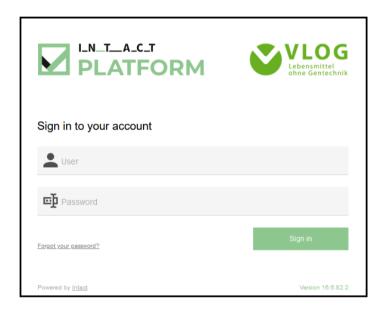


Obtaining access to informations for VLOG recognised certification bodies

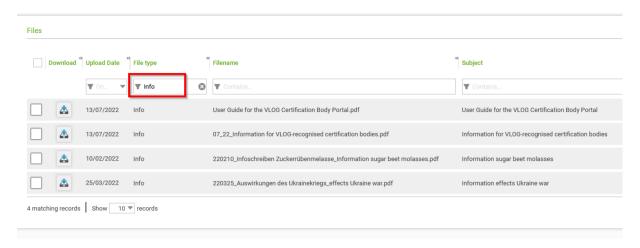
At the request of the certification bodies, access to the information letters for certification bodies was implemented via the online portal. The access is carried out in a straightforward manner via the login mask of the certification body portal.



Currently, only the employees of the certification body who are registered by VLOG have access to the certification body portal. If your certification body would like an additional login, with the help of which other persons can also access the stored data, please send a request for setting up an access to <code>zs.portal@ohnegentechnik.org</code>, stating an e-mail address. For reasons of data protection, please note that the login data will be sent to the stated e-mail address. The e-mail address is not required for dialing into the certification body portal, as the username and password are freely chosen.

After logging into the certification body portal, the menu item "My data" can be selected in the top left-hand corner via the main menu. This opens the "Files" view:

Here, all uploaded audit documents (operating descriptions & checklists) and certificates as well as information deposited by the VLOG are displayed in an overall view. Using the filter function in the "File type" column, all information letters can be clearly filtered out by entering the word "Info".



Further narrowing is also possible via the filter function (file name, upload date, subject, note, status of file, creator). Detailed information on the info document can be found in the "Subject" column and, if applicable, under "Comment". The selected document can be downloaded or opened and read directly in the browser by double-clicking.