
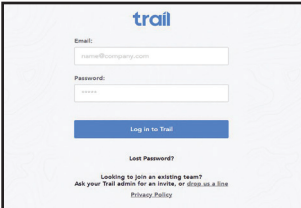
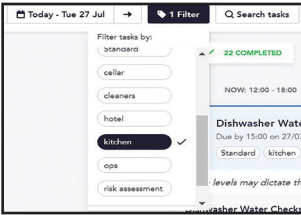
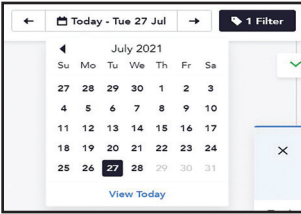
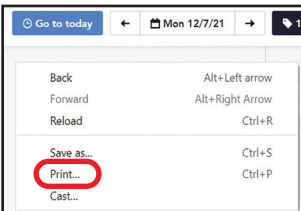
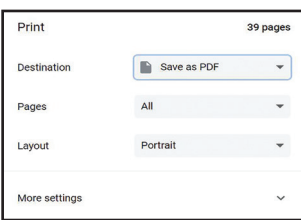
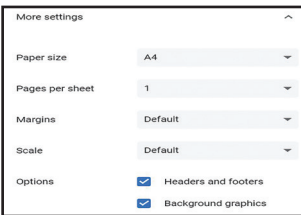
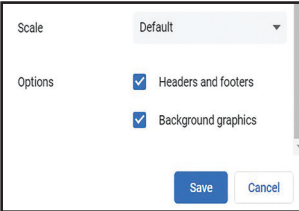
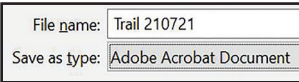





Reference	<ul style="list-style-type: none"> • SOP - K0017 - Food quality complaints and product recall procedures • SOP - OF0005 - Accident and Incident procedures 	
Step 1		<ul style="list-style-type: none"> • To extract records from Trail, the Chrome web browser must be used. • If Chrome isn't installed on the pub PC, contact the IT Helpdesk for assistance.
Step 2		<ul style="list-style-type: none"> • On the pub PC, open the Chrome browser and go to https://web.trailapp.com • Log in using the pub's email address and Trail password. • If the password has been forgotten, press 'Lost Password?' and follow the on screen instructions.
Step 3		<ul style="list-style-type: none"> • Press the 'Filter' button and select the required section of the DMLB e.g. 'Kitchen'.
Step 4		<ul style="list-style-type: none"> • Click on today's date in the top left hand corner of the screen, and select the required date from which the records are required. • Trail may take a moment to load the records for the selected date.
Step 5		<ul style="list-style-type: none"> • Right click on the background and then select 'Print' from the menu.
Step 6		<ul style="list-style-type: none"> • Wait for the print preview to load. • Ensure that the 'Destination' is set to 'Save as PDF'. • If the 'Destination' is not set to 'Save as PDF', use the drop down menu to select 'Save as PDF'.
Step 7		<ul style="list-style-type: none"> • Click on the down arrow next to 'More settings'. • Ensure that the 'Headers and Footers' and 'Background graphics' boxes are both ticked.

Step 8		<ul style="list-style-type: none"> Click 'Save'. If this is the first time that records have been accessed in this way, an error box titled 'Restrictions' may appear. If this happens, click 'OK'.
Step 9		<ul style="list-style-type: none"> Change the 'File name' to 'Trail DDMMYY', where 'DDMMYY' is the date that the records are from. Ensure that the 'Save as type' is set to PDF or Adobe Acrobat Document. Choose a location on the PC to save the file to, and click 'Save'.
Step 10		<ul style="list-style-type: none"> Repeat Step 4 to Step 9 for each additional date that records are required from.
Step 11		<ul style="list-style-type: none"> If content for a specific task is required, after completing Step 3, click on 'Search tasks'. Search for the required task and then click on 'History' to view that task. Follow Step 5 to Step 9 to save the task content.
Step 12		<ul style="list-style-type: none"> Once all required records have been extracted and saved, they can then be emailed to the authorised recipient. If sending records by email, mark the email as 'Private'.