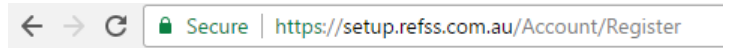


1. A. Create your user account

- Open an Internet web browser – we recommend Google Chrome



- Type <https://setup.refss.com.au/Account/Register> in the address bar at the top



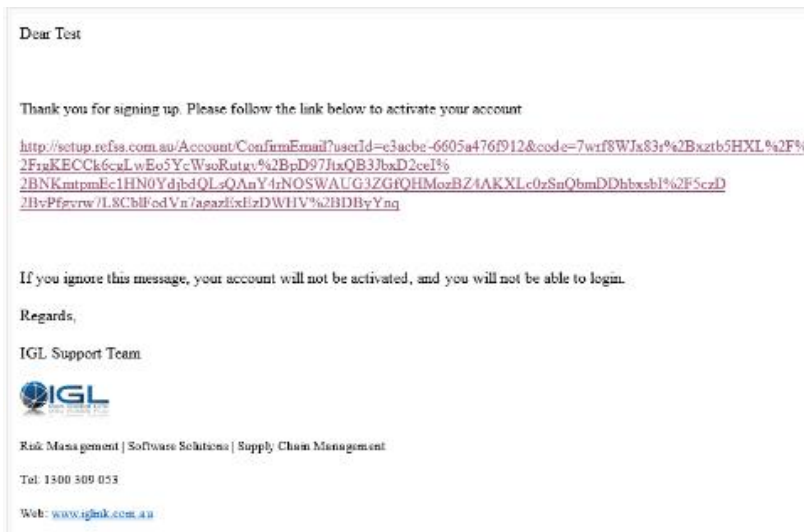
- Enter your login account details: these include first/surname, email address, password and phone number
- Read the Terms by clicking the blue links, if you Agree to all terms, tick the box
- Click the SUBMIT button
 - ❖ A verification email will be sent to your email
- Check your email account – look for an email from IGL Support. This will contain a verification link. Click the link to verify your account.

Register

Enter your registration details below:

Re-type Your Password

I agree to the Terms of Service & Privacy Policy & Service Level Agreement



You have now created your Master Login Account!

B. Add a site to your Master Login Account

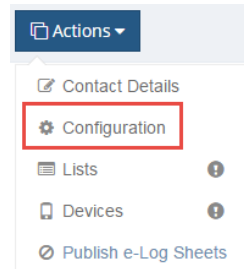
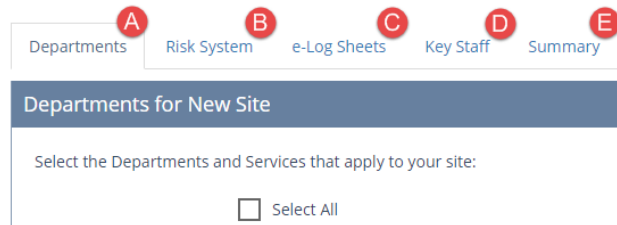
- After verifying, log in to the setup site by opening Google Chrome and typing <https://setup.refss.com.au>
- You will be taken to the “Add New Site” page - Enter your Site info:
 - **NOTE:** Enter the Site Name carefully, as this cannot be changed later
 - Fill in all the other fields
 - **NOTE: For single/multi site:** Select “Multi site” if this 1st site is part of Multi Store Operation (MSO). Otherwise select Single site.
 - Once all fields have been filled, click save.
- You will then be taken to the Site Configuration page, showing a list of the added site(s) and the completion status

Site Configuration					+ Add
Show <input type="text" value="10"/> entries		Search: <input type="text"/>			
More	More	More			
Contact Details	Configuration Progress	List Progress	e-Log Progress		
Site Name	Summary Email Sent	Lists	Device Added	Forms Published	Actions
<input type="text" value="search.."/>	<input type="text" value="search.."/>	<input type="text" value="search.."/>	<input type="text" value="search.."/>	<input type="text" value="search.."/>	
Anewsite	No	No	No	No	<input type="button" value="Actions"/>

You have now created your first Site!

2. Configure Your Site

- From the Site Configuration page, you should see a blue ACTIONS button to the far right. Click it and select “Configuration”
- You should see 5 tabs across the top:



- Departments: There are several default departments auto-selected. Select the Departments in your store, and once complete, click Save at the bottom to proceed
- Risk System: Select your Bundle Preference (Basic or Full bundle), and click Save to proceed
- eLog Sheets: Depending on your departments and bundle selected, a list of available eLog sheets will appear – recommended eLog sheets are pre-selected. Select/deselect the eLog sheets as you like, click Save to proceed
- Key Staff: Insert Key Management Team (include First and Surnames; enter N/A for Departments that are not applicable)
 - ❖ This will populate your Food Safety Plan PDF document. Click Save to proceed
- Summary: This is a full summary of all your configuration selections made for your site. Review the summary of Site configuration, and scroll to the bottom. Click the CONTINUE button to save the site configuration.
 - ❖ An Auto-Email will be sent to the site email, confirming your site and purchase details.

➤ **NOTE: You will receive a customised Food Safety Plan within 7 days**

- Once the CONTINUE button is pressed, you will be taken back to the Site Configuration page, and your site will now show the Configuration step has been completed.

Site Configuration + Add					
Show 10 entries Search: <input type="text"/>					
More Contact Details	More Configuration Progress	More List Progress	e-Log Progress		Actions
Site Name	Summary Email Sent	Lists	Device Added	Forms Published	
<input type="text" value="search.."/>	<input type="text" value="search.."/>	<input type="text" value="search.."/>	<input type="text" value="search.."/>	<input type="text" value="search.."/>	
Anewsite	29-08-2016	No	No	No	Actions

You have now Configured your Site!



For a video guide to help set up your site, visit: <https://youtu.be/Ndug65s2hsc>