











Animal Welfare Database Instructions  
**Scheme participant master data**

**MEAT INDUSTRY**

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### Explanation of icons in the Animal Welfare Database

	New		Edit
	OK (Save)		Delete
	Refresh		Next page / Previous page
	Close		
	Selection		Erase

**Note:** Please note that you should not use the "back" button in your browser. Please also note that you should not click on any buttons before a page has finished loading. Your browser displays the loading status of a web page.

**Note:** If you need a placeholder, please enter the percent sign (%) (e.g. when filtering name, location number, etc.)

## 1 Maintaining master data

### Maintaining master data

As a scheme participant, you can do the following in the Animal Welfare Database:

- View and manage your master data
- Switch between the QS software platform and the Animal Welfare Database (single sign-on)
- Transfer the locations that you have recorded in the QS software platform to the Animal Welfare Database and manage them
- Register and de-register locations
- Store your contractually agreed species for the public search function
- Change certification bodies
- View audit reports

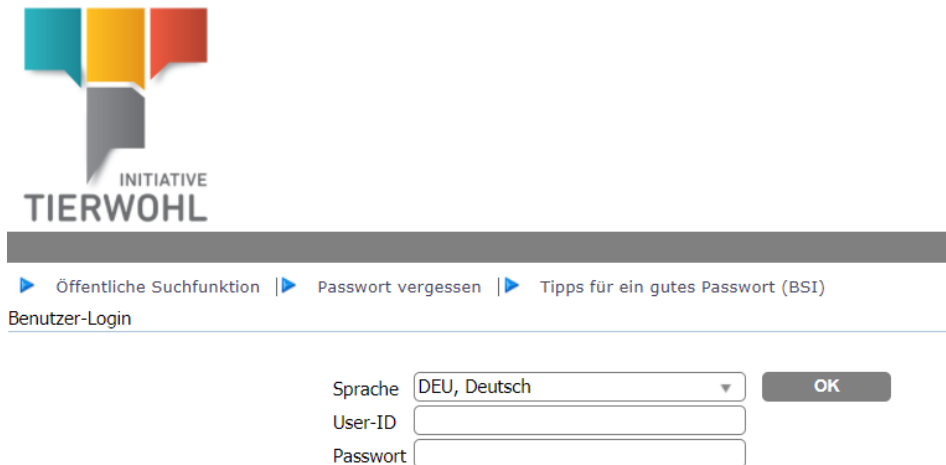
## 2 Logging into the Animal Welfare Database

### Logging into the Animal Welfare Database

### 2.1 Enter login data

After signing the contract, you will receive an email (to the legal representative's stated email address) containing your login details for the Animal Welfare Database.

<https://datenbank.initiative-tierwohl.de/QSTierwohl/start/do>



The screenshot shows the login page for the Initiative Tierwohl database. At the top left is the logo with three colored speech bubbles (teal, yellow, red) and a grey one below them, with the text 'INITIATIVE TIERWOHL' underneath. Below the logo is a dark grey horizontal bar. Underneath the bar are three links: 'Öffentliche Suchfunktion', 'Passwort vergessen', and 'Tipps für ein gutes Passwort (BSI)'. Below these links is the text 'Benutzer-Login'. The main login area contains a dropdown menu for 'Sprache' set to 'DEU, Deutsch', an 'OK' button, and three input fields for 'User-ID' and 'Passwort'.

- Enter user ID
- Enter password

### Forgotten your password?

### Forgotten password

Click on the "Forgotten password" menu and enter your user ID. A new password will be emailed to you via the legal representative's saved email address.

## 2.2 Change password

For security reasons, we advise changing your assigned password immediately and then at regular intervals.

- Enter old password
- Enter new password
- Repeat new password

Change password

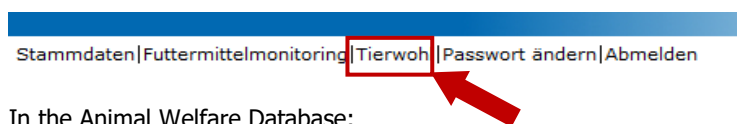
## 3 Single sign-on (SSO)

As a scheme participant, if you have login details for the QS platform and the Animal Welfare database (and the same username for both), and are logged in to either of them, you can easily switch between the two applications.

Clicking on the corresponding link (see below) opens up the partner application in a new tab.

Single sign-on

In the QS platform:



Click on the Animal Welfare or QS platform link

In the Animal Welfare Database:



## 4 Transferring location data from the QS platform to the Animal Welfare Database

### 4.1 Transferring locations from QS to Animal Welfare

The locations you registered when signing the contract are automatically transferred along with the scheme participant to the Animal Welfare Database. If one (or more) of an Animal Welfare Initiative scheme participant's other locations gains eligibility of delivery at a later date, you can transfer the master data for the location(s) (incl. a contact person) to the Animal Welfare Database from within the QS platform under **Master data > Locations**. For instructions on how to use the QS platform, please refer to the corresponding [instructions](#).

Transferring data from QS to Animal Welfare

To do this, open the location record and click on the *Transfer to Animal Welfare Database* button (top right of the location record).

Please ensure that the telephone number and email address has been entered for the stored contact person(s) in the QS database location record, otherwise an error message will appear when transferring the data. If the contact person for the Animal Welfare Initiative is different, you can change this in the Animal Welfare Database after transferring the record.

[Hauptmenü](#) | [Tierwohl](#) | [Videotutorial](#) | [Passwort ändern](#) | [Abmelden](#) | Standort

Standorte > Standort

Name:  Zugelassen bis:  an Tierwohl übertragen

Standortnummer:   Angemeldet Liefereberechtigt bis:

Hier berechnete Produktionsart:  Einschränkung:

---

Standort | Betriebszeiten | Standortinformationen | Auditberichte | Abweichungen | Kennnummern | Ansprechpartner | Dateien

Name (\*):

Standortnummer:

Straße (\*):

PLZ (\*):  Ort (\*):

Postfach:  Land (\*):

Postfach-PLZ:  Bundesland (\*):

URL:

Wegbeschreibung/Bemerkung:

Produktionsart (\*):

Geprüfte Produktionsart:

Zertifizierungsstelle (\*):

Zertifizierungssystem:

Telefon:

Fax:

Mobil:

E-Mail:

*Note: If the location is already present in the Animal Welfare Database, the "Transfer to Animal Welfare Database" button will not appear.*

Once the transfer is complete, you can access the location in the Animal Welfare Database, add the certification body and register the location (**see 5.3**). You can also choose from the contractually agreed species in the location record and place a check mark next to the relevant species. The selected species will be displayed in the public search function.

Systempartner

Name:

QS-ID:

---

Systempartner | **Ansprechpartner** | Standorte

Name \*:  ID:

QS-ID \*:

Anmeldestatus:

Straße \*:

PLZ \*:  Ort \*:

Postfach:  Land \*:

Postfach-PLZ:  Bundesland \*:

URL:

Stufe \*:  Zertifizierungssystem \*:

Vertragsdatum:  Kündigungsdatum:

Wegbeschreibung:

Bemerkung:

Steuersatz \*:  Umsatzsteuer-ID \*:

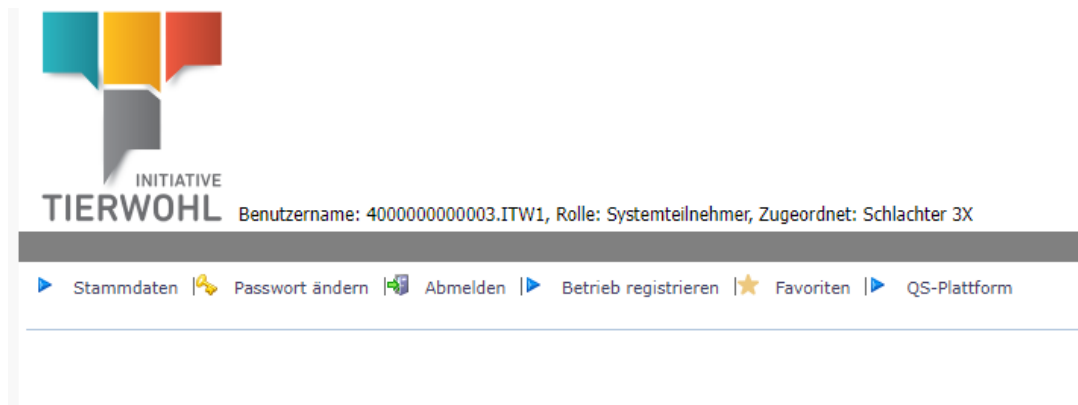
Schwein

Geflügel

Rind

**Add a check mark for relevant species in location**

## 5 Animal Welfare Database



**Overview  
Animal Welfare menu**

**Master data menu** ▶ Master data

This is where you can display and manage the scheme participant's locations and the locations transferred from the QS software platform.

**Master data**

**Change password menu** 🔑 Change password

This is where you can change your password.

**Change password**

**Log out menu** 🚪 Sign off

This is where you can log out.

**De-register**

**Favourites menu** ★ Favorites

This is where you can create and manage favourites. By clicking on the *Add favourite* menu item, you can save the page that you currently have open. To remove a favourite, first click on the *Edit favourites* menu item, then click on the favourites that you want to remove.

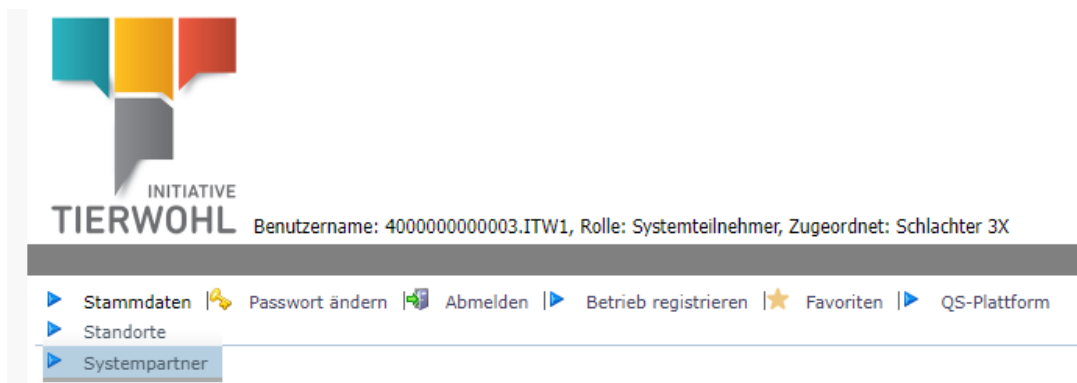
**Favorites**

**QS platform menu** ▶ QS-Plattform

This is where you can switch to the QS platform (provided that you have a QS login and the usernames for the platform and the Animal Welfare Database are identical)

**QS platform**

## 5.1 Master data menu



**Menu**  
**Master data**

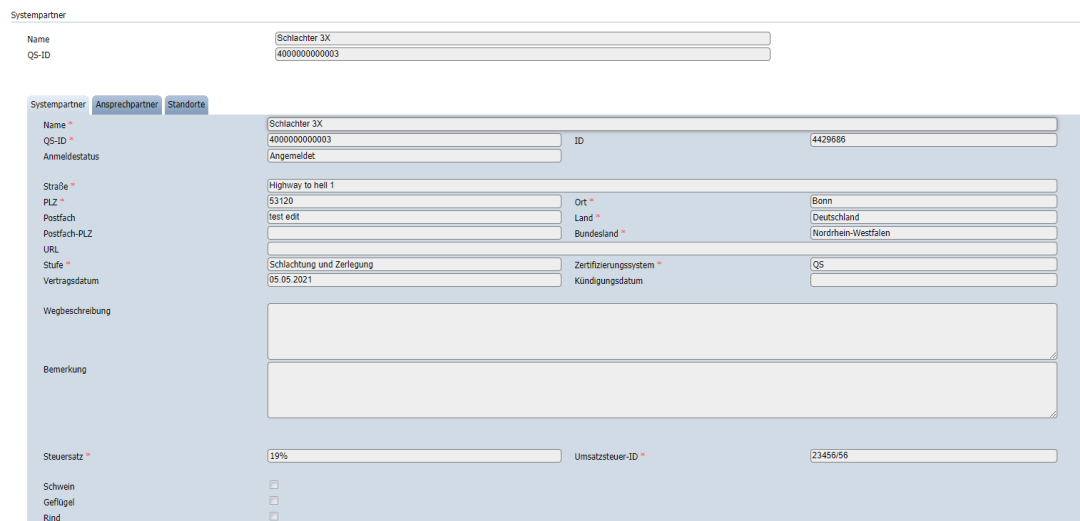
**Overview**  
**Master data menu**

### 5.1.1 Scheme participant menu item

This is where you can view and manage your scheme participant data.

#### Scheme participant tab:

This is where you can display and manage your master data.



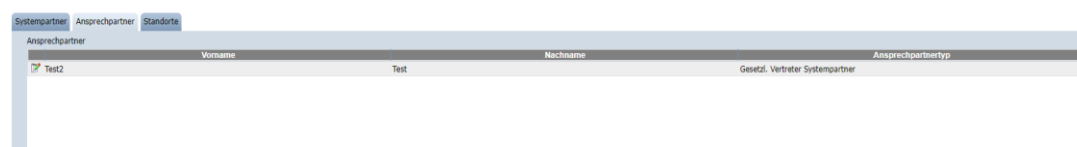
**Scheme participant**  
**menu item**

**Scheme participant**  
**tab**

**Detailed view**  
**Scheme participant**  
**master data**


#### Contact person tab:

This is where you can display and manage your contact person(s).



**Contact person**  
**tab**

#### Locations tab:

This is where you can display and manage the scheme participant's registered locations. Click on the *Edit*  button to open a detailed view of a location and edit the location data.

**Locations**  
**tab**



Standorte	Name	Standortnummer	Produktionsart	QS-ID	Straße	PLZ	Ort	Land	Bündler	Audit-Status	Zulassungsdatum	Nächstes Audit mög	Zahlungsberechtigt
Test Schlachtung		27699553000000	Schlachtung/Zerlegung Rattfleisch		Test	53121	Bonn	Deutschland		Nicht auditiert			
Test Schlachter		27699998000030	Schlachtung/Zerlegung Rattfleisch		Teststraße 1	53121	Bonn	Deutschland		Nicht auditiert			

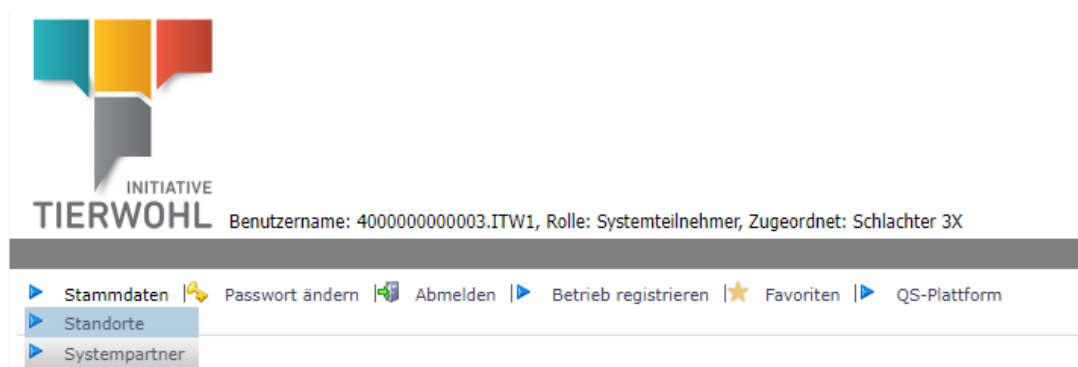
### Changes to the scheme participant master data

You can make changes to the master data yourself. To do this, change the desired information and save the change. The message "The changes you have made require approval from the Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH (ITW). Your change will only be visible once it has been approved. The data can no longer be changed until it has been released." appears.

**Changing master data**

### 5.1.2 Locations menu item

**Locations menu item**

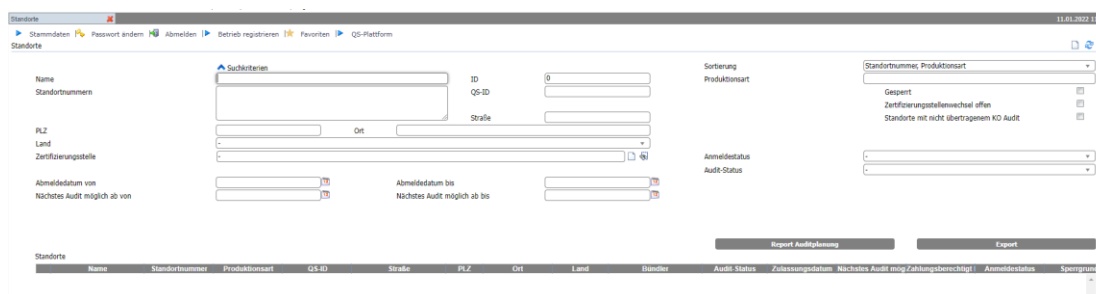


Benutzername: 400000000003.ITW1, Rolle: Systemteilnehmer, Zugeordnet: Schlachter 3X

- Stammdaten
- Standorte
- Systempartner

This is where your registered locations are displayed. Before you click on the *Refresh* button, you can narrow down your search to the name, location number, production scope, etc. If you need to use a placeholder, please enter the percent sign (%).

**Location search**



Suchkriterien: Name, Standortnummern, PLZ, Land, Zertifizierungsstelle, Abmeldedatum von, Nächstes Audit möglich ab von, ID, QS-ID, Straße, Ort, Anmeldestatus, Audit-Status, Serfenang, Produktionsart, Standortnummer, Produktionsart, Gespernt, Zertifizierungsstellenwechsel offen, Standorte mit nicht übergebenem KO Audit.

### Exporting data

Click on the *Export* button to export the location data in Excel format.

**Export location data as an Excel file**

Click on the *Audit planning report* button to export a list of locations that are audited as an Excel file.

**Export Excel file of locations with audit permission**

### Detailed location record

Click on the *Edit* button to open a detailed view of the location.

**Detailed location record**

### Location tab:

The location data is displayed and managed under the "Location" tab. The registration status and other data is also shown here.

Standorte > Standort

Name: Test Schlachtung  
 ID: 4447723  
 Standortnummer: 2769955500000  
 Produktionsart: 30 Schlachtung/Zerlegung Rotfleisch

Zulassungsdatum:   
 Auditfrist: 04.05.2022  
 Auditfristverlängerung:

Standort: **Auditdaten/Sperren** | **Auditberichte** | **Ansprechpartner**

Name: Test Schlachtung  
 Standortnummer: 2769955500000  
 Straße: Test  
 PLZ: 53121  
 Postfach:   
 Postfach-PLZ:   
 URL:

Produktionsart: 30 Schlachtung/Zerlegung Rotfleisch  
 ID-QS: 0  
 Ort: Bonn  
 Land: Deutschland  
 Bundesland: Nordrhein-Westfalen

Bemerkung:

Zulassungsdatum:   
 Zertifizierungssystem: QS  
 Audit-Status: Nicht auditiert  
 Anmeldestatus: Angemeldet  
 Telefon: 01919  
 Fax:   
 Mobil:   
 E-Mail: support@t-w.de

Systempartner: Schlachter 3X, 400000000003  
 Zertifizierungsstelle: QAL GmbH  
 Frist der Zertifikatannahme:   
 Anmeldedatum: 23.12.2021  
 Abmeldedatum:

### Location tab

### Audit data/Blocking tab:

The audit data and current blockings are shown under this tab.

Standorte > Standort

Name: Test  
 ID: 4448729  
 Standortnummer: Test-ZH  
 Produktionsart: 880 Broker (Fleisch und Fleischwaren)

Zulassungsdatum:   
 Auditfrist: 09.10.2023  
 Auditfristverlängerung:

Standort: **Auditdaten/Sperren** | **Auditberichte** | **Ansprechpartner**

ID: 4448729

Letztes ITW-Audit:   
 Nächstes Audit möglich ab: 09.10.2022  
 Auditfrist: 09.10.2023

**Sperre**

Gesperrt:   
 Art der Sperre:   
 Gesperrt von:   
 Gesperrt bis:   
 Sperrgrund:   
 Entsperrungsantrag eingereicht am:

### Audit data/Blocking tab

### Audit reports tab:

The audit reports for the specified location are displayed under this tab.

Standorte > Standort

Name: Test  
 ID: 4448729  
 Standortnummer: Test-ZH  
 Produktionsart: 880 Broker (Fleisch und Fleischwaren)

Zulassungsdatum:   
 Auditfrist: 09.10.2023  
 Auditfristverlängerung:

Standort: **Auditdaten/Sperren** | **Auditberichte** | **Ansprechpartner**

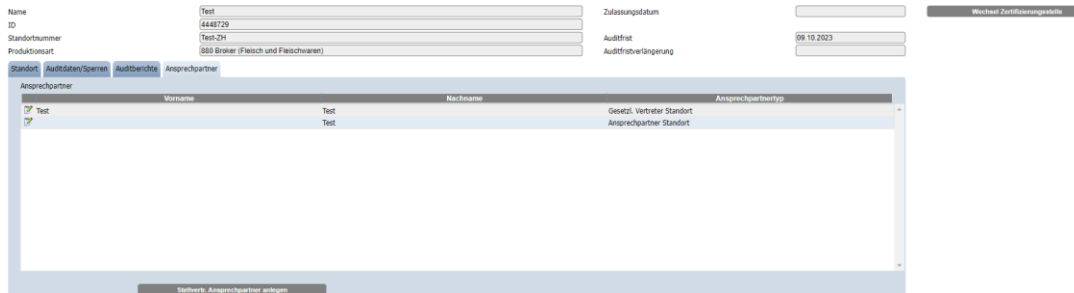
Audit ID	Standortnummer	Audit Datum von	Auditart	Standort	Auditor	Freigeber	Zertifizierungsstelle	Produktionsart	Audit Status	Freigebe am	Zustand	Obj
4448805	Test-ZH	21.12.2021	ITW-Audit	Test			GmbH	880 Broker (Fleisch und Fleischwaren)	Bestanden	22.12.2021	Freigegeben	

Export

### Audit reports tab

### Contact person tab:

This is where you can display and manage your contact person(s).



### Contact person tab

### Register button



This is where you can register a location that has an "Eligible for registration" status and a specified certification body.

### Register location button

### De-register button



This is where you can de-register a location.

### De-register location button

### Change certification body button



This is where you can change the certification body for a location if the location has already been set to "Registered".

### Change certification body button (Location set to "Registered")


### Changes to the scheme participant master data

You can make changes to the master data yourself. To do this, change the desired information and save the change. The message "The changes you have made require approval from the Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH (ITW). Your change will only be visible once it has been approved. The data can no longer be changed until it has been released." appears.



### Changing master data

## 5.2 Select/Change certification body action

### Location prior to "Registered" status:

If the location has not yet been set to "Registered", the certification body can be selected or changed via the "Select" button  next to the certification body field. "Certification body" field in the detailed location view:

Zertifizierungsstelle \*  

Click on the *Refresh*  button to display the certification bodies, then click on the blue *Selection* arrow  to select the relevant certification body.

### Select/Change certification body

Betrieb registrieren: > Standortdaten > Bitte Zertifizierungsstelle auswählen

Anzahl ausgewählter Sätze in Zertifizierungsstellen: 1

Suchkriterien: Name: %QS%  
 QS-ID:   
 Anmeldestatus:   
 Schweinemast:  Hähnchenmast:   
 Ferkelaufzucht:  Putenaufzucht:   
 Sauenhaltung:

Sortierung: Name

ID:


Zertifizierungsstellen						
Name	QS-ID	Schweinemast	Sauenhaltung	Ferkelaufzucht	Hähnchenmast	Putenaufzucht
QS Qualität und Sicherheit GmbH	4031735373653	X	X	X	X	X

The selected certification body will appear in the field and you can confirm the selection by clicking the OK button.


### Location post "Registered" status:

If the location has been set to "Registered", you can only change the certification body by clicking on

the *Change certification body*  button.

To do this, click on the *Selection* button  in the detailed location record and select the new certification body.

## 5.3 Register location action

The *Register* button  appears in the detailed location record if the location status is set to "**Eligible for registration**". The registration date is then automatically populated with the current date in the location tab and the status set to "**Registered**".


Location registration

## 5.4 Re-register location action (after de-registration)

A location that has previously been registered can be re-registered. Clicking on the *Re-register* button automatically populates the registration date with the current date and sets the status to "**Registered**".



Location re-registration (after de-registration)

## 5.5 De-register location action

If a farm wishes to cancel its participation in the Animal Welfare Initiative, you can either de-register the location immediately by clicking on the *De-register* button  or by entering a future de-registration date (= cancellation date) in the detailed location view. The location will then be definitively de-registered on the saved de-registration date.

Location de-registration

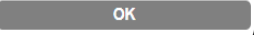
Standorte > Standort > Abmelden

Abmeldedatum:   

Sep 2021

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Today Done

Once you have clicked on the *OK* button , the desired de-registration date is entered in the location record under "De-registration date".

Frist der Zertifikatannahme	<input type="text"/>
Abmeldedatum	<input type="text" value="13.05.2022"/>

*Note: To de-register a scheme participant's last registered location, please contact the operating company.*

## 5.6 Public search function

**Public search function**

The public search function can be accessed without logging in. This means that anyone can use it to search for and view locations that have eligibility of delivery.

**Step 1:** In step one, you can select the **Stage** (agriculture, slaughter/deboning, intermediary or processing).

Öffentliche Suchfunktion

Stufe

Landwirtschaft


Landwirtschaft

Schlachtung und Zerlegung

Verarbeitung

Zwischenhändler

Weiter



### Step 2:

If you selected the "Agriculture" stage, you can filter by production scope:

Öffentliche Suchfunktion > Landwirtschaft

Standortnummern	<input type="text"/>
Produktionsart	<input type="text"/>

Suchen

Lieferberechtigte Betriebe

Standortnummer	Produktionsart
----------------	----------------

If you selected the "Slaughter/Deboning", "Intermediary" or "Processing" stage, you can filter by name, QS ID, postcode, town/city or country.

Öffentliche Suchfunktion > Fleischwirtschaft

Name	<input type="text"/>		
Standortnummer	<input type="text"/>		
QS-ID	<input type="text"/>		
PLZ	<input type="text"/>		
Ort	<input type="text"/>		
Land	<input type="text"/>		
		<input type="button" value="Suchen"/>	

Lieferberechtigte Betriebe

Name	PLZ	Ort	Standortnummer
------	-----	-----	----------------

### Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH

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