


AFIT - Viewing and Editing Online FS&Q Training Participant Profiles - haccp.com User Guide

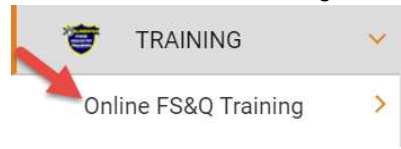

Last modified: 22 July 2020

This User Guide provides instructions for how to view and edit your Online FS&Q Training Participant Profiles on the haccp.com platform, including:

- 1. Viewing Online FS&Q Training Participant Profiles.
- 2. Editing Online FS&Q Training Participant Profiles.
- 3. Archiving Online FS&Q Training Participant Profiles.
- 4. Deleting Online FS&Q Training Participant Profiles.

You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!

	<p>Benefits of using the haccp.com Online FS&Q Training functionality:</p> <ul style="list-style-type: none"> • Create Training Groups for your Business. • Schedule and Manage Training Participants through the haccp.com Online FS&Q Training Matrix. • Your team can complete Training in over 65 Food Compliance Subjects. • Generate and Download Certificates for successfully completed Training Activities. • Download your Online FS&Q Training Matrix. • Download and Complete tailored Competency Checklists to complete the Training Cycle. • View FS&Q Training Materials online as Text, Audio Visual, Audit Visual and Text, MP3, PDF or as a Presentation format. • Downloads of Training Materials are available in MP3 and PDF formats. • Save the time and human resources you previously allocated to formatting your own FS&Q Training Activities. • Our Online FS&Q Training Materials are formatted systematically in alignment with the SoLFS methodology for consistent outcomes. • Our team of Food Compliance Specialists regularly review and update our Online FS&Q Training courses in alignment with Best Practice and updated Food Compliance Standards. <p style="text-align: right;">...All this and more for only \$99 USD per year for up to 10 Training Participants!</p>
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Step	1. Viewing Online FS&Q Training Participant Profiles
1.a.	Login to your haccp.com account.
1.b.	<p>Go to TRAINING / Online FS&Q Training.</p>  <p>! A current subscription to the haccp.com Online FS&Q Training functionality is required for full access.</p>
1.c.	<p>Click on Training Matrix.</p> 
1.d.	<p>Your Online FS&Q Training Participant Profiles will be displayed within the Training Matrix page view.</p> <ul style="list-style-type: none"> • You can Search for individual Training Participants by using the Search mechanism provided. • You can Sort the display of Training Participants by using the Sort mechanism provided. <p>Manage Training Matrix + Add New My Training Groups Download Data Show Archive</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Name <input type="text"/> Email <input type="text"/> 🔍 Search 🗑️ Clear</p> <p style="text-align: right;">Sort By: Scheduled Start Date ▼</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>+ Nora Semaj (General Manager) ✉️ nora@haccp.com 📅 01/01/2020</p> </div> </div>

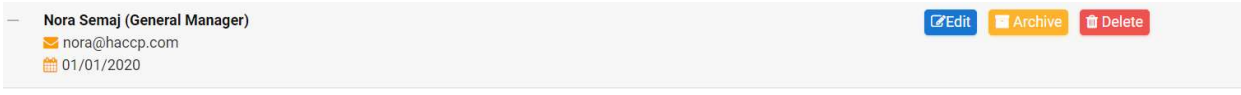
! Archived Online FS&Q Training Participant Profiles will only be displayed when the Show Archive button is activated.

1.e. To view an individual Online FS&Q Training Participant Profile, click on the + section of the profile area.








1.f. The Training Participant Profile will display, including functions for:

- Edit
- Archive
- Delete



Scheduled and Completed Training Activities are displayed below the Training Participant Profile area.

Scheduled Training Activity	Training Frequency	Scheduled Start Date	Training Package	Assessment Activity	Assessment Completion Date	Assessment Outcome	Certificate of Training	Competency Verification Date	Actions
Quality Assurance Team	3 Yearly						-		 
Approved Supplier Management	3 Yearly	27/04/2020	Learning Materials	Online Assessment Activity Assessment Package		Re#0 0%	-		
Allergen Management	3 Yearly	27/04/2020	Learning Materials	Online Assessment Activity Assessment Package		Re#0 0%	-		
Air and Gas Standards	3 Yearly	27/04/2020	Learning Materials	Online Assessment Activity Assessment Package		Re#0 0%	-		

! Where the same Training Activity has been completed prior by the Training Participant and is on a Refresher Training Schedule (E.g. 6 Monthly, Annually, 2 Yearly or 3 Yearly), the only current pending scheduled Training Activity will be shown within the Training Matrix to avoid confusion.

2. Editing Online FS&Q Training Participant Profiles

2.a. To Edit an Online FS&Q Training Participant Profile, click on the **Edit** button.



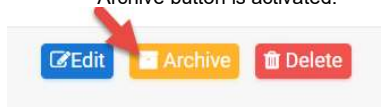
2.b. This will open the Training Activity Page where the Training Activities can be edited as required for the relevant Training Participant.

! Refer to the haccp.com User Guide for Establishing and Maintaining Your Online FS&Q Training Matrix for this task.

3. Archiving Online FS&Q Training Participant Profiles

3.a. The haccp.com Online FS&Q Training functionality includes an "Archive" functionality through which you can remove Training Participants from your regular Training Matrix view.

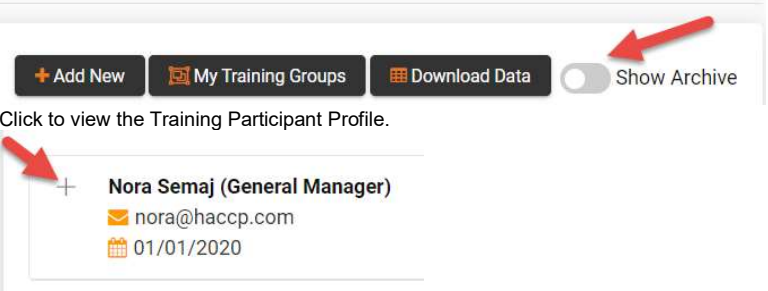
- To Archive a Training Participant Profile, simply click on the **Archive** button.
 - Upon confirming the Archive status, that Training Participant will not show within the Training Matrix unless the Show Archive button is activated.



! The "Archive" functionality might be used where a Training Participant leaves your business but you want to retain their training outcomes within the haccp.com system. Training Participants can also be deleted from your Training Matrix as required.

! Archived Training Participant Profiles are included within the Training Participants within haccp.com Online FS&Q Training Subscription Packages. Unwanted Training Participant Profiles can be deleted if required.

3.b. To Un-archive a Training Participant Profile, show Archived Training Participants by clicking click on the **Show Archive** Button.



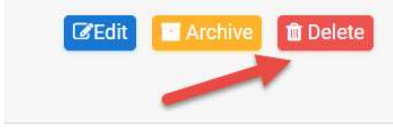
• Click to view the Training Participant Profile.

- Click on the **UnArchive** button to deactivate the Archive status for this Training Participant Profile.

o Upon confirming the UnArchive status, that Training Participant will again show within the Training Matrix page.

4. Deleting Online FS&Q Training Participant Profiles

4.a. To Delete a Training Participant Profile, simply click on the **Delete** button within the profile view.



- Upon confirming the Delete status, that Training Participant Profile will be permanently deleted from the haccp.com platform.

! Deleted Training Participant Profiles can't be re-instated (They are permanently deleted).

We Welcome Your Feedback!

We encourage your participation in recommending content addition, updates and amendments to ensure you access to the most current and relevant Food Safety and Quality information and resources available on the web!

Please do not hesitate to contact us directly at achievegreatness@haccp.com with your comments or suggestions!



haccp.com Work Instruction Training Record

Use this format to record the Training, Skills and Competency outcomes for Individual Training against this haccp.com Work Instruction!

Training Date		Training Activity Name	
Training Start Time		Training Finish Time	
Training Activity Description	AFIT - Viewing and Editing Online FS&Q Training Participant Profiles	Training Duration	
Training Location		Trainer Name	
Trainer Position		Trainer Qualifications	
Description of the Competency Verification Method Used (Describe how the Trainer confirmed that the Training Participant demonstrated their understanding and ability to understand and / or complete related tasks to a suitable standard)			

Training Participant Name	Training Participant Initial	Trainer Initial as Verification of Competency (Only complete after the Training Participant has demonstrated their understanding and ability to complete the task)

Copies of supporting documentation should be maintained on file to accompany this record where required.

Formal Corrective Actions must be raised if outcomes have not been effective.

Verified By		Date	
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