

# **Poultry Passport**

# **System User Guide**

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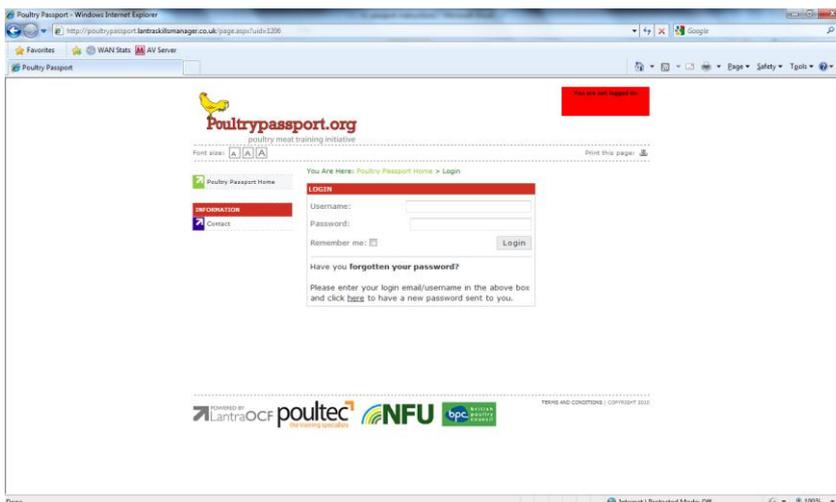
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## Logging onto the Poultry Passport system

From a web browser, enter the address [www.poultrypassport.org](http://www.poultrypassport.org). The Poultry Passport website will open.



On the website navigation you will see a button entitled 'Click to Access your Passport', click this button. The web browser will take you to a log-in page.



Enter the supplied username and password and then click 'Login'.

If you are unsuccessful in logging onto the system, careful check your username and password, before trying again. If you are still unsuccessful, see 'Requesting a new Password'.

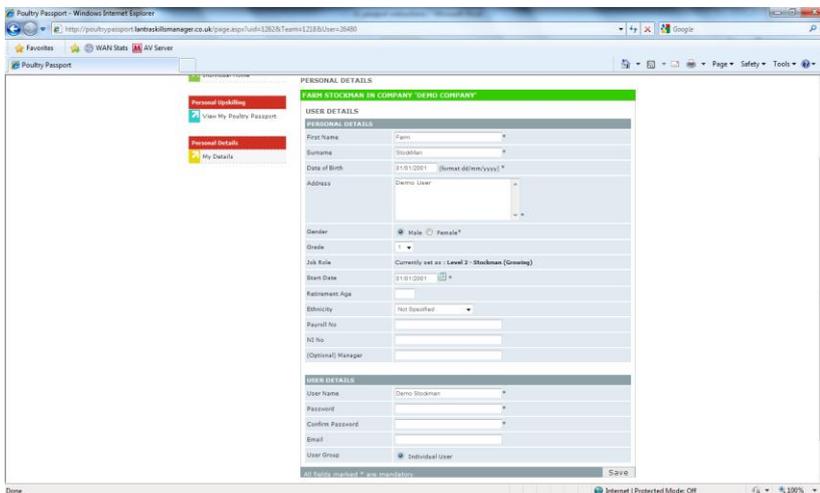
## Updating your profile

Once you have successfully logged onto the system, it is possible to edit your profile. It is a good idea to enter an e-mail address onto your profile as this allows you to request a new password should you not be able to log into the system.

After you have logged into the system you are presented with the homepage. From here click 'My details' found in the navigation on the left of the window.



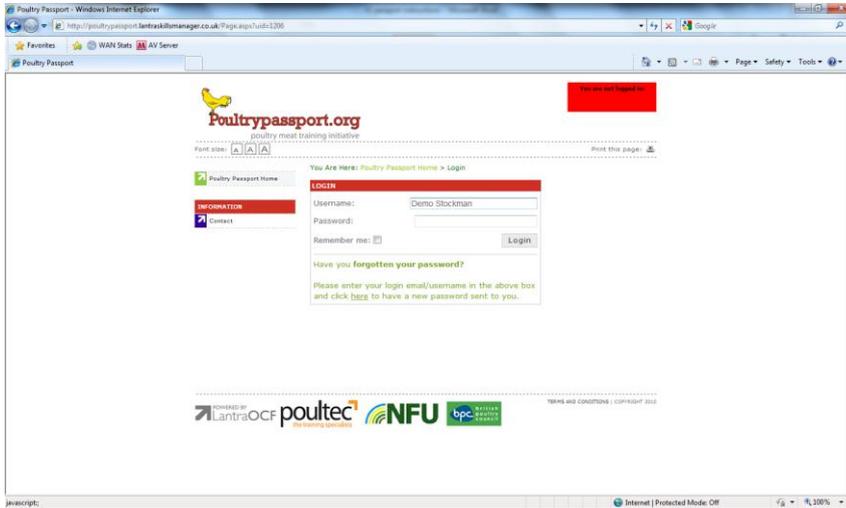
You are presented with a screen, which allows you to edit your personal details, such as your address. You can also edit your User details, such as your e-mail address or password.



Once you have updated your details click 'Save', a confirmation message will be displayed confirming that your details have been saved.

## Requesting a new password

It is possible to request a new password from the system, if you have entered an e-mail address on your profile page. To do this, from the log-in screen enter your username and then click 'Forgotten Password' – a message will be displayed confirming that a new password has been sent to your e-mail address.



Alternately if you have not set an e-mail address on your profile, send an e-mail to the system administrators, requesting that your password is reset. You will need to supply your username and details of the company that you work for – you may be asked some other security questions.

The system administrator's e-mail is: [poultry.passport@poulttec.co.uk](mailto:poultry.passport@poulttec.co.uk)

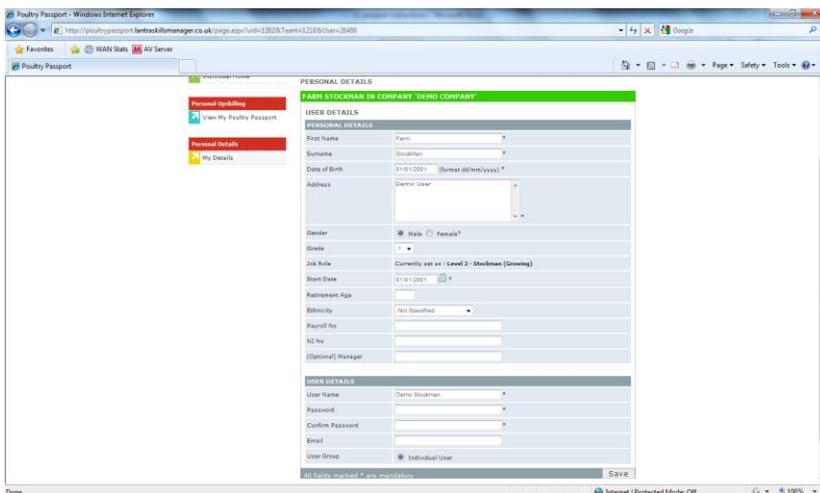
## Changing your password

You can change your password, by updating your profile.

After you have logged into the system you are presented with the homepage. From here click 'My details' found in the navigation on the left of the window.



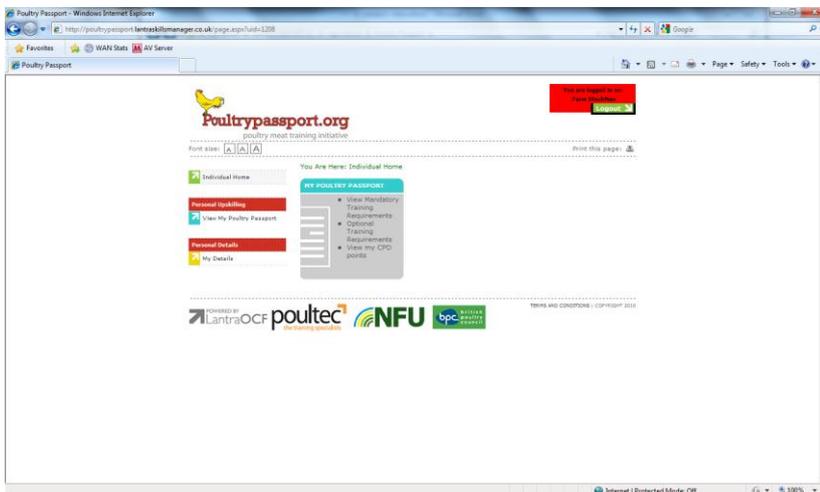
You are presented with a screen, which allows you to edit password – ensure that you enter a new password into both the 'Password' and 'Confirm Password' boxes.



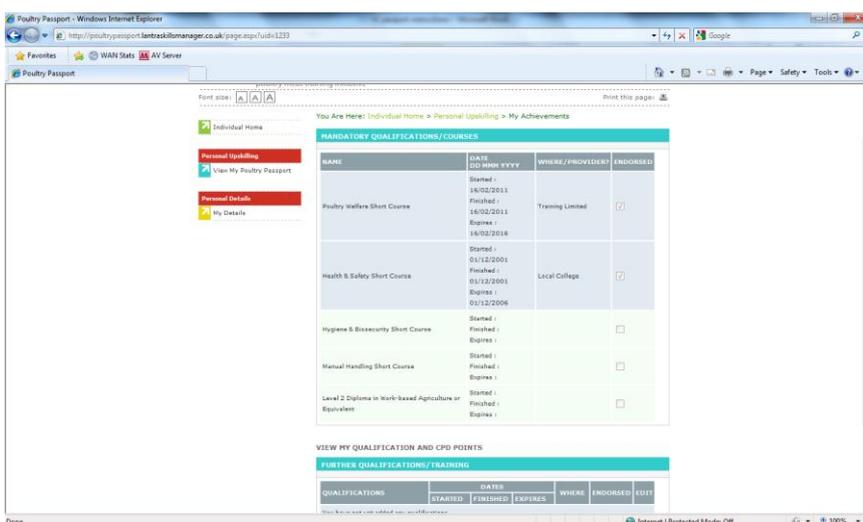
Once you have updated your details click 'Save', a confirmation message will be displayed confirming that your details have been saved.

## Viewing your own Poultry Passport

Once you have successfully logged onto the Poultry Passport system, you will see the system homepage. The options presented on the homepage can differ, depending on your level of authority.



Click the large button in the centre of the screen, titled My Poultry Passport – this will open up your Poultry Passport. Alternatively you can click 'View my Poultry Passport' in the navigation on the left-hand side of the window.



The top part of the screen lists the mandatory training requirements for your level of Poultry Passport. Listed beside the qualification title will be when this qualification has been completed and using which provider.

The lower part of the screen shows details of other qualifications that you have completed, which are not mandatory for your level of Poultry Passport.

## Logging out of the Poultry Passport system

It is important that you log out of your Poultry Passport, before closing your web browser. This is particularly important if you are using a shared PC or have access to other people's Poultry Passports.

To log out of the system, click 'Logout' located at the top right-hand corner of the window. Once you have logged out, the sign-in page is displayed.

## Viewing your Teams Poultry Passports

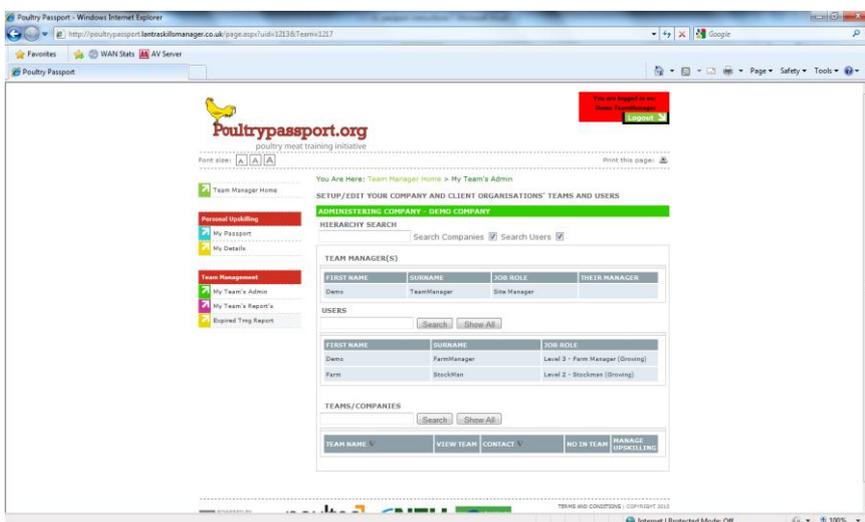
Team managers are people who are set-up on the system to be able to view a group of peoples Poultry Passports – this may be a HR manager or an area manager. Only the key contact of an organisation can request the setting up of Team Managers.

One you have successfully logged onto the Poultry Passport system, you will see the system homepage. The options presented on the homepage can differ, depending on your level of authority.



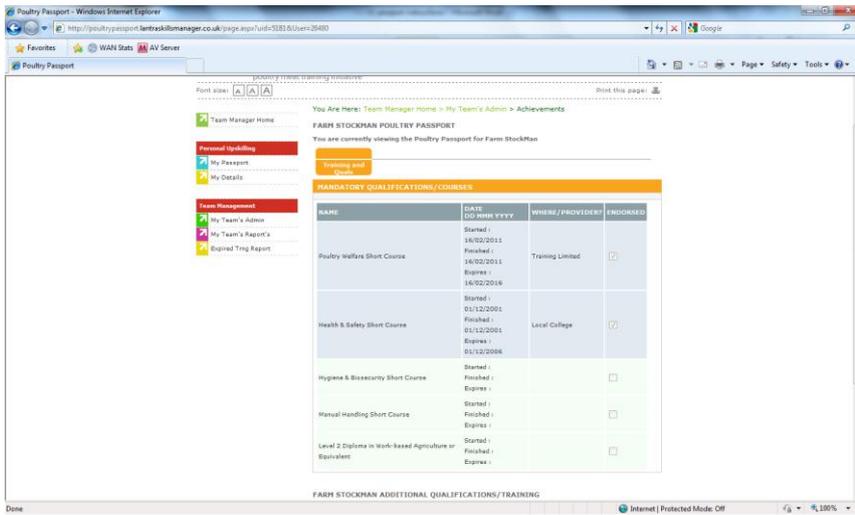
Click the 'My Teams Admin' button in the centre of the screen or in the navigation on the left-hand side of the window.

The following window is displayed, listing the users that you are authorised to view:



You may be able to view additional teams/departments, which can be accessed by clicking the large green arrow beside the team name at the base of the window.

To open an individual's Poultry Passport, select the job title beside the individual's name. This will give you read-only access to their Poultry Passport.



## Generating Reports – Training Required

It is possible to query the data held on the Poultry Passport, which you have access to. There are two reports that can identify the training that is required, one that identifies the minimal training that has not been completed and one that identifies the minimal training that has not been completed and that has been completed, but expired.

One you have successfully logged onto the Poultry Passport system, you will see the system homepage. The options presented on the homepage can differ, depending on your level of authority.



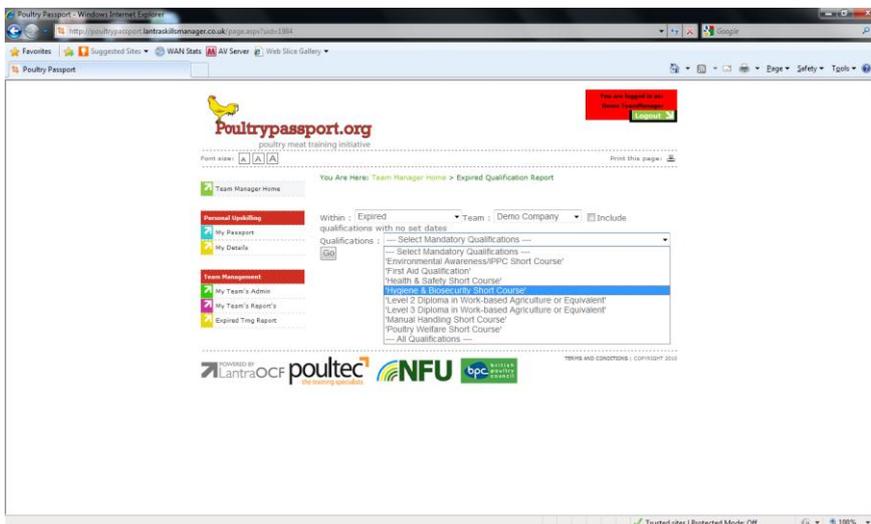
To access the reports, click 'Expired Trng Reports' in the navigation on the left hand-side of the window.



Now, select a time span from the dropdown box.

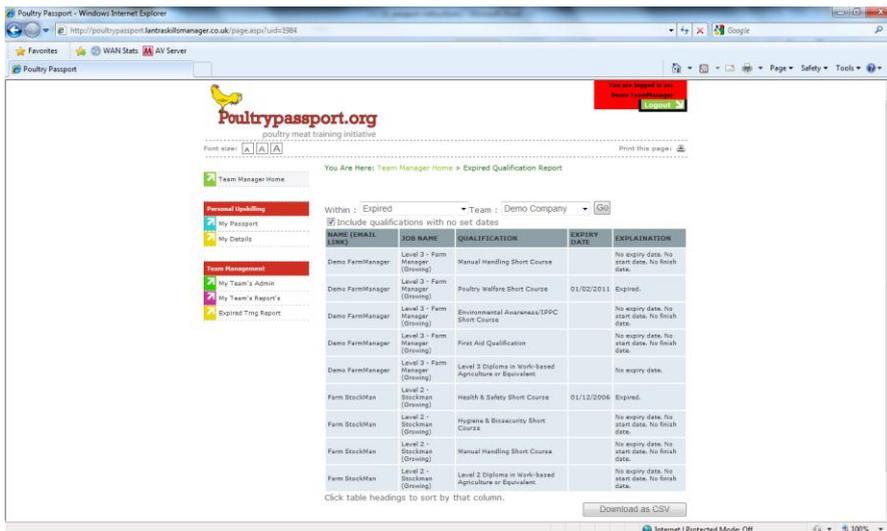


Select the Team that you would like to generate a report for – you are only able to generate reports for the teams that you have authority to access.



From the qualifications list select either a specific qualification title or all qualifications.

To generate a report for only expired qualifications, click 'Go'. If you would like to include qualifications that also have not been completed check the 'Include Qualifications with no set dates', then click Go. A report is generated in the window.



The data can be sorted by clicking the column heading, which will re-sort the data in alphabetical order by the selected column.

Clicking 'Download as CSV' will download the data into a CSV file, which can be opened in Excel. A security warning may be displayed when downloading files from the internet, depending on your browser security settings. If required, this data can be sorted and presented using any of the tools found in MS Excel.

## Generating Reports – Training Completed

A second report has been developed so to give a snap-shot of the training that has been completed for the selected team within your organisation. This is displayed in a tabular format for ease of viewing.

Once you have successfully logged onto the Poultry Passport system, you will see the system homepage. The options presented on the homepage can differ, depending on your level of authority.



To access the report summarising the training completed, click 'Qual/User Report' in the navigation on the left hand-side of the window. This opens the following window:



Select the Team that you would like to generate a report for – you are only able to generate reports for the teams that you have authority to access.

Also select if you would like to generate a report on Mandatory Qualifications OR Other Qualifications. It is not possible to report on both qualification types due to the volume of data to be displayed.

Now click 'GO'. The report will now be generated and the results displayed in MS Excel.

A security warning may be displayed when downloading files from the internet, depending on your browser security settings.

### **Updating training records on Poultry Passports**

All the training data held on the Poultry Passport system is maintained by the administrators, to have training records added to the system simply send copies of certificates either via e-mail or post.

E-mail address: [Poultry.passport@poultec.co.uk](mailto:Poultry.passport@poultec.co.uk)

Postal address: PoultryPassport.org  
South Green Park  
Mattishall  
Dereham  
Norfolk  
NR20 3JY

Courses that count towards the mandatory training requirement of Poultry Passports will be validated to ensure that they are courses that have been approved as meeting the Poultry Meat Training Initiative (PMTI) standards. Only courses that meet these standards will be recorded against the mandatory training requirements.

Details of minimal standards and approved training providers can be found on the Poultry Passport website – [www.poultrypassport.org](http://www.poultrypassport.org).

### **Support on the use of Poultry Passports**

Support on the use of the Poultry Passport system is provided by the administrators. The administrators can be contacted during normal office hours on [poultry.passport@poultec.co.uk](mailto:poultry.passport@poultec.co.uk) or by contacting 01362 850983 and asking for assistance with Poultry Passports. Support requests submitted outside of normal working hours are normally dealt with during the next working day.