



# **Administrator Guide**

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## How do I connect to PubliChem?

Open the page [www.publichem.com](http://www.publichem.com) then enter the identifier that was communicated to you by e-mail.

**CAUTION:** your company ID, login and password are to be typed in CAPITAL letters as the fields are now case sensitive.

The choice of the language interface (available in French, English or Dutch) can be made above right (grey frame) in the screen.

The welcome page includes an option to recollect your password should you have forgotten it (see *How to recollect a new password?*).

## How do I log out?

Above left in the screen you can find a grey frame indicating your position at all times. This is where the option to *Logout* is proposed by clicking on the underlined word.

## How do I recollect a new password?

If you cannot remember your password anymore, click on *Forgot your password?* under the login fields to access your account.

Enter the e-mail address mentioned in your profile (and only that address). The system will send you back an e-mail to the mentioned address with a new password. Afterwards, when are connected to your PubliChem session, you can change your password in your "Profile" settings.

→ A new e-mail is sent to you each time you change your *Password* in your profile and this for all the accounts you manage (see *How do I modify my profile?*).

## How do I modify my profile?

In the menu **User profile**, click on the button *Edit* below to open the form where you can modify the following data:

*Password*  
*Coordinates*  
*E-mail*  
*Language*

In order to confirm the modifications, click on *Update* under the form.

→ Any change of the password will induce an e-mail notification by PubliChem to the address mentioned in the user profile. Please make sure to keep this data permanently up to date in case of address modification in order to avoid the loss of data.

To leave the *Edit* mode in the user profile without making any changes, click on the button *View* underneath the form.

## How do I create a product?

In the page *Products list*, click on the button *Create product* to open the form where you can fill in various fields in relation with your product:

- product code (mandatory)
- internal code (if not filled in, you will not be able to change it afterwards)
- start version (mandatory)
- chemical formula
- supplier
- approbation status (issued/proposal)
- approbation date (yyyy/mm/dd – mandatory)
- privacy level
- DPD symbols
- R phrases
- S phrases
- CLP pictograms
- Hazard statements (CLP)
- Precautionary statements (CLP)
- CMR category (yes/no)
- dangerous product (yes/no)

The fields marked with a star are mandatory. Once the form is filled in, click on *Create*. If you did not fill in a version number, the system will normally put 0. If the product does not contain a version number, you will not be able to add PDF documents to it.

The product consultation page opens where you can access different functions: *Delete product*; *Edit this version*; *Create a new version*; *Delete this version*; *Add a document* (please refer to the related sections in this user guide).

→ This page allows you to attach one or several PDF document(s) (MSDS, TDS, etc.) to your product (see *How do I add a document to an existing product?*).

To leave this page and go back to the products list click on the orange arrow *Back to product list*.

To go back to the product list without creating a product, click beneath the form on the orange arrow *Back to products list*.

The page listing all the products is divided into two sections: the first one is dedicated to the search options, the second one lists all the products (see chapters *How do I look for a product?* *How do I modify a product?* *How do I delete a product?*).

## How do I modify a product?

In the consultation page of the product (click on the button *View product* right of the desired product in the list), click on the button *Edit this version*. A form opens where you can modify the data filled in when creating the product.

There you can add the translations into 25 languages of your product's name.

The standard name of your product is created in a generic language which will be the default language displayed when opening the *Products list* page. To allow you users to look for a product in their own language, you have to fill in the other translations yourself in this form. Click on *Add a translation* each time you add a translation making sure that you have specified the appropriate language.

A delete button stands right to each translated names in order to delete obsolete or wrong translations.

Once done or to leave this page without changing any data, click on the orange arrow *Back to product view*.

## How do I delete a product?

Two options are proposed:

In the page *Products List*, click on the button *Delete* on the right of the desired product.

In the product view page (click on the button *View* right to the desired product), click on the button *Delete product*.

In both cases a pop up window appears telling you that you are about to delete a product. Confirm or cancel to go on.

## How do I look for a product?

In the page *Products List*, you can find the following search or sorting fields in the upper part of the page:

- *product name*
- *product code*
- *internal code*
- *chemical formula*
- *DPD symbol*
- *CMR category*
- *Version*
- *Supplier*
- *Sorting language*
- *Case sensitive*
- *Attached document (checked by default)*

Fill in one or several criteria and click on the button *Search product*.

This allows you to narrow the display of the products list to some products or even to search for one or more products in a particular language.

Above the products list appears the number of products found according to the criteria given.

You can also sort your products by clicking on the column titles of the displayed list: increasing/decreasing and/or alphabetical sorting.

## How do I create a new product version?

In the page *Product view*, click on the button *Create a new version*.

A form opens. The version number is automatically increased by one but can be modified. All you have to do is add an *approbation date* (mandatory field) and to edit the data related to the product (if required). Click then on *Create a version*.

The consultation page of this new version opens to allow you add the attached PDF document(s) (see *How to add a document to an existing product?*).

In order to leave this page without creating a new version, click on the orange arrow *Back to product view*.

## How do I delete a product version?

In the *Product view* page, click on the button *Delete this version*. The concerned version number is written in brackets.

The system automatically displays the last version of a product even if it does not contain any document. By clicking on the other version numbers, you can see the previous versions of your product and – if need be – delete one that is obsolete.

Clicking on delete makes a pop-up window open warning you that you are about to delete a product version. Confirm or cancel to go on.

Click on the orange arrow *Back to product list* to leave the *Product view* page.

## How do I add a document to an existing product?

In the *Product view* page, click on the button *Add a document*. A form opens where you have to fill in fields and browse for the document (only in PDF format) to be added.

**CAUTION:** your product must have a code and a version number!

The fields to fill in are:

- *document revision number*
- *document language*
- *document format (MSDS or TDS)*

To add your file, click on *Browse...* and look for your document on your hard disk or on the server.

You can also add a comment that will appear on the document line in the *Product view* page. This comment is meant for example to add details about the document format itself or to precise the land to which the document is meant.

Once all fields are filled in, click on *Add*. You have to proceed this way for each document you want to add in each language/format.

**CAUTION:** make sure to add a PDF document to each product version! Each time a new version is created, PDF files must be attached to this version otherwise the system cannot fill its version distribution function (see subscription section).

To leave this page, click on the orange arrow *Back to product view*.

## How do I delete a document?

In the *Product view* page, make the right list go down to view the section where the attached documents are listed.

Click on the desired version number and then on the button *Delete document* next to the button *View document*.

A pop up window opens warning you that you are about to delete a document. Confirm or cancel to go on.

To leave this page, click on the orange arrow *Back to product list* above left.

## How do I consult a document?

In the *Product view* page, make the right lift go down to view the list of attached PDF documents.

Click on the desired version number and then on the button *View document*. If the consulted document is not in your subscription list already, an intermediate page opens telling you that subscribing to the product will allow you to be warned of any major change in the product document.

You can decide either to subscribe to the document and view it or to view the document without subscribing to it.

- In the first case, the document opens under Adobe Acrobat where you can save it on your hard disk or on the network. Once viewed, you simply close the window to go back to the *Product view* page. Click on the menu *Subscription* as the data have to be refreshed in order to change the status of the green envelope. You will see that the document is now listed in the *Subscription* page. To go back to the *Product view* page, click on the button *Product view* next to the concerned subscription line.
- In the second case, the document opens under Adobe Acrobat where you can save it on your hard disk or on the network. Once viewed, you simply close the window to go back to the *Product view* page. The document is not added to your subscriptions list and you will not get the related updates.

To leave this intermediate page without choosing any of both options, simply exit the window by clicking on the cross above right.

## How do I subscribe to a document?

In the *Product view* page, make the right lift go down to view the list of attached PDF documents.

There are two possibilities to subscribe:

Either you view the document first and there choose the option to subscribe to the document (see section *How do I consult a document?*), or you click on the green envelope next to the desired document. This makes a pop up window open telling you that the document is being added to your subscription file. Confirm or cancel to go on.

- In both cases the status of the green envelope changes and the document is being added in your *Subscriptions list*. As soon as the document is updated, an e-mail notification is sent to each user who has subscribed to the document with the latest version of the document in attachment.

To delete a subscription, you can either open the menu *Subscription* and click on the button *Unsubscribe for this product in this language*, or go in the *Product view* page and click on the green envelope next to the concerned document. A pop up window opens and warns you that the document is being deleted from your subscription file. Confirm or cancel to go on.

To leave the menu *Subscription*, click on another menu.



## How do I create a user?

In the *Administration* part of your account, you can manage your users' access. To do this, click on the menu *Users* to open the page listing all the persons who have access to your account.

This page is divided into two parts, the first one allowing you to look for a user via his login or to sort the users according to their group profile (see hereunder). The second part displays the list of registered users (the total number appears in brackets above the list). You can display 10, 20, 30, 75 or 100 items per page.

- In the case of an Internet account, this list grows automatically each time a user registers under your company on PubliChem. The user opens the registration form by clicking on *Create a new account* on the home page of the website. He fills in his coordinates, chooses your company in the drop down list and clicks on *Create account*. An e-mail is sent to his address with the login details and he instantly accesses your safety data sheets. You also get an e-mail telling you that a user created an account under your company.
- In the case of an Extranet account, you have to accept/refuse the user's registration on your account (see section *How do I accept/refuse a registration request?*).

In both cases you also have the possibility to create the users yourself.

User creation procedure: click on the icon *Create user* under the users list.

A form opens where you have to choose the login you will give to the user, to create his password, to fill in an account expiration date (not mandatory), to activate the account status (when not checked the account remains inactive), to choose the group profile of the user and to fill in all his personal data among which the e-mail address on which the account access details will be sent. Click on *Create* to finish.

**CAUTION:** make sure to choose the right group profile for your users:

4 groups are defined: *admin\_company* ; *publishers* ; *viewers*; *passive-viewers*

1. *admin\_company* :  
This group allows the creation of several administrators for a same account. This status allows the user to access all the functions of the account administrator (i.e. create products, add documents, create users, ...).
2. *publishers* :  
This group allows the creation of « limited administrators » who have the right to create products and to add documents but have neither the possibility to add/delete users, nor to delete their own account.
3. *viewers* :  
This group allows creating users who may only consult and download documents.
4. *Passive-viewers* :  
They are like viewers, except that they can't subscribe to products.

**CAUTION:** make sure not to give an admin or publisher status to a client as this will allow him to modify/delete your products and/or your users.

Once the user is created, he instantly gets his login details to access your account and view your products.

To leave the user creation page, click on the orange arrow *Return to users list* under the form.

## How do I accept/refuse a registration request?

If you manage an Extranet account, you will get a registration request by e-mail each time a user registers via the registration form on PubliChem.

Clicking on the link in this e-mail directly opens – once you have logged in on PubliChem – the *Account requests page*.

To view a request, click on the button *View the user account creation request* next to the desired line: another page opens with a form showing the user's coordinates.

Below this form you have the possibility to Accept the user and activate the account or Refuse the user and delete the account.

→ By clicking on the first choice, a message indicates you that an e-mail is sent to the user telling him that his request has been accepted and that his account is activated. By clicking on the second choice, a message indicates you that an e-mail is sent to the user telling him that his request has been refused and that his account is deleted.

If more than one administrator manages the account, they each receive the user account creation request by e-mail. Once an administrator has accepted or refused a user, all the other administrators are informed about the request status and they do not have any possibilities to change this status anymore.

To leave the Accept/refuse request form, click on the orange arrow *Back to the requests list* under the form.

## How do I consult logs?

Logs are tracks of activities that occur on your account. For example, you can track back subscription activities or see the names of connected users, etc.

The logs page is divided into two parts:

The first part is dedicated to the search or sorting of log activities according to:

- *User details*
- *Date (start and end dates)*
- *Context (access, documents, injection, mailer, subscription...)*
- *Action (adding a document, sending a notification ...)*

The second part displays the list of logs. You can show 10, 20, 50 or 100 items per page.

→ You may thus track back the e-mail update notification sent to a user, etc.