

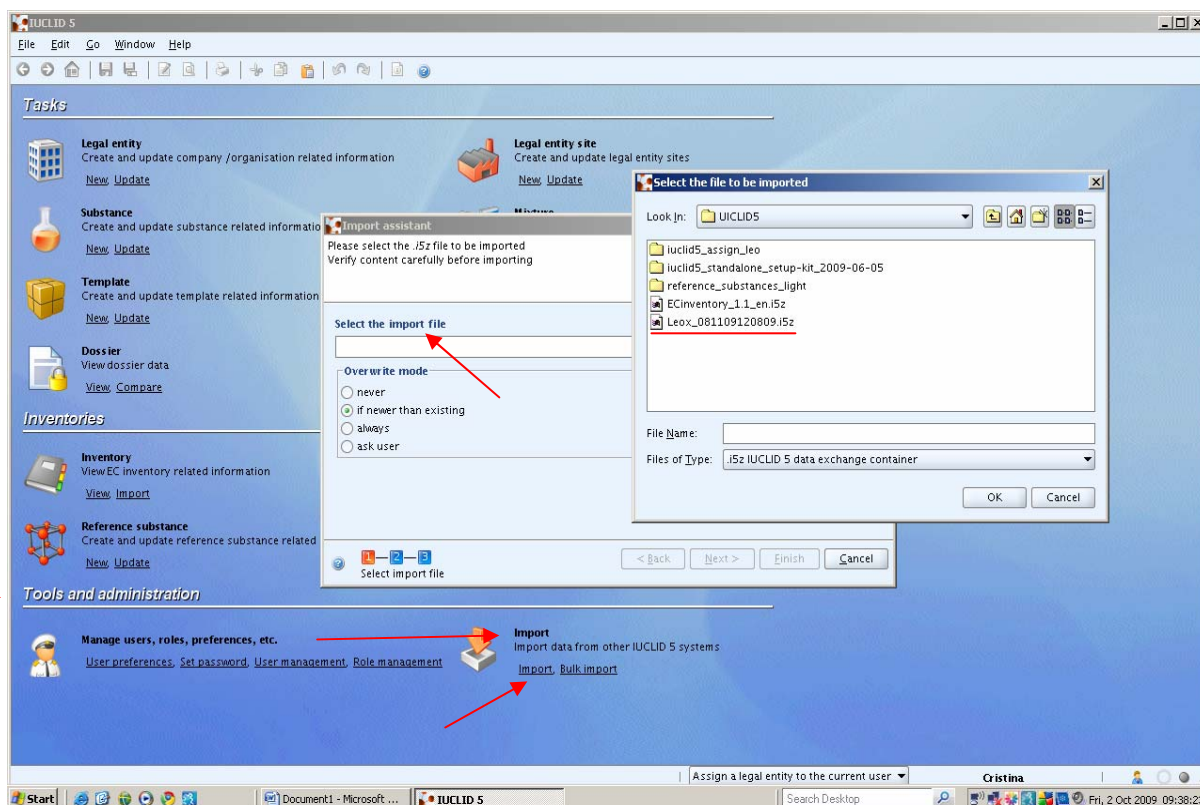
1. How to **IMPORT** your LEOX from your computer into to IUCLID 5.2.

Open IUCLID 5.2.

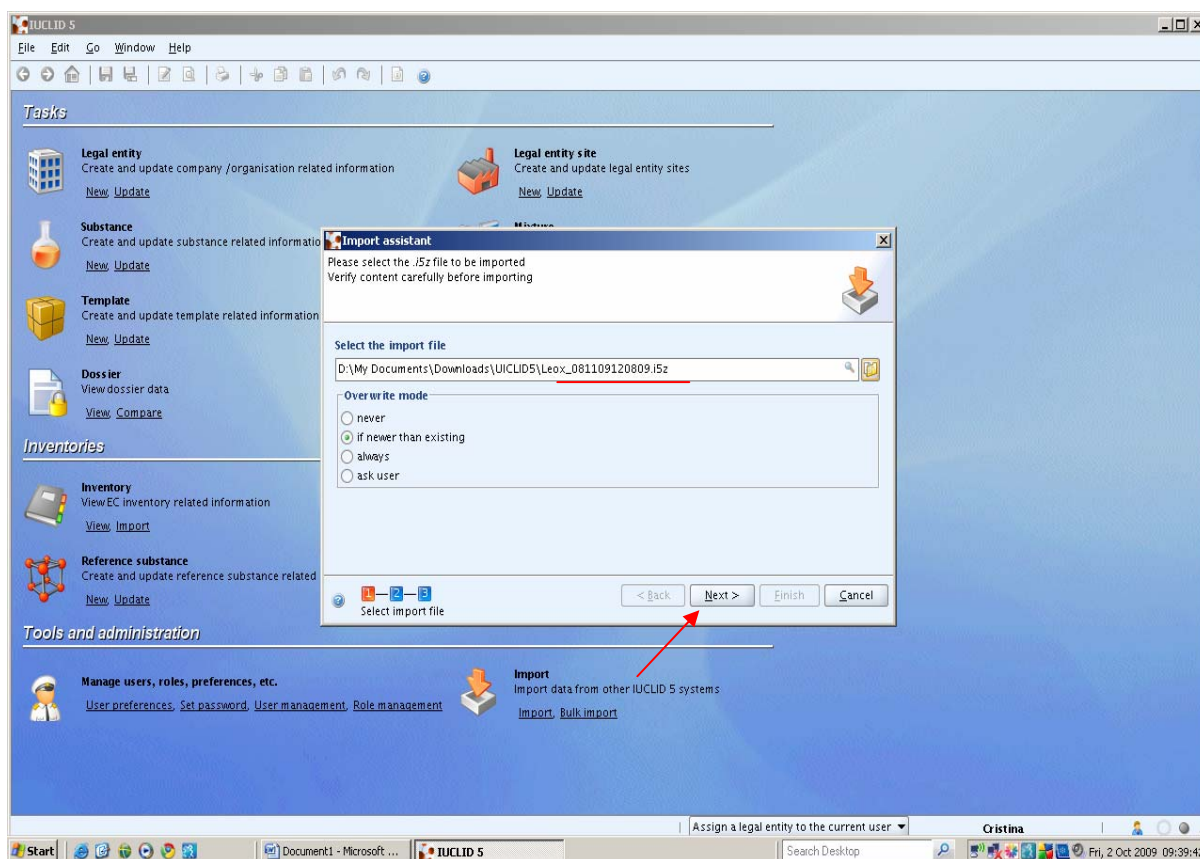
If 'username' appears as 'SuperUser', use password '**root**'

On the Home page (shown below), go to **TOOLS** and **ADMINISTRATION** at the bottom of that page

Find **Import**. Click on **Import**. An **Import assistant** box opens. Go to **Select the import file** and click on the **box** on the **right side**. Now browse your computer to find the **folder** where you saved the LEOX file you downloaded from REACH-IT. The file suffix you are looking for is **.isz**.

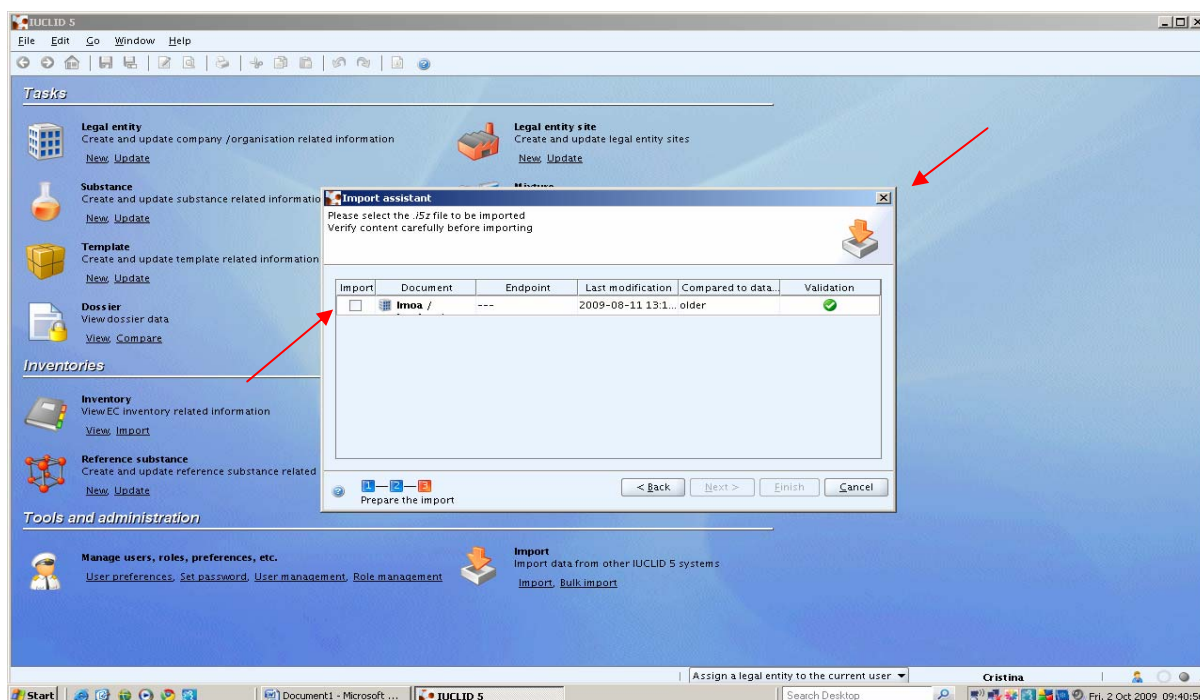


The file name should start with: **Leox_number_i5z** . Then click **NEXT**



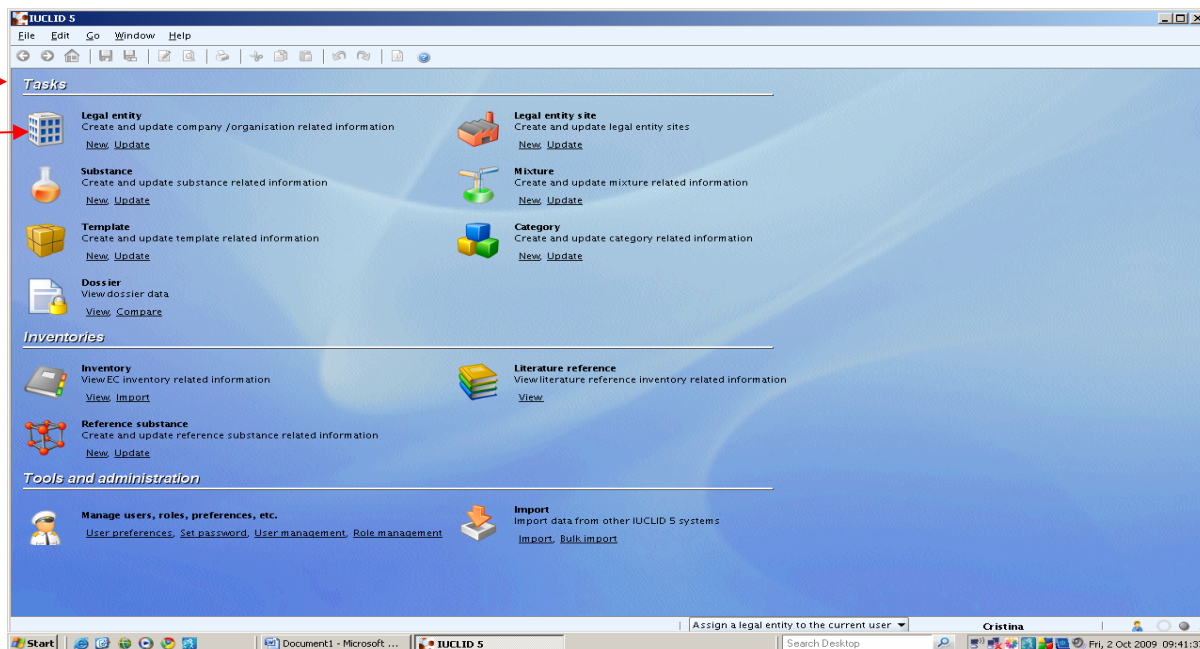
Click box on the left in the 'Import' column, then click finish

The **Import assistant** box appears. Close it by clicking the 'X'. **Your LEOX is now imported!**

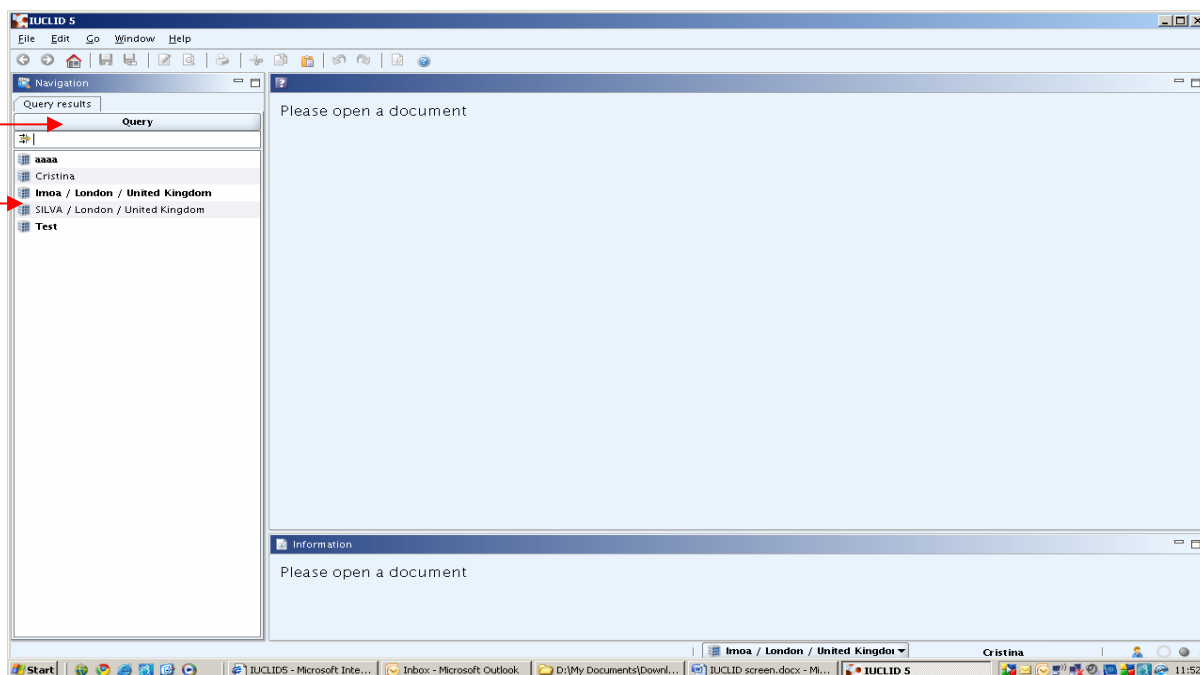


2. How to find your LEOX (to then assign your legal entity):

On the **Home** page, go to **TASKS**, then click the **CUBE** on the left of **Legal Entity**



The screen below will appear, and your **LEOX** will appear on the left side in the Query box.



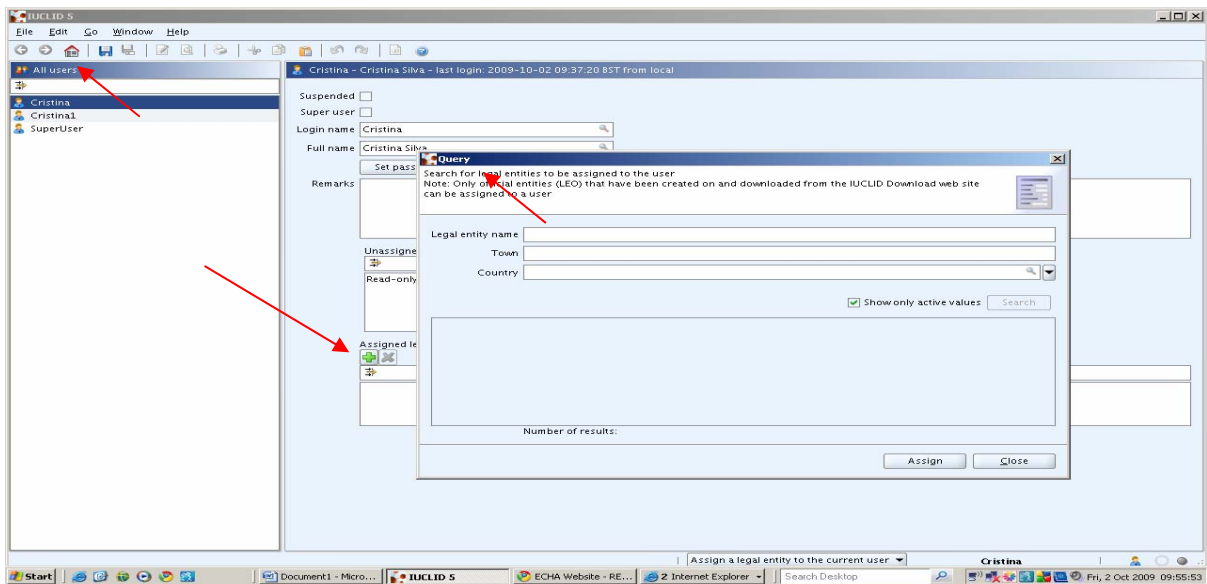
3. How to ASSIGN A LEGAL ENTITY to the current user.

Click on the HOUSE icon to go back to the main page.

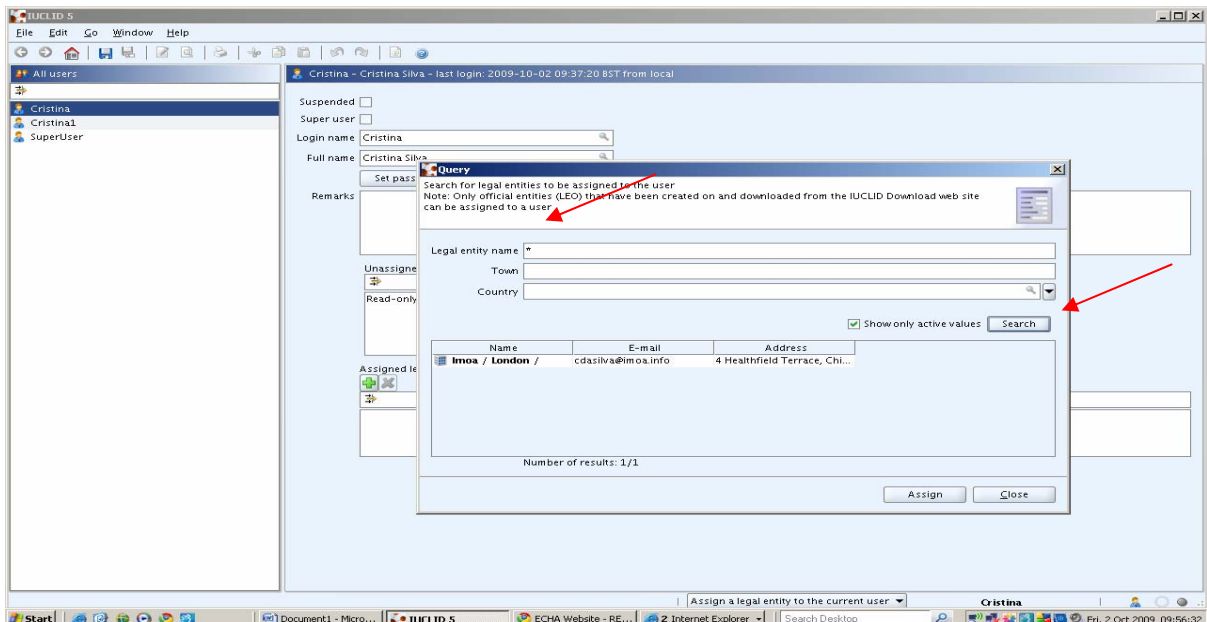
Go to **TOOLS AND ADMINISTRATION**, click on **Manage Users**, **User management**

Highlight name you wish to select (if there is more than one) in the **All users**

Click the **Green Cross** under **Assigned legal entities**. The **Query** box opens

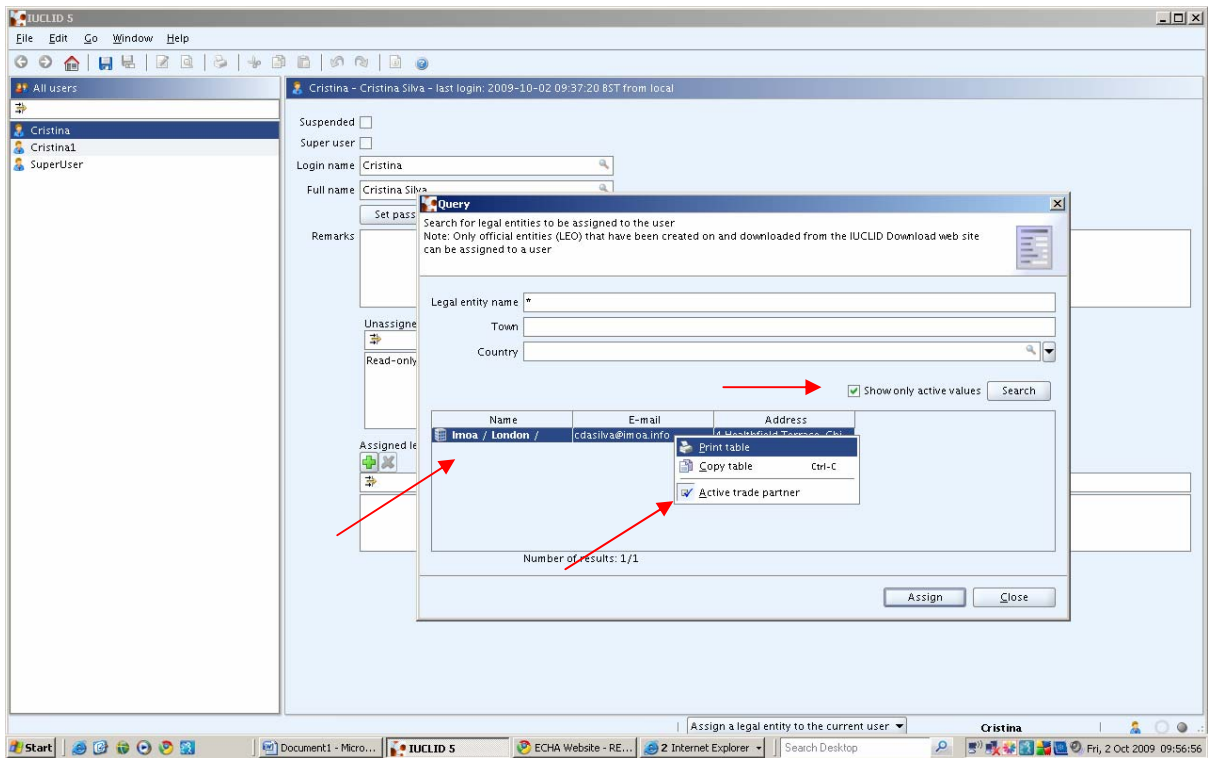


Insert an asterisk * in the **Legal entity name** box
Click **Search**

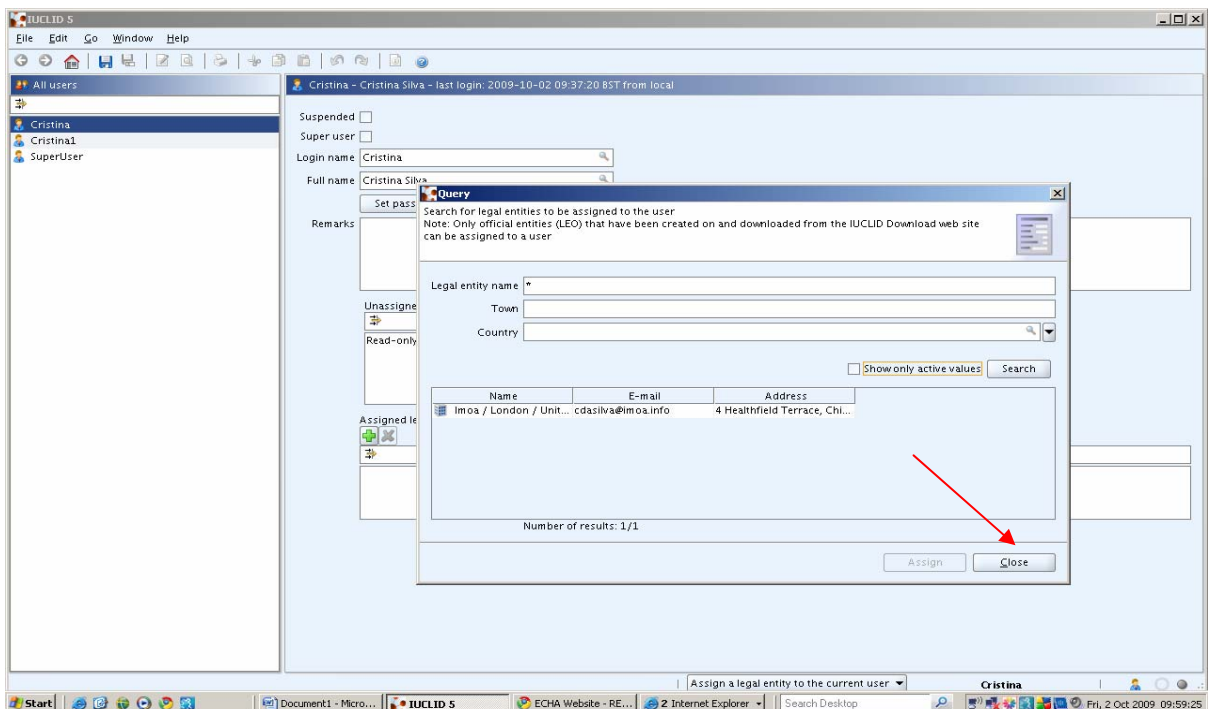


When the Name appears, **RIGHT click** on the name to make it an **Active Trade Partner**

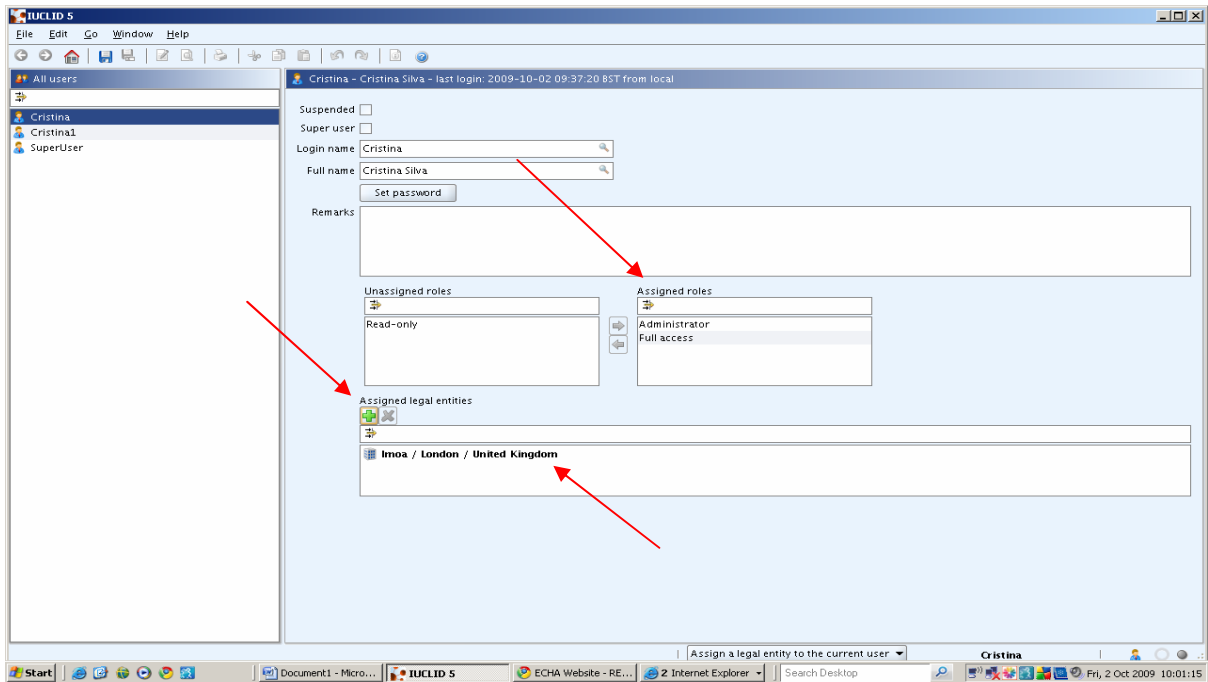
If your name doesn't appear, it is because the system only shows active values. If necessary, uncheck that box to see all values and Search again.



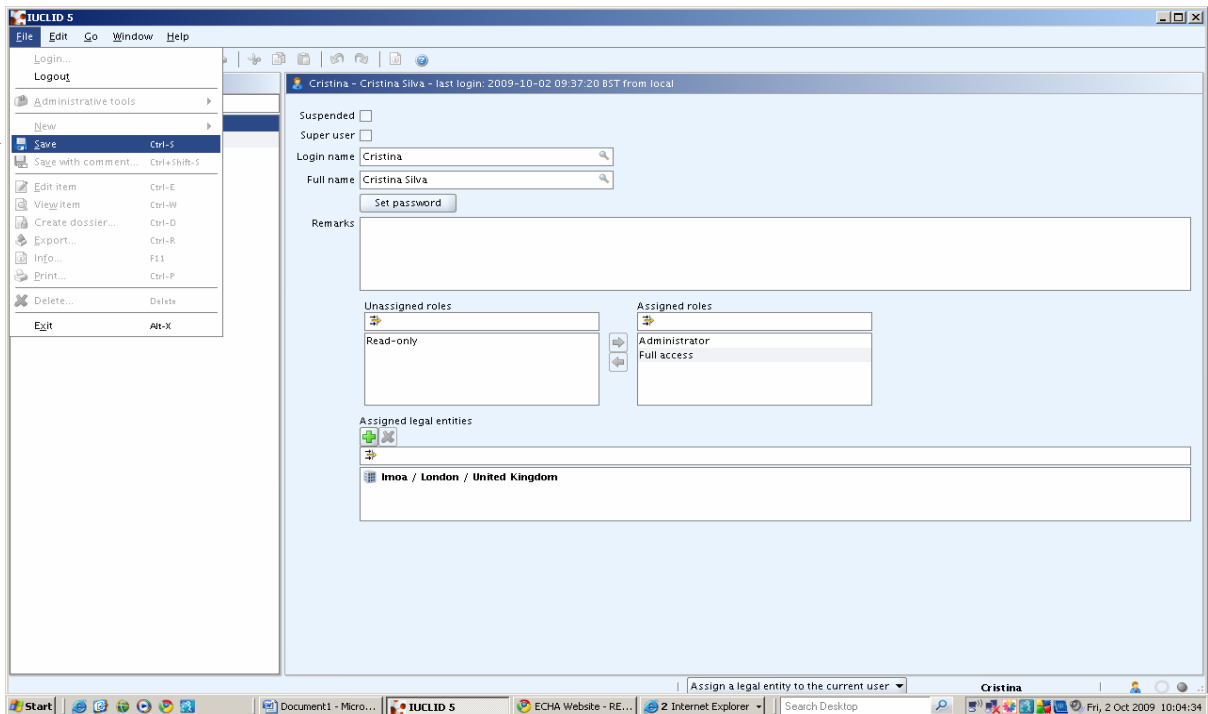
Close the box.



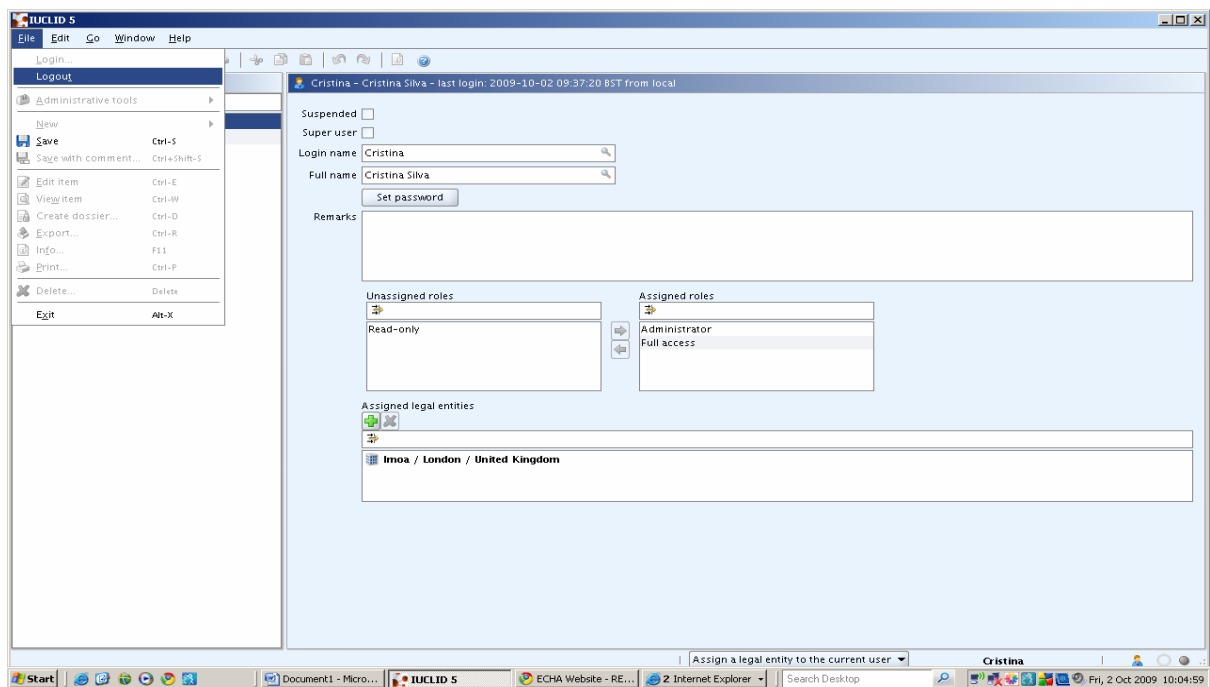
Your name now appears **emboldened** in the **Assigned Legal Entities**
Now **YOU** can assign roles to that User, e.g. administrator with full access, or a read-only user.



Click on the File Menu, then click on SAVE



On the File Menu, click Logout



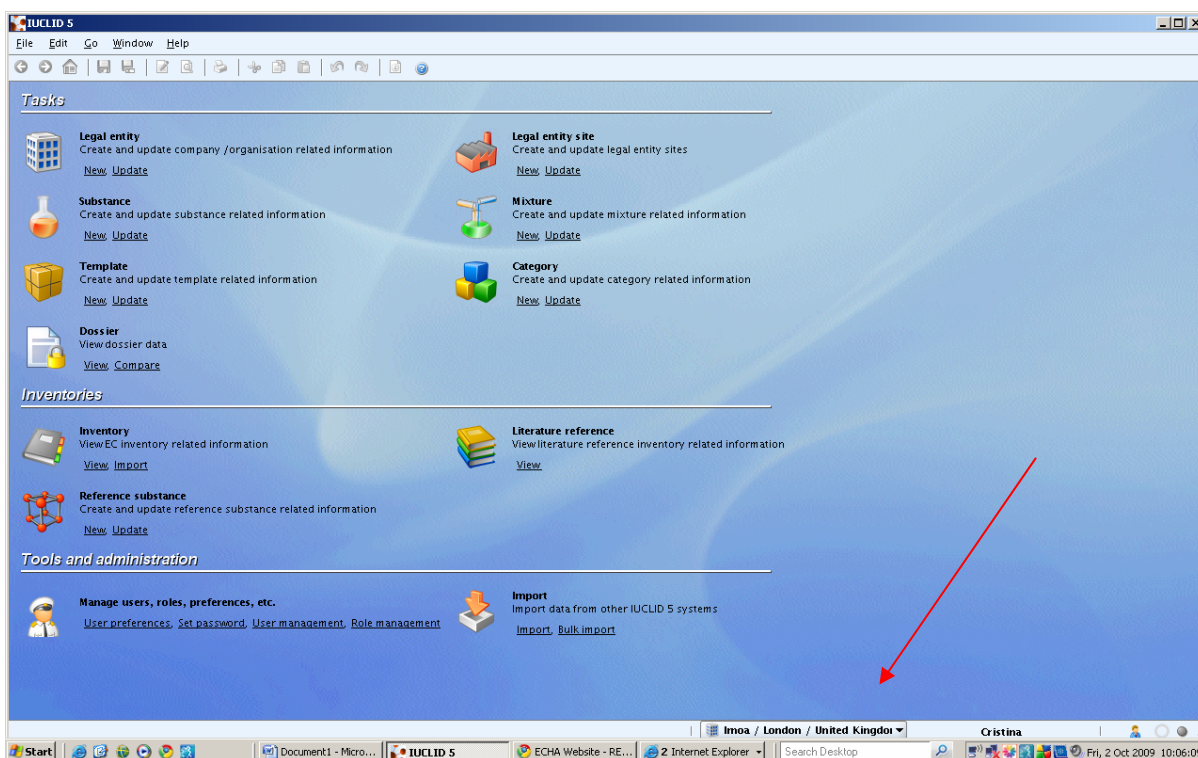
This window appears.



From the File Menu , click on Login



Now your Assigned Legal Entity should be visible at the bottom of the page next to your username.



Well done! Now you are ready to start using IUCLID 5.2!