Authentico Web Platform

Broker Guide



ICT Schneider Group13-10-2023 Ver. 1.0

THE SCHNEIDER GROUP

Summary (1/2)

Authentico Platform Access
Sign up
Login
Reset password
Main Interface
Farms Page
Farm Information
Read Production data
Watch Photos and Videos
Read Documents
Administrative Interface
Home - Dashboard Home
Home - Pending Validation
Users Management - Growers Farms
Users Management - Growers Delegation
Farms Management - Farms
Farms Management - Farms Questionnaires
Authentico Certification
Fill out Authentico Questionnaire – Common Sections
Fill out Authentico Questionnaire - Scenario: Farm already has a Certification recognized by Authentico, e.g. RWS, ZQRX
Fill out Authentico Questionnaire - Scenario: Farm has NOT a Certification recognized by Authentico, e.g. RWS, ZQRX
Fill out Authentico Questionnaire - Missing Answers
Fill Authentico Questionnaire - Not Compliant Answers
Questionnaire and documents validation
Questionnaire Verification and Authentico Certificate issuing

© 2023 The Schneider Group

Summary (2/2)

Broker delegation

Delegation request to a grower
Delegation authorization by the grower (grower interface)
Delegation activation
Add a new Farm (Broker Delegation needed)
Record Production Data (Broker Delegation needed)
Upload Photos and Videos (Broker Delegation needed)
Upload Documents (Broker Delegation needed)

Other Features and Functionalities

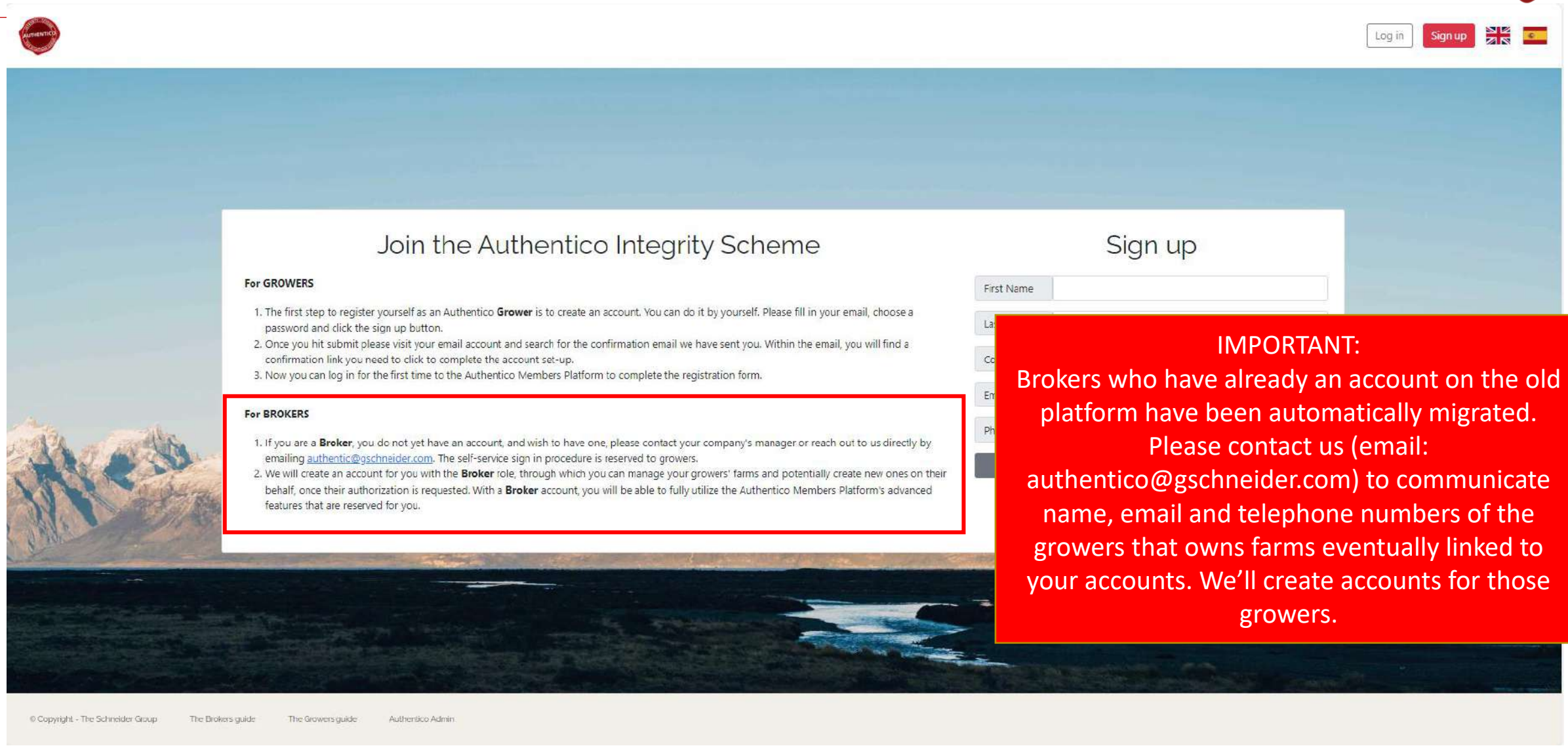
Profile Page
Account Settings Page
Contact Page
Farm Life Page
Useful Documents Page
Natural Fibre Connect Link

© 2023 The Schneider Group

Authentico Platform Access

© 2023 The Schneider Group

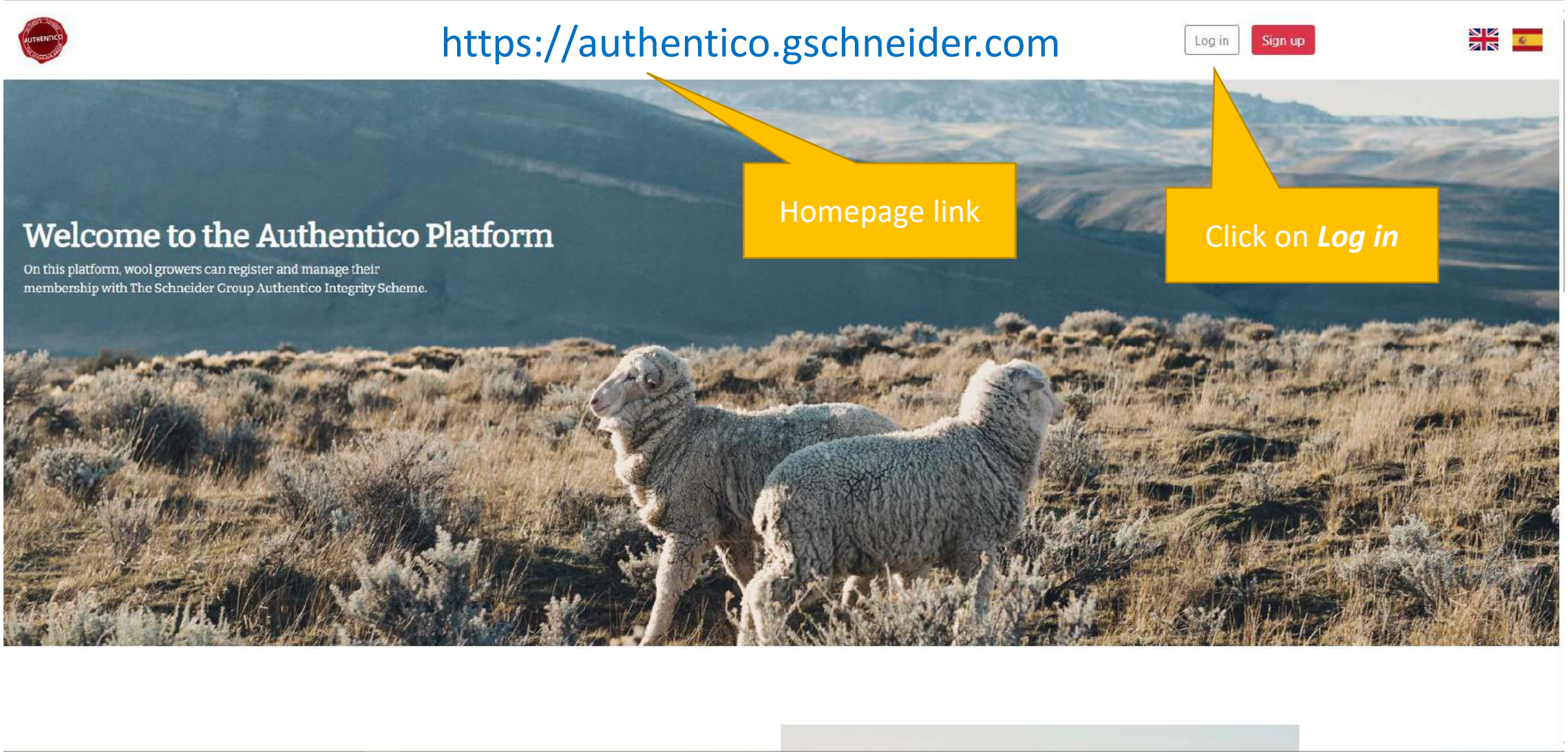
Sign up



IMPORTANT:
Brokers who have already an account on the old platform have been automatically migrated. Please contact us (email: authentico@gschneider.com) to communicate name, email and telephone numbers of the growers that owns farms eventually linked to your accounts. We'll create accounts for those growers.

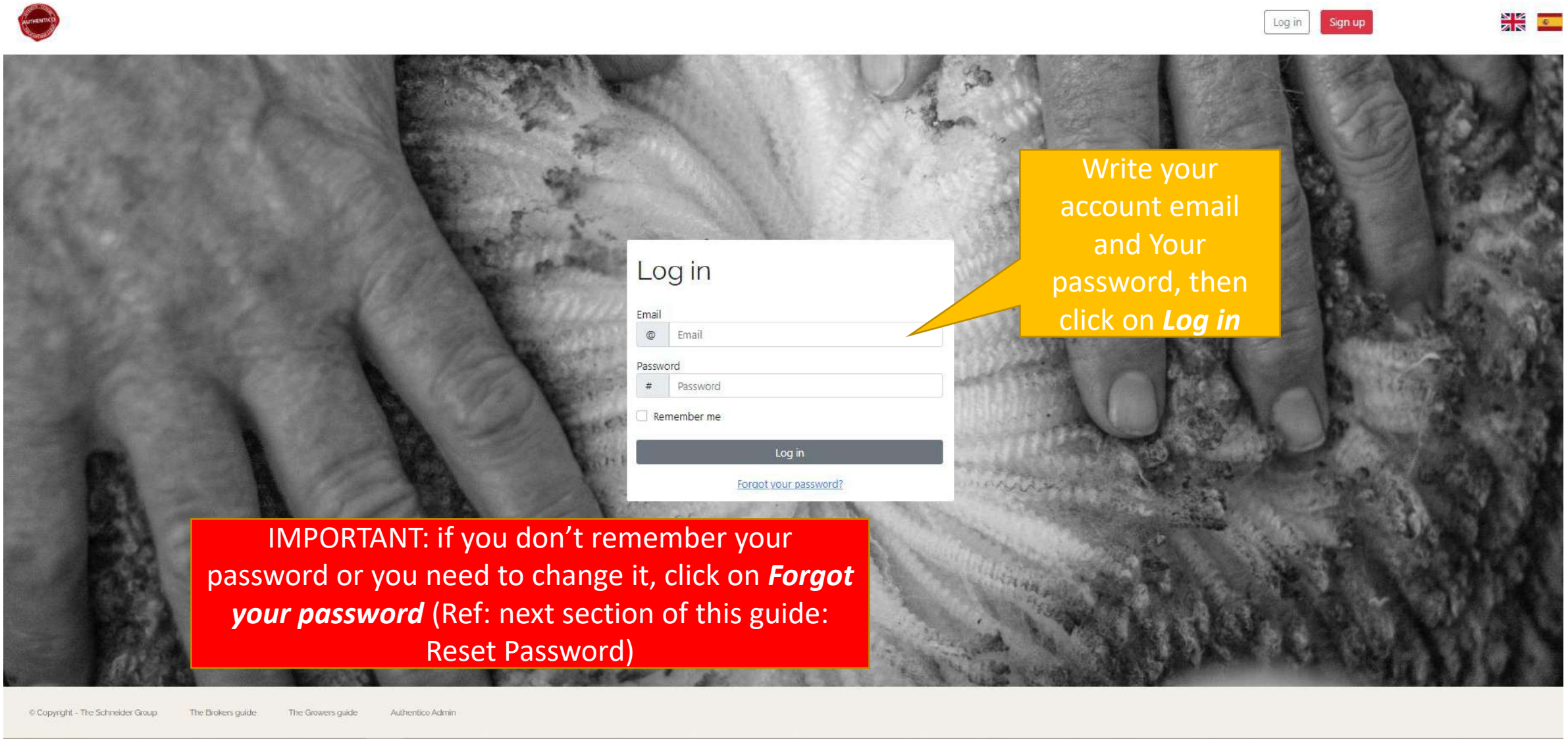
© 2023 The Schneider Group

Login (1/2)



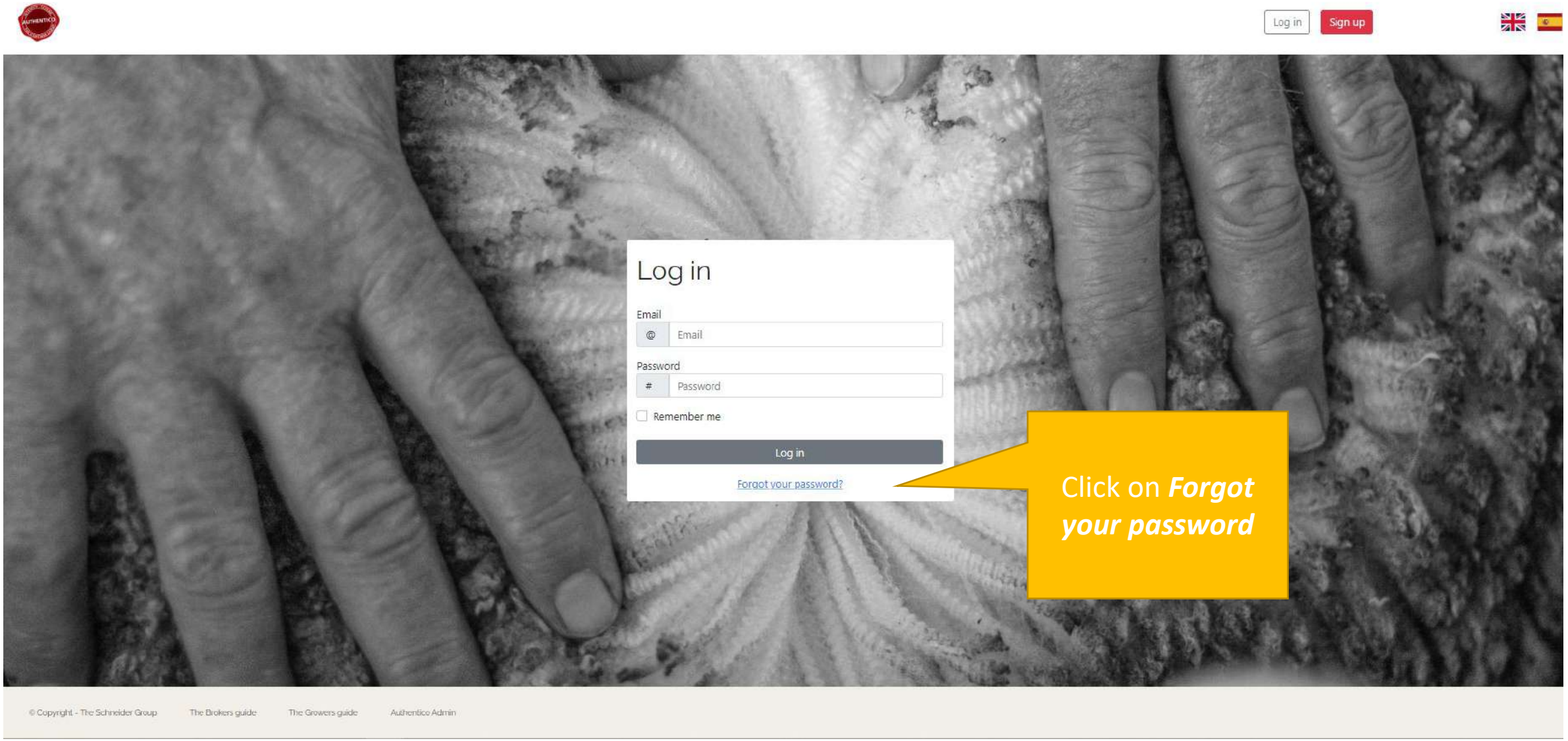
© 2023 The Schneider Group

Login (2/2)

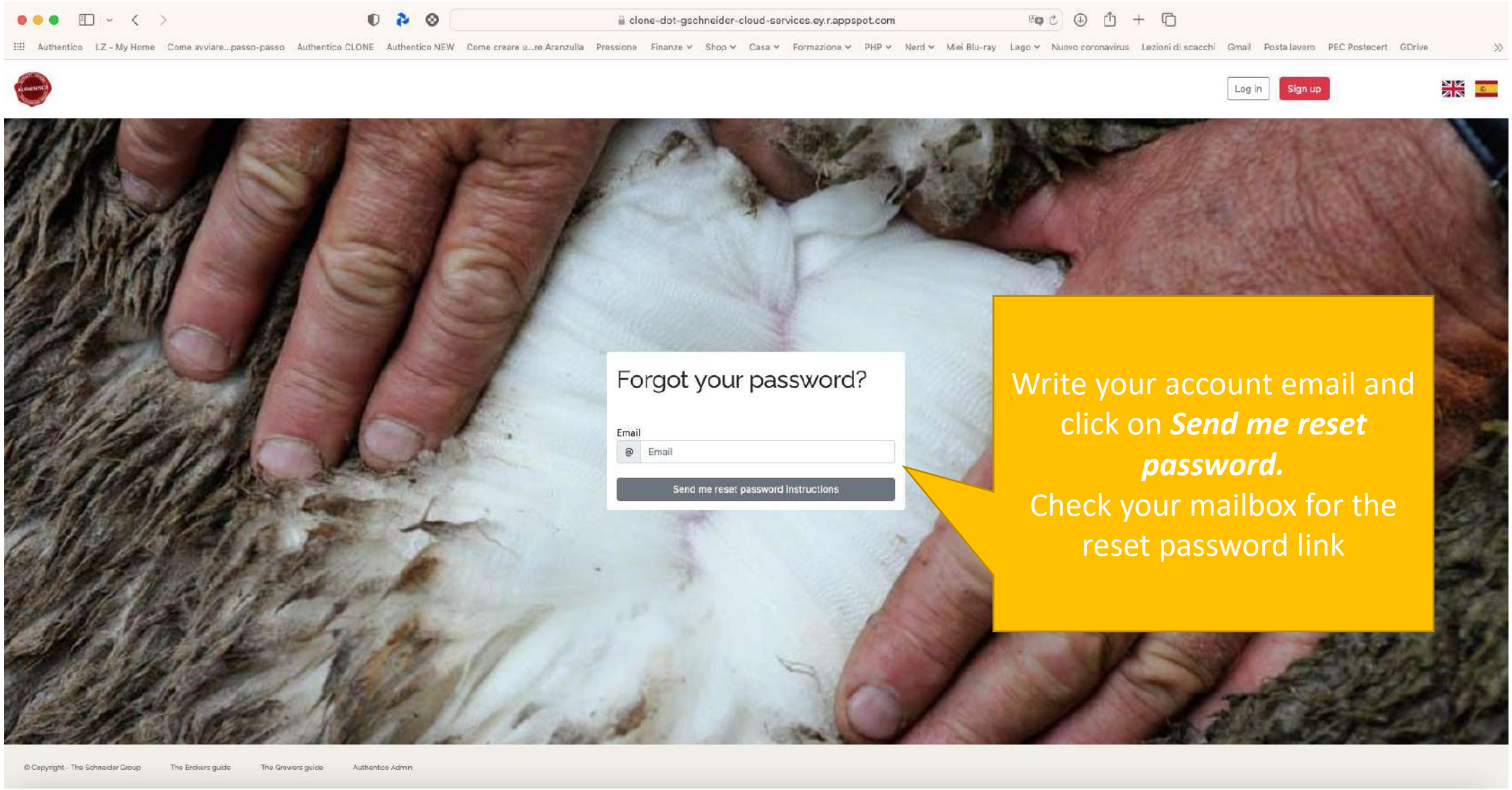


© 2023 The Schneider Group

Reset password (1/2)



Reset password (2/2)



Main Interface

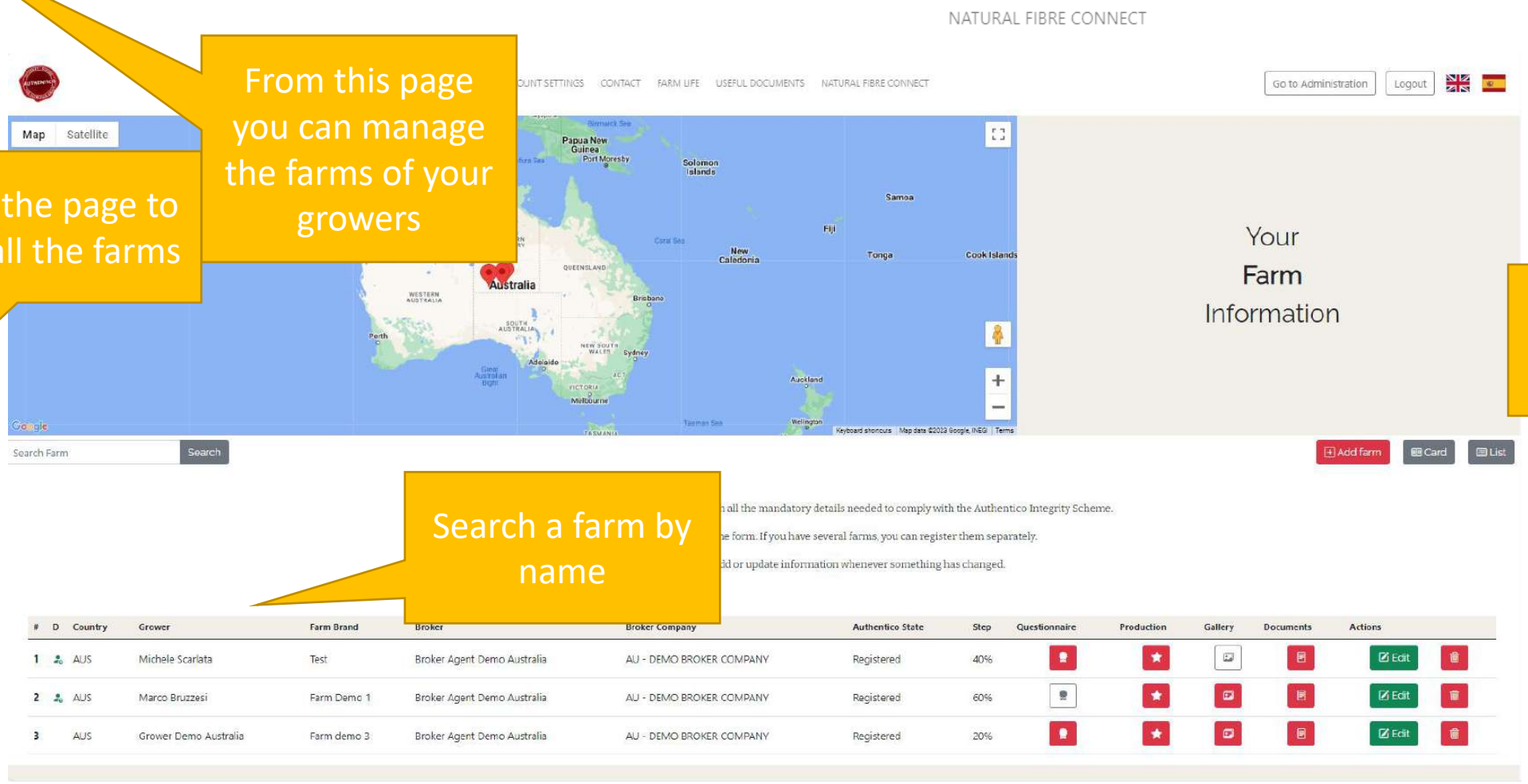
© 2023 The Schneider Group

Farms Page (1/4)

Main menu

From this page you can manage the farms of your growers

Scroll the page to view all the farms

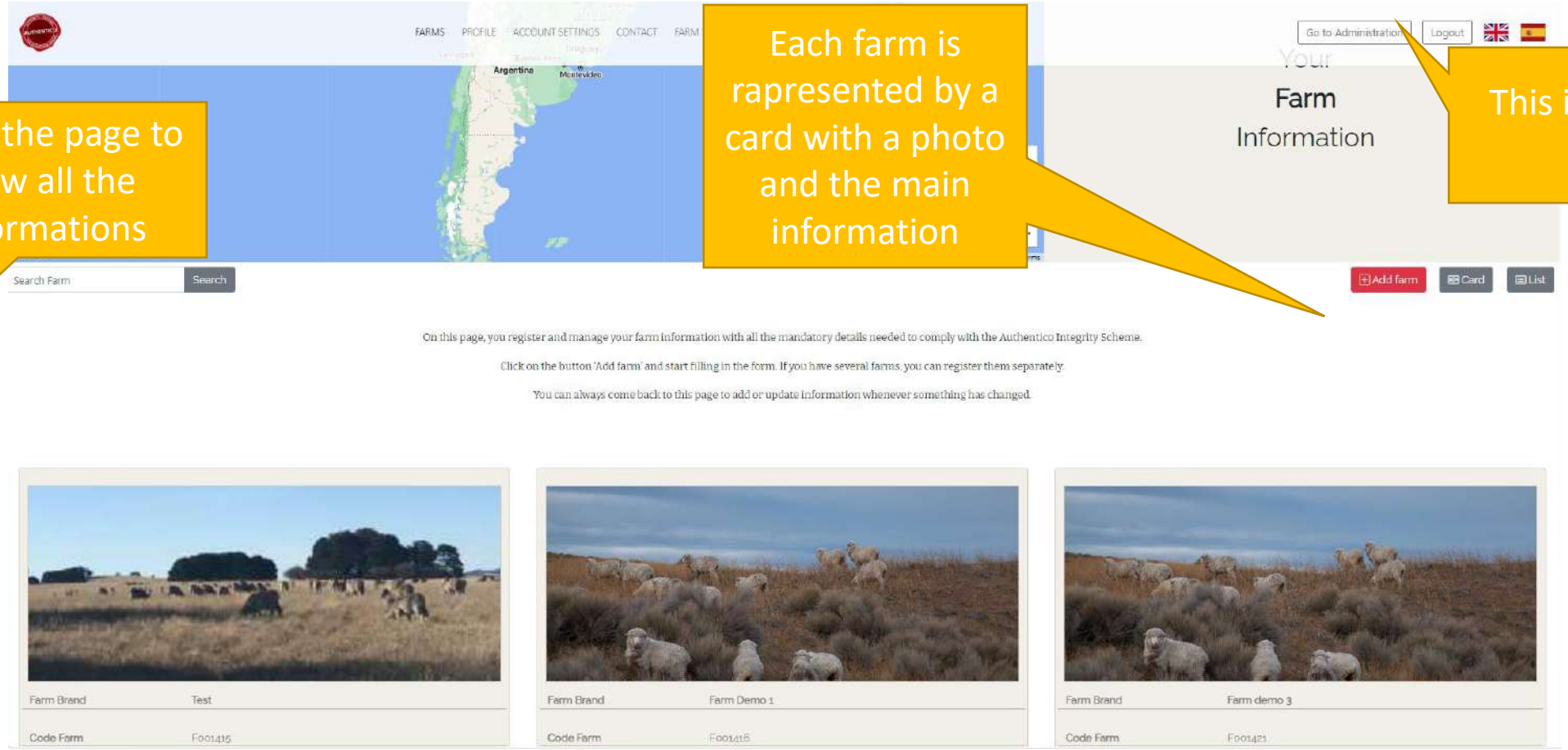


Search a farm by name

Farms list can be displayed in ***Card*** or ***List*** view

© 2023 The Schneider Group

Farms Page (2/4)



© 2023 The Schneider Group

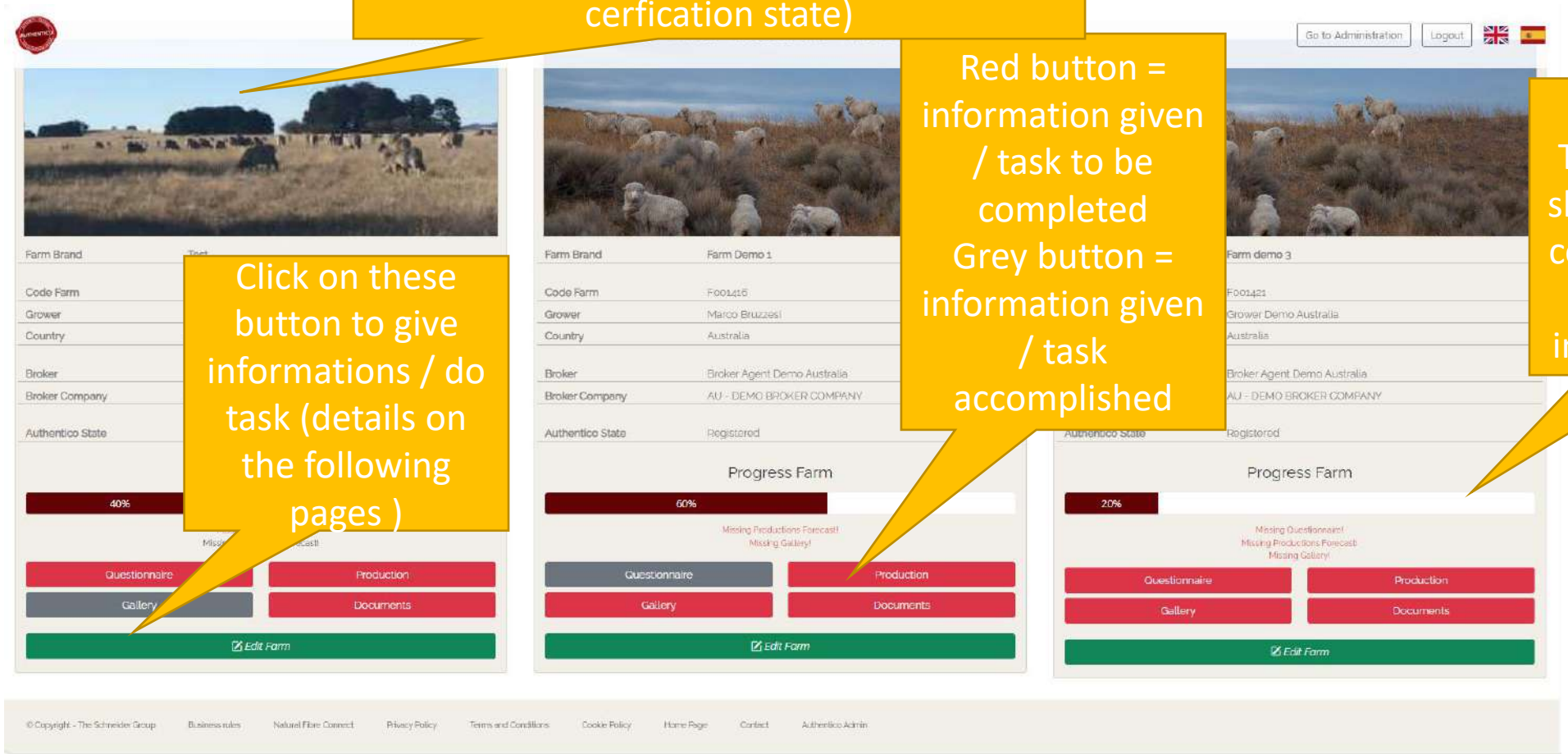
Farms Page (3/4)

Farms information (Brand, Grower, Broker agent, Broker company, Authentico cerfication state)

Red button = information given / task to be completed
Grey button = information given / task accomplished

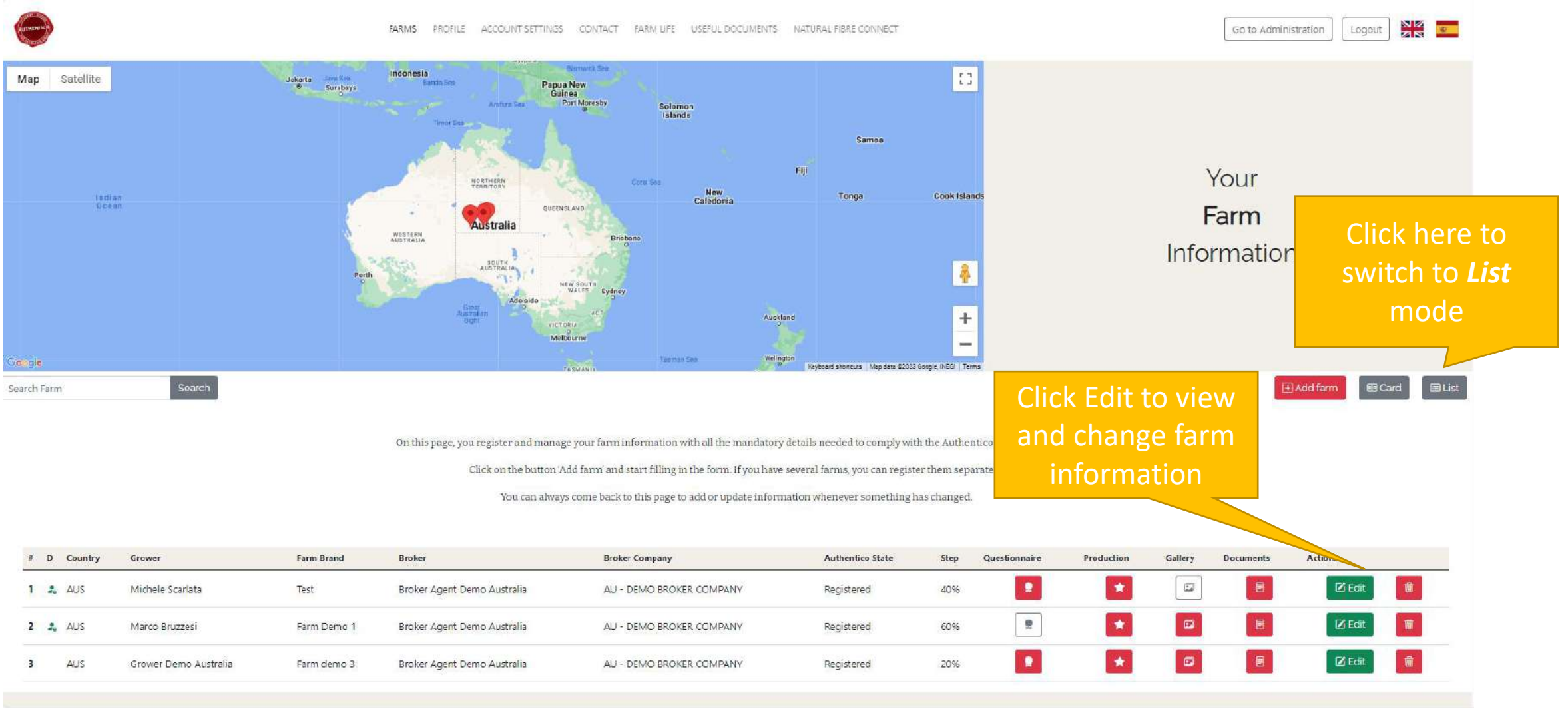
For each farm, The Progress bar shows the level of completion of the expected information/task.

Click on these button to give informations / do task (details on the following pages)



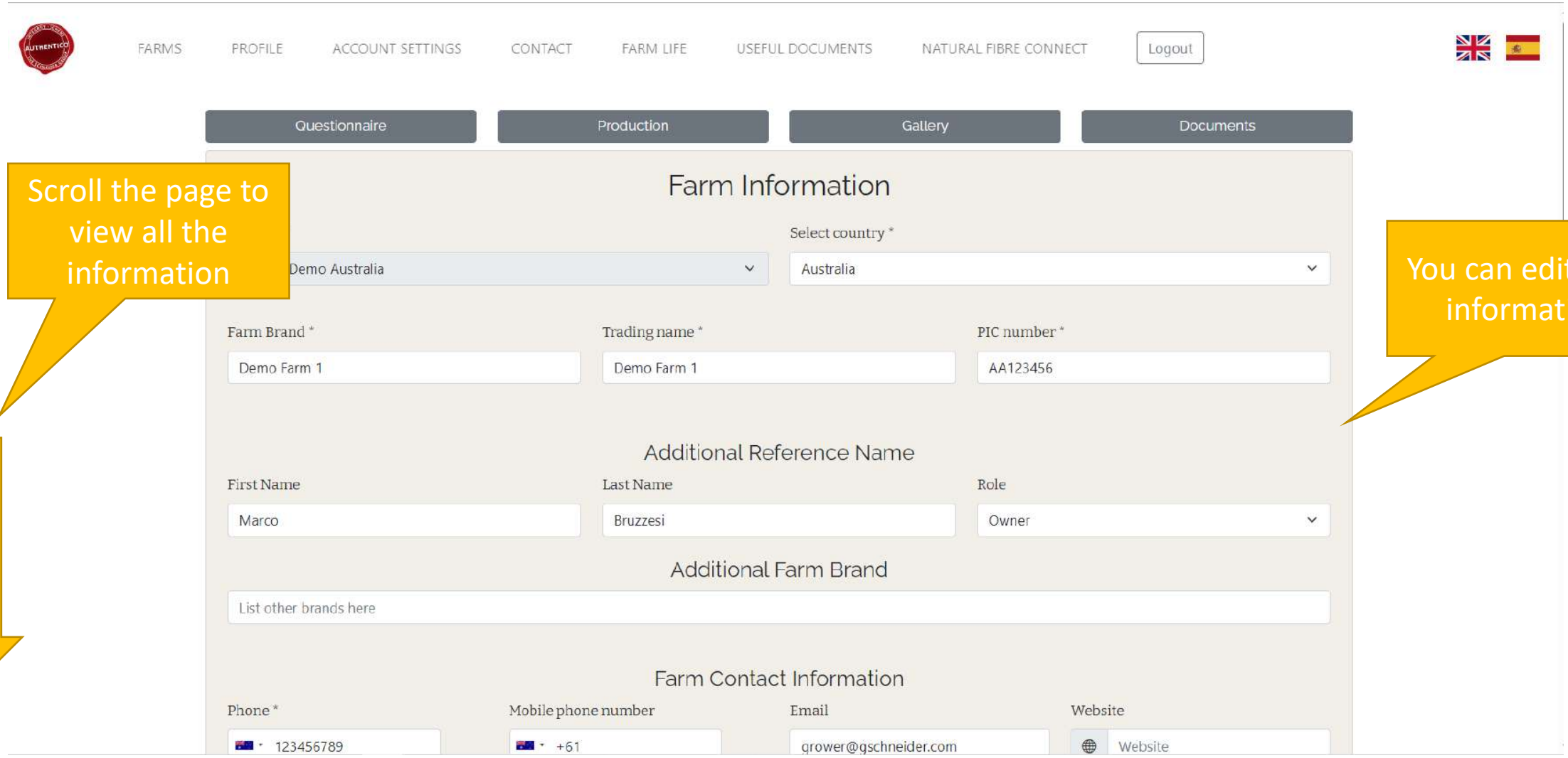
© 2023 The Schneider Group

Farms Page (4/4)



© 2023 The Schneider Group

Farm Information (1/3)

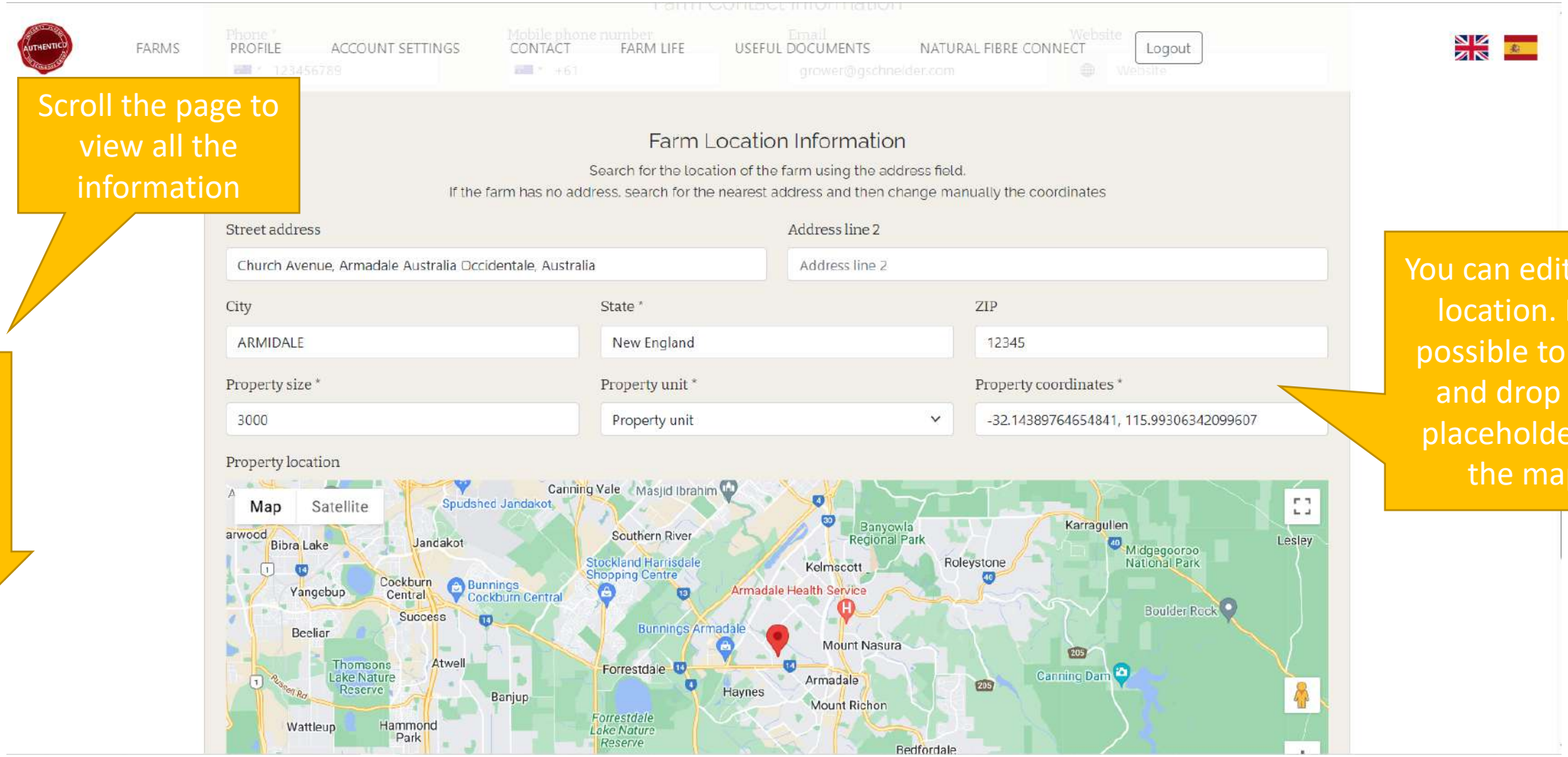


Scroll the page to view all the information

You can edit farm information

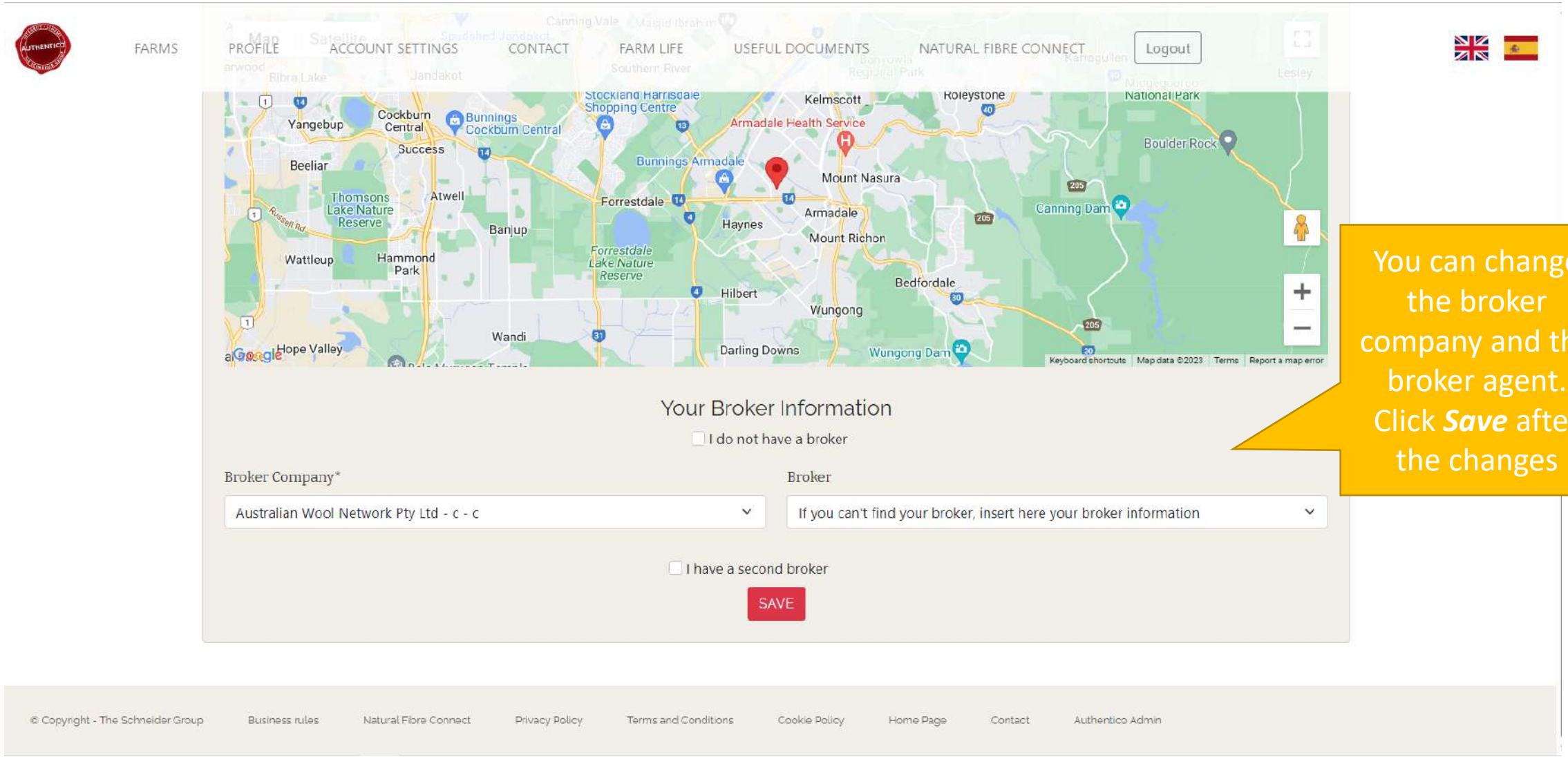
© 2023 The Schneider Group

Farm Information (2/3)



© 2023 The Schneider Group

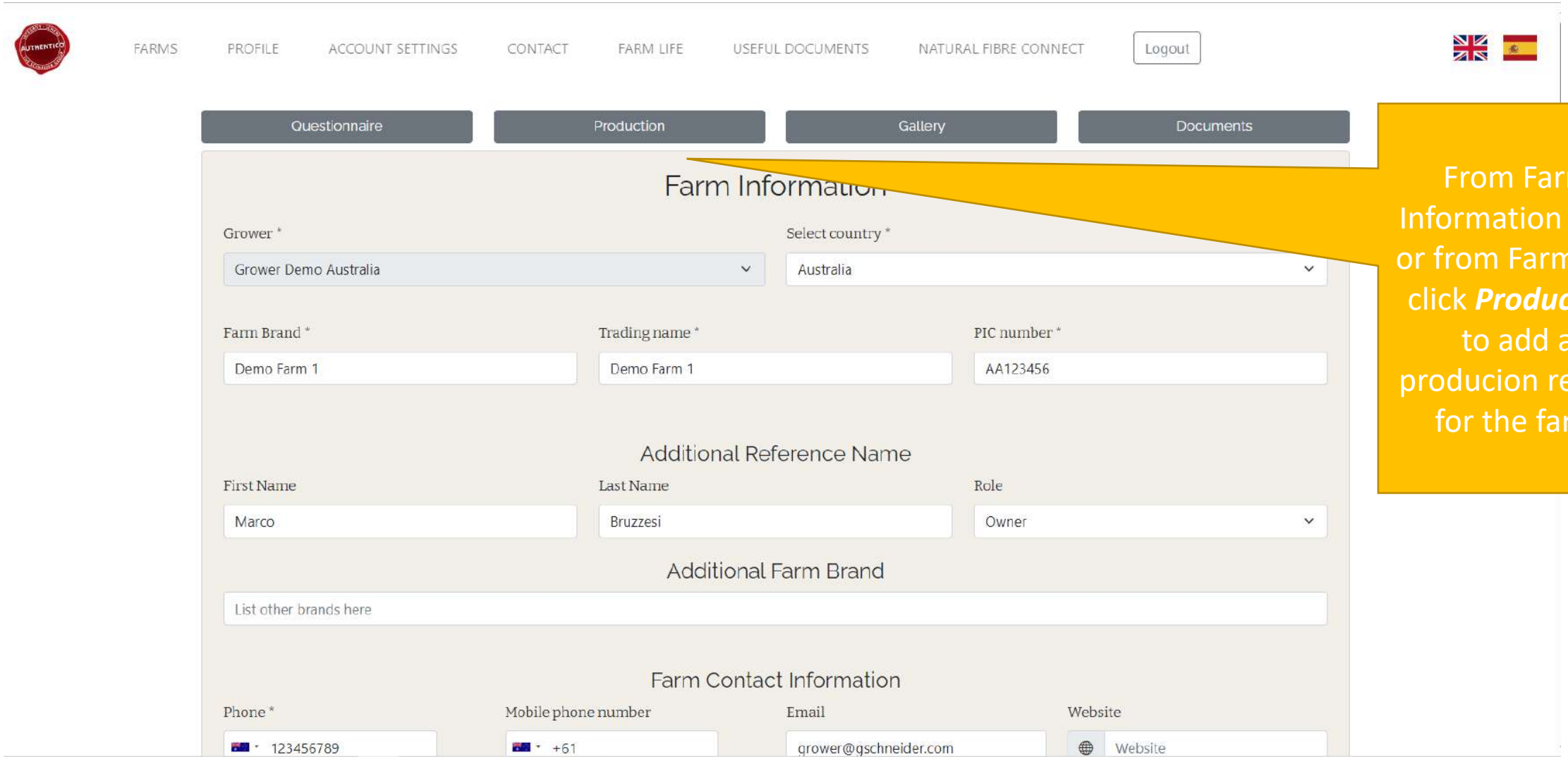
Farm Information (3/3)



You can change the broker company and the broker agent. Click ***Save*** after the changes

© 2023 The Schneider Group

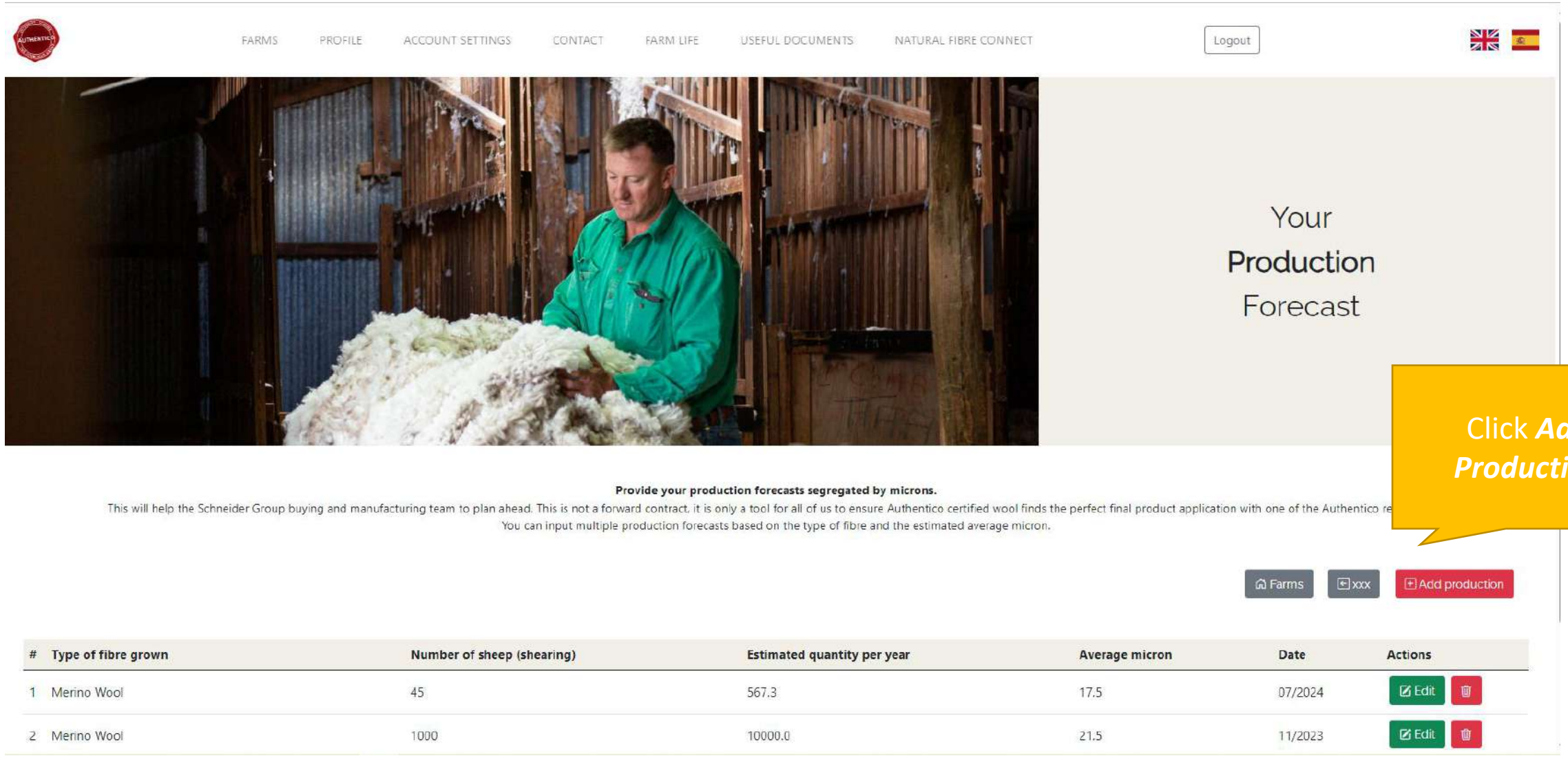
Read Production Data (1/2)



From Farm Information page or from Farm List, click ***Production*** to add a producion record for the farm

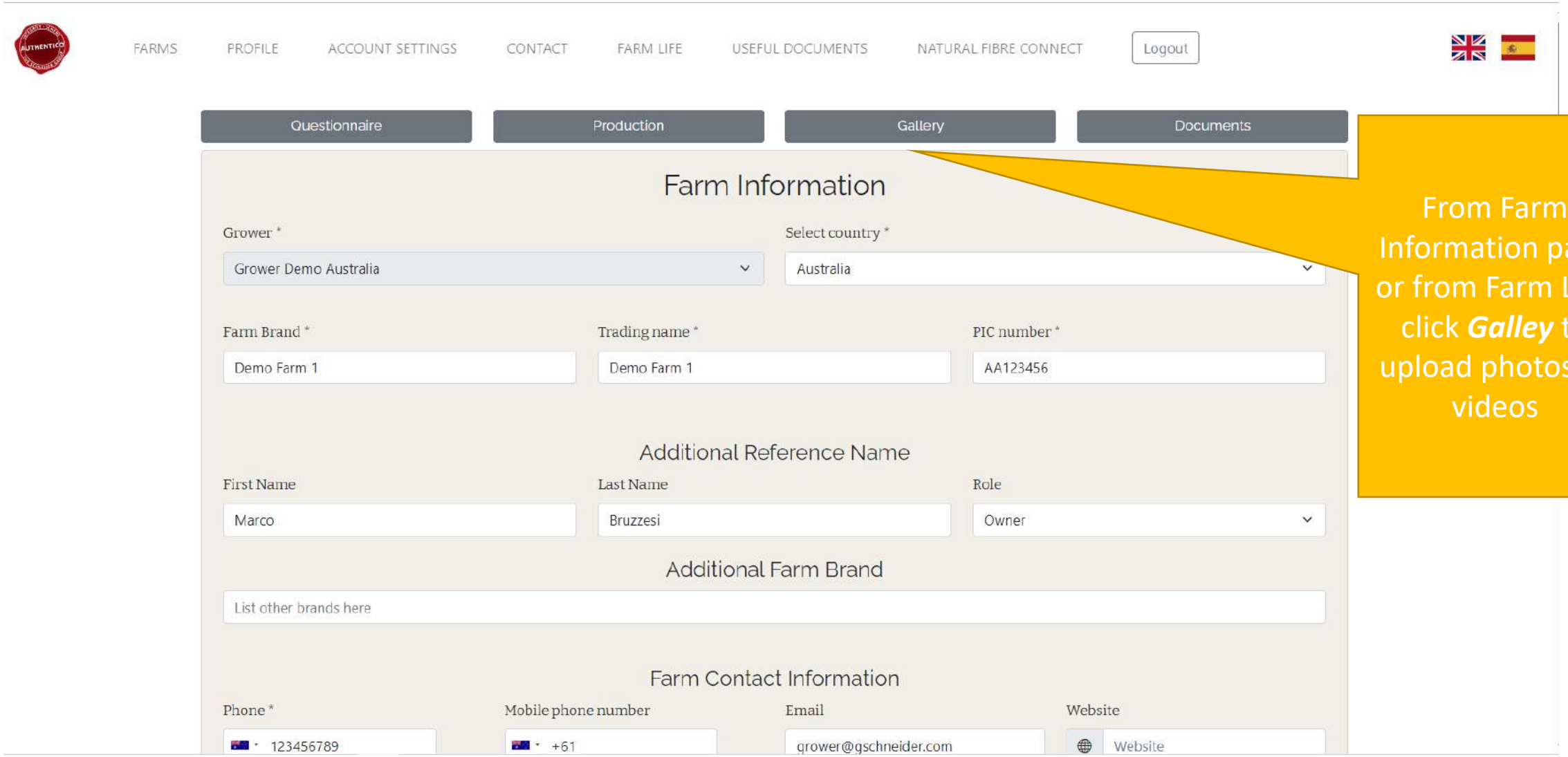
© 2023 The Schneider Group

Read Production Data (2/2)



© 2023 The Schneider Group

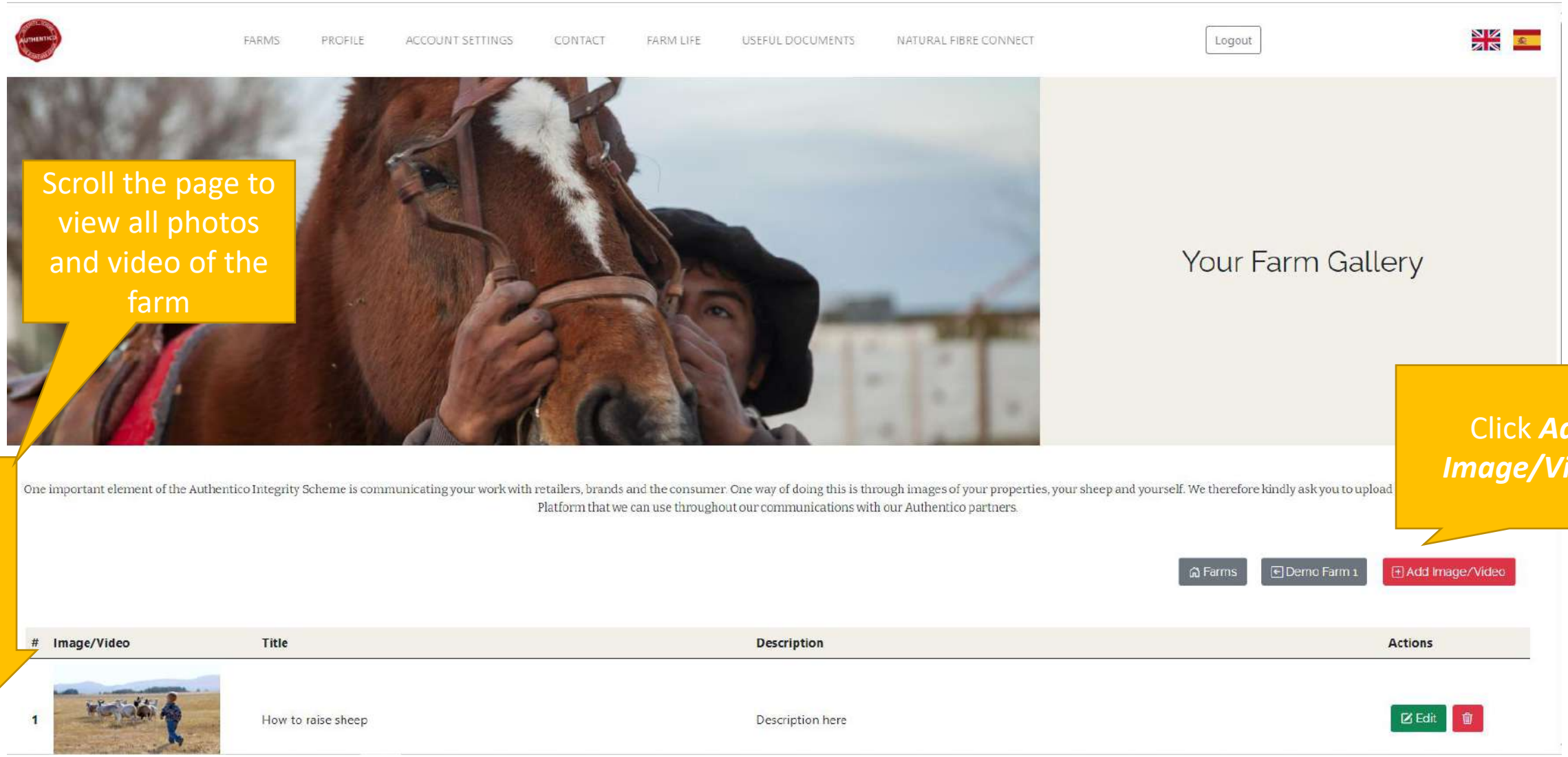
Watch Photos and Videos (1/3)



From Farm Information page or from Farm List, click ***Galley*** to upload photos or videos

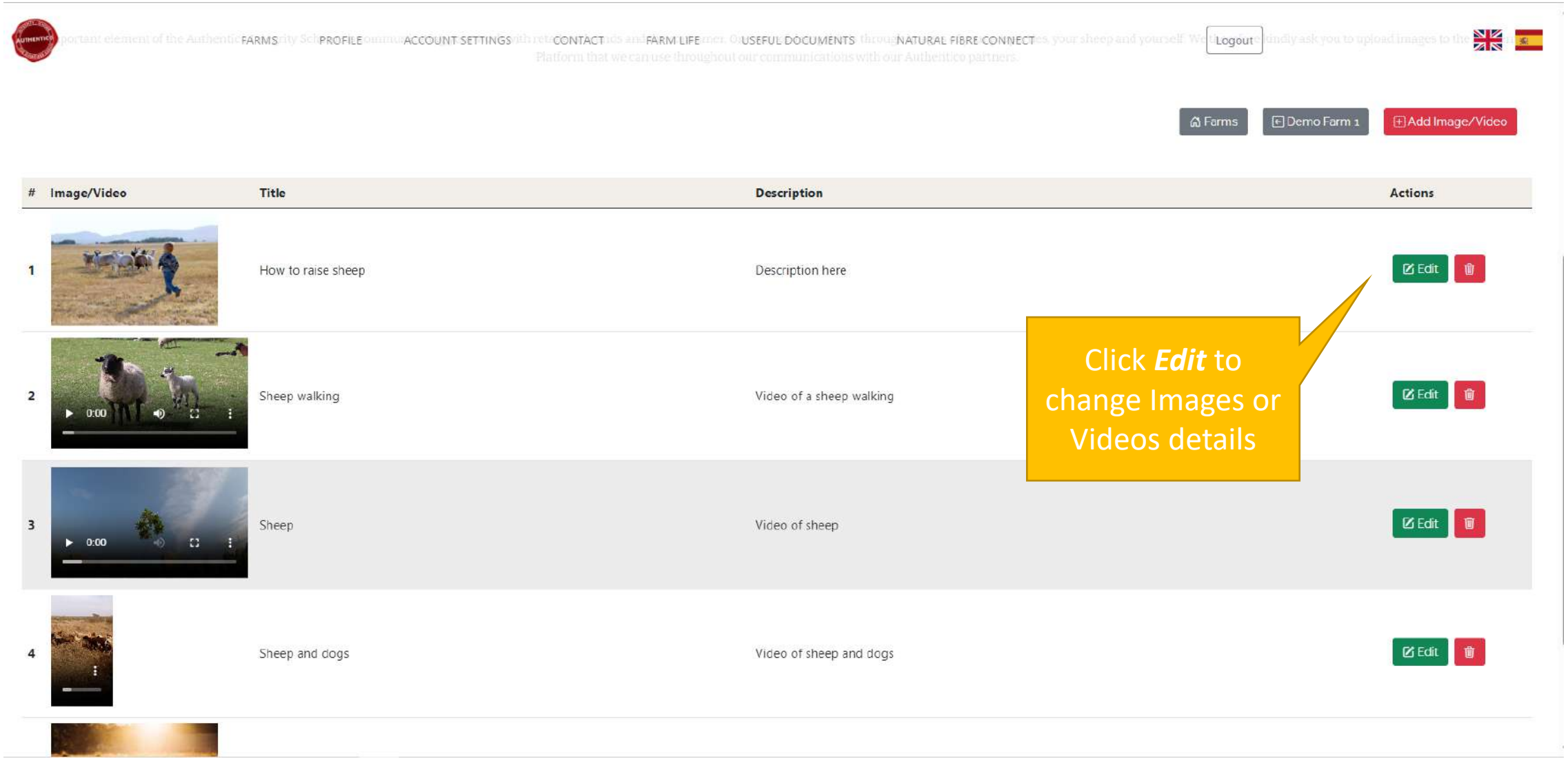
© 2023 The Schneider Group

Watch Photos and Videos (2/3)



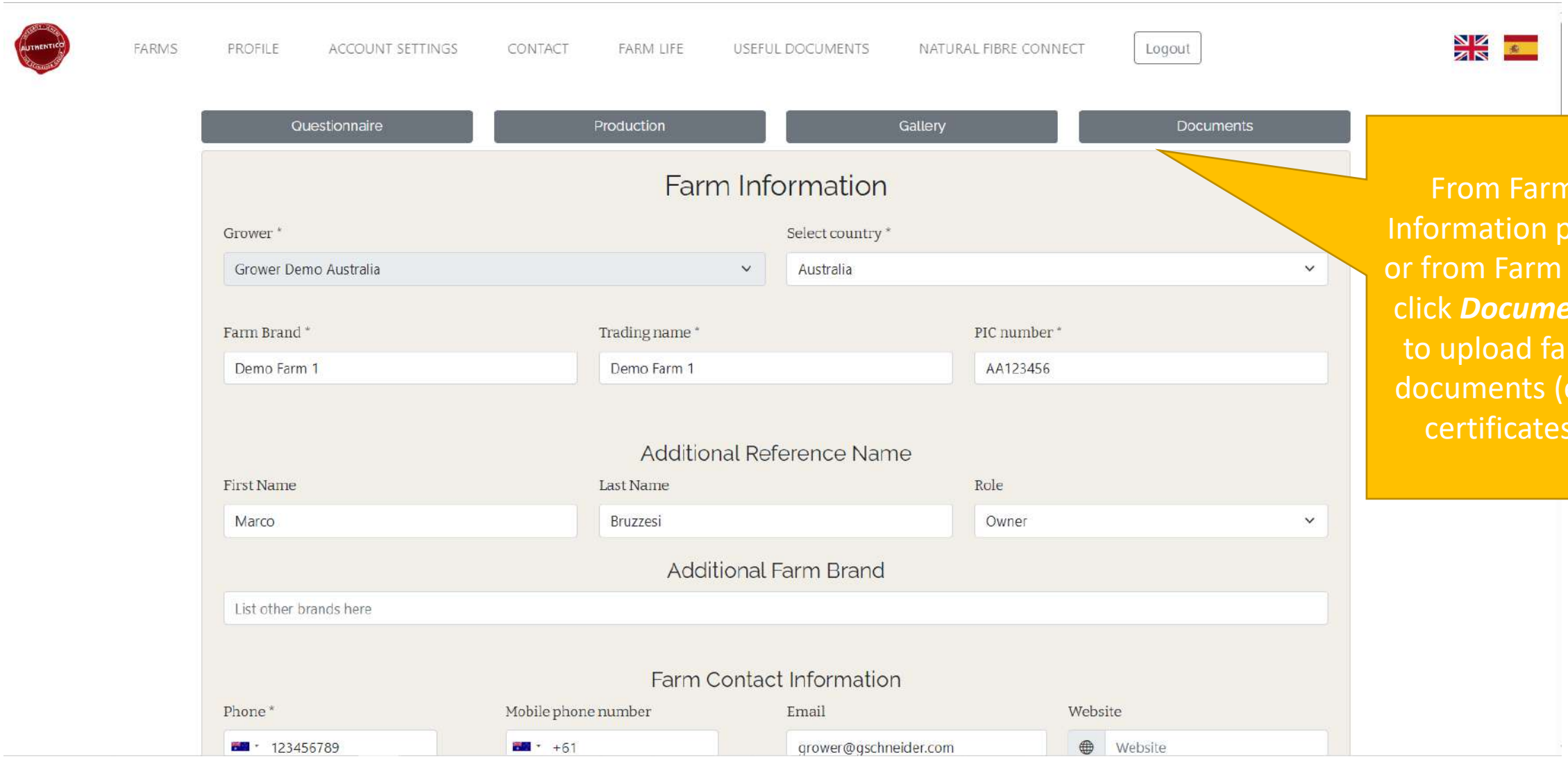
© 2023 The Schneider Group

Watch Photos and Videos (3/3)



© 2023 The Schneider Group

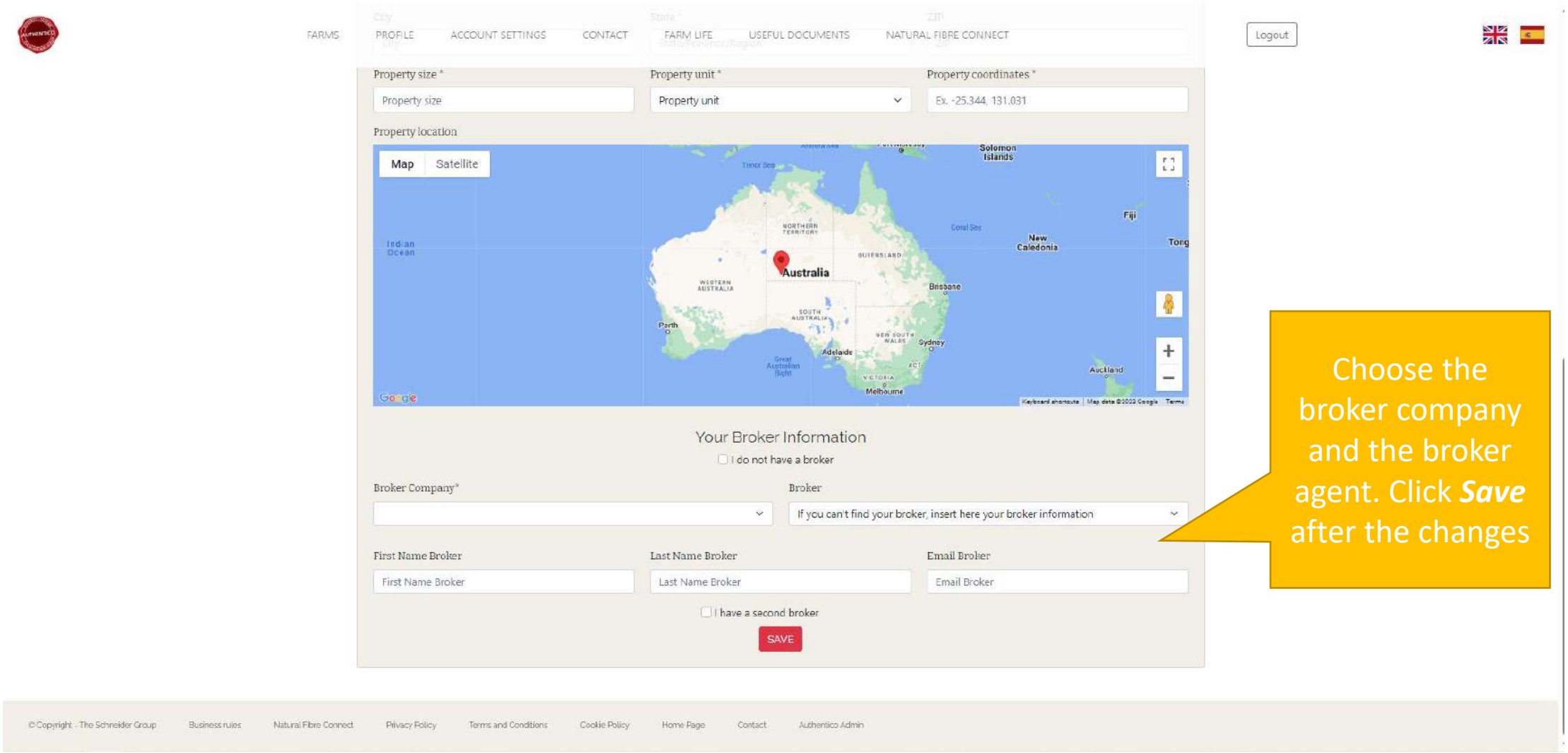
Read Documents (1/2)



From Farm Information page or from Farm List, click ***Documents*** to upload farm documents (e.g. certificates)

© 2023 The Schneider Group

Add a new Farm (5/5)



© 2023 The Schneider Group

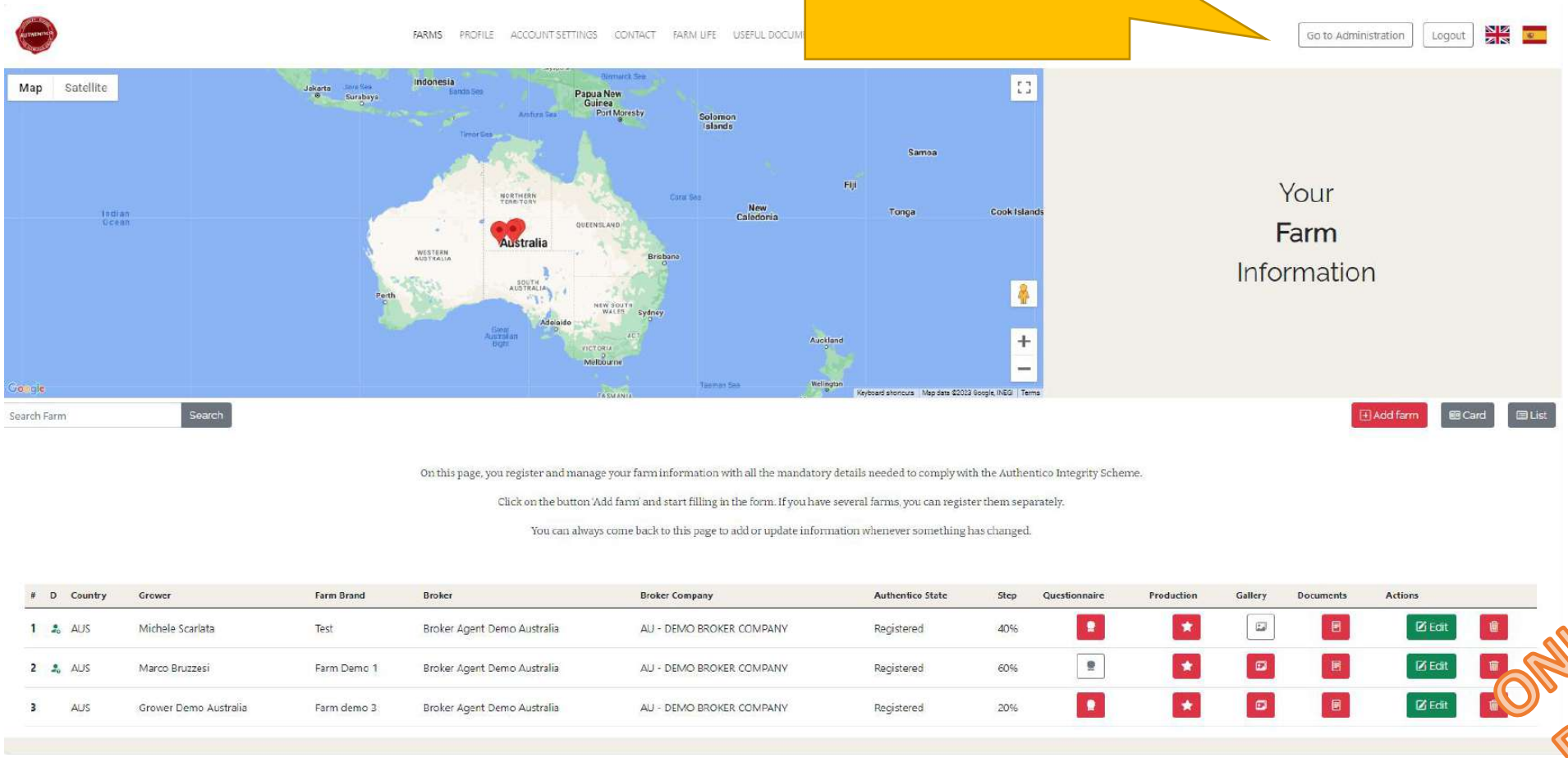
Administrative Interface

ONLY FOR BROKERS

© 2023 The Schneider Group

Home – Dashboard (1/2)

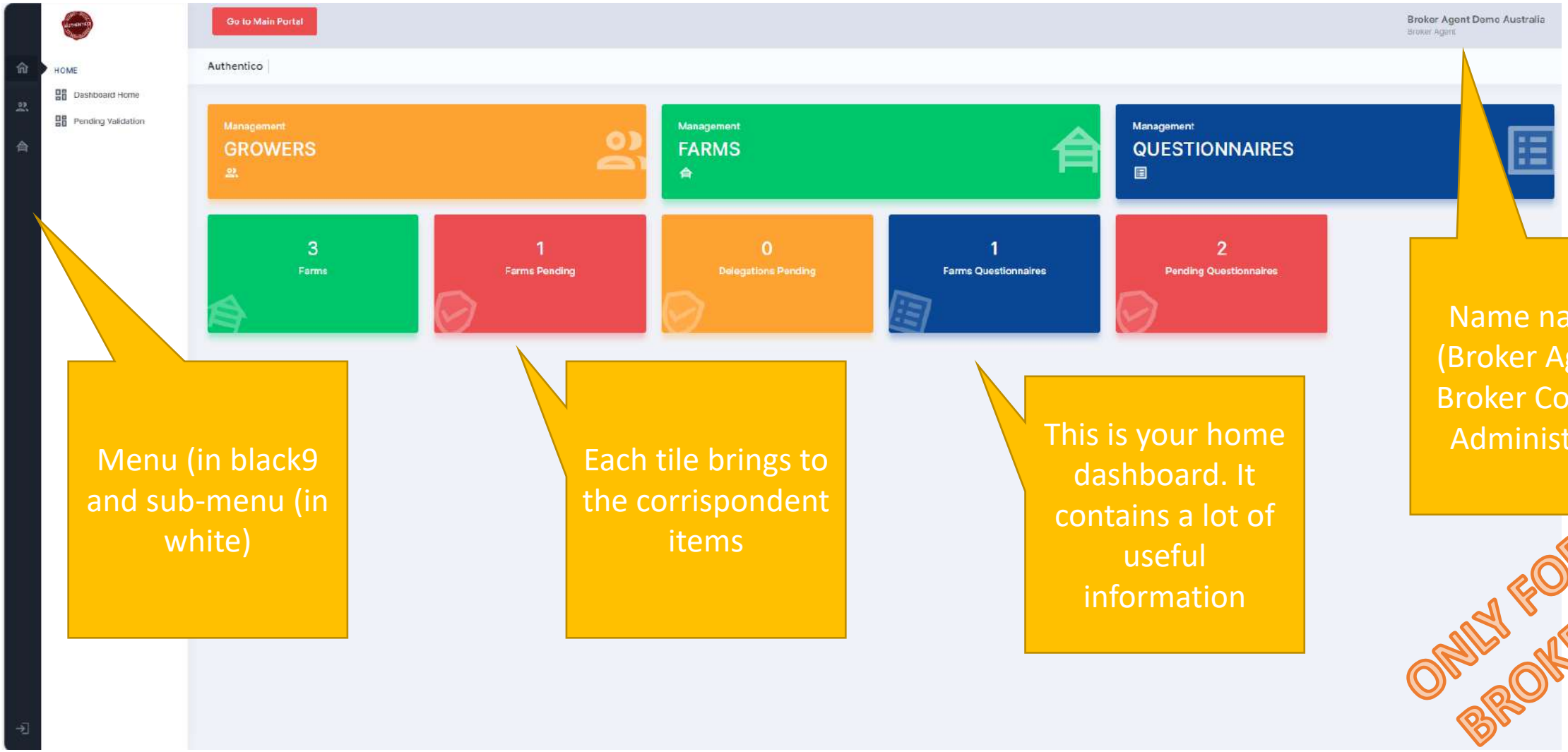
Click on ***Go to Administration***



ONLY FOR BROKERS

© 2023 The Schneider Group

Home – Dashboard (2/2)



Menu (in black9 and sub-menu (in white)

Each tile brings to the corrispondent items

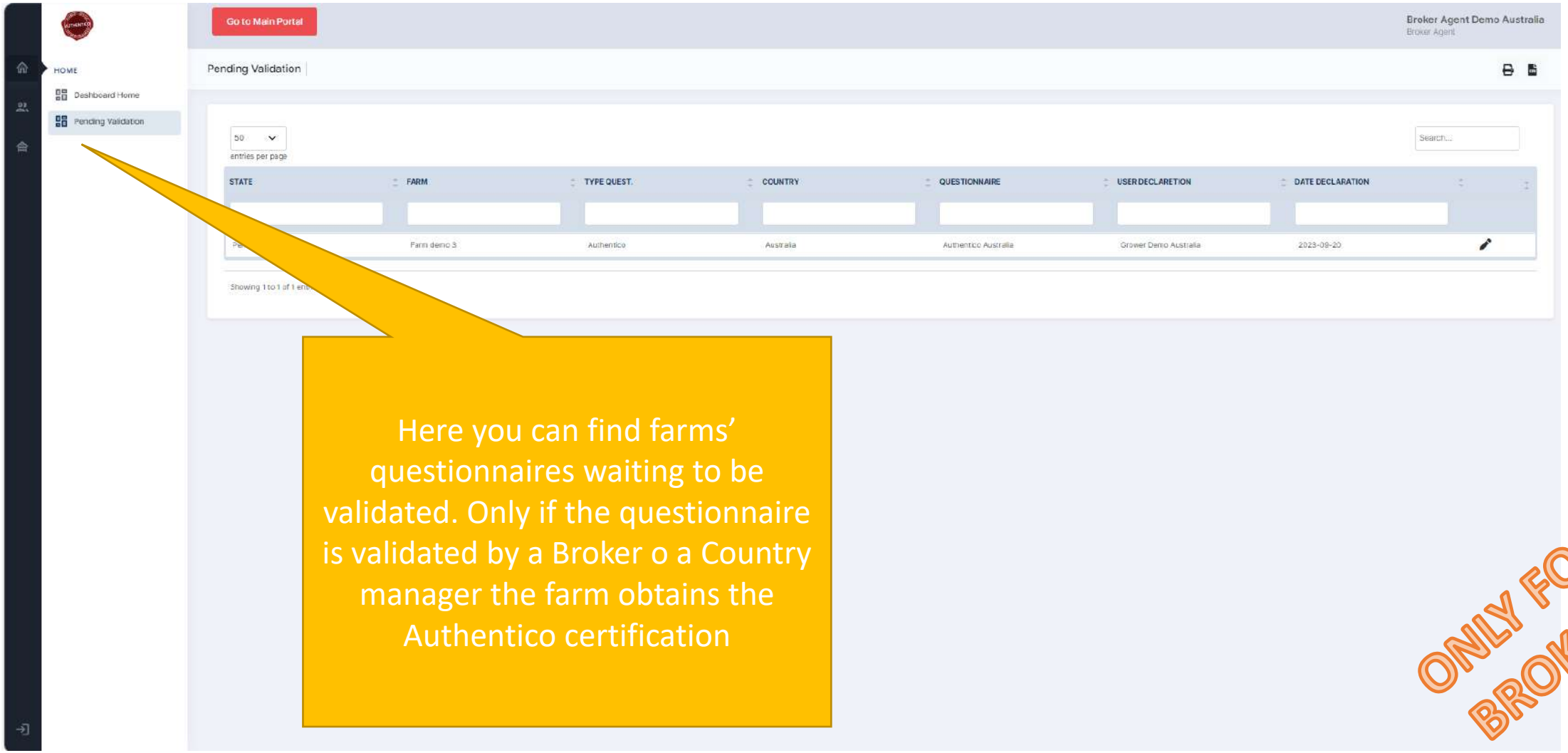
This is your home dashboard. It contains a lot of useful information

Name nad role (Broker Agent or Broker Company Administrator)

ONLY FOR BROKERS

© 2023 The Schneider Group

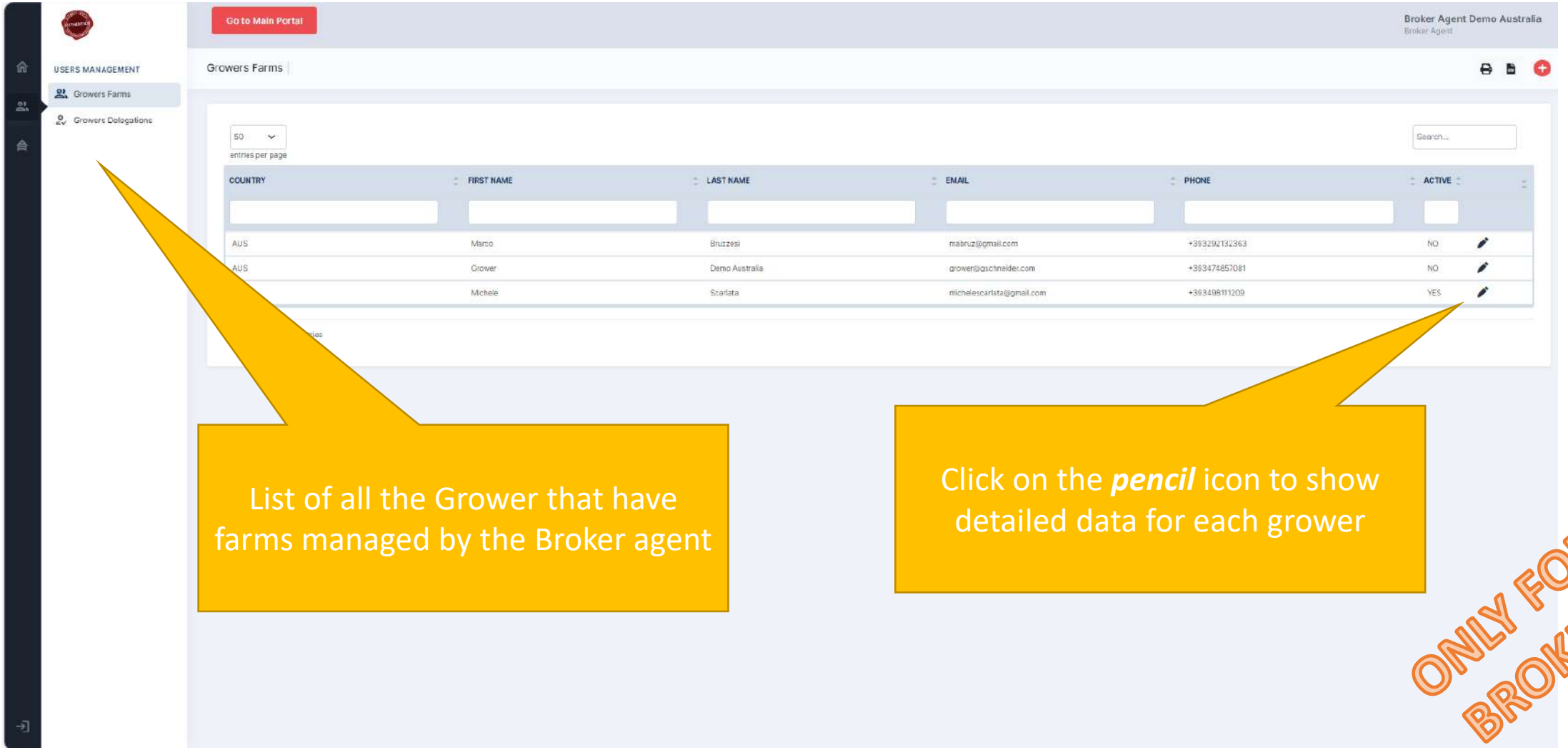
Home – Pending Validation



ONLY FOR BROKERS

© 2023 The Schneider Group

Users Management – Growers Farms



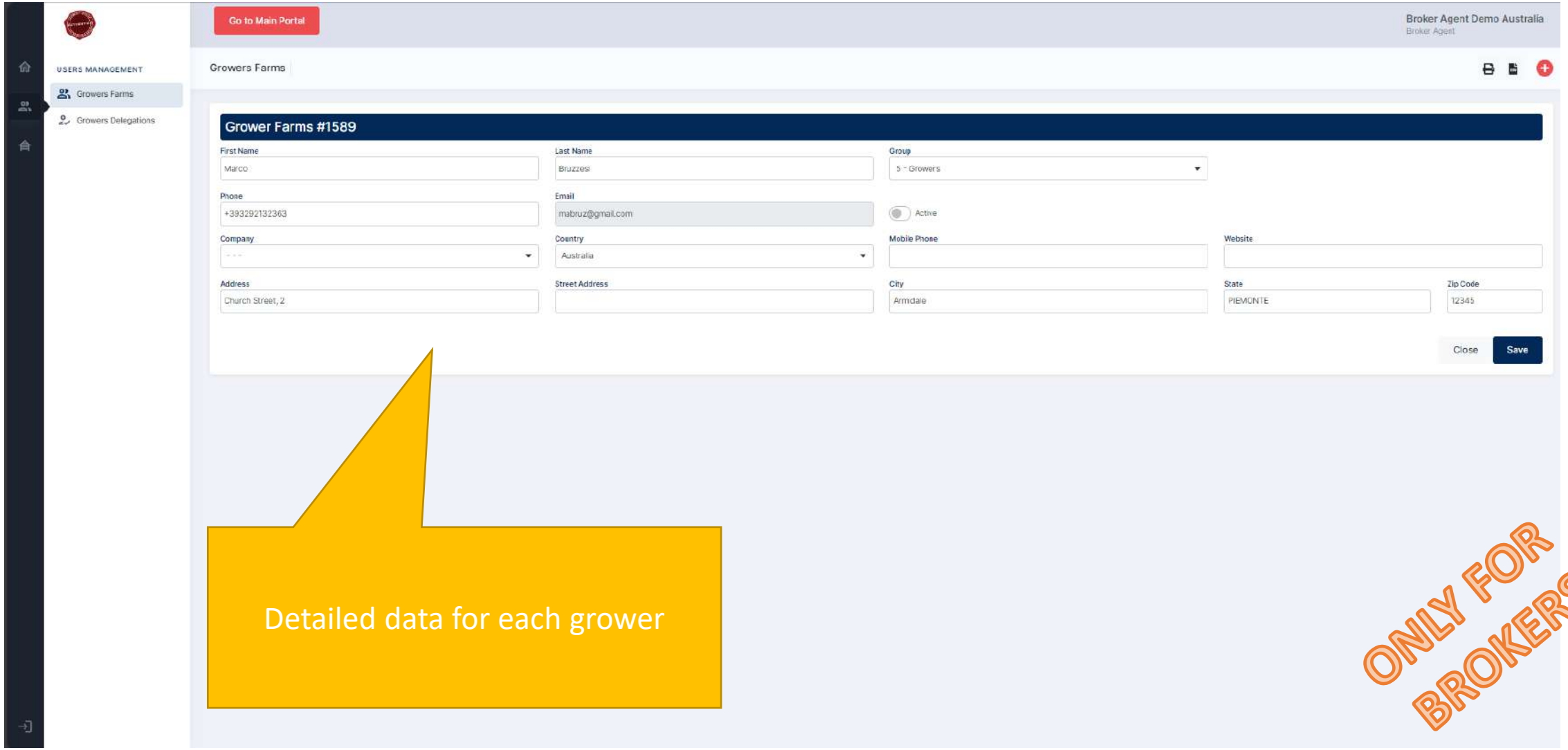
List of all the Grower that have farms managed by the Broker agent

Click on the ***pencil*** icon to show detailed data for each grower

ONLY FOR BROKERS

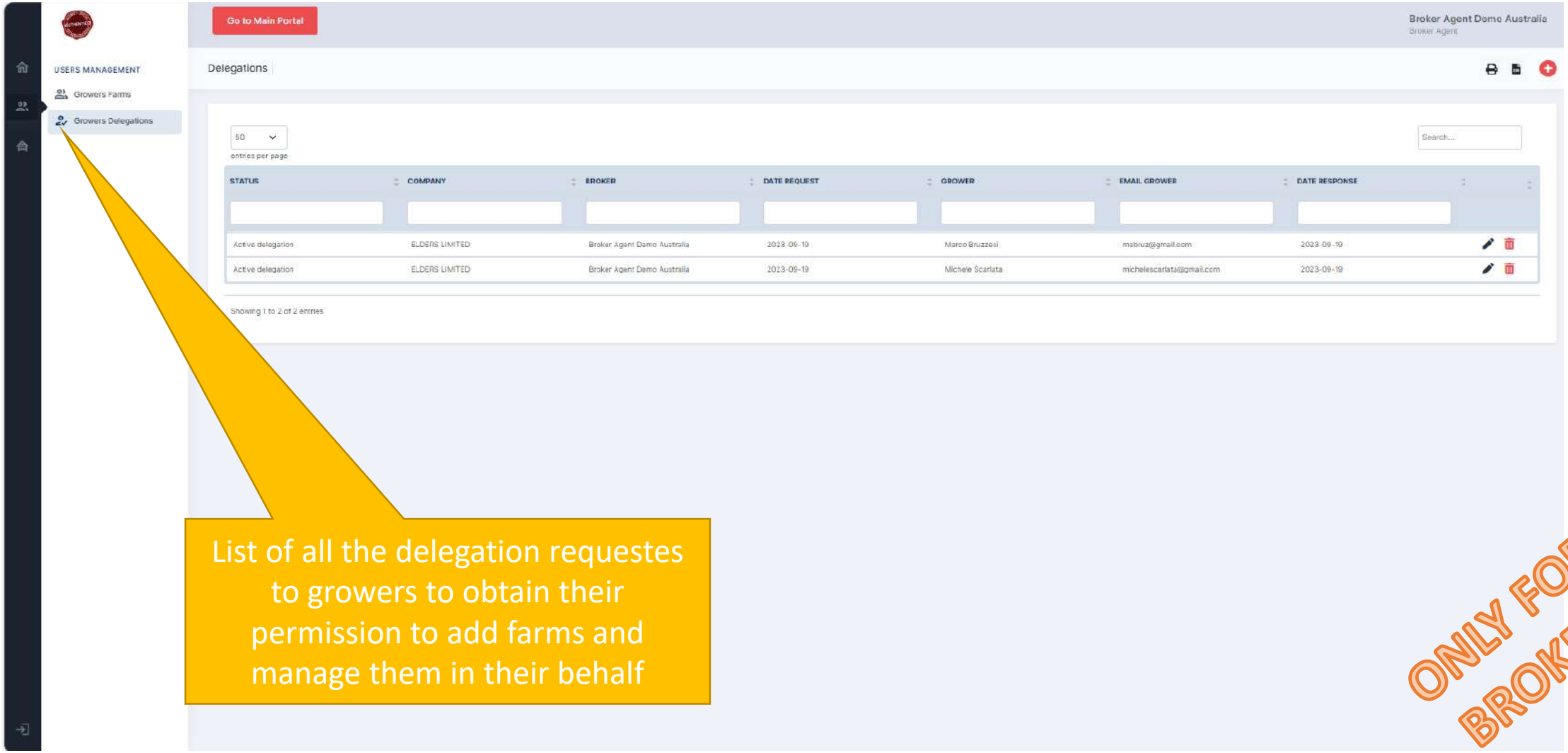
© 2023 The Schneider Group

Users Management – Growers Farms – Grower Data



© 2023 The Schneider Group

Users Management – Growers Delegations

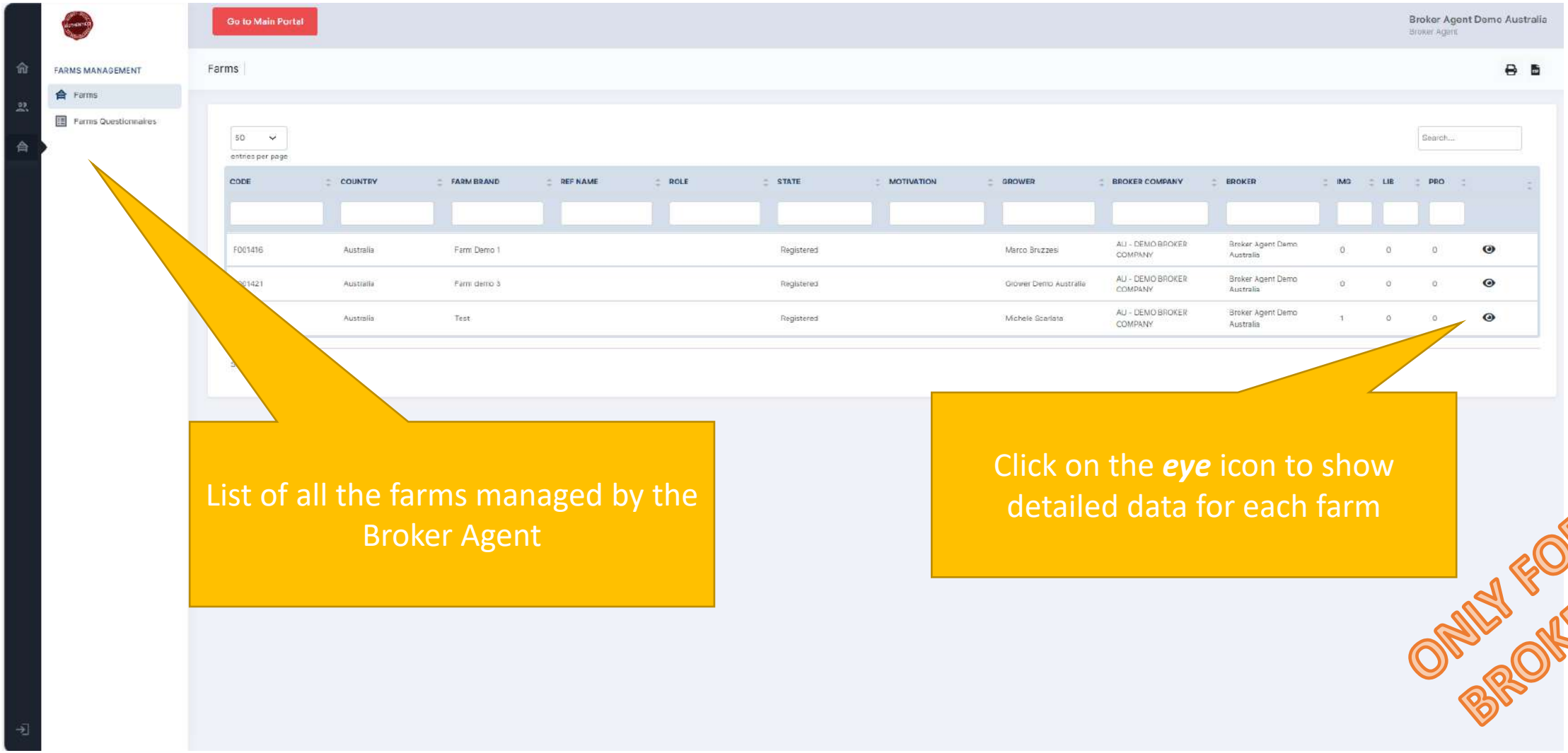


List of all the delegation requestes to growers to obtain their permission to add farms and manage them in their behalf

ONLY FOR BROKERS

© 2023 The Schneider Group

Farms Management - Farms



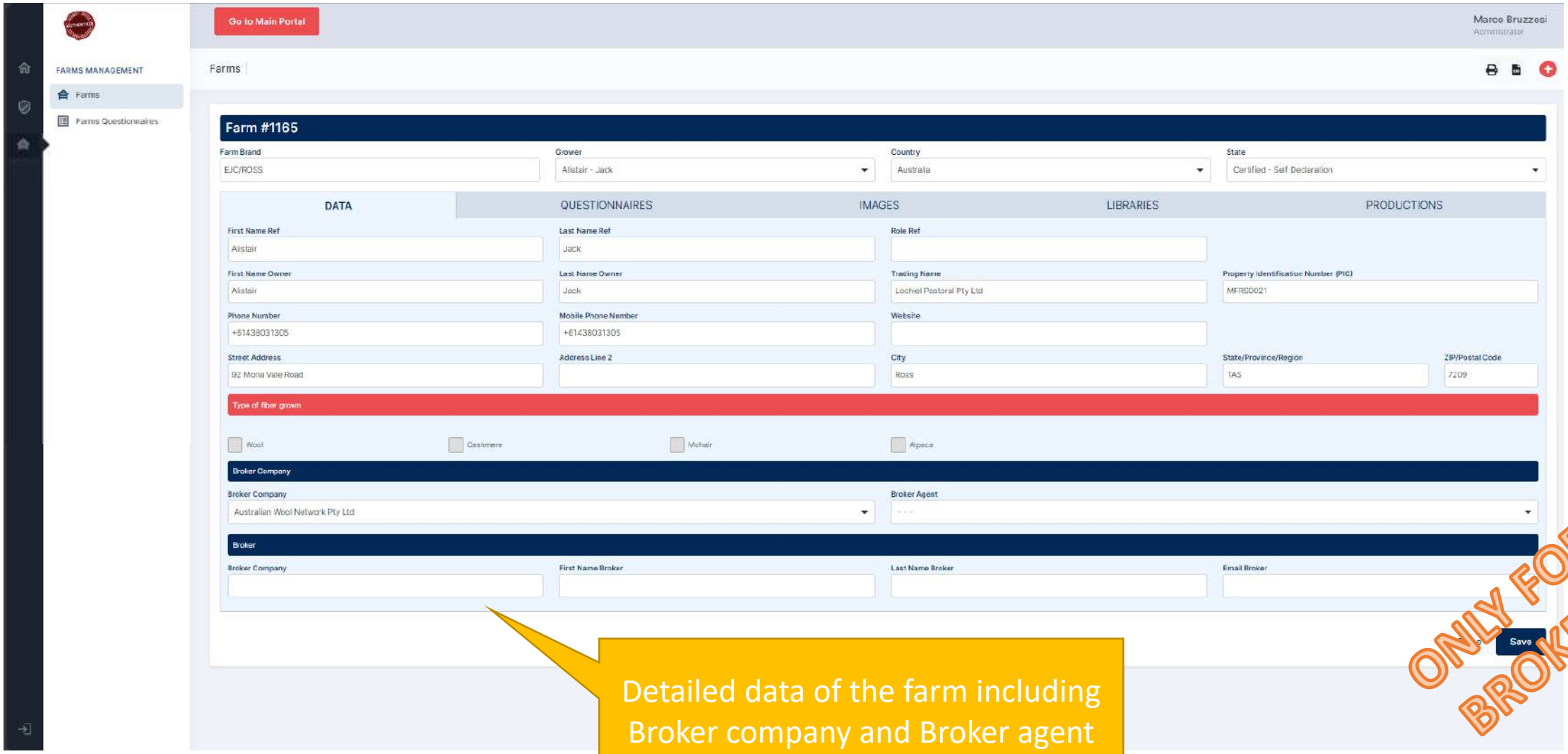
List of all the farms managed by the Broker Agent

Click on the ***eye*** icon to show detailed data for each farm

ONLY FOR BROKERS

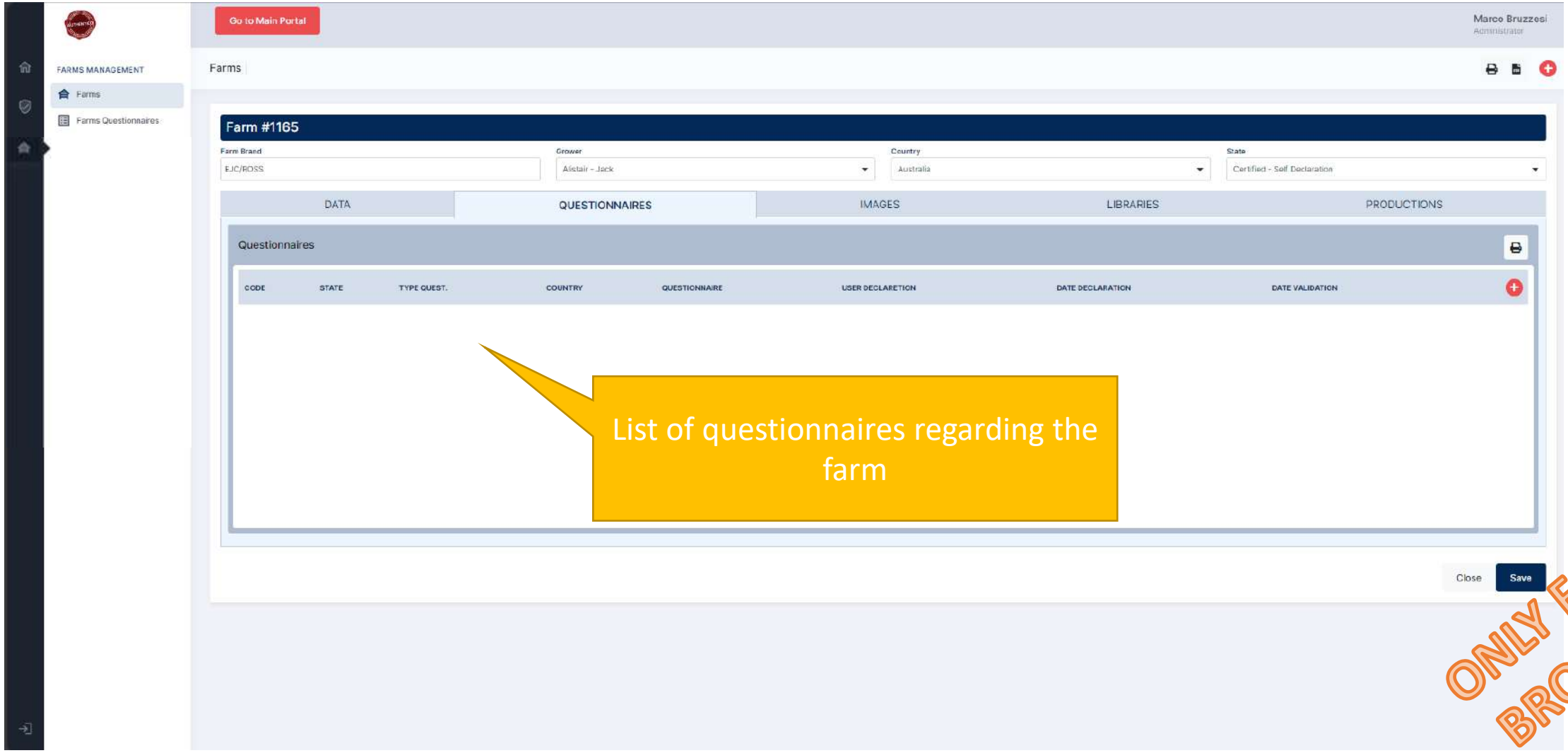
© 2023 The Schneider Group

Farms Management – Farms - Data



© 2023 The Schneider Group

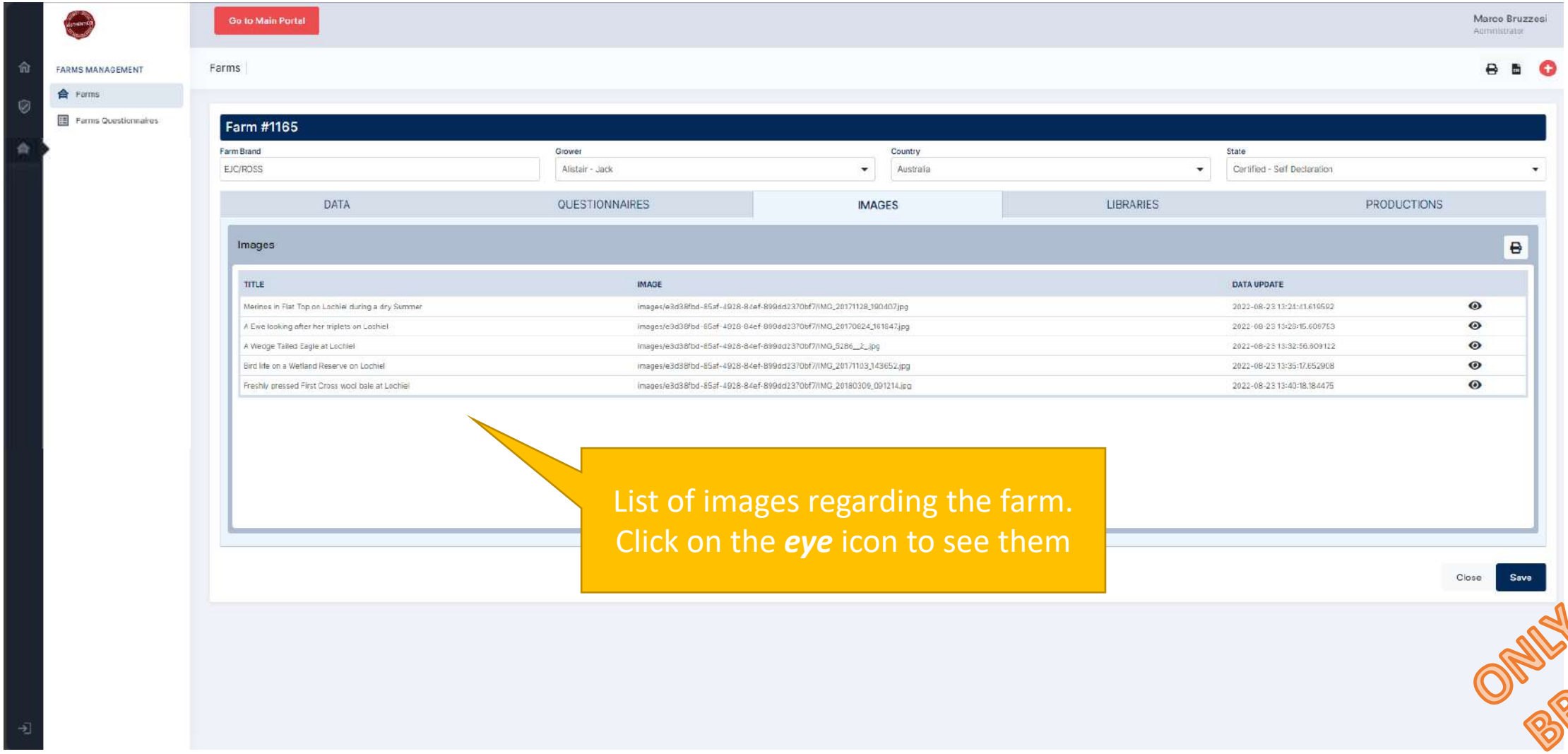
Farms Management – Farms - Questionnaires



ONLY FOR BROKERS

© 2023 The Schneider Group

Farms Management – Farms - Images

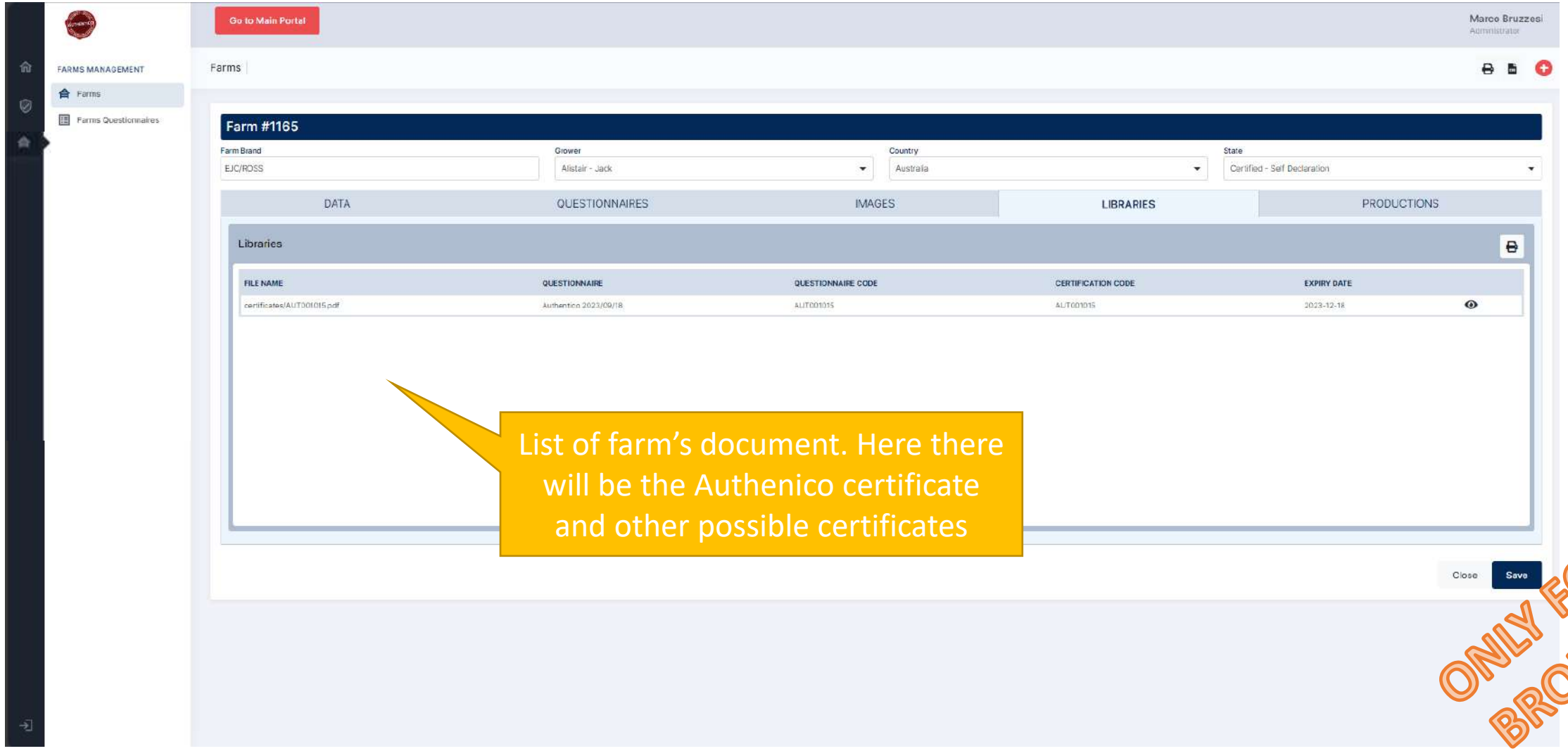


List of images regarding the farm.
Click on the ***eye*** icon to see them

ONLY FOR BROKERS

© 2023 The Schneider Group

Farms Management – Farms - Libraries

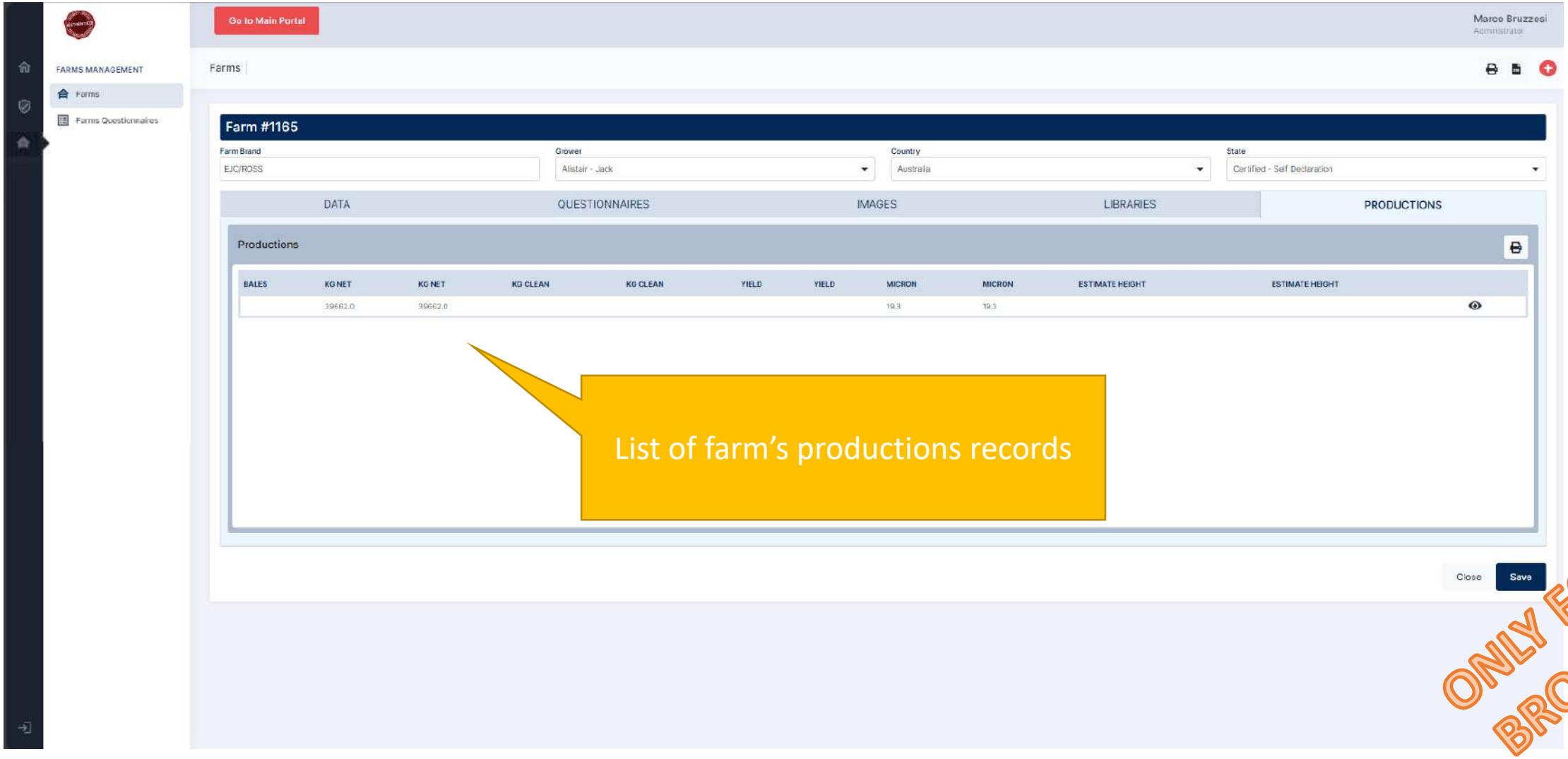


List of farm's document. Here there will be the Authenico certificate and other possible certificates

ONLY FOR BROKERS

© 2023 The Schneider Group

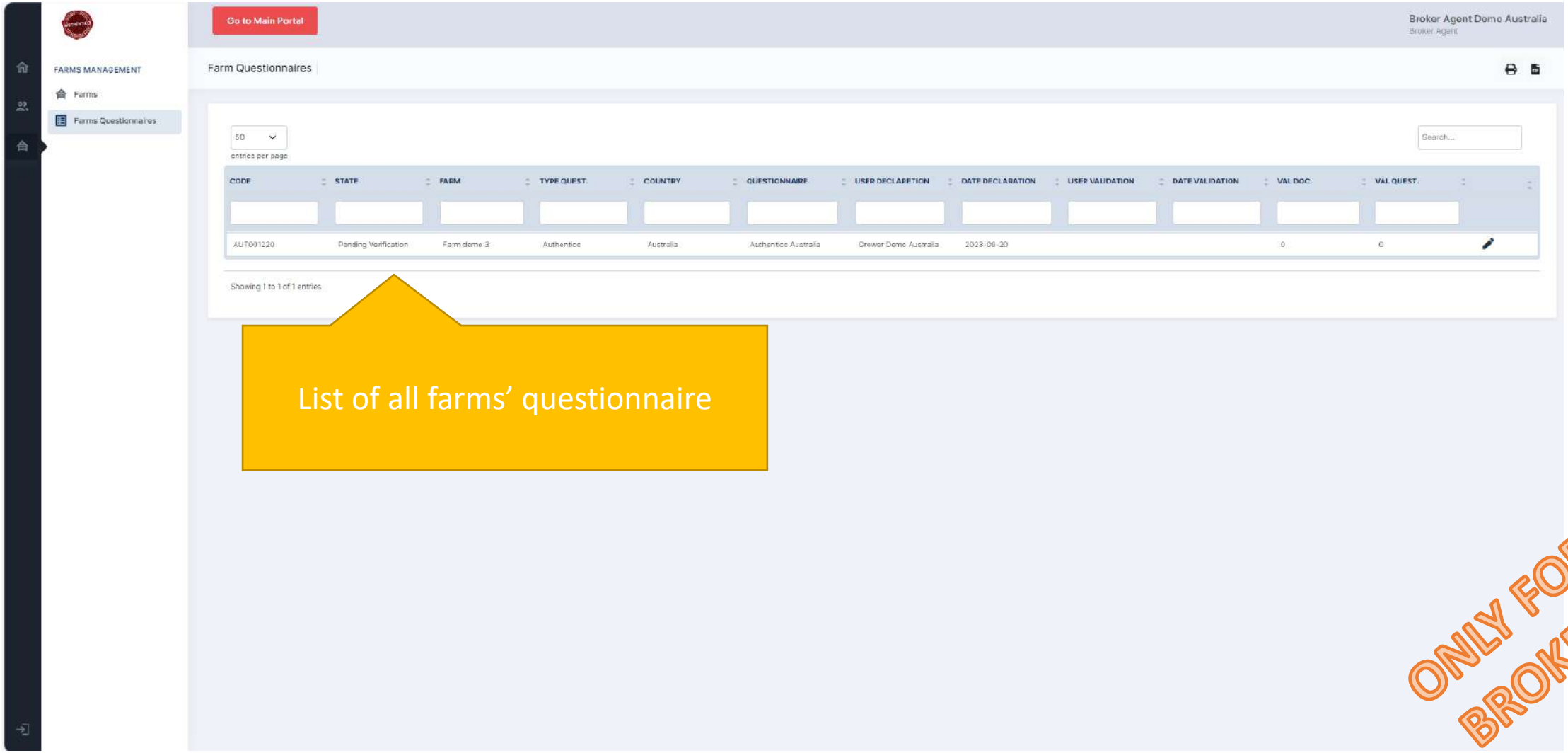
Farms Management – Farms - Production



ONLY FOR BROKERS

© 2023 The Schneider Group

Users Management – Farm Questionnaire



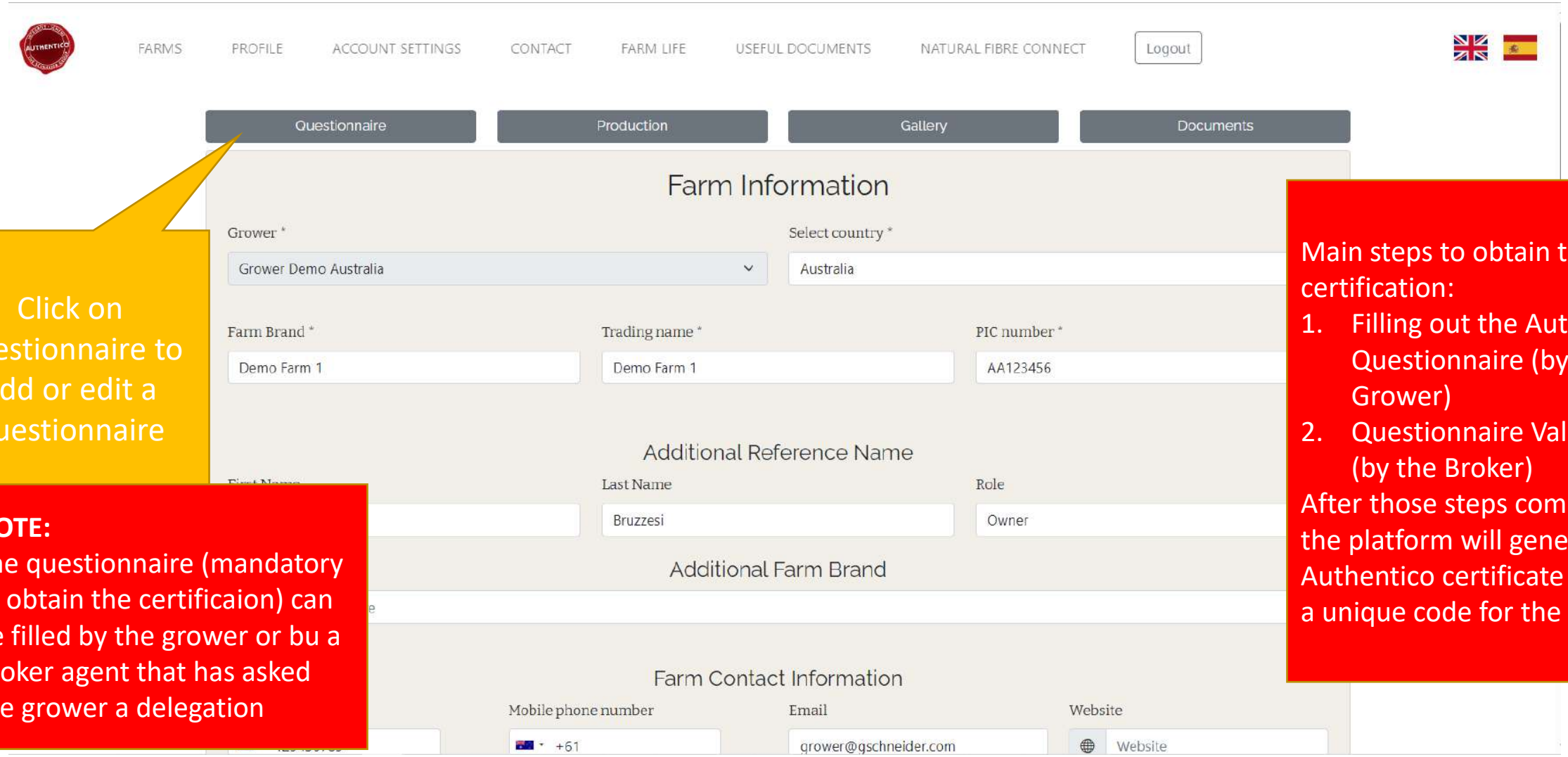
ONLY FOR BROKERS

© 2023 The Schneider Group

Authentico Certification

© 2023 The Schneider Group

Fill out Authentico Questionnaire – Common Sections (1/5)



Click on questionnaire to add or edit a questionnaire

NOTE:
The questionnaire (mandatory to obtain the certificaion) can be filled by the grower or bu a Broker agent that has asked the grower a delegation

Main steps to obtain the certification:

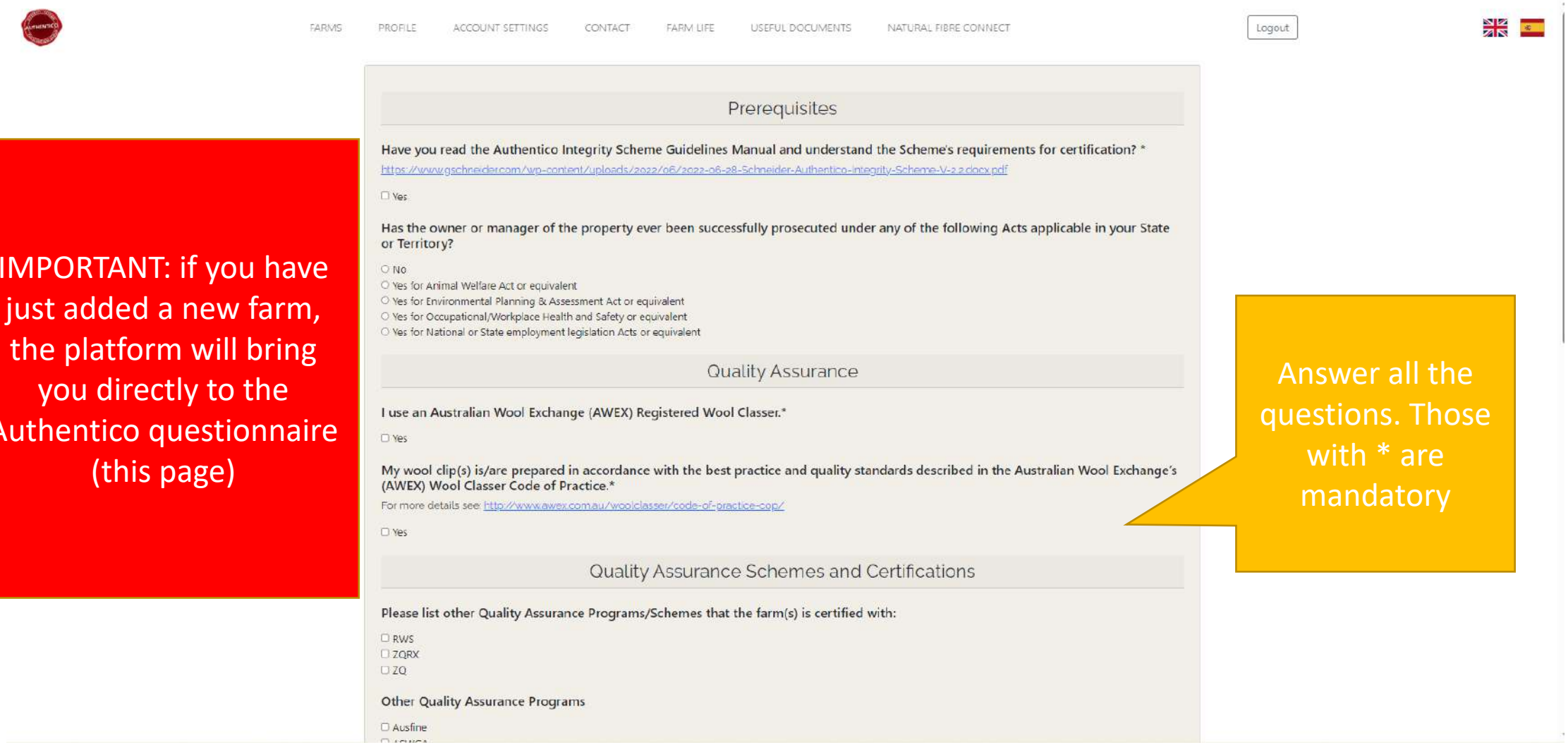
1. Filling out the Authentico Questionnaire (by the Grower)
2. Questionnaire Validation (by the Broker)

After those steps completion the platform will generate an Authentico certificate pdf with a unique code for the farm

© 2023 The Schneider Group

Fill out Authentico Questionnaire – Common Sections (2/5)

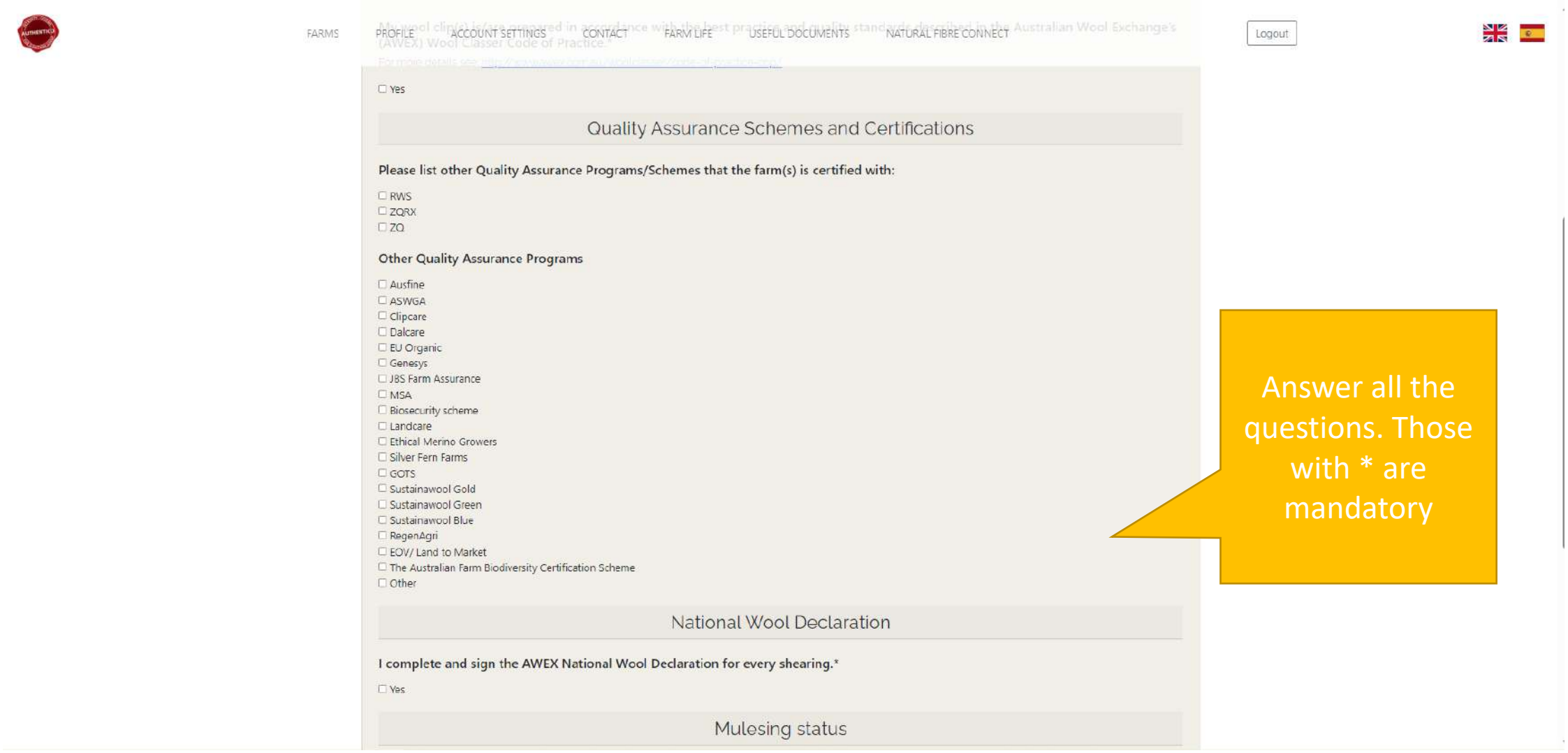
IMPORTANT: if you have just added a new farm, the platform will bring you directly to the Authentico questionnaire (this page)



Answer all the questions. Those with * are mandatory

© 2023 The Schneider Group

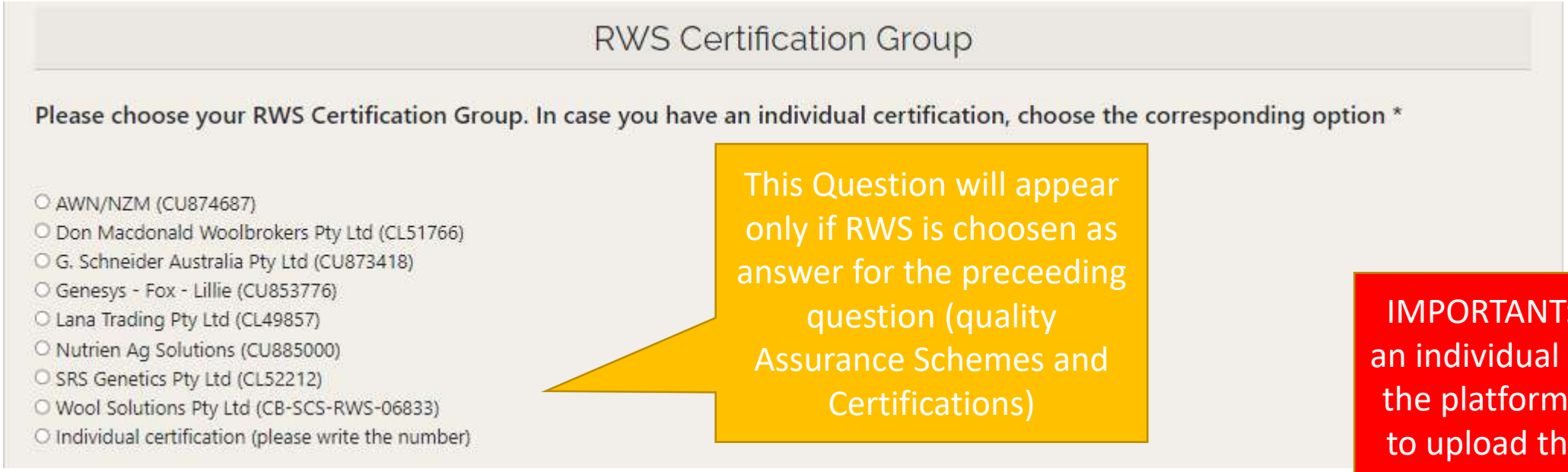
Fill out Authentico Questionnaire – Common Sections (3/5)



Answer all the questions. Those with * are mandatory

© 2023 The Schneider Group

Fill out Authentico Questionnaire – Common Sections (4/5)



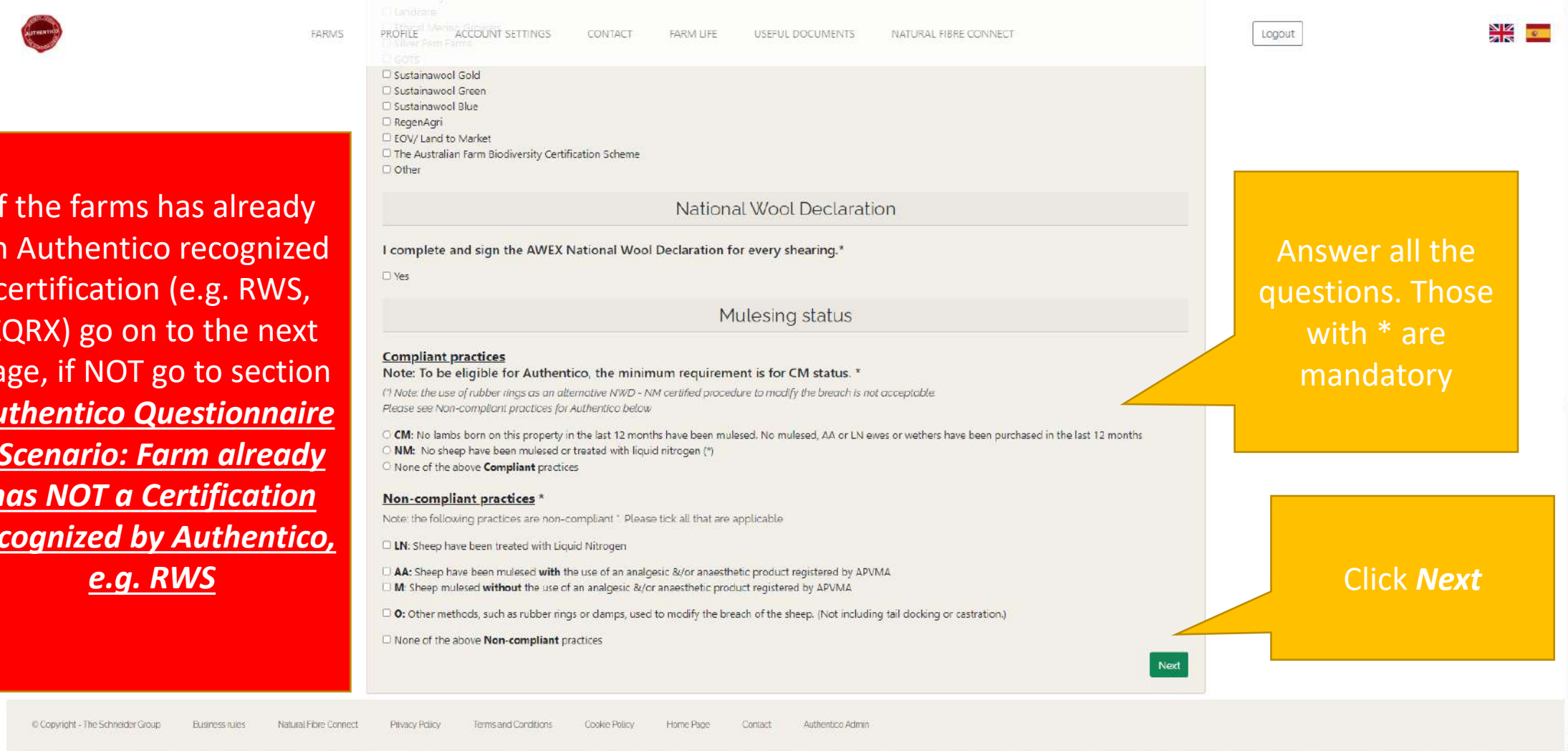
This Question will appear only if RWS is choosen as answer for the preceeding question (quality Assurance Schemes and Certifications)

IMPORTANT: if you have an individual certifications the platform will ask you to upload the certificate at the end of the questionnaire (ref: Upload Documents section)

© 2023 The Schneider Group

Fill out Authentico Questionnaire – Common Sections (5/5)

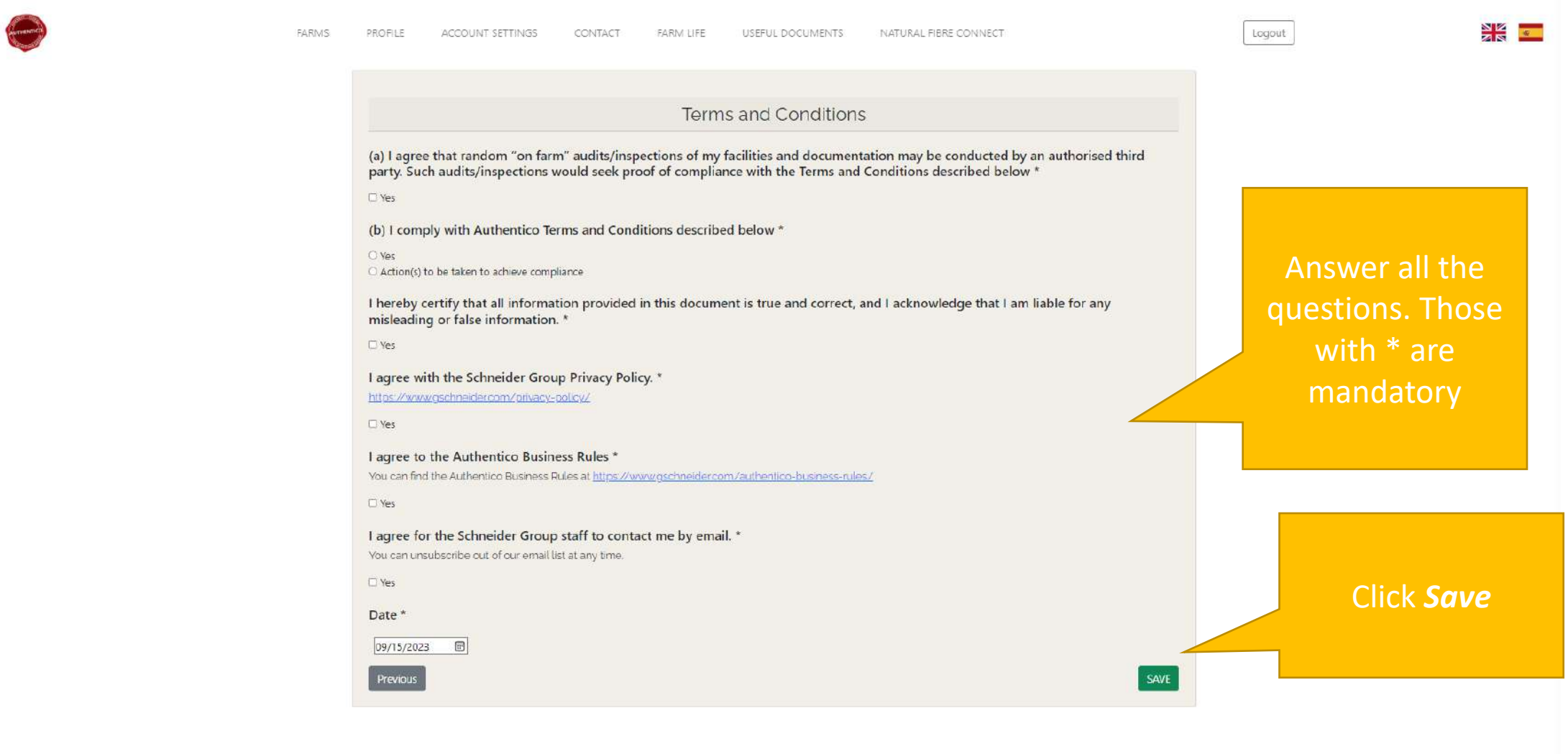
If the farms has already an Authentico recognized certification (e.g. RWS, ZQRX) go on to the next page, if NOT go to section ***Authentico Questionnaire - Scenario: Farm already has NOT a Certification recognized by Authentico, e.g. RWS***



Answer all the questions. Those with * are mandatory

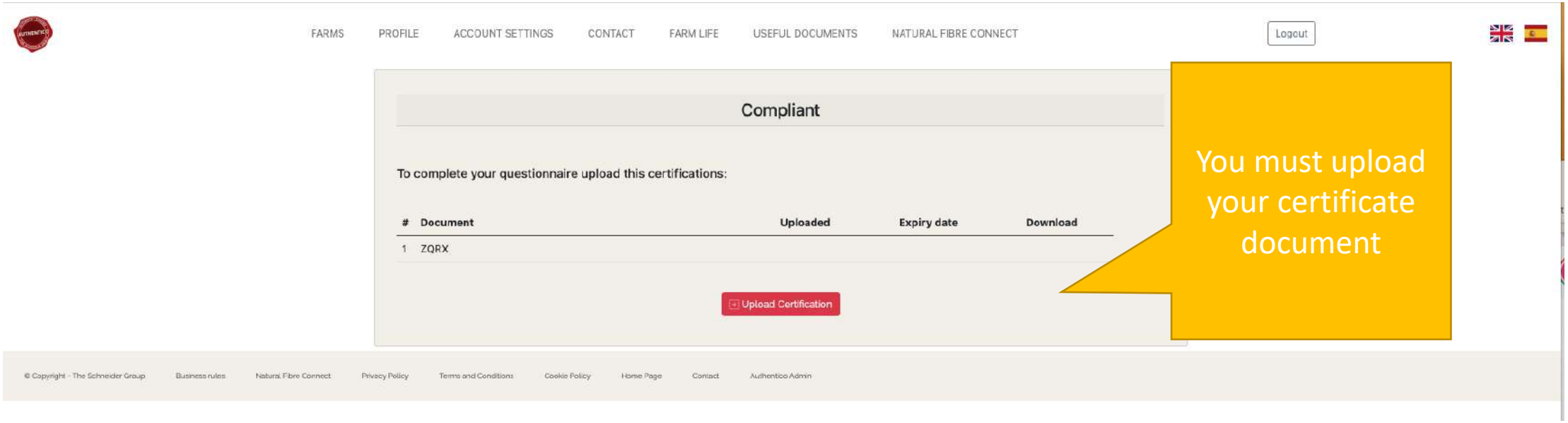
Click ***Next***

Fill out Authentico Questionnaire - Scenario: Farm already has a Certification recognized by Authentico, e.g. RWS, ZQRX (1/5)



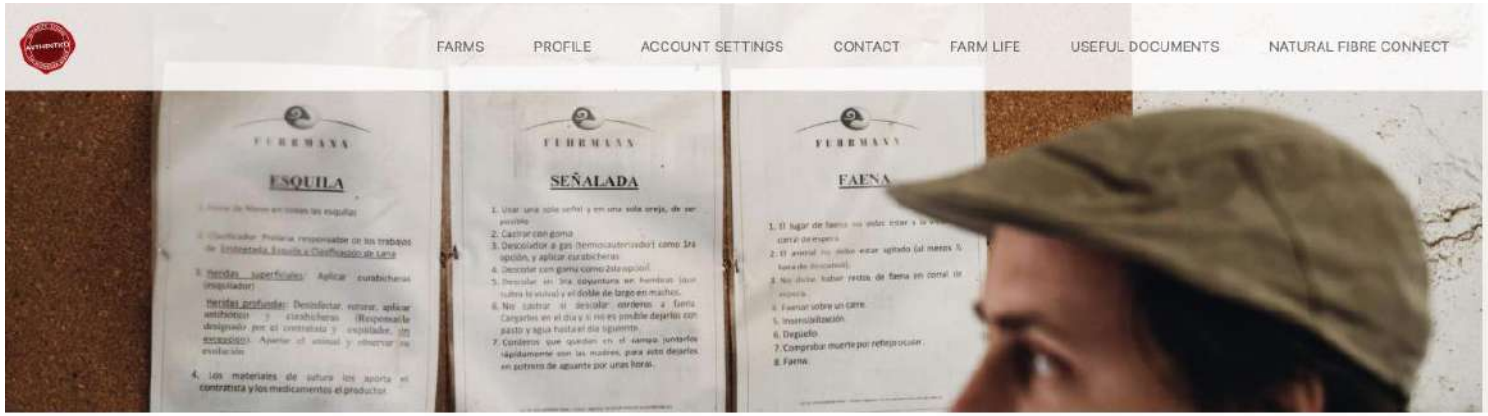
© 2023 The Schneider Group

Fill out Authentico Questionnaire - Scenario: Farm already has a Certification recognized by Authentico, e.g. RWS, ZQRX (2/5)



© 2023 The Schneider Group

Fill out Authentico Questionnaire - Scenario: Farm already has a Certification recognized by Authentico, e.g. RWS, ZQRX (3/5)



Your Questionnaire **Documents**

This documents page is the place where you can upload certificates and any other supporting documents.

In order to build trust with retail brands, it is important to also show proof of the work you are doing.

Please load any certificates that you have achieved for your farm including Landcare, Conservation, Biosecurity, Water, Soil, Vegetation and Animal Welfare.

#	Document	Uploaded	Expiry date	Download	Edit
1	ZQRX				

Questionnaire Document

Document

Scegli file | nessun file selezionato

Expiry date

16/09/2023

Certification Type

Certification Code

Certification Code

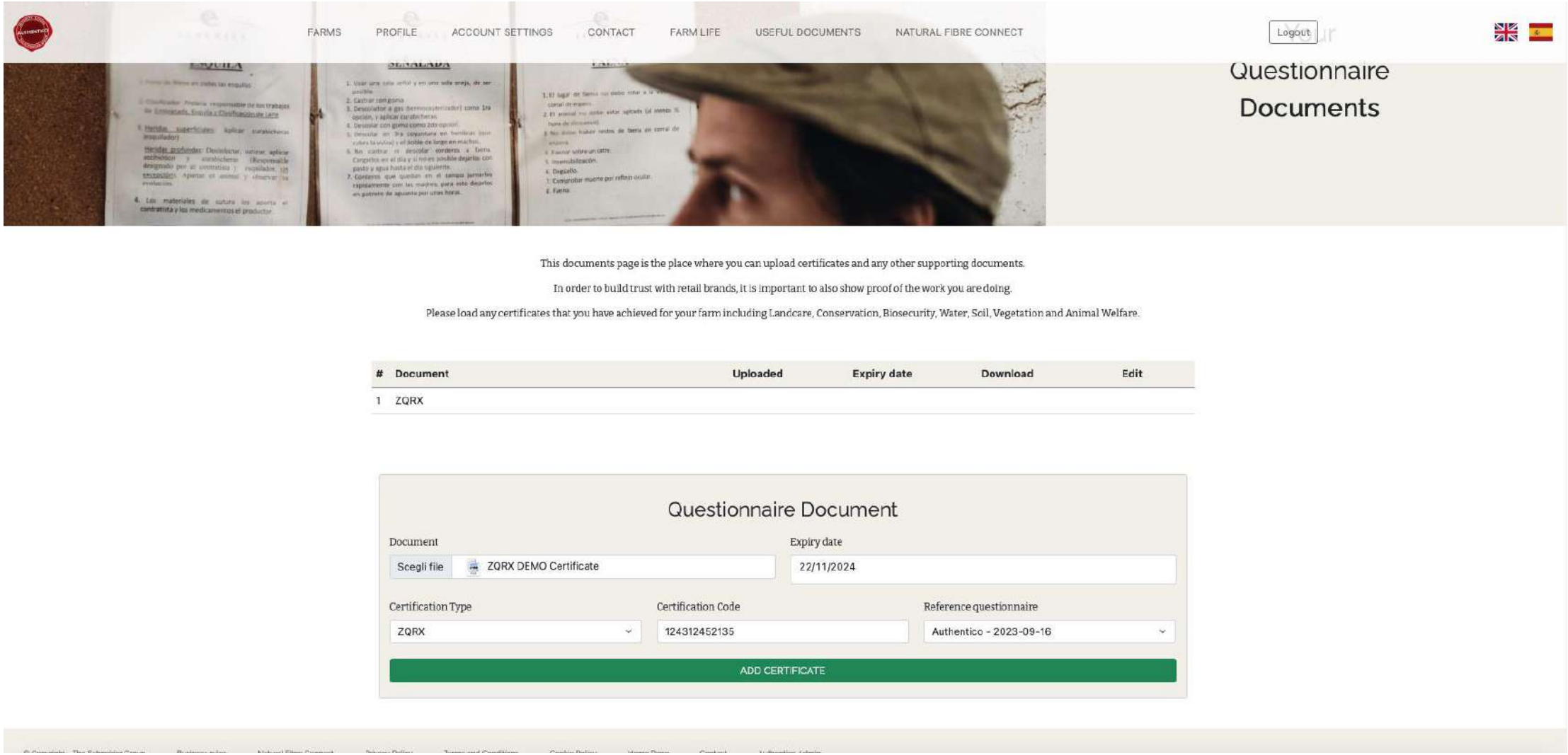
Reference questionnaire

Authentico - 2023-09-16

ADD CERTIFICATE

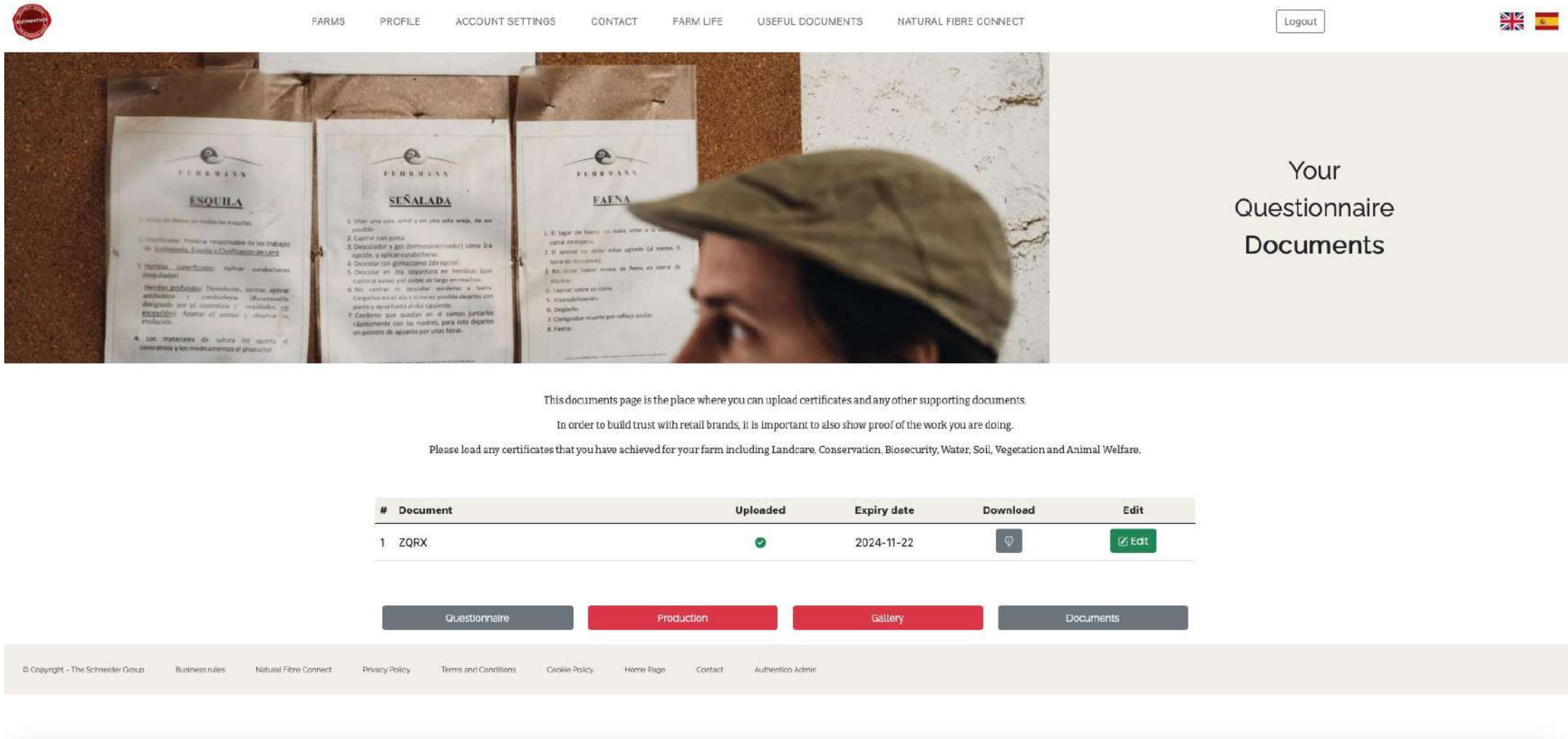
© 2023 The Schneider Group

Fill out Authentico Questionnaire - Scenario: Farm already has a Certification recognized by Authentico, e.g. RWS, ZQRX (4/5)



© 2023 The Schneider Group

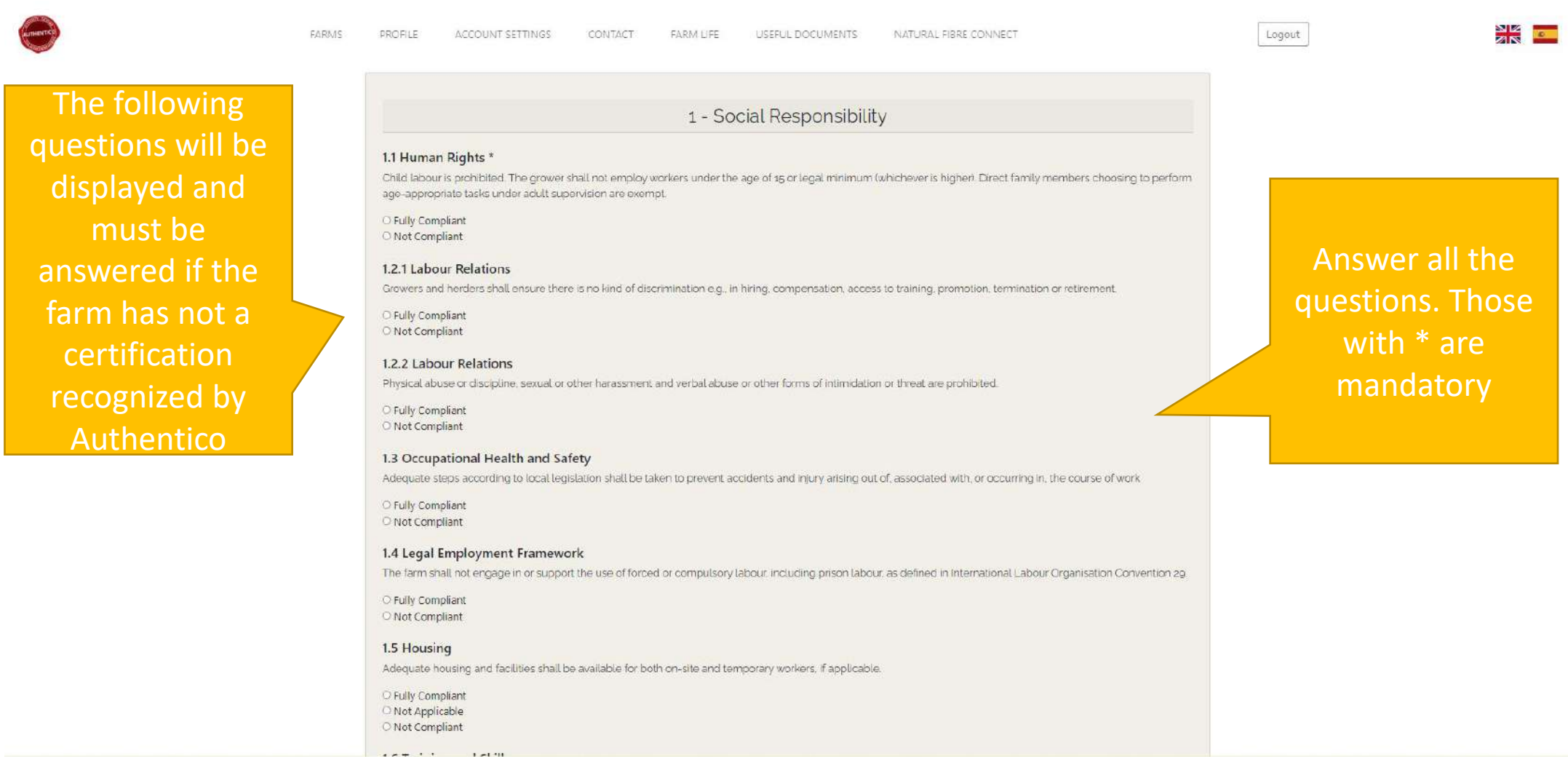
Fill out Authentico Questionnaire - Scenario: Farm already has a Certification recognized by Authentico, e.g. RWS, ZQRX (5/5)



© 2023 The Schneider Group

Fill out Authentico Questionnaire - Scenario: Farm has NOT a Certification recognized by Authentico, e.g. RWS, ZQRX (1/7)

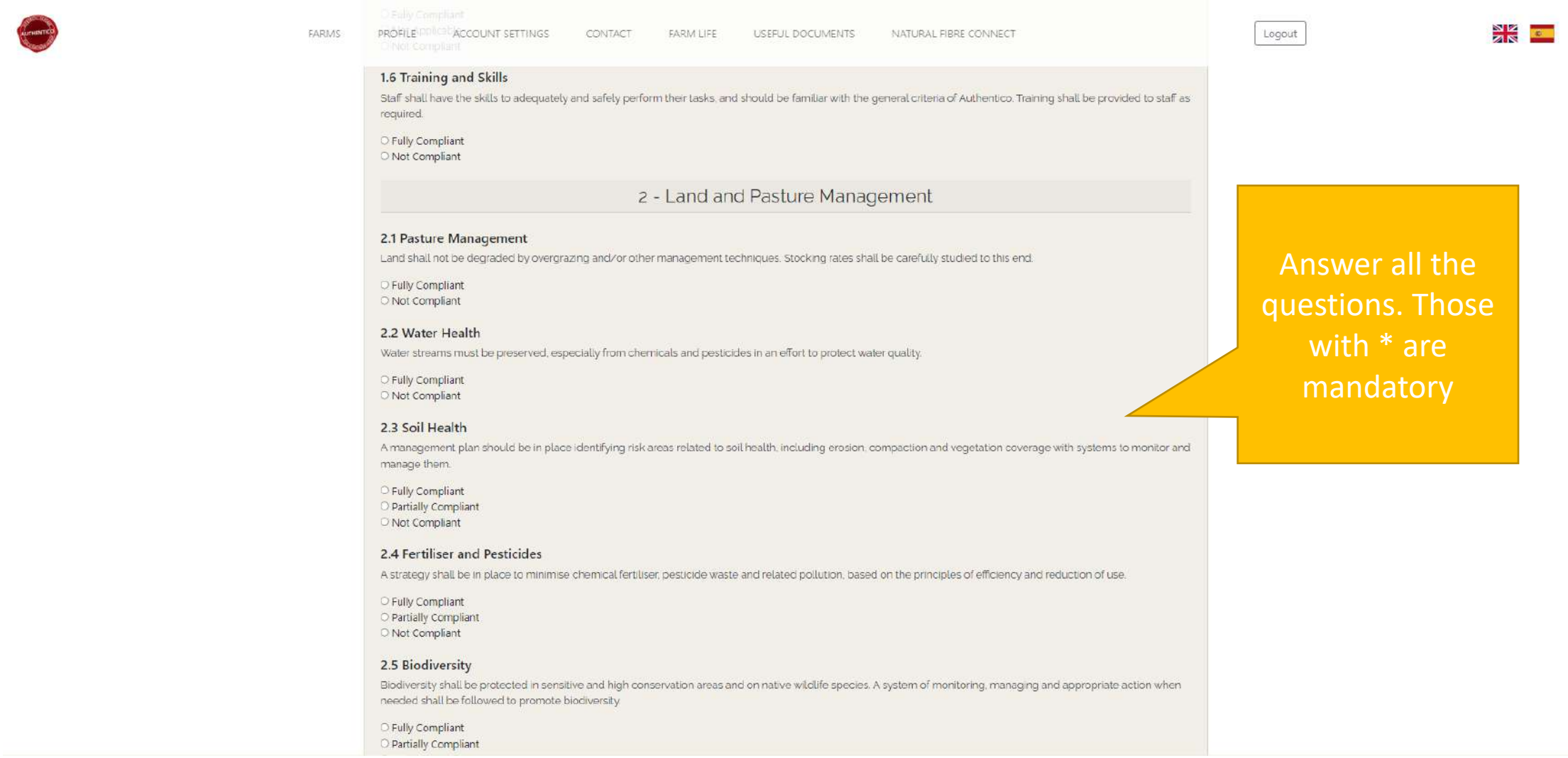
The following questions will be displayed and must be answered if the farm has not a certification recognized by Authentico



Answer all the questions. Those with * are mandatory

© 2023 The Schneider Group

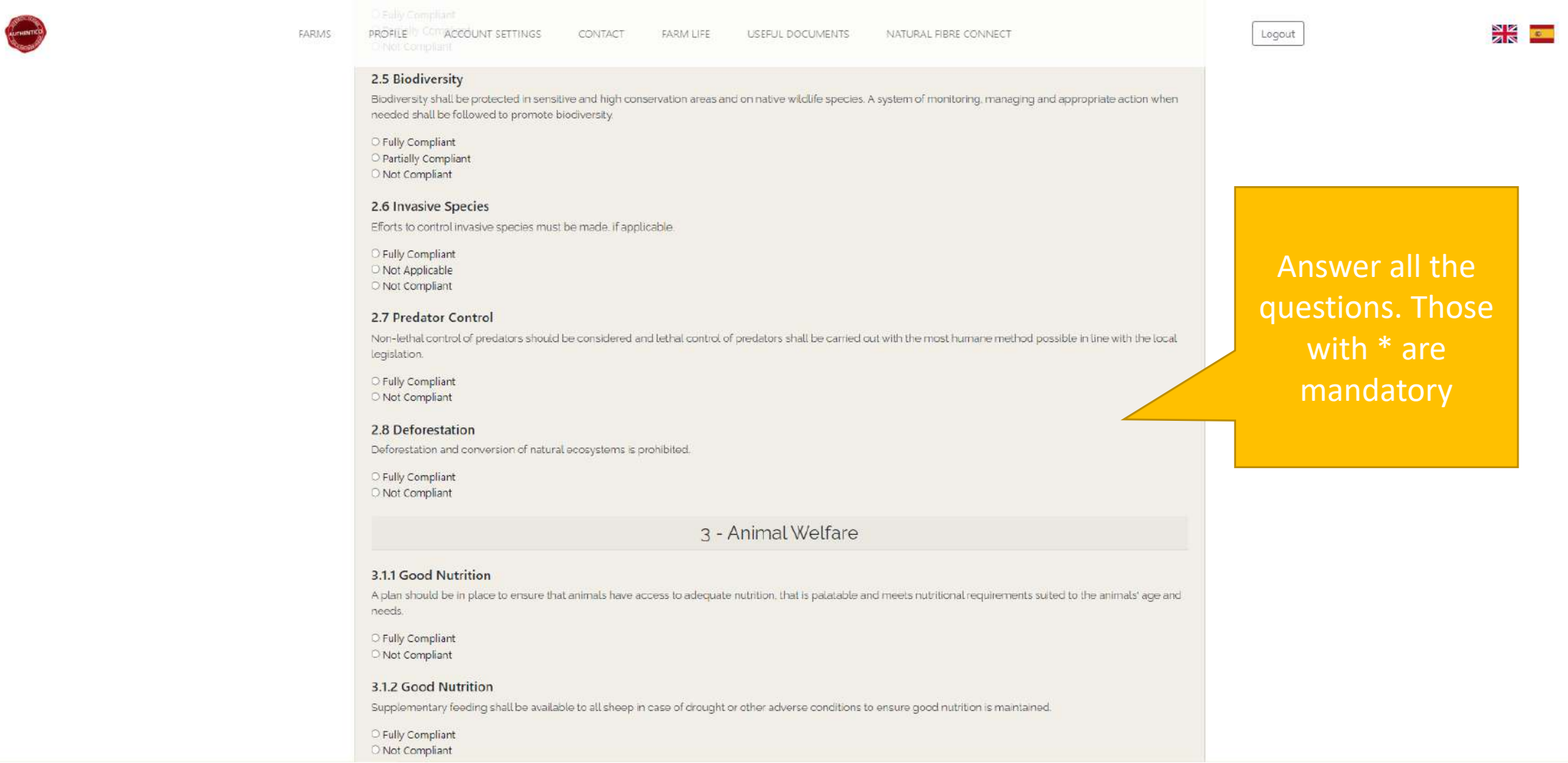
Fill out Authentico Questionnaire - Scenario: Farm has NOT a Certification recognized by Authentico, e.g. RWS, ZQRX (2/7)



Answer all the questions. Those with * are mandatory

© 2023 The Schneider Group

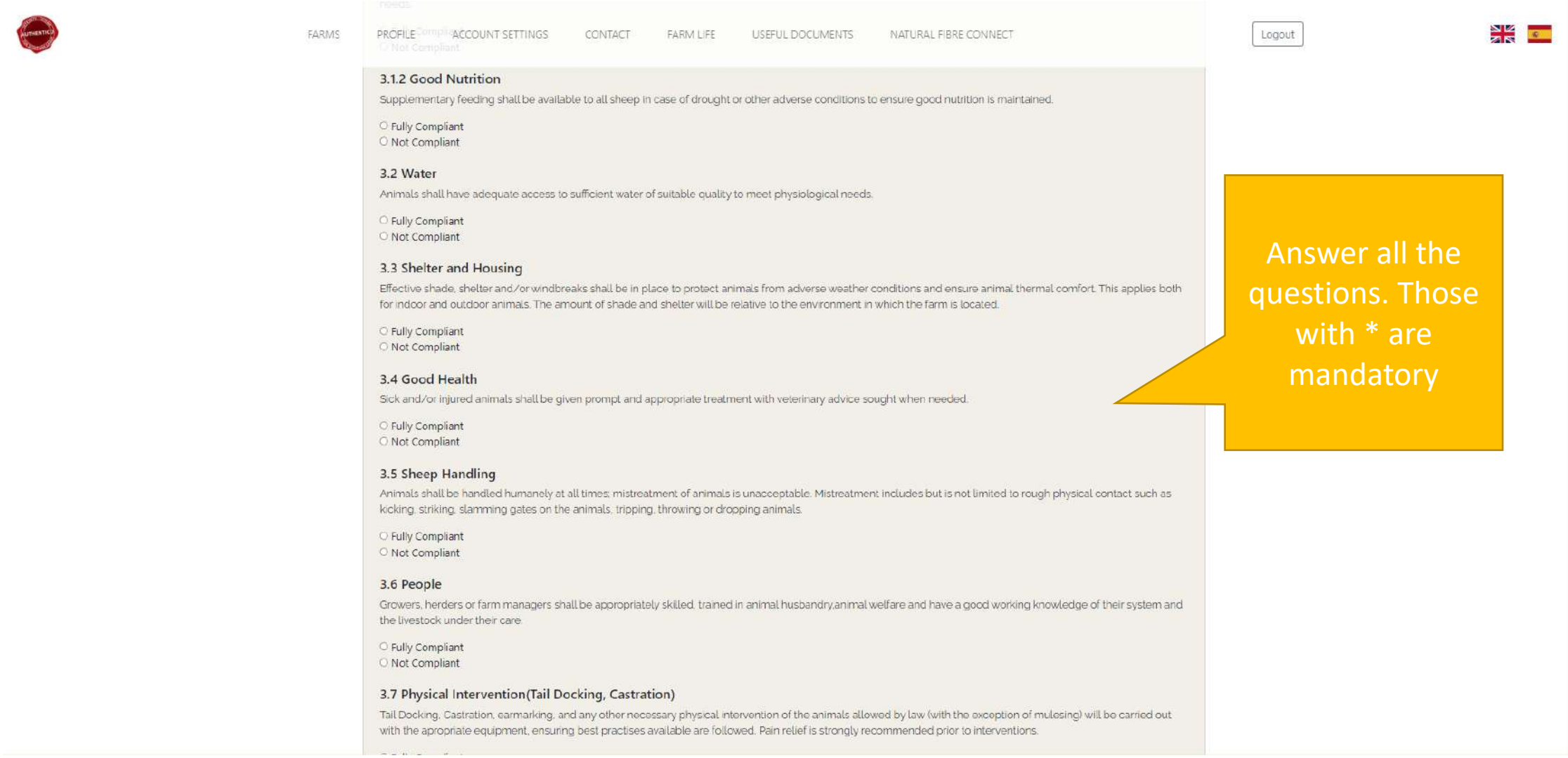
Fill out Authentico Questionnaire - Scenario: Farm has NOT a Certification recognized by Authentico, e.g. RWS, ZQRX (3/7)



Answer all the questions. Those with * are mandatory

© 2023 The Schneider Group

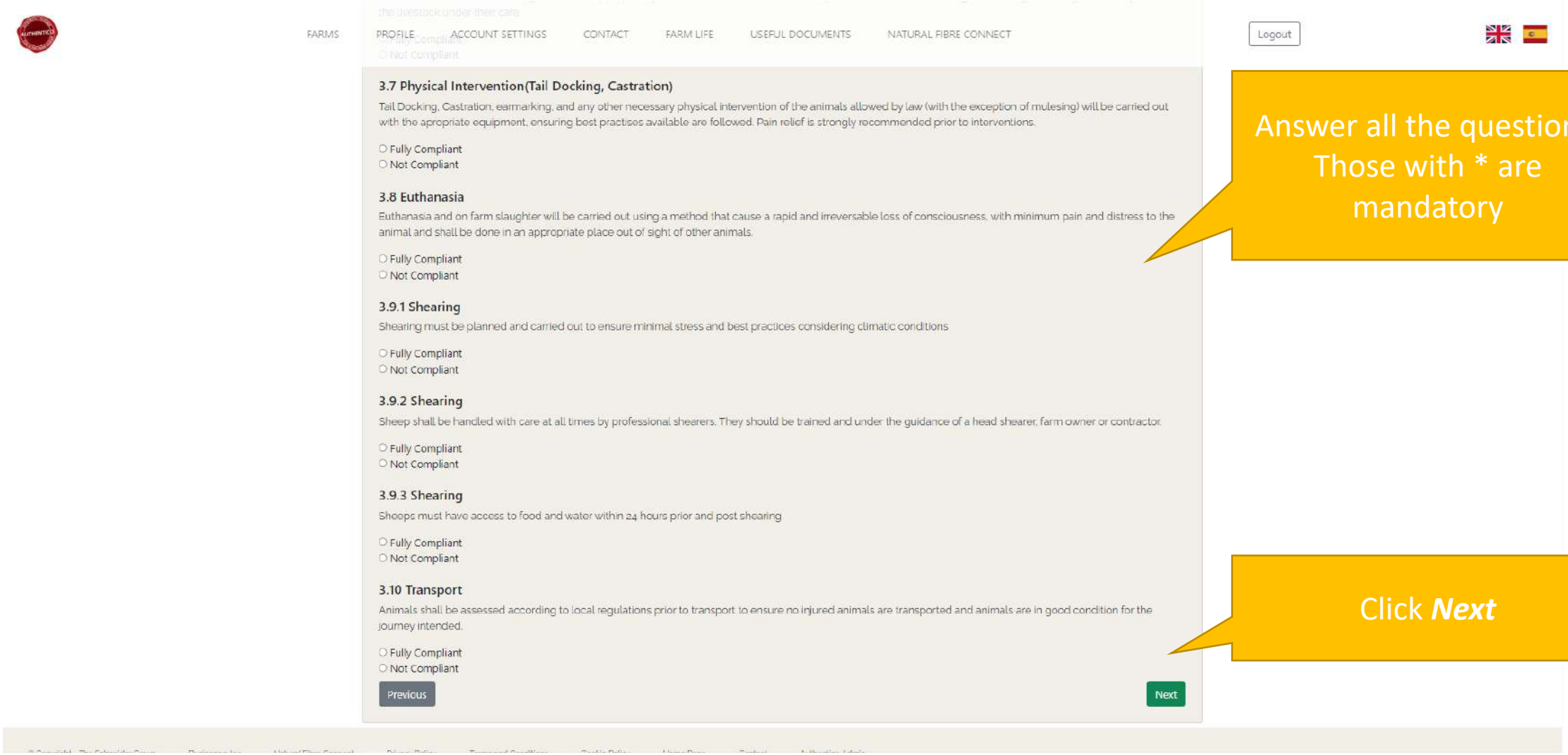
Fill out Authentico Questionnaire - Scenario: Farm has NOT a Certification recognized by Authentico, e.g. RWS, ZQRX (4/7)



Answer all the questions. Those with * are mandatory

© 2023 The Schneider Group

Fill out Authentico Questionnaire - Scenario: Farm has NOT a Certification recognized by Authentico, e.g. RWS, ZQRX (5/7)

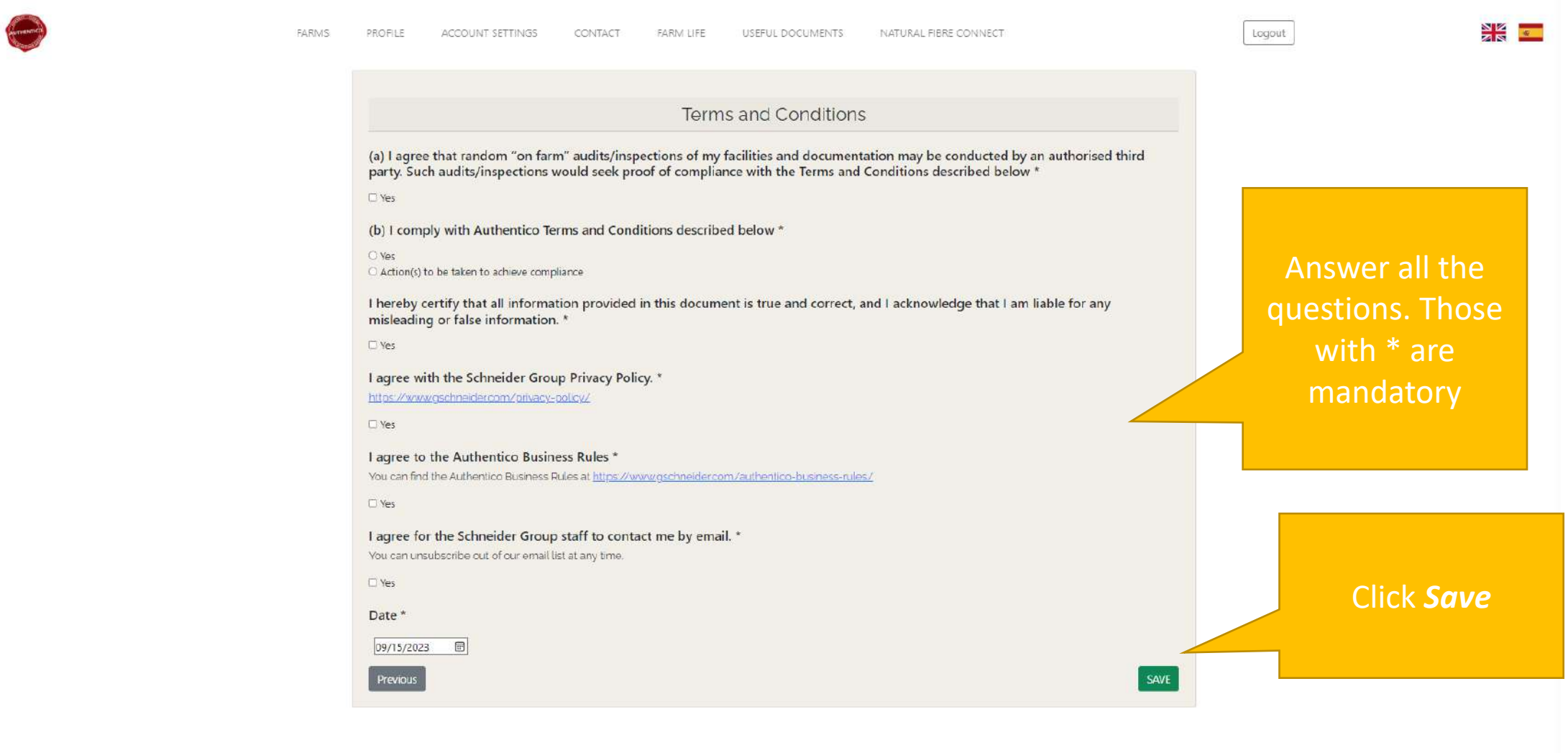


Answer all the questions. Those with * are mandatory

Click ***Next***

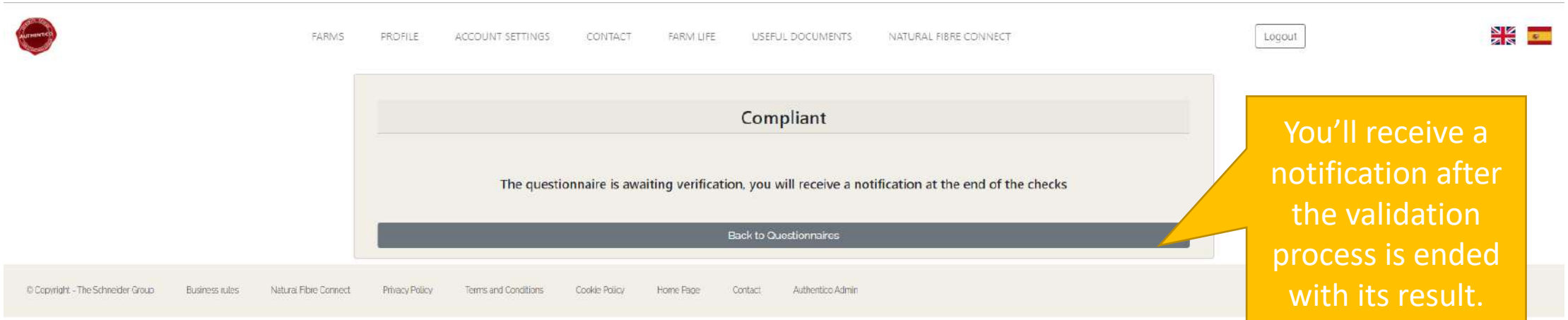
© 2023 The Schneider Group

Fill out Authentico Questionnaire - Scenario: Farm has NOT a Certification recognized by Authentico, e.g. RWS, ZQRX (6/7)



© 2023 The Schneider Group

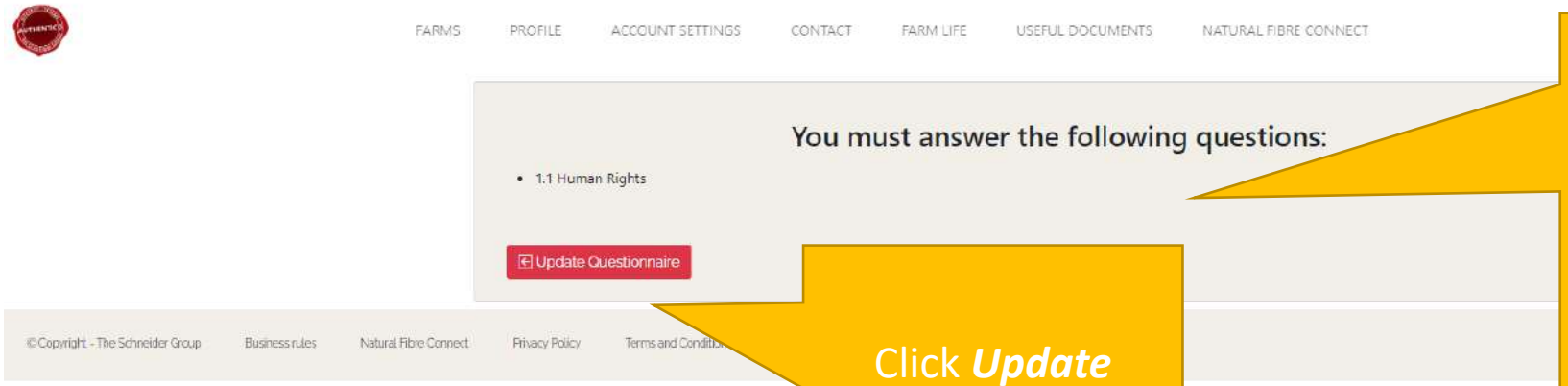
Fill out Authentico Questionnaire - Scenario: Farm has NOT a Certification recognized by Authentico, e.g. RWS, ZQRX (7/7)



You'll receive a notification after the validation process is ended with its result. Click on ***Back To Quesionnaire***

© 2023 The Schneider Group

Fill out Authentico Questionnaire - Missing Answers

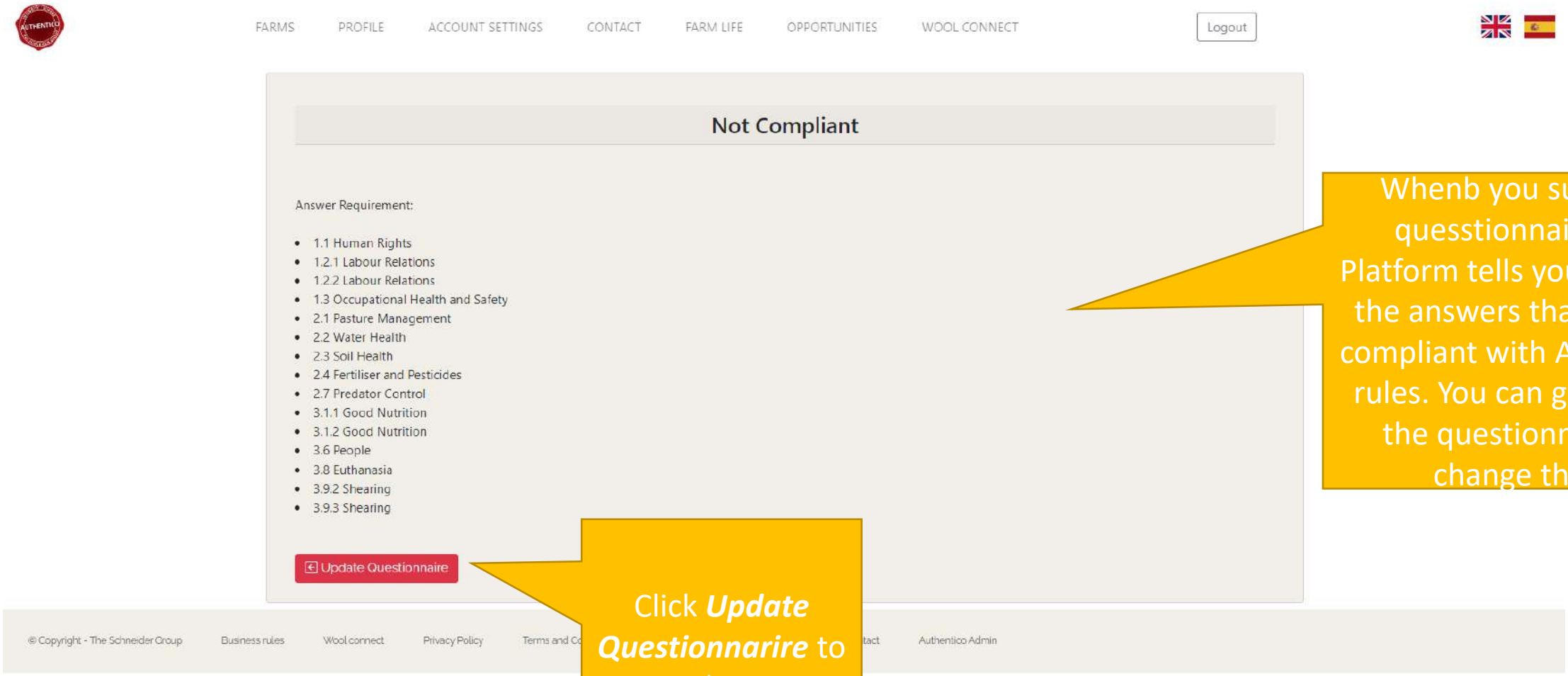


Click ***Update Questionnarire*** to update it

You can't submit a questionnaire without answering all the mandatory quetsions.
You can go back to the questionnaire to change them

© 2023 The Schneider Group

Fill Authentico Questionnaire - Not Compliant Answers

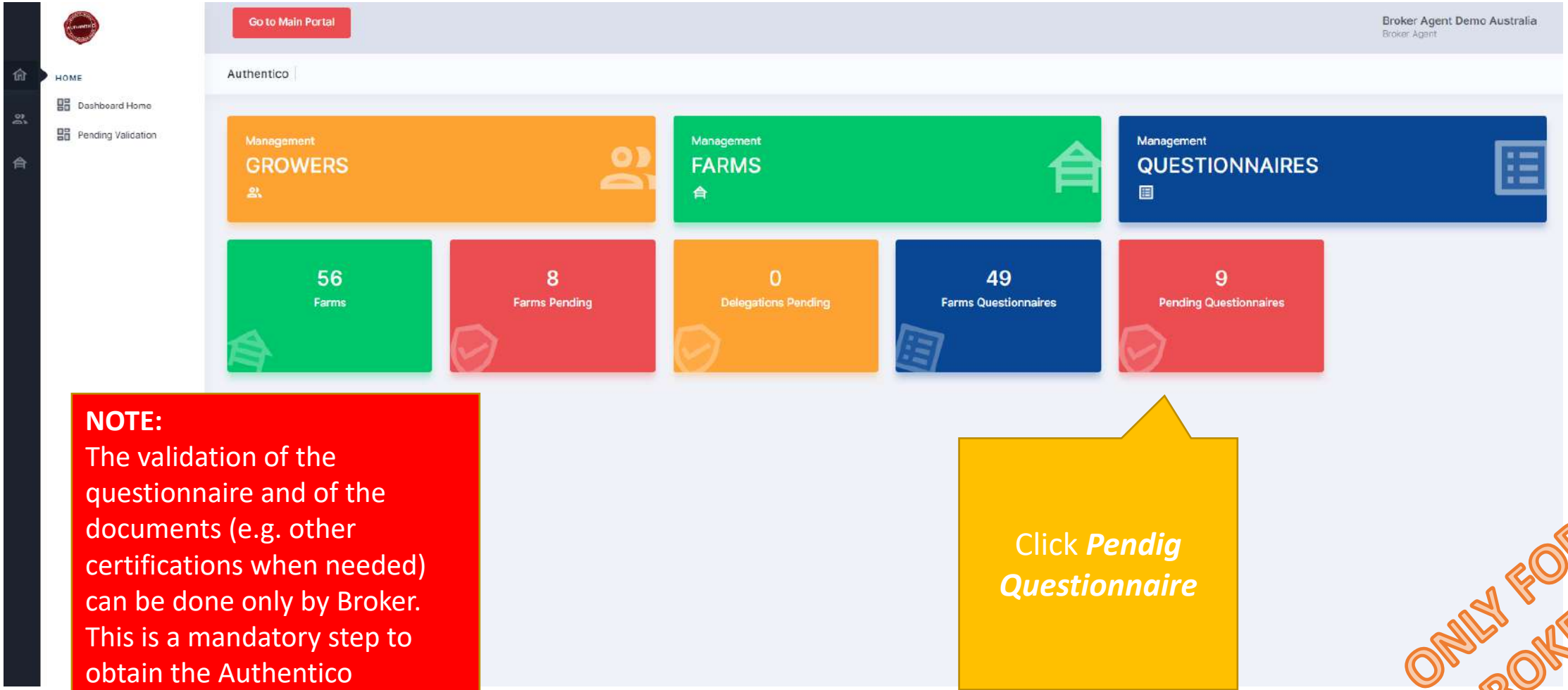


Whenb you submit a quesstionnaire the Platform tells you wich are the answers that are not compliant with Authentico rules. You can go back to the questionnaire to change them

Click ***Update Questionnarire*** to update it

© 2023 The Schneider Group

Questionnaire and documents validation (1/7)



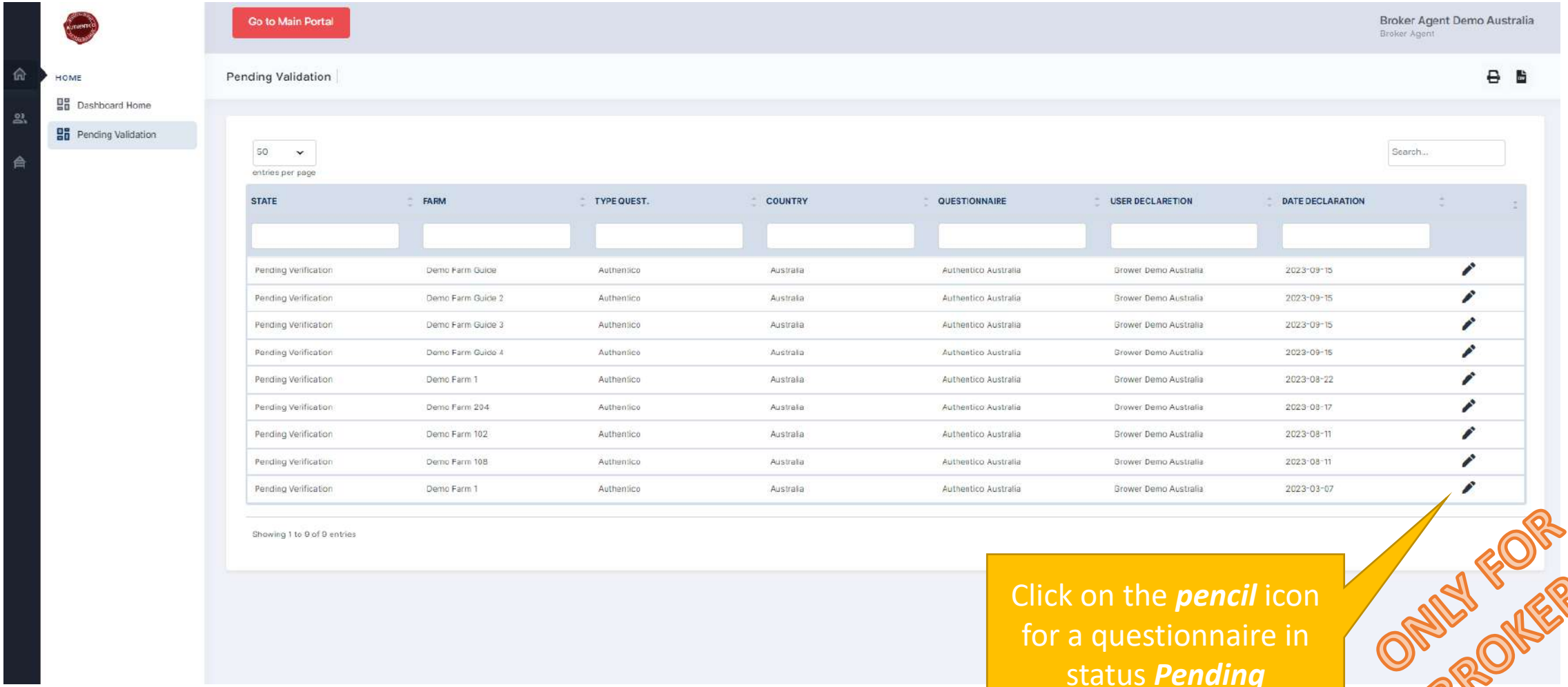
NOTE:
The validation of the questionnaire and of the documents (e.g. other certifications when needed) can be done only by Broker. This is a mandatory step to obtain the Authentico certification for the farm

Click ***Pendig Questionnaire***

ONLY FOR BROKERS

© 2023 The Schneider Group

Questionnaire and documents validation (2/7)

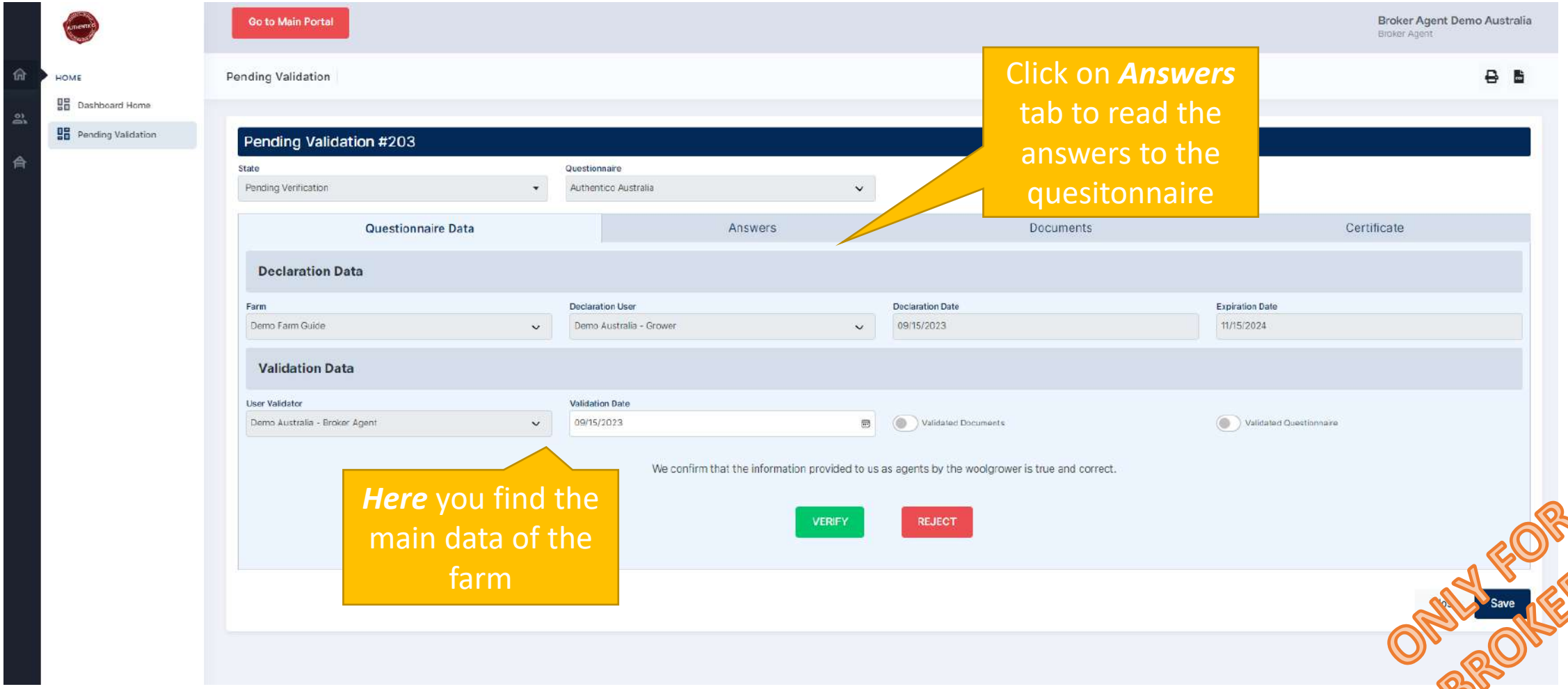


Click on the ***pencil*** icon for a questionnaire in status ***Pending verification***

ONLY FOR BROKERS

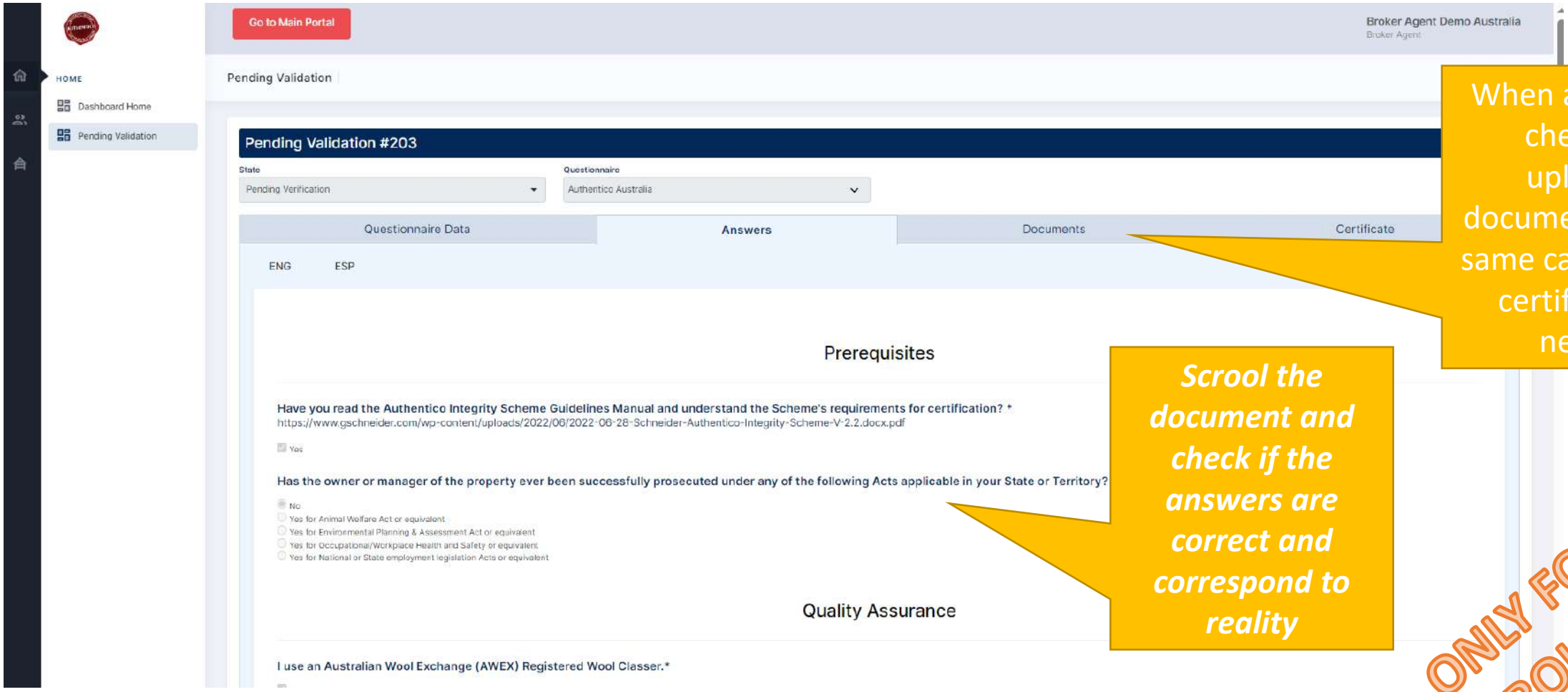
© 2023 The Schneider Group

Questionnaire and documents validation (3/7)



© 2023 The Schneider Group

Questionnaire and documents validation (4/7)



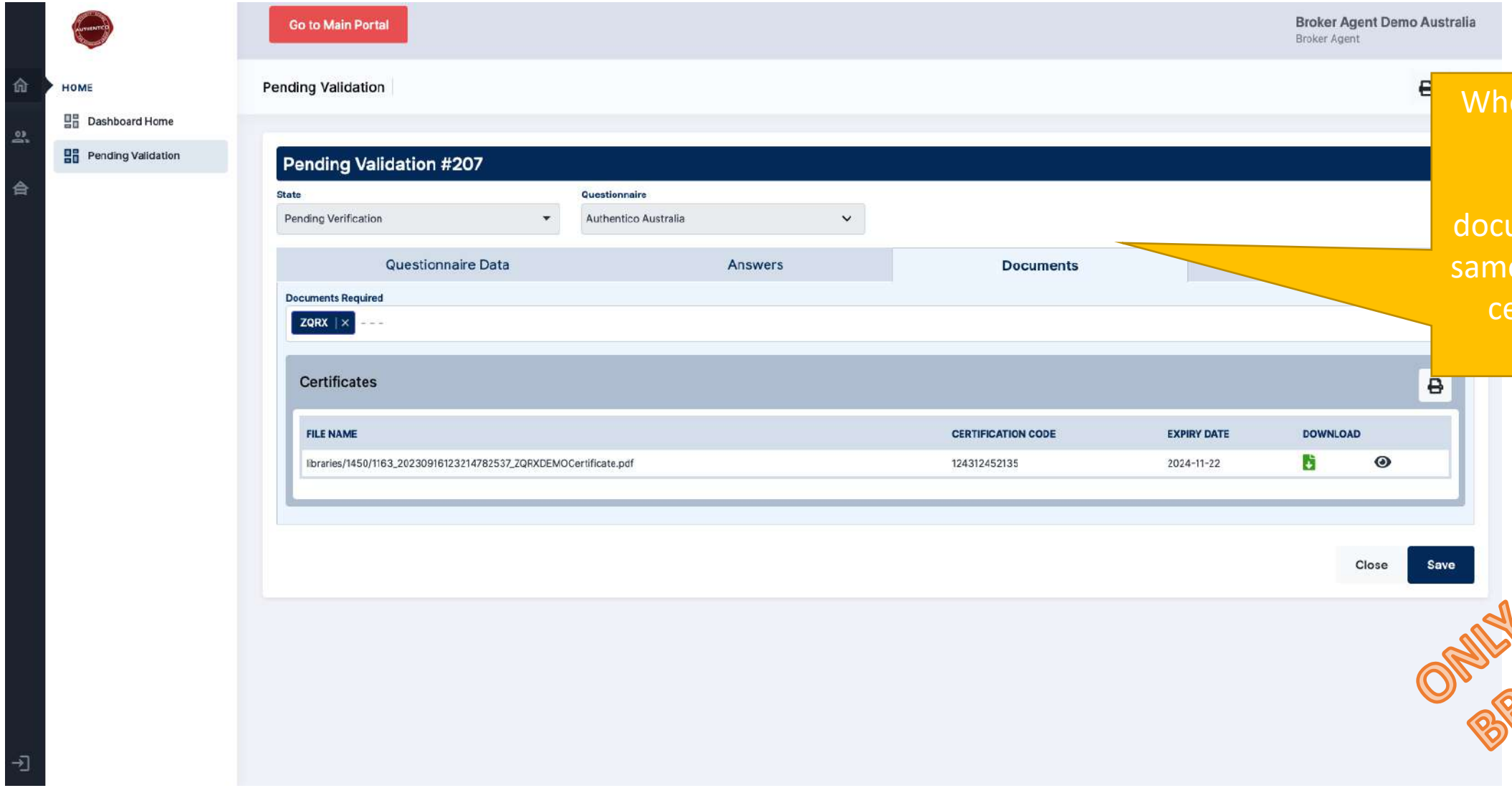
When applicable, check the uploaded documents. E.g. In same case another certifcation is needed

Scrool the document and check if the answers are correct and correspond to reality

ONLY FOR BROKERS

© 2023 The Schneider Group

Questionnaire and documents validation (5/7)

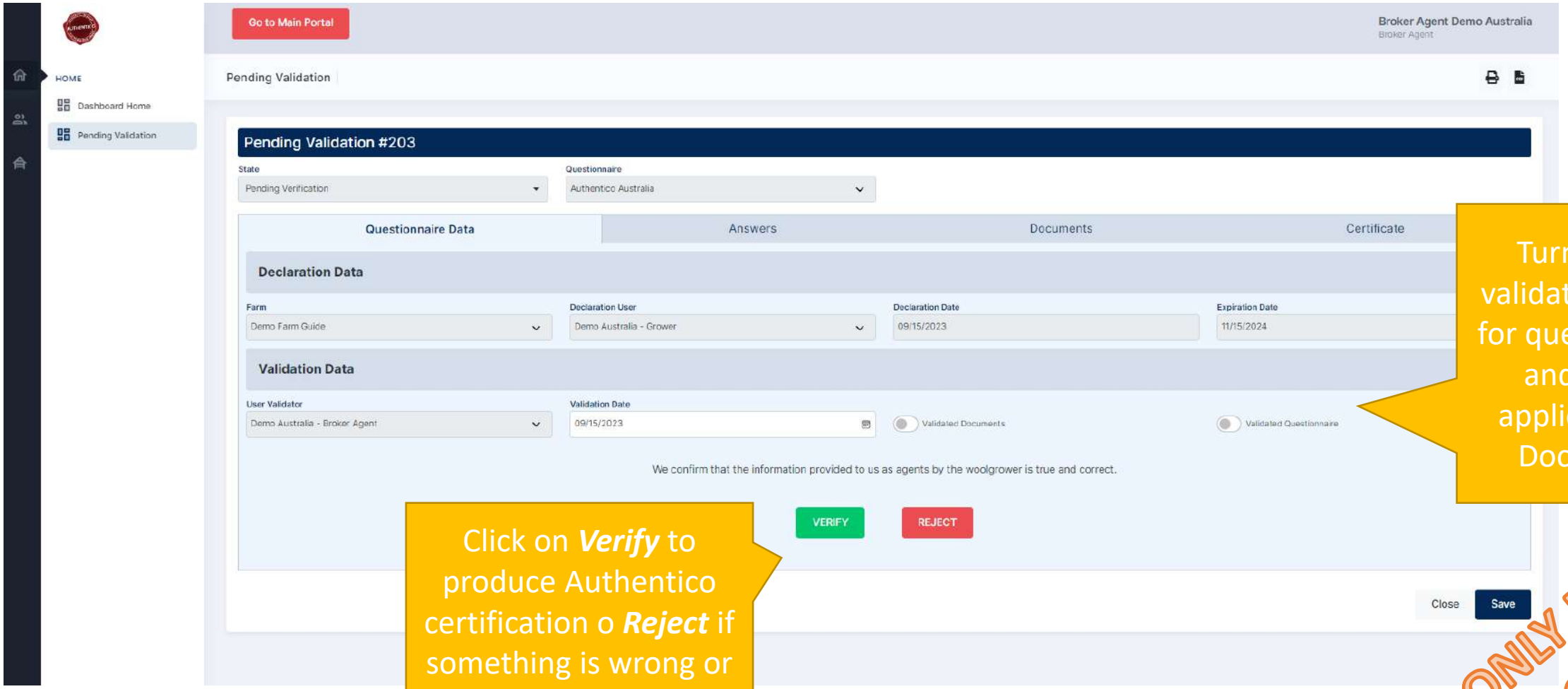


When applicable, check the uploaded documents. E.g. In same case another certifcation is needed

ONLY FOR BROKERS

© 2023 The Schneider Group

Questionnaire and documents validation (6/7)



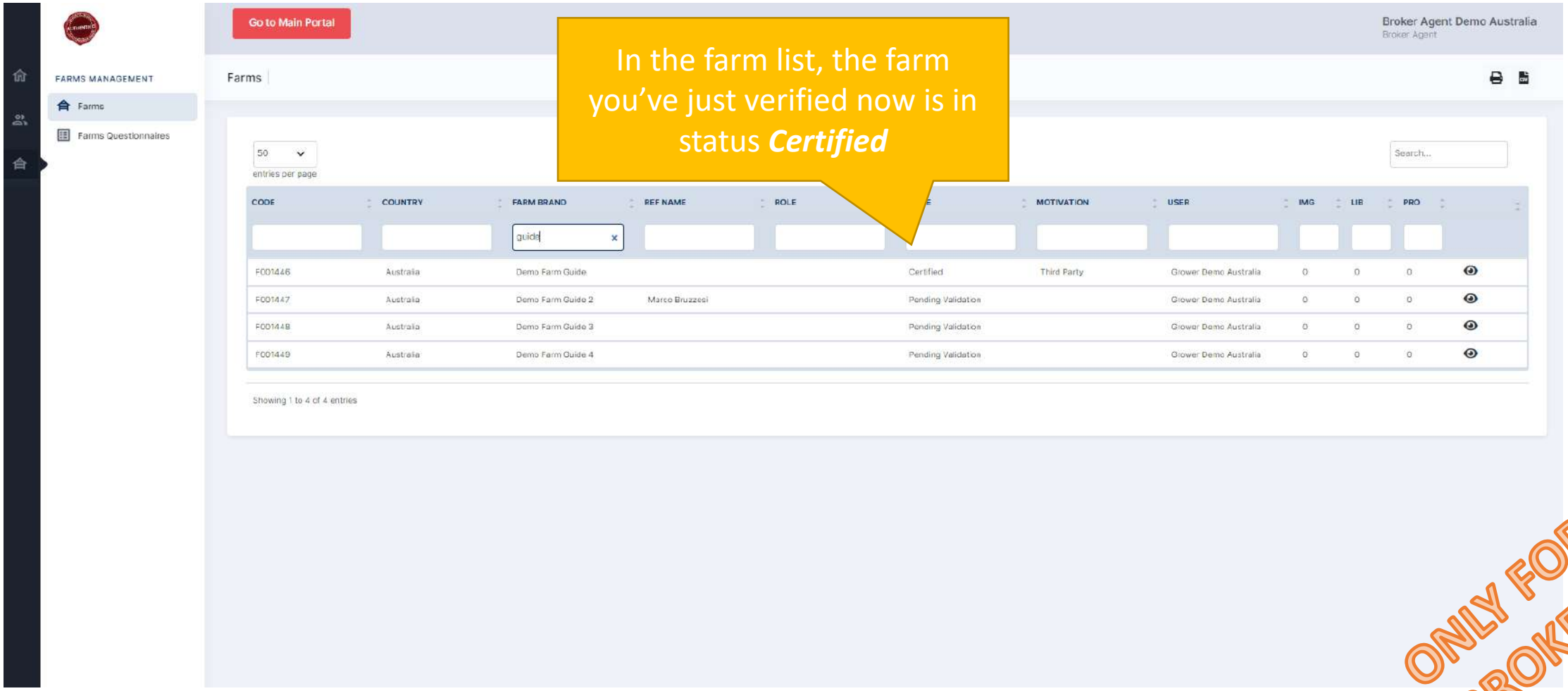
Turn on the validation switch for questionnaire and, when applicable, for Documents

Click on ***Verify*** to produce Authentico certification o ***Reject*** if something is wrong or missing

ONLY FOR BROKERS

© 2023 The Schneider Group

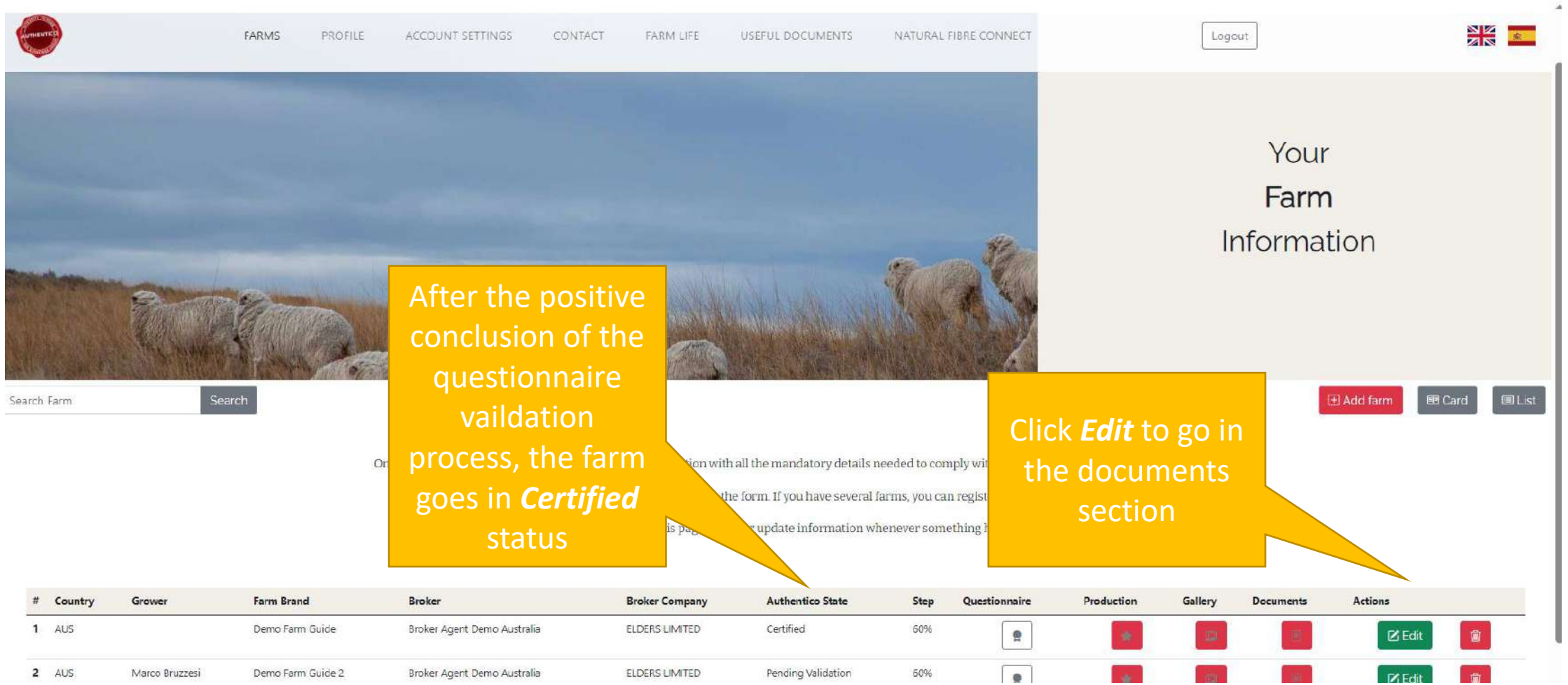
Questionnaire and documents validation (7/7)



ONLY FOR BROKERS

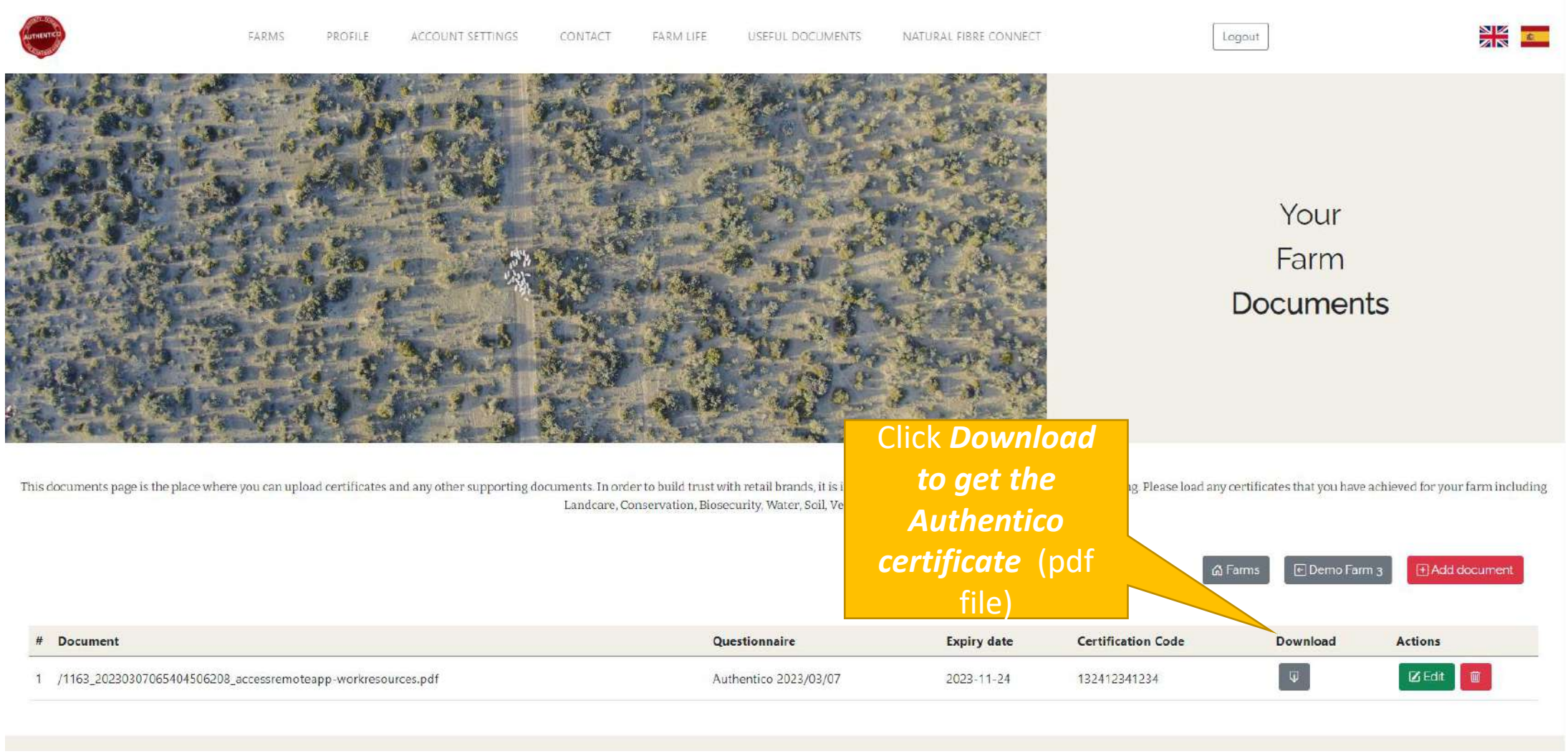
© 2023 The Schneider Group

Questionnaire Verification and Authentico Certificate issuing (1/3)



© 2023 The Schneider Group

Questionnaire Verification and Authentico Certificate issuing (2/3)



Click ***Download to get the Authentico certificate*** (pdf file)

© 2023 The Schneider Group

Questionnaire Verification and Authentico Certificate issuing (3/3)

The expiration date is: one year after the date of certification for farm that has Not other Authentico recognized certifications

Unique Certificate Number for every farm

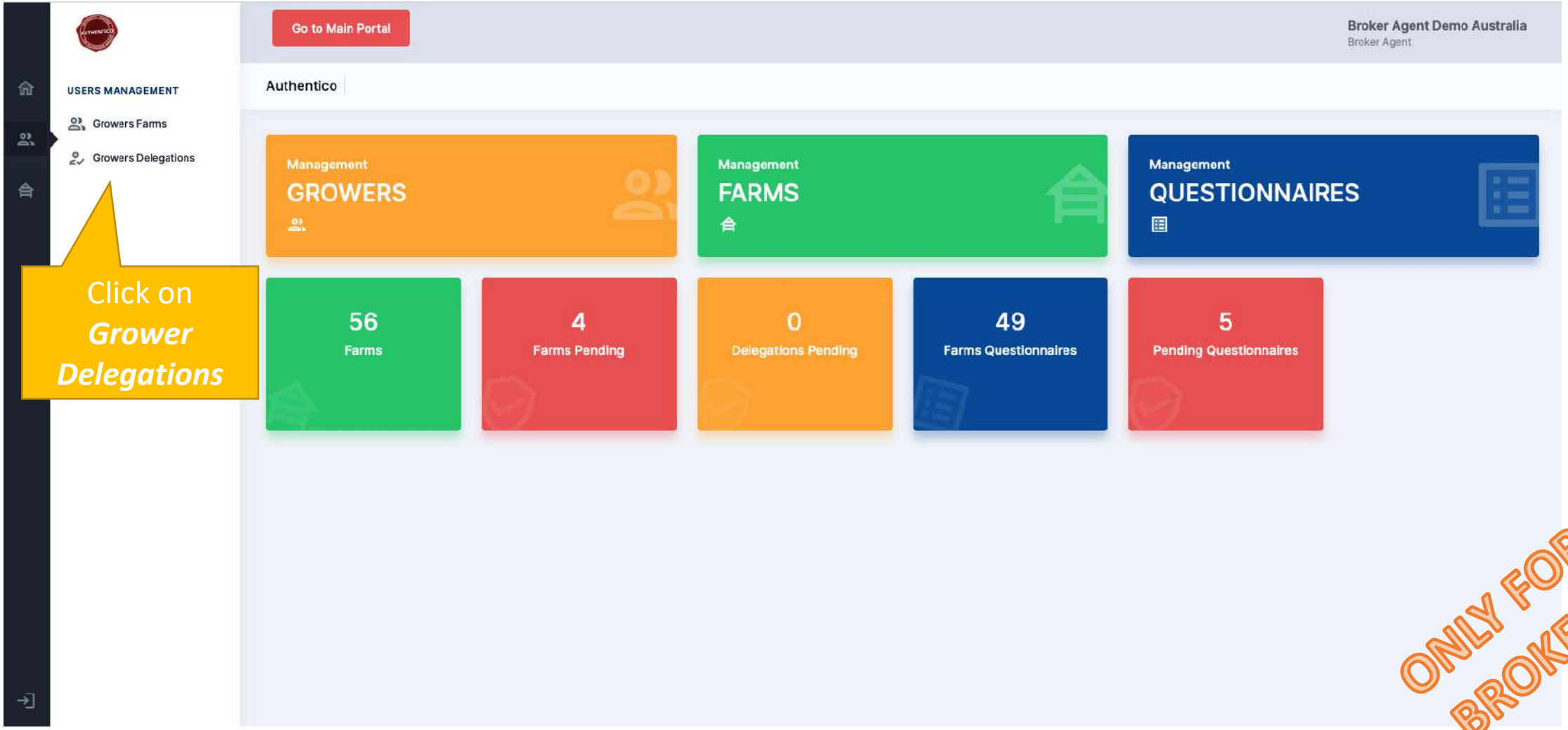


© 2023 The Schneider Group

Broker Delegation and farm Creation on behalf of the grower

© 2023 The Schneider Group

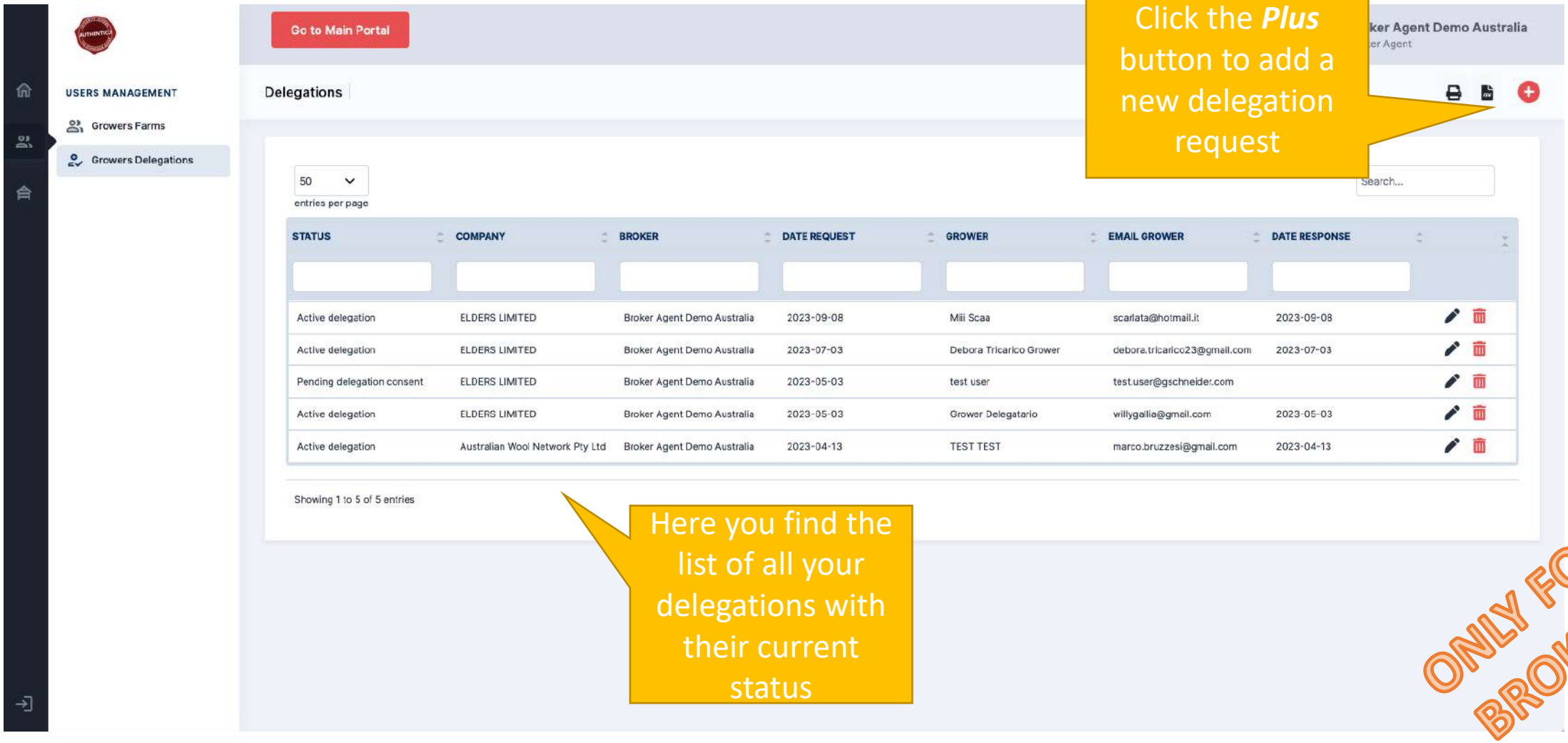
Delegation request to a grower (1/5)



ONLY FOR BROKERS

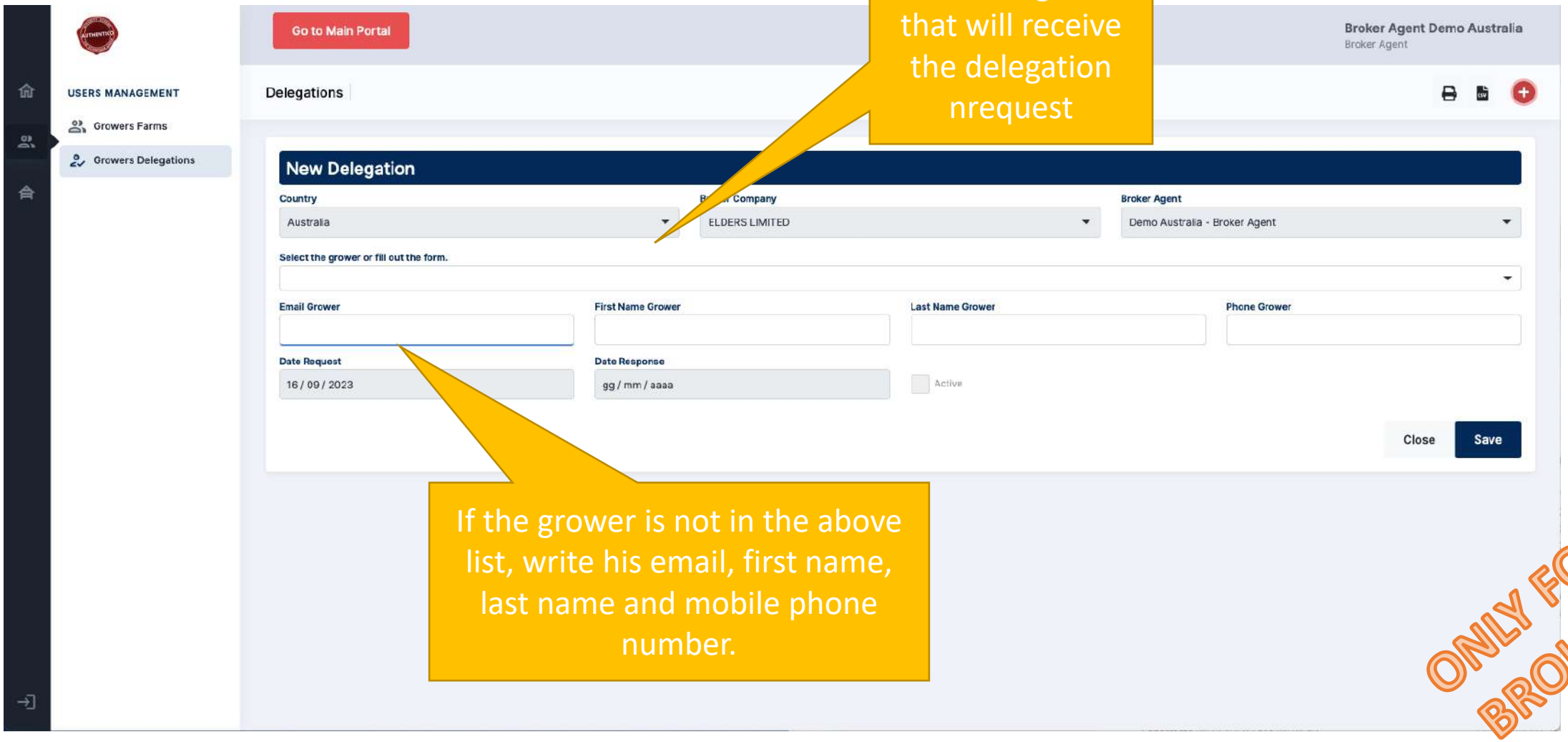
© 2023 The Schneider Group

Delegation request to a grower (2/5)



© 2023 The Schneider Group

Delegation request to a grower (3/5)



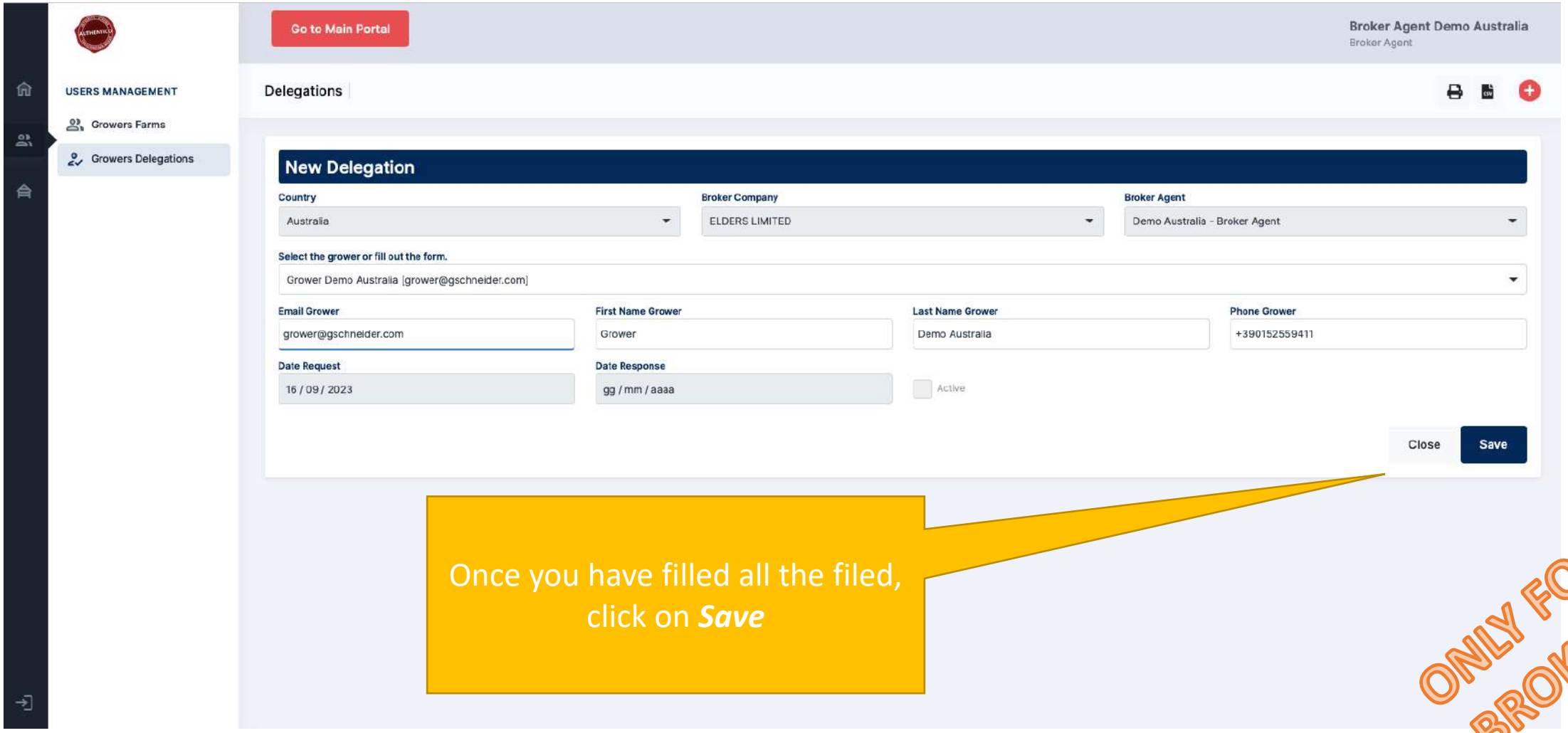
Select the grower that will receive the delegation nrequest

If the grower is not in the above list, write his email, first name, last name and mobile phone number.

ONLY FOR BROKERS

© 2023 The Schneider Group

Delegation request to a grower (4/5)



Once you have filled all the filed, click on ***Save***

ONLY FOR BROKERS

© 2023 The Schneider Group

Delegation request to a grower (5/5)

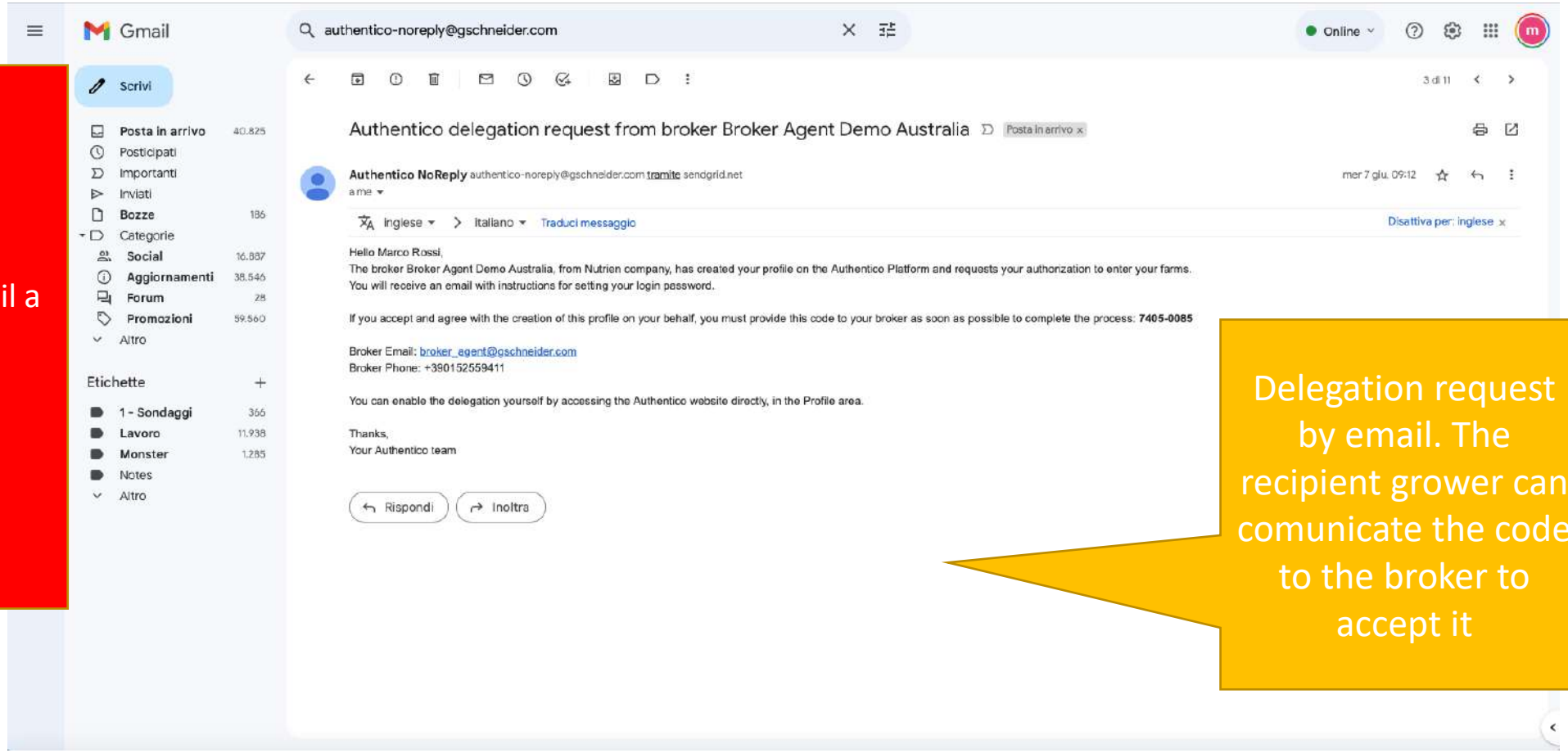


ONLY FOR BROKERS

© 2023 The Schneider Group

Delegation authorization by the grower (grower interface) (1/3)

The Broker receives an email a SMS with containg a token Code



Delegation request by email. The recipient grower can comunicate the code to the broker to accept it

© 2023 The Schneider Group

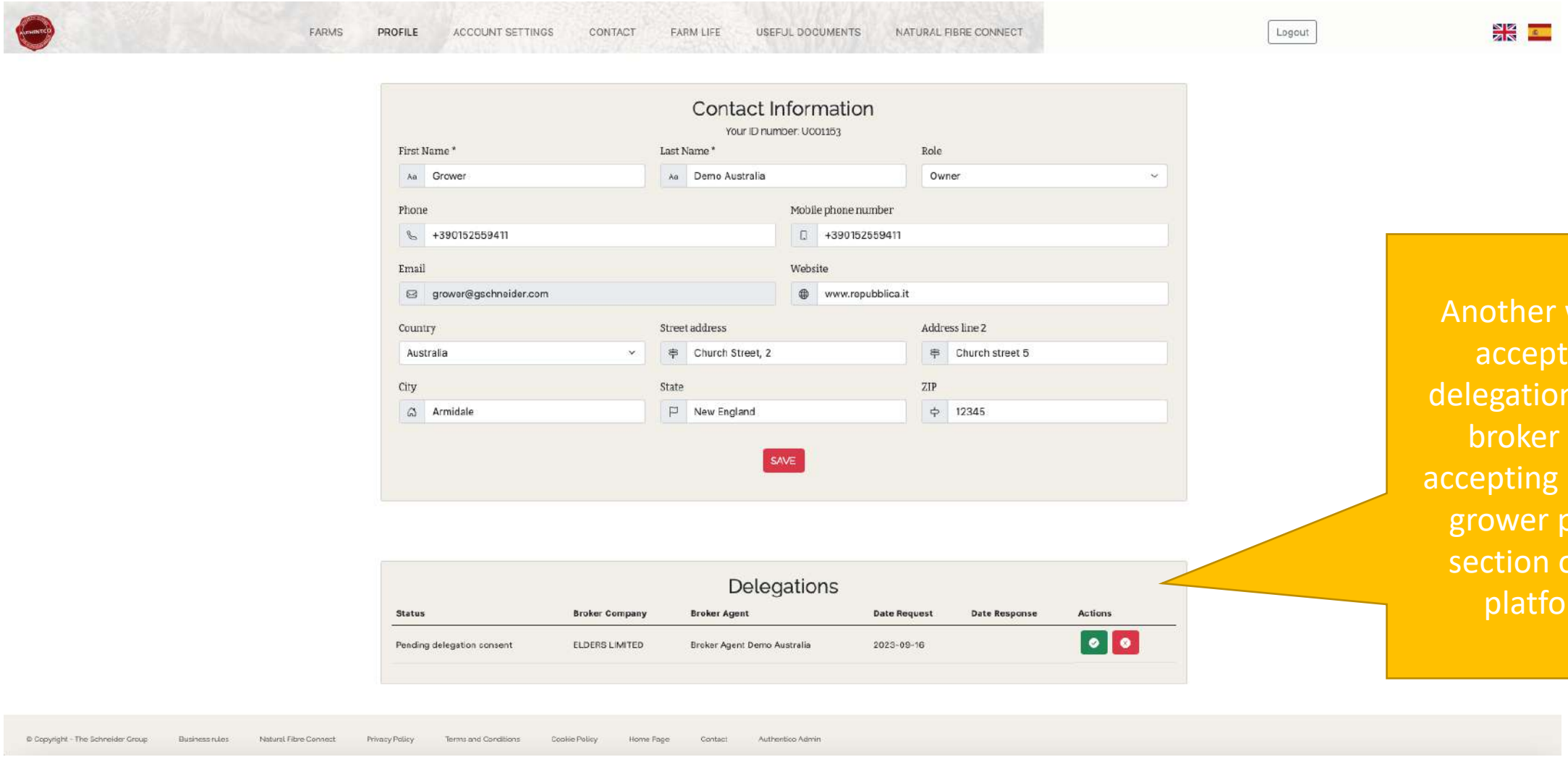
Delegation authorization by the grower(grower interface) (2/3)



Delegation request by SMS. The recipient grower can comunicate the code to the broker to accept it

© 2023 The Schneider Group

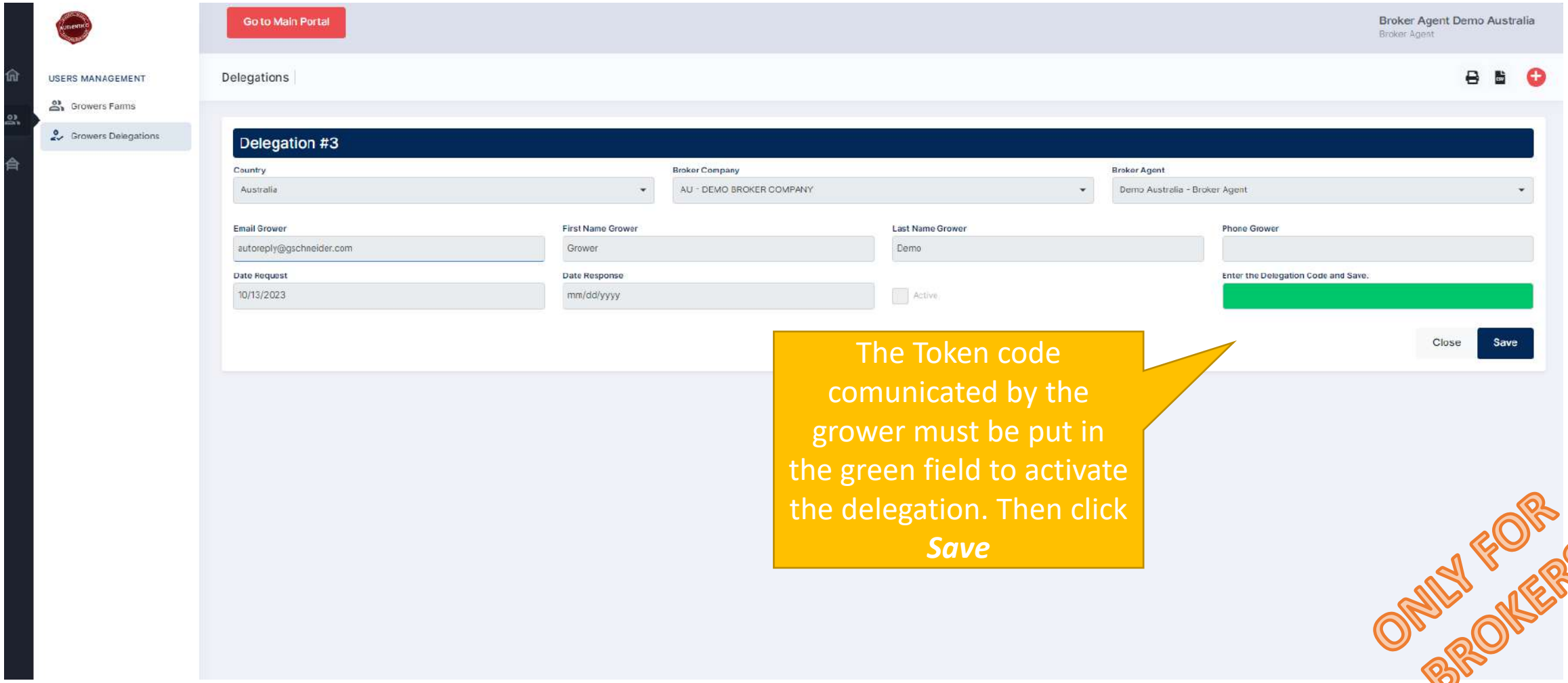
Delegation authorization by the grower (grower interface) (3/3)



Another way to accept the delegation to the broker is by accepting it in the grower profile section on the platform.

© 2023 The Schneider Group

Delegation activation (1/2)

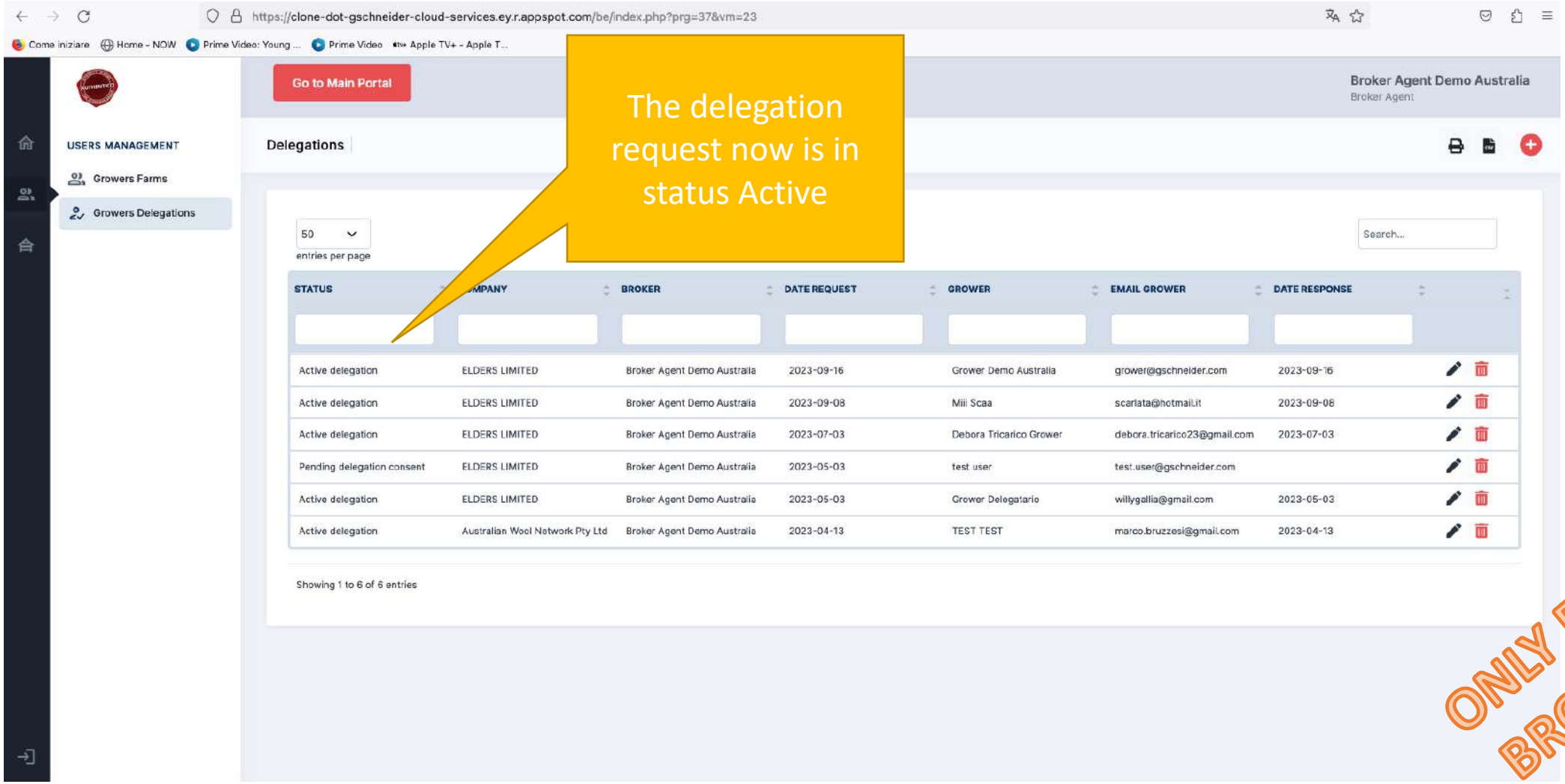


The Token code comunicated by the grower must be put in the green field to activate the delegation. Then click ***Save***

ONLY FOR BROKERS

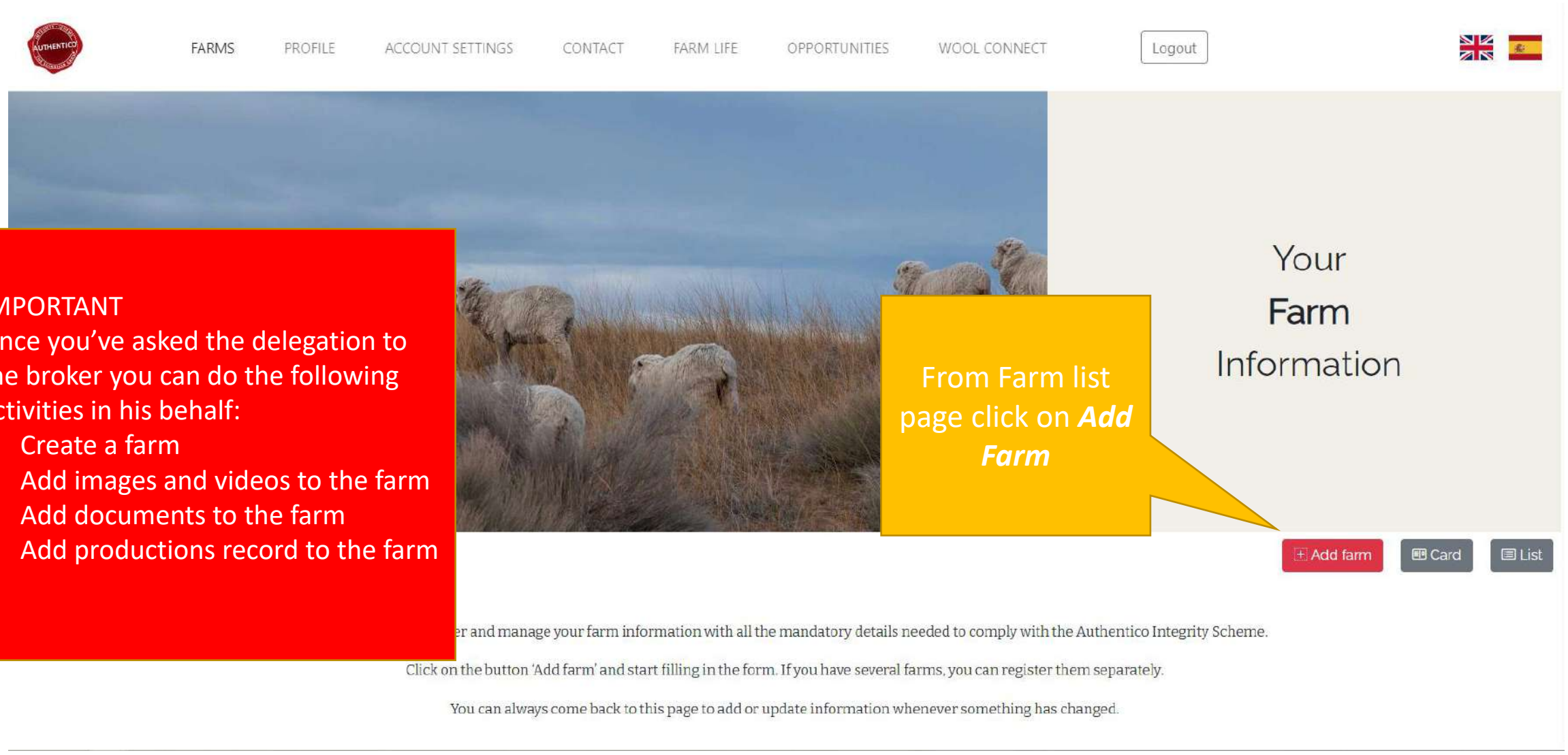
© 2023 The Schneider Group

Delegation activation (1/2)



© 2023 The Schneider Group

Add a new Farm (1/5)

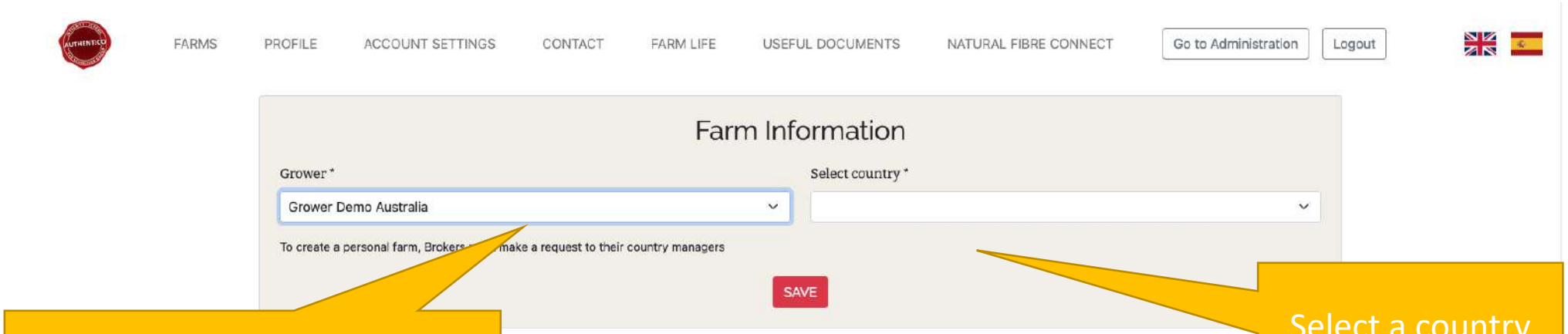


IMPORTANT
Once you've asked the delegation to the broker you can do the following activities in his behalf:

- Create a farm
- Add images and videos to the farm
- Add documents to the farm
- Add productions record to the farm

© 2023 The Schneider Group

Add a new Farm (2/5)



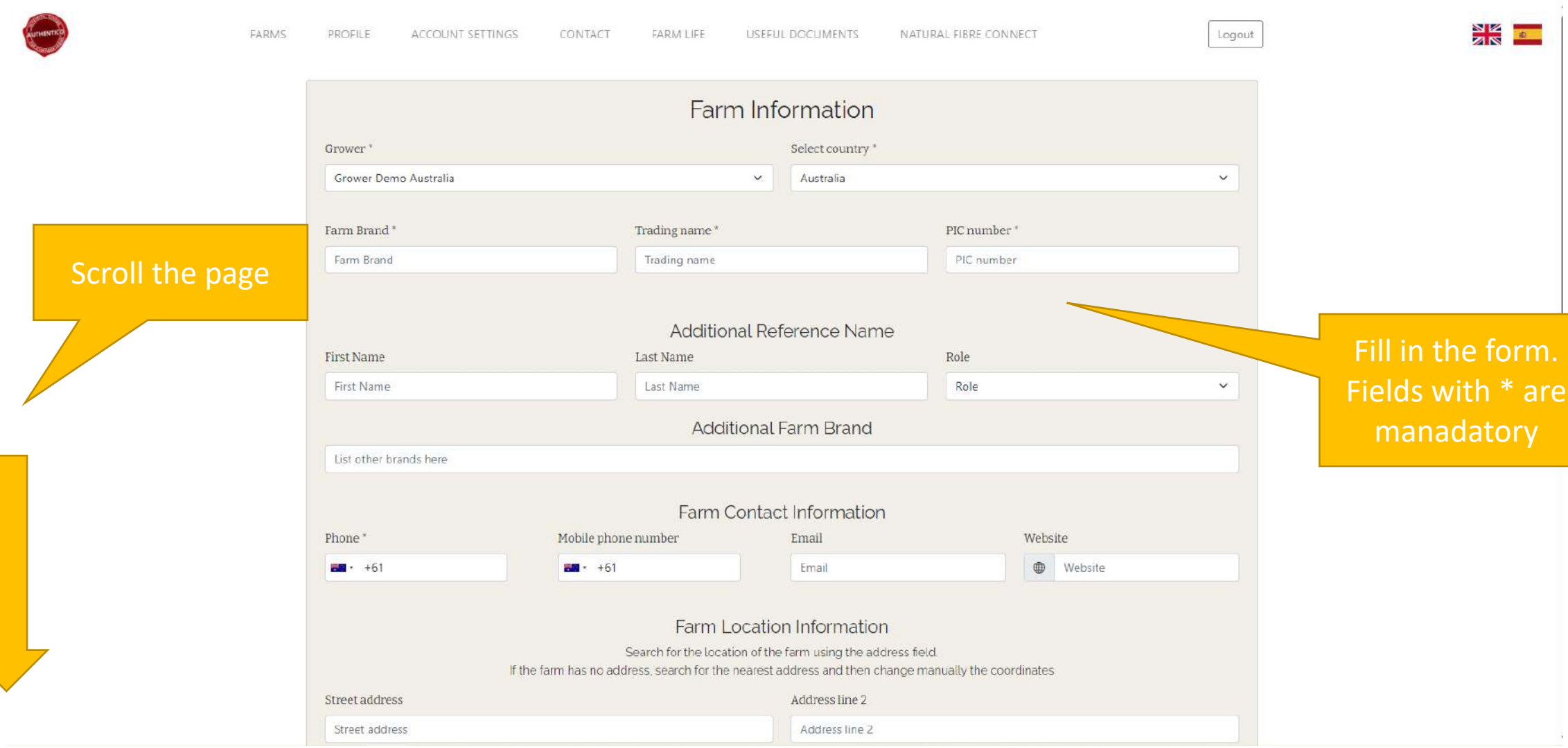
Choose the name fo the growers that has delegation requests. The request can be in pending status

Select a country and click ***Save***

ONLY FOR BROKERS

© 2023 The Schneider Group

Add a new Farm (3/5)

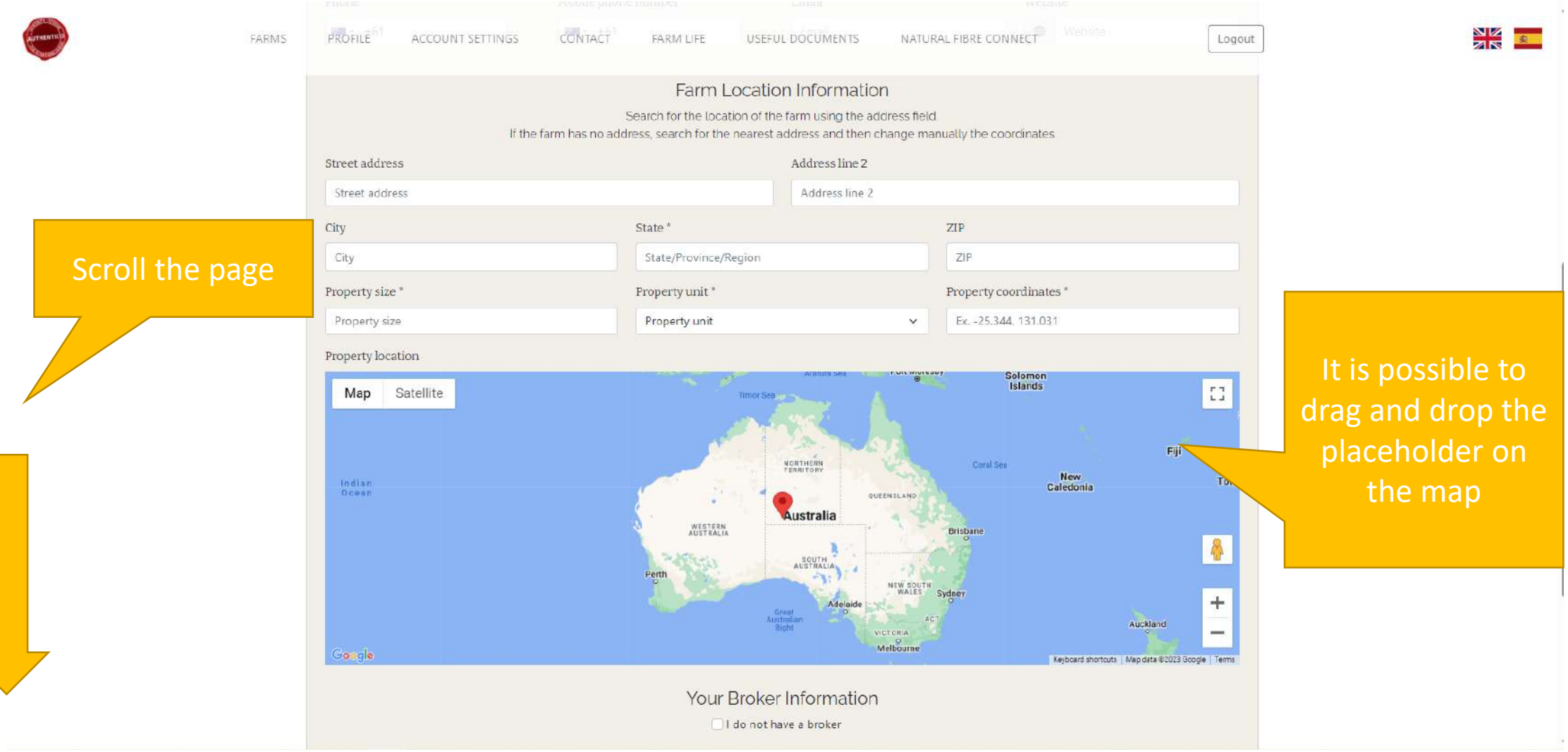


Scroll the page

Fill in the form. Fields with * are manadatory

© 2023 The Schneider Group

Add a new Farm (4/5)

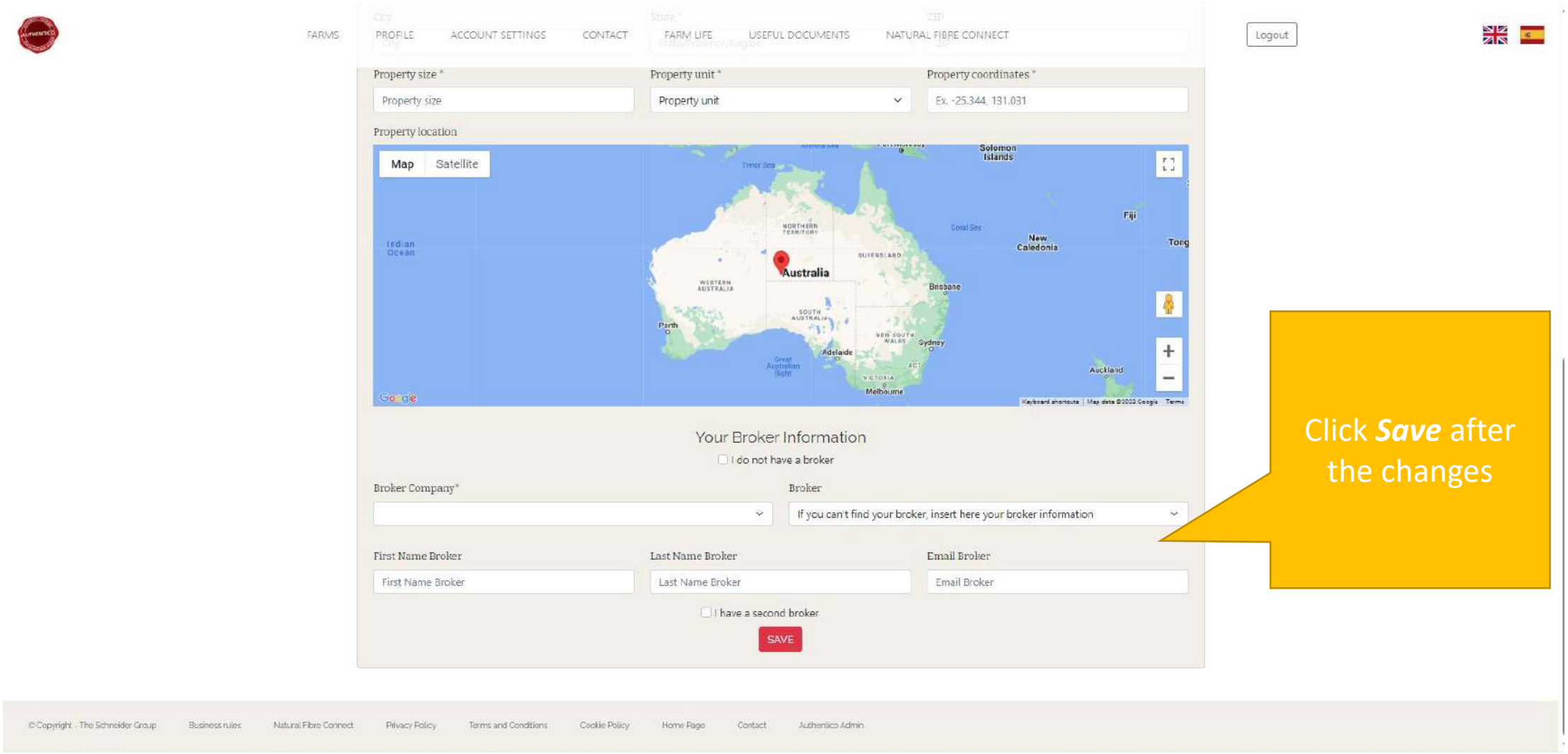


Scroll the page

It is possible to drag and drop the placeholder on the map

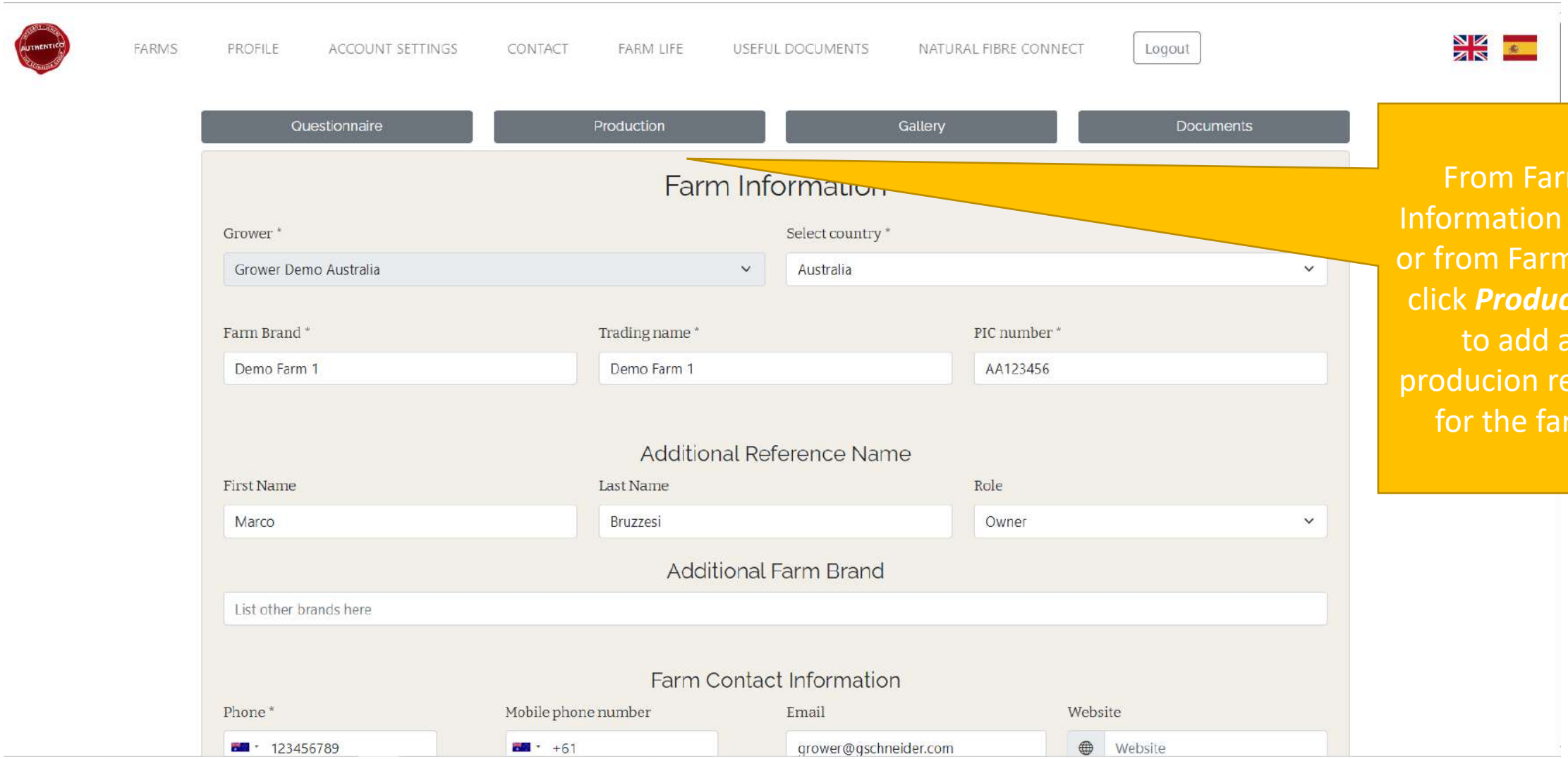
© 2023 The Schneider Group

Add a new Farm (5/5)



© 2023 The Schneider Group

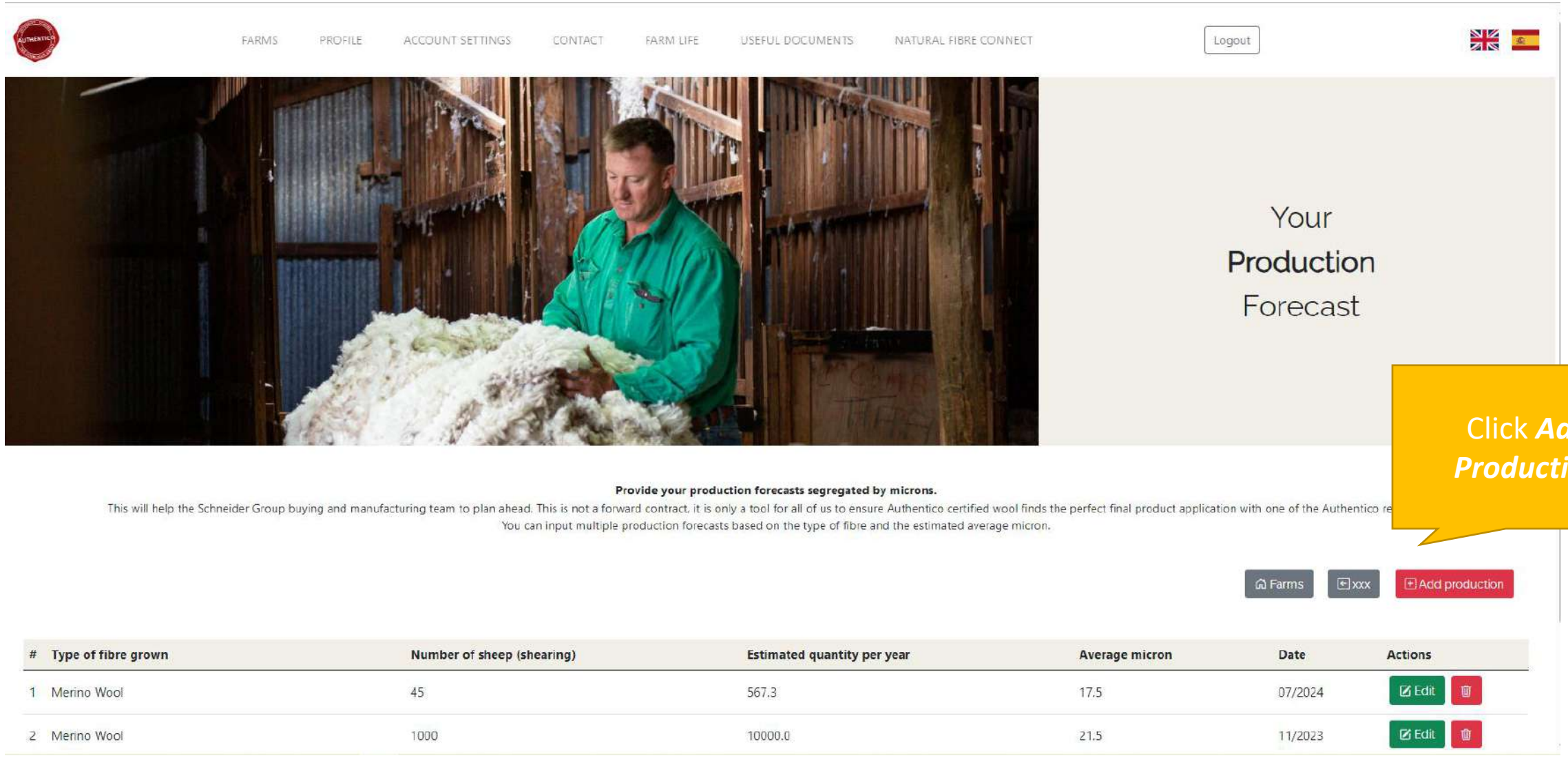
Record Production Data (1/3)



From Farm Information page or from Farm List, click ***Production*** to add a producion record for the farm

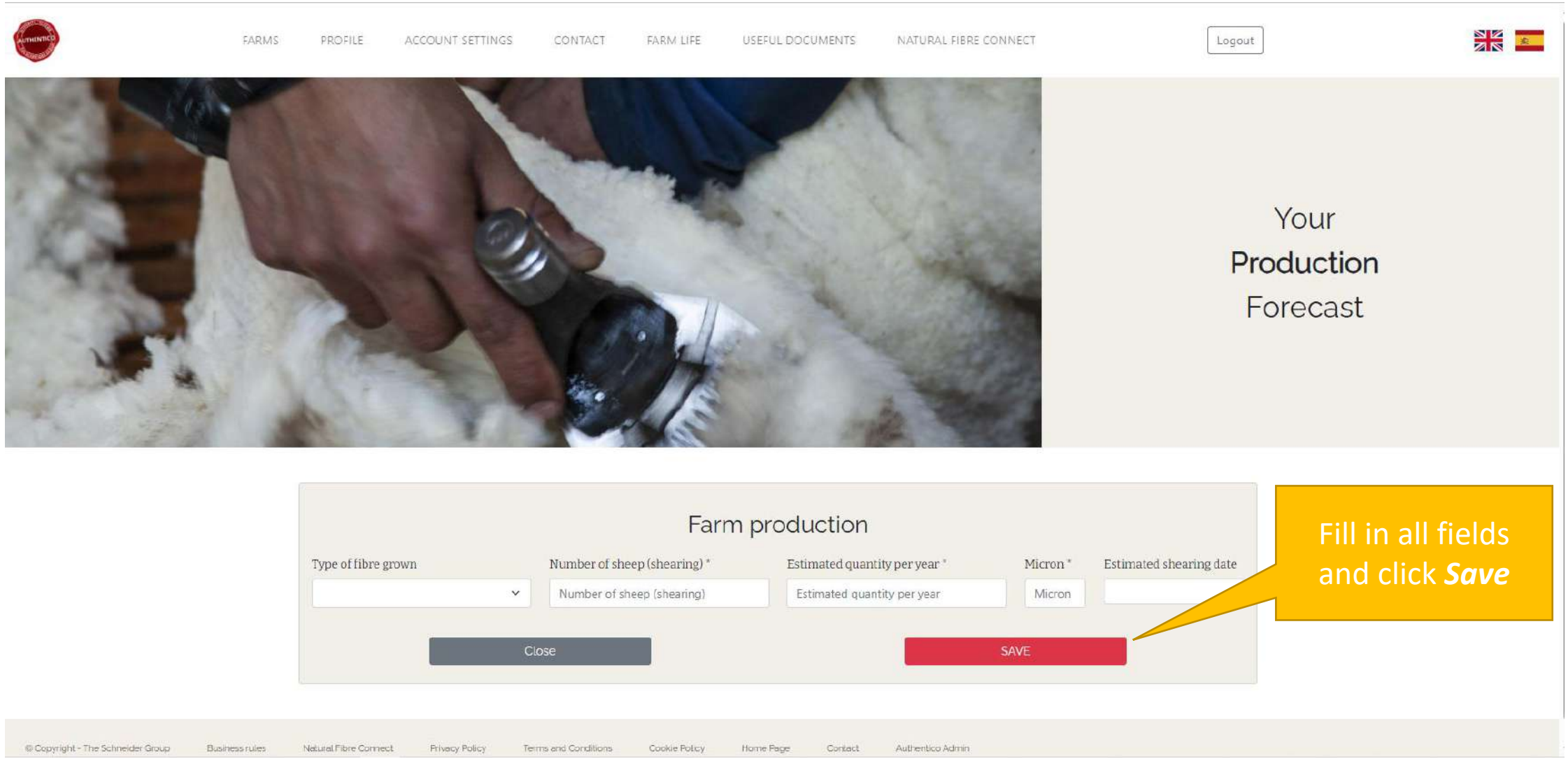
© 2023 The Schneider Group

Record Production Data (2/3)



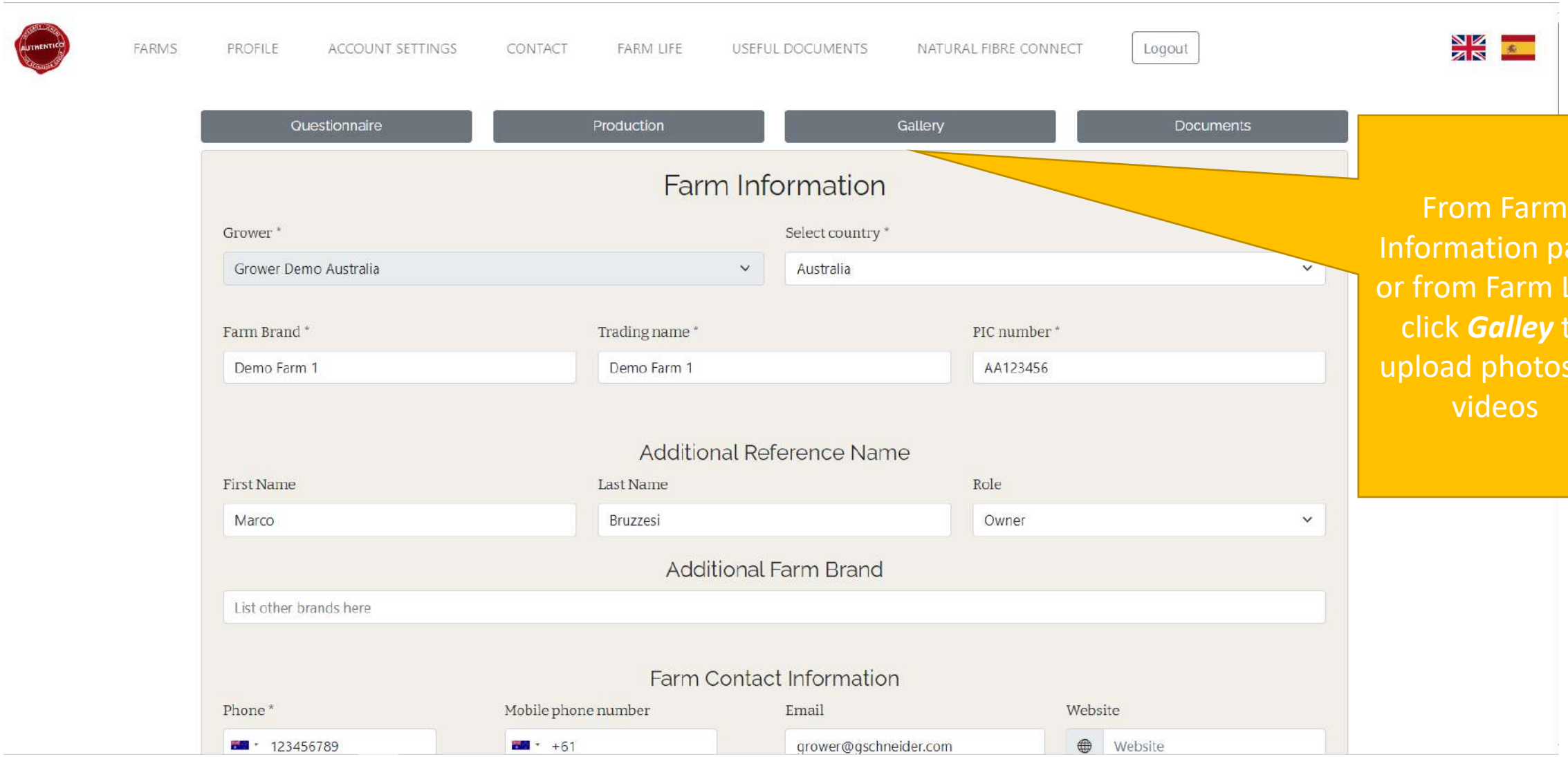
© 2023 The Schneider Group

Record Production Data (3/3)



© 2023 The Schneider Group

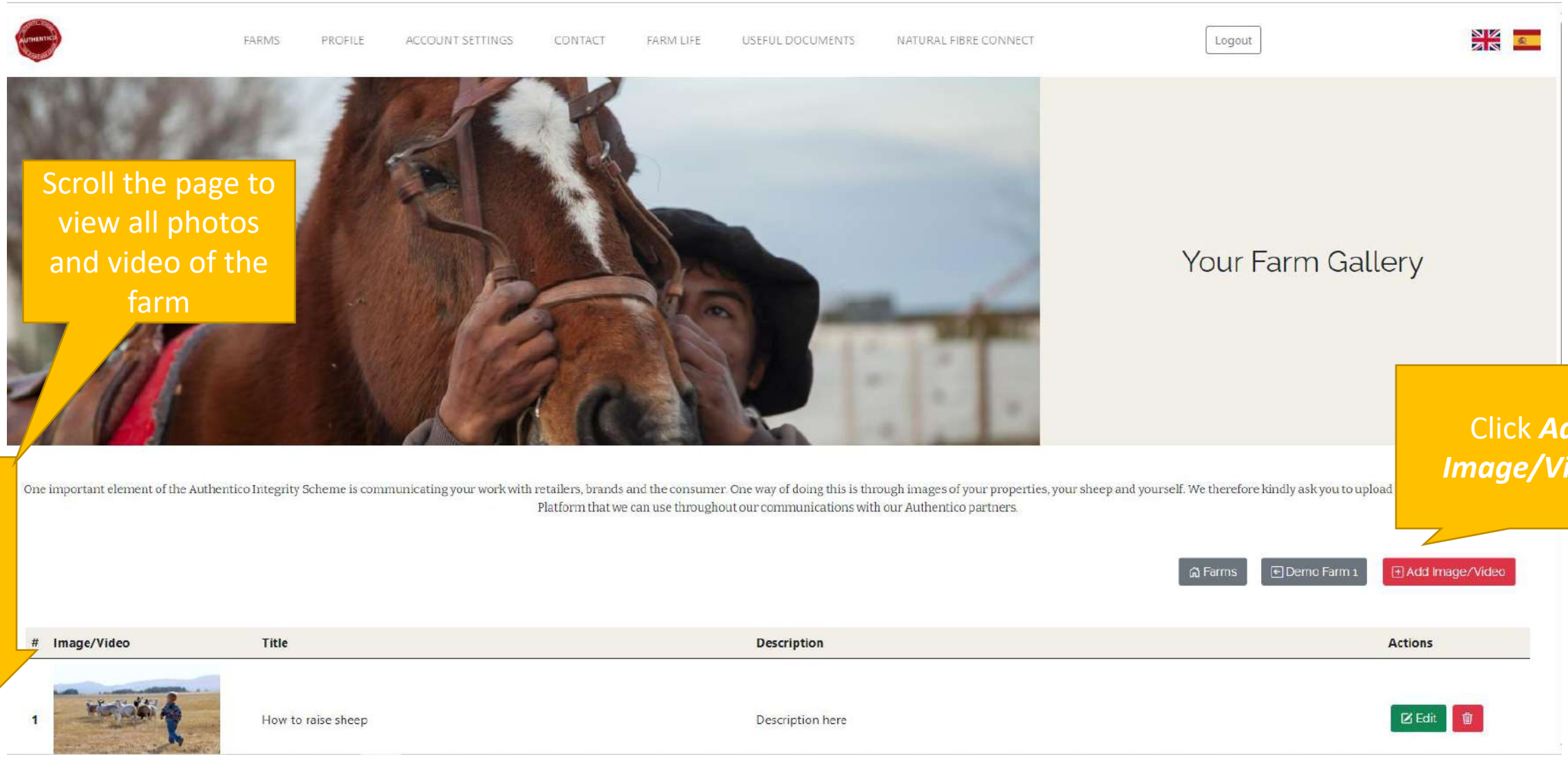
Upload Photos and Videos (1/5)



From Farm Information page or from Farm List, click ***Galley*** to upload photos or videos

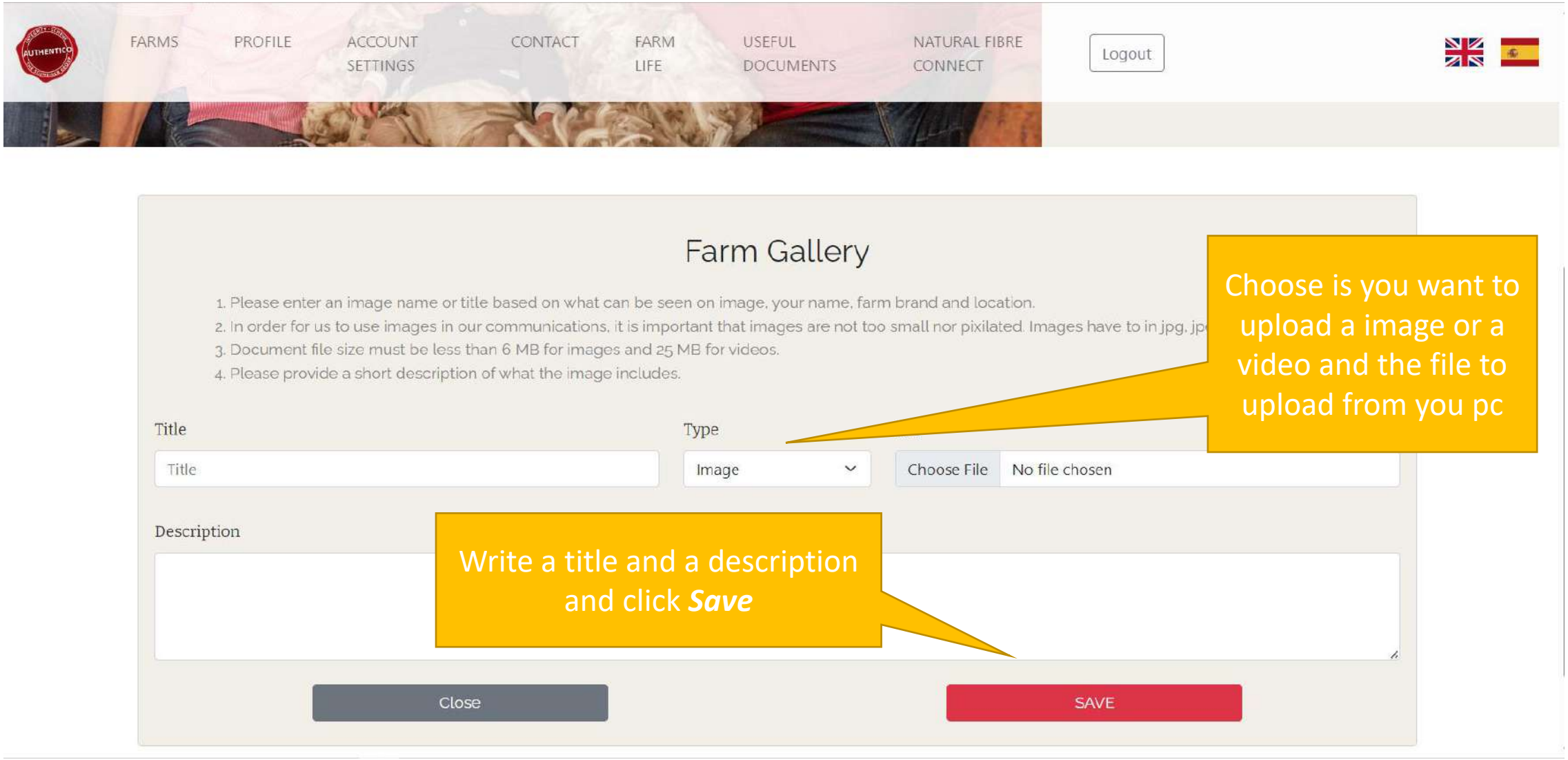
© 2023 The Schneider Group

Upload Photos and Videos (2/5)



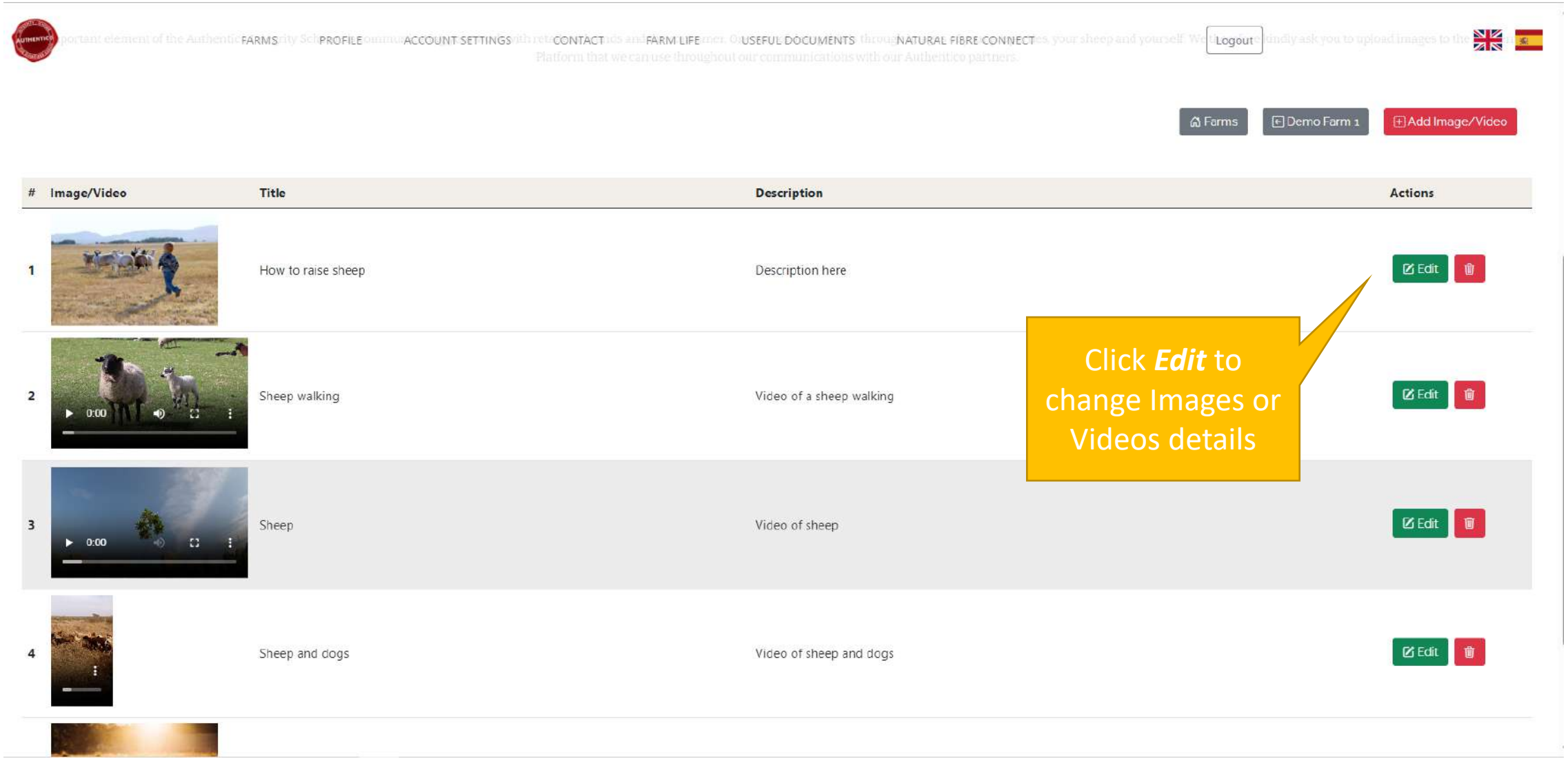
© 2023 The Schneider Group

Upload Photos and Videos (3/5)



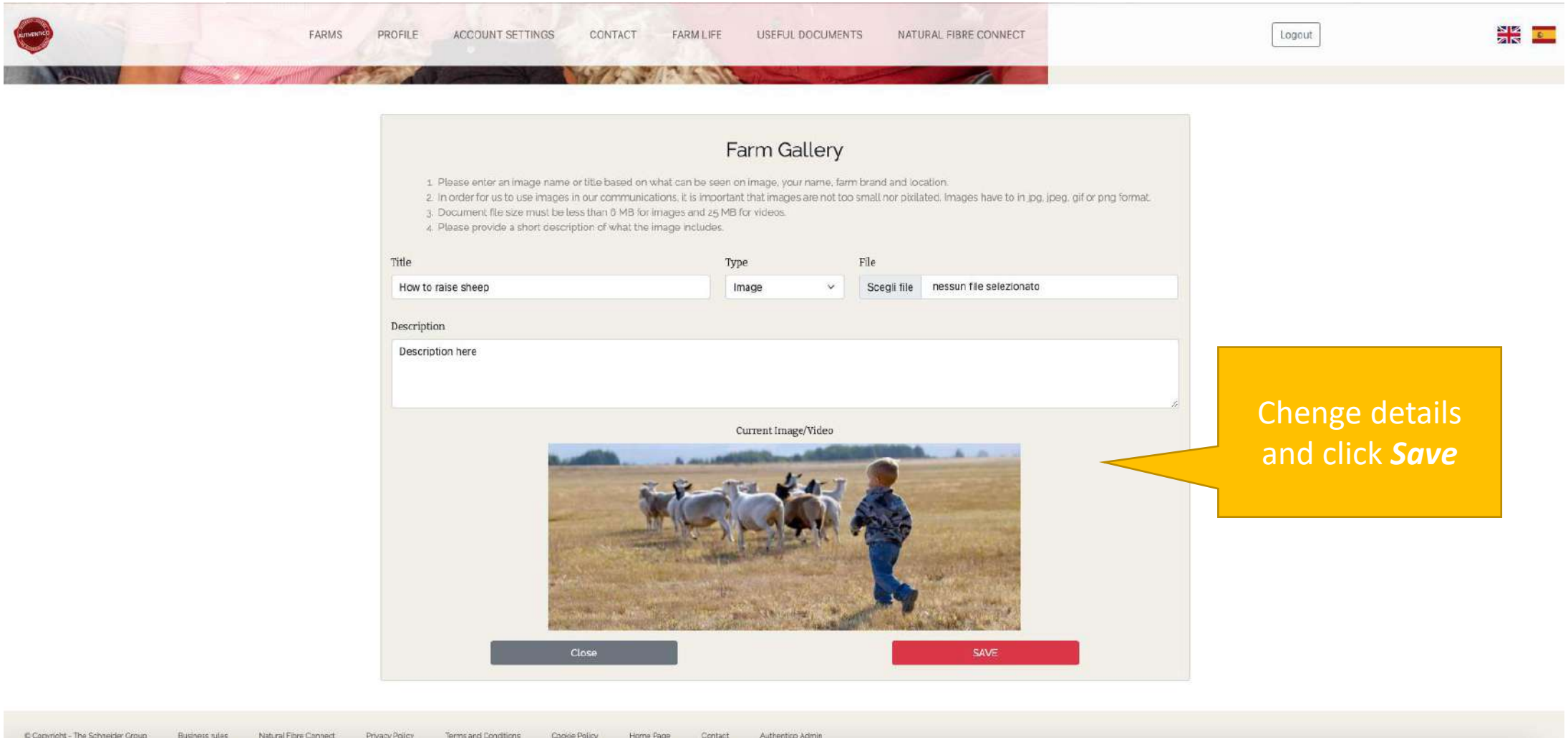
© 2023 The Schneider Group

Upload Photos and Videos (4/5)



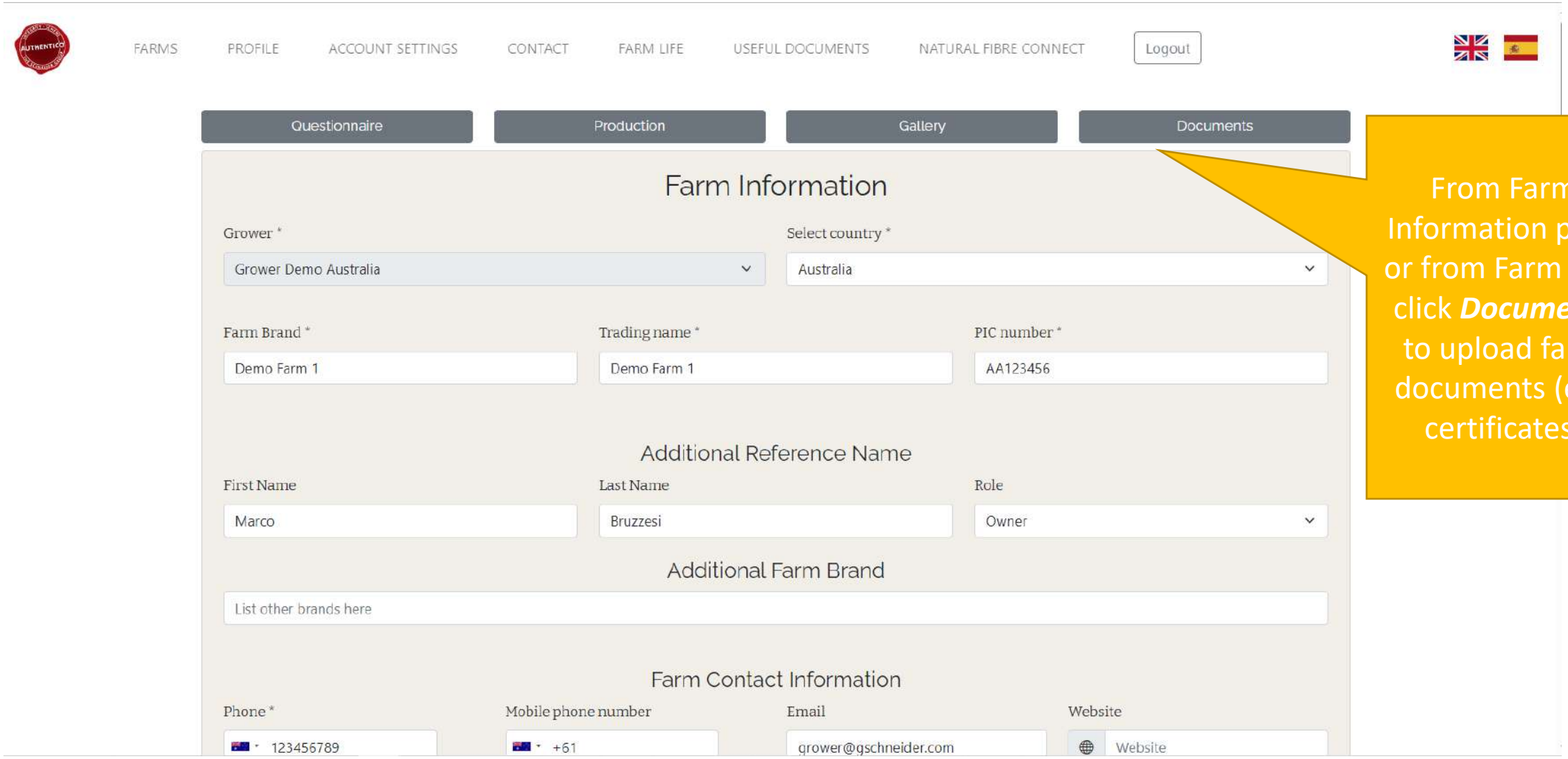
© 2023 The Schneider Group

Upload Photos and Videos (5/5)



Chenge details and click ***Save***

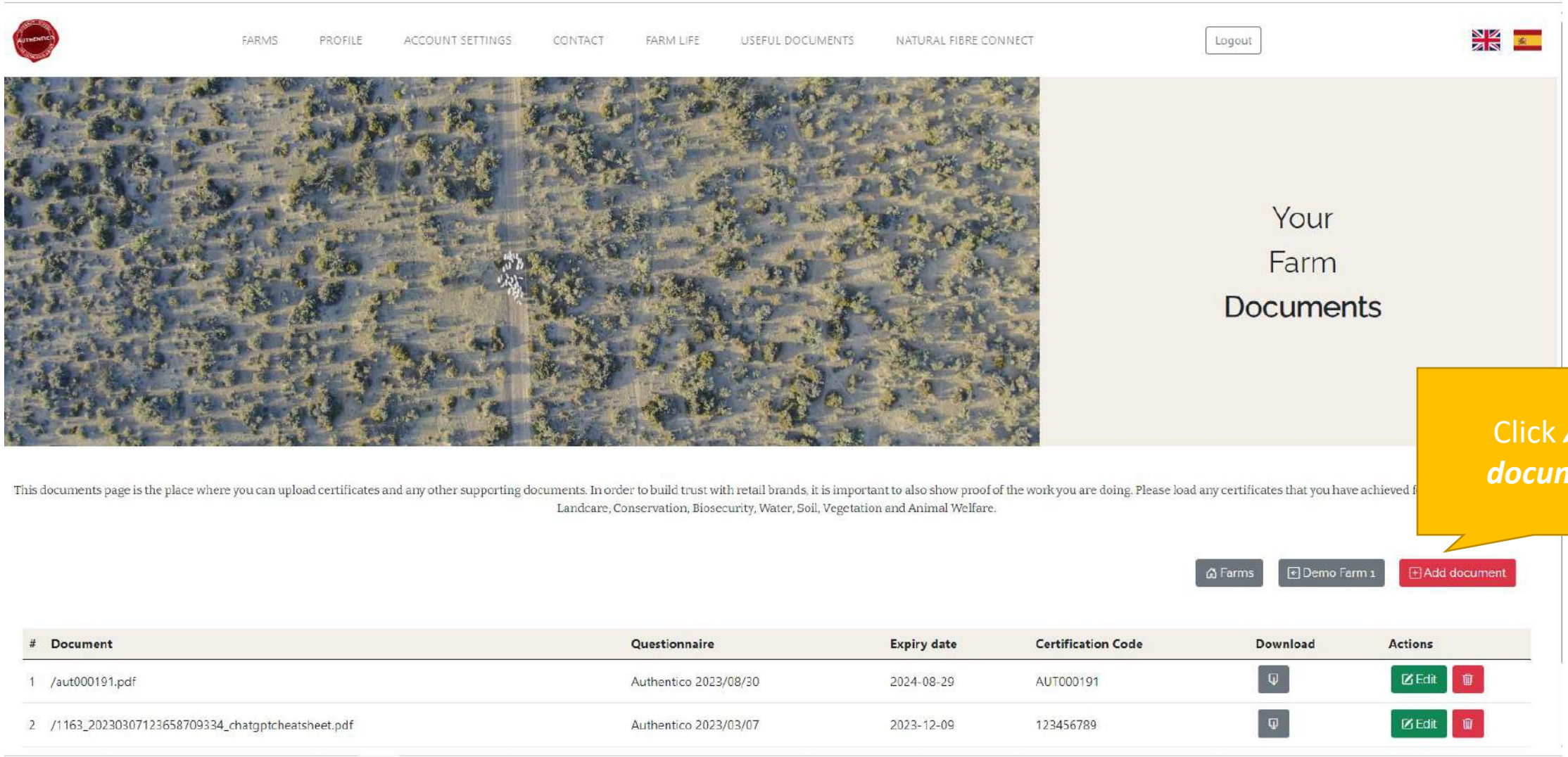
Upload Documents (1/3)



From Farm Information page or from Farm List, click ***Documents*** to upload farm documents (e.g. certificates)

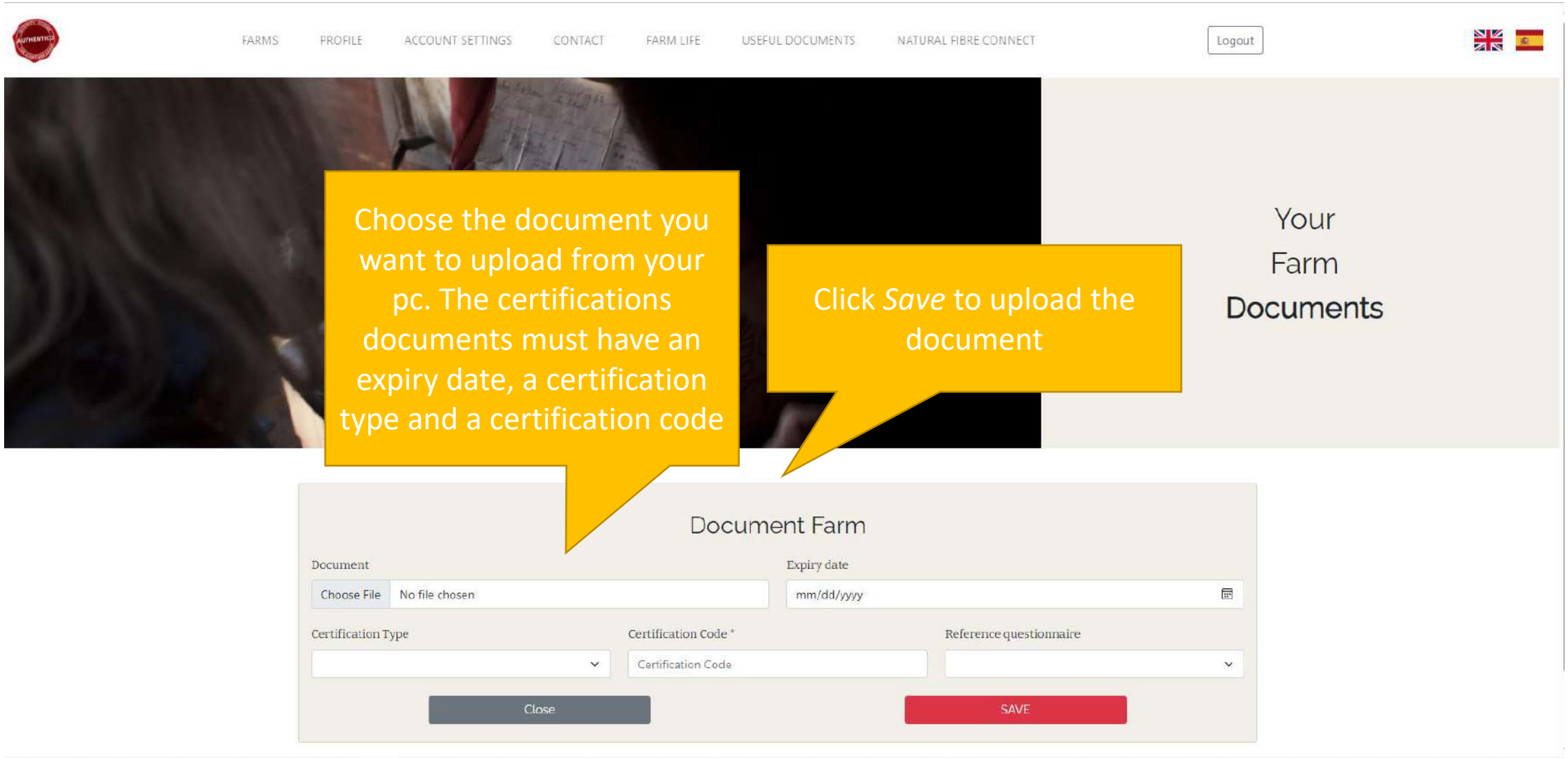
© 2023 The Schneider Group

Upload Documents (2/3)



© 2023 The Schneider Group

Upload Documents (3/3)

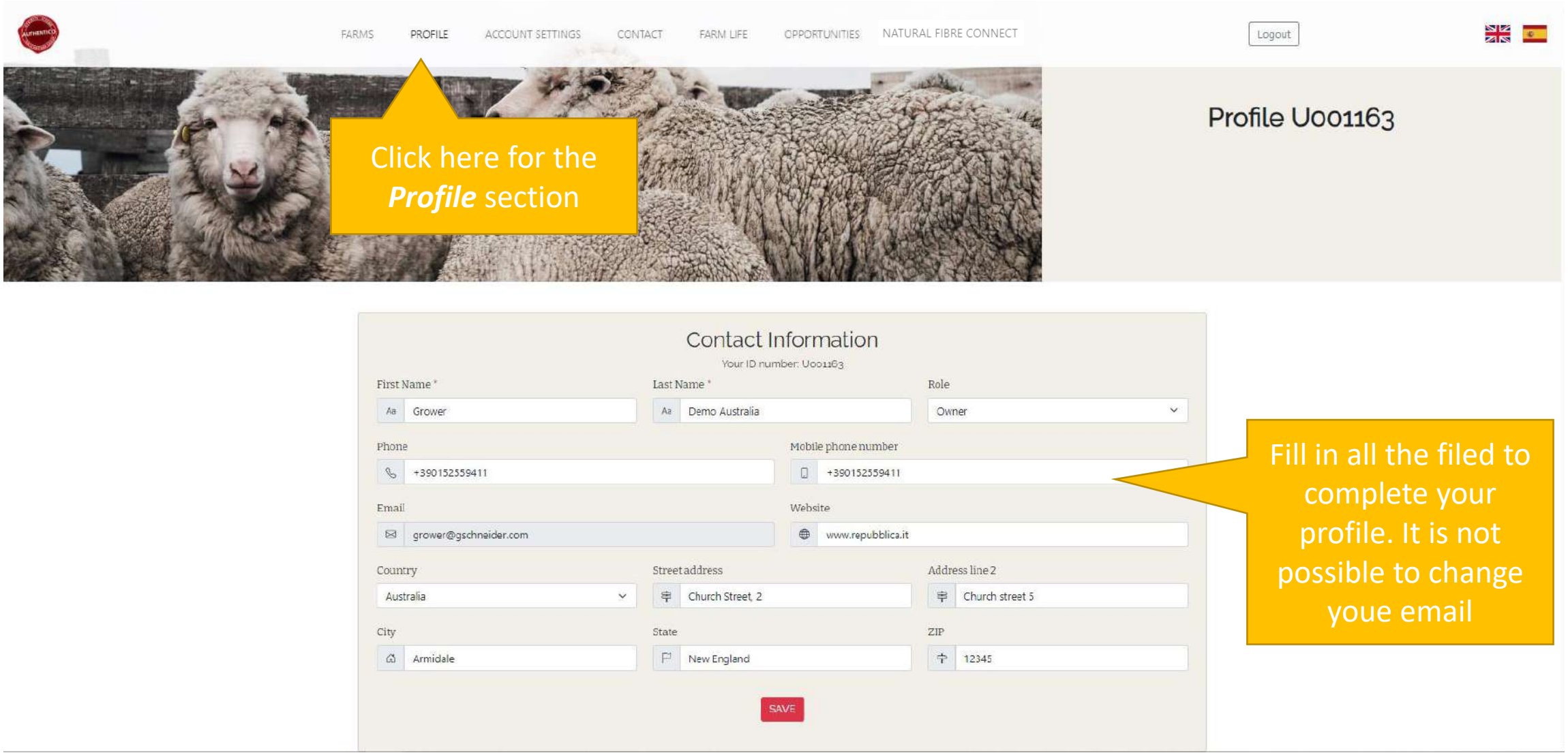


© 2023 The Schneider Group

Other Features and Functionalities

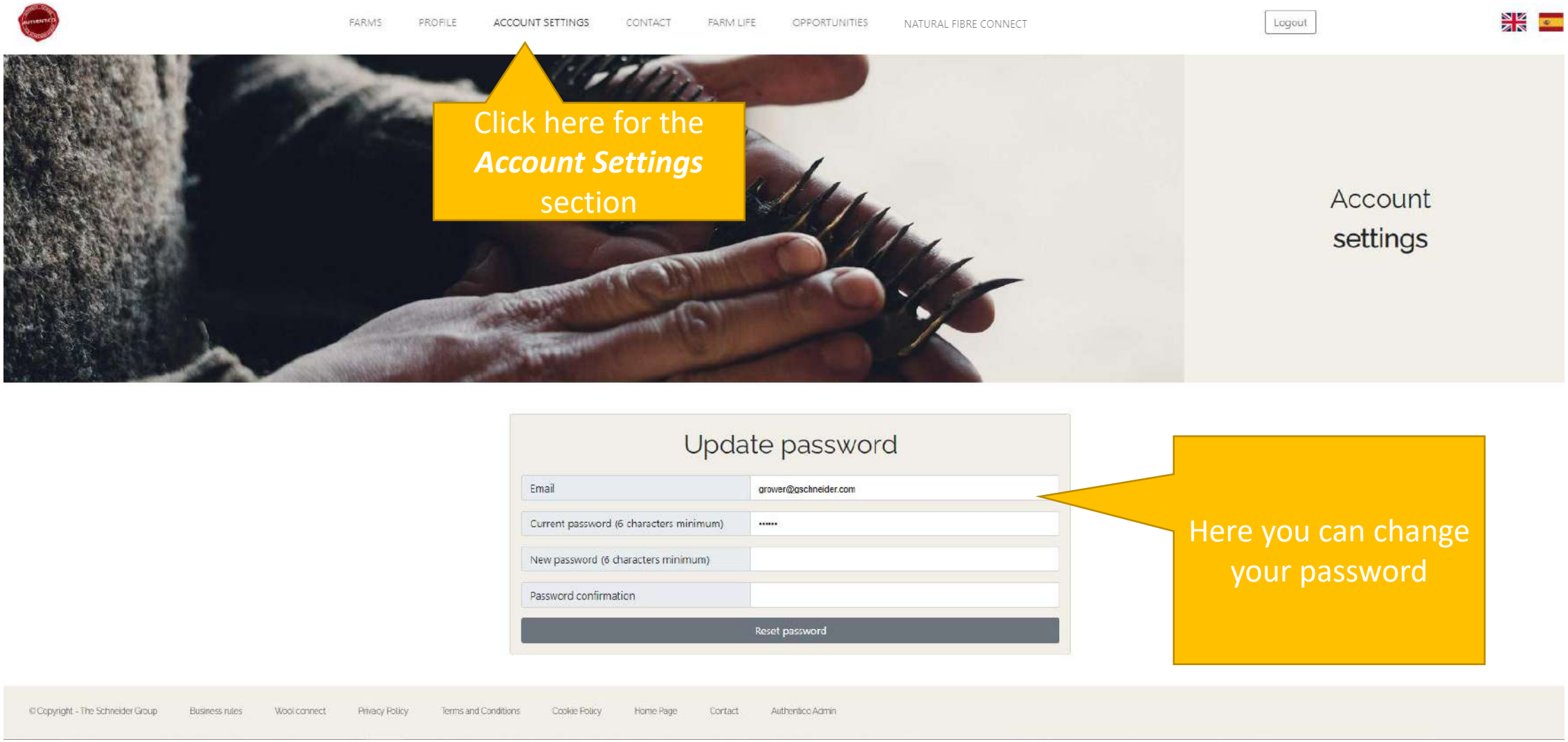
© 2023 The Schneider Group

Profile Page



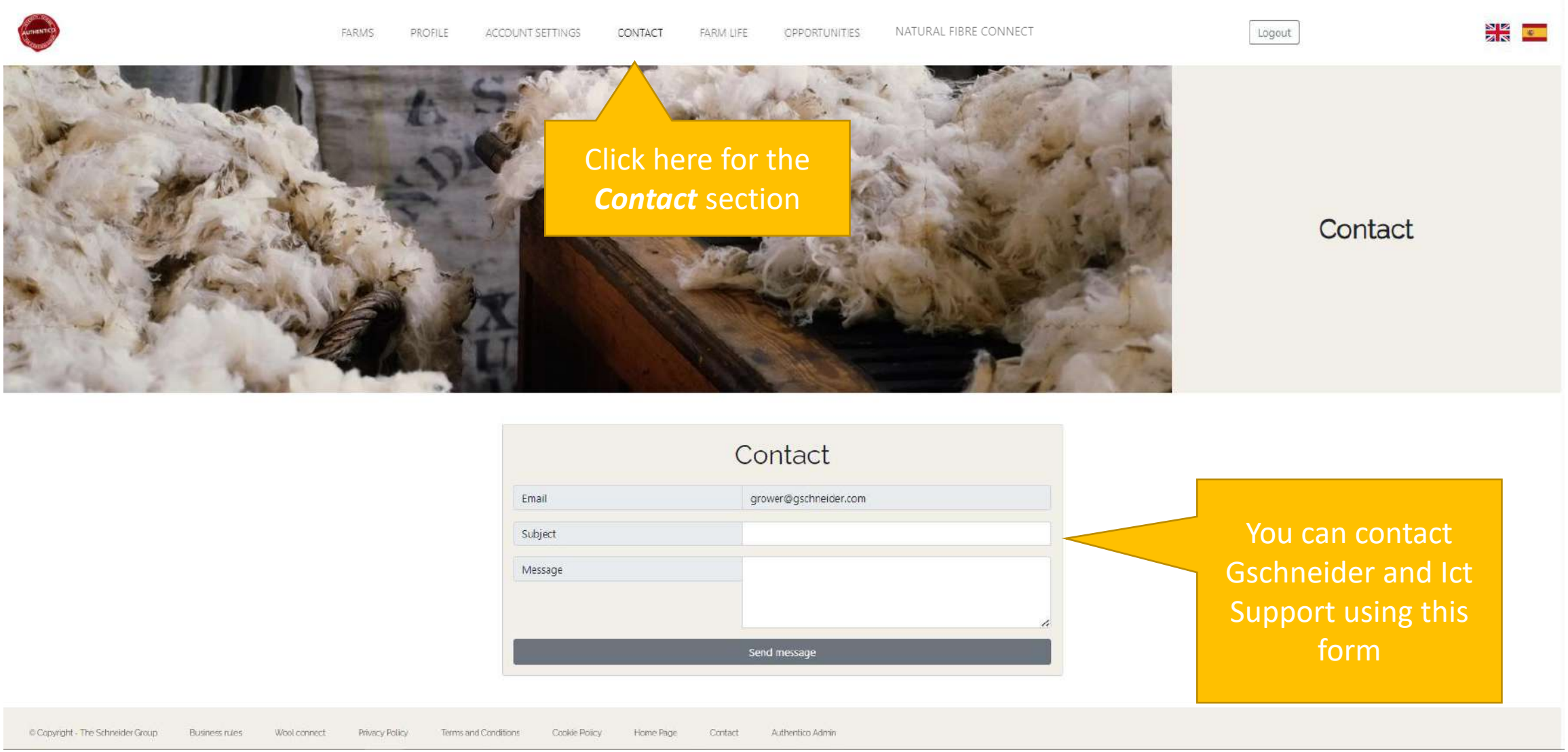
© 2023 The Schneider Group

Account Settings Page



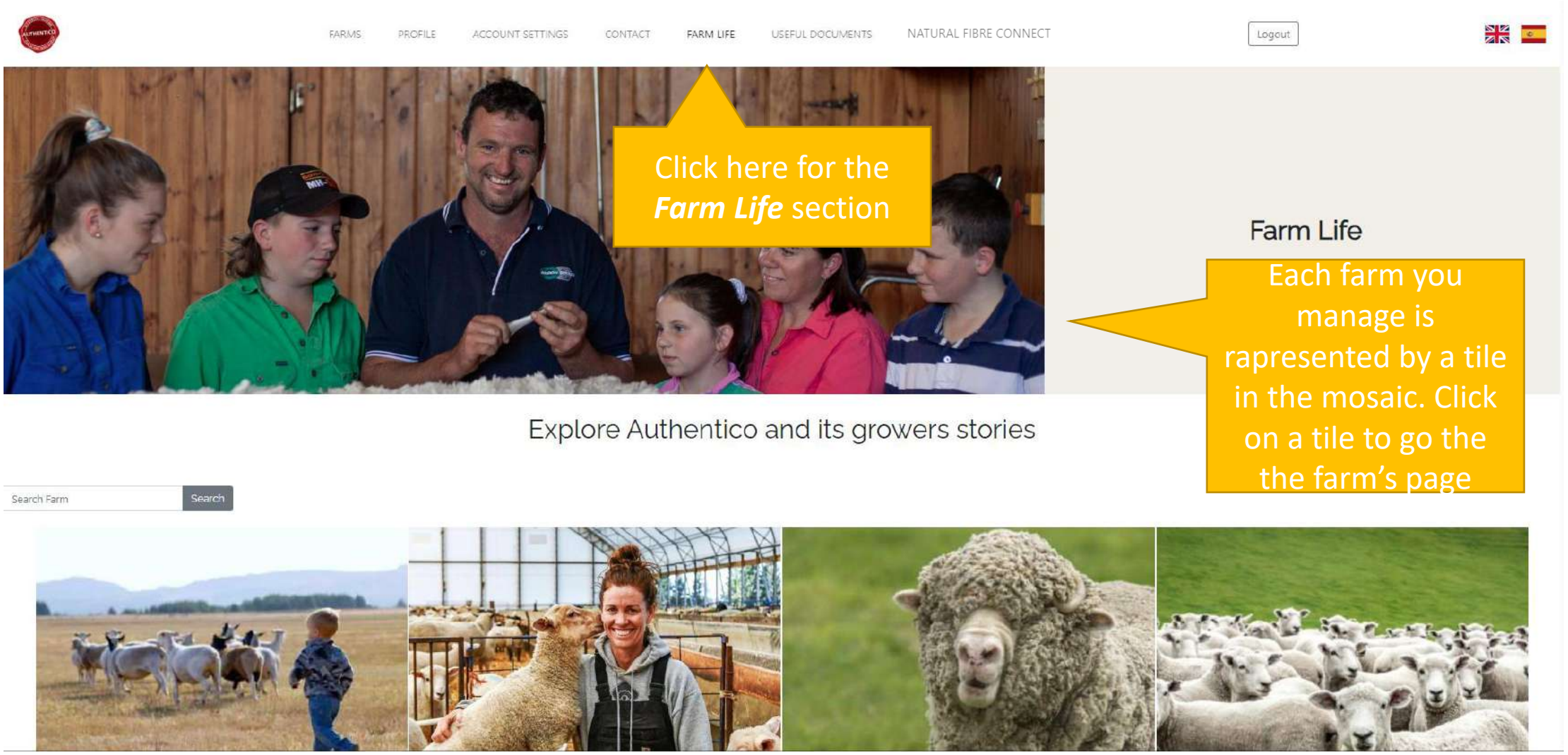
© 2023 The Schneider Group

Contact Page



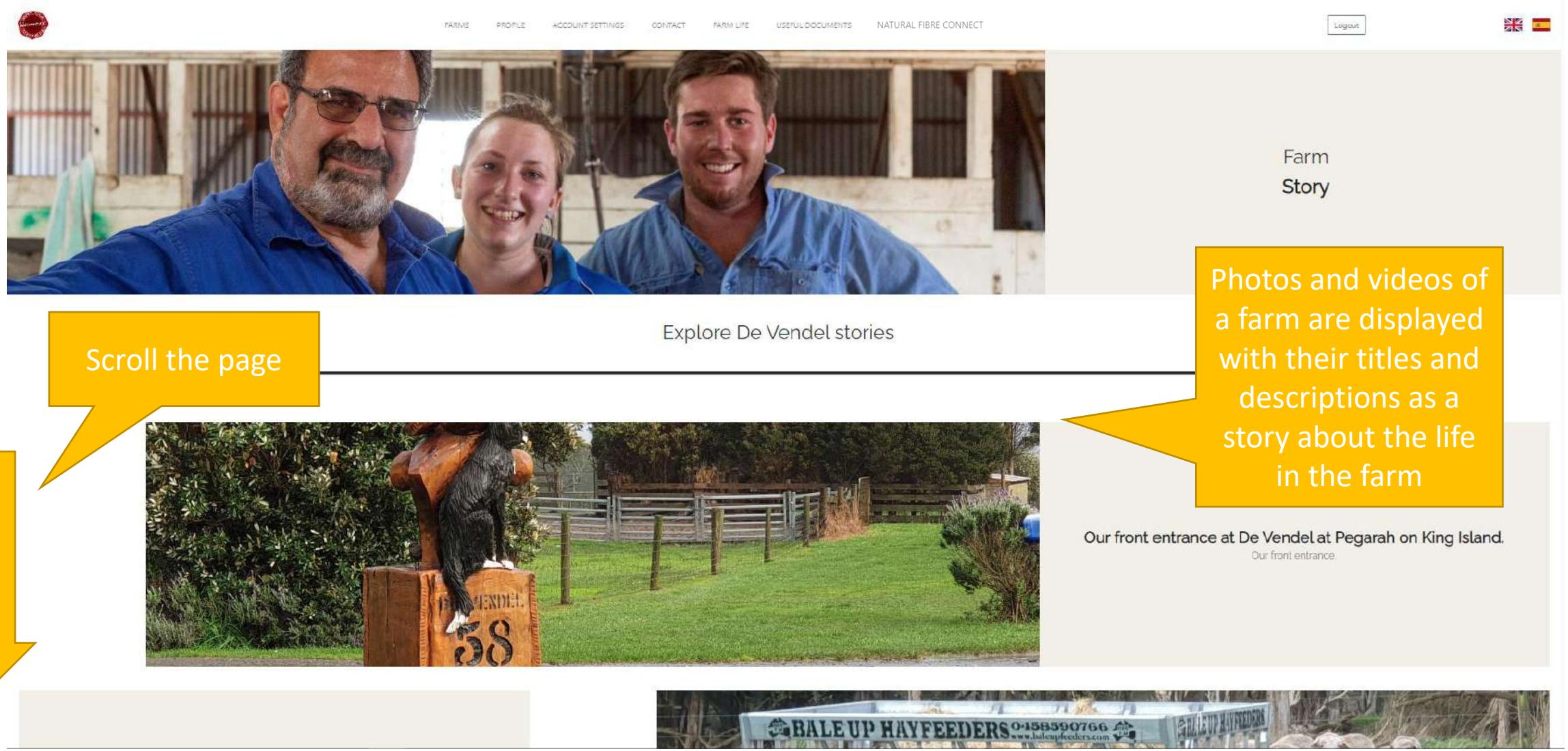
© 2023 The Schneider Group

Farm Life Page (1/2)



© 2023 The Schneider Group

Farm Life Page (2/2)

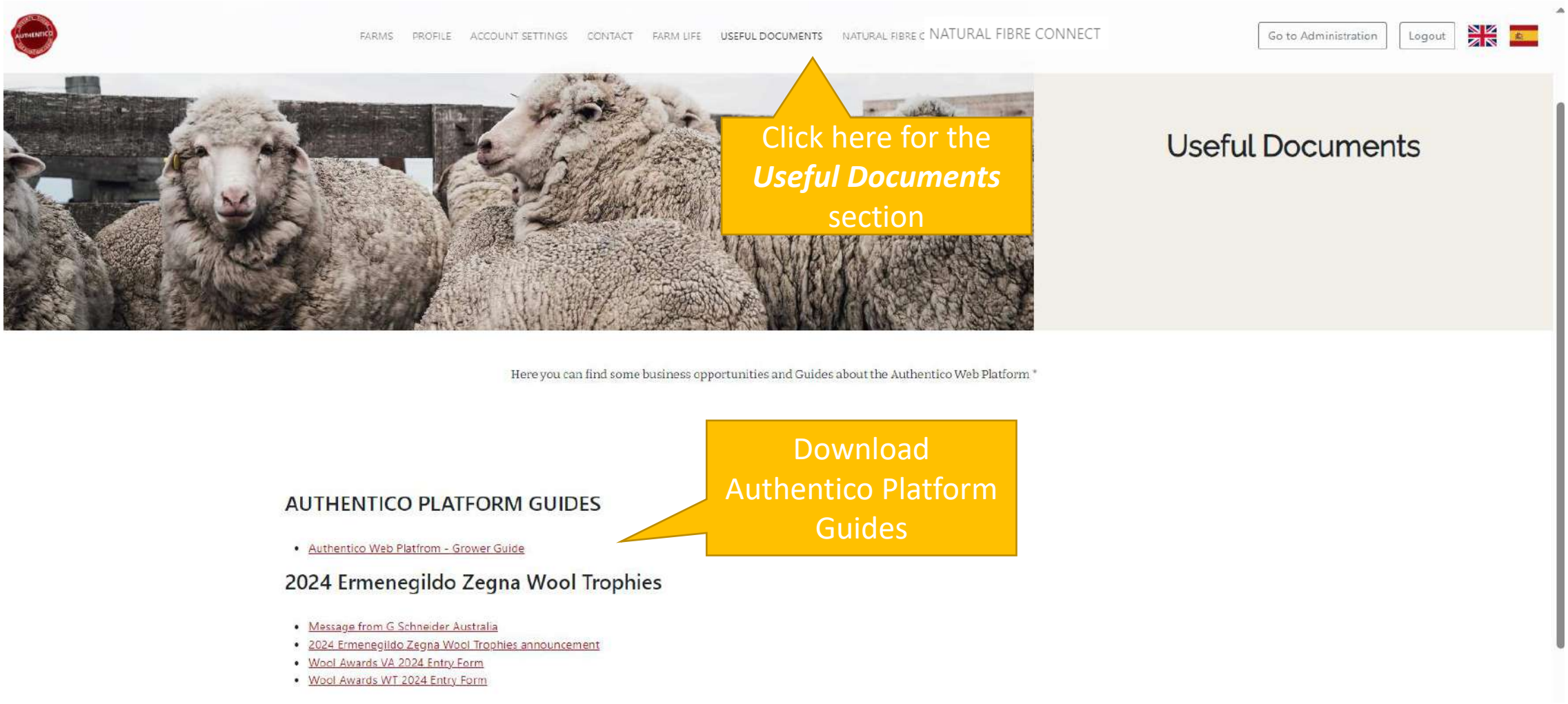


Scroll the page

Photos and videos of a farm are displayed with their titles and descriptions as a story about the life in the farm

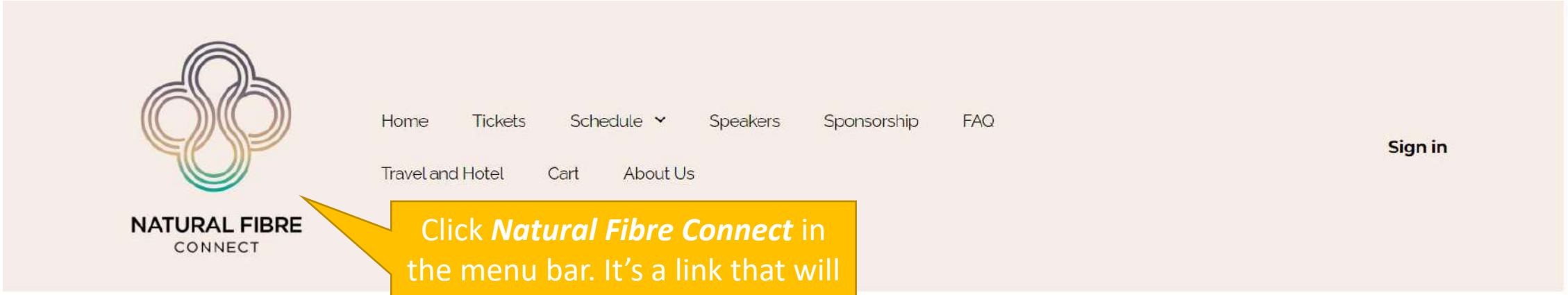
© 2023 The Schneider Group

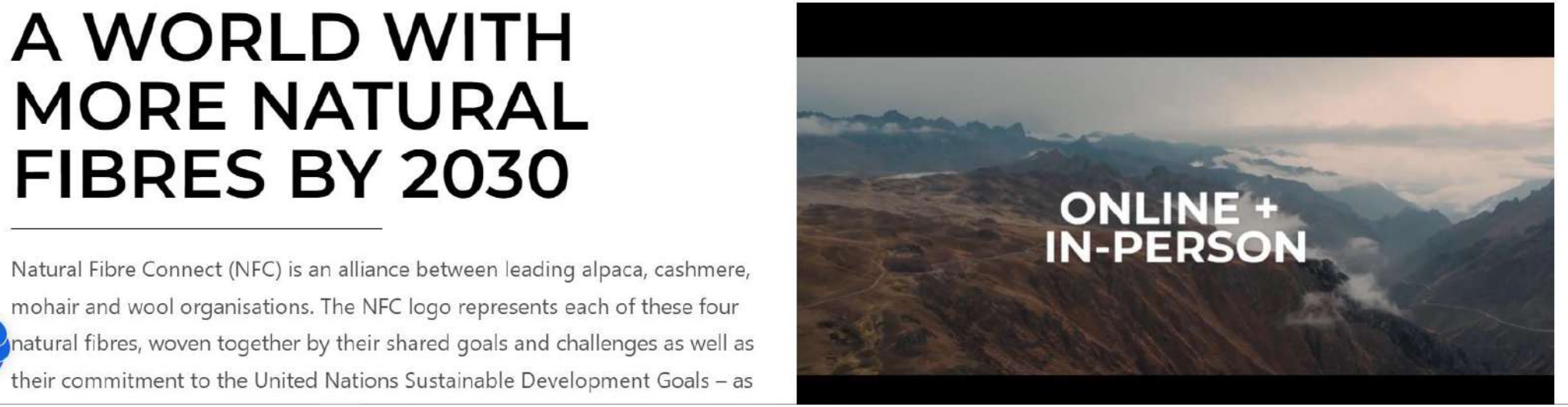
Useful Documents Page



© 2023 The Schneider Group

Natural Fibre Connect Link





© 2023 The Schneider Group