USER MANUAL

SAFEUSE™

VER.6.2

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1. LOGGING ON

The link for logging on to SafeUse™ can be found on the Essenticon AS website:
www.essenticon.com or can be accessed directly at: safeuse.essenticon.com

To access SafeUse the following must be completed on the log-in screen:

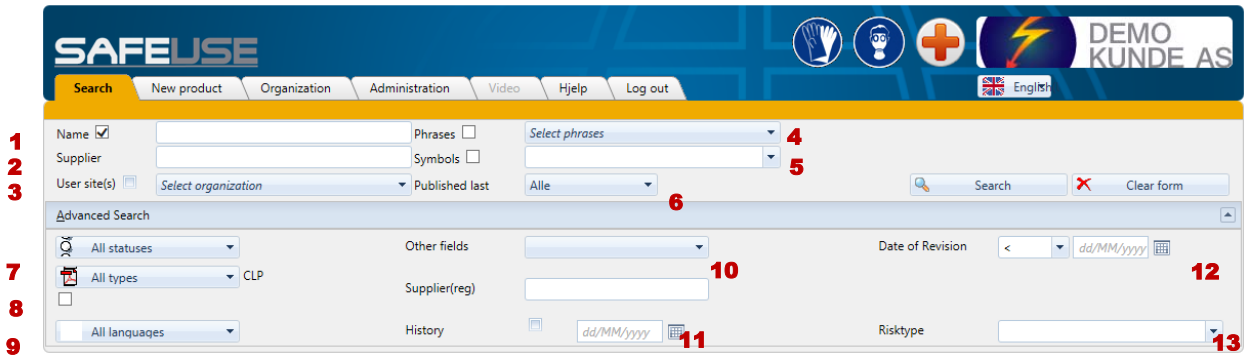
Language : SafeUse™ version 6 can be viewed in Norwegian, English, Portuguese, Latvian, Danish and Swedish.
User name : assigned by Essenticon or administrator.
Password : assigned by Essenticon or administrator.
Customer log in: assigned by Essenticon.

SafeUse is module-based and therefore not all content is visible to all customers. Contact us or your company's SafeUse administrator if you wish to expand your SafeUse.

TIP!
We recommend placing a direct link for reader users on the company's intranet or website so they have direct access to the index of materials and do not have to log in with their user name and password. Contact support or your administrator if you wish to create a direct link.

2. SEARCH (ADVANCED SEARCH)

As of 2012 the database in SafeUse™ consists of approx. 50,000 original safety data sheets. These are in several languages, but the majority are in Norwegian. As a customer and user of SafeUse™ you have access to all these safety data sheets.
The search module is accessed by clicking "Search" in the top menu in SafeUse. This is where you search for the safety data sheets you wish to add to the company's area in SafeUse.



The following search criteria are available:

1. NAME - Enter all or parts of the name of the product. Fewer characters produce more hits!
2. SUPPLIER - Enter all or parts of the name of the supplier of the product.
3. ORGANISATION – Search for safety data sheets at one of your locations (see also pt 2.6)
4. RISK PHRASES - Search for safety data sheets containing the chosen risk phrases. (see also pt 2.3)
5. HAZARD SYMBOLS - Search for safety data sheets containing the chosen hazard symbols (see also pt 2.3)
6. PUBLISHED IN THE LAST – Search for safety data sheets published in the last
   - Week - 2 Weeks - Month - 2 months - 6 Months – Year

You must click on the "Advanced search" menu line to open advanced search!

7. STATUS - Search for safety data sheets with a chosen status (see also pt 2.1)
8. DOCUMENT TYPE – SafeUse only searches in safety data sheets as default, but if other documents have been entered in your organisation you can search these.(see also pt 5.1)
9. LANGUAGE – Search for safety data sheets in a chosen language
10. OTHER INDEXED CONTENT - Search Health hazard, environmental hazard and safety hazard categories and search owner
11. HISTORY - Search history (see also pt 2.2)
12. REVIEW DATE - Select in drop-down menu: Less than/greater than/ Between and select date
13. RISK TYPE – You can search by risk type – for example toxic or reproduction hazard.

All search criteria can be combined as desired. Set the criteria and activate the "Search" button.
Example: You can search for all products with hazard labelling "Fire hazard" in the desired location. This is done be selecting search criteria in fields 3 + 13 before clicking "Search".

Click "Blank form" to remove all previous search criteria and start a new search.
A description of how to add safety data sheets in your company can be found in chapter 3.

TIP!
Try several searches before adding a new safety data sheet!
If you do not get a hit when you write the whole word search on parts of a name/supplier.

2.1 Status

In SafeUse™ quality assurance of safety data sheets is made visible by colour coding.
The relevant colour codes and descriptions in SafeUse™ are as follows:

Status	Colour	Description / requirements / condition
Approved		• The product is for sale; • The indexed information is correct with regard to the information on the safety data sheet.
For checking		• Essenticon checks for updated safety data sheets for the product.
Expired		• The product has expired / the product is no longer for sale.
Not approved		• Errors have been found in the safety data sheet.
Customer generated		• Customer has entered the safety data sheet; • As long as the status is blue the customer itself has access to the indexing picture. When Essenticon has quality assured the safety data sheet the status is changed.
Gold	**G**	• Essenticon has quality assured the content of the safety data sheet in relation to relevant legislation and approved it; • Performed when ordered and is only shown to customers who buy the service.
Black Gold	**G**	• Essenticon has assessed and quality assured the content of the safety data sheet in relation to relevant legislation and rejected it; • Performed when ordered and is only shown to customers who buy the service.

Colour codes indicate the status of the safety data sheet and can be used as a separate search criteria.
Always select safety data sheets with green status when adding one in your organisation.

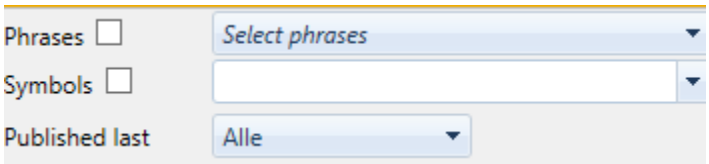
2.2 History

By checking "History" (and thereby automatically also "Own organisation") it is possible to find which safety data sheets have been used in your own organisation.
This search can be finely adjusted by selecting which part of the organisation, and a from date.

History is automatically generated in SafeUse when there are changes to the use of safety data sheets or changes in the organisation. If you specifically wish to remove all references to a safety data sheet in your own organisation, find the safety data sheet, select it and click "Place in Archive". It will then be removed from all user locations in your own organisation and placed in history.

It is important to note that history shows more than just products that are no longer in use!
History also retrieves information about products that have been moved.

2.3 Search for hazard symbols and risk phrases



Allows you to search for safety data sheets with selected hazard symbols or selected risk phrases
By checking the box next to the drop-down menu you can turn the search into an "or search", i.e. you can search with several separate phrases instead of a combination of all selected phrases.
Define the hazard symbols or risk phrases you wish to search for by selecting from the list. When all the desired hazard symbols / phrases have been selected click outside the drop-down menu and click SEARCH.

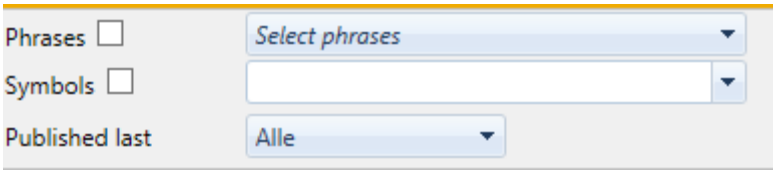
Where CLP labelling has been entered this can also be searched for.

2.4 Languages/Statuses

Here you can restrict a search to safety data sheets in a selected language.
Check the check box for language, select the desired language from the drop-down menu and then click SEARCH.

You can also search by the status of the data sheet (see point 2.1). For example, use this search to find data sheets on all products which are no longer for sale (grey status).

2.5 Published in the last …

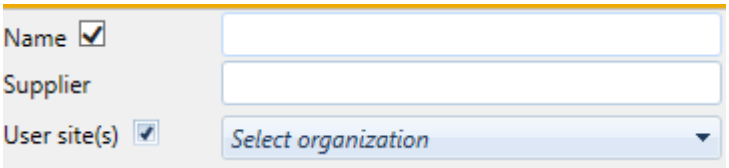


You can search for safety data sheets published within a given time period prior to the current date. This functionality can be very useful in association with maintaining paper binders.

Searches for safety data sheets which have changed colour status, Publication date, revision date and safety data sheets which have undergone quality control.
You can choose between :
- Last day
- Last week
- Last 2 weeks
- Last months
- Last 2 months
- Last 3 months

2.6 Search in your own organisation

You can choose to search within your own safety data sheets rather than in the entire SafeUse database.

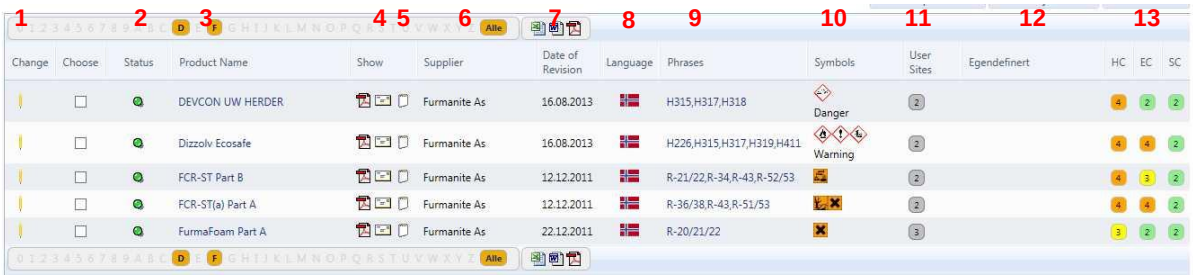


This is done as follows:
- Check the "User site" box;
- Open the menu with your folder structure;
- Select the desired folder where you will search.

3. SEARCH RESULTS

3.1 The search result

This is where you search for the products you wish to add to your organisation (see chap. 2).
The search result shows the following:



The following is shown in the results picture, from left in the screen image:

1. Editor: Editing of self-defined fields (see point 3.7)
2. Status of the product (see also point 2.1)
3. Name of product/chemical
4. Mail function – send a safety data sheet direct from SafeUse to the recipient (opened on request)
5. Notes (see also point 3.2)
6. Name of product supplier (producer or importer)
7. Revision date as indicated on the safety data sheet
8. Safety data sheet language
9. Risk phrases which apply to the product
10. Hazard symbols which apply to the product
11. Indicates the number of places in which this product is used in your organisation. Click the number to see where the product is used in your organisation
12. Custom fields – ecotoxicological documentation. Used for offshore chemicals (opened by Essenticon on request from customer)
13. Classification of: HEALTH HAZARD, ENVIRONMENTAL HAZARD and SAFETY HAZARD (see point 3.4)

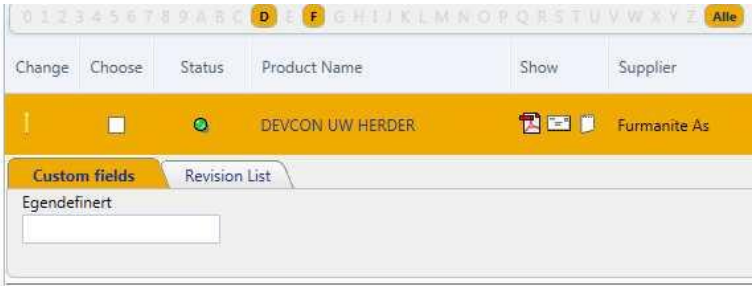
The functionalities in most columns can be sorted by clicking on the heading (falling/rising).
In addition the customer can enter their own user-defined columns which can be the name and content desired by the customer. Read more about this in Chap 6. Some columns can also be hidden for selected user groups – read more in point 6.4.

3.2 Notes

This field can be used to write internal notes or messages on the selected safety data sheet.
The notes are linked to the individual customer and can be added by superusers in the organisation. Work notes are typically linked to use of the product.

3.3 Edit a product: Self-defined fields, environmental audit and revision list.

Here you can edit information which is entered in self-defined fields (see point 6.4), enter an environmental audit for the product (see point 3.8) and see an overview of the revisions of the chosen product.



3.4 Health, safety and environmental hazard categories

On the basis of a matrix produced by our consultants SafeUse can show how "dangerous" a product is in relation to health, the environment and safety with the help of values from 1 - 5 and colours. The matrix is based on the risk phrases and the labelling of the product in question and quickly alerts the user about substances that require extra attention.
Be aware that the categories are not an actual risk assessment affected by both method of use and volume.

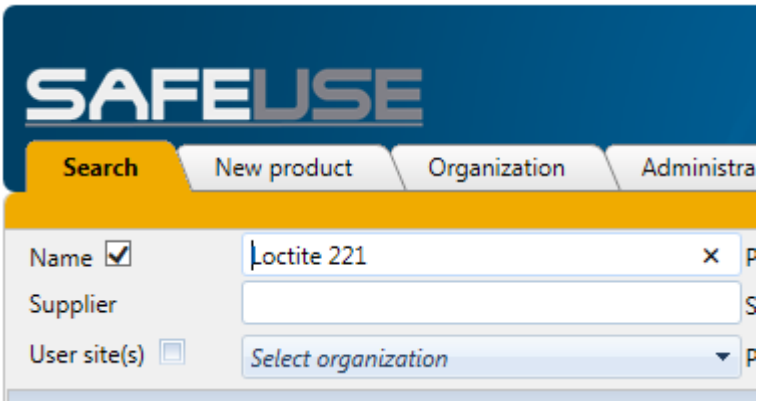
Category 1	Category 2	Category 3	Category 4	Category 5

3.5 Print out product list

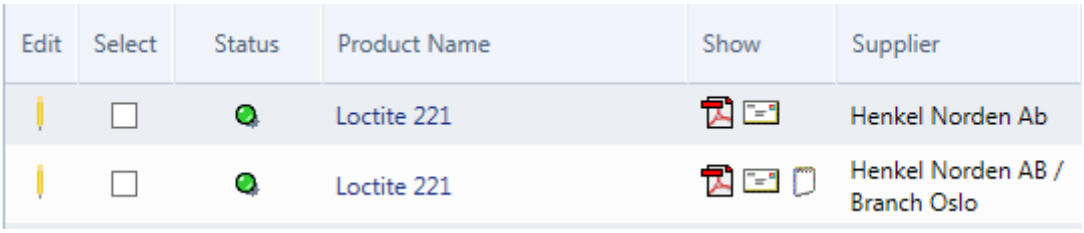
After performing a search the result of the search can be printed as a list.
Click on the symbols for Excel, Word and PDF to print lists direct to these programmes.

3.6 Adding safety data sheets

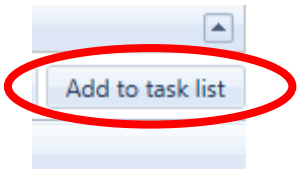
This is the method for adding a safety data sheet to your index of materials. SafeUse contains over 50,000 safety data sheets and your safety data sheet is probably already in it. Read Chapter 5 to learn more about how to enter safety data sheets which do not exist in SafeUse.



1. Find the desired product on the "Search" tab

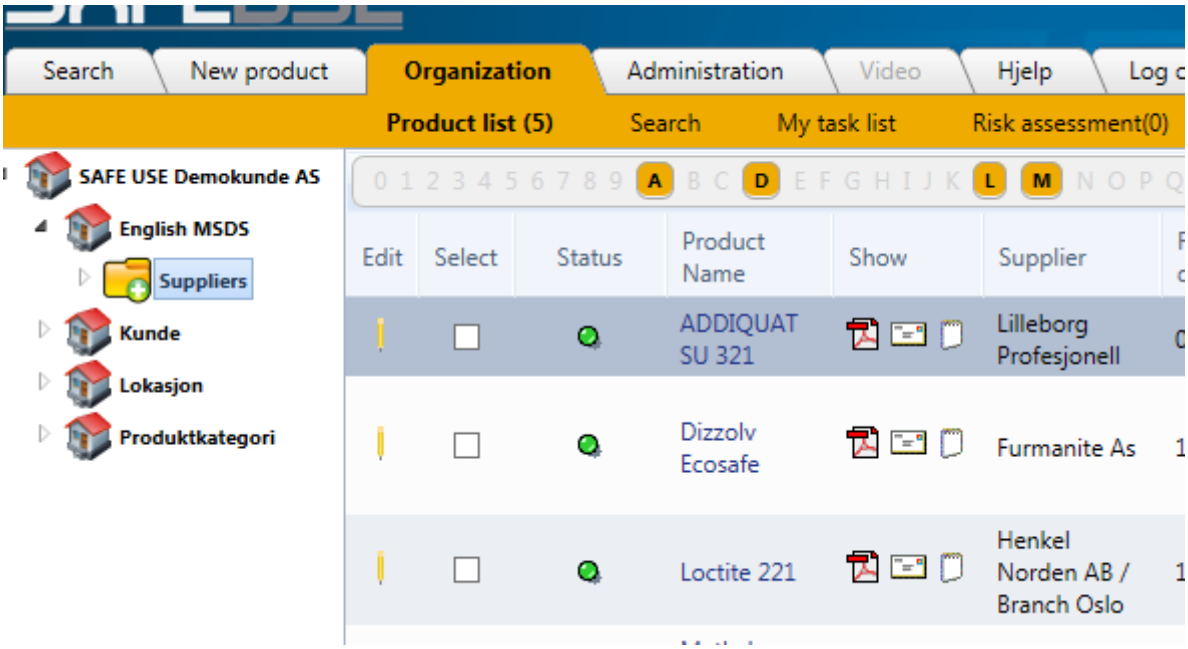


2. Check the desired product in the search result in the "Select" column

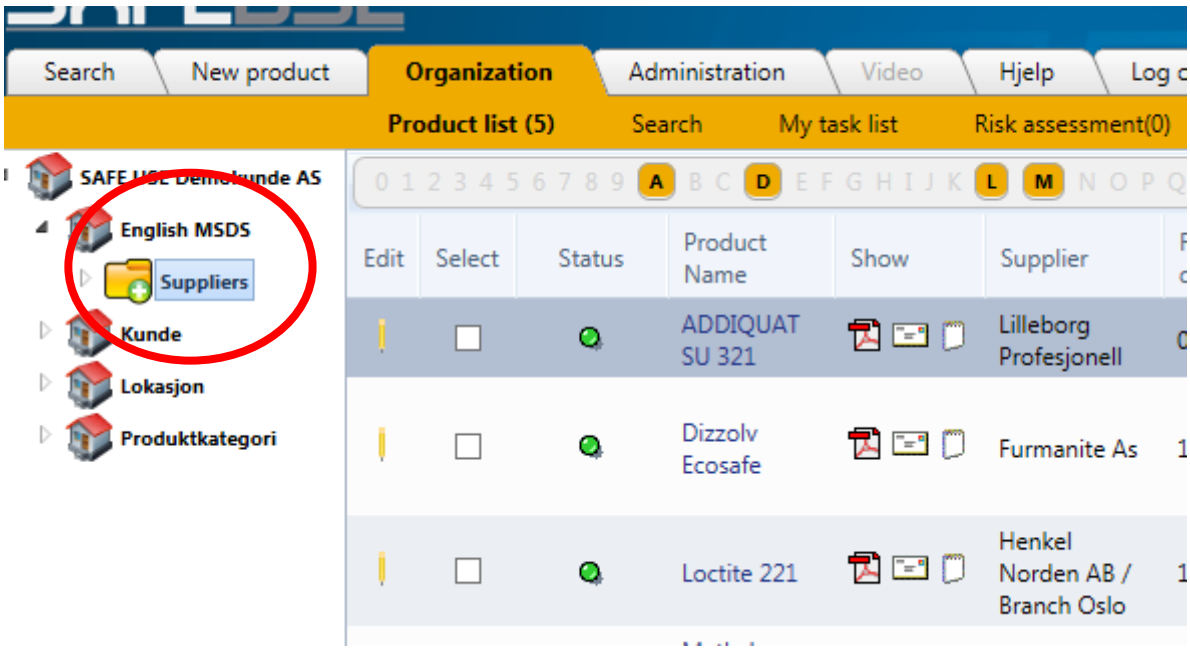


3. Click the "Add to task list" button

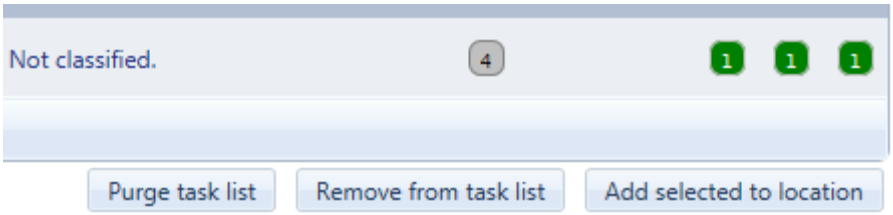
Repeat this until all the desired safety data sheets have been added to the list.



4. Enter the Organisation module and select "my task list"



5. Select the folder to which the data sheet is to be linked



6. Check all the desired products in the work list.
7. Click the "Use selected to location" button to link the data sheets.
You have now successfully added the datasheet(s) to the chosen location.

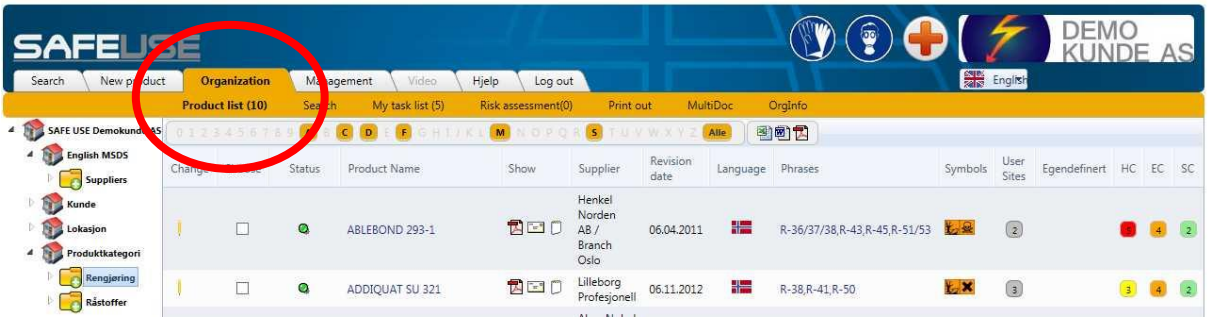
3.7 Send safety data sheet by e-mail direct from SafeUse.

It is now possible to send the safety data sheet direct from search module. Click the envelope, write the recipient's e-mail address and send! You can choose between sending the safety data sheet as an attachment or as a link to SafeUse.
If this function cannot be seen for your company please contact us and we will open it.

3.8 Environmental audit

You will soon be able to enter the environmental audit for your chemicals. This function is being developed and will be described in more detail in the forthcoming user manual.

4. ORGANIZING SAFETY DATA SHEETS



In this part of SafeUse you find all your safety data sheets.

The folder structure, which has been constructed according to your company's needs, can be found on the left-hand side. Click the desired folder to bring up the product list which shows all the products which are in use in this location.

The folder structure is constructed and maintained by the administrator in the company or by Essenticon by entering into an agreement (see Chapter 6).

NOTE: When the folder appears as a small house this indicates that this is a *front page* with content/info comprising practical information, for example contact information for the person responsible for HSE at the company. These folders do not contain safety data sheets.
Only administrator can change the front page.

The data sheets are located in the folders further down in the structure.

Open the folders by clicking the little triangle to the left of the folder.

4.1 Product list - list of safety data sheets in your organisation

Product list is an overview of safety data sheets entered for the individual locations in your organisation. Administrator or Essenticon AS builds the organisational structure on the left-hand side, which is customised for each individual company (see chap. 6 for further information).

***Yellow labelling* on the product indicates a change to the data sheet.** There may be several types of changes:

- the data sheet has recently been added to the organisation.
- the data sheet has been updated with a new revision (new info).

Regularly printing the products with yellow labelling is a simple way to keep your statutory paper-based index of materials up to date. The product is labelled with yellow for 30 days before the labelling is cancelled.

You can print your product list straight to Word, Excel and PDF by clicking the buttons at the top of the list.

4.2 Deleting a product from a location

If you wish to delete a safety data sheet from a location you mark it by checking the box in the "Select" column for the desired product and then clicking ***Delete selected from location.*** This deletes the safety data sheet from the location. If the same product is used in several places it is only deleted from the folder you are in.

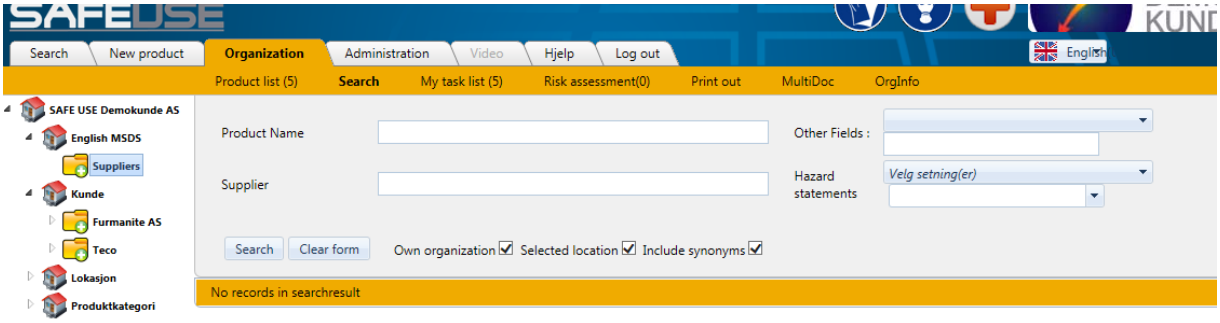
4.3 Deactivate/activate product

To deactivate a safety data sheet you select the desired product and click ***Deactivate.*** Products which have been deactivated are marked by being struck through.
This functionality can for example be used if a product is **temporarily absent** from the location or for products which are awaiting approval or being phased out. Must not be confused with deleting a product (see point 4.2)
If you want to activate the safety data sheet again select the product in question and click ***Activate.***

4.4 Enter task list from own organisation

You can also add products which are already entered for your organisation straight to the task list to link them to other locations in the organisation.

4.5 Searching for a product in your organisation



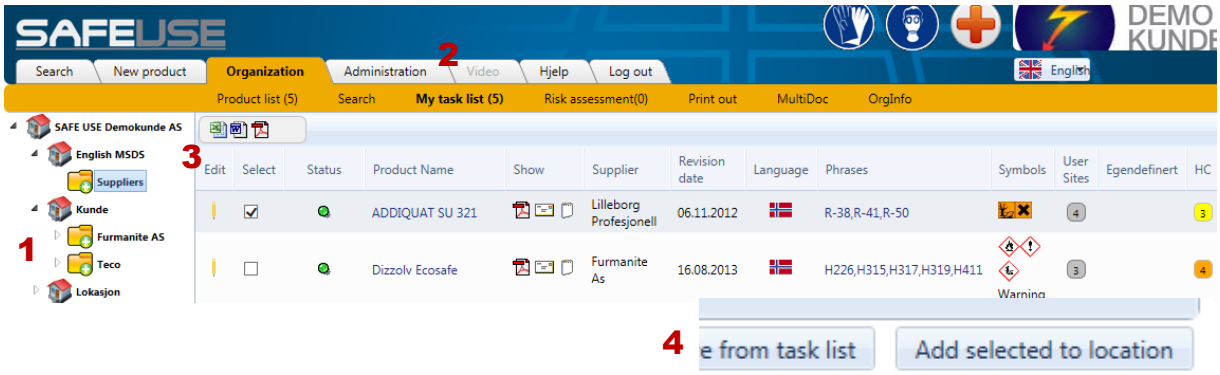
This functionality allows you to find safety data sheets in your own organisation. You can search for:

- Product;
- Supplier;
- Health, Environment and Safety hazard category;
- Risk phrases;
- Self-defined fields (see point 6.5), for example product number, material number or other internal company information.

The box next to "Own organisation" must be ticked in order to search within your own safety data sheets. If you do not have this function contact Essenticon.

4.6. Add product/My work list

The work list contains all the safety data sheets you have added in advanced search (see chap. 3).
This is how to add products in your organisation:

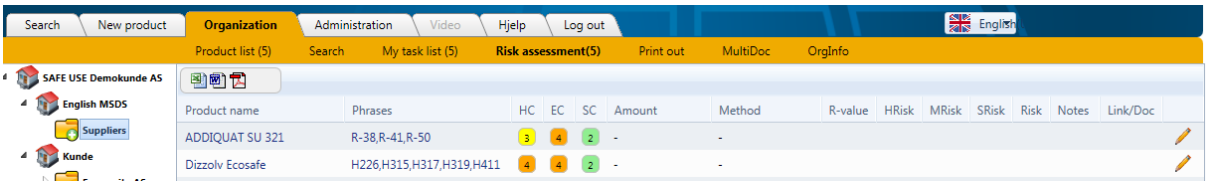


1. Open "Organisation" and select the folder which will contain the desired product(s);
2. Select "My task list", which now contains all the safety data sheets you have found and added as well as those you have entered yourself;
3. Check the products you wish to add to the selected folder;
4. Click on "Add selection to location".

Repeat this procedure until all the desired safety data sheets have been added to the desired locations. When the work has been completed you can choose to clear the work list completely or to delete individual safety data sheets.

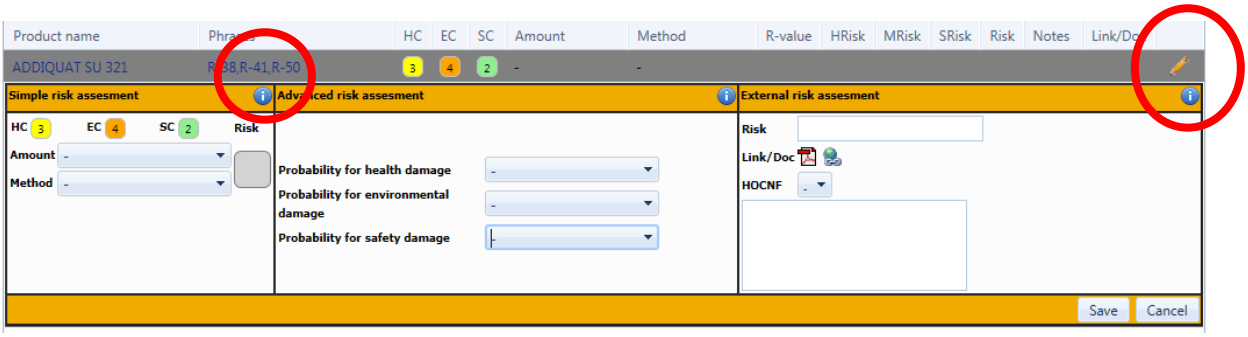
TIP!
Find all safety data sheets you wish to add and place them in the work list before selecting **location.**
ALWAYS USE SAFETY DATA SHEETS WITH GREEN (APPROVED) STATUS!

4.7 Risk assessment



The risk module in SafeUse makes it possible to perform risk assessments of the products at the relevant levels in the organisation.
Please note that this is a mapping and assessment of chemical health hazards. It does not involve fire and explosion hazards.

Click on the pencil in the column on the right-hand side to start the risk assessment.
If this part of SafeUse is not visible to your user contact support.



Basic risk assessment
Open the explanation of methods of use by hovering the cursor over the "i" symbol and then moving it over the explanation.
- First select the volume to be used. Remember that the volume stated is for the LOCATION you are in, not for the whole product in general!
- You then choose the method of use for the product;
- Click on Save and SafeUse calculates the risk value.
Together with the risk phrases for the product the values stated for volume and method of use will form the basis of the calculation of a risk assessment. The scale is from 0 - 140, with 140 representing the highest risk.

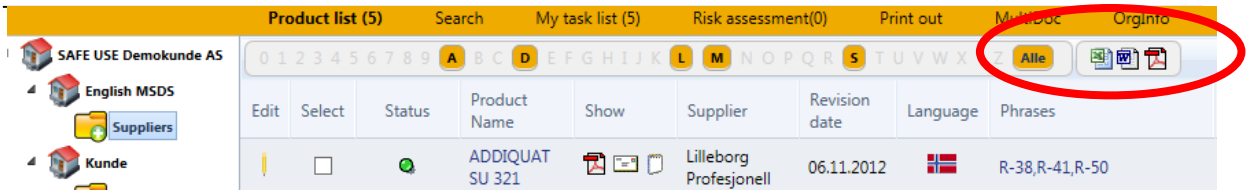
- How to use the risk assessment/the idea behind the calculation

It is important that you decide for yourself what kind of risks you must be aware of.
We attempt a simple explanation:
- If you are farming fish you will probably focus strongly on not having products which are very dangerous to the environment. If you run a car workshop you will probably not regard having a spray with environmental labelling on a shelf as a risk.
When used in this way this risk-assessment model will also be a simple tool for substitution assessment (i.e. assessing replacing "hazardous" chemicals with less hazardous ones).

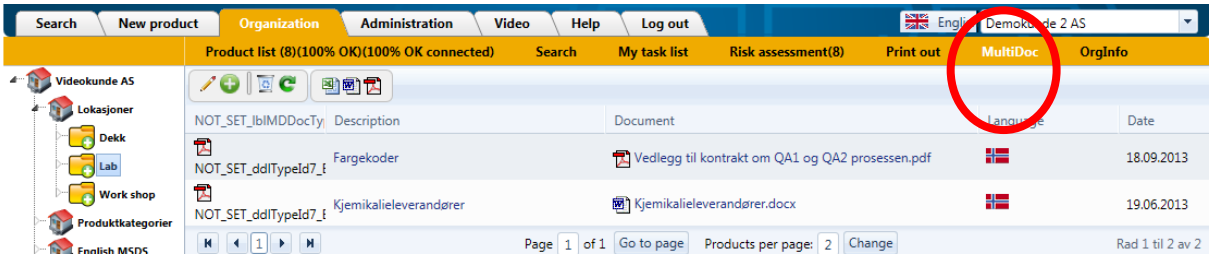
Advanced risk assessment:
It is also possible to conduct a more extensive risk assessment in SafeUse and to enter external risk documents and links to other pages about this. Contact support for an explanation of this.

4.8 Reports/Lists of data sheets at location(s)

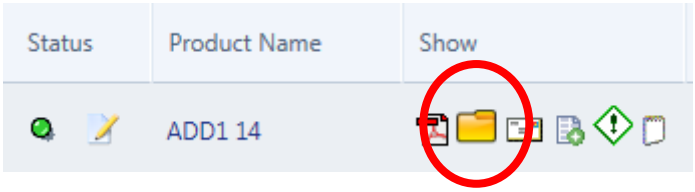
This functionality makes it possible to print out a list of all safety data sheets which are linked to a selected location or for all safety data sheets which are linked to the organisation.
Just select the wanted location and print to Excel, Word or PDF file. Note that you must choose “All” to print the whole list with all products.



4.9 Multi document



You will have access to Multidoc via the product list and through separate MULTIDOC menu.

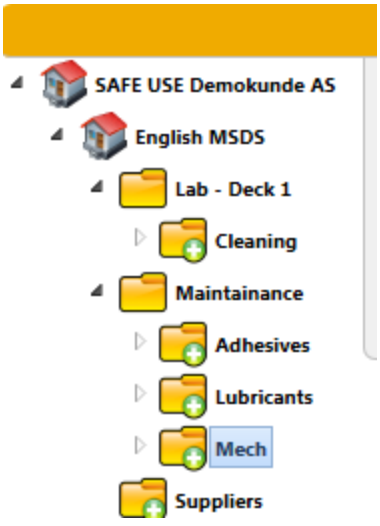


Here you have the option of entering documents which are linked to safety data sheets or other relevant HSE documentation which will be accessible to the other users in the company.
Click "Add" to begin adding a new document. Three fields then appear:

- 1. Description (write brief information about the document here);
- 2. Language (Norwegian is Default);
- 3. Document – click on ”Retrieve document” and then browse to the document which is saved locally on your PC.

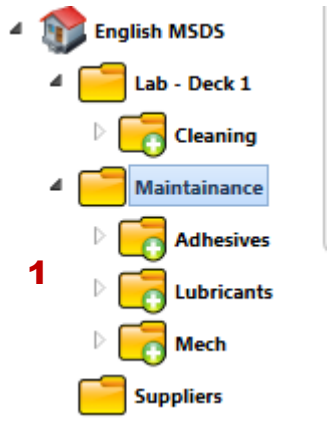
You now select the desired document, click "Open" and finish by clicking "Save".
You can add most standard file types such as Word, Excel and PDF files.

4.10 Organisation – folder structure for your safety data sheets



In SafeUse you can create an organisational structure that corresponds to the structure of your own company/organisation. This makes it possible to organise/link safety data sheets or products to the various "departments" in the organisation, indicating where the products are in use.

4.11 Add or change a folder/department

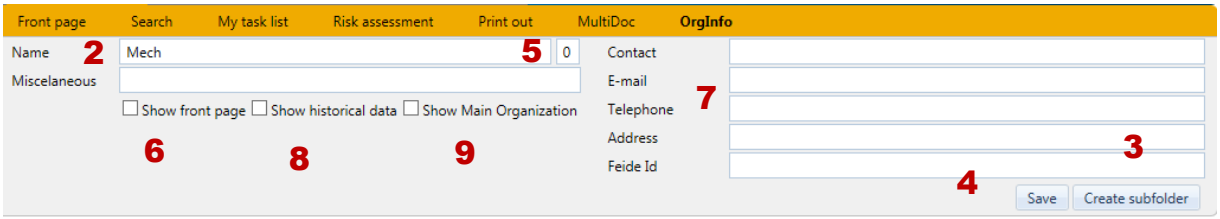


The structure of SafeUse functions in the same way as the folder structure in Windows – with main folders and sub-folders. Essenticon sets up 1 main folder when an agreement is entered into. After this you are free to build up the folder structure to your own requirements.

To add a new department:

- First select the folder in which you wish to create a sub-folder (1);
- Write the desired name of the folder in the "Name" field (2);
- Click "Create subfolder" (3).

You then get a new department below the folder which is selected in the organisational structure. You can also choose to enter other relevant information about the department.



If you want to change the name of the folder rather than creating a new folder click "Save" (4).

The organisational structure is automatically arranged in alphabetical order, but if you want it to be sorted in another way you can control this by entering consecutive numbers in the field next to "Name" (5). The structure will then arrange itself in numerical order.

Show front page (6)

Here you can use a location/department as a "front page" for users who log in, where you can enter a logo, information about the company and other relevant information for the users.
Clicking "Edit front page" brings up an editor where desired content can be added. Contact support if you require help with this function.

Info on lists (7)

Here you can also include contact information, for example for HSE officers. This information will then appear on the reports/list you run off (see point 4.8).

Show historical data (8)

Creates a folder that shows all history for your chemicals. Read 4.13

- Show main base (9)

Only used by Essenticon when setting up a new customer.

NB!
Sometimes the change does not immediately appear in the structure when you click on "Save" or "Create..." You can get round this simply by selecting "My organisation" in the top menu again. The information will then be read from the database again and the screen image will be updated.

4.12 Removing a department

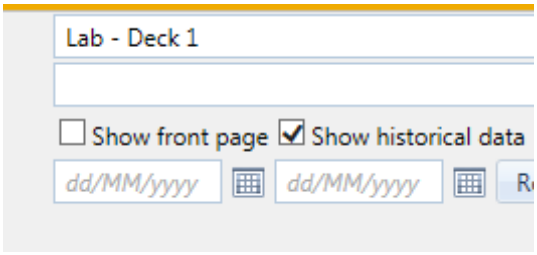
First select the folder you wish to remove and right-click with the mouse. Then select "Remove department". This removes the selected folder and all content.

You will be asked to confirm deletion and you must click "Yes" before deletion is performed.

The department does not disappear physically but is terminated with today's date. This safeguards historical information and makes it possible to correct accidental errors. If an accident happens anyway then it is important that Essenticon is contacted as soon as possible. Do not attempt to recreate a large organisation manually. It is actually possible to retrieve the information again. It is not deleted, just invisible.

NB!
It is EXTREMELY important that you are certain that you have selected the right department / folder before you confirm deletion.
Before final deletion you will receive a message asking you to confirm deletion of the folder. The name of the folder you are deleting appears in the message and it is therefore extremely important that you read the message before confirming deletion.

4.13 Show historical data



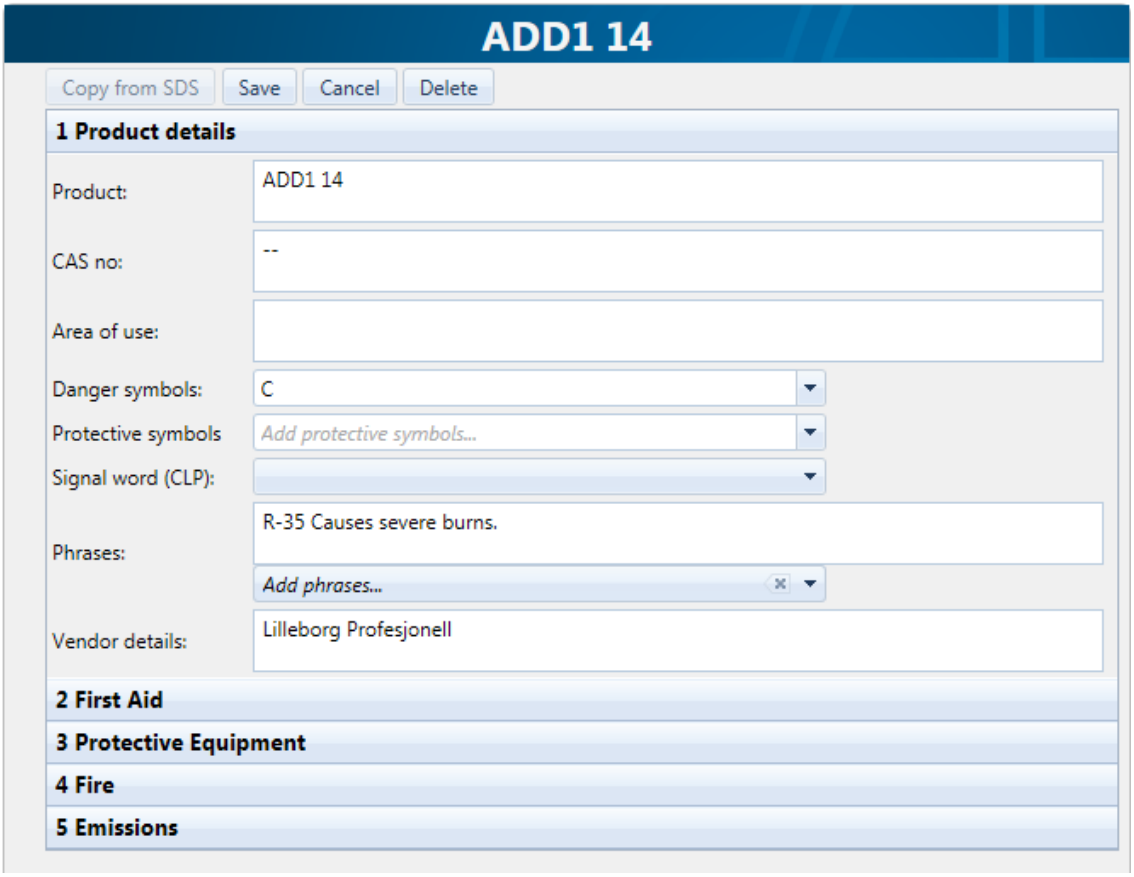
You can create a folder which shows an overview of all the changes made to the chemicals in your organisation. Here you will find both products that have been taken out of use and products that have been moved.

- Create a folder for history in the same way as a "new folder" (see point 4.11), but check "show historical data" and enter data intervals for displaying history;
- Click "Create subfolder" to create a separate folder with history.

4.13 Short version SDS

SafeUse has a module for creating a short version SDS/one page safety sheet. Its prepared by the customer based on information obtained from the SDS, partly automatically and partly manually. The information recorded is only available in own organization and not available to other users (customers) of SafeUse.

It's easy to prepare safety sheets if you have access to information directly from SDS located in SafeUse. If one has access to this module in SafeUse it will be displayed with the following symbol: The green plus symbol indicates that it is possible to add the one page safety sheet. If the green plus symbol does not appear it means that it is already registered data safety sheet to this product. Click the icon to create, edit and print protection sheet.



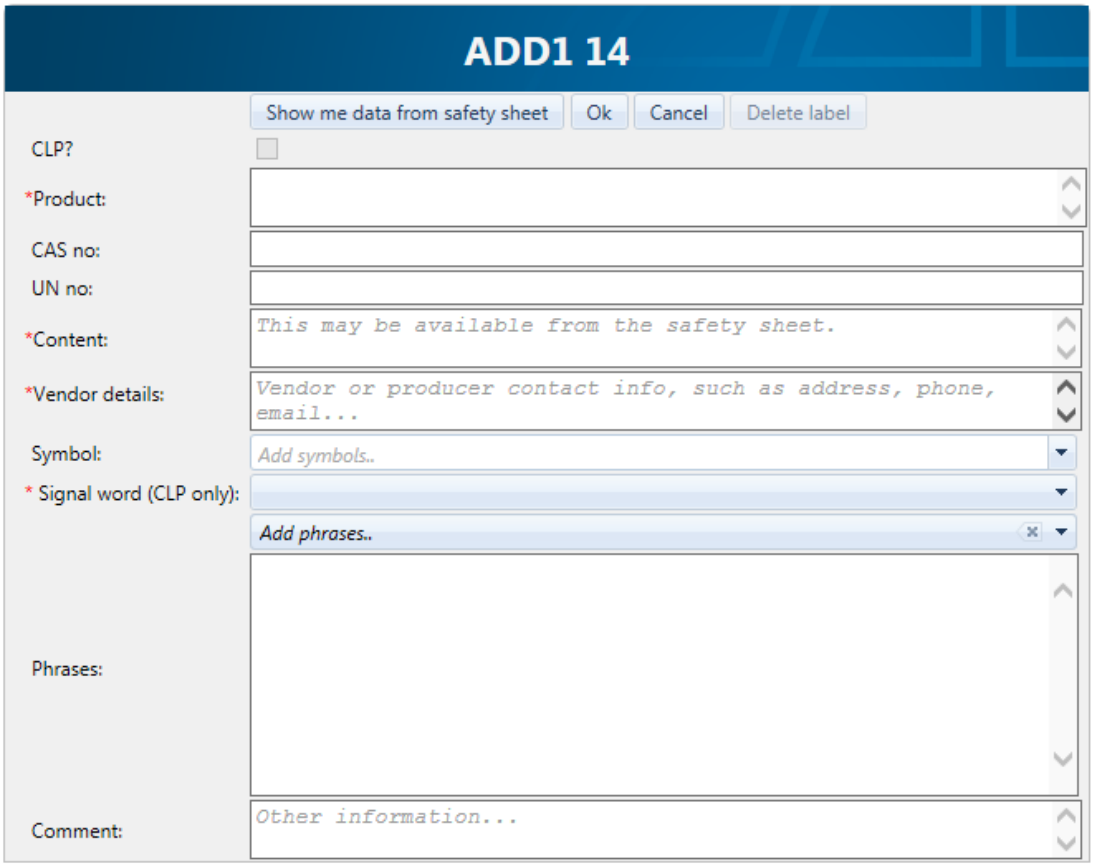
Registration consists of 5 parts where it is up to the user to decide the content. The information in the first part can be retrieved directly from from information registered in SafeUse and then modified according to your needs. Much of the information that can be detected in the 5 images found in the SDS, so we recommend that you copy directly from the data sheet and to record the image.

Click "Save" to finish. Next time you click on the symbol will be prompted to choose whether to edit the information in safety data sheet or print it.

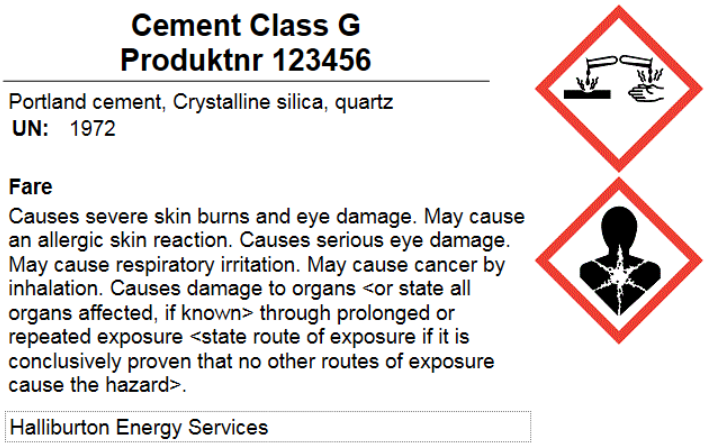
4.14 Label

It is possible to print labels based on information that is registered in the SDS. The label will be prepared by the customer based on information obtained from the SDS, partly automatically and partly manually. The information recorded is only available in own organization and not available to other users (customers) of SafeUse. Note that Essenticon has no responsibility for content on the label. If you have access to label module SafeUse displayed with the following symbol: The green plus symbol indicates that it is possible to add a label. If the green plus symbol does not appear it means that it is already registered a label for this product.

Click the icon to create, edit and print a label. The module supports two report formats, either A5 or A6 sizes. To use these copy the contents of the report and paste it into your own label report solutions or Microsoft Word label templates. To edit the content of labels use this screen:



Below is an example on how a label can look like:



5. NEW PRODUCT

As of 2013 SafeUse contains approx. 50,000 safety data sheets. If you cannot find the safety data sheet for the desired product you can enter one yourself.

It is important that you are aware of what you are entering. Safety data sheets which are 10 years old are no longer valid under the applicable regulations and should not be used. Help us to keep the database updated by ensuring that you have obtained the latest safety data sheet from the supplier before you enter it in SafeUse.

Before the safety data sheets become accessible to other SafeUse users they are reviewed by Essenticon's consultants, who check whether the indexed information is correct in relation to the information on the safety data sheet. They do not check the content of the entire safety data sheet as this is an additional service which can be ordered by the customer.

A safety data sheet entered by a customer is not approved if it has omissions or errors. It has blue status as long as it has not been reviewed. After review the safety data sheet is given green or red status, depending on whether or not it is approved. (Read more about status in chap. 3.)

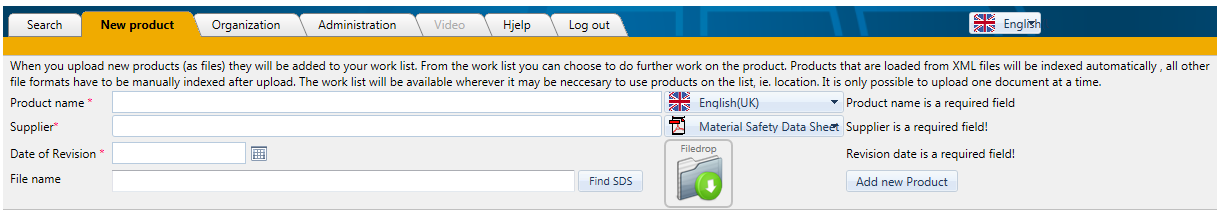
It is only possible to upload one document at a time. Only PDF file types are allowed for safety data sheets, protection sheets and transport accident maps. Word, Excel and PDF file types are allowed for risk assessments, exposure scenarios and dossiers.

NB!
There is a size limit on the files which can be entered. It is 2MB.

5.1 Indexing

As no computer programmes normally can search the contents of a document key data must be made available for searching when a safety data sheet is entered in SafeUse™. This is called indexing. The safety data sheet in question must first be saved locally on your own computer.

NB! Always search for a similar datasheet before you upload a new one!!



The following compulsory information must be entered in order to upload a new safety data sheet to SafeUse™ :

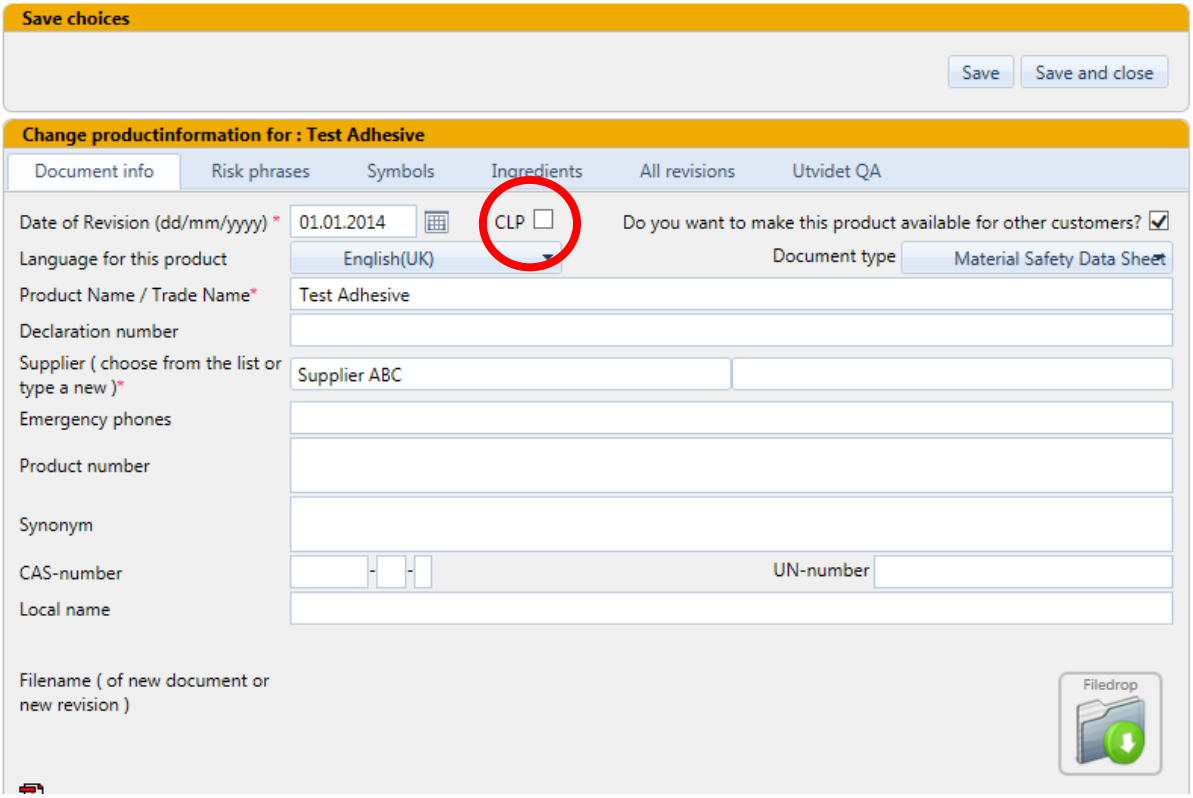
- ***Product name:*** The product name you enter **MUST BE IDENTICAL** to the name the supplier has stated on the safety data sheet. It is best to copy it from the safety data sheet into SafeUse;
- ***Supplier***: The name of the supplier MUST BE IDENTICAL to the name on the safety data sheet;
- ***Date of revision:*** You can choose either to enter the review date - dd.mm.yyyy, or open the calendar next to the date field and select from it;
- ***Language:*** Select from the list if the safety data sheet is in a language other than Norwegian. Norwegian is the default language;
- ***Type of document:*** Safety data sheet, protective sheet and transport accident map, risk assessment, exposure scenario and dossier. Safety data sheet is selected as standard.

When this information is entered:

- Click the "Find SDS" button to find the document on your PC or drop your file directly in the “Folder-icon”
- Select "Add New product";

SafeUse will now save the information, upload the file and open the indexing picture for the safety data sheet.

If the safety data sheet is in CLP* format you must check this in the indexing picture. ***(1) This will let you index CLP phrases.***



*** CLP is the new classification system. The classification in section 2 of the safety data sheet has H-senteces an new type of pictograms . (Also see page 20)**

5.2 Risk phrases/Hazard phrases

The risk phrases which must be indexed in SafeUse™ are to be found in point 2 of the safety data sheet, never in point 16.
The risk phrases in point 16 are an overview of all hazard phrases at ingredient level – and do NOT apply to the final product.
Example: Pure nitric acid is highly corrosive, while 0.5% nitric acid in solution will not be labelled as corrosive.

CLP phrases and R phrases are located behind their respective tabs.
Do the following to register R-phrases and H-phrases:

- Key in the number of the phrase in *Quick search for risk phrases;*
- Find the correct risk phrase;
- Click the down arrow or double click the desired phrase;
- Repeat this process until you have added all phrases, then select "Save".

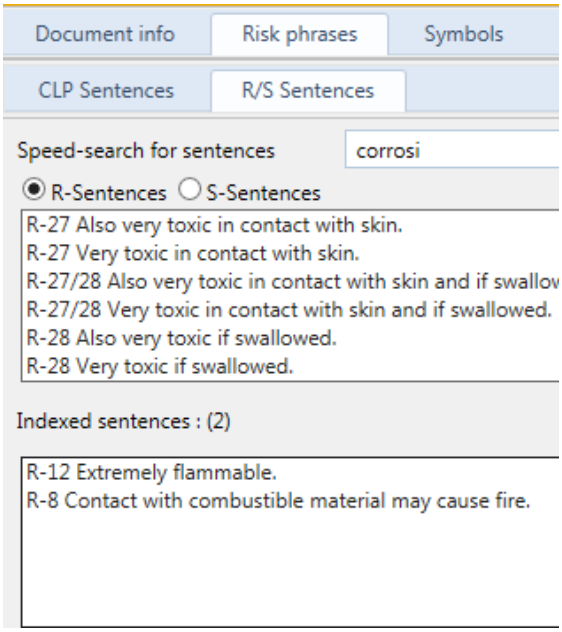
The selected risk phrases are now displayed in *Indexed phrases.*
If the product does not have R or H phrases select the phrase "Not classified".

5.3 Hazard symbols/Hazard pictograms

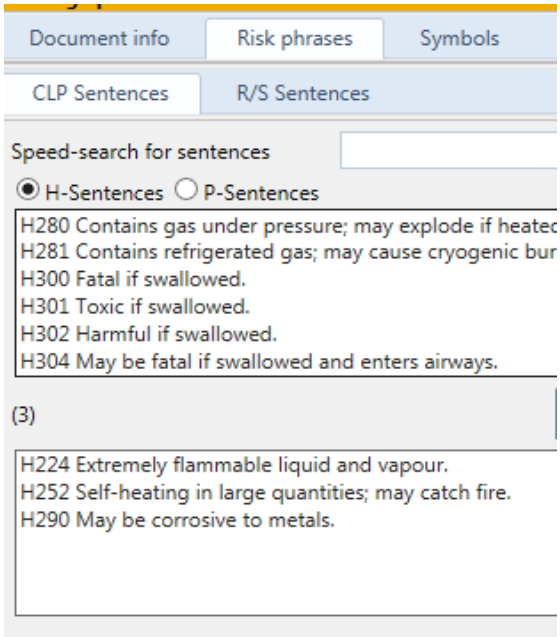
You may now index the hazard labels on the "Symbols" tab. These can be found in section 2 on the safety data sheet.
CLP pictograms and old hazard symbols are located behind their respective tabs.
Do the following:

- Check the hazard labels you find in point 2 on the safety data sheet;
- Select warning statement (only applies to CLP);
- Click save and close.

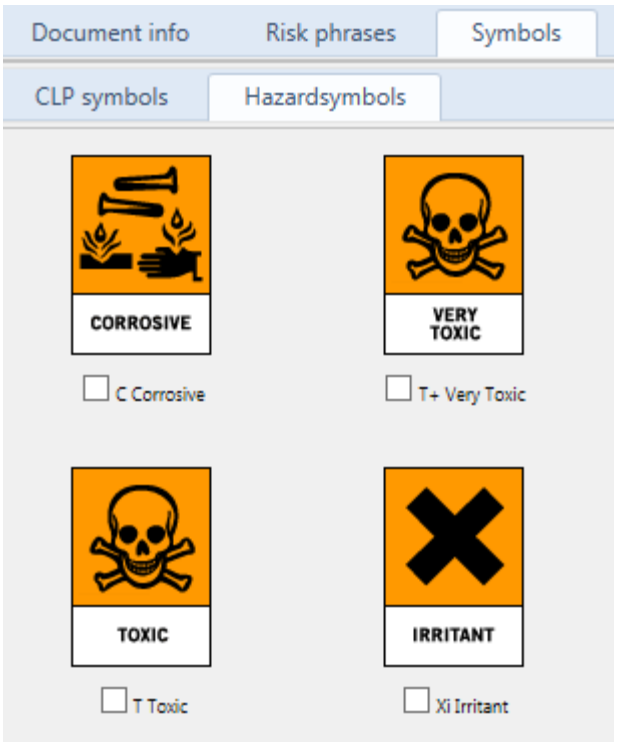
NEW CLP CLASSIFICATION



NEW CLP CLASSIFICATION



OLD DPD CLASSIFICATION



NEW CLP CLASSIFICATION

5.4. Ingredients, revisions, expanded QA.

These functions in the indexing picture are not in use at this time.

6. ADMINISTRATIVE TOOLS

As administrator you can administer your users/user groups yourself. In this part of SafeUse you create users and user groups and decide what access rights they have.

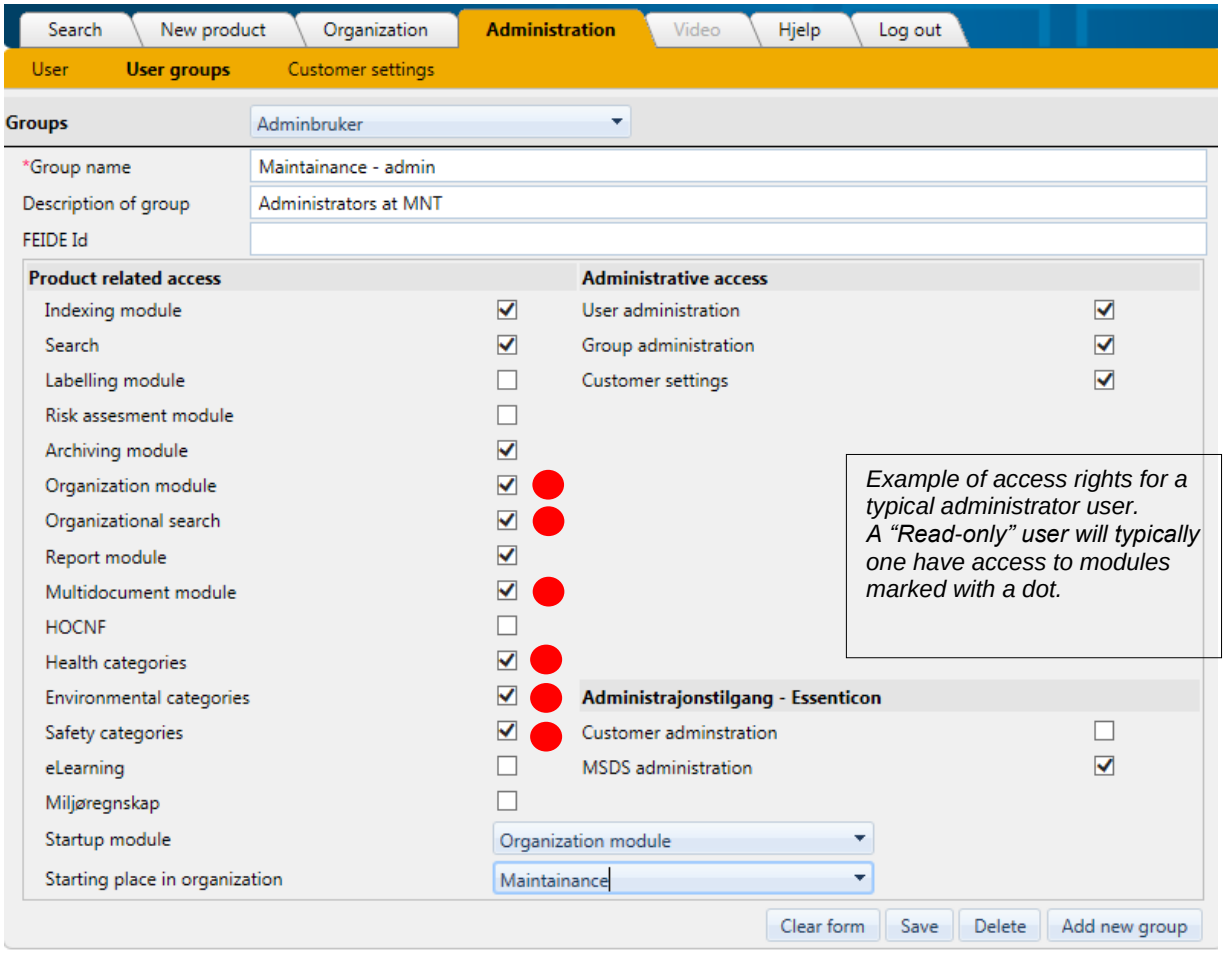
Remember that every user must be linked to a user group. A typical user group is "Reader", which only has access to open safety data sheets in the index of materials, or "Administrator", which has rights to change entries. If you have not created any user groups you must do this before you create users.

NB!
You must create user groups before you create users – these two must be linked to each other.

6.1 User groups

"User groups" defines access rights for the users. To create a user group do the following:

- Key in a group name, and a description of the group;
- Check the rights the group in question is to have (see the explanation about modules in point 6.2);
- Click "Add new group" to create a new user group with the selected settings;
- Click "Save" to save changes to existing user groups.



Under "User groups" you can ensure that users at all levels can only see the information they require.

START-UP MODULE: Click on the drop-down menu in the "Start-up module" to choose what appears as the first page when logging on for this user group. The most common start-up screen is "The organisation module", which contains an overview of the company's safety data sheets.

STARTING PLACE IN ORGANISATION: You can choose which folders in the organisational structure a user will be able to see. Select this in "Starting point in organisation". The user can then only see content in the selected folder/organisation from the selected level and down. Click [Select] next to starting point in the organisation and select the desired starting point in the pop-up window.

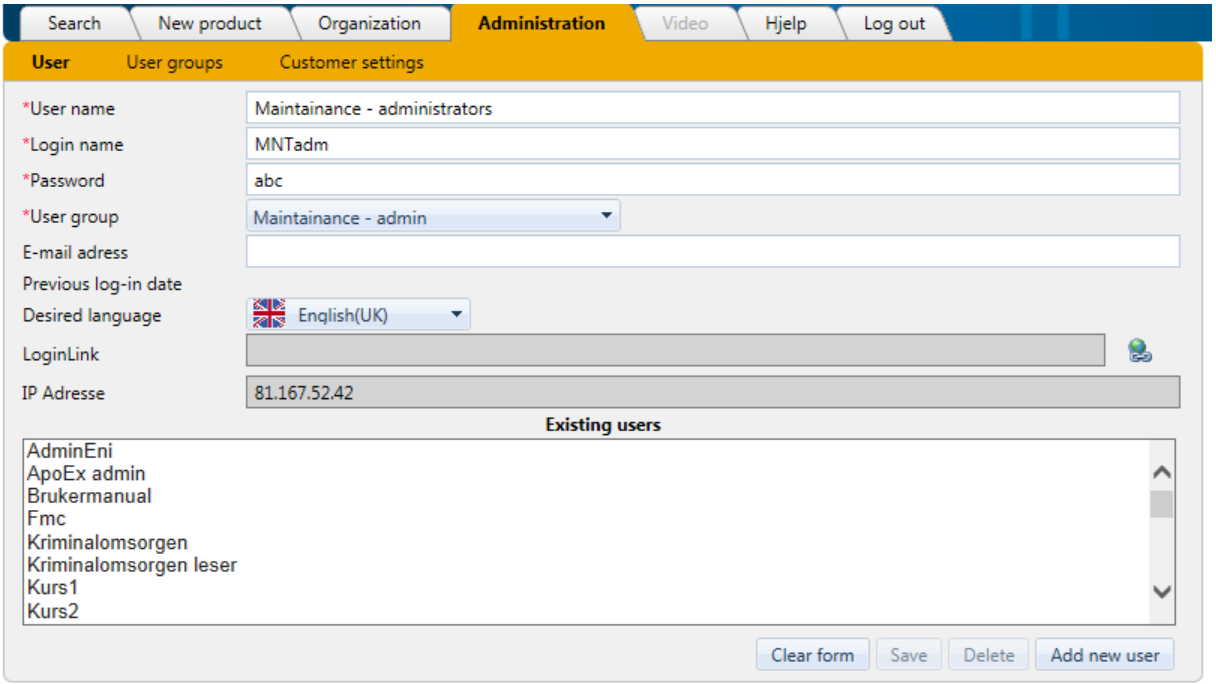
6.2 Access for User groups

A more detailed description of the modules to which the user can be given access in "User groups" follows here.
We recommend that administrator gives users access as required!

- Indexing module: Gives user the opportunity to enter new safety data sheets in SafeUse. Should only be given to administrator users (see chap. 5);
- Search: Gives user access to detailed search in the main search picture (see chap. 2 and 3);
- Labelling module: Gives user access to print out labels (see point 3.2); Please note that many browsers are incompatible with this function.
- Risk assessment module: Gives user access to risk assessments for the different chemicals (see point 4.6). For this module to be visible the user group MUST also have access to organisation module;
- Archive module: Access to folder with History;
- Organisation module : The folder structure for your company and your data sheet;
- Organisation search: The search field in Organisation (see point 4.4);
- Report module: Access to print out lists (see point 4.8);
- Multi-document module: Access to HSE documents entered (see point 4.9);
- HOCNF: Access to calculation of HOCNF values. Only relevant for offshore customers;
- Health/Enviromental / Safety hazard category: Visible values of hazards.
- Environmental audit (Miljøregnskap): Not yet in use.

6.3 Users

Before you create a user you must have created a user group which the user is linked to.
The administrator must define which user group the new user belongs to and therefore which rights the user has. (See section 6.1.)



Enter the following information to create a user:

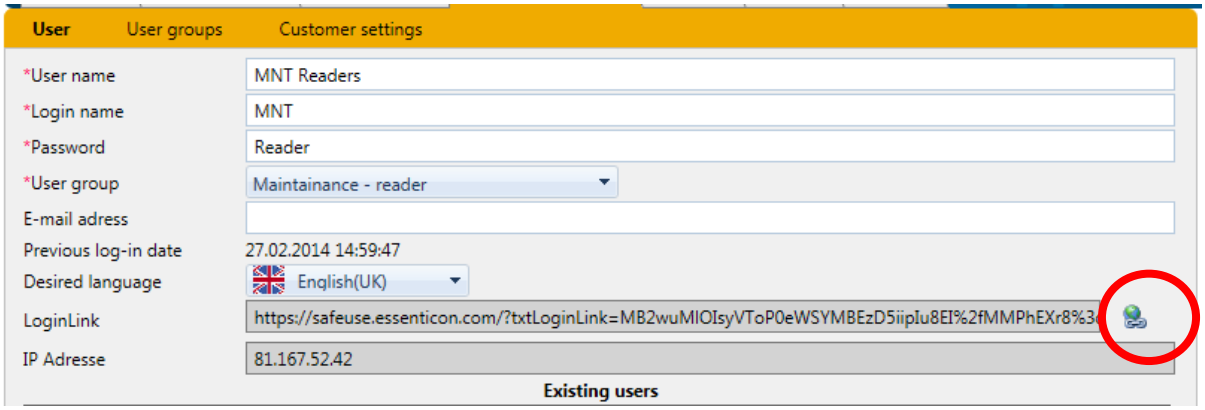
User name: If the user is an individual who must have separate access you write the user's name in this field; first name + surname. You can also create a joint user – as in the example "Reader" above
Log-in name: Enter the desired user name for use on the log-in screen.
Password: The user's password for logging in.

The user level is selected to link user to the user group, which defines access rights.
Click "Save" to save changes to the user group. Select "Add" to create a new user.

6.4 LoginLink

SafeUse can create a link which gives reader users access to the safety data sheets without having a user name and password.
This link is created automatically in the area in which users are created. Only reader users may enter SafeUse via login-link.

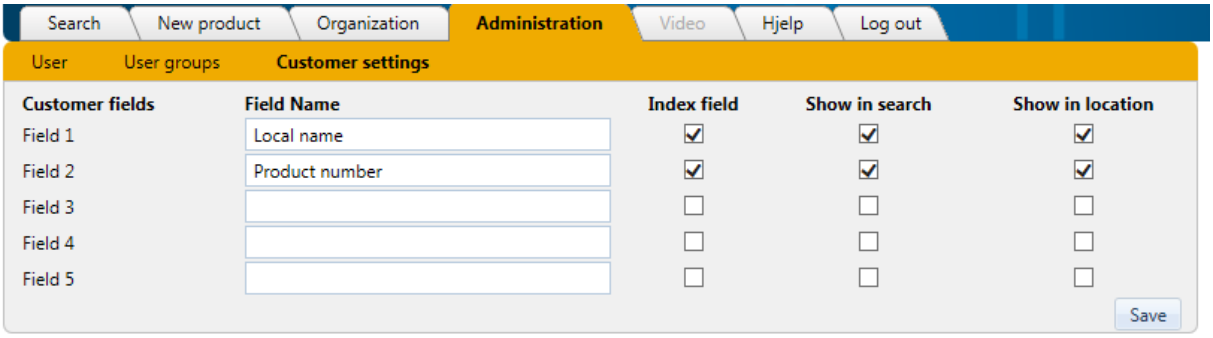
To copy the link, click the link symbol on the right-hand side.
NB! You have to create a User Group with "Read only access" before crating users!



6.4 Customer settings – your customised fields

If desired the administrator can define up to 5 customer-specific fields in SafeUse. These fields are accessible for every product and can for example be the company's internal numbers for products, goods numbers or synonyms.

You have several options for where your self-defined field will appear and for whether the information in the field will be searchable.

- Index field: Makes the information searchable;
- Show in search: Appears as a search criteria in Organisation - Search (see point 4.4);
- Show in location: Appears as a field in Organisation – Product list (see point 4.1).

The fields are NOT visible to people other than users in your own organisation.