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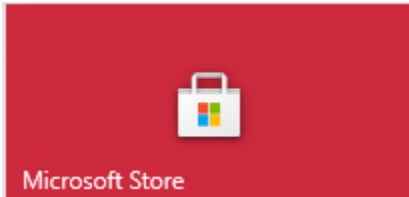
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HS Touch – Field

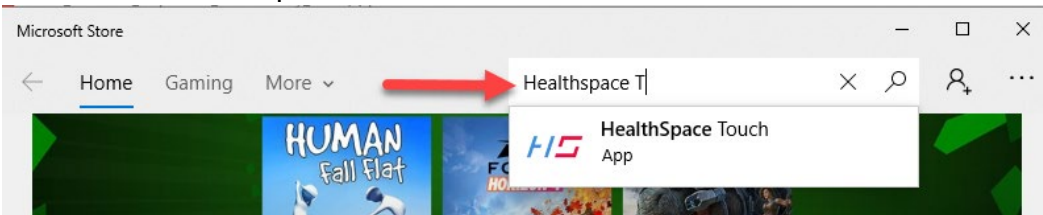
This manual is the standard manual provided by HealthSpace and is not Oregon-specific with regards to the screenshots.

Installing HS Touch from the Microsoft Store on a Device

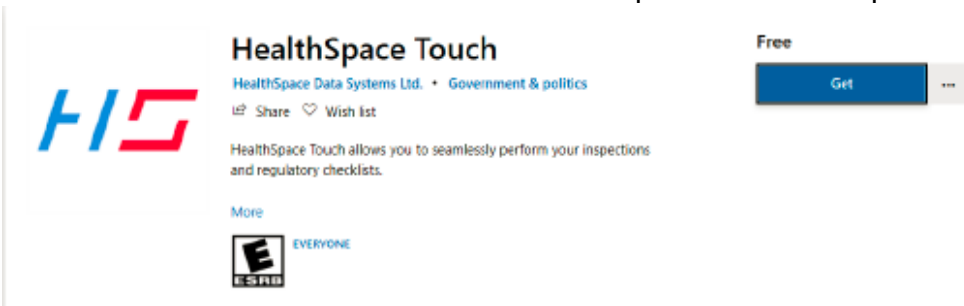
1. After confirming you are connected to the Internet, open the Microsoft Store on your device.



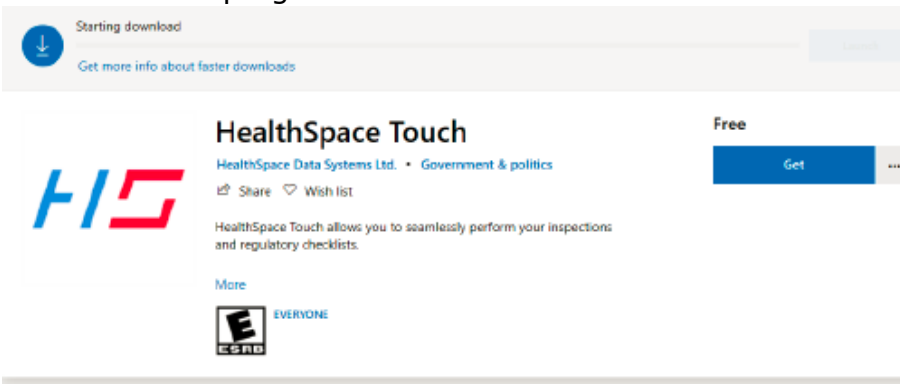
2. Search for Healthspace Touch.



3. Press on the Get icon to download or the update button depending on the situation.

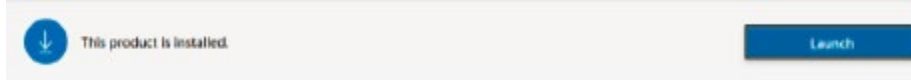


4. Wait while the program downloads.

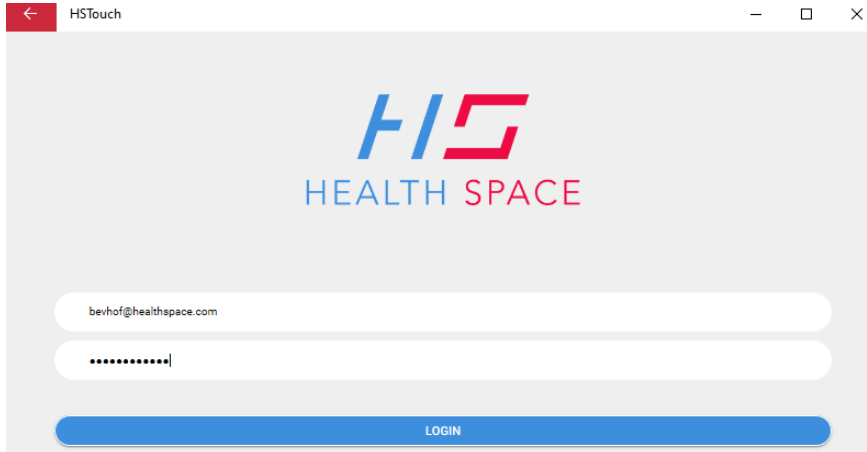


5. If, at any time you see an Update button, make the update.

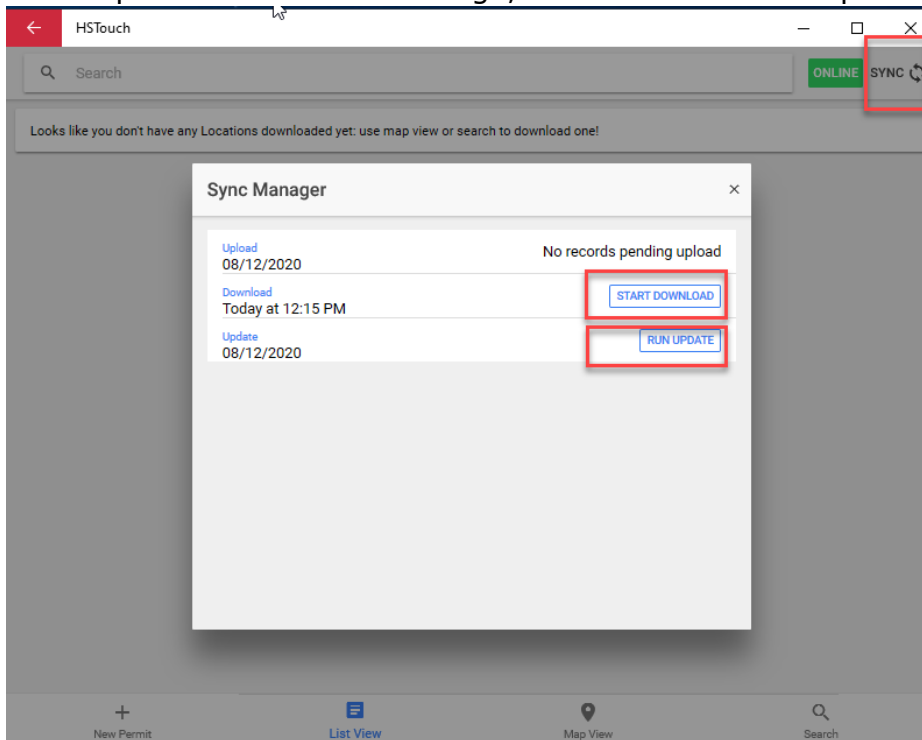
6. Click on Launch.



7. Enter your login credentials with assigned email address and password. Make sure the device is connected to the internet.



8. Press the Sync button and choose "Start Download" and "Run Update to refresh the data. If the update date doesn't change, that means that no update is needed.

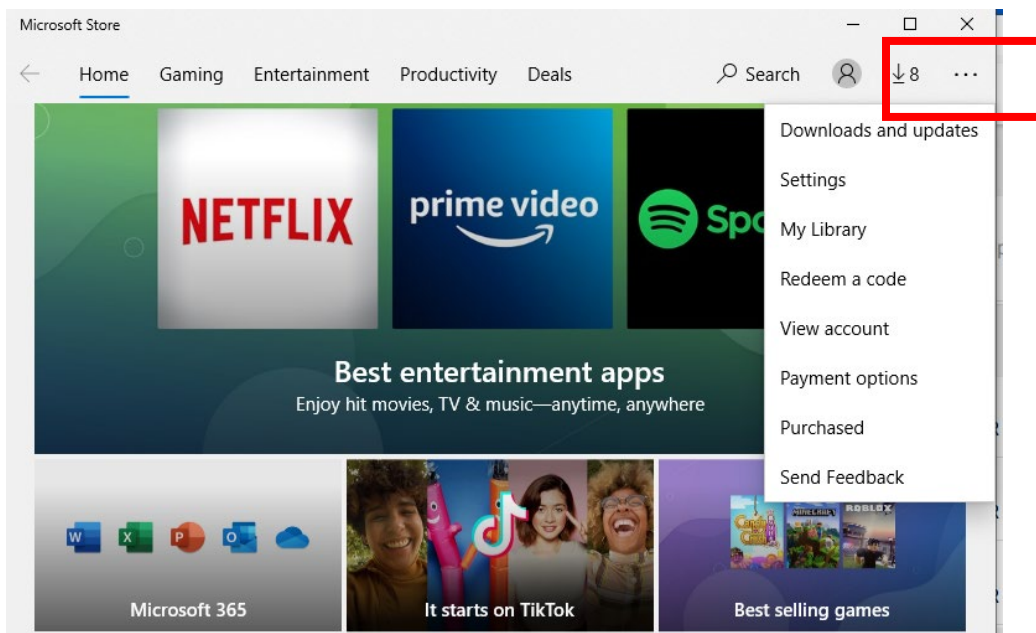


Note: When you want to change between systems (to view Master or another county in your jurisdiction), do NOT use the Switch button. It works better to close Touch and login again, selecting the other system of your choice instead.

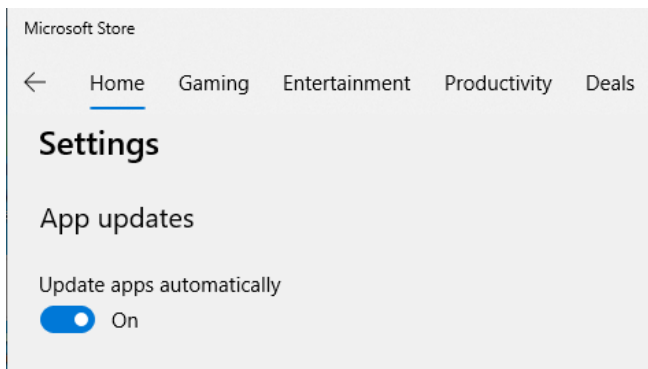
****Update/sync your system at least every 7 days to keep it current****

Check Microsoft Store Settings

Finally, open the Microsoft Store and click on the three dots in the upper right hand corner to see Settings:



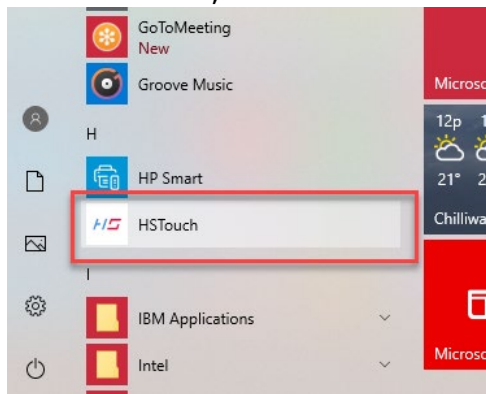
Click Settings and then make sure Update Apps Automatically is turned on:



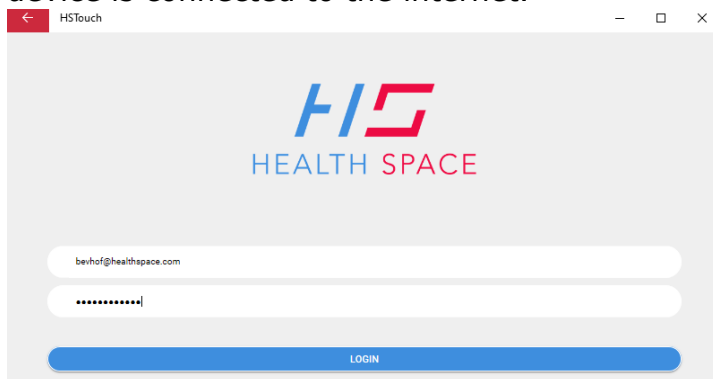
This will ensure that you will get any future improvements/updates to HS Touch.

Logging in and exiting out of HSTouch

1. On the device, find the HSTouch icon on the screen and press.

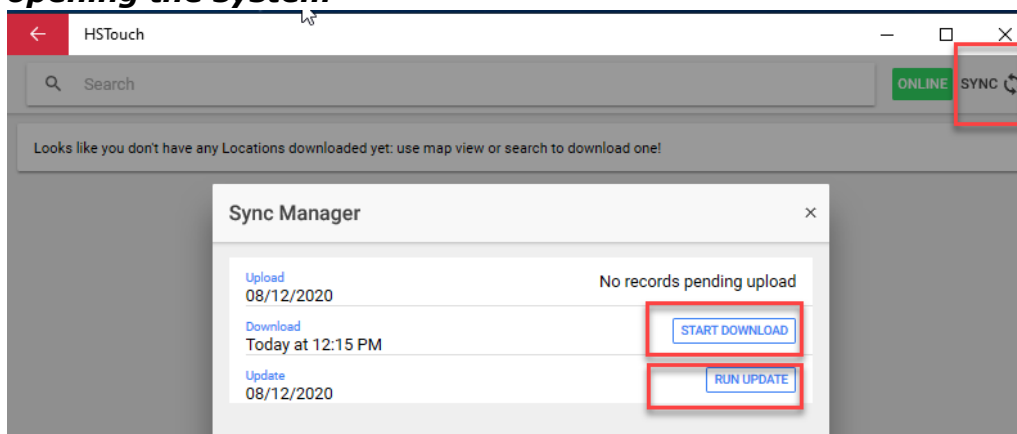


2. Enter your login credentials with assigned email address and password. Make sure the device is connected to the internet.

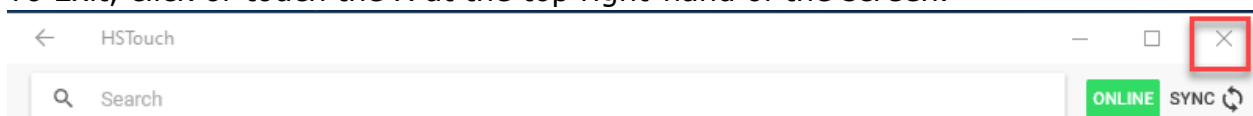


3. Press the Sync button and choose "Start Download" to refresh the Facilities list. Also, choose "Run Update" for updates to the system if needed.

****Note: This is an important step that should be done each day when you are opening the system****



4. To Exit, click or touch the X at the top right-hand of the screen.



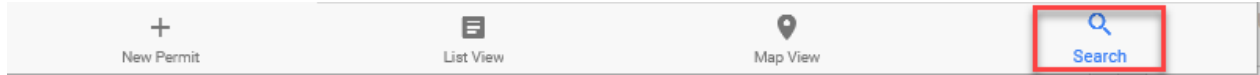
And you are done!

Select a Facility to be Inspected

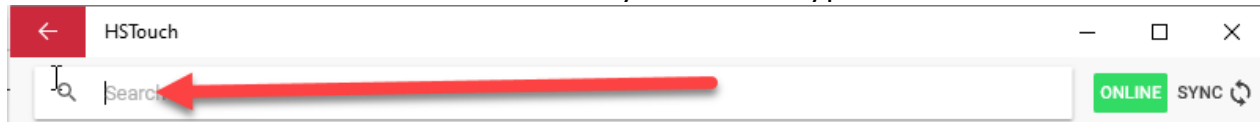
While connected to the internet, the facilities to be inspected are downloaded to the device.

The steps to download the information are as follows:

1. From the main screen, press the "Search" icon at the bottom right of the screen.

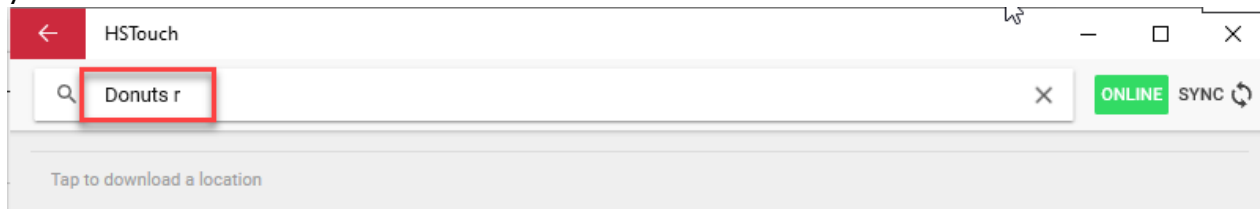


2. Press in the Search bar to activate the keyboard and type the criteria of the search.

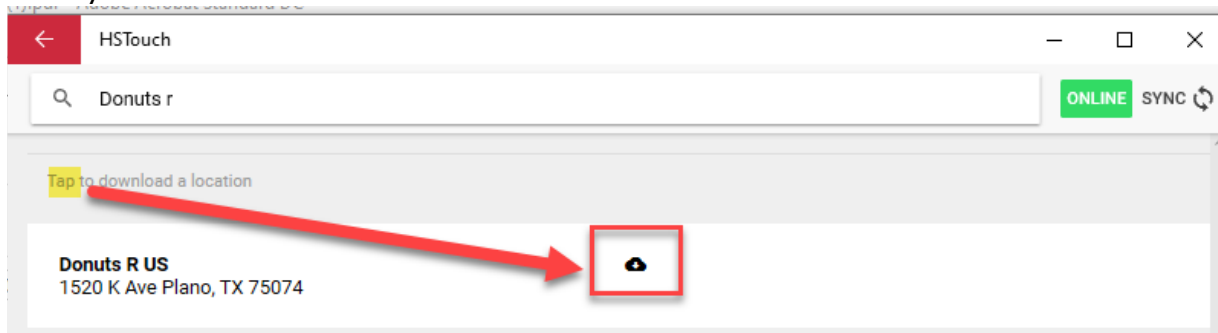


3. NOTE: The data is a "Full Text Search" and the use of "Wildcards" is permitted.

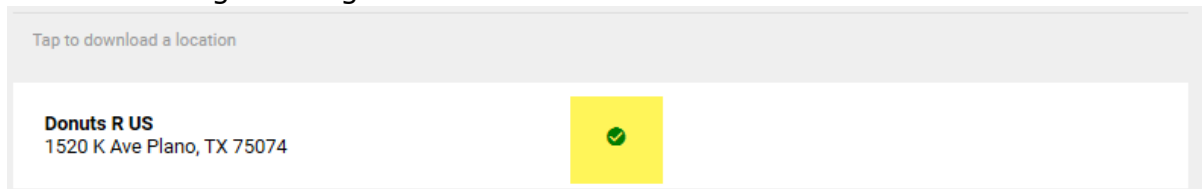
4. Type in a keyword or address and press the "Return" button on the keyboard to begin your search.



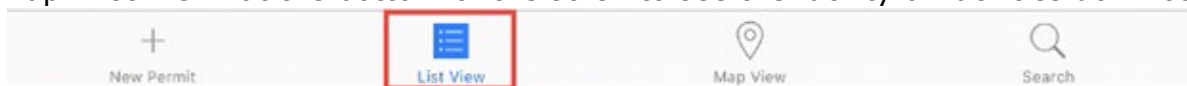
5. This will display all locations containing the search criteria. Select one or more facilities by tapping the download icon on the right hand side of the facility list.



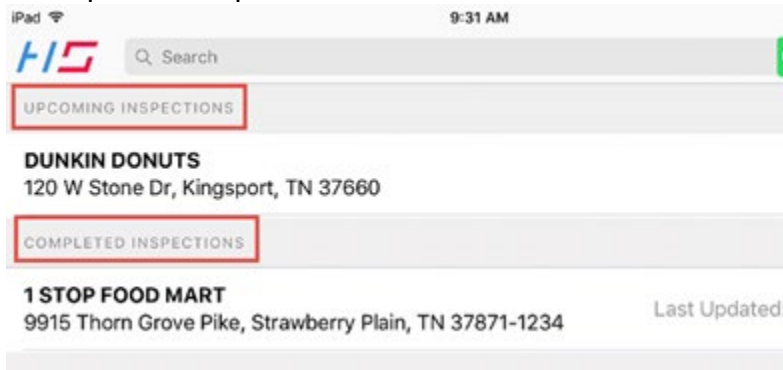
The icon changes to a green circle with a checkmark.



6. Tap "List View" at the bottom of the screen to see the facility or facilities downloaded.



7. This is the usual display of the screen. It shows the newly downloaded facilities as "Upcoming Inspections" and any facilities that have been Finalized as "Pending Upload Inspections" (Not shown here). "Uploaded" from the Sync Manager to the Cloud, as "Completed Inspections".

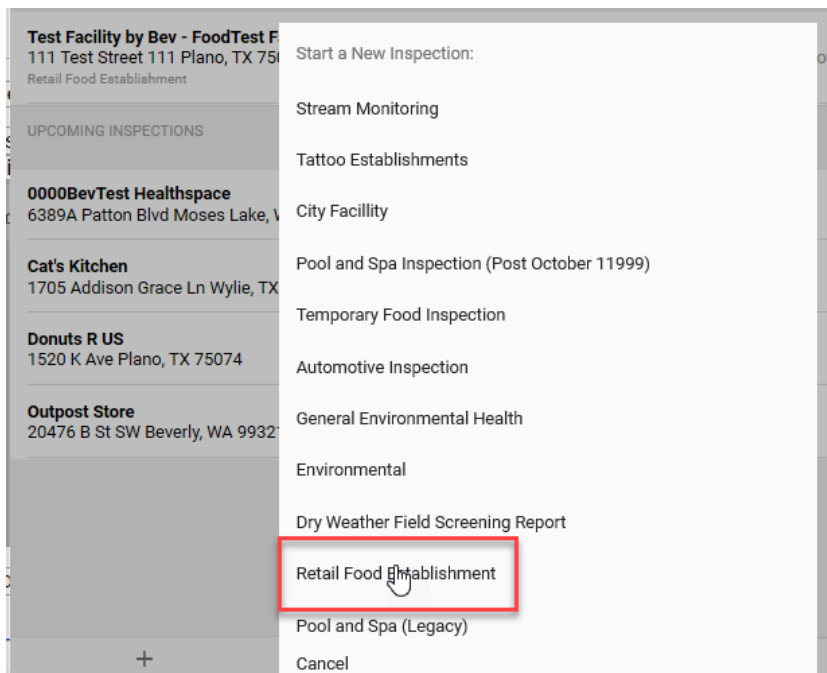


Completing an Inspection

Once the facilities are listed as "Upcoming Inspections", the inspection can be done while connected or disconnected to the internet. While off line, some features of the iPad or Tablet will not be available, such as Siri and the ability to send email.

To start the inspection:

1. From the List View, touch the name of the facility and choose the module.
- 2.



3. The inspection form is displayed, showing the first category, eg: Time and Temperature for Food Safety.

The screenshot shows the 'Donuts R US' inspection form. The top bar includes a back arrow, the business name 'Donuts R US', the selected category 'Time and Temperature for Food Safety', and buttons for 'PRINT PREVIEW' and 'FINALIZE'. The left sidebar lists various inspection categories with their respective counts. The main area displays the 'Time and Temperature for Food Safety' category, which is marked as 'INCOMPLETE'. It contains six numbered items, each with a plus sign to expand and four buttons (IN, NA, NO, OUT) to record the inspection result.

Category	Count
General Information	0
Photos	0
Certified Food Manager	0
Food Temperatures	0
VIOLATION CATEGORIES	
All Categories	0/19
Time and Temperature for Food Safety	0/6
Approved Source	0/2
Protection from Contamination	0/3
Employee Health	0/2
Preventing Contamination by Hands	0/2
Highly Susceptible Populations	0/1
Chemicals	0/2

Time and Temperature for Food Safety

INCOMPLETE

1. Proper Cooling Time and Temperature
IN NA NO OUT
2. Proper Cold Holding temperature(41°F/45°F)
IN NA NO OUT
3. Proper Hot Holding temperature(135°F)
IN NA NO OUT
4. Proper Cooking Time and Temperature
IN NA NO OUT
5. Proper Reheating Procedure for Hot Holding
IN NA NO OUT
6. Time as a Public Health Control; Right to Discard

4. At this point, the view can be changed to All Categories or any of the other individual categories:

The screenshot shows the 'Donuts R US' inspection form with the 'All Categories' view selected. The top bar now shows 'All Categories' instead of the specific category. The left sidebar highlights 'All Categories' with a count of 0/19. The main area displays the 'All Categories' view, which is marked as 'INCOMPLETE'. It contains the same six numbered items as the previous screenshot, each with a plus sign to expand and four buttons (IN, NA, NO, OUT) to record the inspection result.

Category	Count
General Information	0
Photos	0
Certified Food Manager	0
Food Temperatures	0
VIOLATION CATEGORIES	
All Categories	0/19
Time and Temperature for Food Safety	0/6
Approved Source	0/2
Protection from Contamination	0/3
Employee Health	0/2

All Categories

INCOMPLETE

1. Proper Cooling Time and Temperature
IN NA NO OUT
2. Proper Cold Holding temperature(41°F/45°F)
IN NA NO OUT
3. Proper Hot Holding temperature(135°F)
IN NA NO OUT
4. Proper Cooking Time and Temperature
IN NA NO OUT

Note: To use the Search box most effectively, leave it set to All Categories

Searching for Violation Codes

Be sure to pick All Categories in the violations list on the left to ensure it searches all items in the violation list. Like all the search tools, it works best when you put in small parts of words vs. writing out entire words:

The screenshot shows the HS Touch app interface. At the top, there's a header with a back arrow, the text 'Erica's Test Rest... All Categories', and two buttons: 'PRINT PREVIEW' and 'FINALIZE'. Below the header is a list of categories on the left: General Information, Photos, Time and Activity Manager, Certified Food Manager, Food Temperatures, and Warewashing Information. Below these is a section titled 'VIOLATION CATEGORIES' with 'All Categories' (0/19) selected, and 'Supervision' (0/1) and 'Employee Health' (0/0) listed. The main area on the right shows a search bar with 'wip' entered. Below the search bar, the results are divided into 'INCOMPLETE' and 'COMPLETE' sections. Under 'INCOMPLETE', there is one result: '39. Wiping cloths: properly used and stored' with a yellow warning icon and a plus sign. Below this result are two buttons: 'IN' and 'OUT'. The bottom of the screen has a navigation bar with four icons: a plus sign (New Permit), a list icon (List View), a location pin (Map View), and a magnifying glass (Search).

You can also sort by violation number:

The screenshot shows the HS Touch app interface. At the top, there's a header with a back arrow, the text 'Erica's Test Rest... All Categories', and two buttons: 'PRINT PREVIEW' and 'FINALIZE'. Below the header is a list of categories on the left: General Information, Photos, Time and Activity Manager, Certified Food Manager, Food Temperatures, and Warewashing Information. Below these is a section titled 'VIOLATION CATEGORIES' with 'All Categories' (0/19) selected, and 'Supervision' (0/1) and 'Employee Health' (0/0) listed. The main area on the right shows a search bar with '3-502.11' entered. Below the search bar, the results are divided into 'INCOMPLETE' and 'COMPLETE' sections. Under 'INCOMPLETE', there is one result: '27. Compliance with variance, spec. process, ROP or HACCP plan' with a plus sign. Below this result are three buttons: 'IN', 'N/A', and 'OUT'. The bottom of the screen has a navigation bar with four icons: a plus sign (New Permit), a list icon (List View), a location pin (Map View), and a magnifying glass (Search).

Completing the Violation Entry of the Inspection

1. To mark a violation in the app:
 - a. See violations using a category selection
 - b. For each violation number select an observation such as: OUT, IN, N/A or N/O as applicable
 - c. If OUT is selected, choose Corrected During Inspection or Repeat, if necessary
 - d. If OUT is selected, choose the specific violation code from the screen
 - e. If OUT, add "canned comment" or type or "say" your own comment using the speech to text feature
 - f. If more than one violation code, press plus sign and select OUT again and complete (only available in individual category view)
 - g. Fill out all mandatory fields in the top left menu choices. Eg Inspection Date, Follow-up etc.
 - h. Preview the report

Continuing with the inspection:

For this example, a single category has been selected.

1. To start, touch the button that shows the status of the violation category (Later the plus and arrow icons are used to edit a violation or select another violation in that number).

10. Food Contact Surfaces; Cleaned and Sanitized +

IN NA NO OUT

2. How to complete for an IN:
3. If the violation is marked IN, the default is to automatically save the IN. No further input is necessary.

Donuts R US Protection from Contamination PRINT PREVIEW FINALIZE

Category	Status
General Information	0
Photos	0
Certified Food Manager	0
Food Temperatures	0
VIOLATION CATEGORIES	
All Categories	0/19
Time and Temperature for Food Safety	0/6
Approved Source	0/2
Protection from Contamination	1/3
Employee Health	0/2

INCOMPLETE

10. Food Contact Surfaces; Cleaned and Sanitized +

IN NA NO OUT

11. Proper Disposition of Returned, Previously Served, Reconditioned, & Unsafe F... +

IN NA NO OUT

COMPLETE

9. Food Separated & Protected, Prevented during food preparation, storage, and d... +

IN

4. The system can also be set up to select an IN and type or select a predefined comment if needed. (Screenshots may vary)

The screenshot shows a form with a blue 'Save' button and a red 'Cancel' button at the top. Below them is a section titled 'Violations' with three buttons: 'IN', 'OUT', and 'NA'. The 'IN' button is highlighted with a red box. Below this is a section titled 'VIOLATION INFORMATION' with several fields: 'Type' (a dropdown menu), 'Correct By Date' (a date/time input), 'Violation Code' (a dropdown menu), 'Predefined Comments' (a dropdown menu), and 'Comments' (a text input field). The 'Comments' field is highlighted with a red box.

5. Select Save. This means any violation associated with this category number is IN.

The screenshot shows the same form as before, but with the 'Save' button highlighted with a red box. Below the 'Violations' section, the 'IN' button is still highlighted. In the 'Comments' field, the text 'This is a comment.' is entered and highlighted with a red box.

6. The next violation number in the category is displayed at the top. And the "count" is kept beside the category listed on the left hand side:

The screenshot shows a list of violation categories. The first category is 'All Categories' with a count of '0/44' and a right arrow. The second category is '(1) Supervision' with a count of '1/1' and a right arrow. The third category is '(2-3) Employee Health' with a count of '0/2' and a right arrow. To the right of the categories is a section with three buttons: 'IN', 'NO', and 'OUT'. Below these buttons are two items: '5. No discharge from eyes, nose, and mouth' and '6. Hands clean and properly washed', each with a right arrow.

7. How to complete an N/A or N/O or another observation name that is not a violation:

The screenshot shows a completion screen. At the top, there is a text input field with the text '45(b). Food handlers trained' and a right arrow. Below this are three buttons: 'N/A', 'OUT', and 'Yes'. The 'N/A' button is highlighted with a red box. Below the buttons is a section titled 'COMPLETE' with a text input field containing '45(a). Management personnel certified' and a right arrow. Below this is a 'Yes' button, which is also highlighted with a red box.

or...

Save Cancel

7. No bare hand contact with ready-to-eat foods or approv...

IN NA NO OUT

8. How to complete an OUT:

9. Select OUT.

SAVE CANCEL

10. Food Contact Surfaces; Cleaned and Sanitized

IN NA NO OUT

VIOLATION INFORMATION

10. Fill out the Violation Information:

VIOLATION INFORMATION

Type
Select an option

Correct By Date
Enter a date/time

Violation Code
Select a Code

Predefined Comments
Select a Comment

Comments
Enter Comments

11. Select Corrected During Inspection or Repeat if that situation applies. Then touch OK.

Type

☐ Corrected On Site

☐ Repeat

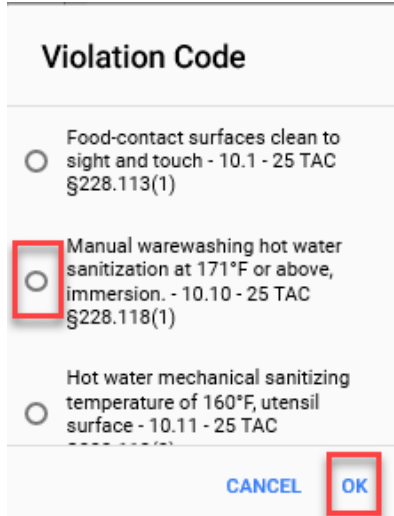
CANCEL OK

12. Select a Violation Code by touching Select a Code.



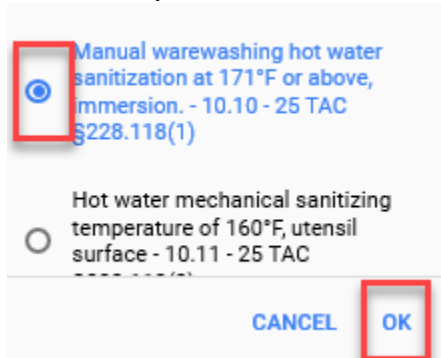
A screenshot of a dropdown menu titled "Violation Code". The menu is open, showing a list of options. The first option, "Select a Code", is highlighted with a red rectangular box.

13. The Violation Code box is displayed with one or more Violation codes.



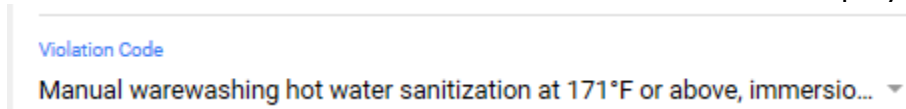
A screenshot of a screen titled "Violation Code". It displays three radio button options. The first option, "Manual warewashing hot water sanitization at 171°F or above, immersion. - 10.10 - 25 TAC §228.118(1)", is highlighted with a red rectangular box. The second option is "Hot water mechanical sanitizing temperature of 160°F, utensil surface - 10.11 - 25 TAC". At the bottom, there are two buttons: "CANCEL" and "OK", with the "OK" button highlighted by a red rectangular box.

14. Select only one violation code. The code will be highlighted in blue. Press OK.



A screenshot of a screen titled "Violation Code". It displays two radio button options. The first option, "Manual warewashing hot water sanitization at 171°F or above, immersion. - 10.10 - 25 TAC §228.118(1)", is selected and highlighted in blue. The second option is "Hot water mechanical sanitizing temperature of 160°F, utensil surface - 10.11 - 25 TAC". At the bottom, there are two buttons: "CANCEL" and "OK", with the "OK" button highlighted by a red rectangular box.

Now some of the text of the violation is shown in the display.



A screenshot of a screen titled "Violation Code". It displays a single line of text: "Manual warewashing hot water sanitization at 171°F or above, immersio...". The text is highlighted in blue. A dropdown arrow is visible on the right side of the text.

15. Make sure the correct code is displayed and then choose Select a Comment in Predefined Comment box if available.



A screenshot of a dropdown menu titled "Predefined Comment". The menu is open, showing a list of options. The first option, "Select a Comment", is highlighted with a red rectangular box.

16. The Predefined Comments are displayed if this feature is being used. Tick one and press OK. The comment is displayed under Comments.

Violation Code
0080-04-09-.02(2)(a)4 –Responsibilities of per... ▾

Predefined Comment
Select a Comment ▾

Comments
Sick employee(s) observed working in food prep areas

Example

- 17.If you want, click on the box to edit the comment or press Cancel instead of OK and type or speak your own comment after tapping in the Comments box.

1/2 >

activities 0/2 >

inatio... 0/2 >

Comments
Sick employee(s) observed working in food prep areas

- 18.Click on Save to record the violation.

SAVE CANCEL

3. Proper Hot Holding temperature(135°F)

IN NA NO OUT

VIOLATION INFORMATION

Type
Select a Type ▾

Correct By Date
Enter a date/time

Violation Code
Hot Hold (135°F or higher) - 3.1 - 25 TAC §228.75(1)(A), Hot Hold (135°F or higher) - 3.... ▾

Predefined Comments
Select a Comment ▾

Comments
Observed food below 135°F during hot holding.

Predefined Corrections
Select a Predefined Corrective Action ▾

Corrective Action
Food must be 135°F or greater when placed in bags to be sealed for cook-chill/sous vide. If <2 hours food to be reheated to 165°F. If > 2 hours food shall be discarded.

Selecting Additional Violation Codes from the Same Category

If more than one violation code from the same Violation Item must be entered:

1. Select the individual Category from the left side of the screen or scroll to the bottom of the screen to see the previously marked OUT of compliance violation.

Preventing Contaminatio...	0/1 >
Approved Source	0/4 >
Protection from Contamin...	1/1 >
Protection from Contamin...	0/1 >

2. Select the plus sign to the right of the Violation Code

13. Food separated & protected.	
---------------------------------	---

3. Repeat the steps to mark as OUT.

NOTE: If an IN, OUT, NA or NO was marked and completed with errors or was saved before being correctly completed it cannot be easily undone in the All Category display.

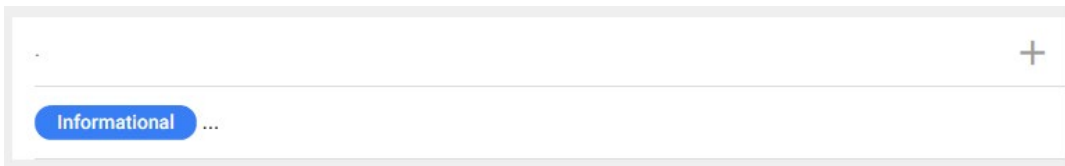
Adding or Modifying Canned Comments/99s/Informationals

The 99 “violations” are located at the bottom of the list of violations:

← Erica's Test Restaurant	
Chemical	0/2
Conformance with Approved Procedures	0/1
Safe Food and Water	0/3
Food Temperature Control	0/4
Food Identification	0/1
Prevention of Food Contamination	0/5
Proper Use of Utensils	0/4
Utensils, Equipment and Vending	0/3
Physical Facilities	0/8
Informational	1/1

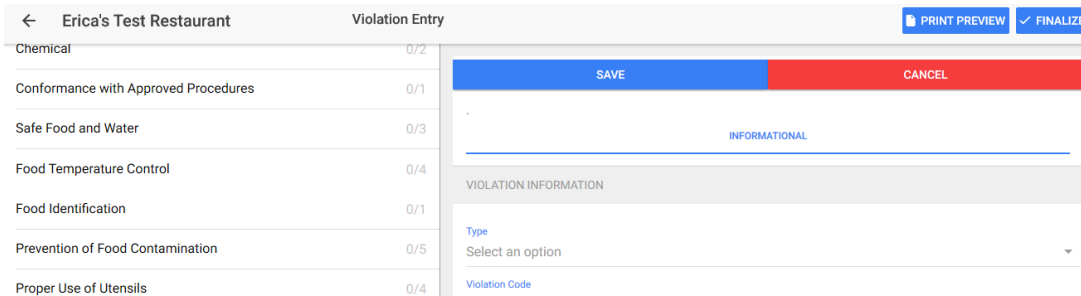
Click to add them just like any violation. There will not be any corrective actions available, but you can add personal text to each informational after the canned text/web links if necessary.

To add more Informational items, click the plus next to the existing Out of compliance:



The screenshot shows a list of items with a plus sign in the top right corner. Below the list, there is a blue button labeled 'Informational' followed by three dots.

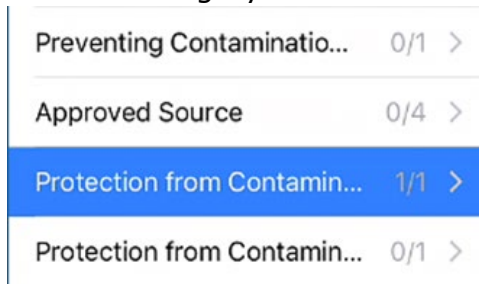
Click on the word Informational to turn it blue and then select Violation Code to add the next one:



The screenshot shows a list of items with a plus sign in the top right corner. Below the list, there is a blue button labeled 'Informational' followed by three dots. The list includes items like 'Chemical', 'Conformance with Approved Procedures', 'Safe Food and Water', 'Food Temperature Control', 'Food Identification', 'Prevention of Food Contamination', and 'Proper Use of Utensils'.

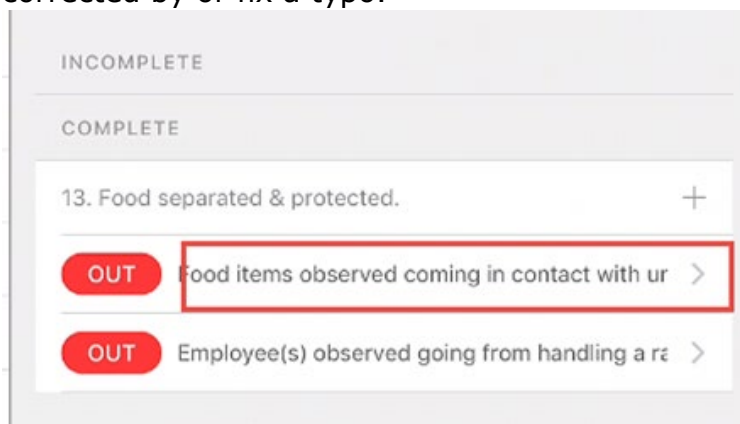
Editing or Modifying a Saved Violation

1. Pick the category from the side.



The screenshot shows a list of categories with a plus sign in the top right corner. The categories are 'Preventing Contaminatio...', 'Approved Source', 'Protection from Contamin...', and 'Protection from Contamin...'. The 'Protection from Contamin...' category is highlighted in blue.

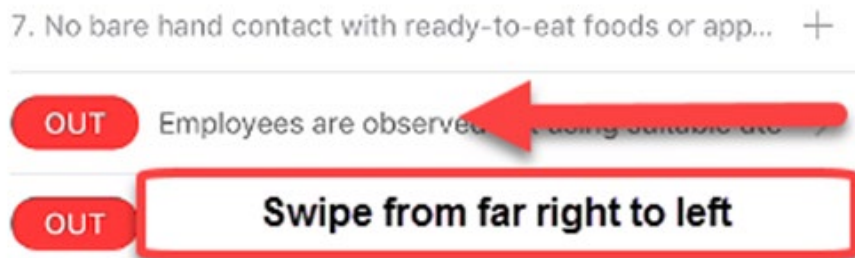
2. Press in the violation box you want to change: such as add a comment, add a date to be corrected by or fix a typo.



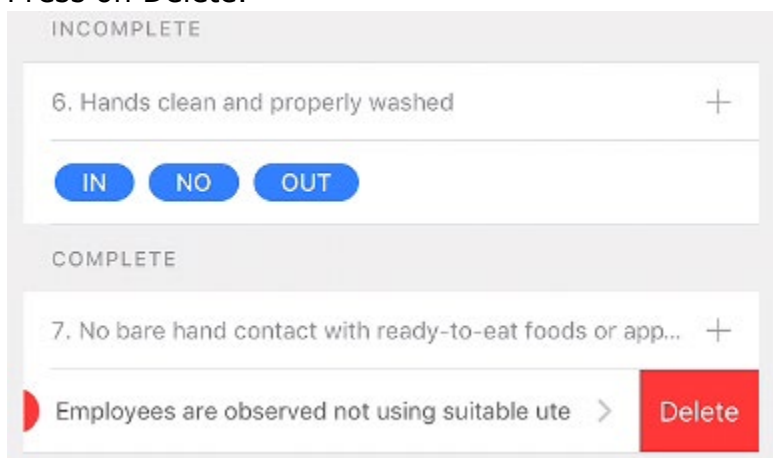
The screenshot shows a list of violations with a plus sign in the top right corner. The violations are '13. Food separated & protected.', 'OUT Food items observed coming in contact with ur', and 'OUT Employee(s) observed going from handling a re'. The 'OUT Food items observed coming in contact with ur' violation is highlighted in red.

Deleting a Violation or Other Violation Record

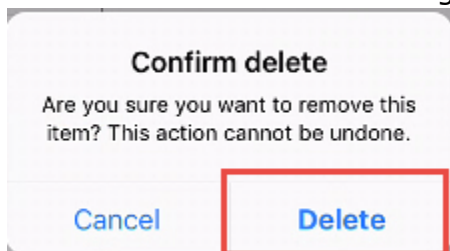
1. To delete a violation, make sure to be in the individual Category display and then:
SWIPE FROM THE RIGHT OF THE VIOLATION DISPLAY TO THE LEFT, TO SEE THE DELETE
ICON.



2. Press on Delete.



3. Choose Delete from the dialog box or Cancel.



4. The category number must now be completed again.

Violation History and Repeat Violations

When a number is displayed, if there were violations in previous inspections, a history icon will be displayed.



The newest will be displayed on top. This will help with ascertaining if the violation in question is a Repeat. This is another reason to make sure you have made complete comments in order to identify which violation should be cited as a repeat.

SAVE

CANCEL

1. Proper Cooling Time and Temperature

IN

NA

NO

OUT

HISTORY INFORMATION

Inspection Date: 08/12/2020
Inspection Type: Routine
Inspection Comments:
Violation Comments:

Inspection Date: 08/10/2020
Inspection Type: Routine
Inspection Comments:
Violation Comments: Observed Cook-Chill/Sous Vide food not being cooled in bag and/or sealed bags not being cooled from 135°F-70°F within 2 hours and/or 135°F-41°F within a total of 6 hours.
Corrective Action: Cook-Chill/Sous Vide food must be cooled properly in sealed bag. Shall discard food. Observed Cook-Chill/Sous Vide food not being cooled in bag and/or sealed bags not being cooled from 135°F-70°F within 2 hours and/or 135°F-41°F within a total of 6 hours.
Corrective Action: Cook-Chill/Sous Vide food must be cooled properly in sealed bag. Shall

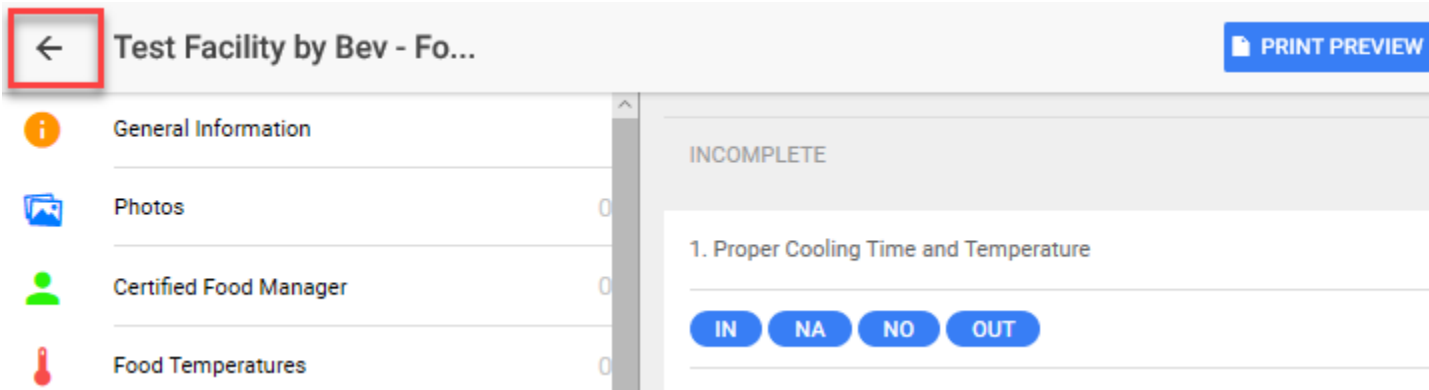
VIOLATION INFORMATION

Type

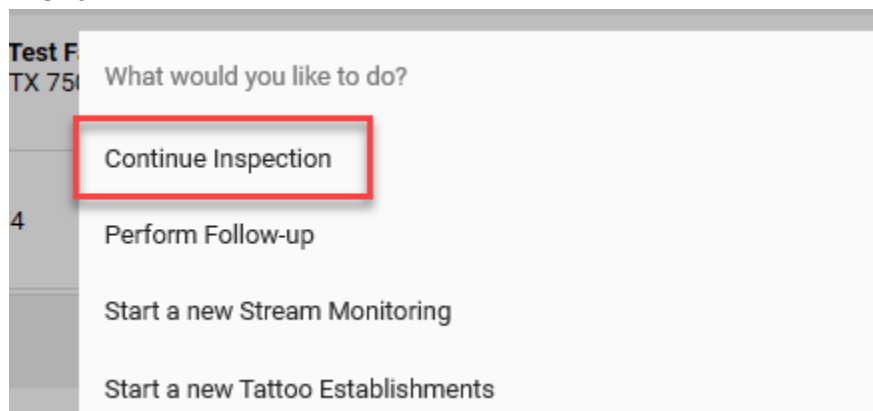
Select an option

Exiting and Returning to an Inspection

1. At any time, touch the Back button to return to the List View (Facilities) from an inspection.



2. From the list, select the inspection and select Continue Inspection from the top of the menu.

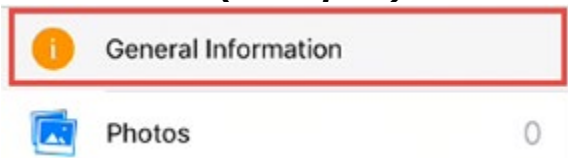


Completing the Other Menus

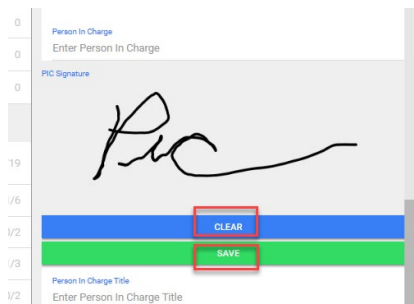
Samples of other menus are:

General Information is a client's custom inspection data fields and Photos is a default features; Warewashing; Food Temperatures and Equipment; and Time Reports are all examples of compiling lists of data called Child Tabs. (This is to show the functionality. All of these are custom designed for clients)

- **General Info (examples)**



- Inspection date
 - Select a date from the calendar, move to next choice. Data is saved.
- Inspector
 - Select the Inspectors name from the dropdown list.
- Purpose
 - Routine could be the default but many choices would be available in a dropdown list.
- Time In and Time Out
 - Spin the wheels.
- Follow up required?
 - Select Yes or No. (This is usually a required field)
- Comments
 - Enter specific comments for the operator.
- PIC signature –HAVE THE PIC SIGN FIRST AND SAVE **BEFORE** THE INSPECTOR SIGNS.

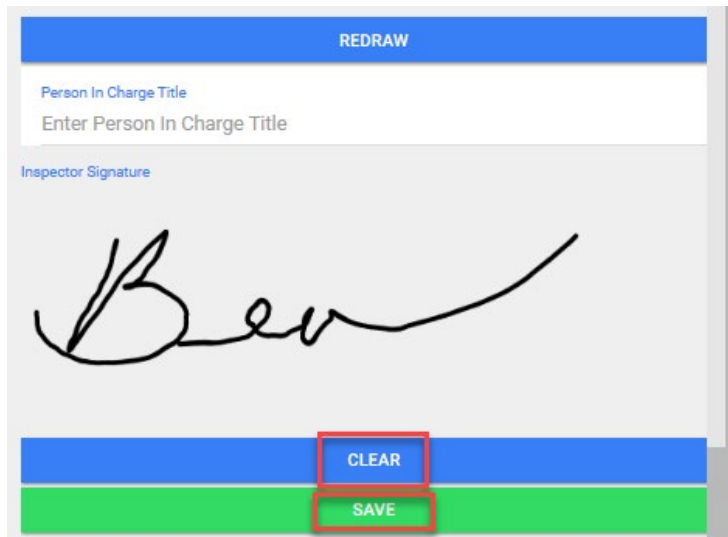


- Have the Person in Charge sign their name.

- THE SIGNATURE MUST BE **SAVED** WITH THE SAVE BUTTON. Otherwise, will have to be re-entered.
- NOTE: The signature can be redrawn after saving, before finalizing the inspection.



- Person in Charge
 - Type the name of the person in charge. The keyboard will pop up and may temporarily cover the field. Continue typing.
- Person in Charge Title
 - Type the PIC's title within the business.
- Inspector Signature
 - Sign your name. THE SIGNATURE MUST BE **SAVED** WITH THE SAVE BUTTON. Otherwise will have to be re-entered.







- NOTE: The signature can be redrawn after saving, before finalizing the inspection.



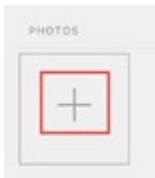
- A Score may be displayed
 - Do not overwrite, it is a calculated field.

- **Photos (This example was created with a Windows Surface Pro)**

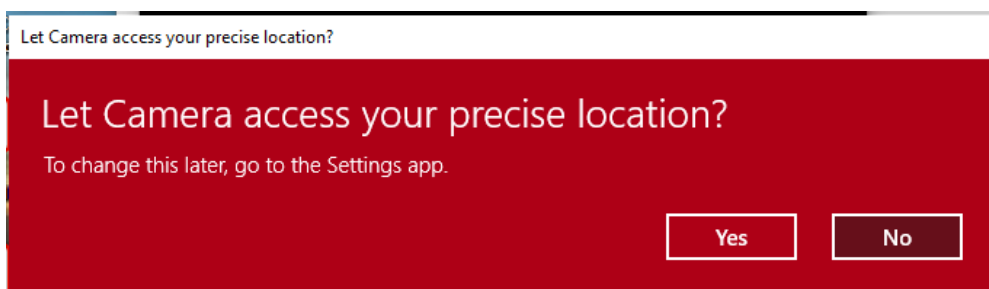
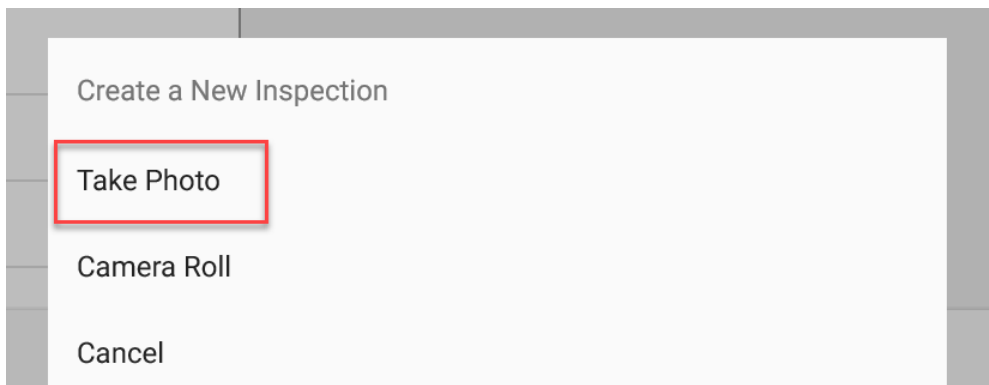
- Touch or click on Photos:

	General Information	
	Photos	0
	Certified Food Manager	0
	Food Temperatures	0

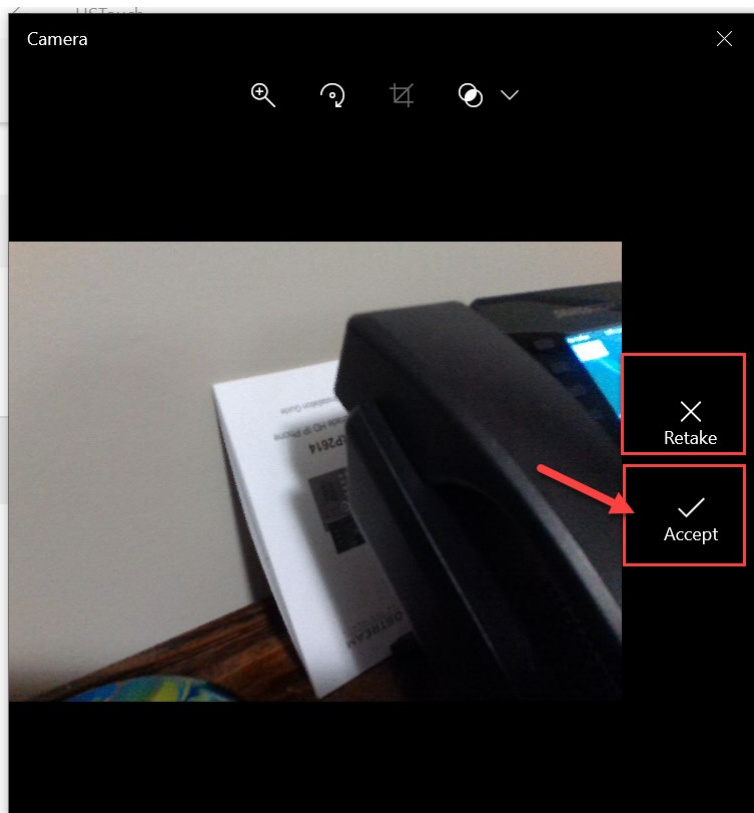
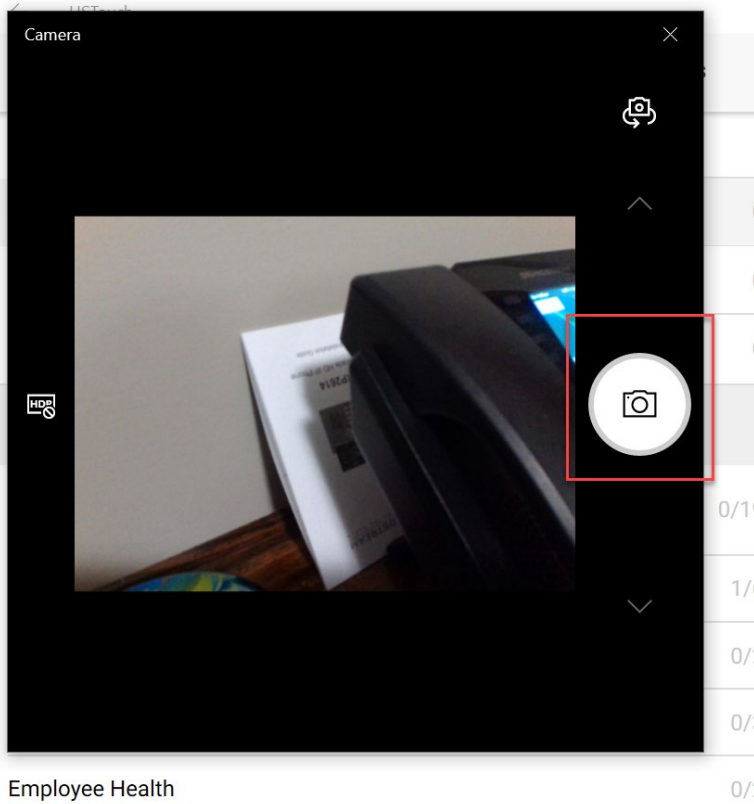
- Add with:



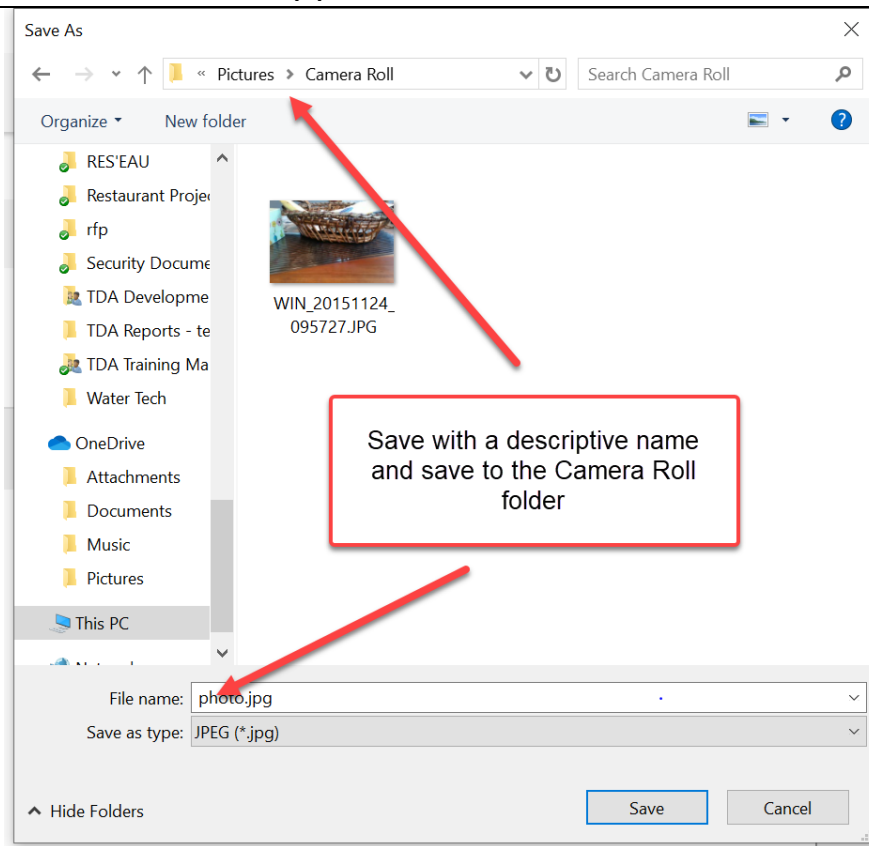
Select "Take Photo"(for Take Photo, access to the camera must be given) or "Camera Roll" (for Camera Roll, access to Photos must be given).



For "Take Photo", take the picture and either "Retake" or "Use Photo".



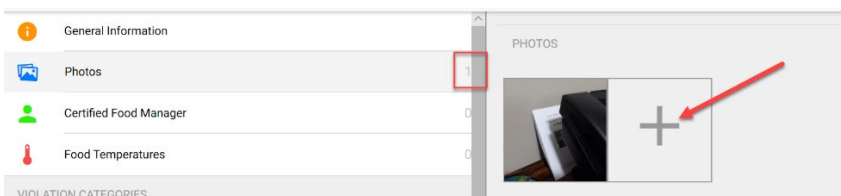
Save to your device.



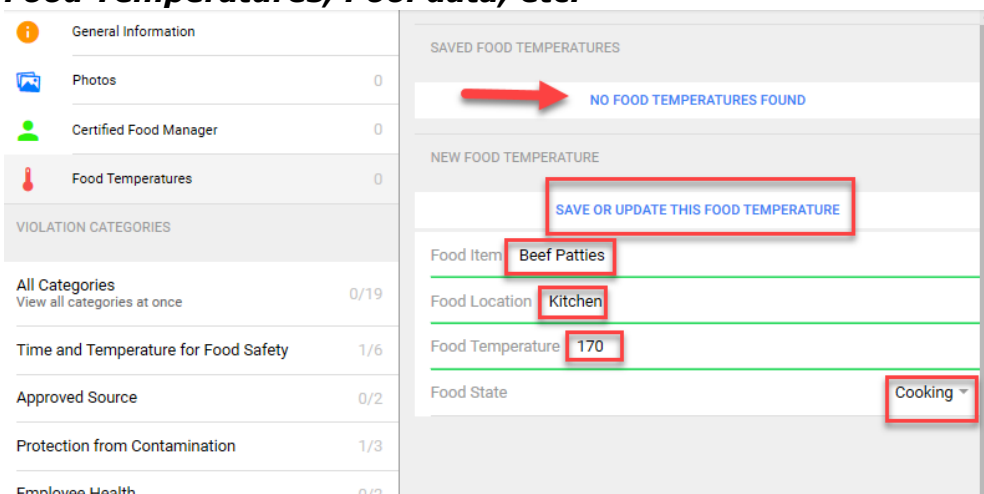
Preventing Contamination by Hands

0/2

The Photo will be added, and you can click the plus sign to add more



Food Temperatures, Pool data, etc.



General Information

Click or touch here to edit.

Food Temperatures 1

VIOLATION CATEGORIES

All Categories 0/19
View all categories at once

Time and Temperature for Food Safety 1/6

Approved Source 0/2

Protection from Contamination 1/3

SAVED FOOD TEMPERATURES

Food Item: Beef Patties Food Location: Kitchen Food Temperat...

NEW FOOD TEMPERATURE

SAVE OR UPDATE THIS FOOD TEMPERATURE

Food Item Enter Food Item

Food Location Enter Food Location

Food Temperature Enter Food Temperature

Food State Select an option

Type or "Say" to complete the form and touch "Save or update this" button.

- Only enter the number value for a temperature (ex: 41), do not enter the degrees F as the system will do that automatically.
- The form must be saved to be entered and is displayed near the top of the page.
- Add additional records and Save each one ("Save or update this").

At any time you may delete a record by swiping from the left and touch Delete:

General Information

Photos 1

Equipment Temperatures 0

SAVED FOOD TEMPERATURES

Description: Muffin Temperature: ...

General Information

Photos 1

Equipment Temperatures 0

Certified Food Manager 0

Warewashing Information 0

Food Temperatures 1

VIOLATION CATEGORIES

All Categories 0/16 >

SAVED FOOD TEMPERATURES

Description: Muffin Temperature: 45 State of F... Delete

NEW FOOD TEMPERATURE

Save or update this food temperature

Description Enter Description

Temperature Enter Temperature

State of Food Select an option

Confirm Delete to remove the record:

Confirm delete

Are you sure you want to remove this item? This action cannot be undone.

Cancel Delete

Previewing the Print Report

The printed report can be viewed at any time during the inspection. It is a good idea to preview to make sure that all information has been entered correctly. The form is static so the Violations display will overflow to a separate new page if too numerous to fit in the allowed space.

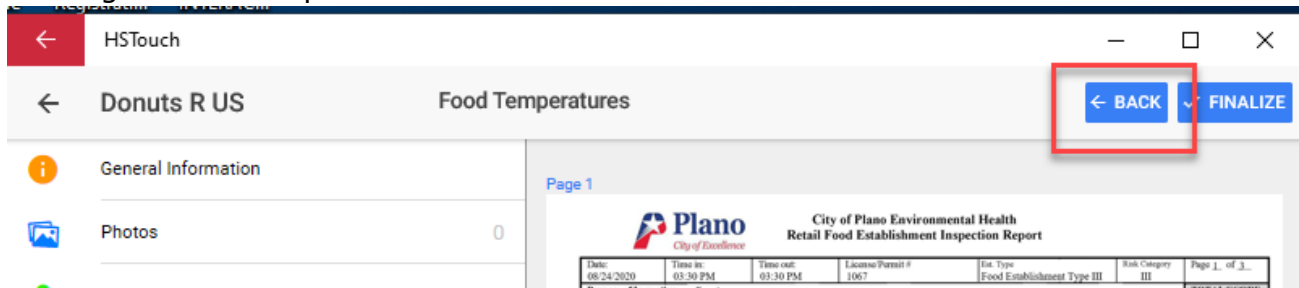
1. Touch on the Print Preview button at the top right of the screen.

The screenshot shows the HSTouch app interface for a food inspection at 'Donuts R US'. The top navigation bar includes a back arrow, the app name 'HSTouch', and window controls. Below this, the establishment name 'Donuts R US' and the inspection type 'Food Temperatures' are displayed. On the right side, there are two buttons: 'PRINT PREVIEW' (highlighted with a red box) and 'FINALIZE'. On the left, there is a sidebar with icons for 'General Information', 'Photos', and 'Food Temperatures'. The main content area shows 'SAVED FOOD TEMPERATURES'.

2. Scroll through the pages of the report.

This screenshot shows the HSTouch app with the 'Donuts R US' inspection page. The 'PRINT PREVIEW' button is no longer visible, and the 'BACK' button has appeared. The main content area displays a preview of the inspection report, labeled 'Page 1'. The report is titled 'City of Plano Environmental Health Retail Food Establishment Inspection Report'. It includes fields for Date (08/24/2020), Time In (03:30 PM), Time Out (03:30 PM), License Permit # (1067), Est. Type (Food Establishment Type III), and Risk Category (III). The report also shows the establishment name 'Donuts R US', contact information, and a total score of 97. The report is divided into sections: 'Priority Items (3 Points) violations', 'Priority Foundation Items (2 Points) violations', and 'Core Items (1 Point) violations'. A red arrow on the right side of the report preview indicates that the user can scroll through the pages of the report.

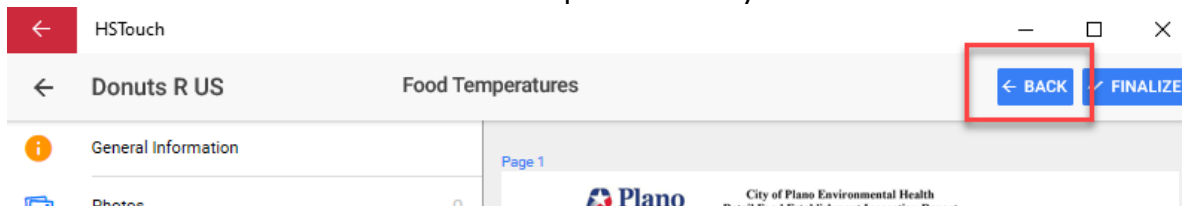
- Use the blue Back button to return to the inspection entry to make any corrections while viewing the Print Report.



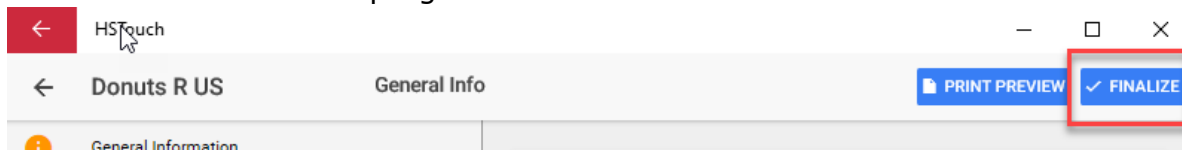
Finalizing, Uploading and Emailing the Inspection Report

Once the Printed Report is deemed complete, the inspection is finalized for emailing and syncing of the data to HealthSpace Cloud.

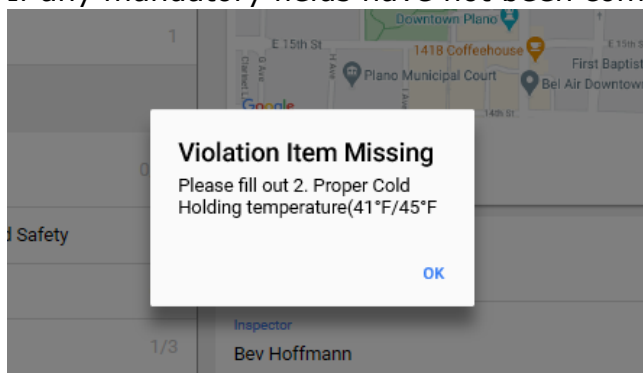
- Press the Back button to return to inspection entry view.



- Press "Finalize" at the top right side of the screen.

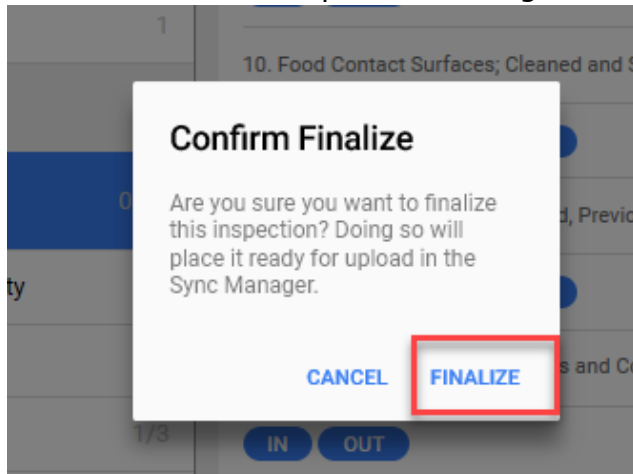


- If any mandatory fields have not been completed a message will appear.

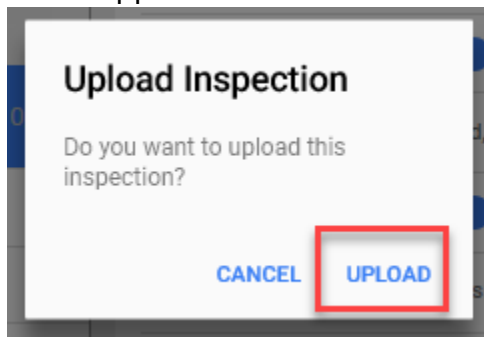


Make any edits necessary and try again.

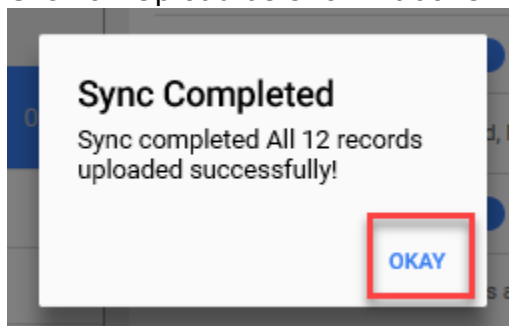
4. Press Finalize to accept this message:



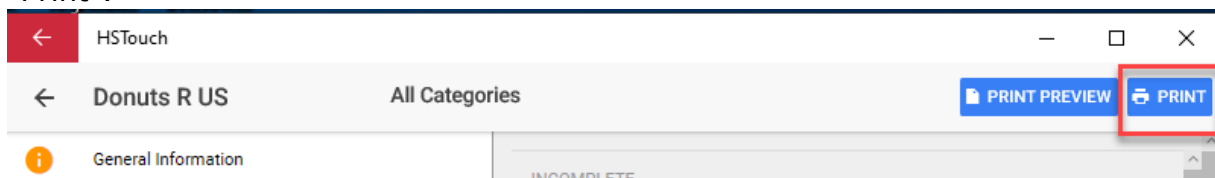
5. If the app is connected to the internet, this message will appear:



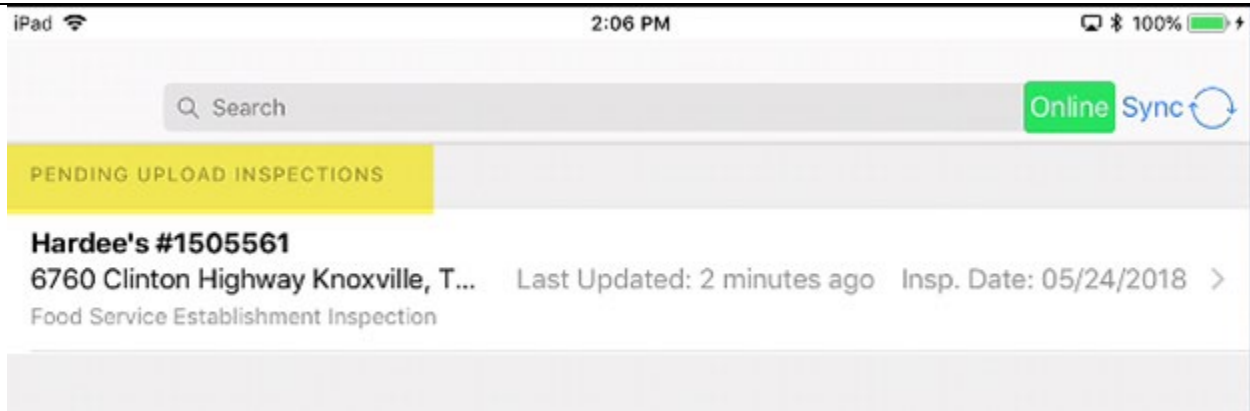
6. Click on Upload as shown above. The Sync Completed prompt is displayed. Click OK.



The screen remains the same except for the button that was "Finalize" is now showing "Print".

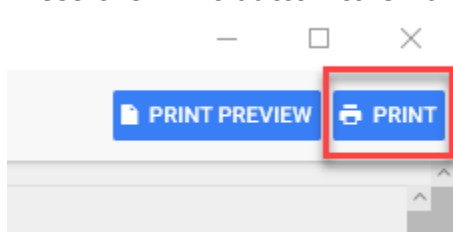


If the inspection was exited at this point, by selecting Cancel, the record now shows under the heading "PENDING UPLOAD INSPECTIONS" on the List View. (Screenshot may vary)

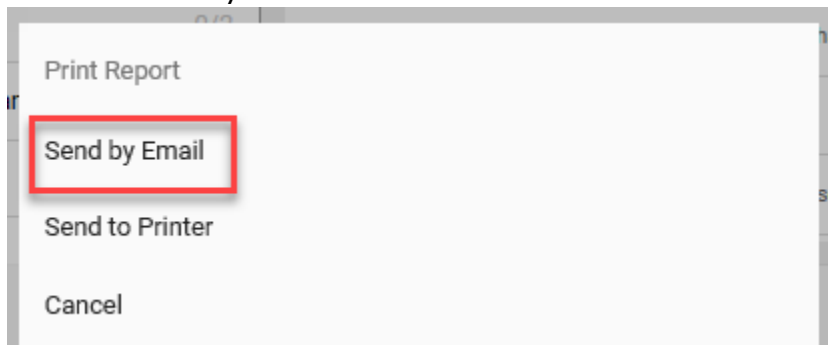


If you are connected to the internet and selected Upload, you can now send emails of the report.

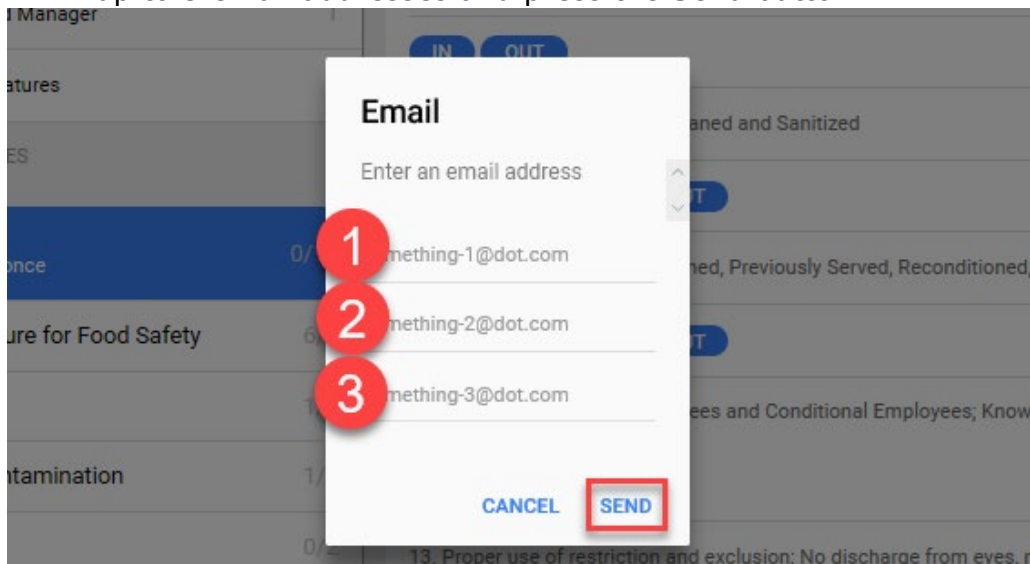
7. Press the Print button to email or print.



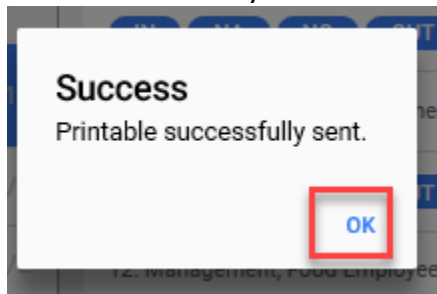
8. Select "Send by Email".



9. Fill in up to 3 email addresses and press the Send button.

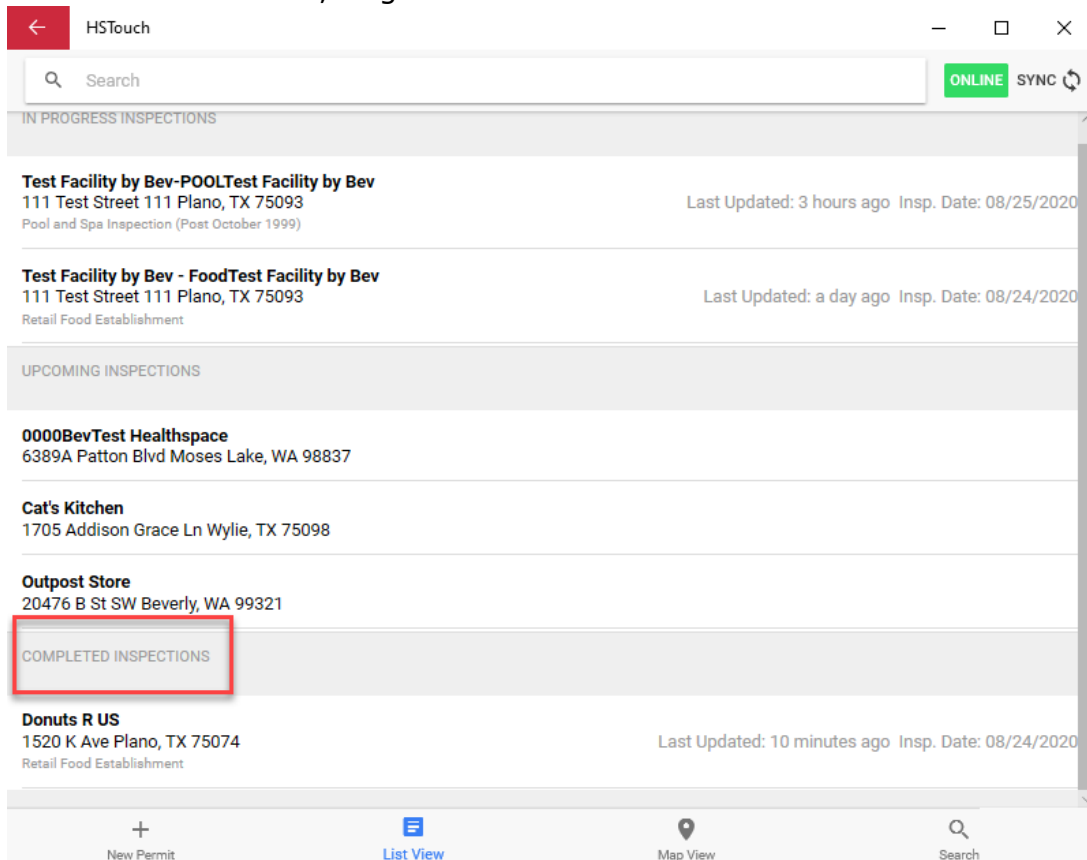


10. The progress of the email is displayed and then a message is shown that the email has been successfully sent. Click on OK.



If you didn't send it to yourself, do it now. If the data is deleted before it is properly uploaded to the Cloud, the data will no longer be stored in the device.

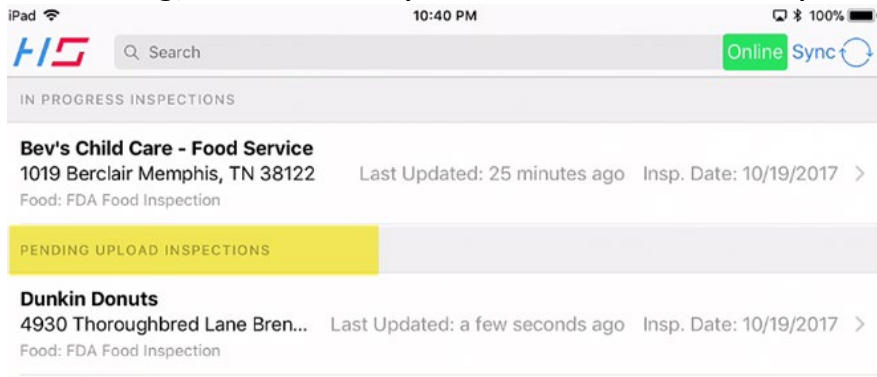
11. Press the Back arrow, to go back to the List View.



Note that the facility is under the heading "COMPLETED INSPECTIONS".

Uploading Data to HealthSpace Cloud from the Sync Center

The Sync Center menu is used to upload the inspections, that were left not uploaded at the time of finalizing, to the Cloud. (Screenshots are not exact)

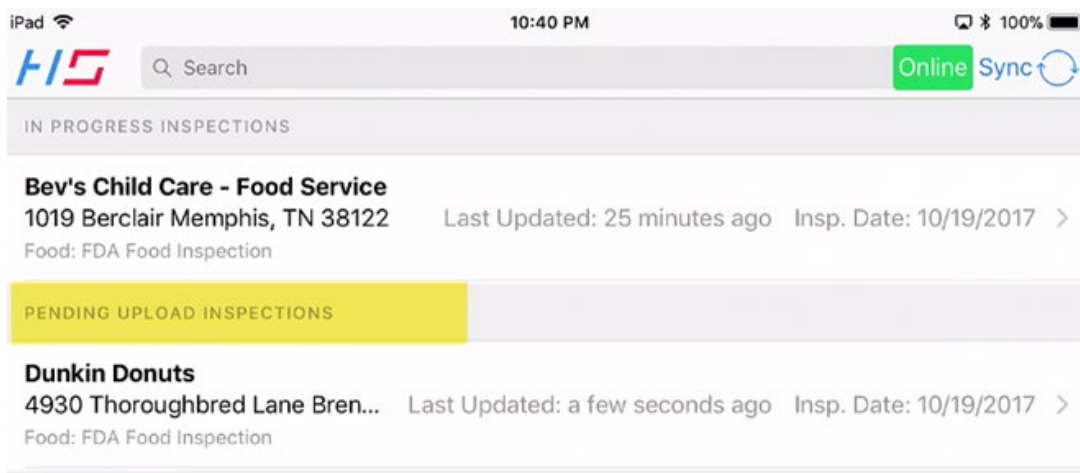


Once the data has been sent to the server successfully, the Facility record can be removed from the COMPLETED INSPECTIONS list (Not shown). It is important to ensure that, in fact, the data has synced with the Cloud by paying attention to any messages on the HSTouch screen during upload.

We recommend uploading inspections one at a time in case there are any issues or the wifi connection is weak. If an upload is unsuccessful because of User error, the report can be edited to make the corrections and then re-uploaded.

To send data to the HS Cloud using the Sync Center:

1. Make sure the PENDING UPLOAD INSPECTIONS are visible in the List View. This shows which records have or will be sent to the server.



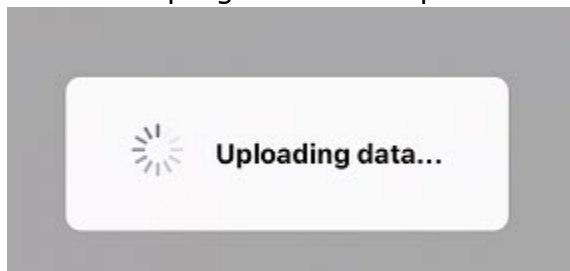
2. Press the Sync menu.



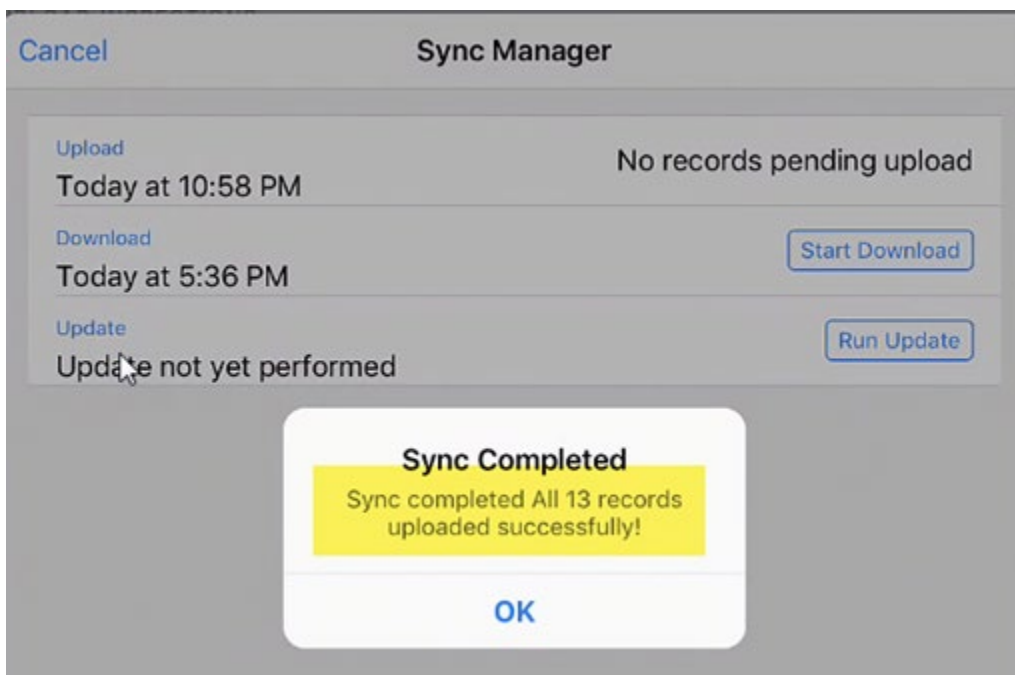
3. Select "Upload xx Records" from the menu.



4. Watch the progress of the upload.

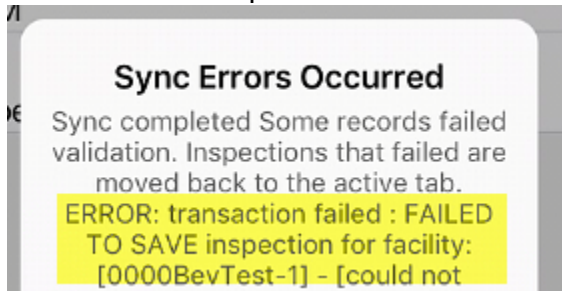


5. Look for this message:
Sync completed All XX records uploaded successfully!

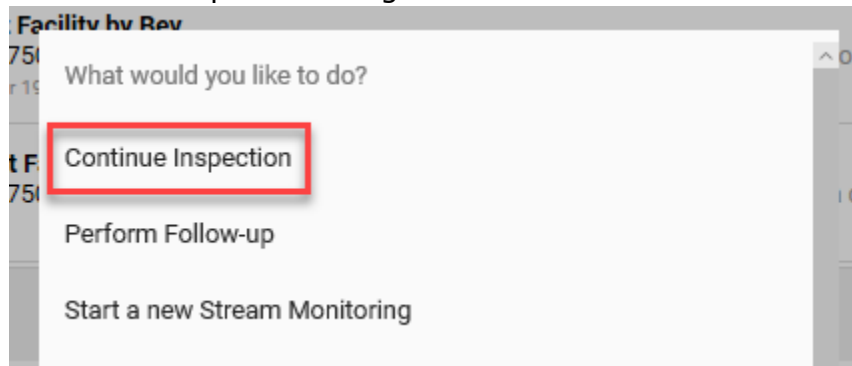


Correcting Data Input Errors

Here is an example of an error message due to user error.



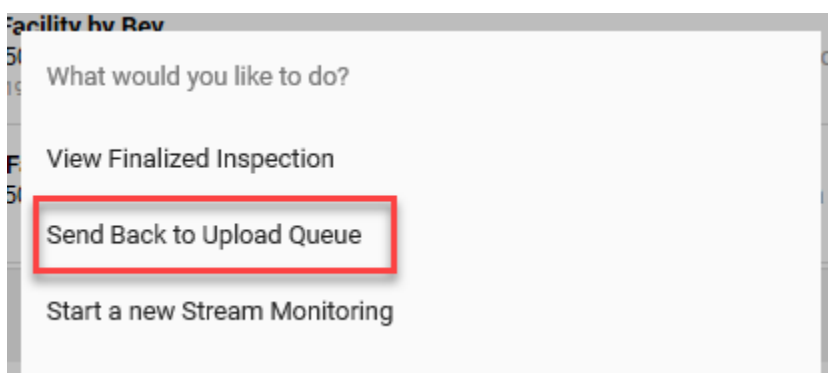
1. If you see anything else other than the successful response, the data will not be uploaded. TAKE NOTE OF THE ERROR AND FOR WHICH FACILITY; CORRECT THE ERROR AND RETRY. If the message is a system error, contact Erica.
*****Please take a screenshot of the error to include with your message*****
2. Select the facility where it now sits again, in 'IN PROGRESS INSPECTIONS' and choose "Continue Inspection" to get back in to make corrections.



3. Repeat from Finalize to the Upload procedure until it is successfully uploaded to the Cloud.

Resending Inspections from HSTouch to the Cloud

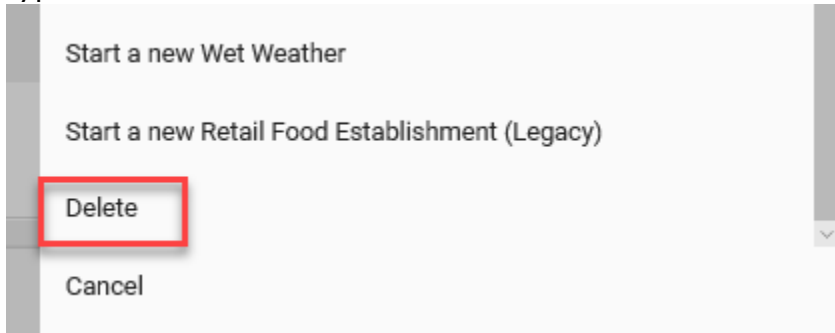
This should not be necessary, but if you are sure the inspection did not sync to HealthSpace Cloud, you can:



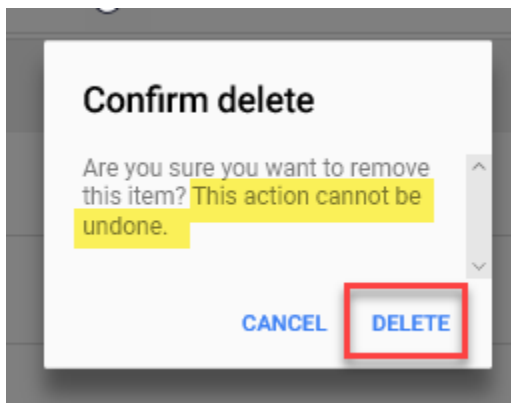
Removing Records from HS Touch

After the Completed Inspections have been uploaded, they remain in the COMPLETED INSPECTIONS list (the screen may need to be refreshed to see this) until removed. If more records are added to the COMPLETED INSPECTIONS, the previously uploaded records **will not** upload a second time. Any record can be removed from the List View screen this way.

1. Touch the inspection in the list and select Delete from the very bottom of the inspection type choices:

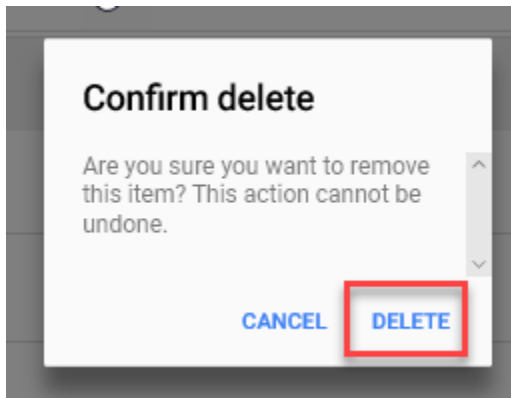


2. Touch the Delete button. For both methods, this message is displayed:



Note: THIS ACTION CANNOT BE UNDONE!

3. Touch the Delete button to delete the Inspection or location record.



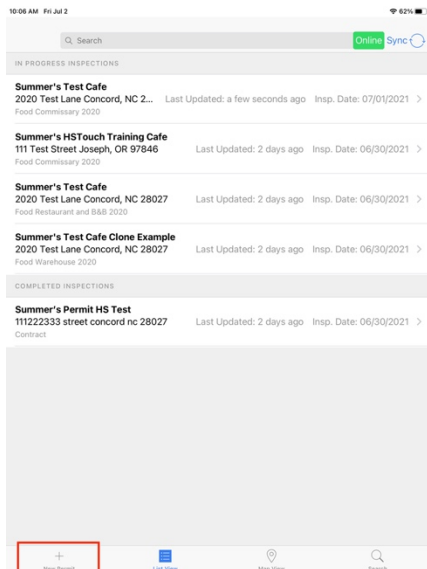
Note: THIS ACTION CANNOT BE UNDONE!

Creating an Inspection for an Unlicensed Facility

This feature will rarely be used but is helpful if you are in the field and find a facility operating that is not licensed and you want to perform an inspection. You can also use this if you want to conduct an inspection on a facility that you forgot to download into the app.

This feature is called “New Permit”, but it will not create a record in the Permit Manager. It will give you the ability to do an inspection and tie it to some basic information until you get back into the office and can create the facility in HS Cloud and tie them together.

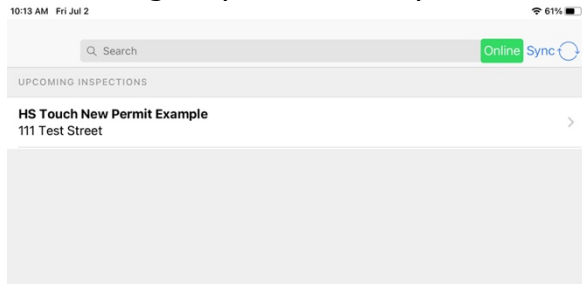
1. Click the New Permit + button on the bottom left of the HSTouch app home page



2. Fill out the fields that appear on the form and click the blue Save button at the top. You will want to have the facility fill out a license application form for you to take back to the office so they can have all the info to properly set up the new facility in HS CloudSuite.

A screenshot of the 'New Permit' form in the HSTouch app. At the top, there's a status bar showing '10:09 AM Fri Jul 2' and a battery icon at 62%. Below the status bar is the HSTouch logo. The form title is 'New Permit'. Below the title is a note: 'Create a location to inspect below. NOTE that this should only be used in cases where the location is not found in the Cloud database or connectivity dictates this as necessary.' At the top of the form, there are two buttons: a blue 'Save' button and a red 'Cancel' button. Below these buttons are three input fields: 'Name' with the placeholder 'Enter Location Name', 'Address' with the placeholder 'Enter Location Address', and 'Notes' with the placeholder 'Enter any notes about location'.

- Click the List View button at the bottom of the screen. The newly added facility will appear here and give you the ability to start an inspection.



- Complete the inspection in HSTouch as you normally would. Once you get back into an area of connectivity, upload the inspection to HSCloud.

Note: Your office staff may take over at this point to enter the facility and attach the inspection, so talk to them about how they would like to manage this in your office.

- Login to HSCloud and open the Permit Manager to create a record for this facility once you have their completed paperwork.
- Find the completed inspection in the Inspection Manager list screen and click to open the record

Completed Inspection Date	Inspector	Facility Name	Purpose	Outcome	Follow-up	Follow-up Date	Next Routine	Score	Program	Billing Type	Street Address	City
07/03/2021	Nash Coleman	Alison's Test Hotel (Food)	Inspection	Completed	NO	07/16/2021	07/16/2021		Food/Alc	Newfound Food (Fries, Limited Cook)	1818 Allison Highway	Titan
07/01/2021	Larisa Lindwe	Alison's Test B&B	Inspection	Completed	NO		12/30/2021		Food	Food (BBQ)	1817 Allison Court	Titan
06/30/2021	Nash Coleman	Alison's Test B&B	Semi-Annual	Completed	NO		12/30/2021	0	Food	Food (BBQ)	1817 Allison Court	Titan
06/30/2021	Summer Stephens	Summer Stephens	Complaint	Completed	None							
06/30/2021	Summer Stephens	Summer's BBQ Training Cafe	Semi-Annual	Completed	None		12/29/2021		Food	Restaurant (Full-Service)	111 Test Street	Jesse

- Next, we need to attach the newly added Facility to the inspection by using the search button on the Permit Manager parent record at the top of the Inspection screen.

Inspection Manager Saved as d

Permit Manager +

No records found Search

* Inspection Date:

* Inspector:

Accompanied By:

* Purpose:

- Search for the facility name and click the + sign next to the correct record to add it to the inspection.

Inspection Manager

Permit Manager +

Search

+ Facility Name: Sammy's Bbq & Catering
 Facility Address: 401 N Main St Joseph, OR 97846
 Status: Out of Business
 Program: Food
 Owner: Randy Garnett
 Owner Address: 803 Mullen Ln Joseph OR 97846
 Facility ID: NFRY-AJVTY3
 Billing Type: Class 4 (Mobile-Self-Contained)
 Assigned To: John Combs
 Next Routine Inspection Due:

Cancel

9. The final step is to re-save the inspection at the bottom of the page by clicking Save Changes.

Changing IN/OUT/NA/NO Items on an Inspection

To change an IN/OUT/NO/NA item after you have selected it, just scroll to the bottom of the screen to find it in Completed and click on the blue item to open it (N/A in this example):

Food Temperatures 0

Warewashing Information 0

Certified Food Manager 0

VIOLATION CATEGORIES

All Categories 0/20
View all categories at once

0/1

Informational

COMPLETE

07. Minimize bare hand contact with ready-to-eat f... +

N/A

This will open a screen to allow you to select a different option:

SAVE CANCEL

07. Minimize bare hand contact with ready-to-eat foods

IN N/A N/O OUT

VIOLATION INFORMATION

Then change the item to the one you want instead and click the blue Save at the top:

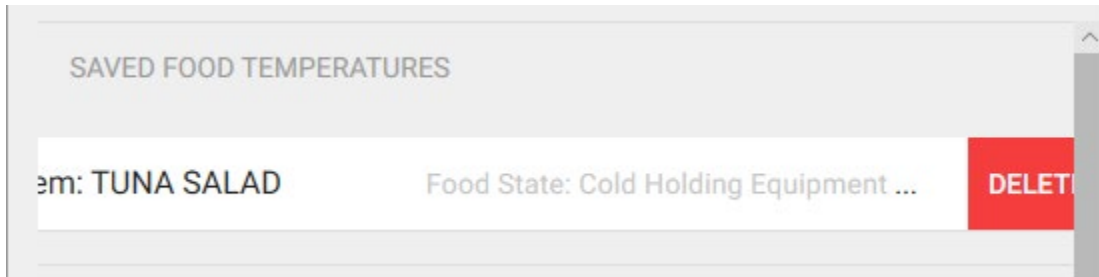
SAVE CANCEL

07. Minimize bare hand contact with ready-to-eat foods

IN N/A N/O OUT

Deleting Items from the Food Temperatures/Pool Parameters Reloads

Swipe left (like in other parts of the program) with your finger or mouse and Delete will show for you to click:



QuickStart Guide

1. Open the HealthSpace Touch App on a Tablet or Windows 10 PC.
2. Make sure the Tablet or PC is connected to the internet.
3. Enter the assigned HSTouch login associated Email address and Password, then click the login button or press Enter/Return/Go on the keyboard.
4. From the 'Sync Manager', select "Start Download" to refresh the Facilities library and/or "Run Update" for any program design changes
5. To begin, select the "Search" icon located on the righthand side at the bottom of the page
6. Type in a keyword or an address in the "Search" bar to begin the search.
7. Select the facility or facilities to be inspected, from the search display, by clicking the black download indicator.
8. Repeat steps 5, 6 and 7 until all facilities have been downloaded and are listed in the "List View" under UPCOMING INSPECTIONS. This will ensure the ability to conduct the inspection if internet connectivity is not available when onsite.
9. Return to the "List View" by clicking the icon at the bottom of the page. Press or click on the name, for the location you would like to inspect.