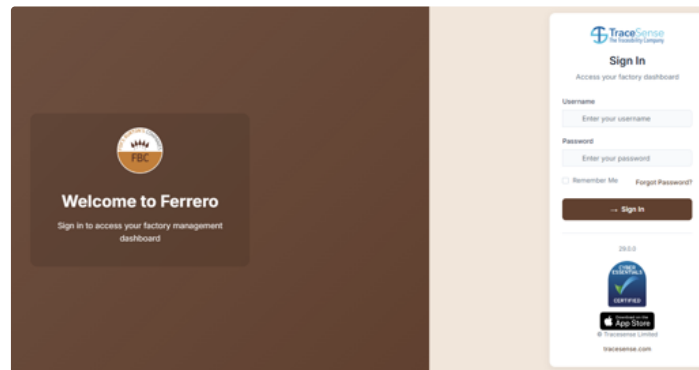
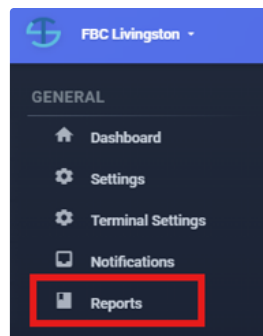


HOW TO ACCESS REPORTS FOR COMPLETED CHECKS

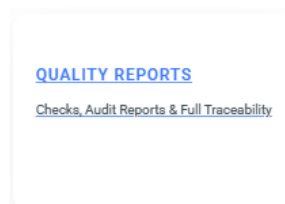
Login to the portal via <https://ferrero.tracesense.com/en-gb/>



Once logged in, from the side menu select 'Reports'



Now go into the 'Quality Reports'



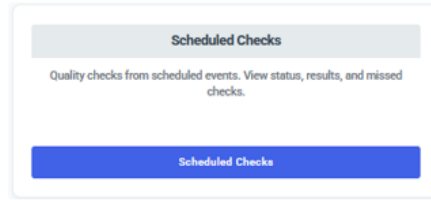
The 3 reports you want to look at relating to checks are

[Scheduled Checks](#)

[Missed and Late Checks](#)

[Requirement Checks](#)

Scheduled Checks



From the scheduled check reports you can look at individual responses to checks for:

LINE 1 CHECKWEIGHER 28 CHECK
MD FAILSAFE & SCISSORS CHECKS
PACKAGING CHANGE RECORDING
WRAPPING END OF RUN CHECK
(WRAPPING) HOURLY CONSECUTIVE METAL CHECK (CCP1) , CHECKWEIGHER AND AVERAGE WEIGHT CHECK
WRAPPING MACHINE START UP CHECK
DOUGH PIECE WEIGHT CHECK
(OVEN EXIT) POST BAKE WEIGHT CHECK
OVEN EXIT SUGAR BATCH RECORD

To find a check you can search using the Search filters on the following options:

Quick Date Filter	Select from - Today / Yesterday / This Week / Last Week / This Month / Last Month
Check Type	Select from list of check types
Check Type Name	enter the check type name
Status	Select from - Suspended / Completed
User	Select from and filter against a specific user
Machine	Select from a specific machine
Show Recent Open-Ended Checks	Select from - Yes / No

Response Date/Time Range	Set a date and time range for when check response was recorded
Recipe Code	Search by recipe code
Schedule Date Range	Set a date and time range for when check was scheduled
Completion Date Range	Set a date and time range for when check was completed
Job Number	Search by Job Number

The screenshot shows a search filter interface with the following sections:

- Quick Date Filter:** Select an option.
- Quick Filter by common date periods:** User, Machine, Show Recent Open-Ended Checks (xUnknown).
- Response Date/Time Range:** Two date range input fields.
- Recipe Code:** A text input field.
- Schedule Date Range:** Two date range input fields.
- Completion Date Range:** Two date range input fields.
- Job Number:** A text input field.
- Buttons:** Search and Clear Filters.

Once you have found the check you want to view the report for you can choose to view it 2 ways

Schedule Date	Completed Date	Requirement	Machine	Duration	Recipe	Check Code	Check Type	Status	Menu
09-03-2026	19/03 09:09	PR180226001	WR23 WRAPPING MACHINE	5s	F3621	WRAP1	PACKAGING CHANGE REWORKING	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="border: 2px solid red; padding: 2px;"> PDF Portrait </div>

PDF

Portrait

PDF

 (OVEN EXIT) POST BAKE WEIGHT CHECK REPORT

Report Generated - 19 Mar 2026, 10:41 a.m. - TraceSense - page 1 of 1

(OVEN EXIT) POST BAKE WEIGHT CHECK

RECIPE CODE :	19637	COMPLETED DATE :	19-03-2026
RECIPE NAME :	PATERSONS GARIBOLDI FINISIMO 3000 X 10 SGP	COMPLETED TIME :	10:21:55
BATCH NUMBER :		CHECK CODE :	MACHINE
JOB NUMBER :	PR180326003	CHECK TYPE :	(OVEN EXIT) POST BAKE WEIGHT CHECK
SCHEDULED DATE :	1 Feb 2026	START :	19/03/2026 10:21
DURATION :	27s		None
STATUS:	Pending	COMPLETED BY :	ALISTAIR MACKIE

LATE CHECK REASON: ..

Question	Answer	Initials	Terminal	Completed / Suspended By
Completed - 19 Mar 2026, 10:21 a.m.				
POST BAKE LENGTH	68	N/A	LINE1-2-IPAD	AGENCY .
POST BAKE WIDTH	25	N/A	LINE1-2-IPAD	AGENCY .
POST BAKE STACK HT	12	N/A	LINE1-2-IPAD	AGENCY .
POST BAKE WEIGHT	149	N/A	LINE1-2-IPAD	AGENCY .
SUGAR SPRINKLE INTACT?	yes	N/A	LINE1-2-IPAD	AGENCY .
COLOUR	TARGET	N/A	LINE1-2-IPAD	AGENCY .
MOISTURE	3.56	N/A	LINE1-2-IPAD	AGENCY .

Portrait

 (OVEN EXIT) POST BAKE WEIGHT CHECK CHECK REPORT

Report Generated - 19 Mar 2026, 10:41 a.m. - TraceSense - page 1 of 1

(OVEN EXIT) POST BAKE WEIGHT CHECK

RECIPE CODE :	19637	COMPLETED DATE :	19-03-2026
RECIPE NAME :	PATERSONS GARIBOLDI FINISIMO 3000 X 10 SGP	COMPLETED TIME :	10:21:55
BATCH NUMBER :		CHECK CODE :	MACHINE
JOB NUMBER :	PR180326003	CHECK TYPE :	(OVEN EXIT) POST BAKE WEIGHT CHECK
MACHINE :	N/A		
SCHEDULED DATE :	1 Feb 2026	START :	19/03/2026 10:21
DURATION :	27s		None
STATUS:	Pending	COMPLETED BY :	AGENCY .

LATE CHECK REASON: ..

Question	Answer	Initials	Photo Evidence	Terminal
Completed - 19-03-2026 10:21 Completed By: AGENCY .				
POST BAKE LENGTH	68	N/A	No images	LINE1-2-IPAD
POST BAKE WIDTH	25	N/A	No images	LINE1-2-IPAD
POST BAKE STACK HT	12	N/A	No images	LINE1-2-IPAD
POST BAKE WEIGHT	149	N/A	No images	LINE1-2-IPAD
SUGAR SPRINKLE INTACT?	yes	N/A	No images	LINE1-2-IPAD
COLOUR	TARGET	N/A	No images	LINE1-2-IPAD
MOISTURE	3.56	N/A	No images	LINE1-2-IPAD

Missed and Late Checks

Missed & Late Checks

Report showing missed checks, late checks, requirements with no checks, and production data (OEE, collations).

Missed & Late Checks

To download a report showing missed or late checks you must first set a date range and hit the blue 'Filter' button

Missed and Late Checks Report Download PDF Back to Quality Reports

Date From: 17/02/2026 Date To: 19/03/2026 Filter Clear

Missed Checks Late Checks Requirements with No Checks

Checks scheduled but not completed 848 0

Checks completed with late entry reasons Scheduled jobs with no checks recorded

Once you have set the date range, hit the red 'Download PDF' button to generate the PDF report

Missed and Late Checks Report Download PDF Back to Quality Reports

Date From: 17/02/2026 Date To: 19/03/2026 Filter Clear

You will now be able view the Missed and Late checks from the date range you selected in a PDF view



MISSED AND LATE CHECKS REPORT

Date From: 17/02/2026 Date To: 19/03/2026 Report Generated: 19/03/2026 10:44

9

Missed Checks

Scheduled but not completed

882

Late Checks

Completed with late entry reasons

0

Requirements with No Checks

Scheduled jobs with no checks recorded

MISSED CHECKS (9)

Schedule Date	Check Type	Check Code	Job Number	Recipe	Line	Days Overdue
18/03/2026	(WRAPPING) HOURLY CONSECUTIVE METAL CHECK (CCP1), CHECKWEIGHER AND AVERAGE WEIGHT CHECK	WRAP3	PR170326005	19637 - PATERSONS S/BREAD FINGERS ...	L1	0 minutes

You can also view this information directly from the Missed and Late Check reports screen below the date range filter, again remember to set a date range and select filter if viewing this way rather than PDF

Schedule Date	Check Type	Check Code	Job Number	Recipe	Line	Days Due
18/03/2024	(WRAPPING) HOURLY CONSECUTIVE METAL CHECK (COP)	WRAP3	PR17023603	19027 - PATTERNS SUBREAD FINGERS 3000 X 14 SSP	L1	Failure
18/03/2024	WRAPPING MACHINE START UP CHECK	WRAP4	PR18023601	5700124 - BE PAT HEAT SHPS & C/COMP SR 3000 X 10	L4	Failure
15/03/2024	LINE 1 CHECKWEIGHER 2B CHECK	WRAP6	PR17023603	19027 - PATTERNS SUBREAD FINGERS 3000 X 14 SSP	L1	Failure
09/03/2024	PACKAGING CHANGE RECORDING	WRAP1	PR18023601	5700124 - BE PAT HEAT SHPS & C/COMP SR 3000 X 10	L4	Failure
09/03/2024	WRAPPING END OF RUN CHECK	WRAP5	PR18023603	19027 - PATTERNS SUBREAD FINGERS 3000 X 14 SSP	L1	Failure
01/03/2024	DOUGH PIECE WEIGHT CHECK	MACHINE	PR18023601	F3021 - Cocoa Fruk & Oat Bk 485u72	L3	Failure
01/02/2024	(OVEN EXIT) POST BAKE WEIGHT CHECK	MACHINE	PR18023603	19027 - PATTERNS SUBREAD FINGERS 3000 X 14 SSP	L1	Failure
01/03/2024	OVEN EXIT SUGAR BATCH RECORD	SUGAR	PR18023603	19027 - PATTERNS SUBREAD FINGERS 3000 X 14 SSP	L1	Failure
25/01/2024	MD FALLSAFE & SCISSORS CHECKS	WRAP2	PR18023601	F3021 - Cocoa Fruk & Oat Bk 485u72	L3	Failure

Schedule Date	Check Type	Check Code	Job Number	Recipe	Line	Late Entry Reason	Completed By	Completed Date
01/02/2024	DOUGH PIECE WEIGHT CHECK	MACHINE	PR18023601	F3021 - Cocoa Fruk & Oat Bk 485u72	L3	Training	CHRIS MCGEEATH	18/03/2024 10:28
01/02/2024	DOUGH PIECE WEIGHT CHECK	MACHINE	PR18023601	F3021 - Cocoa Fruk & Oat Bk 485u72	L3	Production	CHRIS MCGEEATH	18/03/2024 10:28

Requirement Checks

Requirement Checks

Quality checks against requirements. View results, pass/fail status, and track compliance.

[Requirement Checks](#)

From the requirements check reports screen you can view the checks completed against an entire production run, however it is recommended if you want to do this to view if from the Full Traceability Report Excel view under the 'Check Response' tab

To find the Production Run you want to view the report for, you can search using the filters;

Job No
Recipe Code
Recipe Name
Status (Open / Completed)
Schedule Date

JOB NO:
 RECIPE CODE:
 RECIPE NAME:
 STATUS: Select...

[Q Filter](#) [X Clear](#)

[More Filters](#)

SCHEDULE DATE: dd/mm/yyyy

SCHEDULE DATE: dd/mm/yyyy

Once you have found the requirement you want to view the check responses for select the 'View PDF' button to view a PDF report showing all the checks completed for the run

Schedule Date	Job No	Recipe	Recipe Name	Required	Completed	Status	Actions
18 Mar 2026	PR180326003	19637	PATERSONS S/BREAD FINGERS 3000 X 14 SRP	10000.000	0.000	Pending	View PDF

REQUIREMENT CHECKS REPORT

Report Generated - 19 Mar 2026, 11:18 a.m. - TraceSense - page 1 of 58

REQUIREMENT CHECK

RECIPE CODE :	19637	SCHEDULE DATE :	18-03-2026
RECIPE NAME :	PATERSONS S/BREAD FINGERS 3000 X 14 SRP	SCHEDULE TIME :	20:00:16
BATCH NUMBER :		CHECK TYPE :	
JOB NUMBER :	PR180326003	PRODUCED QTY :	0.0
MACHINE :	N/A, WR25 WRAPPING MACHINE, WR26 WRAPPING MACHINE		
OOE RECORDINGS :	N/A: None WR25 WRAPPING MACHINE: None WR26 WRAPPING MACHINE: None		
SCHEDULED SIZE :	100.0%	PRODUCED MIX SIZE :	100.0%
PROD. LOCATION & LINE:	WRAPPING - L1	SCHEDULED BY :	JStewart

LATE CHECK REASON:

Check: (OVEN EXIT) POST BAKE WEIGHT CHECK

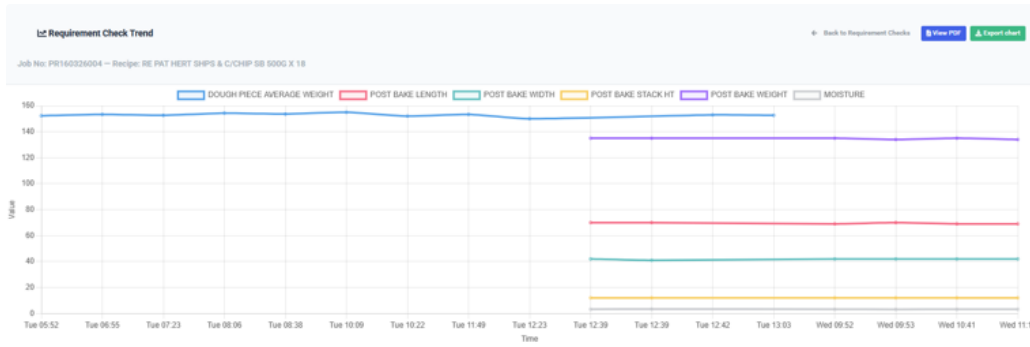
Timestamp	Question	Answer	Initials	Photo Evidence 1	Photo Evidence 2	Photo Evidence 3	Photo Evidence 4	Photo Evidence 5	Photo Evidence 6	Barcode Verified	Completed By
18 Mar 2026, 8:56 p.m.	POST BAKE LENGTH	68	N/A							No	AGENCY .
18 Mar 2026, 8:56 p.m.	POST BAKE WIDTH	26	N/A							No	AGENCY .
18 Mar 2026, 8:56 p.m.	POST BAKE STACK HT	12	N/A							No	AGENCY .
18 Mar 2026, 8:56 p.m.	POST BAKE WEIGHT	152	N/A							No	AGENCY .
18 Mar 2026, 8:56 p.m.	SUGAR SPRINKLE INTACT?	yes	N/A							No	AGENCY .
18 Mar 2026, 8:56 p.m.	COLOUR	TARGET	N/A							No	AGENCY .
18 Mar 2026, 8:56 p.m.	MOISTURE	3.36	N/A							No	AGENCY .

LATE CHECK REASON:

Check: (OVEN EXIT) POST BAKE WEIGHT CHECK

You can also view the Trend for the check responses in a graph form, to view this select the 'View Trend' option

Schedule Date	Job No	Recipe	Recipe Name	Required	Completed	Status	Actions
16 Mar 2026	PR160226004	5700326	RE PAT HERT SHPS & C/CHIP SB 5000 X 10	700.000	0.000	Pending	View PDF View Trend



You can export the PDF report from this page as well as export the Chart as an image



If you only want to view a certain check in the Chart format select the checks you want to hide from the list shown at the top of the chart, a line will appear through the check name and it will disappear from the chart

