal 1 Documents No file chosen

Additional Comments

Step 3: The status now reverts to Awaiting Response.

Traceability Check Manager

Traceability Check Templates ← Received Checks Activity Overview

i You currently do not have 'view' permissions for this tool, therefore you can only view and respond to items that have been sent directly to you. Please request access from a company administrator if required.

Received Between: Sent From (Supplier): All Product Type: All Sent To (Site): All Product Group 1: All Product: All Product Group 2: All Status: All Includes Key Fields: All Reference Number:

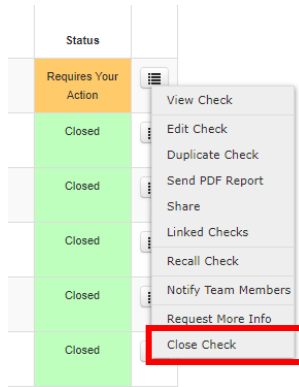
Viewing 1 results | Page 1 of 1

<input type="checkbox"/>	Date/Time	Ref Num	From	Sent To	Product	Key Fields	Response Required By	Status	<input type="button" value="Respond"/>	<input type="button" value="View"/>
<input type="checkbox"/>	30/08/2023 16:14:17	-	Stephanie Brooks Democo	User 1 Abattoir 2 Abattoir 2	118 - Beef Brisket		06/09/2023 16:14:00	Awaiting Response	<input type="button" value="Respond"/>	<input type="button" value="View"/>

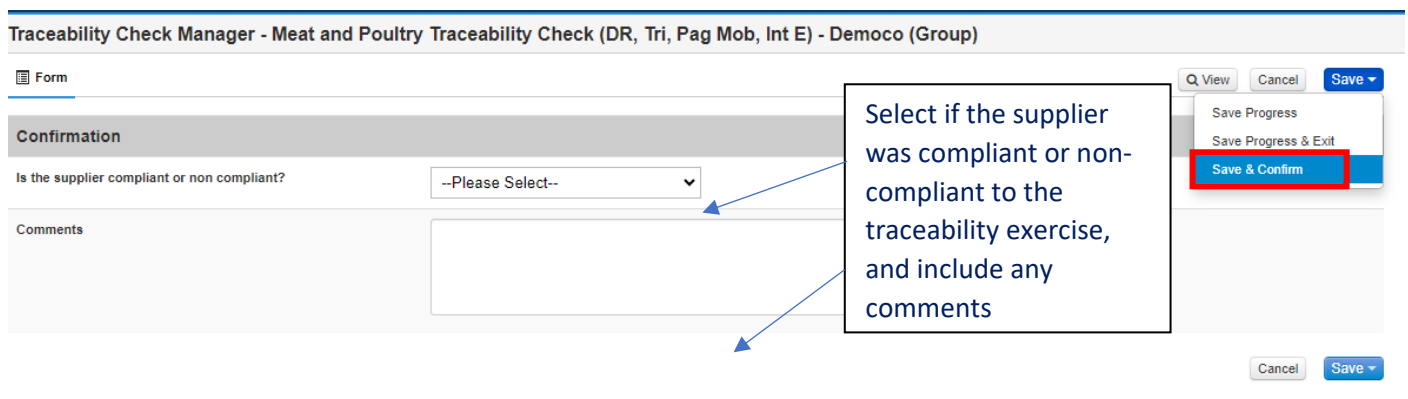
4. CONFIRMING A TRACEABILITY CHECK

When setting up your traceability template you can create a confirmation template which allows you to confirm your suppliers traceability exercise, one they have returned their response.

Step 1: To complete the confirmation template, go to the response to your traceability exercise submitted by your supplier and select the options button on the right hand side of the relevant check, **select Close Check.**



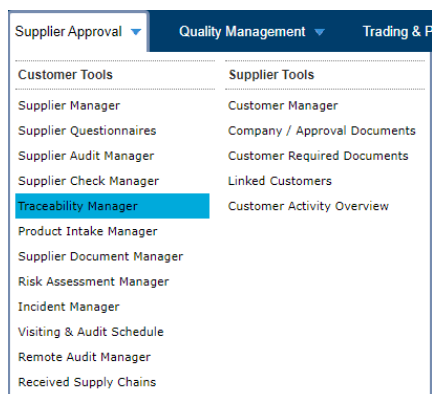
Step 2: You are then directed to your confirmation template to complete.



Step 3: Once finished, select **save and confirm**. If required you can Save Progress before confirming and closing the check.

5. VIEWING COMPLETED TRACEABILITIES

Step 1: Access Traceability manager, navigate to **Supplier Approval > Traceability Manager**



Step 2: Alongside the template which you wish to view, select **View Completed**

The screenshot shows the 'Traceability Check Manager' interface. At the top, there are navigation tabs: 'Traceability Check Templates', 'Received Checks', 'Activity Overview', 'Reports', and 'Admin'. Below the navigation is a filter section with 'Site' (All), 'Created By' (All), and a search box 'Search Template Names...'. There are 'Filter' and 'Clear Filters' buttons. Below the filter section are three action buttons: 'Add New', 'Duplicate Selected', and 'Delete Selected'. The main area is a table with columns: 'Last Modified', 'Title', 'Created By', 'Completed', and 'Record New'. The 'Completed' column for the first row is highlighted with a red box, showing 'View Completed'. The table contains three rows of data. At the bottom, there is a pagination bar showing 'Viewing 3 results | Page 1 of 1' and page numbers '25 50 100'.

Step 3: Alongside the relevant check, select the **menu** button on the right-hand side of the check and select **view check**.

The screenshot shows a detailed view of a 'Traceability Check (DR, NS)'. At the top, there is a navigation bar with 'News & Statistics', 'Supplier Approval', 'Quality Management', 'Trading & Planning', 'More', and 'Steve'. Below the navigation bar is the title 'Traceability Check Manager - Traceability Check (DR, NS)' and a 'Back' button. The main area is a filter section with 'Between Dates', 'Site' (All), 'Supplier' (All), 'Product' (All), 'Status' (All), 'Completed By' (All), and 'Supplier Type' (All). There are 'Filter' and 'Clear Filters' buttons. Below the filter section are four action buttons: 'Delete Selected', 'Close Selected', 'View Selected', and 'Export to Excel'. The main area is a table with columns: 'Date/Time Completed', 'Date/Time Shared', 'Site', 'Supplier', 'Product', 'Completed By', 'Response Required By', and 'Status'. The 'View Check' button in the 'Status' column of the first row is highlighted with a red box. A dropdown menu is open next to it, showing options: 'View Check', 'Edit Check', 'Send PDF Report', 'Share', 'Linked Checks', 'Recall Check', 'Notify Team Members', 'Request More Info', and 'Close Check'. At the bottom, there is a pagination bar showing 'Viewing 2 results | Page 1 of 1' and page numbers '25 50 100'. The footer contains the 'FOODS CONNECTED' logo, 'Quick Links' (Products, About Us, Privacy Policy, Help Section, Contact Foods Connected, Terms & Conditions), and 'Support' (Invest Northern).

Step 4: If you are satisfied with the response from the supplier select **close check**. If you have a confirmation template set up you will be directed to the template for completion (See Section 4-Confirming a Traceability Template).