



FAQs on sharing information protected by the authorship

1. What happens if I am not the author (1), but I have a shared authorship (2, 3 or 4) and I accidentally delete all accesses?

- If you change the authorship of confidential information by removing your and/or all other groups (2, 3, and/or 4), all user accounts in the group, including yourself, will lose access to this information. The only user account that will always have access to this information is the named author (1).

2. What should I do if I am the author (1) and leave the company?

- In this case, we recommend that you transfer the authorships to another user account of the same company. You can do this yourself using the change the author (1) function and the e-mail address of the desired user account. This procedure ensures that the information will always be available and that there is administrative continuity.



3. What does the 'Change the author' (1) function mean?

- If only this box is activated, only the user account listed by name has access to the confidential information
- The function "change the author" allows the user account listed by name to transfer the corresponding authorship to another user account of the same company (e.g. if this user was the author and leaves the company)
 - Please note: Only the user account listed by name can change the author. All other user accounts with which the authorship has been shared do not have this option.

4. Can I use any email address under the option "selection of single users"(4)?

- No. You can only use email addresses of user accounts that are authorised for the same company. However, multiple choices are possible.

5. What can I do if the author (1) no longer works for the company?

- If the author (1) is no longer available and the authorships were not shared in advance, you will have to re-enter that information. You can do this either by using the "Replace" option ([Sharing or replacing information protected by the authorship](#)) or, for a large number of products, by requesting a transfer ([Transfers and mutations](#)).

6. Is there a way to share authorships for several products at once?

- No, at the moment, for reasons of authorisation, each action (i.e. sharing of information) must be confirmed/approved individually.



7. Is it possible to use the mass reporting interface (MMT) to share authorships?

- No, at the moment, for reasons of authorisation, each action (i.e. sharing of information) must be confirmed/approved individually.

8. The author (1) is a main user and has, for example, only shared the composition with all sub-users internal (3). What happens if I, as a sub-user internal, now change the composition?

- In this case, you become the author (1) because you made the last edit. If the main user has not previously shared the authorship with all main users (2) or has not registered himself as a single user (4), he will lose access to that confidential information. However, as the new author, you have the option at any time to share the authorship with the main user again.

9. Can I see who has edited an authorship??

- Yes, if you have access to the corresponding authorship, the user account name that made the last edit is displayed under 'last edited by' (1). If you are not sure, you can also contact the common notification authority for chemicals (cheminfo@bag.admin.ch).

10. If I am the author (1) and independently transfer the authorship to another user account of the same company, who then has access to the authorship?

- After a change of authorship, only the new author (1) and the user accounts with which access was previously shared (2, 3 and/or 4) can view, edit and manage the authorship. If you do not belong to one of the groups (2, 3 and 4) with which the authorship is shared, you will no longer have access.

11. Is it possible to receive a notification when someone edits a shared authorship?

- No, there will be no notification sent for now.

12. If I have entered confidential information and I am therefore the author (1) and do not share anything within the authorship, who then has access to the confidential information?

- If only the author (1) is shown in the authorship, only this user account has access to the confidential information.



13. How can I share authorship with a sub-user external?

- The sub-user external must already be authorised for the same company. In order to share the authorship afterwards, select the option “selection of single users” (4). Then use the email address of the user account from the sub-user external. This way, the product will be displayed in the dashboard of the sub-user external and confidential information shared.

14. How can I revoke the sharing of authorship?

- The access of the author (1) cannot be revoked. Access for all main users (2) and sub-users internal (3) is revoked by unchecking the box – however, they still have access to all non-confidential information. Access for external sub-users or specifically entered user accounts (4) is revoked by deleting the corresponding email address. For sub-users external, the product will no longer be accessible.

15. As a sub-user internal or external, how can I know which users are in the main users (2) and sub-users internal (3) group?

- In order to find out which user accounts belong to these groups, please contact a main user of the company. You can then decide whether and with whom you want to share your authorship.

16. Why is no list of the existing e-mail addresses of the already authorised user accounts of the company displayed when I choose “selection of single users” (4)?

- For data protection reasons, it is not possible to provide a list of all e-mail addresses of the company's authorised user accounts. If you do not know the correct e-mail address, please contact directly main user of the company or the person with whose user account you wish to share authorship.