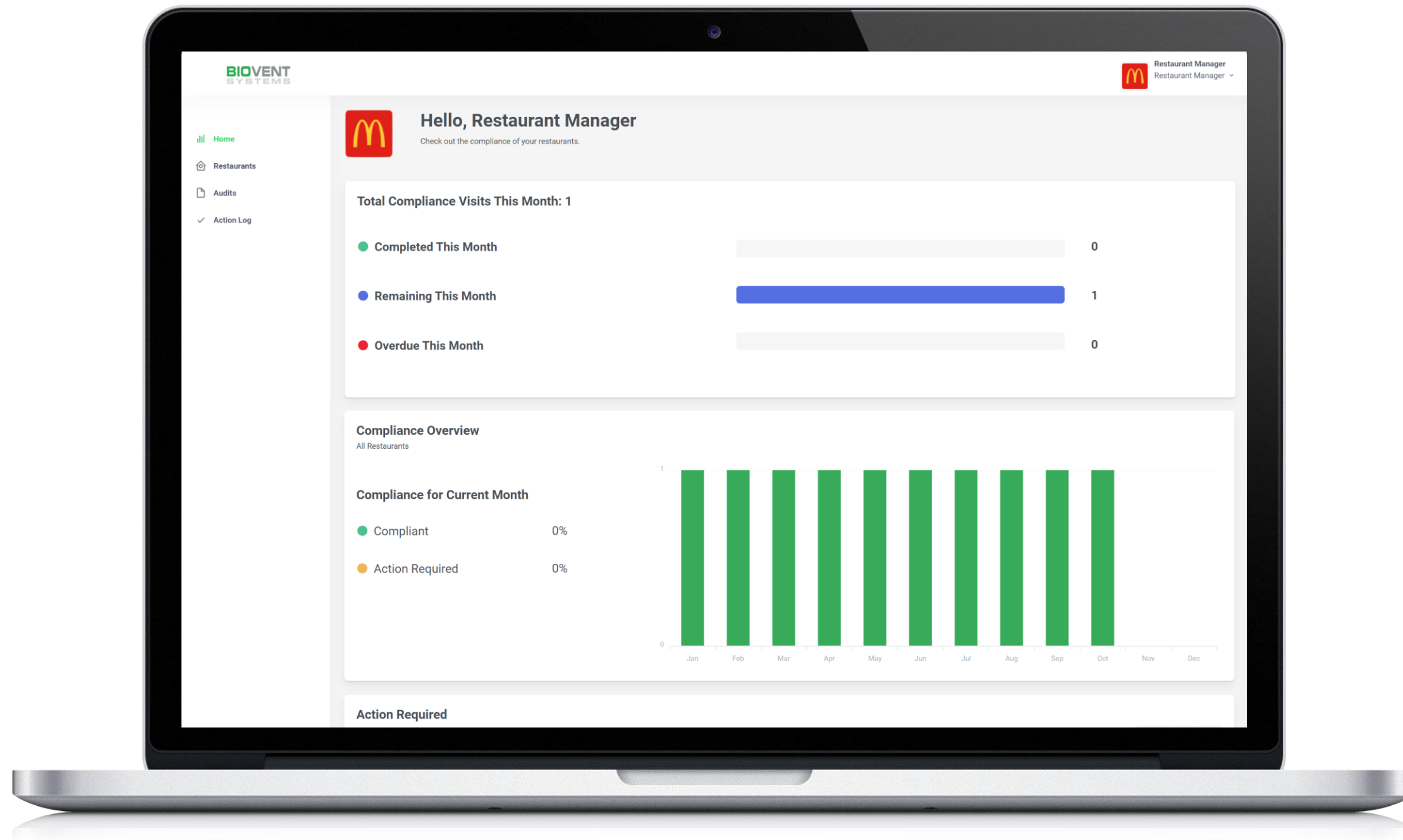


BIOVENT SYSTEMS

Portal “How To” Guide for
Restaurant Managers

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 for your restaurant and compare data
- ✓ Ongoing compliance

HOW TO ACCESS THE PORTAL

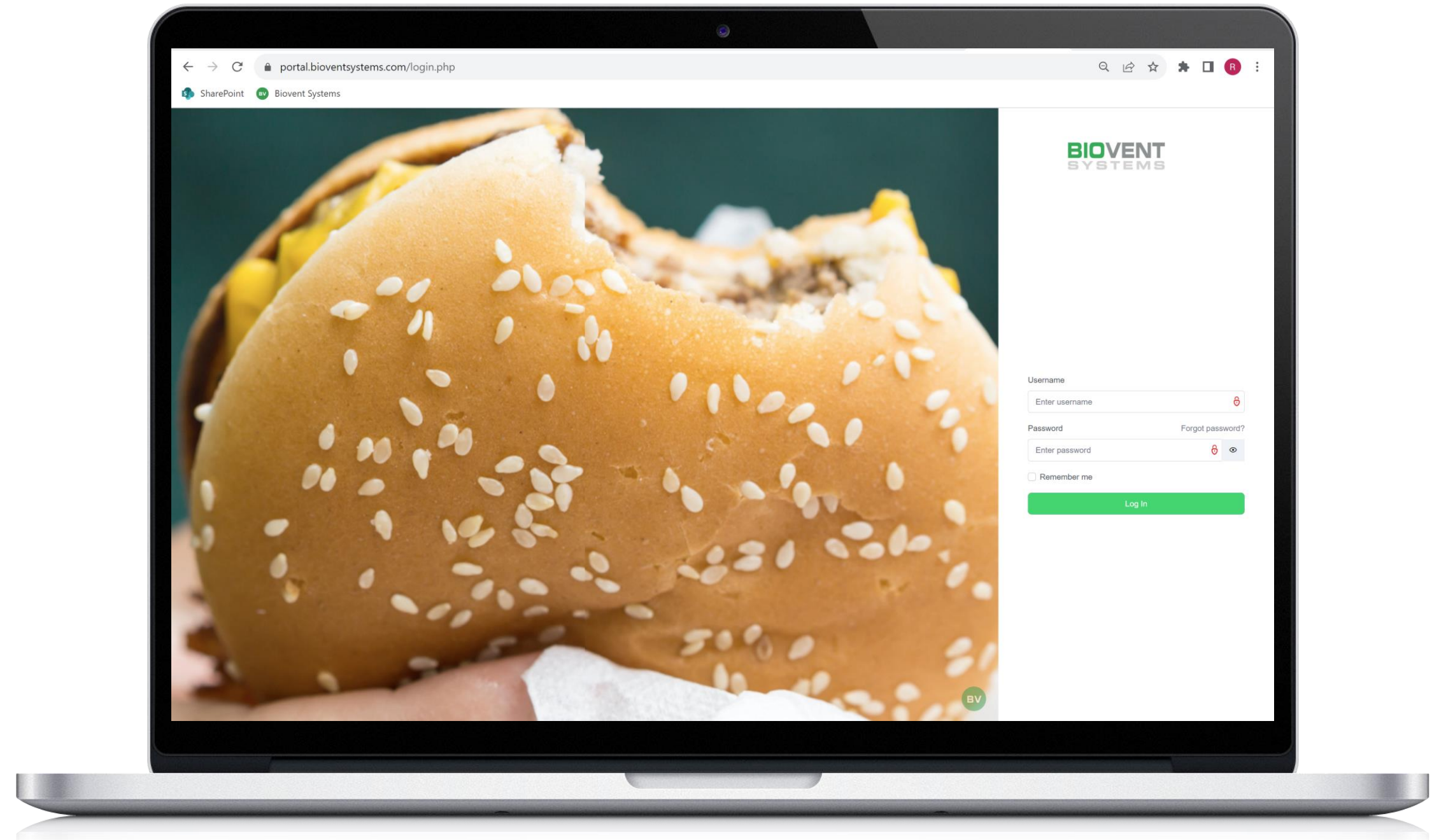
Using the link: <https://portal.bioventsystems.com/login>

Open the URL and input your Username and your Password.

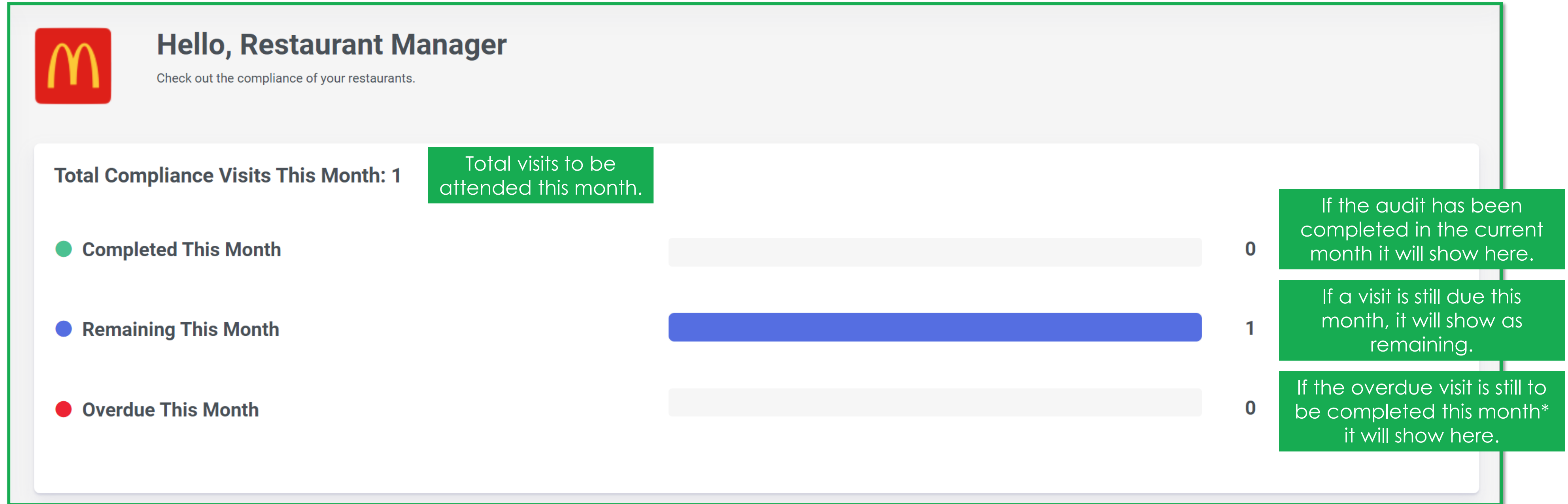
These will be set up for you by the Biovent Admin team.

Your username will usually be the restaurant email address (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. An overdue audit is counted separately to a remaining audit (remaining = a visit is still remaining with a future due date during the month. Whereas overdue = a visit for the month that has gone past its due date for the current month).

THE HOMEPAGE - COMPLIANCE OVERVIEW GRAPH



THE HOMEPAGE – ACTION REQUIRED TABLE

Action Required

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

Search:

Number	Name	Compliance	Audit Type	Audit Date	Action Required	Actions
Number	Restaurant Name	Action Required	PPM	18-10-2023	Access doors needed for hatches 5 & 6.	Download Home

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

Actions Icons:

- Download/view report
- View individual restaurant page.

Action Required

If no audits have "Action Required" status, then this table will be blank – this is good/what we are aiming for!

Search:

Number	Name	Compliance	Audit Type	Audit Date	Action Required	Actions
Nothing to see here, all your restaurants are looking good						

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RESTAURANTS PAGE

Restaurants

Check out your list of restaurants.

The Restaurants page will show the latest information for your restaurant, for in depth information, you can click through to the individual restaurant page.

Search:

Number	Name	Compliance	Audit Type	Audit Date	Next Audit	Actions
Number	Restaurant Name	Compliant	Not Available	09-11-2023	09-12-2023	

Previous

- 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.

The action icon will take you to the individual restaurant page so you can see information & audits relating to your restaurant.

Restaurants

Check out your list of restaurants.

Number	Name	Compliance	Audit Type	Audit Date	Next Audit	Actions
Number	Restaurant Name					

If the row is blank, this is because an audit has not yet been added for your restaurant.

INDIVIDUAL RESTAURANTS PAGE: PART 1

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

- PPM
- Compliance
- PPM
- Compliance.

● Compliant

The restaurant's compliance status.

✓

04/08/2023
Last Audit

Last Audit Date & Next Audit Date.

➔

03/09/2023
Next Audit

Compliance Calendar

January
Installation
✓

February
PPM
✓

March
Compliance
✓

April
PPM
✓

May
Compliance
⚠

June
PPM
✓

July
Compliance
✓

August
PPM
✓

September

October

November

December

Compliance calendar showing the visit types and compliance status for each month.

Restaurant Information

Restaurant information.

Franchisee

Name

Business Manager

Duct Cleaning Company

Address

Postcode

Biovent System installed.

Green months show Compliant audit visits, and amber months show audits with an Action Required status.

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INDIVIDUAL RESTAURANTS PAGE: PART 2

July
PPM
✓

August
PPM
✓

September
Compliance
⚠

October
PPM
✓

November

December

In the Recent Audits section, you will find all the audits for your restaurant.

You can also use the search function to find an audit.

Recent Audits

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

Search:

Audit Date ↑↓	Compliance ↑↓	Audit Type ↑↓	Action Required	Actions ↑↓
28-06-2023	Compliant	PPM		⬇
27-09-2023	Action Required	Compliance	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.	⬇
25-10-2023	Compliant	PPM		⬇
24-07-2023	Compliant	PPM		⬇
24-05-2023	Compliant	Installation		⬇

Click to download an audit.

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

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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.

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 (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 audit for your restaurant, for in depth information, you can click through to the individual restaurant page.

Search:

Number	Name	Compliance	Audit Type	Audit Date	Next Audit	Actions
Number	Restaurant Name	Compliant	PPM	25-10-2023	24-11-2023	

Previous

1

- 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.

Action Icons

- Download/view report
- View individual restaurant page.

Audits

Check out the recent audits for your restaurants.

If the table is blank, this is because an audit has not yet been added for your restaurant.

Search:

Number	Name	Compliance	Audit Type	Audit Date	Next Audit	Actions
No data available in table						

Previous

Next

ACTION LOG PAGE

The Action Log page will show all the audits for your restaurant, that have an “Action Required”. You can see in depth information, in the Action Required column or on the audit itself (by downloading using the download function).

Action Log

Check out any action points for your restaurants.

Search:

Number ↑↓	Name ↑↓	Compliance ↑↓	Audit Type ↑↓	Audit Date ↑↓	Action Required ↑↓	Actions ↑↓
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.	Download Home
Previous 1 Next						

Action 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.

Action Log

Check out any action points for your restaurants.

Search:

Number ↑↓	Name ↑↓	Compliance ↑↓	Audit Type ↑↓	Audit Date ↑↓	Action Required ↑↓	Actions ↑↓
No data available in table						
Previous Next						

If the table is blank, this is because an audit has not yet been added for your restaurant.

Contact:

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