

## 6190 Webinar: IMDS - Administration

In IMDS, data security is, amongst others, ensured through the authorization of users. Users are identified with a User ID and a password. Furthermore, certain areas can be restricted by assigning various permissions.

Therefore, it is important that every company implements an efficient and reasonable permissions and access management. In day-to-day IMDS business responsibilities and personnel changes often. New Users and Contact persons need to be created, others deactivated, or temporary user credentials need to be extended. Even the internal company rules may change over time. This webinar will show you how to correctly administer your company in IMDS and what you should pay attention to.

### Goal

You are familiar with the concept and criteria of efficient and secure IMDS administration. You know how to create an IMDS company profile and how to change it.

You know the various rights and functions of user and contact person roles in IMDS and will learn to create, change and administer them.

Additionally, you know the new rule for publishing material MDS and the messaging system in IMDS.

### Content

- ☐ Overview administration functions
- ☐ Managing your company profile in IMDS
- ☐ Users in IMDS
  - Functions and roles
  - Creating new user profiles and changing user profiles
  - Administering users
  - Messaging system
- ☐ Contact persons in IMDS
  - Functions and roles
  - Changing and creating new contact persons
  - Setting REACH contact persons in IMDS
- ☐ Rules for publishing material MDS
  - Proof of self-certification
  - Responsibilities of client admins
- ☐ Summary, Questions

### Training method

Presentation and demonstration

### Participants

You need specific information on the different aspects of IMDS administration.

### Requirements

Basic knowledge in the use of PC and internet as well as IMDS skills.

### Technical requirements

PC with internet connection  
(More details on our website)

### Recommended:

Client Manager account in IMDS

### Training duration

120 minutes

### Maximum number of participants: 8

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Current fees and dates can be found on our website [www.imds-professional.com](http://www.imds-professional.com).

### Exclusive training

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**This training draws on our extensive knowledge gained through international practice in IMDS service. We provide you with helpful tips and solutions from our daily work experience.**