Marketer Manual
Access to the livestock owner management database & how to work with the BeVision portal
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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 (username/login and password) here. 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.

![Login page](image)

Figure 1: Login page

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 username (or parts thereof) must not be included
  - You cannot 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.

![Password policy](image)

Figure 2: Password policy
1.6 Forgotten password

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

![Sign in to your account](image)

Figure 3: "Forgotten password" function
Now, you can enter your user name or your email address here. End this process by clicking on "Submit" (Figure 4). Further instructions will be send to your e-mail address.

![Receive new password](image)

**Figure 4: Receive new password**

### 1.7 Logout

In order to avoid misuse, you should properly log out of the online portal. You will find the "Log out" button at the top right, as shown in Figure 5. After successfully logging out, you will automatically be redirected to the log-in page (Figure 1).

![Log out](image)

**Figure 5: Log out**
2 Working in the Online Portal

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

Figure 6: Dashboard

On the left you can choose between 4 different menu items as shown in figure 7, which are also shown as icons to help you:

Figure 7: Menu item
2.2 Reporting

As a marketer, you can view and open the following reports under the second menu point:

- Movement Data Livestock Owner
- Overview Slaughterhouse Pig Participation Fee Billing
- Slaughterhouse Quarterly Billing Positions

2.3 Quantities

In the third dialogue "TRANSFER OF QUANTITY OF GOODS" you can enter and cancel the movement data for livestock owners (Figure 9). By entering your quantities into the system, you pass on your data for further processing to the Animal Welfare Initiative and the Animal Welfare Clearing House. In this dialogue you can enter the movement data for one or more livestock owners by simply selecting the orange field "Add quantity of goods".
A: Input of movement data:
Now the following mask opens, which you fill in one field after the other with the required data.

Figure 10: Adding quantity of goods

First select the QS-ID number and complete the following fields:

<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 keeper</td>
</tr>
<tr>
<td>Production scope</td>
<td>4-digit number of the production type of the animal keeper</td>
</tr>
<tr>
<td></td>
<td>Pig:</td>
</tr>
<tr>
<td></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></td>
<td>Poultry:</td>
</tr>
<tr>
<td></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. scope.</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 message</td>
</tr>
<tr>
<td>Comment</td>
<td>Any input of your choice</td>
</tr>
<tr>
<td></td>
<td>Hint:</td>
</tr>
<tr>
<td></td>
<td>For <strong>posting</strong> a quantity (positive posting) you can add a comment if required.</td>
</tr>
<tr>
<td></td>
<td>For the <strong>cancellation of</strong> 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 quantity report
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 11: 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 "Save" button. If your entries have been saved successfully, a message in green appears for a few seconds at the top of the page as confirmation.
D: Display of quantity notifications

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

Figure 12: Display of quantities

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 13: Configuration table
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.

**E: Searching for quantities and drafts**

In the dialogue "TRANSFER OF QUANTITY OF GOODS" you will find an overview of all submitted quantities. You can filter the display or search for your quantity notifications with the help of various filter criteria. The filtering is done automatically after selecting or filling in one of the filter criteria.

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</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>VVVO, 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 livestock owner</td>
</tr>
<tr>
<td>QS-ID</td>
<td>QS-ID</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 quantity report
2.4 Profile

In the fourth dialogue, you can view and edit some key data of your profile and also change your standard language settings.

Figure 16: Profile mask
Please note that enquiries can be made via the contact form when logging in, as well as by telephone or e-mail. You can find the contact details in chapter “3. Contact” or on the "Dashboard". (Figure 22).

Figure 17: Request / Help (1)

Figure 18: Figure 12: Contact form (2)
3 Contact

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 organization:
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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