



School HACCP Complete Training and Users Guide

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District Control Panel Training and Users Guide

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DISTRICT: Training And Users Guide

Logging On

Logging On: Go to <http://schoolhaccp.com/>

The ability to log into a District Level and/or Kitchen Level site are in the exact same location. Please click on your login area in the upper right hand side of the page.

School HACCP Builder from School HACCP - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

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Try it for FREE! Click here

Welcome to SchoolHACCP.com

Platinum Service Integrated wireless temperature monitoring.
Gold Service Standard HACCP Compliance program.

Get An Immediate Custom Cost Benefit Analysis
For less than the cost of your home Internet connection, your school can have HACCP wireless temperature monitoring integrated with your HACCP plan, tasks and reporting. To find out just how much time and money School HACCP will save your School District simply [click here to get your COST BENEFIT ANALYSIS](#).

School HACCP receives Pete Snyder's Product Endorsement! ([Click here to see Pete Snyder's Bio](#)).
Pete Snyder, President of the Hospitality Institute of Technology Management (HITM), endorses School HACCP for USDA HACCP Compliance.

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Select your preference:

HTML format
 Plain text format

Subscribe to our mailing list

Trusted sites 100% 10:45 AM



Logging On - Continued:

Then enter your username and password and click on the **LOG IN** button.

The screenshot shows a Windows Internet Explorer window with the title "School HACCP Control Panel - Windows Internet Explorer provided by Yahoo!". The address bar displays the URL <http://schoolhaccp.net/ControlPanel/Membership/LoginPage.aspx>. The browser interface includes standard menu options like File, Edit, View, Favorites, Tools, and Help. A toolbar with various icons is visible above the address bar. The main content area contains a "Log In" form with fields for "User Name" and "Password", a "Remember me next time" checkbox, and a "Forgot Password?" link. Below the form is a "Log In" button. At the top of the page, there is a navigation menu with tabs: CONTROL PANEL, BUILD HACCP PLAN, VIEW HACCP PLAN, PRINT HACCP PLAN, Plan Index, MENU MANAGER, INVENTORY MANAGER, and SIGN OUT. The bottom of the screen shows the Windows taskbar with the Start button, a row of pinned icons, and the system tray indicating the date and time as 10:46 AM.



District Control Panel:

Let's start with a District Level login. This is where each and every School District will initially start using School HACCP.

The screenshot shows the School HACCP District Control Panel. At the top, there's a toolbar with Norton Phishing Protection, Identity Safe, Log-ins, and other browser-specific icons. Below the toolbar is a menu bar with File, Edit, View, Favorites, Tools, and Help. The main content area is titled "MAIN CONTROL PANEL". It displays a user profile for "Terri Anderson" from "Longview School District, Minnesota, Longview, Minnesota, 98632, tanderson@longview.k12.wa.us, 360-575-7172". Below the profile are several buttons for managing kitchens and SOPs. The "SOP MANAGER PANEL" section includes buttons for "Create SOP Group", "Assign Kitchens To SOP Group", "Create Custom SOPs In Group", and "Review SOP's In Group". The "CUSTOM FOOD SAFETY MANAGER PANEL" section includes buttons for "Create Custom Food Safety List Group", "Assign Kitchens To Food Safety Group", "Create Food Safety Question In Group", and "Review Food Safety Questions In Group". At the bottom of the page, there's a "Done" button and a standard Windows taskbar with icons for Start, Internet Explorer, and other system tools.

This page is the District Level control panel and this is where it all starts! In this panel, the District Manager can do the following with the top navigation:

1. Manage Users
2. Create a Kitchen
3. Copy a Kitchen
4. Administrate Active Alerts
5. View Reports
6. Logout

In addition, we have main control center buttons in the body of the page:

1. Create a Kitchen
2. Copy A Kitchen
3. Reports
4. Create Custom SOP Group
 - a. Assign kitchens to Custom SOP Group
 - b. Create Custom SOP's in Group



- c. Review SOP's in Group
- 5. Create Custom Food Safety Check List
 - a. Assign kitchens to Custom Food Safety Check List Group
 - b. Create Custom Food Safety Check List questions in Group
 - c. Review Food Safety Check List in Group

The Following sections will take you through each step in the District Control Panel. To start please click **CREATE A KITCHEN**.



District Control Panel - Continued:

Creating a Kitchen – Step One

SCHOOL HACCP | Edit Kitchen - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

SCHOOL HACCP | Edit Kitchen School HACCP Control Panel School HACCP Builder from ... New Account -- test page f... School HACCP Builder from ... Page Tools

CONTROL PANEL MANAGE USERS CREATE A KITCHEN COPY A KITCHEN ACTIVE ALERTS REPORTS LOGOUT

You are logged in as tanderson.

CREATE A KITCHEN

Terri Anderson
Longview School District
Minnesota
Longview
Minnesota
98632
tanderson@longview.k12.wa.us
360-575-7172

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

Create Name of Kitchen:

Kitchen Manager Name:

Kitchen Manager Email:

Address Line One:

Address Line Two:

City:

State: -- SELECT VALUE --

INSTRUCTIONS: Simply fill out the information for the kitchen 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 Kitchen Manager Email field. The email sent to that address will provide the recipient with their new logins to log into their kitchen to begin building their Kitchen HACCP plan and reporting.

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

Click Here To Submit

http://schoolhaccp.net/ControlPanel/District/CreateKitchen.aspx

start Sprint Smar... School HAC... Inbox - Mic... School HAC... Norton 360 Welcome to... 3:35 PM

It's easy to create a kitchen. A kitchen site will be built and an email will be sent out to the Kitchen Manager providing them with a USERNAME and PASSWORD.

Report Settings:

There are a total of eight reports, five daily reports and two weekly reports:

1. Daily reports
 - a. Temperature Log (End Point)
 - b. Cold Holding
 - c. Hot Holding
 - d. Cooling Temperature Log
 - e. Receiving Log
 - f. Refrigeration Log
2. Two Weekly Reports
 - a. Food Safety Check List]
 - b. Thermometer Calibration

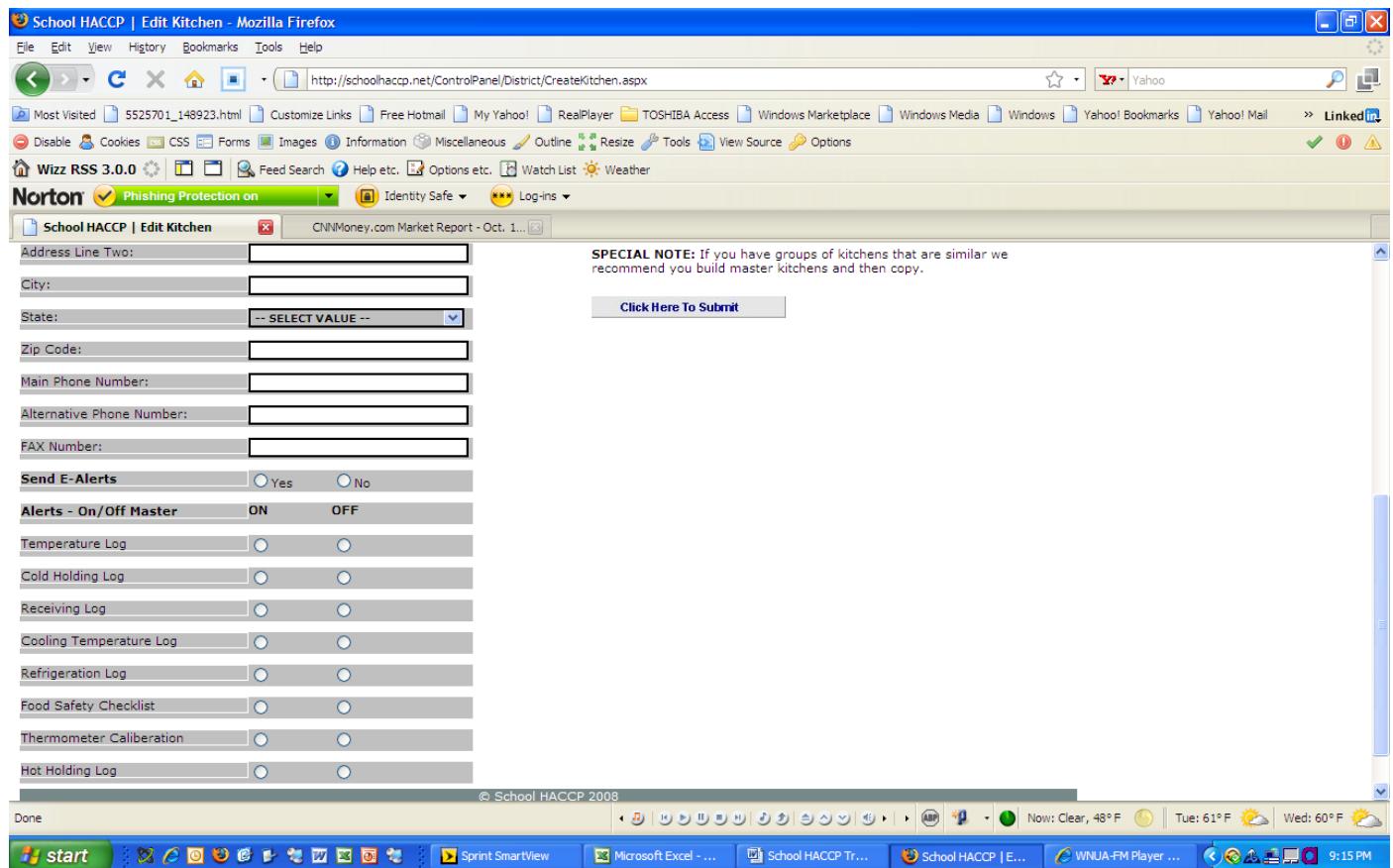
District Control Panel - Continued:

Creating a Kitchen – Step One - continued

There are settings that you have the option of choosing for each report.

1. Turn the reports on or off
2. Turn on email alerts (this option will email the District Manager and the Kitchen Manager if a report is not completed so that the team will know in real-time if reports responsibilities are being completed.

NOTE: If a District has groupings of similar kitchens, it is recommended to create a Master Kitchen and complete the entire kitchen's HACCP Plan (this will be reviewed in detail when we move into the kitchen site detail). Then, simply copy that kitchen – which is our next section.



The screenshot shows a web browser window for 'School HACCP | Edit Kitchen - Mozilla Firefox'. The URL is <http://schoolhaccp.net/ControlPanel/District/CreateKitchen.aspx>. The page contains a form for entering kitchen information. Fields include Address Line Two, City, State (with a dropdown menu showing '-- SELECT VALUE --'), Zip Code, Main Phone Number, Alternative Phone Number, FAX Number, and several checkboxes for 'Send E-Alerts' (Yes/No) and 'Alerts - On/Off Master' (ON/OFF). Below these are checkboxes for various logs: Temperature Log, Cold Holding Log, Receiving Log, Cooling Temperature Log, Refrigeration Log, Food Safety Checklist, Thermometer Calibration, and Hot Holding Log. A note on the right side reads: 'SPECIAL NOTE: If you have groups of kitchens that are similar we recommend you build master kitchens and then copy.' At the bottom of the form is a 'Click Here To Submit' button. The browser toolbar at the top includes File, Edit, View, History, Bookmarks, Tools, and Help. The taskbar at the bottom shows other open applications like Microsoft Excel and a weather widget.

Simply complete the entire form above and click on **CLICK HERE TO SUBMIT**.



District Control Panel - Continued:

Creating a Kitchen – Step Two: Creating a Master Kitchen

After a master kitchen's HACCP Plan has been completed, simply click on the **COPY KITCHEN** tab or hotlink to the left of the kitchen to copy. The screen below will appear.

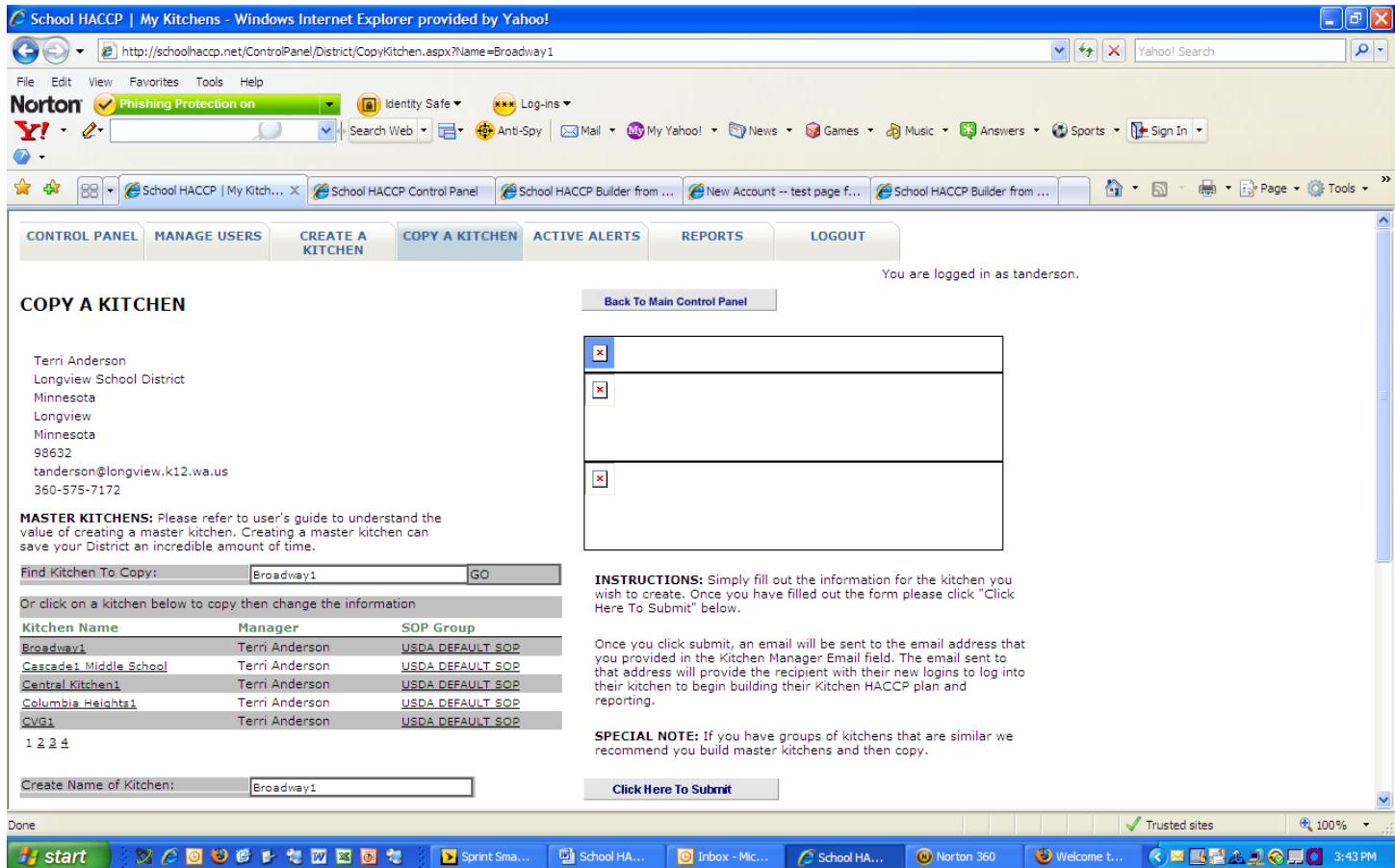
The screenshot shows the 'COPY A KITCHEN' page of the School HACCP Control Panel. At the top, there is a message for Terri Anderson from Longview School District, Minnesota. Below this, a note about creating a master kitchen is displayed. A table lists existing kitchens with their names, managers, and SOP groups. A form allows users to enter a new kitchen name and manager. Instructions and notes provide guidance on the copying process.

Kitchen Name	Manager	SOP Group
Broadway1	Terri Anderson	USDA_DEFAULT_SOP
Cascade1 Middle School	Terri Anderson	USDA_DEFAULT_SOP
Central Kitchen1	Terri Anderson	USDA_DEFAULT_SOP
Columbia Heights1	Terri Anderson	USDA_DEFAULT_SOP
CVG1	Terri Anderson	USDA_DEFAULT_SOP

District Control Panel - Continued:

Copying a Kitchen – Step Three

Simply click on the hotlink to a previously built kitchen and the system will populate the next screen with that kitchen's information. Then simply type over the populated kitchen's information with the kitchen's information that you want to appear in the copied kitchen and click on **CLICK HERE TO SUBMIT.**



COPY A KITCHEN

Terri Anderson
Longview School District
Minnesota
Longview
Minnesota
98632
tanderson@longview.k12.wa.us
360-575-7172

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

Find Kitchen To Copy: GO

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

Kitchen Name	Manager	SOP Group
Broadway1	Terri Anderson	USDA_DEFAULT_SOP
Cascade1 Middle School	Terri Anderson	USDA_DEFAULT_SOP
Central Kitchen1	Terri Anderson	USDA_DEFAULT_SOP
Columbia Heights1	Terri Anderson	USDA_DEFAULT_SOP
CVG1	Terri Anderson	USDA_DEFAULT_SOP

1 2 3 4

Create Name of Kitchen:

INSTRUCTIONS: Simply fill out the information for the kitchen 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 Kitchen Manager Email field. The email sent to that address will provide the recipient with their new logins to log into their kitchen to begin building their Kitchen HACCP plan and reporting.

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

Click Here To Submit

The system will generate a duplicate kitchen for the new kitchen manager. The kitchen manager will receive an email with a USERNAME and PASSWORD for their complete kitchen.

SPECIAL NOTES:

REMEMBER: You will want to use this function only after you have created your MASTER KITCHEN to copy. Otherwise, the duplicate kitchens will not have any data in their HACCP Plan.

ALSO: If you are planning on creating custom SOP's and Food Safety Check List questions for your kitchens, please move to the custom SOP's section and custom Food Safety Check List sections in this guide before your copy your MASTER KITCHEN.



District Control Panel - Continued:

Managing Users – Step Four: This step is optional but recommended

On this page please change the USERNAME and PASSWORDS for each kitchen so that it is more memorable for each kitchen manager. Just click on the drop down box and select the kitchen you want to adjust username, password and email information. The user fields in the Add/Edit section on the left will populate. To change the user information just enter the information you want in the Add/Edit section of each field username, password and email and click on **CLICK HERE TO SUBMIT**. The new user information will be submitted and this information will be required to access to that kitchen.

School HACCP | District Users - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Search Web Anti-Spy Mail My Yahoo! News Games Music Answers Sports Sign In

School HACCP | District ... School HACCP Control Panel School HACCP Builder from ... New Account -- test page f... School HACCP Builder from ... Page Tools

CONTROL PANEL MANAGE USERS CREATE A KITCHEN ACTIVE ALERTS REPORTS LOGOUT

You are logged in as tanderson.

MANAGE USERS

Back To Main Control Panel

Terri Anderson
Longview School District
Minnesota
Longview
Minnesota
98632
tanderson@longview.k12.wa.us
360-575-7172

Search By Kitchen: High School MASTER GO

Search By User Name: GO

Search By Email Address: GO

ADD /EDIT A USER
Note: Select User Name from the list below

Select Kitchen: High School MASTER

User Name:

Password:

Email Address:

Login Level: District Kitchen

http://schoolhaccp.net/ControlPanel/District/DistrictUsers.aspx

start Sprint Sma... School HA... Inbox - Mic... School HA... Norton 360 Welcome t... 3:47 PM



District Control Panel - Continued:

Active Alerts – Step Five: Get familiar

This page allows the District Manager to review reporting for all of the District's individual kitchens. Just click on the **ACTIVE ALERTS** Active Alerts tab and you will see the following page.

The screenshot shows a Microsoft Internet Explorer window displaying the School HACCP Control Panel. The title bar reads "School HACCP Control Panel - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL "http://schoolhaccp.net/ControlPanel/District/Alerts.aspx". The menu bar includes File, Edit, View, Favorites, Tools, Help, Norton (Phishing Protection on), Identity Safe, Log-ins, and Sign In. The toolbar includes Search Web, Anti-Spy, Mail, My Yahoo!, News, Games, Music, Answers, Sports, and Page Tools. The main navigation menu at the top has tabs: CONTROL PANEL, MANAGE USERS, CREATE A KITCHEN, ACTIVE ALERTS (which is highlighted in blue), REPORTS, and LOGOUT. A message "You are logged in as tanderson." is displayed. Below the menu, a section titled "ACTIVE ALERTS" contains a "Back To Main Control Panel" link and a large empty rectangular area with three small red "X" icons. To the left, there is a list of kitchen details for "Terri Anderson" from "Longview School District, Minnesota, Longview, Minnesota, 98632, tanderson@longview.k12.wa.us, 360-575-7172". At the bottom, a table titled "KITCHENS IN THE DISTRICT" lists various kitchens with their names, user names, managers, phones, alerts status (OFF or ON), managers' emails, and active alerts status (NO or YES). The table includes rows for Broadway1, Cascade1 Middle School, Central Kitchen1, Columbia Heights1, CVG1, Elementary School - Master, High School MASTER, and Kessler1. The "Active Alerts" column shows mostly "NO" with one "YES" for High School MASTER. The bottom of the screen shows the Windows taskbar with icons for Start, Internet Explorer, and other applications like Sprint Sma..., School HA..., and Norton 360.

Kitchen Name	User Name	Manager	Phone	Alerts	Managers Email	Active Alerts
Broadway1	Broadway1	Terri Anderson	360-575-7173	OFF	rroy@longview.k12.wa.us	NO
Cascade1 Middle School	Cascade1	Terri Anderson	360-575-7173	OFF	rroy@longview.k12.wa.us	NO
Central Kitchen1	Centralkitchen1	Terri Anderson	360-575-7173	OFF	rroy@longview.k12.wa.us	NO
Columbia Heights1	Columbiheights1	Terri Anderson	360-575-7173	OFF	rroy@longview.k12.wa.us	NO
CVG1	CVG1	Terri Anderson	360-575-7173	OFF	rroy@longview.k12.wa.us	NO
Elementary School - Master	Elementarymaster	Terri Anderson	360-575-7173	OFF	rroy@longview.k12.wa.us	NO
High School MASTER	Highschoolmaster	Terri Anderson	360 575 7905	OFF	rroy@longview.k12.wa.us	NO
Kessler1	Kessler1	Terri Anderson	360-575-7173	OFF	rroy@longview.k12.wa.us	NO

Towards the bottom of the page you will see the list of kitchens in your District and you have the ability to drill down into each individual kitchen. The Active alerts will turn from a black NO to a red YES if there is a problem with the report. This will keep you informed on whether your kitchens are staying on top of their individual responsibilities.



CREATING CUSTOM SOPs

Reports from all kitchens – Step Nine: Back to the Main Control Panel

To create Custom SOP's you must start on the Main Control Panel. Notice the **CREATE SOP GROUP** button, and click on the button.

MAIN CONTROL PANEL

You are logged in as 91808 test.

SOP MANAGER PANEL

CUSTOM FOOD SAFETY MANAGER PANEL

Kitchen Name	User Name	Manager	Phone	E-Alert ON/OFF	SOP Group	Food Safety Question Group	Managers Email
Done							

After you click on the CREATE SOP GROUP button you will land on the page below:



CREATING CUSTOM SOPs - Continued

Creating a Custom SOP Group – Step Ten: Naming the group

The screenshot shows the 'CREATE CUSTOM SOP GROUP NAME' page. On the left, there is a sidebar with user information: Stacey Schany, Stacey test 91808, Minnesota, Saint Paul, Minnesota, 55102, and the email s.schany@schoolhaccp.com. Below this is a search bar with 'Add/Create New SOP Group:' and a 'GO' button. There are two buttons: 'Assign Kitchens To SOP Group' and 'Create Custom SOPs In Group'. A large text area is available for entering a new group name. At the bottom, a table lists existing SOP groups:

SOP Group Name	Add/Edit SOPs	Kitchens in Group	View SOP's
USDA DEFAULT SOP	Add/Edit	View	View SOP's
staceys kitchen 12	Add/Edit	View	View SOP's
Test Kitchen SOP	Add/Edit	View	View SOP's
Review SOPs	Add/Edit	View	View SOP's
Greg's Test 10-11	Add/Edit	View	View SOP's

At the bottom right of the page, there is a footer with the text '© School HACCP 2008'. The browser window has a toolbar at the top with various icons and links, and a taskbar at the bottom with the Windows Start button and several open application icons.

You will see that there is a USDA Default SOP group. If this is the first time you have created a custom sop group the USDA Default will be the only group displaying. Every kitchen originally contains the USDA Default SOP Group. Initially, you will need to create a Custom SOP Group Name (if you want custom SOP's for certain kitchens) and you will need to type in a name for the custom SOP group that you are going to create in the **ADD/CREATE NEW CUSTOM SOP GROUP** and the click on **GO**.



CREATING CUSTOM SOPs - Continued

Creating a Custom SOP Group – Step Ten: Naming the group continued

The screenshot shows the 'CREATE CUSTOM SOP GROUP NAME' page. At the top, there is a message for Stacey Schany from Minnesota, Saint Paul, 55102, with an email address s.schany@schoolhaccp.com. Below this, there is a text input field containing 'Test kitchen SOP'. Underneath the input field are two buttons: 'Assign Kitchens To SOP Group' and 'Create Custom SOPs In Group'. A table lists existing SOP groups:

SOP Group Name	Add/Edit SOPs	Kitchens in Group	View SOP's
USDA DEFAULT SOP	Add/Edit	View	View SOP's
staceys kitchen 12	Add/Edit	View	View SOP's
Test Kitchen SOP	Add/Edit	View	View SOP's
Review SOPs	Add/Edit	View	View SOP's
Greg's Test 10-11	Add/Edit	View	View SOP's

At the bottom of the page, there is a copyright notice: © School HACCP 2008. The browser status bar at the bottom right shows the date and time: Mon: 69° F Tue: 61° F 2:46 PM.

Next, you will need to click on the **ADD/EDIT** hotlink to next to the kitchen group that you just created to customize your SOP's, once you click on the **ADD/EDIT** button, you will land on the following page:



CREATING CUSTOM SOPs - Continued

Creating a Custom SOP Group – Step Eleven: Editing the SOP's

School HACCP | Custom SOPs - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on

Y! Search Web Mail Shopping My Yahoo! News Games Music

Smooth Jazz WINA 95.5 - ... School HACCP | Custom ... Intuit Business Services: Login Under Construction School HACCP Builder from ... Page Tools

CREATE CUSTOM SOP's FOR A GROUP

Gull
Gull Test 10-17
Illinois
multan
Illinois
12
rehman.gull@nxvt.com

Select Kitchen Group -- SELECT VALUE --

Create SOP Group

Assign Kitchens To SOP Group

Definitions: **Global Customize** - If you use the Global Customize it will change that SOP and apply it to all kitchens in your District.
Customize and Attach to Group - Use this when you have different SOP's for different kitchens. You will adjust the SOP you select and then you will name the SOP and be prompted to attach the SOP to the group you have already created.
Add New Custom SOP - Use this when you want to create an SOP without using a USDA Standard SOP template

ADD ADDITIONAL CUSTOM SOP

Submit Kitchen Group SOPs

Done Trusted sites 100% 9:11 AM

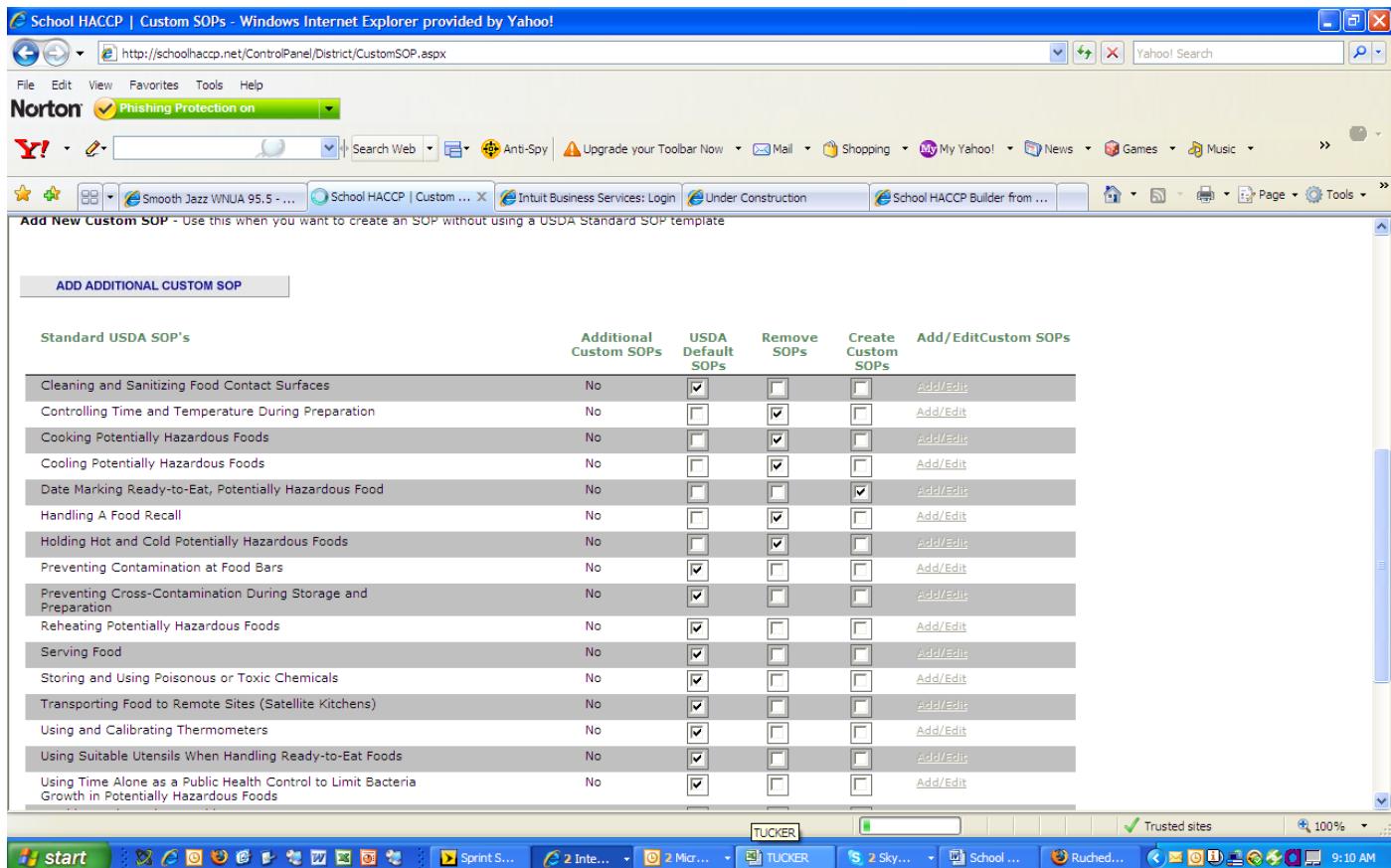
CREATING CUSTOM SOPs - Continued

Creating a Custom SOP Group – Step Eleven: Editing the SOP's continued

Now, you can customize your SOP's. Please review the page, initially your group will have all of the USDA default SOP's selected. You have a few choices for each SOP:

1. USDA Default - Standard existing default USDA SOPs are checked to start
2. Remove the USDA Default - check this box and it removes the SOP from the group
3. Create Custom SOPs – This option will populate with the USDA Default data and you can choose to slightly customize the USDA default SOP
4. And, you can ADD ADDITIONAL CUSTOM SOP's from a blank SOP form

In summary, you have the ability to change every single SOP, customize a few SOP's, create all completely new SOP's, leave default USDA SOP's or any variation thereof.



Standard USDA SOP's	Additional Custom SOPs	USDA Default SOPs	Remove SOPs	Create Custom SOPs	Add/Edit
Cleaning and Sanitizing Food Contact Surfaces	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Controlling Time and Temperature During Preparation	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Cooking Potentially Hazardous Foods	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Cooling Potentially Hazardous Foods	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Date Marking Ready-to-Eat, Potentially Hazardous Food	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
Handling A Food Recall	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Holding Hot and Cold Potentially Hazardous Foods	No	<input type="checkbox"/>	<input checked="" 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
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

For example, in the screen shot above, we have selected to customize the existing USDA SOP "Date Marking Ready-To-Eat, Potentially Hazardous Foods", once you have checked the box to create THE custom SOP, click on the ADD/EDIT hotlink on the right of the checked box.



CREATING CUSTOM SOPs - Continued

Creating a Custom SOP Group – Step Eleven: Editing the SOP's continued

To start, let's place a check the first box in the Create Custom SOPs and click on the ADD/EDIT hotlink. Once you click on the **ADD/EDIT** button, the following SOP page will appear. Now, feel free to edit the page however you wish and when complete click **SUBMIT** at the bottom of the page.

Please see the below screen. The screen populates with the USDA default data and you now have the ability to customize that information. For example, we will enter the words TEST SOP at the end of the form title and then click on **SUBMIT** at the bottom of the page.

The screenshot shows the School HACCP Control Panel with the 'Add/Edit SOP' page open. On the left, there is a sidebar with links like 'CONTROL PANEL', 'MANAGE USERS', 'CREATE A KITCHEN', 'COPY A KITCHEN', 'ACTIVE ALERTS', 'REPORTS', and 'LOGOUT'. The main content area has a heading 'Add/Edit SOP' with a 'Back To Main Control Panel' link. Below this, there is a large text area containing facility names: Gull, Gull Test 10-17, Illinois, multan, Illinois, 12, and rehman.gull@nxvt.com. To the right of this text area is a large input field divided into three horizontal sections, each with a red 'X' icon in the top-left corner. Below these sections are form fields: 'Title' (containing 'Date Marking Ready-to-Eat, Potentially Hazardous Food - TEST TEST'), 'Facility Location' (empty), 'Purpose' (containing 'To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from Listeria monocytogenes.'), and 'Scope' (containing 'This procedure applies to foodservice employees who prepare, store, or serve food.'). At the bottom of the page, there is a 'Done' button and a status bar showing 'Trusted sites' and '100%'. The browser window title is 'School HACCP | SOPs - Windows Internet Explorer provided by Yahoo!' and the URL is 'http://schoolhaccp.net/ControlPanel/District/EditSOPId.aspx?SOPId=8102&GroupId=210&Mode=1'.

After we click **SUBMIT**, you will be taken back to the previous page so you can review and continue entering your SOP's structure. Please take a look at the page below.



CREATING CUSTOM SOPs - Continued

Creating a Custom SOP Group – Step Eleven: Editing the SOP's continued

The screenshot shows a Windows Internet Explorer window displaying the School HACCP software. The title bar reads "School HACCP | Custom SOPs - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL "http://schoolhaccp.net/ControlPanel/District/CustomSOP.aspx?GroupId=210". The main content area is a table titled "SOPs" with two columns: "SOPs" and "SOPs". The table lists various food safety procedures:

	SOPs	SOPs			
Cleaning and Sanitizing Food Contact Surfaces	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Controlling Time and Temperature During Preparation	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Cooking Potentially Hazardous Foods	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Cooling Potentially Hazardous Foods	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Handling A Food Recall	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Edit
Holding Hot and Cold Potentially Hazardous Foods	No	<input type="checkbox"/>	<input checked="" 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
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
Receiving Deliveries Custom	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
Date Marking Ready-to-Eat, Potentially Hazardous Food - TEST TEST	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
Personal Hygiene	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit

You will notice the custom SOP that we just changed moved to the bottom of the list and the original USDA default SOP is now missing from the top of the list. You always have the ability to decide to go back to the USDA Default SOP by simply checking the USDA Default check box on the SOP and the system will populate the default USDA SOP. Remember, once you complete your SOP Group, you must click on **SUBMIT SOP GROUP** for it to save to the system



CREATING CUSTOM SOPs - Continued

Creating a Custom SOP Group – Step Eleven: Editing the SOP's continued

In addition, you can always create your own completely customized SOP by clicking on the **ADD ADDITIONAL CUSTOM SOP** button. Move your cursor over the **ADD ADDITIONAL CUSTOM SOP.**

You are logged in as test17-10.

CREATE CUSTOM SOP's FOR A GROUP

Gull
Gull Test 10-17
Illinois
multan
Illinois
12
rehman.gull@nxvt.com

Select Kitchen Group **SOP17-10**

Create SOP Group

Assign Kitchens To SOP Group

Definitions: Global Customize - If you use the Global Customize it will change that SOP and apply it to all kitchens in your District
Customize and Attach to Group - Use this when you have different SOP's for different kitchens. You will adjust the SOP you select and then you will name the SOP and be prompted to attach the SOP to the group you have already created.
Add New Custom SOP - Use this when you want to create an SOP without using a USDA Standard SOP template

ADD ADDITIONAL CUSTOM SOP

Done

Once you have done this, you will land on the SOP form with no data populated in any field. For our example we will type Add Additional Custom SOP – Test in the title box.



CREATING CUSTOM SOPs - Continued

Creating a Custom SOP Group – Step Eleven: Editing the SOP's continued

For our example with will type Add Additional Custom SOP – Test in the title box.

School HACCP | SOPs - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schoolhaccp.net/ControlPanel/District/EditSOP1.aspx?GroupId=204&Mode=2

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

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 Identity Safe Log-ins

CONTROL PANEL MANAGE USERS CREATE A KITCHEN COPY A KITCHEN ACTIVE ALERTS REPORTS LOGOUT

You are logged in as 91808 test.

Add/Edit SOP

Back To Main Control Panel

Title: Add Additional Custom SOP

Facility Location:

Purpose:

Scope:

Keyword:

Done

start Sprint Sm... Microsoft... School HA... School HA... WNUA-FM... Inbox - Mi... 3:23 PM

Once you have completed your custom SOP please click on the **SUBMIT** button on the bottom of the page to add to your SOP Group.



Now you have added your additional custom SOP to your group.

The screenshot shows a web browser window for 'School HACCP | Custom SOPs - Windows Internet Explorer provided by Yahoo!'. The URL is <http://schoolhaccp.net/ControlPanel/District/CustomSOP.aspx>. The page displays a table for adding additional custom SOPs. The table has columns for 'Standard USDA SOP's', 'Additional Custom SOPs', 'USDA Default SOPs', 'Remove SOPs', 'Create Custom SOPs', and 'Add/EditCustom SOPs'. Two rows are visible:

Standard USDA SOP's	Additional Custom SOPs	USDA Default SOPs	Remove SOPs	Create Custom SOPs	Add/EditCustom SOPs
Custom Add - Test 17-10-02 Custom Add - Test 17 -10	Yes	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit	Add/Edit
1 2					

Below the table is a 'Submit Kitchen Group SOP's' button. The footer of the page includes a copyright notice: '© School HACCP 2008' and a link to 'Trusted sites'. The browser's taskbar at the bottom shows various open tabs and icons.

Then to save your group, please click on **SUBMIT KITCHEN GROUP SOP'S** to save your group and all custom SOP's



Now, it is time to ASSIGN KITCHENS to the SOP Groups. Click on the **ASSIGN KITCHENS TO SOP GROUP** button. All kitchens originally default to the USDA default group unless you have created a Master Kitchen and set up the Custom SOP Group(s) in your in that Master Kitchen, if so, all you have to do is copy that kitchen.

School HACCP | Kitchen Groups - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton **✓** Phishing Protection on

Y! Search Web Anti-Spy Upgrade your Toolbar Now Mail Shopping My Yahoo! News Games Music

Smooth Jazz WNUA 95.5 - ... School HACCP | Kitchen ... Intuit Business Services: Login Under Construction School HACCP Builder from ... Page Tools

ADD/EDIT VIEW KITCHENS IN GROUP

Gull
Gull Test 10-17
Illinois
multan
Illinois
12
rehman.gull@nxvt.com

Create SOP Group

Create Custom SOPs In Group

Kitchen Name Manager Email Address Phone SOP Group SOP's

Cooling Test	Gull	rehman.gull@hotmail.com	123	SOP17-10	<input type="button" value="View"/>
Cooling Test_2	Gull	rehman.gull@hotmail.com	123	USDA DEFAULT SOP	<input type="button" value="View"/>
Greg test 10-17	Greg 1017	greg@sixrm.com	6122811618	Greg New 10-17	<input type="button" value="View"/>
Greg test 10-17_2_sop_copy	Greg 1017 2 sop copy	greg@sixrm.com	6122811618	Greg New 10-17	<input type="button" value="View"/>
Greg test 10-17_COPY	Greg 1017 COPY	greg@sixrm.com	6122811618	SOP17-10	<input type="button" value="View"/>
Kitchen17-10-1	Gull	rehman.gull@nxvt.com	12	SOP17-10	<input type="button" value="View"/>
Kitchen17-10-2	Gull	rehman.gull@nxvt.com	12	SOP17-10	<input type="button" value="View"/>

SAVE AND CONTINUE

Done Trusted sites 100% 9:31 AM



Once you have clicked on the **ASSIGN KITCHENS TO SOP GROUP** button you will land on the following page:

The screenshot shows the 'Add/Edit View Kitchens in Group' page. On the left, there's a text area with the following history of changes:

```
Gull
Gull Test 10-17
Illinois
multan
Illinois
12
rehman.gull@nxvt.com
```

Below this is a 'Create SOP Group' button. The main table lists the following kitchens:

Kitchen Name	Manager	Email Address	Phone	SOP Group	SOP's
Cooling Test	Gull	rehman.gull@hotmail.com	123	SOP17-10	View
Cooling Test 2	Gull	rehman.gull@hotmail.com	123	USDA DEFAULT SOP	View
Greg test 10-17	Greg 1017	greq@sixrm.com	6122811618	Greg New 10-17	View
Greg test 10-17 2 sop copy	Greg 1017 2 sop copy	greq@sixrm.com	6122811618	Greg New 10-17	View
Greg test 10-17 COPY	Greg 1017 COPY	greq@sixrm.com	6122811618	SOP17-10	View

To assign your kitchen, here we are going to assign Cooling Test 2 kitchen from USDA Default SOP to the new Greg New 10-17 SOP group.



Simply click on the drop box to the far right of the kitchen and select the group you want the kitchen assigned to...

The screenshot shows the 'School HACCP | Kitchen Groups - Windows Internet Explorer provided by Yahoo!' window. At the top, there's a toolbar with File, Edit, View, Favorites, Tools, Help, and Norton Phishing Protection. Below the toolbar is a menu bar with CONTROL PANEL, MANAGE USERS, CREATE A KITCHEN, COPY A KITCHEN, ACTIVE ALERTS, REPORTS, and LOGOUT. The main content area is titled 'ADD/EDIT VIEW KITCHENS IN GROUP'. It lists several kitchens with their details:

Kitchen Name	Manager	Email Address	Phone	SOP Group	SOP's
Cooling Test	Gull	rehman.gull@hotmail.com	123	SOP17-10	View
Cooling Test_2	Gull	rehman.gull@hotmail.com	123	USDA DEFAULT SOP	View
Greg test 10-17	Greg 1017	greg@sixrm.com	6122811618	USDA DEFAULT SOP	View
Greg test 10-17_2_sop_copy	Greg 1017 2 sop copy	greg@sixrm.com	6122811618	SOP17-10	View
Greg test 10-17 COPY	Greg 1017 COPY	greg@sixrm.com	6122811618	SOP17-10	View

Below the table is a large screenshot of the Windows taskbar, showing icons for various applications like Sprint, 2 Int., 2 Mic., TUCKER, 2 Sky, School, Ruche, and others. The system tray shows the date and time as 9:34 AM.

Now click on the group...



And, after you see the SOP group change,

Gull
Gull Test 10-17
Illinois
multan
Illinois
12
rehman.gull@nxvt.com

Create SOP Group

Create Custom SOPs In Group

Kitchen Name	Manager	Email Address	Phone	SOP Group	SOP's
Cooling Test	Gull	rehman.gull@hotmail.com	123	SOP17-10	View
Cooling Test 2	Gull	rehman.gull@hotmail.com	123	Greg New 10-17	View
Greg test 10-17	Greg 1017	greq@sixrm.com	6122811618	Greg New 10-17	View
Greg test 10-17 2 sop copy	Greg 1017 2 sop copy	greq@sixrm.com	6122811618	Greg New 10-17	View
Greg test 10-17 COPY	Greg 1017 COPY	greq@sixrm.com	6122811618	SOP17-10	View

Now, click on the **SAVE AND CONTINUE** button at the bottom of the page to save your selection(s).

School HACCP | Kitchen Groups - Windows Internet Explorer provided by Yahoo!

http://schoolhaccp.net/ControlPanel/District/KitchenGroup.aspx

Norton Phishing Protection on

Y! Search Web Anti-Spy Upgrade your Toolbar Now Mail Shopping My Yahoo! News Games Music

Smooth Jazz WINA 95.5 - ... School HACCP | Kitchen ... Intuit Business Services: Login Under Construction School HACCP Builder from ... Page Tools

Gull
Gull Test 10-17
Illinois
multan
Illinois
12
rehman.gull@nxvt.com

Create SOP Group

Create Custom SOPs In Group

Kitchen Name	Manager	Email Address	Phone	SOP Group	SOP's
Cooling Test	Gull	rehman.gull@hotmail.com	123	SOP17-10	<input type="button" value="View"/>
Cooling Test_2	Gull	rehman.gull@hotmail.com	123	Greg New 10-17	<input type="button" value="View"/>
Greg test 10-17	Greg 1017	greg@sixrm.com	6122811618	Greg New 10-17	<input type="button" value="View"/>
Greg test 10-17 2 sop copy	Greg 1017 2 sop copy	greg@sixrm.com	6122811618	Greg New 10-17	<input type="button" value="View"/>
Greg test 10-17 COPY	Greg 1017 COPY	greg@sixrm.com	6122811618	SOP17-10	<input type="button" value="View"/>
Kitchen17-10-1	Gull	rehman.gull@nxvt.com	12	SOP17-10	<input type="button" value="View"/>
Kitchen17-10-2	Gull	rehman.gull@nxvt.com	12	SOP17-10	<input type="button" value="View"/>

SAVE AND CONTINUE

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



School HACCP | Custom SOPs - Windows Internet Explorer provided by Yahoo!

http://schoolhaccp.net/ControlPanel/District/CustomSOP.aspx

File Edit View Favorites Tools Help

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Y! Search Web Anti-Spy Upgrade your Toolbar Now Mail Shopping My Yahoo! News Games Music

Smooth Jazz WNUA 95.5 - ... School HACCP | Custom ... Intuit Business Services: Login Under Construction School HACCP Builder from ... Page Tools

CONTROL PANEL MANAGE USERS CREATE A KITCHEN COPY A KITCHEN ACTIVE ALERTS REPORTS LOGOUT

You are logged in as test17-10.

CREATE CUSTOM SOP's FOR A GROUP

Back To Main Control Panel

Gull
Gull Test 10-17
Illinois
multan
Illinois
12
rehman.gull@nxvt.com

Select Kitchen Group -- SELECT VALUE --

Create SOP Group

Assign Kitchens To SOP Group

Definitions: **Global Customize** - If you use the Global Customize it will change that SOP and apply it to all kitchens in your District.
Customize and Attach to Group - Use this when you have different SOP's for different kitchens. You will adjust the SOP you select and then you will name the SOP and be prompted to attach the SOP to the group you have already created.
Add New Custom SOP - Use this when you want to create an SOP without using a USDA Standard SOP template.

Done Trusted sites 100% 9:41 AM

Simple click on **BACK TO MAIN CONTROL PANEL** button or the **CONTROL PANEL** Control Panel" top navigation to review your kitchens and their assignments. Or, to assign more kitchens, click on **SASSIGN KITCHENS TO FOOD SAFETY GROUP.**

If you click to go to Main Control Panel, you will see your top-line review

Now, you can see your kitchens and each of their SOP. You can change each kitchen's assignments at any time plus you can always go back and change individual SOP's and/or individual Food Safety Questions.



STEP NINE: Creating A Custom Food Safety Check List

To create a Custom Food Safety Check List you must start on the Main Control Panel. Notice the **CREATE CUSTOM FOOD SAFETY LIST GROUP** button, and click on the button.

The screenshot shows the 'School HACCP | District Control Panel - Mozilla Firefox' window. At the top, there's a toolbar with various icons and a menu bar with 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. Below the toolbar is a navigation bar with links like 'Most Visited', 'Disable Cookies', 'Wizz RSS 3.0.0', and 'Norton Phishing Protection'. The main content area has tabs for 'CONTROL PANEL', 'MANAGE USERS', 'CREATE A KITCHEN', 'COPY A KITCHEN', 'ACTIVE ALERTS', 'REPORTS', and 'LOGOUT'. The 'CREATE A KITCHEN' tab is currently selected. On the left, there's a sidebar with user information: 'Stacey Schany', 'Stacey test 91808', 'Minnesota', 'Saint Paul', 'Minnesota', '55102', and an email address 's.schany@schoolhaccp.com'. Below this are buttons for 'Create A Kitchen', 'Copy A Kitchen', and 'Reports'. Under 'SOP MANAGER PANEL', there are buttons for 'Create SOP Group', 'Assign Kitchens To SOP Group', 'Create Custom SOPs In Group', and 'Review SOP's In Group'. Under 'CUSTOM FOOD SAFETY MANAGER PANEL', there are buttons for 'Create Custom Food Safety List Group', 'Assign Kitchens To Food Safety Group', 'Create Food Safety Question in Group', and 'Review Food Safety Questions in Group'. At the bottom, there's a section titled 'KITCHENS IN THE DISTRICT' with a search bar and a table header for 'Kitchen Name', 'User Name', 'Manager', 'Phone', 'E-Alert ON/OFF', 'SOP Group', 'Food Safety Question Group', and 'Managers Email'. The table body shows one row for 'Done'. The status bar at the bottom right shows the date and weather: 'Now: Light Rain, 52° F' and 'Mon: 69° F Tue: 61° F'. The taskbar at the very bottom includes icons for Start, Internet Explorer, Microsoft Office, and other system tools.



After you click on the **CREATE CUSTOM FOOD SAFETY LIST GROUP** button you will land on the page below:

The screenshot shows a Firefox browser window with the URL <http://schoolhaccp.net/ControlPanel/District/CheckListGroup.aspx>. The page title is "School HACCP | Check List Groups - Mozilla Firefox". The main content area is titled "CREATE CUSTOM CHECKLIST GROUP NAME". On the left, there is a sidebar with user information: Stacey Schany, Stacey test 91808, Minnesota, Saint Paul, Minnesota, 55102, s.schany@schoolhaccp.com. Below this is a search bar with "Add/Create New CheckList Group:" and a "GO" button. There are two buttons: "Assign Kitchens To Food Safety Group" and "Create Food Safety Question in Group". The main right area has a large empty text input field. At the bottom, there is a table with columns: Checklist Group Name, Add/Edit Questions, Kitchens in Group, and View Questions. It contains rows for "USDA DEFAULT QUESTIONS" (with "Add/Edit" and "View" links) and "Test Two" (with "Add/Edit" and "View" links). A "Back To Main Control Panel" link is located above the table.



You will see that there is a USDA Default Food Safety List group. If this is the first time you have created a custom food safety check list group there will be no other groups. Every kitchen original contains the USDA Default Group. Initially, you will need to create a Custom Food Safety Question List Group Name (if you want Custom Food Safety Questions for certain kitchens) and you will need to type in a name for the custom Food Safety Question List group that you are going to create in the **ADD/CREATE NEW CUSTOM FOOD SAFETY CHECK LIST QUESTION GROUP** and the click on **GO** (we are using 10-11 Test to create the custom group).



Every kitchen original contains the USDA Default Group. Initially, you will need to create a Custom Food Safety Question List Group Name (if you want Custom Food Safety Questions for certain kitchens) and you will need to type in a name for the custom Food Safety Question List group that you are going to create in the **ADD/CREATE NEW CUSTOM FOOD SAFETY CHECK LIST QUESTION** Group Field and the click on **GO** (we are using 10-11 Test to create the custom group).

School HACCP | Check List Groups - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schoolhaccp.net/ControlPanel/District/CheckListGroup.aspx

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

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 Identity Safe Log-ins

School HACCP | Check List Groups CNNMoney.com Market Report - Oct. 1...

CONTROL PANEL MANAGE USERS CREATE A KITCHEN COPY A KITCHEN ACTIVE ALERTS REPORTS LOGOUT

You are logged in as 91808 test.

CREATE CUSTOM CHECKLIST GROUP NAME

Back To Main Control Panel

Stacey Schany
Stacey test 91808
Minnesota
Saint Paul
Minnesota
55102
s.schany@schoolhaccp.com

Add/Create New Checklist Group: 10-11 Test GO

Assign Kitchens To Food Safety Group

Create Food Safety Question in Group

Checklist Group Name	Add/Edit Questions	Kitchens in Group	View Questions
USDA DEFAULT QUESTIONS	Add/Edit	View	View Questions
Test Two	Add/Edit	View	View Questions





Next, you will need to click on the **ADD/EDIT** hotlink to next to the kitchen group that you just created to customize your Food Safety Check List Question, once you click on the **ADD/EDIT** button, you will land on the following page:

CREATE CUSTOM CHECKLIST GROUP NAME

Back To Main Control Panel

Checklist Group Name	Add/Edit Questions	Kitchens in Group	View Questions
USDA DEFAULT QUESTIONS	Add/Edit	View	View Questions
Test Two	Add/Edit	View	View Questions
10-11 Test	Add/Edit	View	View Questions

Now, you can customize your Food Safety List Questions. Please review the page, initially your group will have all of the USDA default Food Safety Check List Questions selected. You have a few choices for each Food Safety Check List Question:

1. USDA Default - Standard existing default USDA Food Safety Questions are checked to start
2. Remove the USDA Default - check this box and it removes the Food Safety Check List Question from the group
3. Create Custom SOPs – This option will populate with the USDA Default data and you can choose to slightly customize the USDA default Food Safety Check List Question
4. And, you can ADD ADDITIONAL CUSTOM Food Safety Check List Question from a blank Food Safety Check List Question form

In summary, you have the ability to change every single Food Safety Question, customize a few Food Safety Questions, create all completely new Food Safety Questions, leave the default USDA Food Safety Questions or any variation thereof.



School HACCP | Custom Food Safety List - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schoolhaccp.net/ControlPanel/District/CustomQuestion.aspx?GroupId=203

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

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 Identity Safe Log-ins

School HACCP | Custom Food Saf... CNNMoney.com Market Report - Oct. 1...

CREATE CUSTOM QUESTIONS FOR FOOD SAFETY CHECKLIST GROUP

Stacey Schany
Stacey test 91808
Minnesota
Saint Paul
Minnesota
55102
s.schany@schoolhaccp.com

Select Checklist Group **10-11 Test**

Create Custom Food Safety List Group

Assign Kitchens To Food Safety Group

Definitions: **Customize and Attach to Group** - Use this when you have different or a unique check list for different kitchens.
Yes / No Questions - Every question in the check list is required to have a Yes or No answer.

ADD ADDITIONAL CUSTOM QUESTION

Category	Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom Questions	USDA Default Questions	Remove Questions	Create Custom Questions	Add / Edit Custom Questions
Personal Hygiene	A handwashing reminder sign is posted.	No <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	

Done

start Microsoft... School HA... School HA... WNUA-FM... Inbox - Mi... 4:13 PM

Now: Light Rain, 50° F Tue: 61° F Wed: 60° F

For example, in the screen shot above, we have selected to customize the existing USDA Food Safety Check List question "A Hand washing Reminder Sign Is Posted", once you check the box to create custom Questions, click on the **ADD/EDIT** hotlink on the right of the checked box.



Then you will land on the following page:

ALL QUESTIONS REQUIRE THE ANSWER YES or NO. SO, BE VERY CAREFUL WHEN STRUCTURING YOUR QUESTIONS TO MAKE SURE THAT THE ANSWER CAN ONLY BE YES OR NO.

If the answer is no, the system will provide a data field where the kitchen staff can add their Corrective Actions.

The screenshot shows a web browser window for 'School HACCP | Edit Question - Mozilla Firefox'. The address bar shows the URL: <http://schoolhaccp.net/ControlPanel/District/EditQuestion.aspx?QuestionId=16179&GroupId=203&Mode=1&Section=1>. The browser's toolbar includes links for Most Visited, Disable, Cookies, CSS, Forms, Images, Information, Miscellaneous, Outline, Resize, Tools, View Source, and Options. A Norton Phishing Protection bar is present. The main content area has a header 'CREATE CUSTOM CHECK LIST QUESTION'. On the left, there is a text area with placeholder text: 'A handwashing reminder sign is posted.' Below this is a 'Create Question' section with a text area containing the same placeholder text. To the right, there is a 'Select Section' dropdown menu with the following options: Personal Hygiene (selected), 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. At the bottom of the page, there are 'Click Here To Submit' and 'Cancel' buttons. The status bar at the bottom shows the Windows taskbar with various icons and the date/timestamp: 'Now: Light Rain, 50° F Tue: 61° F Wed: 60° F 4:14 PM'.

Now, feel free to edit the page however you wish and when complete click **CLICK HERE TO SUBMIT** at the bottom of the page. The screen populates with the USDA default data and you now have the ability to customize that information.



For example, we will enter the words TEST 11-10 in the question at the end of the Create Question field and then click on **CLICK HERE TO SUBMIT** at the bottom of the page.

SCHOOL HACCP | Edit Question - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schoolhaccp.net/ControlPanel/District/EditQuestion.aspx?QuestionId=16179&GroupId=203&Mode=1&Section=1

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

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 Identity Safe Log-ins

SCHOOL HACCP | Edit Question CNNMoney.com Market Report - Oct. 1...

CONTROL PANEL MANAGE USERS CREATE A KITCHEN COPY A KITCHEN ACTIVE ALERTS REPORTS LOGOUT

You are logged in as 91808 test.

CREATE CUSTOM CHECK LIST QUESTION

Stacey Schany
Stacey test 91808
Minnesota
Saint Paul
Minnesota
55102
s.schany@schoolhaccp.com

Create Question
A handwashing reminder sign is posted - TEST 11-10

Select 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

Click Here To Submit Cancel

After we click **SUBMIT**, you will be taken back to the previous page so you can review and continue entering your Custom Food Safety Questions structure.



Please take a look at the page below.

CREATE CUSTOM QUESTIONS FOR FOOD SAFETY CHECKLIST GROUP

Back To Main Control Panel

Definitions: **Customize and Attach to Group** - Use this when you have different or a unique check list for different kitchens.
Yes / No Questions - Every question in the check list is required to have a Yes or No answer.

ADD ADDITIONAL CUSTOM QUESTION

Category	Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom Questions	USDA Default Questions	Remove Questions	Create Custom Questions	Add/Edit Custom Questions
Personal Hygiene	A handwashing reminder sign is posted - TEST 11-10	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit

You will notice, the custom Food Safety Check List Question is check marked. To review your question to ensure that is what you want just view the question on the screen and it should appear with your change.



In addition, you can always create your own completely customized Food Safety Question by clicking on the **ADD ADDITIONAL CUSTOM QUESTION** button.

Once you have done this, you will land on a question form with no data populated in any field.



For our example, we will enter Additional Custom Questions and select Personal Hygiene in the right column. IT IS ESSENTIAL THAT ALL QUESTIONS REQUIRE A "YES" OR "NO" ANSWER (required). Then we will click on **CLICK HERE TO SUBMIT**.

School HACCP | Edit Question - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schoolhaccp.net/ControlPanel/District/EditQuestion.aspx?GroupId=203&Mode=2&Section=1

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

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

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

Norton Phishing Protection on Identity Safe Log-ins

School HACCP | Edit Question CNNMoney.com Market Report - Oct. 1...

CONTROL PANEL MANAGE USERS CREATE A KITCHEN COPY A KITCHEN ACTIVE ALERTS REPORTS LOGOUT

You are logged in as 91808 test.

CREATE CUSTOM CHECK LIST QUESTION

Stacey Schany
Stacey test 91808
Minnesota
Saint Paul
Minnesota
55102
s.schany@schoolhaccp.com

Create Question
Additional Custom Questions ALL ANSWER HAVE TO BE YES OR NO ANSWERS.

Select 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

Click Here To Submit Cancel

Done

start Microsoft ... School H... School H... WNUA-F... Inbox - M... 4:25 PM



As you can see below, the question has been inserted and is in the correct area. There are approximately 80 USDA Default Custom Food Safety Questions. You can use them all, adjust the questions, remove questions and add questions for your individual situation.

School HACCP | Custom Food Safety List - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schoolhaccp.net/ControlPanel/District/CustomQuestion.aspx?GroupId=203&Section=1

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

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 Identity Safe Log-ins

School HACCP | Custom Food Saf...

CNNMoney.com Market Report - Oct. 1...

Stacey Schany
Stacey test 91808
Minnesota
Saint Paul
Minnesota
55102
s.schany@schoolhaccp.com

Select Checklist Group 10-11 Test

Create Custom Food Safety List Group

Assign Kitchens To Food Safety Group

Definitions: **Customize and Attach to Group** - Use this when you have different or a unique check list for different kitchens.
Yes / No Questions - Every question in the check list is required to have a Yes or No answer.

ADD ADDITIONAL CUSTOM QUESTION

Category	Check List (if you do not create a checklist, the default will appear in the kitchen)	Additional Custom Questions	USDA Default Questions	Remove Questions	Create Custom Questions	Add / Edit Custom Questions
Personal Hygiene	A handwashing reminder sign is posted - TEST 11-10	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add/Edit
	Custom Add - Additional Custom Questions ALL ANSWER HAVE TO BE YES OR NO ANSWERS.	Yes		<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	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Edit

Done

start Sprint Sma... Microsoft E... School HA... School HA... WNUA-FM... Inbox - Mic... 4:27 PM

Now: Light Rain, 50° F Tue: 61° F Wed: 60° F



Now, it is time to ASSIGN KITCHENS to the Food Safety Groups. All kitchens originally default to the USDA default group unless you have created a Master Kitchen and set up the Custom Food Safety Questions in that Master Kitchen, if so, all you have to do is copy that kitchen.

So, please click on **ASSIGN KITCHENS TO FOOD SAFETY GROUP:**

You are logged in as 91808 test.

Back To Main Control Panel

CREATE CUSTOM QUESTIONS FOR FOOD SAFETY CHECKLIST GROUP

Stacey Schany
Stacey test 91808
Minnesota
Saint Paul
Minnesota
55102
s.schany@schoolhaccp.com

Select Checklist Group **10-11 Test**

Create Custom Food Safety List Group

Assign Kitchens To Food Safety Group

Definitions: **Customize and Attach to Group** - Use this when you have different or a unique check list for different kitchens.
Yes / No Questions - Every question in the check list is required to have a Yes or No answer.

ADD ADDITIONAL CUSTOM QUESTION

Category Check List (if you do not create a checklist, the default will appear in the kitchen)

Additional Custom Questions USDA Default Questions Remove Questions Create Custom Questions Add/Edit Custom Questions

Done

start Microsoft Edge School HACCP School HACCP WNUA-FM... Inbox - Mic... 4:30 PM



Once you have clicked on the **ASSIGN KITCHENS TO FOOD SAFETY GROUP** button you will land on the following page:

The screenshot shows a Mozilla Firefox browser window with the title "School HACCP | Kitchen Groups - Mozilla Firefox". The address bar shows the URL "http://schoolhaccp.net/ControlPanel/District/KitchenChecklist.aspx". The page content is titled "ADD/EDIT VIEW KITCHENS IN GROUP". On the left, there is a sidebar with user information: Stacey Schany, Stacey test 91808, Minnesota, Saint Paul, Minnesota, 55102, and an email address s.schany@schoolhaccp.com. Below this are two buttons: "Create Custom Food Safety List Group" and "Create Food Safety Question in Group". The main area displays a table of kitchen data:

Kitchen Name	Manager	Email Address	Phone	CheckList Group	Questions
Kitchen 12	superstar	s.schany@schoolhaccp.com	612.296.2486	USDA DEFAULT QUESTIONS	View
Kitchen 13	superstar	s.schany@schoolhaccp.com	612.296.2486	USDA DEFAULT QUESTIONS	View

A "Continue" button is located below the table. At the bottom of the page, a footer bar reads "© School HACCP 2008". The browser status bar at the bottom right shows the date and time: "Now: Light Rain, 50°F | Tue: 61°F | Wed: 60°F | 4:31 PM".

To assign your kitchen, our example will assign Kitchen 12 to the new 10-11 test group.



Simply click on the **DROP BOX** to the far right of the kitchen and select the group you want the kitchen assigned to:

The screenshot shows a Windows Internet Explorer window with the title "School HACCP | Kitchen Groups - Windows Internet Explorer provided by Yahoo!". The URL is http://schoolhaccp.net/ControlPanel/District/KitchenChecklist.aspx. The page is titled "ADD/EDIT VIEW KITCHENS IN GROUP". On the left, there is a list of kitchen names and their details. On the right, there is a large "DROP BOX" area where users can select a checklist group for each kitchen. Below this is a table listing kitchens with columns for Name, Manager, Email Address, Phone, Checklist Group, and Questions. A "SAVE AND CONTINUE" button is at the bottom of the table.

Kitchen Name	Manager	Email Address	Phone	CheckList Group	Questions
Cooling Test	Gull	rehman.gull@hotmail.com	123	Gregs Test 17	View
Cooling Test_2	Gull	rehman.gull@hotmail.com	123	USDA DEFAULT QUESTIONS	View
Greg test 10-17	Greg 1017	greg@sixrm.com	6122811618	USDA DEFAULT QUESTIONS	View
Greg test 10-17_2_sop_copy	Greg 1017 2 sop copy	greg@sixrm.com	6122811618	Checklist 17-10	View
Greg test 10-17 COPY	Greg 1017 COPY	greg@sixrm.com	6122811618	Gregs Test 17	View
Kitchen17-10-1	Gull	rehman.gull@nxvt.com	12	Checklist 17-10	View
Kitchen17-10-2	Gull	rehman.gull@nxvt.com	12	Checklist 17-10	View

KEY NOTE: You must click on the **SAVE AND CONTINUE** button for the changes to be saved. If you do not click on the **SAVE AND CONTINUE** button the changes will not be saved.



Now that you have selected the group, simple click **SAVE AND CONTINUE**:

School HACCP | Kitchen Groups - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on

Y! Search Web Anti-Spy Upgrade your Toolbar Now Mail Shopping My Yahoo News Games Music

Smooth Jazz WNUA 95.5 - ... School HACCP | Kitchen ... Intuit Business Services: Login Under Construction School HACCP Builder from ... Page Tools

ADD/EDIT VIEW KITCHENS IN GROUP

Gull
Gull Test 10-17
Illinois
multan
Illinois
12
rehman.gull@nxvt.com

Create Custom Food Safety List Group

Create Food Safety Question in Group

Kitchen Name Manager Email Address Phone CheckList Group Questions

Cooling Test	Gull	rehman.gull@hotmail.com	123	Gregs Test 17	View
Cooling Test 2	Gull	rehman.gull@hotmail.com	123	Gregs Test 17	View
Greg test 10-17	Greg 1017	greg@sixrm.com	6122811618	Gregs Test 17	View
Greg test 10-17 2 sop copy	Greg 1017 2 sop copy	greg@sixrm.com	6122811618	Gregs Test 17	View
Greg test 10-17 COPY	Greg 1017 COPY	greg@sixrm.com	6122811618	Gregs Test 17	View
Kitchen17-10-1	Gull	rehman.gull@nxvt.com	12	Checklist 17-10	View
Kitchen17-10-2	Gull	rehman.gull@nxvt.com	12	Checklist 17-10	View

SAVE AND CONTINUE

KitchenChecklist.aspx Trusted sites 100% 9:48 AM

start Sprint S... 2 Inter... 2 Micr... TUCKER Sky... School... Ruched...



And, now you will land back on the Create Custom Questions for Food Safety Check List Group. Simply click on [BACK TO MAIN CONTROL PANEL](#) button or the [CONTROL PANEL](#) In the top navigation to review your kitchens and their assignments. Or, to assign more kitchens, click on [ASSIGN KITCHENS TO FOOD SAFETY GROUP](#).

Stacey Schany
Stacey test 91808
Minnesota
Saint Paul
Minnesota
55102
s.schany@schoolhaccp.com

Select Checklist Group

[Create Custom Food Safety List Group](#)

[Assign Kitchens To Food Safety Group](#)

Definitions: **Customize and Attach to Group** - Use this when you have different or a unique check list for different kitchens.
Yes / No Questions - Every question in the check list is required to have a Yes or No answer.

ADD ADDITIONAL CUSTOM QUESTION

Done

start

Sprint Sma... Microsoft E... School HA... School HA... WNUA-FM... Inbox - Mic... 4:35 PM



If you decide to go to the Control Panel, you will see your top-line review of your kitchens.

Now, you can see your kitchens and each of their SOP and Food Safety Check List group assignments. You can change each kitchen's assignments at any time. Plus you can always go back and change individual SOP's and/or individual Food Safety Questions.



REPORTING

Reporting – Back to the Main Control Panel

By now, you are familiar with the Main Control panel, simply click on the **REPORTS** tab in the top navigation.

The screenshot shows the School HACCP District Control Panel. At the top, there's a navigation bar with links like File, Edit, View, History, Bookmarks, Tools, Help, and Norton Phishing Protection. Below the navigation bar is a toolbar with various icons. The main content area has a header "MAIN CONTROL PANEL". It displays user information: Stacey Schany, Stacey test 91808, Minnesota, Saint Paul, Minnesota, 55102, and the email s.schany@schoolhaccp.com. There are three tabs at the top: "Create A Kitchen" (highlighted), "Copy A Kitchen", and "Reports". Below these tabs are two panels: "SOP MANAGER PANEL" and "CUSTOM FOOD SAFETY MANAGER PANEL". The "SOP MANAGER PANEL" contains buttons for "Create SOP Group", "Assign Kitchens To SOP Group", "Create Custom SOPs In Group", and "Review SOP's In Group". The "CUSTOM FOOD SAFETY MANAGER PANEL" contains buttons for "Create Custom Food Safety List Group", "Assign Kitchens To Food Safety Group", "Create Food Safety Question in Group", and "Review Food Safety Questions In Group". At the bottom, there's a section titled "KITCHENS IN THE DISTRICT" with a search bar for "Kitchen:" and a "GO" button. Below this is a table with columns: Kitchen Name, User Name, Manager, Phone, E-Alert ON/OFF, SOP Group, Food Safety Question Group, and Managers Email. The table shows one row of kitchen information. The bottom of the screen shows the Windows taskbar with icons for Start, Internet Explorer, Microsoft Word, Microsoft Excel, and School HACCP. The system tray shows the date and time as Tuesday, 61°F, and Wednesday, 60°F.



Reporting - continued

Reporting – Click on Reports

Now that you are the Reports page you can find kitchens in various ways. You can search by:

1. Kitchen Name
2. Kitchen Manager
3. Email Address
4. Or simply tab through the list of kitchens

it is really simple to view the individual kitchen's HACCP Plan or Reports by clicking on the links titled [VIEW PLAN](#) or [VIEW REPORTS](#).

The screenshot shows the 'REPORTS' section of the SchoolHACCP.com Control Panel. At the top, there are three search fields: 'Search By Kitchen:' (Kitchen 12), 'Search By Manager Name:' (GO), and 'Search By Email Address:' (GO). Below these is a table with two rows of kitchen information:

Kitchen Name	Manager	Managers Email	Phone	HACCP PLAN	Reports
Kitchen 12	superstar	s.schany@schoolhaccp.com	612.296.2486	View Plan	View Reports
Kitchen 13	superstar	s.schany@schoolhaccp.com	612.296.2486	View Plan	View Reports





Reporting - continued

Reporting – Click on Reports: View Plan

Simply click on the hotlink labeled **VIEW PLAN** on the kitchen that you want to review the plan. Once you click on the **VIEW PLAN** hotlink the following page will appear. If you choose, you can print the plan with the browser's print capability

The screenshot shows a Mozilla Firefox browser window with the title "School HACCP | VIEW PLAN - Mozilla Firefox". The address bar shows the URL <http://schoolhaccp.net/ControlPanel/District/ViewHaccpPlan.aspx?KitchenId=1157910747>. The page content includes:

- Description of Program Overview and Facility**
 - Average Daily Participation :**
 - Breakfasts: 25 Meals
 - Lunches: 25 Meals
 - School Foodservice Staff :**
 - Manager(s) 1
 - Staff 5
 - Menu Cycle:**
 - Cycle Measure By: Month
 - Units In Cycle: 1
- Inventory Items Review**
 - 1 Walk-In Refrigerator
 - 2 Reach-In Refrigerator
 - 3 Milk Cooler
 - 4 Ice cooler
- Categorizing Menu Items and Identification of Control Measures and**
 - Transferring data from schoolhaccp.net...



Reporting - continued

Reporting – Click on Reports: View Reports

Simply click on the hotlink labeled **VIEW REPORTS** on the kitchen that you want to review the reports. Once you click on the **VIEW REPORTS** hotlink the following page will appear.

School HACCP | Kitchen Report - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://schoolhaccp.net/ControlPanel/District/KitchenReport.aspx?KitchenId=1157910747

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

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 Identity Safe Log-ins

School HACCP | Kitchen Report CNNMoney.com Market Report - Oct. 1...

CONTROL PANEL MANAGE USERS CREATE A KITCHEN COPY A KITCHEN ACTIVE ALERTS REPORTS LOGOUT

You are logged in as 91808 test.

KITCHEN REPORTS

Report: ColdHolding Log

Start Date: 10/13/2008

End Date: 10/13/2008

Search

Back To Main Control Panel

Printable Version

© School HACCP 2008



You will notice that you can select the report that you want to see in the **DROP DOWN BOX** and also the **DATE RANGE** for any report. This enables you to drill down to specific reports and dates or take a look at a comprehensive set of ranges.



Reporting - continued

Reporting – Click on Reports: Drilling Down Into Reports

Again, simply pick your report and date range and click **SEARCH**.

The screenshot shows the 'REPORTS' tab selected in the top navigation bar. On the left, there's a search form with fields for 'Report:', 'Start Date:', 'End Date:', and a 'Search' button. The 'Report:' dropdown is open, displaying several log types. The 'Hot Holding Log' option is highlighted with a blue selection bar. To the right of the search form is a large, empty rectangular area intended for displaying the report results.



Once your report appears, you can also click on the **PRINTABLE VERSION** hotlink to print the reports. Whenever you have an inspection, it will be this easy to provide your history and your plan.



Kitchen Training and Users Guide

**School HACCP
186 Washington Street
Saint Paul, MN 55102
Phone: 612 296 2486**

**Email: info@schoolhaccp.com
Website: www.schoolhaccp.com**



KITCHEN: Training And Users Guide

Logging On:

Go to <http://schoolhaccp.com/>

The ability to log into a District Level and/or Kitchen Level site are in the exact same location. Please click on your login area in the upper right hand side of the page.

SCHOOLHACCP.COM
SCHOOL FOOD SAFETY MADE SIMPLE

FAQ | Customer Service | Cost-Benefit Analysis | Online Store | Client Sampling | Partners | USDA | NFSMI

District Login
District Login
Kitchen Login
Kitchen Login

enter search Search

Welcome to SchoolHACCP.com

Join our mailing list

your name
enter your name

your email
enter your email address

Select your preference:
 HTML format
 Plain text format
 Subscribe to our mailing list

Platinum Service: Integrated wireless temperature monitoring.
Gold Service: Standard HACCP Compliance program.

Get An Immediate Custom Cost Benefit Analysis
For less than the cost of your home Internet connection, your school can have HACCP wireless temperature monitoring integrated with your HACCP plan, tasks and reporting. To find out just how much time and money School HACCP will save your School District simply [click here to get your COST BENEFIT ANALYSIS.](#)

School HACCP receives Pete Snyder's Product Endorsement! ([Click here to see Pete Snyder's Bio](#)).
Pete Snyder, President of the Hospitality Institute of Technology Management (HITM), endorses School HACCP for USDA HACCP Compliance.



Logging On - Continued:

Then enter your username and password and click on the LOG IN button.

The screenshot shows a Windows Internet Explorer window with the title "School HACCP Control Panel - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL <http://schoolhaccp.net/ControlPanel/Membership/LoginPage.aspx>. The menu bar includes File, Edit, View, Favorites, Tools, and Help. A toolbar at the top has links for Norton Phishing Protection, Identity Safe, Log-ins, Search Web, Anti-Spy, Mail, My Yahoo!, News, Games, Music, Answers, Sports, and Sign In. Below the toolbar is a toolbar with icons for various functions like Control Panel, Build HACCP Plan, View HACCP Plan, Print HACCP Plan, Plan Index, Menu Manager, Inventory Manager, and Sign Out. The main content area is titled "Log In" and contains fields for "User Name" and "Password", a "Remember me next time" checkbox, and a "Log In" button. At the bottom of the page is a link for "Forgot Password?". The status bar at the bottom of the browser window shows "Done", "Trusted sites", "100%", and the date and time "10:46 AM".



Kitchen Control Panel and Building a HACCP Plan:

The Kitchen Control Panel page will display the kitchen location, manager, e-mail address, physical address, as well as the listing of daily and weekly tasks. This is also the first page that you will come to when you login. This page allows you access to the main areas of the site with the top navigation and access to key area of the website. In addition, you have complete one click access to each of your key reports and alerts:

The top navigation features:

- Control Panel (the page featured below)
- Build HACCP Plan: this will be your first area to begin building your HACCP Solution
- View HACCP Plan
- Print HACCP Plan
- Plan Index
- Menu Manager
- Inventory Manager
- Sign Out

Key Control Panel Buttons:

- Edit HACCP Plan
- Inventory Items
- View SOP's
- Menu Items

School HACCP Control Panel - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

Grecco's BizClimb Site Manager School HACCP Control P... New Account - test page f... School HACCP Builder from ...

CONTROL PANEL **BUILD HACCP PLAN** **VIEW HACCP PLAN** **PRINT HACCP PLAN** **Plan Index** **MENU MANAGER** **INVENTORY MANAGER** **SIGN OUT**

You are logged in as Markmorris.

MAIN CONTROL PANEL

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98532
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Edit HACCP Plan **Inventory Items** **View SOP's**

Menu Items

Daily Reports	Date	Date	Date	Date	Calendar	Alerts	Report History	Actions	View
Cold Holding Log	10/9/2008	10/8/2008	10/7/2008	10/6/2008	10/5/2008	10/9/2008	Yes	View	No PDF
Cooling Temperature Log	10/9/2008	10/8/2008	10/7/2008	10/6/2008	10/5/2008	10/9/2008	Yes	View	No PDF
Hot Holding Log	10/9/2008	10/8/2008	10/7/2008	10/6/2008	10/5/2008	10/9/2008	Yes	View	Yes PDF
Receiving Log	10/9/2008	10/8/2008	10/7/2008	10/6/2008	10/5/2008	10/9/2008	Yes	View	Yes PDF
Refrigeration Log	10/9/2008	10/8/2008	10/7/2008	10/6/2008	10/5/2008	10/9/2008	Yes	View	Yes PDF



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step One: Getting Started with Kitchen Equipment Inventory

Click on **BUILD HACCP PLAN** (second tab from the left in the top navigation). You will go to the page below and on this page you will need to enter your kitchens inventory items. In this area you will need to enter of the kitchen inventory. First click on the box to the left of the item, and then you will enter the quantity of the item that you selected. If you do not see an item in the USDA default list, don't worry, you will be able to add any custom inventory items with the ADD CUSTOM INVENTORY function after clicking on **CONTINUE** on the bottom of the page.

The screenshot shows the 'BUILD HAACP PLAN - SET UP KITCHEN INVENTORY' page. At the top, there is a table with the manager's information:

Manager:	Terri Anderson
Kitchen:	Mark Morris High School
District:	Longview School District
Street Address:	2715 Lilac Street
City:	Longview
State:	Washington
Zip Code:	98632
Email:	rroy@longview.k12.wa.us
Phone:	360-575-7145
FAX:	360-575-7174

Below this is a large rectangular input field divided into three horizontal sections, each containing a red 'X' icon in the top-left corner.

At the bottom, there is a table titled 'Inventory Item' with columns for 'Inventory Item', 'Select', 'Quantity', and 'Custom Item'. The table contains the following data:

Inventory Item	Select	Quantity	Custom Item
Walk-In Refrigerator	<input checked="" type="checkbox"/>	1	No
Reach-In Refrigerator	<input checked="" type="checkbox"/>	1	No
Milk Cooler	<input type="checkbox"/>	0	No
Refrigerated Serving Counter (e.g. Salad Bar)	<input checked="" type="checkbox"/>	1	No
Walk-In Freezer	<input checked="" type="checkbox"/>	1	No



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step Two: Kitchen Inventory Review and Add A Custom Inventory Item

When you click continue from the previous page, you will land on the Inventory Review page. Here, you will review your inventory and have the ability to edit and **ADD CUSTOM INVENTORY ITEM**.

The screenshot shows the 'HACCP Plan | Inventory Review' page. At the top, there's a header bar with the SchoolHACCP.com logo, a search bar, and various links like 'Control Panel', 'Build HACCP Plan', 'View HACCP Plan', etc. Below the header, a message says 'You are logged in as Markmorris.' On the left, there's a sidebar with contact information for Terri Anderson at Mark Morris High School. The main area has a large empty box for reviewing inventory items. At the bottom, there's a table for 'Add Custom Inventory Item' with columns for 'Inventory Item', 'Quantity', 'Custom Item', and 'Inventory Item'. The table lists common kitchen equipment like Walk-In Refrigerator, Reach-In Refrigerator, etc.

Inventory Item	Quantity	Custom Item	Inventory Item
Walk-In Refrigerator	1	No	Edit
Reach-In Refrigerator	1	No	Edit
Refrigerated Serving Counter (e.g. Salad Bar)	1	No	Edit
Walk-In Freezer	1	No	Edit
Convection Oven (Traditional Oven)	2	No	Edit
Heated Cabinet	3	No	Edit
Heated Serving Counter	2	No	Edit

*If you have items in your kitchen that are not on this list (i.e. hand mixer), you will need to **ADD CUSTOM INVENTORY ITEMS**.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step Three: Add a Custom Inventory Item

To add a custom inventory item, simply enter your new inventory item in the right hand column on the page (Enter the Item Name, Quantity and the Item Type). Then click **ADD**. Then new item will appear on the left hand side (see below).

The screenshot shows the 'Custom Kitchen Inventory Items' page. At the top, there are navigation links: CONTROL PANEL, BUILD HACCP PLAN, VIEW HACCP PLAN, PRINT HACCP PLAN, Plan Index, MENU MANAGER, INVENTORY MANAGER, and SIGN OUT. A message says 'You are logged in as Markmorris.' Below this, there's a table titled 'List of Your Custom Inventory Entries' with columns for Entry ID, Name, Type, and Quantity. The table contains 11 entries. To the right, there's a form titled 'Add/Edit Custom Inventory Item' with fields for Item Name, Quantity, and Item Type (radio buttons for Refrigeration Device, Oven or Heating Device, Food Handling Device (e.g., "can opener"), Cleaning Device, Food Preparation Area, Food Storage Area, and Other: (please describe)). Buttons for Add and Cancel are at the bottom.

Entry ID	Name	Type	Quantity
35	Baker stainless steel table	Food Preparation Area	1
36	Hobart Cutter Mixer	Food Handling Device (e.g., "can opener")	1
37	Steam Pot	Oven or Heating Device	1
38	Large Metal Carte	Food Handling Device (e.g., "can opener")	1
39	Small Metal Cartes	Food Handling Device (e.g., "can opener")	1
40	Ice Machine	Refrigeration Device	1
41	Food Scales	Food Preparation Area	3
42	Bakers Scale	Food Preparation Area	1
43	Hand Wash Sink	Cleaning Device	1

To continue after you have entered your custom inventory items, simple click on **GO TO INVENTORY REVIEW**. If you are satisfied with your review, please click **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step Four: Kitchen Menu Items

Please have a monthly menu in front of you to enter your menu items. There are 17 different sections in which you will need to enter your information. Enter all menu items in your menu cycle in the appropriate section (i.e. enter all grains/breads for your cycle), then move to the next section of the menu items by clicking **CONTINUE**. The next seventeen pages display each of the sections that you will need to enter information (*at the end, you will review your menu and also be able to add any special/custom menu items that are not featured*):

Grains and Breads

BUILD HAACP PLAN - SET UP MENU ITEMS

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Master Mix	B-01	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	
Cooking Macaroni, Noodles, and Spaghetti	B-02	View	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	No	3
Cooking Rice (Oven or Steamer)	B-03	View	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	No	3



Kitchen Control Panel and Building a HACCP Plan - Continued:

Desserts

SCHOOLHACCP.com SCHOOL FOOD SAFETY MADE SIMPLE

Build HACCP Plan- Setup Menu Items - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

Build HACCP Plan- Setup... School HACCP Control Panel School HACCP Builder from... New Account -- test page f... School HACCP Builder from... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

BUILD HAACP PLAN - SET UP MENU ITEMS

Back To Main Control Panel

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Desserts

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Apple Cobbler	C-01	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	
Apple Crisp	C-02	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	
Apple-Honey Crisp	C-02A	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	
Applesauce Cake	C-03	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	

Done Trusted sites 100% 11:15 AM

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Main Dishes

SCHOOLHACCP.com SCHOOL FOOD SAFETY MADE SIMPLE

Build HACCP Plan- Setup Menu Items - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

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Build HACCP Plan- Setup... School HACCP Control Panel School HACCP Builder from... New Account -- test page f... School HACCP Builder from... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

BUILD HAACP PLAN - SET UP MENU ITEMS

Back To Main Control Panel

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FAX: 360-575-7174

Main Dishes

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Barbecued Chicken	D-11	View	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	No	3
Beef or Pork Burrito	D-12	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	
Bean Burrito	D-12A	View	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	1
Beef or Pork Burrito	D-12B	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	

Done Trusted sites 100% 11:16 AM

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Salads and Dressings

BUILD HAACP PLAN - SET UP MENU ITEMS

[Back To Main Control Panel](#)

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Carrot-Raisin Salad	E-04	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No
Chicken or Turkey Salad	E-05	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No
Creamy Cole Slaw	E-06	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No
Macaroni Salad	E-07	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No

Then move to the next section of the menu items by clicking [**CONTINUE**](#) at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Sandwiches

The screenshot shows a Microsoft Internet Explorer window with the title "Build HACCP Plan- Setup Menu Items - Windows Internet Explorer provided by Yahoo!". The URL is http://schoolhaccp.net/ControlPanel/Kitchen/SetupMenuItemHaccp.aspx?foodgroup=5. The page displays a form for setting up menu items, with fields for Manager, Kitchen, District, Street Address, City, State, Zip Code, Email, Phone, and FAX. To the right is a large text area for menu item descriptions, which currently contains three entries, each with a red 'X' button. Below this is a table titled "Sandwiches" listing menu items with columns for Item Id, USDA Recipe, Select, Pre-Made Vendor Supplied, Prepared on Site By Recipe, Custom Item, and Process. The table lists three items: Barbecued Beef or Pork on Roll (Using Canned Meats), Egg Salad Sandwich, and Pizzaburger on Roll.

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Barbecued Beef or Pork on Roll (Using Canned Meats)	F-02	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	
Egg Salad Sandwich	F-03	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	
Pizzaburger on Roll	F-04	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Sauces, Gravies and Seasoning Mixes

Build HACCP Plan- Setup Menu Items - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

Build HACCP Plan- Setup... School HACCP Control Panel School HACCP Builder from... New Account -- test page f... School HACCP Builder from... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

BUILD HAACP PLAN - SET UP MENU ITEMS

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
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State: Washington
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FAX: 360-575-7174

Back To Main Control Panel

Sauces, Gravies, and Seasoning Mixes

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Italian Seasoning Mix	G-01	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	
Mexican Seasoning Mix	G-01A	View	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	1
Barbeque Sauce	G-02	View	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	1
Brown Gravy	G-03	View	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	No	3

Done Trusted sites 100% 11:18 AM

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Soups

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
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Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Bean Soup	H-01	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	
Chicken or Turkey Noodle Soup	H-02	View	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	No	2
Chicken or Turkey Rice Soup	H-02A	View	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	No	

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.

Kitchen Control Panel and Building a HACCP Plan - Continued:

Vegetables

Build HACCP Plan- Setup Menu Items - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help
 Norton Phishing Protection on Identity Safe Log-ins
 Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

Build HACCP Plan- Setup... School HACCP Control Panel School HACCP Builder from... New Account -- test page f... School HACCP Builder from... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

BUILD HAACP PLAN - SET UP MENU ITEMS [Back To Main Control Panel](#)

Manager: Terri Anderson
 Kitchen: Mark Morris High School
 District: Longview School District
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 FAX: 360-575-7174

Vegetables

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Preparing Instant Mashed Potatoes	I-05	View	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	No	3
Baked Beans (Using Canned Vegetarian Beans)	I-06	View	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	No	
Baked Sweet Potatoes	I-07	View	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	No	

Done Trusted sites 100% 11:19 AM

Then move to the next section of the menu items by clicking [**CONTINUE**](#) at the bottom of the page.

Kitchen Control Panel and Building a HACCP Plan - Continued:

Breakfast

Build HACCP Plan- Setup Menu Items - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help
 Norton Phishing Protection on Identity Safe Log-ins
 Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

Build HACCP Plan- Setup... School HACCP Control Panel School HACCP Builder from... New Account -- test page f... School HACCP Builder from... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

BUILD HAACP PLAN - SET UP MENU ITEMS [Back To Main Control Panel](#)

Manager: Terri Anderson
 Kitchen: Mark Morris High School
 District: Longview School District
 Street Address: 2715 Lilac Street
 City: Longview
 State: Washington
 Zip Code: 98632
 Email: rroy@longview.k12.wa.us
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 FAX: 360-575-7174

Breakfast

Menu Item	Item Id	USDA Recipe	Select	Pre-Made Vendor Supplied	Prepared on Site By Recipe	Custom Item	Process
Granola	J-01	View	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	
Breakfast Burrito with Salsa	J-02	View	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	No	2
Baked French Toast Strips	J-03	View	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	No	

Done Trusted sites 100% 11:19 AM

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Dairy – Milk

BUILD HAACP PLAN - SET UP MENU ITEMS

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Menu Item	Item Id	Select	Custom Item	Process
Raw Milk (All varieties) in SINGLE USE CONTAINERS	K-01	<input checked="" type="checkbox"/>	No	
Raw Milk (All varieties) in BULK	K-02	<input type="checkbox"/>	No	

Done

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Dairy – Hard Cheeses

Build HACCP Plan- Setup Menu Items - Windows Internet Explorer provided by Yahoo!

http://schoolhaccp.net/ControlPanel/Kitchen/SetupMenuItemHaccp.aspx?foodgroup=11

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Y! Search Web Anti-Spy Mail My Yahoo! News Games Music Answers Sports Sign In

Build HACCP Plan- Setup... School HACCP Control Panel School HACCP Builder from... New Account -- test page f... School HACCP Builder from... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

BUILD HAACP PLAN - SET UP MENU ITEMS

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
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State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Back To Main Control Panel

Dairy - Hard Cheeses

Menu Item	Item Id	Select	Custom Item	Process
Pre-packaged "Hard" Cheese (all varieties) in SINGLE USE CONTAINERS	L-01	<input checked="" type="checkbox"/>	No	
Pre-packaged "Hard" Cheese (all varieties) in BULK	L-02	<input checked="" type="checkbox"/>	No	

Done Trusted sites 100% 11:20 AM

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Dairy – Cultures, Soft Dairy

BUILD HAACP PLAN - SET UP MENU ITEMS

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Menu Item	Item Id	Select	Custom Item	Process
Pre-packaged Cottage Cheese or Yogurt in SINGLE USE CONTAINERS	M-01	<input checked="" type="checkbox"/>	No	
Pre-packaged Cottage Cheese or Yogurt in BULK	M-02	<input type="checkbox"/>	No	

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Eggs and Egg Products

The screenshot shows a Windows Internet Explorer window with the title "Build HACCP Plan- Setup Menu Items - Windows Internet Explorer provided by Yahoo!". The URL is http://schoolhaccp.net/ControlPanel/Kitchen/SetupMenuItemHaccp.aspx?foodgroup=13. The browser interface includes a toolbar with Norton Phishing Protection, a search bar, and various links like Mail, News, Games, Music, Answers, Sports, and Sign In.

The main content area has a navigation menu at the top with tabs: CONTROL PANEL, BUILD HACCP PLAN, VIEW HACCP PLAN, PRINT HACCP PLAN, Plan Index, MENU MANAGER, INVENTORY MANAGER, and SIGN OUT. A message "You are logged in as Markmorris." is displayed.

BUILD HAACP PLAN - SET UP MENU ITEMS

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

A large empty rectangular box is present, likely for a list of menu items.

Eggs & Egg Products

Menu Item	Item Id	Select	Custom Item	Process
Raw Eggs or Pure Egg Products	N-01	<input type="checkbox"/>	No	
Pre-cooked Eggs or Pure Egg Products	N-02	<input checked="" type="checkbox"/>	No	

Buttons at the bottom include "Go Back" and "Continue".

The taskbar at the bottom shows various open applications like Sprint Sma..., CNN.com, and School HACCP.

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Poultry & Fished Cooked and Served the Same Day

BUILD HAACP PLAN - SET UP MENU ITEMS

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Menu Item	Item Id	Select	Custom Item	Process
From RAW UNCOOKED or PARTIALLY-COOKED MEAT (165)	O-01	<input type="checkbox"/>	No	
From FULLY PRE-COOKED MEAT (155)	O-02	<input checked="" type="checkbox"/>	No	
From FROZEN RAW UNCOOKED or PARTIALLY	O-03	<input type="checkbox"/>	No	

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Poultry & Fish Cooked and Stored For Later Use (For use in Complex Preparation)

BUILD HAACP PLAN - SET UP MENU ITEMS

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Menu Item	Item Id	Select	Custom Item	Process
From RAW UNCOOKED or PARTIALLY-COOKED MEAT (165)	P-01	<input type="checkbox"/>	No	
From FULLY PRE-COOKED MEAT (155)	P-02	<input type="checkbox"/>	No	
From FROZEN RAW	P-03	<input type="checkbox"/>	No	

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Beef & Pork Cooked and Served the Same Day

BUILD HAACP PLAN - SET UP MENU ITEMS

Manager: Terri Anderson
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District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Beef & Pork Cooked and Served the Same Day

Menu Item	Item Id	Select	Custom Item	Process
From RAW UNCOOKED or PARTIALLY-COOKED MEAT (165)	Q-01	<input type="checkbox"/>	No	
From FULLY PRE-COOKED MEAT (155)	Q-02	<input type="checkbox"/>	No	
From FROZEN RAW UNCOOKED or PARTIALLY	Q-03	<input type="checkbox"/>	No	

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Beef & Pork Cooked and Stored For Later Use (For use in Complex Preparation)

The screenshot shows the 'Build HACCP Plan - Setup Menu Items' page. At the top, there's a navigation bar with links like 'CONTROL PANEL', 'BUILD HACCP PLAN', 'VIEW HACCP PLAN', 'PRINT HACCP PLAN', 'Plan Index', 'MENU MANAGER', 'INVENTORY MANAGER', and 'SIGN OUT'. A message 'You are logged in as Markmorris.' is displayed. Below the navigation, a section titled 'BUILD HAACP PLAN - SET UP MENU ITEMS' contains a 'Back To Main Control Panel' link. To the left is a list of contact information for the manager. On the right is a large rectangular area divided into three horizontal sections, each containing a red 'X' icon in a blue-bordered box. Below this area is a table titled 'Menu Item' with columns for 'Item Id', 'Select', 'Custom Item', and 'Process'. The table lists three items: 'From RAW UNCOOKED or PARTIALLY-COOKED MEAT (165)' (Item Id R-01), 'From FULLY PRE-COOKED MEAT (155)' (Item Id R-02), and 'From FROZEN RAW' (Item Id R-03). Each row has a checkbox in the 'Select' column and the word 'No' in the 'Custom Item' column. The bottom of the screen shows a Windows taskbar with various icons and the time '11:22 AM'.

Menu Item	Item Id	Select	Custom Item	Process
From RAW UNCOOKED or PARTIALLY-COOKED MEAT (165)	R-01	<input type="checkbox"/>	No	
From FULLY PRE-COOKED MEAT (155)	R-02	<input type="checkbox"/>	No	
From FROZEN RAW	R-03	<input type="checkbox"/>	No	

Then move to the next section of the menu items by clicking **CONTINUE** at the bottom of the page.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Kitchen Menu Item Review: Step Five

HACCP Plan | Menu Review - Windows Internet Explorer provided by Yahoo!

http://schoolhaccp.net/ControlPanel/Kitchen/MenuItemsReview.aspx

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

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HACCP Plan | Menu Rev... School HACCP Control Panel School HACCP Builder from ... New Account -- test page f... School HACCP Builder from ... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

BUILD HACCP PLAN - MENU REVIEW

Back To Main Control Panel

Manager: Terri Anderson
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District: Longview School District
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Phone: 360-575-7145
FAX: 360-575-7174

Add Custom Menu Item

Menu Item	Item ID	Food Group	Preparation	Custom Item	Process	Recipe	Menu Item
Cooking Macaroni, Noodles, and Spaghetti	B-02	Grains/Breads	On-site	No	3	View	Edit
Cooking Rice (Oven or Steamer)	B-03	Grains/Breads	On-site	No	3	View	Edit
Baking Powder Biscuits	B-04	Grains/Breads	Pre-made	No	0	View	Edit
Bread Stuffing	B-06	Grains/Breads	On-site	No	3	View	Edit
Cinnamon Rolls	B-08	Grains/Breads	On-site	No	3	View	Edit

Done Trusted sites 100% 11:23 AM

*Now that you have completed all of the menu sections, you probably have some custom menu items not featured in the previous sections that you need to enter. The next page will show you how.

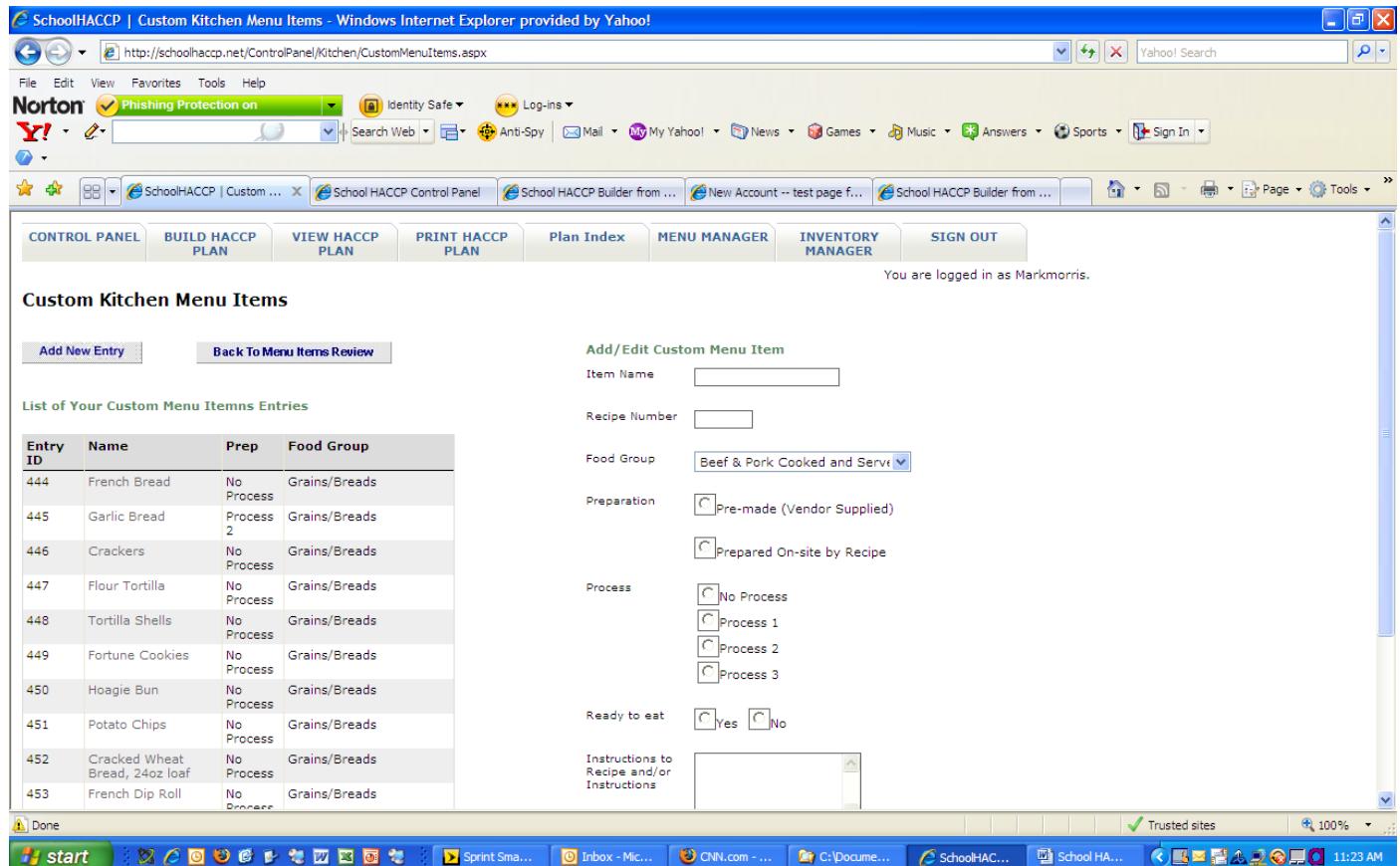
To begin adding a new entry, you will need to click onto [**ADD CUSTOM MENU ITEM.**](#)

Kitchen Control Panel and Building a HACCP Plan - Continued:

Adding a Custom Kitchen Menu Item: Step Six

After clicking on **ADD CUSTOM MENU ITEM** the page below will appear. On the right hand side of the page there will be an Add/Edit Custom Menu Item. Enter the Menu name, add Recipe Number if you choose too, select the Food Group – from drop downs, and select the type of Preparation, Process and Ready.

In the instruction box, please enter the recipe information. When this information is completed please click **ADD**. Please review your menu items to make sure that all of the menu items are entered.



The screenshot shows a Windows Internet Explorer window with the title "SchoolHACCP | Custom Kitchen Menu Items - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL <http://schoolhaccp.net/ControlPanel/Kitchen/CustomMenuItems.aspx>. The browser interface includes a toolbar with Norton Phishing Protection, a search bar, and various Yahoo! links like Mail, News, Games, and Sports. Below the toolbar is a menu bar with File, Edit, View, Favorites, Tools, and Help. The main content area has a header "Custom Kitchen Menu Items" with buttons for "Add New Entry" and "Back To Menu Items Review". To the left is a table titled "List of Your Custom Menu Items Entries" showing a list of menu items with columns for Entry ID, Name, Prep, and Food Group. To the right is a form titled "Add/Edit Custom Menu Item" with fields for Item Name, Recipe Number, Food Group (set to "Beef & Pork Cooked and Serv."), Preparation (set to "Pre-made (Vendor Supplied)"), Process (radio buttons for "No Process", "Process 1", "Process 2", and "Process 3"), Ready to eat (radio buttons for "Yes" and "No"), and Instructions to Recipe and/or Instructions (a text area). The bottom of the screen shows the Windows taskbar with icons for Start, Internet Explorer, and other applications.

Entry ID	Name	Prep	Food Group
444	French Bread	No Process	Grains/Breads
445	Garlic Bread	Process 2	Grains/Breads
446	Crackers	No Process	Grains/Breads
447	Flour Tortilla	No Process	Grains/Breads
448	Tortilla Shells	No Process	Grains/Breads
449	Fortune Cookies	No Process	Grains/Breads
450	Hoagie Bun	No Process	Grains/Breads
451	Potato Chips	No Process	Grains/Breads
452	Cracked Wheat Bread, 24oz loaf	No Process	Grains/Breads
453	French Dip Roll	No Process	Grains/Breads

After you are finished, Simply click on **BACK TO MENU ITEM REVIEW**. This will take you back to the Menu Review.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Once Again Review Your Menu Items: Step Seven

Please review your menu to make sure that you have completed all of your menu items. If you are satisfied simply click on **CONTINUE** at the bottom of the page.

HACCP Plan | Menu Review - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

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Back To Main Control Panel

BUILD HACCP PLAN - MENU REVIEW

Manager: Terri Anderson
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Phone: 360-575-7145
FAX: 360-575-7174

Add Custom Menu Item

Menu Item	Item ID	Food Group	Preparation	Custom Item	Process	Recipe	Menu Item
Cooking Macaroni, Noodles, and Spaghetti	B-02	Grains/Breads	On-site	No	3	View	Edit
Cooking Rice (Oven or Steamer)	B-03	Grains/Breads	On-site	No	3	View	Edit
Baking Powder Biscuits	B-04	Grains/Breads	Pre-made	No	0	View	Edit
Bread Stuffing	B-06	Grains/Breads	On-site	No	3	View	Edit
Cinnamon Rolls	B-08	Grains/Breads	On-site	No	3	View	Edit

Trusted sites 100% 11:25 AM



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step Eight: Daily Participation

After you click on continue from the previous page, you will land on the Daily Participation page. Please enter your participation numbers and make sure that you select the time range that your kitchen will be serving meal in the right hand column.

School HACCP | Daily Participation - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

School HACCP | Daily Pa... School HACCP Control Panel School HACCP Builder from ... New Account - test page f... School HACCP Builder from ... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

BUILD HACCP PLAN - DAILY PARTICIPATION

[Back To Main Control Panel](#)

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Daily Participation

Number of Breakfasts Served:
Number of Lunches Served:

Food Service Staff

Number of Managers:
Number of Staff:

Menu Cycle

Start Date: End Date:

NOTE: The calendar will populate every week day in the range you select as a day you are serving meals. If you have put numbers in breakfast and lunch, the calendar will prompt you to complete the menu items in each date.

Done Trusted sites 100% 11:26 AM

start Sprint Sma... Inbox - Mic... CNN.com - ... C:\Docume... School HA... School HACCP Control Panel School HACCP Builder from ... New Account - test page f... School HACCP Builder from ... Page Tools

After you have fully completed this page, click on **SUBMIT**.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step Nine: Meal Serving Calendar

After you hit submit, you will land on the Meal Serving Calendar. On this page you place a check mark in the date(s) you are serving meals for breakfast and lunch (one at a time). Then, you click on the word **SELECT** next to the checked check box. You will need to do this for each day you are serving meals.

The screenshot shows the 'Meal Serving Calendar' page. At the top, there's a header bar with the SchoolHACCP logo, a search bar, and various links like 'ControlPanel', 'Builder', and 'Sign In'. Below the header is a toolbar with Norton Phishing Protection, Identity Safe, and Log-ins. The main content area has a title 'MEAL SERVING CALENDAR' and a 'Back To Main Control Panel' link. To the left, there's a sidebar with contact information for the manager (Terri Anderson) and kitchen (Mark Morris High School, Longview School District, address 2715 Lilac Street, Longview, Washington, 98632, email rroy@longview.k12.wa.us, phone 360-575-7145, FAX 360-575-7174). The central part of the page features a large grid for selecting meal items. The grid has columns for Date, Breakfast Status, Breakfast, Menu, Lunch Status, Lunch, and Menu. It lists four dates: 10/1/2008, 10/2/2008, 10/3/2008, and 10/4/2008. For each date, there are two rows: one for Breakfast and one for Lunch. Each row has a checkbox labeled 'Select' and a 'Menu' dropdown. The first three rows have their checkboxes checked. Below the grid is a 'Continue' button and an 'Edit HACCP Plan' link. A note below the grid instructs users to place a checkmark in either the Breakfast or Lunch checkbox, then click 'Select', then choose menu items, then click 'Update', and then move to the next date. At the bottom, there's a taskbar with icons for Start, My Computer, Internet Explorer, and other applications, along with the date (11:31 AM).

Date	Breakfast Status	BreakFast	Menu	Lunch Status	Lunch	Menu
10/1/2008		<input type="checkbox"/>	Select		<input type="checkbox"/>	Select
10/2/2008	Menu Item Picked	<input checked="" type="checkbox"/>	Select	Menu Item Picked	<input checked="" type="checkbox"/>	Select
10/3/2008	Menu Item Picked	<input checked="" type="checkbox"/>	Select	Menu Item Picked	<input checked="" type="checkbox"/>	Select
10/4/2008		<input type="checkbox"/>	Select		<input type="checkbox"/>	Select

Once you click on the check box, and then click on **SELECT**.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step Ten: Selecting Menu Items Served On Specific Date

After you click on SELECT, you will land on this page to place checks in the check boxes for the meals that you will be serving that day for breakfast or lunch (whichever you selected on that date). The menu items should be in alphabetical order.

HELPFUL HINT: To find meals quickly, click on the EDIT button in your browser, and then click on find and a search box will appear that will allow you to type in a character string to search.

MenuItem	Food Group
<input type="checkbox"/> Crisscut Potatoes	Vegetables
<input type="checkbox"/> Roasted Potatoes	Vegetables
<input type="checkbox"/> Tater Sticks	Vegetables
<input type="checkbox"/> Vegetable Soup	Soups
<input type="checkbox"/> 5" round pizza	Main Dishes
<input type="checkbox"/> American Cheese	Dairy - Hard Cheeses
<input type="checkbox"/> Applesauce	Vegetables
<input type="checkbox"/> Baked Beans	Vegetables
<input type="checkbox"/> baked chicken	Poultry & Fish - Same Day
<input type="checkbox"/> Baked Potato bar	Main Dishes
<input type="checkbox"/> Baking Powder Biscuits	Grains/Breads
<input type="checkbox"/> bar b q drummies	Main Dishes
<input type="checkbox"/> Barbecued Chicken	Main Dishes
<input type="checkbox"/> Barbecued Ribs	Main Dishes
<input type="checkbox"/> Barbecued Ribs on a Bun	Main Dishes
<input type="checkbox"/> Barbeque Sauce	Sauces & Mixes

Once you have selected all of the menu items that will be served for the breakfast or lunch for that day. Scroll down to the bottom of the page and click **SAVE AND CONTINUE**.

Once you click on **SAVE AND CONTINUE**, you will land back on the meal serving calendar. Please continue to enter all of your meals for breakfast and lunch for each day. After you complete the calendar as far out in the future as you wish to go...click on **CONTINUE** in the Meal Serving Calendar page. You can always go back and edit your dates and meals at any time.



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step Eleven: Review Meal Serving Calendar

After clicking on CONTINUE, you will land on the MEAL SERVING CALENDAR REVIEW page, you can click on any **VIEW** hotlink to see that days meals.

The screenshot shows a web browser window titled "School HACCP | Meal Serving Calendar Review - Windows Internet Explorer provided by Yahoo!". The URL is http://schoolhaccp.net/ControlPanel/Kitchen/MealCalendarReview.aspx. The browser interface includes a toolbar with Norton Phishing Protection, a search bar, and links to various Yahoo! services like Mail, News, Games, and Sports. Below the toolbar is a menu bar with File, Edit, View, Favorites, Tools, and Help. The main content area has tabs for CONTROL PANEL, BUILD HACCP PLAN, VIEW HACCP PLAN, PRINT HACCP PLAN, Plan Index, MENU MANAGER, INVENTORY MANAGER, and SIGN OUT. A message "You are logged in as Markmorris." is displayed. The central part of the page is titled "BUILD HAACP PLAN - MEAL SERVING CALENDAR REVIEW" and contains a "View HACCP Plan" button. To the left is a list of manager and kitchen details. To the right is a large grid table for viewing meal serving calendar data. At the bottom is a standard Windows taskbar with icons for Start, Internet Explorer, and other system tools, along with the current time (11:43 AM).

Manager: Terri Anderson
Kitchen: Mark Morris High School
District: Longview School District
Street Address: 2715 Lilac Street
City: Longview
State: Washington
Zip Code: 98632
Email: rroy@longview.k12.wa.us
Phone: 360-575-7145
FAX: 360-575-7174

Date	Break Fast Menu	Lunch Menu
10/2/2008	View	View
10/3/2008	View	View
10/6/2008	View	View
10/7/2008	View	View
10/8/2008	View	View
10/9/2008	View	View
10/10/2008	View	View
10/13/2008	View	View
10/14/2008	View	View



Kitchen Control Panel and Building a HACCP Plan - Continued:

Building the HACCP Plan – Step Eleven: Review Meal Serving Calendar

The screenshot shows a Microsoft Internet Explorer window with the title "School HACCP | Meal Serving Calendar Review - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL <http://schoolhaccp.net/ControlPanel/Kitchen/MealCalendarReview.aspx>. The browser toolbar includes File, Edit, View, Favorites, Tools, Help, Norton Phishing Protection, Identity Safe, Log-ins, and various Yahoo! links like Search Web, Anti-Spy, Mail, My Yahoo!, News, Games, Music, Answers, Sports, and Sign In.

The main content area has a header "BUILD HAACP PLAN - MEAL SERVING CALENDAR REVIEW" with a "Back To Main Control Panel" link. Below it is a form with fields for Manager, Kitchen, District, Street Address, City, State, Zip Code, Email, Phone, and FAX. The Manager field is populated with "Terri Anderson" and the Kitchen field with "Mark Morris High School".
A large rectangular area contains three smaller boxes, each with a red 'X' button in the top-left corner.
Below this is a table titled "Break Fast Menu" with a single row containing items: Blueberry Bagel, Breakfast Sausage Pizza, Cereal, Cinnamon Rolls, Fresh Fruit, Juice, and Mixed Fruit,canned.
The table has columns for Date (10/2/2008), Break Fast Menu, and Lunch Menu. The "View" button is located next to the Lunch Menu column.
At the bottom of the window is a taskbar with icons for Start, Internet Explorer, and other applications like Sprint Smart, Inbox, CNN.com, and School HACCP.

Then, on this page click on **VIEW HACCP PLAN**, your plan is now complete



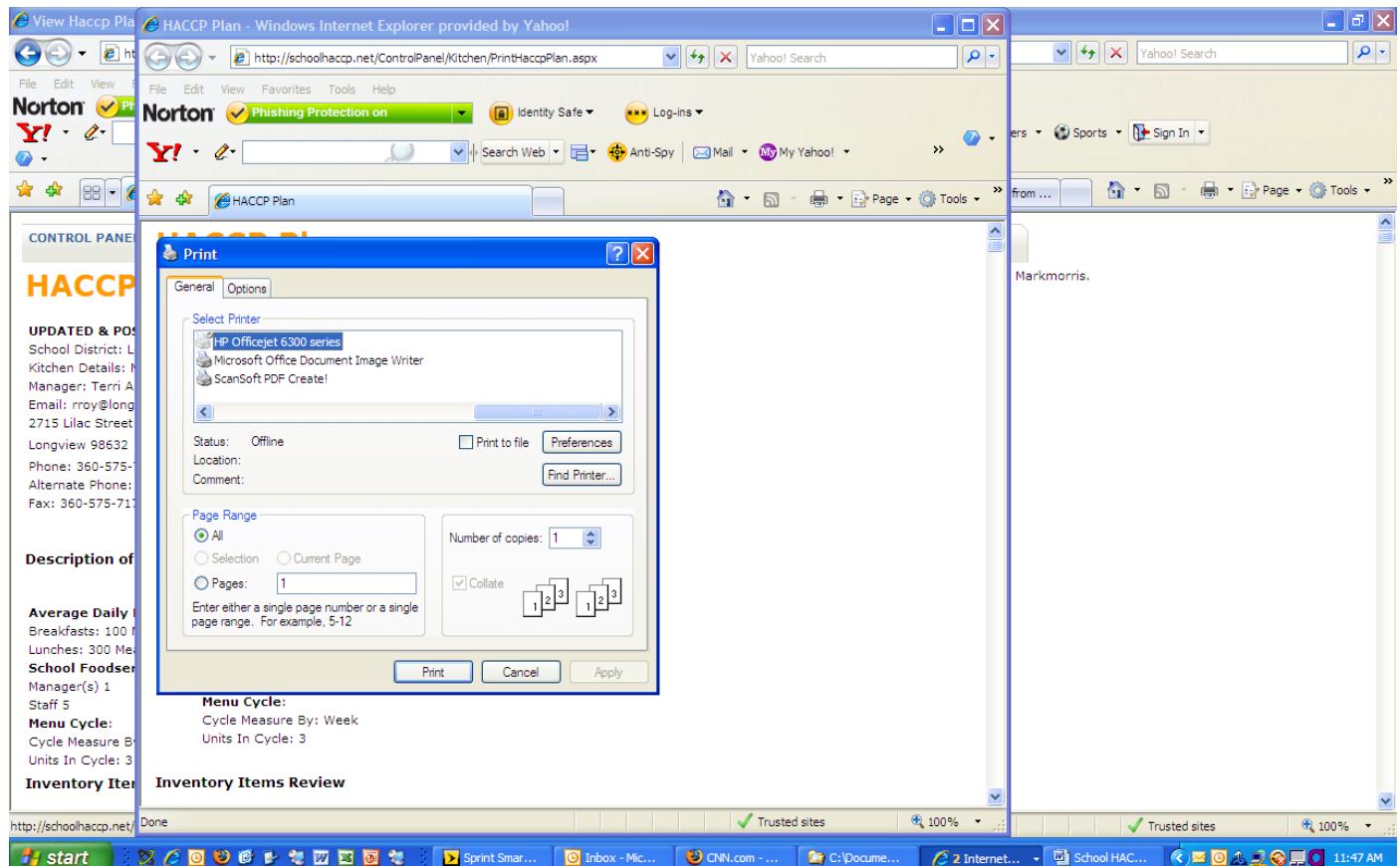
Kitchen Control Panel and Building a HACCP Plan - Continued:

And, here is where you will land: Your HACCP Plan Is Complete



Kitchen Control Panel and Building a HACCP Plan - Continued:

If you would like to print your HACCP Plan, simply click on the top navigation tab [**PRINT HACCP PLAN**](#). You will have a window that opens and it will call your default printer.



REPORTING

All reporting and tasks are completely accessible from the main CONTROL PANEL page (this is the initial page you will land on when you login). There are Daily and Weekly tasks that each kitchen must perform to be HACCP compliant.

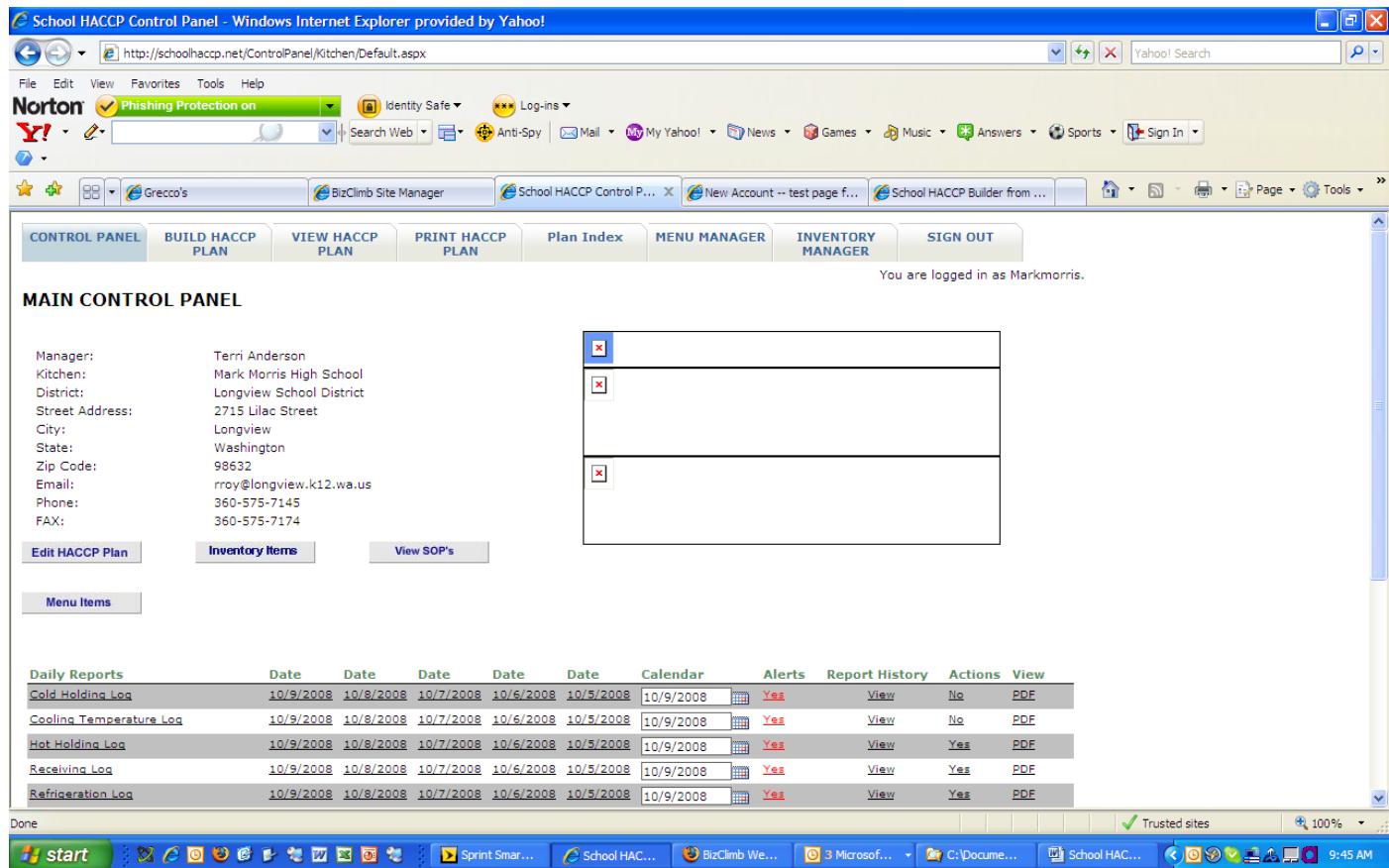
You will find all reports and complete access to complete your reports on this page.

Daily Tasks and Reporting Logs:

- Cold Holding Log
- Cooling Temperature Log
- Hot Holding Log
- Receiving Log
- Refrigeration Log
- Temperature Log

Weekly Tasks and Reporting Logs:

- Food Safety Check List
- Thermometer Calibration Log



The screenshot shows the School HACCP Control Panel running in Internet Explorer. The title bar reads "School HACCP Control Panel - Windows Internet Explorer provided by Yahoo!". The menu bar includes File, Edit, View, Favorites, Tools, and Help. A toolbar below the menu bar includes Norton Phishing Protection, Identity Safe, Log-ins, and various Yahoo! links like My Yahoo!, News, Games, Music, Answers, and Sports. The main content area is titled "MAIN CONTROL PANEL". It displays a "Manager:" section with details for Terri Anderson at Mark Morris High School, Longview School District, 2715 Lilac Street, Longview, Washington, 98632, email rroy@longview.k12.wa.us, phone 360-575-7145, and FAX 360-575-7174. Below this is a large empty rectangular box with three red X icons. At the bottom of the panel are buttons for "Edit HACCP Plan", "Inventory Items", and "View SOP's". To the right of the main panel, a message says "You are logged in as Markmorris.". At the very bottom of the screen is the Windows taskbar with icons for Start, Internet Explorer, and other applications.

- * The next 6 pages show each of the reports and what data entry is needed.



Daily Tasks and Reporting Logs:

Cold Holding Time and Temperature Log

The data to be entered is on the right-hand side of the screen. Please enter your local time in the time. Only the food items selected for that day should appear in the drop box. Select the food item in the drop box and enter all information that is required.

Once you complete entering the required information, just click on **ADD**.

The screenshot shows a web browser window for the SchoolHACCP Cold Holding Time & Temperature Log. The page has a header with links for Control Panel, Build HACCP Plan, View HACCP Plan, Print HACCP Plan, Plan Index, Menu Manager, Inventory Manager, and Sign Out. A message indicates the user is logged in as Markmorris. The main content area is titled "Cold Holding Time & Temperature Log" and includes directions for recording product name, time, temperatures, and corrective actions. On the left is a table of existing log entries with columns for Entry ID, Entry Date, and Food Item. On the right is a form for adding a new entry, with fields for Entry Date (Select Date dropdown), Food Item (dropdown menu), Internal Temp 1 (text input), Temp 1 Time (text input showing 12:14 PM), Internal Temp 2 (text input), Temp 2 Time (text input showing 12:14 PM), Corrective Action (dropdown menu), Verified By (text input), and Verified Date (text input showing 10/8/2008). The browser taskbar at the bottom shows various open tabs and the system clock at 12:14 PM.

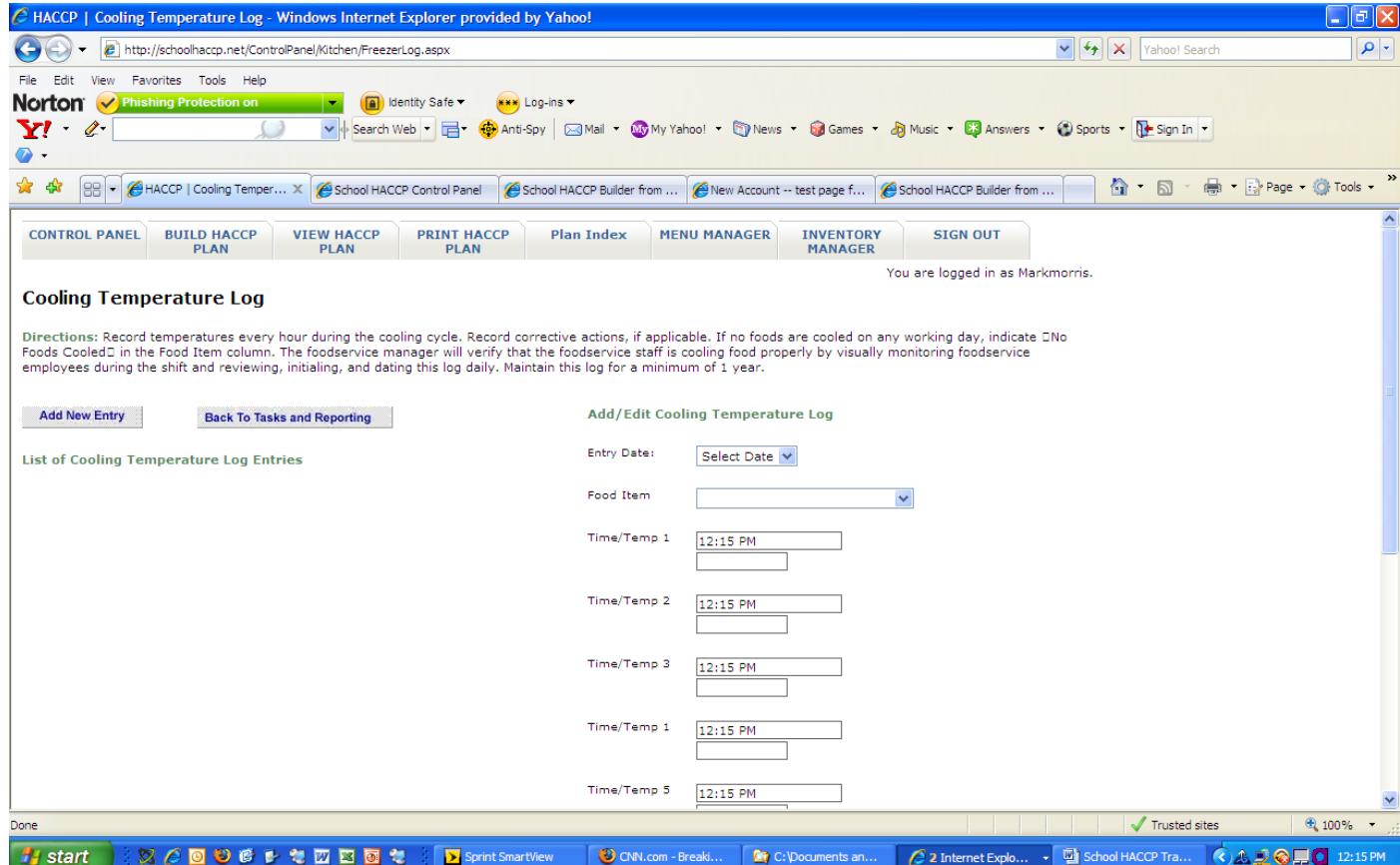
Entry ID	Entry Date	Food Item
272	1/31/2007	211 Pre-packaged Cottage Cheese or Yogurt in SINGLE USE CONTAINERS
273	2/28/2007	214 Pre-cooked Eggs or Pure Egg Products
274	3/6/2007	211 Pre-packaged Cottage Cheese or Yogurt in SINGLE USE CONTAINERS
275	3/9/2007	211 Pre-packaged Cottage Cheese or Yogurt in SINGLE USE CONTAINERS
276	3/14/2007	211 Pre-packaged Cottage Cheese or Yogurt in SINGLE USE CONTAINERS

Once you complete entering the required information, just click on **ADD**.

Also, you can click on **ADD NEW ENTRY** to add additional item or **BACK TO TASKS AND REPORTING** to go back to reports. All daily tasks follow, and they function in a very similar way.

Daily Tasks and Reporting Logs - continued:

COOLING TEMPERATURE LOG



The screenshot shows a web browser window for the SchoolHACCP.com website. The title bar reads "HACCP | Cooling Temperature Log - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL "http://schoolhaccp.net/ControlPanel/Kitchen/FreezerLog.aspx". The menu bar includes File, Edit, View, Favorites, Tools, and Help. A toolbar from Norton Software is visible, showing "Phishing Protection on", "Identity Safe", and "Log-ins". The main content area is titled "Cooling Temperature Log". It contains instructions: "Directions: Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. If no foods are cooled on any working day, indicate No Foods Cooled in the Food Item column. The foodservice manager will verify that the foodservice staff is cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year." Below the instructions is a form titled "Add/Edit Cooling Temperature Log". It has fields for "Entry Date:" (with a dropdown menu "Select Date"), "Food Item" (dropdown menu), and five "Time/Temp" fields, each containing "12:15 PM". At the bottom left of the form are buttons "Add New Entry" and "Back To Tasks and Reporting". At the bottom right is a "Trusted sites" button. The status bar at the bottom of the browser window shows "Done", the taskbar with various icons, and the time "12:15 PM".

Once you complete entering the required information, just click on **ADD**.

Also, you can click on **ADD NEW ENTRY** to add additional item or **BACK TO TASKS AND REPORTING** to go back to reports. All daily tasks follow, and they function in a very similar way.



Daily Tasks and Reporting Logs - continued:

HOT HOLDING LOG

SchoolHACCP | Hot Holding Time & Temperature Log - Windows Internet Explorer provided by Yahoo!

http://schoolhaccp.net/ControlPanel/Kitchen/HotHoldingLog.aspx

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

SchoolHACCP Control Panel School HACCP Builder from ... New Account -- test page f... School HACCP Builder from ... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

Hot Holding Time & Temperature Log

Directions: Record product name, time, the two temperatures/times, and any corrective action taken on this 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 Tasks and Reporting Add/Edit Hot Holding Log

List of Hot Holding Log Entries

Entry ID	Entry Date	Food Item
585	9/14/2007	3 Cooking Macaroni, Noodles, and Spaghetti
600	10/5/2007	3 Cooking Macaroni, Noodles, and Spaghetti
690	2/25/2008	3 Cooking Macaroni, Noodles, and Spaghetti
764	6/11/2008	3 Cooking Macaroni, Noodles, and Spaghetti
708	3/18/2008	4 Cooking Rice (Oven or Steamer)
705	3/14/2008	4 Cooking Rice (Oven or Steamer)
732	4/29/2008	4 Cooking Rice (Oven or Steamer)
689	2/22/2008	4 Cooking Rice (Oven or Steamer)

Entry Date: Select Date

Food Item:

Internal Temp 1:

Temp 1 Time: 12:15 PM

Internal Temp 2:

Temp 2 Time: 12:15 PM

Corrective Action:

Verified By:

Verified Date: 10/8/2008

Done Trusted sites 100% 12:15 PM

Once you complete entering the required information, just click on **ADD**.

Also, you can click on **ADD NEW ENTRY** to add additional item or **BACK TO TASKS AND REPORTING** to go back to reports. All daily tasks follow, and they function in a very similar way.



Daily Tasks and Reporting Logs - continued:

RECEIVING LOG

SchoolHACCP | Receiving Log - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

SchoolHACCP Control Panel School HACCP Builder from ... New Account -- test page f... School HACCP Builder from ... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

Receiving Log

Directions: Use this Log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

Add New Entry Back To Tasks and Reporting Add/Edit Receiving Log

List of Receiving Log Entries

Entry ID	Entry Date	Vendor	Product Name
750	11/9/2006	FSA	frozen
751	12/4/2006	FSA	chicken patty
752	12/4/2006	FSA	hamburger patties
753	12/4/2006	Duck Delivery	salad mix
754	2/1/2007	WAREHOUSE	SALAD DRESSING
755	2/1/2007	WAREHOUSE	PEARS
756	2/1/2007	WAREHOUSE	PEARS
757	2/5/2007	duck	salad mix
758	2/5/2007	duck	spinach
759	2/5/2007	fsa	chicken patty

Entry Date: 10/8/2008

Product Name:

Vendor or School:

Temperature:

Corrective Action:

Verified By:

Verified Date: 10/8/2008

Add Cancel

Done Trusted sites 100% 12:16 PM

Once you complete entering the required information, just click on **ADD**.

Also, you can click on **ADD NEW ENTRY** to add additional item or **BACK TO TASKS AND REPORTING** to go back to reports. All daily tasks follow, and they function in a very similar way.



Daily Tasks and Reporting Logs - continued:

REFRIGERATION LOG

The screenshot shows a Windows Internet Explorer window with the URL <http://schoolhaccp.net/ControlPanel/Kitchen/RefrigerationLog.aspx>. The browser toolbar includes Norton Phishing Protection, Identity Safe, Log-ins, and various Yahoo! links. The main menu bar has File, Edit, View, Favorites, Tools, and Help. Below the menu is a toolbar with icons for Control Panel, Build HACCP Plan, View HACCP Plan, Print HACCP Plan, Plan Index, Menu Manager, Inventory Manager, and Sign Out. A message says "You are logged in as Markmorris." The main content area is titled "Refrigeration Log". It contains a table of existing log entries:

Entry ID	Entry Date	Location
2230	11/9/2006	WALK IN
2231	11/9/2006	REACH IN
2232	11/14/2006	REACH IN
2233	11/14/2006	WALK IN
2234	11/14/2006	freeze
2235	11/14/2006	REACH IN
2236	11/14/2006	WALK IN
2237	11/14/2006	freezer
2238	11/16/2006	reach
2239	11/16/2006	reach in

Below the table is a navigation bar with links for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and "...". To the right of the table is a form titled "Add/Edit Refrigeration Log" with fields for Entry Date (10/8/2008), Location / Unit Description, Temperature, Corrective Action, Verified By, and Verified Date (10/8/2008). Buttons for "Add" and "Cancel" are at the bottom of the form. The status bar at the bottom of the browser window shows "Trusted sites" and "100%".

Once you complete entering the required information, just click on **ADD**.

Also, you can click on **ADD NEW ENTRY** to add additional item or **BACK TO TASKS AND REPORTING** to go back to reports. All daily tasks follow, and they function in a very similar way.



Daily Tasks and Reporting Logs - continued:

TEMPERATURE LOG (END POINT COOKING TEMPERATURE)

SchoolHACCP | Cooking & Reheating Temperature Log - Windows Internet Explorer provided by Yahoo!

http://schoolhaccp.net/ControlPanel/Kitchen/TemperatureLog.aspx

File Edit View Favorites Tools Help

Norton Phishing Protection on Identity Safe Log-ins

Yahoo! Search

Search Web Anti-Spy Mail My Yahoo! News Games Music Answers Sports Sign In

SchoolHACCP Control Panel School HACCP Builder from ... New Account -- test page f... School HACCP Builder from ... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT

You are logged in as Markmorris.

Cooking & Reheating Temperature Log

Directions: Record product name, time, the two temperatures/times, and any corrective action taken on this 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 Tasks and Reporting

List of Temperature Log Entries

Entry ID	Entry Date	Food Item
780	9/14/2007	3 Cooking Macaroni, Noodles, and Spaghetti
801	10/5/2007	3 Cooking Macaroni, Noodles, and Spaghetti
1016	6/11/2008	3 Cooking Macaroni, Noodles, and Spaghetti
979	5/6/2008	4 Cooking Rice (Oven or Steamer)
773	9/7/2007	4 Cooking Rice (Oven or Steamer)
755	6/1/2007	4 Cooking Rice (Oven or Steamer)
674	2/16/2007	4 Cooking Rice (Oven or Steamer)
675	2/19/2007	4 Cooking Rice (Oven or Steamer)

Add/Edit Temperature Log

Entry Date: Select Date

Food Item:

Internal Temp 1:

Temp 1 Time: 12:17 PM

Internal Temp 2:

Temp 2 Time: 12:17 PM

Corrective Action:

Verified By:

Verified Date: 10/8/2008

Done Trusted sites 100% 12:17 PM

Once you complete entering the required information, just click on **ADD**.

Also, you can click on **ADD NEW ENTRY** to add additional item or **BACK TO TASKS AND REPORTING** to go back to reports. All daily tasks follow, and they function in a very similar way.



Weekly Tasks and Reporting Logs

Food Safety Check List

There are approximately 80 questions in the food safety checklist. Please answer the Yes / No questions. If you answer no you will be required to enter a corrective action.

The screenshot shows the SchoolHACCP.com Food Safety Checklist page. At the top, there's a navigation bar with links like CONTROL PANEL, BUILD HACCP PLAN, VIEW HACCP PLAN, PRINT HACCP PLAN, Plan Index, MENU MANAGER, INVENTORY MANAGER, and SIGN OUT. A message says "You are logged in as Markmorris." Below this, there's a section for basic information:

Manager:	Terri Anderson
Kitchen:	Mark Morris High School
District:	Longview School District
Street Address:	2715 Lilac Street
City:	Longview
State:	Washington
Zip Code:	98632
Email:	rroy@longview.k12.wa.us
Phone:	360-575-7145
FAX:	360-575-7174

Below this is a large empty rectangular box with three red 'X' icons in its corners.

Food Safety Checklist

Directions: Use this checklist weekly to determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

Observer

Personal Hygiene

Question	Answer	Corrective Action
Employees wear clean and proper uniform including shoes.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Effective hair restraints are properly worn.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

At the bottom, there's a toolbar with various icons and a status bar showing "Trusted sites", "100%", and the time "12:18 PM".

Once you complete entering the required information, just click on **ADD**.

Also, you can click on **ADD NEW ENTRY** to add additional item or **BACK TO TASKS AND REPORTING** to go back to reports. All daily tasks follow, and they function in a very similar way.



Weekly Tasks and Reporting Logs - Continued

Thermometer Calibration Log

SchoolHACCP | Thermometer Calibration Log - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help
Norton Phishing Protection on Identity Safe Log-ins
Y! Search Web Anti-Spy Mail My Yahoo News Games Music Answers Sports Sign In

SchoolHACCP | Thermo... School HACCP Control Panel School HACCP Builder from... New Account -- test page f... School HACCP Builder from... Page Tools

CONTROL PANEL BUILD HACCP PLAN VIEW HACCP PLAN PRINT HACCP PLAN Plan Index MENU MANAGER INVENTORY MANAGER SIGN OUT You are logged in as Markmorris.

Thermometer Calibration Log

Directions: Foodservice employees will record the calibration temperature and corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of employee activities during all hours of operation. The foodservice manager will review and initial the log daily. Maintain this log for a minimum of 1 year.

Add New Entry Back To Tasks and Reporting Add/Edit Thermometer Calibration Log

Entry ID	Entry Date	Thermometer	Reading
372	11/9/2006	SALAD	32
373	11/9/2006	COOK	212
374	11/14/2006	SALAD	0
375	11/14/2006	s	0
376	11/14/2006	SALAD	31
377	11/14/2006	COOK	211
378	11/20/2006	COOK	211
379	11/20/2006	SALAD	31
380	11/27/2006	salad	31.3999996185303
381	11/27/2006	COOK	210

1 2 3 4 5 6 7 8 9 10 ...

© School HACCP 2007

http://schoolhaccp.net/ControlPanel/Kitchen/ThermoCalibrationLog.aspx?Id=380 Trusted sites 100% 12:18 PM

Once you complete entering the required information, just click on ADD.

Also, you can click on ADD NEW ENTRY to add additional item or BACK TO TASKS AND REPORTING to go back to reports. All daily tasks follow, and they function in a very similar way.