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# EMTOC System

## User Manual

**Version:** 1.02

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**EMTOC web application**  
Manual

## Document history

Date	Description	Done by
08.10.2008	Added language selection for login mask	Weninger
20.10.2008	Updated some screenshots	Weninger
22.02.2010	Update text	Van Amsterdam

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Manual

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## General

### Aim of the application

The application enables the submission of data by producers/importers of tobacco products according to the guiding document „harmonised template“.

### Approach and Opening of the application

After plug-in your smart card reader + smart card inserted: Open a web browser, type the following address: <https://www.emtoc.eu/manufacturers> and give an ENTER.

>> For training purposes type: <https://www.emtoc.eu/training/manufacturers/> Upload fictive data for training; these data will not be assessed.

Type in the window your login name and password to enter the system which you have obtained from the Trust Centre.

**Following an ERROR message: fully close the browser, start the browser again and try to login again.**

If you type three times a wrong password, your account will be automatically blocked. In this case notify the Trust Centre to reset your account.

At the top you can select the language in which you want to communicate within the EMTOC system.



**Login**

Language

username

password

[Login](#)

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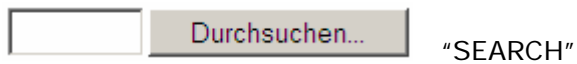
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### Licenses

Based on the Login data, every user is linked to a specific tobacco producer or importer. The user only (exclusively) has access to his/her own data.

### Languages

Normally you can enter a translation which is displayed as the text for controls like buttons, links, ... But there is one element which is special (upload element)! The text of this button is automatically generated (depending on the language of the client), which explains why a user can not create its own translation!



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## Main entry page of the EMTOC website

The screenshot shows the main entry page of the EMTOC website. At the top left is the 'emtoc' logo (1). At the top right, there are links for 'logout', 'contact', and 'Impressum' (2), along with the version number 'Version: 1.0.3215.18496 (AT)'. Below the logo is a navigation menu (3) with links for 'home', 'interactive web', 'XML bulk upload', and 'report'. A row of flags represents different countries. The main content area is divided into three columns: 'available documents' (4) with a list of files and a 'Message 1' section; 'interactive web' (5) with a description and a 'start application' link; and 'XML bulk upload' (6) with a description and a 'start application' link. At the bottom, a grey bar displays the user information: 'USER: AT\_BMGFJ (Bundesministerium für Gesundheit, Familie und Jugend)' (7) and 'last login: 27.10.2008' (8).

- 1 Country specific logo
- 2 Version of the program and country abbreviation of the user that logged in
- 3 Menu
- 4 Portal: Part 1 (available documents)
- 5 Portal: Part 2 (interactive web application)
- 6 Portal: Part 3 (XML bulk upload)
- 7 Login data of user that logged in
- 8 Date of the last time the user has logged in

The navigation on this entry page enables the user (1) to select the mode of data submission i.e. interactive web application or XML bulk upload and (2) to open the available documents, like help files.

The entry page consists of three main parts that will be described and explained below.

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### Part 1. Available documents

In this part, the host/administrator makes available certain documents which may be helpful for the user in the submission of the tobacco ingredient data to the EMTOC system, like help files.

The texts shown are editable by the administrator or regulator only.

Examples:

- User manual
- Guidance in data submission
- Professional information's regarding data submission
- XML specifications for bulk upload

### Part 2. Interactive data submission

By clicking the link „start application“ you entry the interactive data submission mode of the system.

The texts shown are editable by the administrator or regulator only.

### Part 3. XML Bulk upload

By clicking the link „start application“ you entry the bulk upload data submission mode of the system that uses XML.

The texts shown are editable by the administrator or regulator only.

## Interactive Data submission

### References of the company (tobacco producer or importer)

In this part the reference data, like ID, name and address, country of origin etcetera of the company will be (are) described.

The screenshot shows the Emtoc web application interface. At the top, there is a navigation bar with links: Home | Herstellerdaten | Produktdaten | Inhaltsstoffe. Below this is a header with the Emtoc logo and the text 'Kontakt Impressum Version: 1.0.3163.17911 (AT)'. The main content area is titled 'Herstellerdaten' and contains a sub-menu with 'Stammdaten', 'Dokumente', and 'Labore'. The 'Stammdaten' section is highlighted with a red circle '1'. Below this is a table of manufacturer data with the following fields: ID (13), Bezeichnung (ChristianFirma1), Login (9K16\_HP\Administrator), EMail (Test@Test.at), Strasse (Test), PLZ (1010), Ort (Test), Staat (Österreich), Meldestaat (Österreich), meldepflichtig (checked), and Ersatzmelder. The 'ID' field is highlighted with a red circle '2'. Below the table is a 'Bearbeiten' link. Further down is a 'Kennwort ändern' section with two input fields for 'Kennwort' and 'Verifizierung', and a 'Speichern' link. The 'Kennwort ändern' section is highlighted with a red circle '3'. At the bottom of the page, there is a footer with the text 'Benutzer: 9K16\_HP\Administrator (ChristianFirma1)' and 'zuletzt eingeloggt: 29.08.2008'.

- 1 Submenu
- 2 Specific reference data filled in
- 3 Change of password

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### *Edit reference data*

The reference data can be generated or deleted. A simple update is possible, as well.

The field „Country“ refers to the country where the products have been produced i.e. the site of production. The field „Report country“ refers to country to which the data are submitted.

The fields „must be reported“ and „substitute reporter“ (referring to the company who actually is responsible for the submission executed by the company that is logged in) are not editable by the user.

### *Change password*

To obtain a new password, click on the link „Change password“. Type as password and confirmation the same password, and save the changes made.

The password must contain at least one number – 0123456789 –, one special character - `_.: , ; # ' + - ~ * = ) ( / & % $ % ! ? - ,` as well as one lower case and one higher case letter. Finally, passwords must contain in total 10 to 20 characters.

Note: this setting will be configured for each member state, when the system starts.

# EMTOC web application Manual

## Documents

The screenshot shows the EMTOC web application interface. At the top, there is a navigation bar with the logo 'emtoc' and the version '1.0.3093.26994 (AT)'. Below the navigation bar, there are several flags representing different countries. The main content area is titled 'Herstellerdaten' and contains a sub-section 'Dokumente'. In this section, there is a dropdown menu for 'Art des Dokuments' set to 'Diverses', a search button 'Durchsuchen...', and an 'Upload' button. Below this, there is a table with two columns: 'Dokumentname' and 'Uploaddatum'. The table lists five documents: PDFDoc, EmptyDoc11, PDFDoc, EmptyDoc, and PDFTest.pdf, all with an upload date of 20.06.2008. Each row has a document icon and a delete 'X' icon. The bottom of the page shows the user 'Benutzer: RADDEV01\weningen (TESTCOMPANY)' and the last login time 'zuletzt eingeloggt: 24.06.2008'. Red circles with numbers 1 and 2 are placed over the dropdown menu and the table header, respectively.

emtoc Version: 1.0.3093.26994 (AT)

Home | Herstellerdaten | Produktdaten | Inhaltsstoffe

Herstellerdaten

Stammdaten Dokumente Labore

**Dokumente**

Art des Dokuments  1

Dokumentenupload

Dokumentname	Uploaddatum		
PDFDoc	20.06.2008		
EmptyDoc11	20.06.2008		
PDFDoc	20.06.2008		
EmptyDoc	20.06.2008		
PDFTest.pdf	20.06.2008		

Benutzer: RADDEV01\weningen (TESTCOMPANY) zuletzt eingeloggt: 24.06.2008

- 1 Description and selection of documents
- 2 List of the names of the documents and their date of upload

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#### *Upload of documents*

To upload a new document, select first the type of the document to be uploaded (Laboratory authentication, confirmation, miscellaneous items):

Laboratory authentication	Documents serving to authenticate a laboratory as certified to measure toxic compounds i.e. tar, nicotine and carbon monoxide
Confirmation	Documents serving to give a signed declaration of truth concerning the data submitted (see also XML bulk upload)
Miscellaneous items	Documents serving items not mentioned above

Subsequently, you search for the document to be uploaded (Button „Search“), and click on the link „Upload“. Only ZIP Files are allowed to be uploaded, and each ZIP file may contain only one pdf-file.

If successful, the user will be informed about the upload via Email!

After successful upload, the document will appear in the list of documents. Documents in the list of documents can be opened or deleted using the concerning icons.

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### Laboratory

The administrative data of the laboratories certified to perform measurements of TNCO (tar, nicotine and carbon monoxide) and –if applicable- other contents and emissions of tobacco products are documented here. Only those laboratory are documented which have been involved in the creation of the submitted data regarding contents and emissions. Every tobacco producer administers her own list of laboratories.



Version: 1.0.3093.26994 (AT)

Home | Herstellerdaten | Produktdaten | Inhaltsstoffe



#### Herstellerdaten

Stammdaten Dokumente Labore

##### Labore

Name	Test1231 <span>1</span>
Strasse	Teststrasse1111111
PLZ	11112230
Ort	Test111111
Staat	Belgium

[Bearbeiten](#) [Löschen](#) [Neu](#) 2

Name	Strasse	PLZ	Ort	<span>3</span>
Test1231	Teststrasse1111111	11112230	Test111111	
Test23	Testplatz	9999	Test	
31	323	333	34	
4	4	4	4	
6	6	6	6	
Test1	Teststrasse1111111	1111	Test111111	
Test1	Teststrasse1111111	1111	Test111111	
Test23	Testplatz	9999	Test	
Test1	Teststrasse1111111	1111	Test111111	
Test23	Testplatz	9999	Test	

Benutzer: RADDEV01\wieninger (TESTCOMPANY) zuletzt eingeloggt: 24.06.2008

- 1 Reference data of laboratories
- 2 Editing links
- 3 List of laboratories

#### Add a laboratory

Click on „New“ to insert the references of a new laboratory. Give the required data and click on the link „Insert“.

Note that all fields must be completed.

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### *Edit the data of a laboratory*

To edit the data of a certain laboratory, select this laboratory from the list of laboratories and click on the link „Edit“. Edit the concerning data and click on the link “Save”.

Note that all fields must be completed.

### *Delete the data of a laboratory*

To delete a certain laboratory, select this laboratory from the list of laboratories and click on the link „Delete“.

Note that a laboratory can only be deleted, if it has not been involved before in the data that have been submitted.

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### Product data

In this part the data of tobacco products and their ingredients are submitted manually.

The screenshot shows the EMTOC web application interface. At the top, there is a navigation bar with links: Home | Herstellerdaten | Produktdaten | Inhaltsstoffe. Below this is a language selection bar with various national flags. The main content area is divided into two sections: 'Auswahl' on the left and 'Produktdaten Basic' on the right. In the 'Auswahl' section, there is a dropdown menu (1) and a tree view of products (2). In the 'Produktdaten Basic' section, there is a table of product details (3) and a row of action links: 'Bearbeiten Löschen Einfügen' (4).

ID	1217
Herstellungsland	Österreich
Produktart	Zigarretten
Markenname	Basic
Features	HardPack -20 cigarettes
Teergehalt	6
Nikotingehalt	5
Kohlenstoffgehalt	7
Labor	Test23
Gewicht	3
Tabakgewicht	1

- 1 To select the type of list in which data are submitted (the confidential list to regulator or the public list)
- 2 ‚Tree‘ of product names and the ingredients they contain
- 3 Basic data of the products
- 4 Links to edit

Depending on the type of the list selected (confidential or public list), the tree of the products and the corresponding ingredients appears on the left side of the screen. The tree of the products depicts the data, including the ingredient data of the product that was marketed in the time span indicated in the root node field.

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#### **Insert a new product**

To insert a new product, select the year of submission, and click on the link „New“. Fill in all required data and click on the link „Save“.

Note that all fields must be completed.

#### **Edit an existing product**

To edit a product, select the product and the year of submission. Edit the data and save the changes by a click on the link „Save“.

Note that all fields must be completed.

## Copy of product data submitted in previous years

The screenshot shows the EMTOC web application interface. At the top, there is a navigation bar with links for 'Home', 'Herstellerdaten', 'Produktdaten', and 'Inhaltsstoffe'. Below this is a row of flags representing various countries. The main content area is divided into two panels: 'Auswahl' on the left and 'Datenübernahme' on the right. The 'Auswahl' panel contains a tree view with a dropdown menu set to 'Liste inkl. Geschäftsgeheimnisse'. The tree shows years 2008 and 2007, with sub-items 'Neues Produkt' and 'Basic' under each. The 'Datenübernahme' panel has two dropdown menus for selecting years: 'Jahr, aus dem die Produkte übernommen werden:' (marked with a red circle 1) and 'Jahr, in das die Produkte übernommen werden:' (set to 2008, marked with a red circle 2). Below these is a large empty box. At the bottom of the 'Datenübernahme' panel are links 'alles auswählen', 'Auswahl entfernen', and 'Übernehmen'. The footer shows the user 'Benutzer: RADDEV01\weninge (TESTCOMPANY)' and the login time 'zuletzt eingeloggt: 24.06.2008'.

- 1 Selection criteria
- 2 Product list

For a new submission, the data of a product can be copied from the data that have been submitted in a previous (already closed) submission year. To copy properly:

- a) Click on a specific year in the product tree (left panel)
- b) Select the year from which the data are to be copied (right panel; upper button)
- c) Select the year of new submission in which the copied data are to be pasted (right panel; lower button)
- d) Select from the product tree the particular product, that has to be copied and click on the link „Adopt“

Obviously, this action will only be applicable if a data submission has been accomplished in a previous year.

## Assign new ingredients

- 1 Search screen for ingredients
- 2 Navigating links
- 3 List of ingredients matching the search

### *Search for ingredients*

To assign an ingredient to a product, click on the product name in the left panel to open the product in the concerning year, click on the link „new ingredient“.

Using the search screen, ingredients can be retrieved from the EMTOC ingredient library by typing in the search screen: (1) the ingredient name, (2) part of the ingredient name, (3) its registration number or (4) part of this number. Number refers to CAS-number, FEMA-number or CoE-number, provided it is available for the compound and it is included in the EMTOC ingredient library. Start your search by clicking on the link „Search“.

The ingredients that match the search criteria are listed in the right panel. Click on (select) the correct ingredient and click on the link „Adopt“.

To assign the following ingredient, open the product (again or another) in the concerning year, click on the link „new ingredient“, and repeat the procedure.

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Finally, click on the link „Save“ to save the data.

Note that all fields have to be completed (except for the fields concerning the changes of the mixture).

#### **Edit existing ingredients**

To edit an existing entry i.e. ingredient, open the product by clicking on the product name, and the year of submission. Click on the concerning ingredient and edit the entry. Finally save the changes by clicking the link „Save“.

Note that all fields have to be completed (except for the fields concerning the changes of the mixture).

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## Ingredients

In this part all available toxicological data of the ingredients are to be submitted.

The screenshot displays the EMTOC web application interface. At the top, there is a navigation bar with links for Home, Herstellerdaten, Produktdaten, and Inhaltsstoffe. Below this is a row of national flags. The main content area is divided into several sections:

- Suche nach Inhaltsstoffen:** This section contains two search forms. The first form has a text input field with 'exe' and a search button labeled 'Suchen' (1). The second form has a text input field and a search button labeled 'Suchen' (2). Below these forms is a list of ingredients, with '2-Hydroxy-3,5,5-Trimethyl-2-Cyclohexen-1-One' highlighted (2).
- Upload von toxikologischen Daten:** This section includes a text input field for the ingredient name, a dropdown menu for 'bisherige Uploads' (showing 'Benutzerhandbuch.pdf'), and a search button labeled 'Durchsuchen...' (3). There is also an 'Upload' button (3).
- Tickbox:** This section contains a 'Meldejahr' dropdown menu (set to 2008) and a 'Speichern' button (4). Below this are several checkboxes and dropdown menus for selecting toxicological data, such as 'in unverbrannter Form', 'Klassifikation des Inhaltsstoffs', 'sonstige toxikologische Daten eines unverbrannten Inhaltsstoffes', 'in verbrannter Form', 'Inhaltsstoff einzeln bewertet', 'Pyrolyse', 'Transfer Studien', 'Zusammensetzung des Rauchs', 'In-vitro-Toxikologie', 'Karzinogenität bezüglich der Haut oder der Inhalation', 'Kardiovaskuläre Toxizität', 'Studien zur Inhalation', 'Reproxizität und Entwicklungstoxizität', 'Süchtig machende Eigenschaften', 'Sonstige toxikologische Daten', 'Inhaltsstoff als Teil einer Mischung bewertet', 'Zusammensetzung des Rauchs', 'IN-vitro-Toxikologie', 'Karzinogenität bezüglich der Haut oder der Inhalation', 'Kardiovaskuläre Toxizität', 'Studien zur Inhalation', 'Reproxizität und Entwicklungstoxizität', 'Süchtig machende Eigenschaften', and 'Sonstige toxikologische Daten'.

At the bottom of the page, there is a footer with the text 'Benutzer: AT\_BMGFJ (Bundesministerium für Gesundheit, Familie und Jugend)' and 'zuletzt eingeloggt: 20.10.2008'.

- 1 Search criteria of ingredients
- 2 List of ingredients
- 3 Upload tool for documents
- 4 Tick box fields

### Search for ingredients

Using the two search screens in the left panel, ingredients can be retrieved from the EMTOC ingredient library by typing in the upper search screen: (1) the ingredient name, or (2) part of the ingredient name. Alternatively, you may use the lower search screen and search via (3) its registration number or (4) part of this number. Number refers to CAS-number, FEMA-number or CoE-number, provided it is available for the compound and it is included in the EMTOC ingredient library.

In both cases you can search using wildcards (\*, %)!

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The results of the search are listed in the left panel. Those ingredients for which some toxicological data have been submitted before are marked with a special icon.

#### **Update the tick box**

To edit the toxicological data of a specific ingredient, you must (1) select the concerning ingredient, (2) select in the right panel the item to which the toxicological data refer to, and (3) mark with „1“ or „2“ whether the data are new or have been submitted before. Click on the link „Save“ to save the data.

Note: you must save the tick box adjustments before new documents can be uploaded !

#### **Upload of documents**

To upload a document which describes toxicological data of an ingredient: (1) select an ingredient, (2) update the tick box and save the update (see above), (3) select the document to be uploaded, and click on the button „Upload“.

Only ZIP files can be uploaded, and each ZIP-file may contain only one PDF-file.

The user is informed by Email about the upload, if the upload was successful.

#### **Examine previously uploaded documents**

To open toxicological documents which have been submitted before, select the concerning ingredient and the document from the drop down list in Part 3.

To open the file click on the link „View“.

#### **Delete previously submitted documents**

To delete toxicological documents which have been submitted before, select the concerning ingredient and the document from the drop down list in Part 3.

To delete the document, click on the link „Delete“.

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### XML Bulk upload

In this part you can bulk upload (semi-automatic upload) ingredient data in XML format.

### Yearly submission

On this page List 1 (list for the regulator containing confidential data) and List 2 (public list) can be yearly submitted via bulk upload.

The screenshot displays the EMTOC web application interface. At the top, the logo 'emtoc' is visible on the left, and the version 'Version: 1.0.3093.26994 (AT)' is on the right. Below the logo is a navigation bar with 'Home | Jahresmeldung | toxikol. Datenmeldung'. A row of national flags is shown below the navigation bar. The main content area is divided into three sections:

- XML Upload Jahresmeldung** (Section 1): This section contains a dropdown menu for 'Meldejahr' set to '2008', a link 'bisherige Uploads für das Jahr löschen', a text input for 'Bestätigungsschreiben' with the value 'PDFTest.zip', and two rows for 'Jahresmeldung Liste 1' and 'Jahresmeldung Liste 2'. Each row has a 'Durchsuchen...' button and an 'Upload' button.
- Aktueller Status** (Section 2): This section is currently empty.
- Meldungsstatus** (Section 3): This section displays a table of reporting statistics:

letzte Jahresmeldung	20.06.2008 15:49:29
aktuellste Meldung für Jahr	2007
letzte toxikol. Datenmeldung	17.06.2008 12:39:23
Anzahl der gemeldeten Produkte	2
Anzahl der gemeldeten Inhaltsstoffe	36
Inkonsistenzen	2008: keine Jahresmeldung

At the bottom of the page, the user information 'Benutzer: RADDEV01\weningen (TESTCOMPANY)' is shown on the left, and 'zuletzt eingeloggt: 24.06.2008' is on the right.

- 1 Upload part
- 2 Visualises the current status
- 3 Summary of the latest submissions

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#### Submission of the ingredient data

Select the year to start the yearly submission. If some data have already been submitted for this particular submission period, you must delete these data by clicking on the link „delete recent uploads for the year“.

Start the submission process by uploading the ‚Declaration of truth‘ (certifying that the data submitted are correct). You can upload ZIP files only, and the ZIP-file may contain one pdf-file only.

Proceed by uploading List 1 (the list for the regulator containing confidential data). Again, you can upload list 1 as ZIP file only, and the ZIP-file may contain one pdf-file only.

Finally, upload List 2 (public list). Again, you can upload list 2 as ZIP file only, and the ZIP-file may contain one pdf-file only.

A message about the progress of the submitted and processed data appears in part 2 ‚Current status‘. Relevant messages, including error messages based on/in XML formats appear here. The upload is finalized only when all failures and errors are corrected.

You will be informed by Email following a successful upload of the data!

A summary of the latest submissions is depicted in the yellow shaded bottom part.

A yearly submission is successful, if:

- a) All files could be uploaded failure-free
- b) The declaration of truth is a valid document considering content and signature
- c) In the yellow shaded bottom part no ‚Inconsistencies‘ are reported
- d) The user is informed by Email about a successful upload Email, using the Email address mentioned in the XML-files.

All messages exported during uploading can be seen any time in the Upload report (to be found via the main page).

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### Submission of toxicological data

The submission of toxicological data occasionally is done exceeding the actual submission period! If so, the interactive mode and the bulk upload mode are for this purpose not available! Please proceed as indicated here.

The screenshot shows the EMTOC web application interface. At the top, the logo 'emtoc' is displayed on the left, and the version 'Version: 1.0.3093.26994 (AT)' is on the right. Below the logo, there is a navigation bar with 'Home | Jahresmeldung | toxikol. Datenmeldung'. A row of flags represents various countries. The main content area is divided into three sections:

- XML Upload toxikol. Datenmeldung:** This section contains a text input field labeled 'Meldung tox. Daten', a 'Durchsuchen...' button, and an 'Upload' button. A red circle with the number '1' is next to the 'Upload' button.
- Aktueller Status:** This section is currently empty, with a red circle with the number '2' in the top right corner.
- Meldungsstatus:** This section displays submission statistics:

letzte Jahresmeldung	20.06.2008 15:49:29
aktuellste Meldung für Jahr	2007
letzte toxikol. Datenmeldung	17.06.2008 12:39:23
Anzahl der gemeldeten Produkte	2
Anzahl der gemeldeten Inhaltsstoffe	36
Inkonsistenzen	2008: keine Jahresmeldung

A red circle with the number '3' is next to the 'aktuellste Meldung für Jahr' row.

At the bottom of the page, a grey bar shows the user information: 'Benutzer: RADDEV01\weninge (TESTCOMPANY)' on the left and 'zuletzt eingeloggt: 24.06.2008' on the right.

- 1 Upload part
- 2 Visualises the current status
- 3 Summary of the latest submissions

### Submission of Toxicological Data

Toxicological Data submission must be uploaded as soon as they are available. This implicates that the submission can also be done exceeding the actual submission period! (If the report coincides with the yearly submission, this report can be exerted during the yearly reporting and no separate toxicological data informing is required!).

Start the submission of toxicological data of the specific ingredient. You can upload ZIP files only, and the ZIP-file may contain one pdf-file only.

You will be informed by Email following a successful upload of the data!

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### Reports

Submitted data in report form can be seen any time. The reports are offered as pdf-files. Only those data can be retrieved that have been submitted before by the company that has logged in i.e. no data of other companies can be retrieved.

The screenshot shows the EMTOC web application interface. At the top left is the 'emtoc' logo. To the right, the version 'Version: 1.0.3093.26994 (AT)' is displayed. Below the logo is a 'Home' button. A horizontal bar contains several national flags. Below this bar, there are three dropdown menus: 'Bericht', 'Listenart', and 'SessionID', followed by an 'Anzeigen' button. A red circle with the number '1' is placed over the 'Anzeigen' button. The 'Bericht' dropdown menu is open, showing a list of options: 'List1', 'List2', 'ToxdataReport', and 'UploadReport'. A red circle with the number '2' is placed over this list. At the bottom of the page, a grey bar contains the text 'Benutzer: RADDEV01\weningen (TESTCOMPANY)' on the left and 'zuletzt eingeloggt: 24.06.2008' on the right.

- 1 Selection of the type and criteria of the report to be retrieved
- 2 Part showing the content of the report

Note: after every selection click on "view" to get the data on the screen

## EMTOC web application Manual

### Report List 1

The EMTOC-system creates List 1 which shows all data submitted by the producer or importer, including the confidential data. Following correct submission, List 1 is identical to Table 1 that has been described in the document „Reporting on tobacco ingredients – Practical Guide“ issued by the European Commission on 31.05.2007; Information to Regulators, Annex I.

The year of submission can be selected. Only those data can be retrieved that have been submitted before by the company that has logged in i.e. no data of other companies can be retrieved.

### Report List 2

The EMTOC-system creates List 2 which shows all data submitted by the producer or importer, excluding the confidential data. Following correct submission, List 2 is identical to Table 3 that has been described in the document „Reporting on tobacco ingredients – Practical Guide“ issued by the European Commission on 31.05.2007; Information to the general public, Annex II.

The year of submission can be selected. Only those data can be retrieved that have been submitted before by the company that has logged in i.e. no data of other companies can be retrieved.

### Toxicological report

The EMTOC-system creates List X which shows the tick box of the toxicological data which have been submitted by the producer or importer. Following correct submission, List 2 is identical to Table 2 that has been described in the document „Reporting on tobacco ingredients – Practical Guide“ issued by the European Commission on 31.05.2007; Toxicological information to regulators, Annex I.

The year of submission can be selected. Only those data can be retrieved that have been submitted before by the company that has logged in i.e. no data of other companies can be retrieved.

### Upload report

The upload report contains all messages, which were shown on the computer screen during the upload of the data, and serves to understand upload process. As sub-criteria you can select the type of the data uploaded (List 1, List 2 or toxicological report) and the 'session ID'.

The result will be a list in pdf-format describing the corresponding messages.