



Dairy Food Safety Victoria Licence Portal

HOW TO USE GUIDE



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Welcome to the Dairy Food Safety Victoria Licence Portal. The portal has been developed to make it easier for you to manage your DFSV licence.

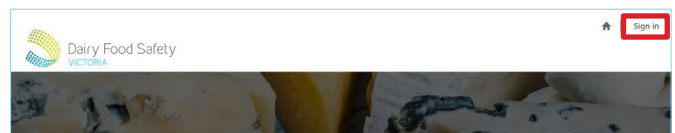
You can use the portal to:

- View and update your profile information
- View and update profile information for licence contacts
- Submit new notifications, and see the status of existing notifications
- View and download your current licence certificates
- View your upcoming audits and Corrective Action Reports (CARs)
- View your Dairy RegTech summary
- See your invoices
- Submit an updated Food Safety Program to DFSV
- Submit a request to cancel a licence

ACCESSING THE PORTAL

1. Logging into the portal

- Once you have activated your account, you can visit <https://dfsv.powerappsportals.com/> to access the portal
- Select **'Sign in'** on the right-hand side of the screen





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- Enter your email and password and select 'Sign in'

2. Updating your details

- When you log in, you can update your organisational details
- Select 'Organisation' from the left side of the menu bar at the top of the portal home page

- To update your information, enter new details in their relevant fields and select 'Save'

VIEWING, EDITING AND ADDING INFORMATION

3. Viewing your licence information

- Current licences are available to view and download by selecting 'Licences' from the portal menu

Licence Number ↑	Licensee	Licence Type	Licence Start Date	Licence End Date	Status
12345	John Smith Family Trust	Manufacturer	01/01/2023	31/12/2023	Current

- To view a licence, select the licence number or select 'View Licence' from the drop-down menu

Licence Number ↑	Licensee	Licence Type	Licence Start Date	Licence End Date	Status
12345678	John Smith Family Trust	Manufacturer	01/01/2022	31/12/2022	Current

- To download a copy of the licence, scroll down to "Licence Certificate" and left click the licence pdf file, this will automatically download your licence to your device

Title	Modified On ↓	Modified By
DFSV_Manufacturer_Licence_Certificate_Portal Manufacturer.pdf	04/12/2023 3:08 PM	Dairy Food Safety Victoria

4. Viewing audits, Corrective Action Requests (CARs) and adding information

- Audits and CARs are available to view by selecting 'Compliance' in the portal menu

Audit Number	Licence Number (Licence)	Audit Type	Licensee	Substatus	Audit Due by ↓	Audit Owner
17657	12345	Compliance	John Smith Family Trust	Audit Closed Out	30/06/2023	DFSV
17658	12345	Compliance	John Smith Family Trust	Audit Closed Out	30/06/2023	DFSV
17397	12345	Compliance	John Smith Family Trust	Audit Closed Out	30/06/2023	DFSV
17983	12345	Non-Conformance	John Smith Family Trust	Audit Closed Out	15/06/2023	DFSV
17398	12345	Compliance	John Smith Family Trust	Audit Closed Out	31/05/2023	DFSV



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Audits

- To view details of an Audit, select **'View Audit'** from the dropdown menu at the right-hand side of the audit listing

Audit Number	Audit Date	License Number (Licence)	Audit Type	Licencee	Substatus	Audit Owner
12345	25/09/2022	20655	Compliance	John Smith Family Trust	Audit Conducted	DFSV
12345	20/07/2022	20655	Non Routine - General	John Smith Family Trust	Audit Closed Out	DFSV

Adding documents and information to support upcoming audits

- To add evidence for an upcoming audit, select the relevant Element from the Elements list
- Select the blue arrow to the right of the element listing and then select **'Edit'**

Element Number	Name	Element Type	Result
7.00	Allergen management	Biannual	
14.00	Calibration	Annual	
8.00	Cleaning & Sanitising	Annual	
6.00	Food Safety Program	Biannual	
12.00	Hold & Release System	Annual	

- Add evidence by typing details into the text box

Compliance Material

Element *

Allergen management

Compliance Notes

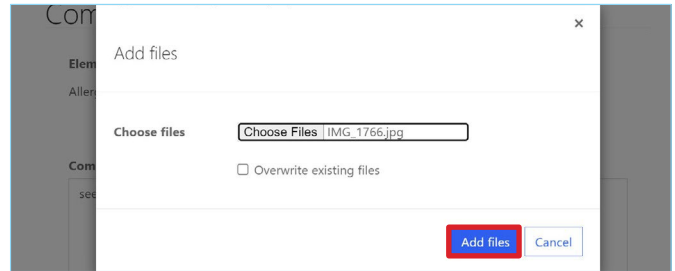
- To attach evidence such as images, select **'Add Files'** to open the file upload menu

Upload evidence

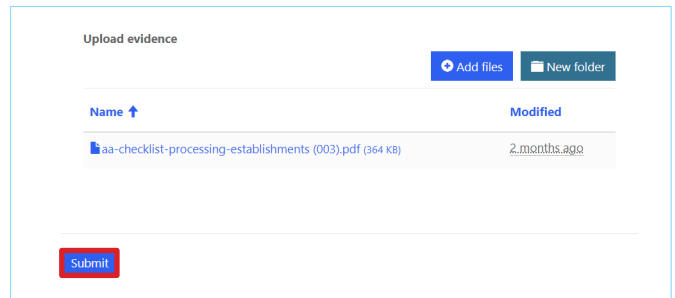
[Add files](#) [New folder](#)

Name ↑ Modified

- Select **'Choose Files'** to open your computer's file browser
- Navigate to the files you wish to add and select them
- To confirm upload, select **'Add files'**

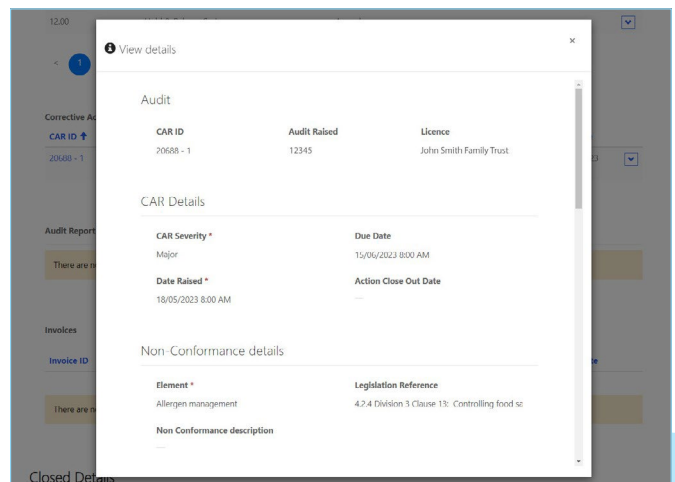


- To save your changes, select **'Submit'**



CARs

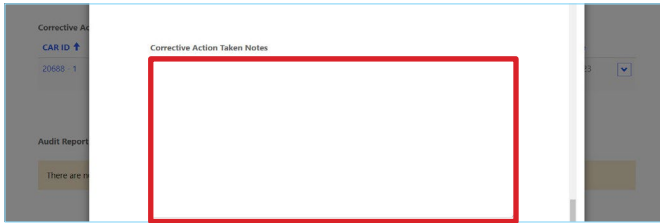
- To view details of a CAR, select **'View Corrective Action Request'** from the dropdown menu on the righthand side of the CAR listing



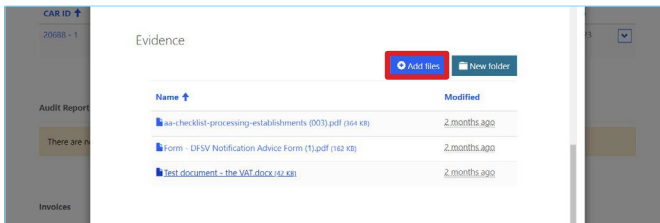


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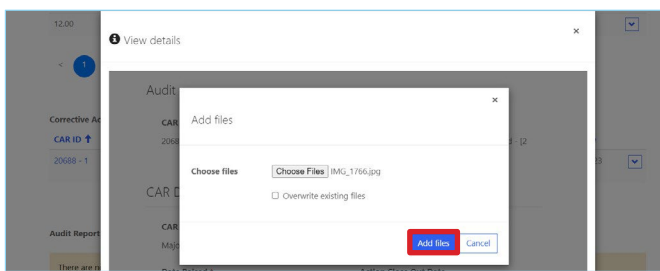
- To add or edit Corrective Action Taken notes, type details into the text box



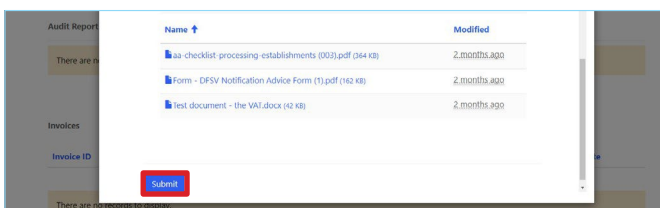
- To attach evidence of corrective action, select 'Add Files' to open the file upload menu



- Select 'Choose Files' to open your computer's file browser
- Navigate to the files you wish to add and select them
- To confirm upload, select 'Add files'

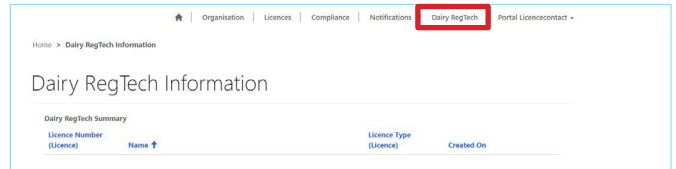


- To save your changes, select 'Submit'

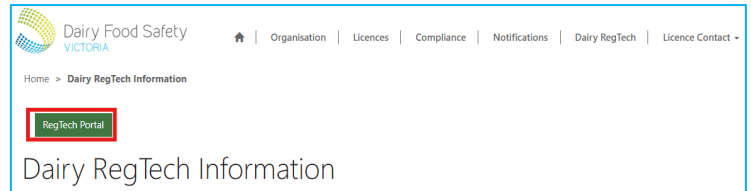


5. Viewing your Dairy RegTech information

- To view details of a Dairy RegTech licence, select the green 'RegTech Portal' from the portal menu.

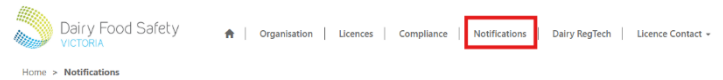


- Select the green 'RegTech Portal' button, this will redirect you to the Dairy Reg Tech Portal where you can log in and view your organisations information



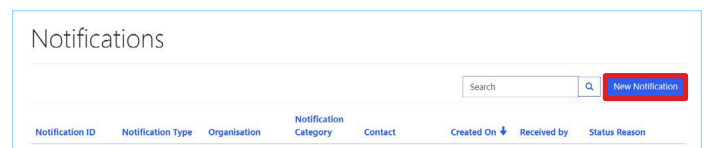
6. Managing notifications

- To view your previous notifications or to submit a new notification, select 'Notifications' from the portal menu

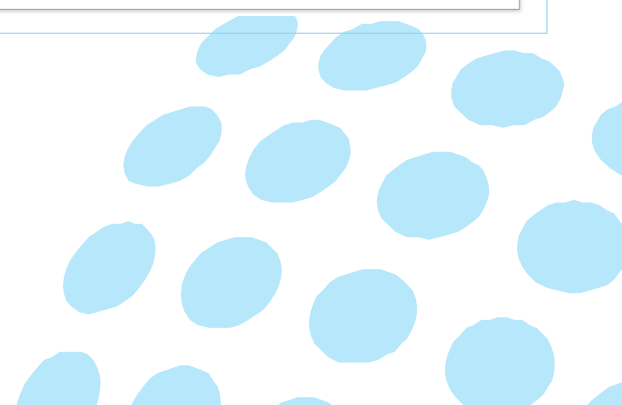
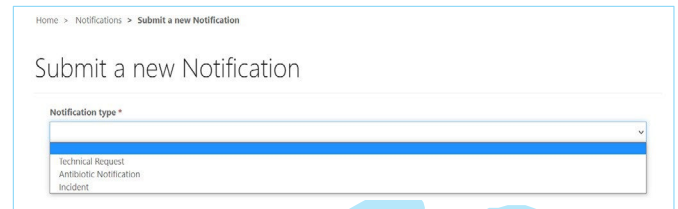


Notifications

- To create a new notification, select 'New Notification'



- Use the drop-down menu to select the relevant notification type – technical request, antibiotic notification or incident



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Technical requests

- Select **'Technical request'** from the drop-down menu

The screenshot shows the 'Edit Notification' form. The 'Notification type' dropdown menu is open and 'Technical Request' is selected. Other fields include 'Organisation' (John Smith Family Trust), 'Licence (if applicable)' (John Smith Family Trust), and 'Contact' (Portal.License@maincontact).

- Select the associated licence by using the search bar
- Select **'Next'**

The screenshot shows the 'Edit Notification' form with the 'Next' button highlighted in red at the bottom left.

- Add detail about your technical request by typing into the open field box, then select **'Next'** at the bottom of the screen

The screenshot shows the 'Comments' section of the notification form. A large red-bordered text input area is highlighted, indicating where to add details. Navigation buttons 'Previous' and 'Next' are visible at the bottom.

- You can add evidence such as files or photos. Select **'Add files'**, and using the pop up box, navigate to the files you would like to add, and select **'Open'**
- If you need to go back to a previous screen to edit any information, select **'Previous'** at the bottom of the screen

The screenshot shows the 'Previous' and 'Next' navigation buttons at the bottom of the screen.

- Once you have added all of the relevant files, select **'Submit'** at the bottom of the screen to finish your notification.

! Please note that you will be unable to edit the notification once it is submitted

The screenshot shows the 'Previous' and 'Submit' buttons at the bottom of the screen.

Antibiotic notifications

- Select **'Antibiotic Notification'** from the drop down menu
- Select the associated licence by using the search bar
- Select **'Next'**

The screenshot shows the 'Edit Notification' form with 'Antibiotic Notification' selected in the 'Notification type' dropdown menu. Other fields include 'Organisation' (John Smith Family Trust), 'Licence (if applicable)' (John Smith Family Trust), and 'Contact' (Portal.License@maincontact).

- Select the relevant carrier from the listing. If the carrier isn't listed, select **'Add Carrier Detail'** to the right of the listing. Fill out the carrier details and select **'Submit'**

The screenshot shows a 'Create' form for 'DPSV Licenced Carrier'. Fields include 'DPSV Licenced Carrier' (Yes), 'Licence Number', 'Vehicle ID', '# Farms in Vehicle', 'Load Volume', and 'Sample date' (DD/MM/YYYY). A 'Submit' button is at the bottom.

- Next, you can add some details about the initial detection
- Add sample details by selecting **'Add test Detail'** to the right of the listing. Fill out the test details and select **'Submit'**
- Once you have added carrier and sample details, select **'Next'** at the bottom of the screen

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- To assist with tracing the incident, use the dropdown to select whether the milk was disposed of, processed or rejected. Then select **'Next'** at the bottom of the screen

- Next, fill out the information for the Traceback Report
- Add the implicated licence number and name by completing the fields

- Add information for any implicated treatments, probable cause and actions by selecting the blue box to the right of each listing.

- Fill out the fields for each and select **'Submit'**

- When each has been completed, select **'Next'** at the bottom of the screen
- You can add evidence such as files or photos. Select **'Add files'**, and using the pop up box, navigate to the files to would like to add, and select **'Open'**
- If you need to go back to a previous screen to edit any information, select **'Previous'** at the bottom of the screen

- Once you have added all of the relevant files, select **'Submit'** at the bottom of the screen to finish your notification.

! Please note that you will be unable to edit the notification once it is submitted

Incidents

- Select **'Incident'** from the drop-down menu
- Use the search bars to select a notification category and, if relevant, a sub-category. Begin typing your category in the search bar and select the relevant option as it appears

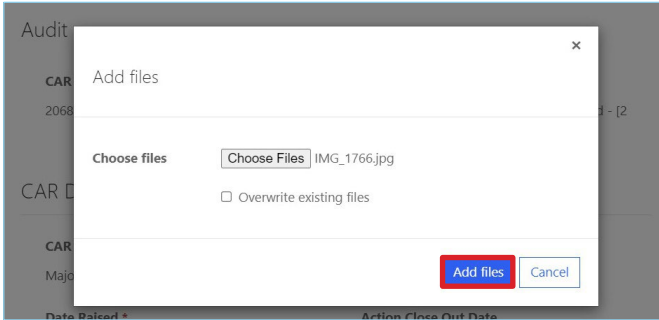
- Select the associated licence by using the search bar

- Select **'Next'**
- Complete the incident form by adding all relevant details. Once you have added all the relevant information, select **'Next'** at the bottom of the screen

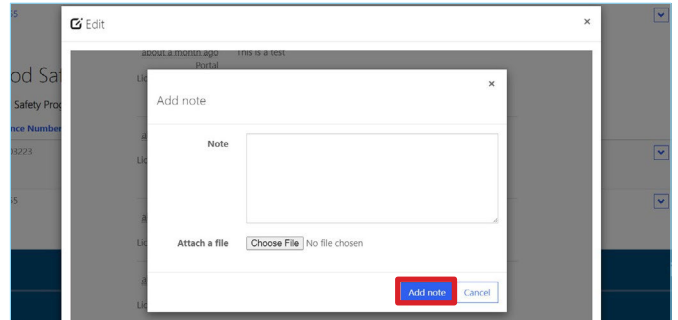


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- You can add evidence such as files or photos. Select **'Add files'**, and using the pop up box, navigate to the files to would like to add, and select **'Open'**

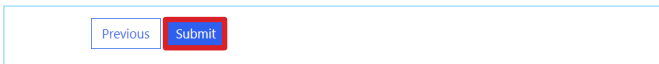


- Enter in relevant notes in the text box and attach any documents
- Select **'Add note'** to submit the amendment



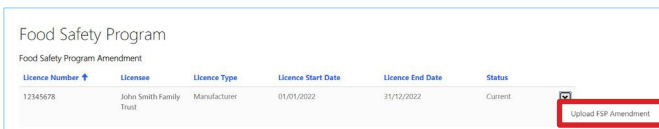
- If you need to go back to a previous screen to edit any information, select **'Previous'** at the bottom of the screen
- Once you have added all of the relevant files, select **'Submit'** at the bottom of the screen to finish your notification.

 Please note that you will be unable to edit the notification once it is submitted



Submitting an updated Food Safety Program to DFSV

- Select **'Licences'** from the portal menu
- Historical Food Safety Program (FSP) amendments will be listed underneath licenses
- To provide an amendment to your Food Safety Program, select **'Upload FSP Amendment'** from the drop-down menu

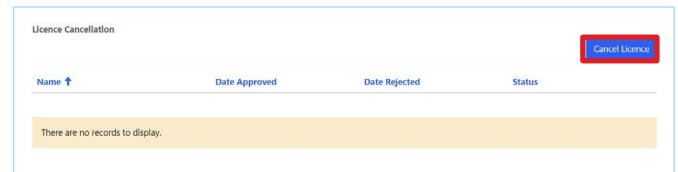


- Previous amendments to the FSP will be shown in the pop-up screen.
- To add a new amendment, select **'Add note'** at the bottom of the pop-up screen

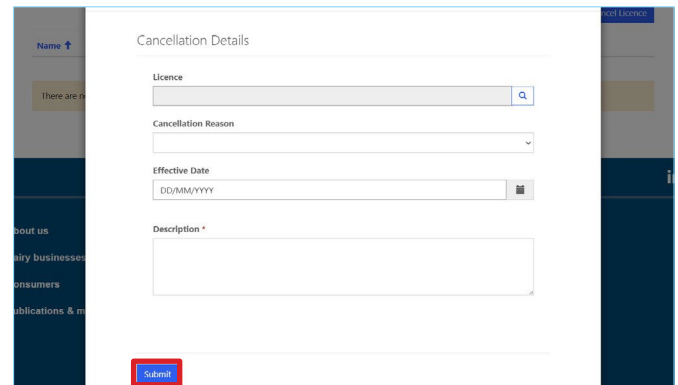



7. Submitting a request to cancel a licence

- Select **'Licences'** from the portal menu
- Scroll to the bottom of page
- Under the heading **'Licence Cancellation'**, select **'Cancel licence'** to the right of the listing



- Complete the details of the licence you wish to cancel, and select **'Submit'**



 Please note that you will be unable to edit the request once it is submitted

