# G.O.T. SYSTEMS GRIND LOG

SYSTEM DOCUMENTATION

The USDA / FSIS has issued guidelines for ground beef record-keeping. These regulations become effective on June 20, 2016, and all retailers who grind beef must comply at that time.

MAIN MENU

GRIND LOG: The grind log program.

MEAT INVENTORY: Inventory the cooler.

COMMUNICATE: Send data to G.O.T. Systems.

DELETE DATA: Erase a file created in error or for testing / training.

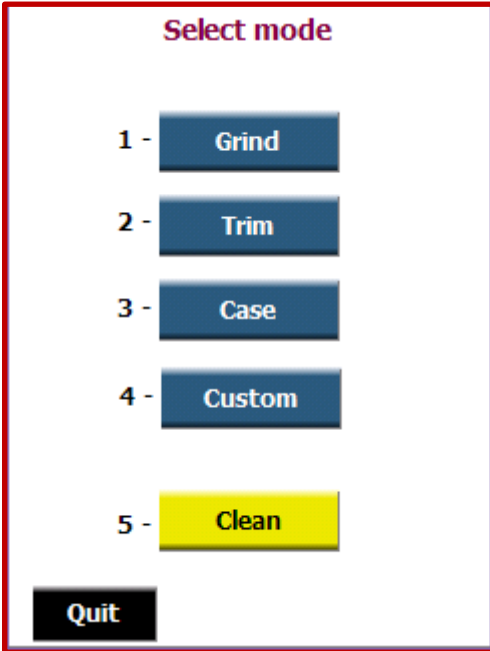**SELLABLE ITEMS**: Establish your store's list of ground beef items produced.
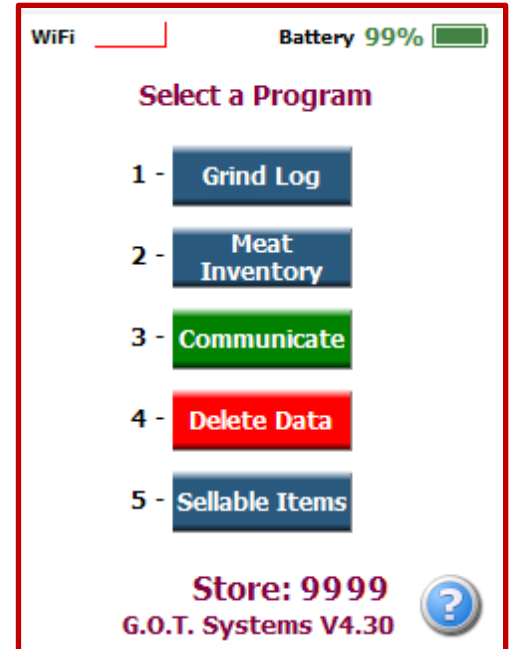
Don't forget to review the Grind Log Reporting Package information to learn about the reporting that is available, delivery of the reports, and how to interpret the information!

Select **1- GRIND LOG**: Enter user's three initials using the virtual keyboard, then press **NEXT**.
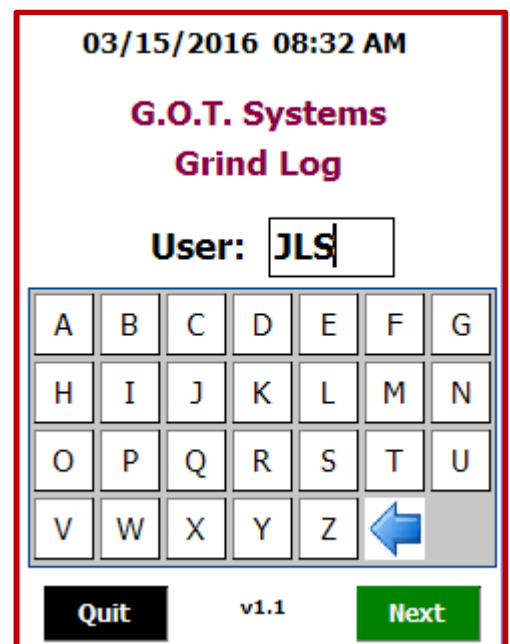
MAIN GRIND LOG MENU:

1 – Grind   Identify all primal or boxed product being used in the current grind process and identify what retail product is being created.

2 – Trim   Identify all beef being trimmed, and where the trim is being held for use in final grind.

3 – Case   Identify all product being pulled from the full-service or self-service retail case to be used in grind.

4 – Custom   Identify all product being ground for customers' special requests.

5 – Clean   Identify each cleaning/sanitizing process performed throughout the day.

6 – Request Report   Send a PDF report to the store of all grind log activities for the specified dates.
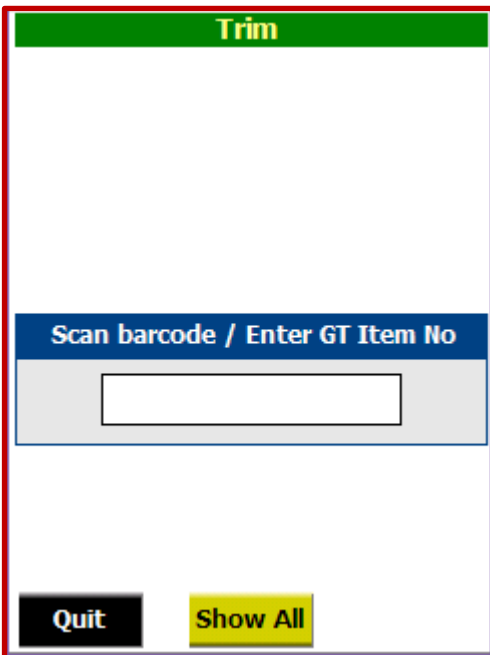
The Trim process is a result of pulling all cases of primal, sub-primal, or boxed beef to be cut and trimmed for the day. Select Trim.

Scan the first case of product to be trimmed. Scan the barcode on the outside of the case, which may look like this:

Labels from different packing plants may look a little different than this one.

Scan each case label just once, whether you are pulling the entire case of product to trim, or just part of the product inside.

If the barcode won't scan, you will need to manually key the entire barcode information into the scanner. Just make sure you are scanning the right tag.

The scanner will show all of the information from the case of beef. If either the Establishment Number or Production (Pack) Date is not filled in automatically, as they were in this case, the info must be entered manually. The establishment number is shown circled in red in the label above. The location of information changes by packer.

Trim

Global Trade Item Number:

9002874916945

Beef Bottom Round Flat

Lot / Serial #	Est. #
47641595	86K

Production Date:	Pk Weight:
02 / 10 / 16	56.1 lb

Enter Lug:

\#

Back   Save

On the first case of trim, the scanner will request the lug number where you will put the trim from this case of beef. (If you will be putting trim in multiple lugs, you will need to make a separate entry for each lug.)

Enter Lug:

\# 2

Back   Save

On subsequent case scans, the system will default to the last lug used, or you can change lugs.

Press **Save**.

The system is ready for another scan.

Trim

Last Scanned Item:

Item: 002874916945

Lot/Ser.#: 47641595   Est.#: 86K

Date: 02/10/16   Weight: 56.1 lb

Lug #2

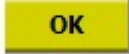Scan barcode / Enter GT Item No

Quit   **Show All**

At any time, you may press **Show All** to see a list of everything that has been scanned.

If you change your mind, while in **Show All** mode, you can tap on a line item to **Delete** the entry, or press **Back** or **Add** to return to the scan screen.

Trim

GTIN	Lugs	Lb
9002874916945	Lug #2	

Back   Delete   Add

1. If you scan an unrecognized product, the system will give you a specific error beep, and this screen will be shown. **Key in the exact product description from the box of beef** using the virtual keyboard for letters, or scanner keys for numbers. Press **OK** .

Enter Product Description

Chuck Ground Beef 81/19 Fine

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	Space
#	.	/	%	-	Back Space

Back   OK

Grind
Global Trade Item Number:

9002874940277

Chuck Ground Beef 81/19 Fine

Lot / Serial #				Est. #		
78375050				86M		
A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	←

Back   OK

2. Next, the system will accept your entry, as shown at left, and you will need to key in the remaining information from the label on the box of beef. All of the information shown at left is required, and can be found on the box label. Once you have keyed in all of the information from the GTIN number, press **OK** .

This product will be activated for your store only. Once our system receives information for this product from three stores, it will be permanently added to our database.

After scanning all cases to be trimmed, press **Quit** to return to the main menu.

GRIND PROCESS

When you begin a new process, and there are any records on the scanner that have not yet been transmitted, you can select a previous file of the correct mode, and **Edit** it. Normally, you will press **New** to start a new file. Again, enter your three initials or name and press **Next** to continue.

First, identify all cases of product going into the grind. Scan the barcode, just like when you are pulling cases to trim. Typically, this is your course grind tubes.

If you will not be using the entire case, estimate the amount of product you will be using from this case, and enter it in the "Grinding _____ lb" box. Here, we will grind about 30 pounds, or about half the case.

Press **Save** to complete this entry.

Continue scanning until all cases to be used in this grind are recorded.

Next, press the button for **Select Lugs**.

Here, you will identify all lugs containing trim to be added to the final ground product you will be creating.

Information about what product trim is in the lugs was captured in the **Trim** program or the **Case** program (below).

To add product from a lug to your grind, press the Add button and enter the lug # to be used. Here, we have added lug #2. When you select the lug number, you will need to estimate how many pounds you will be using. Then press OK. Repeat as needed.

Enter Lug:	Weight:
# 2	5 lb

If you are adding any beef pulled from the full- or self-service cases that was recorded in Case mode (below), you will need to press the Case button to add that product to the grind.
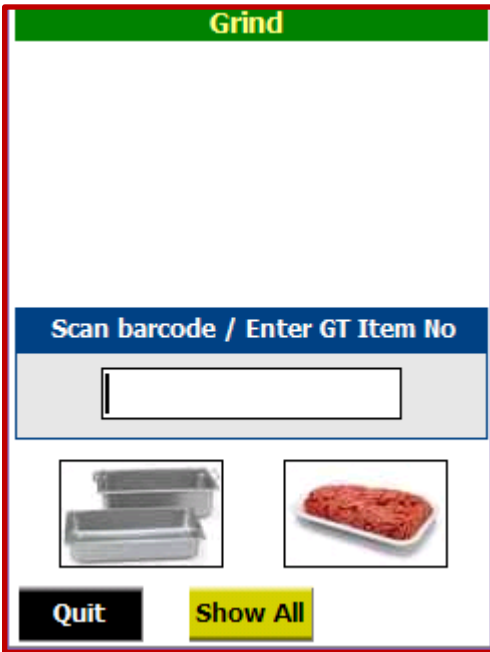
If you will not be using any trim in your grind, press the No Lugs button. The system will require that you either add product from lug(s), or press No Lugs.

When you are done, press Menu.

Grind

Scan barcode / Enter GT Item No

Select Items

Next, press the **Select Items** button to identify the product(s) you will be creating.

This menu may be customized for your store / group of stores. Press More at any time to see other choices of product you might be grinding.

Click on the desired item(s) (here 80/20 & 73/27), then press Back or Page? to complete your selection(s) or More to select other items.

This list can be customized by pressing Sellable Items on the main menu of the scanner. (This feature to be released during Q1, 2017.)

Select Product (Page 1 of 4)

1 ✓ - Regular 73/27
2 ✓ - Regular 80/20
3 ○ - Extra Lean 93/ 7
4 ○ - Ground Round
5 ○ - Ground Chuck
6 ○ - Ground Sirloin
7 ○ - Chili Meat 80 %
9- Back   More -0

At this point, you have identified what product is going into the grind straight out of the packer's case, what trim and/or case pull lug(s) are being incorporated into the grind, and what product you are going to grind. The **Show All** button (see results below) will provide an overview of all that information, or you can just **Quit** out of the program.

Press back to return from the **Show All** menu.

In the **Show All** screen, you can click in any of the three areas and press **Edit** to make changes or additions to the grind information.

At this point, you have successfully completed capturing all of the information required for grinding. There are a few other pieces of information you may need to capture for special circumstances, and you also need to capture the user initials every time you clean / sanitize the grinder. The system always records the date and exact time of every scan made.

Quit the Grind menu, and start a new grind log.
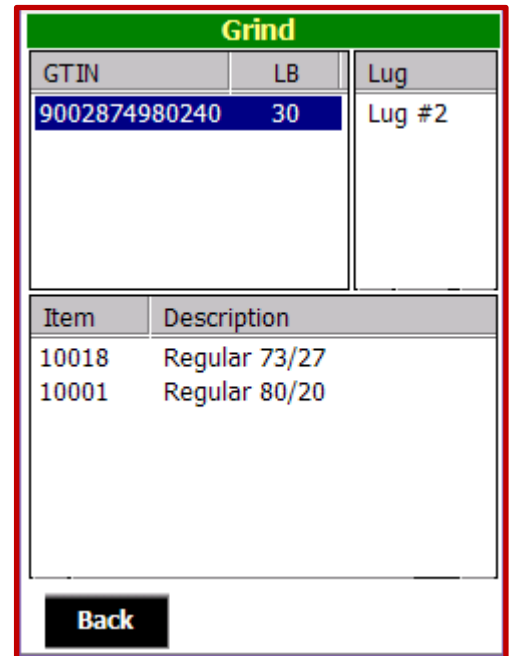
There are three options here we haven't used yet.

3 – Case is used to identify product that is pulled out of the full-service or self-service case to be added to the final ground product.

Just choose **Case**, scan the scale label to capture the product information, enter the pack* or pull* date, and press **Save**. The system will automatically put that product into Lug 99.

*Whether to use the pack date or the pull date is determined by each G.O.T. customer.

The correct pack or pull date is critical! This is how the original primal(s) this package was cut from can be identified in case of audit.

For products pulled from the full-service case, it will be necessary to create a scale label for scanning into the grind log.

Multiple packages can be added to the grind by scanning multiple scale labels.

4 – Custom is used when customers present a package of meat from the full-service or self-service case and ask that it be ground for them with a particular grind. Just choose Custom, and scan the scale label(s) to capture the product information. The system then logs what product went into the grinder. Again, if the product is from the full-service case, you must create a scale label for scanning into the Grind program, and for the customer's package to be scanned at the register.

Again, you will be required to enter the Pack or Pull date, just as in Case mode.
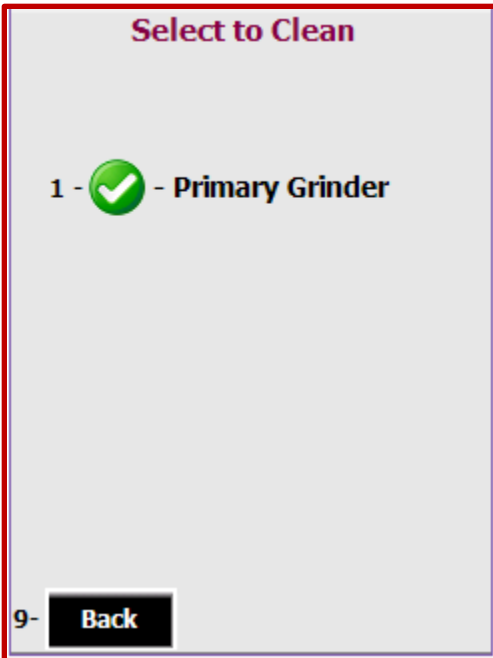
Button **5** – <mark>Clean</mark>.

The scanner will capture the user's initials, system date and time the <mark>Clean</mark> button was pressed, and the user will identify the Grinder used by clicking the green circle next to the grinder name. If your store has more than one grinder, call the G.O.T. help desk to add more grinder(s) or other equipment to your cleaning menu.

By pressing the <mark>Clean</mark> button, you are certifying that the grinder has been cleaned and sanitized according to your company's procedures. This cleaning / sanitizing process creates the time boundaries of what constitutes the possibility of contamination within batches.

Press **Back** when you are done to save the entry, then **Back** again.

Button **6** – **Request Report** was added to the grind log system to allow users to request a full grind log for any time period they need. This option requires entry of a beginning and ending date for a report of all grind log activity during that range of dates.

Remember, if you are pulling a report for a request to look at all data for a specific time period, such as the month of December, you may need to run the report from a few days back, such as November 27th or 28th, so that you will have the detail of what was ground as case pulls, custom grinds, or trim.

Once you have entered and saved your dates, transmit your request to G.O.T. through the same *Communicate* process you use to send grind log data. Within five to ten minutes, the report will be e-mailed to the same e-mail that receives the store's daily grind log report.

The information is formatted like the basic store grind log report, with every scan done in sequential order during the time period.

NEW FOR 2017!

The ability to inventory the full and partial boxes of beef in your cooler has been added to the Grind Log System.

Choose **Meat Inventory**. A warning will be presented so you know you are taking inventory, not capturing grind log data.

Press **Next**, then enter your initials as in all G.O.T. programs. The system is ready to scan your first case of product to inventory. Scan the barcode.

Inventory

Global Trade Item Number:

9002874980240

Chuck Ground Beef

Lot / Serial #	Est. #
78175601	86M

Production Date:	Pk Weight:
02 / 19 / 16	60.4 lb

Back   Save

The entire package weight will be captured from the barcode. If the box is only partially full, enter the estimated weight of the product that is remaining. Press Save when you are done.

There is a show all button available as in the grind log program. Here, you can edit or delete entries that were entered incorrectly.

Doing a cooler inventory will also trigger an exception report to help identify boxes of beef that were missed in the grind log program. Be sure to check out the reporting info on our website.

The last step in all processes is to send the information to G.O.T..
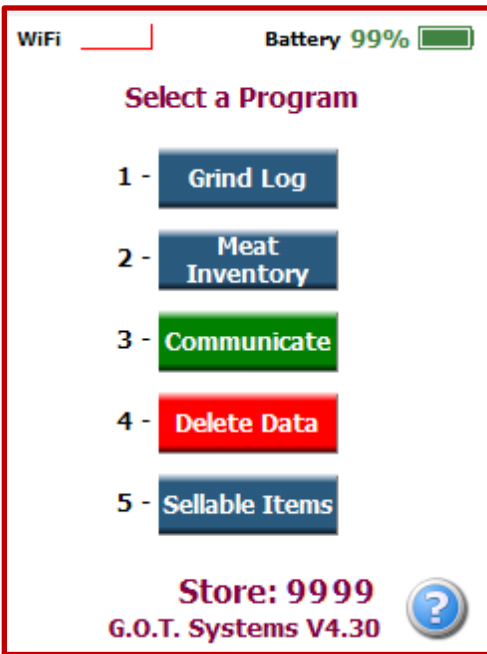
Put the scanner in the cradle. A red or green light will appear on the top of scanner to indicate the scanner is connected to the cradle.

Wait for a flashing or solid amber light to appear on the cradle underneath the scanner. When it does (and not before), press **3 – Communicate**.

Once the scanner has made a connection with G.O.T.'s server, you will need to press the SEND DATA button.

Once the file(s) are successfully transmitted, you will receive a confirmation number from G.O.T., and the files will automatically be deleted from the scanner.

Don't forget to check G.O.T.'s website at www.gotgrindlog.com to see grind log reporting, inventory reporting, and announcements about our newest updates and additions to the system.

If you have any questions about our grind log program, please call G.O.T.'s Support Center at

913-402-1069

Or e-mail us at **ugothelp@gotsystems.net**