

User Guide: OnBrand Mobile Technology[®] Reporting Site

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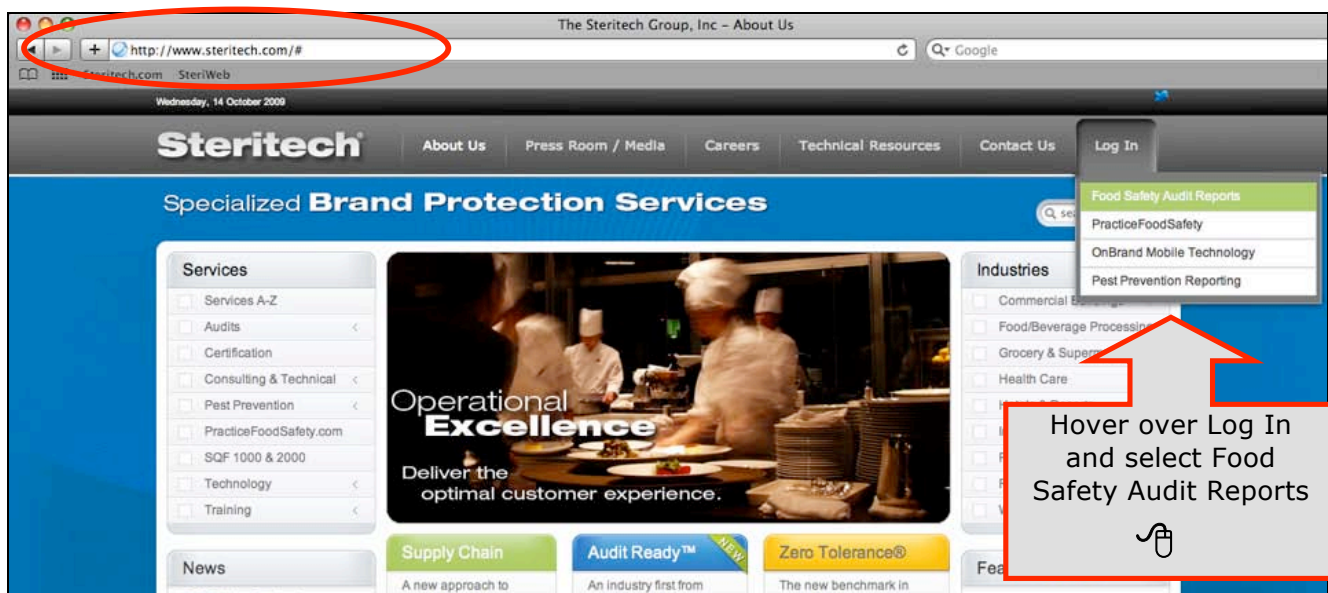
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INTRODUCTION

Steritech's secure online reporting system allows users to easily access their assessment data, generate ad hoc reports, review established and developing performance trends and document corrective actions.

This document outlines how to access and use the reporting system in an easy, step-by-step manner. If, after reviewing this User Guide, you still have difficulty accessing the OnBrand Mobile Technology[®] Reporting Site please call Steritech's Customer Care Center at 1.888.868.2435.

STEP 1 – OPEN STERITECH'S WEBSITE



HOMEPAGE

1. Go to the Steritech website: www.steritech.com
2. Hover over the Log In button in the top menu and click on "Food Safety Audit Reports" in the drop down menu (the menu will highlight green when selected, as pictured above).



Tip: Add this web address to your favorites list or bookmarks.

STEP 2 – ACCESS REPORTING SITE

Once you've entered the Food Safety Audit Reports area, you will be prompted on a new screen to enter your Username and Password.



The screenshot shows the Steritech login interface. On the left is the Steritech logo with the phone number 888.865. The main form contains fields for 'Username:' and 'Password', a 'Login' button, and a link for 'I don't know my login information'. Below the form are links for 'English' and 'Français'. Two red callout boxes with arrows point to the 'Login' button and the 'I don't know my login information' link. A third red callout box with an arrow points to the 'Username:' and 'Password' input fields.

LOGIN

1. Enter your Username.
2. Enter your Password.
3. Click the **Login** button.



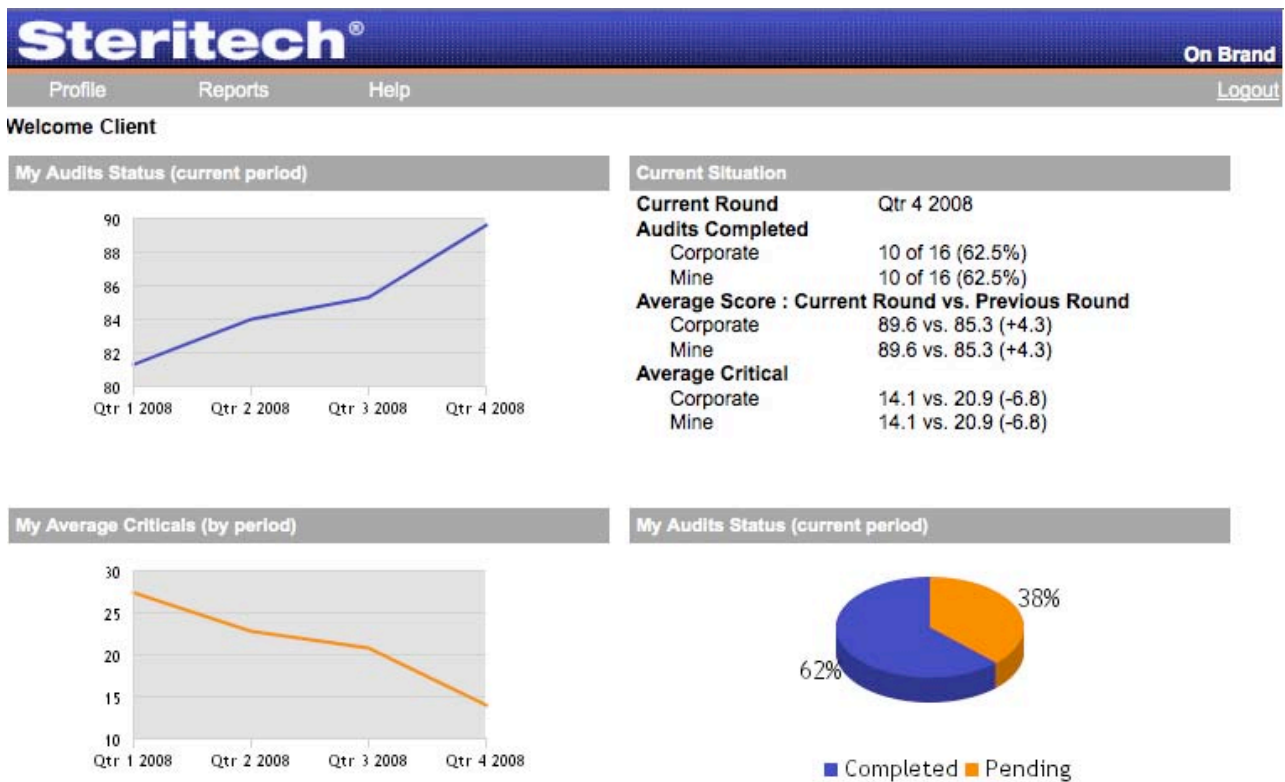
If you don't have your Username or Password click on [I don't know my login information](#) link. You will need either your username or email address to retrieve your login information.

STEP 3 – HOMEPAGE

Below is a view of your homepage, also known as the Dashboard.

The Dashboard consists of four Quadrants:

1. **My Audits Status (current period):** Average scores over the last year (in this example, 4 rounds)
2. **Current Situation:** Comparison of data between company and hierarchy level
3. **My Average Criticals (by period):** Average criticals over the last year
4. **My Audits Status (current period):** Percentage of audits completed this round



STEP 4 – SELECT REPORT GROUP

TO SELECT A REPORT GROUP

1. Place the mouse on **Reports** on the navigation bar to display the reporting group options.
2. Place the mouse on **Performance Reports** in the drop down menu to display the performance report gallery **OR** place the mouse on **Trend Reports** in the drop down menu to display the trend report gallery. The report gallery will display as a fly out menu to the right of the menu.

Performance Reports: Reports using data from one round of audits

Trend Reports: Reports comparing data from multiple rounds of audits

My Audits Status (current period)

Quarter	Audit Score
Qtr 1 2008	82
Qtr 2 2008	84
Qtr 3 2008	85
Qtr 4 2008	89

Current Situation

Current Round	Qtr 4 2008
Audits Completed	10 of 16 (62.5%)
Corporate	10 of 16 (62.5%)
Mine	10 of 16 (62.5%)
Average Score : Current Round vs. Previous Round	
Corporate	89.6 vs. 85.3 (+4.3)
Mine	89.6 vs. 85.3 (+4.3)
Average Critical	
Corporate	14.1 vs. 20.9 (-6.8)
Mine	14.1 vs. 20.9 (-6.8)

My Average Criticals (by period)

Quarter	Average Criticals
Qtr 1 2008	28
Qtr 2 2008	23
Qtr 3 2008	21
Qtr 4 2008	14

My Audits Status (current period)

Status	Percentage
Completed	62%
Pending	38%

STEP 5 – SELECTING A REPORT FROM THE REPORT GALLERIES

SELECTING A SPECIFIC REPORT FROM THE PERFORMANCE REPORTS GALLERY

1. Place the mouse on **Performance Reports** to display the report gallery.
2. Click on any of the Performance or Trend Report options (e.g. Corrective Action Status) to view that report.

The screenshot displays the Steritech reporting interface. At the top, the 'Performance Reports' menu item is highlighted with a red circle. A dropdown menu is open, listing various report options such as 'Food Safety Audit', 'Corrective Action Status', 'Ad-hoc Report', 'Top Criticals', 'Top Deficiencies', 'Deducted Item Report', 'Deductions', 'Top Scores', 'Bottom Scores', 'Top 10 / Bottom 10', 'Score Graph With Average', 'Location Ranking', 'Location / Department Average Point Value', 'Multiple Choice Report', and 'Locations by Rating'. A red arrow points from a text box to the dropdown menu. The text box contains the instruction: 'Click on any report in the drop down menu to view that report.' Below the dropdown menu, there are several data visualizations: a line graph showing scores from Qtr 1 2008 to Qtr 4 2008, a line graph showing 'My Average Criticals (by period)', and a 3D pie chart showing 'Completed' (62%) and 'Pending' (38%) items.

Description of Reports

- **Food Safety Audit:**
Audit results for a current or previous round
- **Corrective Action Status Report:**
Allows users to enter follow-up action to violations observed during the audit
- **Audit Data Download:**
All the data from one round of audits
- **Ad-hoc report:**
Multi-function report that allows the user to search audit data by selected round or period using multiple filters
- **Top Criticals:**
Lists the top cited critical violations by selected round or period
- **Top Deficiencies:**
Lists the top cited violations, both critical and non-critical, by round or period
- **Deductions:**
Lists all violations cited on the audit, filtered by location and round
- **Top Scores:**
Lists the top performing locations for a selected round or period
- **Bottom Scores:**
Lists the lowest performing locations for a selected round or period
- **Top 10/Bottom 10:**
Lists the highest performing 10 and lowest performing 10 scores for a selected round or period
- **Score Graph with Average:**
Graph displaying the average score for a selected round or period
- **Location Ranking:**
Ranks locations by score, critical violations or both for a selected round or period
- **Location/Department Average Point Value:**
Lists the department score by location for a selected round or period (used with multi-department audits only)

- **Multiple Choice Report (optional report if Multiple Choice is used):**
Lists the count that each multiple choice item was cited for a selected round or period
- **Locations by Rating:**
Lists the rating, score and count of critical violations for locations by round- can be filtered by Audit or Reaudit
- **Completed Audit Info Report:**
Lists the score, rating, count of critical violations and corrective action completion status for a selected round or period
- **Corrected Onsite Dashboard (optional report if Corrected On Site feature is used):**
Number of violations corrected at the time of the audit compared to total number of violations cited.

SELECTING A SPECIFIC REPORT FROM THE TREND REPORTS GALLERY

1. Place the mouse on **Trend Reports** to display the report gallery.
2. Click on any of the Performance or Trend Report options (e.g. Corrective Action Status) to view that report.

The screenshot shows the Steritech reporting site interface. At the top, there is a navigation bar with 'Steritech' and 'On Brand' logos. Below this, there are tabs for 'Profile', 'Reports', and 'Help'. The 'Reports' tab is active, and a dropdown menu is open, showing 'Performance Reports' and 'Trend Reports'. The 'Trend Reports' option is highlighted, and a mouse cursor is pointing at it. A callout box with a red border and a mouse cursor icon points to the dropdown menu, containing the text: 'Click on any report in the drop down menu to view that report.' Below the navigation bar, there is a 'Welcome Client' message and a 'My Audits Status (current period)' section. This section contains a line graph showing scores from Qtr 1 2008 to Qtr 4 2008, with values increasing from approximately 81.5 to 88.5. To the right of the graph is a table of 'Average Critical' data:

Mine	89.6 vs. 85
Corporate	14.1 vs. 20.9 (-6.8)
Mine	14.1 vs. 20.9 (-6.8)

Below the 'My Audits Status' section, there are two more visualizations: 'My Average Criticals (by period)' and 'My Audits Status (current period)'. The 'My Average Criticals' section contains a line graph showing values decreasing from approximately 28 in Qtr 1 2008 to 14 in Qtr 4 2008. The 'My Audits Status' section contains a 3D pie chart showing 'Completed' at 6.2% and 'Pending' at 38%.

Description of Reports

- **Current/Prior Report:**
Graph that shows average scores for selected current round and previous round
- **Current/Prior Department Report:**
Lists the score by department for a selected current and previous round or period
- **Round Report:**
Score comparison for up to four rounds of audits
- **Score Trends:**
Line graph showing score comparison for up to four rounds of audits.
- **Same Store Comparison Report:**
Score, critical violation and rating comparison report for a selected current and previous round or period
- **Repeat Violation:**
Lists the total count and percentage of critical and/or non-critical violations deducted in the current round or period compared to the critical and/or non-critical violations deducted in a previous round or period
- **Repeated Item Report:**
Lists the repeated violation and count of how many rounds the item has repeated.
- **Audit Info Report:**
Lists scores for current and previous rounds, sorted by hierarchy levels.



STEP 6 – GENERATE REPORT

TO GENERATE SPECIFIC REPORTS

1. Select the appropriate Filter Options.
 - Select Round / Period
 - Select Locations based on hierarchy set-up by clicking on the "Edit" link.

Click the Edit link to select Locations

Select Filter Option from the drop down menu

Select Specific Date or Date Range

https://foodsafety.steritech.com/popup/KI

Day Apr 17 2009

Week WK-1E 2009

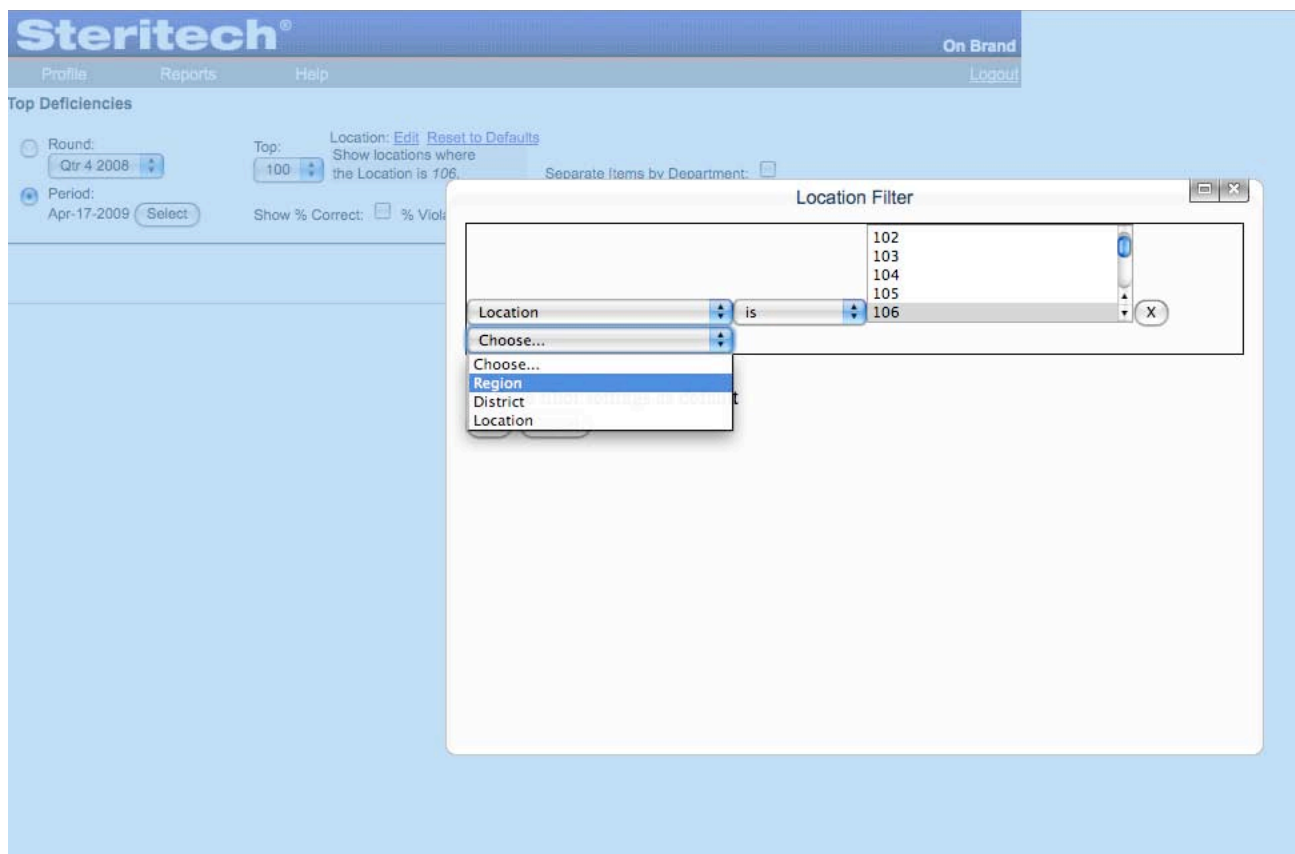
Month Apr 2009

Quarter Q-2 2009

Year 2009

Between Apr 17 2009 and Apr 17 2009

OK Cancel



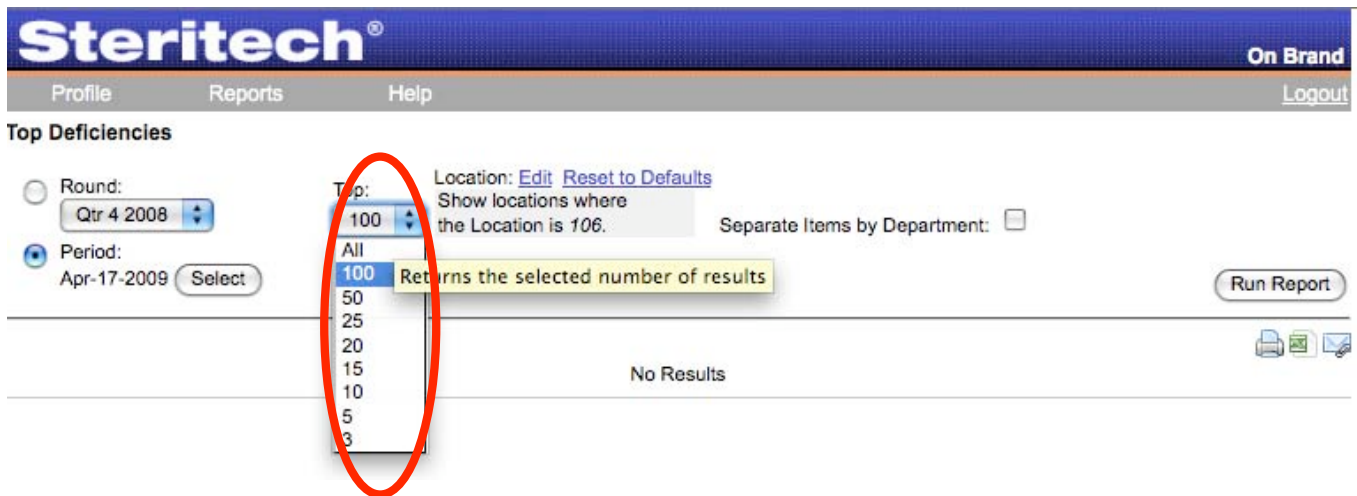
Other Filter Options

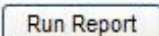
The "Edit" or "Location Filter" allows you to filter by hierarchy level (e.g. Region, District, Location).

Other filter options depend on the selected report. These options are illustrated on the following pages.

Top Deficiencies:

- Select number of items to view (i.e. 100, 50, 10)
- Check the % Correct and/or % Violations boxes
- Check the "Separate items by Department" box (only applicable to locations with multiple departments)



You must click the  button every time you generate a new report.

The following report is an example of a Top Deficiencies Report:

Steritech[®]
On Brand

Profile Reports Help
Logout

Top Deficiencies

Round: Qtr 4 2008
Top: 5
Location: [Edit](#) [Reset to Defaults](#)

Period: Apr-17-2009 Select
Show locations where the Location is 106.
Separate Items by Department:
Show % Correct: % Violations:
Run Report

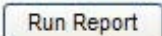
Item	Description	Count	% Correct	% Violations	Department	Category	Critical
101	Cold potentially hazardous foods maintained at 41°F or below in all cold-holding devices including reach-in refrigerated units, cold-top storage devices and ice wells.	1	0.0%	100.0%	Deli	Temperature Control	Critical
101	Cold potentially hazardous foods maintained at 41°F or below in all cold-holding devices including reach-in refrigerated units, cold-top storage devices and ice wells.	1	0.0%	100.0%	Grocery/Backroom	Temperature Control	Critical
108	Food from commercial suppliers; food and packaging in sound condition; source tags for shellfish held at least 90 days after harvest.	1	0.0%	100.0%	Seafood	Food Handling	Critical
109	Date marking is applied at time of preparation to ready-to-eat potentially hazardous food prepared on site and intended to be held cold more than 24 hours and does not exceed 7 days shelf life.	1	0.0%	100.0%	Deli	Food Handling	Critical
	Potentially hazardous foods properly handled for time/temperature control: foods at proper temperature before						

Corrective Action Status Report

- Select Status (i.e. Completed, Pending, All)
- Select State (i.e. not all states shown in this screen shot)

The screenshot shows the 'Corrective Action Status' report form. The 'Status' dropdown menu is open, and the 'Pending' option is selected. The 'Run Report' button is visible on the right side of the form.

The screenshot shows the 'Corrective Action Status' report form. The 'State' dropdown menu is open, and the 'All' option is selected. The 'Run Report' button is visible on the right side of the form.

You must click the  button every time you generate a new report.

STEP 7 – VIEW REPORT

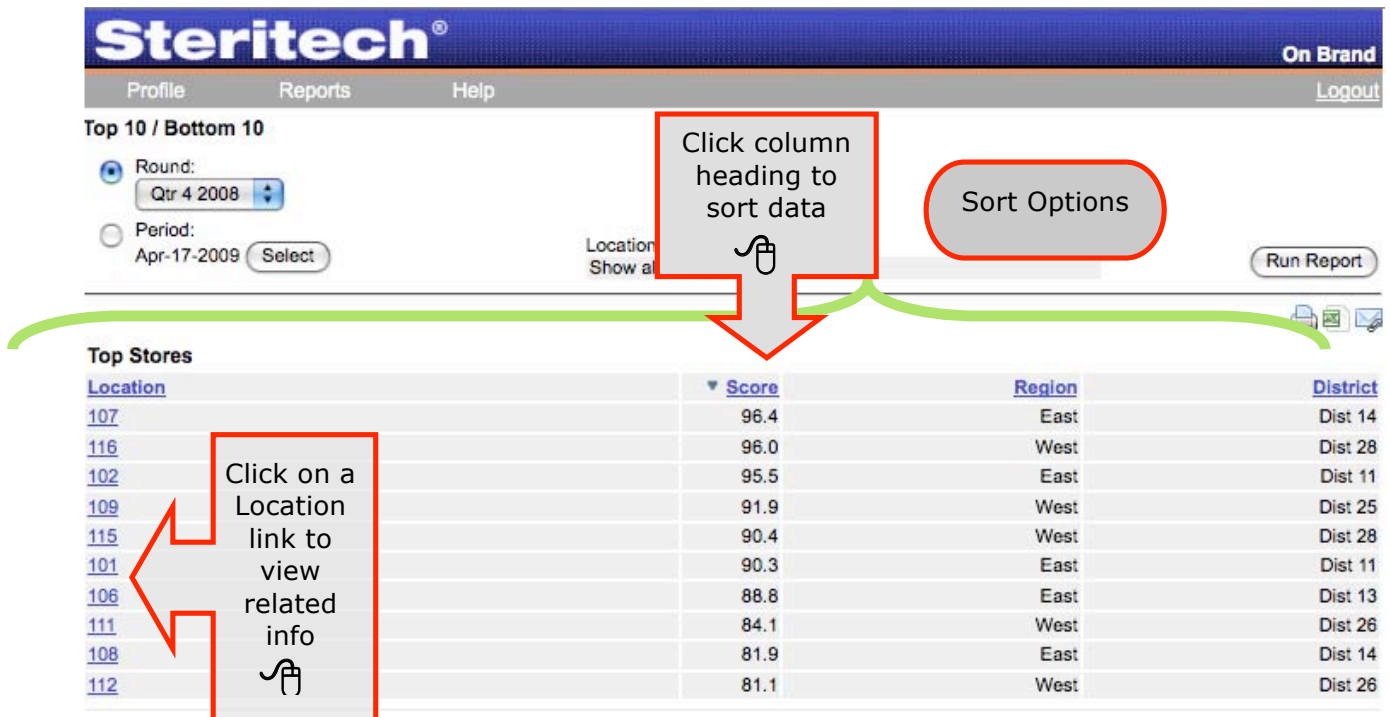
REVIEWING DATA

1. Sorting report data by differing variables often highlights performance trends that would be otherwise overlooked.

Click any column heading, such as Location, Score, Region, District or other heading used by your organization. The report data sorts in ascending order according to the selected column.

2. Selected report data is linked to related information or its additional source. Click the hyperlink to display the related data.

Remember: You must click the  button to generate the report and view data.



Top 10 / Bottom 10

Round: Qtr 4 2008 Period: Apr-17-2009

Location Show at

Top Stores

Location	Score	Region	District
107	96.4	East	Dist 14
116	96.0	West	Dist 28
102	95.5	East	Dist 11
109	91.9	West	Dist 25
115	90.4	West	Dist 28
101	90.3	East	Dist 11
106	88.8	East	Dist 13
111	84.1	West	Dist 26
108	81.9	East	Dist 14
112	81.1	West	Dist 26

STEP 8 – PRINT REPORT

Steritech[®] On Brand
 Profile Reports Help Logout

Food Safety Audit

Round: Location: Include N/A, N/O Items: Include Page Breaks: Run Report

James Grocery
 Location: 101
 ID Number:
 Manager: Mike Sullivan
 Street:
 City: N/A

Food Safety Audit

Rating: Available Print Options

Auditor:
Date:
Start Time:
End Time:

SUMMARY

	Critical	Non-Critical	Score
Deli	3	8	87.3%
Bakery	4	6	84.2%
Meat	2	4	91.1%
Seafood	0	2	98.4%
Produce	3	3	88.3%
Grocery/Backroom	0	4	94.8%
Total	12	27	90.3%

General Comments

- The best practices observed today were: 1) cut melons properly pre-chilled prior to being placed for sale in Produce, 2) foods cooked to the proper internal temperature in the Deli and 3) thermometers properly calibrated throughout the store.
- The most urgent issues observed today were: 1) live cockroaches observed in the Deli, 2) improper sanitizer concentration observed in Produce, Meat and Bakery and 3) hands not properly washed when required in Produce.

Temperature Control	97.1%
<u>Deli - 0</u>	
Total:	31 out of 31
<u>Bakery - 2</u>	

PRINT OPTIONS

Click on a print icon to print your report.



Print: Prints report on selected printer.



CVS: Saves or opens report in a spreadsheet format. Note when saving, look for the .xls or .xlsx file extension.*



E-mail: Emails report to user. Separate names with comma.



PDF: Saves or opens report in Adobe Acrobat PDF format.*

*Not all reports available in this format.



Warning! Users are automatically logged out after **60 minutes** of inactivity. When entering corrective actions, we recommend you click the save button every 5 minutes.