

# Refss Health Check Summary



## 1. Do you know how to access your Refss Dashboard?

- Do they have the URL and login details
- Is there a shortcut? Is it bookmarked? Is it in their phone

## 2. Is everyone who needs access to the Dashboard able to access it?

- Add User to the account (They can also have Corrective Actions assigned to them)
- Allocate user access to scheduler and stores they should have access to

## 3. Do you have access to all relevant elog sheets to manage your store?

- Are they doing the legislated eLogs?
- Review the eLog list, would they benefit from doing others? Food Safety / Full Bundle

## 4. Do you have all eLogs scheduled that can be scheduled?

- Check their Schedule on Refss Dashboard. Are they doing all Food Safety legislated eLogs? Select Default Schedule.
- Do they want to Schedule other eLogs such as Floor Sweeps, Cleans, etc.
- Are stores utilising new scheduling functionality (Days of week / Monthly variations)

## 5. Are there any reds on your Summary Dashboard?

- Not Submitted – How are they managing that down to 0?
- Corrective Actions – How are they closing these out?

## 6. Does everyone in store know what eLogs need to be done and when?

- Eziops scheduler view “Should be blank by the end of every day”
- Download Schedule into Excel, print it, explain in next team meeting and post in departments and tearoom

## 7. Are you on latest version of Eziops App?

- Do they have Scheduler View
- Apple - Version 1.7.6 / Android 1.6.3



## 8. Are there any pending submissions on any of the tablets?

- Go into Submissions tab, check and resubmit
- Are they having issues with Wi-Fi coverage? Should they store the tablet in a place near the router?

## 9. Are there any unwanted elog sheets on your tablets?

- Untick in the Mobile Device area in Dashboard
- Sync tablet

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## 10. Can you access your Food Safety Plan?

- Is there a hard copy in store?
- How to make changes to Key staff on FSP?

## 11. Do you know how to update your lists?

- Add/delete staff etc
- How to change temp ranges on fridges/freezers
- Always Publish and sync tablets

## 12. Do you know how to evaluate the various Reporting Tools

- Summary – 7 days running
- Detailed – Detail of all submissions
- Group Summary (for MSOs) – Group view of Summary Dashboard
- Dynamic – Newest module providing trend reporting details

## 13. Are you using Corrective Action Management?

- Over 5 Open eLogs
- Explain how to assign (New Users)
- Quick Close

## 14. Do you know how to use Refss Help?

- Global search for info
- Raise a ticket if you can't solve your problem via Global search
- Videos to help with Dashboard & App
- Videos for eLog demonstrations
- Food Safety questions speak with your AM
- Any good ideas send them through to Refss team and/or discuss with your AM and send to the Refss team