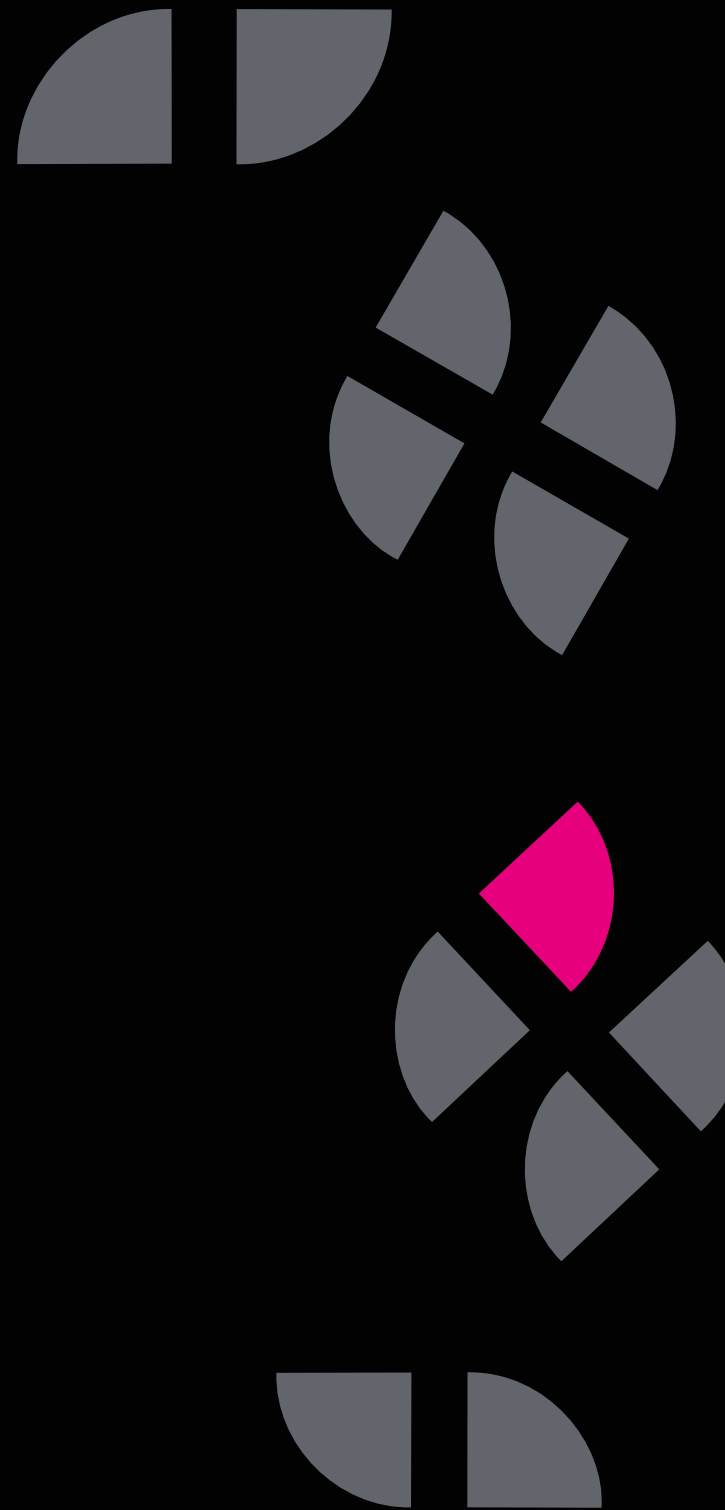




HACCP Reports



A guide to understanding HACCP reports.

HACCP reports pull the readings taken from your sensors at specified intervals each day, then display them in a comprehensive chart. This guide will help you gain a better understanding of these reports, filter them to show only the data you want to see, and schedule regular reports to be sent to stakeholders.

Step 1

Click 'Reports' in the side menu, then select 'HACCP Report'.

Step 2

You will be taken to the HACCP Report page. This is where you'll be able to view charts for your sensors under a heat map format.

Under 'Configure your report', you have options to tailor your report...

The screenshot shows the Invisible Systems dashboard. On the left, the 'Reports' menu is highlighted with a pink arrow, and the 'HACCP Report' option is circled in pink. The main content area displays 'Realtime Online organisations' with a table showing one entry: 'Realtime Online - Medical' with 33 total sensors and 6 entries.

Organisations	Total Sensors	...With No N
Realtime Online - Medical	33	6

The screenshot shows the HACCP Report configuration page. The 'Configure your report' section is highlighted with a pink box, showing the period (2022-11-01 - 2022-11-07), sensors (Clinic Fridge Temperature), and time slots (09:00, 12:00, 17:00). Below is a table with sensor data for two sensors over seven days.

Sensor Name	01/11/2022			02/11/2022			03/11/2022			04/11/2022			05/11/2022			06/11/2022			07/11/2022		
	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00
Clinic Fridge Temperature	4.7	5.2	5.1	4.6	4.6	4.8	4.6	8.3	5.6	5.6	6.2	5.7	5.6	6.5	5.4	6	6.3	5.9	5.9	5.6	5.3
Clinic Room Temperature	21.3	24.1	22	19.9	20.4	20.1	19.8	22.1	22.3	21.7	25.8	23	19.5	19	18.4	18.3	18.8	17.6	19.2	20.8	21.4

To tailor your report:

- Next to 'Period', you can **choose a start and end date**. This will pull data only from that time window. Select a start and end day on the drop-down calendar, then **click 'Apply'**.
- Select **the sensor points for which you want to view data**. Select all by clicking 'Select all' at the top of the drop-down menu, use the search bar to find a specific sensor, or simply scroll through and select each one.
- Choose your **three time points** by dragging the sliders until you have your desired hour and minute, then **click 'Done'**. The system will find the nearest readings to these times.

Click **'Submit'**.

Invisible Systems Clinic 1

HACCP Report

Configure your report

Period: 2022-11-01 - 2022-11-07 Sensors: Select Sensors Time 1: 09:00 Time 2: 12:00 Time 3: 17:00

Details

No Data Available, please run the report

2022-11-01 - 2022-11-07 Cancel Apply

Invisible Systems Clinic 1

HACCP Report

Configure your report

Period: 2022-11-01 - 2022-11-07 Sensors: Clinic Fridge Temperature ... Time 1: 09:00 Time 2: 12:00 Time 3: 17:00

Details

No Data Available, please run the report

[Select all]
Clinic Fridge Temperature
Clinic Room Temperature

Invisible Systems Clinic 1

HACCP Report

Configure your report

Period: 2022-11-01 - 2022-11-07 Sensors: Clinic Fridge Temperature ... Time 1: 09:00 Time 2: 12:00 Time 3: 17:00

Details

No Data Available, please run the report

Choose Time

Time 09:00

Hour

Minute

Now Done

Step 3

You will see a heat map for your selected sensors, which will be broken up by days and times.

The **colours indicate the status of the sensor** at that time. Use the **Heat Map key** to easily find out what each colour means.

When a sensor is **marked as red**, it means that a sensor **breached either its minimum or maximum threshold**.

Heat Map **Min** **Ideal** **Max**

Configure your report

Period: 2022-11-01 - 2022-11-07 Sensors: Clinic Fridge Temperature ... Time 1: 09:00 Time 2: 12:00 Time 3: 17:00

Submit

Details

Sensor Name	01/11/2022			02/11/2022			03/11/2022			04/11/2022			05/11/2022			06/11/2022			07/11/2022		
	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00
Clinic Fridge Temperature	4.7	5.2	5.1	4.6	4.6	4.8	4.6	8.3	5.6	5.6	6.2	5.7	5.6	6.5	5.4	6	6.3	5.9	5.9	5.6	5.3
Clinic Room Temperature	21.3	24.1	22	19.9	20.4	20.1	19.8	22.1	22.3	21.7	25.8	23	19.5	19	18.4	18.3	18.8	17.6	19.2	20.8	21.4

Sensor Name	01/11/2022			02/11/2022			03/11/2022		
	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00
Clinic Fridge Temperature	4.7	5.2	5.1	4.6	4.6	4.8	4.6	8.3	5.6
Clinic Room Temperature	21.3	24.1	22	19.9	20.4	20.1	19.8	22.1	22.3

Heat Map **Min** **Ideal** **Max**

Step 4

You can **print or export a HACCP report** by navigating to the three buttons to the top right of the chart: **'Print'**, **'Excel'** and **'CSV'**.

- 'Print' lets you **immediately print the report.**
- 'Excel' downloads the report **as a spreadsheet.**
- 'CSV' downloads the report **as a CSV file.**

invisible Systems Clinic 1 HACCP Report Medical Demo

HACCP Report Heat Map Min Ideal Max

Email reports Configure

Configure your report

Period: 2022-11-01 - 2022-11-07 Sensors: Clinic Fridge Temperature ... Time 1: 09:00 Time 2: 12:00 Time 3: 17:00 Submit

Details

Sensor Name	01/11/2022			02/11/2022			03/11/2022			04/11/2022			05/11/2022			06/11/2022			07/11/2022		
	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00	09:00	12:00	17:00
Clinic Fridge Temperature	4.7	5.2	5.1	4.6	4.6	4.8	4.6	8.3	5.6	5.6	6.2	5.7	5.6	6.5	5.4	6	6.3	5.9	5.9	5.6	5.3
Clinic Room Temperature	21.3	24.1	22	19.9	20.4	20.1	19.8	22.1	22.3	21.7	25.8	23	19.5	19	18.4	18.3	18.8	17.6	19.2	20.8	21.4



Print Excel CSV

	06/11/2022			07/11/2022		
	09:00	12:00	17:00	09:00	12:00	17:00
4	6	6.3	5.9	5.9	5.6	5.3
.4	18.3	18.8	17.6	19.2	20.8	21.4

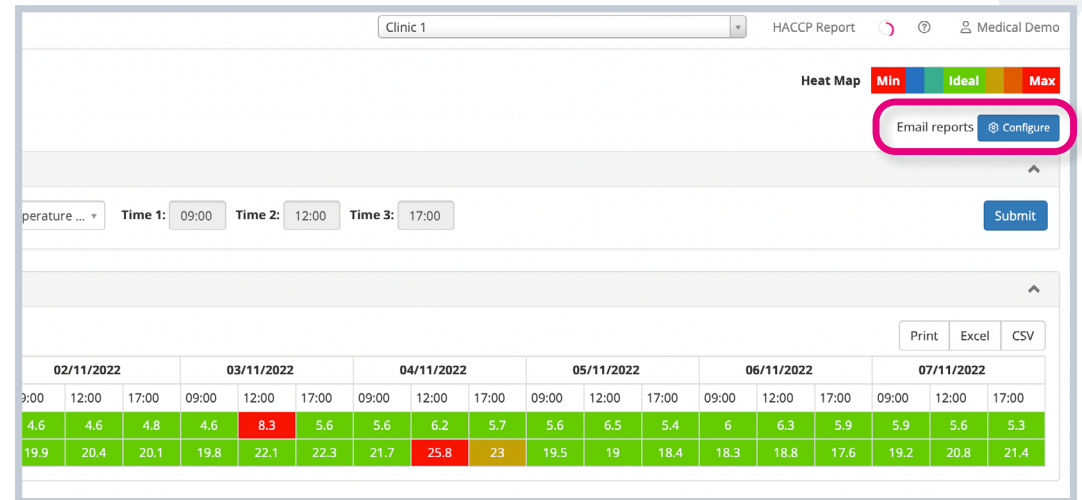
Step 5

You can also **schedule regular HACCP reports to be sent** out to users.

To do this, **click 'Configure'** in the top right-hand corner.

Step 6

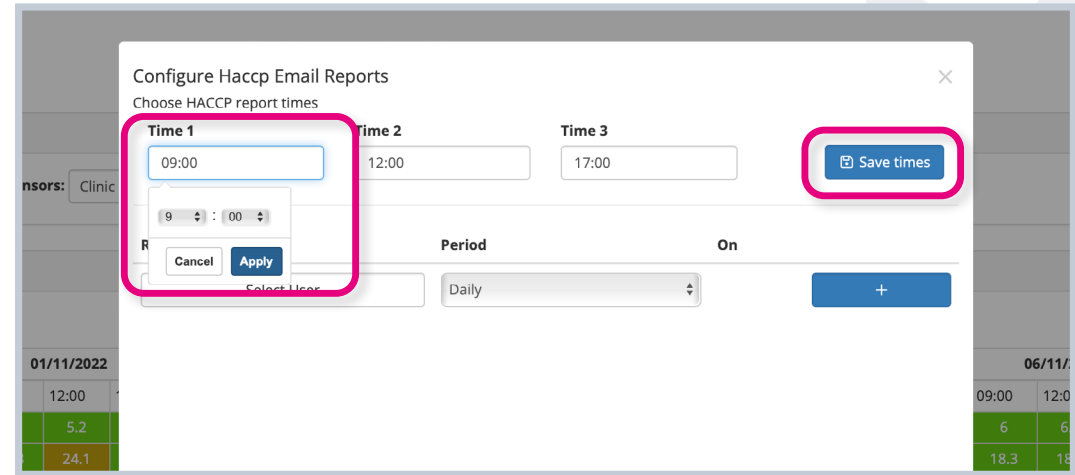
You will then be able to **tailor your report schedule**. You can choose which readings you want to pull into the report (i.e. which three time points), choose who will receive the report, and how often they should receive the report...



The screenshot shows a 'Configure Haccp Email Reports' dialog box. It has a title bar with a close button. Below the title, it says 'Choose HACCP report times'. There are three input fields for 'Time 1', 'Time 2', and 'Time 3', each containing a time value (09:00, 12:00, 17:00). A 'Save times' button is to the right. Below this, there are three columns: 'Recipient', 'Period', and 'On'. The 'Recipient' column has a 'Select User' dropdown. The 'Period' column has a 'Daily' dropdown. The 'On' column has a '+' button. The background shows a blurred view of the HACCP report interface.

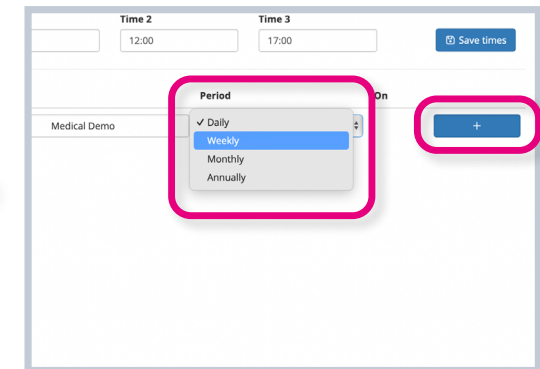
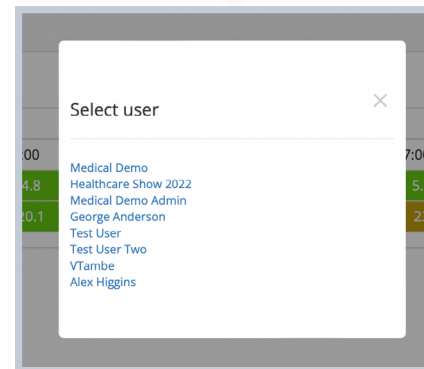
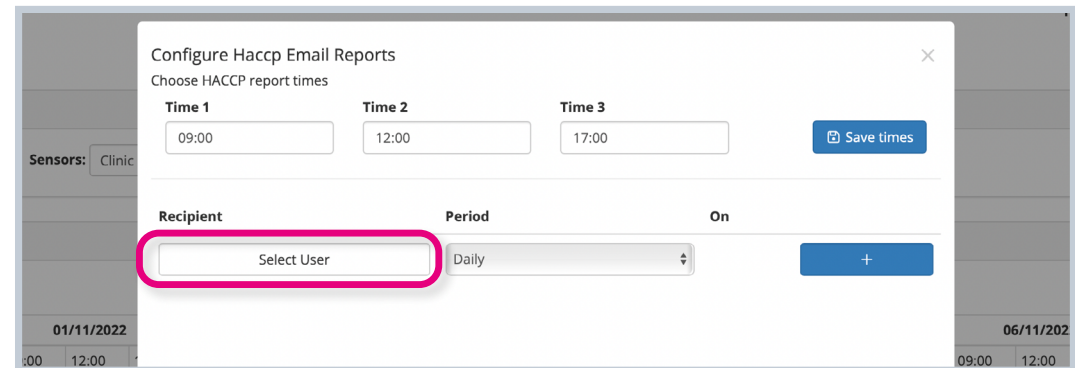
Time points:

- The times pulled into these reports will **default to the time points that you've set up on the main HACCP Report page**. You can leave them as they are, or you can change them here by using the arrows and clicking 'Apply'. Once you're done, **click 'Save times'**.

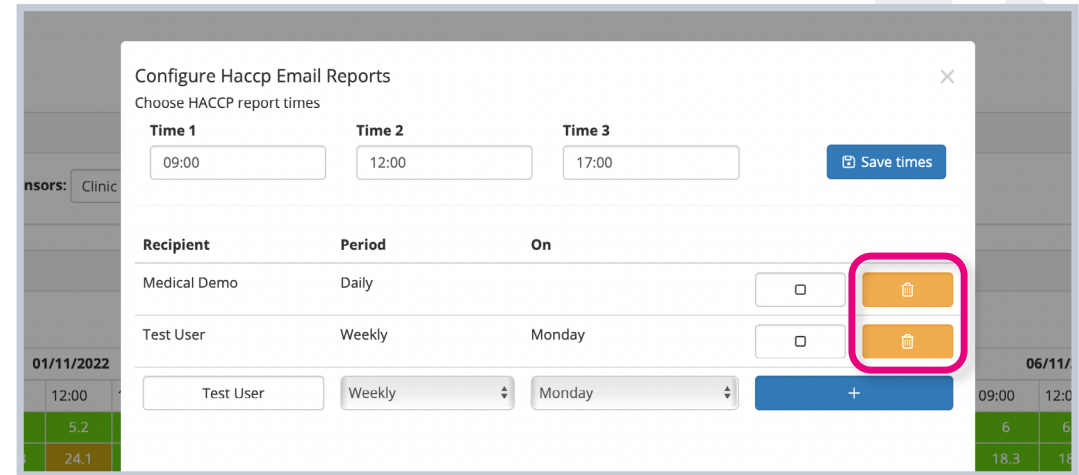


Managing recipients:

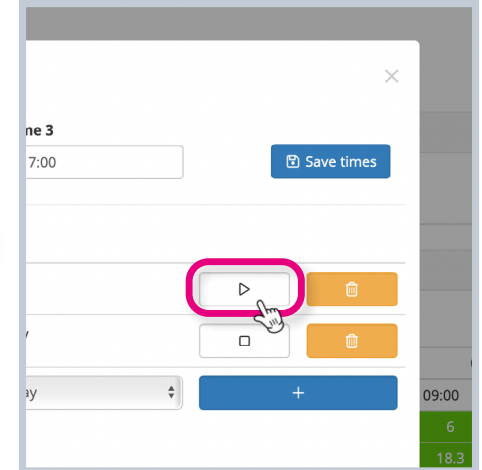
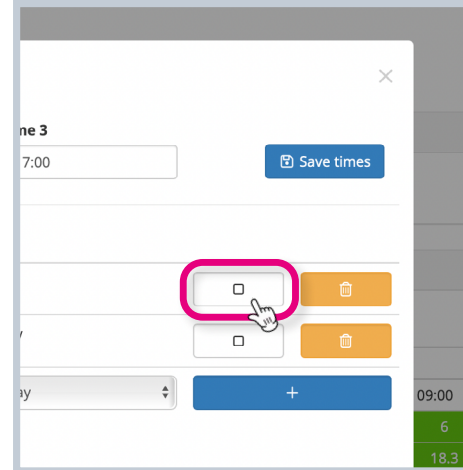
- To choose which users will receive the reports, **click 'Select User'**.
- A window will appear showing a list of users. **Select the user you want to add**.
- Choose **the frequency you want them to receive the report** from the drop-down menu.
- Click the blue + button** to add the user to your recipient list.



- To add additional users, simply follow the same process as above.
- To **remove a user** from the list, **click the bin icon**.
- To **temporarily stop reports being sent to a user**, **click the empty square icon**. You can reverse this at any time by clicking the play icon - this will resume sending scheduled reports to this person.



Once you have configured your report schedule, you can close the configuration window - your changes will be saved automatically.



If you require any additional training, please contact
help@invisible-systems.com

