# Welcome to DGOffice – Quick guide

About DGOffice

DGOffice 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 DGOffice 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. DGOffice is a module based system and completely accessible via internet. Thereby, you will be able to tailor DGOffice 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 DGOffice. If you have not done it already, ask for a free DEMO, and experience the convenience of DGOffice yourself!

How to use DGOffice

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.
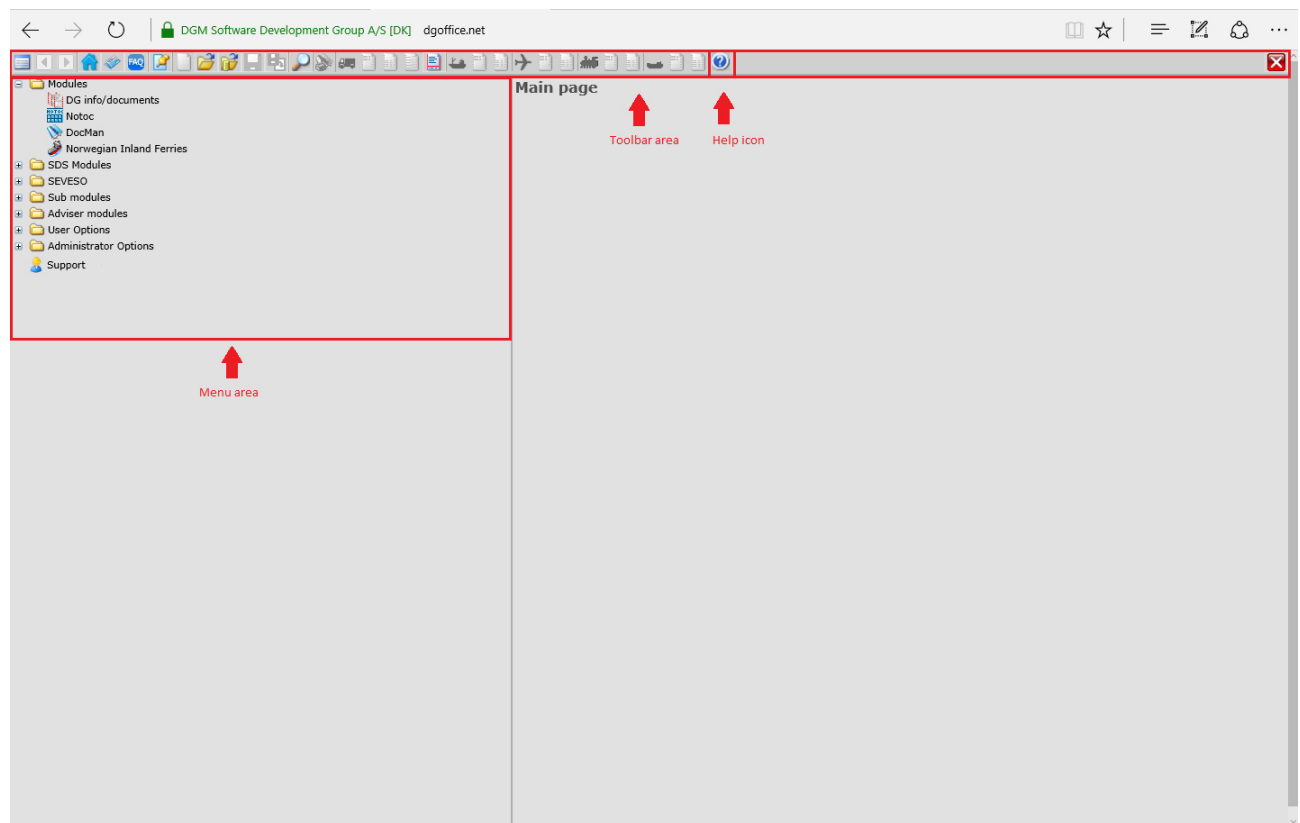
The menu - A quick tour

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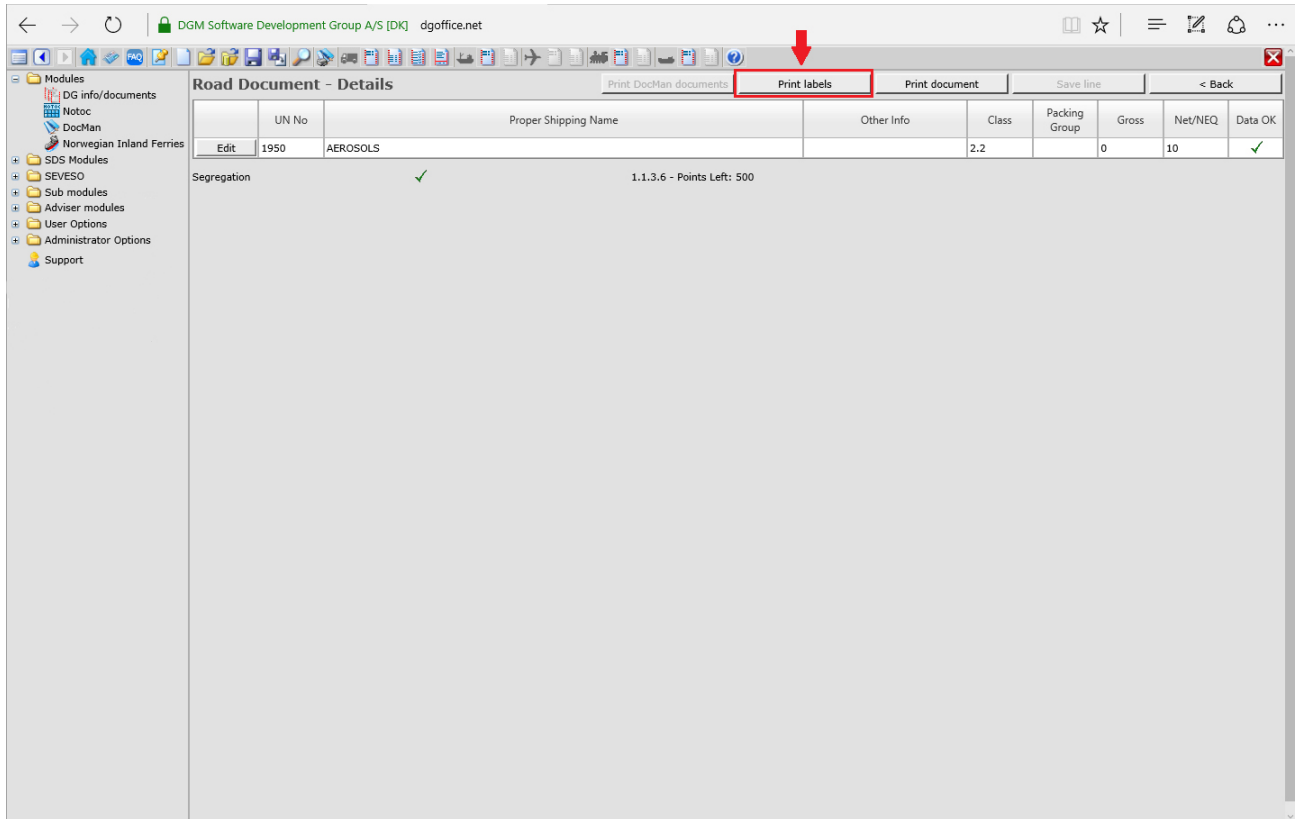
Modules

- 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.

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

- 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.

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 DGOffice 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.

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.

Submodules

- Document Archive

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

- 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.

Own article numbers

- 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.

User Options
- Company register
Create and manage a list of own customers, carriers, etc.

- Users

From here the administrator creates and manages users.
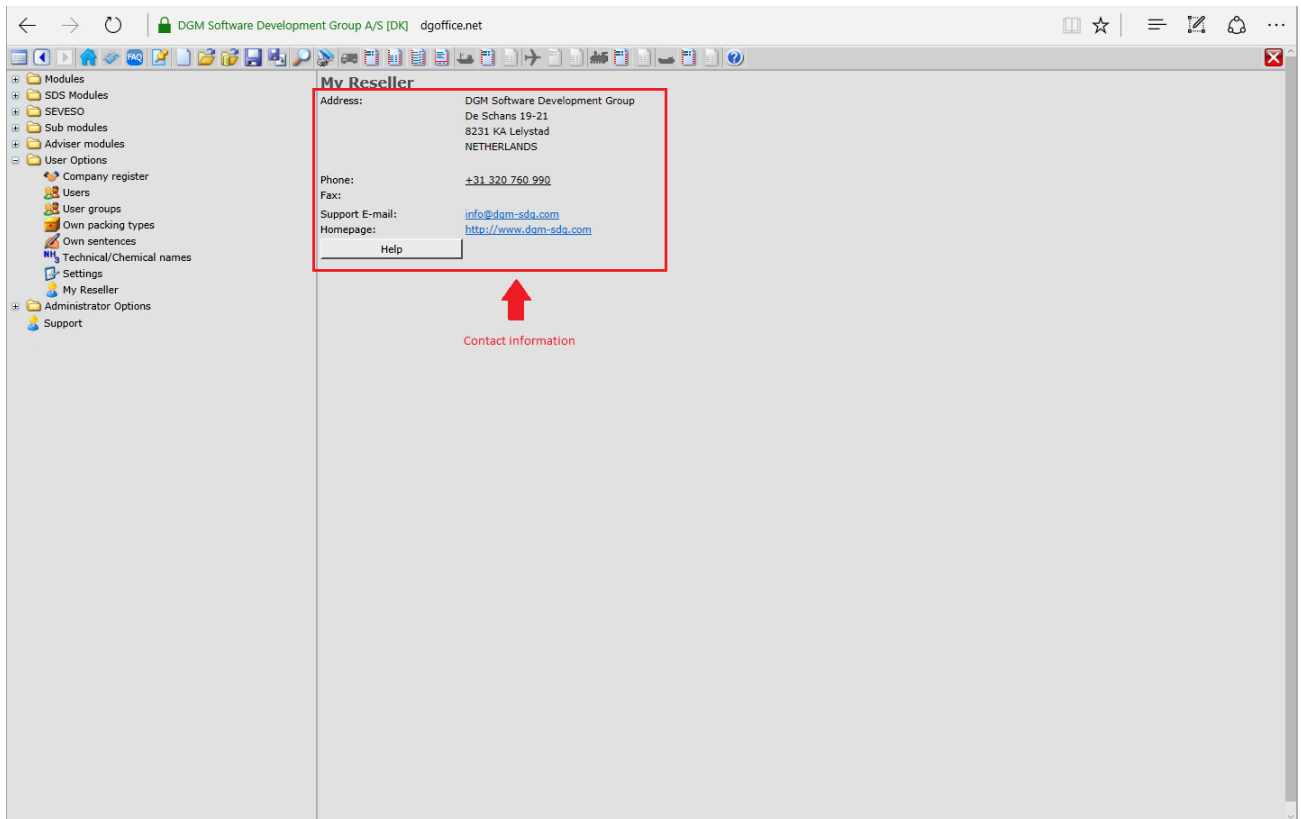
- Settings

Customize DGOffice by changing different settings for documents and the user interface.
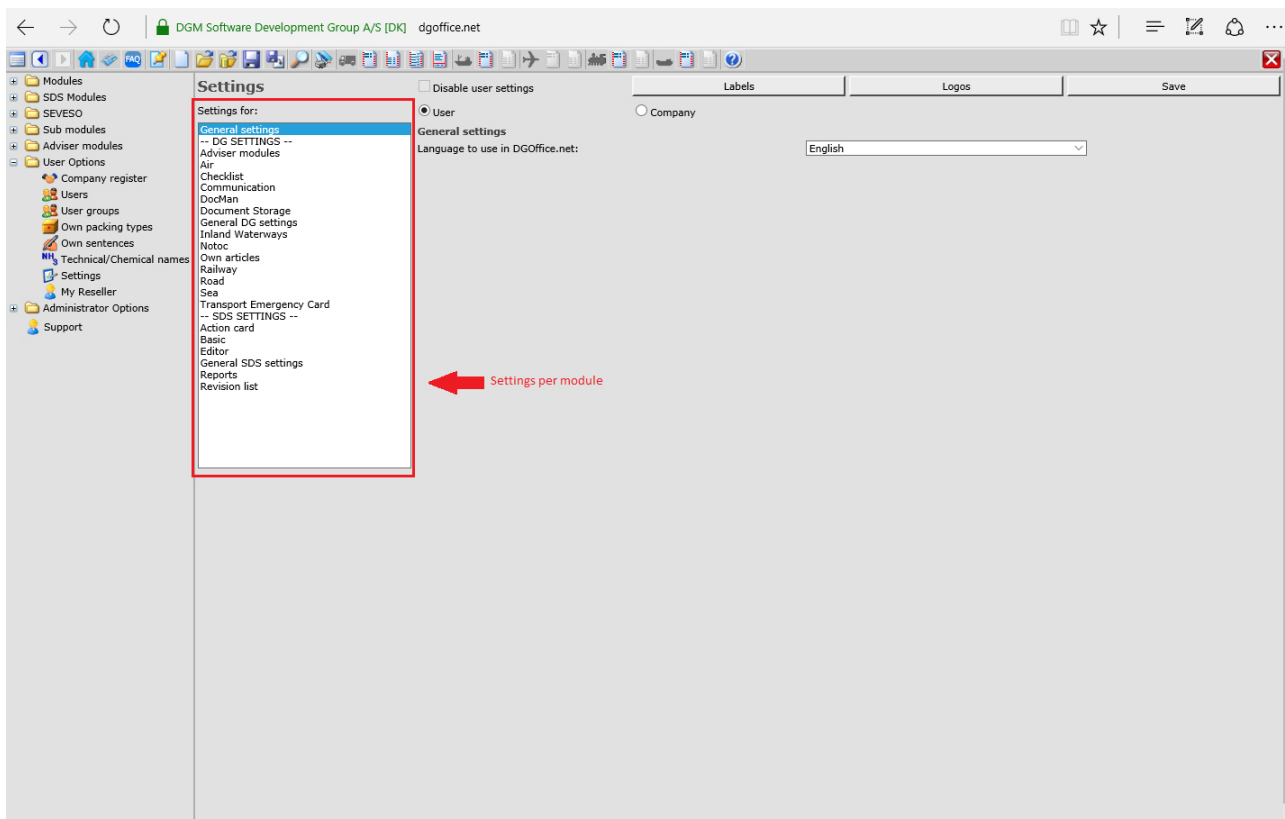
- My Reseller

Your reseller contact information can be viewed here.

- Enter Registration Key

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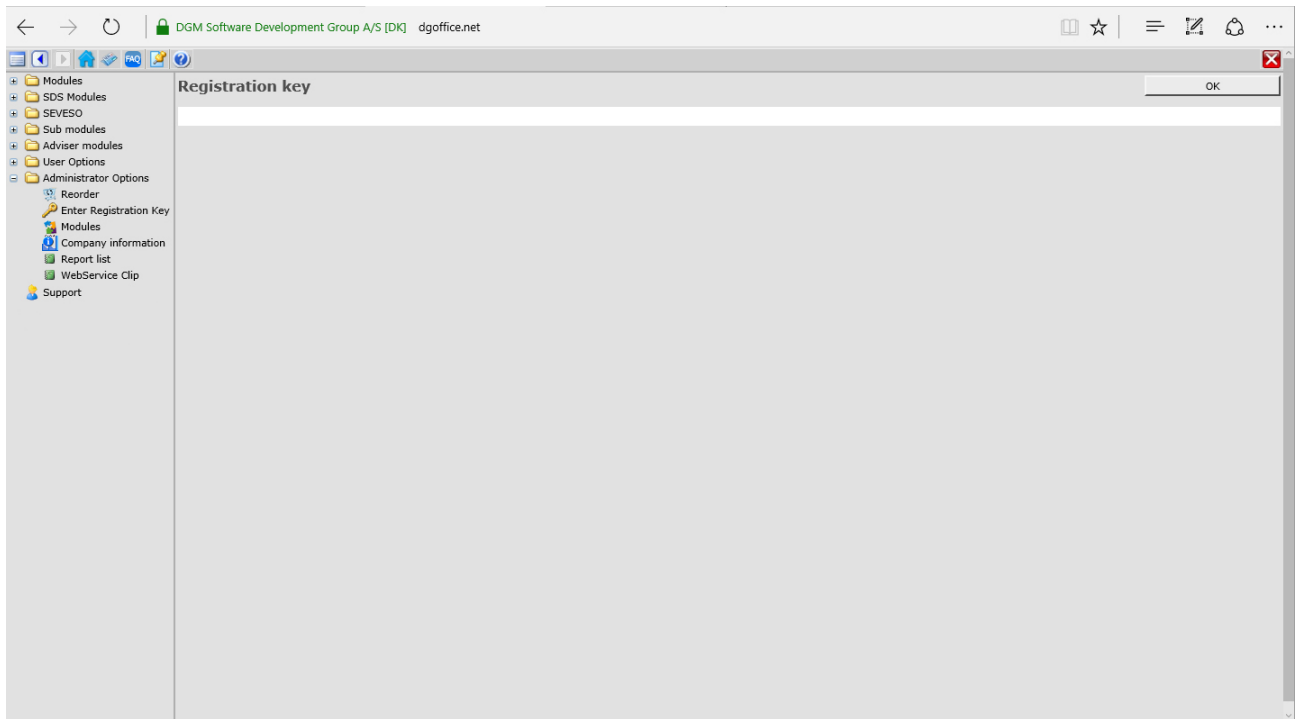
- Modules

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

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.

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, DGOffice 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, DGOffice 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 DGOffice 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.