Quality and Sanitation Log

User Manual
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0.0 Introduction

0.1 Who is the software aimed at?
Although initially developed for the African Fishing industry, this software could be used by anyone who has an interest producing daily records of production information.

0.2 What can the software do?
This program is designed to capture different types of useful factory information on a daily basis, providing a diary of production details, such as quality and quantity.

It can be used to log the quantities of resources used by a factory for sanitation on a daily basis. The costs of resources are also entered and a cost of sanitation then calculated.

Other information relating to quality and yield can also be logged in the program, including time/temperature and assessments of the product through the chain.

Daily record sheets can be generated by the program and used for data collection, or in-house data collection systems can be used.

Reports can be printed which give a summary of information entered into the program. It is possible to keep track of each batch through the factory if a traceability system is in place, so allowing performance of quality and yields to be monitored.

0.3 How is the software used?
The rest of this manual explains how to use the software.
In the food industry, it is often important for companies to be able to keep good written records. Especially when a company is hoping to be able to export its products.
This software can benefit a company in this type situation by providing them with the forms to collect data, and also a program to store it in.
7.0 Log of Events

From the Main menu press the Log of Events button

Using the information collected in the Log of Events form (page 10), this is where a log can be made describing activities which may affect cost of control in the factory on a daily basis.

This can be used to document when changes are being made, such as cleaning methods, production flow, icing, handling or storing of product. Using the graphs and reports, the impact of the change can be analysed and referenced to the event log.

0.5 Program Overview

End Products

Collect Generic Data
Common to Industry

Resources used

Collect Data Specific
To a Company

Production

Sampling Points

Sanitation

Time and
Temperature

Hygiene

Quality Assessments

Bacteriological

Losses

Other

Organoletic
1.1 Navigation

Whilst using the software, these are some of the buttons and features you will come across.

- Back to the previous screen
- Add a new record
- Delete the selected record
- Go to the Maintenance Menu
- View and print options

6.0 Exporting to Excel

From the Main menu press the Export to Excel 5 button

If you have Excel 5 available on your computer, the data that has been entered into the software can be sent to an Excel file. The file will be created in the directory shown. The name of the current data set being looked at is also shown. Different types of data can be exported separately as listed, or alternatively all data can be sent together.

See page 28
1.1 Navigation

- Scroll up or down text
- Go to first or previous
- Go to next or last
- Selected record (arrow head)
- New Record (star)
- To delete a row, click on the arrow head and press delete on the keyboard.
- Drop-down menu selection

An alternative to ‘point and click’ with the mouse is to use the keyboard ‘tab’ key to move between fields.

5.1 Printing Graphs

- Product Yields
- Chemical
- Labour
- Sanitation Costs
- Sanitation Costs - Drawn from Stores

An alternative to ‘point and click’ with the mouse is to use the keyboard ‘tab’ key to move between fields.
1.2 Viewing and Printing

Whenever the ‘print preview’ button is available on a menu you can view and print report(s).

Drop-down menu: Click file then close to return to the previous menu. Click file then print to print the report you are viewing.

Use the left and right arrows to move between the available.

Zoom in for a closer view.

5.1 Printing Graphs

To close, press the X.
5.1 Printing Graphs

From the Main menu press the Print/View Graphs button

1.3 Logging On and Main Menu

To start: Double click system icon on desk top, wait for logon screen
Enter name ‘A N Other’ and password ‘letmein’, press enter on the keyboard and then click continue button.

This shows which data set is currently loaded and where it is saved. This can be changed at manager level.
From the Main menu press the print Blank Forms button.

These forms are used to collect production, sanitation and other information by hand from the factory. The information from these forms is later entered into the software.
The three summary reports also contain graphs to make the information easier to see.
5.1 Printing Reports

From the Main menu press the Print/View Reports button

There are four summary reports available from here, which are suitable for date ranges (page 29). There are also two more detailed reports that are better suited to single dates (page 31).

The reports available here can be applied to different date ranges and the current range is displayed at the top of the screen. To change the dates press the Reset Date Range button, this brings up a screen where dates can be entered into the boxes and the OK button pressed, or pressing the Reset Dates button will set the range to 01/01/1990 – 01/01/2050.

3.0 Setting Up

If you have access, from the Main menu press the Set Up Menu Button

The first thing to do, is to enter the company name here. Then use the information gathered using the Data Collection for Set Up form (page 10) into the following tables.

Note: These tables must be set up before any information can be entered into the logging sections of the software. The information entered into these tables is used in the drop down box selections for the rest of the software.
3.1 Standard Settings

1) This is where details of quality tests used in the factory should be entered.

2) This is where details of end products produced by the factory should be recorded.

3) This is where details of factory areas should be recorded, with an order of cleaning. If increments of 10 are used, this allows extra areas to be added in between at a later date.

4.5 Adding/Viewing Temperature Details

By changing the date at the top of the screen, data that has been entered on earlier dates can be viewed.
4.5 Adding/Viewing Temperature Details

From the Main menu press the Time/Temperature button.

The program will then display a blank Time/Temperature Log record, in which the date box is highlighted. You should begin by entering the day of recording.

The remainder of the record can be completed by typing into the blank field boxes, or where they are available making selections from the drop-down boxes. When you have finished, you should click the ‘back one’ button to return to the Main Menu.

3.2 Company Settings

4) This is where information about the factories hygiene checklist is recorded. It can be given a code, and also details of how often it is carried out. The list defined here is copied onto the daily entry section. If a change is made to the procedures it can be made in this section.

5) This is where details of sampling locations should be recorded.
6) Resources used by the company should be listed here. First select the type of resource you wish to enter details for and then complete the sections for names and also, if possible, for costs.

By changing the date at the top of the screen, data that has been entered on earlier dates can be viewed.

If the batch ID is unknown, the sample time could be entered. Fish losses are best measured as a percentage, as this will show the relative trend when grouping quality data.
From the Main menu press the Quality Assessment button.

The program will then display a blank Quality Assessment Log record, a type of test needs to be selected from the list.

The remainder of the record can be completed by typing into the blank field boxes, or where they are available making selections from the drop-down boxes. When you have finished, you should click the ‘back one’ button to return to the Main Menu.

7) A report is also available which lists all of the quality tests used in factories and also end products.
4.1 Adding/Viewing Production Details

From the Main menu press the Production Details button. The program will then display a blank Daily production Log record, in which the date box is highlighted. You should begin by entering the day of production.

Using the information collected in the Production Details form (page 10), the remainder of the record can be completed by typing into the blank field boxes, or where they are available making selections from the drop-down boxes. The totals are calculated by the program. When you have finished, you should click the ‘back one’ button to return to the Main Menu.

4.3 Adding/Viewing Hygiene Checks

By changing the date at the top of the screen, data that has been entered on earlier dates can be viewed. More information is available by pressing the arrow to move across the screen.
4.3 Adding/Viewing Hygiene Checks

From the Main menu press the Hygiene Checks button.

The program will then display a blank Hygiene checks record, in which the date box is highlighted. You should begin by entering the day of cleaning.

Using the information collected in the Hygiene Checklist form (page 10), the remainder of the record can be completed by typing into the blank field boxes, or where they are available making selections from the drop-down boxes. To enter details as per the check list in the set up section, press the “Build Checklist for Data Entry button”. When you have finished, you should click the ‘back one’ button to return to the Main Menu.

4.1 Adding/Viewing Production Details

By changing the date at the top of the screen, data that has been entered on earlier dates can be viewed.

Raw material intakes and production details can be related by unique batch ID if a traceability system is in place. This allows performance of each batch to be assessed. In practical terms only the main product may be documented.
From the Main menu press the Sanitation Resources button. The program will then display a blank Sanitation Resources Log record, in which the date box is highlighted. You should begin by entering the day of cleaning.

Using the information collected in the Sanitation Details form (page 10), the remainder of the record can be completed by typing into the blank field boxes, or where they are available making selections from the drop-down boxes. When you have finished, you should click the ‘back one’ button to return to the Main Menu.

By changing the date at the top of the screen, data that has been entered on earlier dates can be viewed. Ideally, the resources used per area should be documented. Stores indicates the quantity withdrawn for the whole factory.