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FAQ Lexplus

22.01.2025

Lexplus FAQ

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Valid for Lexplus version 4.2.0.0

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What is Lexplus?

Lexplus is an online tool used to demonstrate and monitor an organisation's legal compliance, and to provide proof of compliance with the requirements of the ISO 14001, ISO 50001 and ISO 45001 standards in terms of procedures and evidence. Under Swiss law, compliance with the legislation can only be declared by the company itself or by the authorities.

[Lexplus FAQ](#)

How do I get access to Lexplus?

You can get access to our online legal database with your individual legislation document after the initial legislative analysis and the creation of your document. If your company is already a Lexplus customer, your system administrator can give you access.

Please contact us if you would like to know more about Lexplus:

lexplus@neosys.ch

032 674 45 11

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How does login work for new users?

After you create an account, we register a new user for this account. This user will receive an e-mail from lexplus@neosys.ch with their password.

... die online
Gesetzesdatenbank von

**neO
sys**

Neosys AG
Privatstrasse 10
CH-4563 Gerlafingen
Tel: +41(0)32 674 45 11
lexplus@neosys.ch
<http://www.neosys.ch>

Login

Please log in

E-Mail

Passwort

Stay logged in?

Login

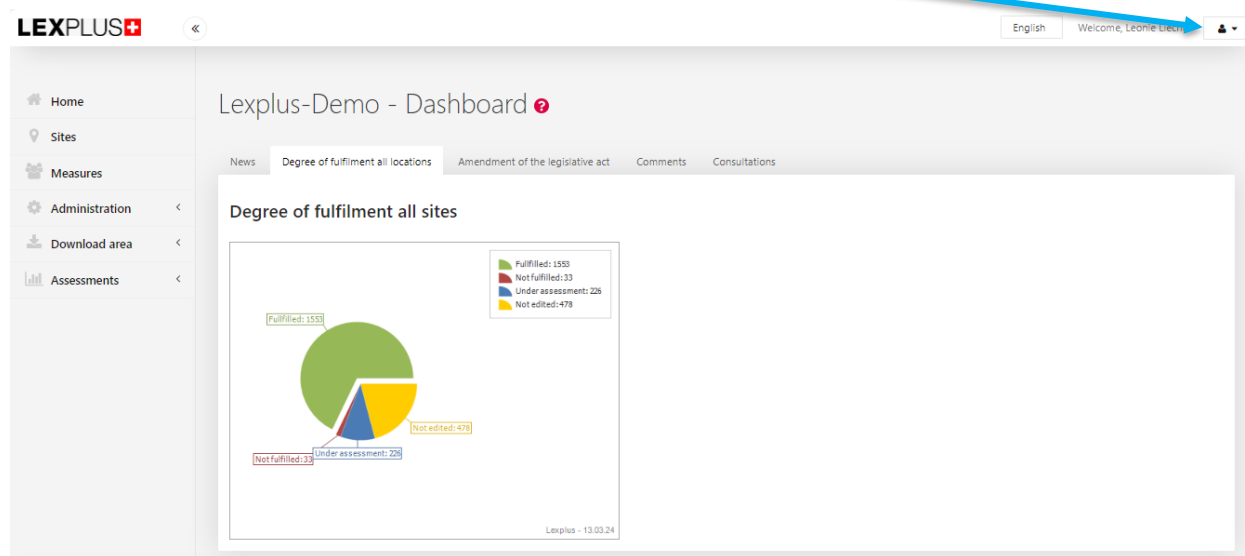
[Forgot password?](#)

The login uses the registered e-mail address for this user. [Please change the automatically generated password after the first login.](#)

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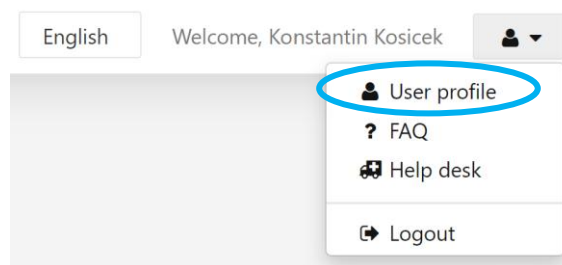
Where can I change my password?

You can change the password in your user profile.



The screenshot shows the Lexplus-Demo Dashboard. The main content area displays a pie chart titled "Degree of fulfilment all sites". The chart is divided into four segments: Fulfilled (1553), Not fulfilled (33), Under assessment (226), and Not edited (479). A legend in the top right corner provides the same data. A blue arrow points from the text above to the user profile icon in the top right corner of the dashboard.

Category	Count
Fulfilled	1553
Not fulfilled	33
Under assessment	226
Not edited	479



The screenshot shows the user profile dropdown menu. The menu is open, and the "User profile" option is circled in blue. Other options include "FAQ", "Help desk", and "Logout".

- User profile
- FAQ
- Help desk
- Logout

After opening your user profile, you can change your password by clicking on "Edit password".

Edit password

Guideline: The password must at least include 6 characters, 1 capital letter (A-Z) and 1 number (0-9).

Please enter your old password:

New password:

Confirm new password:

[Edit password](#)

You will need to enter your old password, and then choose a new one. Please note that the password must contain at least 6 characters, including at least one capital letter (A-Z) and one number (0-9).

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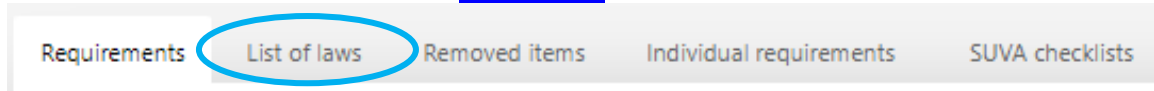
What is the quickest way to complete my legislation document?

- Go to the [Lexplus web page](#).
- To [log in as a new user](#), you will need the [automatically generated password](#) and your e-mail address.
- On the [start page](#), click on "Sites" in the menu on the left to access [Site selection](#).
- Click on "[Current legislation document](#)" to access the [List of laws](#) for the site selected.
- When the [legislation document](#) is first created, the [List of laws](#) is for information purposes only.
- In the [legislation document](#), select the "[Requirements](#)" tab.
- By default, requirements are grouped by "[Site object](#)".
- To view all requirements for the individual site objects, click on the symbol ►.
- We recommend that, as a rule, you do not edit the document independently, but assign all requirements to a person/function in the company.
- To do this, functions must first be assigned to the users registered in the [administration area](#), e.g. 'security officer'.
- In the [administration area](#), the [responsibility](#) must be recorded under the "Responsibilities" tab. It can then be assigned to a user.
- Under "Administration legislation document" in the [administration area](#), you can assign all the requirements for a site object to a responsible person for each site.
- Or you can directly assign requirements to a responsible person or function under "Requirements" in the [legislation document](#) by using the drop-down menu of the column "Responsible".
- Proof of legal compliance can be entered in the "Fulfilment" column of the "Requirements" tab in the [legislation document](#). You can choose between "Yes", "No", "Under assessment", "Not relevant" or "not edited". This will affect the [dashboard on the start page](#). Items that have not been edited (i.e. empty fields) are identified as "Not edited" by the system.
- Under [User administration](#), assign a role to the persons who will be editing requirements. The [roles](#) can be selected so that the user only sees their own requirements, or all requirements in the document and all sites.
- Additional users go directly to the "[Requirements](#)" tab of the [legislation document](#).
- Use the filter in the "Responsible" column to search by person/function entered, so that the person responsible only sees the [requirements](#) that have been assigned to them.

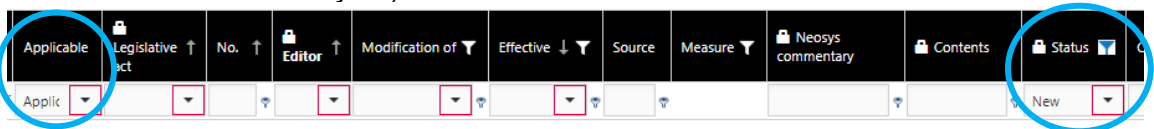
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How do I edit the legislation document after an update?

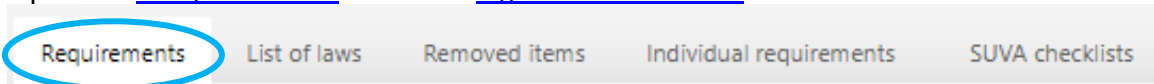
- Go to the [Lexplus website](#).
- Use the password you chose after your first login.
- [Do you need a new password?](#)
- On the [start page](#), click on “Sites” in the menu on the left to open [Site selection](#).
- Click on [“Current legislation document”](#) where you directly access “Requirements”. Open the “List of laws” tab to access the [List of laws](#) for the site.



- In the list of laws, filter by “new” and “New version” in the “Status” column to display only the changes made since the last version.
- You can additionally [filter by “Applicable” in the “Applicable” column](#) to only display the law amendments that are relevant to you. (Note: in this case, many of the law amendments won’t be visible to you.)



- Clicking on the field  in the “Neosys commentary” column opens a short description of the current amendment. If needed, the text of the law amendment can be viewed directly in the “Source” column. This data is for information purposes only. The only entry you can make here is to [enter measures](#) for the relevant laws in the “Measure” column; these will then appear under “Measures” in the main menu on the left.
- Open the [“Requirements”](#) tab in the [legislation document](#).



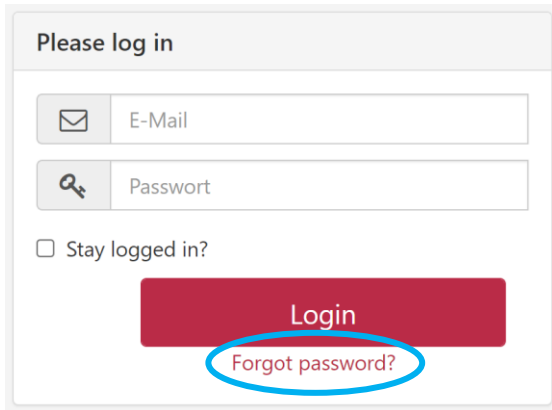
- Here too, you can first sort by “New” and “New version” in the “Status” column. These requirements must be processed to prove compliance with the law.
- Use the instructions provided under [How do I find more information about requirements?](#) to directly access our commentary on each individual change in the statutory requirements.

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I lost my password, what can I do?

Option 1

You can reset your own password. On the Lexplus start page, under the login field, click on "Forgot password?". A new password will be sent automatically to the e-mail address you registered and can be used immediately. [Please change the automatically generated password after logging in.](#)



Option 2

Your [system administrator](#) can reset the passwords for all users by clicking on the key icon next to the user name under [User administration](#):



The password is then sent automatically to the e-mail address registered for the user.

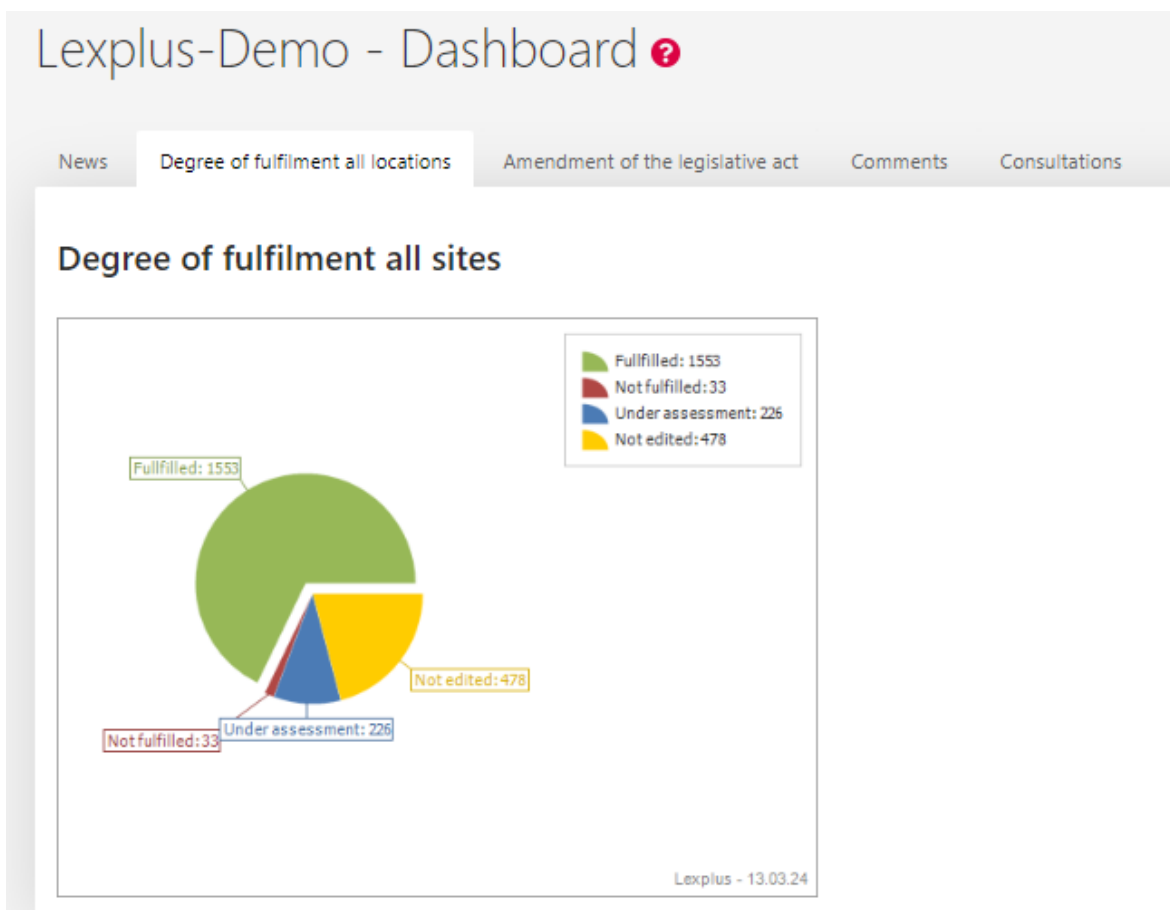
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What information can I find on the start page?


There are 5 dashboards on the start page.


The “News” dashboard is displayed first by default. Here, you can view news from Lexplus with information about important legislative news, planned maintenance interruptions and events.

The “Degree of fulfillment all locations” dashboard displays the current compliance level of the entire company. You can also monitor this progress under [Legal Compliance](#) in the “Assessments” menu.



The “Amendment of the legislative act” dashboard provides an overview of all changes to legislative acts recorded in your legislation document in Lexplus (which can be filtered by site ). Here you have the option of entering individual [measures](#) for any law amendment. You can also view the amendments in the [current list of laws](#) of your legislation document.

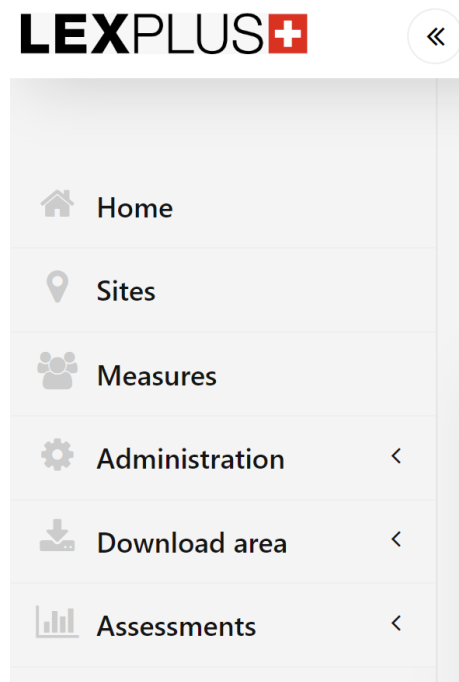
The “Comments” dashboard provides you with an overview of significant and important changes to legislative acts recorded in your legislation document in Lexplus (which can be filtered by site ) , including access to the explanatory commentary from Neosys. You will also find a short description of the commentary and have the option of entering individual [measures](#) for the changes.

The “Consultations” dashboard shows information planned, ongoing and completed consultations concerning changes to legislative acts recorded in your legislation document in Lexplus (which can be filtered by legislative act and by phase ). This enables you to prepare for future changes to the law. You can also enter [measures](#) here.

The main Lexplus menu on the left contains the following menu items:

- [Sites](#) (contains the [legislation document](#)),
- [Measures](#) (contains a list of all measures you have entered),
- Administration (access to [administration of the legislation documents](#) and [user management](#)),
- [Download area](#) (option to download legislation documents, newsletters and reports),
- and [Assessments](#).


The menus “Administration”, “Download area” and “Assessments” are only visible to [the system administrator role](#). In addition, the menus “Download area” and “Assessments” are visible to the [auditor](#) role.



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How does site selection work?

When you click on “Sites” (or the chosen individual header) in the main menu on the left, you are directed to the site selection.

Sites 

#	Name
▶ Current legislation document	Zürich (Arbeits- und Umweltschutz)
▶ Current legislation document	Lugano (AS/US)
▶ Current legislation document	Lausanne (AS/US)
▶ Current legislation document	Luzern (HR)
▶ Current legislation document	Basel (Lebensmittel)

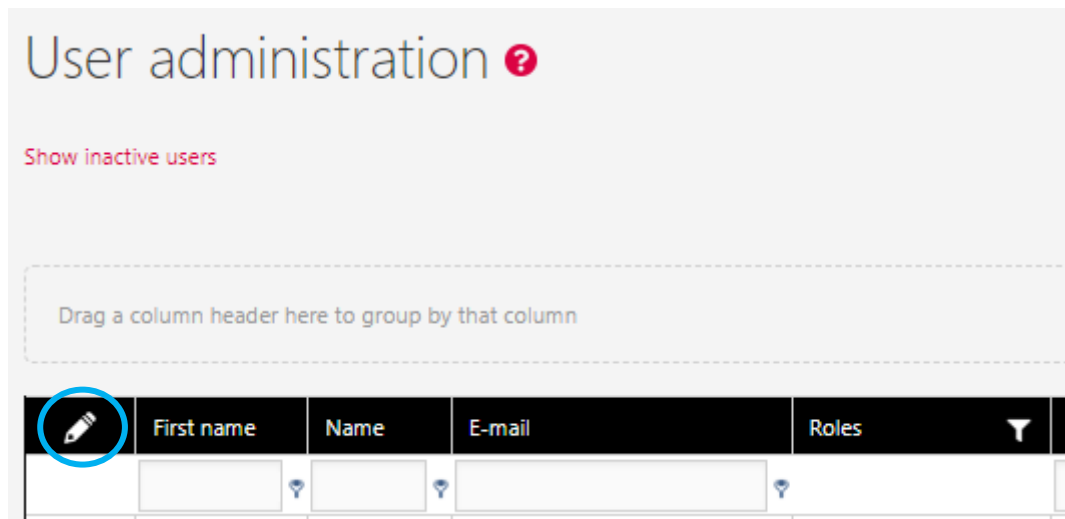
If different sites are registered in Lexplus, you can select the individual legislation documents [here](#).

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How do I register new users?

Your Neosys contact person is registered as the system administrator (see [What do the different roles in Lexplus mean?](#)). The system administrator can register new users.

User administration can be found under “Administration”.



Clicking on the pencil icon opens the following window:

Add new user

First name:*

Name:*

E-mail:*

Language:*

Roles:

- Auditor
- Editor
- Systemadministrator
- User
- Newsletter

Please save the access rights before creating the user.

Active:*

You can enter all relevant data in this window. The password is sent directly to the e-mail address registered. To complete the process, you must activate and then save the user.

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What do the different roles in Lexplus mean?

Roles:

<input type="checkbox"/>	Auditor
<input type="checkbox"/>	Editor
<input type="checkbox"/>	Systemadministrator
<input type="checkbox"/>	User
<input type="checkbox"/>	Newsletter

When you add a new user or edit an existing one, you can assign different roles to this user:

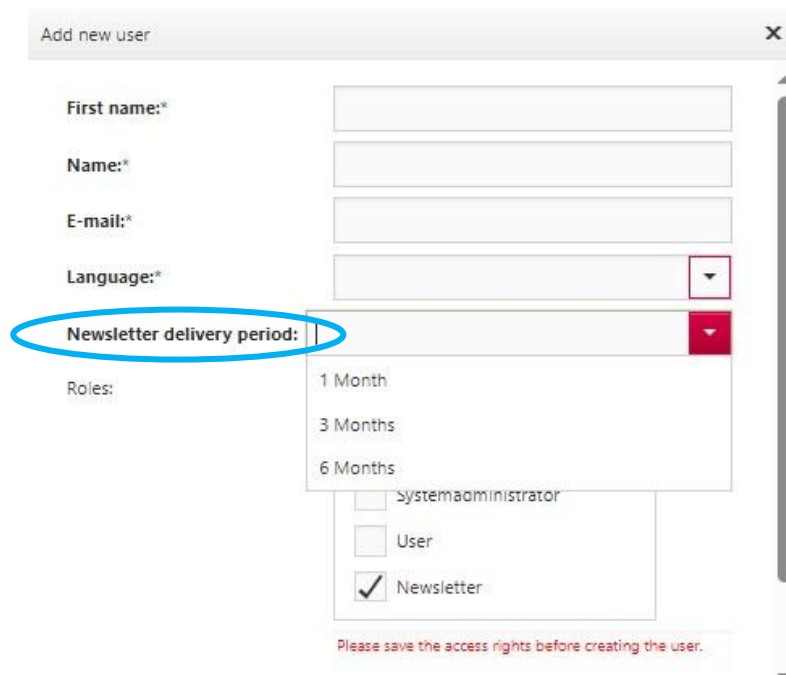
System administrator: The system administrator has write access to all documents in the account. In addition, the system administrator can access the administration area and view all [Assessments](#) as well as the [download area](#).

User: You can assign individual read or write permissions for all sites to users with a “User” role. If neither read nor write permissions are selected for a site, this site won’t be displayed to the user.

Auditor: The “Auditor” role can be assigned as a single role or in addition to the “User” role. Auditors have access to the [Assessments](#) and to the [download area](#). If they are not also assigned the “User” role, auditors don’t have access to the legislation documents.

Editor: The editor can only edit the requirements that have been assigned to them in the “Responsible” column of the [legislation document](#). All other requirements are not visible to this role.

Newsletter: Assign the “Newsletter” role to subscribe to the Neosys [newsletter](#). When this box is selected, the line “Newsletter delivery period” appears above it, allowing you to choose whether the newsletter should be delivered every month, every three months, or every six months. The role “Newsletter” can be selected in addition to any other role, but you can also create a user with only this role.



Add new user

First name:*

Name:*

E-mail:*

Language:*

Newsletter delivery period:

Roles:

Systemadministrator

User

Newsletter

Please save the access rights before creating the user.

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What is included in my legislation document?

Standort Zürich (Arbeits- und Umweltschutz) - legislation document of 13.12.2023

Requirements List of laws Removed items Individual requirements SUVA checklists

The legislation document contains five tabs.

The [List of laws](#) contains all laws concerning the site. It also contains an overview of the law amendments in chronological order. For each amendment, there is also a note indicating whether the site is affected. In addition, [measures](#) can be entered directly in the list of laws.

In the [Requirements](#) tab, legislative acts can be broken down to individual requirements, sorted by [site object](#) and edited. Here too, you also have the option of entering individual [measures](#) for any requirement.

The [Removed items](#) tab shows the requirements that have been removed during an update of the legislation document. This can happen if the requirement was deleted (following a revision of the law or the replacement of the installation concerned in the company), or if Neosys has assigned it to another site object. In this case, the requirement would still be found in the document.

Specific requirements can be entered in the [Individual requirements](#) tab. A definition of "individual requirements" can be found in the corresponding section.

The [SUVA checklists](#) tab provides an overview of all SUVA checklists that are relevant for the selected site, provided you have subscribed to the "Occupational safety" legal area in your legislation document.

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What information can I find in the List of laws?

The list of laws is for information purposes only. All legislative acts that contain requirements relevant to your company are listed here, provided they fall within a legal area that has been taken into account in your legislation document (environment, occupational health and safety, HR, food, medical technology, etc.). Each line represents an amendment of the legislative act and includes the date of entry into force and a commentary on the amendment by Neosys (see also [What do “applicable” and “not applicable” mean in the “Applicable” column of the list of laws?](#)). When your document is updated, the new changes are displayed here and marked as new in the "Status" column. The [view of the list of laws](#) can be [customised](#) to display the desired overview. The list can be [exported as an Excel document](#). [Export as XLSX](#)

Requirements List of laws Removed items Individual requirements SUVA checklists

List of laws ?

[Collapse all](#) [Expand all](#) [Customisation of the view](#) [Export as XLSX](#)

Editor Legislative act

#	Applicable	Legislative act	No.	Editor	Modification of	Effective	Source	Measure	Neosys commentary	Contents	Status	Commentary
▶ Editor: Schweizerische Eidgenossenschaft												
▼ Editor: Kanton Zürich												
▼ Legislative act: ZH: Besondere Bauverordnung I												
	<input type="checkbox"/>	ZH: Besondere Bauverordnung I	700.21	Kanton Zürich	6/8/2022	9/1/2022		Create a measure			Existing	
									New (0) In progress (0) Completed (0)			
▶ Legislative act: ZH: Einführungsgesetz zum Gewässerschutzgesetz												

The “Source” column refers directly to the official gazette or the documentation that triggered the amendment.

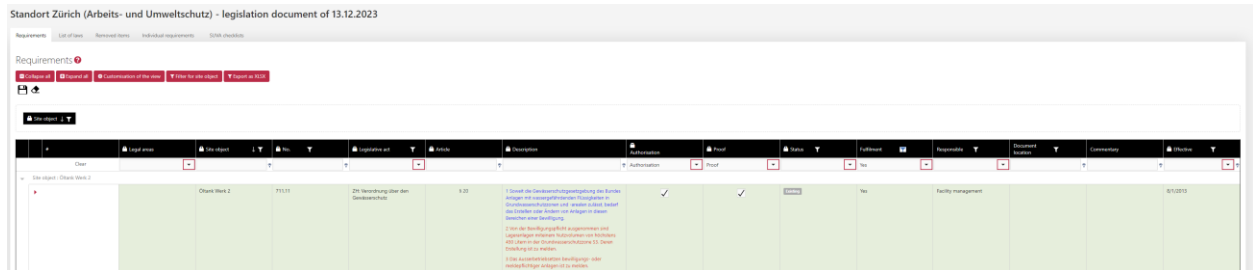
In the “Neosys commentary” column, you can view our commentary on the law amendment.

In the “Commentary” column, you have the option to enter and save your own commentary regarding the law amendment.

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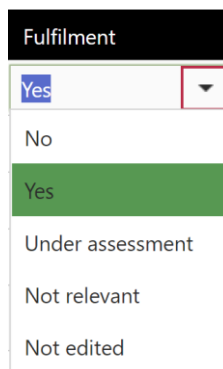
How do I enter my data in the Requirements tab?

By default, the “Requirements” tab groups entries by site object. The columns up to and including “Status”, plus the column on the far right, “Effective”, are defined by Neosys and can’t be edited.



Site object	Object	ID	Title	Description	Status	Effective	Document location
Standort - Block West 2	Objekt West 2	71111	ZH Verordnung über den Gewerkschutz	Einmal die Gewerkschutzprüfung des Bundes abgeben und den entsprechenden Schulungen an. Die Schulungen können online oder in Präsenz besucht werden. Die Schulung ist zu belegen. Eine Ausnahmegenehmigung ist zu beantragen.	Yes	Yes	Facility management

To record proof of legal compliance, click on the field below “Fulfilment”.



Fulfilment

Yes

No


Yes

Under assessment

Not relevant

Not edited

You can make entries in all columns to the right of “Fulfilment” (beside “Effective”).

You can also enter a link to the corresponding document in the "Document location" column. You must save your entries by clicking on the diskette symbol  (bottom right). If you exit the page without saving entries, a notification will be displayed.

The “Responsible” column must be predefined in the [administration area](#) beforehand. You can then select the responsible persons from the drop-down menu. You can [adjust the view](#) to display an overview.

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How do I find further information about the requirements?

To view more information a requirement, click on the symbol ► next to it.

#	Legal areas	Site object	No.	Legislative act	Article	Description	Aut
Clear							
Site object : Abgabe von Elektroschrott							
►		Abgabe von Elektroschrott	814.600	Verordnung über die Vermeidung und die Entsorgung von Abfällen	Art. 11	(...) 2 Wer Produkte herstellt, muss die Produktionsprozesse nach dem Stand der Technik so ausgestalten, dass möglichst wenig Abfälle anfallen und die anfallenden Abfälle möglichst wenig Stoffe enthalten, welche die Umwelt belasten.	

The page will then display information regarding the legislative act (registration number, source etc.), the version of the legislative act on which the requirement is based, and the requirement itself (specific article).

Legislative act	Version of legislative act	Requirement
Description	Wer sich eines Gerätes oder eines Bestandteils entledigen will, muss dieses einer Händlerin oder einem Händler, einer Herstellerin oder einem Hersteller oder einem Sammelstellen, welche diese Dienstleistung für Geräte oder deren Bestandteile anbieten.	
Article	Art. 5	
Coming into force	01.01.2022	
Authorisation	<input type="checkbox"/>	
Proof	<input type="checkbox"/>	

This information can be useful in case of a change in the requirements.

It is also possible to access the commentary on an amendment directly under the “Version of legislative act” tab:

Legislative act	Version of legislative act	Requirement
		Abgabe von Elektroschrott
		814.620
		Verordnung über die Rückgabe, die Rücknahme und die Entsorgung elektrischer und elektronischer Geräte
		Art. 5
		Wer sich eines Gerätes oder eines Bestandteils entledigen will, muss dieses einer Händlerin oder einem Händler, einer Herstellerin oder einem Hersteller oder einem Sammelunternehmen zurückgeben. Ist auch die Rückgabe an öffentliche Sammelstellen, welche diese Dienstleistung für Geräte oder deren Bestandteile anbieten.
Modification of	20.10.2021	
Effective	01.01.2022	
Source	https://www.fedlex.admin.ch/eli/cc/2021/633/de	
Commentary "Applicable"	https://www.neosys.ch/files/content/LexPlus/2022_1/Deutsch/1169_814_620_VREG_20_10_2021_betroffen.pdf	

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How do I filter the entries by keywords?

In each column, you can search for terms in the field directly under the column header. The cells containing the search term will be displayed in the columns with full text. In the columns with a drop-down menu, the category closest to the search term will be displayed.

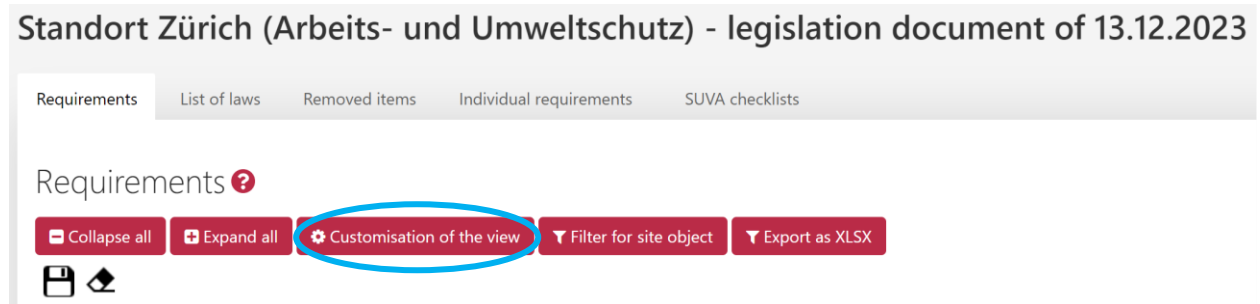
#	Legal areas	Site object	No.	Legislative act	Article	Description	Authorisation	Proof	Status	Fulfillment
	Clear					Entsorgung				
▶ Site object : Produktesicherheit allgemein										
▶ Site object : Olabscheider										
▶ Site object : Gebindelager leichtentzündliches										
▶ Site object : EHS-Teilnehmer										
▶ Site object : Abwassersysteme										
▶ Site object : Abgabe von Sonderabfällen										
▼ Site object : Abgabe von Elektroschrott in Zürich (Continued on the next page)										
		Abgabe von Elektroschrott in Zürich	814.620	Verordnung über die Rückgabe, die Rücknahme und die Entsorgung elektrischer und elektronischer Geräte	Art. 5	Wer sich eines Gerätes oder eines Bestandteils entledigen will, muss dieses einer Händlerin oder einem Händler, einer Herstellerin oder einem Hersteller oder einem Entsorgungsunternehmen zurückgeben. Zulässig ist auch die Rückgabe an öffentliche Sammelstellen, welche diese Dienstleistung für Geräte oder deren Bestandteile anbieten.	<input type="checkbox"/>	<input type="checkbox"/>	Existing	Yes
		Abgabe von Elektroschrott in Zürich	814.620	Verordnung über die Rückgabe, die Rücknahme und die Entsorgung elektrischer und elektronischer Geräte	Art. 10	1 Wer Geräte und Bestandteile entsorgt, muss sicherstellen, dass die Entsorgung umweltverträglich und nach dem Stand der Technik erfolgt; insbesondere müssen: a. Geräte und Bestandteile, von denen eine besondere Gefährdung für Mensch und Umwelt ausgeht, beispielsweise Brand- und Explosionsgefahr oder die Freisetzung gefährlicher Substanzen, unter Einhaltung der rechtlichen und betrieblichen Sicherheitsvorschriften gesondert entsorgt werden;	<input type="checkbox"/>	<input type="checkbox"/>	Existing	Yes

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How do I customise the view?

By default, several columns (last check on, next check on, check mode, etc.) are hidden. All columns can be shown and hidden as required.

Open the “Customisation of the view” tab.



Standort Zürich (Arbeits- und Umweltschutz) - legislation document of 13.12.2023

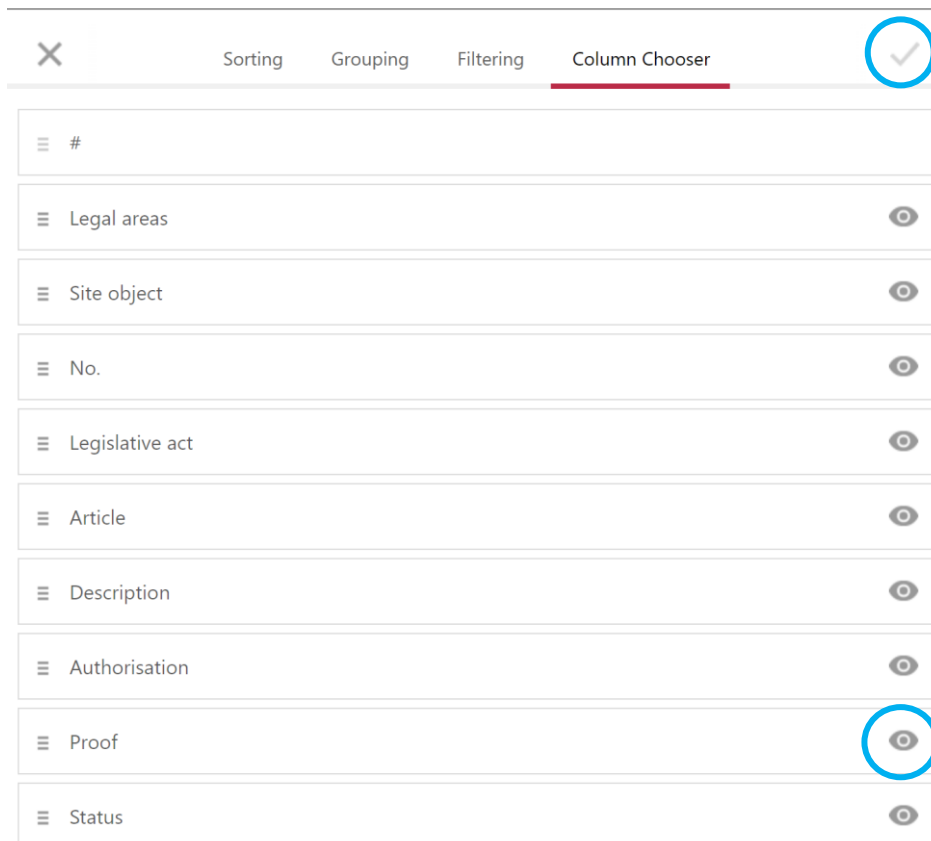
Requirements List of laws Removed items Individual requirements SUVA checklists

Requirements ?

[-] Collapse all [+] Expand all [⚙️] Customisation of the view [▼] Filter for site object [▼] Export as XLSX

📄 🗑️

Then select “Column Chooser”.



✕ Sorting Grouping Filtering Column Chooser ✓

#	
Legal areas	👁️
Site object	👁️
No.	👁️
Legislative act	👁️
Article	👁️
Description	👁️
Authorisation	👁️
Proof	👁️
Status	👁️

Here you can hide and unhide the columns as required by clicking on the eye symbol. Additional columns and any customised columns can also be hidden or displayed using this menu. The order of the entries can be changed by left-clicking on an entry and dragging it up or down. Do not forget to save the selection by clicking on the top right (✓).

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What are “Removed items”?

The [Removed items](#) tab shows the requirements that have been removed during an update of the legislation document. This can happen if the requirement was deleted (following a revision of the law or the replacement of the installation concerned in the company), or if Neosys has assigned the requirement to another site object. In this case, the requirement will still be found in the document.

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Is there an archive?

Yes. To access the archive, go to the menu item [“Sites”](#) in the main menu on the left.

Sites ?

#	Name
▶ Current legislation document	Zürich (Arbeits- und Umweltschutz)
▶ Current legislation document	Lugano (AS/US)
▶ Current legislation document	Lausanne (AS/US)

Click on the ▶ symbol to display further information the site.







The archive can be found under the tab “Legislation documents”.



Sites ?

#	Name
▼ Current legislation document	Zürich (Arbeits- und Umweltschutz)

Legislation documents

Overview of legislation documents

#	Publish on	Status
 	12/13/2023	Current legislation document
 	3/16/2023	Archived legislation document
 	12/15/2022	Archived legislation document

Old documents, including documents with the individual requirements, are archived as soon as Neosys publishes an updated version of the document. Each document can be opened in Lexplus (folder icon ) or exported as an Excel file (Excel icon )

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What are individual requirements?


Individual requirements can be found under a separate tab in the [legislation document](#). They can be edited by any user with write permission for the corresponding site. Individual requirements can be entered under the “Individual requirements” tab by clicking on the pencil to the left of “Facility / activity”.


Standort Zürich (Arbeits- und Umweltschutz) - legislation document of 13.12.2023

Requirements List of laws Removed items **Individual requirements** SUVA checklists

Individual requirements ?

e.g. agreements on objectives, directives, additional requirements associated with validations etc.

 Facility / activity	Legislative act	Requirement	Effective from	Effective until	Fulfillment	Fulfillment on	Fulfilled by	Re
x Abwasseranlage	GschV	Einleitbedingungen Gemeinde XY	9/16/2016	10/17/2020	Yes		Nachweis	FM


To save your entry, click on the diskette icon  at the bottom right.

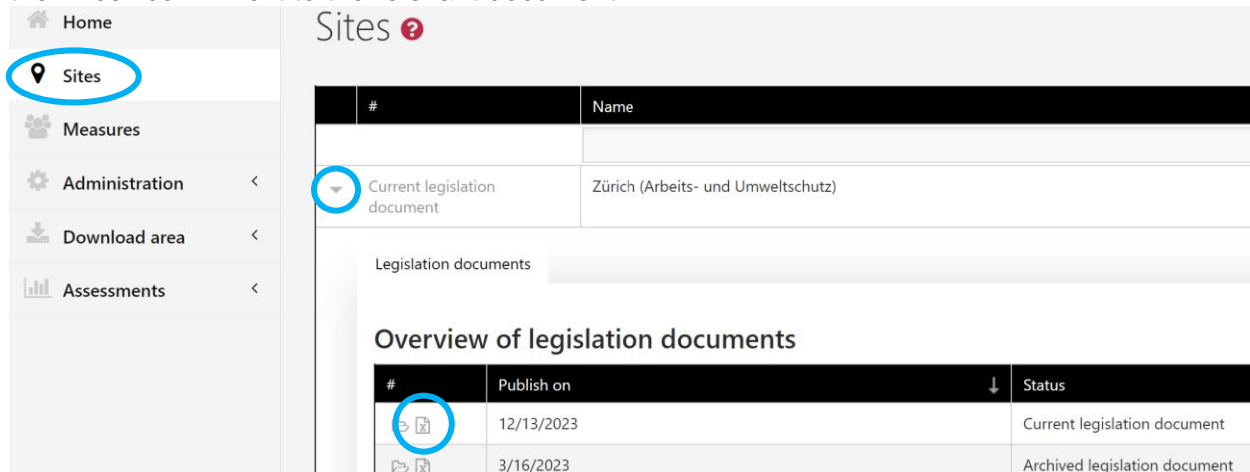
Individual requirements are part of the company's binding obligations. They are additional requirements that the company must imperatively meet, but which are not enshrined in legislation. They may be statutory requirements arising from permits, provisions, etc.

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How do I export the document?

Option 1: Export the complete legislation document



You can find the export file of the complete legislation document in the [archive](#). For this, click on the Excel icon  next to the relevant document.



The screenshot shows the Neosys AG interface. On the left, the 'Sites' menu item is circled in blue. The main content area shows a table with the following data:

#	Name
Current legislation document	Zürich (Arbeits- und Umweltschutz)

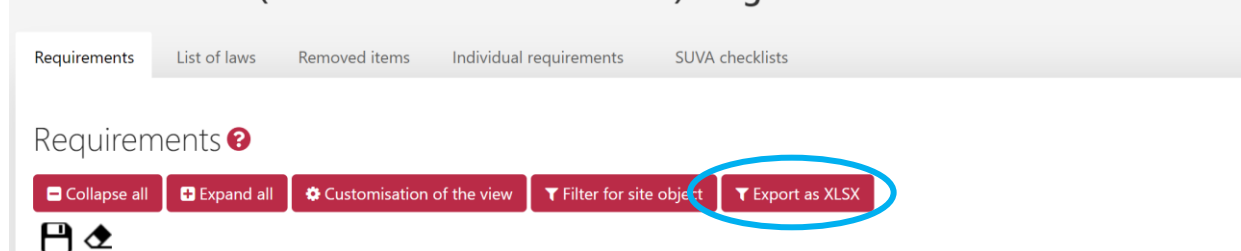
Below this, there is an 'Overview of legislation documents' table:

#	Publish on	Status
	12/13/2023	Current legislation document
	3/16/2023	Archived legislation document

Option 2: Export a selection of requirements or laws

In the customer document, under the "Requirements" or "List of laws" tabs, the current view can be exported by clicking on "Export as XLSX". Any filters, groupings, etc. that have been set are retained. This allows you to create for example lists of requirements or laws directly and easily for the relevant responsible persons.

Standort Zürich (Arbeits- und Umweltschutz) - legislation document of 13.12.2023

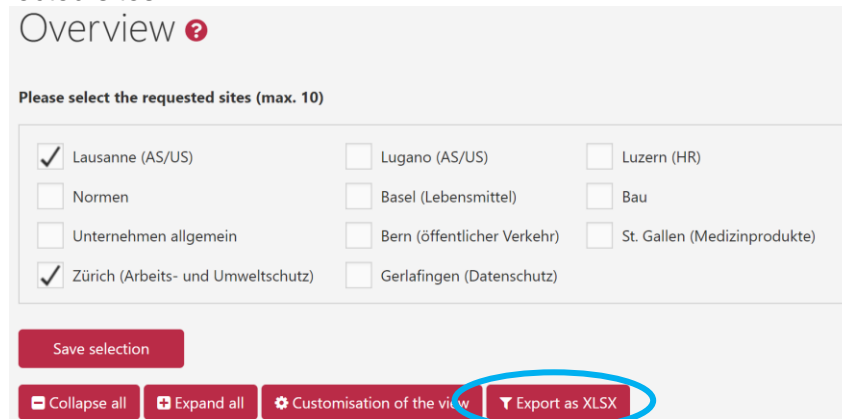


The screenshot shows the 'Requirements' tab selected. The 'Export as XLSX' button is circled in blue. The interface includes the following elements:

- Requirements
- List of laws
- Removed items
- Individual requirements
- SUVA checklists
- Requirements ?
- Buttons: Collapse all, Expand all, Customisation of the view, Filter for site object, Export as XLSX

Option 3: Export the overview for selected sites

In the Assessments menu, under [Overview](#), the current view can be exported by clicking on "Export as XLSX". Any filters, groupings, etc. that have been set are retained. This allows you, for example, to compare directly, easily and precisely the [Requirements assessment](#) for the selected sites.



The screenshot shows the 'Overview' tab selected. The 'Export as XLSX' button is circled in blue. The interface includes the following elements:

- Overview ?
- Please select the requested sites (max. 10)
- Selection grid:

<input checked="" type="checkbox"/> Lausanne (AS/US)	<input type="checkbox"/> Lugano (AS/US)	<input type="checkbox"/> Luzern (HR)
<input type="checkbox"/> Normen	<input type="checkbox"/> Basel (Lebensmittel)	<input type="checkbox"/> Bau
<input type="checkbox"/> Unternehmen allgemein	<input type="checkbox"/> Bern (öffentlicher Verkehr)	<input type="checkbox"/> St. Gallen (Medizinprodukte)
<input checked="" type="checkbox"/> Zürich (Arbeits- und Umweltschutz)	<input type="checkbox"/> Gerlafingen (Datenschutz)	
- Buttons: Save selection, Collapse all, Expand all, Customisation of the view, Export as XLSX

Option 4: In the [Download area](#)

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Can the document be reimported?

Neosys gives you the option to re-import Lexplus data that have been exported. The import function only works for a complete Excel document and only if the designated cells in Excel have been edited and no rows or columns have been moved. With the import, all data stored in Lexplus is overwritten. Please contact your contact person at Neosys if you wish to make use of this option.

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Are there maintenance interruptions?

We will inform you as early as possible of any maintenance interruptions. This information can be found on the [start page](#) (after logging in) under “News”. We recommend that especially in the case of an upcoming audit, you check whether a maintenance interruption is planned. Whenever possible, maintenance interruptions take place in the evening or on the weekend so that you can use Lexplus without interruption. Occasionally, interruptions may also be necessary during lunchtime.

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Does Lexplus work with all web browsers?

Yes, the Lexplus start page is tested regularly with all current web browsers (Microsoft Edge, Internet Explorer, Firefox, Safari and Chrome).

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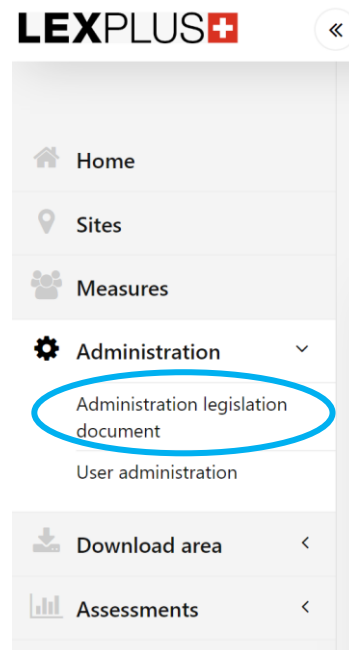
What are site objects?

Neosys defines site objects individually for each site during the initial legislative analysis or the transfer from an Excel document. Site objects are facilities, activities and products that exist at a site or are sold by a site. Site objects can be named individually by Neosys and the assigned requirements are also customisable. Requirements can be relevant for several site objects, which is why the same requirement can appear several times in the document.

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How do I customise the column headers?

The column headers can be customised by a system administrator for each site in the administration area, under “Administration legislation document”.



Select the “Column headers” tab and enter the name of the column for the selected site:

legislation document

Responsibilities Master view **Column headers** Site objects

Column headers ?

#	Standort	Column 1	Column 2	Column 3	Column 4	Column 5
	Zürich (Arbeits- und Umweltschutz)					
	Lugano (AS/US)	Misure				
	Lausanne (AS/US)					

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Why are some requirements in different colours?

To highlight the importance of the requirements for authorisations and evidence, **authorisation** requirements are marked in blue and **proof** requirements in red. We have predefined these special requirements for you to signal the need to submit a document. Special attention should be paid to these requirements.

In addition, lines that combine a requirement for authorisation and proof have a **light blue** background.

Description	Autorisation	Justificatif
	Autorisati	Justificatif

<p>1 In den Gewässerschutzbereichen Au und Ao sowie den Zuströmbereichen Zu und Zo bedarf das Erstellen oder Ändern von Lageranlagen für Stoffe der Wassergefährdungsklasse 1 mit mehr als 2000 Litern Nutzvolumen pro Tank sowie von Umschlagplätzen für wassergefährdende Flüssigkeiten einer Bewilligung.</p> <p>2 Das Erstellen oder Ändern anderer Lageranlagen mit einem Nutzvolumen von mehr als 450 Litern ist zu melden.</p> <p>3 Das Ausserbetriebsetzen bewilligungs- oder meldepflichtiger Anlagen ist zu melden.</p>	✓	✓
---	---	---

Requirements with the fulfilment status “Yes” have a light green background in Lexplus.

Description	Autorisation	Justificatif	Statut	Accomplissement
	Autorisati	Justificatif		Oui

<p>1 In den Gewässerschutzbereichen Au und Ao sowie den Zuströmbereichen Zu und Zo bedarf das Erstellen oder Ändern von Lageranlagen für Stoffe der Wassergefährdungsklasse 1 mit mehr als 2000 Litern Nutzvolumen pro Tank sowie von Umschlagplätzen für wassergefährdende Flüssigkeiten einer Bewilligung.</p> <p>2 Das Erstellen oder Ändern anderer Lageranlagen mit einem Nutzvolumen von mehr als 450 Litern ist zu melden.</p> <p>3 Das Ausserbetriebsetzen bewilligungs- oder meldepflichtiger Anlagen ist zu melden.</p>	✓	✓	Existant	Oui
---	---	---	----------	-----

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What do “applicable” and “not applicable” mean in the “Applicable” column of the list of laws?

The “Applicable” setting relates to the effects of a legislative change on your company. If the box in the “Applicable” column is ticked (= change), the change has an impact on the company or triggers a need for action. This is an initial assessment by Neosys based on your customer profile in Lexplus and the experience of Neosys employees.

However, your company is affected by all legislative acts recorded in the list of laws, otherwise the entry would not appear in this list. We recommend that you monitor all new legislative changes to ensure that no important information is lost.

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Something is missing in my legislation document, what can I do?

Please get in touch with your Neosys contact person, who can record new site objects and add them to your document. Alternatively, they can also be entered temporarily under "[Individual requirements](#)".

Please contact Neosys:

lexplus@neosys.ch

032 674 45 11

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My legislation document contains requirements that are not relevant to me, what can I do?

Please select “Not applicable” in the “Fulfilment” column for these requirements. Some requirements may be listed simply to document that they have been taken into account. If you no longer wish to have non-applicable requirements in your legislation document, please contact your Neosys contact person who can remove them from the document.

Please contact Neosys:

lexplus@neosys.ch

032 674 45 11

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I am interested in Lexplus, who should I contact?

Please contact us, we will be happy to provide you with further information.

lexplus@neosys.ch

032 674 45 11

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Can I display site objects in groups?

Yes, this is possible with the site object filter. You can find it under the “Requirements” tab.

Standort Zürich (Arbeits- und Umweltschutz) - legislation document of 13.12.2023

Requirements List of laws Removed items Individual requirements SUVA checklists

Requirements ?

↓ ▼

The filter for site objects shows individual site objects in categories:

Filter for site object

Name

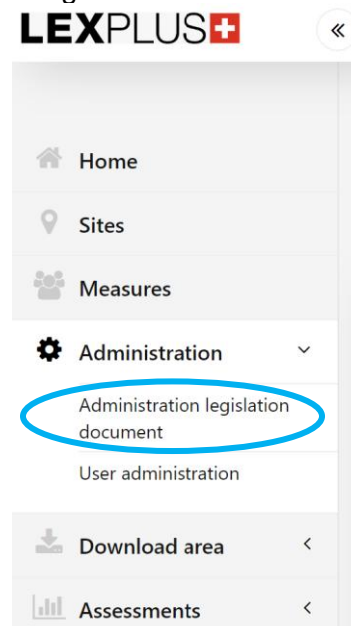
- Gebäude/Infrastruktur
 - Heizungen und Feuerungen
 - Sozialräume
 - Zusätze Brandschutz
 - Klima/Kälte
 - Weitere Objekte Infrastruktur
 - Entwässerung und Abwasserbehandlung
 - Energieerzeugung und Verteilung
 - Lagersysteme
 - Tankanlagen / Gebindelager
 - Gebindelager leichtentzündliches
 - Fördereinrichtungen
 - Brandschutz
- Pflichten Arbeitsschutz
- Produkte und Dienstleistungen
- Arbeitsplätze und Anlagen
- Standort allgemeines
- Logistik
- Entsorgung

The selected site objects (or categories) can be directly used as filter in the document.

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Can I rename site objects individually and directly assign responsibilities for them?

Yes, this is possible. A [system administrator](#) can rename site objects for each site in the administration area, under “Administration legislation document”.



To do this, select the “Site objects” tab and in the middle column “Site object”, rename the site object for the relevant site:

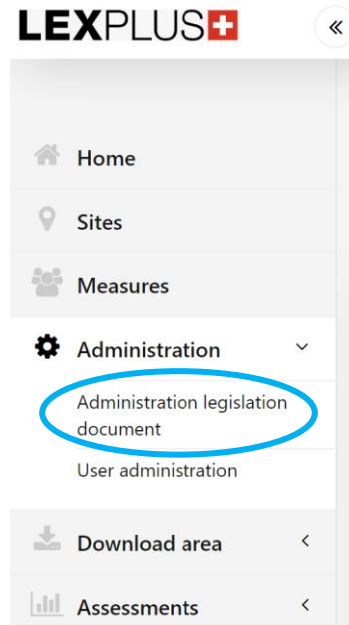


It is also possible to assign a site object directly to a responsible person. For further information, please see “[How do I assign responsibilities for the requirements?](#)”.

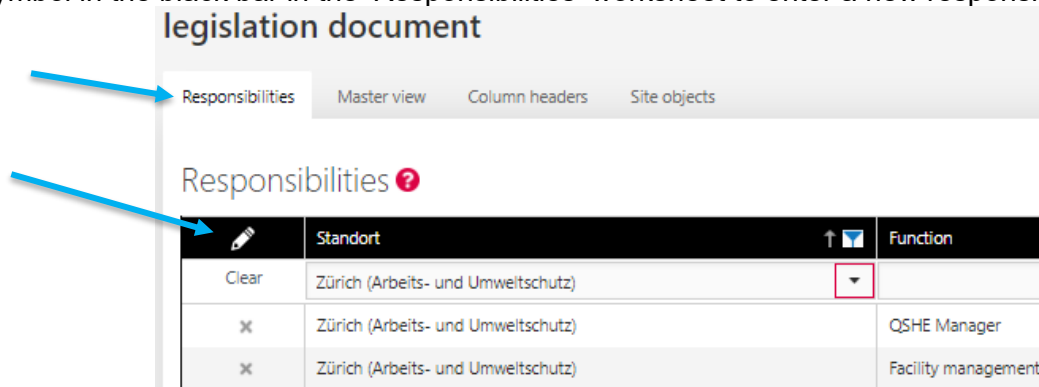
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How do I define responsibilities?

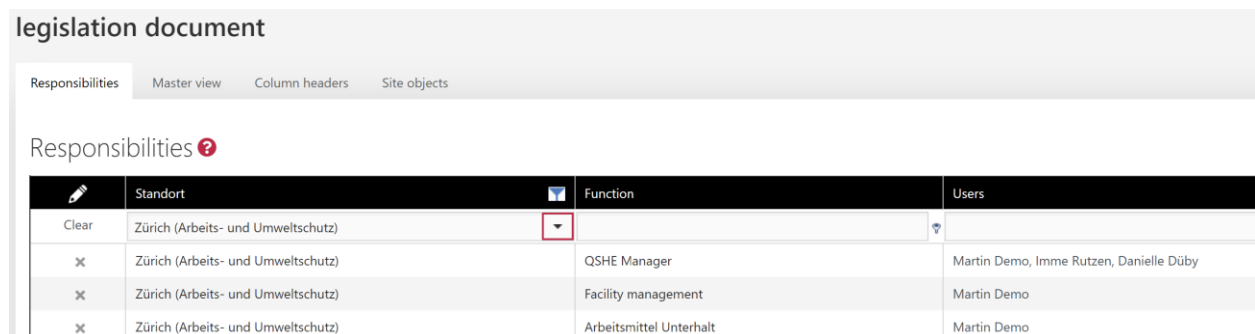
A [system administrator](#) can assign responsibilities for each site and for each user in the administration area, under “Administration legislation document”.



You can [filter the relevant site](#) under the “Responsibilities” tab. Here you can click on the pencil symbol in the black bar in the ‘Responsibilities’ worksheet to enter a new responsibility.

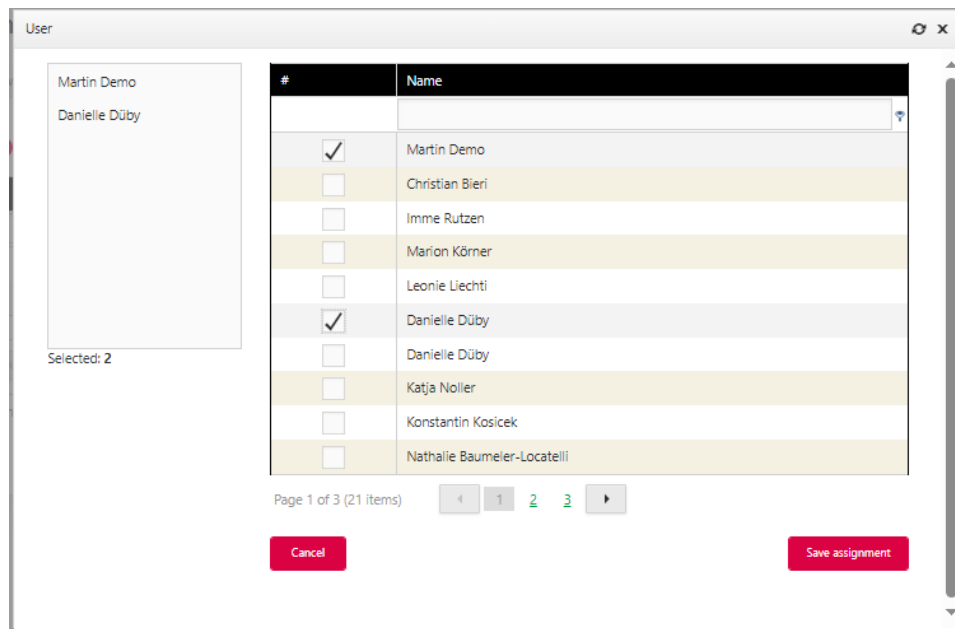


First, select the “Standort” and afterwards you can enter the responsible function or person in the middle column “Function” (e.g. ‘QSHE Manager’) and save it by clicking on the icon at the bottom right . Once the responsibility has been saved, you can select previously entered users in the “Users” column on the right by clicking on “edit” (see next page):



The requirements are then [assigned to the responsible persons](#) in the current legislation document of the site (see main menu “Sites”). The assignment of responsibilities in the [Requirements document](#) is particularly important when users are entered as [editors](#), as they only have access to requirements that have been assigned to them.

Several [users](#) can be assigned to each function. The users can be directly selected among the users registered in User administration:



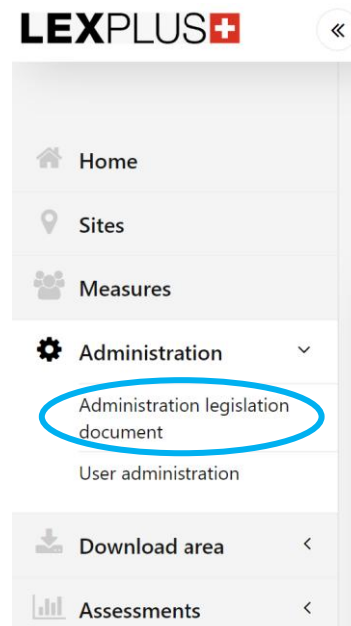
However, users do not necessarily have to be selected to define a function. Functions can be selected using the drop-down menu in the “Responsible” column of the [legislation document](#). Please note that in order for them to appear in that location, they must first be entered here.

The responsibilities saved here can then be selected using the drop-down menu in the “Responsible” column of the legislation document and assigned to the individual requirements. It is also possible to assign responsible persons directly to a site object. See [“Can I rename site objects individually and directly assign responsibilities for them?”](#).

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Can I define a master view?

Yes, as a system administrator you can define a master view for each site under “Administration legislation document”.



To do this, click on the “Master view” tab and select the columns you wish to display for the relevant sites:

legislation document

Responsibilities **Master view** Column headers Site objects

Select the columns that will be displayed to the user. ?

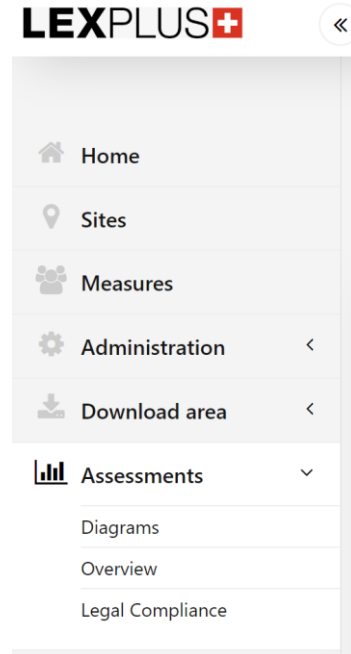
Standort	Legal areas	Site object	Nr.	Legislative act	Article	Description	Authorisation	Proof	Status	Fulfilment	Measure	Last check on	Next check on	Checking method
Lausanne (AS/US)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Normen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unternehmen allgemein	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zürich (Arbeits- und Umweltschutz)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The master view can only be defined for new users, as the columns will then be saved individually in the account settings.

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What types of assessments are possible?

The legislation document contains three types of assessments: [Diagrams](#), [Overview](#) and [Legal Compliance](#) (which shows progress made). Only users with the [role](#) “System administrator” or “Auditor” have access to the assessments.



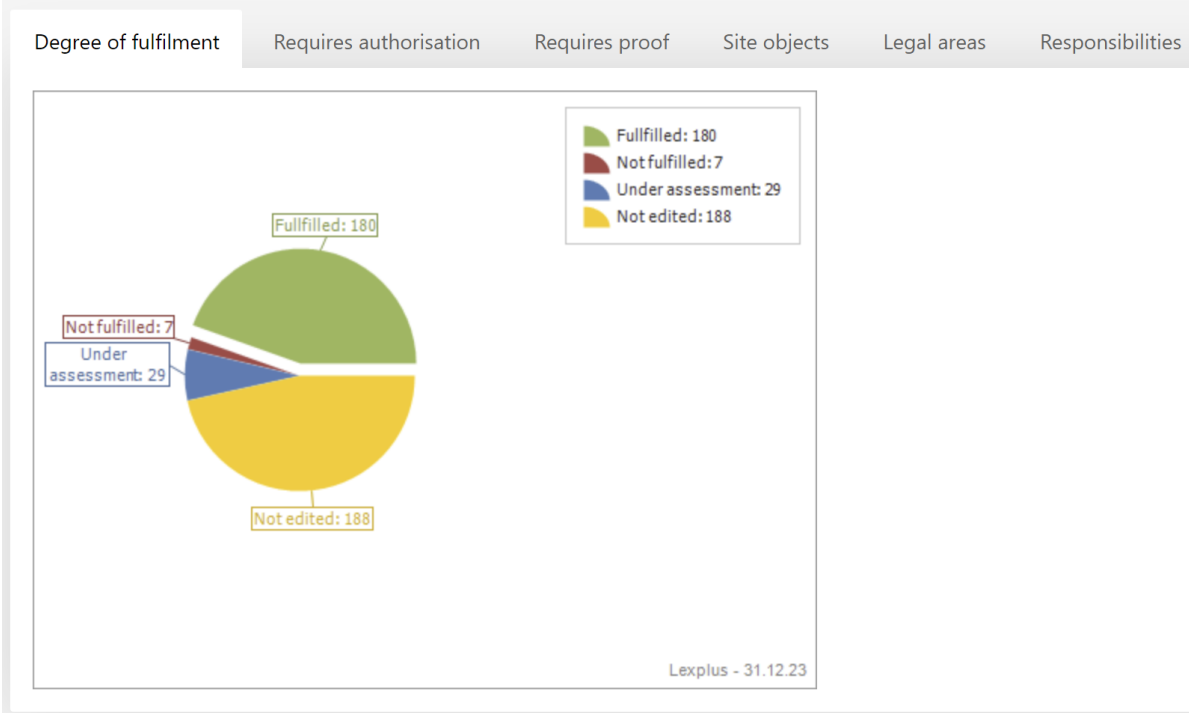
[Back to overview](#)

What diagrams are available?

The following diagrams can be created for each site:

- By degree of fulfilment
- Requirements requiring authorisation
- Requirements requiring proof
- By site object
- By legal area
- By responsibility

Assessments Standort Zürich (Arbeits- und Umweltschutz)



[Back to overview](#)

What information can I find in the overview?

In the overview, the requirements for selected sites can be compared by [degree of fulfilment](#), [status](#) and legal area.

Overview ?

Please select the requested sites (max. 10)

Lausanne (AS/US) Lugano (AS/US) Luzern (HR)
 Normen Basel (Lebensmittel) Bau
 Unternehmen allgemein Bern (öffentlicher Verkehr) St. Gallen (Medizinprodukte)
 Zürich (Arbeits- und Umweltschutz) Gerlafingen (Datenschutz)

Save selection

[-] Collapse all [+ Expand all [⚙ Customisation of the view [📄 Export as XLSX

Site object ↑

#	Site object	Legal areas	Legislative act	Article	Status	Zürich (Arbeits- und Umweltschutz)	Lausanne (AS/US)
Site object : Ölheizung (Continued on the next page)							
	Ölheizung	Umweltschutz	Luftreinhalte-Verordnung	Art. 13	Existing	Yes	not available
	Ölheizung	Umweltschutz	Luftreinhalte-Verordnung	Anh. 3, Ziff. 41	Existing	Yes	not available

This can be useful to compare sites or, as a system administrator, to assess the work on individual sites. The view can be customised using the “Customisation of the view” menu. The customised view can then be [exported as an XLSX file](#).

Overview ?

Please select the requested sites (max. 10)

Lausanne (AS/US) Lugano (AS/US) Luzern (HR)
 Normen Basel (Lebensmittel) Bau
 Unternehmen allgemein Bern (öffentlicher Verkehr) St. Gallen (Medizinprodukte)
 Zürich (Arbeits- und Umweltschutz) Gerlafingen (Datenschutz)

Save selection

[-] Collapse all [+ Expand all [⚙ Customisation of the view [📄 Export as XLSX

[Back to overview](#)

What steps do I need to take as a system administrator before I can give the legislation document to my colleagues for editing?

1. Register all employees in the [User administration](#).
2. For each user, select the [role](#) “User” (can edit all requirements) or “Editor” (can only view and edit the requirements assigned to them).
3. Create the [master view](#). What columns must be displayed and edited?
4. [Assign users to responsible functions](#).
5. [Assign all requirements to the responsible functions](#).
6. Users with the role “User” must now filter requirements by their responsibility in the legislation document, under the “Responsible” column. Users with the role “Editor” will directly view only the requirements that were assigned to them.

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How do I assign responsibilities for the requirements?

The first step is to [predefine responsibilities](#). You then have two options to assign them to the requirements.

Option 1:

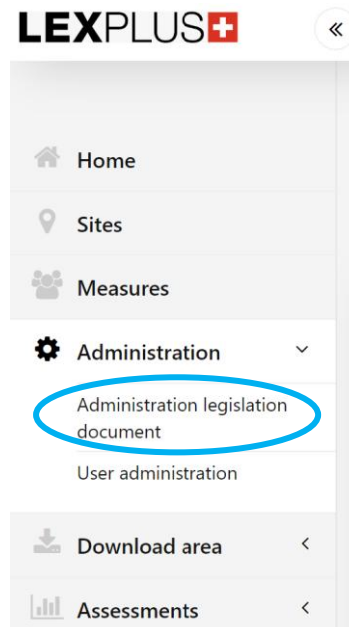
In the [requirements document](#), view each requirement and in the “Responsible” column, use the drop-down menu to select the responsible person.

Option 2:

In the [administration area](#), you can assign each [site object](#) for a site to a responsible person or function. This allows you to fill in all the requirements assigned to a site object with just one click in the legislation document.

Note: If responsibilities have already been assigned to individual requirements in the legislation document, this will be overwritten if you select option 2.

To do this, as a [system administrator](#), open “Administration legislation document” in the administration area.



Under [Site objects](#), you can assign responsibilities for a complete site object per site. To do this, select the responsible person using the drop-down menu in the “Responsible” column (Note: these [must be predefined](#) first).

legislation document

Responsibilities Master view Column headers Site objects

The site objects can be renamed here. ?

#	Standort	Site object	Responsible
▶	Zürich (Arbeits- und Umweltschutz)	Stapler	Chef de production
▶	Zürich (Arbeits- und Umweltschutz)	Abgabe von Sonderabfällen	Chemikalienverantwortlicher
▶	Zürich (Arbeits- und Umweltschutz)	Abgabe von Siedlungs- und Gewerbeabfällen	Entsorgungs Team

[Back to overview](#)

How do I group or display requirements differently?

This can be done in two ways.

Option 1:

Select "Customisation of the view".

Standort Zürich (Arbeits- und Umweltschutz) - legislation document of 13.12.2023

Requirements List of laws Removed items Individual requirements SUVA checklists

Requirements ?

Click on "Grouping" and select the columns by which you want to group the items. The sequence of the columns can be determined by simply dragging the entries in the top part of the menu.

Sorting
Grouping
Filtering
Column Chooser

Site object

Columns to Group

Legal areas	<input type="radio"/>
Site object	<input checked="" type="radio"/>
No.	<input type="radio"/>
Legislative act	<input type="radio"/>
Article	<input type="radio"/>
Description	<input type="radio"/>

Option 2:

Drag the column you want to group by into the dashed field while holding down the left mouse button until two arrows appear above and below the column header. The sequence of the columns is determined by the order in the dashed field.

Requirements ?

#	Legal areas	Site object	No.	Legislative act	Article
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Site object : Verbrauch von fossilen Brennstoffen				
	Site object : Stapler				

[Back to overview](#)

What information can I find under Legal Compliance?

The [degree of fulfilment](#) of a site document can be tracked over any period of time under “Legal Compliance”.



This allows you, [as system administrator or as auditor](#), to assess the [progress](#) of individual sites.

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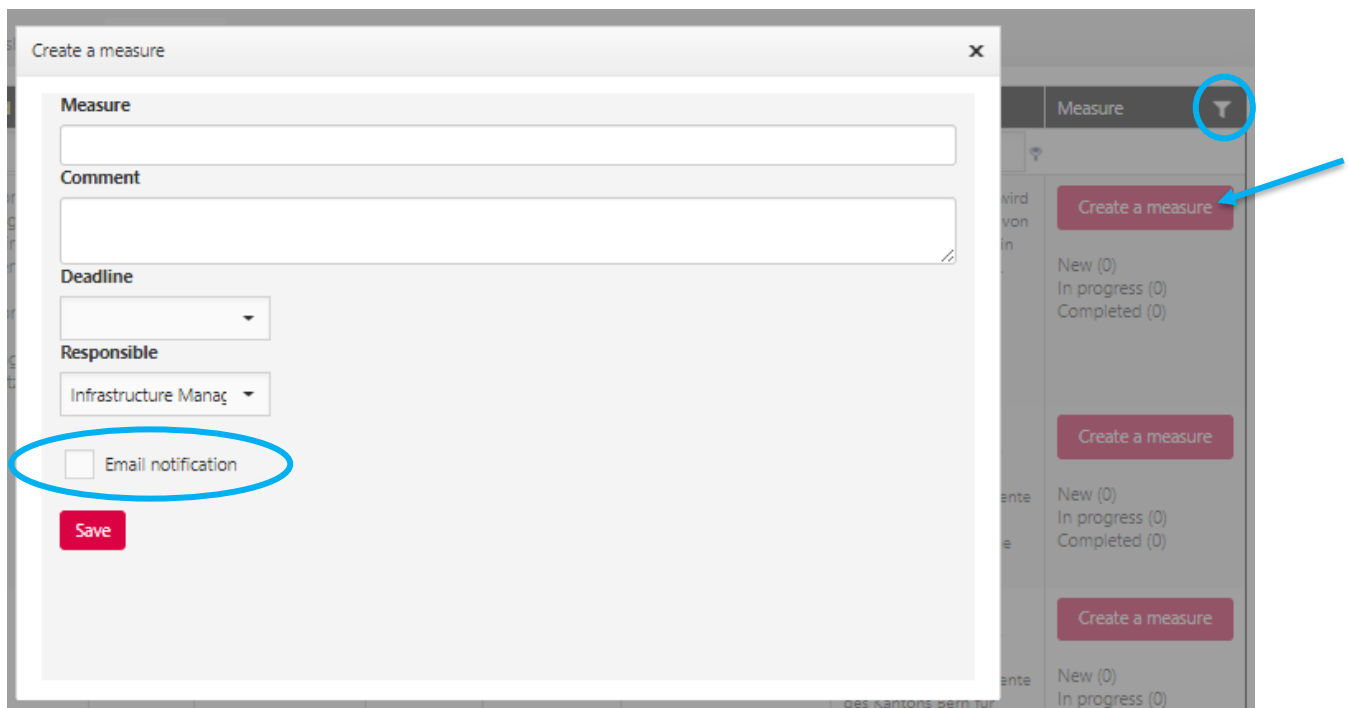
How do I enter and monitor measures?

There are several locations in Lexplus where you can record individual measures:

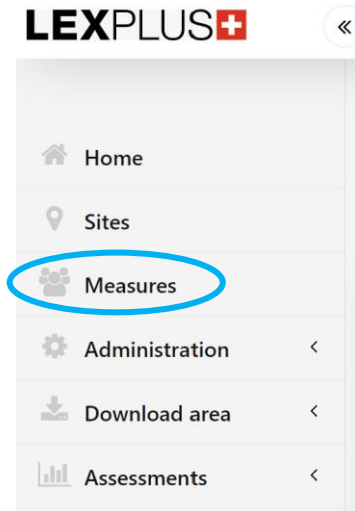
- On the [start page](#):
 - in the “Amendment of the legislative act” dashboard,
 - in the “Commentaries” dashboard and
 - in the “Consultations” dashboard.
- In the [current legislation document](#) for the site:
 - under the “[List of laws](#)” tab.

In these locations, in the “Measure” column, you can directly enter an individual measure for any law amendment, commentary, requirement etc. There is also the option of activating an e-mail notification. This means that the person responsible receives a reminder e-mail both for the entry itself and for the appointment.

In addition to the "Measures" column, the current status of the measure can be filtered.



When you save the measure, it will appear under “Measures” in the main menu on the left. All the measures you have entered are listed there, regardless of where you entered them.



Each measure is numbered ("Measure" column) and in the "Reference" columns you can see what the measure refers to (where you entered it). You can still edit all measures here. If you change the "Status" of a measure to "Completed", the measure disappears from the "In progress" tab and appears under the "Completed" tab.
Important: You cannot enter measures here, only edit them.

Measures

In progress Completed Export as XLSX

Drag a column header here to group by that column

#	ID	Created on	Reference	Measure	Standort	Comment	Created by	Status	Deadline	Link	Responsible	
▶	✕	18	11/28/2023	Zürich (Arbeits- und Umweltschutz) - Forderungen Art. 2 - Bundesgesetz über die Produktesicherheit	test 2	Zürich (Arbeits- und Umweltschutz)	---	Imme Rutzen	New	12/6/2023	Link	OSHE Manager
▶	✕	17	11/28/2023	Zürich (Arbeits- und Umweltschutz) - Forderungen Art. 4 - Verordnung über den Verkehr mit Abfällen	Test 1	Zürich (Arbeits- und Umweltschutz)	---	Imme Rutzen	New	1/12/2024	Link	Qualitätsmanagement
▶	✕	16	11/14/2023	Kommentare - Nr. 510.625 - Verordnung über die geografischen Namen (GeoNV)	Test_Test		Test	Lukas Felix	New	11/15/2023	Link	Sicherheit Beauftragter
▶	✕	15	10/9/2023	Bern (öffentlicher Verkehr) - Gesetzesliste 616.1 - Bundesgesetz über Finanzhilfen und Abgeltungen	Konsequenzen für LV24-28 prüfen_Test		---	Jürgen Schellander	In progress	10/31/2023	Link	Rail department

If you want to [group the columns differently](#), press and hold the left mouse button and drag the column you want to group by into the dashed field above the table. You also have the option of exporting all your measures as a list in an Excel document (press the Export as XLSX button at the top right).

This makes it easier for you to keep track of changes in laws and the resulting need for action by your company.

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What information can I find under SUVA Checklists?

Your [current legislation document](#) also contains the “SUVA Checklists” tab. This provides you with an overview of all SUVA checklists relevant for your site, with information about the legislative act (=name), number, description, and status.

To access and edit the checklists questions, click on the triangle symbol (circled in blue).

Standort Zürich (Arbeits- und Umweltschutz) - legislation document of 13.12.2023

Requirements List of laws Removed items Individual requirements **SUVA checklists**

SUVA checklists ?

Drag a column header here to group by that column

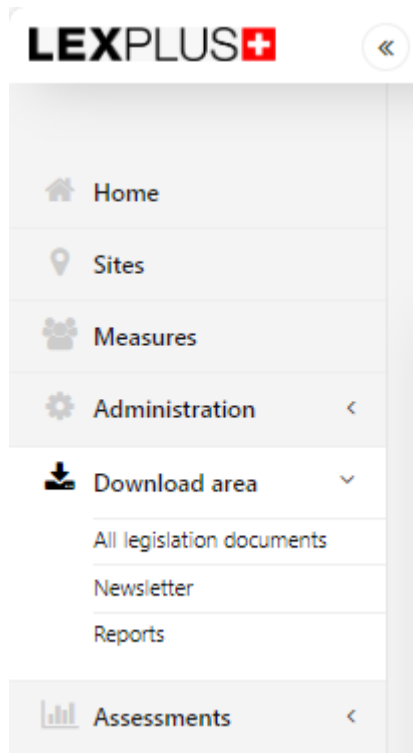
#	Legislative act	No.	Description	Editor	Status	Last check on	Next check on
	Checkliste: Baukreissäge	67003	Wie sicher arbeiten Sie, Ihre Mitarbeiter und Mitarbeiterinnen an der Baukreissäge? Unfälle an der Baukreissäge haben in der Regel schwere Verletzungen zur Folge und sind entsprechend teuer. Sie können dieses Risiko erheblich reduzieren, wenn Sie für funktionstüchtige und sichere Maschinen sorgen und Ihr Personal gut instruieren. Die Hauptgefahren sind: <ul style="list-style-type: none">• Schnittverletzungen durch das Sägeblatt• Verletzungen durch wegfliegende Werkstück- und Werkzeugteile Mit dieser Checkliste bekommen Sie solche Gefahren besser in den Griff.	SUVA	Existing		
	Checkliste: Tischkreissäge - Gefahrenermittlung und Massnahmenplanung	67002	Wie sicher arbeiten Sie und Ihre Mitarbeiter an der Tischkreissäge? In der Unfallstatistik über die Holzindustrie bilden die Unfälle an Tischkreissägen einen Schwerpunkt. Darum lohnt es sich, hier den Hebel anzusetzen.	SUVA	Existing		

You also have the option of recording the date of the last and next checks for each checklist.

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What files are available in the download area?

The download area can only be accessed by the “System administrator” and “Auditor” [roles](#). It has three sections:




The “All legislation documents” section contains the archive of all legislation documents for all sites.

The “Newsletter” section lists all newsletters that were sent to you, in chronological order. It also gives you the option of downloading them.

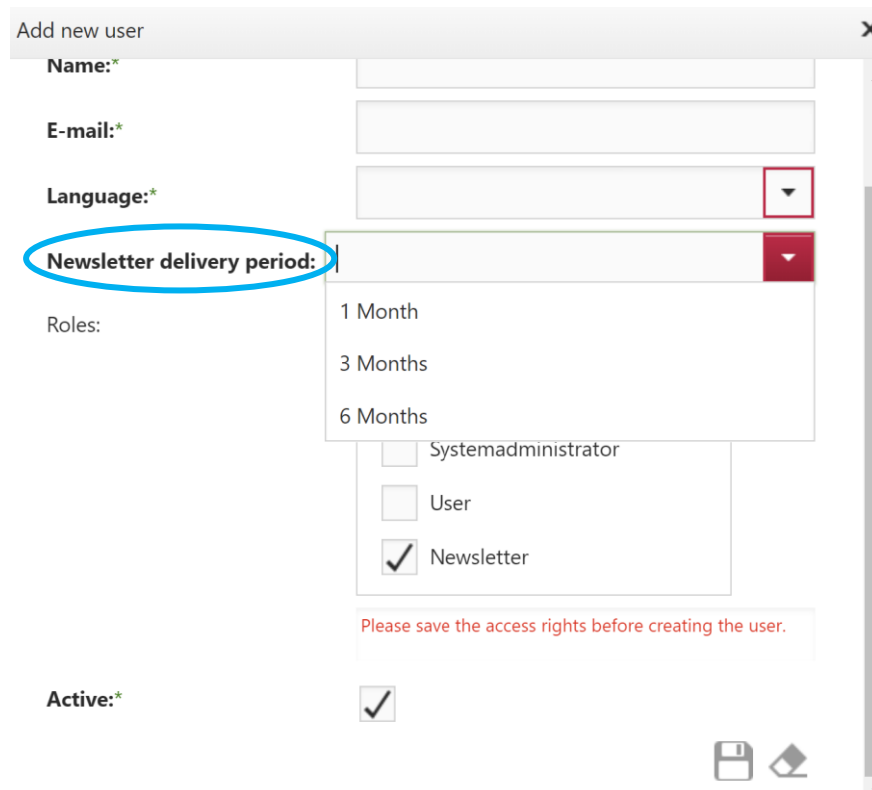
In the “Reports” section, you have the option to receive, view and download reports on your sites.

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How do I subscribe to the Neosys newsletter?

To subscribe to the Neosys newsletter, simply assign the [“Newsletter” role](#). This can only be done by a [system administrator](#). To do this, go to [“User administration”](#) in the main menu on the left and enter a new user with the role “Newsletter”, or edit an existing user by clicking on the pencil icon  and adding the role “Newsletter” to their assignments.

When the box for the “Newsletter” role is selected, the line “Newsletter delivery period” appears above it. You can choose to have the newsletter delivered every month, every 3 months, or every 6 months. You can always change this setting in the User administration.



The screenshot shows the 'Add new user' form with the following fields and options:

- Name:** * (text input)
- E-mail:** * (text input)
- Language:** * (dropdown menu)
- Newsletter delivery period:** (dropdown menu, circled in blue) with options: 1 Month, 3 Months, 6 Months
- Roles:** (checkboxes) Systemadministrator, User, Newsletter (checked)
- Active:** * (checkbox checked)

A red warning message is displayed: "Please save the access rights before creating the user." At the bottom right, there are icons for save and delete.

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Are there backups in Lexplus and how long are they stored?

Lexplus uses two different types of backups:

1. the daily backup, which saves the difference to the previous day. This is carried out during the night
2. a weekly full backup in the night from Sunday to Monday

The backups are stored for 30 days and then deleted. If you need access to data in the backup, please contact your Neosys contact person.

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