EcoOnline User manual

October 2017

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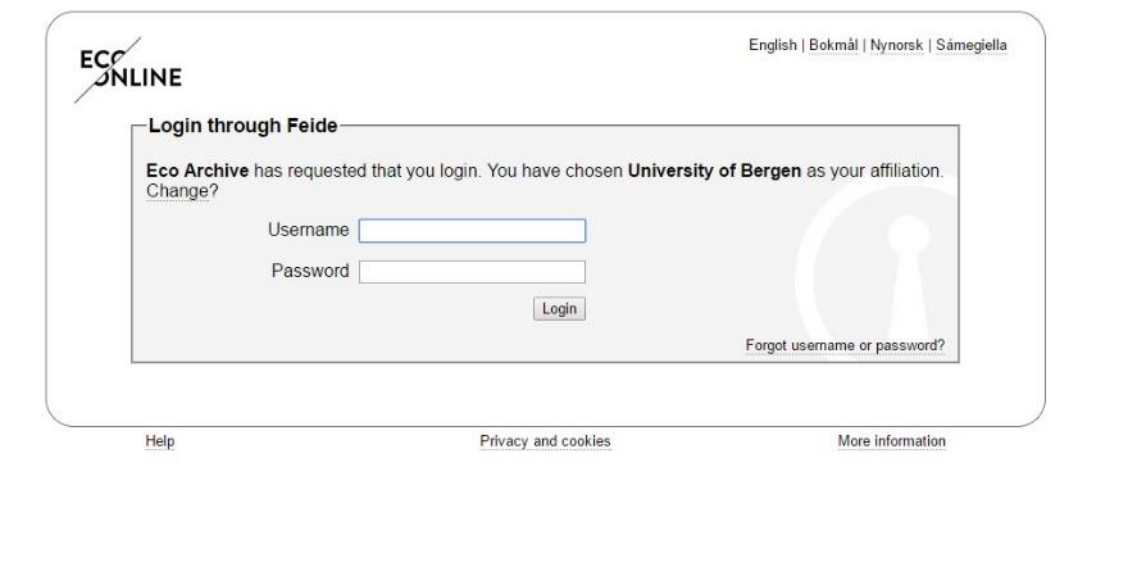
New on EcoOnline?

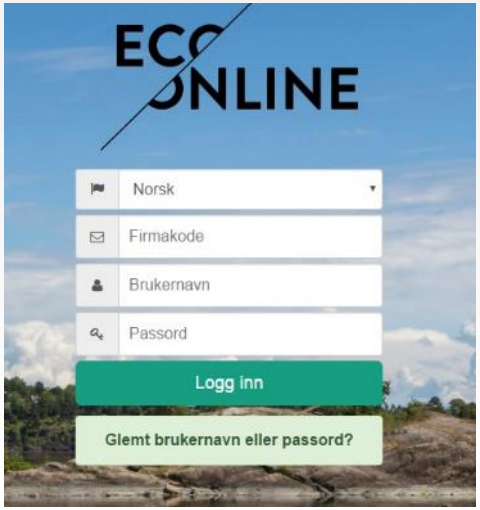
- When registered in EcoOnline your user ID will be linked to your Feide-ID
- You will receive a e-mail from EcoOnline with a link to log on – Do not use that link!

- Log on to EcoOnline using the link on the HSE-gateway
- **Log in with your UiB username and password**

How to log in to EcoOnline



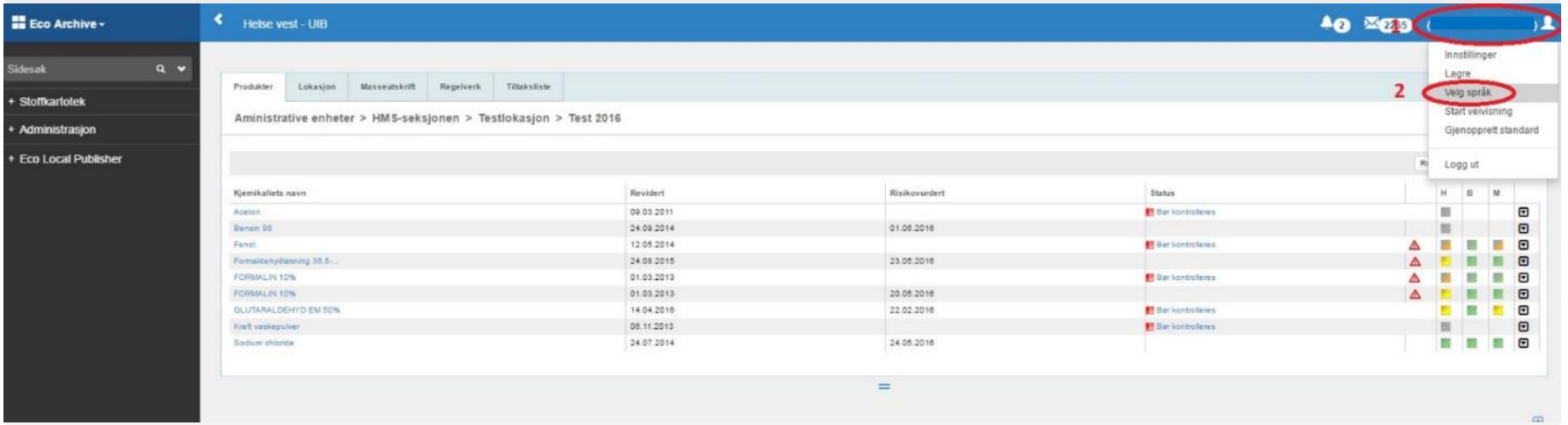
Using a «Feide» connection

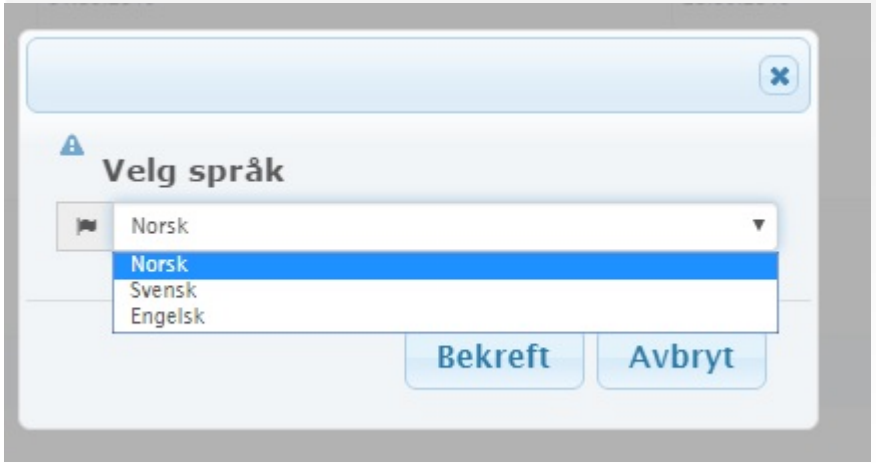


Using a common user account

How to change language in EcoOnline

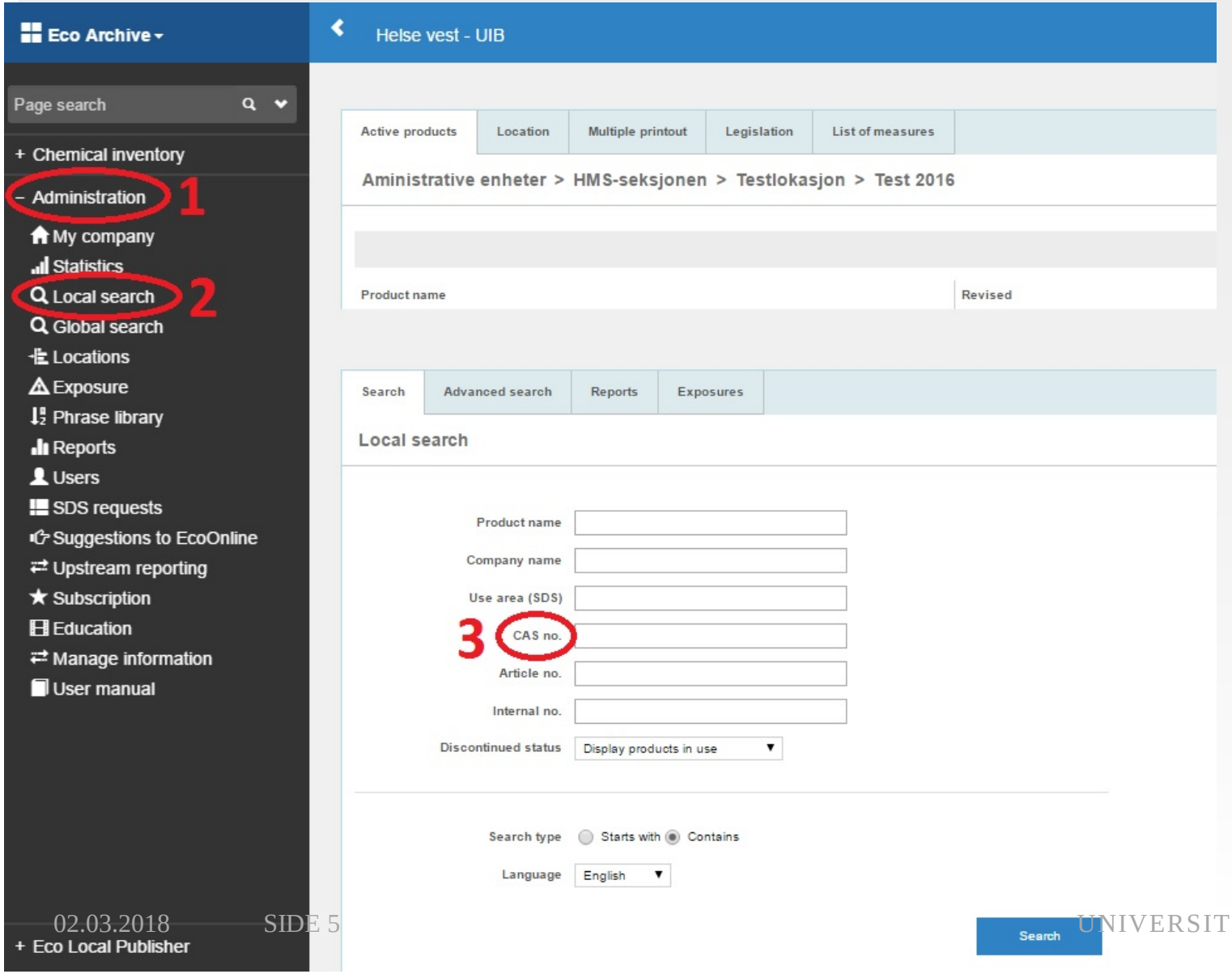
When logged in, press on your name (1) and select «Velg språk» (2)





In this menu choose «Engelsk» and press «Bekreft»

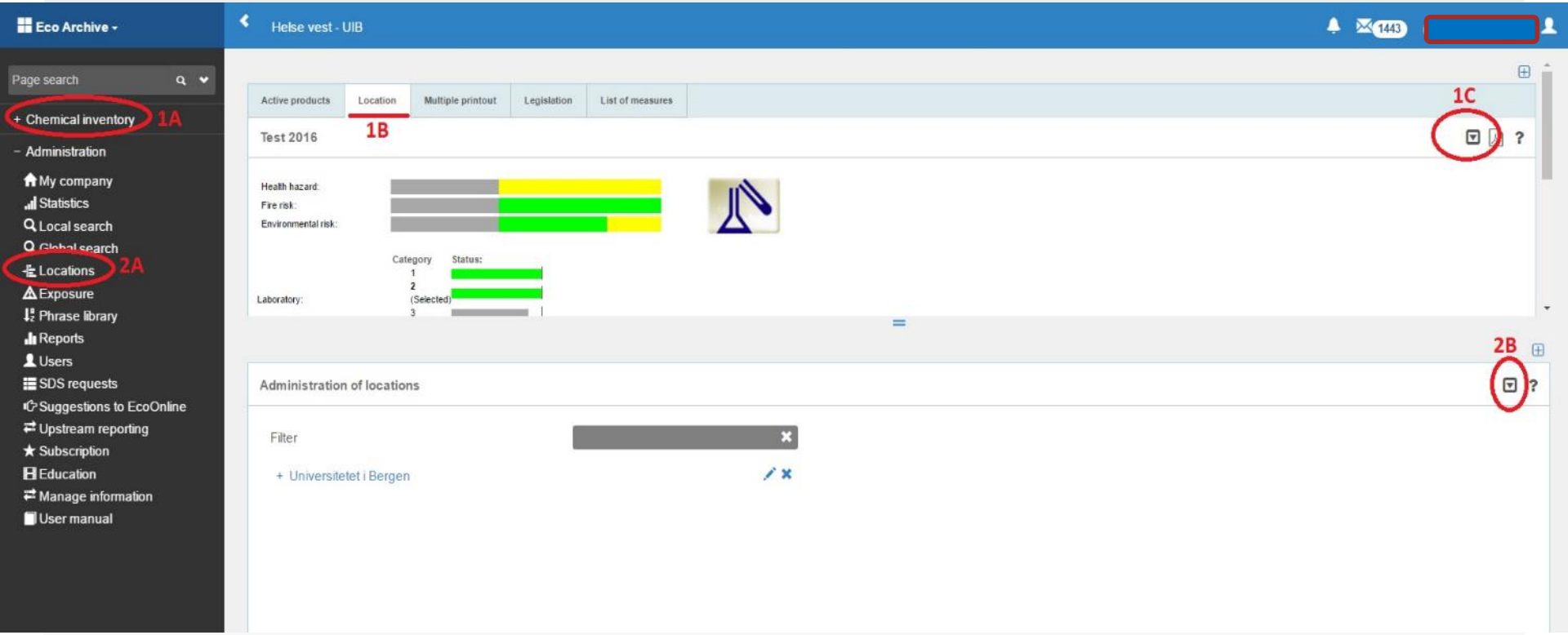
How to search for chemicals



1. Choose the admin button to the left
2. Press the local search
3. Fill inn CAS number or product name

The rest of this manual is intended for employees who will add new chemicals, locations and risk assessing the chemicals

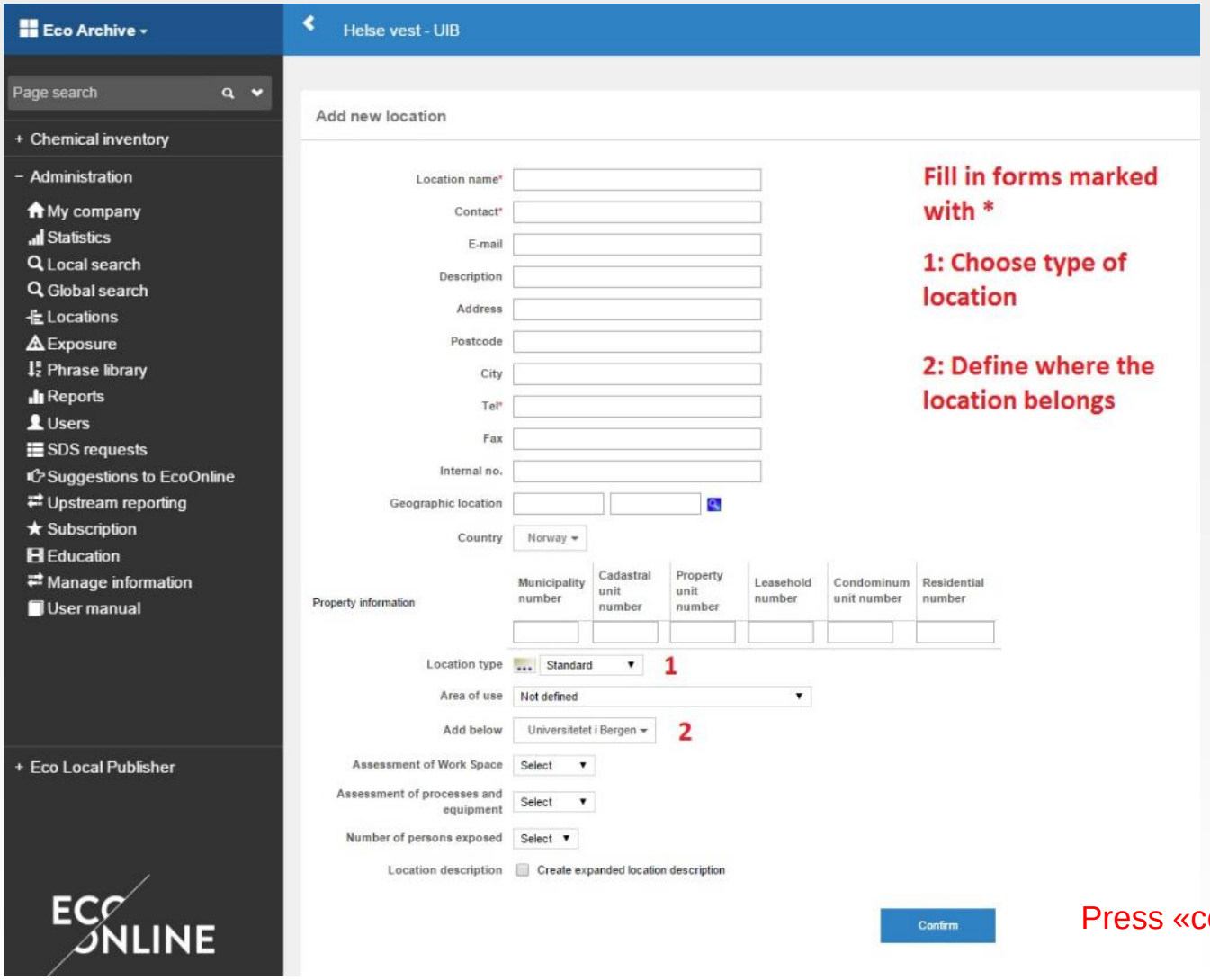
How to add a new location: 2 different ways



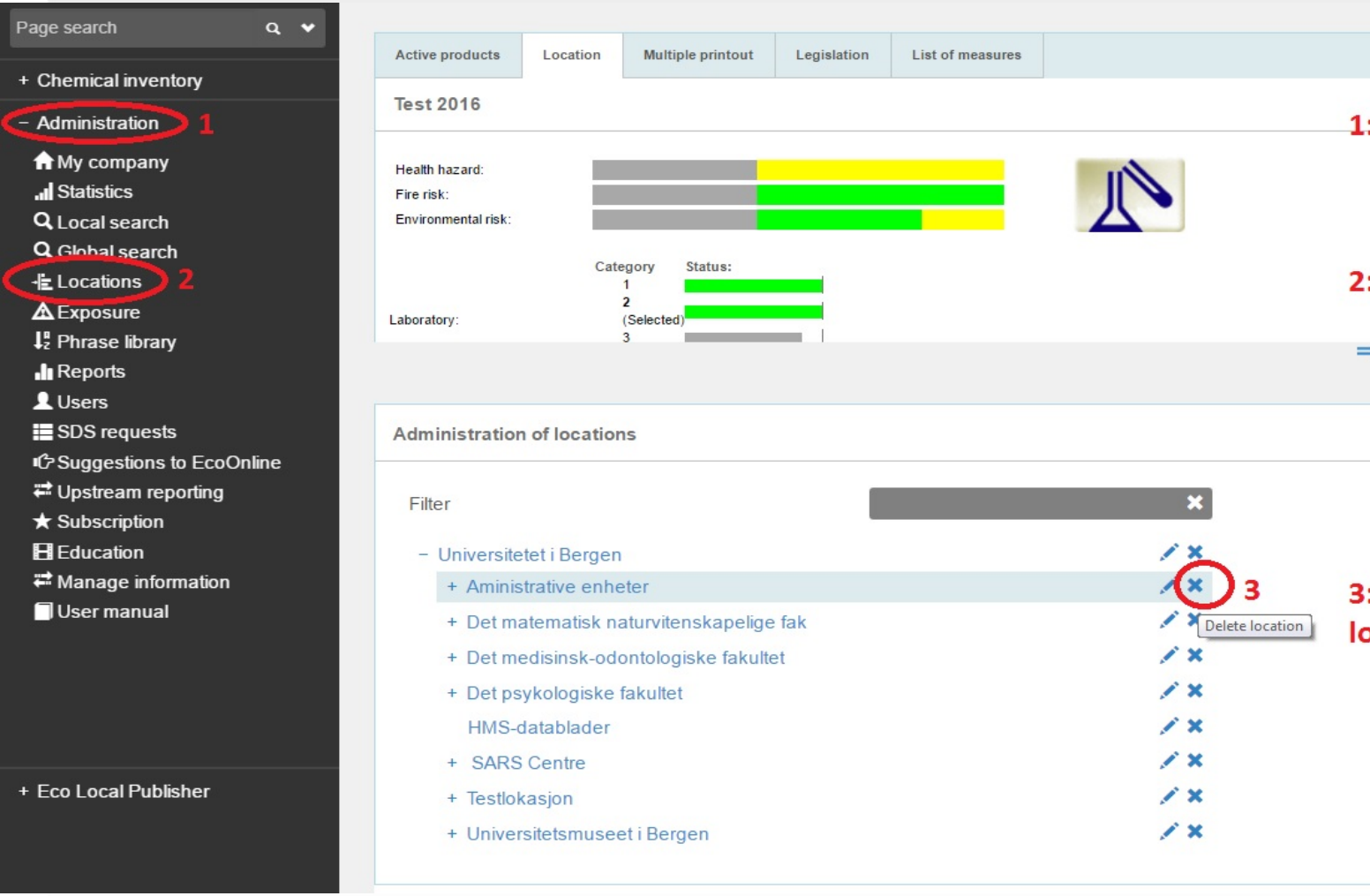
1: Choose the correct location (1A), select the «Location» tab (1B) and press the black button (1C) and «Add new location»

2: Choose the «Location» (2A) in the administration menu, and press the black button (2B) and «Add new location»

Adding location continues



How to delet a location:

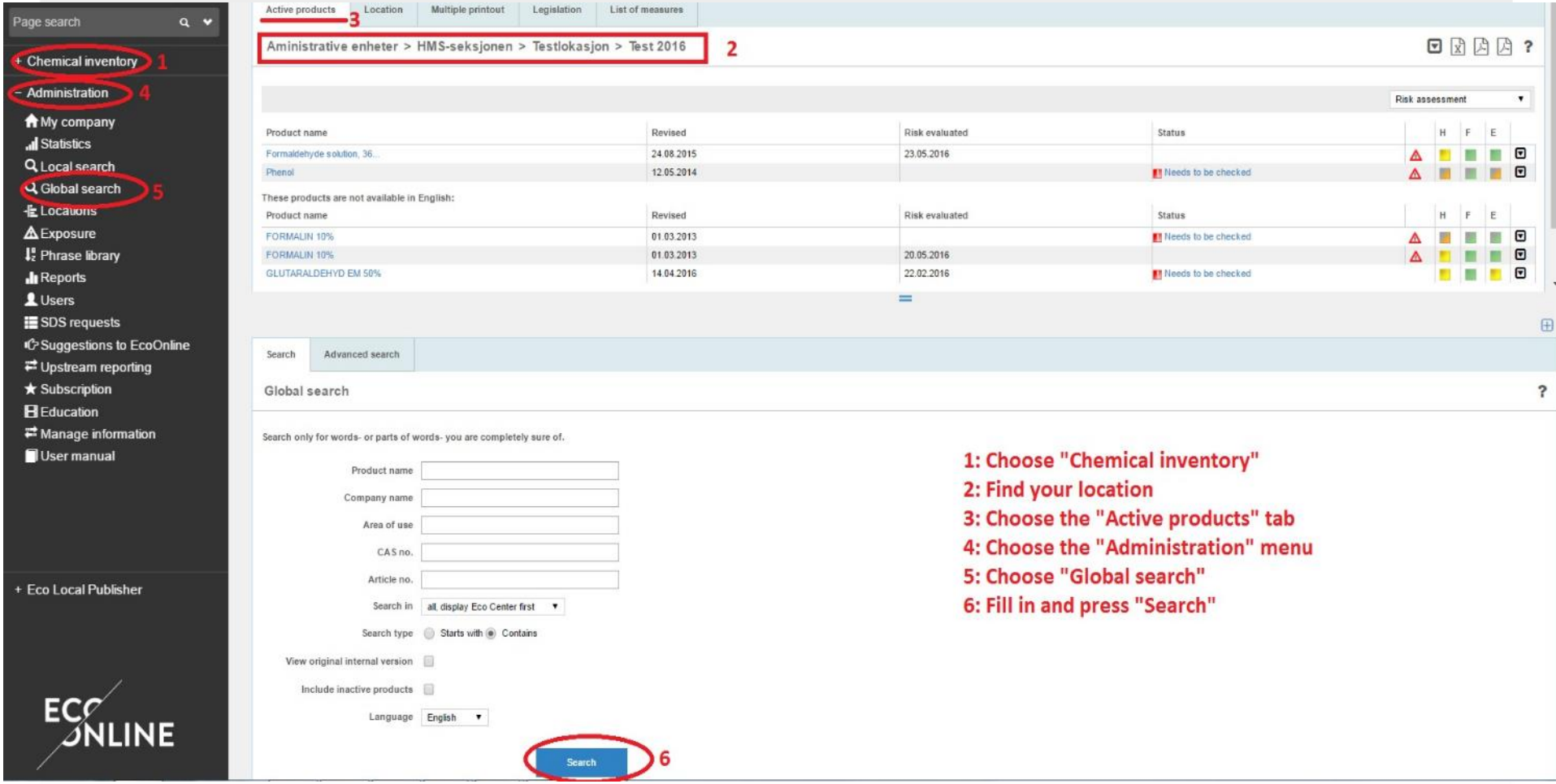


1: Choose Administration

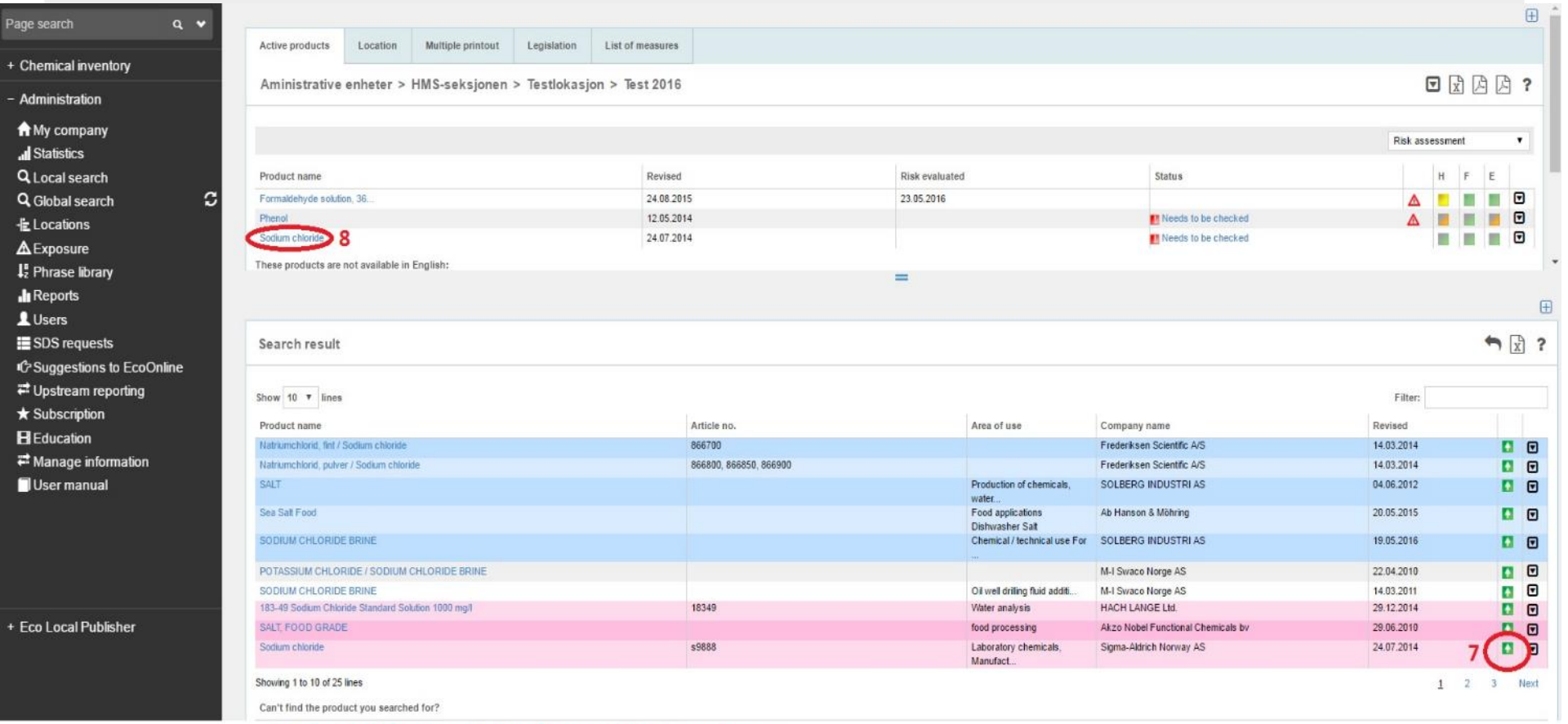
2: Choose Locations

3: Press the X to delete location

How to add chemicals to a location:



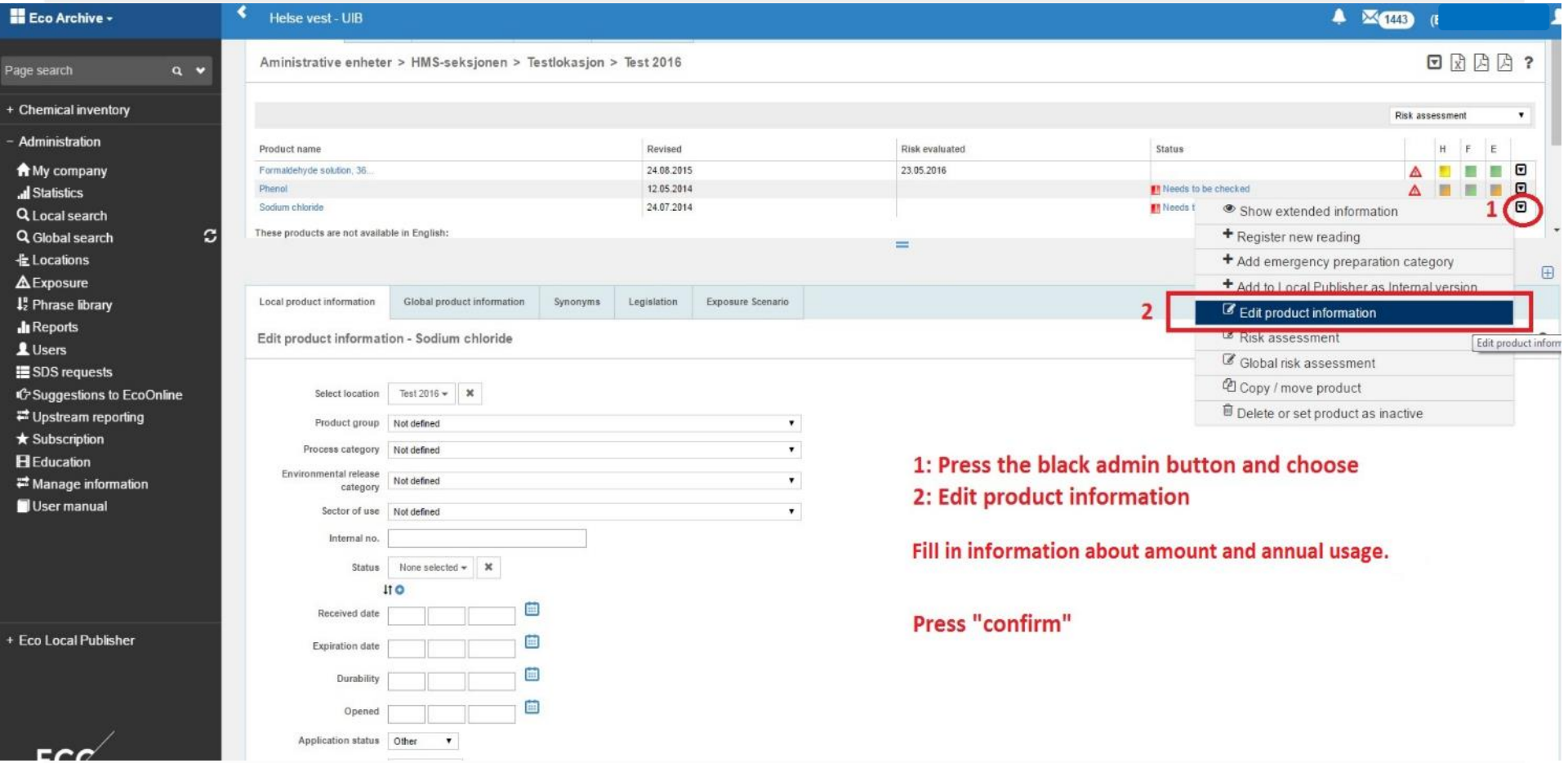
How to add chemicals continues:



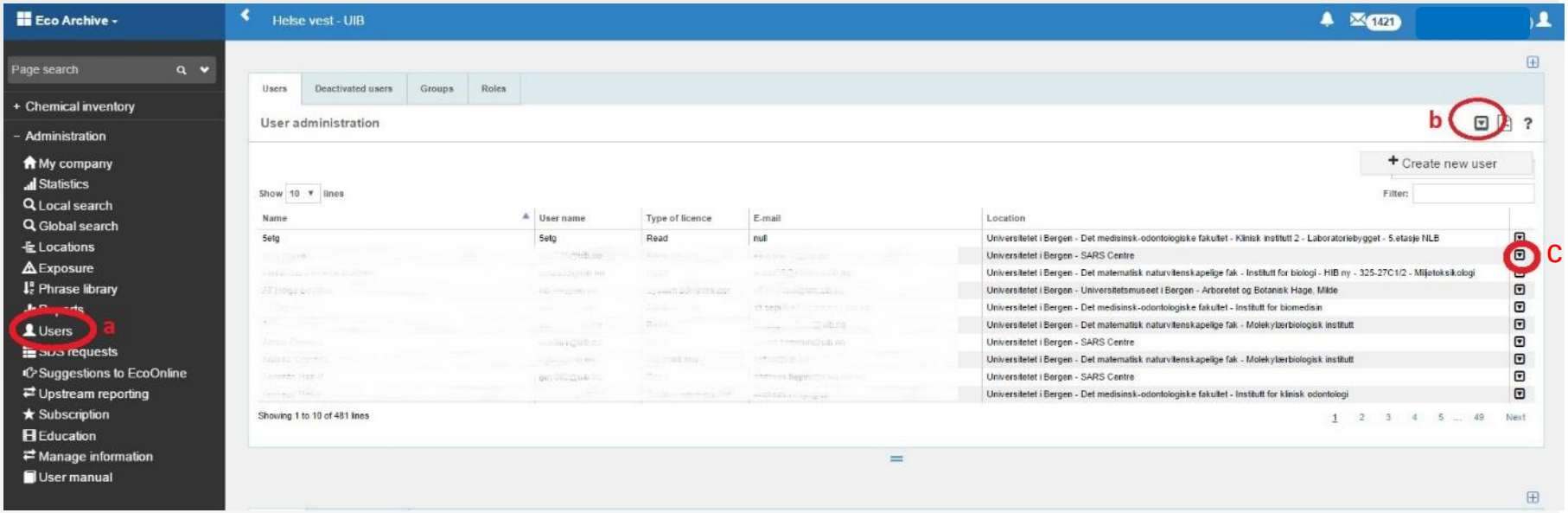
7: Choose the chemical and press the Green arrow

8: The chemical has been added to your location

How to edit product information. Add info about amount, etc:



How to add/edit users



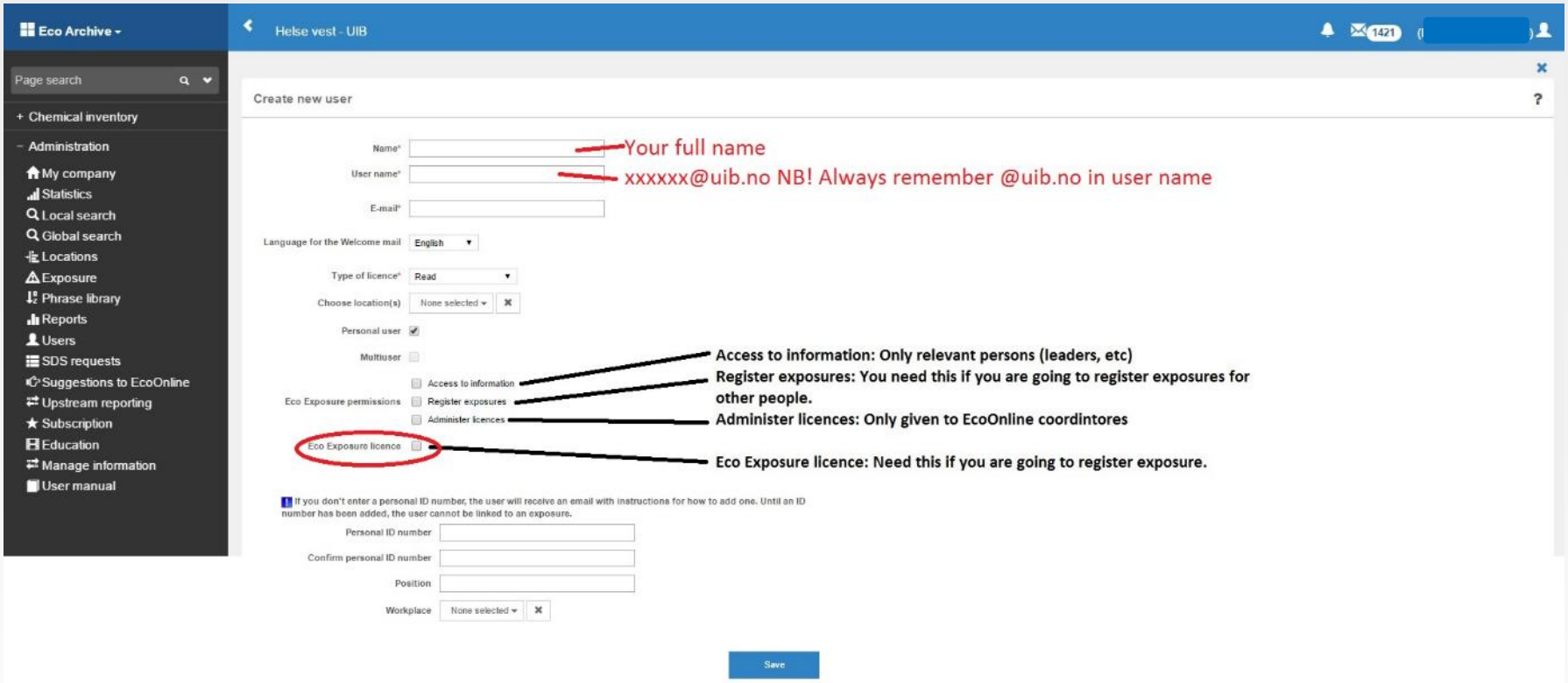
Add new user:

- Press «Users» (a) and the black admin-button (b) and «crate new user»

Edit user:

- Press «Users» (a) and find the correct user and press the black admin-button (c).

How to add user continue:



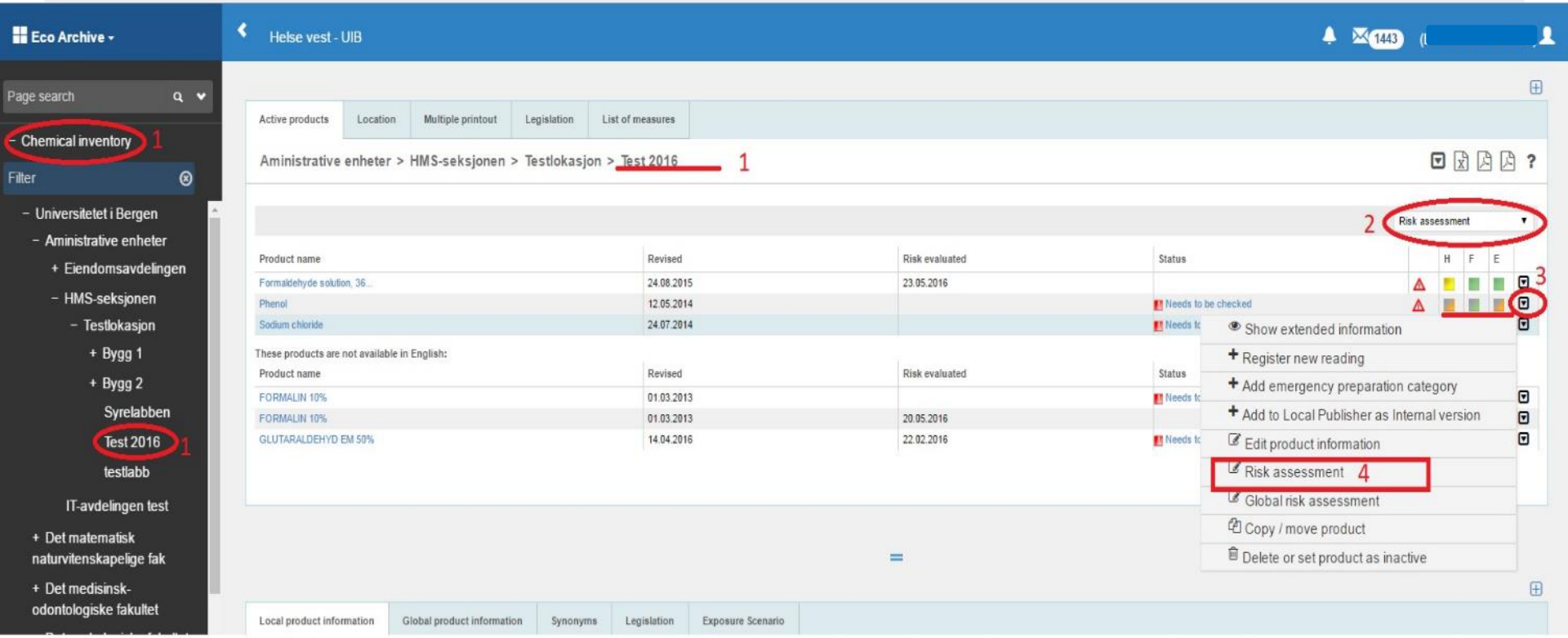
Email confirmation

- When you add a new user, they automatically receive an email from EcoOnline with login information.
- They should **ignore** that email because this email takes them to EcoOnline's website, and our Feide login does not work there.

- Recommendation: When registering a new user, ***always*** send an email with information and link to the correct login to the new user.

- Link to login can be found on the HSE-gateway: http://www.uib.no/en/hms-portalen

How to risk assess a chemical:



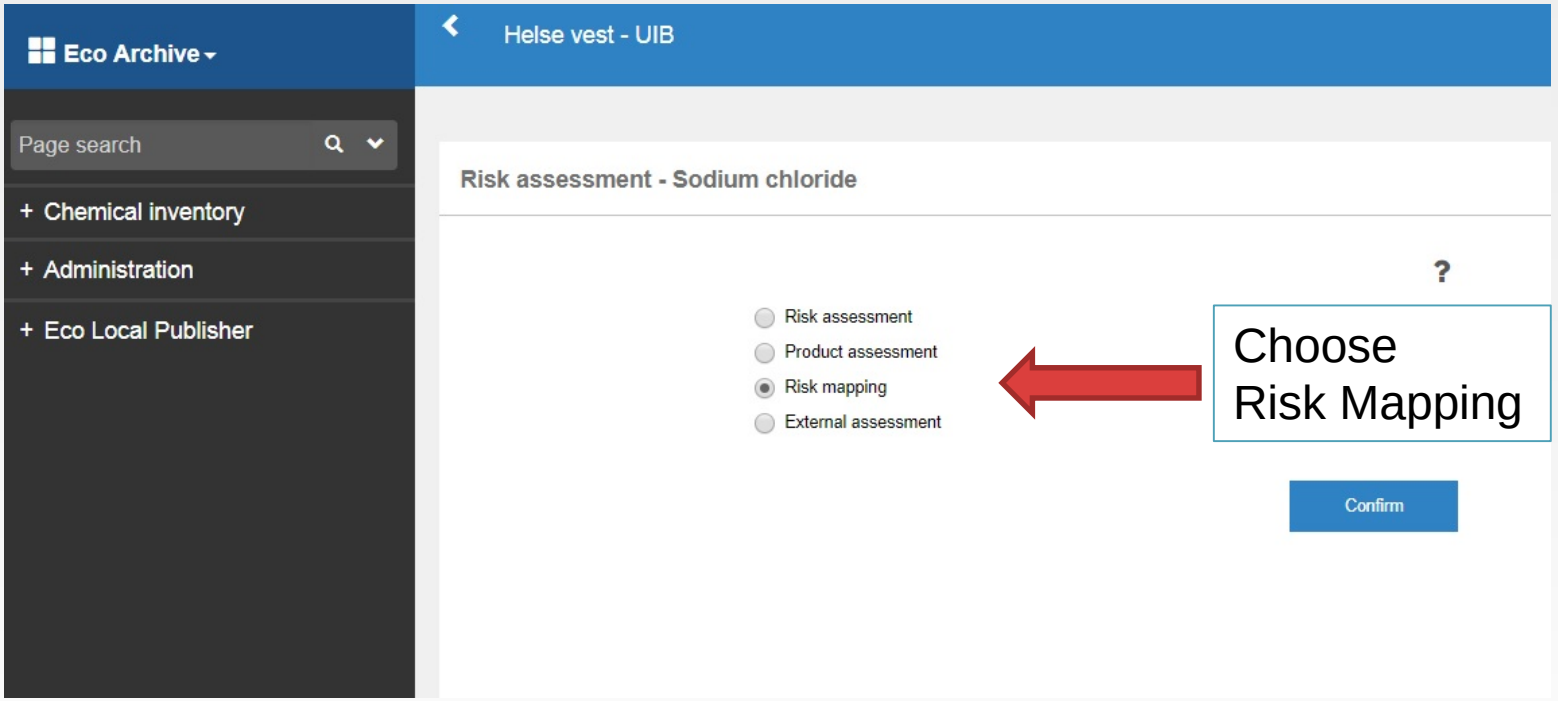
1: Choose your location (Chemical inventory)

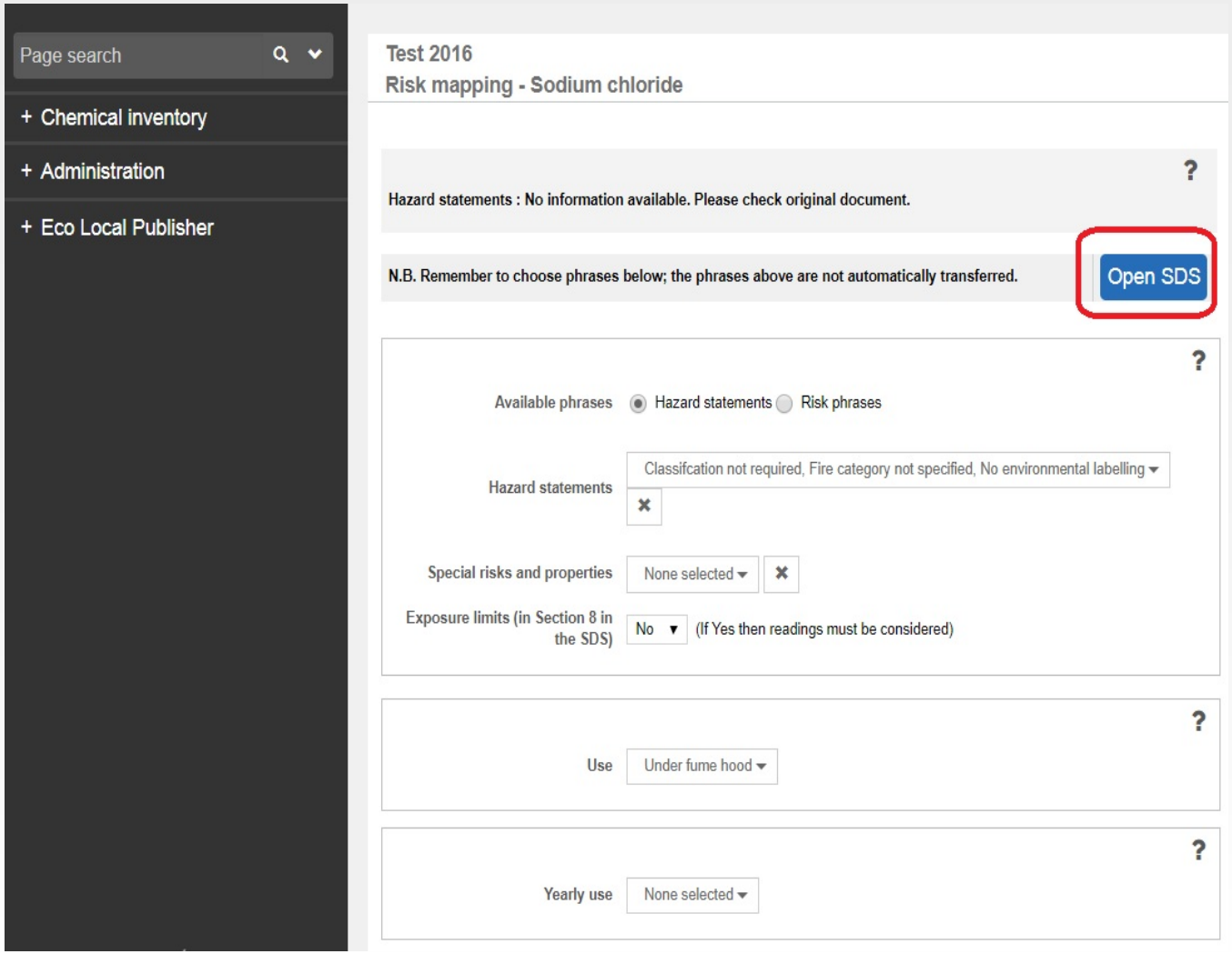
2: Choose the "Risk assessment" menu

3: Press the black admin button behind the chemical you will risk assess

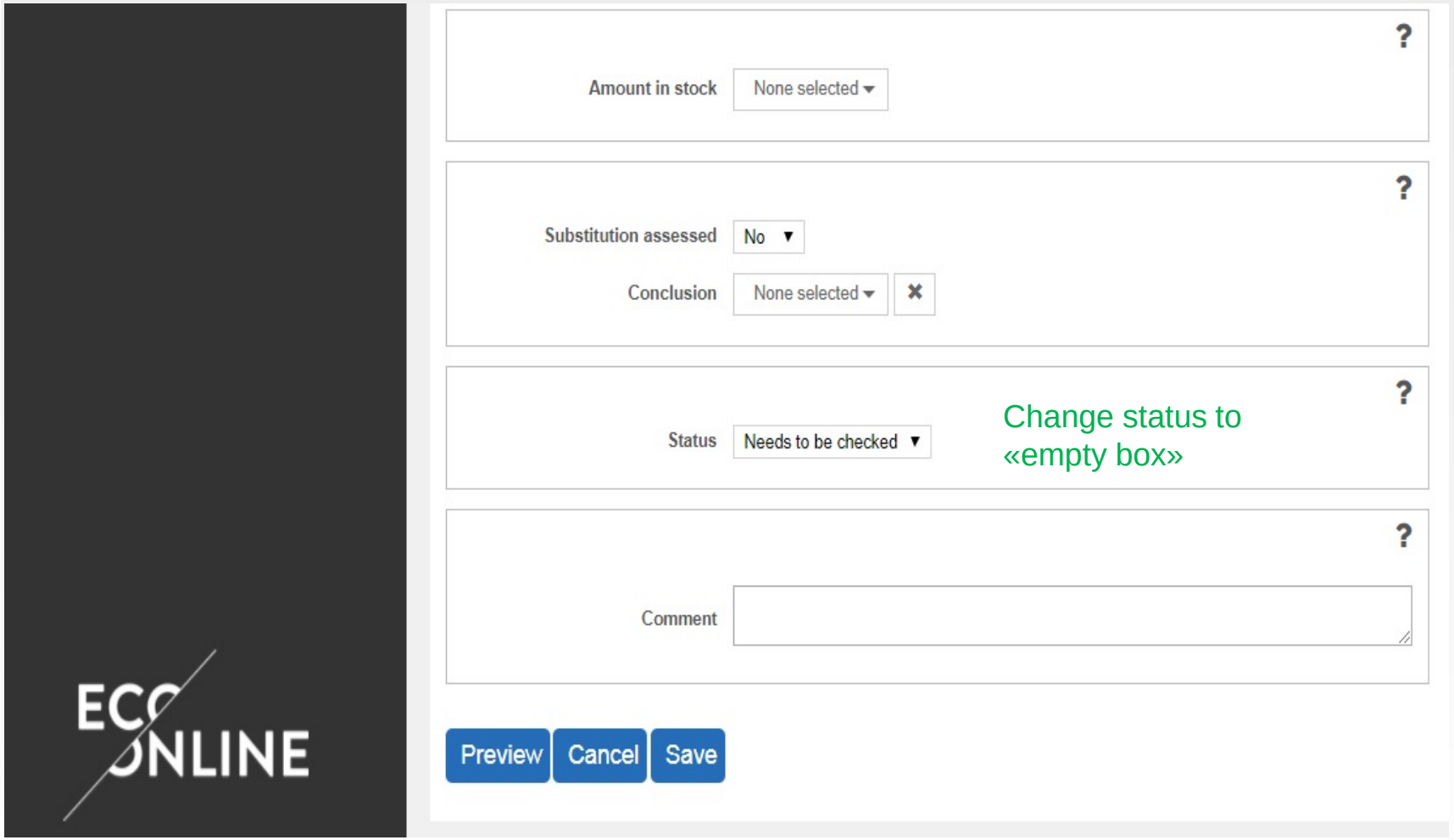
4: Choose "Risk assessment"

Risk mapping of chemicals

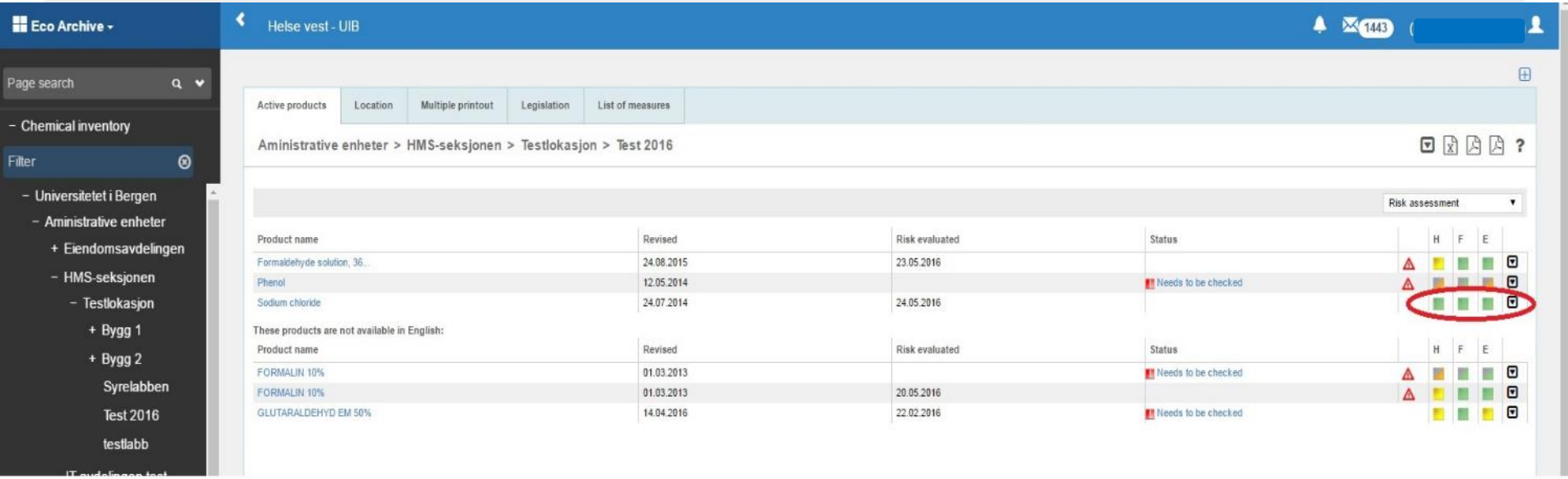




Open SDS and make sure that Hazard statements is correct.


Amount in stock
None selected
Substitution assessed
No
Conclusion
None selected
Status
Needs to be checked
Change status to «empty box»
Comment
Preview
Cancel
Save

What it looks like on your screen when the product has been risk mapped:



The H/F/E information boxes are completely filled with color (H=health, F=fire, E=environment)

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