

# FLIP LAC USER GUIDE

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## FLIP-LAC User Guide

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## Introduction

The University of Toronto's Food Label Information Program (FLIP) is a system to capture, store and analyze food product data. This document covers the functionality of the FLIP iPhone app and the FLIP website.

## Contact Information

For Questions or Requests concerning functionality, contact the manager of the FLIP system, Alyssa Schermel by email at [a.schermel@gmail.com](mailto:a.schermel@gmail.com)

For Technical issues, contact the Dietitians of Canada Technical Support Team by email at [support@dietitians.ca](mailto:support@dietitians.ca)

## FLIP iPhone App

The FLIP iPhone app is meant for quickly capturing a limited amount of information about a food product - most importantly the product barcode and photos of product.

The purpose of this functionality is to allow a user of the FLIP iPhone app to capture data for many products from a grocery store (with their permission) from a single visit.

Once this minimal amount of information is captured, the data and the photos are later uploaded to the FLIP website where the rest of the data entry can be completed based on the photos of the product.

## Installing the app on your iPhone

The FLIP iPhone App is compatible with iPhones running iOS 10.0 or later.

The FLIP iPhone app can be downloaded from the Apple App Store:

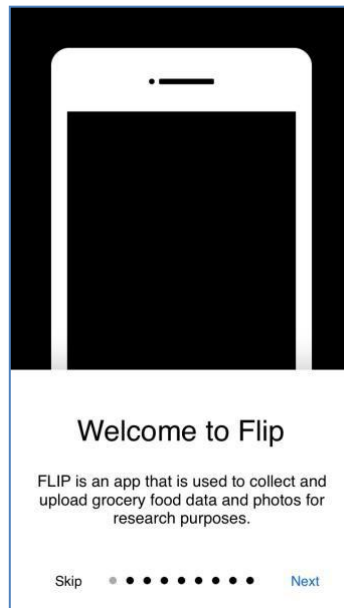
<http://flip.canadafoodtracker.com/app.aspx>

or

Search the app store for "Mary Labbe" to find the FLIP app under her name.

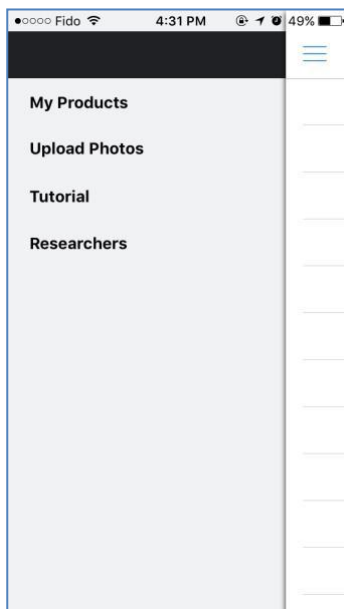
## In-App Tutorial

The first time you open the app you will see a simplified tutorial for the iPhone. Scroll through the pages from left to right to view the tutorial. The content of the tutorial is covered in this document as well.



## App Menu

Access the menu by clicking on the ☰ icon. This is the primary method of navigation to the various sections of the app which are covered in the rest of this document.

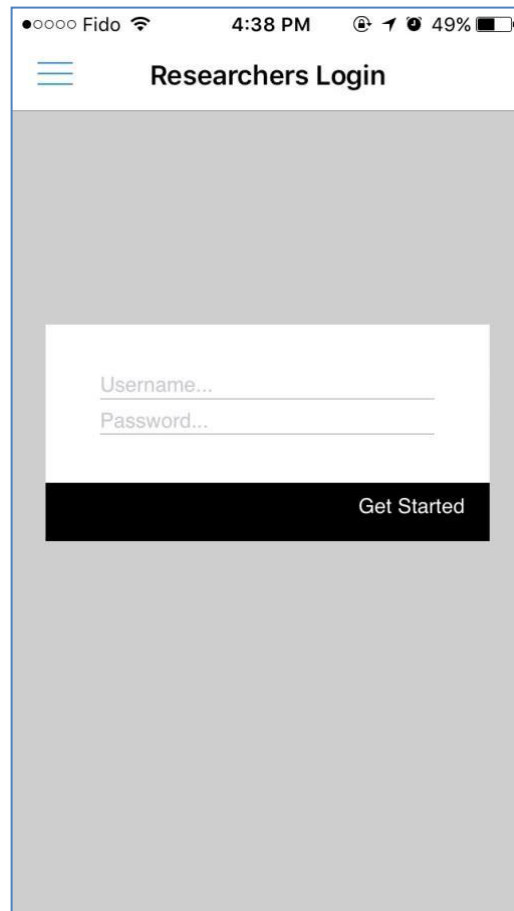


## Logging into the App

It is very important to log into the app with your FLIP username and password. If you do not have a FLIP login, contact the FLIP administrator for your country.

If you do not log in, your data will not be saved to your country's database and you will not see the data you captured in the FLIP website.

To log in click on the ☰ icon, and then click on the "Researchers" menu item.

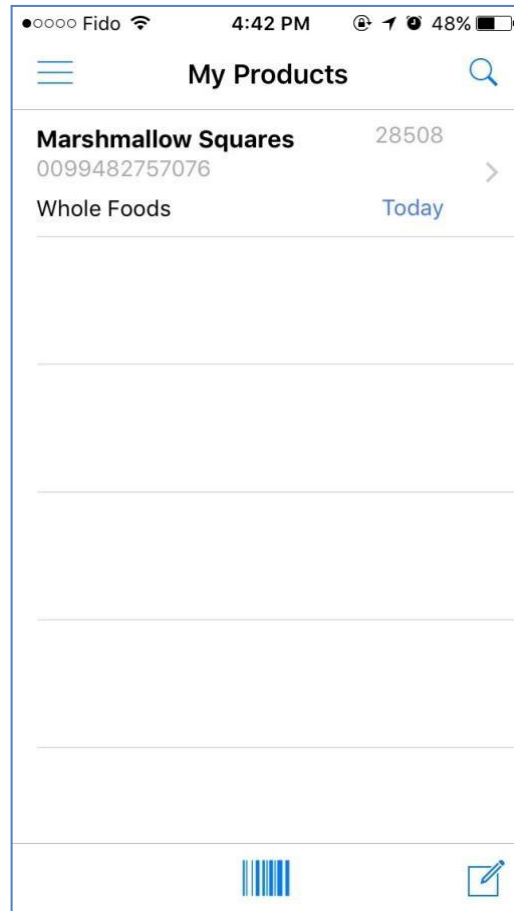




## My Products

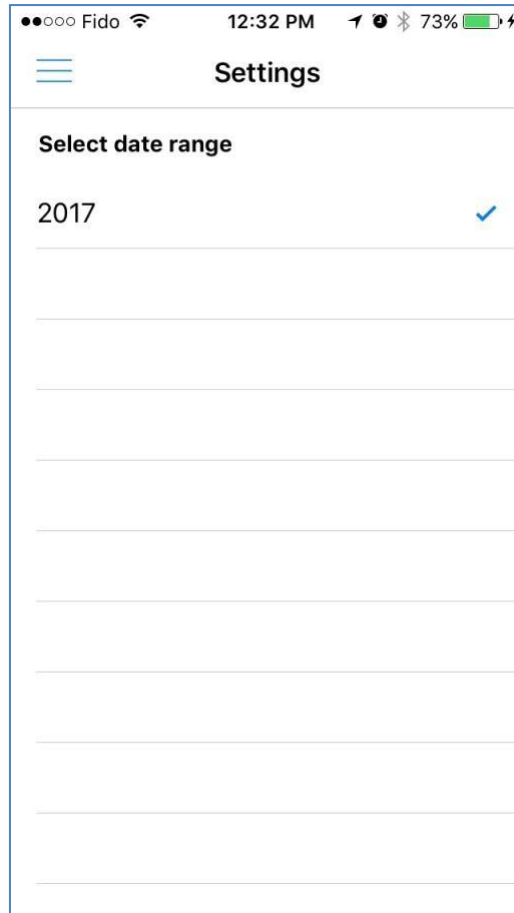
After you log in you will see the “My Products” screen. This is a list of the products that you have captured from your iPhone for upload into the FLIP website. This list does not include products that were captured by other users in your country.

You can click into any products you previously captured to review the information, add comments, or update the product information. These functions are covered later in this document.





## Settings

When you are logged in as a Researcher, you will see a Settings option in the menu. This allows you to specify the date range of the products that you are capturing. It is necessary to set this correctly so that the application only checks for duplicate barcodes within the selected date range. Duplicate barcodes are described in more detail below.



### Begin capturing product information

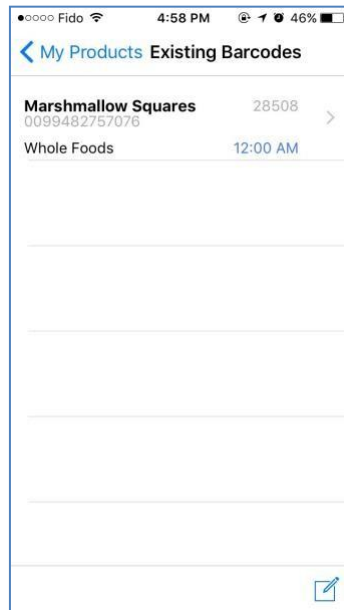
If the product you are capturing does not have a barcode, or you are unable to scan the barcode, you can click the  icon located in the My Products screen to skip the barcode scanning process.


Otherwise, click the  icon at the bottom of the My Products page, and position the barcode in the middle of the screen.

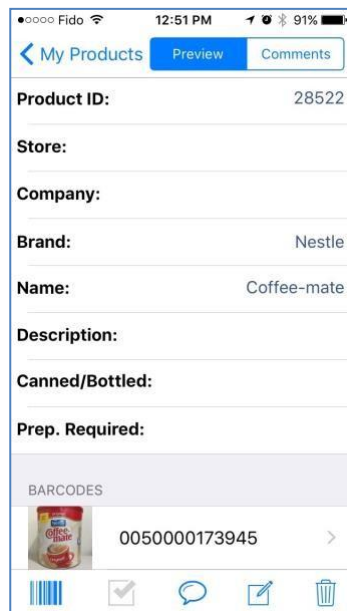


## Duplicate barcodes

If the barcode you scanned is already in your country's FLIP database, you will see a screen listing all the matching products.




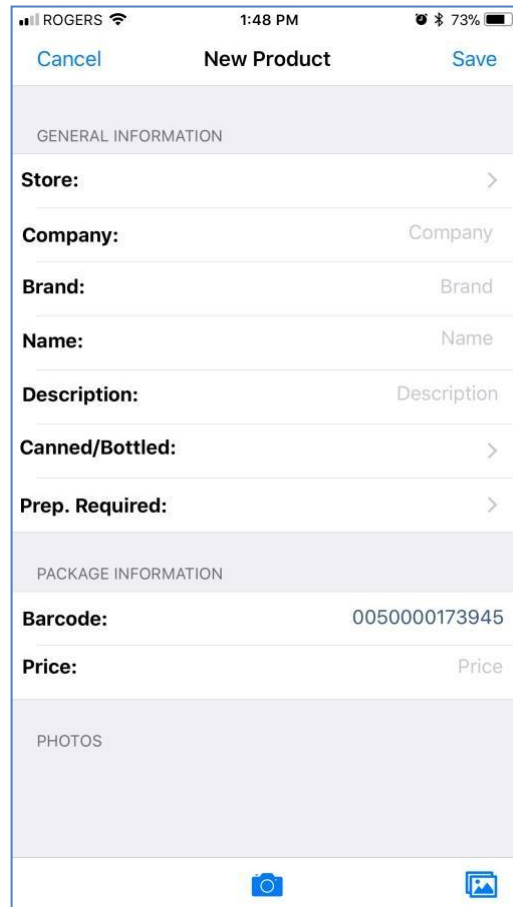
You can click into an existing product to review the details and optionally add comments by clicking on the  icon.



## Entering new production information

If the barcode you scanned is not already in your country's FLIP database, you will see a New Product screen with the barcode number you scanned, and other optional fields for you to fill out.

From this screen, you can also begin capturing product photos by clicking on the  icon at the bottom of the screen. Once you are done capturing the product information click on the Save button in the upper right corner of the screen to return to the My Products list.



Cancel New Product Save

GENERAL INFORMATION

Store: >

Company: Company

Brand: Brand

Name: Name

Description: Description

Canned/Bottled: >



Prep. Required: >


PACKAGE INFORMATION

Barcode: 0050000173945


Price: Price

PHOTOS

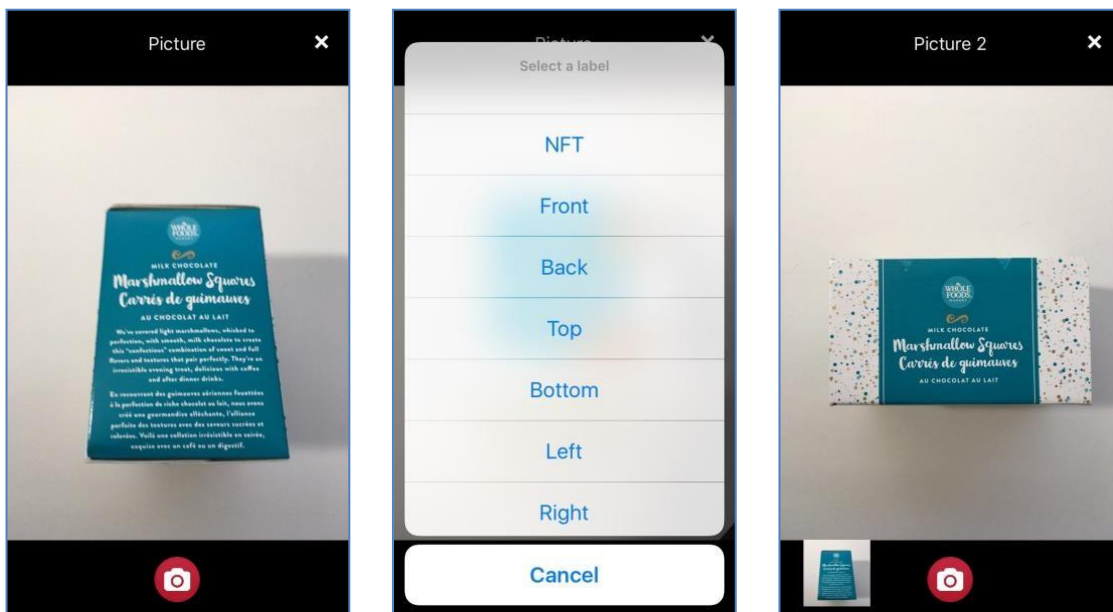
Photos stored in the phone's Photo Library can also be added to the product. This can be done by click on the  icon at the bottom right corner of the screen.

## Capturing product photos

To capture a product photo, simply position the product in the middle of the screen and then click the  icon. Immediately after taking the photo you will be prompted to label the photo as one of the following:




- NFT (Nutrition Facts table)
- Front
- Back
- Top
- Bottom
- Left
- Right
- Ingredients

After you select a label you can immediately take the next picture, or preview the previous photo by clicking on it in the lower left corner to see whether you need to retake the photo.

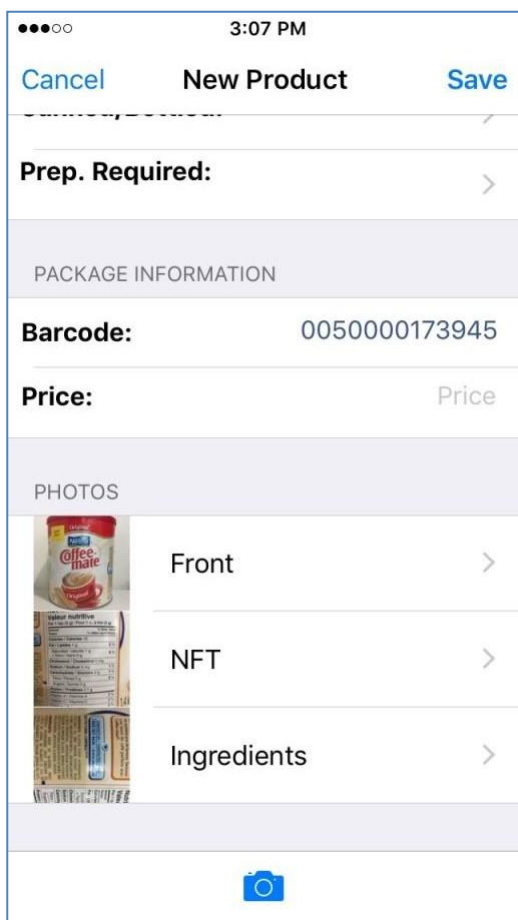


Tips for taking photos:

- Avoid shadows and glare
- Hold phone flat over package
- Pull package to avoid creases (e.g. breads)
- For large packages, take multiple photos of a side if there is small writing or logos
- Try to use a solid background (e.g., black or white) to lay the package on for better quality photos. For example, in Canada light boxes were used.
- Angle phone when the NFT or ingredients is slanted
- Orient the phone so the picture is upright

When you are done taking product photos, click the  icon located in the upper right corner of the screen. You will return to the Product Details page where you can review all the photos. When you view a photo, you can change the label clicking on the  icon, or you can delete the photo by clicking on the  icon.

When you are satisfied with the photos, click Save to return to the My Products list.

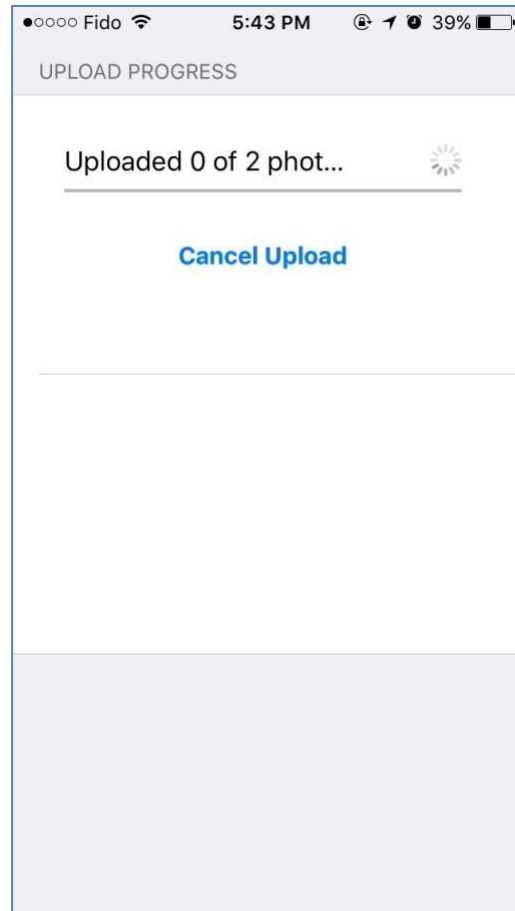
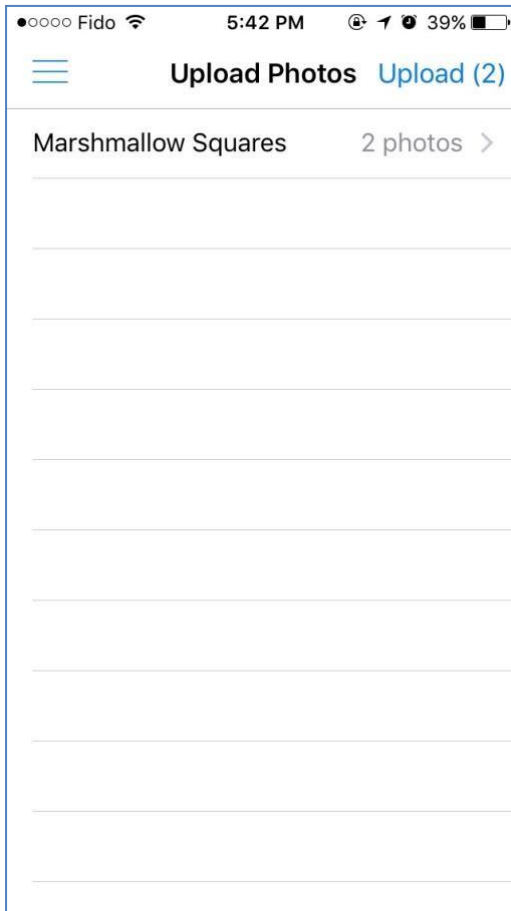


## Uploading Photos

To save your phone's data bandwidth and battery life while you are capturing product data, photos are not uploaded to the FLIP website automatically. It is recommended that you upload photos while your phone is connected to a fast WiFi network.

To manually initiate the photo uploads to the FLIP website, first navigate to the Upload Photos menu item, then click on the Upload button in the upper right corner of the screen. You will then see the upload progress. If you close the app while the photos are uploading, the upload process will stop, but you can resume the upload process by manually starting the upload again.

It is important that the photos are not deleted from the Photo Library on the phone until after all photos are successfully uploaded and are viewable on the website.

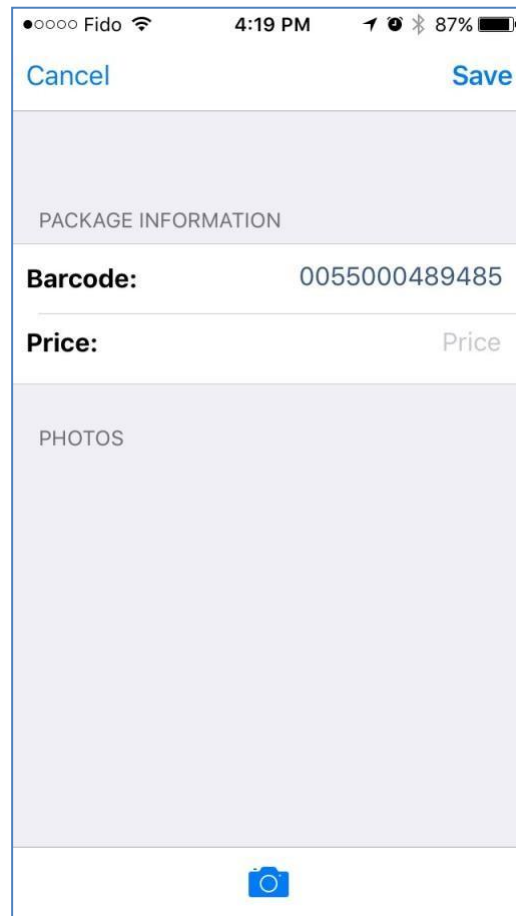
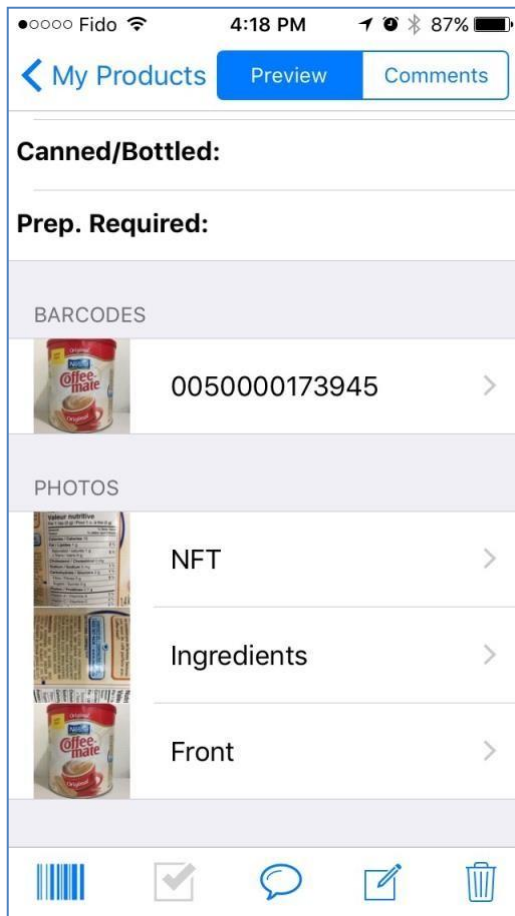




## Adding Multiple Barcodes

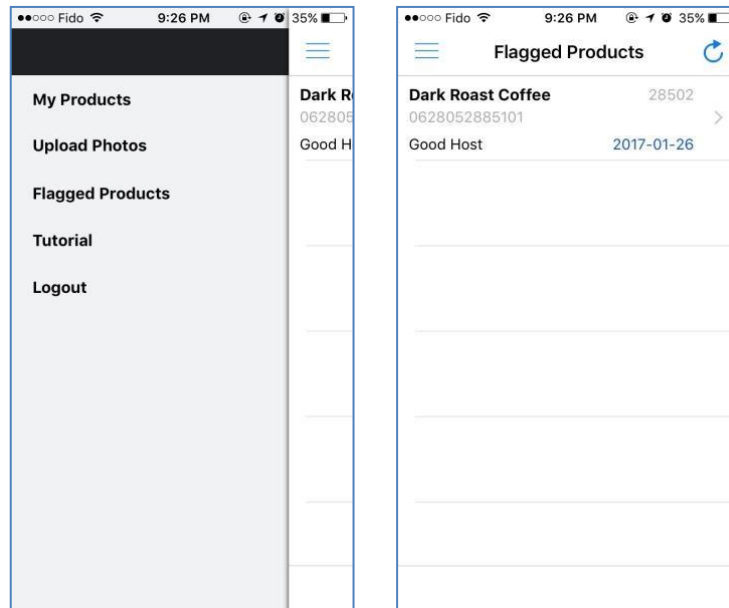
There will be instances where you wish to capture multiple packages sizes of products as one single product record.

To add additional barcodes to a product record, open the previously saved product, then click on the barcode icon in the lower left corner of the screen to begin scanning a new barcode. Once the barcode is scanned, click the photo icon at the bottom of the screen to take any photos of the product.

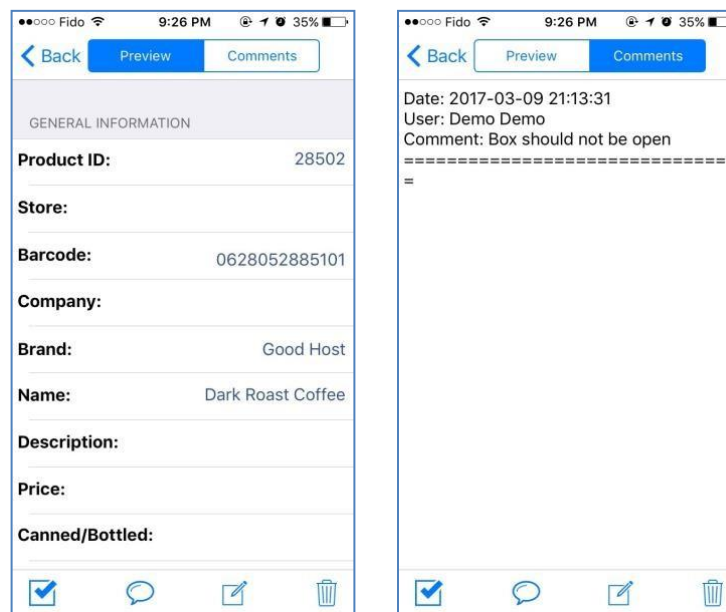


## Flagged Products

Sometimes photos captured from the iPhone app are unreadable, but are not caught until reviewed on the website. As you can see later in this document, users of the website can flag product photos that need to be recaptured. The Flagged Products menu is available to users who are logged into the app. All users of the app will see the list of products that need to be recaptured.

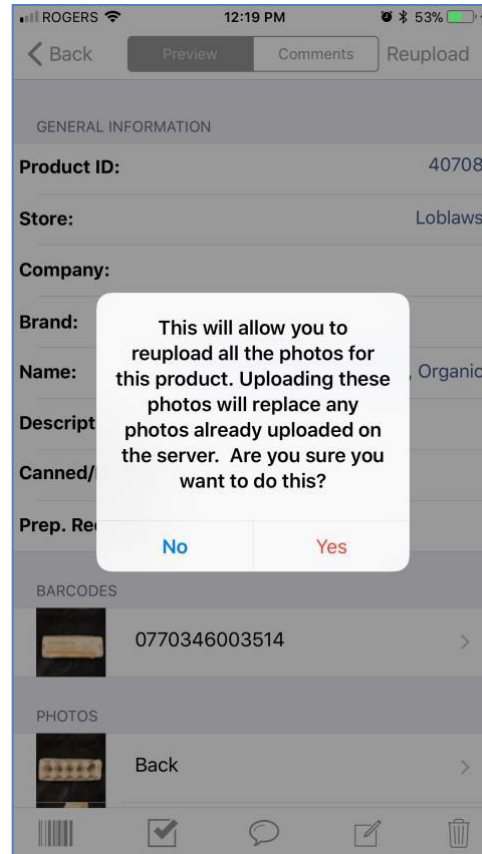


View the comments to see what problem with the photo(s) were identified. Once the new photos are uploaded, the product is removed from the Flagged Products list.



## Re-upload Photos

If the photos uploaded to the website have errors and need to be uploaded again, the photos stored locally on the phone, you can use this feature located on the top right corner of the preview screen. Clicking the button will ask for user confirmation.



After clicking YES, the locally stored photos will appear alongside the website photos and will look like duplicates. It is important not to delete any of these duplicates as it will both remove the local and website versions of the photo. Proceed with uploading of photos for these products. After uploading is completed, any of the existing photos on the website will be replaced by the locally stored photo and the duplicates will disappear from the product screen. This process can be repeated as many times as needed.

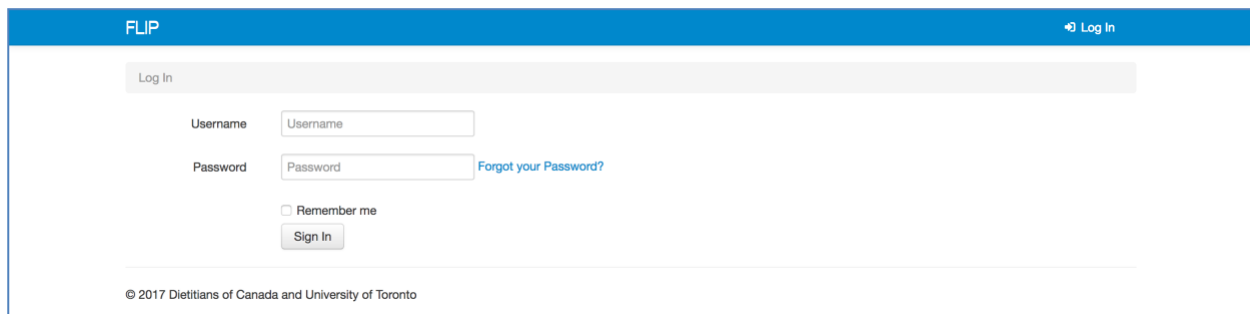
## FLIP Website

The FLIP website provides access to the food product data for your country. You can view, update, and export the data to Excel.

### Logging into the website

To log into the FLIP website you must have been assigned a username and password by your country's FLIP administrator.

The FLIP website is located at <https://flip.canadafoodtracker.com>

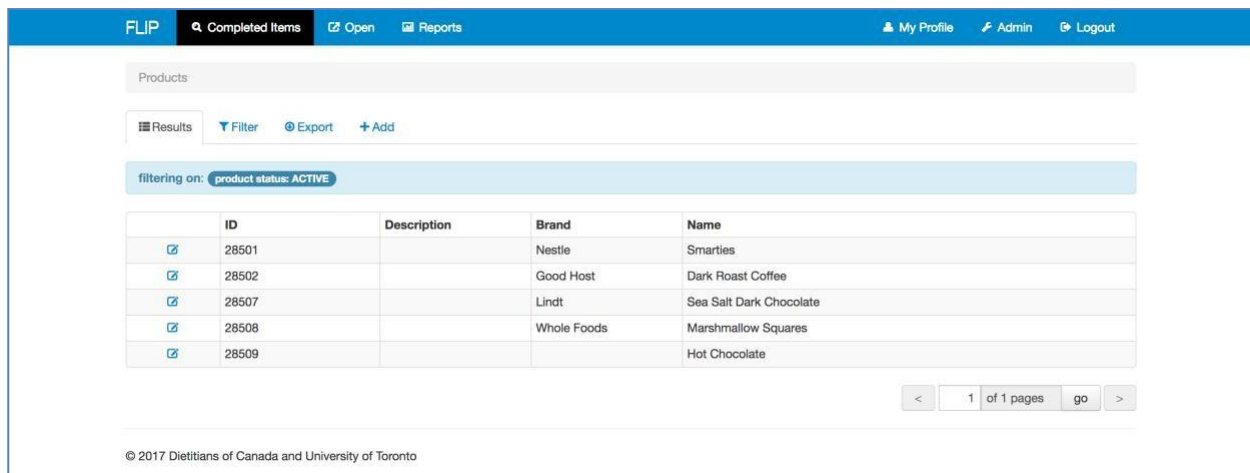


### Completed Items

The Completed Items section allows you to search, export, view and edit the food products for your country.

### Results

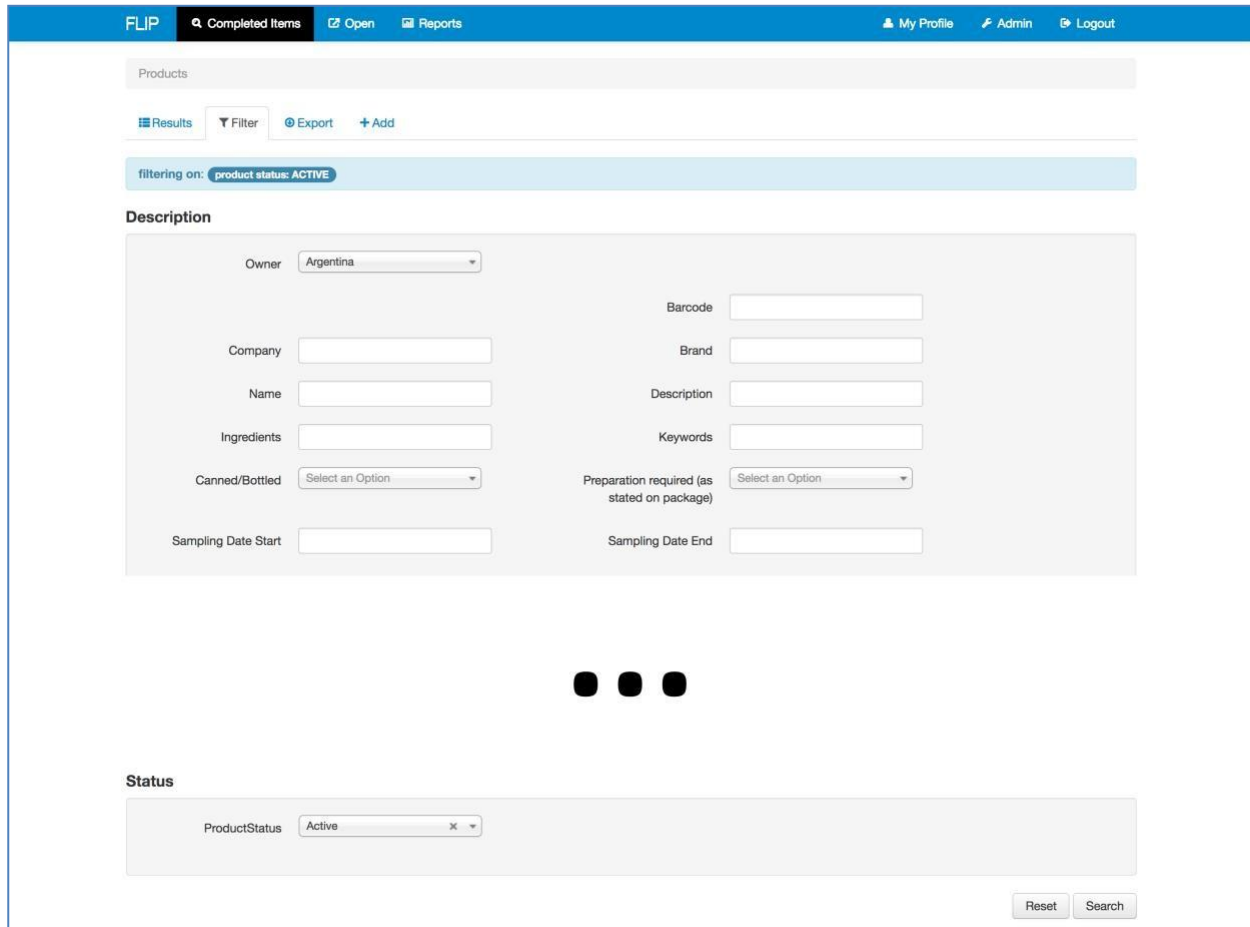
By default the Results tab shows a list of all the active products for your country.



|                                     | ID    | Description | Brand       | Name                    |
|-------------------------------------|-------|-------------|-------------|-------------------------|
| <input checked="" type="checkbox"/> | 28501 |             | Nestle      | Smarties                |
| <input checked="" type="checkbox"/> | 28502 |             | Good Host   | Dark Roast Coffee       |
| <input checked="" type="checkbox"/> | 28507 |             | Lindt       | Sea Salt Dark Chocolate |
| <input checked="" type="checkbox"/> | 28508 |             | Whole Foods | Marshmallow Squares     |
| <input checked="" type="checkbox"/> | 28509 |             |             | Hot Chocolate           |

## Filter

The Filter tab allows you to enter search criteria. Click the Search button located in the lower right corner to apply the search criteria.



FLIP   Completed Items   Open   Reports   My Profile   Admin   Logout

Products

Results   Filter   Export   Add

filtering on: **product status: ACTIVE**

**Description**

Owner: Argentina

Company:

Name:

Ingredients:

Canned/Bottled: Select an Option

Sampling Date Start:

Barcode:

Brand:

Description:

Keywords:

Preparation required (as stated on package): Select an Option

Sampling Date End:

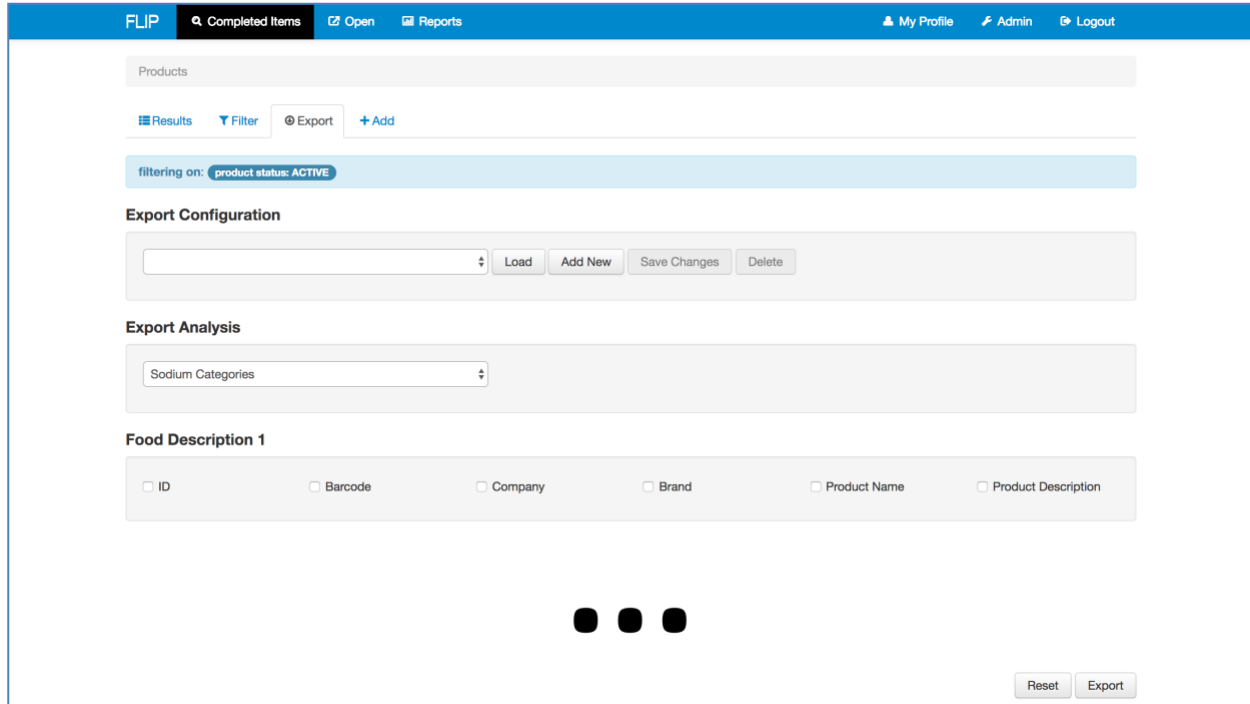
**Status**

ProductStatus: Active

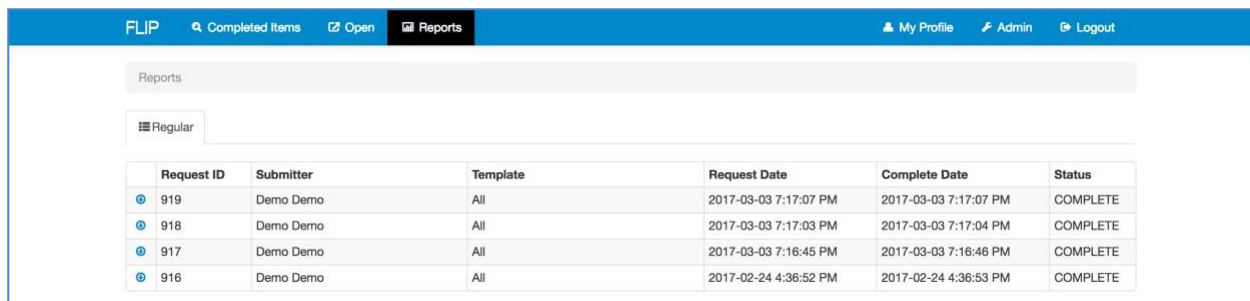
Reset   Search

## Export

To export the products listed in the Results tab, click on the Export tab. From the Export tab, check all the fields that you wish to export, then click the Export button located in the lower right corner of the screen. Only the products you have filtered on will be exported.



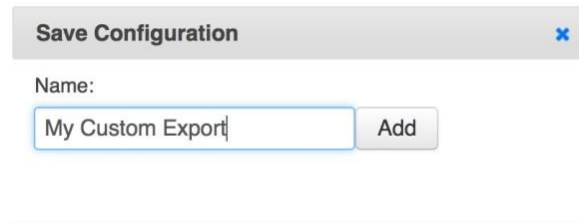
The export file is generated in the background and is available for download in the Reports section once it is ready. If the amount of data you are exporting is large, the export file will take several minutes to generate. You will receive an email when the file is ready to be downloaded. All export files that are generated can be accessed by any other user in your country. Only the 20 most recently generated files are available for download.



| Request ID | Submitter | Template | Request Date          | Complete Date         | Status   |
|------------|-----------|----------|-----------------------|-----------------------|----------|
| 919        | Demo Demo | All      | 2017-03-03 7:17:07 PM | 2017-03-03 7:17:07 PM | COMPLETE |
| 918        | Demo Demo | All      | 2017-03-03 7:17:03 PM | 2017-03-03 7:17:04 PM | COMPLETE |
| 917        | Demo Demo | All      | 2017-03-03 7:16:45 PM | 2017-03-03 7:16:46 PM | COMPLETE |
| 916        | Demo Demo | All      | 2017-02-24 4:36:52 PM | 2017-02-24 4:36:53 PM | COMPLETE |

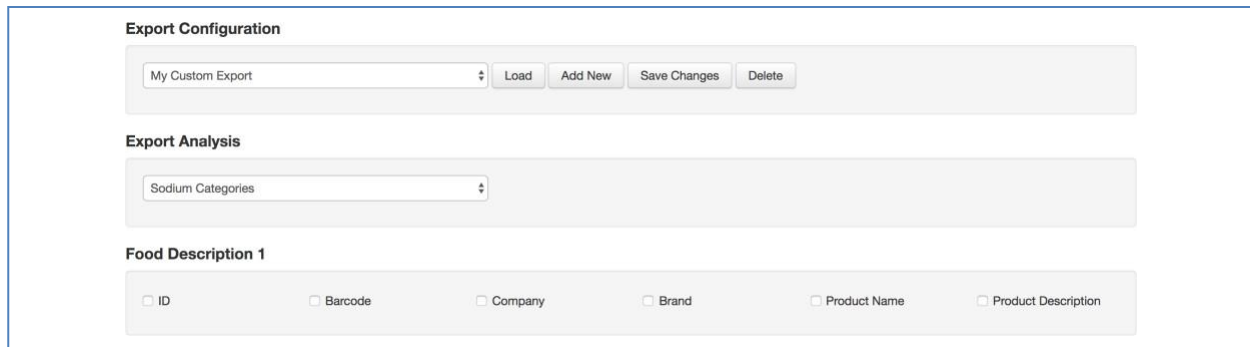
## Export templates

If you frequently export the same fields, you can create an export configuration to save yourself from having to check each field every time you want to generate an export file. In the Export Configuration section of Export tab, click the Add New button to create your new export configuration, give it a name and then click the Add button in the popup.



A modal window titled "Save Configuration" with a close button (X) in the top right corner. Below the title, the text "Name:" is followed by a text input field containing "My Custom Export" and an "Add" button to its right.

After you add a configuration, check all the checkboxes that you want to save to the configuration, then click the "Save Changes" button. You will be prompted again to enter a name for the export configuration. It can be the same name as you entered before or a new name.



The "Export Configuration" interface is shown within a blue-bordered box. It features three main sections: "Export Configuration" with a dropdown menu showing "My Custom Export" and buttons for "Load", "Add New", "Save Changes", and "Delete"; "Export Analysis" with a dropdown menu showing "Sodium Categories"; and "Food Description 1" with a row of six checkboxes: "ID", "Barcode", "Company", "Brand", "Product Name", and "Product Description".

Every time you wish to use that export configuration, just select it from the dropdown and click the Load button.

You can delete an export configuration by selecting it in the dropdown and then clicking the Delete button.

## Export Analysis

The screenshot shows a web interface for exporting analysis data. It is divided into two main sections: 'Export Analysis' and 'Food Description 1'. The 'Export Analysis' section contains a dropdown menu currently set to 'Sodium Categories'. The 'Food Description 1' section contains six checkboxes for selecting data fields: ID, Barcode, Company, Brand, Product Name, and Product Description.

You have two options for exporting the Nutrition Facts information into Excel:

Other Analysis: For every product, include Nutrition Facts information from both "Package" **AND** "As Prepared" columns in the Nutrition Facts tab. In Excel, both sets of information will be shown in separate sets of columns.

Analysis by Sodium Categories: For every product, include Nutrition Facts information from the "As Prepared" **OR** "Package" columns in the Nutrition Facts tab. By default, all "As Prepared" data will be shown in Excel. Where "As Prepared" data was left blank in data entry, "Package" info would be shown in Excel under the same set of columns as the "As Prepared" data.

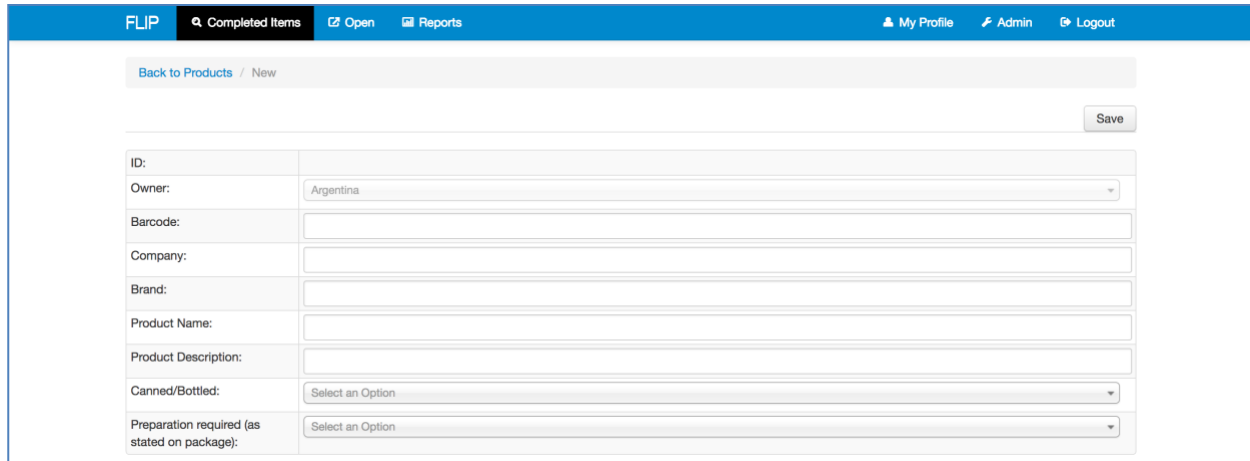


## Product Details

### Add

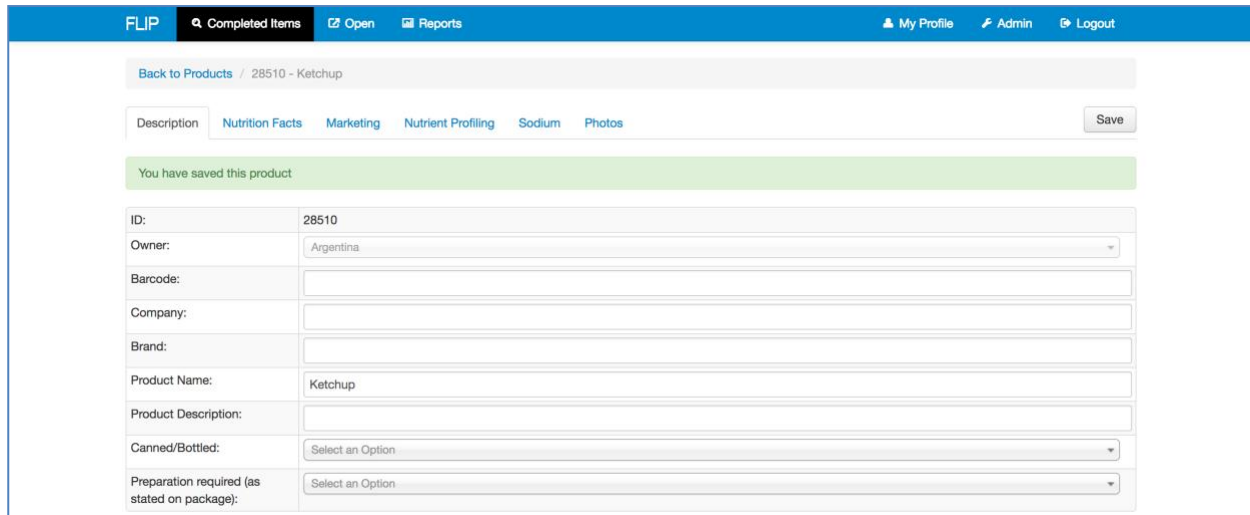
While we described earlier in this guide how you can add products using the iPhone app, you can also add products from the FLIP website by clicking on the Add tab under the Complete Items section.

After clicking the Add tab you will be directed to a blank product description page. Enter the product information and then click the Save button.



The screenshot shows the FLIP website interface. At the top, there is a navigation bar with 'FLIP', 'Completed Items', 'Open', and 'Reports' on the left, and 'My Profile', 'Admin', and 'Logout' on the right. Below the navigation bar, there is a breadcrumb trail: 'Back to Products / New'. A 'Save' button is located in the top right corner of the form area. The form itself contains several input fields: 'ID:' (empty), 'Owner:' (dropdown menu with 'Argentina' selected), 'Barcode:' (empty), 'Company:' (empty), 'Brand:' (empty), 'Product Name:' (empty), 'Product Description:' (empty), 'Canned/Bottled:' (dropdown menu with 'Select an Option' selected), and 'Preparation required (as stated on package):' (dropdown menu with 'Select an Option' selected).

After clicking Save you will see additional tabs where you can enter more detailed information for the product. You will also see that the product is assigned an ID.

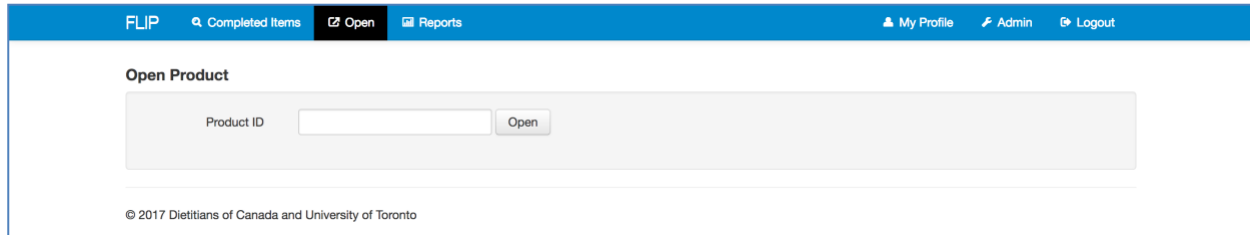


The screenshot shows the FLIP website interface after saving a product. The navigation bar is the same. The breadcrumb trail now reads: 'Back to Products / 28510 - Ketchup'. Below the breadcrumb trail, there are several tabs: 'Description', 'Nutrition Facts', 'Marketing', 'Nutrient Profiling', 'Sodium', and 'Photos'. A 'Save' button is still present in the top right corner. A green notification banner at the top of the form area says 'You have saved this product'. The form fields are now populated: 'ID:' is '28510', 'Owner:' is 'Argentina', 'Barcode:' is empty, 'Company:' is empty, 'Brand:' is empty, 'Product Name:' is 'Ketchup', 'Product Description:' is empty, 'Canned/Bottled:' is 'Select an Option', and 'Preparation required (as stated on package):' is 'Select an Option'.

## Viewing / Editing items

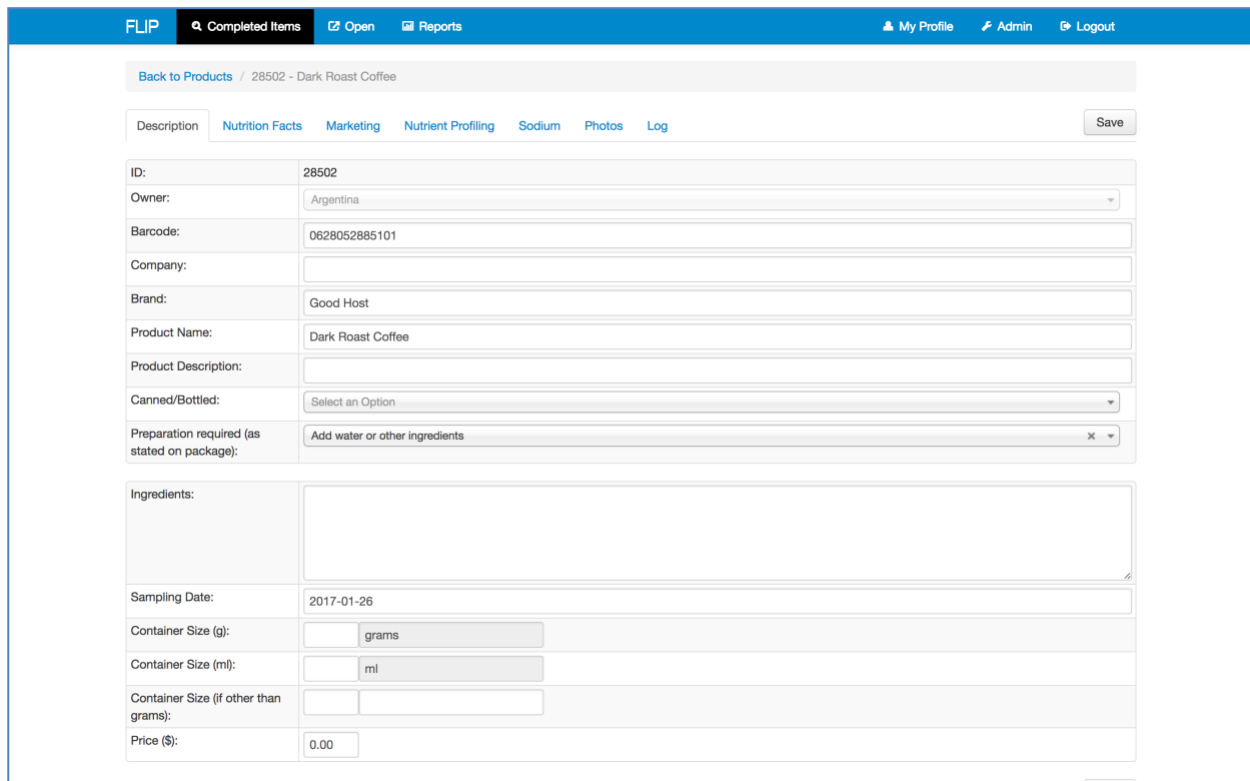
You can access existing products either by clicking on the edit icon located in the results list of the Complete Items section.

You can also access items quickly by their ID. Click on the Open section of the toolbar, enter a product ID and then click the Open button. This will take you to the product's description page.




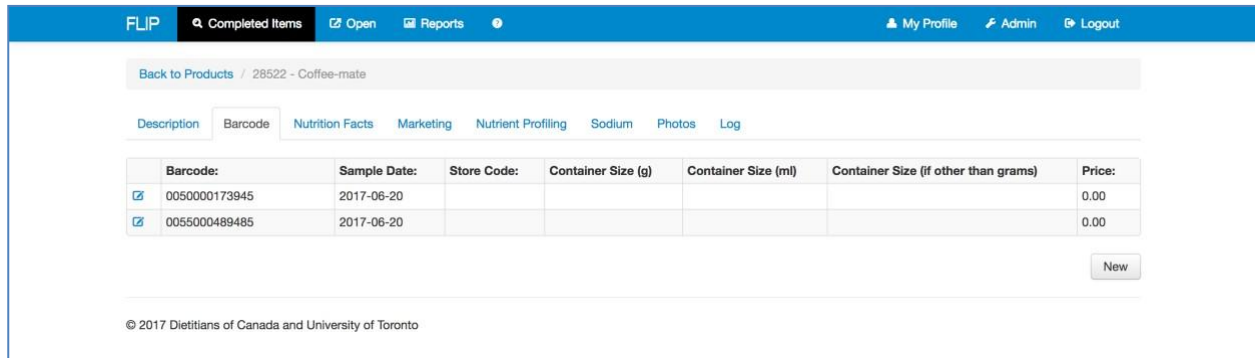
## Description

The Description tab for editing items is the same as the Description tab for adding items. Note that if the product was captured from the iPhone app the Sampling Date would be automatically set to the date it was captured.



## Barcodes

The Barcodes tab is where you manage the barcode and barcode-specific product data. Click a  icon to edit the corresponding barcode-specific data.



Back to Products / 28522 - Coffee-mate

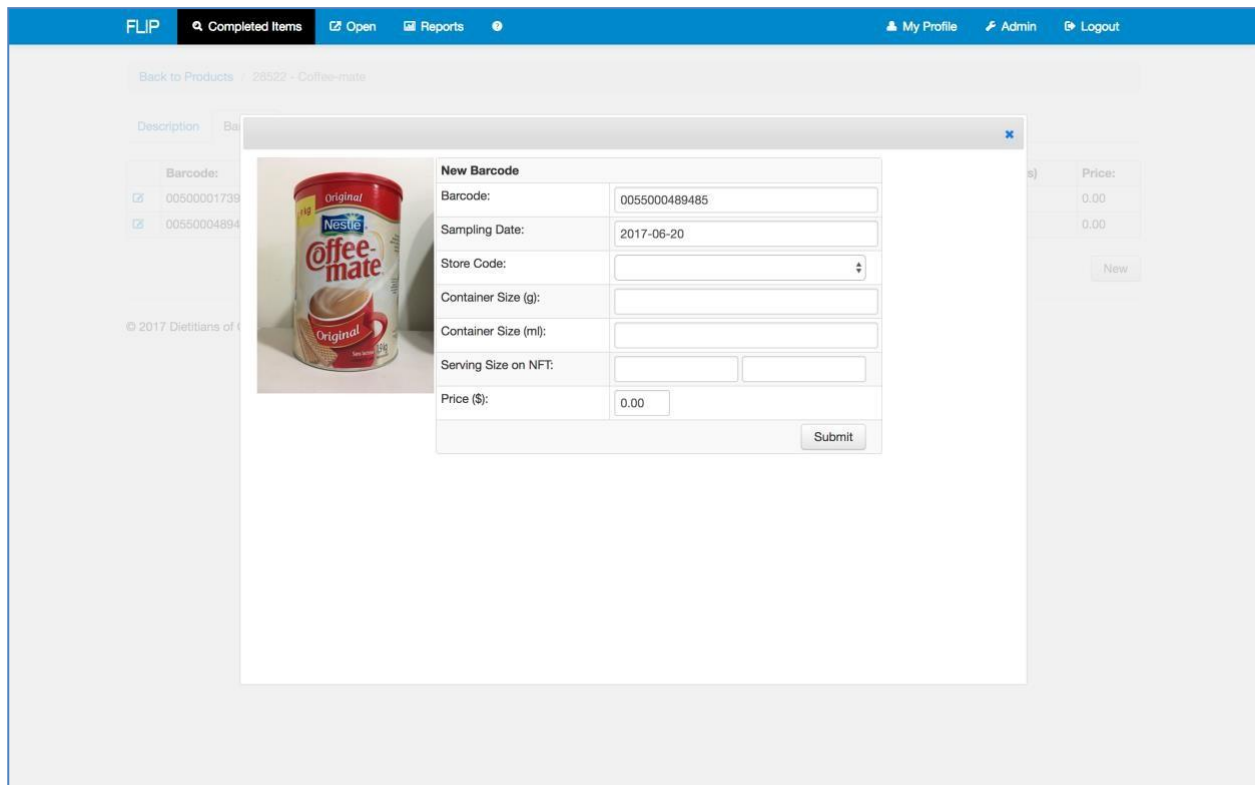
Description Barcode Nutrition Facts Marketing Nutrient Profiling Sodium Photos Log

|                                     | Barcode:      | Sample Date: | Store Code: | Container Size (g) | Container Size (ml) | Container Size (if other than grams) | Price: |
|-------------------------------------|---------------|--------------|-------------|--------------------|---------------------|--------------------------------------|--------|
| <input checked="" type="checkbox"/> | 0050000173945 | 2017-06-20   |             |                    |                     |                                      | 0.00   |
| <input checked="" type="checkbox"/> | 0055000489485 | 2017-06-20   |             |                    |                     |                                      | 0.00   |

New

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When you capture a photo from the iPhone, it is automatically associated to a barcode. You can see a magnified version of the picture by moving your mouse cursor over the image on the left side of the screen to see the details as you manually enter the data.



Back to Products / 28522 - Coffee-mate

Description Barcode

|                                     | Barcode:      | Sample Date: | Store Code: | Container Size (g) | Container Size (ml) | Serving Size on NFT: | Price (\$): |
|-------------------------------------|---------------|--------------|-------------|--------------------|---------------------|----------------------|-------------|
| <input checked="" type="checkbox"/> | 0050000173945 | 2017-06-20   |             |                    |                     |                      | 0.00        |
| <input checked="" type="checkbox"/> | 0055000489485 | 2017-06-20   |             |                    |                     |                      | 0.00        |

New

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**New Barcode**

Barcode:

Sampling Date:

Store Code:

Container Size (g):

Container Size (ml):

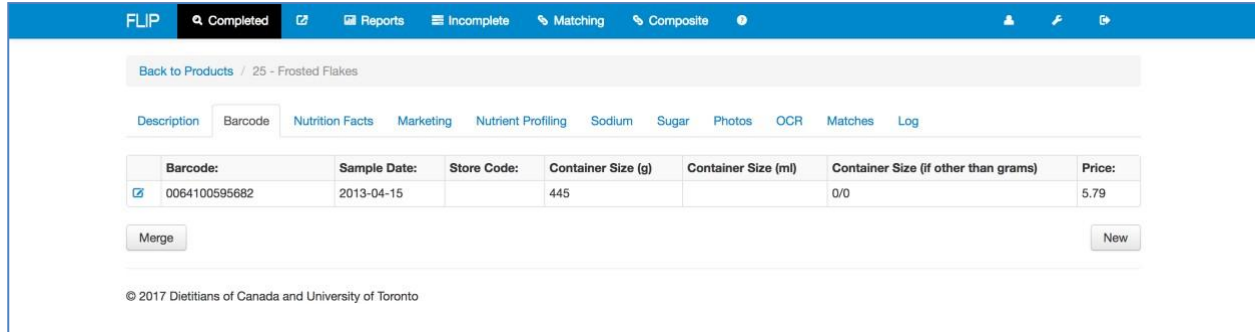
Serving Size on NFT:

Price (\$):

Submit

## Merging Barcodes

If there are multiple barcodes for the same product spread across multiple products records in FLIP, the barcodes can be merged into a single product record. To do so, first click on the Merge button in the lower left corner from the Barcode tab.



Next, enter the product ID of the product that you want to move the barcodes to, and then click the Merge button.

**Merge Barcodes into another product**

Desintation product ID:

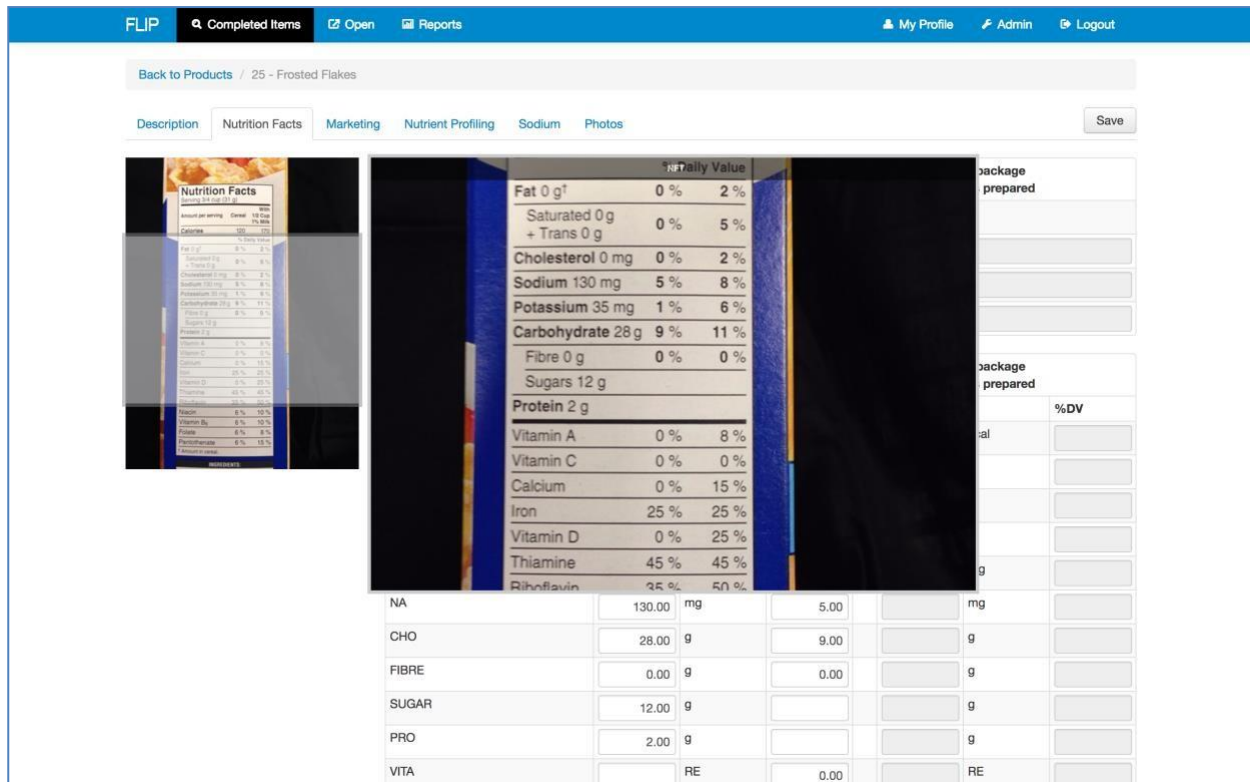
You will be presented with the product details before you confirm the Merge. Click the Confirm button to proceed with moving the barcodes to the destination product, and the photos corresponding to those barcodes. To cancel the Merge, just close the confirmation popup.

**Barcodes will be merged into the follow product**

|                      |           |
|----------------------|-----------|
| Product ID:          | 27        |
| Brand:               | Corn Pops |
| Product Name:        | Corn Pops |
| Product Description: |           |

## Nutrition Facts

The Nutrition Facts tab is where you enter the nutrient data from the Nutrition Facts table (NFT). When you capture a NFT photo from the iPhone, it is automatically displayed in the Nutrition Facts tab. You can see a magnified version of the picture by moving your mouse cursor over the image on the left side of the screen to see the details as you manually enter the data.



| Nutrition Facts           |      | Daily Value |  |
|---------------------------|------|-------------|--|
| Fat 0 g*                  | 0 %  | 2 %         |  |
| Saturated 0 g + Trans 0 g | 0 %  | 5 %         |  |
| Cholesterol 0 mg          | 0 %  | 2 %         |  |
| Sodium 130 mg             | 5 %  | 8 %         |  |
| Potassium 35 mg           | 1 %  | 6 %         |  |
| Carbohydrate 28 g         | 9 %  | 11 %        |  |
| Fibre 0 g                 | 0 %  | 0 %         |  |
| Sugars 12 g               |      |             |  |
| Protein 2 g               |      |             |  |
| Vitamin A                 | 0 %  | 8 %         |  |
| Vitamin C                 | 0 %  | 0 %         |  |
| Calcium                   | 0 %  | 15 %        |  |
| Iron                      | 25 % | 25 %        |  |
| Vitamin D                 | 0 %  | 25 %        |  |
| Thiamine                  | 45 % | 45 %        |  |
| Riboflavin                | 25 % | 50 %        |  |

|       |        |    |      |  |    |  |
|-------|--------|----|------|--|----|--|
| NA    | 130.00 | mg | 5.00 |  | mg |  |
| CHO   | 28.00  | g  | 9.00 |  | g  |  |
| FIBRE | 0.00   | g  | 0.00 |  | g  |  |
| SUGAR | 12.00  | g  |      |  | g  |  |
| PRO   | 2.00   | g  |      |  | g  |  |
| VITA  |        | RE | 0.00 |  | RE |  |

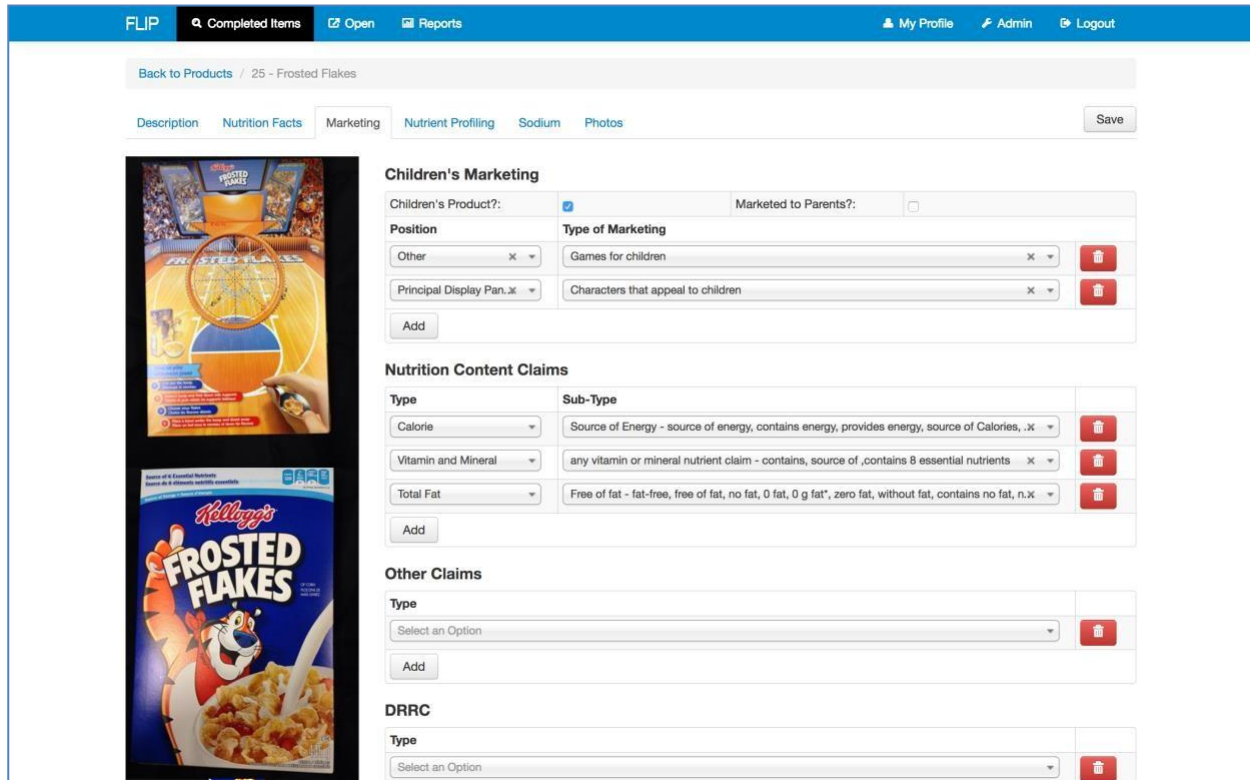
## Package As Prepared

You may enter “as prepared/consumed” information in the Package As Prepared columns of the Nutrition Facts tab. By default, these columns are greyed out and cannot be edited. To edit this section, you must select “Add water or other ingredients” from the dropdown menu in the Description tab.

## Marketing

By default, all photos captured by the iPhone app, except those labelled as Ingredients or NFT are displayed in the marketing tab.

This is the section where you can record the product's marketing information and claims.



The screenshot shows the FLIP web application interface for editing product information. The top navigation bar includes 'FLIP', 'Completed Items', 'Open', 'Reports', 'My Profile', 'Admin', and 'Logout'. The breadcrumb trail is 'Back to Products / 25 - Frosted Flakes'. The 'Marketing' tab is selected, with other tabs for 'Description', 'Nutrition Facts', 'Nutrient Profiling', 'Sodium', and 'Photos'. A 'Save' button is visible in the top right of the tab area.

On the left side, there are two images: a top image showing a hand holding a magnifying glass over a nutrition label, and a bottom image of a Kellogg's Frosted Flakes cereal box.

The main content area is divided into several sections:

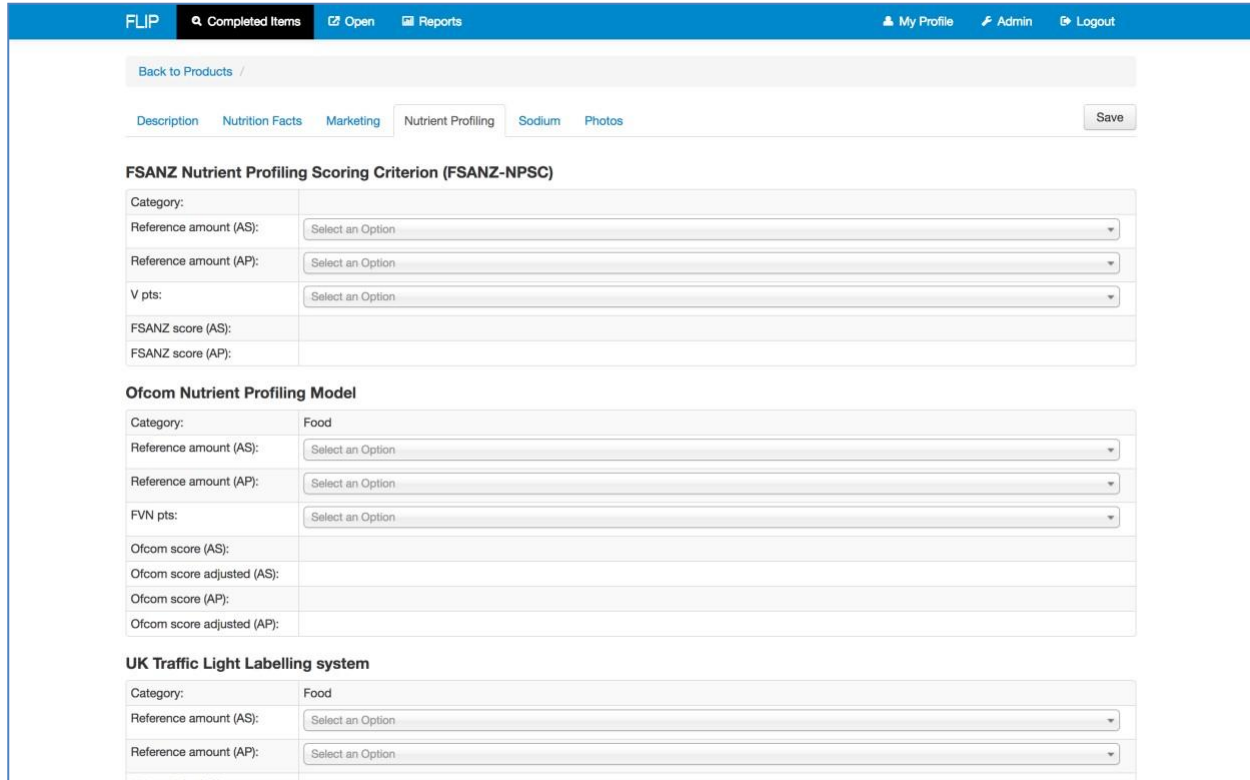
- Children's Marketing:**
  - Children's Product?:  (checkbox)
  - Marketed to Parents?:  (checkbox)
  - Position:**
    - Other (dropdown menu)
    - Principal Display Pan (dropdown menu)
  - Type of Marketing:**
    - Games for children (dropdown menu)
    - Characters that appeal to children (dropdown menu)
  - Add (button)
- Nutrition Content Claims:**

| Type                | Sub-Type  |              |
|---------------------|---|--------------|
| Calorie             | Source of Energy - source of energy, contains energy, provides energy, source of Calories, .x             | [trash icon] |
| Vitamin and Mineral | any vitamin or mineral nutrient claim - contains, source of ,contains 8 essential nutrients .x            | [trash icon] |
| Total Fat           | Free of fat - fat-free, free of fat, no fat, 0 fat, 0 g fat*, zero fat, without fat, contains no fat, n.x | [trash icon] |

  - Add (button)
- Other Claims:**
  - Type: Select an Option (dropdown menu)
  - Add (button)
- DRRC:**
  - Type: Select an Option (dropdown menu)
  - [trash icon]

## Nutrient Profiling

The Nutrient Profiling tab shows how the product scores, based on the algorithms for various Nutrient Profiling systems and products nutrition facts. Scores are updated every time the Nutrition Facts are updated. There may be as much as a 10-minute delay before the Nutrient Profiling scores are updated.



The screenshot shows the 'Nutrient Profiling' tab in the FLIP system. The interface includes a top navigation bar with 'FLIP', 'Completed Items', 'Open', and 'Reports' buttons, and user options for 'My Profile', 'Admin', and 'Logout'. Below the navigation is a breadcrumb trail 'Back to Products /' and a set of tabs: 'Description', 'Nutrition Facts', 'Marketing', 'Nutrient Profiling' (active), 'Sodium', and 'Photos'. A 'Save' button is located to the right of these tabs.

The main content area is divided into three sections, each with a table for data entry:

- FSANZ Nutrient Profiling Scoring Criterion (FSANZ-NPSC):**

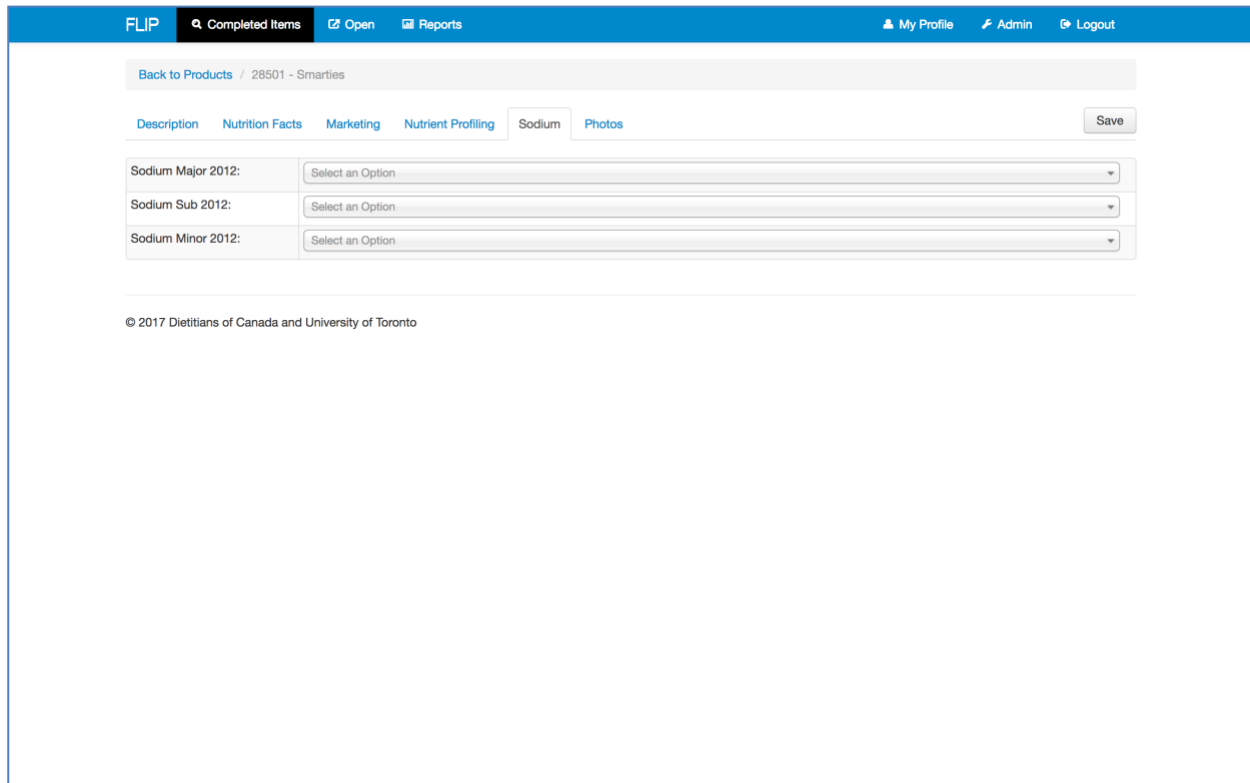
|                        |                  |
|------------------------|------------------|
| Category:              |                  |
| Reference amount (AS): | Select an Option |
| Reference amount (AP): | Select an Option |
| V pts:                 | Select an Option |
| FSANZ score (AS):      |                  |
| FSANZ score (AP):      |                  |
- Ofcom Nutrient Profiling Model:**

|                            |                  |
|----------------------------|------------------|
| Category:                  | Food             |
| Reference amount (AS):     | Select an Option |
| Reference amount (AP):     | Select an Option |
| FVN pts:                   | Select an Option |
| Ofcom score (AS):          |                  |
| Ofcom score adjusted (AS): |                  |
| Ofcom score (AP):          |                  |
| Ofcom score adjusted (AP): |                  |
- UK Traffic Light Labelling system:**

|                        |                  |
|------------------------|------------------|
| Category:              | Food             |
| Reference amount (AS): | Select an Option |
| Reference amount (AP): | Select an Option |

## Sodium

The Sodium tab allows you to specify the sodium category of the product.



FLIP [Completed Items](#) [Open](#) [Reports](#) [My Profile](#) [Admin](#) [Logout](#)

[Back to Products / 28501 - Smarties](#)

[Description](#) [Nutrition Facts](#) [Marketing](#) [Nutrient Profiling](#) **Sodium** [Photos](#) [Save](#)

Sodium Major 2012:

Sodium Sub 2012:

Sodium Minor 2012:

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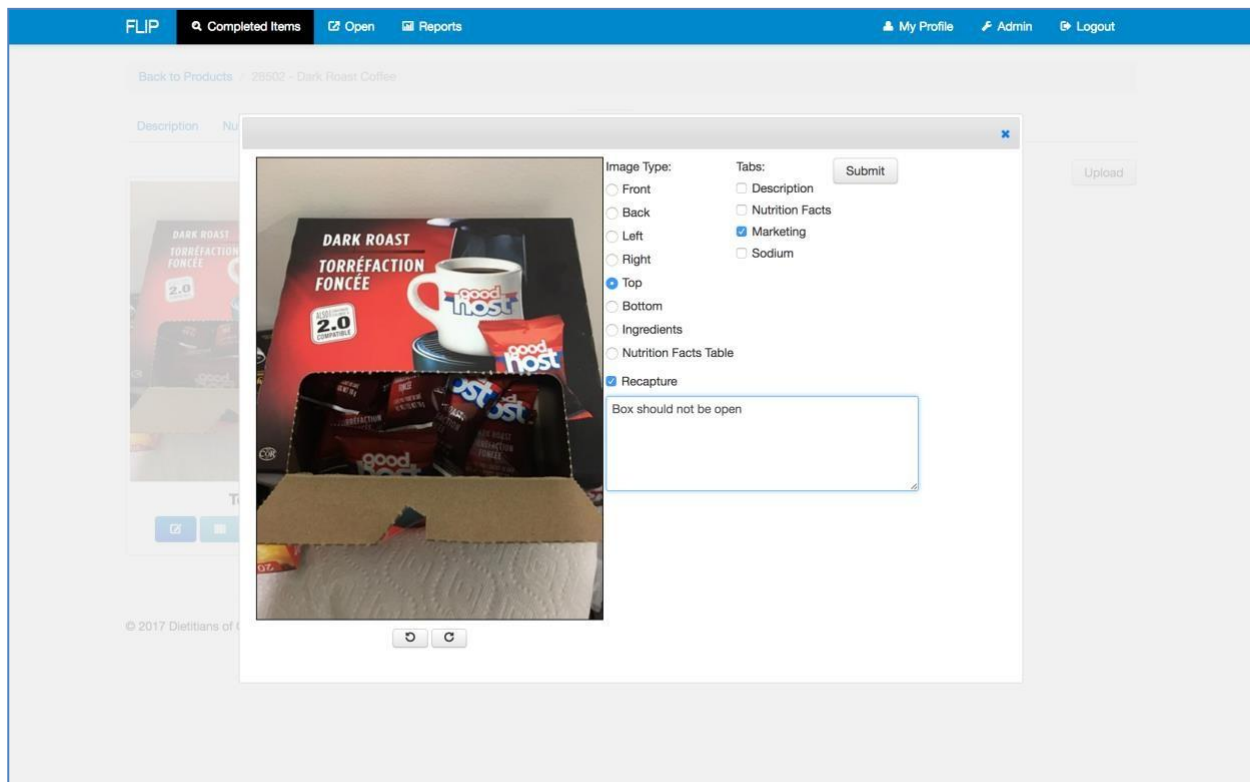


## Photos

The Photos tab lists all the photos captured for the product. You can delete existing photos or upload new photos.

You can also change the label for a product, and change which tabs the photo should appear in.

Products can be flagged for photo recapture from the Photos tab as well. A comment must be entered to flag a photo for recapture. The comment should detail which picture needs to be recaptured, and what the problem is with it (e.g. “front of package photo is too blurry”). Flagged products are listed in the iPhone app under the Flagged Products menu item, as covered earlier in this document.

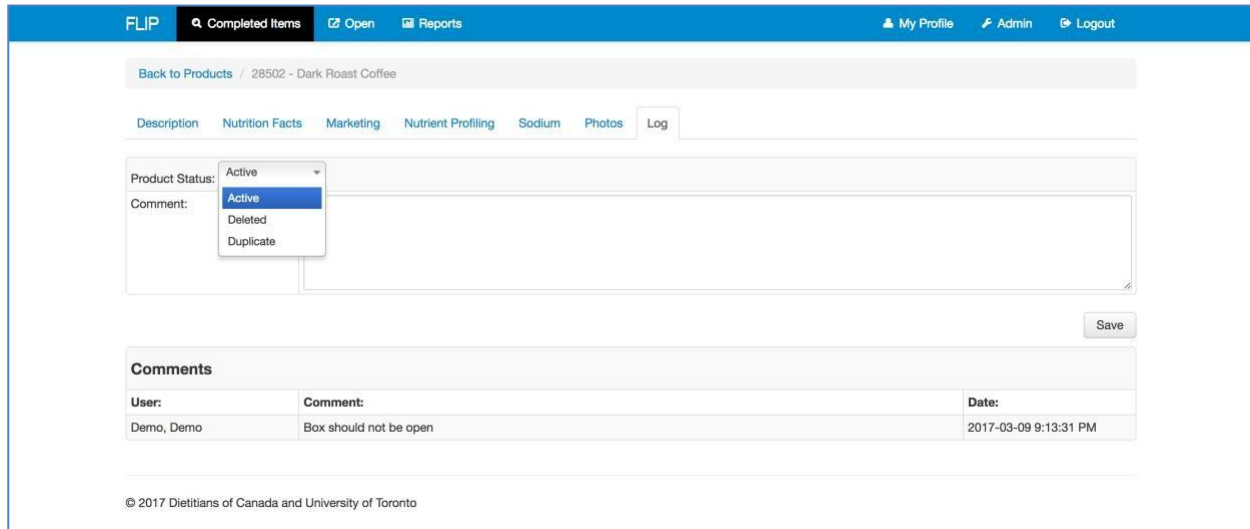


## Log

The Log tab allows you to change the product status and to add comments.

The default status for new products is Active, but you can change the status to Deleted, or Duplicate.

By default, the search results under the Completed Items section are filtered on Active products.



Back to Products / 28502 - Dark Roast Coffee

Description Nutrition Facts Marketing Nutrient Profiling Sodium Photos Log

Product Status: Active  
 Comment: Active  
 Deleted  
 Duplicate

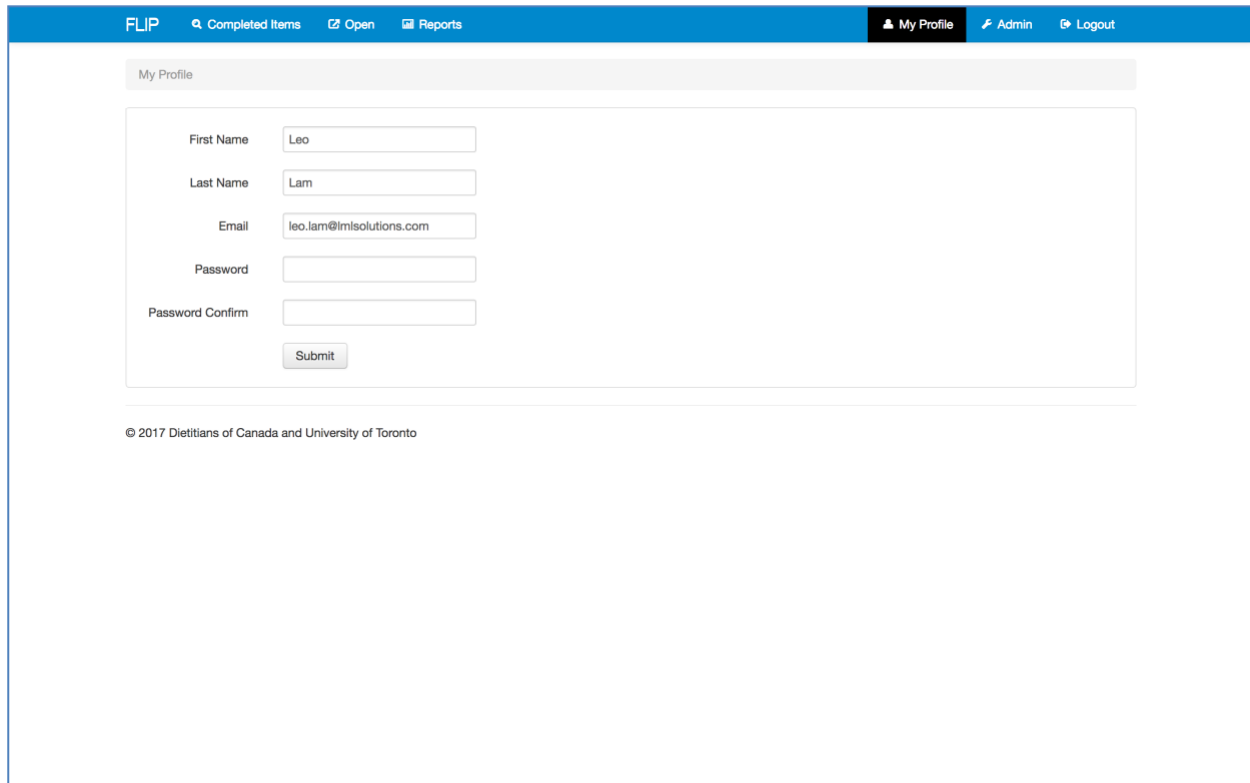
Save

| User:      | Comment:               | Date:                 |
|------------|------------------------|-----------------------|
| Demo, Demo | Box should not be open | 2017-03-09 9:13:31 PM |

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## My Profile

The My Profile section is where you can update your name, email and password.



The screenshot shows the 'My Profile' page in the FLIP system. The page has a blue header with navigation links: 'FLIP', 'Completed Items', 'Open', 'Reports', 'My Profile', 'Admin', and 'Logout'. The 'My Profile' section contains a form with the following fields:

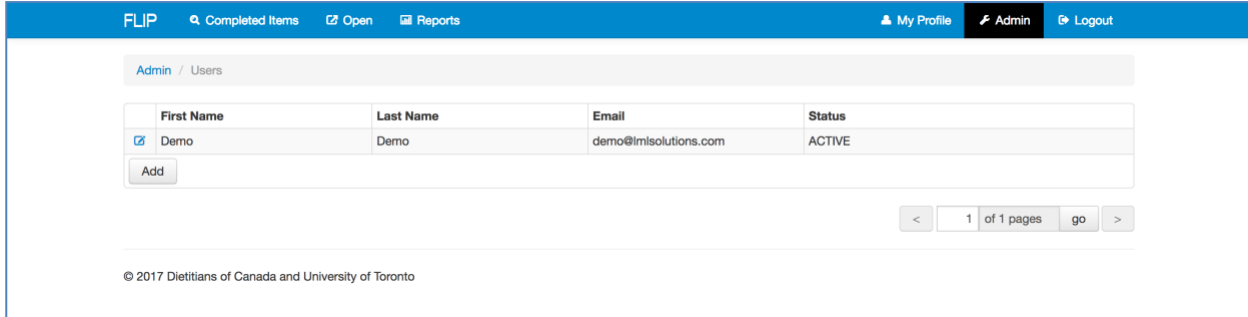
|                  |  |
|------------------|--|
| First Name       | <input type="text" value="Leo"/>                     |
| Last Name        | <input type="text" value="Lam"/>                     |
| Email            | <input type="text" value="leo.lam@lmsolutions.com"/> |
| Password         | <input type="password"/>                             |
| Password Confirm | <input type="password"/>                             |

Below the form is a 'Submit' button. At the bottom of the page, there is a copyright notice: '© 2017 Dietitians of Canada and University of Toronto'.

## Admin

Only Administrators have access to the Admin section.

This is the section where Administrators manage the users for their country.



The screenshot shows the FLIP Admin interface. The top navigation bar includes 'FLIP', 'Completed Items', 'Open', 'Reports', 'My Profile', 'Admin', and 'Logout'. The breadcrumb trail is 'Admin / Users'. Below this is a table with the following data:

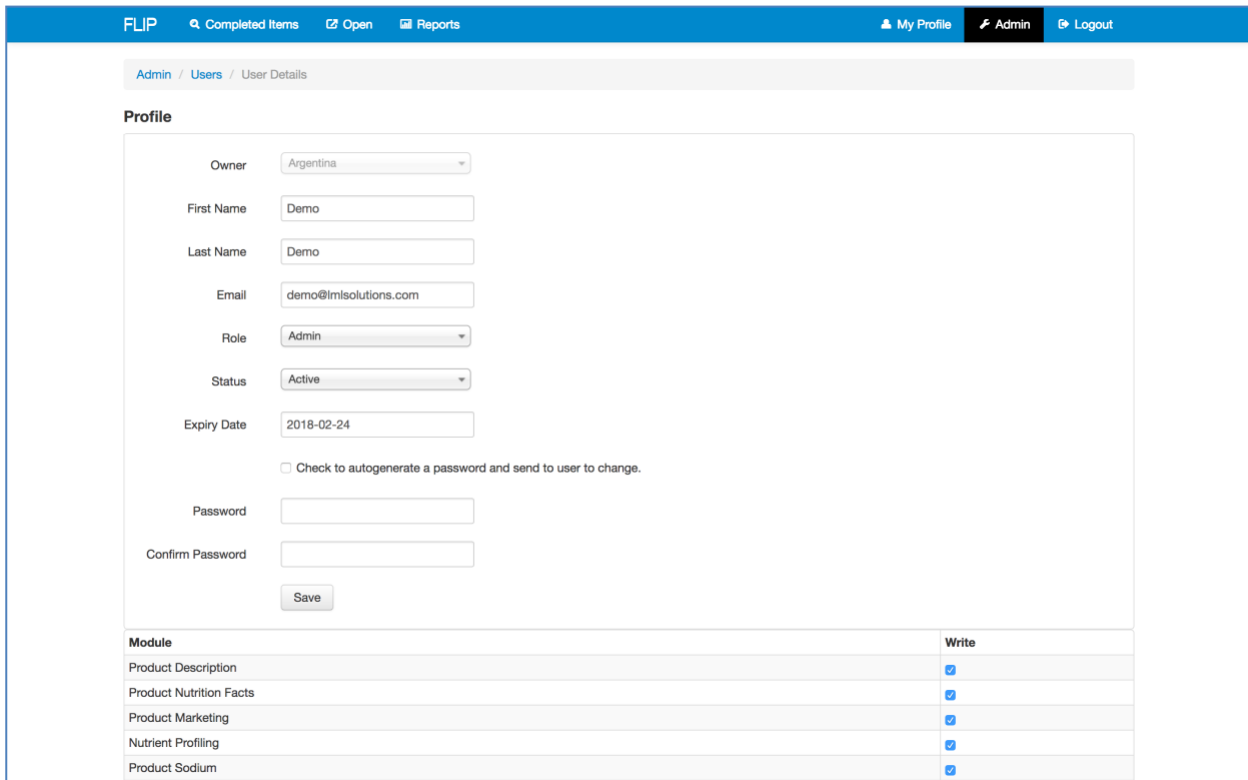
|                                     | First Name | Last Name | Email                | Status |
|-------------------------------------|------------|-----------|----------------------|--------|
| <input checked="" type="checkbox"/> | Demo       | Demo      | demo@lmsolutions.com | ACTIVE |

Below the table is an 'Add' button and a pagination control showing '1 of 1 pages' with 'go' and navigation arrows. At the bottom, it says '© 2017 Dietitians of Canada and University of Toronto'.

Open a user record to update the name, email and role for the user.

Only active users can log into FLIP before their account expires.

Administrators can also specify which parts of a product record that a user can edit. By default users do not have any permissions to edit products.



The screenshot shows the 'User Details' page in the FLIP Admin interface. The breadcrumb trail is 'Admin / Users / User Details'. The 'Profile' section contains the following fields:

- Owner: Argentina (dropdown)
- First Name: Demo (text input)
- Last Name: Demo (text input)
- Email: demo@lmsolutions.com (text input)
- Role: Admin (dropdown)
- Status: Active (dropdown)
- Expiry Date: 2018-02-24 (text input)
- Check to autogenerate a password and send to user to change.
- Password: (text input)
- Confirm Password: (text input)
- Save (button)

Below the profile section is a table for permissions:

| Module                  | Write                               |
|-------------------------|-------------------------------------|
| Product Description     | <input checked="" type="checkbox"/> |
| Product Nutrition Facts | <input checked="" type="checkbox"/> |
| Product Marketing       | <input checked="" type="checkbox"/> |
| Nutrient Profiling      | <input checked="" type="checkbox"/> |
| Product Sodium          | <input checked="" type="checkbox"/> |