

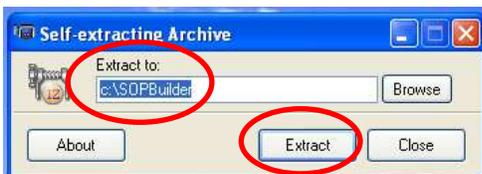
Instructions for Downloading and Running the SOP Builder Program

The program can be downloaded from the following location: <http://www.kalcounty.com/eh/sopbuilder.htm>

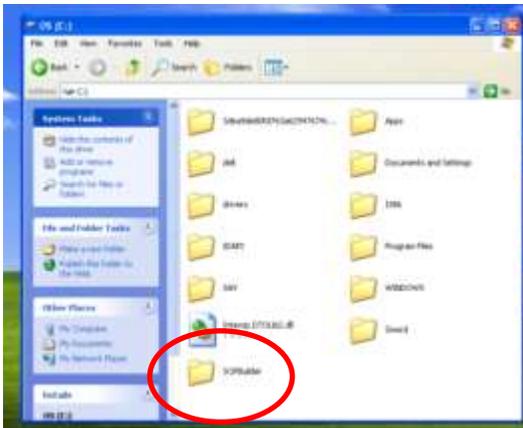
1. Download the program from the above web site by clicking on the link that says “begin downloading the SOP Builder program”. (the link is in the second paragraph) When the download dialogue box pops up, choose “Run”.



2. The files will then need to be extracted to a folder on your computer. Please note where the file is being downloaded to. It will default to download on the C: drive. Once you know where the file will extract to, click “Extract”.



3. Once all files are extracted, click “OK”.
4. There will now be a folder on your C: drive called SOPBuilder. In order to run the program, you need to open this folder. To find this folder go to “My Computer”, then to your C: drive. (your hard drive)



5. Open the SOPBuilder folder. You will see several icons. To run the program, double click the icon called “SOPBuilder” (its icon has two S's with a sword).



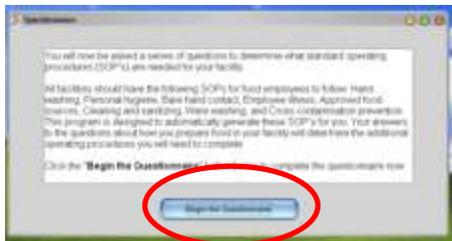
- Once you've double clicked the SOPBuilder icon, the program will open.
- The first screen you will be presented with is a box titled information. Once you've read it and listened to an audio introduction, you can click "next".



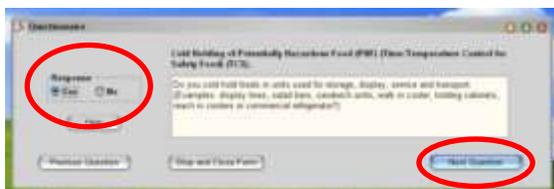
- You will then see another informational screen with additional audio. Once you've read/listened to the information, you can click "close form".



- This should then bring you to another pop up box, titled questionnaire. Click "begin the questionnaire".



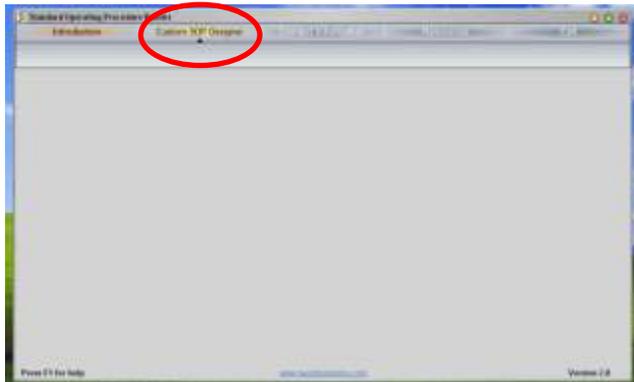
- The program will ask you a series of questions about your operations. After you choose yes or no for each question, be sure to click "next question".



- Once you've answered all the questions, it will let you know that the questionnaire is complete. You will be prompted to "continue to create your SOPs". Click "OK".
- Next box that pops up is for facility information. In the form fields, enter the basic facility information such as the name of facility, address, phone number, ect. When done entering info, click "save and close".

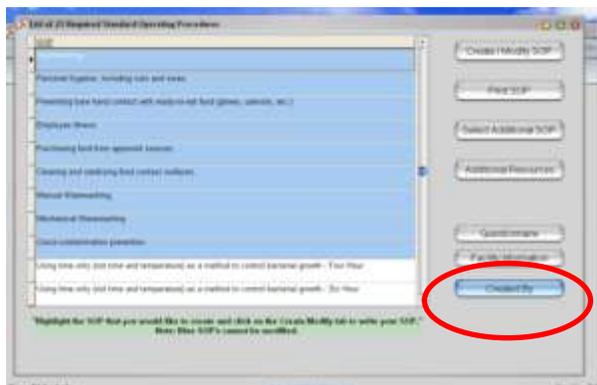


13. A large box should be open. From here, you will now be able to create and edit your SOPs (standard operating procedures.) Continue by clicking on “Custom SOP Designer” from the top menu bar.



14. This pulls up a box titled “List of Required SOPs”. All of the blue highlighted ones are SOP’s that are required for all facilities to have. (The ones that are not highlighted still need to be completed; this will be completed in step 17.)

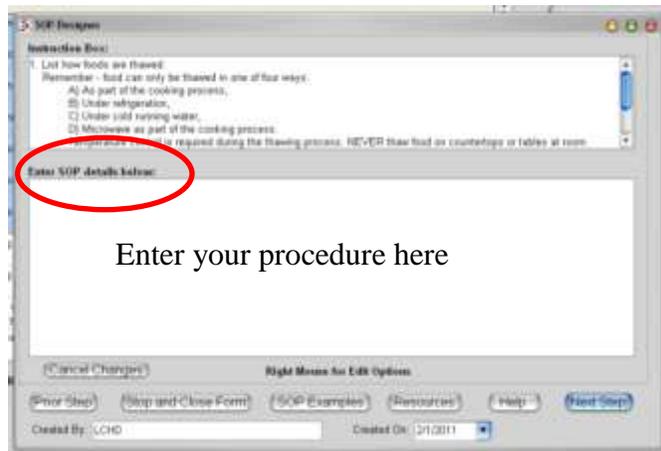
15. Click “Created By” and enter your name and date in the box that pops up. This will put this information on all of the blue highlighted SOPs. Be sure to click “continue to next step” when you are done entering your name and date.



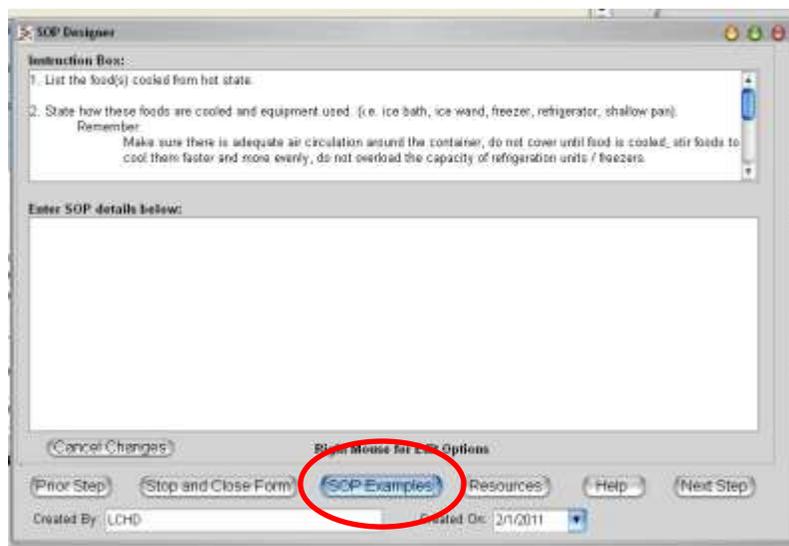
16. Print out all Blue highlighted SOP’s by first selecting the SOP and then clicking on the “Print SOP” button. You will then see a print preview before you can print. You will have to print each individually. (You may want to print two copies of each SOP: one for your records, and one for the local health department)

17. Now, you will need to work on the non-highlighted ones. These SOP’s are required, based on your answers to the questionnaire. It is required that you enter in specific facility information for your procedures. Select one of the non-highlighted SOP’s (you will have to do this for each one) and click “Create/Modify SOP”.

18. It may ask for your name again, as well as the date created. If so enter it, and click “continue to next step”.
19. The SOP Designer pops up. The top portion displays what the Food Code requires and questions you need to address in your procedure. The bottom box is your standard procedure and starts out blank. This is where you enter how you will complete each procedure. For example, for thawing, I could enter in this box how I plan to thaw foods: “All foods will be thawed under refrigeration of 41 degrees F or less”. (answer may vary based on your facility’s actual operations...be very specific on how you plan to complete tasks.)



20. After entering in that box how you plan to do that procedure, click “Next Step”. On the next screen you can then enter any additional corrective actions (or use what is entered already). Click “Next Step”.
21. You will be prompted to return to the SOP list...click “Yes”.
22. You can then print out that SOP by clicking on the “Print SOP” button.
23. Repeat steps 17-22 for all the other remaining SOP’s. You should be able to use the code (top box) that the program provides to develop your own procedure.
24. If you need more help developing your own SOP (for any of the non-highlighted ones) you can always click the “SOP example” button while in the SOP Designer. This will give you an example for you to use as a reference.



If you have any additional questions on how to use this program, or questions related to your facility’s standard operating procedures, please feel free to contact our office.