

FIC - Using FS&Q Program Manual Filters - haccp.com User Guide

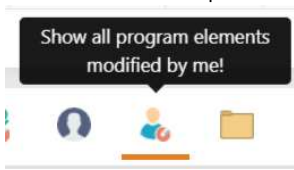
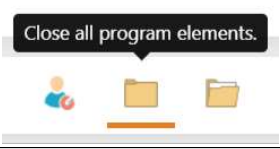
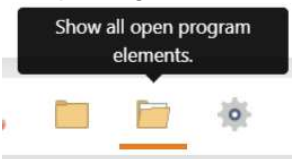
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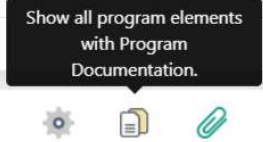
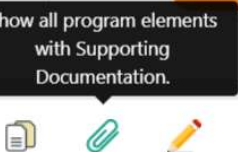
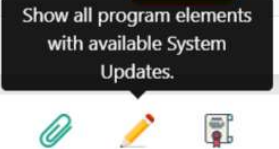

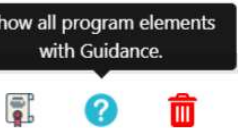
This User Guide provides instructions for how to use FS&Q Program Manual filters on the haccp.com platform, including:

- 1. Filter - Show All Program Elements Modified By Me.
- 2. Filter - Close All Program Elements.
- 3. Filter - Show All Open Program Elements.
- 4. Filter - Show All Program Elements With System Templates.
- 5. Filter - Show All Program Elements With Program Documentation.
- 6. Filter - Show All Program Elements With Supporting Documentation.
- 7. Filter - Show All Program Documentation With Available System Updates.
- 8. Filter - Show All Program Elements With References.
- 9. Filter - Show All Program Elements With Guidance.
- 10. Filter - Show All Removed Program Elements.

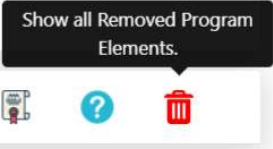
You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!

	<p>Benefits of using the haccp.com FS&Q Program Manuals functionality:</p> <ul style="list-style-type: none"> • Genuine 'World First' Technology enables you to create a FS&Q Program Manual in just minutes! • Save hundreds of hours and thousands of dollars each year! • Reallocate the time and human resources you previously allocated to formatting your own FS&Q Program Manuals. • Our FS&Q Program Manuals are formatted systematically in alignment with the SoLFS method to maintain consistency. • You choose which Food Standards and which Food Standard Elements are covered within your FS&Q Program Manual. • Our system manages your Document Control for you! • Our team of Food Compliance Specialists regularly reviews FS&Q Program Manual content – You can apply System Updates at the click of a button! • Download PDF or WORD Versions of your FS&Q Program Manual. <p style="text-align: right; font-weight: bold; color: white;">...All this and more for only \$499 USD per year!</p>
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Step	1. Filter - Show All Program Elements Modified By Me
1.a.	<p>The Show All Program Elements Modified By Me filter allows you to view all of the parts of your FS&Q Program Manual that you have:</p> <ul style="list-style-type: none"> • Added; • Edited; • Added or Removed ProDocs; • Added or Removed SupDocs. 
2. Filter - Close All Program Elements	
2.a.	<p>The Close All Program Elements filter allows you to quickly close all elements of your FS&Q Program Manual.</p> 
3. Filter - Show All Open Program Elements	
3.a.	<p>The Show All Open Program Elements filter allows you to only show all open elements of your FS&Q Program Manual.</p> 
4. Filter - Show All Program Elements With System Templates	
4.a.	<p>The Show All Program Elements With System Templates filter allows you to only show elements of your FS&Q Program Manual that contain System Templates.</p> <ul style="list-style-type: none"> • System Templates are provided for elements with additional functionalities available to manage those elements.


	
5. Filter - Show All Program Elements With Program Documentation	
<p>5.a.</p>	<p>The Show All Program Elements With Program Documentation filter allows you to only show elements of your FS&Q Program Manual that contain attached ProDocs (Program Documentation).</p> <ul style="list-style-type: none"> ProDocs (Program Documentation) may be added and managed by haccp.com Admin OR by Users. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Show all program elements with Program Documentation.</p> </div> 
6. Filter - Show All Program Elements With Supporting Documentation	
<p>6.a.</p>	<p>The Show All Program Elements With Supporting Documentation filter allows you to only show elements of your FS&Q Program Manual that contain attached SupDocs (Supporting Documentation).</p> <ul style="list-style-type: none"> SupDocs (Supporting Documentation) is only added and managed by Users. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Show all program elements with Supporting Documentation.</p> </div> 
7. Filter - Show All Program Documentation With Available System Updates	
<p>7.a.</p>	<p>The Show All Program Documentation With Available System Updates filter allows you to only show elements of your FS&Q Program Manual that have System Updates available for them.</p> <ul style="list-style-type: none"> This functionality allows you to view and deny / approve available System Updates for individual parts of your FS&Q Program Manual. <ul style="list-style-type: none"> The full System Updates functionality (as described at steps 4a-c above) allows the bulk denial / approval of available System Updates for your FS&Q Program Manual. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Show all program elements with available System Updates.</p> </div> 
8. Filter - Show All Program Elements With References	
<p>8.a.</p>	<p>The Show All Program Elements With References filter allows you to only show elements of your FS&Q Program Manual that have Food Standard References available for them.</p> <ul style="list-style-type: none"> References are requirements of Food Standards relevant to your FS&Q Program Manual and can be used to locate elements of your FS&Q Program that are linked to specific references of those Food Standards. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Show all program elements with References.</p> </div>  <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Where you include Standard References within your downloaded or WORD FS&Q Program Manual (Step 3 above), The Internal Audit element of your FS&Q Program Manual (if applicable) will include checklists for:</p> <ul style="list-style-type: none"> Standard References – Food Standards to MYFS&Q. Standard References – MYFS&Q to Food Standards. </div>
9. Filter - Show All Program Elements With Guidance	
<p>9.a.</p>	<p>The Show All Program Elements With Guidance filter allows you to only show elements of your FS&Q Program Manual that have Guidance available for them.</p> <ul style="list-style-type: none"> haccp.com provides relevant guidance to increase awareness and to apply 'context' of Food Compliance Requirements and how these relate to the content of your FS&Q Program Manual. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Show all program elements with Guidance.</p> </div> 
10. Filter - Show All Removed Program Elements	

The **Show All Removed Program Elements** filter allows you to only show elements of your FS&Q Program Manual that have had content 'Removed' by the User.



10.a.

- Users can choose to 'Remove' content from their haccp.com FS&Q Program Manual.
 - 'Removed' content will not be included within downloaded PDF or WORD FS&Q Program Manuals.
 - 'Removed' content can be 'Restored' at a later stage if required.
 - 'Removed' content can still have System Updates applied to it if required by the User.
 - 'Removed' content will display with a Blue 'Restore' Icon instead of the Red 'Remove' Icon.



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 don't 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	FIC - Using FS&Q Program Manual Filters - haccp.com User Guide	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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