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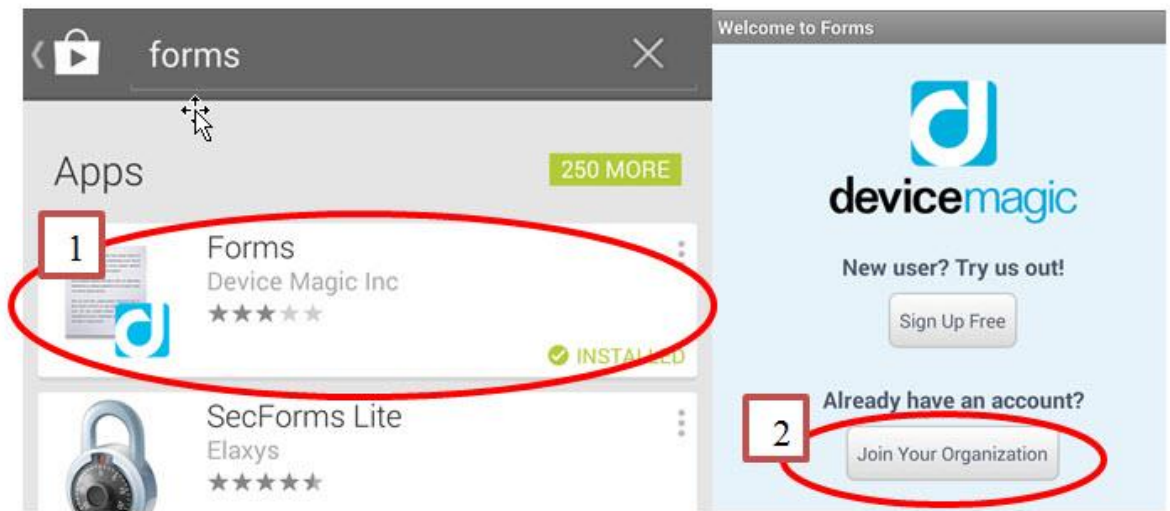
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Data Capture Setup

1. Supply the completed "Data capture Configuration.xlsx to sales@iglink.com.au
2. Install the app "Forms" from your 'App Store' onto the mobile device you wish to run 'Data Capture'.

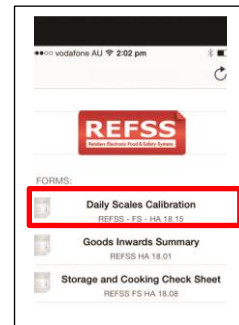


3. Select the "Join Your Organization" button
4. Where it asks you to enter "Your Name", enter mobile devices name. For example; "Store Name - Device Type" or "General Grocers - iPad".
5. Where it asks for the Organization Key/Name, enter: ICO309
6. Then submit request for approval to the administrator to connect to the organization
7. You will then receive confirmation of setup within 1-2 business days



Submit Forms to Compliance Dashboard

Once logged in you will see your available forms listed within the app.
Click on your first form **Daily Scales Calibration**.



- Daily Scales Calibration (1Kg)

IGL

Date + Time
 (Set the Date) (Set the Time)

Checkout 1
 (Choose)

Checkout 2
 (Choose)

Checkout 3
 (Choose)

Checkout 4 express
 (Choose)

Liquor 1
 (Choose)

Liquor 2
 (Choose)

Corrective Action - Notify Manager - Do Not Use Scale
 (Choose)

Checked By

Signature
 Sign

Submit Save Discard

Click and select today's date

Click the choose button to select from the drop-down options that you provided in the configuration form.

- 1kg
- Above 1kg
- Below 1kg

Select the corrective action to notify management of any variance from 1kg and refrain from use.

Select the microphone and speak to record your answer verbally.

Click sign and draw your signature on the mobile device screen, and save.

Then submit once form is completed.





Next complete your **“Good Inward Summary”** for in the same way you completed daily scales, typing in the free text fields, selecting form the drop down on the “choose button”, recording you answer verbally on the microphone buttons or selecting the relevant check box. Once completed sign and submit.

Goods Inwards

KGL

Date & Time Vehicle Unloaded
 (Set the Date) (Set the Time)

Transport Company

Truck Rego or Meat License

Truck Clean without Odours
 Yes No

Supplier Name
 (Choose)

Description of goods
 (Choose)

Invoice Number

Date Codes (Directs Only)
 (Set the Date)

Damaged or Infested Goods
 Yes No

Chemicals Separated
 Yes No

Temperature Check #1

Temperature Check #2

Back-up Temperature Check

Do You Accept Product
 Yes No

Corrective Action

Photo of Product
 Camera Gallery

Chep Pallets In

Chep Pallets Out

Loscam Pallets In

Loscam Pallets Out

Received By (Name)
 (Choose)

Signature
 Sign

Submit Save Discard

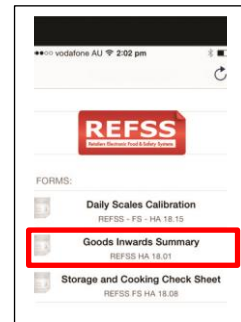
Click and select today's date

Click the microphone to record answer verbally

Choose supplier from drop down.

Select relevant checkbox

Enter free text answers



Then submit once form is completed.

Click sign and draw your signature on the mobile device screen, and save.





Next complete your **“Storage and Cooking Check Sheet”** for in the same way you completed the other forms typing in the free text fields, selecting form the drop down on the “choose button”, recording you answer verbally on the microphone buttons or selecting the relevant check box. Once completed sign and submit.

-Storage and Cooking Check Sheet

Date & Time Vehicle Unloaded

(Set the Date)

(Set the Time)

Click and select today's date

Store Staff Name

john

🎤

Click the microphone to record answer verbally

Department Manager Name

Mick Jones

Choose Department. Manager from drop down.

Bain Marie Temperature

Enter free text answers

Produce Case Temperature

Freezer Unit 1 Temperature

Store Staff Signature

Sign

Click sign and draw your signature on the mobile device screen, and save.

Corrective Action

🎤

Instructions

🎤

Submit

Save

Discard

Then submit once form is completed.



Monitor form submission in your Compliance Dashboard

Monitor form submission by clicking the form within the data capture menu in the left hand navigation bar. Easily view the form results and export to excel, print and save if required.

The screenshot shows the 'DataCapture - Report' interface. On the left is a navigation menu with categories like Reminders, System Status, Training Schedule, and Data Capture. The 'Data Capture' section is expanded, showing three items: 'Foster - Goods Inwards' (1), 'Foster - Temperature Checks' (2), and 'Foster - Daily Scales Calibration (1Kg)' (3). The main area displays a table of form submissions. A yellow callout box points to the 'Foster - Goods Inwards' item in the menu, stating: 'Click on the form name that you wish to view the form submission results.' Another yellow callout box points to the 'Export reports to excel' button in the top right of the table, stating: 'Export reports to excel'.

Submit Time	Date & Time Vehicle Unloaded	Transport Company	Truck Rego or Meat License	Truck Clean without Odours	Supplier Name	Description of goods	Invoice Number	Date Codes (Directs Only)	Damaged or Infested Goods	Chemical Separates	Temperat Check #1	Temperat Check #2	Back-up Temperat Check	Do You Accept Product	Corrective Action	Photo of Product	Chep Pallets In	Chep Pallets Out	Lossam Pallets In	Lossam Pallets Out	Received By (Name)	Signature
06/06/2014 11:59	06/06/20 11:56	test transport	123	Yes	Lion Dairy	Dairy	123456	06/06/20 00:00	No	Yes				Yes			1	1			Deil	
06/06/2014 15:00	06/06/20 14:58	Fhjvc	Fnhgg4E	Yes	Prom Meats	Meat	Thumb	06/06/20 00:00	No	Yes	567	667	44566	Yes	Hmm		677	77777	57	766	Deil	

Email notification of form submission

If you elected to be notified via email when a staff member completes a form. This is particularly useful when you are off site or in a multi-store environment so you can be sure that compliance tasks are being completed.