Chemical Safety Software
www.chemicalsafety.com

New Users, consult the Navigation section first

Materials - Container

The Container screen allows you to store all the information on your containers and track all the transactions that involve them. A grouped version of your containers can be found at the inventory screen where each inventory is in fact your containers, categorized per location, material and physical state. *(Example: if you add at the container module, 2 containers of a solid substance and 3 containers of this substance in liquid form, the system will create automatically 2 inventories, one of the liquid substances, one of the solid)*

Container information

Location

Loc./Desc.: CHEM LAB	... Building: AM CHEM MAIN BUILDING
Facility: AMERICAN CHEMICALS	Floor: 2 Room: A1
Department:	Control Area: 1

PRODUCT

Material Name: ACETONE ...
Manufacturer: MALLINCKRODT BAKER INC. ... Supplier: MALLINCKRODT BAKER INC. ...
Prod. Ref./Chem. Ref: ACETONE   CAS: 67-64-1
Phys. State: Liquid ▼   Pure/Mix/Dilution: Pure ▼
Part Number: ...

Post Date: 7/27/2012   Container Type: ...   Barcode: 2001
No.of Cont.: 1   Pressure: ...   P.O. Number:
Surplus: ☐   Temperature: ...   BOL:
Employee Name: ARBUS ... DIANE   Specify Other Storage:
Employee ID: 2014554677   Process: ...
Request Employee ID: Days on Site: 1
Location Request: Record Date: 7/27/2012
Request Date: Expiration Date:
Waste: ☐   Container Status: ▼

Container Quantity: 31 Returned: ☐
Cont. Unit: GALLONS ▼
Container Size: 10

At the top part of the container screen, you can find the information about your containers location. This is the location group.

PRODUCT group, displays basic information of the products of your container

At the bottom of your container screen, you can find the information on the quantity, unit and size of your container.
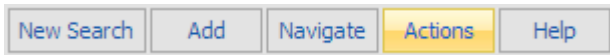
The container screen also provides critical information as the Barcode of your container, physical state, etc.

THE ACTIONS

The Global Actions

(The actions you can find at the menu of the toggle browse screen.)

At your toggle browse screen, click on Actions menu to view the various actions you can perform in the Container table.
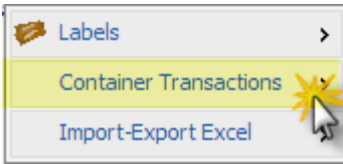

Choose the Labels option to view and print shipping labels for your container.

Click **Labels> Shipping labels.**

A popup window will load and allow you to choose between the available reports of your system.
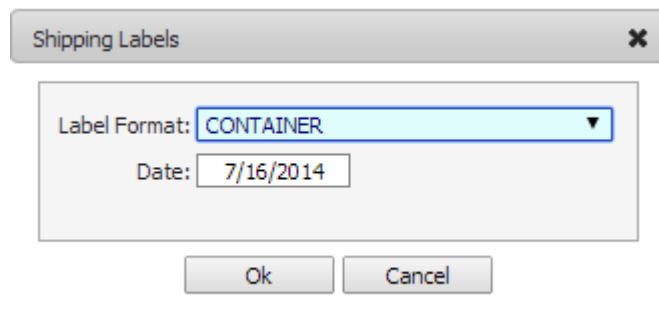
Set the date and choose the report you wish to load, click OK to load the report or cancel to return to your container screen.

Container Transactions

All these global actions, allows you to work on several

Boundary
Multiple

records or the boundary.

- Transfer Quantity.

Choose the quantity you wish to transfer, enter the location you wish to transfer the container at and click OK.

- Dispose/Consume Quantity.

To immediately dispose a quantity and create a Waste Item, mark the Dispose option. To create a waste request, mark the Consume option.

- Surplus.

Mark your records as surplus.

- Request container.

This action allows you to reserve containers and informs you if a container you wish to reserve has already been reserved by another party. Once you have found the container you were searching for, you can request it by filling in all the information at the Request Container form.
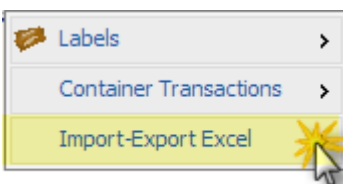
| Container Request				✖
Loc./Desc.:		...	Location ID:	
Employee Last:		...	Employee First:	Employee #:
Delivery Date:				

Ok   Cancel

- Import-Export Excel.

This Action allows you to Import/Export a file from/to Excel. Files you have Exported to Excel, edited, and need to re-

join the database can be Imported from Excel.

The main form Actions

- Labels: An action that allows you to print the labels according to the US labeling regulations, Canadian, European, Transport Labels, Personal equipment labels, the new GHS labeling regulation, the GHS labeling on transportation regulations and the Shipping Labels. Choose the labels you wish to print. A new window will open with your labels ready to be printed or archived.

- Container transactions
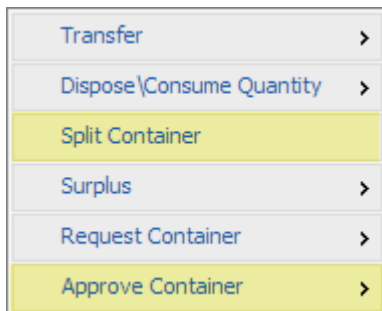
- Transfer

  Enter the location you wish to transfer the container at, as well as the employee and click OK.

- Dispose/Consume Quantity

To immediately dispose a quantity and create a Waste Item, Choose the quantity you wish and mark the Dispose option. To create a waste request, mark the Consume option

- Split Container

This option allows you to split your container into two different containers. Choose the quantity you wish to separate and he location you wish to transfer your new container and click OK.

- Surplus

Mark your record as surplus.

- Request container

This action allows you to reserve containers and informs you if a container you wish to reserve has already been reserved by another party. Once you have found the container you were searching for, you can request it by filling in all the information at the Request Container form. An automatic email will be sent to the responsible person, notifying on the pending request.

- Approve Container

Since a container has been requested and if your user has the permissions- rights needed, then you can approve the container. An automatic email will be sent to the responsible person, notifying on approval.

- Display MSDS/SDS

    If you have assigned an MSDS/SDS file of your product (through the MSDS screen) then this option will load the file. If there is no MSDS/SDS file assigned, then you will receive a notification message.

Navigation

EMS is an entirely icon and menu-driven system. Records can only be accessed by first opening a database, which is done using the menus at the top of the screen. Editing and navigating tools can be accessed using the menus at the top of the screen or by pressing on the corresponding icons on the toolbar. If a database or menu option is low lighted and not available, this either means that the module is not licensed for this installation or that user privileges to the database feature have not been granted. See your System Administrator if access to a particular feature is necessary.

After you are logged in you can see two menus. The left one, from which you can access the main forms of the system and the upper one from which you can navigate through records, search for specific records, save, add edit or delete a record as well as execute actions available.

Placing the cursor over any part of the menu, a tooltip will be shown.

After opening a main form of the menu you can see the find screen. (* system setting controllale)

The Find Screen

(Each form has a different Find screen, with different set of fields available. The following is the MSDS screen)

Search

| Field	Operator		
NAME:	Begins with ▼		[...]
GREEN ALTERN. FOR:	Begins with ▼		[...]
MANUFACTURER:	Begins with ▼		[...]
SUPPLIER:	Begins with ▼		[...]
PART NUMBER:	Begins with ▼		
LOCATION:	Begins with ▼		[...]
MSDS/SDS #:	Begins with ▼		
REVISION DATE:	Equals ▼		
SYNONYMS:	Begins with ▼		[...]
CAS:	Begins with ▼		[...]
REGULATION:	Begins with ▼		[...]
FACILITY:	Begins with ▼		[...]
COMP REGUL.:	Begins with ▼		[...]
COMP-CHEM. NAME:	Begins with ▼		[...]
DEPARTMENT:	Begins with ▼		
COMP-CAS:	Begins with ▼		[...]
HAZCLASS:	Begins with ▼		[...]

Complex searches can be performed by entering criteria into more than one field. Each field is preceded by a search operator that defaults to **"Begins with"**, meaning that the system will find only listings that begin with the characters entered. "Begins with" is especially helpful if you are unsure of the correct spelling of the criteria.

Other search operators are available in a pull-down menu and include:

Equal	Search for all records for which the field has data equal to the data in the search field.
Contains	Search for all records for which the field contains the data entered in the search field
Not Begin	Search for all records for which the field has data that does NOT begin with the data in the search field
Not Equal	Search for all records for which the field has data NOT equal to the data in the search field

Not Contains	Search for all records for which the field does NOT contain the data entered in the search field
Equal-or-Greater	Search for all records for which the field has data equal to or greater than the data in the search field
Equal-or-Less	Search for all records for which the field has data equal to or less than the data in the search field
Blank	Search for all records for which no data exists in this field
Not Blank	Search for all records for which any data exists in this search field
Range	Search for all records for which the field has data within the range of the data in the search field

You can reset your search criteria by choosing the Reset Button at the menu
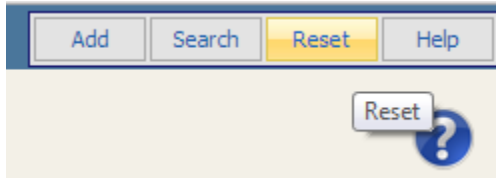
At the upper **menu** you will find available the following options
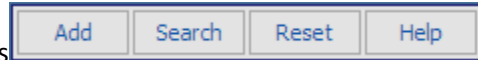
 Click Add to add a new record

 Click Search to perform a find according to the criteria you set at the find form. If you leave the find form blank, with no criteria, the system will return all the available records of the spesific form.

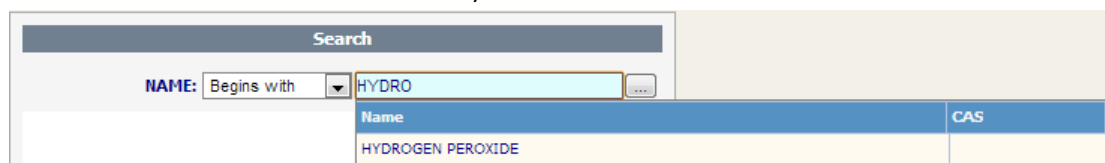 Reset will clear the criteria you have set to the find form

 Help will load the Help page for the find function.

To perform a "Find":

Click on the **Find** icon.

A search criteria screen with several different fields that can be searched will be displayed on the screen. Many fields used as search criteria for a "Find" can be populated using pop-up tables.

(for any popup field, the auto-fill function is also available (*system setting controllable) . Start typing and then choose from the available list).

Set (or not) your find criteria, press enter, or Search from the menu and you will see your toggle browse screen.
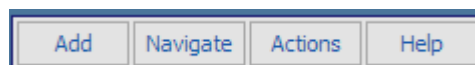
The Toggle Browse

(When a record is marked it has a blue background)

After you perform a find, you can see the records loaded to your screen from the toggle browse screen. A tooltip is available for every record
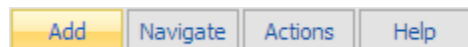
You can access a record by clicking it 2 times or by clicking the select button

The Toggle Browse menu

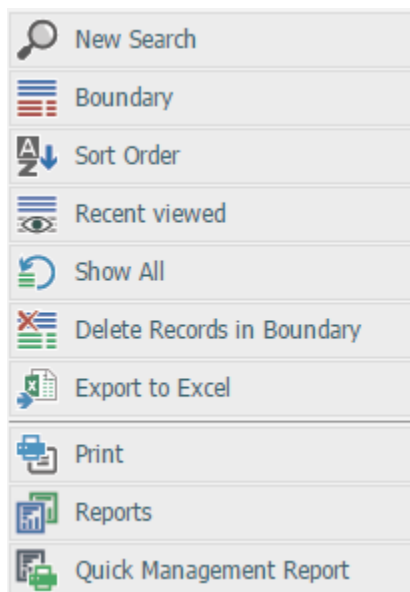The menu at the upper right corner of your screen is now different

❖ **Add**

As before, you can **Add** a new record by clicking **the** **option.**

❖ **Navigate.**

Add | Navigate | Actions | Help   The Navigate option consists of several actions you

can perform.

🔍	New Search
☰	Boundary
A↓Z	Sort Order
👁	Recent viewed
↩	Show All
✖	Delete Records in Boundary
📄	Export to Excel
🖨	Print
📊	Reports
🖨	Quick Management Report

- **New Search**

  This option allows the user to search the database for one or more specific records, determined by criteria entered into the Find screen. "Find" may also be selected from the Navigate menu.

- **Boundary**

  After a "Find" is performed and the specific list of records appears, the browse capabilities will be restricted to that list. At the toggle browse mode you switch through the records generated by choosing the "**boundary**" option or the unfiltered "**Show all**" options.   If you open a record you will see that at the Navigation menu you can show/hide the boundary by choosing the "**Set Boundary On/Off**" option, while **"toggle browse"** will take you back to the latest find results

- **Sort Order**

  Sort Order controls how the records in a database are displayed on the screen. Pressing on the **Sort Order Icon** displays the Sort choices for the database, such as by Chemical Name or Building. Sort choices vary according to database. "Sort Order" may also be selected from the Navigate menu.

- **Show all**

  This will display all the records, disregarding your find criteria.

- **Delete Boundary**

    Delete in boundary is a function where you can view the latest boundary and choose multiple records to delete.

- **Export to Excel**

    Will create an excel file that you can view or save, with all the records loaded on your toggle browse.

- **Print**

    The **Print Icon** lets the user print selected fields from an open database record. Other Print options, such as printing labels or reports, are available in specific RTS screens.

- **Reports**

    The reports option will load a popup window where you can choose the report you wish to print.

- **Quick Management Reports**

    Allows you to choose reports from a dropdown menu and print them. You can choose whether you want the report to load the active record (the one you can see at your screen) or print the whole the boundary.

- ❖ **Actions**

    At this point please note that <u>not all the forms have Global Actions available</u>. If a form has no Global Actions, when you click on the button of the menu, no action will be performed. (a global action is an action that can be executed for as many records are loaded to your boundary, as well as for one record and that would be the record you chose and loaded from your boundary)

    You will see the available Global actions of each form (if available) under the action button.

- ❖ **Help**

    Click on the **Help Icon** for on-line assistance. Help allows the user to pick topics from a menu or search for a specific feature or function. "Help" can also be selected from the Help menu as well as the 🔵 button.