

## 6190 IMDS administration

Among other things, security in IMDS is guaranteed through authorization of users who identify using a user ID and a password. In addition, individual areas can be equipped with different authorizations. It is therefore important for every company to define an efficient and sensible rights and access management system in IMDS. In day-to-day IMDS operations, areas of responsibility change time and again, or personnel changes take place. Users and contact persons must then be created or deactivated in IMDS. Passwords have to be reset or accesses that were limited in time have to be extended. Company details can also change over time. In this webinar, you will learn how to manage your company correctly in IMDS and what specifics you need to pay attention to.

### Objective

You are familiar with the concept and criteria for efficient and secure IMDS administration. You are able to create and change an IMDS company profile.

You are familiar with the various rights and functions of the user and contact person roles in IMDS and know how to create, change and manage them.

You are also familiar with the rule for publishing material data sheets and the notification procedure in IMDS.

### Content

- ☐ Overview of the administration functions
- ☐ Managing the company profile in IMDS
- ☐ Users in IMDS
  - Tasks and roles
  - Changing and creating new user profiles
  - User administration
  - Notification procedure
- ☐ Contact person in IMDS
  - Tasks and roles
  - Changing and creating a new contact person
  - Defining a REACH contact person in IMDS
- ☐ Rules for material MDS publication
  - Proof of self-certification
  - Obligations of the customer administrator
- ☐ Summary, answers to questions

### Teaching method

Lecture with demonstration and discussion

### Participants

You would like to find out more about specific aspects of IMDS administration.

### Prerequisites

Basic knowledge in the use of the PC and the Internet as well as basic knowledge in the use of the IMDS.

### Duration

120 minutes

**Max. number of participants:** 14

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**This seminar incorporates our knowledge from our international practice in the field of IMDS service and we pass on helpful tips and solutions from our daily work to you!**