

## Tips N Tricks

*How do I personalize MyWebInsight so that I can utilize the regulatory scopes, products and reports within Ariel® WebInsight?*

MyWebInsight allows an additional level of personalization within the Ariel WebInsight application. You can utilize the products, regulatory scopes and reports created in MyWebInsight to monitor how chemicals are impacted by regulations of interest to your organization. The reports you create and the information used to create those reports then becomes available for use in other WebInsight modules, eliminating the need to enter data multiple times. The more information you enter into the system, the better the results you can receive.

In order to create a report and monitor how your chemicals are impacted by certain regulations, you need to first create products and set up regulatory scopes, which are the topics and regulations you choose to track, and define the reports that link and evaluate the two

### **Add a Product**

When you click on MyWebInsight, the menus for products, regulatory scopes and reports may be empty. Or your colleagues may have already shared products and regulatory scopes which you will be able to see.

To create a product, click on Products under MyWebInsight and then on the "Add New Product" link, an "Add/Edit Products" screen appears that allows you to enter product header detail such as the required product name and optional fields like part number, description and physical state. To create a product you will also need to enter or add components by either Name or CAS number.

There is no limit on the number of components you can upload per product. Enter the CAS numbers or names and then choose the CAS numbers for your product or upload them from an Excel file. Note, the format for the file includes header and CAS number information and you can upload multiple CAS with a single Excel file.

You can also enter concentration for each ingredient. Concentration can be entered as an exact number or a range.

For example, enter the CAS numbers for a copper-zinc alloy product: 7440-50-8 and 7440-66-6. Click on the Add button to add the CAS numbers to this product along with their respective concentration. Once you have entered the CAS numbers with their concentration and given your product a name, click the Save Product button to save your product.

You can also check the “Share this product with my colleagues” box if you would like your company’s WebInsight users to have access to the product you created.

## Add a Regulatory Scope

To create a regulatory scope, click on Regulatory Scopes under the MyWebInsight tab, and then click on “Add New Regulatory Scope.”

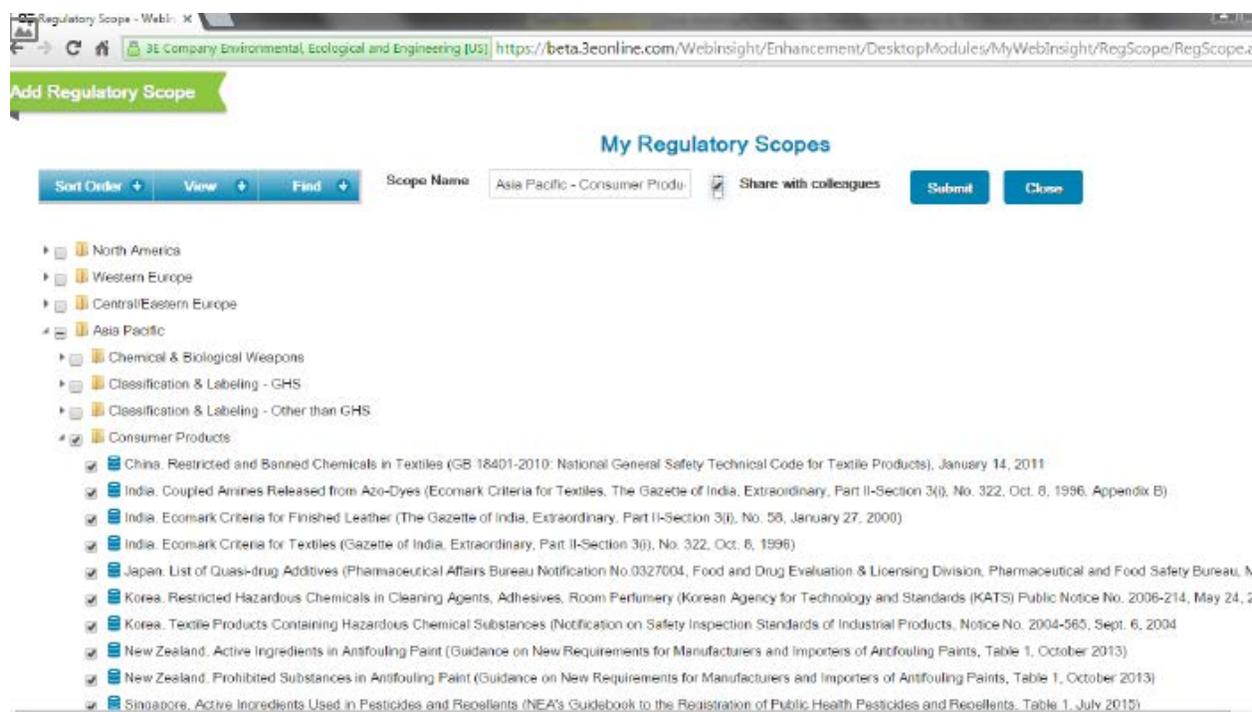
The screenshot shows the Ariel web application interface. The main content area is titled "My Regulatory Scopes" and contains a table with the following data:

Scope Name	Last Change	Shared	Action
TSCA and EU Inventories	2008/06		[Edit] [Delete] [Share]
Canada WHMIS	2008/06	[Share]	[Edit] [Delete] [Share]
ACGIH, NTP, OSHA, IARC, TSCA, EPA	2011/12		[Edit] [Delete] [Share]
REACH	2010/12	[Share]	[Edit] [Delete] [Share]
LA Workplace Safety	2008/05		[Edit] [Delete] [Share]
Pesticides EU	2008/05		[Edit] [Delete] [Share]
European Union	2008/06		[Edit] [Delete] [Share]
US Classification	2008/07		[Edit] [Delete] [Share]
NA Food Contact	2015/10		[Edit] [Delete] [Share]
North America Workplace	2008/09	[Share]	[Edit] [Delete] [Share]

The footer of the page shows pagination: "1 - 10 of 37 items".

Check the respective boxes in order to select your regulations of interest. You can select individual regulations by expanding the drop down tree or choose all of the regulations for a certain region. Select as few or as many as you like.

For example, you can select the Consumer Products regulations for specific Asia Pacific topics, as shown in the screenshot below. Once you are done with your selection click the Submit button to save it.



You can also check the “Share with colleagues” box if you would like other WebInsight users in your organization to have access to the regulatory set you have created.

## Generate a MyWebInsight Report

Now that you have created a product and a regulatory scope you can proceed to saving a MyWebInsight report. You can select from one of two options in the MyWebInsight submenu: Ariel Defined Reports and User Defined Reports.

You can create a report with either of those two options. To create an Ariel Defined Report, simply select a Regulatory Scope, Topic and Product. For a User Defined Report, you can use any user defined Regulatory Scope by selecting a scope and a product.

Once selected click Save to add this report then to your report list. Or you can click Generate to create the report directly without adding it to your report list.

When you click the Save button, the MyWebInsight report you just created will be added to the MyWebInsight Change Reports control on the Home Page.

You can use the reports you save to MyWebInsight in order to monitor for changes. If you select the envelope icon WebInsight will send an email to your account every time a regulation is changed or updated that impacts a saved report. Every time a change occurs, your list of reports in the MyWebInsight Change Report control on the Home page will be updated, enabling you to see the global regulatory changes affecting your products within your user-defined scopes to ensure proactive compliance.