

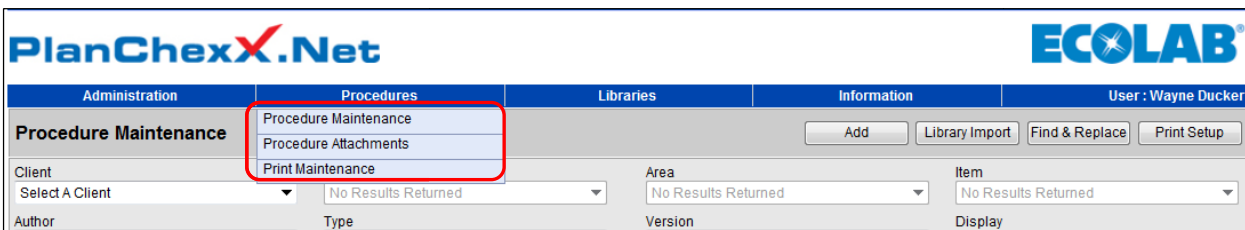
## Functional Changes - PlanChexx 5.3

This document provides an overview of the new functionality available within version 5.3 of PlanChexx and is not intended to be a help file. The new **Quick Guides** located in the **Support** section of PlanChexx describe the enhancements in detail and provide clear instructions on how to utilise them.

### 1. General Improvements

#### New Menu Structure:

A new Menu Structure has been introduced within PlanChexx 5.3. The old structure is replaced by dropdown menus situated at the top of each screen. The submenus are accessed by placing the mouse pointer over the main title and selecting the option required by clicking on it. The main options include **Administration**, **Procedures**, **Libraries** and **Information**.



#### New Expanding Fields:

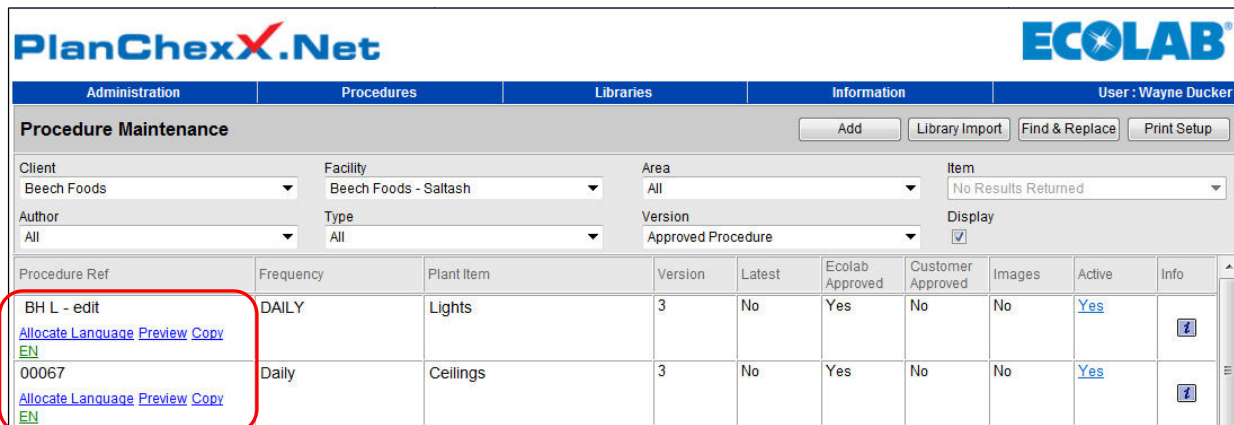
A new style of drop down menu has been introduced to allow long words, names or descriptions that exceed the width of the field to expand automatically and display the full information.

#### Multi Window Support:

Commonly used functionality screens now open as separate windows providing greater flexibility and more convenience while working within the application. This enables the user to have more than one window open at a time.


#### Quick Links:

Commonly used functionality buttons have been removed from the top menu to the specific area or procedure that they apply to. This will help to reduce the number of mouse clicks and improve usability.



**Colour Coded Status:**

A colour coding system (**Green** – Approved) (**Red** – Unapproved) has been introduced to visually indicate the status of a procedure and its translated versions.

Administration		Procedures		Libraries		Information		User : Wayne Ducker	
<b>Procedure Maintenance</b>									
<input type="button" value="Add"/> <input type="button" value="Library Import"/> <input type="button" value="Find &amp; Replace"/> <input type="button" value="Print Setup"/>									
Client	Facility	Area		Item					
Beech Foods	1 - Wayne	Test 650		Item 350					
Author	Type	Version		Display					
All	All	Latest Version		<input checked="" type="checkbox"/>					
Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active	Info
129346555	Daily Twice	Item 350	3	Yes	Yes	No	Yes	Yes	
<a href="#">Allocate Language</a> <a href="#">Preview Copy</a> <span>EN NL DE</span>									

**Extended Procedure Information:**

The information and functionality available when clicking on the “I” information icon situated in the right hand column of the Procedure Maintenance table has been extended. The document author, editing information, version control and the approval status for each translated version is also displayed.

Procedure Information				
<input type="button" value="Close"/>				
Original Author :	Wayne Ducker	<a href="#">Mail To</a>		
Last Edited By :	Wayne Ducker	<a href="#">Mail To</a>		
Date of Last Edit :	14/02/2012			
Revisions				
Language	Revision	Approved	Approved By	Approved Date
English	3.0	Yes	Wayne Ducker	14/2/2012
Dutch	3.0	No	-	-
German	3.0	No	-	-

**2. New Screen Design for Creating and Managing Procedures**

To allow for easier navigation and faster access to the procedure data fields, a tab structure has been introduced. Four tabs divide the information into the following areas:-

Edit Procedure (English)			
<input type="button" value="Preview"/> <input type="button" value="Save Procedure"/> <input type="button" value="Cancel"/>			
<input type="button" value="Procedure Body"/> <input type="button" value="Procedure Steps"/> <input type="button" value="Procedure Images"/> <input type="button" value="History"/>			
* Client:	* Facility:	* Area:	
Beech Foods	1 - Wayne	Test 650	

**Tab 1: Procedure Body:**

Contains the item identity, frequency and responsibility information, including special instructions, equipment required and the inspection points.

**Tab 2: Procedure Steps:**

Cleaning steps are presented in a new format that provides a full overview of the process.

**Tab 3: Procedure Images:**

More space has been provided to manage procedure specific images and their descriptions.

#### Tab 4: History:

The new document history area contains information on the authors and all previous versions.

#### Mail to:

A "mail to" function has been added to allow users to contact the author or last editor via email.

Procedure Body	Procedure Steps	Procedure Images	History						
<b>Procedure Information</b>									
Original Author:	Wayne Ducker	<a href="#">Mail To</a>							
Last Edited By:	Wayne Ducker	<a href="#">Mail To</a>							
Date of Last Edit:	14/2/2012								
<b>Previous Versions</b>									
Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Client Approved	Images	Active	
Wayne Ref 250 <a href="#">Preview</a>	Daily Twice	Item 350	1	No	No	No	Yes	Yes	
129346555 <a href="#">Preview</a>	Daily Twice	Item 350	2	No	No	No	Yes	Yes	

### 3. Multi Language Capability

An approved procedure can now be translated into multiple languages while maintaining full document control for each version. This will be of benefit where either the workforce does not speak the local language fluently or for countries where multiple languages are in use.

#### Default Language:

Each facility can be allocated its own default language.

#### Available Languages:

The languages available for translating procedures are defined at country level. There is no limit to the number of languages that can be added.

#### Managing Translated Procedures:

Translated versions of a default language procedure are created and managed as unique documents. They are equipped with full document control, editing history and approval status.

**Note:** When a master procedure is edited, by default all translated procedures are automatically set to unapproved.

<b>Revisions</b>				
Language	Revision	Approved	Approved By	Approved Date
English	3.0	Yes	Wayne Ducker	14/2/2012
Dutch	3.0	<a href="#">No</a>	-	-
German	3.0	<a href="#">No</a>	-	-

## 4. Improved Printing Functionality

### Faster Printing:

Procedures selected in the **Procedure Maintenance** screen can now be printed without having to select them again within the **Print Maintenance** screen. This is achieved by using the new **Print Setup** button.

If no procedure is selected in the **Print Maintenance** screen all procedures displayed are printed.

Administration	Procedures	Libraries	Information	User: Wayne Ducker					
<b>Procedure Maintenance</b>									
<input type="button" value="Add"/> <input type="button" value="Library Import"/> <input type="button" value="Find &amp; Replace"/> <input type="button" value="Print Setup"/>									
Client Beech Foods	Facility 1 - Wayne	Area All	Item No Results Returned						
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
129346555 <a href="#">Allocate Language</a> <a href="#">Preview Copy</a> <a href="#">EN</a> <a href="#">NL</a> <a href="#">DE</a>	Daily Twice	Item 350	2	Yes	Yes	No	Yes	Yes	<a href="#">?</a>

### Printing Progress Bar:

A progress bar is now displayed while your documents are being prepared. This allows users to monitor the creation of large files.



### Increased Document Margin:

The left hand margin of printed documents has been increased to provide more space for hole punching. This will allow documents to be stored within binders without damaging the data.

### Improved Page Numbering:

On each page of the procedure, the page number and the total number of pages is displayed.

## 5. Updated Library Management

### Easier Navigation:

Both the Ecolab and Client libraries are now accessed from the same menu to provide ease of navigation.

### Extended Library Import Feature:

Multiple procedures can now be copied from one library to another and a blue row colour will indicate if any **Chemicals** or **Headings** are not available for your selected import library.

### Automatic Translation Feature:

Procedures imported into a country library that uses a different language than the source will automatically display the local language headers, hazard information, PPE and pictogram descriptions if they are available. Free text fields will not be translated and will require editing by the local library administrator.

### Ecolab Master Library:

A fully populated library of Ecolab recommended cleaning procedures is now available in the **Europe Master** library. The procedures are categorised by industry type (Food, Dairy, Beverage, Pharmaceutical etc.) and further organised by industry specific areas. **Note:** This library is available only for Ecolab internal users.

### Faster Printing:

Library procedures now have a dedicated **Print Maintenance** screen accessed via the main Library menu situated at the top of each screen. Library procedures selected in the **Library Maintenance** screen can now be printed without having to select them again within the **Print Maintenance** screen. This is achieved by using the new **Print Setup** button.

Administration	Procedures	Libraries	Information	User: Wayne Ducker
<b>Ecolab Library</b>				<input type="button" value="Add"/> <input type="button" value="Library Import"/> <input type="button" value="Print Setup"/>
Library Select A Library	Category No Results Returned	Area No Results Returned	Item No Results Returned	
Author No Results Returned	Type All	Version Latest Version	Display <input type="checkbox"/>	
Library Ref	Library Item	Frequency	Version	Latest Active Info

## 6. Technical Enhancement

### Unicode Capability:

The new version of PlanChex now supports all alphabets and characters including Eastern European and Asiatic languages.