C.A.F.E. Practices Reporting Program
Reference Guide for Inspectors V1.1

The new C.A.F.E. Practices VRS Reporting tool for inspectors is built on modern technologies to make the reporting process quicker and easier for inspectors. It can be used on iPad or Android tablets, as well as Mac or Windows desktops. An internet connection is only needed to download data from, and upload data to, the VRS. A connection is not needed during regular reporting.

In this guide you will find:
   A) Getting Started on a Desktop Computer
   B) Getting Started on an iPad
   C) Getting Started on an Android Tablet
   D) How to Start a New Report
   E) Synchronizing with the VRS
   F) Creating a PDF file of Work
   G) Additional Functions of the New VRS Reporting Tool

To use the new program, we recommend the following:

Tablets	Browsers on Desktop Computers
Android 4.4+	Chrome 41+ *(preferred)*
iOS 8+	Safari 7+
	Firefox 38+

A) Getting Started on a Desktop Computer

These instructions are specific to Chrome, but will be similar for all supported browsers.

1. Open your web browser and navigate to: http://cafepractices.info
2. Log in with your inspector account username and password. Once logged in, you should see a list of applications under verification by your organization.
3. Click the ☆ icon to the right of the address bar. This will create a bookmark for the program so you can easily return to it while offline.

4. Close the window & open a new window. You will now see a shortcut to the reporting program in your bookmarks bar/menu. **Always use this shortcut to open the program. The reporting program can only be accessed from the bookmark when offline.**
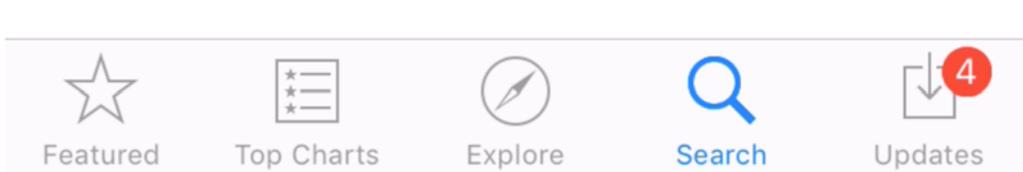
B) Getting Started on an iPad

Please install the app with the best internet connection you have prior to going out into the field. Some users have reported issues with app installation with weak internet connections.
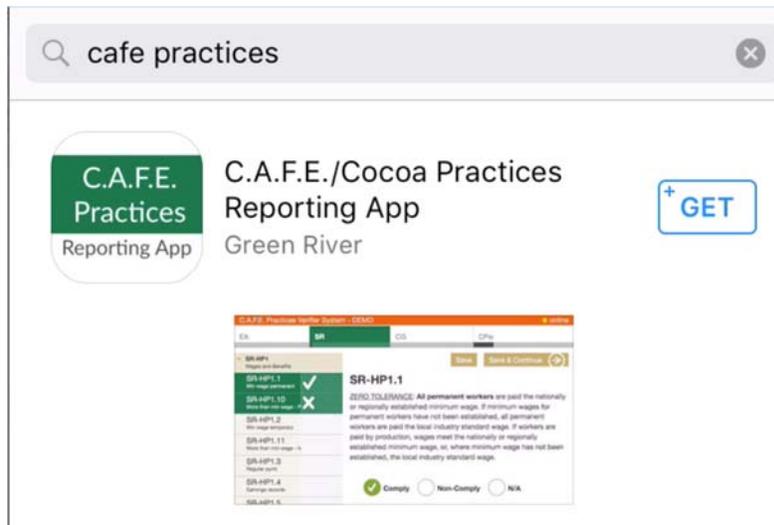
1. Open the App Store app:

2. Go to the search tab:

3. In the search box that appears at the top, type in "Cafe Practices" and hit search. The C.A.F.E. Practices app will appear. To install, simply click the "GET" button and then "INSTALL." You may be asked to sign into the iTunes store (even though the app is free). Once you do, the app will install and the "GET" button will change to "OPEN."

4. Click the open button and the app will launch:

Please select the program for which you are performing a verification:
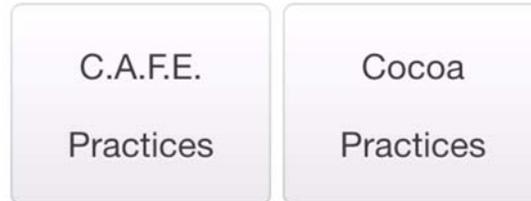
C.A.F.E. Practices | Cocoa Practices

5. Once you have chosen your program, you will be prompted to log in. Once logged in, you can proceed with reporting as described in the sections below.

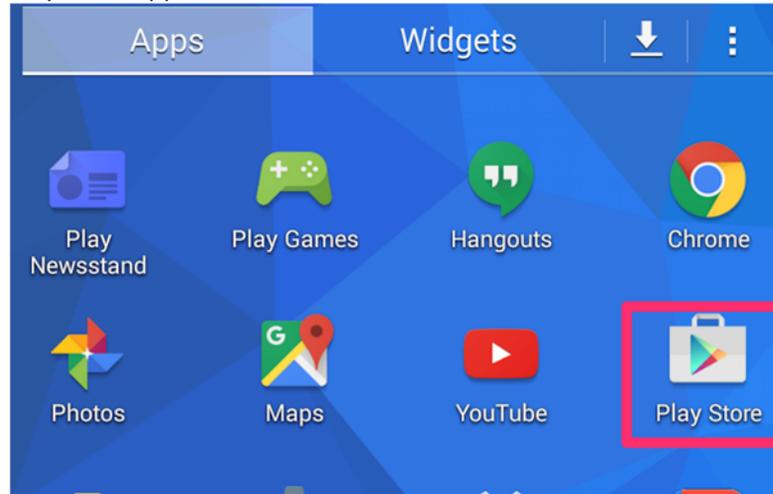*Please note the DEMO system is also available here for training purposes.*

6. **To access the inspector account, always access from the app icon (do not access via web browser).**

C.A.F.E. Practices Reporting App
C.A.F.E.

C) Getting Started on an Android Tablet

Please install the app with the best internet connection you have prior to going out into the field. Some users have reported issues with app installation with weak internet connections.
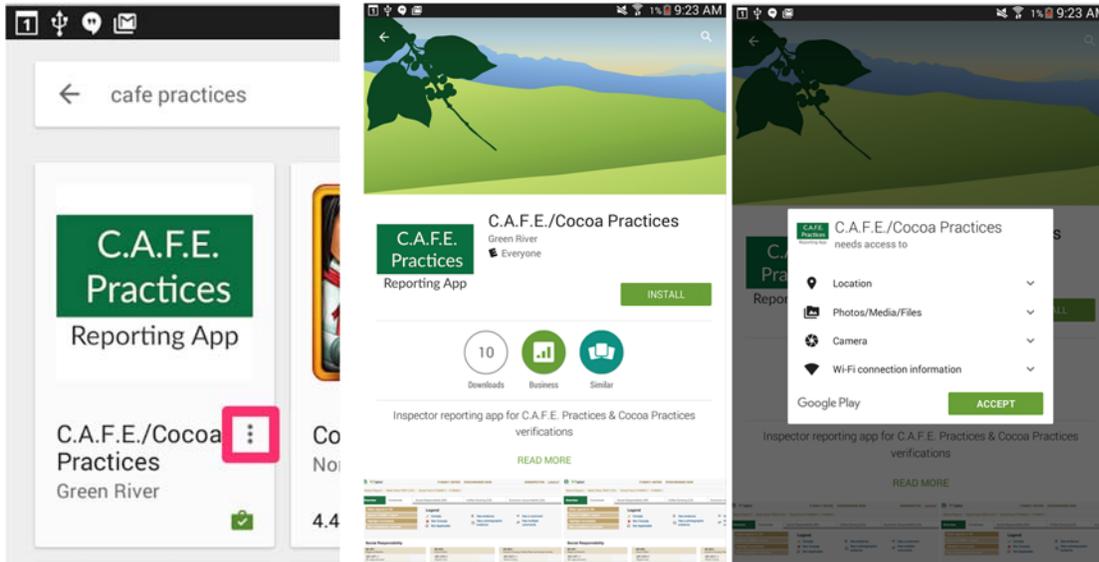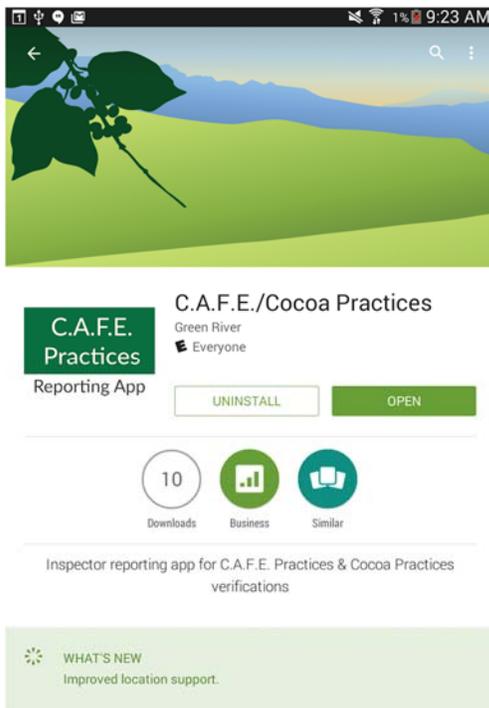
1. Open the Google Play Store app:

2. Tap the magnifying glass in the top right, type in "Cafe Practices" and click "Search:"
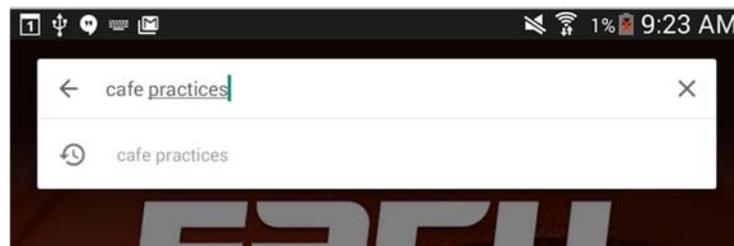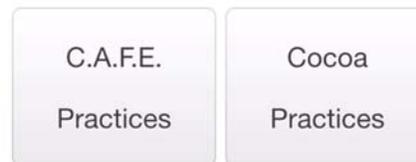
3. Tap the three dots to the right of the C.A.F.E. Practices app, and choose to install right away:

4. Open the C.A.F.E. Practices app and choose the verification program:

Please note the DEMO system is also available here for training purposes.

5. Once you have chosen your program, you will be prompted to log in. Once logged in, you can proceed with reporting as described in the sections below.
6. **To access the inspector account, always access from the app icon (do not access via web browser).**

D) Starting a New Report (Tablet and Desktop)

Upon logging into or opening the reporting program you will see a list of any entity reports that you have already started.* On the left of the screen is a list of all applications currently under verification by your organization.

1. Click on the name of the application for which you want to start a new report.
2. Click on the "Create a new report" button.

> Create a new report

3. Locate the entity on which you want to start the report and click.

> Create report

4. This will take you to the new report that you can start working on.

Check your tablet before going to the field to ensure the application has been downloaded prior to beginning work offline.

E) Synchronizing with the VRS

The reporting program exchanges data with the VRS using a process of "Synchronization." Synchronization can only happen when you have an internet connection. You can manually trigger it by clicking the "Synchronize Now" button at the top of the screen. This will cause all your data to be sent to the VRS and updates from the VRS to be downloaded to your device.

There is an indicator in the top right of the screen which will tell you when the program is synchronizing. It will also tell you when it has an internet connection and is "online" and when it does not and is "offline." If you have not been online in some time, and your device detects a connection, you will be prompted to log in. Additionally, when viewing the "Select Report" screen, you will see an indication next to each report for whether it has been synchronized.

> **Caution: Switching devices**
> If you are using multiple devices to do reporting it is important to synchronize before switching between devices. For example, if you use an iPad to do reporting while in the field, upon returning to an internet connection first synchronize on the iPad before logging in on your desktop computer. If you wish to go back to using the iPad, be sure to synchronize on the desktop first.

Tips for Working Offline
- Do not logout if you plan to work offline. The tool is not accessible if you log out. When you click on "logout," you will get a pop-up reminder message that you will need an internet connection to log back in.
- You only need to close your window or close the app.
- To access VRS offline, only use the bookmark (favorites) on a desktop computer or from the icon/App on your tablet.

- Switching between Tablet and Laptop: synchronize your work before switching and after completing new work!
- Sharing tablets:
  - Make sure that you are logged in as yourself before beginning work.

F) Creating a PDF Record of Work

To create a PDF record, complete the following actions:

Android	iOS
1. From within a report, on the Overview tab, go to "NC Overview."	1. From within a report, on the Overview tab, go to "NC Overview."
2. Select the check box for "Show all scored indicators (comply and non-comply)."	2. Select the check box for "Show all scored indicators (comply and non-comply)."
3. Click on the button "Download PDF record."	3. Click on the button "Download PDF record."
4. A pop up will appear that the PDF has successfully been saved.	4. A pop up screen will appear. Select "Copy to iBooks" to store the PDF.
5. Go to the "My Files" folder on your tablet to find the PDF record.	5. Go to the iBooks app to find the PDF record.

Note that the "Save to PDF" function only includes the evaluation and qualitative evidence, but does not include information in the specific quantitative evidence fields at this time. The addition of quantitative evidence fields will be included in the next app update coming very soon.

G) Additional Functions of the New VRS Reporting Tool

NC Review
A tool is available in the new VRS inspector reporting tool to summarize all NCs for a specific entity. This tool was developed to assist inspectors in summarizing NCs for entity closing meetings. The NC review tool can is accessed through the "Actions" menu, and can be used to prepare for the closing meeting to ensure critical areas and/or missing documentation are reviewed.

Notes

The "Notes" feature allows inspectors to record information that may not be directly related to indicators, or that will be reviewed and summarized at a later point. The notes are accessible through a button on the top of the VRS pages, or in the Coversheet menu. Notes are only visible to the inspector.

The Notes feature can be used for an inspector to take notes or add reminders to incorporate into the report at a later time.

Photographs

Photographs can be automatically uploaded to the VRS reporting tool using a tablet. Photographs are associated with specific indicators, and can be added in the "Attachments" section at the bottom of the page that lists the indicator. This tool can also help record observations so evidence can be written upon returning to the office. Additional file types can also be added using a desktop computer.

Automatic GPS

For tablets that are GPS enabled, GPS data can be automatically uploaded on the coversheet. Inspectors can use the tablet during the field inspection to automatically add the GSP location with the "Use Current Location" button.

Data back-up
Data can be sent to Starbucks using a button on the bottom of the VRS tool – "Backup Reports."
If the inspector user is online, the data will be sent automatically.
If the inspector user is offline, an email will be created with the files to send once online.