



## QS Software Platform Feed Monitoring Module Quick start guide for laboratories

- Version 1.0 -

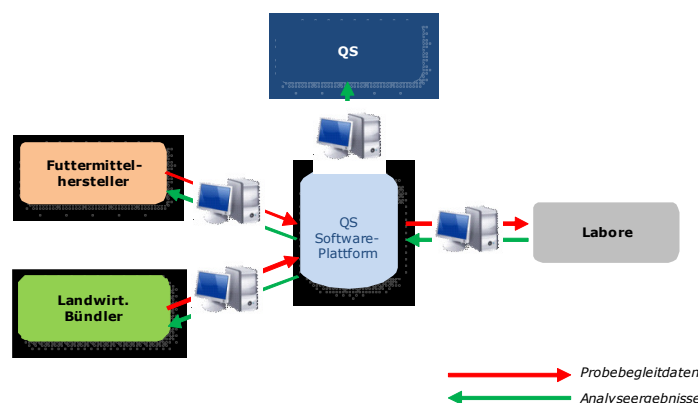
The present manual serves to demonstrate the QS feed monitoring process to laboratories approved for QS feed monitoring and to aid in creating a laboratory profile and entering analysis results.

Participation in QS feed monitoring has been mandatory for manufacturers of feed and agricultural coordinators for quite some time now. Up to now, the analysis results of QS system partners have been archived decentrally. The entry of sample accompanying data and analysis reports in the QS Software Platform is required starting 01.04.2008. Since 01.04.2008 it is also new that feed material testing may only be conducted by QS-recognized laboratories.

The manual shall first describe the general process of QS feed monitoring. Chapter 1 describes how laboratories receive their access data for the QS Software Platform. How laboratories can set up their own employees and edit their laboratory profile is dealt with in chapter 2. Chapter 3 describes the functionalities surrounding the input of sample accompanying data for laboratory samplers. Finally, chapter 4 describes how analysis results are entered in the QS Software Platform and chapter 5 briefly covers how completed data records/orders are archived.

Three parties are essentially involved in the feed monitoring "process" via the QS Software Platform (see illustration 1).

### III. 1: The feed monitoring process



On the one hand, the feed companies resp. the agricultural coordinators enter sample accompanying data into the application and commission labs with the sample analysis. On the other



hand, the laboratories enter the respective analysis results for the sample accompanying data. Once the laboratory has entered the analysis results for the sample accompanying data, they can be observed and evaluated by the client (and QS).

This user guide is organized as follows:

### **1. Logging into QS / Access to QS Software Platform**

### **2. Administration of master data and laboratory profile**

- 2.1 Setting up laboratory employees
  - 2.1.1 Role "Laboratory Administrator"
  - 2.1.2 Role "Laboratory Analyst"
  - 2.1.2 Role "Laboratory Sampler"
  - 2.1.2 Editing the laboratory profile

### **3. Sample accompanying data input**

- 3.1 Commission sampler
- 3.2 Authorizing input of sample accompanying data
- 3.3 Transfer of sample accompanying data with a csv file

### **4. Analysis results entry**

- 4.1 Enter analysis results (normal case)
- 4.2 Special case "clarification required"
- 4.3 Analysis order second test
- 4.4 csv upload and download

### **5. View of completed analysis results**

## **1. Logging into QS / Access to QS Software Platform**

Once the laboratory has received QS approval, QS records the master data of the laboratory of the so-called "laboratory administrator" (see chapter 2.1) in the QS Software Platform. The master data of the laboratory contains the name, the address and the contact data. This action assigns a unique QS-ID (identification number) to the laboratory. QS sets up the laboratory administrator as the person who was the contact during registration process. Chapter 2 shall deal with the various roles of lab staff. When registering with QS, the laboratory states according to which parameters it performs tests and with which methods. In line with the parameters recognized by the QS-System, QS sets up the lab profile for the laboratory in the QS Software Platform. Only the laboratory profile for pesticides has to be set up by the laboratories themselves (see chapter 2.5).

Once the laboratory and the lab administrator has been set up by QS in the QS Software Platform, the laboratory administrator receives an email with his personal access data (user ID and password) for the QS Software Platform.



The functionalities of the QS Software Platform can be reached via

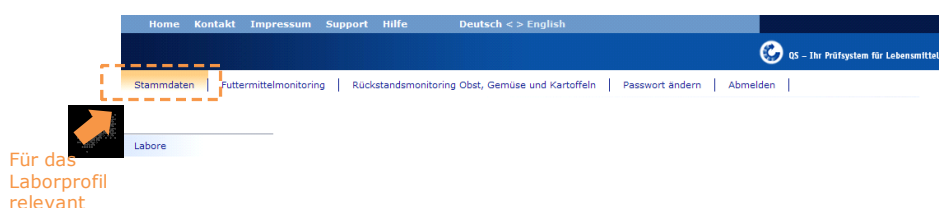
**<https://www.qs-platform.info>**

Illustration 2 shows the login screen of the QS Software Platform.

### III. 2: Login Screen QS Software Platform

Enter the access data under "user ID" and "password" and click the "OK" button. Users that wish to use another foreign language may choose their language from the drop-down field "language" before they enter their log-in data. Then the main screen portrayed in illustration 3 is shown.

### III. 3: Main Screen



The menu item "master data" (see chapter 2) is relevant for the administration of the laboratory profile and the setup of laboratory employees. Functionalities such as "view sample accompanying data" or "input of analysis results" can be selected from the menu item "feed monitoring" (see chapters 3 and 4). If the laboratory is also approved for "QS residue monitoring fruit, vegetables, potatoes", the menu bar shows the item "QS residue monitoring fruit, vegetables, potatoes". These functions are described in a separate user manual.



## 2. Administration of master data and laboratory profile

Once the laboratory administrator (set up by QS) has logged into the QS Software Platform, he sees the screen depicted in illustration 3. Under the menu item "master data" he can register further lab employees (chapter 2.1) and edit his laboratory profile (chapter 2.2).

### 2.1 Setting up laboratory staff

Once the laboratory administrator has called the functionality "laboratories" under "master data", the screen shown under illustration 4 is shown.

#### III. 4: Laboratories "Tab"

The screenshot shows the 'Labor' tab in the QS software platform. The interface includes a navigation bar at the top with links like 'Home', 'Kontakt', 'Impressum', 'Support', and 'Hilfe'. Below the navigation bar, there are tabs for 'Labor', 'Laborprofil Obst, Gemüse und Kartoffeln', 'Laborprofil Fumi', and 'Anwender'. The 'Labor' tab is currently selected. The form displays the following data:

Name	QS Qualität und Sicherheit GmbH																										
QS-ID	403173555555																										
Straße	Margaretenstr. 1																										
PLZ	53175	Ort	Bonn																								
Postfach		Land	Deutschland																								
Postfach-PLZ		Bundesland	Nordrhein-Westfalen																								
Vertrag abgeschlossen am	27.06.2007	Vorbelegung																									
Kommunikation	<table border="1"> <thead> <tr> <th colspan="2">Kommunikationsverbindung Labor</th> <th>Kontaktantrag</th> </tr> </thead> <tbody> <tr> <td>- Telefon Büro 1</td> <td></td> <td>+49-228-35068-0</td> </tr> <tr> <td>- Telefon Büro 2</td> <td></td> <td></td> </tr> <tr> <td>- Mobil</td> <td></td> <td></td> </tr> <tr> <td>- Fax</td> <td></td> <td></td> </tr> <tr> <td>- Email</td> <td colspan="2">hinrichs@q-s.info</td> </tr> <tr> <td>- Email 2</td> <td colspan="2"></td> </tr> <tr> <td>- Email 3</td> <td colspan="2"></td> </tr> </tbody> </table>			Kommunikationsverbindung Labor		Kontaktantrag	- Telefon Büro 1		+49-228-35068-0	- Telefon Büro 2			- Mobil			- Fax			- Email	hinrichs@q-s.info		- Email 2			- Email 3		
Kommunikationsverbindung Labor		Kontaktantrag																									
- Telefon Büro 1		+49-228-35068-0																									
- Telefon Büro 2																											
- Mobil																											
- Fax																											
- Email	hinrichs@q-s.info																										
- Email 2																											
- Email 3																											
Wegbeschreibung																											

The screen shown is divided into three or four tabs: "laboratory", "laboratory fruit, vegetables and potatoes" (if the laboratory is approved), "laboratory profile feed" (is described in chapter 2.2) and "user".

The first tab "laboratory" (see illustration 4) shows the address and contact data of the laboratory that have been set up by QS. The laboratory administrator cannot make any changes here. If something has to be changed (e.g. a new telephone number needs to be entered), the laboratory administrator must contact QS and QS shall make the changes.

The "user" tab contains all employees set up by the laboratory and new ones can be added (see illustration 5).



### III. 5: The "user" tab

	Vorname	Nachname	Ansprechpartnertyp
<input checked="" type="checkbox"/>	Alexander	Hinrichs	Labor-Administrator
<input checked="" type="checkbox"/>	Claudia	Rotter	Labor-Administrator
<input checked="" type="checkbox"/>	Julia	Müller	Labor-Probennehmer
<input checked="" type="checkbox"/>	Joel	Puhnenmacher	Labor-Analysierer
<input checked="" type="checkbox"/>	Joelle	Flockenhaus	Labor-Probennehmer
<input checked="" type="checkbox"/>	Anna	Analyse	Labor-Analysierer

In the QS Software Platform, there are three different user types for laboratories each with different permissions. They shall be described in the following sections.

#### 2.1.1 Role "Laboratory Administrator"

The laboratory administrator is set up when the laboratory is registered in the QS Software Platform. The laboratory administrator is the only one who has permission to set up laboratory employees each with their own respective permissions. For this, he clicks the "new" button on the "user" screen (see illustration 5). Then the input screen portrayed in illustration 6 is shown.

### III. 6: Setting up a laboratory employee

Neu Speichern OK Abbrechen

Anwender

Anrede Herr Titel

Vorname

Nachname

Ansprechpartnertyp Labor-Analysierer

Kommunikation

Telefon Büro 1

Telefon Büro 2

Mobil

Fax

Email

Email 2

Email 3

Beruf

Sprache Deutsch



In the screen, name, role ("contact type" field) and contact data of the laboratory employee are set up. It is important to enter an email address as the respective laboratory employee will receive the QS Software Platform access data at this address.

Clicking the "save" button above the "user" tab saves the entry. However, the screen remains open. The entries are saved and the screen is closed by pressing the "OK" button. Once the data has been saved, the respective laboratory employee receives an email containing his access data.

The laboratory administrator can assign the role of laboratory analyst (see chapter 2.1.2) or "laboratory sampler" (see chapter 2.1.3). He cannot set up a further laboratory administrator. This role can only be set up by QS.

Besides being able to set up laboratory employees, the laboratory administrator also has access to sample accompanying data (that has been allocated to the laboratory) and all laboratory accompanying data as well as analysis results of the laboratory. In addition, he can assign various laboratory analysts to the sample accompanying data for processing. The laboratory administrator can independently enter laboratory accompany data and analysis results for sample accompanying data. These functions are described in chapter 4.

In addition, the laboratory administrator also has the same permissions as a laboratory sampler, i.e. he can be commissioned by a feed company or agricultural coordinator to enter sample accompanying data (see chapter 3).

### 2.1.2 Role "laboratory analyst"

The laboratory analyst is set up by the laboratory administrator and receives his access data via the email address that has been specified by the laboratory administrator. The analyst can view the sample accompanying data that has been assigned to him. He is authorized to enter respective laboratory accompanying data and analysis results. These functions are described in more detail in chapter 4.

The laboratory analyst can download sample accompanying data as csv file and upload the data into the lab's LIMS system. He can also upload data from their LIMS as csv files containing sample accompanying data and analysis results back to the QS Software Platform. This variant is also further elaborated in chapter 4.

### 2.1.3 Laboratory "laboratory sampler"

The laboratory sampler is set up by the laboratory administrator and receives his access data via the email address that has been specified by the laboratory administrator. The sampler is authorized, by the order of a feed company or agricultural coordinator, to take samples and to enter the respective sample accompanying data in the QS Software Platform. This can be done either directly online or via csv-file upload in the QS Software Platform. These functions are



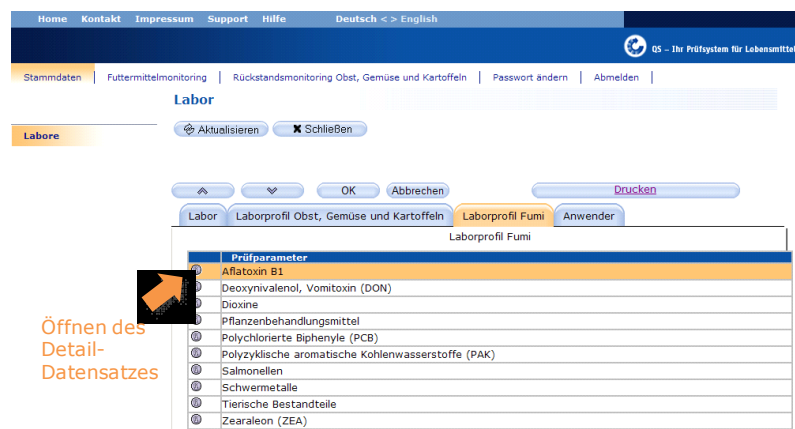
described in chapter 3. The sampler however cannot enter or view the analysis results of the sample accompanying data.

Lab employees can also each be set up with different roles and receive different access data to the QS Software Platform respectively.

## 2.2. Editing a laboratory profile

The screen shown in illustration 7 is called via the menu item "master data", then the functionality "laboratories" and the tab "laboratory profile feed".

### III. 7: "Laboratory profile feed monitoring" screen



This screen lists all parameters for which the laboratory has received QS approval. Besides these parameters, the laboratory is not authorized to create or change any other parameters. For this, the lab must contact QS.

Clicking the circular grey "detail" symbol in front of each parameter opens the detail data record for the respective parameter. The screen which then appears (see illustration 8) shows which sub-parameters have been set up (e.g. lead and arsenic). The laboratory can also specify the analysis headroom with which the parameters are tested and how high the limit of determination is. The check "active" shows which sub-parameters of the laboratory have been approved by QS.



### III. 8: Detail screen "Parameters"

Prüfparameter	Unterparameter	CAS-Nummer	Aktiv	Bestimmungsgrenze (mg/kg)	Einheit	Analysespielraum
Schwermetalle	Quecksilber (Hg)	7439-97-6	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Schwermetalle	Blei (Pb)	7439-92-1	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Schwermetalle	Cadmium (Cd)	7440-43-9	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Schwermetalle	Arsen (As)	7440-38-2	<input checked="" type="checkbox"/>	0.0000	mg/kg	

Every change or sub-/parameter needs to be confirmed by clicking the "OK" button in the top-right corner of the screen.

For the parameter "pesticides", the laboratory must themselves specify which sub-parameters are possible. QS only sets this parameter if the laboratory has the respective approval. To complete the laboratory profile, the laboratory administrator must open the detail data record of the parameter "pesticide" in the list shown in illustration 7. If this detail data record is opened for the very first time, all possible sub-parameters of the parameter "pesticide" are set up and activated (see illustration 9). This means that all sub-parameters that have been activated can be analyzed by the laboratory. If the laboratory cannot analyze certain sub-parameters, the respective checkmarks should be removed from the sub-parameters. Specifications on the limit of determination and analysis headroom can be edited during each entry of analysis results before the laboratory administrator and laboratory analyst can.

### III. 9: Detail screen "Pesticide Parameter"

Prüfparameter	Unterparameter	CAS-Nummer	Aktiv	Bestimmungsgrenze (mg/kg)	Einheit	Analysespielraum
Pflanzenschutzmittel	Spirothrin	118134-30-8	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Propoxazin	23950-58-5	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Procydon	32809-16-8	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Permethrin, Gesamt-, Summe der Isomeren	52645-53-1	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Phorax	298-02-2	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Phosphor-methyl	29232-93-7	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Vinclozolin	50471-44-8	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Parathion	56-38-2	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Oxydemeton-methyl, Demeton-S-methylsulfid	301-12-2	<input checked="" type="checkbox"/>	0.0000	mg/kg	
Pflanzenschutzmittel	Oxydemeton-methyl, Summe aus Oxydemeton-methyl und		<input checked="" type="checkbox"/>		mg/kg	





The laboratory is required to keep the laboratory profile up to date. Only if the laboratory profile is kept complete and up to date can clients be able to commission the tests that they require.

## 3. Sample accompanying data input

If a laboratory is commissioned by a feed company or an agricultural coordinator to take samples and record sample accompanying data, the laboratory sampler can make use of the following functionalities in the QS Software Platform. How the laboratory administrator sets up a sampler in the QS Software Platform is described in chapter 2.1.3. This chapter also explains which permissions the laboratory sampler has.

The manner in which laboratories or laboratory samplers are commissioned with targeted sampling is described in chapter 3.1. Chapter 3.2. describes how a laboratory can be authorized by the client to independently set up and enter sample accompanying data for certain locations. Chapter 3.3. describes how to upload csv files via the laboratory sampler.

### 3.1 Commissioning a sampler

Generally, the client (the feed company or the agricultural coordinator) determines which location should be sampled and at which time. For this, the client sets up sample accompanying data and specifies which lab is responsible for the sampling of a certain location. Optionally, the client can also enter further information such as e.g. the type of feed from which the sample is to be taken.

Once the laboratory sampler has logged into the QS Software Platform with his own access data, he sees the following view under "feed monitoring" and the functionality "sample accompanying data" shown in illustration 10.

#### III. 10: Sample accompanying data view

Proben-ID	Zustand	Standort	Futtermittel	Probenahmedatum	Bändler	Systemteilnehmer
F0000 XXX - Probennehmer 0045521298 beauftragt		Standort A				Systemteilnehmer A



The screen is divided into two sections: The upper half is designed for search queries, e.g. for an order search by sample ID, for orders concerning the sampling of certain defined feeds or by data records with certain statuses. For a laboratory sampler, data records have three relevant statuses:

- "Sample accompanying data set up" (the sampler has independently set up the sample accompanying data, however the input of all required information has not been completed)
- "Sampler commissioned" (the client has set up the data record and commission the laboratory sampler with sampling and input of the remaining information)
- "Laboratory commissioned" (the laboratory sampler has entered all sample accompanying data and sent the data record to the laboratory)

All other data statuses are not relevant to the laboratory sampler.

After entering the search terms, press the "update" button at the upper left-hand corner of the screen.

The lower half shows a list of sampling orders or previously entered sample accompanying data records. The status of the data record shows whether it is a (not yet processed) order from a feed company or whether the data has already been entered and sent to the laboratory.

If the laboratory sampler would like to edit a sampling order, he has to click on the circular grey "page" symbol. Then the screen portrayed in illustration 11 is shown.

### III. 11: Detail screen sample accompanying data



All fields that have not been grayed out can resp. must be edited by the laboratory sampler if the data record is to be transferred to the selected laboratory.

Depending on client and order, the fields of the commissioned sample may be filled differently. The different fields have the following content resp. system:

a) Sample type:

There are two sample types: "regular" and "voluntary" samples. A regular sample is a sample that corresponds to the QS control plan, i.e. it is inspected in line with the parameters/sub-parameters that are defined for the sampled feed pursuant to the QS control plan. A voluntary sample is a sample that is inspected by sub/parameters that are not defined for feed in the QS control plan. No credit is given for voluntary samples in terms of QS control plan compliance.

b) Sample ID:

The sample ID consists of two parts. The first part is always the QS location number of the sampled location of a company and cannot be changed. The second part is a 10-digit alphanumeric field that can either be set up by an administrator or (if released) be created by the application automatically.

c) Location:

The location for sampling was chosen by the client. This section cannot be changed by the sampler.

d) Sampler:

In this field, the client specifies which laboratory shall be commissioned for sampling. As soon as a sampler opens the data record of the laboratory, his user name is set in this field.

e) Commissioned laboratory:

In this field, the sampler must state which laboratory analyzes the sample and records the results in the QS Software Platform. The selected laboratory can view the sample accompanying data in the QS Software Platform (and enter the respective analysis results) as soon as the administrator has clicked the "confirm data" button, located above the tab "sample accompanying data". The drop-down lists shows the sampler a list of favorite laboratories. By clicking in the "folder" symbol located to the right of the field, a list of all approved laboratories appears (please click the "update" button for this). A laboratory for sampling can be selected from this list. This selection is transferred to the sample accompanying data screen.

f) Feed description:

Select the feed material for sampling from this field. For this, please click the "folder" symbol located to the right of the "feed description" field. After pressing the "update" button, a feed selection list appears (cf. illustration 12). The search functionalities in the upper part of



the screen can be used to search for the name of a feed material or its code. Each search order has to be confirmed by pressing the "update" button. Clicking on the grey "arrow" in front of each feed material selects that specific feed.

### III. 12: Feed selection

Bezeichnung	Code-Nr.	Einzel Futtermittel
(Tränk-) Wasser	0.01.01	X
Dinkel	1.01.01	X
Dinkel, entspelzt	1.01.02	X
Dinkelflocken	1.01.03	X
Dinkelspelzen	1.01.04	X
Gerste	1.02.01	X
Gerste, geschält	1.02.02	X
Gerstenflocken	1.02.03	X
Gerstenfuttermehl	1.02.04	X
Gerstenkleie	1.02.05	X
Gerstenschälkleie	1.02.06	X

g) Commissioned parameter resp. sub-parameter:

Select the parameters resp. sub-parameters according to which the feed is to be searched in the table pictured beneath the "feed description". Selecting a parameter assigns testing according to all sub-parameters associated with the parameter. By clicking the "screening" checkbox behind the respective parameter, the analysis must be conducted with the aid of the respective screening method.

If the feed should only be tested for certain sub-parameters (e.g. instead of "heavy metals" just for "lead"), specify this by selecting the detail symbol. Then the sub-parameters belonging to the parameters are shown (see illustration 13). Clicking the sub-parameters also assigns the selected parameters. After selecting the sub-parameter, the screen can be exited by pressing the "OK" button.

### III. 13: Selection sub-parameter of the parameter "heavy metals"

X	Wirkstoffname	CAS-Nummer	AVV-Düp
-	Arsen (As)		
-	Blei (Pb)		
-	Cadmium (Cd)		
-	Quecksilber (Hg)		



h) Sampling date:

In this field, the sampler must specify the date on which the sample was taken (using the format "dd.mm.yyyy").

i) Manufacturing date and/or company-internal sample description:

At least one manufacturing date or company-internal sample description is entered here. Of course, you can also enter both.

j) Sample quantity:

The quantity of the sample taken is entered in this field. The measuring unit is "kg".

k) Country of origin:

Select the country of origin of the sample from this field. The country in which the location that is being sampled is situated is predefined here. However, this field can still be edited.

l) State:

The state is an optional field. The state from which the sample originates can be selected with the drop-down function.

m) Product number:

This field is an optional field which serves to uniquely identify the sample and provide for better traceability.

n) Trade description:

The field "trade description" is also an optional field for the feed company.

o) Remark:

In this user-defined text field, the sampler can make remarks concerning the sample. This field can also be viewed by QS and the commissioned laboratory.

Once the sampler has filled in all required fields and clicked the "confirm data" button, the information is saved. The data is sent to the selected laboratory and the data record receives the status "laboratory commissioned". If the administrator alternatively clicks the "OK" button, the entries are saved but not sent to the laboratory. The data record receives the status "sampler commissioned". If not all required fields are filled but the button "confirm data" is pressed, the data record is not transferred to the laboratory.

### 3.2. Authorizing creation of sample accompanying data

The feed company or the agricultural coordinator can authorize the laboratory to independently create and enter sample accompanying data. If this is the case, the feed company or the agri-



cultural coordinator shall independent of QS, contact the respective laboratory and discuss the methodology with which the locations are to be sampled.

The laboratory samplers can then create sample accompanying data for the locations that have been released to them.

For this the sampler logs into the QS Software Platform and calls under menu item "feed monitoring" the functionality "sample accompanying data". In the screen which then appears (cf. illustration 14), the sampler clicks the button "new" in the upper left-hand corner of the screen.

### III. 14: Creating new sample accompanying data

After pressing the "new" button, the screen to enter sample accompanying data portrayed in illustration 15 is shown.

### III. 15: Entering new sample accompanying data



The screen corresponds to the screen shown in illustration 11, only that the field "client" and "location" are not yet filled.

The laboratory sampler must first select the sampling location. For this, he clicks the "folder" symbol located to the right of the "location" field. A screen then appears (after clicking the update button) listing all locations for which the laboratory can independently create sample accompanying data (see illustration 16).

### III. 16: Selection of the location for sampling

Such- und Filterfeld

Name	QS-Standortnummer	PLZ	Ort	Zugelassen bis	QS-Status	Angemeldet	Lieferberechtigt	Produktionsart
Standort A	F00000XYZ	54634	Bitburg	25.11.2007	QS Status I	X	X	Mischfuttermittel
Standort B	F00000ZZZ	66914	Waldmohr	25.11.2007	QS Status I	X	X	Mischfuttermittel
Standort C	F00000XXX	71139	Ehningen	14.12.2010	QS Status I	X	X	Mischfuttermittel

The upper part of the screen contains various search fields with which certain location numbers or production types can be searched. After entering the search terms, press the "update" button at the upper left-hand corner of the screen. To select a location for sampling, the sampler must click on the grey "arrow" symbol in front of the respective data record. This transfers the location to the screen shown in illustration 15.

The entry of the remaining sample accompanying data is done as described in chapter 3.1.

## 3.3 Transfer of sample accompanying data with a csv file

Besides the options described in chapters 3.1 and 3.2, to enter the sample accompanying data manually in the screens of the web application, it is also possible to upload and download sample requests to and from the QS Software Platform with a csv file.

If the laboratory sampler would like to download sample accompanying data from one (or more) clients from the QS Software Platform, he calls the functionality "sample accompanying data" under the "feed monitoring" menu item. The screen shows all previously created sample accompanying data records (cf. illustration 17). With the filter function in the upper part of the



list, the sampler can view only those data records that have the status "sampler commissioned" - those that can be edited by the sampler.

### III. 17: "Upload and download of sample accompanying data" function



The buttons "download sample accompanying data" and "upload sample accompanying data" are located to the upper right of the list view.

If the sampler clicks on the download button, he obtains a csv file containing all data records portrayed in the list view. He can further process these and upload them back to the QS Software Platform.

Regardless, the sampler can also upload entirely new sample accompanying data and therefore create new data (if he has been authorized accordingly by the client). The csv files however have to correspond with a format defined by QS. A format template can be found at:

**<https://www.qs-platform.info/QSSoftware/Hilfe.html>**

Once the sampler has filled in all required fields in the csv file, the sample accompanying data record uploaded as csv file is automatically set to the status "laboratory commissioned" and the laboratory can view the data record.

## 4. Analysis results entry

Once the laboratory analyst has been registered in the QS Software Platform by the laboratory administrator, he receives his access data via email. He logs into the QS Software Platform, calls the menu item "feed monitoring" and then the functionality "sample accompanying data". He then can view all sample accompanying data assigned to the laboratory, as depicted in illustration 18. If the laboratory has several laboratory analysts, all analysts can view all data records. Only once an analyst opens and edits a data record, will his username be stored with the data record. From then on, this data record will no longer be visible for other analysts from the same laboratory and can no longer be edited by anyone else.

Generally, the analyzed sample does not display any irregularities and the analyst can directly enter the analysis results in the QS Software Platform. This process is described in chapter 4.1.





The client must be informed in the event of a pre-defined exceedance. This process is described in detail in chapter 4.2. In the event of an exceedance, the client may decide to commission a second laboratory with the analysis of the respective parameter. Chapter 4.3 describes how the second laboratory is to process such a data record. Chapter 4.4. describes the upload and download of sample accompanying data resp. analysis results from and to the QS Software Platform.

## 4.1. Entry of analysis results

Opening the functionality "sample accompanying data" shows the laboratory analyst the sample accompanying data for which he can/should enter analysis results (cf. illustration 18).

### III. 18: List view of allocated sample accompanying data

Home Kontakt Impressum Support Hilfe Deutsch <> English QS – Ihr Prüfsystem für Lebensmittel

Stammdaten Futtermittelmonitoring Rückstandsmonitoring Obst, Gemüse und Kartoffeln Passwort ändern Abmelden

**Probebegleitdaten** Aktualisieren X Schließen Anzahl selektierte Sätze in Probebegleitdaten: 15

Suchkriterien Sortierung

Proben-ID Zustand Datum letzte Änderung

Futtermittelbezeichnung

Probenahmedatum von Probenahmedatum bis

Proben-ID	Zustand	Standort	Futtermittel	Probenahmedatum	Bündler
276081150XXXXXX-45508945	Labor beauftragt	Standort A	Dinkel	06.02.2008	Bündler A
276064370XXXXXX-45517425	Labor beauftragt (Zweituntersuchung)	Standort B	Dinkel	09.02.2008	Bündler B

If not all data records are to be shown at the same time, the laboratory analyst can search for certain data records on the basis of sample IDs on the upper part of the screen. Each search request must be confirmed by pressing the "update" button.

If the laboratory analyst would like to edit a data record (view the sample accompanying data or enter analysis results) he has to click the grey "page" symbol in front of the respective data record. A screen then appears containing the three tabs "Sample accompanying data", "Laboratory accompanying data" and "Analysis results".



### III. 19: Detail screen "sample accompanying data" tabs

This tab shows the sample accompanying data entered by the client/sampler. The sample accompanying data can no longer be changed by the laboratory analyst.

The laboratory analyst must enter all essential accompanying data of the laboratory in the tab "laboratory accompanying data" (see illustration 20).

### III. 20: Detail screen "laboratory accompanying data" tab

The name of the analyst processing the data record is set up in the grey "analyst" field. An internal laboratory number can be entered in the field "laboratory-internal sample number" (for internal laboratory traceability purposes). In the fields "sample entry", "analysis begin"



and "analysis end", the analyst must enter data using the format "dd.mm.yyyy". Both fields "problems or peculiarities" as well as "assessment" are optional text fields. If the laboratory has assigned the analysis of certain parameters to another laboratory, the checkbox "suborder assigned" can be activated and "suborder assigned to" with the respective laboratory name in the free text field.

The results of the parameters tested by the analyst must be entered in the tab "analysis results" (see illustration 21).

### III. 21: Detail view "Analysis results" tab" – Part 1

Untersuchungsparameter	Untersuchungsmethode	CAS-Nummer	Screening	Ergebniswert	Einheit	Analysespielraum
Dioxine	Richtlinie 2002/70/EG	290-67-5	<input type="checkbox"/>	n.n.	ng/kg	
Aflatoxin B1	VDLUFA Bd. III, Kap. 16.1.4 - Bestimmung von Aflatoxin B1 (Extraktreinigung durch Immunoaffinitätschromatographie)	1162-65-8	<input type="checkbox"/>	n.n.	mg/kg	

All sub-(parameters) for which there is an analysis order, are listed in this tab. Besides the names of the sub-parameters, the testing method of the laboratory is shown with which the laboratory has been approved for by QS. If for example, a screening method has been implemented instead of the commissioned testing method, the analyst can mark the checkbox "screening". If conversely the test was ordered with a screening method but was not performed accordingly, the checkbox can be removed by the analyst.

The analyst enters the results in the "result value" column. Real values are allowed, n.v." for "not verifiable", n.a. for "not analyzed", n.d. for "not determined", "negative" and "positive".

The analyst enters the lab's analysis headroom in the "analysis headroom" field as absolute values (e.g. "+/- 0,002") or relative values (e.g. 2%). The analysis headroom is taken into consideration when determining whether the result value exceeds the limit value.

After the analysis headroom, the analyst must enter the legal limit value (if one exists) for the parameter and the respective product (cf. illustration 22). If there is a reference value for the product/parameter combination, the column "reference value" must also be filled. The laboratories own determination limit must also be specified.



The column "clarification required" shall be dealt with in chapter 4.2.

### III. 22: Detail view "Analysis results" tab" – Part 2

Once the analyst has entered all laboratory accompanying data, the data is saved by pressing the "confirm data" button and transferred to the client. If the analyst just wants to save the entries but not send them to the client, he can click on the "OK" button in the upper right-hand part of the screen.

If an analysis as a suborder was assigned to a different lab, the originally commissioned laboratory is responsible for the entry of all commissioned analysis results in the QS Software Platform.

If the entry for a data record is complete and the "confirm data" button has been pressed, the respective record shall no longer be contained in the "sample accompanying data" list, but rather under the menu function "analysis results" (see chapter 5).

## 4.2 Special case "clarification required"

If the laboratory determines that a parameter has exceeded the limit value, it is required to contact the client and report this result. This must be done before the laboratory analyst enters the result in the QS Software Platform.

If the client accepts the exceedance, the analyst enters the respective sample accompanying data record (incl. exceedance) in the QS Software Platform.

If however the client does not accept the exceedance, the analyst may not enter the result of the disputed parameter. In this case, the analyst clicks the checkbox "clarification required" (see illustration 23) and presses the button "confirm data". For undisputed analysis results, the analyst must enter the results directly.



### III. 23: Activation of the checkbox "clarification required"

Analyseparameter	Grenzwert	Einheit	Richtwert	Einheit	Bestimmungsgrenze	Einheit	Klärung erforderlich
	0.0000	ng/kg	0.0000	ng/kg	0.0000	ng/kg	<input type="checkbox"/>
	0.0000	ng/kg	0.0000	ng/kg	0.0000	ng/kg	<input type="checkbox"/>

After activation of the checkbox, the data record is visible to the laboratory, the client and QS with the status "clarification required". The laboratory can now no longer change the status of the data record.

The client shall now commission a second laboratory to re-analyze the controversial parameter. For this, the "old" sample accompanying data record is used and sent to the second laboratory. The second laboratory cannot see the initially commissioned laboratory nor can it see its laboratory accompanying data. The tab "analysis results" only reveals the disputed parameter and not the analysis results of the uncontroversial parameters (see chapter 4.3).

If the client commissioned a second laboratory, the data record obtains the status "2nd laboratory commissioned". Once the second laboratory has determined a result, the data record receives the status "result available" (see chapter 4.3). Once QS enters a result, the data record is closed and obtains the status "analysis complete".

### 4.3. Analysis order second test

If an analyst opens the view "sample accompanying data" he see the data records with the status "laboratory commissioned (second test)". He can also perform separate searches for data records with this status (see fig. 24). Data records with this status are records that had been previously inspected by another laboratory with a result that was not accepted by the client. This is why he commissioned a second laboratory with the analysis of the controversial parameter. If an analyst sees records with this status, this means that the laboratory had been commissioned with a second round of testing for this parameter.



### III. 24: List view second test

Proben-ID	Zustand	Standort	Futtermittel	Probenahmedatum	Bündler	Systemteilnehm
2760842500000000045520154	Labor beauftragt (Zweituntersuchung)	Standort A	Dinkel	27.03.2008	Bündler A	Unternehmen A

If the analyst opens the detailed view of the data record, he can see the sample accompanying data that the first laboratory has also received (cf. chapter 4.1). However, the analyst does not see which laboratory performed the first test.

The second laboratory must also fill in the specs for the laboratory accompanying data (cf. illustration 20). In the tab "analysis value" the second laboratory only sees the disputed parameter. The undisputed results for the other parameters cannot be seen by the second laboratory (cf. illustration 25).

### III. 25: Input "result available" for second laboratory

Untersuchungsmethode	CAS-Nummer	AVV-Düp	Unterschied	Ergebnis liegt vor
Richtlinie 2002/70/EG	290-67-5		Dioxine	<input type="checkbox"/>

Once the analyst has determined the result for the controversial value, he clicks the checkbox "result available" and then the button "confirm data". Now the data record has a second result. The second laboratory has to now contact the client and communicate the analysis results.

The data record is then saved under the menu function "analysis results" (cf. chapter 5).



## 4.4 csv upload and download

Besides the possibilities of viewing sample accompanying data individually on the web application, the analyst can also download sample accompanying data from the QS Software Platform. Under the menu item "feed monitoring" he then opens the functionality "sample accompanying data". In the upper right-hand corner of the screen there is a button "download sample accompanying data" (cf. illustration 26).

### III. 26: "Download sample accompanying data" button

The screenshot shows the 'Probebegleitdaten' section of the QS Software Platform. The interface includes a navigation bar at the top with links like 'Home', 'Kontakt', 'Impressum', 'Support', 'Hilfe', and a language selector 'Deutsch < > English'. Below the navigation bar, there are tabs for 'Stammdaten', 'Futtermittelmonitoring', 'Rückstandsmonitoring Obst, Gemüse und Kartoffeln', 'Passwort ändern', and 'Abmelden'. The 'Futtermittelmonitoring' tab is active. The main content area is titled 'Probebegleitdaten' and contains a search form with fields for 'Proben-ID', 'Zustand', 'Futtermittelbezeichnung', 'Probenahmedatum von', and 'Probenahmedatum bis'. There are also buttons for 'Aktualisieren' and 'Schließen'. A message 'Anzahl selektierte Sätze in Probebegleitdaten: 16' is displayed. Below the search form, there is a table with columns: 'Proben-ID', 'Zustand', 'Standort', 'Futtermittel', 'Probenahmedatum', and 'Bündler'. The 'Probebegleitdaten Download' button is highlighted with a red dashed box and an orange arrow.

By pressing the button, all data records listed in the list view are downloaded as an csv file from the application. If only certain sample accompanying data are to be downloaded (e.g. for a certain location or status), the search function in the upper part of the screen can be used to search for data records (after entering the search term, press the "update" button).

Besides directly entering the analysis results into the QS Software Platform screens, the analyst can also upload the analysis results as a csv file. For this, the analyst must once again call the functionality "sample accompanying data". In the upper right-hand part of the screen and below the button "download sample accompanying data" you see the "upload analysis results" button (cf. illustration 27).

### III. 27: "Upload analysis result" button

This screenshot is identical to the one in illustration 26, showing the 'Probebegleitdaten' section of the QS Software Platform. The 'Analyseergebnis Upload' button is highlighted with a red dashed box and an orange arrow, located below the 'Probebegleitdaten Download' button.



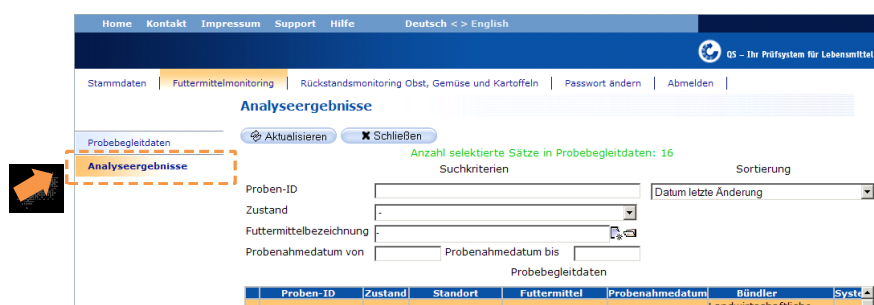
You can only upload analysis results for sample accompanying data that has already been set up. To ensure that the csv file is uploaded correctly, the format must correspond to that defined by QS. The format template for "analysis result upload" can be found at

**<https://www.qs-platform.info/QSSoftware/Hilfe.html>**

## 5. View of completed analysis results

Once an analysis report has been completed by the administrator or the laboratory analyst, the status of the data record changes to "analysis completed" (or "clarification required", "2nd laboratory commissioned" or "result available" - see chapter 4.2. or 4.3). Data records with these statuses are no longer listed under the functionality "sample accompany data", but under the functionality "analysis results" (see illustration 28).

### III. 28: Functionality "analysis results"



Similar to the functionality "sample accompany data", completed analysis reports are shown in a list view. A search function in the upper part of the screen helps to find certain data records. Clicking the grey "page" symbol shows the detailed data of the respective data record (sample and laboratory accompanying data as well as analysis results).

This manual describes the functionalities of the Feed Monitoring module at the time of becoming operational. The application is successively enhanced with additional functionality (such as for example the printout of sample accompanying data or evaluations of the analysis results). QS will inform you about such enhancements.

**Should you have any further questions regarding the functionality or the process of feed monitoring please contact the QS Feed product area or Technical Support at telephone number: 09001-774453 (0.49 €/minute) or [support@qs-platform.info](mailto:support@qs-platform.info).**