The DAN

Monitoring System

Operating Instructions

FOR

ON SITE SUPERVISOR

Daily Operation

INDEX

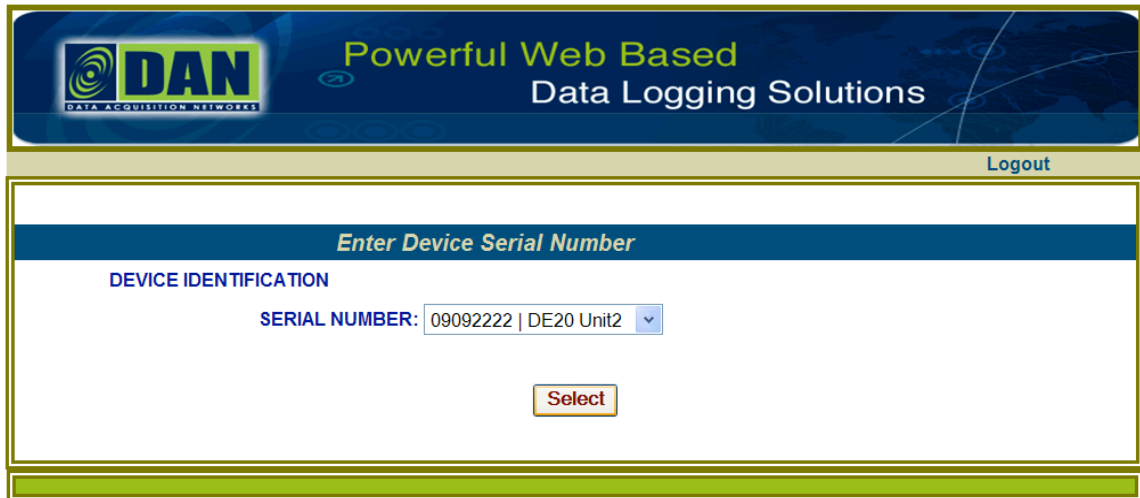| TOPIC		PAGE

LOGIN (Accessing Your System)

1. Open your internet browser

2. Type www.danmonitoring.com in the address bar and hit GO or press Enter. You will be sent to the DAN home page below;

3. Click on "Login" button found in the top right hand corner and you will be sent to the site with a screen as below;

4. Enter the "Group Name", your "User ID" and your "Password" in the respective windows. Click the "Login" Icon. You will be directed to a new page with the screen below;

5. Select the drop down arrow and highlight either the part of the group that you wish to enter;
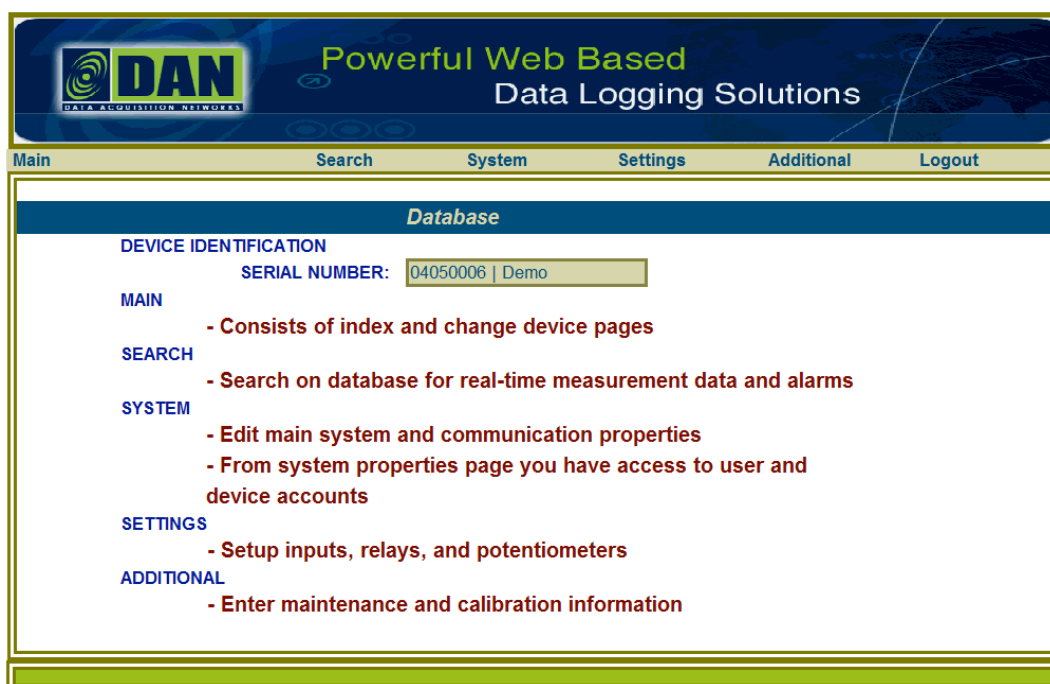
6. Click the "Select" Icon and you will be directed to a new page with either of the screens below;

THIS IS THE SCREEN YOU WILL SEE IF AN AUTOMATIC PART IS SELECTED

THIS IS THE SCREEN YOU WILL SEE IF A MANUAL PART IS SELECTED

To move between parts, move your cursor over 'Main" and click on the drop down 'Change Device'

You have now logged on and may proceed to set up your system and search for data.
THE NOTES CONTAINED IN THIS BRIEF ARE AIMED AT ASSISTING THE ON SITE SUPERVISOR TO OPERATE THEIR

DAILY RESPONSIBILITIES WITHIN THE DAN MONITORING SYSTEM

For complete detailed instructions relating to the operation of the system, refer to the DAN website:

      http://www.danmonitoring.com/library/installation - and view the PDF's

"**The DAN Website Setup Operation & Maintenance Instructions – DE20 Manual Data Entry"**

And

"**The DAN Website Setup Operation & Maintenance Instructions – DE20 Automatic Data Entry"**

For detailed instructions relating to the ADMINISTRATOR, refer to the DAN website:

 http://www.danmonitoring.com/library/installation - and view the PDF

"**The DAN Website Security & Administration Instructions"**

PRELIMINARY

Once you have successfully logged onto your system on the DAN website, the index can be found across the top of the page, below the blue banner. To return to the 'main' index from a sub index place your cursor over the word 'Main' and select 'Index'

IMPORTANT GENERAL NOTES:

1. These abridged notes cover the daily operational aspects of the DAN system from the On Site Supervisors perspective. Should additional functionality be required, please refer to instructions above.
2. Your DAN monitoring system called a **'Group'** has been divided into a number of areas called **'Parts'** to simplify operation. A manual part collects data via manual input and an automatic part collects data automatically.
3. When **ANY** change is made to a page it is necessary to scroll to the bottom of the page and **submit** the change. Once accepted by the DAN server you will be required to click **'OK'** to confirm the change.
4. SMS Messages will only be sent if the facility has been activated (refer – communication setup).
5. Any shaded field cannot be changed with your level of access.

DAILY ROUTINE

To ensure the HACCP system is kept up to date, the following functions must be completed within the times specified by the Regional Supervisor. There are four easy steps:

1. Review manually entered data to generate sign off
2. Search manual part alarms and enter corrective actions
3. Review automatically collected data to generate sign off
4. Search automatic part alarms and enter corrective actions

To sign off on data, it is necessary to log in using the on site supervisor's ID and Password. This will ensure automatic sign off of the data gathered once

reviewed. Alarms recognised by the system will be sent to you by email and by SMS if that facility has been activated.

1. SEARCH, REVIEW AND SIGN OFF MANUALLY ENTERED DATA

When in the manual part of the system the Search page is found by passing your cursor over the 'Search' item and clicking on the drop down 'Data Search'. The following page will be displayed.

SEARCH CONDITION

FROM: The start date for the search period defaults to 48 hours prior to now. This may be changed by inserting the time and date from which the search is required to commence.

TO: The end date for the search defaults to the current time and date. This may be changed by inserting the time and date at which the search is required to end.

RETRIEVE DATA

LOGS: Permits the selection of search for individual types of logged data or all logged data.

SEARCH **Initiates requested search**

NOTE: Once the search data has been viewed and return to the index page is required, close the search data window by clicking the white cross on red background top right hand corner of your screen

Typical manually entered data looks like this:
(N/R indicates that entry is not relevant to that line of data)

Report for Device 09092111 | DE20MonaVale **run on** 2010/09/07 11:38(GMT+10:00) **[DD/MM/YYYY]**

| Log Refence | Log Entry | | Dan Server Entry | | Log Type | Product | Cart # | Quality | Start Temp | Finish Temp | Suppliers | Logger Name |
Date	Date	Time	Date	Time					deg C	deg C		
06/09/10	06/09/2010	07:41	06/09/2010	07:41	Receivable	Milk	N/R	Accepted	3.6	N/R	Dairy Farmers	MonaVale
06/09/10	06/09/2010	07:17	06/09/2010	07:17	Receivable	Sandwiches	N/R	Accepted	2.5	N/R	ACF	MonaVale
05/09/10	05/09/2010	06:59	05/09/2010	06:59	Receivable	Sandwiches	N/R	Accepted	2.6	N/R	ACF	MonaVale

Log Refence	Log Entry		Dan Server Entry		Log Type	Product	Cart #	Quality	Start Temp	Finish Temp	Suppliers	Logger Name
Date	Date	Time	Date	Time					deg C	deg C		
31/08/10	31/08/2010	17:38	31/08/2010	17:38	Lunch	Milk Based Desert	5	Accepted	4.0	9.3	N/R	MonaVale
31/08/10	31/08/2010	17:38	31/08/2010	17:38	Lunch	Potato	5	Accepted	4.2	74.9	N/R	MonaVale
31/08/10	31/08/2010	17:37	31/08/2010	17:38	Lunch	Puree Meal	5	Accepted	3.8	78.1	N/R	MonaVale
30/08/10	30/08/2010	17:30	30/08/2010	17:30	Lunch	Salad	2	Accepted	4.3	9.8	N/R	MonaVale
30/08/10	30/08/2010	17:30	30/08/2010	17:30	Lunch	Potato	2	Accepted	4.5	89.0	N/R	MonaVale
30/08/10	30/08/2010	17:30	30/08/2010	17:30	Lunch	Vegetable	2	Accepted	4.8	89.8	N/R	MonaVale

2. SEARCH MANUAL PART ALARMS - ENTER CORRECTIVE ACTIONS

When in the manual part of the system the Alarm Search page is found by passing your cursor over the 'Search' item and clicking on the drop down 'Alarms Search'. The following page will be displayed.

SEARCH CONDITION
FROM: The start date for the search period defaults to 48 hours prior to now. This may be changed by inserting the time and date from which the search is required to commence.
TO: The end date for the search defaults to the current time and date. This may be changed by inserting the time and date at which the search is required to end.

RESULT SET ORDER
DATE/TIME: Select 'descending' or 'ascending' by drop down. Descending places the most recent date at the top of the search result.

ALARM SOURCES
SOURCES: Select a search for all alarms or alarms by individual log type

ADVANCED
INCLUDE: 'DATA BASE ENTRY DATE' selection will include in the report the time and date the data was received by the web site

SEARCH   **Initiates requested search**

NOTE: Once the search data has been viewed and return to the index page is required, close the search data window by clicking the white cross on red background top right hand corner of your screen

Typical data looks like this:

| Report for Device | 09092111 \| DE20MonaVale | run on | 2010/09/07 11:43(GMT+10:00) | **[DD/MM/YYYY]** |

Log Entry			Alarm	Alarm	
Date	Time	GMT	Source	Description	Corrective Actions
25/08/2010	11:53	+10:00	Receivable	Cook Chill Products: start temp(-99.0) outside of (Max: 3 Min: -1)	
05/08/2010	17:16	+10:00	Dinner	Potato: finish temp(6.3) outside of (Max: 90 Min: 70)	

Submit

Corrective actions may be entered into the window to the right of the alarm notice. Once completed, submit the change by clicking 'Submit' at the bottom of the page. The system will respond with 'OK' which then needs to be clicked to finalise the entry.

3. SEARCH, REVIEW AND SIGN OFF AUTOMATICALLY COLLECTED DATA

When in the automatic part of the system the Summary Report page is found by passing your cursor over the 'Search' item , moving down to 'Summary Report' and clicking on the new drop down 'Hourly Report'. The following page will be displayed.

REPORT PERIOD	The start date and time for the summary report period defaults to the elapsed time from midnight the day before to now. This may be changed by inserting the time and date from which the search is required to commence.
TO:	The end date for the search defaults to the current time and date. This may be changed by inserting the time and date at which the search is required to end.
INTERVAL:	The interval over which the summary is to be generated automatically defaults to 6 hours. This will generate 4 reports for each 24 hour period. The interval may be changed (e.g. 12 would provide 2 reports for each 24 hours and so on)
VIEW REPORT	**Initiates requested search**

Typical data looks like this:

INPUT 12-HOURLY SUMMARY REPORT																				

Device 09060001 | MVale Auto   **run on** 2010/09/07 12:14(GMT+10:00)   **[DD/MM/YYYY]**

Dan Server Data			Door status			Dishwasher Rinse C			Meat Coolroom			Veg Coolroom			Dairy Coolroom			Freezer		
Date	Time	GMT	Aver	Max	Min	Aver	Max	Min	Aver	Max	Min	Aver	Max	Min	Aver	Max	Min	Aver	Max	Min
6/9/2010	11:32	+10:00	0.4	3.4	0.0	57.8	61.6	53.3	3.1	4.8	0.2	3.9	5.0	2.9	4.0	5.3	2.1	-12.9	-11.9	-13.8
6/9/2010	23:32	+10:00	0.4	3.6	0.0	54.5	63.9	46.4	3.0	4.8	0.3	3.9	5.0	3.0	3.9	5.3	2.1	-12.7	-11.6	-13.6
7/9/2010	11:32	+10:00	0.4	3.1	0.0	46.2	55.6	41.7	3.1	4.9	0.3	3.9	4.9	2.9	4.0	5.3	2.1	-13.0	-11.8	-14.0
7/9/2010	12:02	+10:00	1.5	5.8	0.0	59.1	85.6	43.3	3.1	4.7	0.1	3.9	5.0	2.9	4.1	5.4	2.1	-12.8	-11.5	-13.8

4. SEARCH AUTOMATIC PART ALARMS AND ENTER CORRECTIVE ACTIONS

When in the automatic part of the system the Alarm Search page is found by passing your cursor over the 'Search' item and clicking on the drop down 'Alarms Search'. The following page will be displayed.

SEARCH CONDITION

FROM: The start date for the search period defaults to 48 hours prior to now. This may be changed by inserting the time and date from which the search is required to commence.

TO: The end date for the search defaults to the current time and date. This may be changed by inserting the time and date at which the search is required to end.

RESULT SET TO ORDER

DATE/TIME: Select 'descending' or 'ascending' by drop down. Descending places the most recent date at the top of the search result.

INPUT SELECTION
INPUTS: Select inputs for inclusion in the report by drop down

RETRIEVE ALARMS
ALARMS:
- o 'ALARM A' retrieves all alarms sent to the web site in the period specified by all A alarm/control points (Refer 'Settings' below)
- o 'ALARM B' retrieves all alarms sent to the web site in the period specified by all B alarm/control points (Refer 'Settings' below)
- o 'Both Alarm A and Alarm B' retrieves all alarms sent to the web site in the period specified, (Refer 'Settings' below)

ADVANCED
INCLUDE: 'DATA BASE ENTRY DATE' selection will include in the report the time and date the data was received by the web site

SEARCH **Initiates requested search**

Typical data looks like this:

Report for Device [09060001 | MVale Auto] run on [2010/09/07 12:13(GMT+10:00] **[DD/MM/YYYY]**

Dan Server Alarm			Input		Alarm	
Date	Time	GMT	No	ID	Description	Corrective Actions
07/09/2010	05:32	+10:00	90	A	Corrective action has not been entered(alarm input: 2/B at 07/09/2010 4:32 AM).	
07/09/2010	04:34	+10:00	2	B	Dishwasher Rinse Cycle Completed	
07/09/2010	04:32	+10:00	2	B	Dishwasher Rinse Cycle Started	
07/09/2010	03:27	+10:00	90	A	Corrective action has not been entered(alarm input: 6/A at 07/09/2010 2:26 AM).	
07/09/2010	03:07	+10:00	6	A	Freezer Temp returned below - 13 Deg C	
07/09/2010	02:26	+10:00	6	A	Freezer Temp > -12 Deg C for 5 Mins	
06/09/2010	21:28	+10:00	90	A	Corrective action has not been entered(alarm input: 6/A at 06/09/2010 8:28 PM).	
06/09/2010	21:08	+10:00	6	A	Freezer Temp returned below - 13 Deg C	
06/09/2010	20:28	+10:00	6	A	Freezer Temp > -12 Deg C for 5 Mins	
06/09/2010	20:01	+10:00	92	A	Data has not been checked by Peter as of 06/09/2010 8:01 PM	
06/09/2010	19:52	+10:00	90	A	Corrective action has not been entered(alarm input: 2/B at 06/09/2010 6:52 PM).	
06/09/2010	19:18	+10:00	2	B	Dishwasher Rinse Cycle Completed	
06/09/2010	19:16	+10:00	2	A	Dishwasher temp back below 80 Deg C	
06/09/2010	19:13	+10:00	2	A	Dishwasher Rinse Cycle above 82 Deg C	
06/09/2010	19:13	+10:00	2	A	Dishwasher temp back below 80 Deg C	

[Submit]

Corrective actions may be entered into the window to the right of the alarm notice. Once completed, submit the change by clicking 'Submit' at the bottom of the page. The system will respond with 'OK' which then needs to be clicked to finalise the entry.