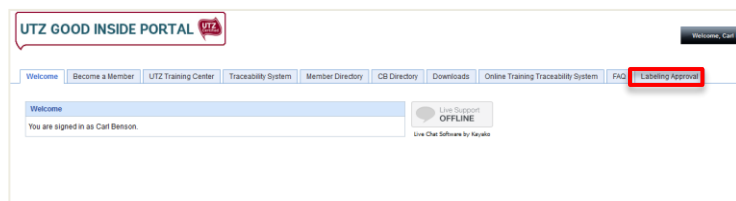# Quick Start Guide
How to use the online labeling approval system

In the labeling approval system of UTZ, members can request a labeling approval for UTZ labeled packaging for final products. In this quick start guide the most important steps to start using the labeling approval system are explained. Please find all the information about labeling approval rules and process in our **E-course**.

Log in
Go to **www.goodinsideportal.org**. Here, you can log in with the credentials you received upon registration.

Enter the labeling approval system

By clicking on the tab 'Labeling Approval' the welcome screen of the labeling approval system will open. Click on the link at the bottom to enter your labeling approval dashboard.

Submit a labeling approval request
- Select coffee, cocoa or tea by clicking on the corresponding tab, e.g. Labeling Approval Coffee.
- Click on 'Request New Labeling Approval'.
- Fill in all sections of the online form and upload the artwork files.
- If you wish to enter additional info or comments, fill in the Remarks field in the last section.
- Click on 'Submit for Approval'.
- If your request is approved, you will receive a notification email. You can access the approval letter via the Labeling Approval Dashboard.
- If your request is denied, you will receive an email explaining what needs to be changed. Log into the system and click on 'Modify' to make the relevant changes and submit the request again

Manage your settings (primary users only)
The settings area is only visible for primary users of the account and can be found in the top right corner of the labeling approval dashboard.

Language settings: the labeling approval system is available in English, German, and Japanese. To change the language you see in the account, click on 'User Management', click on 'Modify' next to your own name and select the preferred language from the drop down list. This change will be visible once you signed out and in again

Add users: click on 'Add User' in the lower right corner. A new window opens. Fill in the user details including the preferred language, select the contact type and click OK. An automatic generated e-mail with the login details will be send to the new user.

Add factory location: click on 'Add New Factory Location' in the lower right corner. A new window will open. Fill in the address, country and city and click ok. The factory location will be added to the list.

The labeling approval dashboard
In the labeling approval dashboard, you can view and manage all of your requests and SKUs. There are two different overviews:
Request overview: overview of all your labeling approval requests.
> **Request Status Overview** (top right corner): status of the different requests
> **Filter:** filter your requests on 'Brand Owner', 'Manufacturer/Roaster', 'Brand Name', Distribution Countries', and 'Status'
> **Search function:** search within your request overview
> **Row 'Action':** modify, withdraw or copy your label approval
> **Row 'View':** download the approval letter and view your request and artwork

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SKU overview: overview of all your SKUs, each row is one SKU

> **SKU Status Overview** (top right corner): status of the different SKUs
>
> **Filter:** filter your requests on 'Brand Owner', 'Manufacturer/Roaster', 'Brand Name', 'Distribution Countries', and 'Status'
>
> **Search function:** search within your SKU overview
>
> **Extend Multiple SKUs:** extend the validity of multiple SKUs at the same time
>
> **Take Multiple SKUs Off Market:** take multiple SKUs off market at the same time
>
> **Row 'Action':** extend or take your SKU off market
>
> **Row 'View':** view the labeling approval request details including artwork and countries of distribution

Contact

Our Member Support Team is happy to help you with all your questions about the labeling approval system.

E-mail: **techsupport@utz.org**   ☎ Cocoa/hazelnut: + 31 20 820 8965 | Coffee/tea: +31 20 820 8958

E-course 'Information about labeling approvals'
In our E-course **Information about labeling approvals** you can find all the relevant information about labeling approval rules and process.

Better farming
Better future