

## Printing Procedures and Documents

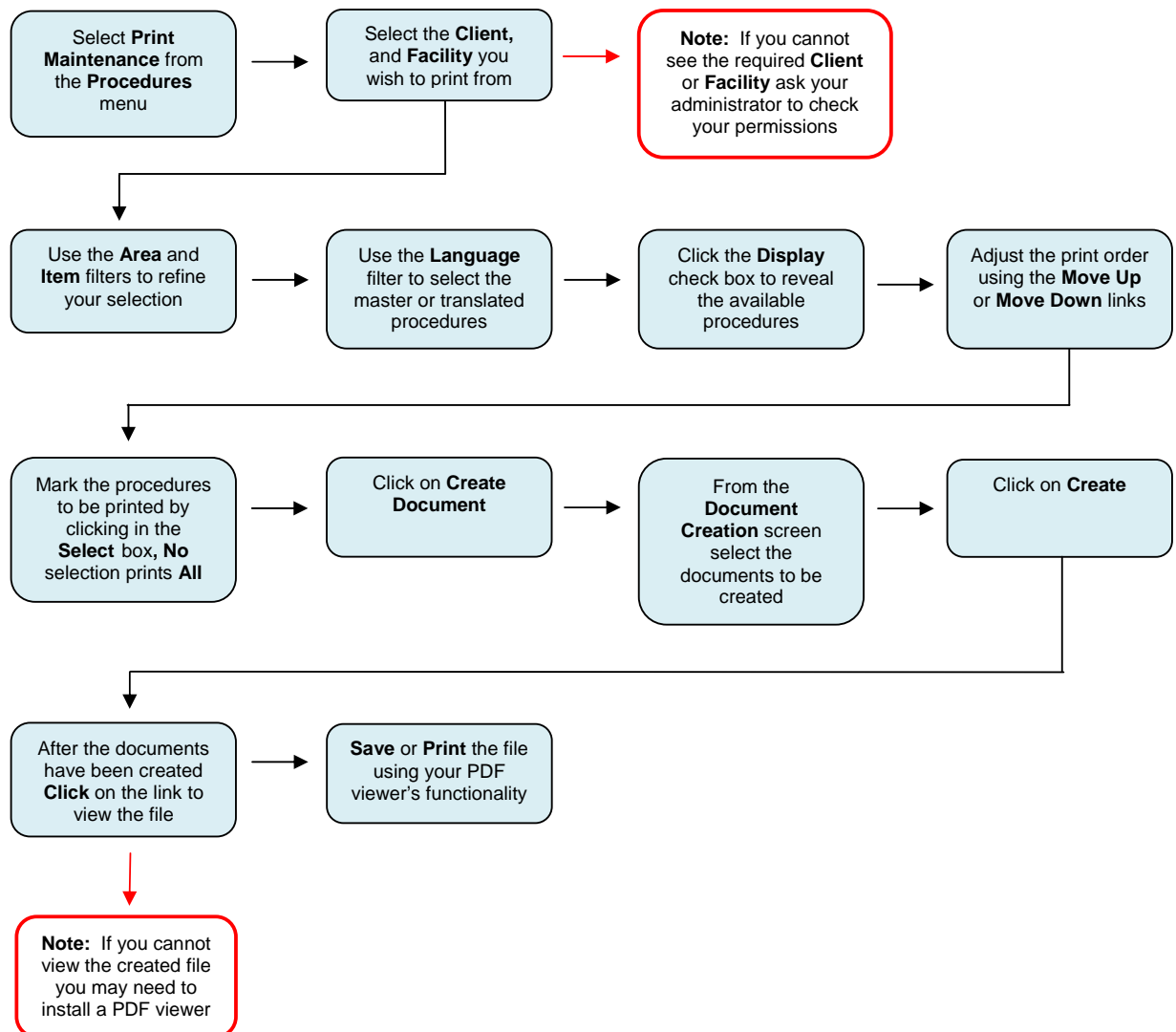
### PlanChexx Quick Guide

#### Before Starting

The term **Printing** within PlanChexx refers to creating procedures or documents in the PDF file format. The PDF documents can be saved and opened with an appropriate PDF viewer.

**Note:** Procedures from either a Facility or a Library can be printed; although the process is similar the functionality is accessed from different menus. Facility procedures are printed from within the **Procedures** menu and library procedures are printed from the **Library** menu.

#### Printing Facility Procedures - Work Flow



## Printing a Procedure

To **Print** a procedure, select **Procedures** from the main toolbar and click on **Print Maintenance**. Select the **Client** and **Facility** you wish to print from.

The **Area**, **Item**, **Author**, **Type** and **Version** filters can be used to further refine your selection.

**Note:** If you wish to print all procedures within a facility as one document, **Do Not** select individual Areas or Items from the drop down menus.

PlanChexX.Net ECOLAB

Administration Procedures Libraries Information User : Wayne Ducker

Print Maintenance Save Print Order Create Document

Print: Procedures Client: Beech Foods Facility: Beech Foods - Saltash Area: All

Item: No Results Returned Author: All Type: All Version: Approved Procedure

By Default Create Document Will Print Everything In The List Below Language: English Display:

Select	Procedure Ref	Frequency	Plant Item	Version	Status
--------	---------------	-----------	------------	---------	--------

The **Language** filter automatically defaults to the master language for the facility. If you wish to print translated versions, select the required language from the drop down menu.

Click in the **Display** box to reveal the available procedures. The procedures will be displayed in the table below:

PlanChexX.Net ECOLAB

Administration Procedures Libraries Information User : Wayne Ducker

Print Maintenance Save Print Order Create Document

Print: Procedures Client: Beech Foods Facility: Beech Foods - Saltash Area: All

Item: No Results Returned Author: All Type: All Version: Approved Procedure

By Default Create Document Will Print Everything In The List Below Language: English Display:

Select	Procedure Ref	Frequency	Plant Item	Version	Status
<input type="checkbox"/>	BH L - edit <a href="#">Move Up</a> <a href="#">Move Down</a>	DAILY	Lights	Version 3	Approved
<input type="checkbox"/>	Manual 122 <a href="#">Move Up</a> <a href="#">Move Down</a>	Daily	Bowl Chopper	Version 6	Approved
<input type="checkbox"/>	00067 <a href="#">Move Up</a> <a href="#">Move Down</a>	Daily	Ceilings	Version 3	Approved

The order that procedures are displayed in the final document can be managed by using the **Move Up** and **Move Down** links situated below the procedure reference. Once you have created the desired order you can save it by clicking on **Save Print Order**. If returning to Print Maintenance and selecting the same filter options your saved print order will be displayed.

**Note:** If you wish to create all of the displayed procedures in one file **do not** use the **Select** check box option. The **Select** check box allows you to choose which procedures will be created if **All** are not required.

To create the document click on the **Create Document** button.

The screenshot shows the 'Print Maintenance' interface. At the top right, the 'Create Document' button is highlighted with a red box. Below the navigation tabs (Administration, Procedures, Libraries, Information, User: Wayne Ducker), there are several dropdown menus for filtering: Print (Procedures), Client (Beech Foods), Facility (Beech Foods - Saltash), Area (All), Item (No Results Returned), Author (All), Type (All), Version (Approved Procedure), Language (English), and Display (checkbox). A table header is visible at the bottom with columns: Select, Procedure Ref, Frequency, Plant Item, Version, and Status.

In the **Document Creation** screen, select the documents you wish to create by clicking in the appropriate boxes. The **Cover Sheet, Procedures, Product Symbol Sheet** and the **Check Sheets** are created as one document. The **Data Sheets** and **Attachments** are created as separate documents.

The 'Document Creation' dialog box is shown. At the top, the 'Create' button is highlighted with a red box. Below it, a list of document types with checkboxes is displayed: Cover Sheet (unchecked), Procedures (checked), Product Symbol Sheet (unchecked), Check Sheets (checked), Data Sheets (unchecked with an asterisk), and Attachments (unchecked with an asterisk). A note at the bottom states: (\*This document will require a separate download.)

After selecting the documents you wish to create click on the **Create** button to generate the PDF file.

**Note:** This may take several seconds depending on the size of the file and the speed of your internet connection.

The 'Document Creation' dialog box is shown during the creation process. The 'Create' button is now disabled. A loading spinner is displayed in the center, and the text 'Please wait while your documents are created...' is shown. The checkboxes for 'Cover Sheet', 'Procedures', and 'Product Symbol Sheet' are now checked. The note at the bottom remains: (\*This document will require a separate download.)

A revolving image will be displayed during the creation process.

When the documents have been created, blue links will be displayed within the **Document Creation** screen. Clicking on these links will open the documents in your PDF viewer. From within your **PDF** viewer you will be able to print the document or save the file to a local drive.

**Document Creation** Create Close

Cover Sheet :

Procedures :

Product Symbol Sheet :

Check Sheets

Data Sheets :  \*

Attachments :  \*

Created Documents:

[Attachments](#)

[Cleaning Brochure](#)

(\*This document will require a separate download.)

## Example PDF procedure

**ECOLAB**  
1 - Wayne / 5.0 - UAT 3 / Ceiling and Air-systems

Product	Hazard Symbols	Chemical Symbol	Personal Protective Equipment
blest		Neutral Product	
Topox 66		Acidic Product	
Topox 68		Alkaline Product	
Topox 91		Neutral Product	
Topox 95		Alkaline Product	

**Frequency:** regular  
**Equipment:** automatic cleaning machine  
**Typical Residue:** Mixture of fat, protein, saccharide, possibly micro-organisms

**Responsibility:** Hygiene Operative

**Special instructions:**  
High Care Area: Processing. Regular cleaning of Ceiling and Air-systems. To avoid microbiological growth and to ensure constant, reproducible cleaning results, we recommend regular cleaning. The regular cleaning prevents cross-contamination.

No.	Cleaning Procedure	Chemical	%	Temp	Time	Instruction
1	Alkaline Cleaning	blest Or Topox 66 Or Topox 68	2-5	60-80	15-30	Clean from bottom to top. A contact time of 15 minutes is needed to soften and prepare the deposits. Use recommend to treat the floor by the usage of an automatic cleaning machine. Use P3-blest or P3-topox 66 to cleaning aluminium containing facilities.
2	Intermediate Rinse					Remove deposits by rinsing with low pressure from top to bottom.
3	Cleanliness check					Check all critical area.
4	Disinfection	Topoxive DCS Or Topox 91 Or Topox 95	1-3	60-80	15	Treat all surfaces completely with the disinfectant. Disinfect after each cleaning.

**Inspection Points:**  
Store cleaning tools:  
To prevent cross-contamination, clean all cleaning tools and soak them into a 1% P3-topox 91 solution. Refresh disinfectant solution every day.  
Use bioicides safely. Read always the label and product information before use.

**Important additional remarks:**  
Due to the diversity of materials and applications the information above represents only a non binding guideline and is not intended to supersede the manufacturer's specifications, limitations and recommendations. It is compulsory to follow the manufacturer's limitations, especially concerning pH and temperature stability of the materials. The cleaning process should be individually optimized.

Document Control: \_\_\_\_\_ Ref: Ceiling Version : 1 \_\_\_\_\_ Draft Procedure  
Signature : \_\_\_\_\_ Signature : \_\_\_\_\_  
Last Edited By : Wayne Duckler Date Created: 7/13/2011 12:00:00 AM Page 1 / 1