

# **CDI-Terminals Online T-SID Editor Quick User Guide (for Terminal Operators)**



Author: CDI-Terminals Helpdesk  
Date: January 2025  
Name: CDI-Terminals Online T-SID Editor Quick User Guide (for Terminal Operators)



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# 1 Introduction

Welcome to the CDI-Terminals Online T-SID (Terminal Self-Inspection Document) Editor! This Quick User Guide is primarily intended for the terminal operators to introduce them to the software and its functionality.

The CDI-Terminals Online T-SID Editor is used to enter the T-SIDs in the CDI-Terminals database. The completed T-SID can be sent / shared online to the selected CDI-Terminals inspector.

This option is available for all terminal operators to be able to complete all "Self Inspection" (S.I.) designated questions as well as "Terminal Particular Questions" (TPQ) designated questions. Once completed, the "T-SID", (containing the "SI" & "TPQ" questions), can be electronically sent to the selected CDI-Terminals inspector and imported into the Inspectors Report Editor Software by the CDI-Terminals inspector.

Each Terminal Operator will need to register a user account (by completing the online registration form) to use the Online T-SID Editor and to complete the Self-Inspection Document.

The general working procedure is as follows:

## **Terminal Operator:**

- Navigate to the "Online T-SID" menu section on the [www.cdit.nl](http://www.cdit.nl) website
- Click on the link "Online T-SID Editor" and log on with the Terminal Operator user account
- Complete the T-SID
- Send / share online the completed T-SID to the CDI-Terminals inspector
- The CDI-Terminals database will send an automatic e-mail notification to notify the CDI-Terminals inspector.

## **CDI-Terminals Inspector:**

- Receives the e-mail notification about the receipt of the T-SID
- Opens and evaluates the T-SID (read-only) in CDI-Terminals Report editor
- If inspector has doubts, he/she contacts the terminal operator, clarifies and ask the company to modify the T-SID, if needed
- Imports the T-SID in report of the planned inspection in CDI-Terminals Report Editor
- Optionally: after import modifies the T-SID data in the report of the planned inspection (and/or re-imports the corrected T-SID in the report)

Please see the following sections for further information about the CDI-Terminals Online T-SID Editor.

If you have any questions, problems or if you need assistance after reading this user guide, please do not hesitate to contact the CDI-Terminals helpdesk, please see the contact section of this user guide.

Thank you very much for your co-operation!



## 2 Starting the Online T-SID Editor

Please navigate to the [www.cdit.nl](http://www.cdit.nl) website and click on the "Online T-SID" menu section in the top menu.

Please click on the link "Online T-SID Editor" to start the editor:

CDI Chemical Distribution Institute - Terminals

Home Downloads Members Inspectors T-SID Editor Contact Us CDI Websites

Username or reportnumber  
 \*\*\*\*\*  
 Login

CDI Publications

### CDI-Terminals T-SID Editor

#### Self Inspection Document (T-SID)

The terminal operator that has a planned Terminal Inspection, may choose to complete a "Self Inspection Document" before the inspection. A separate self inspection document should be filled for every terminal that is will be inspected. The completed self inspection document can be shared/sent on-line to the selected CDI-T inspector.

Each Terminal Operator will need to register a user account (by completing the online registration form) to use the Online T-SID Editor and to complete the Self-Inspection Document.

**The working procedure is as follows:**

*Terminal Operator*

- Navigate to the "Online T-SID" menu section on the [www.cdit.nl](http://www.cdit.nl) website
- Click on the link "Online T-SID Editor" and log on with the Terminal Operator user account
- Complete the T-SID
- Send / share online the completed T-SID to the CDI-Terminals inspector
- The CDI-Terminals database will send an automatic e-mail notification to notify the CDI-Terminals inspector

*CDI-T inspector*

- Receives the e-mail notification about the receipt of the T-SID
- Opens and evaluates the T-SID (read-only) in CDI-Terminals Report editor
- If inspector has doubts, he/she contacts the terminal operator, clarifies and ask the company to modify the T-SID, if needed
- Imports the T-SID in report of the planned inspection in CDI-Terminals Report Editor
- Optionally: after import modifies the T-SID data in the report of the planned inspection (and/or re-imports the corrected T-SID in the report)

Click here to open the: [T-SID Editor](#)

For more information about the T-SID Editor download the: [User Guide](#)

CDI-Terminals  
 Online T-SID Editor  
 (version 2025.0.1)

CDI

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### 3 Register your user account

You first have to register your Terminal Operator user account. Please click on "Create Account" and complete the registration form:

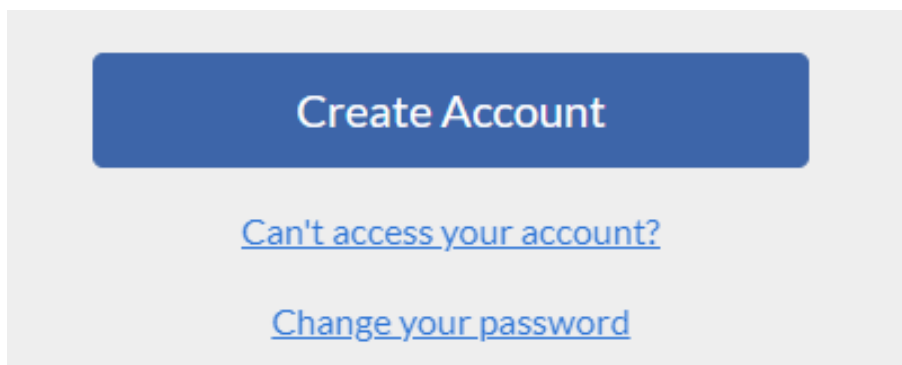


You will need to confirm your e-mail address before you receive your login information to enter the CDI-Terminals Online T-SID Editor.

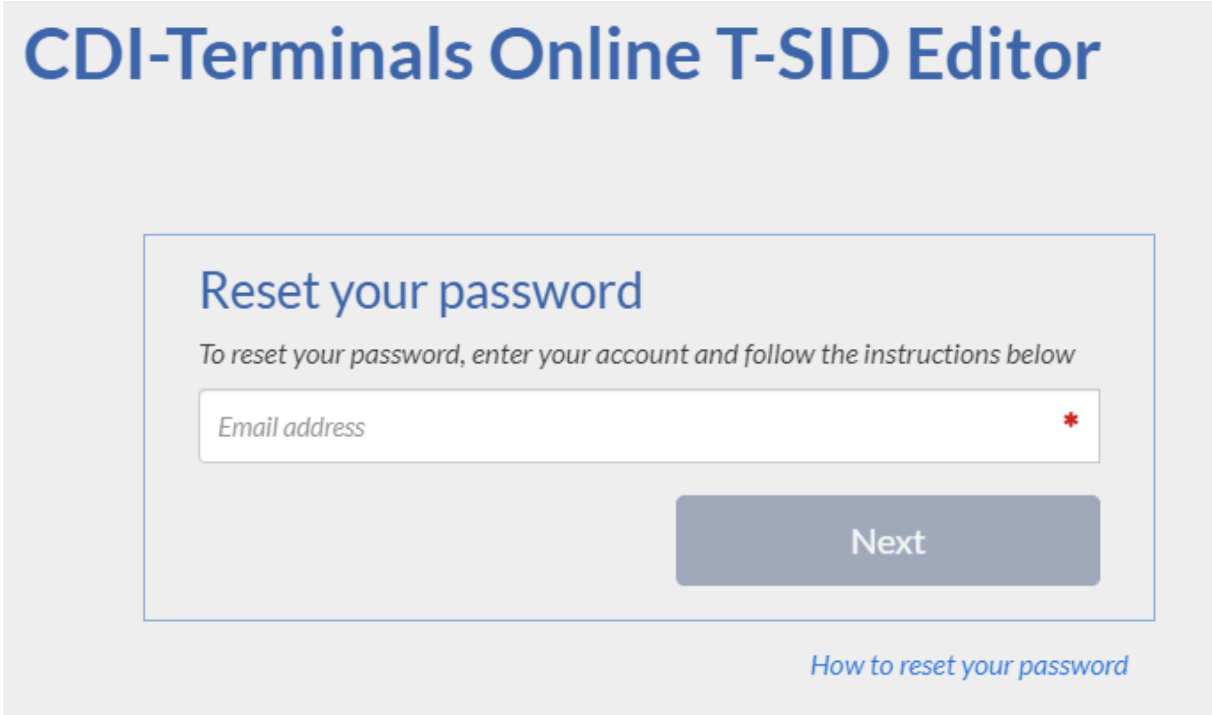
If you already have registered your user account, you can use your login information to log on to the CDI-Terminals Online T-SID Editor.

#### 3.1 How to reset your password

If you have lost your password, then you can reset your password using the link "Change your password".



Clicking the "Change your password" link, will take you to a for where you will have to enter your email address.



## CDI-Terminals Online T-SID Editor

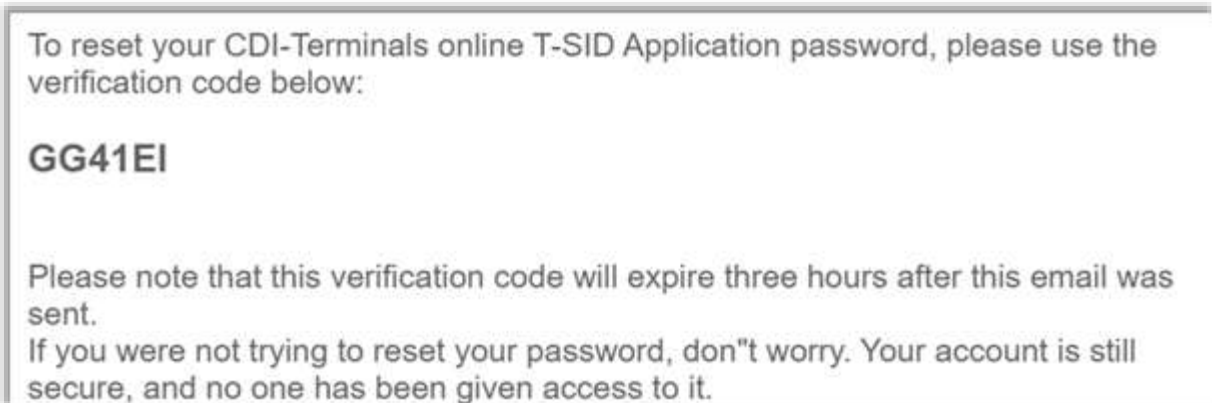
### Reset your password

To reset your password, enter your account and follow the instructions below

Next

[How to reset your password](#)

After entering your email, you will be sent a verification code by email.



To reset your CDI-Terminals online T-SID Application password, please use the verification code below:

**GG41EI**

Please note that this verification code will expire three hours after this email was sent.  
If you were not trying to reset your password, don't worry. Your account is still secure, and no one has been given access to it.

After entering your email, you must first enter the verification code from the email, before you are able to reset your password.

# CDI-Terminals Online T-SID Editor

## Reset your password

A verification code was sent to you via email. Please enter the verification code below.

[Back](#)

[Next](#)

[How to reset your password](#)

After entering your email, you must first enter the verification code from the email, before you are able to reset your password. You will be shown a form where you can enter a new password for your account:

# CDI-Terminals Online T-SID Editor

## Reset your password

Choose a new password

[Back](#)

[Reset Password](#)

[How to reset your password](#)

## 3.2 Cannot access your account?

From the login form, you can also click on the link "Can't access your account?"

This will take you through the same procedure for resetting your account password, as described under the previous section.

To reset your password, you will need to have access to the email address that was used when the account was registered.

If you experience any issues because you have lost access to the email address that was used when registering the account, please contact the CDI-Terminal Helpdesk via [assurance.support@progresity.com](mailto:assurance.support@progresity.com).





## 4 Logging on to the Online T-SID Editor

Please navigate to the [www.cdit.nl](http://www.cdit.nl) website and click on the "Online T-SID" menu section in the top menu. Click on the link "Online T-SID Editor" to start the editor.

After the showing start-up screen, you can log on with the Terminal Operator user account:

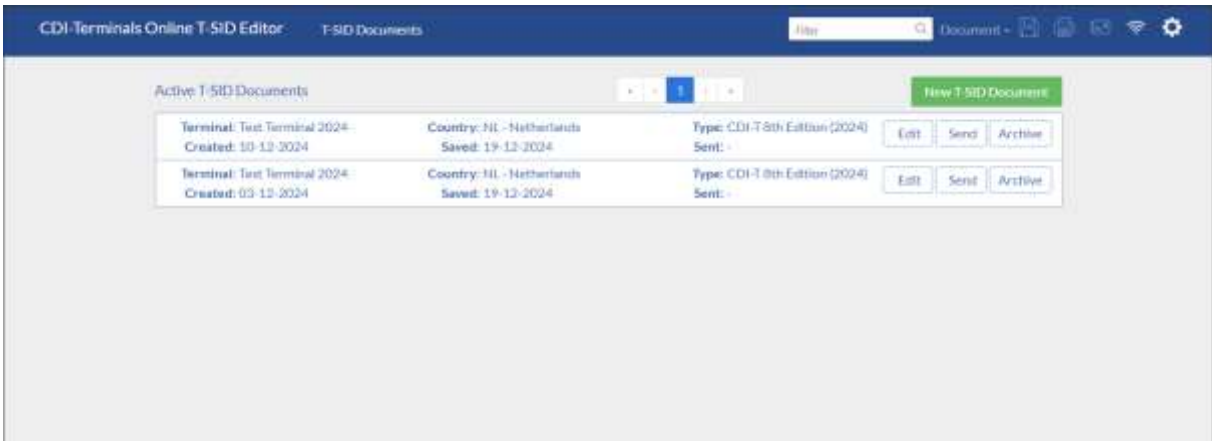


Note that you also can directly navigate to <https://www.cdit.nl/operator/>

You can select to remember your settings to keep your login information stored in the Online T-SID Editor.

## 5 Online T-SID menu option

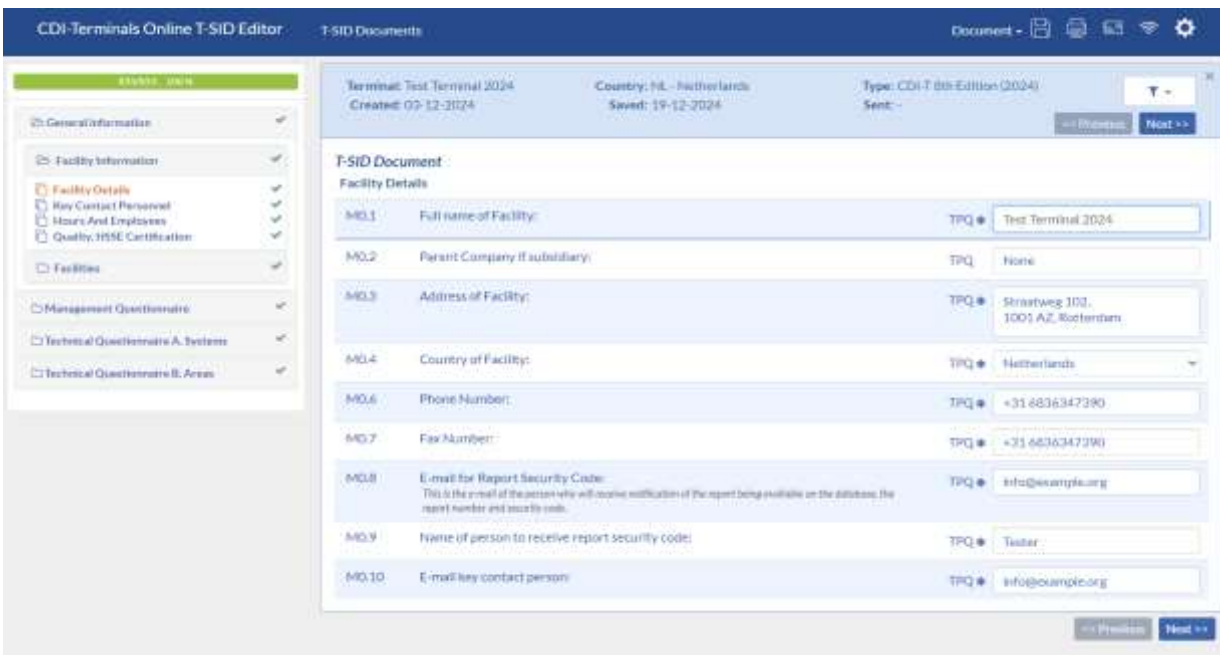
After logging on to the Online T-SID Editor, you can select the T-SID Documents menu option. The list of Self-Inspection Documents will appear:



In case you didn't create a T-SID yet, you can create a new T-SID by clicking on the "New Self-Inspection Document" button.

### 5.1 Editing the T-SID

After selecting the T-SID or creating a new T-SID, the Online T-SID Editor will continue with the following screen:



On the left side the table of contents of the T-SID is shown. You can select the different sections by clicking the appropriate menu option. On the right side the questions of the selected section are shown.

The Online T-SID Editor shows a progress bar, which indicates the percentage of questions completed.

The answering of the questions is done by selecting the Yes, No or N/A answer box. Only the available answers are selectable. The insertion of observations is mandatory for questions with a No answer:



If a certain section is completed (all questions are answered) then this is made visible in the questionnaire by means of the section completeness indication (check sign).

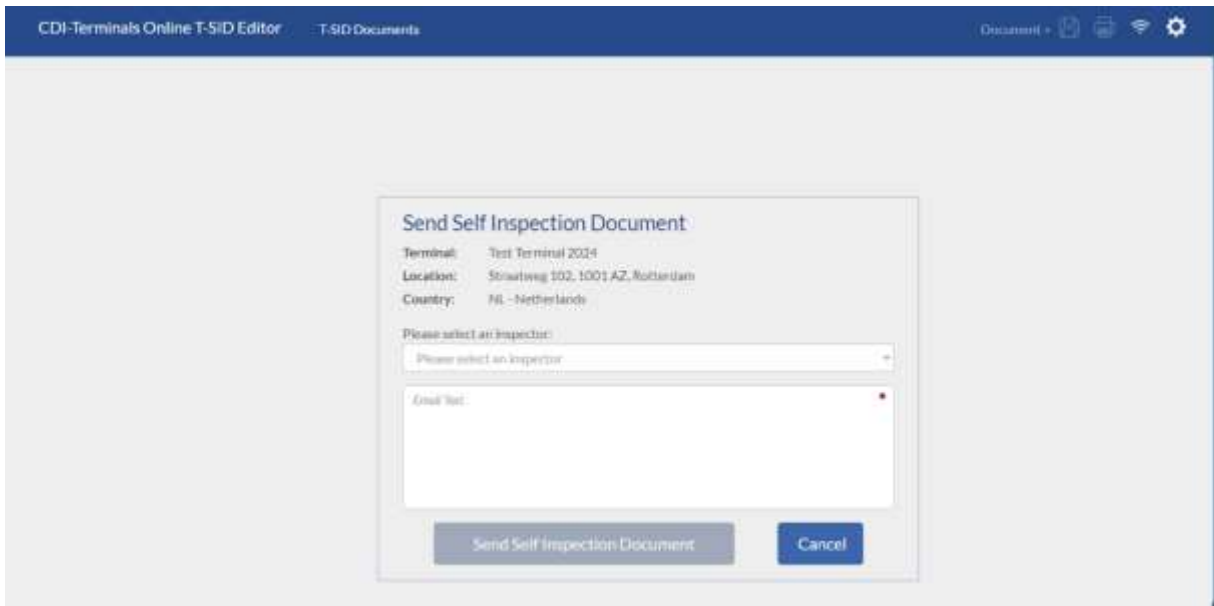
The guidelines are shown underneath the questions. In the settings menu you can select to show the full guidelines, only show an excerpt or hide the guidelines.

## 5.2 Sending the T-SID to Inspector

After completing the T-SID, the terminal operator can send / share the T-SID (read-only) to the CDI-Terminals inspector.

In the menu bar of the Online T-SID Editor the terminal operator can press the 'Send' menu option to send the completed T-SID to the CDI-Terminals inspector.

When pressing the "Send" button, the following page will appear:



When pressing the "Send Self Inspection Document" button, the CDI-Terminals database will send an automatic e-mail to notify the CDI-Terminals inspector.

The CDI-Terminals inspector will open and evaluate the T-SID (read-only). If the inspector has doubts, he/she contacts the terminal operator, clarifies and asks the terminal operator to modify the T-SID, if needed.

Note that the inspector can open the T-SID for reference, but only in a read-only modus.

Optionally the terminal operator can modify the T-SID data and re-send the modified T-SID to the inspector, the database will send an automated e-mail notification again.

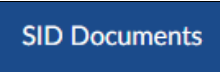
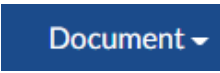





After importing the T-SID in the inspection report, the inspector can modify all T-SID data in the inspection report.



## 6 Menu options

The menu bar of the Online T-SID Editor has several different menu options:



	<p>The T-SID Documents menu option is used to select and open a new or existing (semi-)completed T-SID.</p>
	<p>The Document menu option is used to save (and open) the document to/from your local computer (as an additional back-up file). Note that the report will also be automatically saved in the database.</p>
	<p>You can quickly save your input by pressing the Save button. Note that the document will also be automatically saved in the database.</p>
	<p>The Online T-SID Editor has the option to print an empty T-SID, and a (semi-) completed T-SID to a PDF file.</p>
	<p>The Send/Submit option can be used to send /share the completed T-SID (read-only) to the CDI-Terminals Inspector. The CDI-Terminals database will send an automatic e-mail to notify the CDI-Terminals inspector about the received T-SID.</p>
	<p>The Connection symbol indicates that if you have an active internet connection (and that your data is automatically saved in the CDI-Terminals database). In case there is no active internet connection a warning message will be displayed (red cross in the Connection symbol).</p>
	<p>The settings menu gives you the option to view the software version, release notes and your login information.</p>

## 7 Further information

If you need any other information don't hesitate to contact us.

### 7.1 For general questions



#### **CDI**

Chemical Distribution Institute  
Hurst House  
High Street  
Ripley  
Surrey, GU23 6AZ  
UK

✦ Tel: +44 (0) 1483 281268  
Web: <https://www.cdim.org>  
E-mail: [chemdist@cdim.org](mailto:chemdist@cdim.org)

### 7.2 For technical questions



#### **Progresity B.V.**

Postbus 10031  
3004 AA Rotterdam  
The Netherlands

Web: <https://www.progresity.com>  
E-mail: [assurance.support@progresity.com](mailto:assurance.support@progresity.com)