Getting Started with MyApps: A Quick Tutorial
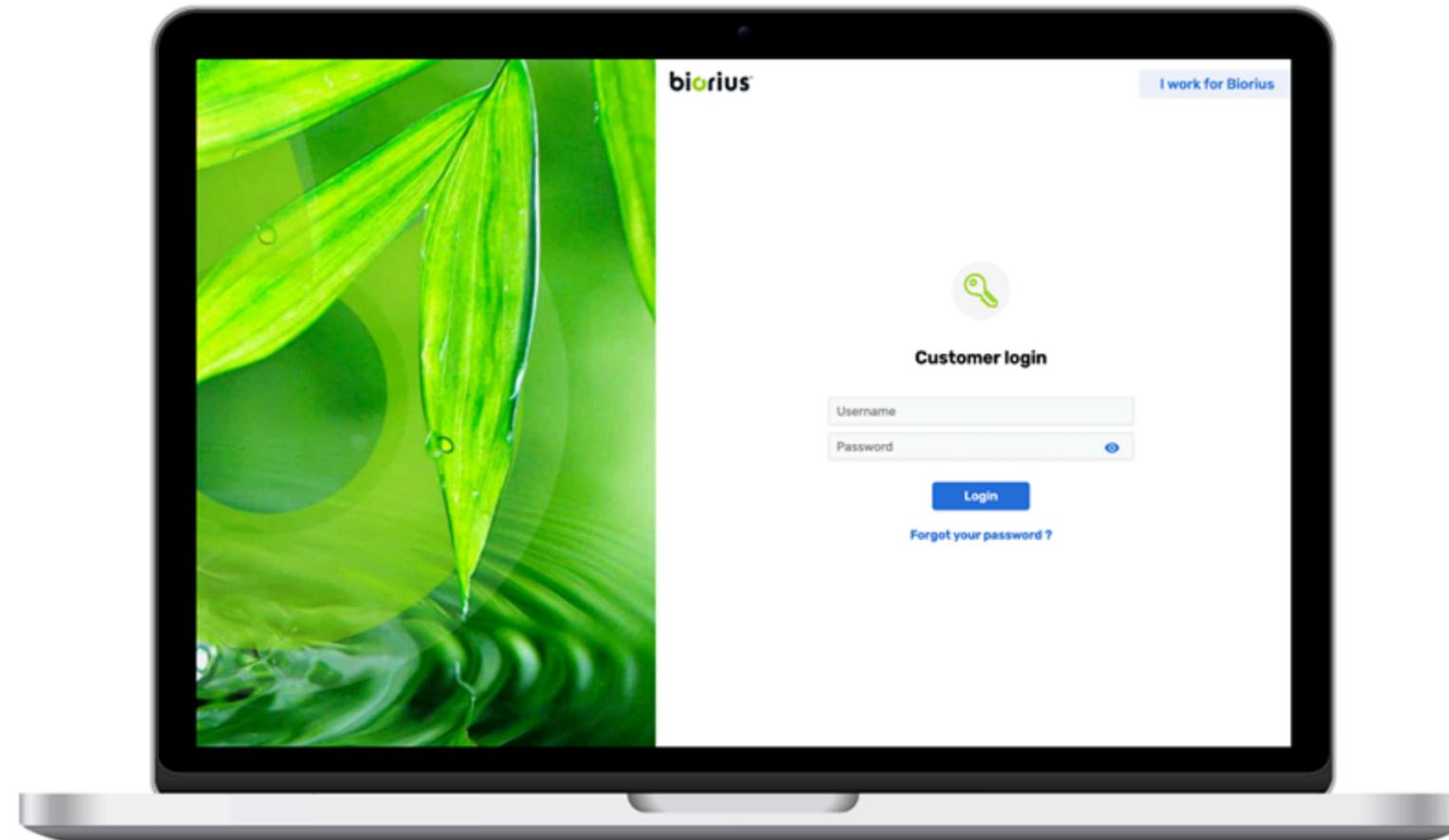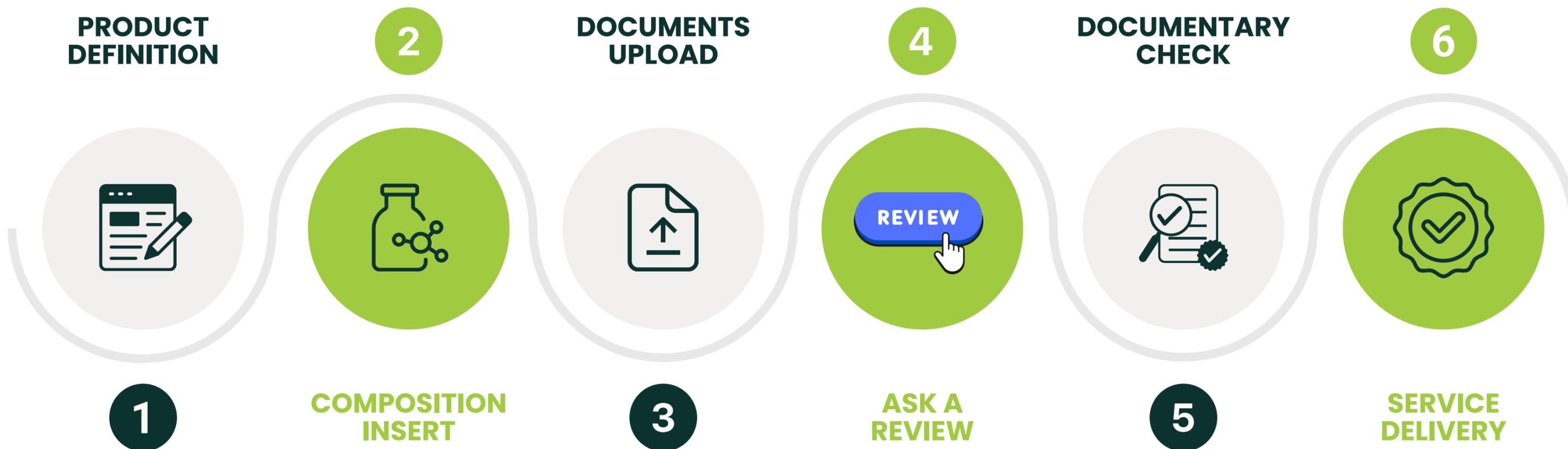
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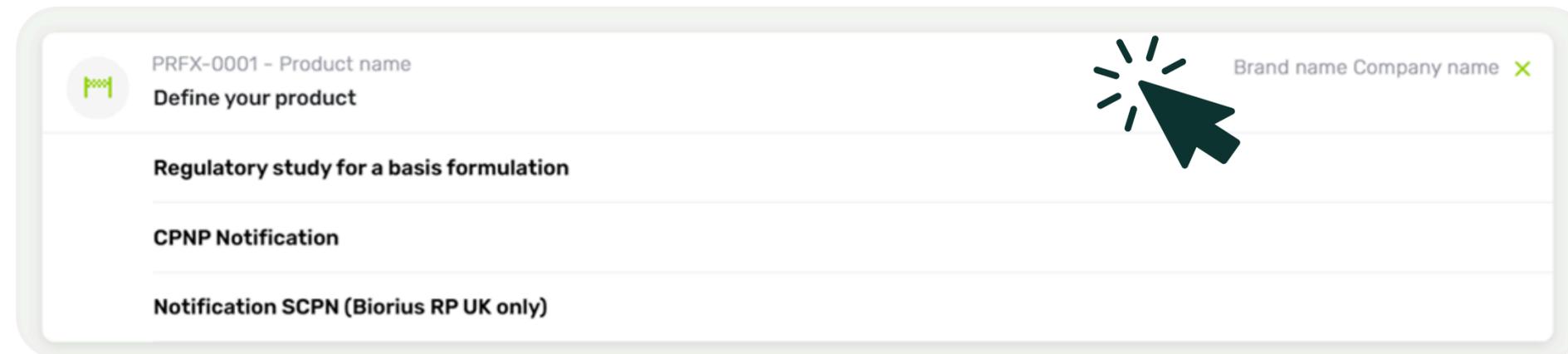
Content table

Process journey: 6 steps

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PRODUCT DEFINITION

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SERVICE DELIVERY

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Product definition

PRFX-0001 – Product name

Define your product

Brand name Company name ✕

Regulatory study for a basis formulation

CPNP Notification

Notification SCPN (Biorius RP UK only)

The first step for all new products is defining the product. To begin, select the task from your to-do list to access and complete the form.

Form Information:

- **Product Category:** select from a drop-down list
- **Target Population:** specify the audience
- **Single Use:** indicate if for single use (Yes/No)

Additional Details:

- **Product Name**: commercial name
- **Manufacturer:** producing company
- **Packager:** company packaging the product
- **Composition Owner:** company with composition ownership (affects confidentiality)
- **Formula Number:** identification code for the formula
- **Internal Code:** optional internal reference
- **Product Description and Usage Instructions:** provide necessary details

Responses affect the expert's analysis on product compliance

The Workspace

To begin a composition insert or upload documents, you need to access the product's workspace. You can do this by either selecting a task from your to-do list or navigating to a specific service on the product's details page.
The workspace becomes accessible only when an active task is assigned to you.
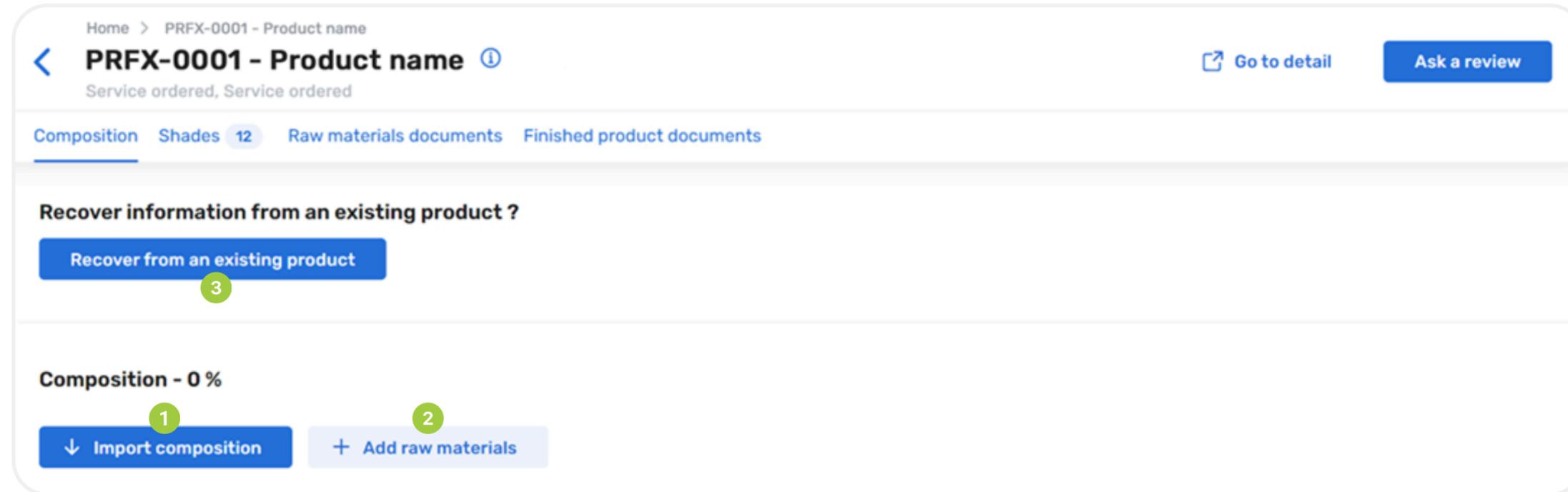

If multiple services have been ordered for a single product, the workspace will display separate tabs for each service. This organized layout provides a clear overview of the requirements for each process.

If the composition is confidential, you won't be able to access the workspace for the raw materials.

Composition insert

Once your product is defined, you can now easily insert the raw materials composition of your product.

How to add raw materials:

1 **Use the template:** download our template and simply fill in the names and percentages. Import the file to complete the insert.

2 **Browse the database to select raw materials:** select raw materials by choosing from your own library as well as from the Biorius database.

3 **Recover composition from an existing product:** select a product and the raw materials to retrieve. Adjust the percentages if needed to complete the insert.

Composition insert

Browse the database

Manually select items from our database or your own library, and easily input the percentage for each entry (the percentage is not requested for products with multiple shades).
Use search bars to filter by trade name or supplier. Frequently used materials are conveniently listed at the top.

If a material isn't listed, you can quickly create and add it to your composition.

Composition insert
Raw materials

Understand the different types of raw materials available on MyApps:

- **Validated raw materials:** the validated raw materials have a completed composition in ingredients, impurities, and all the required documents are available. You won't need to provide any document when selecting a validated raw material.

- **Checked raw materials:** the checked raw materials have a completed composition in ingredients and impurities, however, some additional documents could be asked to continue the process.

- **Proposed raw materials:** the proposed raw materials are raw materials with no composition or having an incomplete composition in ingredients and impurities. Additional documents will be asked to continue the process.

Prioritizing **Validated** and **Checked** raw materials will reduce the number of documents you need to upload and will significantly speed up the process.

Composition insert
Shades

If your product has multiple shades, you'll need to complete an additional step to provide details for each one. In the designated tab, enter the shade names, codes, and their specific compositions.

Use the Copy/Paste button to easily copy a raw material percentage to each shade or to copy the entire composition.

Documents upload
Raw materials

Once the composition has been inserted, you can now add the necessary document(s) to perform the service in the Raw materials documents tab. Simply drag and drop from your folders to add the document to the desired category.

Use the filter "Documents to upload only" for a clear view of the documents still needed for the service

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Automated Documentary Check

ABOUT THIS DOCUMENT'S CATEGORY

📄 **Missing information**

Automated comments

Could you please send us the IFRA 51 statement?

Once your composition is submitted, an automated checklist is instantly triggered based on the ingredients and their concentrations. This generates specific requirements for each raw material with a detailed comment on the document needed to complete the service chosen.

The process is now even faster, providing an initial review in just seconds allowing you to request the documents from your supplier as early as possible.

💡 A document is only requested once. After being reviewed and approved by your CDM, the automated comment will never appear again for your products.

Documents upload
Add other Raw Material document

If you want to upload more documents than those shown in the workspace, you can do so by clicking "+ Add other document", select the document type from the "Category field" or choose "Other," specify if it's for all or specific raw materials, and then click "Confirm."

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Documents upload
Finished product

To upload finished product documents, navigate to the corresponding tab and either select the files or drag and drop them, just as you did for the raw materials.
Additional document categories can be added through the "+ Add other document" button.

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Documents upload

Levels of requirement and status

On the workspace, you'll notice that documents can have different levels of requirement and status.

Levels of requirement:

- **Required:** the document is required to perform this service
- **Optional:** this document is not always required to perform this service. However, you are encouraged to upload it if you have it
- **Needed in case of inspection:** the document is not required to perform the service, but needs to be available within 48 hours in the event of an inspection

Additional Details:

- **File uploaded:** you have uploaded the file, but it hasn't been approved yet
- **Approved:** our expert has approved the file
- **Rejected:** our expert has rejected the file and cannot use it to perform the service
- **Missing information:** the file is correct, but our expert needs some missing information to be provided before approving it

Ask a review
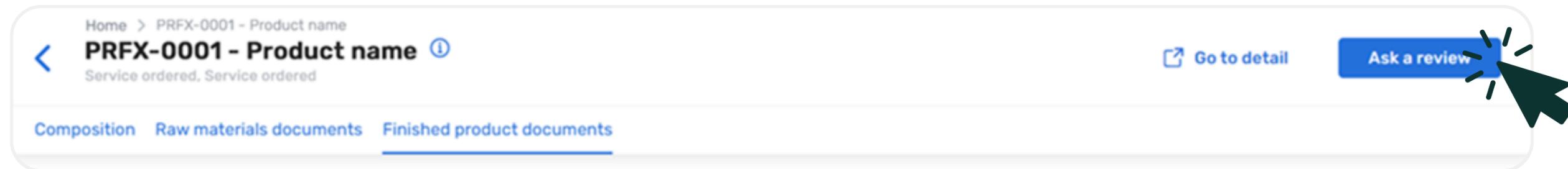
After uploading all the required documents for the service selected, you may now start the review process by transferring the task to Biorius.

Simply do so by clicking on the "Ask a Review" button at the top of your page.

Using the workspace
Key steps

Using the workspace screenshot annotations:

- Home > PRFX-0001 - Product name
- **PRFX-0001 - Product name** ⓘ
- Regulatory study for a basis formulation
- Composition | Raw materials documents | Finished product documents
- **Composition - 100**
- Upload the required doc...

Annotations:

- Once you've uploaded all available documents, click "Ask a review" to confirm. → **Ask a review**
- Make sure to activate this setting to improve visibility of the requested documents. → Documents to upload only
- Before proceeding, take a moment to check the finished product documents.
- + **Add other document**
- **Purity Statement for Raw material name**
- Priority
- Requi...
- Click on a document box to see more details on the right side of your screen.

Table columns: COMPOSITION BRE... | PURITY STATEMENT | CHEMICAL ORIGIN | ALLERGEN REPORT | IFRA CE...

- Supplier name 0,2%
- Raw material name Supplier name 0,2%
- "Optional" documents help complete the product file but are not mandatory. → + **Drop files** Optional
- Raw material name ✓✓ Supplier name 0,2% → ✓ **Fulfilled** Optional | + **Drop files** Optional | + **Drop files** Optional
- Raw material name Supplier name 0,02% → ☐ Miss...
- Documents labeled "Required" are necessary to complete the service. → ☐ **Missing information** Required
- **Uploaded files (0)**

Right panel:
- **ABOUT THIS DOCUMENT'S CATEGORY**
- ☐ **Missing information**
- **Automated comments**
- Could you please send us the Peroxide content? (Optional if IFRA provided)
- **No files uploaded**
- + **Add file(s)**

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Documentary Check

The task has now been transferred to Biorius, where your CDM or an expert is currently reviewing the uploaded information and documents.

During this review process, access to the service documents will be temporarily restricted.

The next step will depend on the outcome of the review.

Unsuccessful review: a new task to **rework your composition** or to **upload documents** is created for you. Details on the missing documents or additional information required, are provided.

Successful review: all the required information is received and the review process is complete. The reports are now being prepared during the **Service Delivery**.
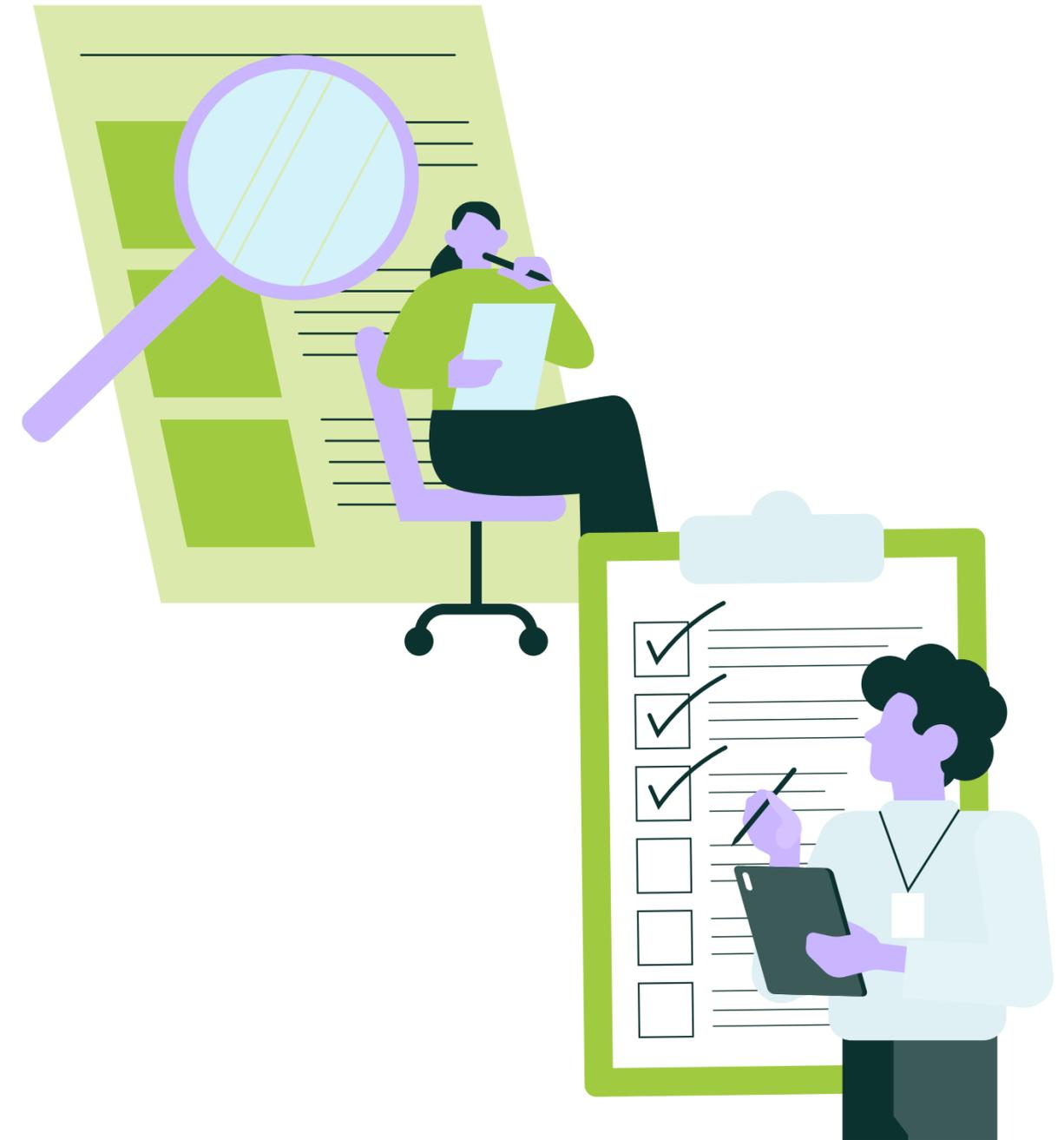
Messages
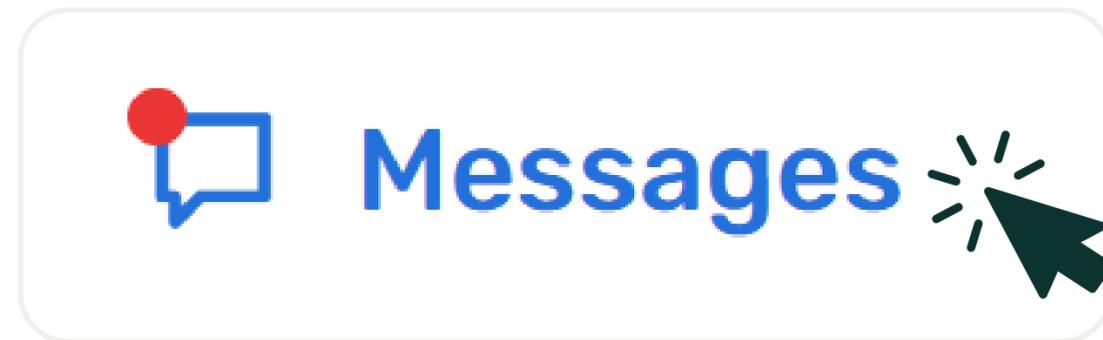
At any point during the process, including after the documentary check, you can use the Messages feature to communicate about a specific product. This chat function provides a direct line to your CDM, ensuring efficient and seamless collaboration.
To initiate a message, simply navigate to the product's details page.

By centralizing all product-related conversations in one chat, you avoid the pitfalls of lost emails or fragmented information. Every message, update, and discussion is securely stored in one place, making it easily accessible to all authorized users within your company. This keeps everyone informed, promotes better coordination, and ensures a smoother workflow across your team.

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Service Delivery
Your deliverables

Service delivery marks the final step in the service process. Upon completion, you will receive all associated deliverables, such as CPSR A/B, CPNP compliance certificate, Vegan certificate, and more.
You will be notified via email, and the documents will be available for download under each service.

Documents with confidential information are only available to the Composition Owner.

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If you have any questions or need further assistance, feel free to reach out to your CRM or CDM.

Stay tuned for more updates !