

# KAT

# Database – Instructions for packing stations/sales outlets/agents

Version 2 - July 2018

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Version 2

#### Introduction

This manual is intended as a guide for system participants to use the KAT database. It describes the KAT database from the subscriber view and explains the various work processes.

This manual is valid for all authorized packing stations/sales outlets/agents.

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#### Important Note:

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# 1. Login

Start your internet browser and open the KAT database by using the following address: <u>https://datenbank.kat.ec</u> (without www). Enter your username and your password and select the login type **User** from the drop-down menu.

After your <u>first login</u>, you are directly requested to change your password. Your password must be least eight characters long and must include numbers and letters. You will then be requested to log in again by using your new password.

#### 1.1 Forgot your password

If you cannot remember your password, then click **I lost my password**, enter your user name and request your password to be reset. This may take approx. one workday.

🚨 Login	
Username	
Password	
Login as	User 💌
	LOGIN
	[Deutsch] [English] [Nederlands]
	Invalid credentials. Please try again.
	🔞 I lost my password.
🚨 Login	
Username	
Password	
Login as	User
	LOGIN

# 2. Using the program

Once you are logged in, the welcome screen is displayed.

👤 K_20500005 Billickistes Huhn K4T-Test-Legebetrieb				Change language	A huhn Logou
		<b>200</b>			
🌐 My data	•	Work station			
🛄 Management		Welcome to your personal access			
🌰 Goods report		Please select a menu item on the left-hand side.			
🌍 Analysis					
Laboratory					

Left at the top your KAT-ID will be displayed as well as your company name. In the top right corner you will find menu options for the following settings.

#### 2.1 Change site

Click **Change site** to change between the different sites allocated to your company.

$\equiv$ Change site 4	🔜 Change language
QuickSearch:	
K_205/00005   Glücklid Legebetrieb (Laying f	thes Huhn KAT-Test-
DE-01234   Egg-Pack K (Packstelle)	(AT-Test Packstelle



#### 2.3 Logging out

Click **Logout** to log out of the database. For security you also close the browser window.



# 3. My data

#### 3.1 My data

The menu on the left lists option **My data**. Here you will find an overview of your master data. Changes of address or contact details can be made only by the KAT office. Therefore please contact the KAT office in written form.

🎫 My data	•	My data	
MASTER DATA		My maste	er data
📰 My data		Horo you will fi	ind an overview of your master data
Change my password		Here you will li	nu an overview of your master data.
h My certificates		Site	Packstelle Test
🛄 Management		Туре	
🌰 Goods report	•	Company	Testunternehmen
🌍 Analysis	•	Salutation	Mr
		Acad. Title	
		Firstname	
		Surname	Mustermann
		Street	Testweg 12
		Postal code	53227
		Town/city	Bonn Geschäftsstelle
		Country	Deutschland
		Мар	Zeige Adresse auf Karte
		Email	test@kat.ec
		Telephone	01023456
		Mobile phon	le
		Fax	0228 123456789
		Website	

# 3.2 Change my password

To change your password, select **My data** in the menu on the left and then click the button **Change my password**. Enter your new password, repeat it for verification and save it. Your password must be at least eight characters long and must include numbers and letters.

Keep your password safely as the data are restricted to internal use only! Be sure to change your password regularly!

🎫 My data		Change my password
MASTER DATA		Change mu password
📰 My data		
Change my password		You can change your password here if required.
My certificates		New password
💷 Management	•	Repeat new password
🌰 Goods report	•	SAVE
🌍 Analysis	•	
	•	

#### 3.3 My certificates

In the section **My data/My certificates** click on the small plus sign to get an insight into your inspection reports/certificates.

For opening or downloading a document, you must click on the **Download** link.

💷 My data	Ŧ	My certificates									
MASTER DATA		Mu cortificato									
📰 My data		My cercificate.	5								
Deange my password		2									
My certificates											
C Management	4	200	Certification body	Auditor	Audit type		Valid from	Expires	Audit date ⇒	Result	Success
		CON	~		Verifizierungsaudit						
🖄 Goods report	•	+			Verifizierungsaudit	C	1.01.2018	31.12.2018	01.01.2018	100,0	~
Analysis		-	KAT e.V.	KAT Testuser	Verifizierungsaudit				07.03.2017	100,0	~
Laboratory	-		Protobland		Delement			terrendent ere de		Developed	200-
			Denchisan		Dokument			Importiert am 🕁			OK -
		Prüfbericht		Pruefbericht_DE-000003_DE.pd	Pruefbericht_DE-000003_DE.pdf		07.03.2017 08:26		Download		
		Vorläufiger Kur	zbericht	Zwischenbericht_DE-000003.pd	Zwischenbericht_DE-000003.pdf			07.03.2017 08:26		Download	

# 4. Management

In menu **Management** you can find the existing supplier relationships or add new supplier relationships.

# 4.1 Existing supplier relationship

In the overview you can see all relationships already allocated to your company. The option I receive from/I supply to shows your recipients and your supplier. To delete a relationship, mark the line and click Delete relationship.

💷 My data 🔹 📢	l supply to								
🛄 Management 🔹 💌	Overview of my recipients	verview of mu recipients							
EXISTING SUPPLIER RELATION SHIPS	Here you will find all the aetablichments which c	Tare you will find all the extention made which one he counting house							
뮺 I receive from	Tiere you will lind all the establishments which c	in be supplied by jou.							
🔿 I supply to	Oelete relationship	Celete relationship 5							
NEW SUPPLIER RELATION SHIPS	Company 🗢	Site	KAT D	Туре	Entry on behalf of thir	Valid to	Created on		
💭 l receive from				All	Al				
📪 I supply to	KAT	KAT Eiproduktewerk	EP-000-DE	Egg-product plant	No	01.01.2038	30.12.2016		
Goods report	Packefix	Packefix	DE-12345	Packing station	Yes	01.01.2038	30.08.2012		
🌍 Analysis 🛛 🖪	N e Page 1 of 1 = 20 - View 1-2 of 2								

# 4.2 New relationships

To add a new supplier relationship, select **New supplier relationships/I receive from or I supply to**. Use e.g. the KAT ID or name to find the corresponding company. Mark the line and click **Add relationship**.

🎫 My data 🔹 🖣	I supply to							
🛄 Management 🔹	Add recipient relatonship	d recipient relatonship						
I receive from	You can add a new recipient reported to the recipient re							
i supply to	S Add relationship							
NEW SUPPLIER RELATIONSHIPS	Company 🕆	Site	KAT ID	Туре	Country			
🚝 I receive from		egg-pack 🗙		All	Ali			
💭 I supply to	Egg-Pack KAT-TestPackstelle	Egg-Pack KAT-Test Packstelle	DE-01234	Packstelle	Deutschland			
the description descripti description description description description description des	N < Page 1 of 1 N N 20 V				View 1 - 1 of 1			
🌍 Analysis 🛛 🖪								

# 4.3 Entry on behalf of third party

Option **Entry on behalf of third party** allows you to enter goods reports received from upstream process steps. Each step reports outgoing goods in the database. If you as a laying farm want to report incoming goods received from a feedstuff manufacturer yourself, then option **Entry on behalf of third party** of the existing supplier relationship with this feedstuff manufacturer must be set to **Yes**.

If the packing station enters its goods received on behalf of a laying farm, please contact your supplier. In this case please fill in the form "Application for submission of goods reports" (FB-A 3) and send it back to the KAT- head office. However, the laying farm is responsible for reporting the goods.

# 5. Goods reports

Any goods received or delivered must be entered in menu **Goods reports** within the specified timeframe.

#### 5.1 Incoming goods report

When adopting an egg report for a laying farm, then you must enter the quantity of eggs received. <u>Note:</u> This requires option **Entry on behalf of third party** in menu **Supplier relationship** to be set to **Yes**. Select menu **Incoming goods** and click **New egg report**.

Select a supplier and a product group and enter delivery note number (not obligatory) and delivery date. Then select the corresponding henhouse and enter the number of eggs. Then click **Save**.

🎫 My data	•	New feedstuff report							
🛄 Management		Supplier:	KAT-00001555   KATharina Test Futtermittel	•					
🌰 Goods report	*								
INCOMING GOODS		Delivery note number:	Delivery note number						
🎂 New feedstuff report		Delivery date:	Data of delivery						
🎲 New zero report		Delivery date.	Date of derivery						
OUTGOING GOODS		Calendar week:	Automatically calculated on date select						
🏦 New goods report									
🎲 New zero report		Recipient:	K_205/00005   Glückliches Huhn KAT-Test-Legebetr	ieb 💌					
REPORT CLIENT									
Report data		Quantity:	Delivery quantity [kg]						
Reported data		w/o GMO:		• 5	~				
🌍 Analysis				(X)	x				
<ul> <li>Laboratory</li> </ul>				ave Save					
		Current report							
		😂 🤤 Reject report							
		Calendar week Delivery	date Delivery note number	Supplier	P. C.	(AT ID	Quantity [kg]	Product	w/o GMO
							0		
		н < Page 1 оf0 р и 20 💌							No records to view

The currently saved report is shown below. To delete a record, click **Reject report**. Enter wether it is "conventional compound feed" or "non GMO compound feed".

You can find an overview of all reported inputs under Analysis (No. 6).

#### 5.2 **Outgoing goods reports**

To report your outgoing goods, select menu **Outgoing goods** and click **New item report**.

Enter product group, delivery note number (not obligatory), delivery date and recipient as well as form of rearing and the quantity of the eggs delivered into the corresponding fields. Enter wether it is "conventional compound feed" or "non GMO compound feed". Then click **Save outgoing goods report**.

New item report		
Supplier:	DE-000003   Packstelle Test	~
Product group:	Please choose	~
Delivery note number:	Delivery note number	
Delivery date:	Date of delivery	
Calendar week:	Automatically calculated on date select	
Recipient:		
Form of rearing:	Please choose	~
Type of report:	KAT	~
Quantity:	Delivery quantity	
w/o GMO:		~
Label Tierschutz:	No	~
	Cara Save outgoing goods rep	ort

The currently saved report is shown below. To delete a record, click **Reject report**. You can find an overview of all reported inputs under **Analysis** (No. 6).

Current report										
SReject report										
Calendar week	Delivery date	Delivery note number	Recipient	KAT ID	Quantity	Form of rearing	Product group	Type of report	w/o GMO	Label Tiersch
					0					
N 4 Page 1 of 0 I	▶ H 20 🗸								No re	ecords to view

#### 5.3 Zero Report

Should your plant not supply any goods within a week's period, then enter a **zero report**. Select menu **New zero report**, enter calendar week and the reason why, then click **Save**.

🎫 My data	•	New zero report		
💷 Management	•	Site:	DE-000003   Packstelle Test	~
🌰 Goods report				
INCOMING GOODS		Calendar week:	Please choose	$\checkmark$
Arrow egg report		Soloct standard reasons	Solast if passagan	
🏤 New zero report		Select stalluaru reason.	Select in necessary	•
OUTGOING GOODS		Reason:		
艪 New item report				
🎲 New zero report				
Area New loss report				
REPORT CLIENT				
Report data				
Reported data				Gen Save
🌍 Analysis	•			Jave
🥪 Laboratory	•			

#### 5.4 Loss Report

To report a loss, select **New loss report**. Enter date or calendar week, form of rearing, quantity of eggs and a reason. Then click **Save**.

🎫 My data	•	New loss report		
🛄 Management		Site:	DE-000003   Packstelle Test	~
🌰 Goods report	•			
INCOMING GOOD S		Date:	Date of report	
Area were and the second secon		Calandar week		
🎲 New zero report		Calefiual week.		
OUTGOING GOODS		Form of rearing:	Please choose	~
A New item report				
🎲 New zero report		Quantity:	Quantity of eggs lost	
A New loss report		Passon:		
REPORT CLIENT		Neuson.		
Report data				
Reported data				
🌍 Analysis	•			
	•			
				Save

# 5.5 Report Client

It is possible to run a file according to a CSV-based data message, e.g. in Microsoft Excel or another spreadsheet program. This must be saved in Excel or CSV format.

In the KAT database, under **Goods report/Report client**, select the item Report data. Click on the Browse button and select the file you currently saved on your server. The click on the button **Upload and report data**.

💷 My data	•	Report data
🛄 Management	•	Here you can unlead an Excel or CSV file using the defined structure to report this data automatically
a Goods report	-	nere you can upload an Excelor Cov me using the defined surdcure to report this data automatical
INCOMING GOODS		Excel /C SV/file: Browse
擼 New egg report		
🎒 New zero report		UPLOAD AND REPORT DATA
OUTGOING GOODS		
艪 New item report		
🎲 New zero report		
Area New loss report		
REPORT CLIENT		
🜏 Report data		
Reported data		
🌍 Analysis	•	
Laboratory		

Under the item **Reported Data** you can see the uploaded massages.

💷 My data	•	Reported data												
💷 Management		Reported da	orted data											
🎂 Goods report	*	Here you will find a	all reported data.											
INCOMING GOODS														
🏝 New egg report		Reported data	ata											
🎲 New zero report		Comport verwerfe	nverten 🛛 😓 😹											
OUTGOING GOODS			Report Date 🖗				Status		Successi	lul data	Incorrect data			
🎂 New item report														
🎲 New zero report		N 4 Page 1	of0 p p 5 💌										No records	to view
🆀 New loss report														
REPORT CLIENT		Detailed data												
Report data		Nincoming goods	Outgoing goods	📎 Incoming z	ero reports 💊 Outgoing z	ero reports 📎 Loss rep	oorts 💊 Web service report							
Reported data		38												
Analysis	-													
() Laboratoru		InternalID	Calendar week	Delivery date	Delivery note number	Supplier	KATID	Quantity	Stable	Form of rearing	Prod	uct group	Type of repor	a
• Lauriatory	4									All	▼ All	•	All	-
		R 4 Page 1	of0 p p 8 💌										No records	to view

The guide to reporting CSV-based data is available from the KAT office.

# 6. Analysis

The Analysis show an overview of the reports you have submitted.

#### 6.1 **Overview of incoming goods**

Select menu **Analysis** and click **Overview of incoming goods**. An overview of all incoming goods reports entered is displayed. In the top line you can enter a search word (e.g. supplier name) to filter the database. The magnifying glass allows you to apply further filters, e.g. by specifying a period of time. To apply this filter, click the + icon and enter further parameters, then click **find**.

To delete a report, highlight the entry and click **Reject report**.

💷 My data 🔹	Overview of incoming g	oods								
💷 Management 🔹	Overview of all in	coming goods								
🕋 Goods report 🔹	Here you can see an overv	u can see an overview of all feedstuff reports.								
🌍 Analysis 🔹	Analysis									
INCOMING GOODS	Kejed le	ea								
🔜 Overview of incoming goods	Calendar week	Delivery date	Delivery note number	Supplier	KAT ID	Quantity [kg]	Product group		w/o GMO	Valid
B Overview of zero reports	35-2016						Alle	•	All 🔻	All 💌
OUTGOING GOODS	35-2016	01.09.2016		Goldkorn KAT-Test Futtermittel	D-53175-01	12.345	13		non GMO compound	Yes
B Overview of outgoing goods										
Overview of zero reports	R 4 Page 1 of 1	N 20 💌							1	/iew 1 - 1 of 1
💊 Laboratory 🔹	t									

To download the list, click the Excel button.

#### 6.2 **Overview of outgoing goods**

Select menu **Analysis** and click **Overview of outgoing goods**. An overview of all reported outgoing goods reports entered is displayed. In the top line you can enter a search word (e.g. recipient name) to filter the database. The magnifying glass allows you to apply further filters, e.g. by specifying a period of time. To apply this filter, click the + icon and enter further parameters, then click **find**.

To delete a report, highlight the entry and click **Reject report**.

🌐 My data 🔹	Overview of outgoing goods							
🛄 Management 🔹	rview of all outgoing goods							
🚔 Goods report 🔹 🖣	u will find all the deliveries sent by your site to other companies. If "Entry on behalf of third-party" is activated for Sites, you will also find those entries here.							
🌍 Analysis 🔹 🔻								
INCOMING GOODS								
B Overview of incoming goods	Calendar week Delivery date Delivery note number Recipient KAT ID Typ Quantity Form of rearing Product group Type of report w/o GMO Label Tier Vali							
B Overview of zero reports		1						
OUTGOING GOODS	23.05.2018 23.05.2018 Egg-Pack KAT-Test Packstel DE-01234 Packstelle 200 Free-range rearing Goods intended for indu KAT non GMO No Ye							
B Overview of outgoing goods	200							
Overview of zero reports		f1						
B Overview of loss reports								

To download the list, click the Excel button.

#### 6.3 **Overview of zero and loss reports**

The overview shows a list of all zero and all loss reports entered.

🖽 My data 🔹 🖣	Overview of zero reports										
🛄 Management 🔹 🖣	Overview of all zero reports										
🚔 Goods report 🔹 🖣	Here you will find all the zero reports you have entered. You can also cancel any incorrectly entered zero reports here.	II find all the zero reports you have entered. You can also cancel any incorrectly entered zero reports here.									
🌍 Analysis 🔍 🔻											
INCOMING GOODS	A custometer a										
Overview of incoming goods	Calendar week Reason	Valid									
🕞 Overview of zero reports		All									
OUTGOING GOODS	Page 1 of 0 P H 20 V	No records to view									
🗟 Overview of outgoing goods	25										
📑 Overview of zero reports	~										
🔜 Overview of loss reports											

To delete a report, mark it and click Reject report.

To download the list, click the Excel button.

# 7. Laboratory

If you adopt laboratory results for your associated laying farms, then please enter these in menu **Laboratory/Laboratory report**. For this purpose, the respective laying farm must first be released by the KAT office.

🔟 My data	4	Laboratory repo								
🛄 Management		@ New testing root								
🚔 Goods report		Laboratory	Analys	is type	Salmonella te	st proved positiv	Testing number	Product description	Date of sample receipt 9	Lab report
Analysis	4		Alle	~	Al	~				
<ul> <li>Laboratory</li> </ul>	*	н « Page 1 of 0 » н 6 🗸								No records to view
GENERAL										
s Laboratory report										

In order to add a new analysis, click **New testing result**. First you enter the header data: select the laboratory and enter the required data. You can attach the lab report as a PDF document. Click on the Browse button and select the appropriate document on your hard drive. Then click **Submit**.

#### 7.1 Dioxin-/PCB-DL- and ndl-PCB Analysis

To put in the data for Dioxins, PCB and ndl- PCB analysis please select the parameter Dioxin and then fill in the left fields. After this please upload the report and **save data**. The header data of the report are now saved and displayed in the overview.

First select the line, and then add the parameters analyzed by clicking on the button **Add parameter**.

📧 My data	4	Laboratory report								
III Management	4	New testing result	Obelete							
de Goods report	4	Laboratory	KAT-ID/Location	Analysis type	Salmonella test prove	Testing number	Pro	duct description	Date of sample receipt 9	Lab report
🜍 Analysis	4			Ale	AI V					
🥪 Laboratory	v	KAT-Test-Labor	K_205/00005 Gillekilches Huhn R	Clickine	No		0.005		01.01.2018	
CIENERAL		1 1 Page 1 of 1 1 1 5 V								Mew 1 - 1 of 1
Laboratory report										
		Add Record		×						
		Parameter (Noxin (Eiler) (ng/kg)		×						
		Value				Value			Evaluation	
								AI		<b>V</b>
			Bon	brit X Cancel						No records to view

Select the appropriate parameters, enter the analytical result and click **Submit**. Like this you can add any other parameter for the selected report.

In case the entered value is not correct, highlight the entry and click **Edit** to correct it or click **Delete** to remove the entry.

# 7.2 Analysis of salmonella

For the inputs of salmonella analyses please select the head data under parameter **Salmonella**. Automatically the subitem "salmonella proved" opens. Please put in whether salmonella are proved positively (yes) or not (no). Fill in the left fields and upload the report. Then **save**.

Add Record	×
Laboratory*	KAT-Test-Labor
Location*	K_205/00005 Glückliches Huhn KAT-Test-Legebetrieb
Analysis type*	Salmonella
Salmonella test proved positive	No
Testing number*	
Product description*	
Date of sample receipt*	
Lab report	Browse
<	>
	Submit Cancel

# 7.3 Water-, heavy metals-, pesticides-, GMO- and nutrient analyses

These parameters can also be uploaded and saved into the database for own use.

Therefor please select the head data under the corresponding parameters. Fill in the left fields and then upload the report. To finish **save data**.

Add Record		×
Laboratory*	KAT-Test-Labor	
Location*	K_205/00005 Glückliches Huhn KAT-Test-Legebetrieb	
Analysis type*	Water	
Testing number*		
Product description*		
Date of sample receipt*		
Lab report	Browse	
	Submit Cancel	

# 8. Logout

After completing all entries, click **Logout** in the top right corner and close the browser window.

Logout