

**PUBLICHEM**  
The right document *anywhere anytime*

# **User Guide**

# **2014**

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## PUBLICHEM ACCESS

The access to PubliChem is conditioned by credentials. If you don't have an account, you must create it by clicking on the "Create an account" button

Position: /Homepage/Log in

Choisissez votre langue - Kies uw taal: English ▾

Homepage  
Log in  
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Services

### Log in

PubliChem is dedicated to the hosting of safety data sheets (SDS). You will stay informed about the updates of the SDS if you subscribe to it.

You are :

- **USER :**  
To download the safety data sheets of your suppliers, please sign in as PubliChem USER first (by creating a new account).
- **SUPPLIER OF CHEMICAL PRODUCT :**  
To sign in as a Client or to test the website before hosting your SDS, please click here.

Only registered clients may host their safety data sheets on our website.

Case sensitive login (UPPER CASE / lower case)!

Supplier code:

Login:

Password:

Forgot your login or password? [Create a new account](#)

Compatible versions for an optimal use:

At the right upper corner of the home page, you can choose your interface language between English, French, Dutch or German.

**WARNING:** The identification fields (Supplier Code, Login and Password) are case sensitive.

## CREATE AN ACCOUNT

In order to create a PubliChem account on internet, a supplier must be first selected (the one for which you would like to get access to the Safety Data Sheets). The other fields marked with a star "\*" are mandatory. Among others, the e-mail address which will be used by PubliChem to send you all the mail notifications.

Homepage  
Services

### Create an Internet account

Supplier:	<input type="text"/>	*
Login:	<input type="text"/>	* Only letters (a-z, A-Z) and figures accepted.
Password:	<input type="text"/>	*
Confirm password :	<input type="text"/>	*
Title:	Mr ▼	
Name:	<input type="text"/>	*
First name:	<input type="text"/>	*
Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
Address:	<input type="text"/>	
Address 2:	<input type="text"/>	
E-mail:	<input type="text"/>	*
City:	<input type="text"/>	
Zip code:	<input type="text"/>	
State:	AFGHANISTAN ▼	*
Language:	Dutch ▼	*
Company:	<input type="text"/>	*
Function:	<input type="text"/>	*

Create account

### FREE ACCESS

Some companies offer a public access for all the registered users. In this case, you will receive directly a confirmation of the creation of your account by e-mail, with the credentials you have filled. You can then connect directly to your Publicchem account.

### Create an Internet account

Your request has been recorded. An e-mail with your login and password is being sent to you.

You can find our guides under the welcome page or click [here](#).

Dear Client,

Please find below your login information and your password.

These data's are strictly personal and confidential.

<http://www.publicchem.com>

Suppliers code : EXAMPLE\_COMPANY

Login : user6

Your password : user6

## LIMITED ACCESS

Other companies limit the access to some granted users. You will also receive a confirmation by e-mail of your credentials but the account creation request will be first subject to the approval of the company. You will be notified by e-mail about the approval or the refusal of your request. In this last case, your account will be deleted.

### Create an Internet account

Your request has been recorded. An e-mail with your login and password is being sent to you. As soon as your account is activated, you will be able to access it with these codes.

You can find our guides under the welcome page or click [here](#).

Your account creation request is currently reviewed by the EXAMPLE\_COMPANY administrators. An answer to your request will soon be sent to your e-mail address.

<http://www.publicchem.com>

Suppliers code : EXAMPLE\_COMPANY

Login : user1

Your password : user1

### Approval

The following e-mail was sent to the user x.

Dear Client,

We are pleased to inform you that your account creation request is accepted.

Please use the login codes you have previously received by e-mail to connect to PubliChem.

We thank you for using PubliChem services and wish you a good day.

The PubliChem Team

### Refusal

The following e-mail was sent to the user xx.

Dear Client,

We regret to inform you that your account creation request is refused.

Please contact your supplier for more information about this refusal.

Have a nice day,

The PubliChem Team

**You must create one account per supplier who publishes the SDS on the Publichem website.**

## PASSWORD REINITIALIZATION

The home page includes also the possibility to reinitialize the password if you forget it. This process allows you to reset all the passwords linked to your Publichem accounts.

Supplier code:	<input type="text"/>
Login:	<input type="text"/>
Password:	<input type="text"/>
	<input type="button" value="Log in"/>
<a href="#">Forgot your login or password?</a> / <a href="#">Create a new account</a>	

### Password recovery index

This tool generates a new password should you have forgotten/lost it.

Please enter the e-mail address corresponding to your (your) account(s) and click on 'Submit'.

You will then get an e-mail with a new password.

Your e-mail address (the one appearing in your user account) :

### Successful password recovery.

Submit successful

Your password has been sent to the e-mail address in your user profile.



Dear Client,

We are pleased to send you herewith your login information and your new password.

These data's are strictly personal and confidential.

Suppliers code :

Login :

Your new password :

Suppliers code :

Login :

Your new password :

## USER PROFILE

Your password can also be modified from the « My profile » page in the Publichem navigator.

Logout:x (EXAMPLE\_COMPANY)      Choisissez votre langue - Kies uw taal: English

Position: /Your profile/View

Homepage  
Services  
**Your profile**  
List of suppliers  
Products  
My documents  
Subscriptions

View

Login: [redacted]

Title: Mr  
Name: x  
First name: x  
Company: x  
Function: x  
Phone:  
Fax:  
Address:  
Address 2:  
E-mail: [redacted]  
City:  
Zip code:  
State: BAHAMAS  
Language: English

Supplier:  
Account creation date: 2014-05-23  
Group: viewers  
Account status : Active

Edit

This form allows you to modify any other data's (for instance a new e-mail address). The administrator of the account will be notified by the changes.

## DISCONNECT

To log out of your Publichem session, click in the upper left corner of the screen.

Logout:x (EXAMPLE\_COMPANY)      Choisissez votre langue - Kies uw taal: English

Position: /Your profile/View

Homepage  
Services  
Your profile  
List of suppliers  
Products  
My documents  
Subscriptions

View

Login: [redacted]

Title: Mr  
Name: x  
First name: x  
Company: x  
Function: x

## SEARCH FOR A SDS

When you are logged in, you open automatically the « Products » page of the company. This page is divided into 2 parts :

- Search criteria's
- List of the products built according to the chosen criteria

Product name:

Product code:

Internal code:

Chemical formula:  e.g. C2H2Na2

Symbol:

CMR Category:

Version:

Supplier:

Sorting language:

Case sensitive:

Attachement document:

(Total products found 3)

Items per page  ▼

1/1

Product code	Product name	Internal code	Version	Supplier	Attachement document
22222	EXAMPLE PRODUCT 002		2		English 
4949JKL	EXAMPLE PRODUCT 001		13		English 
TS000000	EXAMPLE PRODUCT 003		1		English French 

You can hide the search criteria by clicking on the button

By clicking on the icon situated on the right of each record, you can open a detailed window for a product.

Show/Hide product details

## EXAMPLE\_COMPANY

**Product code:** TS000000  
**Internal code:**  
**Chemical formula:**  
**Supplier:**  
**English:** EXAMPLE PRODUCT 003

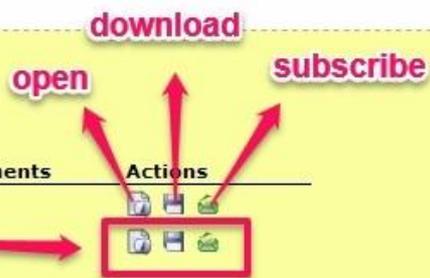
## Product version details : Version 1

**Approbation status:** Issued  
**Approbation date:** 2013-02-26  
**Hazard pictograms (CLP):**  
**Hazard statements (CLP):**  
**Precautionary statements (CLP):**  
**Symbol:**  
**R phrase:**  
**S phrase:**  
**Dangerous:** Yes  
**CMR Category:** Yes

Other versions : *Version 1,*

## Documents associated with the version :1

Version.Revision	Language	Format	Comments	Actions
1.0	French	MSDS		  
1.0	English	MSDS		  



From this page, you can open the SDS of a selected product in the chosen language, download them and/or subscribe to them.

### OPEN / DOWNLOAD A SDS

Both actions will open an intermediate window which proposes you to subscribe or not to the document.

## Get document

### Subscription

This product is not in your subscription list.

By subscribing to this product you will be warned of any major changes in its safety data sheets.

▶ *Subscribe and continue*

▶ *Continue without subscribing*

Afterwards, Publichem will open your default PDF reader (Acrobat Reader for instance).

**WARNING :** If you accept to subscribe to the product's SDS, you will receive automatic notifications by e-mail with the latest updates of the document published by the company.

## SUBSCRIPTION

Click directly on the green envelope button to subscribe to a product.

This document is being added to your Subscription file. Do you confirm this action??

OK Annuler

Logout:x (EXAMPLE\_COMPANY)  
Position: /Products/View products

Publicchem  
The right document anywhere anytime

isisissez votre langue - Kies uw taal: English

Homepage  
Services  
Your profile  
List of suppliers  
Products  
My documents  
Subscriptions

### View products

Back to product list

Show/Hide product details

Other versions : Version 1,

Documents associated with the version :1

Version.Revision	Language	Format	Comments	Actions
1.0	French	MSDS		  
1.0	English	MSDS		  

A red arrow points from the green envelope icon in the 'Actions' column of the table to the 'OK' button in the confirmation dialog above.

One line per document will be added in your « Subscription » sub-menu. It implies that you will be automatically informed by e-mail notifications about the latest versions of the document.

Publicchem  
The right document anywhere anytime

Logout:x (EXAMPLE\_COMPANY)  
Position: /Subscriptions/Subscriptions list

Choisissez votre langue - Kies uw taal: English

Homepage  
Services  
Your profile  
List of suppliers  
Products  
My documents  
Subscriptions

### Subscriptions list

Subscriptions number 1

Product code	Product name	Internal code	Version	Language	format	Status
TS000000	EXAMPLE PRODUCT 003		1	English	MSDS	 

A red arrow points from the 'Subscriptions' menu item in the left sidebar to the first row of the table.

By default, the latest SDS version will be directly attached to your e-mail notification.

Message  TEST 4.1 MSDS EN.pdf (219 KB)

Dear user,

You wanted to receive automatic notifications of products you have subscribed on PubliChem.

New versions are now available!

You'll find the safety data sheet(s) attached to this e-mail or via the following link(s).

It is recommended to download the safety data sheet(s) into your internal system as soon as possible after receiving this e-mail.

Have a nice day,

The PubliChem Team.

Product(s) concerned:

[TEST version 4 - English - MSDS](#)

For any question related to the content of the safety data sheets :

PETERA  
RUE JEAN JAURES 5  
7190 ECAUSSINES  
067490003 [www.lisam.com](http://www.lisam.com)