Support for ChemDoc24
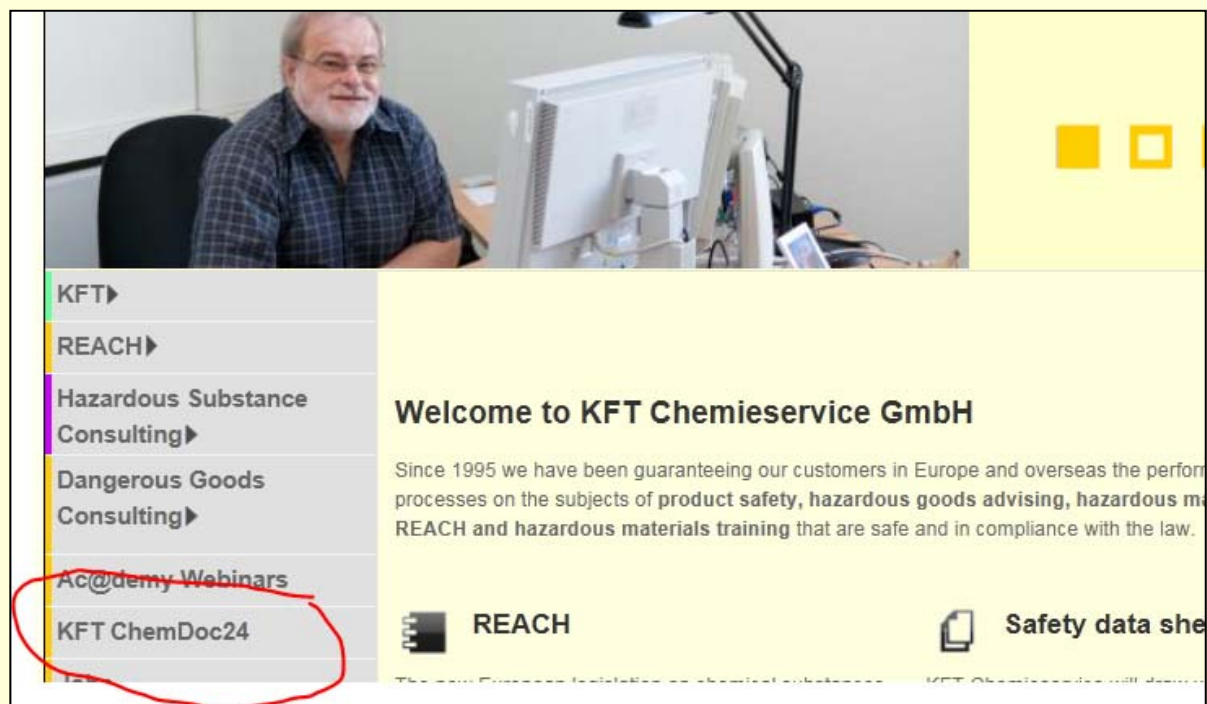
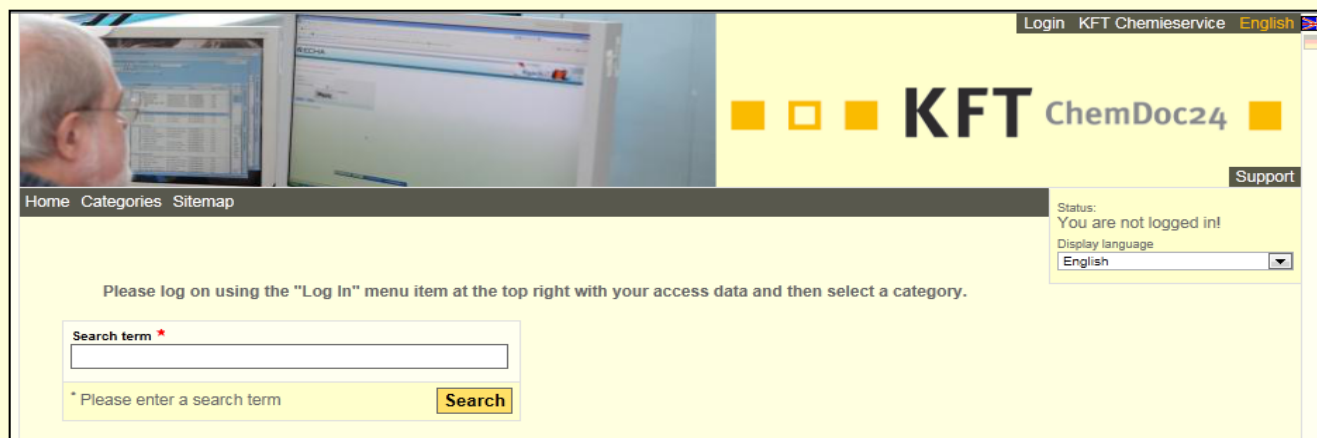# Access to ChemDoc24

- Direct access via:www.kft-chemdoc24.com
- Via the website: www.kft.de

Landing page

- ☐ Searching for free content without login
  - ■ No content at present
  - ■ General interest documents and laws will in the medium term be posted on this page
- ☐ Changing the display language
  - ■ Via the country flag
  - ■ Via the pop-up menu
- ☐ Reporting problems via the support page
- ☐ Logging in to the system with user ID and password

How do I log in to ChemDoc24?

- ☐ On the ChemDoc24 homepage, you must first log in with your log-in data. (If you have not yet received your log-in data, please send an email to chemdoc24@kft.de)
- ☐ Click on Log In and enter your log-in data in the corresponding fields.

OK, I am logged in. Now what?
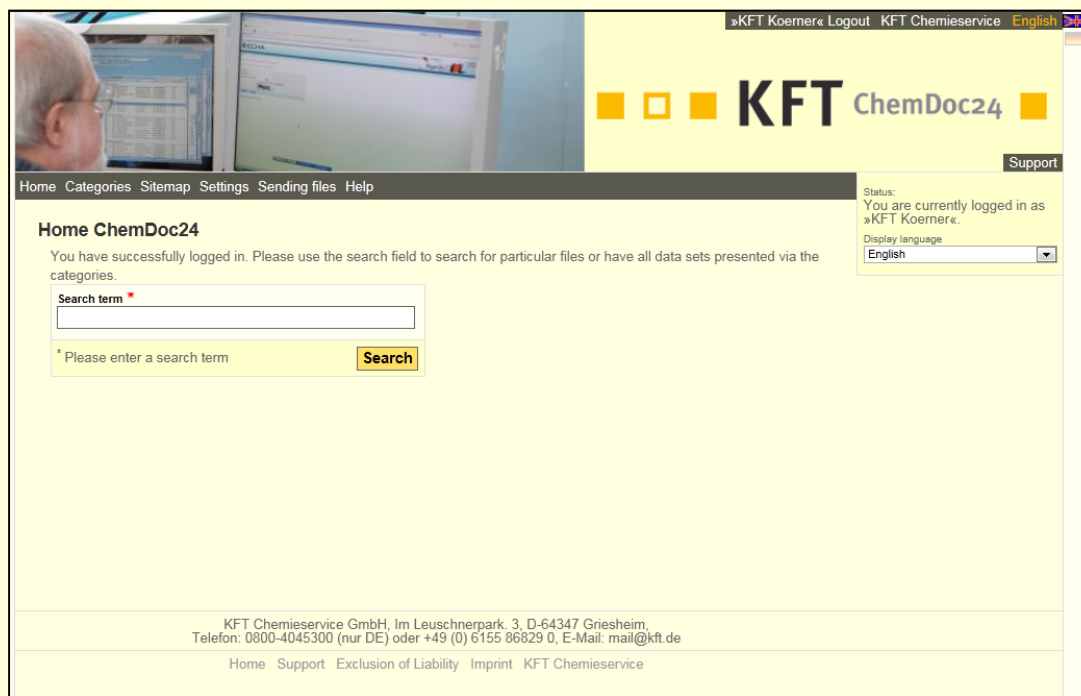
□ You can now search for a file using the search box or select the relevant document group via the categories.

□ In the category you will view all files that are stored in ChemDoc24. You can search for a specific data record via the search function. Search keys that can be used are Trade name, CAS No., EC No., Index No., Article No., Project No., etc.

OK, I am logged in. Now what?

- After selecting the category - here "SDS" - you receive all the files that are stored in the database.
- You can narrow down the selection using the filters on the right side of the page.

Symbols and their meanings
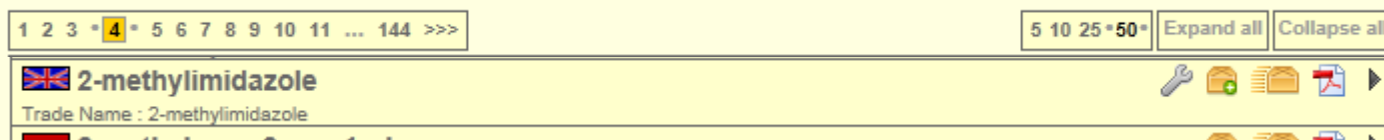
- ☐ Clicking on the page display [1 2 3 4 5 6 7 8 9 10 · **11** · ... 265 >>>] allows you to quickly jump to any desired page.

- ☐ The number of files to be displayed per page can be changed via this display. [5 · **10** · 25 50] It is not possible to display all files on one page.

- ☐ The flag preceding the displayed file relates to the country code.

- ☐ It is followed by the trade name.

- ☐ The spanner 🔧 indicates that the relevant product is included in the maintenance service.

- ☐ Clicking on the envelope icon with the green symbol 📩 allows you to send multiple files in a single email.

- ☐ The envelope icon without symbol 📩 is used to send a single file by email.

- ☐ Clicking on the symbol 📄 allows you to download the file.

- ☐ The ▶ at the end of the line allows additional information on the file to be displayed, without having to download the file.

Filters on the right side of the page

- You can use the individual filters to narrow down the selection. The following filters are provided:

  Sprachfilter
  | Sprachfilter aus ▼ |

  Länderfilter
  | Länderfilter aus ▼ |

  Firmenfilter
  | Firmenfilter aus ▼ |

- **Language filter**: If the language filter is selected, only the data records in the selected language are displayed.

- **Country filter**: If the country filter is selected, only the data records for the selected country are displayed

- **Company filter:** If a single account is used for data sheets of several companies, you can here select the company.

- After a filter has been applied, a new search must be performed. Previous result lists will not be used for the filter

Other functions on the right side of the page
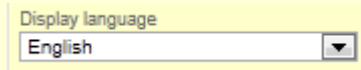
- The search field: **Suche** [ ] 🔍 here, too, you can enter a search term to initiate a search.

- **Status: Sie sind angemeldet als »KFT Koerner«.** displays the current status. For security reasons, you will be automatically logged out after a certain amount of time has passed.

- Clicking on the display language allows you to change the user interface language from German to English. **Display language: English ▼**
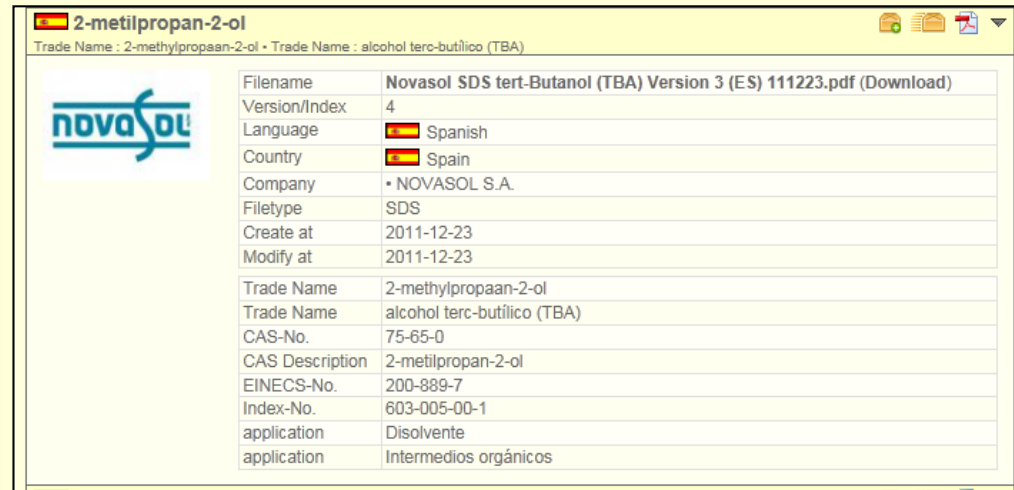
- **Sending list/List storage: Save Restore Remove Send** Here the selected files to be sent by email, are displayed. This function is only used to send several files in a single email.

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The information field

□ Here the information on the displayed file is displayed

□ The type of information depends on the stored document

- SDB substances
- SDB mixtures
- Submission reports

□ Additional information can be added at the request of the customer (for a fee)

□ All information that is displayed here is also searchable

□ Only the current version is displayed.

A new file is installed

- As soon as a new file is imported into ChemDoc24, you will receive an automatically generated email (if you are registered as a recipient).

- This email contains a link that will directly take you to the file.
- Diese E-Mail enthält einen Link, der Sie direkt zu der Datei leitet.

- This link is valid for 10 days only.

- If in the meantime a new link is imported, the old link will automatically become invalid.

- All other users enabled for this document will also receive this link (customers, colleagues).

- The system documents who and when an email with a hyperlink was received.

- The system documents if and when you accessed the file.

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A new file is installed

- After you log on to the system, you can download the file installed in ChemDoc24 as often as you like, also when the link has expired or is no longer valid.

- You can be sure you always have access to the latest version.

- Downloading a file from the system on the day of its installation is not always possible. Although the file is immediately displayed in the corresponding category in ChemDoc24, it cannot yet be located via the search function on the day of import, because the new index is generated at night. Calling up the file via the search function is not possible until the following day.

- If the system does not function properly or if you receive error messages or the like, you can press the button **Support** (at the top right below our logo). This is the fastest way to inform us of any system problems. We will immediately look into the problem and provide you with feedback.

Symbole und deren Bedeutung (Versand)
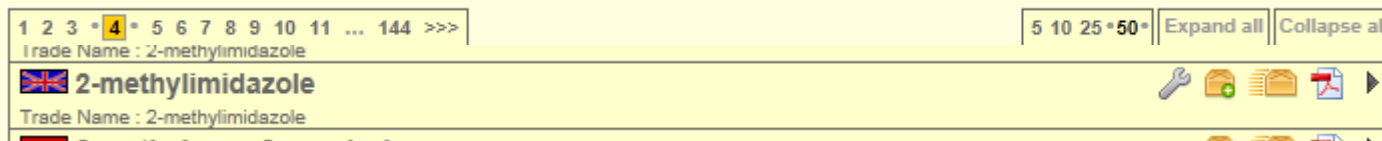
Mailing functions:

☐ The envelope without symbol ⬜ is used to send single files by email.

☐ Via the envelope with the green symbol ⬜ you can select this file for a mailing list (shopping cart function).

☐ After the selection, the symbol ⬜ changes and appears as the "shopping cart function"

with the selected file(s), as the last item below the right-hand menu
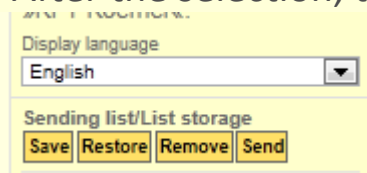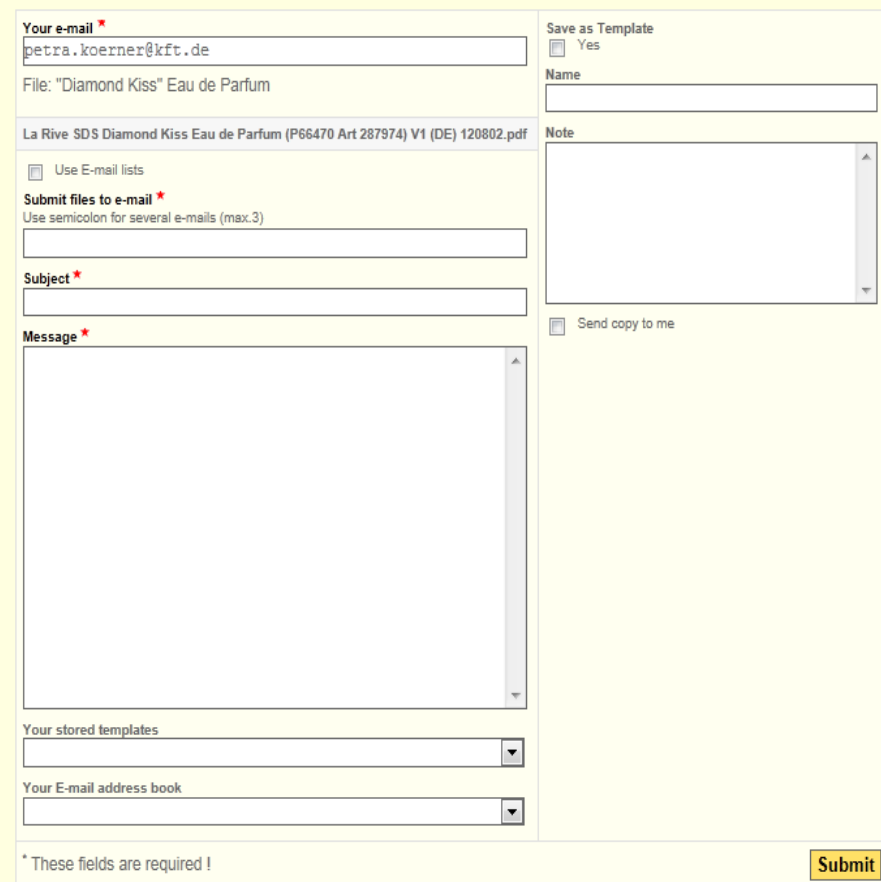
☐ Click on ⬜ again to undo the action. ⬜ is displayed again.

☐ You can also place several files in the shopping cart or deselect individual files from the shopping cart.

Direct mailing of a file

□ The envelope without symbol is used to send one file by email. The following window is opened:

■ The sender is present

■ The file to be sent is displayed

■ You can send to one or more recipients

■ You can manually enter the recipients or use previously saved email lists

■ You can manually fill in the Subject field or use a previously saved text template

■ You can save the currently specified mailing information as a text template

■ All send processes are documented in the system

Your e-mail *
petra.koerner@kft.de

File: "Diamond Kiss" Eau de Parfum

La Rive SDS Diamond Kiss Eau de Parfum (P66470 Art 287974) V1 (DE) 120802.pdf

☐ Use E-mail lists

Submit files to e-mail *
Use semicolon for several e-mails (max.3)

Subject *

Message *

Your stored templates

Your E-mail address book

Save as Template
☐ Yes

Name

Note

☐ Send copy to me

* These fields are required !   Submit

Saving mailing lists

□ The save function of the shopping cart allows you to save mailing lists: you can enter comments and save them under any name

□ After saving, you can edit the mailing list and save it again, call up the mailing list (restore), delete the mailing list, or send the documents of the mailing list
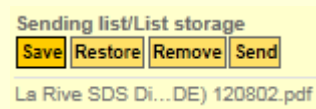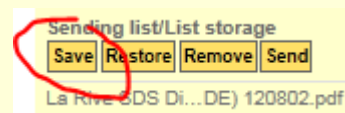
Mailing via the shopping cart function (saved)

◻ You can send saved shopping carts or first edit and then send them

◻ Call up the saved shopping cart via "Restore"

◻ or alternatively from the menu bar:

■ You must select the download list to be used

■ You can add the documents listed in the shopping cart to the download list

■ You can replace the files in the shopping cart with the listed documents

■ You can delete the displayed download list

■ Then press "Execute"

■ The mailing list is displayed again

Sending list/List storage
Save | Restore | Remove | Send

Home Categories Sitemap Settings Sending files Help

Restore files in sending list

sendin

| Novasol SDS 2,5-dichloronitrobenzene molten Version 2 (FR) 120326.pdf |
| Novasol SDS 2-Dimethylaminoethylmethacrylat Version 1 (NL) 120912.pdf |
| Novasol SDS 2-Ethylhexylacrylat Version 3 (I) 110512.pdf |

Add items to downloadlist.   ▼   Execute

* These fields are required !

Send file

Your e-mail *
petra.koerner@kft.de

☐ Use E-mail lists

Submit files to e-mail *
Use semicolon for several e-mails (max.3)

Subject *

Message *

Save as Template
☐ Yes

Name

Note

☐ Clear downloadlist
☐ Send copy to me

Your stored templates

Your E-mail address book

* These fields are required !   Submit

🏴 2-ethylhexyl acrylate
🏴 1,4-dichloro-2-nitrobenzéne
🏳 2-dimethylaminoethylmethacrylaat DMAEMA

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Betreff / Subject : send file test

Nachricht / Message :
here you can leave a message. Have a nice day! regards KFT Chmieservice GmbH

Zip-Archiv / ZIP archive : chemdoc24_20121012133340.zip
Download : http://kft-chemdoc24.com/docs/getpackage.php?code=YDWWURH4BKKTPAQ8&pkey=W74jYH6vszsVCpe3evBKuaplhtEMLYxG&time=QLNX7MBS2S59
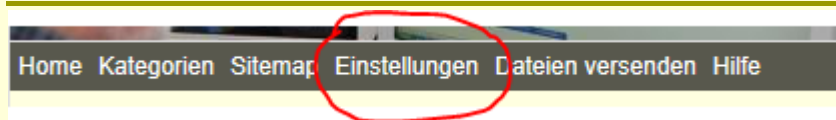
Im Zip-Archiv enthaltene Dateien / Files contained in the zip archive

- Novasol SDS TMT Version 2 (SE) 111208.pdf
- Novasol SDS 2,5-dichloronitrobenzene molten Version 2 (FR) 120326.pdf
- Novasol SDS 2,5-dichloronitrobenzene molten Version 2 (GB) 120326.pdf

Einen kostenlosen Entpacker finden Sie unter www.7-zip.org
A free archiver, see www.7-zip.org

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The following functions are hidden under Settings:

Home Kategorien Sitemap Einstellungen Dateien versenden Hilfe
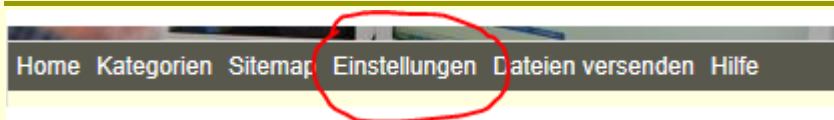
□ The following functions are hidden under Settings:

- Template for send files: If you have saved templates for sending your documents, you can directly select them here.

Templates for send files

sn.	Name	Note	Subject	Message		
			No templates found			

New template

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Einstellungen

☐ The following functions are hidden under Settings:

- ■ Email addresses: Here you can manually input individual email addresses and assign them to lists.

- ■ You can copy a document with email addresses to the window. The system will search for the email addresses and save them:

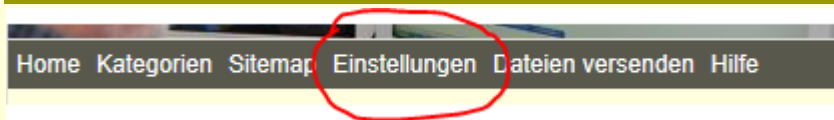# The following functions are hidden under Settings:

Home Kategorien Sitemap Einstellungen Dateien versenden Hilfe

☐ The following functions are hidden under Settings:

■ Email address list for the mailing list: here you can create or edit lists of email addresses for the mailing lists

E-Mail Adressliste für die Versandliste

lfd.	Name	Anmerkung			
1	test emailliste			✎	🗑

Neue Liste   Skanne E-Mails in eine Liste

■ You can input the email addresses individually in lists or add them in batch by scanning

Scanne Text nach E-Mail Adressen für die Versandliste

Text mit E-Mail Adressen   E-Mail Adresslisten
                                                  ☐ dfdfdfdf
                                                  ☐ test emailliste
                                                  ☐ Test Liste 3
                                                  ☐ Test Liste 4

* Diese Eingabefelder müssen ausgefüllt werden !   Abbruch Speichern

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