Online SQAS PAD Editor Quick User Guide
(for companies to be SQAS assessed)

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1 Introduction

Welcome to the Online SQAS PAD Editor! This quick user guide is primarily intended for the companies to be SQAS assessed, to introduce them to the software and its functionality.

The Online SQAS PAD Editor is used to enter the Pre-Assessment Document data in the SQAS internet database. The completed PAD can be sent on-line to the selected SQAS assessor(s).

The general working procedure with the on-line PAD is as follows:

**Company to be SQAS assessed:**
- Navigates to the PAD section on the [www.sqas.org](http://www.sqas.org) website
- Registers the user account (if no account registered yet)
- Completes the Online PAD
- Selects one (or more) assessor(s) to share the PAD (read-only) and sends an automated e-mail notification
- Optionally: re-selects one (or more) assessor(s) to share the modified PAD (read-only) and sends an automated e-mail notification

**SQAS Assessor:**
- Gets an e-mail notification about the received and/or modified PAD
- Opens and evaluates the PAD (read-only) in SQAS Report editor
- If assessor has doubts, he/she contacts the company, clarifies and ask the company to modify the PAD, if needed
- Imports the PAD in report of the planned (pre-notified) assessment in SQAS Report editor (or archives the PAD with “Archive” menu option)
- Optionally: after import modifies the PAD data in the report of the planned (pre-notified) assessment (and/or re-imports PAD in report)

Please see the following sections for further information about the Online SQAS PAD.

If you have any questions, problems or if you need assistance after reading this user guide, please do not hesitate to contact the SQAS helpdesk, please see the contact section of this user guide.

Good luck with the Online SQAS PAD and thank you very much for your co-operation!
2 Open the Online SQAS PAD Editor

Please navigate to the www.sqas.org website and click on the PAD section in the top menu:

Please select “Click here” to open the Online PAD Editor:
3 Register your user account

If you didn’t register your user account yet, please click on “Register here” and please complete the registration form:

You will receive an automated e-mail from the SQAS system with your login information.
4 Logging on the Online SQAS PAD Editor

Please navigate to the www.sqas.org website and click on the PAD section in the top menu. Please select “Click here“ to open the Online PAD Editor:

You can now enter your login information:

Note that you also can directly navigate to https://www.sqas.org/pre-assessment-document/

You can select to remember your settings to keep your login information stored in the Online SQAS PAD editor.
5 Completing the Online SQAS PAD

After logging on to the Online SQAS PAD editor the list of Pre-Assessment Documents (PAD’s) will appear.

In case you didn’t create a PAD yet, you can create a new PAD by clicking on the “New Pre-Assessment Document” button:

After creating your new PAD, the online SQAS PAD editor will continue with the following screen:
On the left side the table of contents of the PAD is shown. You can select the different sections in assessment information, assessment company profile by clicking the appropriate menu option.

On the right side the questions of the selected section are shown. Some questions are mandatory, please see the red asterisk indication.

The PAD editor shows a progress bar, which indicates the percentage of questions the user has completed.

The section list shows the numbers of questions to be answered and a check sign as the indication of which sections already have been completed.
6 Sending Online SQAS PAD to assessor

After completing the PAD, you can select one (or more) assessor(s) to send the PAD (read-only) and send an automated e-mail notification to the assessor.

In the menu bar of the SQAS PAD Editor you can press the ‘Send’ menu option in order to select the SQAS assessor(s).

When pressing the “Send” button, the following page will appear:

You now can select your SQAS Assessor(s) to send the PAD (read-only) and send an automated e-mail notification to the SQAS assessor.

The SQAS assessor will open and evaluate the PAD (read-only). If the assessor has doubts, he/she contacts the company, clarifies and asks the company to modify the PAD, if needed. Note that the assessor can open the PAD for reference, , but only in a read-only modus.

Optionally you can modify the PAD data and re-select one (or more) assessor(s) to share the modified PAD (read-only) and sends an automated e-mail notification again.
# 7 Menu options

The menu bar of the SQAS PAD Editor has several different menu options:

<table>
<thead>
<tr>
<th>Menu Bar</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAD List</strong></td>
<td>The PAD List can be used to select and open a new or existing (semi-)completed PAD</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>The Language option can be used to switch between the available languages.</td>
</tr>
<tr>
<td><strong>PAD</strong></td>
<td>The PAD option can be used to save (and open) the PAD to/from your local disk (as an additional back-up file). Note that the report will also be automatically saved in the software and database</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>You can quick save your input by pressing the Save button. Note that the PAD will also be automatically saved in the software and internet database.</td>
</tr>
<tr>
<td><strong>Send</strong></td>
<td>The SQAS PAD Editor has the option to print an empty PAD and a (semi-)completed PAD to a PDF file.</td>
</tr>
<tr>
<td><strong>WiFi symbol</strong></td>
<td>After pressing the Send button you can select the SQAS assessor(s) and send the PAD to the selected assessors</td>
</tr>
<tr>
<td><strong>Settings menu</strong></td>
<td>The WiFi symbol indicates that if you have an active internet connection (and that your data is automatically saved in the SQAS database). In case there is no active internet connection a warning message will be displayed (red cross in the WiFi symbol).</td>
</tr>
<tr>
<td><strong>Settings menu</strong></td>
<td>The settings menu gives you the option to view your software version, release notes and to edit your general preference settings (such as default language, login information etc.)</td>
</tr>
</tbody>
</table>
8 Further information

If you need any other information don’t hesitate to contact us.

8.1 For general questions

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European Chemical Industry Council
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8.2 For technical questions

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