COSMED
THE FRENCH COSMETICS ASSOCIATION FOR SMEs

Cosmed Regulatory Watch

Tutorial

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HOW DO I ACCESS THE DATABASE?

• Go to Cosmed website: www.cosmed.fr

• Log in using your Cosmed username and password.

If it is your 1st connection to the website :
Your login = your password = your e-mail address
You will be redirected to a page where you can personalise your password. To access Cosmed Regulatory Watch, you will need to log out and then log back in with your new password.
If you are unable to connect, please contact e.marquier@cosmed.fr.

You will not receive updates until you have logged in for the first time.

HOW DO I ACCESS THE DATABASE?

- Once you are logged in, click on "COSMED VEILLE" in the "DIRECT ACCESS" tab.
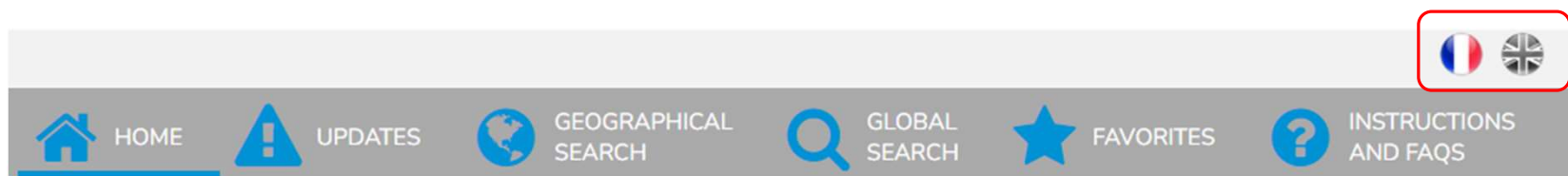
HOW DO I CHOOSE THE INTERFACE LANGUAGE?

You can choose the interface language (French or English) by clicking on one of the flags at the top right.

The grey flag indicates the selected language:

   Cosmed Watch in **French**

   Cosmed Watch in **English**

- The interface language determines the language of the fact sheets and updates.
- The language at the time of log out defines the language in which the update email will be sent, and also the language displayed at the next connection.

HOW TO FIND INFORMATION?

You can navigate using 6 tabs (details in the following pages):

- **Home**
- **Updates**
- **Two ways to search** :
    - Geographical search by country
    - Global search with sentences
- **Favorites**
- **Instructions and FAQs**

General information :
When the title of a fact sheet is in bold, it indicates that you have never opened it or that you have not opened it since its last update. Once opened, the title changes to normal font.
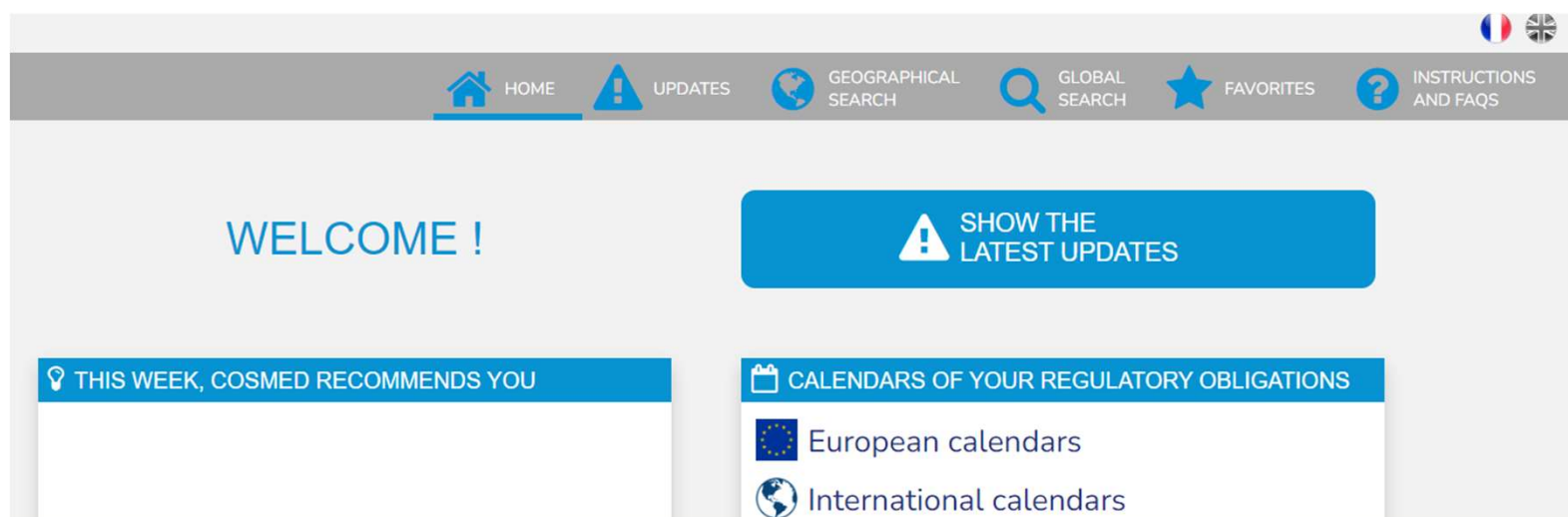
HOW TO FIND INFORMATION?
"Home" tab

The "Home" tab is the first tab that appears when you log in.

It comprises 3 distinct parts:
- A "**Show the latest updates**" section with a link leading directly to the "**Updates**" tab.
- A "**This week Cosmed recommends you**" section where you'll find fact sheets on current events or important information to remember.
- **A** "**Calendars of your regulatory obligations**" section linking directly to the European and international calendars containing all the regulatory deadlines for the current year.
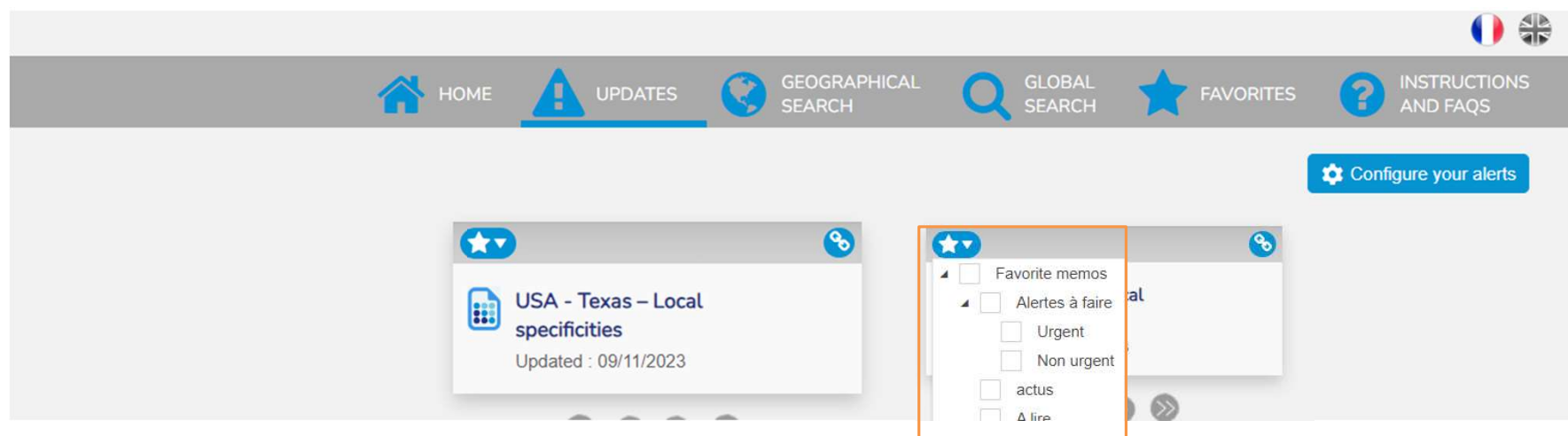
HOW TO FIND INFORMATION?
"Updates" tab

The "Updates" tab lists all the latest updates on Cosmed Veille fact sheets.

Updates are sorted by date of update, from the most recent to the oldest. These updates are also sent by e-mail (from the address: alerte@cosmed.fr).

Use the star to add an update or a fact sheet directly to your favorites.

HOW TO FIND INFORMATION?
"Updates" tab

You can set up Cosmed Regulatory Watch updates sent to you by e-mail.

By clicking on "Configure your alerts", you can choose :

Frequency of email
- **Daily** ⇒ i.e. an email every morning listing the previous day's updates (if Cosmed team has made any updates that day)
- **Weekly** ⇒ i.e. an e-mail on Monday morning containing all the previous week's updates

Geographical areas
If you are not interested in some countries (no exports to this area, for example), you can deselect them from the list.
You will not receive updates on these countries in **your emails.**

The settings only apply to underline email updates.
Whatever you choose, you'll find ALL the updates in the "updates" tab.

HOW TO FIND INFORMATION?
"Geographical search" tab

The "Geographical search" tab allows you to carry out a specific search for a country or a group of countries.

You have two options: either search directly with the **map**, or search using the **list of** countries included in Cosmed Regulatory Watch.

THE MAP
To search with the map, **click on the country or group of countries** you are looking for.

For a better view of this map, you can zoom in by clicking on the + symbol.

Countries in light blue have their own regulations.

The **black dots** represent groups of countries applying the same regulations (for example, in the European Union, regulation 1223/2009): European Union, ASEAN, MERCOSUR, etc. Each group is identified by a different colour (e.g. MERCOSUR=green).

Regulations for **countries in light grey** are not included in the database. Please contact the regulatory team directly if you have any questions about these countries.

● geographic area gathering the countries sharing the same regulation.

HOW TO FIND INFORMATION?
"Geographical search" tab

THE LIST
To search from the list, **select the country or countries/areas** you wish to search. Then click OK.

Countries grouped into zones (under the same tree structure) apply the same regulations (European Union, ASEAN, MERCOSUR, etc.): for example, in the European Union, regulation 1223/2009.

The regulations of some countries are not included in the database. If you cannot find the country in the list, please contact the regulatory team.

HOW TO FIND INFORMATION?
"Geographical search" tab

RESEARCH TOPICS
To refine your search, **complete the search form**. You can enter the type of product, and/or the topic/sub-topic concerned, and/or keywords.

Product type is a tab which concerns specific rules for particular types of product (suncare products, for example). For cosmetic products in general, leave this part of the form blank.

The topics and sub-topics are in a tree structure, so you can select more than one. **To display the sub-themes, click on the little black arrow.**

Then click OK.

The complete tree structure of topics and sub-topics is available in the "Instructions and FAQs" tab.

HOW TO FIND INFORMATION?
"Geographical search" tab

SEARCH RESULTS
To access the content, click on the title of the fact sheet.
The file will open in a new tab.

Summary sheets :   CHINA

Refine your search

Product	
Topics	Country overview ⊗	✕
Keywords		English ⌄

OK

📊 CHINA - Transition periods	09/22/2022 ⭐▾ 🔗
📊 China - Hong Kong - Summary	07/21/2022 ⭐▾ 🔗
📊 China - Regulatory synthesis	05/31/2022 ⭐▾ 🔗

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HOW TO FIND INFORMATION?
"Global search" tab

QUESTIONS

Enter your question in the search bar and click OK.

Summary sheets ● Annexes

Search [   ] English ▼ **OK**

In order to maximize your search, please consult the manual by clicking on « Assistance ».

For a substance, you can search with the INCI name, the chemical name or the CAS number of the substance.
Select « annexes » to have access to the table of substances under Excel format.
To identify the substance in the Excel table, search with Ctrl+F.

WARNING: Unlike a Google-type search, you need to formulate your question in a sentence and not with keywords.

Example: "Controlled substances in category IV medicines" gives better results than "Controlled substances medicines category IV".

You can change the **search language** (English or French).

You can choose to search only in the **summary sheets** or to extend the search to "**annexes or associated attachments**" (source texts, laws, regulations, tables of substances, etc.). By default, only the summary sheets are selected.

To search for a substance, you can use the INCI name, the chemical name or the CAS number of the substance. Select "annexes" to access substance tables in Excel format.
To identify the substance in the Excel table, search using Ctrl+F.

HOW TO FIND INFORMATION?
"Global search" tab
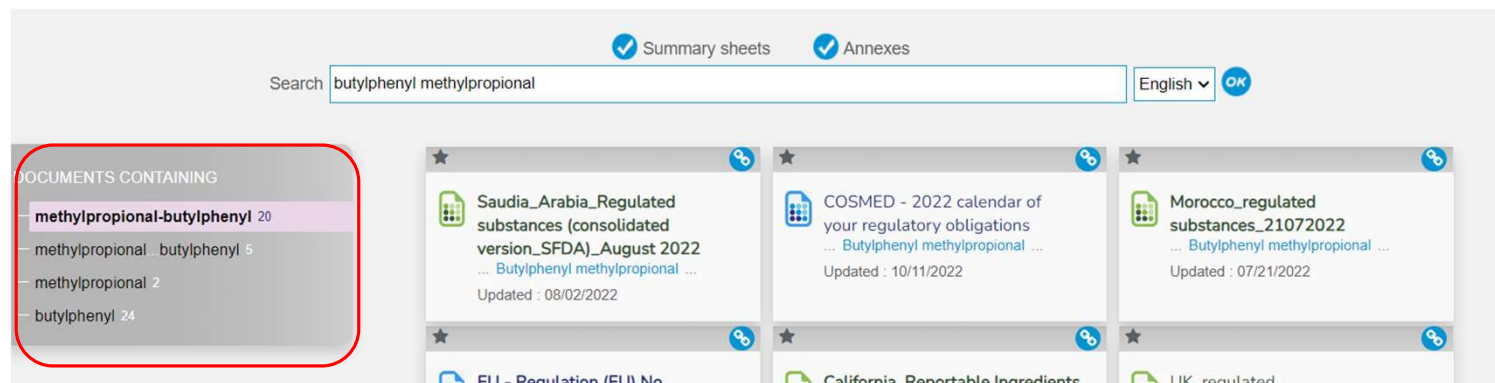
If you select "Summary sheets" and "Annexes" :

- The summary sheets are identified by a **blue logo**

- annexes are identified by a **green logo**

RESULTS

This is an intuitive search, with results ranked according to relevance (search words contained in the record/number of fact sheets). The first results (at the top in the red box) are the results of the most relevant combination.

By default, these results (1st line of the frame) are displayed. To access different results (with different search combinations), click on the other lines.

To access the content, click on the title of the summary sheet/annex.

HOW TO FIND INFORMATION?
How to read a fact sheet

READING A SUMMARY SHEET

When the summary sheet is opened, the countries and topics/sub-topics appear on the left-hand side, then this part is automatically hidden after a few seconds to make the sheet easier to read.

You can make this pane reappear or hide/reappear the attachments pane by clicking on the little blue arrows.

HOW TO FIND INFORMATION?
How to read a fact sheet

FAVORITES
You can add the summary sheet directly to your favorites by clicking on the star at the top left.

SHARE
You can copy the link to the file to share it by clicking on the logo at the top right.

ZOOM
You can zoom in to adjust the size.

SEARCH
You can also search for a particular word in the summary: click on the magnifying glass.
The search tool appears, and you can type in the word you are looking for and browse through the occurrences by clicking on the up and down arrows.

Depending on the browser you are using, the zoom and search options may not be directly displayed. In this case, you will need to use "Ctrl + mouse wheel" to zoom and "Ctrl + F" to search.

HOW TO FIND INFORMATION?
How to read a fact sheet

ASSOCIATED ANNEXES
You can open annexes by clicking directly on their title.
The pdf file (most aannexes) opens directly in a new tab. For other file formats (Excel, jpeg, etc.), click on "view document" and the file will download automatically.

To differentiate between annexes and summary sheets, the colour code for annexes is **green**:


OTHER SUMMARY SHEETS
It is sometimes possible to consult other summary sheets on the same topic.
When clicked, the other summary sheet opens in a new tab.

HOW TO FIND INFORMATION?
"Favorites" tab

You can organise your favorites on your profile, with a tree structure of folders (in the example below, the folders are "alertes à faire" and "actus") then sub-folders (in the example below, "urgent" and "non-urgent").
It is not possible to create further than the subfolder. For example, below, you cannot create a sub-folder below "urgent" or "non-urgent":
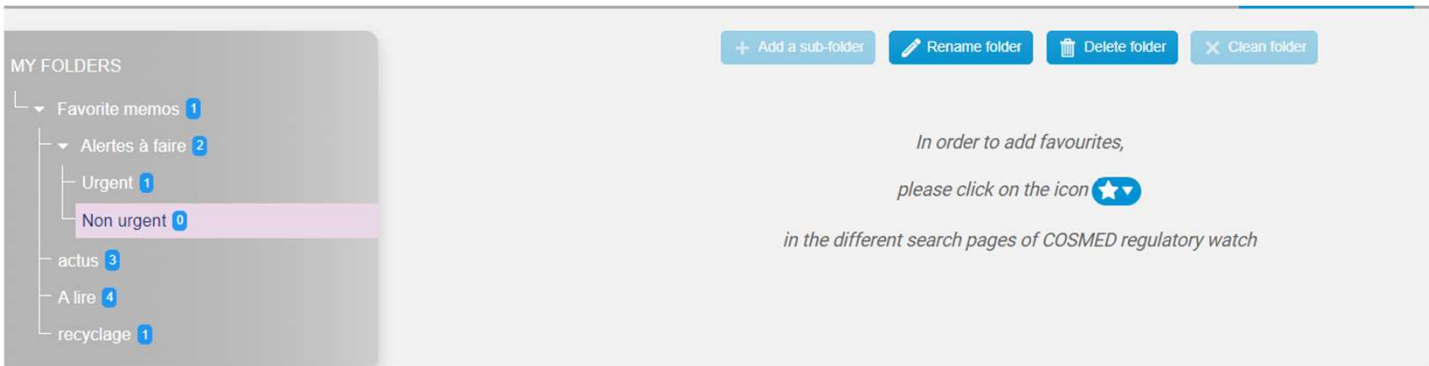
By clicking on the various buttons, you can add, rename, delete or empty a folder.
Only the root "Favorite Memos" folder cannot be renamed or deleted.
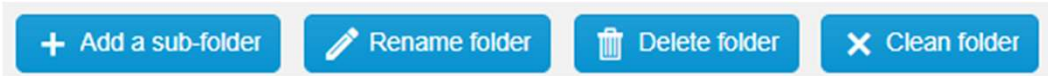
By default, no folders are created and you can leave your favorite cards in the "Favorite memos" folder only, with no folders or subfolders.
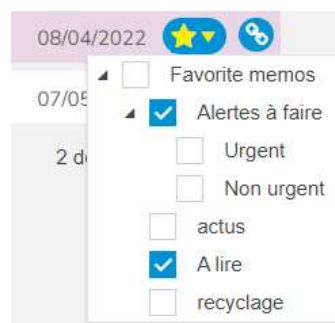
HOW TO FIND INFORMATION?
"Favorites" tab

FILE CLASSIFICATION
Each time you move your mouse over the star in a summary sheet or annex, you can classify it in your customised favorite folders by clicking in the boxes :
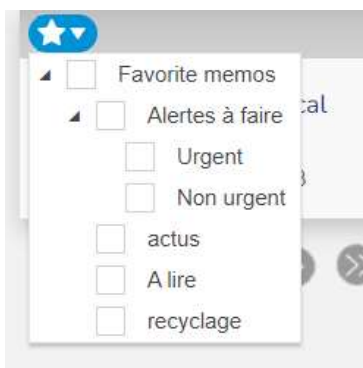
You can select one or more boxes (i.e. one or more folders). If you no longer wish this record to appear in a folder, simply deselect the box.

HOW TO FIND INFORMATION?
"Instructions and FAQs" tab

In the "Instructions and FAQs" tab you will also find other documents that may be useful to you, such as the organisation of topics and sub-topics.