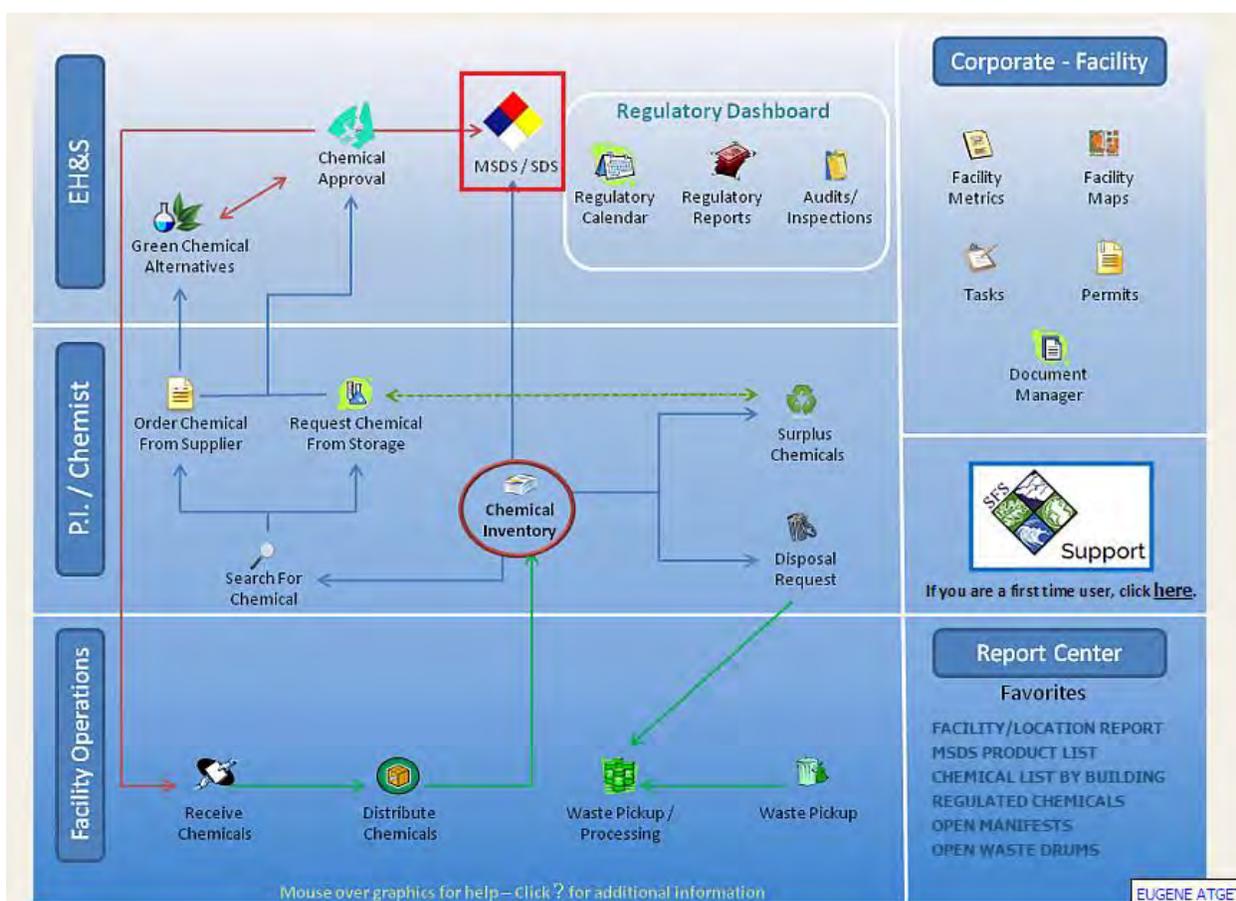# HOW TO MANAGE AND VIEW SDS INFORMATION

SDS is a widely done system for cataloging information on chemicals, chemical compounds, and chemical mixtures. MSDS information may include instructions for the safe use and potential hazards associated with a particular material or product.

- To get to SDS and view all the relative information go to default Quick Start and click on the MSDS/SDS icon.
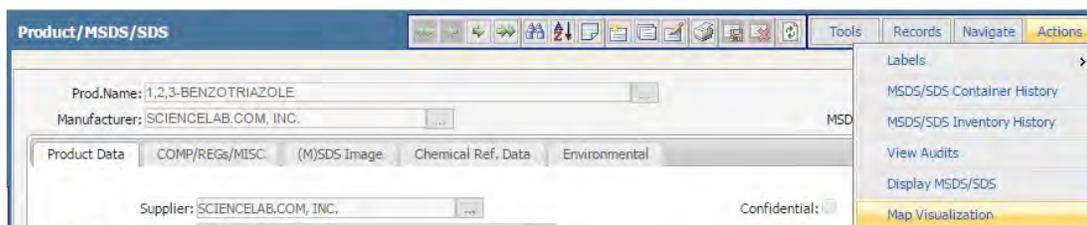
- All the SDS records from your Inventory will be displayed where you can choose a record by clicking the arrow button on the right.



- Several pages of information are available about this Safety Data Sheet. Click on each tab to view the information. If you want to update the information, click the Edit button, make all desired changes and click the Save button.
- From 'Environmental' Tab you can set the Hazard Codes, Hazard Statements and other GHS information of the material. The Labels of the hazardous materials will be displayed at the fist Tab of the MSDS/SDS screen. The kind of the Labels that will be displayed is a system setting controllable feature.
- From '(M)SDS Image' Tab you can view or print GHS labels.
  Select **View Image** to View the MSDS or Select **View Label/ Hazard/ PPE Data** to view GHS and other Hazard Labels. The system supports Multilanguage MSDSs and Labels.



- From the menu at the upper right corner of the screen select ACTIONS > MAP VISUALIZATION

**'Map Visualization'** action combines information from two modules, MSDS and Inventory. From this Action you can see on map where this chemical/ and every chemical in your inventory is being used.

If your record is assigned to a facility then you can find here the map of the facility, as well as summed up information concerning this substance.

The red balloon indicates the position of your building that contains the specific substance. Click at the red balloon and more information on the building will appear.



**CHEMICAL APPROVAL**

The system supports the possibility that chemicals be permitted to specific locations. For example, when the value 'Restrict Access' in MSDS form is true, indicates that this chemical is permitted in specific location or locations.

But, you are able to request a chemical so as to have access to a location that is forbidden. There is also a classification of levels that specify the permissions. The request can be either approved or disapproved. The approval can be made in the level of department or employee. Subsequently, a designated department or an authorized employee can approve a request.

- Go back to Default Quick Start and click on *Chemical Approval* icon and select ADD to make a new chemical request



- Right click in the grid at the bottom of the screen to add the Approvers' personal information.
- The Approver / Approvers will review the request and designate it as APPROVED or REJECTED. Until that time, the status will continue to have the value 'PENDING'.
- Also, when you make a **Chemical Request** you are able to require instead of the common chemical, its green alternative one (see the text below), so as to make your business Eco - friendly.

**GREEN CHEMICAL ALTERNATIVES**

If you select this icon from default Quick Start, a list of green chemical alternative to common chemicals of your inventory will open.

**CHEMICAL REFERENCE**

The Chemical Reference table tracks chemical, regulatory, and hazard data of the MSDS/SDS product and its components. While the MSDS/SDS table tracks the actual MSDS/SDS image and lists the components of the product, the Chemical Reference provides more detailed information about the products and components. The Chemical Reference table also tracks the data required for regulatory reporting purposes.

- From the toolbox on the left side of the screen select CHEMICAL (M)SDS > CHEMICAL REFERENCE and search or add a new record.