

Guideline for the Release Process of the Drafts

Dear Sir or Madam,

You are participating in our draft-system for ChemDoc24. To this end, you will be emailed a link whenever a file is uploaded to our release platform (see figure below). Via this link you can either directly access our release platform or directly view the draft file. Upon receipt of the email, you will have **14 calendar days** to view and release the draft of your file. After this period your file will automatically be released and forwarded to the ChemDoc24 platform.

If this email is not displayed correctly, please click [here](#).



Sehr geehrte ChemDoc24-Nutzerin, sehr geehrter ChemDoc24-Nutzer,

ein neuer Vorabzug/Entwurf wurde hochgeladen und steht für Sie zum Freigeben bereit.

Folgen Sie dem Link **Direct link to the file** <https://kft-chemdoc24.com/drafts> an.

Vorabzuge/Entwurf wird nach 14 Tagen automatisch freigegeben.

Datei:

KFT ChemDoc24 EN Version 2 00 151216.pdf

Download:

https://kft-chemdoc24.com/docs/draft.php?code=U6OHUVETXYMEGGOL&dkey=TvBla4LSNrJIW9xaF0vPdHsZFGVWg0Of&mkey=05RUEIIVYdHQ1Xa1IE5m09bkZCcxhj5eJ4_MGAA..&ekey=FmkxwX4JUKX211NzbP3om60E9LQKQpa6&time=UUXNYNZFWX3N

Link zur Freigabe von Dateien:

<https://kft-chemdoc24.com/drafts>

Sollten Sie noch Fragen haben oder unsere Hilfe benötigen stehen wir Ihnen gerne zu Verfügung.

Ihr KFT ChemDoc24-Team

Dear ChemDoc24 user,

A new draft has been uploaded and is ready for release for you.

Follow the link and log on with your access details at <https://kft-chemdoc24.com/drafts>.

Drafts is automatically released after 14 days.

File:

Link to release files:

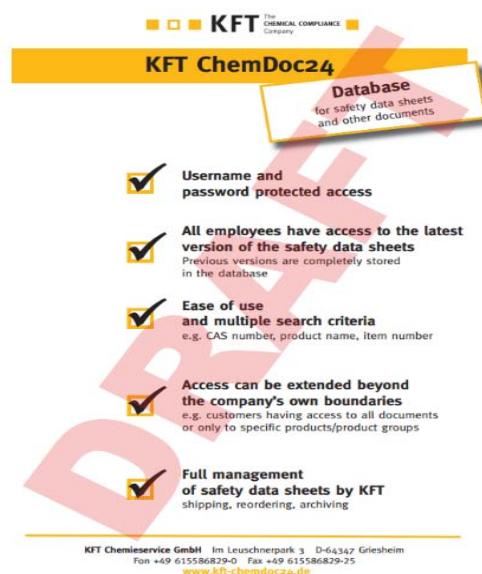
Please do not hesitate to contact us should you have any questions or need our assistance.

Link to the release platform

emDoc24-Team

When you click on the direct link to the file, you can directly view the selected file. This file is identified as "DRAFT" (see picture on the right).

You can then check whether the safety data sheet, label, etc. were created correctly or whether changes need to be made to the draft.



KFT ChemDoc24



Database for safety data sheets and other documents

- ✓ Username and password protected access
- ✓ All employees have access to the latest version of the safety data sheets
Previous versions are completely stored in the database
- ✓ Ease of use and multiple search criteria
e.g. CAS number, product name, item number
- ✓ Access can be extended beyond the company's own boundaries
e.g. customers having access to all documents or only to specific products/product groups
- ✓ Full management of safety data sheets by KFT
shipping, reordering, archiving

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www.kft-chemdoc24.de

To **release** or **reject** the file, you must log on to the **release platform** of ChemDoc24. For this, follow the link to the release platform provided in the email (see picture below).

If this email is not displayed correctly, please click [here](#).



Sehr geehrte ChemDoc24-Nutzerin, sehr geehrter ChemDoc24-Nutzer,

ein neuer Vorabzug/Entwurf wurde hochgeladen und steht für Sie zum Freigegeben bereit.

Folgen Sie dem Link und melden Sie sich mit Ihren Zugangsdaten auf <https://kft-chemdoc24.com/drafts> an.

Vorabzüge/Entwurf wird nach 14 Tagen automatisch freigegeben.

Datei:

[KFT ChemDoc24 EN Version 2.00 151216.pdf](#)

Download:

https://kft-chemdoc24.com/docs/draft.php?code=J6OHUVETXYMEGGOL&dkey=TvBla4LSNrJlW9xaF0vPdHsZFGVWg0Of&mkey=05RUEIIVYdHQ1Xa1IE5m09bkZCxbj5eJ4_MGAA...&ekey=FmkxwX4JUKX211NzbP3om00E9LQKQpa6&time=UUXNYNZFWX3N

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File:

[KFT ChemDoc24 EN Version 2.00 151216.pdf](#)

Download:

https://kft-chemdoc24.com/docs/draft.php?code=J6OHUVETXYMEGGOL&dkey=TvBla4LSNrJlW9xaF0vPdHsZFGVWg0Of&mkey=05RUEIIVYdHQ1Xa1IE5m09bkZCxbj5eJ4_MGAA...&ekey=FmkxwX4JUKX211NzbP3om00E9LQKQpa6&time=UUXNYNZFWX3N

Link to release files:

<https://kft-chemdoc24.com/drafts>

Please do not hesitate to contact us should you have any questions or need our assistance.

Your KFT ChemDoc24-Team

Link to the release platform

Log on with your access data.



Freigabepattform / Release platform

Home

Login KFT Chemieservice English

Status: You are not logged in!

Display language: English

Login

Account/Username *

Password *

* Required fields

Login

Under **Drafts** you can see all files still to be released and all previously rejected files. Open the relevant file and click on **Release/Rejection**.

»körner« Logout KFT Chemieservice English

Freigabepattform / Release platform

Home Drafts

Home

Status:
You are currently logged in
as »körner«.
Display language
English

Files for release

KFT ChemDoc24 (set on the 2015-12-16 08:31:52)

Filename	KFT ChemDoc24 EN Version 2.00 151216.pdf (Download)
Company	TESTFIRMA-TESTFIRMA/TESTHAUSEN
Version/Index	2.00
Create at	2015-12-16 23:59:59
Modify at	2015-12-16 23:59:59
Language	English
Country	Great Britain
Filetype	SDS

Release/Rejection

Files rejected
No rejected files found

If the safety data sheet, label, etc. are complete and correct, then select "**Release**" from the selection field on the right, check "**Confirm Action!**" and click on "**Submit**". The released file is then automatically saved in the ChemDoc24 system and can be accessed there, so long as no updated version is created.

Release platform

Home Drafts

Release/Rejection

Release for file »KFT ChemDoc24 EN Version 2.00 151216.pdf« [Download](#)

Authorise release. *
Note: After authorising the release, this file will replace the current version! This process is irreversible.

Release

Note/Message/Comment

☒ Confirm action!

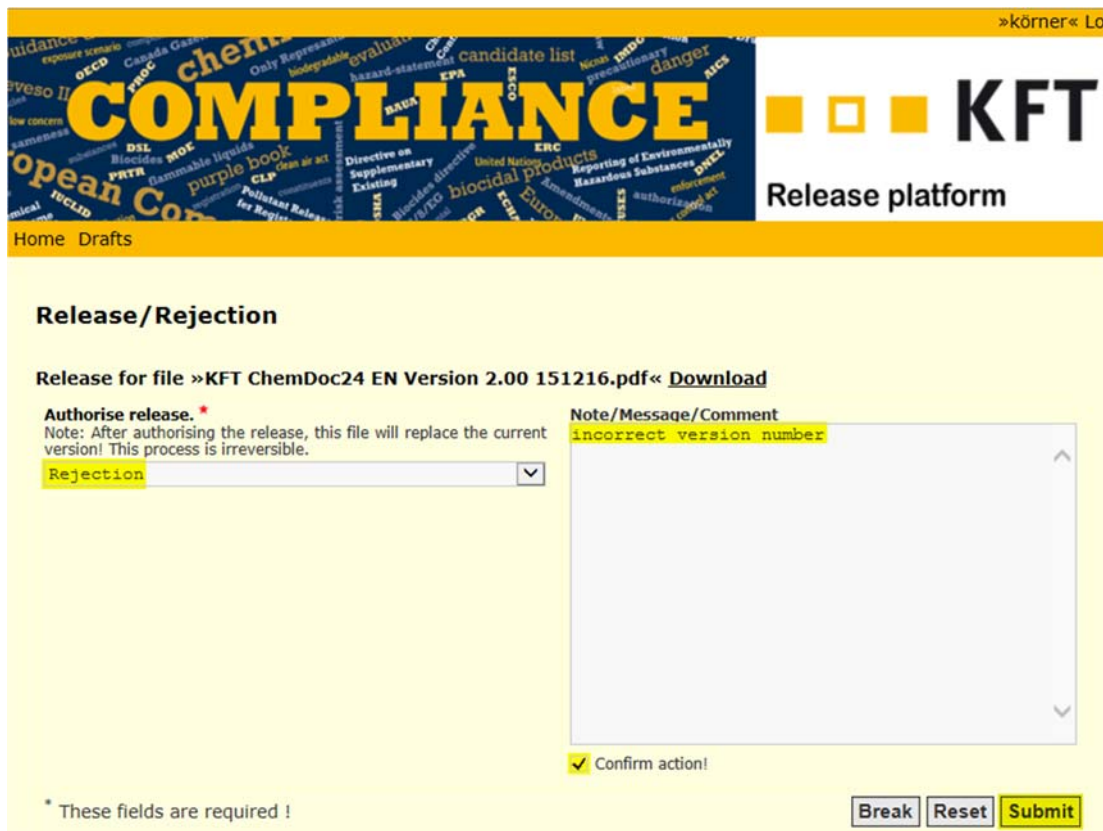
* These fields are required !

Break

Reset

Submit

If the safety data sheet, label, etc. are incomplete and incorrect, then select "**Rejection**" from the selection field on the right, and specify in the text field "**Note/Message/Comment**" the items that need to be edited by the person responsible for your file. Subsequently check "**Confirm Action!**" and click on "**Submit**".



The screenshot shows the KFT Release platform interface. At the top, there is a header with the word "COMPLIANCE" in large yellow letters on a blue background, and the KFT logo with the text "Release platform". Below the header, there is a navigation bar with "Home" and "Drafts". The main content area is titled "Release/Rejection". It shows a release for the file "»KFT ChemDoc24 EN Version 2.00 151216.pdf«" with a "Download" link. Under "Authorise release.", there is a note: "Note: After authorising the release, this file will replace the current version! This process is irreversible." A dropdown menu is set to "Rejection". To the right, there is a text area for "Note/Message/Comment" containing the text "incorrect version number". Below this, there is a checkbox labeled "Confirm action!" which is checked. At the bottom right, there are three buttons: "Break", "Reset", and "Submit". A footnote at the bottom left states: "* These fields are required !".

The person responsible for your file will then receive an email with the text to be edited. The rejected file is automatically saved in the list of "**Rejected Files**" and you receive a new **email for release** as soon as new draft has been created.

Please note that each draft is **valid for only 14 calendar days** and will **automatically be released** after this period.

If you have any questions or require further information about our release process, please feel free to contact us.

You can reach us by phone at: 0049 6155 86829-0 or by email to ChemDoc24@kft.de.

Kind Regards,

Your KFT ChemDoc24 team