

User Manual





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The Browser window after you have logged in with your username and password.

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Product Xchange

Workplace & Products Dashboard Workplace My Hierarchy Instructions for Use Risk Assessment Tools My Profile 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)

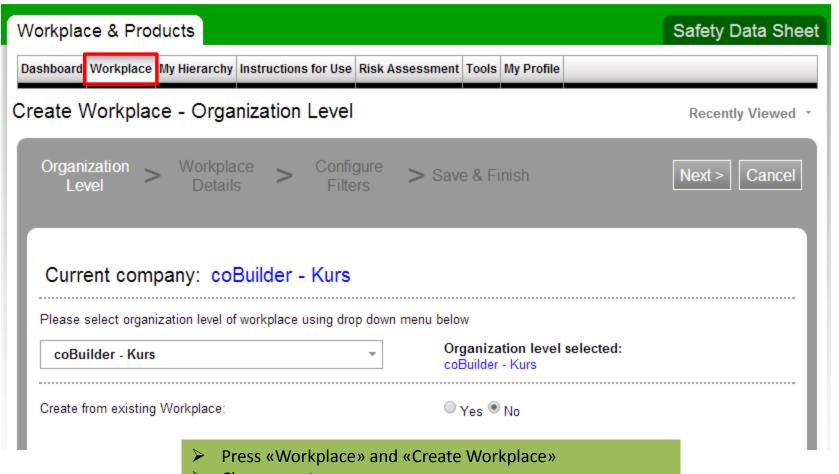
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You are here: Create Workplace





Choose next...



Create Workplace(2)

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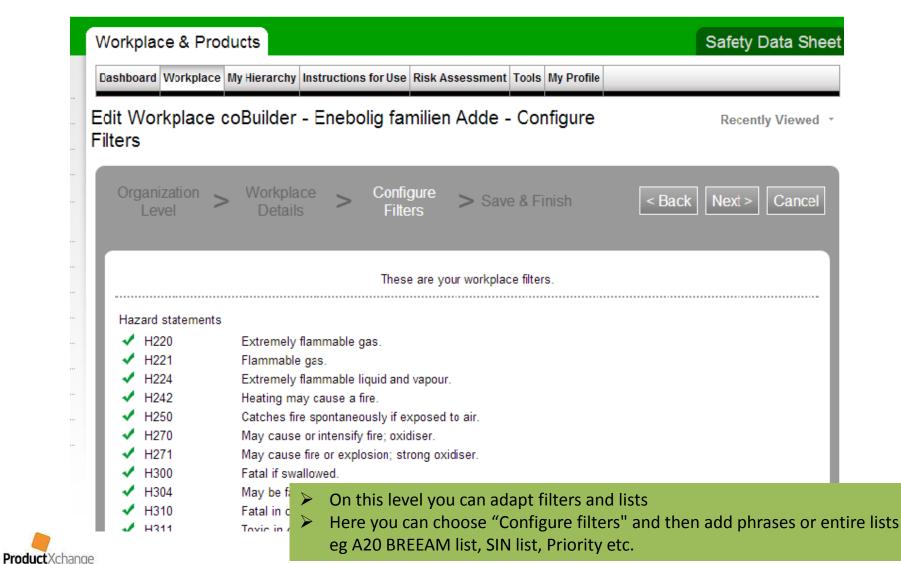
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reate Workplace - Workp	lace Details	Recently Viewed
Organization Supersities Workplace Details	Configure > Save & Finish Filters	< Back Next > Cancel
Workplace name:		
Workplace ID:		Add Workplace ID
Visiting workplace address:		
City:		
	the «Workplace Details elds in the Work Place Area are required	along with an

estimated end date in order to progress in the registration.



Add/Configure filters

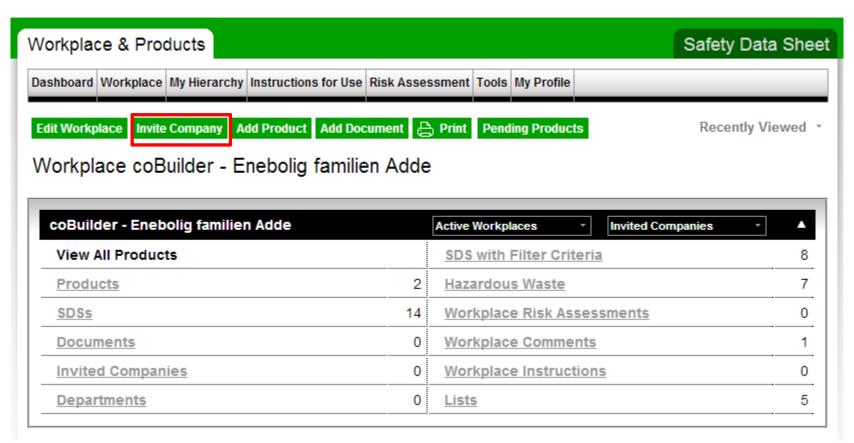




Invite Company(1)



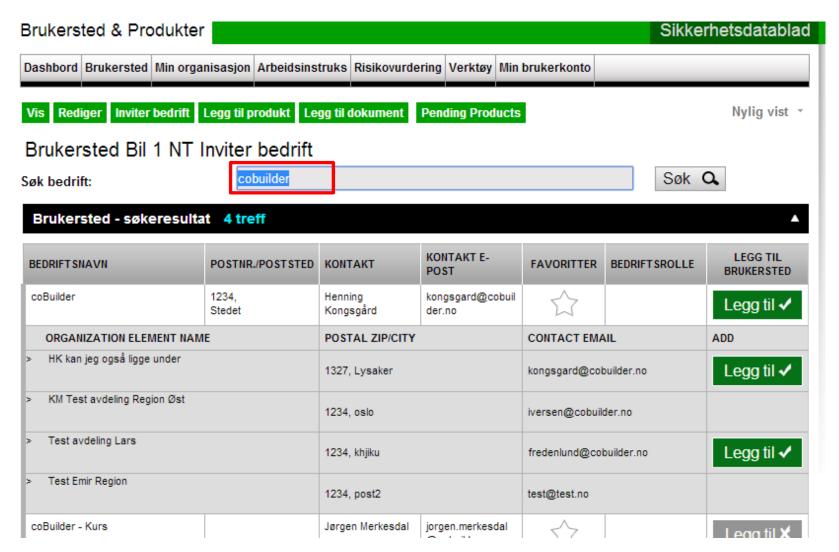
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- Your Workplace is created and automatically added to your dashboard.
- To retrieve Workplace tap "view" in the established Workplace when you stand on "dashboard".
- The first thing you usually do on a new workplace is to invite a company.



Invite Company(2)



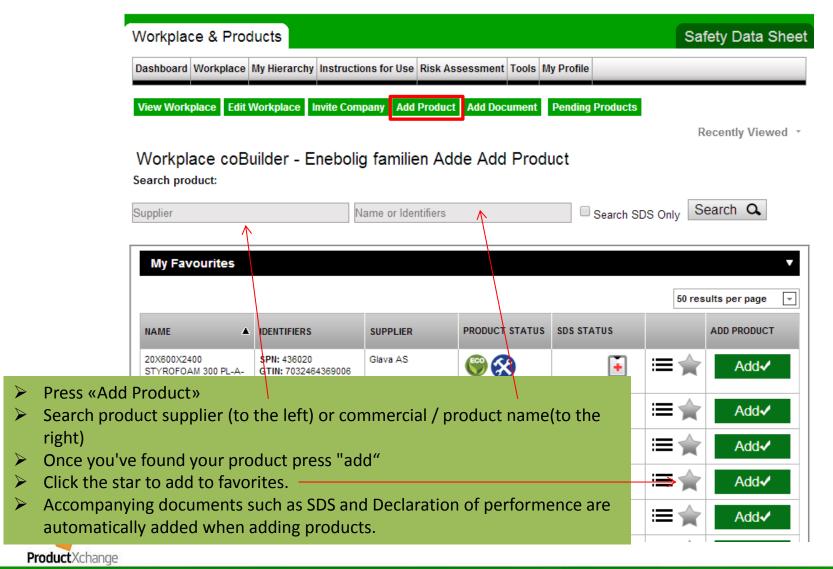
- Search for the company you want to invite and click "add"
- Here you can add sub-contractors, wholesalers and suppliers.



Add product

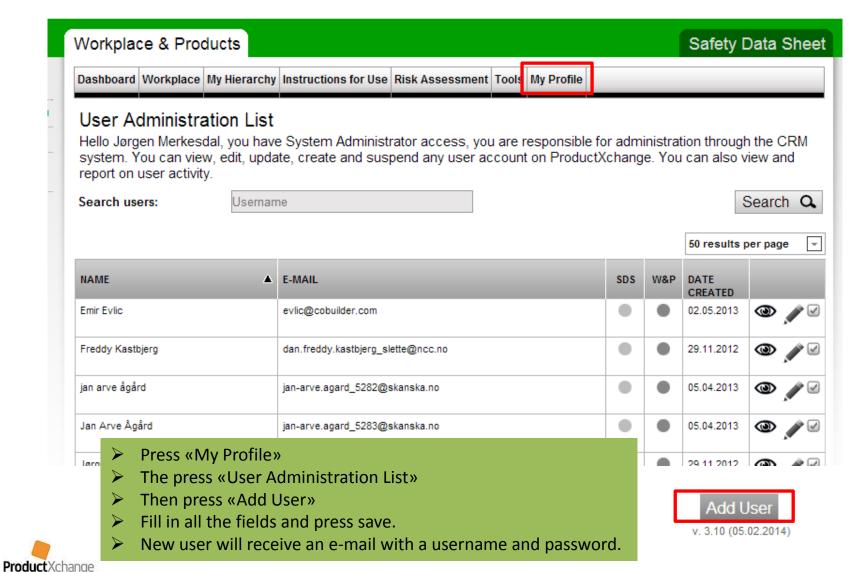


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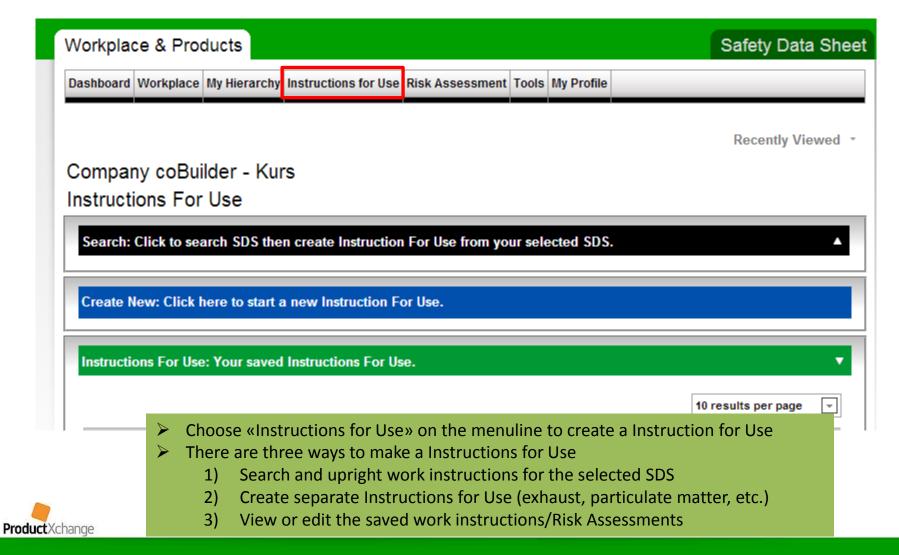
Add users





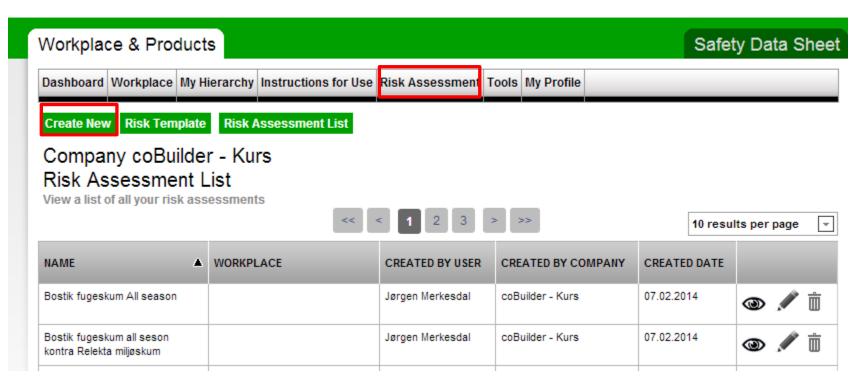
Instructions For Use





Risk Assessment and Substitution (1)

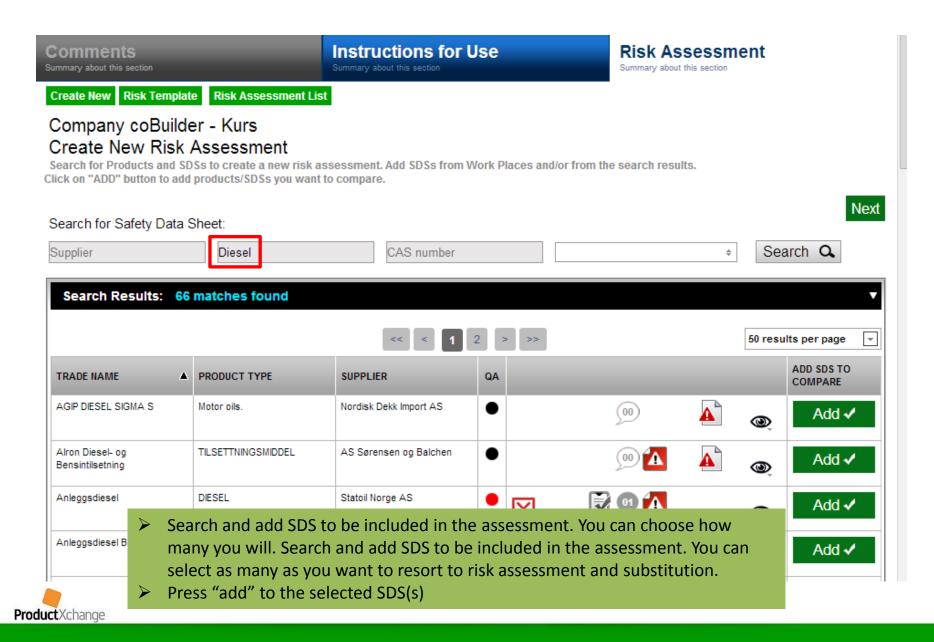




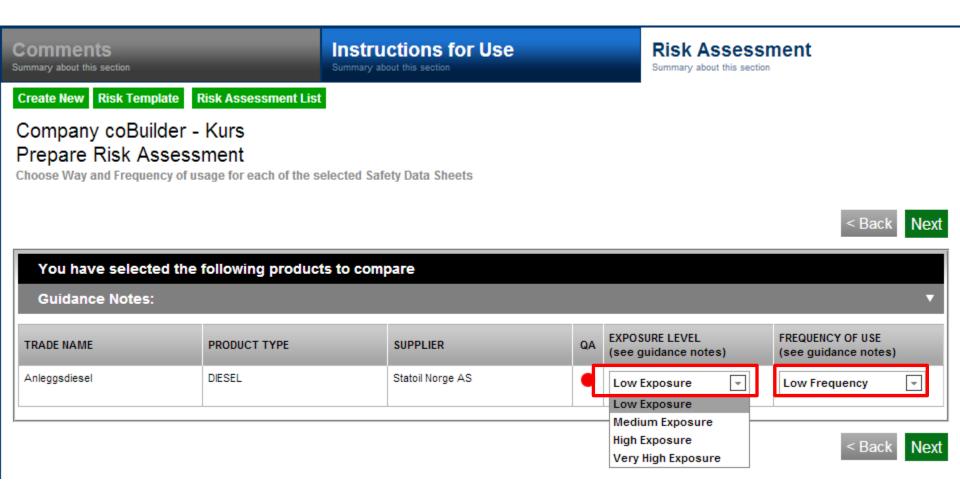
- > Select "Risk Assessment" on the menu bar to do a risk assessment
- Press "Create New" to begin an assessment



Risk Assessment and Substitution (2)

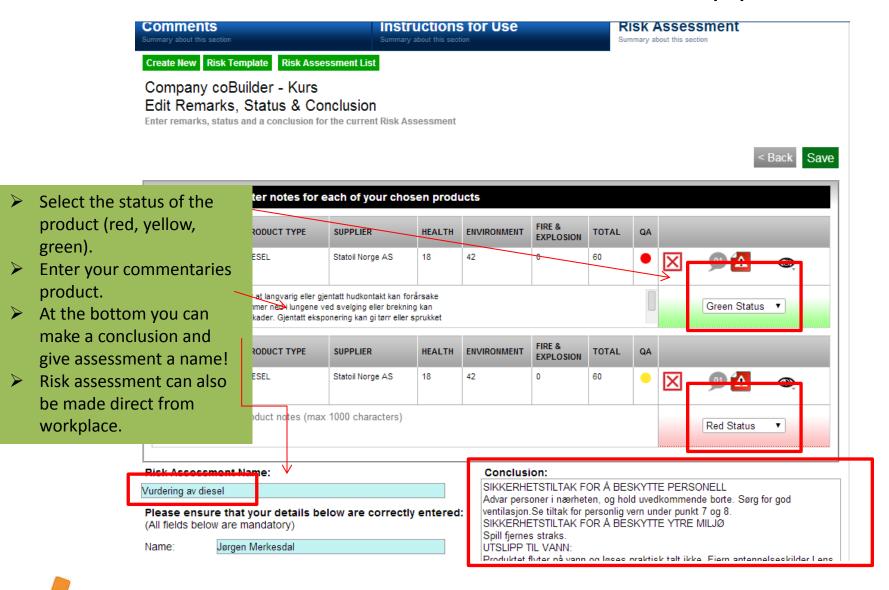


Risk Assessment and Substitution(3)





Risk Assessment and Substitution(4)



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