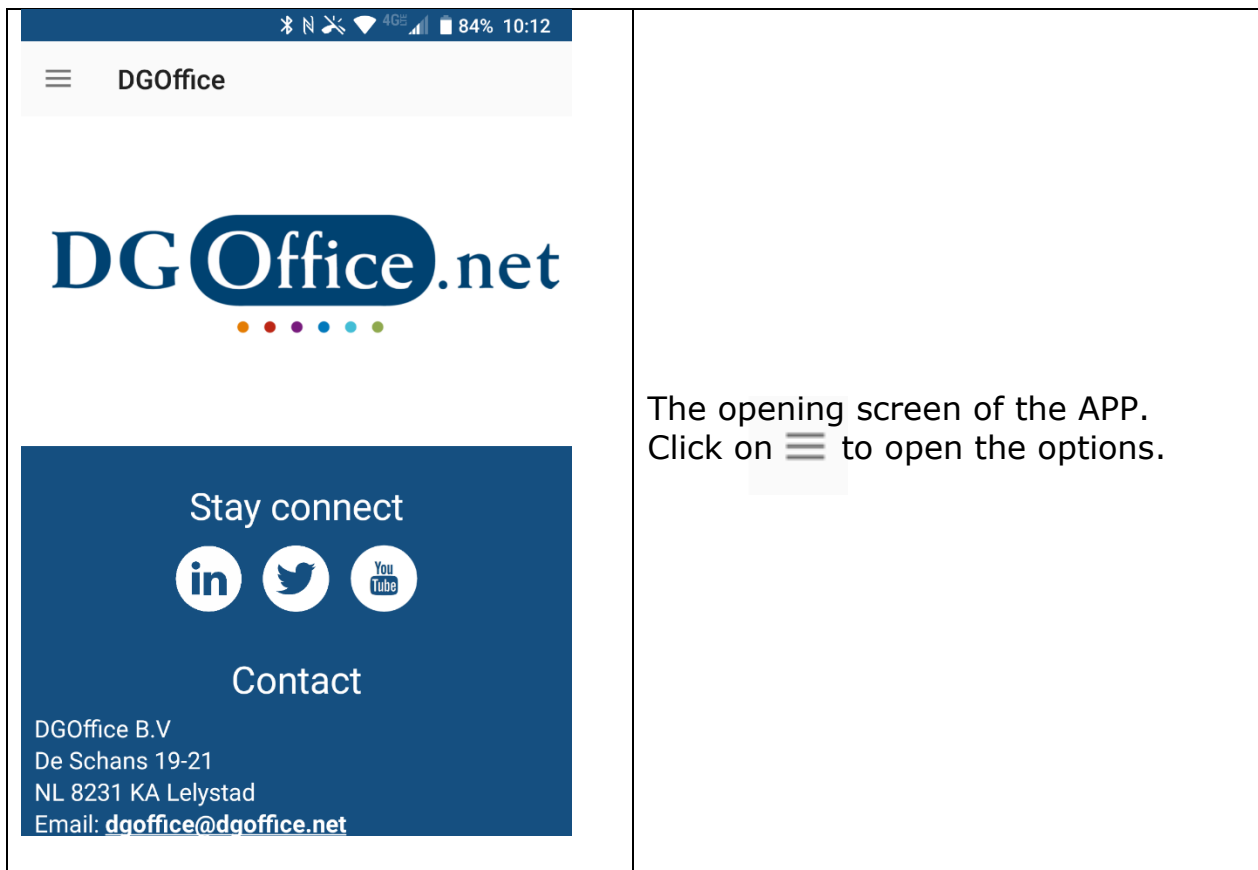
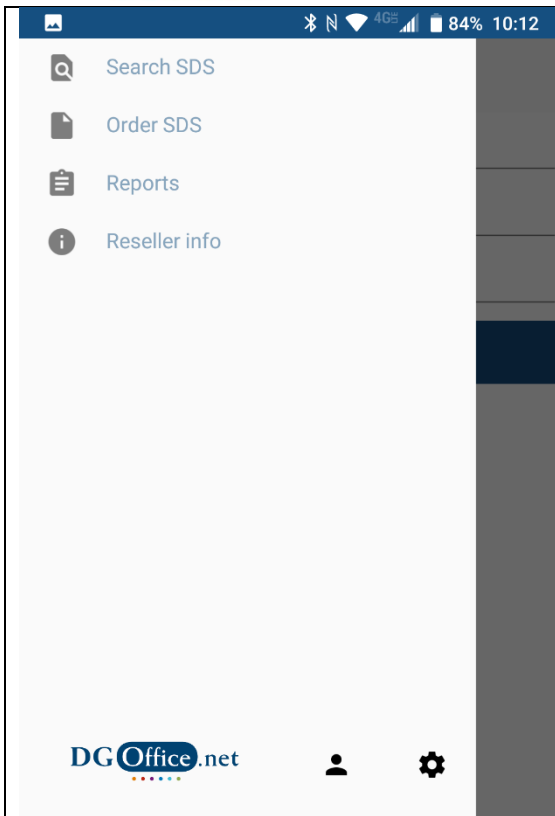



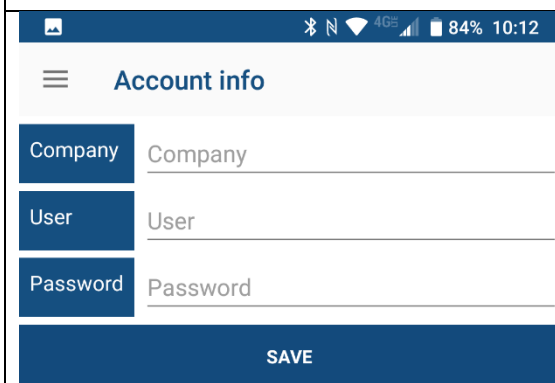
The DGOFFICE APP can be found in the Google Play Store or the Apple App Store. Search for: DGOFFICE

Once installed and opened, the following options and screens are available. This manual will explain the meaning and usage of the functions.

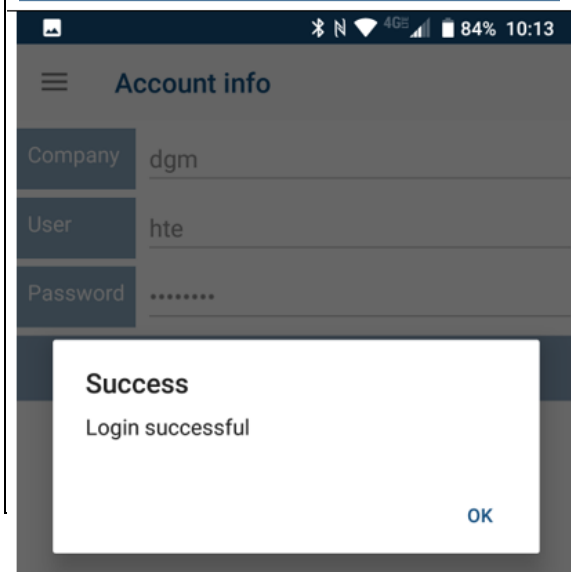


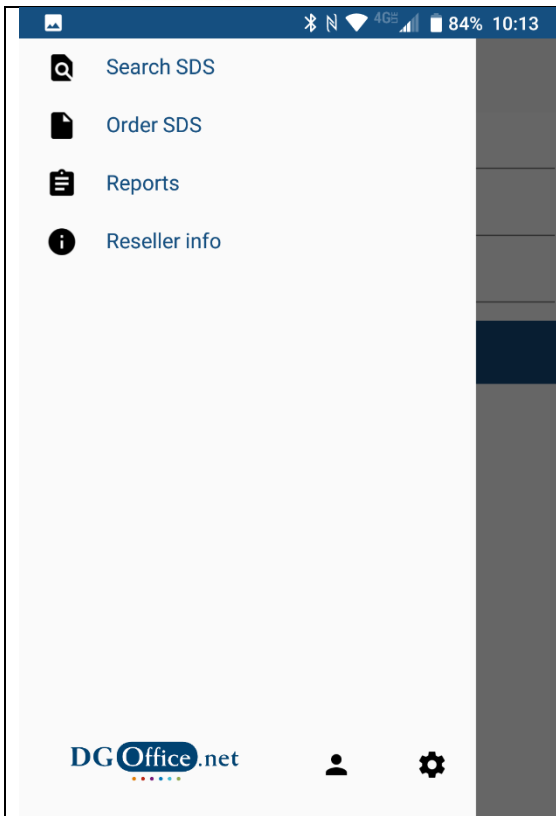


The first time you open the APP all functions are grey as you have not connected the APP to your DGOFFICE Account. To do so, click on the  icon.



Enter your credentials used for your regular DGOffice login and press **SAVE**.

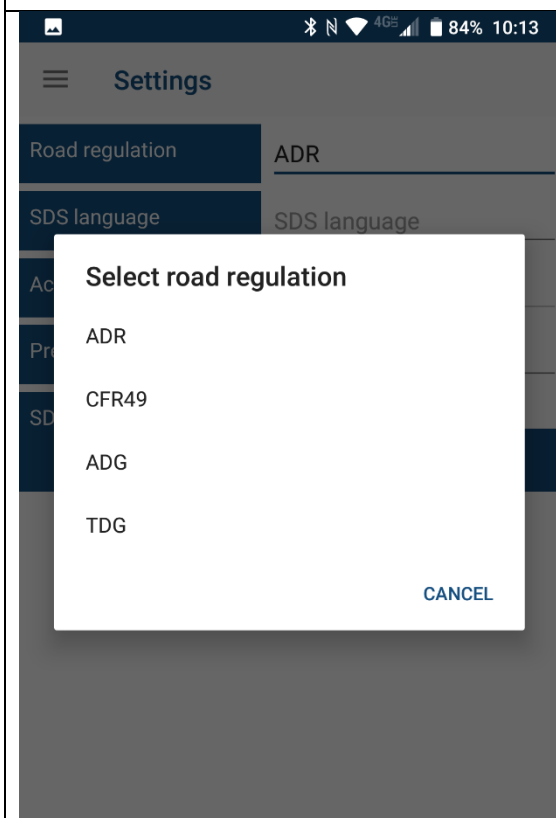




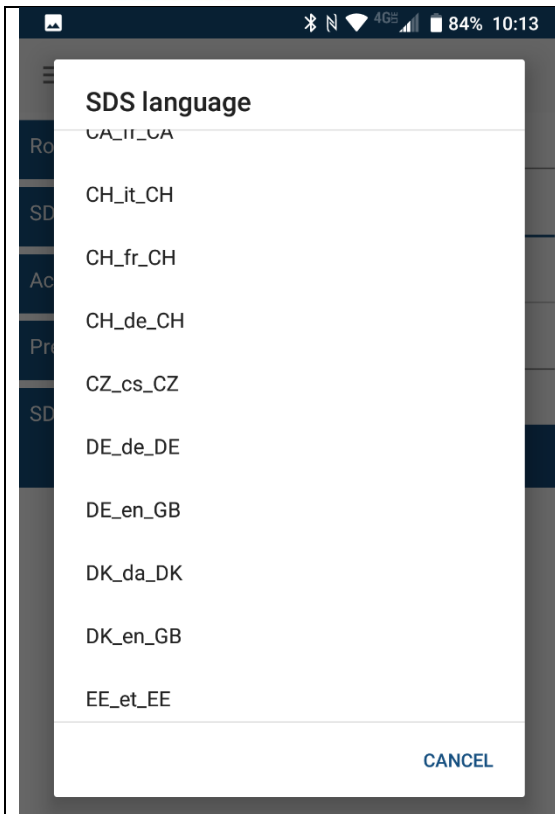
All options are now available but will not be completely functional until you have adjusted the Settings.

Click on  to open.

Settings can be changed at any moment to see different results.



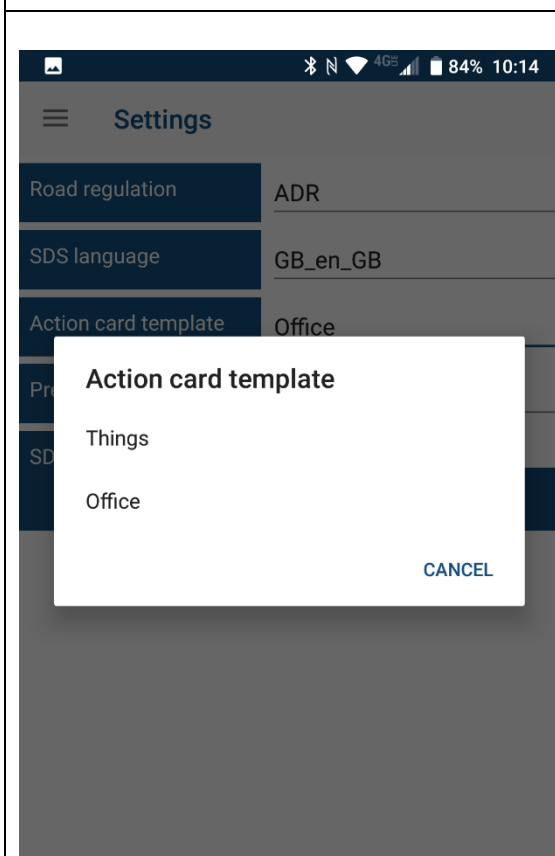
First click on the Road regulation and select the desired one. ADR is set as default.



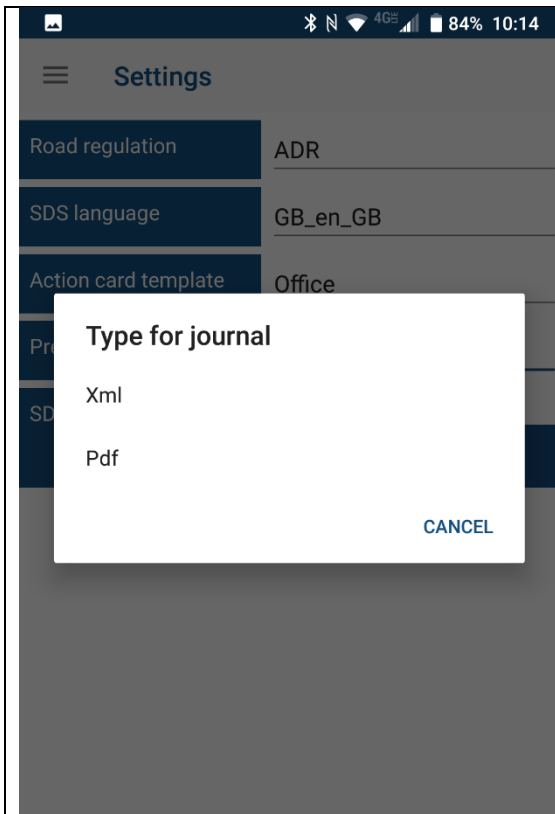
Secondly click on the SDS language field to set the desired SDS language to use. You will only see the available languages assigned to your account.

Click on the language to select.

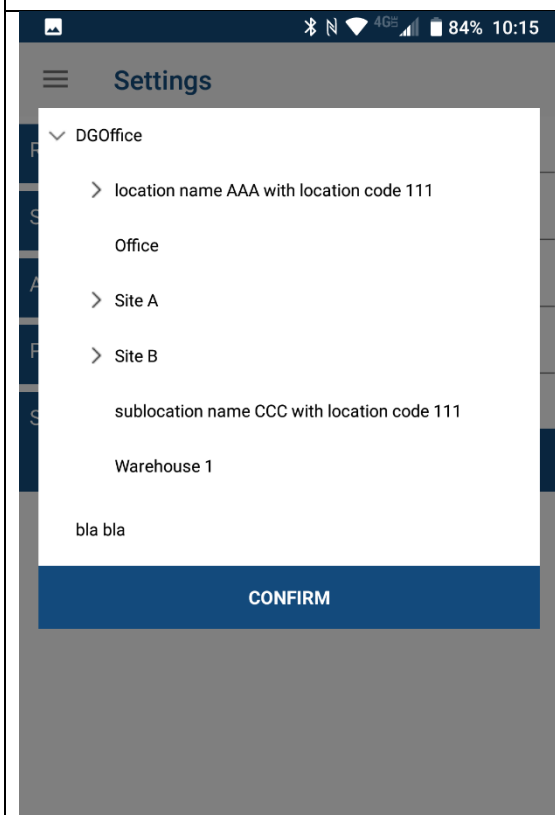
DK\_en\_GB for instance is Denmark in English UK language.



Next is to set the Action Card template you want to use. Also here, click on the field and select the template to save.

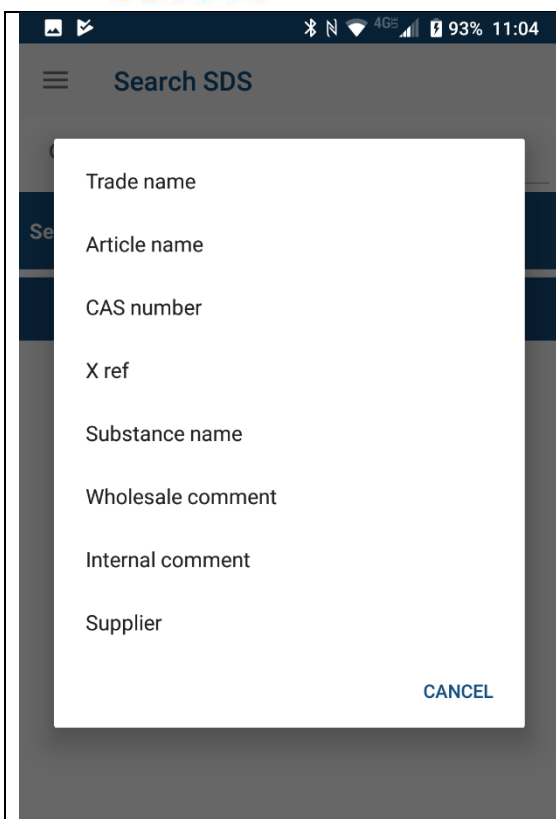


Following, set the Export type. You can choose between XML or PDF. If XML is not available, the APP will use PDF.



Finally, click on 'Choose Location' to load your location tree. If > is shown in front of a location, you can click on that to open the sublocation list. Select the desired location and press CONFIRM.

Settings can be adjusted at any moment.



First option available is the Search for an SDS in the language and location as set before.

You can change the Search by option by clicking on the shown option, in the example 'Trade name'

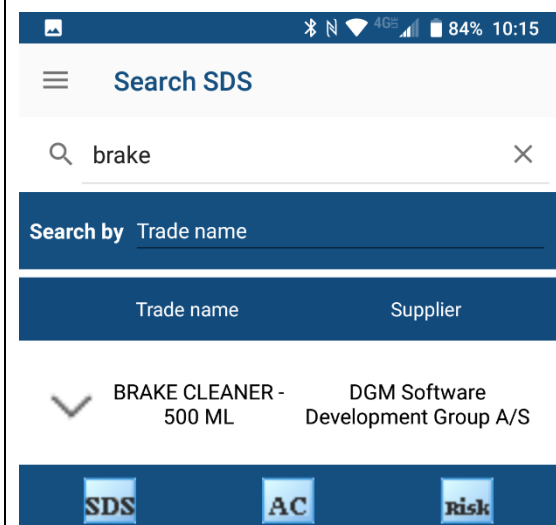
This will open the list of available search options.

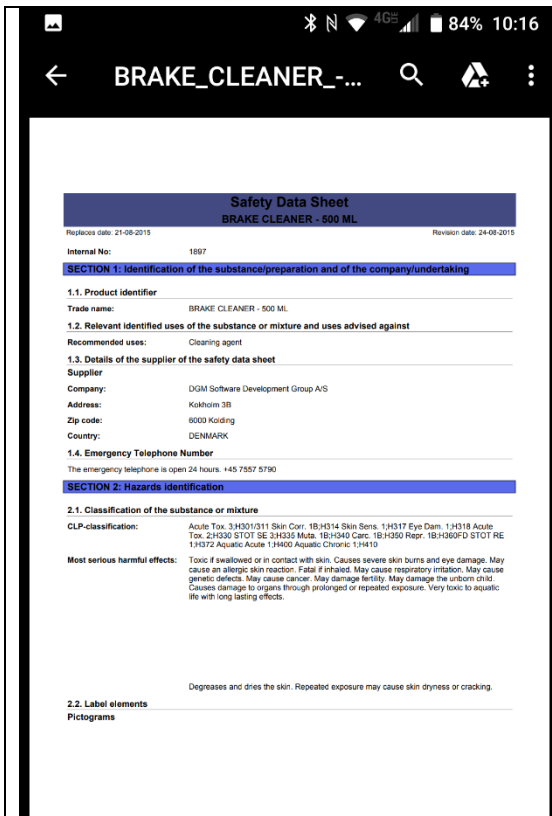
Click on the desired option.

Next type in the search term, in the example 'brake', and press enter on your keyboard.

The result of your search will be shown in the list below.

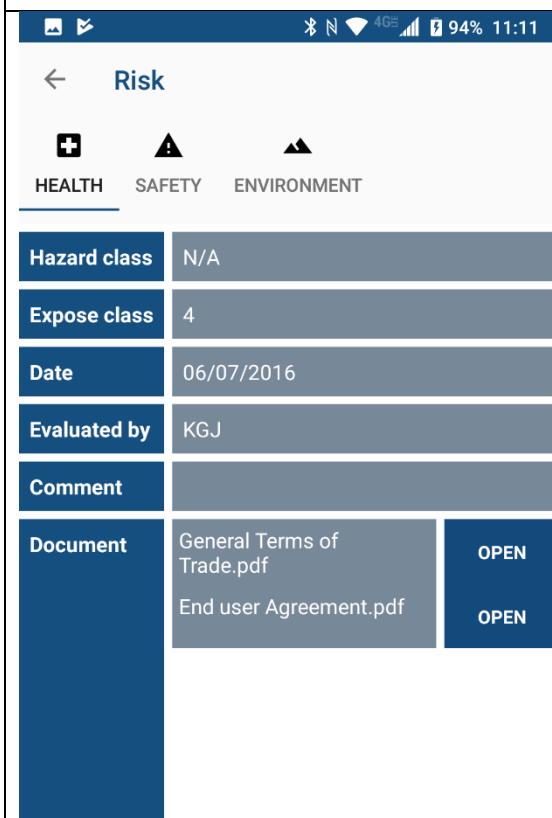
Clicking on the > icon in front of the result will show you the options available for that SDS.



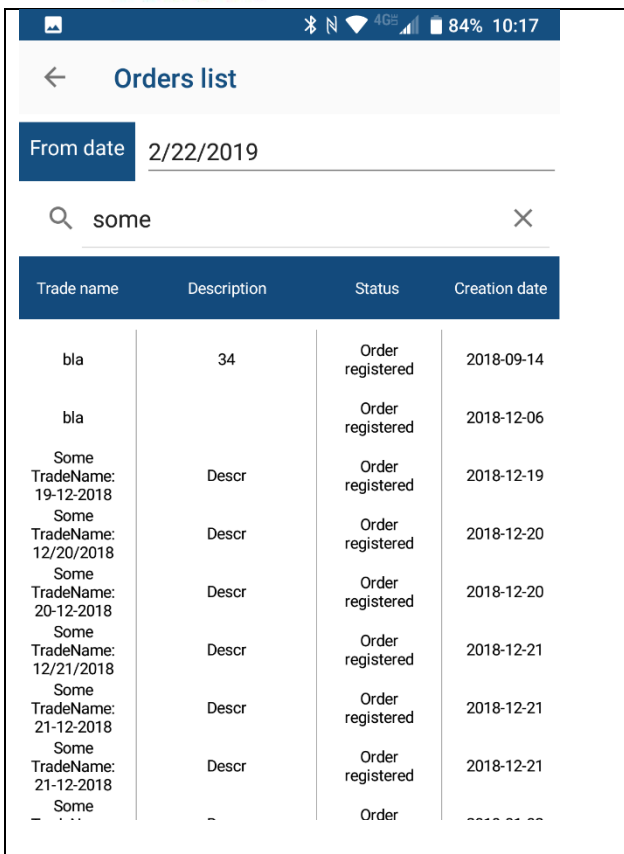


When clicking on one of the options, the belonging file will be downloaded and opened.

As the download is a PDF, it can be distributed via email or other apps.

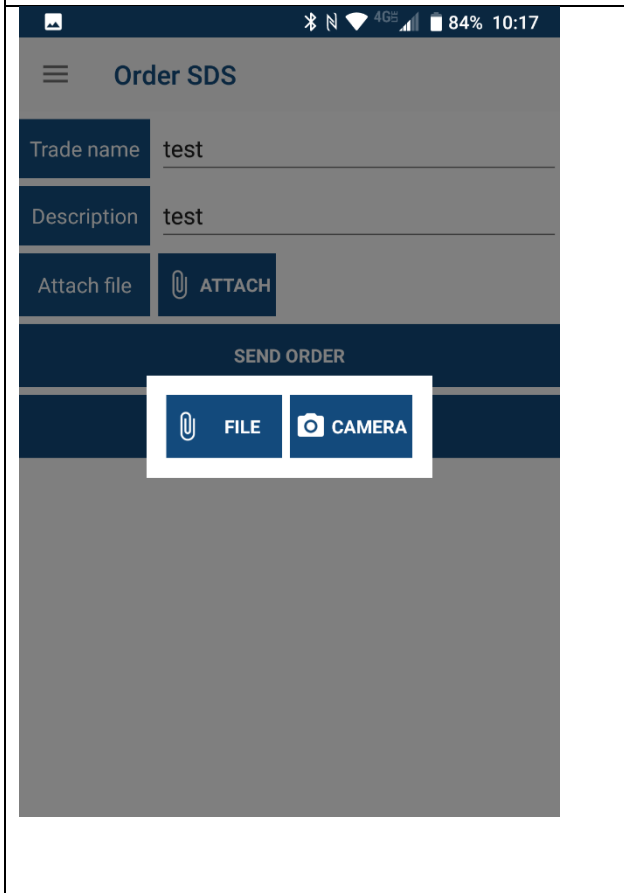


When the Risk icon is available and selected, the RISK screen will open in the APP, showing the relevant information as well as attached files which can be opened/downloaded on your device



Under the Order SDS function you can view the list of Orders in your account by clicking on Open Orders List.

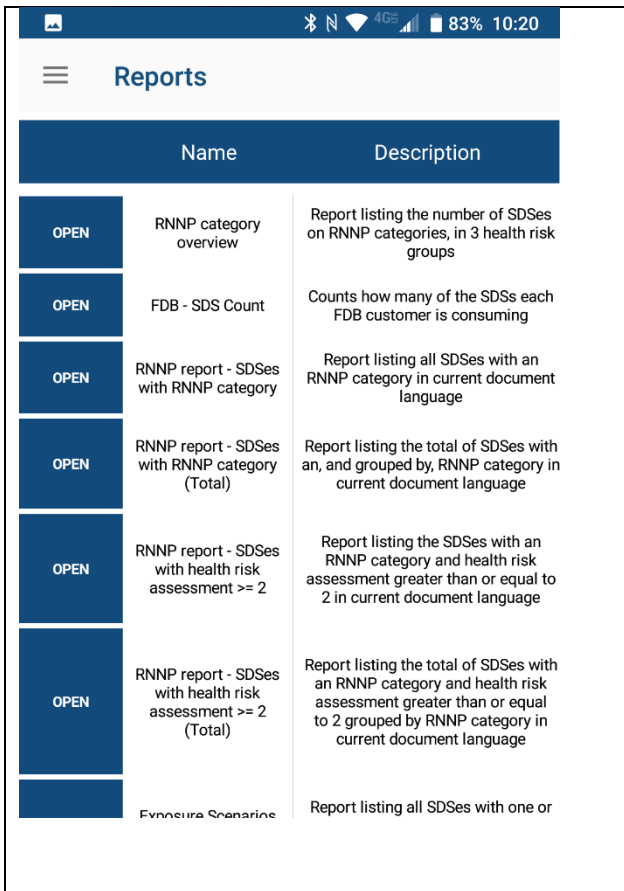
You can also send in a new order by giving in a Trade Name (required), and add an optional description.



A file can also be attached. For instance a picture can be added. Click on Attach and select either a file located on your device or choose Camera to make a picture of the substance or article.

When ready, click on Send Order to upload the Order to your DGOffice account.



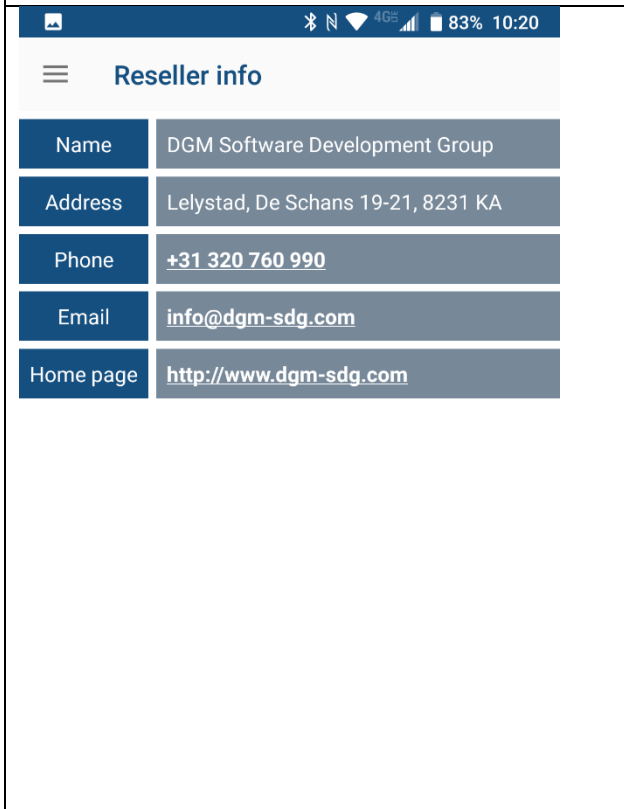


	Name	Description
OPEN	RNNP category overview	Report listing the number of SDSes on RNNP categories, in 3 health risk groups
OPEN	FDB - SDS Count	Counts how many of the SDSs each FDB customer is consuming
OPEN	RNNP report - SDSes with RNNP category	Report listing all SDSes with an RNNP category in current document language
OPEN	RNNP report - SDSes with RNNP category (Total)	Report listing the total of SDSes with an, and grouped by, RNNP category in current document language
OPEN	RNNP report - SDSes with health risk assessment >= 2	Report listing the SDSes with an RNNP category and health risk assessment greater than or equal to 2 in current document language
OPEN	RNNP report - SDSes with health risk assessment >= 2 (Total)	Report listing the total of SDSes with an RNNP category and health risk assessment greater than or equal to 2 grouped by RNNP category in current document language
	Exposure Scenarios	Report listing all SDSes with one or

The Report option shows all available reports in your account (related to Basic only!)

When you click on the Open button in front of the report, the content of the report will be shown.

Please be aware that large reports can take some time to respond.



Reseller info	
Name	DGM Software Development Group
Address	Lelystad, De Schans 19-21, 8231 KA
Phone	+31 320 760 990
Email	<a href="mailto:info@dgm-sdg.com">info@dgm-sdg.com</a>
Home page	<a href="http://www.dgm-sdg.com">http://www.dgm-sdg.com</a>

Finally the Reseller Info option gives you the details of your reseller. You can call or email them straight from the APP.