CLEANCHAIN™
## AN ADEC INNOVATION

QUICK REFERENCE GUIDE

This guide aims to assist CleanChain Users to the essential functionalities of the system.
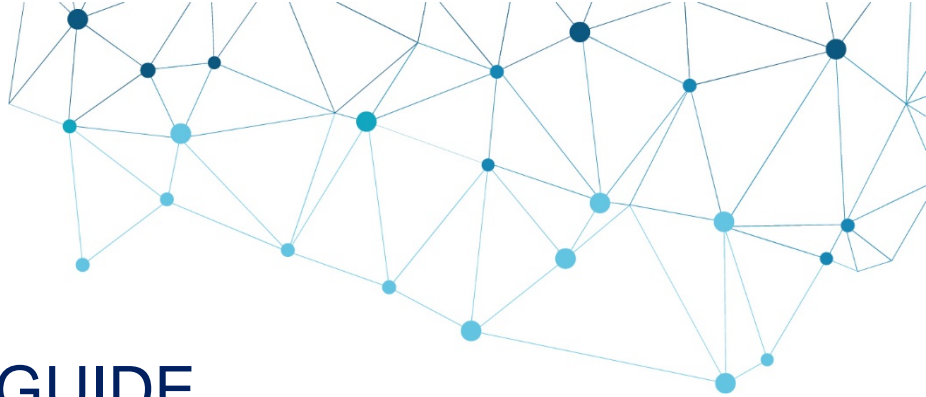

1. SENDING QUESTIONS TO MY SUPPLIERS

CleanChain allows brands and organizations with Questionnaire permissions to send a set of questions to their suppliers through the **Questions** feature of the application. For example, a brand may want all of their suppliers to sign and upload a form that they have received chemical management training. Responses to the questions are private: they are available only to the responding organization and to the organization that issued the questions.
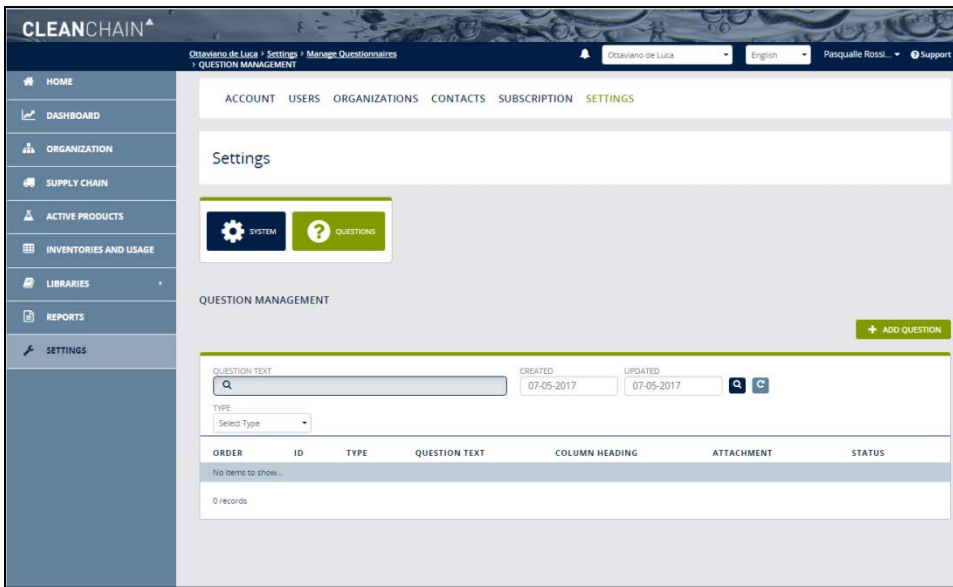
To add a Questionnaire:

- Go to the **Settings** page ![SETTINGS] using the left navigation.

- Click on the **Settings tab** SETTINGS .

- At the **Settings page**, click on the **Questions** ![QUESTIONS] button to redirect to the **Manage Questionnaires** page.

- To input a new questionnaire, click on the **Add Questionnaire** ![+ ADD QUESTIONNAIRE] on the top right corner of the **Manage Questionnaires table**.

- A window will pop up where you will input the information for your questionnaire.

- Once done, click **Save** ![Save] or **Cancel** ![Cancel] if otherwise.

*Note: There are two types of questions: The **Supplier** type, which allows organizations to send inquiries and documents to their suppliers, and the **Inventory Product Question (IPQ)**, which allows an organization to issue a question specific to suppliers' products.*
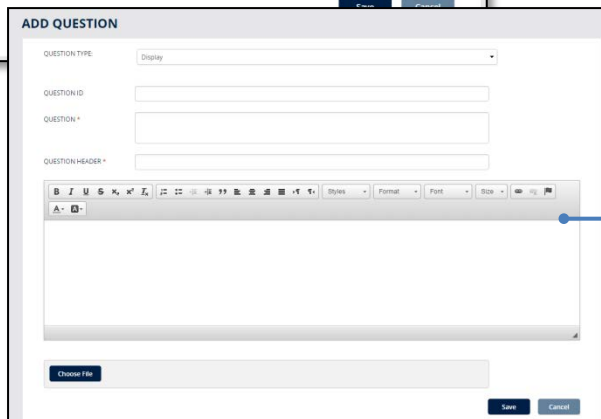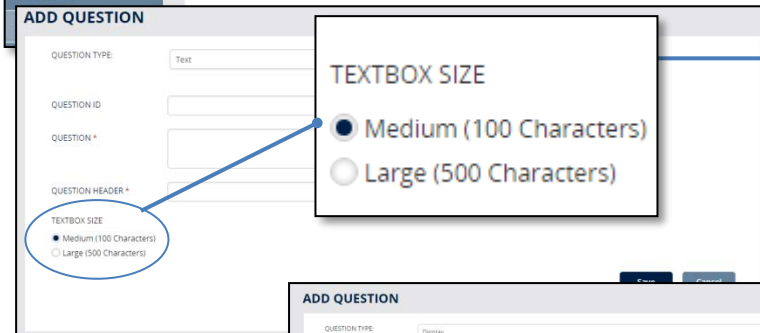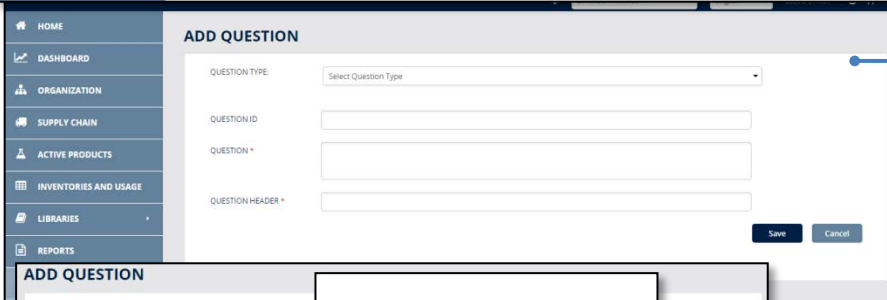
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To add Questions on your Questionnaires:

- Go to the **Settings page** using the left navigation.

- Click on the **Settings tab**, then click **Questions** and you will be directed to the Manage Questionnaires page.

- On the **Manage Questionnaires** table, click the **Questionnaire Name** on which you want to add your question.

- You will be directed on the **Question Management** page.

- Click **Add Question** to input additional question or **Edit Order** if you want to rearrange the question sequence.

- If you click **Add Question**, you need to select a **Question type** from the drop-down menu on the **Add Question page**.

Note: CleanChain has four different question types. Certain types of questions will require different actions from the responder.

Text Type of question will allow your responders to input a text answer.

Display Type will allow you to upload files that your responders can download.

FileUpload Type will let your responders upload a file to you instead of inputting a manual input response.

Select Type of question allows you to create a question with multiple choice options for your responders to choose from.
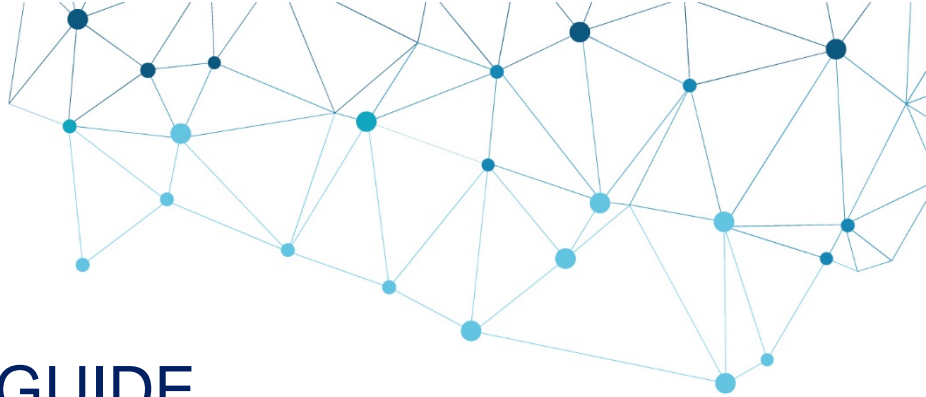
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► To create different multiple choice options for the **Select Type** of Question:

o On the **Add Question page**, choose **Select** as your type of question.

o Fill-out all the necessary fields such as **Question** and the **Question Header**. All required fields are marked with asterisk – unmarked fields are optional.

o Click **Save** to proceed or **Cancel** if otherwise.

► To add response options for the **Select Type** questions:

o Click **Add Response** to establish your responses.

o You need to complete all required fields.

o Click **Save** to proceed or **Cancel** if otherwise

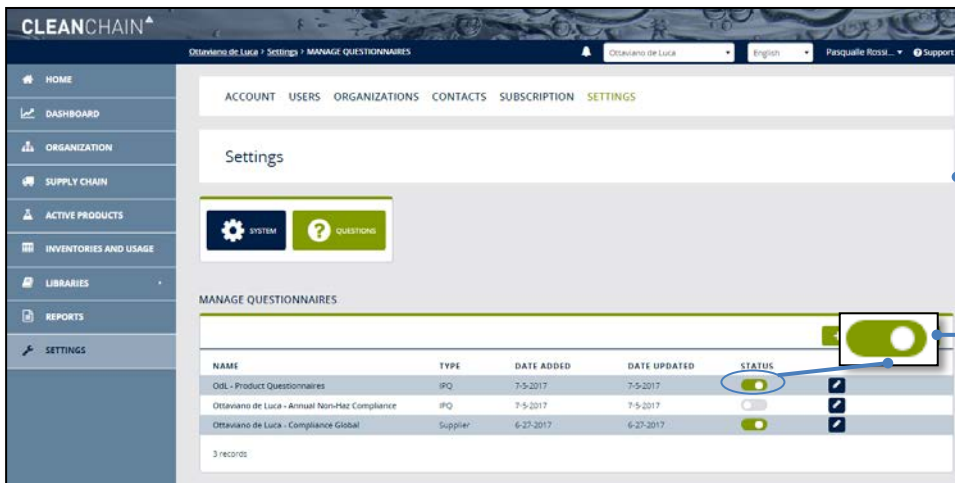*Note: The action above shall be performed for every response added.*
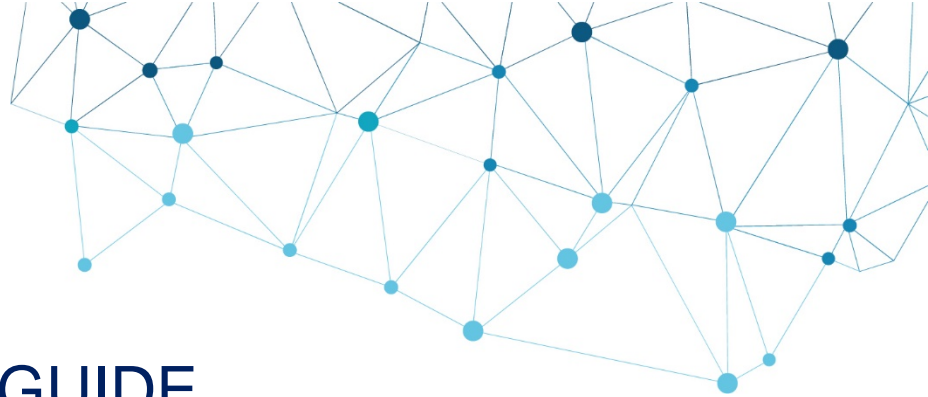
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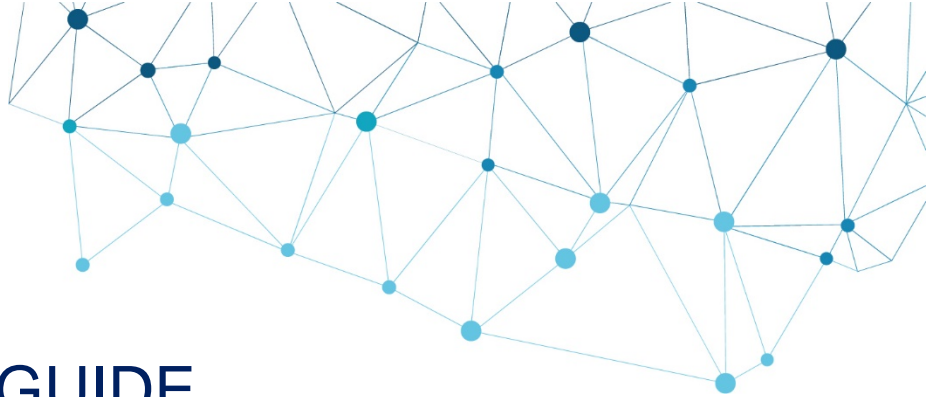## 2. DISABLING/ENABLING QUESTIONNAIRE

Brands have the ability to **disable** or **enable** questionnaires. A brand can only have one enabled Supplier Questionnaire and one enabled Inventory Product Questionnaire at a time.

To disable/enable a **Questionnaire**:

- Go to the **Settings** page using the left navigation.

- Click on the **Settings tab**.

- At the Settings page, click on the **Questions** button to go to the **Manage Questionnaires** page. On this page, you will see the information of the previously created questionnaires of your organization.

- Click the Toggle button under the status column of the questionnaire you want to disable/enable.

Note: The green toggle button means the questionnaire is enabled, while the gray toggle button means the questionnaire is enabled.

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3. ISSUING A QUESTIONNAIRE TO MY SUPPLIERS

Once you have created your questionnaire, you may now issue the questionnaire to your suppliers.

To Issue a Questionnaire:

- Go to the **Supply Chain** page using the left navigation.

- Click on the **Connections** button and you will be directed on the **Connection Management** page.

- On the table **Connections you can view**, click **Issue** under the **Questions header**.

*Note: If you update a questionnaire, you may click **Reissue** to resend the edited questionnaire.*

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4. PREVIEWING MY SUPPLIERS' RESPONSES

Once your supplier is done answering your issued questionnaire, you may now review their answers.

To review your suppliers' answers:

- Go to the **Supply Chain** page using the left navigation

- Click on the **Connections**
   button and you will be redirected on the **Connection Management** page.

- On table **Connections that you can view**, click the **Question Status**, under the **Questions** header. You will be directed to the **Question Response** page.