Scottish National Database 2.3

User Instruction Manual

July 2020

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1 Revision History

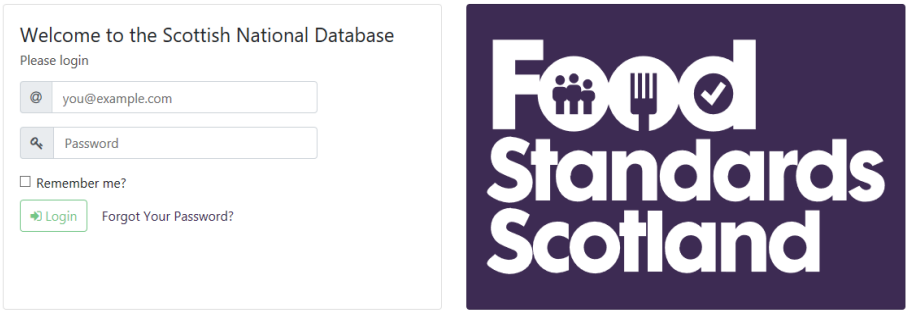
This document will be revised and re-issued each time an upgrade is applied to the Scottish National Database ('SND').

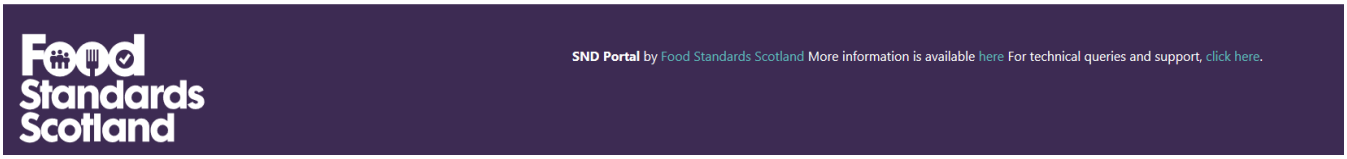
Version	Date	Author	Content
SND 2.0	19/09/2019	Jacquie Sutton	First Issue for upgrade to SND 2.0: Contains: • Portal link and sign in. • Mappings. • New format of Food Establishment screen. • New format of Approved Food Establishment screen.
SND 2.1	21/10/2019	Jacquie Sutton	Upgrade to SND 2.1 Contains: • New format Dashboards with new filters. • PDF facility for Food Establishment and Approved Food Establishment.
SND 2.2	30/01/2020	Jacquie Sutton	Upgrade to SND 2.2 New content: • New Risk Rating dashboard. • First phase of Scottish Food Enforcement Annual Return Reports.
SND 2.3	14/07/2020	Jacquie Sutton	Upgrade to SND 2.3 New content: • New Imports and Exports functionality. • New Unrated Business dashboard (released in March 2020). • Upgrade to SFEAR Food Law Compliance to include Food Law Broad Compliance calculation. • User Management

2 Introduction, SND Portal and Sign-in

SND is a central repository developed within FSS. It collects Food Enforcement Activity from each of the 32 Scottish Local Authorities via an API with each LA's Management Information System.

The portal is accessed via the following URL: https://portal.fss-snd.scot





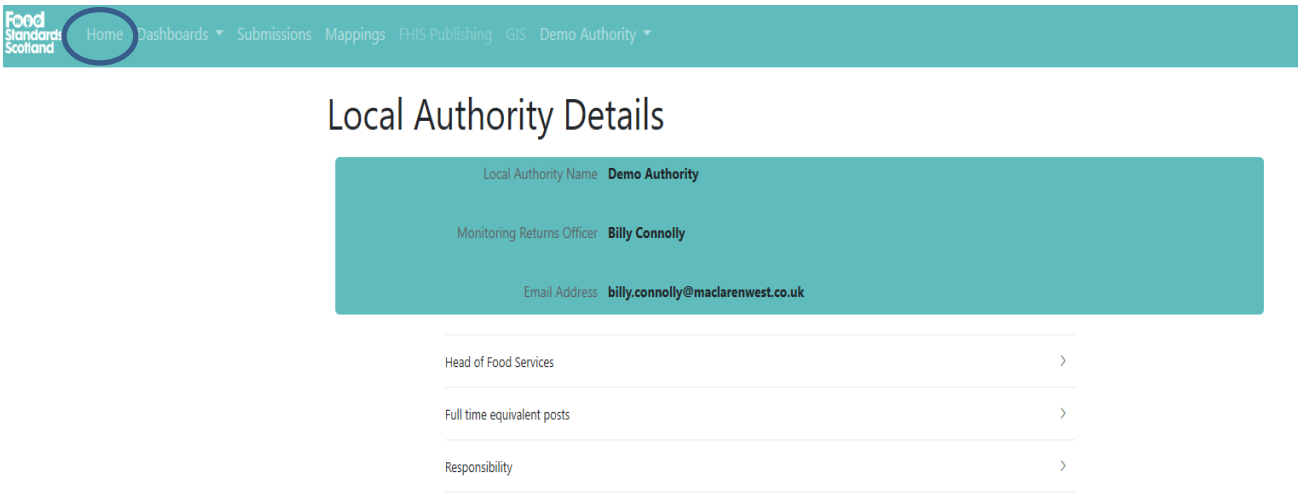
User Administration in SND is managed within each Local Authority and within FSS. Please see section 11 for further information on User Management.

Please note that screen shots of SND within this document are often taken from our Test SND Portal which uses teal header and footers. The Live SND portal has dark purple headers and footers throughout.

System administrators at each Local Authority and at FSS must ensure that their own SND User list is kept up to date, deleting any users who no longer require access to the database.

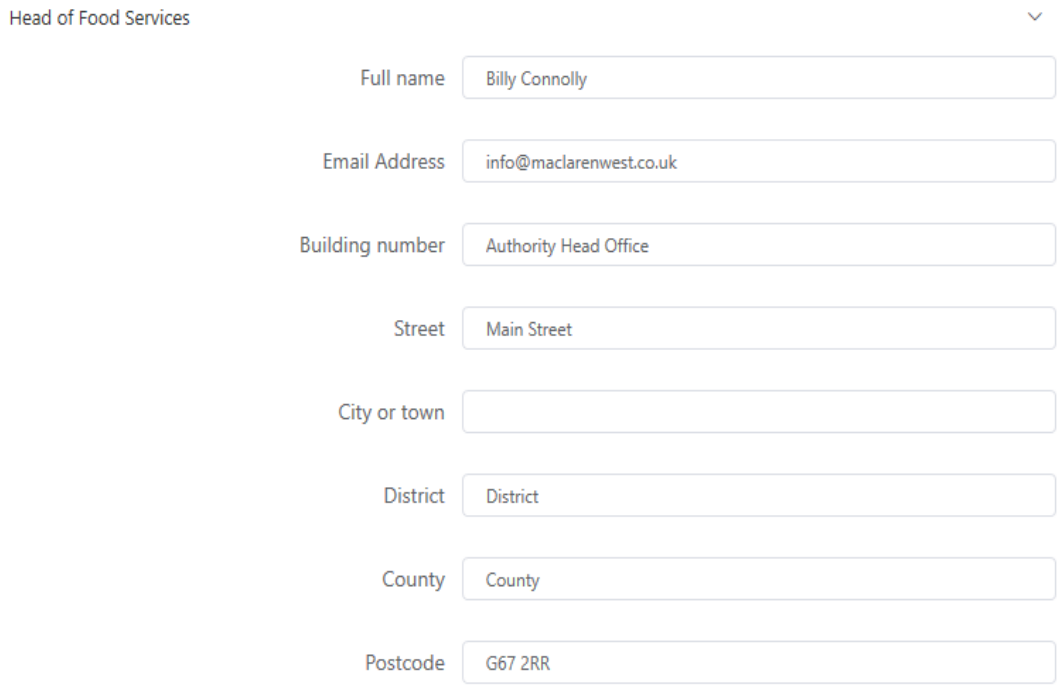
3 SND Local Authority Home or Landing Page

The Home or Landing Page for a Local Authority appears as follows, with relevant data for the Local Authority:



Expanding the sections on this page shows relevant information that has been collected from the LA MIS, for example:

Head of Food Services:



Full Time Equivalent Posts

Full time equivalent posts

Post Type	Available	Occupied
Food Hygiene professional	20	20
Food Hygiene administration	3	3
Food Standards professional	20	20
Food Standards administration	3	3

Responsibility

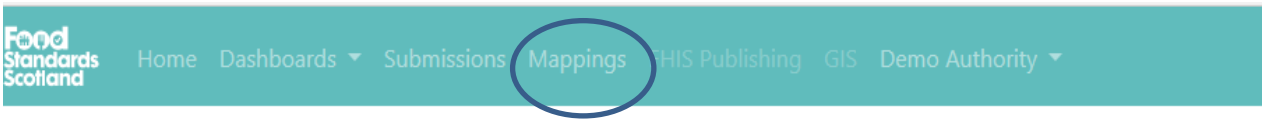
Responsibility

Responsibility Type	Lead Officer	Email Address
Food Hygiene	Frank Miller	frankmiller@maclarenwest.co.uk
Food Standards	Frank Miller	frankmiller@maclarenwest.co.uk

If there are errors in the information shown then these must be corrected within the LA MIS. Corrections will be copied through to SND in the next data submission.

4 Applying Mappings

Data mappings can be created and modified by SND Administrators in each Local Authority:



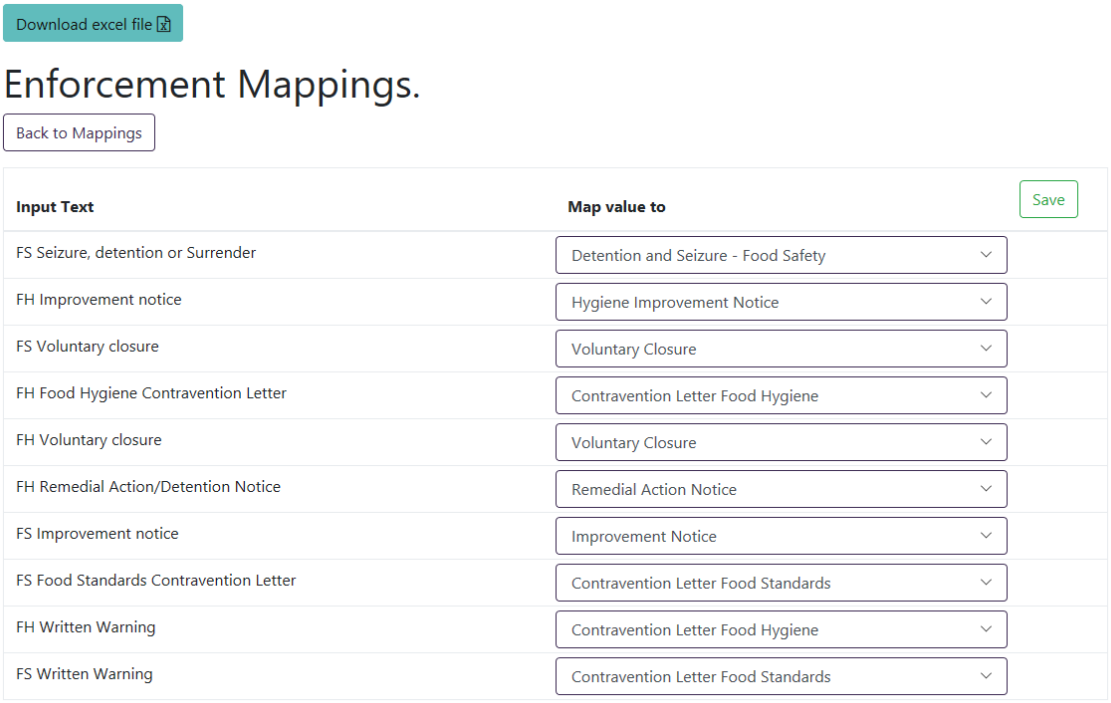
The Mapping Function maps data that has arrived from the LA MIS to standard values that are used for national reporting. (If the national values are used within the LA MIS, then there will be no need to apply mappings in SND.)

The following areas require mappings.

Mapping type	Number of mappings required	Number of mappings applied	
Enforcements	0	10	Create/Edit Enforcement Mappings
Complaints	0	0	No mappings required
FoodEstablishments	0	82	Create/Edit FoodEstablishment Mappings
Interventions	0	25	Create/Edit Intervention Mappings
Responsibilities	0	0	No mappings required
Food Hygiene Information Scheme	0	2	Create/Edit Food Hygiene Information Scheme Mappings
Approval Status	0	0	No mappings required
Approval Code	0	0	No mappings required
Approval Category	0	0	No mappings required
Approval Associated Activity	0	0	No mappings required
Approval Remark	0	0	No mappings required
Approval Species	0	0	No mappings required

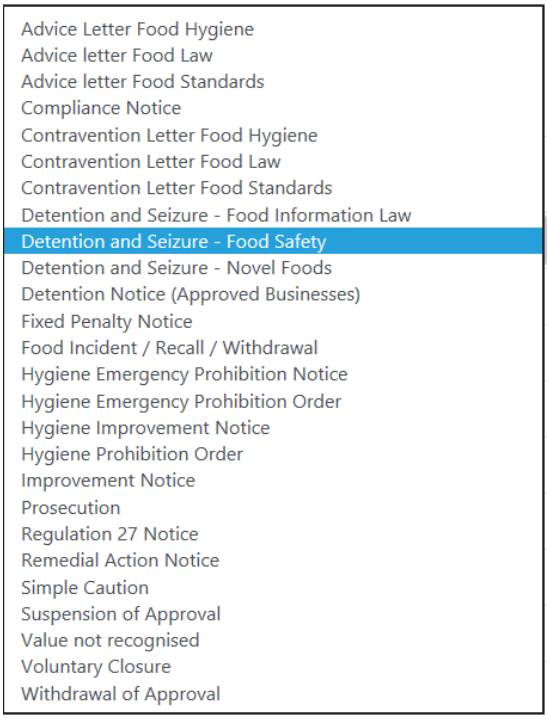
Click on Create / Edit boxes to apply any required mappings.

4.1 Enforcement Mappings:



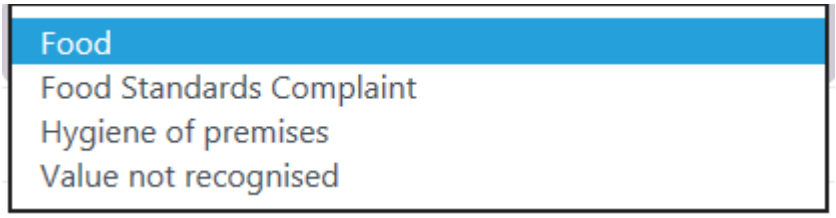
The above shows an example of Enforcement Mappings. The 'Input Text' on the left is the Enforcement Type text that has arrived in SND from your MIS. The 'Map value to' boxes on the right allow selection from a standard list of Enforcement Type values.

The box below shows the expanded list of the Enforcement Types that can be chosen in SND 2.0.



4.2 Complaint Mappings

The box below shows the expanded list of the Complaint Types that can be chosen in SND 2.0.



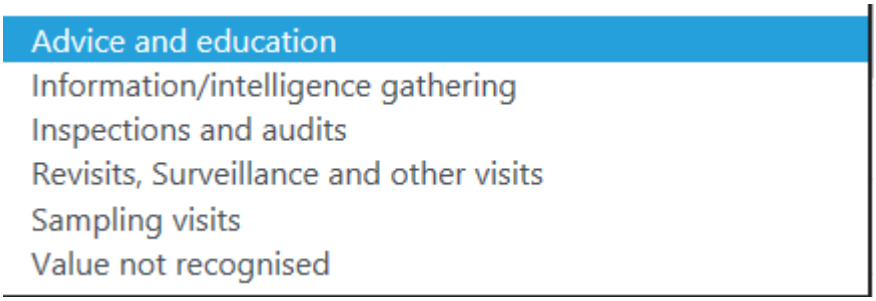
4.3 Food Establishment Mappings

For the Food Establishment records, the Food Establishment Type (or Premises Type) that is recorded in the LA MIS needs to be mapped to the SND Food Establishment Type (based on LAEMS premises types):

- Caring premises
- Distributors/Transporters
- Hotel/Guest house
- Importers/Exporters
- Manufacturers and Packers
- Mobile Food Unit
- Primary Producers
- Pub/Club
- Restaurant/Café/Canteen
- Restaurants and Caterers
- Restaurants and caterers – other
- Retailers
- School/College
- Small retailer
- Supermarket/Hypermarket
- Take-away

4.4 Intervention Mappings

The box below shows the expanded list of the Intervention Types that can be chosen in SND 2.0. Note that the only change from SND 1.0 is that ‘Revisits and other visits’ has changed to ‘Revisits, Surveillance and other visits’.



4.5 FHIS Status Mappings

Map your MIS FHIS status values to the SND FHIS status values listed here as necessary:

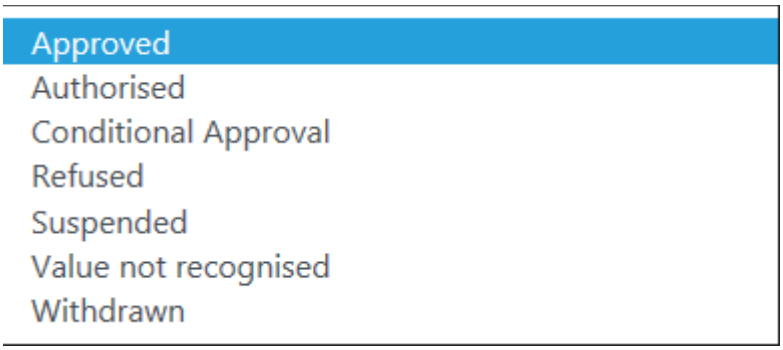
- Awaiting Inspection
- Awaiting Inspection (sensitive)
- Exempt
- Exempt (sensitive)
- Improvement Required
- Improvement Required (sensitive)
- Out of Scope
- Pass
- Pass (sensitive)
- Pass with Eat Safe
- Pass with Eat Safe (sensitive)

4.6 Approval Mappings

Approval Mappings listed below are all new in SND 2.0.

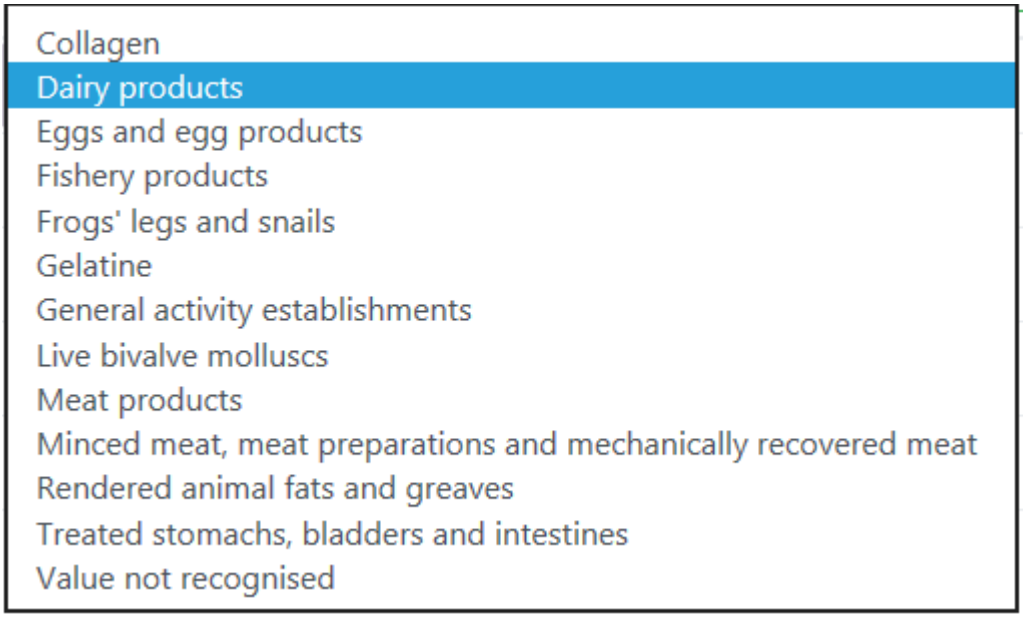
4.6.1 Approval Status

This box shows the expanded list of the Approval Status values.



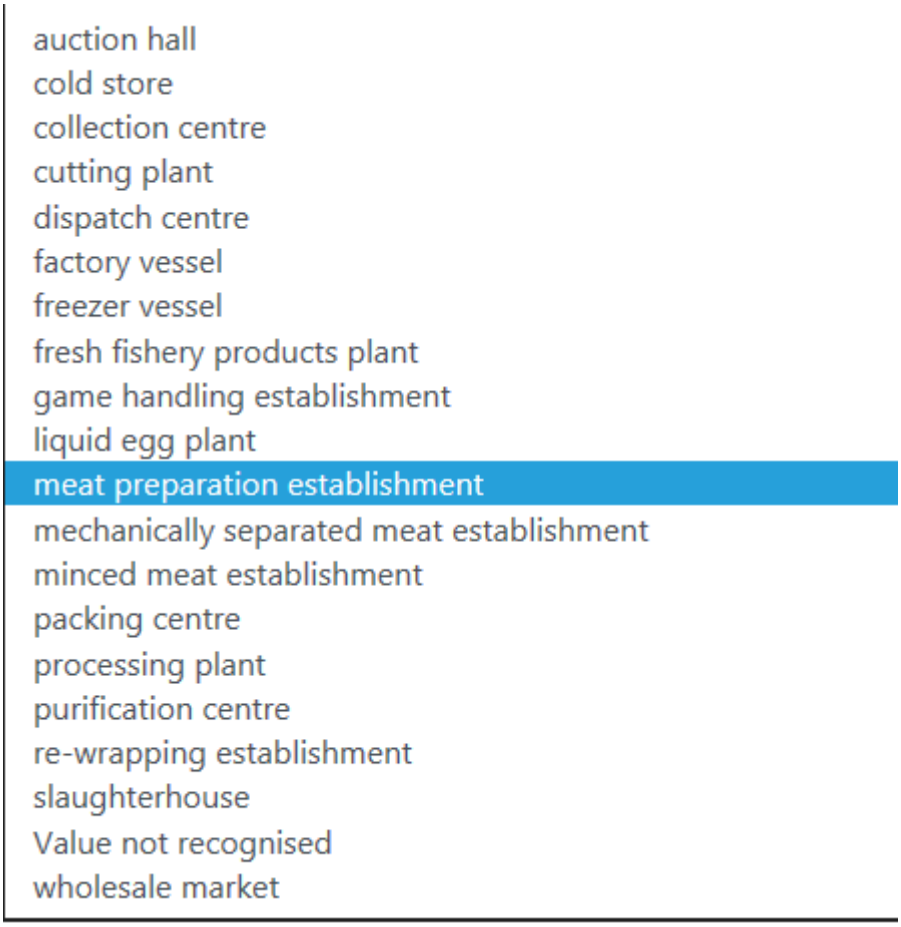
4.6.2 Approval Code

This box shows the expanded list of the Approval Code values.



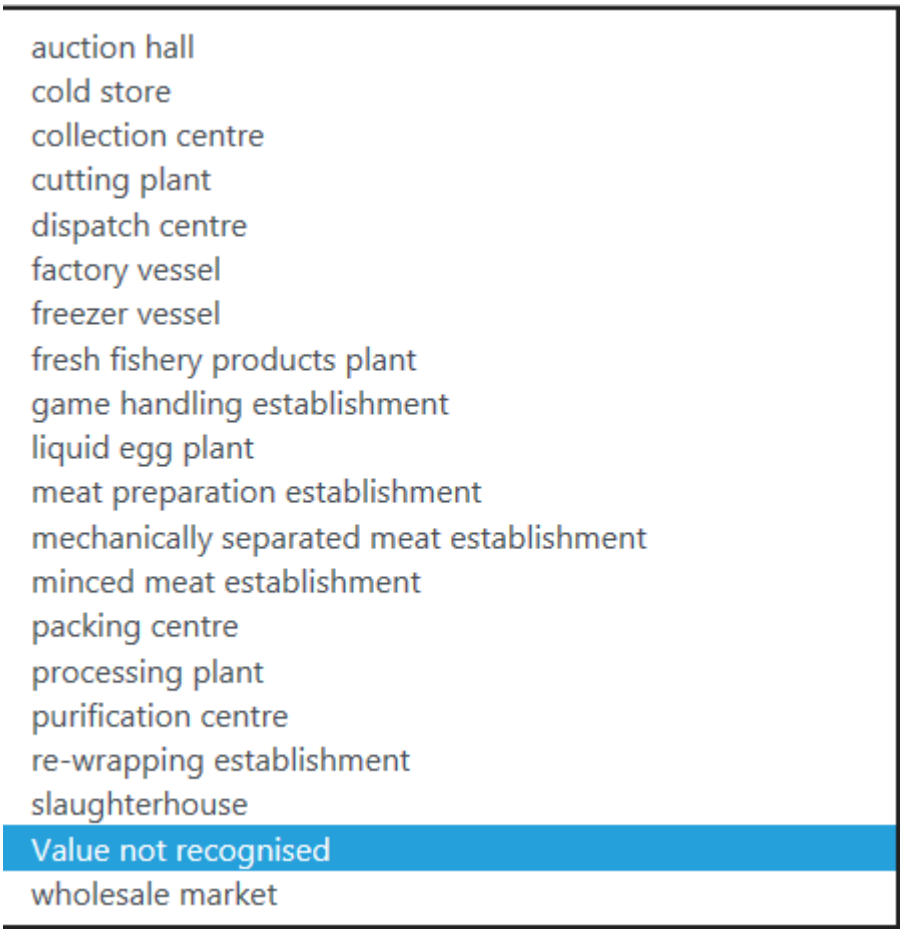
4.6.3 Approval Category

This box shows the expanded list of the Approval Category values.



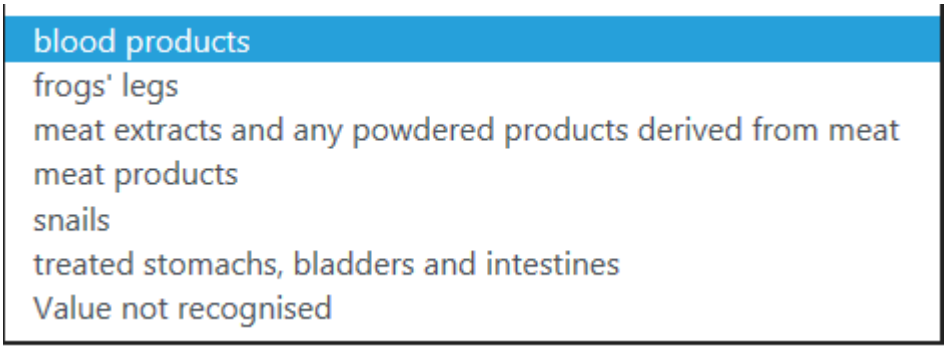
4.6.4 Approval Associated Activity

This box shows the expanded list of the Approval Associated Activity values.



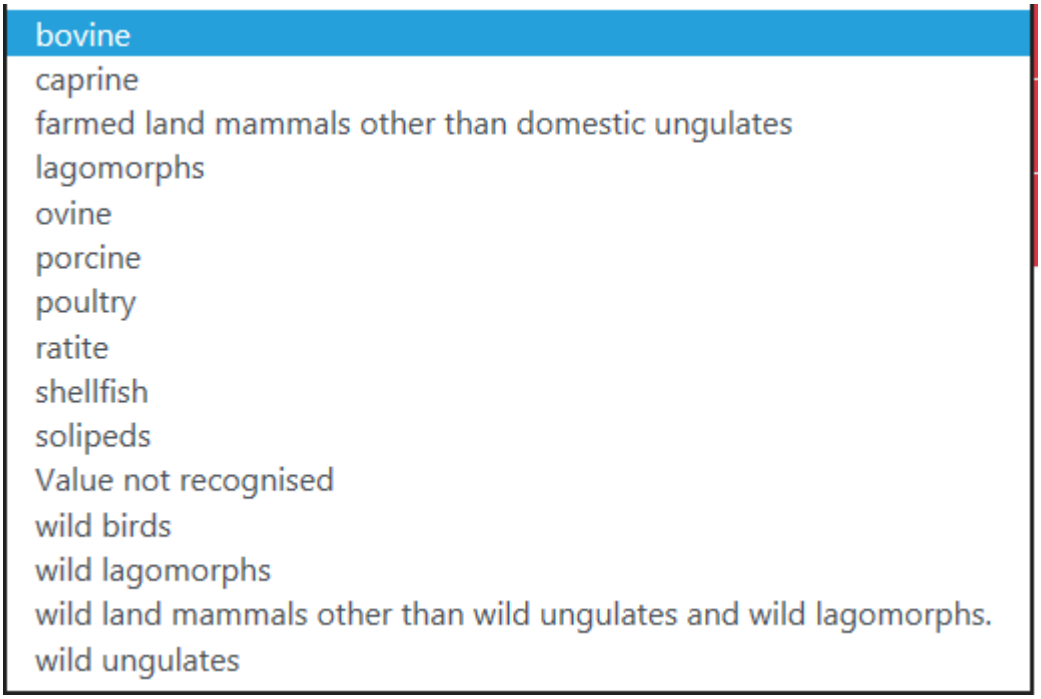
4.6.5 Approval Remark

This box shows the expanded list of the Approval Remark values.



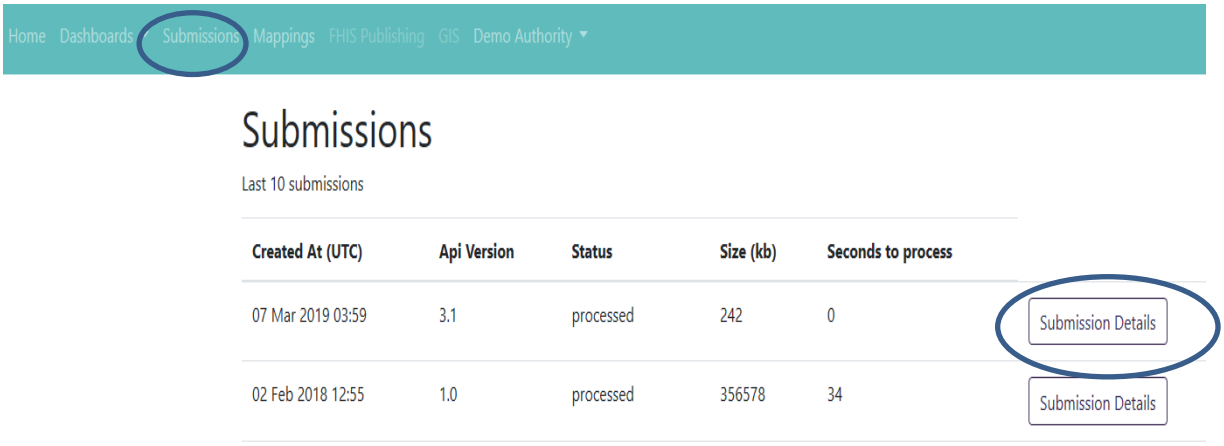
4.6.6 Approval Species

This box shows the expanded list of the Approval Species values.


bovine
caprine
farmed land mammals other than domestic ungulates
lagomorphs
ovine
porcine
poultry
ratite
shellfish
solipeds
Value not recognised
wild birds
wild lagomorphs
wild land mammals other than wild ungulates and wild lagomorphs.
wild ungulates

5 Submissions

The Submissions view for a Local Authority shows the status of the last 10 data submissions received in SND for that Local Authority.



Weekly data submissions are received from the LA MIS. Successful data submissions have a status of 'processed'. The current Api Version is 3.1. Any submissions with an Api version of 1.0 were received before MIS upgrades for FLRS.

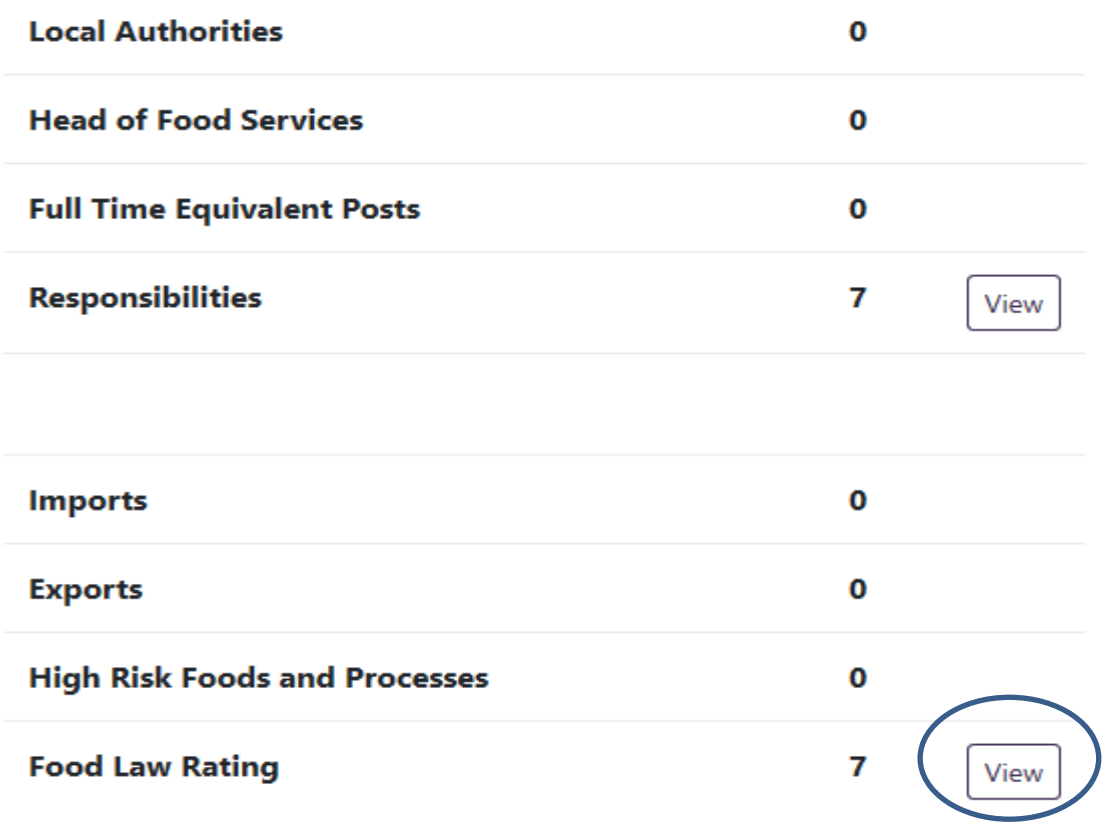
Clicking the Submission Details box at the right hand side of a submission will show a summary of the records received in that particular submission:

Local Authority Code	Local Authority Name	Created At
000	Demo Council	3/7/2019 3:59:11 PM

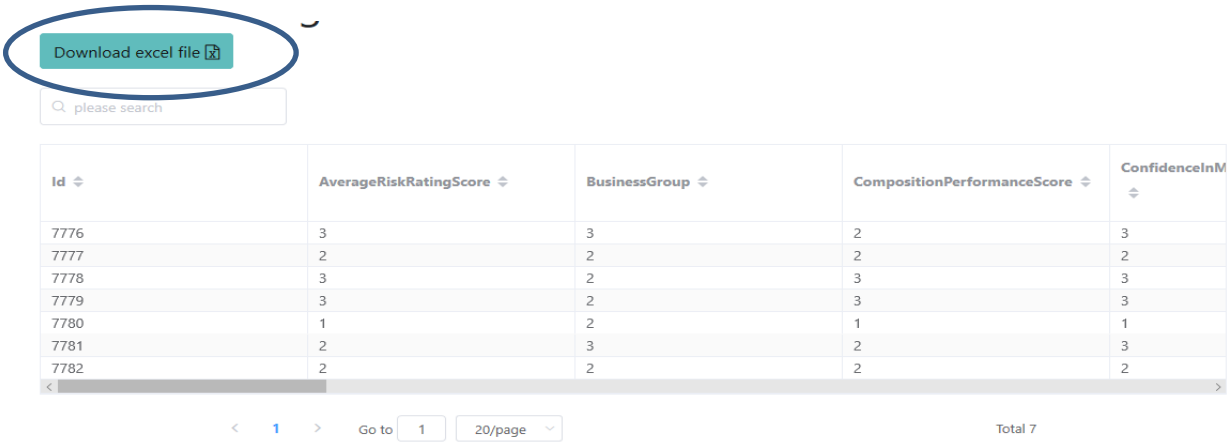
Local Authorities	0	Food Establishments	0
Head of Food Services	0	Approvals	0
Full Time Equivalent Posts	0	Complaints	0
Responsibilities	0	Convictions	0
		Enforcements	0
Imports	0	Interventions	0
Exports	0	Food Hygiene Information Scheme	0
High Risk Foods and Processes	0	Food Hygiene Risk Ratings	0
Food Law Rating	0	Food Standards Risk Ratings	0
		ApprovalV2s	0

This is an empty submission as all of the record counts are zero.

If records have been submitted a ‘View’ option will be available to allow scrutiny of the actual records submitted from the LA MIS:



For example:



The data submitted can be downloaded to Excel.

6 Dashboards

The following data dashboards are available:

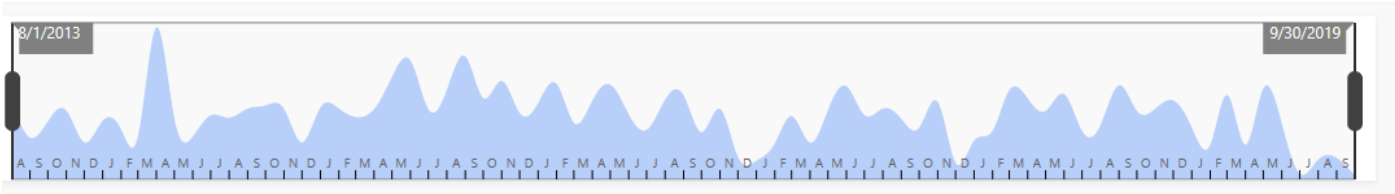
With the exception of the Home Dashboard all dashboards have common facilities to filter and order data, and to download to Excel for further manipulation.

6.1 Home Dashboard

The Home Dashboard gives a visualisation of:

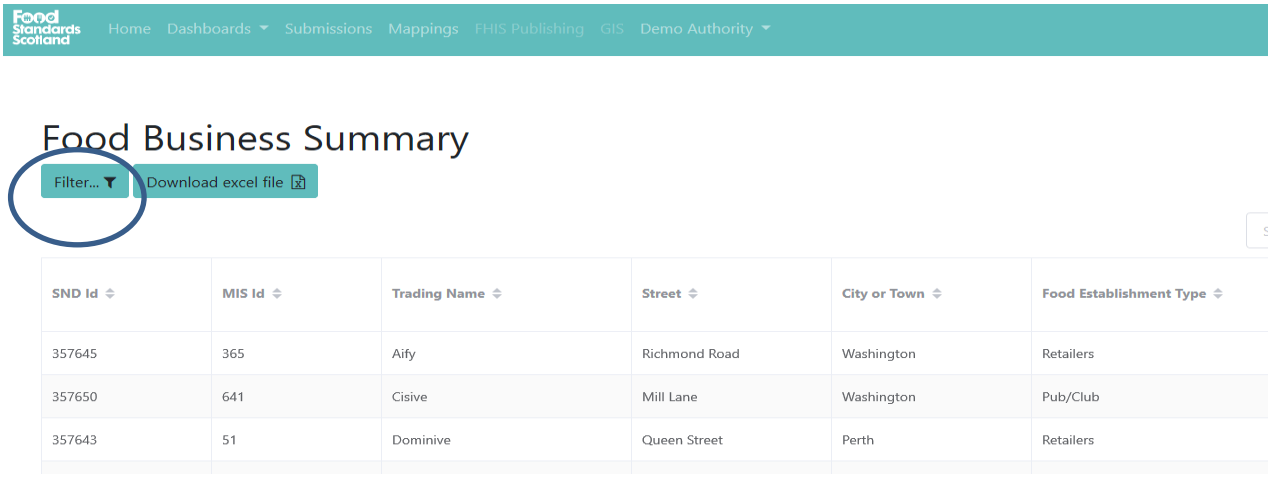
- The current number of trading food businesses within the LA, broken down into Food Premises Types.
- The FHIS status range for all registered food businesses in the LA.
- Total numbers of Approved Establishments, Interventions, Enforcement Actions, Complaints, and Samples.

A date slider at the top right of the Home dashboard allows a relevant date range to be selected over the six years of data held in SND.

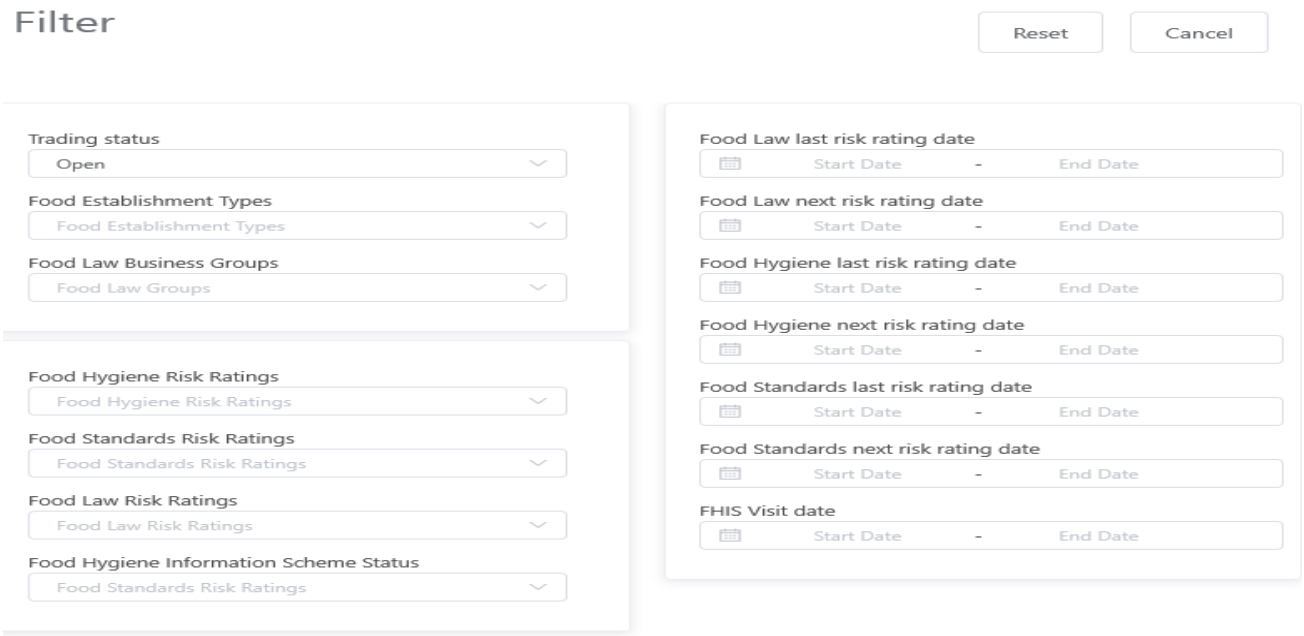


6.2 Food Business Summary

The Food Business Summary lists all Food Business Establishments registered and approved at the Local Authority.



Order data by clicking the data grid column headings. Data can be filtered using the Filter button at the top left of the data grid.

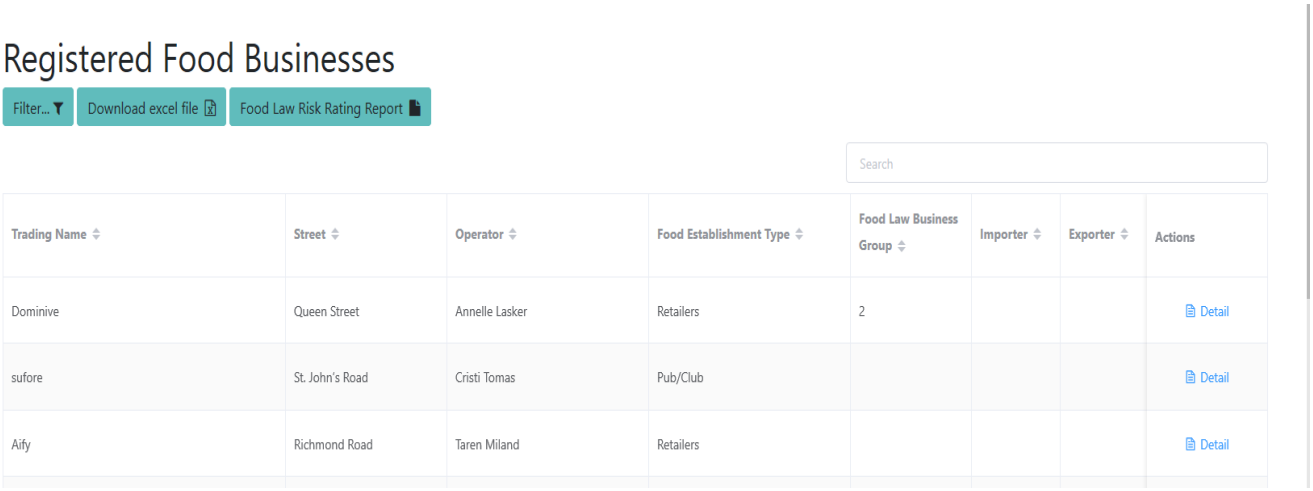


Choose the required data filters then click outside of the filter box to apply the filter. To clear the filters click the Reset button.

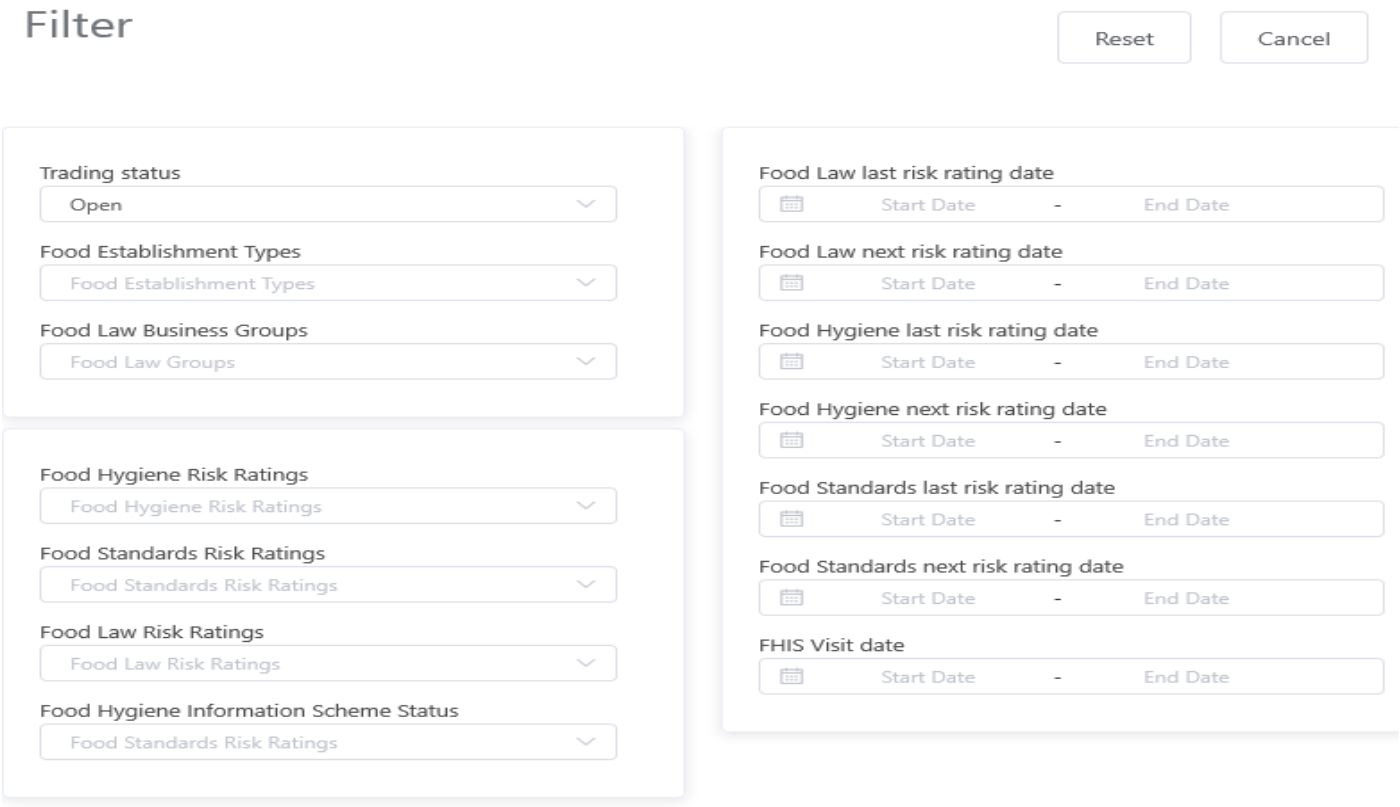
A ‘Download Excel File’ button is available at the top left of the dashboard. There is a scroll left / right bar located at the bottom of the dashboard data grid.

6.3 Registered Food Businesses

This dashboard lists all Registered Food Business Establishments at the Local Authority.



Order data by clicking the data grid column headings. Data can be filtered using the Filter button at the top left of the data grid.



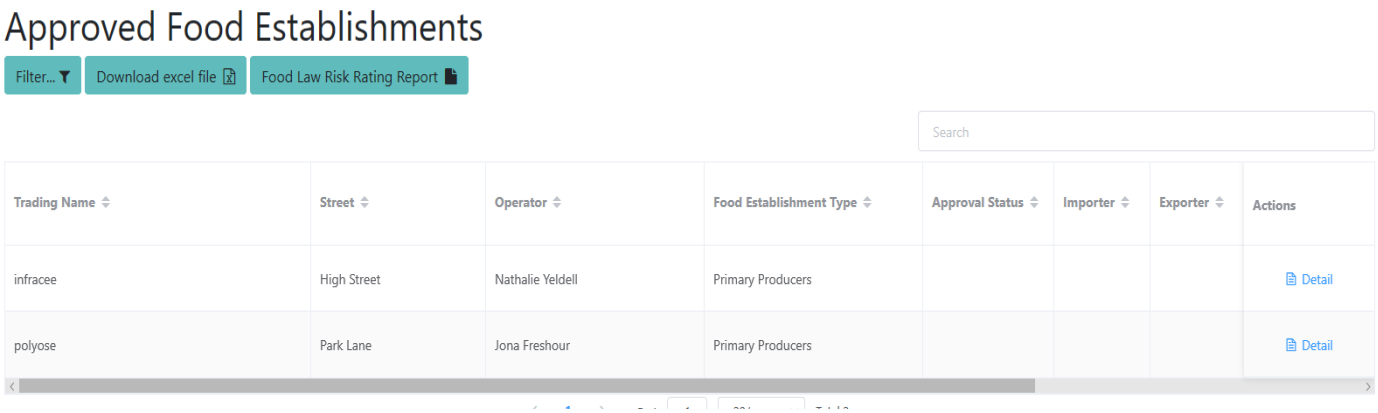
Choose the required data filters then click outside of the filter box to apply the filter. To clear the filters click the Reset button.

A ‘Download Excel File’ button is available at the top left of the dashboard. There is a scroll left / right bar located at the bottom of the dashboard data grid.

Click on ‘Detail’ in the ‘Actions’ column to the right of the data grid to show the full detail for any Food Business Establishment (see section 7).

6.4 Approved Food Businesses

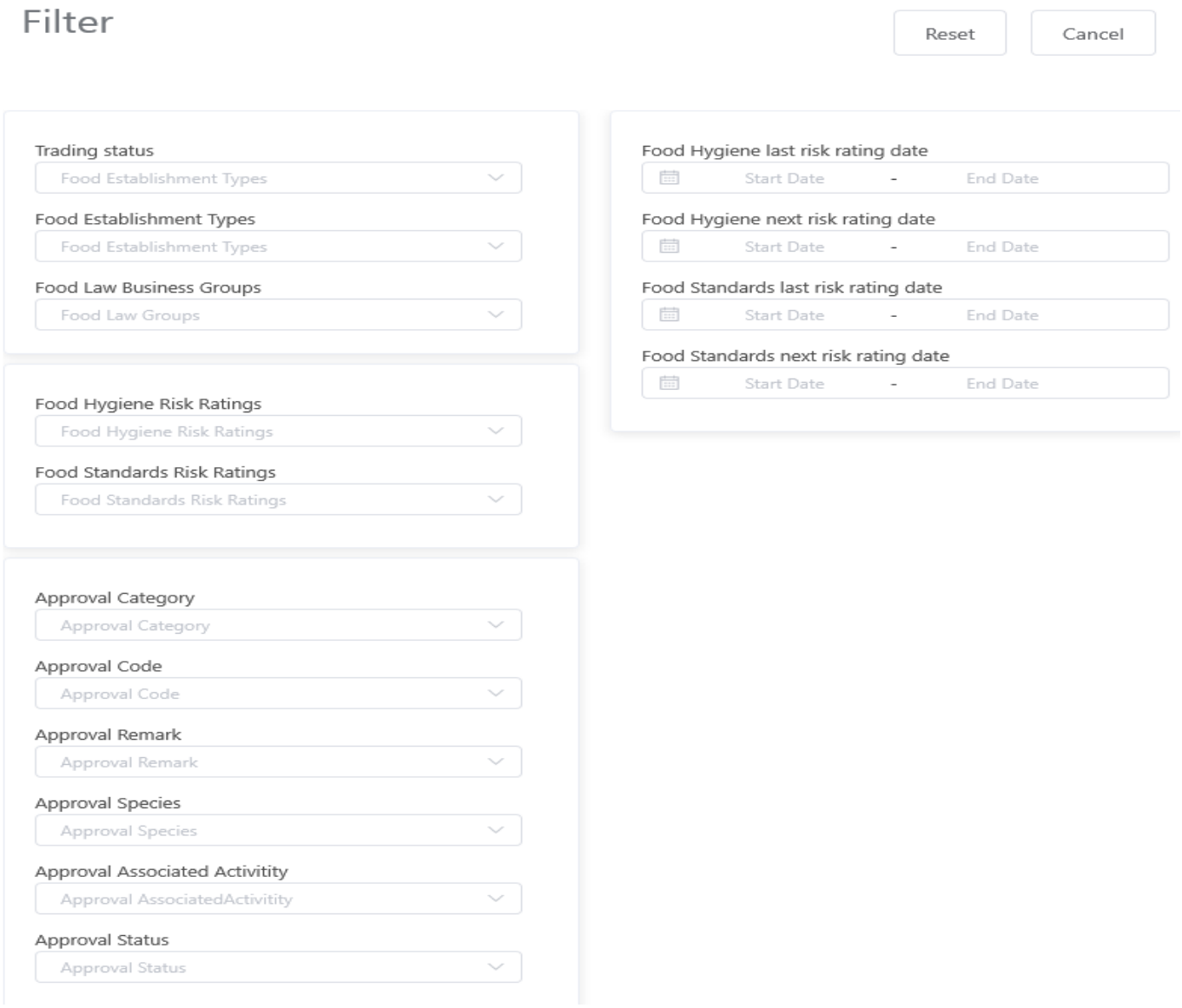
This dashboard lists all Approved Food Business Establishments at the Local Authority.



Order data by clicking the data grid column headings. Data can be filtered using the Filter button at the top left of the data grid.

PTO

Approved Food Businesses (continued)



Choose the required data filters then click outside of the filter box to apply the filter. To clear the filters click the Reset button.

A ‘Download Excel File’ button is available at the top left of the dashboard. There is a scroll left / right bar located at the bottom of the dashboard data grid.

Click on ‘Detail’ in the ‘Actions’ column to the right of the data grid to show the full detail for any Food Business Establishment (see sections 7 and 8).

6.5 Risk Ratings

This dashboard lists the current Risk Rating(s) for each Food Business and the date that the next inspection is due. Note that unrated Food Businesses will not show on this dashboard.

As with the other dashboards, date can be ordered, filtered, and downloaded to Excel for further manipulation.

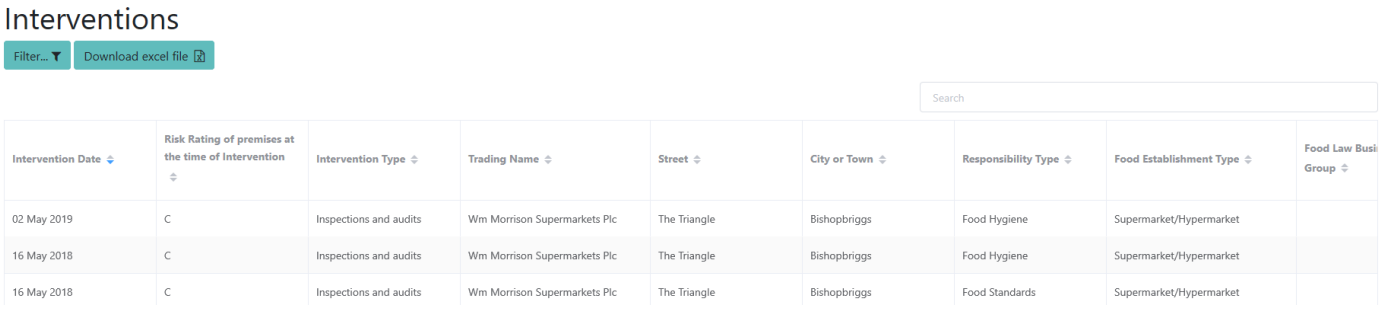
6.6 Unrated Food Businesses

This dashboard lists all Unrated Food Businesses within the Local Authority. This dashboard will be blank for any Local Authority that does not have any unrated Food Businesses.

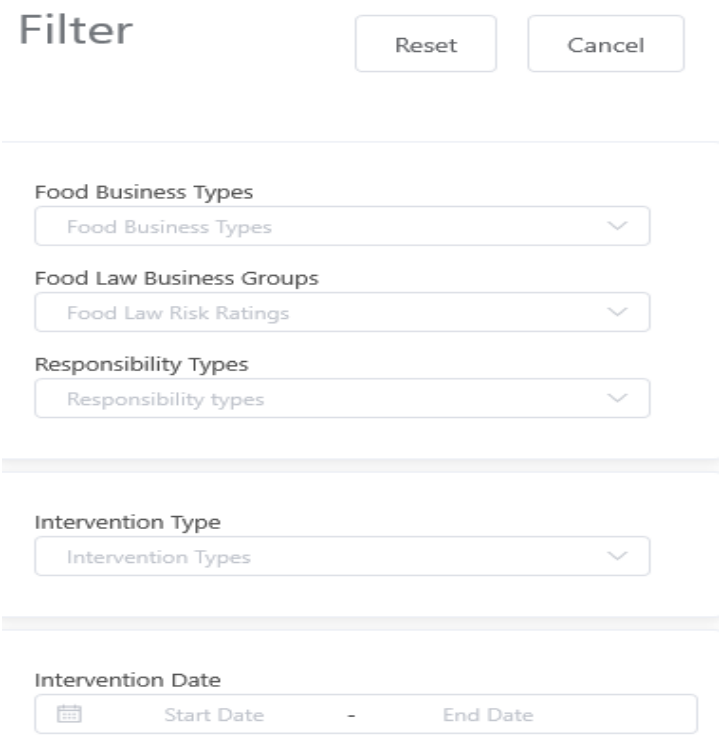
As with the other dashboards, date can be ordered, filtered, and downloaded to Excel for further manipulation.

6.7 Interventions

This dashboard lists all Interventions carried out by the Local Authority.



Order data by clicking the data grid column headings. Data can be filtered using the Filter button at the top left of the data grid.

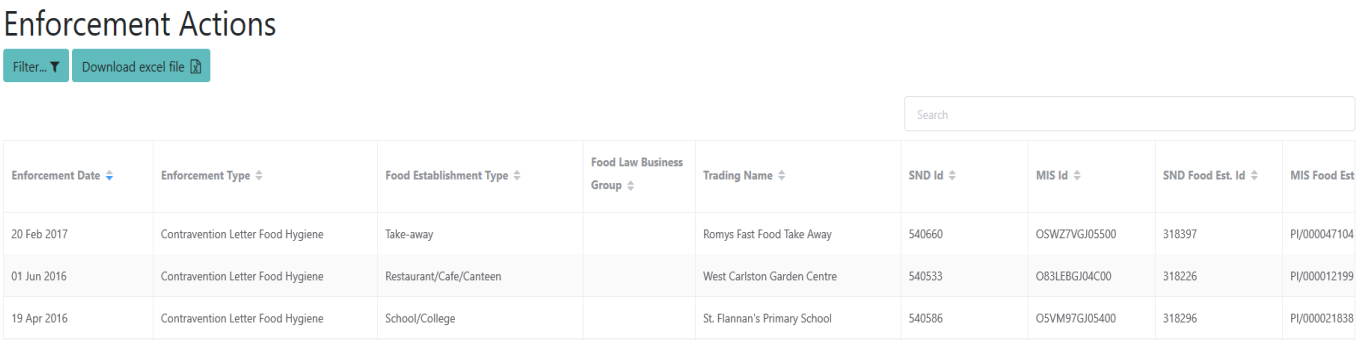


Choose the required data filters then click outside of the filter box to apply the filter. To clear the filters click the Reset button.

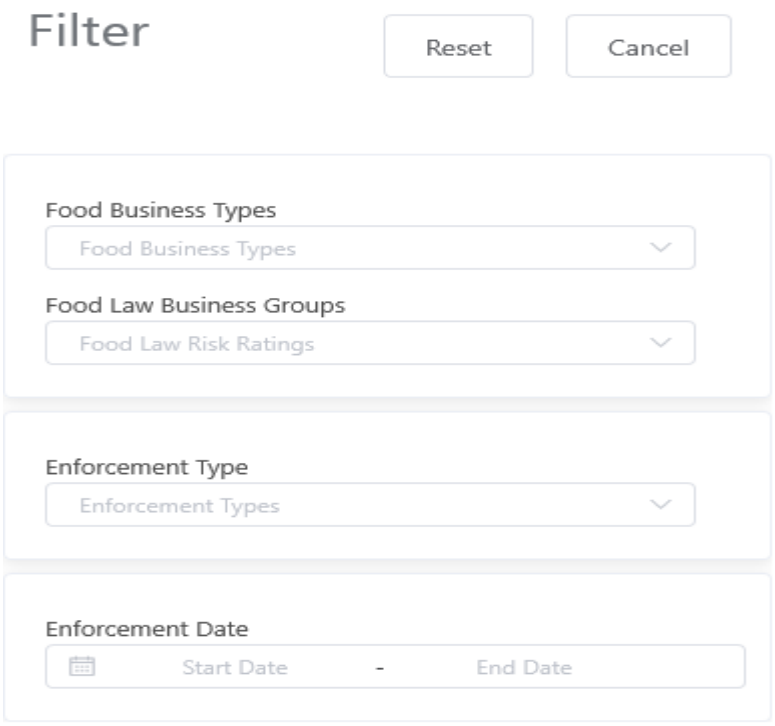
A ‘Download Excel File’ button is available at the top left of the dashboard. There is a scroll left / right bar located at the bottom of the dashboard data grid.

6.8 Enforcement Actions

This dashboard lists all Enforcement Actions taken by the Local Authority.



Order data by clicking the data grid column headings. Data can be filtered using the Filter button at the top left of the data grid.

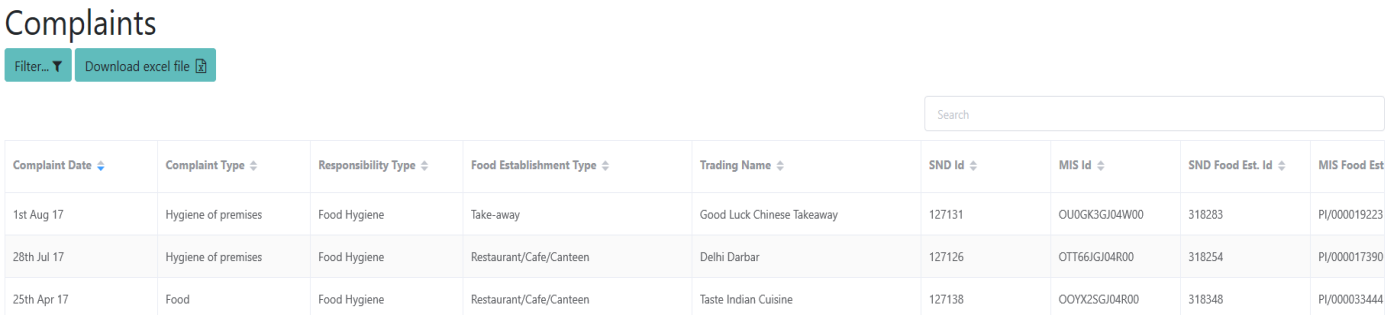


Choose the required data filters then click outside of the filter box to apply the filter. To clear the filters click the Reset button.

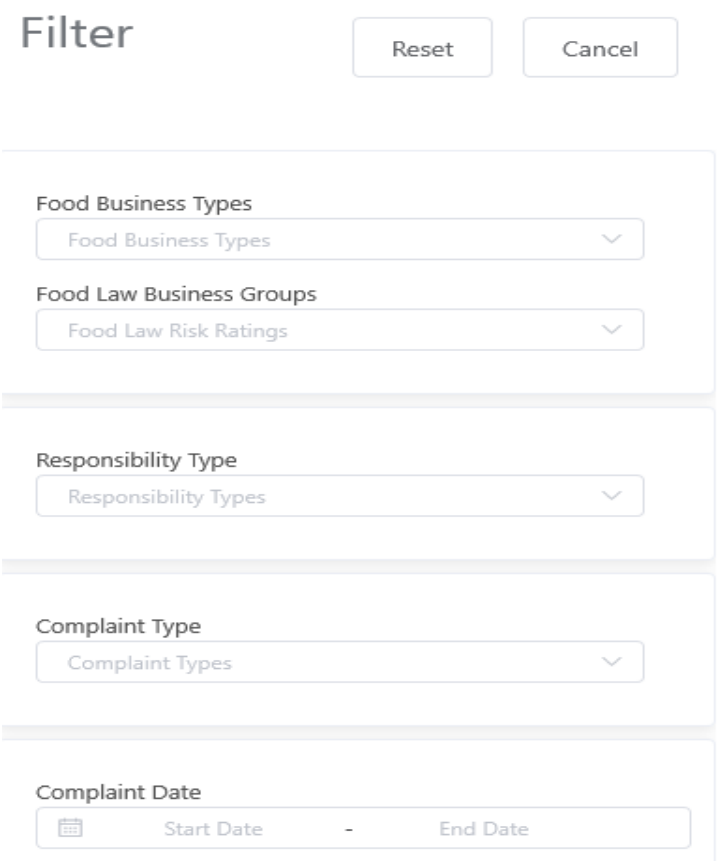
A ‘Download Excel File’ button is available at the top left of the dashboard. There is a scroll left / right bar located at the bottom of the dashboard data grid.

6.9 Service Requests

This dashboard lists all Food Business Establishment Service Requests received. This dashboard was previously known as the Complaints dashboard.



Order data by clicking the data grid column headings. Data can be filtered using the Filter button at the top left of the data grid.



Choose the required data filters then click outside of the filter box to apply the filter. To clear the filters click the Reset button.

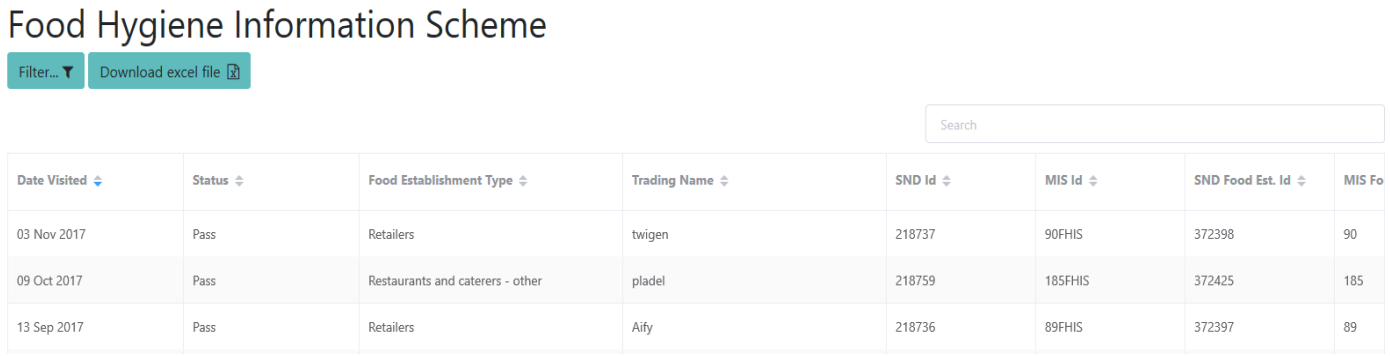
A ‘Download Excel File’ button is available at the top left of the dashboard. There is a scroll left / right bar located at the bottom of the dashboard data grid.

6.10 Convictions

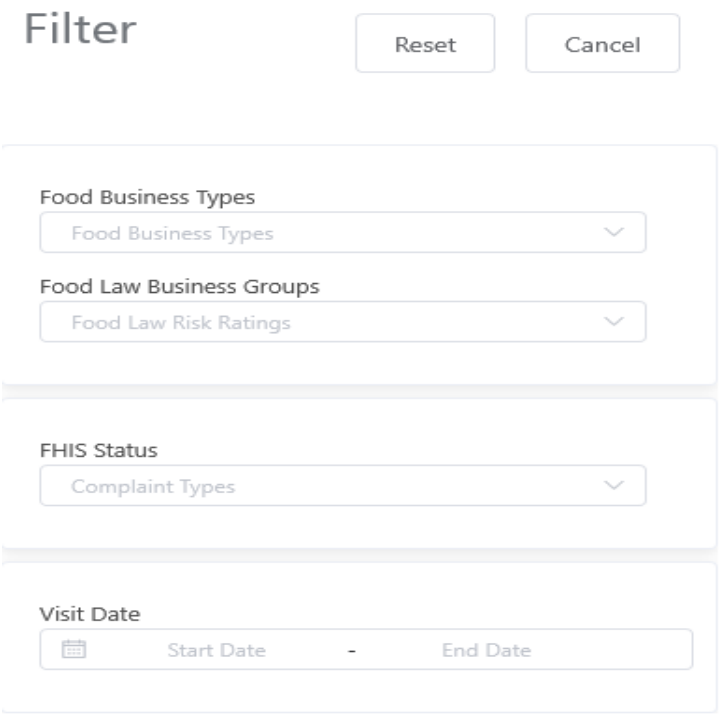
To follow.

6.11 Food Hygiene Information Scheme

This dashboard lists all Food Hygiene Information Scheme records recorded.



Order data by clicking the data grid column headings. Data can be filtered using the Filter button at the top left of the data grid.

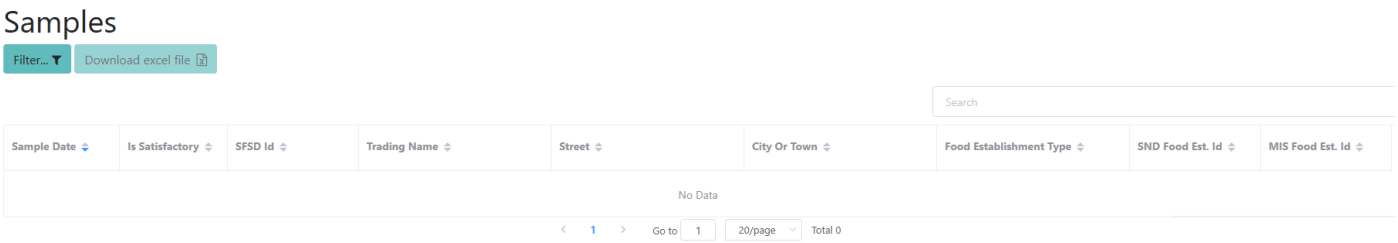


Choose the required data filters then click outside of the filter box to apply the filter. To clear the filters click the Reset button.

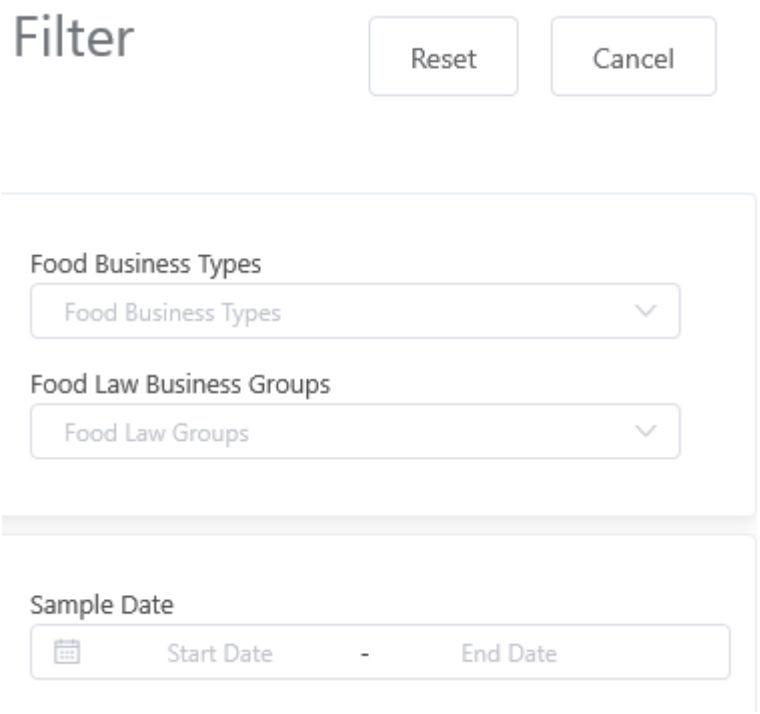
A ‘Download Excel File’ button is available at the top left of the dashboard. There is a scroll left / right bar located at the bottom of the dashboard data grid.

6.12 Samples

This dashboard lists all completed Sample records recorded.



Order data by clicking the data grid column headings. Data can be filtered using the Filter button at the top left of the data grid.



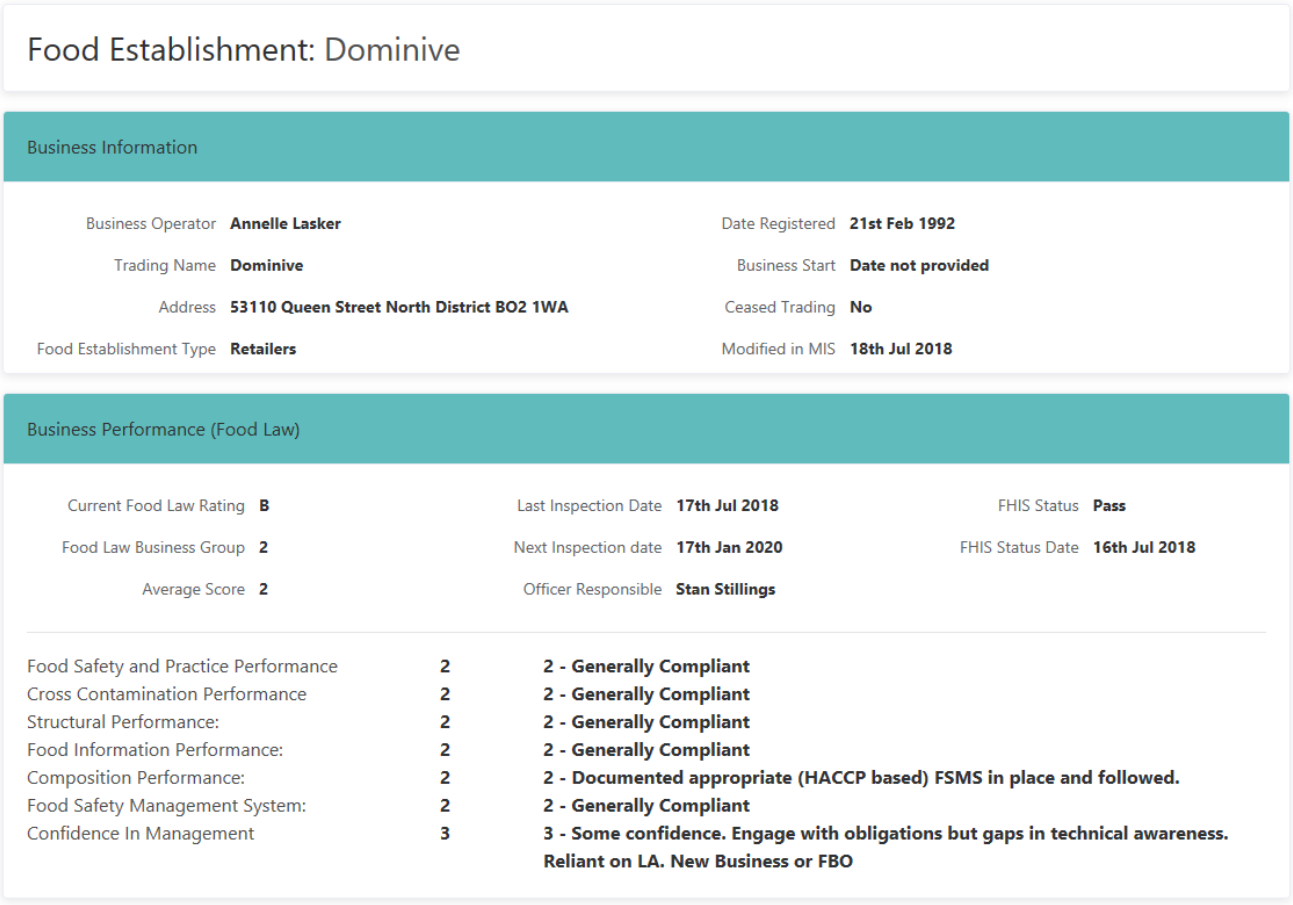
Choose the required data filters then click outside of the filter box to apply the filter. To clear the filters click the Reset button.

A ‘Download Excel File’ button is available at the top left of the dashboard. There is a scroll left / right bar located at the bottom of the dashboard data grid.

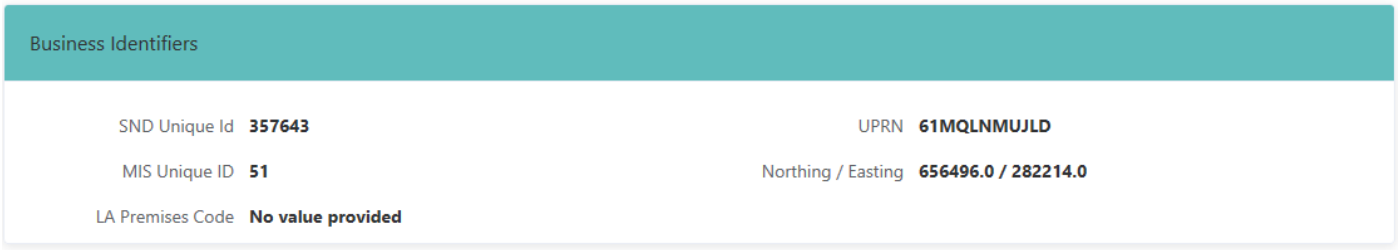
7 Food Establishment Detail View

Changes have been applied to the layout and content of the Food Establishment view.

The view splits the information into various categories as shown in the demo example below:

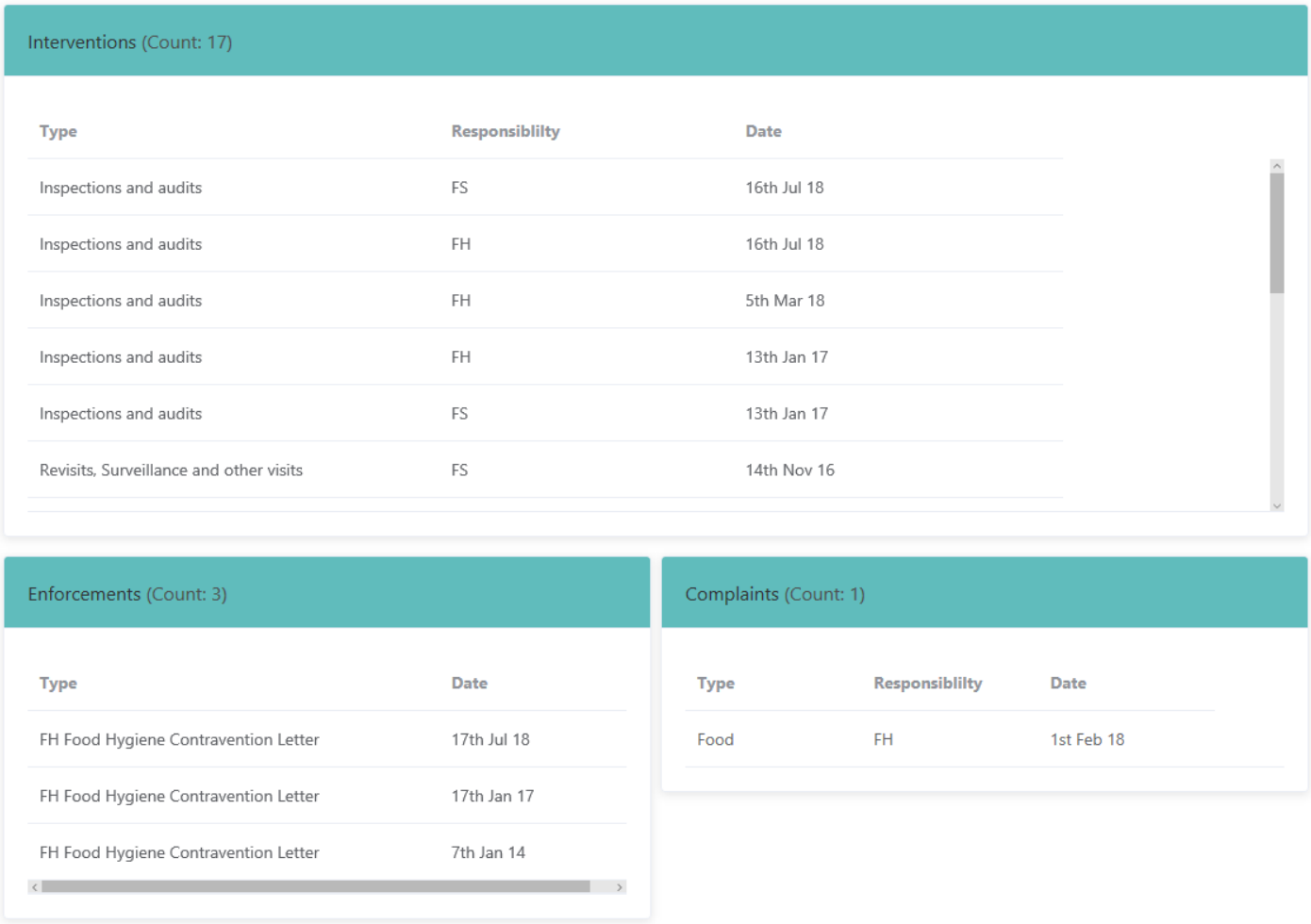


The Business Performance box will show complete information from the latest risk rating of the food business. If the business has not been rated for Food Law then the most recent Food Hygiene and Food Standards risk ratings will be shown in the Business Performance box.



The Business Identifier box shows all unique identifiers related to the business. With the exception of the SND Unique ID (which is generated in SND), the identifiers originate in the LA MIS.

The Food Law Risk Rating History box lists all of the Food Law Risk Rating records for the Food Business. Note that, for early adopters of FLRS, some of these records will have originated in SND, and this is shown in the Source column, as indicated. The source of all other FLRS records will be 'MIS'.



All Interventions, Enforcement Actions and Complaints recorded for the Food Business will be listed as shown above. The view will also show all Food Hygiene Risk Ratings, Food Standards Risk Ratings, and completed Sample records as detailed below:

Food Hygiene Risk Rating history (Count: 5)

Date	Next Inspection Date	Officer Resp.	Rating	Score	Consumers at Risk	Level of Hygiene Compliance	Level of Structural Compliance	M P
16th Jul 18	16th Jan 20	Williemae Wedge	C	60	5	10	10	0
13th Jan 17	13th Jul 18	Williemae Wedge	C	60	5	10	10	0
22nd Jul 15	22nd Jul 17	Abraham Arnold	D	50	5	5	5	0
6th Jan 14	6th Jan 16	Abraham Arnold	D	50	5	5	5	0
12th Jul 12	12th Jul 14	Abraham Arnold	D	50	5	5	5	0

Food Standards Risk Rating history (Count: 5)

Date	Next Inspection Date	Officer Resp.	Rating	Score	Level of Current Compliance	Ease of Compliance	Consumers at Risk
16th Jul 18	16th Jul 23		C	35	0	10	5
13th Jan 17	13th Jan 22		C	35	0	10	5
22nd Jul 15	22nd Jul 20		C	35	0	10	5
6th Jan 14	6th Jan 19		C	35	0	10	5
12th Jul 12	12th Jul 17		C	35	0	10	5

Samples (Count: 0)

Sample Date	Sample Number	Food Description	Brand Name	Is Satisfactory
No Data				

8 Approved Food Establishment Detail View

The Approved Food Establishment Detail View follows the same format as the Food Establishment Detail View above, with the addition of the Approval Information box as shown below:

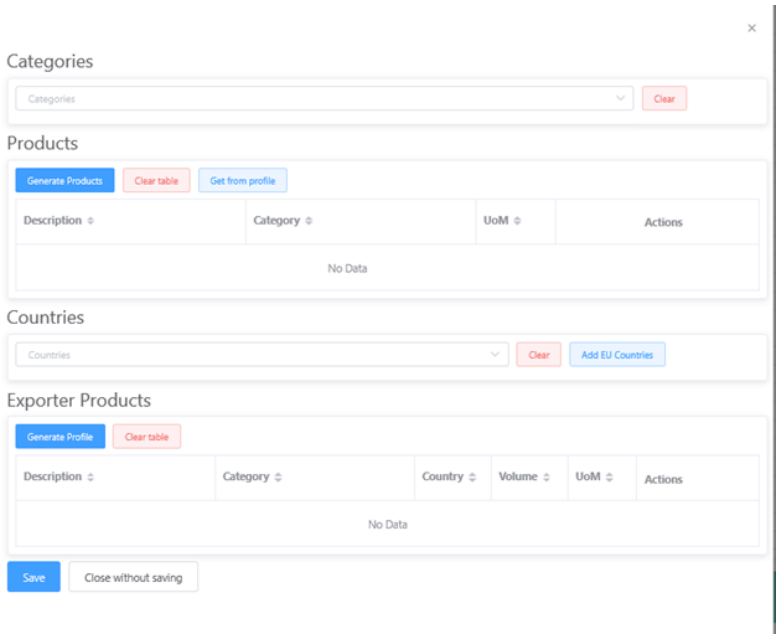
9 Export and Import functionality

New functionality introduced to SND in July 2020 allows Local Authorities to add any known Import and / or Export records to registered or approved food businesses. The new functionality allows authorised SND users to:

- Mark a business as an Importer or Exporter. Also remove Import / Export status from a business.
- Enter, modify and delete Import and Export product records against any food business.
- Report on Imports and Exports by:
    - Filtering dashboards to show just Importers / Exporters, or exclude Importers / Exporters.
    - Search Import / Export records using the new Import dashboard and the new Export dashboard.

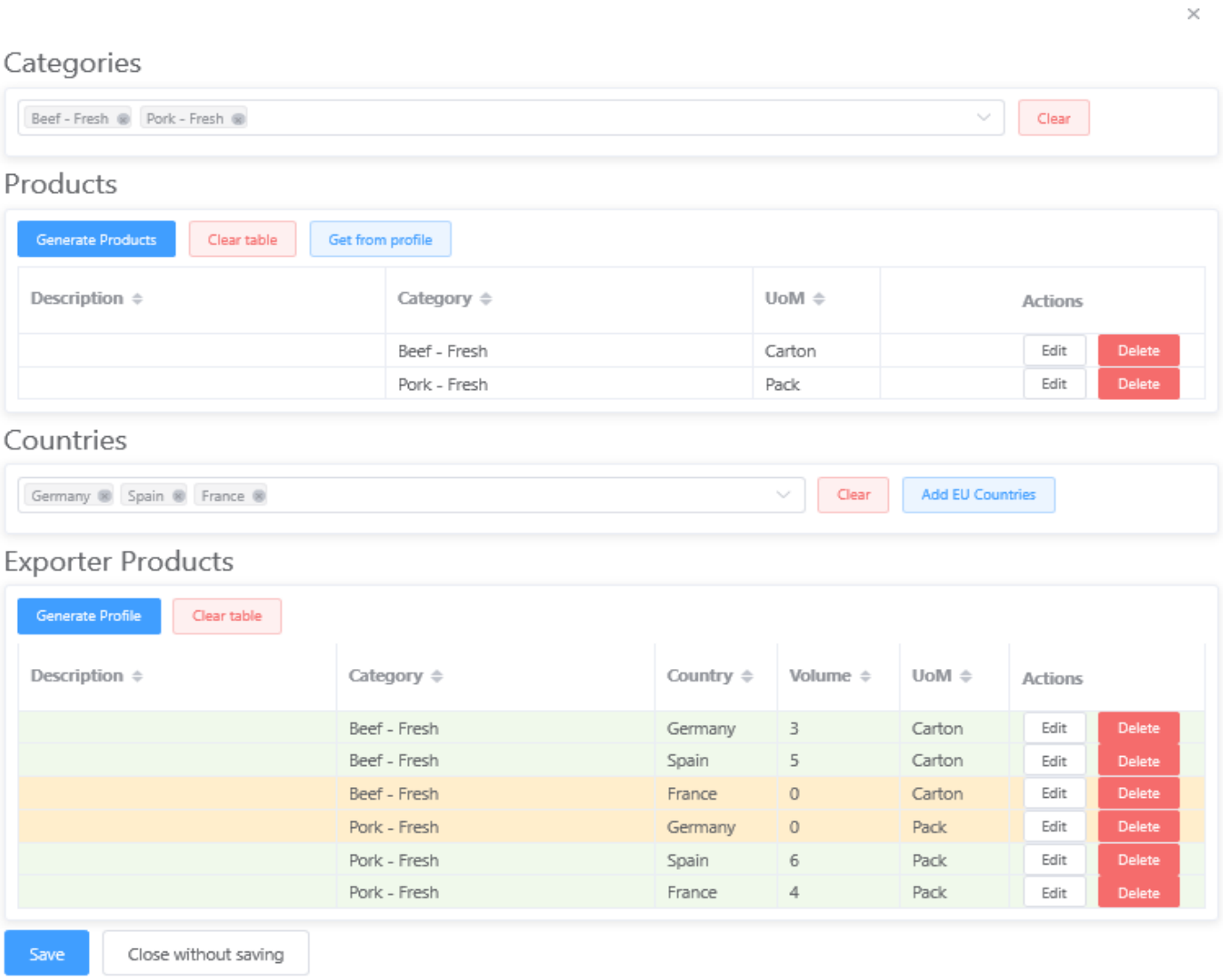
9.1 Example – Flag a business as an Exporter and add Export records

- Find the business using either the Registered Food Business Dashboard or the Approved Food Business Dashboard. Click on the Details tab to enter the Detail page for the business.
- Scroll down to the bottom of the page and either:
    - Click ‘Set as Exporter’ if you just want to highlight that this business exports products and you don’t want to add any product details at this time. The business will now show as an Exporter on all dashboards. Or;
    - Click ‘Update’ if you’d like to add one or more Products that the business Exports. Then continue with the next bullet.
- If you wish to add an Export Product you’ll be presented with this screen:



Choose one or more Product Categories from the Categories drop down list. The Product Categories list will match the Category tree you use in SFSD. Click 'Generate Products'. You then get an opportunity to type in a free format description if you wish, and add a Unit of Measure if you wish. Click delete on any products you've chosen in error.

Then move to the Countries box and choose the Countries these Products are exported to. Then click 'Generate Profile'. This will create a record for each Product & Country combination. You are given the opportunity to edit each record and add Volumes and Units of Measure if you wish, or delete any records you've generated in error.



When you are satisfied with all records click 'Save'. The Food Business details screen will now show all of the Export records you have created.

Description	Category	Country	UoM	Units
	Beef - Fresh	Germany	Carton	3
	Beef - Fresh	Spain	Carton	5
	Beef - Fresh	France	Carton	0
	Pork - Fresh	Germany	Pack	0
	Pork - Fresh	Spain	Pack	6
	Pork - Fresh	France	Pack	4

If you wish to modify or delete any of the existing records, or add new records, click ‘Update’.

If you decide this business is no longer an Exporter you can click ‘Set as not exporter’. This will generate a warning message to say that all Exporter records will be deleted, and ask you to confirm. Deleted Export records will still show on the Exports dashboard but will be marked as deleted.

9.2 Flag a business as an Importer and add Import records

Follow the process described in 9.1 above using the ‘Imports’ section of the Food Business detail screen.

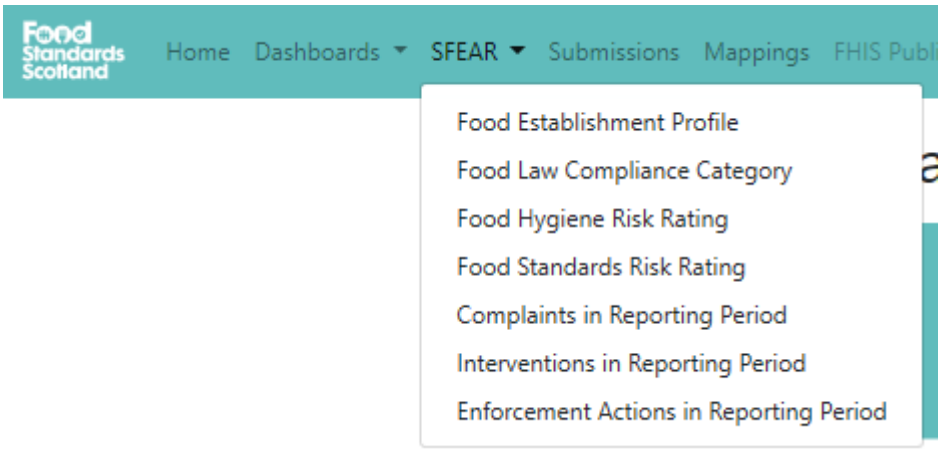
9.3 Browse Import and Export records

Any user can browse Import and Export records in SND using the Exports and Imports dashboards found in the ‘Dashboard’ menu.

As with the other dashboards, date can be ordered, filtered, and downloaded to Excel for further manipulation.

10 Scottish Food Enforcement Annual Return ('SFEAR') Reports

The SFEAR Report menu is available from the SND Portal header as follows:

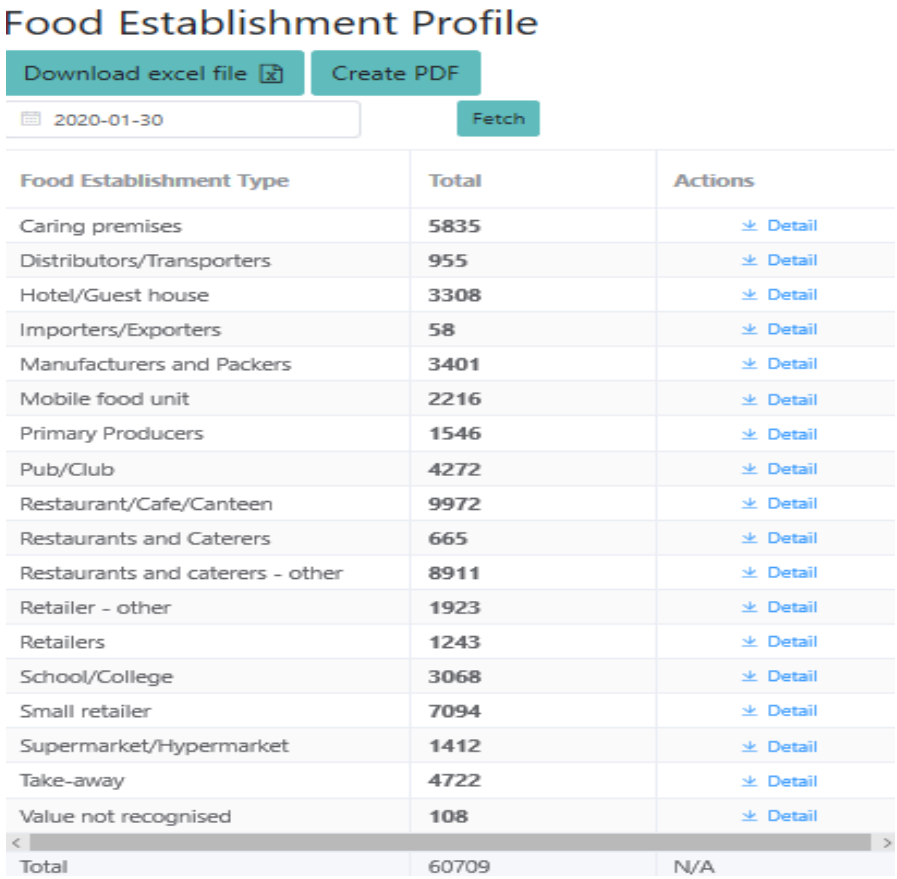


For each report users must select the date range that they wish to report, then click 'Fetch' to update the data.

Each report can be produced in PDF format. Raw data selected in the reports can be downloaded to Excel for further analysis.

10.1 Food Establishment Profile

This report is a snapshot of the number of trading Food Business Establishments for each Food Establishment Type, at the date selected for the report.



Food Establishment Profile

Download excel file | Create PDF

2020-01-30 | Fetch

Food Establishment Type	Total	Actions
Caring premises	5835	Detail
Distributors/Transporters	955	Detail
Hotel/Guest house	3308	Detail
Importers/Exporters	58	Detail
Manufacturers and Packers	3401	Detail
Mobile food unit	2216	Detail
Primary Producers	1546	Detail
Pub/Club	4272	Detail
Restaurant/Cafe/Canteen	9972	Detail
Restaurants and Caterers	665	Detail
Restaurants and caterers - other	8911	Detail
Retailer - other	1923	Detail
Retailers	1243	Detail
School/College	3068	Detail
Small retailer	7094	Detail
Supermarket/Hypermarket	1412	Detail
Take-away	4722	Detail
Value not recognised	108	Detail
Total	60709	N/A

Use the ‘Detail’ buttons to download all data for a Food Establishment Type.

10.2 Food Law Compliance Category Report

This report profiles Food Businesses that traded in any period of a specified date range. The report defaults to the current financial year, however this can be changed to any required date range.

The report lists all Food Business Establishments by Food Establishment Type and Food Law Compliance Category. The report also shows totals for:

- Food Business Establishments with current Food Hygiene and Food Standards Risk Ratings.
- Food Business Establishments that are unrated for all of Food Hygiene, Food Standards, and Food Law.

10.3 Food Hygiene Risk Rating Report

This report profiles Food Businesses that traded in any period of a specified date range. The report defaults to the current financial year, however this can be changed to any required date range.

The report lists all Food Business Establishments by Food Establishment Type and Food Hygiene Risk Rating, where an Establishment's most recent inspection was carried out as a Food Hygiene inspection (rather than Food Law). The report also shows totals for:

- The number of Food Business Establishments that have been inspected using the Food Law Rating System.
- Food Business Establishments that are unrated for Food Hygiene and Food Law.

Note that the number of Food Business Establishment's with a current Food Hygiene Risk Rating will reduce over time as the transition to Food Law Rating System progresses.

10.4 Food Standards Risk Rating Report

This report profiles Food Businesses that traded in any period of a specified date range. The report defaults to the current financial year, however this can be changed to any required date range.

The report lists all Food Business Establishments by Food Establishment Type and Food Standards Risk Rating, where an Establishment's most recent inspection was carried out as a Food Standards inspection (rather than Food Law). The report also shows totals for:

- The number of Food Business Establishments that have been inspected using the Food Law Rating System.
- Food Business Establishments that are unrated for Food Standards and Food Law.

Note that the number of Food Business Establishment's with a current Food Standards Risk Rating will reduce over time as the transition to the Food Law Rating System progresses.

10.5 Complaints in Reporting Period

This report returns all Complaints received in a specified time period, by Complaint Type, and Responsibility Type (Food Law, Food Hygiene, Food Standards).

10.6 Interventions in Reporting Period

This report returns all Interventions carried out within a specified time period, by Intervention Type and Responsibility Type (Food Law, Food Hygiene, Food Standards).

10.7 Enforcement Actions in Reporting Period

This report returns all Enforcement Actions carried out within a specified time period, by Enforcement Type. Totals are given for the number of Enforcement Actions taken, and the number of Food Business Establishments that received an Enforcement Action.

11 User Management

SND Administrators at FSS and at Local Authorities can create, modify and delete user accounts in SND using the 'Admin' menu from the header toolbar, and choosing 'User Management'.

Administrators at Local Authorities must ensure that user accounts are kept up to date, in particular when a person leaves a Local Authority or moves to a new role where SND access is no longer relevant, their SND user account must be deleted.

11.1 User permissions:

There are 2 levels of user permissions.

- 'Administrator' gives full access to all SND functions including User Management and Mappings.
- 'Standard' gives access to view all data but no access to User Management and Mappings.

Please ignore the 'Limited' user access as this is used in FSS only.

11.2 Function level permissions:

Administrators can choose who has access to various functions in SND using the function check boxes on the User Details screen. Currently there are check boxes for:

- SFEAR report access.
- Import and Export Access. Note that this controls who can create, modify and delete Import and Export information. All users will be able to see Import and Export information.

For further information please contact:

Jacquie Sutton
Delivery Assurance Project Manager
jacquie,sutton@fss.scot
07796 940 299

Food Standards Scotland
Pilgrim House
Old Ford Road
Aberdeen
AB11 5RL