

1. Take Beef out of the oven
2. Place unopened beef on pound scale
3. Take picture of scale and beef together
4. Take picture of 'code' (exp date and the numbers) on the beef
5. Open beef and drain liquid
6. Replace beef on pound scale
7. Take another picture of scale and beef
8. Take picture of box label
9. Print out a beef sheet and fill it in correctly for that beef and any others you may be reporting at this time.
10. Take picture of beef sheet.
11. Email the 5 pictures to your store email. "za****@aesgroupllc.com" where **** is your store number
12. Once the email comes in save the attachments to your computer in a location you can remember
13. Open up the home page or <http://aesnet.atwebpages.com>
14. click on favorites
15. click on compliance metrix or type in <https://arbys.compliancemetrix.com/>
16. log in
17. Click on "Product Quality Incident Reporting (QIR)
18. Follow directions and 'click link below'
19. incident category is "product quality"
20. concept is "Arbys"
21. incident subcategory is "Weight/Sizing/Yields"
22. a line will pop up with 'what is your restaurant number' type it in and wait, sometimes this takes a minute or two to populate. Once your store pops up click on it.
23. Check the box for confirming this information is correct. (and wait once again)
24. Fill out contact information and other requested information, when you get down to 'enter product name' the product is – 'new protein roast beef self-basting (4/10#)-- you should be able to type just in beef and it will come up. Once you click on it you will have to wait again
25. Identify the supplier (99% of time it will be Cargill) this will take time to select too (pretty much after everything you do you will have to wait for it to be ready for the next input.)
26. Once you get down to beef sheets, select the file that you saved in #12 of the beef sheet and attach it. For description I put in " hand written beef sheet, we use heat and hold so official beef sheets aren't available until tomorrow."
27. Under incident details I used "Took beef out of oven had a lot of 'purge', weighed beef was only 9# after removing from bag"
28. Continue down filling in information until "incident attachments", in this section we will upload the rest of the pictures that were taken. Follow the directions on screen and when done with one click the + in the upper right hand corner to add another picture until all are complete. Make sure to put in description of what picture is-- 'beef in bag on scale before opening' 'beef weight after' 'numbers on bag' whatever the picture is
29. Request Details click on box and select credit
30. Quantity Affected: enter how many pounds short the beef is
31. Type- pounds
32. Click on submit and then yes you want to submit
33. You will then see a screen with confirmation number that you have submitted it successfully. You will also get an email confirming it.