

You can do it! chemSHERPA



chemSHERPA Preparation Checklist

- ❑ Step 0. Start your PC
- ❑ Step 1. Check your Microsoft Windows version
- ❑ Step 2. Install Net Framework 4.x
- ❑ Step 3. Download the tool file
- ❑ Step 4. Always extract the downloaded file
- ❑ Step 5. Give the program a try

Goal: Register a general information template

- ★ Ask a coworker who is skilled at using PCs if you do not understand something.
- ★ Make a note if you find something. You will be the “teacher” next time.

Step 1. Check the version of Windows

- (1). Press the "R" key while holding down the "Windows" key.
Or, click [Run] from the [Start] menu .

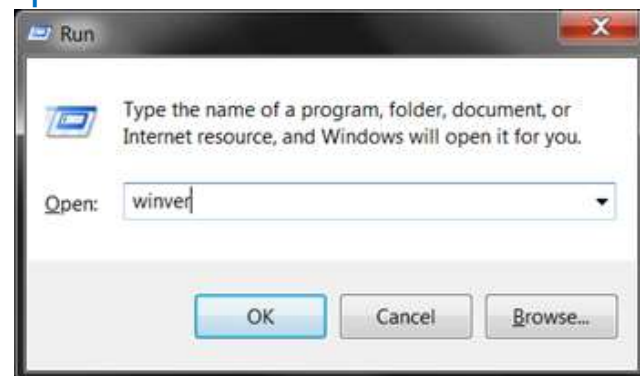
→A box will open in which you can enter the file name to run

- (2). Enter winver and click "OK".

→A box will open showing the Windows version information

- (3). Check the dialog box.

→If it shows Windows 8 or 10, please proceed to Step 3.



Source: https://answers.microsoft.com/en-us/windows/wiki/windows_10-windows_install/how-to-find-out-the-version-of-windows-that-you/9cd9df62-b195-4875-8b9c-76dcc37aef65?auth=1

Step 2. Install Net Framework 4.x

- Check the version of Net Framework.

(1). Press the "R" key while holding down the "Windows" key. Or, click [Run] from the [Start] menu .

→A box will open in which you can enter the file name to run

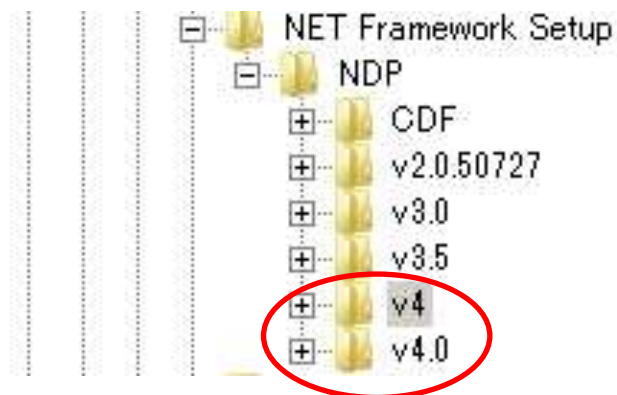
(2). Enter regedit.exe and click "OK".

→The registry editor will open (after clicking OK in the box asking if you approve changes)

(3). Open HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\NET Framework Setup\NDP. If the screen looks like the figure below, version 4 is installed.

→If you do not see v4 or v4.0, please continue to the next page.

If you do see v4 or v4.0, please continue to Step 3.



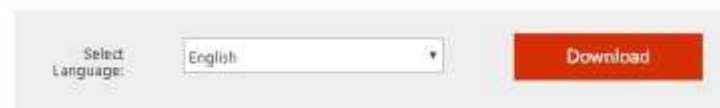
Source: <https://docs.microsoft.com/en-us/dotnet/framework/migration-guide/how-to-determine-which-versions-are-installed>

Step 2. Install Net Framework 4.x

- If you are using “Windows Vista” or “Windows 7” as your OS, please open Microsoft’s official homepage (see (Reference) below).

→You will see a download button

Microsoft .NET Framework 4 (Web Installer)



The Microsoft .NET Framework 4 web installer package downloads and installs the .NET Framework components required to run on the target machine architecture and OS. An Internet connection is required during the installation. .NET Framework 4 is required to run and develop applications to target the .NET Framework 4.

- Click the download button and download “Microsoft .Net Framework 4”. Ignore the “Other Recommended Downloads” for the time being and continue on to the next step. A Save file as box will open. Please save the file in a folder that you will remember.

(Reference) Microsoft Official Homepage

<https://www.microsoft.com/en-us/download/details.aspx?id=17851>

*This information was valid at the time the operations manual was revised, but may have been updated since. In this case, search for “Microsoft .Net Framework 4, download” to acquire the latest information. The above is an example of Microsoft .NET Framework 4 (Web installer). The download file will be dotNetFx40_Full_setup.exe.

Step 2. Install Net Framework 4.x (continued)

- Double click the downloaded and saved file
(the file name for Microsoft .NET Framework 4 (Web installer) is dotNetFx40_Full_setup.exe)
 - The User Account Control box will open.
 - A Yes and a No button will be displayed in the box asking if you want to allow the following program to make changes to this computer
- Clicking Yes will begin extracting and installing the file. Please wait until installation is complete.
- If the program is already installed, a Details box will open.
In this case you may end installation.

Step 3. Download the tool file

- **Free** of charge.
- There is a **tool for chemicals** and a **tool for articles**

- Search using "chemsherpa, tool"
→ Either capital or small letters is okay.

- Click "Data entry support tool – chemSHERPA"

<https://chemsherpa.net/chemSHERPA/tool/>

What's chemSHERPA?

<https://chemsherpa.net/chemSHERPA/english/> ▼

What's chemSHERPA? A scheme that facilitates sharing information on chemical substances in products. Information handling between supply-chain partners is ...

Data entry support tool

22, 2017, [English]chemSHERPA Data entry support tool for ...

About chemSHERPA

About chemSHERPA. chemSHERPA supporting ...

More results from chemsherpa.net »

Data entry support tool for ...

Data entry support tool for articles[ver.1.02.00a]; Download ...

Latest information

Latest information. July 11, 2017; new The information on the ...

- Please download the tool for articles to use for the seminar.
- Decide which folder to save the file to ahead of time and do not forget where you saved the tool!

Data entry support tool

Date of publication	Tool	Outline	Download
June. 22, 2017	[English]chemSHERPA Data entry support tool for articles, Ver.1.03.00a	[English]chemSHERPA data entry support tool for articles[Ver.1.03.00a](Currently translating)	Download page

★Ask a coworker if you do not know how to download the tool.

Step 4. Always extract the downloaded file

Always extract

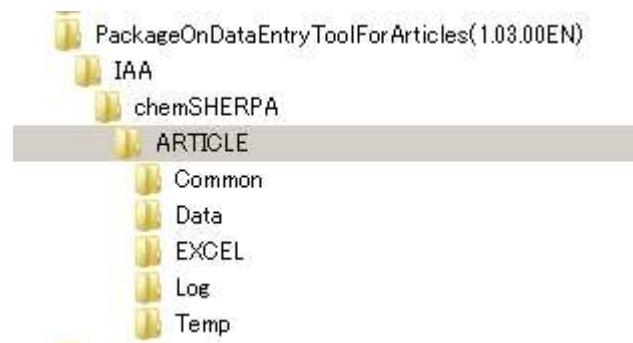


- * **Always extract** the "Data entry support tool and manual set" and "sample data" to the folder you chose ahead of time.
- * "Extracting" refers to the act (pressing the extract button) of right clicking the zip file and selecting "Extract all" to "extract the compressed (zip format) folder."

★Ask a coworker if you do not know how to "extract" a file.

The following is for the article tool.

- [1] Open the "PackageOnDataEntryToolForArticles (right figure is 1.03.00aEN)" extraction destination folder and open ARTICLE folder.



- [2] Find Article.exe file in the ARTICLE folder.
This folder is the data entry support tool.
Double click the file to run the program.



5. Give the program a try

This section explains how to use the article tool.

- Click Article.exe in the "ARTICLE" folder
- If the program runs properly, the [General information screen](#) ↓ will open.
- If the program starts properly, try different things.
- If a problem occurs, see "Dealing with startup errors" in the operations manual
- Let's enter the company's general information and register a template (next page)

The screenshot shows the 'General' tab of the 'Article Tool' window. The window title is 'Data Management Tool for the ChemSHERPA-AI'. The 'General' tab is selected, and a red circle highlights it. A red arrow points from the text 'Let's enter the company's general information' to this tab. The form contains fields for 'Requester' and 'Information on requester output'. The 'Requester' section includes fields for 'Reference number', 'Request date', 'Reply date', 'Reply status', 'Name', 'Company name', 'Name of contact', 'Requester name', and 'Requester comment'. The 'Information on requester output' section includes a checkbox for 'Compliance only'. Below these fields is a table with columns: 'Product name', 'Product number', 'Manufacturer name', 'Mass', 'Unit of mass', 'Product series name', 'Reporting unit', and 'Remarks'. The table has a header row and several data rows. At the bottom of the window, there are buttons for 'Error check', 'Temporary save', 'Output (Request)', and 'Output (Authorization)'.



Enter your company's general information and register a template

© Let's enter the **required fields** in the Issuer information and Authorizer information (English. Also Japanese if possible).

© The details you enter here can be temporary details.

© Once you enter the Issuer and Authorizer information, click the "Register template" button for each, and click the **OK button** at the top right.

↓
This will allow you to enter the data in one shot by clicking the "Import template" button during data entry.

Data entry support tool for the chemSHERPA-AI

ToolVersion:chemSHERPA-AI

<<Issuer>> Import template Register template OK English must be filled in.

Item	English	Local
Organization ID		
Company ID		
Company name *		
Division name *		
Title *		
Name of contact *		
Email address *		
Phone number *		
Extension number		
Postal code		
Country		
Prefecture		
Municipality		
Address		

<<Authorizer>> Import template Register template

Item	English	Local
Division name *		
Title *		
Authorizer name *		
Email address *		
Phone number *		
Extension number		
Postal code		
Country		
Prefecture		
Municipality		
Address		

For a more in depth understanding

- ❑ **Watch the explanatory videos on the Ministry of Economy, Trade and Industry homepage** (available languages: Japanese, English, Chinese)

http://www.meti.go.jp/policy/chemical_management/other/douga.html (Japanese page)

http://www.meti.go.jp/policy/chemical_management/english/video.html (English page)

- ❑ **Tell your coworkers about chemSHERPA**
- ❑ **Tell your supplier contacts about chemSHERPA**

And

- ❑ **Enter the data for your products**