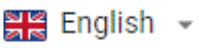
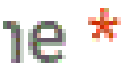
Explanation of icons – what do they mean?

1		You have written an explanation, or asked a question, for a requirement. When you ask a question, click the icon to notify Nordic Ecolabelling. The icon turns green.
2		A question from you is waiting for a response from Nordic Ecolabelling. When you have received an answer from your evaluator, please click the symbol. The icon turns white.
3		Open and edit.
4		Locked for editing.
5		Copy the selected product and associated information.
6		Cancel the selected product and associated information.
7		Click on the symbol for more information.
8		Click on the symbol to get answers to the most common question that are not answered in the portal guide.
9		Delete.
10		Add a document from your document library to a unique requirement.
11		Search and select the ecolabelled products or declared items included in your product.
12		Download a document to your computer.
13		You have started to work with the requirement.
14		You are ready with the requirement and have submitted it over to Nordic Ecolabelling for evaluation.
15		The product or item is locked. Please contact your evaluator at Nordic Ecolabelling to open the lock.
16		By clicking the arrows, you can expand or collapse a section.
17		Nordic Ecolabelling asks you to supplement the documentation.
18		Pending approval by Nordic Ecolabelling.
19		Not approved by Nordic Ecolabelling.
20		If the requirements are translated, the flags will show the languages you can choose.

21		The symbol shows the person who has logged in and person's company. Click the symbol when you want to log out or make changes to user information.
22		Click the symbol when you have filled in your username and password to log in.
23		Click the symbol to save the given information. Save often to ensure that no information disappears.
24		Save information and close the session. The portal takes you back to the previous page. Please note! Do not use the backspace key and do not close the browser before you have saved and closed with this button.
25		Close without saving information.
26		A formal application is sent to Nordic Ecolabelling and an application fee will be invoiced.
27		Click the symbol to continue your application.
28		All application information is sent to Nordic Ecolabelling, and it will be locked for editing.
29		Click the symbol if you want to cancel your application.
30		To add a product or a chosen selection.
31		Add a product.
32		Add the selected document to the requirement.
33		Upload document from your computer to your document library in Nordic Ecolabelling Portal.
34		Search.
35		Export a list to an excel spreadsheet (csv file).
36		Write a message or an explanation to a requirement as a supplement to your documentation. Alternatively write a question to Nordic Ecolabelling.
37		Give a true full statement i.e., by choosing Yes or No.
38		Send written information to requirement or send a question about the requirement via raised hand functionality.
39		Cancel action.
40		A red asterisk indicates a mandatory field.