# BIOVENT SYSTEMS

## Portal “How To” Guide for Franchisees & Business Managers

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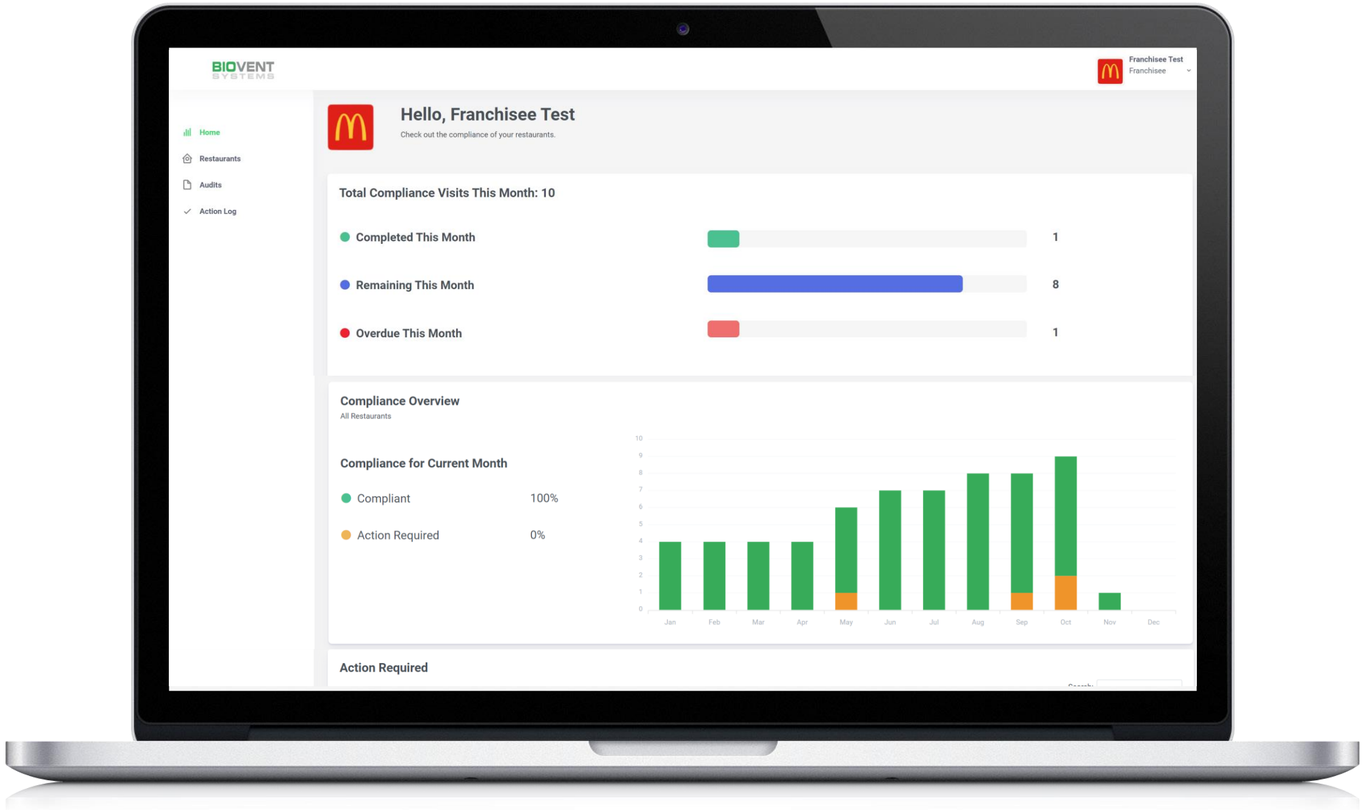
# INTRODUCTION TO THE BIOVENT SYSTEMS PORTAL




- 24/7 access
- View your kitchen's data all year round, and be compliant, all year round
- Reports uploaded after every inspection/visit
- View reports online or download as required
- 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

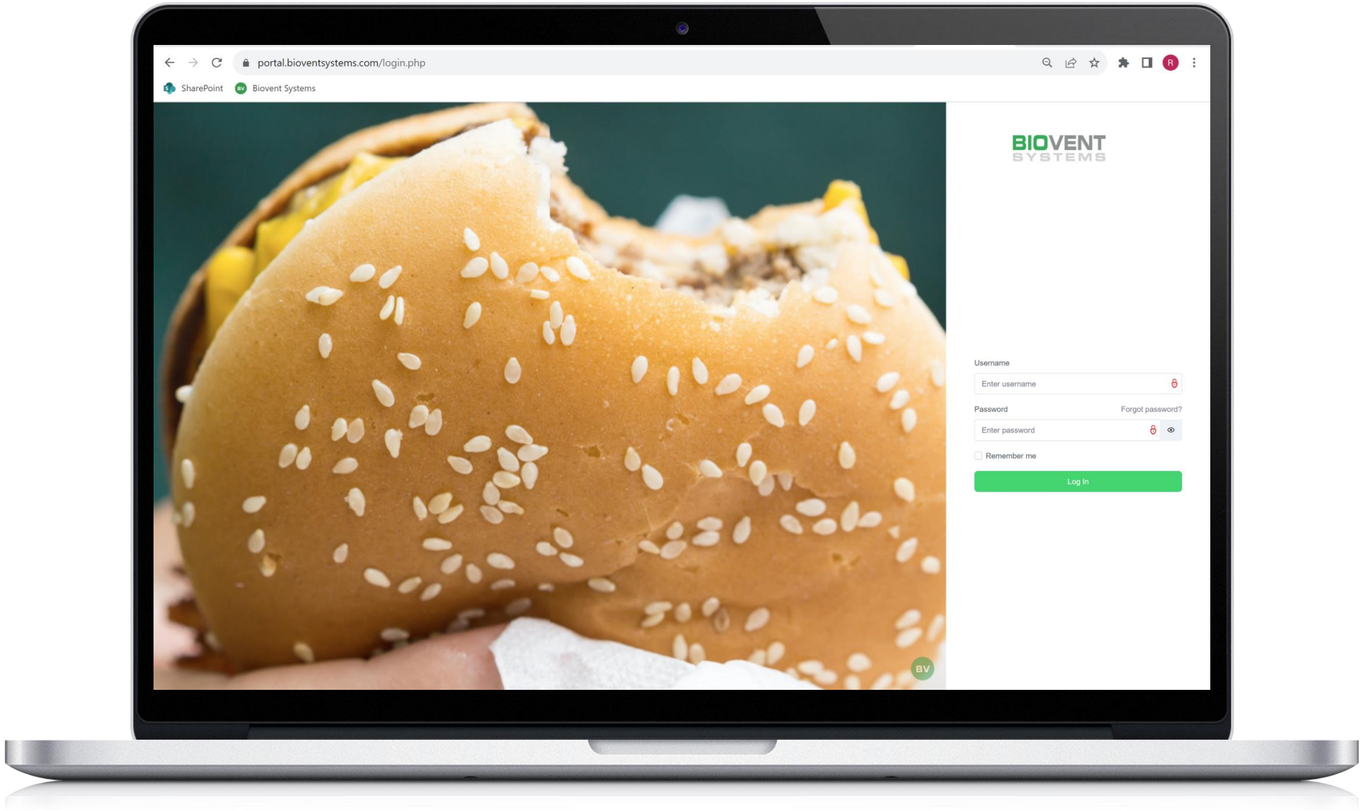
Using the link: https://portal.bioventsystems.com/login

Open the URL and input your Username and your Password.

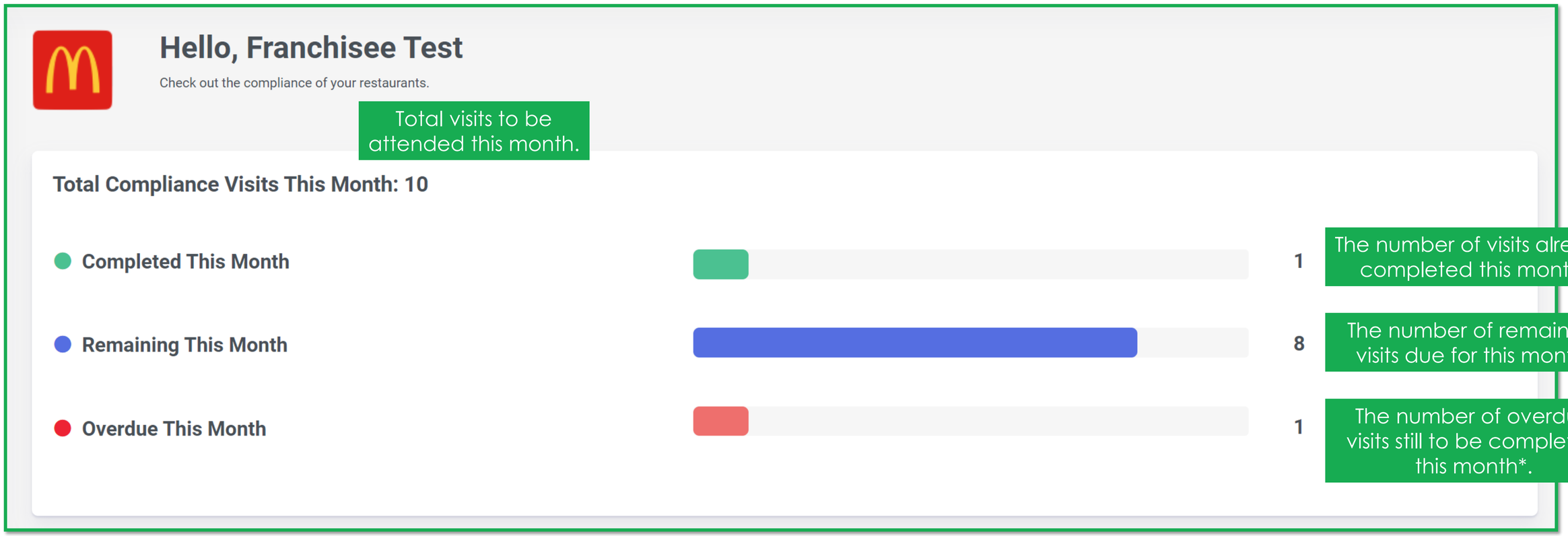
These will be set up for you by the Biovent Admin team.

Your username will usually be the email address of the Franchisee or the Business Manager (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.

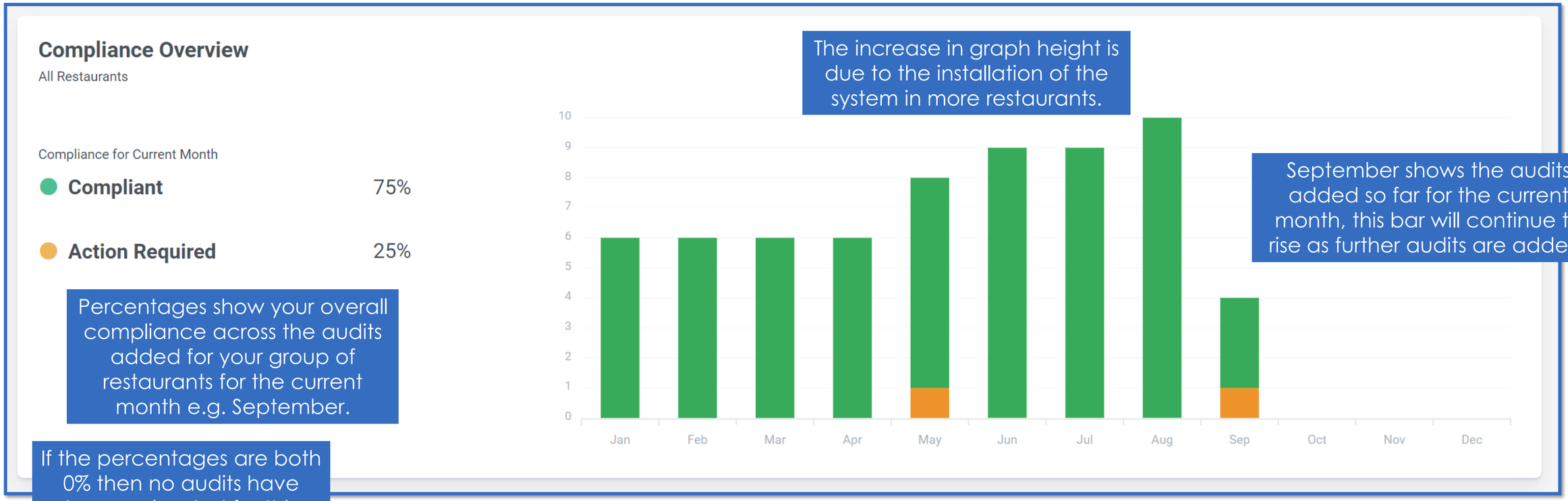


# THE HOMEPAGE – TOTAL COMPLIANCE VISITS THIS MONTH GRAPH




*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




The increase in graph height is due to the installation of the system in more restaurants.

September shows the audits added so far for the current month, this bar will continue to rise as further audits are added.

Percentages show your overall compliance across the audits added for your group of restaurants for the current month e.g. September.

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 your estate has been given "Action Required" status – details of which can be found on that individual restaurant's page.

# THE HOMEPAGE – ACTION REQUIRED TABLE

Audits will show on the Action Required table if an action is required to improve the restaurant's compliance.

You can also use the search function to find a restaurant/audit.

## Action Required

Use the arrows to enable the sort functionality.

Search:

| Number | Name | Compliance | Audit Type | Audit Date | Action Required | Actions |
|---|---|---|---|---|---|---|
| Number | Restaurant Name | Action Required | Compliance | 04-07-2023 | Approx. 2 new access panels required in kitchen ceiling area – insufficient space to install these panels. Expansion joint is split / leaking – needs to be replaced. No access to turret as netting has been attached to | |
| Number | Restaurant Name | Action Required | Compliance | 11-05-2023 | Lights to be relocated to eanble access to existing panels. Additional panel required to gain access above fry station | |
| Number | Restaurant Name | Action Required | Compliance | 18-05-2023 | Due to height of the ducting and hatch size hatches3,5 7, 8 & 9 have limited cleaning access, we could install hatches on the opposite side of the duct work to achieve a more thorough clean Cant quite reach back of the ductw | |
| Number | Restaurant Name | Action Required | Compliance | 27-09-2023 | Panels 5, 7, 8, 9, 13, 14 and 21 need to be made accessible. A panel may need to be inserted on the 3-metre section above the nugget station. Panel required at exhaust as no safety barrier near edge of roof. | |
| Number | Restaurant Name | Action Required | Compliance | 27-06-2023 | Access required to stacks at grill. No access to exhaust ductwork panel 14 obstructed by air con duct fan unit is leaking. | |

Previous 1 2 Next

**Actions Icons:**

- Download/view report
- View individual restaurant page.

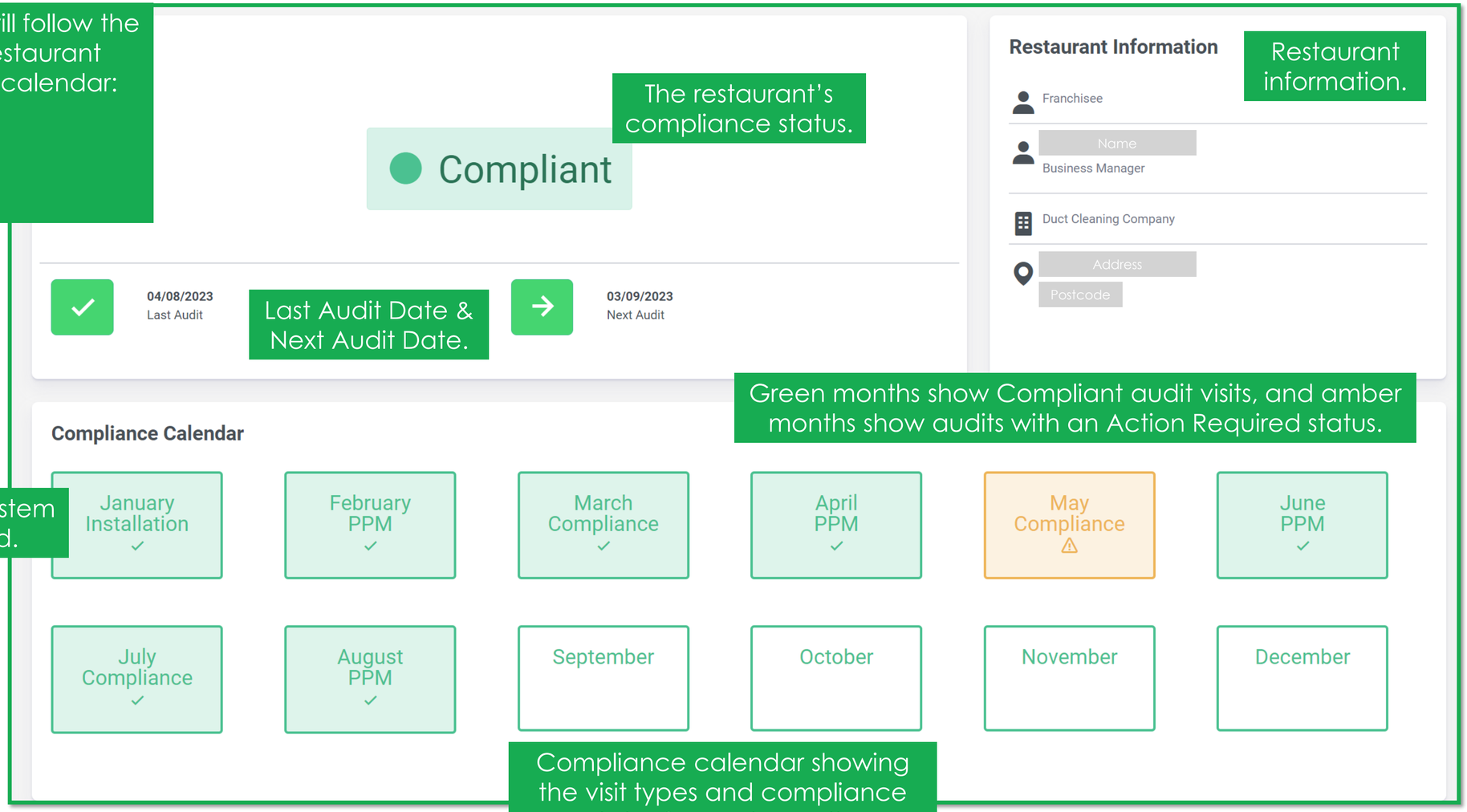
Action Required column gives more detail regarding the actions required to improve the restaurant's compliance, or alternatively view the report for further information.

# RESTAURANTS PAGE

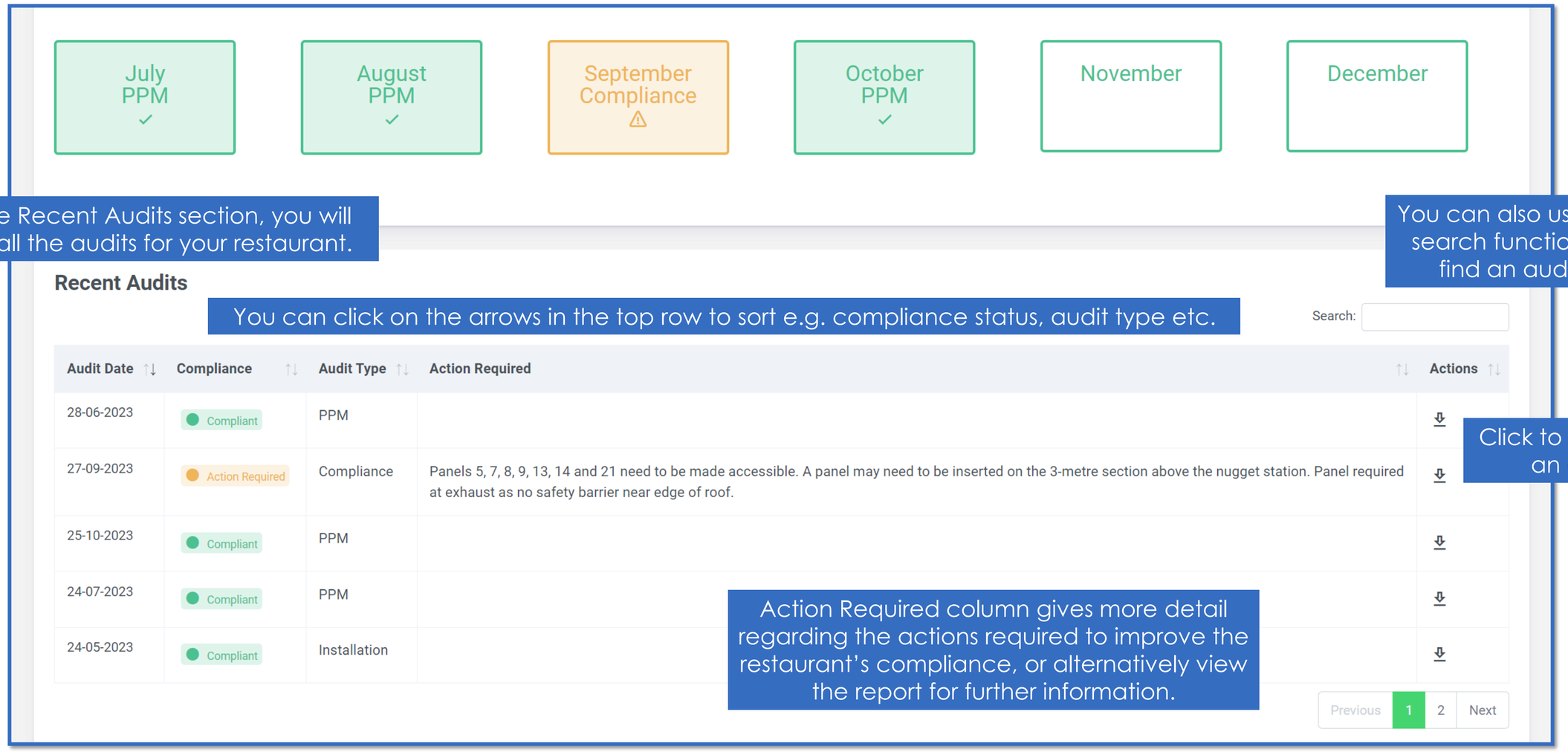
# INDIVIDUAL RESTAURANTS PAGE: PART 1

Most Restaurants will follow the typical 6/8 clean restaurant visit pattern on the calendar:

- PPM
- Compliance
- PPM
- Compliance.



# INDIVIDUAL RESTAURANTS PAGE: PART 2



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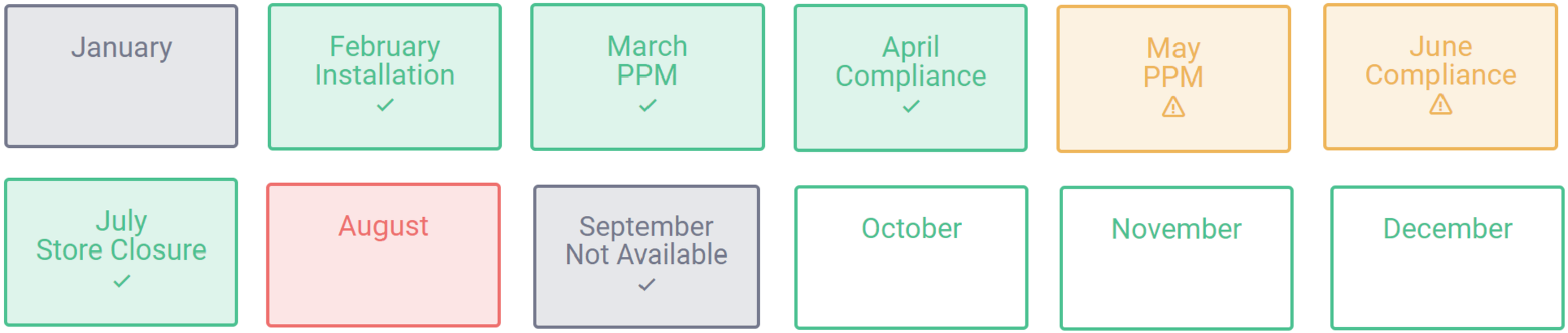
# A GUIDE TO CALENDAR COLOURS & MEANINGS

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.



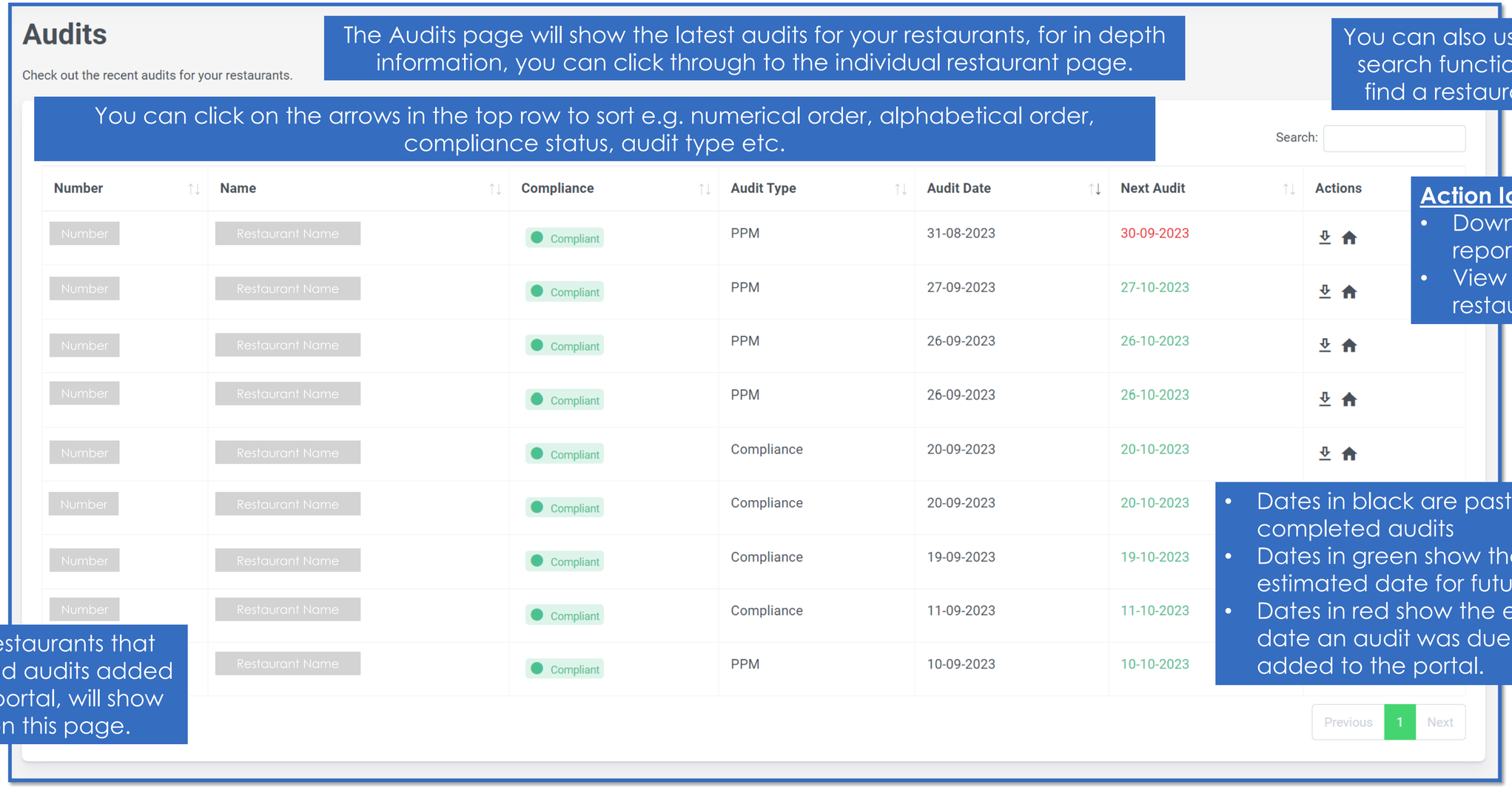

There may be an occasion where the restaurant is closed (e.g. due to refurbishment works), this will show as green.

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


Audits
Check out the recent audits for your restaurants.
The Audits page will show the latest audits for your restaurants, for in depth information, you can click through to the individual restaurant page.
You can also use the search function to find a restaurant.
You can click on the arrows in the top row to sort e.g. numerical order, alphabetical order, compliance status, audit type etc.
Search:
Number
Name
Compliance
Audit Type
Audit Date
Next Audit
Actions
Number | Restaurant Name | Compliant | PPM | 31-08-2023 | 30-09-2023
Number | Restaurant Name | Compliant | PPM | 27-09-2023 | 27-10-2023
Number | Restaurant Name | Compliant | PPM | 26-09-2023 | 26-10-2023
Number | Restaurant Name | Compliant | PPM | 26-09-2023 | 26-10-2023
Number | Restaurant Name | Compliant | Compliance | 20-09-2023 | 20-10-2023
Number | Restaurant Name | Compliant | Compliance | 20-09-2023 | 20-10-2023
Number | Restaurant Name | Compliant | Compliance | 19-09-2023 | 19-10-2023
Number | Restaurant Name | Compliant | Compliance | 11-09-2023 | 11-10-2023
Restaurant Name | Compliant | PPM | 10-09-2023 | 10-10-2023
Previous
1
Next
Action Icons
• Download/view report
• View individual restaurant page.
• Dates in black are past dates of completed audits
• Dates in green show the estimated date for future audits
• Dates in red show the estimated date an audit was due to be added to the portal.
Only restaurants that have had audits added to the portal, will show up on this page.

# ACTION LOG PAGE

The Action Log page will show all the audits for your restaurants 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).

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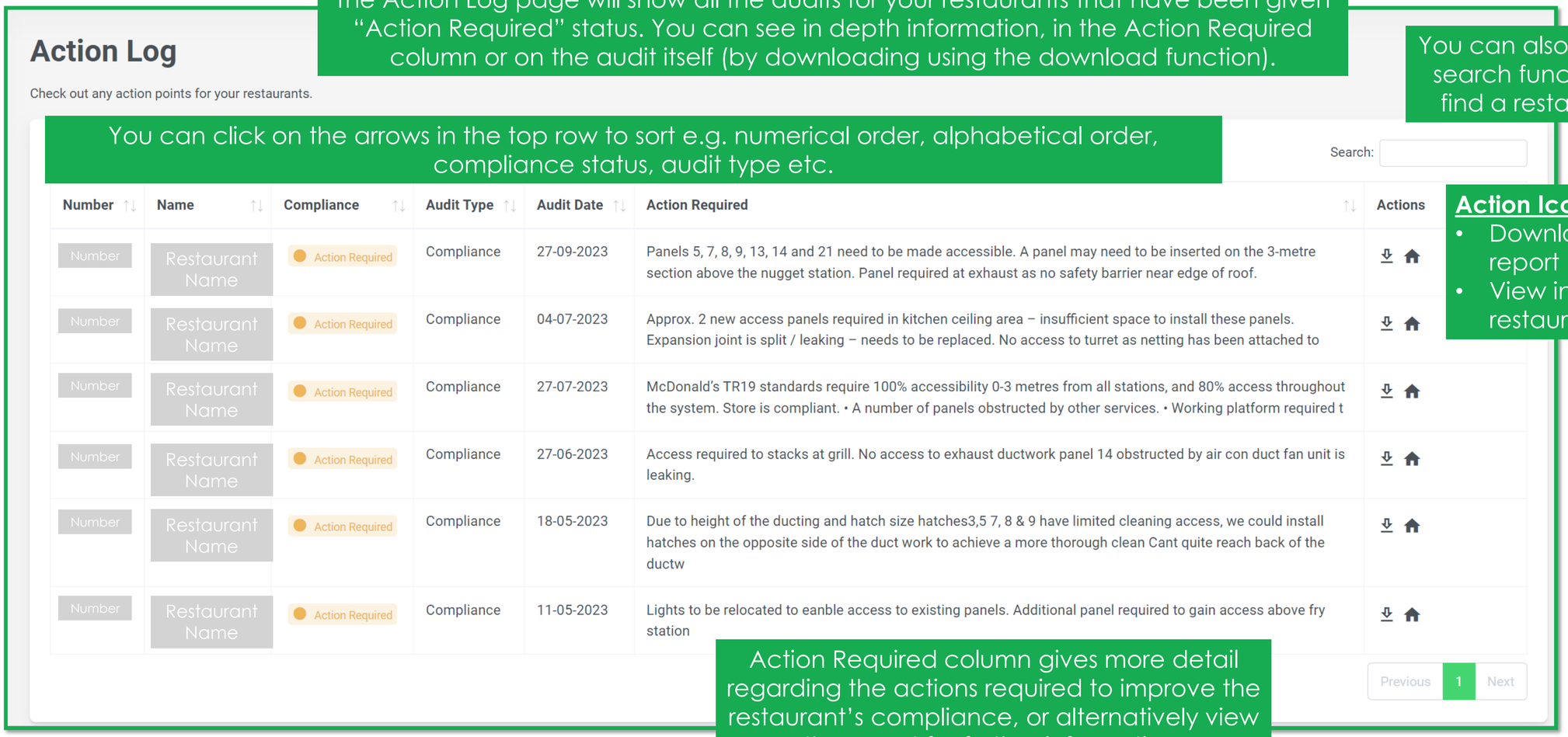
You can click on the arrows in the top row to sort e.g. numerical order, alphabetical order, compliance status, audit type etc.



## Action Log

Check out any action points for your restaurants.

Search:

| Number | Name | Compliance | Audit Type | Audit Date | Action Required | Actions |
|---|---|---|---|---|---|---|
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| Number | Restaurant Name | Action Required | Compliance | 27-07-2023 | McDonald's TR19 standards require 100% accessibility 0-3 metres from all stations, and 80% access throughout the system. Store is compliant. • A number of panels obstructed by other services. • Working platform required t | |
| Number | Restaurant Name | Action Required | Compliance | 27-06-2023 | Access required to stacks at grill. No access to exhaust ductwork panel 14 obstructed by air con duct fan unit is leaking. | |
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