

HibSoft Prometheus

Safety Datasheet Management Software



A joint development of Hibiscus PLC and Lexeus Ltd (in association with Judson Consulting Service).

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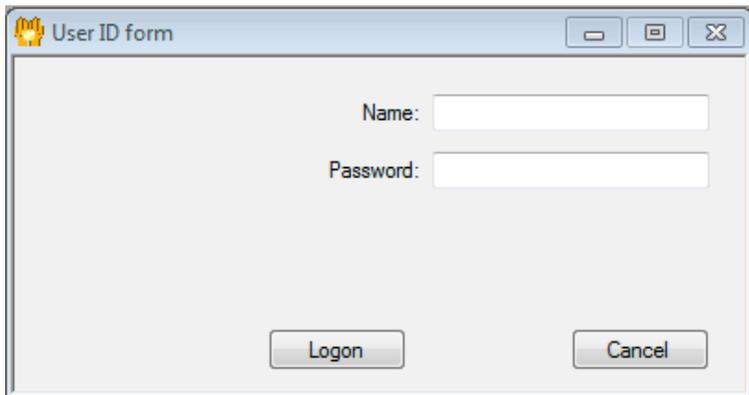
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1. Introduction

1.1 Installing Prometheus

For detailed instructions on installing and configuring HibSoft Prometheus, please refer to the separate installation guide.

A screenshot of a Windows-style dialog box titled "User ID form". The dialog box has a title bar with a yellow hand icon, the text "User ID form", and standard minimize, maximize, and close buttons. The main area contains two text input fields: "Name:" followed by an empty text box, and "Password:" followed by an empty text box. At the bottom of the dialog box, there are two buttons: "Logon" on the left and "Cancel" on the right.

1.2 Logging On to Prometheus

To log on and begin using Prometheus you must have been assigned a user 'Name' and 'Password'. Enter these into the logon screen and click [Logon].

NB: The system installs with a single ready made Admin User logon – Name: admin, Password: password. For security reasons, it is recommended that you change the default password once you begin using the software.

1.3 Datasheets, Templates, Hazard Summaries, and Hazard Summary Templates

There are four kinds of document in Prometheus:

A **datasheet** is a safety data sheet for delivery to customers.

A **template** provides the outline for a datasheet – for example, the headings and subheadings required in a REACH datasheet. When you start a new datasheet, you specify the template from which the datasheet is to be built.

A **hazard summary** contains information abstracted from a datasheet, for delivery to customer staff directly involved with using a product and needing a summary of the main hazards and procedures for safe use. You cannot edit a hazard summary directly – Prometheus creates it from the datasheet if there is a corresponding hazard summary template.

A **hazard summary template** provides the outline for a hazard summary.

Standard templates for REACH and CHIP safety data sheets, and templates for typical hazard summaries for REACH datasheets are supplied with Prometheus – but you can also create your own unique templates, either by copying and adapting the templates supplied or by building your own starting from scratch.

1.4 Note on Searching

Wherever you have the option to search for text (e.g. to look for a datasheet by name, to look for a phrase) you can use “*” as a wildcard. For example, if you search for phrases using the query “irritating*” you will find “Irritating to eyes (R36)”, “Irritating to eyes and respiratory system (R36/37)”, and several others.

1.5 Note on Languages and Translation

Wherever you select phrases from lists when you are editing a datasheet, they will be translated automatically when you translate the datasheet, provided that the translations are available for the phrases. If a translation is not available, the phrase will be omitted from the translated datasheet (a warning will be displayed so that you know this has happened). Wherever you type in text (e.g. when adding text to a Free Text entry in a datasheet; when replacing “#” with a value in a phrase) the text will be carried into translated datasheets as it is, without translation. In some places you can choose whether to select from a list or to enter free text. In those places, free text is displayed in a magenta colour in the editor to distinguish it from phrases that will be translated.

2. Security

2.1 Access Levels

You can control access to Prometheus so that, for example, authorisation to approve datasheets is restricted to certain members of staff. The privilege levels available are as follows. Note that each higher level of access automatically includes all the privileges of all the levels below it.

The security levels, in diminishing order of privilege are:

| | |
|---|-------------------------|
| 9 | Unrestricted Access |
| 8 | Create/modify Templates |
| 7 | Approve Datasheets |
| 6 | Enter/edit Phrases |
| 5 | Translate Datasheets |
| 4 | Modify Datasheets |
| 3 | Order Datasheets |
| 2 | View/print Datasheets |
| 1 | No Access |

To add new users and to set or change their privilege level, you must be logged on under a name that has unrestricted access.

2.2 Adding Users

To add a new user, log in to an Unrestricted Access account and then select 'Administration|Add User' from the menu.



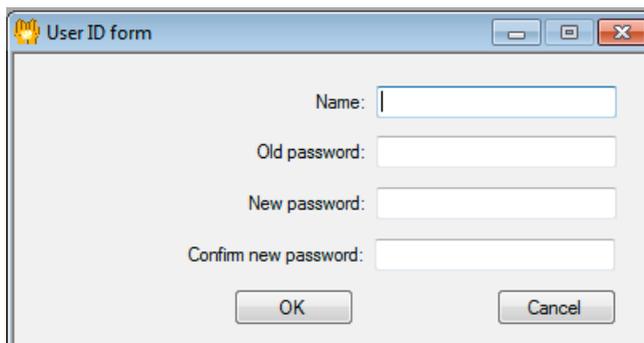
The screenshot shows a dialog box titled "User ID form". It contains the following fields and controls:

- Name:** A text input field.
- Privilege Level:** A dropdown menu currently showing "No access".
- New password:** A text input field.
- Confirm new password:** A text input field.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Enter a 'Name' for the new user then select the required privilege level (in the example above 'No access' is selected - click the downward pointing triangle for the full list of options to choose from). Next enter the chosen password in the both the 'New Password' and 'Confirm new password' boxes, then click [OK] to save (you can cancel the operation at any time by clicking [Cancel]).

2.3 Maintaining Passwords

Individual users can reset their own passwords by selecting 'Administration|Change Password' from the menu.



The screenshot shows a dialog box titled "User ID form". It contains the following fields and controls:

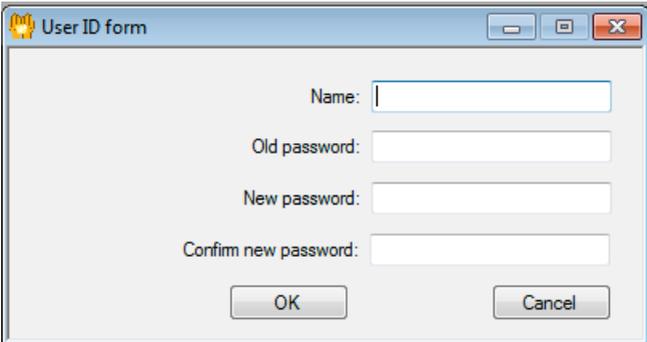
- Name:** A text input field.
- Old password:** A text input field.
- New password:** A text input field.
- Confirm new password:** A text input field.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Enter the 'Name' of the user whose password is to be changed and then, to verify you have the right to make the change, enter the existing or 'Old Password'. Next enter the new password in both the 'New password' and 'Confirm new password' boxes then click [OK] (you can cancel the operation at any time by clicking [Cancel]).

NB: If you do not know the old password, then it is not possible to change it by this method, nor is it possible anywhere within the software to recover a lost password. A system administrator (anyone who has been allocated an Unrestricted Access password) can, however, force a new password to any user.

2.4 Reset Password

System Administrators only – this option can be used to force a new password to any user where the Old Password is forgotten or unknown. Select 'Administration|Reset Password' from the menu.



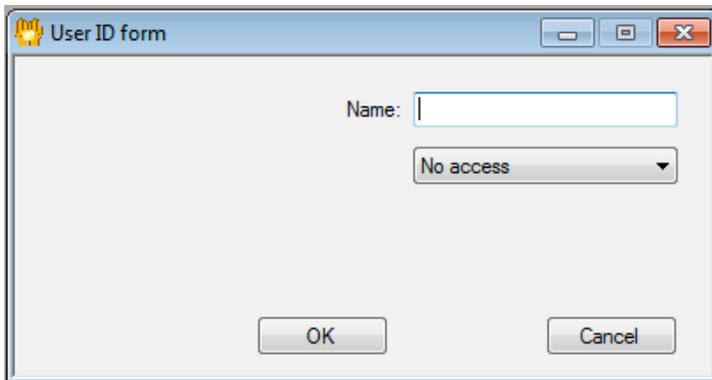
The image shows a screenshot of a software dialog box titled "User ID form". The dialog box has a standard Windows-style title bar with a minimize, maximize, and close button. Inside the dialog, there are four text input fields arranged vertically, each with a label to its left: "Name:", "Old password:", "New password:", and "Confirm new password:". At the bottom of the dialog, there are two buttons: "OK" on the left and "Cancel" on the right.

Enter the 'Name' of the user whose password is to be changed then enter the new password in both the 'New password' and 'Confirm new password' boxes. Click [OK] to save or [Cancel] to cancel.

Note that if you lose the passwords to all of your System Administrator accounts it will not be possible to carry out any actions requiring that privilege level, including re-setting password. If this situation arises, contact Hibiscus PLC and we will help you to rectify the situation.

2.5 Editing User Access

System Administrators only – this option can be used to change an individual user's access level select 'Administration|Edit User Access'.

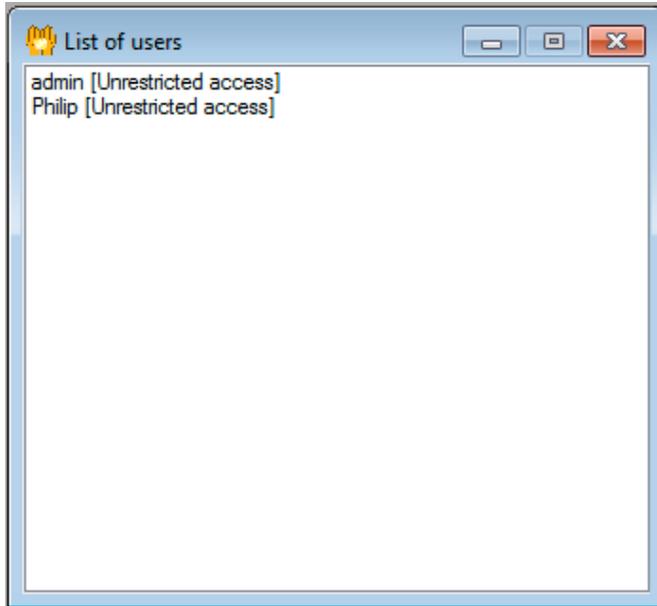


Enter the 'Name' of the user whose access level is to be amended and select the new access level from the drop-down box (click on the downward pointing triangle next to 'No access'.

Note that you cannot change your own access level. This ensures that the last remaining System Administrator cannot take away their own admin rights which would otherwise cause loss of access to that part of the software.

2.6 Listing Users

To see a current list of users granted access to the software together with their levels of access select 'Administration|List Users'.



2.7 Default Login

It is recommended that you change the password on the default login (but keep a record safe somewhere) and/or create a new Unrestricted Access user before commencing operational use of the software. Any user who is provided with an Unrestricted Access login account is considered to be a System Administrator since they have the power to make administrative changes to the software operation.

3. Creating and Editing Datasheets

3.1 Introduction

In this section we will be talking about Datasheets that are either *Approved* or *Unapproved*.

An **Approved** datasheet is one that has been completed and checked and is ready for release to your customers. An **Unapproved** datasheet is one that has not yet been cleared for release to your customers.

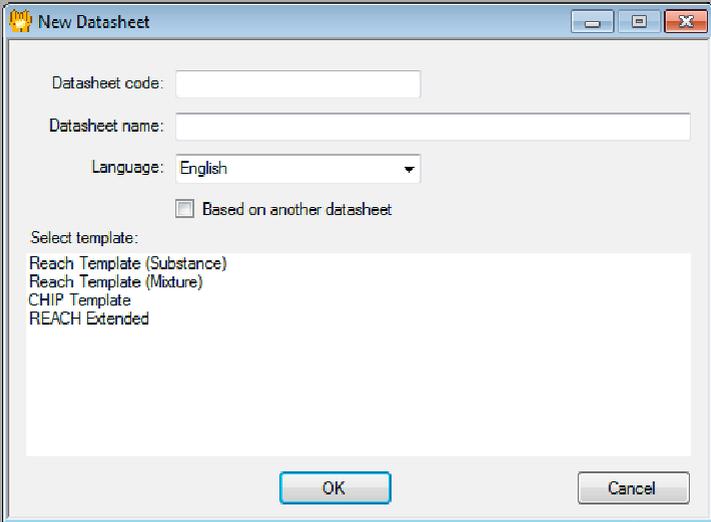
Clearly, once a datasheet has been sent out it is important to keep a record of what it contained, therefore once a datasheet has been Approved certain restrictions are imposed upon modifying it.

3.2 Creating a New Datasheet

Templates - Datasheets are created from *Templates* which describe the general layout of the datasheet and the data elements (individual items of information) that it contains. Different templates can be stored and used to create different styles of Datasheets for different territories and usages. You can even create templates that are partially completed to speed up datasheet creation for similar products.

Prometheus is supplied with a selection of ready made templates but you can also create an unlimited number of you own unique styles – see section 4.

To start a new datasheet, select 'File|New Datasheet' from the menu.



The screenshot shows a 'New Datasheet' dialog box with the following fields and options:

- Datasheet code: [Text input field]
- Datasheet name: [Text input field]
- Language: English [Dropdown menu]
- Based on another datasheet
- Select template:
 - Reach Template (Substance)
 - Reach Template (Mixture)
 - CHIP Template
 - REACH Extended
- OK [Button]
- Cancel [Button]

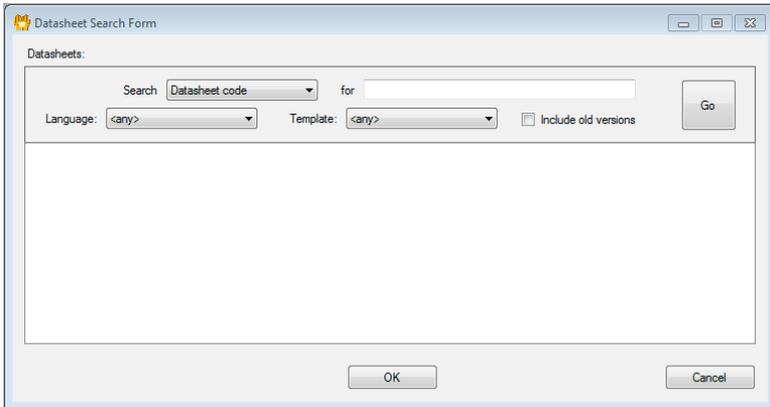
On the form that opens, enter a 'Datasheet Code' (a simple reference that will be used to identify the datasheet) and a 'Datasheet Name' (a descriptive title), then select the language (from the dropdown).

3.2.1 Based on another datasheet

You can create a new datasheet either based upon a template or based upon an existing datasheet (this is especially useful if the new product is similar to an existing one). When you base a new datasheet upon an existing one, both the template and the contents of the original datasheet will be automatically copied into the new one which you can then amend to meet the current requirements. Note, however, that all entries that originated from the *template* of the other datasheet will be locked against editing.

To use this option, tick the box labelled “Based on another datasheet” (the listbox of template options will disappear) then click [OK].

A browser box will open from which you can find and select the donor datasheet.



In the ‘Search’ drop-down select either ‘Datasheet code’ or ‘Datasheet name’ and enter the code/name to search for in the box to the right – then click [Go]. A list of matching datasheets will be displayed in the listbox underneath. Click on the datasheet required to select it then click [OK]. Go to 3.4.

3.2.2 Based on a template

The large list box occupying the lower half of the New Datasheet window lists the *templates* you currently have available (if you tick ‘Based on another datasheet’ this box disappears – untick to bring it back). Click on the one on which you want the datasheet to be based to select it then click [OK].

The currently approved version of the template will be used automatically. To ensure the integrity of the datasheet, entries that come from the template cannot be edited, with the exception of composite phrases where limited editing is permitted (see section 3.4.3).

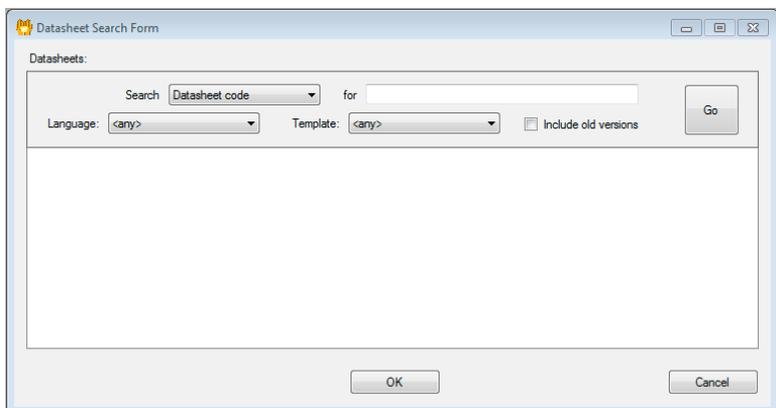
As soon as the new Datasheet has been created you will be taken directly to the Datasheet Editor to start inputting information – go to 3.4.

3.2.3 Datasheet codes

Note that instead of entering a code for each new datasheet, you can set Prometheus to generate consecutive codes automatically, with or without your own prefix (see section 10).

3.3 Opening an Existing Datasheet

To open an existing datasheet, select 'File|Open Datasheet from the menu and use the search form to locate and load the Datasheet required.



The screenshot shows a dialog box titled "Datasheet Search Form". It contains a search interface with the following elements:

- A "Search" label followed by a dropdown menu set to "Datasheet code".
- The word "for" followed by a text input field.
- A "Go" button to the right of the text input field.
- A "Language:" label followed by a dropdown menu set to "<any>".
- A "Template:" label followed by a dropdown menu set to "<any>".
- An unchecked checkbox labeled "Include old versions".
- A large empty rectangular area below the search fields.
- "OK" and "Cancel" buttons at the bottom of the dialog.

3.4 Editing a Datasheet (Unapproved)

3.4.1 The datasheet editor

SECTION 1 Identification of the substance or preparation and of the company/undertaking

1.1 Product identifier

Product Name:

1.2 Relevant identified uses of the substance or mixture and uses advised against

Use of the substance/preparation:

1.3 Details of the supplier of the safety data sheet

Name of Supplier:

Address of Supplier:

Telephone:

Responsible Person:

Email:

1.4 Emergency telephone number

Emergency Telephone:

SECTION 2 Hazards identification

2.1 Classification of the substance or mixture

2.2 Label elements

2.2.1 Hazard phrases

?? ? Precautionary Phrases

2.3 Other hazards

SECTION 3 Composition/information on ingredients

3.1 Substances

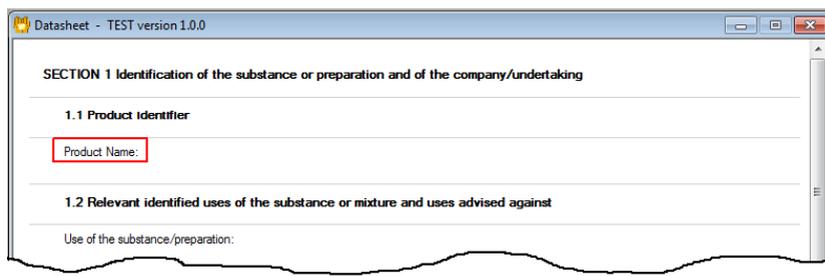
3.1.1 chem 1

When you are creating a new Datasheet, or when you open an existing Datasheet that has not yet been approved, the Datasheet editor will open automatically. Note also that if you close the editor accidentally you can open it again by selecting 'Datasheet Operations|Edit' from the menu bar.

3.4.2 Editing an entry

To edit an entry in the datasheet displayed in the editor, click on the entry. If editing is permitted, the display will change to allow you to delete or make changes to the entry.

For example, to enter the name of the product, click on 'Product Name:' in the datasheet editor. When you do so, that section will expand with a sub-editor to allow you to either type in the data required or select it from previously stored options.



To enter the Product Name phrase directly, just type it into the 'Product Name:' box in the sub-editor. Alternatively, you can select an entry from the list-box below (if any have been set up previously. Note that phrases of all types can be classified as 'favourites', ie. ones that you use the most. To switch between the

standard list and your smaller list of favourites just click on the 'List favourites' or 'List standard' radio button.

Datasheet - TEST version 1.0.0

SECTION 1 Identification of the substance or preparation and of the company/undertaking

1.1 Product identifier

Product Name:

List favourites List standard Find

SECTION 2 Hazards Identification

2.1 Classification of the substance or mixture

In a long list, you can search for a specific phrase by typing part of the phrase in the 'Find' box then clicking [Find Next]. You can even search for phrases outside the current context (ie. existing phrases that may not normally apply in this section) by clicking on [Search all phrases].

NB: The above merely uses Product Name as an example, most phrase entries work in the same way.

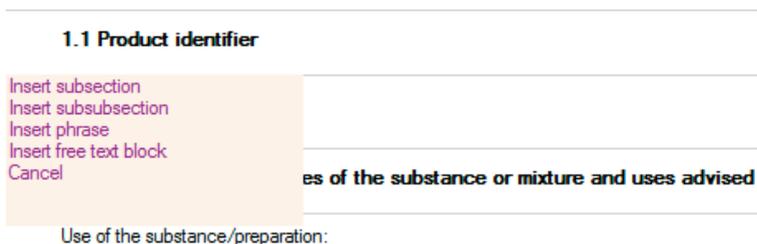
3.4.3 Cautionary notes on editing datasheets

To ensure the integrity of the datasheet, entries that are defined in the template cannot be edited, with the exception of composite phrases (see “3.5.3 Composite phrases”) where limited editing is permitted. A grey line is displayed beneath each entry. If you click on any of these grey lines, a drop-down box will appear offering options for inserting headers of different levels, a chemical name, a phrase, symbols, and/or free text, depending on what is appropriate at that position in the datasheet. Click on the item you require and it will be inserted into the datasheet.

Note that you only need to maintain one, master version of a datasheet. You can create versions in different territories and different languages by using the translate function (see “5 Translating and Transposing Datasheets”).

3.5 Adding Standard Headers (see next section for constituents)

You can add new sub-headers to your datasheet layout by clicking on the grey line underneath any existing header to open up a list of options. For example, in Section 1 under 1.1 Product Identifier:

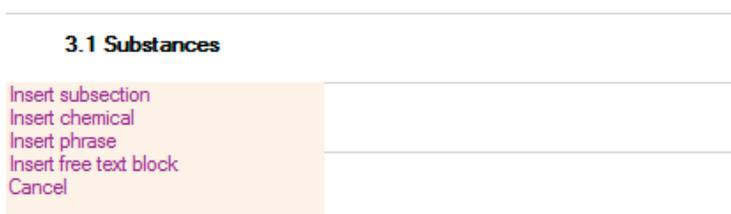


To insert a new subsection at the current level (numbered 1.2) select 'Insert subsection'. To insert a new sub-subsection at a lower level (numbered 1.1.1) select 'Insert subsubsection'. A sub-editor box will then open up for you to enter the details of the header required.

You can also use this method to add additional phrases and text-blocks to the layout – these will be covered later.

3.6 Adding and Editing Headers for Constituents

The names of constituents are listed as sub-sub-headers under “Mixtures” or “Substances” in datasheets. To add a new chemical to the list, click on the grey line under the ‘Mixtures’ or ‘Substances’ header (or under the final entry for the previous constituent) and select ‘Insert Chemical’.



This will automatically insert a new set of phrase holders for you to input the required information about the chemical constituent. The section title for the new constituent will be created as 'chem 1', 'chem 2' etc. You can click on these to change them.

Edit the phrases in the normal way to insert the data.

3.6.1 Mixtures

If you are working under the sub-header “Mixtures” and there is already a preceding entry for a chemical with

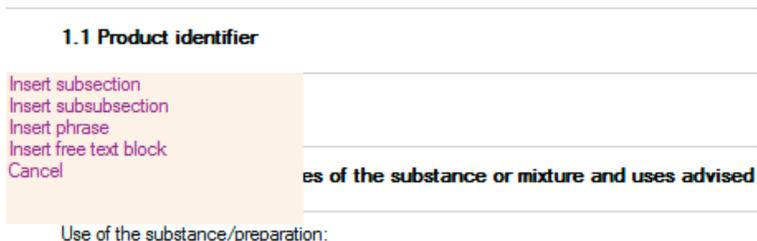
entries under it, they will be added automatically. For example, if “Concentration: 22%” appeared under the name of the first constituent and you added a second one, “Concentration: ” would automatically be added for it.

Click on a chemical name to change it. You can type in a name or import one from the Supply List by clicking ‘Search substance database’. In the latter case, if there are entries under the name of the constituent that are available from the substance database (e.g. “CAS No.: ”), they will be entered automatically.

3.7 Adding and Editing Phrases

3.7.1 Standard phrases

If you click on a grey line displayed in the editor in a position where it is appropriate to insert a phrase, the ‘Insert phrase’ option will be available in the drop-down list that appears.



Select that option and a box will appear from which you can select the phrase you want to add.

By default, if you have previously chosen some favourite phrases for this location in datasheets, your favourites list will be displayed. If not, a factory-set list will be displayed (if you want to add an item from the factory list to your

favourites list, select the phrase and click 'Add to favourites'). Select the phrase that you want to add to the datasheet and click "OK". If you want to select from the entire set of phrases available in Prometheus, click on 'Search all phrases...'. You will be able to add the phrase that you choose to the datasheet, to your favourites list, or to both.

3.7.2 Phrases containing insertions

If you click in the editor on a phrase that contains insertions (e.g. "Decomposes above # °C", which you might edit to read "Decomposes above 140 °C"), the display will change to show text boxes in the positions in the phrase where substitutions can be made. Type in the substitution that you require. If the phrase is translated into other languages the insertion will not be translated and so you should limit insertions to numbers and internationally accepted words or codes, such as proper shipping names and CAS numbers, which do not require translation.

3.7.3 Composite phrases

Some phrases (recognisable in the full list of phrases because they contain "#\$") allow you to insert either free text (which will not be translated) or a list of one or more other phrases (which will be translated). In the editor these phrases are displayed with a box in the place where the insertion can be made. When you click on the box, a list will be displayed of phrases that you can add. Select the ones you want, and click 'OK'. Alternatively, you can type free text into the box. While the entry is selected for editing, free text will be displayed in a magenta colour so that you can distinguish it from translatable phrases.

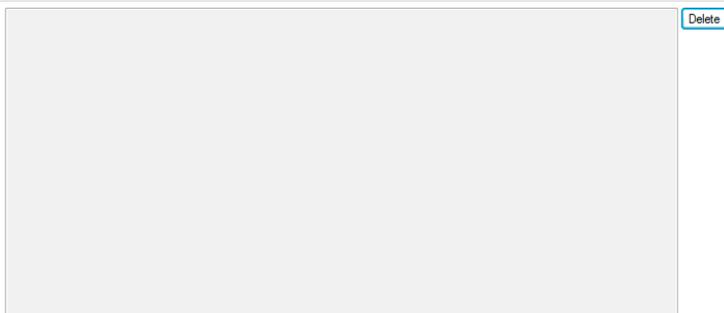
For example, you can type your company name into the box beside “Name of Supplier: ”. It will appear the same in all translations. Alternatively, you can record your company name as a phrase and provide translations for it in all languages (thus, for example, being able to represent it in the Cyrillic and Greek alphabets) and select that phrase from the drop-down list to complete “Name of Supplier: ”. For another example, you might choose two phrases to use with “Appearance: ” to make “Appearance: liquid, miscible with water”.

3.8 Adding Free Text Blocks

You can add freeform text blocks at most points in the datasheet simply by clicking on the grey line nearest to where you wish the text block to appear and then selecting ‘Insert free text block’ from the drop-down menu that appears to open the free text edit box.

1.2 Relevant identified uses of the substance or mixture and uses advised against

Use of the substance/preparation:

A screenshot of a software interface showing a free text edit box. The box is a large, empty rectangular area with a light grey background. In the top right corner of this box, there is a small blue button with the word "Delete" written on it. The box is positioned below a header section that reads "1.2 Relevant identified uses of the substance or mixture and uses advised against" and "Use of the substance/preparation:".

Type any required text into the input box. To move on, simply select another area in the datasheet to advance to. To remove a text block, click on the [Delete] button to the right of the input box.

3.9 Approving Datasheets

To approve the current datasheet, select 'Datasheet Operations|Approve' from the menu then click on [OK] in the pop-up box. The datasheet will then be set to approved status. Note that if a previously approved version of the datasheet already exists, the new version will become the current version and the prior version will become an archive version.

CAUTION: Once a datasheet has been approved you cannot delete or make further changes to it. You can, however, create a new version.

Note that users who are limited to viewing, printing, and exporting files will not be able to access any datasheet until it has been Approved and then will only be able to access the *latest* approved version.

In search lists etc. approved datasheets are marked “***” and superseded, archived versions are marked “*”.

3.10 Editing a Datasheet (Approved)

If the datasheet has been approved, in order to maintain an accurate historical record of datasheets issued, you will not be permitted to make any further changes to that version. Consequently, when you open an approved datasheet it will open in print-preview mode instead of edit mode.

If you wish to make changes to an approved datasheet, you must create a new version of it. Select 'Datasheet Operations|Edit' from the menu and a pop-up box will appear asking if you wish to start a new version. Answer [OK] and another pop-up will appear from which you can

choose whether to create a new Major Version or a new Minor Version.

Whichever option you choose, the new version will start its life Unapproved, allowing you to make the necessary changes until you Approve it again (but you can create an unlimited number of versions to reflect ongoing changes).

3.11 Deleting Datasheets

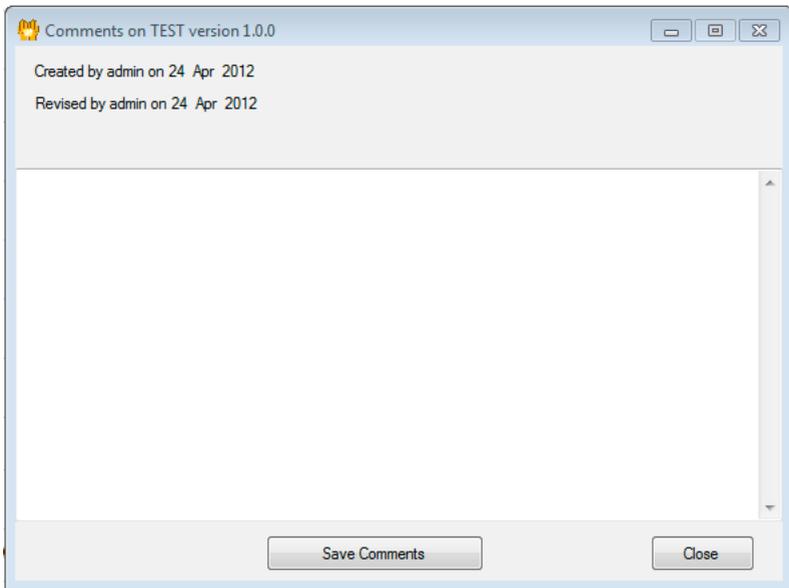
To delete the current datasheet, select 'Datasheet Operations|Delete...' from the menu – Note, however, that in order to maintain historical integrity you cannot delete a datasheet that has been approved.

You will be asked to confirm the operation before the datasheet is actually deleted.

3.12 Recording Comments on Datasheets

You can record notes about datasheets that will be seen only by people at least with editor privilege. Select 'Datasheet Operations|Edit Comments...' to open the comments editor box (see next page). You can then type in whatever comments you wish to record.

When you view the comments on a datasheet, using 'View|Comments' the name of the person who created the datasheet and date of creation, the name of the person who approved the datasheet and date of approval (if relevant), and the name of the person who last modified the datasheet and the date, are displayed as well as the comments.



Comments Editor

3.13 Including Logos in Datasheets

To include your company or client logos in your datasheets, they must be incorporated into the relevant template(s). See section 4.3.

3.14 Associating an Annex with a Datasheet

To meet the REACH requirement for Extended Datasheets, HibSoft Prometheus allows you to create the required Annex section by simply appending your own external document to a standard datasheet.

To add a document as an Annex, simply open the datasheet, select 'Datasheet Operations|Set Annex File...', then use the browser to navigate to the file you wish to append to the Annex and click "Open".

Note that your Annex document remains entirely independent of the datasheet, and must continue to be maintained in the software by which it was created (eg. MS Word). If you subsequently export the datasheet as a pdf file, however, a pdf of the annex will be automatically created and copied to the same location (and given the same name as the datasheet with “_Annex” appended to it - e.g. if the datasheet is called “Acetone.pdf”, the annex will be called “Acetone_Annex.doc”).

Note that the same Annex may apply to multiple similar products requiring individual datasheets, thereby attaching the annex as an independent file allows you to attach the same Annex to many datasheets without the burden of maintaining multiple copies.

You can change the Annex file associated with a datasheet by re-selecting ‘Datasheet Operations|Set Annex File...’. and choosing an alternate document, or remove an Annex file without replacing it by selecting ‘Datasheet Operations|Remove Annex File...’.

4. Creating and Editing Templates

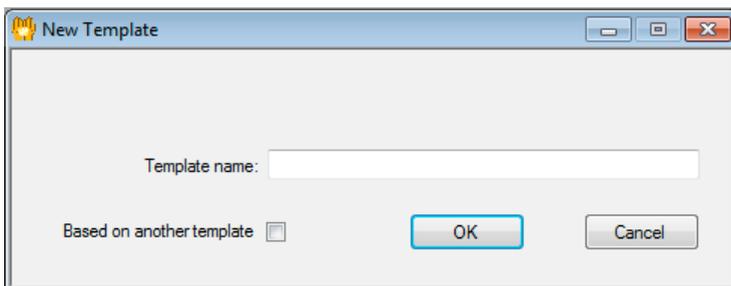
4.1 Introduction

A **template** is a draft outline for a datasheet. It can contain all the same kinds of entries as a datasheet – headings, subheadings, phrases, symbols, etc. – but should contain only those items that you want to include in all datasheets based on the template. For example, one of the templates supplied with Prometheus contains all the headings and subheadings required under the REACH regulations in a datasheet for a mixture.

4.2 Creating and Editing Templates

You will want to set up templates to include your company address and logo (see section 4.3), so that they will be included automatically in each datasheet you create. If you have several subsidiaries, or create safety datasheets for other companies, requiring the inclusion of different information, you can create separate templates for each.

To start a new template, select 'File|New Template' from the menu.



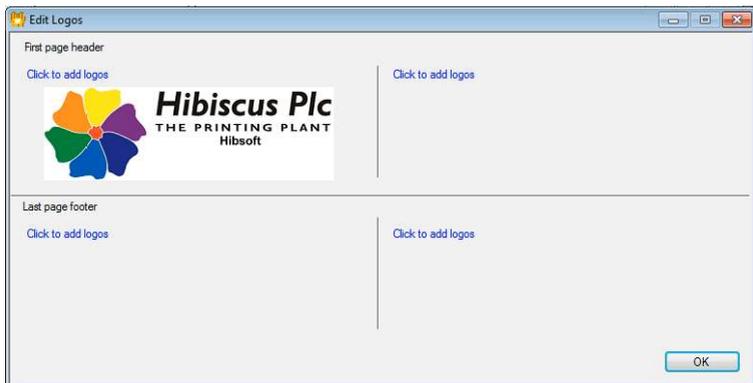
Enter a name for the new Template in the pop-up box. If you wish the new template to be based on an existing one (ie. using that as it's starting point) then tick the 'Based on another template' box and select the existing template from the list that opens up below.

Click [OK] to create the new template.

To edit an existing template, select 'File|Open Template' from the menu and then use the search form that opens to find the template you wish to edit and click 'OK'. The editor form will open and you will be able to edit the contents of the template in the same way as you edit datasheets (see section 3).

4.3 Including Logos

To include logos in templates (and hence datasheets based on them) open the template you want to work on and then select 'Edit|Logos...'.



You can add logos to any or all of: the top left and top right corners of the first page, and bottom left and bottom right corners of the last page. These are represented by

the four quadrants of the logos editor box. Just click on any of the “Click to add logos” texts to open a file browser then locate and select the logo file you wish to appear at that location.

Note that you can add several logos at the same location, in which case they will be displayed from left to right in the order they were chosen (and are displayed in the logo editor form). Keep in mind that once you have set up a logo, Prometheus will be dependent upon finding the file for it to subsequently create datasheets containing it. For that reason, it is highly recommended that all logo files are copied to the Prometheus data directory and only used from there.

To remove a logo file, select it in the Logo editor then click on the [Delete] button that appears underneath.

4.4 Approving Templates

To approve a template that you are currently viewing or editing, select ‘Template Operations|Approve’. The template will be set to approved status.

Note that if you approve the current version of a template for which a previous, approved version exists, the previous version will become an archive version. As with datasheets, you cannot delete or make changes to an approved version. If you attempt to edit a template that has been approved, you will be prompted to create a new version.

Note also that when you create or revise a datasheet, it will be based upon the current, approved version of the template.

4.5 Deleting Templates

To delete the current template, select 'Template Operations|Delete...'. Note, however, that as with datasheets, you cannot delete a template that has been approved. You will be asked to confirm that you want to make the deletion.

4.6 Recording Notes on Templates

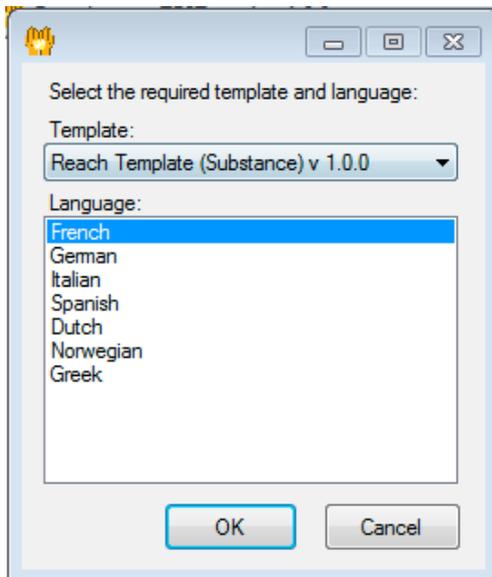
To record notes about templates, select 'Template Operations|Edit Comments...' and type in the notes you want to record. When you view the comments on a template, using 'View|Comments' the name of the person who created the template and date of creation, the name of the person who approved the template and date of approval (if relevant), and the name of the person who last modified the template and the date, are displayed as well as the comments.

4.7 Hazard Summary Templates

To create or edit a hazard summary template, select the template that you want it to be associated with and then select 'Template Operations|Edit Hazard Summary...'. You edit the contents of a hazard summary template in the same way as the contents of a datasheet or template, but the sections and subsections you can choose to include are different.

5. Translating and Transposing Datasheets

To translate a datasheet into another language, select 'Datasheet Operations|Translate'. Select the language you want from the dropdown box on the form that opens and click 'OK'.



Note that in order to 'translate' a template, the software must have been set up with all of the appropriate phrases in the required language. Multi-lingual versions of the software are supplied with a ready made database of all the standard phrases in all available languages. If you add any additional phrases to the list, however, you must also supply all foreign language translations.

The current datasheet will be removed from the display and the one in the new language will be loaded and displayed. Note that only standard phrases known to the

database in the alternate language will be translated. Any new phrases added to the database will not be translated *unless* you have also supplied the appropriate translations.

You can also transpose a datasheet based on one template to make a datasheet based on a different template (in the same or a different language). Select 'Datasheet Operations|Translate' and select the template you want the new datasheet to be based on, and the language you want it to be in.

All translations and transpositions of a datasheet are made from the same master datasheet. If you request translation or transposition of a datasheet that is itself a translation/transposition (and hence not a master), Prometheus will use the corresponding master datasheet.

The difference between translating/transposing a datasheet and creating a new datasheet based on an existing one is that in the second case the new datasheet is an independent, new, master datasheet.

6. Viewing and Printing

To view the current datasheet, hazard summary, or template, select 'View|Datasheet', 'View|Hazard Summary' or 'View|Template' from the menu. The datasheet, hazard summary, or template will be displayed in a Pre-print Window.

To print the current datasheet or related hazard summary select 'File|Print Datasheet' or 'File|Print Hazard Summary'. To print the current template (i.e. a template that has itself been selected, not the template on which a currently-displayed datasheet is based) select 'File|Print Template' from the menu. Alternatively, View the item of interest in the Pre-print Window and select the icon for printing in that Window.

7. Exporting Datasheet Files

To create and export a datasheet as a PDF file, select 'Datasheet Operations|Export Datasheet PDF'. You can only create/export a PDF file for a datasheet that has been approved. If you have previously exported the same datasheet, the prior version will be renamed to add a suffix of. If there is already an "_old" file in existence for that datasheet, ie. a yet older version, then the existing "_old" file will be replaced.

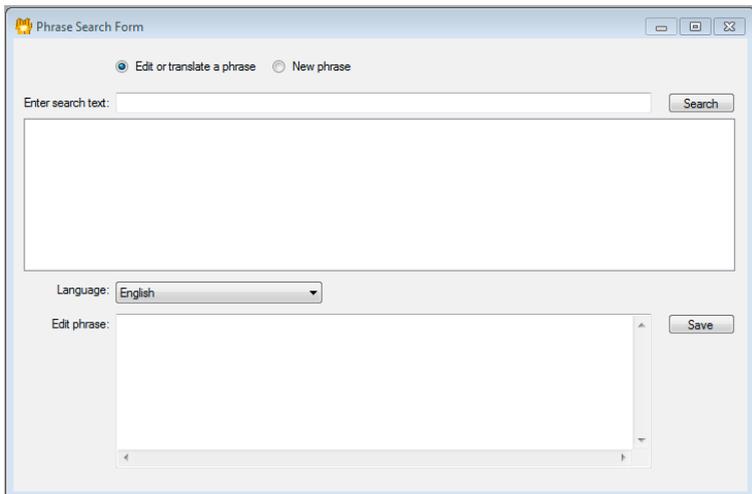
You can specify whether the names of exported files are to be based automatically on product names or datasheet codes, or whether you want to be prompted to provide names (see section 10). If there is a hazard summary sheet for the datasheet you are exporting, the hazard summary sheet will be exported as well. It will have the same name as the datasheet itself with "_Summary" appended to it (e.g. if the datasheet is called "Acetone.pdf" the hazard summary sheet will be called "Acetone_Summary.pdf"). If you have specified the address of a document to be used as an annex to the datasheet, that will be exported as well, and will have the same name as the datasheet itself with "_Annex" appended to it (e.g. if the datasheet is called "Acetone.pdf" and the original of your annex file is called "MyAnnex.doc", the annex will be called "Acetone_Annex.doc").

8. **Automation and Multiple actions**

Automated features (e.g. creating a set of translations automatically when a datasheet is approved) and multiple actions (e.g. approving several datasheets selected from a list), will be available in the next release.

9. Adding and Editing Phrases

You can add your own phrases to the Prometheus database, together with translations, and edit them. Select 'Edit|Phrases...' from the menu to open the Phrase Search form.



The screenshot shows a window titled "Phrase Search Form" with a standard Windows-style title bar. At the top, there are two radio buttons: "Edit or translate a phrase" (which is selected) and "New phrase". Below this, there is a text input field labeled "Enter search text:" with a "Search" button to its right. A large, empty text area occupies the middle of the window. Below the text area is a "Language:" dropdown menu currently set to "English". At the bottom, there is another text input field labeled "Edit phrase:" with a "Save" button to its right.

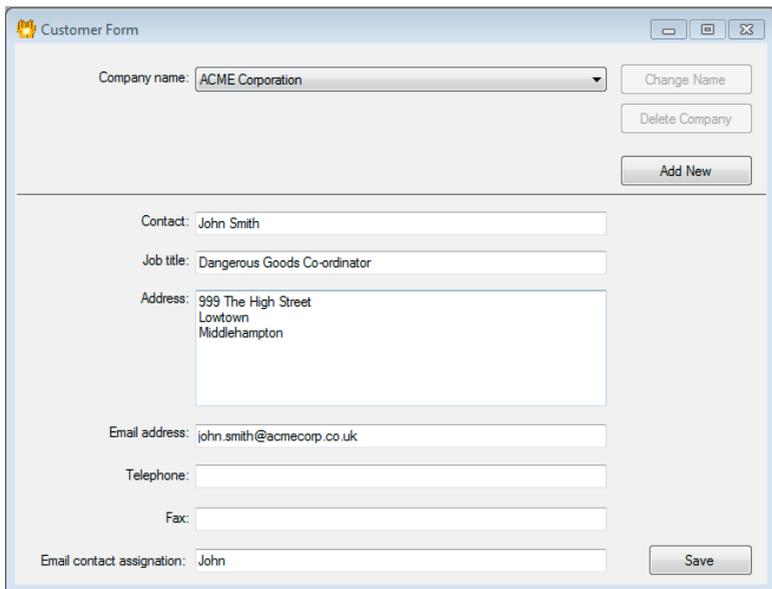
If you select the option 'New Phrase' the phrase that you enter will be recorded in the database in the default editing language (currently UK English). If you select the option 'Edit or translate a phrase' you can search the entries in the database in the default language (currently UK English) for the phrase you want to work on. Select the phrase you want to work on by clicking on it in the list, and select the language. If the phrase exists already in that language, it will appear in the box labelled 'Edit phrase:'. Edit the phrase, or enter a new one, and click 'Save'. The phrase will be written to the database. To edit another phrase, follow the same process.

10. Ordering Datasheets

The ordering module in HibSoft Prometheus allows you to record and control the distribution of your Safety Datasheets to customers.

10.1 Managing Customers

To distribute your Safety Datasheets to customers you must first of all set up a list of those customers with the appropriate contact details. To add/amend customers click on Orders / Add/Edit company in the menu bar.



The screenshot shows a web-based 'Customer Form' window. At the top, the title bar reads 'Customer Form' with standard window controls. Below the title bar, there is a 'Company name:' dropdown menu currently showing 'ACME Corporation'. To the right of this menu are three buttons: 'Change Name', 'Delete Company', and 'Add New'. Below the company name section, there are several input fields for contact information: 'Contact:' with the value 'John Smith', 'Job title:' with 'Dangerous Goods Co-ordinator', 'Address:' with '999 The High Street', 'Lowtown', and 'Middlehampton', 'Email address:' with 'john.smith@acmecorp.co.uk', 'Telephone:', 'Fax:', and 'Email contact assignment:' with 'John'. A 'Save' button is located at the bottom right of the form.

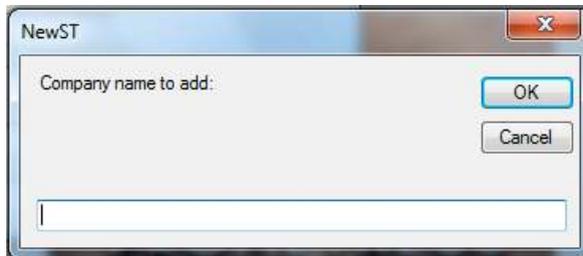
10.1.1 Editing Contacts

To edit an existing contact, select that contact from the 'Company Name' menu at the top of the page. The input

boxes should then fill that customer's information. Amend any items that need updating and click [Save].

10.1.2 Adding new Contacts

Click on the [Add New] button on the Customer Form.



Enter the name of the customer to be added in the pop-up box and click [OK]. The Customer Form should now be blank apart from the new customer name in the Company Name drop-down. Enter the contact details for the new customer by filling in the form then click [Save].

10.2 Ordering Datasheets

To order datasheets (ie. send them out to your customers), select Orders / Order Datasheets from the Menu Bar to open up the orders Datasheet Search Form.

The top part of the form works like a normal datasheet search form. Use it to locate and select the datasheet you wish to distribute. The lower part of the form lists your customers – find the customer(s) you wish to send the datasheet to and click on those names in the list to select them (NB: you can select a consecutive group by left clicking the first and shift-left clicking the last, or multiple individual entries by right-clicking each in turn – to deselect any highlighted entry right-click it again).

Datasheet Search Form

Datasheets:

Search: **Datasheet code** for []

Language: **<any>** Template: **<any>** Include old versions **Go**

Send to (select customers from the list):

- ACME Corporation
- Hibiscus PLC

Send PDF **Record only** **Cancel**

Having selected your recipients, click:

[Send PDF] To send automatically send a PDF copy of the Database to each of your selected customers by email.

[Record Only] To log that a Datasheet has been sent but without sending an email (ie. where you are sending the datasheet manually through the mail).

[Cancel] To Cancel the operation.

10.3 Ordering Updates

When a datasheet is altered you are likely to want to send an updated copy to every customer that received it previously. To do so, select Orders / Order Updates from

The screenshot shows a web browser window titled "Datasheet Search Form". The window contains a search interface with the following elements:

- A "Search" dropdown menu set to "Datasheet code".
- A "for" text input field.
- A "Go" button.
- A "Language:" dropdown menu set to "<any>".
- A "Template:" dropdown menu set to "<any>".
- An unchecked checkbox labeled "Include old versions".
- A large empty rectangular area for search results.
- A date range selector: "List customers who were sent the datasheet in the period 10 / 9 / 2011 to 10 / 9 / 2012 dd/mm/yyyy".
- A label: "Send to (select customers from the list):".
- A second large empty rectangular area for selecting customers.
- Three buttons at the bottom: "Send PDF", "Record only", and "Cancel".

the menu bar. The ordering updates works exactly the same as ordering datasheets (see 10.2) except that you have the addition of two date entries. Choose your datasheet then enter the earliest and latest dates to be considered – any customer who received that datasheet between the dates provided will then be listed in the box below. Select the customers from the list who are to receive the updates (remember you can left-click the first and shift-left click the last to select them all). Then choose [Send PDF], [Record Only] or [Cancel] (see 10.2).

NB: To send an updated Datasheet to a new customer you must use the Ordering Datasheets method to add to them to your list of recipients.

11. Setting Options

You can set the following options for datasheets by selecting 'Options' from the menu and then selecting the appropriate tab.

11.1 Printing Options

11.1.1 Fonts

You can specify the font you want to be used for each language.

11.1.2 Other printing options

You can specify: font size for headings; font size for the main text; whether to use bold font for headings; whether to use bold font for the main text; whether the product name is displayed at the top of the first page (it is always displayed on following pages); whether to capitalise the first letters in lists (e.g. "Appearance: Solid, grey" or "Appearance: solid, grey"); whether to use numerical prefixes for third level headings (e.g. "2.2.1 Hazard Phrases" or simply "Hazard Phrases"); whether to list textual entries for NFPA and HMIS ratings (in addition to showing the coded symbols); the format you want to use for dates; whether the revision date, where applicable, appears at the top or bottom of the first page.

11.1.3 Layout

The values you enter in this section change the page margins, thickness of lines between datasheet sections, and spacing between datasheet entries.

11.1.4 Section background colours

You can highlight sections in a datasheet by changing the background colour for the section (for example, you might want to draw attention to the hazards section).

11.2 Automation Options

11.2.1 Automatic options

NB: Only the first of these options (automatic creation of datasheet codes) is active in the first release of Prometheus. The remainder are scheduled for the next release.

If you select “yes” for ‘Generate datasheet codes automatically’ consecutive numbers will be generated and used automatically for datasheets, a new option ‘Company prefix:’ will appear. By default, the prefix “sds” will be attached to codes for datasheets, but you can change it. The other options in this section determine: whether a pdf file is created automatically when you approve a datasheet; whether the pdf file is exported automatically when it is created; whether translations are created automatically when you approve a master datasheet; whether translations are approved automatically on creation.

11.2.2 Translation settings

These settings are not used in the first release of Prometheus..

If you have master datasheets based on several templates you can specify separately what languages you want datasheets to be created for, for each template

(option 'Each to each'). You might, for example, have templates called "Europe" and "North America" and want datasheets based on the "North America" template to be translated into French and Spanish, but datasheets based on the "Europe" template to be translated into fifteen of the European languages. Alternatively, you may want to base all your master datasheets on a single template and have them automatically transposed and translated into several other templates (option 'One to many'). If you select 'One to many' a new pair of boxes appears to allow you to specify the master template and then to specify the languages for each subsidiary template. Taking the example of the previous paragraph, you might have a template called "Master T" in which you create and maintain your master datasheets in English, and templates for "North America" and "Europe" territories with different contents (e.g. including California Proposition 65 information in the former but not the latter) and set up for different languages.

11.3 General Options

11.3.1 Search settings

By default, archived versions of datasheets and templates are not displayed in some search lists. If you want them to be displayed select "yes" for 'Include archived versions in search results lists'.

11.3.2 PDF Export settings

If you wish to export pdf files you need to set up the names of the directories to which you want to export datasheets and hazard summaries (which can both be the same if you wish) and specify how files are to be named. By default the names are based on the datasheet and

hazard summary codes, but you may prefer to have them based on product names, so that customers can find the datasheets and hazard summaries they want more easily. Some product names may contain characters that are not permitted in Microsoft Windows file names. They will be replaced automatically by underscore (“_”) characters.

You can specify whether you want all punctuation marks to be similarly replaced (the default) or you want punctuation to be allowed in the file names. To avoid inconsistencies in style between different names – or to make file names stand out in lists on a webpage, for example – you can specify that all capital letters are to be used (e.g. “METHYLATED_SPIRIT.pdf” rather than “Methylated_spirit.pdf”).

If you send pdf files automatically to customers by email, you can specify how you want your company name to appear in the emails.

11.3.3 Hazard summary settings

You can specify whether you want hazard summaries to be exported as well as datasheets.

11.4 Saving Options

Changes that you make to options will apply only for your current Prometheus session. If you want them to be retained for subsequent sessions, click the ‘Set as default’ button. If you want to revert to the settings used when Prometheus was delivered to you, click the ‘Reset’ button.

12. Administration

12.1 Registering Users and Setting and Changing Passwords

These topics are covered in section 2.

12.2 Database Administration

12.2.1 Update

Use this menu option to upgrade to a new Hibiscus distribution database.

12.2.2 Check version

Use this menu option to find out what version of the database you have (as distinct from what version of the program you are running).

13. Setting Options

All Prometheus users requiring support, whether direct customers of Hibiscus PLC or of Lexeus Ltd, may contact Hibiscus PLC IT Support on:

Tel: 0113 2031950

Skype: Hibiscus-IT

Email: support@hibiscus-plc.com

Or complete an on-line ticket at:

<http://www.hibiscus-it.com/helpdesk/index.php>

Please note that in the absence of a current support contract a per incident support charge will be applicable.

Customers of Lexeus Ltd and those involved in beta testing development versions of Prometheus may also contact Philip Judson (philip.judson@lexeus.co.uk), telephone +44 (0) 1943 880419, for advice or to report problems.