

## SLCP Support

Step-by-step guidance: share your verified assessment

October 14, 2022

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### Step 10: Share your verified assessment from the Gateway

Now that your verified assessment has been finalized, you can view, download, and share your data with end users or other Accredited Hosts (AH). **No data is shared without a facility's approval.** Go to the Gateway, under the menu tab "Overview of my SLCP Assessments" to find your verified assessment.

The screenshot shows the 'Gateway' interface for 'ITC Test Facility A Facility'. The main content area is titled 'Assessments' and contains a table with the following data:

Assessment ID	Accredited Host	Started On	Submitted On	Status	Actions
PRJ140001	GT Test AH	January 5, 2021 10:38 AM	September 10, 2021 1:35 PM	Verification Finalized	<a href="#">View Assessment</a> <a href="#">download attachment</a> <a href="#">share with another accredited host</a> <a href="#">share via email</a>

The 'View Assessment' link in the Actions column is highlighted with a yellow circle. The left sidebar menu also has 'Overview of my SLCP Assessments' highlighted with a yellow circle.

Note that you verified assessment:

- Can no longer be changed or modified and is securely stored on the Gateway. The Gateway is hosted by the International Trade Centre (ITC), a joint agency of the World Trade Organization and the United Nations that has high standards of data security.
- Does not contain any scoring, nor does it provide certification. Your customers can use the data in the assessment to apply their own scoring or Code of Conduct.
- Does not include a Corrective Action Plan. You should discuss this separately with your customers.

You can share your SLCP verified assessment with your customers in PDF, HTML and Excel formats. As seen in the screenshot above, there are different avenues for sharing from the Gateway:

1. Download a copy of the verified assessment from the Gateway and share
2. Share your verified assessment to another AH via the Gateway
3. Share the verified assessment via email from the Gateway

To increase your sharing possibilities, inform your buyers and other business partners that you have a verified assessment to share. You can use this [template letter](#) to explain what an SLCP assessment is and how to use it.

**Download a copy of the verified assessment from the Gateway and share**

- When viewing your assessment you can choose to download in either Excel or PDF format. You can share this copy with your business partners.

The screenshot shows the 'Gateway' interface for 'Test OZ facility'. It features a sidebar with navigation links: Home, My Profile, Accredited Hosts, Initiate SLCP Assessment, Overview of my SLCP Assessments, and Get Support. The main content area is divided into two sections: 'ASSESSMENT INFORMATION' and 'VERIFICATION SUMMARY'.

**ASSESSMENT INFORMATION**

ID	PR182425		
Started	December 6, 2018 10:06 AM		
Last Updated	December 13, 2018 12:29 PM		
Facility	Test OZ facility		
Accredited Host	Sustainable Apparel Coalition		
Verifiers	Name	Virt Test OZ	
	Date Assigned	December 13, 2018 10:54 AM	
	Email	daphne.varela@slcp.com	
	Gender	F	
Test Version			

**VERIFICATION SUMMARY**

Facility Name	Test OZ facility							Completion		
Verification Start Date	December 13, 2018 10:54 AM							Accuracy Index		
Section	Sub-section	Category	ID	Question	Answer	Verification Selection	Corrected Response	Verification Data	Legal Flag	Legal Reference
Facility Profile	Basic Information	Facility Information	PP-B-5	Other Facility Names:	None	Inaccurate	123	data text		
Working Hours	Working Hours	Records	wh-1.2a	Mechanically (i.e. punch card)	No	Inaccurate	Yes			

**Share your verified assessment to another AH via the Gateway**

- Click on “Share with another Accredited Host” after the assessment you want to share.

The screenshot shows the 'Gateway' interface for 'Test OZ facility' displaying a list of assessments. The sidebar navigation is the same as in the previous screenshot. The main content area is titled 'Assessments' and includes a search bar and a table of assessment entries.

**Assessments**

Show:  Search:

entries

Assessment ID	Accredited Host	Started On	Completed On	Status	Actions
PR105001	Self/Joint Assessment	September 28, 2018 8:03 AM		Assessment Initiated	<a href="#">Delete</a>
PR182425	Sustainable Apparel Coalition	December 6, 2018 5:06 AM	December 13, 2018 7:30 AM	Verification Finalized	<a href="#">View Assessment</a> <a href="#">Download excel</a> <a href="#">Share with another accredited host</a> <a href="#">Share via email</a>

- The names of the Accredited Hosts (AHs) will appear on the screen (if you have linked your Gateway profile to the AH – go back to [Step 3](#) if you have not). Click on the checkbox on the left side of the Accredited Host you would like to share the report with, then hit "**Share**".

**Social & Labor Convergence Gateway**

English About ? Logout

Test D2 facility Facility

Home  
My Profile  
Accredited Hosts  
Initiate SSCP Assessment  
Overview of my SSCP Assessments  
Get Support

**Share Verified Assessments**

Assessment ID: PRJ620323  
Accredited Host: FFC Development Platform  
Started: December 4, 2018 3:12 PM  
Completed: -

Select linked accredited hosts

Name	Site	Address	Linked
<input type="checkbox"/> Sustainable Apparel Coalition	<a href="https://portalstaging.higg.org/">https://portalstaging.higg.org/</a>	82 2nd Street, San Francisco	Linked Dec 6, 2018
<input type="checkbox"/> FFC -- Eval	<a href="https://fcecvalfairfactories.org/">https://fcecvalfairfactories.org/</a>	1 Militia Drive, Lexington, United States of America	Linked Jun 20, 2019

Share

- You can now log back into the applicable AH to continue the sharing process with users on the AH platform.

### Share the verified assessment via email from the Gateway

- After choosing "**Share via email**", you need to complete a form with the email address you would like to send your verified assessment to. The email recipient will receive an email with a link to access the report directly on the Gateway, in excel or PDF format.

**Social & Labor Convergence Gateway**

English About ? Logout

Test D2 facility Facility

Home  
My Profile  
Accredited Hosts  
Initiate SSCP Assessment  
Overview of my SSCP Assessments  
Get Support

**Share via email**

[Go back to Assessments](#)

From: donotreply@gateway.siconvergence.org

To:

Name:

Message:

Send Email

Apart from sharing directly from the Gateway, you can share your verified assessment through the Accredited Hosts (AHs). On the AH, you can grant permission to an AH user (normally a brand) to view your verified assessment report. The AH may offer additional services to the end user, e.g. calculate a facility score based on the raw data in the verified assessment report or compare the data to the brand's Code of Conduct (CoC).

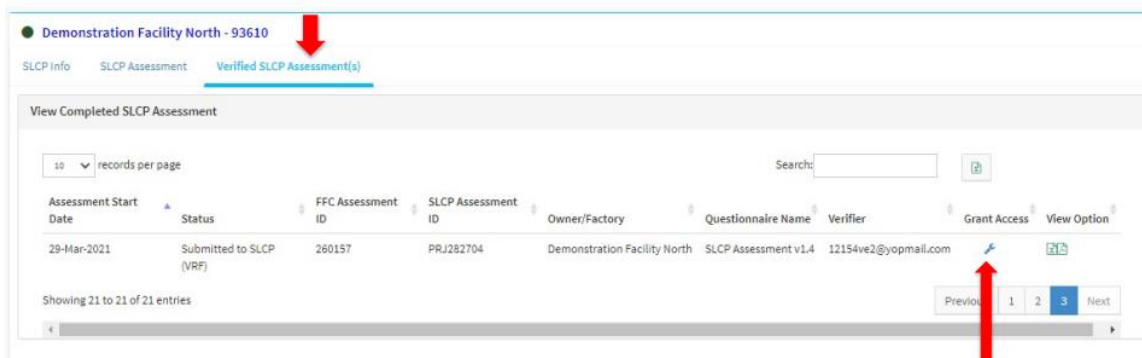
## Step 11: Share your verified assessment from FFC

You can share 2 type of verified assessments on the FFC platform:

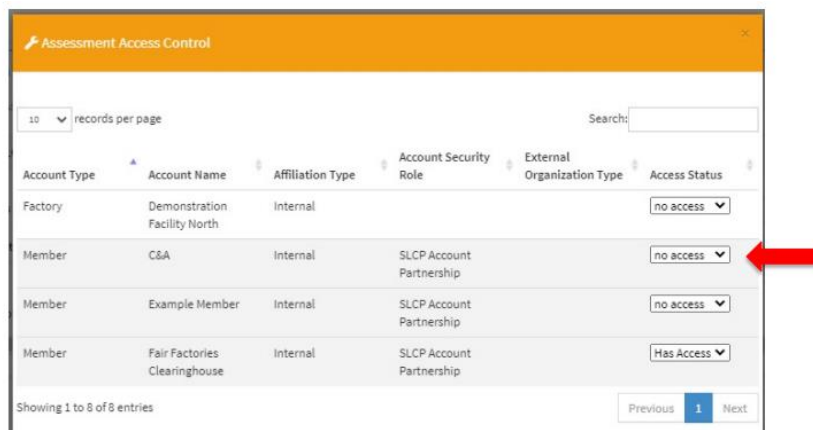
1. Assessments that have been completed on the FFC platform
2. Assessments that have been completed on another AH platform

### Assessments that have been completed on the FFC platform

Assessments that have been completed on FFC can be found under the Verified SLCP Assessment(s) tab in your FFC dashboard.



By default, **no one has access to your verified assessments** – you must grant FFC users access for the to view your verified assessment data. You can grant them access by clicking on the wrench after your assessment (see screenshot above). When clicking the wrench you are shown a list of brands that are FFC users and that you can grant access to your verified assessment.



Change the 'no access' to 'has access' next to the name of the brand you wish to grant access. Once you give a brand access, they will receive an email letting them know access has been granted. The brand

will log into FFC and your SLCP assessment will be visible to them on the Assessment related tab in their profile. In their dashboard, brands also have the option to send facilities an email to request access to a verified assessment.

Note:

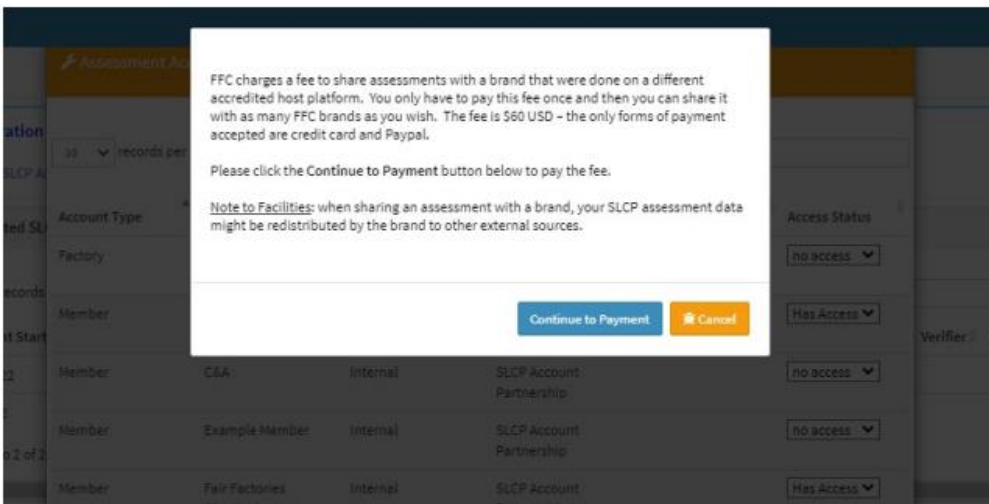
- There is no fee to share an assessment that was completed on the FFC platform with brands on FFC.
- Assessments that are Deleted or Invalidated cannot be shared.

### Assessments that have been completed on another AH platform

Facilities that have not completed their assessment on FFC are asked to pay a fee to share their verified assessment via the FFC platform. You only pay the fee once and then you can share the assessment with as many FFC brands as you wish. As per Q3, the fee is \$60 USD; check with FFC for up to date prices. The only forms of payment accepted are credit card and Paypal.

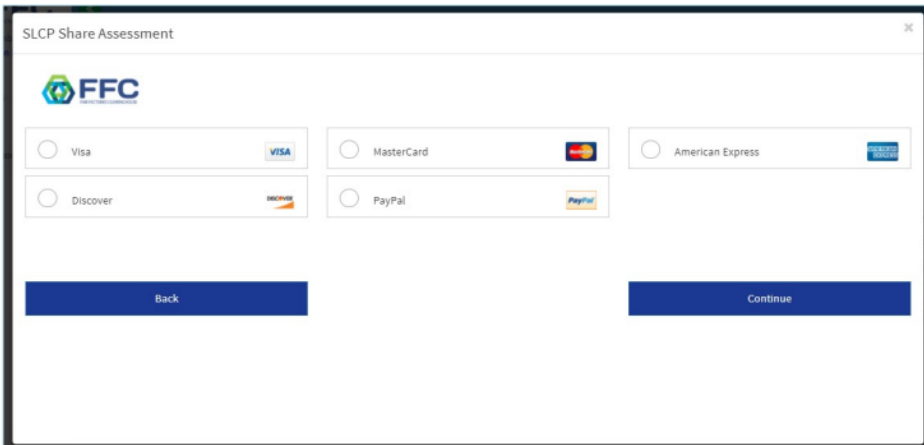
As mentioned above, you need to link your Gateway profile to FFC, and create profile on the FFC platform, if you want to share your verified data via the FFC platform. Go to [Step 3](#) if you have not done this yet. Once completed, share your verified assessment to FFC via the Gateway as described [above under Step 10](#).

You can now follow the actions as described [above](#), and click on the wrench icon. The first time when changing the 'no access' to 'has access' next to the name of the brand you wish to grant access to, you will be redirected to the payment page.



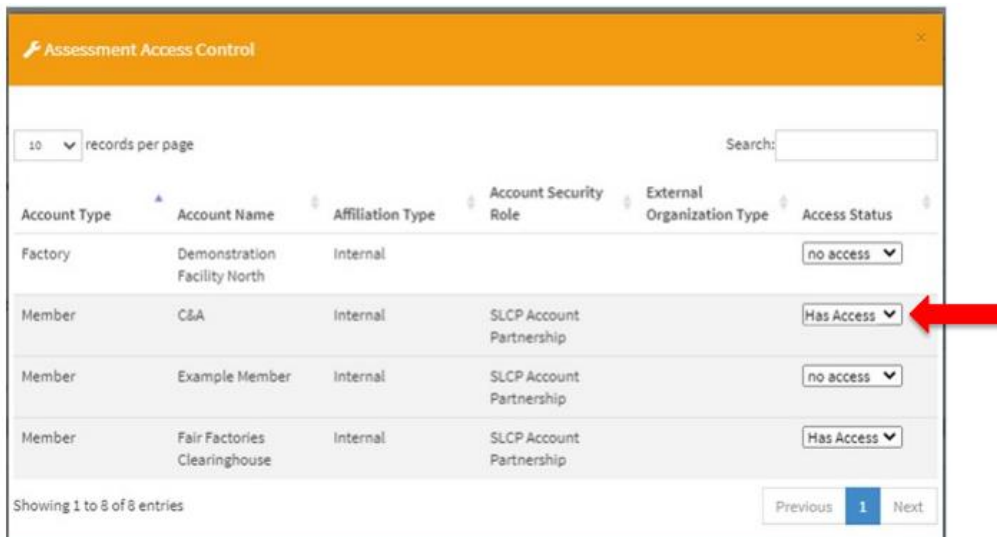
- Click the Continue to Payment button to proceed.
- Click the Cancel button if you are not ready to make the payment – the brand will not be given access if you click the Cancel button.

After you continue to payment, select the form of payment. Fill out the credit card information or the PayPal information (depending on your selection), and click the Continue button.



The screenshot shows a window titled "SLCP Share Assessment" with the FFC logo. It features five radio button options for payment methods: Visa, MasterCard, American Express, Discover, and PayPal. Each option includes a small logo of the respective payment method. At the bottom, there are two blue buttons: "Back" on the left and "Continue" on the right.

Once the payment information has been completed, you are redirected to the Assessment Access Control page. The brand's access status has changed to Has Access. You can now also other brands access to your verified assessment at no additional cost.



The screenshot shows the "Assessment Access Control" page with a table of account access statuses. A red arrow points to the "Has Access" status for the "C&A" account.

Account Type	Account Name	Affiliation Type	Account Security Role	External Organization Type	Access Status
Factory	Demonstration Facility North	Internal			no access
Member	C&A	Internal	SLCP Account Partnership		Has Access
Member	Example Member	Internal	SLCP Account Partnership		no access
Member	Fair Factories Clearinghouse	Internal	SLCP Account Partnership		Has Access

Showing 1 to 8 of 8 entries

The email address that was used to log into FFC, will receive an email receipt of the payment from FFC.

### Step 12: Share your verified assessment from Higg

You can share 2 type of verified assessments on the Higg platform:

1. Assessments that have been completed on the Higg platform
2. Assessments that have been completed on another AH platform

## Assessments that have been completed on the Higg platform

- In your dashboard on the Higg platform, under the Modules tab, click on “Share module”.

The screenshot shows the Higg platform dashboard. The top navigation bar includes 'Higg', 'FEM', 'FSLM', 'BRM', 'PRODUCT TOOLS', 'SUPPLY IMPACTS', and 'MY TEAM'. A user profile for 'Hannah Seabury' is visible. The main content area is titled 'All Modules' and features a table with columns: Year, Account Name, Country, Tags, Status, Self, Verified, CAF Version, Modified, and Actions. A 'Share module' button is highlighted with a red box. Below the table, there are pagination controls showing '10 items per page' and '1 - 1 of 1 items'.

- You are then asked which module you want to share, choose your latest FSLM.

The 'Share Modules' dialog box is shown. It has a title 'Share Modules' and a subtitle 'Select a module to share, choose whether you want to send a bulk or single invite and you're done!'. There is a 'Select Module' dropdown menu with 'Fslm apr 2021' selected. Below it is a text area for 'Add Personal Message'. On the right side, there is a search bar with the text 'This is a Test Brand Testing Account'. A 'Share' button is located at the bottom right of the dialog.

- Follow further guidance on the Higg platform to share to Higg users.

## Assessments that have been completed on another AH platform

You are required to purchase a vFSLM module before you can transfer your verified assessment to the Higg platform.

The screenshot shows the Higg platform dashboard for a specific assessment. The top navigation bar includes 'FSLM', 'Dashboard', and 'Modules'. The main content area is titled '111 TEST FACILITY' and shows the assessment details. On the left, there are 'Available Actions' including 'Purchase vFSLM', 'Share Assessment', 'Submit/Post Assessment', and 'Delete Assessment'. The main area displays the assessment status as 'Not Started (NS)' and a progress bar for 'Self-Assessment - Not posted' at 0%. There are also sections for 'Assessment ID', 'SLCP Assessment ID', 'Verifying Body', 'Verifier Contact', 'Download Assessment', and 'Facility Information'. The 'Facility Information' section includes details for '111 TEST FACILITY' such as Name, Country, Contact, and Higg ID.

As mentioned above, you need to link your Gateway profile to Higg, and create profile on the Higg platform, if you want to share your verified data via the Higg platform. Go to [Step 3](#) if you have not done this yet. Once completed, purchase the vFSLM and share your verified assessment to Higg via the Gateway as described [above](#) under Step 10.

Apart from sharing, the Higg platform offers users some additional options:

- View and share your FSLM (self-assessment only)
- Request to view someone else's FSLM and vFSLM data
- Download the certificate (if you have posted your FSLM modules)
- Download the reports in CSV (for users who purchase the Plus plan)

Year	Account Name	Country	Tags	Status	Self	Verified	CAF Version	Modified	Actions
Apr 2021	Co., Ltd	China	+ Tag	VRF Verification Finalized	100% Posted	100% Posted	1.4	6/19/2021	Overview View Assessment Download Certificate SLCP Verified Report

Higg also provides data analysis services that include:

- Scoring
  - Total scores
  - Section scores
  - Step scores
  - Risk scores
- Reports
  - Areas of Focus and Improvement Report
  - Legal Compliance Report
- Benchmarking

Contact [Higg](#) for more information.

Curious what a verified assessment report looks like, download one [here](#). Learn more about the Gateway and AHs in [e-learning](#) modules 6 and 7.