Database instruction
# Residue monitoring
# Fruit, vegetables, potatoes
# Wholesale,
# Preparation/Processing
# Coordinators production

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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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Qualitätssicherung. **Vom Landwirt bis zur Ladentheke.**


QS. Ihr Prüfsystem für Lebensmittel.

# 1 Registration

## 1.1 Login to the database

**https://www.q-s.de/softwareplattform/en/**

- Enter user name (user-ID)
- Enter password
- Click  ▸ Login

## 1.2 Forgot your password?

- Click „forgot password?"
- Enter user name (user-ID)
- Click  OK

A new password will be sent to the email address that was entered for the legal representative of the scheme participant.

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## 1.3 Change password

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

**Click change password**

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

| Change password | | |
|---|---|---|
| User-ID | 4048473178426 | OK |
| Old password | | |
| New password | | Cancel |
| Retype password | | |
| Retry | 0 | |

- Enter old password
- Enter and repeat new password

**Enter old password**
**Enter new password**
**Repeat new password**

OK

# 2 Residue monitoring

**Menu „Residue monitoring"**

*View wholesale and preparation/processing*

ata | Residue Monitoring Fruit, Vegetables, Potatoes | Video T

Sampler
Sample related data fruit, vegetables, potatoes
Analysis results
External analyses
Comparison: tonnage sampling
Preferred recipient
Favoured laboratories/SI
Release analysis results
Allocation of locations

*View coordinator*

Residue Monitoring Fruit, Vegetables, Potatoes | Video

Sampler
Sampling requests
Sample related data fruit, vegetables, potatoes
Analysis results
Preferred recipient
Favoured laboratories/SI
Release analysis results
Allocation of locations

## 2.1 Menu item sampler

It is useful to create a sampler if a person in the company shall be able to enter sample related data.

The sampler

- receives own login data for the menu residue monitoring.
- can set up sample related data and view analysis results for the locations allocated to him/her.
- has no access to master data.

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### 2.1.1 Overview of created samplers

■ Click ↻ to display a list of all registered samplers

| Sampler | | |
|---|---|---|
| Number of selected Records: 4 | | |
| **Search criteria** | | **Sorting** |
| Last name | | - |
| First name | | |
| **Users** | | |

| First name | Last name | Type of contact |
|---|---|---|
| Muster | Mann | sampler |
| | weinmann | sampler |
| Kristna | Klinkhammer | sampler |

**Refresh with** ↻

■ Click ✎ to open the detailed information related to a selected sampler
■ Delete sampler with 🗑

**Open information with** ✎

**Delete with** 🗑

### 2.1.2 Create a new sampler

■ Click ➕

| Register user: > User | | |
|---|---|---|
| Title (*) | Mr. ▾ | Title |
| First name | | |
| Last name (*) | | Approval fruit, vegetables, potatoes ☑ |
| Type of contact (*) | sampler ▾ | |
| Communication access user | | Contact entry |
| | Phone office 1 | |
| | Phone office 2 | |
| | Mobil | |
| | Fax | |
| | E-Mail | |
| | E-Mail 2 | |
| | E-Mail 3 | |
| Profession | - ▾ | |
| Language | Deutsch ▾ | |

**Create new sampler with** ➕

**Choose approval fruit, vegetables, potatoes**

■ Please enter sampler´s data **completely** and **correctly**
■ Tick check-box „**Approval fruit, vegetables, potatoes**"
■ Contact data: phone number and email address are mandatory

■ Save with ✔
■ **Log-in data** will be sent to the email address that was entered for the sampler

**Enter and save sampler´s data with** ✔

*Note: Samplers can only set up sample related data for locations that have been allocated to them (s. chapter 2.10)*

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## 2.2 Menu item sampling requests (only for coordinators)

Under the menu item sampling requests, coordinators receive a list of the growers that have been randomly selected by the database for sampling.

■ Click ↻ to display a list of locations at which samples must be taken. The column „sampling term" shows the date until which the site has to be sampled.

*Note:* *The sampling term has been exceeded at locations which are marked with* ▮▬▬▬

■ Click 📝 to open detailed information

■ Entery of the sample related data: see chapter 2.3

### 2.2.1 Download of sample related data

You have the option of downloading a list of the sample related data belonging to the sampling requests (see chapter 2.3) as a csv file.

■ ↻💾💾✖ Click „download sample related data" to download the csv file

### 2.2.2 Export function

You have the option to download a list of existing sampling requests as a csv file.

■ ↻💾💾✖ Click the button „download data" to export the a csv file

## 2.3 Menu item sample related data

Here, you can create sample related data for those samples that are taken within the residue monitoring.

Sample related data can be found in four different states:

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

### 2.3.1 Overview of registered sample related data

| | Deadli | Sample ID | status of sample related data | Blocked | Location | Date of sampling | Sampler | Product | Variety |
|---|---|---|---|---|---|---|---|---|---|
| 📝 | | GH00000233-0000TEST | Sampler has been commissioned | | QS Fachgesell Obst-Gemüse-Kartoffeln GmbH | 01.01.2011 | Claudius Schmitz | banana | |

Sample related data fruit, vegetables, potatoes

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- ■ Click  to display a list of all registered sample related data which are not in the state „analysis completed"

- ■ Click  to open sample and related detailed information

- ■ Click  to export a list of the sample related data (csv file)

**Refresh with**

**Open detailed information with**

**Button allocation sampler**

- ■ By clicking the button [ Allocation sampler ] a list of the sample related data including the allocated samplers can be downloaded as a csv file.
- ■ The list contains the phone numbers of the locations at which the samples need to be taken to facilitate contacting the locations.

[ Allocation sampler ]

### 2.3.2 Set up new sample related data

- ■ Click 

**Set up new sample related data with**



- ■ Select type of sample:

**Type of sample**

- ▬ **Regular samples**: complies with the provisions of the control plan. It is possible to commission additional examination methods, but the scope of the examination cannot be reduced. These samples are always products which are ready for harvest and/or sale. The sample can be drawn before, during or after harvesting.
- ▬ **Voluntary sample**: does not count as one of the mandatory samples that a company has to draw in line with the control plan. The extent of the commissioned method can be selected as desired.
- ▬ **Release Sample**: is taken after a complaint. It can be used by the scheme participant to regain his/her eligibility to deliver the noncompliant product into the QS scheme.
- ▬ **Pre-harvesting samples**: does not count as one of the mandatory samples that a company has to draw in line with the control plan. This type of sample is always evaluated by QS as a sample from products which are not ready for harvest and/or sale. It can be used to estimate the residue situation in a product.

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■ **Sample ID** (optional)

The first part of the sample ID corresponds to the location number. The second part of the sample ID can be selected. Alternatively, the database automatically assigns a consecutive number.

| Sample ID | | | |
|---|---|---|---|

**Location number**          **Free selectable part**

■ Select **location**:

- Click 📁

- Click 🔄 to display an overview of all locations

- Click ≫ to select the location

■ Select **sampler:**

- Click ⌄ and select preferred sampler/ sampling institution or

- Click 📁 and select sampling institution

*Note:* *As long as the check-box "favorites" is ticked, only the preferred sampling institutions/laboratories will be displayed. To show all sampling institutions, remove the check mark and click* 🔄 *.*

■ Select **laboratory**:

- Click 📁

- Select laboratory with ≫

*Note:* *As long as the check-box "favorites" is ticked, only the preferred laboratories will be displayed. To show all laboratories, remove the check mark and click* 🔄 *.*

■ Select **product**:

- Click 📁

- Select product with ≫

- Enter variety if neccassary

■ Select **assigned methods**:

The database determines automatically, which analytic methods – according to the QS control plan - shall be applied for the selected product.

*Note:* *Only mandatory methods for higher-level products (eg apple) are selected automatically. Please check in the control plan, if there are different mandatory methods for specific products (eg apple Poland) and adjust the methods if necessary.*

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*If you, as the client, would like to have further analysis methods, you can add these under "Assigned methods".*

| Assigned methods | Assigned method | Select |
|---|---|---|
| | Multimethode GC | ☐ |
| | Multimethode LC | ☐ |
| | Dithiocarbamate | ☐ |
| | Benzimidazole | ☐ |
| | Anorganisches Gesamtbromid | ☐ |
| | Amitraz (inkl. 2,4-Dimethylanilingruppe) | ☐ |

If you remove preallocated methods, you have to mark the sample as "voluntary sample". The sample can then no longer be recognized as a regular sample for QS residue monitoring.

■ Select **country of origin:**                                                    **Country of origin**

   – Click ⬇ and select the country of origin

■ Select **place of sampling**:                                                    **Place of sampling**

   – Click 🗁

   – Click 🔄 to display an overview of all locations

   – Click ≫ to select a location

■ Select **place of sampling**:                                                    **Place of sampling**

   – Click ⬇ and select place of sampling

■ Select **Item number, Palett identification number** (optional)                  **Item number**

■ Enter **field/traceability number**                                              **Field/traceability number**

   – e.g. lot number of the product or GPS data of the field

■ Enter **sample quantity:**                                                       **Sample quantity**

   – Enter quantity in g or kg

■ **Date of sampling:**                                                            **Date of sampling**

   – Enter the date of sampling as follows: „dd.mm.yyyy"
   – Alternative: click ▾ and select date

■ Enter the **time:**                                                              **Time**

   – Enter the time oft the sampling as follows: „hh:mm"

■ Enter **sampling from … to …** (optional):                                       **Sampling from … to …**

   – Can be used to set the sampler a time frame for sampling
   – Time frame will be set automatically on one year if the fields are not filled in

■ Select **country of destination** (optional):                                    **Country of destination**

   – Click ⬇ and select the determination country

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- Select **producer** (only for wholesale and preparation/processing; optional):

  - Click

  - Enter either the full location number or QS ID or part of a name (in the form %name%) in the search field. The complete postcode or town is mandatory.

  - Click

  - Select location with

- Select **first marketer** (only for wholesale and preparation/processing; optional):

  - Click

  - Enter either the full location number or QS ID or part of a name (in the form %name%) in the search field. The complete postcode or town is mandatory.

  - Click

  - Choose location with

- Select **discharger** (optional):

  - Click

  - Enter either the full location number or QS ID or part of a name (in the form %name%) in the search field. The complete postcode or town is mandatory.

  - Click

  - Choose location with

- Select **type of cultivation** (optional):

  - Click and select the type of cultivation

- Select **organic** (optional):

  - If it is an organic product, mark it

- Select **federal state** (optional):

  - Click and select the federal state

- **Particularities and noticeable problems** (optional)

  - Free text field, for example for notes for the laboratory

Producer

First marketer

Discharger

Type of cultivation

Organic

Federal state

Particularities

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## Entrust sampler

If the sampling as well as the entry of the sampling data into the QS database is to take place via a sampler, this must be commissioned by you.
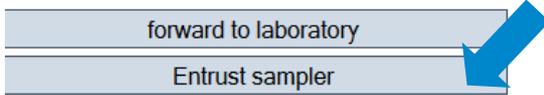
| forward to laboratory |
|---|
| Entrust sampler |

- After transfering the sample related data to the sampler, the sampler enters the missing information and forwards the data to the laboratory.

- The sample can be edited as long as it is in the state "sampler commissioned".

## Forward the sample related data to laboratory

The data set can be transferred to the laboratory directly or via the intermediate step "sampler commissioned".
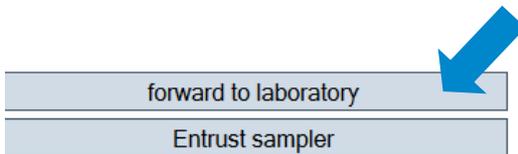
| forward to laboratory |
|---|
| Entrust sampler |

- As soon as a data set is in the state "Laboratory commissioned", it <u>can no longer be edited.</u>

- For any corrections click  Reset request  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.
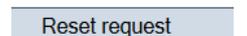
  **Important:** After you have edited/corrected the data set, you must click on "forward to laboratory", again!

### 2.3.3 Upload sample related data

You have the option to upload several sample related data simultaneously using a csv file, instead of entering them separatetly into the database. Here, you can find a template: **https://www.q-s.de/services/files/anleitungen/rueckstandsmonitoring/csv-template_sample_related_data_upload_16%2003%2010.xls**

- Click the button „release sample"

| Sorting | |
|---|---|
| Product | ▽ |
| Blocked | ☐ |
| release sample | |

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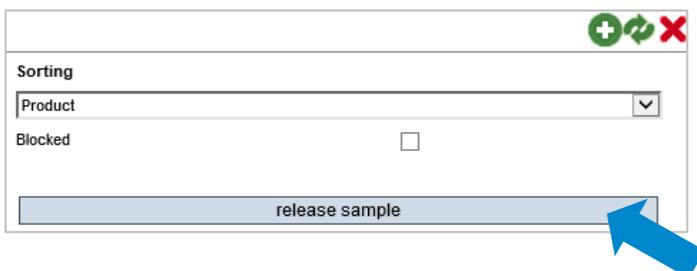
- Select the csv file by clicking the button „Durchsuchen" (="browse")

| Master Data | Residue Monitoring Fruit, Vegetables, Potatoes | Video Tutorials | Change password |
| --- | --- | --- | --- |

Sample related data fruit, vegetables, potatoes > release sample

| File | | Durchsuchen... | |

- Click ⬆ to upload the file

Sample related data fruit, vegetables, potatoes > release sample

| File | | Durchsuchen... | ⬆ |

**Note:** *The upload via csv file is usually only worthwhile if several sample related data have to be registered at the same time.*

## 2.4 Menu item analysis results

The analysis results associated with the samples are entered into the QS database by the laboratory. The status of the sample data then changes to "analysis completed". As soon as a sample has been closed, the customer receives insight into the analysis results.

### 2.4.1 View analysis results

- Click 🔄 to display a list of all closed sample related data.

- Click 🖊 to open sample and related detailed information

- **Note:**
  - Yellow background samples: Substance(s) was/were detected
  - Red backgorund samples: samples with an excess of the maximum residue level and/or with a substance which was marked as not approved for the culture.

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### 2.4.2 Release samples

A release sample is taken after the detection of a a non-complying regular sample. Through a release sample the concerned producer can restore his eligibility of delivery in the QS scheme for the non-complying product.

- Click ✏️ to open the complained sample

- Click [ Release sample ]

- Enter sample related data and commission laboratory/ sampler (see chapter 2.3)

*Note:* *This procedure only allows to commission release samples for non-complying samples that were taken on your behalf. You can commission release samples for non-complying samples taken by a different scheme participant by creating new sample related data and select "release sample" as sample type (s. chapter 2.3).*

### 2.4.3 Export functions

The database offers you the possibility to download analysis results and evaluations as Excel files.

**Button received analysis reports**

- Click [ Received analysis reports ] to download an overview of all completed analysis results

**Button product/active substance**

- Click [ product/active substan ] to download an overview of which substance was found in which product

**Button maximum level exhaustion**

- Click [ Maximum level exhaustion ] to download an overview of the maximum exhaustion of the substances which were found.

- You have the option to filter the results by "exhaustion of the legal limit value in percent"

| Analysis results | | | | | | |
|---|---|---|---|---|---|---|
| **Number of selected Records: 31** | | | | | | |
| **Search criteria** | | | | **Sorting** | | |
| Date of sampling from | | Date of sampling to | | Product | | |
| Sampling term from | | Sampling term to | | Blocked | | ☐ |
| Sample ID | | | | | | |
| Type of sample | - | | | Exhaustion of the legal limit value in percent | | |
| Location | - | | | from 0 to 0 | | |
| Principal | | | | Number of active substances | | |
| Laboratory | - | | | from - to 0 | | |
| other fruit wholesaler | - | | | Organic | - | |
| Product | - | | | exceeding | - | |
| active substance | - | | | Country of origin | - | |

| | Sample ID | status of samp | Blocked | Location | Date of sampling | Sampler | Product | Variety |
|---|---|---|---|---|---|---|---|---|
| ✏️ | GH00001126-111841054 | Analysis complete | | QS Fachgesellschaft Obst, Gemüse, Kartoffeln -TEST (Nägler) | 22.10.2014 | Heinz Probe | pineapple | |

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**Button multiple residues**

- Click [ multiple residues ] download an overview of the samples with multiple residues.

- You can see how many residues were found and whether maximum residue levels were exceeded.

**Button allocation sampler**

- Click [ Allocation sampler ] to download an overview of the analysed samples including the allocated sampler.

- The list contains the phone numbers of the locations at which the samples need to be taken to facilitate contacting the locations.

## 2.5 Menu item external analysis (only for wholesale, preparation/processing)

Here you can see external analysis results for which you have received a release.



- Click to open sample and related detailed information

## 2.6 Menu item comparison: tonnage sampling (only for wholesale and preparating/processing)

Here you will find a calculation aid for determining the number of samples that you must have analyzed according to the QS control plan for purchased QS goods.

- Choose the product by clicking
- Tonnage of purchased QS produce (t): Enter the quantity of the QS product concerned (in tons)
- Click [ calculate ] to calculate the number of samples you need to analyze

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## 2.7 Menu item preferred recipient

You can set up a list of your preferred recipients here. This is useful in order to prepare a list of your preferred recipients (or customers) to whom you wish to grant access to selected analysis results (see chapter 2.9).

- Choose ➕
- Search recipient using the search functions
- Click 🔄
- Choose recipient with ❯

| Scheme participant | |
|---|---|
| **Name** | **QS-ID** |
| Großhandel Test | 4048473726474 |

## 2.8 Menu item favoured laboratories/SI

You can select the laboratories and/or sampling institutes (SI) with which you usually cooperate here. SI are companies or organizations that may be commissioned by you with sampling or entering sample related data for one or more locations.

- Select ➕
- Select laboratory/SI with ❯

| Select laboratory or samling institution for sampling | | |
|---|---|---|
| **Name** | **QS-ID** | **Type** |
| TEST Labor QS | 4048473374859 | laboratory |

- The favorite laboratories/SI will appear when creating sample data from the drop-down menu sampler and must not be selected from the list of all laboratories/SI.



**Preferred recipient**

**Create new preferred recipient**
➕

**Refresh with** 🔄

**Choose recipient with**

❯

**Favoured laboratories/SI**

**Create new favoured laboratory with**

➕

**Select laboratory/SI with**

❯

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## 2.9 Menu item release analysis results

Here, you have the option of granting other scheme participants access to your completed sample related data.

- ■ Click ⟳ to display a list with preferred recipient (see chapter 2.7).

- ■ Click `>` to select the scheme participant who shall be able to view the analysis results.

*Note: As long as the check-box "preferred recipient" is ticked, only preferred recipient are shown! To view all recipients, remove the check mark and click ⟳ .*



- ■ Click ___ Next> ___

- ■ Click ⟳ to display a list of all sample related data

- ■ Click ☑ to select analysis results you want to share.

- ■ Click ___ Next> ___

## 2.10 Menu item allocation of locations

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

- ■ Click ⟳ to display a list of all users

*Note: As long as the check-box "favourites" is ticked, only preferred users are shown! To view all user, remove the check box and click ⟳*

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Select the user with

Select the user with 

| Search criteria | | Sorting | |
|---|---|---|---|
| Last name | | - | ▼ |
| First name | | favourites | ☑ |

**Users**

| | First name | Last name | Ty |
|---|---|---|---|
| ≫ | 49...73374859 | TEST Labor QS | laboratory |
| ≫ | | Mustermann | Sample man |

- ■ Click [ Next> ]

- ■ Click 🔄 and allocate the user to the location with ☑

**Locations**

| ☑ | Name | Location number | Postal Code | City |
|---|---|---|---|---|
| ☑ | QS Fachgesellschaft Obst, Gemüse, Kartoffeln -TEST (Nägler) | GH00001126 | 53113 | Bonn |

- ■ Save with [ Save ]

Next>

**Refresh with**
🔄

**Allocate the user to the location with**
☑

Save

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