

How to Find Company Administrators

Version: IMDS Release 10.0

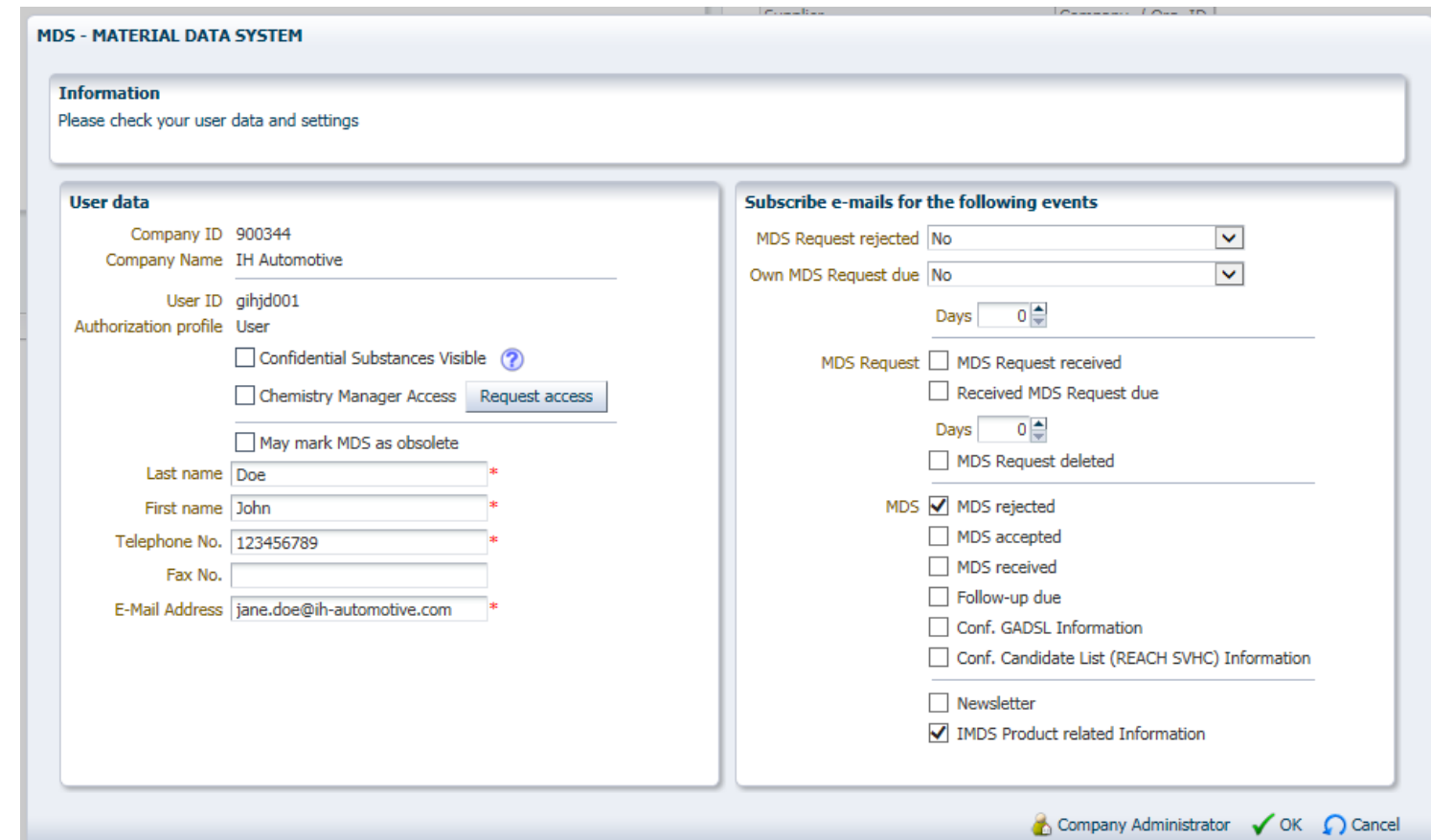
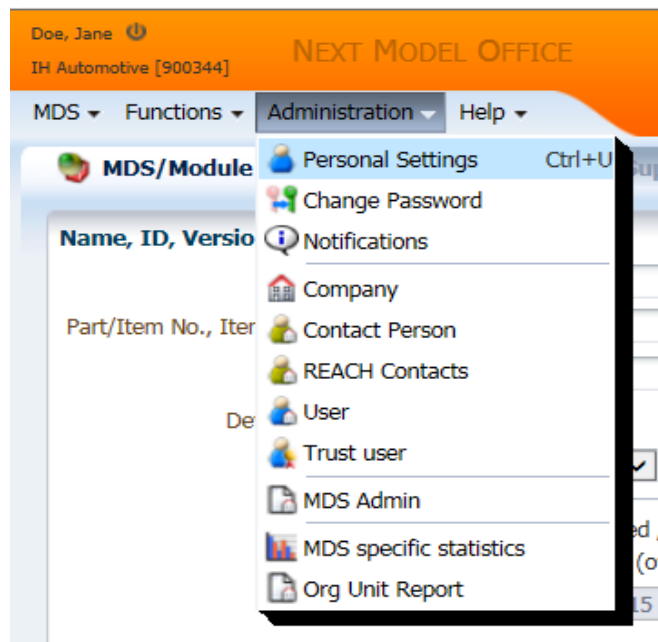
INTERNATIONAL
MATERIAL DATA
SYSTEM



Settings

User IDs are assigned to individuals and not to companies.

Under Administration >> Personal Settings you can find all information connected to your UserID in IMDS as well as a link to all Company Administrators in your company.



Checking for Company Administrators

It is useful to periodically check to see who the Company Administrators are. If all Company Administrators have left the company, you need to notify the service center immediately.

The Use Conditions state that every company must have at least one Company Administrator. We strongly recommend a minimum of two Company Administrators in each IMDS company.

MDS - MATERIAL DATA SYSTEM

Information
Please check your user data and settings

User data

Company ID 900344
Company Name IH Automotive
User ID gihjd001
Authorization profile User

Confidential Substances Visible ?
 Chemistry Manager Access [Request access](#)
 May mark MDS as obsolete

Last name Doe *
First name John *
Telephone No. 123456789 *
Fax No. *
E-Mail Address jane.doe@ih-automotive.com *

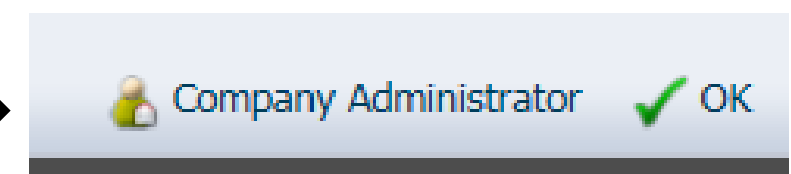
Subscribe e-mails for the following events

MDS Request rejected No
Own MDS Request due No
Days 0

MDS Request MDS Request received
 Received MDS Request due
Days 0
 MDS Request deleted

MDS MDS rejected
 MDS accepted
 MDS received
 Follow-up due
 Conf. GADSL Information
 Conf. Candidate List (REACH SVHC) Information
 Newsletter
 IMDS Product related Information

Company Administrator OK Cancel




Your Company Administrator(s)

This is a list of Company Administrators in your company. If you do not have any that are still employed, please contact a Service Center for instructions on how to have your profile changed.

MDS - MATERIAL DATA SYSTEM

Company Administrator data


Company Name IH Automotive
Company ID 900344

View  Export

Last name	First name	Company	E-Mail	Telephone No.
Admin	Company	IH Automotive (---)	jane.doe@ih-automotive.com	123456789
Doe	Jane	IH Automotive (Product line 1)	jane.doe@ih-automotive.com	00-999-99999
Doe	Jane	IH Automotive (Second Org Unit)	jane.doe@ih-automotive.com	00-999-99999
Doe	Jane	IH Automotive (Product line 2)	jane.doe@ih-automotive.com	00-999-99999
Doe	Jane	IH Automotive (First Org. Unit)	jane.doe@ih-automotive.com	00-999-99999
Sorella	Sabrina	IH Automotive (---)	jane.doe@ih-automotive.com	123456789

Total records found 6

Important
If none of the individuals is still employed, please contact a Service Center for instructions on changing a user to a Company Administrator. Every IMDS company must have at least one Company Administrator.

 OK