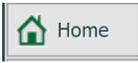


# CHEMICAL SAFETY – EMS SOFTWARE

## CHEAT SHEET

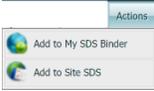


## TOOLS and TIPS

- **Hover** your mouse over an icon to read the function it performs
- **Click** the  button for more detailed information about this function
- **Click** an icon to open the associated action or EMS form
- **Click** the  button to return to the Demo Dashboard
- **Hover** over a report to find out what the report does
- **Click** on a report name to run a report (We recommend you review the top two reports)
- **Click** the  button to open Chemical Safety Help and Support System
- **Hover** over the functions Menu on the left of the page and **click** on any Menu item to review other EMS software forms and functions. Please note that the focus of this demo site is on chemical management and not all menu functions are active or have meaningful data.

## RECOMMENDED ACTION STEPS

(Remember to click the  button to return to the Demo Dashboard at any time)

- **Click 1. Export Sample Chemical Inventory** to create a chemical inventory file.
  - Save the file somewhere where you can access it easily
- **Click 2. Import Containers from Excel** to upload the Sample Chemical Inventory file in EMS
  - An import log file is created
  - Sample building and location records are created
  - Chemical Inventory is cross-linked to SDS and safety information
  - A report of imported chemicals that should not be stored in the same location because of either Hazard Class or Chemical Classification incompatibilities
- **Click 3. Chemical Containers** to view a list of the imported chemicals in your inventory
  - Click the  button to view the manufacturer-specific SDS and GHS labels
  - Click one of these buttons   to edit or view a detailed container record
  - Read detailed document for different actions you can perform with chemicals (update, transfer, consume, dispose, surplus, etc. one or many chemicals at once)
- **Click 4. My SDS Binder** to view a list of all SDSs in your inventory
  - Click the  button to view the manufacturer-specific SDS and GHS labels
  - Click the  button to view a detailed SDS record (The demo version does not include the SDS Edit function)
  - Click the different tabs in the SDS record to view safety and chemistry information
- **Click Global SDS Library** to search for an SDS that is not in your site or binder (e.g. Xylene)
  - Click the  button to view a detailed SDS record
  - Click  to add this SDS to your SDS Binder or Site SDS
- **Click Disposal Request** to initiate a waste disposal action
- **Click any of the user-designated reports under Report Center** to run and view data reports
- **Click any of the Dashboard buttons** in the lower part of the page to open one of the pre-designed dashboards that provides other options and actions for different users



- **The Default Dashboard** is intended for EHS Management Personnel with broad options and actions



- **The Chemist Dashboard** is intended for lab users, chemists and principal investigators to view and update their own chemical inventory



- **The Waste Dashboard** is intended for operations personnel to pick up and manage waste storage and disposal