



把關者之授予權限

步驟如下:

1. 進入 <http://my.home.ul.com> , 登錄您的 Myhome 帳號
2. 點擊“Gatekeeper Center”

QUICK LINKS

- Request for Quote (RFQ)
- Access FTP
- My Projects
- My UL Reports/CDA
My Manufacturers
- My Variation Notices
- My Inspection Reports
- ULiQ Family of Databases
- UL Staff Directory
- **Gatekeeper Center** 點擊

3. 點擊“User Access Request Queue”

Gatekeeper Tools

- User Access Request Queue** 點擊
Tool used to respond to Subscriber Access Requests
- Manage User Permissions
List of Users and their permissions for the Subscriber Numbers for which you are Gatekeeper

4. 點擊您要授權或拒絕授權的帳號

New Requests | **Processed Requests**

Assign Permissions

Name (click to select)

- UL Customer** 點擊新用戶的姓名

5. 出現以下頁面

- Grant access to Subscriber Number** 允許申請人進入MyHome查看報告
- Deny access to Subscriber Number 拒絕申請人進入MyHome查看報告
- Request information from user before processing request 要求申請人提供更多訊息
- Place request on hold (return to Request Queue) 暫停處理授權-把關者尚未決定是否同意授權

Grant access to Subscriber Number--Myhome@UL帳戶把關者授權允許申請人進入Myhome 帳戶查看UL報告



I. 點擊“Grant access to subscriber number”的連結

II. 選擇允許查看的申請公司資訊

III. 點擊“update permissions”

把關者完成操作後，新的申請人將收到電子郵件的通知，告知其登錄Myhome的申請許可權已經開通。

Deny access to Subscriber Number--Myhome@UL帳戶把關者授權拒絕申請人進入Myhome帳戶查看UL報告

I. 點擊“Deny Access Subscriber Number”的連結

II. 選擇拒絕的原因，點擊“Submit”

| |
|----------------------------------------------------------------------------|
| <input type="checkbox"/> Requester not recognized |
| <input type="checkbox"/> Requester not authorized to view this information |
| <input type="checkbox"/> Other: _____ |
| Submit |

把關者完成操作後，新的申請人將收到電子郵件的通知，告知其登錄Myhome的申請已經被拒絕。

Request Information from User -- 要求申請人提供更多資訊

I. 點擊“Request Information from User”的連結

II. 選擇要求提供的資訊，點擊“Submit”

| |
|--------------------------------------------------------------------------|
| <input type="checkbox"/> Requester's title |
| <input type="checkbox"/> Requester's department or function |
| <input type="checkbox"/> Requester's Company affiliation |
| <input type="checkbox"/> Requester's justification for requesting access |
| <input type="checkbox"/> Other: _____ |
| Submit |

把關者完成操作後，新的申請人將收到電子郵件的通知。

Place Request on Hold

如果您還需要進一步確認是否要開通或拒絕資訊的申請，您可以點擊“Request Information from User”的連結，將申請暫停。以待確認後再進一步操作

修改被授權人許可權

1. 進入<http://my.home.ul.com>，登錄您的Myhome 帳號

2. 點擊“把關者 (Gatekeeper) 中心”



QUICK LINKS

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- Gatekeeper Center **點擊**

Gatekeeper Tools

User Access Request Queue
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Manage User Permissions **點擊**
List of Users and their permissions for the Subscriber Numbers for which you are Gatekeeper

3. 點擊“ManagerUser Permissions”

4. 選擇或去除相關的選項後，點擊“Update Permissions”

| Subscriber Number | My Variation Notices and My Inspection Reports | My Projects | My UL Reports/CDA | My Manufacturers | RSCS Resource Center | ULwebCerts |
|--------------------------|------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Update Permission | | | | | | |

* 把關者可以將以下權限做授權或取消。

| Description | Information |
|------------------------------------------------|------------------------------------------|
| My Variation Notices and My Inspection Reports | 每間工廠的差異通知和例行檢驗報告。 |
| My Projects | 申請人可追蹤 UL 案件進度。提供案件訊息，申請進度，此資訊每 24 小時更新。 |
| My UL Reports/CDA | 貴公司的報告和/或 UL 後續檢驗服務程序書，加上相關文件。 |
| My Manufacturers | 列出所有檔案的申請人，製造商，與多重列名公司名稱及地址。 |
| RSCS Resource Center(少見) | 只適用於申請 UL 限用物質管制計畫的客戶。 |
| ULwebCerts (少見) | 提醒貴司管理 (更新，更換，取消) UL 單項測試的證書。 |