

ioMosaic®

Minimizing risk. Maximizing potential.®

QuickStart

Process Safety Enterprise® – ioXpress™

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User registration

- Register at <http://www.ioxpress.com/diers>
 - Click on register your account
- Fields marked with * are required
- Your username is your email address
- The password requires at least 8 characters; one of which must be a number and one must be a special character
- Administrator will activate your account within 24 hours
- Expect a notification that your account is active

User registration

Register Account

All fields marked with * indicate required input.

User Profile

First Name: *

Last Name: *

Title: *

Company Name: *

Site: *

Marietta

Address 1: *

Address 2:

City: *

State: *

Select State

Zip: *

Province:

Country: *

United States of America

Industry:

Select Industry

Work Phone: *

Work Phone Extension:

Fax Number:

Mobile Number:

Comments:

Logon Info

Email Address: *

yao@iomosaic.com

Password: *

.....

Retype password: *

Password must be 8-character minimum, must have at least 1 number, 1 special character; case sensitive.

Security Questions

Question 1:

Select Question

Question 2:

Select Question

Question 3:

Select Question

Answer:

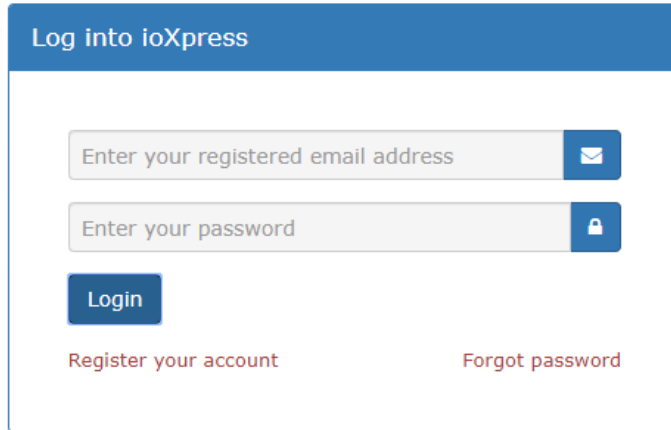
Answer:

Answer:

Register

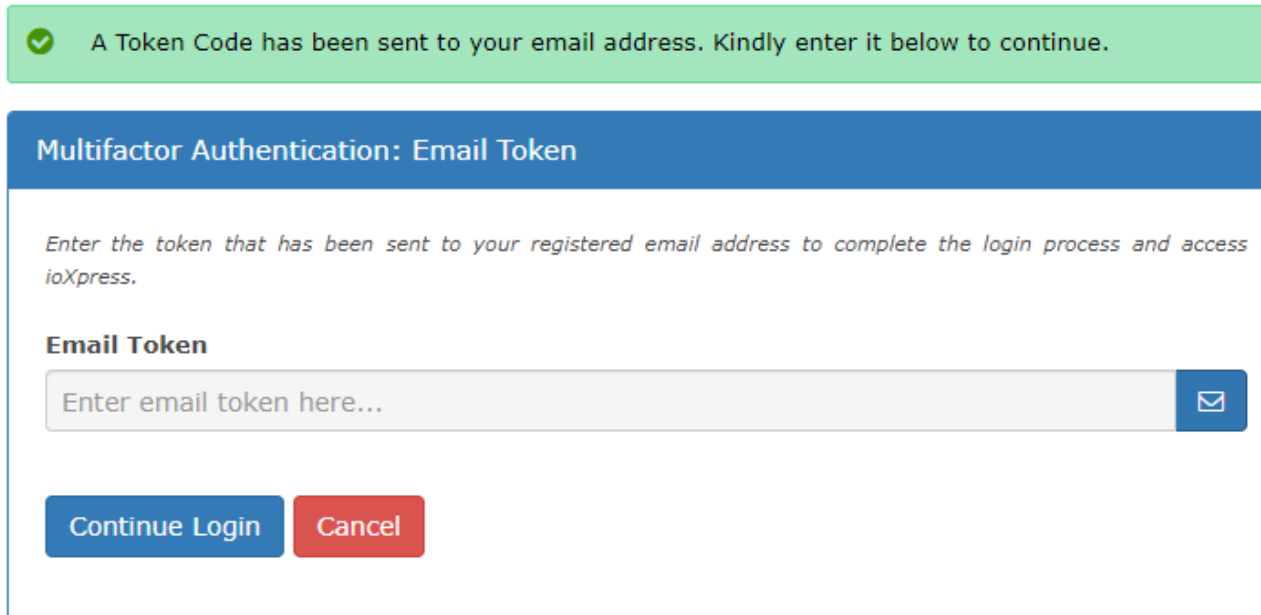
Once registered – User login

➤ Step 1: Enter User name and Password



The screenshot shows a login form titled "Log into ioXpress". It features two input fields: "Enter your registered email address" with an envelope icon and "Enter your password" with a lock icon. Below these fields is a blue "Login" button. At the bottom, there are two links: "Register your account" and "Forgot password".

➤ Step 2: Enter Token code



The screenshot shows a green notification bar at the top stating: "✔ A Token Code has been sent to your email address. Kindly enter it below to continue." Below this is a blue header for "Multifactor Authentication: Email Token". The main text reads: "Enter the token that has been sent to your registered email address to complete the login process and access ioXpress." There is a section titled "Email Token" with a single input field labeled "Enter email token here..." and an envelope icon. At the bottom, there are two buttons: "Continue Login" (blue) and "Cancel" (red).

Add document

- Click on '**Folders**' Menu, select the folder or subfolder on the folder tree.
- Drag single or multiple documents from your local computer to the ioXpress™ highlighted area

The screenshot displays the ioXpress web application interface. The top navigation bar includes the ioXpress logo, the ioMosaic logo, and user information: 'Hello, Tao | Logout | Profile | Support'. Below this is a blue navigation bar with icons for Folders, Documents, Forms, Workflows, Communication, Tasks, Reports, Tools, and Manage. A secondary bar shows 'Documents' and 'Folders & Documents' tabs, along with search, favorites, cart, and help links.

The main content area is divided into two panels. The left panel, titled 'Libraries', shows a tree view of folders including 'Asset Integrity PSI', 'P&ID's', 'U-1 Forms', 'Chemical Info', 'Engineering Docs', 'Incident Reports', 'ioXpress Install', 'MOC documents', 'multiple upload', 'PSM Docs', 'Reference', 'Tao Yao', 'video', 'Recycle Bin', and 'Compressed Files'. The 'P&ID's' folder is highlighted.

The right panel, titled 'Selected Folder/Path: Asset Integrity PSI >> P&ID's', shows a table with columns 'Option', 'Type', 'Name', and 'Last Modified'. It contains one record: 'R-9321 - P&ID' with a last modified date of '03/11/2019'. Below the table, there is a 'Records per page' dropdown set to '20' and a 'Records: 1 - 1 of 1 - Pages: 1' indicator.

A large red dashed box highlights the main content area of the right panel, indicating the area where documents can be added. Inside this box, there is a 'Drag files here to upload them to selected folder on ioXpress.' instruction, a search bar, 'Export to Excel' and 'Export to Word' buttons, and a 'File To Add' icon with a 'Move' button.

The footer of the application includes 'Contact | Legal | About ioIQ, LLC' on the left and '© 2001-2019 ioIQ, LLC. All rights reserved.' on the right.

How to search documents

- Click on '**Search**' on any web pages
- Select '**BASIC SEARCH**' or '**CONTENT SEARCH**'
- Please Refer to the Search-Rules document for search examples



How to check in / check out document

The screenshot displays the ioMosaic ioXPress web application interface. At the top, the ioXPress logo is on the left, and the ioMosaic logo with the tagline "Minimizing risk. Maximizing potential.®" is on the right. User information "Hello, Tao" and links for "Logout", "Profile", and "Support" are in the top right corner, along with a "PSE Site" link. A blue navigation bar contains icons and labels for "Folders", "Documents", "Forms", "Workflows", "Communication", "Tasks", "Reports", "KPI Dashboards", "Tools", and "Manage". Below this, a breadcrumb trail shows "Documents" > "Test word doc 4 for AI testing" > "R-9321 - P&ID". Search, favorites, cart, and help icons are also present.

The main content area is divided into two panels. The left panel, titled "Quick Actions", lists several options: "View", "Update", "Checkout" (which is circled in red), "Delete", "Get", "Share", "Add to Cart", "Copy Link", "Copy Dynamic ID", and "Copy Static ID". The right panel, titled "File Properties & Details", displays information for the document "R-9321 - P&ID (2MB)".

Download Link: R-9321 - P&ID (2MB)

Document Path: Asset Integrity PSI

Checked out by: Document is available for checkout.

Author: Kathy Anderson

Last Modified: 4/21/2020

First Published: 4/21/2020

Summary:

Attributes: No attributes found.

At the bottom of the right panel, there are five buttons: "See Also", "Versions", "Object Permissions", "Organization Permissions", and "History".

How to check in / check out document (cont.)

The screenshot displays the ioMosaic P&ID software interface. At the top, the ioXPress logo is on the left, and the ioMosaic logo with the tagline "Minimizing risk. Maximizing potential.®" is on the right. A user greeting "Hello, Tao" and links for "Logout", "Profile", and "Support" are in the top right corner, along with a "PSE Site" link. A blue navigation bar contains icons and labels for "Folders", "Documents", "Forms", "Workflows", "Communication", "Tasks", "Reports", "KPI Dashboards", "Tools", and "Manage". Below this, a breadcrumb trail reads "Documents > Document Checkin & Checkout > R-9321 - P&ID". On the right side of the breadcrumb, there are links for "Search", "Add to Favorites", "Cart [0]", and "Help".

The main content area is divided into two columns. The left column, titled "Quick Actions", contains a list of actions: "View", "Update", "Checkin" (which is circled in red), "Delete", "Get", "Share", "Add to Cart", "Copy Link", "Copy Dynamic ID", and "Copy Static ID". The right column, titled "File Properties & Details", contains several sections: "Download Link" with a button for "R-9321 - P&ID (2MB)", "Document Path" with the text "Asset Integrity PSI", "Checked out by" with the text "You have this document checked out.", "Author" with the text "Kathy Anderson", "Last Modified" with the date "4/21/2020", "First Published" with the date "4/21/2020", "Summary" with an empty text box, and "Attributes" with the text "No attributes found." At the bottom of the right column, there are five buttons: "See Also", "Versions", "Object Permissions", "Organization Permissions", and "History".

How to share a document

Minimizing risk. Maximizing potential.®

Hello, Tao | Logout | Profile | Support

PSE Site

Folders

Documents

Forms

Workflows

Communication

Tasks

Reports

KPI Dashboards

Tools

Manage

Documents > Document Checkin & Checkout > R-9321 - P&ID

Search | Add to Favorites | Cart [0] | Help

Quick Actions

View

Update

Checkin

Delete

Get

Share

Add to Cart

Copy Link

Copy Dynamic ID

Copy Static ID

File Properties & Details

Download Link:

R-9321 - P&ID (2MB)

Checked out by:

You have this document checked out.

Last Modified:

4/21/2020

Summary:

Document Path:

Asset Integrity PSI

Author:

Kathy Anderson

First Published:

4/21/2020

Attributes:

No attributes found.

See Also

Versions

Object Permissions

Organization Permissions

History

How to share a document (cont.)

The screenshot displays the ioMosaic ioXpress web application interface. The top navigation bar includes the ioMosaic logo, user information (Hello, Tao), and links for Logout, Profile, and Support. Below this is a secondary navigation bar with icons for Folders, Documents, Forms, and Workflows. The main content area is divided into a left sidebar and a central workspace. The sidebar, titled 'Libraries', lists various folders, with 'Incident Reports' highlighted in yellow. A context menu is open over the 'Incident Reports' folder, showing options like View, Get, Details, Move, Delete, Update, Copy Url, Copy Dynamic ID, Copy Static ID, Email, Share (circled in red), and Add to Cart. The central workspace shows a table of 'Incident Reports' with columns for 'Last Modified' and 'Team Tasks'. The table contains two rows of data. At the bottom of the interface, there is a footer with contact information and a copyright notice.

ioXpress

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Hello, Tao | Logout | Profile | Support
PSE Site

Folders Documents Forms Workflows

Documents Documents by Treeview

Libraries

- Libraries
- Asset Integrity PSI
- Chemical Info
- DEMO
- Engineering Docs
- Incident Reports**
- ioXpress Install
- Meitest
- MOC documents
- multiple upload
- New Folder
- PSI Folder
- PSM Docs
- Reference
- Tao Yao
- video
- Recycle Bin
- ioAnalytics
- Compressed Files

View
Get
Details
Move
Delete
Update
Copy Url
Copy Dynamic ID
Copy Static ID
Email
Share
Add to Cart

Drag files here to upload them to selected folder on ioXpress.

Export to Excel Export to Word

Incident Reports

	Last Modified
Team Tasks	09/28/2016
buncefield-report	07/20/2016

Records per page: 20 Records: 1 - 2 of 2 - Pages: << < 1 > >>

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How to share documents in cart (cont.)

The screenshot displays the ioMosaic ioXpress web application interface. The top navigation bar includes the ioMosaic logo, user information (Hello, Tao), and links for Logout, Profile, and Support. Below this, a secondary navigation bar contains icons for Tasks, Reports, KPI Dashboards, Tools, and Manage. A search bar and links for 'Add to Favorites' and 'Cart [1]' are also present. The 'Cart [1]' link is circled in red. The main content area shows a list of documents under the 'Incident Reports' folder, with a table listing 'PSE Team Tasks' and 'buncefield-report'. A context menu is open over the 'Incident Reports' folder, showing various actions like View, Get, Details, Move, Delete, Update, Copy Url, Copy Dynamic ID, Copy Static ID, Email, Share, and 'Add to Cart', which is also circled in red. The footer contains contact information and copyright details.

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Hello, Tao | Logout | Profile | Support
PSE Site

Folders Documents Forms Workflows

Documents Documents by Treeview

Libraries

- Libraries
- Asset Integrity PSI
- Chemical Info
- DEMO
- Engineering Docs
- Incident Reports
- ioXpress Install
- Meitest
- MOC documents
- multiple upload
- New Folder
- PSI Folder
- PSM Docs
- Reference
- Tao Yao
- video
- Recycle Bin
- ioAnalytics
- Compressed Files

View
Get
Details
Move
Delete
Update
Copy Url
Copy Dynamic ID
Copy Static ID
Email
Share
Add to Cart

Tasks Reports KPI Dashboards Tools Manage

Search | Add to Favorites | Cart [1] | Help

Drag files here to upload them to selected folder on ioXpress.

Export to Excel Export to Word

Incident Reports

	Last Modified
PSE Team Tasks	09/28/2016
buncefield-report	07/20/2016

Records per page: 20 Records: 1 - 2 of 2 - Pages: << < 1 > >>

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How to share documents in cart (cont.)

Folders

Documents

Forms

Workflows

Communication

Tasks

Reports

KPI Dashboards

Tools

Manage

Documents

Collection Cart

Search

Add to Favorites

Cart [2]

Help

Search ioXpress

Search

Go to Advanced Search

Collection Cart

Share Cart

Group/Link Documents

Delete Documents

Empty Cart

Object Type	Object Name	Remove from cart
Document	buncefield-report	
Document	PSE Team Tasks	

Checkout Documents

TRANSFER DOCUMENT(S)

Transfer to:

Move Documents

APPLY ATTRIBUTES TO DOCUMENT(S)

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How to share documents in cart (cont.)

Share Cart

Please enter or select the email address(es) and write a message to the user(s) with whom you want to share the cart items.

To (email addresses):

ioXpress UsersioXpress GroupsImport from Excel

Use commas or semi-colons to separate multiple recipients. Don't put a comma or semi-colon at the end.

Subject:

Tao Yao has shared a collection of documents/items with you

Message:

ParagraphFontSizeColorBIBUabcx²x³Insert

BULListDecreaseListIncreaseLinkUnlinkImageTableHorizontalRuleIndentOutdentAlignLeftAlignCenterAlignRightJustifyFullscreenExitFullScreenHelp

DesignHTML

Share Expiry Date: 5/5/2020

Send Message and Share Cart

Support options

Our technical support team is accessible both online and via telephone to help you:

- **Chat with Us**

Monday – Friday 8:30 AM to 6:00 PM EST

[Click here to chat online](#)

- **Submit a Ticket**

Our online support center is available 24 hours a day, 7 days a week. Click the “Support” link to submit a ticket

About ioMosaic Corporation

Through innovation and dedication to continual improvement, ioMosaic has become a leading provider of integrated process safety and risk management solutions. ioMosaic has expertise in a wide variety of areas, including pressure relief systems design, process safety management, expert litigation support, laboratory services, training, and software development.

ioMosaic offers integrated process safety and risk management services to help you manage and reduce episodic risk. Because when safety, efficiency, and compliance are improved, you can sleep better at night. Our extensive expertise allows us the flexibility, resources, and capabilities to determine what you need to reduce and manage episodic risk, maintain compliance, and prevent injuries and catastrophic incidents.

Our mission is to help you protect your people, plant, stakeholder value, and our planet.

For more information on ioMosaic, please visit: www.ioMosaic.com