PURE_Fill in delegation Forms (OS, PS, IH, OH)

Numerical data reporting and Monthly, Quaterly and Annual campaigns are done in PURE.

"My Data" Tab

- You can see a list of all forms you are involved in from **My data** on your homepage (also located on one of your homepage tabs)
- To open a delegation form, click the link in the email or on the form name on the 'My data' portal
- You can sort your forms by due date, region, period, users or name of the form
- There are two tabs, one for questionnaires for which you are **entering data** and one for the questionnaires where you are **approving data**
- **Overdue** forms are highlighted in red
- You will receive **reminders by email** few days before the due date.
- **Submitted/approved** forms are highlighted in green

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Entering Data on Delegation form

- Clicking on the date of the delegation form takes you to the form itself.
- It shows you the site, indicators and time period for which data needs to be entered.
- As you enter data in the form it is **automatically saved**
- Once you have entered all your data, click on **"Merge with main"**. Data are then incorporated in the database

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<u>Notes and files</u>

- To add extra information, click the sheet icon next to a field and select the appropriate tab from the dialog

  a. You can use notes to record details/comment about the value
  b. You can attach a file to provide evidence (such as a pdf invoice).

- Users at the next level of validation (data approver) can view and edit the extra information added by data providers

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Additional information

- To open guidance text for a particular question, hover over the information symbol next to it

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- Click the chart icon to view values entered for that particular question from previous periods

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- Different icons will appear if you have:

- made a note blocked URL
- attached a document blocked URL
- raised a query blocked URL

- For some indicators, if the difference with previous period values is too significant, an explanation needs to be provided

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Raising queries

You can raise a query on a value :

- As a task for yourself
- To get input from another user before submitting the delegation form
- Or to bring something to the attention of users at the next level of the delegation chain

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You can:

- manage users involved in the form
- Change the due date
- Send message
- Resolve or reject task assigned

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Sub-delegating to another user

If you need someone else to enter the data, you can sub-delegate the entire form or only certain indicators to a different user by clicking on the Delegate button on the toolbar of the delegation form

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Completing data Offline

- Delegation forms can be downloaded to Excel from the system, completed offline and re-imported in to the system when an internet connection is available.

- On the selected delegation form, click the Export button on the toolbar at the top of the Page
- Select For completion offline (Excel)
- Once the Excel file is complete you can import it into the form. This will populate the forms with the values from the excel File

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The format of the imported file has to match the file exported from the tool

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

Related articles

- Introduction - Moving from old systems
- Declare an accident / incident (OS, PS, TS, OH)
- PURE_Fill in delegation Forms (OS, PS, IH, OH)
- Fill in delegation Forms (SERF)