



Red Tractor Assessor Portal: Help Guide

LOGGING ONTO THE ASSESSOR PORTAL

1. Log onto the [Assessor Portal](#) using your Red Tractor 'Checkers and Services' username and password. This is the same username and password you would use to access the Red Tractor Academy.

Auditor Login

Use your Red Tractor website login for access

Username

Password

Remember me **Log Me In**

[Forgotten your password?](#)

Assessor Portal: <https://portal.redtractor.org.uk/auditor/#/authentication/login>

If you have misplaced your username and password please use the 'forgot password' option on the login page or contact Lucy Eardley on 07557 130395.

2. Once logged in to the Auditor Portal, you will see the below home page. To view your assigned sites and to assign sites to you, you need to click 'view my assigned sites.'

Red Tractor Auditor Portal

What would you like to do?

View My Assigned Sites

Help and Support

Logout

ASSESSING FOR MORE THAN ONE CERTIFICATION BODY

For those that assess for more than one Certification Body (CB) the below pop up will appear on your screen. You will need to select from the drop-down option, which CB the farm you are assigning to yourself is certified with.

If you do assess for more than one CB but are not having the option to select between both CBs, please contact Lucy Eardley on 07557 130395.

Auditor Login

Please select a Certification Body

Certifier

Remember me Log Me In

ASSIGNING SITES TO YOURSELF

- To assign a site to you on the 'View My Assigned Sites' page; click on the blue box "Can't Find the Site You Need?".

My Assigned Sites						Search		
Site Name	Holding Number	Postcode	Memberships	# Farmer Docs	Last Upload			
RT Dairy Jersey Test Farm		EH99 9AF	Dairy 498724D	9	3 weeks ago	View Documents	Reset Viewed Docs	Assessment Completed
TLR / Eversite Test ACCS Producer		EH6 7JG	Crops 0001	0	No Docs Uploaded	View Documents	Reset Viewed Docs	Assessment Completed

Can't Find the Site You Need?

Once you have clicked "Can't Find the Site You Need?", the search box below will appear. You need to search for the member using their RT membership number. If you don't know their RT membership number, please use the Red Tractor 'Checkers and Services' website to find this using the information you have been given e.g. postcode.

Can't Find the Site You Need?

Search

Once the site you are wanting to assign to yourself appears, click “Assign” this will then appear your assign sites list.

RT Dairy Holstein Test Farm , EH99 9AE
Dairy 498723D

If you are struggling to find the site/s, you are looking to assign to yourself in the first instance check the ‘Checkers and Services’ website as it may not be the correct number you are searching with.

TIP - If a member is applied and you are conducting a first visit they will not appear on the checker, as will not be certified. Please contact Lucy Eardley in this instance.

TIP – If you are conducting a multi – scope assessment e.g. B&L and Crops together ensure you have both sites assigned to you. Sometimes they can appear together or separately depending on the member.

TIP – Even if the member hasn’t informed you, they are using the Portal, assign the site to you just in case.

VIEWING ASSIGNED SITES

4. To view your assigned sites - These will appear under “My Assigned Sites” Please note, if you have no assigned sites, then this page will appear with no sites found. Filter the list of the sites using the search bar at the top of the page. You can search by Postcode, Business/Trading tittle and Red Tractor Membership Number.

My Assigned Sites						Search
Site Name	Holding Number	Postcode	Memberships	# Farmer Docs	Last Upload	
RT Dairy Holstein Test Farm		EH99 9AE	Dairy 498723D	0	No Docs Uploaded	<input style="background-color: #003366; color: white; padding: 2px 5px;" type="button" value="View Documents"/> <input style="background-color: #003366; color: white; padding: 2px 5px; margin-left: 5px;" type="button" value="Reset Viewed Docs"/> <input style="background-color: #003366; color: white; padding: 2px 5px; margin-left: 5px;" type="button" value="Assessment Completed"/>
RT Dairy Jersey Test Farm		EH99 9AF	Dairy 498724D	9	3 weeks ago	<input style="background-color: #003366; color: white; padding: 2px 5px;" type="button" value="View Documents"/> <input style="background-color: #003366; color: white; padding: 2px 5px; margin-left: 5px;" type="button" value="Reset Viewed Docs"/> <input style="background-color: #003366; color: white; padding: 2px 5px; margin-left: 5px;" type="button" value="Assessment Completed"/>
TLR / Eversite Test ACCS Producer		EH6 7JG	Crops 0001	0	No Docs Uploaded	<input style="background-color: #003366; color: white; padding: 2px 5px;" type="button" value="View Documents"/> <input style="background-color: #003366; color: white; padding: 2px 5px; margin-left: 5px;" type="button" value="Reset Viewed Docs"/> <input style="background-color: #003366; color: white; padding: 2px 5px; margin-left: 5px;" type="button" value="Assessment Completed"/>

5. To view the documents for each site, select “View Documents” you will be taken to the overview page where all documents submitted by the farmer can be reviewed. Documents can be viewed in 2 ways, either by category or by viewing all.

Categories **Documents & Procedures Requirements**

View All Documents

DP: Documents & Procedures

PL: Personnel

VC: Vermin Control

Breeding and Management Policy Has Comment 4 Documents

Complaints record 1 Documents

6. To view all documents, these can be viewed in a list like format. Depending on the file type, documents can be either be viewed by clicking the eye symbol to be previewed or downloaded clicking the download symbol like below.

Categories **Evidence**

View All Documents

DP: Documents & Procedures

PL: Personnel

VC: Vermin Control

	Bait plan shed 2 Expired Dairy	Bait Plan in Vermin Control	6 months ago by Jersey Test User	914 KB	
	Training-Record-Lucy Expired Dairy	Training records in Personnel	6 months ago by Jersey Test User	58 KB	
	TelehandlerCERTIFICATE New Expires 6 months from now Dairy	Training records in Personnel	6 months ago by Jersey Test User	194 KB	
	Environmental RA New Expires 5 months from now Dairy	Environmental risk assessment in Vermin Control	6 months ago by Jersey Test User	14 KB	

7. The categories that the farmer has submitted documents to will appear on the left hand side, and will only show the categories they have uploaded documents to rather than all possible categories. Clicking on a category will reveal the requirements that the farm has uploaded evidence for. To download a file without previewing it, click on the download arrow to the right of the document size. Otherwise click on the file name to bring up the preview screen.

Personnel Requirements **Evidence**

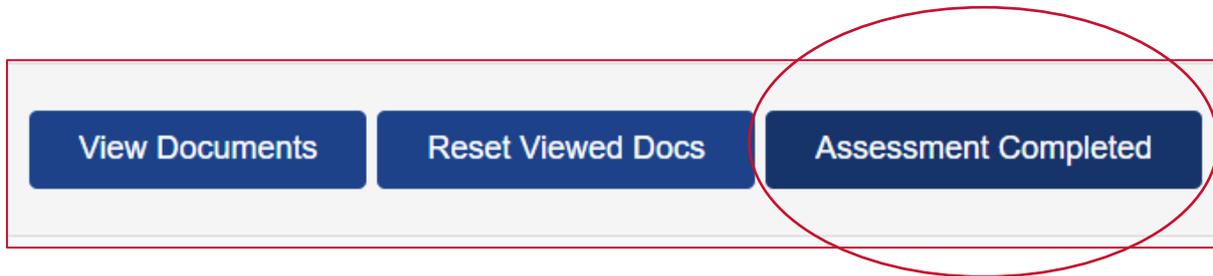
Training records 2 Documents

	Training-Record-Lucy Expired Dairy	6 months ago by Jersey Test User	58 KB	
	TelehandlerCERTIFICATE New Expires 6 months from now Dairy	6 months ago by Jersey Test User	194 KB	

Training-Record-Lucy

Name:	Lucy			
Start Date:	Oct 2024	Induction Date:	02/10/2024	
Induction carried out by:	David - Vet and Brian - herdsman			
Role/Key Tasks:	Calf rearer			
Reporting Lines:	Brian			
Training Needs:	Animal welfare			
Type of training/event - title	Training/Event Date(s)	Training Provider	Other (e.g. certificate validity, review dates if applicable)	Signature

- Once you have reviewed all the documents for that site, you can click “Assessment Completed”. Once this is clicked, the assigned site will be removed and will no longer appear in your list.



LOGGING OUT

- To log out, click on your username in the top right hand corner and select log out.

Site Name	Holding Number	Postcode	Memberships	# Farmer Docs	Last Upload			
RT Dairy Holstein Test Farm		EH99 9AE	Dairy 498723D	0	No Docs Uploaded	View Documents	Reset Viewed Docs	View Assigned Sites
RT Dairy Jersey Test Farm		EH99 9AF	Dairy 498724D	9	3 weeks ago	View Documents	Reset Viewed Docs	Help & Support
TLR / Eversite Test ACCS Producer		EH6 7JG	Crops 0001	0	No Docs Uploaded	View Documents	Reset Viewed Docs	Logout
								Assessment Completed
								Assessment Completed