



Quality Assurance. From farm to shop.

Short instruction Database **Selection of type of unannounced audits**



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Note: Please note that you should not use the „back“-button of your browser. Please note as well that you should not click on a button before a page was fully loaded. The website´s loading status is displayed by your browser.

Note: If you need a placeholder, please enter a percent sign (%) (e.g. when filtering by name, location number, etc.)



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1 Unannounced audits

In the database you can choose between the two possible audit types for unannounced audits.

You can do this for **single locations** (chapter 3.1) as well as for **multiple locations** simultaneously (chapter 3.2).

Unannounced spot audits are additionally conducted between two scheduled regular audits. Spot audits focus mainly on the control of the production process. In most cases, only selected criteria are audited.

Unannounced regular audits required to maintain QS approval are conducted in due time before the end of the certification period. All criteria of the stage-specific checklist will be fully checked.

2 Login to the database

http://www.qs-plattform.de/index_english.html

The screenshot shows the QS database website interface. At the top, there is a navigation menu with links: Home, Database, Contact, Imprint, Support, Data Protection, Deutsch, and English. Below the menu is the QS logo and the slogan 'Quality Assurance. From farm to shop.' The main content area features a photo of a man at a computer. To the left of the photo is a vertical menu with options: Database Login, Initial Registration, Scheme Participant Search, Support, >> Forgot password?, Salmonella Monitoring Database, and Antibiotics Monitoring Database. To the right of the photo is a text block titled 'The QS database' with instructions for visitors and users. Below the text are three buttons: Scheme Participant Website, Consumer Website, and QS-Blog.

Database

<http://www.qs-plattform.de/>

Click on database login

Database login

Forgot password

Enter user name (user-ID) and password

User name (user-ID) Password

OK

Initial registration|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?
Bitte geben Sie hier Ihre User-ID (Benutzername) und Ihr Passwort ein.

Language: English [v] [OK]

User-ID:

Password:

Data Privacy Statement

- Enter user name (user-ID)
- Enter password

2.1 Forgot your password?

- Click forgot password
- Enter user name (user-ID)

Click forgot password?

A new password is sent via email to the email-address given for the legal representative.



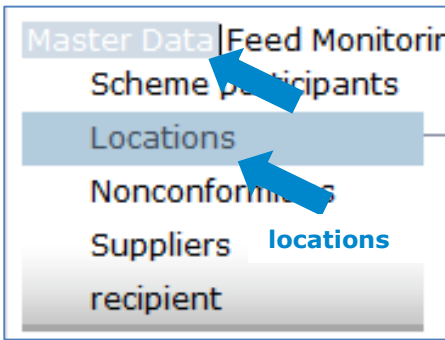
3 Selection audit type

3.1 Selection for single locations

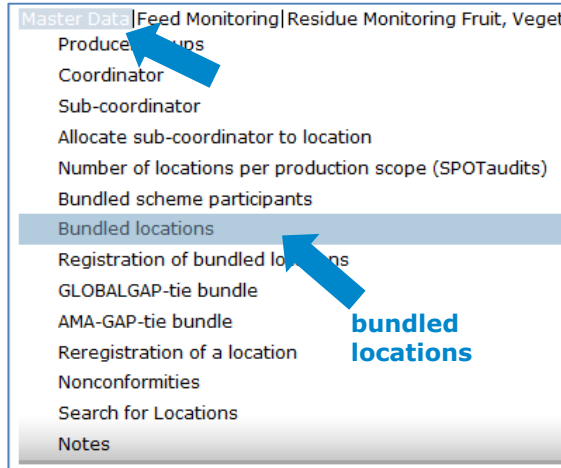
Menu master data

- Click locations (as scheme participant) or bundled locations (as coordinator), respectively

Screenshot scheme participant:



Screenshot coordinator:




Master data

(bundled) Locations

- Click  to display a list view of all data

Actualise




- Click  to open a detailed view of a location

Open




Locations

	Name	Loc
	Neuer Standort	F0000

- Select audit type

Select audit type

Location	Identification number	Audit reports	Product range	Users	Files
Name (*)	Neuer Standort				
Location number	F00005028				
Street (*)	Neue Straße 1				
Postal Code (*)	12345	City (*)	Neu		
Post-office box		Country (*)	Deutschland		
Post-office box postal code		Federal state (*)	Niedersachsen		
		<input type="radio"/> unannouncd. reg. audits <input checked="" type="radio"/> add. unannouncd. spotaudits			

- Save with 

Save



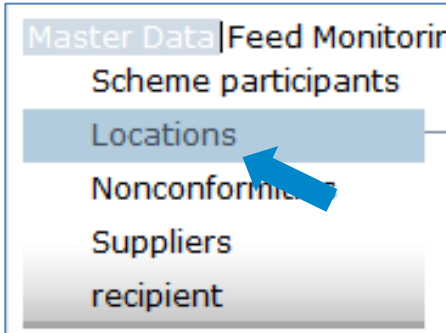


3.2 Selection for multiple locations

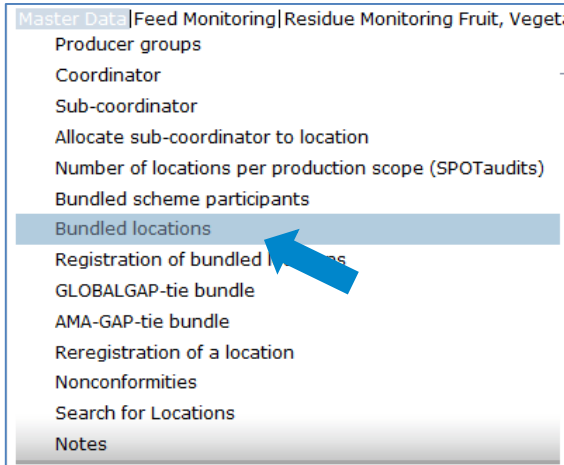
Menu master data

- Click locations (as scheme participant) or bundled locations (as coordinator), respectively

Screenshot scheme participant:



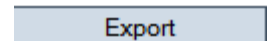
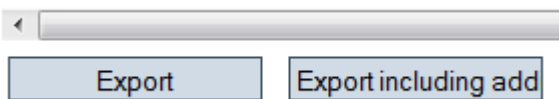
Screenshot coordinator:



Master data

(bundled) Locations

- Click **Export** and export data (Excel)



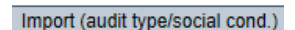
- Mark the column „Spotaudit“ with an X, if you wish to select the option **additional unannounced spot audit**, otherwise leave the column empty

QS status	Spot	Dat
QS	X	
QS		
QS	x	
QS		
...		

Edit Excel data, then save it

- Save Excel data

- Click **Import (audit type/social cond.)**



Standorte > Import (audit type)



Select Excel data, then upload it

- Save with

Save