



HACCP Builder Training / Instruction Manual



186 Washington Street
Saint Paul, MN 55102

Client Guide



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HACCP BUILDER OVERVIEW

HACCP is the Hazard Analysis Critical Control Point food safety system that was developed to ensure food safety for United States Military and NASA well over 30 years ago. The HACCP Builder food safety solution's foundation is the USDA and FDA approach to HACCP.

Our team of experts worked with HACCP and food safety experts Pete Snyder and Tom Johnson of Johnson Diversified Products. We implemented, in detail, the HACCP plan requirements, deliverables and ongoing management regulations to design, develop and deliver an easy-to-use comprehensive HACCP compliance solution.

In accordance with these guidelines, HACCP Builder emphasizes food safety programs including standard operating procedures (SOP's), pest control, training, equipment maintenance, cleaning and sanitation. The key USDA documents and tasks are built right into HACCP Builder. Each critical task has automated prompts to notify each key player of their duties and provides online forms to report task completion. The notifications are typically delivered to the individual Site's Food Services Manager as well as the Corporate or Regional Food Services Manager.

Once the Site's Food Services Manager completes their tasks and the reporting form, both the Site Food Services Manager and Corporate Food Services Manager receives automated notification of completion. This systematic approach will enable you to keep your entire organization HACCP compliant on an ongoing basis.

This Individual Site/Kitchen/Location Instruction Guide features instructions for each of the three products and their respective capabilities. Each product will explain the capabilities included with that specific product.

HACCP Builder offers three different products and certain functionality is available in each product:

- HBflex
- HBflex with online reporting
- Command Central

KEY NOTE: The FREE TRIAL does not provide you with the ability to customize the following items:

- Activate/De-Activate Logs
- Log Temperature Ranges for Corrective Actions Prompting and Alerts
- Standard Operating Procedures
- Food Safety Check List
- Validation Worksheet
- CCP's and CP's
- Food Category Classifications
- Email Task Notifications

HACCP Builder's Command Central, HBFlex with Reporting and HBFlex all contain separate levels master customization and reporting. Please feel free to ask about these capabilities.



Corporate Control Center



HBflex and HBflex with Reporting Corporate Control Panel:

The first page that you land on when you enter the after you receive your Corporate Control login is below. HACCP Builder will set-up your corporate control panel and in this panel you will perform the following tasks:

- Control Panel (the first page you will land on when you login)
- Manager Users
- Create Location
- Copy Location
- Alerts
- Reports
- User Guide/Training Manual
- See Your Individual Locations
- Assign Locations Master Page (This allows you to assign custom groups to a location(s))
- SOP Manager Panel (Create Custom SOPs and Group{s})
- Food Safety Manager Panel (Create Custom Food Safety Questions and Group{s})
- Validation Manager Panel (Create Custom Validation Worksheet Questions and Group{s})
- Food Category Manager Panel (Create Custom Food Categories, Hazards, CCP's, CP's and Group{s})

There are three different products offered HBflex, HBflex and Command Central. This guide will provide you with the guidance to use any of the three products.



So, let's get started. We will focus on the Corporate level admin panel so you can set up your location(s). First, we will focus on the customization ability for each key Manager area. It is important to understand the customization ability before you proceed in building your locations. You can always re-assign locations to new custom groups.

- Corporate Control Panel (page that you will land on upon logging in for the very first time)
- Creating A Location(s) - *NOTE: Command Central Product is the only product that supports multiple locations*
- Copy A Location(s) - *NOTE: Command Central Product is the only product that supports multiple locations*
- Manage Users
- Viewing Alerts
- Viewing Reports
- **NOTE:** *If you are planning extensive customization in the below bullet points and you have multiple locations, we recommend that you customize your Manager Panels below before building locations. Doing this first will enable you to build your first location, assign the custom groups, and then simply copy that location for other locations that are similar.*
- SOP Manager Panel (Create Custom SOPs and Group{s})
- Food Safety Manager Panel (Create Custom Food Safety Questions and Group{s})
- Validation Manager Panel (Create Custom Validation Worksheet Questions and Group{s})
- Food Category Manager Panel (Create Custom Food Categories, Hazards, CCP's, CP's and Group{s})
- Then, we will begin building your location(s)



Creating A Location:

The very first step in order to enable all capabilities in the system is to create a location. You do not have to worry about all of the location settings at this time because you are able to go back to the individual location(s) at any time and edit the settings. So, let's get started and simply click on CREATE LOCATION top navigation tab.



After clicking you will land on the following page:

Now, please complete the form with the information that you want as the contact information for your location. In this form, you can choose to turn on or off your e-alerts (if you have Command Central), plus which reports/logs you would like on or off, plus you can change the default temperatures for the logs (if a range is outside of the temperature range, the system will prompt the location user to complete a corrective action). Once you complete this form click on **SUBMIT** and your location(s) will be created and the system will automatically assign and user name and password and email the login information to the email address you provided for the location manager..

You can always change the USERNAME and PASSWORD at any time in your corporate control panel for the location. In essence, you will have one set of logins for the corporate level for managing users, SOP's, Food Safety Check List Questions, Validation Worksheet Questions, Food Category Groups and managing reports. Your location logins will manage the day-to-day HACCP Compliance location requirements.



Copy A Location:

This function is only available to Command Central Customers. This function makes it easy for customers who have multiple locations that have the same basic inventory, vendors, ingredients, and food product/menu items. The benefit is that you can create an original location with all details for that location and simply copy that location to others to save time in building a HACCP Plan and reporting. It is this simple:

Click on COPY A LOCATION on the Control Panel and you will land on this page:

{ COPY A LOCATION }

Company: 72908CC	Street Address: Minnesota
Manager: Greg Quas	Phone:
City: Saint Paul	State: Minnesota
Email: greg@sixrm.com	Zip Code: 55102

Go To Main Control Panel

Find Location To Copy: Go

Or click on a location below to copy then change the information

Location Name	Manager	SOP Group
72909loc	Greg Quas	SAMPLE CUSTOM SOPs
72909loccopy	Greg Quas	USDA DEFAULT SOP
8309 Location Creation	Greg Quas	USDA DEFAULT SOP

MASTER LOCATIONS: Please refer to user's guide to understand the value of creating a master location. Creating a master location can save your Corporation an incredible amount of time.

Create Name of Location:

{ INSTRUCTIONS }
Simply fill out the information for the location you wish to create. Once you have filled out the form please click "Click Here To Submit" below.

Once you click submit, an email will be sent to the email address that you provided in the Location Manager Email field. The email sent to that address will provide the recipient with their new logins to log into their location to begin building their Location HACCP plan and reporting.

SPECIAL NOTE: If you have groups of locations that are similar we recommend you build master locations and then copy.

EDIT AN EXISTING LOCATION: Please go back to the Control

Select a location that you wish to copy, and the system will populate all of the fields with that same information. Then, simply change the information in the date fields and click **SUBMIT**.

Once you SUBMIT, the new location will be created and the manager will receive an email with their logins with the location already completed with the HACCP Plan and all appropriate parameters for that location. It is that easy to set up an entire organization's locations.



Manage Users:

Managing Users: Changing Passwords

Simply click on the MANAGE USERS tab in the top navigation. Once you land on the page click on the hotlink in the table underneath USER NAME and the fields will populate. Then, simply change the information to what you would like and click on **SUBMIT**.

The screenshot shows the 'District Users' page of the HACCP Builder application. At the top, there is a header bar with various links and icons. Below the header, there is a search section with fields for 'Search By User Name' and 'Search By Email Address'. Underneath this, a section titled '{ Add/Edit a User }' contains fields for 'Select Location' (a dropdown menu showing '72909loc'), 'User Name' (text input field containing 'qred14'), 'Password' (text input field containing 'quas14'), and 'Email Address' (text input field containing 'quas14'). A 'SUBMIT' button is located below these fields. At the bottom of the page, there is a table with columns: Location Name, User Name, Password, Phone, and Login Level. The table contains three rows of data. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

Location Name	User Name	Password	Phone	Login Level
72909loc	qred14	quas14	612 281 1618	KitchenAdmin
8309 Location Creation	UID0A8AB8	4521267	6122811618	KitchenAdmin
72909loccopy	qred13	quas13	612 281 1618	KitchenAdmin



Viewing Alerts:

Click on the Alerts navigation tab and you will land on this page. This page will let you know by location which locations have alerts turned on and if there are any alerts. If there are alerts, you can click on the alerts hot link and view the alerts for that location so you can take corrective actions.

Kitchen Name	User Name	Manager	Phone	Alerts	Managers Email	Active Alerts
72909loc	greg14	Greg Quas	612 281 1618	ON	g.quas@haccpbuilder.com	NO
72909loccopy	greg13	Greg Quas	612 281 1618	ON	greg@sixrm.com	NO
8309 Location Creation	UID0ABA8E	Greg Quas	6122811618	ON	g.quas@schoolhaccp.com	NO



Once you click on the link under Active Alerts, you will land on the following page. Then, simple click on the hot-link under Alerts next to the report and if there is an alert the system will say YES in the column under Alerts.

The screenshot shows a Mozilla Firefox browser window displaying the 'HACCP Builder | Kitchen Alerts' page. The URL in the address bar is <http://www.haccpbuilder.net/ControlPanel/District/KitchenAlerts.aspx?KitchenId=1157910871&kitchen=72909loc>. The browser's toolbar and menu bar are visible at the top. Below the toolbar, the main content area has a header with tabs: Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. The 'Alerts' tab is currently selected. On the left, there is a sidebar with the title '{ Kitchen: 72909loc }' containing fields for Company (72908CC), Manager (Greg Quas), City (Saint Paul), and Email (greg@sixrm.com). To the right of this sidebar is a section for Street Address, Phone, State (Minnesota), and Zip Code (55102). A large red button labeled 'Go To Main Control Panel' is located below the sidebar. Below these sections is a table titled 'Daily Reports' with columns for the report name and 'Alerts'. The table lists several logs: Cold Holding Log, Cooling Temperature Log, Food Safety Check List, Hot Holding Log, Receiving Log, Refrigeration Log, and Temperature Log. All entries in the 'Alerts' column show 'No'. At the bottom of the page, there is a navigation bar with links for 'Done', 'Weekly Reports', and 'Alerts'.

Daily Reports	Alerts
Cold Holding Log	No
Cooling Temperature Log	No
Food Safety Check List	No
Hot Holding Log	No
Receiving Log	No
Refrigeration Log	No
Temperature Log	No



Viewing Reports:

Simply click on the REPORTS tab in the top navigation. Once you land on the page you can click on the hotlinks:

- View Plan: this will allow you to see the individual location(s) HACCP Plan
- View Reports: this will allow you to view the location(s) Reports

Company: 72908CC
 Manager: Greg Quas
 City: Saint Paul
 Email: greg@sixrm.com

Street Address: Minnesota
 Phone:
 State: Minnesota
 Zip Code: 55102

Go To Main Control Panel

Search By User Location: 72909loc Go

Search By Manager Name: Go

Search By Email Address: Go

Location Name	Manager	Managers Email	Phone	HACCP Plan	Reports
72909loc	Greg Quas	g.quas@hacpbuilder.com	612 281 1618	View Plan	View Reports
72909loc copy	Greg Quas	g.quas@sixrm.com	612 281 1618	View Plan	View Reports
8309 Location Creation	Greg Quas	g.quas@schoolhaccp.com	6122811618	View Plan	View Reports

Click on the location(s) VIEW PLAN or VIEW REPORTS to see the location(s) HACCP Plan or view the individual location(s) reports.



Simply select the report and the date range you would like to view and click **GO**. It's that simple.

The screenshot shows the HACCP Builder software running in Mozilla Firefox. The main window displays a location report for Kitchen ID 72909loccopy. The report includes company details (72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com), street address (Minnesota, Phone: [redacted], State: Minnesota, Zip Code: 55102), and a 'Go To Main Control Panel' button.

In the bottom-left corner of the main window, there is a dropdown menu for selecting a report type. The 'Report:' dropdown is currently set to 'ColdHolding Log'. Other options listed in the dropdown include:

- ColdHolding Log
- Cooling Temperature Log
- Food Safety Checklist
- HotHolding Log
- Receiving Log
- Printable Version
- Refrigeration Log
- Temperature Log
- Thermometer Calibration
- Validation Checklist

Below the dropdown menu is a 'Go' button. The browser's address bar shows the URL: <http://www.haccpbuilder.net/ControlPanel/District/KitchenReport.aspx?KitchenId=1157910875&Name=72909loccopy>.



Creating a Custom SOP Group and Custom SOP's:

Click on **Create Custom SOP Group** in the SOP Manager Panel



After you click on **Create Custom SOP Group** you will land on this page:

Now, horizontally in the middle of the page please type in what you would like to call your custom SOP's group. For our purposes we will call the group SAMPLE CUSTOM SOPs. After you type in the name of your SOP group please click on **GO**.



After you click on **GO**, you will have created the custom SOP group. Now, we have to create your custom SOP's. The system will place the default standard SOP's in the group so you can choose to slightly modify the SOP's or completely create your own custom SOP's.

You will land on a page that looks like the page below. Now, please click on **GO TO MAIN CONTROL PANEL**.

The screenshot shows a Mozilla Firefox window with the title "HACCP Builder | Create SOP Group - Mozilla Firefox". The address bar displays the URL <http://www.haccpbuilder.net/ControlPanel/District/SOPGroup.aspx>. The main content area shows a form for creating a custom SOP group. It includes fields for Company (72908CC), Manager (Greg Quas), City (Saint Paul), Email (greg@sixrm.com), Street Address (Minnesota), Phone, State (Minnesota), and Zip Code (55102). Below the form are two buttons: "Go To Main Control Panel" and "Assign Location Master Page". A note below the form says: "Type in the name you want to call the Custom SOP Group you wish to create and then click GO". Another note says: "Now to change the SOP's in the group, simply click on the Add/Edit hotlink to the right of the GROUP name you created below to customize your individual SOPs". A table lists existing SOP groups: "USDA DEFAULT SOP" and "SAMPLE CUSTOM SOPs", each with "Add/Edit" and "View" links. The status bar at the bottom shows the date and time as "9:15 PM".



After you click you will land back on the Main Control Panel page. Please click on **Create Custom SOP's In Group**.

School HACCP Control Panel - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/LayoutTest.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

School HACCP Control Panel AccuWeather.com - Saint Paul Hourly ...

Control Panel Manage Users Create Location Copy Location Alerts Reports

{ MAIN CONTROL PANEL }

Company: 72908CC Street Address: Minnesota
Manager: Greg Quas Phone:
City: Saint Paul State: Minnesota
Email: greg@sixrm.com Zip Code: 55102

User Guide/Training Manual See Your Individual Locations Assign Location Master Page

SOP MANAGER PANEL

- Create SOP Group
- Create Custom SOP's In Group
- Review SOP's In Group

FOOD SAFETY MANAGER PANEL

- Create Custom Food Safety List Group
- Create Food Safety Question In Group
- Review Food Safety Questions In Group

VALIDATION MANAGER PANEL

- Create Custom Validation Group
- Create Validation Question In Group
- Review Validation Questions Group

FOOD CATEGORY MANAGER PANEL

Done

start Sprint SmartView School HACCP C... C:\Documents a... 8-17-09 HACCP ... Microsoft Excel ... 4:52 PM



After you click, you will land on this page. Simply select your SOP Group that you created...

The screenshot shows a Mozilla Firefox window with the title "HACCP Builder | Custom SOPs - Mozilla Firefox". The address bar displays the URL "http://haccpbuilder.net/ControlPanel/District/CustomSOP.aspx". The browser toolbar includes links for Internet Explorer, Most Visited, Customize Links, Free Hotmail, My Yahoo!, RealPlayer, TOSHIBA Access, Windows Marketplace, Windows Media, Windows, and Yahoo! Bookmarks. Below the toolbar is a menu bar with File, Edit, View, History, Bookmarks, Yahoo!, Tools, and Help. The main content area has a red header bar with tabs for Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. A sub-header box titled "{ CREATE CUSTOM SOP's FOR A GROUP }" contains company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com; Street Address: Minnesota, Phone: (State: Minnesota, Zip Code: 55102). Below this are three buttons: Go To Main Control Panel, Assign Location Master Page, and Add Additional SOP. A note below the buttons says: "{ Managing, adjusting and creating SOP's with the SOP manager is a simple task. If you would like to adjust an existing SOP or create a new SOP you have three options: }". It lists three options: 1. REMOVE AN EXISTING SOP, 2. ADJUST / CHANGE AN EXISTING SOP, and 3. CREATE A COMPLETE CUSTOM SOP. A dropdown menu labeled "Select SOP Group" is open, showing options: -- SELECT VALUE --, USDA DEFAULT SOP, and SAMPLE CUSTOM SOPs. The status bar at the bottom shows "Done", the system tray, and the date/time as "Now: Sunny, 77 °F" and "Wed: 74 °F Thu: 67 °F". The taskbar at the bottom includes icons for Start, Internet Explorer, and Microsoft Excel.



You will land on this page where you can do any of three following tasks:

- Remove the Standard SOP from the group by checking the box underneath the REMOVE column in the table
- Create a custom SOP using the original default SOP by just checking the box underneath CREATE CUSTOM column in the table. After checking the box you will land on the default SOP and now you can make any changes that you wish. After making your changes, click **SUBMIT** on the bottom of the page and the SOP now contains your changes.
- In addition, and we will cover this, if you would like to create a completely custom process, you will click on **ADD ADDITIONAL SOP** button.

The screenshot shows the HACCP Builder SOPs edit page in Mozilla Firefox. The URL in the address bar is <http://haccpbuilder.net/ControlPanel/District/EditSOPIE1.aspx?SOPId=5588&GroupId=278&Mode=1>. The page displays a form for creating a new SOP. The form fields include:

- Title:** Cleaning and Sanitizing Food Contact Surfaces
- Facility Location:** 72908CC
- Purpose:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.
- Scope:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.
- Keyword:** Food Contact Surface, Cleaning, Sanitizing
- Instructions:** Train foodservice employees on using the procedures in this SOP.
Follow State or local health department requirements.

A "Go To Main Control Panel" button is located at the top left of the form area. The browser toolbar at the top includes links for Yahoo!, Tools, Help, and various search and bookmark icons. The taskbar at the bottom shows the Windows Start button, the Sprint SmartView application, and other open files like Microsoft Excel.



- Add a completely custom SOP by clicking on **ADD ADDITIONAL SOP**. After you click you will land on this page. And, now you can begin entering your information for your completely custom SOP. Once you have completed your SOP please click **SUBMIT** and your new completely custom SOP has been added to your group.

The screenshot shows a Mozilla Firefox browser window with the title "HACCP Builder | SOPs - Mozilla Firefox". The address bar displays the URL: <http://haccpbuilder.net/ControlPanel/District/EditSOPIE1.aspx?GroupId=&Mode=2>. The page content is titled "HACCP Builder | SOPs" and includes fields for "City: Saint Paul", "State: Minnesota", "Email: greg@sixrm.com", and "Zip Code: 55102". Below these fields is a red button labeled "Go To Main Control Panel". On the left side, there are dropdown menus for "Title", "Facility Location", "Purpose", "Scope", "Keyword", and "Instructions". The bottom of the browser window shows the Windows taskbar with various icons and the system tray indicating the date and weather.



- When you complete all of your customization, simply click on **SUBMIT** at the bottom right-hand side of the page.
- IMPORTANT NOTE: IF YOU DO NOT SUBMIT AT THIS PAGE YOUR CHANGES WILL NOT BE SAVED.**

Remember, you can always go back in and make adjustments to any SOP at any time in the future.

HACCP Builder | Custom SOPs - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/CustomSOP.aspx?GroupId=278

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Custom SOPs AccuWeather.com - Saint Paul Hourly ...

2. ADJUST/CHANGE AN EXISTING SOP: Click on the box next to the SOP you want to adjust in the CREATE CUSTOM SOP column and the system will enable you to adjust that SOP
3. CREATE A COMPLETE CUSTOM SOP: Click on ADD CUSTOM SOP button and the system will enable you to create a completely customized SOP

Select SOP Group SAMPLE CUSTOM SOPS

Standard USDA SOP's	Additional Custom	USDA Default	Remove	Create Custom	Add/EditCustom
Controlling Time and Temperature During Preparation	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Cooking Potentially Hazardous Foods	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Cooling Potentially Hazardous Foods	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Date Marking Ready-to-Eat, Potentially Hazardous Food	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Handling A Food Recall	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Holding Hot and Cold Potentially Hazardous Foods	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Personal Hygiene	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Preventing Contamination at Food Bars	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Preventing Cross-Contamination During Storage and Preparation	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Receiving Deliveries	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Reheating Potentially Hazardous Foods	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Serving Food	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Storing and Using Poisonous or Toxic Chemicals	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Transporting Food to Remote Sites (Satellite Kitchens)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Using and Calibrating Thermometers	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Using Suitable Utensils When Handling Ready-to-Eat Foods	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Washing Fruits and Vegetables	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Washing Hands	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
TESTING - Cleaning and Sanitizing Food Contact Surfaces	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit

1 2

SUBMIT

javascript:__doPostBack('ctl00\$PlaceHolder\$grdSOP','Page\$1')

Start Sprint SmartView HACCP Builder | ... 8-17-09 HACCP ... Inbox - Microsoft... Also, SUBMIT Q... 5:23 PM

And, now you have completed your custom SOP group that can be easily delivered to your kitchen. Now, depending on if you have created your Locations, you can decide to assign the SOP Group to a location by simply clicking on the **ASSIGN LOCATIONS MASTER PAGE** button. You will land on the following page (you will eventually assign any Manager Panel customization on the page).



If you have created your location(s) you will land on this page. To assign you Custom SOP Group to a location, simply use the drop box to select the Custom Group you want assigned to the location(s) and click **SUBMIT**. Different location(s) can be assigned different customized groups.

IMPORTANT NOTE: YOU MUST CLICK ON THE **SAVE AND CONTINUE BUTTON ON THE BOTTOM RIGHT TO SAVE THE CHANGES. IF NOT, YOUR CHANGES AND ASSIGNMENTS WILL BE LOST.**

Location Name	Groups				Submit	
72909loc	SOP's	SAMPLE CUSTOM SOPs	USDA DEFAULT QUESTIONS	USDA DEFAULT QUESTIONS	USDA DEFAULT FOOD CATEGORY	SUBMIT
72909loccopy	SOP's	USDA DEFAULT SOP	USDA DEFAULT QUESTIONS	USDA DEFAULT QUESTIONS	USDA DEFAULT FOOD CATEGORY	SUBMIT
8209 Location Creation	SOP's	USDA DEFAULT SOP	USDA DEFAULT QUESTIONS	USDA DEFAULT QUESTIONS	USDA DEFAULT FOOD CATEGORY	SUBMIT

Save And Continue

Now you have completed your SOP Group and have assigned that group to your specific location(s).



Creating a Custom Food Safety Check List:

Click on **Create Custom Food Safety List Group** Questions in the Food Safety Manager Panel

The screenshot shows the School HACCP Control Panel interface in Mozilla Firefox. At the top, there's a navigation bar with links like File, Edit, View, History, Bookmarks, Yahoo!, Tools, Help, and a search bar. Below the navigation bar is a toolbar with various icons for file operations, search, mail, weather, and social media. The main content area has a pink header bar with tabs: Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. The Control Panel tab is active. Below the tabs, there's a section titled '{ MAIN CONTROL PANEL }' containing company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com, Street Address: Minnesota, Phone: (not visible), State: Minnesota, Zip Code: 55102. Below this section are three buttons: User Guide/Training Manual, See Your Individual Locations, and Assign Location Master Page. Underneath the main panel are three red-bordered boxes representing manager panels: SOP MANAGER PANEL (Create SOP Group, Create Custom SOP's In Group, Review SOP's In Group), FOOD SAFETY MANAGER PANEL (Create Custom Food Safety List Group, Create Food Safety Question In Group, Review Food Safety Questions In Group), and VALIDATION MANAGER PANEL (Create Custom Validation Group, Create Validation Question In Group, Review Validation Questions Group). At the bottom of the page is a Windows taskbar with icons for Start, Internet Explorer, and other applications like Sprint SmartView, Microsoft Excel, and Microsoft Word. The date and time are also displayed on the taskbar.



After you click, you will land on the following page (you will recognize the format – we designed the customization areas in the same format so it is easier for you to learn the system and repeat the same basic process).

Now, we are going to create a custom Food Safety Check List. For our purposes, we will name the group FSCL SAMPLE. Now, we will click **GO**



And, our new Food Safety Check List question group has been created – see below:

Checklist Group Name	Add/Edit Questions	Locations in Group	View Questions
USDA DEFAULT QUESTIONS	Add/Edit	View	View Questions
FSCL SAMPLE	Add/Edit	View	View Questions

Now, click on GO **TO MAIN CONTROL PANEL** and go back to the Control Panel. Once back on the main Control Panel, simply click on **Create Food Safety Question in Group**. You will remember this process from the SOP manager.



Now you will land on the page below

The screenshot shows a Firefox browser window with the title "HACCP Builder | Custom Food Safety List - Mozilla Firefox". The address bar shows the URL <http://haccpbuilder.net/ControlPanel/District/CustomQuestion.aspx>. The page content is titled "{ CREATE CUSTOM QUESTIONS FOR FOOD SAFETY CHECKLIST GROUP }". It displays company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com, Street Address: Minnesota, Phone: (not visible), State: Minnesota, Zip Code: 55102. Below this is a button bar with "Go To Main Control Panel", "Assign Location Master Page", and "Add Additional Question". A note in red text says: "{ Managing, adjusting and creating FSCL Questions with the FSCL manager is a simple task. If you would like to adjust an existing FSCL Question or create a new FSCL Question you have three options: }". Three numbered options are listed: 1. REMOVE AN EXISTING FOOD SAFETY CHECK LIST (FSCL) QUESTION, 2. ADJUST/CHANGE AN EXISTING FSCL QUESTION, and 3. CREATE A COMPLETE CUSTOM FSCL QUESTION. A dropdown menu labeled "Select Checklist Group" shows options: "-- SELECT VALUE --", "-- SELECT VALUE --", "USDA DEFAULT QUESTIONS", and "FSCL SAMPLE", with "FSCL SAMPLE" selected. At the bottom right are "Go Back" and "Continue" buttons. The taskbar at the bottom shows various open applications including Sprint SmartView, Microsoft Excel, and Microsoft Word.

The functionality is the same as the SOP manager. Please select your custom group.



And you will land on the following page (you will recognize the similarity to the SOP Manager)

HACCP Builder | Custom Food Safety List - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/CustomQuestion.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Custom Food Saf... StarTribune.com: News, weather, spor... +

{ Managing, adjusting and creating FSCL Questions with the FSCL manager is a simple task. If you would like to adjust an existing FSCL Question or create a new FSCL Question you have three options: }

1. REMOVE AN EXISTING FOOD SAFETY CHECK LIST (FSCL) QUESTION Click on the box next to the FSCL question you want to remove in the REMOVE FSCL column and the system will remove that FSCL.

2. ADJUST/CHANGE AN EXISTING FSCL QUESTION: Click on the box next to the FSCL question you want to adjust in the CREATE CUSTOM FSCL column and the system will enable you to adjust that FSCL Question

3. CREATE A COMPLETE CUSTOM FSCL QUESTION: Click on ADD CUSTOM FSCL QUESTION button and the system will enable you to create a completely customized FSCL Question

Select Checklist Group FSCL SAMPLE

Category	Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom	USDA Default	Remove Questions	Create Custom	Add/Edit Custom
Personal Hygiene	A handwashing reminder sign is posted.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Effective hair restraints are properly worn.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Employee restrooms are operational and clean.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Employees appear in good health.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Employees wear clean and proper uniform including shoes.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Fingernails are short, unpolished, and clean (no artificial nails).	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Hand sinks are stocked with soap, disposable towels, and warm water.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Hand sinks are unobstructed, operational, and clean.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Hands are washed properly, frequently, and at appropriate times.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Jewelry is limited to a plain ring, such as a wedding band and a watch no bracelets.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit

Done

Sprint SmartView HACCP Builder ... 8-17-09 HACC... Inbox - Micro... Microsoft Excel... 6:42 PM



You have the following three options:

- Remove the Standard Food Safety Check List questions from the group by checking the box underneath the REMOVE column in the table
- Create a custom Food Safety Check List Question from the standard default questions by just checking the box underneath CREATE CUSTOM column in the table and you will land on the default question that you wish to adapt.
- In addition, and we will cover this, if you would like to create a completely custom process, you will click on **ADD ADDITIONAL QUESTION** button.

Now, you have the opportunity to change the contents of the question and you can also select the section you wish the question to appear. Think carefully before changing a selection section. See all sections below:

- Personal Hygiene
- Food Preparation
- Hot Holding
- Cold Holding
- Refrigerator, Freezer, And Milk Cooler
- Food Storage and Dry Storage
- Cleaning and Sanitizing
- Utensils and Equipment
- Large Equipment
- Garbage Storage and Disposal
- Pest Control



After submitting the question the question will be customized as you can see in the case below. Please feel free to customize any question in any of the sections. To get to the next sections, just click **CONTINUE** at the bottom right of the page.

HACCP Builder | Custom Food Safety List - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/CustomQuestion.aspx?GroupId=251&Section=1

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Custom Food Saf... StarTribune.com: News, weather, spor... Done

column and the system will remove that FSCL
 2. **ADJUST/CHANGE AN EXISTING FSCL QUESTION:** Click on the box next to the FSCL question you want to adjust in the CREATE CUSTOM FSCL column and the system will enable you to adjust that FSCL Question
 3. **CREATE A COMPLETE CUSTOM FSCL QUESTION:** Click on ADD CUSTOM FSCL QUESTION button and the system will enable you to create a completely customized FSCL Question

Select Checklist Group FSCL SAMPLE

Category	Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom	USDA Default	Remove Questions	Create Custom	Add/Edit Custom
Personal Hygiene	Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Effective hair restraints are properly worn.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Employee restrooms are operational and clean.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Employees appear in good health.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Employees wear clean and proper uniform including shoes.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Fingernails are short, unpolished, and clean (no artificial nails).	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Hand sinks are stocked with soap, disposable towels, and warm water.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
	Hand sinks are unobstructed, operational, and clean.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Hands are washed properly, frequently, and at appropriate times.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit	
Jewelry is limited to a plain ring, such as a wedding band and a watch no bracelets.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit	
TESTING - A handwashing reminder sign is posted.	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit

Go Back Continue

Sprint SmartView HACCP Builder ... 8-17-09 HACC... Inbox - Micros... Microsoft Excel... 6:48 PM



- Add a completely custom Food Safety Check List question by clicking on **ADD ADDITIONAL QUESTION**.

HACCP Builder | Custom Food Safety List - Mozilla Firefox

Email: greg@sixrm.com Zip Code: 55102

Go To Main Control Panel Assign Location Master Page Add Additional Question

{ Managing, adjusting and creating FSCL Questions with the FSCL manager is a simple task. If you would like to adjust an existing FSCL Question or create a new FSCL Question you have three options: }

1. REMOVE AN EXISTING FOOD SAFETY CHECK LIST (FSCL) QUESTION Click on the box next to the FSCL question you want to remove in the REMOVE FSCL column and the system will remove that FSCL.
 2. ADJUST/CHANGE AN EXISTING FSCL QUESTION: Click on the box next to the FSCL question you want to adjust in the CREATE CUSTOM FSCL column and the system will enable you to adjust that FSCL Question
 3. CREATE A COMPLETE CUSTOM FSCL QUESTION: Click on ADD CUSTOM FSCL QUESTION button and the system will enable you to create a completely customized FSCL Question

Select Checklist Group: FSCL SAMPLE

Category	Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom	USDA Default	Remove Questions	Create Custom	Add/Edit Custom
Personal Hygiene	Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food. Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas. Effective hair restraints are properly worn. Employee restrooms are operational and clean. Employees appear in good health.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit

Done

Sprint SmartView HACCP Builder ... 8-17-09 HACC... Inbox - Micros... Microsoft Excel... 6:51 PM



After you click you will land on this page. And, now you can begin entering your information for your completely custom question. You have already seen a page very similar to this page but when you are building a completely custom question there is not data pre-populated in the fields.

The screenshot shows a Mozilla Firefox window with the title "HACCP Builder | Edit Question - Mozilla Firefox". The address bar shows the URL: <http://haccpbuilder.net/ControlPanel/District/EditQuestion.aspx?GroupId=251&Mode=2&Section=1>. The main content area contains a large text input field labeled "Create Question", a "SUBMIT" button, and a "Select Section" dropdown menu. The dropdown menu lists ten categories: Personal Hygiene, Food Preparation, Hot Holding, Cold Holding, Refrigerator, Freezer, And Milk Cooler, Food Storage and Dry Storage, Cleaning and Sanitizing, Utensils and Equipment, and Large Equipment. The "Personal Hygiene" option is selected. The browser's toolbar and taskbar are visible at the top and bottom of the window.

Now, you have the opportunity to input the contents of the question and you need to select the section you wish the question to appear. Click **SUBMIT** when you are done with your question. Think carefully before making your selecting a section

- Personal Hygiene
- Food Preparation
- Hot Holding
- Cold Holding
- Refrigerator, Freezer, And Milk Cooler
- Food Storage and Dry Storage
- Cleaning and Sanitizing
- Utensils and Equipment
- Large Equipment
- Garbage Storage and Disposal
- Pest Control



Now, to save your Food Safety Questions, you must click through all 11 sections to be sure that you have everything you need. Simply click the **CONTINUE** button in the lower right corner of each page. Once you click the last section you will land on this page:

Category	Question	Additional Custom Questions	Question Type
Personal Hygiene	Employees wear clean and proper uniform including shoes.	No	USDA Default
	Effective hair restraints are properly worn.	No	USDA Default
	Fingernails are short, unpolished, and clean (no artificial nails).	No	USDA Default
	Jewelry is limited to a plain ring, such as a wedding band and a watch no bracelets.	No	USDA Default
	Hands are washed properly, frequently, and at appropriate times.	No	USDA Default
	Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	No	USDA Default
	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	No	USDA Default
	Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	No	USDA Default
	Employees appear in good health.	No	USDA Default
	Hand sinks are unobstructed, operational, and clean.	No	USDA Default
	Hand sinks are stocked with soap, disposable towels, and warm water.	No	USDA Default
	Employee restrooms are operational and clean.	No	USDA Default
	TESTING - A handwashing reminder sign is posted.	No	Custom
Food Preparation	All food stored or prepared in facility is from approved sources.	No	USDA Default
	Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	No	USDA Default
	Frozen food is thawed under refrigeration or in cold running water.	No	USDA Default
	Preparation is planned so ingredients are kept out of the temperature danger zone to the	No	USDA Default

After the Pest Control section you will be able to review your questions. Even if you have a couple of questions wrong we recommend saving the group and going back in the group and perform edits. So, just click on the **SUBMIT** button in the lower right hand corner of the page.



After clicking on **SUBMIT** you will land on the following page. Now, if you have created your location(s) you can assign the Custom Food Safety Check List to your location(s).

Now, if you have created your location(s) you can assign your Custom Food Safety Check List Group to the location(s) that you wish. To assign, go to each location and select the group or group(s) you want assigned to that specific location. Then click **SUBMIT** (NOTE: the page you are on is the Assign Location Master page). After you have assigned the group(s) to your location(s), click **SAVE AND CONTINUE** and you will land back on the Control Panel.

HACCP Builder | Kitchen Groups - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/District/KitchenGroup.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows > Linked in

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

Welcome to M&J Business Online Banking HACCP Food Safety – HACCP Builder HACCP Builder | Kitchen Groups

Control Panel Manage Users Create Location Copy Location Alerts Reports

{ ADD/EDIT VIEW LOCATIONS IN GROUP }

Company: 72908CC Street Address: Minnesota
Manager: Greg Quas Phone:
City: Saint Paul State: Minnesota
Email: greg@sixrm.com Zip Code: 55102

Go To Main Control Panel

Location Name	Groups	Submit
72909loc	SOP's: SAMPLE CUSTOM SOPs Checklist: USDA DEFAULT QUESTIONS Validation: USDA DEFAULT QUESTIONS Food Category: USDA DEFAULT FOOD CATEGORY	SUBMIT
72909loccopy	SOP's: USDA DEFAULT SOP Checklist: USDA DEFAULT QUESTIONS Validation: USDA DEFAULT QUESTIONS Food Category: USDA DEFAULT FOOD CATEGORY	SUBMIT

Done

start Sprint Sm... HACCP Bu... 4 Micros... 2 Micros... Control Pa... 8-17-09 H... 12:29 PM



Creating a Custom Validation Worksheet List:

Click on **Create Custom Validation Group** in the Validation Manager Panel

The screenshot shows the School HACCP Control Panel interface in Mozilla Firefox. The main menu bar includes File, Edit, View, History, Bookmarks, Yahoo!, Tools, and Help. The toolbar has various icons for file operations, search, and navigation. The address bar shows the URL <http://haccpbuilder.net/ControlPanel/District/LayoutTest.aspx>. The validation manager panel is visible at the bottom right of the main content area, containing links for creating validation groups.

MAIN CONTROL PANEL

Company: 72908CC
Manager: Greg Quas
City: Saint Paul
Email: greg@sixrm.com

Street Address: Minnesota
Phone:
State: Minnesota
Zip Code: 55102

User Guide/Training Manual | See Your Individual Locations | Assign Location Master Page

SOP MANAGER PANEL

- Create SOP Group
- Create Custom SOP's In Group
- Review SOP's In Group

FOOD SAFETY MANAGER PANEL

- Create Custom Food Safety List Group
- Create Food Safety Question In Group
- Review Food Safety Questions In Group

VALIDATION MANAGER PANEL

- Create Custom Validation Group
- Create Validation Question In Group
- Review Validation Questions Group

FOOD CATEGORY MANAGER PANEL



After you click you will land on the following page:

The screenshot shows a Mozilla Firefox window with the title "HACCP Bilder | Validation Group - Mozilla Firefox". The address bar shows the URL <http://haccpbuilder.net/ControlPanel/District/ValidationGroup.aspx>. The page content is titled "{ CREATE VALIDATION WORKSHEET GROUP }". It displays company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com. It also shows location details: Street Address: Minnesota, Phone: (not visible), State: Minnesota, Zip Code: 55102. Below this are two buttons: "Go To Main Control Panel" and "Assign Location Master Page". A section titled "{ CREATING A CUSTOM VALIDATION WORKSHEET (VW) GROUP: }" asks for a group name: "Type in the name you want to call the Custom VW Group you wish to create and then click GO". Another section, "{ TO EDIT AND CUSTOMIZE VW QUESTIONS IN GROUP: }", provides instructions: "Now to change the VW Questions in the group, simply click on the Add/Edit hotlink to the right of the GROUP name you created below to customize your individual Questions". At the bottom, there is a search bar for "Add/Create New Validation Group" with the text "CUSTOM VALIDATION" and a "Go" button. A navigation bar at the bottom includes links for "Validation Group Name", "Add/Edit Questions", "Kitchens in Group", and "View Questions". The status bar at the bottom shows system information: Done, start button, taskbar icons for Sprint SmartView, HACCP Bilder | Valida..., Microsoft Excel - TUC..., and a date/time stamp of 8-17-09 HACCP Build... 8:28 PM.

Now, we are going to create a custom Validation Worksheet group. For our purposes, we will name the group CUSTOM VALIDATION. Now, we will click **GO**.



And, our new Validation Worksheet Question Group has been created – see below:

HACCP Bilder | Validation Group - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks >>

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Bilder | Validation Group StarTribune.com: News, weather, spor... +

{ CREATE VALIDATION WORKSHEET GROUP }

Company: 72008CC	Street Address: Minnesota
Manager: Greg Quas	Phone:
City: Saint Paul	State: Minnesota
Email: greg@sixrm.com	Zip Code: 55102

[Go To Main Control Panel](#) [Assign Location Master Page](#)

{ CREATING A CUSTOM VALIDATION WORKSHEET (VW) GROUP: }
Type in the name you want to call the Custom VW Group you wish to create and then click GO

{ TO EDIT AND CUSTOMIZE VW QUESTIONS IN GROUP: }
Now to change the VW Questions in the group, simply click on the Add/Edit hotlink to the right of the GROUP name you created below to customize your individual Questions

Add/Create New Validation Group: Go

Validation Group Name	Add/Edit Questions	Kitchens in Group	View Questions
USDA DEFAULT QUESTIONS	Add/Edit	View	View Questions
CUSTOM VALIDATION	Add/Edit	View	View Questions

Done

Sprint SmartView HACCP Bilder | Valida... 8-17-09 HACCP Build... Microsoft Excel - TUC... 8:29 PM



Now, simply click on **GO TO MAIN CONTROL PANEL** and you will land back on the Control Panel.

The screenshot shows the School HACCP Control Panel interface. At the top, there is a navigation bar with links like File, Edit, View, History, Bookmarks, Yahoo!, Tools, and Help. Below the navigation bar is a toolbar with various icons for file operations and search. The main content area has a header "Builder" and a menu bar with tabs: Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. A sub-menu under "Control Panel" is titled "{ MAIN CONTROL PANEL }". It displays company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com; Street Address: Minnesota, Phone: (not visible), State: Minnesota, Zip Code: 55102. Below this are three panels: SOP MANAGER PANEL (Create SOP Group, Create Custom SOP's In Group, Review SOP's In Group), FOOD SAFETY MANAGER PANEL (Create Custom Food Safety List Group, Create Food Safety Question In Group, Review Food Safety Questions In Group), and VALIDATION MANAGER PANEL (Create Custom Validation Group, Create Validation Question In Group, Review Validation Questions Group). The bottom of the screen shows the Windows taskbar with icons for Start, Internet Explorer, and other applications, along with system status information like date, time, and weather.



Now click on **Create Validation Question In Group** and you will land on the following page.

The screenshot shows a Mozilla Firefox browser window with the title "HACCP Builder | Custom Validation List - Mozilla Firefox". The address bar shows the URL <http://haccpbuilder.net/ControlPanel/District/ValidationCustomQuestion.aspx>. The page content is titled "{ CREATE CUSTOM QUESTIONS FOR VALIDATION GROUP }". It displays company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com; and location details: Street Address: Minnesota, Phone: , State: Minnesota, Zip Code: 55102. Below this are three buttons: "Go To Main Control Panel", "Assign Location Master Page", and "Add Additional Question". A note below the buttons says: "{ Managing, adjusting and creating Validation Questions with the Validation manager is a simple task. If you would like to adjust an existing Validation Question or create a new Validation Question you have three options: }". Three numbered options are listed: 1. REMOVE AN EXISTING VALIDATION WORKSHEET (VW) QUESTION: Click on the box next to the VW question you want to remove in the REMOVE VW column and the system will remove that VW. 2. ADJUST/CHANGE AN EXISTING VW QUESTION: Click on the box next to the VW question you want to adjust in the CREATE CUSTOM VW column and the system will enable you to adjust that VW Question. 3. CREATE A COMPLETE CUSTOM VW QUESTION: Click on ADD CUSTOM VW QUESTION button and the system will enable you to create a completely customized VW Question. A dropdown menu under "Select Validation Group" shows options: "-- SELECT VALUE --", "-- SELECT VALUE --", USDA DEFAULT QUESTIONS, and CUSTOM VALIDATION. The status bar at the bottom shows "Done", the taskbar with icons for Start, Sprint SmartView, HACCP Builder, Microsoft Excel, and others, and the system tray with weather information: Now: Clear, 73 °F, Wed: 74 °F, Thu: 67 °F.

Select the custom group you created to begin your customization.



Now, you will land on this page and you can begin your customization of the questions. The functionality is the same as the SOP manager. You have the following options

- Remove the USDA Default Questions from the group by checking the box underneath the REMOVE column in the table
 - Create a custom Validation Worksheet from the standard USDA default questions by just checking the box underneath CREATE CUSTOM QUESTIONS column in the table
- In addition, and we will cover this, if you would like to create a completely custom process, you will click on **ADD ADDITIONAL QUESTION** button.

Manager: Greg Quas **Phone:**
City: Saint Paul **State:** Minnesota
Email: greg@sixrm.com **Zip Code:** 55102

Select Validation Group: CUSTOM VALIDATION

Validation Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom	USDA Default	Remove	Create Custom	Add / Edit Custom
Has a new product, process, or menu item been added since the last validation? (If yes, describe)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Has the supplier, customer, equipment, or facility changed since the last validation (If yes, describe)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing worksheets accurate and current? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
<small>Are the identified hazards accurate and current? If no, please provide date and name of person who updated)</small>					



Now place a check in the question you wish to customize. You will immediately be redirected to the next page.

HACCP Builder | Custom Validation List - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/ValidationCustomQuestion.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

StarTribune.com: News, weather, spor... Go To Main Control Panel Assign Location Master Page Add Additional Question

Manager: Greg Quas **Phone:**
City: Saint Paul **State:** Minnesota
Email: greg@sixrrm.com **Zip Code:** 55102

{ Managing, adjusting and creating Validation Questions with the Validation manager is a simple task. If you would like to adjust an existing Validation Question or create a new Validation Question you have three options: }

1. REMOVE AN EXISTING VALIDATION WORKSHEET (VW) QUESTION: Click on the box next to the VW question you want to remove in the REMOVE VW column and the system will remove that VW
 2. ADJUST/CHANGE AN EXISTING VW QUESTION: Click on the box next to the VW question you want to adjust in the CREATE CUSTOM VW column and the system will enable you to adjust that VW Question
 3. CREATE A COMPLETE CUSTOM VW QUESTION: Click on ADD CUSTOM VW QUESTION button and the system will enable you to create a completely customized VW Question

Select Validation Group CUSTOM VALIDATION

Validation Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
Has a new product, process, or menu item been added since the last validation? (If yes, describe)	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
Has the supplier, customer, equipment, or facility changed since the last validation? (If yes, describe)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing worksheets accurate and current? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the identified hazards accurate and current? (If no, please provide date and name of person who updated)					

Done

Sprint SmartView HACCP Builder | Cust... 8-17-09 HACCP Build... Microsoft Excel - TUC... 8:36 PM



You will land on this page to customize the default question that you selected. Simply change the content of the question. All questions must be a YES or NO answer. When you complete the changes please click on **SUBMIT**.

The screenshot shows a Mozilla Firefox window with the title "HACCP Builder | Edit Question - Mozilla Firefox". The address bar displays the URL: "http://haccpbuilder.net/ControlPanel/District/ValidationEditQuestion.aspx?QuestionId=548&GroupId=47&Mode=1". The page content is titled "{ CREATE CUSTOM VALIDATION QUESTION }". It contains form fields for company information: Company (72908CC), Manager (Greg Quas), City (Saint Paul), and Email (greg@sixrm.com). It also includes address fields: Street Address (Minnesota), Phone, State (Minnesota), and Zip Code (55102). A "Go To Main Control Panel" button is visible. Below this, a "Create Question" section contains the text: "TEST - Has a new product, process, or menu item been added since the last validation? (If yes, describe)". At the bottom of the form are "SUBMIT" and "Submit Question" buttons. The browser's status bar at the bottom shows the date and time: "Done" and "8:38 PM".



Next, if you want to create a complete customized question for your new Validation Worksheet Group, click on **ADD ADDITIONAL QUESTION**. If not click on **SUBMIT** in the lower right corner of the page.

HACCP Builder | Custom Validation List - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/ValidationCustomQuestion.aspx?GroupId=47

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Custom Validation... StarTribune.com: News, weather, spor...

Go To Main Control Panel Assign Location Master Page Add Additional Question

{ Managing, adjusting and creating Validation Questions with the Validation manager is a simple task. If you would like to adjust an existing Validation Question or create a new Validation Question you have three options: }

1. REMOVE AN EXISTING VALIDATION WORKSHEET (VW) QUESTION: Click on the box next to the VW question you want to remove in the REMOVE VW column and the system will remove that VW
 2. ADJUST/CHANGE AN EXISTING VW QUESTION: Click on the box next to the VW question you want to adjust in the CREATE CUSTOM VW column and the system will enable you to adjust that VW Question
 3. CREATE A COMPLETE CUSTOM VW QUESTION: Click on ADD CUSTOM VW QUESTION button and the system will enable you to create a completely customized VW Question

Select Validation Group CUSTOM VALIDATION

Validation Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
TEST - Has a new product, process, or menu item been added since the last validation? (If yes, describe)	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
Has the supplier, customer, equipment, or facility changed since the last validation? (If yes, describe)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing worksheets accurate and current? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the identified hazards accurate and current? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing CCPs correctly identified? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing critical limits (CLS) appropriate to control each hazard? (If no, please provide	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit

Done

start Sprint SmartView HACCP Builder | Cust... 8-17-09 HACCP Build... Microsoft Excel - TUC... 8:42 PM



If you add an additional custom question by clicking on **ADD ADDITIONAL QUESTION** you will land on this page. You will recognize this page and the content block is blank. Remember to make sure the questions answer is going to be YES or NO. When you are satisfied, click on **SUBMIT**.

The screenshot shows a Mozilla Firefox browser window with the title "HACCP Builder | Edit Question - Mozilla Firefox". The address bar displays the URL <http://haccpbuilder.net/ControlPanel/District/ValidationEditQuestion.aspx?GroupId=47&Mode=2>. The browser interface includes standard menu items like File, Edit, View, History, Bookmarks, Yahoo!, Tools, and Help. Below the menu is a toolbar with various icons. The main content area has a header "CREATE CUSTOM VALIDATION QUESTION". It contains two sections: one for company information (Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com) and one for location details (Street Address: Minnesota, Phone: , State: Minnesota, Zip Code: 55102). A "Go To Main Control Panel" button is located at the bottom of this section. Below this is a "Create Question" section with a text input field containing "TEST - YES OR NO QUESTION" and a "SUBMIT" button. The status bar at the bottom shows the date and time as "Wed: 8-17-09 7:45 PM".



After clicking on **SUBMIT** you will land back on the update page once again. Now, to save your new Validation Worksheet Group please click on **SUBMIT** in the lower right hand corner of the page.

HACCP Builder | Custom Validation List - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/ValidationCustomQuestion.aspx?GroupId=47

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

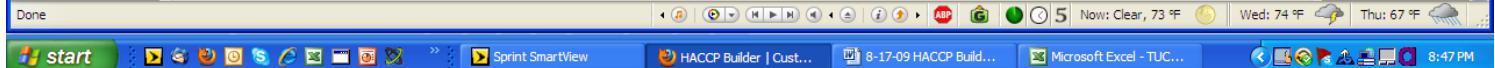
HACCP Builder | Custom Validation... StarTribune.com: News, weather, spor...

VW Question

Select Validation Group CUSTOM VALIDATION

Validation Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
TEST - Has a new product, process, or menu item been added since the last validation? (If yes, describe)	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
Has the supplier, customer, equipment, or facility changed since the last validation (If yes, describe)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing worksheets accurate and current? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the identified hazards accurate and current? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing CCPs correctly identified? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing critical limits (CLs) appropriate to control each hazard? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Do the existing monitoring procedures ensure that the critical limits are met? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Do existing corrective actions ensure that no injurious food is served or purchased? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Do the existing on-going verification procedures ensure that the food safety is adequate to control hazards and is consistently followed? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Does the existing record keeping system provide adequate documentation that the critical limits are met and corrective actions are taken when needed? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Are the existing prerequisite programs current? (If no, please provide date and name of person who updated)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Custom Add - TEST - YES OR NO QUESTION	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit

SUBMIT **Go Back**





Now, you will land on the final review page, and if everything is to your satisfaction, please click SUBMIT in the lower right-hand corner of the page.

HACCP Builder | Validation Questions Review - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/ValidationQuestionReview.aspx?GroupId=47

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Validation Questi... StarTribune.com: News, weather, spor...

[Go To Main Control Panel](#)

{ }

Select Validation Group CUSTOM VALIDATION

Question	Additional Custom Questions	Question Type
Has the supplier, customer, equipment, or facility changed since the last validation? (If yes, describe)	No	USDA Default
Are the existing worksheets accurate and current? (If no, please provide date and name of person who updated)	No	USDA Default
Are the identified hazards accurate and current? (If no, please provide date and name of person who updated)	No	USDA Default
Are the existing CCPs correctly identified? (If no, please provide date and name of person who updated)	No	USDA Default
Are the existing critical limits (CLs) appropriate to control each hazard? (If no, please provide date and name of person who updated)	No	USDA Default
Do the existing monitoring procedures ensure that the critical limits are met? (If no, please provide date and name of person who updated)	No	USDA Default
Do existing corrective actions ensure that no injurious food is served or purchased? (If no, please provide date and name of person who updated)	No	USDA Default
Do the existing on-going verification procedures ensure that the food safety is adequate to control hazards and is consistently followed? (If no, please provide date and name of person who updated)	No	USDA Default
Does the existing record keeping system provide adequate documentation that the critical limits are met and corrective actions are taken when needed? (If no, please provide date and name of person who updated)	No	USDA Default
Are the existing prerequisite programs current? (If no, please provide date and name of person who updated)	No	USDA Default
TEST - Has a new product, process, or menu item been added since the last validation? (If yes, describe)	No	Custom
Custom Add - TEST - YES OR NO QUESTION	Yes	Custom

Done

start Sprint SmartView HACCP Builder | Valid... 8-17-09 HACCP Build... Microsoft Excel - TUC... 8:48 PM



Now, if you have created your location(s) you can assign your Validation Worksheet Group to the location(s) that you wish. To assign, go to each location and select the group or group(s) you want assigned to that specific location. Then click **SUBMIT** (NOTE: the page you are on is the Assign Location Master page). After you have assigned the group(s) to your location(s), click **SAVE AND CONTINUE** and you will land back on the Control Panel.

Location Name	Groups	Submit	
72909loc	SOP's Checklist Validation Food Category	SAMPLE CUSTOM SOPs USDA DEFAULT QUESTIONS USDA DEFAULT QUESTIONS USDA DEFAULT QUESTIONS CUSTOM VALIDATION USDA DEFAULT SOP USDA DEFAULT QUESTIONS USDA DEFAULT QUESTIONS USDA DEFAULT FOOD CATEGORY	SUBMIT
72909loccopy	SOP's Checklist Validation Food Category	USDA DEFAULT SOP USDA DEFAULT QUESTIONS USDA DEFAULT QUESTIONS USDA DEFAULT FOOD CATEGORY	SUBMIT
8309 Location Creation	SOP's Checklist Validation Food Category	USDA DEFAULT SOP USDA DEFAULT QUESTIONS USDA DEFAULT QUESTIONS USDA DEFAULT FOOD CATEGORY	SUBMIT



After you **SAVE AND CONTINUE**, you will land on the following page:

The screenshot shows the 'School HACCP Control Panel - Mozilla Firefox' window. The main content area displays the 'MAIN CONTROL PANEL' with company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com. It also shows street address, phone, state, and zip code details: Street Address: Minnesota, Phone: , State: Minnesota, Zip Code: 55102. Below this are three buttons: 'User Guide/Training Manual', 'See Your Individual Locations', and 'Assign Location Master Page'. The bottom section contains four manager panels: 'SOP MANAGER PANEL' (Create SOP Group, Create Custom SOP's In Group, Review SOP's In Group), 'FOOD SAFETY MANAGER PANEL' (Create Custom Food Safety List Group, Create Food Safety Question In Group, Review Food Safety Questions In Group), 'VALIDATION MANAGER PANEL' (Create Custom Validation Group, Create Validation Question In Group, Review Validation Questions Group), and 'FOOD CATEGORY MANAGER PANEL' (Create Custom Food Group, Create Custom Food Category And Hazards). The browser toolbar at the top includes links to Internet Explorer, Most Visited, Customize Links, Free Hotmail, My Yahoo!, RealPlayer, TOSHIBA Access, Windows Marketplace, Windows Media, Windows, and Yahoo! Bookmarks. The status bar at the bottom shows the date as 8-17-09, the time as 8:53 PM, and weather information for Clear, 73°F.



Creating Custom Food Categories with Hazards, CCP's, and CP's:

At the Control Panel, please click on **Create Custom Food Group**.

The screenshot shows the School HACCP Control Panel interface in Mozilla Firefox. The main header bar includes links for File, Edit, View, History, Bookmarks, Yahoo!, Tools, and Help. Below the header is a toolbar with various icons for file operations like Open, Save, Print, and a search bar. The main content area has a red header bar with tabs: Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. The 'Control Panel' tab is active. A large central box displays company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com, Street Address: Minnesota, Phone: (not visible), State: Minnesota, Zip Code: 55102. Below this box are three buttons: User Guide/Training Manual, See Your Individual Locations, and Assign Location Master Page. At the bottom of the main content area are four manager panels: SOP Manager Panel (Create SOP Group, Create Custom SOP's In Group, Review SOP's In Group), Food Safety Manager Panel (Create Custom Food Safety List Group, Create Food Safety Question In Group, Review Food Safety Questions In Group), Validation Manager Panel (Create Custom Validation Group, Create Validation Question In Group, Review Validation Questions Group), and Food Category Manager Panel (Create Custom Food Group, Create Custom Food Category And Hazards). The bottom of the screen shows the Windows taskbar with icons for Start, Internet Explorer, and Microsoft Excel, along with system status information like date, time, and weather.



After clicking on **Create Custom Food Group** you will land on the following page. Again, this process should be very familiar now after working on the previous three sections.

The screenshot shows a Mozilla Firefox browser window with the title "HACCP Builder | Create Food Category Group - Mozilla Firefox". The address bar shows the URL "http://hacpbuilder.net/ControlPanel/District/FoodCategoryGroup.aspx". The browser toolbar includes File, Edit, View, History, Bookmarks, Yahoo!, Tools, and Help. Below the toolbar is a menu bar with items like Disable, Cookies, CSS, Forms, Images, Information, Miscellaneous, Outline, Resize, Tools, View Source, and Options. The main content area has a header with tabs: Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. The "Create Location" tab is active. The main form is titled "{ CREATE FOOD CATEGORY GROUP }". It contains fields for Company (72908CC), Manager (Greg Quas), City (Saint Paul), Email (greg@sixrm.com), Street Address (Minnesota), Phone, State (Minnesota), and Zip Code (55102). Below the form are two buttons: "Go To Main Control Panel" and "Assign Location Master Page". A section titled "{ CREATING A CUSTOM FOOD CATEGORY GROUP: }" asks for a group name (Custom Food Group) and has a "Go" button. Another section titled "{ TO EDIT AND CUSTOMIZE FOOD CATEGORIES IN GROUP: }" provides instructions for changing food categories. The status bar at the bottom shows the date (8-17-09), time (8:59 PM), and weather (Clear, 73°F).

Now, we are going to create a custom Food Group. For our purposes, we will name the group CUSTOM FOOD GROUP. Now, we will click **GO**.



Now, you will land on this page.

{ CREATE FOOD CATEGORY GROUP }

Company: 72908CC **Street Address:** Minnesota
Manager: Greg Quas **Phone:**
City: Saint Paul **State:** Minnesota
Email: greg@sixrm.com **Zip Code:** 55102

[Go To Main Control Panel](#) [Assign Location Master Page](#)

{ CREATING A CUSTOM FOOD CATEGORY GROUP: }
Type in the name you want to call the Custom Food Category Group you wish to create and then click GO

{ TO EDIT AND CUSTOMIZE FOOD CATEGORIES IN GROUP: }
Now to change the Food Categories in the group, simply click on the Add/Edit hotlink to the right of the GROUP name you created below to customize.

Add/Create Food Category Group: [Go](#)

Food Category Group Name	Add/Edit FoodCategories	Locations in Group	View Food Category
USDA DEFAULT FOOD CATEGORY	Add/Edit	View	View Food Category
Test 7-29-09	Add/Edit	View	View Food Category
Custom Food Group	Add/Edit	View	View Food Category



Now, simply click on **GO TO MAIN CONTROL PANEL** and you will land back on the Control Panel. Now click on **Create Custom Food Category And Hazards.**

The screenshot shows the School HACCP Control Panel interface. At the top, there's a header bar with various browser tabs and icons. Below it is a toolbar with links like 'Wizz RSS 3.1.0', 'StarTribune.com: News, weather, spor...', and a search bar. The main content area is divided into several panels:

- MAIN CONTROL PANEL:** Displays company details:
 - Company: 72908CC
 - Manager: Greg Quas
 - City: Saint Paul
 - Email: greg@sixrm.com

Street Address: Minnesota
Phone:
State: Minnesota
Zip Code: 55102
- User Guide/Training Manual**, **See Your Individual Locations**, **Assign Location Master Page**
- SOP MANAGER PANEL:**
 - Create SOP Group
 - Create Custom SOP's In Group
 - Review SOP's In Group
- FOOD SAFETY MANAGER PANEL:**
 - Create Custom Food Safety List Group
 - Create Food Safety Question In Group
 - Review Food Safety Questions In Group
- VALIDATION MANAGER PANEL:**
 - Create Custom Validation Group
 - Create Validation Question In Group
 - Review Validation Questions Group
- FOOD CATEGORY MANAGER PANEL:**
 - Create Custom Food Group
 - Create Custom Food Category And Hazards
 - Review Food Category In Group

At the bottom, the taskbar shows the system tray with icons for date/time (9:02 PM), battery level (5), and system status.



And, you will land on the following page. Please select the Custom Food Group you created and the system will automatically direct you to the page to enable your customization.

{ CREATE CUSTOM FOOD CATEGORIES FOR A GROUP }

Company: 72908CC **Street Address:** Minnesota
Manager: Greg Quas **Phone:** [redacted]
City: Saint Paul **State:** Minnesota
Email: greg@sixrm.com **Zip Code:** 55102

Go To Main Control Panel **Assign Location Master Page** **Add Additional Food Category**

{ Managing, adjusting and creating Food Category and Hazards is a simple task. If you would like to adjust an existing Food Category and/or Hazard requirement you have three options: }

1. REMOVE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to remove in the REMOVE Category column and the system will remove that CCP
2. ADJUST/CHANGE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to adjust in the CREATE CUSTOM CATEGORY column and the system will enable you to adjust that Food Category and/or Hazards
3. CREATE A COMPLETE CUSTOM FOOD CATEGORY: Click on ADD CUSTOM FOOD CATEGORY AND HAZARDS button and the system will enable you to create a completely customized Food Category and Hazards

Select Food Category Group

- SELECT VALUE --
- SELECT VALUE --
- USDA DEFAULT FOOD CATEGORY
- Test 7-29-09
- Custom Food Group



Now you are on the Food Group customization page.

HACCP Builder | Custom Food Category - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/CustomFoodCategory.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Custom Food Cat... StarTribune.com: News, weather, spor...

Go To Main Control Panel Assign Location Master Page Add Additional Food Category

{ Managing, adjusting and creating Food Category and Hazards is a simple task. If you would like to adjust an existing Food Category and/or Hazard requirement you have three options:

1. REMOVE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to remove in the REMOVE column and the system will remove that CCP
2. ADJUST/CHANGE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to adjust in the CREATE CUSTOM CATEGORY column and the system will enable you to adjust that Food Category and/or Hazards
3. CREATE A COMPLETE CUSTOM FOOD CATEGORY: Click on ADD CUSTOM FOOD CATEGORY AND HAZARDS button and the system will enable you to create a completely customized Food Category and Hazards

Select Food Category Group Custom Food Group

Standard USDA	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
BREADS AND GRAINS	No	✓			Add/Edit
BROTH: Beef/Pork Based	No	✓			Add/Edit
BROTH: Cream Based	No	✓			Add/Edit
BROTH: Non-Dairy Based	No	✓			Add/Edit
BROTH: Poultry Based	No	✓			Add/Edit
BROTH: Rabbit/Wild Game Based	No	✓			Add/Edit
CONDIMENT: Cream Based	No	✓			Add/Edit
CONDIMENTS: Non-Dairy Based	No	✓			Add/Edit
COOKED EGGS	No	✓			Add/Edit
COOKED MEAT - BEEF, PORK AND OTHER NON POULTRY	No	✓			Add/Edit
COOKED POULTRY	No	✓			Add/Edit
COOKED SEAFOOD	No	✓			Add/Edit
COOKED VEGETABLES	No	✓			Add/Edit
CREAMIC DAIRY BASED	No	✓			Add/Edit

Done

Sprint SmartView HACCP Builder | Cust... 8-17-09 HACCP Build... Microsoft Excel - TUC... 9:04 PM



The functionality is the same as the SOP manager. You have the following options

- Remove the Default Food Groups from the group by checking the box underneath the REMOVE column in the table
- Create a custom Food Groups from the standard default groups by just checking the box underneath CREATE CUSTOM column in the table

In addition, and we will cover this, if you would like to create a completely custom process, you will click on **ADD ADDITIONAL FOOD CATEGORY** button.

HACCP Builder | Custom Food Category - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/CustomFoodCategory.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

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Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Custom Food Cat... StarTribune.com: Nevis, weather, spor...

Go To Main Control Panel Assign Location Master Page Add Additional Food Category

{ Managing, adjusting and creating Food Category and Hazards is a simple task. If you would like to adjust an existing Food Category and/or Hazard requirement you have three options: }

1. REMOVE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to remove in the REMOVE Category column and the system will remove that CCP

2. ADJUST/CHANGE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to adjust in the CREATE CUSTOM CATEGORY column and the system will enable you to adjust that Food Category and/or Hazards

3. CREATE A COMPLETE CUSTOM FOOD CATEGORY: Click on ADD CUSTOM FOOD CATEGORY AND HAZARDS button and the system will enable you to create a completely customized Food Category and Hazards

Select Food Category Group Custom Food Group

Standard USDA	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
BREADS AND GRAINS	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
BROTH: Beef/Pork Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
BROTH: Cream Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
BROTH: Non-Dairy Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
BROTH: Poultry Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
BROTH: Rabbit/Wild Game Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
CONDIMENT: Cream Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
CONDIMENT: Non-Dairy Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
COOKED EGGS	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
COOKED MEAT - BEEF, PORK AND OTHER NON POULTRY	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
COOKED POULTRY	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
COOKED SEAFOOD	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
COOKED VEGETABLES	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
CREAM - DAIRY BASED	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit

Done

start Sprint SmartView HACCP Builder | Cust... 8-17-09 HACCP Build... Microsoft Excel - TUC... 9:07 PM



After you click on the Create Custom the system will automatically redirect you to the following page. On this page, you are able to customize the following (we recommend that you be very careful customizing these fields):

- Create Food Category
- Biological Hazards
- Chemical Hazards
- Physical Hazards
- Critical Control Points
- Control Points
- CCP Limit Requirements
- Recommended Corrective Actions

HACCP Builder | Edit Food Category - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/EditFoodCategory.aspx?FoodCategoryId=1552&GroupId=34&Mode=1

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Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Edit Food Category

StarTribune.com: News, weather, spor...

Company: 72908CL Street Address: Minnesota

Manager: Greg Quas Phone:

City: Saint Paul State: Minnesota

Email: greg@sixrm.com Zip Code: 55102

Create Food Category

BREADS AND GRAINS

Biological Hazard

Fungal organisms, yeasts

Chemical Hazard

Done

Sprint SmartView HACCP Builder | Edit ... 8-17-09 HACCP Build... Microsoft Excel - TUC... 9:08 PM

When you have completed your changes, please click **SUBMIT** at the bottom left hand corner of the page.



You will land on this page once again. If you have completed your changes you need to click on the **CONTINUE** button in the lower right-hand side corner of the page to save your new Custom Food Group. If you want to add a completely customized Food Group please click on **Add Additional Food Category**.

HACCP Builder | Custom Food Category - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/CustomFoodCategory.aspx?GroupId=34

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks >>

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options*

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Custom Food Cat... StarTribune.com: News, weather, spor... +

Go To Main Control Panel Assign Location Master Page Add Additional Food Category

(Managing, adjusting and creating Food Category and Hazards is a simple task. If you would like to adjust an existing Food Category and/or Hazard requirement you have three options:)

1. REMOVE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to remove in the REMOVE Category column and the system will remove that CCP.

2. ADJUST OR CHANGE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to adjust in the CREATE CUSTOM CATEGORY column and the system will enable you to adjust that Food Category and/or Hazards.

3. CREATE A COMPLETE CUSTOM FOOD CATEGORY: Click on ADD CUSTOM FOOD CATEGORY AND HAZARDS button and the system will enable you to create a completely customized Food Category and Hazards.

Select Food Category Group Custom Food Group

Standard USDA	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
BREADS AND GRAINS - TESTING DISPLAY	No	No	No	No	Add/Edit
BROTH: Beef/Pork Based	No	✓	No	No	Add/Edit
BROTH: Cream Based	No	✓	No	No	Add/Edit
BROTH: Non-Dairy Based	No	✓	No	No	Add/Edit
BROTH: Poultry Based	No	✓	No	No	Add/Edit
BROTH: Rabbit/Wild Game Based	No	✓	No	No	Add/Edit
CONDIMENTS: Cream Based	No	✓	No	No	Add/Edit
CONDIMENTS: Non-Dairy Based	No	✓	No	No	Add/Edit
COOKED EGGS	No	✓	No	No	Add/Edit
COOKED MEAT - BEEF, PORK AND OTHER NON POULTRY	No	✓	No	No	Add/Edit
COOKED POULTRY	No	✓	No	No	Add/Edit
COOKED SEAFOOD	No	✓	No	No	Add/Edit
COOKED VEGETABLES	No	✓	No	No	Add/Edit

Done

Windows Taskbar: Start, Internet Explorer, Sprint SmartView, HACCP Builder | Cust..., 8-17-09 HACCP Build..., Microsoft Excel - TUC...



If you click on **Add Additional Food Category** you will land on the following page. Again, you will recognize this page and it will not have any contents. Just make the changes you wish to implement and click **SUBMIT**.

HACCP Builder | Edit Food Category - Mozilla Firefox

Email: greg@sixrm.com Zip Code: 55102

Go To Main Control Panel

Create Food Category

Biological Hazard

Chemical Hazard

Done

start

Sprint SmartView

HACCP Builder | Edit ...

8-17-09 HACCP Build...

Microsoft Excel - TUC...

9:17 PM



Now, you will land back on this page. To save your final Food Group, please scroll down and click on **CONTINUE** (if you do not perform this action your new Food Category Group will not be saved).

HACCP Builder | Custom Food Category - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/CustomFoodCategory.aspx?GroupId=34

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | Custom Food Cat... StarTribune.com: News, weather, spor...

{ Managing, adjusting and creating Food Category and Hazards is a simple task. If you would like to adjust an existing Food Category and/or Hazard requirement you have three options: }

1. REMOVE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to remove in the REMOVE Category column and the system will remove that CCP.

2. ADJUST/CHANGE AN EXISTING FOOD CATEGORY: Click on the box next to the Food Category you want to adjust in the CREATE CUSTOM CATEGORY column and the system will enable you to adjust that Food Category and/or Hazards.

3. CREATE A COMPLETE CUSTOM FOOD CATEGORY: Click on ADD CUSTOM FOOD CATEGORY AND HAZARDS button and the system will enable you to create a completely customized Food Category and Hazards.

Select Food Category Group: Custom Food Group

Standard USDA	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
BREADS AND GRAINS - TESTING DISPLAY	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
BROTH: Beef/Pork Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
BROTH: Cream Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
BROTH: Non-Dairy Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
BROTH: Poultry Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
BROTH: Rabbit/Wild Game Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
CONDIMENT: Cream Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
CONDIMENT: Non-Dairy Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
COOKED EGGS	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
COOKED MEAT - BEEF, PORK AND OTHER NON POULTRY	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
COOKED POULTRY	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
COOKED SEAFOOD	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
COOKED VEGETABLES	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
CREAMS - DAIRY BASED	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
DRESSINGS: Cream Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
DRESSINGS: Non-Dairy/Oil Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
GRAVIES: Beef/Pork Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
GRAVIES: Poultry Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
GRAVIES: Rabbit-Based	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit

Done

start Sprint SmartView HACCP Builder | Cust... 8-17-09 HACCP Build... Microsoft Excel - TUC... 9:20 PM



You will now land on the review page, please review and verify your choices. After you confirm your choices please click on **SAVE AND CONTINUE** and your changes will be saved.

HACCP Builder | CCP Review - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://haccpbuilder.net/ControlPanel/District/FoodCategoryReview.aspx?GroupId=34&GroupName=Custom Food Group

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows Yahoo! Bookmarks

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.1.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Weather Flickr Finance eBay

HACCP Builder | CCP Review StarTribune.com: News, weather, spor... Done

{ Custom Food Group }

Select Food Category Group: Custom Food Group

Standard USDA FoodCategories	Additional Custom FoodCategories	TYPE
ADD CUSTOM TESTING	Yes	Custom
BREADS AND GRAINS - TESTING DISPLAY	No	Custom
BROTH: Beef/Pork Based	No	USDA Default
BROTH: Cream Based	No	USDA Default
BROTH: Non-Dairy Based	No	USDA Default
BROTH: Poultry Based	No	USDA Default
BROTH: Rabbit/Wild Game Based	No	USDA Default
CONDIMENT: Cream Based	No	USDA Default
CONDIMENT: Non-Dairy Based	No	USDA Default
COOKED EGGS	No	USDA Default
COOKED MEAT - BEEF, PORK AND OTHER NON POULTRY	No	USDA Default
COOKED POULTRY	No	USDA Default
COOKED SEAFOOD	No	USDA Default
COOKED VEGETABLES	No	USDA Default
CREAMS - DAIRY BASED	No	USDA Default
DRESSINGS: Cream Based	No	USDA Default
DRESSINGS: Non-Dairy/Oil Based	No	USDA Default
GRAVIES: Beef/Pork Based	No	USDA Default
GRAVIES: Poultry Based	No	USDA Default
GRAVIES: Rabbit Based	No	USDA Default
GRAVIES: Wild Game Based	No	USDA Default
LIVE - SHELLFISH/MOLLUSKS	No	USDA Default
PUDDINGS	No	USDA Default
RAW - EGGS	No	USDA Default

start Sprint SmartView HACCP Builder | CCP ... 8-17-09 HACCP Build... Microsoft Excel - TUC... 9:21 PM



Now, if you have created your location(s) you can assign your Food Category and Hazard Group to the location(s) that you wish. To assign, go to each location and select the group or group(s) you want assigned to that specific location. Then click **SUBMIT** (NOTE: the page you are on is the Assign Location Master page). After you have assigned the group(s) to your location(s), click **SAVE AND CONTINUE** and you will land back on the Control Panel.

Location Name	Groups	Submit
72909loc	SOP's: SAMPLE CUSTOM SOPs Checklist: USDA DEFAULT QUESTIONS Validation: USDA DEFAULT QUESTIONS Food Category: USDA DEFAULT QUESTIONS	SUBMIT
72909loccopy	SOP's: USDA DEFAULT SOP Checklist: USDA DEFAULT QUESTIONS Validation: USDA DEFAULT QUESTIONS Food Category: USDA DEFAULT FOOD CATEGORY	SUBMIT
8309 Location Creation	SOP's: USDA DEFAULT SOP Checklist: USDA DEFAULT QUESTIONS Validation: USDA DEFAULT QUESTIONS Food Category: USDA DEFAULT FOOD CATEGORY	SUBMIT



Now you are back at the Main Control Panel.

The screenshot shows the HACCP Control Panel interface. At the top, there's a navigation bar with links like File, Edit, View, History, Bookmarks, Yahoo!, Tools, Help, and a search bar. Below the bar, the address bar shows the URL <http://www.haccpbuilder.net/ControlPanel/District/LayoutTest.aspx>. The main content area has a header "HACCP Builder" with a logo. Below the header is a menu bar with tabs: Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. A sub-menu under "Control Panel" is titled "{ MAIN CONTROL PANEL }". It displays company information: Company: 72908CC, Manager: Greg Quas, City: Saint Paul, Email: greg@sixrm.com; Street Address: Minnesota, Phone: (651) 222-1234, State: Minnesota, Zip Code: 55102. At the bottom of this panel are three buttons: User Guide/Training Manual, See Your Individual Locations, and Assign Location Master Page. Below the main content area are three tabs: SOP MANAGER PANEL, FOOD SAFETY MANAGER PANEL, and VALIDATION MANAGER PANEL. The taskbar at the bottom shows various open windows and system icons.



Creating Custom Food Processes:

At the Control Panel, please click on **Create Custom Process Group**.

The screenshot shows the HACCP Builder Control Panel in a Windows Internet Explorer browser window. The main header bar includes the HP logo, a search bar with 'bing', and links for 'HP Deals', 'HP Advisor', 'Snapfish by HP', 'HP Games', and 'Learn at HP'. Below the header is a toolbar with various icons and Norton Safe Search status. The main content area is titled '{ MAIN CONTROL PANEL }' and contains company information: Company: Greg Quas, Manager: Greg Quas, City: St. Paul, Email: g.quas@haccpbuilder.com; Street Address: Minnesota, Phone: _____, State: Minnesota, Zip Code: 55102. Below this are three buttons: 'User Guide/Training Manual', 'See Your Individual Locations', and 'Assign Location Master Page'. At the bottom of the main panel are four buttons: 'SOP MANAGER PANEL' (with options for Create SOP Group, Create Custom SOP's In Group, Review SOP's In Group), 'FOOD SAFETY MANAGER PANEL' (with options for Create Custom Food Safety List Group, Create Food Safety Question In Group, Review Food Safety Questions In Group), 'VALIDATION MANAGER PANEL' (with options for Create Custom Validation Group, Create Validation Question In Group, Review Validation Questions Group), and 'FOOD CATEGORY MANAGER PANEL' (with option for Create Custom Food Group) and 'PROCESSES MANAGER PANEL' (with option for Create Custom Process Group). The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time.



After clicking on **Create Custom Process Group** you will land on the following page. Again, this process should be very familiar now after working on the previous three sections.

The screenshot shows a Microsoft Internet Explorer window with the title "HACCP Builder Control Panel - Windows Internet Explorer". The URL in the address bar is <http://www.haccpbuilder.net/ControlPanel/District/ProcessGroup.aspx>. The page content is as follows:

{ CREATE PROCESS GROUP }

Company: Greg Quas	Street Address: Minnesota
Manager: Greg Quas	Phone:
City: St. Paul	State: Minnesota
Email: g.quas@haccpbuilder.com	Zip Code: 55102

Go To Main Control Panel **Assign Location Master Page**

{ CREATING A CUSTOM PROCESS GROUP: }
Type in the name you want to call the Custom Process Group you wish to create and then click GO

{ TO EDIT AND CUSTOMIZE Processes IN GROUP: }
Now to change the Processes in the group, simply click on the Add/Edit hotlink to the right of the GROUP name you created below to customize.

Add/Create Process Group: **Go**

Process Group Name **Add/Edit Processes** **Locations in Group** **View Process**

USDA DEFAULT PROCESS **Add/Edit** View **View Processes**

Done **Internet | Protected Mode: On** **8:30 AM 11/19/2009**

Now, we are going to create a custom Process Group. For our purposes, we will name the group CUSTOM PROCESS GROUP. Now, we will click **GO**.



Now, you will land on this page, which is the same page but you will see that your Custom Process Group has been names and created. Now, we can go into that Custom Process Group and customize your processes.

The screenshot shows a Microsoft Internet Explorer window with the title "HACCP Builder Control Panel - Windows Internet Explorer". The URL in the address bar is "http://www.haccpbuilder.net/ControlPanel/District/ProcessGroup.aspx". The page displays company information (Company: Greg Quas, Manager: Greg Quas, City: St. Paul, Email: g.quas@haccpbuilder.com) and location details (Street Address: Minnesota, Phone: [redacted], State: Minnesota, Zip Code: 55102). Below this, there are two buttons: "Go To Main Control Panel" and "Assign Location Master Page". A section titled "{ CREATING A CUSTOM PROCESS GROUP: }" contains instructions to type a name for the group and click "GO". Another section titled "{ TO EDIT AND CUSTOMIZE Processes IN GROUP: }" provides instructions to change processes by clicking "Add/Edit" links. A table lists existing process groups: "USDA DEFAULT PROCESS" and "CUSTOM PROCESS GROUP". For each group, there are "Add/Edit" and "View" links under "Add/Edit Processes" and "Locations in Group" respectively. The "View Process" link is also present for each group. The browser toolbar at the bottom includes icons for various applications like Word, Excel, and Firefox, along with the date and time (8:31 AM 11/19/2009).



Now, simply click on **GO TO MAIN CONTROL PANEL** and you will land back on the Control Panel. Now click on **Create Custom Process in Group**.

The screenshot shows the HACCP Builder Control Panel in a Windows Internet Explorer browser window. The URL in the address bar is <http://www.haccpbuilder.net/ControlPanel/District/LayoutTest.aspx>. The browser interface includes the HP deals banner, Norton Safe Search, and various HP links like Snapfish by HP, HP Games, and Learn at HP.

MAIN CONTROL PANEL:

- Company: Greg Quas
- Manager: Greg Quas
- City: St. Paul
- Email: g.quas@haccpbuilder.com
- Street Address: Minnesota
- Phone:
- State: Minnesota
- Zip Code: 55102

User Guide/Training Manual | **See Your Individual Locations** | **Assign Location Master Page**

SOP MANAGER PANEL:

- Create SOP Group
- Create Custom SOP's In Group
- Review SOP's In Group

FOOD SAFETY MANAGER PANEL:

- Create Custom Food Safety List Group
- Create Food Safety Question In Group
- Review Food Safety Questions In Group

VALIDATION MANAGER PANEL:

- Create Custom Validation Group
- Create Validation Question In Group
- Review Validation Questions Group

FOOD CATEGORY MANAGER PANEL:

- Create Custom Food Group
- Create Custom Food Category And Hazards
- Review Food Category In Group

PROCESSES MANAGER PANEL:

- Create Custom Process Group
- Create Custom Process In Group
- Review Processes In Group

At the bottom of the browser window, the status bar shows "Internet | Protected Mode: On" and the date/time "8:33 AM 11/19/2009".



And, you will land on the following page. Please select the Custom Process Group you created and the system will automatically direct you to the page to enable your customization.

The screenshot shows a Microsoft Internet Explorer window with the title "HACCP Builder Control Panel - Windows Internet Explorer". The URL is <http://www.haccpbuilder.net/ControlPanel/District/CustomProcess.aspx>. The page displays a form for creating custom processes. At the top, there are tabs: Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. Below the tabs, a section titled "{ CREATE CUSTOM PROCESSES FOR A GROUP }" contains fields for Company (Greg Quas), Manager (Greg Quas), City (St. Paul), Email (g.quas@haccpbuilder.com), Street Address (Minnesota), Phone, State (Minnesota), and Zip Code (55102). At the bottom of this section are two buttons: "Go To Main Control Panel" and "Assign Location Master Page". Below this, a note says: "{ Managing, adjusting and creating Process is a simple task. If you would like to adjust an existing Process you have three options: }". The three options are: 1. REMOVE AN EXISTING PROCESS: Click on the box next to the Process you want to remove in the REMOVE PROCESS column and the system will remove that Process. 2. ADJUST/CHANGE AN EXISTING PROCESS: Click on the box next to the Process you want to adjust in the CREATE CUSTOM PROCESS column and the system will enable you to adjust that Process. 3. CREATE A COMPLETE CUSTOM PROCESS: Click on ADD CUSTOM PROCESS button and the system will enable you to create a completely customized Process. A dropdown menu labeled "Select Process Group" shows options: "-- SELECT VALUE --", "-- SELECT VALUE --", "USDA DEFAULT PROCESS", and "CUSTOM PROCESS GROUP", with "CUSTOM PROCESS GROUP" highlighted. The status bar at the bottom right shows "Internet | Protected Mode: On", the date "11/19/2009", and the time "8:34 AM".



Now you are on the Process Group customization page.

The screenshot shows a Microsoft Internet Explorer window with the title "HACCP Builder Control Panel - Windows Internet Explorer". The URL is <http://www.haccpbuilder.net/ControlPanel/District/CustomProcess.aspx>. The browser toolbar includes links for HP, Bing, HP Deals, HP Advisor, Snapfish by HP, HP Games, and Learn at HP. A Norton Safe Search bar is also present. The main content area displays user information: City: St. Paul, State: Minnesota, Email: g.quas@haccpbuilder.com, and Zip Code: 55102. Below this are three buttons: "Go To Main Control Panel", "Assign Location Master Page", and "Add Additional Process". A red callout box contains the text: "Managing, adjusting and creating Process is a simple task. If you would like to adjust an existing Process you have three options: 1. REMOVE AN EXISTING PROCESS: Click on the box next to the Process you want to remove in the REMOVE column and the system will remove that Process. 2. ADJUST/CHANGE AN EXISTING PROCESS: Click on the box next to the Process you want to adjust in the CREATE CUSTOM PROCESS column and the system will enable you to adjust that Process. 3. CREATE A COMPLETE CUSTOM PROCESS: Click on ADD CUSTOM PROCESS button and the system will enable you to create a completely customized Process". A dropdown menu "Select Process Group" is set to "CUSTOM PROCESS GROUP". Below is a table with the following data:

Standard USDA	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
No Process	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 1	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 2	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 3	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit

At the bottom right of the table is a "Continue" button. The status bar at the bottom of the browser window shows "Done", "Internet | Protected Mode: On", and the date/time "8:35 AM 11/19/2009".



The functionality is the same as the SOP manager. You have the following options

- Remove the Default Processes from the group by checking the box underneath the REMOVE column in the table
- Create a custom Process from the standard default by just checking the box underneath CREATE CUSTOM column in the table
- In addition, and we will cover this, if you would like to create a completely custom process, you will click on **ADD ADDITIONAL PROCESS** button.

{ Managing, adjusting and creating Process is a simple task. If you would like to adjust an existing Process you have three options: }

- 1. REMOVE AN EXISTING PROCESS:** Click on the box next to the Process you want to remove in the REMOVE PROCESS column and the system will remove that Process
- 2. ADJUST/CHANGE AN EXISTING PROCESS:** Click on the box next to the Process you want to adjust in the CREATE CUSTOM PROCESS column and the system will enable you to adjust that Process
- 3. CREATE A COMPLETE CUSTOM PROCESS:** Click on ADD CUSTOM PROCESS button and the system will enable you to create a completely customized Process

Standard USDA	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
No Process	No	✓	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 1	No	✓	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 2	No	✓	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 3	No	✓	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit



After you click on the Create Custom the system will automatically redirect you to the following page. On this page, you are able to customize the following (we recommend that you be very careful customizing these fields):

- Process Name
- Short Name
- Custom Field One
- Custom Field Two
- Custom Field Three
- Custom Field Four
- Custom Field Five
- Custom Field Six
- Custom Field Seven
- Custom Field Eight
- Custom Field Nine
- Custom Field Ten

The screenshot shows a Mozilla Firefox browser window with the title "HACCP Builder Control Panel - Mozilla Firefox". The address bar shows the URL <http://haccpbuilder.net/ControlPanel/District/EditProcess.aspx?ProcessId=1094&GroupId=268&Mode=1>. The page content includes:

- Header information: City: St. Paul, State: Minnesota, Email: g.quas@haccpbuilder.com, Zip Code: 55102.
- A "Go To Main Control Panel" button.
- A "Process Name*" field containing "Process 3 - Complex Preparation".
- A "Short Name*" field containing "Process 3".
- A "Custom Field 1*" field containing "RECEIVE" and the text "Control Measures: Known and Approved Source, Receiving Temperatures".
- A "Custom Field 2" field with a rich text editor.

The browser interface includes a toolbar at the top with links for File, Edit, View, History, Bookmarks, Tools, Help, and a search bar for Google. Below the toolbar is a Norton toolbar. The bottom of the screen shows the Windows taskbar with icons for various applications and the date/time (8:41 AM 11/19/2009).

When you have completed your changes, please click **SUBMIT** at the bottom left hand corner of the page.



You will land on this page once again. If you have completed your changes you need to click on the **CONTINUE** button in the lower right-hand side corner of the page to save your new Custom Process Group. If you want to add a completely customized Process please click on **Add Additional Process**.

The screenshot shows a Mozilla Firefox browser window with the URL <http://haccpbuilder.net/ControlPanel/District/CustomProcess.aspx?GroupId=268>. The page displays user information: Manager: Greg Quas, City: St. Paul, Email: g.quas@haccpbuilder.com, Phone: (redacted), State: Minnesota, Zip Code: 55102. Below this are three buttons: Go To Main Control Panel, Assign Location Master Page, and Add Additional Process.

A note below the buttons states: { Managing, adjusting and creating Process is a simple task. If you would like to adjust an existing Process you have three options: }

Three numbered options are listed:

1. REMOVE AN EXISTING PROCESS: Click on the box next to the Process you want to remove in the REMOVE PROCESS column and the system will remove that Process
2. ADJUST / CHANGE AN EXISTING PROCESS: Click on the box next to the Process you want to adjust in the CREATE CUSTOM PROCESS column and the system will enable you to adjust that Process
3. CREATE A COMPLETE CUSTOM PROCESS: Click on ADD CUSTOM PROCESS button and the system will enable you to create a completely customized Process

A dropdown menu labeled "Select Process Group" shows "CUSTOM PROCESS GROUP". Below it is a table titled "Standard USDA" with columns: Standard USDA, Additional Custom, USDA Default, Remove, Create Custom, and Add/Edit Custom. The table contains four rows: No Process (Remove checked, Create Custom checked), Process 1 (Remove checked, Create Custom checked), Process 2 (Remove checked, Create Custom checked), and Process 3 (Remove checked, Create Custom checked). A "Continue" button is located at the bottom right of the table area.



If you click on **Add Additional Process** you will land on the following page. Again, you will recognize this page and it will not have any contents. Just make the changes you wish to implement and click **SUBMIT**.

The screenshot shows a Mozilla Firefox browser window with the title "HACCP Builder Control Panel - Mozilla Firefox". The address bar displays the URL <http://haccpbuilder.net/ControlPanel/District/EditProcess.aspx?GroupId=268&Mode=2>. The main content area is titled "{ CREATE CUSTOM Process }". It contains several input fields and labels:

Company: Greg Quas	Street Address: Minnesota
Manager: Greg Quas	Phone:
City: St. Paul	State: Minnesota
Email: g.quas@haccpbuilder.com	Zip Code: 55102

Below these fields is a red button labeled "Go To Main Control Panel".

Further down, there are three more input fields with labels:

- Process Name*** (with a red asterisk)
- Short Name*** (with a red asterisk)
- Custom Field 1*** (with a red asterisk)

Under "Custom Field 1*", there is a rich text editor toolbar.

The browser's status bar at the bottom right shows the time as 8:46 AM and the date as 11/19/2009.



Now, you will land back on this page. You will see all of your process listed in the Group. To save your final Processes within your New Process Group, please scroll down and click on **CONTINUE** (if you do not perform this action your new Processes within your Customized Process Group will not be saved).

The screenshot shows a Mozilla Firefox browser window with the URL <http://haccpbuilder.net/ControlPanel/District/CustomProcess.aspx?GroupId=268>. The page displays a summary of a process group managed by Greg Quas, located in St. Paul, Minnesota, with the email g.quas@haccpbuilder.com. Below this, there are three buttons: 'Go To Main Control Panel', 'Assign Location Master Page', and 'Add Additional Process'. A note below the buttons provides instructions for managing existing processes: 1. REMOVE AN EXISTING PROCESS, 2. ADJUST/CHANGE AN EXISTING PROCESS, and 3. CREATE A COMPLETE CUSTOM PROCESS. A dropdown menu 'Select Process Group' is set to 'CUSTOM PROCESS GROUP'. A table lists four processes: 'No Process', 'Process 1', 'Process 2', and 'Process 3', along with their status and options for removal, creation, and editing. The bottom right of the page has a 'Continue' button. The browser's toolbar and status bar are visible at the top and bottom respectively.

Standard USDA	Additional Custom	USDA Default	Remove	Create Custom	Add/Edit Custom
No Process	No	✓	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 1	No	✓	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 2	No	✓	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Process 3	No	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
Custom Add - Users Guide	Yes		<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit



You will now land on the review page, please review and verify your choices. After you confirm your choices please click on **SUBMIT** and your changes will be saved.

HACCP Builder Control Panel - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://haccpbuilder.net/ControlPanel/District/ProcessReview.aspx?GroupId=268&GroupName=CUSTOM PROCESS GROUP

Most Visited Getting Started Latest Headlines

Google Search AutoLink AutoFill

Norton Norton Safe Search Search Cards & Log-ins Sign in

HACCP Builder Control Panel { Process Review }

Company: Greg Quas Manager: Greg Quas Street Address: Minnesota
City: St. Paul Phone:
Email: g.quas@haccpbuilder.com State: Minnesota
Zip Code: 55102

Go To Main Control Panel

{ CUSTOM PROCESS GROUP }

Select Process Group CUSTOM PROCESS GROUP

Standard USDA Processes	Additional Custom Processes	TYPE
No Process	No	USDA Default
Process 1	No	USDA Default
Process 2	No	USDA Default
Process 3	No	Custom
Users Guide	Yes	Custom

SUBMIT

Done

8:49 AM 11/19/2009

Standard USDA Processes	Additional Custom Processes	TYPE
No Process	No	USDA Default
Process 1	No	USDA Default
Process 2	No	USDA Default
Process 3	No	Custom
Users Guide	Yes	Custom



Now, if you have created your location(s) you can assign your Process Group to the location(s) that you wish. To assign, go to each location and select the group or group(s) you want assigned to that specific location. Then click **SUBMIT** (NOTE: the page you are on is the Assign Location Master page). After you have assigned the group(s) to your location(s), click **SAVE AND CONTINUE** and you will land back on the Control Panel.

Location Name	Groups	Submit
Location Two	SOP's: Test Group Checklist: Test Group Validation: Test Group Food Category: Slades Custom Group Process: CUSTOM PROCESS GROUP	SUBMIT
Sample HACCP Builder Plan	SOP's: USDA DEFAULT PROCESS CUSTOM PROCESS GROUP Checklist: USDA DEFAULT QUESTIONS Validation: USDA DEFAULT QUESTIONS Food Category: USDA DEFAULT FOOD CATEGORY Process: USDA DEFAULT PROCESS	SUBMIT



Now you are back at the Main Control Panel.

The screenshot shows the HACCP Builder Control Panel in Mozilla Firefox. The main header bar includes File, Edit, View, History, Bookmarks, Tools, and Help menus, along with a toolbar with icons for Back, Forward, Stop, Home, Refresh, and Search. The address bar shows the URL <http://haccpbuilder.net/ControlPanel/District/LayoutTest.aspx>. Below the toolbar, there are links for Most Visited, Getting Started, and Latest Headlines, and a Google search bar. A Norton toolbar is also present. The main content area has a dark header with tabs: Control Panel, Manage Users, Create Location, Copy Location, Alerts, and Reports. The Control Panel tab is active. The main body contains a section titled '{ MAIN CONTROL PANEL }' with company information: Company: Greg Quas, Manager: Greg Quas, City: St. Paul, Email: g.quas@haccpbuilder.com, Street Address: Minnesota, Phone: _____, State: Minnesota, Zip Code: 55102. Below this are three buttons: User Guide/Training Manual, See Your Individual Locations, and Assign Location Master Page. Below the main panel are five management panels: SOP Manager Panel (Create SOP Group, Create Custom SOP's In Group, Review SOP's In Group), Food Safety Manager Panel (Create Custom Food Safety List Group, Create Food Safety Question In Group, Review Food Safety Questions In Group), Validation Manager Panel (Create Custom Validation Group, Create Validation Question In Group, Review Validation Questions Group), Food Category Manager Panel (Create Custom Food Group), and Processes Manager Panel (Create Custom Process Group). The bottom status bar shows various icons and the system date and time: Done, 8:55 AM, 11/19/2009.



LOCATION USERS / TRAINING GUIDE



After your location has been created at the corporate level and you have received your logins for your location, please enter the username and password that were emailed to you at the main login page of the www.haccpbuilder.com website.

After you have logged you will initially land on the Location CONTROL PANEL page. The page is featured below:

The screenshot shows the HACCP Builder Control Panel. At the top, there's a navigation bar with links like Control Panel, Build Haccp Plan, View Haccp Plan, Print Haccp Plan, Plan Index, Product Manager, and Inventory. Below this is a main content area divided into sections. On the left, under 'MAIN CONTROL PANEL', it lists location details: Location: 7-9-09 Test Trial, Corporation: Free Trial District, Manager: 7-9-09 Test Trial 7-9-09 Test Trial, Email: greg@sixrm.com, Phone: 612 281 1618. To the right, it lists address details: Street Address: 186 Washington Street, City: 7-9-09 Test Trial, State: Minnesota, Zip Code: 55102, FAX:. Below these sections is a 'User Guide/Training Manual' button. To the right of the main content area is a sidebar with pink buttons for Edit HACCP Plan, Inventory Items, Product/Menu Items, Ingredients, Vendors, and View SOP's. At the bottom, there's a table titled 'Daily Reports' with three rows: Cold Holding Log, Cooling Temperature Log, and Food Safety Check List. The table has columns for Daily Reports, Date, Date, Date, Date, Date, Calendar, Alerts, Report History, Actions, and View. The table shows data for July 15, 2009, through July 16, 2009.

The CONTROL PANEL page will eventually become the page you will use for your ongoing HACCP needs on a daily basis. We will visit this page many times throughout the instruction guide. First we will review the key navigation controls that appear on the CONTROL PANEL page. After we complete the review, we will detail how you will build your location HACCP PLAN.



MAIN NAVIGATION INDIVIDUAL PAGE REVIEW

CONTROL PANEL: The main control center for ongoing HACCP Food Safety Compliance

When you first login to HACCP Builder you will land on the page below:

Daily Reports	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View	
Cold Holding Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Cooling Temperature Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Food Safety Check List	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	View

- **Control Panel** – This page is where you will start every time you login to the system
- **Build HACCP Plan** – This is the key navigation tab for building and editing information in your HACCP Plan
- **View HACCP Plan** – Provides access to quickly view your HACCP Plan (after it is written)
- **Print HACCP Plan** – Provides access to print your HACCP Plan (after it is written)
- **Plan Index** – Provides all HACCP Compliance documentation and reference materials
- **Product Manager** – Provides Direct Access to Edit the Menu Items
- **Inventory** – Provides Direct Access to Edit the Inventory Items
- **Users Guide and Training Manual** – Provides access to the Instruction Guide



- **Edit HACCP Plan** – Provides Direct Access to Edit the HACCP Plan
- **Inventory Items** – Provides Direct Access to Edit the Inventory Items
- **Product/Menu Items** – Provides Direct Access to Edit the Menu Items
- **Ingredients** – Provides Direct Access to Edit the Ingredients
- **Vendors** – Provides Direct Access to Edit the Vendors
- **View SOP's** – Provides Direct Access to View Standard Operating Procedures



VIEW HACCP PLAN: Displays your HACCP Plan after completion of the plan

HACCP PLAN FOR Sample HACCP Builder Plan

DESCRIPTION OF PROGRAM OVERVIEW AND FACILITY:

- Site Location Name: Sample HACCP Builder Plan
Manager: John Q. Sample
Email: g.quas@hacpbuilder.com
186 Washington Street
Saint Paul 55102
Phone: 612 281 1618
Alternate Phone: 612 281 1618
Fax: 000 000 0000

HACCP PROCEDURAL QUESTIONS AND ANSWERS

HACCP Procedural Questions: Buyer Specifications
Describe Establishment Requirements for Vendor Selection
We select vendors based on the quality of ingredients and ability to deliver. In addition, we ask that our vendors are HACCP Compliant and provide their HACCP Plan.

HACCP Procedural Questions: Allergen Management
Do any menu items contain potential allergen ingredients
 Yes No
If yes, describe allergen ingredients
Shellfish
Please describe procedures for allergen control:
We ask employees about allergies and we provide protective safety wear for those who have shellfish allergies or ask them not to handle the shellfish food stuffs.

HACCP Procedural Questions: Safety Hazard Procedures
Describe basic procedures to eliminate menu items from contamination by biological, chemical and physical food safety hazards
We comply with HACCP rules on the handling of Biological contaminants. In addition, we store chemicals in a seperate room and ensure that physical hazards are not in our served food items.

HACCP Procedural Questions: Soiled and Unsanitized Surfaces
Do soiled and unsanitized surfaces of equipment and utensils contact raw or cooked food.



PRINT HACCP PLAN: Enables printable format for your HACCP Plan after the plan is completed

Screenshot of a Mozilla Firefox browser window showing the "Print" dialog box over a "HACCP Builder Plan" page.

Print Dialog Box:

- Name: hp deskjet 3500 series
- Status: Ready
- Type: hp deskjet 3500 series
- Where: USB002
- Comment:
- Print range: All (radio button selected)
- Copies: Number of copies: 1
- Print Frames: As laid out on the screen (radio button selected)
- OK and Cancel buttons

HACCP Builder Plan Page:

The page title is "HACCP Builder Plan". The content includes:

- We select vendors based on the quality of ingredients and ability to deliver. In addition, we ask that our vendors are HACCP Compliant and provide their HACCP Plan.
- HACCP Procedural Questions: Allergen Management**
 - Do any menu items contain potential allergen ingredients?
 - Yes
 - No
 - If yes, describe allergen ingredients
 - Shellfish
 - Please describe procedures for allergen control:
 - We ask employees about allergies and we provide protective safety wear for those who have shellfish allergies or ask them not to handle the shellfish food stuffs.
- HACCP Procedural Questions: Safety Hazard Procedures**
 - Describe basic procedures to eliminate menu items from contamination by biological, chemical and physical food safety hazards
 - We comply with HACCP rules on the handling of Biological contaminants. In addition, we store chemicals in a separate room and ensure that physical hazards are not in our served food items.
- HACCP Procedural Questions: Soiled and Unsanitized Surfaces**
 - Do soiled and unsanitized surfaces of equipment and utensils contact raw or cooked food
 - Yes
 - No
 - If yes, describe how the raw or cooked food comes into contact with unclean or unsanitized surfaces
 - Transferring data from www.haccpbuilder.net...



PLAN INDEX: Provides all HACCP Compliance documentation and reference materials

Key reference items on this page include:

- Description of Program Overview and Facility
- HACCP Plan Purpose and Scope
 - Who has the Responsibility for Ensuring Food Safety
 - What is my Health Inspectors Role in helping me Prevent Foodborne Illness in my Establishment
 - How can this Program help me Prevent Foodborne Illness
 - How was the HACCP Program Developed
 - Who Regulates Me
 - Is it a Requirement that I Implement a Food Safety Management System based on HACCP Principles
- Background and Definition of Food Service Industry
 - What are the Retail and Food Service Industries
 - What are Food Safety Hazards
 - What are Foodborne Illness Risk Factors
 - What is Meant by Active Managerial Control
- Use of HACCP as a Food Safety Management System
 - What are the Seven HACCP Principles
 - How can HACCP Principles in Retail and Food Service Operations
- HACCP Food Safety Program Summary
- Applying HACCP Principle to Retail and Food Service



- What is the Process Approach
- What is the Flow of Food
- What are the four Food Preparation Processes most often used in Retail and Food Service Establishments
- Conducting a Proper HACCP Hazard Analysis
- Determining HACCP Risk Factors
- Identification Control Measures and CCP's
- HACCP Food Process 0: No Process No Cook
- HACCP Food Process 1: No Cook
- HACCP Food Process 2: Same Day Service
- HACCP Food Process 3: Complex Food Preparation
- Danger Zone Diagram
- Menu Items Classified by Process
- All Standard Operating Procedures (SOP's)
- All Reporting (daily, weekly and other)
- Validation Worksheet
- Corrective Actions Policy
- Corrective Actions Library
 - Corrective Action: Cleaning and Sanitizing Food Contact Surfaces
 - Corrective Action: Controlling Temperature and Time During Preparation
 - Corrective Action: Cooking Potentially Hazardous Foods
 - Corrective Action: Cooling Potentially Hazardous Foods
 - Corrective Action: Date Marketing Ready To Eat, Potentially Hazardous Food
 - Corrective Action: Handling a Food Recall
 - Corrective Action: Holding Hot and Cold Potentially Hazardous Food
 - Corrective Action: Personal Hygiene
 - Corrective Action: Preventing Contamination at Food Bars
 - Corrective Action: Preventing Cross-Contamination During Storage and Preparation
 - Corrective Action: Receiving Deliveries
 - Corrective Action: Reheating Potentially Hazardous Foods
 - Corrective Action: Serving Food
 - Corrective Action: Storing and Using Poisonous or Toxic Chemicals
 - Corrective Action: Transporting Food To Remote Sites
 - Corrective Action: Using and Calibrating Thermometers
 - Corrective Action: Using Suitable Utensils When Handling Ready To Eat Foods
 - Corrective Action: Limit Bacteria Growth in Potentially Hazardous Food
 - Corrective Action: Washing Fruits and Vegetables
 - Corrective Action: Washing Hands
- Review HACCP Plan
- Review HACCP Policy
- Review Monitoring Policy
- HACCP Builder Procedural Steps
 - Step One: Develop Pre-requisite Programs
 - Step Two: Group Your Menu Items/Product
 - Step Three: Conduct A Hazard Analysis
 - Step Four: Implement Control Measures and Establish Critical Limits
 - Step Five: Establish Monitoring Procedures
 - Step Six: Develop Corrective Actions
 - Step Seven: Conduct Ongoing Verification
 - Step Eight: Keep Records
 - Step Nine: Conduct Periodic Validation
 - Seafood Reference Tables
 - Glossary



- Training Logs (not active at this time) and HACCP e-training (not active at this time)


PRODUCT MANAGER: Provides Access to the Product/Menu Items Review

Menu Item Manager - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/MenuItemManager.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows > LinkedIn Glue

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Norton Phishing Protection on

HACCP Food Safety – HACCP Builder Menu Item Manager

Builder

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager Inventory

{ MENU ITEM MANAGER }

Location: 7-9-09 Test Trial	Street Address: 186 Washington Street
Corporation: Free Trial District	City: 7-9-09 Test Trial
Manager: 7-9-09 Test Trial 7-9-09	State: Minnesota
Email: greg@sixrm.com	Zip Code: 55102
Phone: 612 281 1618	FAX:

Go To Main Control Panel

Edit HACCP Plan
Inventory Items
Product/Menu Items
Ingredients
Vendors
View SOP's

Menu Item	Preparation	Process	Ingredient	Food Category	Vendor	Hazards & CCP/CP
Sirloin	Pre-made	Process 3	Meat	RAW AND STUFFED - BEEF, PORK, ROASTS	Jims	View

Done

start Sprint ... Menu ... 2 Sk... TUCKER Inbox ... C:Do... Free T... 10:32 AM



INVENTORY MANAGER: Provides Access to the Inventory

The screenshot shows the 'Inventory Item Manager' page of the HACCP Builder software. At the top, there's a navigation bar with links like Control Panel, Build Haccp Plan, View Haccp Plan, Print Haccp Plan, Plan Index, Product Manager, and Inventory. On the left, a sidebar has buttons for Edit HACCP Plan, Inventory Items, Product/Menu Items, Ingredients, Vendors, and View SOP's. The main content area displays company information (Location: 7-9-09 Test Trial, Corporation: Free Trial District, Manager: 7-9-09 Test Trial 7-9-09, Email: greg@sixrm.com, Phone: 612 281 1618) and facility details (Street Address: 186 Washington Street, City: 7-9-09 Test Trial, State: Minnesota, Zip Code: 55102, FAX:). Below this is a 'Go To Main Control Panel' button. A 'Add Custom Inventory' button is also present. A table lists inventory items: 3 Compartment Wash Sink (Quantity: 1, Custom Item: No, Edit link), and Additional Utility Sink (1 or more compartments) (Quantity: 1, Custom Item: No, Edit link). The bottom of the screen shows the Windows taskbar with various icons and the system tray.

SIGN OUT: Enables Logout of System



BUILDING YOUR HACCP PLAN

The first thing we need to do is build your HACCP Plan (there are nine steps). In the CONTROL PANEL you will see a tab in the top navigation called **Build HACCP Plan**. Before clicking on this tab, we recommend that you tally the following items to make it easier for you to complete your plan:

- Complete inventory of your kitchen equipment
- Complete list of your food stuffs/food ingredients vendors:
 - Vendor name
 - Vendor contact person's name
 - Vendor phone number
 - NOTE: You will have the option to upload this data from a spreadsheet file
- Ingredients
 - NOTE: You will have the option to upload this data from a spreadsheet file
- Menu items

There are NINE STEPS to completing your HACCP Plan.



STEP ONE: Please click on the **Build HACCP Plan** navigation tab. You will land on the following page:

The screenshot shows a Mozilla Firefox browser window. The title bar reads "HACCP Builder | Procedural Questions - Mozilla Firefox". The address bar shows the URL "http://www.haccpbuilder.net/ControlPanel/Kitchen/ProceduralQuestions.aspx". The page content is the "Build HACCP Plan" section of the HACCP Builder website. It features a logo with a fork and spoon on a shield, and a navigation menu with tabs: Control Panel, Build HACCP Plan, View HACCP Plan, Print HACCP Plan, Plan Index, Product Manager, and Inventory. Below the menu, a section titled "BUYER SPECIFICATIONS: STEP ONE OF NINE BUILDING YOUR HACCP PLAN" contains a text input field labeled "Describe Establishment Requirements for Vendor Selection" with the placeholder "Your Answer". A "Finished And Continue" button is located at the bottom right of this section. The status bar at the bottom of the browser shows various icons and system information like the date and time.

Please complete the HACCP required question. Once you are satisfied with your answer please click on the button **Finished and Continue**.

**STEP TWO:**

HACCP Builder | Procedural Questions - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/ProceduralQuestions.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows > LinkedIn Glue

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Y! Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers Sports >

Norton Phishing Protection on

HACCP Food Safety - HACCP Builder HACCP Builder | Procedural Ques... Done

ALLERGEN MANAGEMENT: STEP TWO OF NINE BUILDING YOUR HACCP PLAN

Do any menu items contain potential allergen ingredients? Yes No

If yes, describe allergen ingredients

Please describe procedures for allergen control

Finished And Continue

start Sprint ... HACC... 2 Sk... TUCKER Inbox ... C:Do... Free T... 10:35 AM

Please complete the HACCP required questions. Once you are satisfied with your answer please click on the button **Finished and Continue**.

**STEP THREE:**

The screenshot shows a Mozilla Firefox browser window with the following details:

- Title Bar:** HACCP Builder | Procedural Questions - Mozilla Firefox
- Address Bar:** http://www.haccpbuilder.net/ControlPanel/Kitchen/ProceduralQuestions.aspx
- Toolbar:** Includes links for Internet Explorer, Most Visited, Customize Links, Free Hotmail, My Yahoo!, RealPlayer, TOSHIBA Access, Windows Marketplace, Windows Media, Windows, LinkedIn, and Glue.
- Menu Bar:** File, Edit, View, History, Bookmarks, Yahoo!, Tools, Help
- Search Bar:** Search Web, Mail, Shopping, Personals, My Yahoo!, News, Games, Travel, Finance, Answers, Sports.
- System Tray:** Norton Phishing Protection on
- Content Area:** Displays the HACCP Builder interface with a red header bar containing "Control Panel", "Build Haccp Plan", "View Haccp Plan", "Print Haccp Plan", "Plan Index", "Product Manager", and "Inventory".
- Form:** A text input field labeled "Your Answer" with the placeholder text "Describe basic procedures to eliminate menu items from contamination by biological, chemical and physical food safety hazards".
- Buttons:** A red "Finished And Continue" button.
- Page Footer:** © HACCP Builder
- Taskbar:** Shows various open windows like Sprint, HACC..., Sk... and system icons.

Please complete the HACCP required question. Once you are satisfied with your answer please click on the button **Finished and Continue**.

**STEP FOUR:**

The screenshot shows a Mozilla Firefox browser window with the title "HACCP Builder | Procedural Questions - Mozilla Firefox". The address bar shows the URL "http://www.haccpbuilder.net/ControlPanel/Kitchen/ProceduralQuestions.aspx". The main content area displays the HACCP Builder interface. At the top, there is a navigation menu with links like Control Panel, Build Haccp Plan, View Haccp Plan, Print Haccp Plan, Plan Index, Product Manager, and Inventory. Below this, a section titled "SOIL AND UNSANITIZED SURFACES: STEP FOUR OF NINE BUILDING YOUR HACCP PLAN" contains a question: "Do soiled and unsanitized surfaces of equipment and utensils contact raw or cooked food?" with two radio button options: "Yes" (selected) and "No". There is also a text input field labeled "Your Answer". At the bottom right of the form, there is a red "Finished And Continue" button. The browser's status bar at the bottom shows various icons and system information.

Please complete the HACCP required questions. Once you are satisfied with your answer please click on the button **Finished and Continue**.

**STEP FIVE:**

HACCP Builder | Procedural Questions - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows > LinkedIn Glue

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Norton Phishing Protection on

HACCP Food Safety - HACCP Builder HACCP Builder | Procedural Ques...

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager Inventory

DAILY REQUIREMENTS: STEP FIVE OF NINE BUILDING YOUR HACCP PLAN

Question	Answer
Raw animal foods do not contaminate cooked (ready-to-eat) food	<input checked="" type="radio"/> Yes <input type="radio"/> No
Effective handwashing is practiced	<input checked="" type="radio"/> Yes <input type="radio"/> No
Eating, smoking, and drinking in food preparation areas are prohibited	<input checked="" type="radio"/> Yes <input type="radio"/> No
Water in contact with food and food-contact surfaces and used in the manufacture of ice is potable	<input checked="" type="radio"/> Yes <input type="radio"/> No
Toxic compounds are properly labeled, stored, and safely used	<input checked="" type="radio"/> Yes <input type="radio"/> No
Contaminants such as condensate, lubricants, pesticides, cleaning compounds, sanitizing agents, and additional toxic materials do not contact food, food-packaging materials, and food-contact surfaces	<input checked="" type="radio"/> Yes <input type="radio"/> No
Food, food-packaging materials, and food-contact surfaces are not contaminated by physical hazards such as broken glass from light fixtures, jewelry, etc.	<input checked="" type="radio"/> Yes <input type="radio"/> No
An effective pest control system is in place	<input checked="" type="radio"/> Yes <input type="radio"/> No
Hair restraints are used	<input checked="" type="radio"/> Yes <input type="radio"/> No
Clean clothing is worn	<input checked="" type="radio"/> Yes <input type="radio"/> No
The wearing of jewelry (other than a wedding ring) is prohibited	<input checked="" type="radio"/> Yes <input type="radio"/> No
Food-contact surfaces, including utensils, are cleaned, sanitized, and maintained in good condition	<input checked="" type="radio"/> Yes <input type="radio"/> No
Temperature measuring devices (e.g., thermometer or temperature recording device) are calibrated regularly	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cooking and hot holding equipment (grills, ovens, steam tables, conveyer cookers, etc.) are routinely checked, calibrated, and operated to	<input checked="" type="radio"/> Yes <input type="radio"/> No

Done

start Sprint ... HACC... Sk... TUCKER Inbox ... C:Do... Free T... 10:37 AM

Please complete the HACCP required questions. To be HACCP Compliant the answer to all questions in step five must be YES. It is okay to have NO answers at this time but you must move to correct any issues so that you can answer all questions YES. Once you correct the problems you can enter the **Build HACCP Plan** once again and updated your answers to YES.

Once you are satisfied with your answer please click on the button **Finished and Continue**.



STEP SIX: (kitchen equipment inventory)

HACCP Plan- Setup Inventory - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://www.haccpbuilder.net/ControlPanel/Kitchen/SetupInventoryHaccp.aspx

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows > Linkedin Glue

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

Norton Phishing Protection on

HACCP Food Safety - HACCP Builder HACCP Plan- Setup Inventory

Builder

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager **Inventory**

{ EQUIPMENT INVENTORY: STEP SIX OF NINE BUILDING YOUR HACCP PLAN }

Location: 7-9-09 Test Trial	Street Address: 186 Washington Street
Corporation: Free Trial District	City: 7-9-09 Test Trial
Manager: 7-9-09 Test Trial 7-9-09	State: Minnesota
Email: greg@sixrm.com	Zip Code: 55102
Phone: 612 281 1618	FAX:

Go To Main Control Panel

Inventory Item	Select	Quantity	Custom Item
3 Compartment Wash Sink	<input checked="" type="checkbox"/>	1	No
Additional Utility Sink (1 or more compartments)	<input checked="" type="checkbox"/>	1	No
Dishwashing Machine	<input type="checkbox"/>	0	No

Done

start Sprint ... HACC... 2 Sk... TUCKER Inbox ... C:Do... Free T... 10:38 AM

Please complete your sites inventory. We have included standard kitchen equipment but if you have any items that are not included in the standard HACCP list you will be able to add custom inventory items on the Inventory Review page which follows this page.

Once you are satisfied with your answer please click on the button **Finished and Continue**.



Now you have landed on the Inventory Review page:

If you need to add any custom inventory items, please click on **Add Custom Inventory Item** and you land on the following page:

Entry ID	Name	Type	Quantity
647	Walk In Refrigerator	Refrigeration Device	1
648	Freezer	Refrigeration Device	1
649	Front Cook Top	Oven or Heating Device	1
650	Back Cook Top	Oven or Heating Device	1
651	Front Oven	Oven or Heating Device	1
652	Back Oven	Oven or Heating Device	1
653	Heat Lamp Area	Oven or Heating Device	1
654	Food Prep Area	Food Preparation Area	1

On the right-hand side of the screen please enter your custom inventory item and click on **Add**. You will notice the inventory item appears in the list on the left-hand side. Please continue to enter items and when you are done click on **Go To Inventory Review**. You will then go back to the Inventory Review page and simply click on **Finished and Continue**.



STEP SEVEN: (vendor identification)

The screenshot shows a web browser window for 'HACCP Builder | Vendor - Windows Internet Explorer provided by Yahoo!'. The URL is <http://haccpbuilder.net/ControlPanel/Kitchen/Vendors.aspx>. The browser toolbar includes Norton Phishing Protection, a Yahoo search bar, and various links like Favorites, Suggested Sites, and Email Manager.

The main content area has a header 'Builder' and a navigation menu with links: Control Panel, Build Haccp Plan, View Haccp Plan, Print Haccp Plan, Plan Index, Product Manager, and Inventory.

VENDORS IDENTIFICATION: STEP SEVEN OF NINE BUILDING YOUR HACCP PLAN

Left side: A search form with 'Vendor Name:' input and a 'Go' button. Below it is a table with columns: Entry Date, Vendor Name, Contact Name, and Phone. One row is shown: 7/10/2009, Jim, Jim, 0000000000.

Right side: An 'Add/Edit Ingredient' form with fields for Entry Date (7/15/2009), Vendor Name, Vendor Contact Name, Vendor Phone Number, and a 'Does Vendor have Training and Certifications in Place?' section with radio buttons for Yes (selected) and No. It also includes fields for corrective actions and vendor training descriptions, and a 'Verified By:' field.

On this page you can enter your vendor information on the right-hand side of the screen. When you complete entering the data in the form please click on **Add** and your vendor will be added to the database on the left-hand side of the screen. Continue to add each vendor that supplies your food stuffs.

Once you complete adding all of your vendors, then simply click on **Finished and Continue**.

KEY NOTE: To review instructions on how to upload your data please go to the upload section starting at page 92 of the guide.



STEP EIGHT: (ingredients, vendor relationship, food category and automatic hazard assignment)

On this page you can enter your ingredient information on the right-hand side of the screen and link the supplying vendor for that food stuff/ingredient item. When you complete entering the data in the form please click on **Add** and your ingredient, vendor relationship, food category and automatic hazard assignment will be added to the database on the left-hand side of the screen. Continue to add each ingredient that you use in the location.

Once you complete adding all of your ingredients, then simply click on **Finished and Continue**.

KEY NOTE: To review instructions on how to upload your data please go to the upload section starting at page 92 of the guide.



STEP NINE: (assigning ingredients to product / menu items)

The screenshot shows the HACCP Builder software interface. The main window displays a table with one row: Sirloin, Process 3, Meat, Jims. To the right, a modal dialog box titled '{ Add/Edit Menu Item }' is open, allowing the user to input details for a new menu item. The dialog includes fields for Entry Date (7/15/2009), Item Name (Sirloin), Recipe Number, and a dropdown for Add Ingredient (set to Meat). Below these are sections for Selected Ingredient(s) (Sirloin), Preparation (Pre-made (Vendor Supplied)), Process (Process 1-3), Ready to eat (Yes/No), and Instructions to Recipe and/or Instructions (an empty text area).

On this page you can enter product or menu items and select your ingredients in a specific product / menu item on the right-hand side of the screen. When you complete entering the data in the form please click on **Add** and your product / menu item and ingredients will be added to the database on the left-hand side of the screen. Continue to add each product / menu item that you use in the location.

Once you complete adding all of your ingredients, simply click on **Finished and Continue**.



CONGRATULATIONS! Now, you have completed your HACCP Plan. You can always go back in and edit each and every item that is included in your HACCP Plan at any time.

The screenshot shows a Mozilla Firefox browser window with the title "HACCP Builder | View HACCP Plan - Mozilla Firefox". The address bar shows the URL "http://www.hacpbuilder.net/ControlPanel/Kitchen/ViewHaccpPlanNew.aspx". The main content area displays the "HACCP PLAN FOR Sample HACCP Builder Plan".
DESCRIPTION OF PROGRAM OVERVIEW AND FACILITY:
Site Location Name: Sample HACCP Builder Plan
Manager: John Q. Sample
Email: g.quas@hacpbuilder.com
186 Washington Street
Saint Paul 55102
Phone: 612 281 1618
Alternate Phone: 612 281 1618
Fax: 000 000 0000
HACCP PROCEDURAL QUESTIONS AND ANSWERS
HACCP Procedural Questions: Buyer Specifications
Describe Establishment Requirements for Vendor Selection
We select vendors based on the quality of ingredients and ability to deliver. In addition, we ask that our vendors are HACCP Compliant and provide their HACCP Plan.
HACCP Procedural Questions: Allergen Management
Do any menu items contain potential allergen ingredients
 Yes No
If yes, describe allergen ingredients
Shellfish
Please describe procedures for allergen control:
We ask employees about allergies and we provide protective safety wear for those who have shellfish allergies or ask them not to handle the shellfish food stuffs.
HACCP Procedural Questions: Safety Hazard Procedures
Describe basic procedures to eliminate menu items from contamination by biological, chemical and physical food safety hazards
We comply with HACCP rules on the handling of Biological contaminants. In addition, we store chemicals in a separate room and ensure that physical hazards are not in our served food items.
HACCP Procedural Questions: Soiled and Unsanitized Surfaces
Do soiled and unsanitized surfaces of equipment and utensils contact raw or cooked food.
The status bar at the bottom shows: Done, Sprint ..., HACC..., 2 Sk..., TUCKER, Inbox ..., C:Do..., Free T..., 10:43 AM.

**ONGOING DAILY HACCP COMPLIANCE AND MANAGEMENT (Logs, Reporting & Monitoring)**

Proper HACCP management requires daily, weekly and additional tasks that provide ongoing verification of HACCP Food Safety Compliance. In this section, we will begin your ongoing management requirements.

Also, remember, as you adjust your procedural questions, inventory, vendors (and their HACCP compliance), ingredients and menu items you will need to go into those areas and update your information to remain HACCP Food Safety Compliant.

Now, please go back to the Control Panel functionality by product:



Ongoing Data Logging and Entry:

Daily Reports	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Cold Holding Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Cooling Temperature Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Food Safety Check List	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	View
Hot Holding Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Receiving Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Refrigeration Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF
Temperature Log	7/15/2009	7/14/2009	7/13/2009	7/12/2009	7/11/2009	7/15/2009	No	View	No	PDF

Weekly Reports	Date	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Thermometer Calibration	7/13/2009	7/6/2009	6/29/2009	6/22/2009	6/15/2009	7/15/2009	No	View	No	PDF

Other Reports	Edit		Report History		Actions		View	
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HACCP Builder products provide the ability to use complete green online reporting rather than keeping paper records of your ongoing reporting compliance records. The paper documents are featured as well.

To complete your reporting for each of the reports on the days that you are required simply click on the hotlink on the left-hand side of the page and you will land on the report page. Please enter all data for each ingredient and/or menu item for that day to keep accurate records for compliance. Please find an example of a report below:

For our purposes, we will use the Cold Holding Time & Temperature Log. Once you have clicked on the hotlink for the report at the CONTROL PANEL you will simply select whether you are recording a temperature for a menu item or ingredient then select the item from the drop down box that you are recording the Time and Temperature.

Then complete the form and click on **Add**. Once you have completed the form a complete list of all Time and Temperature records by date and item will begin population on the left-hand side of the page.



HACCP Builder | Cold Holding Time & Temperature Log - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

From Internet Explorer Most Visited 5525701_148923.html Customize Links Free Hotmail My Yahoo! RealPlayer TOSHIBA Access Windows Marketplace Windows Media Windows > LinkedIN Glue

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

Wizz RSS 3.0.0 Feed Search Help etc. Options etc. Watch List Weather

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HACCP Food Safety – HACCP Builder HACCP Builder | Cold Holding Tim...

Control Panel Build Haccp Plan View Haccp Plan Print Haccp Plan Plan Index Product Manager Inventory

{ Cold Holding Time & Temperature Log }

Directions: Record product name, time, the two temperatures/times, and any corrective action taken on this form. If no foods are cold held on any working day, indicate "No Ingredient/No Menu Item" in the form. The foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Add New Entry Back to Task and Reporting

{ List of Cold Holding Log Entries }

Entry ID	Meal Date	Item Category	Product/Menu Item	Ingredient	Entry Date
3843	7/9/2009	Ingredient		New York Strip Steak	7/9/2009

{ Add/Edit Cold Holding Log }

Meal Date: 7/15/2009

Food Item: No Ingredient/Menu Item
 Ingredients Select Ingredient
 Product/Menu Item Select Menu Item

Internal Temp 1:

Temp 1 Time: 11:48 AM

Internal Temp 2:

Temp 2 Time: 11:48 AM

Done

Windows Start button, taskbar icons for Sprint S..., HACCP..., Skype, TUCKER, Inbox, C:\Doc..., Free Tri..., and system status (Now: Cloudy, 67°F, Wed: 80°F, Thu: 72°F).

Also, you have the ability to view/print report history at any time. Please simply click on the **VIEW** hotlink on the CONTROL PANEL page that is under the column **Report History**. After you click on the report you will land on the following page:



Select the data range you wish to review and click on **GO** and you will land on the detail page.

The screenshot shows the 'Kitchen Reports' section of the HACCP Builder software. At the top, there's a navigation bar with links for Control Panel, Build Haccp Plan, View Haccp Plan, Print Haccp Plan, Plan Index, Product Manager, and Inventory. Below this is a sub-menu for 'KITCHEN REPORTS' containing fields for Location, Corporation, Manager, Email, Phone, Street Address, City, State, Zip Code, and FAX. A 'Go To Main Control Panel' button is located below this sub-menu. Further down, there are fields for Report (set to 'ColdHolding Log'), Start Date (7/16/2009), End Date (7/16/2009), and a 'Go' button. The bottom of the window shows a standard Windows taskbar with various icons and the date/time (11:59 AM).



HACCP Builder | Kitchen Reports - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

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Web Search Bookmarks Settings

Favorites Suggested Sites TOSHIBA Access 5525701_148923.html Free Hotmail My Yahoo! RealPlayer Yahoo! Yahoo! Bookmarks Yahoo! Mail Get More Add-ons

HACCP Builder | Kitchen Reports

{ KITCHEN REPORTS }

Location: Sample HACCP Builder Plan
Corporation: Greg Quas
Manager: John Q. Sample
Email: g.quas@hacpbuilder.com
Phone: 612 281 1618

Street Address: 186 Washington Street
City: Saint Paul
State: Minnesota
Zip Code: 55102
FAX: 000 000 0000

Go To Main Control Panel

Report: ColdHolding Log
Start Date: 6/1/2009
End Date: 7/16/2009 Go

Meal Date	Item Category	Menu Item	Ingredient	Internal Temp1	Temp 1 Time	Internal Temp 2	Temp 2 Time	Corrective Action	Verified By	Verified Date
7/9/2009	Ingredient		New York Strip Steak	41.00	1:05:00 PM	41.00	1:05:00 PM	GAQ		7/9/2009

© HACCP Builder

Internet 100% 12:01 PM



Uploading Data to Vendors and Ingredients and Vendors:

We have built in the ability to upload Vendor and Ingredient data while you are building your HACCP Plan. This can be a very good time saver but you will have to be extremely detail oriented to make sure that you create your upload file in the proper excel spreadsheet format. If the system encounters any data discrepancies the system will reject the upload.

In this section we will detail the upload formats and how to upload. There are various choices that you can make and we will outline those choices.

To upload your Vendor information, please click on **Upload**.

The screenshot shows the HACCP Builder vendor management interface. At the top, there's a navigation bar with links like Control Panel, Build Haccp Plan, View Haccp Plan, Print Haccp Plan, Plan Index, Product Manager, and Inventory. Below this, a section titled '{ VENDORS IDENTIFICATION: STEP SEVEN OF NINE BUILDING YOUR HACCP PLAN }' contains a 'Back to Menu Manager' button and a search form with fields for Vendor Name and a Go button. To the right, there's an 'Upload Vendors from file:' section with a Browse... button, a 'Get Upload Format' link, and an Upload button. Another section titled '{ Add/Edit Ingredien }' contains fields for Entry Date (7/15/2009), Vendor Name (Jims), Contact Name (Jim), Phone (0000000000), and other details like vendor training and corrective actions. The bottom of the screen shows the Windows taskbar with various icons and the date/time (12:19 PM).



In order to upload the data, you will need to put your information in an excel spreadsheet in the following format then save in a .csv (comma separated) file. You can save from spreadsheet in the FILE TYPE of the saving screen on your pc.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	upload date	Ingredient Name	Vendor Name	contact name	phone number	yes	yes training and certifications	no	no training and certifications	verified								
2	1/1/2009	Jelly Fish	Steve Fish Supply	Steve	000-000-000	1	Fishing Training	0	No	Joe	1/20/2009							
3	1/12/2009	Mushrooms	Michaels & CO.	Michaels Davis	234-567-890	0		1	No Resources	Gull	1/21/2009							
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The critical fields across the spreadsheet are:

- Upload Date: Put the date that you are entering the field
- Ingredient Name
- Vendor Name
- Contact Name
- Phone Number
- Yes Training (NOTE: The number 1 means YES, and 0 means No that the vendor has training and/or certifications)
- Yes Training and Certifications (NOTE: If you answered 1 to Yes Training above, then you must enter a description in this field)
- No Training (NOTE: The number 1 means YES, and 0 means No that the vendor has training and/or certifications)
- No Training and Certifications (NOTE: If you answered 1 to No Training above, then you must enter a description in this field).
- Verified By: Please enter the initials of the person responsible for making sure the information for the vendor is correct
- Verified Date Put the date that you are uploading the data



Ingredient Upload

To upload your Ingredient information on the Ingredient page, please click on **Upload**. This is also a .csv file requirement.

The screenshot shows the HACCP Builder Ingredients page. At the top, there's a navigation bar with links: Control Panel, Build Haccp Plan, View Haccp Plan, Print Haccp Plan, Plan Index, Product Manager, and Inventory. Below this, a message box says: '{ INGREDIENT IDENTIFICATION: STEP EIGHT OF NINE BUILDING YOUR HACCP PLAN }'. It contains a 'Back to Menu Manager' button. To the right, there's a form for 'Upload Ingredients from file:' with 'Browse...' and 'Upload' buttons, and links for 'Get Food Categories' and 'Get Upload Format'. Below this is another form titled '{ Add/Edit Ingredien }' with fields for 'Entry Date' (set to 7/15/2009), 'Ingredient Name' (empty), 'Vendor Name' (empty), and 'Related Food Category' (empty). Buttons for 'Add' and 'Cancel' are at the bottom. On the left, there's a table showing ingredient details: Entry Date (7/10/2009), Ingredient Name (Meat), Food Category (RAW AND STUFFED - BEEF, PORK, ROASTS), Vendor Name (Jims), and a 'View Hazards & CCP/CP' link. The table has columns: Entry Date, Ingredient Name, Food Category, Vendor Name, and View Hazards & CCP/CP. The vendor name 'Jims' is highlighted in yellow.



To make sure that you use the proper food category, please reference the table below. The system will require that you have the exact form of the information. The exact information may vary because you may have customized your food categories. Please refer to your own customization to make sure that your upload data is correct.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
FoodCategoryID	Name	HazardID													
1	Breads and Grains	19													
2	13 Cooked Eggs	10													
3	Cooked Meat-Beef, Pork and other non-poultry	2													
4	8 Cooked Poultry (chicken, turkey, etc.)	7													
5	Cooked Seafood (Freshwater and Saltwater Species)	13													
6	11 Cooked Vegetables	4													
7	5 Puddings	4													
8	23 Raw Dairy Products (milk and cheeses)	18													
9	12 Raw Eggs	10													
10	1 Raw Meat-Beef, Pork and other non-poultry	1													
11	7 Raw Poultry (chicken, turkey, etc.)	6													
12	Raw Seafood (Freshwater and Saltwater Species)	12													
13	10 Raw Vegetables and Produce	9													
14	Ready to Eat Foods (General) - Food impacted by hand contact	16													
15	Ready to Eat Meats (Deli meats, sausage, salami, etc.)	8													
16	15 Reduced oxygen packaged foods	11													
17	6 Sauces, Gravies, Creams, Dressings	5													
18	22 Shellfish	17													
19	Smoked Seafood (Freshwater and Saltwater Species)	14													
20	3 Soups	3													
21	2 Starchy Foods (Rice, potatoes, flour, corn, etc.)	4													
22	16 Under-processed canned foods	11													
23	20 Unpasteurized juice	15													
24	14 Vacuum-packed foods	11													



http://haccpbuilder.net/ControlPanel/Kitchen/Data/Ingredients.xls - Windows Internet Explorer provided by Yahoo!

File Edit View Insert Format Tools Data Nuance PDF Go To Favorites Help

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L5	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	upload date	Ingredient Name	FoodCategory	vendor name	contact name	phone number	yes training	no training	yes training	no training	no training	verified by	verified date						
2	1/2/2009	Jams	Shellfish	Mitchells J	Mitchells	112-223-44	1	Fruits Pres	0	null	Gull	1/23/2009							
3	1/2/2009	Joe Chickens	Shellfish	Joe Chiks	Mitchells	112-223-44	1	Fruits Pres	0	null	Harry	1/26/2009							
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