



Quality Assurance. From farm to shop.

Database instructions  
**Feed monitoring**  
**Feed sector and**  
**agricultural coordinators**










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## Explanation of symbols/buttons in the database

-  **New**
-  **Refresh**
-  **Edit**
-  **Save**
-  **Close**

**Please note:** Do not click on the browser's "back" button and do not click another button until one page has been fully loaded (note your browser's progress bar).

**Please note:** If you need a placeholder, please enter a percentage sign (%), i.e. if you need to filter by name, location number etc.



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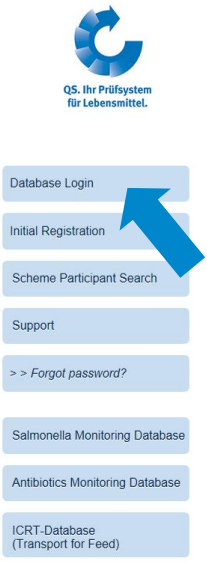


# 1 Registration

## 1.1 Login to the database

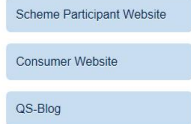
[https://www.qs-plattform.de/index\\_english.html](https://www.qs-plattform.de/index_english.html)

Click database login



The QS database

Visitors to and users of the QS database have the following options:  
If you are already a scheme participant, you may log in here. If you wish to become a scheme participant, select the new registration function. It is possible to run a targeted search for a scheme partner without needing to log in. The authorized scheme participants are updated daily. Welcome to the QS data world. You will find our database is a heavily service-oriented and user-friendly platform. Should you discover something that is not working or if you have any questions, please take a look at our support page.



Database

[https://www.qs-plattform.de/index\\_english.html](https://www.qs-plattform.de/index_english.html)

Datenbank Login klicken

Please enter your user-ID (username) and your password.

User-ID  OK

Password

- Enter user-ID
- Enter password
- Click

Enter User-ID and Password

## 1.2 Forgot your password?

- Click forgot password?
- Enter User-ID

Click forgot password

A new password will be sent to the email address which was given for the user.



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### 1.3 Change password

For reasons of safety, please change your password immediately and regularly.

- Click change password

**Click change password**

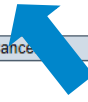
Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out



Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out

**Change password**

User-ID	<input type="text" value="H048473178426"/>	<input type="button" value="OK"/>
Old password	<input type="text"/>	<input type="button" value="Cancel"/>
New password	<input type="text"/>	
Retype password	<input type="text"/>	
Retry	<input type="text" value="0"/>	



**Enter old password**

**Enter new password**

**Repeat new password**

- Enter old password
- Enter and repeat new password
- Click

## 2 Feed administrator

It is useful to create a feed administrator, if a person in the company organizes the feed monitoring and shall have access to the complete feed monitoring module in the database.

**Feed administrator**

The feed administrator

- receives his own login data for the module feed monitoring
- can see all of the company's sample related data and test results and can set up sample related data for all locations
- can permit samplers and laboratories/sampling institutions to set up sample related data for certain locations (see chapter 3.7)
- can set up all users relevant for feed monitoring in the data base:
  - location administrator (see chapter 3.2)
  - sampler (see chapter 3.1)
- cannot access the company's master data (similar to the location administrator and sampler)



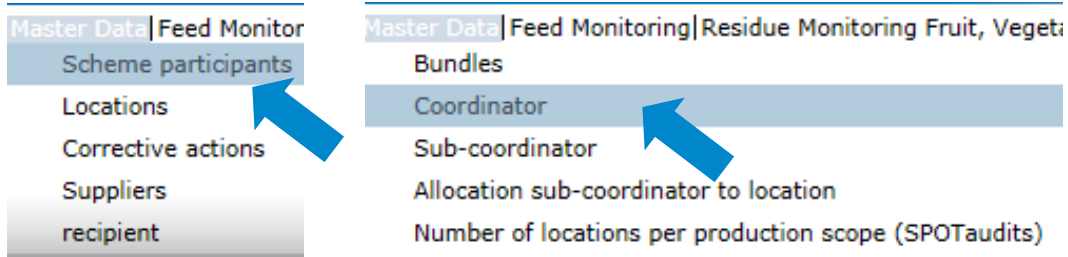
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### 2.1.1 Create feed administrator

Feed administrators can be created by scheme participants and coordinators.

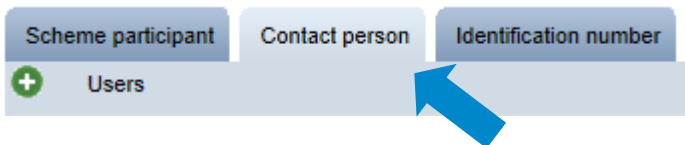
- Select menu item **scheme participant** or **coordinator**, respectively, in the master data menu



**Create new feed administrator with**



- Open tab **contact person**



- Click

- Please enter user's data **completely** and **correctly**

**Note:** Contact data, telephone number und e-mail address are mandatory

- Select **feed administrator** in the drop down menu contact person

**Enter feed administrator data and save with**



- The **login data** will be sent to the email address that was given for the feed administrator

- Save with

- Close with

- Edit with

- Delete with





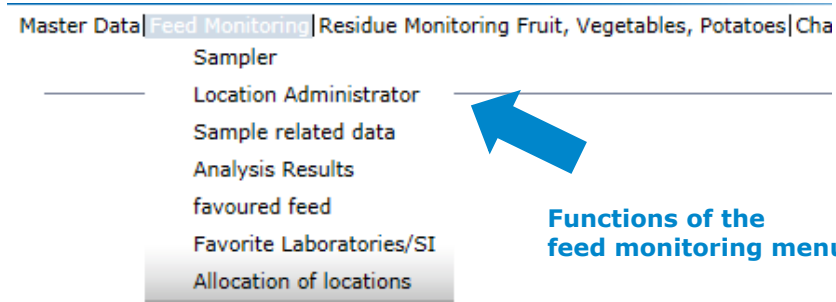
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### 3 Feed monitoring menu

The administration of sample related data and test results takes place in the food monitoring menu.

**Feed monitoring**



#### 3.1 Menu item sampler


It is useful to create a sampler if a person in the company shall be authorized to enter sample related data for certain locations.

**Sampler**

The sampler

- receives login data for the module feed monitoring
- can set up sample related data for the locations which have been allocated to him
- cannot access master data or test results

##### 3.1.1 Overview of created samplers

- Click  to display a list of all created samplers

sampler





Number of selected Records: 5

Search criteria

Last name


First name

Users

	First name	Last name	Type of contact
 	4048473374859	TEST Labor QS	laboratory
 		Probe	Sample man coordinator

**Refresh with**



- Click  to display detailed information related to the sampler

- Delete sampler with 

**Open detailed information with**



**Delete with**





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### 3.1.2 Create a sampler

Samplers can be created by scheme participants, coordinators, feed administrators and location administrators.

Click 

Title (\*)  Title

First name

Last name (\*)

Type of contact (\*)

Communication access user

	Contact entry
Phone office 1	<input type="text"/>
Phone office 2	<input type="text"/>
Mobil	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>
E-Mail 2	<input type="text"/>
E-Mail 3	<input type="text"/>

Profession

Language


Create new sampler with





Please enter user data **completely** and **correctly**

**Note:** Contact data, telephone number and e-mail address are mandatory

The **login data** will be sent to the email address that was given for the feed administrator

Save with 

Close with 

Edit with 

Delete with 

Enter sampler data and save with



**Note:** A sampler can only set up sample related data for locations which have been allocated to him (see chapter 3.7)



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### 3.2 Menu item location administrator

It is useful to create a location administrator if a company has several locations which shall be managed by different persons.

**Location administrator**

The location administrator

- receives login data for the feed monitoring module
- can edit the master data of locations which have been allocated to him
- can set up sample related data for the locations allocated to him

#### 3.2.1 Overview of created location administrators

Anwender	Vorname	Nachname	Ar
Claudia	Rademacher		Standortadministrator
	Hole		Standortadministrator
Claudi	Brill		Standortadministrator
Clodette	Brilliant		Standortadministrator

- Click to display a list of all created location administrators
- Click to open detailed information related to the location administrator
- Delete location administrator with

#### 3.2.2 Create a location administrator

Location administrators can be created by scheme participants, coordinators and feed administrators.

**Create new location administrator with**

- Click



Title (\*)

First name

Last name (\*)

Type of contact (\*)

Communication access user

	Contact entry
Phone office 1	<input type="text"/>
Phone office 2	<input type="text"/>
Mobil	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>
E-Mail 2	<input type="text"/>
E-Mail 3	<input type="text"/>

Profession

Language

- Please enter user data **completely** and **correctly**

**Note:** Contact data, telephone number und e-mail address are mandatory





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- The **login data** will be sent to the email address that was given for the location administrator
- save with
- close with
- edit with
- delete with

Enter location administrator data and save with



**Note:** A location administrator can only set up sample related data for locations which have been allocated to him. (see chapter 3.7)

### 3.3 Menu item sample related data





Sample related data can be set up by scheme participants, coordinators, feed administrators, location administrators or laboratories/sampling institutions put in charge of sampling. (See chapter Kapitel **Fehler! Verweisquelle konnte nicht gefunden werden.** for how to entrust laboratories or sampling institutions with sampling).

Sample related data

Sample related data can be in three different conditions:


- Sample related data created
- Sampler commissioned
- Laboratory commissioned
- Analysis completed

### Set up sample related data set up

Sample related data    

Number of selected Records: 53

Search criteria

Sample ID 

Status

sampler

assigned laboratory

Country of origin feed







Name of feed


Laboratory's internal sample number

Date of sampling from  Date of sampling to

exceeding

Sample related data

	Location	Status	Blocked	Production scope	Sample
	Rademacher B.C	laboratory entrusted		71	F00000552-0077126
	Rademacher B.C	laboratory entrusted		71	F00000552-0079957
	Rademacher B.C	laboratory entrusted		71	F00000552-0079996
	Rademacher B.C	laboratory entrusted		71	F00000552-0080006
	Rademacher B.C	laboratory entrusted		71	F00000552-0080396
	Rademacher B.C	sample man entrusted		71	F00000552-0080742

- click  to display a list of all sample related data set up


Refresh with






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- Please use the search criteria to filter the displayed search results (filter for example for sample ID or date of sampling). Click  again afterwards

Open data set with

- Click  to open data set related to a sample



### 3.3.1 Set up new sample related data

- Click 

Set up sample related data with



Sample related data

Type of sample: [dropdown] Sample ID: [input]

Principal: [input]

Location (\*): [input]

Entered by (\*): [input]

Sampler: [input]

Commissioned laboratory (\*): [input]

Name of feed (\*): [input]

Date of sampling (\*): [input] Country of origin feed (\*): [input]

Date of production: [input] Federal state: [input]

Internal sample description: [input] Item number: [input]

Sample quantity: 0.00 kg Trade name: [input]

Sampling parameter	Select	screening
<input type="checkbox"/> Aflatoxine B1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Antibiotic performance promoters	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Deoxynivalenol / Vomitoxin (DON)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dioxin	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Methanol	<input type="checkbox"/>	<input type="checkbox"/>

Particularities and noticeable problems: [input]




- Select one of the following sample types:

Select sample type

- Regular sample
- Gate-Keeping
- Poitive release sampling
- Special release
- Additional control plan
- Ad-hoc monitoring plan

- Select **location**

Location

- click 
- click  to display a list of all locations
- Select location with 




**Note:** The first part of the sample ID resembles the location number. The second part of the sample ID is freely selectable or is automatically generated by the data base.

Location number [input] - [input]

**Location number**  **Freely selectable part** 

- Select **sampler** (optional):

Sampler

- Click  and select sampler with  or
- Click  and select favoured sampler (see chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**)



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■ Select **laboratory**:

Click and select laboratory with

**Laboratory**

■ Select **feed material**:

- Click to select favoured feed material (see chapter3.5) or
- click and afterwards to display a list of all feed materials
- select feed material with

**Feed material**

■ **Date of sampling**: Select date of sampling in the form „dd.mm.yyyy“ eintragen

■ Select **country of origin**: Click

**Date of sampling**

■ Select **federal state** when Germany is country of origin: Click

**Country of origin**

■ Select **sampling parameter**: Tick checkbox „Sel.“. By clicking the checkbox „Screening“ the analysis of the sampling parameter by using the screening method is commissioned. This is only possible for certain methods and has to be coordinated with the laboratory in case of doubt.

**Federal state**

**Select sampling parameter**

■ Select **subparameter**: If the feed material shall be analysed for certain subparameters only (i.e. only lead instead of all four heavy metals), those subparameters can be selected individually by clicking

**Subparameter**

■ **Production date/internal sampling description**: One of the two fields must be filled in

**Production date**

■ **Sample quantity (optional)**: Enter quantity of sample

**Sample quantity**

■ **Item number (optional)**: For internal traceability only

**Item number**

■ **Particularities and noticeable problems (optional)**: Free text, eg notes for the laboratory

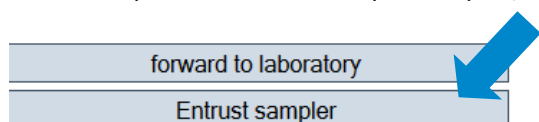
■ Data can be saved intermediately by clicking . After saving, the sample has the condition "sample related data created" and can be edited

**Notes**

**Option 1: Entrust sampler**

**Entrust sampler**

If the sample shall be taken by a sampler, this sampler needs to be commissioned.



■ Click

■ After transferring the sample related data, the sampler enters the missing information and forwards the data to the laboratory.

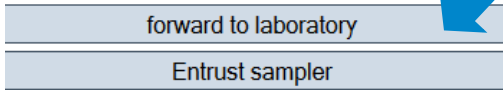
**Note:** The sample related data can be edited as long as they have the status „ sampler commissioned“.



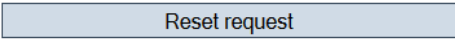
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### Option 2: Forward to laboratory



**Forward to laboratory**

- The sample has the status „laboratory commissioned“ and can not be edited anymore.
- For any corrections click  and enter the reasons for the request as free text. QS can reset the data record. You will be informed as soon as the data record can be edited again. After editing, please click again "forward to laboratory".

### 3.3.2 Upload sample related data

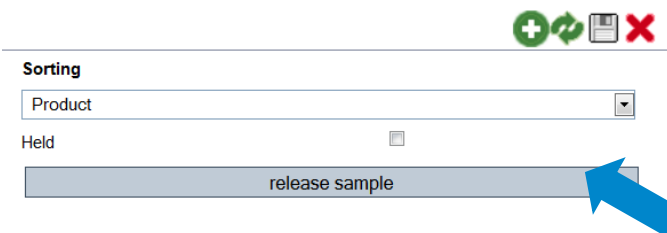
You have the option to upload several sample related data simultaneously using a csv file, instead of entering them separately into the software platform. You can find a style sheet here:

**Upload sample related data**

- **Style sheet:** [https://www.qs-plattform.de/QSSoftware/documents/csv-Formatvorlage\\_Upload\\_Probebegleitdaten\\_FuMi.xls](https://www.qs-plattform.de/QSSoftware/documents/csv-Formatvorlage_Upload_Probebegleitdaten_FuMi.xls)
- **Manual:** [https://www.qs-plattform.de/QSSoftware/documents/Futtermittelmonitoring-Anleitung\\_csv-Upload\\_von\\_Probebegleitdaten.pdf](https://www.qs-plattform.de/QSSoftware/documents/Futtermittelmonitoring-Anleitung_csv-Upload_von_Probebegleitdaten.pdf)

**Note:** The upload is only worthwhile for a larger number of assigned samples (eg. ten samples).

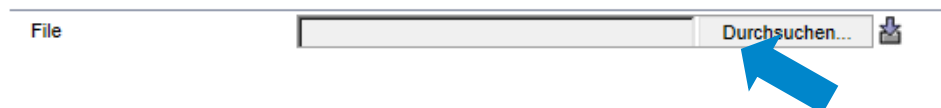
- Click the button „release sample“



**Select csv file**

- Select the csv file by clicking the button „Durchsuchen“ (Browse)

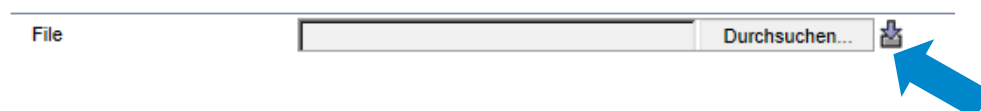
Probebegleitdaten > Upload sample related data



- Click  to upload the file

**Upload file with**

Probebegleitdaten > Upload sample related data





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### 3.4 Menu item analysis results

The analysis results related to the samples are entered into the QS database by the laboratory. The status of the sample related data changes to "Analysis completed". At the same time, the commissioner is able to view the analysis results.

**Analysis results**



#### 3.4.1 View analysis results

- Click  to display a list of all analysis results
- You can use the search criteria to limit the displayed search results (e.g. filter for sample ID, sampling parameter or sampling date). Click  again afterwards
- Click  to open data set and related detailed information

**Refresh with**



#### Sample related data

	Location	Status
	Musterfrau	analysis completed
	Musterfrau	analysis completed

**Open analysis results with**



#### Meaning of abbreviations in analysis results:

- „n.a.“ = Parameter/active agent not analysed
- „n.b.“ = Parameter/active agent not definable
- „n.n.“ = Parameter/active agent not traceable

#### 3.4.2 Commission a second laboratory

If a limit value exceedance was detected during analysis and you do not accept this result, you can commission a second laboratory to analyse the sample after the sample was given the status „**clarification necessary**“ by the laboratory.

**Commission a second laboratory**

Please contact QS afterwards and inform us about the analysis results. QS will decide which of the results will be entered for the sampling parameter.

- Filter for status „**clarification necessary**“

**Filter for „clarification necessary“**

#### Analyseergebnisse

##### Search criteria

Sample ID

Status


sampler

assigned laboratory

Country of origin feed

Name of feed


sample man entrusted
laboratory entrusted
clarification necessary
laboratory entrusted (following analysis)
result available
analysis completed
completed by QS

- click  to open detailed information related to the analysis results

**Edit analysis results with**



#### Sample related data

	Location	Status
	xdfbdygdfdygdyg	clarification necessary



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Select laboratory for follow-up analysis with or

Sample related data   Laboratory related data   analysis result

principal: TEST-Bündler QS

Location (\*): 1222222222222222(2007) xdfbdygfdfygdyg

Entered by (\*): Regen

sampler:

assigned laboratory (\*): TEST Labor QS, 4048473374859

assigned laboratory for second analysis (\*):

Name of feed (\*): Agricultural business: Cattle self-mix, 2.6

Select laboratory for follow-up analysis with or

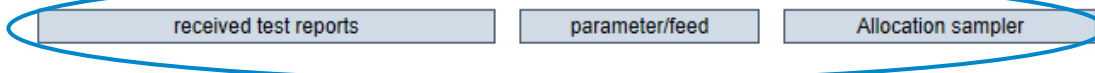
### 3.4.3 Export functions

You have the option to download analysis results and other data as an excel file in order to edit them more easily

Export functions

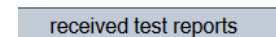
Sample related data

	Location	Status	Blocked
	Rademacher B.C	completed by QS	



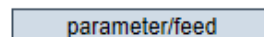
#### Button received test reports

Click to download an overview of all completed analysis results



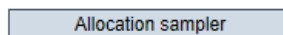
#### Button parameter/feed

Click to download an overview of which parameter was found in which feed material



#### Button allocation sampler

Click to download an overview of the analysed samples including the allocated sampler.



The list contains the telephone numbers of the locations at which the samples need to be taken to make contacting the locations easier.

**Hint:** This is principally relevant for agricultural coordinators





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### 3.5 Menu item favourite feed

You can set up a list of the most frequently analysed feed material in the menu item „favourite feed“. This makes it easier to set up sample related data because only favoured feed materials will be displayed as an option.

- Click
- Click and select feed material with

Feed materials

	Name
	(Drinking) Water
	Spelt
	Dehusked Spelt
	Spelt flakes

Favoured feed

Add with

Select feed material with



### 3.6 Menu item favourite laboratories

You can select the laboratories/sampling institutions (SI) with which you cooperate here. Sampling institutions are companies or organisations (i.e. chambers of agriculture) which can be commissioned with sampling or entering sample related data for one or more locations by the feed company. This pre-selection is necessary for the case that you want to commission a laboratory/SI with sampling a product (s. chapter 2.8).

- Click
- Select laboratory/SI with

Favoured laboratories/SI

	Laboratory	QS-ID	Type
	TEST Labor QS	4048473374859	laboratory

Favourite laboratories/SI

Add with

Select with

### 3.7 Menu item allocation of locations

You can grant your samplers, location administrators and/or laboratories the permission to independently set up sample related data for all or selected locations of your company here.

- Click
- Select user with

Allocation of locations

Refresh with

Select user with



Search criteria

Last name

Sorting

First name

favourites

Users

	First name	Last name
	Claudia	Rademacher
		Holle






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■ Click

■ Click  and select location with

**Select location with**

**Locations**

<input checked="" type="checkbox"/>	Name	Location number	Postal Code	City
<input type="checkbox"/>	Rademacher B.C	F00000552	53175	Bonn
<input checked="" type="checkbox"/>	Rademacher B.C	F00000552	53175	Bonn

■ Save with