

BIOVENT SYSTEMS

Portal “How To” Guide
For Technicians
(Mobile Users)

HOW TO ACCESS THE PORTAL

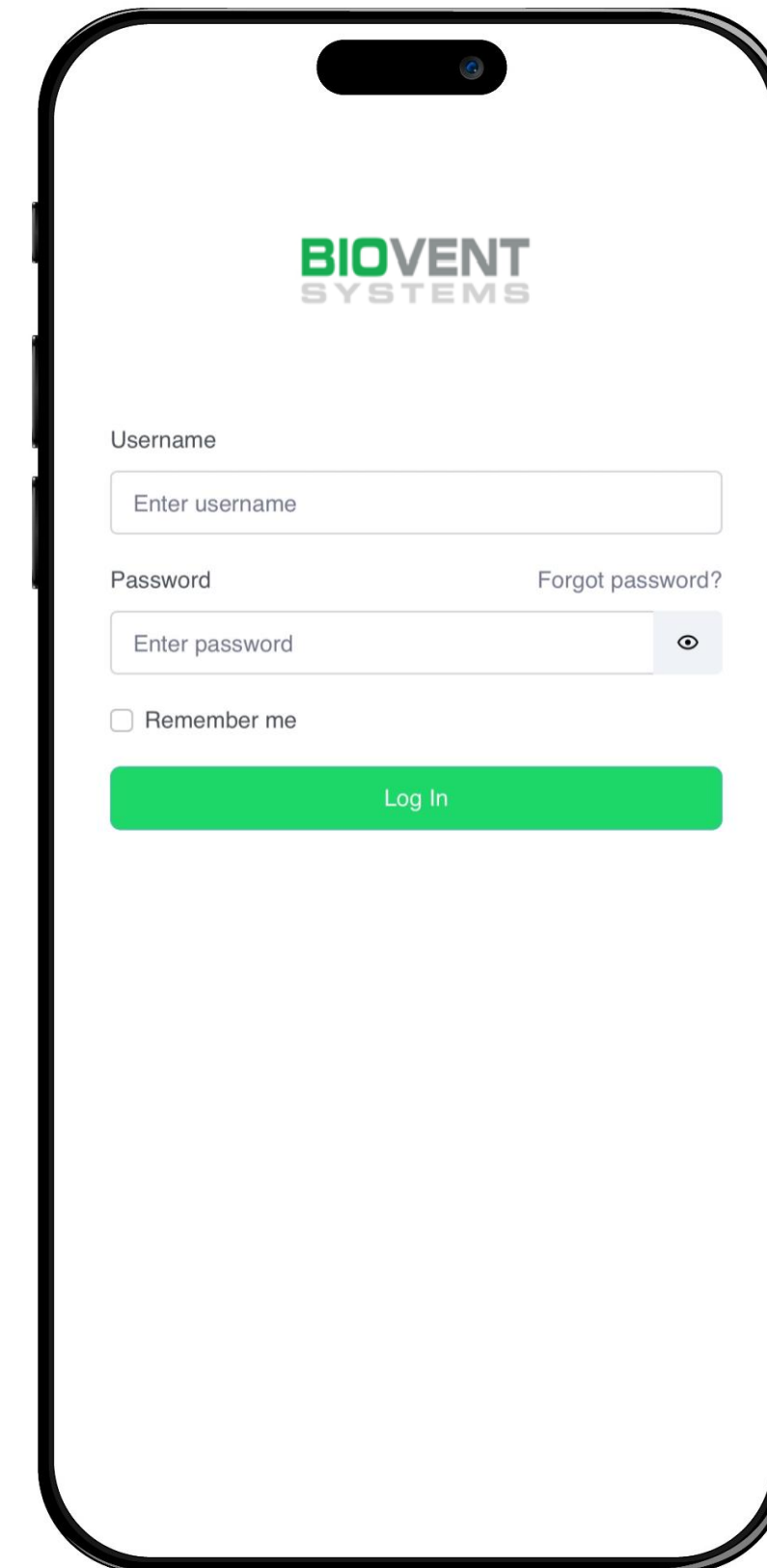
Using the link: <https://portal.bioventsystems.com/login>

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 Biovent Gmail account you have been assigned (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.



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:

Add a New Audit Page

This page will generally be used on mobile for the following audits:

**PPM/Monthly
Audits**

**Store Closure
Audits**

Manual Upload Page

This page will generally be used on desktop for the following audits:

**Compliance
Audits**

**Installation
Audits**

PPM Audits

*(if you have a completed audit
document to upload).*

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:

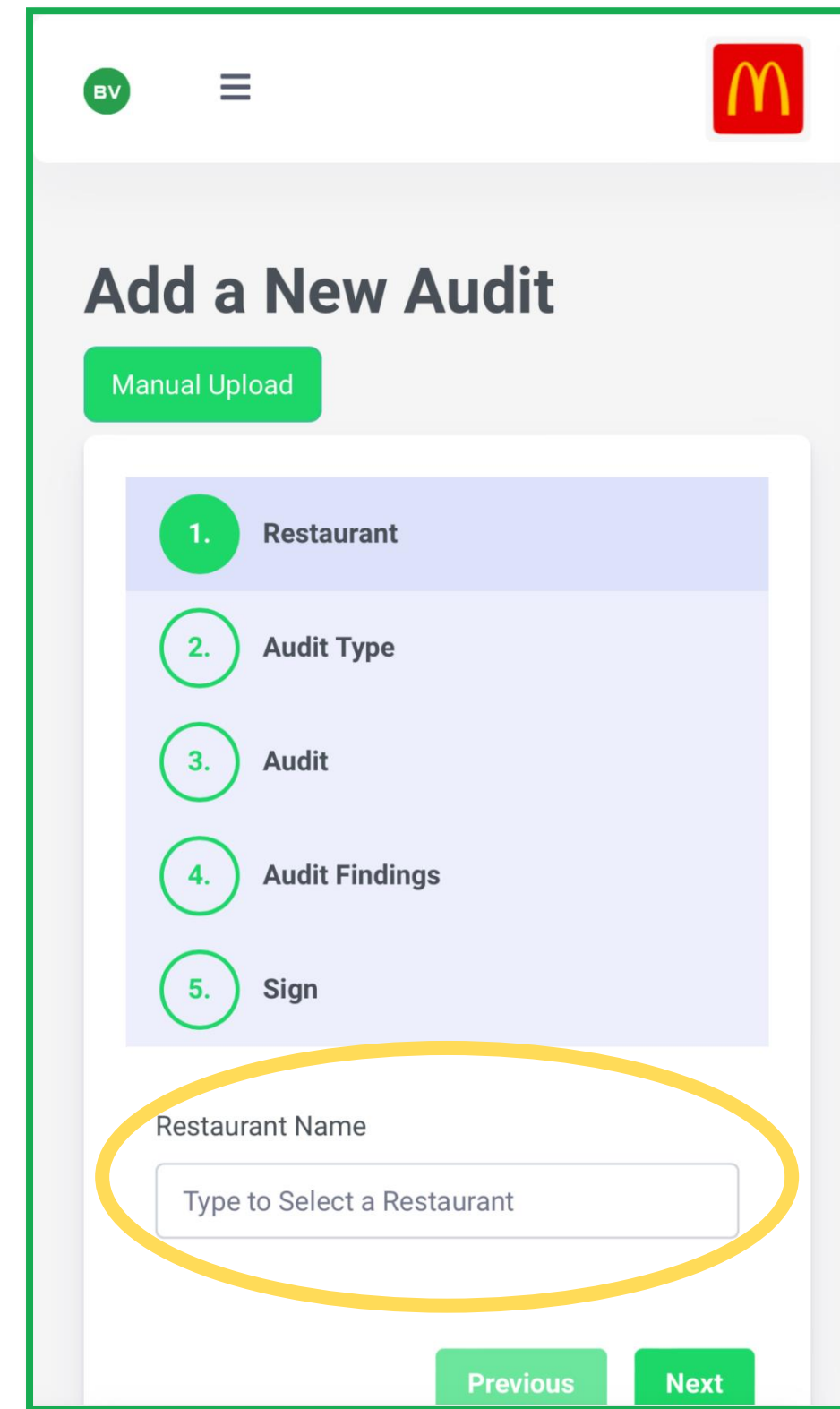
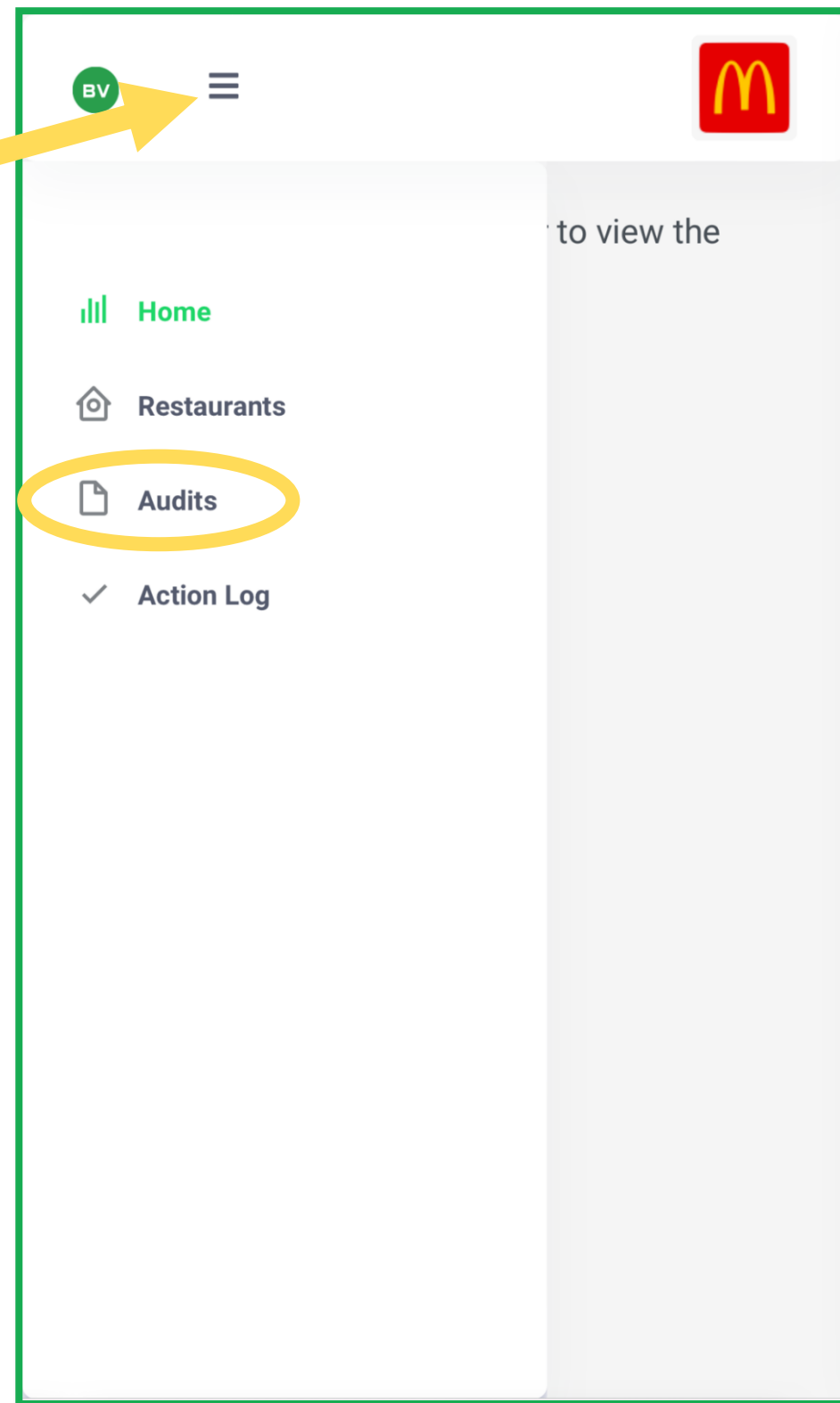
- Compliant – the restaurant is compliant.
- Action Required – the restaurant needs further action to improve its compliance.

● Compliant

● Action Required

HOW TO ADD A NEW AUDIT ON MOBILE

Bring up the menu (≡) and select Audits



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

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.

HOW TO ADD A NEW AUDIT ON MOBILE

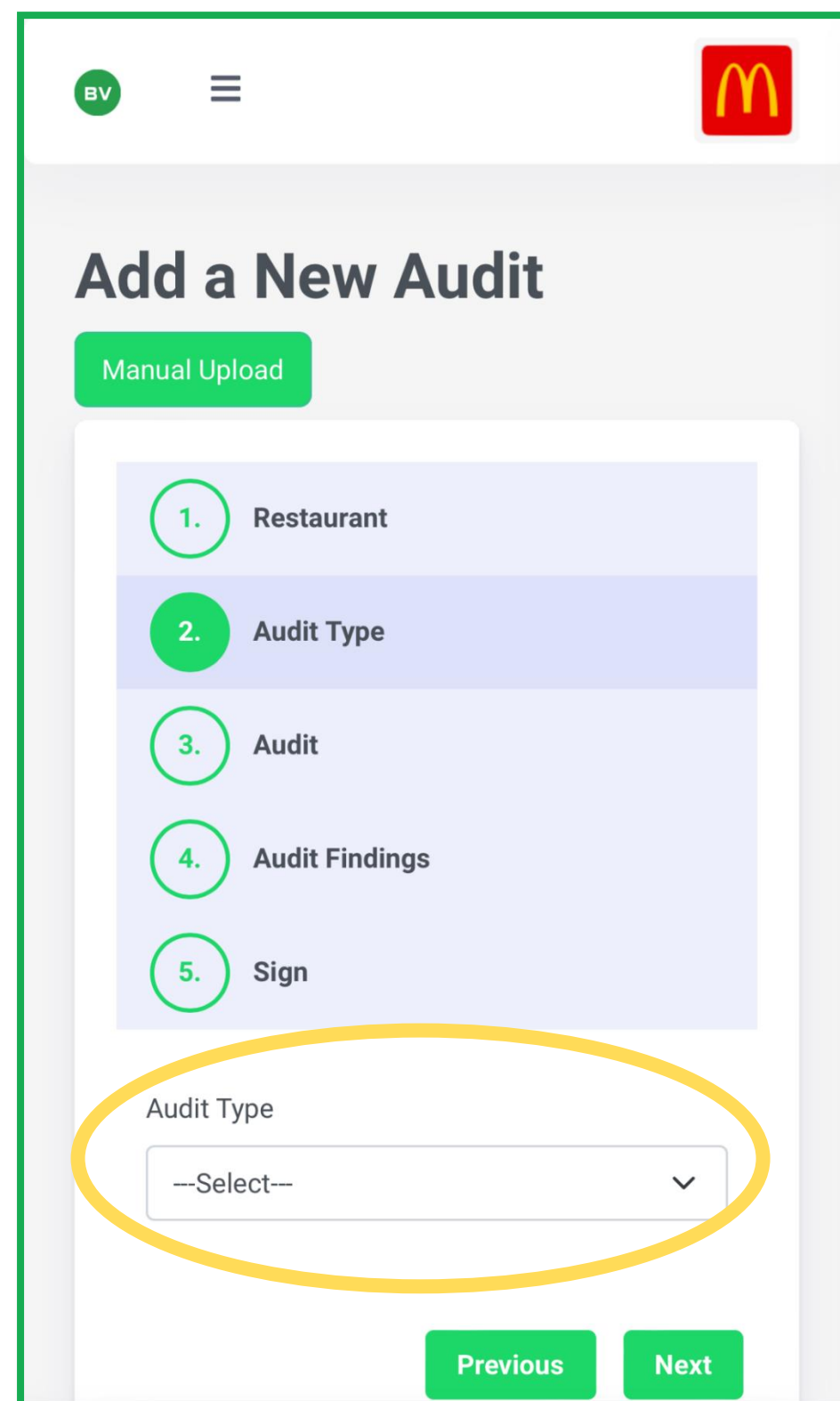
Part 2: Audit Type

Please select one of the following audit types:

- **PPM** – used for:
 - 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.



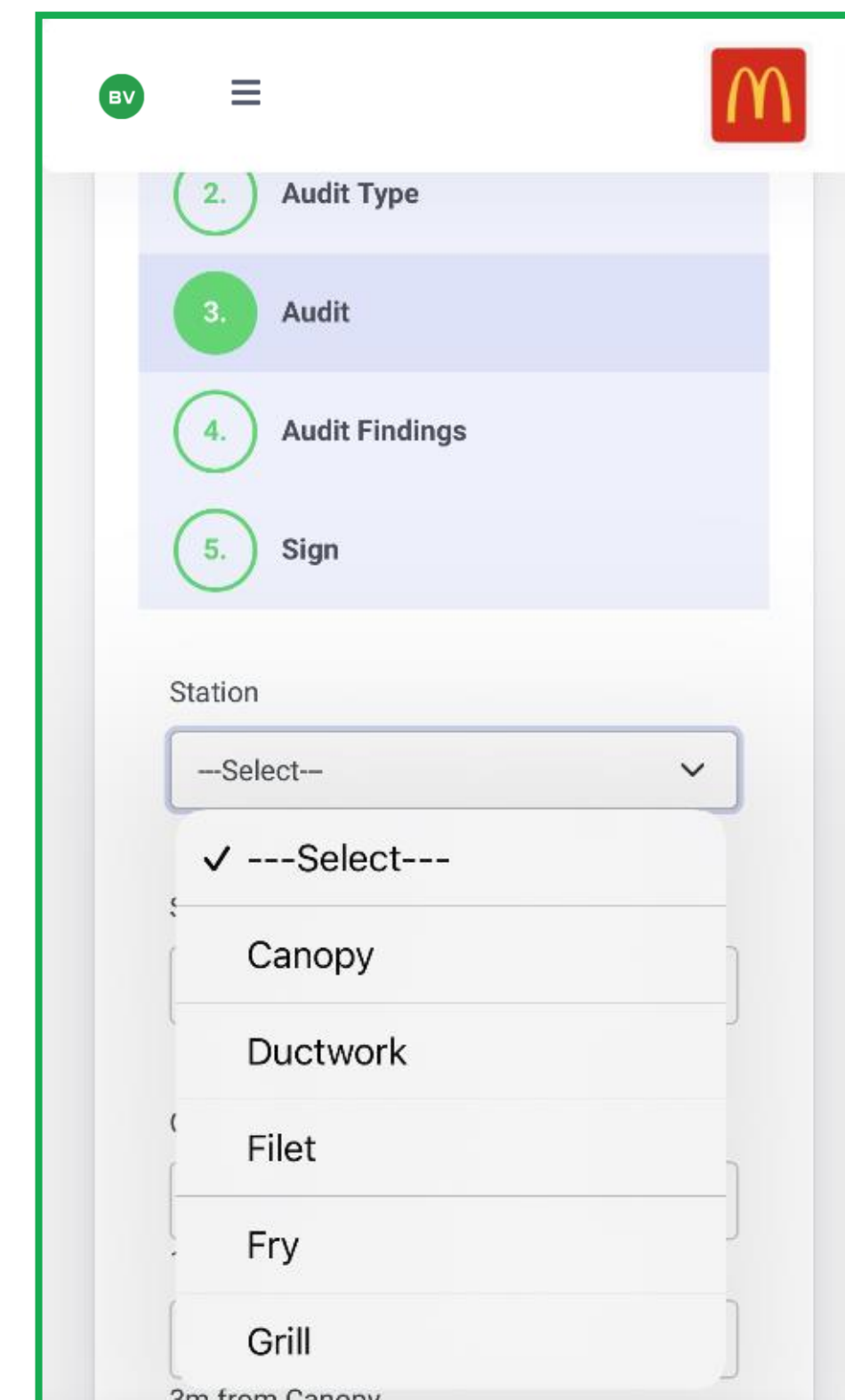
Part 3: Audit

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.



HOW TO ADD A NEW AUDIT ON MOBILE

You will then be asked to select the station number.

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

It will ask you to provide a reading for the following:

- **Canopy / Behind Filters**
- **1m from Canopy**
- **3m from Canopy**

If you select “Ductwork” it will ask you to provide a reading for each of the following:

- **Midway Between Canopy and Fan**
- **Upstream of Fan**
- **1m from Fan**
- **5m from Fan**
- **Fan**

Once you have selected the readings, it will give you an average calculation for the station (see next image).

HOW TO ADD A NEW AUDIT ON MOBILE

It will ask you to add photos for each of the following:

- **Canopy / Behind Filters**
- **1m from Canopy**
- **3m from Canopy**

If you select “Ductwork” it will ask you to provide a photo for each of the following:

- **Midway Between Canopy and Fan**
- **Upstream of Fan**
- **1m from Fan**
- **5m from Fan**
- **Fan**

Please Note: There are 3 options to select images:

Using the “Photo Library” is the preferred method. This is because if you are unable to complete the audit for whatever reason, you will still have the photos on your phone to be able to complete the report at a later stage.

Station Number

1

Highest Calculation: 150
Lowest Calculation: 50
Average Calculation: 91.67

Canopy/ Behind Filters

50

1m from Canopy

150

3m from Canopy

75

Canopy/ Behind Filters Image

Choose File no file selected

Photo Library

Take Photo or Video

Choose File

3m from canopy Image

There are 3 options to select images:

- **Photo Library – PREFERRED METHOD**
 - Select an image from your phone's library and choose the size of the image to upload
 - Please upload Small / Medium images ONLY. As we don't need to hold unnecessarily large images on the server (for storage purposes).
 - Please DO NOT upload Large / Actual Size images
- **Take a Photo or Video**
 - This will take a picture on your device, but you can't save the image or choose the size of the image – so, where possible, please take photos and then upload from the photo library (and use this as a secondary back up option)
- **Choose File**
 - Select a file if required.

Cancel 1 Photo Selected Done

Small (22 KB)

Medium (69 KB)

Large (218 KB)

Actual Size (1.5 MB)

Calculation Size

HOW TO ADD A NEW AUDIT ON MOBILE

At the bottom of the audit screen, select “Add a Station” button, which will bring up the fields to add another station (follow the same steps as before) until all the stations have been recorded.

On the final one, select the “Next” button.

Highest Calculation: 175
Lowest Calculation: 100
Average Calculation: 141.67
 Canopy/ Behind Filters

175
1m from Canopy

100
3m from Canopy

150
Canopy/ Behind Filters Image

Choose File IMG_1176.jpeg

1m from canopy Image

Choose File IMG_1179.jpeg

3m from canopy Image

Choose File IMG_1176.jpeg

Add a Station

Previous Next

Once you add in the readings it will give you the following calculations:

- Highest
- Lowest
- Average

If you have accidentally added a station, you can select the “Remove Station” button to remove the section you no longer require.

1m from Canopy

0

3m from Canopy

0

Canopy/ Behind Filters Image

Choose File no file selected

1m from canopy Image

Choose File no file selected

3m from canopy Image

Choose File no file selected

Remove Station

Add a Station

Previous Next

HOW TO ADD A NEW AUDIT ON MOBILE

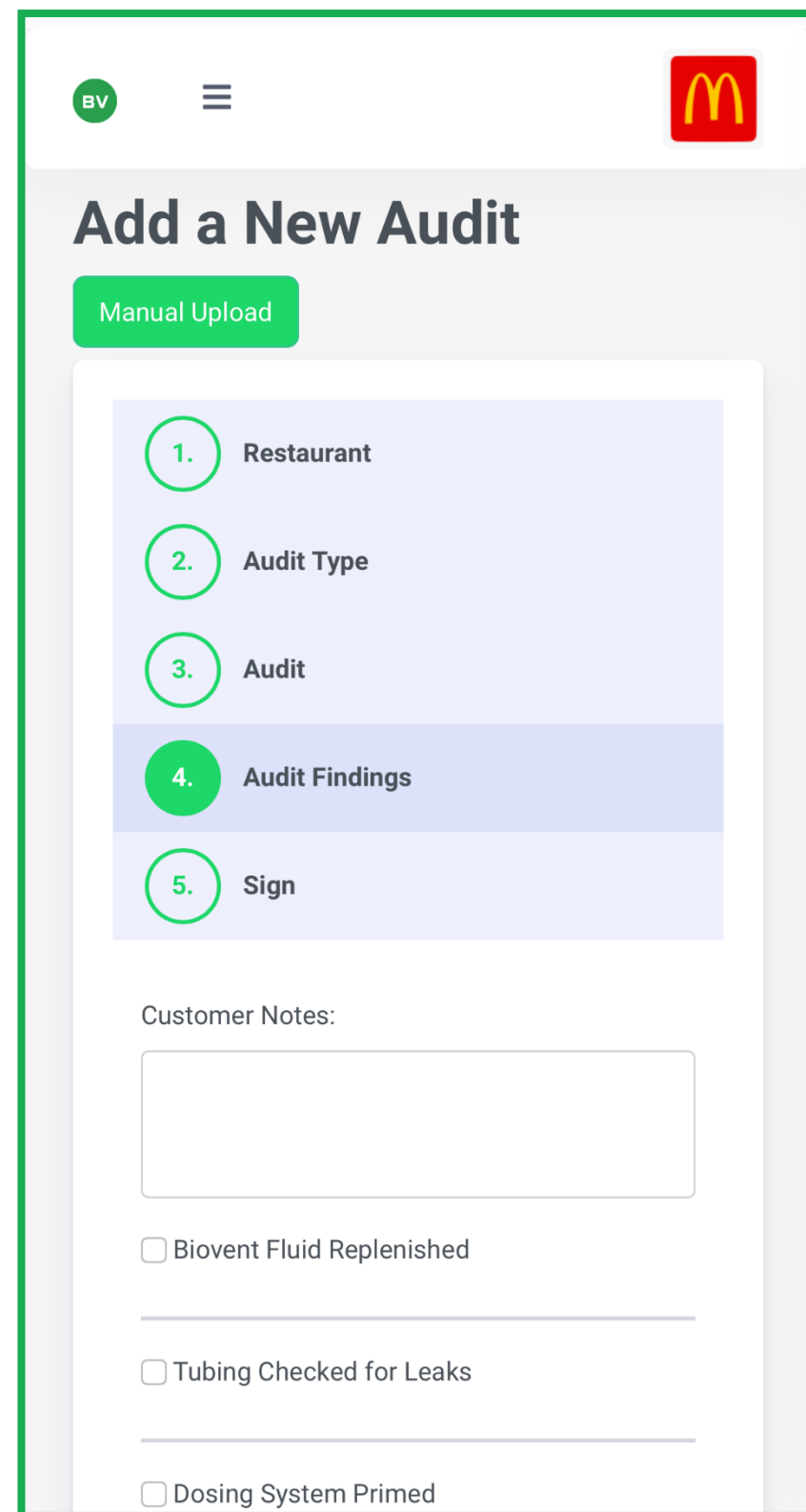
Part 4: Audit Findings

In this section it will ask you to provide further details for the audit.

N.B. This page shows the Audit Findings for a PPM Audit.

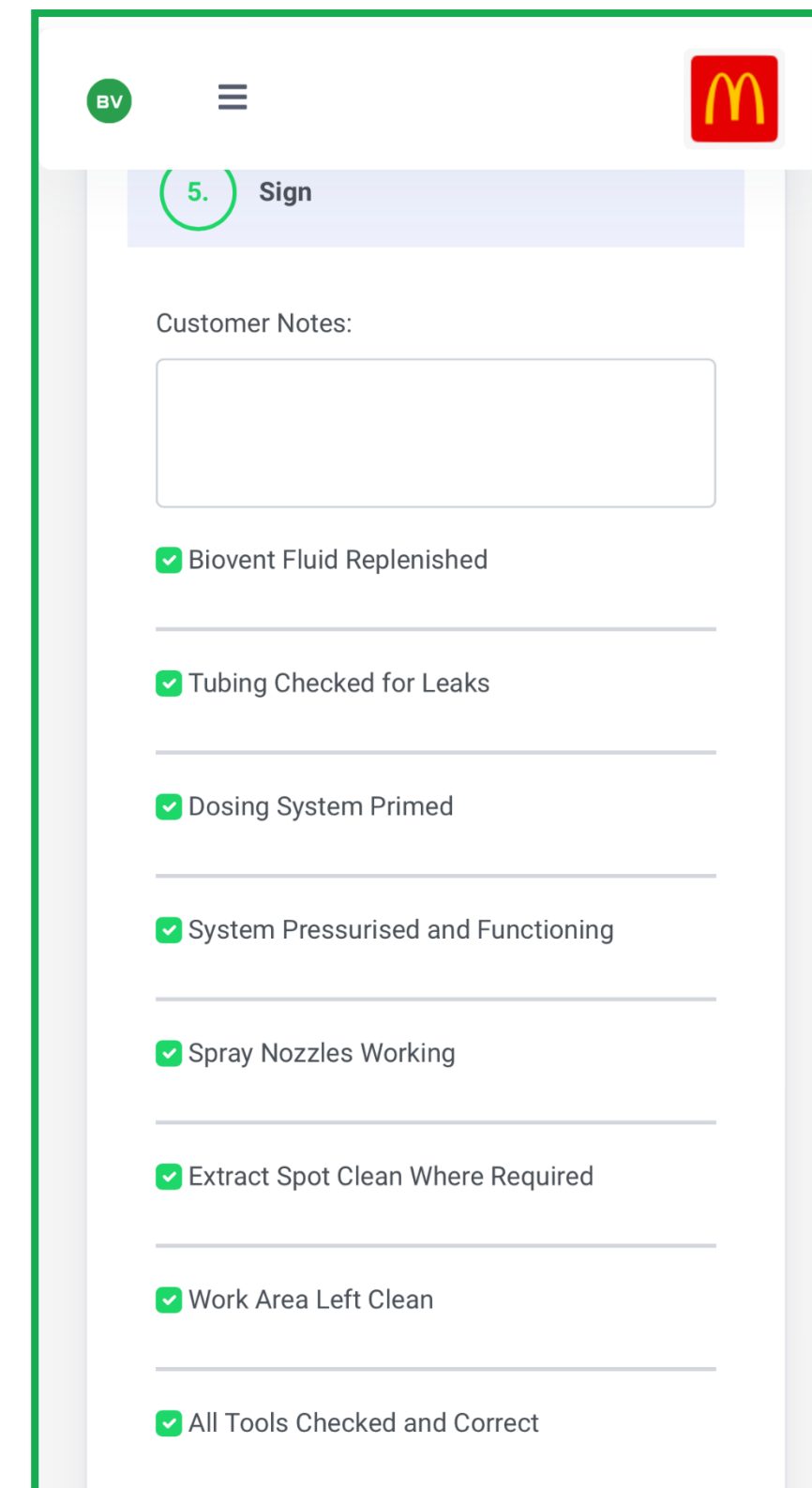
Customer Notes

- This section is seen by the customer so please be mindful of what you type in this box!
- These notes should include any information for the customer regarding the audit e.g. what happened during the visit such as if the fluid hasn't been replaced, any discussions with staff etc.



Checklist

- Tick the boxes to confirm PPM checks on the unit have been carried out.
- ***It is very important to ensure all of these checks are completed EVERY VISIT.***

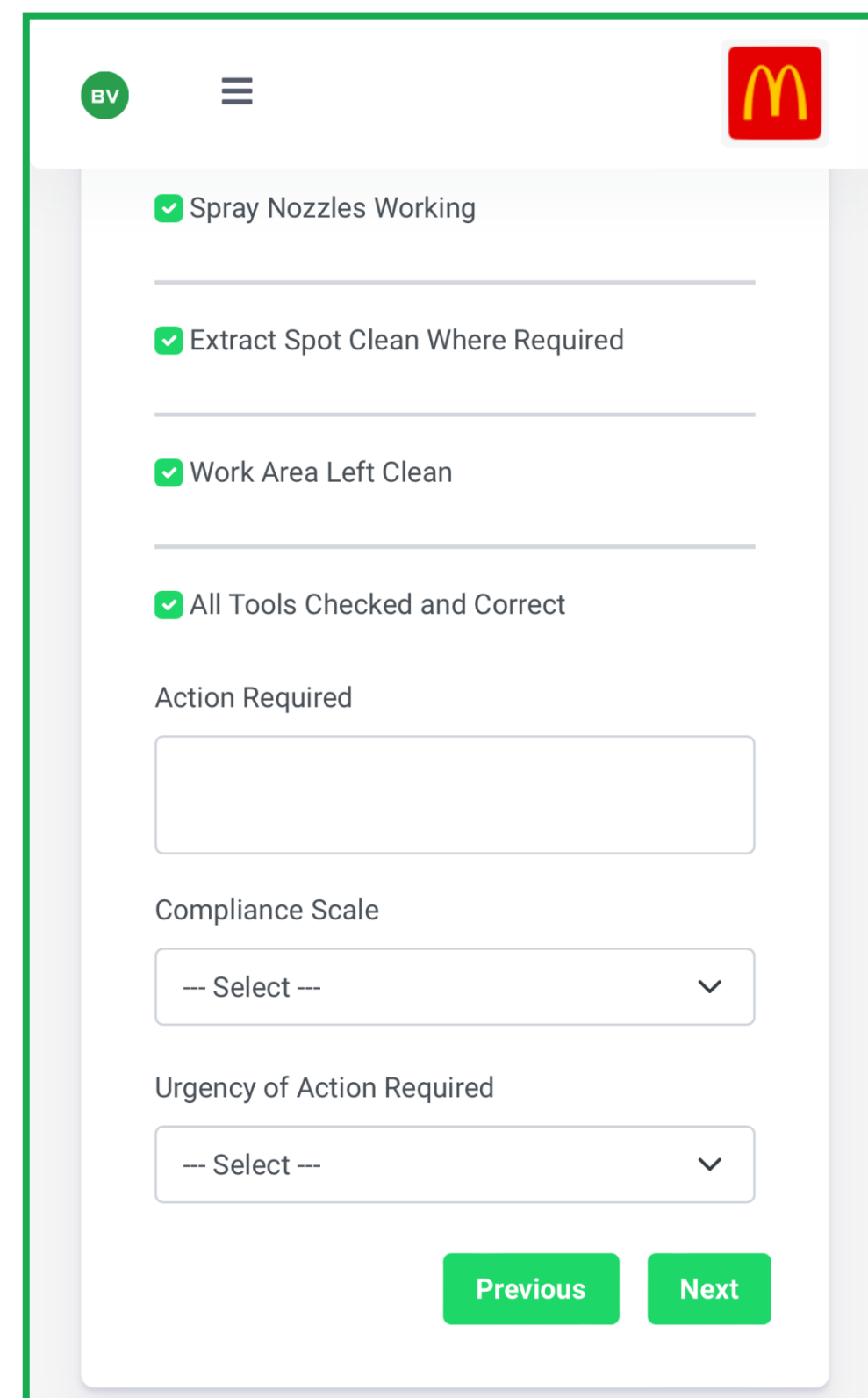


HOW TO ADD A NEW AUDIT ON MOBILE

Action Required

- This section is seen by the customer so please be mindful of what you type in this box!
- This section should ONLY be completed if the Compliance Scale is "Action Required".
- If the Compliance Scale is "Compliant", please leave this section BLANK – there is no need to write 'N/A'.

If there is an "Action Required" please include information regarding this in this box (and not the Customer Notes section) as this will be highlighted on the Action Required column throughout the portal. This could be e.g. access doors required or other actions that the restaurant needs to complete.

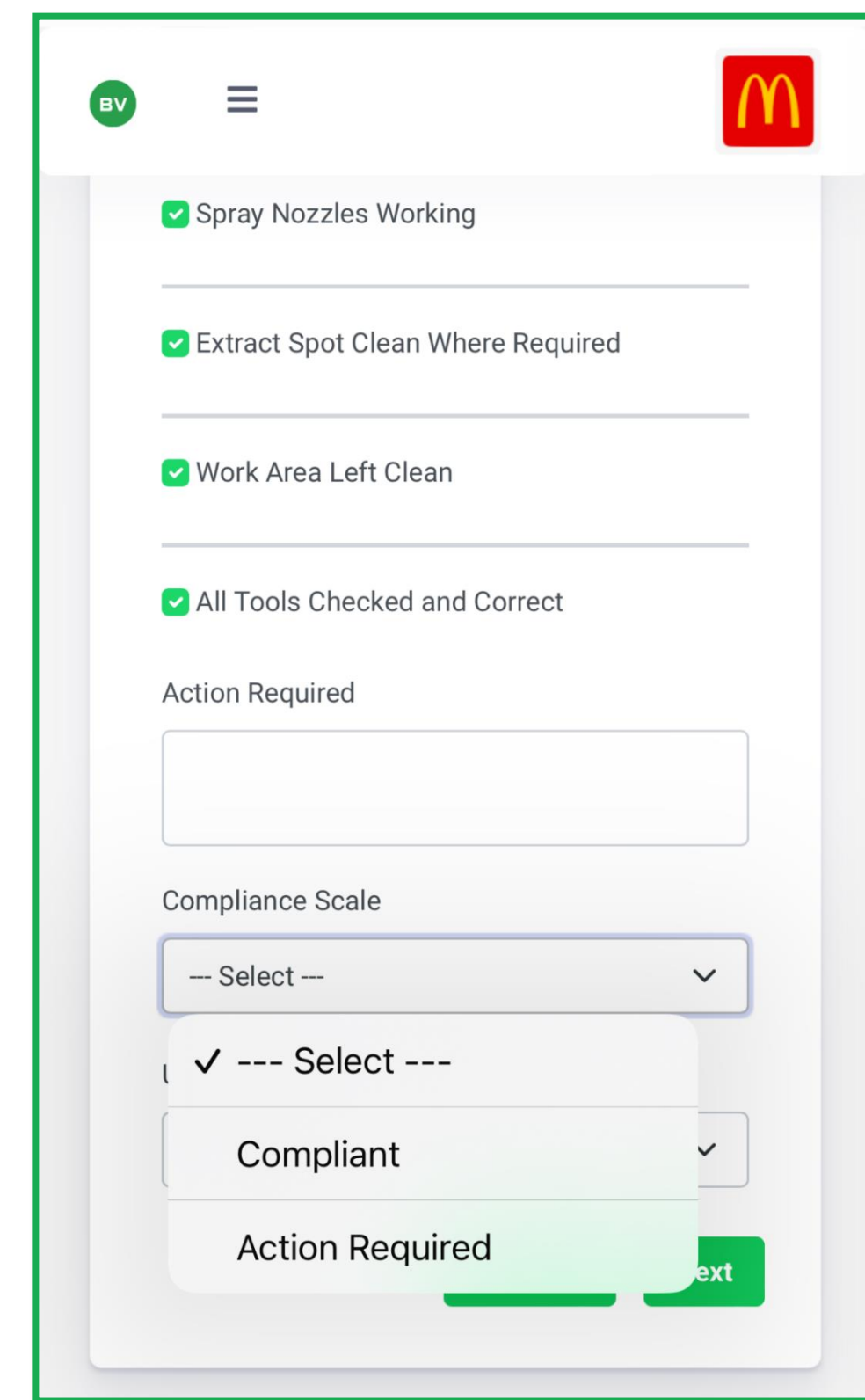


The screenshot shows the mobile app interface for adding a new audit. At the top, there is a header with a 'BV' logo, a menu icon, and a McDonald's logo. Below the header, there are four checklist items, each with a green checkmark: 'Spray Nozzles Working', 'Extract Spot Clean Where Required', 'Work Area Left Clean', and 'All Tools Checked and Correct'. Below these items is a text input field labeled 'Action Required'. Below the text input field is a dropdown menu labeled 'Compliance Scale' with the option '--- Select ---' selected. Below the dropdown menu is another dropdown menu labeled 'Urgency of Action Required' with the option '--- Select ---' selected. At the bottom of the form, there are two green buttons: 'Previous' and 'Next'.

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.



The screenshot shows the mobile app interface for adding a new audit, similar to the previous one. However, the 'Compliance Scale' dropdown menu is open, showing two options: '--- Select ---' and 'Compliant'. The 'Action Required' option is highlighted in green, indicating it is the selected option. The 'Urgency of Action Required' dropdown menu is also open, showing the option '--- Select ---'. At the bottom of the form, there are two green buttons: 'Previous' and 'Next'.

HOW TO ADD A NEW AUDIT ON MOBILE

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).

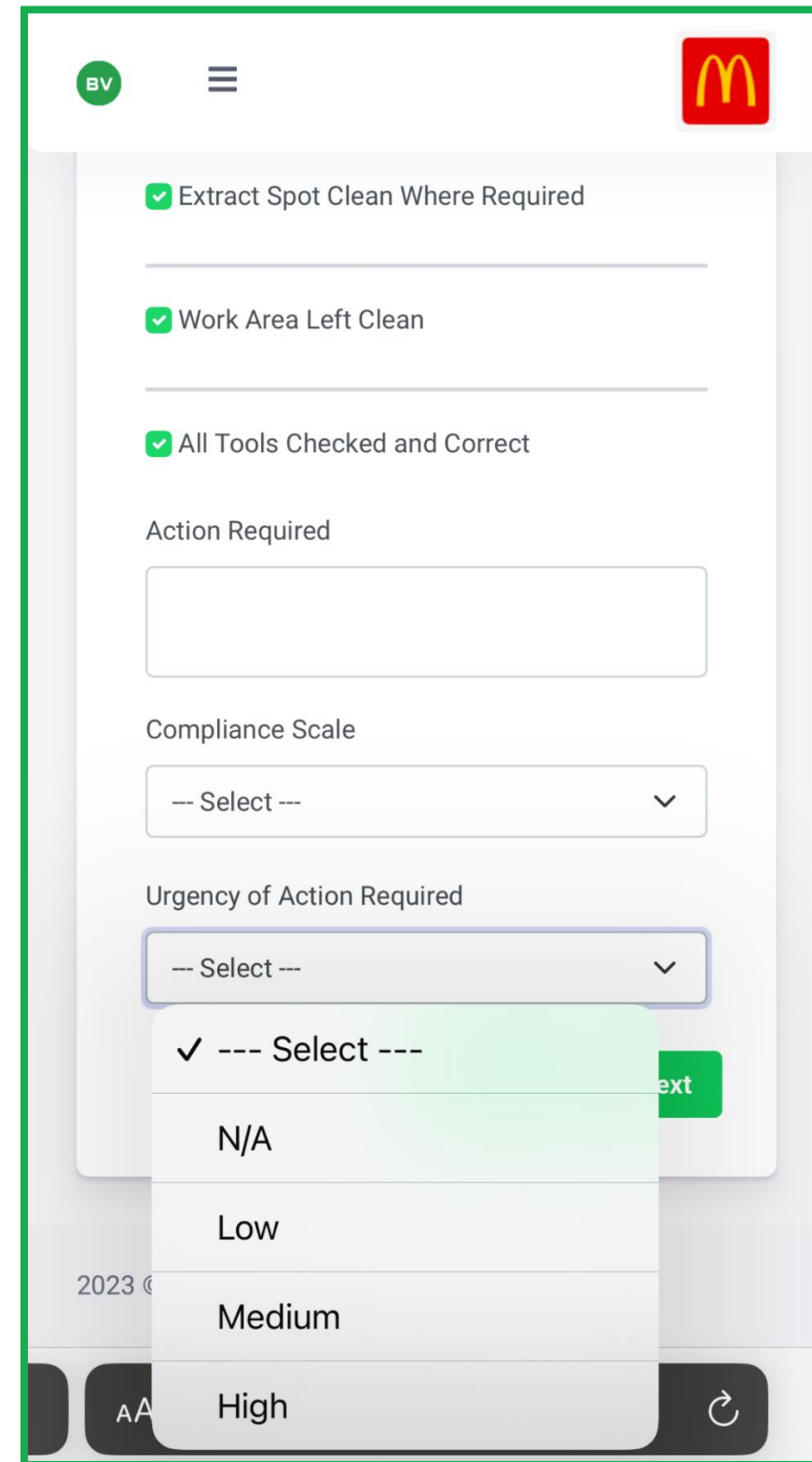
If the restaurant’s “Compliance Status” is “Compliant” please select:

- 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.



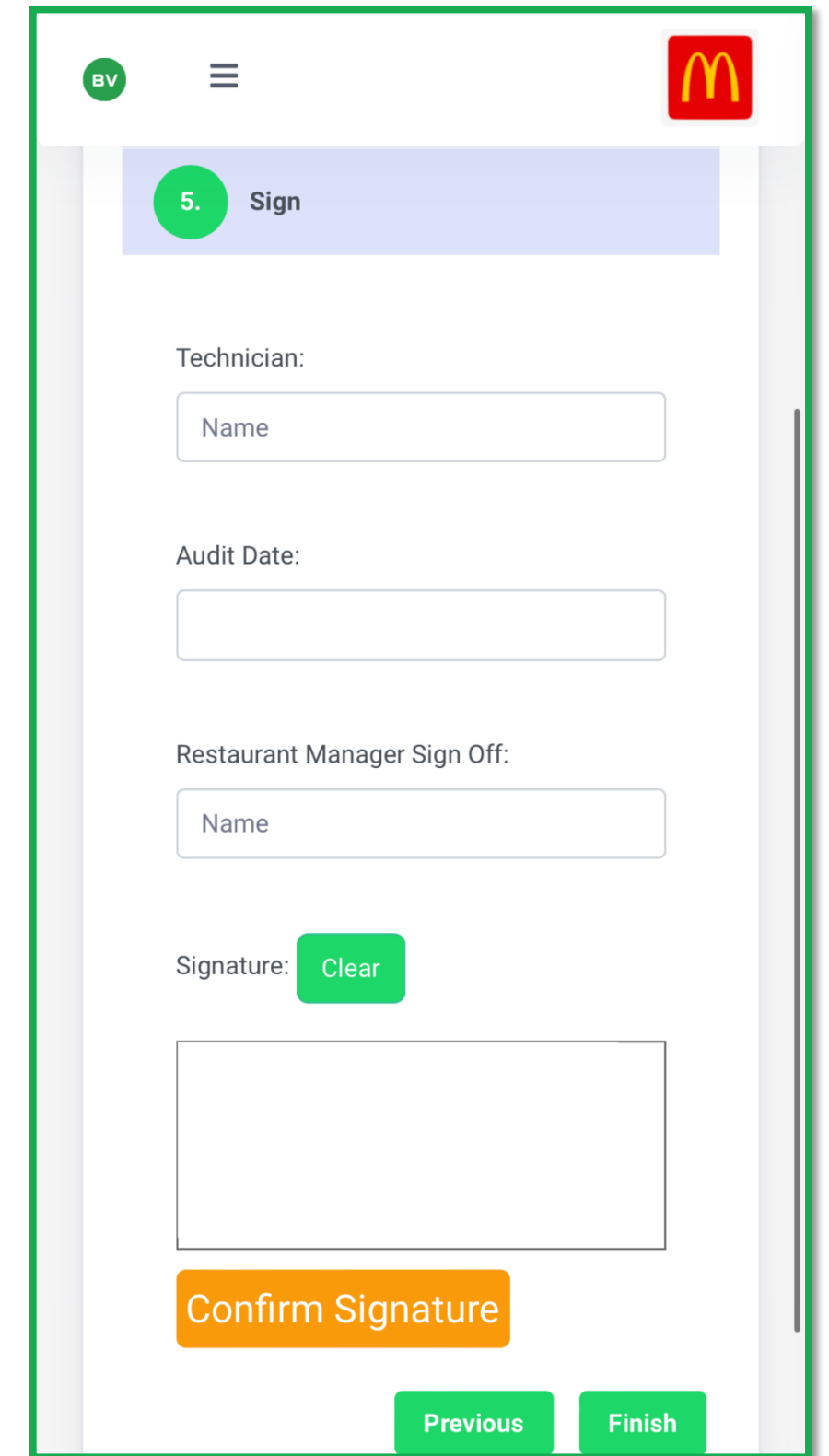
The screenshot shows the mobile app interface for adding a new audit. The top bar includes the Biovent Systems logo (BV) and a McDonald's logo. The main form contains several sections:

- Checklist:** Three items are checked: "Extract Spot Clean Where Required", "Work Area Left Clean", and "All Tools Checked and Correct".
- Action Required:** A text input field.
- Compliance Scale:** A dropdown menu with "Select" as the current selection.
- Urgency of Action Required:** A dropdown menu with "Select" as the current selection. A modal is open showing options: "N/A", "Low", "Medium", and "High". The "N/A" option is highlighted with a green checkmark.

Part 5: Sign

The final stage of the audit, asks for you to complete:

- **Technician** – your name in Sentence Case
- **Audit Date** – see next diagram
- **Restaurant Manager Sign Off** – the Restaurant Manager’s name in Sentence Case
- **Signature** – please get the Restaurant Manager to sign (see next page).



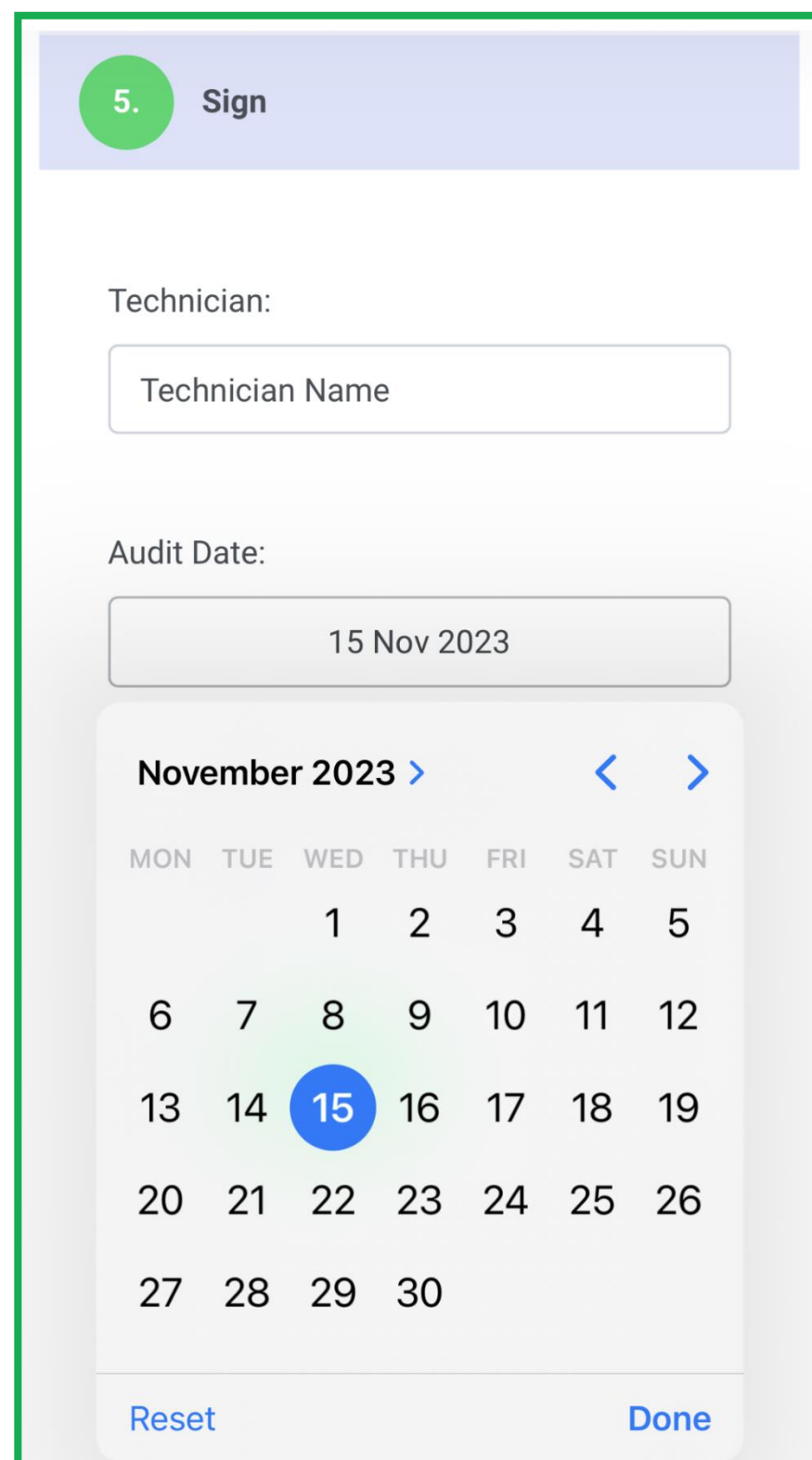
The screenshot shows the mobile app interface for the "Sign" stage of the audit. The top bar includes the Biovent Systems logo (BV) and a McDonald's logo. The main form contains several sections:

- 5. Sign:** A blue header bar with a green circle containing the number 5.
- Technician:** A text input field with "Name" as a placeholder.
- Audit Date:** A text input field.
- Restaurant Manager Sign Off:** A text input field with "Name" as a placeholder.
- Signature:** A text input field with a "Clear" button next to it.
- Confirm Signature:** An orange button.
- Navigation:** "Previous" and "Finish" buttons at the bottom.

HOW TO ADD A NEW AUDIT ON MOBILE

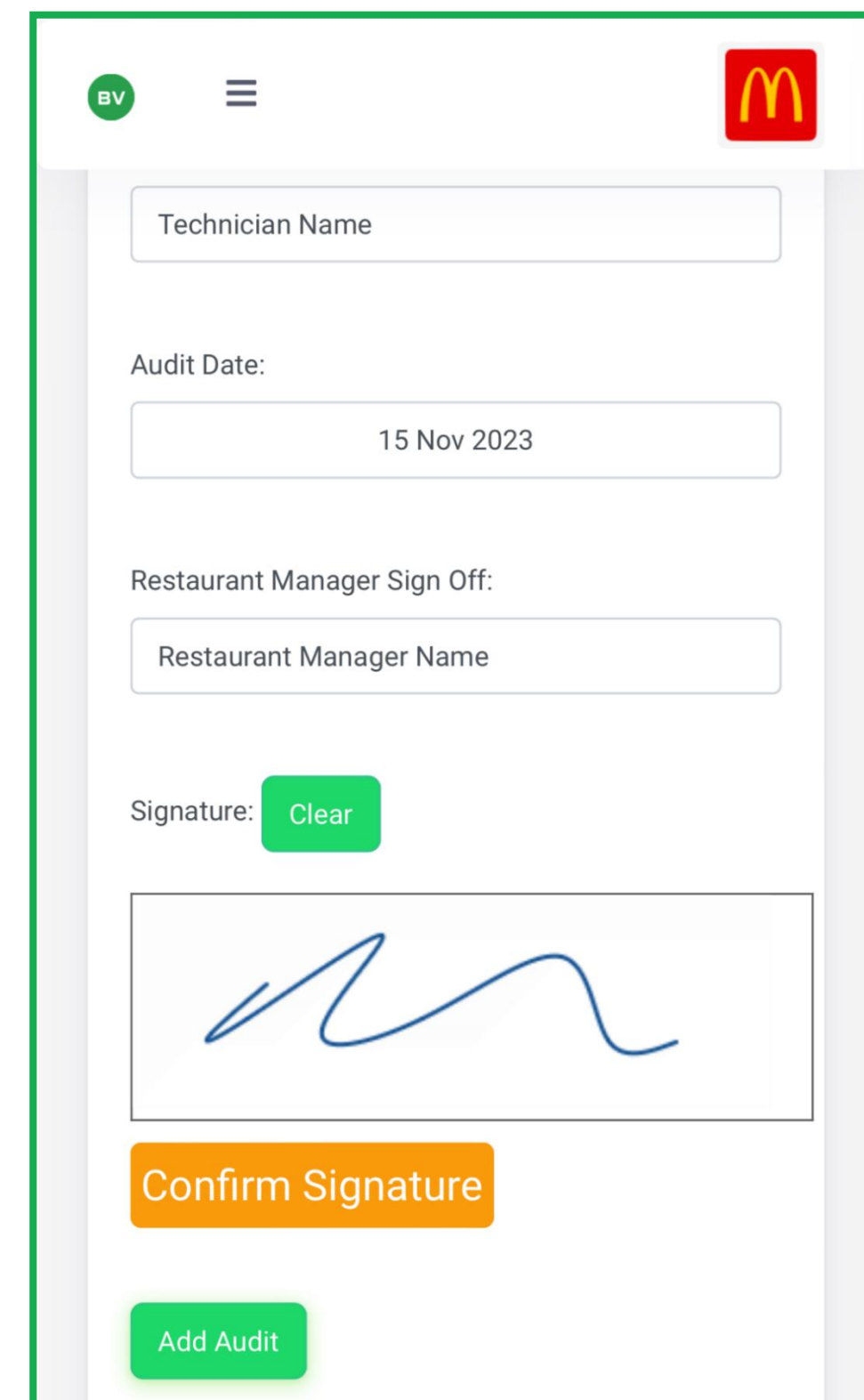
Audit Date

- When you select the Audit Date, a calendar will pop up:
 - Please select the correct date and click “Done”
- **Please note:**
 - It will automatically select today’s date.
 - You can reset the date by selecting “Reset”.
 - You can use the arrows at the top to search for the correct month.
 - Or you can select the arrow by the month and year to find the month you are looking for.



Signature

- **Restaurant Manager Sign Off** – please type the Restaurant Manager’s name in Sentence Case
- **Signature** – please get the Restaurant Manager to:
 - Sign their signature in the Signature box and then click “Confirm Signature”.
 If they need to redo their signature, you can select “Clear” to start again.



HOW TO ADD A NEW AUDIT ON MOBILE

Add a New Audit

+ Manual Upload

Audit Signed

Close

2. Audit Type

4. Audit Findings

5. Sign

A pop-up box will then appear to confirm the audit has been signed. Please close this box to continue.

To sign off the audit, click “Finish”. This will save the report to the portal and make it available to download.

Please Note: The report can take 30+ seconds to upload. This is due to the number of photos / information being uploaded to the portal, but other variables can have an effect (such as wifi/mobile coverage, age of device etc.).

Audit Date:

15 Nov 2023

Restaurant Manager Sign Off:

Restaurant Manager Name

Signature: Clear

Confirm Signature

Previous Finish

To confirm the audit report has been uploaded, you will see a green box “Audit Created Successfully.”

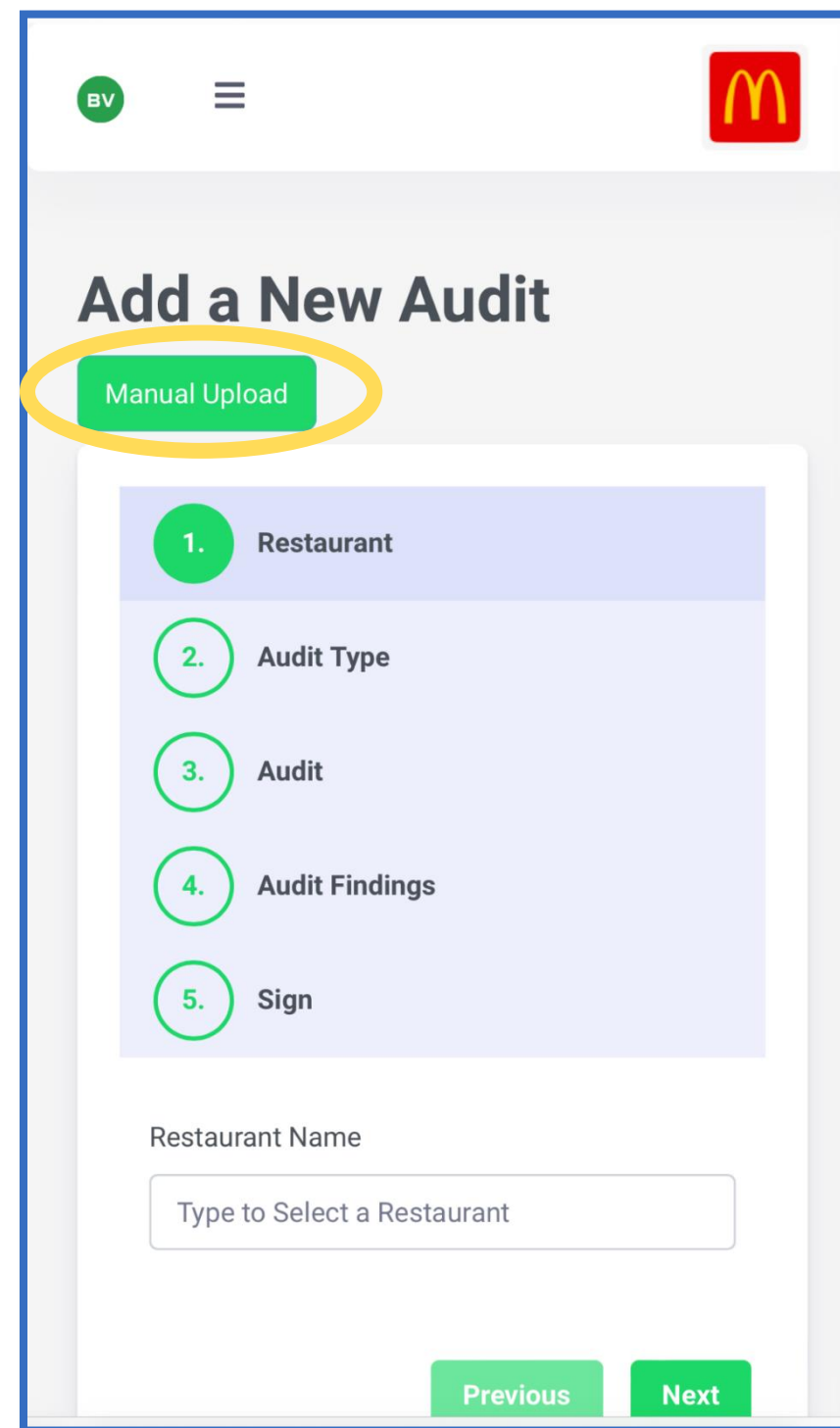
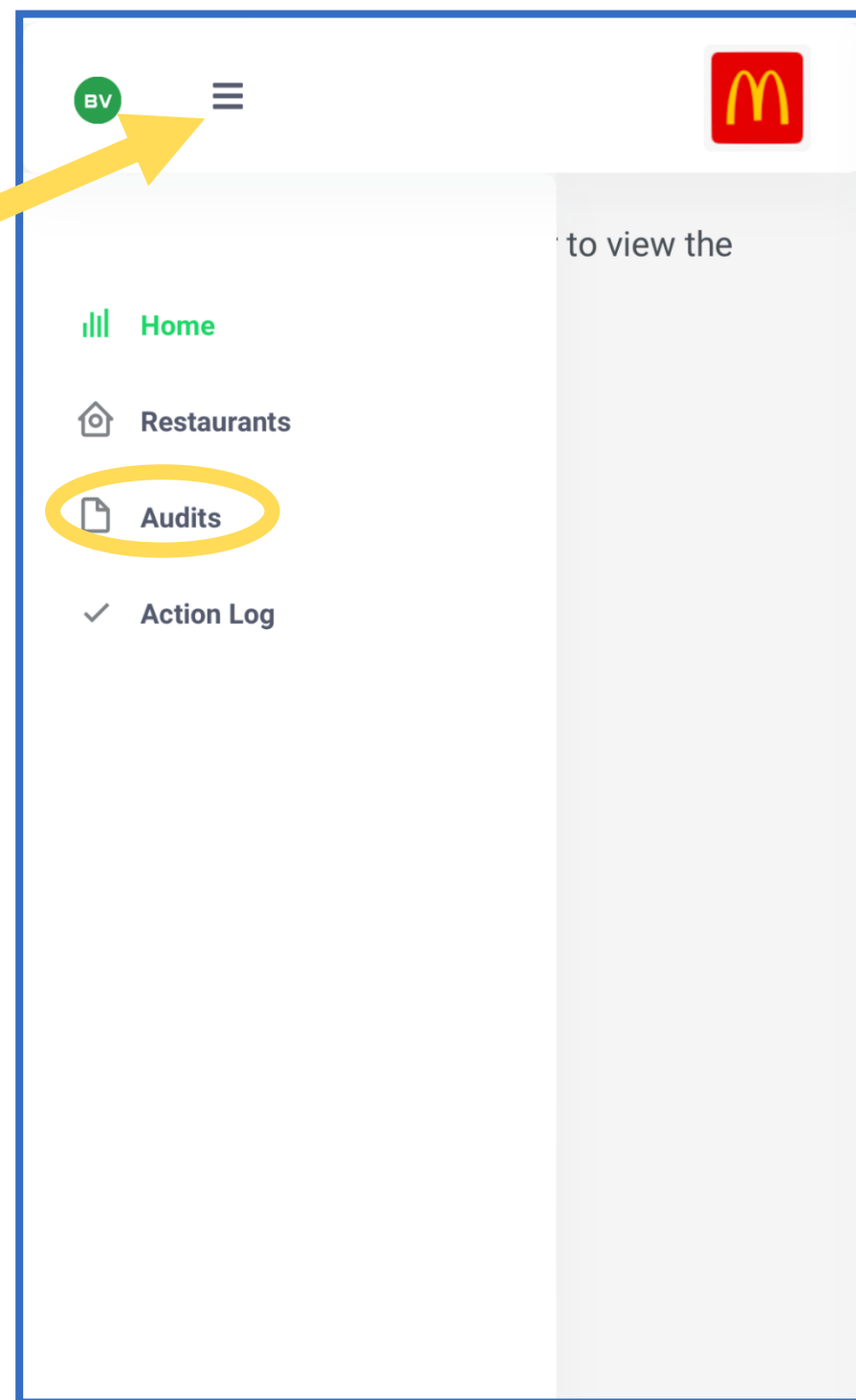
Audit Created Successfully.

View Audit

2023 © Biovent Systems.

HOW TO ADD A MANUAL UPLOAD AUDIT ON MOBILE

Bring up the menu (≡) and select Audits.



1. Click on the “Manual Upload” button. This will bring up the “Upload New Audit” page (please see next page).

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

HOW TO ADD A MANUAL UPLOAD AUDIT ON MOBILE

2. Restaurant

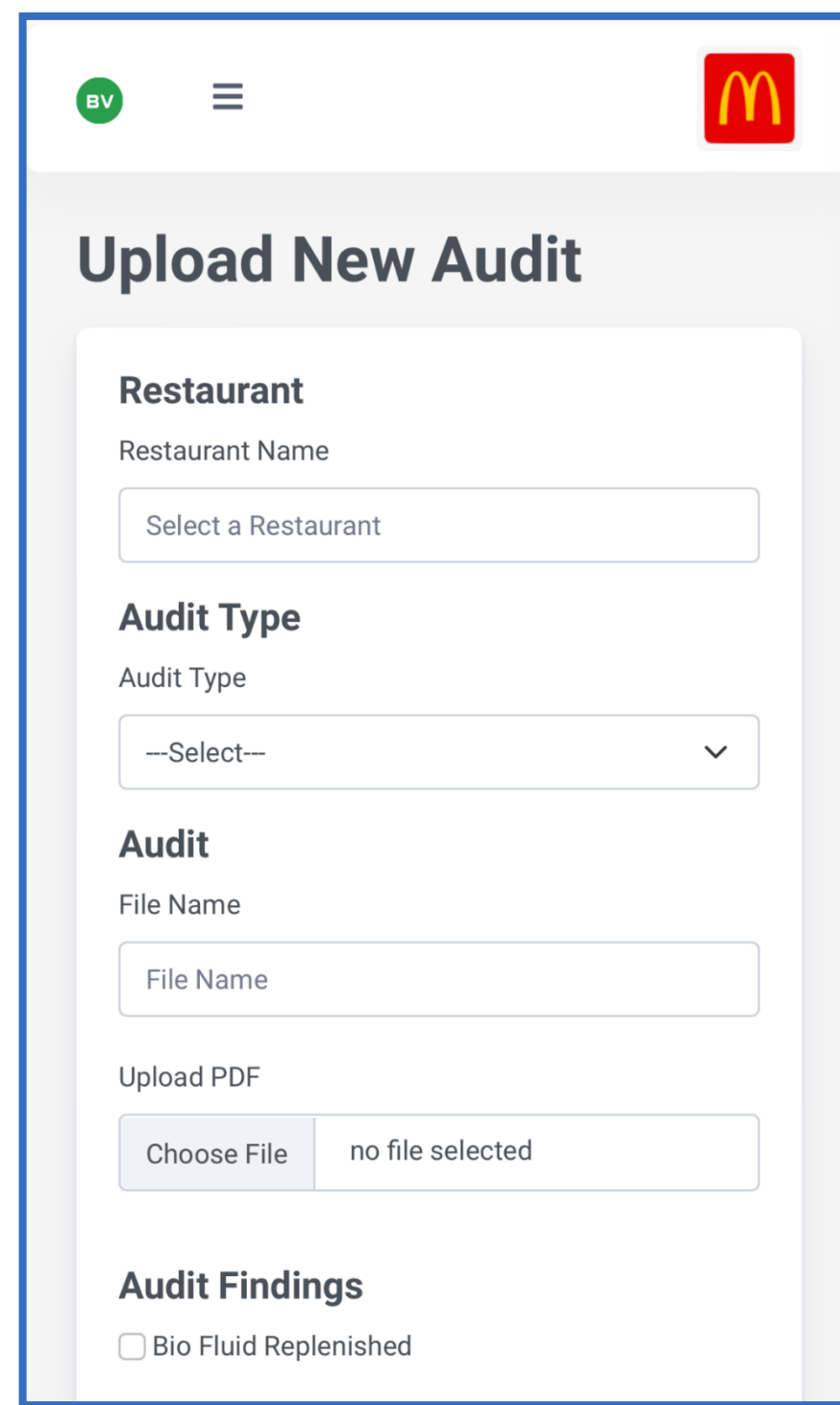
Type in the Restaurant name or number to select the restaurant you want to add an audit for.

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

4. Audit

Type in the File name – please use the Restaurant Number, Name and Audit date in DD/MM/YYYY format.

To upload the file, please select “Choose File” which will bring up a box to upload the file from your device. Please note you can only upload the following file types; PDF, PNG & JPEGs.



3. Audit Type

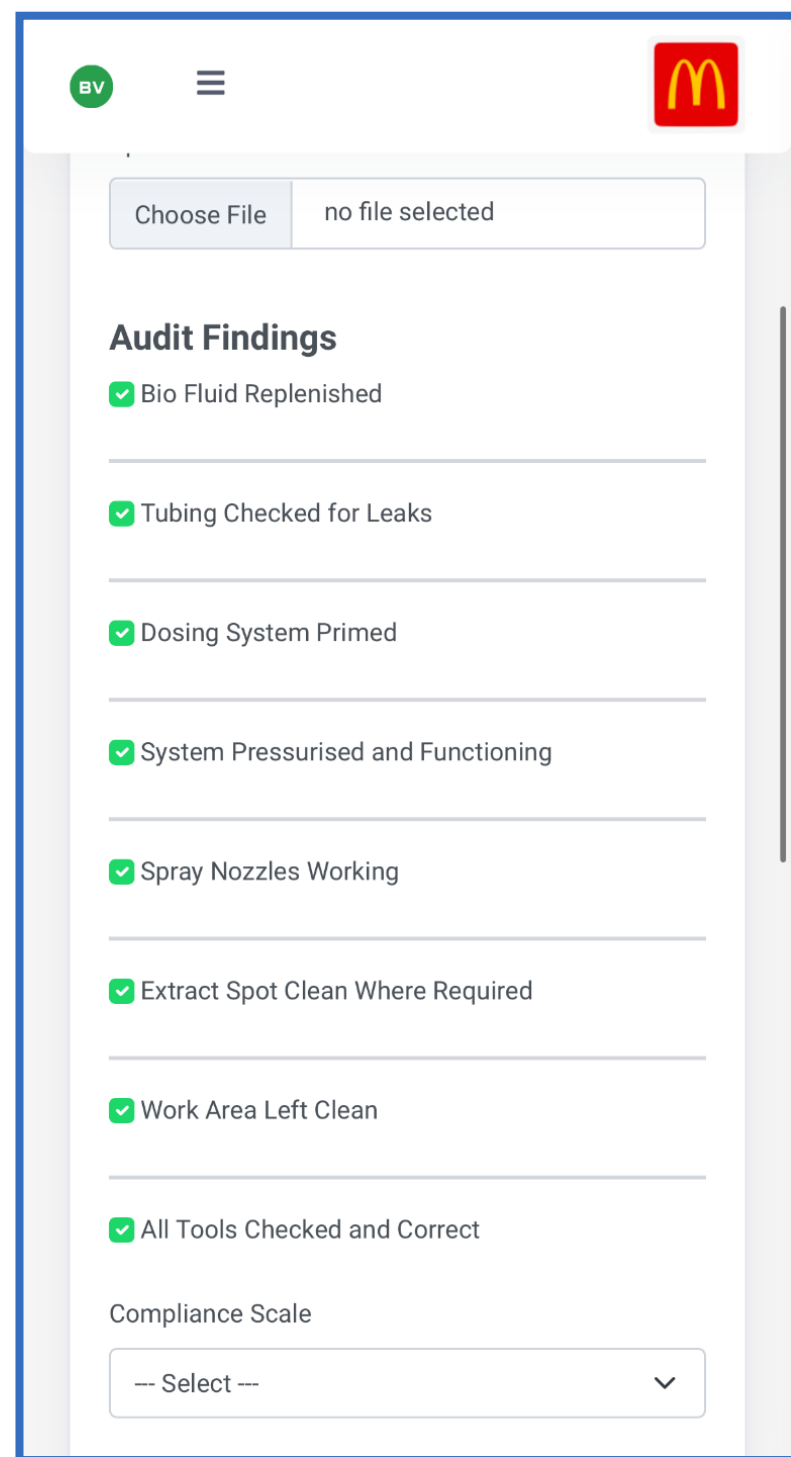
Please select one of the following audit types:

- **Compliance** – used for:
 - Compliance / full clean visits only
- **Installation** – used for:
 - The installation of the Biovent System only
- **PPM** – used for:
 - PPM / monthly visits
 - In the event of a fluid drop / change, please also select “PPM” and type “Fluid drop / change” in the issues found 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.

HOW TO ADD A MANUAL UPLOAD AUDIT ON MOBILE



Choose File no file selected

Audit Findings

- ☒ Bio Fluid Replenished
- ☒ Tubing Checked for Leaks
- ☒ Dosing System Primed
- ☒ System Pressurised and Functioning
- ☒ Spray Nozzles Working
- ☒ Extract Spot Clean Where Required
- ☒ Work Area Left Clean
- ☒ All Tools Checked and Correct

Compliance Scale

-- Select --

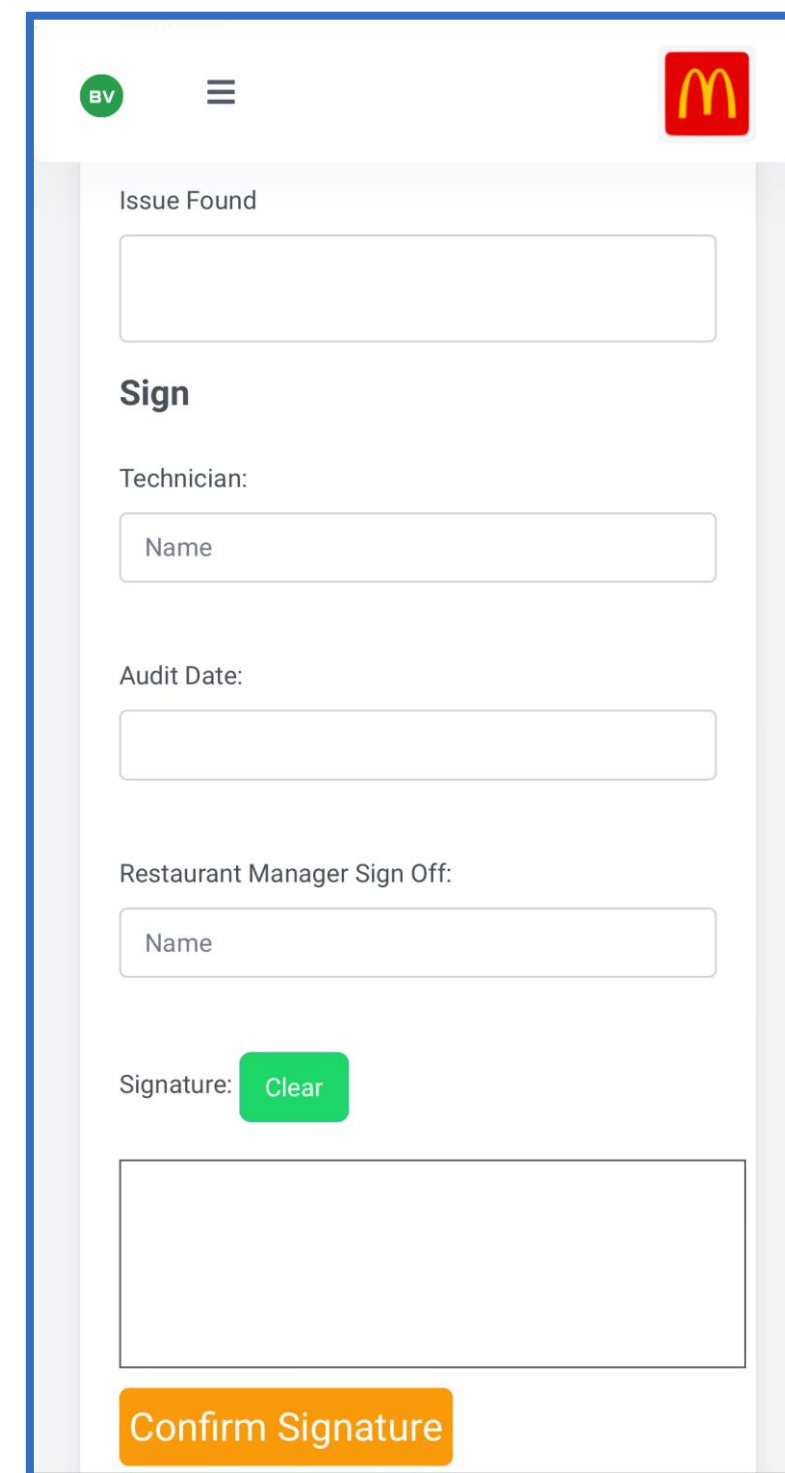
5. Checklist

- Tick the boxes to confirm all checks on the unit have been carried out.
- ***It is very important to ensure all of these checks are completed EVERY VISIT.***

6. Compliance Scale

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

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



Issue Found

Sign

Technician:

Name

Audit Date:

Restaurant Manager Sign Off:

Name

Signature: Clear

Confirm Signature

7. Issue Found

This section is seen by the customer so please be mindful of what you type in this box!

- This section should ONLY be completed if the Compliance Scale is “Action Required”.
- If the Compliance Scale is “Compliant”, please leave this section BLANK – there is no need to write ‘N/A’.

If there is an “Action Required” please include information regarding this in this box as this will be highlighted on the Action Required column throughout the portal. This could be e.g. access doors required or other actions that the restaurant needs to complete. The notes you include here, should also be included in the document you are uploading.

HOW TO ADD A MANUAL UPLOAD AUDIT ON MOBILE

8. Sign

The final stage of the audit, asks for you to complete:.

Audit Date – when you select the Audit Date, a calendar will pop up:

- Please select the correct date and click “Done”
- **Please note:**
 - It will automatically select today's date.
 - You can reset the date by selecting “Reset”.
 - You can use the arrows at the top to search for the correct month.
 - Or you can select the arrow by the month and year to find the month you are looking for.

Signature – as you will likely be uploading this after visiting the restaurant, please sign your signature in the box and then click “Confirm Signature”. If you need to redo their signature, you can select “Clear” to start again.

Sign

Technician:
Technician Name

Audit Date:
15 Nov 2023

Restaurant Manager Sign Off:
Restaurant Manager Name

Signature: Clear

Confirm Signature

Technician – your name in Sentence Case.

Restaurant Manager Sign Off – the Restaurant Manager's name who attended the visit in Sentence Case

Audit Signed

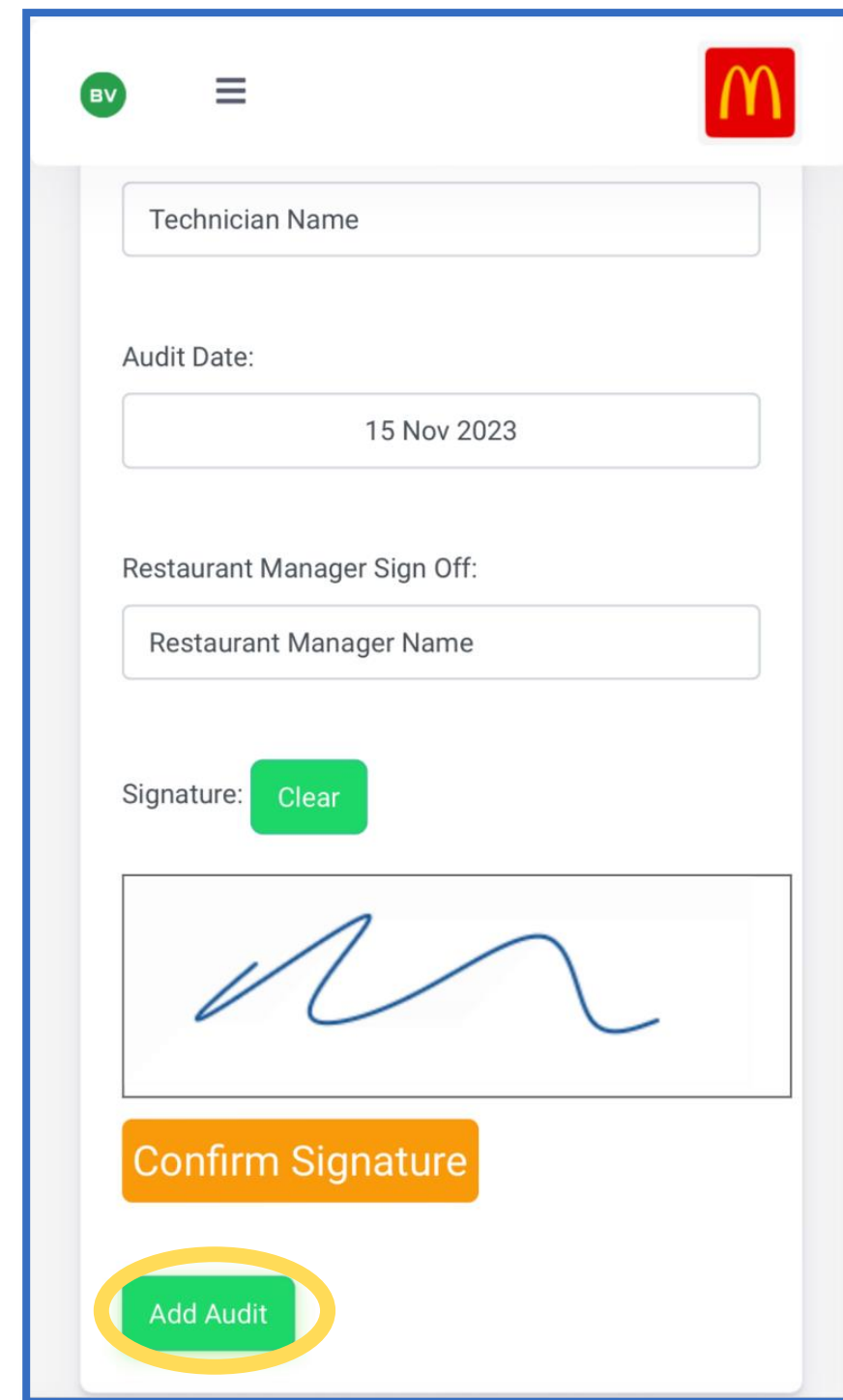
Close

A pop-up box will then appear to confirm the audit has been signed. Please close this box to continue.

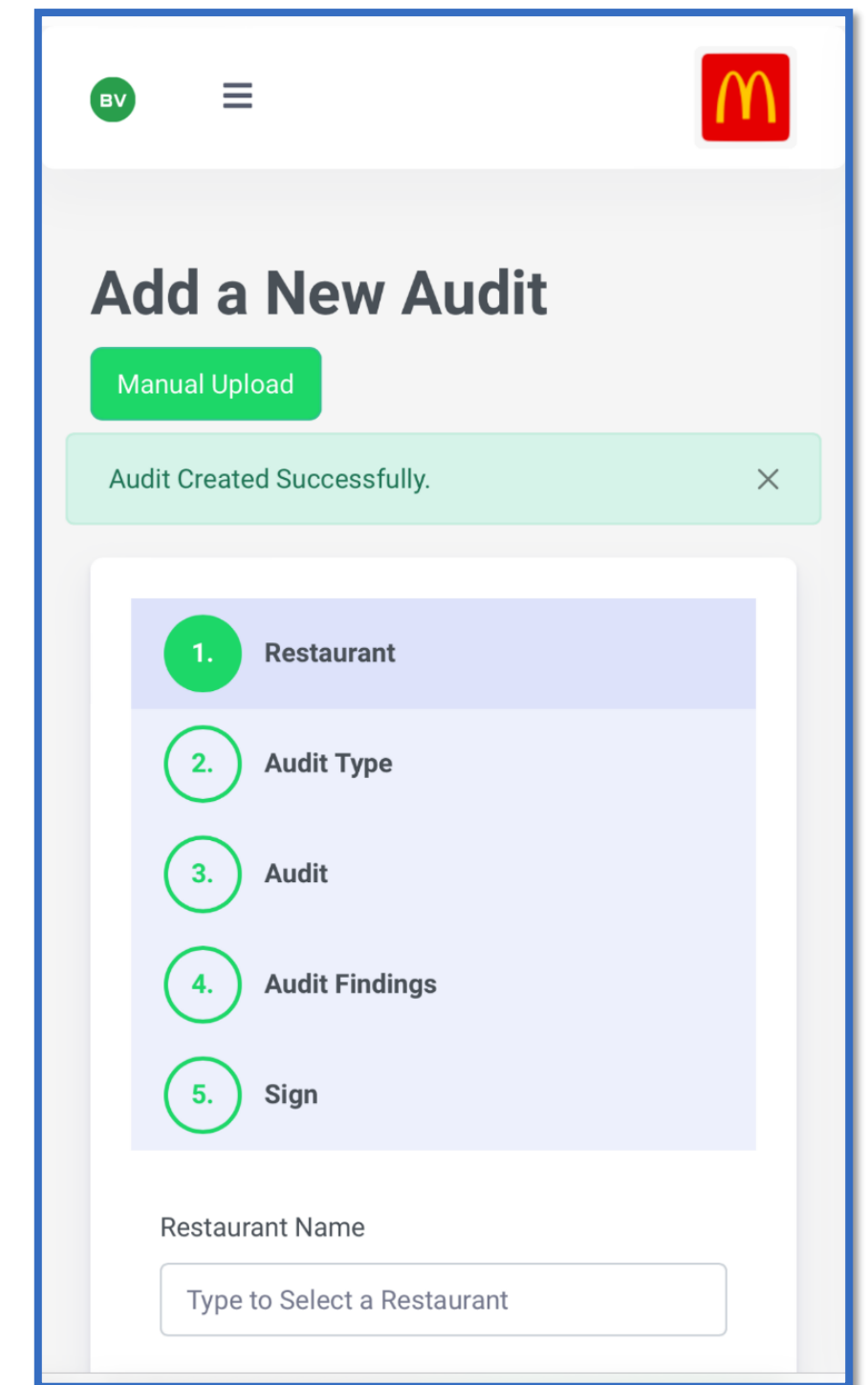
HOW TO ADD A MANUAL UPLOAD AUDIT ON MOBILE

To sign off the audit, click “Add Audit”. This will save the report to the portal and make it available to download.

Please Note: The report can take 30+ seconds to upload. This is due to the number of photos / information being uploaded to the portal, but other variables can have an effect (such as wifi/mobile coverage, age of device etc.).



To confirm the audit report has been uploaded, you will see a green box “Audit Created Successfully.”



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