

# CASI tracking services for Red Tractor Farm Assurance

## Registering for the status tracking free trial

issue 2.0

july 6<sup>th</sup>, 2016

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# 1. register for industry access

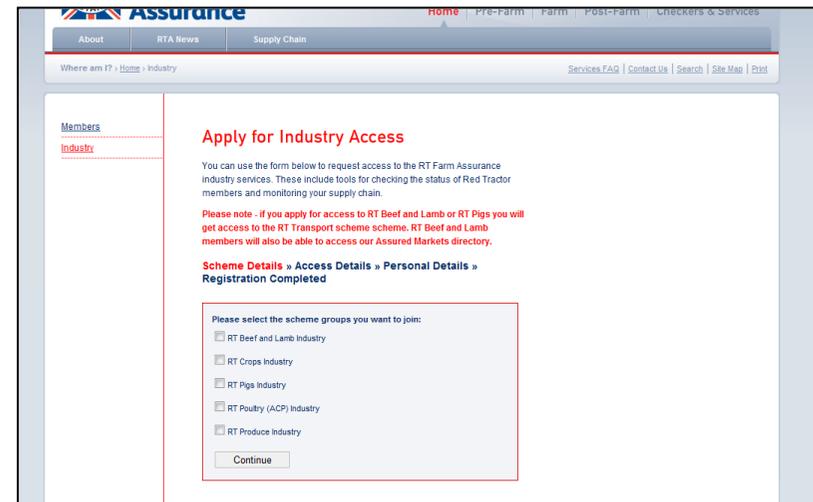
If you do not already have access to buyer services for the scheme, you first need to register via the Red Tractor Assurance website [www.rtassurance.org.uk](http://www.rtassurance.org.uk)

- Visit [www.rtassurance.org.uk](http://www.rtassurance.org.uk)
- Click the link for *Checkers and Services*
- Click *Buyers Registration*
- **Scheme details:** select the scheme group(s) you would like to join, then click on *Continue*
- **Access details:** select your business type and state the reason behind your application to access the services for the selected schemes. Click on *Continue*
- **Personal details:** complete the required details and click on *Continue*.

Note that all fields marked with an \* are mandatory, your application cannot be processed without this information.

Please ensure you enter a correct e-mail address as it will be used as the primary method of contact for all of your AFS Information, including your access details

- You will receive a confirmation e-mail following your application. Once approved, you will receive a second e-mail informing you of your username and password. These e-mails will be sent to the e-mail address provided during the registration.

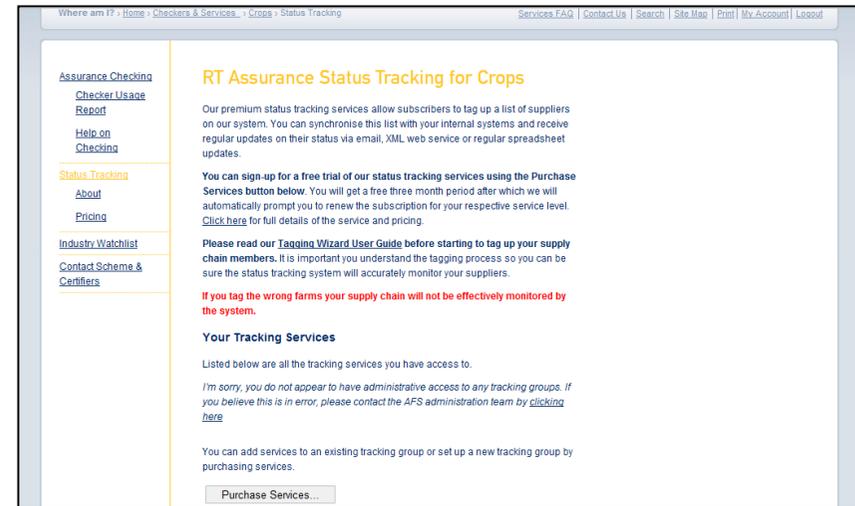


The screenshot shows the 'Apply for Industry Access' page on the Red Tractor Assurance website. The page has a navigation menu at the top with links for 'About', 'RTA News', and 'Supply Chain'. Below the navigation, there is a breadcrumb trail: 'Where am I? > Home > Industry'. The main content area is titled 'Apply for Industry Access' and contains the following text: 'You can use the form below to request access to the RT Farm Assurance industry services. These include tools for checking the status of Red Tractor members and monitoring your supply chain.' A red note states: 'Please note - if you apply for access to RT Beef and Lamb or RT Pigs you will get access to the RT Transport scheme scheme. RT Beef and Lamb members will also be able to access our Assured Markets directory.' Below this, there is a breadcrumb trail: 'Scheme Details > Access Details > Personal Details > Registration Completed'. The form itself is titled 'Please select the scheme groups you want to join:' and contains five checkboxes: 'RT Beef and Lamb Industry', 'RT Crops Industry', 'RT Pigs Industry', 'RT Poultry (ACP) Industry', and 'RT Produce Industry'. A 'Continue' button is located at the bottom of the form.

## 2. visit the status tracking area

To begin the registration process for status tracking, you first need to visit the status tracking page for you chosen scheme as follows:

- Log in to <http://checkers.redtractor.org.uk/rtassurance/services.eb>
- The status tracking services are accessible from the schemes' navigation bar, each sitting under the relevant tab:  
  
Beef & Lamb  
Pigs  
Crops  
Produce
- On the status tracking page, click the button for *purchase services* to open the status tracking registration window. If you do not see the window open, check that you do not have any pop-up blockers turned on that would prevent the window from opening.



### 3. select services

In the window that opens you need to complete the following information:

- **Enter Tracking Group Name**

Enter your company name here to be used for the tracking group name. If your company has more than one tracking group, enter your company name and another item of information to differentiate the group, e.g. the branch name.

- The tracking group name is used in the system to identify your tracking service.

- The tracking group name is also used in system emails about your tracking service.

- **Select Service Tier**

Select the tier of service you would like depending on how many members you would like to track.

As you are signing up for the first time and taking advantage of the three month free trial, each tier will be priced at £0.00

**Purchase Status Tracking Services**  
Select Services > Confirm Company Details > Confirm User Details > Terms and Conditions > Make Payment  
To set up a new status tracking service, please enter a name for your tracking group below. This should be your company name. If your company has more than one tracking group, you should enter the company name and branch.  
Enter a name for the new group  
You are **subscribing** to services for the first time for this new tracking group - the services you select will be effective for 3 months from the date of subscription.  
Now choose how many members you need to track:

 RT Crops (ACCS)  
GENESIS Crops  
Soil Association (Crops) 1501+ tagged members (£0.00) ▾

Sub Total £0.00  
VAT £0.00  
Grand Total £0.00  
Checkout Cancel

**Purchase Status Tracking Services**  
Select Services > Confirm Company Details > Confirm User Details > Terms and Conditions > Make Payment  
To set up a new status tracking service, please enter a name for your tracking group below. This should be your company name. If your company has more than one tracking group, you should enter the company name and branch.  
Live Server Test  
Enter a name for the new group  
You are **subscribing** to services for the first time for this new tracking group - the services you select will be effective for 3 months from the date of subscription.  
Now choose how many members you need to track:

 RT Crops (ACCS)  
GENESIS Crops  
Soil Association (Crops) 1501+ tagged members (£0.00) ▾

- Not Required
- 0-100 tagged members (£0.00)
- 101-450 tagged members (£0.00)
- 451-1500 tagged members (£0.00)
- 1501+ tagged members (£0.00)

Sub Total £0.00  
VAT £0.00  
Grand Total £0.00  
Checkout Cancel

- Click *Checkout* to continue with the registration

## 4. complete company details

Fill in the company details as requested:

- Company (required)
- Address (required)
- Postcode (required)
- Phone (required)
- Fax
- Website

These details will be used on any invoices issued for your tracking service.

Even though you are signing up for the free trial, you need to complete these details carefully as they will be used to issue your renewal invoice when the free trial expires.

Click *Next* to proceed.

The screenshot shows a web form titled "Purchase Status Tracking Services". At the top, it displays a breadcrumb trail: "Select Services > Confirm Company Details > Confirm User Details > Terms and Conditions > Make Payment". Below this, a message states: "You are **subscribing** to services for the first time for this new tracking group - the services you select will be effective for 3 months from the date of subscription." A summary table shows: "Sub Total £0.00", "VAT £0.00", and "Grand Total £0.00". A note below the table says: "Please enter your company details below. These details will be used on invoices issued for your tracking service." The main form area is titled "Enter your company's details below:" and contains several input fields: "Company", "Address" (with a text area icon), "Postcode", "Phone", and "Fax". At the bottom of the form are "Next" and "Cancel" buttons.

## 5. confirm user details

Confirm the user account details are correct as requested.

- Title
- Forename
- Surname
- Email Address
- Company
- Address
- Postcode
- Phone
- Fax

**Purchase Status Tracking Services**

Select Services > Confirm Company Details > Confirm User Details > Terms and Conditions > Make Payment

Tracking Group Live Server Test  
Company Name Live Server Test Company  
Subscription 0-100 tagged members (€0.00)

Please confirm the user account details we hold for you are correct. It is important that we hold the correct email address for you as this is where we will send all communications, in particular your daily status alert emails.

Name	Title	Forename	Surname
	Mr	Tracking	Test Contact
Email Address*	amy@eversite.co.uk		
Company	Tracking Test Contact Company		
Address	Tracking Test Address		
Postcode*	Tracking Test Postcode		
Phone			
Fax			

Confirm

Cancel

**It is important that we hold the correct email address for you as this is where we will send all communications, in particular your daily status alert emails.**

The company, address, postcode field in your user account is used for reference only, not for communication about your status tracking service.

However, this information may be used by the RT Assurance website to contact you, so checking this information is correct will ensure that you always receive any messages from the website.

Click *Confirm* to continue.

## 6. terms and conditions of service

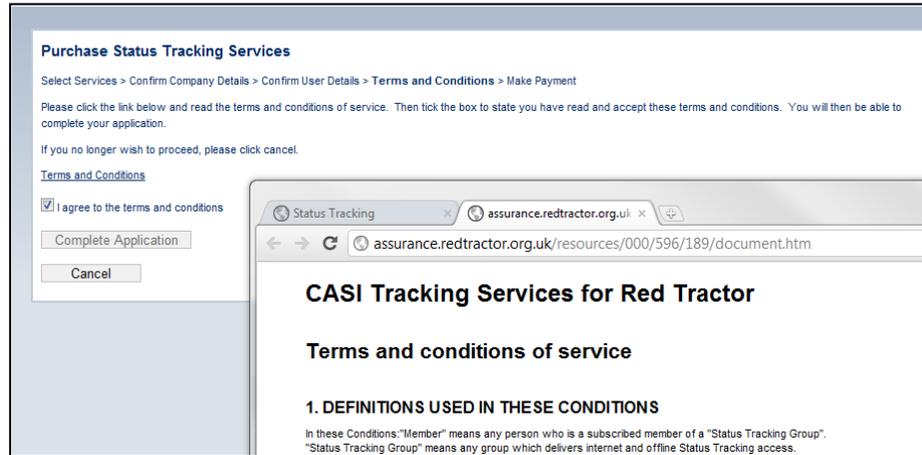
Click the link to read the terms and conditions of service.

After you have read the terms and conditions, tick the box to confirm that you agree to them.

Once you have agreed to the terms and conditions, the button to complete the application will become available.

Click *Complete Application* to confirm your registration for the status tracking service.

If you do not wish to accept the terms and conditions of service, click *Cancel* to cancel your application.



## 7. order confirmation

Once you have confirmed your registration you will see a message thanking you for your order.

You now need to tag all the farms whose status you wish to track. You can do this either by individually searching for and tagging members or by uploading a spreadsheet of members to tag.

It is vital that you successfully tag the members you wish to track otherwise your supply base will not be effectively monitored. This includes maintaining your list going forward by adding any new members you wish to tag.

Return to status tracking page on the website to begin tagging. If you do not see a link to your tracking group, please refresh the page either by pressing the refresh button in your browser or by pressing F5 on your keyboard.

