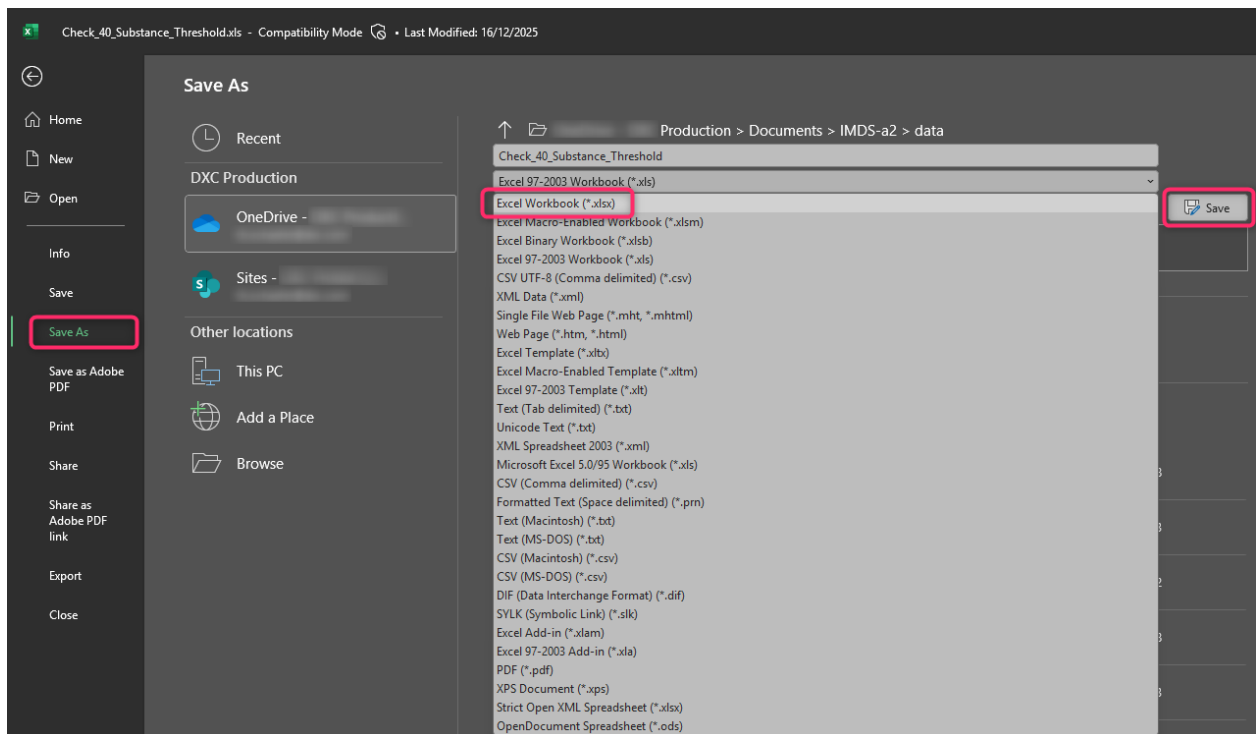


STEP 1

Convert Microsoft Excel sheet from XLS to XLSX

- Open the Excel sheet in XLS format in the Microsoft Excel application.
- Select the **File** menu
- Select the **Save as** menu
- Change the file type field to **Excel Workbook (*.xlsx)**. Note: This is the field below the file name.
- Press the **Save** button.



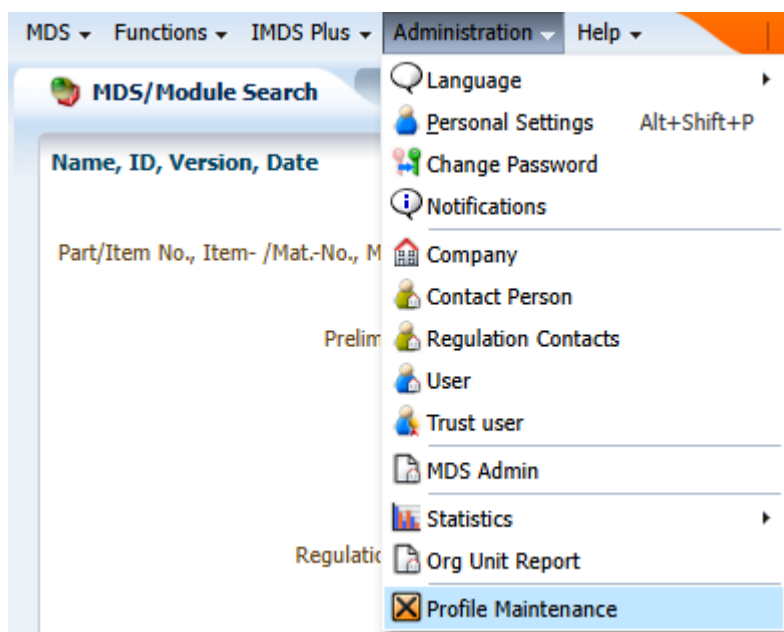
This converts the former XLS file to a XLSX formatted file with the given name in the given directory.

STEP 2

Upload the newly converted XLSX file to your Examiner Profiles in IMDS Plus.

Login the IMDS Plus (IMDS Web) application with a user owning an **IMDS-a2 license**.

Open the menu: **Administration | Profile Maintenance**:



Search for your Examiner profiles containing one or more of the Excel-based checks below:

- 33 - Verify MDS references against a Microsoft Excel Sheet
- 35 - Verify substances against a Microsoft Excel Sheet
- 37 - Verify Part number against a Microsoft Excel Sheet
- 40 - Verify substance amounts against user specified range thresholds from an Excel sheet
- 43 - Extended ELV Heavy Metal Check (multiple)

For each of these checks:

Select the Excel-based check in the table on the left-hand side.

Press the **+** button to upload the corresponding XLSX Excel sheet on the right-hand side:

Quality Checks in Profile

	Name
33	Verify MDS references against a Microsoft Excel Sheet.
35	Verify substances against a Microsoft Excel Sheet.
37	Verify Part number against a Microsoft Excel Sheet.
39	Extended ELV heavy metals check
40	Verify substance amounts against user specified range thresholds from an Excel sheet
43	Extended ELV Heavy Metal Check (multiple)

Description: Verify if substance amounts in an MDS are inside or outside a user specified range defined in an Excel Worksheet.

Name	Value
File	Upload File
Working Sheet name	1
Node ID = 1, CAS No. = 2	2
ID (NodeID/CAS No) column no.	3
Min column no.	4
Max column no.	5
(I)Inside/(O)utside column no.	

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Click **Choose File**

MDS - MATERIAL DATA SYSTEM

Upload File

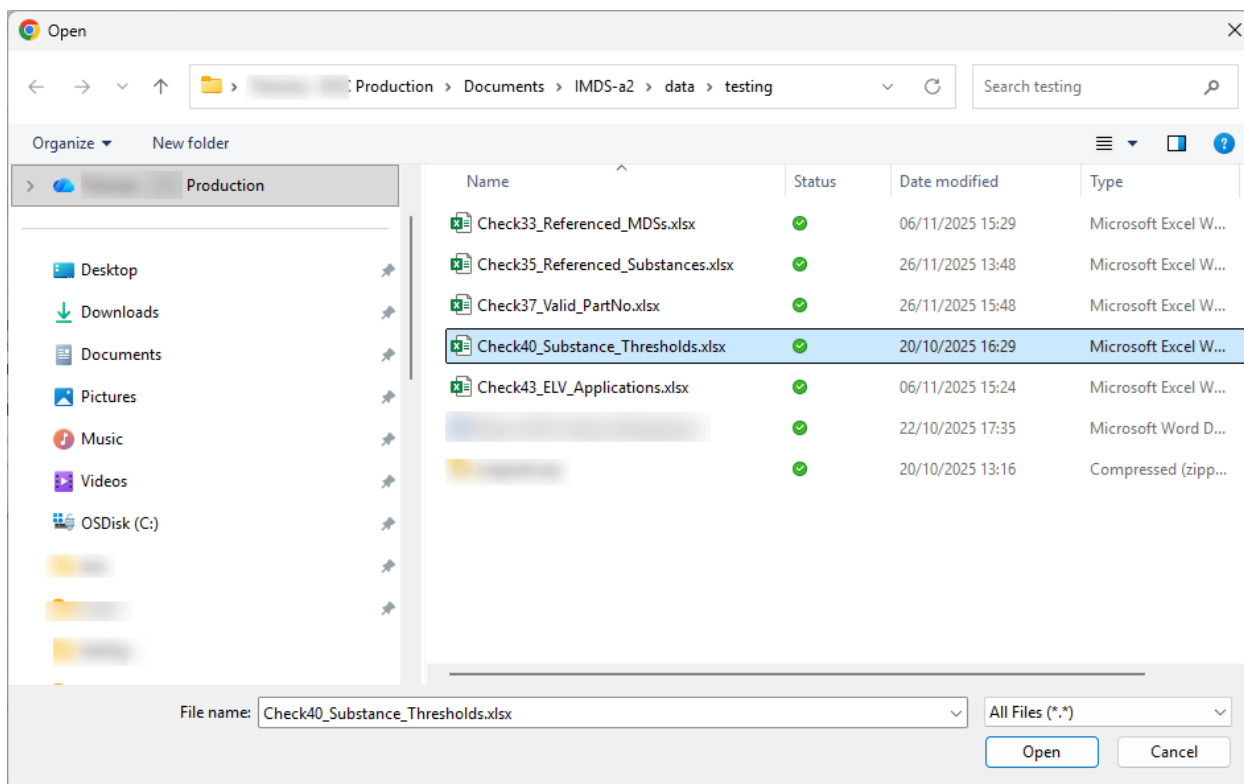
File to upload

Choose File

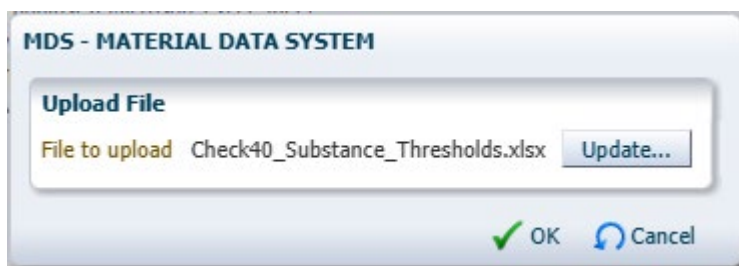
 No file chosen

☒ OK ☐ Cancel

Select the desired XLSX Excel sheet and press **Open**:



Confirm by pressing **OK**.



Next, enter the correct **Work Sheet name** containing the data to be used in the check and fill all other check parameters accordingly.

Description Verify if substance amounts in an MDS are inside or outside a user specified range defined in an Excel Worksheet.

Name	Value
File	Check40_Substance_Thresholds.xlsx +
Working Sheet name	Examiner_Check
Node ID = 1, CAS No. = 2	1
ID (NodeID/CAS No) column no.	2
Min column no.	3
Max column no.	4
(I)nside/(O)utside column no.	5

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And finally save the modified Examiner profile by pressing the **Save** toolbar button.



Your Examiner profile is now ready for use in both - the IMDS-a2 application and in the new IMDS Plus application.