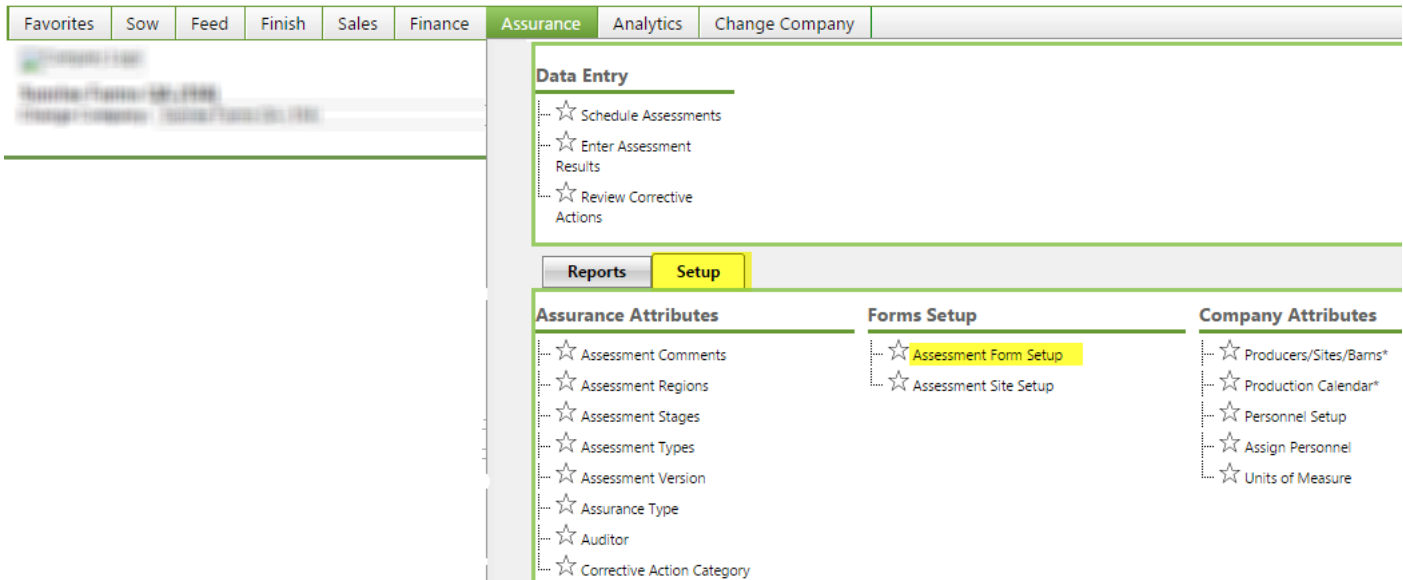


Assessment Form Setup

Form Setup is where you will create both the Assessment Forms that the auditors will use and also set up the Categories and Questions that will be on each of those forms. Before setting up assessments see procedure for Setup Categories and Questions.



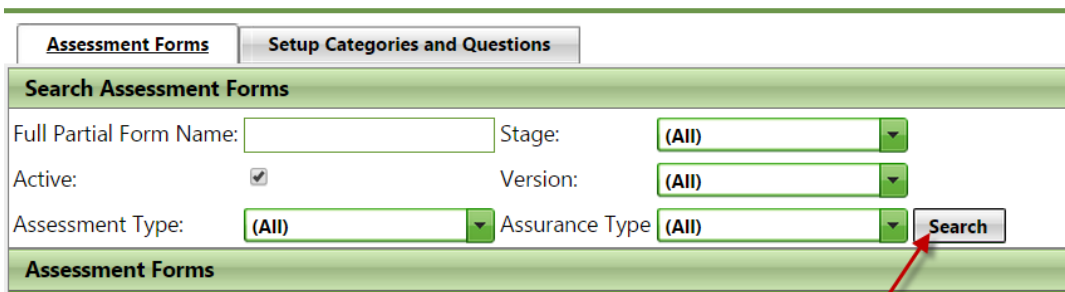
The screenshot shows the MetaFarms Assurance menu. The top navigation bar includes: Favorites, Sow, Feed, Finish, Sales, Finance, Assurance (selected), Analytics, and Change Company. The Assurance menu is expanded, showing the following options:

- Data Entry**
 - Schedule Assessments
 - Enter Assessment Results
 - Review Corrective Actions
- Reports**
- Setup** (highlighted)
 - Assurance Attributes**
 - Assessment Comments
 - Assessment Regions
 - Assessment Stages
 - Assessment Types
 - Assessment Version
 - Assurance Type
 - Auditor
 - Corrective Action Category
 - Forms Setup**
 - Assessment Form Setup (highlighted)
 - Assessment Site Setup
 - Company Attributes**
 - Producers/Sites/Barns*
 - Production Calendar*
 - Personnel Setup
 - Assign Personnel
 - Units of Measure

To add an Assessment Form:

Min points to pass: The minimum value of points to pass the assessment.

Days to Reaudit: How many days you want a reaudit to be completed.



The screenshot shows the 'Assessment Forms' search interface. It includes the following fields and controls:

- Assessment Forms** (selected tab) | **Setup Categories and Questions**
- Search Assessment Forms** section:
 - Full Partial Form Name:
 - Stage: (dropdown)
 - Active: ☒
 - Version: (dropdown)
 - Assessment Type: (dropdown)
 - Assurance Type: (dropdown)
 - Search** button
- Assessment Forms** (results section header)

Click Search to search Assessment Forms

1. Click Add Form

Assessment Forms

Add Form **Delete Records**

Row	Edit	Form	Assurance Type	Assessment Type	Stage
		2. Type in the name of your form			

Form: Assurance Type:

Active: ☒ Assessment Type:

Min Points to Pass: Stage:

Days to ReAudit: Version:

Save **Cancel** 3. Select from the dropdowns the options you created in General Attributes then click Save

To edit the form you created:

1. Click Edit

1	Edit	Common Swine Industry Audit-Sow	1st Party	Common Swine Industry Audit	Sow Farm	1
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Form: Assurance Type:

Active: ☒ Assessment Type:

Possible Points: 457 Stage:

Min Points to Pass: Version:

Min % to Pass: 83

Days to ReAudit: 2. Make the changes to your form then click Save

Save **Cancel**

To make a copy of your form:

To make a new version of your form click Copy

Assessment Forms

Add Form **Delete Records**

Row	Edit	Form	Assurance Type	Assessment Type	Stage	Version	Active	Possible Points	Min Points to Pass	Min % to Pass	Days to ReAudit	Copy	Delete
													<input type="checkbox"/>
1	Edit	Common Swine Industry Audit-Sow	1st Party	Common Swine Industry Audit	Sow Farm	1	<input checked="" type="checkbox"/>	457.00	380.00	83.2	60	Copy	<input type="checkbox"/>
2	Edit	Common Swine Industry Audit-Sow Copy	1st Party	Common Swine Industry Audit	Sow Farm		<input checked="" type="checkbox"/>	457.00	380.00	83.2	60	Copy	<input type="checkbox"/>

Your new form will appear click Edit to make changes to this form if needed

To edit the Categories and Questions on your form:

Assessment Forms Setup Categories and Questions

Search Assessment Forms

Form: Common Swine Industry Audit-Sow

Categories for: Common Swine Industry Audit-Sow

Add Categories To add a category click Add Categories

Save Delete Records

Row	Questions	Category Name	Sort	Possible Points	Min Points to Pass	Min % to Pass	% of Total	Delete
								<input type="checkbox"/>
1	Questions	Critical	<input type="text" value="1"/>	0.00	<input type="text" value="0"/>	0.0	0.00	<input type="checkbox"/>
2	Questions	Animal Benchmarking	<input type="text" value="2"/>	230.00	<input type="text" value="0"/>	0.0	50.33	<input type="checkbox"/>
3	Questions	Caretaker	<input type="text" value="3"/>	35.00	<input type="text" value="0"/>	0.0	7.66	<input type="checkbox"/>

Any of these tabs can be minimized throughout

Add Categories

Save

Select the categories you want to add then click Save

Row	Add	Category Name	Category Code
	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
1	<input type="checkbox"/>		
2	<input checked="" type="checkbox"/>	Animal Care and Handling	ACH
3	<input type="checkbox"/>	Animal Environment	AE
4	<input checked="" type="checkbox"/>	Bio-Security	BioSecurity
5	<input type="checkbox"/>	Documentation Animal Caretaker Training.	DocACT

Categories for: Common Swine Industry Audit-Sow

Add Categories

Save Delete Records

To view the Questions in the Category click Questions

Row	Questions	Category Name	Sort	Possible Points	Min Points to Pass
1	Questions	Critical	<input type="text" value="1"/>	0.00	<input type="text" value="0"/>
2	Questions	Animal Benchmarking	<input type="text" value="2"/>	230.00	<input type="text" value="0"/>

To add a Question:

To add a question click Add Questions

Questions for: Critical

Add Questions

Save **Delete Records**

Row	Question	Sort	Type	Possible Points
1	There were NO willful acts of abuse observed during the audit?	1	Pass/Fail	0.00
2	Are animals euthanized in a timely manner?	2	Pass/Fail	0.00
3	If euthanasia is observed, are animals handled humanely during the process?	3	Pass/Fail	0.00

Select the questions you want to add then click Save

Save

Row	Add	Question	Type	Possible Points
	<input type="checkbox"/>			
1	<input checked="" type="checkbox"/>	If euthanasia is observed, do caretakers confirm insensibility and death after the euthanasia method is applied and before being removed from the facility?	Pass/Fail	0.00
2	<input checked="" type="checkbox"/>	There were NO willful acts of abuse observed during the audit?	Pass/Fail	0.00

To delete a Question:

To delete a question select the checkbox then click Delete Records

Questions for: Critical

Add Questions

Save **Delete Records**

Row	Question	Sort	Type	Possible Points	Auto Fail	Required	Allow N/A	Min Value	Max Value	Track Animals	Max Animal %	Delete
1	There were NO willful acts of abuse observed during the audit?	1	Pass/Fail	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>
2	Are animals euthanized in a timely manner?	2	Pass/Fail	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	0.00	<input type="checkbox"/>

To search existing Assessment Forms:

Enter your search criteria then click Search

Assessment Forms **Setup Categories and Questions**

Search Assessment Forms

Full Partial Form Name: Stage: **Sow Farm**

Active: ☒ Version: **1**

Assessment Type: **Production** Assurance Type: **1st Party** **Search**