

Log-in

Go to Kiros.dk and choose Login in the main menu.

Ordinary users (navigators) always have read-access to Kiros via “Navigator” login + the group’s username and password. You can also access Kiros by choosing “login with AU-ID” but this requires that you have already been registered in Kiros as administrator (notifier) or user (navigator). Send an email to kontakt@kiros.dk if you cannot access Kiros.

The main difference between being logged in as administrator or user is that only administrators can add/delete chemicals in your group. It is also only the administrators who can send new chemicals to the Kiros database.

“Stock” login is not working at the moment.

Adding new chemicals to Kiros

Type the name or CAS of the chemical in the search field. Press “Search”.

The search results can either be from your group or from the entire Kiros database. You can toggle this with the button next to the search field.

If there are several hits, please choose the one that meets your criteria. Chemicals in green text come with a safety datasheet made locally at AU and are usually of better quality, but they are only available in danish. Chemicals in blue usually come with safety datasheets from a supplier and most often in both danish and english.

If your search doesn’t result in any relevant hits, you can register your chemical in Kiros by clicking “Submit to Kiros” at the bottom of the page.

Then you will have to fill in a form with info about your chemical and finally click on “Send” at the bottom of the page. Please notice that the chemical’s name, CAS, article number and supplier is mandatory info.

Now your chemical has been registered in your group and awaits evaluation. You will finally be led to a page where you can keep local

information about your supplier, quantity, storage location etc. Remember to press “save” at the bottom of the page.

Print/see your group’s list of chemicals

- Click on your group’s name in the main menu.
- Choose ”pdf” in the sub-menu ”List of all chemicals in the group (....)”.
- Open the pdf and print.

Print/see workplace instructions (MSDS/APB)

- Click “Kiros” in the main menu.
- Click ”Show all chemicals in (....)”.
- Click the name of the chemical. Workplace instructions/MSDS can be found at the bottom of the page that pops up.
- Alternatively, you can make a simple search for a chemical, click the name and find the workplace instructions/MSDS at the bottom of the page.
- Notice the possibility to make an “advanced search” (under the search field). Here you can search in particular groups, generate filtered lists such as Carcinogenic, poisonous chemicals.

Standard/additional text

A proper workplace instruction consists of a safety datasheet combined with a document describing local conditions such as local contact persons (in case of accidents, waste, personal protective equipment etc), information related to the building/lab where your group resides (waste room, placement of fire extinguishers etc), useful links and so on.

This document should be the same for all the chemicals in your group or building and it is important that is filled out correctly. Because AU both makes it own safety datasheets (ie for the groups own mixtures) but also uses supplier datasheets, there are actually 2 such documents that your group must fill in. They contain essentially the same info, but for practical reasons, they cannot be identical.

You can find a link to the documents in the main menu under “Admin”.

In a few cases, you may want to adjust the content in the standard texts for a specific chemical. You can do that in this way:

- Find the chemical in your group's chemicals list.
- Choose "Edit" in the small drop-down menu to the right of the chemical's name.
- At the bottom of the next page: Click "local addition to supplier manual"
- De-select the fields that will have a text different from default and edit the text.
- Remember to click "save" at the bottom of the page when you are finished editing.

Labels

You can print new labels in 2 ways:

1)

- Click "KIROS" in the main menu.
- Click "Show the labels engine".
- Type the Kiros number of the chemical in the position of the labels sheet that you want to use. You can find the Kiros number in your group's list of chemicals or by searching for the chemical in Kiros.
- Then click "start", and "OK" and finally "Print". There can be small differences in the way labels are printed out depending on the printer and your pdf-reader.

2)

- Click "KIROS" in the main menu.
- Choose a chemical, either by search or among the chemicals in your group.
- Scroll down to where it says: "Show the labels engine" and click it.
- Then click "start", and "OK" and finally "Print". There can be small differences in the way labels are printed out depending on the printer and your pdf-reader.