SUSTAINABLE WA CERTIFIED GRAPES

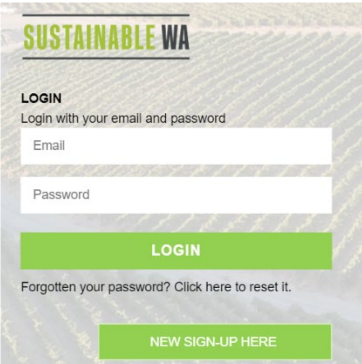
Sustainable WA for Returning Users – User Guide

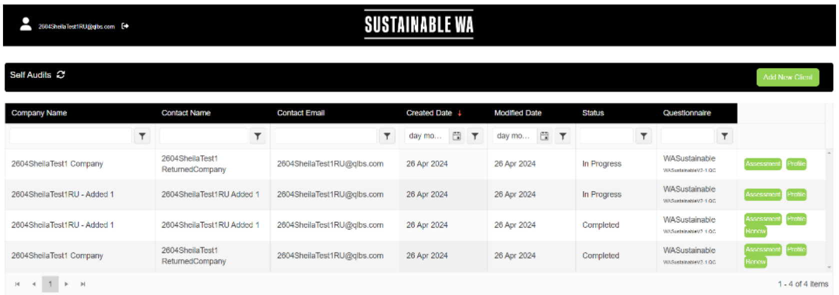
Returning users can view all their previous Self-Assessments and past Eagle audits and can create a new Self-Assessment for the annual review. They can also update their profile information at any time, and at least once a year

Returning Users

Returning User log in - https://wasustainable-portal.qlbs.com/login
WA Sustainable for Admin Login - https://wasustainable-assessment.qlbs.com
New User Sign up - https://wasustainable.qlbs.com/

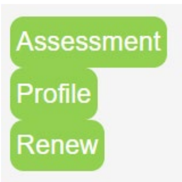
1. **Returning Users – Log in**
   Open the Portal/URL:
   Log-in with your username and password. You will be taken to the Dashboard.
   (click on Forgot Password to reset your password if you have forgotten it)



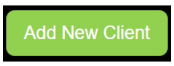


You will see all your previous self-assessments and Eagle audits listed on your Dashboard

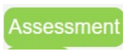
2. **Returning Users – Dashboard Information**
   Action buttons available on the right-hand side of the rows:



Go to – this will take you to view the assessment
Assessment – Viewing the Self-Assessment
Profile – View and update company profile when necessary
Renew – Creates a new Self-Assessment for the annual renewal (only available if self-assessment marked as Complete)



Add New Client – If you are managing another client that is not currently signed up and registered. Creates another client.

3. **Returning Users – Viewing a previous Self-Assessment** using the  button.
   Click the button "Assessment. Another window will open and display the "Welcome page". Click the "green arrow" button on the right side to navigate to the previous self-assessment. This will display the

questions and the responses from the previous self-assessment. Please note: if this was marked as Complete, the responses are **read-only** and **CANNOT** be updated.
To close the window, Click the Close (X) button on the top right

4. **Returning Users – Annual Renewal of Self-Assessments**

   Select the latest Self-Assessment click the button "Renew" Renew .
   The system will create a new self-assessment. This will take a few moments and you are asked to confirm. You will see the new self-assessment added in your list. Click the "Refresh" button if the list hasn't been updated.
   Self Audits
   The Create Date will show which is the latest version. Status of the new one is **Signup** as it includes a new profile section.

Signup	WASustainable WASustainableV2-1.QC	Go to

5. **Returning Users – Updating the Profile**
   When the new row is created in the updated version (2.1) you will see a "Go to" button. Click on this and it will take you to the new Profile section. The Profile data is copied across from the previous version and must be re-edited and completed as needed, before submitting. This will notify Admin of any changes which will be reflected in the new invoice.
   Once the profile is submitted, you will be able to access the new self-assessment.
   From now on, you will see both the Profile and Assessment buttons and can access either directly.
   Assessment Profile

6. **Returning Users – Complete the new Annual Self-Assessment**
   Click on the Assessment button and navigate through the welcome page to the questions. They have not been saved from the previous year.
   Click the button "Mark Complete" Mark As Complete when finished to submit the self-assessment responses. Once the status is marked "Completed", response options become read-only and you are no longer able to update the responses. A Renew button will feature next to a Completed assessment. This will be used to create your new annual self-assessment and allow you to update your profile information.

7. **Generate Reports**
   2 reports that can be generated. Full Audit Report and Mandatory Requirements Summary Report
   Click the printer icon and select the report

Managing information for more than one client.

The Dashboard shows Self-Assessments and Eagle audits for all clients that you have been set up to view.
If you need to add another client, not already registered in the system,

Click on Add a new client Add New Client
A newly added client on the list will have 1 action button available "Go to" and Status is marked as "Pending".

Company Name	Contact Name	Contact Email	Created Date	Modified Date	Status	Questionnaire	
			day…	day…			
			26 Apr 2024	26 Apr 2024	Pending	WASustainable WASustainableV2-1.QC	Go to

Click on "Go to" and complete the Signup. Use your same email address in the sign up (to make sure you can view the client data) Complete the Registration information and submit, then go on to complete the Self-Assessment.

If you need to add a new or second username for a client, contact Support@qlbs.com
If a client is already in the system and you need access to it, contact Support@qlbs.com

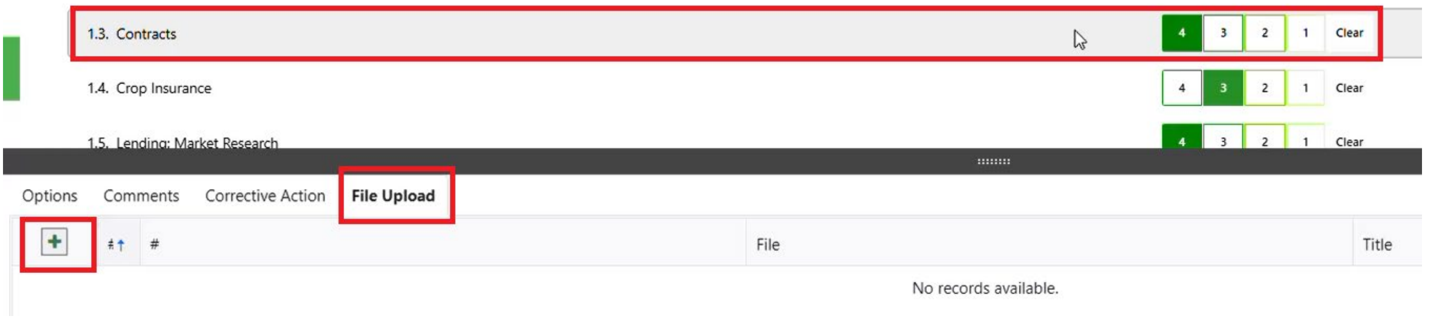
How to upload files?

The steps below will guide you through the process of attaching documents, images, or other supported file types within the system.
Important: Only the following file types are accepted, and each file must be under 10MB in size:

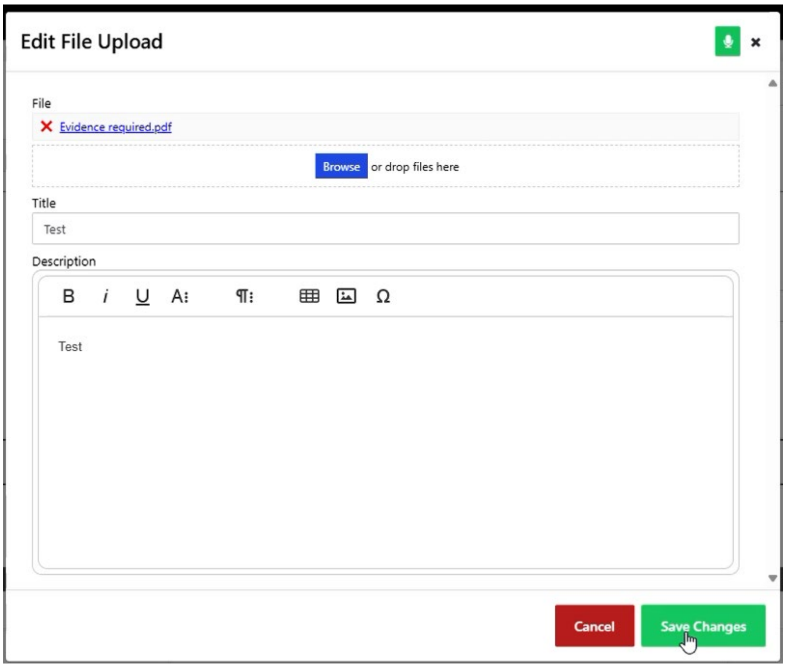
- JPEG (.jpg, .jpeg)
- PNG (.png)
- PDF (.pdf)
- Word Documents (.doc, .docx)
- Excel Workbooks (.xls, .xlsx)
- PowerPoint Presentations (.ppt, .pptx)
- Text Files (.txt)

Steps:

1. Click on the question where you want to attach the file.
2. At the bottom, navigate to the **File Upload** tab
3. Then, click the **plus '+'** button to add files



4. Another window titled '**Edit File Upload'** will open
5. Click the **Browse** button and locate the file you want to upload
6. Type in the Title or Description if needed
7. Click **Save Changes**



8. You should now see an entry for the uploaded file