

VA-PS 2	Database-Instructions packing stations/sales outlets/agents	valid from 01.07.2018
Version 2		replaces Version 1



KAT

Database – Instructions for packing stations/sales outlets/agents

Version 2 - July 2018

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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: <https://datenbank.kat.ec> (without www). Enter your username and your password and select the login type **User** from the drop-down menu.

After your first login, 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.

2. Using the program

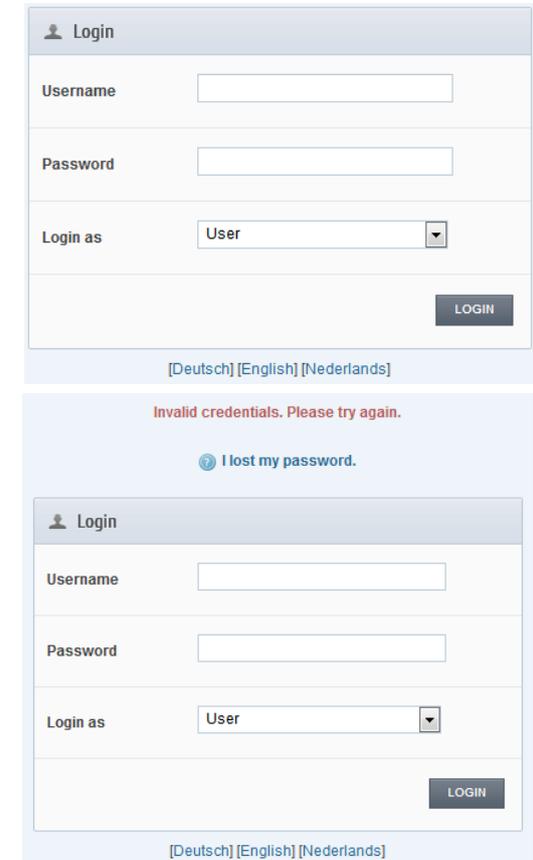
Once you are logged in, the welcome screen is displayed.



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.

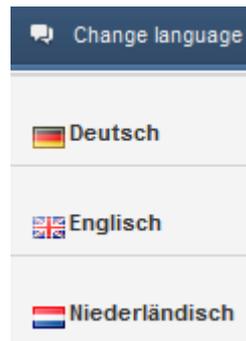
2.1 Change site

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



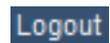
2.2 Changing the language

Select a language in **Change language**.



2.3 Logging out

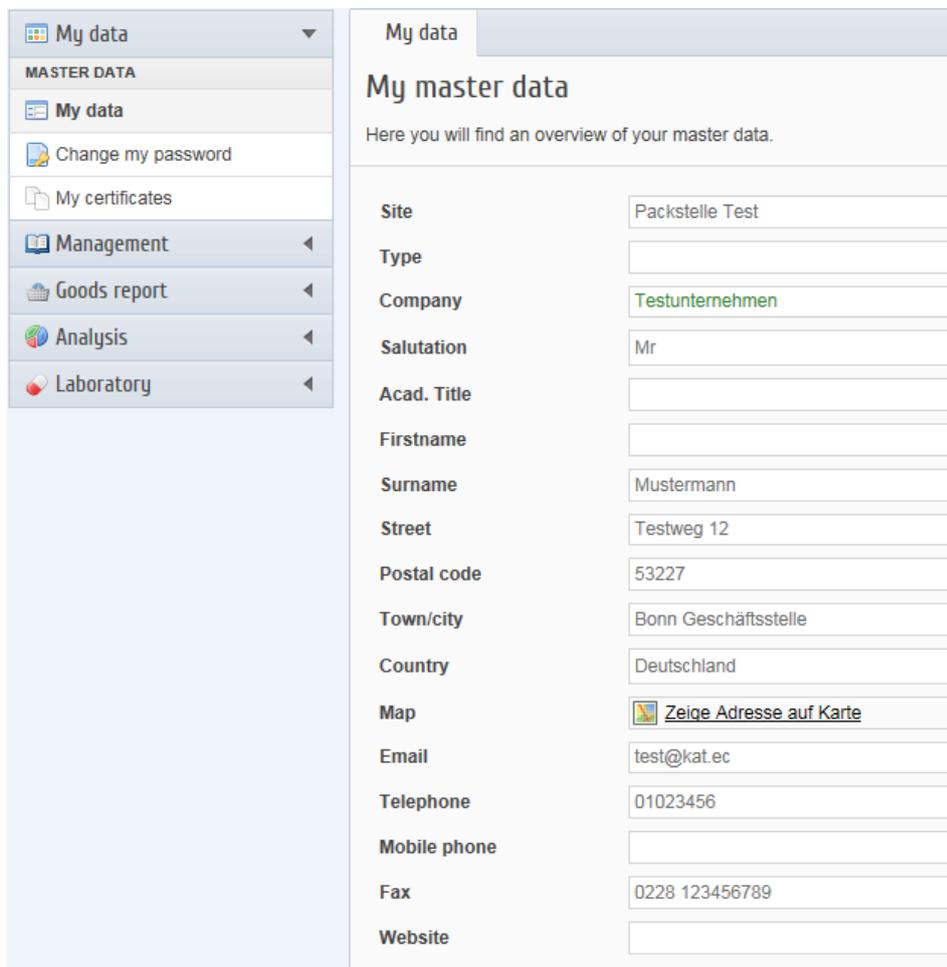
Click **Logout** to log out of the database. For security you also close the browser window.



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.



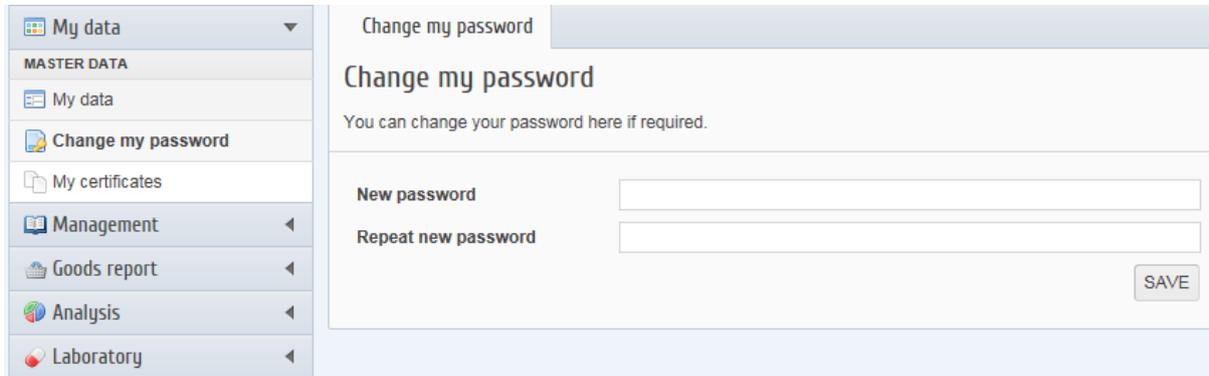
The screenshot shows a web interface with a sidebar menu on the left and a main content area. The sidebar menu includes "My data" (selected), "MASTER DATA", "My data", "Change my password", "My certificates", "Management", "Goods report", "Analysis", and "Laboratory". The main content area is titled "My data" and "My master data". It contains a form with the following fields:

Field	Value
Site	Packstelle Test
Type	
Company	Testunternehmen
Salutation	Mr
Acad. Title	
Firstname	
Surname	Mustermann
Street	Testweg 12
Postal code	53227
Town/city	Bonn Geschäftsstelle
Country	Deutschland
Map	Zeige Adresse auf Karte
Email	test@kat.ec
Telephone	01023456
Mobile phone	
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!



Change my password

Change my password

You can change your password here if required.

New password

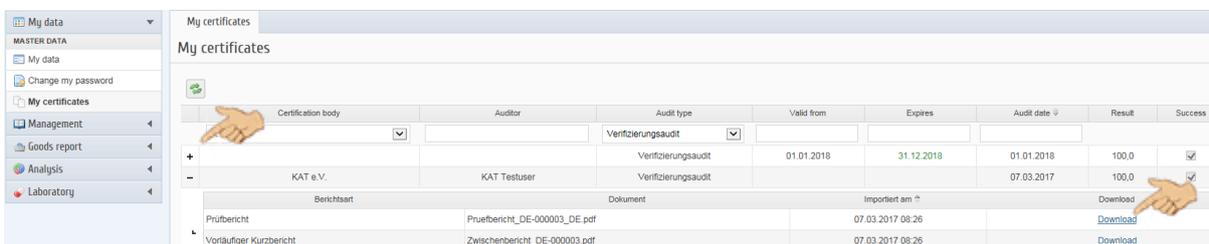
Repeat new password

SAVE

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.



	Certification body	Auditor	Audit type	Valid from	Expires	Audit date	Result	Success
+	KAT e.V.	KAT Testuser	Verifizierungsaudit	01.01.2018	31.12.2018	01.01.2018	100,0	✓
-			Verifizierungsaudit			07.03.2017	100,0	✓
	Berichtsart	Dokument		Importiert am			Download	
	Prüfbericht	Pruefbericht_DE-000003_DE.pdf		07.03.2017 08:26			Download	
	Vorläufiger Kurzbericht	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

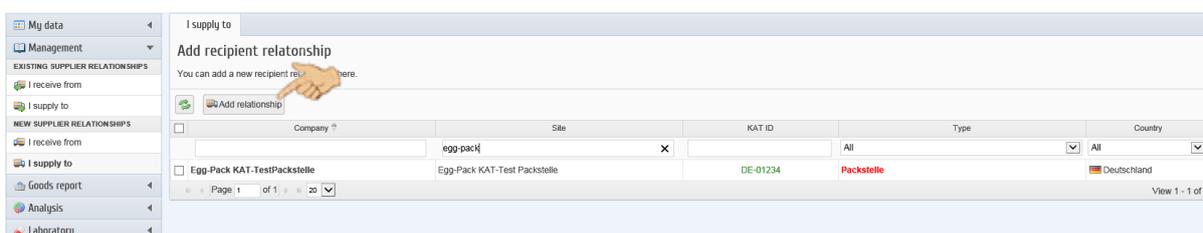
In the overview you can see all relationships already allocated to your company.

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**.



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**.



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. **Note:** 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**.

The currently saved report is shown below. To delete a record, click **Reject report**. Enter whether 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 whether it is “conventional compound feed” or “non GMO compound feed”. Then click **Save outgoing goods report**.

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										
	Reject report									
<input type="checkbox"/>	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				
Page 1 of 0										No records 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
- Management
- Goods report
- INCOMING GOODS
- New egg report
- New zero report
- OUTGOING GOODS
- New item report
- New zero report**
- New loss report
- REPORT CLIENT
- Report data
- Reported data
- Analysis
- Laboratory

New zero report

Site:

Calendar week:

Select standard reason:

Reason:

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
- Management
- Goods report
- INCOMING GOODS
- New egg report
- New zero report
- OUTGOING GOODS
- New item report
- New zero report
- New loss report**
- REPORT CLIENT
- Report data
- Reported data
- Analysis
- Laboratory

New loss report

Site:

Date:

Calendar week:

Form of rearing:

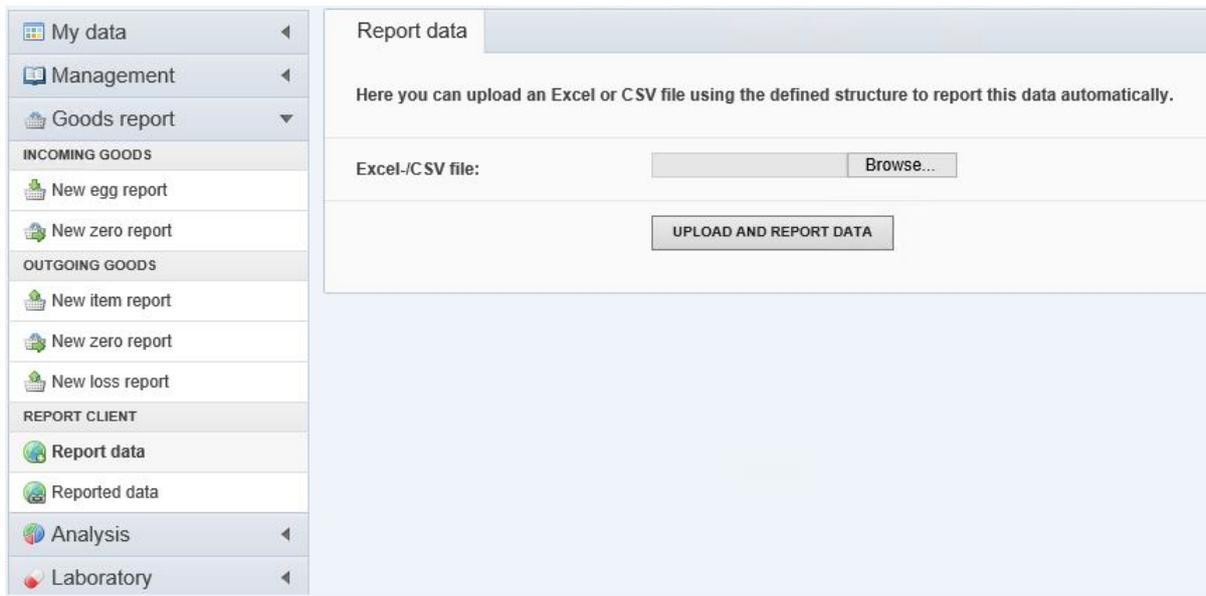
Quantity:

Reason:

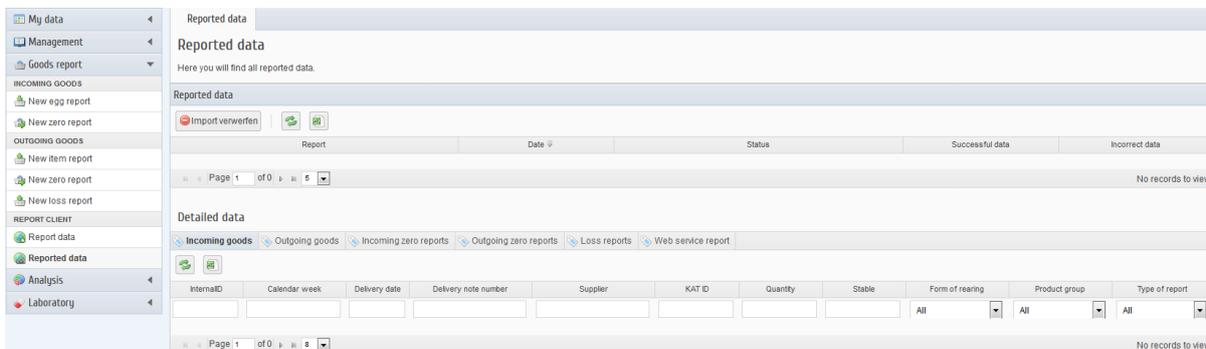
5.5 Report Client

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**.



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



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

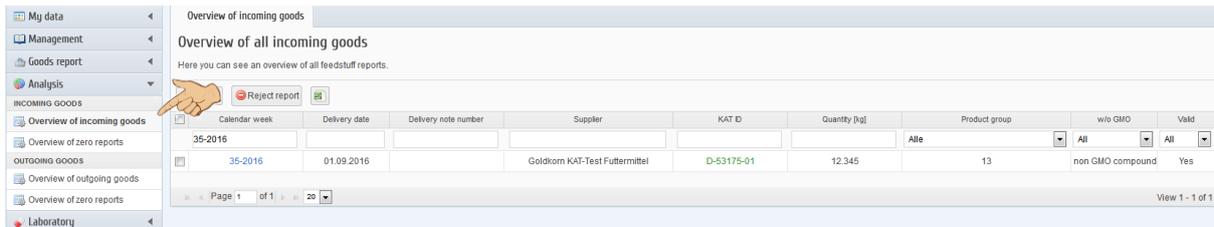
6. Analysis

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**.



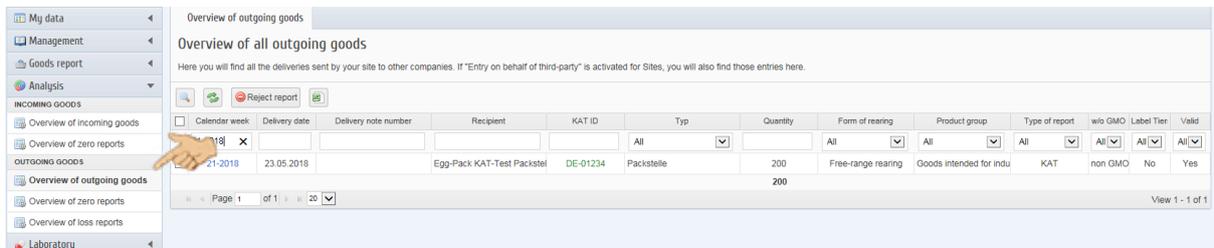
Calendar week	Delivery date	Delivery note number	Supplier	KAT ID	Quantity [kg]	Product group	w/o GMO	Valid
35-2016	01.09.2016		Goldkorn KAT-Test Futtermittel	D-53175-01	12.345	13	non GMO compound	Yes

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**.



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	Valid
21-2018	23.05.2018		Egg-Pack KAT-Test Packstel	DE-01234	Packstelle	200	Free-range rearing	Goods intended for indu	KAT	non GMO	No	Yes

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.



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.

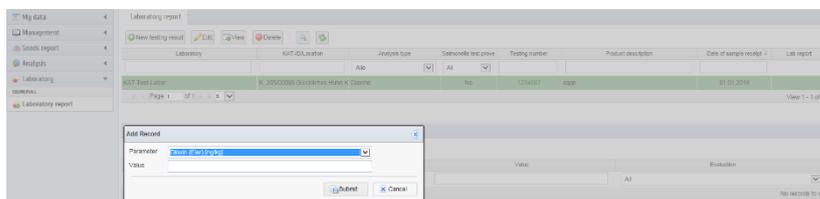


In order to add a new analysis, click **New testing result**. First you enter the header data: select the laboratory and enter the required data. You can attach the lab report as a PDF document. Click on the Browse button and select the appropriate document on your hard drive. Then click **Submit**.

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**.

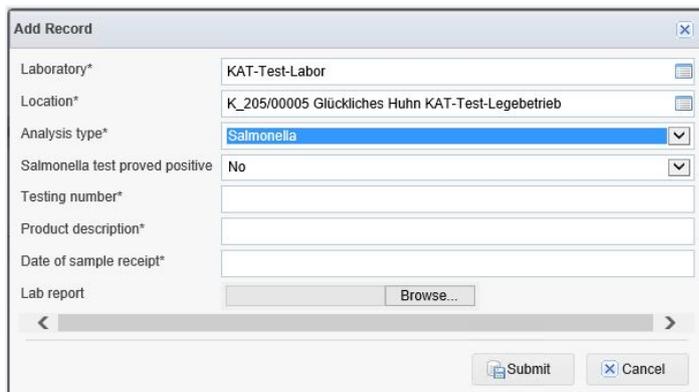


Select the appropriate parameters, enter the analytical result and click **Submit**. Like this you can add any other parameter for the selected report.

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**.



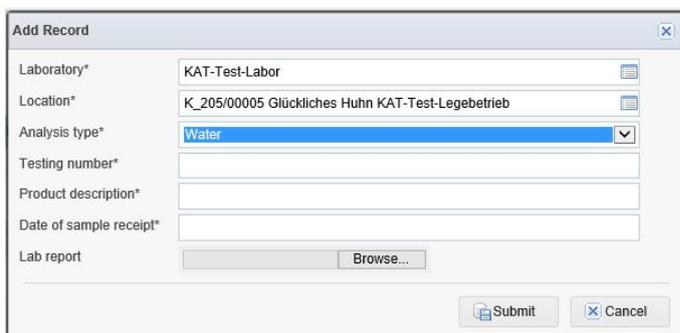
The screenshot shows a dialog box titled "Add Record" with the following fields and values:

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...

At the bottom of the dialog box are two buttons: "Submit" and "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. Therefore please select the head data under the corresponding parameters. Fill in the left fields and then upload the report. To finish **save data**.



The screenshot shows a dialog box titled "Add Record" with the following fields and values:

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...

At the bottom of the dialog box are two buttons: "Submit" and "Cancel".

8. Logout

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

Logout