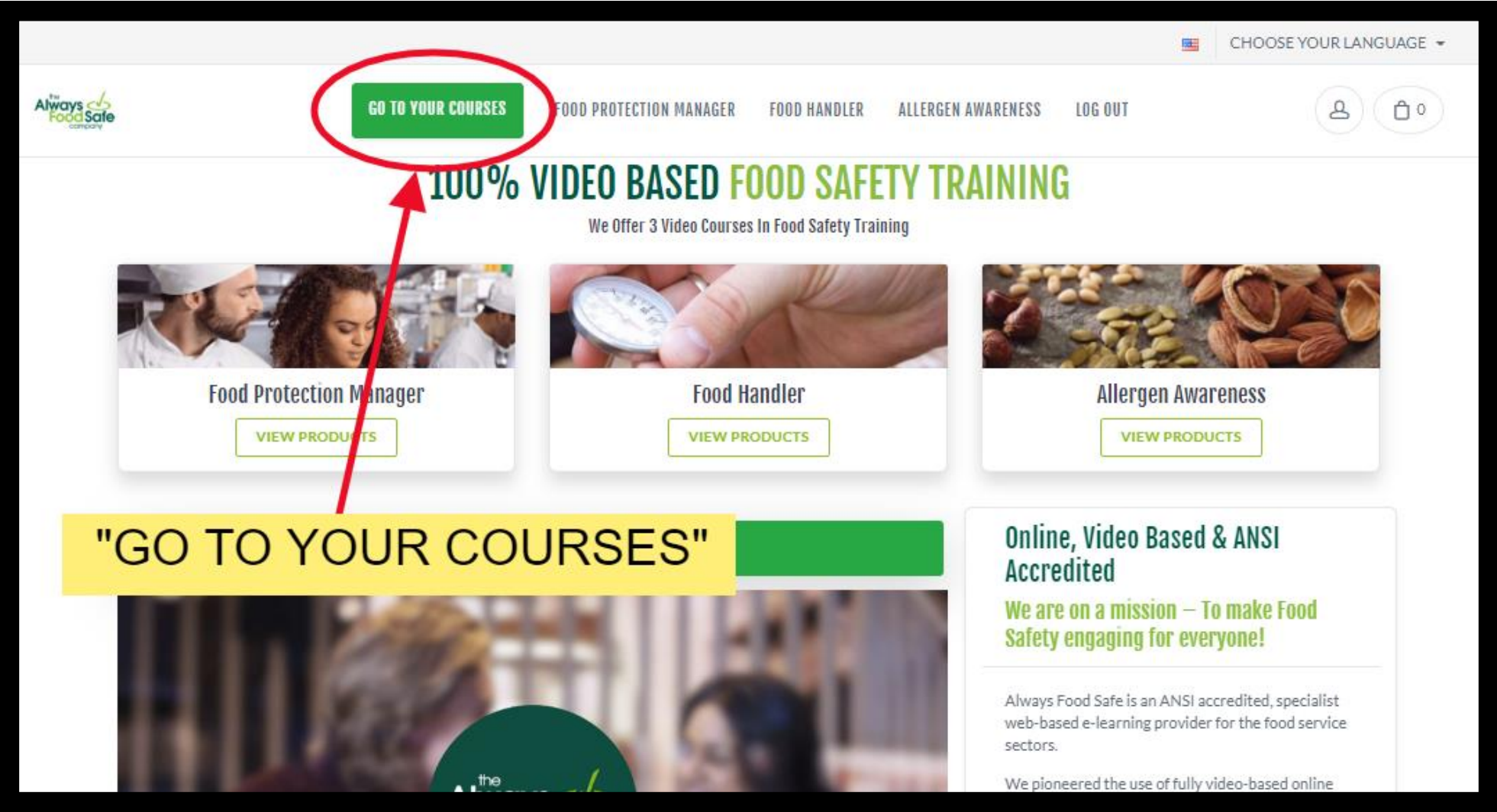




HOW TO USE YOUR DASHBAORD

LOGIN at www.alwaysfoodsafety.com and click on **“GO TO YOUR COURSES”**



Go to "DASHBOARD"

The screenshot displays the user interface of the Always Food Safe website. At the top left is the logo for 'Always Food Safe company'. The navigation bar includes a 'MANAGER HELP DOCUMENT' button, 'MY COURSES', 'STORE', 'DASHBOARD' (circled in red with an arrow pointing to the 'Activated Courses' section), 'English' (with a dropdown arrow), a notification bell, 'PROFILE', and 'LOGOUT'. Below the navigation bar, the 'Activated Courses' section is highlighted with a green line. Two course cards are visible: 'Food Handler - All other Counties, CA' and 'Allergen Awareness - All counties, CA'. Each card has a 'VIEW LEARNER MATERIAL' button and an 'ACTIVATE COURSE' button. A yellow callout box with the text '"DASHBOARD"' is positioned over the 'ACTIVATE COURSE' button of the 'Food Handler' course. A yellow information box next to the 'ACTIVATE COURSE' button for the 'Food Handler' course contains the text 'will be able to access'. Another yellow information box next to the 'ACTIVATE COURSE' button for the 'Allergen Awareness' course contains the text 'Once you have completed all of the chapters you will be able to access your exam'.

YOUR “DASHBOARD” HAS THREE MAIN AREAS:

ACTIVATION CODES

REAL-TIME
PROGRESS
TRACKING

COURSES
AVAILABLE

1- Activation Codes: These will be provided to you by Always Food Safe.

2- Real-Time tracking of training and final exam results.

3- Courses Available (courses don't expire!)

1. ACTIVATION CODES FOR EMPLOYEES.

A Universal Code for all your staff. These codes will come pre-loaded with your Dashboard.

The screenshot shows a web dashboard with a navigation bar at the top containing links for 'MANAGER HELP DOCUMENT', 'MY COURSES', 'STORE', 'DASHBOARD', 'English', 'PROFILE', and 'LOGOUT'. Below the navigation bar, there are tabs for 'Certificates' and 'Dashboard'. The main content area is titled 'Pending Invites' and contains a table with the following data:

Type	Code	Created Date	Actions
Code Limit: 1000	U2RS-	2/27/2020	DELETE
Code Limit: 1000	NFPR-	2/27/2020	DELETE
Code Limit: 1000	M6UT-	2/27/2020	DELETE

The table also includes a 'Show entries' link, a search box, and pagination controls at the bottom showing 'Showing 1 to 3 of 3 entries' and 'Previous 1 Next'. A yellow callout box with the text 'ASSIGN COURSES: ONE CODE FOR ALL EMPLOYEES' has a red arrow pointing to the 'Code' column, which is circled in red.

2. REAL TIME TRACKING OF TRAINING AND EXAM RESULTS

In this area of the Dashboard, you can see how your staff is advancing through their courses. Also their exam's final score.

Employees:

EXPORT TO EXCEL

Search:

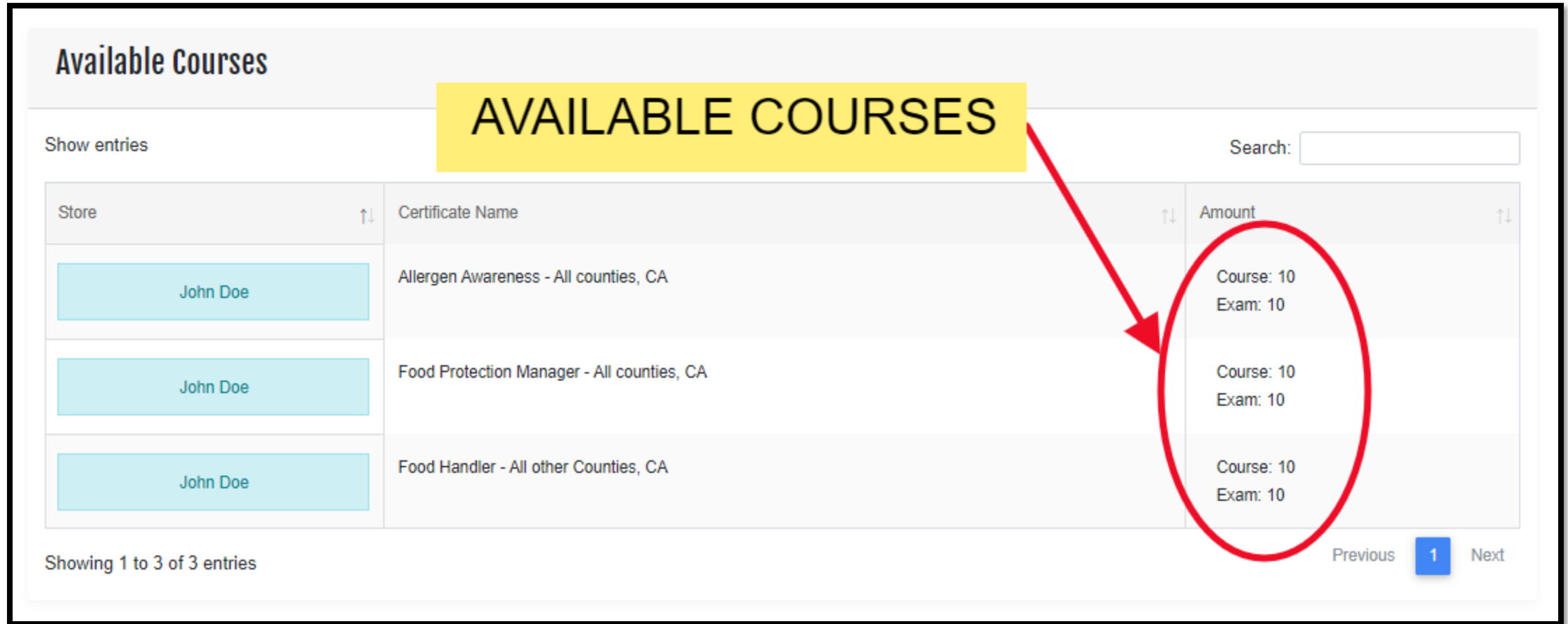
Name	Email	Organization	Food Handler Course	Food Handler Exam	Allergen Course	Allergen Exam	Manager Course	Manager Exam	Action
Andrew	[REDACTED].com	IMPORTS	100% Completed 12/12/2019	95% Passed 12/12/2019	-	-	-	-	VIEW
Anjell Dela	[REDACTED].com	IMPORTS	100% Completed 12/10/2019	95% Passed 12/10/2019	-	-	-	-	VIEW
Ann	[REDACTED].com	IMPORTS	100% Completed 11/4/2019	100% Passed 11/5/2019	-	-	-	-	VIEW
Carol	[REDACTED].com	IMPORTS	100% Completed	95% Passed	-	-	-	-	VIEW

TRAINING PROGRESS

EXAM FINAL SCORE

3. AVAILABLE COURSES

This area tells you the amount of courses you have available.



Store	Certificate Name	Amount
John Doe	Allergen Awareness - All counties, CA	Course: 10 Exam: 10
John Doe	Food Protection Manager - All counties, CA	Course: 10 Exam: 10
John Doe	Food Handler - All other Counties, CA	Course: 10 Exam: 10

Showing 1 to 3 of 3 entries

Previous **1** Next

Remember: Your courses don't expire. Use them this year or next, no problem!

ALL CERTIFICATES IN A SINGLE LOCATION

Certificates Dashboard RIMFIRE IMPORTS

ACCESS ALL CERTIFICATES

Exam Sessions

EXPORT TO EXCEL Search:

User Email	Name	Date (yyyy-mm-dd)	Location	Certificate Name	Status	Percent	Results
.....com	Anjell	2019-12-10	IMPORTS	Food Handler	Passed	95	VIEW RESULTS & CERTIFICATE
.....com	Andrew	2019-12-12	IMPORTS	Food Handler	Passed	95	VIEW RESULTS & CERTIFICATE
.....com	Ann	2019-11-05	IMPORTS	Food Handler	Passed	100	VIEW RESULTS & CERTIFICATE
.....com	William	2019-11-01	IMPORTS	Food Handler	Passed	92.5	VIEW RESULTS & CERTIFICATE
.....com	Collis	2019-12-10	IMPORTS	Food Handler	Passed	97.5	VIEW RESULTS & CERTIFICATE
.....com	Cathy	2019-12-11	IMPORTS	Food Handler	Passed	95	VIEW RESULTS & CERTIFICATE

CLICK TO SEE CERTIFICATE

Click on the tab “Certificates” at the top of the page.

Exam Results
12/10/2019

You passed the exam with a score of 95.00%

[VIEW CERTIFICATE](#)

Expiration Date:
12/10/2022

Final Score:
95.00%
38 correct out of 40 graded questions

VIEW CERTIFICATE

all questions 38 out of 40

ALL YOUR STAFF'S CERTIFICATES IN A SINGLE LOCATION!

the Always Food Safe company

This Certificate of Achievement is awarded to:
YOUR NAME!

You have successfully completed
The Always Food Safe Company
Food Handler
Employee Food Safety Online Course & Exam

Date: _____
Course reference: _____
Learner reference: _____

Nick Eastwood
President
The Always Food Safe Company

CE
COP APPROVED

ANSI ACCREDITED

This training is approved for 2 continuing education hours toward the initial or recertification application for ACF certification

Nick Eastwood
President
The Always Food Safe Company

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www.alwaysfoodsafecompany.com

† Valid period can vary by state, county and employer. Check local regulations to confirm expiration.

Congratulations! Go ahead and frame the big copy-- you've earned it!

A group of five women are seated around a table in a restaurant, smiling and clinking their wine glasses in a toast. The setting is dimly lit with warm, ambient lighting. The women are dressed in semi-formal attire. The table is set with plates of food, including what appears to be a salad, and several wine glasses. The background shows a brick wall and some restaurant decor.

QUESTIONS OR COMMENTS?

help@alwaysfoodsafety.com

The logo for 'the Always Food Safe company' features the text 'the Always Food Safe company' in a green, sans-serif font. To the right of the text is a green icon of a checkmark inside a circle, with a small leaf-like shape above it.

the
Always
Food Safe
company