NEW USERS - Creating a Username

Click on the “click here for application” link from the https://www.washingtonwine.org/sustainable-wa/ website. This will take you to the Sign-up page.



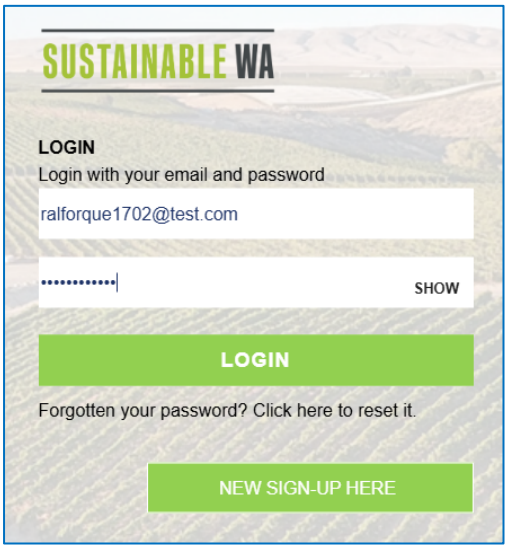
Fill out the sign-up form and click the Sign Up button.



Once signed up, an email will be sent where you can set your password.



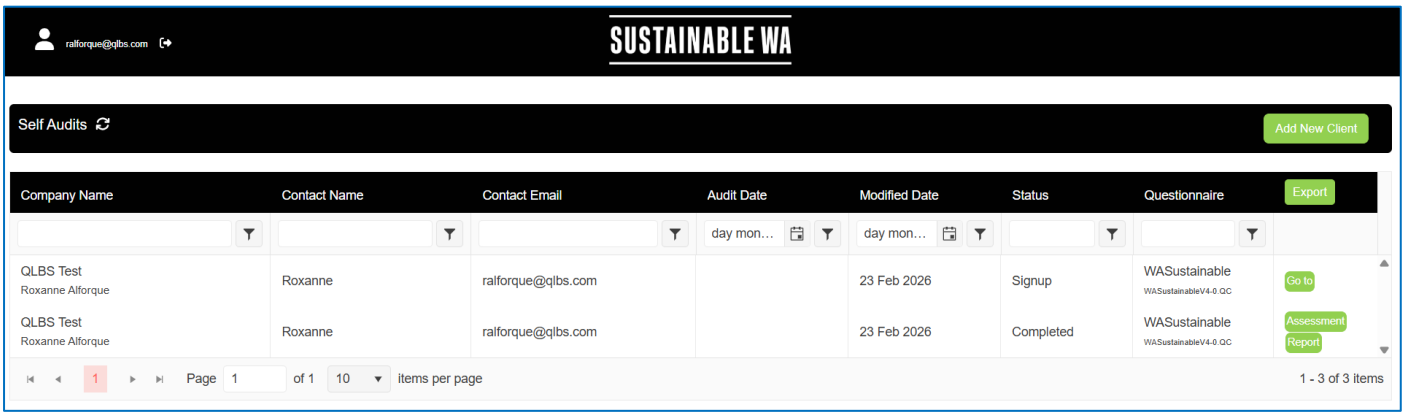
Once set, log in with your username and new password. Your username is your email address.



This will take you to the Registration Page.

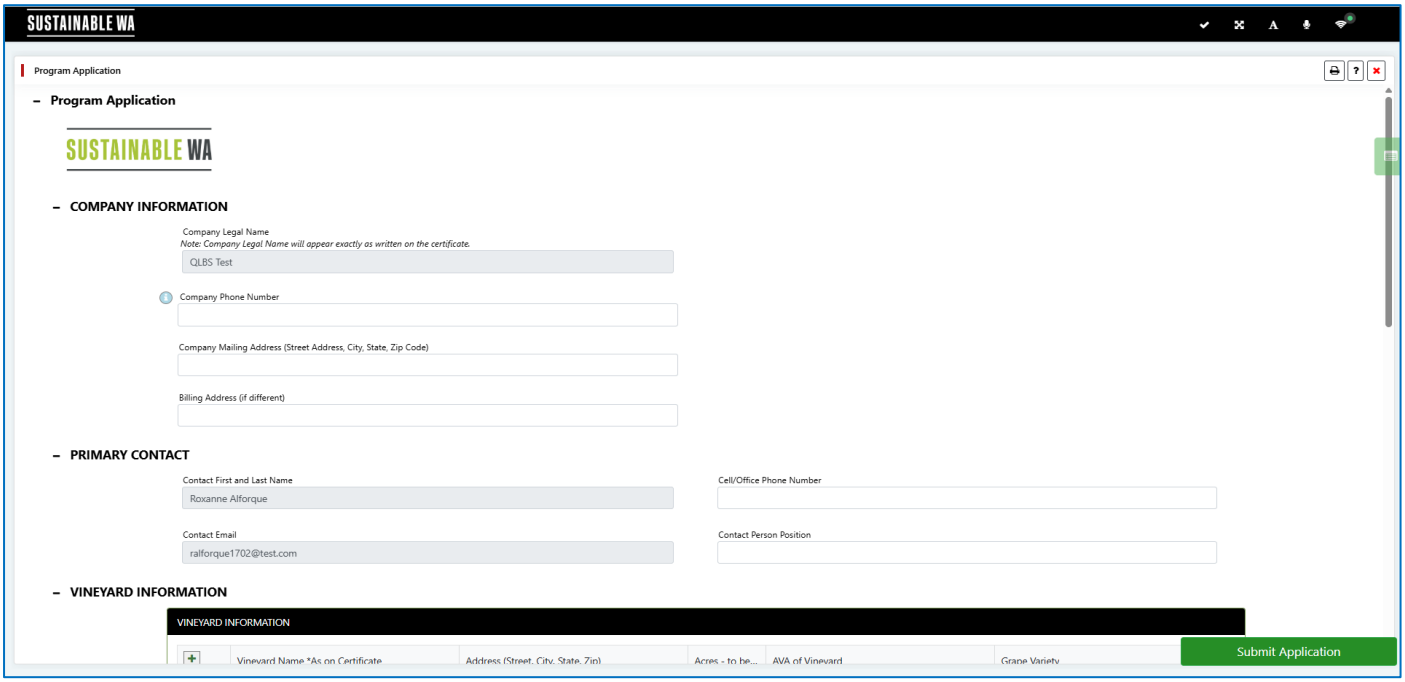
Returning Users

When logging in as returning user, they are redirected to a dashboard where they can view all previous assessments, as well as any renewed assessments.

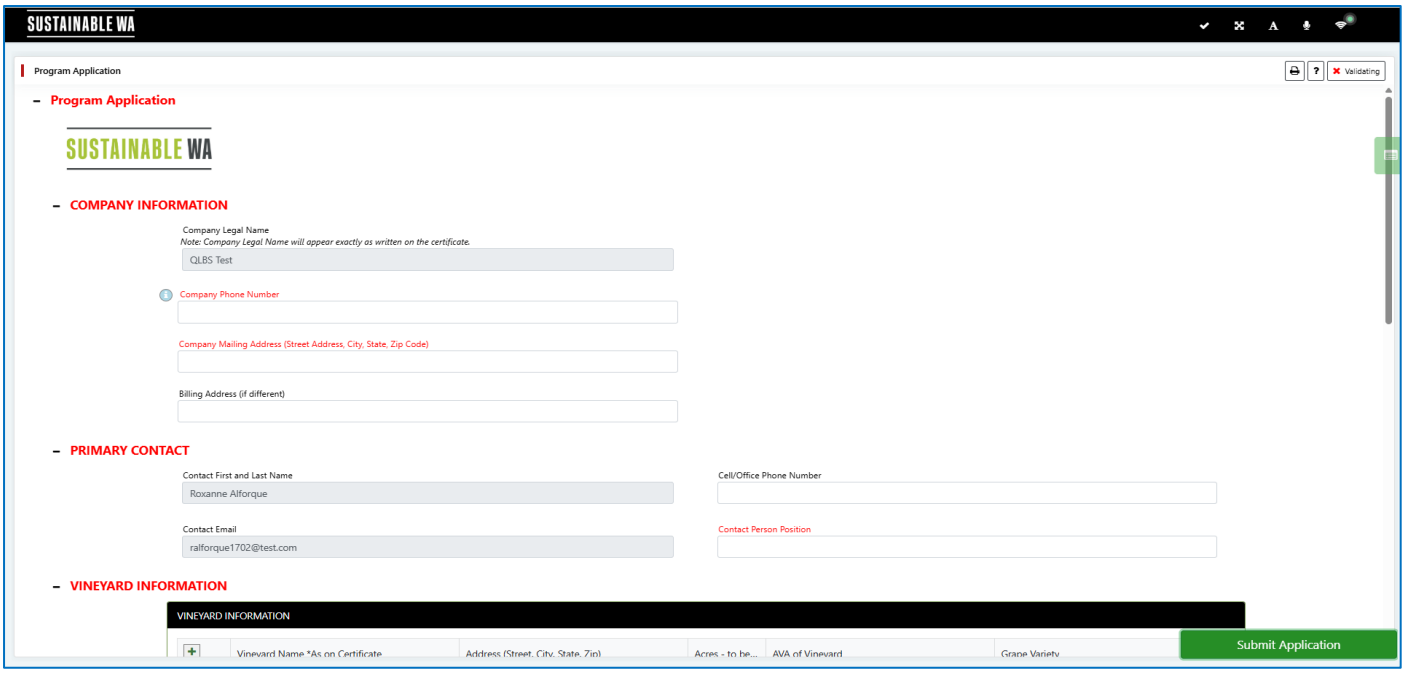


Registering Your Company

Fill out the registration form and click the Submit Application button.



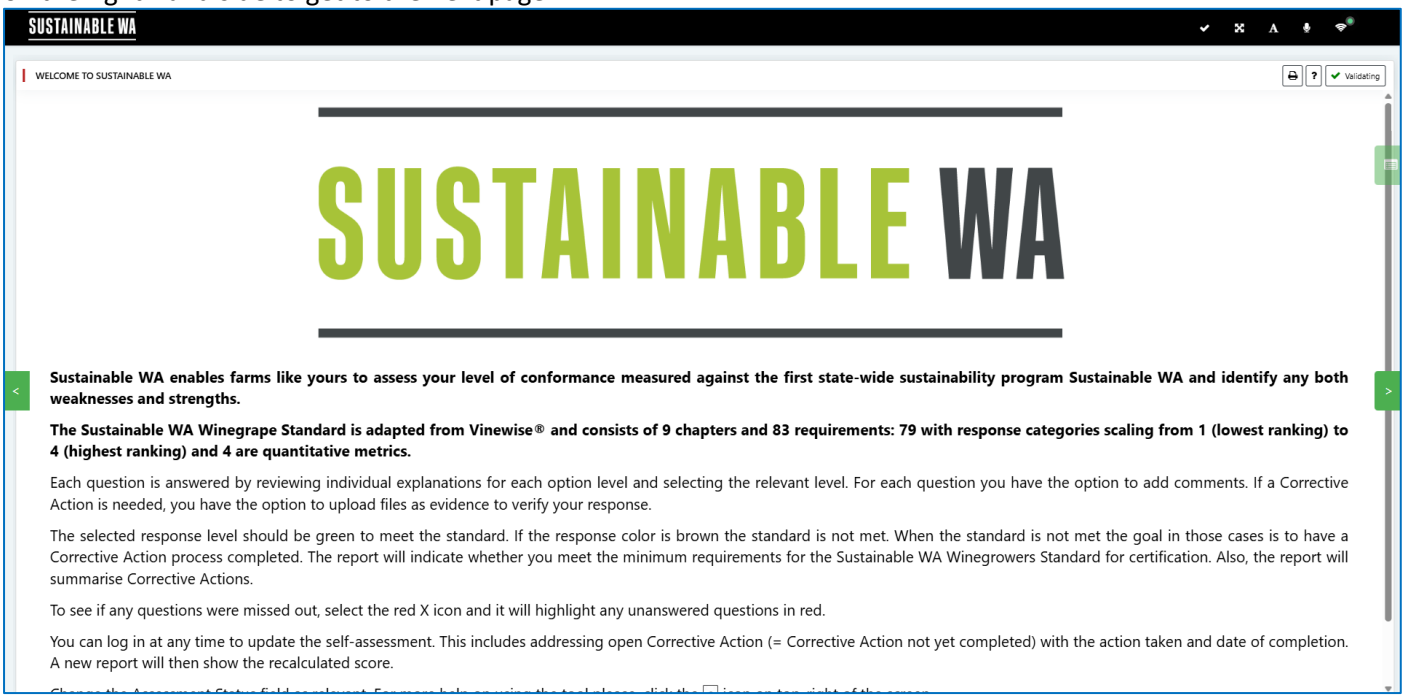
When you click the Submit Application button while some mandatory questions are not answered, it will highlight the questions in red.



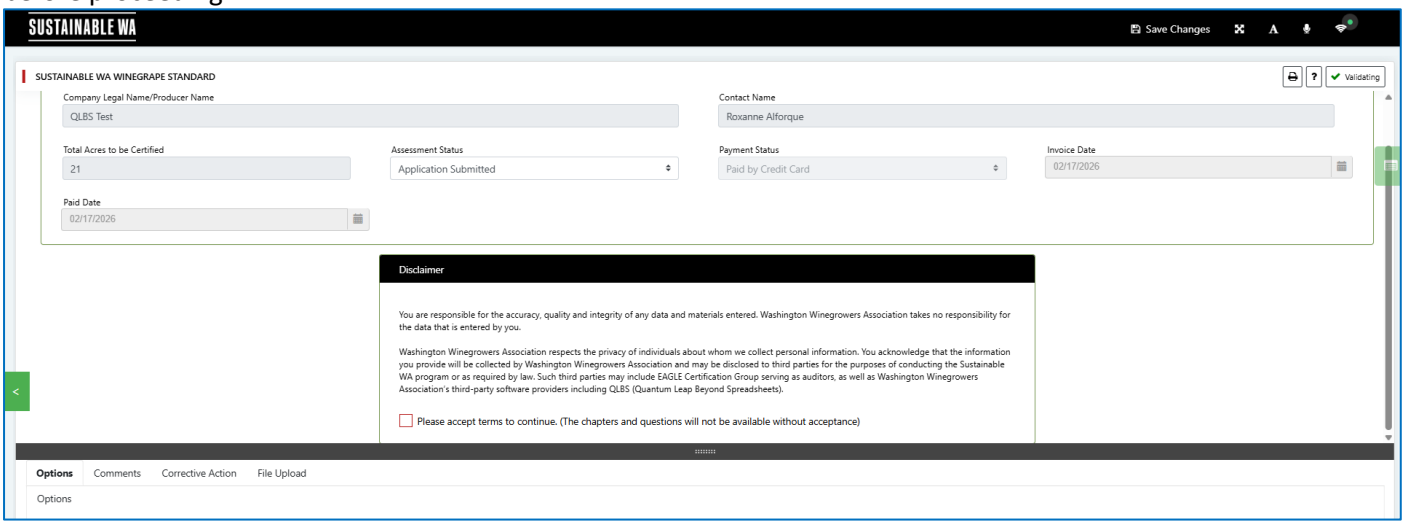
Grower – Self-Assessment View

The Self-Assessment

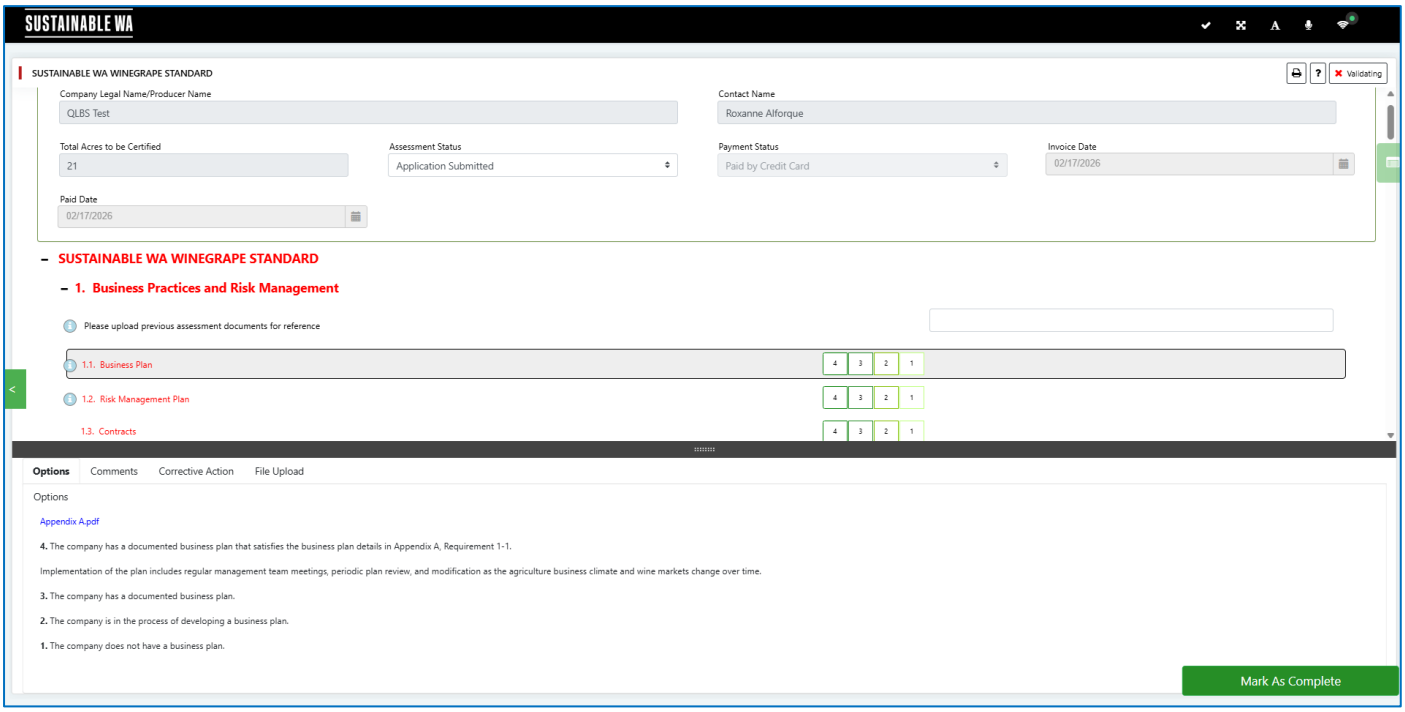
After completing the payment process, read the introductions on the Welcome page, then click on the green arrow on the right-hand side to get to the next page.



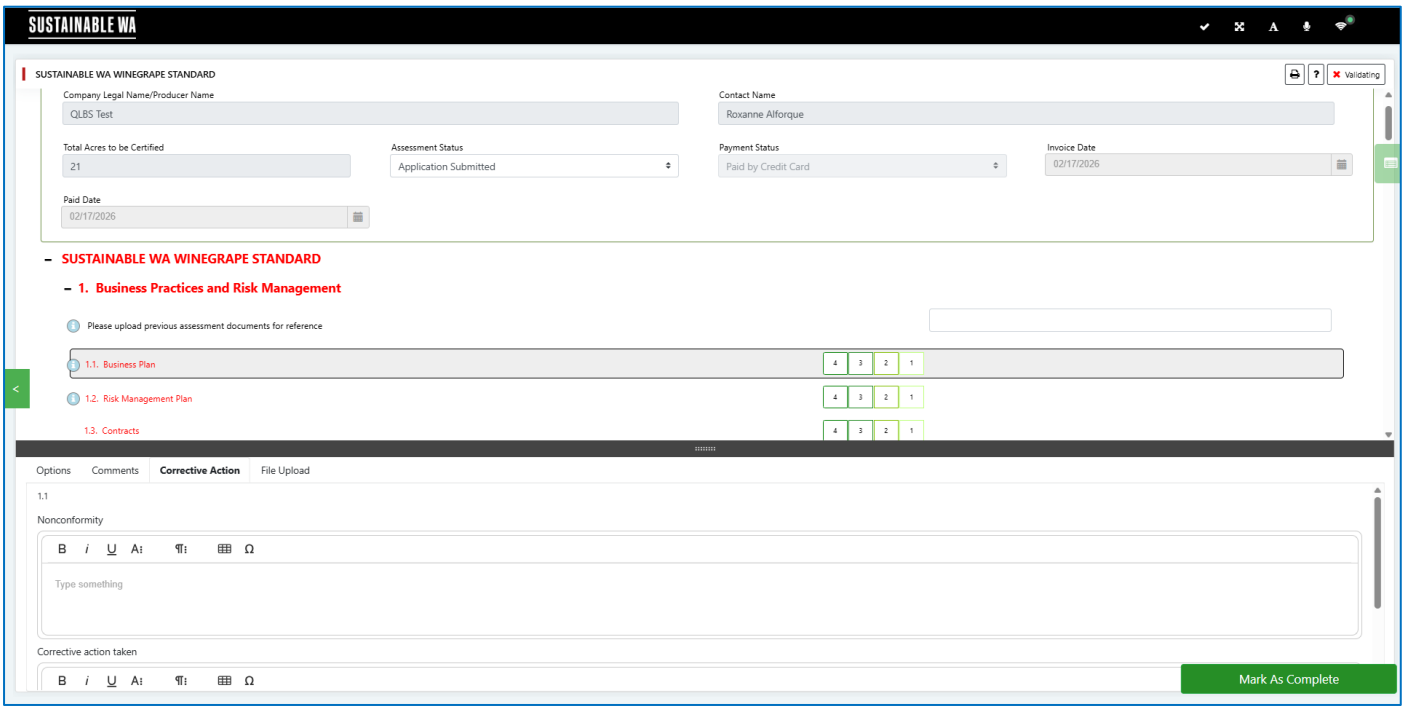
On the next page for first time users, a disclaimer will be displayed. You will be required to read and acknowledge it before proceeding.



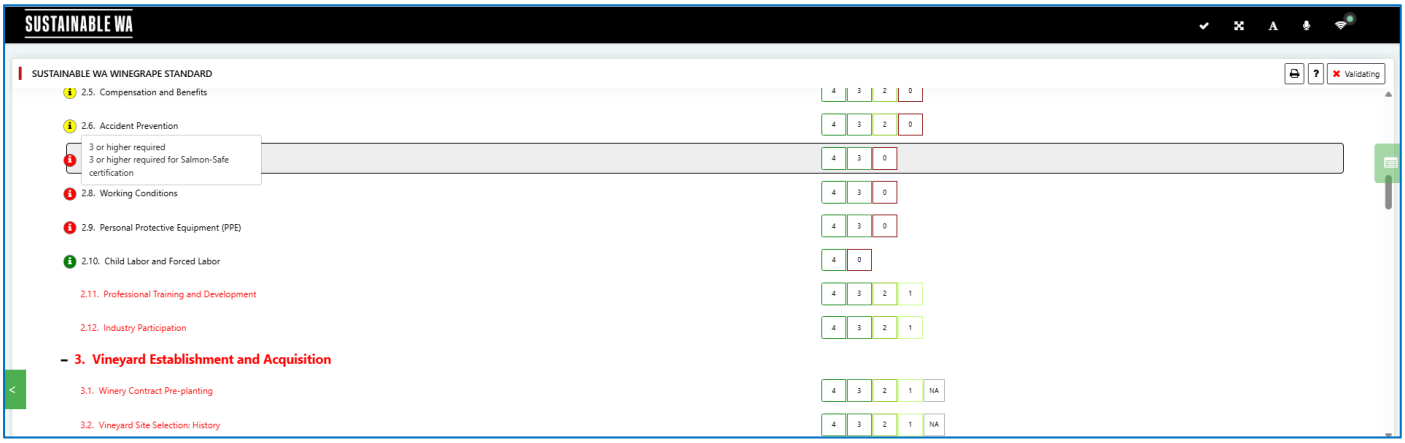
Then you get to the self-assessment.
Click on a question row. This will bring up some tabs at the bottom of the page. The response options are defined for each question. The tabs relate to each question.



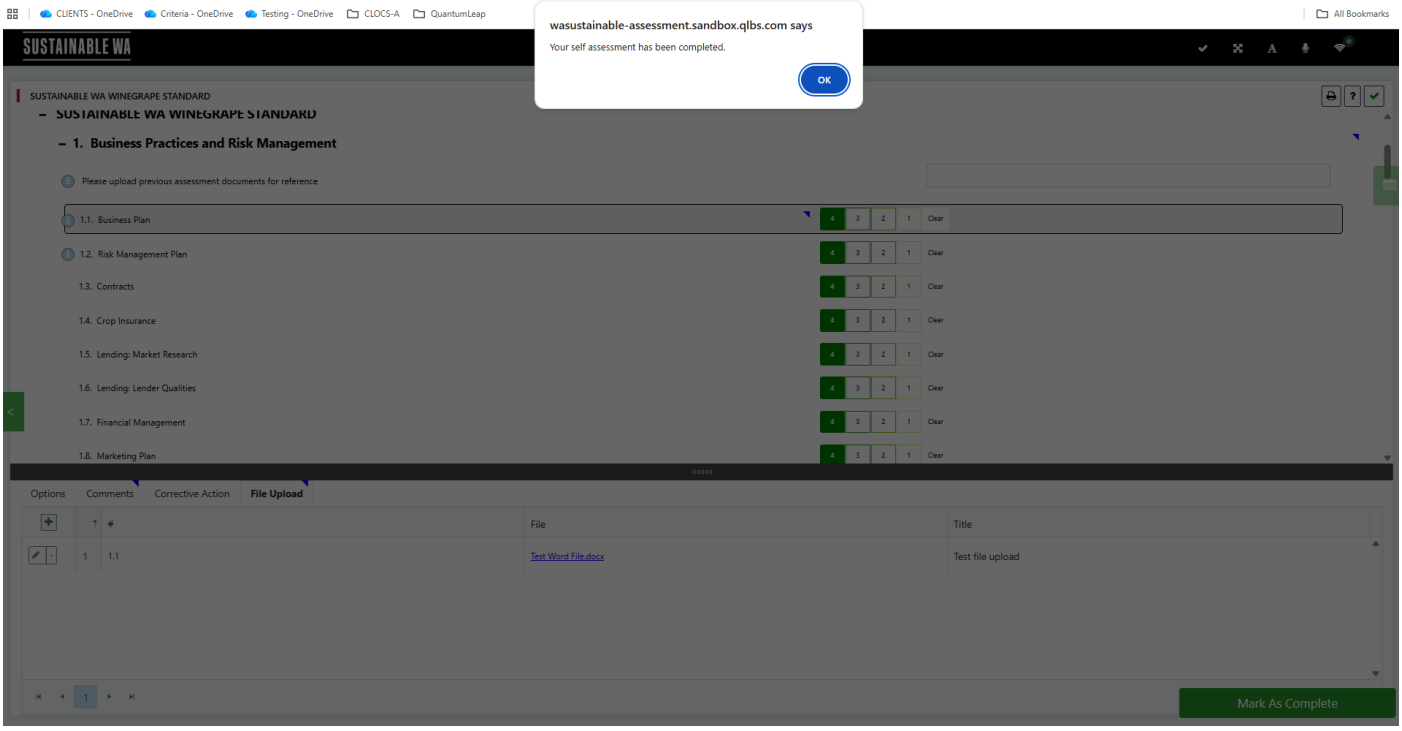
You can click on the other tabs to add Comments, Corrective Actions and to upload Files. The black horizontal line can be moved up or down depending on the size of your screen.



Clicking on the blue or coloured “I” next to a question will show additional information. The mandatory requirements are displayed as red, yellow and green.

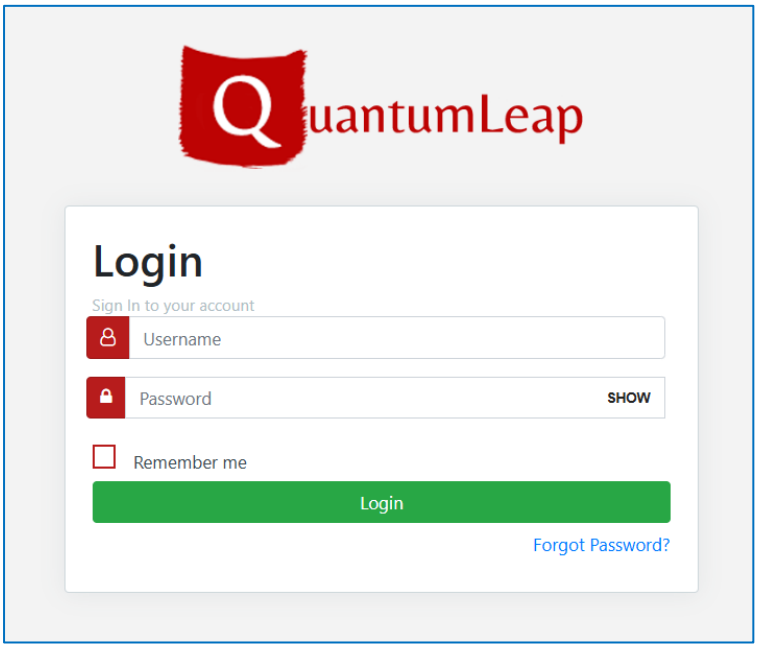


Answer all mandatory questions, then click the “Mark As Complete” button.
Press “OK” and a confirmation message will display saying that the self-assessment has been completed.

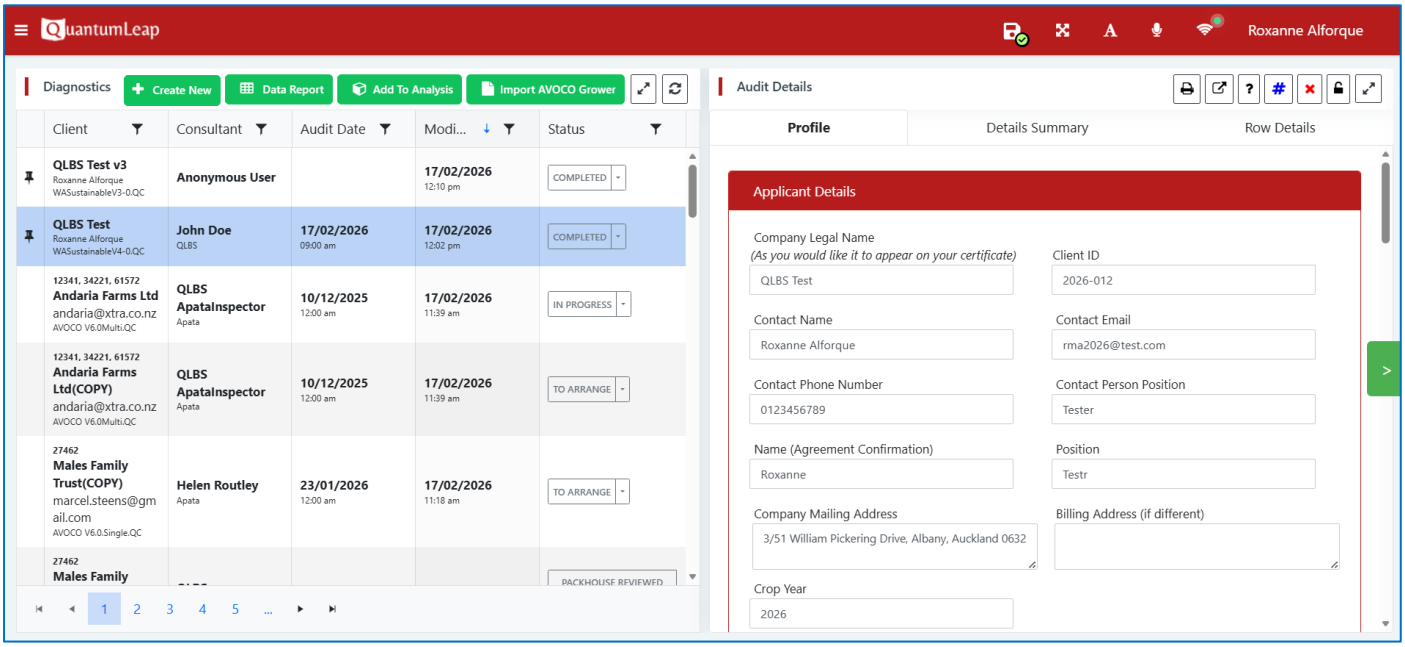


Auditor – Self-Assessment View - (this is not to do the external audit)

Log in to https://quantumleap.qlbs.com as the Auditor.



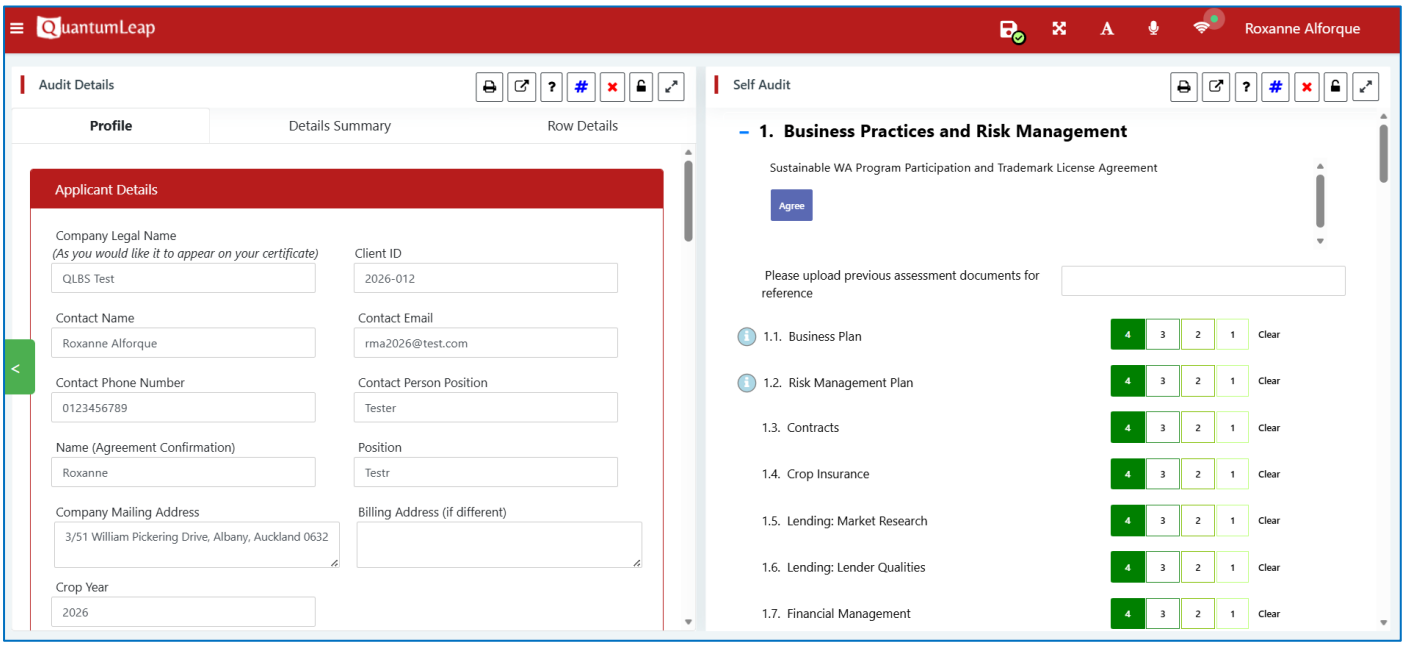
On the Diagnostics list, look for an assessment with a “Completed” status, then click it to display the Audit Details in the right pane.



As an Admin/Auditor, the following fields are added under Applicant Details:

- **Client ID – A unique number assigned to each company**
- **Crop Year**
- **On-site Audit/Desk Audit – For internal tracking purposes**

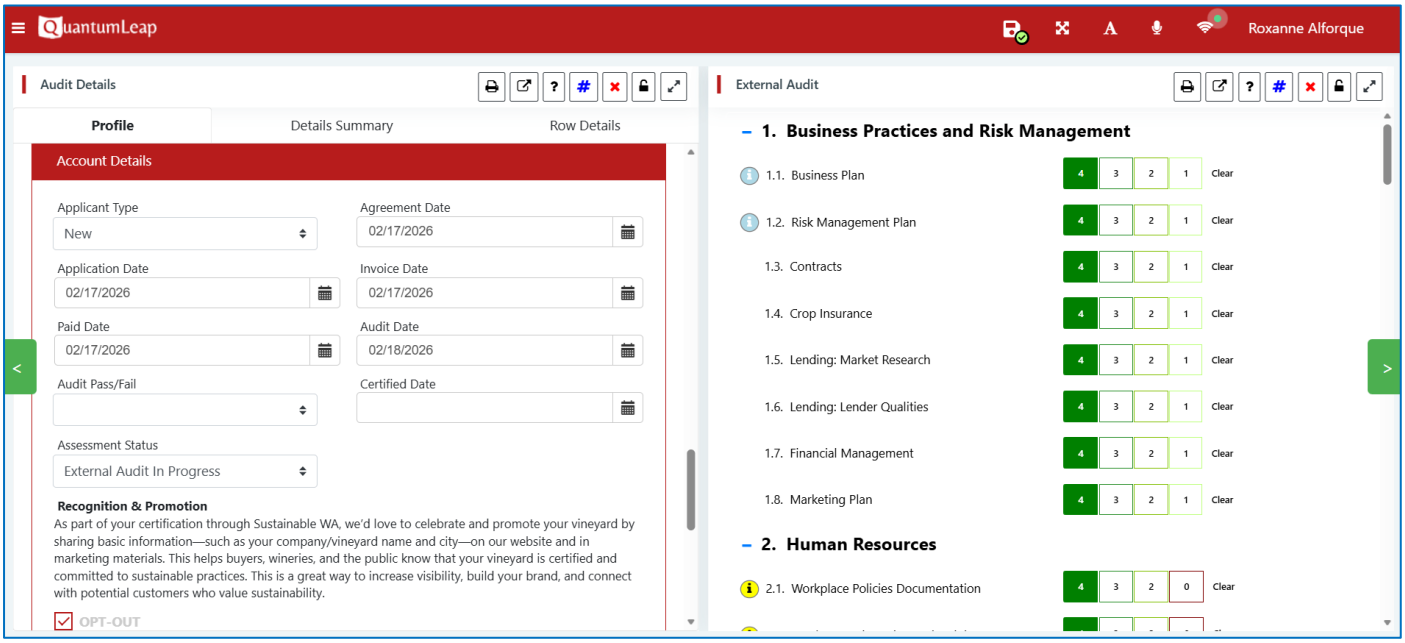
Click on the green arrow on the right-hand side to get to the self-assessment.



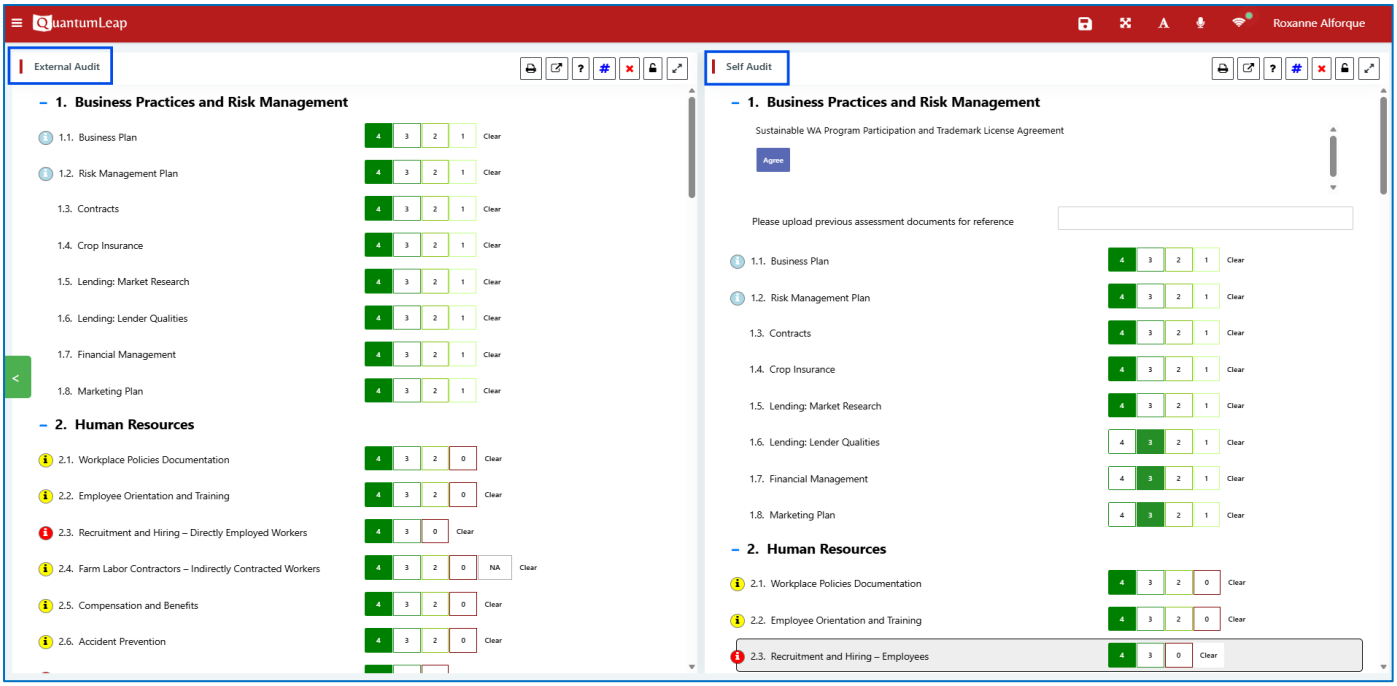
Auditor – External Audit

https://quantumleap.qlbs.com/

To access the External Audit, change the Assessment Status from “Completed” to “External Audit in Progress”.



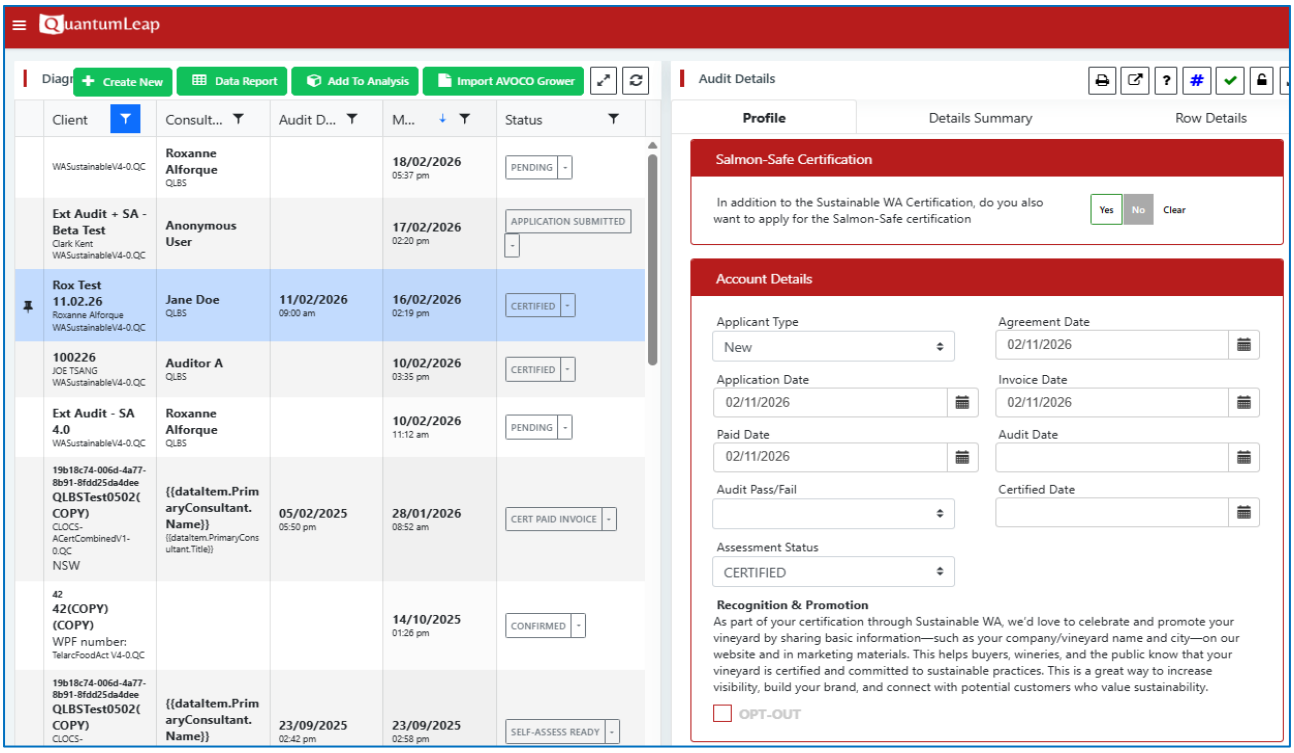
To view the External Audit and Self-Assessment side by side, click the next green arrow on the right-hand side. The External Audit is shown in the left pane, and the Self Audit (Self-Assessment) is shown in the right pane.



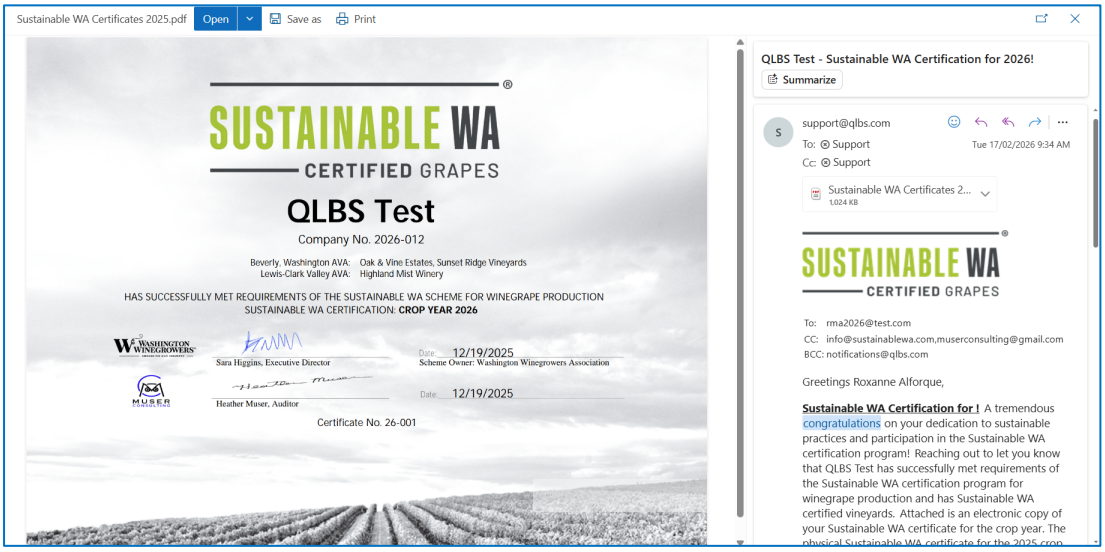
After the auditor completes the external audit and confirms that there are no corrective actions required, they can update the Assessment Status from “External Audit in Progress” to “Approved”.

Admin – Issuance of Certification

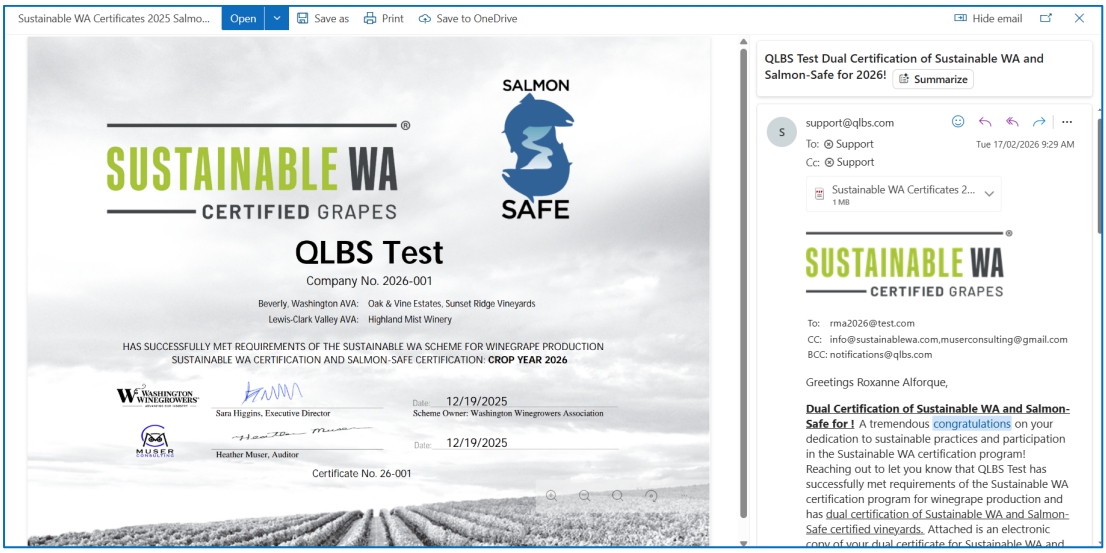
Once the auditor has approved the audit, the admin can now start issuing the certificate by changing the Assessment Status from “Approved” to “Certified”.



Depending on the grower's selection during the application process—whether they choose both Sustainable WA certification and Salmon-Safe certification or only Sustainable WA certification—a certification email, along with the certificate, will be sent to the contact person's email address.



SUSTAINABLE WA
CERTIFIED GRAPES

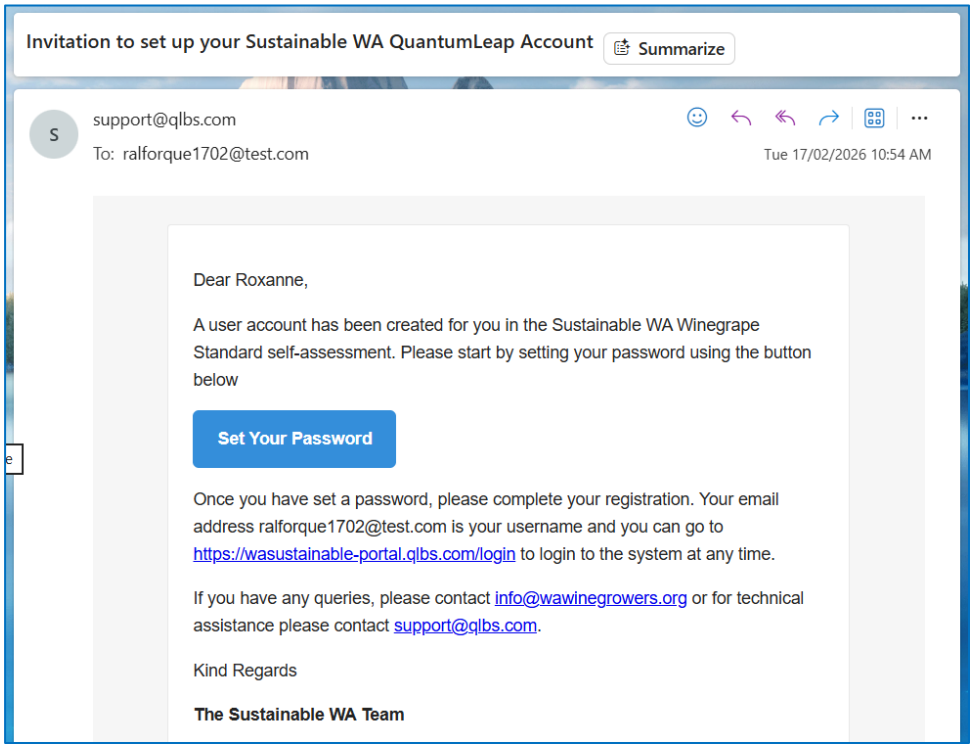


Email Notifications

Email notifications are sent at the following instances:

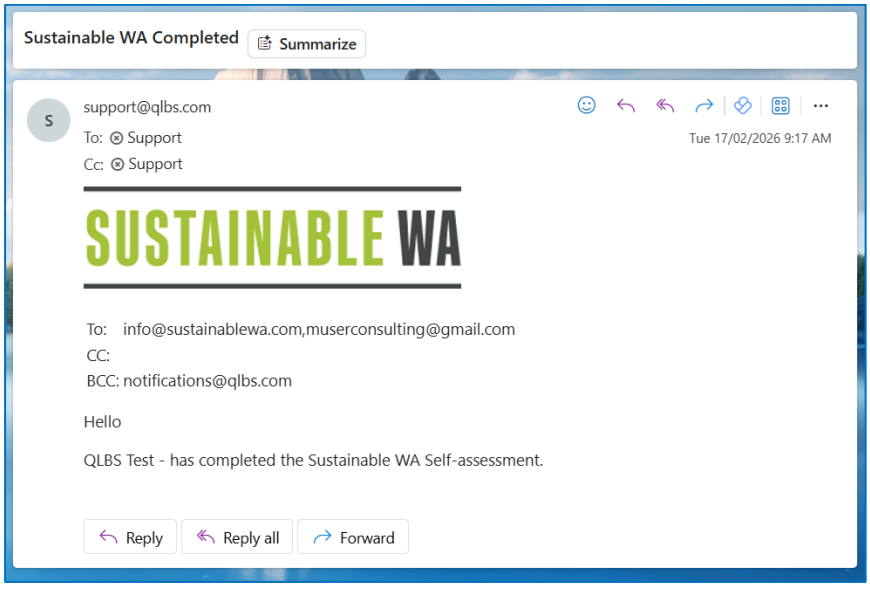
1. **Invitation to set up account** – when the Grower creates an account and sign up.

   Email sent to the Grower:



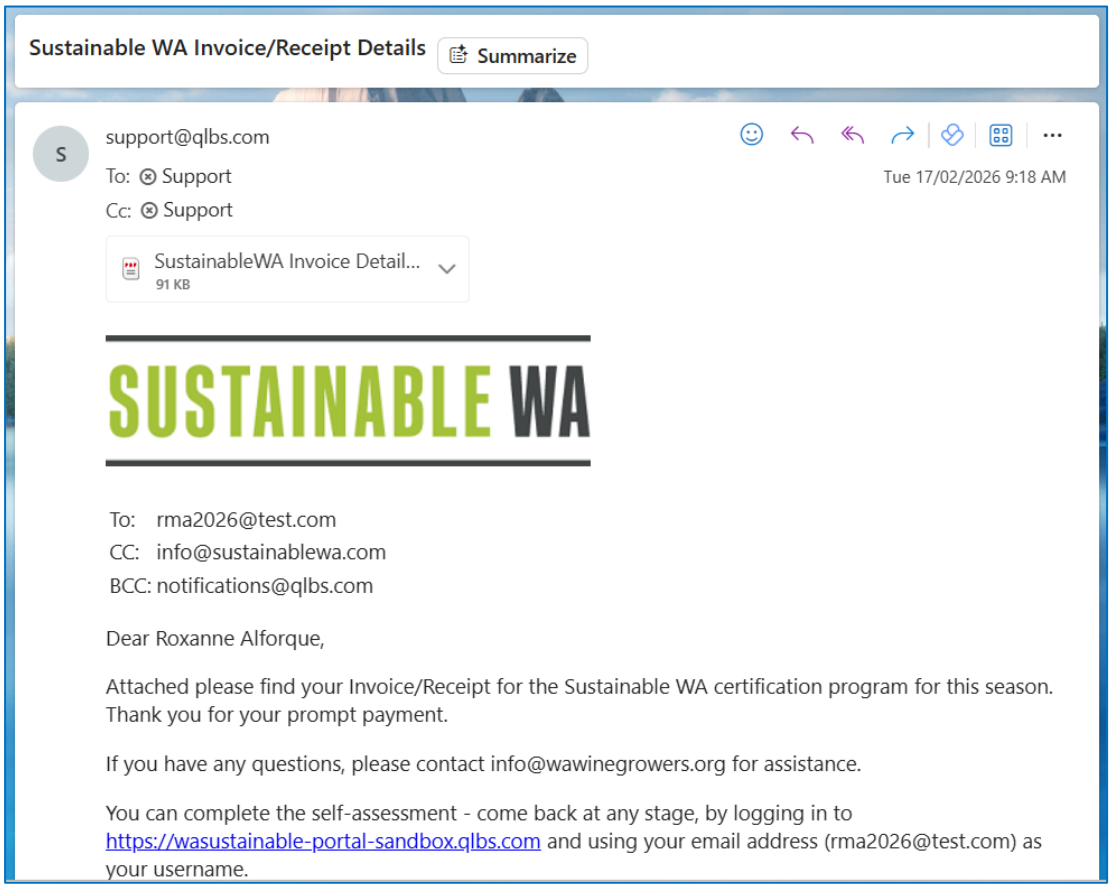
2. **Audit Completion**

   Email sent to the WA Sustainable Team:



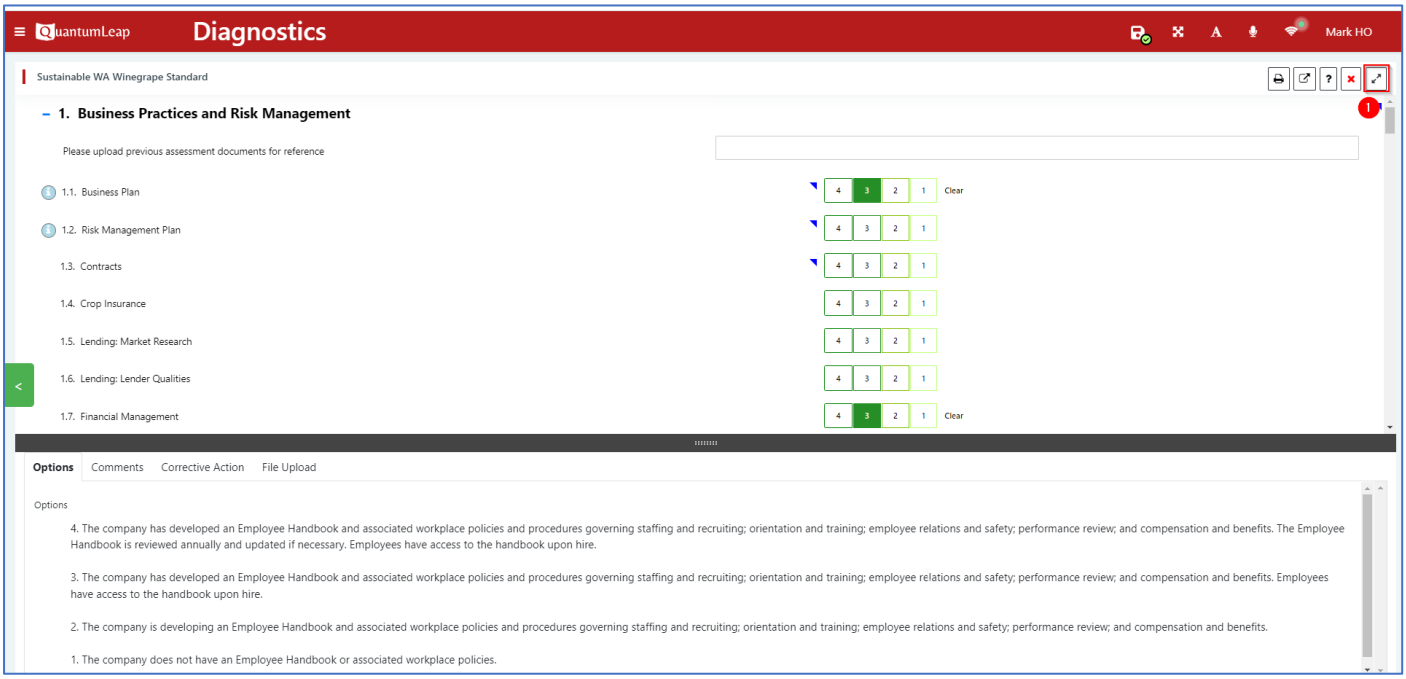
3. **Payment for Self-Assessment**

SUSTAINABLE WA™
CERTIFIED GRAPES

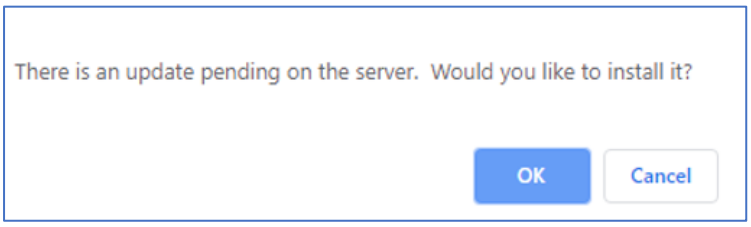


General Information

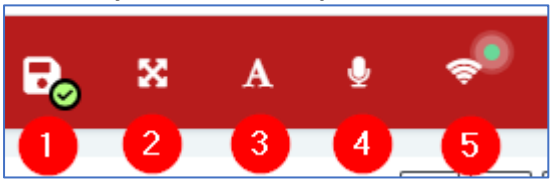
To expand your view, click on the **Full Screen Mode** icon (1). This will hide the browser title bar, menu, tabs and address bar so it utilises the full screen.



Updates are put through from time to time which include bug fixes or amendments to the question set. You will see a pop-up message when you log in or refresh your browser asking you to accept the update. Click OK, unless you are in the middle of doing something as you will then go back to the opening sequence and have to select the assessment again.



Various symbols on the top banner



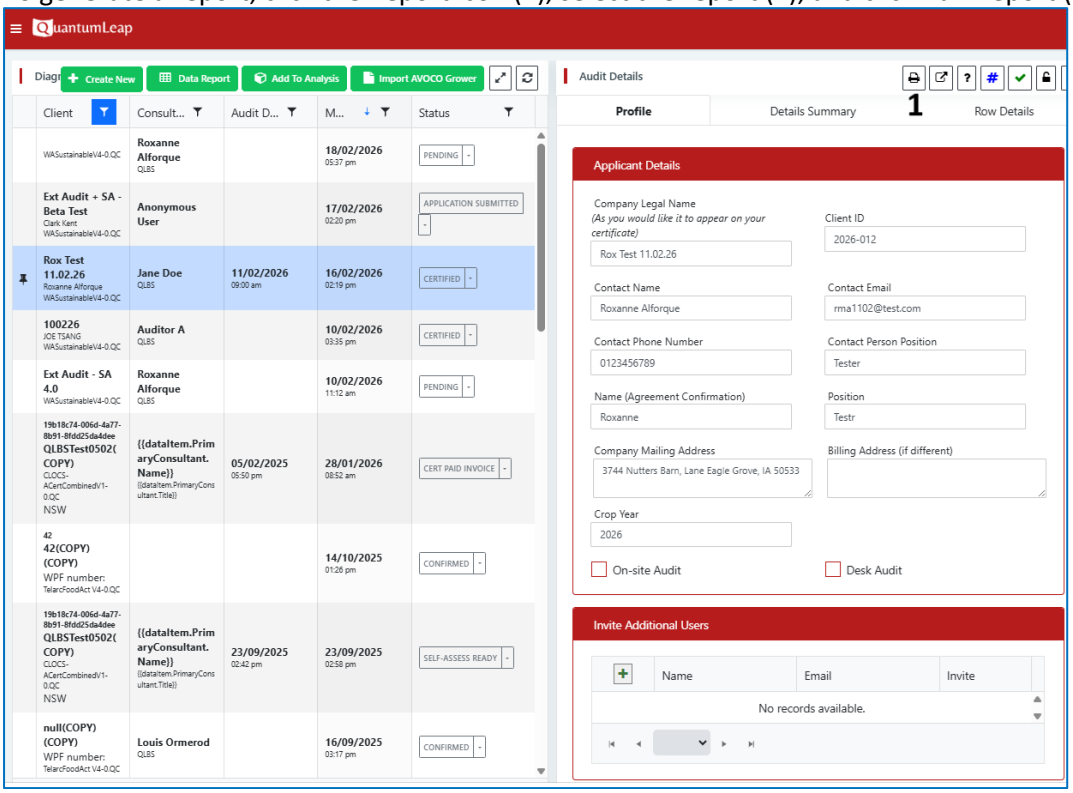
1. **Save Changes/Auto Save** button - will show the green tick when the changes have been saved to the server. This does not change when in Offline mode.
2. **Expand window** button - available on many on the windows in the system, and allows you to display the pane of information in a full-screen mode, maximising the amount on information displayed on the screen.
3. **Font size** button: Clicking the button cycles through a predefined set of font sizes.

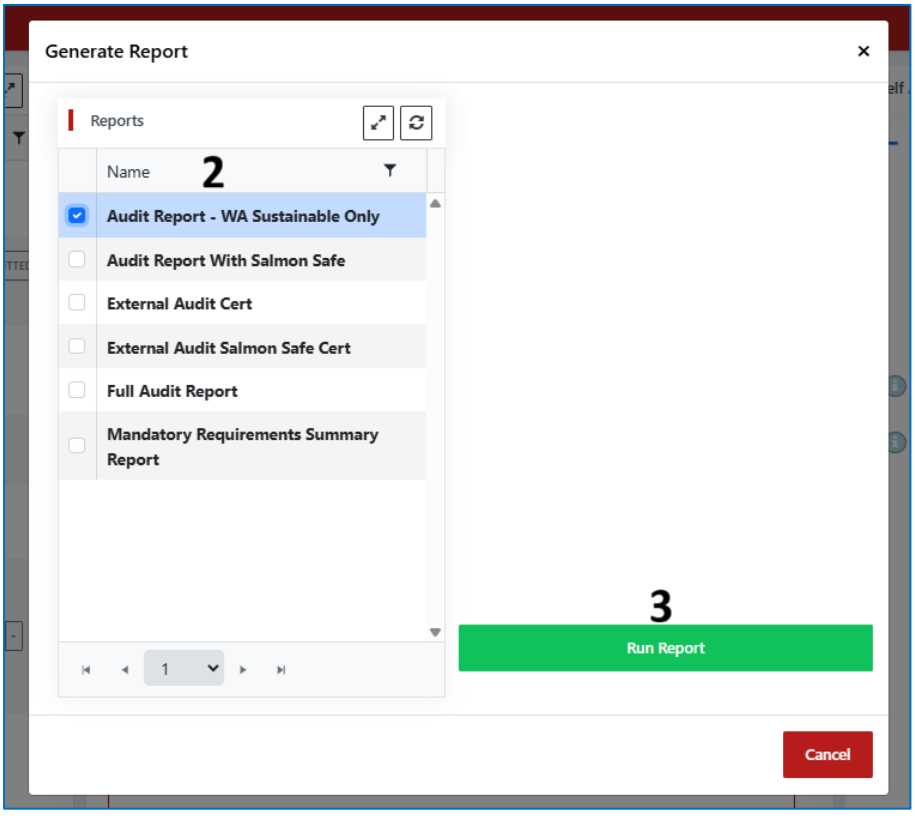
4. **Voice recognition** button - allows the entry of textual information into fields via automatic voice dictation. This feature is only available while running online. Click on the microphone symbol and it will display a red light to show it is on. Then click on any text field and it will record your voice.
5. **Online/Offline** status icon - indicates whether or not the system is able to make contact with the servers. It will show a green light to indicate it is online. The system will continue to operate while offline, but will not receive information updates during that time. When a connection is re-established with the server, any changes made while offline will be synchronised.

The browser refresh button allows the user to reload a page of information from the server.

Generating the Reports

To generate a report, click the Report icon (1), select the report (2), and click Run Report (3).





The Admin may generate the certificate even if the Assessment Status is not yet “Certified”. However, the certificate number will not be displayed on the certificate yet.

Simply select “External Audit Cert” or “External Audit Salmon Safe Cert”, then run the report.

