ECOBIO
We help you balance business and nature.

Oulun Yliopisto | 19.-20.9.2019 | Taru Halla & Ville Soininen
AGENDA 20.9.2019 ECOBIO MANAGER GENERAL AND MAIN USER TRAINING

- Linnanmaa, 20.9. AT128 (Agora) in English
- klo 9-11 general users and main users
- klo 12-14 main users
TRAINERS

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AGENDA 20.9.2019 MAIN USERS

• User groups of the University of Oulu + the role and rights of the main user.

• Support

• Unit specific information and its management

• Trade name information and its management

• Adding new chemicals and updating SDS information

• Archiving chemicals

• Printing and reporting

• Questions
SERVICE LOGIN AND USE

● Master user performs login on www.ecobiomanager.com with own username (email address) and password.


● Recommended web browser: Chrome
USER GROUPS
## USER GROUPS OF THE CHEMICALS MANAGEMENT SYSTEM

<table>
<thead>
<tr>
<th>USER GROUPS OF THE CHEMICALS MANAGEMENT SYSTEM</th>
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<tbody>
<tr>
<td><strong>Target group</strong></td>
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<td>Target group</td>
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<tr>
<td>Extent of the role</td>
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<tr>
<td>Responsibilities</td>
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<tr>
<td>Training</td>
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MAIN USER – PERSONAL LOGIN ACCOUNT

- Main user can not see the user management section
- Master user can change a general user to a main user
- Main user can see all chemical registers, which are selected for that role. Main user can see confidential chemicals.
- Otherwise main user has similar rights to Master user.
- Main user has an access to trade name collection / units / suppliers / reports etc. In other words, he can remove and add chemicals to collection (has access to modify collection)
- Main user can select own favourite chemicals
- Main user can see all risk assessments.
MASTER USERS AND USER RIGHTS MANAGEMENT

- In order to add roles the faculties/separate units must collect lists of main users (they add new SDS information and chemicals to the specific registers of an unit and perform chemical risk assessments). They will be added to Microsoft Teams to an own sheet, to the same Excel document as Master users.

- In addition, a list of general users (employees needing information of the chemical system in their work) will be collected, for which you can find a template in Teams, which can be copied and saved (naming e.g. a faculty/special unit level). Most important is, that following information can be found:
  
  - List of general users
    - name
    - email address
    - Possible limitations to rights (default, that the person can see all chemicals of the university, but can be limited to e.g. faculty chemicals)
  
  - List of main users
    - name
    - email address
  
  (it is not recommended to limit rights in role view due to the responsibilities of the role)

- List of students, who need a general user view for the chemicals management system due to training purposes.
  
  - name
  
  - email address
  
  - validity time for the account (unless there is employment relation)
MASTER USERS

- Kari Remes
- Jukka Lahti
- Antti Salo
- Daniela Mennerich
- Sari Harmoinen
- Pirkko Huhtala
- Eija Nissinen
- Tuula Stranius
- Antti Haapalainen
- Virpi Glumoff
- Marianne Mäki
- Tuomas Stoor
- Mika Virtanen

- Hely Häggman
- Minna Patanen
- Miika Peltoniemi
- Tuula Taskinen
- Jari Ylönen
- Emilia Vuoti
- Pertti Hoskio
- Lauri Eklund
SUPPORT SERVICE
SUPPORT SERVICE

Email: support@ecobiomanager.com
Tel. 020 756 9455

In use from 1.9.2019

Urgent responses will be provided within two (2) hours. Otherwise responses are given at latest on the next working day.

Support is in use during regular office hours (9-15).

In addition, it is possible to order updating service for the existing SDS or subscribe completely new SDS into the system by contacting Ecobio. These requests are considered as additional services. SDS subscribe or updating request can be done after system login or simply by writing an email to support@ecobiomanager.com.
KEY CONTACT PERSONS

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PRESENTATION OF THE PROPERTIES OF THE SYSTEM