

Translating a Procedure

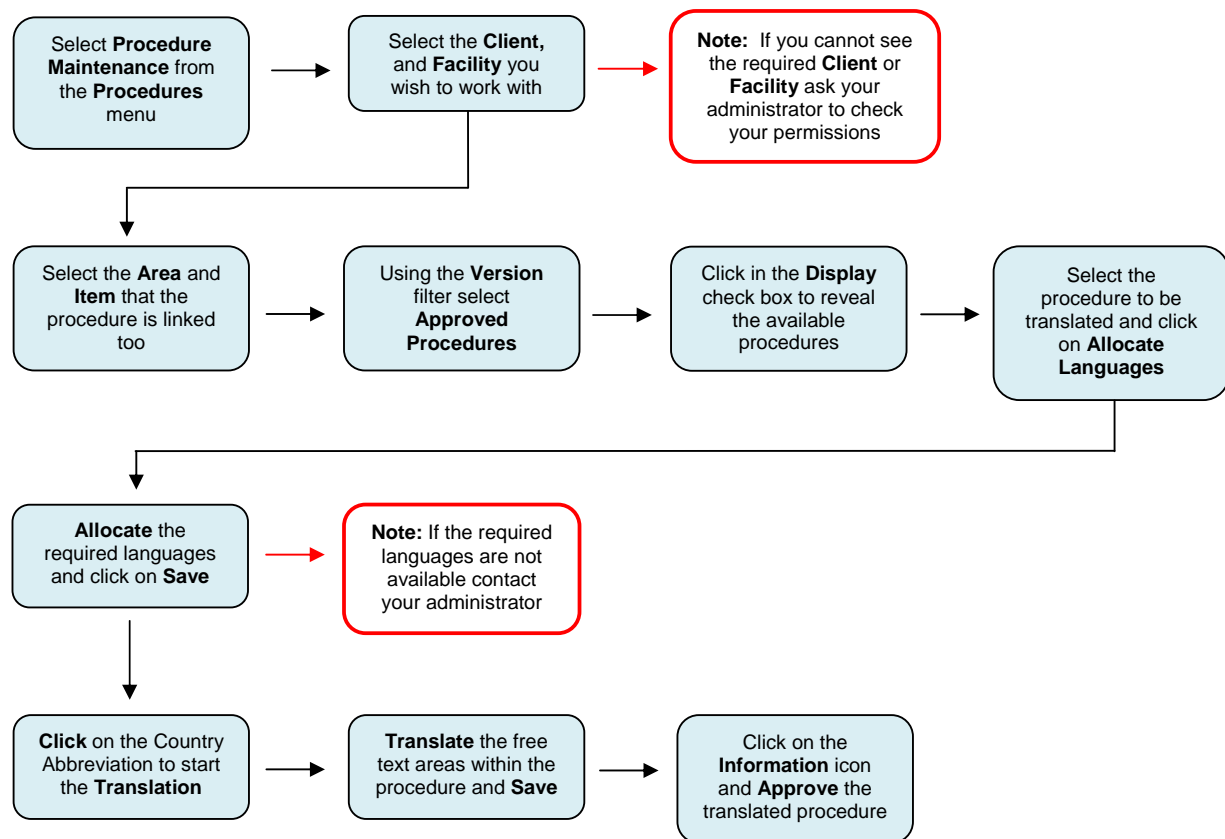
PlanChexx Quick Guide

Before Starting

Each Facility is assigned a default language; this language is automatically used when a new procedure is created. Procedures created in the default language act as master procedures that can be translated into other languages. The translation of a master procedure can only occur when it has been approved.

The languages available for translations are managed by your country administrator. If the language you require is not available, contact your administrator for assistance.

Translating a Procedure - Work Flow



Translating a Procedure

To translate a procedure, select **Procedures** from the main toolbar and click on **Procedure Maintenance**. Select the **Client**, **Facility**, **Area** and **Item** using the filters situated at the top of the screen.

The **Author**, **Type** and **Version** filters can be used to further refine your selection. Click in the **Display** check box to reveal the available procedures.

Note: Only **Approved** master procedures can be translated. Ensure your procedures are approved before attempting to translate them.

The available procedures will be displayed in the Procedure Maintenance table. Select the one you wish to translate and click on **Allocate Language**. If the languages have already been allocated the country abbreviation will be displayed.

Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active	Info
12345	Daily	Plant UAT 1	2	Yes	Yes	No	Yes	Yes	?
As required	HC 100	Plant UAT 1	3	No	Yes	No	Yes	Yes	?

Within the **Allocate Languages** screen select the required languages and click on the **Allocate** button. The selected languages should appear in the right hand **Allocated Languages** column, and then save your selection by clicking on the **Save** button.

Note: If you cannot see the required languages, contact your Country Administrator

The Languages selected should now appear in **Red** as country abbreviations beside the master language which will be **Green**.

Administration		Procedures		Libraries		Information		User : Wayne Ducker	
Procedure Maintenance									
<input type="button" value="Add"/> <input type="button" value="Library Import"/> <input type="button" value="Find & Replace"/> <input type="button" value="Print Setup"/>									
Client	Beech Foods	Facility	1 - Wayne	Area	5.0 - UAT 1	Item	Plant UAT 1		
Author	All	Type	All	Version	Approved Procedure	Display	<input checked="" type="checkbox"/>		
Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active	Info
12345	Daily	Plant UAT 1	2	Yes	Yes	No	Yes	Yes	
Allocate Language Preview Copy EN DE									
As required	HC 100	Plant UAT 1	3	No	Yes	No	Yes	Yes	
Allocate Language Preview Copy EN DE ES									

Note: **Approved** procedures display a **Green** country abbreviation and **Unapproved** translated procedures are displayed in **Red**.

To translate the procedure click on the **Red** country abbreviation e.g. **DE**, this will launch the **Translate Procedure** screen.

The areas available for translation will appear as **Black** text. All available text should be translated. Any areas that appear **Grey** are unavailable and will be automatically translated when printing or previewing the procedure. Any fields that are not translated will appear in the default language.

Navigate to all areas of the procedure, the Body, Steps and Images using the tabs and complete the translation. When complete click on the **Save Procedure** button.

Translate Procedure (German)

Procedure Body | Procedure Steps | Procedure Images | History

* Client: Beech Foods

* Item: Cleaning Utensils

* Frequency: **After Use**

Additional Information 1: Ref. No. []

Additional Information 2: Procedure Header []

* Facility: 1 - Wayne

* Procedure Ref: After Use 123

Type: Procedure Type []

Check Sheets: Daily, Weekly, Monthly

* Area: Test 1

* Responsibility: Hygiene Operative

Extra PPE: Apron, Body Suit, Boots, Breathing Apparatus Required, Chemical Gloves, Chemical Resistant Jacket

Equipment Required: **Brush, Rinse Gun, Foam injector, Disinfectant injector.**

Typical Residues: **Meat and Fat**

Special Instructions: **Special instructions**

Inspection Points: **1. Brush blades
2. Squeegee blades
3. Handles on all tools.**

On completing the save you will be returned to the **Procedure Maintenance** screen which will display the master and translated procedures.

Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolog Approved	Customer Approved	Images	Active	Info
12345 Allocate Language Preview Copy EN DE	Daily	Plant UAT 1	2	Yes	Yes	No	Yes	Yes	i
AS required Allocate Language Preview Copy EN DE ES	HC 100	Plant UAT 1	3	No	Yes	No	Yes	Yes	i

Previewing a Translated Procedure

To preview a translated procedure click on the country abbreviation link and the **Translate Procedure** screen will open.

Click on the **Preview** button to display the procedure.

Translate Procedure (German)

Buttons: [Preview](#) (highlighted), [Save Procedure](#), [Cancel](#)

Tabs: Procedure Body, Procedure Steps, Procedure Images, History

Fields:

- * Client: Beech Foods
- * Facility: 1 - Wayne
- * Area: Test 1
- * Item: Cleaning Utensils
- * Procedure Ref: After Use 123
- * Responsibility: Hygiene Operative
- * Frequency: After Use
- Type: Procedure Type
- Extra PPE: Apron, Body Suit, Boots, Breathing Apparatus Required, Chemical Gloves, Chemical Resistant Jacket
- Additional Information 1: Ref. No
- Additional Information 2: Procedure Header
- Check Sheets: Daily, Weekly, Monthly

The preview link generates a partially formatted version of the procedure providing an opportunity to review the content. This is not an exact copy of the final document and should only be used for verifying the data.

Note: The fully formatted and printable version of the procedure can be accessed from within the Print Maintenance area. To locate this, click on the **Procedure** menu and select **Print Maintenance**.

Approving a Translated Procedure

To approve the translated procedure click on the **Information** icon situated in the far right hand column.

Administration		Procedures		Libraries		Information		User : Wayne Ducker	
Procedure Maintenance									
<input type="button" value="Add"/> <input type="button" value="Library Import"/> <input type="button" value="Find & Replace"/> <input type="button" value="Print Setup"/>									
Client	Beech Foods	Facility	1 - Wayne	Area	5.0 - UAT 1	Item	Plant UAT 1		
Author	All	Type	All	Version	Approved Procedure	Display	<input checked="" type="checkbox"/>		
Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active	Info
12345	Daily	Plant UAT 1	2	Yes	Yes	No	Yes	Yes	
Allocate Language Preview Copy EN DE									
As required	HC 100	Plant UAT 1	3	No	Yes	No	Yes	Yes	
Allocate Language Preview Copy EN DE ES									

This will open the **Procedure Information** screen and allow you to approve translated versions of a procedure. To approve a translated version select the language e.g. **German** and click on the **NO** link.

Procedure Information				
<input type="button" value="Close"/>				
Original Author :	Wayne Ducker	Mail To		
Last Edited By :	Markus Altmeier	Mail To		
Date of Last Edit :	27/01/2011			
Revisions				
Language	Revision	Approved	Approved By	Approved Date
English	4.0	Yes	Markus Altmeier	27/1/2011
German	4.0	No	-	-

The status of the procedure will be updated to **Approved** and the name of the **User** who completed the approval will be displayed. The **Date** that the translated procedure was approved will also be recorded.

Procedure Information				
<input type="button" value="Close"/>				
Original Author :	Wayne Ducker	Mail To		
Last Edited By :	Wayne Ducker	Mail To		
Date of Last Edit :	14/07/2011			
Revisions				
Language	Revision	Approved	Approved By	Approved Date
English	4.0	Yes	Markus Altmeier	27/1/2011
German	4.1	Yes	Wayne Ducker	14/7/2011

When returning to the **Procedure Maintenance** screen the translated version will now be displayed in Green e.g. **DE** indicating that it is an **Approved** translated version.

Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active	Info
After Use 123	After Use	Cleaning Utensils	4	Yes	Yes	No	No	Yes	
Allocate Language Preview Copy EN DE									

Version Control

When a master procedure that has translated versions is edited and then reapproved, the translated versions automatically become unapproved. The translated versions should then be edited and updated to reflect the changes to the master before they are reapproved.