



# User Guide for the VLOG Lab Portal

Version 1.0

Stand: 02.10.2023

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## Introduction

### Dear users of the VLOG Lab Portal,

as of 01.01.2024, VLOG-recognised laboratories are obliged to submit the necessary documents for maintaining recognition to the VLOG database. This is done via the

**VLOG Lab Portal** provided by VLOG. In order to enable a smooth transfer of the required documents, all relevant functions as well as all necessary individual steps of the document transfer are explained in these instructions.

For further **questions regarding the use of the VLOG Lab Portal**, please contact the database support via the e-mail address [laborportal@ohnegentechnik.org](mailto:laborportal@ohnegentechnik.org).

In case you have any **questions regarding the recognition process**, our colleague Ms. Carmen Brzoska ([c.brzoska@ohnegentechnik.org](mailto:c.brzoska@ohnegentechnik.org)) will be happy to provide you with information on the requirements for VLOG-recognised laboratories.

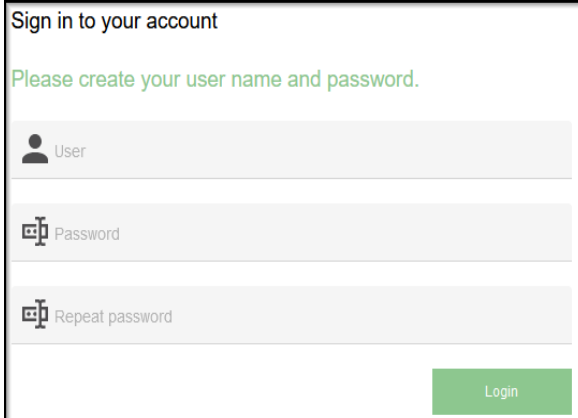
## Registration for using the Lab Portal

To register your employees for the use of the VLOG Lab Portal, the VLOG contact person of your laboratory contacts the Lab Portal Support ([laborportal@ohnegentechnik.org](mailto:laborportal@ohnegentechnik.org)) and asks them for the creation of an account for the desired person(s) **by providing their name(s) and the corresponding individual e-mail address(es)**. These persons will then receive an e-mail with a **personal link** which will take them to the **registration page of the VLOG Lab Portal** where you can set up their access data. **If an access is to be deactivated**, the laboratory will also notify VLOG by e-mail ([laborportal@ohnegentechnik.org](mailto:laborportal@ohnegentechnik.org)), indicating the person whose access is to be deactivated.


To avoid technical problems, access to the portal should not be used by several persons, instead **a separate access should be requested for each person**. This is the only way to ensure the correct personal allocation of data for document transmission.

## How do I receive my access code?

On the registration page you will be asked to choose a **user name** and **password**. The user name and password can be freely chosen. However, for reasons of data security it is strongly recommended that you choose a password with a sufficiently high level of complexity. Please read [the guidelines for secure passwords issued by the German Federal Office for Information Security \(BSI\)](#) before creating a password. In future, you will be able to log into the VLOG Lab Portal with your user name and password by visiting <https://vlog.e-cert.net/Login.aspx>.

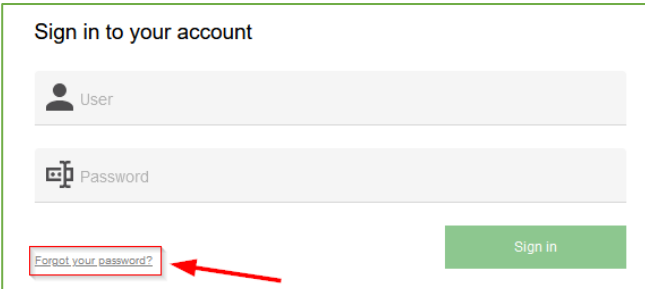


## Change password / Reset password / Language settings / Logout

If you wish to **change your password at a later date**, you can do so at any time via the *profile settings*. To do this, first click on the  -symbol next to your user name in the top right corner and then on "*Profile*". First enter your old password and then your new password. Please save the change afterwards with the button "*Confirm change*" and log in again with the new password.

**If you should have forgotten your password**, this is not a problem: Simply follow the link "*Forgot your password*" under the login area. You can then have your password reset by entering your user name or e-mail address.

You can also change the **language settings** in the profile settings. The Lab Portal can be set to German. To do this, please select the language "**DE-DE**" and



the date/number format "**German**". Please confirm your changes by clicking on the button "**Confirm changes**". You will be prompted to log in again to update the settings.

By clicking on the person symbol or the user name, you can select "**Logout**" to log out of the VLOG Lab Portal.

## Detailed information / Feedback button

In the VLOG Lab Portal, you will find **an information icon at the top right of each page with detailed information** on your respective view.

If you have any questions, please feel free to contact the VLOG office by email or by using the **feedback button** at the top left of each page. Clicking on this button opens a message window for your input. Please note that the feedback function is a general contact form **which does not transmit any information of the current page view**. Therefore, please provide the following information along with your feedback:

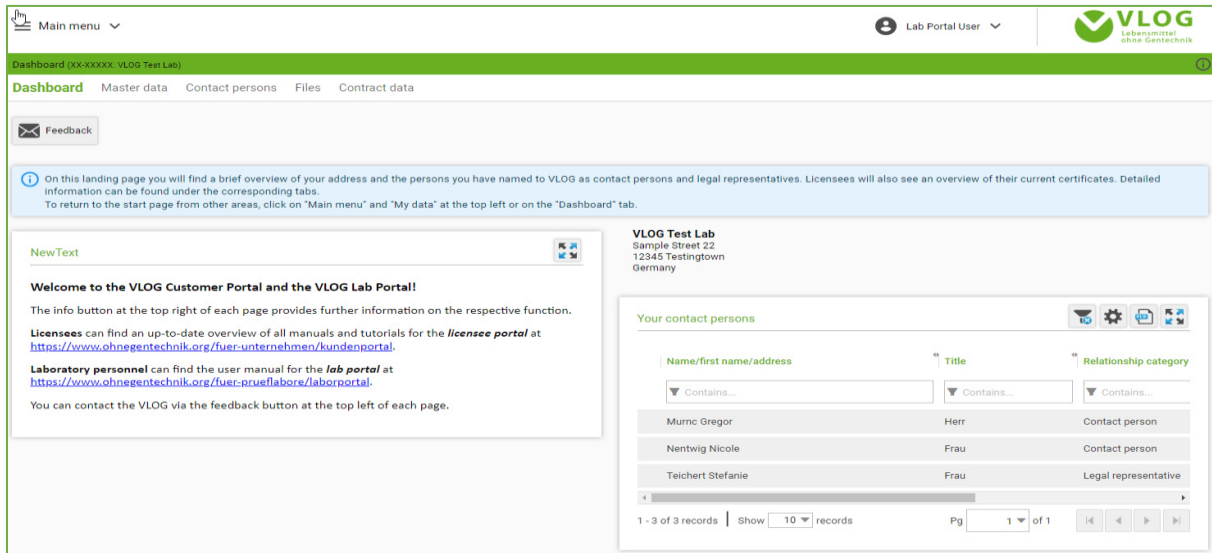
- Your e-mail address and name
- for documents, the upload date of the specific document
- if applicable, further information to which your request relates

One of our employees of the VLOG office will then contact you as soon as possible.

# 1. The Tab Views and their functions

## 1.1 Tab „Dashboard“

When you log in to the Lab Portal, you will see the Dashboard or overview page of your laboratory. Here you can see the address of your laboratory reported to the VLOG as well as the names of the contact persons and the legal representation.



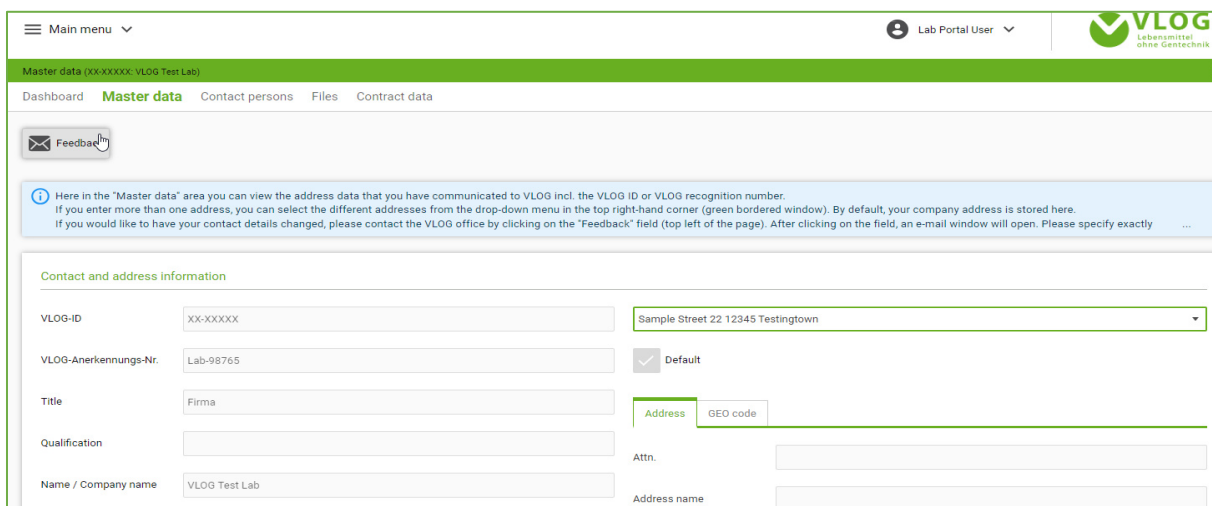
**VLOG Test Lab**  
 Sample Street 22  
 12345 Testingtown  
 Germany

Name/first name/address	Title	Relationship category
Murnc Gregor	Herr	Contact person
Nentwig Nicole	Frau	Contact person
Teichert Stefanie	Frau	Legal representative

## 1.2 Tab „Master data“

Here you will find the details of your address and the VLOG recognition number of your laboratory. By default, the company address is stored here. If you are using more than one address, you can switch between the addresses in the drop-down menu at the top right (green bordered window).

**If you have found relevant deviations in the master data**, please contact the Lab Portal support ([laborportal@ohnegentechnik.org](mailto:laborportal@ohnegentechnik.org)) for a data correction.



**Contact and address information**

VLOG-ID: XX-XXXXX | Sample Street 22 12345 Testingtown

VLOG-Anerkennungs-Nr.: Lab-98765 |  Default

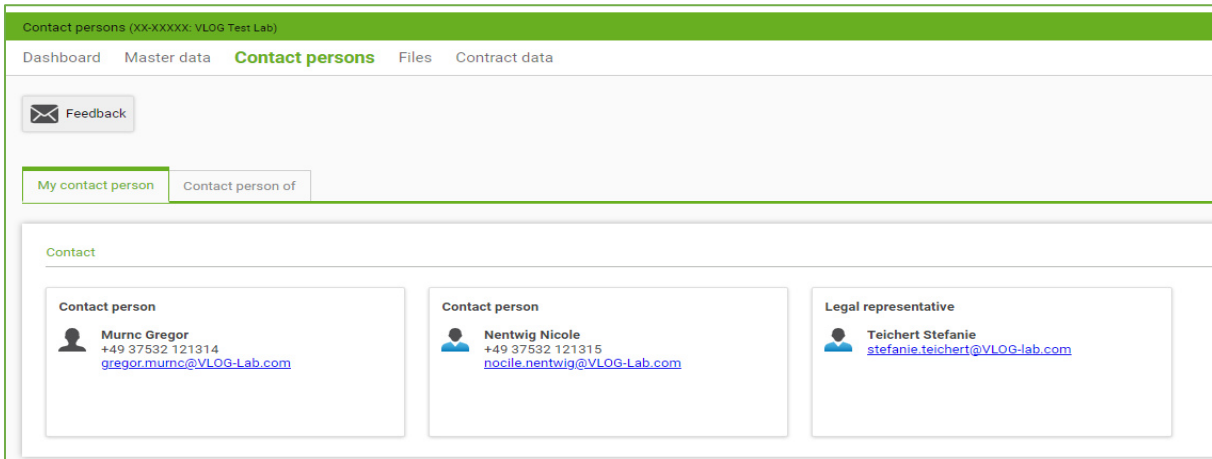
Title: Firma | Address | GEO code

Qualification: | Attn: |

Name / Company name: VLOG Test Lab | Address name: |

### 1.3 Tab „Contact persons“

Here you can see the contact details of the contact persons and the legal representation of your laboratory. If you discover incorrect information, please contact the laboratory support for a correction. **A change of the responsible persons** can be initiated via the **notification sheet**, which you can download [on our website](#).

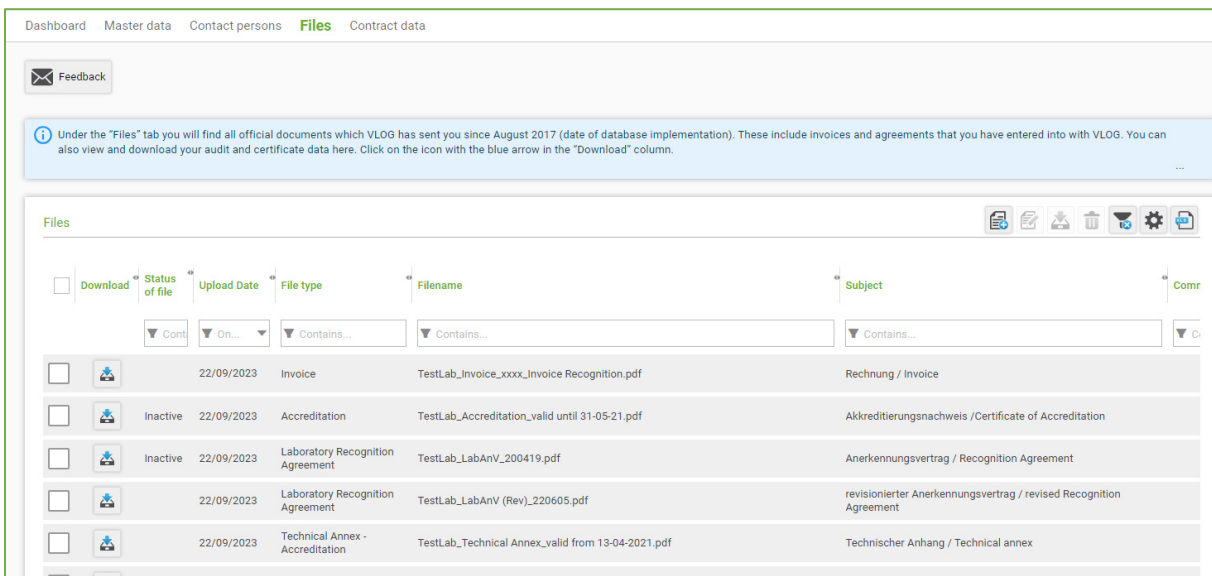


### 1.4 Tab „Files“

Here you will find all **documents of your laboratory for VLOG recognition** (such as the recognition agreement, the sample test report and proficiency test documents) that have been uploaded to the database by VLOG or by your laboratory. In addition, invoices and the user manual are also listed.

In the document view, **various filter options** are available, with the help of which you can filter by file name, file type, upload date, status or even subject.

To **download** one of the documents, click on the icon with the blue arrow in the "Download" column. In the lower area of the view, you can also define how many records are to be displayed on one page or **scroll back and forth between several pages**.



Download	Status of file	Upload Date	File type	Filename	Subject	Comr
		22/09/2023	Invoice	TestLab_Invoice_xxxx_Invoice Recognition.pdf	Rechnung / Invoice	
	Inactive	22/09/2023	Accreditation	TestLab_Accreditation_valid until 31-05-21.pdf	Akkreditierungsnachweis / Certificate of Accreditation	
	Inactive	22/09/2023	Laboratory Recognition Agreement	TestLab_LabAnV_200419.pdf	Anerkennungsvertrag / Recognition Agreement	
		22/09/2023	Laboratory Recognition Agreement	TestLab_LabAnV (Rev)_220605.pdf	revisierter Anerkennungsvertrag / revised Recognition Agreement	
		22/09/2023	Technical Annex - Accreditation	TestLab_Technical Annex_valid from 13-04-2021.pdf	Technischer Anhang / Technical annex	

## 1.5 Tab „Contract data“

Here you can view the status of your VLOG recognition listed by year. After submission of the documents for the maintenance of recognition, these are subjected to a review process. You can see from the status in the current year whether the recognition maintenance process is still under review (status "under review") or has already been successfully completed (status "active").

Filter					
Date from/to: 01/01/2020 - 31/12/2023					
Services					
Year	Service	Contract status	Service from	Service until	CAB
2023					
	Anerkennung Labor	under review	01/02/2021		
2022					
	Anerkennung Labor	active	01/02/2021		
2021					

## 2. Transmission of the documents for the maintenance of recognition

In the following, the transmission of documents via upload is explained. In order to maintain VLOG recognition, all documents required in the [Guidance for Laboratories and GMO testing](#) must be submitted to VLOG **by 31 March of each year**. **Please ensure that the data transfer is carried out correctly and in good time and, if you have any problems, contact our support team ([laborportal@ohnegentechnik.org](mailto:laborportal@ohnegentechnik.org))**, which will be happy to assist you with the transfer process.

### 2.1 Naming of the documents to be uploaded

The required documents **must be renamed before uploading** according to the specifications in Appendix 1 of this manual. This is due to system-related reasons, as the assignment to a company is no longer granted in a complete overview of all documents. The naming is done in the following format: **Laboratory name\_Document content\_Date**. Please refer to the examples and information in **Appendix 1 "Specifications for file naming for laboratory documents"** of on the [VLOG website](#):

**Annex 1 - User Guide of the VLOG Lab Portal**  
 File name, file type and subject title for uploading documents for maintaining VLOG recognition  
 State of: 01.11.2023

Before uploading, the files must be renamed according to the following examples:

File type	Subject	File name	Example
Accreditation *	Akkreditierungsnachweis / Certificate of Accreditation	LabName_Accreditation_Dates on validity *	AnaLab_Accreditation_valid until 13-0
Documents round robin test **	Analyseergebnisse Ringversuch / Analysis results round robin test	LabName_Round robin test results_qualitative/quantitative_Date	AnaLab_Round robin test results_qua
Documents round robin test **	Analyseergebnisse Ringversuch / Analysis results round robin test	LabName_Round robin test results_Soy mass determination_Date	AnaLab_Round robin test results_Soy
Documents round robin test **	Analysebericht Ringversuch / Analysis report round robin test	LabName_Round robin test report_qualitative/quantitative_Date	AnaLab_Round robin test report_qua
Documents round robin test **	Analysebericht Ringversuch / Analysis report round robin test	LabName_Round robin test report_Soy mass determination_Date	AnaLab_Round robin test report_Soy
Outsourcing agreement	Vereinbarung Fremdvergabe / Outsourcing agreement	LabName_Outsourcing agreement_Lab#2_Date	AnaLab_Outsourcing agreement_Trix
Sample test report	Musterprüfbericht / Sample test report	LabName_Sample test report_State of	AnaLab_Sample test report_State of 3
Technical Annex - Accreditation	Technischer Anhang / Technical annex	LabName_Technical Annex_Date	AnaLab_Technical Annex_valid from 1

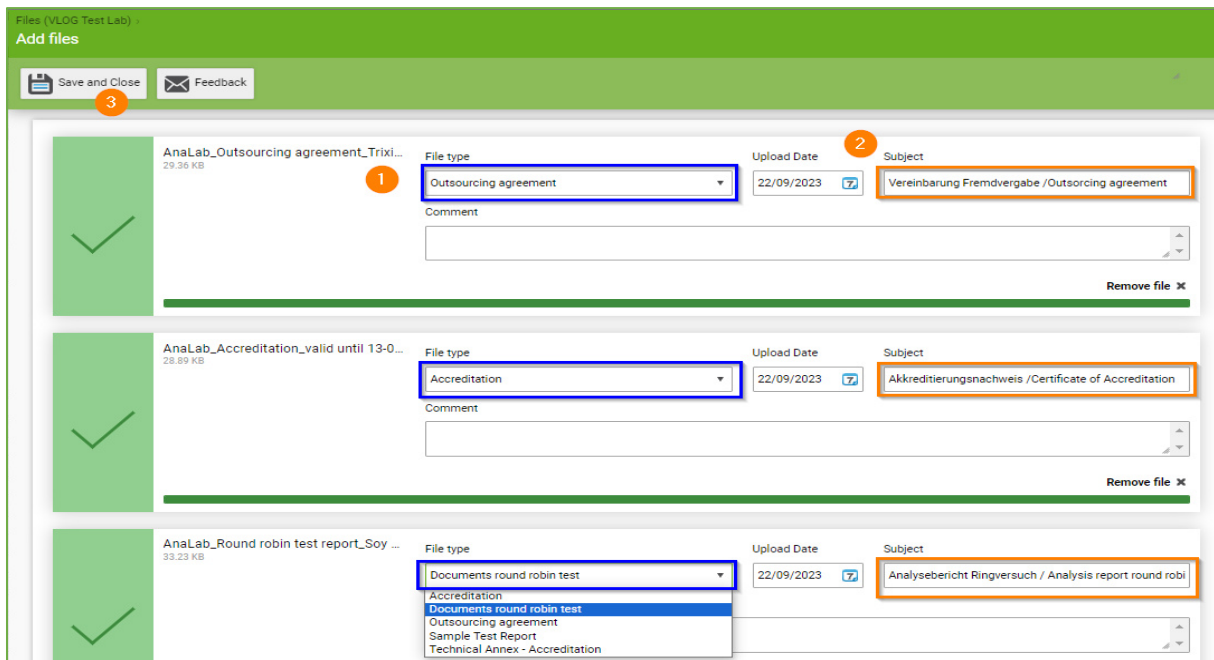
\* Please indicate when the validity of the accreditation expires (valid until xx-xx-xxxx). If there is no validity date, then indicate when the accreditation was issued (valid from xx-xx-xxxx).  
 \*\* If you submit results and report in one document, please name the file accordingly.



**In addition**, the corresponding document type **must be specified in the "Subject field"**. The easiest way to do this is to use a copy-paste command with the information from **Appendix 1**. If you have any questions about the designation process, please do not hesitate to contact our laboratory support.

## 2.2 Uploading documents

The documents required for maintaining VLOG recognition are to be submitted **in the "Documents" tab**. To do this, click on the **"Add Files"** icon in the upper right-hand area and the upload mask will open. To upload several documents, you can either select all files and drag them to the green area at the top left ("Drag files/photos here or click here.") or select the desired files by clicking on the green area. Then please **select the file type for each file** in the drop-down menu (e. g. document proficiency test, accreditation, outsourcing agreement) **(1)** and **insert the appropriate subject** according to Annex 1 **(2)**. Then **submit the documents by clicking on the button "Save and close" (3)**:



To complete the upload process, **click on the "Save and close" button at the top left**. After successful submission, you will find the uploaded documents in the total overview. Note that by default the number of documents displayed on a page is set to 10 and you may need to scroll to the next page or increase the number of documents displayed.

If you have any questions about the VLOG Lab Portal or difficulties with the upload process, please feel free to contact the VLOG office at any time. We will be very happy to assist you in using the Lab Portal and submitting all required documents.



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[laborportal@ohnegentechnik.org](mailto:laborportal@ohnegentechnik.org)

## Annex 1 - Unser Guide of the VLOG Lab Portal

File name, file type and subject title for uploading documents for maintaining VLOG recognition

State of: 02.10.2023

Before uploading, the files must be renamed according to the following examples:

<b>File type</b>	<b>Subject</b>	<b>File name</b>	<b>Example</b>
<b>Accreditation *</b>	Akkreditierungsnachweis /Certificate of Accreditation	LabName_Accreditation_Dates on validity *	AnaLab_Accreditation_valid until 13-04-2025/valid from 13-04.2021
<b>Documents round robin test **</b>	Analyseergebnisse Ringversuch / Analysis results round robin test	LabName_Round robin test results_qualitative/quantitative_Date	AnaLab_Round robin test results_qualitative_230105
<b>Documents round robin test **</b>	Analyseergebnisse Ringversuch / Analysis results round robin test	LabName_Round robin test results_Soy mass determination_Date	AnaLab_Round robin test results_Soy mass determination_221113
<b>Documents round robin test **</b>	Analysebericht Ringversuch / Analysis report round robin test	LabName_Round robin test report_qualitative/quantitative_Date	AnaLab_Round robin test report_quantitative_230105
<b>Documents round robin test **</b>	Analysebericht Ringversuch / Analysis report round robin test	LabName_Round robin test report_Soy mass determination_Date	AnaLab_Round robin test report_Soy mass determination_221113
<b>Outsourcing agreement</b>	Vereinbarung Fremdvergabe /Outsourcing agreement	LabName_Outsourcing agreement_Lab#2_Date	AnaLab_Outsourcing agreement_TrixiLab_210514
<b>Sample test report</b>	Musterprüfbericht / Sample test report	LabName_Sample test report_State of	AnaLab_Sample test report_State of 31-03-2022
<b>Technical Annex - Accreditation</b>	Technischer Anhang / Technical annex	LabName_Technical Annex_Date	AnaLab_Technical Annex_valid from 13-04-2021

\* Please indicate when the validity of the accreditation expires (valid until xx-xx-xxxx). If there is no validity date, then indicate when the accreditation was issued (valid from xx-xx-xxxx).

\*\* If you submit results and report in one document, please name the file accordingly.