

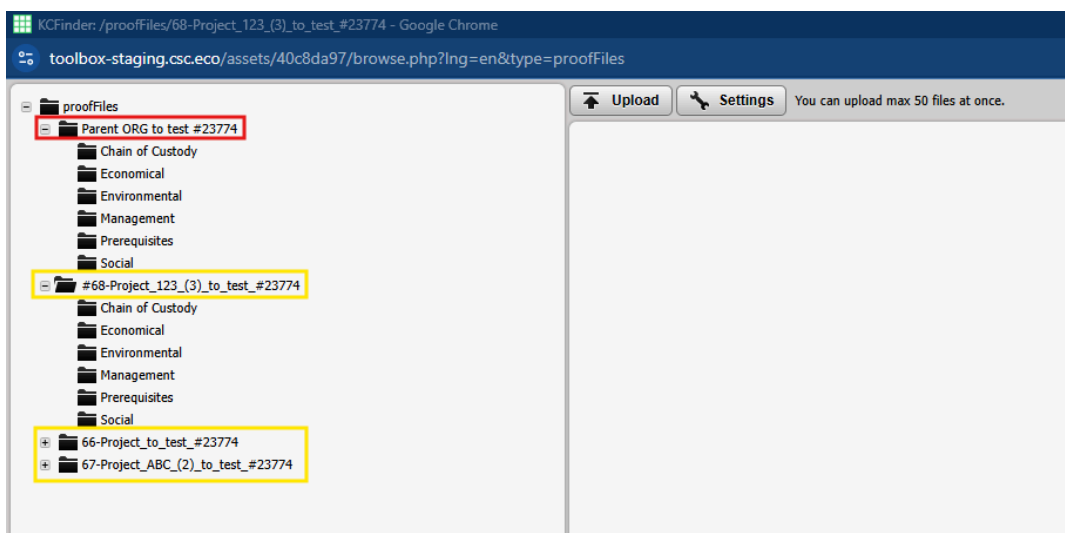
Data structure of uploaded evidence

Background: Until now, evidence was uploaded at the project level. This meant that users working within one project could not readily view or edit evidence associated with other projects of the same organization. Consequently, certain organization-wide evidence had to be uploaded multiple times.

This process has now been revised: uploaded evidence can be allocated at the organization level. This Guidance Note describes the changes and provides instructions on how to apply them in practice.

Guidance Note:

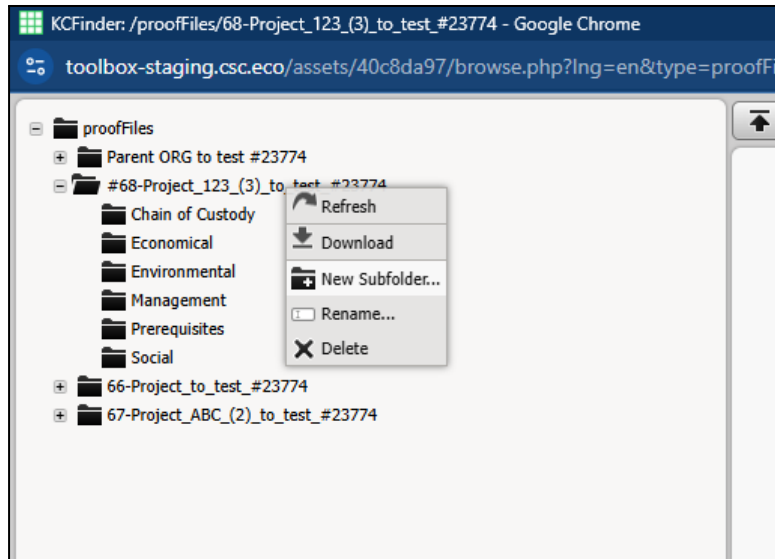
- The change applies to all projects:
- In this example the organization (red box) has three projects (yellow boxes)



- All shared files are to be stored within the organization folder (red box), whereas project-specific files are stored in their respective project folders.
- Projects are granted access to the evidence files contained within the organization folder, including those associated with other projects under the same organization.
- By default, both organization and project folders are created with standard template subfolders (e.g., management, environmental, etc.).
- The project folder corresponding to the project currently in use is displayed directly beneath the organization folder and marked with an "#". In the example provided: "#68-Project_123_(3)..."
- The procedure for R-Modules and CO₂-Modules follows the same principle. Users are likewise granted access to the corresponding organization-level folders.

Some additional information, serving as reminders rather than new instructions:

- Folders can optionally be renamed, or new subfolders created, by right-clicking.



- For CSC certification, uploading evidence alone is not sufficient. Each uploaded document must also be linked to the respective criterion.

