

Kiros.dk – Miniguide!

Go to the website Kiros.dk.

The use of KIROs depends on how you log into the system.

Log in as **“Notifier”** (Administrator) and you have access to: adding new chemicals to your group and KIROs, searching for chemicals in Kiros, viewing workplace instructions, printing labels, updating stock information and adding local stock users. The username and password is created and sent to you by the Kiros administrators.

Log in as **“Navigator”** (Users) and you have access to: searching for chemicals in your local group and KIROs, viewing and printing workplace instructions, printing labels. The username and password is created by the Kiros administrators and sent to the group’s notifier.

Log in as **“Stock”** to have access to registering use of chemicals. This is only useful in groups where stock management is implemented. Access requires a barcode created by the group’s notifier.

Adding a new chemical to the Kiros database (Notifiers)

In the entry field, write name or CAS nr of the chemical. Click the “search” button.

If the search returns no results, the chemical is not in your group. Click the “search” button again.

If there are several hits, please choose the one that fits your chemical. If a “green” chemical is available, please choose this one. Otherwise, choose a “blue” chemical. Please notice that workplace instructions are only available in Danish if you choose a “green” chemical.

If you cannot find your chemical in Kiros, click “Submit to KIROs” at the bottom of the page.

Fill out all required information and click the “Send” button. Name, CAS number and catalogue number and suppliers name is always essential, but if some of the information is not available, enter a “-“ in the field. If the chemical is a mixture, please enter composition details in the “Product parts” field.

You will receive an email when the workplace instruction is available.

Finally, you can enter information about the chemical’s physical location and quantity.

Print/see list of chemicals in your group (Notifiers/Navigators)

- Click your group-name in the top menu.
- Choose “PDF” in the “List all the chemicals in the group..” sub-menu.
- Open the PDF-file and print it.

Print/see workplace instructions (Notifiers/Navigators)

- Click your group-name in the top menu.
- Choose “HTML” in the “List all the chemicals in the group..” sub-menu.
- Find the chemical and click the name.
- Scroll down the page until you find the “Resources” section. Choose “Kiros APB” if it is there (for the “green” chemicals) or the supplier manual (for the “blue” chemicals).
- If you choose a supplier manual, don’t forget to have a “local addition to the supplier manual”

available.

Download this document by clicking the link just below the supplier manual. This document is valid for all the “blue” chemicals in the group, so you only need one copy.

Useful links (Notifiers)

Click your group-name in the top menu. If you press the “Links”-link, you can create some important lists of the chemicals in your group.

- Chemicals that are harmful to pregnant women.
- Chemicals that are causing cancer.
- Chemicals that are euphoric.

There are also links to editing/creating the local addition to the supplier manual and APB. Notice the both additions must be filled out even though they contain very similar information.

Editing the addition to the supplier manual/standard texts (Notifiers)

New groups in Kiros must fill in the “Addition to the supplier manual” and the “Standard texts for manuals” in the “Links” menu. This addition to the supplier manual/APB must describe the local conditions in the lab/building where your group works. Make the description of your local conditions as general as possible so that the addition fits all of your work places. The Notifier in the group is responsible for filling out these documents correctly.

The “Addition to the supplier manual” + the supplier manual combined constitute the mandatory workplace instructions for the “blue” chemicals. You may want to write the addition in both danish and english because most chemicals come with both a danish and an english version of the supplier manual.

The texts in “Standard texts for manuals” are automatically fitted into the “green” APB’s. The “green” APB’s are only available in danish so english speaking users must receive instructions from competent danish speaking colleagues before using a chemical if only a danish workplace instruction is available.

In a few cases you might need to adjust the “Addition to the supplier manual” to a specific chemical. This is how to do it:

- Click your group-name in the top menu.
- Click “Show all chemicals in”
- Find the chemical and click the name.
- At the bottom of the page: click “Local addition to supplier manual, for group ...”
- Scroll down the page and edit the phrases in the local addition.
- Click the “save” button at the bottom of the page.

Labels in two ways (Notifiers/Navigators)

Printing new labels for your chemicals can be done in two ways:

1)

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- Click KIROS in the top menu.
- Click "Show the Labels Engine".
- Type the Kiros key number of the chemical in the position on the page that you prefer. You can find the Kiros key number of your chemical in the list of chemicals in your group or by searching the chemical in Kiros.
- Click "Start", then "OK" and finally "Print". The actual printing procedure may differ slightly based on your printer and pdf reader.

2)

- Click KIROS in the top menu.
- Write for instance "Acetone" in the search field.
- Choose the chemical you want.
- Scroll down to: "Show the Labels engine" (shown in green) and click this field.
- Click "Start", then "OK" and finally "Print". The actual printing procedure may differ slightly based on your printer and pdf reader.

Stock management (notifiers, stock users)

In Kiros, notifiers can add information about the quantity and placement of a given chemical. Then a barcode or QR code can be printed out and placed on the container of the chemical. The notifier can add stock users to the group so that the stock users can register their use of chemicals in the group. After registering a stock user in the group, the notifier must print out a personal barcode which identifies the stock user and give it to the stock user.

How Notifiers change placement and quantity of a chemical and print a barcode:

- Click your group-name in the top menu.
- Click "Show all chemicals in"
- Find the chemical and click the name.
- Edit chemical placement and quantity.
- Click "save".
- Click either the barcode or QR code and print it.

How Notifiers add stock users:

- Click your group-name in the top menu.
- Click "Links"
- Click "Storeroom users"
- Click "Add user"
- Fill in the form and click "Add user"
- Click the name of the user and print the barcode/QR code.

How Stock users register use of chemicals:

- Log in as "Stock" by using your personal barcode and a barcode reader. As your administrator (notifier) for this if you don't have it.
- Scan the barcode of the chemical.
- Register your use, click "save".
- Remember to log out when you are finished.