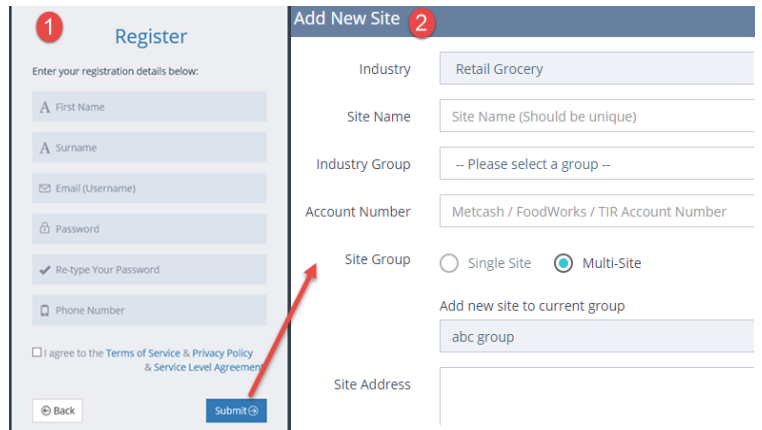


A. Create your user account

1. Visit <https://setup.refss.com.au/Account/Register>
 - Fill in all fields with your details.
 - Read and Agree to Terms, and press 'Submit'.
 - A verification email will be sent.
 - Check your email and click the link provided to verify your account.

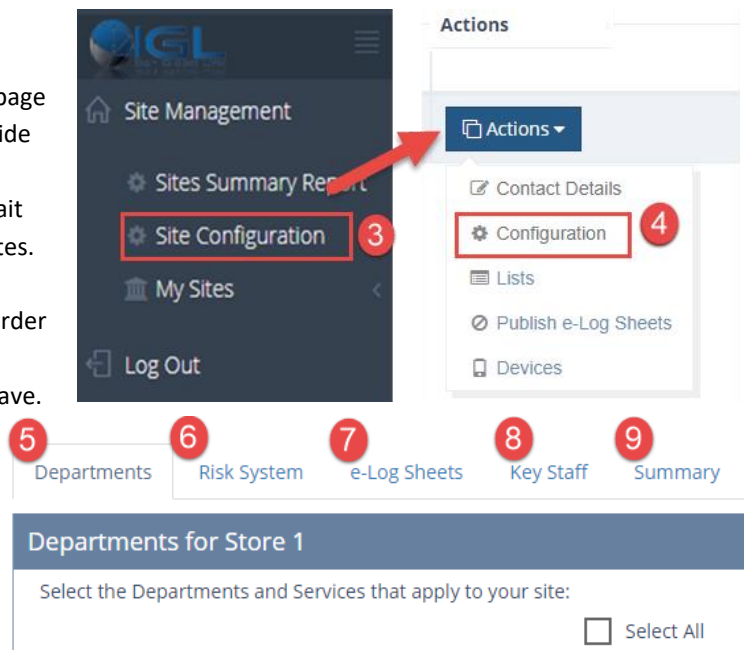
B. Add a site to your Master Login Account

2. After verifying, log in to <https://setup.refss.com.au> Fill in your store info - select "Multi site" if this 1st site is part of Multi Store Operation (MSO). Otherwise select Single site. Click save.



C. Configure Site

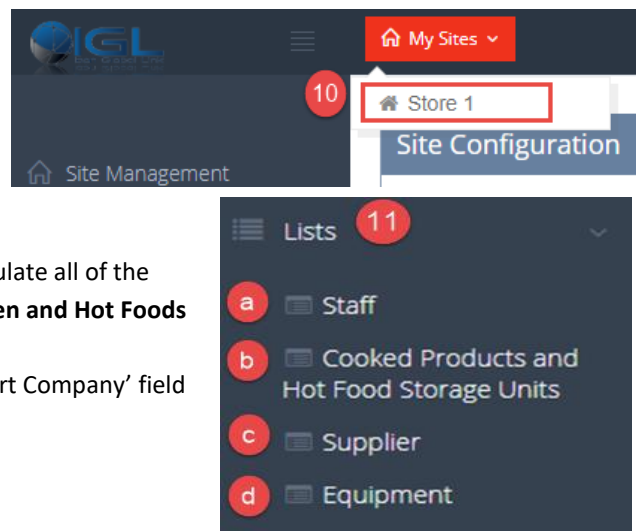
3. From the left menu select 'Site Configuration'. On this page find and click on the blue 'Actions' button (right hand side of the screen).
4. From the drop-down list click 'Configuration'. Please wait for your site to be created this could take several minutes.
5. Select all departments in your store, click Save.
6. Select Bundle Preference; add a device if you want to order one form IGL. Click Save.
7. Select all the e-Log sheets you would like to use, click Save.
8. Insert Key Management Team (enter N/A where not applicable), this will populate your Food Safety Plan. Click Save.
9. Review the summary of your Site configuration, click Continue. An Email will be sent confirming site and purchase details.



Click here to visit our video guide to Configure Site - <https://youtu.be/ebvTAsPGjVA>

D. Populate Store Lists

10. Select your Store from the red 'My Sites' dropdown.
11. From the left menu, find 'Lists', select the list you wish to add items to and click the 'Add' button in the top right corner.
 - a. **Staff** – This will populate the 'Staff' field on all log sheets (Bulk upload available)
 - b. **Cooked Products and Hot Food Storage Units** - This will populate all of the 'Products' you cook and monitor temperature on your **Chicken and Hot Foods Cooking Temperature Checks** log sheet.
 - c. **Supplier** – This will populate the 'Supplier' field and 'Transport Company' field on your **Goods Inwards** log sheet (Bulk upload available)



- d. **Equipment** – Add your Scales, Fridges/Freezers/Coolrooms and Temp gun/Probe here. When adding Equipment items, select the eLog Sheet Group as ‘Storewide’ to ensure similar items are grouped to one e-Log sheet (e.g. all Scales grouped into one Storewide Daily Scales Check log sheet). If a department is selected, a separate department e-Log sheet will be created.

Note: All lists must be populated with at least 1 added item. If you do not have Hot Food Cooking in your store, kindly add ‘N/A’ (Roast Chicken) in the ‘Cooked Product and Hot Food Storage Units’ section.

Click here to visit our video guide to Configure Site - <https://youtu.be/QBxYtToa2hY>

E. Publish eLog Sheets

12. Select ‘Publish e-log Sheets’ option in the left menu.

It will pop up a box with list of eLogs, tick ‘Select All’ and click ‘Publish’ to build your e-log sheets.



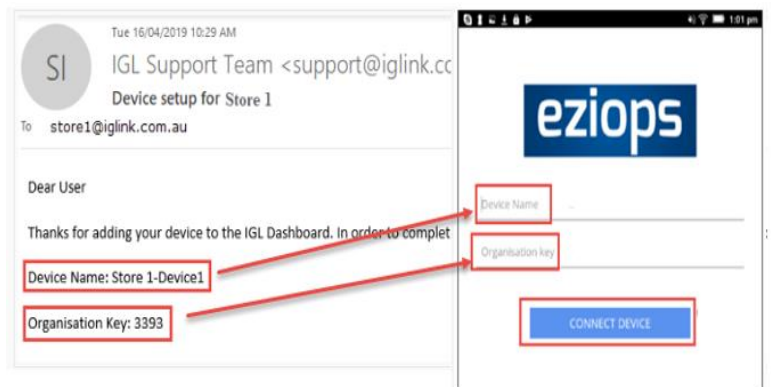
F. Add a Device (Tablet)

13. Select ‘Devices’ option in the left menu.
14. Click the ‘Add’ button in the top right corner.
15. Enter a Device name (e.g. Tablet 1)
16. An email will be sent to the listed email address with device set up details.
17. Tick eLog Sheets you want to assign to the device. Click ‘Save’ button at the bottom.

Click here to visit our online help article - [How To Add A Device And Connect It To Eziops App?](#)

G. Install APP on the device/tablet

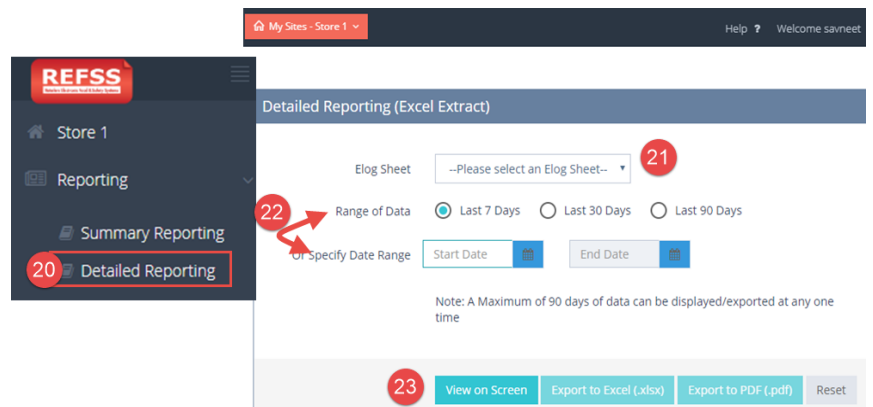
18. On an Android or Apple Device, download the ‘Eziops’ App from your Play Store or App Store.
19. Using the Device email details, insert the Device Name and Organisation Key and click on ‘Connect Device’.



Once connected, you will see log sheets on your device and can start submitting data from the e-log sheets.

H. Detailed Reporting

20. Select 'Detailed Reporting' option in the left menu.
21. Select an eLog sheet from the drop-down list.
22. Select date range.
23. Select 'View on Screen' option to see the results or you can export the data to Excel or PDF by selecting respective option.

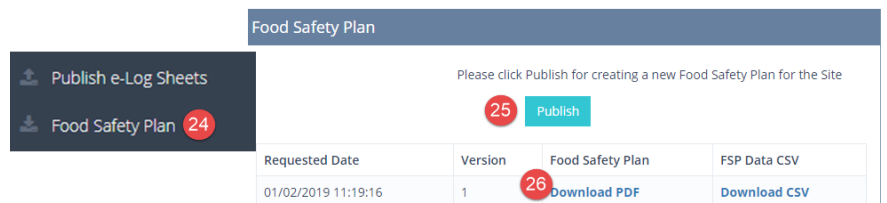



We recommend using **Google Chrome**

browser when viewing the new Detailed reporting, otherwise you may see a 'No Data Available in Table' message.

I. Food Safety Plan (Publish)

24. In the left menu, click 'Food Safety Plan'.
25. Click the Publish button on the page.
Your store specific food safety plan will be available within 30 minutes.
26. Download the pdf and save it to your desktop and you might want to print it out.



Requested Date	Version	Food Safety Plan	FSP Data CSV
01/02/2019 11:19:16	1	Download PDF	Download CSV

Frequently Asked Questions

Q1. How do I update a list (ie staff/Fridge/Supplier) and have the content appear on my tablet?

On a computer, log in to your REFSS account, click on 'My Sites' (red box) on the top left corner and then on your store name → On the left menu find the 'List' section, click on staff/Cooked products/Supplier/Equipment and make edits → Click 'Publish eLog Sheets' on the left menu, tick 'Select all' at the top and click 'Publish' at the bottom → On the tablet, refresh the Eziops App by clicking on the 'Settings' at the bottom and then click 'Sync Now' button.

Click here to visit our online help article - [I have made changes to list item on my computer but the changes aren't showing on my device?](#)

Q2. How can I apply different e-Logs to different tablets?

Based on your needs you can decide what e-Logs you want to see on your tablets and achieve it in few simple steps.

On a computer, log in to your REFSS account, click on 'My Sites' (red box) on the top left corner and then on your store name → Click on the 'Devices' option on the left menu and find the device you need to update → to the far right click the blue 'Actions' button and then click Edit → Tick all the e-Logs you want to apply to the tablet and untick the ones you want to remove and click Save → Grab your tablet and open Eziops app, click on 'Settings' and then click 'Sync Now' button to refresh the app and all e-Logs should be adjusted.

Q3. How do I add a new e-Log to my tablet?

From time to time, new e-Log sheets will be created/updated and released for you to add to your site. You need to select the ones you want and publish them and sync your Eziops app on the tablet.

Log in to your REFSS account, on the left menu click 'Site Configuration', to the far right click the blue 'Actions' button and then 'Configuration' → Click 'e-Log Sheets' at the top of the window and select the eLogs you want to include, click 'Save e-Logs and Proceed' → click on 'My Sites' (red box) on the top left corner and then on your store name, click 'Publish e-Log sheet' on the left menu → select the newly added log sheet and click 'Publish' at the bottom → Click 'Devices' on the left menu and find the device you want to update → to the far right click the blue 'Actions' button and then click Edit and tick the newly added e- log you want to add and click 'Save' → On the tablet, refresh the Eziops App by clicking on the 'Settings' button at the bottom and then 'Sync Now'.

Click here to visit our online help article - [Adding/Updating Newly Released e-Log Sheets](#)

Q4. How do I set up my dashboard shortcut on the computer?

On a Google Chrome browser, enter the following into the address box: <https://setup.refss.com.au> and log in using your credentials → Resize your browser so you can see your browser and the desktop in the same screen → At the top of the browser, find an icon to the left of the website URL- drag and drop this to the desktop.

Click here to visit our online help article - [Add a shortcut to Dashboard on your computer's desktop](#)