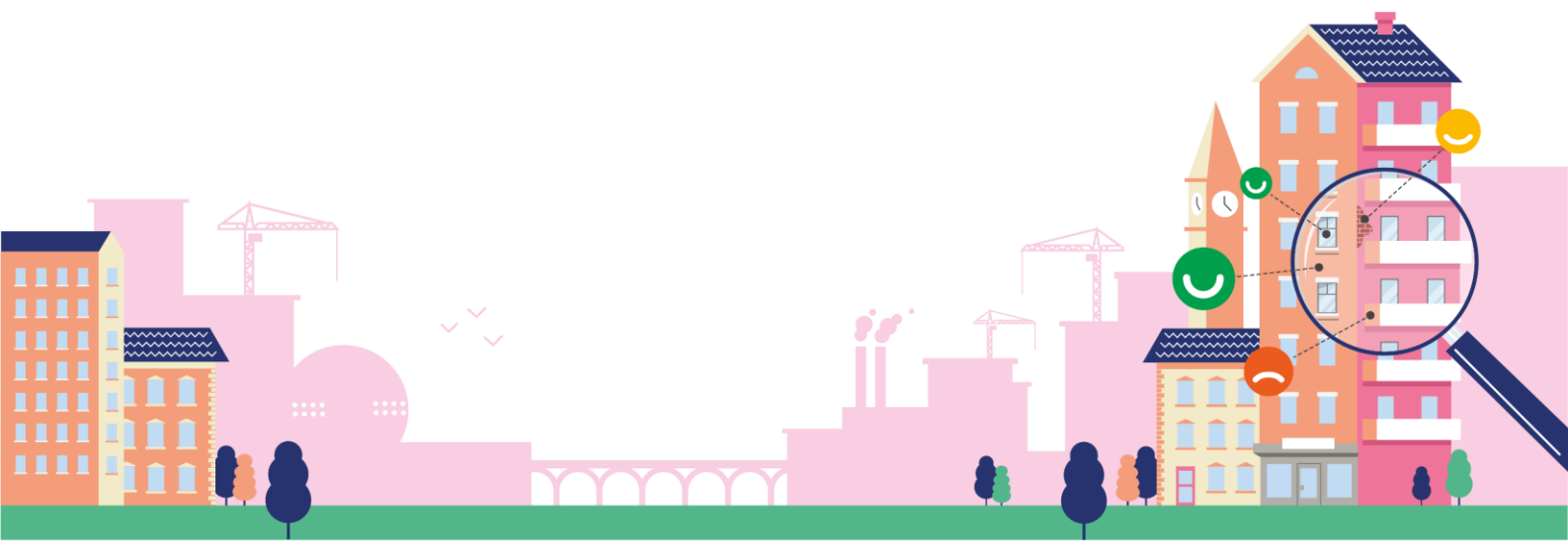


Manual

# Getting started with Byggvarubedömningen



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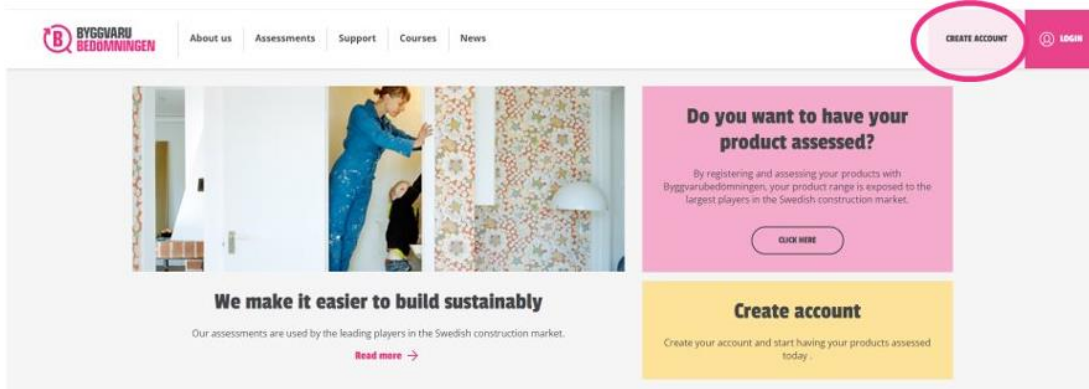
## Welcome!

We are happy that you want to work with Byggvarubedömningen! In this manual you will find information on getting started.

Questions? You can contact our support if you need advice on how to get started with Byggvarubedömningen or with any questions you might have. You will find contact information on our website, [www.byggvarubedomningen.com](http://www.byggvarubedomningen.com) under “Support” and “Contact us”.

## 1. Create an Account

In order for you to be able to Log in to our web service you have to have a personal user account. You create your account by clicking on **Create account** on the top right corner on our website, [www.byggvarubedomningen.com](http://www.byggvarubedomningen.com).



### 1.1. Fill in your information

#### E-mail address

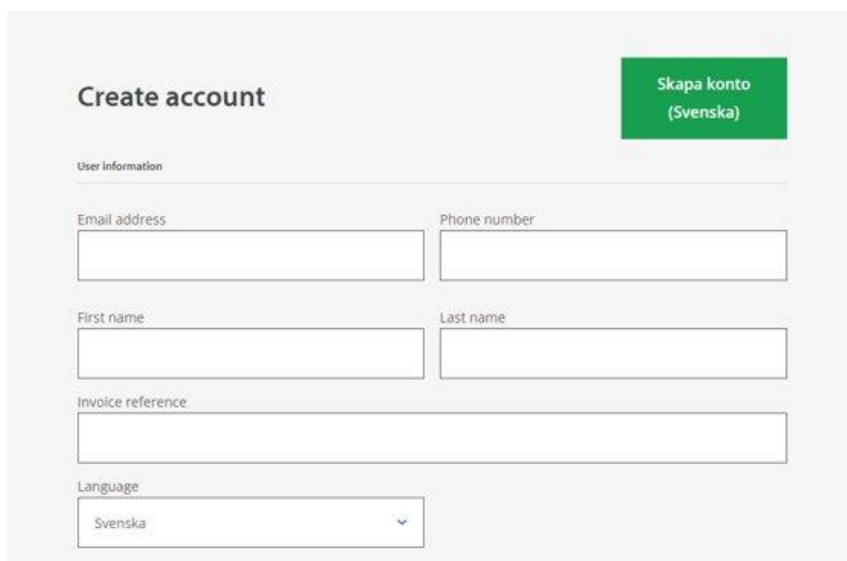
The e-mail address that you fill in will be your username on our website.

#### Invoice reference

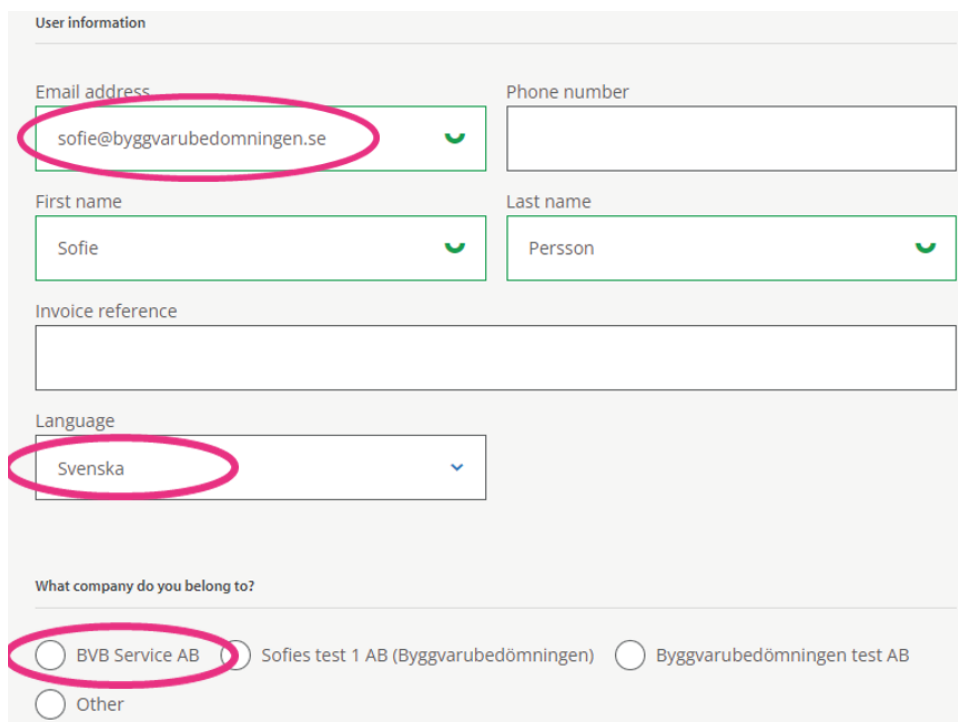
Here you fill in your invoice reference if you have any. This information will be on the invoices that we send to you. Example of reference could be cost pool, code, project number etc.

#### Language

Here you choose which language you want to communicate with in the system, Swedish or English.



If the company that you are working for already is registered in Byggvarubedömningen, it will appear as a suggestion. The suggestions are based on the e-mail address that's filled in. Choose your company.



## 1.2. Your role in the web service

After filling in your information you will be asked what you want to be able to do in our web service, and based on that a selection of account types appears. Select the account type that best fits your needs.

Choice – Assess and administer your own products

I will use my account for

Apply for assessments and administer our own products (as a manufacturer/supplier)

Use the search- and project tool

Select account type

- Supplier Limited Account** [Read more](#) ▾
- Supplier Full Account** [Read more](#) ▾
- Test account** [Read more](#) ▾

Choice – Use the search- and project (logbook) tool

I will use my account for

Apply for assessments and administer our own products (as a manufacturer/supplier)

Use the search- and project tool

Select account type

- Full account** [Read more](#) ▾
- Test account** [Read more](#) ▾

## 2. Type of Accounts

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For each account you will find more information under **Read more**. Here you will find information on what services and functions you will access in the chosen account.

### Supplier Account

With the account type **Supplier**, you have the possibility to apply for assessment for the products of your company and to administrate the products that you and your company have had assessed. This account type is free of charge. You will find the prices for the assessments in the [price list for assessments](#).

### Full Supplier Account

With the account type **Full Supplier**, you will have the possibility to use all parts of our web service. For your company you can **Apply for assessment** and administrate the products that you and your company have had assessed. You can also use our search tool and search for all assessments that we have done for all other products in the web service. You can also create and work in Logbooks to document your projects. The price for this account is 4400 SEK/year. If you wish to create a Logbook this will cost additional 1500 SEK/month. You will find the prices for the assessments in the [price list for assessments](#).

### Test Account

With the account type **Test Account** we give you the opportunity to try our web service without any cost for two weeks. We hope you like it and at any point you are welcome to get an ordinary account.

### Full Account

With the account type **Full account** you will have the opportunity to use all parts of our web service. You can search in our search tool and get access to all the assessments that we have done for all other products on the site. You can create Logbooks to document your projects or work in Logbooks that you have been invited to. You can apply for assessments for the products of your company and administrate the products that your company have had assessed. The price for this account is 4400 SEK/year. If you wish to create a Logbook the cost for this is additional 1500 SEK/month. You will find the prices for the assessments in the [price list for assessments](#).

### Logbook Account

If you are invited to a Logbook, you will have the opportunity to create a Logbook account. With a Logbook account you will access the Logbooks you are invited to, as well as search in our search tool and get access to all the assessments that we have done for all other products on the site. The account itself is free of charge, but you will be charged 500 SEK for each Logbook invitation that you accept.

### 3. Company Information

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If your company has not been registered before, you are asked to fill in the company information.

#### Company information

Company information

VAT number type

Full name of the organization

Address

Postal code

City and Country

General email address to the Company

Preferred currency

Invoice address

Postal code

City and Country

Invoice address (2)

Invoice email address

If you have a specific email address for invoices – please let us know by sending an email to: [info@byggvarubedomningen.se](mailto:info@byggvarubedomningen.se).

Read our **Terms and Conditions** and check the box to accept these. Then click the button **Submit** to complete the creation of your account.

**4 400,00 kr/ year**

I accept terms and conditions  
[Terms and conditions](#)

You will now receive two emails to your email address. The first email contains a link. This link you will use to create a password for your account. The password must contain at least **one number and one capital letter**.

The other email you will receive is an order confirmation where you will find information about what account you have ordered and the cost.

#### Order Confirmation

Thank you for choosing Byggsvarubedömningen, together we make it easier to build sustainably.

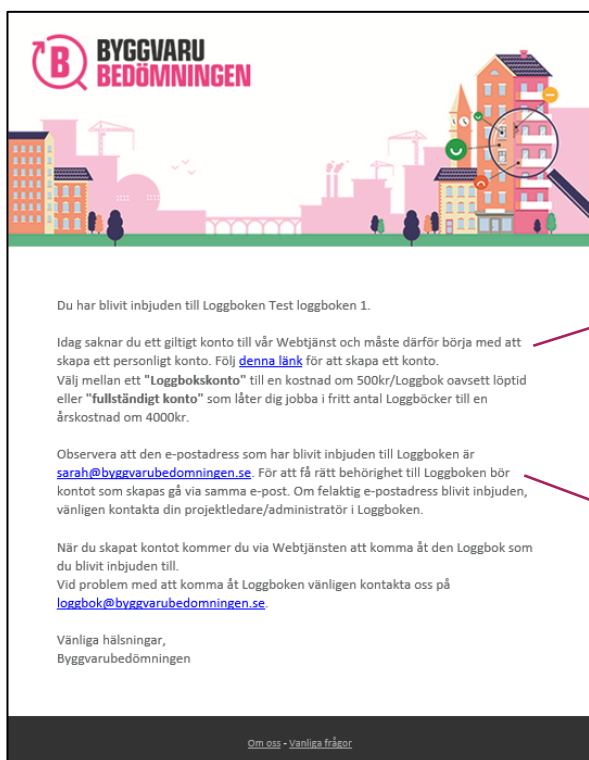
Order information	
Order number	107514
You have ordered	License: Fullständig; 2023-02-06 to 2024-02-06
Total (excluding tax)	3080 SEK / year
Information	Your account is set to be renewed automatically after above time period. When your account is renewed, an invoice will be sent to you. To terminate the account you need to contact our support via phone or via e-mail to <a href="mailto:info@byggvarubedomningen.se">info@byggvarubedomningen.se</a> . You can at all times change your account settings at "My account" in our Web Service.
Your information	
Name	Jenna M
E-mail	<a href="mailto:jenna@byggvarubedomningen.se">jenna@byggvarubedomningen.se</a>
Phone	
Company name	BVB Service AB
Organization number	5568956964
Invoice reference	
Invoice address	
Invoice recipient	BVB Service AB
Address	Fack 1746
Postal code / Zip code	83103
City	Östersund

## 4. Logbook Account

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When you have been invited to a Logbook you will receive an email to your email address. If you don't already have an account, you will have to create one. You do this by clicking on the link in the email.





*Translation: You have been invited to the Logbook "Test Loggboken 1". We can see that you do not have an account today which means you will have to start by creating one. Follow [this link](#) to create your account. Choose between "Logbook Account" or "Full Account".*

*Note that it's only the invited email who will be able to create an account and accept this invitation. If the invitation has been sent out to the wrong person you need to contact the project manager or the administrator in the Logbook. When the account is created you will have access to the Logbook that you have been invited to.*

Follow the link and you will then be redirected to our page **Create account** and the email address that has received the invitation will automatically be prefilled.

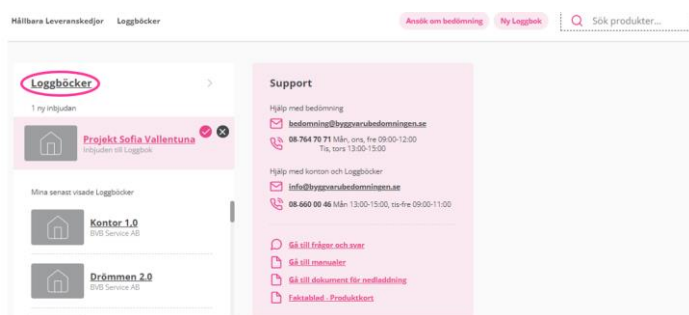
Please note that when you go on to create the account the email address will be prefilled. You can change the email address but then you won't have access to the Logbook you have been invited to!

Fill in your information and what you want to be able to do in our web service. Since you have been invited to a Logbook you can choose the alternative **Logbook Account**.

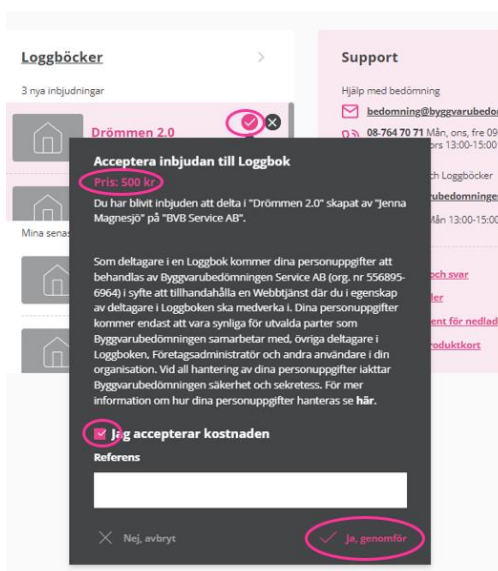
The screenshot shows a web form titled 'Jag vill:'. It has two radio button options: 'Bedömma och administrera våra egna produkter (i egenskap av producent/leverantör)' and 'Använda sök- och loggboksverktyget'. The second option is selected and circled in red. Below this is a section 'Välj kontotyp' with two green buttons: 'Fullständig' and 'Loggbok'. Both buttons have a 'Läs mer' link with a dropdown arrow.

A Logbook account will only give you access to the specific Logbooks to which you have been invited to. Instead of a yearly account fee, you will pay a one-time cost on 500 SEK for each Logbook invitation that you accept. Through this account you are also able to search for products in the search tool. Please note that the search-function will only be available as long as the Logbook is active.

Then you fill in your Company information, accept the terms and conditions and click on **Submit**. You will now receive an email with a link to your email address. Click on the link and choose a password for your Logbook Account. The password must contain at least **one number and one capital letter**.



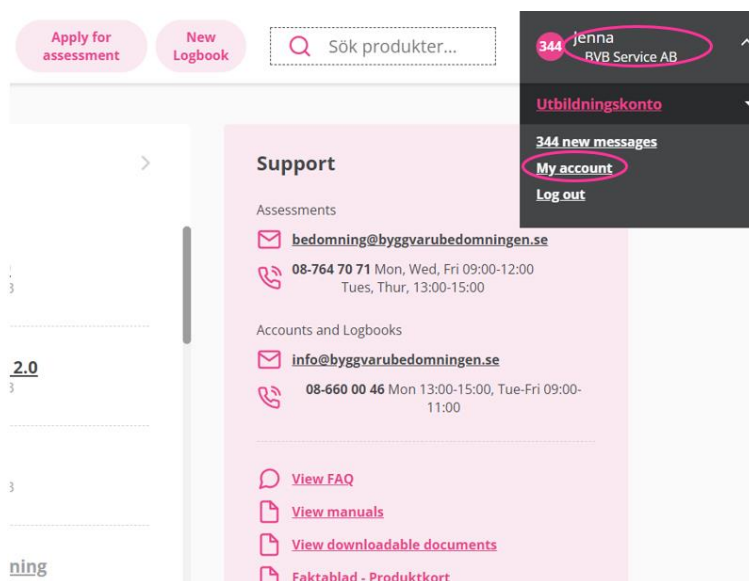
Once this is done, you can log in to your account in our web service. In order to be able to get access to the Logbook that you have been invited to, you must accept the invitation. You will be able to see your invitations and accepted Logbooks on your **Start page**.



To accept the invitation, you simply click on the **pink tick**. If you have a Logbook account, you will have to accept the fee of 500 SEK/invitation.

## 5. Information about My Account

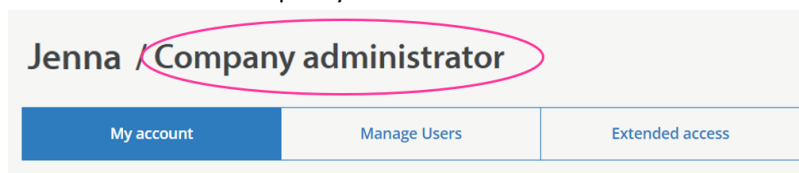
To see your Account Information please click on your name in the top right corner and then **My Account**.



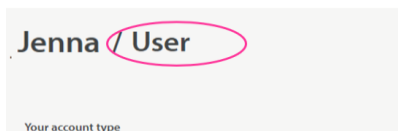
### 5.1. Permissions

Depending on if you have the permission as **Company Administrator** or **User** for your account the view of My account will look differently. The first person on a Company to create an Account in Byggvarubedömningen will automatically get the permission as Company Administrator. Both the Company Administrator and the Users will see the personal information for their own account, but the Company Administrator can also see and administrate all other users under its Company. You will see your permission after your name:

Permission – Company Administrator



## Permission - User



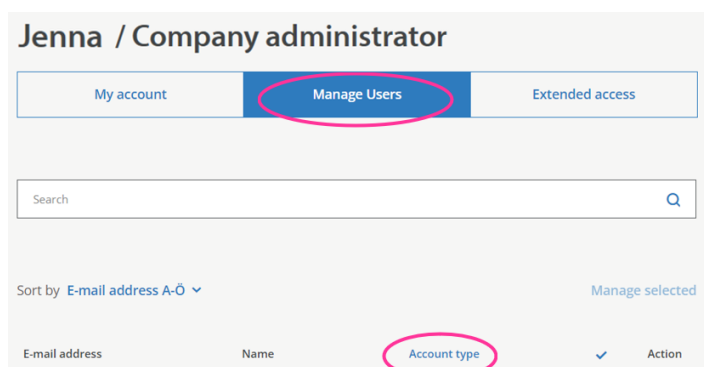
A Company Administrator can later give the Company Administrator permissions to other persons within the same Company that later create an account.

### 5.2. Company Administrator – Manage users

As a Company Administrator you will have an extra tab called **Manage Users**. If you click on this tab, you will get an overview of all Users and Company Administrators at your Company that have an account at Byggvarubedömningen. Under this tab you can administrate their permissions.

The blue heading named **Account type** is clickable and gives you more information about the user's accounts:

- ❖ What type of Account they have
- ❖ Period of validity for each Account
- ❖ Information if the person is Company Administrator or User for the Account



In order to change the permission for a user you click **Select** under **Action** for the Account you wish to adjust. Then you click on change permission. You can handle several Users at the same time. Choose which accounts you want to change – click on **Manage selected** and then **Change permissions**.

Sort by E-mail address A-Ö ▾			Manage selected
E-mail address	Name	Valid to	
jenna	Jenna I	2023-11-10	<div style="border: 1px solid black; padding: 2px;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Change permissions</span> × Delete         </div>
jenna	Jenna I	2024-02-09	<input checked="" type="checkbox"/> Select

**Tip!** You can have several company administrators in the same company!

### 5.3. Automatic renewal of an Account

One month before the last valid date of your Account you will receive an email. You will then have the opportunity to go through your Account-settings and decide if you want the Account to be renewed or not. If you wish your Account to be renewed automatically you can check the box **Automatic renewal**.

Depending on what type of Account you have, the renewal can generate a cost.

Renew your account

Your account type

Education account
Read more ▾

Renew automatically - valid to 2024-02-09

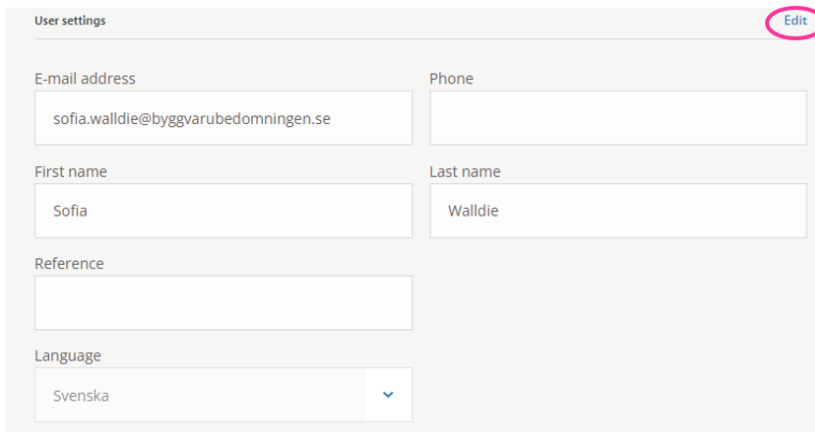
Please check the box if you would like your account to be renewed automatically. Note that a renewal of a Supplier full account comes with a fee.

### 5.4. User settings

Under **User setting** you can see the User information for your Account. You can change this information by clicking on **Edit**.

Please note that you cannot change your email address. If you wish to change your email address, please contact [info@byggvarubedomningen.se](mailto:info@byggvarubedomningen.se).

### User settings



User settings Edit

E-mail address	Phone
<input type="text" value="sofia.walldie@byggvarubedomningen.se"/>	<input type="text"/>
First name	Last name
<input type="text" value="Sofia"/>	<input type="text" value="Walldie"/>
Reference	
<input type="text"/>	
Language	
<input type="text" value="Svenska"/>	

## 6. Information from Byggvarubedömningen and the Web Service

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Below your personal information you can also decide if you want to receive information from us and from our Web Service.

<input checked="" type="checkbox"/> I would like to receive news from Web Service
---

## 7. Company Information

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Under this section you will find an overview of the Company information containing organisation/VAT number, address, and invoice address for the Company that your Account is linked to. It is only the Company Administrator that has permission to make changes regarding this information. Click on **Edit** in order the change this information.

Company information (Company information can only be edited by company administrator) [Edit](#)

Organisation number	VAT-number	
<input type="text" value="5568956964"/>	<input type="text"/>	
Company name	Address	
<input type="text" value="BVB Service AB"/>	<input type="text" value="Landsvägen 50"/>	
Postal code / ZIP code	City	General e-mail address to company
<input type="text" value="17263"/>	<input type="text" value="Sundbyberg"/>	<input type="text"/>

You can change your password by clicking on **Edit** under the section regarding password. Write you current password and then your new password. Please note that the password must contain at least 1 capital letter and 1 number.

Password [Edit](#)

Current password	New password
<input type="text"/>	<input type="text"/>

## Welcome to Byggvarubedömningen!

Together, we make it easier to build sustainably.