



HAZCHEM®
Safety You Can Trust

LYNX - INTELLISAFE HOW TO GUIDE

HOW TO CREATE AN ORDER

A SIMPLE STEP BY STEP GUIDE





WELCOME TO

HAZCHEM LYNX-INTELLISAFE THE SUPERIOR ORDER MANAGEMENT PLATFORM

So much more than just an online ordering portal, Hazchem Lynx has become the management tool of choice of corporations across the industry. Reporting, authorisation schemes, point systems and more are available and can easily be set up to help you streamline, track and monitor Workwear and PPE distribution in the most efficient and effective way for your company.

We hope that this instruction manual helps you understand the ordering process and capabilities. Should you need any further information or guidance please contact us, and one of the team will be happy to guide you through the process.

We hope that you find this useful and look forward to helping your business to streamline your uniform ordering process.

Rodney Tunley
Key Account Manager

“ We have worked hard to ensure our online ordering system of safety equipment & workwear is easy to use for all of your staff ”



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Helping you to find the information that you need

HELPFUL HINTS

Look out for this symbol for helpful tips and extra information on alternative pages.

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DID YOU KNOW?...

In 2014 Hazchem discovered there were further opportunities with other large companies involved in the petrochemical industry.

The size and the scale of their operations raised the issue of how to manage the ordering, distribution and control of the uniforms for large numbers of users across multiple sites. To assist the larger customers, the Lynx-intellisafe Order Management system was created.

It's features reduce administration time and ensures that the correct items are issued to staff, setting a new industry standard for uniform software. Staff across multiple sites can then receive Individually named "Worka-Kit®" giving them a hassle-free solution.

WHY USE LYNX-INTELLISAFE?

Be in control with Lynx-Intellisafe, an easy way to save time & money

1

SECURE

Secure hosted online ordering portal. You can either submit your order via your trade account or pay online

2

MANAGE SPEND

Utilise a points system to ensure staff only have the allocated allowance each year

3

CORE PRODUCTS

Agree a product range for your business and allow your team to order their own workwear

4

ADD NAME OR LOGO

Upload your logo for customized workwear on every order you place with us

5

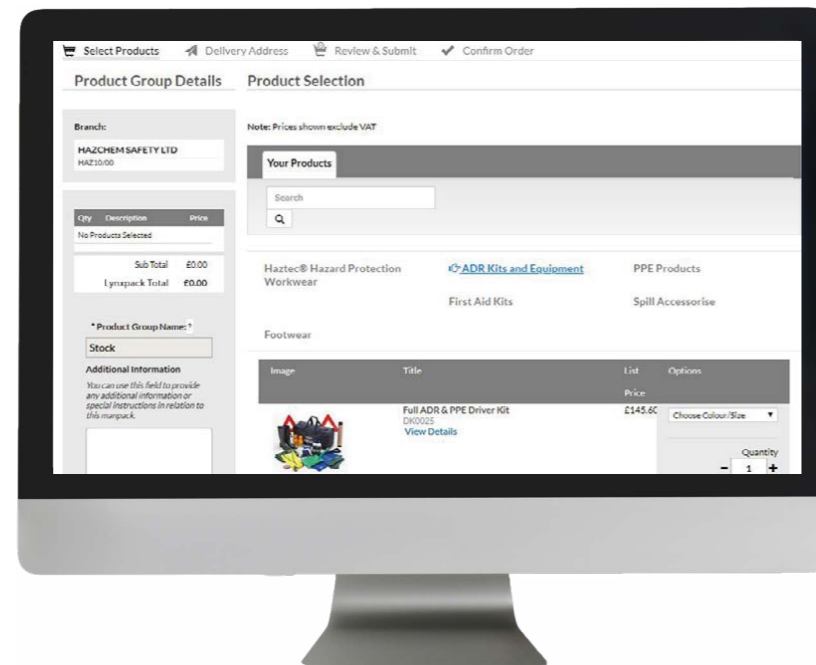
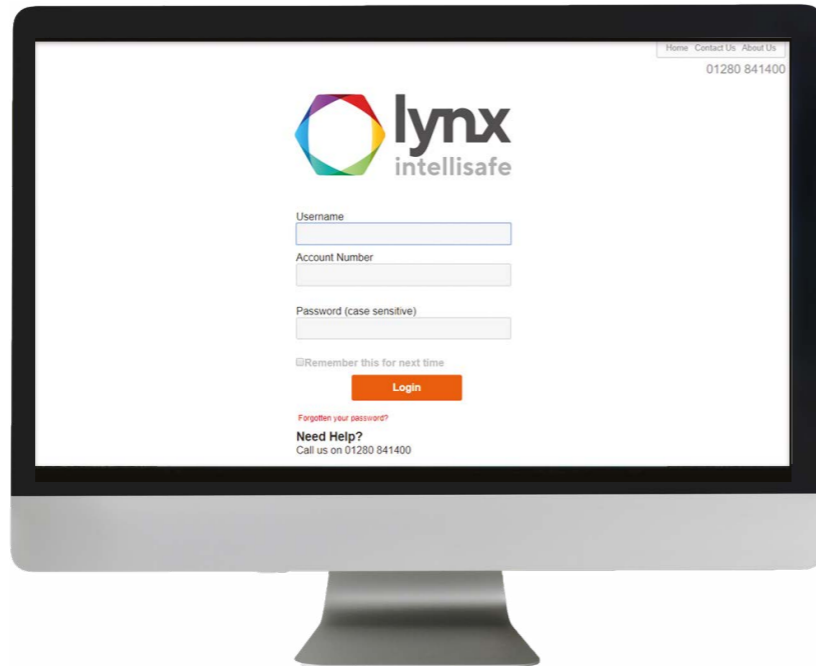
REPORTING

Download full reporting and management data, detailing spend per site, staff member and overall spend

6

MULTI-SITE ORDERING

Create product specific lists for each of your sites, restrict products on a site by site basis



ACCOUNT SET-UP

We can have you set up and ready to order in as little as 5 minutes



YOUR PERSONAL ACCOUNT LOGIN CAN BE SET UP IN AS LITTLE AS 5 MINUTES!

Simply, call us on **+44 (0)1280 841400** and one of our Trusted Advisors will be happy to assist!

YOUR UNIQUE LOG-IN

When you have your own log-in details, simply write them in here for safe keeping!



Username

Password

Account No

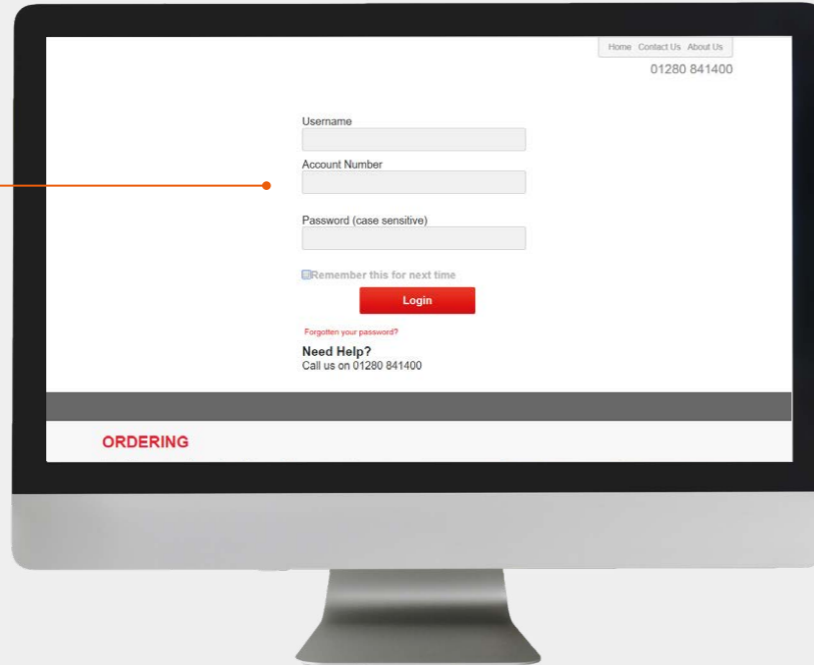
If you have any trouble logging in or you have forgotten your details give us a call or email sales@hazchemsafety.com

LOG-IN & PLACE NEW ORDER

Each user is given unique log-in details

HOW TO LOG-IN TO THE PORTAL

Unique Log-in details for each user



HELPFUL HINT

See pages 10-12 for instructions on how to create accounts for individual employees.

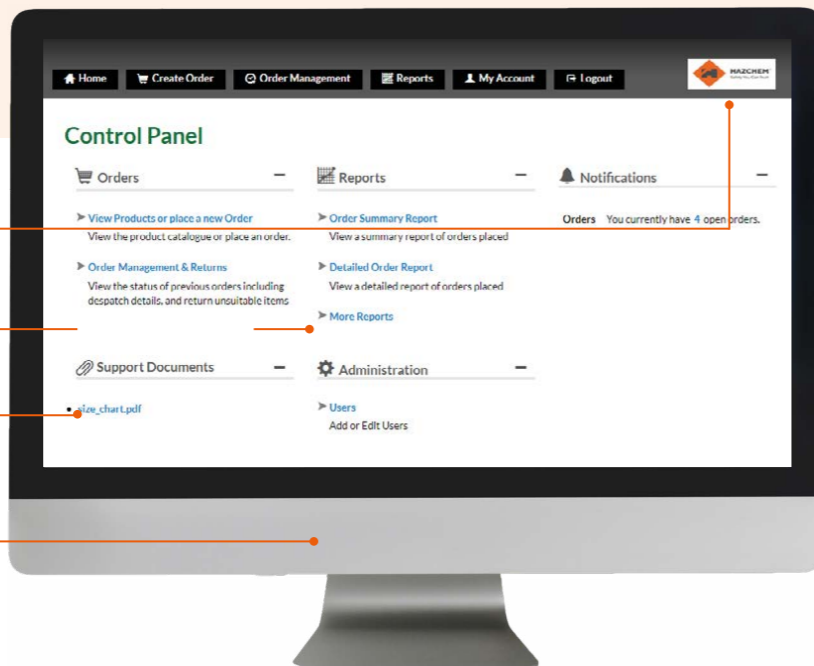
PLACE A NEW ORDER

Your company logo

View spend reports by site, contract or staff member*

Track what stage your order(s) is at including live link to DPD tracking

Add or remove staff members from the employee name lists**

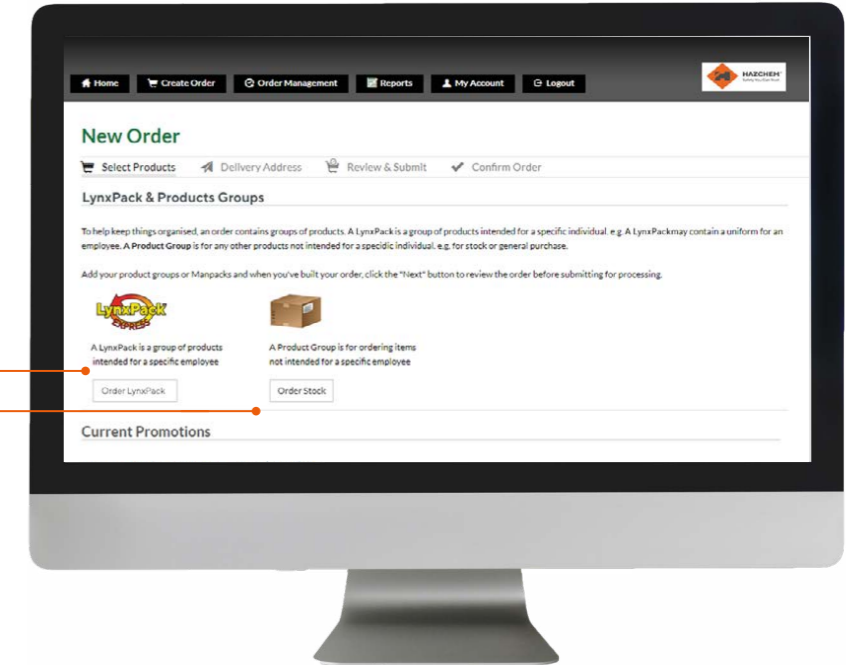


PLACING A NEW ORDER

Placing an order using the Lynx - Intellisafe

When you order Worka-Kit®(s), your selected items are wrapped in a clearly marked package for each employee

Alternatively just order stock - Ideal for areas like ADR equipment where items may not need to be assigned to a particular person



INDIVIDUAL PACKED ORDER

Example Worka-Kit® Pack - Individually packaged and named Worka-Kit® ready to hand out to staff member

HELPFUL HINT

See page 8 for instructions on where to view your saved Worka-Kit® packs.

THIS IS HOW YOUR WORKA-KIT® PACK WILL LOOK WHEN IT ARRIVES



Packed and ready for staff members!

* New eco-friendly packaging is made from 100% recycled plastic.

BENIFITS OF USING WORKA-KIT SERVICE

Individually packed uniforms – Simple & Easy!

PRE-PACKED STAFF UNIFORMS EASY & HASSLE FREE WITH WORKA-KIT



The Hazchem Safety 'WORKA-KIT' service allows you to deliver a complete safety and workwear kit to an individual recipient or recipients, making ordering simple and delivery stress free.

With 'WORKA-KIT' there's no need to trawl through deliveries and reallocate on site – once ordered via the Lynx-Intellisafe Online Ordering Portal, your order will be picked and packed and ready to go in one neat package, to individual members of staff.



KEY BENEFITS

SUPPORT

Get support any time from our helpline – just call 01224 707468

LOGO

Upload your logo for customised workwear

PRODUCT RANGE

Agree a product range for your business and allow individuals to order their own workwear

POINTS SYSTEM

Points system feature to ensure staff only have the allocated allowance each year

ADDING STOCK ITEMS

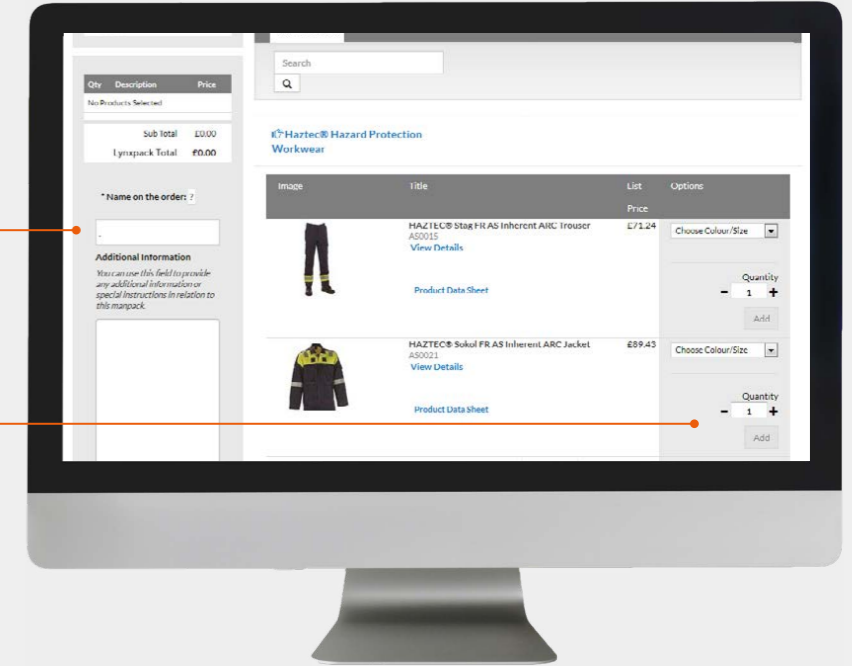
How to add items to your order

Enter employees name or select from **pre-loaded dropdown**

Select each item by size and add to pack

HELPFUL HINT

We can pre load your employees names – particularly useful for larger workforces.



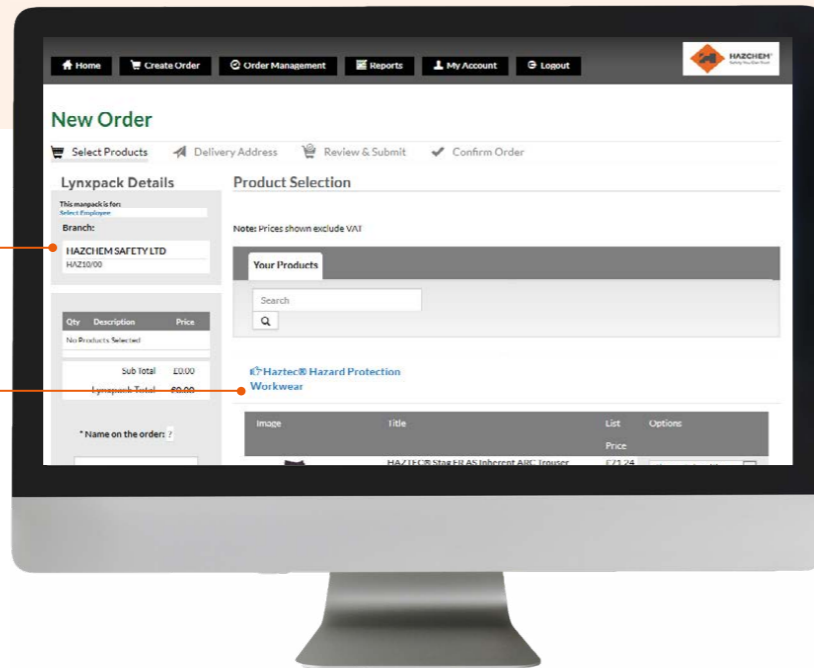
NEW WORKA-KIT® PACKAGED ORDER

Enter employees name or select from pre-loaded dropdown

Select product category

HELPFUL HINT

Order for your employees while doing a stock order or create them a personal account.

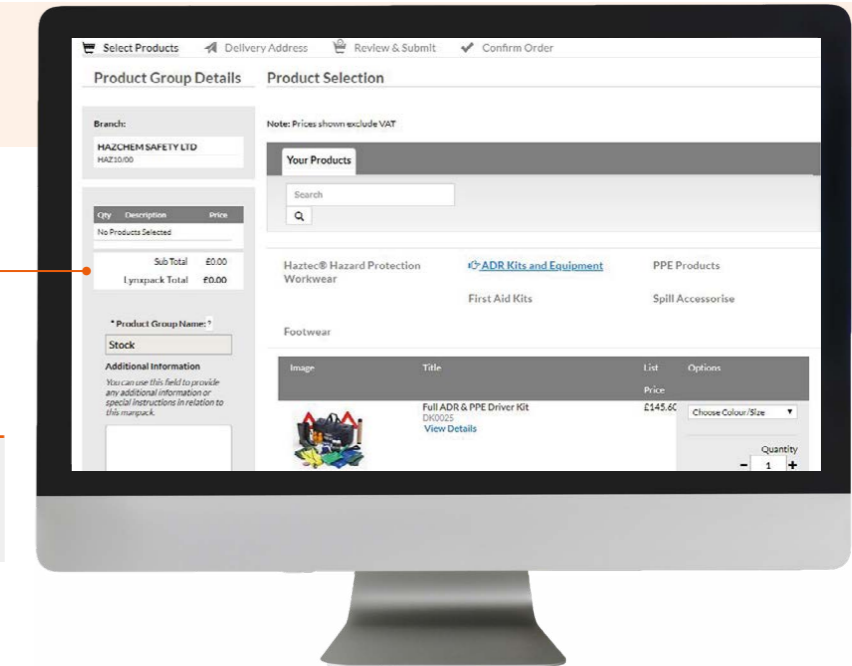


ADDING STOCK ITEMS

Order stock products and add to order

HELPFUL HINT

For stock orders put "stock" in product group name box.



ADD ADDITIONAL PACKS

How to add additional packs to your order

FINALISING YOUR PACK

HELPFUL HINT

Add additional comments here, or special instructions.

Select 'Update' to complete your Worka-Kit® pack

Qty	Description	Price
4	HAZTEC® Basan FRAS Inherent Long Sleeve Poloshirt GREEN L	£119.48
1	HAZTEC® Basrah FRAS Inherent Sweatshirt NAVY XL	£35.67
1	HAZTEC® Murban FRAS Inherent ARC Coverall NAVY/YELLOW/BLACK	£145.89
Sub Total		£301.04
Manpack Total		£301.04

John May

Additional Information
You can use this field to provide any additional information or special instructions in relation to this manpack.

Cancel Update

ORDER COMPLETION

Finalising your order ready for dispatch

Number of Items	Total Cost	Edit	Remove
Product Group	Stock	6	£218.40
LynxPack	John May	6	£301.04
LynxPack	Amy Taylor	3	£190.54

Sub Total: £709.98
Delivery Cost: £0.00
VAT: £142.00
Order Total: £851.98

Next

Select 'Next' to move on to the order completion stage

Edit or bin Worka-Kit® packs

ADDITIONAL PACKS

Repeat this process again to add more Worka-Kit® packs or 'stock' packs to your order

Your saved Worka-Kit® Pack

HELPFUL HINT

Need additional support, give us a call on **01280 841400**, we're always happy to help.

FINALISING YOUR ORDER

View completed order and confirm

HELPFUL HINT

If you aren't ready to place your order at this stage you can close out of the system, when you return your order will still be there, parked and ready for you to amend, delete or continue.

ONLINE ORDER MANAGEMENT

Making online ordering of Safety Equipment and Workwear easy for all your staff

MANAGEMENT & REPORTING TOOLS

Dropdown and select a specific employees name or 'All users'

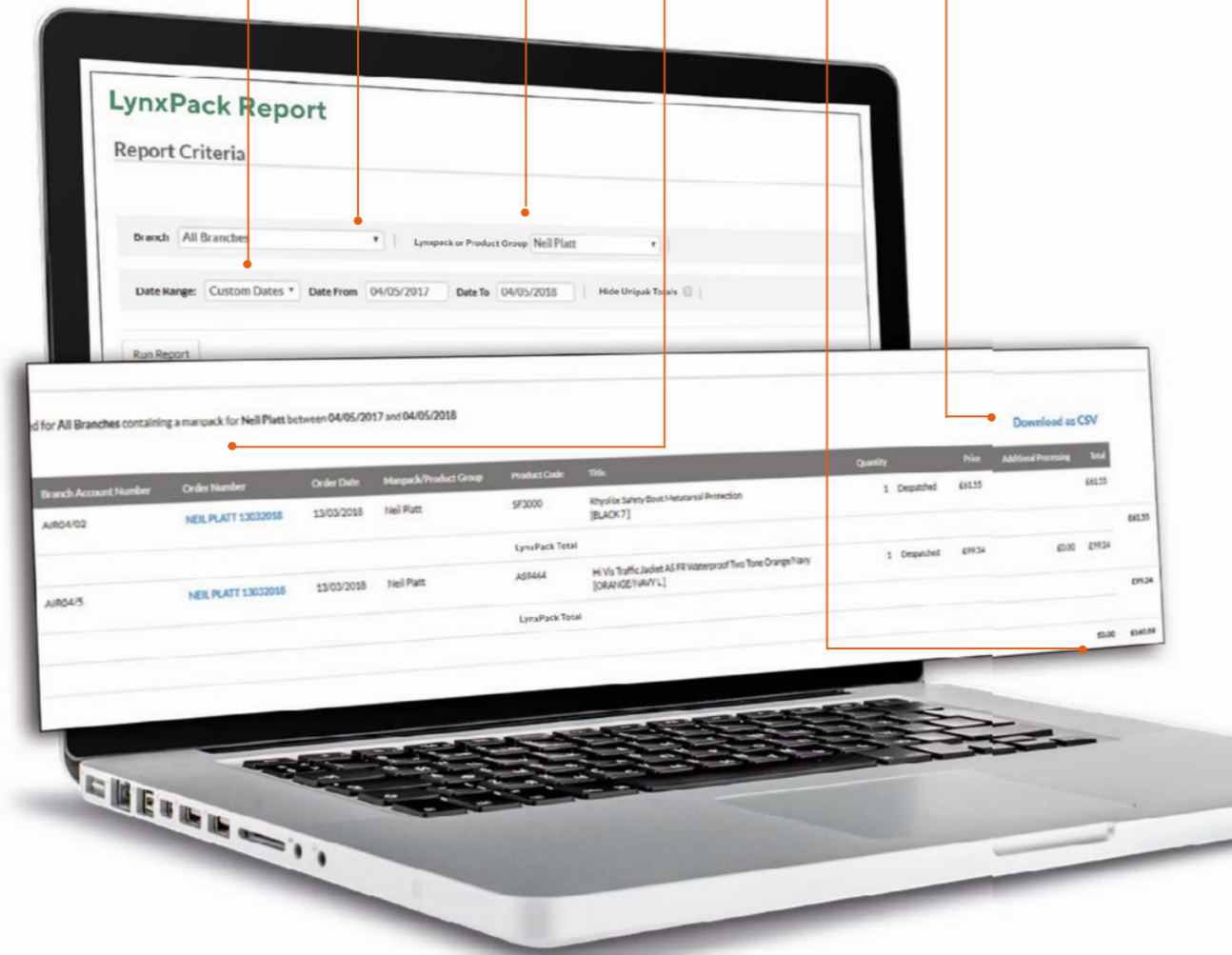
Dropdown and select a specific branch / depot or 'All depots'

Select a time period

Select order number to view finer details of the order

Total value of items for the employee in the chosen date range

Download as CSV document for filing / email purposes



ONLINE ORDER MANAGEMENT

Making online ordering of Safety Equipment and Workwear easy for all your staff



MANAGE YOUR PACKAGE FROM ONLINE TO YOUR DOOR

The Lynx system doubles as a management tool as well as an online ordering system. We understand that monitoring spend and working to a budget is important to our clients and we have worked with our IT team to build a range of reporting functions that make tracking and analysing the details of order history an easy task.

- **Lynx Report Function:** Filter your order history by name and date to view the list of items that an employee has used in the chosen period of time. Employee names can be pre-loaded to the system into order to make ordering quicker and reporting more consistent.
- **Order Summary Report:** This report gives an overall visibility of order history per site and/or per orderer in your chosen time period.
- **Order Details Report:** This report is similar to the Order Summary report but gives you more details - size, colours, order numbers, order dates, product codes, descriptions, quantities etc.
- **Product Report:** Enter a product code into the search bar, select a date range and view your usage of a specific product across the company, across specific sites, common sizes, common colours etc.

Authorisation and point schemes are also available and a popular tool for corporations with large teams and multiple sites. This can be set up on a number of different levels depending on how flexible or restricted you would like ordering to be.

'BE IN CONTROL WITH LYNX-INTELLISAFE - AN EASY WAY TO SAVE TIME & MONEY'

WHAT OUR USERS HAVE TO SAY

What our customers have to say about the Lynx-Intellisafe ordering system

"I am here to help with ordering queries or to get you set-up on the system"



Bronwyn Tunley
Customer Services

QUICK ORDERS

"Having the option for stock or WORKA-KIT is ideal for ordering new recruit uniforms, as it keeps distribution time to a minimum. The option to add items to a basket for any location and re-visit the basket at a later date to complete the order is also very useful."

HOYER

Laura French
UK's Transport Administrator - Hoyer Petrolog

"I can help you with any questions you may have regarding any of our products"



Brian Eames
Key Account Manager

EASY TO USE SYSTEM

"Having tried other systems, the Lynx-Intellisafe online ordering system for Uniforms is easy to use and offers superior reporting and options to manage our uniform supply. Would recommend to anyone in the industry to try for themselves".

Jimmy Barlow
Transport Manager

RECEIVED GREAT CUSTOMER SERVICE ?
LET US KNOW CALL ON +44(0)1280 841400

ADDING EMPLOYEES

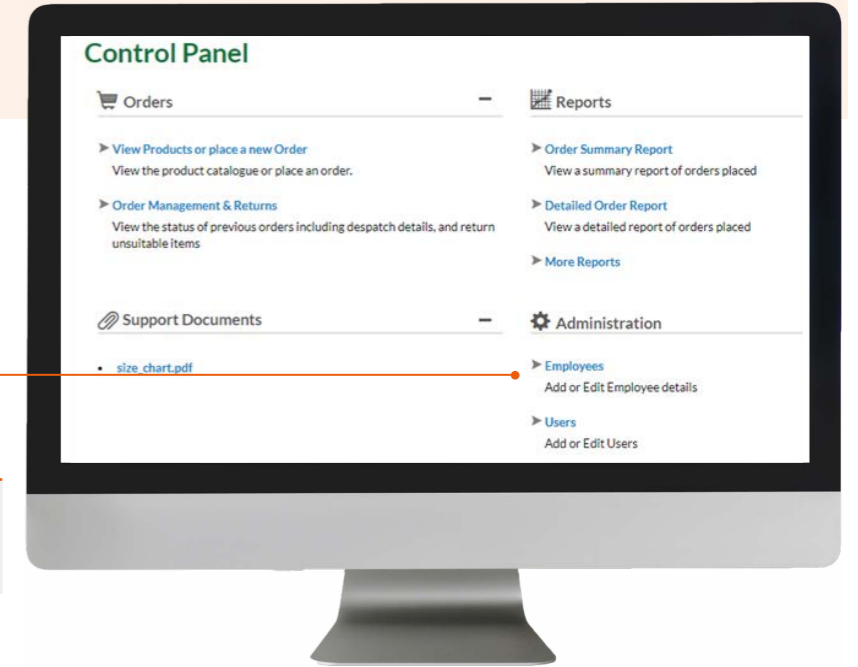
Set-up your employees on a points based system

A GUIDE TO ADDING EMPLOYEE ACCOUNTS

1 Once logged into the online ordering system you will need to first navigate to the 'Administration' section and then 'Employees'

HELPFUL HINT

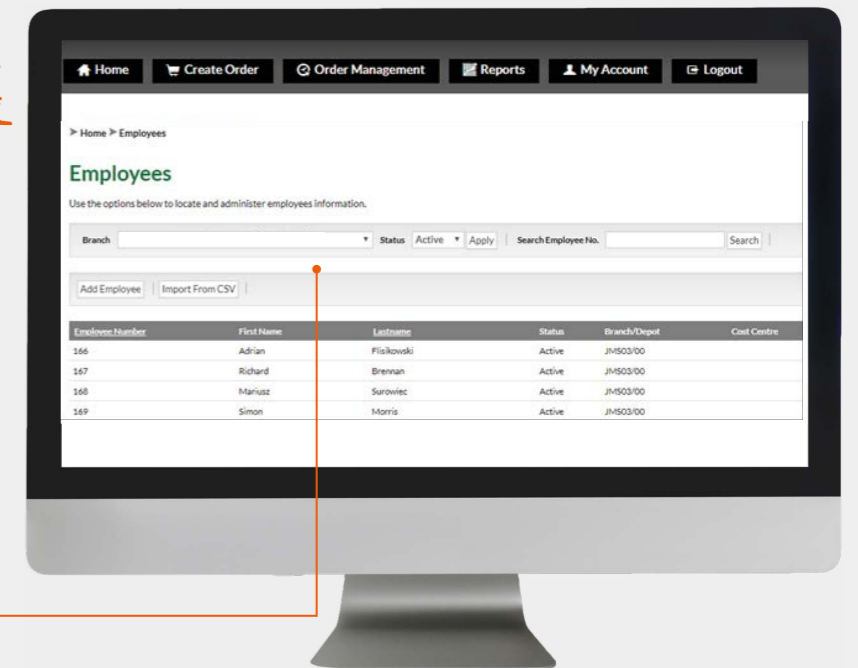
Need additional support, give us a call on **01280 841400**, we're always happy to help.



ENQUIRE ABOUT OUR POINTS BASED SYSTEM

(separate document available)

2 Once you have selected 'Employees' the below screen will appear. The next step is to select the 'Branch' dropdown and choose which depot you would like to add an employee to. Once you have done this you will need to click 'Apply'. If you have only been given access to one depot / department then this dropdown will not be available for you

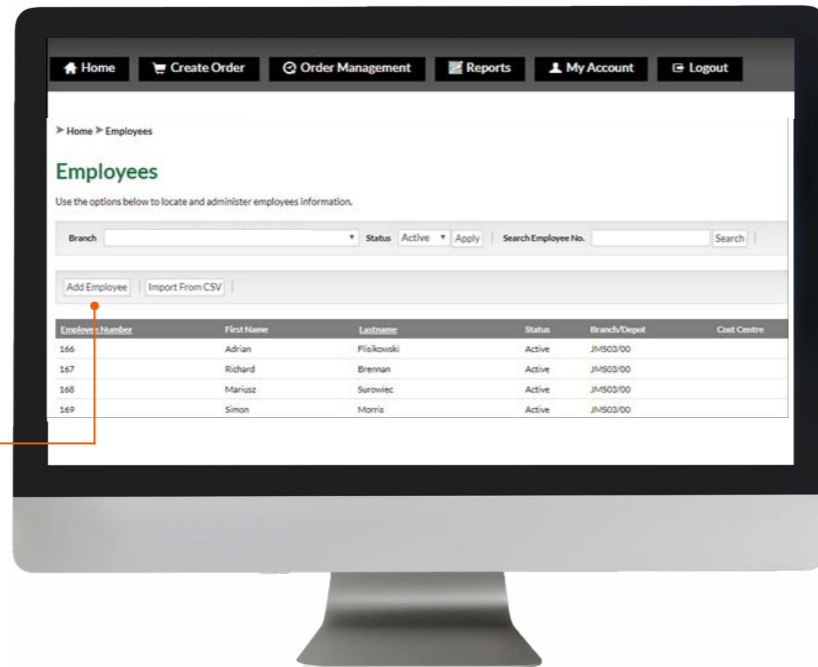


ADDING EMPLOYEES

Give your employees the freedom to self order

HELPFUL HINT

Don't forget page 5 has useful information for your employees on how to place their own orders.



3 Step three is to select the 'Add Employee' button

4 You will now be required to fill out 4 areas on the employee details page - Employee number and the start date. The employee number can be what ever you wish, when you start typing the number if the cell starts auto populating then it means that the number has been used before and you will have to choose a different one. Once complete, please select save.

Employee Details

New Employee

Employee Details

Employee No:

First Name:

Last Name:

Start Date (dd/mm/yyyy)*:

Date Added:

Default Embroidery Name:

Branch:

Cost Centre:

Status:

ADDING EMPLOYEES

Give your employees the freedom to self order

5 Once you select save you will see that the employee will now appear as a new entry at the top of the employee listing page. Now that you have added the employee, if you now navigate back to the homepage (top left) and place an order as normal the employee name will not appear as an option in the 'Select Employee' dropdown.

Added By	Date Added	Action
Rodney.Tunley	11/07/2018	View Account Deactivate
Scott.Douglass	25/04/2018	View Account Deactivate
Scott.Douglass	25/04/2018	View Account Deactivate
Scott.Douglass	25/04/2018	View Account Deactivate

6 Ongoing if you ever want to change an employees details, assign them to a different depot, see what items you have ordered for them in the past, etc. you can navigate back to the 'Employees' section, find the employee you are interested in and then select 'View Account' to access the relevant details. You also have the option to delete an employee at this stage which is useful if the individual has left the company.

NEED ASSISTANCE?

WHY NOT GIVE THE TEAM A CALL ON +44 (0)1280 841400
OR EMAIL SALES@HAZCHEMSAFETY.COM



HAZCHEM

Safety You Can Trust

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