







Multi-site certification Feed Sector

Technical manual

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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 (%).

1 Logging in to the Database

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



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QS-Database

Actively support quality assurance with reliable data management

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.

New to QS

[Initial registration](#)

New to QM-Milch

[Initial registration](#)

Login

[Login](#)

[Forgot your password?](#)

[Video: forgot your password](#)

[Tips for a good password](#)

Check eligibility of delivery

[Scheme Participant Search](#)

[Scheme Participant Search QM-Milch](#)

- Enter user name (User-ID).
- Enter password.
- Click on "Login".

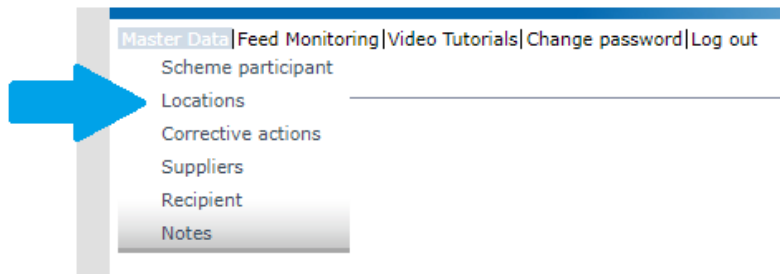
2 Matrix coordinator

2.1 Registration of the matrix coordinator in the QS database

The matrix coordinator has the production scope (770) matrix coordinator. "QS" must be selected as the certification scheme.

An existing scheme participant can register a matrix coordinator in the QS database via

Master data > Locations > New



Matrix coordinators can also be registered under a new scheme participant:

<https://www.q-s.de/softwareplattform/en> > Button "Initial registration" under „New to QS“

2.2 Storage of the production scopes to be checked for the matrix coordinator

The chapters to be audited in the next audit must be selected in the matrix coordinator's location:

Master data > Locations > (open required matrix coordinator) > Tab "Matrix" > Make selection > Save

The screenshot shows the 'Matrix' tab in the software interface. It contains a table with two columns: 'To be checked in the next audit' and 'checked in the last audit'. The rows represent different production scopes: Trade, Storage and transshipment, Road transport, and Chartering of railway, inland waterway and ocean ship transports. Each row has a checkbox in both columns. A blue arrow points to the 'To be checked in the next audit' column header.

To be checked in the next audit	checked in the last audit
Trade <input type="checkbox"/>	Trade <input type="checkbox"/>
Storage and transshipment <input type="checkbox"/>	Storage and transshipment <input type="checkbox"/>
Road transport <input type="checkbox"/>	Road transport <input type="checkbox"/>
Chartering of railway, inland waterway and ocean ship transports <input type="checkbox"/>	Chartering of railway, inland waterway and ocean ship transports <input type="checkbox"/>

After storing the production scopes to be checked in the next audit, locations with the corresponding production scopes can be added to the matrix (see chapter 3 *Request to participate in a matrix*).

2.3 Matrix administrator

To manage the matrix, the role of "Matrix administrator" can be created by the system participant of the matrix coordinator under

Master data > Scheme participant > Tab "Contact person" > New

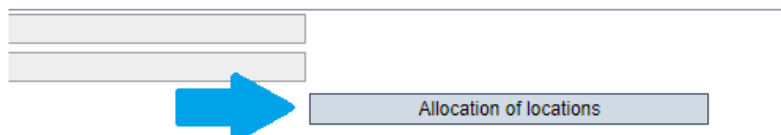
The screenshot shows the 'Contact person' tab in the software interface. It has a sub-tab 'Users' with a plus icon. Below it is a form field labeled 'First name'.

The matrix administrator receives their own access data for the QS database.

The desired matrix can be assigned to the matrix administrator by opening it under

Master data > Scheme participant > Tab "Contact person"

via the edit symbol and clicking on the button "Allocation of locations".



Afterwards, the desired matrix can be searched for. To do this, enter the location number or the name of the matrix coordinator and click on the refresh symbol.

Tick the desired matrix and click on the Save button.

Name

Location number

with the checkbox on the table head the selection or disselection for all lines of the table is managed

Locations

<input checked="" type="checkbox"/>	Name	Location number	Postal Code
<input checked="" type="checkbox"/>	Test Matrix NEU 2023	F22222263	53113
<input type="checkbox"/>	Test	F22222283	53113

The matrix coordinator can see the location data of the matrix locations under

Master data > Locations > Matrix coordinator > Tab "Matrix locations" > View 

The matrix administrator can also create sample related data for the trading locations participating in the matrix and see their analysis results.

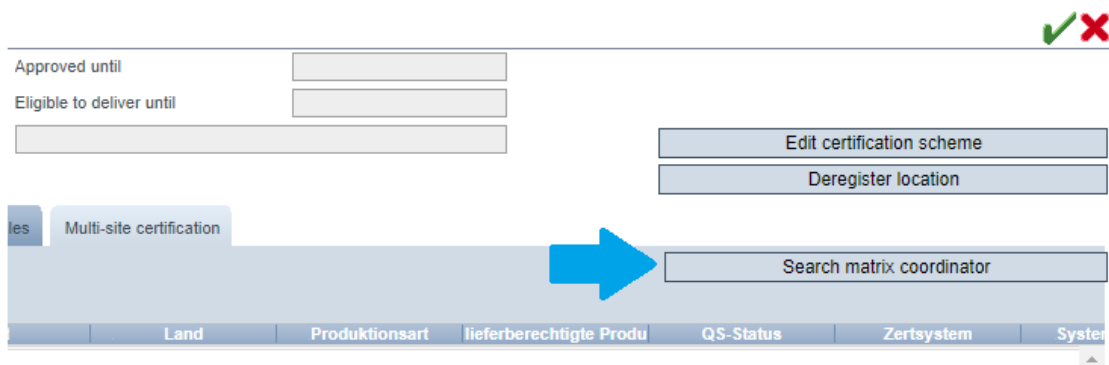
3 Request to participate in a matrix

3.1 Selecting a matrix/matrix coordinator as a location

Locations with the production types 76 (trade (feed)), 77 (storage and transshipment (feed)), 78 (road transport (feed)) and 79 (rail, inland waterway and ocean ship transport) can log in as scheme participants and indicate their wish to participate in a matrix under

Master data > Locations > (choose required location) > Tab "Multi-site certification"

To do this, click on the button "Search matrix coordinator", enter the location number of the matrix coordinator (e.g., F00000001) and click on the refresh symbol. Select the matrix coordinator and then click on the Save button.

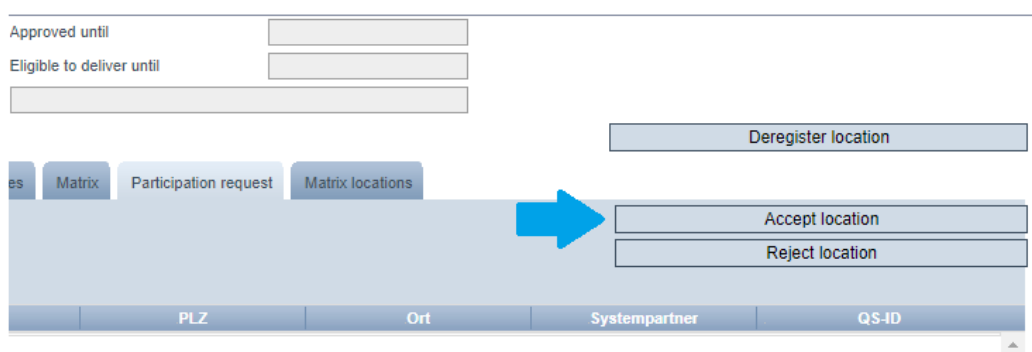


3.2 Accept/reject a location as a matrix coordinator

Logged in as a scheme participant of the matrix coordinator or matrix administrator, participation requests can be accepted or rejected under

[Master data](#) > [Locations](#) > (open the required matrix coordinator) > Tab "Participation request"

To do this, select the relevant locations and click on the "Accept location" or "Reject location" button.



By accepting a location, the certification body of the matrix coordinator automatically becomes the certification body of the accepted location.

4 Tie up a matrix

When all the required locations have been included in a matrix, the matrix can be tied up by the scheme participant of the matrix coordinator or the matrix administrator under

[Master data](#) > [Locations](#) > (open the required matrix coordinator) > Tab "Matrix locations"

tab by clicking on the button "Tie up matrix". To do this, there must be at least three locations with different location numbers in the matrix. If this is not yet the case, the button is not displayed.

From the time of the tying, no further locations can be added to or removed from the matrix.

The lacing of the matrix is required so that the certification body can start the auditing process.

5 Remove location from matrix

5.1 Removing a location from a matrix as a matrix location

Matrix locations can be removed from a matrix logged in as a system participant under

[Mater data](#) > [Locations](#) > (choose required location) > Tab "Matrix locations"

To do this, click on the delete icon and confirm that you want to remove the location from the matrix.

5.2 Removing a location from a matrix as a matrix coordinator

Logged in as a system participant of the matrix coordinator or as a matrix administrator, matrix locations can be removed under

[Master data](#) > [Locations](#) > (choose required location) > Tab "Matrix locations"

To do this, click on the view symbol in front of the location that is to be removed. Then click on the button "Deregister location from matrix" under the tab "Matrix certification" and confirm that the location is to be deregistered from the matrix.

