Limiting and Assigning Email Notifications

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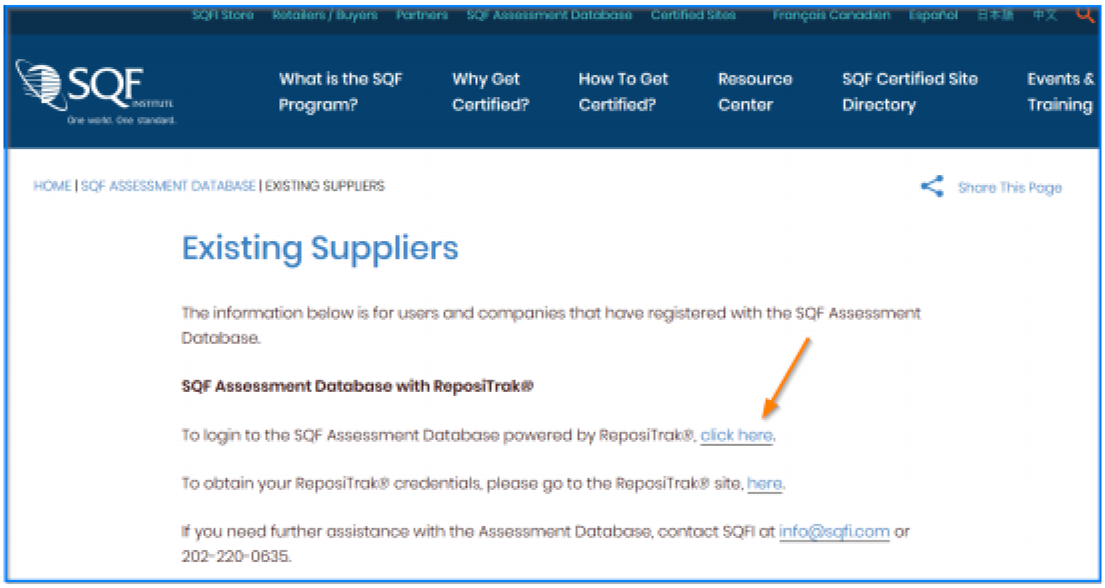
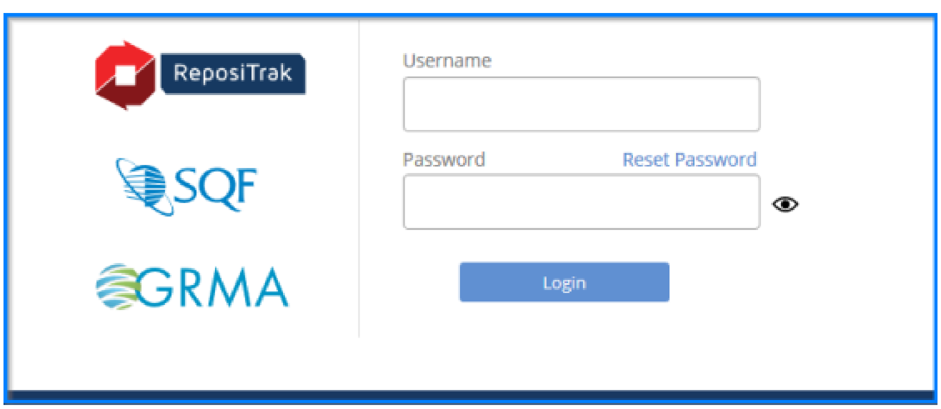
Logging into ReposiTrak®

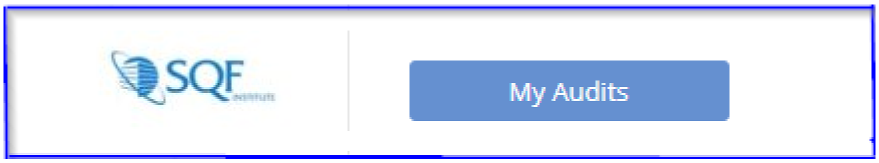
The first step in customizing email notification for your facility in the ReposiTrak® SQF Assessment Database is to log into the database. You can start by following this link to the SQFI Existing Supplier's Page: [Here]



Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will then be presented with the screen below. You will be prompted to enter your username and password. In the database, your username will be your email address. If you do not know your password, click the "Reset Password" link located above the password option. Then enter your email address into the field on the following page and click "Submit".

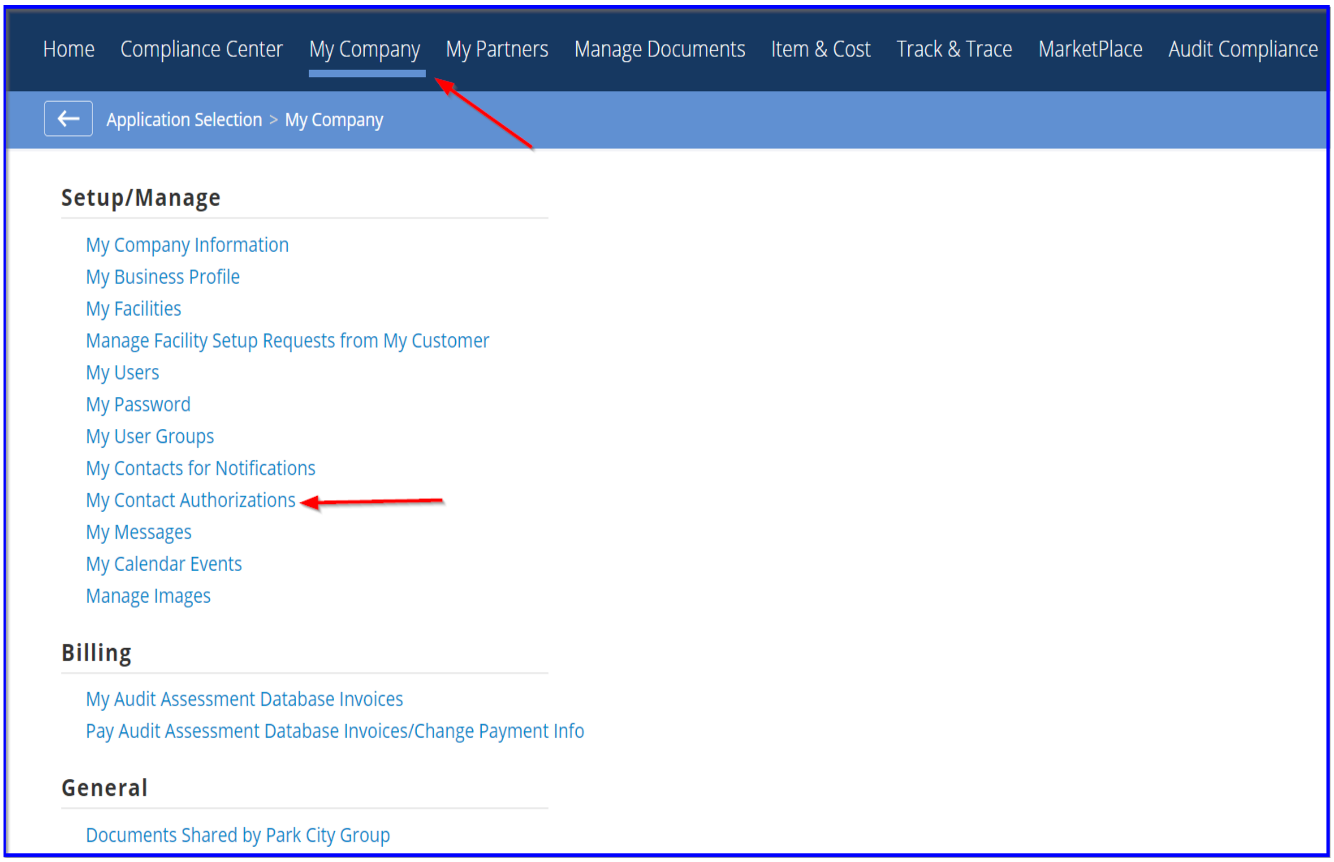


Next, click on "My Audits" next to the SQF Logo. You will then be brought to the home page of ReposiTrak.

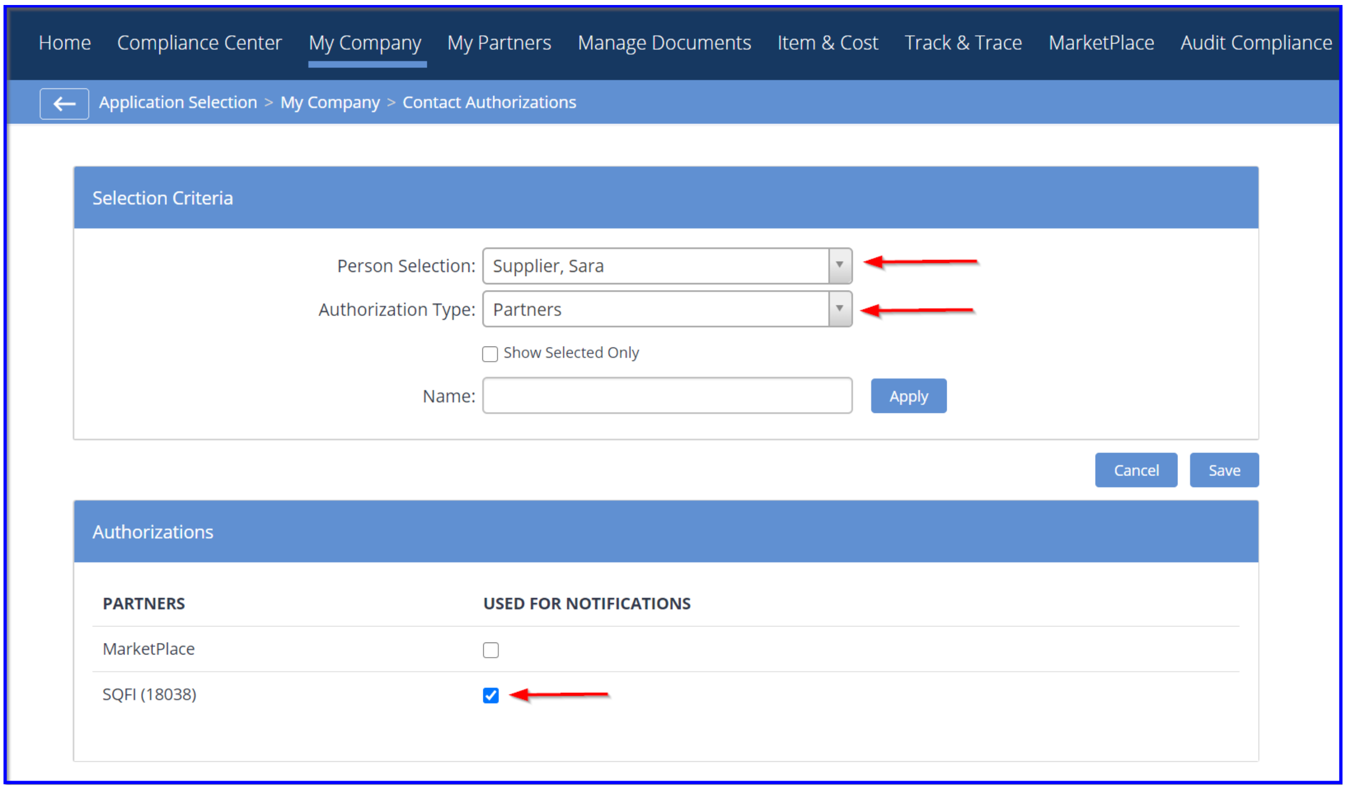


Choosing Which Notifications to Receive

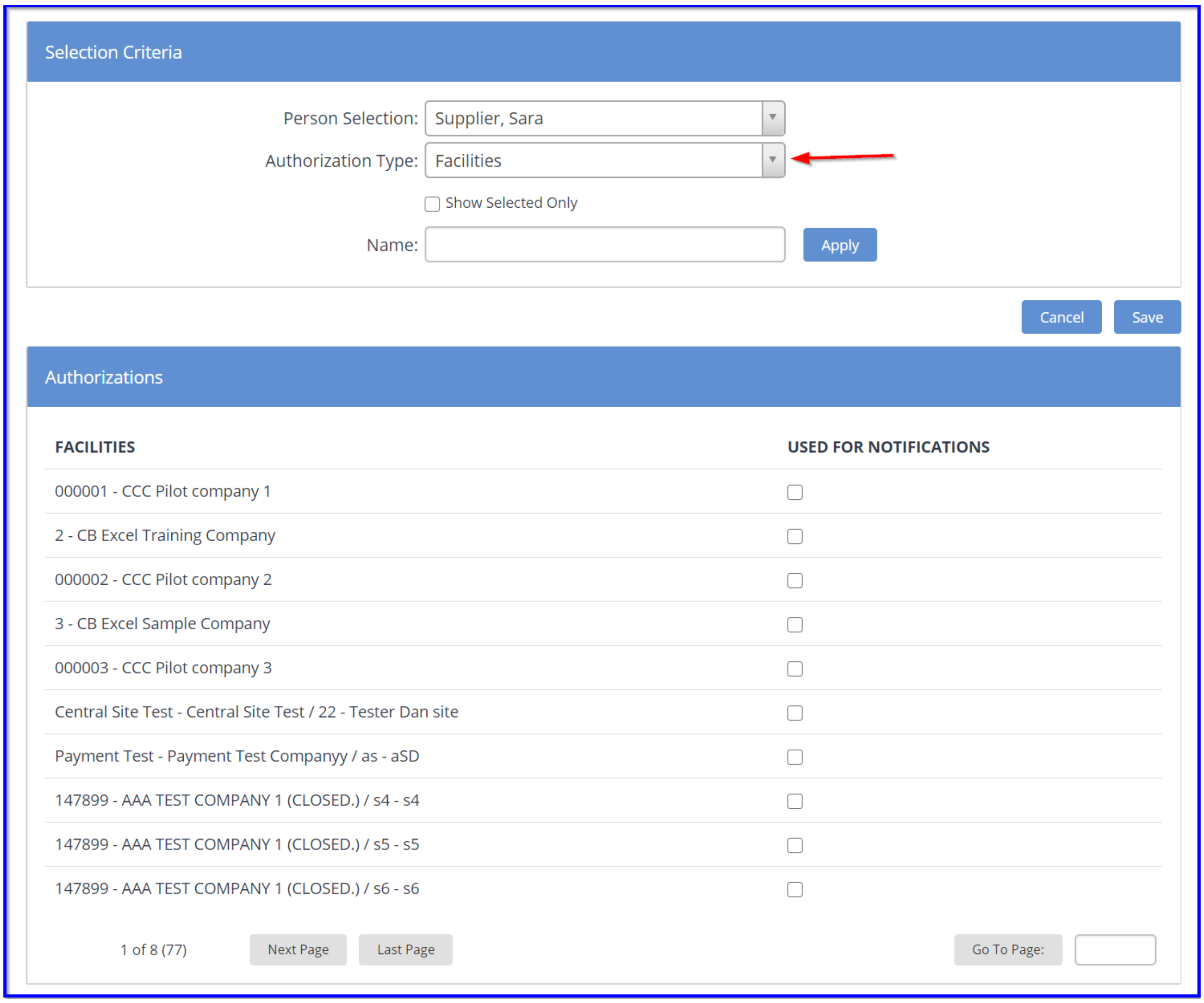
Once logged into ReposiTrak, please click on the ‘My Company’ tab, followed by ‘My Contact Authorizations’.



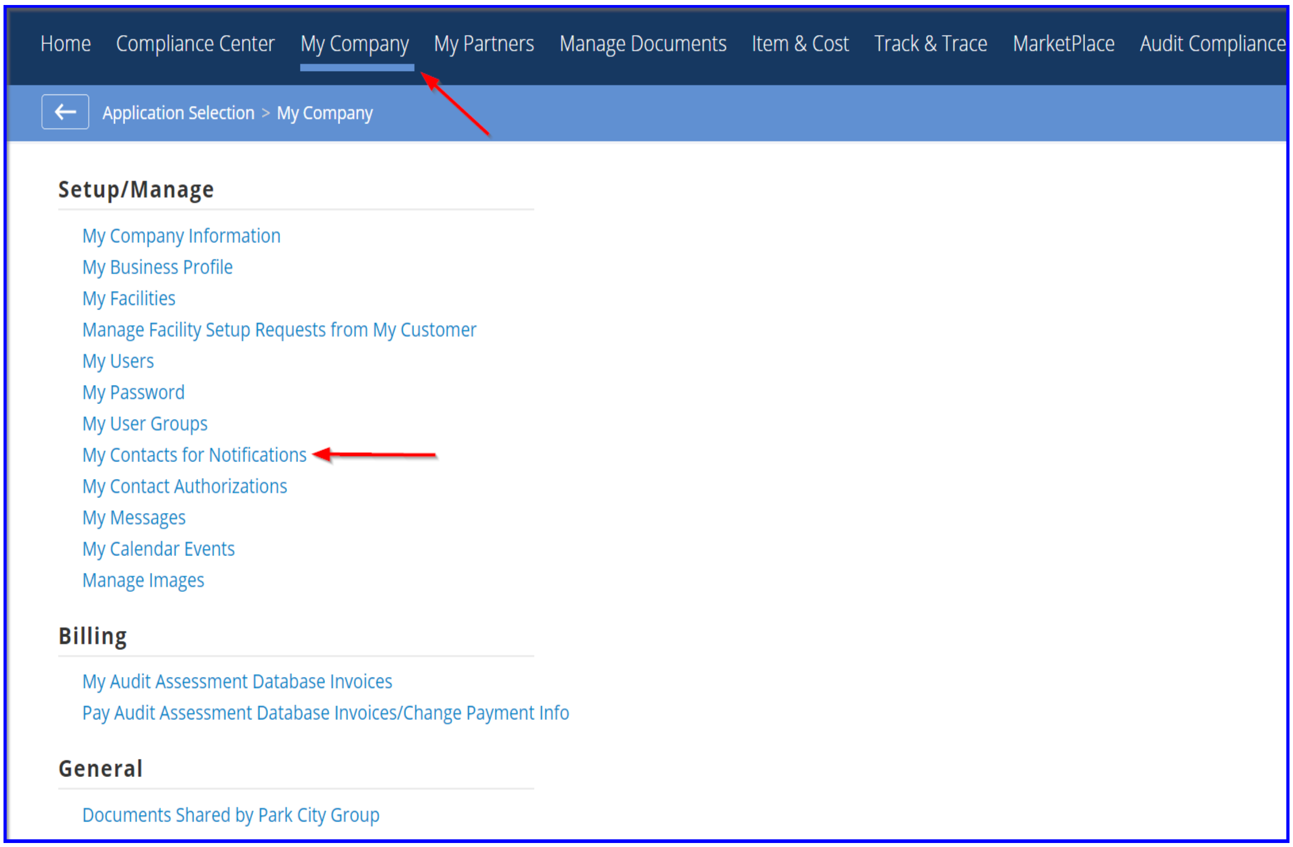
Next, use the ‘Person Selection’ drop down menu to choose the user that would like to have their notifications tailored. Then, use the ‘Authorization Type’ drop down and select ‘Partners’. Please make sure that SQFI is selected. Save



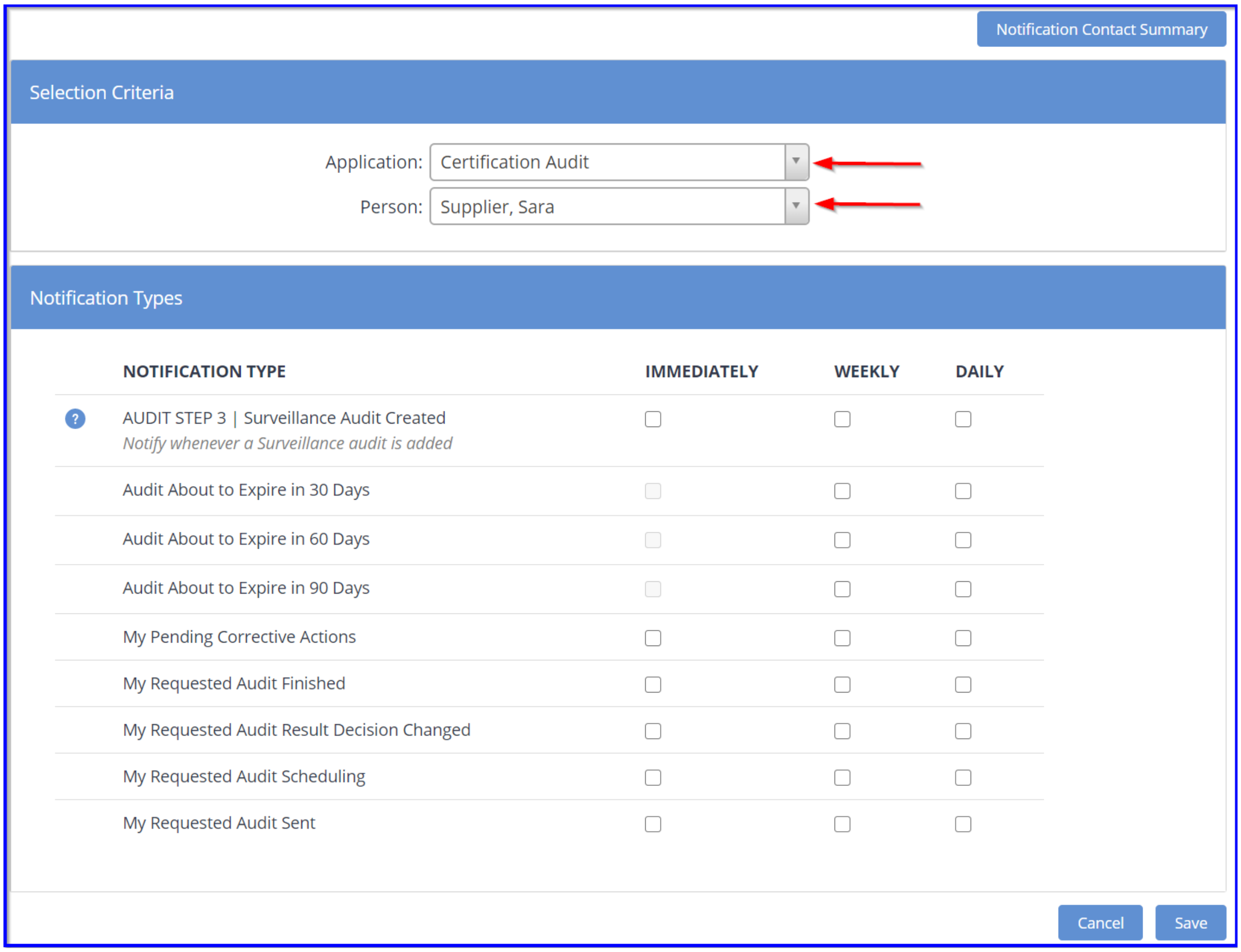
After that, use the 'Authorization Type' drop down again and select 'Facilities. Then, you will want to select or de-select the facilities that the user would like to receive notifications regarding. Save.



Now that the user is set up to receive notifications for SQF and which sites to receive notifications regarding, we will now set up which notification types to receive. Please click on the 'My Company' Tab again, followed by 'My Contacts for Notifications'.



From there, use the 'Application' drop down to select 'Certification Audit' and use the 'Person' drop down to select the user that needs updating. Next, select which notifications the user would like to receive and the frequency in which they would like to receive those notifications. Save.



The user has now tailored their notifications to their desire.

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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

Australia Contact Information

Telephone: +61 (0) 408 328 674

Email: 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 requesting to be added as a user for your site. In your email include: 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.