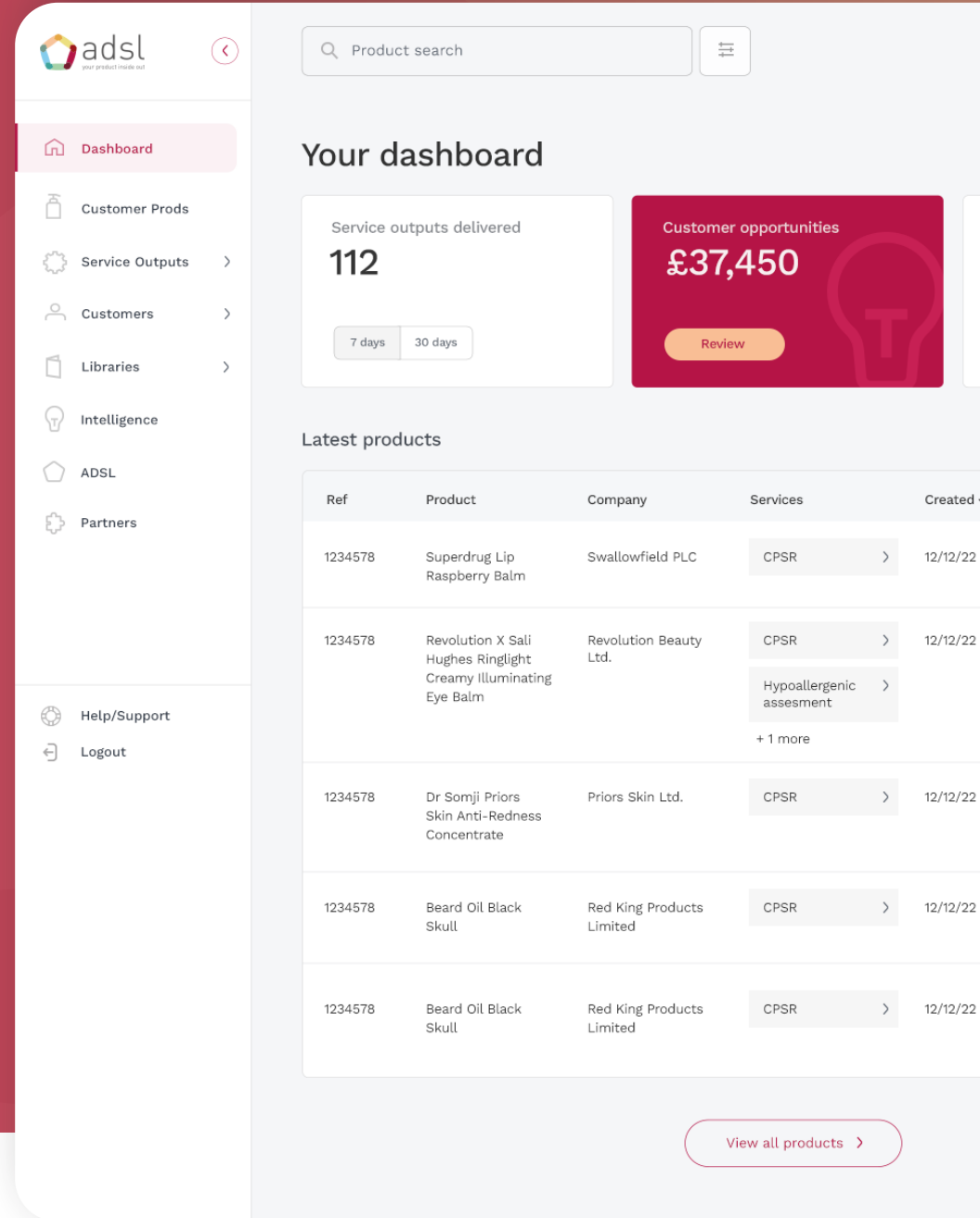


Product Management System (PMS) User guide & overview

VERSION: 1.1

STAGE 1: MVP

ISSUE: APRIL 23



The screenshot displays the adsl PMS dashboard. The left sidebar contains navigation links: Dashboard (active), Customer Prods, Service Outputs, Customers, Libraries, Intelligence, ADSL, and Partners. Below these are Help/Support and Logout. The main content area features a search bar, a 'Your dashboard' section with two key metrics (Service outputs delivered: 112 and Customer opportunities: £37,450), and a 'Latest products' table. The table lists products with columns for Ref, Product, Company, Services, and Created. A 'View all products' button is at the bottom right.

adsl your product inside out

Product search

Your dashboard

Service outputs delivered
112
7 days 30 days

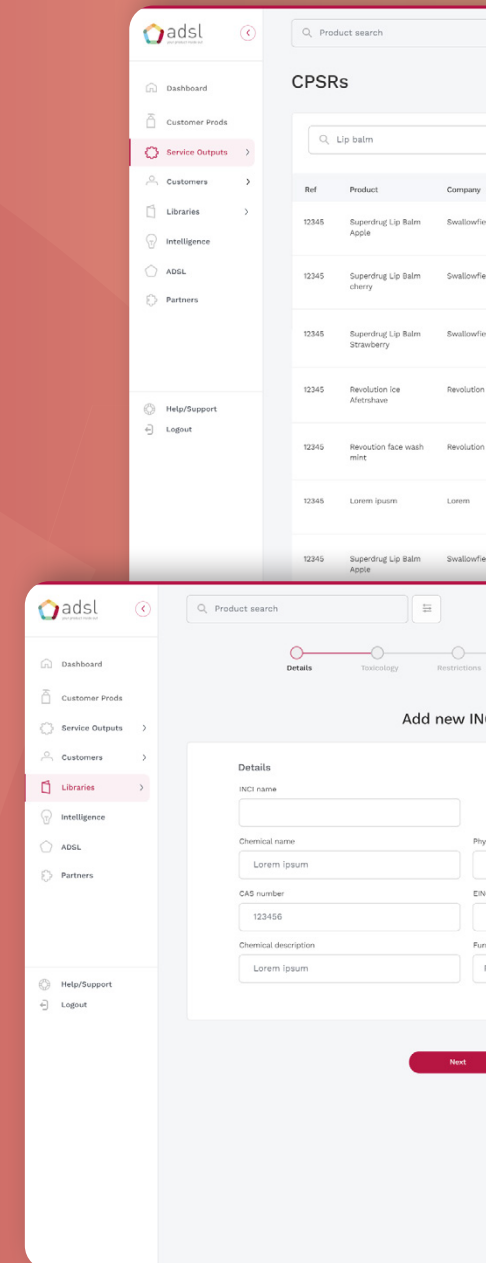
Customer opportunities
£37,450
Review

Latest products

Ref	Product	Company	Services	Created
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR >	12/12/22
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR > Hypoallergenic assesment > + 1 more	12/12/22
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR >	12/12/22
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR >	12/12/22
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR >	12/12/22

View all products >

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Product Management System (PMS)

A proprietary software asset for business growth.

The three primary objectives of the system are:



INTEGRATE OPERATIONS

A centralised system for the whole team to store, manage and track real time business activity



MAXIMISE OUTPUTS

Tools & processes to drive efficiencies and provide consistency and formalisation of all outputs



PROVIDE BUSINESS INTELLIGENCE

Unleashing the power of data to identify opportunities and empower the team to action

The ambition is the PMS will be adopted company wide to manage the production of all service outputs. Integrating all operations into a single system will improve efficiencies, provide visibility of all business activity and generate important business intelligence to help identify revenue opportunities.

The screenshot displays the ADSL PMS interface. The top navigation bar includes the ADSL logo, a product search bar, and a progress indicator with steps: Service output, Customer, Product, Conclusion, and Output. The left sidebar contains a menu with items: Dashboard, Customer Prods, Service O, Customer, Libraries, Intelligence, ADSL, and Partners. The main content area shows a modal titled "Exposure to substance" with a table of data and a "Save and continue" button.

INCI/Raw material	Calculated relative daily exposure	Concentration % w/w	Dermal absorption %	Systemic exposure dosage	Margin of safety (MOS)
Tin Oxide	123.2	0.0457	100	0.5637	2597
INCI name	123.2	0.0457	100	0.5637	2597
INCI name	123.2	0.0457	100	0.5637	2597
INCI name	123.2	0.0457	100	0.5637	2597
INCI name	123.2	0.0457	100	0.5637	2597

Previous [Save and continue](#)

Below the modal, the following steps are visible in the main content area:

- Add INCI formulation
- Add fragrances
- Add product characteristics

The role out and on-boarding of the system will be incremental over the 2023-24 period. The stage one launch of the ‘MVP’ has established the foundation system architecture and is functionally focussed on the creation of products and the first service output type of ‘CPSRs’. This guide is provided for the benefit of the ‘Cosmetic Product Safety Reports’ team.

The screenshot displays the ADSL (Your Product Inside Out) system interface. The left sidebar contains navigation links: Dashboard, Customer Prods, Service Outputs (highlighted), Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area shows details for a CPSR reference: 1234567, identified as Superdrug Lime Lip Balm. It includes fields for Created on (12/12/22), Created by (Bill Witt), Status (Complete), Invoice (Paid), and Invoice amount (£250 (guide price)). Below this is a table for Product details and another for Company user details.

Ref	Product	Company	Created	Modified	As
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	12/12/22	13/12/22	BI

User name	Role	Company	Created
Joe Bloggs	Product Developer	Swallowfield	12/12/22

Download submitted CPSR
This CPSR was created 12/12/22

Send PDF to customer?

Glossary of terms

Service output

The outputted report/results/certification from a specific service, i.e. a CPSR PDF. The format for these will be made consistent, but content will vary from service to service depending on required content/detail.

Product / Customer product

The product that is being tested and service output being produced i.e. Superdrug Lime Lip Balm is a product.

Company

The business or brand by which the product is owned. I.e. Boots, BodyShop, Revolution. A company will have a default/primary contact.

Company users

Key contacts that work for a company. A company will have a default/primary contact but can have multiple company users (e.g. Claire Moon and Joe Bloggs (company users) both work for Swallowfield (company)

INCI

(International Nomenclature Cosmetic Ingredient)
Systematic names internationally recognized to identify cosmetic ingredients. The combination of these with allergens make product formulations.

Allergens

Fragrance and preservative ingredients used in cosmetics that can cause allergic reaction.

Business intelligence

Insights and opportunities generated by the creation of products and submitted service outputs.

Partners

Third party labs/business ADSL deliver services on behalf of.

PMS

Product management system

Raw Materials

Trade named ingredients commonly found in products, that in themselves are a formulation of individual INCI.

Product Type

A type of product, categorised by industry and product category. Each product category has a unique daily exposure number used in margin of safety calculations.

User roles

The level of access rights a user has on the system, categorised in levels 1-4

The PMS is structured around products. Across all business units, there approx 120 service outputs that can be carried out on a single product. The PMS will provide visibility of what service outputs have been done on a product and importantly demonstrate what could potentially be done, empowering all ADSL staff to cross sell additional services and subsequently generate additional revenue from existing customers.



Single product = 120+ Potential service output opportunities



Cosmetic Product Safety Reports

- EU & UK CPSR (Part 1)
- EU & UK CPSR (Part 1 & 2)
- EU, UK & USA CPSR (Part 1)
- EU, UK & USA CPSR (Part 1 & 2)
- Global CPSR (Part 1)
- Global CPSR (Part 2)
- Specialist CPSR
- CSAR (China) Safety Assessments
- Toxicological Risk Assessment (TRA)

User Trials & Claims

- Consumer Subject Evaluation (Panellist User Trials)
- Clinical Subject Evaluation - Moisturisation via Moisture Meter
- Clinical Subject Evaluation - Trans Epidermal Water Loss (TEWL) via Vapour Meter
- Clinical Subject Evaluation - Skin Colour, Erythema Index & Melanin Index via Colour Meter
- Clinical Subject Evaluation - Elasticity, Tissue Stiffness via Elasticity Meter
- Clinical Subject Evaluation - Skin Sebum Analysis via Sebum Meter
- Clinical Subject Evaluation - High Resolution Imaging (Pores)
- Clinical Subject Evaluation - Non-Comedogenic Testing
- Clinical Subject Evaluation - Paediatric Assessment
- Clinical Subject Evaluation - Cell Proliferation/ Dansyl Chloride Testing
- Clinical Subject Evaluation - Surface Evaluation of the Living Skin (SELS®) - Roughness
- Clinical Subject Evaluation - Surface Evaluation of the Living Skin (SELS®) - Scaliness
- Clinical Subject Evaluation - Surface Evaluation of the Living Skin (SELS®) - Smoothness
- Clinical Subject Evaluation - Surface Evaluation of the Living Skin (SELS®) - Wrinkles
- Clinical Subject Evaluation - Water Resistance of Cosmetic Preparations
- Clinical Subject Evaluation - Dermatologically Controlled Patch Test Report (96hrs)
- Clinical Subject Evaluation - Dermatologically Controlled Patch Test Report (48hrs)
- Clinical Subject Evaluation - Periocular Acceptability of a Cosmetic Product
- HET/CAM in-vitro Ocular Irritation Testing
- Clinical Subject Evaluation - SPF/UVA in-vitro ISO 24443
- Clinical Subject Evaluation - SPF in-vivo ISO 24444
- Clinical Subject Evaluation - SPF in-vivo ISO 24444 + Water Resistance

Formulation & Development

- Formulation Troubleshooting
- Standard 12 week Stability Testing
- Freeze/Thaw Stability Testing
- Non-Standard Stability Testing
- Standard 12 week Compatibility Testing
- Freeze/Thaw Compatibility Testing
- Non-Standard Compatibility Testing
- Weight-Loss Compatibility Testing
- pH Specification Testing
- Organoleptics Testing
- Viscosity Testing
- Density & SG Testing
- Lab Scale Pilot Production
- Pre-Production Pilot

Global Compliance & Registration

- INCI (International Nomenclature Cosmetic Ingredient) Labelling Advice
- BS EN 15494 Candle Safety Labelling Review / CLP
- Artwork, Labelling & Compliance - INCI, Claims, Responsible Person (RP) etc
- CLP (Classification, Labelling and Packaging) Review
- EU/UK Artwork Regional Compliance
- US Artwork Labelling Compliance
- China Artwork Labelling Compliance
- Global Labelling Compliance
- Language Translations
- EU/UK Material Safety Data Sheets (MSDS)
- US Material Safety Data Sheets (MSDS)
- China Material Safety Data Sheets (MSDS)
- Global Material Safety Data Sheets (MSDS)
- CLP (Classification, Labelling and Packaging) Generation
- EU Cosmetic Product Notification Portal (CPNP)
- UK Submit Cosmetic Product Notifications (SCPN)
- US Voluntary Cosmetic Registration Process (VCRP)
- Product Information Files (PIF) Creation & Review
- Proposition 65 Compliance Review
- ISO 16128-1 Criteria for Natural & Organic Cosmetic Ingredients Review
- Third Party Accreditation Review (e.g. EcoCert, Soil Association, BDIH etc)
- REACH Compliance Advice
- Hazard Analysis Critical Control Points (HACCP) Advice
- Responsible Person (RP) Services

Microbiology & Lab Testing

- Cannabinoid Stability Programme (CSP)
- Standard Stability Testing
- Enhanced Stability Testing
- Standard Compatibility Testing
- Enhanced Compatibility Testing
- Total Viable Count (TVC) - Colony Count (CC) Testing
- Total Viable Count (TVC) - Colony Count (CC) Testing (Vegan)
- Specified Colony Count (CC) Testing
- Specified Colony Count (CC) Testing (Vegan)
- British Pharmacopoeia (BP) Preservative Efficacy Testing
- British Pharmacopoeia (BP) Preservative Efficacy Testing (Vegan)
- European Pharmacopoeia (EP) Preservative Efficacy Testing
- ISO 11930 Preservative Efficacy Testing
- BS EN 1276 Evaluation of Chemical Disinfectant or Antiseptic for Bactericidal Activity
- BS EN 1650 Evaluation of Fungicidal or Yeastcidal Activity
- BS EN 1500 Chemical Disinfectants & Antiseptics - Hygienic Handrub
- BS EN 14476 Evaluation of Virucidal Activity
- BS EN 13624 Evaluation of Fungicidal or Yeastcidal Activity (Medical Surface Wipes)
- BS EN 13727 Evaluation of Bactericidal Activity in the Medical Area
- Plant Hygiene - Surveys
- Environmental & Daily Routine Best Practice Recommendations
- Flash Point Testing
- Available Water (Aw) Content Testing
- BS EN 15493 Candle Fire Safety Testing
- BS EN 15426 Soot Determination Candle Testing
- Flare Up / Reignite Testing
- Service Temperature & Wax Pool Testing
- ICP-MS Heavy Metal Testing (ISO 17025)
- GC-MS Terpenes Analysis
- HPLC-PDA Quantification & Analysis of Cannabinoids (ISO 17025)
- Formaldehyde 1,4 Dioxane Testing
- Restricted Substances Analysis
- Active Substances Analysis
- Particle Size Analysis

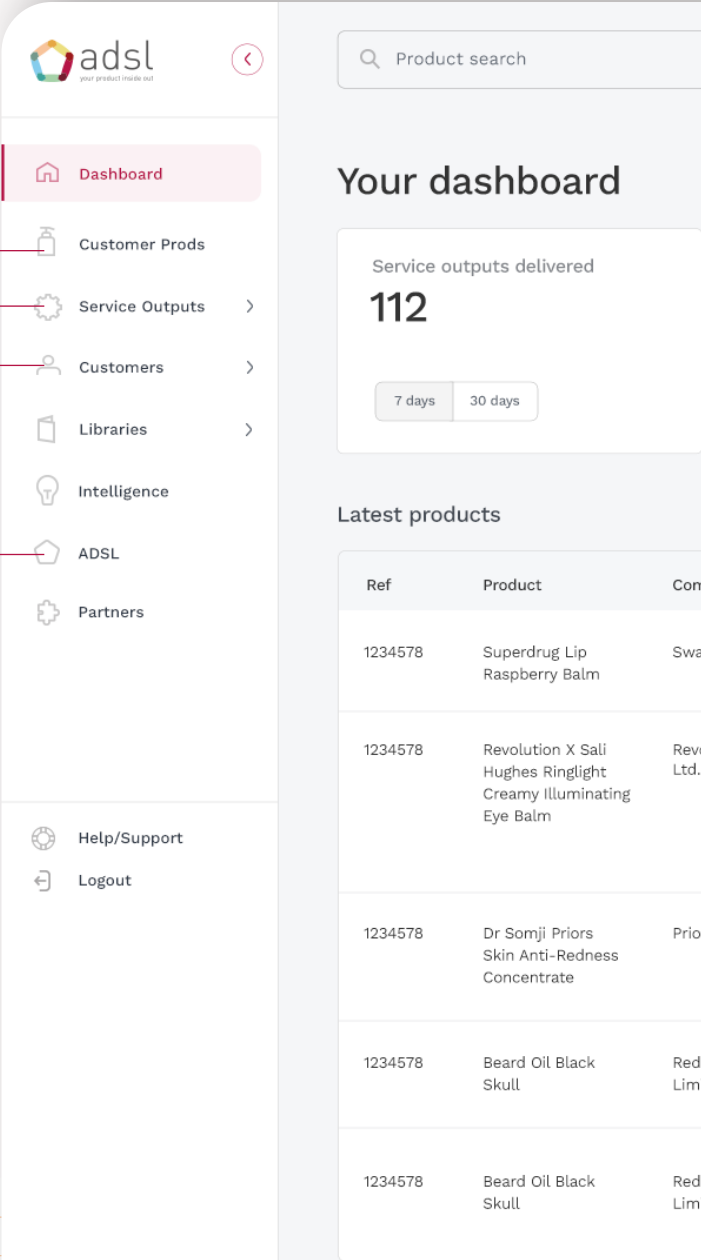
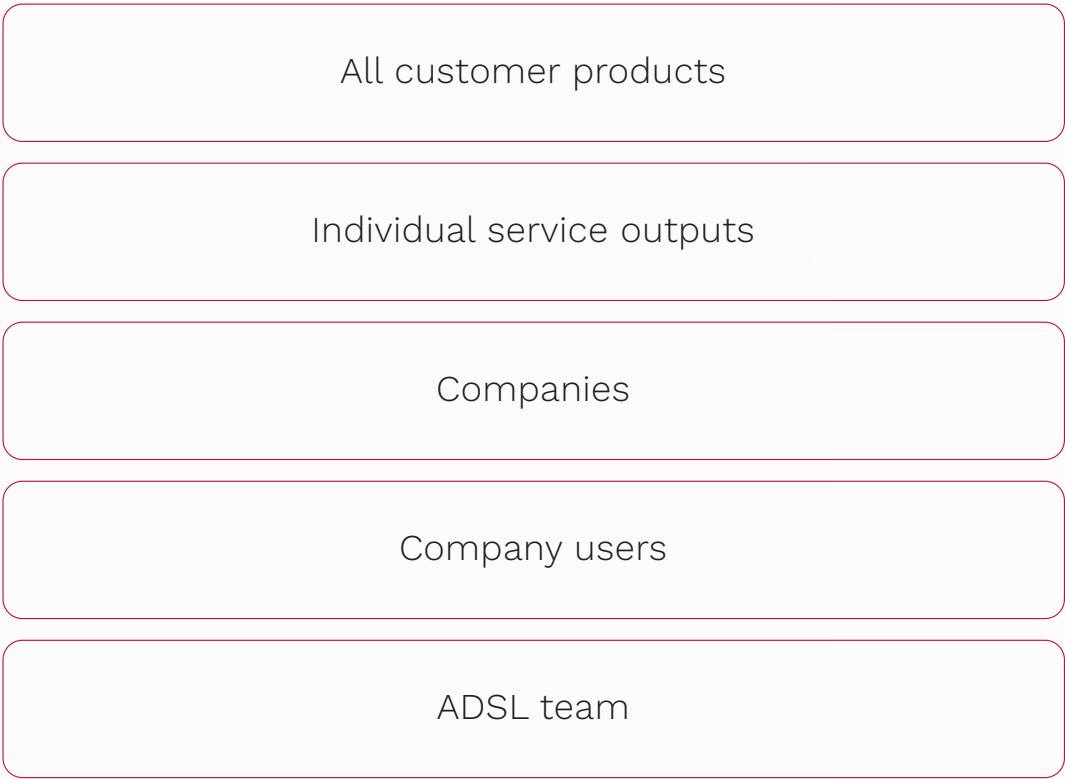
The primary architecture of the system supports the creation of products and then the application of service outputs to them. Once a product has been created by an ADSL team member, anyone else in any other business unit can reference and apply a service output to it. This makes products universal and not restrained to a single business unit. Products initially consist of 'Part A' data as stipulated in a CPSR. As additional service outputs are planned and introduced the required data for a product may vary as requirement dictates (i.e. 'Part A' data is required for a CPSR, but for a stability test it may only need the code and INCI formulation).

The screenshot displays the ADSL system interface for creating a new product. The left sidebar contains navigation links: Dashboard, Customer Prods (highlighted), Service Outputs, Customers, Libraries, Intelligence, ADSL, and Partners. Below these are Help/Support and Logout. The main content area features a progress bar at the top with steps: Company (checked), Company user (checked), Product (active), Opportunities, and Complete. A search bar and user profile (Mark Bowe) are also present. The 'Create new product' form includes fields for Product name, Product Code*, Product industry*, Product category*, and Product type*. There is also a text area for 'Add any comments (opt)' and a file upload section for 'Upload support/Reference files'. Below the form is a section for 'Add product attributes' with a list of attributes: Add product territory, Add INCI formulation, Add fragrances, Add product characteristics, Add microbiological details (checked), Add impurities, traces and packaging, Normal & reasonable foreseeable use, Add undesirable effects, and Information on the cosmetic product. Each attribute has an 'Add' button with a plus sign. The 'Add microbiological details' row is highlighted in pink and has an 'Edit' button. At the bottom right is a 'Save and continue' button.

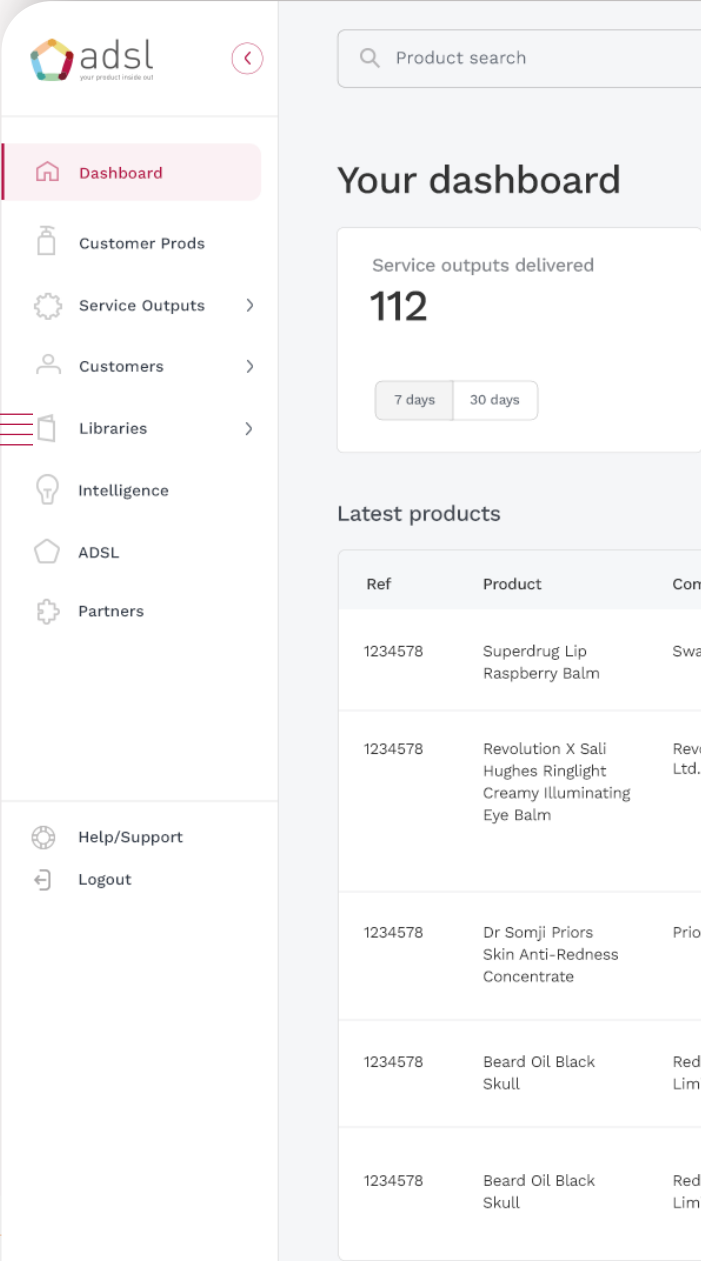
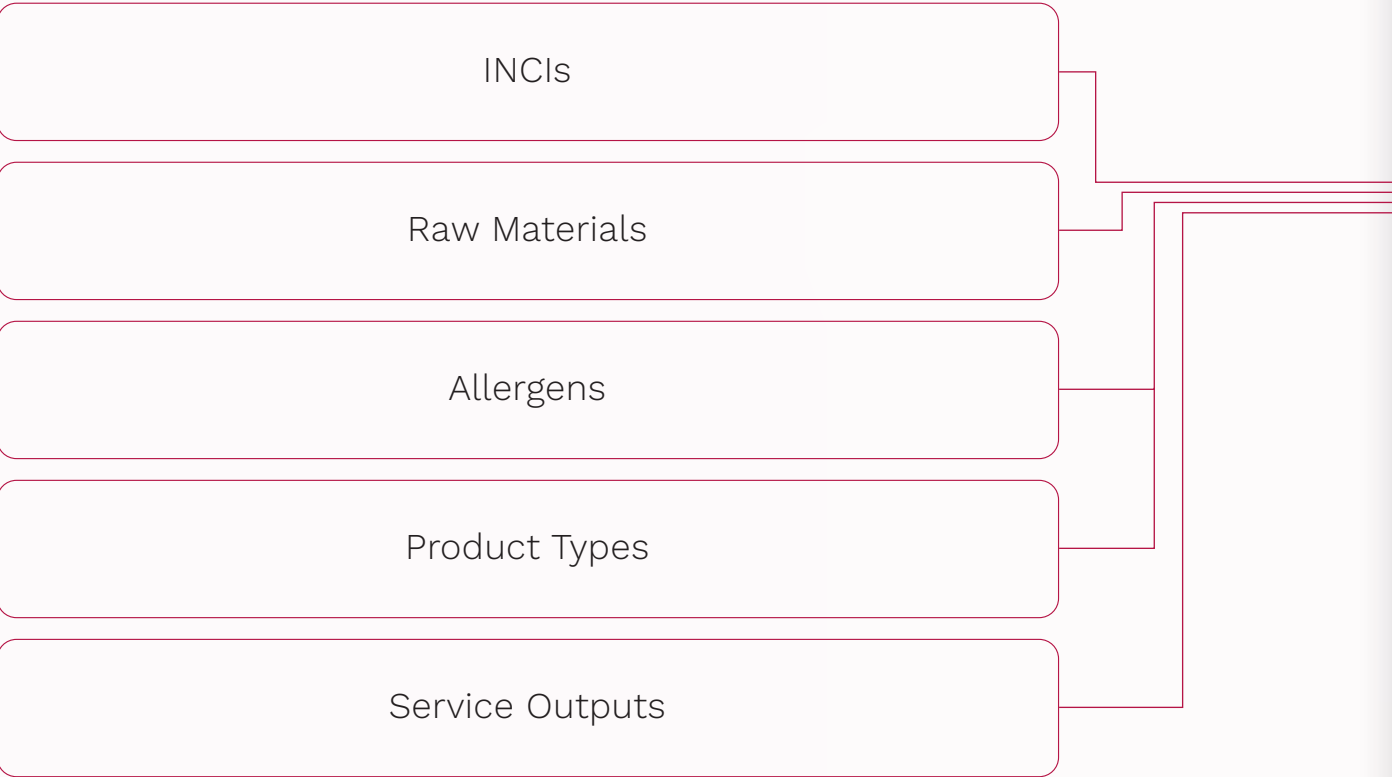
The system is a series of interconnected databases of user generated data and core ‘dictionary’ data. The creation of a product references multiple databases and is subsequently saved to relevant databases. It is vital the access rights and management of these databases is maintained effectively.



All user generated data (customer products, CPSRs etc...) is stored in accessible libraries. These include:



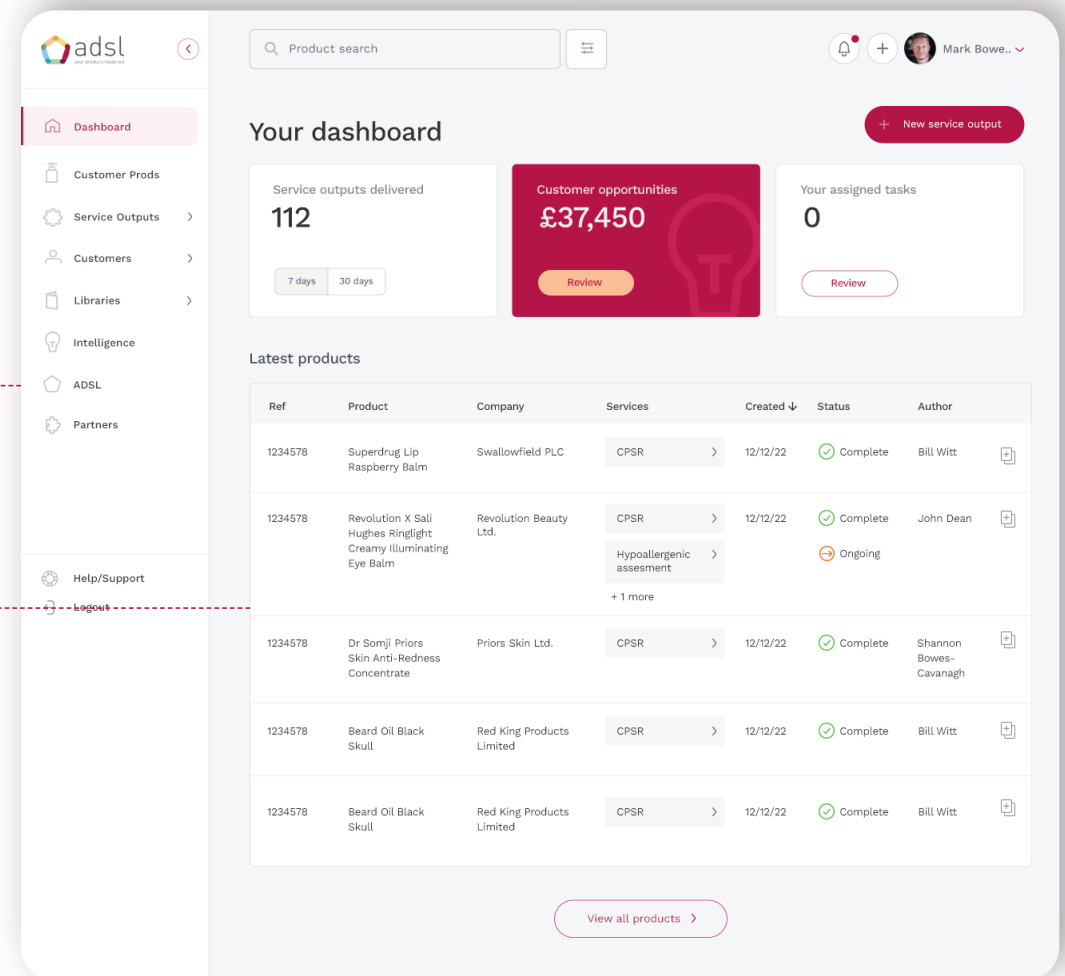
Core ‘dictionary’ data is stored in shared libraries that have restricted editability. These are referenced when generating products and service outputs.



The dashboard is the primary landing page and the left hand menu provides access to all data. The dashboard is a 'live' tracker of all new service outputs, providing an overview of all business activity.

System menu provides easy access to all stored databases.

Latest service outputs delivered are shown on a live chronological feed.



The customer product database shows a list of all customer products in the system. Against each product it shows the applied service outputs, with status and links through to view and access (on launch this will just reference CPSRS)

Product name and details

Applied service outputs

adsl
your product inside out

Dashboard

Customer Prods

Service Outputs

Customers

Libraries

Intelligence

ADSL

Partners

Help/Support

Logout

Product search

Product search

Mark Bowe...

Customer products

Create a new product

Lip balm

Clear X

3

View by recent

View by popularity

Ref	Product	Company	Services	Created ↓	Status	Author
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment	12/12/22	Complete Ongoing	John Dean
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment	12/12/22	Complete Ongoing	John Dean
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh

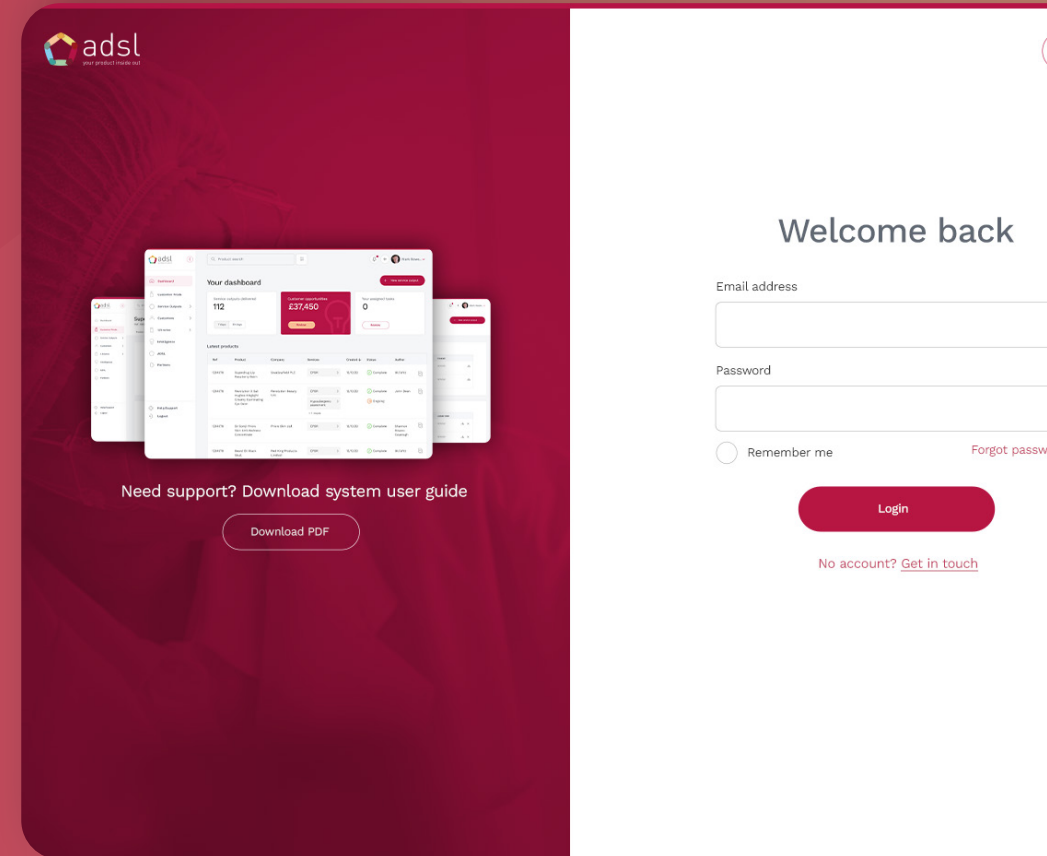
47,345 results 01 02 ... 10 11 >

The service output databases (initially just CPSRs) show all CPSRs that have been carried out. Importantly, the CPSRs and the products are now saved in separate databases to support the new system architecture (in the previous system products/CPSRs were saved as a single entry). Products contain all 'Part A' data and CPSRs are all 'Part B' data. They share the same system unique ID for ease of search.

Example CPSR entry showing ID, product name and status

Ref	Product	Company	Company user	Created	Modified	State	Author
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Pass	John Dean
12345	Superdrug Lip Balm cherry	Swallowfield	Claire Moon	12/12/23	12/12/23	Pass	John Dean
12345	Superdrug Lip Balm Strawberry	Swallowfield	Claire Moon	12/12/23	12/12/23	Provisional	John Dean
12345	Revolution Ice After shave	Revolution	Head office	12/12/23	12/12/23	Fail	John Dean
12345	Revolution face wash mint	Revolution	Head office	12/12/23	12/12/23	Pass	John Dean
12345	Lorem ipsum	Lorem	Claire Moon	12/12/23	12/12/23	Pass	John Dean
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Provisional	John Dean
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Fail	John Dean

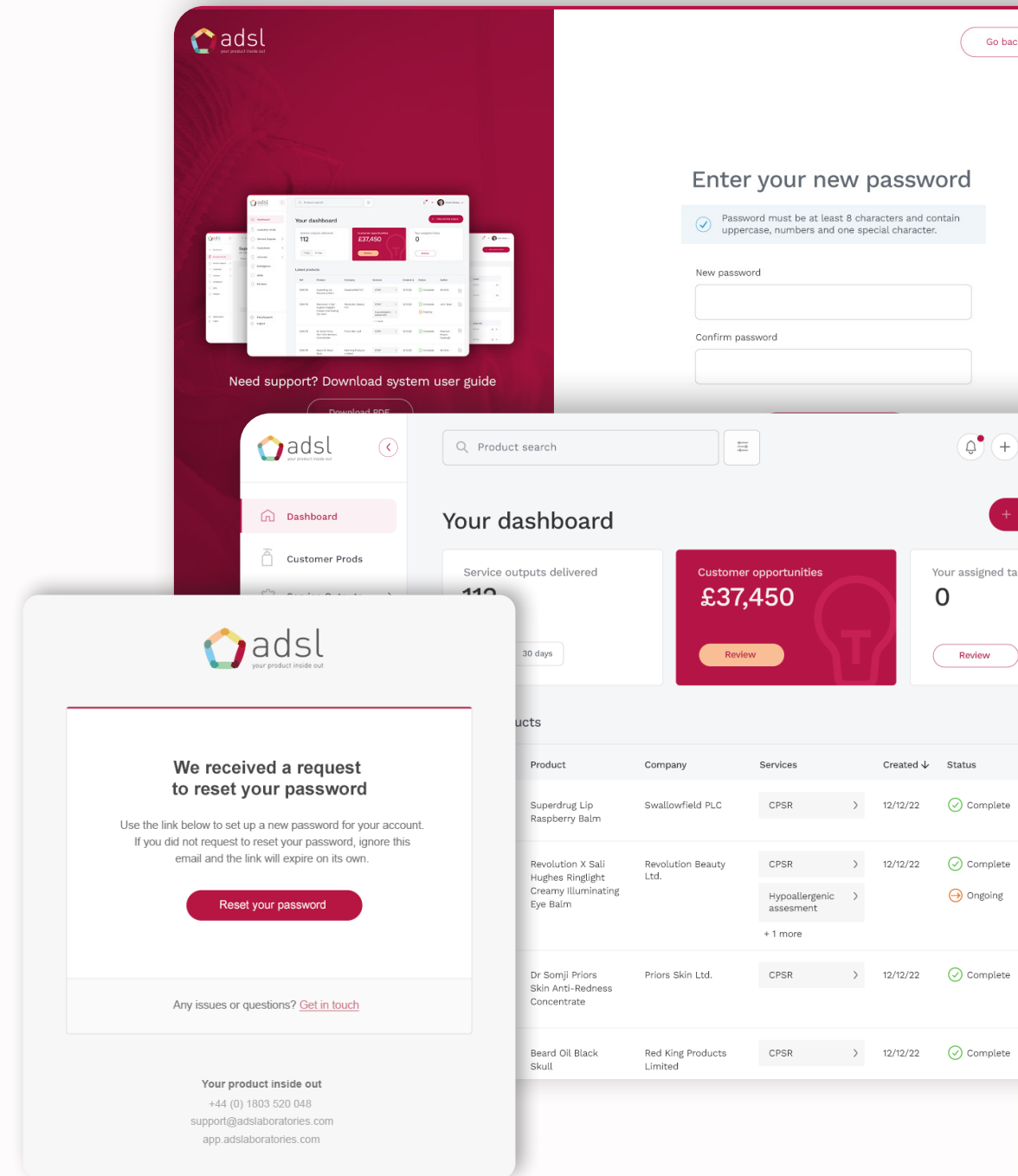
The system lives on a web hosted URL 'pms.adslaboratories.com' which is accessible to all users; remote or lab based. To login you simply need your email address and password. It is accessible on both desktop and mobile devices.



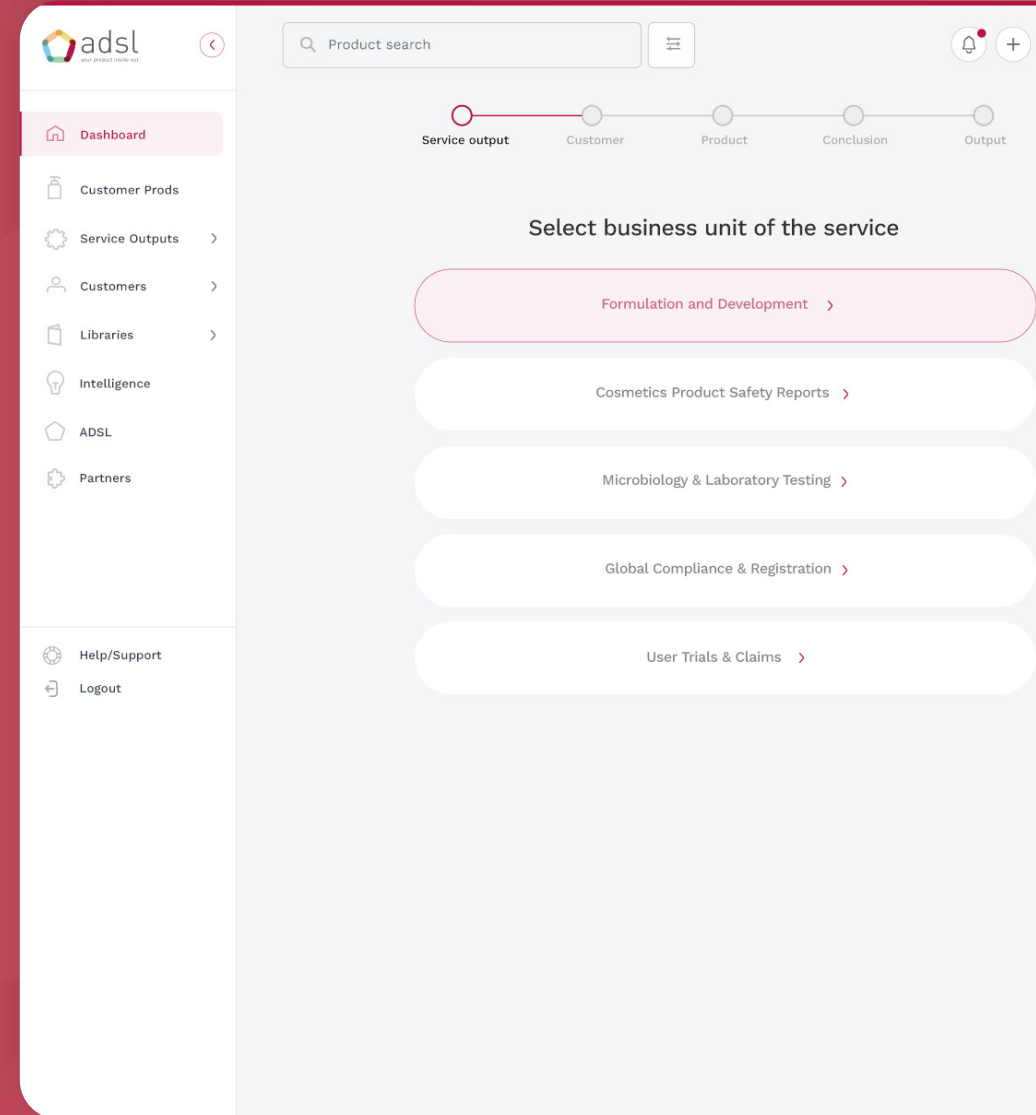
Logging in to the system

First time login

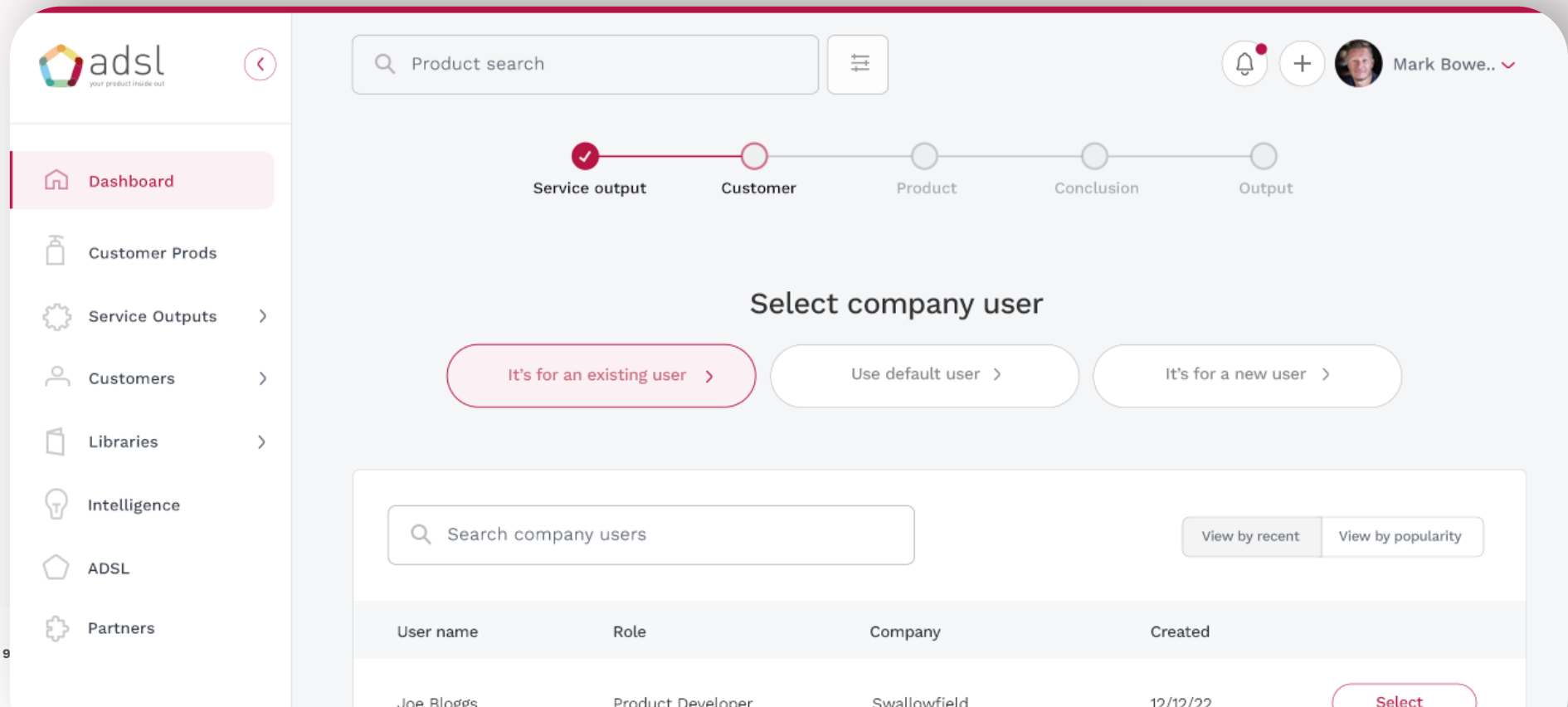
- You simply need to input your email and password.
- If you are logging in for the first time or have forgotten your password, then you can follow the steps to update:
 1. Click forgotten password
 2. It will ask for you company email address
 3. A link will be sent to your email address to resent your email, taking you back to the site to update.
 4. You will then need to login with new details.
- Once you login the default destination is the dashboard.



The primary call to action for the system is ‘create a new service output’. For launch the only service output option will be CPSRs, but the process for all will be the same. In the flow, the creation of a new company, company user, a product and CPSR can be done simultaneously.

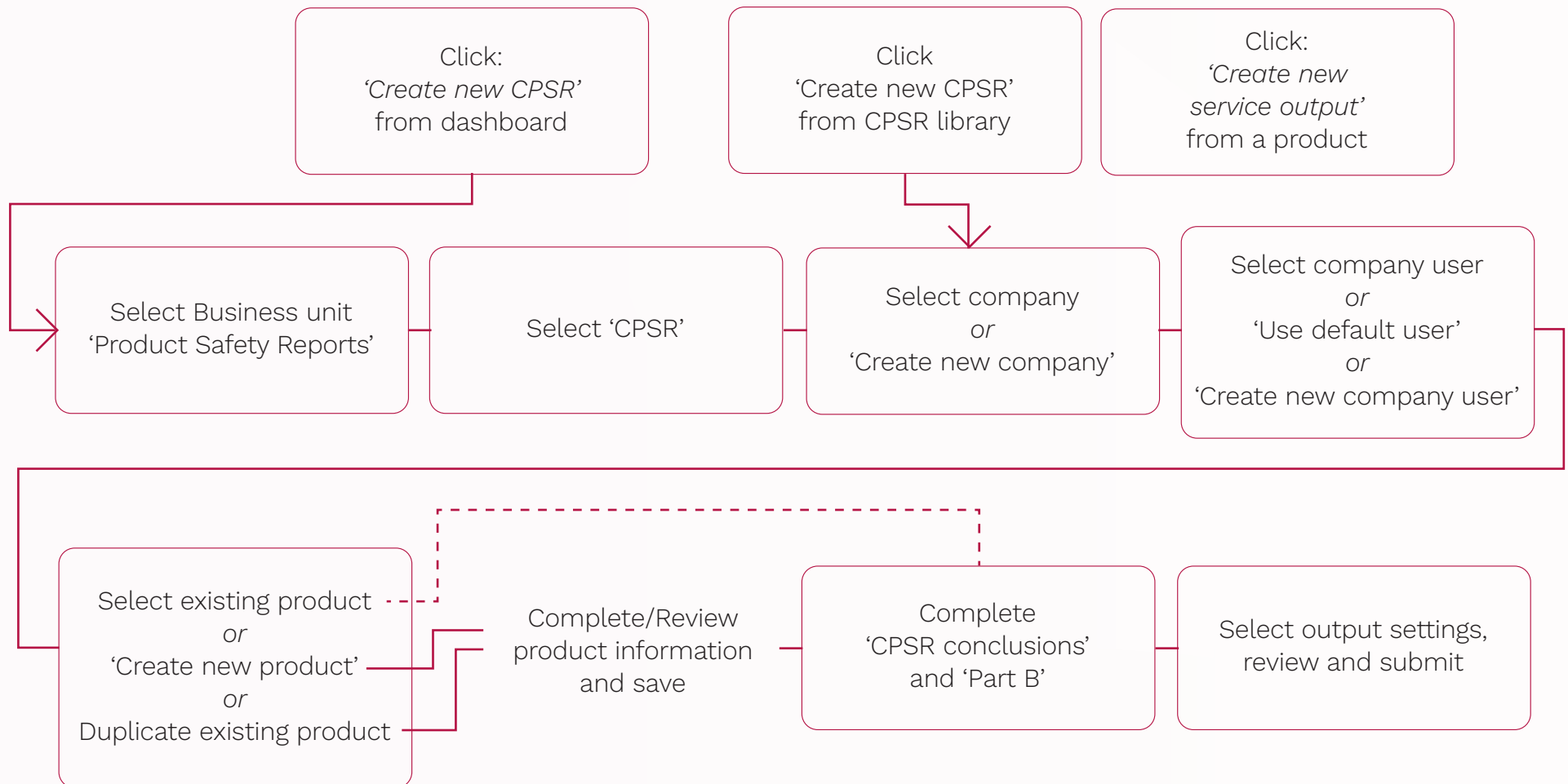


Creating a new CPSR follows a step by step process, the system guides you through, intuitively prompting you to add information. In the flow you will create a product, a CPSR and also potentially create a new company and/or new company user. All of these will get saved to their own databases.

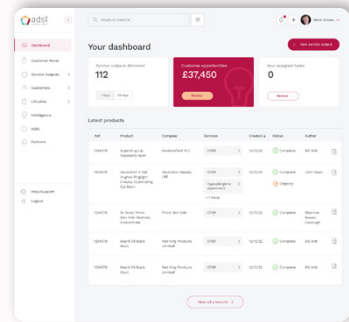


Generating a new CPSR overview

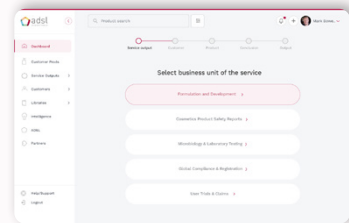
You can create a CPSR for a new product or choose an existing product. The process is as follows:



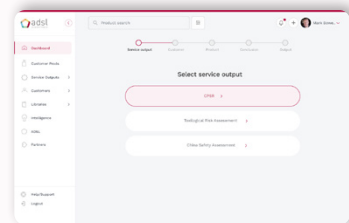
1. Create new service output



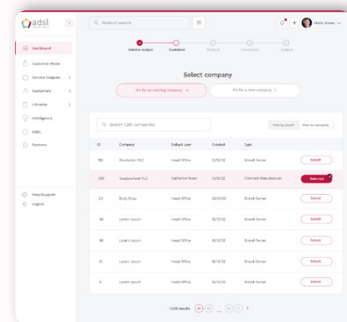
2. Select business unit



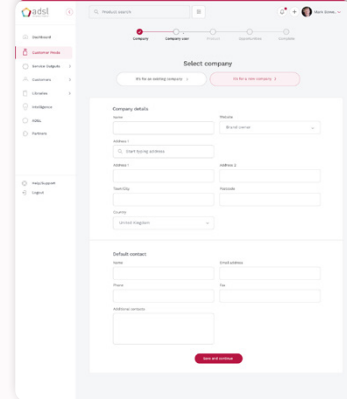
3. Select service output



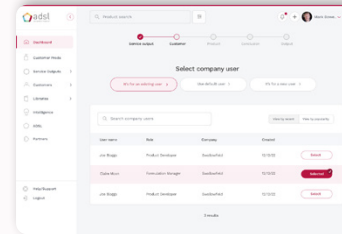
4. Select existing company



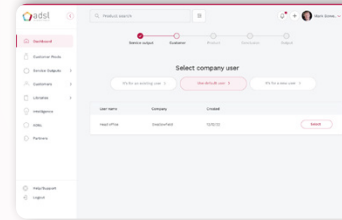
4. Create new company



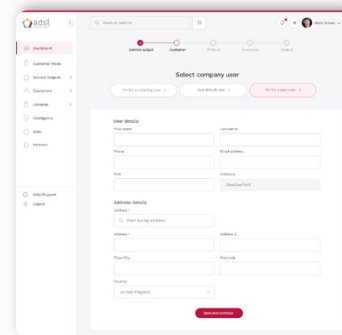
5. Select existing company user



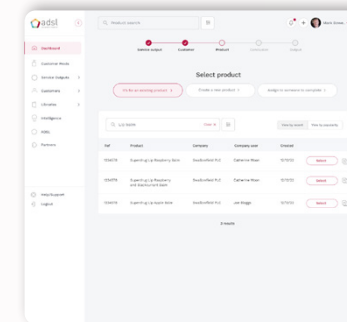
5. Use default company user



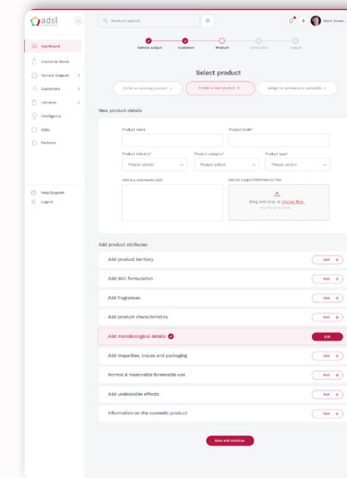
5. Create new company user



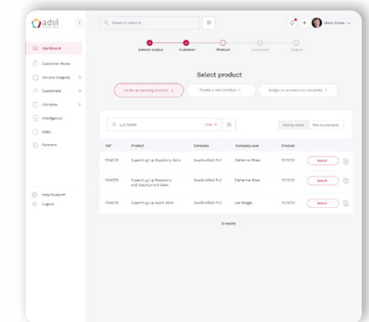
6. Select existing product



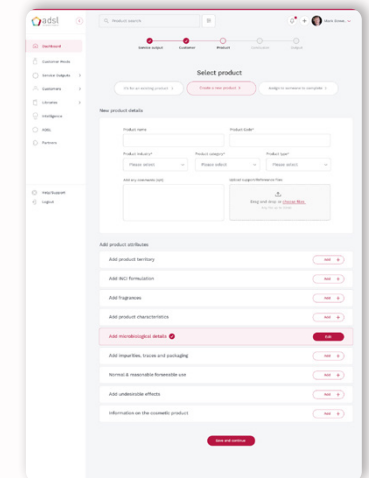
6. Create new product



7. Select existing product



6. Create new product



Step by step process to creating a CPSR

1. Click on new service output

- From dashboard, click the button top right or '+' very top right of screen
- From a product page, click 'create new service output' top right
- From CPSR database, click 'create new CPSR' top right

2. Select Business unit (initially just 'Cosmetic Product Safety Reports')

3. Select service output from options (initially just CPSR)

4. Choose company (two options)

- Opt 1: select from existing, searching the list
- Opt 2: Or create new company, which presents a simple company input form including default contact information.

5. Select company user (three options)

- Choose from existing (options will display users already registered to existing company, if any)
- Use default contact user (details registered to the company, e.g. Head Office)
- Create new company user (which autocratically be assigned d to the selected company), opening simple input form.

6: Select product (2 options)

- Select from existing products, it will display only products previously created for the company. *Skip to step 7*
- Create new product *Go to step 6b*
 - From scratch or
 - Duplicate existing using the duplicate icon end of each product line item, opening in pre-populated product in next step for review/adjusting.

6b. Continued - Create new product

- Input name and product code
- Select product type (important as dictates the daily exposure number used exposure/MoS calculations), selecting industry and category to refine search/options. *To create a new 'Product Type' see page XX*
- Optional: Upload any related documents and add additional notes about the product (anything you think another team member should be aware of)
- Add product attributes (*continued next page*)

Step by step process to creating a CPSR

6b. Continued - Create new product

- Add product attributes
 - **Select territory** - the regions the product will be sold, this data helps generate any INCI restrictions notifications Territories are pre-set but can be managed (see page 26). *Save and continue*
 - **Add INCI Formulation:** Search and add INCIs, inputting the % of ingredient in overall formulation. Green/Red highlight on the column to indicate progress. (Note: *Raw Materials library coming soon*) *Save and continue*
 - **Add Fragrances:** Optional if present in formulation, includes INCI formulation form. *Save and continue*
 - **Add product characteristics:** Including option to upload stability report, any docs uploaded at the start will appear as selectable options. *Save and continue*
 - **Add microbiological details:** Including option to upload preservative efficacy and plate count test/report results, any docs uploaded at the start will appear as selectable options. *Save and continue*
 - **Add Impurities, traces & packaging** *Save and continue*

- Add Normal & reasonably foreseeable use
Save and continue
- **Exposure to substance:** Dermal exposure set at 100% by default, review check/adjust as required. *Save and continue*
- **Add Undesirable effects & serious undesirable effects**
Save and continue
- **Add Information on the cosmetic product:**
Save and continue

7: CPSR conclusions and part B

- By default standard 'Assessment conclusion' statement appears on PDF outputs, but add any specific additional conclusions here to appear before it in output.
- Add/review Labelled warnings and instructions of use: any warnings that are applied legally to an INCI will automatically populate this field.
- Select status (pass, fail, provisional), default 'None'
- Select signature, yes by default (will display Marks signature and assessor details)

Step by step process to creating a CPSR

8. Output settings and review

- Select any branding options (initially none set up)
- Review invoice price, by default will show the CPSR/Service output guide price (see page 63) or option to a customer price as agreed with customer.

Save and continue

The screenshot displays the ADSL system interface for creating a new Service Output (CPSR). The top navigation bar includes the ADSL logo, a product search bar, and a user profile (Mark Bowe). A progress bar at the top indicates the current step is 'Output', with previous steps (Service output, Customer, Product, Conclusion) marked as complete.

The main content area is titled 'Output and review' and contains the following sections:

- Output settings:**
 - Branding: ADSL (default)
 - Co-branding: N/A
 - Language: English (default)
- Price:**
 - Type: Use guide price
 - Price GBP: £295
- Product:** A table listing products with columns for Ref, Product, Company, and Created. The first entry is Ref 1234578, Product Superdrug Lip Raspberry Balm, Company Swallowfield PLC, and Created New. An 'Edit/change' button is available for this entry.
- Company user:** A table listing users with columns for ID, Name, and Created. The first entry is ID 1234578, Name Claire moon, and Created 12/2/22. An 'Edit/change' button is available for this entry.

A 'Save and continue' button is located at the bottom right of the form.

Step by step process to creating a CPSR

9. Actions post submission

- Product saved to 'Customer product' database, CPSR added to CPSR database
- Download PDF
- **Optional:** Send direct to client, with email input field. Sends an email notification and download link to selected company contact/user (see page 25)
- **Optional:** Select internal status - 'Ready for customer' or 'Not to be sent to customer' and option to search/use ADSL email notification address, to let another member of team it is ready to be sent or not to be sent to a customer.
- **Optional:** Select to notify internal finance that job is complete and invoice can be sent. Options 'Ready for customer', 'Not to be sent to customer'.

The screenshot displays the ADSL web application interface. On the left is a sidebar menu with options: Dashboard, Customer Prods, Service Outputs, Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area shows a progress bar at the top with five steps: Service output, Customer, Product, Conclusion, and Output, all marked as complete. Below the progress bar, a message states "CPSR 1234567 successfully submitted". A table lists the submission details:

Ref	Product	Company	Services	Created ↓	Status	Author
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt

Below the table, there are three sections for post-submission actions:

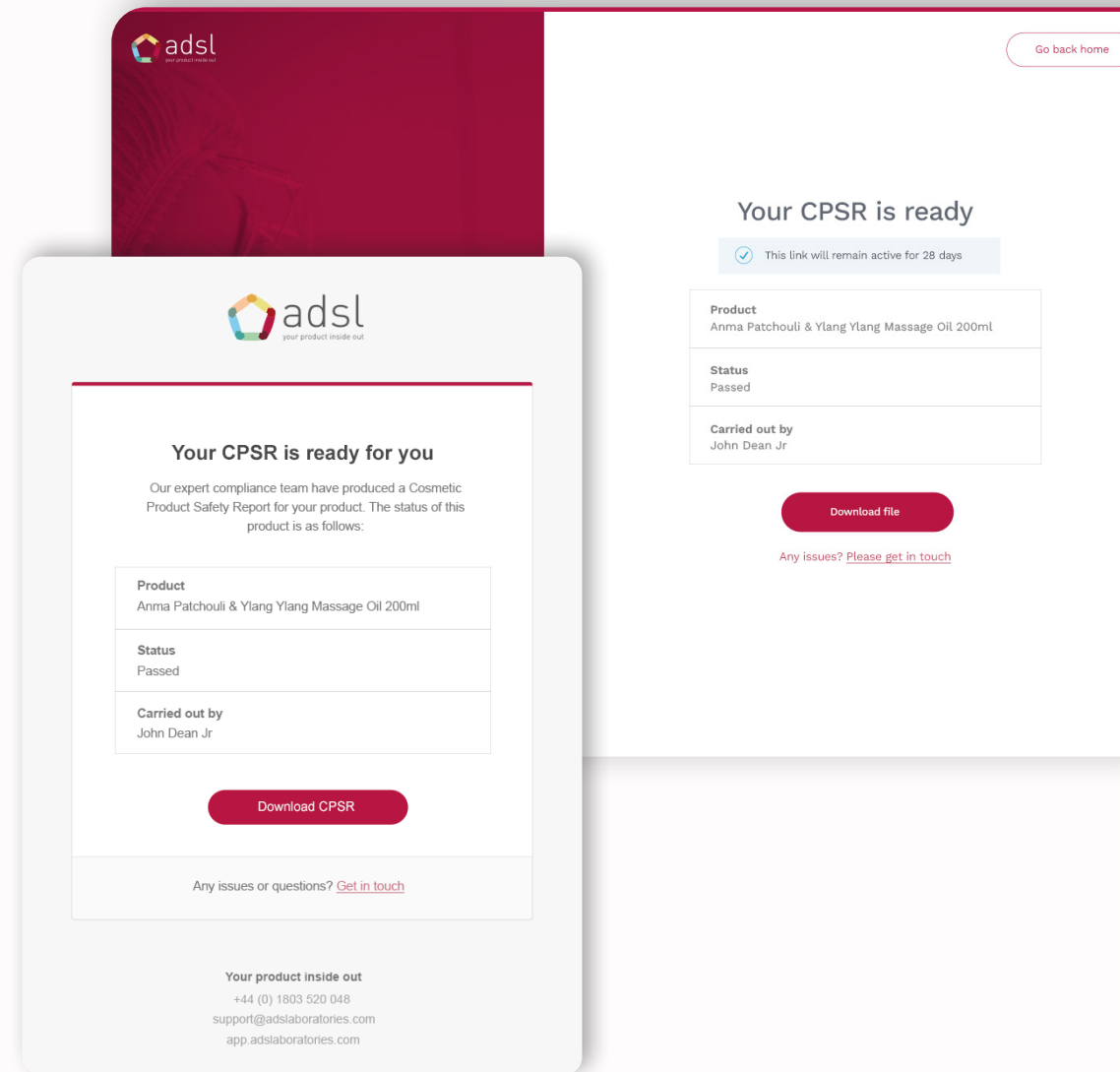
- Download:** A button labeled "Download CPSR 123456" with a download icon.
- Send PDF to customer?:** A text input field containing "claire.moon@swallowfield.com" and a "Send" button.
- Status:** A "Select status" dropdown menu set to "Ready for customer", a "Notify ADSL team member" text input field with a search icon and the text "Start typing email", and a "Notify" button.
- Invoice:** A "Select status" dropdown menu set to "Ready for customer", a "Notify ADSL team member" text input field containing "john.dean@adslaboratories.com", and a "Notified" button with a checkmark icon.

At the bottom right, there is a button labeled "Do another?".

Sharing CPSRs directly

Use the system to share files

- If you opt to send a file direct to the client post completion of the CPSR, then a direct download link will be sent to the customer via email.
- The link takes them to a dedicated download page where they can download the file.
- The link will remain active for 28 days.



CPSR territories

Managing territory data

- All territories have been imported from the previous system, and are available when creating a new CPSR/ Product.
- Selecting a territory will assign relevant description statement to cover of CPSR PDF alongside the standard EU regulatory statement.
- Territories are saved and managed with in Admin > Territories. Each entry has three fields:
 - Name
 - Special - any specific countries within the territory that need to be noted (see EU&UK or ASEAN as reference)
 - Description - this give you control of the statement that would appear on the cover sheet of all CPSR output PDFs (e.g. *This product safety assessment has also been undertaken in respect of the following additional territories: ANTIGUA, ASEAN (Brunei, Cambodia, Indonesia, Laos, Malaysia West, Philippines, Sarawak (My East), Singapore, Thailand, Vietnam), AUSTRALIA, BAHRAIN, BERMUDA, BOTSWANA, USA*)

The screenshot shows the ADSL product creation interface. The top navigation bar includes the ADSL logo, a product search bar, and a user profile (Mark Bowe). A progress bar at the top indicates the current stage is 'Output' (marked with a red circle), with previous stages 'Service output', 'Customer', 'Product', and 'Conclusion' marked with red checkmarks.

The main section is titled 'Output and review'. It contains the following sections:

- Output settings:**
 - Branding: ADSL (default) (dropdown)
 - Co-branding: N/A (dropdown)
 - Language: English (default) (dropdown)
- Price:**
 - Type: Use guide price (dropdown)
 - Price GBP: £295 (text input)
- Product:**

Ref	Product	Company	Created	
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	New	Edit/change
- Company user:**

ID	Name	Created	
1234578	Claire moon	12/2/22	Edit/change

A red 'Save and continue' button is located at the bottom right of the form.

All products created in the system will be added to a 'Customer products' database. You can access and review each product, seeing all files, all outputs and assigned opportunities to fuel the business intelligence data collation need going forward.

Customer products

Search: Lip balm

Ref	Product	Company	Services	Created ↓	Status
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment + 1 more	12/12/22	Complete Ongoing
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment + 1 more	12/12/22	Complete Ongoing
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete

Customer product database

Searchable Database

- All products are listed chronologically. You can search within the table by keyword/ref to find a product or sort the columns.
- Each product on the table shows the related service outputs that have been carried out with direct links and statuses (future development will inform on ongoing test such stability reports)
- Global/site wide search as listed top of the app allows easy search/location (see page 69)
- Edit icon available at the end of each product listing takes you through to details page. Equally you can click on the product name on the table.
- Duplicate icon at end of each product listing copies/duplicate the product (all assigned service outputs do not get copied, just the base product)

The screenshot displays the ADSL Customer Products interface. On the left is a sidebar with navigation options: Dashboard, Customer Prods (selected), Service Outputs, Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main area shows a search bar with 'Lip balm' and a 'Clear X' button. Below the search bar is a table of customer products. The table has columns: Ref, Product, Company, Services, Created, Status, and Author. The results show multiple entries for 'Lip balm' products from various companies like Swallowfield PLC, Revolution Beauty Ltd., and Priors Skin Ltd. Each entry lists the product name, company, services (CPSR, Hypoallergenic assesment), creation date (12/12/22), status (Complete, Ongoing), and author. At the bottom, it indicates '47,345 results' and shows pagination controls (01, 02, ..., 10, 11).

Ref	Product	Company	Services	Created	Status	Author
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment	12/12/22	Complete Ongoing	John Dean
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment	12/12/22	Complete Ongoing	John Dean
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh

Product details and functions

Product details

- All details as added when the product was created are accessible from the detail page. Level 2-1 users can access and edit product details. Any changes to an INCI formulation are not actionable.
- Create new service output for product call to action button tip right, takes user to the flow to start the process as defined in step 1 on page 17.

The screenshot displays the ADSL Customer Products interface. The left sidebar contains navigation links: Dashboard, Customer Prods (active), Service Outputs, Customers, Libraries, Intelligence, ADSL, and Partners. Below these are Help/Support and Logout. The main content area shows the product details for 'Superdrug Lip Balm Lime' (Ref: 890123). The top right includes a search bar, a user profile (Mark Bowe), and a '+ New service output' button. The product details section includes fields for Product name, Product Code*, Product industry*, Product category*, and Product type*. Below these is a text area for 'Add any comments (opt)'. The 'Product attributes' section lists various attributes with 'View/edit' buttons: Product territory, INCI formulation, Fragrances, Product characteristics, Microbiological details, Impurities, traces and packaging, Normal & reasonable foreseeable use, Undesirable effects, and Information on the cosmetic product. An 'Update' button is at the bottom right.

adsl and product made out

Product search

Mark Bowe..

Superdrug Lip Balm Lime

Ref: 890123

+ New service output

Product details | Product files | Modification history | Outputs & opportunities

Product name: Superdrug Lip Balm Lime

Product Code*: 123456

Product industry*: Cosmetics & Personal Care

Product category*: Make-Up

Product type*: Lip Balm or Cream

Add any comments (opt)

Product attributes

Product territory	View/edit
INCI formulation	View/edit
Fragrances	View/edit
Product characteristics	View/edit
Microbiological details	View/edit
Impurities, traces and packaging	View/edit
Normal & reasonable foreseeable use	View/edit
Undesirable effects	View/edit
Information on the cosmetic product	View/edit

Update

Product file storage

File storage

- A repository for all product files, generated or supplied can be saved/stored here so accessing a product will give you access to all information.
- All service output files will be displayed and downloadable from the top. Over time all service outputs on a product will add up, handy location to access in one go.
- Any supplied reference files will be saved at the bottom, including any reports/tests results supplied by the customer and used in the creation of a CPSR.
- File storage designed to replace the shared GoogleDrive currently being used.

The screenshot displays the ADSL Customer Products interface. The left sidebar contains navigation links: Dashboard, Customer Prods (active), Service Outputs, Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Superdrug Lip Balm Lime' with reference number 'Ref: 890123'. Below the title are tabs for Product details, Product files (active), Modification history, and Outputs & opportunities. A 'New service output' button is visible in the top right. The 'Service outputs' section contains a table with two rows of PDF files, each with a download icon. The 'Reference/Supplied files' section contains a similar table with two rows, each with download and delete icons. At the bottom, there is an 'Upload support/Reference files' section with a dashed box for file upload and a 'choose files' link.

Service outputs

File name	File size	Created	
CPSR_12345678.pdf	3.2mb	12/12/22	Download
Hypoallergenic_Assessment_123456789.pdf	3.2mb	12/12/22	Download

Reference/Supplied files

File name	File size	Upload date		
CPSR_12345678.pdf	3.2mb	12/12/22	Download	Delete
Hypoallergenic_Assessment_123456789.pdf	3.2mb	12/12/22	Download	Delete

Upload support/Reference files

Drag and drop or [choose files](#)
Any file up to 30mb

Outputs and opportunities

Outputs

- Top of page lists all service outputs carried out on the product. Links through to related service output record/pages.

Additional service output Opportunities

- Option to add potential service output opportunities against a product. A filterable list of all service outputs, you can select ones which are relevant and could/should be a potential opportunity for cross sell service. This will help define missed revenue and highlight where ADSL could be doing more with the existing customers.
- Default options can/will be set for the selected product type (see page 59), pre-populating the opportunities for the individual product here, but you have ability to adjust, adding/removing as wanted.
- Lead types are optional, but separated by two classes,
 - Mandatory - any test that would need to be carried out legally on the product type
 - Recommended - Any service outputs the user thinks could be carried out by ADSL, perhaps driven by customer insight (i.e. they maybe doing stability tests with Eurofins, but ADSL could provide that instead).
- Status against each lead will be adjusted/changed as people review or follow up (sales process to be determined as system grows)
- Shows revenue potential based on service output guide prices.

The screenshot displays the ADSL Customer Products interface. The left sidebar contains navigation links: Dashboard, Customer Prods (active), Service Outputs, Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Superdrug Lip Balm Lime' with reference 'Ref: 890123'. Below the title are tabs for Product details, Product files, Modification history, and Outputs & opportunities (active). The 'Outputs & opportunities' section is divided into two parts: 'Completed service outputs' and 'Additional service output opportunities'.

Completed service outputs

Services	Ref	Company user	Created	Status	Author
CPSR	1234578	Claire Moon	12/12/22	Complete	Bill Witt
Hypoallergenic Assessment	1234578	Claire Moon	12/12/22	Complete	Bill Witt

Additional service output opportunities

Business unit: Formulation & development | Category: All | Export rep

Business unit	Category	Service output	Lead type	Status	Guide price	Invoice
Formulation & development	Compatability testing	Non-Standard compatability testing	Mandatory	Lead	£250	
Formulation & development	Compatability testing	pH Spec testing	Recommended	Rejected	£250	
Formulation & development	Compatability testing	Viscosity testing	N/A		£250	
Formulation & development	Pilot production	Lab Scale Pilot Production	Mandatory	Complete	£250	£250
Formulation & development	Product Development	Food & Nutrition Product Development - Oils	N/A		£250	
Formulation & development	Product Development	Household Product Development - Candles	N/A		£250	

Create new product

New product step by step process

- Call to action button top right of table.
- Follows same steps as creating a product in the CPSR process, adding details and product attributes. Each product gets saved to the customer product database whether it has a service output carried out on it or not.
(see page set 6b on page 19)

adsl and product made out

Product search

Company Company user Product Opportunities Complete

Creat new product

Product name

Product Code*

Product industry*

Product category*

Product type*

Add any comments (opt)

Upload support/Reference files

Drag and drop or [choose files](#)

Any file up to 30mb

Add product attributes

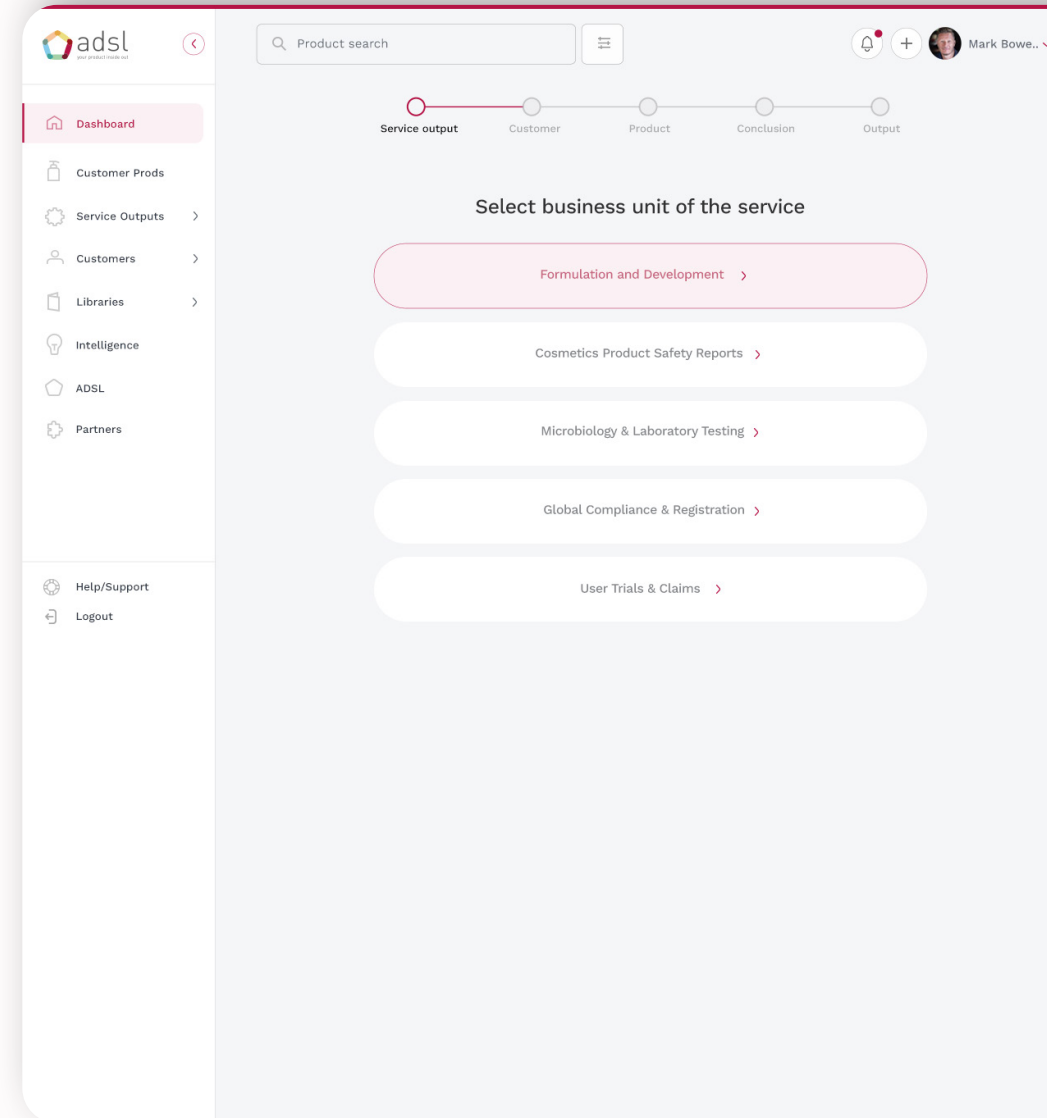
Add product territory	Add +
Add INCI formulation	Add +
Add fragrances	Add +
Add product characteristics	Add +
Add microbiological details ✓	Edit
Add impurities, traces and packaging	Add +
Normal & reasonable foreseeable use	Add +
Add undesirable effects	Add +
Information on the cosmetic product	Add +

Save and continue

Create new service output for product

Step by step process

- Call to action button top right of table.
- Follows same steps as creating a product in the CPSR process, adding details and product attributes. Each product gets saved to the customer product database whether it has a service output carried out on it or not.



The system provides improved customer/company detail management. Every product now has to be assigned to a company, therefore there is saved reference of all companies accessible and available. With an ambition to increase business/revenue from existing customers, additional data allows you to see an overview of all company activity and identify potential opportunities.

adsl
your product inside out

Product search

Companies

Lip balm Clear X

View by recent

Company	Default contact	Last active	Type	Country	City
Swallowfield PLC	Head office	12/12/22	Contract manufactirer	UK	Bristol
Revolution	Head office	12/12/22	Contract manufactirer	UK	Bristol
Body shop	Amanda Lynn	12/12/22	Contract manufactirer	UK	London
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Manchester
Lorem ipsum	Joe Bloggs	12/12/22	Brand Owner	ES	Madrid
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol

47,345 results 01 02 ... 10 11 >

Company database

Searchable Database

- All companies are listed alphabetically. You can search within the table by keyword/ref to find a CPSR or sort the columns to view chronologically.
- Each company on the table lists the name, default contact, type, country and region.
- Edit icon available at the end of each company listing takes you through to details page. Equally you can click on the name on the table.
- Companies can be created and saved in the flow of creating a product /CPSR
- 'Create new company' call to action top right allows you to create a company, opening a simple form with all required details.

The screenshot displays the 'ADSL' application interface. The sidebar on the left contains navigation links: Dashboard, Customer Prods, Service Outputs, Customers (selected), Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main area is titled 'Companies' and includes a search bar with the text 'Lip balm'. Below the search bar is a table of company records. The table has columns for Company, Default contact, Last active, Type, Country, and City. The records include 'Swallowfield PLC', 'Revlution', 'Body shop', and several 'Lorem ipsum' entries. Each row has an edit icon at the end. At the bottom right, it indicates '47,345 results' and shows pagination controls with buttons for 01, 02, 10, and 11.

Company	Default contact	Last active	Type	Country	City
Swallowfield PLC	Head office	12/12/22	Contract manufactirer	UK	Bristol
Revlution	Head office	12/12/22	Contract manufactirer	UK	Bristol
Body shop	Amanda Lynn	12/12/22	Contract manufactirer	UK	London
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Manchester
Lorem ipsum	Joe Bloggs	12/12/22	Brand Owner	ES	Madrid
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol
Lorem ipsum	Head office	12/12/22	Brand Owner	UK	Bristol

47,345 results 01 02 ... 10 11 >

Company entry details

Increased data options

- Each company has core details listed inc:
 - Name
 - Type of business classification
 - Address (inc county and country)
 - Default contact details (inc name, phone, email and website to provide more detailed reference)
- To make any updates to company details, simply adjust and click save at the bottom of the form.

Self service (coming soon)

- Not available on launch, however there will be an option to create a 'self service' account for users, allowing them to upload job requests, supply information through the system and access reports.

The screenshot displays the ADSL system interface for editing company details. The left sidebar contains navigation links: Dashboard, Customer Prods, Service Outputs, Customers (highlighted), Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Swallowfield PLC' with reference 'Ref: 890123'. Below the title are tabs for 'Company details' (active), Products, Company users, Opportunities/Interests, and File storage. The form is divided into three sections: 'Details', 'Default contact details', and 'Self service account'.

Details

Company name	Company type
	Contract manufacture
Find address	
Start typing address	
Address 1	Address 2
123456	123456
City/Town	County
Lorem ipsum	Somerset
Postcode	Country
BA1 2RS	UK

Default contact details

Phone	Fax
Lorem ipsum	Lorem ipsum
Responsible contact	Email
Lorem ipsum	Lorem ipsum
Website	
Lorem ipsum	

Self service account

State	Create account
Not created/required	

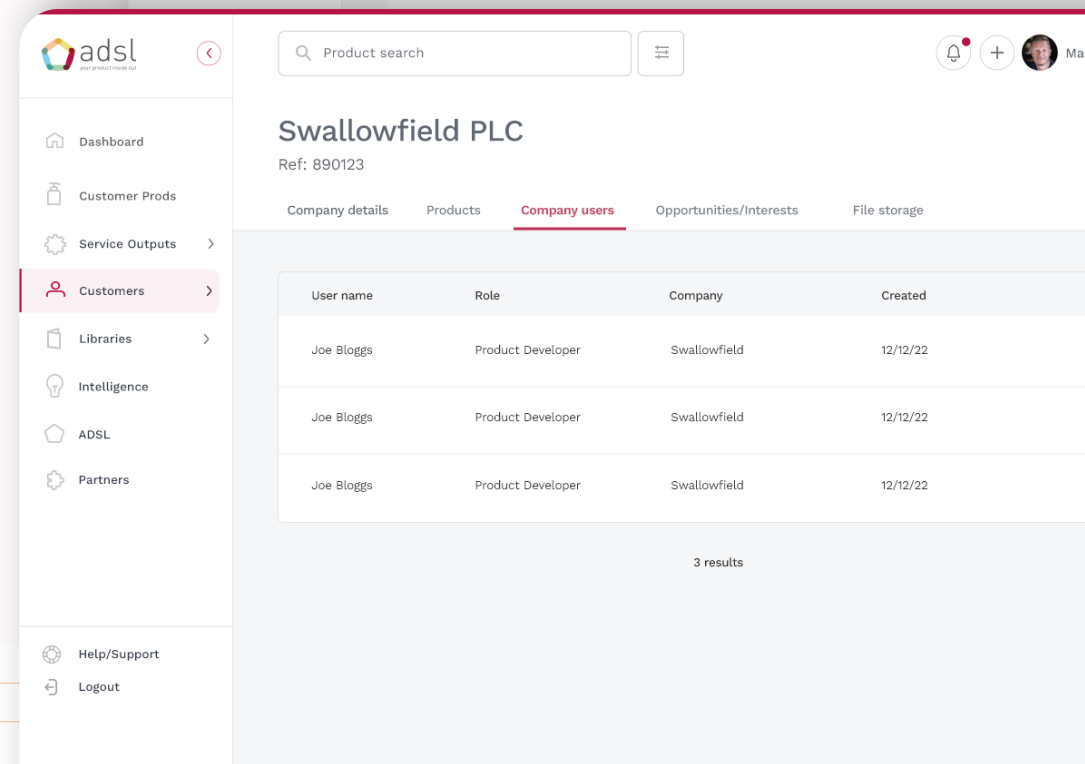
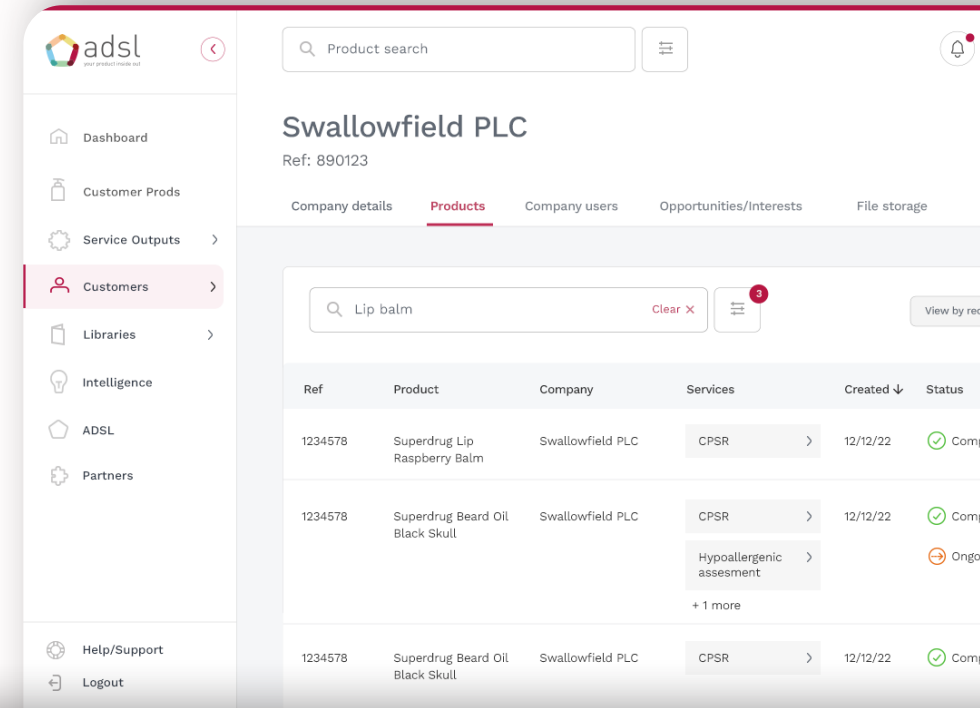
Company entry details - Products & users

Record of all products

- All products that have been created and assigned to a company will be available to view from the company page (2nd tab). All products are displayed as standard, showing you all details and all completed service outputs for each.
- This gives a good snap shot of the activity of a single company without the need to search through separate databases.

Company users

- The third tab also shows a list of all assigned company users. Company users are people who work for the company and manage products. A single company could have multiple company users, i.e. Joe Bloggs and Jane Doe work for 'Swallowfield', Joe manages all hair care products, Jane manages all make up products.
- The list is a reference and each user has their own details page and which can then be updated if required.
- The ownership of a single product can be reassigned to different company users, e.g. if Joe leaves and Jane takes on the ownership of all his products, they can be reassigned on the system if required.



Company entry details - File storage

Additional quick access

- Against a single product, you can see all related files. However if looking at a company, there is a file storage section which collates all reports created for all products owned by the company.
- Allows you to quickly access and view all historic service outputs and to collate them together if required.
- All reference files will be available to, again as an optional alternative to viewing by single product.

The screenshot displays the ADSL web application interface. On the left is a navigation sidebar with options: Dashboard, Customer Prods, Service Outputs, Customers (highlighted), Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main header includes the ADSL logo, a product search bar, and user profile icons. The main content area is titled 'Swallowfield PLC' with reference number '890123'. Below this are tabs for 'Company details', 'Products', 'Company users', 'Opportunities/Interests', and 'File storage' (which is active). The 'File storage' section contains two tables: 'Service outputs' and 'Reference/Supplied files'. Both tables list PDF files associated with 'Suyperdrug Cherry lip balm' products, showing file names, sizes (3.2mb), and creation/upload dates (12/12/22). The 'Service outputs' table has a 'Created' column, while the 'Reference/Supplied files' table has an 'Upload date' column and download icons.

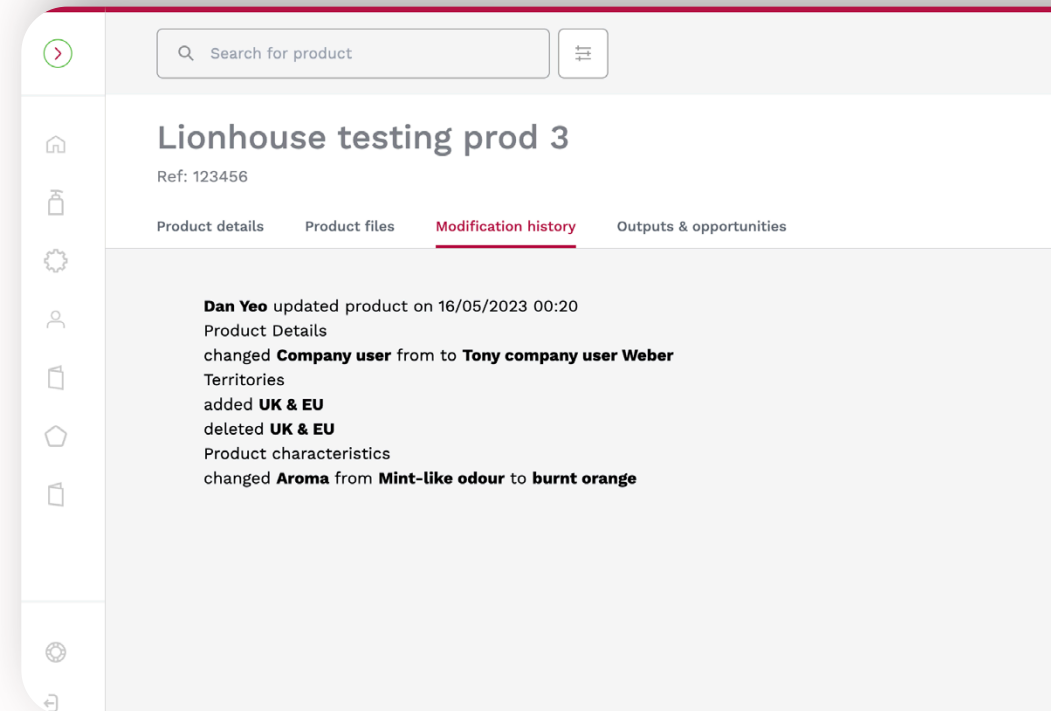
File name	Product	File size	Created
CPSR_12345678.pdf	Suyperdrug Cherry lip balm	3.2mb	12/12/22
Hypoallergenic_Assessment_123456789.pdf	Suyperdrug Cherry lip balm	3.2mb	12/12/22
CPSR_12345678.pdf	Suyperdrug Cherry lip balm	3.2mb	12/12/22
Hypoallergenic_Assessment_123456789.pdf	Suyperdrug Cherry lip balm	3.2mb	12/12/22
CPSR_12345678.pdf	Suyperdrug Cherry lip balm	3.2mb	12/12/22
Hypoallergenic_Assessment_123456789.pdf	Suyperdrug Cherry lip balm	3.2mb	12/12/22

File name	Product	File size	Upload date	
Loremipsumolr_12345.pdf	Suyperdrug Cherry lip balm	3.2mb	12/12/22	Download
Loremipsumolr_12345.pdf	Suyperdrug Cherry lip balm	3.2mb	12/12/22	Download

Company entry details - modification history

Record of changes

- The third tab is a record of any modifications/changes made to a product after the initial creation. E.g. a company user change, a change to an aroma note etc...
- Any mods are detailed against the user who made the change so there is a record and contact for questions if required.
- Major changes to an INCI formulation would be possible, but from an operational view it is down to ADSL discretion as to whether a new product would need to be created in place.
- Any modifications to a product will results with an option to resubmit available on a CPSR page ([see page 40](#))



Company create new

Process

- Creating a new company record can be done in two ways:
 1. In the flow of creating a service output/CPSR, you have an option to create a new company, where it opens the new company form which contains all required details.
 2. By going to the company database and clicking 'create new company' button top right. This opens the same form and allows you to create a company record independently.
- Required fields:
 - Name
 - Type of business classification
 - Address (inc county and country)
 - Default contact details (inc name, phone, email and website to provide more detailed reference)

adsl

Product search

Company Complete

Create new company

Company details

Name Website

Brand owner

Address 1 Address 2

Start typing address

Town/City Postcode

Country

United Kingdom

Default contact

Name Email address

Phone Fax

Additional contacts

Create company

Company users

Searchable Database

- Company users are assigned to companies, but this database shows all records of users.
- All company users are listed alphabetically. You can search within the table by keyword/ref to find a user or sort the columns to view chronologically.
- Each company user on the table lists the name, company, job role, phone and email.
- Edit icon available at the end of each company user listing takes you through to details page. Equally you can click on the name on the table.
- Company users can be created and saved in the flow of creating a product /CPSR
- 'Create new company user' call to action top right allows you to create a company, opening a simple form with all required details.

The screenshot displays the 'Company users' section of the ADSL application. The sidebar on the left contains navigation links: Dashboard, Customer Prods, Service Outputs, Customers (selected), Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area has a header with a search bar and a 'Create a new company user' button. Below this is a table listing company users with columns: Name, Company, Role, Phone, Email, and Created. The table contains 10 rows of data, including real names like 'Claire Moon' and 'Joe Bloggs', and placeholder names like 'Lorem ipsum'. Each row has an edit icon at the end. At the bottom, a pagination bar indicates '221 results' and shows page numbers 01, 02, ..., 10, 11.

Name	Company	Role	Phone	Email	Created
Claire Moon	Swallowfield PLC	Product manager	01234 567 890	claire.moon@swallowfieldplc.com	12/12/22
Joe Bloggs	Revolution	Product developer	01234 567 890	Joebloggs@revlution.co.uk	12/12/22
Amanda Lynnn	Body shop	Product developer	01234 567 890	amandalynnn@bodyshop.com	12/12/22
Lorem ipsum	Lorem ipsum	Product developer	01234 567 890	lorem@ipsum.com	12/12/22
Lorem ipsum	Lorem ipsum	Product developer	01234 567 890	lorem@ipsum.com	12/12/22
Lorem ipsum	Lorem ipsum	Product developer	01234 567 890	lorem@ipsum.com	12/12/22
Lorem ipsum	Lorem ipsum	Product developer	01234 567 890	lorem@ipsum.com	12/12/22
Lorem ipsum	Lorem ipsum	Product developer	01234 567 890	lorem@ipsum.com	12/12/22
Lorem ipsum	Lorem ipsum	Product developer	01234 567 890	lorem@ipsum.com	12/12/22
Lorem ipsum	Lorem ipsum	Product developer	01234 567 890	lorem@ipsum.com	12/12/22

221 results 01 02 ... 10 11 >

Company user entry details

Increased data options

- Each company user has core details listed inc:
 - Name
 - Job role
 - Email
 - Phone
 - Address (optional)
- To make any updates to company user details, simply adjust and click save at the bottom of the form.

Record of all products

- All products that have been created and assigned to a company user will be available to view from the company page (2nd tab). All products are displayed as standard, showing you all details and all completed service outputs for each.
- This gives a good snap shot of the activity of a single company user without the need to search through separate databases.

The screenshot displays the ADSL system interface. On the left is a sidebar menu with options: Dashboard, Customer Prods, Service Outputs, Customers (highlighted), Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area shows the profile for 'Claire Moon' (Ref: 123) with tabs for 'User details' and 'Assigned products' (selected). Below the tabs is a search bar with 'Lip balm' and a 'Clear X' button. To the right of the search bar are 'View by recent' and 'View by popularity' buttons. The main section contains a table of assigned products.

Ref	Product	Company	Services	Created	Status	Author
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Superdrug Beard Oil Black Skull	Swallowfield PLC	CPSR	12/12/22	Complete	John Dean
			Hypoallergenic assesment		Ongoing	
			+ 1 more			
1234578	Superdrug Beard Oil Black Skull	Swallowfield PLC	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh
1234578	Superdrug Beard Oil Black Skull	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Superdrug lorem ipsum dolor shampoo apple	Swallowfield PLC	CPSR	12/12/22	Complete	John Dean
			Hypoallergenic assesment		Ongoing	
			+ 1 more			
1234578	Superdrug lorem ipsum dolor shampoo apple	Swallowfield PLC	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh

At the bottom of the page, there is a footer with '43' on the left and a box containing 'VERSION: 1.1' and 'STAGE 1: MV'.

Historic 'company' data connected to products/CPSRs

Resolved conflict

- In the old back office system, it was possible to create a new product and add company details, however that company would not be saved in the company database. It would only exist in the CPSR/Product record. This was the case for approx 1,500 companies.
- With improved protocols in the new system, every product has to be assigned to a company, therefore any company data that was only recorded against a CPSR/Product has been imported and a company record created.
- This company data was in a mix of formats and not consistent, so as a workaround for these 1,500 approx companies that have now been created there is an additional field called 'Full address from old platform'. This can be now cleansed and assigned to relevant fields if wanted.
- This does not affect the ability to submit/access historic CPSRs relate to the companies, they remain as are.

The screenshot shows a web application interface for 'AMPHORA AROMATICS' (Ref: 532). The page has a sidebar with navigation icons and a top search bar. The main content area displays the 'Company details' section with the following fields:

- Company name:** AMPHORA AROMATICS
- Full address from old platform:** UNITY STREET ST PHILLIPS BRISTOL BS2 0HN
- Customer type:** Brand Owner (dropdown menu)
- Address:** (empty text field)

Navigation tabs at the top include 'Company Details' (active), 'Products (6)', 'Company Users (0)', and 'File storage'.

All generated CPSRs get saved to a service output database, accessible from the menu. As well as viewing by product, you can access the service output databases (initially just CPSRs) if required. Each listing shares the same product ref/ID for ease of search, but also lists author details and status and ability to download direct.

The screenshot displays the ADSL (your product inside out) interface. On the left is a sidebar menu with options: Dashboard, Customer Prods, Service Outputs (highlighted), Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'CPSRs' and features a search bar with 'Lip balm' entered. Below the search bar is a table listing CPSR records. The table has columns: Ref, Product, Company, Company user, Created, Modified, State, and an unlabeled column. The records show various products like 'Superdrug Lip Balm Apple', 'Superdrug Lip Balm cherry', 'Superdrug Lip Balm Strawberry', 'Revolution ice Afetrshave', 'Revoution face wash mint', 'Lorem ipsum', and 'Superdrug Lip Balm Apple' again. The 'State' column shows 'Pass', 'Provisional', and 'Fail' with corresponding icons. At the bottom, it indicates '47,345 results' and shows pagination controls with '01', '02', '10', and '11' visible.

Ref	Product	Company	Company user	Created	Modified	State	
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Pass	J
12345	Superdrug Lip Balm cherry	Swallowfield	Claire Moon	12/12/23	12/12/23	Pass	J
12345	Superdrug Lip Balm Strawberry	Swallowfield	Claire Moon	12/12/23	12/12/23	Provisional	J
12345	Revolution ice Afetrshave	Revolution	Head office	12/12/23	12/12/23	Fail	J
12345	Revoution face wash mint	Revolution	Head office	12/12/23	12/12/23	Pass	J
12345	Lorem ipsum	Lorem	Claire Moon	12/12/23	12/12/23	Pass	J
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Provisional	J
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Fail	J

Customer product database

Searchable Database

- All CPSRs are listed chronologically. You can search within the table by keyword/ref to find a CPSR or sort the columns.
- Each CPSR on the table lists the related product name & ID/ref, author (who completed the CPSR), status (pass, provisional, fail, none), company and user.
- Edit icon available at the end of each CPSR listing takes you through to details page. Equally you can click on the product name on the table.
- Download icon at the end of each listing allows you to download PDF directly.
- 'Create new CPSR' call to action top right takes you through directly to the service output process avoiding need to select business unit > Service output (select company/user/product) and complete CPSR.

The screenshot displays the ADSL Service Outputs interface. On the left is a sidebar menu with options: Dashboard, Customer Prods, Service Outputs (highlighted), Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main area is titled 'CPSRs' and features a search bar with 'Lip balm' entered. A 'Create a new CPSR' button is in the top right. Below the search bar is a table with columns: Ref, Product, Company, Company user, Created, Modified, State, and Author. The table lists 10 CPSRs with various statuses (Pass, Provisional, Fail). At the bottom, it shows '47,345 results' and pagination controls.

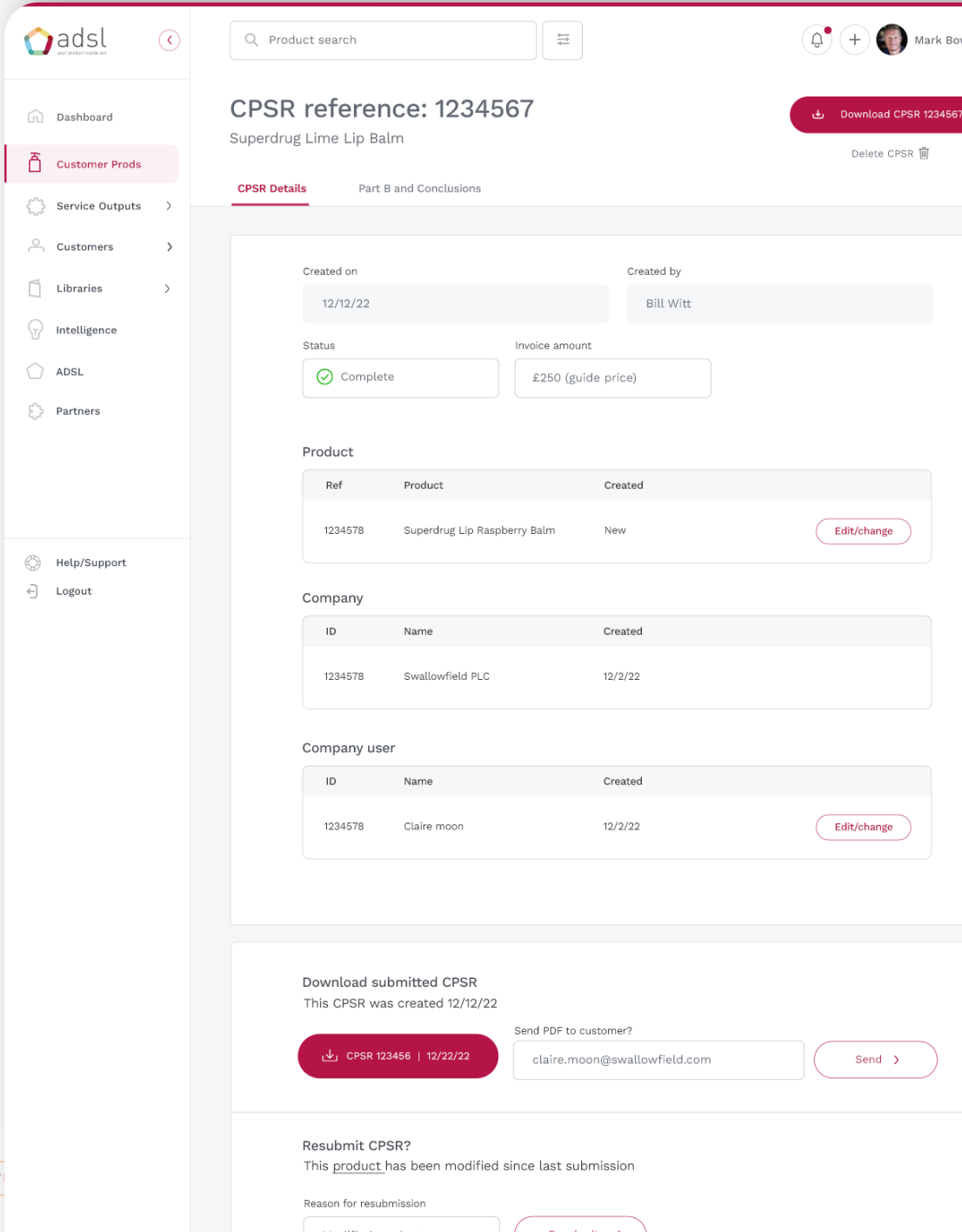
Ref	Product	Company	Company user	Created	Modified	State	Author
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Pass	John Dean
12345	Superdrug Lip Balm cherry	Swallowfield	Claire Moon	12/12/23	12/12/23	Pass	John Dean
12345	Superdrug Lip Balm Strawberry	Swallowfield	Claire Moon	12/12/23	12/12/23	Provisional	John Dean
12345	Revolution ice Aftershave	Revolution	Head office	12/12/23	12/12/23	Fail	John Dean
12345	Revolution face wash mint	Revolution	Head office	12/12/23	12/12/23	Pass	John Dean
12345	Lorem ipsum	Lorem	Claire Moon	12/12/23	12/12/23	Pass	John Dean
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Provisional	John Dean
12345	Superdrug Lip Balm Apple	Swallowfield	Claire Moon	12/12/23	12/12/23	Fail	John Dean

47,345 results 01 02 ... 10 11 >

CPSR entry details

Edit and review CPSRs

- Against each CPSR you can see all the details including:
 - Creation date
 - Created by
 - Status
 - Invoice amount: CPSRs in the old system won't carry this data, new CPSRs created in PMS will show the invoiced price as set when the CPSR was created (either the std guide price or a custom amount if adjusted)
- Part B data is available on the second tab. This is a record of the conclusion statement and as standard this won't be needed to be edited, however if you do you can unlock the text, adjust, save and then resubmit the CPSR.
-



Resubmitting a CPSR

Actions & Resubmitting

- Actions: At the bottom of both tabs, here is an option to download latest and also if there has been an update to the product or Part B that effects the CPSR data, you can choose to resubmit.
- If provides a link to the product which can be followed to show/review modification history for the product to ascertain if the modifications are enough to warrant a resubmission..

The screenshot displays the 'Lionhouse testing prod 3' product page. The top navigation bar includes a search bar and a menu icon. The left sidebar contains icons for home, product, settings, user, document, and product details. The main content area shows the product name, reference number (123456), and tabs for Product details, Product files, Modification history (active), and Outputs & opportunities.

Modification history:

- Dan Yeo** updated product on 16/05/2023 00:20
- Product Details changed **Company user** from to **Tony company user Weber**
- Territories added **UK & EU**
- deleted **UK & EU**
- Product characteristics changed **Aroma** from **Mint-like odour** to **burnt orange**

Company user table:

ID	Name	Created	
1234578	Claire moon	12/2/22	Edit/change

Download submitted CPSR
This CPSR was created 12/12/22

Send PDF to customer?
[Download CPSR 123456 | 12/22/22](#)

[Send >](#)

Resubmit CPSR?
This [product](#) has been modified since last submission

Reason for resubmission

[Resubmit >](#)

There was 1 previous submission. [View archive](#) ▾

INCIs and allergens are vitally important data that is accessible in the library. Managing and editing INCIs is restricted to level 1-2 users as the ramifications of changes would effect all products the feature it in their formulation. Additional function and details are available to aid usability.

The screenshot displays the ADSL web application interface. On the left is a sidebar navigation menu with the following items: Dashboard, Customer Prods, Service Outputs, Customers, Libraries (highlighted in red), Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Our libraries' and features a sub-header with tabs: INCIs (selected), Raw ingredients, Allergens, Product types, and Service outputs. Below the tabs is a search bar labeled 'Search for a INCI'. A table lists various INCIs with columns: Name, ID, CAS, EINCES, Created, and Product count. The table contains 8 rows of data. At the bottom right, it shows '5,635 results' and a pagination control with buttons for 01, 02, 10, and 11, along with a right arrow.

Name	ID	CAS	EINCES	Created	Product count
Calendula Oficialis Extract	1234578	84776-23-8	283-949-5	12/12/22	13
CI 77499	1234578	84776-23-8	283-949-5	12/12/22	3
CLIMBAZOLE	1234578	84776-23-8	283-949-5	12/12/22	3
DIMETHYL PHENYLPROPANOL	1234578	84776-23-8	283-949-5	12/12/22	3
DODECANE	1234578	84776-23-8	283-949-5	12/12/22	3
HYDROXYMETHOXYPHENYL PROPYLMETHYLMETHOXYBEN ZOFURAN	1234578	84776-23-8	283-949-5	12/12/22	3
DODECANE	1234578	84776-23-8	283-949-5	12/12/22	3

INCI Database

Searchable Database

- Accessed via the library, lists all INCIs by their popularity (product count). The INCI featured in most products appears first, but can be sorted by column.
- Search function on table allows for easy sourcing.
- Edit icon on each row links through to details page.

The screenshot displays the ADSL (your product inside out) web application interface. The left sidebar contains navigation links: Dashboard, Customer Prods, Service Outputs, Customers, Libraries (highlighted), Intelligence, ADSL, and Partners. Below these are Help/Support and Logout links. The main content area is titled 'Our libraries' and includes tabs for INCIs, Raw ingredients, Allergens, Product types, and Service outputs. The 'INCIs' tab is active, showing a search bar and a '+ Add new INCI' button. Below is a table with the following data:

Name	ID	CAS	EINCES	Created	Product count	
Calendula Officialis Extract	1234578	84776-23-8	283-949-5	12/12/22	13	
CI 77499	1234578	84776-23-8	283-949-5	12/12/22	3	
CLIMBAZOLE	1234578	84776-23-8	283-949-5	12/12/22	3	
DIMETHYL PHENYLPROPANOL	1234578	84776-23-8	283-949-5	12/12/22	3	
DODECANE	1234578	84776-23-8	283-949-5	12/12/22	3	
HYDROXYMETHOXYPHENYL PROPYLMETHYLMETHOXYBEN ZOFURAN	1234578	84776-23-8	283-949-5	12/12/22	3	
DODECANE	1234578	84776-23-8	283-949-5	12/12/22	3	

At the bottom of the table, it indicates '5,635 results' with pagination controls showing '01', '02', and '11'.

INCI Entry details

Details

- The basic INCI information as imported from old system. All fields are required

Toxicology and irritants

- Separated content section, houses all toxicology information about the product including the NOAEL number.

Restrictions

- All EU 2013 Regs data has been imported, but we you can now add detailed regional restrictions in order to generate system notifications when creating INCI product formulations.
 - Add a row, select the region, select the effected product type and then the max %.
 - You can add multiple rows for multiple regions, with as many product types as required.

Notes and references

- All general information and references
- Additional field for 'Labelled warning and instructions of use, adding text here will populate labelled warnings on the CPSR output.

The screenshot shows the ADSL product entry interface for 'Climbazole'. The interface includes a sidebar with navigation options: Dashboard, Customer Prods, Service Outputs, Customers, Libraries (highlighted), Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Climbazole' and has tabs for 'INCI detail' (selected) and 'Product count'. A 'Back to all INCI' link is visible in the top right.

Details

INCI name:

Chemical name: Physical description:

CAS number: EINCES number:

Chemical description: Function:

Toxicology and irritations

Tox eye irr: Tox photo:

Tox skin irr: Toxicology:

Tox skin sense: NOAEL:

Chemical description: Function:

Restrictions

EU 2013 regs:

INCI/Raw material	Product type	Restriction qty	
UK & EU	Body skincare / Face cream	0.20000	
	Body skincare / Body oil	1.6	

Add row (+)

INCI Product Count

Overview and reporting

- See all products that contain that INCI in their formulation.
- Ability to export report as a PDF
- Useful tool if there are regulation changes and need to report on affected products and identify opportunities to contact client for potential revenue through new report generation.

The screenshot shows the ADSL (Advanced Data Search Library) interface. The left sidebar contains navigation links: Dashboard, Customer Prods, Service Outputs (highlighted), Customers, Libraries, Intelligence, ADSL, and Partners. Below these are Help/Support and Logout. The main content area is titled 'Climbazole' and has tabs for 'INCI detail' and 'Product count' (selected). A 'Back to all INCI' link is in the top right. The table 'Products featuring INCI in formulation' displays 233 results. The table has columns: Ref, Product, Company, Services, Created, Status, and Author. The data is paginated, showing results 01 to 11.

Ref	Product	Company	Services	Created	Status	Author
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment	12/12/22	Complete Ongoing	John Dean
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment	12/12/22	Complete Ongoing	John Dean
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh

233 results 01 02 ... 10 11 >

Add new INCI

Step by step process

- Call to action button available on the INCI database top right
 - Each section of content is separated out into separate steps.
1. Add INCI details:
 - Name / Chemical name / Physical Description / CAS / EINCES / Chemical Description / Function
 2. Add Toxicology and irritations details:
 - Eye Irritation / Photosensitisation / Skin Irritation / Toxicology / Skin Sensitisation / NOAEL
 3. Add Restrictions:
 - EU 2013 Regs
 - Add any regional product type restrictions using table
 4. Add Notes and references:
 - General / Miscellaneous Notes / Reference / Global Data / Synonyms / Irritation / Labelled warning and instructions of use / Other References
 5. Click Save and the INCI gets added to the database and will be an available option in when creating formulations.

The screenshot displays the 'Add new INCI' form in the ADSL application. The interface includes a top navigation bar with a search bar and user profile, and a left sidebar with various menu items. The 'Libraries' menu item is currently selected. The main content area shows a progress indicator with five steps: Details, Toxicology, Restrictions, Notes, and Complete. The 'Toxicology and irritations' section contains several input fields for detailed information, and a 'Next' button is positioned at the bottom right of the form.

Allergen Database

Searchable Database

- Allergens are added and managed in the same way as INCIs.
- They have their own separate database accessible via the library.
- Includes regional restrictions also

Add new allergen

1. Add allergen details:
 - Allergen name / CAS / EINCES
2. 3. Add Restrictions:
 - Allergen restrictions
 - Add any regional product type restrictions using table
3. Click save and the allergen will be added to database and available when creating fragrance formulations.

Product search

Our libraries

INCIs Raw ingredients **Allergens** Product types Service outputs

Search for an allergen

+ Add new allergen

Name	ID	CAS	EINCES	Created	Product count
Amyl Cinnamal	1234578	84776-23-8	283-949-5	12/12/22	13
Benzyl Alcohol	1234578	84776-23-8	283-949-5	12/12/22	3
Cinnamyl Alcohol	1234578	84776-23-8	283-949-5	12/12/22	3
Lorem Ipsum	1234578	84776-23-8	283-949-5	12/12/22	3
Lorem Ipsum	1234578	84776-23-8	283-949-5	12/12/22	3
Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum	1234578	84776-23-8	283-949-5	12/12/22	3
Lorem Ipsum	1234578	84776-23-8	283-949-5	12/12/22	3

5,635 results 01 02 ... 10 11 >

Product types are defined against every product, so is essential these are managed effectively. The management and creation of product types is straightforward but there is a library of existing common type that should be checked/used before creating additional types where possible.

Product search

Our libraries

INCIs Raw ingredients Allergens **Product types** Service outputs

Search for an product type

Classification	Category	Type	Target area	Created
Cosmetics & personal care	Body skincare	Body butter	Body	12/12/22
Cosmetics & personal care	Body skincare	Body moisturiser	Body	12/12/22
Cosmetics & personal care	Body skincare	Body oil	Face	12/12/22
Cosmetics & personal care	Body skincare	Body treatment	Face	12/12/22
Cosmetics & personal care	Body skincare	Fake tan	Face	12/12/22
Cosmetics & personal care	Body skincare	Body lotion	Face	12/12/22
Cosmetics & personal care	Body skincare	Hand cream	Hands	12/12/22

1,235 results 01 02 ... 10 11 >

Product type database

Searchable Database

- Accessed via the library > Product type, lists all product types grouped by product industry and by creation date.
- Each line item displays industry, sub product category, name, site and creation date.
- Search function on table allows for easy sourcing.
- Edit icon on each row links through to details page.

The screenshot shows the ADSL product type detail page for 'Body Oil'. The interface includes a sidebar with navigation options: Dashboard, Customer Prods, Service Outputs, Customers, Libraries (highlighted), Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Body Oil' and has two tabs: 'Product type detail' (active) and 'Service outputs'. The 'Details' section contains several input fields and dropdown menus:

- Name:
- Product industry*:
- Product category*:
- Product type*:
- Site:
- Surface area:
- Amount:
- Duration:
- Frequency:
- Retention:
- Exposure:
- Target:
- Daily exposure:

A 'Save' button is located at the bottom right of the form.

Product type entry

Entry details

- All data has been imported from the old system so any previously created CPSRs still reference them and their related daily exposure.
- As an addition, all product types now have additional categorisations:
 - Product Industry
 - Product sub category
- Additional categorisation helps in generating data on product types (performance, trends) and aids searching/finding the right product type when creating products.
- Basic details are set as required fields.

The screenshot shows the ADSL product type entry interface. The left sidebar contains navigation links: Dashboard, Customer Prods, Service Outputs, Customers, Libraries (highlighted), Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Body Oil' and has two tabs: 'Product type detail' (active) and 'Service outputs'. The 'Product type detail' tab contains a 'Details' section with the following fields:

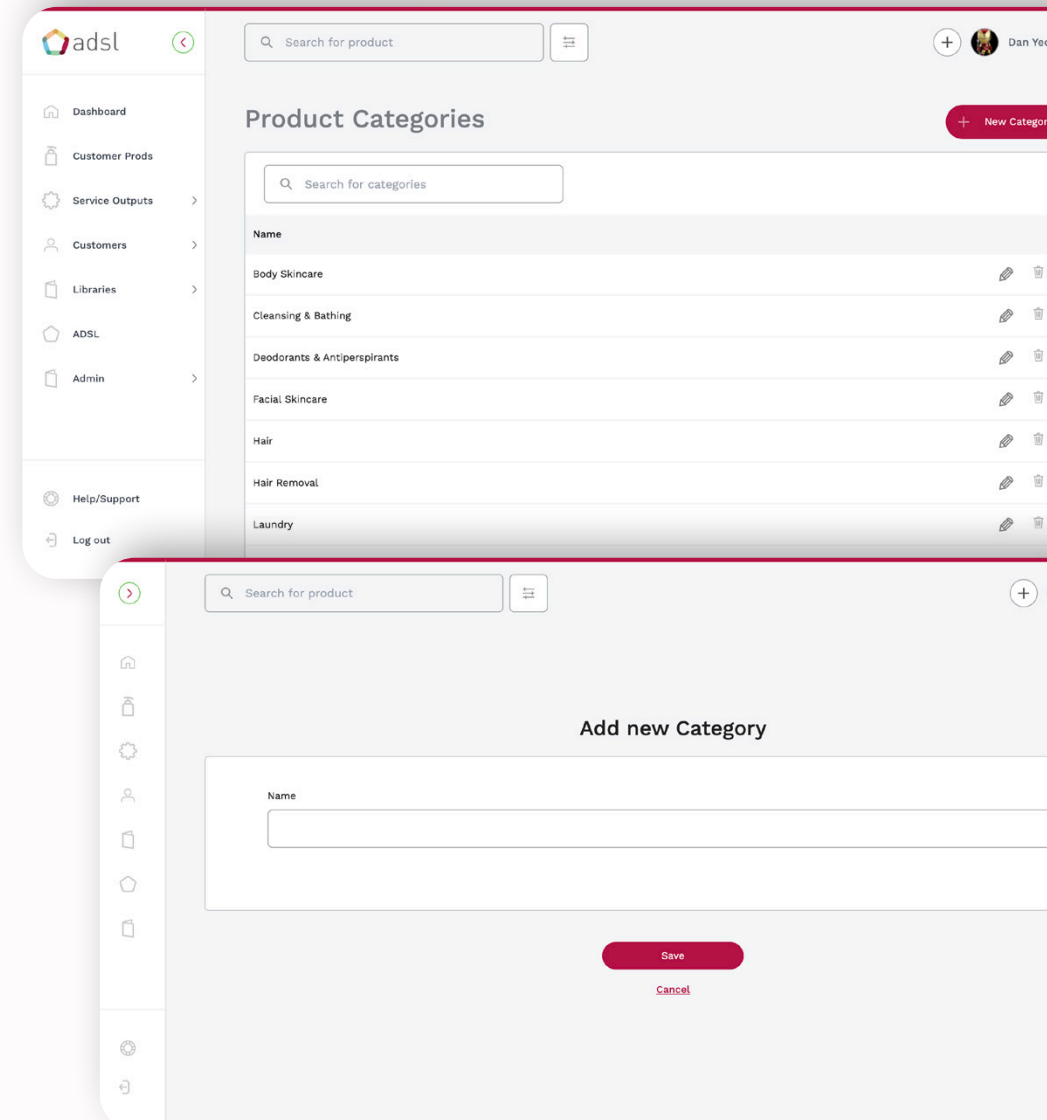
- Name:
- Product industry*:
- Product category*:
- Product type*:
- Site:
- Surface area:
- Amount:
- Duration:
- Frequency:
- Retention:
- Exposure:
- Target:
- Daily exposure:

A 'Save' button is located at the bottom right of the form.

Product type categorisation

Adding additional product categories

- When creating a product type, you need to assign it to:
 - **Industry** (i.e. face cream, lip stick, antiperspirant etc... = 'Cosmetic & Personal Care')
 - **Sub product category** (i.e. face cream, face masks etc... = 'Facial skincare')
- There are existing product categories that cover nearly all 'Cosmetic & Personal Care' product types, however if you needed to add an additional product category you do so in the 'admin section':
 - For categories:
 1. Go to admin in menu and select 'product categories'
 2. Click 'Add new' top right
 3. Add name and save
 4. Category will appear as option when creating a new product type
- Industries are divided into 'Cosmetics & Personal Care', 'Food & Nutrition', 'Home Care' & 'Industrial Products'. You shouldn't need to add additional, but if so this is managed in admin also.



Product type opportunities

Managing/reviewing service output opportunities

- Set service output opportunities against each product type that would populate automatically against any related product you create (i.e. If you created a product called 'Boots Cherry Shampoo' you'd use the 'shampoo' product type. The 'shampoo' product type may have 6 mandatory service opportunities assigned to it and they would pre-populate as opportunities for 'Boots Cherry Shampoo').
- Shows revenue potential for a product based on service output guide prices.
- Can be adjusted/managed at any time.
- Lead types are optional, but separated by two classes,
 - Mandatory - any test that would need to be carried out legally on the product type
 - Recommended - Any service outputs the user thinks could be carried out by ADSL, perhaps driven by customer insight (i.e. they maybe doing stability tests with Eurofins, but ADSL could provide that instead).
- Status against each lead will be adjusted/changed as people review or follow up (sales process to be determined as system grows)

The screenshot shows the ADSL product type management interface. The left sidebar contains navigation links: Dashboard, Customer Prods, Service Outputs, Customers, Libraries (highlighted), Intelligence, ADSL, and Partners. Below these are Help/Support and Logout. The main content area is titled 'Body Oil' and shows 'Product type detail' and 'Service outputs' tabs. Under 'Service outputs', there's a section for 'Additional service output opportunities' with filters for Business unit (Formulation & development) and Category (All). An 'Export report' button is present. Below the filters is a table of service output opportunities.

Business unit	Category	Service output	Lead type	Guide price
Formulation & development	Compatability testing	Non-Standard compatability testing	Mandatory	£250
Formulation & development	Compatability testing	pH Spec testing	Recommended	£250
Formulation & development	Compatability testing	Viscosity testing	N/A	£250
Formulation & development	Pilot production	Lab Scale Pilot Production	Mandatory	£250
Formulation & development	Product Development	Food & Nutrition Product Development - Oils	N/A	£250
Formulation & development	Product Development	Household Product Development - Candles	N/A	£250

Add new product type

Step by step process

- Go to library > product types
- Click 'Add new product type' button top right and follow steps

1. Add product type details

- Name / Product Industry* / Product Category / Site / Surface area / Amount / Duration / Frequency / Retention / Exposure / Target / Daily exposure

2. Next you can 'select service output opportunities'. These are all service outputs that you would potentially do for this product type, building data and helping to identify opportunities to cross sell other service against a product.

- Against each output listed, by default lead type will be assigned as N/A.
- Review each and change

The screenshot shows the ADSL product management interface. The left sidebar contains navigation links: Dashboard, Customer Prods, Service Outputs, Customers, Libraries (highlighted), Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Body Oil' and shows 'Product type detail' and 'Service outputs' tabs. Below the tabs, there are filters for 'Business unit' (Formulation & development) and 'Category' (All), with an 'Export report' button. A table lists 'Additional service output opportunities' with columns for Business unit, Category, Service output, Lead type, and Guide price.

Business unit	Category	Service output	Lead type	Guide price
Formulation & development	Compatability testing	Non-Standard compatability testing	Mandatory	£250
Formulation & development	Compatability testing	pH Spec testing	Recommended	£250
Formulation & development	Compatability testing	Viscosity testing	N/A	£250
Formulation & development	Pilot production	Lab Scale Pilot Production	Mandatory	£250
Formulation & development	Product Development	Food & Nutrition Product Development - Oils	N/A	£250
Formulation & development	Product Development	Household Product Development - Candles	N/A	£250

The service output menu allows you to create new service output options. Initially CPSRs are the only functioning service output set up on the system, however the full range of 120+ service outputs can be created and referenced in the opportunities for products and product types.

The screenshot displays the ADSL dashboard interface. On the left is a sidebar menu with options: Dashboard, Customer Prods, Service Outputs, Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Your dashboard' and features two key metrics: 'Service outputs delivered' (112) and 'Customer opportunities' (£37,450). Below these is a table of 'Latest products' with columns for Ref, Product, Company, and Services. The table lists five products, all with 'CPSR' as the service. A 'Refine your search' sidebar on the right includes filters for Keyword, Service output, Company, INCI, Ref, Company user, Product type, and Dates from.

Ref	Product	Company	Services
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment + 1 more
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR

Service output database

Searchable Database

- Accessed via the library >. Service output menu, lists all service outputs saved in the system in order the were created.
- Search function on table allows for easy sourcing.
- Edit icon on each row links through to details page.
- Each item is categorised by 'Business unit' and by 'service sub category' and display the guide price and primary contact.

Product search

adsl
your product inside out

Dashboard

Customer Prods

Service Outputs

Customers

Libraries

Intelligence

ADSL

Partners

Help/Support

Logout

Our libraries

INCIs Raw ingredients Allergens Product types **Service outputs**

Search for an service output

+ Add new service output

Service output	Business unit	Type	Guide price	Primary contact
Cosmetic product development - toileteries	Formulation & development	Product development	£250	John Dean Jr
Cosmetic product development - diffusers	Formulation & development	Product development	£250	John Dean Jr
Cosmetic product development - SPF	Formulation & development	Product development	£250	John Dean Jr
Cosmetic product development - emulsions	Formulation & development	Product development	£250	John Dean Jr
Standard 12 week Stability Testing	Formulation & development	Stability Testing	£250	Bill Witt
Freeze/Thaw Stability Testing	Formulation & development	Stability Testing	£250	Bill Witt

133 results 01 02 ... 10 11 >

Service output entry detail

Required data

- The basic detail for each service output is:
 - Business Unit category
 - Sub service category
 - Name
 - Guide price (£, std price you would charge for service)
 - Primary contact (ADSL team member most responsible for managing it)
 - Contact email address

Display settings - future focus

- In order to manage every service output through the system, like how CPSRs can currently be generated, every service output will require development and time to and planning so the process can be introduced to the system.
- However, we need to add alls service outputs in so you can start to add opportunities to products and product types.
- The 'Display in the menu' option hides the service output from being an option when creating a new service output, but keeps it in the system for opportunities referencing.

The screenshot shows the 'Household Product Development - Toiletries' service output entry detail form. The interface includes a sidebar with navigation options: Dashboard, Customer Prods, Service Outputs, Customers, Libraries (highlighted), Intelligence, ADSL, and Partners. The main content area has tabs for 'Service output detail', 'Product suitability', and 'Output settings'. The 'Details' section contains the following fields:

Details	
Name	Guide price
Household product development - toiletries	£250
Product industry*	Product category*
Cosmetics & Personal Care	Body skincare
Primary contact	Contact email
Bill Witt	bill.witt@adslaboratories.com

A 'Save' button is located at the bottom right of the form.

Service output product suitability

Assigning data

- You can 'tag' every service output by suitable products. I.e. the service output 'CPSR' would be a suitable for all 'Cosmetic and Personal Care' but potentially not any 'Food & Nutrition' products (assumption) so you would tag the relevant product types accordingly.
- This data will be used for system recommendations and will help display only the most relevant options when creating a new service output.
- Not essential for the initial launch, but something that in-time will provide data insights.
- To add products:
 - Click on the suitability tab.
 - Select the products from the table by clicking on the 'select' button, the whole row will highlight to indicate selection.
 - Any you select will save against the product.
 - To de-select, simply click on the button again.
 - Filter table results by product industry or sun category to refine search

The screenshot shows the 'adsl' interface for 'Household Product Development - Toiletries'. The 'Product suitability' tab is active, displaying a table of suitable products for this service. The table has columns for Industry, Category, Product type, Target area, and a 'Select' button. The 'Libraries' menu item is highlighted in the left sidebar.

Product category: Cosmetics & personal care
Category: All

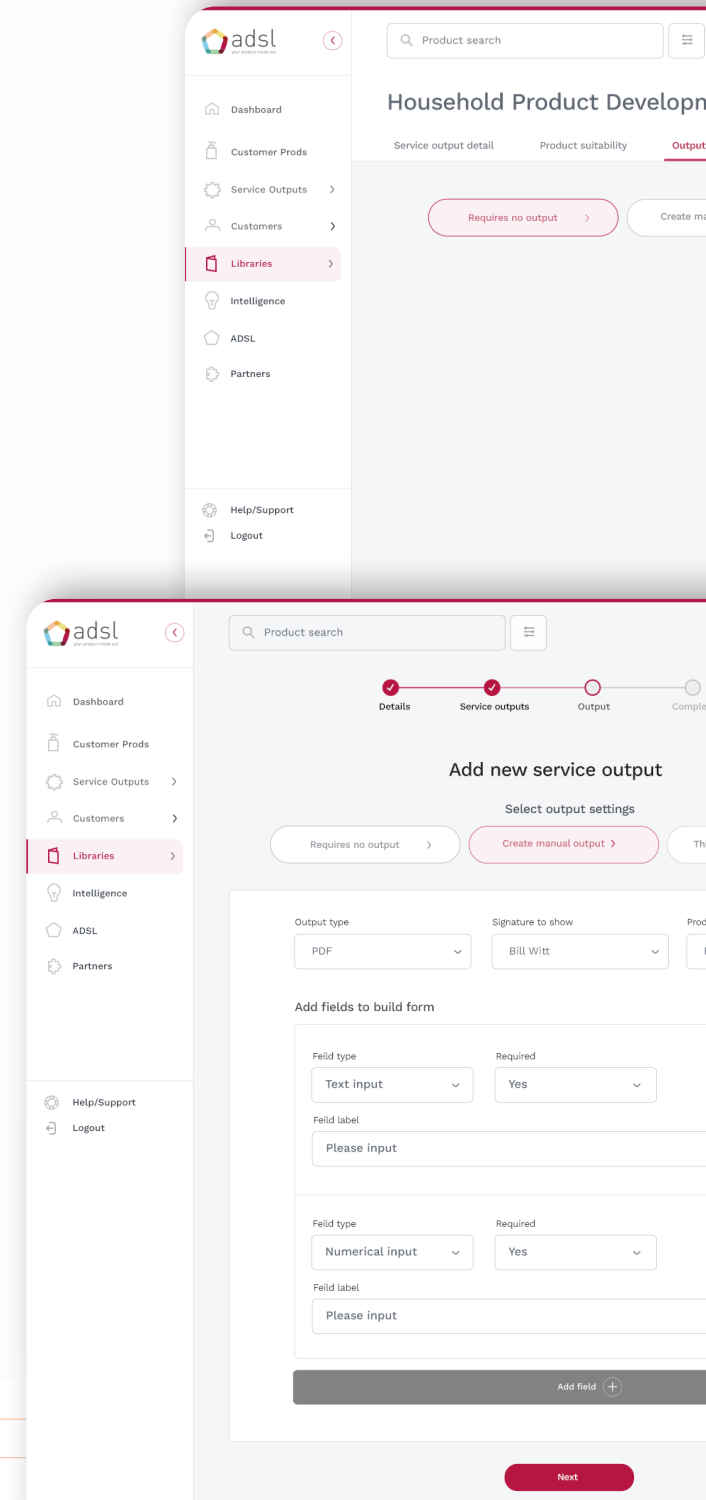
Suitable products for this service

Industry	Category	Product type	Target area	Action
Cosmetics & Personal Care	Body Skincare	Fake or Gradual Tan	Body	Select
Cosmetics & Personal Care	Body Skincare	Foot Cream or Lotion	Body	Selected
Cosmetics & Personal Care	Body Skincare	Bath Oil	Body	Select
Cosmetics & Personal Care	Body Skincare	Foam Bath	Body	Select
Cosmetics & Personal Care	Body Skincare	Shower Gel	Body	Select
Cosmetics & Personal Care	Body Skincare	Shampoo	Body	Select
Cosmetics & Personal Care	Body Skincare	Fake or Gradual Tan	Body	Select
Cosmetics & Personal Care	Body Skincare	Spray Deodorant	Body	Selected

Service output - output settings

Options

- Output settings relate to the content required for a report. E.g. A CPSR uses all product data (Part A) and then additional conclusion data (Part B), which are combined into a PDF report output.
- The creation of a CPSR involves inputting all the required data. For all service outputs the system will generate, the principle will be the same. However, these will all individually need to be defined.
- As such initially, all service outputs should be set to 'requires no output' until they are all confirmed. But there are three settings:
 - **No output:** This means there is no defined output and therefore the service output can not be or is not needed to be generated by the system.
 - **Create manual report:** This allows you to create simple report outputs but compiling a form. Like a Part B of a CPSR, it allows you to create a series of text input fields that you would complete for a report. This process would be suitable for simple, easily replicable service output types like, for example and pH test (i.e. You would create a form with a single text field labelled 'pH test results, so if someone wanted to create pH report output all they would be asked to add would be the pH number. **NOT TO BE USED AT LAUNCH**
 - **Custom output:** This relates to future development where custom output processes will be created and introduced to the system. **NOT TO BE USED AT LAUNCH**



Adding new service output

Assigning data

- Go to the library > service output menu and from the database, click 'Create new service output' button top right.
1. Complete all details:
 - Name
 - Categories
 - Guide price
 - Add contact
 2. Select product type suitability (see page 63 for details)
 3. Select output type 'Requires no output' initially.
 4. Click Save and the service output will be created and saved to the database.

Product search

Details Service outputs Output Complete

Add new service output

Details

Product industry*
Cosmetics & Personal Care

Product category*
Body skincare

Name
[Text input]

Guide price
£ [Text input]

Primary contact (ADSL)
Please select

Contact email
Lorem ipsum

Next

Importantly if you find any issues or are unsure there is a ticket based support system. This will allow you to create a new issue ticket with the technical support team (Lionhouse) who will be able to review, respond and rectify accordingly. There is also a reference FAQs section which will be populated over time as issues and common questions arise.

The screenshot displays the ADSL Support interface. On the left is a sidebar menu with items: Dashboard, Customer Prods, Service Outputs, Customers, Libraries, Intelligence, ADSL, Partners, Help/Support (highlighted), and Logout. The main content area is titled 'Support' and has three tabs: 'I have a system question/issue' (selected), 'I have a service/lab question', and 'FAQs'. Below the tabs, the heading reads 'Raise a ticket or contact techsupport@adslaboratories.com'. The form includes a 'Title of your question/issue' text field, three dropdown menus for 'Category' (selected: Bug report), 'Section/area' (selected: CPSRs), and 'Urgency' (selected: Non-urgent). Below these is a large text area for 'Outline your question/issue'. At the bottom left of the form is a radio button labeled 'Send a copy to myself', and at the bottom right is a red 'Submit' button. The top right of the page shows a user profile for 'Mark Bowe...'.

Technical support ticket

Providing support

- The support section is available from the bottom of the left hand menu, the life ring icon.
- You have a simple form to complete, making sure to explain and outline the issue in as much details as possible.
- Submission will result in a ticket being raised, notifying the technical team who will respond as soon as possible, within 24hours.

Raise a ticket

- Complete the form in full:
 1. Add the title of issues, try to be succinct and clear.
 2. Select category of question, options are:
 - Bug report
 - Suggestion

3. Select area of site, options include:

- Service outputs
- CPSRs
- Customer products
- Companies
- INCIs/Allergens
- General/other

4. Explain the issue, including links if required.

5. By default the option to send a request to yourself is set, making sure you have a record of any ticket raised for future reference.

FAQs

- There is a FAQs section that will be populated over time, using any questions or issues raised as content. There will also be video and text guides to different processes added here.

The screenshot shows the ADSL Support interface. On the left is a navigation menu with icons for Dashboard, Customer Prods, Service Outputs, Customers, Libraries, Intelligence, ADSL, and Partners. The 'Help/Support' option is highlighted with a life ring icon. Below it is a 'Logout' link. The main content area is titled 'Support' and has two tabs: 'I have a system question/issue' (selected) and 'I have a service/lab question'. The form for raising a ticket includes a text input for 'Title of your question/issue', a 'Category' dropdown menu (set to 'Bug report'), a 'Section/area' dropdown menu (set to 'CPSRs'), and a large text area for 'Outline your question/issue'. At the bottom of the form is a radio button labeled 'Send a copy to myself' which is selected.

There is a global product search function that with detailed search parameters that will help you find a product. The database structure of the site will allow you to easily find specific information such as INCIs, companies etc... the global search will help locate the centralised products based on your specific criteria, which is the main focus of the system.

The screenshot displays the ADSL product search interface. On the left is a sidebar menu with options: Dashboard, Customer Prods, Service Outputs, Customers, Libraries, Intelligence, ADSL, Partners, Help/Support, and Logout. The main content area is titled 'Your dashboard' and includes a 'Product search' bar. Below this, there are two key metrics: 'Service outputs delivered' (112) and 'Customer opportunities' (£37,450). A 'Latest products' table follows, listing products with their references, names, companies, and services. To the right of the dashboard is a 'Refine your search' panel with various filters like Keyword, Service output, Company, INCI, Ref, Company user, Product type, and Dates from.

Dashboard Metrics:

- Service outputs delivered: 112
- Customer opportunities: £37,450

Latest products table:

Ref	Product	Company	Services
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assesment + 1 more
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR

Refine your search filters:

- Keyword:
- Service output:
- Company:
- INCI:
- Ref:
- Company user:
- Product type:
- Dates from:
- Dates to:

Buttons: Clear all (1), Search, Cancel, Search.

Global search

Finding products

- By default you can search on keyword or ID/Ref, which will quickly display product results (listing all service outputs against each product as per the format used in customer product database and dashboard)
- Simply type and hit enter or click the magnifying glass.
- You can refine search using the filters available by clicking on the filter icon next to the search field. Parameters include:
 - Keyword
 - Service output
 - Author
 - Company
 - INCI - see all products containing specific ingredients
 - Ref - the system ID
 - Company user
 - Product type
 - From/To dates - refine search to specific dates or creation.

The screenshot shows the ADSL (Advanced Data Search Library) interface. On the left is a sidebar with navigation options: Dashboard (selected), Customer Prods, Service Outputs, Customers, Libraries, Intelligence, ADSL, and Partners. Below these are Help/Support and Logout. The main area features a search bar with 'Lip balm' entered, a 'Clear x' button, and a filter icon. The search results are displayed as a table with 8 results.

Ref	Product	Company	Services	Created ↓	Status	Author
1234578	Superdrug Lip Raspberry Balm	Swallowfield PLC	CPSR	12/12/22	Complete	Bill Witt
1234578	Revolution X Sali Hughes Ringlight Creamy Illuminating Eye Balm	Revolution Beauty Ltd.	CPSR Hypoallergenic assessment	12/12/22	Complete Ongoing	John Dean
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Dr Somji Priors Skin Anti-Redness Concentrate	Priors Skin Ltd.	CPSR	12/12/22	Complete	Shannon Bowes-Cavanagh
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt
1234578	Beard Oil Black Skull	Red King Products Limited	CPSR	12/12/22	Complete	Bill Witt

Each ADSL team member will have their own account profile, from which they can manage details and password/access. There are 4 levels of user role, which dictate access and privileges. Initially these will all be set to level 1 for the CPSR team but will be managed and refined as the system develops.

The ADSL team

Name	Business unit	Role	Level privileges	Created
Dean Kelly	Compliance & Registration	Business Development Manager	Level 3	12/1/19
John Dean Jr	Compliance & Registration	Lorem ipsum	Level 3	12/1/19
Mark Bowes-Cavanagh	Group	CEO	Level 1	12/1/19
Bill Witt	Formulation & Development	Formulation Manager	Level 2	12/1/19
Tierney King	Lorem ipsum	Loremipsum	Level 3	12/1/19
Jake Robinson	Lorem ipsum	Lorem ipsum	Level 2	12/1/19
Jake Robinson	Lorem ipsum	Lorem ipsum	Level 2	12/1/19
Bill Witt	Formulation & Development	Formulation Manager	Level 2	12/1/19

Save

User roles

Manage and adjust

- Every ADSL user will be assigned to a business unit (the one in which they operate). In time, user specific 'bespoke' content will be determined by the business unit, so within your dashboard you will see all specific opportunities. Initially however this will be a default CPSR view.
- Every user will have ability to:
 - Create and edit service outputs from their assigned business unit.
 - View only rights for service outputs from other business units
 - Create and edit their own products.
 - Make recommendations of service opportunities.
 - View all product opportunities.
 - View only rights for service outputs
- Aside from the business unit specific function, there will be three levels of rights access:
 - **Level 3** - Standard. Ability as above, appropriate for most low level employees.
 - **Level 2** - Admin for business unit. All of level 3 access, plus ability to amend companies, company users and products and assign tasks to team members. Suitable for senior team within each business unit.
 - **Level 1** - Super-admins. All of level 2 and level 3 access, plus ability to amend INCIs, allergens, product types, service outputs, create team members, manage access rights and partner. Suitable for senior company staff.

ACTION	OWNER	LEVEL 1	LEVEL 2	LEVEL 1
Create new product	User	Yes	Yes	Yes
View product	Other user	Yes	Yes	Yes
Edit product	User	Yes	Yes	Yes
Edit product	Other user	No	Yes	Yes
Duplicate product	User	Yes	Yes	Yes
Delete product	User	No	Yes	Yes
Create new company	User	Yes	Yes	Yes
View company	Other user	Yes	Yes	Yes
Edit company	User	No	Yes	Yes
Duplicate company	User	Yes	Yes	Yes
Delete company	User	No	Yes	Yes
Create new company user	User	Yes	Yes	Yes
View company user	Other user	Yes	Yes	Yes
Edit company user	User	Yes	Yes	Yes
Duplicate company user	User	Yes	Yes	Yes
Delete company user	User	No	Yes	Yes
Create new service output	User	Yes	Yes	Yes
View service output	Other user	Yes	Yes	Yes
Edit service output	User	Yes	Yes	Yes
Edit service output	Other user	No	Yes	Yes
Duplicate service output	User	Yes	Yes	Yes
Delete service output	User	Yes	Yes	Yes
Create new INCI/Allergen	User	No	No	Yes
View INCI/Allergen	Other user	Yes	No	Yes
Edit INCI/Allergen	User	No	No	Yes
Duplicate INCI/Allergen	User	No	No	Yes
Delete INCI/Allergen	User	No		Yes
Create new product type	User	No	No	Yes
View product type	Other user	No	No	Yes
Edit product type	User	No	No	Yes
Duplicate product type	User	No	No	Yes
Delete product type	User	Yes	Yes	Yes

Team profiles: managing

Managing your profile

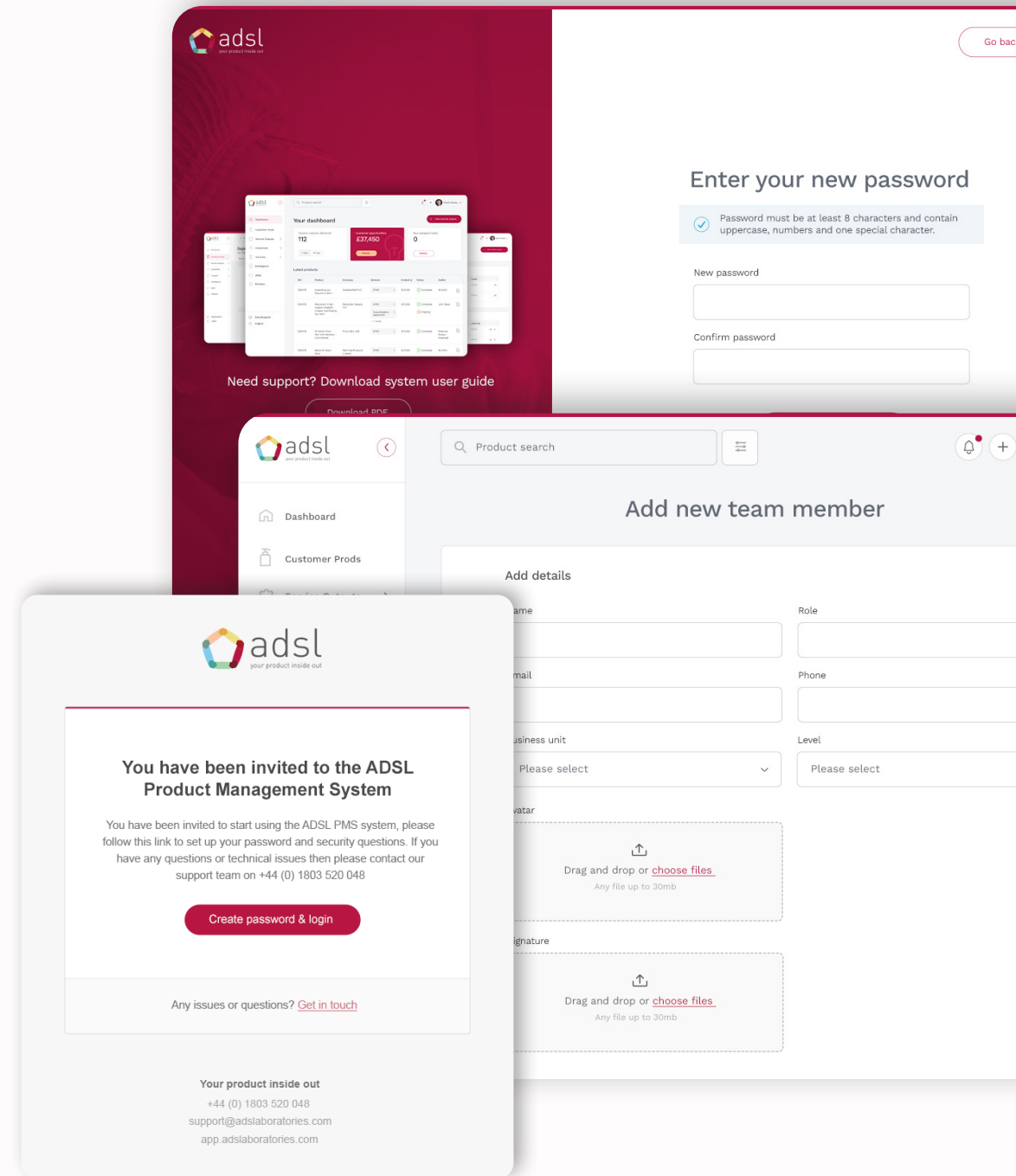
- A team profile is relatively simple, but there are some key details to be aware of.
 - Name, email, phone should be added
 - Role will be the user job title in the business, not essential but will help in company wide transparency and easier down the line when team members from other business units want to assign work or questions.
 - Business unit: Each member should be assigned to the relative business unit. This will help in showing the specific opportunities and bespoke content in the future. If someone operates in multiple business just select the most pertinent and notify the tech support team.
 - Avatar: this will be used in the system only and not essential initially, but there are future development planned for site wide project management and chat functions where this will be used.
 - Signature: Currently all CPSR outputs are signed by Mark, but in the future if your signature is required on a different output then it will pull from here.
 - Level: This dictates the access rights of the individual. This is only managed by Level 1 users (meaning a level 2 user wouldn't be able to change their setting).

The screenshot shows the ADSL user interface. On the left is a sidebar menu with options: Dashboard, Customer Prods, Service Outputs, Customers, Libraries, Intelligence, ADSL (highlighted), and Partners. Below this are Help/Support and Logout. The top header includes the ADSL logo, a product search bar, and a user profile for Mark Bowes-Cavanagh. The main content area is titled 'Mark Bowes-Cavanagh' and 'Persons detail'. It contains a form to 'Amend details' with fields for Name (Marke Bowes-Cavanagh), Role (CEO), Email (mark.bowes-cavanagh@adslaboratories.com), Phone (01234 567 890), Business unit (Group), and Level (1 - Superadmin). There is also an Avatar section with a profile picture and a 'Replace' link, and a Signature section with a drag-and-drop area for files up to 30mb. A 'Save' button is at the bottom right.

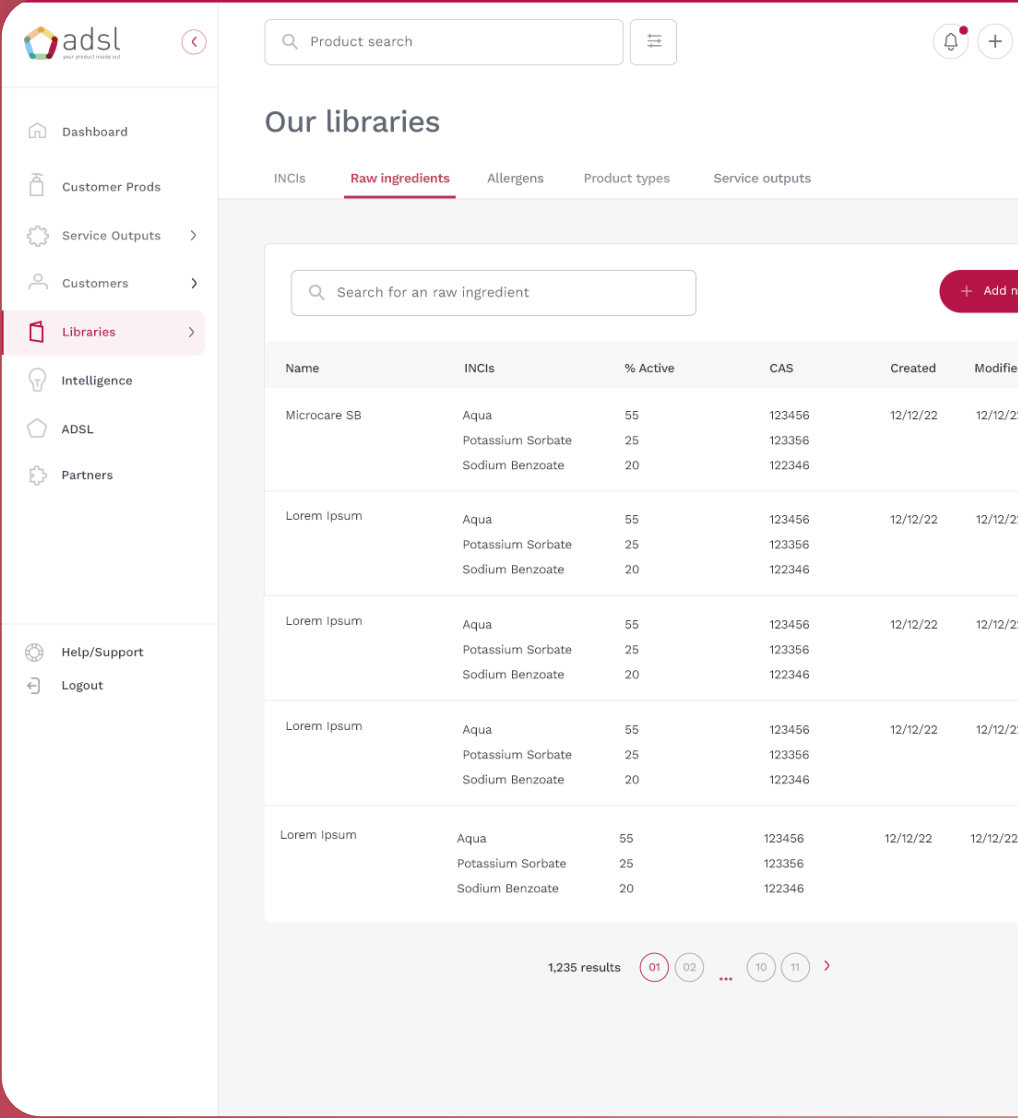
Team profiles: adding new

Process

- Adding a new member of the team to the system can only be managed by level 1 users or admins. The process for acknowledging the end user is automated through emails:
 1. Click add new user from the team database, button top right.
 2. Complete form, as much detail as possible.
 - Assign the right Level they will require.
 - Assign their business unit.
 3. Hit save and it will be saved to the team database.
 4. The user will receive a welcome email with a link to create their password and login.



Updates coming soon. The initial launch is focused on CPSRs, and there is a trial/mirroring period. In this time we will be developing additional functions which are detailed there for reference.



Raw materials

- We have created a raw ingredients library where you can save trade named raw materials.
- It will allow you to create the INCI formulation from each raw ingredient, which can then be added to product formulations, populating them with the individuals INCIs.
- We require some additional testing and some real data to make sure concept is functional and accurate.

Service output manual builder

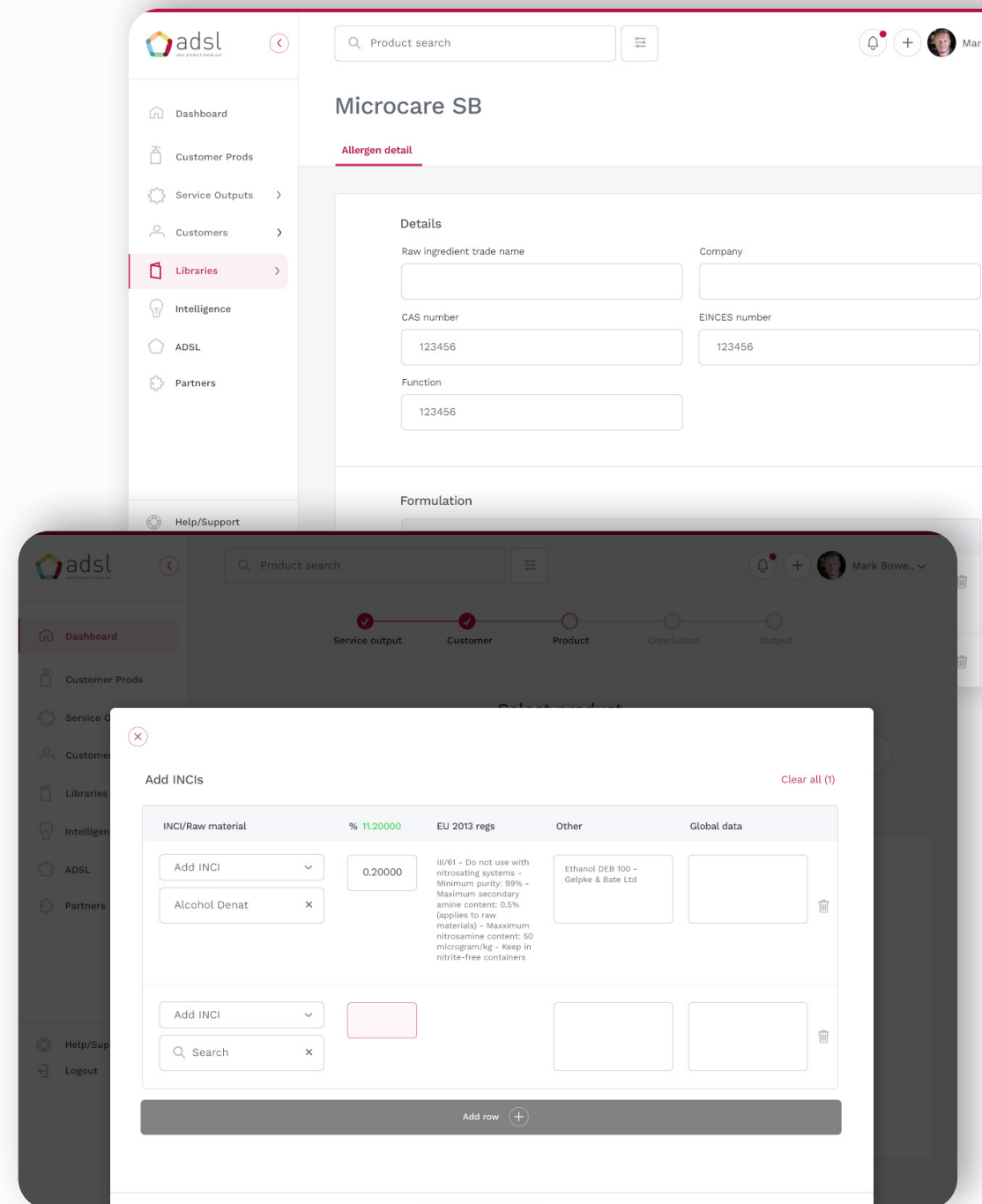
- As detailed on page XX, we will have the ability to create easily replicable service outputs in the system

Partners, translations & co-branding

- We have built the basic function, but requires testing.
- Partner library so you can create partner labs if operating on their behalf i.e. Producing co-branded CPSRs for Alphachem.

Suggested text

- On relevant data fields, there will be suggested common phrases that will be selectable, as defined by John Dean.





Thank you

For all assets or questions please contact the ADSL team and they will be able to support you.

enquiries@adslaboratories.com | +44 (0) 1803 520 048

