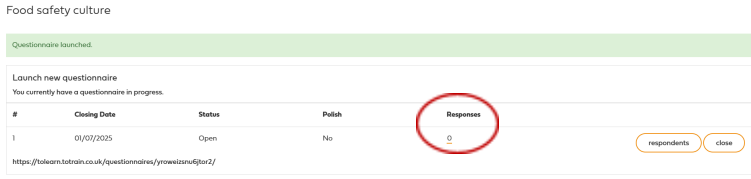


Step	Instruction	Screenshot										
Download certificate												
1.	- Click on Dashboard, food safety culture.	<p>Food Safety Management Platform</p> <p>Dashboard</p> <p>Account Details</p> <p>Name: Andria Watson Company: Big Byte Company Employees: 25 Licenses: 26/200 Total courses: 21 (Max: 200) Survey credits: 1/30</p> <p>Monthly statistical overview for March 2025</p> <p>24 Courses completed, 27 Courses in progress, 21 Refresher required, 23 Refresher overdue</p> <p>Buttons: manage sites/users, training matrix, employee certificate, set refresher, <b>food safety culture</b>, sample size calculator, my courses, my course access</p>										
2.	- To launch a questionnaire select a date you would like the survey to be completed by.	<p>Food safety culture</p> <p>Launch new questionnaire</p> <p>Choose a Date: [input field], Allow Polish Version? [checkbox], launch questionnaire, food safety culture plan</p> <p># Closing Date Status Polish Responses</p> <p>You've not yet added a questionnaire, you can add one using the form above.</p>										
3.	- You now have the option if you want the questionnaire to be available in Polish.	<p>Food safety culture</p> <p>Launch new questionnaire</p> <p>01 Jul 2025, Allow Polish Version? [checkbox], launch questionnaire, food safety culture plan</p> <p># Closing Date Status Polish Responses</p> <p>You've not yet added a questionnaire, you can add one using the form above.</p>										
4.	- You can now launch the questionnaire by clicking on the “launch questionnaire” button.	<p>Food safety culture</p> <p>Launch new questionnaire</p> <p>Choose a Date: [input field], Allow Polish Version? [checkbox], <b>launch questionnaire</b>, food safety culture plan</p> <p># Closing Date Status Polish Responses</p> <p>You've not yet added a questionnaire, you can add one using the form above.</p>										
5.	- Once the Questionnaire has been launched it will appear on all users account as a banner on the bottom of the screen when they log in.	<p>Food safety culture</p> <p>Questionnaire launched.</p> <p>Launch new questionnaire</p> <p>You currently have a questionnaire in progress.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Closing Date</th> <th>Status</th> <th>Polish</th> <th>Responses</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/07/2025</td> <td>Open</td> <td>No</td> <td>0</td> </tr> </tbody> </table> <p><a href="https://tolearn.totrain.co.uk/questionnaires/yroweizaru6jar2/">https://tolearn.totrain.co.uk/questionnaires/yroweizaru6jar2/</a></p> <p>responses close</p>	#	Closing Date	Status	Polish	Responses	1	01/07/2025	Open	No	0
#	Closing Date	Status	Polish	Responses								
1	01/07/2025	Open	No	0								
6.	The link to the questionnaire is also displayed and can be copied and sent out to individuals.	<p>Food safety culture</p> <p>Questionnaire launched.</p> <p>Launch new questionnaire</p> <p>You currently have a questionnaire in progress.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Closing Date</th> <th>Status</th> <th>Polish</th> <th>Responses</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/07/2025</td> <td>Open</td> <td>No</td> <td>0</td> </tr> </tbody> </table> <p><a href="https://tolearn.totrain.co.uk/questionnaires/yroweizaru6jar2/">https://tolearn.totrain.co.uk/questionnaires/yroweizaru6jar2/</a></p> <p>responses close</p>	#	Closing Date	Status	Polish	Responses	1	01/07/2025	Open	No	0
#	Closing Date	Status	Polish	Responses								
1	01/07/2025	Open	No	0								

Step	Instruction	Screenshot										
7.	The details of respondents and what category they fall under can be seen by clicking on the number of respondents.	 <p>Food safety culture</p> <p>Questionnaire launched.</p> <p>Launch new questionnaire</p> <p>You currently have a questionnaire in progress.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Closing Date</th> <th>Status</th> <th>Publish</th> <th>Responses</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/07/2025</td> <td>Open</td> <td>No</td> <td>0</td> </tr> </tbody> </table> <p><a href="https://tolearn.tolrain.co.uk/questionnaires/yrowe1sru6jtor2/">https://tolearn.tolrain.co.uk/questionnaires/yrowe1sru6jtor2/</a></p> <p>respondents close</p>	#	Closing Date	Status	Publish	Responses	1	01/07/2025	Open	No	0
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