

# Using the Personal Settings to Keep Information Current

Version: IMDS Release 10.0

INTERNATIONAL  
MATERIAL DATA  
SYSTEM



# Data? What Data?

**IMDS has two sets of contact data:**

## **1. User ID information**

- Name
- Email address
- Fax/phone

## **2. Contact Person information (attached to MDS)**

- Name
- Email address
- Fax/phone



# How is the Data Used?

Frequently, the IMDS Service Center (especially level 2) uses the information to contact you.

If you are a User/Company Administrator, you cannot get a password reset without a name and e-mail match.

Your suppliers and customers may need to contact you.

# Why Isn't it Current?

It is the responsibility of the User to keep his/her information current under **Personal Settings**.

On company level, it is the responsibility of the Company Administrator to ensure the contact information for each user and contact person is kept current.

*Unfortunately, sometimes Company Administrators, even those who use the system, have not kept contact information up to date – or the Company Administrator leaves without a backup plan.*



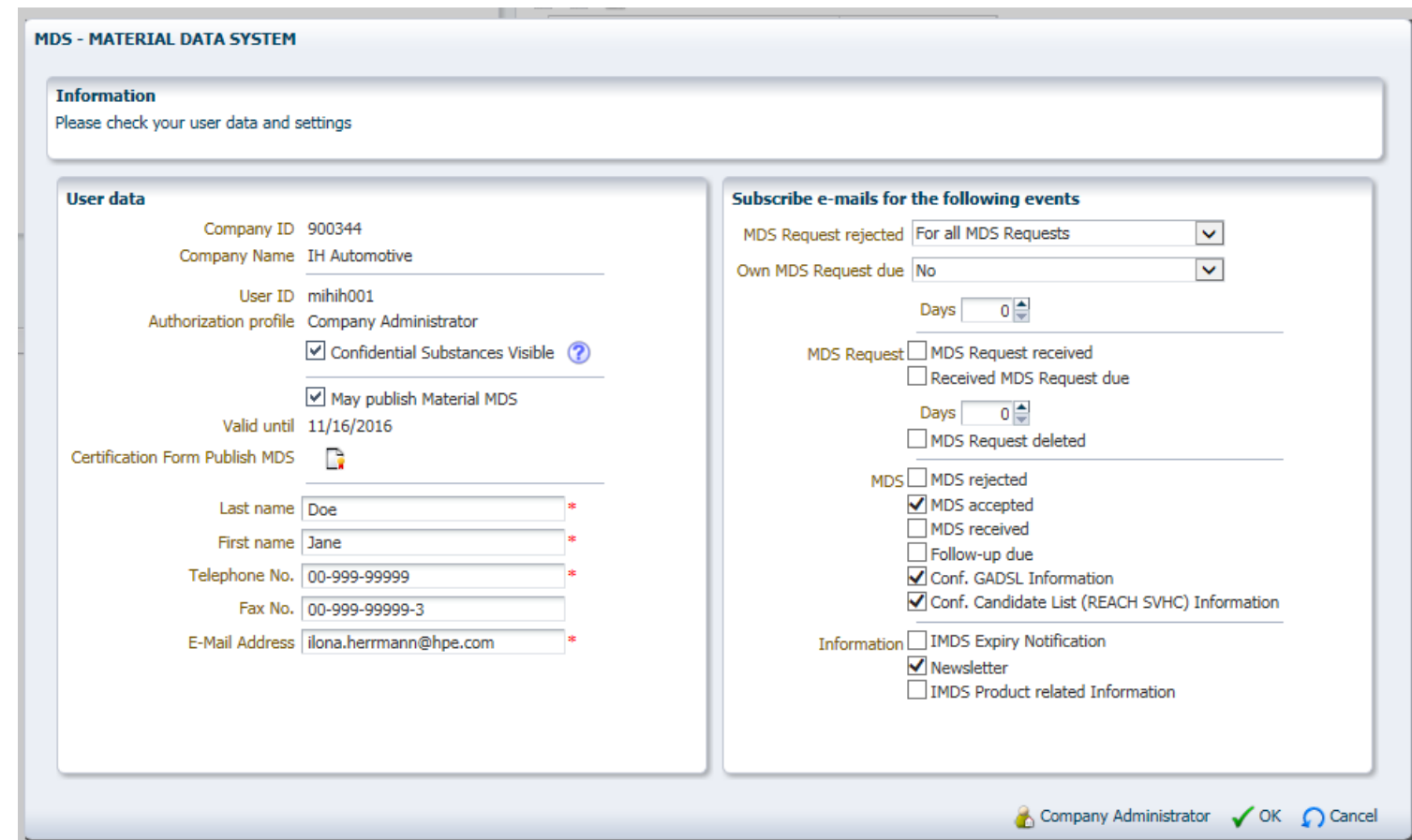
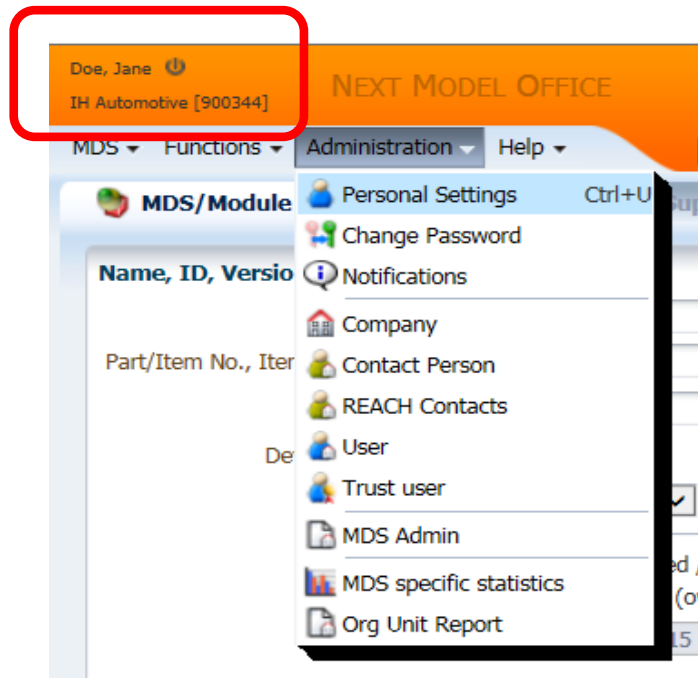
# User Self Service

Each user can update the information on their ID for changes in name, email, phone, or fax on your User ID. **It is YOUR responsibility to make sure the data is current.**

If you are a contact person, you will still need to contact your Company Administrator to make changes to that set of data.

# Settings

User IDs are assigned to individuals and not to companies. We make every effort to alert a user to this fact. Since IMDS is essentially self-service it is important to keep a 1 ID to 1 user relationship.



# Validate/Correct the Information

On the left side, you can change everything but your Company ID, Company Name, User ID, profile, password, “May publish Material MDS” and “Confidential Substances Visible” on this screen.

Once all corrections have been made, click **OK**.

The screenshot shows the 'MDS - MATERIAL DATA SYSTEM' user profile configuration page. It is divided into two main sections: 'User data' and 'Subscribe e-mails for the following events'.

**User data:**

- Company ID: 900344
- Company Name: IH Automotive
- User ID: mihih001
- Authorization profile: Company Administrator
- Confidential Substances Visible
- May publish Material MDS
- Valid until: 11/16/2016
- Certification Form Publish MDS: [Icon]
- Last name: Doe \*
- First name: Jane \*
- Telephone No.: 00-999-99999 \*
- Fax No.: 00-999-99999-3 \*
- E-Mail Address: ilona.herrmann@hpe.com \*

**Subscribe e-mails for the following events:**

- MDS Request rejected: For all MDS Requests
- 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

At the bottom right, there is a user profile icon for 'Company Administrator' and buttons for 'OK' and 'Cancel'.

# Set Up for Notification

In the right half of the screen, you can tell the system to send you an e-mail under certain circumstances. This is useful if you don't log in very often.

Once all subscriptions have been made, click **OK**.

**MDS - MATERIAL DATA SYSTEM**

**Information**  
Please check your user data and settings

**User data**

Company ID 900344  
Company Name IH Automotive  
User ID mihh001  
Authorization profile Company Administrator  
 Confidential Substances Visible ?  
 May publish Material MDS  
Valid until 11/16/2016  
Certification Form Publish MDS

Last name Doe \*  
First name Jane \*  
Telephone No. 00-999-99999 \*  
Fax No. 00-999-99999-3 \*  
E-Mail Address ilona.herrmann@hpe.com \*

**Subscribe e-mails for the following events**

MDS Request rejected For all MDS Requests  
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

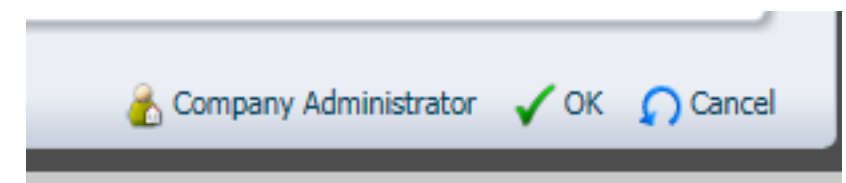
Company Administrator OK Cancel



# Checking for Company Administrators

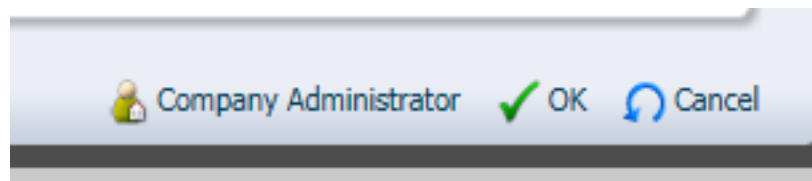
It is also useful to periodically check to see who the Company Administrators are. If all Company Administrators have left the company, you need to notify the service center immediately.

We strongly recommend a minimum of two Company Administrators in each IMDS company. Company Administrators manage the users for the entire company – regardless of Org.-Unit.



# Listing of Company Administrators

In this screen, the active Company Administrators are listed. If all Company Administrators have left the company, you need to notify one of the **IMDS Service Centers** immediately.



MDS - MATERIAL DATA SYSTEM

**Company Administrator data**

Company Name IH Automotive  
Company ID 900344

View

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.