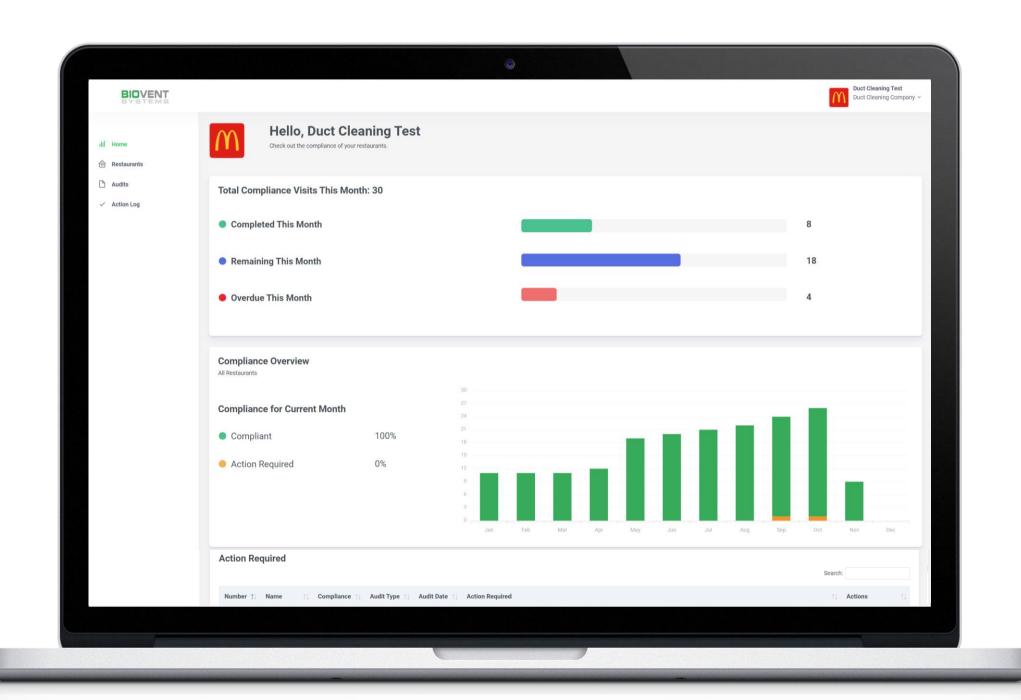
BICSVENT SYSTEMS

Portal "How To" Guide for Duct Cleaning Companies (Desktop Users)



INTRODUCTION TO THE BIOVENT SYSTEMS PORTAL



- View a kitchen's data all year round, and be compliant, all year round
- Reports uploaded after every inspection/visit
- ✓ Data outlining the significant reduction in the accumulation of waste Fats, Oil & Grease (FOG)
- View data per restaurant and compare restaurant data
- Ongoing compliance



HOW TO ACCESS THE PORTAL

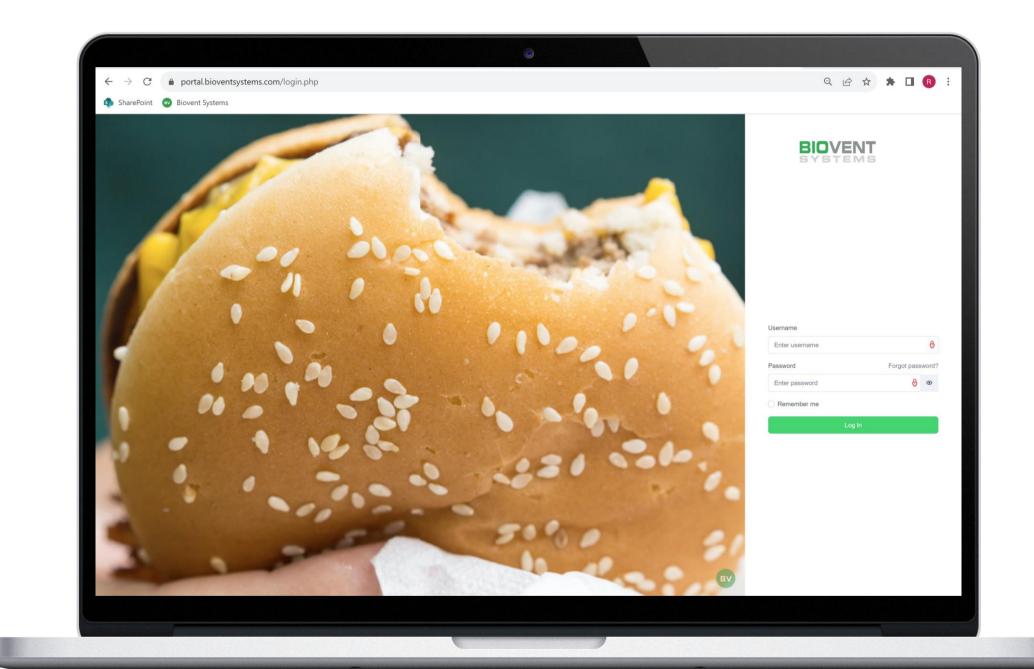
Using the link: https://portal.bioventsystems.com/login

Open the URL and input your Username and your Password.

These will be set up for you by the Biovent Admin team.

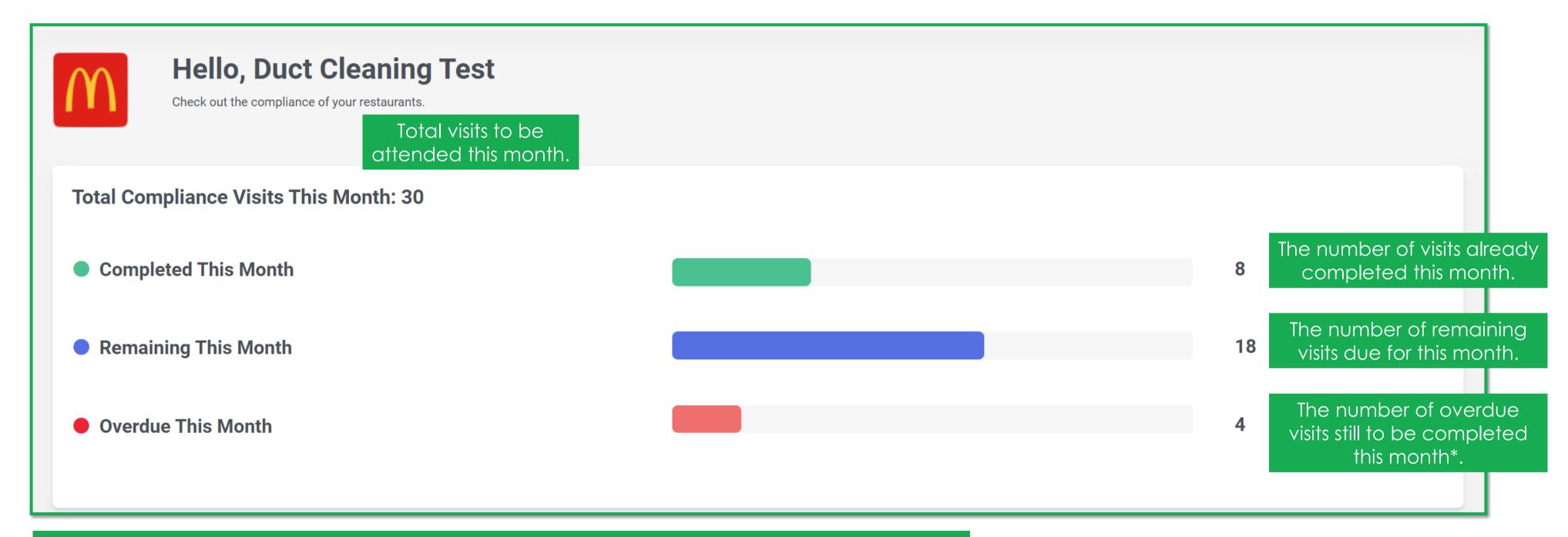
Your username will usually be the email address of the main office/scheduling email account (please see welcome email for details).

If you forget your password, please contact Biovent Admin on office@bioventsystems.com who will resend you your password.





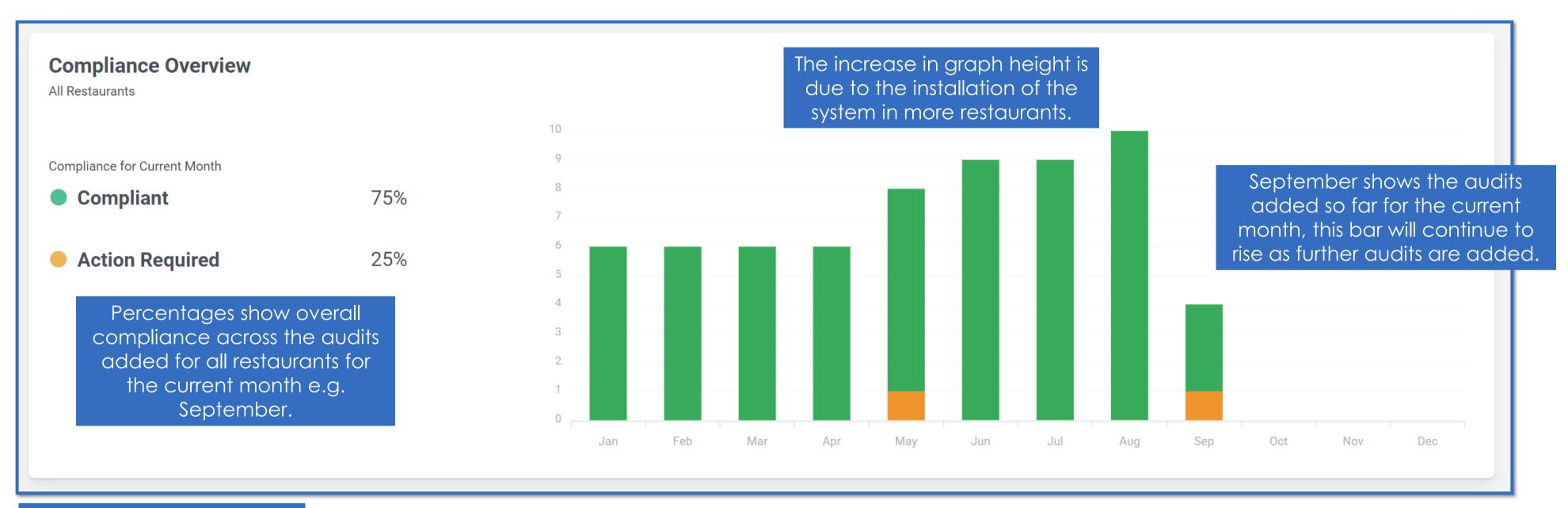
THE HOMEPAGE – TOTAL COMPLIANCE VISITS THIS MONTH GRAPH



*Once an overdue audit is completed, it will move from the bottom red bar to the top green bar. The overdue count is counted separately to the remaining count (remaining = visits still remaining with future due date during the month. Whereas overdue = visits for the month that have gone past their due date for the current month).



THE HOMEPAGE - COMPLIANCE OVERVIEW GRAPH

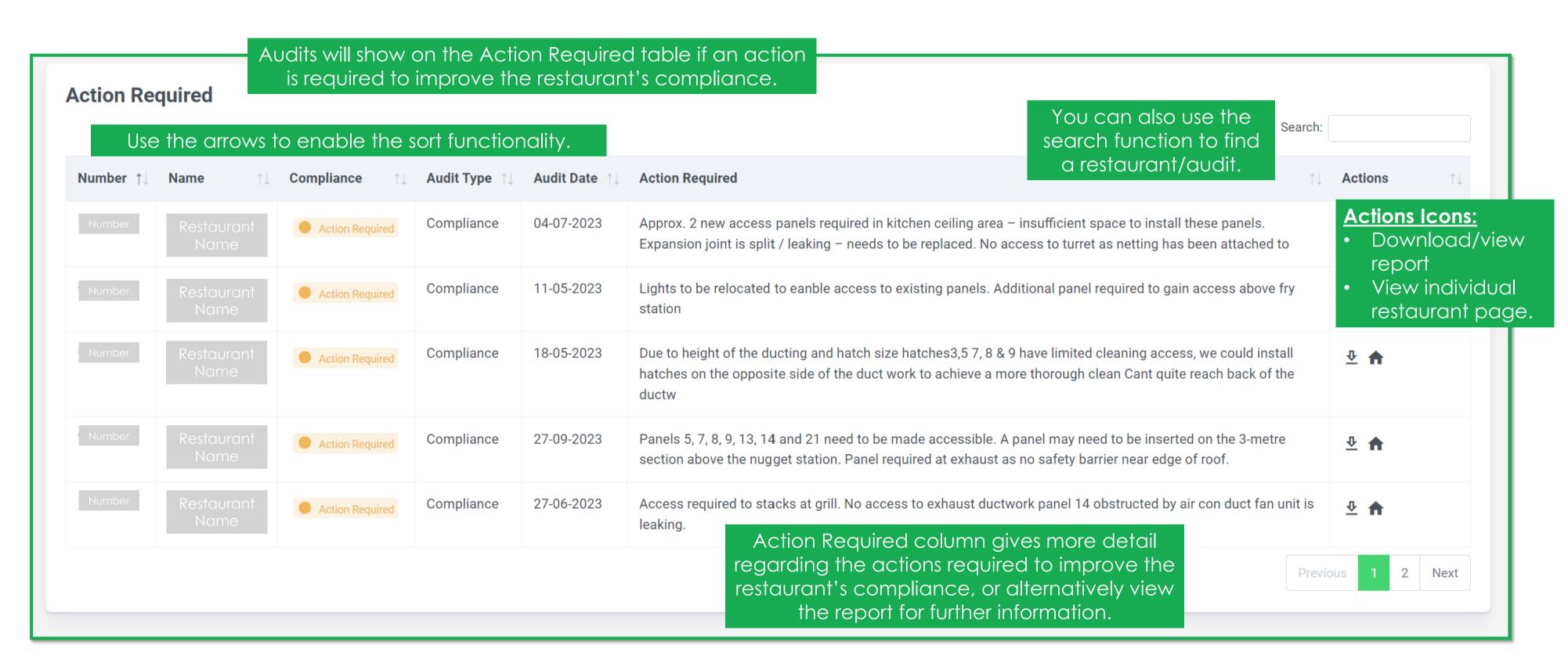


If the percentages are both 0% then no audits have been uploaded for this month yet.

All the green bars show compliance across the restaurants for that particular month. Where it shows an amber part of the graph, a portion of the restaurants has been given "Action Required" status – details of which can be found on that individual restaurant's page.



THE HOMEPAGE – ACTION REQUIRED TABLE



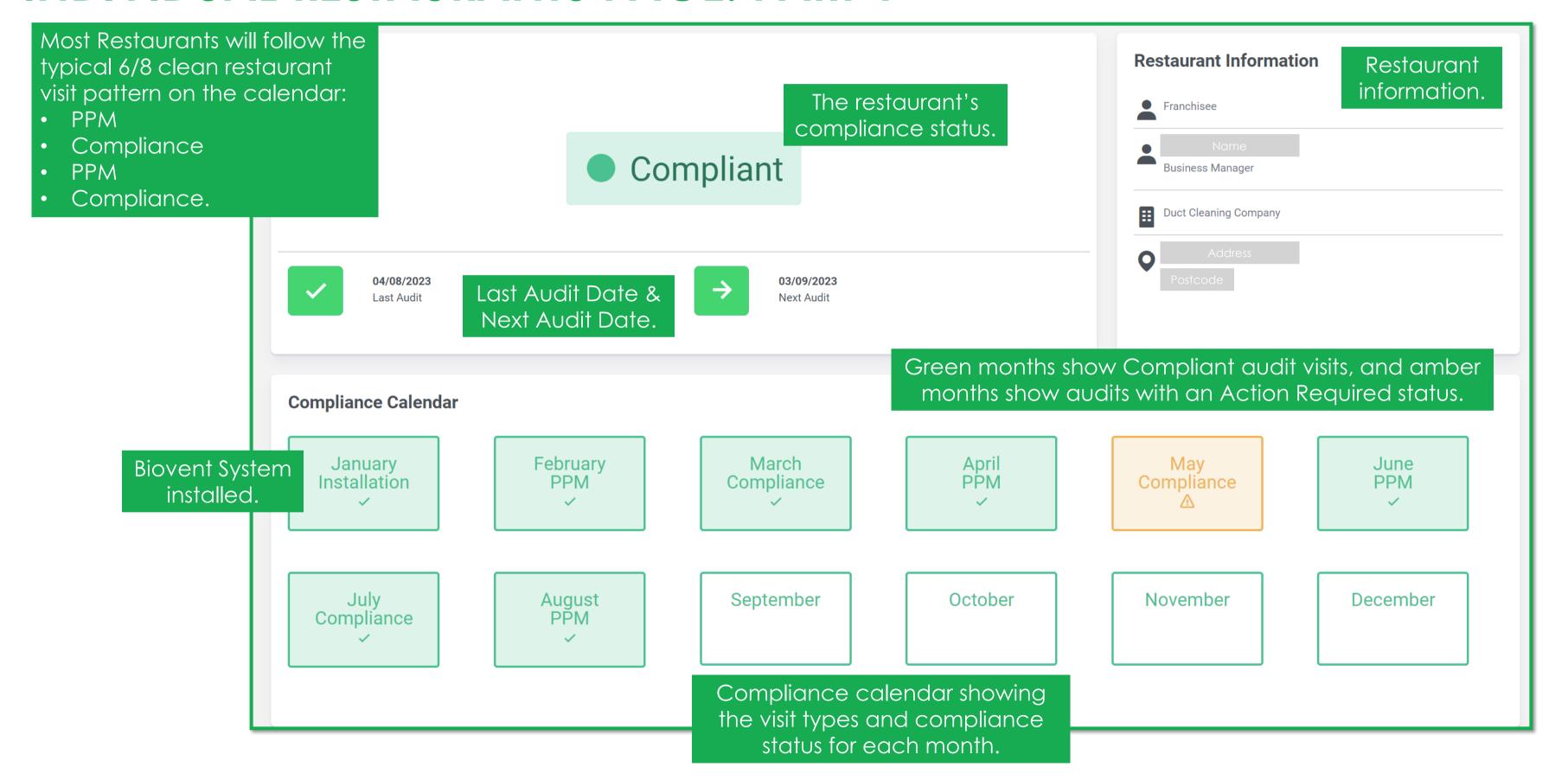


RESTAURANTS PAGE



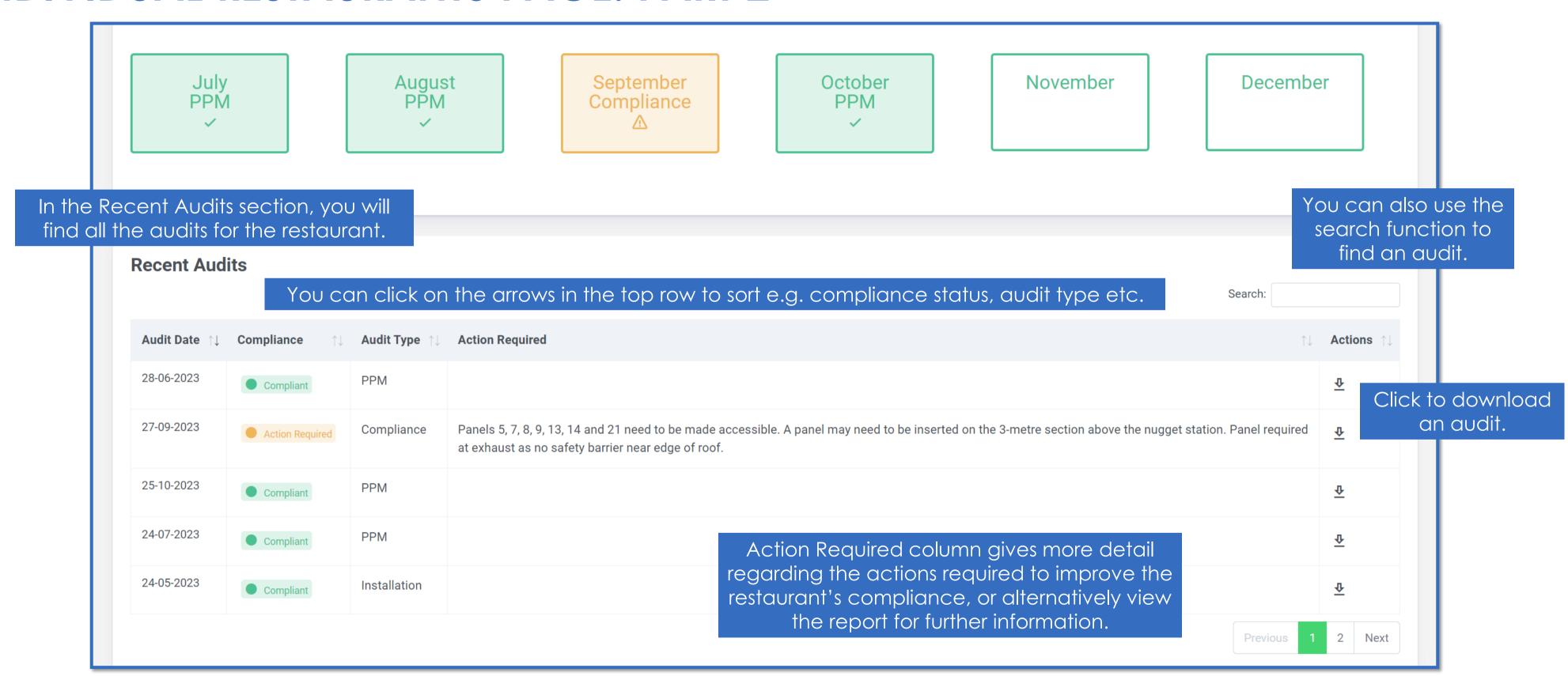


INDIVIDUAL RESTAURANTS PAGE: PART 1





INDIVIDUAL RESTAURANTS PAGE: PART 2





A GUIDE TO CALENDAR COLOURS & MEANINGS

Any months before the system is installed will show as grey. Once the system has been installed, this will show on the calendar.

Any months that are 'Compliant' will show as green.

Any months that are 'Action Required' will show as amber.

January

February Installation March PPM April Compliance

May PPM ▲ June Compliance

July Store Closure

August

September Not Available

October

November

December

There may be an occasion where the restaurant is closed (e.g. due to refurbishment works), this will show as green.

If an audit is overdue
/ has not been
added to the portal
it will show as red.

If an audit is "Not Available" it will show as grey. Upcoming months are white (these will go green/amber once visit happens and the audit has been uploaded.



AUDITS PAGE

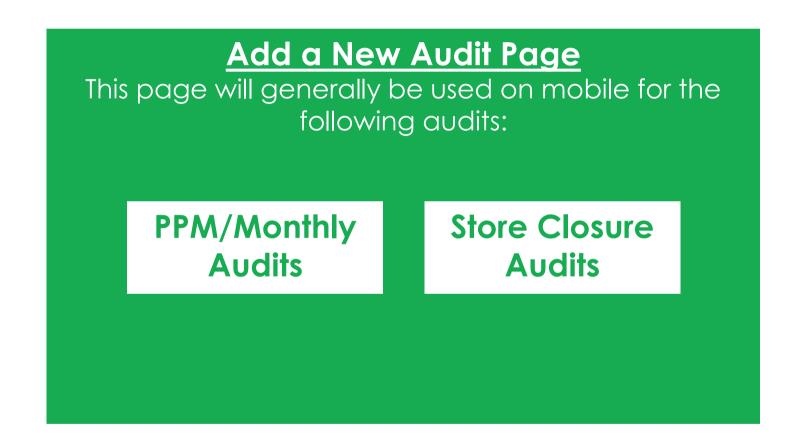




HOW TO USE THE PORTAL TO ADD AUDITS

The portal has been designed to upload various different types of audit visits, using the "Add an Audit" and "Manual Upload" pages, both of which can be accessed on mobile and desktop.

However, for the best user experience, please use:





Generally, PPM audits will be completed whilst you are at the restaurant so this will be done on the mobile site using the "Add an Audit" page.

However, for Compliance audits, these will generally be completed using your report template and uploaded to the portal using the "Manual Upload" page.



SELECTING THE CORRECT AUDIT TYPE

It is very important that you select the correct type of audit as well as the correct compliance status in order for the portal and audit report to show the correct information:

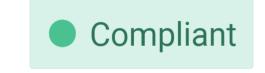
- Installation when the unit is installed.
- Compliance full clean visits.
- PPM monthly/higher frequency visits to do a spot check, change the fluid etc.
- Store Closure in the event attendance is not required due to the restaurant being closed.
- If for some reason, an audit needs to be marked as "Not Available", you must contact Biovent Admin to discuss, and they will add a "Not Available" status to that month's visit.

SELECTING THE CORRECT COMPLIANCE STATUS

It is also very important that you select the correct compliance status in order for the portal and audit report to show the correct information and therefore the restaurant's stakeholders (Franchisee, Business Manager, Restaurant Manager, McDonald's Management etc.) can be aware of the restaurant's compliance status.

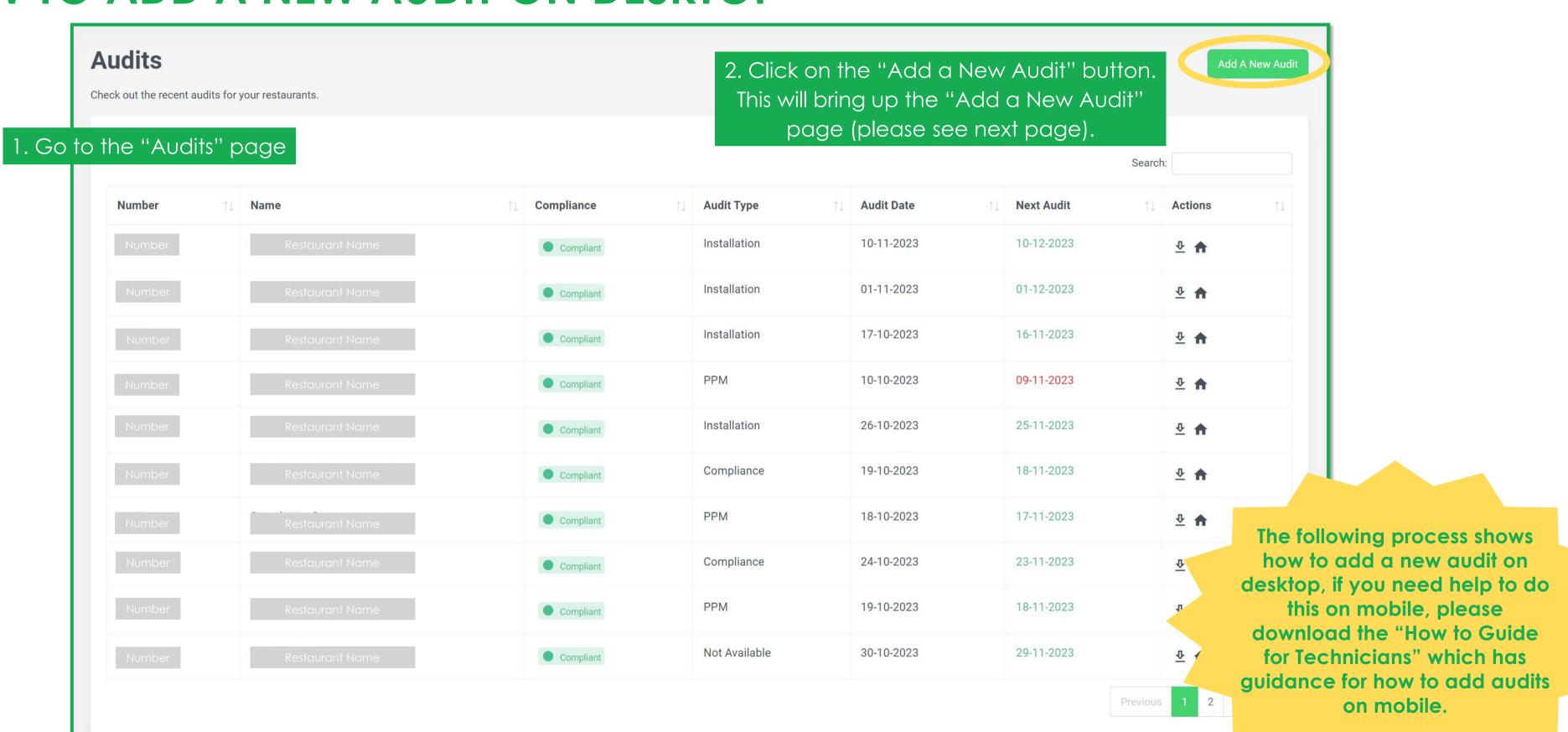
There are two options for compliance status:

- Compliant the restaurant is compliant.
- Action Required the restaurant needs further action to improve its compliance.







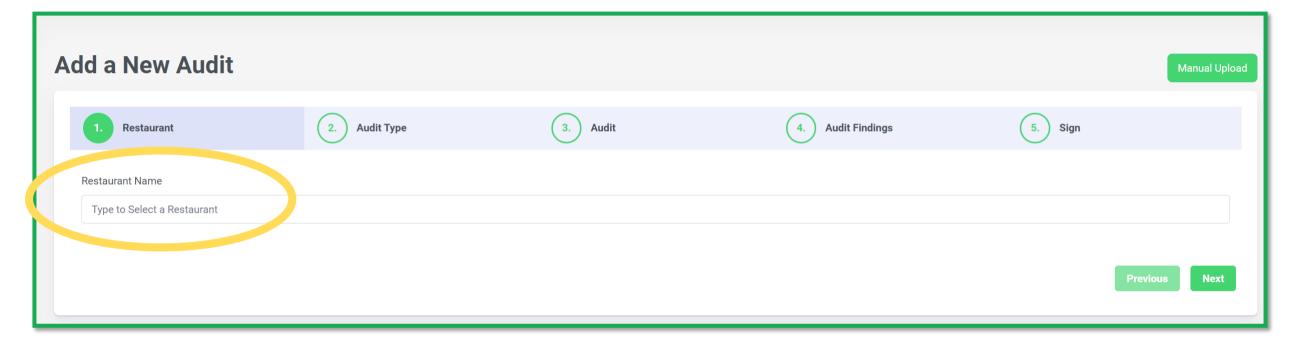


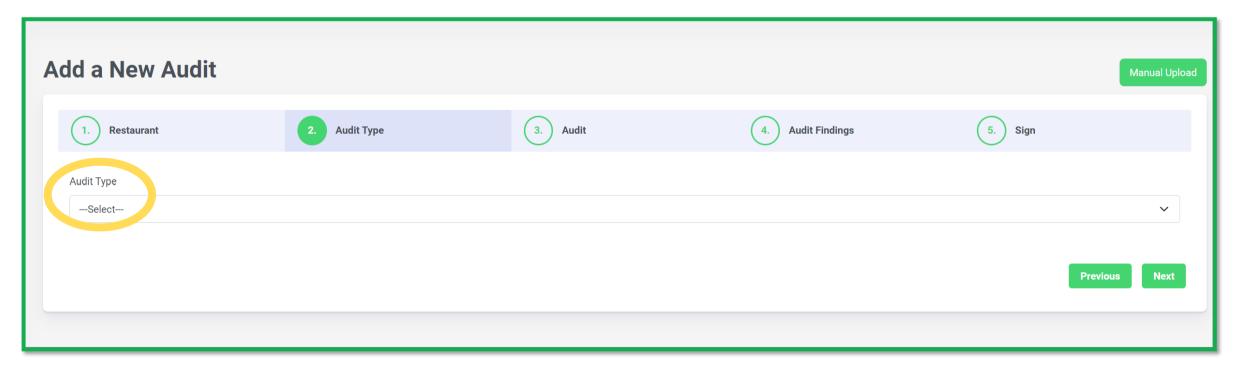


Part 1: Restaurant

Type in the Restaurant name or number to select the restaurant you want to add an audit for.

Please Note: this will auto-fill so please ensure you have the correct restaurant selected.





Part 2: Audit Type

Please select one of the following audit types:

- **PPM** used for:
 - o PPM / monthly visits
 - In the event of a fluid drop / change, please also select "PPM" and type "Fluid drop / change" in the customer notes section.
- Store Closure used for:
 - When a visit is not made due to the restaurant being closed.

Please Note: this is a required field so you must make a selection.

As this information is shown on the audit, the compliance calendar and on the tables on various pages, it is important that the correct audit type is selected so it can be shown correctly throughout the portal.



Part 3: Audit

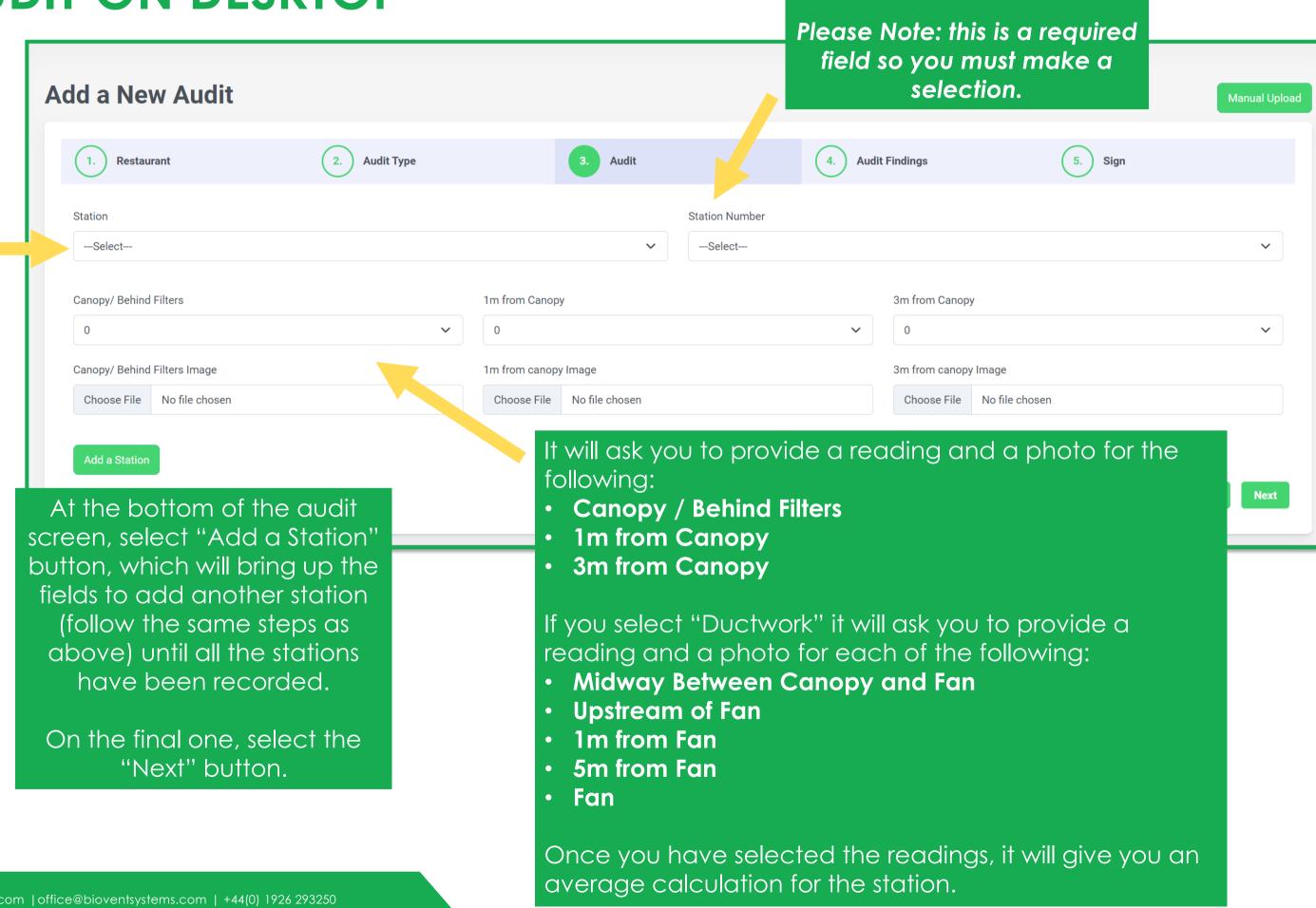
In this section it will ask you to provide information for the audit if you select 'PPM' (if you select 'Store Closure' Part 3 is skipped and goes straight to Part 4).

Please select one of the following stations:

- Canopy
- Ductwork
- Filet
- Fry

Grill

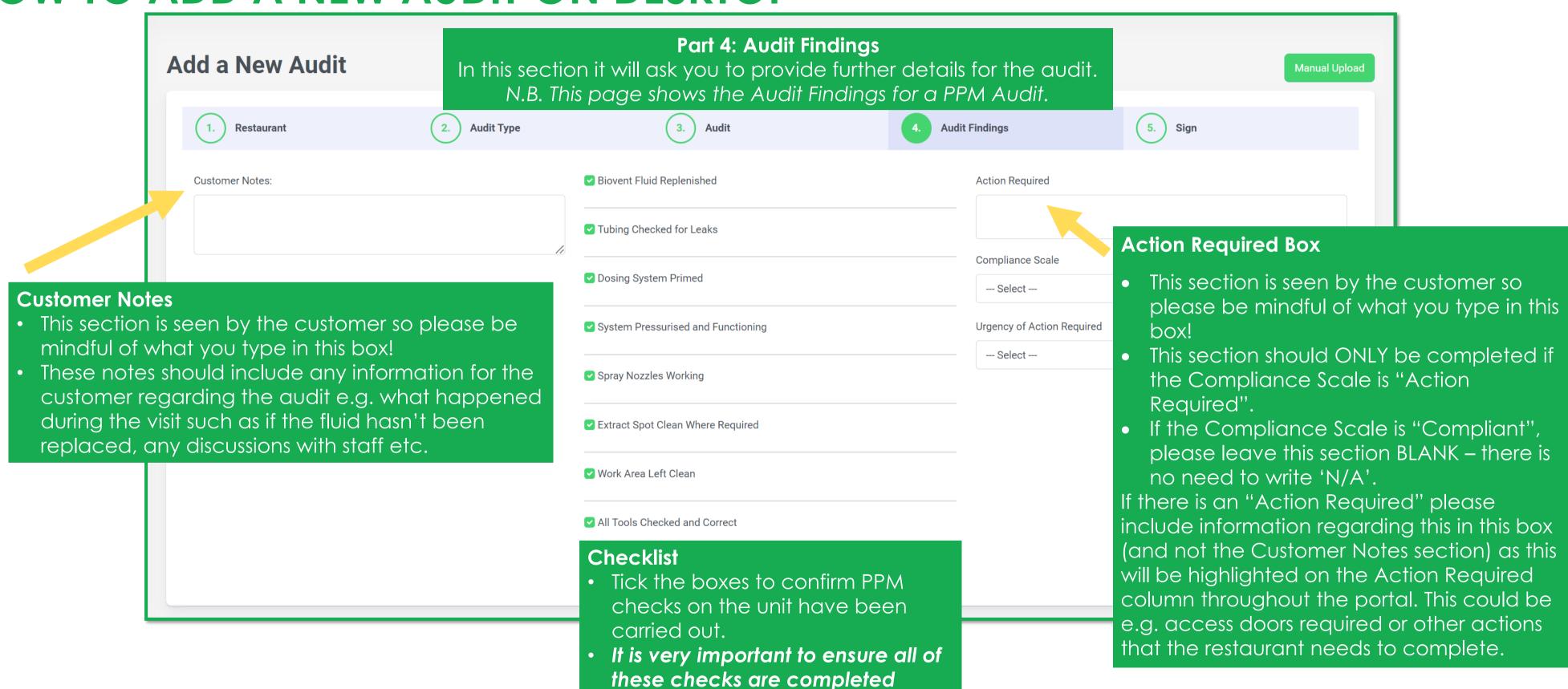
Please Note: this is a required field so you must make a selection.



You will then be asked to

select the station number.





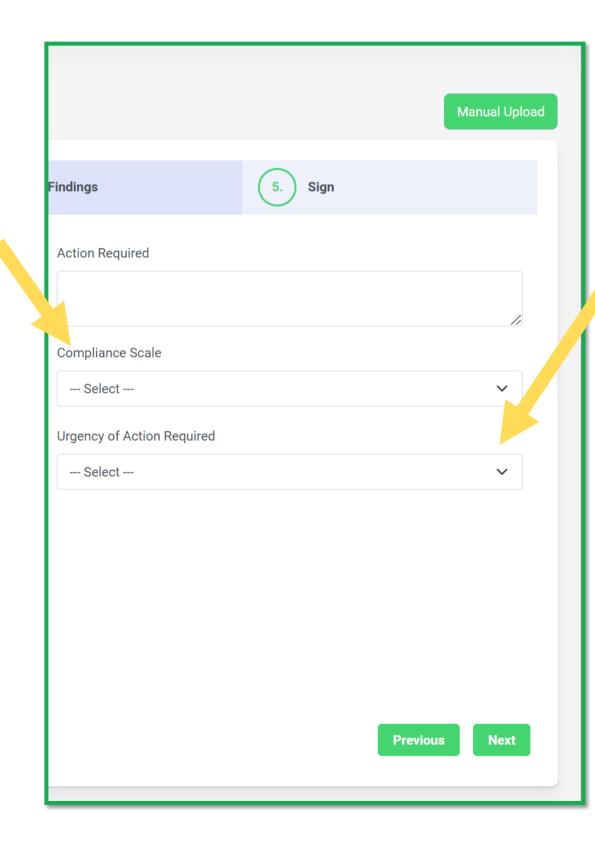
EVERY VISIT.



Compliance Scale

Selecting the correct status for the audit is very important. There are only 2 options:

- Compliant the restaurant is compliant
 - The following audit types will always be compliant:
 - Store Closure
- Action Required the restaurant needs further action to improve its compliance.



Urgency of Action Required

It is important to select the correct status for any "Action Required" (this is mainly for restaurants with an "Action Required" status).

If the restaurant's "Compliance Status" is "Compliant" please select:

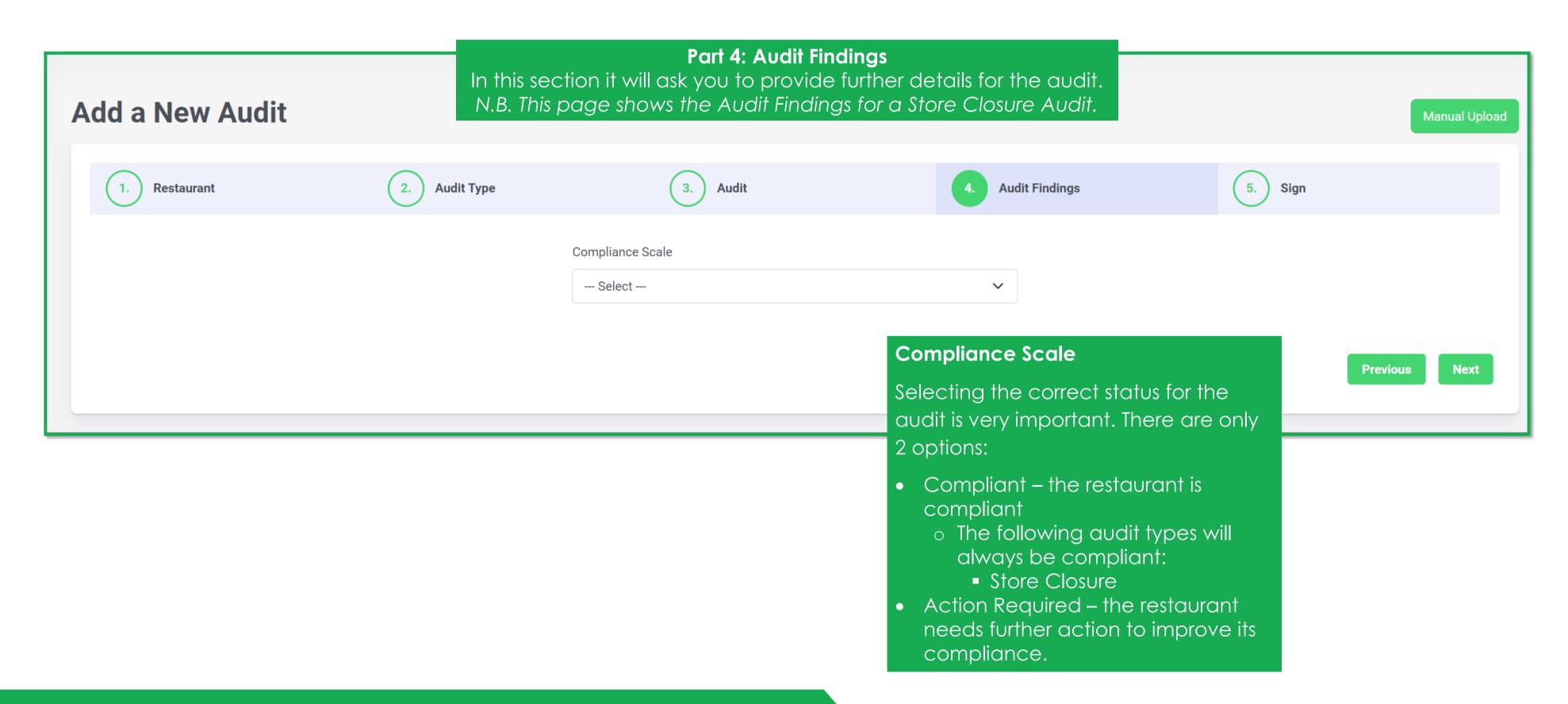
N/A

If the restaurant's "Compliance Status" is "Action Required" please select the option that applies:

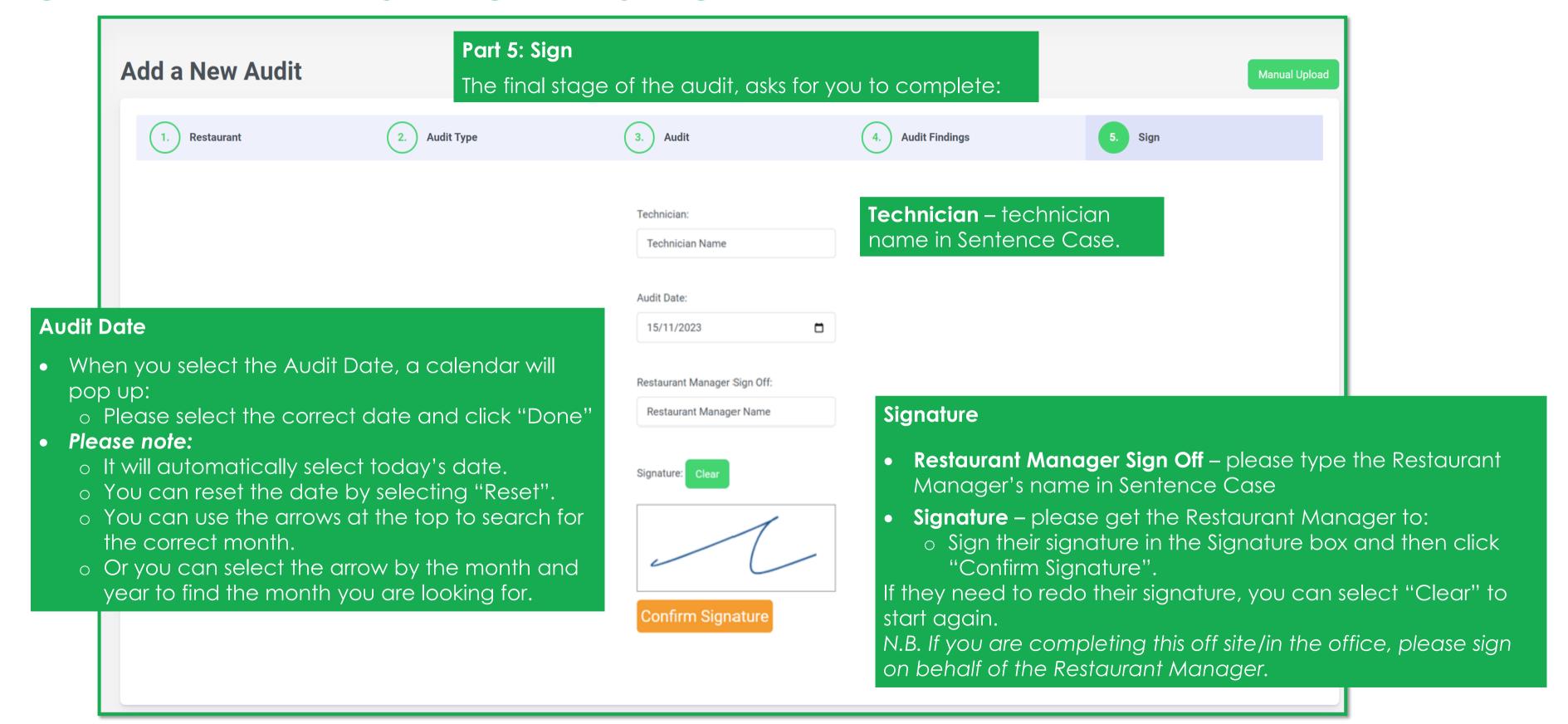
- Low
- Medium
- High

The "Action Required" should be resolved by the next visit so that the audit will hopefully go back to "Compliant" status. However, if this is not resolved or new issues arise then the next audit would continue to have "Action Required" status.

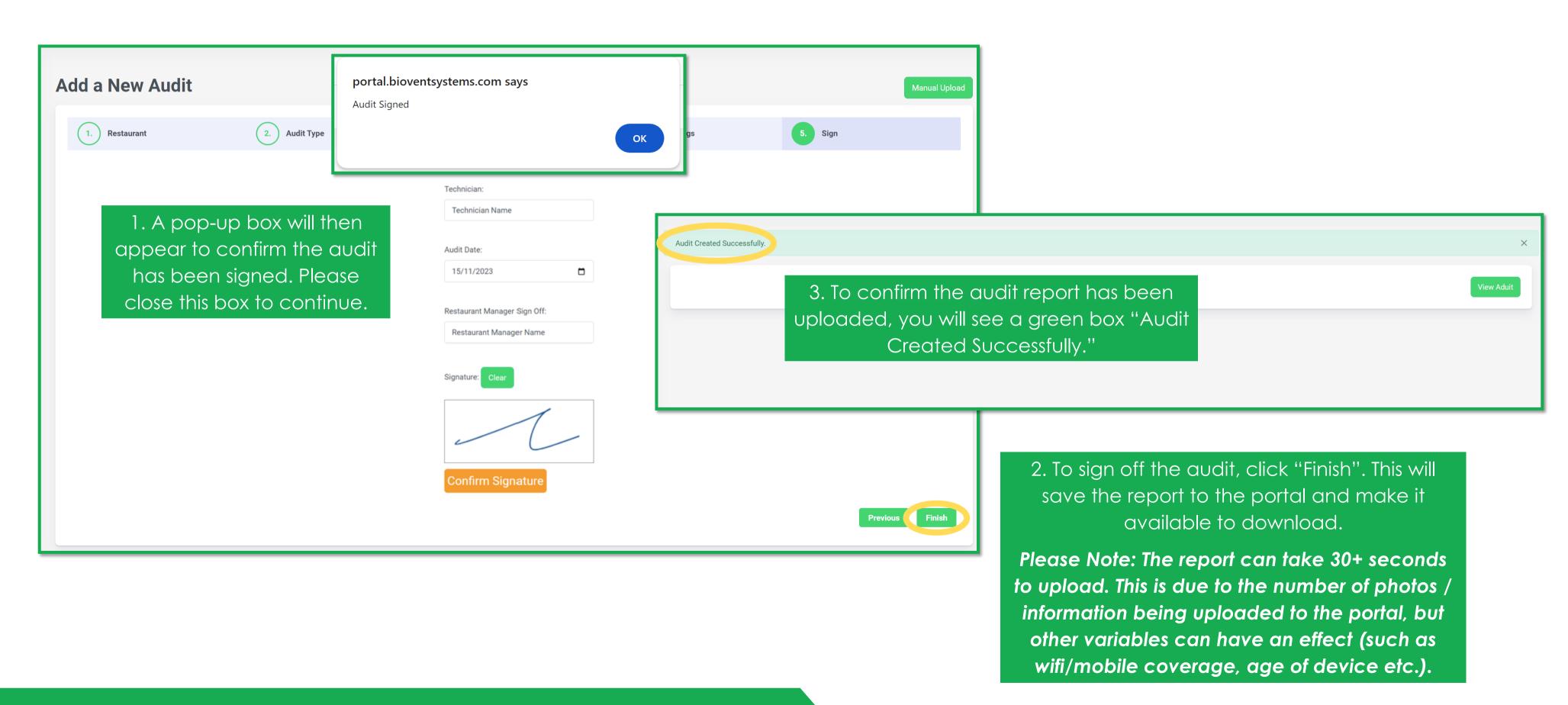






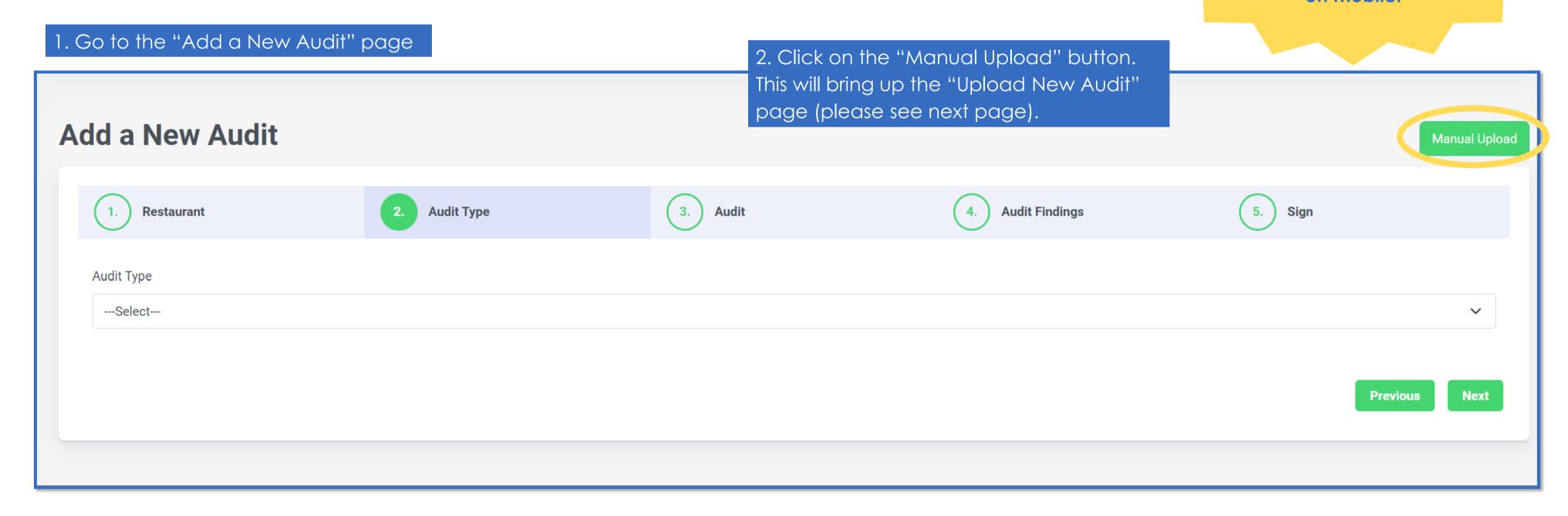




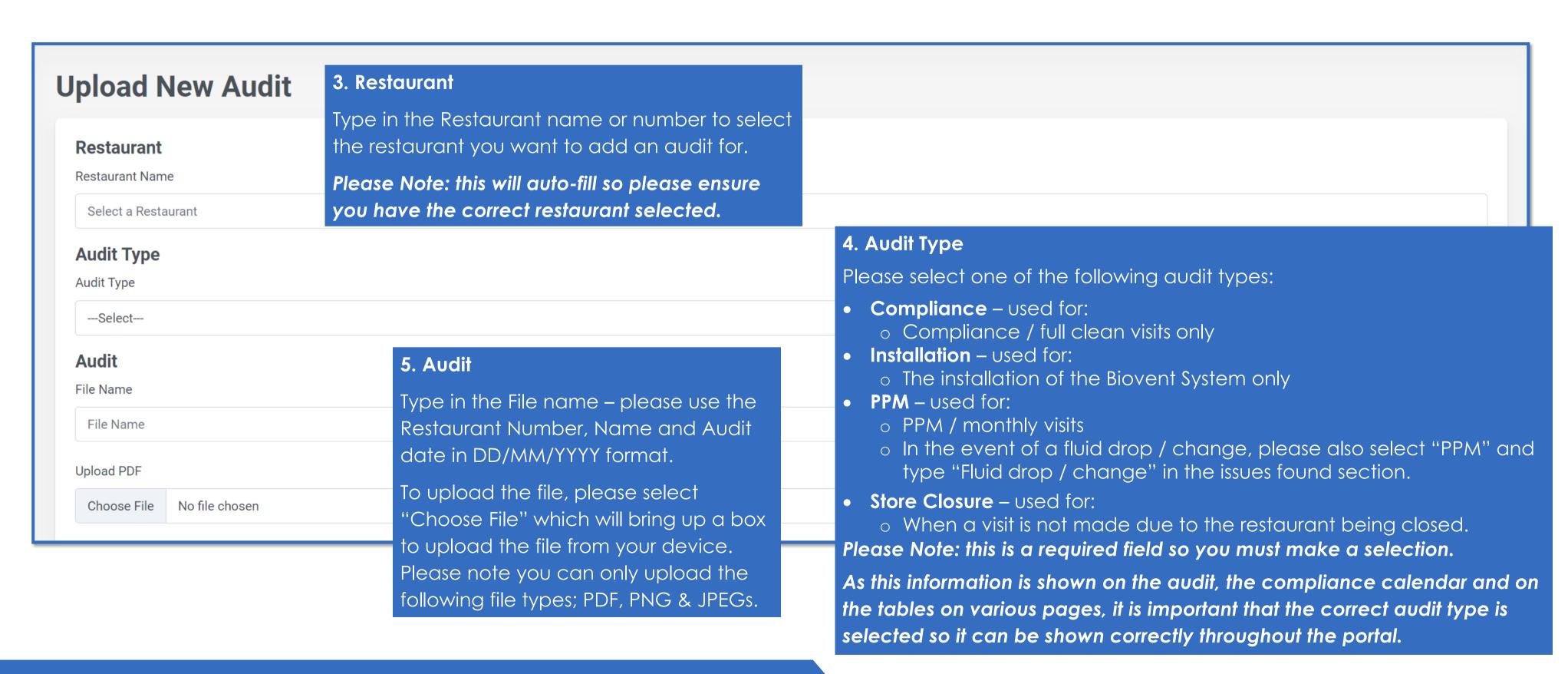




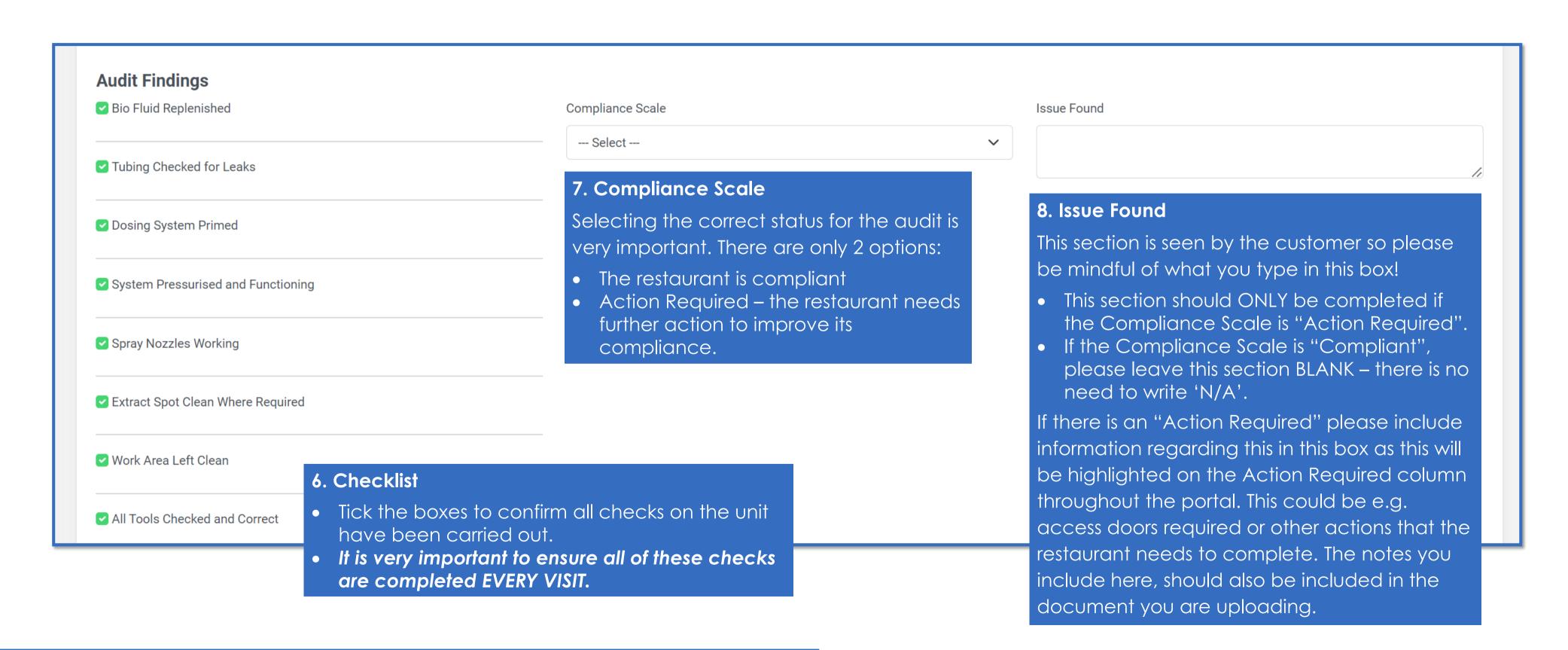
The following process shows how to add a new audit on desktop, if you need help to do this on mobile, please download the "How to Guide for Technicians" which has guidance for how to add audits on mobile.



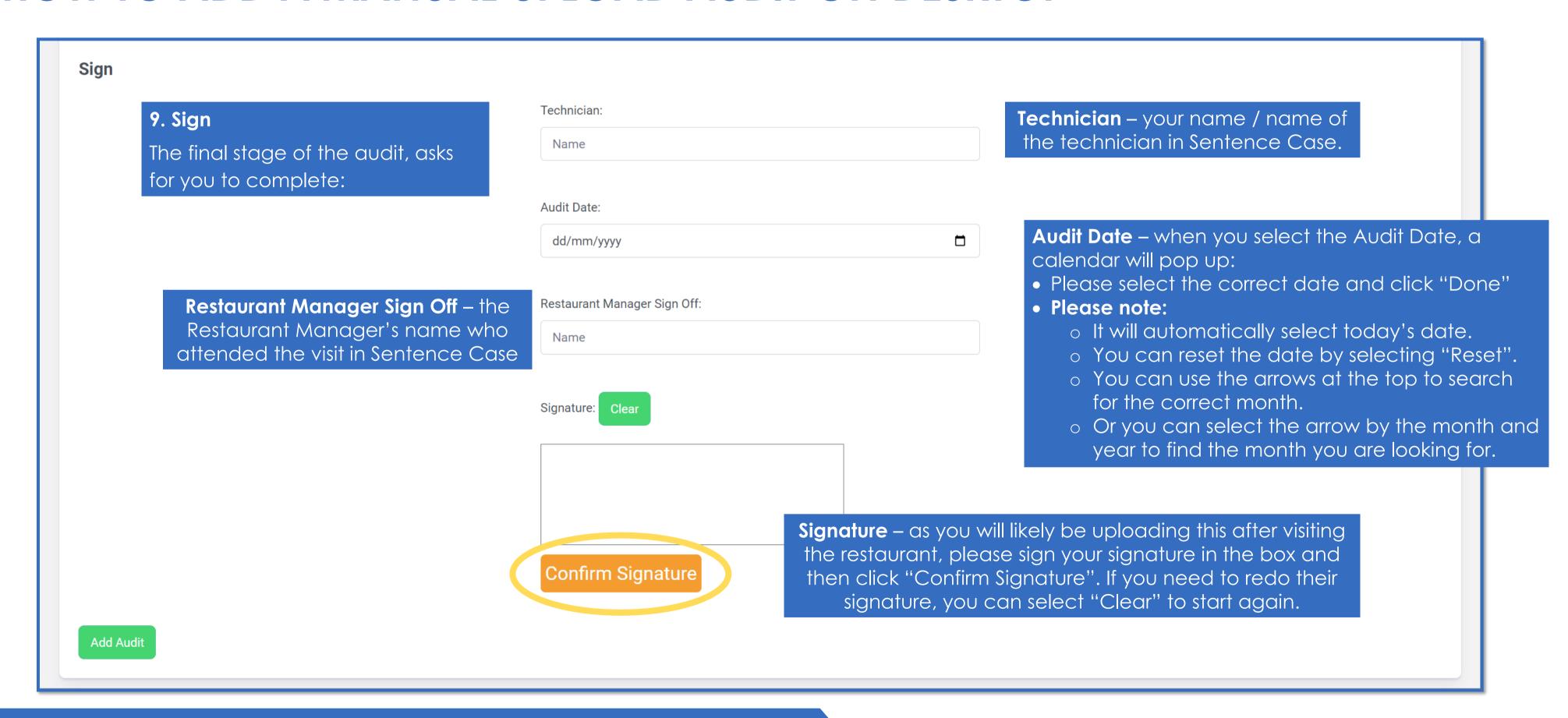




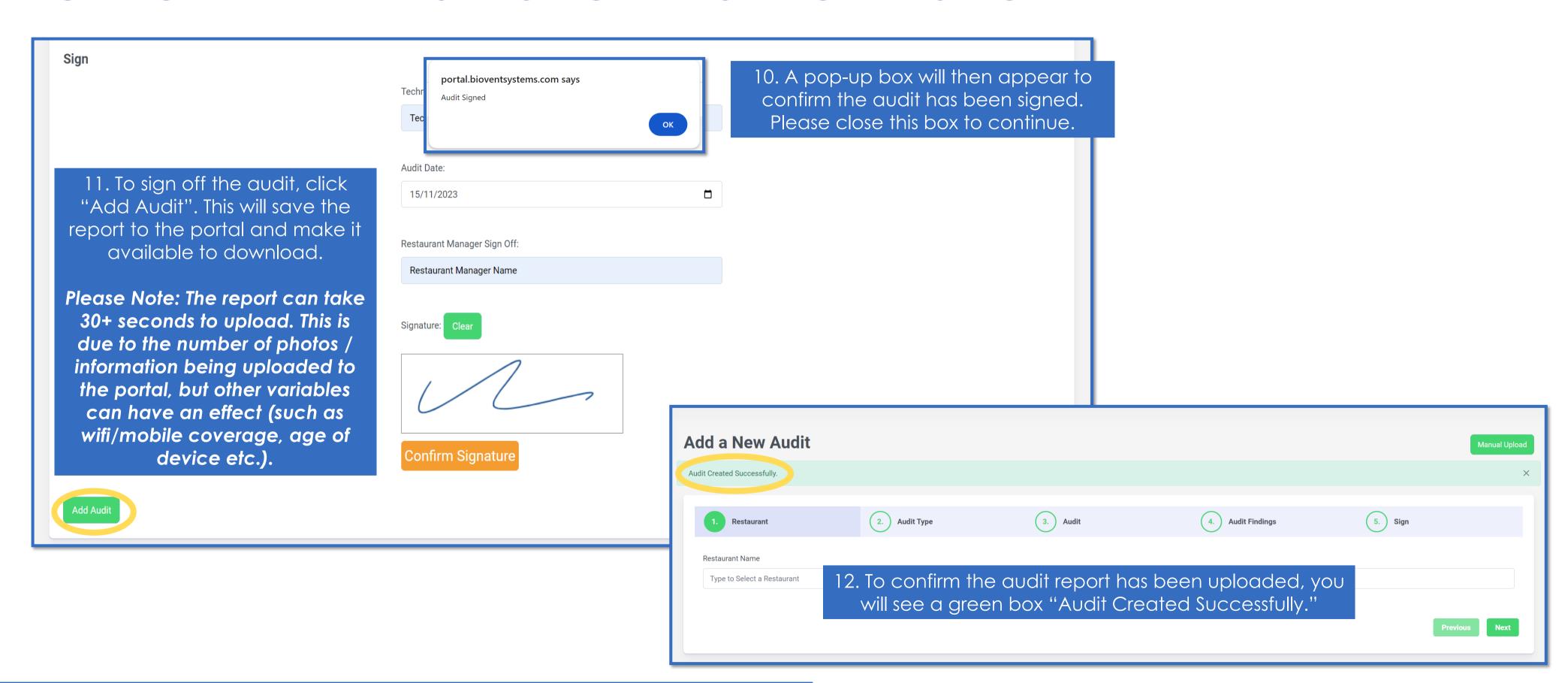












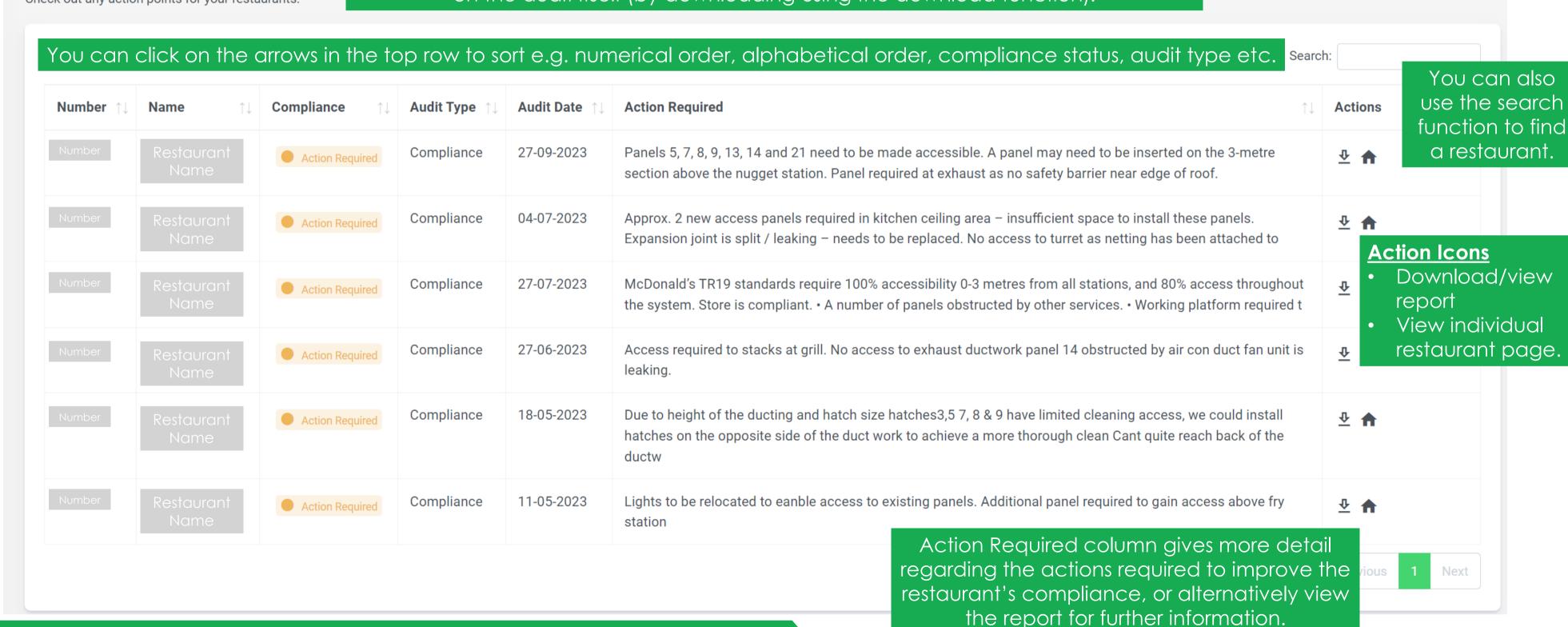


ACTION LOG PAGE

Action Log

Check out any action points for your restaurants.

The Action Log page will show all the restaurant audits that have been given "Action Required" status. You can see in depth information, in the Action Required column or on the audit itself (by downloading using the download function).



BIOVENT

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