

A background image of a spinning machine with many spindles. The top part of the image is blurred, showing the horizontal bars and spindles. The bottom part is in focus, showing rows of white thread spindles. A white horizontal band with a red top edge is overlaid on the image, containing the text.

Report Sharing & Receiving Guidance

Best ways to share and receive SLCP reports

How to Review SLCP Reports

Things to keep in mind:

- Request direct access to Gateway from the facility to maintain report integrity.
 - ✓ Avoid having the facility email the Excel report.
- Once Gateway access is set up and granted:
 - ✓ Download an Excel version of the SLCP report.
- It is important to check for any attached documents or photos from the facility and/or Verifier.

Why is it recommended to use the Excel report version?:

- Provides a more user-friendly way to review all report sections.
- Allows viewing the full Verifier narrative.
- PDF (in Gateway) and CSV (in Worldly) files are not as user-friendly.

There are two ways to download and share SLCP reports:

1. Directly from **Gateway**, or
2. From **Worldly via Gateway**.

Learn more on these two methods in the following slides.

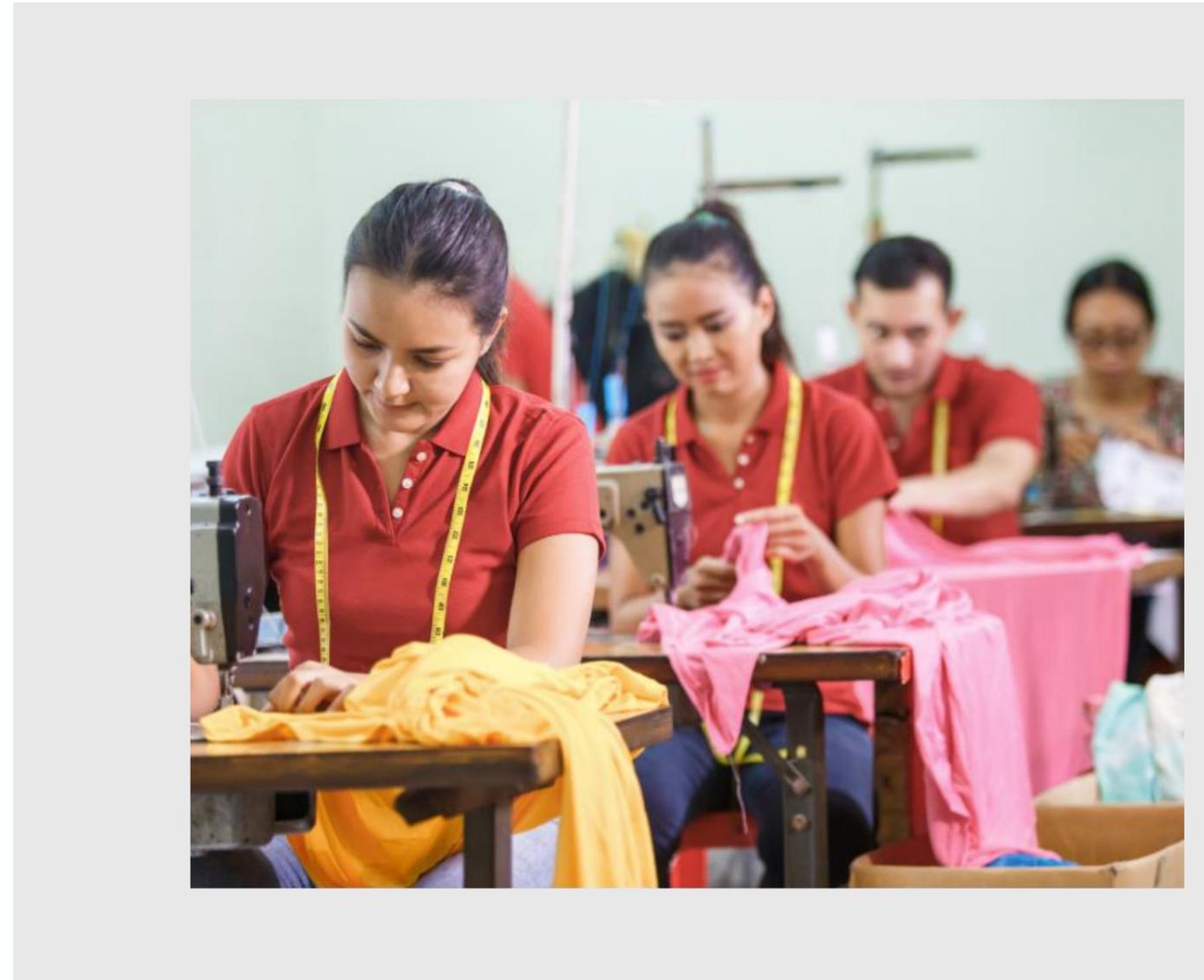
1 – Gateway

Guidance on Accessing the Report via Gateway:

- ✓ Guidance for facilities on creating a Gateway profile is [here](#).
- ✓ Guidance for facilities on sharing and accessing reports is available [here](#).
- ✓ Guidance for brands is available [here](#).

Downloading Excel Report & Accessing Attachments:

1. Go to the "Verification Summary view" webpage within the Gateway.
2. In the top right corner, click the red Excel icon (looks like a piece of paper with an "X" on it, located under "Login"). This will download the Excel file.
3. From the same "Verification Summary view" webpage, any attachments from the facility and Verifier that are part of the report can also be downloaded.



2 - Worldly via Gateway



Accessing the Final SLCP Report via Worldly (for Worldly Members with Shared Assessments):

1. Confirm that the assessment is fully finalized in VRF.
2. Navigate to the "Assessment Overview Page" within your Worldly account.
3. Locate the direct link provided on the "Assessment Overview Page" for accessing the final SLCP report. This is specifically for users logged into Worldly and viewing their facility assessment information.
4. Click on the provided link.
5. You will be redirected to the Gateway platform.
6. Follow the same download instructions as outlined in the previous slide to download the Excel version of the SLCP report from Gateway.

Key Benefit:

If you are a Worldly member and the facility has shared the assessment with you via Worldly, this process eliminates the need to request the report directly from the facility through the Gateway sharing process. You can access it directly through your Worldly account.



Thank you!

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