

First connection

<https://solway-ehs.credit360.com>

Logging in

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i Note: If your site has been configured with SSO (Single Sign On), you are logged in automatically and can skip this step.

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You will receive a welcome email which will contain your username and a link to set your password. If you do not have these details, contact your administrator.

The first time you log in, you need to request a new password :

1. Click to "Are you new user ?"
2. Enter your username and click on "Request e-mail"
3. You will receive an email to reset your password, click on the link inside (you'll have 60 min to do so)
4. Set a password and you'll be connected

Navigating the system

Home page

1. You can see the **Log Out** link at the top right hand corner of the page
2. On the top right there is a link to the **online help** page for any further information
3. The **My Data tab** shows all forms that you are involved in, as well as all actions or queries raised on those forms

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4. Several tabs exist at the top of the page allowing you to enter various areas/menu's of the system

i The available pages vary from user to user depending on their permissions

Tab	Sub menu	Description
Data Entry blocked URL		The data entry tab shows your data collection forms
	My Data	Shows the forms for which you have to provide data or to approve
	Create Delegation	Allows you to create delegation forms in order to collect data for regions and indicators at regular intervals over a period of time.
	Browse Delegations	Allows you to view the delegation chain and the status of delegation sheets for all the delegation forms in the system.
	Documents	Allows you to view and manage the documents for all the properties you are responsible for in the Property document library.
Analyses		The analysis tab takes you to the part of the tool where entered data can be analysed in Excel or charts
	Data explorer	allows you to display data you have selected (by GBU, indicators.....).
	Data export	allows you to export in Excel spreadsheet data you have selected (by GBU, indicators.....).
	Data browser	allows you to view the individual values stored in the system, including their source, history and how the data is aggregated up or propagated down the region tree.
	Templated reports	allows you to create charts and tables from your data. These can be shared on homepage tabs, included in templated reports or exported for use outside of the system.
	Target Dashboards	allow you to compare values for an indicator against a target indicator for a number of regions over a period of time. You can drill down to view data for child regions. Target dashboards can also be shared on homepage tabs.
	Sheet export	allow you to pull values from the system into an Excel spreadsheet in order to perform calculations or export the data in your desired format.
Events	OS Events	allow you to declare an Occupational Safety event

PS Events	allow you to declare a Process Safety event
TS Events	allow you to declare a Transport Safety event
Occ. Dis	allow you to declare an Occupational disease event
LSV Events	allow you to declare an Leadership Safety Visit event
Admin	The Admin tab takes you to the part of the tool where managing your administration data
My details	allow you to update your personal information (email, culture, country....)

Changing your details

The first time you log in, you are redirected to the My details page

- You can set your Culture and time-zone as required
- Make any changes as required and click Save changes

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Choosing a culture

The **Culture** setting affects how numbers and dates are displayed in the system. This setting:

- Translates dates into the language associated with the culture specified.
- Determines which decimal separator is displayed in numbers (i.e. a decimal point or other), and determines which group separator is used in numbers (i.e. a comma or other).

On the My details page, click the link after **When you enter or view data you are currently using settings for** to view which decimal separators and which group separators are associated with the specified culture.

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The decimal separator and group separator associated with the specified culture are displayed.

In this example, the decimal separator for England (United Kingdom) is a decimal point, and the group separator is a comma. Two-thousand and a half is displayed as 2,000.5

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If you change the Culture setting to France, the decimal separator is a comma, and the group separator is a space. Two-thousand and a half is displayed as 2 000,5 [blocked URL](#)

For any further information contact the Solvay Administrators at hse.reporting@solvay.com