



Manual Abattoir

Access to the quantity reporting system

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1. Introduction

1.1. General information

With the osapiens web portal, you have the option of making and managing quantity reports for your company. This manual will explain and illustrate how you can use the web portal.

1.1.1. System requirements

To access the scheme, you need an internet-enabled device such as a PC or tablet and an installed internet browser. A smartphone is not recommended due to the low resolution. You will also need a programme for opening PDF files (e.g. Adobe Reader) to view the documents.

1.1.2. Login

You can access the web portal via the following Internet address: <https://prod.osapiens.cloud>
When you call up the website, the login window is displayed and you can log in with your access data.

1.1.3. Access data

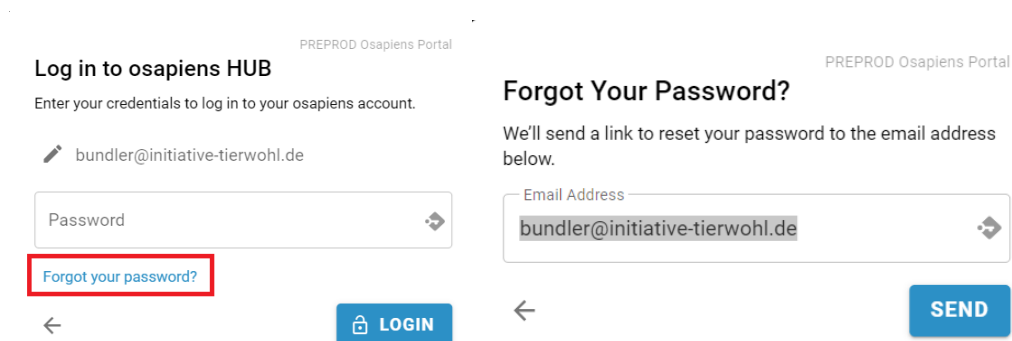
You received the access data following your registration with the Initiative Tierwohl. Follow the steps described in the email to log in to the system.

Enter the access data you have received (user name/password) on the login page. When you log in for the first time, you will be asked to set a password of your choice. Due to various security guidelines, the password must fulfil the following criteria:

- At least
 - 8 characters
 - A capital letter
 - A special character
- The user name must not be a component of the password
- Certain standard passwords (e.g. 123456) must not be included

1.1.4. Forgotten password

If you have forgotten your password, you can have a new one sent to you using the **forgotten password** function. To do this, enter your **e-mail address** as the **user name** in the login window and click **Continue**.



PREPROD Osapiens Portal

Log in to osapiens HUB
Enter your credentials to log in to your osapiens account.

bundler@initiative-tierwohl.de

Password

Forgot your password?

LOGIN

PREPROD Osapiens Portal

Forgot Your Password?
We'll send a link to reset your password to the email address below.

Email Address
bundler@initiative-tierwohl.de

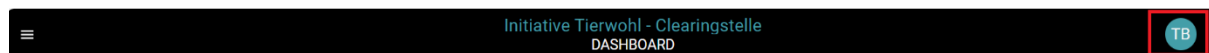
SEND

In the following window, you can click on the **Forgot your password?** function under the **Password** input window. Complete this process by clicking **Send** in order to receive an e-mail to create a new password.

1.1.5. Log out

To avoid misuse, you should log out from the scheme using the logout function after using the system. After logging out, you will be redirected to the login screen.

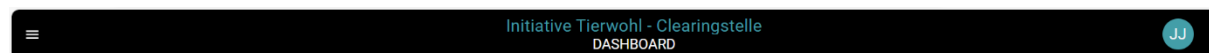
You will find the **log out button** at the top right after clicking on the profile button.



2. Functions in the web portal

After successfully logging into the system, you will be taken to the **dashboard** where you will be presented with a summary of relevant information or have quick access to various functions such as quantity reports.

In the top navigation bar, you will find the button on the left to extend the **menu bar**. The centre always shows you which area you are currently in. You can use the **profile button** on the right-hand side to **log out** of the web portal or customise your **profile**.



You can change the language under **Customise profile**. In addition, the privacy policy and the legal notice are displayed under the **profile button**.

Settings > User Profile

Test Schlachtbetrieb

schlachtbetrieb@initiative-tierwohl.de

Personal Data

General user details ^

E-mail

First Name

Last Name

Language 🇬🇧 English v

Status Active v

In the menu on the left you can visit all other areas of the web portal.

These are:

- Dashboard
- Quantity reports
- Manage documents
- Master data

2.1. General functions

General functions such as **filtering data**, **searching for** specific information or **setting columns** in the table are the same in every area.

2.1.1. Filter

In the top right-hand area above the tables you will find - depending on the information available - the various **filter options** and the button for deactivating the selection.

Type v

Name

QS-ID

Submit

v
x

Q Search...

Columns

You have the option of setting a filter so that you receive search fields in the top left-hand area depending on your selection. You can also select several filters at the same time.

2.1.2. Search

In the left-hand area, above the tables, you will find a **search field** that can be used to search using the most common fields, such as the production scope or the Registration number according to the German Livestock Transport Regulation (VVVO number) of a livestock owner.



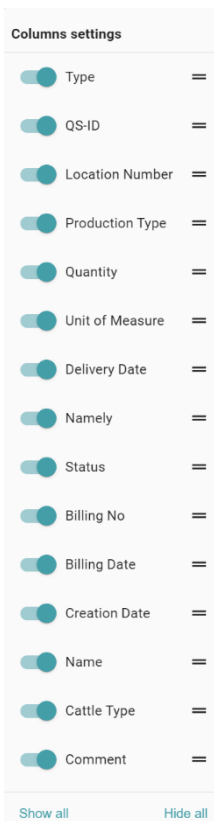
If you want to carry out a combined search, you can set this using the filter function (see section 2.1.1).

2.1.3. Setting columns in the tables

Under the filter function at the top right you will find the **Columns** function button for setting the columns.



There is a pre-selected setting for which columns are displayed in the various areas. You can use this function to expand the display or hide information that is not relevant to you.



You make the selection using the **sliders** on the respective column name. Below the selection of the individual columns, you will also find the **Show all** and **Hide all** quick actions.

You can also change the order of the columns by clicking on the column header in the table and dragging it to the desired position

2.2. Dashboard

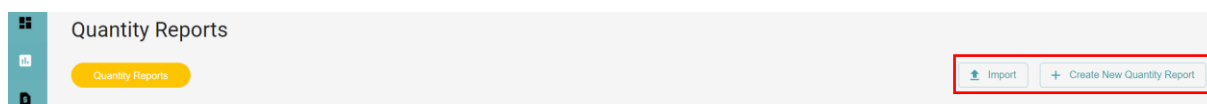
As a slaughterhouse, you will find the most important information in the dashboard and you can jump to the most important areas using **the quick links**.

2.3. Quantity reports

In this area of the web portal, you can manage all quantity reports and transfer new reports to the system.

The system offers you two options for transferring your messages: via input in the input mask or import via upload file. The format template is published in the download area of the ITW website.

On the right-hand side you will find the two buttons for creating quantity reports.



2.3.1. Quantity reports via input mask

Open the window for creating a quantity report by clicking the **Create a new quantity report button**.

You must enter the following information in the input window:

- VVVO number
- Select production scope depending on animal species
- Depending on the animal species, enter information such as trade class for cattle or gender for turkeys
- Weight / number of animals
- Date of slaughter

All fields are mandatory.

Create New Quantity Report

Specify all the required details for the quantity report

VVVO-Number !

Slaughter Date 📅

Type of Animal
3004 - Turkey Fattening ▼

Type ▼

Quantity kg live weight

Comment

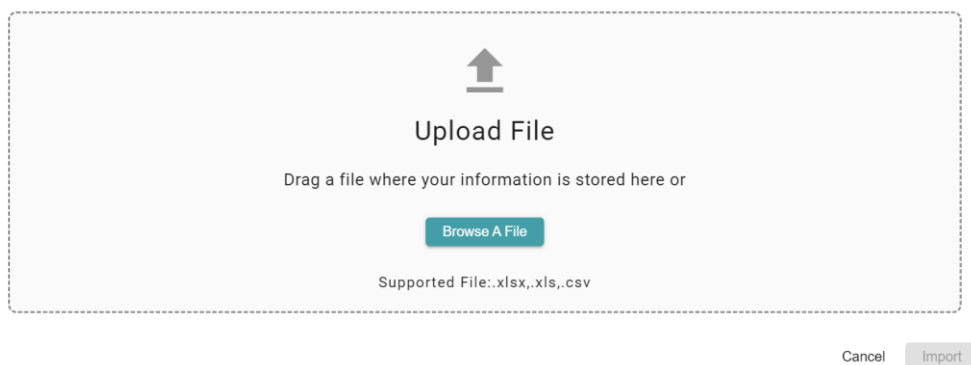
Cancel
Create Report

If you would like to report further quantities, you can do so by clicking the yellow **plus button** at the bottom right. In this case, the input window is extended so that you can add the information for further quantity reports. You can confirm the entry by clicking the **Create notification button**. You can exit the window by clicking **Cancel**.

After conclusion of the process, you will find the entry of the new messages in the table under quantity messages.

2.3.2. Quantity report via upload file

Open the **Create quantity report** window via the **Import** button.



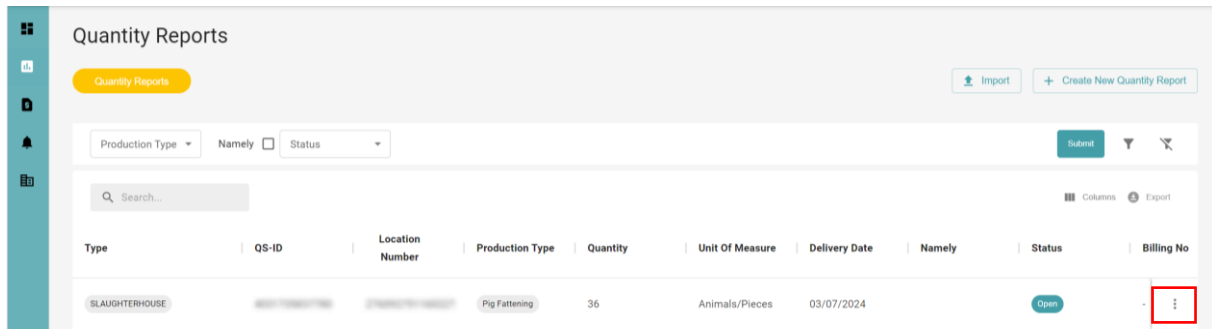
You can **drag and drop** the file you have already created into the window or search for and insert the file on your PC using the **Browse for a file button**. Complete the process by clicking the **Import button** or exit the window by clicking **Cancel**. The files for the quantity report must correspond to a certain format so that they can be processed. The format template is published in the download area of the ITW website. This format template is also used for reporting via the FTP server. **The supported file formats are xlsx, xls and csv.**

You will find the new quantity reports in the table under Quantity reports after the conclusion of the process.

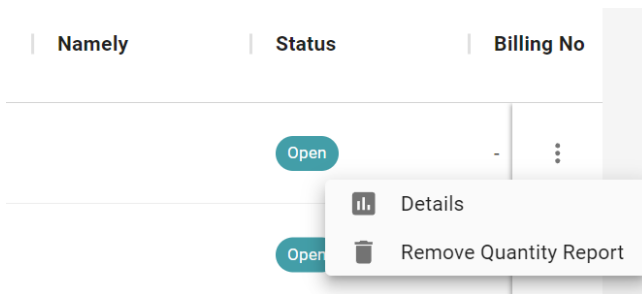
2.3.3. Edit quantity reports

Quantity notifications that have already been made can still be corrected or deleted if they have the status **open**.

You will find the action button in the list of your quantity reports on the far right.



You can use the action button to view notifications - depending on their status - edit or remove quantity notifications.



By clicking on **Details**, you can open the notification and have the option of changing the delivery date or correcting the quantity.

As soon as a quantity report has already been billed, it can no longer be edited or deleted, but only cancelled. In the detailed view of the quantity notifications, you can use the **Cancel** button to post the quantity notifications as negative so that they are taken into account in the next billing.

2.3.4. Data export

In the **quantity reports** section, you also have the option of downloading the information from the table to your PC as an Excel file.

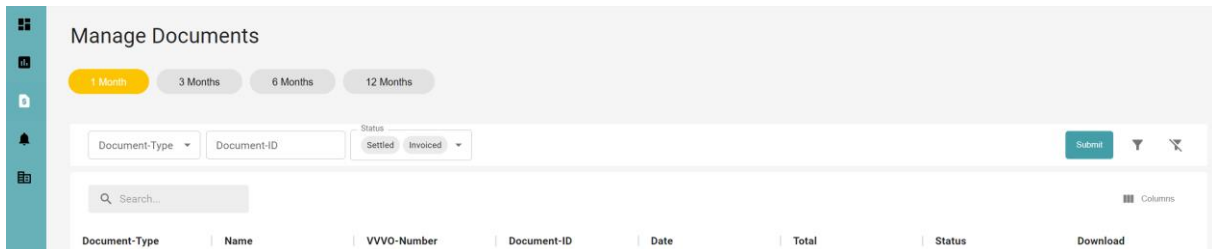
You will find the **Export** function button at the top right above the table next to the Columns function.



You can compile the required data using the filter options and then download it as an Excel list using the **Export** button. The process for downloading the table begins and you will find the downloaded data in the **Downloads folder** on your PC.

2.4. Manage documents

You can view all documents in the **Manage documents** section of the web portal. In the upper area you will find **quick actions** to display the last documents in filtered periods from one month to 12 months.



If you click on a selected document, you can view the document and save it to your PC via the **Download** column.

2.5. Master data

You can view your own master data in the **master data** section of the web portal. The sub-items show you the users, contacts and master data for your company.