



V4: It's your move!

Take a few minutes to get to know the test workspace with this “discovery” exercise!

Before you start

This exercise is not designed to show you how to complete all the fields in a Specification. It's more of a quick start for discovering the new functionalities and the new ergonomics for creating specifications. So it's probably not necessary to complete every field on all the tabs.

Video support: Almost all the new features are illustrated by short instructional videos. Just click the link to view them (your computer must be equipped with speakers or a headphones).

Hotline: To help you get started with V4 we would remind you that you can contact the hotline at any point:

By phone: +33 1 56 90 24 34

By email: hotline@traceone.fr

Connecting...

All the current users of the Trace One Quality portal can now access a V4 test portal! To give you the time to get familiar with it, this test portal will be accessible during the entire setup period.

To connect, follow these instructions:

- Insert your Trace One smart card in the reader.
- Start Internet Explorer 7 and connect to the address <https://www.traceone.net/pmsv4cert> with your usual PIN code.
Note: Make sure that you have version 7 of Internet Explorer. Otherwise, you can download it from this address:
<http://www.microsoft.com/france/windows/downloads/ie/getitnow.mspx>
- Next, click the “Quality” portal, then the workspace “A vous de jouer sur la V4”, and validate... That's it – you're connected!



The practical side!

Creating a specification

On the list screen for the Specifications module, click “New”, then:

- Create a Food-type specification for product referenced as “Cookies”
- Attach it to the corresponding Product Folder.
- Validate it by clicking “OK”
- Click the specification to open it

For more information, [see the video](#).

“General” (Généralités) chapter

In the “**Sites**” tab of the “**General**” (Généralités) chapter, activate entry mode by clicking “Enter”. Click the small magnifying glass on the right to import a manufacturing site. This functionality lets you manage the list of your sites in a library called “**Master Data**”.

If the list of sites is empty, you can complete it by leaving the specification and clicking the “**Master Data**” tab, then “**Sites**”. However, take care with the data that you enter: it will subsequently be used as input to your specifications.

For more information, [see the video](#).

“Composition” chapter

We will put together the “Plain Cookies” recipe from the **Raw materials** below:

- Sugar 10%
- Butter 20%
- Flour 50%
- Eggs 20%

Open the “**Recipe**” (Recette) section in the treeview. Open the data entry table and create the raw materials, associating their corresponding percentages.

For more information, [see the video](#).

“Packaging” (Conditionnement et emballage) chapter

Open the “**Packaging**” (Conditionnement) chapter and in the “**Package**” (Emballage) table, create the displayed package sections. To insert a new line in the table, position the cursor on the “**Package**” line, then press the down arrow cursor movement key.

- Primary: 200g packet
- Primary: 300g packet



In the “**Spec for Trade Items**” (FT associées aux références commerciales) tab, under the “**General**” (Généralités) chapter, specify the sections involved in the 200g and 300g formats.

For more information, [see the video](#).

“**Label**” (Etiquetage) chapter

Specify the following packaging elements in the “**General**” (Généralités) tab of the “**Label**” (Etiquetage) section:

- Labeling Plain Cookies
- Commercial Name: YumCookies
- Legal name: Biscuits

Specify the following elements in the “**Nutritional**” (Nutritionel) tab:

- Proteins 3g per 100g
- Carbohydrates: 30g per 100g
- Lipids 19g per 100g
- Trace trans fats, unlabeled

Specify the following elements in the “**Vitamins and Minerals**” (Vitamines et Minéraux) tab:

- Vitamin A µg: 400 µg / 100g

“**Process**” (Process) chapter

Attach a file as an appendix for the list of checks performed during manufacturing.

For more information, [see the video](#).

Cookies “**Finished product**” (Produit Fini) chapter

In the “**Characteristics**” (Caractéristiques) tab of the “**Finished product**” (Produit Fini) chapter, open the entry table and complete it using the following elements:

- **Physical-Chemical characteristics:** Measurement of pH during manufacture with a pH meter. Target Value: 7.
- **Organoleptic characteristics:** Taste: during manufacture Targets = Characteristic for butter, Defects = rancid
- **Microbiological characteristics:** Salmonella at 37° C during manufacture. Target Value: absence.

For more information, [see the video](#).

In the section “**Control Plan**” (Plan de Contrôles) , proceed as follows to create the control plan for the finished product:



- In the dropdown menu, select “**Import controlled elements from a TDS**” (Importer éléments contrôlés d’une FT) and select characteristics for import from the ones previously entered.
- In the column “**Type of control**” (Type de contrôle), click “**Set the mode**” (Saisie des modalités) to declare the control modes, as indicated below:

	Taste	Salmonella at 37°C
Type of Check	External	Internal
Frequency	once per year	once per batch
Size of sample	1 consumer unit	100 g
Positive/negative test result – recorded	Yes	Yes
Criticality	Major	Major

For more information, [see the video](#).