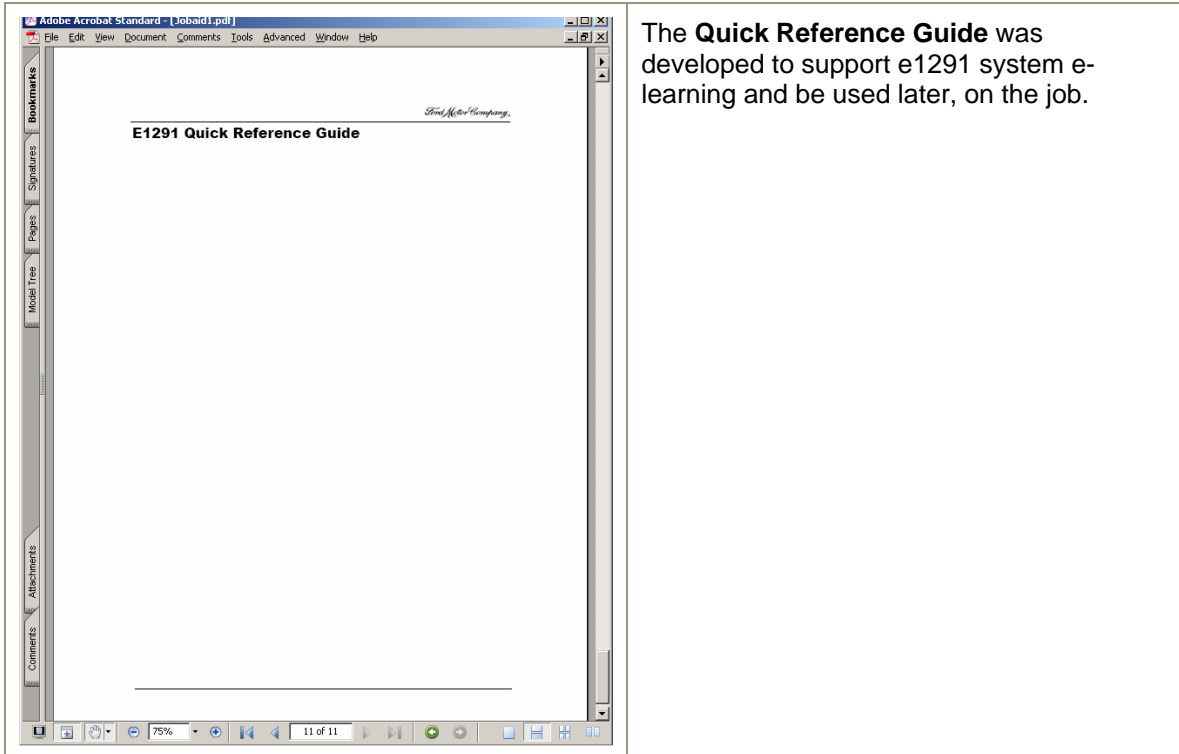


Ford e1291 Material and Toxicology System (EMATS) Quick Reference Guide

Developed For: The Emdicium Group, Inc.

My Role: Writer, editor

Description: Online, printer-friendly Quick Reference Guide. Developed in Microsoft Word and published as a PDF.



The **Quick Reference Guide** was developed to support e1291 system e-learning and be used later, on the job.

Table of Contents	
E1291 Quick Reference	1
Process Flow	1
Task 1 Access the e1291 Material Composition System	1
Task 2 Select a Material to Work On	2
2a Generate a Material List	2
2b Select a Material from the List	3
2c View Completed Material Information	3
Task 3 Enter Material Information	4
3a Enter Supplier Contact Information	4
3b Identify Material Compliance with Substance Inventories	4
3c Add CAS Chemical Information to the Material	4
3d Add Sub-Supplier Information	6
3e Update Chemical Information	7
3f Delete Chemical Information	7
3g Complete the Material Information	7
3h Exit the e1291 Material Composition System	8
Resources	9

It begins with an electronically cross-referenced **Table of Contents** that lists the procedures covered.

E1291 Quick Reference
Process Flow

The diagram shows a circular process flow involving a Material Supplier, Request for Material, Approved Material (MATS), Rejected Material, Occupational & Environmental Health Sciences, and the e1291 system.

Task 1 Access the e1291 Material Composition System
 You access the e1291 Material Composition system from the Ford Supplier Network (FSN). To register as an FSN user, see your company security administrator.

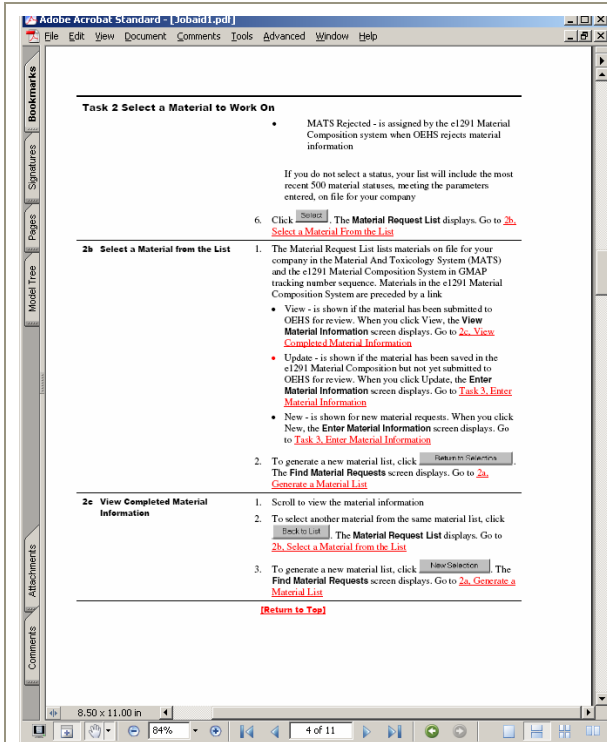
1. Log on to FSN
2. On the FSN Introduction screen, select Product Development from the Content Directory. The **Product Development** screen displays.
3. Select Occupational and Environmental Toxicology. The **Occupational and Environmental Health Sciences (OEHS)** screen displays.
4. Select e1291 Material and Toxicology System (eMATS). The **Chemical Information Evaluation and Confidentiality Statement** displays.
5. Click [Access](#). The e1291 Material Composition Menu displays. Go to 2a, [Generate a Material List](#).

[\[Return to Top\]](#)

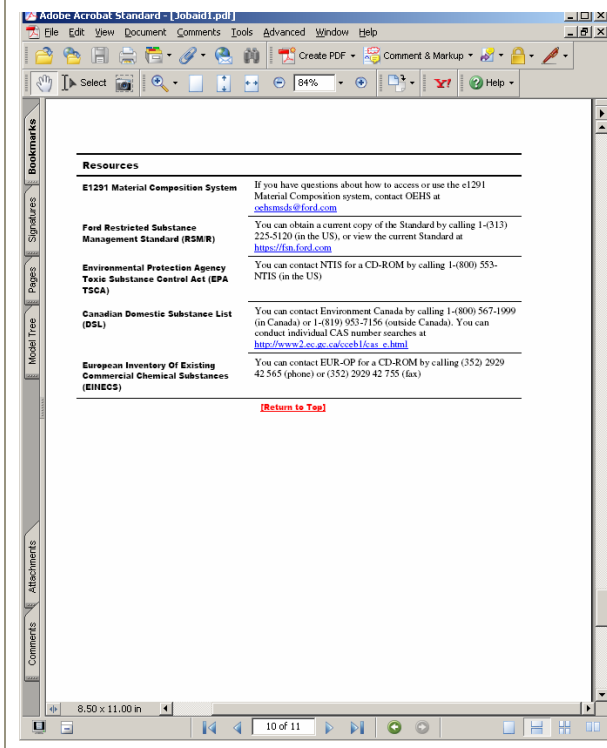
Steps in each procedure are presented clearly and simply.

Wherever possible, **graphics of the buttons** shown on e1291 system screens are embedded in the procedures.

Hyperlinks are shown in red to make them stand out.



If the user has choices about what to do, each choice is **electronically cross-referenced** to the appropriate procedure.



Links to additional resources are provided at the end of the Quick Reference Guide.