Coordinator Manual
Access to the livestock owner management database & how to work with the BeVision portal

BFS finance GmbH
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1 Introduction

1.1 General information
With the online portal "BeVision" you get direct access to the administration of the livestock owner assigned to you in the database. Here you can view and manage daily updated information about your livestock owners. This manual will show you with detailed screenshots how you can use the "BeVision" system.

1.2 System requirements
To access the database, you need a PC with Internet access and an Internet browser, e.g. Firefox. In addition, a programme for reading and opening PDF documents should be installed on your computer (e.g. Adobe Reader).

1.3 Access data
You will receive your access data by e-mail. Please log in to your protected area using your personal user name (QS-ID) and password. You can access the database via the following internet address: https://tierwohl.bevision.app/

1.4 Registration
When you access the website, you will be taken to the login dialogue (Figure 1). Please enter your access data here (user name/login and password). To ensure maximum security, the password must be changed at least every 365 days. You will be prompted to do this automatically by the system when you log in.

![Sign in to your account](https://tierwohl.bevision.app/)

Figure 1: Login
1.5 Password policy

Password Policy

The security of your account is very important to us. Therefore the following requirements apply to the password:

Make sure that nobody but you knows your personal password.

Choose a complex password that cannot be guessed very easily.

- The password must be at least 15 characters long
- The user name (or parts thereof) must not be included
- You can not use the last six passwords again
- At least 3 of the following 4 rules must be fulfilled:
  - One capital letter
  - One lower case letter
  - One number
  - One special character (e.g. #?$...)
- The password must be changed at least every 365 days.
1.6 Forgotten password

If you have forgotten your password, you can retrieve it using the "Forgot password?" function (Figure 3).

Clicking opens a new window. Please enter your user name or your email address here. Complete this process by clicking on "Submit" (Figure 4). A new password will then be sent to your e-mail address or to the address stored with the respective user name.
1.7 Logging out

In order to avoid misuse, you should log out of the online portal properly. You will find the "Logout" button in the top right-hand corner, as shown in Figure 5. After logging out, the start page for selecting the login dialogue appears again.

Figure 5: Logout
2 Working with BeVision

2.1 Homepage

After successfully logging in to BeVision, you will see your personal dashboard. (Figure 6).

Figure 6: Dashboard Animal Welfare Coordinator

On the left-hand side, you can choose between 5 different menu items as shown in Figure 7, which are also displayed as icons to help you:

Figure 7: Menu items
2.2 Reporting

In the second dialogue "Reporting", you can open various reports of your assigned livestock owners.

Figure 8: Movement data livestock owner
2.3 Livestock producer

In the dialogue "Livestock Owner" you can find an overview of your data:

![Search mask Livestock owner](image)

Figure 9: Search mask Livestock owner

By clicking on the selection of a specific Livestock owner, you will automatically be forwarded to the Livestock owner mask. This consists of two areas. The upper area provides you with a comprehensive overview of your core information:

![Core information of the Livestock owner](image)

Figure 10: Core information of the Livestock owner

In the second part of the screen you will find a selection of different display options:

- Documents
- Blocking Indicators
- Settlement Periods
- Movement data
- Functional Buttons
**Documents:** To download or print documents, click on the paper clip on the right:

![Document Overview](image)

**Blocking Indicator:** Here you will find information about the type and duration of blockings.

![Blocking Indicators](image)

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**Figure 11: Document overview livestock owner**

**Figure 12: Blockings**
**Settlement periods:** You will find an overview of your livestock owners’ settlement data in the third tab.

![Figure 13: Settlement data](image)

**Movement data:** This is an overview of the reported quantities of your livestock owners.

![Figure 14: Movement data](image)
**Functional buttons:** In this area you can control which documents are automatically sent to your livestock owners. The automatic dispatch of all documents is a default setting. By moving the button to the left, you can switch off the automatic dispatch.

![Functional buttons](image)

Figure 15: Automatic dispatch of documents
2.4 Transfer of quantities of goods

In the third dialogue "TRANSFER OF QUANTITY OF GOODS" you can enter and cancel the movement data for the respective livestock owners. By entering the quantities into the system, you pass on your data for further processing to the Animal Welfare Initiative and the Animal Welfare Clearing House. In the dialogue "TRANSFER OF QUANTITY OF GOODS" you can enter the movement data for one or more animal owners by simply selecting the orange highlighted field "Add quantity of good".

![Input and search mask](image)

**A: Input of animal quantity data:**

Now the following mask opens, which you fill in one field after the other with the required data.

![Enter a new quantity](image)
Your QS-ID is automatically displayed for you as a coordinator. The following fields must now be filled in by you:

<table>
<thead>
<tr>
<th>Fields</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>VVVO no.</td>
<td>15-digit VVVO no. of the animal owner</td>
</tr>
<tr>
<td>Production scope</td>
<td>4-digit number of the production scope of the animal owner</td>
</tr>
<tr>
<td>Pig:</td>
<td>2001: Pig - pig fattening</td>
</tr>
<tr>
<td></td>
<td>2004: Pig - sow keeping</td>
</tr>
<tr>
<td></td>
<td>2008: Pig - piglet rearing</td>
</tr>
<tr>
<td>Poultry:</td>
<td>3001: Poultry - chicken fattening</td>
</tr>
<tr>
<td></td>
<td>3004 (F): Poultry - turkey fattening hens</td>
</tr>
<tr>
<td></td>
<td>3004 (M): Poultry - turkey fattening rooster</td>
</tr>
<tr>
<td>Submission date</td>
<td>Date according to specified format: dd.mm. yyyy</td>
</tr>
<tr>
<td>Unit of measure</td>
<td>Quantity in pieces or KG, is automatically updated based on the prod.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Quantity of the unit of measure. This must be greater than 0</td>
</tr>
<tr>
<td>Transfer</td>
<td>Selection of positive (add) or negative (cancel) quantity</td>
</tr>
<tr>
<td>Comment</td>
<td>Any input of your choice</td>
</tr>
<tr>
<td></td>
<td>Hint: For posting a quantity (positive posting) you can add a comment if required.</td>
</tr>
<tr>
<td></td>
<td>For the cancellation of a quantity (negative booking) a comment is mandatory so that the booking can be saved!</td>
</tr>
<tr>
<td>Delete symbol</td>
<td>If necessary, press to remove a line</td>
</tr>
</tbody>
</table>

Table 1: Input fields quantities

**B: Cancellation or correction quantities**

To cancel a quantity, you have the possibility to do this via the "Booking: - negative". To do this, you must enter the quantity message, analogous to the booking of the quantity to be canceled, and only select the "-negative" variant in the "Transfer" field. You can therefore cancel quantities in full or make partial cancellations or corrections. For the cancellation of a quantity (negative booking) a comment is mandatory so that the booking can be saved.
C: Saving movement data

Figure 18: Saving data sets

(1) You can enter as many records as you like for another entry of quantities of the same type before saving them. To do this, simply select the orange button "Add new row".

(2) To save your entries, select the orange button "Save". If your entries have been saved successfully, the following green message will appear on the top of the page:

Transfer of Quantity of Goods successfully saved.

Then, you will be automatically forwarded to the overview of your saved quantity reports. Here you can search for them, open them and edit them if necessary.
D: Display of quantity notifications

In the dialogue "TRANSFER OF QUANTITY OF GOODS" you will find an overview of all submitted quantities.

![Figure 19: Display of quantities](image)

On the far right of the table bar, you can change the column order to suit your preferences by clicking on the equal sign to the corresponding position in the sequence.

![Figure 20: Configuration table](image)
To move to the far right of the table, scroll all the way down the table and move the blue bar to the right. These configuration options are available on all dialogues that show a table.

**Figure 21: Table presentation**

**E: Searching for quantities**

You can filter the display or search for your quantities with the help of various filter criteria. The filtering is done automatically after selecting or filling in one of the filter criteria.

**Figure 22: Search mask for quantity reports**

Depending on the selection of the filter criteria, the corresponding quantity messages are displayed. Enclosed you will find an explanation of the individual filter criteria:

<table>
<thead>
<tr>
<th>Filter criteria</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>VVO. no.</td>
<td>15-digit VVVO no. of the livestock owner</td>
</tr>
<tr>
<td>Submission date</td>
<td>Date according to specified format: dd.mm.yyyy</td>
</tr>
<tr>
<td>Quantity</td>
<td>Quantity of the unit of measure. This must be greater than 0</td>
</tr>
<tr>
<td>Created by</td>
<td>User who entered the quantities</td>
</tr>
<tr>
<td>Production scope</td>
<td>4-digit number of the production scope of the animal owner</td>
</tr>
<tr>
<td>QS-ID</td>
<td></td>
</tr>
<tr>
<td>Booking</td>
<td>Selection of a positive (add) or negative (cancel) quantities</td>
</tr>
<tr>
<td>Approved by</td>
<td>User who approved the quantities</td>
</tr>
<tr>
<td>Entry date</td>
<td>Date of entry</td>
</tr>
<tr>
<td>Unit of measure</td>
<td>Quantity in pieces or KG</td>
</tr>
<tr>
<td>Approved on</td>
<td>Date of approval</td>
</tr>
</tbody>
</table>

Table 2: Filter criteria for quantities
2.5 Document management

The fifth menu item provides you with an overview of all documents of your livestock owners.

![Figure 23: Document management](image)

The first part of this consists of a search mask that allows you to filter your documents.

![Figure 24: Search mask](image)

The display screen forms the second part of the document management. Here you can read your documents by selecting the 3-point menu on the right-hand side and clicking on display.

![Figure 25: Display documents](image)
2.6 Profile

In the last dialogue, you can view and complete the key data of your profile and also change your standard language settings.

Figure 23: Profile mask
3  Contact details

If you have any questions regarding the use of BeVision or of the interface, please contact us:

**Animal Welfare Clearing House:**
Hotline: +49 (0)5241 / 80-43333
E-Mail: initiative-tierwohl@bertelsmann.de

For technical queries on the subject of animal welfare, please contact the supporting organisation directly:

**Animal Welfare Initiative:**
Phone: +49 (0)228 / 336485-0
Fax: +49(0)228 / 336485-55
E-Mail: anfragen@initiative-tierwohl.de
Homepage: www.initiative-tierwohl.de

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