



## Coordinator Manual

Access to the livestock owner management database & how to work with the BeVision portal

## Table of Content

<b>1 Introduction.....</b>	<b>3</b>
1.1 General information.....	3
1.2 System requirements .....	3
1.3 Access data.....	3
1.4 Registration .....	3
1.5 Password policy .....	4
1.6 Forgotten password.....	5
1.7 Logging out .....	6
<b>2 Working with BeVision.....</b>	<b>7</b>
2.1 Homepage.....	7
2.2 Reporting.....	9
2.3 Livestock producer .....	10
2.4 Transfer of quantities of goods .....	14
2.5 Document management .....	22
2.6 Profile .....	23
<b>3 Contact details.....</b>	<b>25</b>

# 1 Introduction

## 1.1 General information

With the online portal "BeVision" (BFS Online Portal) you get direct access to the administration of the livestock owner assigned to you in the database (extranet portal). Here you can view and manage daily updated information about your livestock owners for the two production types chicken and turkey fattening as well as for the different planning periods, the budget already allocated and the budget which still needs to be allocated. This manual will show you with detailed screenshots how you can use the "BeVision" system.

## 1.2 System requirements

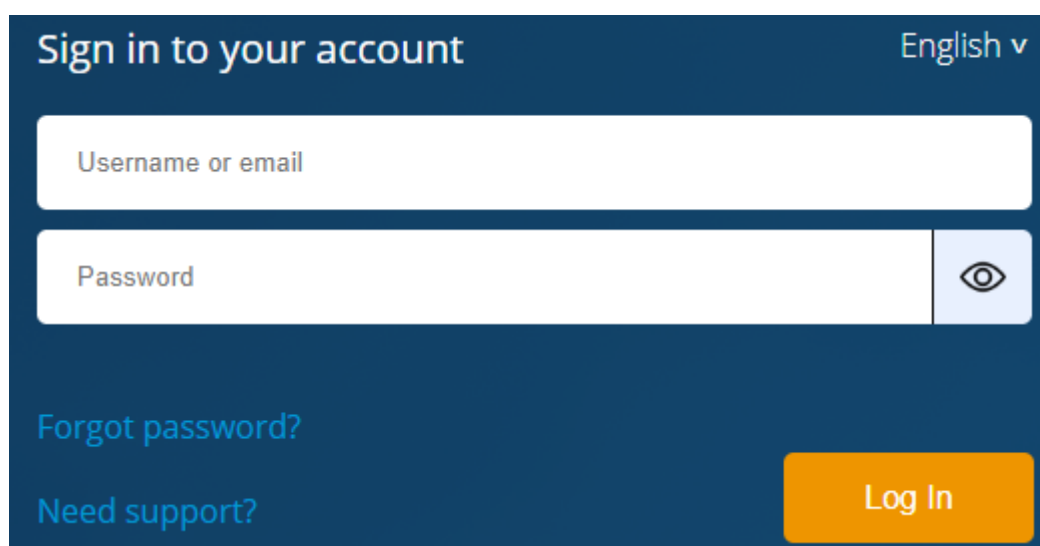
To access the database, you need a PC with Internet access and an Internet browser, e.g. Firefox. In addition, a programme for reading and opening PDF documents should be installed on your computer (e.g. Adobe Reader).

## 1.3 Access data

You will receive your access data by e-mail after previously sending the registration documents (by fax or e-mail) to the Clearing House. Please log in to your protected area using your personal user name (QS-ID) and password. You can access the database via the following internet address:  
<https://tierwohl.bevision.app/>

## 1.4 Registration

When you access the website, you will be taken to the login dialogue (Figure 1). Please enter your access data here (user name/login and password). To ensure maximum security, the password must be changed at least every 365 days. You will be prompted to do this automatically by the system when you log in.



The login dialog box has a dark blue background. At the top left, it says "Sign in to your account" in white. At the top right, it says "English" with a small downward arrow. Below this are two white input fields. The first is labeled "Username or email" in light blue. The second is labeled "Password" in light blue and has a small eye icon to its right. Below the input fields, there are two links in light blue: "Forgot password?" and "Need support?". At the bottom right, there is an orange button with the text "Log In" in white.

Figure 1: Login

## 1.5 Password policy

### Password Policy

The security of your account is very important to us. Therefore the following requirements apply to the password:

Make sure that nobody but you knows your personal password.

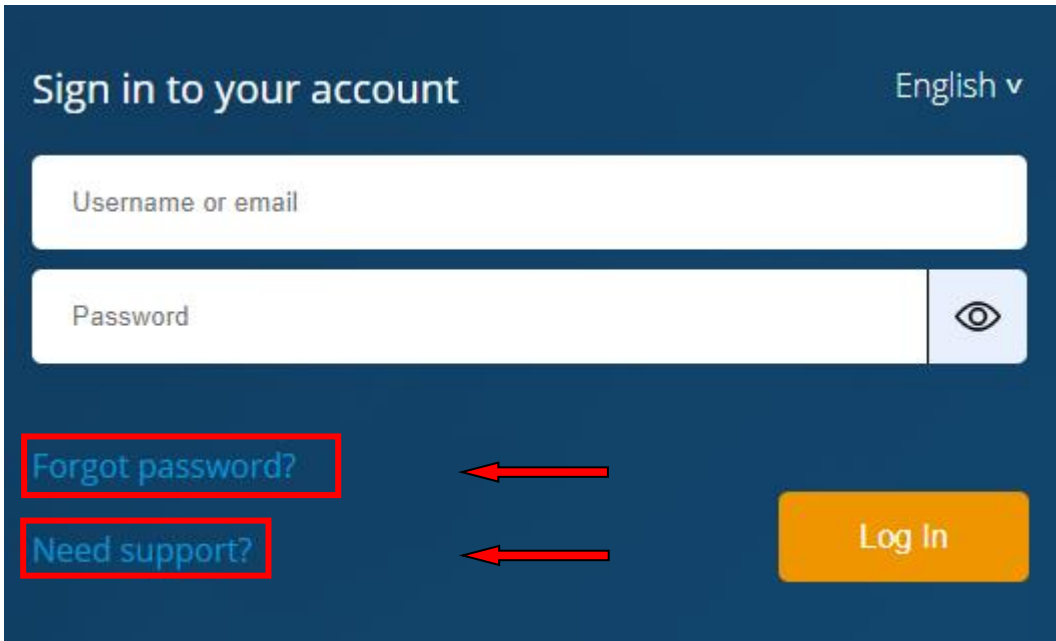
Choose a complex password that cannot be guessed very easily.

- The password must be at least 15 characters long
- The user name (or parts thereof) must not be included
- You can not use the last six passwords again
- At least 3 of the following 4 rules must be fulfilled:
  - One capital letter
  - One lower case letter
  - One number
  - One special character (e.g. #?\$...)
- The password must be changed at least every 365 days.

Figure 2: Password Policy

## 1.6 Forgotten password

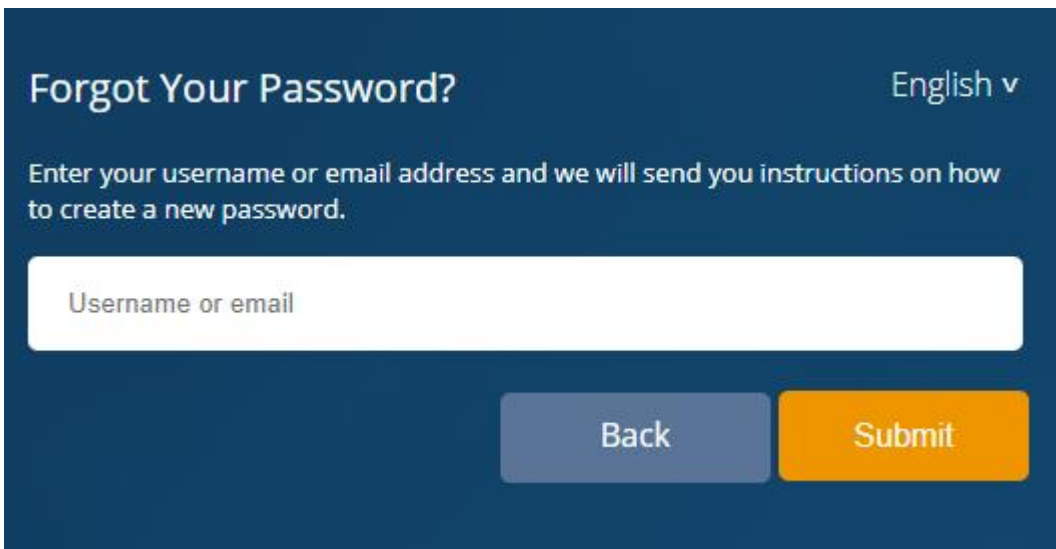
If you have forgotten your password, you can retrieve it using the "Forgot password?" function (Figure 3).



The image shows a login form titled "Sign in to your account" with a language selector "English v" in the top right. Below the title are two input fields: "Username or email" and "Password". The "Password" field has a toggle icon (an eye) to its right. Below the input fields, there are two links: "Forgot password?" and "Need support?". Both links are highlighted with red rectangular boxes. Red arrows point from these links towards the "Log In" button, which is an orange button located to the right of the links. The background of the form is dark blue.

Figure 3: Reset password (1)

Clicking opens a new window. Please enter your user name or your email address here. Complete this process by clicking on "Submit" (Figure 4). A new password will then be sent to your e-mail address or to the address stored with the respective user name.



The image shows a form titled "Forgot Your Password?" with a language selector "English v" in the top right. Below the title is a text instruction: "Enter your username or email address and we will send you instructions on how to create a new password." Below this instruction is a single input field labeled "Username or email". At the bottom of the form, there are two buttons: a grey "Back" button and an orange "Submit" button. The background of the form is dark blue.

Figure 4: Reset password (2)

## 1.7 Logging out

In order to avoid misuse, you should log out of the online portal properly. You will find the "Logout" button in the top right-hand corner, as shown in Figure 5. After logging out, the start page for selecting the login dialogue appears again .



Figure 5: Logout

## 2 Working with BeVision

### 2.1 Homepage

After successfully logging in to BeVision, you will see your personal dashboard .  
 (Figure 6).

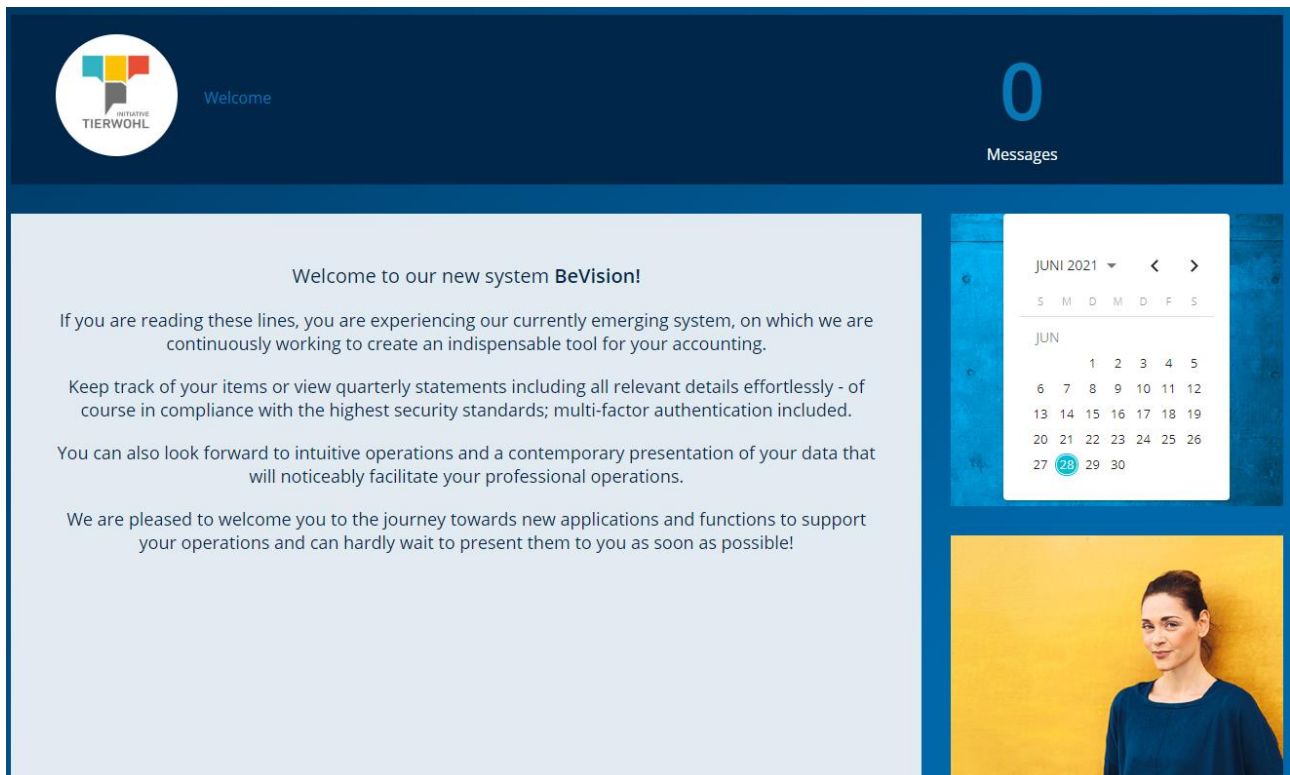


Figure 6: Dashboard Animal Welfare Coordinator

On the left-hand side, you can choose between 5 different menu items as shown in Figure 7, which are also displayed as icons to help you:

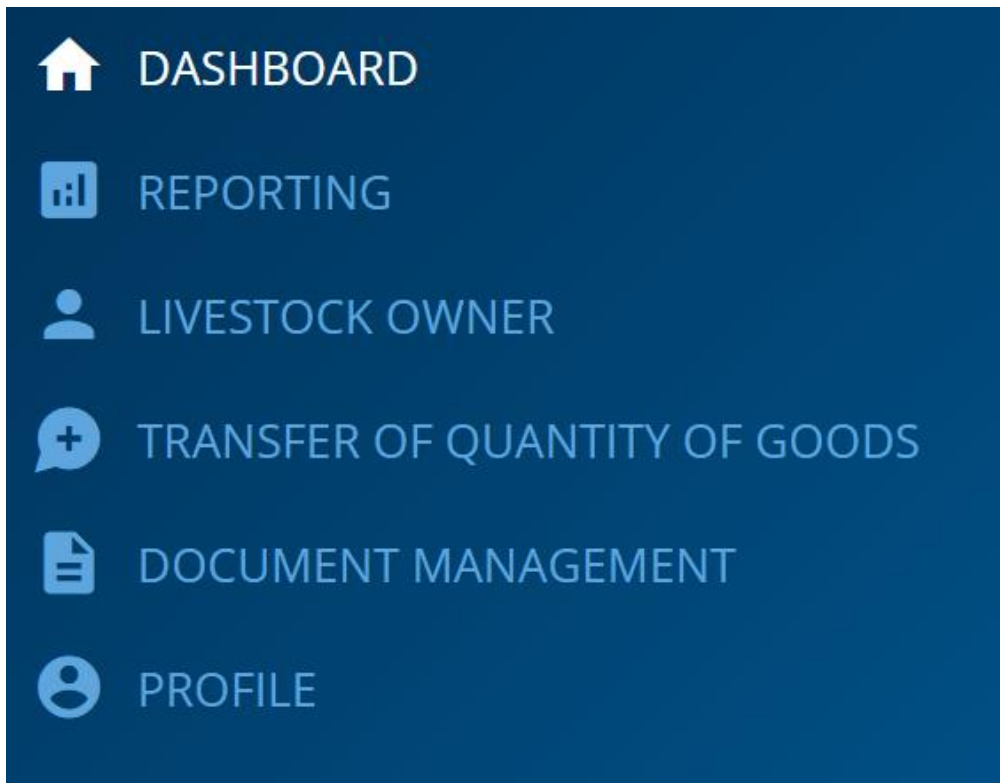


Figure 7: Menu items



## 2.2 Reporting

In the second dialogue "Reporting", you can open various reports of your assigned livestock owners.

REPORT  
Movement Data Livestock Owner

MOVEMENT DATA LIVESTOCK OWNER

Reporting kind: All

Belated report: All

Report status: All

Date created: 4/15/2021 to 7/1/2021

Submission date: 4/4/2021 to 6/30/2021

VVVO-No.: All

OSID: All

Reporting kind	QS-ID	Type	Name	VVVO No.	Production scope	Location name	Submission date	Quantity	Quantity unit	Quantity type	Status	Date created	Comment
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160138	2001	Tiermaler TW25 138	04/04/2021	200	unit		Open	22/04/2021	Step 16
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160213	2001	Berries TW25 215	01/03/2020	700	unit		Settled	15/04/2021	Known Movement Data
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160215	2001	Berries TW25 215	01/03/2020	800	unit		Settled	15/04/2021	T-Spene + Known Moven
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160215	2001	Berries TW25 215	01/09/2020	30	unit		Open	16/04/2021	TEST Step 13 - T-Block
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160215	2001	Berries TW25 215	01/09/2020	30	unit		Open	16/04/2021	TEST Step 13 - Known Map
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160219	2001	Berries TW25 219	01/01/2015	40	unit		Open	16/04/2021	TEST Step 16 - Invalide Q
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160211	2001	Berries TW25 211	01/03/2020	300	unit		Settled	15/04/2021	T-Block
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160211	2001	Berries TW25 211	01/09/2020	20	unit		Open	16/04/2021	TEST Step 8 - T-Block
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160116	2001	Tiermaler TW25 116	01/02/2020	100	unit		Settled	22/04/2021	Step 8 - Submission date
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160207	2001	Berries TW25 207	01/03/2020	151	unit		Settled	15/04/2021	
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276200120160136	2001	Tiermaler TW25 136	01/05/2020	300	unit		Blocked	22/04/2021	Step 13
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	01/03/2020	500	kg		Open	20/04/2021	Step 12
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	01/03/2020	500	kg		Open	20/04/2021	Step 12 Known Movement
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	01/03/2020	500	kg		Open	22/04/2021	Step 12
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	20/05/2020	15	kg		Open	29/06/2021	BUGTest
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	20/10/2020	112	kg		Open	29/06/2021	BUG Test
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	20/10/2020	80	kg		Open	29/06/2021	Test
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	28/06/2021	250	kg		Open	29/06/2021	
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	28/06/2021	350	kg		Open	29/06/2021	
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160177	3001	Tiermaler TW2GH nat. 177	30/06/2021	150	kg		Open	01/07/2021	BUGTestDelete
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160173	3001	Tiermaler TW2GH nat. 173	01/03/2020	400	kg		Open	20/04/2021	
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160179	3001	Tiermaler TW2GH nat. 179	01/03/2020	450	kg		Open	20/04/2021	Step 10
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160175	3001	Tiermaler TW2GH nat. 175	01/03/2020	450	kg		Open	22/04/2021	Step 10
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160175	3001	Tiermaler TW2GH nat. 175	01/03/2020	450	kg		Open	22/04/2021	Step 10 Known Movement
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160113	3001	Tiermaler TW2GH nat. 113	31/03/2016	160	kg		Open	11/05/2021	Test Update
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160113	3001	Tiermaler TW2GH nat. 113	01/03/2020	100	kg		Blocked	22/04/2021	Step 9 - Submission date
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160113	3001	Tiermaler TW2GH nat. 113	02/04/2020	55	kg		Open	08/06/2021	Too much
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160113	3001	Tiermaler TW2GH nat. 113	08/04/2020	-15	kg		Open	08/06/2021	
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160113	3001	Tiermaler TW2GH nat. 113	16/06/2021	151	kg		Open	28/06/2021	
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160180	3001	Tiermaler TW2GH nat. 180	04/04/2021	200	kg		Open	22/04/2021	Step 17
System/Clearing agency	4032004200001	Coordinator	Buendler DE Vision	276300120160182	3001	Tiermaler TW2GH nat. 182	04/04/2021	300	kg		Blocked	22/04/2021	Step 12
Total								9,179					

Figure 8: Movement data livestock owner

## 2.3 Livestock producer

In the dialogue "Livestock Owner" you can find an overview of your data:

<div> <div>SEARCH</div> <div></div> </div>					
SEARCH RESULTS					
ACCOUNT-NO. ↑↓	NAME ↑↓	VVO-NO. ↑↓	PRODUCTION SCOPE ↑↓	CENTRAL MASTER DATA RECORD	
11110026	Tierhalter Leerzeichen 1	276 2001 2021 1	2001	Nachtteststraße, 1,33803 ,DEU	
11110030	Tierhalter Leerzeichen 5	276 2008 2021 2	2008	Nachtteststraße, 1,33803 ,DEU	
22220366	Tierhalter Schwein neu 714	276200820160714	2008	Straße, 319,33604 ,DEU	
22220449	Tierhalter TW2GH nat. 117	276300120160117	3001	Straße, 521,33415 ,DEU	
22220452	Tierhalter Schwein neu 726	276200820160726	2008	Straße, 331,33604 ,DEU	

Figure 9: Search mask Livestock owner

By clicking on the selection of a specific Livestock owner, you will automatically be forwarded to the Livestock owner mask. This consists of two areas. The upper area provides you with a comprehensive overview of your core information:

<b>Tierhalter Schwein neu 714</b>					
Account Number	22220366	Contact Person	Müller	Tax Rate	19%
VVO-No.	276200820160714	Email	mail3@test.de	Sales Tax ID	123/456/220
Production scope	2008	Address	Straße, 319,33604 ,Bielefeld	IBAN	DE12500105170648489892
Production type name	Piglet rearing	Phone	0521/58954419	BIC	RZOOAT4L130
		Fax			

Figure 10: Core information of the Livestock owner

In the second part of the screen you will find a selection of different display options:

- Documents
- Blocking Indicators
- Settlement Periods
- Movement data
- Functional Buttons

**Documents:** To download or print documents, click on the paper clip on the right:

DOCUMENTS	BLOCKING INDICATORS	SETTLEMENT PERIODS	MOVEMENT DATA	FUNCTIONAL BUTTONS
<div> <div>SEARCH</div> <div></div> </div>				
SEARCH RESULTS				
CREATION DATE	DOCUMENT TYPE	NAME		
24/04/2021	AW_CertificationRevocation	Teilnamewiderruf_null_276200820160714_2008_2021-04-24.pdf		
24/04/2021	AW_CertificationParticipation	Teilnahmebescheinigung_22220366_276200820160714_2008_2021-04-24.pdf		
12/05/2021	AW_AccountStatement	Kontoauszug_null_2021-05-12.pdf		

Figure 11: Document overview livestock owner

**Blocking Indicator:** Here you will find information about the type and duration of blockings.

DOCUMENTS		BLOCKING INDICATORS		SETTLEMENT PERIODS		MOVEMENT DATA		FUNCTIONAL BUTTONS			
ID	↕	TYPE OF BLOCKAGE	↕	START DATE	↕	END DATE	↕	STATUS	COMMENT	↕	⚙
140		S-block		31/05/2020		30/09/2020		Active			
139		S-block		01/01/2020		01/02/2020		Active			
47		S-block		31/01/2020		31/05/2020		Active			

Figure 12: Blockings

**Settlement periods:** You will find an overview of your livestock owners' settlement data in the third tab.

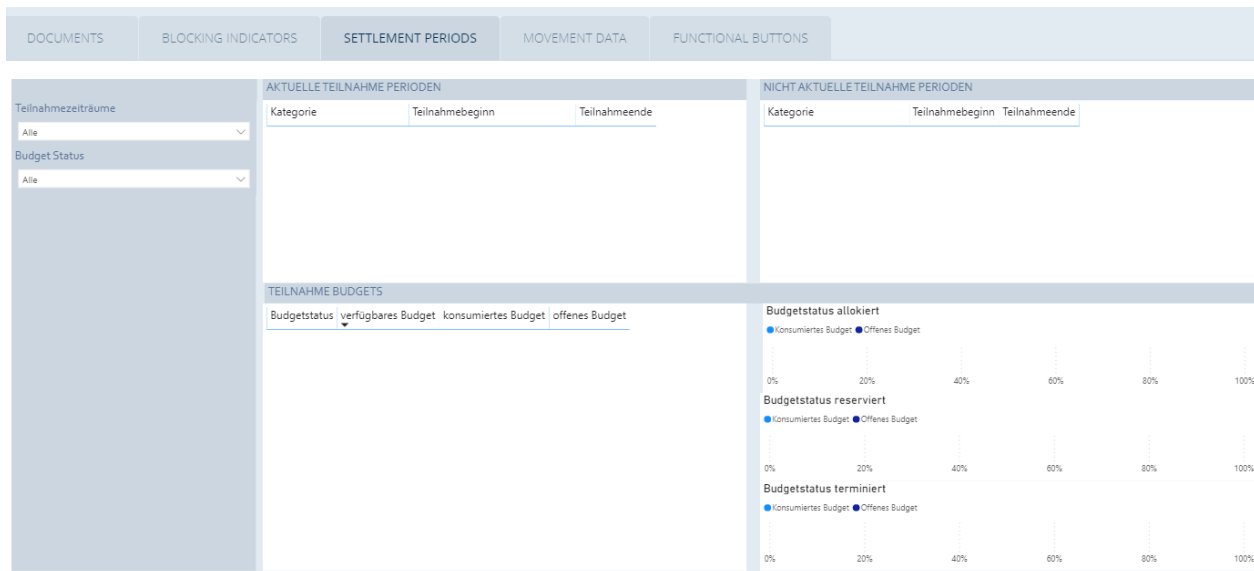


Figure 13: Settlement data

**Movement data:** This is an overview of the reported quantities of your livestock owners.

DOCUMENTS	BLOCKING INDICATORS	SETTLEMENT PERIODS	MOVEMENT DATA	FUNCTIONAL BUTTONS
NAME	SUBMISSION DATE	UNIT OF MEASURE	AMOUNT	
Tierhalter Schwein neu 714	23/12/2020	Unit	208	
Tierhalter Schwein neu 714	12/12/2020	Unit	47	
Tierhalter Schwein neu 714	18/03/2020	Unit	44	
Tierhalter Schwein neu 714	02/10/2020	Unit	89	
Tierhalter Schwein neu 714	26/08/2020	Unit	149	

Figure 14: Movement data

**Functional buttons:** In this area you can control which documents are automatically sent to your livestock owners. The automatic dispatch of all documents is a default setting. By moving the button to the left, you can switch off the automatic dispatch.

DOCUMENTS	BLOCKING INDICATORS	SETTLEMENT PERIODS	MOVEMENT DATA	FUNCTIONAL BUTTONS
<div> <input type="checkbox"/> Dispatched Documents         </div> <div> <input checked="" type="checkbox"/> Account Statement         </div> <div> <input checked="" type="checkbox"/> Quarterly Billing         </div> <div> <input type="checkbox"/> Certificate of Participation         </div> <div> <input checked="" type="checkbox"/> Participation of Revocation         </div> <div>           Budget Status *            Allocated         </div> <div>           Release date         </div> <div>           Earliest termination date         </div> <div> <input type="button" value="Save"/> </div>				

Figure 15: Automatic dispatch of documents

## 2.4 Transfer of quantities of goods

In the third dialogue "TRANSFER OF QUANTITY OF GOODS" you can enter and cancel the movement data for the respective livestock owners. By entering the quantities into the system, you pass on your data for further processing to the Animal Welfare Initiative and the Animal Welfare Clearing House. In the dialogue "TRANSFER OF QUANTITY OF GOODS" you can enter the movement data for one or more animal owners by simply selecting the orange highlighted field "Add quantity of good".

The screenshot shows a web form titled "TRANSFER OF QUANTITY OF GOODS". The form is organized into several sections:

- Top Row:** Four input fields labeled "VVO-NO.", "PRODUCTION SCOPE" (with a dropdown arrow), "ENTRY DATE" (with a calendar icon), and "SUBMISSION DATE" (with a calendar icon).
- Second Row:**
  - "QS-ID" input field.
  - "UNIT OF MEASURE" section with two radio buttons: "KILOGRAM (KG)" and "UNIT (UNT.)".
  - "QUANTITY" input field.
  - "TRANSFER" dropdown menu.
- Third Row:** Four input fields labeled "STATUS" (with a dropdown arrow), "CREATED BY", "APPROVED BY", and "APPROVED ON" (with a calendar icon).
- Bottom Section:** A large "COMMENT" input field.
- Action Button:** An orange button labeled "Add Quantity of Good" is located in the bottom right corner, highlighted with a red border.

Figure 16: Input and search mask

### A: Input of animal quantity data:

Now the following mask opens, which you fill in one field after the other with the required data.

Figure 17: Entering a new quantity

Your QS-ID is automatically displayed for you as a coordinator. The following fields must now be filled in by you:

Fields	Input
<b>VVVO no.</b>	15-digit VVVO no. of the animal owner
<b>Production scope</b>	4-digit number of the production scope of the animal owner <u>Pig:</u> 2001: Pig - pig fattening 2004: Pig - sow keeping 2008: Pig - piglet rearing <u>Poultry:</u> 3001: Poultry - chicken fattening 3004 (F): Poultry - turkey fattening hens 3004 (M): Poultry - turkey fattening rooster
<b>Submission date</b>	Date according to specified format: dd.mm. yyyy
<b>Unit of measure</b>	Quantity in pieces or KG, is automatically updated based on the prod. scope.
<b>Quantity</b>	Quantity of the unit of measure. This must be greater than 0
<b>Transfer</b>	Selection of positive (add) or negative (cancel) quantity
<b>Comment</b>	Any input of your choice <u>Hint:</u> For posting a quantity (positive posting) you can add a comment if required. For the cancellation of a quantity (negative booking) a comment is mandatory so that the booking can be saved!
<b>Delete symbol</b>	If necessary, press to remove a line

Table 1: Input fields quantities

## **B: Saving movement data**

QS-ID \*  
4032004200801

<input type="checkbox"/>	VVO-NO.	PRODUCTION SCOPE	SUBMISSION DATE ↑	UNIT OF MEASURE	QUANTITY	TRANSFER
<input type="checkbox"/>	VVO-No. * 276300120160177	Production scope * 3001 Broiler fattening	Submission Date * 26/06/2021	Kilogram (Kg) Unit (Unit.)	Quantity * 250	Transfer * Positive +

CHECKSUM  
250

Items per page: 20 1 - 1 of 1

Cancel Add new row Save

Figure 18: Saving data sets

- (1) You can enter as many records as you like for another entry of quantities of the same type before saving them. To do this, simply select the orange button "Add new row".
- (2) To save your entries, select the orange button "Save". If your entries have been saved successfully, following green message will appear on the top of the page:

**Transfer of Quantity of Goods successfully saved.**

Then, you will be automatically forwarded to the overview of your saved quantity reports. Here you can search for them, open them and edit them if necessary.



### C: Display of quantity notifications

In the dialogue "TRANSFER OF QUANTITY OF GOODS" you will find an overview of all submitted quantities.

	SUBMISSION DATE	VVVO-NO.	PRODUCTION SCOPE	QUANTITY	UNIT OF MEASURE	QS-ID	TRANSFER	COMMENT	STATUS	CREATED BY	CREATED ON	APPROVED BY	APPROVED ON	
<input type="checkbox"/>	01/03/2020	276300120160177	3001	500	Kg	4032004200801	Positive +	Step 12 Known Movement Data	Open	tech_vis25_qa2	20/04/2021	tech_vis25_qa2	20/04/2021	⋮
<input type="checkbox"/>	20/10/2020	276300120160177	3001	55	Kg	4032004200801	Positive +	Test	Open	4032004200801	29/06/2021	4032004200801	29/06/2021	⋮
<input type="checkbox"/>	01/03/2020	276200120160211	2001	300	Unit	4032004200801	Positive +	T-Block	Settled	tech_vis25_qa2	15/04/2021	tech_vis25_qa2	15/04/2021	⋮
<input type="checkbox"/>	01/05/2020	276200120160136	2001	150	Unit	4032004200801	Positive +	Step 13	Blocked	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021	⋮
<input type="checkbox"/>	31/03/2016	276300120160113	3001	160	Kg	4032004200801	Positive +	Test Update	Open	4032004200801	11/05/2021	4032004200801	15/06/2021	⋮
<input type="checkbox"/>	01/01/2015	276200120160219	2001	40	Unit	4032004200801	Positive +	TEST Step 16 - Invalide Quantal	Open	tech_vis25_qa2	16/04/2021	tech_vis25_qa2	16/04/2021	⋮
<input type="checkbox"/>	01/03/2020	276300120160173	3001	400	Kg	4032004200801	Positive +		Open	tech_vis25_qa2	20/04/2021	tech_vis25_qa2	20/04/2021	⋮
<input type="checkbox"/>	04/04/2001	276200120160138	3001	200	Unit	4032004200801	Positive +	Step 16	Open	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021	⋮
<input type="checkbox"/>	20/10/2020	276300120160177	3001	52	Kg	4032004200801	Positive +	BUG Test	Open	4032004200801	29/06/2021	4032004200801	29/06/2021	⋮
<input type="checkbox"/>	01/09/2020	276200120160215	2001	30	Unit	4032004200801	Positive +	TEST Step 13 - Known Movement Data	Open	tech_vis25_qa2	16/04/2021	tech_vis25_qa2	16/04/2021	⋮
<input type="checkbox"/>	01/09/2020	276200120160211	2001	20	Unit	4032004200801	Positive +	TEST Step 8 - T-Block	Open	tech_vis25_qa2	16/04/2021	tech_vis25_qa2	16/04/2021	⋮
<input type="checkbox"/>	01/03/2020	276300120160175	3001	450	Kg	4032004200801	Positive +	Step 10	Open	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021	⋮

Figure 19: Display of quantities

On the far right of the table bar, you can change the column order to suit your preferences by clicking on the equal sign to the corresponding position in the sequence.

CREATED BY	CREATED ON	APPROVED BY	APPROVED ON	
tech_vis25_qa2	20/04/2021	tech_vis25_qa2		
4032004200801	29/06/2021	4032004200801		
tech_vis25_qa2	15/04/2021	tech_vis25_qa2		
tech_vis25_qa2	22/04/2021	tech_vis25_qa2		
4032004200801	11/05/2021	4032004200801		
tech_vis25_qa2	16/04/2021	tech_vis25_qa2		
tech_vis25_qa2	20/04/2021	tech_vis25_qa2		
tech_vis25_qa2	22/04/2021	tech_vis25_qa2		
4032004200801	29/06/2021	4032004200801		
tech_vis25_qa2	16/04/2021	tech_vis25_qa2		
tech_vis25_qa2	16/04/2021	tech_vis25_qa2		

**CONFIGURETABLE**

- ☐ SUBMISSION DATE =
- ☐ UNIT OF MEASURE =
- ☐ VVVO-NO. =
- ☐ PRODUCTION SCOPE =
- ☐ AMOUNT =
- ☐ QS-ID =
- ☐ TRANSFER =
- ☐ COMMENT =
- ☐ STATUS =
- ☐ CREATED BY =
- ☐ CREATED ON =
- ☐ APPROVED BY =
- ☐ APPROVED ON =

Figure 20: Configurationtable

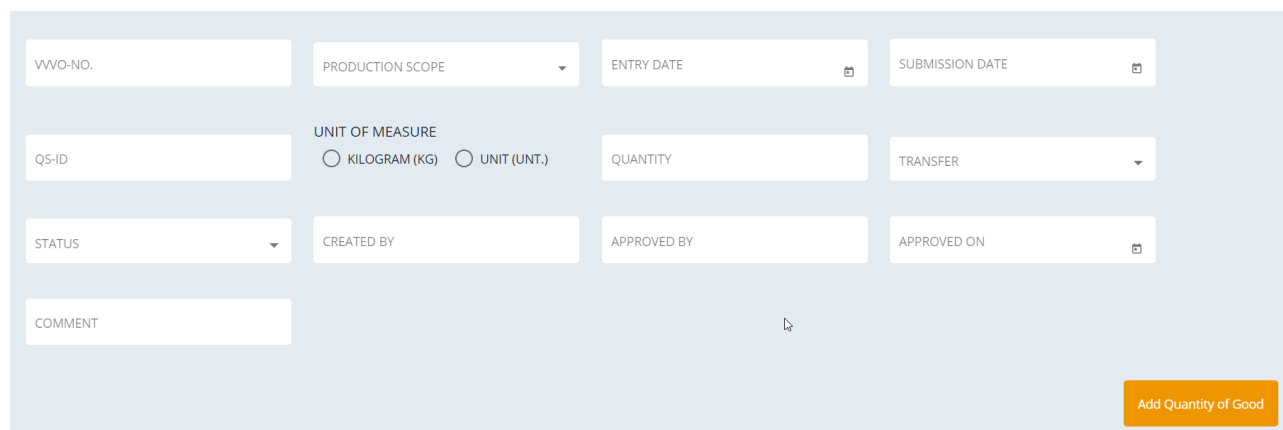
To move to the far right of the table, scroll all the way down the table and move the blue bar to the right. These configuration options are available on all dialogues that show a table.

COMMENT	STATUS	CREATED BY	CREATED ON	APPROVED BY	APPROVED ON	⚙
Step 12 Known Movement Data	Open	tech_vis25_qa2	20/04/2021	tech_vis25_qa2	20/04/2021	⋮
Step 12 Known Movement Data	Open	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021	⋮
Step 12	Open	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021	⋮
Step 12	Open	tech_vis25_qa2	20/04/2021	tech_vis25_qa2	20/04/2021	⋮

Figure 21:Table presentation

## D: Searching for quantities

You can filter the display or search for your quantities with the help of various filter criteria. The filtering is done automatically after selecting or filling in one of the filter criteria.



The search mask for quantity reports is a light blue rectangular form. It contains several input fields and dropdown menus arranged in a grid. The fields are: VVO-NO. (text), PRODUCTION SCOPE (dropdown), ENTRY DATE (calendar icon), SUBMISSION DATE (calendar icon), QS-ID (text), UNIT OF MEASURE (radio buttons for KILOGRAM (KG) and UNIT (UNT.)), QUANTITY (text), TRANSFER (dropdown), STATUS (dropdown), CREATED BY (text), APPROVED BY (text), APPROVED ON (calendar icon), and COMMENT (text). An orange button labeled 'Add Quantity of Good' is located at the bottom right.

Figure 22: Search mask for quantity reports

Depending on the selection of the filter criteria, the corresponding quantity messages are displayed. Enclosed you will find an explanation of the individual filter criteria:

Filter criteria	Explanation
<b>VVO. no.</b>	15-digit VVVO no. of the livestock owner
<b>Submission date</b>	Date according to specified format: dd.mm.yyyy
<b>Quantity</b>	Quantity of the unit of measure. This must be greater than 0
<b>Created by</b>	User who entered the quantities
<b>Production scope</b>	4-digit number of the production scope of the animal owner
<b>QS-ID</b>	
<b>Booking</b>	Selection of a positive (add) or negative (cancel) quantities
<b>Approved by</b>	User who approved the quantities
<b>Entry date</b>	Date of entry
<b>Unit of measure</b>	Quantity in pieces or KG
<b>Status</b>	Status of quantities (1): open (2):blocked (3): taken into account in settlement
<b>Approved on</b>	Date of approval

Table 2: Filter criteria for quantities

## E: Editing quantities

To edit a specific quantity, select it (see Figure 23) and then drag the tab to the right to select the three small dots on the right edge (see Figure 24). By clicking on the right you can select "Edit". Then the input mask for this quantity opens, which you can now edit. Please do not forget to save it after editing.





SEARCH RESULTS					
	SUBMISSION DATE	VVVO-NO.	PRODUCTION SCOPE	QUANTITY	UNIT OF MEASURE
<input checked="" type="checkbox"/>	01/03/2020	276300120160177	3001	500	Kg
<input type="checkbox"/>	01/03/2020	276200120160211	2001	300	Unit

Figure 23: Selection of quantity

CREATED ON	APPROVED BY	APPROVED ON	
20/04/2021	tech_vis25_qa2	20/04/2021	
15/04/2021	tech_vis25_c		
22/04/2021	tech_vis25_c		
11/05/2021	4032004200		

 Edit


 Remove

Figure 24: Editing a quantity

## **F. Deleting quantities**

**Step 1:** Highlight the line you want to delete and select "Remove" on the right hand side under the three-dot-menu.

SEARCH RESULTS					
<input checked="" type="checkbox"/>	SUBMISSION DATE	VVVO-NO.	PRODUCTION SCOPE	QUANTITY	UNIT OF MEASURE
<input checked="" type="checkbox"/>	01/03/2020	276300120160177	3001	500	Kg
<input type="checkbox"/>	01/03/2020	276200120160211	2001	300	Unit

Figure 25: Deleting quantities

**Step 2:** Select Remove on the left-hand side.

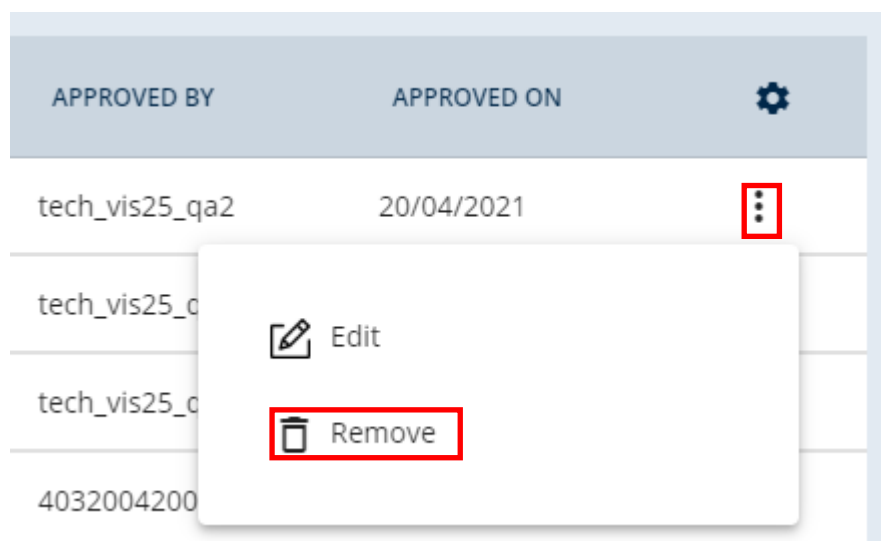


Figure 26: Cancellation of quantities and drafts

**Step 3:** Confirm the deletion request with Yes. Your quantity is now deleted.

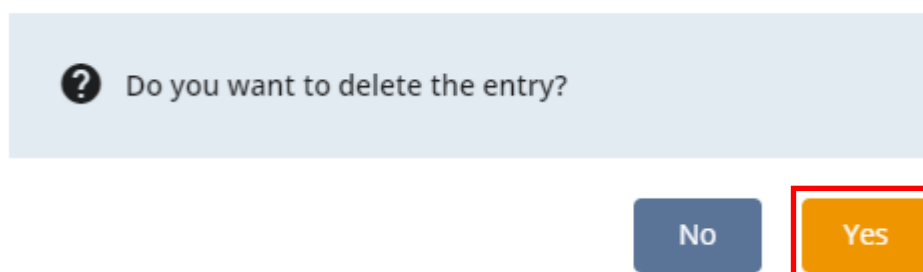


Figure 27: Delete entry

## 2.5 Document management

The fifth menu item provides you with an overview of all documents of your livestock owners.

DOCUMENT TYPE	QS-ID	VVVO-NO.	PRODUCTION SCOPE	ACCOUNT NUMBER
DOCUMENTATION ID	CREATION TIME	NAME	DOCUMENT NAME	

<input type="checkbox"/>	DOCUMENT TYPE	QS-ID	VVVO-NO.	PRODUCTION SCOPE	ACCOUNT NUMBER	DOCUMENTATION ID	CREATION TIME	NAME	DOCUMENT NAME	
<input type="checkbox"/>					f6fa24db-00f2-4b64-842d-eca53d25d811	4B8EFE99-3940-4918-B109-1879A8A9F34F	2021-02-15 00:00:00	Tierhalter Schwein neu 707	CertificateParticipation	...
<input type="checkbox"/>					ee320fac-3c49-4e76-a558-d4f7cb113567	8A63C934-FB0D-40CB-9981-CF335DA4073A	2021-02-15 00:00:00	Tierhalter Schwein neu 708	CertificateParticipation	...
<input type="checkbox"/>					a27c09d9-4b5d-422d-9977-de6c64d40781	57727C0A-EE16-4047-A892-D9FA3BE3673B	2021-02-15 00:00:00	Tierhalter Schwein neu 709	CertificateParticipation	...
<input type="checkbox"/>					3af811c7-9d68-4bbf-bd2a-2ae3e557fa3f	A4F9A070-0026-46A3-BC26-BC17F5FE08AA	2021-02-15 00:00:00	Tierhalter Schwein neu 710	CertificateParticipation	...
<input type="checkbox"/>					ddd559fb-5fd9-4900-9df8-4669bcc3845b	EF96088B-63FD-43BE-9059-6F6002B6E2EE	2021-02-15 00:00:00	Tierhalter Schwein neu 711	CertificateParticipation	...
<input type="checkbox"/>					294ee7d3-e29f-4239-b3c3-bf09d6c70b3b	6D3F96F6-67C7-4812-96F1-E26D76530548	2021-02-15 00:00:00	Tierhalter Schwein neu 712	CertificateParticipation	...
<input type="checkbox"/>					d086d76f-3e1f-40a1-a94f-9f01cdc7de3a	6D312608-2420-4D9D-BD8C-9BD82D2A9245	2021-02-15 00:00:00	Tierhalter Schwein neu 713	CertificateParticipation	...
<input type="checkbox"/>					3e7790d8-705c-4370-b490-4f1d8a1efa78	0E8FA9D9-7DF5-484E-B9D6-1E646A41158F	2021-02-15 00:00:00	Tierhalter Schwein neu 714	CertificateParticipation	...

Figure 28: Document management

The first part of this consists of a search mask that allows you to filter your documents.

DOCUMENT TYPE	QS-ID	VVVO-NO.
PRODUCTION SCOPE	ACCOUNT NUMBER	DOCUMENTATION ID
CREATION TIME	NAME	DOCUMENT NAME

Search

Figure 29: Search mask

The display screen forms the second part of the document management. Here you can read your documents by selecting the 3-point menu on the right-hand side and clicking on display.

ACCOUNT NUMBER	DOCUMENTATION ID	CREATION TIME	NAME	DOCUMENT NAME	
↕	↕	↕	↕	↕	⚙
f6fa24db-00f2-4b64-842d-eca53d25d811	4B8EFE99-3940-4918-B109-1879A8A9F34F	2021-02-15 00:00:00	Tierhalter Schwein neu 707	CertificateParticipation	⋮
ee320fac-3c49-4e76-a558-d4f7cb113567	8A63C934-FB0D-40CB-9981-CF335DA4073A	2021-02-15 00:00:00	Tierhalter 708		
a27c09d9-4b5d-422d-9977-de6c64d40781	57727C0A-EE16-4047-A892-D9FA3BE3673B	2021-02-15 00:00:00	Tierhalter 709		

Display

Figure 30: Display documents

## 2.6 Profile

In the last dialogue, you can view and complete the key data of your profile and also change your standard language settings.

### BUENDLER DE VISION

E-Mail

initiative-tierwohl@bertelsmann.de

Fax Number

Telephone Number

Birthday



Language \*



English



German

Date Format \*

British



### TASKS



Email

Figure 31: Profile mask

Please note that changes to your master data are only possible via the contact form when logging in.

Figure 32: Changing your master data Step (1)

HOW CAN WE HELP YOU?

Problems with login

Problems with login  
Technical incident  
Business support request  
**Others**

Username\*

Email\*

First Name\*

Last Name\*

Phone Number for Queries

Description of the Request\*

☐ I have read the [Privacy Policy](#) and agree to it.

Send

IF YOU HAVE ANY QUESTIONS REGARDING THE TRANSFER OF QUANTITY OF GOODS OR BUSINESS ISSUES PLEASE CONTACT:

[anfragen@initiative-tierwohl.de](mailto:anfragen@initiative-tierwohl.de)

+49 (0) 228 / 35068 - 213

IF YOU HAVE TECHNICAL ISSUES PLEASE CONTACT:

[initiative-tierwohl@bertelsmann.de](mailto:initiative-tierwohl@bertelsmann.de)

+49 (0) 5241 / 80 - 43333

Figure 33: Changing your master data Step (2)



### 3 Contact details

If you have any questions regarding the use of BeVision or of the interface, please contact us:

**Animal Welfare Clearing House:**

Hotline: +49 (0)5241 / 80-43333

E-Mail: [initiative-tierwohl@bertelsmann.de](mailto:initiative-tierwohl@bertelsmann.de)

For technical queries on the subject of animal welfare, please contact the supporting organisation directly:

**Animal Welfare Initiative:**

Phone: +49 (0)228 / 336485-0

Fax: +49(0)228 / 336485-55

E-Mail: [anfragen@initiative-tierwohl.de](mailto:anfragen@initiative-tierwohl.de)

[www.initiative-tierwohl.de](http://www.initiative-tierwohl.de)

© Copyright BFS finance GmbH. All rights reserved. All contents (texts, images, graphics) of this manual are subject to copyright protection and other protective laws. The legal protection also applies to databases and similar facilities. The contents may only be freely used for the intended retrieval on the Internet and may not be reproduced, distributed, modified or made accessible to third parties in any form outside the limits of copyright law without the written consent of BFS finance GmbH. Some images in this manual also contain images that are subject to the copyright of third parties. Unless otherwise indicated, all trademarks of BFS finance GmbH are protected by trademark law. The information in this publication has been compiled with the greatest care. However, no guarantee can be given for its usability, correctness and completeness. BFS finance GmbH accepts no liability for damages that may arise from the use of the information. Information contained in this documentation may be changed and supplemented in the course of further technical development without prior notice.