


## AFIT - Establishing and Maintaining Your Online FS&Q Training Matrix - haccp.com User Guide

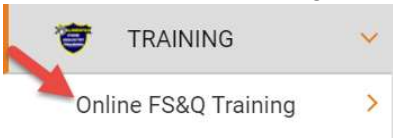

Last modified: 22 July 2020

This User Guide provides instructions for how to establish and maintain your Online FS&Q Training Matrix on the haccp.com platform, including:

- 1. Establishing Your Online FS&Q Training Matrix.
- 2. Add New (Training Participants).
- 3. Creating and Managing My Training Groups.
- 4. Download Data.
- 5. Show Archive.
- 6. Search Mechanism.
- 7. Sort By Mechanism.
- 8. Managing Your Online FS&Q Training Matrix.

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><b>Benefits of using the haccp.com Online FS&amp;Q Training functionality:</b></p> <ul style="list-style-type: none"> <li>• Create Training Groups for your Business.</li> <li>• Schedule and Manage Training Participants through the haccp.com Online FS&amp;Q Training Matrix.</li> <li>• Your team can complete Training in over 65 Food Compliance Subjects.</li> <li>• Generate and Download Certificates for successfully completed Training Activities.</li> <li>• Download your Online FS&amp;Q Training Matrix.</li> <li>• Download and Complete tailored Competency Checklists to complete the Training Cycle.</li> <li>• View FS&amp;Q Training Materials online as Text, Audio Visual, Audit Visual and Text, MP3, PDF or as a Presentation format.</li> <li>• Downloads of Training Materials are available in MP3 and PDF formats.</li> <li>• Reallocate the time and human resources you previously allocated to formatting your own FS&amp;Q Training Activities.</li> <li>• Our Online FS&amp;Q Training Materials are formatted systematically in alignment with the SoLFS methodology for consistent outcomes.</li> <li>• Our team of Food Compliance Specialists regularly review and update our Online FS&amp;Q Training courses in alignment with Best Practice and updated Food Compliance Standards.</li> </ul> <p style="text-align: center; font-weight: bold; color: white;">...All this and more for only \$99 USD per year for up to 10 Training Participants!</p>
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Step	1. Establishing Your Online FS&Q Training Matrix
1.a.	Login to your haccp.com account.
1.b.	<p>Go to <b>TRAINING / Online FS&amp;Q Training</b>.</p>  <p><b>!</b> A current subscription to the haccp.com Online FS&amp;Q Training functionality is required for full access.</p>
1.c.	<p>Click on <b>Training Matrix</b>.</p> 
1.e.	<p>The My Training Matrix page includes functions for:</p> <ul style="list-style-type: none"> <li>• Add New (Training Participants)</li> <li>• My Training Groups</li> <li>• Download Data</li> <li>• Show Archive</li> <li>• Search Mechanism</li> <li>• Sort By Mechanism</li> </ul>

My Training Matrix

My Training Matrix

Manage Training Matrix

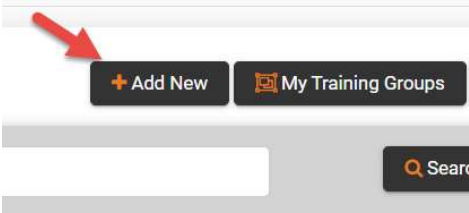
+ Add New My Training Groups Download Data Show Archive

Name Email Search Clear

Sort By: Scheduled Start Date

2. Add New (Training Participants)

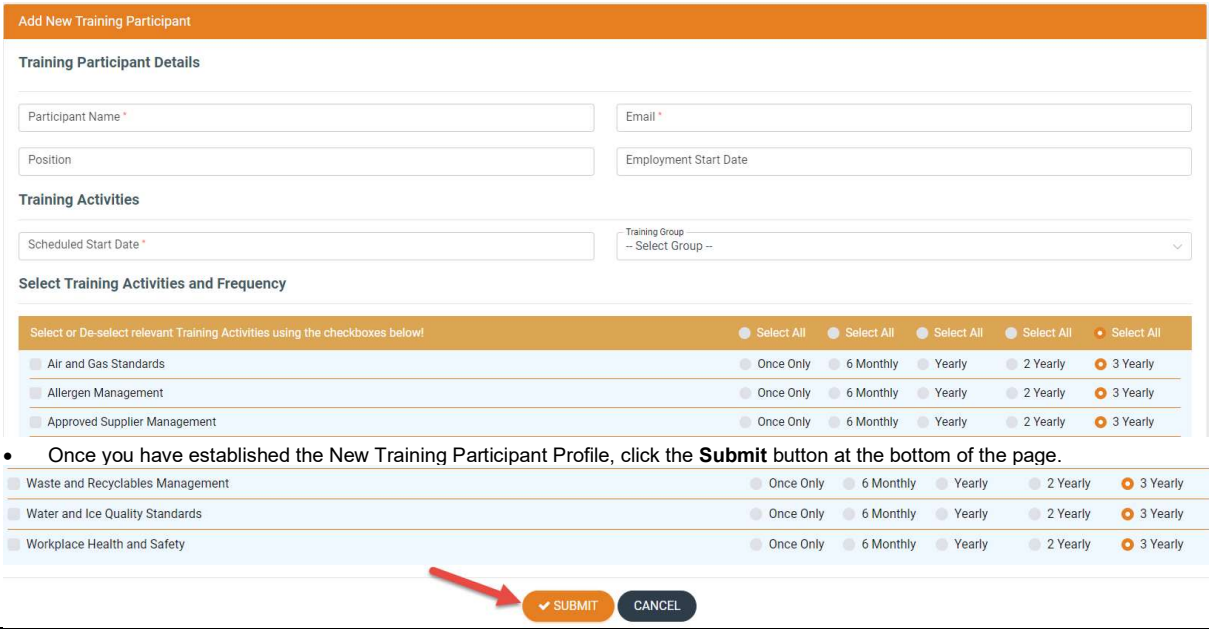
2.a. To Add New (Training Participants), click on the **Add New** button.



2.b. The Add New Training Participant page allows you to input the details of Training Participants, including details for:

- Training Participant Details
  - Participant Name
  - Email
- Training Activities
  - Scheduled Start Date
  - Training Group (If relevant)
- Select Training Activities and Frequency
  - Select or De-select relevant Training Activities
  - Nominate Timeframes for Training Activities as:
    - Once Only
    - 6 Monthly
    - Yearly
    - 2 Yearly
    - 3 Yearly

**!** The haccp.com Online FS&Q Training functionality does not permit the use of the same email ID for more than 1 Training Participant. This ensures you are able to track and manage Training Participants within the scope of the haccp.com platform.



**Add New Training Participant**

**Training Participant Details**

Participant Name \* Email \*

Position Employment Start Date

**Training Activities**

Scheduled Start Date \* Training Group -- Select Group --

**Select Training Activities and Frequency**

Select or De-select relevant Training Activities using the checkboxes below!

	Select All	Select All	Select All	Select All	Select All
<input type="checkbox"/> Air and Gas Standards	<input type="radio"/> Once Only	<input type="radio"/> 6 Monthly	<input type="radio"/> Yearly	<input type="radio"/> 2 Yearly	<input checked="" type="radio"/> 3 Yearly
<input type="checkbox"/> Allergen Management	<input type="radio"/> Once Only	<input type="radio"/> 6 Monthly	<input type="radio"/> Yearly	<input type="radio"/> 2 Yearly	<input checked="" type="radio"/> 3 Yearly
<input type="checkbox"/> Approved Supplier Management	<input type="radio"/> Once Only	<input type="radio"/> 6 Monthly	<input type="radio"/> Yearly	<input type="radio"/> 2 Yearly	<input checked="" type="radio"/> 3 Yearly
<input type="checkbox"/> Waste and Recyclables Management	<input type="radio"/> Once Only	<input type="radio"/> 6 Monthly	<input type="radio"/> Yearly	<input type="radio"/> 2 Yearly	<input checked="" type="radio"/> 3 Yearly
<input type="checkbox"/> Water and Ice Quality Standards	<input type="radio"/> Once Only	<input type="radio"/> 6 Monthly	<input type="radio"/> Yearly	<input type="radio"/> 2 Yearly	<input checked="" type="radio"/> 3 Yearly
<input type="checkbox"/> Workplace Health and Safety	<input type="radio"/> Once Only	<input type="radio"/> 6 Monthly	<input type="radio"/> Yearly	<input type="radio"/> 2 Yearly	<input checked="" type="radio"/> 3 Yearly

Once you have established the New Training Participant Profile, click the **Submit** button at the bottom of the page.

SUBMIT CANCEL

- The Training Activity Schedule column within the Training Matrix format includes the allocated schedule against which the relevant Training Activity will be completed by the Training Participant. The available schedules include Once Only, 6 Monthly, Yearly, 2 Yearly or 3 Yearly.
- haccp.com Online FS&Q Training will automatically request Training Activities for Training Participants by email based upon the nominated Training Activity Schedule.
- The Training Activity Schedule can only be edited by the Registered User.

! If you choose 6 Monthly, Yearly, 2 Yearly or 3 Yearly as the Training Activity timeframe, the Training Participant will receive automated email requests to complete Refresher training at the nominated schedule.

### 3. Creating and Managing My Training Groups

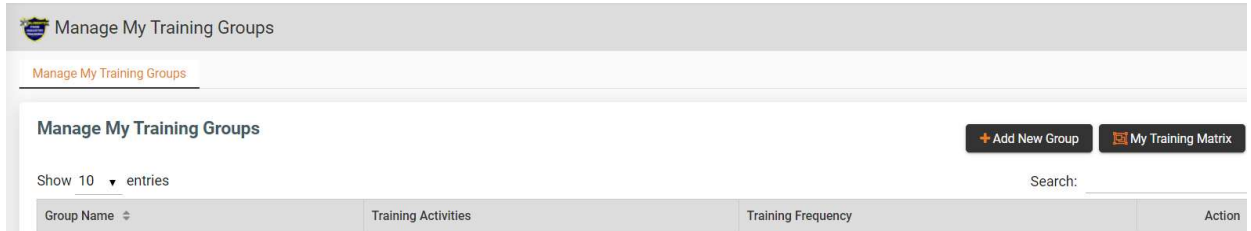
To Create or Manage Training Groups, click on the **My Training Groups** button.



! Applying Training Groups is not mandatory, but it saves you time when adding new Training Participants. You can also nominate additional Training Activities to a Training Participant outside of a Training Group.

The Manage My Training Groups page allows you to select Training Activities and Timeframes for groups within your business, including details for:

- Group Name
- Training Activities
- Training Frequency



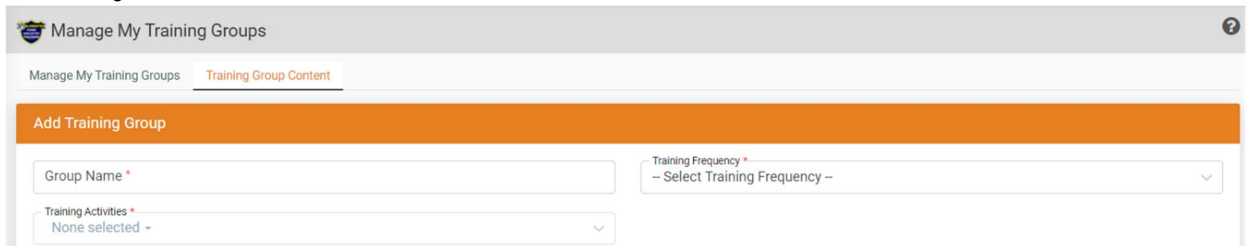
! Where required, you may also choose to use the Training Groups established by haccp.com to apply to your Training Matrix.

To Add a New Training Group, click on the Add New Group button.

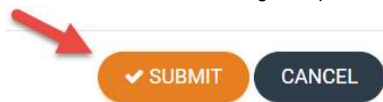


The Add Training Group page allows you to input details for:

- Training Group Name
- Training Frequency
- Training Activities



Once you have established the Training Group details, click the Submit button at the bottom of the page.



To edit the Training Group details, click on the Edit Icon within the Action column of the Training Group listing.


Manage My Training Groups

Manage My Training Groups

Manage My Training Groups

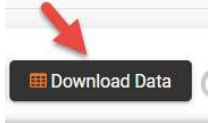
Show 10 entries

Search:

Group Name	Training Activities	Training Frequency	Action
Quality Assurance Team	Air and Gas Standards, Allergen Management, Approved Supplier Management	3 Yearly	

**4. Download Data**

To download your Online FS&Q Training Data, click on the Download Data button.



Your requested Online FS&Q Training Data will be downloaded as an Excel format according to your browser functionality and settings.

- The Online FS&Q Training Data includes details for:
  - Participant Name
  - Email
  - Employment Start Date
  - Scheduled Training Activity
  - Training Frequency
  - Schedule Start Date
  - Assessment Completion Date
  - Assessment Outcome
  - Competency Verification Date

The Online FS&Q Training Data file will include details of the current status of your haccp.com Training Participants and can be used as a Training Matrix status summary.

**5. Show Archive**

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 Show Archived Training Participants, simply click on the **Show Archive** Button.



- You can choose to Hide Archived Training Participants by clicking on the activated **Show Archive** Button.

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.

**6. Search Mechanism**

To Search for Training Participants, enter the Name and / or Email of the relevant Training Participant and click to **Search**.

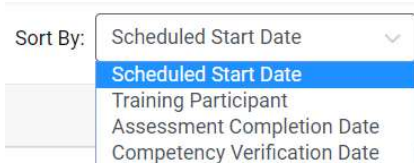
- Results of the Search will be displayed within the Training Participant Listing area.



**7. Sort By Mechanism**

To Sort the order of displayed Training Participants, select your Sorting criteria from the options provided.

- Training Participants will be displayed by your chosen criteria.





8. Maintaining Your Online FS&Q Training Matrix	
8.a.	<p>Use the functionalities described above to Maintain Your Online FS&amp;Q Training Matrix.</p> <ul style="list-style-type: none"><li>• New Training Participants can be added as required.</li><li>• Existing Training Participants and their Training Activities can be edited as required.</li></ul> <p><b>!</b> <a href="#">To View and Edit Online FS&amp;Q Training Participant Profiles, please refer to the relevant haccp.com User Guide!</a></p>

**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](mailto: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!

<b>Training Date</b>		<b>Training Activity Name</b>	
<b>Training Start Time</b>		<b>Training Finish Time</b>	
<b>Training Activity Description</b>	AFIT - Establishing and Maintaining Your Online FS&Q Training Matrix - haccp.com User Guide	<b>Training Duration</b>	
<b>Training Location</b>		<b>Trainer Name</b>	
<b>Trainer Position</b>		<b>Trainer Qualifications</b>	
<b>Description of the Competency Verification Method Used</b> (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)			

<b>Training Participant Name</b>	<b>Training Participant Initial</b>	<b>Trainer Initial as Verification of Competency</b> (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.**

<b>Verified By</b>		<b>Date</b>	
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