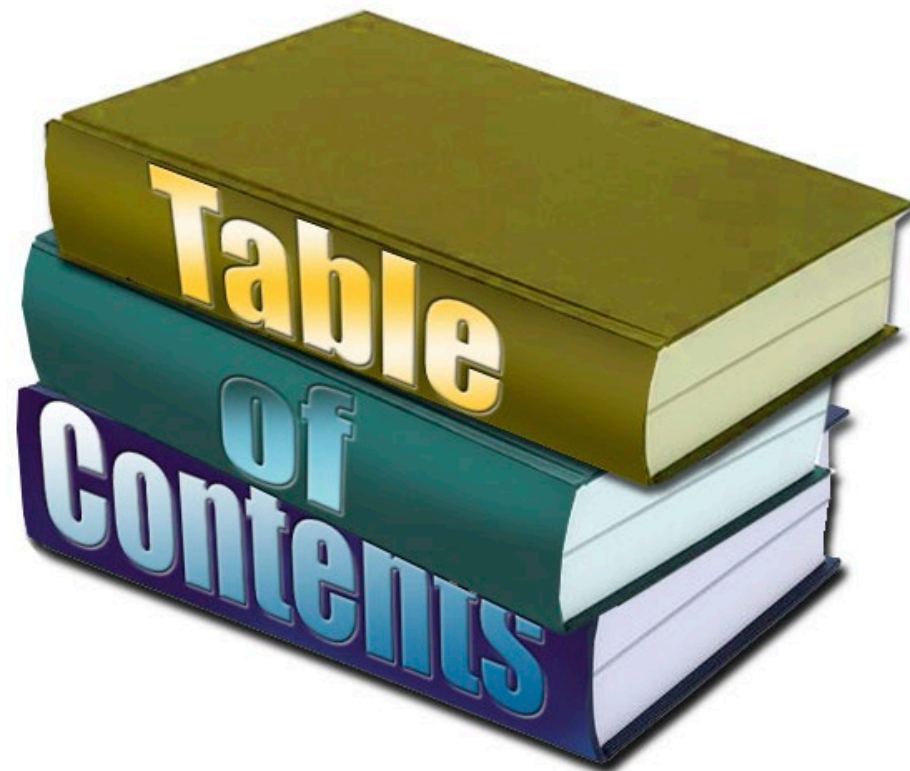




# **CHEMICAL MANAGEMENT NAVIGATOR USER GUIDE**

**COMPANY ADMINISTRATORS & FACILITY MANAGERS**

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<b>Products (Safety Data Sheets)</b>	<b>Page 4 – 6</b>
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**Login**

✉ Username\*

🔑 Password\*

Remember my username

[Forgot Password?](#)

## TO ACCESS SDS DATABASE:

### - Via Computer

- Enter the URL provided in your browser (Chrome or Edge work best)
- Bookmark this page
- Login with User Name and Password

### - Via Mobile Device

- **Android:** Navigate to the link provided to you. Click the 3 dots in the top right of your browser and select “Add to Home Screen”
- **iPhone:** Using the Safari web browser, navigate to the link provided to you. Tap the Share button on the bottom of the page on your phone. It looks like a square with an arrow pointing out at the top. In the list of options that appear, scroll down until you see “Add To Home Screen”. Tap this. The “Add To Home Screen” dialog box will appear. Choose a name for the website shortcut on your home screen. You’ll see the link so you can confirm it. Click “Add” when you’re done.

If you have forgotten your password, click on the “Forgot Password” tab, enter the email address you registered with and click “Submit”. A message will popup stating that an email was sent to that address and to follow the instructions in the email to continue.

# PRODUCTS:

**mov**  
Data Management

Products Facilities Users Reports Company Requests Export Data

Facility: SDS Library Department: All Departments Active/Inactive Product Filter: Active Products Only (101)

Search All Product Fields

Selection Options (0)   View Images

<p><b>126VR Disc Brake Quiet 0.25 FL.OZ Pouch</b></p> <p>ITW Permatex 80729 11/15/2023</p> <p> <b>Danger</b></p>	<p><b>133K Anti-Seize Lubricant 8OZ</b></p> <p>ITW Permatex 80078 11/15/2023</p> <p> <b>Danger</b></p>	<p><b>2,4-D LV4</b></p> <p>Winfield Solutions, LLC 1381-102 11/15/2023</p> <p> <b>Warning</b></p>	<p><b>3-In-One Telescoping Spout Multi-Purpose Oil</b></p> <p>WD-40 Company 11/15/2023</p>	<p><b>3M Abrasive Products, Trizact Abrasives Product, 307EA, A6A100</b></p> <p>3M - Abrasive Systems Division 23-1899-6 11/15/2023</p>
<p><b>3M Baird-Parker Agar Base</b></p> <p>3M - Food Safety Department 70-2007-8886-0, 70-2007-8894-4, 7100064248, 7100064366 11/15/2023</p> <p> <b>Danger</b></p>	<p><b>3M Boron Nitride Cooling Filler Flakes</b></p> <p>3M - Advanced Materials Division LZ-E100-3188-2, 98-0213-3584-3, 98-0213-3585-0, 98-0213-3588-4, 98-0213-3589-2, CY-9990-0706-5, CY-9990-0707-3, CY-9991-1530-6, CY-9991-1531-4, CY-9991-1532-2, 7010254338, 7010235572, 7010284476, 7010288273, 7010286423, 7100175321, 7100175322, 7100175403 11/15/2023</p>	<p><b>3M Ceramic Mineral Abrasive Grain 321</b></p> <p>3M - Abrasive Systems Division 19-2381-2 11/15/2023</p>	<p><b>3M Hi-Strength Spray Adhesive 90 (aerosol)</b></p> <p>3M - Industrial Adhesives and Tapes Division 62-4942-4730-7, 62-4942-4920-4, 62-4942-4921-2, 62-4942-4922-0, 62-4942-4925-3, 62-4942-4927-9, 62-4942-4930-3, 62-4942-4935-2, 62-4942-4950-1, 62-4942-4955-0, 62-4942-4970-9, 62-4942-4975-8, CS-0406-7111-0, 7010329926, 7000121431, 7000023924, 7010292719 11/15/2023</p> <p> <b>Danger</b></p>	<p><b>3M Primer 94</b></p> <p>3M - Industrial Adhesives and Tapes Division 70-0075-4882-2, 70-0160-4782-4, 70-0160-5476-2, 70-0160-5477-0, 70-0160-5478-8, 75-0400-2417-8, 7000001579, 7000001583, 7000001584, 7100003278, 7100155663, 7100261001 11/15/2023</p> <p> <b>Danger</b></p>

## PRODUCTS:

Products display as cards. The cards can be sorted as Ascending or Descending for the following categories:

- Name
- Manufacturer
- Verification Date

To sort, click on the “Sort” tab to the far right of the screen, above the cards

The card will display:

- Product Name
- Manufacturer Name
- Product Code (if applicable)
- Date Verified
- Green Emergency Cross Icon
- 3 Vertical Dots



## 133K Anti-Seize Lubricant 80Z



 ITW Permatex

80078

 12/29/2023

 SAFETY DATA SHEET

Revision No: 11/20/2022 Week 1

**1 IDENTIFICATION**

**Product Name:** 133K Anti-Seize Lubricant 80Z

**Other names of identification:** None

**Product Code:** None

**Recommended use of the chemical and restrictions on use:** For industrial use only. See safety data sheet for more information.

**Details of the location of the entity responsible for this SDS:**

**Permatex:** 11111 Permatex Blvd, Dallas, TX 75243, USA  
**Permatex (UK) Ltd:** 11111 Permatex Blvd, Dallas, TX 75243, USA  
**Permatex (Canada):** 11111 Permatex Blvd, Dallas, TX 75243, USA

**Emergency Services:** 24/7 Emergency: 1-800-368-5888  
Contact Number: 800-368-5888

**Email address:** mail@permatex.com

**2 HAZARD IDENTIFICATION**

**Signalword:** None

**Hazard Regulatory Codes:** None

**Prevention Codes:** None

**Label Codes:** None

**Emergency Services:** None

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Page Count: 9 | Size: 390.14 KB

# PRODUCTS:

6

The green emergency cross icon will display:  
Emergency Information & First Aid

The 3 vertical dots will display:

- View/Edit SDS
- PDF of SDS
- Emergency Overview
- Label
- Delete

In the card, if you click on the box next to the product name, you have the ability to do the following:

- Add to a facility (if you have more than one facility)
- Add to a department (if applicable)
- Identify the record as active or inactive

To do so, click on the box and then click on the “Select Options” tab near the top of the screen

# ADD A PRODUCT:

+ Add Product

Add Product to SDS Library
×

PDF Revision Management (PDF) ✓

ID Product Identification ✓

MI Manufacturer Information ✓

FA First Aid

FPI Facility Product Information

Revision Management (PDF)

Drag and drop new Safety Data Sheet Pdf

Browse

Product Identification

Product Name\*

Please enter name as it appears on SDS 0 / 100

Manufacturer Product Identifier 0 / 50

Manufacturer Information

Name\* 0 / 150

Street 1

Street 2

Cancel
Add Product

To add a product / SDS, click on the “+Add Product” icon. You can then begin to enter the necessary information.  
 Mandatory fields to populate to add a product: Product Identification, Manufacturer Information (name only), First Aid, Departments (if applicable), Active/Inactive  
 Mandatory fields to populate to create a label: All fields except Ingredients and Facility Product Information



# ADD A PRODUCT:

**Revision Management (PDF):**

Drag and drop the new safety data sheet PDF into the box. Click on the edit tool (pencil) to edit the content (Revision Number, Revision Date, Update Verified)

If an SDS is no longer subject to verification: Check the box, go to the drop down menu to the far right and select a reason (Manufacturer has discontinued the product or manufacturer no longer in business). A reason is required.

**Product Identification:**

Enter Product name and Manufacturer Product Identifier

**Manufacturer Information:**

At the very least, enter the name of the manufacturer. If you need secondary labels, you will need to populate all information, as it is a requirement that this information appears on the label. When typing the manufacturer name, if it has been entered before, it will appear for you to select in a dropdown list so you will not need to enter the information again or you can free type into all fields.

**Hazard Identification:**

Select the Signal Word from the drop down menu to the right

Select Pictograms by checking the box(es)

Enter the Hazard Statement and the Precautionary Statement

**Ingredients:**

Associate ingredients by searching for CAS numbers in the field provided. If you are unable to locate a CAS number, request a new ingredient by clicking on the link provided

**First Aid:**

Enter the first aid information from Section 4 on the safety data sheet. Most often, you can copy and paste from the SDS.

**Firefighting Measures:**

Enter the information for “Suitable” and “Unsuitable” Fire Extinguishing Media

**Facility Product Information:**

If needed, enter the SDS number, the facility Product ID and a Generic Name

The SDS number can be the manufacturer’s SDS number or a unique number that your company uses

The Product ID can be the manufacturer’s Product Code/ID or a unique number that your company uses

Generic Name can be another name that you relate to the product that others refer to. For example, “J-117 Hydraulic Fluid” may be known to most employees as “stinky yellow grease”

**Emergency Information:**

Typically, the phone number to the National Poison Control Hotline is entered. However; you may add additional information that you would like to communicate to your employees in the event of a chemical emergency . . . such as the phone number to the hospital closest to your facility or advising the employee to contact the department supervisor, etc.



# ADD A PRODUCT:

## Departments:

If your facility has departments, assign the product to specific departments within the facility. You can select as few as one or as many as all.

### Departments

Assign this product to specific departments within this facility

<input type="checkbox"/>	Custodial
<input type="checkbox"/>	Lab
<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Maintenance
<input type="checkbox"/>	Transportation

## Active/Inactive:

Select if the product is active or inactive

### Active/Inactive

Is this product active or inactive?

Active  Inactive

When all information has been entered, click the “Add Product” button at the bottom right of the screen.

# SEARCH FOR A PRODUCT / SDS:

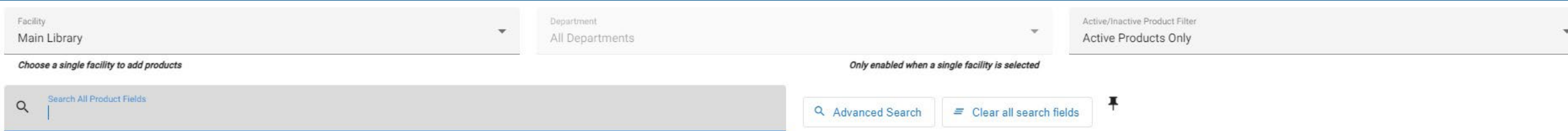
Find a facility by clicking on the drop down menu in the “Facility” field



A screenshot of a web application's facility selection dropdown menu. The menu is open, showing a list of facilities. The top item is "Main Library", which is selected and has a blue checkmark to its right. Below it are "Alpha MA", "Alpha NJ", "Arizona DC", and "Bagnacavallo Lugo ITC Italy". The dropdown is titled "Facility" and has a yellow circle with a downward arrow icon in the top right corner.

In the “Search All Product Fields” window; enter Product Name, Manufacturer Name, Manufacturer Product ID, etc. You may even search for partial words or phrases and as you type, the search results narrow and shrink. For example; you could search for Windex Original Glass Cleaner by entering “Win” or “Glass”

You have the ability to select a department, if needed, or Active/Inactive Products



A screenshot of the search interface. At the top, there are three dropdown menus: "Facility" (set to "Main Library"), "Department" (set to "All Departments"), and "Active/Inactive Product Filter" (set to "Active Products Only"). Below these are three instructions: "Choose a single facility to add products", "Only enabled when a single facility is selected", and "Only enabled when a single facility is selected". At the bottom, there is a search bar with the text "Search All Product Fields" and a magnifying glass icon. To the right of the search bar are three buttons: "Advanced Search", "Clear all search fields", and a pin icon.

# SEARCH FOR A PRODUCT / SDS:

With an “Advanced Search”, you can refine your search to:

- **Product Name**
- **Manufacturer**
- **Manufacturer ID**
- **Product ID**
- **SDS Number**
- **Generic Name**
- **Verified Date**
- **CAS # / Ingredient Name**
- **Signal Word**
- **Pictograms**

Product Name	Manufacturer	Manufacturer Product ID	Product ID	SDS Number	Generic Name	Verified Date	CAS # / Ingredient Name
			Signal Word ▼	Pictograms ▼			

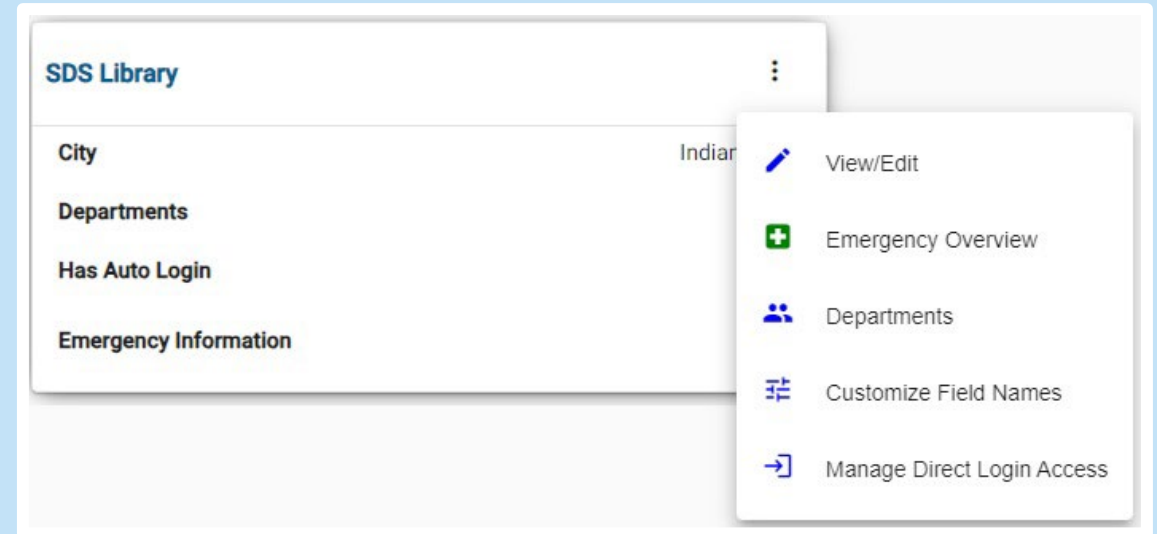
## FACILITIES:

To manage facilities, click on “Facilities” at the top

Select the card for the specific facility you want to view or edit

Click on the 3 vertical dots to the right of the card to:

- View / Edit
- Emergency Overview
- Departments
- Customize Field Names
- Manage Direct Login Access



# **FACILITIES:**

## **Emergency Overview:**

If you choose to edit the “Facility Emergency Overview”, keep in mind that by modifying this value, it will overwrite the emergency information for all products in this facility when you save the changes. The “Facility Emergency Overview” is where you control the content that appears when someone clicks the green emergency cross icon.

## **Departments:**

Manage the departments in your facility. Here you may add new departments, rename or delete them.

## **Customize Field Names:**

Capability to customize / rename the following fields for any facility:

Product Name, Manufacturer, Manufacturer Product ID, Generic Name, Product ID, SDS Number

(Your company may refer to the “Manufacturer” as “Supplier”, “Product Name” as “Substance”, “SDS Number” as “Stock Number”, “Product Name” as a location reference number, etc.)

## **To customize the field names:**

- Select the category in the “Facility Product Label”
- Enter the new name
- Click Save

# FACILITIES:

## Manage Direct Login Link Access:

A direct login link is a special web address URL that when clicked, will log a user directly into your private web based SDS library as a “view only” user.

This eliminates the need for a “view only” user to remember a website address, user name and a password. You may place a shortcut on as many computers as needed and tie it to the link.

The screenshot displays the 'SDS Library: Manage Direct Login Access' interface. At the top, there is a header with the title and a close button. Below the header, a message states: 'Share this direct login link with others as a way to give them direct read only access to safety data sheets for your company.' There are two buttons: 'Copy Direct Login Link' and 'Secure Link'. A 'Close' button is located at the bottom right of the main panel.

A modal dialog box titled 'Add IP Address For Direct Login' is open in the foreground. It contains the following elements:

- A sub-header: 'Add IP Address For Direct Login' with a close button.
- A note: 'If entering a single IP address, instead of a range, use the same value in both the starting and ending IP address fields.'
- Two input fields: 'Starting Ip Address\*' and 'Ending Ip Address\*', each with a character count of '0 / 40'.
- A 'Description' field with a character count of '0 / 100'.
- 'Cancel' and 'Create' buttons at the bottom right.

In the background, the main interface shows a table with the following structure:

Start Ip
No data to display

## **FACILITIES:**

**If you choose to create a secure link; keep in mind that this type of link restricts who can use the direct login link by associating the link with the external facing static IP addresses from your company computer network. If you supply the IP addresses, the link will only work if it is clicking from within your company network; from a device on your network.**

**Nobody from outside of your organization will be able to access because the link is created based on your external facing static IP addresses. It will not work from mobile devices or employee homes or remote locations. A secure link is most commonly used by sensitive research laboratories, government facilities or companies that have chemicals that represent trade secrets. To create a secure link, tap the button and it will slide to the right.**

### **To create a “Secure Link”:**

**Enter the company’s external facing static IP addresses.**

- **For a single IP address, use the same value in both the starting and ending IP fields**
- **For a range of IP addresses, enter the starting IP and the ending IP. For example; if your range is 208.173.149.24 through 208.173.149.59, the first number should be entered in the “Starting IP address” field and the last number should be entered in the “Ending IP address” field.**



# USERS:

**A User can only be added by a Company Administrator. A Facility Manager does not have permission to do this.**

**To view and add/edit a user:** Click on the “Users” tab at the top. You may then edit the access of existing users or add a new user.

**To add a user:** Click on the “+Add User” button.

- First, enter the email address of the person you wish to invite. Their email address will become their user name and must be a “real”, verifiable email address. Click “Next”
- You can select the facilities that you want them to have access to and what level of access for each facility. If you do not wish for them to have access to a particular facility, be sure the “No Access” button is selected. (By default, it is automatically selected) Click “Next”.
- Confirm the email address in the final “Review” step, then click “Send Invite”
- An email invitation will be sent to the new users. They will need to set their password and then have access

Invite a new user to this company ×

1 Enter Email

2 Set Permissions

**Facility Access**

- Viewer: User can search, view, and print
- Facility Manager: User can search, view, add, edit, and print

SDS Library  No Access  Viewer  Facility Manager

Back Next

3 Review

## Functions of a User:

- An administrator can manage the database, edit information, add records and users, delete facilities and users, etc.
- A facility manager can search, view, add, edit and print
- A viewer can search, view and print

# REPORTS:



## To run reports:

- Click on the “Reports” tab at the top
- Select a facility



### **DHS:**

For facilities to report information about chemicals that could be used in a terrorist attack under the chemical Facility Anti-Terrorism Standards (CFATS) program. Query the CAS numbers in your chemicals against those that are reportable to the Department of Homeland Security. You may need to fill out a CFATS Top Screen questionnaire.

### **EPCRA/TRI/SARA 313:**

For facilities in the U.S. that manufacture, process, or use certain toxic chemicals under the Emergency Planning and Community Right-To-Know Act section 313. Query your chemicals to see if your facility is required to report releases of over 767 designated toxic chemicals into the environment. TRI Chemicals are those that may cause cancer or other human and environmental effects.

### **EHS:**

For facilities to identify the hazardous chemicals present in the workplace under the OSHA Hazard Communication Standard. Query the CAS numbers in your chemicals against the EPA’s Extremely Hazardous Substance list to quickly identify potential hazards and take appropriate precautions.

### **PA Haz Substances:**

For facilities in Pennsylvania that manufacture, process or use certain hazardous substances above certain threshold amounts under the PA Hazardous Substance Survey. Query the CAS numbers in your chemicals against the PA Hazardous substances that are considered potentially hazardous to employees.

### **NPRI:**

For facilities to report on the release, disposal and recycling of substances that are harmful to the environment and human health under the Canadian National Pollutant Release Inventory

### **CA Prop 65:**

For facilities to identify chemicals known to cause cancer, birth defects, or other reproductive harm under California Proposition 65

### **PFAS:**

For facilities using a group of environmentally persistent synthetic chemicals known as PFAS (per and polyfluoroalkyl substances)

# COMPANY:

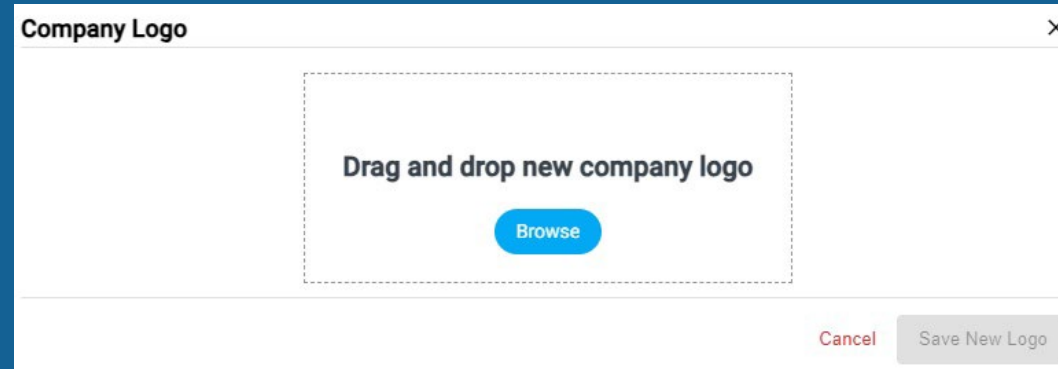
To edit company information: Click on the “Company” tab and then click “Edit Information” tab  
(Company information can only be edited by an Administrator. A Facility Manager does not have permission to do this.)

Capability to change the following information:

- Address
- City
- State
- Zip Code
- Phone Number

To add / update Logo:

- Click on the “Update Logo” tab
- Drag and drop the company logo in the box and click “Save New Logo”



**JChem Pow Cleaner**

12345678901234567890

**Warning****Hazard Statement**

Prevention Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Keep away from heat/sparks/open flames/hot surfaces. - No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion-proof electrical/ventilating/lighting equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Avoid breathing mist or vapor. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. Avoid release to the environment. Wear protective gloves/protective clothing/eye protection/face protection.

Response If inhaled: Remove person to fresh air and keep comfortable for breathing. If exposed or concerned: Get medical advice/attention. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. Take off contaminated clothing and wash before reuse. In case of fire: Use appropriate media to extinguish.

**Precautionary Statement**

Wear gloves. Issue protective gloves containing more than 66% nylon.

**First Aid Info****Skin Contact**

Take off immediately all contaminated clothing. Rinse skin with water/shower. If skin irritation occurs: Get medical advice/attention. Wash contaminated clothing before reuse.

**Eye Contact**

Immediately flush eyes with plenty of water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention if irritation develops and persists.

**Ingestion**

Rinse mouth. If ingestion of a large amount does occur, call a poison control center immediately.

**Suitable Extinguishing Media**

Water fog. Foam. Dry chemical powder. Carbon dioxide (CO2).

**Unsuitable Extinguishing Media**

Do not use water jet as an extinguisher, as this will spread the fire.

**Manufacturer**

Thane Chemical Supply | 11925 E 85TH ST #2  
Indianapolis IN 46236 | 13178232459



The software contains a robust label generation tool!

## LABELS:

**A secondary container label must include:**

- **Product Name**
- **Manufacturer Product Identifier**
- **Manufacturer Information**
- **Hazards Identification**
- **First Aid**
- **Firefighting Measures**

**Optional: Additional Information and QR Code**

**A label must be legible, permanently displayed, written in the language spoken by employees and pictograms in color.**

- **A color printer is required**
- **M3V recommends that you use chemical resistant / waterproof labels**

# LABELS:

## To create a secondary container label for a product:

- Select the facility from the dropdown at the top
- Locate the SDS card that the label is to be associated with
- Click the 3 vertical dots in the card to display subjects
- Click on “Label”

To the right of the screen, you will see an Interactive Label Setup & Preview displayed. You have the ability to move text and images around to how you want to see the label presented and printed. A portion of the label is auto-populated due to the data entered when an SDS was added to your facility.

- Adjust positions of text boxes by clicking, holding, and dragging content
- Resize text boxes by hovering over the lower right corner of the box; clicking, holding and dragging
- Double click any element in the label and edit the content within the Label Options panel
- Elements outside of the dashed lines will not make it into the label
- Single click an element within the label to show the corresponding style options
- Double click an element within the label to scroll to the corresponding input field

## Label Size Options:

Small – 4” x 2”

Medium – 4” x 3 1/3”

Large – 5” x 7”

Extra Large – 8.5” x 11”

Will display what brand and label number is compatible for printing

For example: Avery 94258, 61511, 61551

## Product Identification:

- Product Name
- Manufacturer Product Identifier

## Manufacturer Information:

- Name
- Address (Street, City, State, Zip)
- Phone Number

## Hazards Information:

- Signal Word
- Pictograms
- Hazard Statement
- Precautionary Statement

## First Aid: (if all fields are applicable) Enter exactly as it is on the SDS

- Eye Contact
- Skin Contact
- Inhalation
- Ingestion

## Firefighting Measures:

- Suitable Extinguishing Media
- Unsuitable Extinguishing Media

## Additional Information: (Optional)

- Fill Date
- Made Available For Shipment
- Lot Number

## QR Code: (Optional)

If you would like for a QR Code to appear on the label, click the button

If you wish to print the label, click on “Print”. The number of labels that print per page depends on the chosen label size.

**UChem Pow Cleaner**  
12345678901234567890

**Warning**

**Hazard Statement**  
Prevention: Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Keep away from heat/spark/open flames/hot surfaces. No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion proof electrical/ventilating/lighting equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Avoid breathing mist or vapor. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. Avoid release to the environment. Wear protective gloves/protective clothing/eye protection/face protection.

**Response if inhaled:** Remove person to fresh air and keep comfortable for breathing. If exposed or concerned: Get medical advice/attention. If in eyes: Rinse copiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. Take off contaminated clothing and wash before reuse. In case of fire: Use appropriate media to extinguish.



**Precautionary Statement**  
Wear gloves. Tissue protective gloves containing more than 66% nylon.

**First Aid into**  
**Skin Contact:**  
Take off immediately all contaminated clothing. Rinse skin with water/shower. If skin irritation occurs: Get medical advice/attention. Wash contaminated clothing before reuse.  
**Eye Contact:**  
Immediately flush eyes with plenty of water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention if irritation develops and persists.  
**Respiratory:**  
If ingestion of a large amount does occur, call a poison control center immediately.

**Suitable Extinguishing Media**  
Water fog. Foam. Dry chemical powder. Carbon dioxide (CO2).

**Unsuitable Extinguishing Media**  
Do not use water jet as an extinguisher, as this will spread the fire.

**Manufacturer**  
Thane Chemical Supply | 11925 E 65TH ST #2  
Indianapolis IN 46236 | 317.8232459

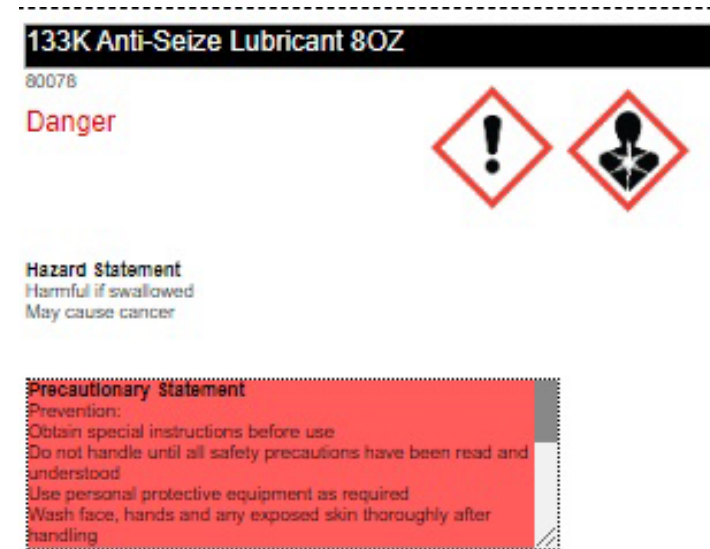
## LABELS:

If text appears in a “red” box, that means not all of the text is shown. There is too much content to fully display. You will need to resize the box around the text. To do so, grab the lower right corner of the box; then click, hold and drag to expand.

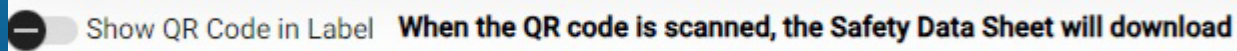
To move text and images around to how you want to see the label presented and printed:

- Hover over the image or text box
- Left click the mouse and hold down
- Drag to where you want the image or text to display in the label

When you are satisfied with the appearance and content of the label, click “Save”. You will then notice a “gear” icon for the size of label that you created.



**QR Code Option:** To create a QR Code to display on the label, click the button beside “Show QR Code in Label”. This will generate a QR Code. When the QR Code is scanned by any mobile device, the Safety Data Sheet will instantly download.



## EXPORT DATA:

Click on the Export tab to the far right, in the search section.



Select the type of export you wish to create

**SDS Export:** Create a backup of your SDS database for complete offline access. Request a zip file be generated that contains an index for lookup and the actual pdf files of your products.

**Product Data Export:** Generate and download an Excel file and customize what you download. It could be a simple chemical inventory list or an involved download of all data.

A screenshot of a web form titled 'Export Data'. The form has a progress indicator on the left with three steps: '1 Export Type', 'Facility Selection', and 'Department Selection'. The 'Export Type' step is active and contains the question 'What type of export do you want to create?'. There are two radio button options: 'SDS Export: Create an HTML file for desired active products with links to download the SDS records' (which is selected) and 'Product Data Export: Export desired active product data into an Excel spreadsheet'.

Select “Next” (to the right)



# EXPORT DATA:

**What type of export do you want to create?** Select SDS Export or Product Data Export, then click “Next”

## **Facility Selection:**

Choose the facility that you would like to export the data from and then select “Next”

The screenshot displays a web interface for 'Export Data'. At the top, a grey header bar contains the text 'Export Data'. Below this, a vertical progress indicator on the left side shows three steps: 'Export Type' (with a pencil icon), 'Facility Selection' (with a '2' in a blue circle), and 'Department Selection' (with a pencil icon). The 'Facility Selection' step is active. It features the text 'Select the facility' above a dropdown menu. The dropdown menu is currently open, showing the text 'Facility' and 'SDS Library' with a downward-pointing arrow on the right side. Below the dropdown menu is a horizontal line, and at the bottom of the form area, there is a 'Department Selection' step with a pencil icon.

# EXPORT DATA:

## Department Selection:

Choose how you would like to filter the data by selecting department(s)

- **Entire Facility:** Yields active product data for the entire facility
- **Select Departments:** Yields active product data for selected departments



Export Data

1 Export Type

2 Facility Selection

3 Department Selection

Select how you would like to filter the data by selecting department(s)

**Entire Facility:** *Yields active product data for the entire facility*

**Select Departments:** *Yields active product data for selected departments*

Click the “Export” button to the far right to produce the report.

You will receive a message stating: “The requested SDS Export is being created. Please allow 30 minutes for this process to complete. You will then receive an email notification and can download the file under the ‘Recent SDS Exports’ tab.” Click OK.

The email you will receive: “The requested export of your SDS library is ready to access. Click the link below to login and download the file. A zipped file will go to your “Downloads” folder. Right click on the zipped folder and select “Extract All”. Select a destination and extract files. (Zip File will contain a folder with all SDS’s and an html document with list of products and links)

## Report Field Selection: (Product Data Export)

Select the fields to include in your report. In addition, you can drag and drop each field in the order you want it to show in your report.

## OTHER HELPFUL INFORMATION:

**To translate to English, French or Spanish:** Click on the “Globe” icon at the top right

**For help:** Click on the “Question Mark” (?) icon at the top right

**To manage account:** Click on the “Person” icon at the top right

- This will allow you to change email address or password

**To log out:** Click on the “Logout” button at the far, top right



The purpose of this user guide is to provide a quick reference. It does not replace our training, technical support or customer service. Never hesitate to call or email if you need assistance or have questions.

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