

TOOL USER GUIDE

COMPANY SETTINGS



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1. MY PROFILE

1.1 EDIT PROFILE

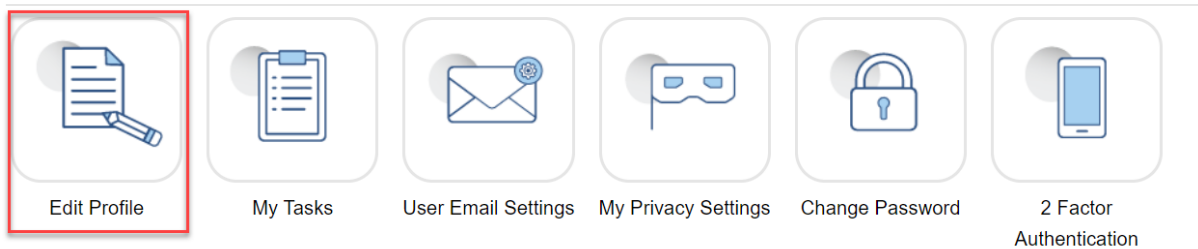
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner



Step 3: Navigate to 'Edit Profile' under 'My Profile'

› My Profile



Step 4: Update details where necessary; options include: forename, surname, job title, mobile telephone, direct line, time zone and locale. NB: Forename and Surname contain an asterisk (*) and are underlined in red as noted below- this means these fields are mandatory.

Settings [Edit My Profile](#)

Forename *	<input type="text"/>
Surname *	<input type="text"/>
Job Title	<input type="text"/>
Mobile Telephone	<input type="text"/>
Direct Line	<input type="text"/>
Timezone	(UTC+00:00) Dublin, Edinburgh, Lisbon, Londo ▾
Locale	English ▾
Site Departments	There are no departments listed ...
Select Language	<input type="button" value="Update Profile"/>

Step 5: Click the 'Update Profile' button when done.

1.2 LEAVE COMPANY

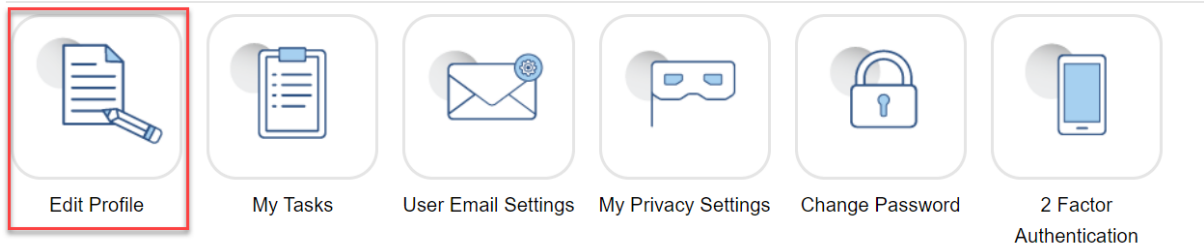
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner



Step 3: Navigate to 'Edit Profile' under 'My Profile'

› My Profile



Step 4: Scroll to the bottom of the page where you will locate the following

Leave Company

Click below to leave your current company. Once you have left the company you will be redirected to choose or create another company. You will not be able to access Foods Connected again until you are assigned to another company.

Leave Company

Step 5: Click the 'Leave Company' button to leave the company.

1.3 DELETE ACCOUNT

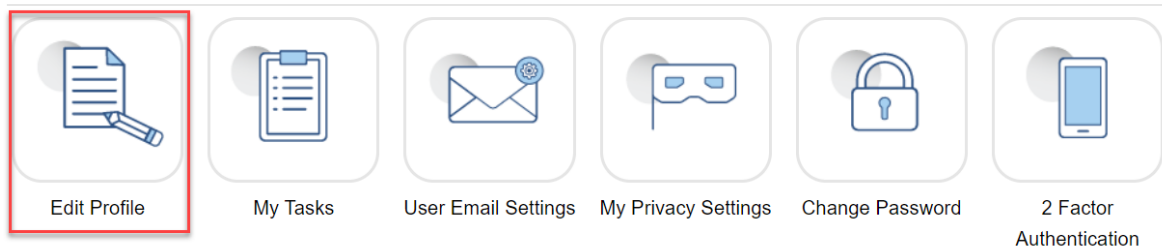
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner



Step 3: Navigate to 'Edit Profile' under 'My Profile'

› My Profile



Step 4: Scroll to the bottom of the page where you will locate the following

Delete Account

Click below to delete your account. Once your account has been deleted your account will be de-activated all related data will be removed. This is irreversible.

Delete My Account

Step 5: Click the 'Delete My Account' button to delete your account.

2. TASK MANAGER

2.1 MY TASKS

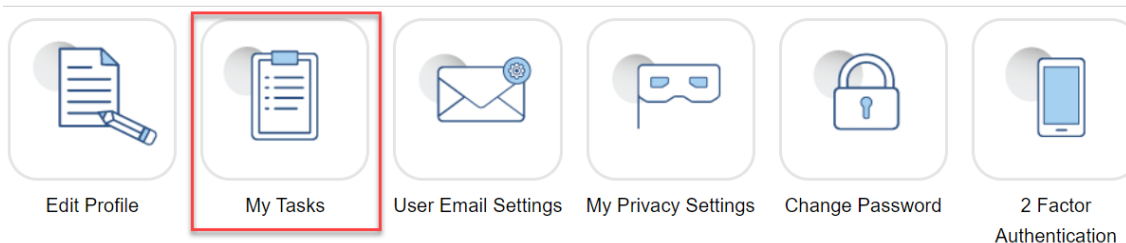
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner



Step 3: Navigate to 'My Tasks' under 'My Profile'

› My Profile



Step 4: From here all your tasks will appear (ensure you have 'My Tasks' tab selected)

My Tasks | My Sent Tasks | Deleted Tasks

Sort By: Created Date | Assigned To: All | Assigned By: All | Responsible User: All | Filter | Clear Filters

+ Add New Task | Delete Selected | Show Completed Tasks

<input type="checkbox"/>	Created Date	Task	Assigned To	Assigned By	Responsible User	Due Date
Currently no tasks or tasks that match selected filters...						

10 25 50 | << first < previous next > last >>

Step 5: Tasks can be added or deleted using the 'Add New Task' or 'Delete Selected' buttons. Completed tasks can also be viewed using the 'Show Completed Tasks' button.

Step 6: Tasks can be filtered using the 'Sort By', 'Assigned To', 'Assigned By' and 'Responsible User' drop downs.

2.2 SENT TASKS

Step 1: Within Task Manager sent tasks can be viewed directly by using the 'My Sent Tasks' tab.

Task Manager

My Tasks **My Sent Tasks** Deleted Tasks

Sort By: Created Date Assigned To: All Assigned By: All Responsible User: All Filter Clear Filters

+ Add New Task Delete Selected Show Completed Tasks

<input type="checkbox"/>	Created Date	Task	Assigned To	Assigned By	Responsible User	Due Date
Currently no tasks or tasks that match selected filters...						

10 25 50 | << first < previous next > last >>

2.3 DELETED TASKS

Step 1: Within Task Manager deleted tasks can be viewed in an instant by using the 'Deleted Tasks' tab.

Task Manager

My Tasks My Sent Tasks **Deleted Tasks**

Sort By: Created Date Assigned To: All Assigned By: All Responsible User: All Filter Clear Filters

+ Add New Task Delete Selected Show Completed Tasks

<input type="checkbox"/>	Created Date	Task	Assigned To	Assigned By	Responsible User	Due Date
Currently no tasks or tasks that match selected filters...						

10 25 50 | << first < previous next > last >>

3. USER EMAIL SETTINGS

3.1 ACTIVITY OVERVIEW EMAIL

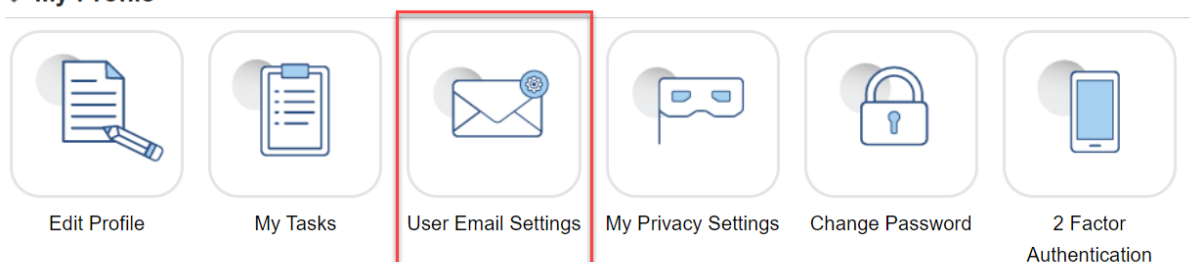
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner

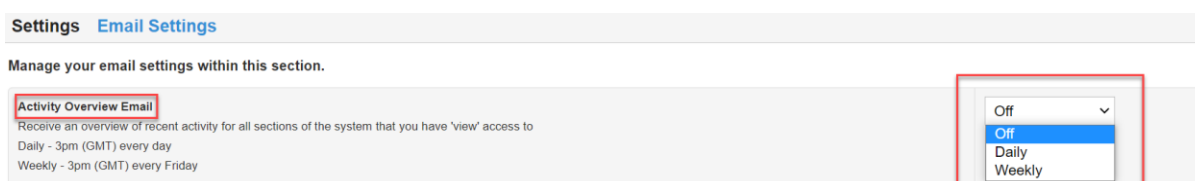


Step 3: Navigate to 'User Email Settings' under 'My Profile'

My Profile



Step 4: This dropdown can be used to manage activity overview emails and can be set to; daily, weekly, or off.



Step 5: Once the desired email settings have been selected click the 'Update Preferences' button.



3.2 DAILY & BREAKING NEWS ALERTS

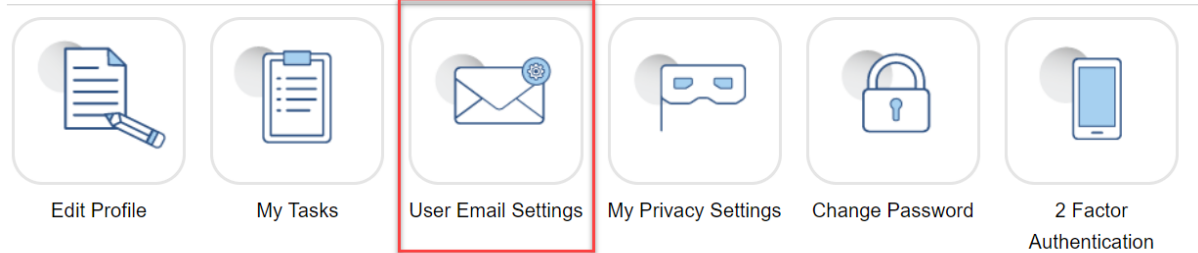
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner

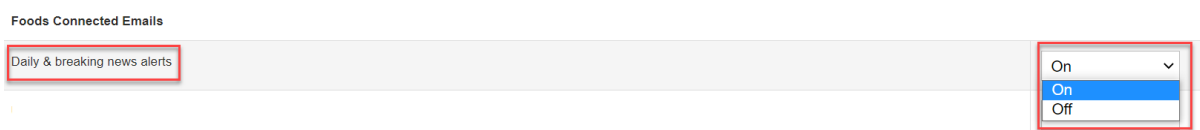


Step 3: Navigate to 'User Email Settings' under 'My Profile'

► My Profile



Step 4: This dropdown can be used to manage daily & breaking news alert emails and can be set to; on or off.



Step 5: Once the desired email settings have been selected click the 'Update Preferences' button.



3.3 UPDATES ON NEW AND IMPROVED FEATURES

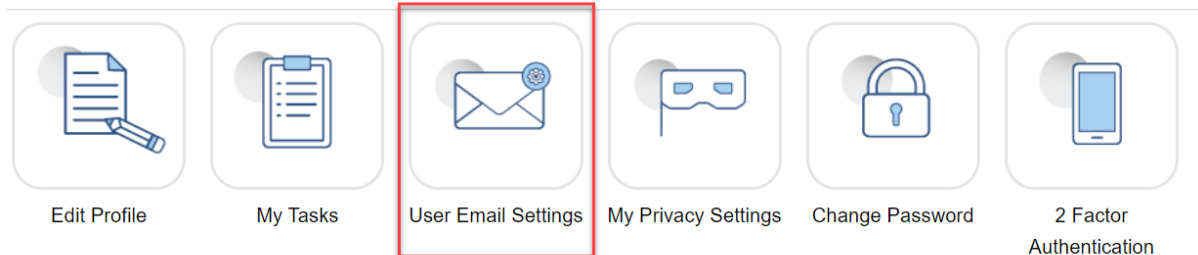
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner

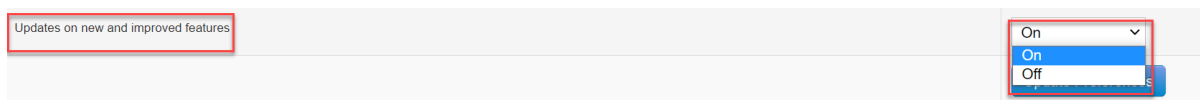


Step 3: Navigate to 'User Email Settings' under 'My Profile'

► My Profile



Step 4: This dropdown can be used to manage emails regarding updates on new and improved features and can be set to; on or off.



Step 5: Once the desired email settings have been selected click the 'Update Preferences' button.



3.4 TOOL EMAILS

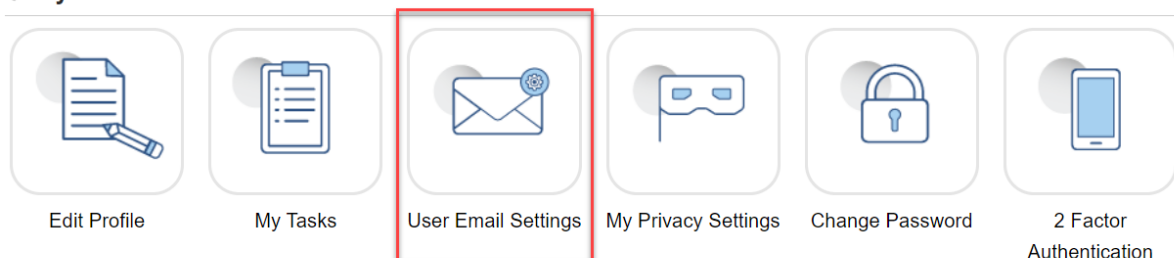
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner



Step 3: Navigate to 'User Email Settings' under 'My Profile'

› My Profile



Step 4: Scroll to the bottom where you will see 'Tool Emails' in this case Audit Manager can be seen.

Tool Emails

Tool	Email	Unsubscribe
Audit Manager	Close Audit - Notification that an audit has been reviewed and now marked as closed.	<input type="checkbox"/>
	Audit Response - Notification that a response has been sent to an audit.	<input type="checkbox"/>
	Send Audit - Notification that a new audit has been shared with a supplier.	<input type="checkbox"/>
	Send Audit Reminder - Notification sent to a supplier as a reminder they have outstanding actions on an audit.	<input type="checkbox"/>
		<button>Save</button>

Step 5: The check boxes can then be used accordingly to subscribe or to unsubscribe

Step 6: Click 'Save' when done.

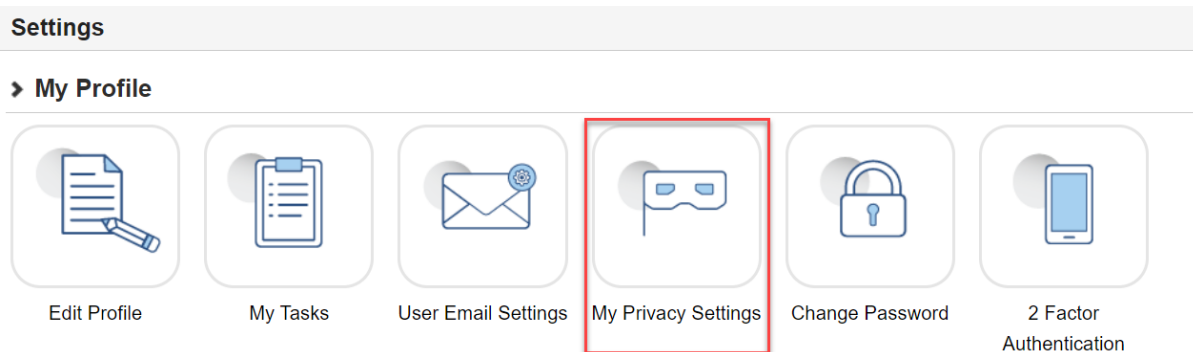
4. PRIVACY SETTINGS

Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner



Step 3: Navigate to 'My Privacy Settings' under 'My Profile'



Step 4: Decide from the drop-downs whether you want 'Public' or 'Private' for the first three options (Email address, direct telephone and mobile telephone) and whether you want 'Show My Activity' or 'Hide My Activity' for the fourth option (activity feed).

The screenshot shows the 'Privacy Settings' form. It has a header 'Settings Privacy Settings' and a sub-header 'Use the below form to manage privacy settings within Foods Connected.' The form contains four rows of settings, each with a label, a description, and a drop-down menu:

Setting	Description	Value
Email Address	e.g. visibility of an Email Address within the user profile.	Public
Direct Telephone	e.g. visibility of a Direct Telephone number within the user profile.	Public
Mobile Telephone	e.g. visibility of a Mobile Telephone number within the user profile.	Public
Activity Feed	e.g. visibility of activity within the public activity feed, such as connecting with other users or updating the user profile.	Show My Activity

At the bottom right of the form is a button labeled 'Update Privacy Settings'.

Step 5: Once the chosen options have been selected click the 'Update Privacy Settings' button.

Update Privacy Settings

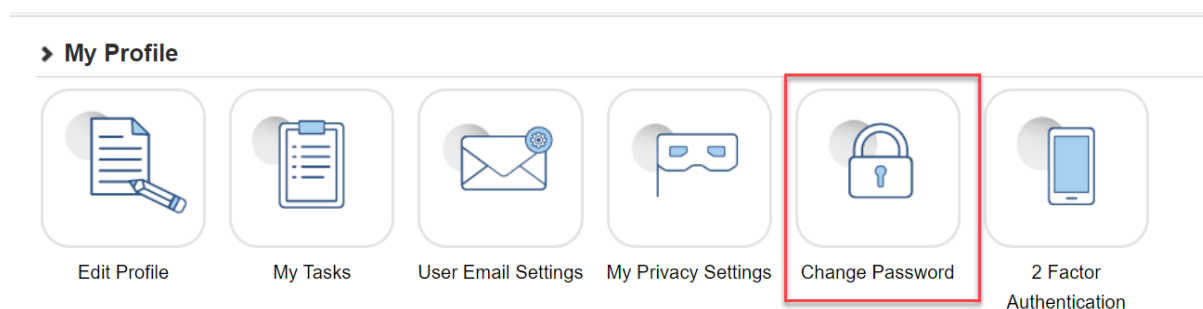
5. CHANGING PASSWORD

Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner



Step 3: Navigate to 'Change Password' under 'My Profile'



Step 4: The following form will appear with password recommendations

Settings [Change Password](#)

Use the form below to update your password. For security purposes we recommend your new password contains a mixture of letters, numbers and special characters.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
<input type="button" value="Update Password"/>	

Step 5: Once you type in your old password and your new password twice click the 'Update Password' button.

6. ADDITIONAL SECURITY MEASURES

6.1 TWO FACTOR AUTHENTICATION

This is an additional security measure you may opt in to, by doing so you will be prompted to input a verification code in addition to your password whilst logging in.

Step 1: Choose your device platform



Step 2: Once you have chosen your device platform you will be prompted to download a specific app

Step 3: Once you have downloaded and installed the app you can begin the setup process by selecting 'Start Setup'.

Next Step

Now that you've downloaded and installed the required application you may proceed to enable two factor authentication by clicking the button below.

Start Setup

7. COMPANY PROFILE

7.1 PROFILE OVERVIEW

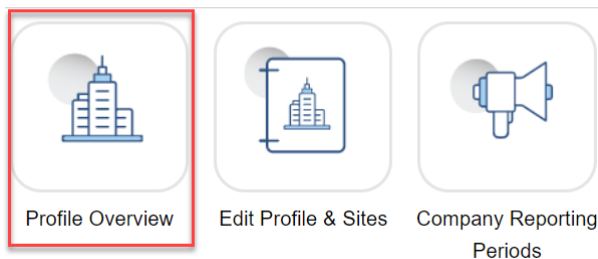
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner



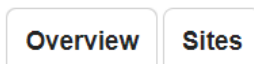
Step 3: Navigate to 'Profile Overview' under 'Company Profile'

› Company Profile



Step 4: This will open the following where both an overview and sites can be viewed.

Foods Connected Ltd



7.2 EDIT PROFILE AND SITES

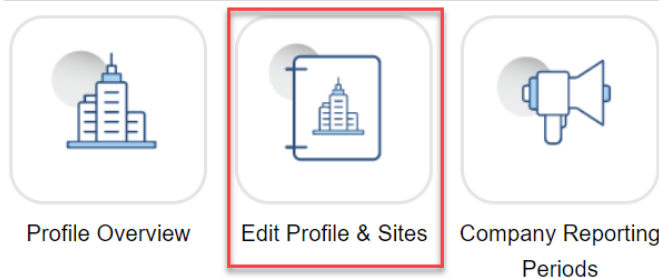
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner

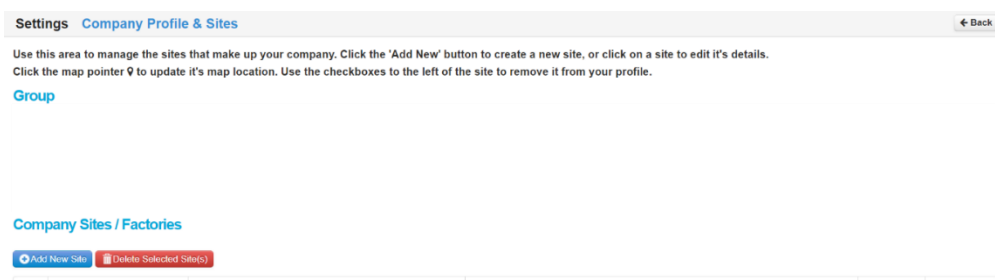


Step 3: Navigate to 'Edit Profile & Sites' under 'Company Profile'

► Company Profile



Step 4: This will open the following page whereby group and company sites/factories can be viewed; new sites can also be added using the 'Add New Site' button and can be deleted using the 'Delete Selected Site(s)' button.



Note: You can also search for your own sites (as shown below). This function will search any information entered against a site. It is particularly useful if you are a company with multiple sites.

Company Sites / Factories

Search