



Quality Assurance. From farm to shop.

Database Instructions
Master Data
Feed Sector





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Explanation of symbols/buttons in the database

-  **New**
-  **Update**
-  **Edit**
-  **Save**
-  **Close**
-  **Delete**

Note: Please note that you should not use your browser's "Back" button and that you should not click on any button until the page has been fully loaded. Your browser shows you the loading status of an internet page.

Note: If you need a placeholder (e.g. when filtering names, location numbers etc.), please enter the percent symbol (%).



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1 Logging in to the Database

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



Home Databases Support FAQs [Video-Tutoria](#)

Database

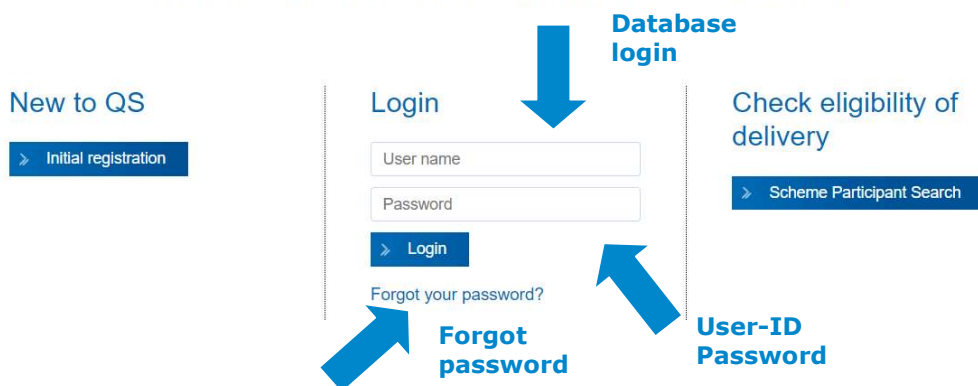
<https://www.q-s.de/softwareplattform/en/>

QS-Database
Actively support quality assurance with reliable data management

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

1.1 Have you forgotten your password?

Click **Forgot your password?**

- Click Forgot your password?
- Enter User ID

A new password will be sent to you per e-mail to the address of the legal representative of the scheme participant.

1.2 Change password

Click **Change password**

For security reasons, you should change your allocated password immediately on receipt and regularly thereafter.



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- Click change password

Master Data|Feed Monitoring|Change password|Log out



Master Data|Feed Monitoring|Change password|Log out

Change password

User-ID	Claudia.Rademacher	OK
Old password		
New password		Cancel
Retype password		
Retry	0	

OK

Enter old password

Enter new password

Enter new password again

- Enter old password
- Enter new password and repeat

Master Data

2 Master Data

Master Data Menu

Note: If you are a **small-scale producer of feed materials** or a **mobile feed milling and mixing plant operator**, your master data is maintained by your responsible certification body or via a scheme coordinator.

Master Data|Feed Monitoring|Change password|Log out

- Scheme participants
- Locations
- Corrective actions
- Suppliers
- Recipients

Functionalities Menu
Master Data

Scheme Participant

2.1 Menu item Scheme Participants

Scheme Participant

- Current business address of the scheme participant
- Changes must be authorised by QS
- Please enter all data **completely and correctly** as they are used for official documents and certificates



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Scheme participant Contact person Identification number

Name (*) Krämer

QS-ID 4031735102383

Street (*) Schedestraße 112

Postal Code (*) 53175 City (*) Bonn

Post-office box Country (*) Deutschland

Post-office box postal code Federal state (*) Nordrhein-Westfalen

Business volume in euro (*) 5,00

URL

Location Plan

Contact Person

Contact person/ user

The scheme participant's contact persons (users) are displayed and administered here.

Scheme participant Contact person Identification number

+ Users

	First name	Last name	Type of contact
		degdg	Probenehmer
		Frühling	Probenehmer
		ggggggg	Probenehmer

- Edit
- Delete

Create new user

Create new user

- Click on

User Allocate user to location

Title (*) Mr. Title

First name

Last name (*)

Type of contact (*) **Contact person of scheme participant**

Communication access user

Phone office 1

Phone office 2

Mobil

Fax

E-Mail

E-Mail 2

E-Mail 3

Profession

Language Deutsch

Contact person without database access:

- Contact person
- Deputy
- Crisis manager

Legal representative has access to all database functions

Feed administrator has access to all feed monitoring functions

- Click to select type of contact person
- Enter the user's contact data **completely and correctly**
- to save



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- to close

Identification number tabs

Internal numbers for the location can be entered here (optional).

Identification number

2.2 Menu item Locations

Locations

2.2.1 Overview of locations

- Before clicking restrict search if necessary with filter options, e.g. Production Scope(s)
- Click on and a list view appears with all entered locations

Search criteria

Name:

Location number:

City:

Sorting:

Registration status: Registered

Auditing:

Main company only:

Extension of Certificate: Social cond. re

Blocked:

Production scopes:

Locations

Name	Location number	Postal Code	City	Approv	Eligible	Elig	QS status	Auditing	Registered	Production scope	QS-ID	Scheme participant
Rademacher B.C	F00000552	53175	Bonn				QS applicant	add: unannounced spotaudits	X	(70) additive and premix production	4031735102383	Krämer
Rademacher B.C	F00000552	53175	Bonn				QS applicant	add: unannounced spotaudits	X	(71) compound feed production	4031735102383	Krämer

2.2.2 Export data

You can export and further process data in Excel format.

Export Data

Name	Standortnummer	PLZ
QS Fachgesellschaft Obst Gemüse Kartoffeln	GH00001126	53113
Muster	GH00012345	53175

Export Export inkl. Zusatzinfo

Export

Export inkl. Zusatzinfos

- To export all location data, you do **not** have to click on first.



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- Before you click on Export Export inkl. Zusatzinfos

restrict search if necessary with filter options

Note: After clicking the **displayed** data can also be exported as csv in addition to the Excel export

- exports the displayed data (as a csv file)

2.2.3 Detailed view of the location

Detailed view of the location

- Click and the selected location opens with the related details

Process cert.system / Log off location

Edit certification scheme

Deregister location

Change cert. body

Recognition in external systems

Participation QM Milk

Recognition by third party systems		
Recognition of QS-audit third-party system is requested		
	Recognition request	certified
AIC		
AMA		
GMP+ Int	X	
Ovocom/Ber...		

1. By using the label „Participation QM-Milch“ the scheme participant confirms that feed has been produced according to the requirements of QM-Milch e.V. at this location and that the location is recognized by QM-Milch e.V..

2. By setting the mark, the scheme participant agrees to the publication as QM-Milch recognized feed producer in the QS database. He/she accepts that this information is forwarded to QM-Milch e.V..

3. By setting the mark, the scheme participant confirms his/her agreement that QS informs QM-Milch e.V. if a maximum level, an action threshold or a QS guidance level is exceeded by the parameters dioxin, dioxin-like PCBs, non-dioxin-like PCBs or Aflatoxin B1 within the QS feed monitoring (QS may conduct a plausibility check).

Location

- The scheme participant's location data are displayed and administered here.

Identification number

- Internal numbers for the location can be entered here (optional).

Audit reports

- The audit reports for the location can be viewed here.

Users

- The users of the location are displayed and viewed here:
- Crisis manager



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- Contact person/deputy contact person at the location

Files

- Files can be uploaded here (JPG, TIFF, PNG, BMP and PDF files).


Process Certsystem button

- You can change the location's certification system here.

Deregister location / Register location button

- You can deregister and reregister the location here

2.2.4 Change certification body

- Click on the file symbol  next to the certification body field
- Select the certification body from the list with 


2.2.5 Recognition in external systems

- You can record your recognition wishes in external systems in the Feed Sector stage here. Select desired standard owner(s) and save.

2.2.6 Participation in QM Milk

- You can confirm your participation in QM Milk here

2.2.7 Creat new location

- Click on 

Name (*)

Location number

Street (*)

Postal Code (*) City (*)

Post-office box Country (*)

Post-office box postal code Federal state (*)

unannounced reg. audits add. unannounced spotaudits

URL

Location Plan

Production scope (*)

Certification body (*)

Recognition of QS-audit by third-party system is requested

	Recognition request	certified
AIC	<input type="checkbox"/>	<input type="checkbox"/>
GMP+ Int	<input type="checkbox"/>	<input type="checkbox"/>
Ovocom/Bemefa	<input type="checkbox"/>	<input type="checkbox"/>

Change certification body

Recognition in external systems

Confirm participation in QM Milk

create new location




Location address

Production scope

Certification body

- Please enter location data **completely** and **correctly**
- Please leave the **location number** blank

2.2.8 Add another production scope to a registered location

- Click on 
- Enter the **location number** of the location to which a production scope is to be added (name and address do not have to be entered).
- Select **production scope**

Add another production scope



Enter location number

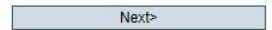
Select production scope



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Click on Next> All other data are completed automatically.



Name (*)

Location number

Street (*)

Postal Code (*) City (*)

Post-office box Country (*)

Post-office box postal code state (*)

URL

Location Plan

Production scope (*)

Certification body (*)

Recognition of QS-audit by third-party system is requested

	Recognition request	certified
AIC	<input type="checkbox"/>	<input type="checkbox"/>
GMP+ Int.	<input type="checkbox"/>	<input type="checkbox"/>
Ovocom/Bemefa	<input type="checkbox"/>	<input type="checkbox"/>



Enter location number

Select production scope



2.2.9 Change of Certification Scheme

Note: If there is an extension of certification or an open K.O. for a location, the certification system cannot be changed.

Change of certification scheme

Click on "Edit certification scheme"

Name Approved unit

Location number Registered Eligible to deliver unit

Reason for cut-off Eligible to deliver

Edit certification scheme

Deregister location

Location Identification number Audit reports Users Gate-Keeper Files

Name (*)

Location number

Street (*)

Postal Code (*) City (*)

Post-office box Country (*)

Post-office box postal code Federal state (*)

URL

Location Plan/Comment

Production scope (*)

Certification scheme

Telephone

Fax

Mobile

Email



Change from QS to a recognized standard

Certification scheme

Change to recognized standard

Click

Select certification scheme

Select certification scheme with

Certification schemes

	AIC
	AMA
	GMP+ Int.
	Ovocom/BFA
	QS
	Qualimat

If necessary add certification term or identification number

Certification scheme

Identification number



Add certification term and/ or identification number



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Product range

Product	Select
Preservatives, 11.1	<input type="checkbox"/>
Silage additives, 11.10	<input type="checkbox"/>
Denaturants, 11.11	<input type="checkbox"/>
Other technological additives, 11.12	<input type="checkbox"/>
Antioxidants, 11.2	<input type="checkbox"/>

- If necessary select product range with
- Save with

- select producing assortment with
- Save with

- In the location data, the new certification scheme appears as **“temporarily certification body”**

Note: The scheme owner now gains access to the location and is given eight weeks to enter the certification term. The location retains its eligibility of delivery in this time (unless the eligibility of delivery runs out before). If no certification term is entered within the eight weeks, everything resetted to the status before.

Change from a recognised standard to QS

- Click
- Select QS as certification scheme
- Select certification body

Change to QS

Select QS as Cert.scheme

Select certification body

Certification scheme

Zertifizierungsstelle

- Save with
- In the location data, the new certification scheme appears as **“temporarily certification body”**

Note: The QS certification body now gains access to the location and is given eight weeks to enter the certification term. The location retains its eligibility of delivery in this time (unless the eligibility of delivery runs out before). If no certification term is entered within the eight weeks, everything resetted to the status before.



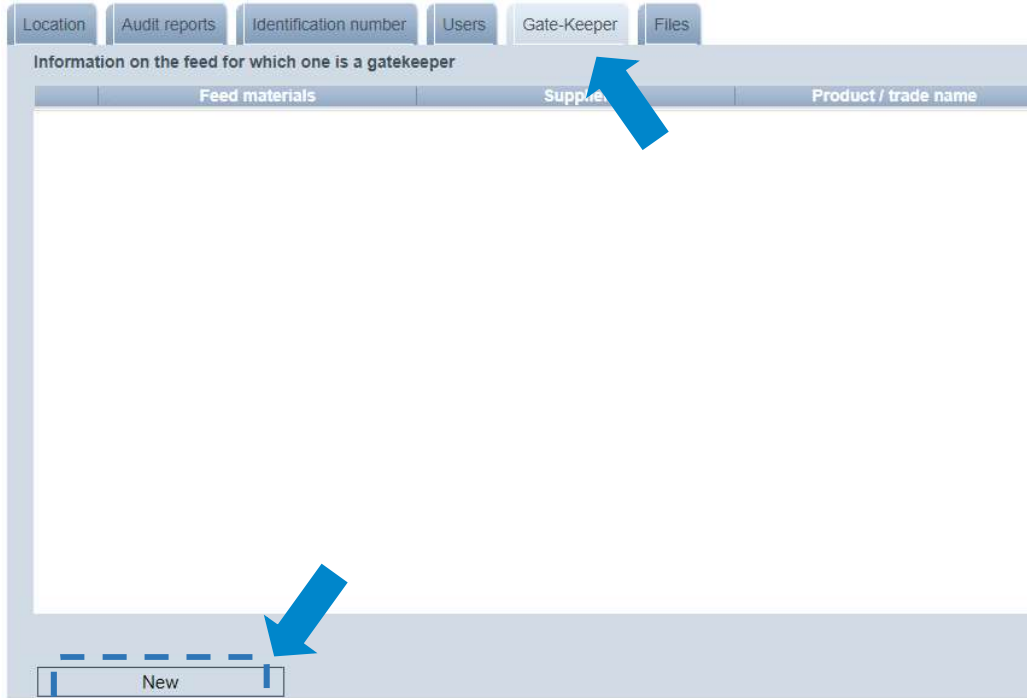
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2.2.10 Create feed for which one is Gate Keeper

Gate-Keeper

- In the detail view of the location, click on the tab gate keeper



- Click on the button „new” and a new view opens

Click button “new”

Information on the feed for which one is a gatekeeper.

Name of feed (*)	-	
Supplier (*)		
Product / trade name		
Country of origin (*)	-	▼
Approved from (*)		▼
Approved until		▼

- Click on to select feed; a new view opens

Click on to go to feed search

Locations > Location > Information on the feed for which one is a gatekeeper. > Select Feed materials

Search criteria

Name

Code number

Feed materials

Name

- Here you can search the feed with its name or code number
- After entering one of the both search criteria, click up right on to update

Enter name or code number of the searched feed

Number of selected Records: 1

Search criteria

Name

Code number

Feed materials

Name
▶ Spelt

Update with click on



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- Select the feed with a click on

Information on the feed for which one is a gatekeeper.

Name of feed (*)	Dinkel, 1.01.01
Supplier (*)	
Product / trade name	
Country of origin (*)	-
Approved from (*)	
Approved until	

- Select the searched feed with

- Now enter the supplier, the country of origin and the point of time (approved from) from which on you are gate-keeper for the feed. The information on „product/ trade name“ and „approved until“ are optional.

Entry of remaining data

- Save with

Save with

Note: The date in the field "approved until" presents the end of procurement (date of last delivery oder end of contract) of the feed. This field can remain empty as long as the delivery is continued. If the end of procurement is fixed, you can enter the according date subsequently.

2.3 Menu Item Corrective Actions

Corrective actions

This will give you an overview of all corrective actions.

- Click and a list view will appear with all corrective actions, **pre-filtered for audits from 01.01.2013**
- Remove date to display corrective actions of older audits
- You can export and further process data in Excel format
- Click on to export the file (Excel file)

Filter options



Export data

Search criteria

Term to be searched

Location number

Name of location

QS-ID

Audit date from from

Adjustment term from

Nonconformity corrected on from

01.01.2013

Audit date from to

Adjustment term to

Nonconformity corrected on to

Status of corrective actions

Status

- Open or begun
- Open
- Begun
- Corrected
- Not corrected
- Uninspectedly done

Number	requirement	Answer	Auditdatum	Auditart	Adjustment term	Status	on (date)	Production scope	Location number	Name	Certification body
2.1.2	Official registration and authorisation	D	01.03.2013	regular audit	20.04.2013	Corrected	13.03.2013	72	F00005028	Neuer Standort	QS Qualität und Sicherheit GmbH

2.4 Menu Item Suppliers

~ Recipients

In the "Master Data" menu under menu items "Suppliers" and "Recipients", you have the option of entering your recipients/suppliers individually in order to check the status of their eligibility to deliver into the QS scheme.



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2.4.1 Add suppliers/recipients

- Click on

Enter one or more **complete location numbers or QS IDs** to search for suppliers/recipients. The entry of production scopes is optional.

Search criteria

QS-Ids

Location numbers

Locations

Sorting

Production scopes

<input checked="" type="checkbox"/>	Location number	Name	Production scope	QS-ID
<input checked="" type="checkbox"/>	F0000114Q			

Add suppliers/recipients



Enter location number or QS-ID

- Click on

Location numbers

Locations

F00001353

Locations

<input checked="" type="checkbox"/>	Location number	Name
<input type="checkbox"/>	F00001353	Claudia Brill
<input type="checkbox"/>	F00001353	Claudia Brill
<input type="checkbox"/>	F00001353	Claudia Brill

- Select recipient/supplier(s) with
- Save with



2.4.2 Display current status of eligibility of delivery

- Click on and a list of your recipients and suppliers is displayed with the current status of their eligibility of delivery.

Notes: The database checks the status of eligibility of delivery of these locations for you automatically overnight. If there are any changes, you are notified automatically per e-mail (e-mail to the address kept with the legal representative).

Status of eligibility to deliver

Update with

2.4.3 Enter several locations simultaneously into the recipient/supplier lists: csv upload

You can **include several locations simultaneously in the recipient and supplier lists** via csv upload.

- Create an Excel file with the following headings (in German)

Enter several recipients/suppliers at once

csv upload

Create an Excel file



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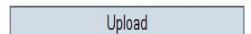
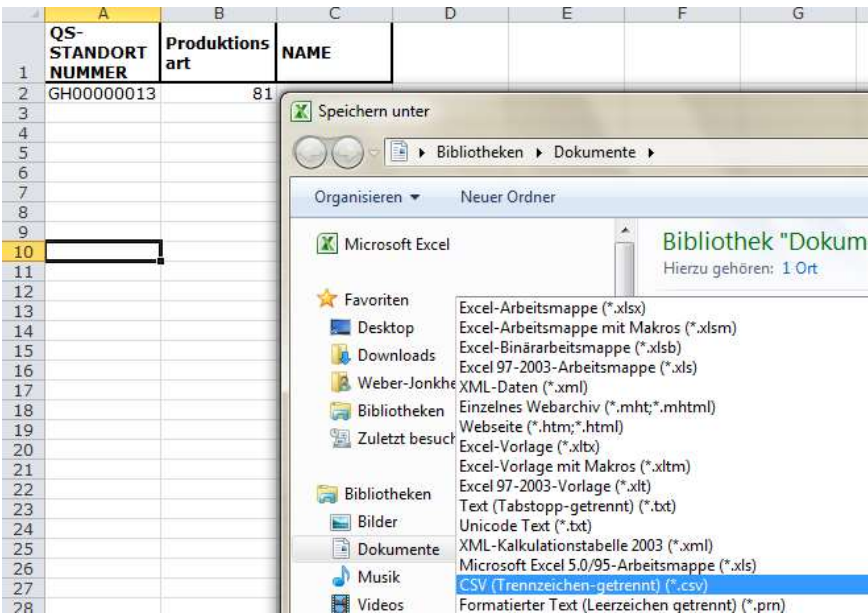


QS-STANDORTNUMMER	Produktionsart	NAME
	<i>(optional)</i>	<i>optional</i>

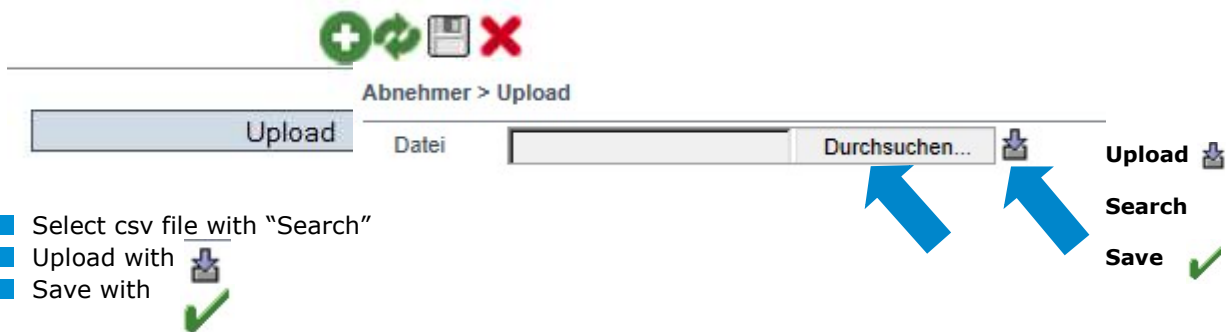
- Enter location number (and production scope if necessary). The entry of the location name is optional.

- Save as a csv file:

Save as a csv file



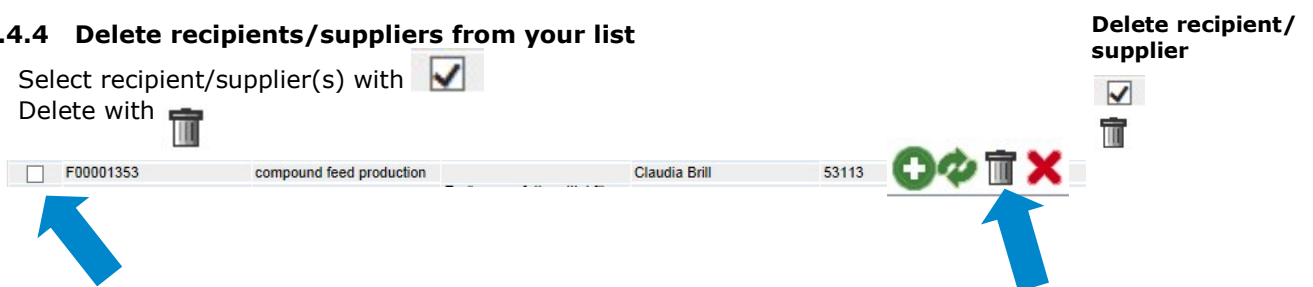
- Click on "Upload" in the menu item Recipient or Supplier



- Select csv file with "Search"
- Upload with
- Save with

2.4.4 Delete recipients/suppliers from your list

- Select recipient/supplier(s) with
- Delete with





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Messages

3 Messages

In concrete hazard situations, e.g. during a crisis, suspended scheme participants can be displayed to you immediately after logging into the QS database under the menu item "Master data/messages". The information is displayed internally within the system by QS.