

## Printing Library Procedures

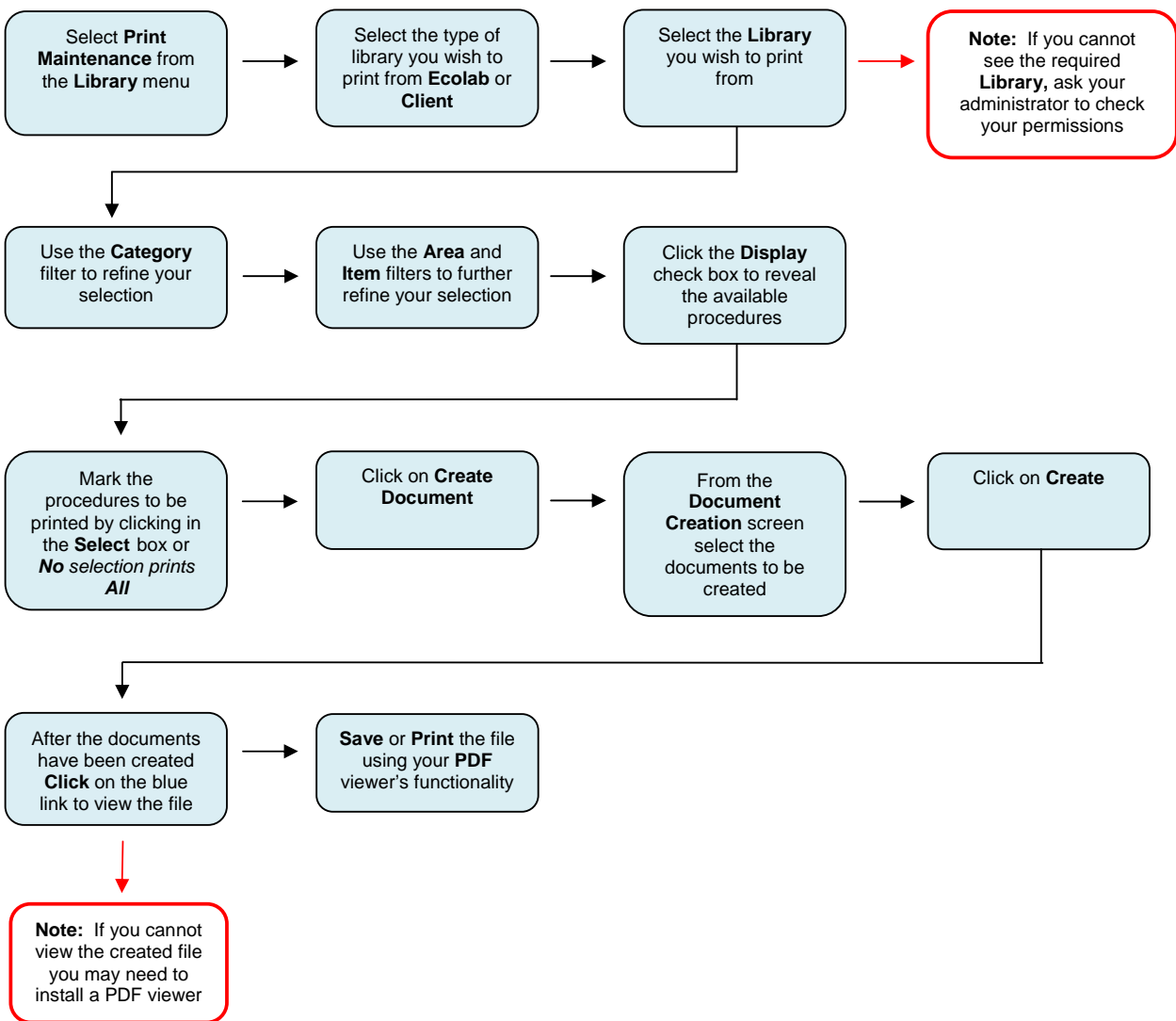
### PlanChexx Quick Guide

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

#### Printing Library Procedures - Work Flow



## Printing a Library Procedure

To print a library procedure, select **Libraries** from the main toolbar and click on **Print Maintenance**. Select the type of library you wish to print from. Depending on your permissions this will either be the Ecolab or Client library.

Select the library you wish to work with from the Library filter.

The **Category** filter allows you to locate the procedures you are looking for by sorting them into groups. Select the category that best describes the procedures you require

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

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

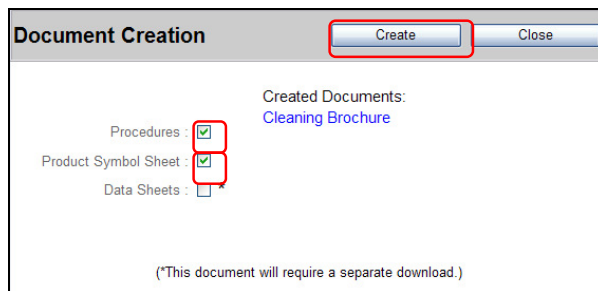
Select	Procedure Ref	Frequency	Library	Plant Item	Version	Status
<input type="checkbox"/>	After Use	After Use	United Kingdom	Cleaning Utensils	2	Draft
<input type="checkbox"/>	CIP	Weekly	United Kingdom	Traywash Descale	2	Live
<input type="checkbox"/>	Daily	Daily	United Kingdom	Cleaning Utensil Trough	2	Draft

**Note:** If you wish to create all of the displayed procedures in one file **do not** use the **Select** check box. 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.

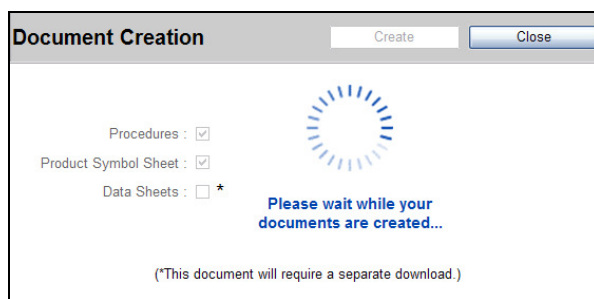
Select	Procedure Ref	Frequency	Plant Item	Version	Status
<input type="checkbox"/>	CIP <a href="#">Move Up</a> <a href="#">Move Down</a>	Weekly	Traywash Descale	Version 1	Approved

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



After selecting the documents required 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.



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 completed documents in your PDF viewer. From within your viewer you will be able to **Print** the document or **Save** the file to a local drive.

