


FIC - Using FS&Q Program Manuals “To be Reviewed!” Checklists - haccp.com User Guide


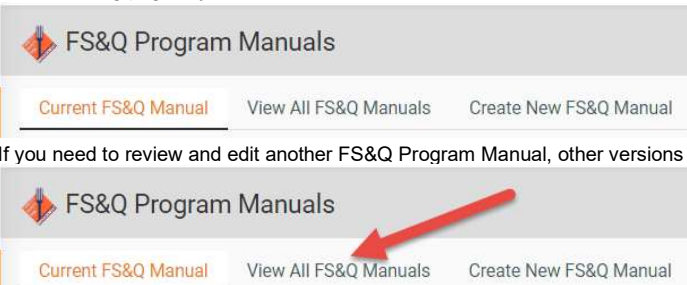

Last modified: 22 July 2020

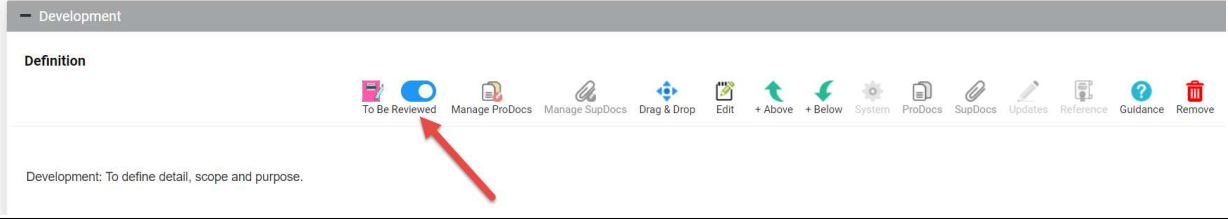

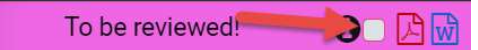



This User Guide provides instructions for how to use the FS&Q Program Manual “To be Reviewed!” functionality on the haccp.com platform, including:


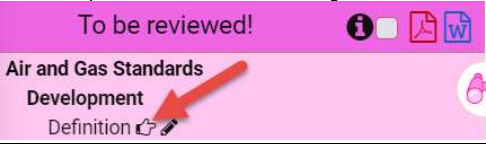
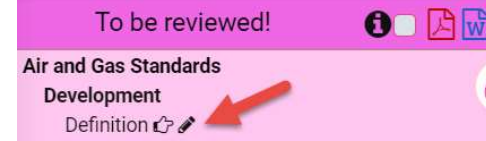
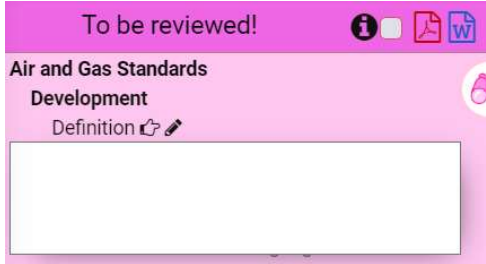
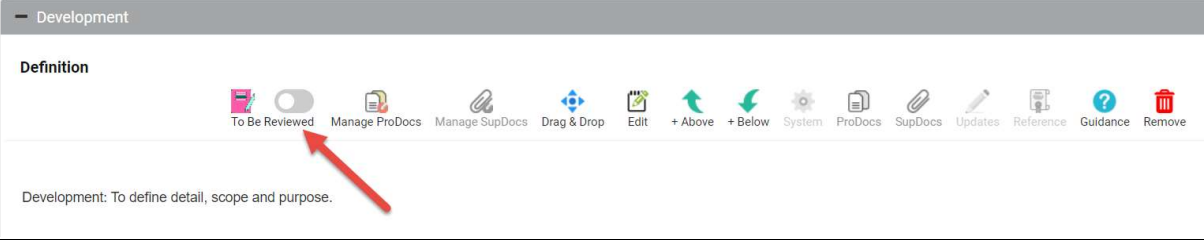
- 1. **Selecting and Deselecting FS&Q Program Manuals Content for Review.**
- 2. **Filtering “To be Reviewed!” Content.**
- 3. **Viewing and Using the FS&Q Program Manuals “To be Reviewed!” Checklist.**
- 4. **Adding, Viewing and Editing “To be Reviewed!” Notes.**
- 5. **Downloading PDF or WORD “To be Reviewed!” Checklists.**

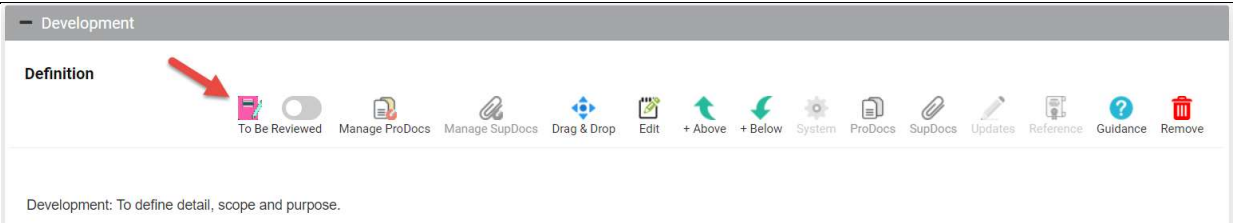
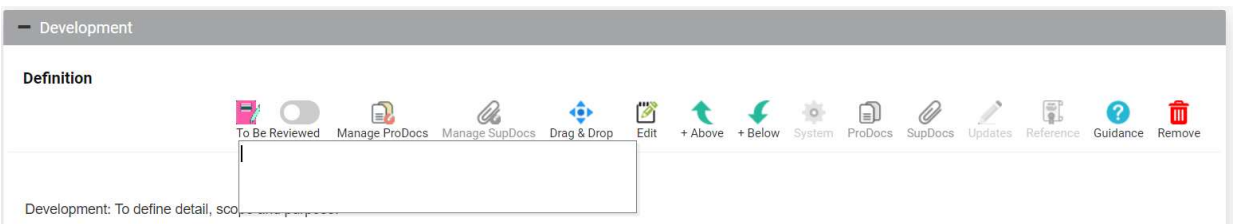
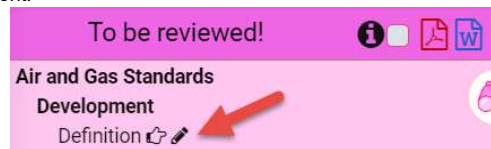

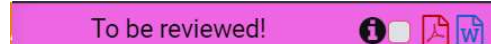
You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!

	<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; color: white; font-weight: bold;">...All this and more for only \$499 USD per year!</p>
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Step	1. Selecting and Deselecting FS&Q Program Manuals Content for Review
1.a.	Login to your haccp.com account.
1.b.	<p>Go to RESOURCES / FS&Q Program Manuals.</p>  <div style="border: 1px solid blue; padding: 2px; margin-top: 5px;"> <p>! A current subscription to the haccp.com FS&Q Program Manuals functionality is required for full access.</p> </div>
1.c.	<p>The default landing page is your Current FS&Q Manual.</p>  <ul style="list-style-type: none"> • If you need to review and edit another FS&Q Program Manual, other versions can be located within the View All FS&Q Manuals tab. <p>Click on the Go To link within the Action Column to view the relevant FS&Q Program Manual.</p> 
1.d.	<p>Within your open FS&Q Program Manual view, use the toggle button to select or deselect the FS&Q Program Manual content requiring review. The following FS&Q Program Manual content can be nominated for review:</p> <ul style="list-style-type: none"> • Text Content • ProDocs • SupDocs

	
1.e.	<p>To Select All FS&Q Program Manual content for review, open the To be Reviewed! Checklist and check the top checkbox.</p> <ul style="list-style-type: none"> You will be prompted to confirm this action to proceed! <p>! Once this status has been changed, any pre-existing "To be Reviewed!" content within your checklist will be lost, so please ensure you are happy to have your "To be Reviewed!" Checklist status renewed!</p> 
1.f.	<p>To Deselect All FS&Q Program Manual content for review, open the To be Reviewed! Checklist and check the top checkbox.</p> <ul style="list-style-type: none"> You will be prompted to confirm this action to proceed! <p>! Once this status has been changed, any pre-existing "To be Reviewed!" content within your checklist will be lost, so please ensure you are happy to have your "To be Reviewed!" Checklist status renewed!</p> 
<p>2. Filtering To be Reviewed! Content.</p>	
2.a.	<p>To Filter "To be Reviewed!" FS&Q Program Manual content, click on the pink binoculars icon on the filter.</p> <ul style="list-style-type: none"> Any FS&Q Program Manual content selected with "To be Reviewed!" status will be displayed within the FS&Q Program Manuals content area. <p>! If you don't have any of your content selected as "To be Reviewed!", no content will display when this filter is activated.</p> 
<p>3. Viewing and Using the FS&Q Program Manuals To be Reviewed! Checklist.</p>	
3.a.	<p>To View your "To be Reviewed!" Checklist click on the pink binoculars icon on the left side menu bar.</p> 
3.b.	<p>Your "To be Reviewed!" Checklist will display, showing each of the Food Standard Elements of your FS&Q Program Manual in which you have checked.</p> 
3.c.	<p>To view any FS&Q Program Manual Content "To be Reviewed!", click on the Food Standard Element text.</p> <ul style="list-style-type: none"> This will expand to display any parts of your FS&Q Program Manuals selected for review.

	
<p>3.d.</p>	<p>To View any FS&Q Program Manual content "To be Reviewed!", simply click on the GO TO (Hand) Icon.</p> <ul style="list-style-type: none"> This will open the relevant FS&Q Program Manual content within the content area. 
<p>3.e.</p>	<p>To Add, View or Edit Notes within the "To be Reviewed!" Checklist simply click on the Pencil Icon next to the relevant FS&Q Program Manual content.</p> <ul style="list-style-type: none"> This will open the Notes Text Field for use as required. <ul style="list-style-type: none"> Any Notes added or edited here, will also be added or edited within the corresponding notes within the FS&Q Program Manuals area.  
<p>3.f.</p>	<p>To Delete FS&Q Program Manual content from your "To be Reviewed!" Checklist, Go To the relevant area of your FS&Q Program Manual and deselect the toggle button.</p> <ul style="list-style-type: none"> Following deselection of the toggle button, that content will no longer be included within your "To be Reviewed!" Checklist. 
<p>4. Adding, Viewing and Editing "To be Reviewed!" Notes.</p>	
<p>4.a.</p>	<p>To Add, View or Edit Notes within the FS&Q Program Manuals content area, simply click on the Notepad and Pencil Icon</p>

	<div data-bbox="243 178 1469 399">  </div> <p>Development: To define detail, scope and purpose.</p> <ul style="list-style-type: none"> This will open the Notes Text Field for use as required. <ul style="list-style-type: none"> Any Notes added or edited here, will also be added or edited within the corresponding notes within the FS&Q Program Manuals area. <div data-bbox="243 472 1469 693">  </div> <div data-bbox="243 703 1469 745" style="border: 1px solid blue; padding: 2px;"> <p>! "To be Reviewed!" Notes can be added, viewed and edited regardless of whether that content is selected for inclusion within the "To be Reviewed!" Checklist.</p> </div>
<p>4.b.</p>	<p>To Add, View or Edit Notes within the "To be Reviewed!" Checklist simply click on the Pencil Icon next to the relevant FS&Q Program Manual content.</p> <div data-bbox="284 808 771 955">  </div> <ul style="list-style-type: none"> This will open the Notes Text Field for use as required. <ul style="list-style-type: none"> Any Notes added or edited here, will also be added or edited within the corresponding notes within the FS&Q Program Manuals area. <div data-bbox="284 1029 771 1281">  </div>
<p>5. Downloading PDF or WORD "To be Reviewed!" Checklists.</p>	
<p>5.a.</p>	<p>Within your "To be Reviewed!" Checklist view, click on either the PDF or WORD download icon.</p> <ul style="list-style-type: none"> Your PDF or WORD Checklist will be generated and will download according to you browser settings. Once you have downloaded your "To be Reviewed!" Checklist, you can use this as required to manage your FS&Q Program Manual review processes. <div data-bbox="284 1428 771 1470">  </div>

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!

