IMDS Registration

Version: IMDS Release 10.0
In This Document

This document discusses what needs to be done to register your company, your company’s responsibilities, and general information about IMDS.
# Every Site Separate or One Company

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<th>Pro</th>
<th>Con</th>
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<tbody>
<tr>
<td>Each site separately</td>
<td>• Easy to transfer data should the company be sold</td>
<td>• Probability is high that there is only one user in company so little backup</td>
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<td></td>
<td>• Probability is high that there is only one user in company so little backup</td>
<td>• No data sharing or synergy with sister sites/regions</td>
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<td>• No data sharing or synergy with sister sites/regions</td>
<td>• Probability high – in continuous education mode</td>
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<td></td>
<td>• Suppliers have to submit the data to multiple companies</td>
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<td><strong>Note:</strong> Whether your company wants to register each site, division or region with their own IMDS company is purely up to your company. There is no one “right way” to organize. The table gives the pros and cons of each of your choices.</td>
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<td>One IMDS company containing all sites without Org.-Units</td>
<td>• Multiple users so should be able to have backup and knowledge transfer</td>
<td>• Extreme effort needed to separate data if company units sold – and may not be possible</td>
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<td>• Sharing of data with sister sites/regions</td>
<td>• Customer doesn’t know which site/region sent information</td>
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<td>• Suppliers can submit the data only once</td>
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<tr>
<td>One IMDS company with Org Units representing sites, divisions, or regions</td>
<td>• Multiple users so should be able to have backup and knowledge transfer</td>
<td>• If used properly, easier to separate data if company units sold – but still may not be possible in case data are shared with other company units</td>
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<td>• Suppliers can submit the data only once</td>
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<td>• Customer can see which site/region sent information if used properly</td>
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Get Ready To Register

At time of registration, you will need to define your first Company Administrator and Contact Person. These may or may not be the same person. **BOTH OF THESE PEOPLE NEED TO BE EMPLOYEES OF YOUR COMPANY.**

Company Administrator – responsible for creating other users, contact persons and performing administrative tasks in addition to any data entry responsibilities. This person gets the login ID.

Contact Person – responsible for any questions on a submitted MDS. Does not get a login ID unless also the Company Administrator.
Where to Register

Most users can self register their IMDS company. Registration is found on the IMDS System > New to IMDS > Company registration link of the main menu.
Check First

As it states on the page – check first with an email to one of our IMDS Service Centers to see if you are registered. IMDS has been around since 2000 and chances are good that someone in your company has registered already. IMDS uses company IDs that are unique to IMDS and not company names to control access to data. If you register again, you will not be able to see all of your previous company’s data.
Company Administrator No Longer Employed?

Each IMDS company is expected to manage their own users and to that end, we strongly recommend a minimum of two Company Administrators per company.

However, if ALL the Company Administrators are no longer employed by the company (and changing roles does not count), the IMDS Service Center can change Company Administrators with the following documentation:

A .pdf, .tif, or .jpg file created from company letterhead of the company as registered in the system with a signature from a director of operations or equivalent stating:

- a. Date each Company Administrator left the company
- b. First name, last name of 1 authorized user
- c. Phone number of authorized user including all dialing codes
- d. Email of authorized user and the email domain must match the existing user

The file can be attached to an email message and sent to the IMDS Service Center of your choice where they will research and determine if you will be granted access to existing data. For security reasons, it would be preferred to change the profile of an existing user rather than create a new ID.
Follow the Link to **Online Registration**.

Registration is found on the **Register your company** link of the main menu on the login page.
Register II

Fill in the necessary information.
Error?

There are 2 main reasons for getting an error for Online Registration:

1. Your company is already registered. Please check again or contact our IMDS Service Center.
2. The name of your company is on the “deny” list or contains a character string that is on the “deny” list (“deny” list will be explained on the next page).
What’s the “Deny” List

Over the years, companies have decided to have a more central management of IMDS data and have asked us to help limit their individual sites from registering independently. To that end, we have created a list of character strings that are prohibited from performing online registration. Some of these strings may be contained in a company name that has nothing to do with the company on the “deny” list.

Should you get an error, email the IMDS Service Center with ALL the information you have entered in TEXT form and they will research and either perform a manual registration or direct you to the person in your company where you can get an ID.
Terms of Use

At the first login, each user is required to read and accept the **Terms of Use**. If all you see is Logoff, the problem is that your popup blocker is preventing the window from displaying.
Company Responsibilities

IMDS is a secure system. The IMDS Service Center cannot possibly know who within a company should have access to data. That is why it is the responsibility of each IMDS company to assign a minimum of 1 Company Administrator (and we recommend 2). The Company Administrator is responsible for creating and deactivating users, creating and deactivating contact persons, resetting passwords of users within a company, and performing other administrative tasks.

For a complete description of the functions a Company Administrator can perform, please read Public Pages > FAQ > Faster Data Entry & IMDS Administration > What Administration functions can a Company Administrator Perform.

Should the IMDS Service Center have to perform an administration task, be prepared to supply adequate proof that you are authorized to make the request.
Sharing IDs

Usage of IMDS “classic” or browser mode is free of charge. IMDS “classic” User IDs are free of charge.

We see no reason to share IDs and sharing of IDs causes problems. When the New Password button is used, the email goes to the email on the ID – and if sharing, others do not know the button has been used and the ID will become locked.

The IMDS Service Center will only reset a password upon receipt of an email from the address on the ID and that profile is that of the only Company Administrator in the company.
Getting Started

Now that you’re registered – we suggest going to a training class. If you can’t, read the information under New to IMDS? > Readings for New Users.

Where can I find a walk through of creating an entry in IMDS? (also known as “create tips”)
IMDS User Manual

Under FAQ > How to Tips

What do the error messages mean and how can I fix them?
How to find things in IMDS?

Additionally, there are many other tips that users should find useful.
About the IMDS Service Centers

There are several IMDS Service Centers located in the world. If your language isn’t supported, it is because there is not an OEM in your area that has chosen to support a IMDS Service Center in your language.

IMDS Service Center usage is free of charge at this time, but the agents are not material experts and are not there to train you in the use of IMDS. They will not instruct you one-on-one with information that is already available in a FAQ. They will point you to the FAQ. Additionally, most IMDS Service Center agents can tell you the functionality of IMDS, but are not familiar with the nuances of data entry that are documented in the FAQs.

Since each user can reset their own password or have another Company Administrator in the company do so, there should be no need to have the IMDS Service Center reset a password. If no other choice, they will do so, but expect a 1-2 business day turn around time.