

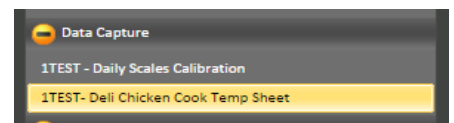


Managing the Scheduler

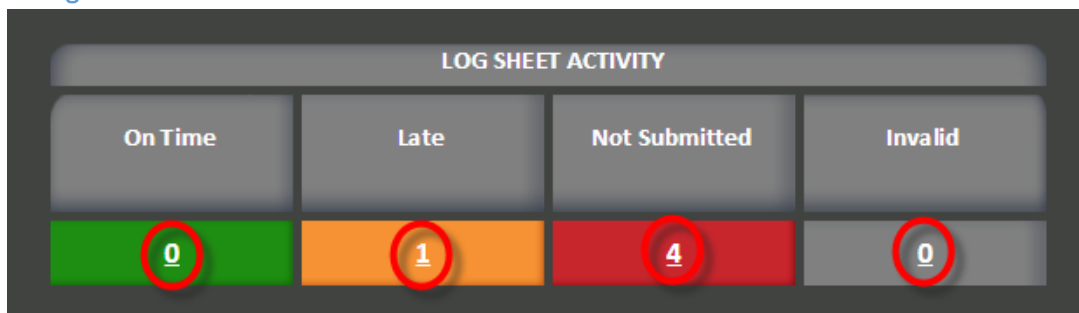
The scheduler is a snapshot of when Data Capture forms were submitted, according to time intervals set by each individual dashboard user. Say you have a requirement for temperature checks to be done twice a day – 09:00 to 10:00 and 15:00 to 16:00. You can now enter these time intervals into the Scheduler, and each Log Sheet/Data Capture submission will be analysed and the totals will be displayed on the Dashboard homepage as either On Time, Late, Not Submitted, or Invalid (using a traffic light colour system):

- On Time (green):** Form submitted within the correct Time Interval
- Late (amber):** The Submission was made after the time Interval, but before midnight of that day
- Not Submitted (red):** No valid submission was made for that day
- Invalid (grey):** A submission was made before the first scheduled time (Only 1 valid submission can be made per Interval – extra submissions will be Invalid)

Note: all submissions are still recorded and can be viewed by clicking on the Data Capture form in the left navigation (as before – this functionality has not changed).



1st Level Reporting



The above table compares the Data Capture Forms/Log Sheets that have been submitted over the past week (7 days) against the scheduled time intervals entered into the Scheduler to give an overall view of the totals of On Time, Late and Invalid submissions, and cases where Data Capture forms were Not Submitted.

Clicking on the individual numbers in the table (circled in the picture above) will take you to a list of the forms that were On Time, Late etc. (2nd Level Reports).

2nd Level Reporting

Data Capture - Summary Report			
Status	Data/Time Submitted	Log Sheet name	Data/Time Window interval
Late	29/06/2015 12:14	1TEST- Deli Chicken Cook Temp Sheet	29/06/2015 09:00 - 10:00

At the 2nd level of reporting, you will see a list of forms submitted according to their validity/status against the scheduled time intervals. Above we can see there was one Data Capture form submitted Late (submitted at 12:28, which is 2 hours 28 minutes after the first valid On Time window). The 2nd level report table shows the Status (On Time, Late etc.), Date/Time the form was submitted, the Data Capture form name, and the Interval that the submission applies to. In 2nd level reports, you will be able to see multiple forms, and can see the raw data of the submission, including the status, by clicking on the name of the form.

Data Capture - Summary Report							
Log sheet name: 1TEST- Deli Chicken Cook Temp Sheet							
Log sheet name shown here							
Submit Time	Corrective Action	Your Name	Please Enter Your Name	Your Signature	Status	Interval	Date Window Violated
					Not Submitted	15:00 - 16:00	06/29/15
29/06/2015 12:14	No Corrective Action Required	OTHER		t.e.s.t	Late	09:00 - 10:00	06/29/15
					Not Submitted	09:00 - 10:00	06/28/15
					Not Submitted	15:00 - 16:00	06/28/15
					Not Submitted	09:00 - 10:00	06/27/15
					Not Submitted	15:00 - 16:00	06/27/15

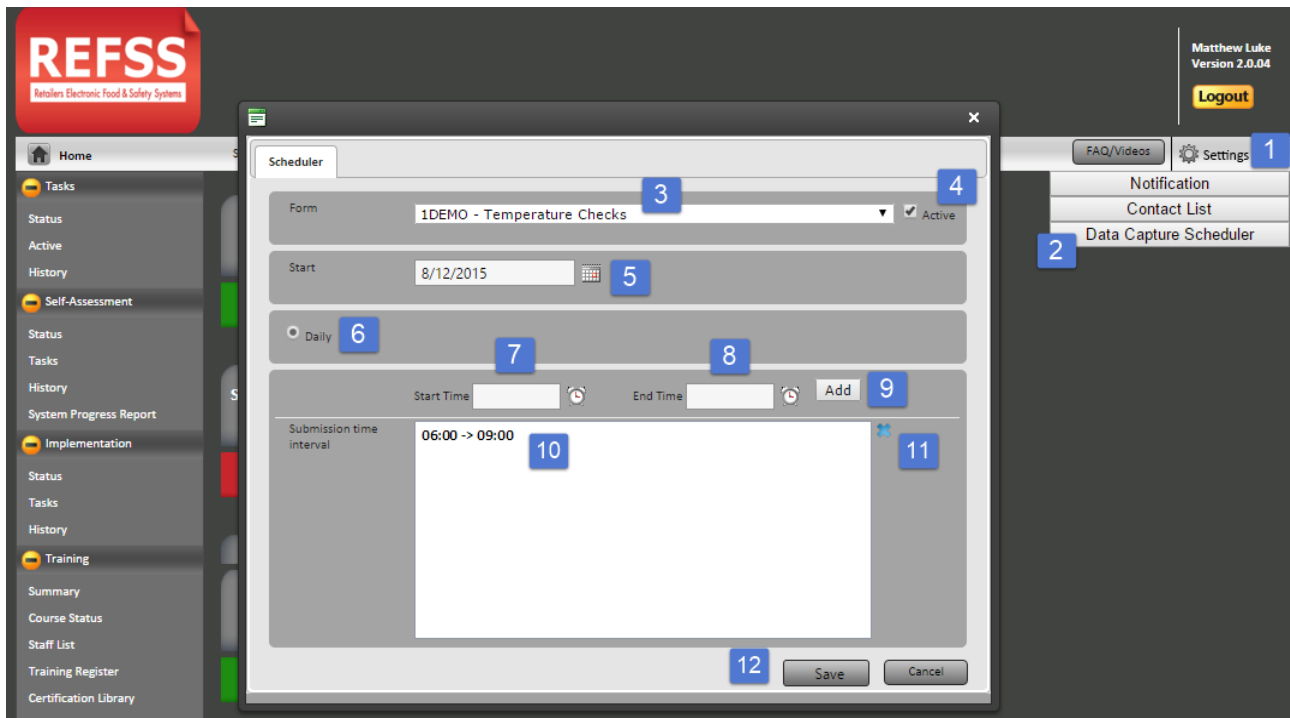
Not Submitted events added as blank rows

3rd Level Reports

By clicking on the name of the form in 2nd level reporting, you can see the full data submissions for that form. Once in 3rd level reports, if you scroll to the far right of the table you will see the status, time interval and Date of the violation (if there was one).

Note: for Not Submitted events, there is a row created in the results to represent the skipped submission.

How do I create and update my log sheet schedules?



1. Enter the settings menu by clicking on the word SETTINGS at the top right of the dashboard.
 2. Select the option that appears named DATA CAPTURE SCHEDULER.
 3. Select the form/log sheet that you would like to schedule from the drop down list next to the word FORM.
 4. Switch on the schedule by ticking the ACTIVE box to the right of the drop down list.
 5. Select the date you would like these notifications to commence.
 6. Select how regularly this log sheet should be completed
 7. Enter the earliest time you expect this log sheet to be submitted. You can also click on the 🕒 icon next to the date field to select through the calendar.
 8. Enter the latest time you expect this log sheet to be submitted. You can also click on the 🕒 icon next to the date field to select through the calendar.
 9. Click ADD to load that time interval into the schedule.
 10. Your new time interval will load into the below window titled 'submission time interval'.
- You can repeat steps 7 – 10 as many times as required to enter multiple time intervals. For example if Temperature Checks were required morning and afternoon you can load one interval from 6.00 – 10.00 and the next from 14.00 – 19.00.*
11. To remove a time interval you can click once on the time (e.g. 06.00 – 09.00) then click the 🗑 icon to remove that interval.
 12. When you have finished entering the configuration required for this log sheet you must click on the SAVE button to save your settings. You can then repeat the steps again until finished.