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1.1 Introduction

This document explains how to use the ULE certification web application. The application is the supporting tool for the certification process and helps implementing the certification process flow (described below). This web application must be used for every ULE Certification campaign. In order to guarantee privacy of information, the access to the certification web application is secured via用户名/password system. Applicants must obtain the username/password credentials from the ULE Alliance secretariat in order to start using the application (send e-mail to request access credentials to secretariat@ulealliance.org).

The application serves the following purposes.

- To automate the process of creation, execution and tracking of certification requests
- To facilitate cooperation and coordination between parties involved in the certification process by simple information access and exchange
- To create traceable documentation of each certification campaign (applicant and product)

Comments:
1. This document makes references to terms, which are defined in the ULE Certification Handbook documents. Please refer to the Certification Handbook document at the ULE Alliance website: www.ulealliance.org.
2. Throughout this document the term “product” is used to refer to either a module or end-product. When there is a need to distinguish between module and end-product, these terms are explicitly used.
3. The access to the ULE certification program is limited to the ULE Alliance members only.

1.2 Certification Process

End products, as well as ULE modules may be submitted for the certification process. The certification process flow may vary, depending on the type of the certification request. For example, although the main steps of the module and the end-product certification process would generally be similar, the process may include different details. These are described below.

The following parties are involved in the certification process:
   a. The applicant requesting the certification for a product (also referred to as the Product Manufacturer; must be a member of the ULE Alliance),
   b. The test laboratory, selected by the applicant,
   c. The qualification body, selected by the applicant,
   d. The ULE Alliance.
During the process of product certification, starting from the request initiation, until the process is successfully completed, and certificate of conformity is issued, there are several stages and gates at which the involved parties should take certain actions.

The tool automates the process of sending notifications, enabling authorizations, and all other necessary steps to streamline the process.

1.2.1 About End-Product Certification

Figure 1 describes the flow of the certification process. A quick overview of the end-product certification process flow:

- Applicant issues a request (establish contact with the test laboratory and create certification request by using this tool through the ULE Alliance website),
- The ULE Alliance checks the member status:
  - For the Promoter and Contributor members – check if the membership fee for the current period was settled.
  - For Adopter members – check if the “Certification program access fee” is settled.
  - If the applicant is not a member of the ULE Alliance, the process will be paused until the applicant becomes a member.
  - The applicant and the Test Laboratory can progress with the preparations for testing in parallel to the above checks.
- The ULE Alliance will issue a request to the Applicant to settle the ULE Logo License fee payment. Only after the applicable fee payment is settled, the ULE Alliance will authorize the test laboratory to start testing.
  
  Comment: In some cases, the ULE Alliance may authorize start of the tests prior to settling the fees, but the logo license fee must be settled before the test results can be released to the Applicant and to the Certification Body.
- Once the authorization to start the testing is issued, the Applicant and the Test Laboratory can start the testing campaign.
  After the Logo License fee payment is settled, the test results will be passed to the Certification Body.
- After the approval by the Certification Body of a successful certification campaign, the certificate is issued, the test report and the certificate will be passed to the applicant and the product description is added to the list of certified products on the ULE Alliance website.

Figure 1 below shows the flowchart of the certification process.

For any further clarifications please send e-mail with your questions to secretariat@ulealliance.org
For detailed description of the ULE Certification process please refer to the ULE Alliance Certification Handbook, Document name: ULE Qualification Program Regulations, Document number: ULEA_L_001. This document can be downloaded at: www.ulealliance.org/downloads.aspx?c=w. Once there, select ULE Certification and click “Download” – the entire certification handbook will be downloaded into your computer. This is a recommended reading!

1.2.2 About Module Certification

The module certification process works similarly to the end-product certification. Some additions are made to the web application for the module certification; these are described below. Certified modules are listed on the ULE Alliance website, similar to the certified end products.

The module certification can be done in two ways:

**Standalone** – in this case the applicant supplies the test laboratory the module to be certified, with complementary hardware and software, that enable complete testing. In this case, the process is similar to the end-product certification process.
As part of end-product – if the end-product is based on a ULE module, then, following successful completion of the certification campaign of the end-product, the module may be submitted for certification to inherit the profiles, which are implemented and successfully certified by the end product. Such request does not imply additional testing, rather it is used to “register the module”.

Use of the module, on which the end-product is based, must be declared as part of the end-product certification request creation.

NOTE: The ULE certification program tests compliance of devices with the HAN FUN application layer standard. It is not necessary that the module software implements the device profiles; these are implemented in the HAN FUN application layer. Thus, when the reference is made to “modules supporting or inheriting the profiles”, it should be read as “the module was used by the end-product, which successfully passed the certification tests, and supports the said profiles” or “the module was tested in the standalone mode and the application software, supplied with it, successfully passed the certification tests and supports the said profiles”

1.3 Using the Certification Web Application

The Certification Web Application enables you to create a certification request. One request is created for each device, enabling tracking the progress of the process. The access to information is username/password protected, so only you, the Test Laboratory and the ULE Alliance officials can see the information about your certification progress.

Step 1: Obtain your username/password credential in order to access the certification system. Please send your request via e-mail to secretariat@ulealliance.org

The Certification Web Application is accessed via the ULE Alliance website: www.ulealliance.org select Certification tab, and then select Certification System.

Step 2: Enter your username/password to log into the system. (see Figure 2 below)
In case you lost your password, click “Forgot your password?” and follow instructions.
If you click on “I am new here” you will be taken to the overview information about the ULE Certification.

If you check “Remember me” - then your username and password will be remembered for 30 days. This allows “fast” entry for frequently visiting users.

After the log in, you will be taken to the following screen – see Figure 3:
Step 3: Here you will see your device certifications in progress, one row for each certification request. Clicking on “View” on the right of the row will open the full information of the certification request and the status of the certification process.

Step 4: If you want to create a new certification request, click on “+ New certification request”; the following screen will appear – see This process is similar to creation a request for an end product, which does not use a module (see section “End-product without ULE module “ above).

The following sections describe different scenarios for certification request creation.
1.3.1 Creation of a request for an end-product:

If your aim is to create a request for certifying an end-product, then select “End product”. Selection pops up whether or not the end-product uses a module. “Uses a module” should be selected in the following cases:

- This is a new module, i.e. not yet certified, and the module is desired to be certified
- This is previously certified module, but the current product under test implements a new profile, which does not appear in the list of profiles supported by this module, and it is desired that after the successful certification campaign the support of this new profile will be registered.

Figure 4b

1.3.1.1 End-product without ULE module

If your product does not use a ULE module, or if it uses a module, which is not intended to be certified, then select “Doesn’t use a module”. You will be directed to the page where you can enter the required details for creating the end-product certification request (Figure 4c).

Figure 4c
Enter the details of your certification request, one request per device. The question marks on the right side of the fields contain help information for each of the fields, they are self-explanatory.

Please pay attention to some fields:

Profiles – in this field you can select the HAN-FUN profiles, supported by the device under test. More than one profile and up to 8 can be selected.

License Type – The ULE Certification Program defines the following different license types:

- **Original license** – refers to a new device. If you certify a new device, which didn’t have any predecessors in the certification system, you should select “Original License”.
- **Re-testing license** – refers to re-testing due to software change.
- **Product variant license** – refers to creation of a variant (e.g. a different branding) of a product which already passed successfully the certification testing.
- **Logo usage license** – mainly for casing and color differentiation

Each of the above licenses carry different fees, depending on the selected license type and on the applicant’s membership category at the ULE Alliance. The help text provides details of license types and the fees.

1.3.1.2 End product with ULE module

If “Uses a module” is selected, then a new box for the module is (“Module details”) added. See Figure 4c-1 below. You should enter the module details in addition to the end product certification details. If the end product is using an already existing module, then enter the module details – the manufacturer and the module name; once these items are selected, the hardware and software version are displayed.

In case the manufacturer has certified and registered more than one module with the same name (but, with different software and hardware numbers, you should enter the exact software and hardware versions of the module) and continue with the end-product details as in Figure 4c-1 below.
If the end product uses a new module, i.e. a module, which does not exist in the system, select “New” from the list of modules and enter module details.

1.3.2 Creation of a request for a module

If you select “Module” (see Figure 4a above), a selection of “Standalone module” or “Module registration” pops up. See Figure 4d.

1.3.2.1 Creation of a request for a Standalone module

If you select “Standalone module” (see Figure 4d), the following page appears:
This process is similar to creation a request for an end product, which does not use a module (see section “End-product without ULE module “above).

1.3.2.2 Creation of a request for a Module registration

If you select “Module registration option”, the following page appears:

Select the module from the pop-up list, which will contain all the existing modules in the database. If you wish to register a module which doesn’t already, select “New module”. You will be asked to enter the details for the module and then create request, see Figure 4g.
If you select an existing module, its data will be automatically filled in the “Module details”. You then need to specify in which end-product the module was used. Once the end-product is specified, the list of profiles supported by the end-product is displayed.

In all cases, whether new or existing module, select License Type: Product Variant License.

With the completion of the data entry, you may select “Create request” to create the request, or “Cancel” to cancel the process.

1.4 Viewing the list of devices in certification or certified products

When you log into the certification tool, you will be taken to the page which displays the active certification campaigns of your company. A new column is added to the table, which describes for each active certification process whether it is for an end-product or a module.

When viewing the list of certified products on the ULE Alliance website, via: Certification>Certified Products, the similar column is added, which specifies whether the certified device is a module or end-product.

You can further view details of each certification by clicking “View”. The details of the selected certification campaign is displayed. The status bar on the bottom shows the current status of the process, according to the progress stages, as described in Figure 1.