Using the Personal Settings to Keep Information Current

Version: IMDS Release 10.0
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.
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.
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.
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.

![Company Administrator list](image)