

User Guide for Adding New Users

Contents

Logging into ReposiTrak®	2
Resetting Password.....	3
Adding and Updating Users	5
FAQ's	12

If there are no available users at your company, please email support@repositrak.com to be added as a user. Then, the remaining users can be added through the steps in this document.

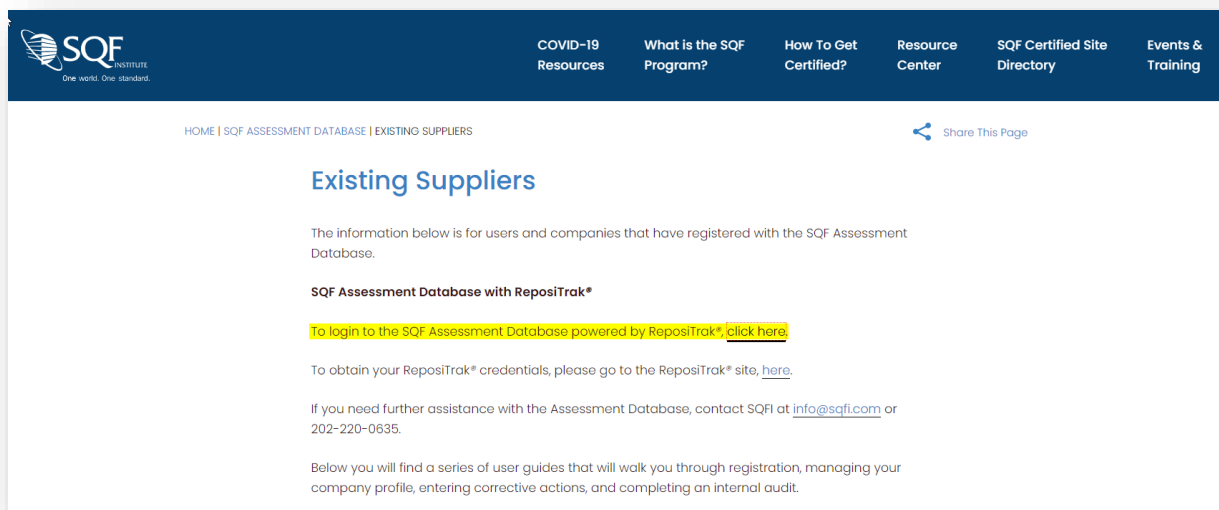
Logging into ReposiTrak®

If your specific site is SQF certified and you need to re-register, do not add a new facility. You must re-register your existing facility. Only add a new facility when a new site is going to achieve SQF Certification

The first step in re-registering a facility for your audit is to log into the ReposiTrak SQF Assessment Database. You can start by following the link below to the SQFI Existing User's Page:

<https://www.sqfi.com/assessment-database/existing-suppliers/>

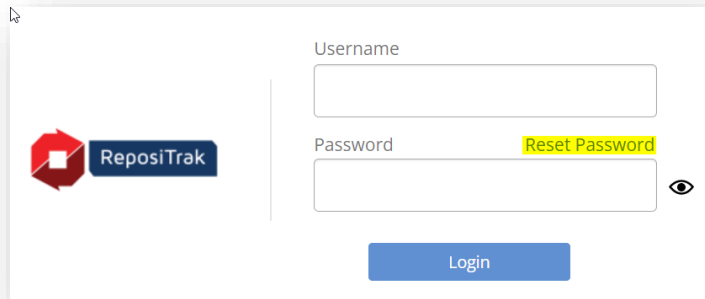
Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will be prompted to enter your username and password. You will then be presented with the screen below.



The screenshot shows the SQF Institute website's "Existing Suppliers" page. The header includes the SQF logo and navigation links for COVID-19 Resources, What is the SQF Program?, How To Get Certified?, Resource Center, SQF Certified Site Directory, and Events & Training. The main content area features the title "Existing Suppliers" and a sub-header "SQF Assessment Database with ReposiTrak®". A highlighted link states: "To login to the SQF Assessment Database powered by ReposiTrak®, [click here](#)". Below this, instructions mention obtaining ReposiTrak® credentials from the ReposiTrak® site (with a "here" link) and contacting SQFI at info@sqfi.com or 202-220-0635 for further assistance. At the bottom, it notes that user guides are available for registration, profile management, corrective actions, and internal audits.

Resetting your password

If you are having trouble, click this link to reset your password: [Reset Password](#)

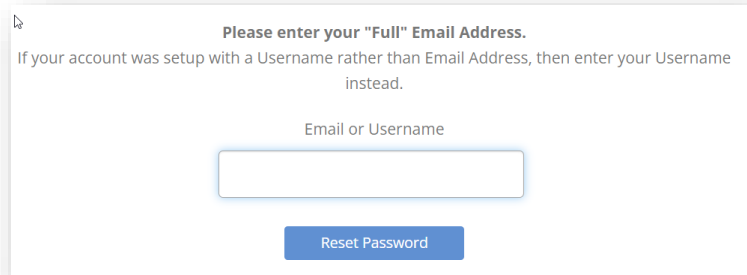


The screenshot shows the ReposiTrak login interface. On the left is the ReposiTrak logo. On the right, there are two input fields: 'Username' and 'Password'. The 'Password' field has a yellow 'Reset Password' link next to it. Below the fields is a blue 'Login' button.

In the database, **your username will be the email address you provided at the time of registration.** If you do not know your password, click the **“Reset Password”** link located above the password option.

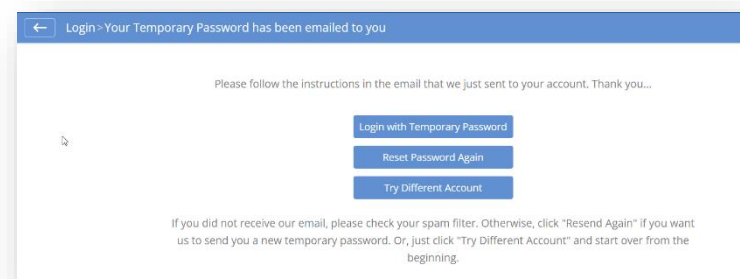
Resetting Password

Step 1: Clicking the **“Reset Password”** link Will take you to this screen. Once there, enter the email address associated with the account into the email address field and click “Reset Password.”



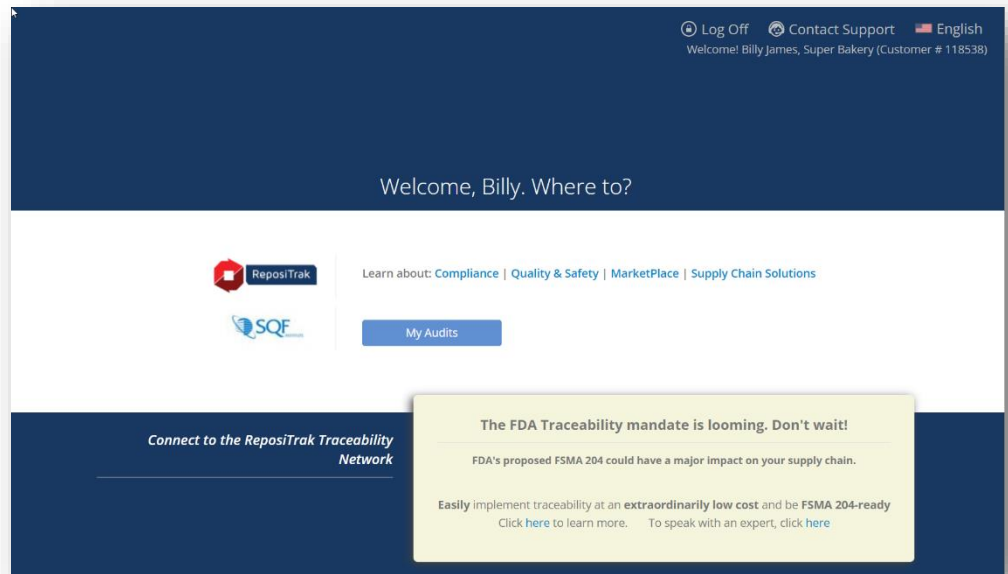
The screenshot shows a screen with the heading 'Please enter your "Full" Email Address.' Below the heading is a sub-heading: 'If your account was setup with a Username rather than Email Address, then enter your Username instead.' There is a single input field labeled 'Email or Username' and a blue 'Reset Password' button below it.

Step 2. If the email address is associated with an account in the Repositrak System, you will see this screen. Click on “Login with Temporary Password.”

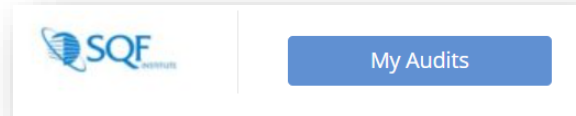


The screenshot shows a screen with a blue header that says 'Login > Your Temporary Password has been emailed to you'. Below the header is a message: 'Please follow the instructions in the email that we just sent to your account. Thank you...'. There are three buttons: 'Login with Temporary Password', 'Reset Password Again', and 'Try Different Account'. At the bottom, there is a note: 'If you did not receive our email, please check your spam filter. Otherwise, click "Resend Again" if you want us to send you a new temporary password. Or, just click "Try Different Account" and start over from the beginning.'

Step 3: Your screen will appear just like the right image when you have gained entry to the Repositrak website.

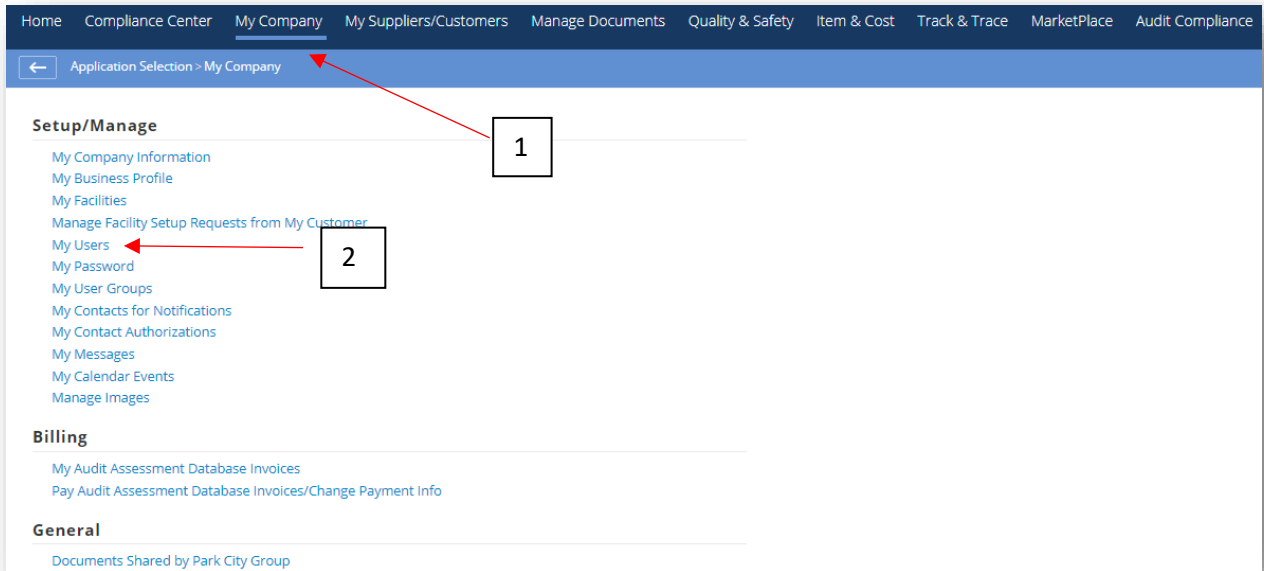


Step 4: Next, click on "My Audits" next to the SQF Logo. You will then be taken to the home page of Repositrak.



Adding and Updating Users

Step 1: To begin, click on 'My Company', and then 'My Users.'



Home Compliance Center **My Company** My Suppliers/Customers Manage Documents Quality & Safety Item & Cost Track & Trace MarketPlace Audit Compliance

← Application Selection > My Company

Setup/Manage

- My Company Information
- My Business Profile
- My Facilities
- Manage Facility Setup Requests from My Customer
- My Users**
- My Password
- My User Groups
- My Contacts for Notifications
- My Contact Authorizations
- My Messages
- My Calendar Events
- Manage Images

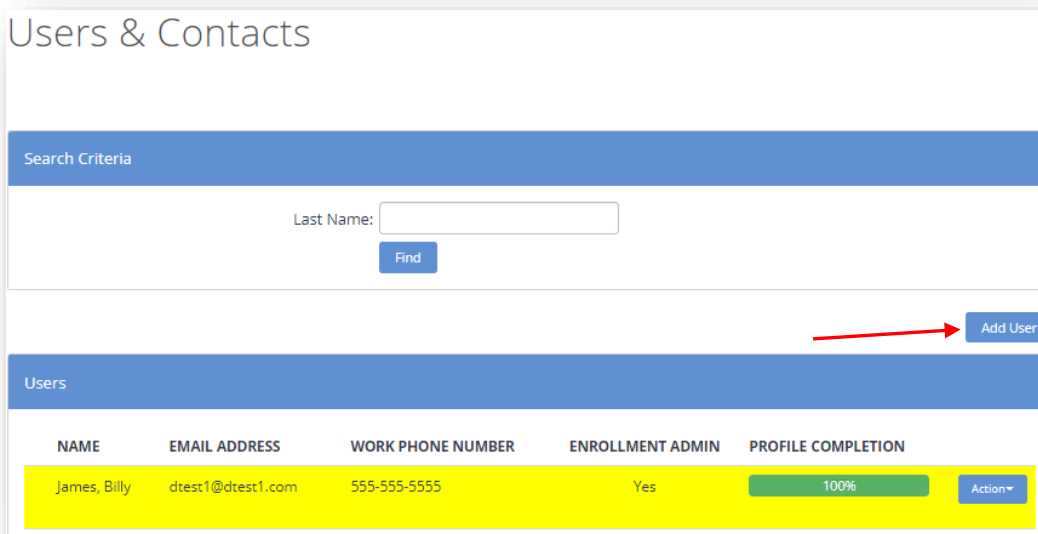
Billing

- My Audit Assessment Database Invoices
- Pay Audit Assessment Database Invoices/Change Payment Info

General

- Documents Shared by Park City Group

Step 2: To add a new user, please click on 'Add User'



Users & Contacts

Search Criteria

Last Name:

Find

Add User

NAME	EMAIL ADDRESS	WORK PHONE NUMBER	ENROLLMENT ADMIN	PROFILE COMPLETION	
James, Billy	dtest1@dtest1.com	555-555-5555	Yes	100%	Action

Step 3: Fill in the required information and select 'Save & Next'

New User

User Roles Authorizations Notifications Pictures

[? Help for this Step](#)

User Details

First Name:

Last Name:

Email Address:

Department:

Company Role:

Title:

Work Phone: Ext:


Address:

City:

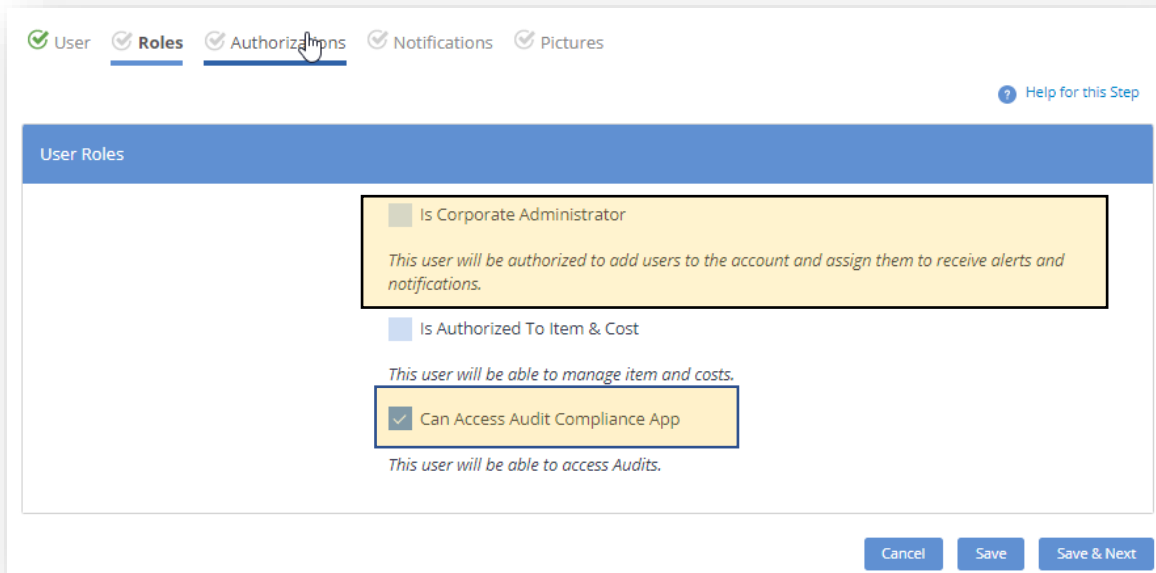
Country:

State/Province:

Postal Code:



Step 4: Next, assign the roles for the new user. The yellow highlighted boxes below pertain to SQF. Save and Next.



User
 Roles
 Authorizations
 Notifications
 Pictures

Help for this Step

User Roles

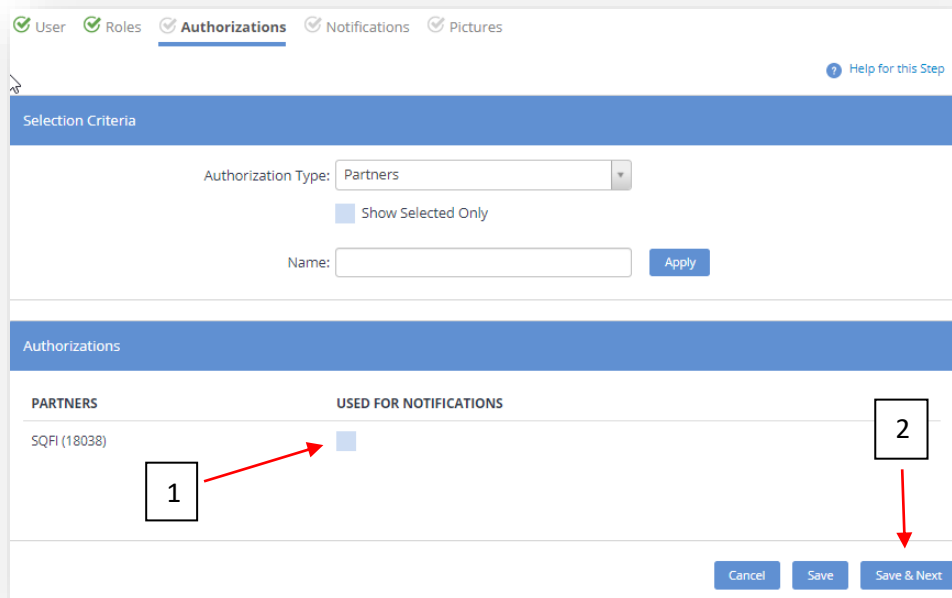
Is Corporate Administrator
This user will be authorized to add users to the account and assign them to receive alerts and notifications.

Is Authorized To Item & Cost
This user will be able to manage item and costs.

Can Access Audit Compliance App
This user will be able to access Audits.

Cancel Save Save & Next

Step 5: You will then set up the authorizations for the new user. First, select 'partners' and click on the box next to SQFI. Save.



User
 Roles
 Authorizations
 Notifications
 Pictures

Help for this Step

Selection Criteria

Authorization Type: Partners

Show Selected Only

Name: Apply

Authorizations

PARTNERS	USED FOR NOTIFICATIONS
SQFI (18038)	<input type="checkbox"/>

Cancel Save Save & Next

Step 6: Next, select 'Facilities' and click on the boxes next to the facilities you want the user to have authorization over. Then, Click 'Save & Next.'

User Roles **Authorizations** Notifications Pictures Help for this Step

Selection Criteria

Authorization Type:

Name:

Authorizations

FACILITIES	USED FOR NOTIFICATIONS
AT - API Test	<input type="checkbox"/>
DC - Wade's cookie	<input type="checkbox"/>
Arlington - E.T.'s space / 123 - 123	<input type="checkbox"/>
Arlington - E.T.'s space / 234 - 234	<input type="checkbox"/>
WDC - Bakery Washington	<input type="checkbox"/>
1356 - Pikes Port	<input type="checkbox"/>
1357 - Bigelow Peak	<input type="checkbox"/>
FOOD - Food Production Facility	<input type="checkbox"/>
Test-7 - MERIEUX PILOT SITE 7 / 12120 - M&K testing site	<input type="checkbox"/>
12345 - Morgan's MP 1	<input type="checkbox"/>

1 of 4 (36)

Step 7: Next, select 'Certification Audit' next to the Application dropdown and select the notifications the new user should receive and the frequency of those notifications.

User
 Roles
 Authorizations
 Notifications
 Pictures

[? Help for this Step](#)

Selection Criteria

Application: Certification Audit

Notification Types

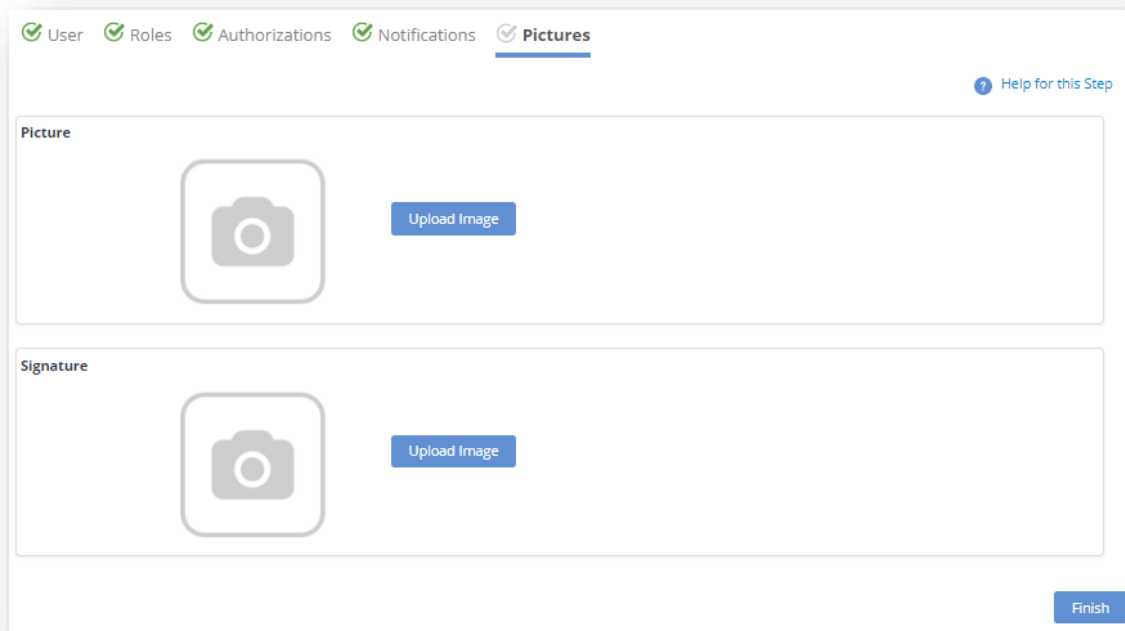
NOTIFICATION TYPE	IMMEDIATELY	WEEKLY	DAILY	HOURLY
AUDIT STEP 3 Surveillance Audit Created <i>Notify whenever a Surveillance audit is added</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit About to Expire in 30 Days SQFI Audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit About to Expire in 60 Days SQFI Audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit About to Expire in 90 Days SQFI Audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Pending Corrective Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Finished SQFI Audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Result Decision Changed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel

Save

Save & Next

Step 8: The option to add a picture and signature are also present on the last tab of the process. This is not a requirement to complete the process. Once completed, click 'Finish.'



The screenshot shows a web interface for adding a new user. At the top, there is a progress bar with five steps: 'User', 'Roles', 'Authorizations', 'Notifications', and 'Pictures'. The 'Pictures' step is currently active and highlighted. To the right of the progress bar is a 'Help for this Step' link. Below the progress bar, there are two sections: 'Picture' and 'Signature'. Each section contains a camera icon and an 'Upload Image' button. At the bottom right of the form, there is a 'Finish' button.

Step 9: The last step in this process is to send the new user a temporary password. To do so, go back to the 'My Users' page, click the action button next to the user, and select 'Reset Password'. Please make sure to save. The user will receive an email with a randomly generated password and after logging in they will be required to change their password.

Users					
NAME	EMAIL ADDRESS	WORK PHONE NUMBER	ENROLLMENT ADMIN	PROFILE COMPLETION	
James, Billy	dtest1@dtest1.com	555-555-5555	Yes	100%	Action
TESTER, NSF	nsfcustomer@nsf.org	(204) 859-6321	No	100%	Action

MANAGE/UPDATE

- Update User Profile
- Update User
- Update Roles
- Update Authorizations
- Update Notifications
- Update Pictures
- Delete User
- Reset Password for User

AUTHORIZATIONS

- Make User Enrollment Administrator

MISCELLANEOUS

- Audit Trail

FAQ's

How do I contact SQFI?

Toll Free Number: 1-877-277-2635

Telephone: +1 202-220-0635

Fax: +1 202-429-4519

Email: info@sqfi.com

Australia Contact Information

Telephone: +61 (0) 408 328 674

Email: info@sqfi.com.au

What is my username?

Your email address is your username.

I am a new employee for an SQF/AFIA certified company, how do I get added as a user to the database?

Send an email to support@repositrak.com requesting to be added as a user for your site. In your email include: Full name, email address, telephone and the site (name).

Or call support: at 888-842-5465, press option 1, then option 2.

How do I sign into my company account?

Click this [link](#), then enter your username and password. If you are having problems remembering your password, please [click here](#).