

August 16, 2019

How to Initiate System Emails

Version: IMDS Release 10.0

INTERNATIONAL
MATERIAL DATA
SYSTEM

Emails – Set Up I

Each User must set themselves up for emails should they want to use them.

This is done on the Administration > Personal Settings section

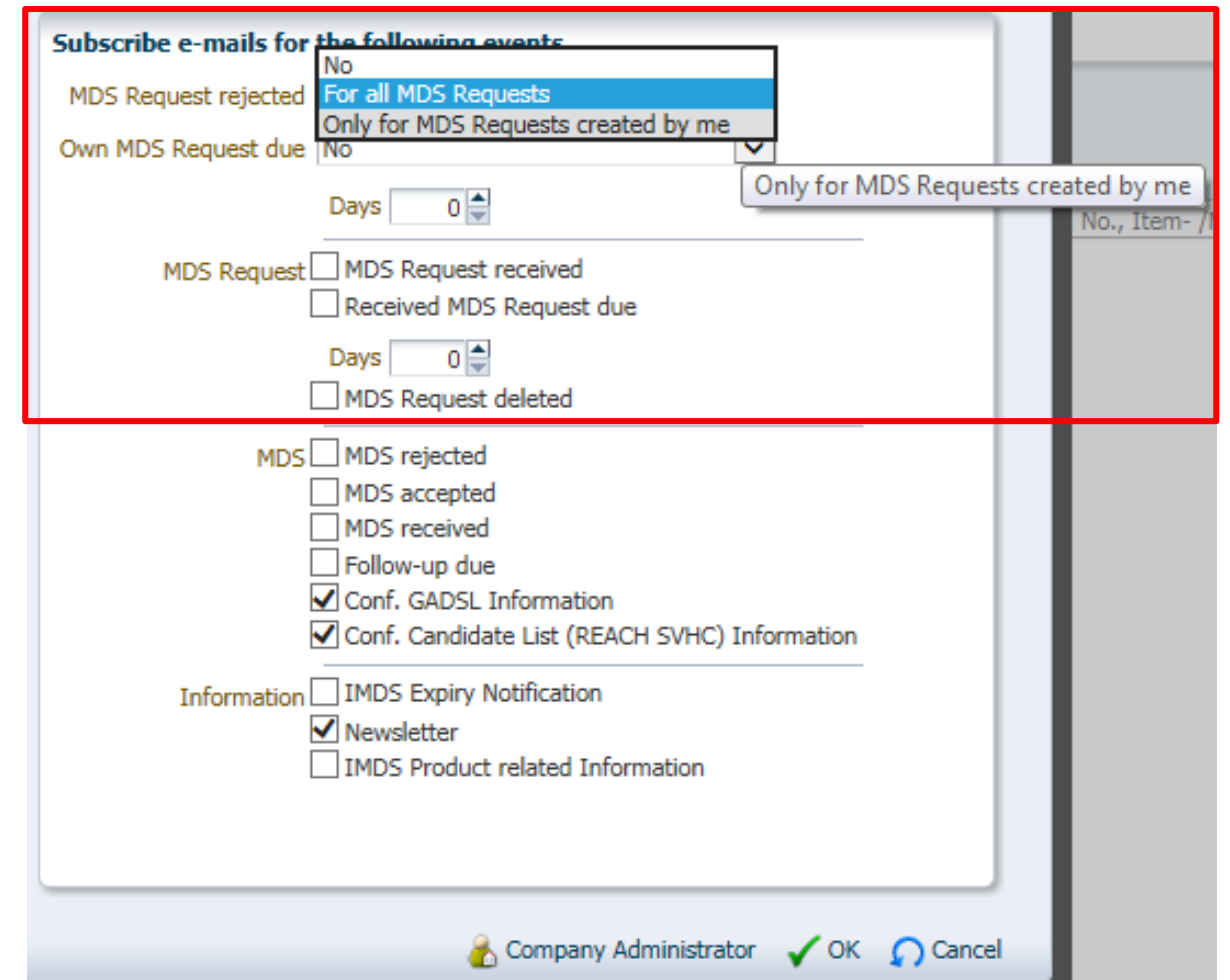
MDS Request rejected – receive an email every time an MDS Request was rejected by the supplier (either for all requests from the own company or only self-created requests)

Own MDS Request due – receive an email every time a received MDS Request is due (either for all requests from the own company or only self-created requests) – within a certain time period (up to xx days in the future)

MDS Request received – receive an email every time an MDS Request is received

Received MDS Request due – receive an email every time an unfulfilled MDS Request is due

MDS Request deleted – receive an email every time an MDS Request is deleted



Emails – Set Up II

MDS rejected – receive an email every time a sent MDS is rejected

MDS accepted – receive an email every time a sent MDS is accepted

MDS received – receive an email every time the company receives an MDS

Follow-up due – receive an email every time a Follow-up on a received MDS is due and until the follow-up is removed.

Conf. GADSL Information – receive an email when the GADSL is updated, if you have substances marked confidential that have changed status on the GADSL list.

Conf. Candidate List (REACH SVHC) Information – receive an email when the REACH Candidate List is updated, if you have substances marked confidential that have changed status on the REACH Candidate List.

Administration Help

Personal Settings Ctrl+U

Change Password

Notifications

Subscribe e-mails for the following events

MDS Request rejected No For all MDS Requests Only for MDS Requests created by me

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

Information IMDS Expiry Notification
 Newsletter
 IMDS Product related Information

Company Administrator OK Cancel

Emails – Set Up III

Information

IMDS Expiry Notification – receive an email every time your User ID is about to expire

Newsletter – here you can subscribe / unsubscribe for / from receiving the IMDS Newsletter

IMDS Product related Information – you receive information on IMDS-related additional services, new tools around IMDS for enhancing efficiency...

After setting your preferences, click OK, and you will receive a confirmation email about your subscription(s).

