Manual

Coordinators | Access to the livestock producer administration database
Animal Welfare Initiative - Initiative Tierwohl

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Arvato Financial Solutions
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1 Introduction

1.1 General information

Via the on-line portal "BOP" (BFS On-Line Portal), you have direct access to the administration of the livestock producers allocated to you in the database (Extranet Portal). Here, you can view and administer daily updated information about your allocated livestock producers, as well as the various planning periods for the two types of production, i.e. chicken and turkey fattening, along with the budgetary amounts already distributed and still to be awarded. This manual will act as a pictorial guide on how on-line access of the BOP system is possible.

1.2 System requirements

For access to the database, you will need an Internet-enabled PC and an installed Internet access programme (Web browser: e.g. Firefox). In addition, you will need to have a programme installed capable of opening and reading the PDF documents (for example Adobe Reader).

1.3 Access data

You will receive your access data by e-mail after previously sending registration documents (by fax or e-mail) to the clearing office. Please login to your secure data area using your personal user name (QS-ID) and password. The following internet link will take you to the database: https://tierwohl.bfs-finance.de

1.4 Registration

If you open the web page you will be taken to the login screen (Figure 1). Please enter your access data (user name/login and password). To guarantee maximum security, you will be required to change your password directly after first use and then every two months. You will be prompted to do this automatically by the system when you log in.
1.5 Password guidelines

The password must meet the following criteria:

- At least 8 characters
- The user name, or parts thereof, may NOT be included in the password
- You will not be permitted to use any of your last 6 passwords again
- 3 or 4 of the listed strings must be included
  - Special characters (e.g. %$&...)
  - Upper-Case letter
  - Lower-Case letter
  - Numbers

The password expires every 60 days and must be changed.

1.6 Forgot password?

If you have forgotten your password, you can retrieve it using the function "forgot password" (Figure 2).
Click on the button to open a new window. Please enter your user name or your e-mail address here. End this process by clicking “Send password via email” (Figure 3). A new password will then be sent to the e-mail address or to the address registered under the user name.
1.7 Change password

If you want to change your password, you can do this with the help of the "change password" function after login (Figure 4).

Figure 4 - Change password function
This opens a new dialogue window (Figure 5).

**Change password**

First, please enter your old password and then your new password. The new password has to be entered twice for safety reasons. Please use a secure password which is not easy to imagine.

Rules for choosing a new password:
- The password should consist of at least 6 digits
- The user name or parts of it should not be included in the password
- The last 6 used passwords cannot be chosen again
- 3 out of the 4 following rules must be used:
  - Special character (e.g. %$&)
  - Capital letter
  - Small letter
  - Numbers.

The password will expire every 6 weeks.

Please first enter your old password. You can then enter a new password, which you will have to confirm again at the end.

### 1.8 Log Off

To avoid abuses, you should finish each processing session in the on-line portal properly. As shown in Figure 4 you will find the "Log Off" - button, bottom left. After logging off, the home page appears again allowing you to select the login dialogue screen (Figure 1).
2 Working in the on-line portal

2.1 Home page

After successfully logging into the BOP, this is the database homepage you see (Figure 6).

Figure 6 - Home page
2.2 Animal welfare menu button

Via the “Animal welfare” menu button, you will reach the coordinator screen, where you can choose between options “View”, “Input” and “Coordinator” (Figure 7).

![Figure 7 Homepage - Animal Welfare Coordinator screen](image)

2.2.1 View

On the first dialogue screen "View" - as shown in Figure 7 - you can see the home page of the coordinator screen. Please note that you cannot change or delete your data here. As usual, changes are to be made through the animal welfare initiative offices.

2.2.2 Input and search

On the “Input” screen you can input the transfer data for the respective livestock producers and cancel this again (Figure 8).

![Figure 8 – Input and search screen](image)
A: Input of transfer data:

To enter the transfer data for one or more livestock producers, you only have to select “New” by clicking in the green highlighted field (Figure 9), for those types you wish to input quantities for. You can choose between the two options “Pig” and “Poultry”. After the selection has been made, a data record appears in the list that needs to be completed. The fields above the list, i.e.: “Submitter”, “Submitter No.”, Number/Count and Date will be auto-filled. The “Debitor” column will be auto-filled with the livestock producer’s debitor number after your entry has been saved.

The “Unit” column will have been auto-filled with your previous selection choice (number for the type “Pig”, and kgLW (kg Live Weight) for the type “Poultry”.

Figure 9 - Entering a new submitter
The following entries are to be completed/updated:

<table>
<thead>
<tr>
<th>Column</th>
<th>Information to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>VVVO-No.</td>
<td>15-digit VVVO-No. of livestock producer</td>
</tr>
<tr>
<td>Prod. type</td>
<td>4-digit number for type of livestock production</td>
</tr>
<tr>
<td>Submission Date</td>
<td>Date in following format: DD.MM.YYYY</td>
</tr>
<tr>
<td>Quantity</td>
<td>Quantity as unit count or kg LW</td>
</tr>
<tr>
<td>CODE</td>
<td>Code &quot;1&quot;: Posting a quantity (= Debit)</td>
</tr>
<tr>
<td></td>
<td>Code &quot;2&quot;: Cancellation of a quantity (= Credit)</td>
</tr>
<tr>
<td>Quantity type</td>
<td>Only for types “Poultry” and “Turkey” (Production type 3004):</td>
</tr>
<tr>
<td></td>
<td>Input &quot;M&quot; for male</td>
</tr>
<tr>
<td></td>
<td>Input &quot;F&quot; for female</td>
</tr>
<tr>
<td></td>
<td>This column does not exist for production type “Pig” (prod. type codes 2001, 2004, 2008). The column is displayed for poultry type “Broilers” (production type 3001) but does not need to be filled out.</td>
</tr>
<tr>
<td>Comment</td>
<td>Any input of your choice</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
</tr>
<tr>
<td></td>
<td>To book a quantity (CODE = 1), you can make an entry if required.</td>
</tr>
<tr>
<td></td>
<td>For cancelling a quantity (CODE = 2) it is essential to post an entry so that the booking can be saved!</td>
</tr>
</tbody>
</table>

Within a data record, you can use the TAB key to navigate to the next column to be completed. If you click "item" under the green highlighted button, you can create a new data record to make further entries or delete a selected record.

To delete one or more records, select them by placing a tick/check mark in the first column of the respective data record(s) (Figure 10).

You can enter as many records as you like for further input of quantities of the same type before you save them and then authorise them for release.
Figure 10 - Entry and deletion of posts

By clicking on the "Save" button, bottom left, your entries will be saved (Figure 11). At the top of the tab "File Type Coordinator and Abattoir", the message "Data has been saved successfully" appears. The submitter-screen is then saved and clear for further entries.

**Note:**
If you click the "Overview" button without saving, your entries will be lost and not saved.
After you have saved the data, you can release or delete all the entries in the list using the green highlighted button "list" (Figure 11). However, you can also use the search function in the input start screen to release the data later (see Section B of this chapter, “Searching lists”).
After data release, the note “Release done” appears at the top of the screen. Via the grey button “Overview” at the bottom of the screen, you can return to the original input screen (Figure 12).

**B: Searching lists**

You can search for specific lists via different fields in the original input screen. Using the search field “Submitter” you can either search for all submitted data or filter the search by selecting the type (Figure 13). Parallel to this, you can further narrow the search by searching via the status field for all open or released submission lists either with or without date input (“from” and/or “to”). In addition, you can use the “number” field to search for a specific submitter by entering the five-digit, submitter code.
Depending on the search options selected (Figure 14), the corresponding submitter lists are shown, which can be examined in detail by double clicking, and if they are still open they can be deleted or released (see this chapter, Section A: Input of transfer data).

Figure 14 - Search result

Regarding lists of submissions already released, a log of all the submitters records together with the information contained therein can be generated and saved as a PDF document via the green highlighted button "list". Above the list, you will see the submitter code number, the number of data records contained and the date of the submission (Figure 15).
2.2.3 Coordinators

The coordinator overview lists all livestock producers that are assigned to you (Figure 16).

To find a specific livestock producer in the list, you have the option to search using both search fields "VVVO-No." or "Location name" at the top of the list (Figure 17). It is also possible to enter partial terms as well as a combination of both search methods in the search window:

The difference in production type is shown in the following way:

Pigs
2001: Pig - Pig fattening
2004: Pig – Sow production
2008: Pig – Piglet production

Poultry:
3001: Poultry - Broiler production
3004: Poultry - Turkey production

In the fifth column of the list, “master data livestock producer” you can view the master data pertaining to the respective livestock producer by clicking on the grey highlighted button (Figure 18). To this end, you will be directed to a new screen, where you can view the contact data, the participation and budget information, as well as the transfer transaction data of the respective livestock producer. Regarding the livestock producer’s transfer data, you have the option of having the data exported as “Excel Export” by clicking on the grey highlighted button (Figures 19 + 20).
Figure 19 - Master data of a livestock producer
To return to the overall overview of your livestock producers on the “Coordinator” screen click on the start page menu item "Animal welfare" on the left and then on the drop-down menu item “Coordinator” (Figure 21):

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**Figure 20 - Livestock producer master data following Excel export**

**Figure 21 - Returning from livestock producer master data to the coordinator overview**
In the sixth column of the list, “Livestock Producer Archive”, you can view all archived documents pertaining to the respective livestock producer by clicking on the grey highlighted button (Figure 22). To this end, you will be directed to a new screen, where you can make the appropriate selection from: Quarterly settlement, Annual settlement, Statements of account, Certificate of participation & withdrawal and updates regarding change of VVVO-No.

Figure 22 – Example - Livestock producer - document selection options

After selecting the appropriate document type and after clicking “search”, the desired document appears in the list for viewing and saving in PDF-format and can be opened by double-clicking.
3 Contacts
For technical questions (for example, user blocked, problems when opening the web page or accessing the server) we will be happy to help if you contact us here:

Animal Welfare Clearing Office
Hotline: +49 5241/80 - 43333
Fax: +49 5241/80 - 643333
E-mail: initiative-tierwohl@bertelsmann.de

For technical questions relating to the issue of animal welfare, please contact the sponsoring organisation of the animal welfare initiative Initiative Tierwohl

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