



How to open a group for inventory if accidentally closed?

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Fastighetsavdelningen

Enter "Chemicals" and click on "Status"



Search products
This is where you search amongst registered chemicals



Chemical list
This is where you create your own chemical list



Inventory & Registration
This is where you take inventory of chemicals



Results
This is where you create a report based on organization



Approved risk assessments
Here you will find a list of approved risk assessments



Risk assessment
Here you will find the tool to make risk assessments

The statistics refers to:

Entire organisation:
Fastighetsavdelningen

Products

- Products **37**
- Non-reviewed products **0**
- Re-classified products (last 12 months) **5**
- Archived products **1**

Classification

Risk assessment

Fire safety

Administration

- X Skicka epost till alla Klaraanvändare på verksamheten.
- X Send email to all Klara users.
- X Report on KLARA users On the division.
- X Report on KLARA users in the system.

Links






Current division Entire organisation

Fastighetsavdelningen

- Demo/utbildning **Show**
- 2
- 3
- 4
- 5
- 6
- 7
- amil
- Group 1
- Inköp (demo)
- polis
- Externa hyresgäster
- Group Testing Testingsson
- Sektionen för lokalservice
- SU-Butiken
- Testgrupp

2

Department	2021	Status	Person in charge	Recent email	Number of products	The registration has started	Marked as being done	Previous year	Copy
Demo/utbildning	visa..		Kursinloggning Kurs						
2	visa..	 Open..			13	2021-01-13	2021-02-15	17	
3	visa..								Kopierad
4	visa..								Kopierad
5	visa..								
6	visa..								
7	visa..								
amil	visa..								
Group 1	visa..							26	Copy data
Inköp (demo)	visa..		Samantha Gainsford					3	Copy data
polis	visa..								

3

- 1) Highlight your department and click on the button labeled "Show".
- 2) A summary of all groups at the selected department is shown in the middle of screen. Yellow light indicates that inventory is in progress and a green light combined with a padlock indicates that the inventory is finished and closed.
- 3) Click on the blue text "Open..." next to the padlock



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3	visa..								Kopierad
4	visa..								Kopierad
5	visa..								
6	visa..								
7	visa..			Rectangular Snip					
amil	visa..								
Group 1	visa..							26	Copy_data
Inköp (demo)	visa..		Samantha Gainsford					3	Copy_data
polis	visa..								

Öppna registrering igen för
2

Press "OK" when the dialogue box pops up



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polis									

The group is now opened for further registration as shown by the yellow light and the absence of a padlock