



User Manual



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English



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Workplace & Products

Safety Data Sheet

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My Dashboard

Recently Viewed ▾

To view all your workplaces and to add any workplace to this dashboard, please go to [My Hierarchy](#)

Welcome to your ProductXchange dashboard.

This is your workspace where you can add and remove your active workplaces as you please. As you can see, right now your dashboard is empty. To add workplaces to your dashboard, you can at any time go to [My Hierarchy](#) to view all your workplaces and add from there. The system will also automatically add any new workplace you create to the dashboard. To remove a workplace from the dashboard, choose "Options" and "Remove From Dashboard" for each workplace you want to remove. The workplace is not deleted, just removed from your dashboard, and still accessible from [My Hierarchy](#).

- Press «[My Hierarchy](#)» and then press «[Workplaces](#)» to view existing workplaces
- Now you can upload existing workplaces

Create Workplace(1)

Workplace & Products

Safety Data Sheet

Dashboard **Workplace** My Hierarchy Instructions for Use Risk Assessment Tools My Profile

Create Workplace - Organization Level

Recently Viewed ▾

Organization Level > Workplace Details > Configure Filters > Save & Finish

[Next >](#) [Cancel](#)

Current company: [coBuilder - Kurs](#)

Please select organization level of workplace using drop down menu below

coBuilder - Kurs ▾

Organization level selected:
[coBuilder - Kurs](#)

Create from existing Workplace:

Yes No

- Press «Workplace» and «Create Workplace»
- Choose next...

Create Workplace(2)

Workplace & Products

Safety Data Sheet

Dashboard Workplace My Hierarchy Instructions for Use Risk Assessment Tools My Profile

Create Workplace - Workplace Details

Recently Viewed ▾

Organization Level > Workplace Details > Configure Filters > Save & Finish

< Back

Next >

Cancel

Workplace name:

Workplace ID:

Add Workplace ID

Visiting workplace address:

City:

Post Code:

- Fill out the «Workplace Details
- Blue fields in the Work Place Area are required along with an estimated end date in order to progress in the registration.

Add/Configure filters

Workplace & Products Safety Data Sheet

Dashboard Workplace My Hierarchy Instructions for Use Risk Assessment Tools My Profile

Edit Workplace coBuilder - Enebolig familien Adde - Configure Filters Recently Viewed ▾

Organization Level > Workplace Details > Configure Filters > Save & Finish < Back Next > Cancel

These are your workplace filters.

Hazard statements

✓ H220	Extremely flammable gas.
✓ H221	Flammable gas.
✓ H224	Extremely flammable liquid and vapour.
✓ H242	Heating may cause a fire.
✓ H250	Catches fire spontaneously if exposed to air.
✓ H270	May cause or intensify fire; oxidiser.
✓ H271	May cause fire or explosion; strong oxidiser.
✓ H300	Fatal if swallowed.
✓ H304	May be fatal if swallowed and enters airways.
✓ H310	Fatal in water.
✓ H311	Toxic in water.

- On this level you can adapt filters and lists
- Here you can choose "Configure filters" and then add phrases or entire lists eg A20 BREEAM list, SIN list, Priority etc.

Invite Company(1)

You are here: coBuilder - Enebolig familien Adde



Workplace & Products Safety Data Sheet

Dashboard Workplace My Hierarchy Instructions for Use Risk Assessment Tools My Profile

Edit Workplace **Invite Company** Add Product Add Document Print Pending Products Recently Viewed ▾

Workplace coBuilder - Enebolig familien Adde

coBuilder - Enebolig familien Adde		Active Workplaces ▾	Invited Companies ▾ ▲
View All Products		SDS with Filter Criteria	8
Products	2	Hazardous Waste	7
SDSs	14	Workplace Risk Assessments	0
Documents	0	Workplace Comments	1
Invited Companies	0	Workplace Instructions	0
Departments	0	Lists	5

- Your Workplace is created and automatically added to your dashboard.
- To retrieve Workplace tap "view" in the established Workplace when you stand on "dashboard".
- The first thing you usually do on a new workplace is to invite a company.

Invite Company(2)

Brukersted & Produkter

Sikkerhetsdatablad

Dashbord	Brukersted	Min organisasjon	Arbeidsinstruks	Risikovurdering	Verktøy	Min brukerkonto
----------	------------	------------------	-----------------	-----------------	---------	-----------------

Vis Rediger Inviter bedrift Legg til produkt Legg til dokument Pending Products

Nylig vist ▾

Brukersted Bil 1 NT Inviter bedrift

Søk bedrift:

cobuilder

Søk 🔍

Brukersted - søkeresultat 4 treff

BEDRIFT SNAVN	POSTNR./POST STED	KONTAKT	KONTAKT E-POST	FAVORITTER	BEDRIFT SROLLE	LEGG TIL BRUKERSTED
coBuilder	1234, Stedet	Henning Kongsgård	kongsgard@cobuilder.no	☆		Legg til ✓
ORGANIZATION ELEMENT NAME		POSTAL ZIP/CITY	CONTACT EMAIL	ADD		
> HK kan jeg også ligge under		1327, Lysaker	kongsgard@cobuilder.no			Legg til ✓
> KM Test avdeling Region Øst		1234, oslo	iversen@cobuilder.no			
> Test avdeling Lars		1234, khjiku	fredenlund@cobuilder.no			Legg til ✓
> Test Emir Region		1234, post2	test@test.no			
coBuilder - Kurs		Jørgen Merkesdal	jorgen.merkesdal	☆		Legg til ✗

- Search for the company you want to invite and click "add"
- Here you can add sub-contractors, wholesalers and suppliers.

Add product

You are here: coBuilder - Enebolig familien Adde

Workplace & Products

Safety Data Sheet


Dashboard Workplace My Hierarchy Instructions for Use Risk Assessment Tools My Profile














View Workplace Edit Workplace Invite Company **Add Product** Add Document Pending Products

Recently Viewed ▾

Workplace coBuilder - Enebolig familien Adde Add Product

Search product:

Supplier Name or Identifiers Search SDS Only 

My Favourites						
50 results per page ▾						
NAME	IDENTIFIERS	SUPPLIER	PRODUCT STATUS	SDS STATUS		ADD PRODUCT
20X600X2400 STYROFOAM 300 PL-A-	SPIN: 436020 GTIN: 7032464369006	Glava AS	 		 	<input type="button" value="Add✓"/>
					 	<input type="button" value="Add✓"/>
					 	<input type="button" value="Add✓"/>
					 	<input type="button" value="Add✓"/>
					 	<input type="button" value="Add✓"/>

- Press «Add Product»
- Search product supplier (to the left) or commercial / product name(to the right)
- Once you've found your product press "add"
- Click the star to add to favorites.
- Accompanying documents such as SDS and Declaration of performance are automatically added when adding products.

Add users

Workplace & Products Safety Data Sheet

Dashboard Workplace My Hierarchy Instructions for Use Risk Assessment Tools **My Profile**

User Administration List

Hello Jørgen Merkesdal, you have System Administrator access, you are responsible for administration through the CRM system. You can view, edit, update, create and suspend any user account on ProductXchange. You can also view and report on user activity.

Search users:

50 results per page

NAME ▲	E-MAIL	SDS	W&P	DATE CREATED	
Emir Evlic	evlic@cobuilder.com	●	●	02.05.2013	
Freddy Kastbjerg	dan.freddy.kastbjerg_slette@ncc.no	●	●	29.11.2012	
jan arve ågård	jan-arve.agard_5282@skanska.no	●	●	05.04.2013	
Jan Arve Ågård	jan-arve.agard_5283@skanska.no	●	●	05.04.2013	
larn		●	●	29.11.2012	

- Press «My Profile»
- The press «User Administration List»
- Then press «Add User»
- Fill in all the fields and press save.
- New user will receive an e-mail with a username and password.

Add User

v. 3.10 (05.02.2014)

Instructions For Use

The screenshot shows the ProductXchange web application interface. At the top, there is a green navigation bar with 'Workplace & Products' on the left and 'Safety Data Sheet' on the right. Below this is a horizontal menu with several items: 'Dashboard', 'Workplace', 'My Hierarchy', 'Instructions for Use' (highlighted with a red box), 'Risk Assessment', 'Tools', and 'My Profile'. Below the menu, the page title is 'Company coBuilder - Kurs Instructions For Use'. There are three main content areas: a black box with white text that says 'Search: Click to search SDS then create Instruction For Use from your selected SDS.', a blue box with white text that says 'Create New: Click here to start a new Instruction For Use.', and a green box with white text that says 'Instructions For Use: Your saved Instructions For Use.'. In the bottom right corner of the interface, there is a dropdown menu showing '10 results per page'.

- Choose «Instructions for Use» on the menuline to create a Instruction for Use
- There are three ways to make a Instructions for Use
 - 1) Search and upright work instructions for the selected SDS
 - 2) Create separate Instructions for Use (exhaust, particulate matter, etc.)
 - 3) View or edit the saved work instructions/Risk Assessments

Risk Assessment and Substitution (1)

Workplace & Products Safety Data Sheet

Dashboard Workplace My Hierarchy Instructions for Use **Risk Assessment** Tools My Profile

Create New Risk Template Risk Assessment List







Company coBuilder - Kurs

Risk Assessment List

View a list of all your risk assessments

<< < 1 2 3 > >>

10 results per page ▾

NAME ▲	WORKPLACE	CREATED BY USER	CREATED BY COMPANY	CREATED DATE	
Bostik fugeskum All season		Jørgen Merkesdal	coBuilder - Kurs	07.02.2014	  
Bostik fugeskum all seson kontra Relekta miljøskum		Jørgen Merkesdal	coBuilder - Kurs	07.02.2014	  

- Select "Risk Assessment" on the menu bar to do a risk assessment
- Press "Create New" to begin an assessment

Risk Assessment and Substitution (2)

Comments

Summary about this section

Instructions for Use

Summary about this section

Risk Assessment

Summary about this section

Create New

Risk Template

Risk Assessment List

Company coBuilder - Kurs

Create New Risk Assessment

Search for Products and SDSs to create a new risk assessment. Add SDSs from Work Places and/or from the search results. Click on "ADD" button to add products/SDSs you want to compare.


Next

Search for Safety Data Sheet:

Supplier

Diesel












CAS number

Search 

Search Results: 66 matches found

<< < 1 2 > >>

50 results per page

TRADE NAME	PRODUCT TYPE	SUPPLIER	QA		ADD SDS TO COMPARE
AGIP DIESEL SIGMA S	Motor oils.	Nordisk Dekk Import AS	●	  	Add ✓
Alron Diesel- og Bensintilsetning	TILSETTNINGSMIDDEL	AS Sørensen og Balchen	●	   	Add ✓
Anleggsdiesel	DIESEL	Statoil Norge AS	●	   	Add ✓
Anleggsdiesel B					Add ✓

- Search and add SDS to be included in the assessment. You can choose how many you will. Search and add SDS to be included in the assessment. You can select as many as you want to resort to risk assessment and substitution.
- Press "add" to the selected SDS(s)

Risk Assessment and Substitution(3)

Comments

Summary about this section

Instructions for Use

Summary about this section

Risk Assessment

Summary about this section

Create New

Risk Template

Risk Assessment List

Company coBuilder - Kurs Prepare Risk Assessment

Choose Way and Frequency of usage for each of the selected Safety Data Sheets

< Back

Next >

You have selected the following products to compare

Guidance Notes:

TRADE NAME	PRODUCT TYPE	SUPPLIER	QA	EXPOSURE LEVEL (see guidance notes)	FREQUENCY OF USE (see guidance notes)
Anleggsdiesel	DIESEL	Statoil Norge AS		<input type="text" value="Low Exposure"/>	<input type="text" value="Low Frequency"/>

- Low Exposure
- Medium Exposure
- High Exposure
- Very High Exposure

< Back

Next >

Risk Assessment and Substitution(4)

Comments
Summary about this section

Instructions for Use
Summary about this section

Risk Assessment
Summary about this section

[Create New](#) [Risk Template](#) [Risk Assessment List](#)

Company coBuilder - Kurs
Edit Remarks, Status & Conclusion
Enter remarks, status and a conclusion for the current Risk Assessment

[< Back](#) [Save](#)

Enter notes for each of your chosen products

PRODUCT TYPE	SUPPLIER	HEALTH	ENVIRONMENT	FIRE & EXPLOSION	TOTAL	QA	
ESEL	Statoil Norge AS	18	42	0	60	●	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>at langvarig eller gjentatt hudkontakt kan forårsake mer nei i lungene ved svelging eller brekning kan kader. Gjentatt eksponering kan gi tørr eller sprukket</p>							<input type="text" value="Green Status"/>
ESEL	Statoil Norge AS	18	42	0	60	●	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Product notes (max 1000 characters)</p>							<input type="text" value="Red Status"/>

Risk Assessment Name:

Please ensure that your details below are correctly entered:
(All fields below are mandatory)

Name:

Conclusion:
SIKKERHETSTILTAK FOR Å BESKYTTE PERSONELL
Advar personer i nærheten, og hold uvedkommende borte. Sørg for god ventilasjon. Se tiltak for personlig vern under punkt 7 og 8.
SIKKERHETSTILTAK FOR Å BESKYTTE YTRE MILJØ
Spill fjernes straks.
UTSLIPP TIL VANN:
Produktet fluter på vann og løses praktisk talt ikke. Fjern antenneleakbilder i ans

- Select the status of the product (red, yellow, green).
- Enter your commentaries product.
- At the bottom you can make a conclusion and give assessment a name!
- Risk assessment can also be made direct from workplace.