



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

Database

<https://www.q-s.de/softwareplattform/en/>

<https://www.q-s.de/softwareplattform/en/>

Click database login

Enter User-ID and Password

[Login](#)

Please note that the Internet Explorer browser, which has not been supported by Microsoft for several years, is no longer compatible with the database in all functions. Change your browser to e.g. Google Chrome, Firefox, Microsoft Edge, Opera or Safari.

- Enter user-ID
- Enter password
- Click [Login](#)

1.2 Forgot your password?

Click **Forgot your password?**

- Click forgot password?
- Enter User-ID

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

1.3 Change password

Click **change password**

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



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- 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	4048473178426	OK
Old password		
New password		Cancel
Retype password		
Retry	0	

OK

- Enter old password
- Enter new password
- Repeat new password
- OK

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

2 Feed administrator

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.

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)

2.1.1 Create feed administrator

Create new feed administrator with

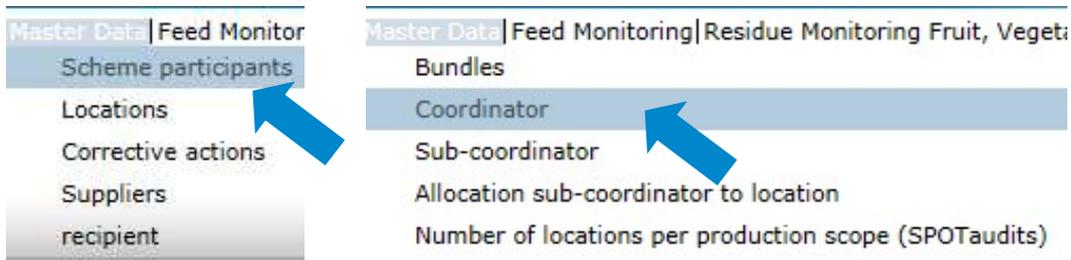
Feed administrators can be created by scheme participants and coordinators.



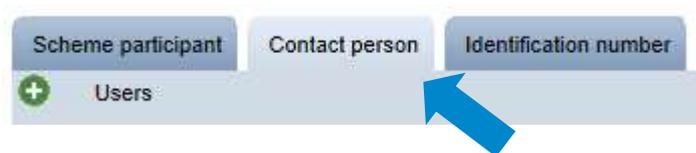
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- Select menu item **scheme participant** or **coordinator**, respectively, in the master data menu



- Open tab **contact person**



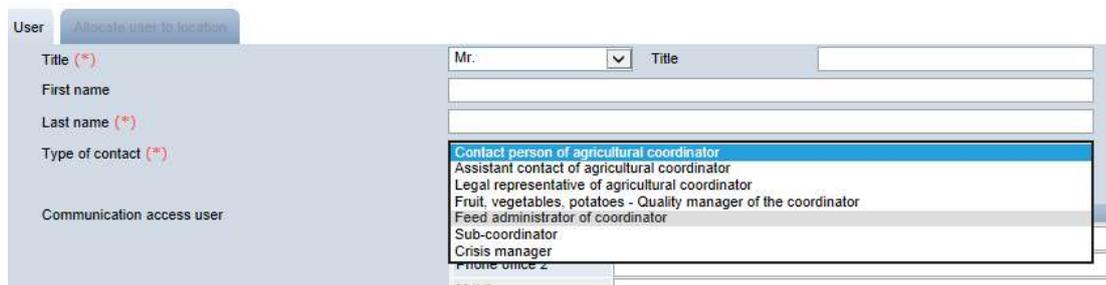
- Click
- Please enter user's data **completely** and **correctly**

Enter feed administrator data and save with



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

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



- 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

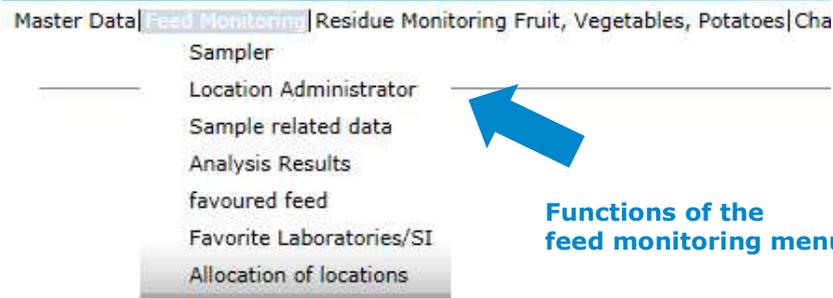
3 Feed monitoring menu

Feed monitoring

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



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Functions of the feed monitoring menu

3.1 Menu item sampler

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.

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

Refresh with

- 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

- Click  to display detailed information related to the sampler
- Delete sampler with 

Open detailed information with



Delete with 



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Create new sampler with

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

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

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

Enter sampler 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

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

3.2 Menu item location administrator

Location administrator

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

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



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3.2.1 Overview of created location administrators

Anwender			
	Vorname	Nachname	Ar
	Claudia	Rademacher	Standortadministrator
		Holle	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 (*) 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

Enter location administrator data and save with

- 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



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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

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 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	F00000552-007712E
	Rademacher B.C	laboratory entrusted		71	F00000552-0079957
	Rademacher B.C	laboratory entrusted		71	F00000552-007999E
	Rademacher B.C	laboratory entrusted		71	F00000552-008000E
	Rademacher B.C	laboratory entrusted		71	F00000552-008039E
	Rademacher B.C	sample man entrusted		71	F00000552-008074Z

- click to display a list of all sample related data set up
- Please use the search criteria to filter the displayed search results (filter for example for sample ID or date of sampling). Click again afterwards
- Click to open data set related to a sample

Refresh with

Open data set with



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3.3.1 Set up new sample related data

Set up sample related data with

Click



Sample related data

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

Principal: [input]

Location (*): [input (0)]

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 sample type

Select one of the following sample types:

- Regular sample
- Gate-Keeping
- Positive 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.**)

Select **laboratory**:

Laboratory

Click and select laboratory with



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■ 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

Date of sampling

■ Select **country of origin**: Click

Country of origin

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

Federal state

■ 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.

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

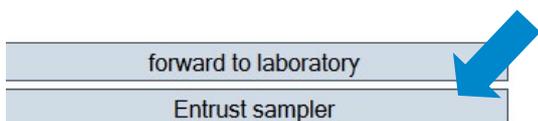
Notes

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

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.

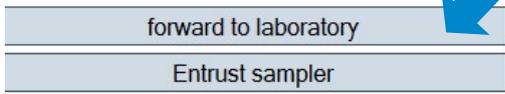
Note: The sample related data can be edited as long as they have the status „ sampler commissioned“.



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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

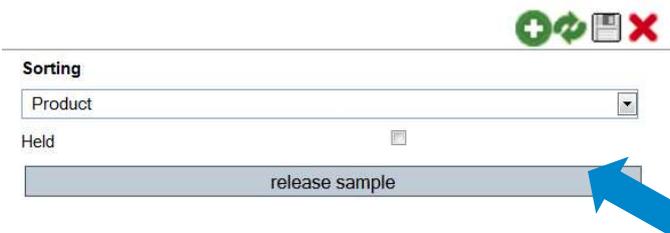
Upload sample related data

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:

- **Style sheet:** 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

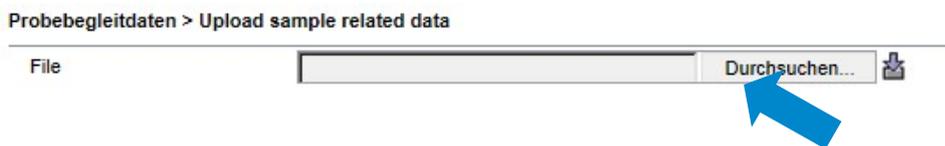
Note: The upload is only worthwhile for a larger number of assigned samples (eg. ten samples).

- Click the button „release sample“



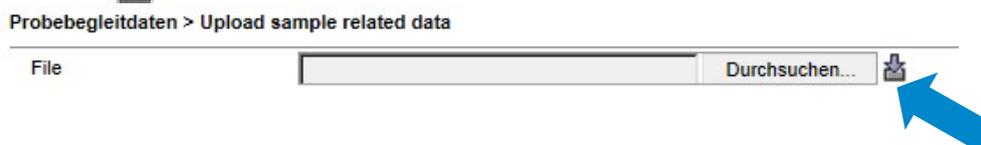
Select csv file

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



- Click  to upload the file

Upload file with





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3.4 Menu item analysis results

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.

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

Open analysis results with

Sample related data

	Location	Status
	Musterfrau	analysis completed
	Musterfrau	analysis completed

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

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.

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 (follow up 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
	xdfbdygfdyfygdyg	clarification necessary



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Select laboratory for follow-up analysis with or

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

3.4.3 Export functions

Export functions

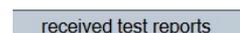
You have the option to download analysis results and other data as an excel file in order to edit them more easily

Sample related data

	Location	Status	Blocked
	Rademacher B.C	completed by QS	

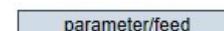
Button received test reports

Click to download an overview of all completed analysis results



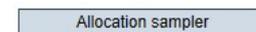
Button parameter/feed

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

3.5 Menu item favourite feed

Favoured 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.



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Click

Click and select feed material with

Add with

Select feed material with

Feed materials

	Name
	(Drinking) Water
	Spelt
	Dehusked Spelt
	Spelt flakes

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).

Favourite laboratories/SI

Click

Select laboratory/SI with

Add with

Select with

Favoured laboratories/SI

	Laboratory	QS-ID	Type
	TEST Labor QS	4048473374859	laboratory

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.

Allocation of locations

Click

Select user with

Refresh with

Select user with



Search criteria

Last name

First name

Users

Sorting

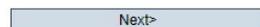
-

favourites

	First name	Last name
	Claudia	Rademacher
		Holle

Click

Click and select location with



Select location with





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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