

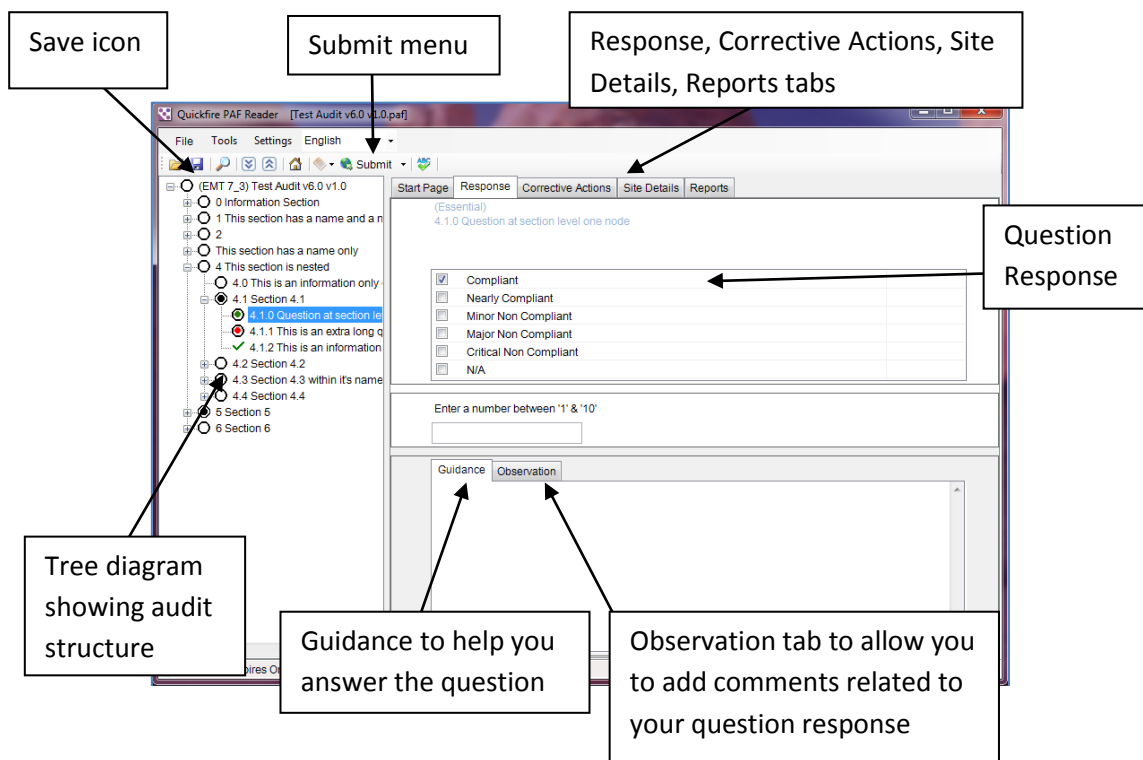
Welcome to Quickfire PAF Reader

This guide details how to use PAF Reader to complete and submit audits. It includes the following sections:

- Overview of the PAF Reader screen
- Receive and Open a PAF file
- Complete an audit with PAF
- Update Site Details
- Create an audit report
- Find further support

You will need to have PAF Reader installed. Please see the PAF Reader Installation Guide for further details.

Overview of PAF screen:



Receive and Open a PAF File

1. The PAF file containing the relevant audit will be sent to you as an email attachment or by file transfer using e.g. a memory stick or USB pen drive.
2. Save the PAF file onto your computer.
3. Double click PAF file on your computer to open it. The file will automatically open in PAF Reader if you have PAF Reader installed.

Complete an audit using PAF Reader

1. Check Site Details

You may or may not be able to edit your Site Details.

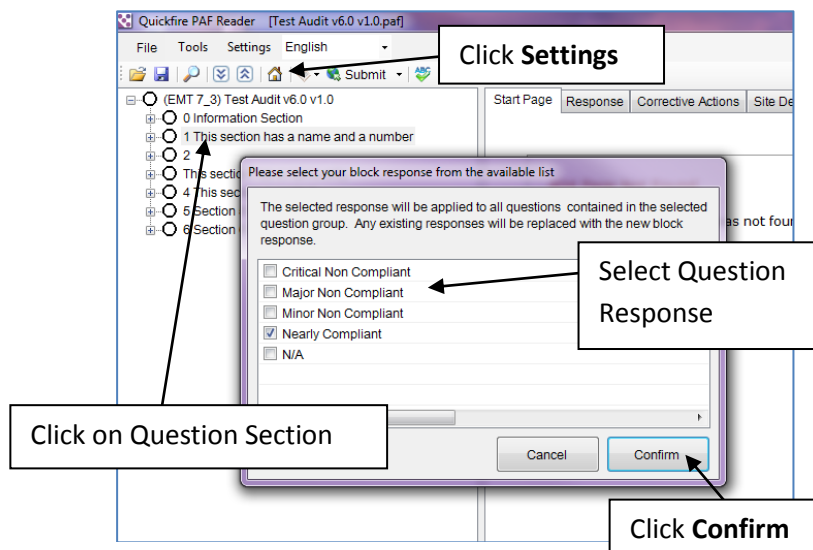
- Open the PAF file by double clicking on it.
- Click on the Site Details tab to view Site Details.
- Check that your site details are accurate and complete / amend if accessible.
- Save any changes by clicking on the Save icon near the top left of the screen.

2. Add responses to Questions

- Open the tree diagram on the left of the screen to locate a question and click on it.
- With the question highlighted, click on the Response tab on the right.
- Read the question and any associated Guidance.
- Select the appropriate Response.
- Select a Non-conformance below the Response if appropriate.
- Add additional comments in the Observation tab.
- Add a Corrective Action to be associated with that Question by clicking on the Corrective Action tab if appropriate.
- Click Save.

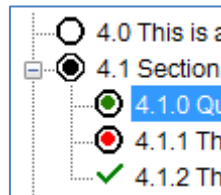
Please note:

- You can attach a the same response to all questions within a section by using the Block Response function:
 - Click on a section title to highlight it.
 - Click **Tools** and select **Block Response**.
 - In the pop up that opens, select the response that you want to apply and click **Confirm**.



Please note:

- As you complete each section of the audit the section icon in the tree diagram will turn from white to black to show that the section is complete.
- Where relevant each Question icon in the tree diagram will change colour from white to red / blue / yellow / green to indicate the Question response.
- If a colour is not relevant to a Question response the Question icon will change to a tick to show that the Question has been answered.



3. Submit the PAF

The completed PAF can be returned as an email attachment or the Submit button within PAF Reader can be used.

- a. Click the Submit dropdown menu and select an option:

Submit – to submit your data so far. The audit can be submitted and amended again and resubmitted. This gives your Administrators visibility of your audit responses so far.

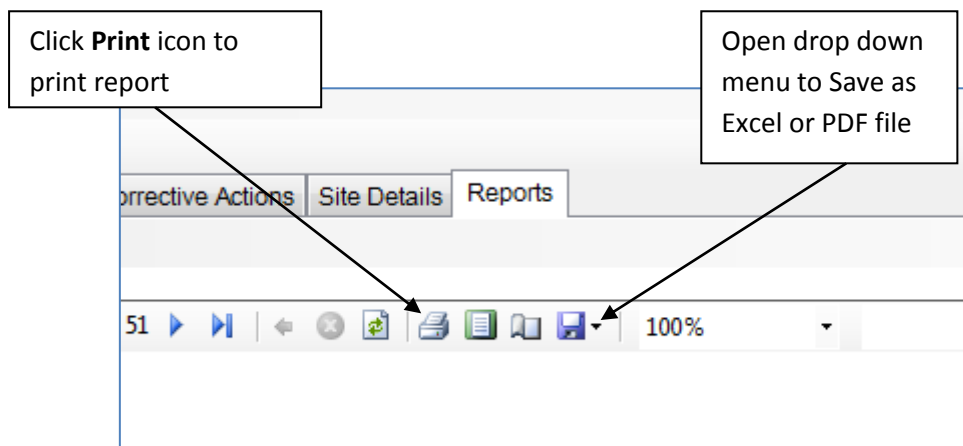
Submit as Under Review – This is the final submission. Once you have clicked this button you will no longer be able to edit and submit the audit again.

Create an audit report

You can create a detailed or summarised view of the results of your audit using the Report tab in PAF Reader. Once generated the report can be printed or exported and saved as a file for transfer via USB Stick or email.

To generate a report:

1. Click on the Report tab.
2. Click on Select Primary Response.
3. Select an option from the drop down list.
4. Click on one of the following icons at the top of the screen:



Further Support

If you have a question relating to PAFs please visit the PAF Resource Centre on the Muddy Boots website at <http://en.muddyboots.com/paf-resource-centre>.

Alternatively please contact your System Administrator or the Muddy Boots Technical Support Team.