

Nordic Swan Ecolabel

# How to use the SharePoint Client Portal

*Version 1.0 - May 2025*



[nordic-swan-ecolabel.org](http://nordic-swan-ecolabel.org)

Nordic Ecolabelling



# Table of Contents

## SharePoint Client Portal

Log into SharePoint	3
Create a case in SharePoint	4
Upload documentation	5
Report application ready for processing	5

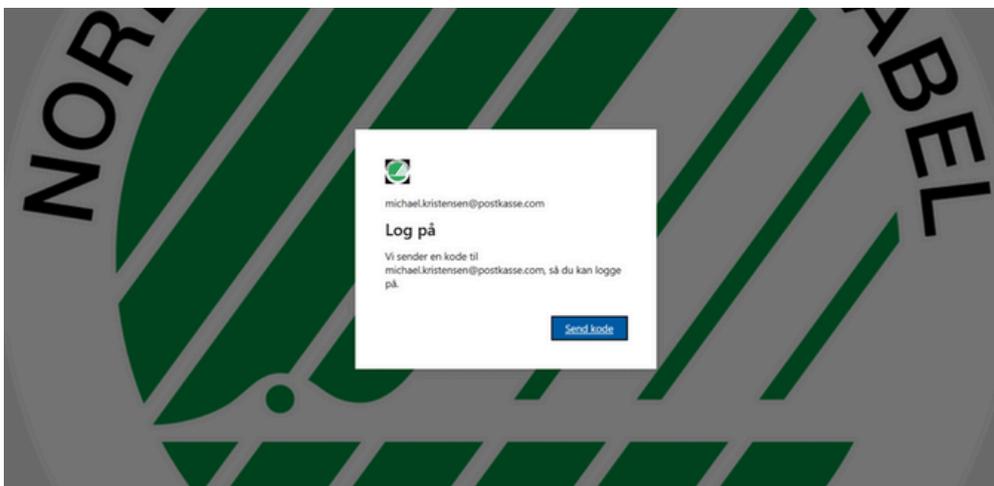
---

---

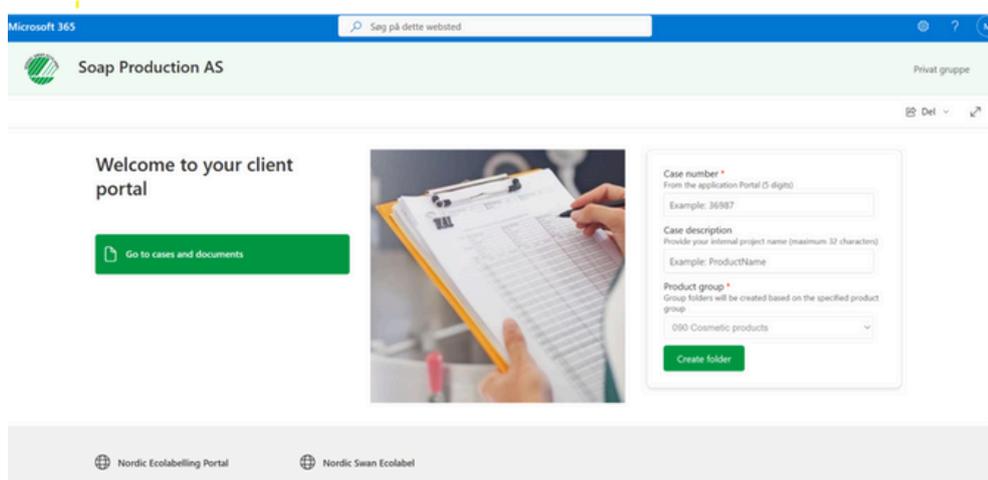
# SharePoint

## Log into the SharePoint Client Portal

Click on the link to SharePoint Client Portal, which you have received from Nordic Ecolabelling and follow the instructions on your screen:



When you are logged in, you will land on the front page of the SharePoint Client Portal.



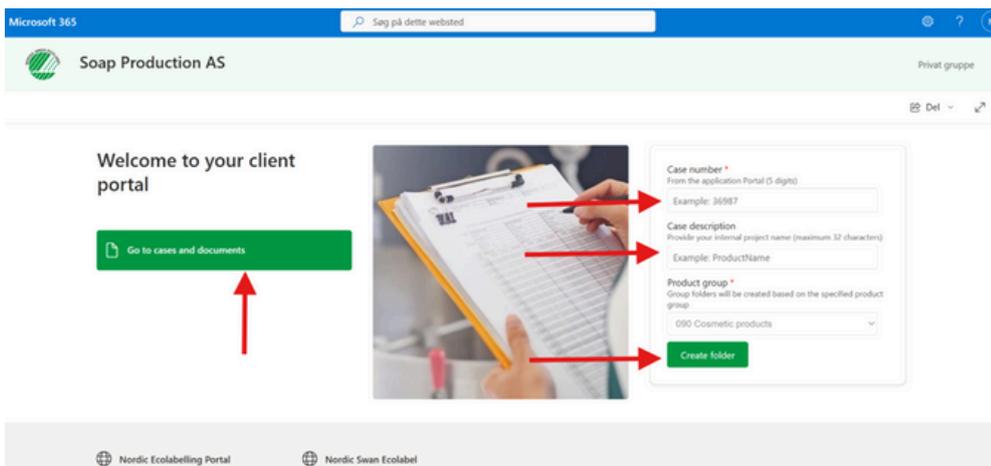
# SharePoint

## Create a case in SharePoint

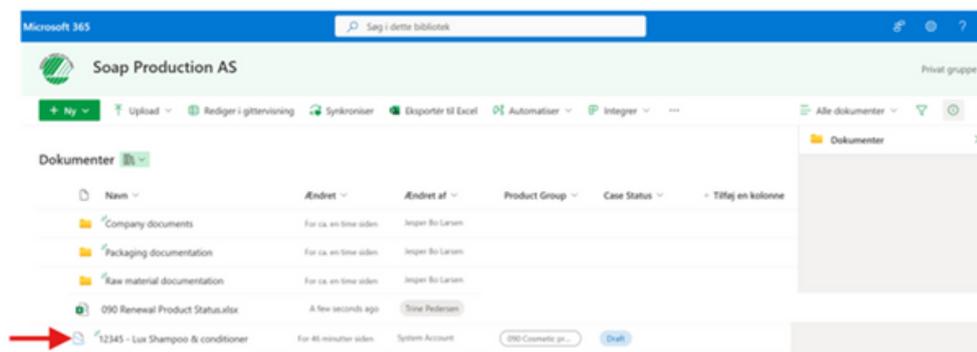
To create a folder structure for a new case, you need to:

1. Enter the case number (5 digits) from the Nordic Ecolabelling Portal.
2. Write a short description of what the application is for.
3. Click on 'Create folder'

After you have created the case, it will appear in your overview when you click "Go to cases and documents" on the front page.

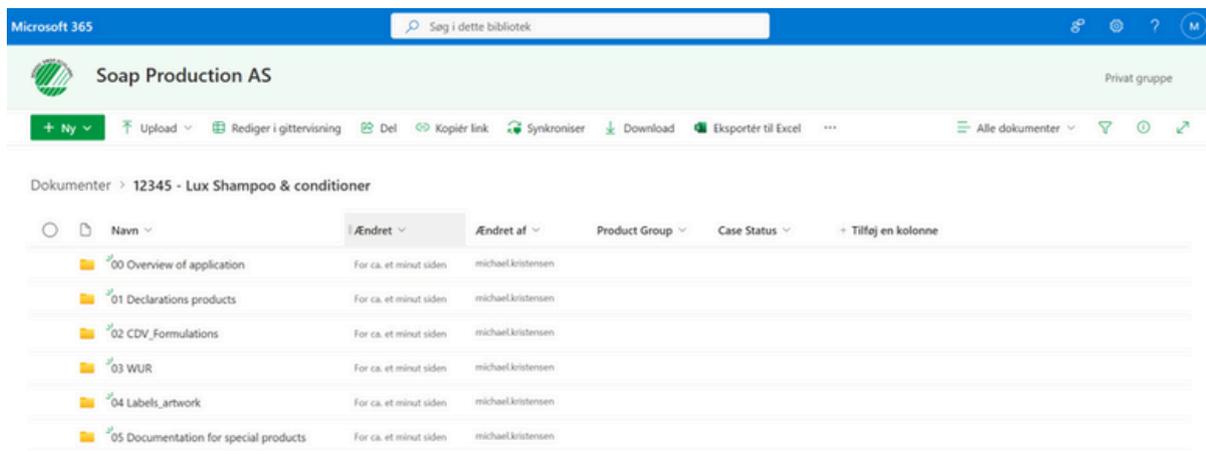


You register documentation regarding your company, packaging and raw materials in the first 3 folders. These folders contain documentation that is not case-specific, but is applicable to all of your applications.



# SharePoint

Documentation for trade names in a specific case should be placed in the folder structure under the specific case number.



While you are still in the process of collecting documentation, the default case status is 'Draft'. When you have registered all documentation for the case, and it is ready for processing, you can change the case status to 'Active':

## Change case status when application is ready for processing

In your case overview, select the application for which you want to change the status and click 'Details' to the top right, click on the blue button for "Draft" and then select 'Active'.

Your application is now ready for processing.

Remember to also mark your application ready in the Nordic Ecolabelling application portal.

