

# Limiting and Assigning Email Notifications

## Contents

Logging into ReposiTrak® .....	2
Resetting Password.....	3
Choosing Which Notifications to Receive .....	5
FAQ's .....	10

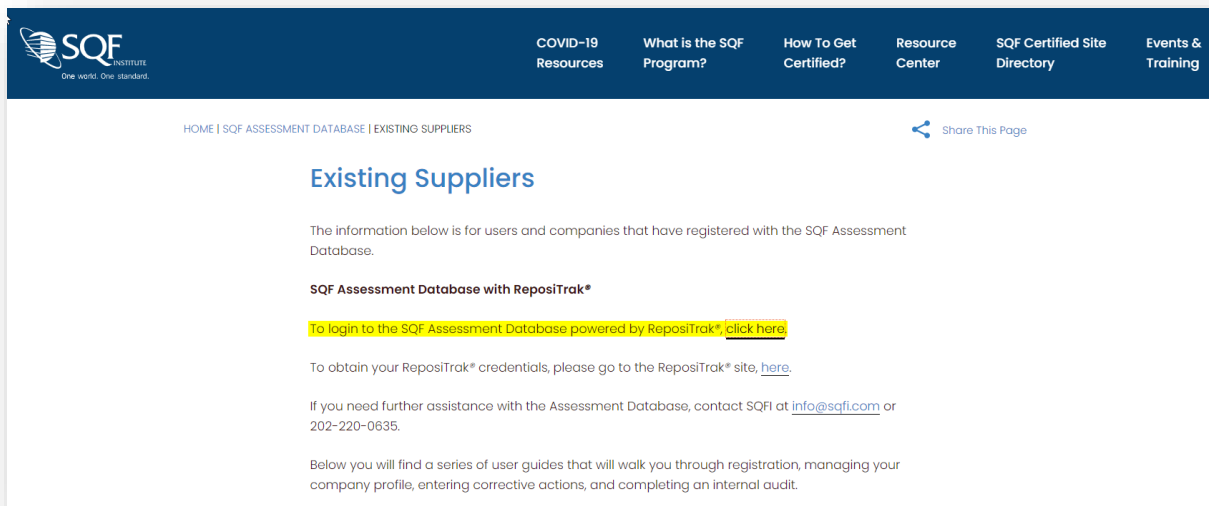
## Logging into ReposiTrak®

**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.

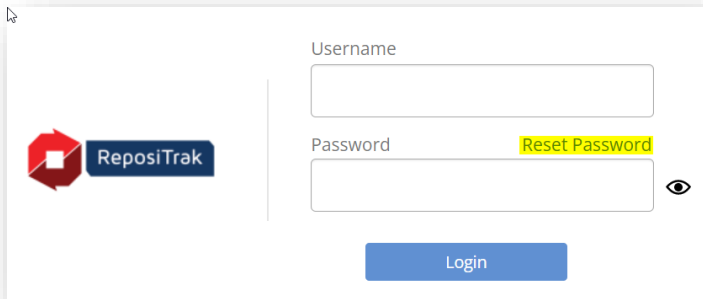


The screenshot shows the SQF Institute website's "Existing Suppliers" page. The header includes the SQF logo and navigation links for COVID-19 Resources, What is the SQF Program?, How To Get Certified?, Resource Center, SQF Certified Site Directory, and Events & Training. The main content area features the title "Existing Suppliers" and a paragraph explaining that the information is for users and companies registered with the SQF Assessment Database. A highlighted link states: "To login to the SQF Assessment Database powered by ReposiTrak®, click here." Below this, it provides instructions on where to find ReposiTrak® credentials and contact information for SQFI at [info@sqfi.com](mailto:info@sqfi.com) or 202-220-0635. The page also mentions a series of user guides for registration, profile management, and internal audits.

## Resetting your password

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

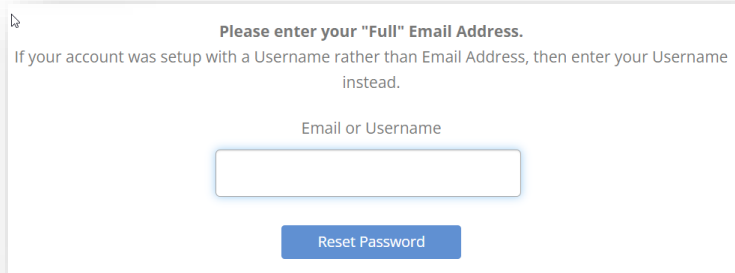
In the database, **your username will be the email address you provided at the time of registration**. If you do not know your password, click the **“Reset Password”** link located above the password option.



The image shows the login page for the Repositrak system. On the left is the Repositrak logo. To the right are two input fields: 'Username' and 'Password'. The 'Password' field has a yellow highlight over the text 'Reset Password' and an eye icon to its right. Below the fields is a blue 'Login' button.

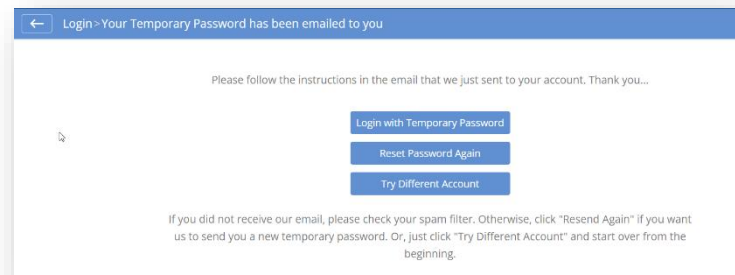
## Resetting Password

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.”



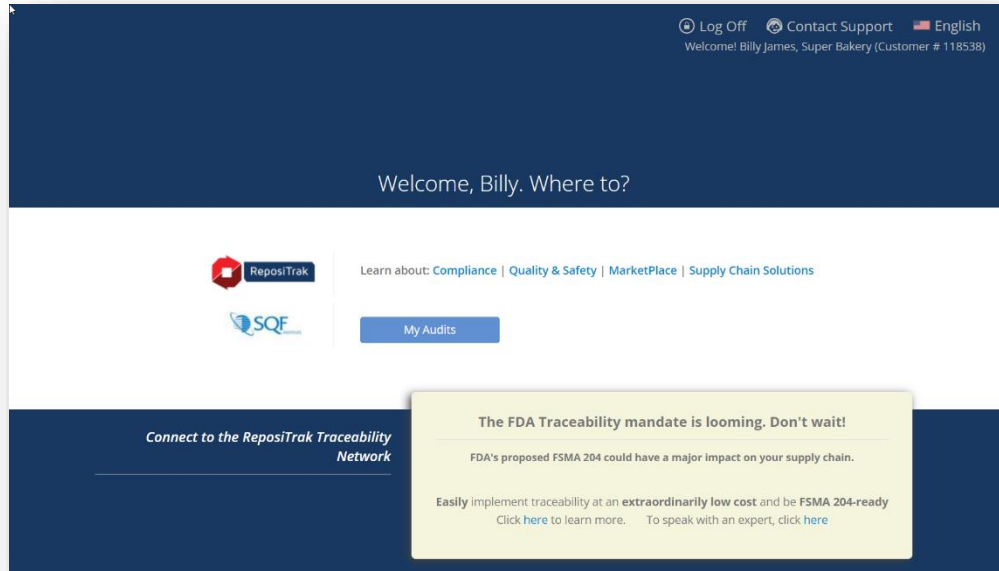
The image shows a screen titled 'Please enter your "Full" Email Address.' Below the title is a line of text: 'If your account was setup with a Username rather than Email Address, then enter your Username instead.' There is a single input field labeled 'Email or Username' and a blue 'Reset Password' button 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.”

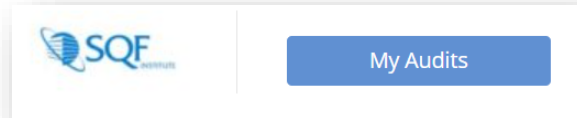


The image shows a screen with a blue header that says 'Login > Your Temporary Password has been emailed to you'. Below the header is a line of text: 'Please follow the instructions in the email that we just sent to your account. Thank you...'. There are three blue buttons: 'Login with Temporary Password', 'Reset Password Again', and 'Try Different Account'. At the bottom, there is a line of text: '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.

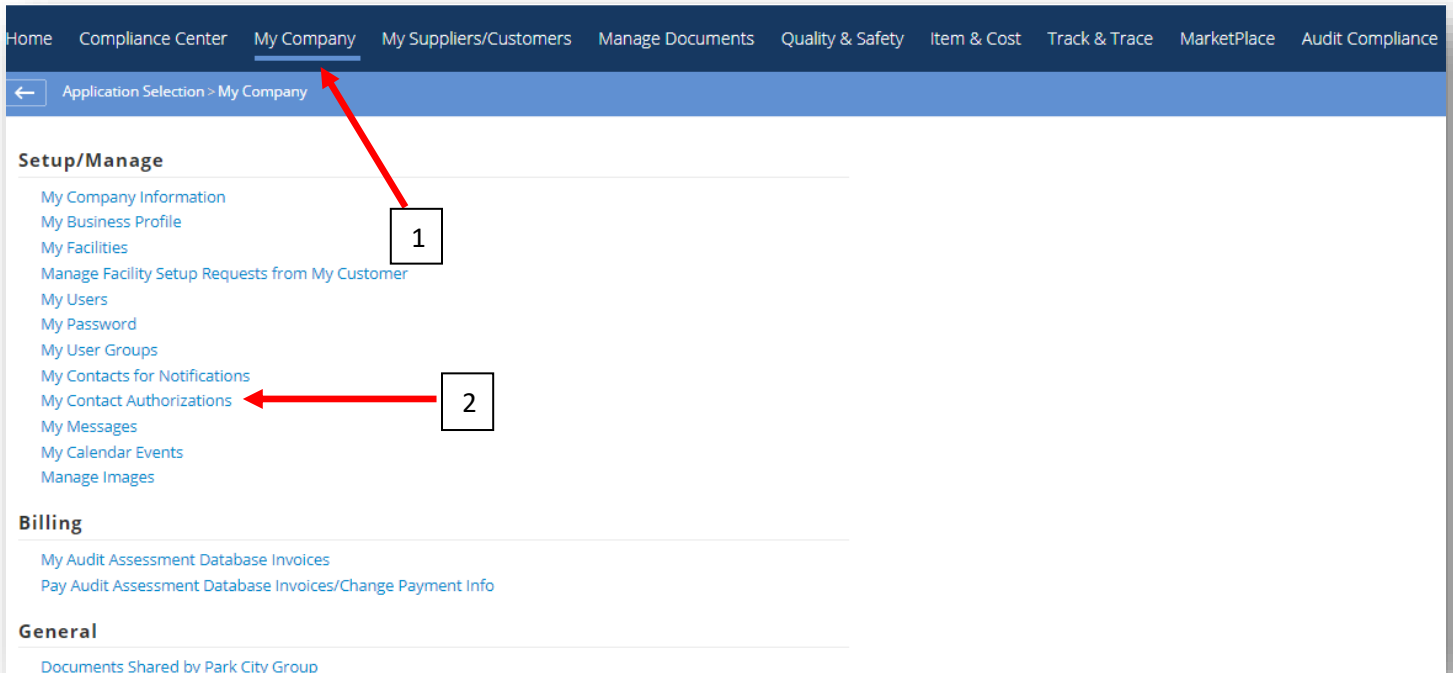


Step 4: Next, click on "My Audits" next to the SQF Logo. You will then be taken to the home page of ReposiTrak.

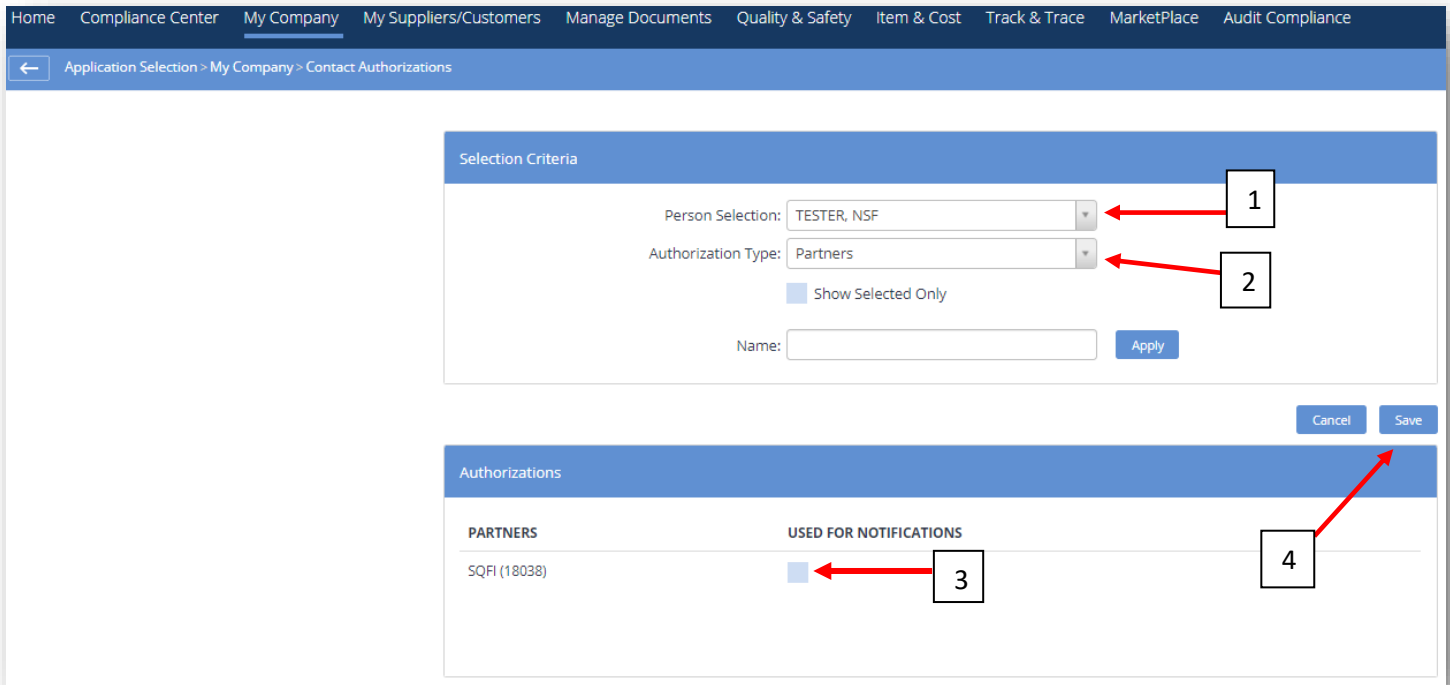


## Choosing Which Notifications to Receive

Step 1: Log into ReposiTrak, and click on the 'My Company' tab. Then click on the 'My Contact Authorizations' tab.



Step 2: Next, use the 'Person Selection drop-down menu to choose the user whose notifications you are tailoring. Then, use the 'Authorization Type' drop-down and select 'Partners.' Ensure that SQFI is selected and click 'Save.'



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

← Application Selection > My Company > Contact Authorizations

**Selection Criteria**

Person Selection: TESTER, NSF 1

Authorization Type: Partners 2

Show Selected Only

Name:

**Authorizations**


PARTNERS	USED FOR NOTIFICATIONS
SQFI (18038)	<input type="checkbox"/> <span>3</span>

4

Step 3: Use the 'Authorization Type' drop down again and select 'Facilities'. Then, you will want to select or de-select the facilities that the user would like to receive notifications regarding. Save.

**Selection Criteria**

Person Selection:

Authorization Type:  

Show Selected Only

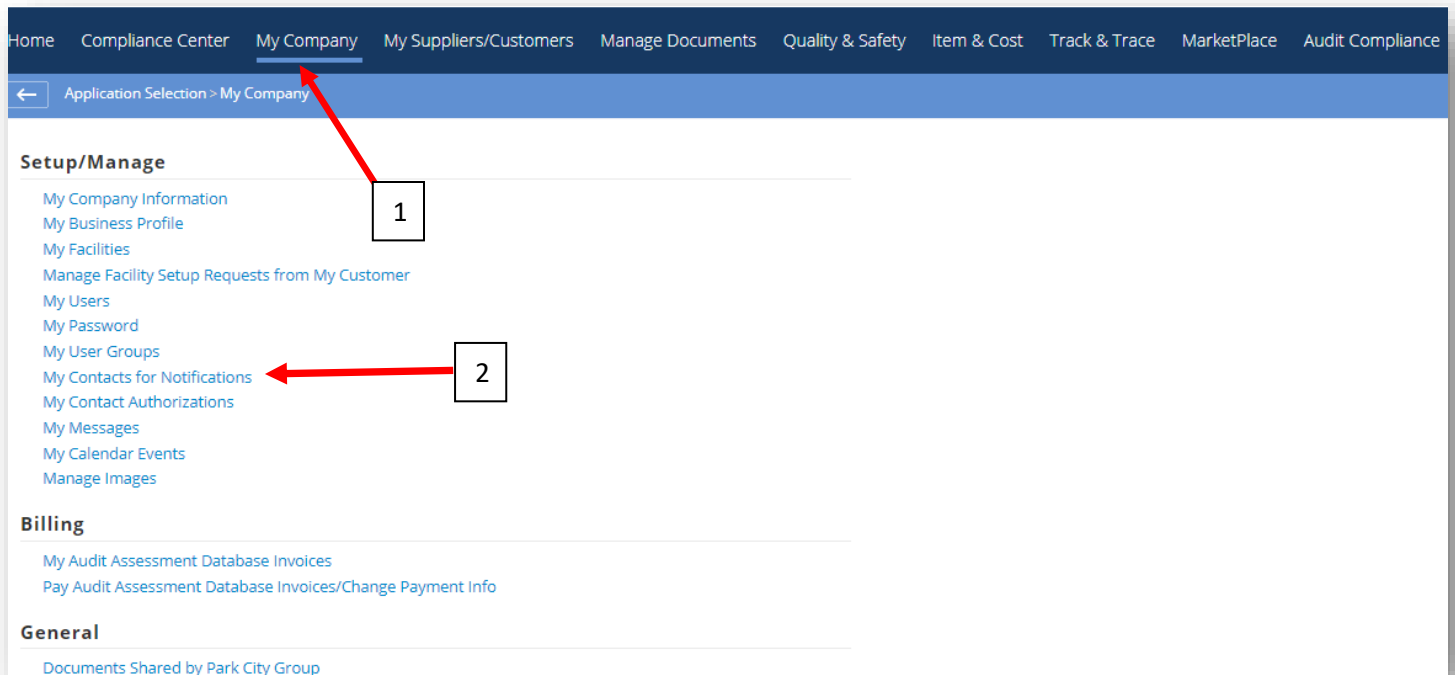
Name:

**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 4: After setting the user to receive notifications for SQF and sites, you will set up which notification types to receive. Click on the 'My Company' Tab again, followed by 'My Contacts for Notifications.'





Step 5: From there, use the 'Application' drop down to select 'Certification Audit' and use the 'Person' drop down to select the user that needs updating. Then, choose which notifications the user will receive and the frequency of receiving those notifications and click on the 'Save' button.

Notification Contact Summary

Selection Criteria

Application:  1

Person:  2

Notification Types

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

The user has now tailored their notifications to their desire.

## 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](mailto:info@sqfi.com)

### **Australia Contact Information**

Telephone: +61 (0) 408 328 674

Email: [info@sqfi.com.au](mailto: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](mailto:support@repositrak.com) requesting to be added as a user for your site. Your email must include your 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](#).