1. **Logging In:** Go to EQMS Web address:
   https://universityofleeds.myeqms.com/login
   Hit the blue box “Log in with ADFS” and then type in your usual IT logins

2. **Finding a document:**
   There are lots of ways to search for documents, find what suits you.

   A. **Searching using folders:** Using Navigator (on the left of the screen) click down till you find the folder you want

   ![Image of EQMS login screen]

   **Top Tips**
   - EQMS is faster if you use Chrome Browser, IT can install it for you
   - Click on the Word Icon to view and print
   - Do not use the arrows on the web browser when in the system as it will crash
OR use **Quick links** – at the bottom of the screen, these take you to a particular part of the folder. Some Quick Links are pre-set and you can add your own (right click on arrow on folder, add to quick links)

Open the folder by clicking on the arrow at the side and view your document

- Recently viewed documents – does what it says on the tin
B. Searching using Search

Move off side panel and click on Search in Navigator

The screen below will appear and click on search

- Search by ID – if you know the ID number of a document you can search by this
- Search by titles – can search using a word in the title
- Search by content – can search using any word in the document content

Printing a document:

Only do this if you really need to. Right click on the document and select print
Or you can right click on the arrow next to the document on the folder structure and select ‘print’

Document information: You can view (but not alter) document information by right clicking on the arrow next to the document on the folder structure and selecting ‘view document detail’.

Other Functions

Click on changes and you can see all the amended and revisions to the document that have occurred
Acknowledging a document:
A notification will appear in your to do list, click on it to see the document.
Tick in the box and enter your password. Click Save.

Help can be found using the help area on the system, or for more information contact your Health & Safety Officer or you tube
https://www.youtube.com/watch?v=7YPxuFFLYjk

Need Help
Queries for Environmental Management
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<table>
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</tr>
</thead>
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</tr>
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