MSDSonline HQ: Viewer Site Tour

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How to get to your Company List

There are several ways a company may choose to provide access to their MSDS inventory using the MSDSonline HQ system:

- A designated URL (Web page) on the Internet
- A shortcut icon on a user’s PC/desktop
- A link on the company Intranet site

Be sure to ask your MSDS administrator which method has been implemented at your company.
Search Your Company List

Search your Company List for an MSDS. The single search field allows you to search by product details, including Product Name, Manufacturer, CAS#, and Product Code.

Use the Advanced Search filters to narrow your search by specific Locations, Groups, or Product Data (such as PPE, NFPA Ratings, HMIS Ratings, Health Hazards, Physical Hazards, GHS Classifications, WHMIS Categories, etc.).
Search Suggest

Use Search Suggest as you are typing to see what possible matches might exist within your Company List. Select a suggestion and click Search.
Searching for Specific Locations

Choose the specific location where your Product is located. You can also choose Product Status, i.e. whether your Product is active or inactive within the location.
Searching for Specific Groups

Choose the specific group where your Product is located.
Searching for Specific Product Data

Specific Details may have been indexed from each product's MSDS. Select a specific detail to filter your search results based on that Product Data.
Search Alphabetically/Numerically by Product Name

Select the letter, number, or symbol that starts the product name to find products that are difficult to spell/identify.
All Products Tab

View MSDSs for all Products contained within your Company List.
Locations Tab
Displays the location hierarchy for the organization.

Location Search
Enter the name of a specific Location to narrow your search.

Select a Location name to view all products within the selected Location.
**Manufacturer Tab**
Displays the list of all Manufacturers associated to the products in your Company List.

**Manufacturer Search:**
Enter the name of a specific manufacturer to narrow your search.

Select a Manufacturer name to view a list of products from that Manufacturer.

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<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acros Organics N.V.</td>
<td>1</td>
</tr>
<tr>
<td>Air Products and Chemicals, Inc</td>
<td>1</td>
</tr>
<tr>
<td>ALDRAN CHEMICAL, INC.</td>
<td>1</td>
</tr>
<tr>
<td>ALDRICH CHEMICAL COMPANY</td>
<td>1</td>
</tr>
<tr>
<td>Ameron International - Protective Coatings Group</td>
<td>1</td>
</tr>
<tr>
<td>Ashland</td>
<td>1</td>
</tr>
<tr>
<td>Avantor Performance Materials</td>
<td>1</td>
</tr>
<tr>
<td>BD DIAGNOSTIC SYSTEMS</td>
<td>1</td>
</tr>
<tr>
<td>BDH Laboratory Supplies</td>
<td>1</td>
</tr>
<tr>
<td>Bic Consumer Products Manufacturing Co., Inc.</td>
<td>4</td>
</tr>
</tbody>
</table>
Searching within Your Company List

MSDS Search

Search by Product Name, Manufacturer, CAS#, and/or Product Code or search by indexed fields, Ingredient, Ingredient CAS#, etc.

Locations: [Select Location]  
Product Status: [Active]

Groups: [Select Group]
Custom Module:

Product Data: [Select Product Data]

Search  Reset

Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #++

83 products.

Narrow Results

- By Manufacturer
  - 3M - Industrial Ta...
  - ACROS Organics N...
  - Air Products and ...
  - AIRGAS INC., on...
  - ALDRICH CHEM...
  - Ameron Internatio...
  - BD DIAGNOSTIC...
  - BDH Laboratory...
  - Bio Consumer Pr...
  - BIODIESEL
  - By Language
    - English (100)
    - Not Determined (68)
    - Canadian WHMIS (13)
  - By Regulatory Format

Sort By and Horizontal Scroll

Sort By helps arrange your search results in a logical order.
Horizontal Scroll displays additional columns of product data.

Narrow Results
By selecting an item from the Narrow Results boxes, you can further refine and filter your search.
### Export Search Results

Use the Export Results icon to output the current search results list to an Excel spreadsheet.

### Viewing an MSDS

From the search results list look for the PDF icon. Select the icon that corresponds with the desired product to open the MSDS document.

The document will open in an Adobe Reader window. Adobe Reader must be installed to enable MSDS viewing.
Viewing an MSDS

After selecting the PDF icon, an Adobe Reader window will open. Notice the Adobe Toolbar contained in the lower right of the frame.
How to View and Print an MSDS

1. **Close the MSDS**
   - Select the "X" to return to the search results.

2. **Scroll Bar**
   - Use the scroll bar to navigate through the MSDS.

3. **Page through an MSDS**
   - Use the arrows to move through the MSDS.

4. **Saving an MSDS**
   - Select the Save icon to save a .PDF copy of the MSDS.

5. **Printing an MSDS**
   - Select the Print icon to send the MSDS to a local printer.
Viewing the Summary Sheet

You may also view and print out an MSDS Summary Sheet for a product. Select the Summary Sheet icon that corresponds to the desired product.

The Summary Sheet is populated with details that your MSDS Administrator has indexed from the MSDS, and provides a quick snapshot of that product.
Information Modules

Scroll through the modules to see what details have been assigned to this product.

Viewing the Summary Sheet

The summary sheet allows you to view a quick snapshot of details about the product, and enables you to view the MSDS, print the Summary Sheet, create workplace labels, and view attached files.

Information Modules

Scroll through the modules to see what details have been assigned to this product.
Printing a Workplace Label
Check the box to the left of the PDF icon to bring up the Product Options tray. Select Print Labels to generate and print a container label for the selected product/MSDS.
Printing Secondary Container Labels

Select the specific workplace label required. Your MSDS Administrator may also create label templates specific to your organization that can also be selected. These will be highlighted in red.

Looking for barcode labels? Print a barcode for a specific container.
Step 1: Select a label size.

Step 2: Depending on your label type, select and reorder the hazard symbols for your label.

Step 3: Depending on the size of your label, select the data fields you would like to include.

Step 4: Decide whether to print one label or a full sheet of labels.
Viewing and Printing a Label

Upon selecting the Generate Label button, a new window will open with your Label preview. Notice the Adobe Toolbar contained in the top of the window frame. From here you can print your label(s).
What to Do When You Can't Find an MSDS

Your account may include several options to help when searching your company list comes up with zero results.

**MSDS Search**

Searching the MSDSonline Database

Connects users to the MSDSonline database of millions of MSDSs. Here, MSDSonline has already searched the database and found matches for your search.
MSDSonline Search Tab

You may also be able to select the MSDSonline Search Tab to access the MSDSonline database.

Adding to Your Company List

Upon finding the product you need, you may be able to request MSDS to be added to your company list. Just select the MSDS(s) you would like to add, and submit the MSDS using the Product Options tray.
Adding an MSDS from MSDSonline to your company's list

When adding an MSDS to your company's list, you may be prompted to submit your employee information and reason for adding the MSDS.
What to Do When You Can’t Find an MSDS

Your account may include several options to help when searching your company list comes up with zero results.

Submit a Request for an MSDS

Your account may also enable you to submit a request for an MSDS to your administrator or direct to MSDSonline.

Search Tips

- If the product you are looking for is listed in search suggestions select it first then click the Search button.
- Check the spelling of the product you are searching for.
- If you searched by Spill ID, remove some or all of the characters and search again.

Alternative Options

- Your Company List has 0 possible matches for your search item(s)
- MSDSonline has 0 possible matches for your search item(s)
- Request a Safety Data Sheet
- Visit Help Center
How to Submit a Request for an MSDS

**Requesting an MSDS**

Your account may be enabled to allow employees to submit requests for MSDSs to the MSDS Administrator or direct to MSDSonline. To request an MSDS, simply fill out the form with as much detail as possible. This will help your Administrator or MSDSonline find and add the MSDS you need.

**Request Information**

- **Your Location:**
  - Select Location

- **Send Request to:**
  - Select Recipient

- **First Name:**
- **Last Name:**
- **Email:**

**Product Information**

- **Product Name:**
  - Please enter the Product Name exactly as it would appear on the MSDS. Do not use abbreviations or synonyms.

- **Product Code:**
- **Product CAS #:**
  - Product codes may also be referred to as Item #, Catalog #, Product #, UPC, or SKU. If you cannot obtain a Product Code, enter N/A or Don’t Know.
The Safety Center Tab includes a number of features to help you stay up to date with the safety practices of your company. You can easily toggle back and forth between the Safety Center and the MSDS Search tools.
**Search Your Company List**

Your Safety Center may include the option for you to search your company list.

**Safety Forum**

Here you can read questions & answers to company-specific safety topics posted by your administrator.

**Headlines**

You can read up-to-date news and articles from select safety web sites. Just select the headline to read the full posted article.
Safety Calendar
The safety calendar allows you to view important company-specific dates and events.

Resources
Here you can access various links to important safety resources posted by your administrator.

Contacts
Contains a list of all administrators in the system, in order to facilitate receiving help when needed.