Animal Welfare Database Instructions
Scheme participant master data

MEAT INDUSTRY

Contents

Explanation of icons in the Animal Welfare Database

New   Edit

OK (Save)   Delete

Refresh   Next page / Previous page

Close   Erase

Selection

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

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
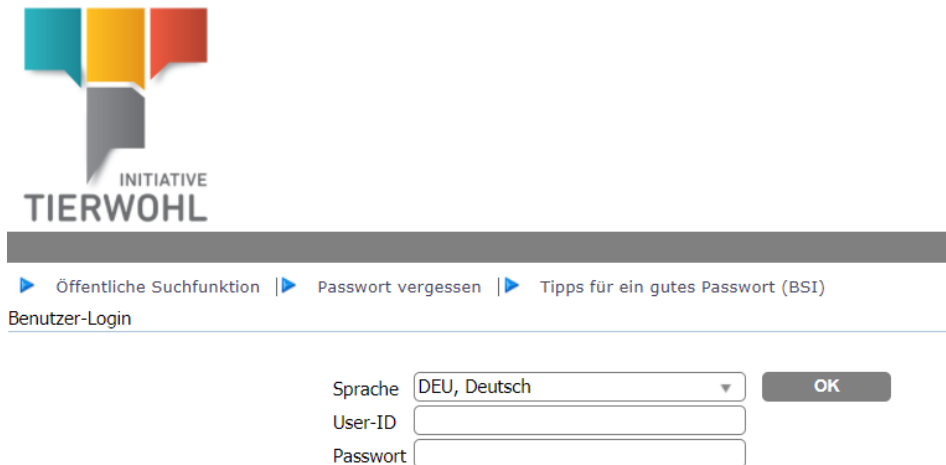
2 Logging into the Animal Welfare Database

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

- Enter user ID
- Enter password

Forgotten your 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.

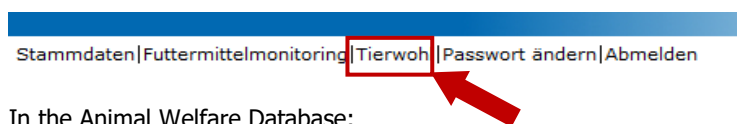- Enter old password
- Enter new password
- Repeat new password

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.

In the QS platform:

Stammdaten|Futtermittelmonitoring|Tierwoh|Passwort ändern|Abmelden

In the Animal Welfare Database:

|⭐ Favoriten ▶ QS-Plattform

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**.

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.

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.

Add a check mark for relevant species in location

5   Animal Welfare Database

Benutzername: 4000000000003.ITW1, Rolle: Systemteilnehmer, Zugeordnet: Schlachter 3X

▶ Stammdaten | 🔑 Passwort ändern | 🔌 Abmelden | ▶ Betrieb registrieren | ⭐ Favoriten | ▶ QS-Plattform
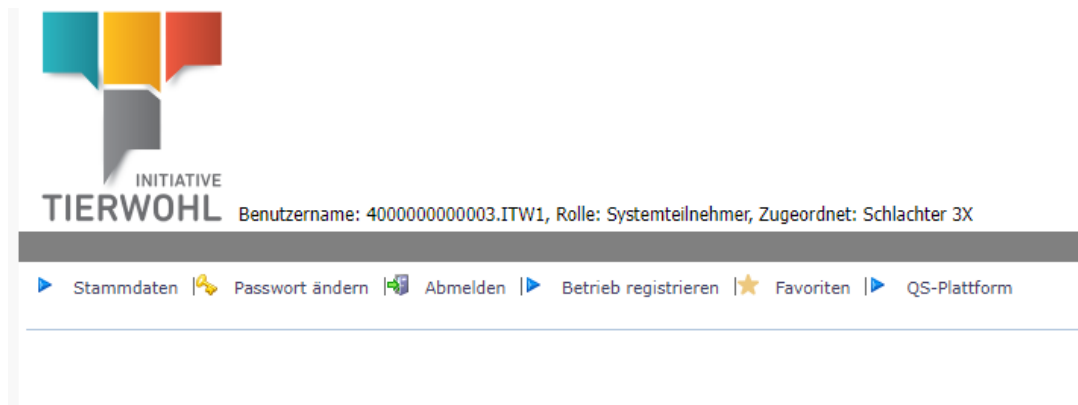
Master data menu ▶ Master data

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

Change password menu 🔑 Change password

This is where you can change your password.

Log out menu 🔌 Sign off

This is where you can log out.

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.
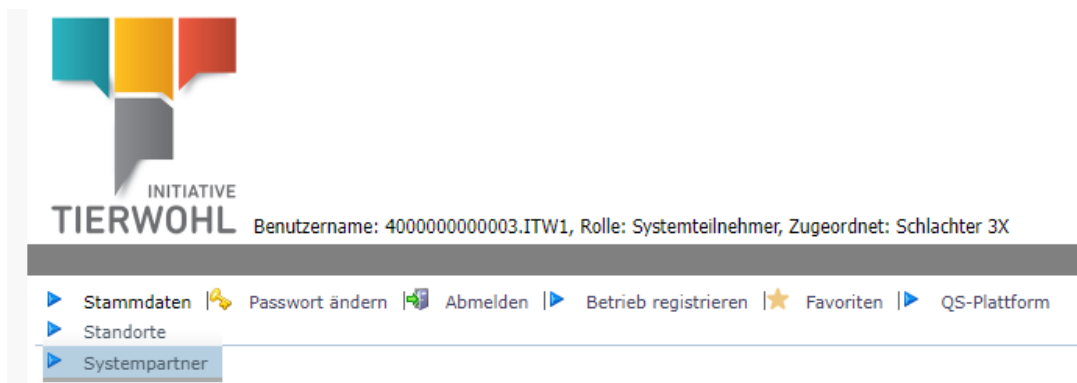
QS platform menu ▶ QS-Plattform

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)

5.1 Master data menu

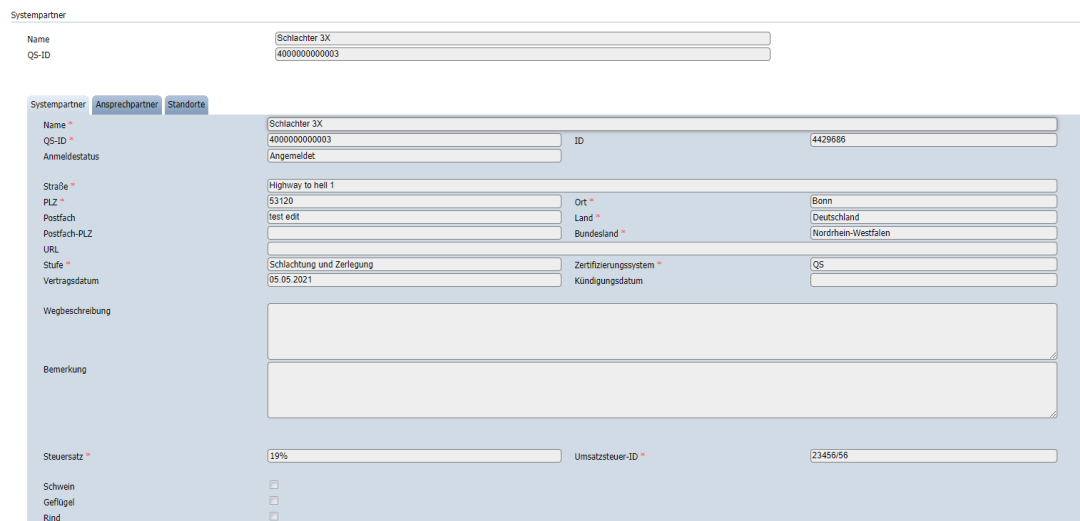Benutzername: 4000000000003.ITW1, Rolle: Systemteilnehmer, Zugeordnet: Schlachter 3X

▶ Stammdaten 🔑 Passwort ändern 📤 Abmelden |▶ Betrieb registrieren |⭐ Favoriten |▶ QS-Plattform
▶ Standorte
▶ Systempartner

5.1.1 Scheme participant menu item

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

Scheme participant tab:
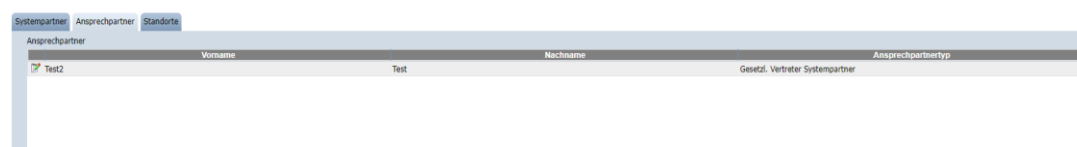
This is where you can display and manage your master data.

Contact person tab:

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

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.

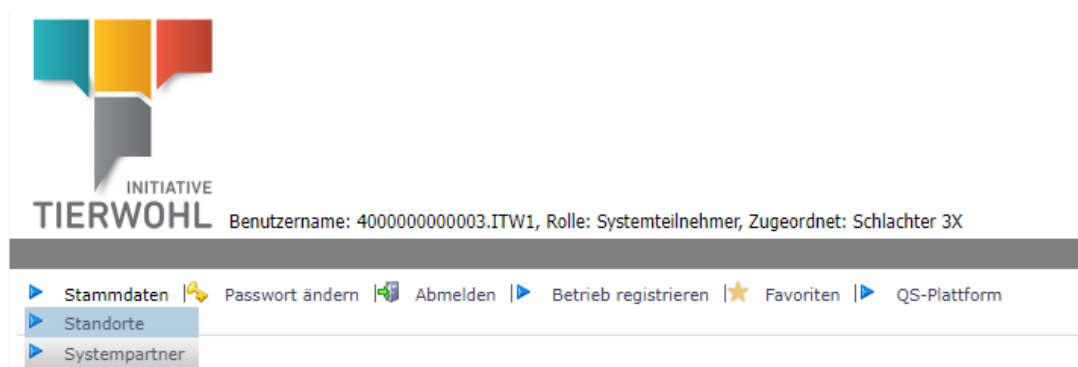|	Name	Standortnummer	Produktionsart	QS-ID	Straße	PLZ	Ort	Land	Bündler	Audit-Status	Zulassungsdatum	Nächstes Audit mög.Zahlungsberechtigt
☑	Test Schlachtung	276995555000000	30 Schlachtung/Zerlegung Rotfleisch		Test	53121	Bonn	Deutschland		Nicht auditiert		
☑	Test Schlachter	276999998000030	30 Schlachtung/Zerlegung Rotfleisch		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.

5.1.2 Locations menu item
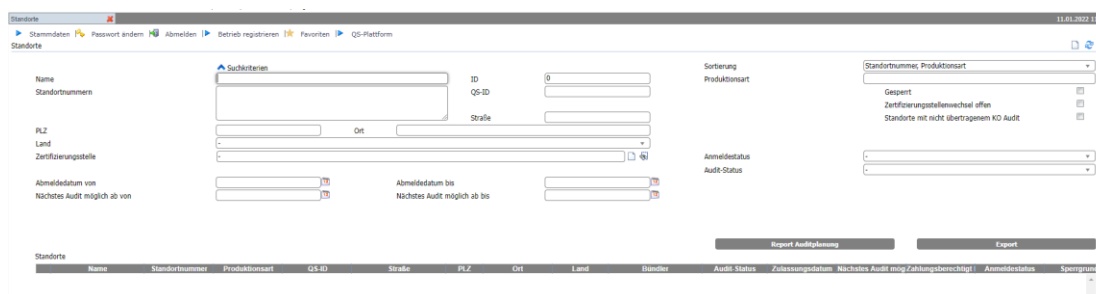
Benutzername: 4000000000003.ITW1, Rolle: Systemteilnehmer, Zugeordnet: Schlachter 3X

▶ Stammdaten | 🔑 Passwort ändern | 🗗 Abmelden | ▶ Betrieb registrieren | ⭐ Favoriten | ▶ QS-Plattform
▶ 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 (%).

Exporting data

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

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

Detailed location record

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

Location tab:

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

Audit data/Blocking tab:

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

Audit reports tab:

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

Contact person tab:

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

Register button

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

De-register button

This is where you can de-register a location.

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".

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.

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.

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* [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

<div style="text-align: right">Location registration</div>

The *Register* button [Sign up] 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**".

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

<div style="text-align: right">Location re-registration (after de-registration)</div>

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**".

5.5 De-register location action

<div style="text-align: right">Location de-registration</div>

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 [Sign off] 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.

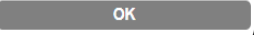Once you have clicked on the *OK* button [OK], the desired de-registration date is entered in the location record under "De-registration date".

Frist der Zertifikatannahme	
Abmeldedatum	13.05.2022

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

5.6 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	Weiter

Landwirtschaft
Schlachtung und Zerlegung
Verarbeitung
Zwischenhändler

Step 2:

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

Öffentliche Suchfunktion > Landwirtschaft

Standortnummern	
Produktionsart	-

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.

Name	
Standortnummer	
QS-ID	
PLZ	
Ort	
Land	- ▼

Suchen

Lieferberechtigte Betriebe

Name	PLZ	Ort	Standortnummer

Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH

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