Green Seal[®]

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Project Portal User Guide

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Getting Started

Welcome to your project with Green Seal! This guide will help you through the initial project set-up process and detail how you can add documents, give feedback, and successfully complete your project. At any time, please feel free to reach out to your project manager, or <u>certification@greenseal.org</u> with any questions.

Creating Your Project Portal Account

1.

When you begin a new Green Seal certification project, you will receive an e-mail invitation to join Green Seal's Project Portal. An e-mail will be sent to your preferred e-mail address from Zoho Projects entitled Welcome to Zoho Projects. <u>Check your spam</u> folder if your project manager has sent you an invitation but you cannot find it in your inbox.

≡	M Gmail	Q Search mail	-	⊘ ⅲ	G
+	Compose	□ - C :	1-2 of 2 <	> \$	31
	Inbox 1	🖸 Primary 🏔 Social	Promotions		0
*	Starred	🗌 🚖 Zoho Projects 🛛 Welcome to Zoho Pro	ojects - ZOHO	1:06 PM	
C	Snoozed	🔲 📩 Google Community Te. Finish setting up your	r new Google	12:51 PM	
\geq	Sent				
	Drafts			~	+

2.



You will be taken to a page where you can enter a portal password and verify your account.



4.

After your account is verified, click Access Your Account.

\bigcirc
Account verified
You've successfully verified your Zoho account greensealclient@gmail.com
ACCESS YOUR ACCOUNT







Click on the Login icon in the upper right-hand corner of the screen.

6.

Log into Zoho with your e-mail and password.

ZOHO
Sign in to access Accounts
Email address or mobile number
NEXT
Forgot Password?

7. Zoho may prompt you to enable two-factor authentication or update your country. Please note, this information is requested by Zoho but not needed by Green Seal. Should you choose not to complete these steps, click Remind Me Later or Not Now.

Portal Login URL

Once your account is set up, you can log in to the portal at any time via this URL: <u>https://projects.zoho.com/portal/greenseal660</u>

Navigating within Your Project

1. By default, the Project Portal opens in the Feed view.



	Feed	
ගි Home	Select Proj	ect All Projects -
E Feed		
🕫 Discuss	GT	Share a quick thought and start a discussion
🛗 Calendar		Share a quick thought and start a discussion.
Projects		Feed Status Activity Stream
Overview 🗸		
Tasks	ZA	Zoho Admin welcomes you to join GS-37 Cleaning Products for Indistrial and Institutional Use project

2. Click on the Projects module in the left panel, then click on your Project.

	Projects Active Proje	ects		
ග Home	All Projects			
Feed	ID	Project Name	\$ င်္ခ Owner	
Calendar	GS-2125	GS-37 Cleaning Products for Indistrial and Institutional Use	🔼 Zoho Admin	
Projects				

3. The project opens in the Tasks view. The project's name is highlighted in the left panel's Recent Projects list.

<u>_</u>	GS-2125 GS-37 Cleaning Products for Indistrial and Institutional Use								
Tasks Documents									
♂ Home Group By Task List → > All Open →									
🗎 Feed									
🖙 Discuss	≫	ID	Task Name		≣ Associated	🖆 Owner	📼 Status		
Image: Calendar ~ Image: Projects Image: Calendar			\cong Kick off project (1) (External)						
		GC3-T3	Project and Portal introduction	•	Not Associated	🕥 Unassigne	Open		
Overview 🗸	~		Upload cleaning product info (8) (External)						
🖄 Tasks									
 ▲ Issues Recent Projects 第 Q 		GC3-T4	Formula information	•	Not Associated	Unassigner	Open		
		GC3-T5	Labels and literature	•	Not Associated	🕥 Unassigne	Open		
GS-37 Cleaning Products for		GC3-T6	Performance	•	Not Associated	O Unassigne	Open		

4. Click the task name to see what you need to do to complete the task.



☑ TZ7-T6
Formula information
By Anne Shudy Palmer - 🗐 - 🖞 3 - ()
High ∨ ■ Open ∨ Priority Current Status
⊙ Description ∥
1. Upload the formula for each product, by raw material and weight percent.
• You can use the Formula Disclosure form in the Documents section or your own format.
2. Attach a safety data sheet (SDS) for each raw material in the product formulas.
You can upload a zip file rather than individual files.

Working on Your Project

Through the Green Seal Project Portal, you can communicate directly with your project manager to ask or answer questions, give feedback, and complete tasks.

Adding Documents

The Green Seal Project Portal allows you to upload all the required documentation and supporting information in order to complete a Green Seal project. The main part of your Green Seal project is providing the necessary documentation for your project manager to review. You can view templates you need to fill out and upload files in two areas of the project:

1. Within a Task itself: Do this when the file is for a specific Task, and it is stored in a local or network location. You may upload a maximum of 10 files at a time to a Task.

2. In the Documents module: Use this option when the file is not relevant to a specific Task (uncommon), or when the file is stored in a cloud location like Dropbox or OneDrive.

To upload a file within a Task:

- 1. Click on the Tasks Module.
- 2. Click on a Task to open it.
- 3. Scroll down on the right-hand side until you see the Documents section. Or, click on the paperclip icon at the top of Task to jump down to the Documents section. Here you will see any Documents that have been uploaded to the task.



C Task GC3-T4									
Formula information									
By Zoho Admir	By Zoho Admin 🗉 🔁 GS-37 Cleaning Products for Indistrial and In 🗆 🤤 🛛 😑 (1) 🗉 🕐								
● Open 🗟 CURRENT STATU	n S N	lot Available IEXT TRANSITIONS							
Comments	Subtasks	Documents	Dependency	Status Timeline	Activity Stream	Checklist			





Attach Files / Whiteboard

4. Click Attach Files.





5. A pop-up screen appears with options for uploading files to the project. *This is a secure method of upload*. You can upload files directly from your computer by choosing the Desktop option and dragging a file onto the screen, or pressing Click Here to bring up a Windows Explorer window where you can select files from your device.

Gesktop	Documents	🕼 WorkDrive		×
		Paste a	n image, drag and drop files, or click here to upload.	

You can also add files via the Documents tab in the view below. These are all the documents that have been uploaded to the project. If you have already uploaded a document and want to attach it to a specific Task, you can do so through this view at the Task level.

🖵 Desktop 🧧	Documents 🕼 WorkDrive		×
Q Search			
Recent Docs	Name	Date Modified	
Folders	GS-37 Formula Disclosure for test project.xls	Feb 5	
	GS-37 Product Information.docx	Feb 5	
	GS-37 Autofill CRS_(Company)_(Name or # of products)_(Month Year).xlsx	Jan 30	
	Manufacturing Location Form.docx	Jan 30	
	4 5 Papermaking Additives Barton - Jun 2019.docx	Jan 30	
	SWO-FRS template xlsx	Jan 30	
	Green Seal Client Portal Users Manual pdf	Jan 30	
	CCL_GS-37_Institutional_Cleaners_Ed-7.4.doc	Jan 30	
	Packaging letter template.docx	Jan 30	
	GS-37 Microorganism product information.docx	Jan 30	
	GS-37 Packaging Worksheet.xlsx	Jan 30	-
Selected files			
		Attach C	ancel

To upload files to the Documents module:



1. Go to the Documents module.

G (GS-2125 GS-37 Cleaning Products for Indistrial and Institutional Use							
GREEN SEAL	Tasks Documents	7						
ගි Home	 Recent 	All	Documents	Spreadsheets	Presentations			
🖺 Feed	A Equarites							
🕫 Discuss	M Tavonics							
🛗 Calendar	Folders							
Projects							No Item(s)	
Overview ~								

- 2. Click New in the upper right corner.
- 3. From the dropdown menu, select Upload Files to bring up a Windows Explorer window (or a Finder window for Mac users) where you can select files from your device.
- 4. You may also select From Cloud if you want to add files from a cloud storage location such as Google Drive, OneDrive etc.

s Milestones	Docume	nts Users	•••				QŌ
Cloud Picker	-						\times
Ì	Owned Do	ics			Q,		
Zoho Docs	Owned	Shared to me					
Zoho WorkDrive				File Does Not Exist.			
						Cancel	Attach
							Copyright © 20



Editing Templates

At either the Task level or in the Documents module, you can access the templates you need to fill out to complete your Green Seal project. For templates, you have two options to complete.

1. Open the template in an online browser and edit it directly. Spreadsheet and document files open in a Zoho app (Zoho Sheets and Zoho Writer, respectively). Any edits you make in this online view are saved automatically.

ŧ	File Ed	it View I	Insert Fo	rmat Data	Tools			y and a second	GS-37 Formula I	Disclosure.	kls							
Ē		₽ �-	Calibri	~ 11	~ B I	USA	~ 🗞 -		E∗ ∄∂ <u>II</u>	⊾ ĝ	- 7-	Σ -	General	~ (,)	00. 00. 40. 1 0.			
A	1 ~ <i>fx</i>																	
	А	В	с	D	E	F	G	н	1	J	к	L	м	N	0	Р	Q	
1 2 3 4	Ś	GREEI SEAL	N															
6	Formula D	isclosure fo	or Certific	ation		GS-37 Cle	aning Products	for Industrial	and Institutiona	l Use								
7	Product Nar	ne:																
8	(Please fill o	ut one form f	or each pro	oduct formula	a)	Certificati	on Template											
9	Product pH (of	concentrate/R	TU):/															
10	Raw Material Name	Component chemical name(s) 1	Chemical Abstract Number	Percent by weight (wt %) in formula3	Supplier Inform	nation												
11			(CAS#)2		Company Name	Contact Name	Address	Phone Number	Email Address									
12	Glycerin	glycerin	56-81-5	2.50%	ChemSupplier	Ann Jones	555 Road, City, State Zip	555-555-5555	ajones@chemsup plier.com									
13	Chem100	50% water, 50% sodium bicarbonate	144-55-8	4.20%	ChemSupplier	Ann Jones	555 Road, City, State Zip	555-555-5555	ajones@chemsup plier.com									
14																		
15																		
16																		
17																		
	<u> </u>																	
18																		
18 19	1 If the raw mat	erial is a solution	or mixture list	the percentages	of known compor	ents includir	g contaminants, a	nd the nercentage	of water									

Example GS-37 Template opened in Zoho Sheets

2. Download the template and fill it out on your own device, then upload it to the task. See the steps above in the Adding Documents section to upload a file to a task.

Completing Tasks

Within Tasks assigned to you, you may be instructed to complete a checklist at the end of the task to signify you have completed all the requirements.



D TZ5-T6						
Formula information	000 <u>24</u> X					
By Anne Shudy Palmer - 📮 - 🖞 3 - 🕡	\odot					
None Not Yet Started Priority Current Status						
⊙ Description ∥						
Upload the formula for each product, by raw material and weight percent.						
You can use the Formula Disclosure form in the Documents section or your own format.						
Attach a safety data sheet (SDS) for each raw material in the product formulas.						
You can upload a zip file rather than individual files.						
For any fragrances used, upload supplier documentation that they follow the current IFRA Code of Practice (i.e., IFRA certificates).	For any fragrances used, upload supplier documentation that they follow the current IFRA Code of Practice (i.e., IFRA certificates).					
If your product contains enzymes or microorganisms, fill out the Enzyme or Microorganism Product Information form and provide any additional documentation requested by your Project Manager.						
Upload a completed batch ticket from a recently-produced batch of each product.						
Complete the Checklist for this task.						

To complete the checklist:

Formula information

1. Scroll down on the right-hand side of the screen until you see the Checklist section.

By Anne Shudy Palmer 🛛 🤤 🛛 👔 🧃 🤅							
None Not Yet Started Priority Current Status	None Not Yet Started Priority Current Status						
Comments Subtask Documents (3)	Dependency	Activities	Checklist				
Create Checklist							
Formula information (2/6)							
Formula for each product							
SDS for each raw material in the products							
□ IFRA certifications for fragrances (uploaded or n/a)							
□ Enzyme form (completed or n/a)							
□ Microorganism form (completed or n/a)							
Completed batch ticket for each product							

2. Click the box next to each Task until all tasks have been completed.



Comr	nents	Subtask	Documents (3)	Dependency	Activities	Checklist	
Crea	ate Checklist	t					
Form	ula informa	tion (6/6)					
✓ F	Formula for e	each product					
✓ <	SDS for each	n raw material ir	the products				
✓ +	FRA certifica	ations for fragra	nces (uploaded or n/a	+)			
✓ €	Enzyme form	n (completed or	n/a)				
4	Aicroorganis	m form (comple	eted or n/a)				
~ (Completed b	atch ticket for e	ach product				

After you've completed all steps in the task description, click Submit for Review in the task header. This notifies the Green Seal project manager to review the task.

Packaging	~
By Anne Shudy Palmer . 🗐 . 🖞 3 . 🕧	
Medium Open Submit for Review Certification Task Status Priority Current Statu Next transitions Iueprint preview	

Giving Feedback / Asking Questions

Any comments that you make in a task will be seen by your project manager. To leave a comment:

- 1. Click on any Task to open it.
- 2. Scroll down on the right-hand side of the screen until you see the Comments section. Or, on the message icon at the top of the task to jump to that section.



4.0 Manufacturing Sustainability Data Submission by Client						
By Anne Shudy Palmer 📮 (1) .						
Medium Open Priority Current Status						
Completion Percentage 0						
Tags						
Reminder ① None						
Comments (1) Lubtask Documents Dependency Activities Checklist						
Anne Shudy Palmer						
ajsp 1.30.20: The text of the social responsibility statement looks good, but it needs to be signed by an authorized representative of the company, and we'd prefer for it to be on company letterhead. Additionally, I've added a new task about an industrial hygiene plan, which is a requirement of the Enzymes Annex.						
02-29-2020 03:35 PM						

3. You can add a comment by clicking first in the open comment area and pressing Add Comment. You can also attach files directly to your comment by clicking Attach Files. This brings up the same options to attach files explained in the <u>Adding Documents</u> section above.

4.0 Manufacturing Sustainability Data Submission by Client

By Anne Shudy Palmer - 🛒 (1) - 👔 - 👔	
Medium Verify Priority Current Status	
Comments (1) Subtask Documents Dependency Activities Checklist	
$\bigcap B I \cup \ominus Lato \lor 12 \lor \underline{A} \; \boxtimes \Xi \lor \; \Xi \lor \; \Xi \lor X^2 \lor \boxdot \; \mathscr{O} \; \checkmark \boxplus \; \leftrightarrows \; \Im$	ر یا (۲ ± ۲ ± 2 ± 2 ± 2 ± 2 ± 2 ± 2 ± 2 ± 2 ±
\mathscr{O} Attach files	Add Comment Cancel

Learning More About the Portal

Project Modules

The tabs on the top of the screen are called Modules. Each one contains different views and information about the project.



Tasks

The Tasks module contains all of the tasks assigned to you as part of your project. This is the primary tab you will use to submit information, provide feedback, and track progress on your project.

GREEN SEAL	≡	GS-2125 GS-37 Cleaning Products for Indistrial and Institutional Use Tasks Documents								
ගි Home	Home Group By Task List -> All Open -									
		*	ID	Task Name		≣ Associated	造 Owner	📼 Status		
🖽 Calendar		~		\cong Kick off project (1) (External)						
Projects			GC3-T3	Project and Portal introduction	•	Not Associated	🕥 Unassigne	Open		
Overview	~	~		\simeq Upload cleaning product info (8) (External)						
			GC3-T4	Formula information	•	Not Associated	🕥 Unassigne	Open		
Recent Projects	≋ Q		GC3-T5	Labels and literature	•	Not Associated	O Unassigne	Open		

Tasks module, Classic view

Within the Tasks module, there are a few views of the Tasks you can utilize:

- List: This is a simple list of all Tasks
- o Gantt: This shows a Gantt chart view of the tasks, durations and dependencies (if applicable).
- **Kanban:** This lists the Tasks as 'cards' that can be grouped by a few fields including by 'Status' and 'Task List':

GS-2	-2125 GS-37 Cleaning Products for Indistrial and Institutional Use 🗄 🔍 🦉 🕸 🎧 🏢								
Grou	roup By Task List → All Open →								
*	ID	Task Name		i≣ Associated	눱 Owner	📼 Status	Tags	🕮 Start Date	② Duration 문
~		\cong Kick off project (1) (External)							
	GC3-T3	Project and Portal introduction	•	Not Associated	🕥 Unassigne	Open			3 days
~		\cong Upload cleaning product info (8) (External)							
	GC3-T4	Formula information	•	Not Associated	🕥 Unassigne	Open			5 days
	GC3-T5	Labels and literature	•	Not Associated	🕥 Unassigner	Open			5 days

Tasks module, List view



GS-	2125 GS-37 C	Cleaning Products for Indistrial and Institutiona	I Use		<i>(</i> 23)				
Tas	s Docum	ents		ΕQ	Ę.	ទេ	. (***
Gro	Group By Task List → All Open → ☆ C								
≈	ID	Task Name	UNSCHEDULED		18 - 1 18 18	24 AUG 19	3, 2024 20	21	3
~		\cong Kick off project (1) (External)		Weeks ~	·	-	+		5
	GC3-T3	Project and Portal introduction	3 days Unassigned						25
~		\simeq Upload cleaning product info (8) (Exter							-0
	GC3-T4	Formula information	5 days Unassigned						E
	GC3-T5	Labels and literature	5 days Unassigned						
	GC3-T6	Performance	20 days Unassigned						:
			5 days Unassigned						

Tasks module, Gantt view



Tasks module, Kanban view

To focus in on the Tasks you need to complete, you can filter the Task view to just show 'My Open' tasks.



Dashboard Tasks Milestones	Documents Users •••
All Tasks ▾ ✿ C	
🖫 🔍 þearch Views	
Predefined Views	(ick off project
All Tasks	on
All Open	Ĵ.
All Closed	nal) > 🕂 Client uploads review data
All Overdue & Open	
Unassigned	
Unscheduled Tasks	
Closed Task Lists	
🔿 My Views	trol system
☆ My Open	بلًا n-aqueous liquids
My Closed	

Tasks module, Classic view, My Open filter

Documents

The Documents module shows you all of the documents that have been uploaded to a project, by you (e.g., labels) or by Green Seal (e.g., data collection templates). You can upload documents here directly, or within the Tasks to which they apply.

GREEN SEAL	GS-2125 GS-37 Cleaning P Tasks Documents	roducts fo	or Indistrial a	nd Institutional	Use	
ගි Home l Feed	Recent	All	Documents	Spreadsheets	Presentations	
🕫 Discuss	Favorites					
🗰 Calendar						
Projects						No Item(s)
Overview ~						

Customizing Your Experience

The Green Seal Project Portal has options for you to customize the view of your projects and how your information displays.



Change Your Default View

1. Access your Setup tab, found in the bar at the top of the page.



- 2. Under Profile, you can select a color theme as well as Home, Feed, or Projects as the default Landing Page view that appears when you log in to the Green Seal Project Portal. We recommend selecting Projects to see and access your list of current projects as your home screen.
- 3. Click Update to save any changes.

然 Setup		
Search here Q	Themes	Pick a theme and pattern for this background.
	Solid	
PERSONAL PREFERENCES Profile	Light	Day/Night
Notifications	Image	ے 🚱 🚱 🌑 🕘 👘
Personal email	Art	
Org notifications		
Activity reminder		
PORTAL CONFIGURATION	Landing Page	Select the most used module and land on it every time you log in.
CUSTOMIZATION		
TASK AUTOMATION		
ISSUE TRACKER		Home Feed Projects Reports Calendar
MARKETPLACE		
DATA ADMINISTRATION		
MANAGELISEDS		Discuss

Edit Your Display Name

You can update how your name displays when you log into the Green Seal Project Portal. By default, your name displays as the first part of the email address you use to log in to Zoho Projects. To update your display name:

1. Click on the Setup tab, found in the bar at the top of the page.





- 2. Under Profile, click the pencil icon next to your name
- 3. A screen titled Edit User Profile will appear. Edit the First Name and Last Name fields to your desired display name.

First Name*		Last Name*	
Office Phone No		Home Phone No	
	ତ୍ରି		លិ
Mobile No		Language	
		English	~

Collapse Task List

Within your project, you can update a setting so when you click on a Task, you only see the current Task you are working on.

1. Open a task and click on the blue bars icon to expand the Task.



Upload product information \sim	-	1726-19
TZ6 TZ -Labels-and literature Anne Shudy Palmer	•	Packaging By Anne Shudy Palmer By Anne Shudy Palmer
TZ6-T8 -Performance Anne Shudy Palmer	•	Not Applicable CURRENT STATUS
T26-T10 -Marketing Anne Shudy Palmer	•	⊙ Description ∥
TZ6-T11 Annex: Closed dilution control system Anne Shudy Palmer	•	1. Complete and upload the Packaging Worksheet. 2. Upload letters from your packaging suppliers attesting that:
TZ6-T12 Annex: Powders/Solids/Non aqueous liquids Anne Shudy Palmer	•	 Lead, mercury, cadmium, and hexavalent chromium, are not intentionally introduced to primary packaging The sum of the concentration levels of these metals present does not exceed 100 ppm by weight (0.01%) (<i>plastic packaging only</i>) Phthalates, bisphenol A, and chlorinated packaging material are not intentionally introduced to plastic packaging
TZ6-T5 -Product information Anne Shudy Palmer	•	 3. Additionally, upload the following documentation as applicable: Resin Identification Code for plastic packaging: Photo, spec sheet, or other documentation showing that plastic packaging is marked with the state of the state
TZ6-T6 -Formula information Anne Shudy Palmer	•	Code • Recyclable packaging: Documentation that the package is recyclable in a substantial majority of communities • 25%+ post-consumer material: Supplier documentation describing the packaging and percent post-consumer content • Source-reduced packaging: Completed Packaging Source Reduction worksheet
TZ6-T9 -Packaging Anne Shudy Palmer	•	 Remiable packaging: A description of the take-back program including now the program is communicated to the end-user and the percenta for recycling or reuse Alternative approach: A description of the approach and its life-cycle benefits
		⊙ Task Information
		Owner Anne Shudy Palmer ×
		Work Hours 🛞 Completed on 02-02-2021

2. The entire Task List in the left-hand column collapses. Doing this once will update the setting for every Task you click on in the current project.



Ċ] TZ6-T9		
Pa	ackaging		
By	Anne Shudy Palmer + 🤤 + 🔮 (3) + 🕧		
e cu	Not Applicable 🗸 RRENT STATUS		
\odot	Description 🖉		
	1. Complete and upload the Packaging Worksheet.		
	2. Upload letters from your packaging suppliers attesting that:		
	 Lead, mercury, cadmium, and hexavalent chromium, are not intentionally introduced to primary The sum of the concentration levels of these metals present does not exceed 100 ppm by weight (plastic packaging only) Phthalates, bisphenol A, and chlorinated packaging material are not interest 	y packaging ht (0.01%) ntionally introduc	ed to plastic packaging
	Suppliers may use the attached Packaging Letter Template for this attestation.		
	3. Additionally, upload the following documentation as applicable:		
	 Resin Identification Code for plastic packaging: Photo, spec sheet, or other documentation sho Recyclable packaging: Documentation that the package is recyclable in a substantial majority o 25% + post-consumer material: Supplier documentation describing the packaging and percent p Source-reduced packaging: Completed Packaging Source Reduction worksheet Refilable packaging: A description of the take-back program including how the program is com Alternative approach: A description of the approach and its life-cycle benefits 	wing that plastic p of communities post-consumer co municated to the	ackaging is marked with ntent end-user and the percent
	4. Complete the Checklist for this task. Checked boxes mean the item is complete or not applicable.		
\odot	Task Information		
0	wner Anne Shudy Palmer ×		

Collapse Task Information

Within a task, you can also collapse the Task Information section. The fields in this section are relevant for project managers, but you do not need to review or update them.



1. Open a Task and click on the arrow inside a circle next to Task Information to collapse the section.

Product information

By Anne Shudy Palmer 。 🗐 , 🖉 2 🔹 🤅

Medium 🗸	Completed by Customer	\sim
Priority	Current Status	

\odot Description \checkmark

1. Complete the forms in the Documents section:

- Product Information FormManufacturing Location Form
- 2. In the Comments section below, please:
 - Describe any current third-party ecolabeling certifications for the products (e.g., UL ECOLOGO, Safer Choice, EU Ecolabel)
- Specify whether there are other SKUs/packaging sizes of the products under review that you are not submitting for certification

3. Complete the Checklist for this task. Checked boxes mean the item is complete or not applicable.

⊙ Task Information	
Owner	Select User

Frequently Asked Questions

- 1) Who should I contact if I have questions about using the Green Seal Project Portal?
 - a) You can contact your current Project Manager directly. If you have an urgent question, please call 202-872-6400.
- 2) What do I do if I forget my password?
 - a) On the Zoho Sign in page, click the link that says Forgot Password. Green Seal cannot reset this for you.
- 3) Why does the invitation email come from Zoho One, and not Green Seal?
 - a) Zoho One is the secure, third-party service Green Seal is using for internal and external project management. Because it is a third-party service, the email and log-in interface is through the Zoho One platform.
- 4) How do I control the email notifications I receive from the Project Portal?
 - a) You can do this through the Settings of your profile in the Project Portal. Reach out to your Project Manager directly if you have questions about managing your email preferences.
- 5) I'm uploading sensitive formula information. Is this platform secure?
 - a) Yes. Your information is stored on Zoho's secure web servers. Read about Zoho's security practices <u>here</u>.



- 6) Do I have to use this platform to upload my information?
 - a) We encourage you to use the Green Seal Project Portal, which provides a user-friendly and modern interface to upload your documentation as well as a centralized place for all of your questions and communication with your project manager. However, we will continue to work with you in whatever way is easiest for your organization, and you are always able to send us information via email or another mechanism.
- 7) How big of a file can I upload?
 - a) The maximum file size for uploading a file in the Documents module is 500MB. The maximum size for uploading a file directly to a task is 20MB.
- 8) Can I still access the old Client Portal?
 - a) No. If you need to access any files you previously uploaded to the client portal, please reach out to your project manager or <u>certification@greenseal.org</u>.
- 9) I want access to older letters sent to my organization; how do I get them?
 - a) Please reach out to <u>certification@greenseal.org</u> with any requests for past letters related to completed projects. Please include the product or service name you are looking for in your email.
- 10) Why do I have to submit these items for my project?
 - a) These items show how your product or service meets the requirements of the Green Seal Standard under which it is being reviewed
- 11) Why can't I see all my tasks?
 - a) Check your task view. If you've closed some tasks and the view is set to All Open, the closed tasks do not appear. Change the view to All Tasks to see open and closed tasks.
- 12) What is the best browser to use for Zoho Projects?
 - a) Zoho Projects supports the following browsers:
 - i) Google Chrome 68 and above.
 - ii) Mozilla FireFox 60 and above.
 - iii) Safari 11 and above
 - iv) Microsoft Edge Latest version
- 13) How can I assign tasks to other members of my team?
 - a) If you have other team members that have been added to the Project Portal, you can reassign any tasks that should go to those team members:



₩ (∞)	TASK	OWNER	STATUS	STAI
\odot	GS-33 2.1 Waste Minimization, Reuse and Rec	cycling (External) on 4 Mar, 2020in	nformation Collection	on
' ⊞	TGA3-T1 2.1.1 Recycling Program	kuzi4444 kuzi4 444	- Not Yet Start	ed -
	TGA3-T2 2.1.2 Composting Program	Assign this task to		
	TGA3-T3 2.1.3 Refillable Amenities	×Me		
	TGA3-T4 2.1.4 Double Sided Printing	Brittany Maule	ier	<u> </u>
	TGA3-T5 2.1.5 Food Donation Program	Geff Kuziemko		1
,	TGA3-T6 2.1.6 Food Service Items	Client Users		
		O pmclev		-

