FOODSHIELD®

FEATURED TOOLS OVERVIEW

INTRODUCTION

FoodSHIELD is a secure, online platform designed to foster collaboration between food safety partners.

FoodSHIELD members are granted access to a full suite of collaborative tools that support an integrated food safety system by easily crossing IT and jurisdictional boundaries. This booklet provides a high-level sample of just some of the popular collaboration tools in FoodSHIELD that are available at no cost to FoodSHIELD members.

Not a FoodSHIELD member?
Learn more and sign up at **afdo.org\foodshield**.
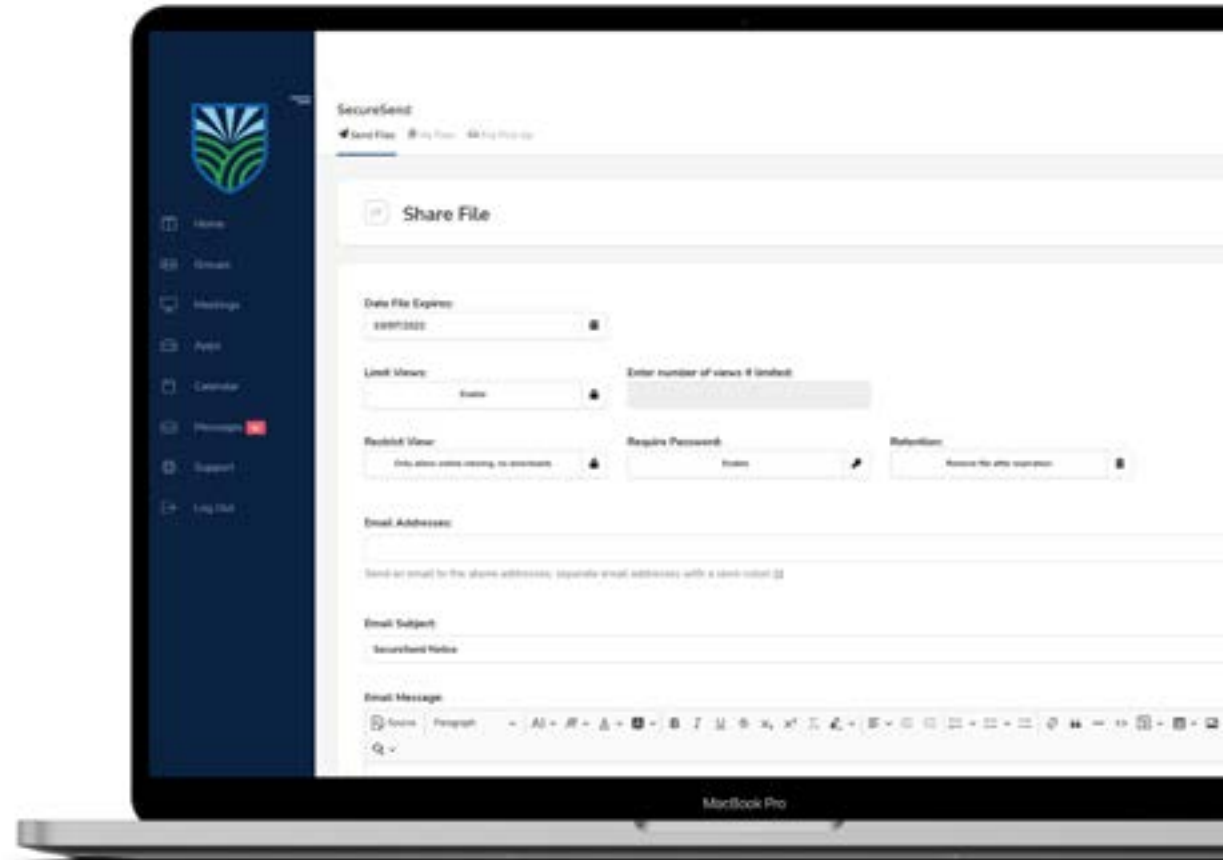
SECURESEND

TOOL OVERVIEW

SecureSend allows you to share files and resources that are too large and/or too sensitive for email attachments or online dropboxes.

- Send to multiple organizations at once. Recipients don't need to be FoodSHIELD members

- Virtually unlimited file size (limited only by upload time)

- Full control over your documents: Limit views, access expiration dates, read-only/no download options, password protection, and set file retention dates

- Analytics: Includes recipient list, date sent, date viewed, date downloaded, and file size
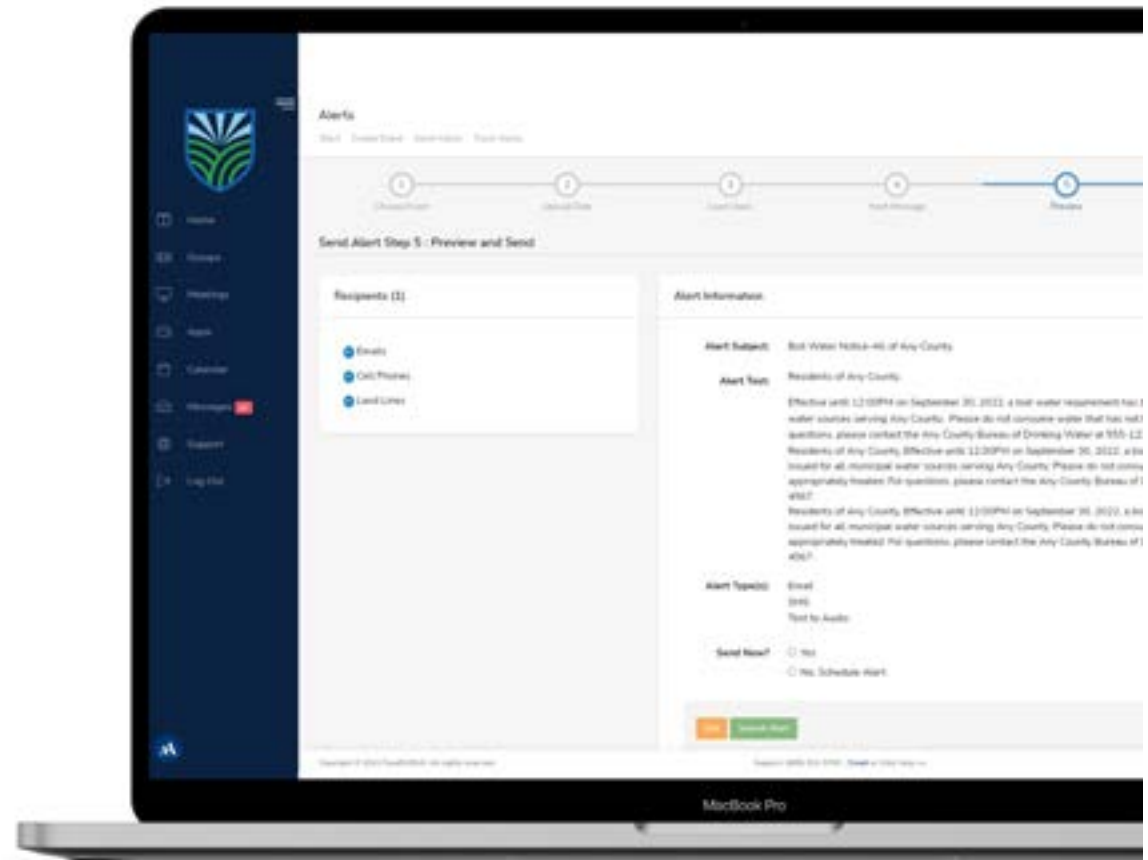
FEATURED TOOL

ALERTS

TOOL OVERVIEW

The Alert tool allows you to send out mass messaging to a specific group of people or geographic area when getting infomation out is critical to public health and safety. Uses include emergency alerts, recall notices, boil water alerts, evacuation orders, etc.

- Easily upload recipient information via a downloadable MS Excel template available in the tool

- Depending on the size of the emergency message, the Alert app can reach several hundred contact numbers and emails a minute

- Can filter who gets alerts based on county, zip code(s), or mile radius via interactive map.

- Include custom email, text, and text-to-audio content

- Easily track notifications by a real-time dashboard that includes total number of messages sent, number of emails, texts, landline messages sent, etc.

- Easily export data on your notificatons, including call and text logs, in easy to use MS Excel format
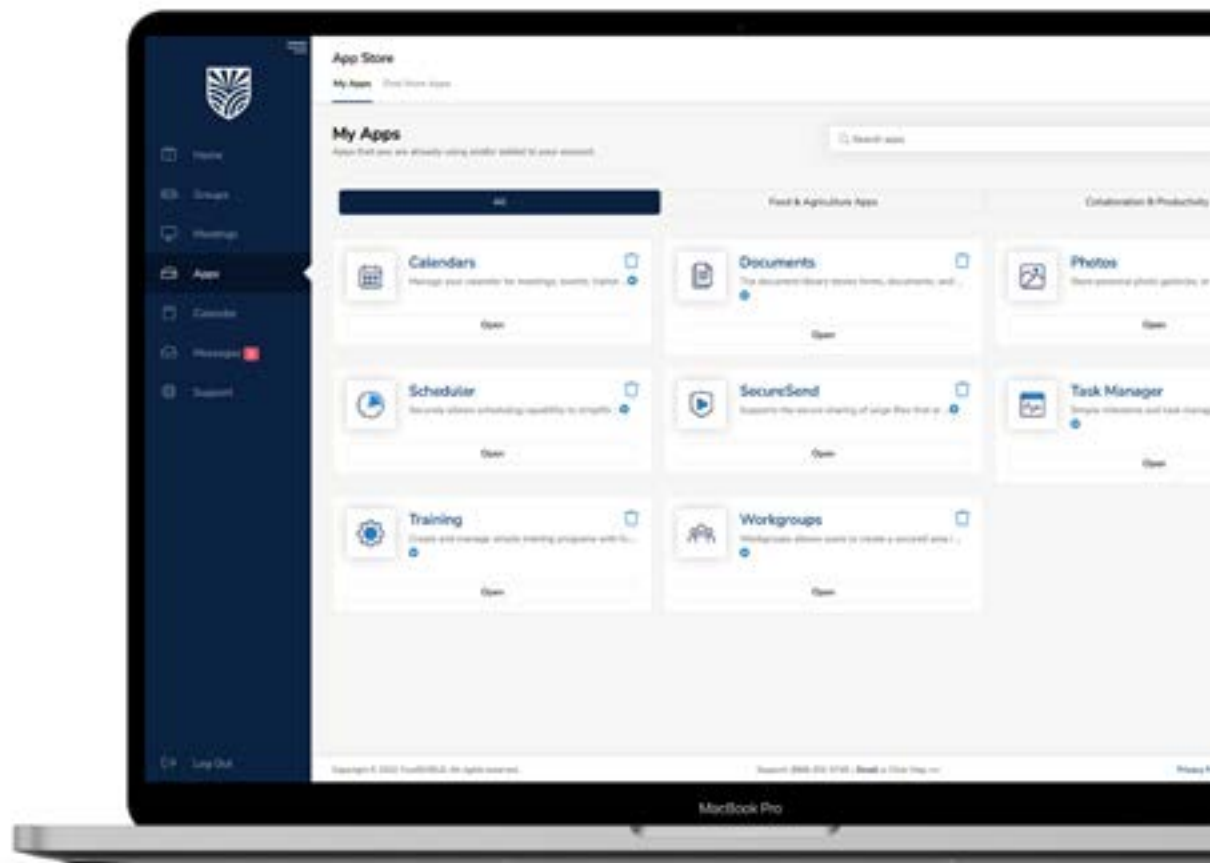

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FEATURED TOOL

WORKGROUPS

TOOL OVERVIEW

Workgroups offer customizable spaces for groups that need to collaborate closely. Workgroup members are provided a broad scope of tools to effectively meet, share resources, edit documents/photos, and gather data to accomplish their public health objectives.

- Access to a full suite of collaborative tools for workgroup members
- Control workgroup member permissions and access with a push of a button
- Quick email communications to workgroup members. No need to maintain separate distribution lists
- Quick meeting set-up for workgroup members with integrated, no-cost ZoomGov video conferencing
- Easy text and email alerts to members along with discussion board and forum capabilities
- Customize with your group's logo, email templates, tool menus, etc.
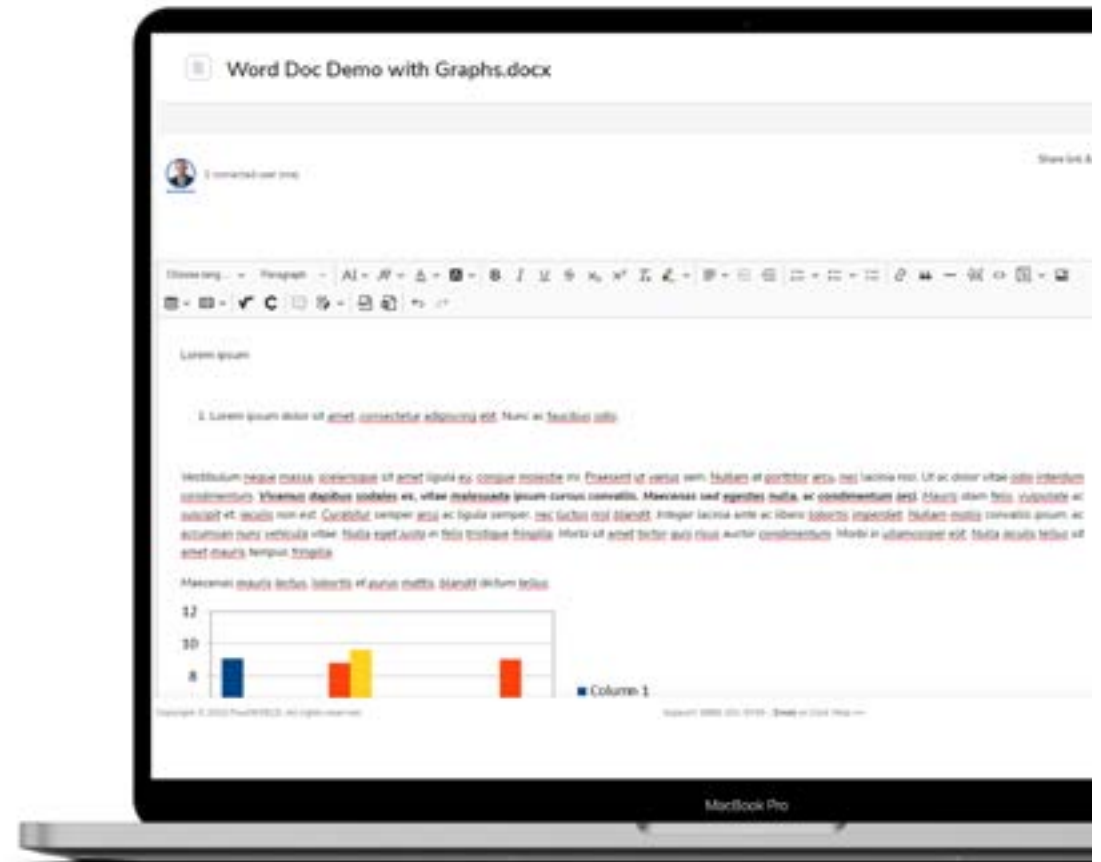
ORGANIZATIONAL RESOURCES

TOOL OVERVIEW

Once your group is together, easily collaborate on the resources you need to protect to public health. Make changes, offer suggestions, and review each other's work through the various tools that are all integrated into FoodSHIELD.

- Edit documents online directly through the FoodSHIELD platform, including PDFs

- Create diagrams, org charts, and flow charts without the need for costly programs

- Send documents directly to partners with direct email option

- Control/Update document versions and get alerts when someone changes the document

- Upload videos and photos to your workgroup for multi-partner viewing and editing

- Download videos and photos and share with direct email option

- Embed videos from YouTube or other platforms and share the collection with your workgroup or the FoodSHIELD community though the public video option

- Have access to analytics such as # of downloads, number of views, and a review log
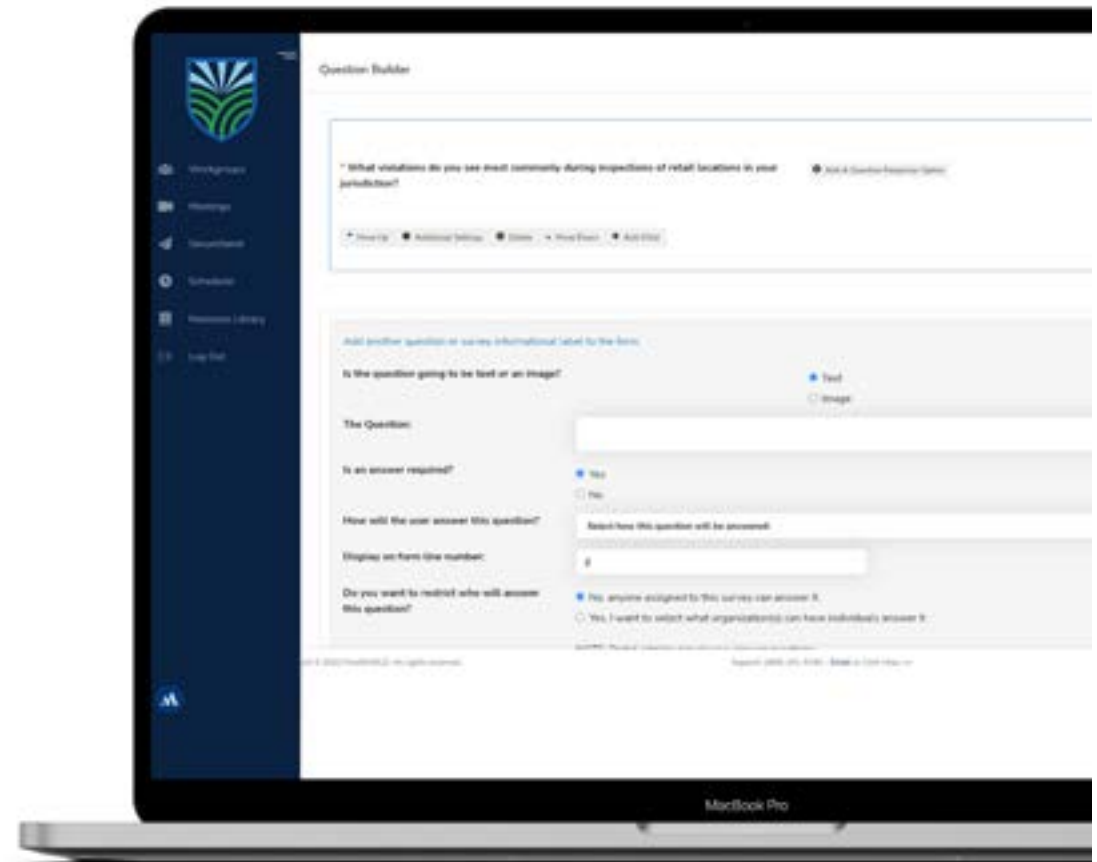
SECUREFORM

TOOL OVERVIEW

Quickly and easily create custom online surveys and standardized forms to send out to stakeholders to gather data in a standardized fashion.
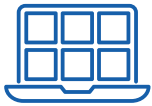
- Create and send custom surveys to multiple organizations at once to collect information in a standardized format

- Custom fillable forms can be private to a specific group or publicly available depending on who you want to complete the survey who you want to complete the information

- Access to a wide variety of question types (e.g. large comment, true/false, click all that apply, etc.) for survey development

- Restrict specific form questions to certain organizations to members of certain organizations

- Control access to the form by including start and end dates and/or allowing access with one click of a button with a click of a button

- Get notified when new information is submitted

- Download results in a standardized Excel format for further data analysis

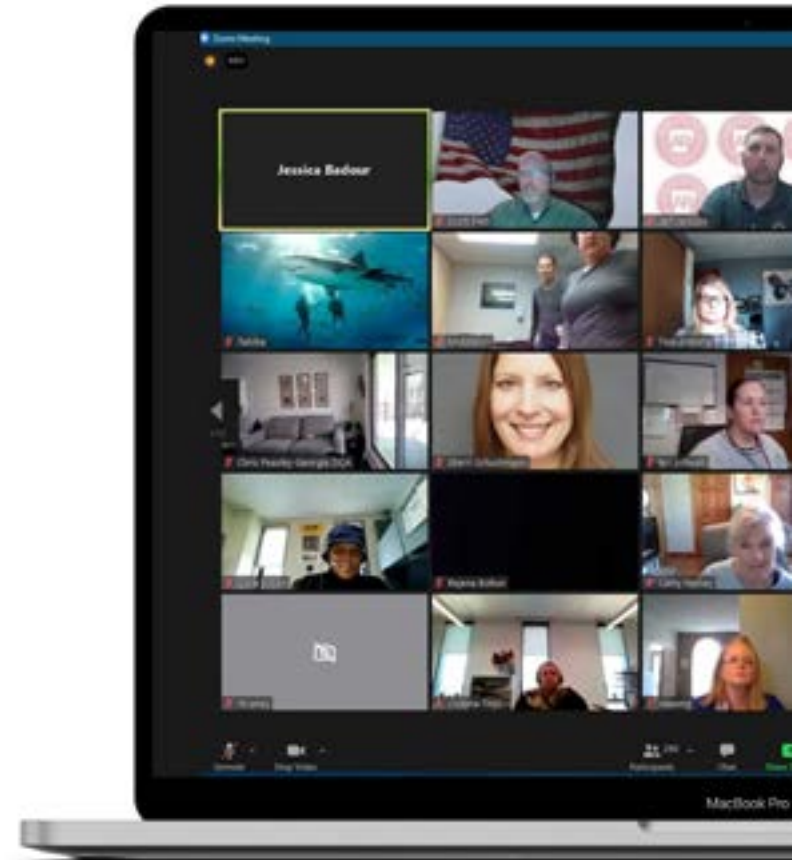**FEATURED TOOL**

CONFERENCES & EVENTS

TOOL OVERVIEW

Host comprehensive events for your staff and stakeholders through the fully integrated FoodSHIELD Conferences and Events tool. Effectively coordinate all aspects of virtual or in-person events from attendee registration to collecting post-event evaluations for up to 1,000 attendees simultaneously.

- Tailored set-up based on if events are in-person or virtual (supports both)

- Upload agendas and other meeting resources

- Registration

  - Allows option for public registration (don't need to log into FoodSHIELD)

  - Control max number of registrants and approve individual registrants

  - Add custom questions for attendees when they register

  - Invite entire workgroups with a click of a button or individual users by uploading a spreadsheet

  - Send invitations immediately or schedule them for a later date

- Auto-creation of attendee lists: No more copy and paste of attendee information. Easily download a formatted PDF document containing all attendee information with a click of a button

- Conference Tracks: App can support multiple, concurrent conference tracks with separate ZoomGov meeting and breakout rooms

- Breakouts: Pre-assign or randomly assign attendees to smaller breakout groups during a larger conference session

- Host up to 1,000 participants using the incorporated, no-cost ZoomGov webinar option

- Use the ZoomGov webinar option or add a web address to route attendees to a third party conference planning website
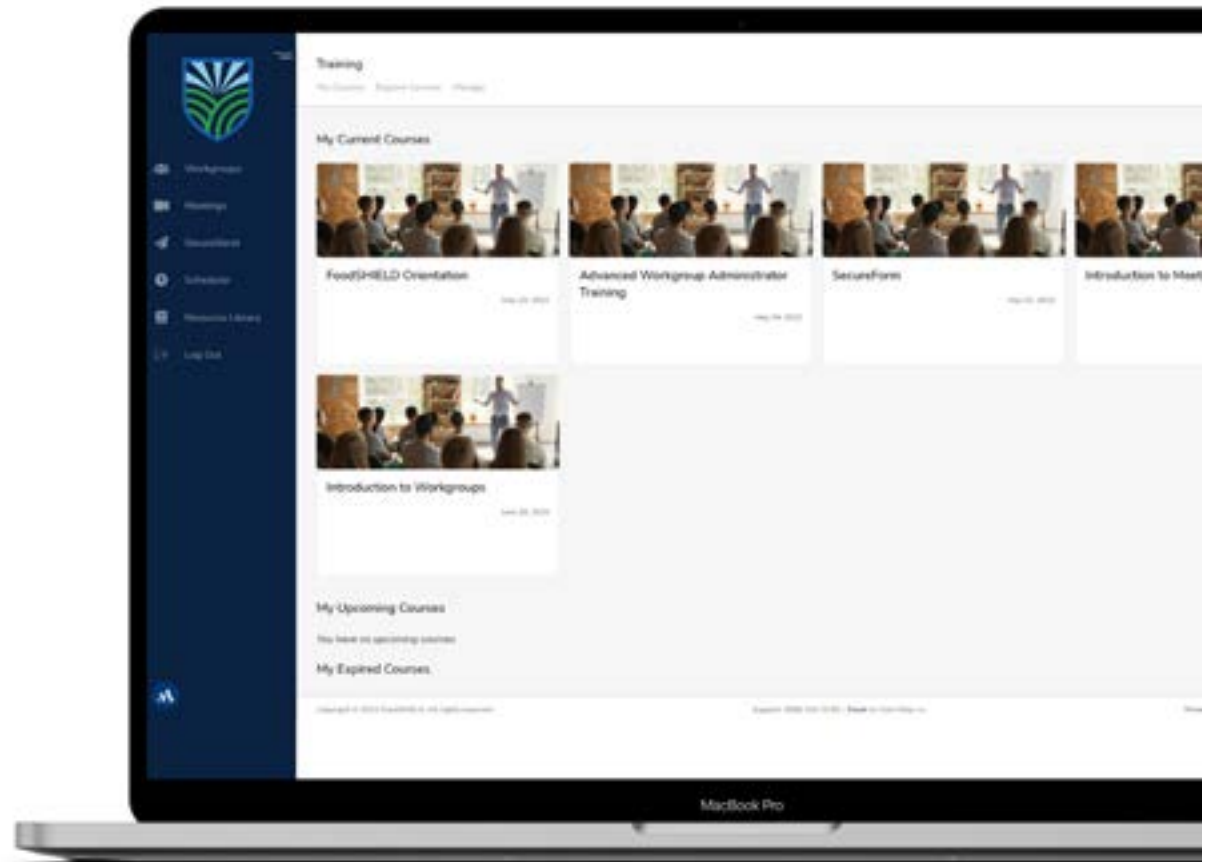
FEATURED TOOL

TRAINING

TOOL OVERVIEW

Develop, deliver, and track online trainings and course materials for your staff and public health partners using the FoodSHIELD Training tool.

- Create in-person or virtual courses: Upload existing course materials (e.g. videos, PowerPoint, PDF) or offer a live training webinar using integrated ZoomGov video conferencing

- Include pre-requisite courses, if needed

- Attendee management

  - Approve registrations and set registration start/end dates

  - Include custom questions for each registrant

  - Invite entire workgroups with a click of a button or individual users by uploading a spreadsheet

- Quizzes: Administer quizzes, set minimum passing scores, and determine if re-tests are allowed

- Certificates: Issue custom certificates with uploaded logos and signatures
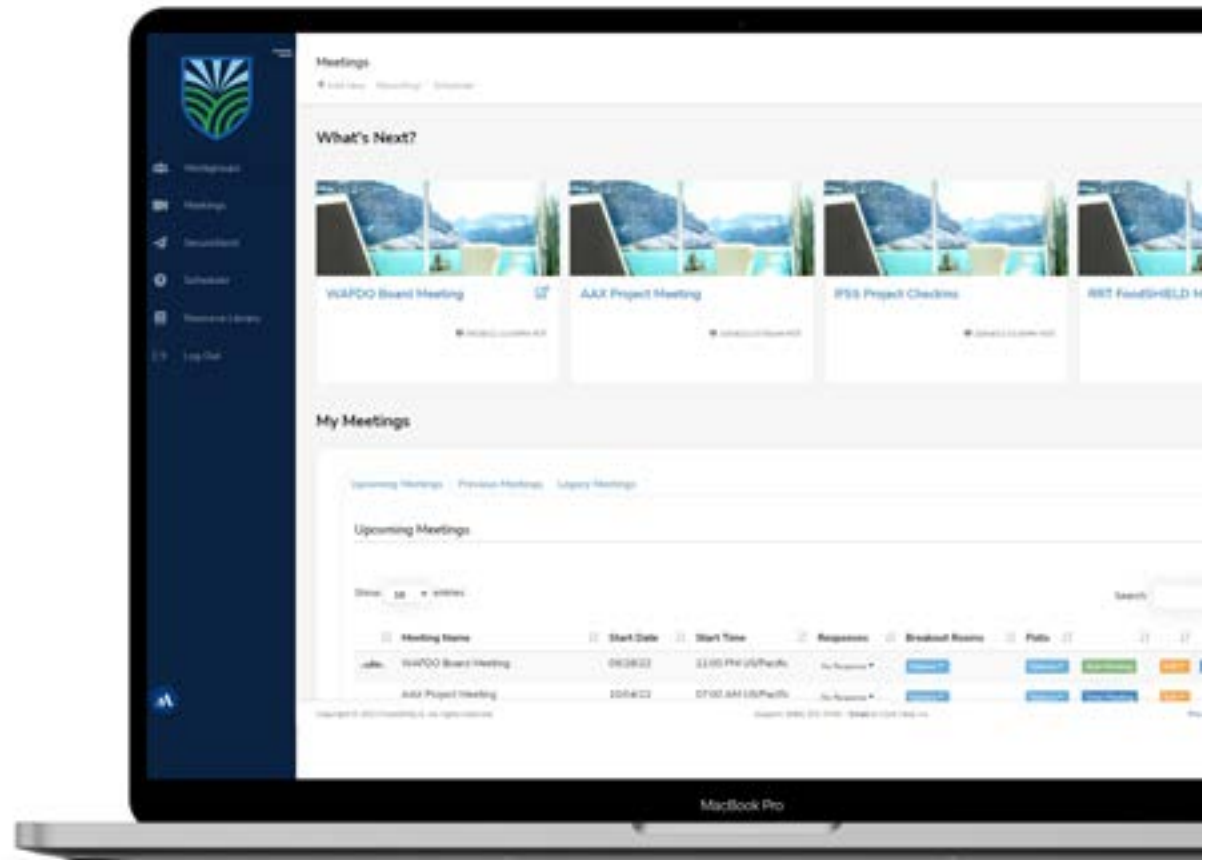
MEETINGS

TOOL OVERVIEW

Quickly schedule and host meetings for up to 500 simultaneous attendees all within FoodSHIELD. Invite whole workgroups with a click of a button and access all of the meeting recordings, transcripts, and other information from one convenient page.

- Incorporated ZoomGov video conferencing tools

- Add breakout rooms and polls at any point up to meeting start

- Integrated scheduler to determine attendee availability

  - Send out meeting invites directly from the scheduler when a good time is identified

  - Meeting reminders seamlessly incorporate into Microsoft Outlook, iCalendar, and Google Calendar

- Cloud based meeting recordings and transcripts: Access all meeting recordings and transcripts in one place to share with partners

- Up to 500 participants at once with multiple meeting hosts

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