



## Red Tractor Portal: Farmer User Guide

### LOGGING ONTO THE PORTAL

1. Log onto the [Farmer Portal](#) using your Red Tractor checker username and password. These would have been sent out individually by Red Tractor.

If you have misplaced your username and password please use the forgot password option on the login page.

A screenshot of the Red Tractor Member Login page. The page has a white background with a red border. In the top left corner is the Red Tractor Certified Standards logo. Below the logo, the text 'Member Login' is displayed in red. There are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue button with the text 'Log Me In'. Below the 'Log Me In' button is a link that says 'Forgotten your password?' in blue text.

**TIP** - Please note as per the reminder on the login page, documents should be uploaded to the portal at least a minimum of **48** hours before your assessment. The ideal format to upload documents in is PDF.

### ACCESSING VIA A TABLET

2. Once logged in to the portal, the homepage will look like the below image including your Farm Site details (including address and holding number), memberships (including which sector you are a member of), Membership number, Certification body and Total Documents (Uploaded).

RT Dairy Jersey Test Farm

13 Documents Uploaded

Address

Toucan street, EH99 9AF

Holding Number

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	Documents	Membership Number	Certification Body
Dairy	9	498724D	Test Certification Body

All Documents

Mass Assign

Print Checklist

Upload Documents

3. If documents have previously been uploaded to the Portal you can view all documents by clicking on 'All Documents'.

All Documents

Mass Assign

Print Checklist

Upload Documents

TIP - If you have uploaded documents to one sector and would like to assign them to another sector you can use the 'Mass Assign' tool. The mass assignment tool provides a quick and easy way to associate previously uploaded documents to sectors to which they also apply. This avoids the need to go through each requirement and assign documents individually. This tool is most useful where the site is enrolled in a new sector where you already have documents uploaded to the portal.

4. To upload documents to the portal, click 'Upload documents', you will then be taken to the Completion Summary page.

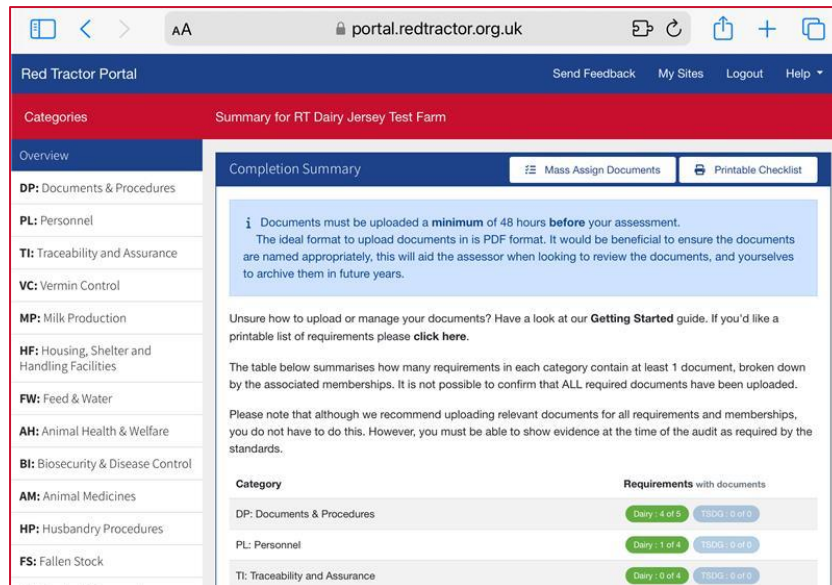
All Documents

Mass Assign

Print Checklist

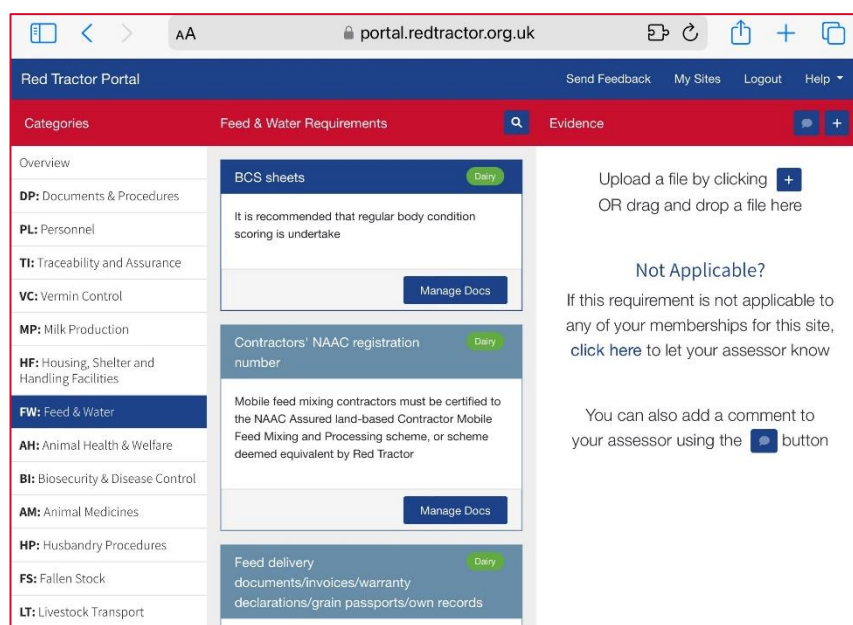
Upload Documents

On the completion summary page, this will show an overview of each category however also shows in each standard section how many documents have been uploaded per sector. An example of this is shown in the screenshot below with 4 documents uploaded to Documents & Procedures, 1 document uploaded for Personnel and 0 for Traceability and Assurance.



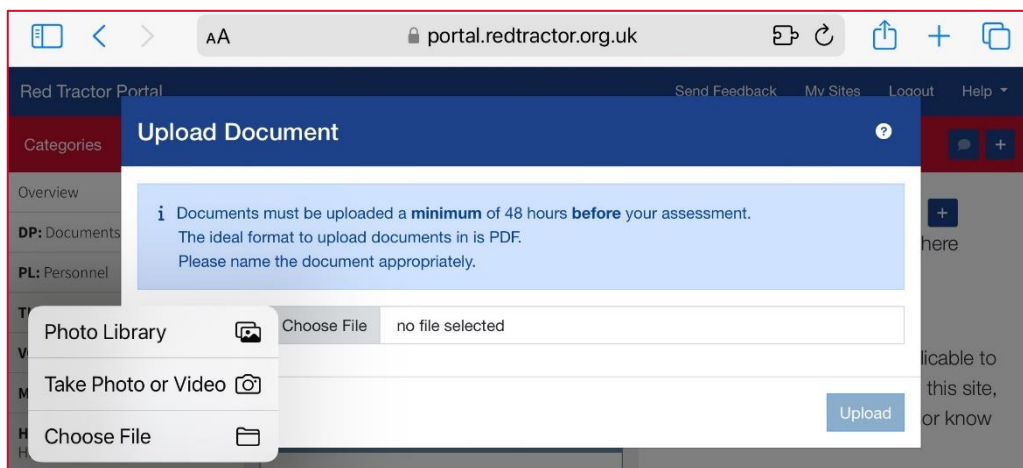
- On the left hand side of your screen, you will see the standard section codes (e.g. DP = Documents & Procedures) , scroll down the left hand column for the specific category that you are looking to upload documents against (these sections mirror those in the Standard manuals).
- Once you've clicked on a category, you will see the middle column appear which lists the requirements needed, along with an explanation of what to upload underneath as shown below.

**TIP -** For some requirements, there is an option to download a template by clicking on the red rectangle. To complete the template, open it from your downloads, complete the required fields, save and upload to the portal, alternatively you can print it off, hand write on the template and take a photo and upload the photo.

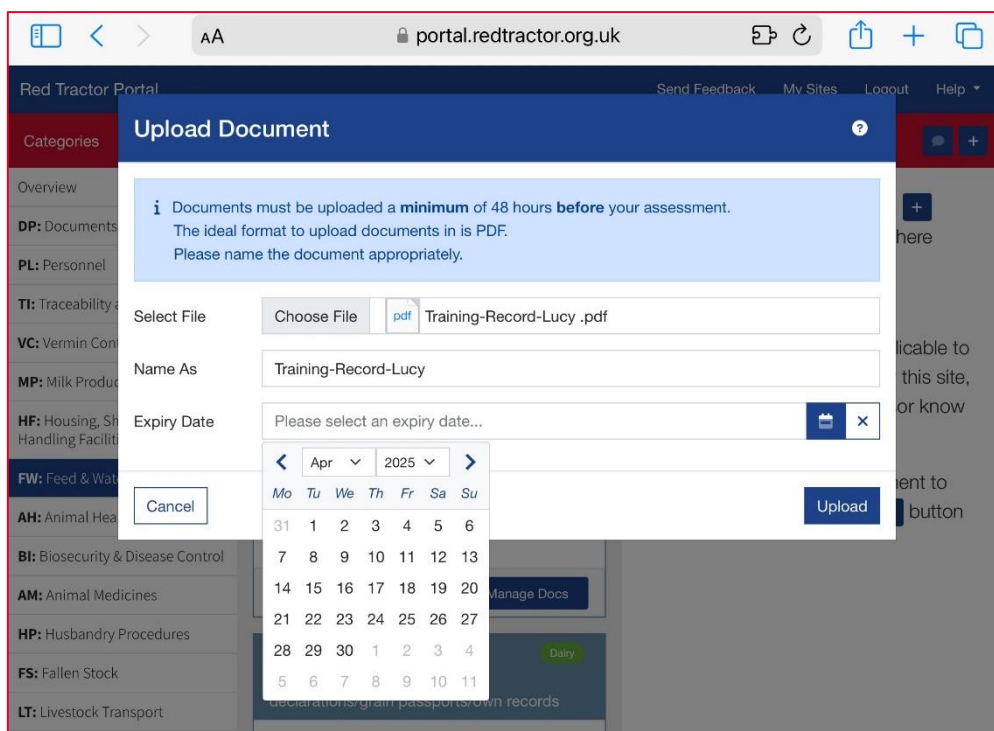


## UPLOADING FILES

7. To upload a document, click on the + icon on either to the top right of the red banner or under the evidence section. A pop-up box will appear enabling you to choose the document/photo that you wish to upload.



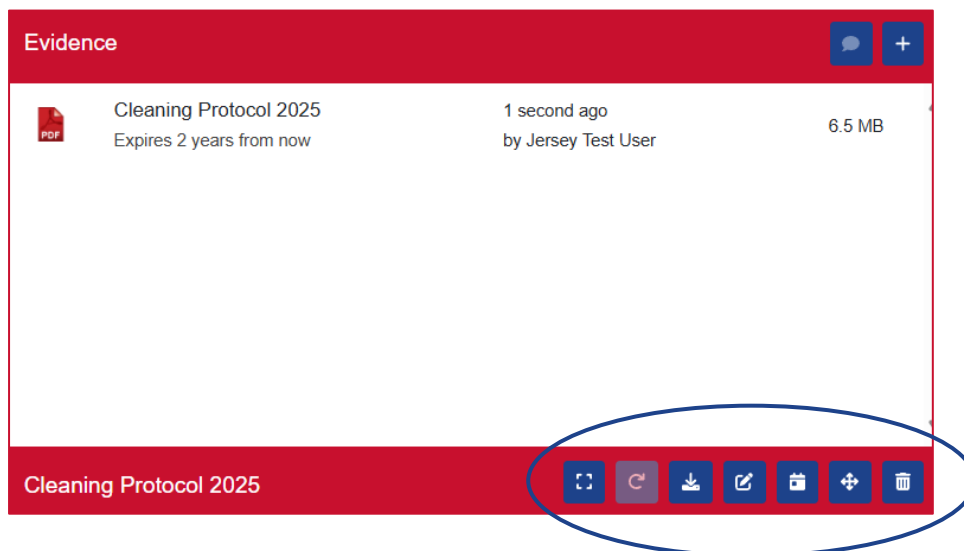
8. You will need to choose the document/photo you wish to upload. Here you will have the option to rename the document – please make sure the document title refers to what the document/photo is showing. Also there is the option to set an expiry date to the uploaded document.



**TIP** - When uploading a photograph, you will have the option to resize it. Please only do this if your broadband cannot cope with uploading at full size, the detail in the photos must

still be visible and clear. PDF and JPEG are the best types of documents to upload. Additionally, if you are a member of more than one scheme you have the choice whether to upload a document for one or multiple schemes if it applies to both.

9. Once your document / photo has been uploaded, it will then appear on the right-hand side under evidence. You can then click onto the upload to preview it in the bottom corner (not all documents will have this function, you will need to download the document to view it if you have uploaded a Word or Excel document).



You can also make the document full screen, rename or delete the document using the blue icons.

## LOGGING OFF THE PORTAL

10. To log out of the portal click on the log out button in the top right of the screen. If you wish to continue with this action, then click confirm. All progress is saved automatically.

