

Welcome to DGOOffice – Quick guide

About DGOOffice

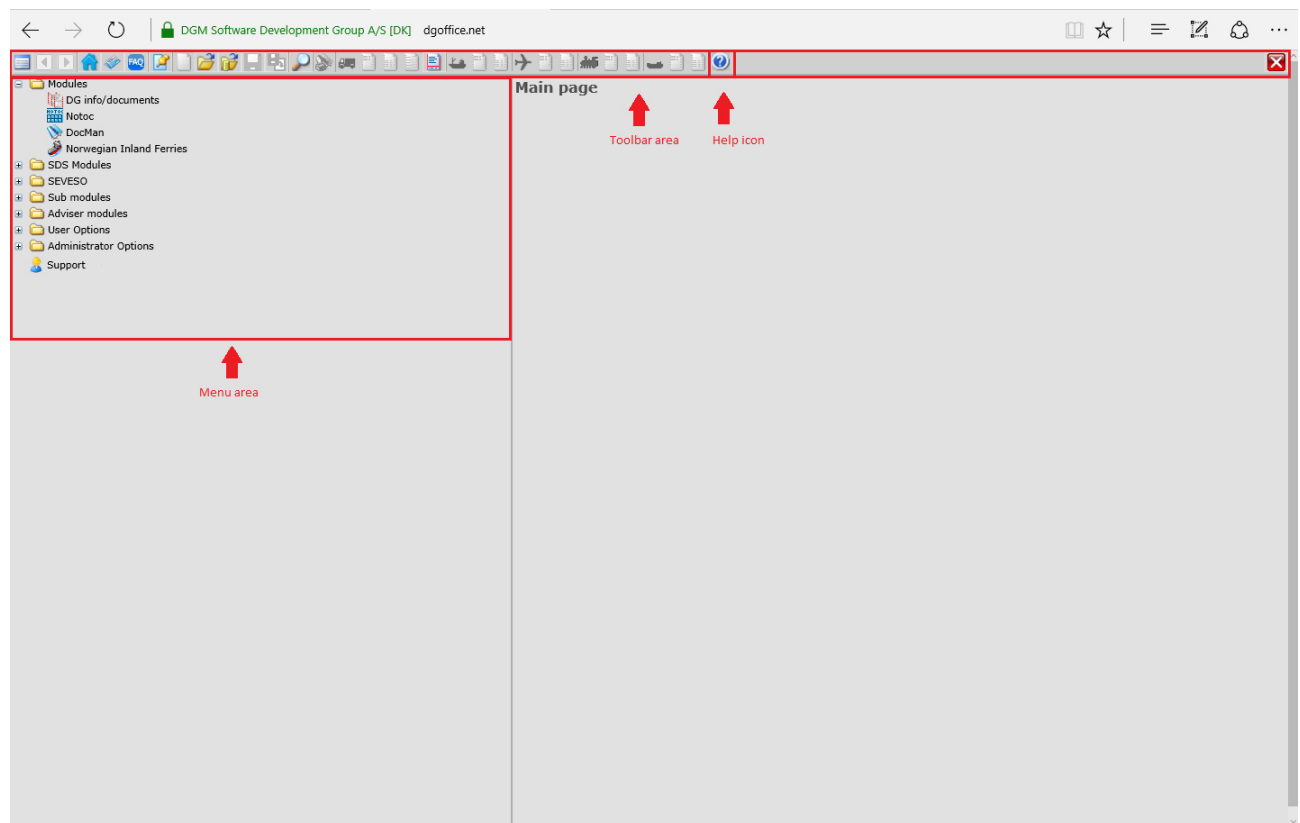
DGOOffice is our software solution that contains everything to manage your dangerous goods related activities, and supports your transportation, handling, storage, production and trading business. With DGOOffice you have access to extended information about all UN numbers.. It helps you complete different dangerous goods documents for all transport modes, taking necessary (segregation) rules and regulations into account. In addition, modules for creating and publishing Material Safety Data Sheets are available. DGOOffice is a module based system and completely accessible via internet. Thereby, you will be able to tailor DGOOffice exactly to your needs and access the system from every place in the world where an internet connection and a browser are available. Furthermore, the responsible person in a company (administrator) can setup an account, generate licenses, and add and maintain users.

This quick guide helps you to get started in DGOOffice. If you have not done it already, ask for a free DEMO, and experience the convenience of DGOOffice yourself!

How to use DGOOffice

After login, the main page appears. Depending on which modules you purchased, the screen will look similar to the image below, where the menu area and the toolbar area are shown.

The help icon provides more detailed information for each individual page throughout the system.



The menu - A quick tour

The menu is arranged in folders, which can be opened and closed. Below a short introduction of each part, starting with

Modules

- DG info/documents

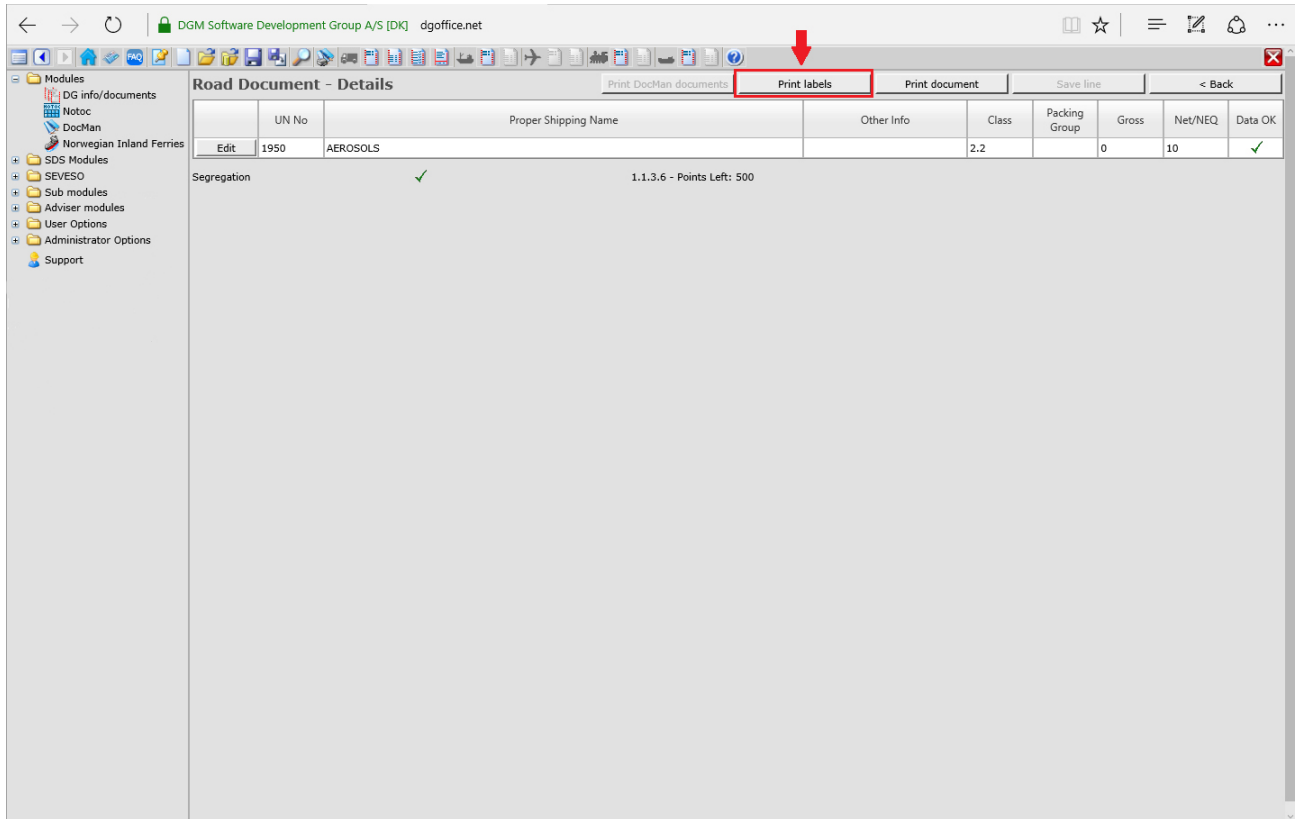
Search for dangerous goods information and create declarations and documents. This is where the most of your work is initiated. Start by searching for a UN number or type the first letters of a chemical substance. A list of substances matching your search will be displayed. Each substance has "Info" buttons for different modes of transport (road, sea, air, rail and inland waterways), which will take you to a new page where information about the substance is provided, like hazard labels, packing instructions, etc.

The screenshot displays the 'Search for Dangerous Goods' web application. The main area contains a search bar and a table of results. The table has columns for 'UN No', 'Name', and various transport modes (Road, Sea, Air, Rail, Inland Waterways). Each row includes a blue 'Info' button. A red box highlights these buttons, and a red arrow points to the 'Info button' label at the bottom right. Below the table, there are sections for 'Segregation' and 'Shipment content'.

UN No	Name	Road	Sea	Air	Rail	Inland Waterways	Info
1950	Aerosols, corrosive, oxidizing (Class 2.2) <= 1000 ml	✓	✓	+	✓	✓	i
1950	Aerosols, corrosive, oxidizing (Class 2.2) > 1000 ml	✓	✓	+	✓	✓	i
1950	Aerosols, flammable (Class 2.1) <= 1000 ml	✓	✓	+	✓	✓	i
1950	Aerosols, flammable (Class 2.1) > 1000 ml	✓	✓	+	✓	✓	i
1950	Aerosols, flammable (engine starting fluid) (Class 2.1) <= 1000 ml	✓	✓	⊗	✓	✓	i
1950	Aerosols, flammable, class 8, packing group II (Class 2.1) <= 1000 ml	✓	✓	⊗	✓	✓	i
1950	Aerosols, flammable, class 8, packing group II (Class 2.1) > 1000 ml	✓	✓	⊗	✓	✓	i
1950	Aerosols, flammable, class 8, packing group III (Class 2.1) <= 1000 ml	✓	✓	✓	✓	✓	i
1950	Aerosols, flammable, containing toxic gas (Class 2.3) <= 120 ml	✓	✓	⊗	✓	✓	i
1950	Aerosols, flammable, containing toxic gas (Class 2.3) > 120 ml	✓	✓	⊗	✓	✓	i
1950	Aerosols, flammable, division 6.1, packing group III (Class 2.1) <= 1000 ml	✓	✓	⊗	✓	✓	i

- Address label

The address labels are generated from the shipping information entered for the shipping documents.



The screenshot displays the 'Road Document - Details' window in the DG Office application. The interface includes a top toolbar with various icons and buttons. A red arrow points to the 'Print labels' button, which is highlighted with a red box. Below the toolbar, there is a table with the following data:

	UN No	Proper Shipping Name	Other Info	Class	Packing Group	Gross	Net/NEQ	Data OK
Edit	1950	AEROSOLS		2.2		0	10	✓

Below the table, the text 'Segregation' is followed by a green checkmark and '1.1.3.6 - Points Left: 500'. The left sidebar shows a tree view of modules, including 'DG info/documents', 'Notoc', 'DocMan', 'Norwegian Inland Ferries', 'SDS Modules', 'SEVESO', 'Sub modules', 'Adviser modules', 'User Options', 'Administrator Options', and 'Support'.

- NOTOC

Notification TO Captain. Create the proper notification, listing dangerous goods and special load onboard an aircraft, to the pilot in command. When an aircraft transports dangerous goods and other special load, the captain must have a list of these goods, including details on where on the aircraft these goods are loaded. Simply add requested information in the empty fields and the system will do the rest. A NOTOC is typically completed by the ground handling personnel.

The screenshot shows a web browser window with the URL dgoffice.net. The page title is "NOTOC - Special Load - Notification To Captain". The interface includes a navigation menu on the left with categories like "Modules", "Norwegian Inland Ferries", "SEVESO", "Sub modules", "Adviser modules", "User Options", "Administrator Options", and "Support". The main content area contains a form with the following fields:

Station of Loading:	Flight Number:	Destination:	Date:	Aircraft Registration:	Prepared by:	Collection list <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	8/18/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Information:						Loading supervisor name:
<input type="text"/>						<input type="text"/>
						<input type="radio"/> PAX <input checked="" type="radio"/> CAO

A red arrow points to the "Other Information" field with the text "Complete empty fields to create NOTOC".

- DocMan

With this module you can manage your documents and connect them to your articles that are stored outside of the DGOoffice environment, e.g. on intranet or internet. The documents, such as Material Safety Data Sheets, Certificates, etc., can be set as version controlled document or can be printed with each shipment.

The screenshot shows the DGOoffice DocMan interface. At the top, there is a navigation bar with buttons for Export, Import, New, Delete, and Save. Below this is a table of documents. A red box highlights the 'DocMan ID' column, and a red arrow points to the text 'Created documents' below the table. Below the table is a form for editing a document. A red box highlights the 'Document type' dropdown menu, and a red arrow points to the text 'Set document type' below it. The form also includes fields for 'DocMan ID', 'Last changed date', 'Local Language Text', and 'Version'. There is also a section for 'Article numbers' with 'Add' and 'Remove' buttons. At the bottom, there is a section for 'PDF files' with a table and a 'Validate file paths' checkbox.

	DocMan ID	Document type	Document type	Version	Last changed date
Select	1000	DGM DEMO	Version controlled	1	12/5/2013 2:27 PM
Select	1001	DGM DEMO	Always print	0	10/19/2011 4:03 PM
Select	Test Doc	DGM DEMO	Version controlled	2	4/12/2013 10:25 AM
Select	test01		Always print	0	8/18/2016 4:54 PM

Created documents

DocMan ID:

Last changed date: vlb/8/18/2016

DocMan ID:

Document type:

Local Language Text:

Version:

Article numbers

Validate file paths

URL/UNC	Filename	Last changed date
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SEVESO

- SEVESO check

The Seveso module helps you check if the substances warehoused are classified as dangerous or not according to the Seveso directive. Enter the CAS, EC or index number(s), and click on the “check” button. The system informs you about the result. Multiple items can be added at once, manually or via an excel template.

The screenshot shows the 'SEVESO check' web application interface. The browser address bar shows 'DGM Software Development Group A/S [DK] dgoffice.net'. The page title is 'SEVESO check'. The interface includes a left-hand navigation menu with options like 'Modules', 'SEVESO', 'SEVESO calculation', 'Sub modules', 'Adviser modules', 'User Options', 'Administrator Options', and 'Support'. The main content area features a table with columns: 'CAS No', 'EC No', 'Index No', 'Article No', 'Customer Reference', and 'Single Substance'. Two rows are visible in the table, with the first row containing '7732185' and the second row containing '9004357'. The 'CAS No' column is highlighted with a red box, and a red arrow points to it with the text 'Enter the CAS, EC or Index number'. Above the table, there are two buttons: 'Check if SEVESO' and 'Check if SEVESO substances only'. A red box highlights these buttons, with a red arrow pointing to them and the text 'Click the "check" button to see the result'. To the right of these buttons are 'Import', 'Delete', 'Excel', and 'New' buttons. A red box highlights the 'Import' button, with a red arrow pointing to it and the text 'Add multiple items at once via an Excel template'. At the bottom right of the table area, there is a pagination control showing '1-2/2'.

CAS No	EC No	Index No	Article No	Customer Reference	Single Substance
7732185					<input type="checkbox"/>
9004357					<input type="checkbox"/>

Submodules

- Document Archive

All documents created in DGOOffice can be stored and shared in this module.

The screenshot displays the 'Document Archive' module in DGOOffice. The interface includes a navigation sidebar on the left, a main table of documents, and a search panel at the bottom. The table lists documents with columns for 'Open', 'Date', 'User', 'Company', 'Transport Type', and 'Document ID'. The search panel allows filtering by document type (Own documents, All documents), transport type (All transport types, Road only, Sea only, Air only, Railway only, Inland Waterways only), and date range (Include From date, Include To date). It also includes search fields for 'Consignee' and 'Reference No.', and options for document sort order (By Date, By Consignee, By Reference number) and sort direction (Descending, Ascending).

Open	Date	User	Company	Transport Type	Document ID
<input type="checkbox"/>	7/18/2016 2:05 PM	Test user	DGOOffice-00196-Test	Railway	DGM DEMO
<input type="checkbox"/>	7/18/2016 2:04 PM	Test user	DGOOffice-00196-Test	Railway	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:54 PM	Test user	Customer 1	Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:54 PM	Test user	Customer 1	Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:50 PM	Test user	Customer 1	Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:50 PM	Test user	Customer 1	Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:40 PM	Test user	Customer 1	Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:40 PM	Test user	Customer 1	Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:39 PM	Test user	Customer 1	Air	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:39 PM	Test user	Customer 1	Air	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:36 PM	Test user		Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:36 PM	Test user		Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:36 PM	Test user		Road	DGM DEMO
<input type="checkbox"/>	7/7/2016 3:36 PM	Test user		Road	DGM DEMO

- Own articles

From here you can create and manage a personalized database of substances. Classify and use your own product names or article numbers to create documents or to view regulatory information.

The screenshot displays the 'Own articles' management interface in DG Office.net. The interface includes a sidebar with navigation options like 'Modules', 'SDS Modules', 'SEVESO', 'Sub modules', 'Working Documents', 'Templates', 'Document Archive', 'Own articles', 'Statistics', 'Adviser modules', 'User Options', 'Administrator Options', and 'Support'. The main area shows a table of substances with the following columns: 'Select', 'Own article numbers', 'Name', 'Description', and 'Comment'. A red box highlights the 'Own article numbers' column, and a red arrow points to it with the text 'Own article numbers' below it.

Select	Own article numbers	Name	Description	Comment
<input type="checkbox"/>	10518	Lornoxicam 1.5	1950 Aerosols, flammable (Class 2.1) <= 1000 ml	dette er en kommentar
<input type="checkbox"/>	1080	AP Farver TEST artikel 1080	1993 Flammable liquid, n.o.s., PG III (640E) ((hamster (I) (test (II))))	
<input type="checkbox"/>	1081	AP Farver TEST artikel 1081	1001 Acetylene, dissolved	
<input type="checkbox"/>	1082	AP Farver TEST artikel 1082	3065 Alcoholic beverages, > 24% - =< 70% alcohol, PG III	
<input type="checkbox"/>	110820	Redlone	1789 Hydrochloric acid, PG III	
<input type="checkbox"/>	11176	Kaliumcyanid	2811 Toxic solid, organic, n.o.s., PG I (Kaliumcyanid)	
<input type="checkbox"/>	123	Diclo	2811 Toxic solid, organic, n.o.s., PG II (Bitte die technische/chemische Benennung für Strasse/See/Luft eingeben)	
<input type="checkbox"/>	1230		1436 Zinc powder, PG II	
<input type="checkbox"/>	12345	12345	(Non-dangerous article)	
<input type="checkbox"/>	123456	tsosorbid-5-mononitrat	3251 Isosorbide-5-mononitrate	
<input type="checkbox"/>	123abc	gele verf	1263 Paint, PG III (640E)	
<input type="checkbox"/>	126301	F.punkt 23-61c og visk. < 200 sek din4	3066 Paint related material, PG III	
<input type="checkbox"/>	126302	Walnut 890	1263 Paint related material, PG II, vapour pressure at 50°C more than 110 kPa but not more than 175 kPa (640D)	
<input type="checkbox"/>	126303	New article	3066 Paint related material, PG III	
<input type="checkbox"/>	126304	New article2	3066 Paint related material, PG III	
<input type="checkbox"/>	126305	Wall paint 4,5 L	1263 Paint, PG III (640E)	
<input type="checkbox"/>	126306	Maling nummer 6 med kundefelter	1263 Paint, PG II, vapour pressure at 50°C not more than 110 kPa (640D)	
<input type="checkbox"/>	126307	Extra Viscous	1263 Paint, PG II, vapour pressure at 50°C not more than 110 kPa (640D)	
<input type="checkbox"/>	126308	Maling 08	3066 Paint related material, PG III	
<input type="checkbox"/>	126308-A1	Maling 08	3066 Paint related material, PG III	
<input type="checkbox"/>	1272AC	M105TAResin	1866 Resin solution, VISCOUS, PG III, vapour pressure at 50°C not more than 110 kPa	

- Statistics

This module provides valuable insight in all your activities. From here, you can generate reports, extract management information or export your shipment history details.

Statistics

Select company: Own company and sub companies

		Creation date	Consignee	Reference No	Company
Select	Delete	8/23/2016	DGM Software Development Group A/S		
Select	Delete	8/19/2016	DGM Software Development Group A/S		
Select	Delete	8/10/2016	DGM Software Development Group A/S		
Select	Delete	7/18/2016		DGOffice-00196-Test	DGM DEMO
Select	Delete	7/7/2016	Customer 1	DGOffice-00192-Test	DGM DEMO
Select	Delete	7/7/2016	Customer 1	DGOffice-00192-Test	DGM DEMO
Select	Delete	7/7/2016	Customer 1	DGOffice-00193-Test	DGM DEMO
Select	Delete	7/7/2016		DGOffice-00194-Test	DGM DEMO
Select	Delete	7/7/2016	Customer 1	DGOffice-00195-Test	DGM DEMO
Select	Delete	7/6/2016		DGOffice-00191-Test	DGM DEMO
Select	Delete	6/23/2016		DGOffice-00190-Test	DGM DEMO
Select	Delete	6/22/2016			
Select	Delete	5/12/2016			

Enable advanced search

Select date range for summarized data and grid

Include From date 1/1/2016 Include To date 8/23/2016

Update grid and statistic

Summarized data

Total Road Sea Air Railway Inland Waterways

DG and LQ Only DG Only LQ

UN No Class

UN No	Gross	Net	NEQ
1263	36.35	33.22	0
1950	15	20	0
2790	0	600	0

Export summarized data to Excel

User Options

- Company register

Create and manage a list of own customers, carriers, etc.

The screenshot displays the 'Company register' interface in a web browser. The browser's address bar shows 'dgoffice.net'. On the left, a navigation tree lists various modules, with 'Company register' selected under 'User Options'. The main content area is divided into several sections:

- Table:** A table with columns 'Select', 'Customer ID', and 'Company'. It contains three rows, each with a 'Select' button and the text 'DGM-SDG' and 'DGM-SDG Test'.
- Form Fields:** A 'Customer ID' search box containing 'dgm'. Below it are search criteria options: 'Customer ID' (selected), 'Name', 'Begins with', 'Contains', and 'Exactly'. A series of checkboxes allow filtering by role: Shipper, Carrier, Consignee, Customer, Supplier, Manufacturer, Distributor, and 'SDS is prepared by'. Each role has a 'Company standard' and 'User standard' checkbox.
- Contact person form:** A section for adding or editing contact information, including fields for Name, E-mail, Address, Phone, Fax, Zip code, City, Department, and Country.
- Buttons:** 'Search', 'New', 'Delete', 'Save', and 'Back' buttons are visible at the top of the main area.

- Users

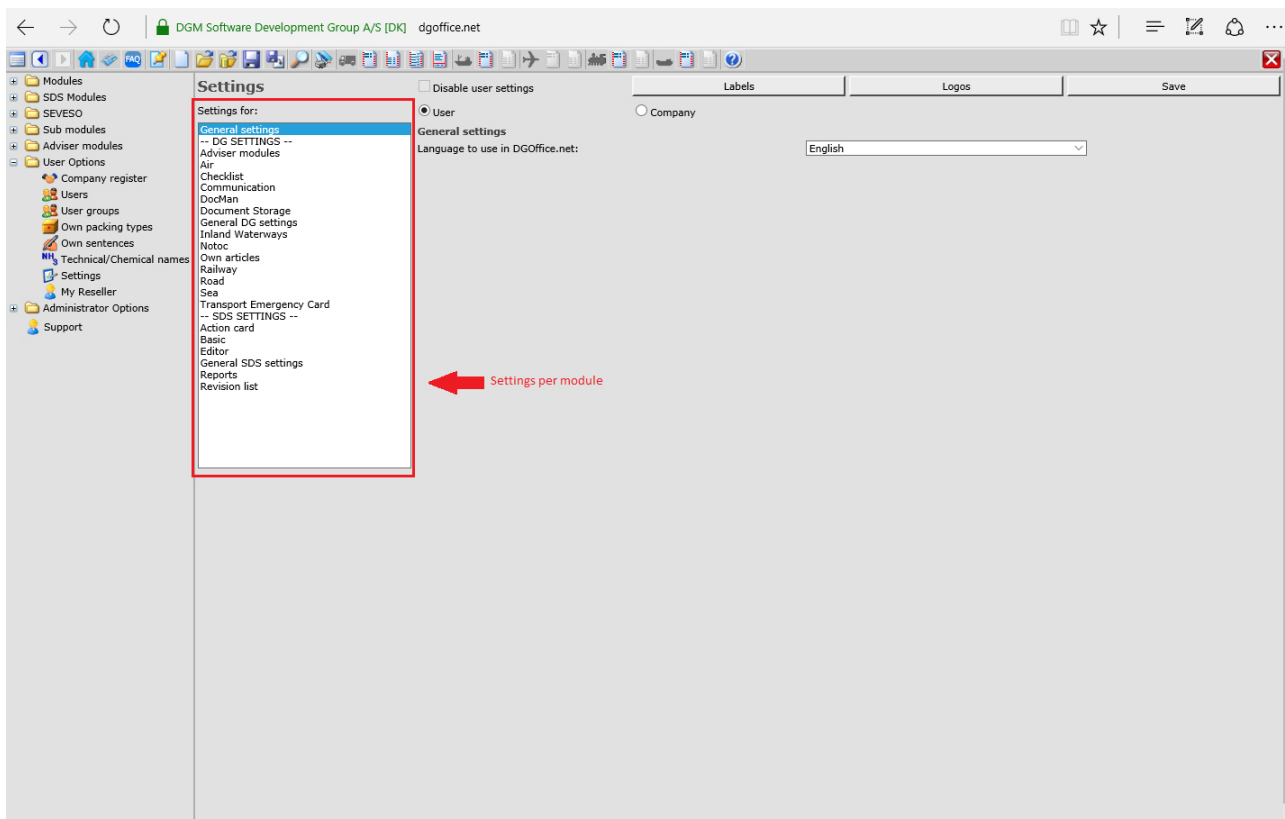
From here the administrator creates and manages users.

The screenshot shows the 'User maintenance' interface in DG Office.net. The interface is divided into several sections:

- Basic Info:** Fields for 'Starts with' (containing 'a'), 'User' (containing 'a'), 'Full Name', 'Title', 'Phone', 'E-mail' (containing 'none@none.dk'), 'User type' (set to 'Standard'), 'User groups' (set to 'READ'), 'Location Codes', 'Last login', 'Browser', 'Language', and 'Country'. There is also a 'Show ID in translations' checkbox.
- Segments / Modules:** A list of checkboxes for various modules and options, including 'Transport / Road module', 'Transport / Sea module', 'Transport / Air module', 'Transport / ADR Safety Instructions Plus module (All languages)', 'Transport / ADG Emergency Procedure Guide', 'Transport / Railway', 'Transport / Inland Waterways', 'Handling / Notoc', 'Handling / Notoc Acceptance Check', 'Handling / Norwegian Inland Ferries', 'Handling / DocMan', 'Safety and Security / Adviser courses', 'Additional / Address label', 'Additional / Communication', 'Additional / Manage Customer fields search data', 'Additional / Remote Server', 'Additional / Document Storage', 'Additional / Web Service', 'Additional / Own articles', 'Additional / Statistics', 'SDS / Basic', 'SDS / Editor', 'SDS / Risk Determination', 'SDS / Workplace instructions', 'SDS / Action Cards', 'SDS / Labels', 'SDS / Shop', 'SDS / RNNP', and 'SDS / Reports'.
- Users:** A table with columns 'Select', 'AutoUser', and 'DGM-SDG Test'. The table is currently empty.
- Navigation:** A sidebar on the left contains a tree view with options like 'Modules', 'SDS Modules', 'SEVESO', 'Sub modules', 'Adviser modules', 'User Options', 'Company register', 'Users', 'User groups', 'Own packing types', 'Own sentences', 'Technical/Chemical names', 'Settings', 'My Reseller', 'Administrator Options', and 'Support'.

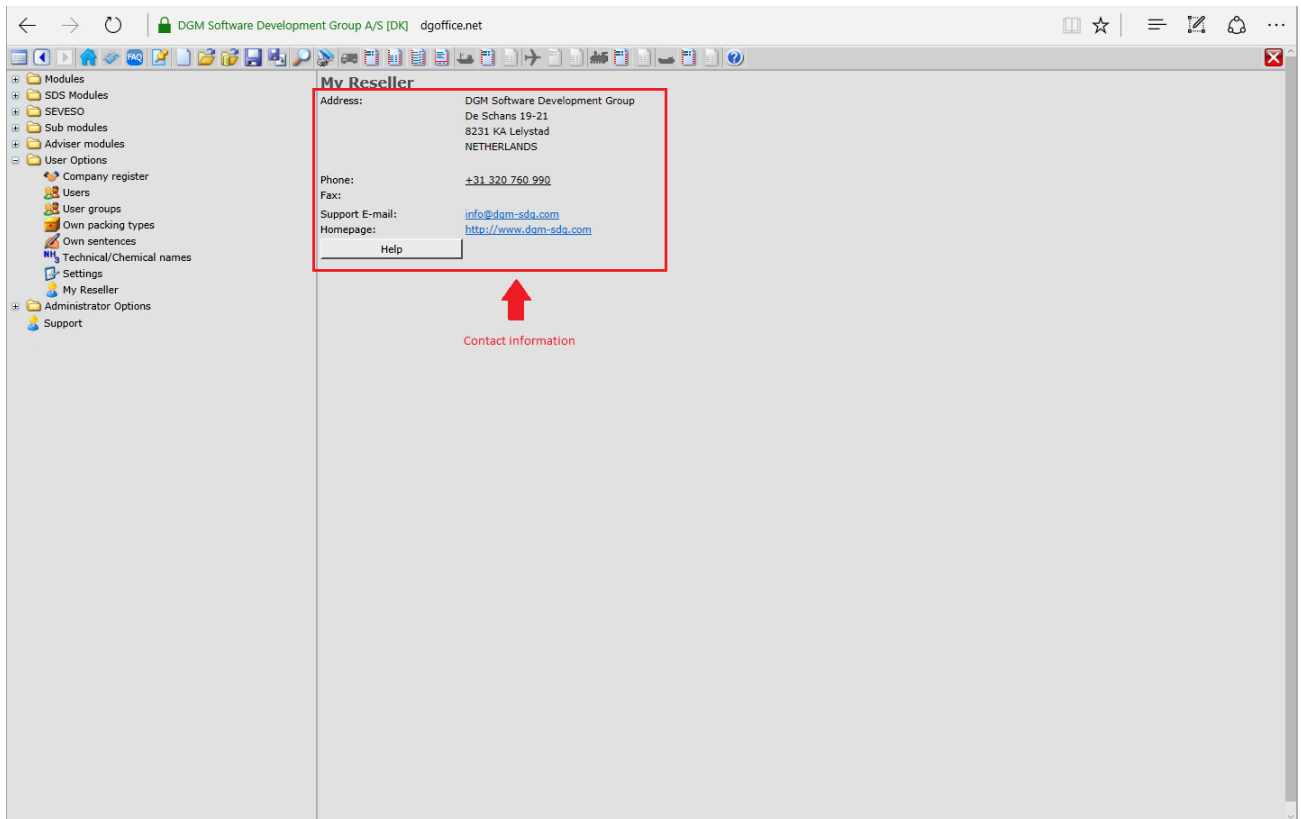
- Settings

Customize DGOOffice by changing different settings for documents and the user interface.



- My Reseller

Your reseller contact information can be viewed here.



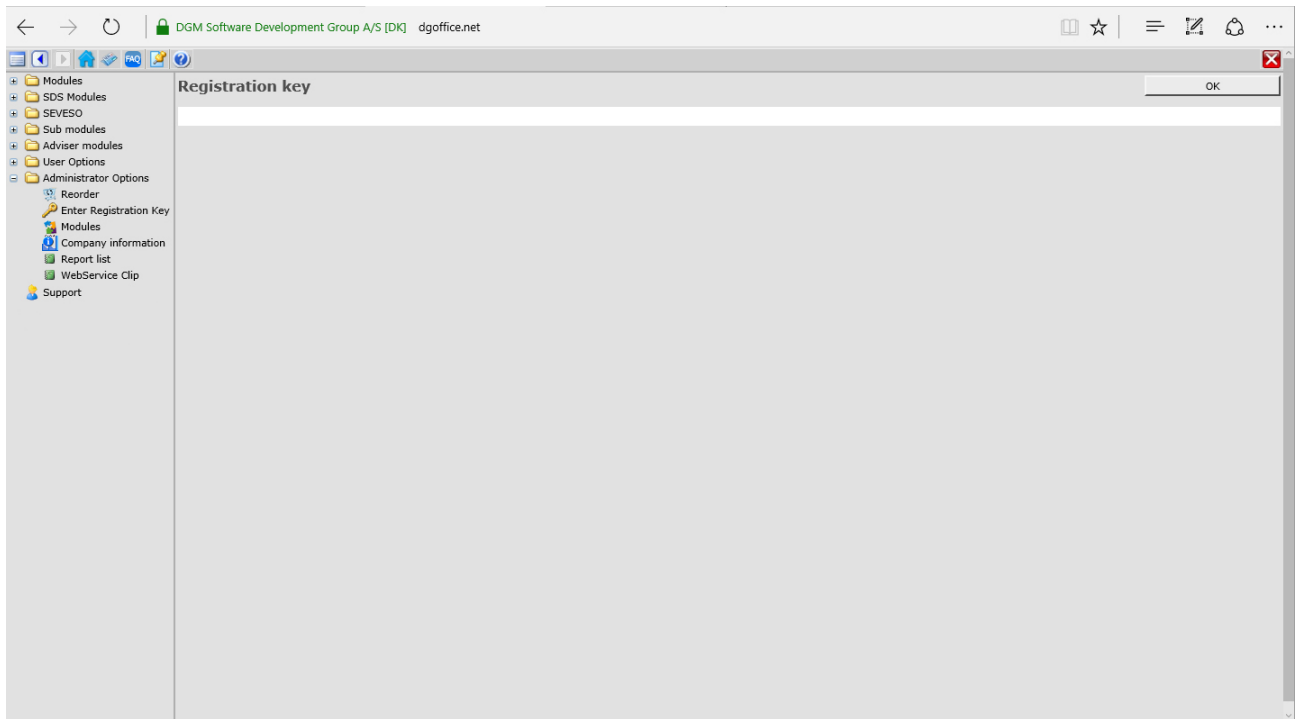
The screenshot shows a web browser window with the address bar displaying "DGM Software Development Group A/S [DK] dgoffice.net". The left sidebar contains a navigation menu with the following items: Modules, SDS Modules, SEVESO, Sub modules, Adviser modules, User Options, Company register, Users, User groups, Own packing types, Own sentences, Technical/Chemical names, Settings, My Reseller, Administrator Options, and Support. The main content area is titled "My Reseller" and contains the following contact information:

Address:	DGM Software Development Group De Schans 19-21 8231 KA Lelystad NETHERLANDS
Phone:	+31 320 750 990
Fax:	
Support E-mail:	info@dgm-sdg.com
Homepage:	http://www.dgm-sdg.com

Below the contact information, there is a "Help" button and a red arrow pointing upwards to the text "Contact information".

- Enter Registration Key

After ordering DGOOffice, enter the registration key you received from your reseller here or let your reseller activate your account.



- Modules

Here you can find an overview of the modules you have purchased.

The screenshot shows the 'Modules' configuration window in DG Office. The interface includes a left sidebar with a tree view of categories like 'Modules', 'SDS Modules', 'SEVESO', 'Sub modules', 'Adviser modules', 'User Options', and 'Administrator Options'. The main area is titled 'Modules' and contains a list of 'Segments / Modules' on the left, a 'Card Language' selection grid on the top right, and an 'SDS Language' selection grid on the bottom right. A red rectangular box highlights the list of modules, and a red arrow points to it from the text 'Overview of purchased modules' located below the box. The 'Expires on: 12/31/2099' text is visible at the bottom of the module list.

Segments / Modules:

- Core module (mandatory)
- Transport / Road module
- Transport / Sea module
- Transport / Air module
- Transport / ADR Safety Instructions Plus module (All Languages)
- Transport / ADR Emergency Procedure Guide
- Transport / Railway
- Transport / Inland Waterways
- Handling / Notoc
- Handling / Notoc Acceptance Check
- Handling / Norwegian Inland Ferries
- Handling / DocMan
- Safety and Security / Adviser courses
- Additional / Address label
- Additional / Communication
- Additional / Manage Customer fields search data
- Additional / Remote Server
- Additional / Document Storage
- Additional / Web Service
- Additional / Own articles
- Additional / Statistics
- SDS / Basic
- SDS / Editor
- SDS / Risk Determination
- SDS / Workplace instructions
- SDS / Action Cards
- SDS / Labels
- SDS / Shop
- SDS / RNNP
- SDS / Reports
- SDS / Calculation
- SDS / Advanced Substance search
- SDS / Action Card extensions
- SDS / Detergents
- Storage / SEVESO calculation

Card Language:

<input checked="" type="checkbox"/> Albanian	<input checked="" type="checkbox"/> Danish	<input checked="" type="checkbox"/> German	<input checked="" type="checkbox"/> Macedonian	<input checked="" type="checkbox"/> Slovak
<input checked="" type="checkbox"/> Azerbaijani	<input checked="" type="checkbox"/> Dutch	<input checked="" type="checkbox"/> Greek	<input checked="" type="checkbox"/> Norwegian	<input checked="" type="checkbox"/> Slovenian
<input checked="" type="checkbox"/> Belarussian	<input checked="" type="checkbox"/> Dutch (BE)	<input checked="" type="checkbox"/> Hungarian	<input checked="" type="checkbox"/> Polish	<input checked="" type="checkbox"/> Spanish
<input checked="" type="checkbox"/> Bosnian	<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Icelandic	<input checked="" type="checkbox"/> Portuguese	<input checked="" type="checkbox"/> Swedish
<input checked="" type="checkbox"/> Bulgarian	<input checked="" type="checkbox"/> Estonian	<input checked="" type="checkbox"/> Italian	<input checked="" type="checkbox"/> Romanian	<input checked="" type="checkbox"/> Turkish
<input checked="" type="checkbox"/> Croatian	<input checked="" type="checkbox"/> Finnish	<input checked="" type="checkbox"/> Latvian	<input checked="" type="checkbox"/> Russian	<input checked="" type="checkbox"/> Ukrainian
<input checked="" type="checkbox"/> Czech	<input checked="" type="checkbox"/> French	<input checked="" type="checkbox"/> Lithuanian	<input checked="" type="checkbox"/> Serbian	

SDS Language:

<input checked="" type="checkbox"/> (CZ) Czech	<input type="checkbox"/> (EU) English	<input type="checkbox"/> (HU) Hungarian	<input checked="" type="checkbox"/> (NL) Dutch	<input type="checkbox"/> (SI) Slovenian
<input checked="" type="checkbox"/> (DE) German	<input checked="" type="checkbox"/> (FI) Finnish	<input type="checkbox"/> (IS) Icelandic	<input checked="" type="checkbox"/> (NO) Norwegian	<input checked="" type="checkbox"/> (SK) Slovak
<input checked="" type="checkbox"/> (DK) Danish	<input checked="" type="checkbox"/> (FR) French	<input checked="" type="checkbox"/> (IT) Italian	<input checked="" type="checkbox"/> (PL) Polish	<input type="checkbox"/> (UN) English (United States)
<input checked="" type="checkbox"/> (EE) Estonian	<input checked="" type="checkbox"/> (GB) English	<input checked="" type="checkbox"/> (LT) Lithuanian	<input checked="" type="checkbox"/> (PT) Portuguese	<input checked="" type="checkbox"/> (US) English (United States)
<input checked="" type="checkbox"/> (ES) Spanish	<input type="checkbox"/> (GR) Greek	<input checked="" type="checkbox"/> (LV) Latvian	<input checked="" type="checkbox"/> (SE) Swedish	

Expires on: 12/31/2099

Overview of purchased modules

- Company information

Information about your company is stored here and can be edited by you, your reseller or by DGM-SDG.

The screenshot shows a web browser window with the URL 'dgoffice.net'. The page title is 'Company information'. The form contains the following fields:

- Company login name:** DGM-SDG Test (DGM Test)
- E-mail:** DGM Test
- Company name:** DGM-SDG Test
- Address:** Kokholm 3 B
- Zip code:** 6000
- City:** Kolding
- Country:** DENMARK
- Phone:** -
- VAT no.:** -

There is a checkbox for 'Automatic reorder' which is checked. Below the form, a red arrow points to the text 'Manage your company details'.

The toolbar – A quick tour

The buttons active on the toolbar depend on your current work process. Below you can find a short description of each button, from left to right.



Show/Hide menu

Hide or show the menu bar. This may give you more work space on the screen.



Back

To control the work process, DGOOffice has disabled the normal back/forward buttons in the browser. Use this button to move back to a previous page.



Forward

To control the work process, DGOOffice has disabled the normal back/forward buttons in the browser. Use this button to move forward to a page visited before.



Homepage

This button takes you to DGM-SDG's home page.



News

All news and updates about DGOOffice are published here. The button will turn yellow when a news update is added.



Faq

Frequently asked questions and their answers can be found here.



Basic

Via this button you can go directly to the SDS Basic Module.



New document

From here, a new document can be created.



Open document

Via this button you can access stored documents.



Save document

Clicking this button saves the current document.



Save document as

If you want to save a document under another name, use this button.



Search

This button brings you to the dangerous goods search screen.



Road document - Header

Brings you directly to the header for the road document.



Road document - Details

Brings you directly to the detail area for the road document. This button will only be active if the header has been created first.



Checklist

From here you can print a driver's checklist for road transport (ADR/ADG).



Emergency Instructions

From here you can select languages and print Emergency Instructions for Road transport.



Sea document - Header

Brings you directly to the header for the sea document.



Sea document - Details

Brings you directly to the detail area for the sea document. This button will only be active if the header has been created first.



Air document - Header

Brings you directly to the header for the air document.



Air document - Details

Brings you directly to the detail area for the air document. This button will only be active if the header has been created first.



Railway document - Header

Brings you directly to the header for the railway document.



Railway document – Details

Brings you directly to the detail area for the railway document. This button will only be active if the header has been created first.



Inland waterways document - Header

Brings you directly to the header for the inland waterways document.



Inland waterways document – Details

Brings you directly to the detail area for the inland waterways document. This button will only be active if the header has been created first.



Help

Each page has its own detailed help text. By clicking this button, you can access this help text.

 **Log out**

From here you log out of DGOffice.