This document is part of the Chemwatch Release of continuous Improvements. The content contained in this guide is intended for the system’s domain administrator or any supporting administrator user(s). For more information and queries, contact customerservice@chemwatch.net or your Chemwatch Account Manager.
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1. Overview

The Chemwatcher is an “Inventory PTN (Project Tracking Number) Tool” for the administrator(s); be able to get an overview status of all related project requests and progress being made constantly. The dashboard summary statistical data of all Vendor SDSRequests is represented in number values and percentages. The Vendor SDS Requests are broken down into:

- Available Vendor SDS, Gold SDS and VGD (Data Extraction)
- Temporarily Unavailable Vendor SDS, Gold SDS and VGD (Data Extraction)
- Permanently Unavailable Vendor SDS

The purpose of the dashboard is to provide the availability of Vendor/Gold SDSs in an interactive scorecard organised into the following categories of requests received and processed:

- Total Vendor SDS requests
- Gold SDS requests
- Age of Vendor SDS breakdown
- Vendor SDS availability
- Vendor SDS age status
- Vendor Gold Data (VGD) status

This dashboard summary has been enhanced to also provide statistical information using pie charts and hour glass graphics to present the respective data based on an entire enterprise inventory in your domain account. The status scorecard or report shows the performance indicators displayed through metrics by using a dashboard for all requests submitted to Chemwatch.

Changes made as part of this update include:

- The graphical segments of each type of request within the dashboard summaries
- Data links for statistical data in values and percentages based on current progress
- Full report downloads into excel format
- PTN History grid columns data can be sorted alphabetically
- Incorporated a new column in PTN History for “Number of Duplicates”
- Updated the PTN Status column header to reflect the respective “progress” of a project
- The Folder Tree Panel for the entire enterprise structure has been incorporated
• Added an extra column to the excel report format to map the grid’s PTN Status
• When a PTN number in the history log is selected, all the components of the dashboard now show the current status of progress reflecting the respective statistical data
• Green folders within the Folder Tree reflect an active PTN that is in a particular stage of the project

1.1 The Folder Structure of the Enterprise

The Chemwatcher module data is based on the initial inventory registration for the various types of requests submitted to Chemwatch for processing. All requests are assigned a PTN number for tracking and reporting purposes. The PTNs are allocated as per the specified folder location during the registration process.

This module statistical data is derived from the inventory of the domain’s enterprise. The enterprise folder structure is collated in the systems digitised folder structure based on the domain’s site map. This folder structure contains the enterprise, folders and manifest directories where material inventories are located.

In order to view the dashboard status of an inventory for a specific folder, expand the folder where the materials are stored to enable the system to calculate the current data feed into the dashboard.

The program will automatically present the values and percentages on the dashboard.
2. Dashboard Summaries for Total Requests

The Total Vendor SDS (Requested) reflects the total number of requests received. These various types of requests are categorised into the following groupings:

- Available
- Temporary Unavailable and
- Permanently Unavailable

The table below provides a summary description for these types of requests:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Value Dependency (Calculation) (Number value or Percentage format)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requests Available</td>
<td>Processed requests</td>
<td>Vendor SDS, Chemwatch SDS (Gold) and VGD (Data Extraction). Data represented as a value/ number or in percentage format (%). Selecting the applicable link on the main screen will render the report for that category.</td>
</tr>
<tr>
<td>Requests Temporary Unavailable</td>
<td>Requests that are currently not available</td>
<td>Vendor SDS, Chemwatch SDS (Gold) and VGD (Data Extraction) currently not available. Data represented as a value/ number or in percentage format (%). Selecting the applicable link on the main screen will render the report for that category.</td>
</tr>
<tr>
<td>Permanently Unavailable</td>
<td>Requests that are permanently not available</td>
<td>Vendor SDSs that are permanently not available. Data represented as a value/ number or in percentage format (%). Selecting the applicable link on the main screen will render the report for that category.</td>
</tr>
</tbody>
</table>
3. Vendor SDS Available Report

The number and percentage links (colour coded) on the dashboard summary can be used provide further detailed reports by simply clicking on these links.

<table>
<thead>
<tr>
<th>TOTAL VENDOR SDS (REQUESTED)</th>
<th>AVAILABLE</th>
<th>TEMPORARILY UNAVAILABLE</th>
<th>PERMANENTLY UNAVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor SDS</td>
<td>22</td>
<td>0.00 %</td>
<td>0</td>
</tr>
<tr>
<td>Gold SDS</td>
<td>8</td>
<td>0.00 %</td>
<td>0</td>
</tr>
<tr>
<td>VGD (Data Extraction)</td>
<td>22</td>
<td>0.00 %</td>
<td>0</td>
</tr>
</tbody>
</table>

Selecting a category option from the linked values/percentages on the dashboard will open another window to display respective reports data in tabular format.

3.1 Steps to Display Vendor SDS Available Report

1. Press the “Chemwatcher” button to open the module from main screen
2. Click on the “Vendor SDS” link number (for Requests Available) to load respective data
3. The requests for Vendor SDS Available window renders a “Report Materials” table with specific titled columns.
Interpreting data elements from the grid window

<table>
<thead>
<tr>
<th>Window Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold SDS Exists checkbox</td>
<td>Checkbox marked [ ] Checkbox unmarked (does not exist) [ ]</td>
</tr>
<tr>
<td>Vendor SDS Exists checkbox</td>
<td>Checkbox marked [ ] Checkbox unmarked (does not exist) [ ]</td>
</tr>
<tr>
<td>Generate report</td>
<td><strong>Use Send to or Save (download) icons to generate report</strong></td>
</tr>
<tr>
<td>Email report for materials for adjusted requests</td>
<td>✉️ Click on the Send to (email) icon to email report data</td>
</tr>
<tr>
<td>Save or download report for materials for adjusted requests</td>
<td>✅ Click on the Save (download) icon to save report data</td>
</tr>
</tbody>
</table>

- Navigate through the grid pagination.
- Use the grid pagination to view a specific number of items per page.

- Select the dropdown arrow to choose desired number of items to be displayed on the page; 25 being the minimum and 100 being the maximum.

4. Click on the download icon ✅ to save the report or use the email button to send report through email as an attachment
5. Save the excel report into a localized folder on your computer and open the file

3.2 Vendor SDS Available Report Exported File
The exported file format is an excel format- fully editable and may be used for a variety of purposes such reporting on inventory data points such as vendor availability, vendor SDS issue date, country/language and many more.

4. Chemwatch SDS Available Report
The number and percentage for each category is displayed in the dashboard. To render a status report for Gold SDS Available, use the link as shown below.

4.1 Steps to Generate a Gold SDS Available Report

1. Press the “Chemwatcher” button to open the module from main screen
2. Click on the “Gold SDS” link number (for Requests Available) to load respective data.

3. The requests for Gold SDS Available window renders a “Report Materials” table containing specific titled columns as shown in the image below.
4. Click on the “download” icon to save the report into your external drive or desktop folder location.

5. Save the excel report into a localized folder on your computer and open the file.

4.2 Gold SDS Available Report Exported File

The exported file format is an excel format—fully editable and may be used for a variety of purposes such reporting on inventory data points such as vendor availability, Gold SDS availability, vendor SDS issue date, country/language and many more.
5. Age of Vendor SDS Breakdown Status Report

The “Age of Vendor SDS Breakdown” statistics are presented in a pie chart showing the percentiles (%) for the current year ranges for adjusted material requests. These segments from the graphics are hyperlinked to present data from the registered inventory.

5.1 Steps to Generate the Age of Vendor SDS Breakdown Status Report

1. Click on the segment for available data (%) from the pie chart, e.g., Vendor SDS between 2 and 3 years. Note that hovering your mouse pointer over the respective segment will display a summary tag.

2. The Age of Vendor SDS Breakdown report will be rendered on another window on the screen.
3. Click the download/save icon to download and save the report onto your computer for further usage.

5.2 Age of Vendor SDS Breakdown Exported File Report

The exported file format is an excel format - fully editable and may be used for a variety of purposes such as reporting on inventory data points such as vendor registration date, vendor SDS issue date, country/language and many more.
6. PTN History

The PTN History shows a grid listing of the PTNs created for the domain for the following data sets:

- The number of materials requested per PTN
- Type of PTN for each request,
- PTN creation date,
- Requestor details (name, email address)
- Status of each PTN and progress

6.1 PTN History Reporting

1. Click on “PTN History” button to display the status of all PTNs
2. Press “PTN identity number” to view all requests related to that particular PTN

6.2 Sorting Columnar Data

Incorporated an alphabetical sorting feature across the grid columns. The columns can now be sorted alphabetically by up or down arrows across the grid columns.

6.3 Information Tooltip

Incorporated tooltips for several variables in the user interface grid to provide explanatory information and purpose. These tooltips are represented by the info icon for PTN, Number of Duplicates and PTN Phase.
6.3 Duplicates Column

The number of non-unique requests in a PTN are counted as duplicates.

6.4 PTN Status Column

This column has been updated to reflect the specific progress made in regards to a particular phase of the project as follows:
<table>
<thead>
<tr>
<th>PTN Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>Depicts a PTN in a particular project phase and is not yet completed</td>
</tr>
<tr>
<td>Completed</td>
<td>Shows the status of a particular project phase when it has been completed</td>
</tr>
</tbody>
</table>

6.5 PTN History Report in Excel Format Adjusted

When a PTN row is selected from the grid. It is now highlighted to show an active mode.

The statistical data will automatically recalculate and update the respective dashboard components.

The PTN History report’s column for PTN Status, which was initially collated in previous release update has been adjusted to PTN Phase to reflect the project phase status. An extra column has been added to the report grid to also reflect the changes in the user interface grid for the PTN History's PTN Status columns.
This report can be generated through the “Report Generator Button” as shown below.
IT'S NOT THE HAZARD IT'S THE RISK!

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