EnviroMSDS Authoring Manual

By Envirosoft Corporation

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Introduction to EnviroMSDS

EnviroMSDS is the most advanced - yet simplest to use – Multi-Lingual SDS/Label authoring system available. It provides you all the tools you need to quickly and easily produce a complete U.S. HazCom GHS, EU GHS, and Canadian GHS Safety Data Sheets.

EnviroMSDS also allows you to manage your manufacturer, supplier, customer and chemical, information, as well as your SDS(s) and Shipping and Hazard Labels.

Using EnviroMSDS, you can:

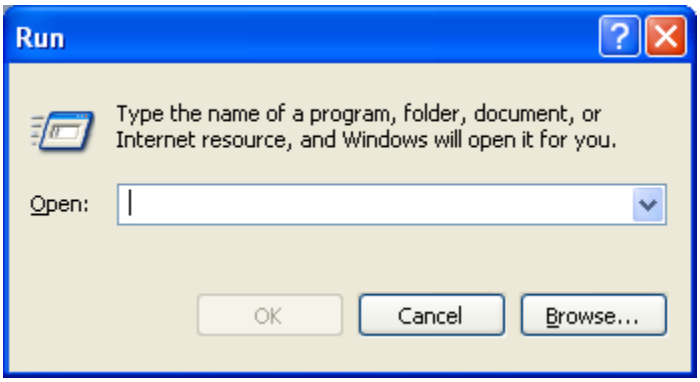
- Enter all the required information, such as the chemical ingredients, hazardous effects, exposure controls, and disposal considerations for each product that your company manufactures.
- EnviroMSDS also allows you to create multiple SDS(s) for a product to meet any "**rebranding**" requirements you may have.
- Produce complete, **HTML** and **PDF** SDS(s).
- Produce SDS(s) in multiple **languages**!
- Product **Shipping** and **Hazard Labels** in multiple languages!
- Manage and maintain all of your products, so that you can quickly determine which SDS(s) are associated with each product and add new SDS(s) as needed.
- Keep track of chemicals used to create the products you manufacture.
- And much much more…

Special Terms and Conventions

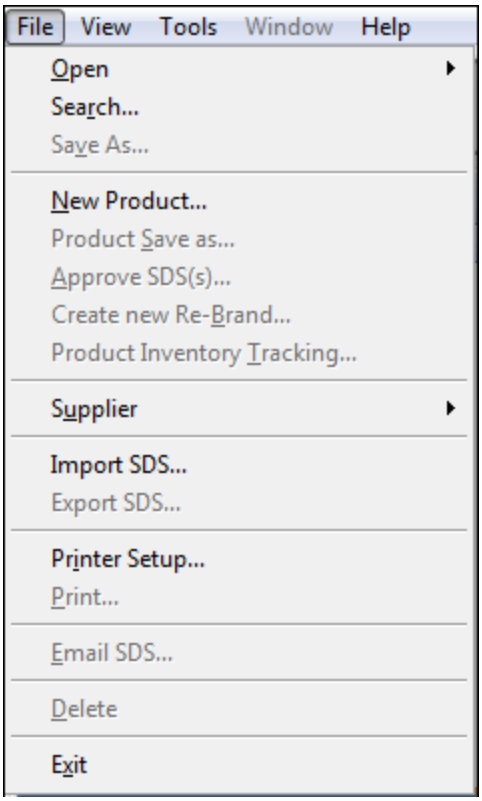
Before using this manual, you should be familiar with the terminology and conventions for Microsoft Windows as well as the terminology and conventions for SDS(s).

These terms are used in this manual:

- **Dialog box -** A dialog box is a window that is displayed to you. It allows you to enter information for performing a task. An example of a dialog box is the Windows Run dialog box. When you select Run, the dialog box is displayed so you can specify what program you want to run.



- **Grayed out -** When an option is grayed out, it is not available to you. For example, when you open a Safety Data Sheet, the option to Save the data sheet is initially grayed out until you modify it.
- **Menu Bar -** A menu bar is a bar across the top of the window. You can select actions to be performed from the menu bar. In EnviroMSDS, the actions available to you from the Menu Bar depend on which window you are in.
- **Toolbar -** A toolbar is a bar that is located under the Menu bar and contains certain buttons that are short cuts to the same option within the Menu bar, thus saving you valuable time.
- **Menu Dropdown -** A menu dropdown is a submenu of items that are available for the menu that is selected.



- **Select -** Select is used to choose an option or item. For example, to select File from the Menu Bar, you position your cursor (using the mouse) on File and press the left mouse button. Similarly, you position your cursor on a field or item in a dropdown list and press the left mouse button to select it.

  In this manual, **bold text** is used for an option or item that you select.

About this Manual

This manual is designed to show you how to quickly begin using EnviroMSDS/Label Authoring Software to create Safety Data Sheet's and hazardous Labels. This chapter provides information about special terms and conditions used in this manual. It also describes where to go for additional information about EnviroMSDS.

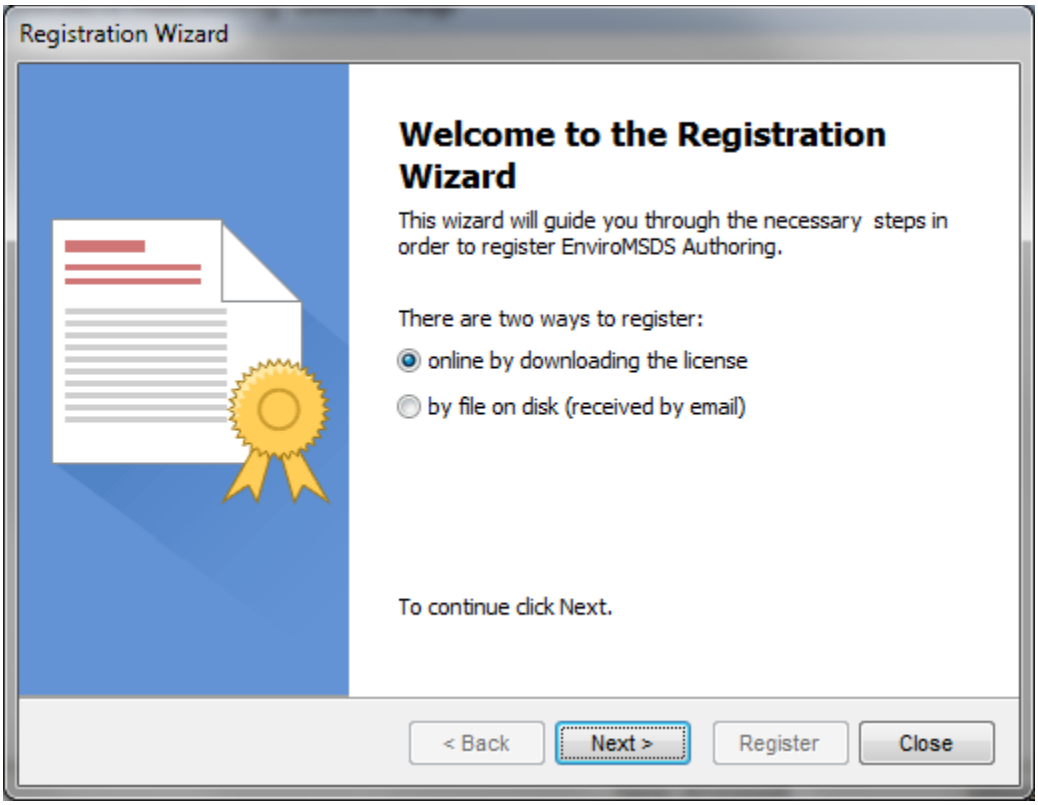
In addition to this chapter, the manual contains these sections:

- How to register the software.
- Receive updates automatically (Gold Support only).
- Provides all the information you will need to set up EnviroMSDS on your computer system. It includes the system requirements for EnviroMSDS, procedures for installing EnviroMSDS.
- Explains how to use the EnviroMSDS windows to access functions and enter data for SDS(s).
- Provides a tutorial for creating a Safety Data Sheet. It includes information about adding Manufacturers to EnviroMSDS, creating product formulations, attaching SDS(s) to those product formulations, and adding new customers.
- How to Manage the Phrase Library
- Creating Reports and Hazard Labels.
- Creating foreign language SDS's and Hazard Labels.

How to Register EnviroMSDS Authoring

- To register your copy of EnviroMSDS Authoring from the Main Menu **Help - Register...**

Note: The registration process requires a valid **License Key** which you received when you purchased your Annual Subscription for EnviroMSDS Authoring.



Register on-line by downloading the license

A working internet connection is required. EnviroMSDS Authoring will connect to our license server and will download the license file to your computer.

Register by e-mail (No Internet Connection)

From any machine with Internet access, email support@EnviroMSDS.com, and enter "License Key Request" as the Subject. Please provide Company Name, Address, Phone and Contact Name.

You will receive in return an email containing your license file and further instructions. Please check your junk folder, spam filter rules and white-list our email address if you don't receive our reply in 48h.

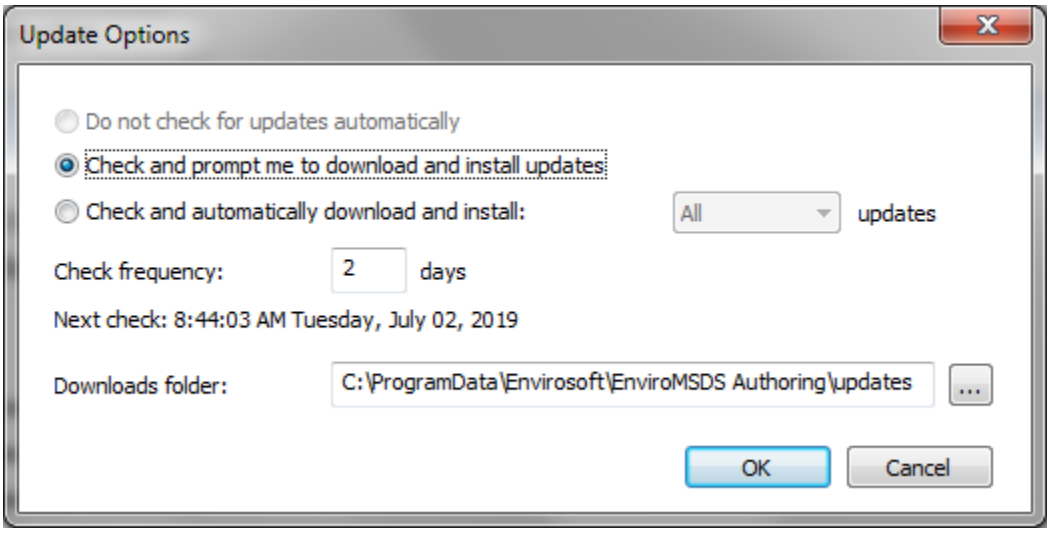
How to configure Auto Update Options

With your Annual Subscription you are eligible to receive free updates of the software.

New updates will automatically be downloaded and when they are ready to be installed you will be notified when you start EnviroMSDS Authoring.

Tip: To manually check if a new update is available, from the Main Menu select **Help – Check for updates…**

- To configure EnviroMSDS Authoring Auto Update Options, from the Main Menu select **Help - Auto Updates…**

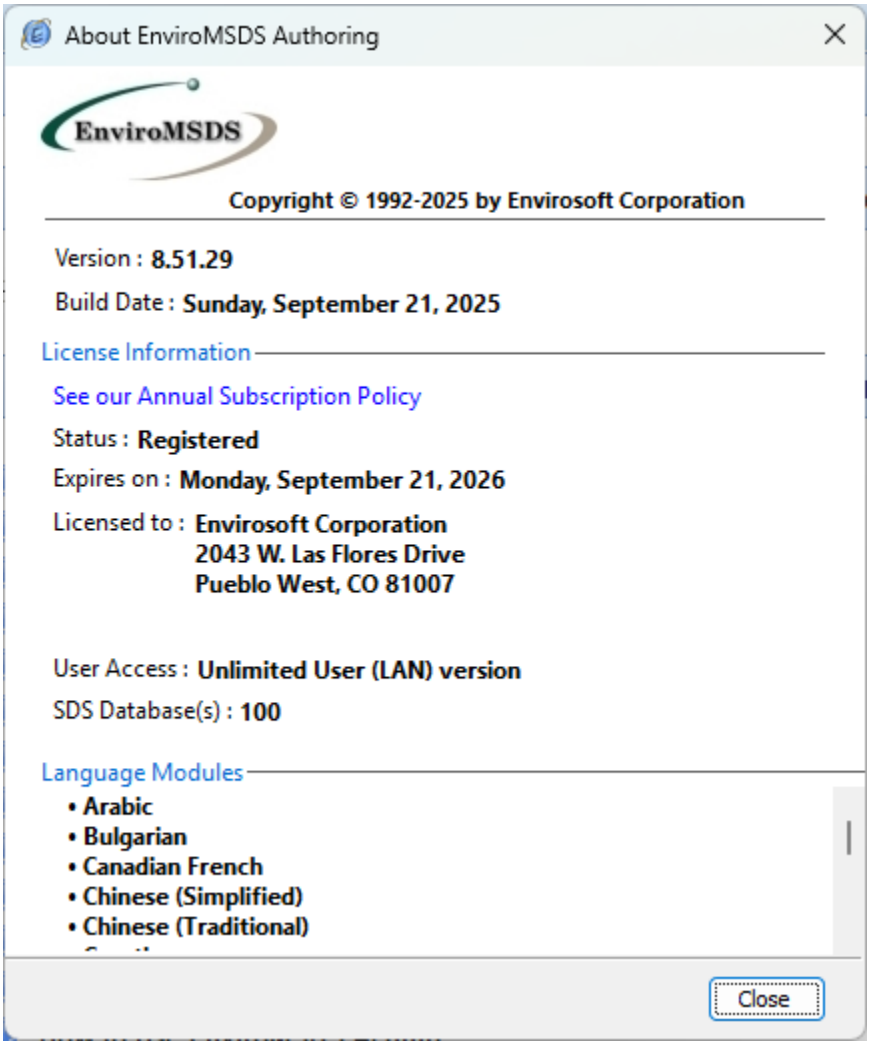


Update Options dialog

Licensing and Software Information

To view the licensing information:

- From the Main Menu select **Help – About...** The **About EnviroMSDS Authoring** dialog appears.



This table is a handy guide to the information available from the dialog.

Title	Description
Version	Version of EnviroMSDS Authoring.
Build Date	The build date of EnviroMSDS Authoring.
Status	Indicates if software is registered and status of Subscription.
Expires on	Date of subscription expiration.
Licensed to	Company information for registered entity.

User Access	Number of concurrent users in your Subscription Attributes for EnviroMSDS Authoring.
SDS Databases	Number of SDS databases included in your Subscription Attributes that can be accessed while in EnviroMSDS. Default (1).
Language Modules	List of Languages included in your Subscription Attributes. For SDS and Label generation.

Technical and Sales Support

For technical or sales support for EnviroMSDS, please contact Envirosoft Corporation via the Email, or telephone.

Website :	EnviroMSDS Home Page
Updates :	EnviroMSDS Updates
Email Support :	support@EnviroMSDS.com
Email Sales :	sales@enviromsds.com
Sales Phone :	(719) 647-0682
Technical Support Phone :	(719) 647-2065

When contacting technical support please include what version and build date your software is. This information can be found in Licensing and Software Information

Technical Requirements

In addition, check your computer system to ensure it meets these minimum requirements:

- Operating System(s): Windows 7 / Windows 8 / Windows 10.
- Processor: 486 or greater recommended.
- Memory: 64 MB RAM minimum, 128 MB + recommended.
- 1GB of available hard drive space is recommended.
- Any Compatible TWAIN or WIA Scanning device can be used.

Notes: The initial installation of EnviroMSDS requires approximately 100MB of available hard drive space. However, a minimum of 1GB of available hard drive space is recommended to leave room for the growth of the EnviroMSDS databases.

If your computer does not meet these minimum requirements or if you are installing this on a network or your computer is linked to a network, see your network system administrator before you install this software.

Compatible Scanners

Please Note: This is not an inclusive list. Only those scanners tested.

- Canon DR-3020
- Easy Photo Reader
- Easytouch
- Epson Perfection 600
- Fujitsu (All models)
- HP ScanJet 3c
- HP ScanJet 4c
- HP ScanJet 4p
- HP ScanJet 5p
- HP ScanJet 6100
- HP ScanJet 5100
- IBM Color ADF Scanner
- Logitech Scanman 2000
- Microtek scanners (especially E3)
- Mustek
- Panasonic 3323
- Panasonic DV-S6045
- Panasonic KVSS 55 EX
- Ricoh 420
- Tamarack
- Visioneer (TWAIN)

EnviroMSDS Authoring Default File Locations

Several folders are used to store files for EnviroMSDS Authoring. However, the location of these folders and files can vary depending on the OS you use. See also Setting the Application Directories

There are basically two main areas where files are stored. Since the actual location varies based on your OS, the locations are referred to as [**ProgramFiles**]\ and [**ProgramData**]\:

- **ProgramFiles** - where the EnviroMSDS Authoring application files are stored.
- **ProgramData -** where the EnviroMSDS Authoring application files that require full permission access are stored

Program Files

By default, the EnviroMSDS Authoring applications are stored within a folder named EnviroMSDS Authoring in your Program Files folder. However, you may have changed this during installation (Not available in the trial version). The most secure way to determine the actual location is by reading the registry key.

Windows 7/8/10

- (32-bit OS)
  - C:\Program Files\EnviroMSDS Authoring
- (64-bit OS)
  - C:\Program Files (x86)\EnviroMSDS Authoring
- Registry (32-bit):
  - HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Uninstall\EnviroMSDS Authoring\InstallPath
- Registry (64-bit):
  - HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Microsoft\Windows\CurrentVersion\Uninstall\EnviroMSDS Authoring\InstallPath

Program (Application/User) Data Files

By default, the EnviroMSDS Authoring data files require full permissions and are stored within the [**ProgramData**]\ folder. However, you may have changed this during installation (Not available in the trial version).

Windows 7/8/10 - C:\ProgramData\Envirosoft\EnviroMSDS Authoring

Here you can see the **Folder Name** and locations used to describe the different Folders where your program data is stored.

Program Folder Names

Folder Name	C:\ProgramData\Envirosoft or Non-Default Install Location	Description
Chemtrec	EnviroMSDS Authoring\Chemtrec	Where the files you create for CHEMTREC are stored
Data	EnviroMSDS Authoring\Data	Where the SDS Database (.DBC,*.DBF,*.FPT,*.CDX) files are stored
MSDS	EnviroMSDS Authoring\MSDS	Where the Approved SDS's are stored
MSDSImages	EnviroMSDS Authoring\MSDSImages	Where all images, logos and pictograms are stored
MSDSWC	EnviroMSDS Authoring\MSDSWC	Where the Working Copy SDS's are stored
Report Manager	EnviroMSDS Authoring\Report Manager\Data	Where Report & Label Manager Database (*.DBF,*.FPT,*.CDX) files are stored
Xfer	EnviroMSDS Authoring\Xfer	Where files exported for translation are stored

Temporary files

The EnviroMSDS Authoring applications store extracted files in the Temporary Files folder.

- Windows XP
  - C:\Documents and Settings\<Username>\Local Settings\Temp\
- Windows Vista
  - C:\Users\<Username>\AppData\Local\Temp\
- Variable
  - %temp%

Since the actual location varies based on your OS, the location is referred to as **[temp]** or **Temp folder**

Overview of EnviroMSDS

EnviroMSDS provides the tools you need to quickly produce and manage all information for SDS(s) and Hazard Labels. After you have installed EnviroMSDS, you can begin using it to create your own SDS(s) and Hazard Label(s).

You begin by entering a product or product formula, which is identified by the Product Formulation Number. The product or product formula contains 16 Sections for entering data, (based on the ANSI format) allowing you to specify information such as accidental release measures, physical and chemical properties, and disposal considerations.

After you have completed the product information, you can attach one or more SDS(s) to the product. You can think of the product formulation as being a book with 15 chapters (Sections 2 through 16). Section 1 is the slipcover for the book; it has the book title and the author's information. Many times, you may want to sell the book by different titles. You simply add a new slipcover to the book to create a "**rebrand**," which you can sell.

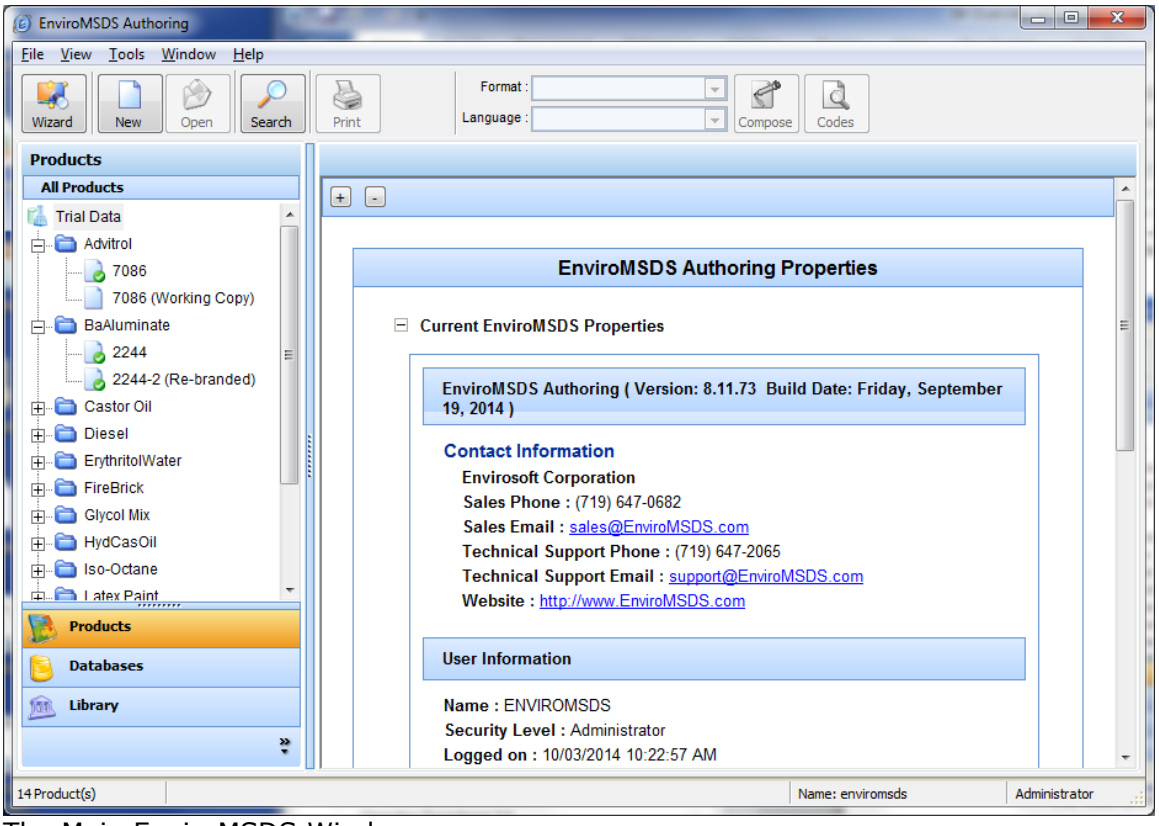
Every change that you make to any of the Sections 2 through 16, will globally affect every Section 1 - SDS (Rebrand) that is attached to a Product Formulation.

Any changes made to Section 1 will only affect the Section 1 data for the SDS # you are working in. No other rebrands will be affected.

The best way to understand how to use EnviroMSDS it to actually use it to produce an SDS. However, before you begin to use EnviroMSDS, take a few minutes to understand more about the EnviroMSDS windows.

EnviroMSDS Tools and Functions

Now that you have installed EnviroMSDS, you can begin using it to create SDS. However, before you begin using EnviroMSDS, you need to understand the basics of the EnviroMSDS windows. This section explains the basic layout of the windows, how to enter information into the windows, and how to move between windows within EnviroMSDS.



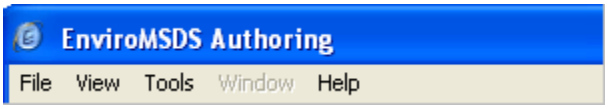
The Main EnviroMSDS Window

Basic Window Layout

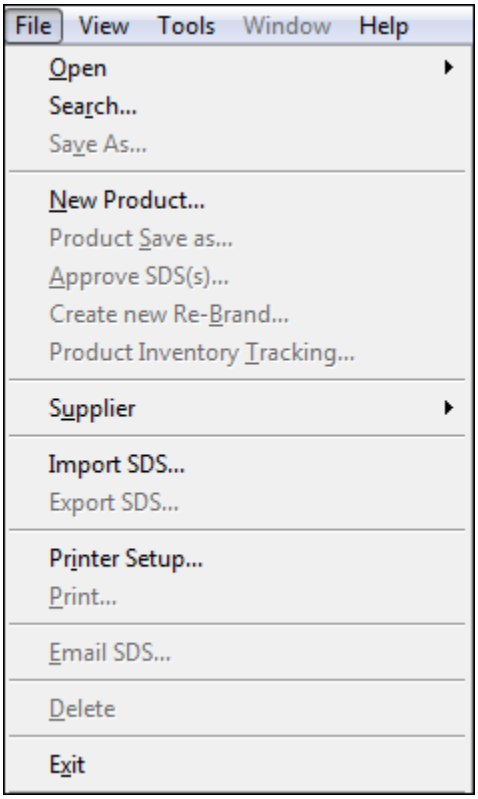
The Main EnviroMSDS window is made up of 5 different parts:

The Menu Bar

You can select each of the functions and tools available with EnviroMSDS using the Menu Bar, which is located in the same place on all EnviroMSDS windows.



From the Main Menu Bar, you can select **File**, **View**, **Tools** or **Help** by positioning your cursor over your choice and pressing the left mouse button. After you select one of the options, a dropdown menu will be displayed, which provides additional choices. For example, when you select **File** from the Main Menu Bar, this Dropdown menu is displayed.

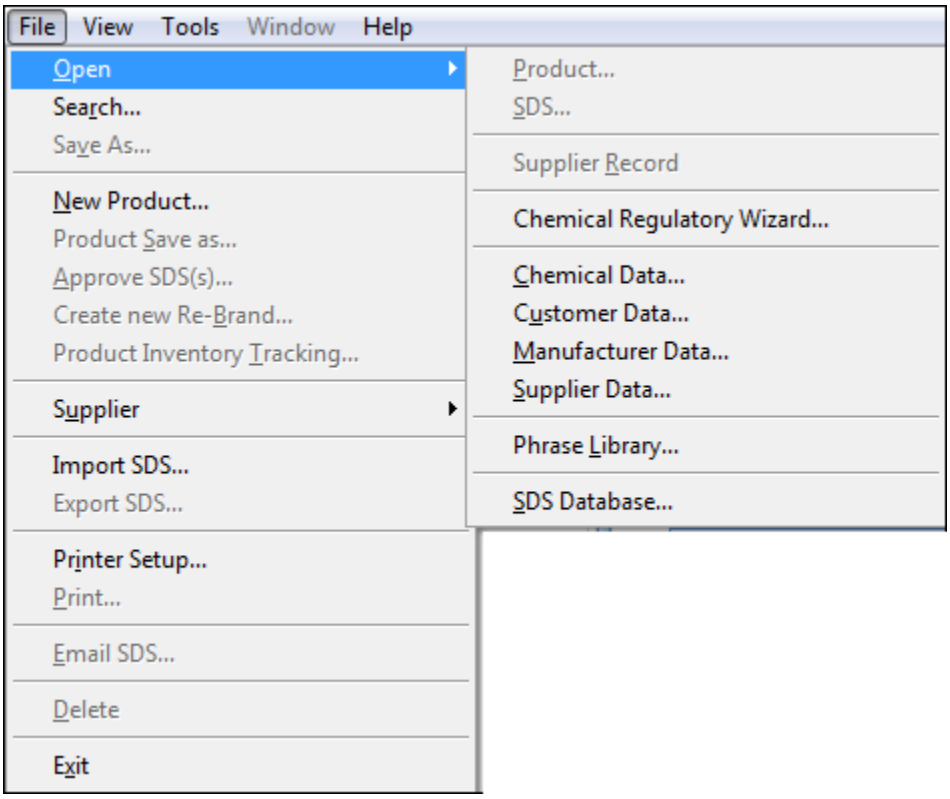


File Menu

Notice that some of the choices in the list end in an ellipsis (three periods). If you select an option that ends in an ellipsis, you will be given additional options to choose from. Notice that other options are grayed out. If an item is shown in gray text, the item is not one that you can choose either because your user security level is not the right level, the item is an optional

feature that you have not yet purchased, or the item is not appropriate to the task you are performing.

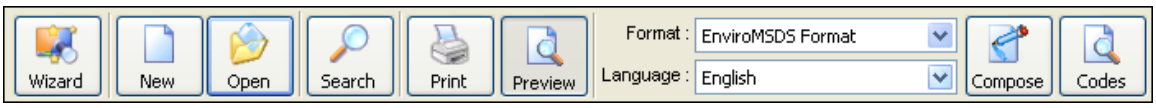
Some options have a right arrow beside them. When you select these options, you will be prompted to select a more specific item. For example, if you select **Open** a submenu selection list will be displayed.



File – Open Menu

The choices available to you from the Menu Bar depend on what you are doing within EnviroMSDS at the time.

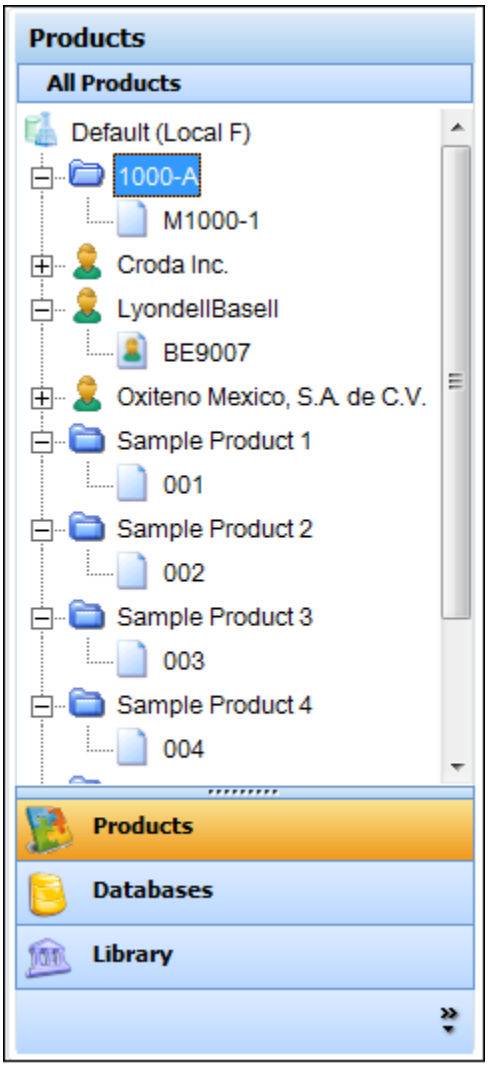
The Toolbar



EnviroMSDS Main Toolbar

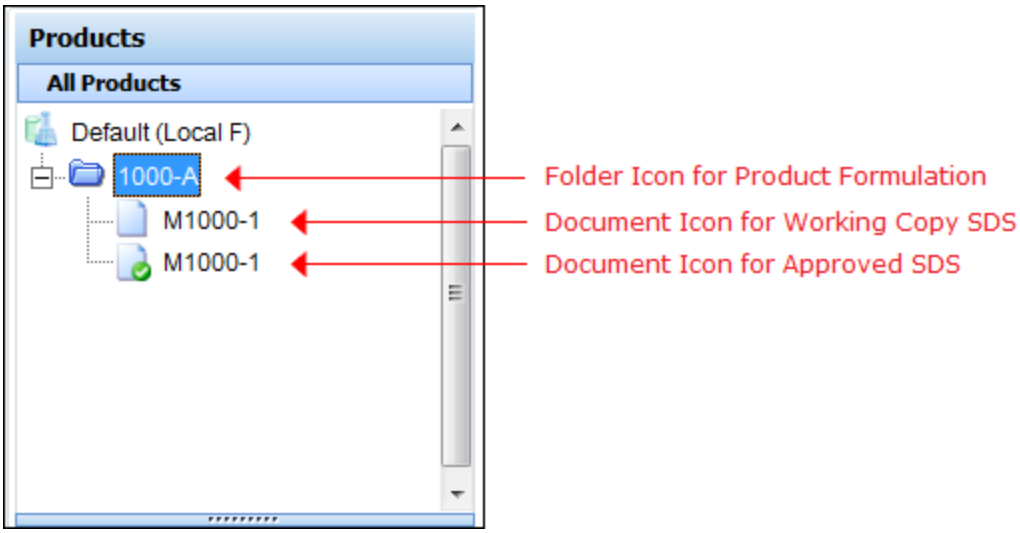
The Console Pane

- The **Console pane**. The Console pane contains three individual sections.
  1. **Products** – access all Product and Supplier SDS's
  2. **Databases** – access the Chemical, Customer, Manufacturer and Supplier Databases.
  3. **Library** – access the Phrase Library



Console Pane – Products View

Tip: From the Main window – Console Pane - Products, you can also determine if an SDS is Approved, is a Working copy or even an Approved version that is being edited by the SDS icons in the Product Folder pane.



Console Pane – Icons – Folder – Working Copy SDS – Approved SDS

Notes: The folder Icon represents the Product Formulation for all SDS's within/under itself.

The document Icon without a green checkmark represents a Working Copy of an SDS.

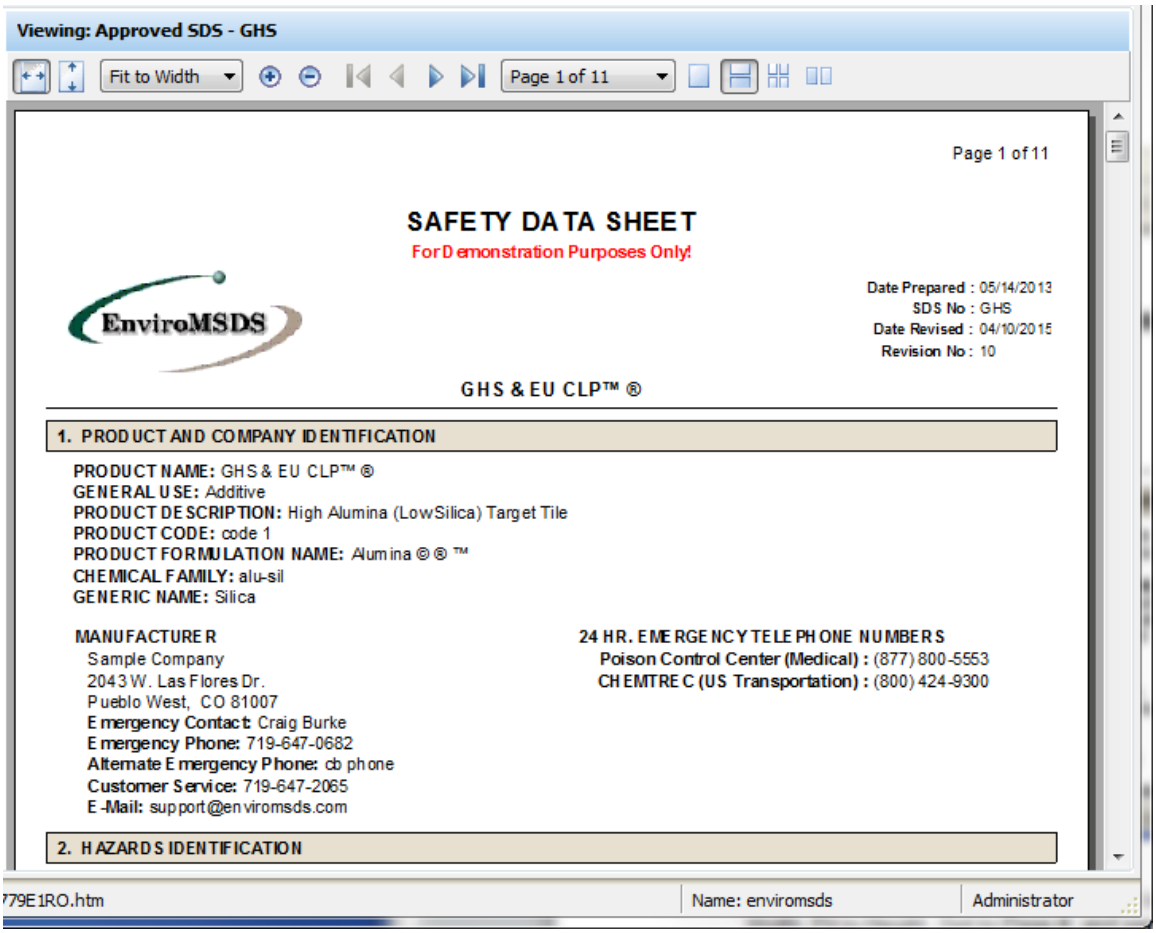
The document Icon with a green checkmark represents an Approved version of an SDS.

A SDS (or each of the sections) can be in up to three states:

- **Working Copy**: A Working Copy is one in which you can enter data. It is the initial state of a SDS when you begin entering data.
- **Approved Copy**: An Approved Copy is a copy that you can view but cannot update. If you want to update an Approved Copy to make revisions, you must first create a Working Copy.
- **Archived Copy**: When you create the second Approved Copy, the first Approved Copy is automatically archived by EnviroMSDS. Each subsequent Approved Copy is archived when you create a new Approved Copy.

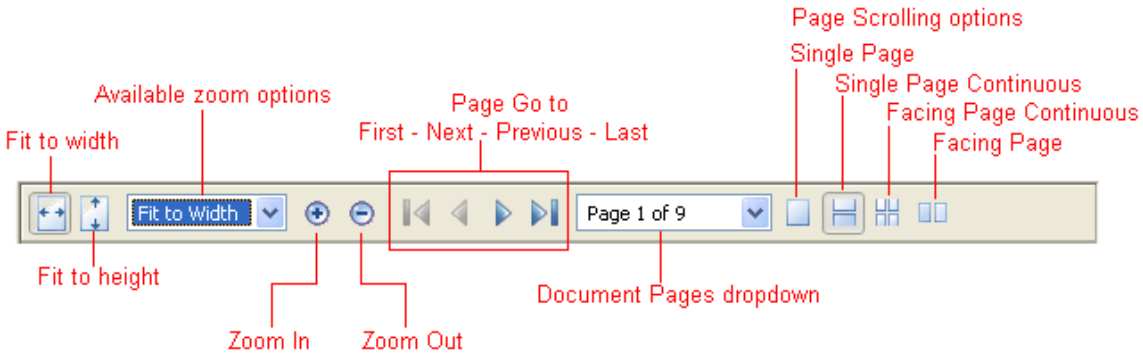
The Viewer Pane

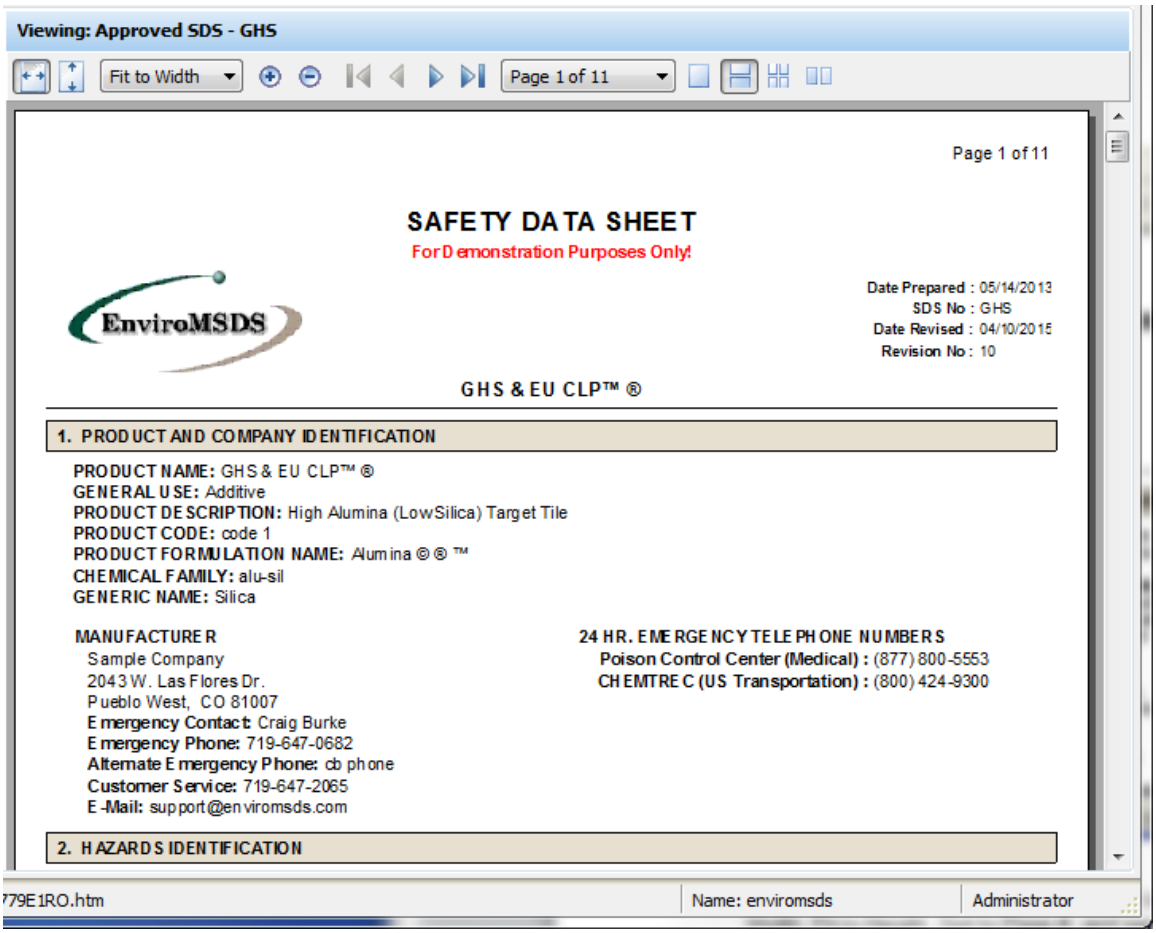
- The Viewer Pane has two types of views.
  - Browse view. (**HTML** files only)
  - Preview view. (WYSIWYG PDF, HTML and TIFF files)



Viewer Pane

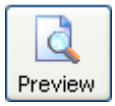
In Preview, there is a Viewer Tool bar that is available, which allows you to set the zoom %, Fit to Width, Fit to Height, Got to Page #, and page buttons to navigate the different pages available for the document.



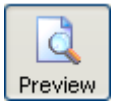


Viewer Pane – Preview (WYSIWYG)

Tip: On the Tool bar, the Preview button can be used to toggle between Browse view (button is raised) and Preview (button is recessed).

Browse - 

(raised)

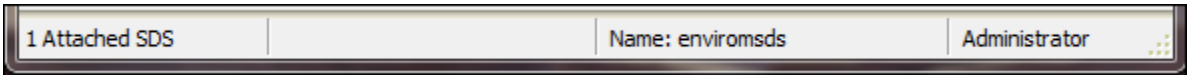
Preview - 

(recessed)

Note: This button is available only when viewing **HTML** files.

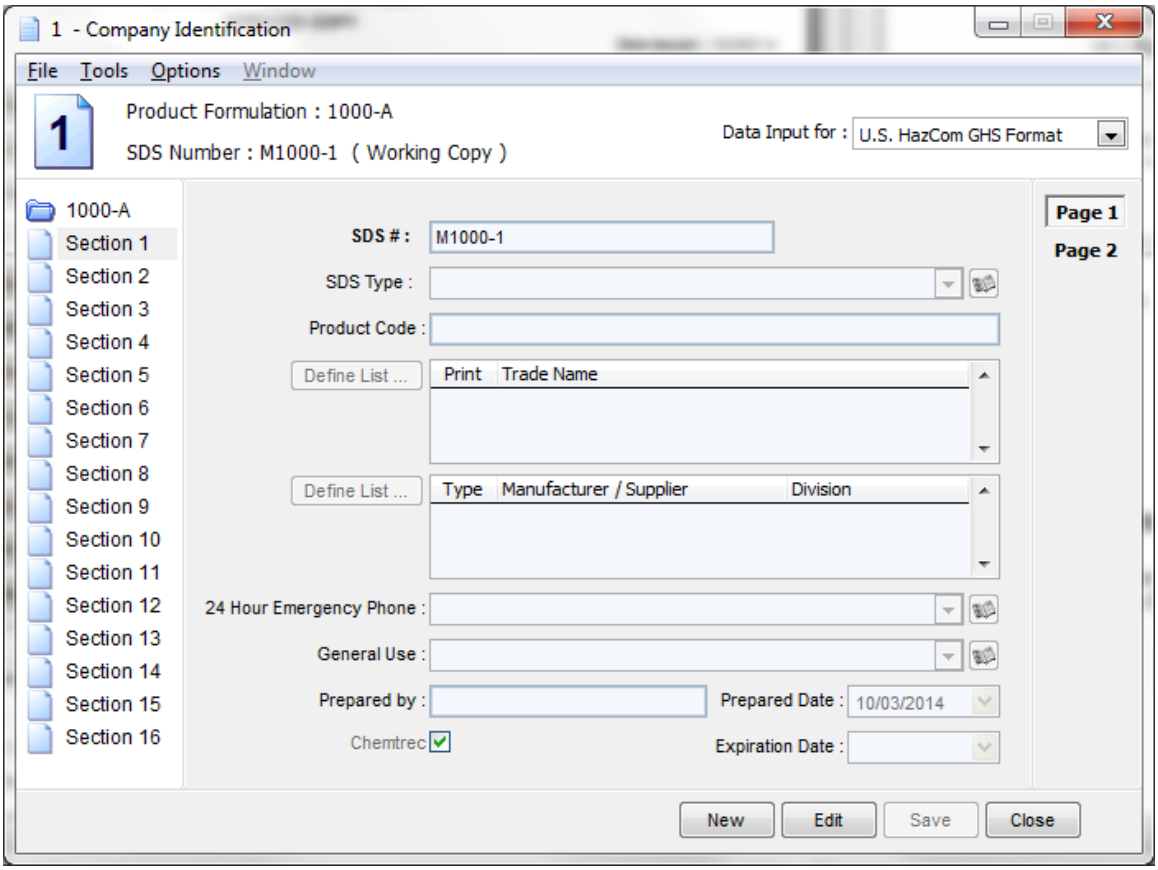
The Status Bar

The Status Bar is located at the bottom of the Main window.



The SDS Data Entry Window

When you create or open an SDS, the data entry window will appear.



The SDS data entry window

In addition to the fields for entering data, the SDS data entry window contains information about the SDS.

The SDS Menu Bar



SDS Menu bar

The SDS Header Bar

The SDS Header bar contains information about the current SDS :

1. Section Number Identifier
2. Product Formulation Number

3. SDS Number. To the right of the SDS number in parentheses, you will see either (**Working Copy**) or (**Approved Version**)



The SDS Header Bar

The SDS Section Identifier

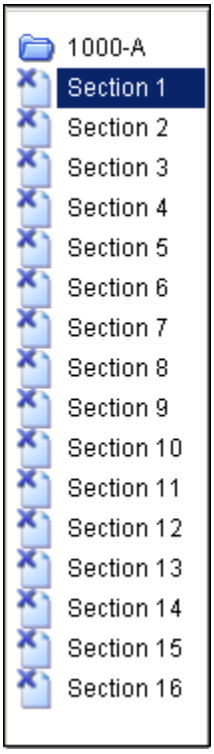
Product SDS's have 16 Sections for entering data. The Section Number Identifier shows you the Section in which you are currently working.



SDS Section Number identifier

The SDS Sections Bar

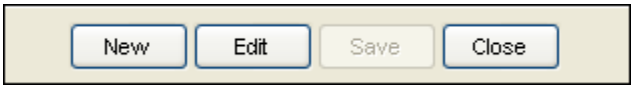
The SDS Sections bar provides access to all of the Sections of an SDS. It will also, display the Document Icons that are relative the state of each Section of the SDS.



The SDS Sections Bar

The Control Buttons Panel

You can choose to create a **New** Product SDS or Rebrand an SDS, **Edit** an existing SDS, **Save** the information you have entered for a SDS, or **Close** the current SDS.

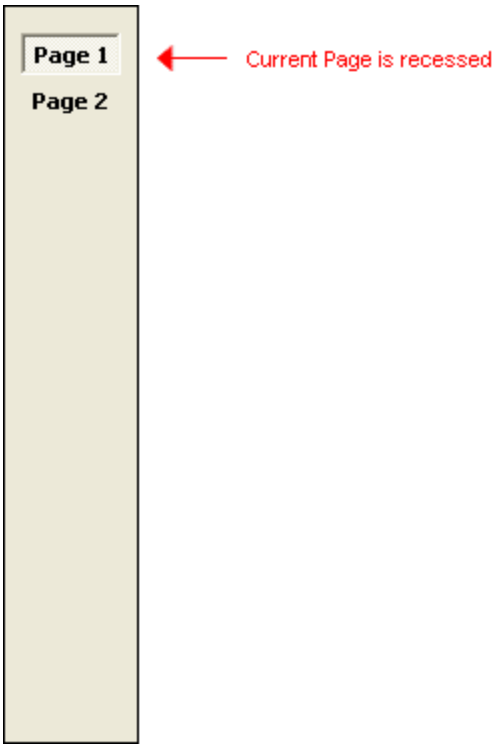


The Control Buttons Panel

Note: If a button is grayed out (disabled), then you are not allowed to choose that action.

The Page Buttons Panel

Within EnviroMSDS, multiple pages may be available for entering information. For example, there are two pages available for entering information into Section 1. The Page buttons allow you to move to between multiple pages.



Accessing Multiple Rebrands of an SDS

If you create multiple rebrands of a Product SDS, the **SDS Rebrand Navigation buttons** allow you to move from one rebrand to the other.



The SDS Rebrand Navigation buttons

Getting to Know the Icons

There are many different Icons that represent specific information as to the type, state and status of SDS documents. Review the icons and get to know them:



EnviroMSDS Fields

EnviroMSDS provides several types of input fields for entering your data:

- Data Input Field
- Check Box
- Operator Dropdown List
- Phrase Dropdown List (User Definable)
- Phrase Dropdown List (Group Override Field)

Data input field



To enter information into a Data Input Field, position the cursor in the white box to the right of the field name and press the left mouse button. Then you can begin typing the information for the field. When you have completed typing all information for the field, position the cursor on the next field by pressing the tab key or using your mouse to continue.

Check box



A Selection Box (also called a Check Box) is a field that is either true or false. To select a Check Box, position the cursor over the box or the text description for the box and press the left mouse button. When a check box is selected, i.e. true, a check mark will appear in the box.

For example, if you use Chemtrec services and you select the check box for '**Chemtrec'**, the SDS is identified as a Chemtrec SDS document. This allows you to identify specific SDS that will be sent to Chemtrec.

Operator Dropdown list

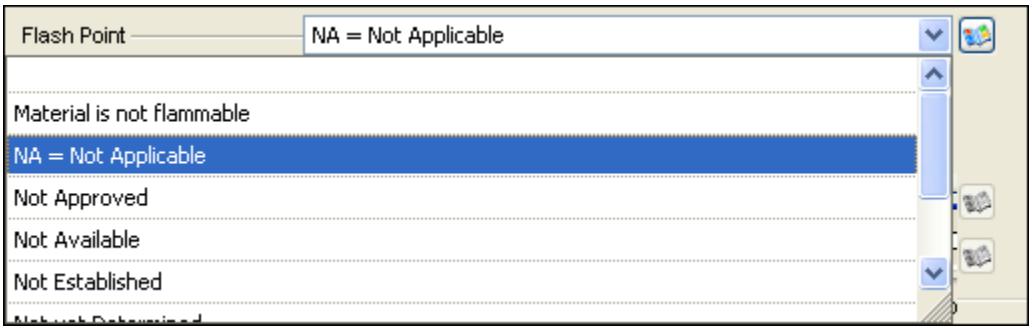


Operator Dropdown Lists provide a list of choices. To use the Operator Dropdown List, position the cursor on the down arrow next to the symbol and press the left mouse button. A list of possible choices will appear. Simply position the cursor on the operator you want and press the left mouse button.



Temperatures, weights, and volumes typically have Operator Dropdown Lists. You cannot modify or add items to these lists.

Phrase Dropdown List



Phrase Dropdown Lists are similar to Operator Dropdown Lists. However, unlike the Operator Dropdown List, you can add items to the Phrase Dropdown List.

You use a Phrase Dropdown list by positioning the cursor on the down arrow next to the list and press the left mouse button. A list of possible choices will appear.

To select one of these choices, position the cursor over the choice and press the left mouse button. You can also change a choice or add additional choices to the list.

To modify the existing list:

- Click the  button to the right of the Dropdown list to open the Phrase Library.
- or
- From the **SDS Menu Bar**, click **Edit** and then select **Phrase Library …**.

This will open the Phrase Library and automatically set the filter to display all phrases that are currently related to the Phrase Dropdown List.

Tip : You use the Phrase Library to create, edit and manage all of the phrases for authoring SDS.

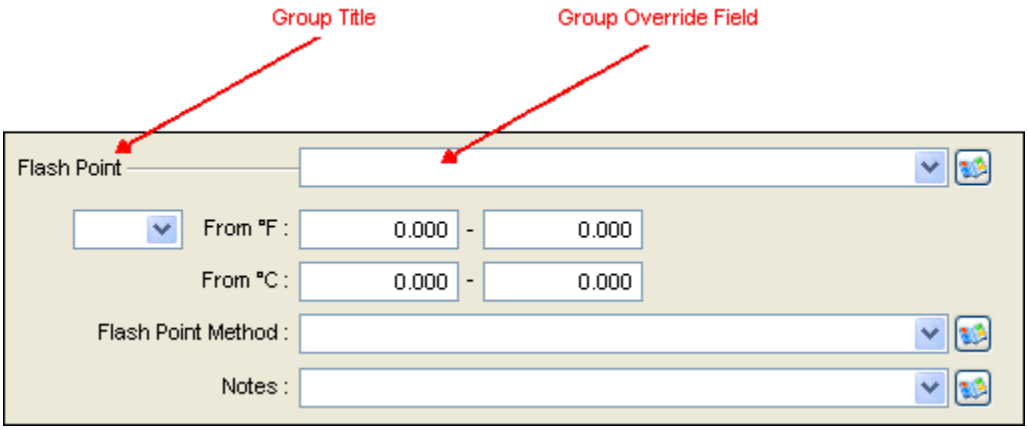
Phrase Dropdown List (Group override field)

A Group is identified as a set of fields that reside directly below a Group Title and has a Group override Field in the center of the Group Title bar.

In some cases, you may want to enter information yet not have it print out. You can use the default fields to enter "internal" information that will be available whenever the product information is viewed, but will not print on the SDS.

To do this:

- Select the Group Override Field and select any phrase from the Phrase Dropdown List. This will **disable** all of the fields that it overrides.



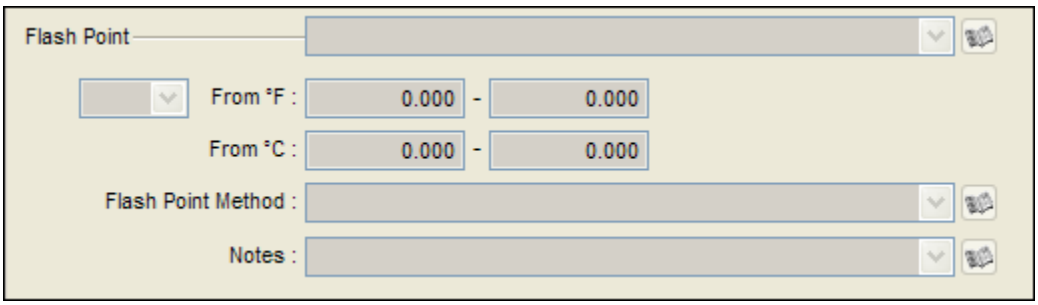
Sample of a Group Override Field

Tip: Any selection other than the blank item in a Group Override Field will **disable** all of the fields that it overrides.

To **enable** the fields below a Group Override Field, select the Group Override Field and select the first item (blank) from the Phrase Dropdown List. This will **enable** all of the fields that it overrides.

Example: Assume you want to specify the Flash Point for a product for internal use but you want to print **Not Applicable** on the SDS.

- Select the Flash Point - Group Override Field, then select **Not Applicable** from the Phrase Dropdown List.



The Flash Point will now print as ‘Not Applicable’ on the SDS. Notice that the other fields are now disabled, indicating that they will not print on the SDS.

Other Features and Functions

In this manual we have introduced you to many of the features and functions available with EnviroMSDS. This chapter describes some additional features that will enable you to truly utilize the power and flexibility of EnviroMSDS.

Additional features include:

- **HTML or PDF output**
  EnviroMSDS allows you to produce many types of output for SDS, from paper to electronic files. EnviroMSDS automatically creates the SDS in HTML or PDF output.
- **Language Modules**
  The default language for EnviroMSDS is English. However, you can obtain language modules from Envirosoft Corporation that will enable EnviroMSDS to produce your SDS and Hazard Labels in other languages. This way, you can provide SDS and Labels to customers around the world in their native language!

  Because EnviroMSDS uses an internal phrase library, you can have just the phrases translated rather than entire SDS, reducing the schedule and cost requirements for translation.
- **Report and Label Manager**
  EnviroMSDS makes extensive use of databases, such as the Customer Database, the Chemical Database, the Manufacturer Database, and the Phrase Library. Trying to search for information in those databases can become a time-consuming process.

  This feature allows you to define queries for the databases to generate reports and labels. You can choose almost any field in the EnviroMSDS system. In addition, this feature allows you to specify conditions for your queries (such as field comparisons).

  This feature also allows you to define and create Reports, Shipping Labels and Hazard Labels.

  See: How to Generate Reports and Labels

- **Import/Export of SDS**
  EnviroMSDS uses a proprietary XML format to allow your receive and distribute packaged SDS(s) to other Companies that are users of EnviroMSDS Authoring.

  Please Note: This feature is only available in EnviroMSDS Authoring versions 8.51.13 or greater.

Using EnviroMSDS the Basics

How to Start EnviroMSDS

To start EnviroMSDS:

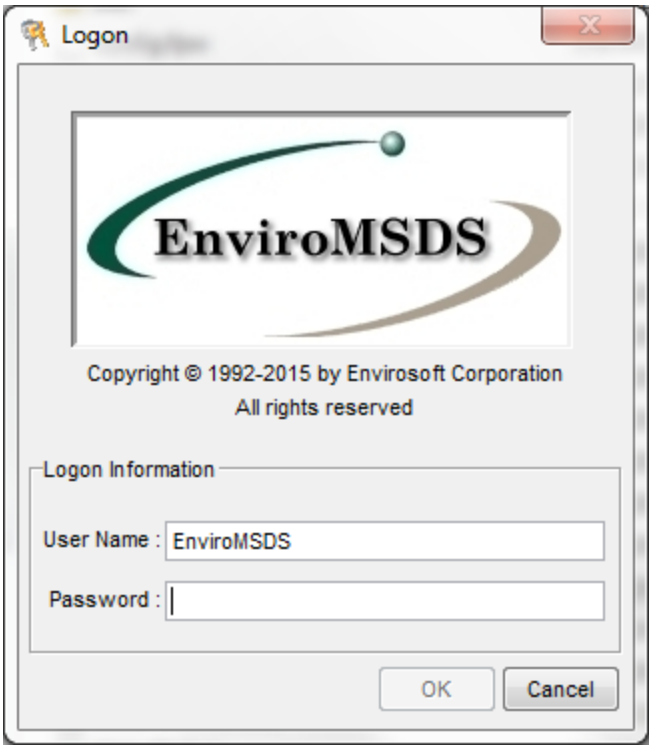
- Select **Start** from the taskbar, point to **Programs**, point to **EnviroMSDS** (or the folder where you installed EnviroMSDS), and select **EnviroMSDS Authoring Software.**

How to Log on to EnviroMSDS

Now that you understand the EnviroMSDS windows, you can begin creating your first product and Safety Data Sheet! To begin using EnviroMSDS, select the program and log on to the system:

- Select Start from the Taskbar, select Programs - select EnviroMSDS and then select EnviroMSDS Authoring Software.

After you select EnviroMSDS, you will be prompted to enter your password:



Logon window

- Type in your User Name and Password and press **OK**. Your password will not appear when you type it; instead, asterisks (*) will appear for each character you type.

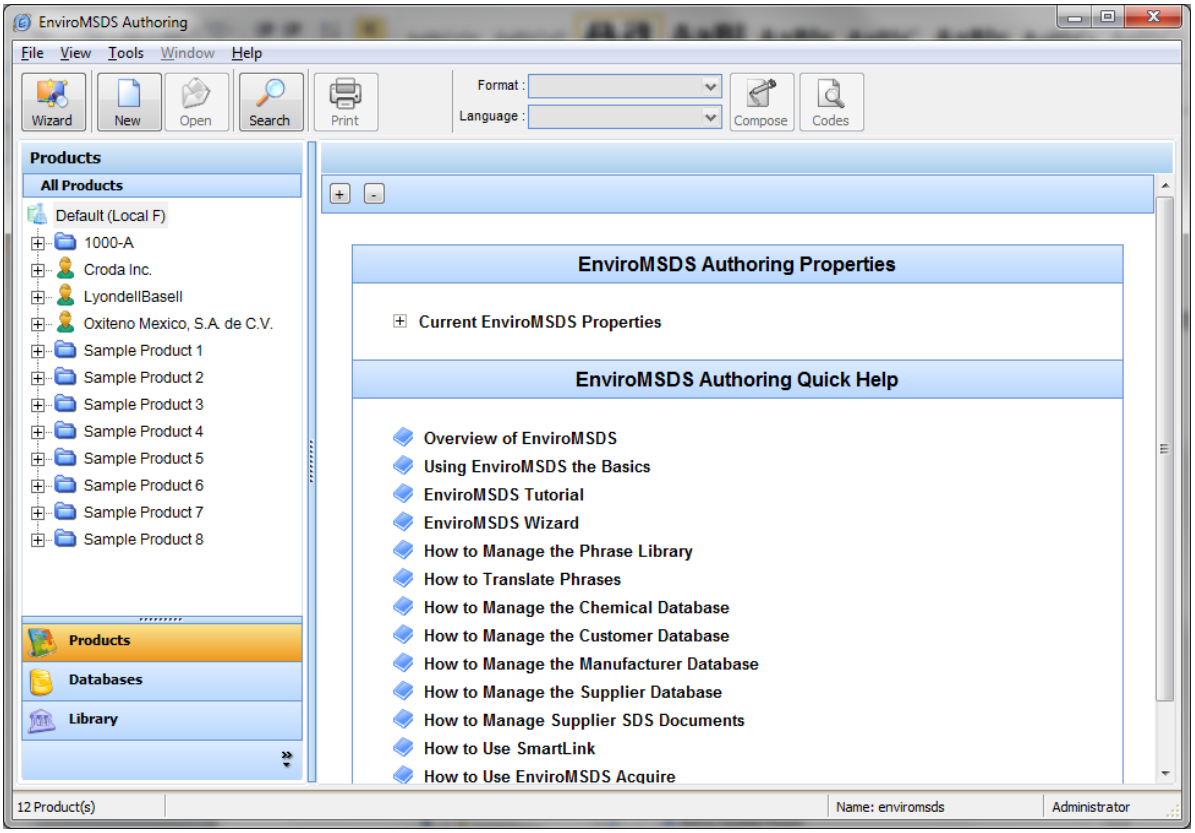
Tip: You can set your preferred default startup window.

For the **Main** window to be your default startup window, the **Do not display at startup** checkbox must be **checked.**

For the **Wizard** to be your default startup window, the **Do not display at startup** checkbox must be **unchecked**.

- If the Wizard window is displayed, click **Close**.

The EnviroMSDS main window is displayed.

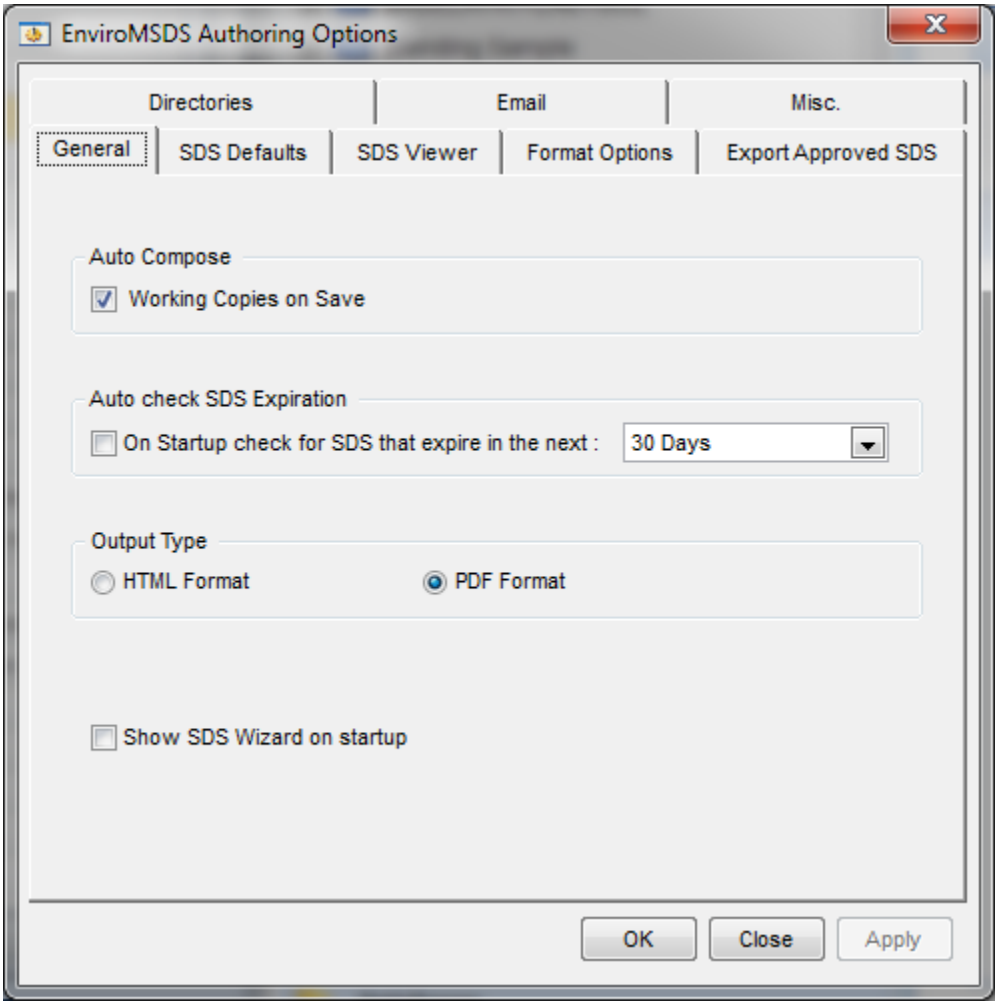


EnviroMSDS Main Window

How to Define User Options

The first time you log on to EnviroMSDS, you should set you preferences through the Options window. To launch the Options window:

- From the Main Menu, select **View**, and select **Options...** The Options dialog is displayed.

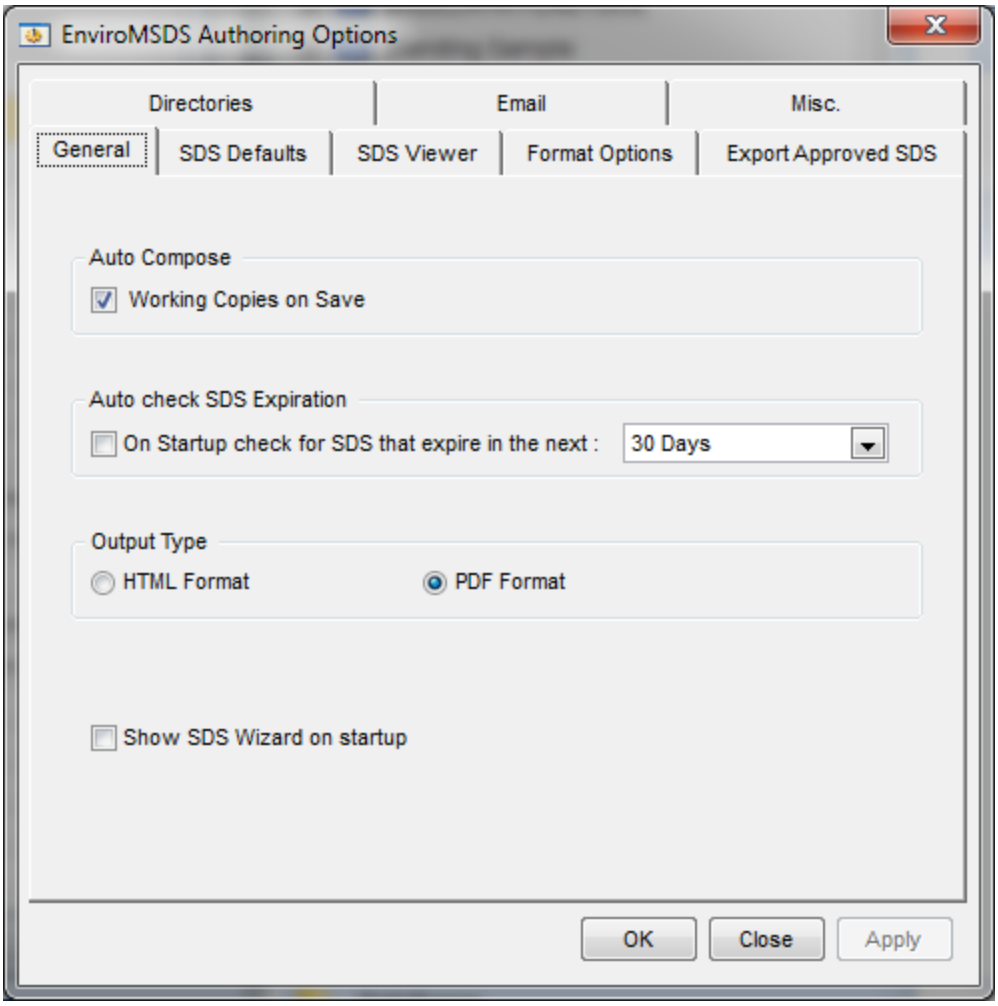


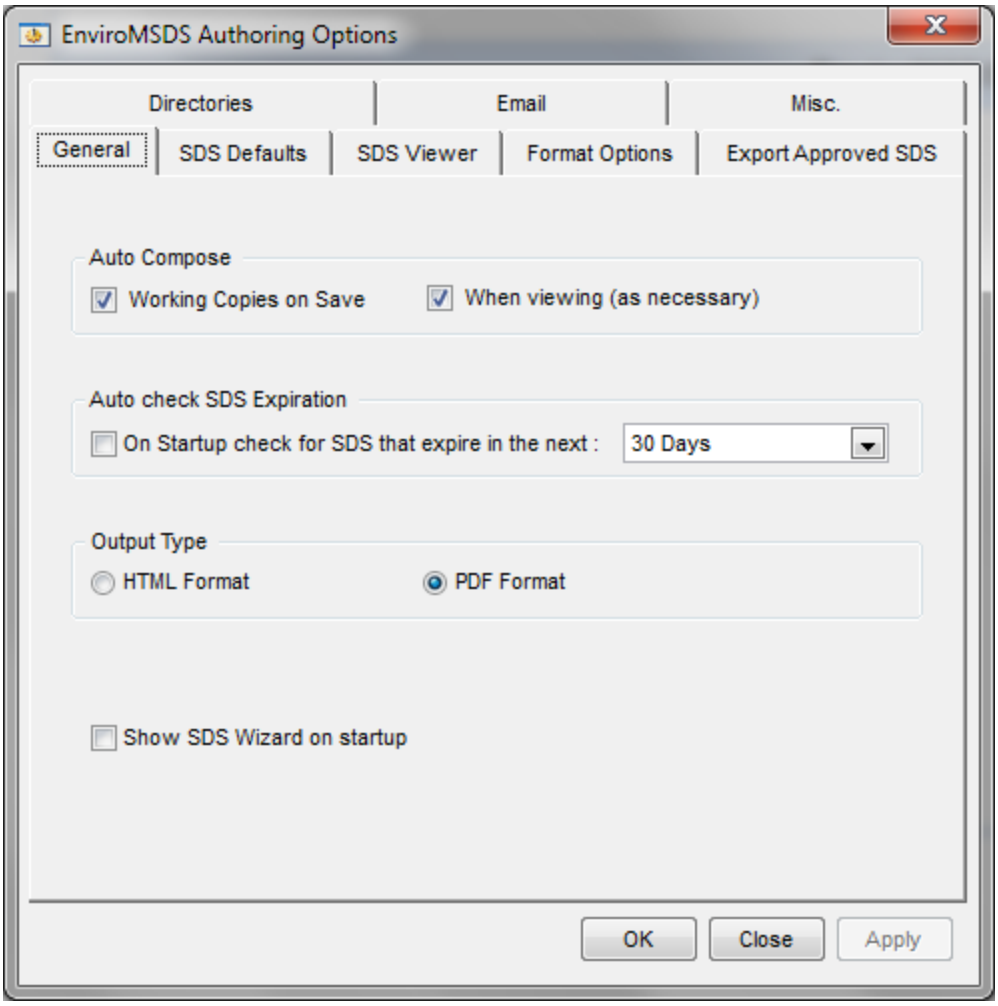
Options Dialog window

Setting General Options

To set the general options:

- Click on the **General** tab.


EnviroMSDS Authoring Options
Directories
Email
Misc.
General
SDS Defaults
SDS Viewer
Format Options
Export Approved SDS
Auto Compose
Working Copies on Save
Auto check SDS Expiration
On Startup check for SDS that expire in the next :
30 Days
Output Type
HTML Format
PDF Format
Show SDS Wizard on startup
OK
Close
Apply

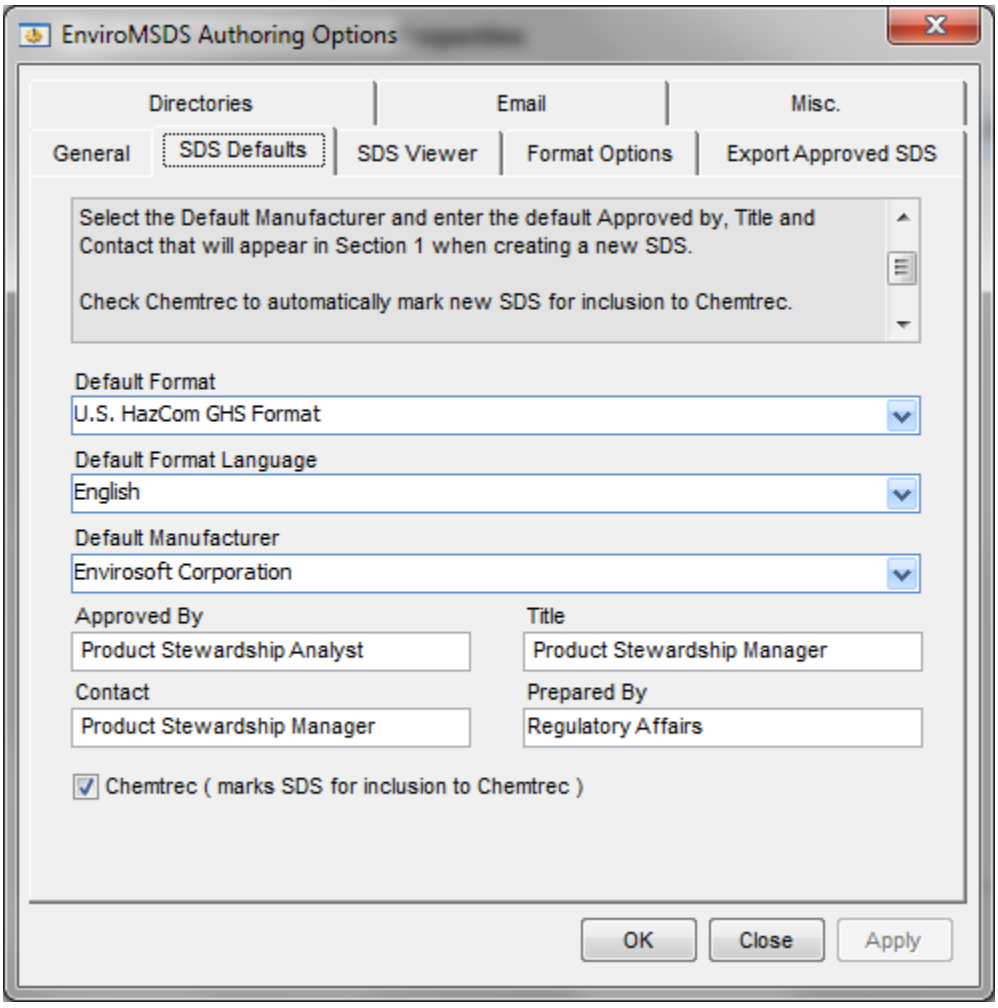


- You can have EnviroMSDS automatically compose an SDS when you make a change and click save in any of the Sections. In the **Auto Compose** box: Click **Working Copies on Save** to activate.
- You can have EnviroMSDS automatically check for expiring SDS's on startup. **Auto check SDS Expiration** is the Automated batch Approval of Products based upon the SDS expiration date set in Section 1. This feature can be accessed via Tools - Approve Expiring Products... you can define expiration date settings and automatically display the Approval window on startup if any Products meet the specified criteria *(This feature is available for Administrators only)*
- You can set the output type to be either HTML or PDF.
- Click **Show SDS Wizard on startup** to display the SDS Wizard when you login.
- Click **Apply** to save the changes.
- Continue to set all of the options that you want, then, Click **OK** to return to the EnviroMSDS Main window.

Setting SDS Defaults

To set the SDS defaults:

- Click on the **SDS Defaults** tab.



- The Default Format **Style** for the SDS, when generated, is the EnviroMSDS Format. You can select from any one of the available formats. If you purchased a Custom Format then it would appear here.
- The Default Format **Language** for the SDS, when generated, is English. If you purchased additional Language Modules then they would appear here for you to select from.
- Select the Default **Manufacturer**. A list of Manufacturers from the Manufacturer Database is displayed. Select the Manufacturer that you would like to automatically fill out in Section 1 for every new SDS you create.

The following options allow you to specify certain information to automatically be inserted to the respective fields each time you create a new SDS (Section 1) to a Product.

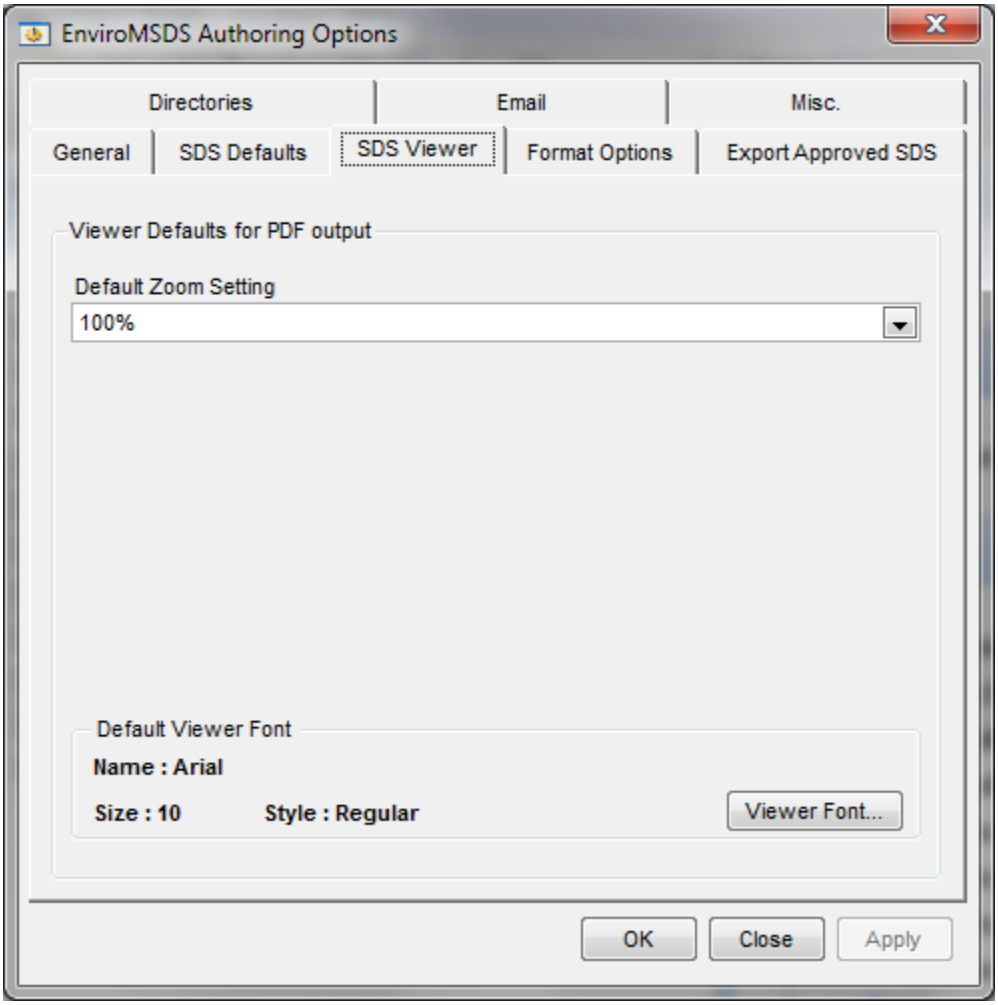
Section 1 options:

- Enter the default **Approved By** person's name that will appear on the SDS.
- Enter the default **Title** of the Approved By person that will appear on the SDS.
- Enter the default **Contact** person that will appear on the SDS.
- Enter the default **Prepared By** person that will appear on the SDS.
- If the **Chemtrec** has a checkmark then the 'Chemtrec' checkbox in Section 1 will automatically be checked by default. Checking the Chemtrec option for an SDS, includes the SDS into the Chemtrec set of SDS's. This will allow you to batch create and send the marked SDS's to Chemtrec.

Setting SDS Viewer Defaults

To set the SDS Viewer defaults:

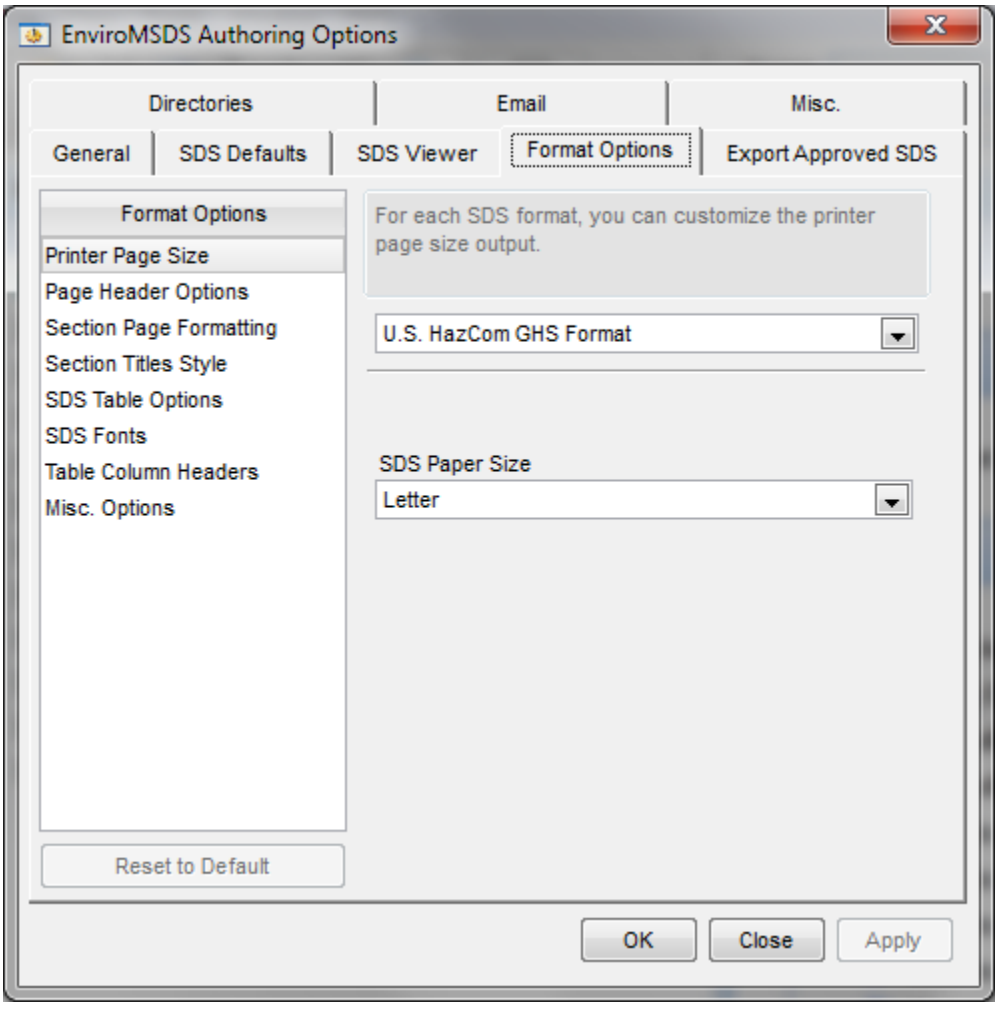
- Click on the **SDS Viewer** tab.



- Click the **Default View Mode** dropdown and select your preferred default view. (**Note:** This feature is only available when viewing HTML files.)
- Standard View is identical to the normal scrolling view as in MS Internet Explorer.
- Print Preview is true WYSIWYG (What You See Is What You Get) paginated view. You can print individual pages of an SDS.
- Click the **Default Zoom Setting** dropdown and select your preferred zoom setting.
- Click **Viewer Font** and set the font, style and size that the SDS document will appear in.
- Click **Apply** to save your changes.
- Continue to set all of the options that you want, then, Click **OK** to return to the EnviroMSDS Main window.

Setting SDS Format Options

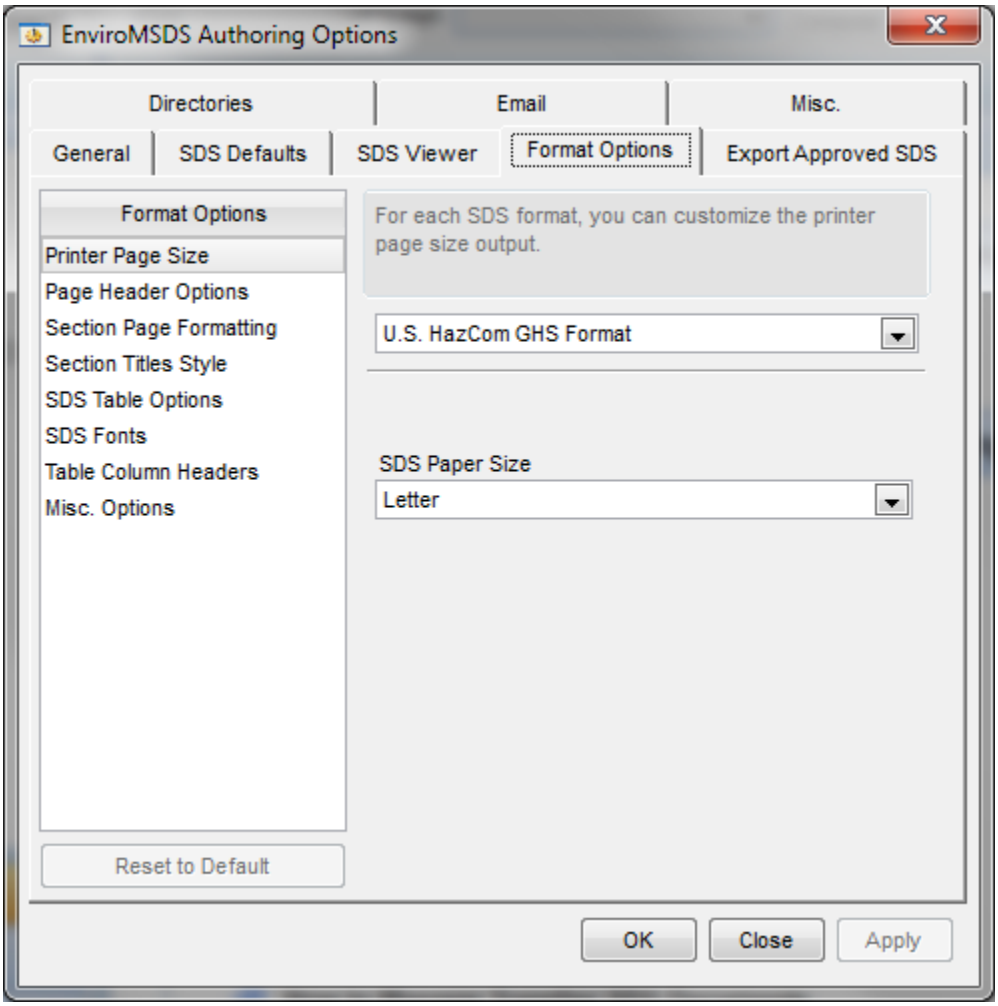
To set the SDS Format options:



- Click on the **Format Options** tab.

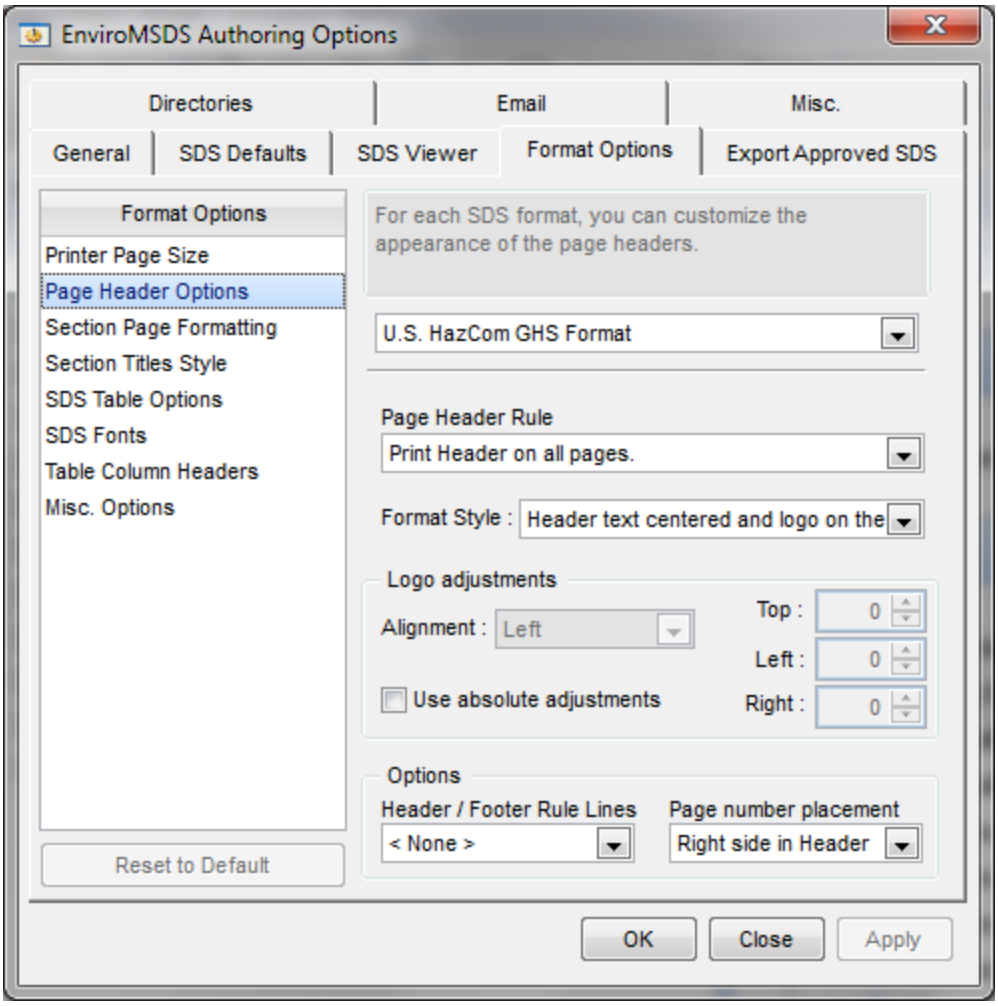
Printer Page Size

This option allows you to define the default printer page size for each format. For example this would allow you to generate A4 PDF SDS for EU GHS/CLP format if required.



Page Header Options

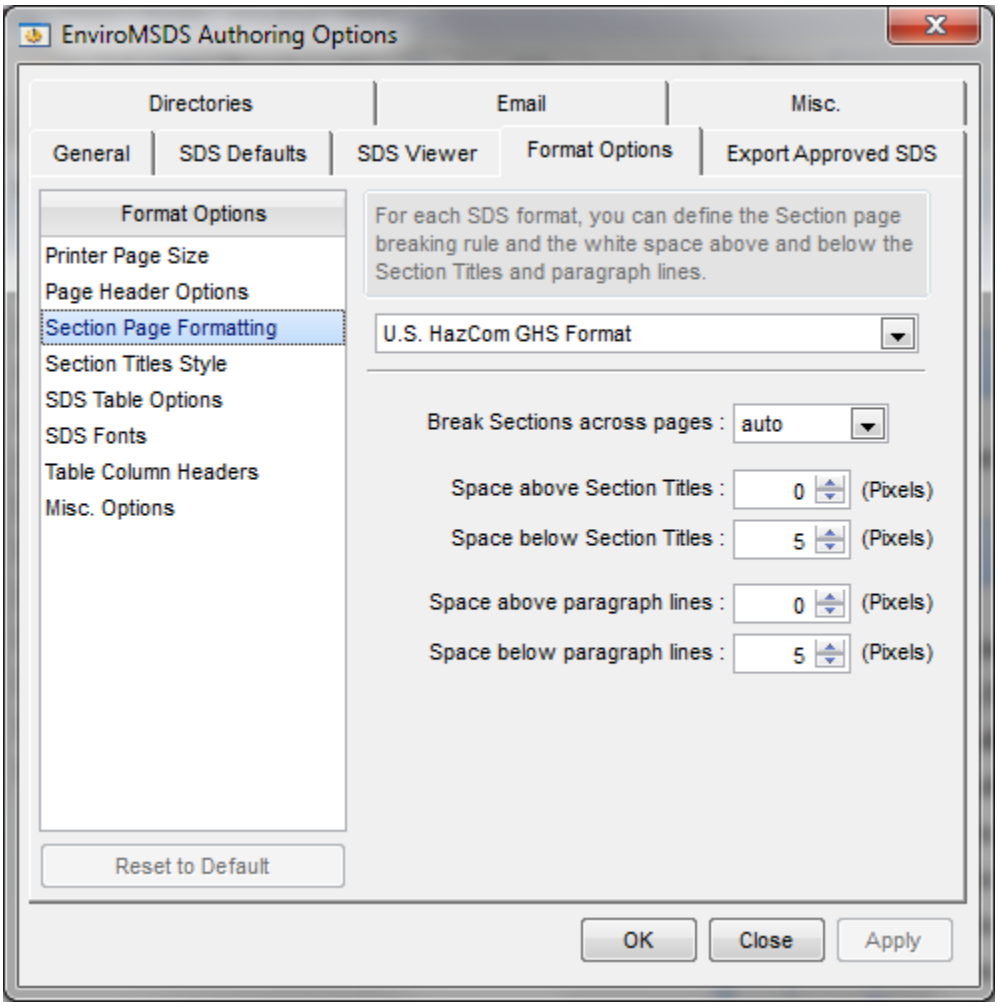
This option allows you to define for each format, the appearance of how and what information appears in the header on each page of the SDS.



- Click the **Page number placement** dropdown and select your preferred location for page numbering.
- Click the **Header / Footer Rule Lines** dropdown to select any rule lines that you want.
- In the **SDS Header Options** there are three choices:
- **Print Header on first page only**. (This will print the Logo, SDS Title, SDS Number, Dates and Trade Name on Page 1 of the SDS)
- **Print Name at the top of each page**. . (This will print the Header on the first page only and print the Trade Name [If no Trade Name is available, the SDS # will print in its place] in the header of pages 2 through the last page of the SDS).
- **Print Header on each page**. (This will print the Logo, SDS Title, SDS Number, Dates and Trade Name on every page of the SDS).

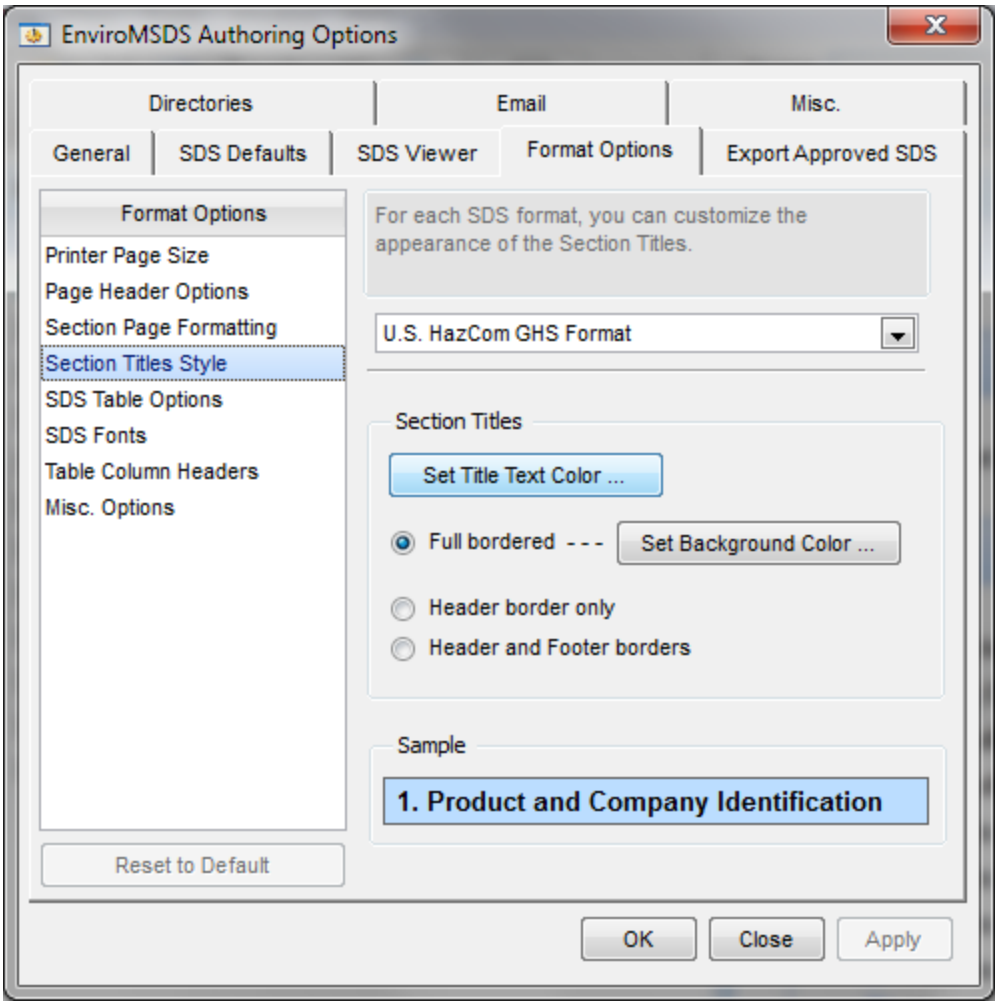
Section Page Formatting

This option allows you to control for each format, if SDS Sections will automatically break across pages (default) or if there is not enough room to fit the entire section on the remainder of a page, it will begin printing on the following page.



Section Title Style

This option allows you to define for each format, the appearance of how the Section Titles will display on the SDS.



- For each SDS Format, select the SDS Formats dropdown, select the desired Format and set the desired appearance of the Section Titles.
- Continue this step for each SDS Format.
- Click **Apply** to save your changes.
- Continue to set all of the options that you want, then, Click **OK** to return to the EnviroMSDS Main window.

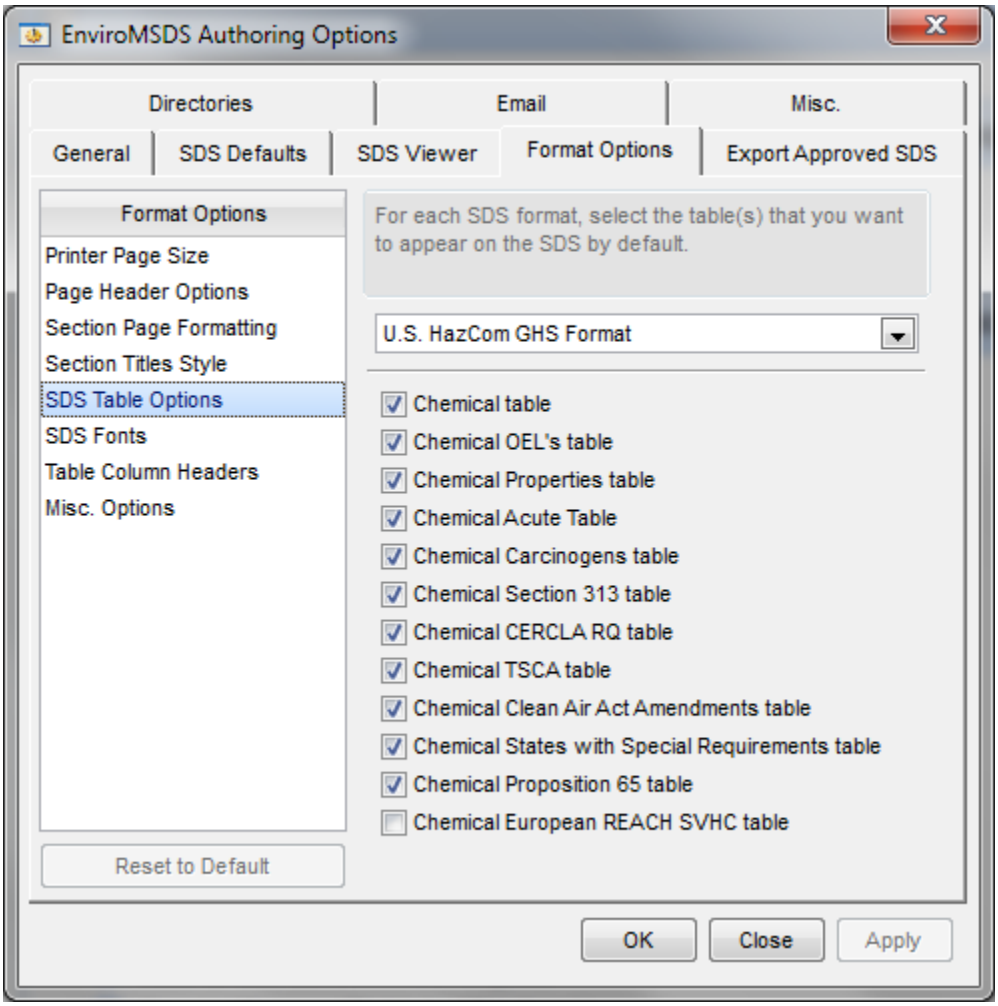
SDS Table Options

This option allows you to define for each format which ingredient driven table(s) will be generated by default.

Tip: You can further control the table output options at the individual SDS level which will allow you to override these defaults for an SDS. See How to Define SDS Preferences

Tip: To add additional control over which tables the individual ingredients may appear on the SDS, see How to Customize Table Output for each ingredient

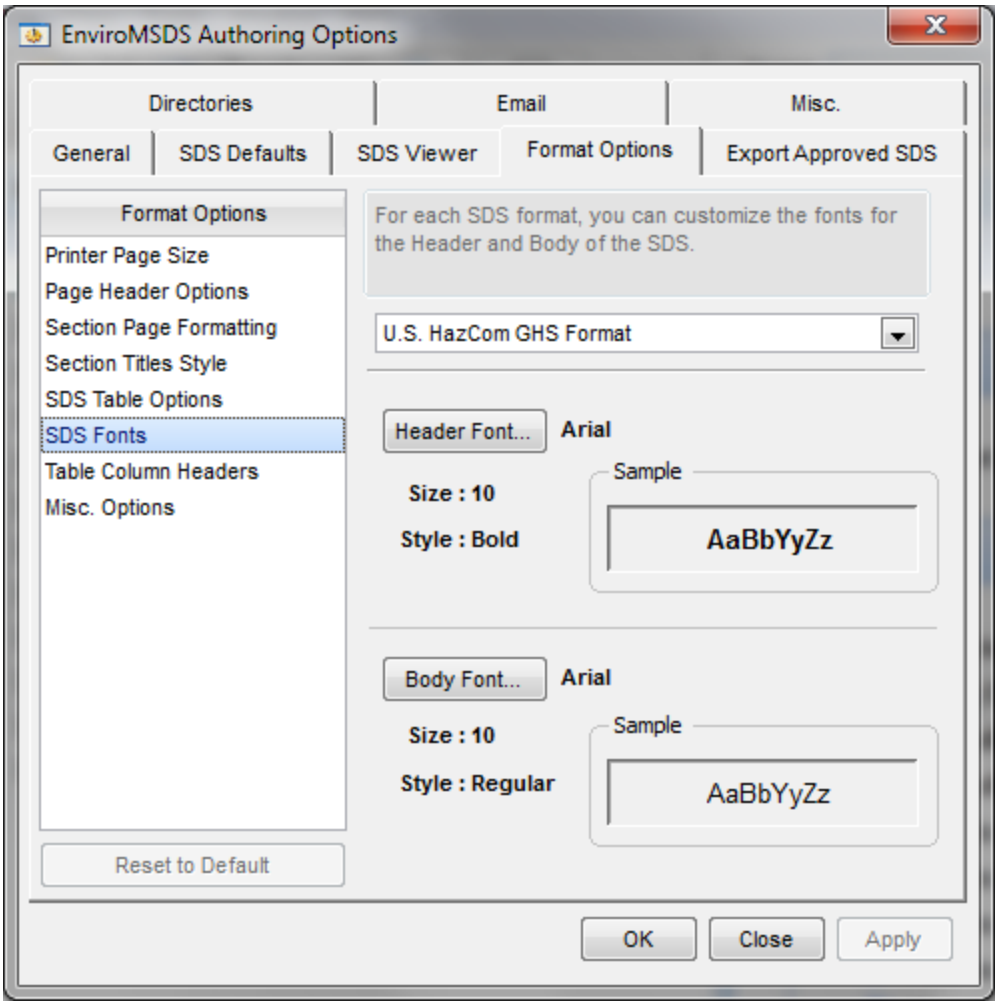
---



- For each SDS Format, select the SDS Formats dropdown, select the desired Format and select the table options you prefer as default.
- Continue this step for each SDS Format.
- Click **Apply** to save your changes.
- Continue to set all of the options that you want, then, Click **OK** to return to the EnviroMSDS Main window.

SDS Font Options

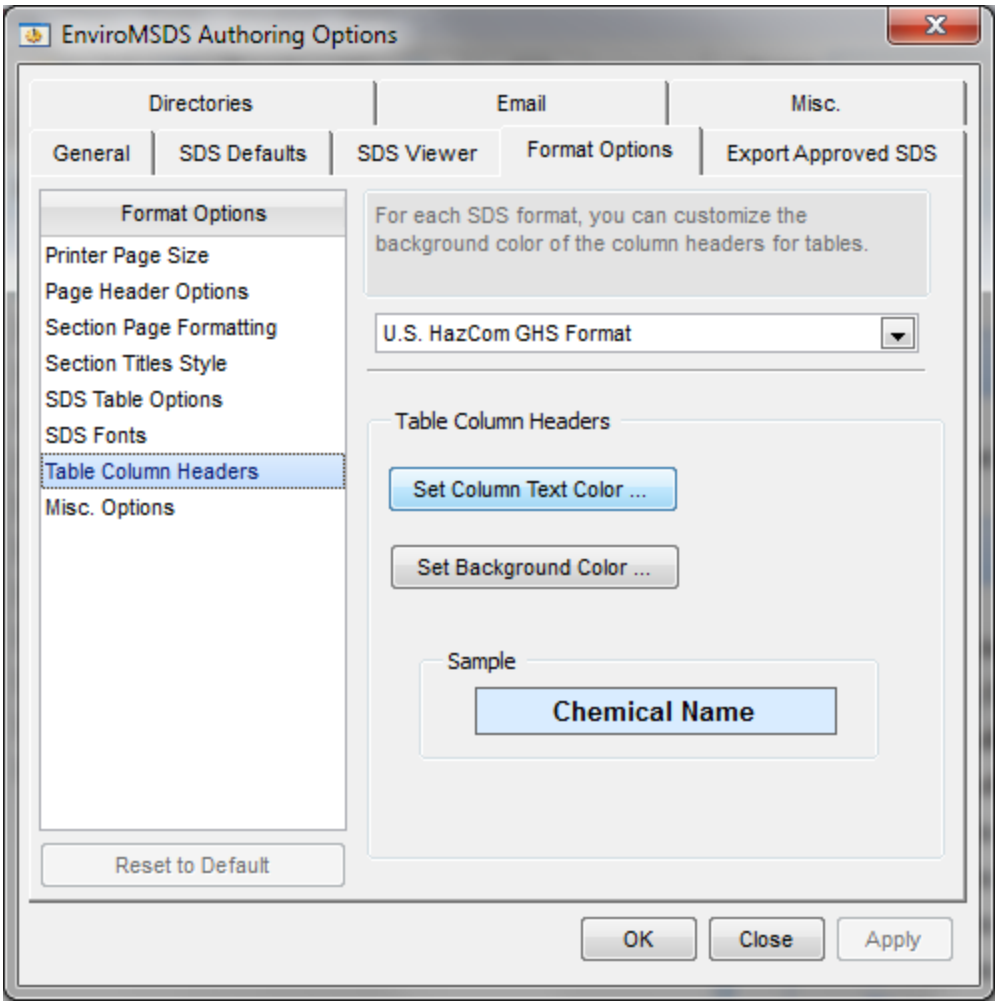
This option allows you to define for each format, the font appearance of the Header and Body of the SDS.



- For each SDS Format, select the SDS Formats dropdown, select the desired Format and set the desired appearance of the Section Titles.
- Continue this step for each SDS Format.
- Click **Apply** to save your changes.
- Continue to set all of the options that you want, then, Click **OK** to return to the EnviroMSDS Main window.

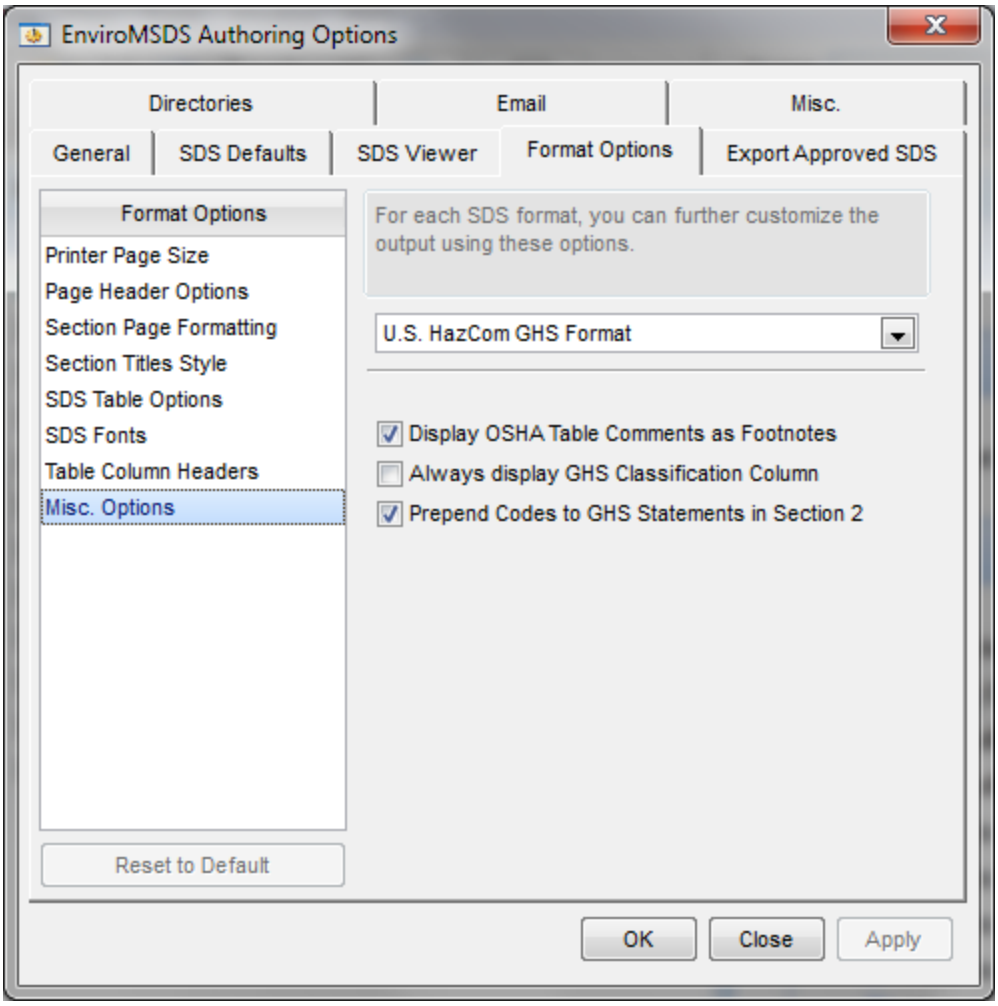
Table Column Headers

This option allows you to define for each format, the background and foreground color of the Column Headers for all of the SDS Tables.



Misc. Options

This option allows you to define for each format, the background and foreground color of the Column Headers for all of the SDS Tables.



Export Approved SDS

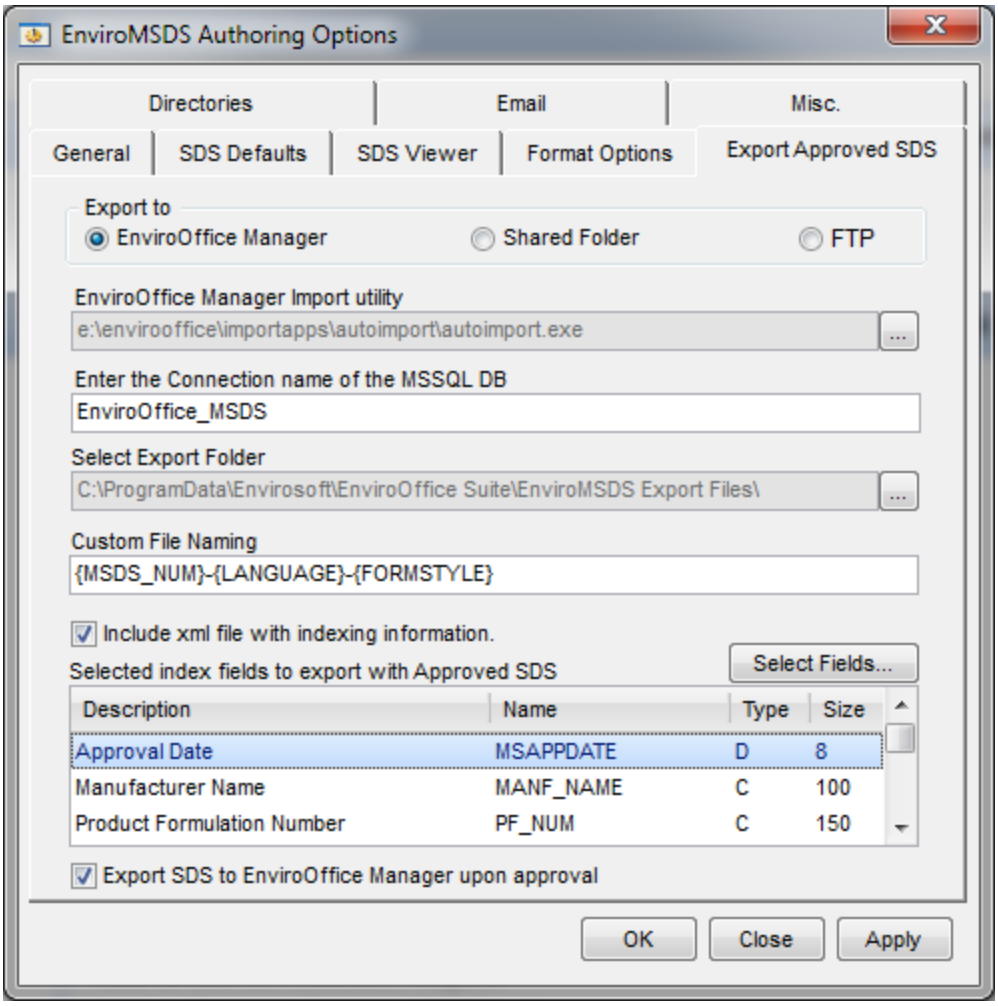
There are three option available to export your SDS documents upon Approval.

Export Approved SDS to EnviroOffice Manager

A companion product to EnviroMSDS Authoring is our EnviroOffice Manager. EnviroOffice Manager allows you to manage all your documents fast and efficiently. All your documents are available within seconds and at a much lower cost level compared to a paper-based system.

To set EnviroMSDS to automatically send Approved SDS to EnviroOffice Manager:

- From the **Export Approved SDS** tab, select the **EnviroOffice Manager** option.



- Click the ellipsis button … to the right of the **EnviroOffice Manager's Import Utility** field to set the location of EnviroOffice Manager's AutoImport.exe file. The default location is '*c:\program files\EnviroOffice Suite*'.
- Enter the Connection name of the MSSQL Database
- Click the ellipsis button … to the right of the **Select Export Folder** field to set the location where EnviroMSDS will export the Approved SDS files. This is a shared path that EnviroOffice Manager will use to Import the Approved SDS files from.
- **Custom File Naming** allows you to define a custom file nomenclature for each SDS that is exported. The internal default is {MSDS_NUM}-{LANGUAGE}-{FORMSTYLE}

Note: Only those fields that are listed in the **Selected Index fields to export…** list can be used along with the (3) internal fields:

Tip #1: The Name column provides you with the actual Database Field Name you can use.

FORMSTYLE (this field contains the Format of the SDS)
LANGUAGE (this field contains the Language of the SDS)
REVISIONNUMBER (this field contains the Revision# of the SDS)

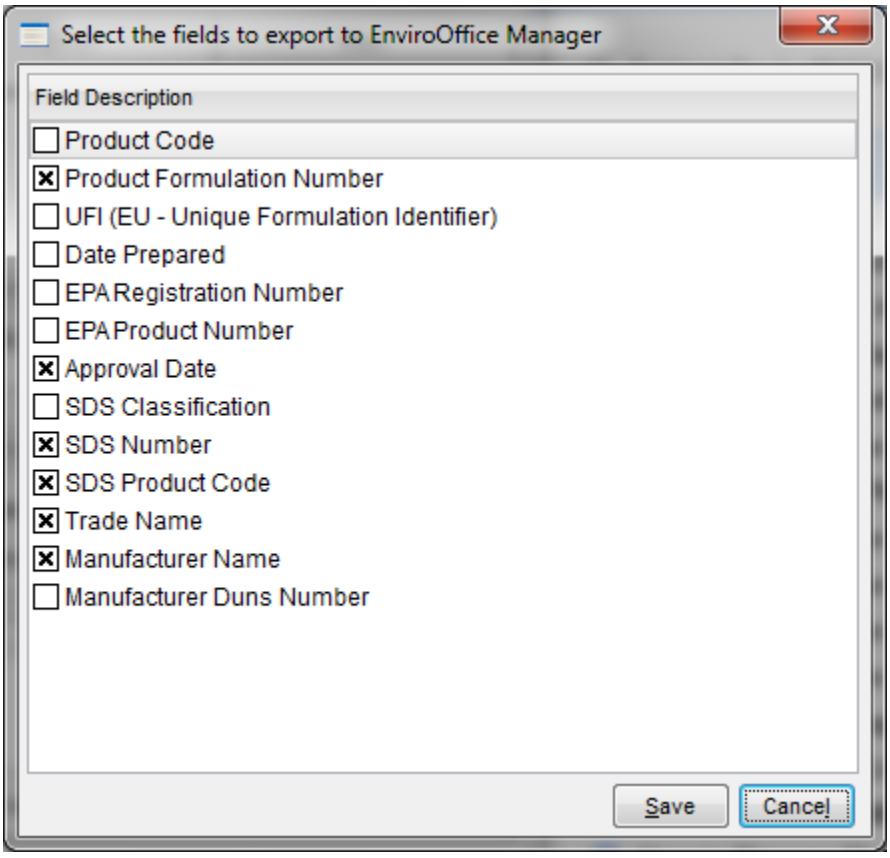
The curly braces "{ }" enclose what fields from the Database to use, anything outside the "{ }" is static literal.

A few examples:
Items in red are literal and output as is.
Items in green are database fields from the SDS.

SDS_{TRADE_NAME|MSDS_NUM}_{LANGUAGE}_{FORMSTYLE}
{MSDS_NUM}-{LANGUAGE}
{MSDS_NUM}-{LANGUAGE}-{FORMSTYLE}-Rev({REVISIONNUMBER})

Tip #2: In the first example there are two fields separated by a Pipe "|" symbol in the same set of curly braces. This allows you to specify a preferred field with an alternate field if the first one does not contain any data.

- (Not Optional) The **Include Xml file with indexing information** option is checked and disabled.
- Click **Select Fields…** The **Check the fields to export to EnviroOffice Manager** window is displayed.



- Place a checkmark to the left of each field that you want to export along with each Approved SDS file. The field's data will automatically be imported by EnviroOffice

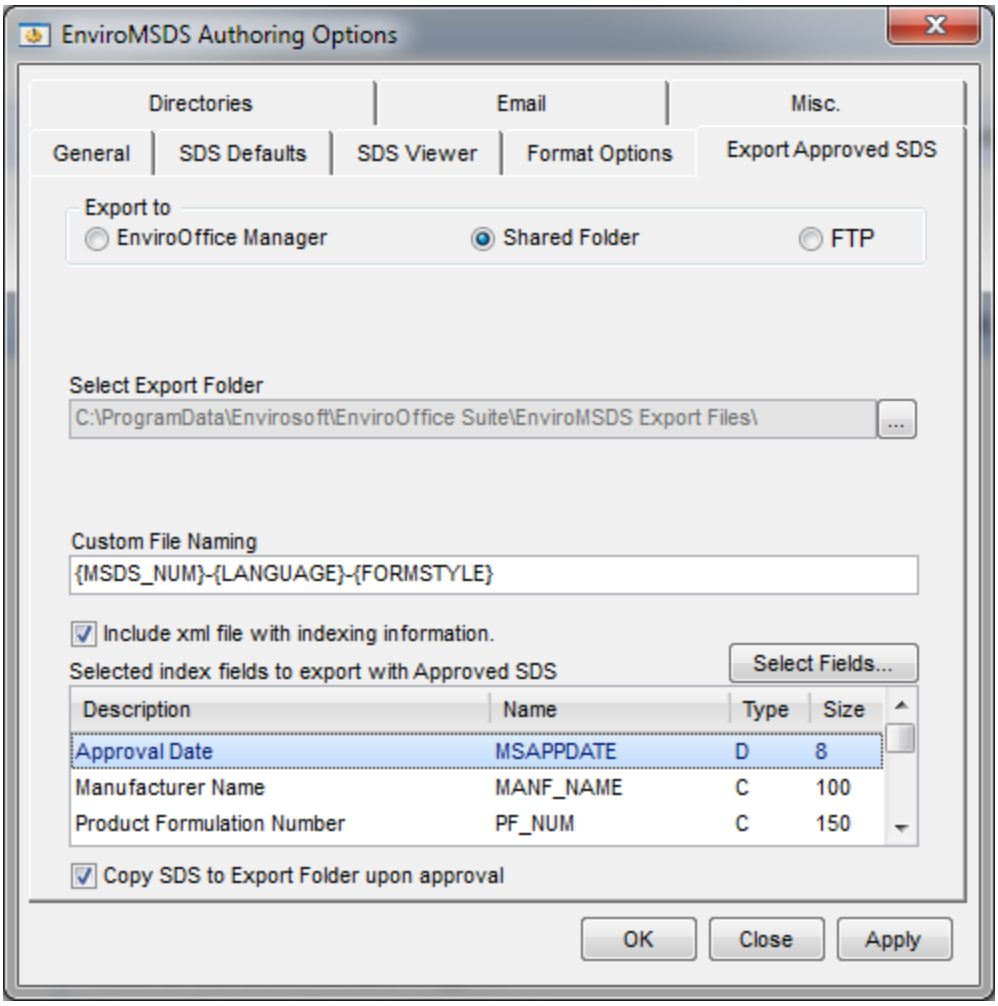
Manager and become sortable and searchable index fields allowing you to quickly locate any SDS document with EnviroOffice Manager.

- Once you have selected all of the necessary fields, click **Save**.
- Notice that the selected fields are displayed in the list **Selected Fields to Export with Approved SDS** along with their respective internal Table-Name, Type and Size for each field. . **Note:** (The same fields [names, type and size] must also be setup in EnviroOffice Manager for the field data to be imported).
- Place a checkmark to the left of **Export SDS to EnviroOffice Manager upon Approval** if you want EnviroMSDS to automatically send the SDS file, along with the selected field data, to EnviroOffice Manager for Import.
- Click **Apply** to save your changes.
- Continue to set all of the options that you want, then, Click **OK** to return to the EnviroMSDS Main window.

Exporting Approved SDS to a Shared Network Folder

To Export Approved SDS to a shared folder :

- From the **Export Approved SDS** tab, select the **Shared Folder** option.

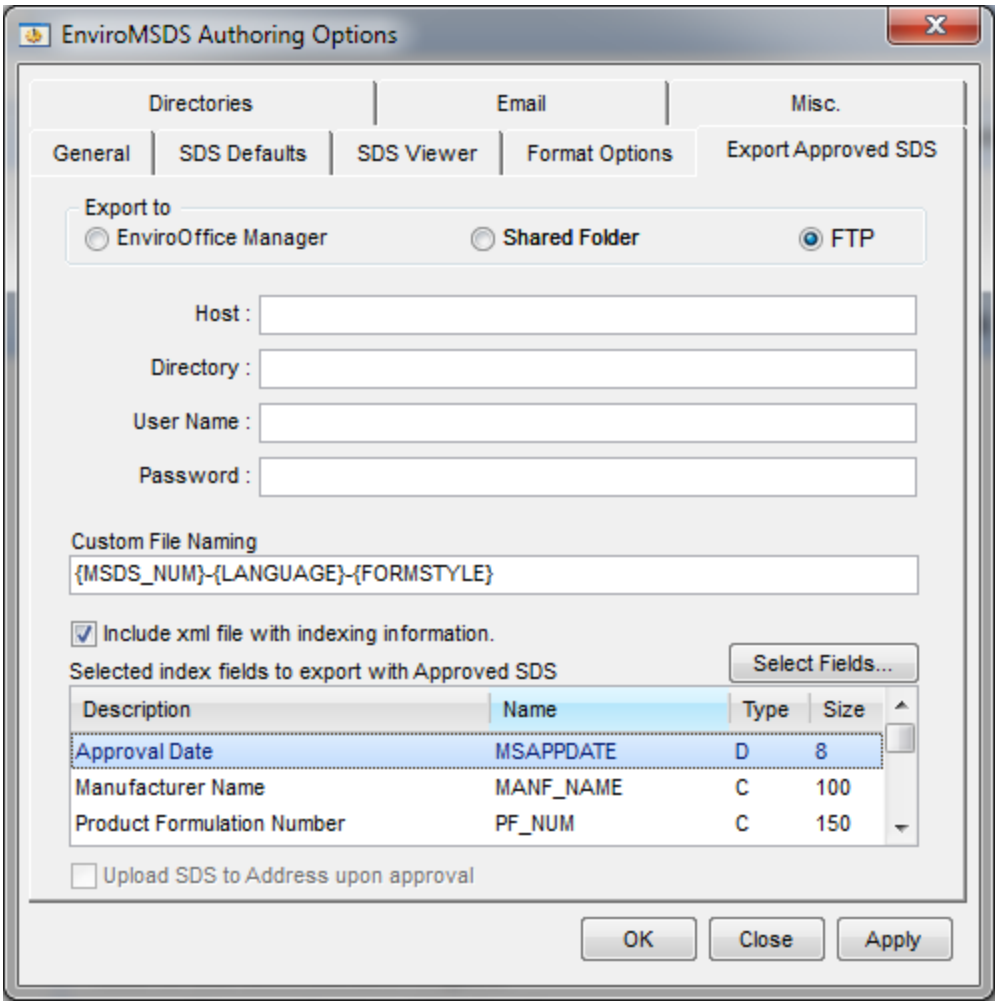


- Click the ellipsis button ... to the right of the **Select Export Folder** field to set the location where EnviroMSDS will export the SDS files upon Approval.
- See Custom File Naming
- (Optional) The **Include Xml file with indexing information** option allows you to have additional referencing information included with the SDS files.
- Check the **Copy SDS to Export Folder upon approval**.
- Click **OK** to save you changes and exit.

Uploading Approved SDS to your FTP site

To Upload Approved SDS to your FTP site :

- From the **Export Approved SDS** tab, select the **FTP** option.



- Fill out the required FTP information to upload the SDS.
- See Custom File Naming
- (Optional) The **Include Xml file with indexing information** option allows you to have additional referencing information included with the SDS files.
- Check the **Upload SDS to Address upon approval**.
- Click **OK** to save you changes and exit.

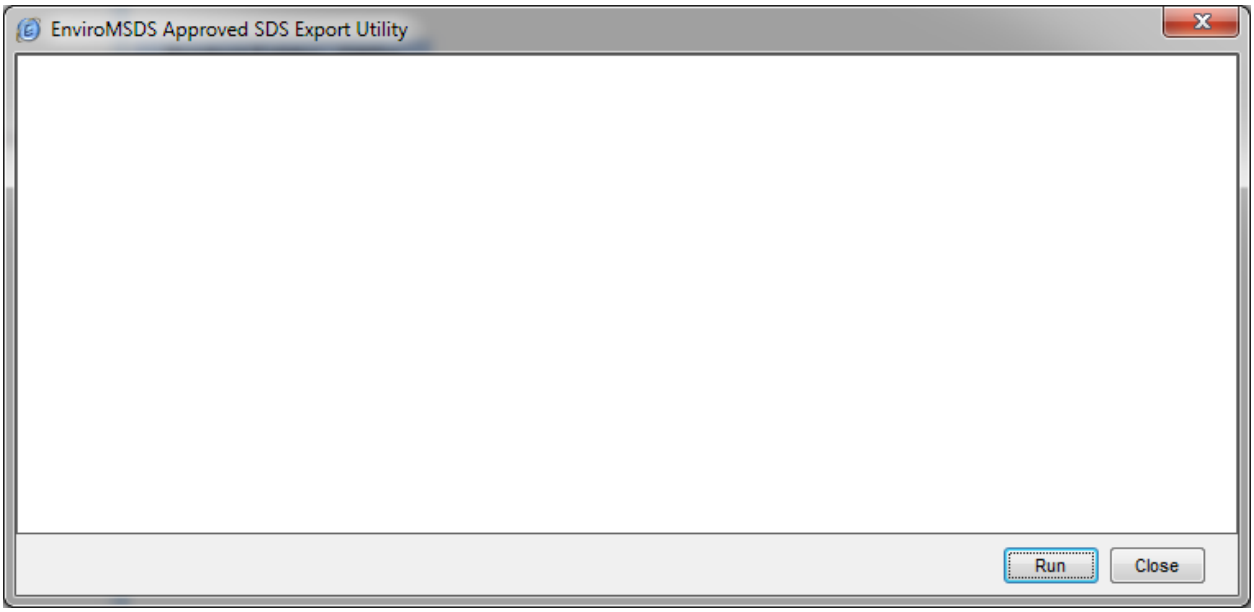
How to Manually Export a Products Approved SDS

Note: This feature requires that one of the **Export Approved SDS** methods has been configured.

Tip #1: If the SDS is not yet composed, this feature will automatically compose the SDS in the defined Formats and Language pairs as defined in the preferences for each SDS.

Tip #2: If you have additional Product folders that reside within the selected folder, this feature will traverse the Product folder tree and process each Product folder until there are no other Approved SDS left to process.

From the Products View, right click the Product folder icon that contains the Approved SDS's that you wish to export and select **Export SDS to Manager…** the **EnviroMSDS Approved SDS Export Utility** will be displayed.



- Click **Run** to continue.

Tip: To Export all currently Approved SDS's to the configured export method: Close EnviroMSDS and launch the EmExportMSDS.exe located in the applications folder.

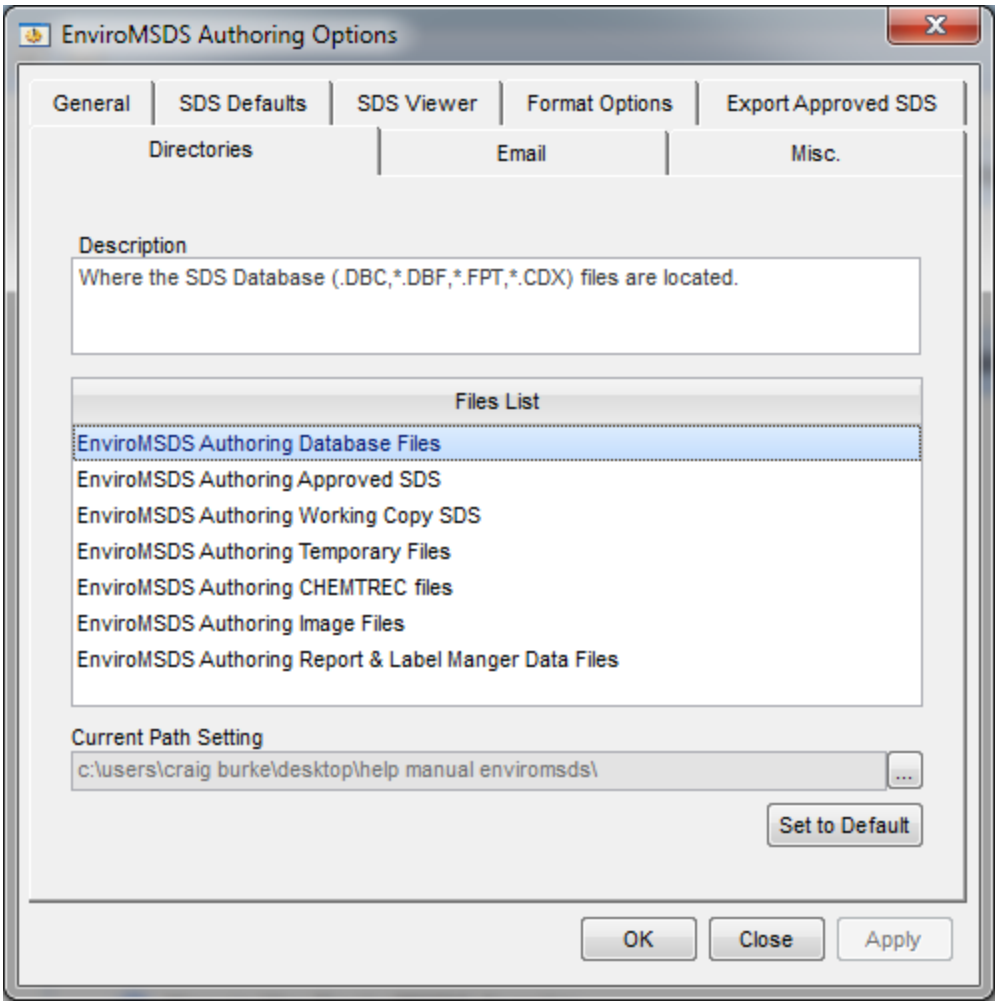
Note: *this feature will only process the Approved SDS that have already been composed and are residing in the SDS folder.*

Setting the Application Directories

To set directory paths for the EnviroMSDS files:

For additional information, see Default File Locations

- Click on the **Directories** tab



To change a path setting for a file type:

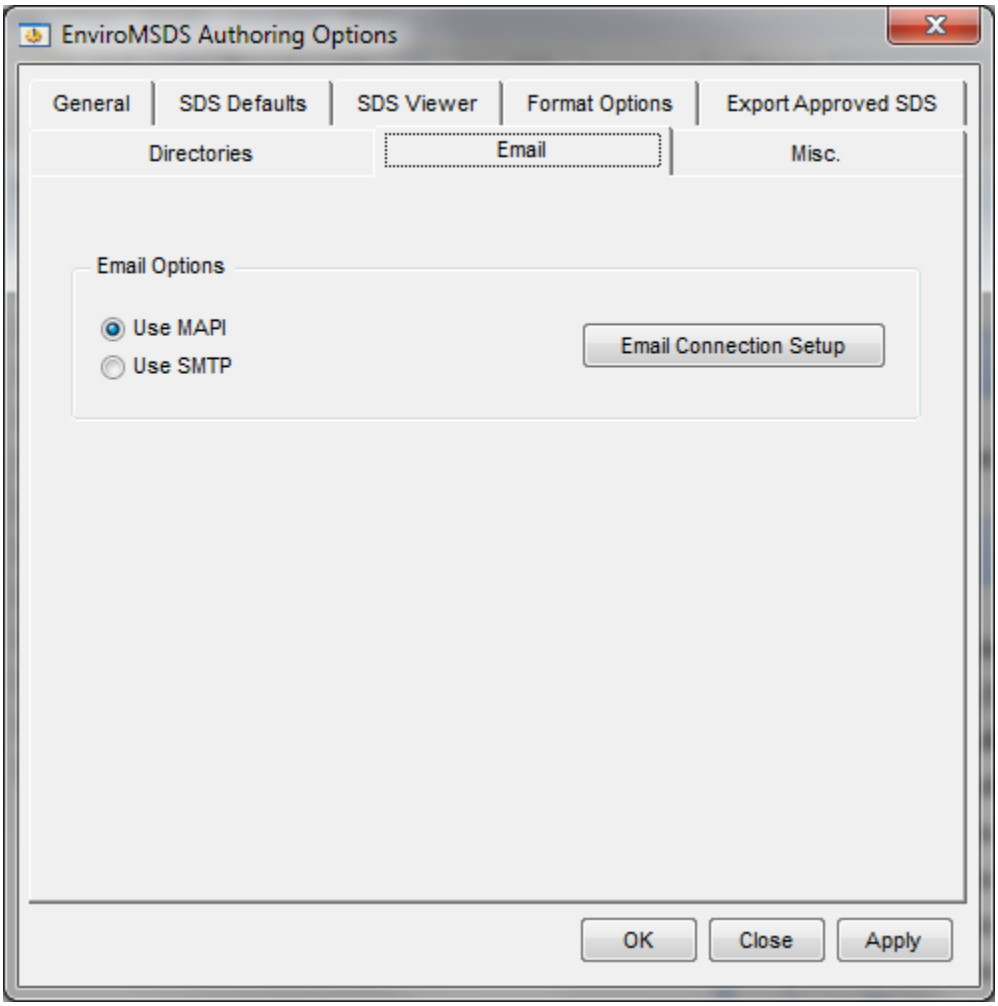
- From the Files List, highlight the file type you want to set.
- Click on the ellipsis button ... to the right of the **Directory Path Setting** field to change the default path for the selected file type.
- Some file types allow you to define the 3 character extension for that file type. If this feature is available, you may modify the extension when displayed.

Note: Click Set to Default to set the selected file type back to its internal default settings.

Setting Email Options

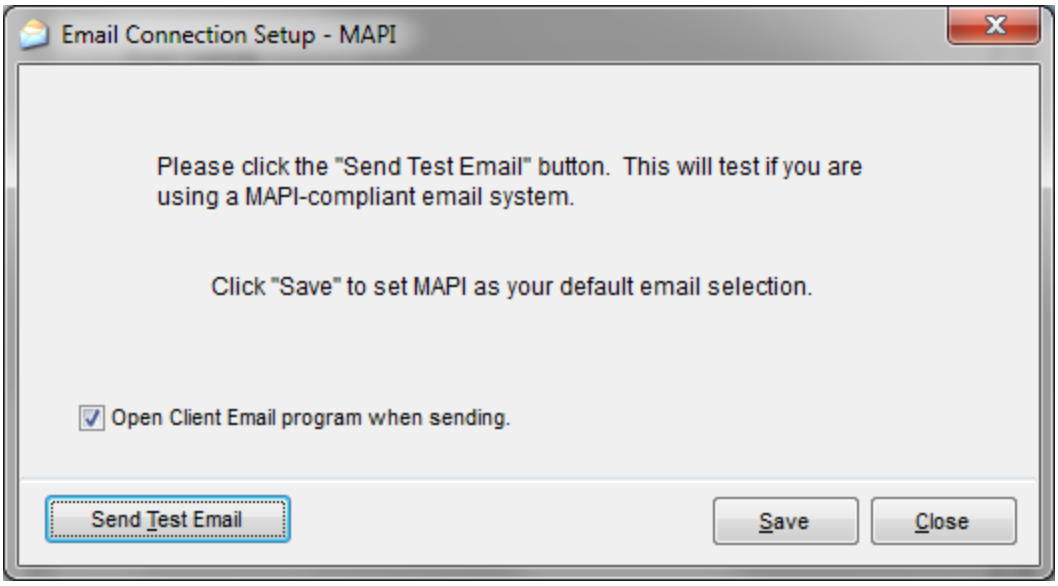
To set the Email Options:

- Click on the **Email** tab

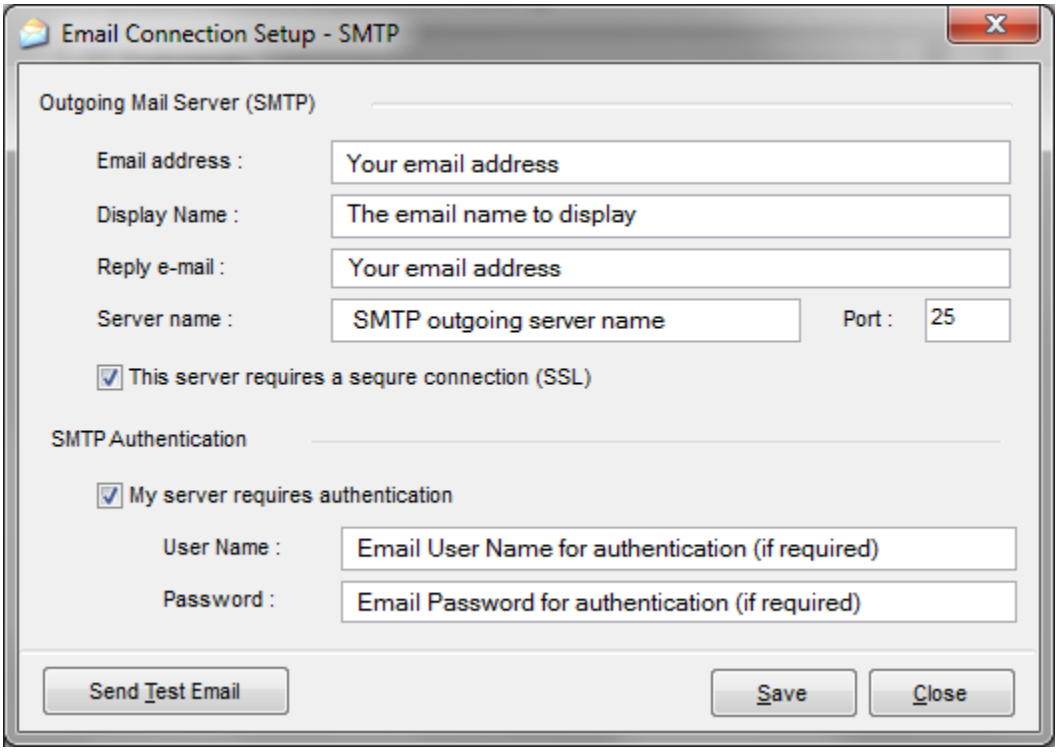


To configure and set Email Options:

- For MAPI mail, select Use MAPI and click the **Email Connection Setup** button. The Email Connection Setup for MAPI window is displayed.



- For SMTP mail, select Use SMTP and click the **Email Connection Setup** button. The Email Connection Setup for SMTP window is displayed.



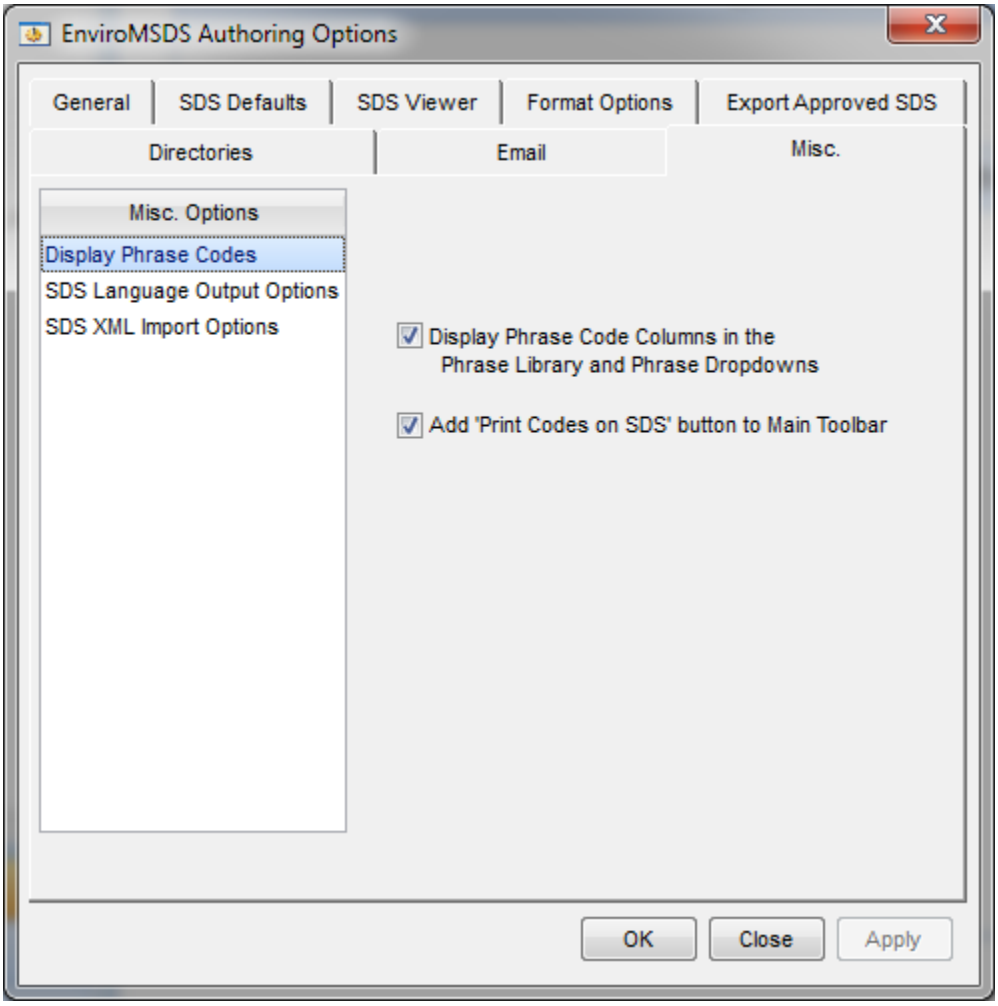
Once you have entered all of the correct information you can click **Send Test Email** to verify success or if there are any errors. Once successful you can click **Save**

Setting Miscellaneous Options

To define the Miscellaneous Defaults:

- Click on the **Misc**. tab

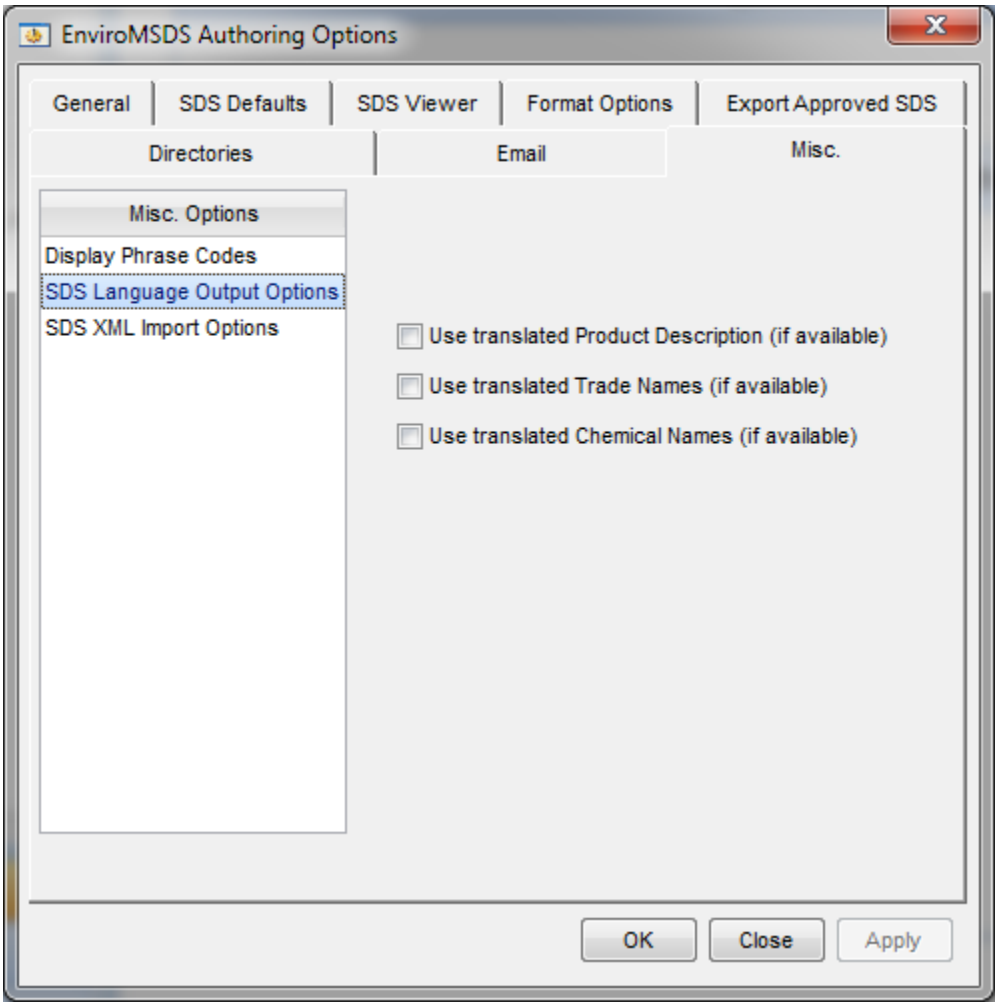
Display Phrase Codes:



- Check the **Display Phrase Code Columns in the Phrase Library and Phrase Dropdowns** if you want EnviroMSDS to Display the Code(s) and Phrase(s) with sorting capability, in phrase dropdown lists and add the Code Column to the Phrase Library view.

- Check the **Add 'Print Codes on SDS' button to Main Toolbar.** This feature adds a new button **Codes** to the Main Toolbar, when clicked, EnviroMSDS will generate the phrase codes along with the phrases on a temporary SDS.

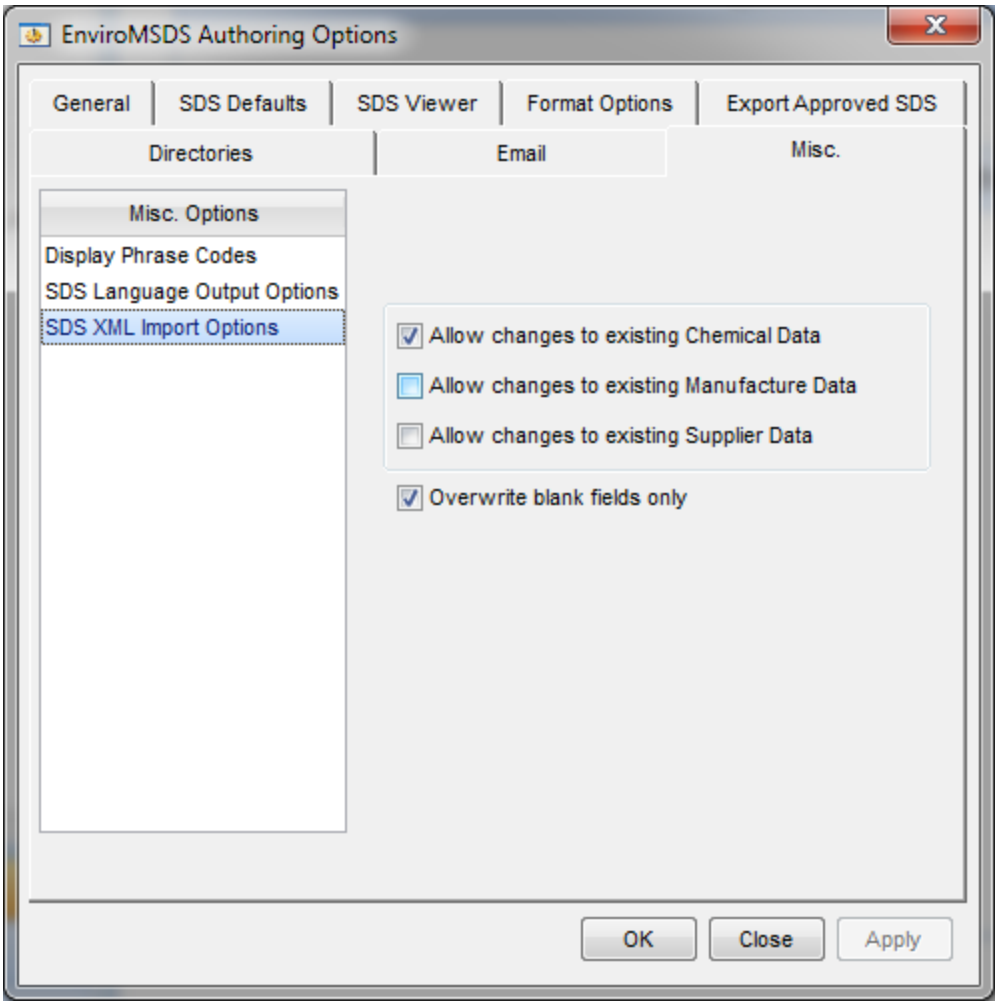
SDS Language Output Options:



- Select the options your require for non-English output of SDS.

Note: If an option is checked and the output is any language other than English then the options text must be translated or a generation error will occur. For Approved SDS this would stop the output of the SDS from occurring.

SDS XML Import Options:



For information on XML Exporting/Importing SDS documents, see How to Export an SDS to XML and How to Import an EnviroMSDS XML SDS respectively.

By default any Chemical, Manufacturer or Supplier that does not already exist in your database will be imported into your database.

By checking the options you are telling the XML engine that it is ok to overwrite an existing record in your database if a match is located. You can tell the XML engine to only overwrite fields in the matching record if they are currently blank by using the **Overwrite blank fields only** option. Otherwise if the SDS you are importing does contain data in a field it will overwrite the data that you already have currently.

- Check the **Allow changes to existing Chemical Data** if you want to import chemical information from the XML SDS.
- Check the **Allow changes to existing Manufacturer Data** if you want to import Manufacturer information from the XML SDS.
- Check the **Allow changes to existing Supplier Data** if you want to import Supplier information from the XML SDS.

- Check the **Overwrite blank fields only** option if you do not want the XML engine to overwrite fields that already contain data.

How to Filter the Products Pane View

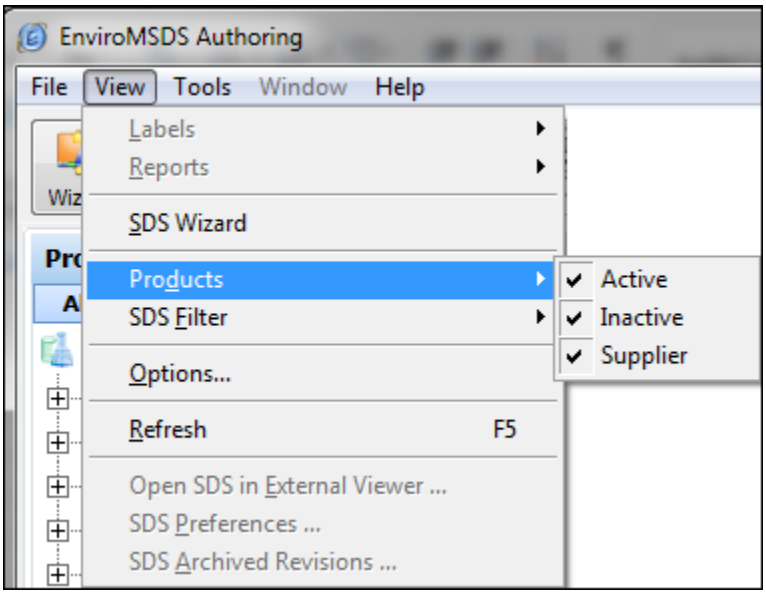
How to change the default Products View

There are three Product View options available. You can filter by any combination you prefer.

Option	Description
Active	This option will load all Active products available.
Inactive	This option will load all Inactive products available.
Supplier	This option will load all Supplier Product SDS's.

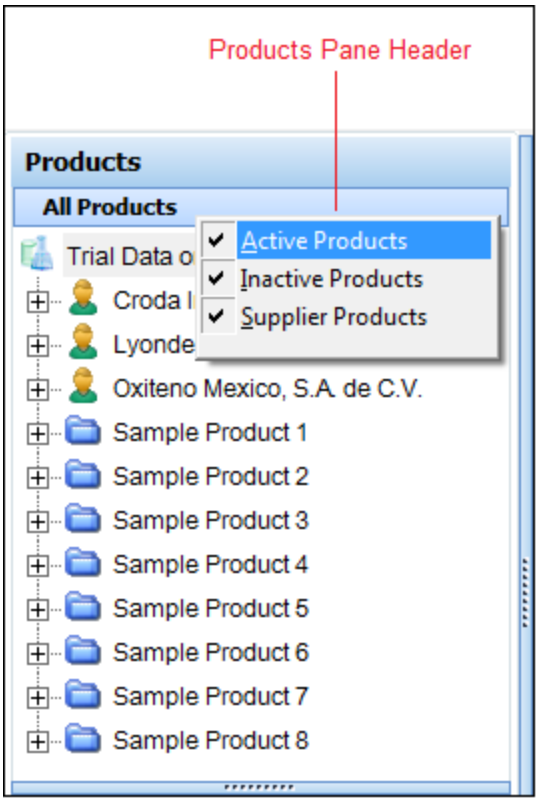
There are two ways to change the default Products view:

- From the **Main Menu**, select **View – Products** and select the options you want. This will become your default Products view.



or

- Right mouse click on the **Products Pane Header** and select the options you want from the popup menu.



Tip: The **Products Pane Header** will indicate the default Products view

If all three are checked the **Products Pane Header** will display **All Products**

How to Change the Default SDS Filter View

The SDS Filter option does not affect the Supplier Product SDS(s).

There are three SDS Filter view options available:

Option	Description
All SDS	This option will load all SDS's available in a Product Folder.
Active SDS Only	This option will load only the Active SDS's available in a Product Folder.
Inactive SDS Only	This option will load only the Inactive SDS's available in a Product Folder.

To change the default SDS Filter view:

- From the **Main Menu**, select **View – SDS Filter** and select the option you want. This will become your default SDS Filter view.

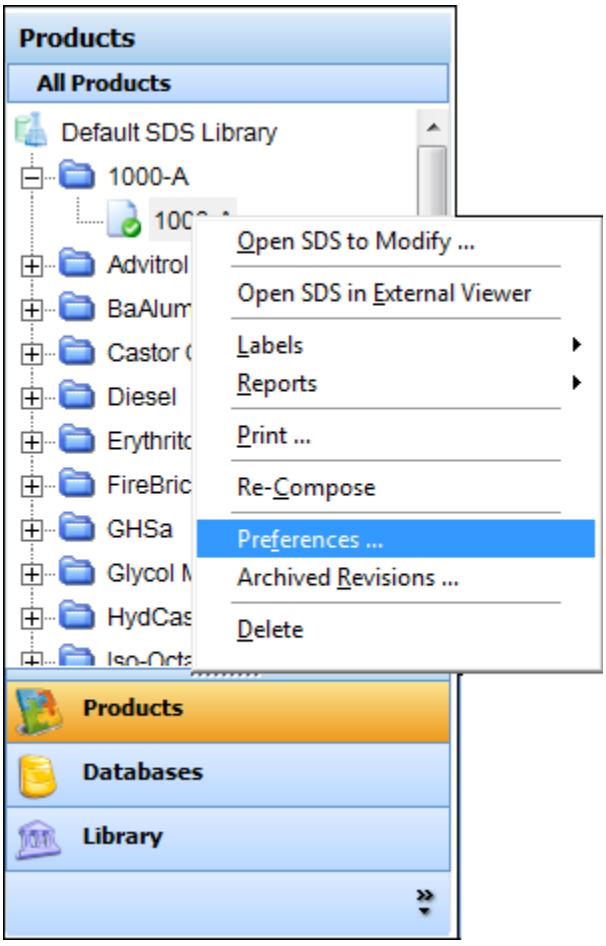
How to Define SDS Preferences

EnviroMSDS allows you to define individual preferences to each SDS. You are able to assign Languages to Format pairs so that upon Approval of the SDS, only those Formats and the Languages that you have assigned to each Format will automatically be generated. You can also customize the Formats appearance and table logic for each SDS if required.

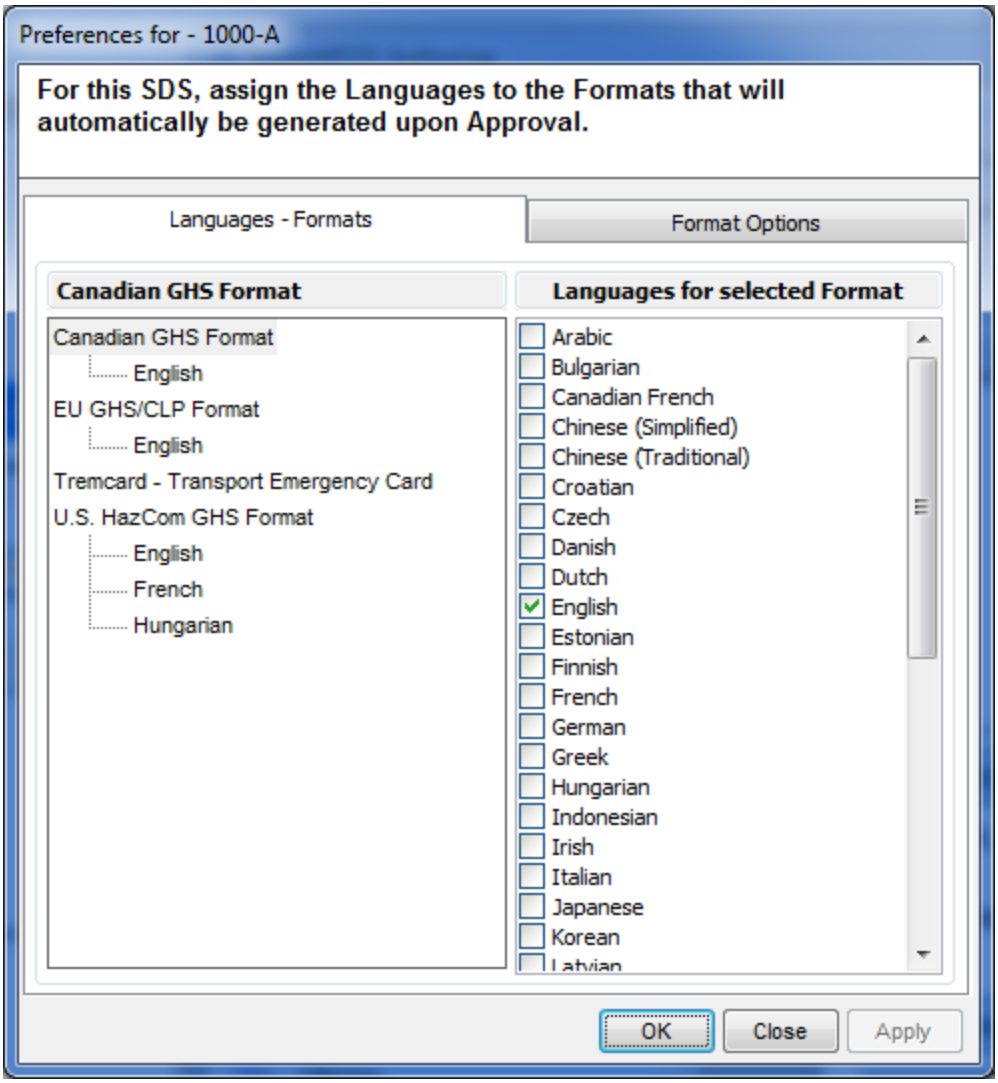
Accessing SDS Preferences from the Products panel

To access the SDS Preferences window from the Products Panel:

- From the Products Panel highlight an SDS by clicking on the document Icon.
- Right click on the SDS document Icon and from the menu select **Preferences ...** The Preferences window is displayed.



Products Panel

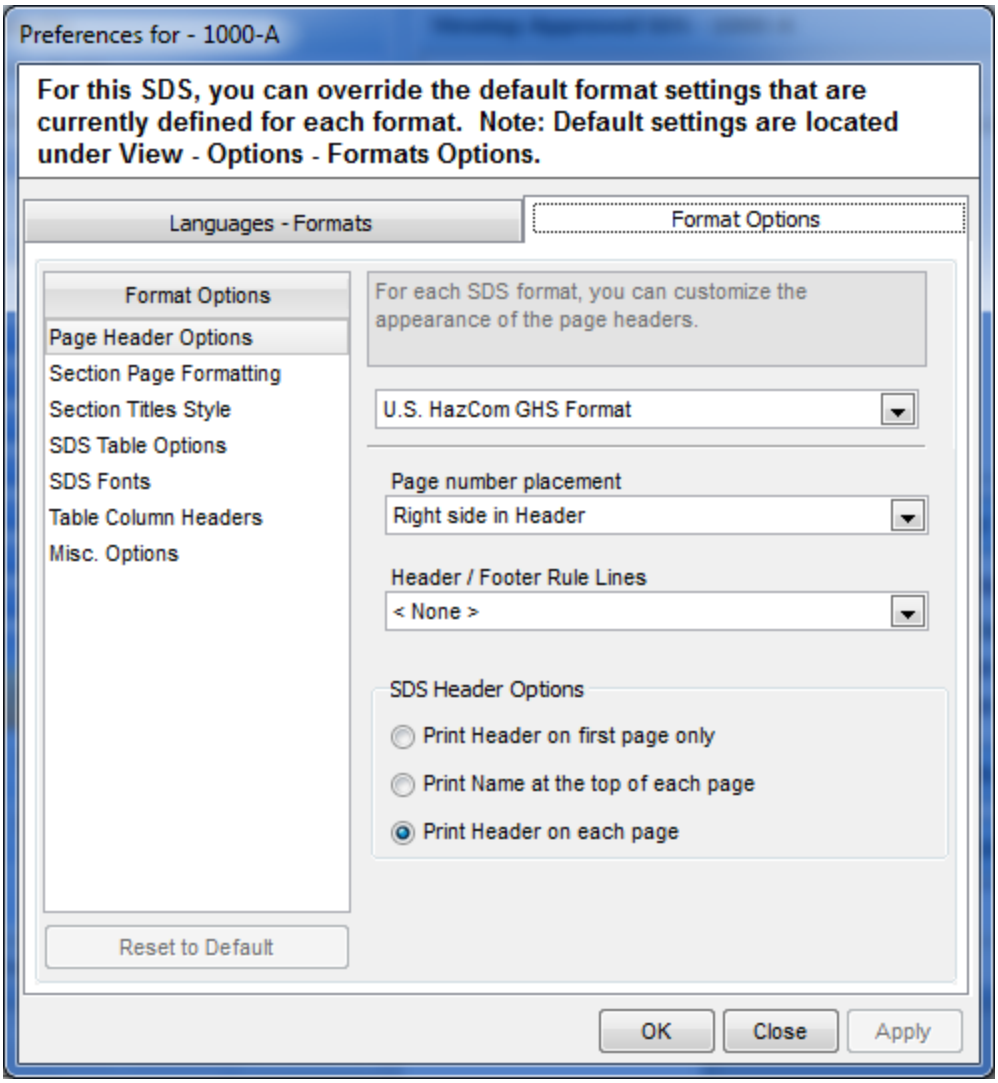


SDS Preferences Window – Languages – Formats Tab

To assign languages to the formats that you want automatically composed upon approval:

Note : The list on the left contains all of the available formats. The list on the right contains all of the available languages that you are licensed for.

- Select the **Format** that you want to assign the languages to and then click the languages to assign to the selected format.
- Continue to assign Formats and Language pairs that are required for the current SDS.
- Click **Apply** to save your changes.
  or
- Click **OK** to save your changes and close the window.

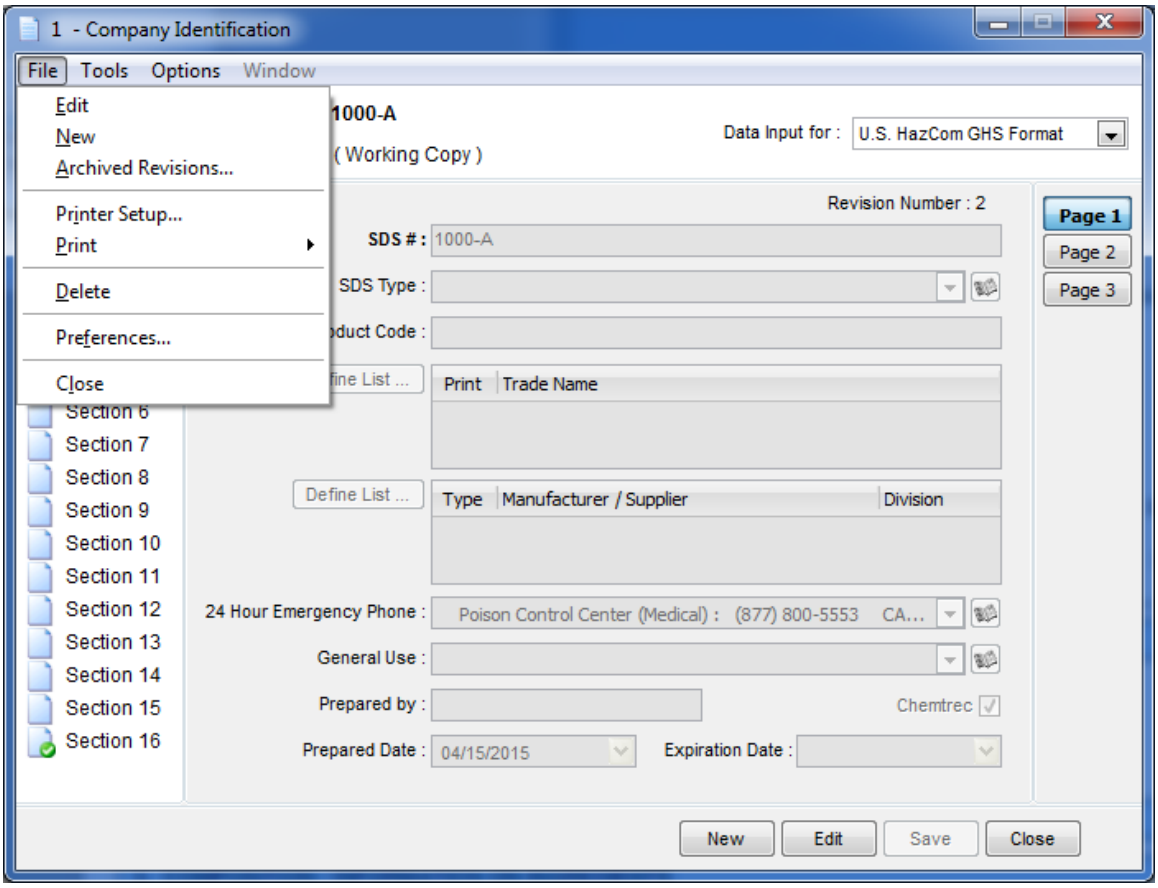


SDS Preferences Window – Format Options Tab

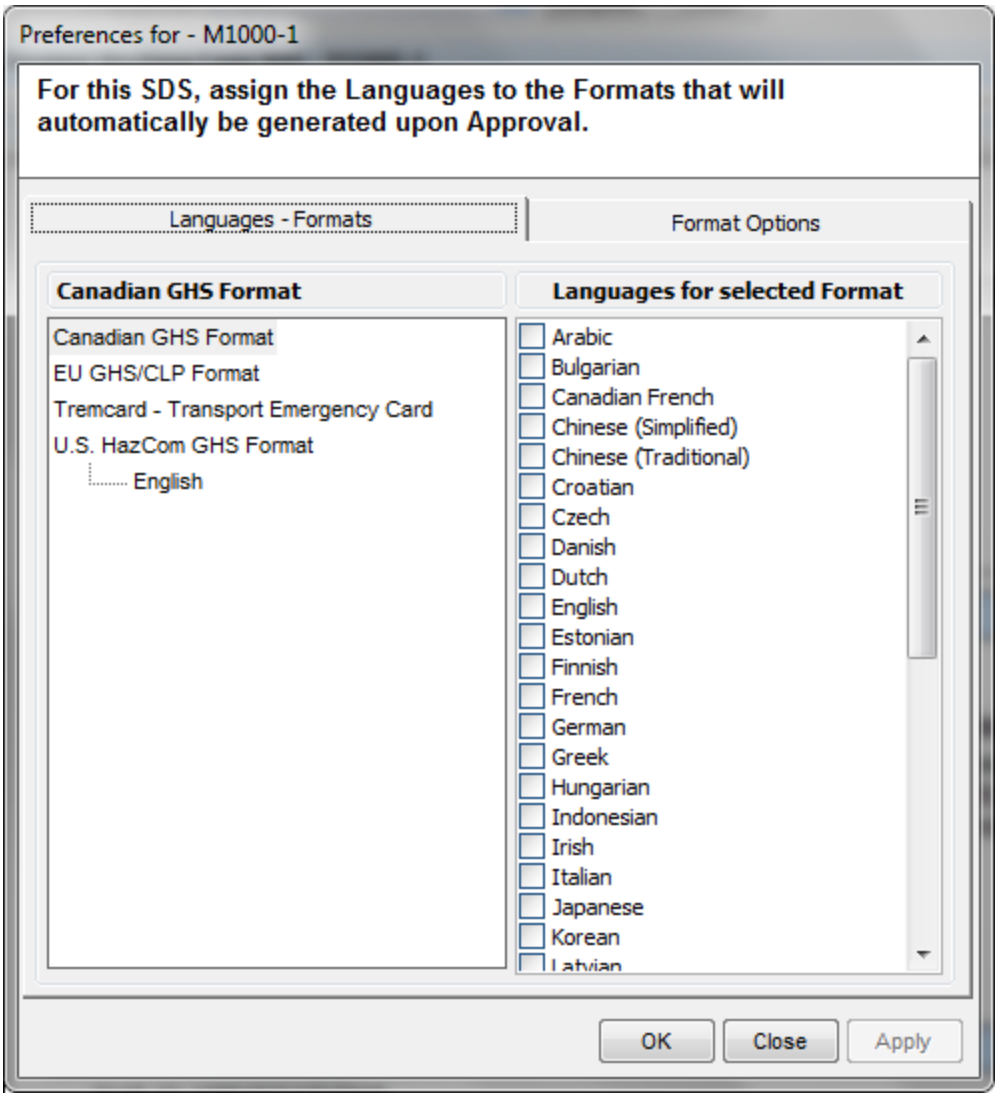
For additional information on setting Format options, see Setting SDS Format Options

Accessing SDS Preferences from Section 1

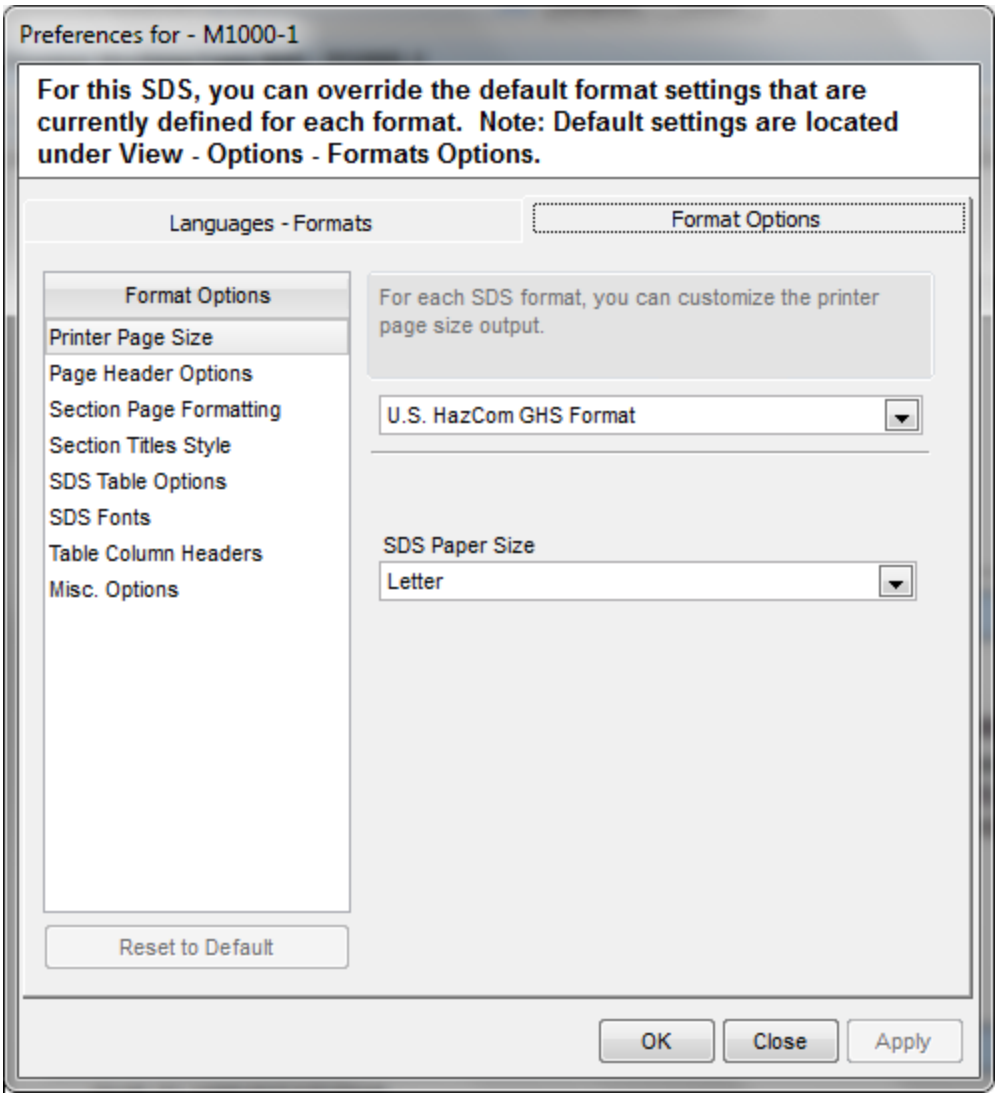
To access the SDS Preferences window from Section 1:



- From the SDS menu, click **File** and select **Preferences ...** The Preferences window is displayed.



SDS Preferences Window – Languages – Formats Tab



SDS Preferences Window – Format Options Tab

Tip: For additional information on setting Format options, see Setting SDS Format Options.

Tip: To add additional control over which tables the individual ingredients may appear on the SDS, see How to Customize Table Output for each ingredient

Accessing SDS Preferences from the Approve Product window

To set the SDS Preferences when Approving the Product, see: Setting SDS Preferences from Approval window

How to Manage User Security

EnviroMSDS has the ability to assign usernames and encrypted passwords to control security. You may want to give some users the ability to only view and print files. Likewise, as the system administrator needs to be able to delete records, set up security, and define users. EnviroMSDS supports four different levels for various user's needs.

User Security Levels

The following table lists the available Security Levels and the description of their access rights:

Security Level	Description
 **Administrator**	Administrators have access to all EnviroMSDS functions.
 **Manager**	Managers have access to all EnviroMSDS functions except : Security – cannot add, delete, or modify other users.
 **Clerk**	A Clerk has access to all EnviroMSDS functions except : Security Management - cannot add, delete, or modify other users. Safety Data Sheet approval. Clerks cannot delete Products, Safety Data Sheets, Chemicals, Manufacturers or Customers.
 **Read-Only**	A Read Only User has view-only permissions. The user can view products and Safety Data Sheets. The user cannot update any information in EnviroMSDS. The, the user can compose an existing SDS in necessary.

Notes: You must be logged on to EnviroMSDS as the System Administrator (Administrator Level authority) to add new users or modify an existing user.

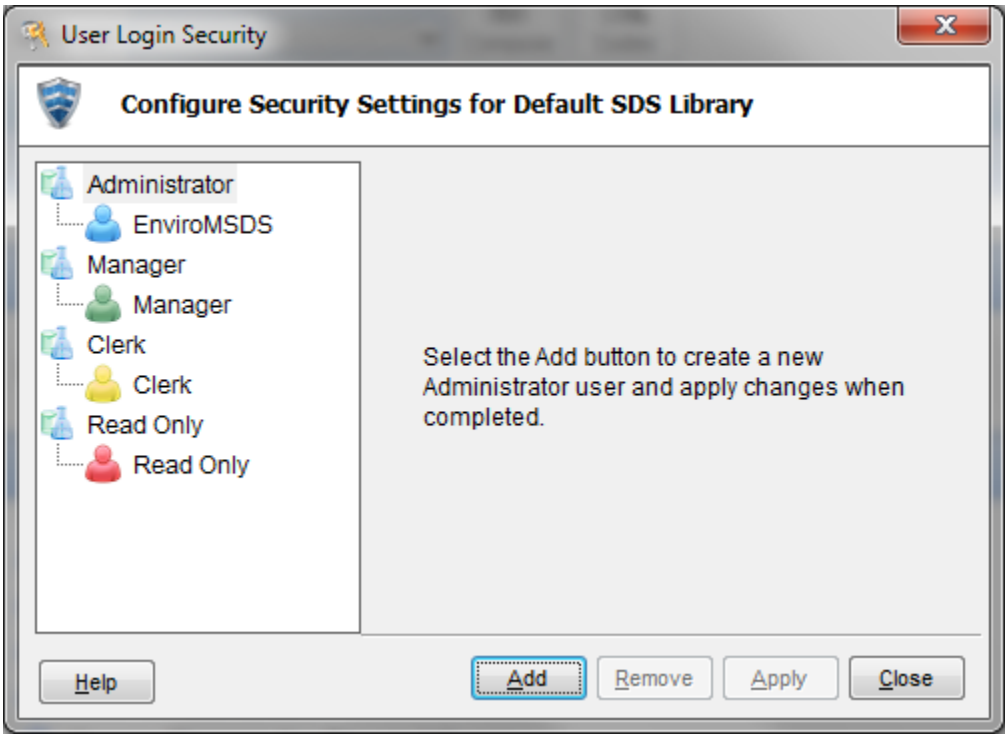
The number of users you can add for EnviroMSDS is unlimited. However, the number of concurrent users is based on the licensing agreement you purchased.

How to Add a New Administrator

To add a new user:

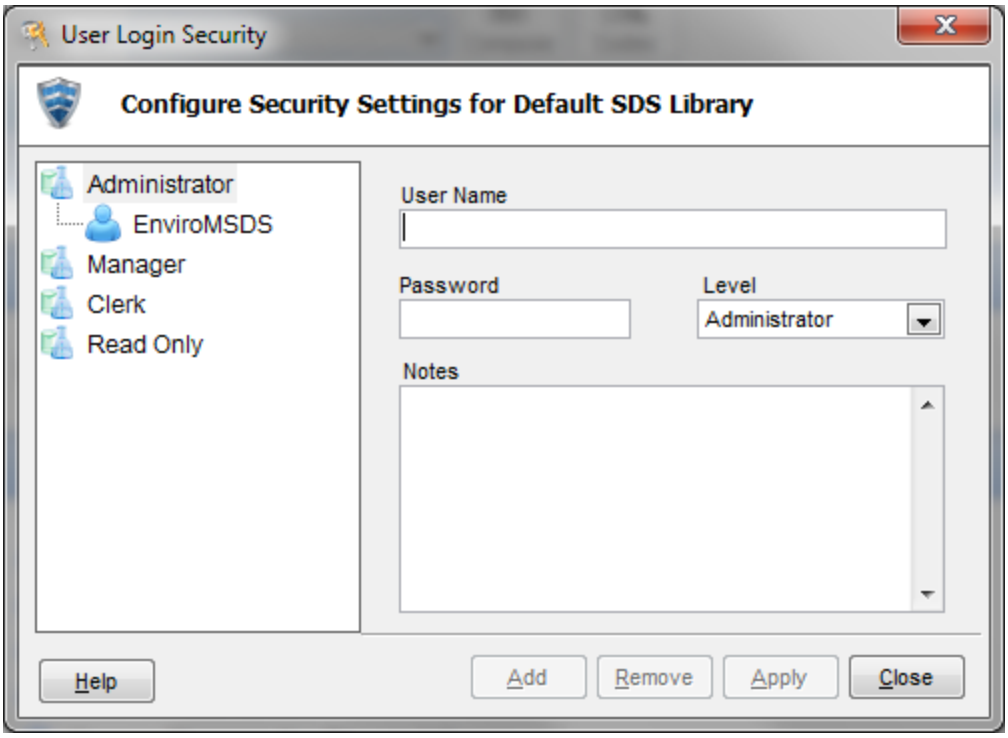
- From the EnviroMSDS Main Menu Bar, select **Tools** –**Security Management...**.

- The User Login Security window will be displayed. This window contains a list of all the users currently defined to login to EnviroMSDS. You can **Add** users, edit information for existing users (such as name, password, security level), or **Remove** users.



User Login Security window

- From the **User Login Security** window, select the **Administrator** icon and then select **Add** to add a new Administrator. The user security fields are displayed.

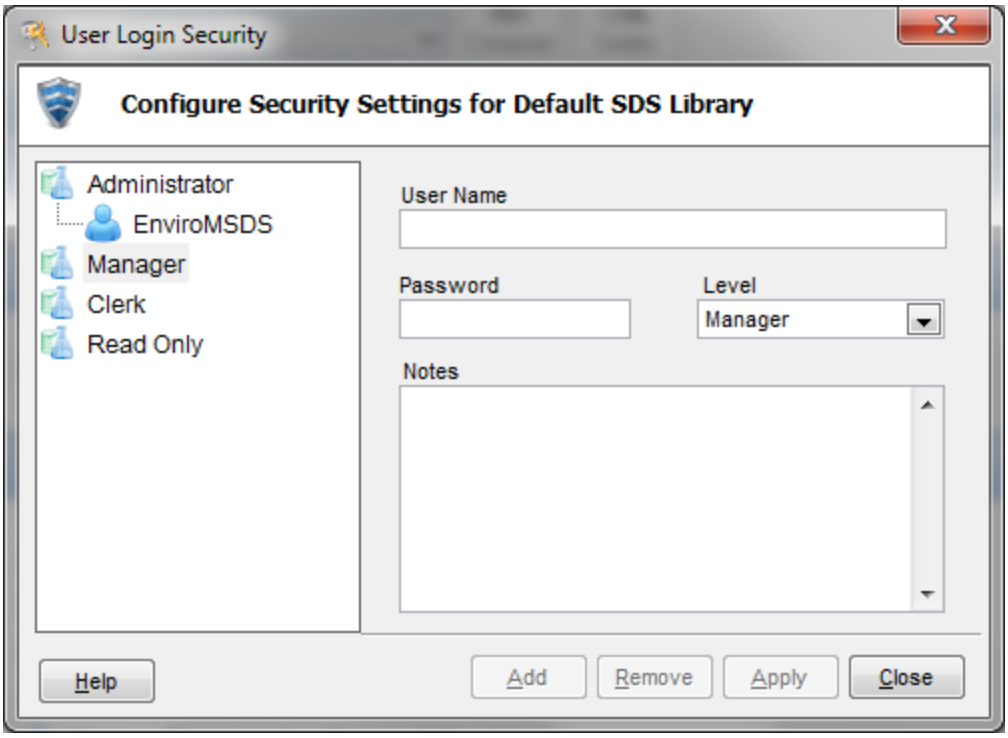


To fill in the required information for the user:

- Enter the **User Name**.
- Enter the **Password**. EnviroMSDS uses the password to determine which user is logging on to the system. Therefore, the password must be unique for each user. If the password is unique, you will be asked to reenter the password again to confirm.
- Select the security **Level** for the new user. Default is set to Administrator. See User Security Levels for more information about the different levels.
- [Optional] Select the **Notes** to enter any specific information that you want to associate with the new user. This information is not used for any other purposes than to be displayed here.
- Select **Apply** to add the new user. Notice that a new Icon and the name of the new user now appears under the Administrator Icon. You can select **Add** to add other users or select **Close** to exit.

How to Add a New Manager

- From the **User Login Security** window, select the **Manager** icon and then select **Add** to add a new Administrator. The user security fields are displayed.

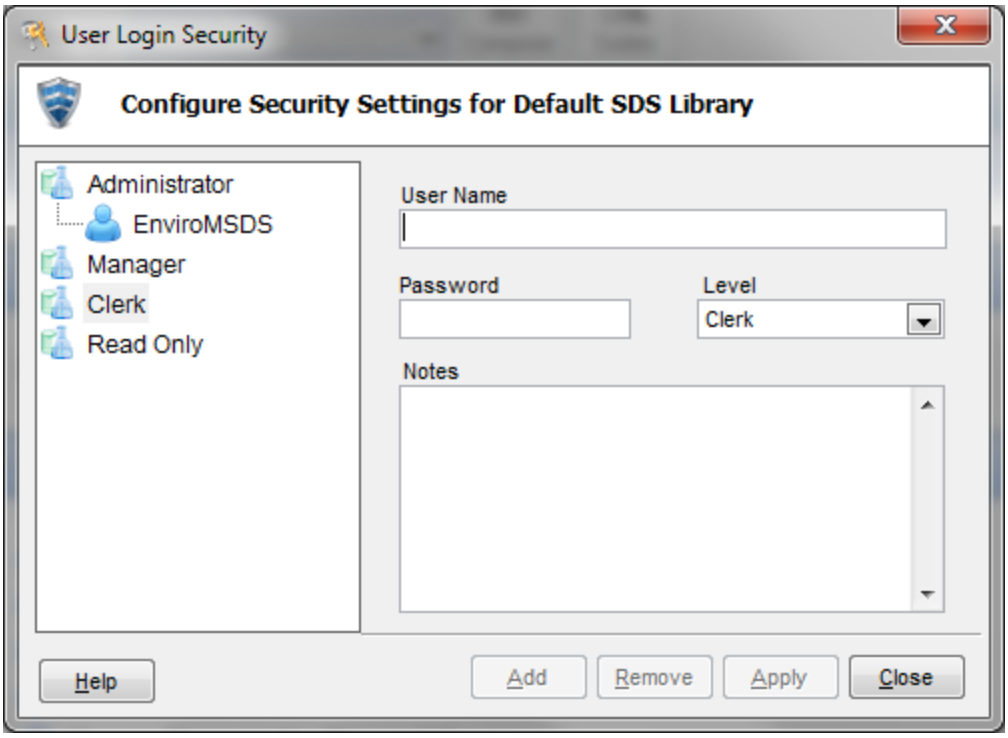


To fill in the required information for the user:

- Follow the steps for adding a new Administrator.

How to Add a New Clerk

- From the **User Login Security** window, select the **Clerk** icon and then select **Add** to add a new Administrator. The user security fields are displayed.

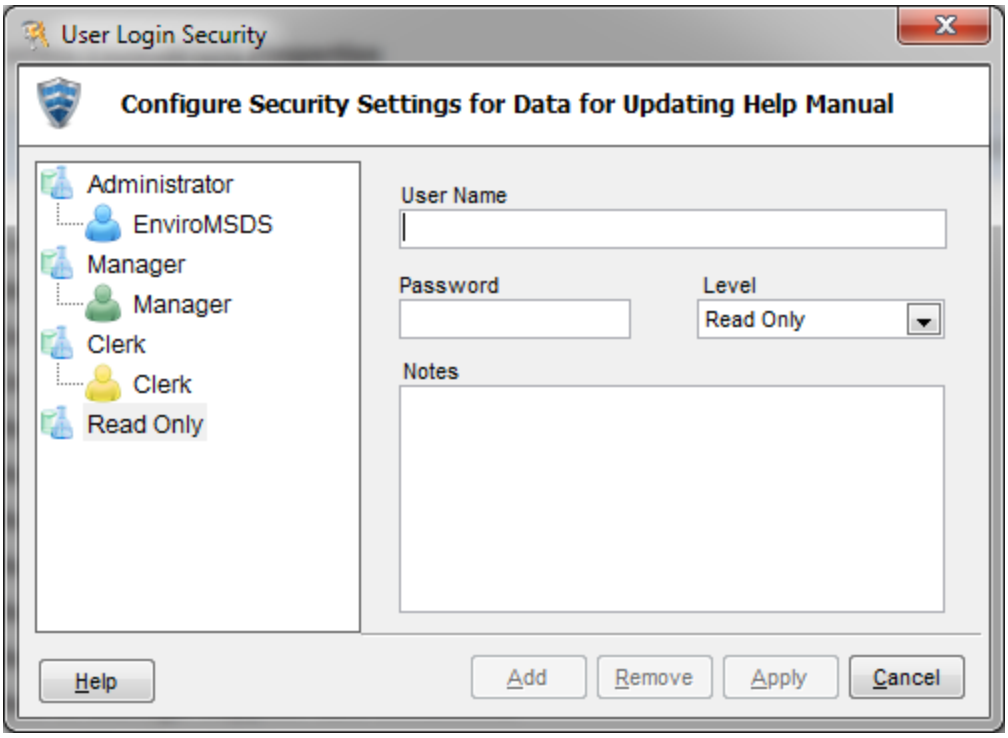


To fill in the required information for the user:

- Follow the steps for adding a new Administrator.

How to Add a New Read Only User

- From the **User Login Security** window, select the **Read Only** icon and then select **Add** to add a new Administrator. The user security fields are displayed.



To fill in the required information for the user:

- Follow the steps for adding a new Administrator.

How to Edit a User's Information

To edit the information about a user:

- From the EnviroMSDS **Main Menu** select **Tools - Security Management**.
- In the user pane, select the desired user. The user security fields are displayed.
- Make the required modifications. You can follow the steps for Adding a new user.
- When completed, select **Apply** to save your changes. Then select **Close.**

How to Delete a User

To delete a user:

- From the **Main Menu** select **Tools - Security Management**.
- In the user pane, select the desired user. The user security fields are displayed.
- Click **Remove**.
- Select **Yes** at the Confirm delete record dialog, to permanently prevent the selected user from accessing the current SDS database or select **No** to leave the user record as is.

Note #1: A user cannot delete themselves.

Note #2: You cannot change the security level of an Administrator if it is the only Administrator assigned.

How to Preview an SDS

The Viewer Pane is available to the right of the Folder Pane. EnviroMSDS comes with a built in PDF, HTML and TIFF SDS viewers. The Viewer(s) are also available as a standalone viewer application (EmViewer.exe).

Previewing an SDS inside the viewer pane

To view an SDS inside the Viewer Pane:

- From the Folder Pane highlight an SDS by clicking on the document Icon.

Tips: The document  Icon with a green checkmark represents an Approved version of an SDS.

The document  Icon without a green checkmark represents a Working Copy of an SDS.

If the SDS is not displayed, right click on the SDS document Icon and from the menu select Compose.

Previewing an SDS inside the external SDS viewer application

To view an SDS using the external SDS viewer application:

- From the Folder Pane, highlight any SDS by clicking on the document Icon.
- Right click on the SDS document Icon and from the menu select **Launch Viewer.**

Tips: The document  Icon with a green checkmark represents an Approved version of an SDS.

The document  Icon without a green checkmark represents a Working Copy of an SDS.

If the SDS is not displayed, right click on the SDS document Icon and from the menu select Compose.

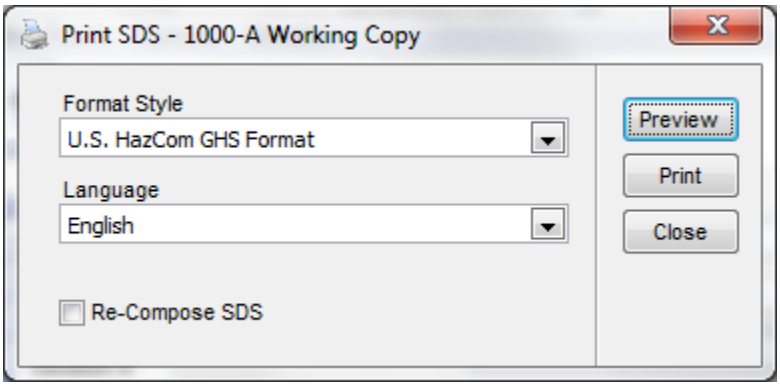
Notes: Selecting an SDS via the Search window or by selecting one of the MRU (Most Recently Used) from the File menu, will automatically display the SDS (if composed) inside the Viewer Pane.

To auto-compose an SDS when the document is not found or when a change has occurred, see How to Define User Options

Previewing an SDS from within the 16 sections

To preview a SDS from within the 16 Sections:

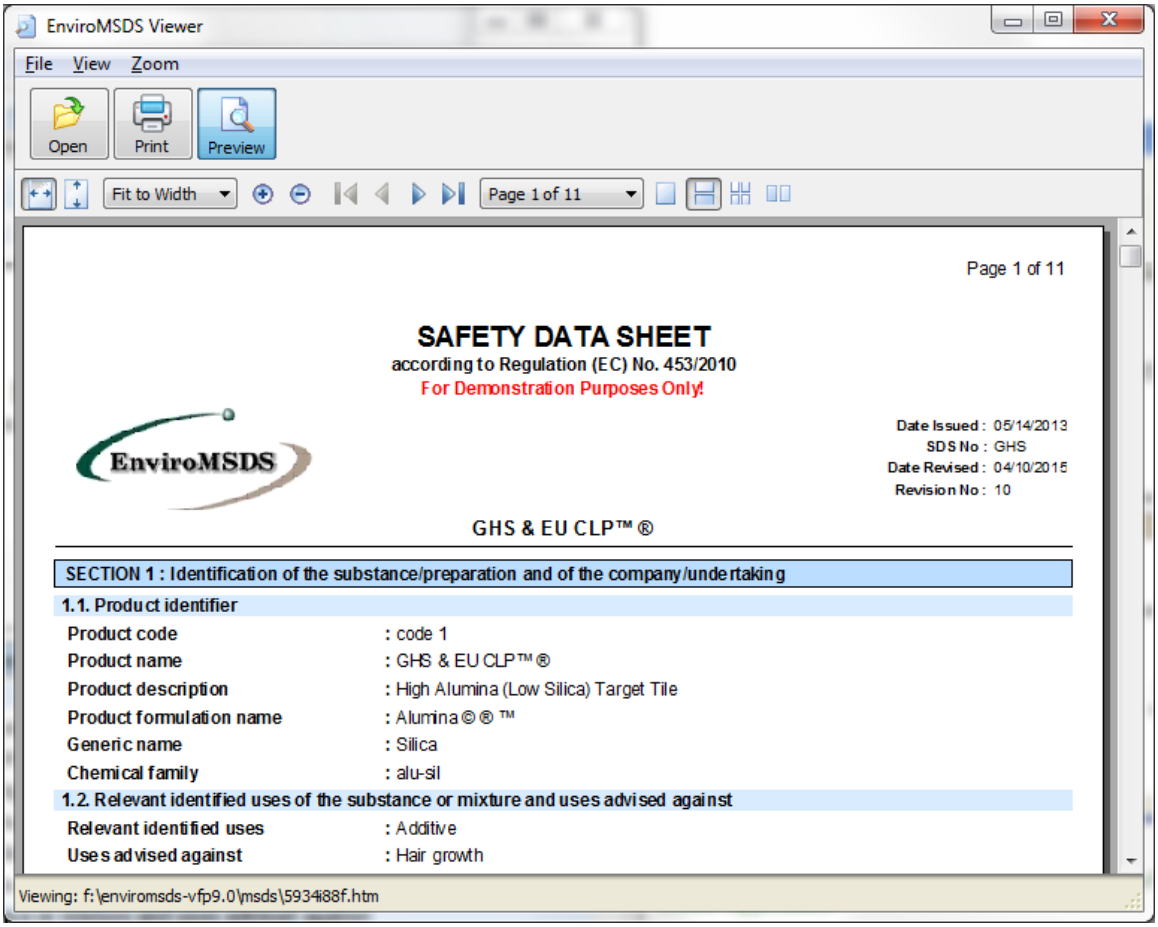
- Open the SDS.
- From the Menu Bar, select **File**, select **Print**, and then select either **Currently Approved**, **Working Copy or Archived SDS**. The Print dialog box is displayed.



Print SDS Dialog Box

Note: The default Language and default Format Style will be pre-selected.

- Select **Preview.** The SDS will be displayed in the SDS Viewer Application Window.



SDS Viewer in preview WYSIWYG mode

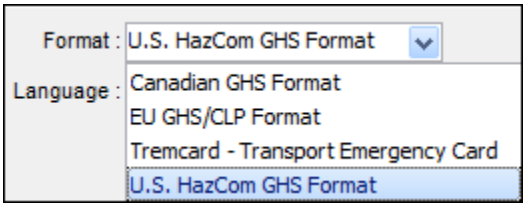
For more information on how to operate the viewer, see Previewing an SDS inside the SDS Viewer Application

How to View an SDS in another Format

To view an SDS in another format:

From the Main window:

- From the Folder Pane highlight any SDS by clicking on the document Icon.
- With the SDS selected, click on the **Format** dropdown and select from one of the available formats.



Main Toolbar with Format dropdown option.

Note: If you have the Auto Compose - 'When viewing (as necessary)' checked in the options then the SDS will automatically compose itself, otherwise, you can click on the compose 

button on the Toolbar.

or

From within the 16 Sections:

- From the Print SDS window click on the **Format Style** dropdown. Highlight and select from one of the available formats. See Previewing an SDS from within the 16 Sections**.** For more information on **custom formats**, please Contact Envirosoft

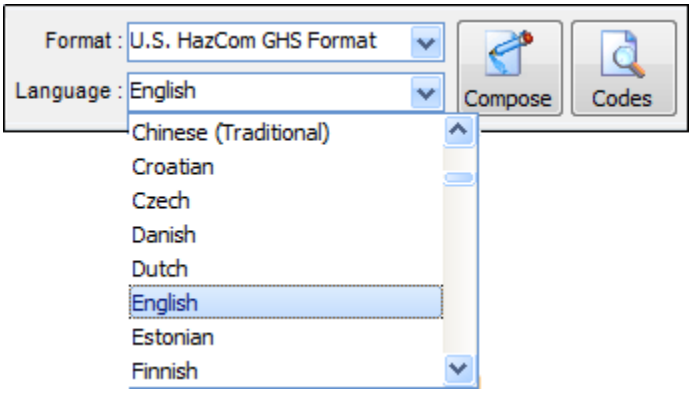
How to View an SDS in another Language

To view an SDS in another format:

From the Main window:

- From the Folder Pane highlight any SDS by clicking on the document Icon.
- With the SDS selected, click on the **Language** dropdown and select from one of the available formats.

Note: Only the Languages that you have purchased will be available for selection.



Main Toolbar with Language dropdown selected

Note: If you have the Auto Compose - When viewing (as necessary) checked in the options then the SDS will automatically compose itself, otherwise, you can click on the

compose 

button on the Toolbar.

or

From within the 16 Sections:

- From the Print SDS window click on the **Language** dropdown. Highlight and select from one of the available languages. See Previewing an SDS from within the 16 sections For more information on **additional languages** Contact Envirosoft

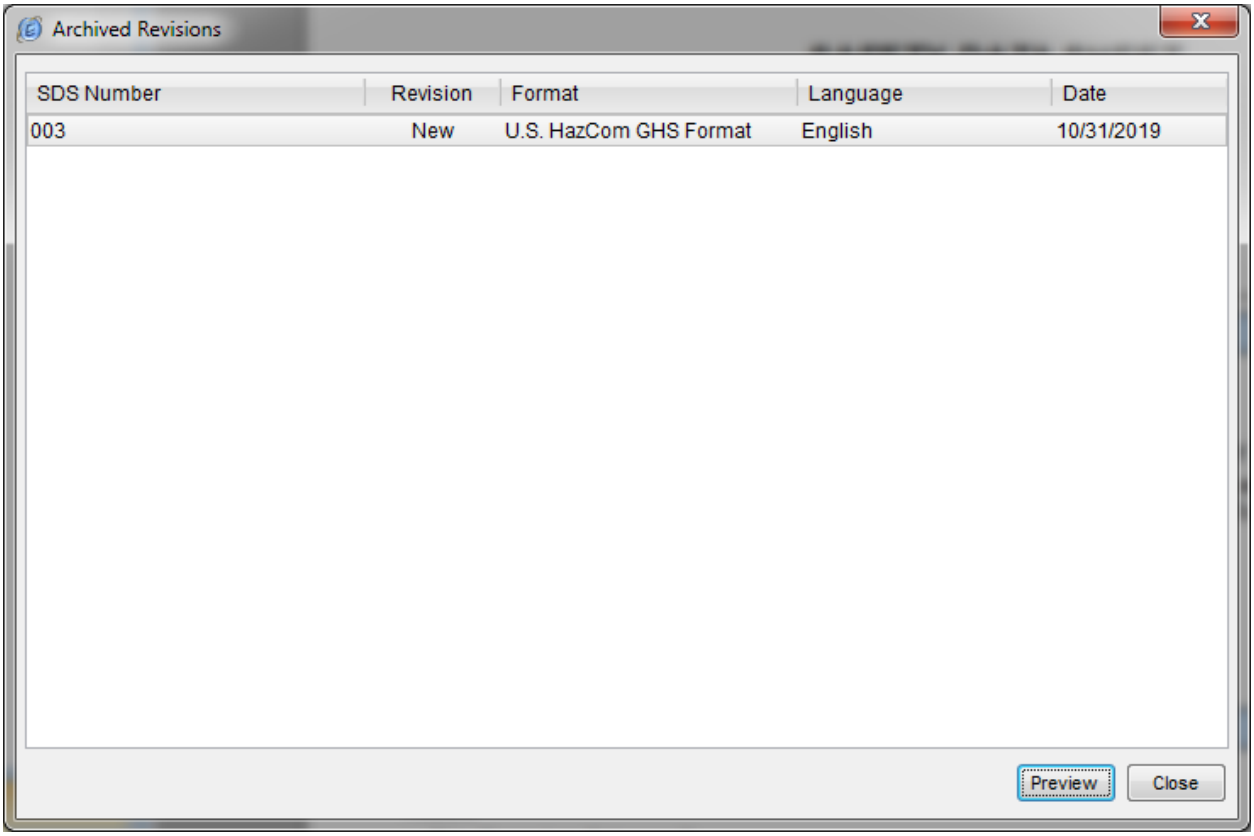
How to Preview Archived Revisions of an SDS

When you first create an SDS and approve it, it is considered a "New SDS".
An Archived Revision means that you have previously approved an SDS then created a Working Copy of that same SDS to make changes to any of the 16 Section(s). When you approve the Working Copy EnviroMSDS will auto-increment the internal *Revision Number* and archive the previously approved version.

To View or Print a previously Approved Version (archived by Date / Revision number) of an SDS:

- From the Product Folder Pane highlight any SDS by clicking on the document Icon.
- From the Main Menu – View – **SDS Archived Revisions...**
  or
- From the SDS document Icon, right click and from the menu select **Archived Revisions...**

If there are any revisions for the selected SDS then the **Archived Revisions** window is displayed.



- From the **Archived Revisions** window, select the desired Revision of the SDS
- Click **Preview**.

How to Print an SDS

You can print the Safety Data Sheet from:

- The Viewer Pane.
- The Product Formulation window.
- Within any of the 16 sections of an open SDS.

Printing an SDS inside the Viewer Pane

To print an SDS inside the Viewer Pane:

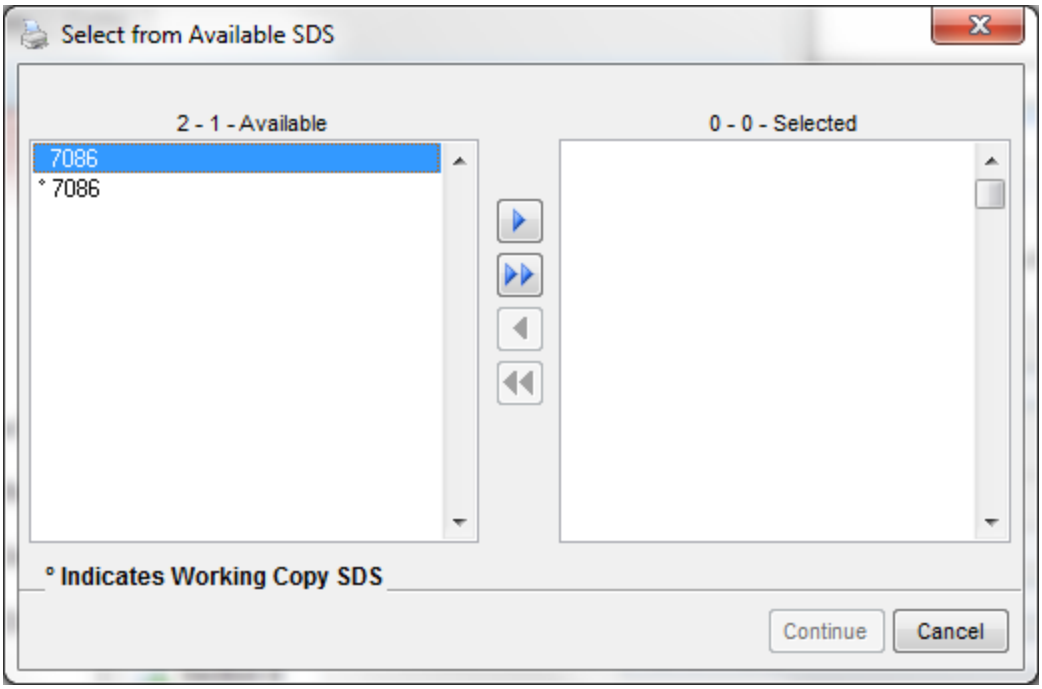
- From the Folder Pane highlight any SDS by clicking on the document Icon.
- From the **File** menu, select **Print…**
  or
- From the SDS document Icon, right click and from the menu select **Print…**
  or
- From the Toolbar, click on the **Printer** 

Icon button.

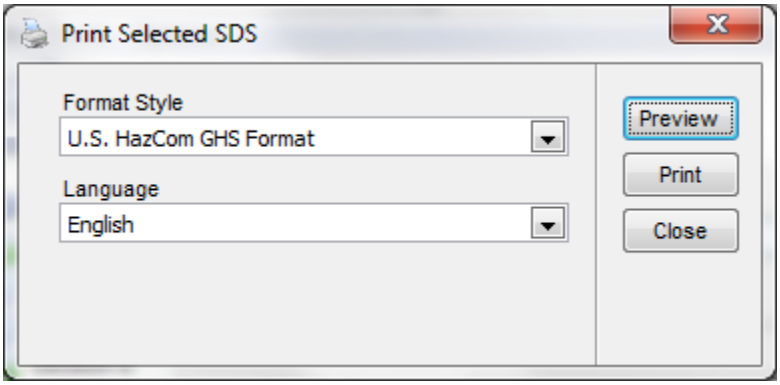
Printing an SDS from the Product Formulation Window

To print the Safety Data Sheet from the Product Formulation Window:

- Open the product by selecting the desired folder from the Folder Pane and right click with the mouse and select '**Open Product…**' (if you are not already at the Product Formulation window.
- Select **File** from the Menu Bar and then select **Print**. You can choose to print the Working Copy(s) and/or the Approved Copy(s) if they are available.
- Select **Move** to move the Safety Data Sheet(s) from the Available SDS window to the Selected SDS window. Then select **Continue**. The **Print SDS** window is displayed.



Select from Available SDS Dialog Box. Print from Product Formulation window



- From this dialog box, you can choose to preview the Safety Data Sheet in a variety of languages (assuming you have translated all of the phrases). You can also choose to send the Safety Data Sheet to the printer or to Preview the printed version. Select **Preview**.

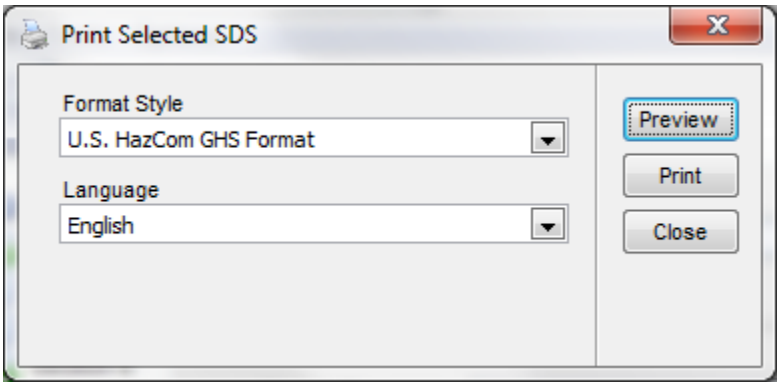
  Notice that the Format for the Safety Data Sheet is the Sixteen Section EnviroMSDS Format (default). if you are interested in obtaining customized formats.

- After you have previewed the Safety Data Sheet, select **File** from the Menu Bar and then select **Print**.

Printing an SDS from within the 16 Sections

To print from within any of the 16 sections:

- Select **Sections** from the Menu Bar and then select any section. The initial window for that section will be displayed.
- Select **File** from the Menu Bar and then select **Print**.
- You have the choice of printing the **Currently Approved, Working Copy** or the **Archived versions** of the Safety Data Sheet. Select one of the available options. The Print SDS dialog box is displayed.



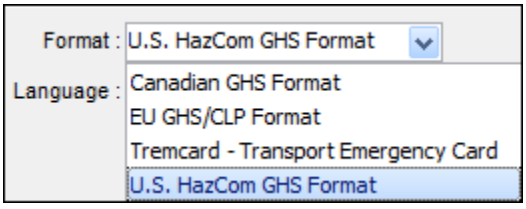
- From this dialog box, you can choose to preview the Safety Data Sheet in a variety of languages (assuming you have translated all of the phrases). You can also choose to send the Safety Data Sheet to the printer or to Preview the printed version. Select **Print**.

How to Print an SDS in Another Format

To print an SDS in another format:

From the Main window:

- From the Folder Pane highlight any SDS by clicking on the document Icon.
- With the SDS selected, click on the **Format** dropdown and select from one of the available formats.



Main Toolbar with Format dropdown selected

Note: If you have the Auto Compose - 'When viewing (as necessary)' checked in the options then the SDS will automatically compose itself, otherwise, you can click on the **Compose** button on the Toolbar.

- From the **File** menu, select **Print...**
  or
- From the SDS document Icon, right click and from the menu select **Print...**
  or
- From the Toolbar, click on the **Printer** 

Icon button.
  or

From within one of the 16 Sections:

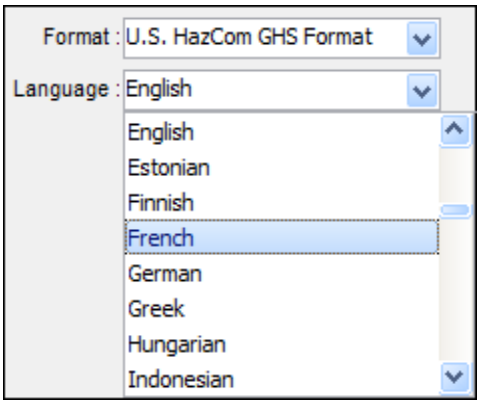
- From the Print SDS window click on the Format Style dropdown. Highlight and select the desired format (if available). For more information on **custom formats**, please Contact Envirosoft

How to Print an SDS in Another Language

To print an SDS in another format:

From the Main window:

- From the Folder Pane highlight any SDS by clicking on the document Icon.
- With the SDS selected, click on the **Language** dropdown and select from one of the available formats.



Main Toolbar with Language dropdown selected

Note: If you have the **Auto Compose - When viewing (as necessary)** checked in the options then the SDS will automatically compose itself, otherwise, you can click on the **Compose** button on the Toolbar.

- From the **File** menu, select **Print...**
  or

- From the SDS document Icon, right click and from the menu select **Print…**
  or
- From the Toolbar, click on the **Printer** 

Icon button.

or

To print an SDS in another language:

- From the Print SDS window click on the **Language** dropdown. Highlight and select from one of the available languages. For more information on **additional languages** please Contact Envirosoft

How to Export an SDS to XML

EnviroMSDS uses a **proprietary** XML format to allow you to receive and or distribute packaged SDS(s) from/to other Companies that are also users of EnviroMSDS Authoring.

Please Note: This feature is only available in EnviroMSDS Authoring versions 8.51.13 or greater.

To Export an SDS in our proprietary XML format:

- From the Folder Pane Products View, highlight any SDS by clicking on the document Icon.
- From the Main Menu select **File – Export SDS…** The **Save As** dialog will be displayed prompting you to select a path to save the xml file.

Once the file is saved you can email the file.

How to Import an EnviroMSDS XML SDS

EnviroMSDS uses a **proprietary** XML format to allow you to receive and or distribute packaged SDS(s) from/to other Companies that are also users of EnviroMSDS Authoring.

Please Note: This feature is only available in EnviroMSDS Authoring versions 8.51.13 or greater.

To Import an SDS in our proprietary XML format:

- From the Main Menu select **File – Import SDS...** The **Open** dialog will be displayed prompting you to select the SDS(s) you received from another user of EnviroMSDS Authoring.

Note: All imported xml SDS(s) are imported as Working Copies.

How to Mark a Section as Completed

EnviroMSDS provides a way to mark a Section of an SDS as completed as a form of reminder to assist you in easily determining which Sections of the SDS have been completed and also which Sections have not yet been completed.

This can be very helpful when you are working in different sections of an SDS over an extended amount of time and when going back to a section, a few days or even weeks later, and you're not sure where you left off. This is also extremely helpful when there is more than one person entering information on an SDS.

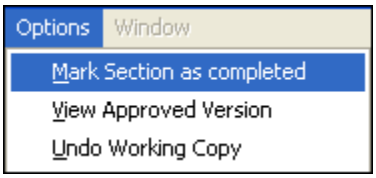
Please Note: This feature is only available when you are in a Working Copy of an SDS.

How to Mark a Section as completed

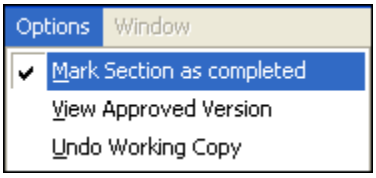
With a SDS open and viewing any of the Sections 1 – 16:

- From the Menu bar select **Options.**
- Select **Mark Section as completed**.

The Section Icon will change to  for a Working Copy Section or to a  for an Approved Section.



Section is not Marked as completed



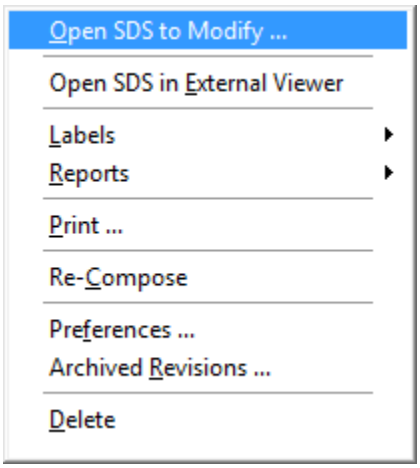
Section Marked as completed

Tip: To remove the checkmark from the Sections Menu for any Section, simply follow the steps above to toggle the checkmark on or off.

How to Open a Product Formulation

With the desired Product folder Icon highlighted in the Folder Pane:

- From the Main Menu bar select **File.**
- Select **Open**.
- Select **Product...**.
  or
- From the Main Toolbar, click the Open button.
  or
- With the mouse, right click on the highlighted folder Icon. The Menu is displayed.



- From the Menu select **Open Product to Modify ...** The Product Formulation Number window is displayed.
  or
- Use the search feature. See How to Search for a Product or an SDS

How to Open an SDS

If you have a document Icon highlighted in the Folder Pane:

- From the Main Menu select **File.**
- Select **Open**.
- Select **SDS**.
  or
- With the mouse, right click on the highlighted document Icon.
- From the Menu select **Open SDS...**
  or
- From the Main Toolbar, click the Open 

button.

The SDS will be opened to Section 1.

or

- From the Main Menu select **File.**
- Select one of the last four SDS you were using from the most recently used list (MRU).
  or
- Use the search feature. See How to Search for a Product or an SDS

Tip: Opening an SDS via the MRU, will open the SDS to the last Section you were in.

Note: EnviroMSDS saves up to the last four SDS's that you opened in an MRU list. The MRU is located as items 1 through 4 under the Exit on the File menu.

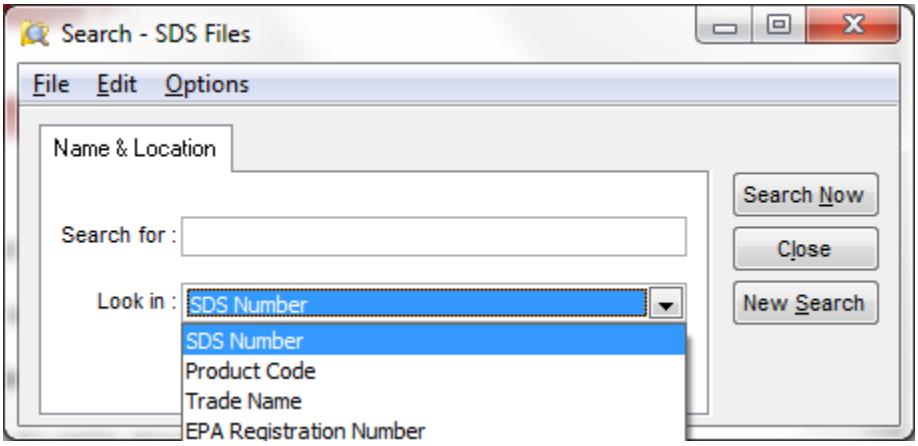
How to Search for a Product or an SDS

The Search command on the Main menu offers the most direct way to locate a Product or SDS. Use Search if you know the name of the item you want to find. If you only know part of the name, that is ok, EnviroMSDS will locate all items that include that part in the name. For example, 'rebrand' will find 'Rebrand_1', 'Rebrand_2', and 'Special rebrand products'.

To search for a Product or SDS

- From the Main Menu bar select **File.**
- Select **Search**.
  or
- From the Main Toolbar, click the search 

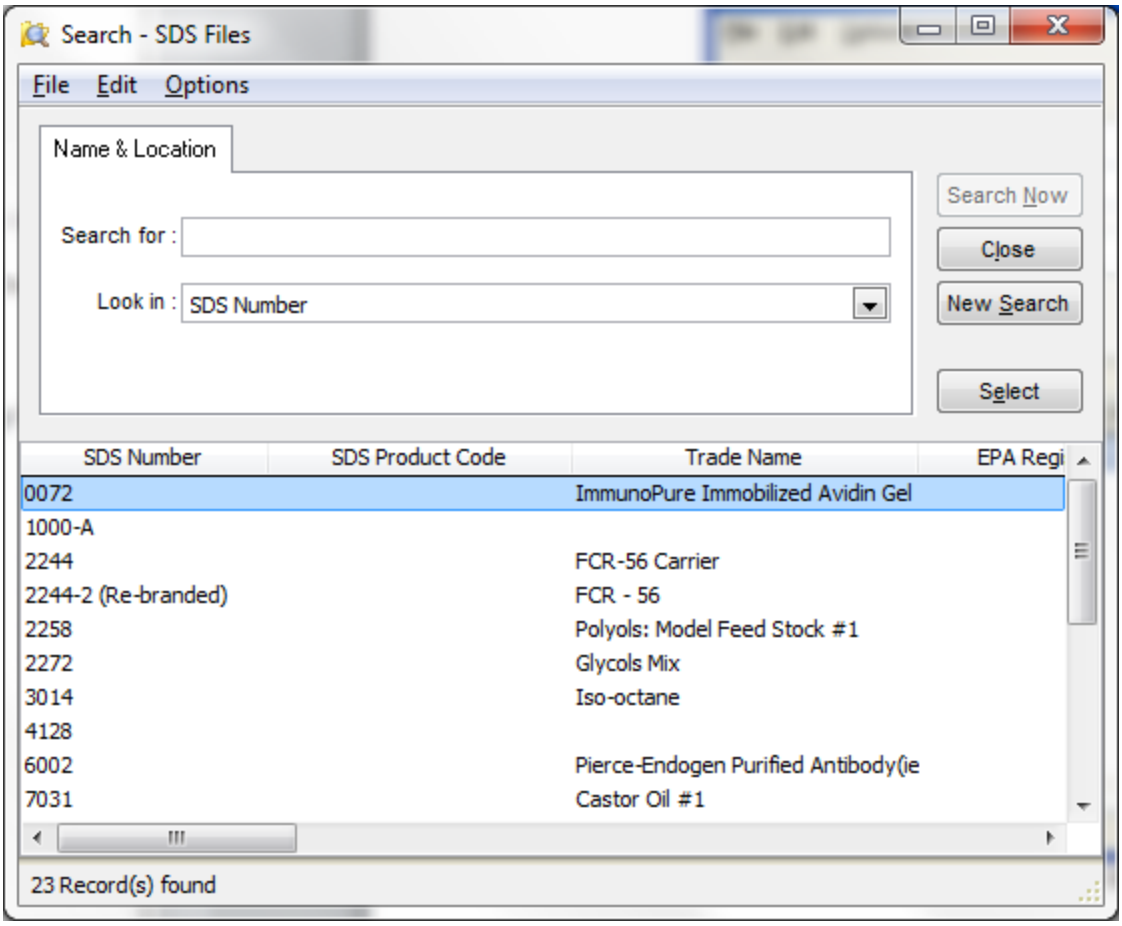
button. The EnviroMSDS Search window will appear.



With the Look in: dropdown list opened, you can select from the above choices to search for a Product Formulation Number or a Safety Data Sheet.

- In **Search for**, type all or part of the item you want to find.
- In **Look in**, select the field you want to search.
- Click **Search Now**.

Tips: If you leave the Search for: blank and select Search Now the search will locate all items containing the search for text within the chosen Look in: field.



Product and SDS Search window (after searching)

- If the item you want is in the list of found records, highlight the desired item and either double click or choose the **Select** button. This will open the selected Product or SDS.

Notes: If you get too many results, try entering more detailed search criteria to make your search more specific.

To clear the search criteria fields and begin a new search, click New Search.

Under Options, you may elect that the search is performed as Case Sensitive (the default is Case Insensitive). Also, you can set whether the search window is closed after an item is selected (default) or if it remains open.

You can also open multiple search windows and create search lists with different criteria and results. By electing to keep the search window open after a selection you will be able to open other items from the same search window.

How to Approve an SDS

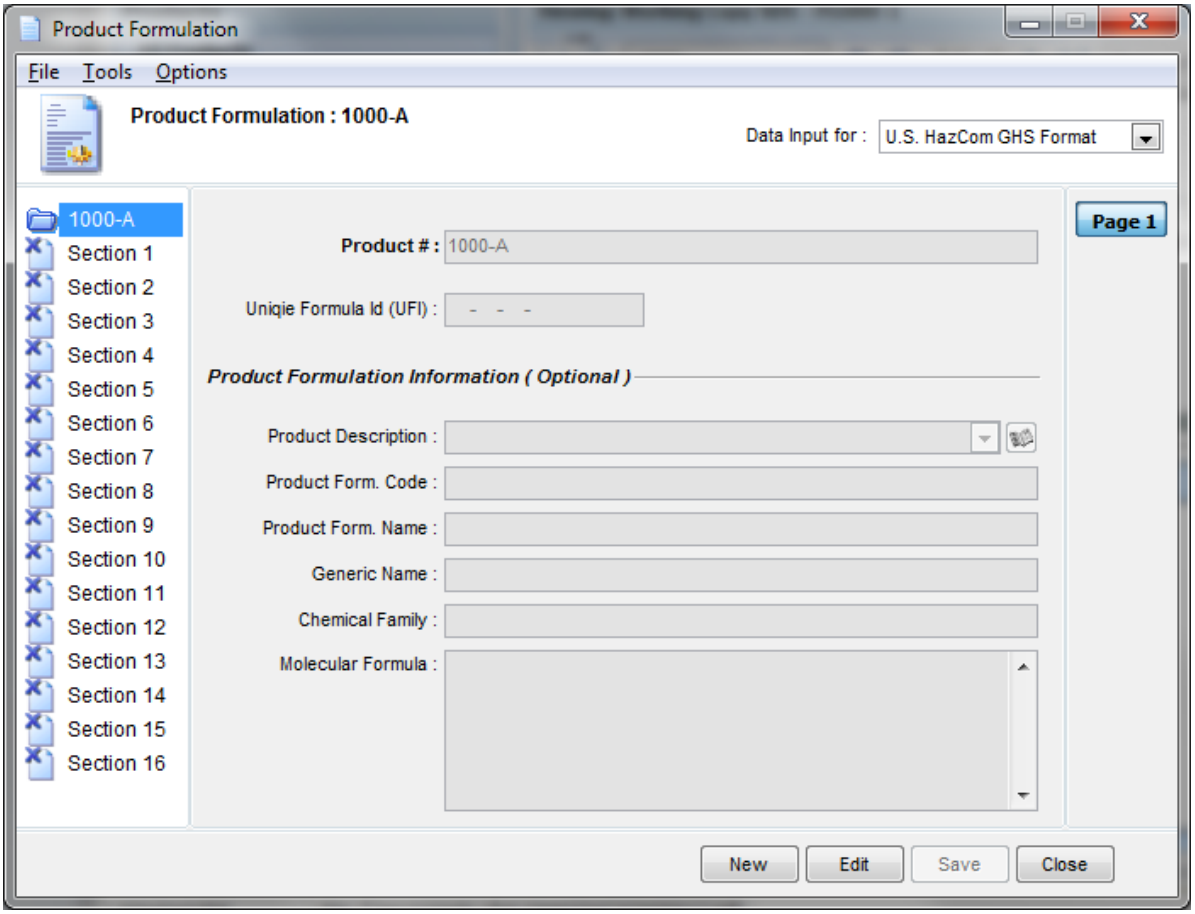
Approving the Safety Data Sheet is easy as long as you have the right security level. You must be an Administrator or Manager to approve Safety Data Sheets. Only a user with the appropriate security level may approve an SDS. EnviroMSDS does not force you to compete all 16 Sections to approve an SDS. You can approve an SDS at any time.

It is the Product Formulation (comprised of Sections 2 through 16) that determines the base of SDS information. That is, multiple SDS #'s (Rebranding) may be associated to one Product Formulation Number. Essentially, you are only changing the information in Section 1. Sections 2 through 16 remain the same for the Product Formulation Number that has more than one SDS associated. If you modify any data in Section 2-16, all associated SDS's (Rebrands) will automatically inherit the modifications.

To approve a Safety Data Sheet:

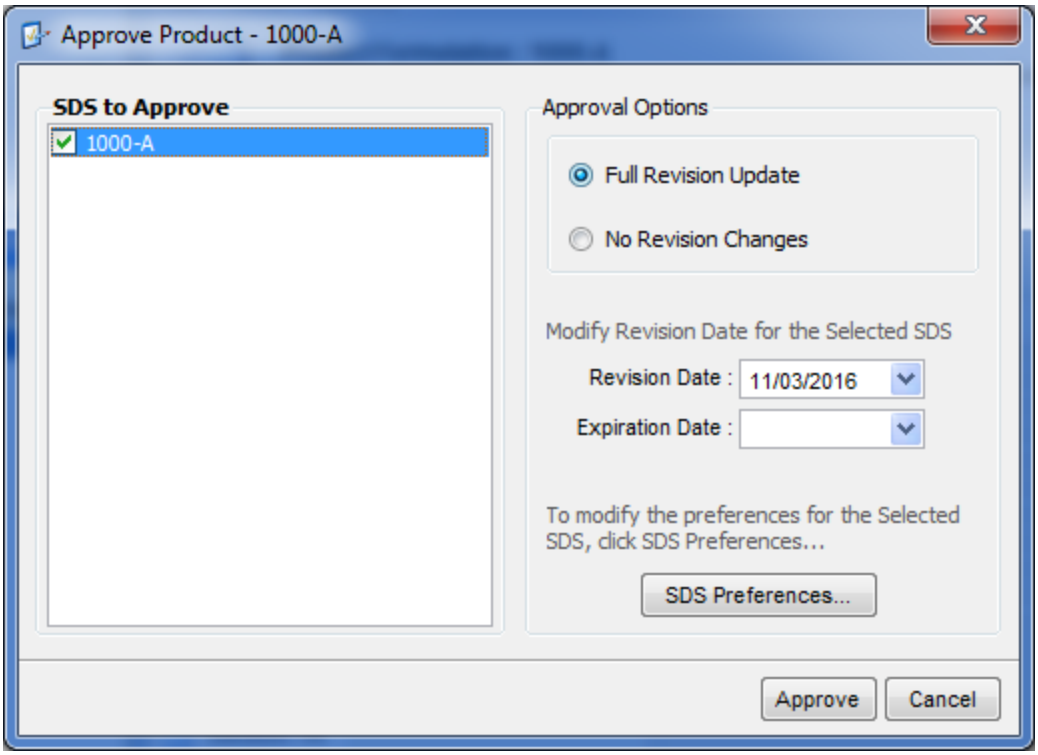
- If the SDS is already open, click the Product folder to display the Product Formulation window.

Tip: To open the Product window when the SDS is closed simply select the desired folder in the Folder Pane, right click and select **Open Product to Modify ...**



Product Formulation Window

- Select **File** from the Menu Bar, and then select **Approve SDS(s)…**.



Approve Product – SDS(s) Window

- The list will display all of the SDS(s) associated with this Product that are currently waiting on approval. By default all of the available Working Copy rebrands will be checked.

Note: You can approve any or all of the SDS(s). Uncheck any SDS that you do not want to approve at this time.

- Under the **Approval Options** there are two choices for **Revision Control** :

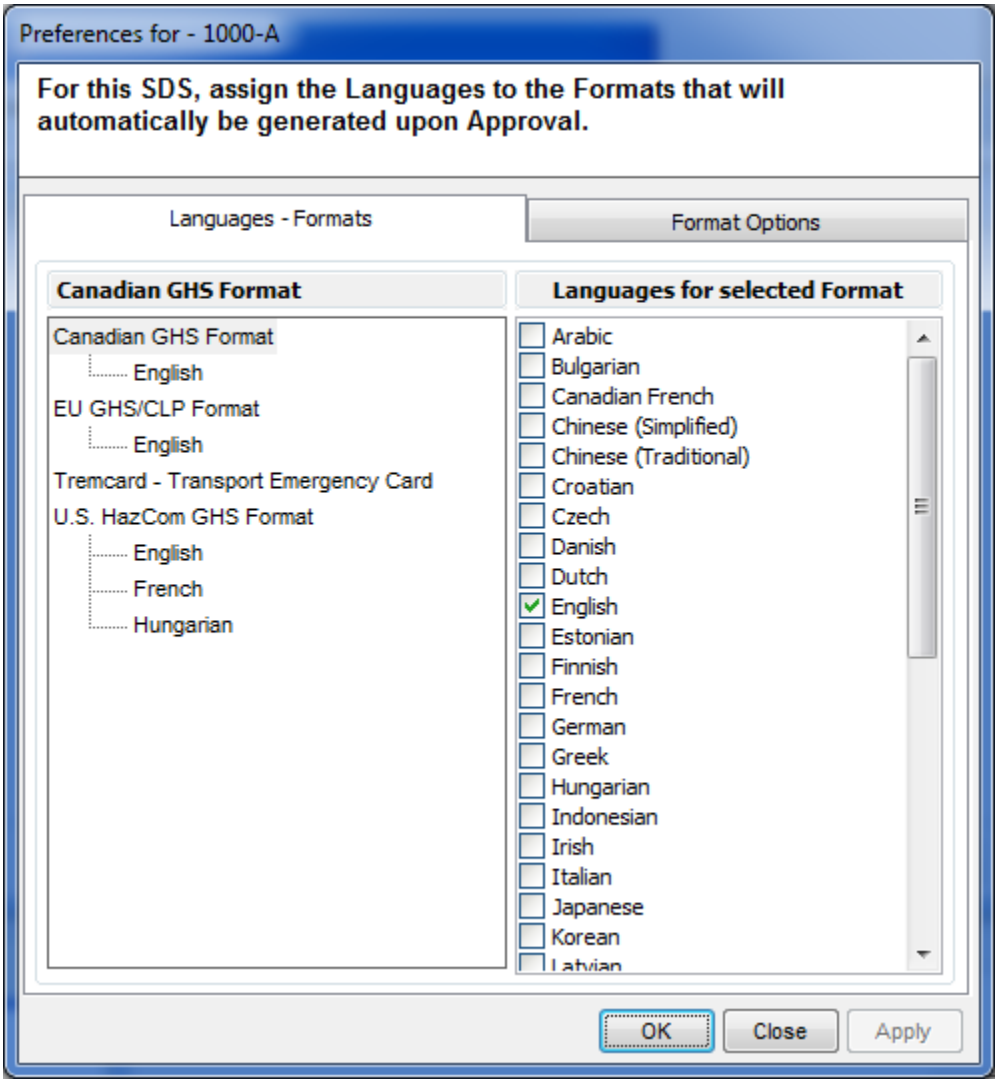
  1. **Full Revision Update** - with this option selected, this process will Archive the selected SDS, auto-increment the Revision Number and generate a Revision Summary for the newly Approved SDS.

  2. **No Revision Changes** - with this option selected, this process will only reflect the changes made to the Working Copy, however, no Archiving or Revision changes will occur.

- For each of the selected SDS, you can modify the Revision Date that will appear on the SDS. By default the current date is already set for all of the selected SDS.

Setting SDS Preferences from Approval window

- Click **SDS Preferences…,** to define any specific format features for the selected SDS and define which Format / Language pairs the selected SDS will be Approved in.

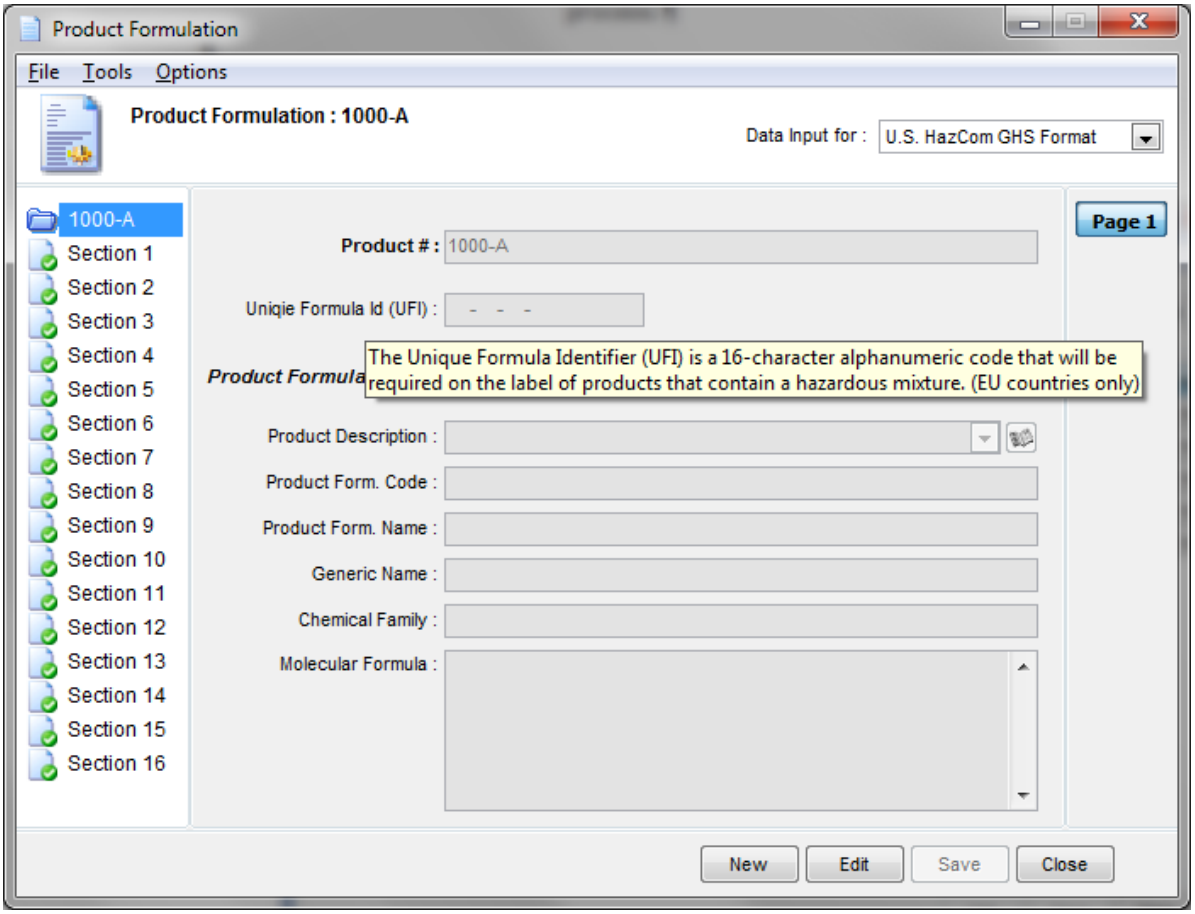


SDS Preferences Window

- Define the preferences you want. Click **OK** to save you changes. For more information on how to use the SDS Preferences, see: How to define SDS Preferences

- Finally, select **Approve** to complete the approval process.

Once the Approval process has completed, the Product Formulation window is displayed. Notice that all of the Section Icon now appear with a green checkmark to indicate all Sections are approved.



Product Formulation Window – All Section Icons with green checkmark.

Tip: Also, the SDS Icons under your Product Folder in the Products View have also changed and now appear with a green checkmark. The green checkmark indicates that the SDS document is Approved.

How to Batch Approve Expiring Products

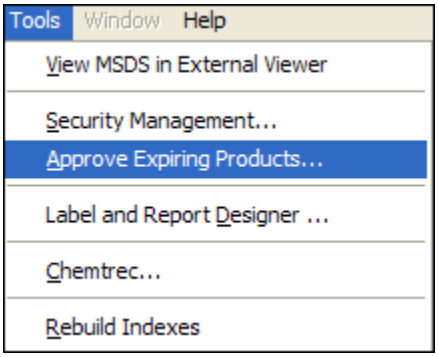
EnviroMSDS provides you with the ability to automate batch Approval of Products based upon the SDS expiration date.

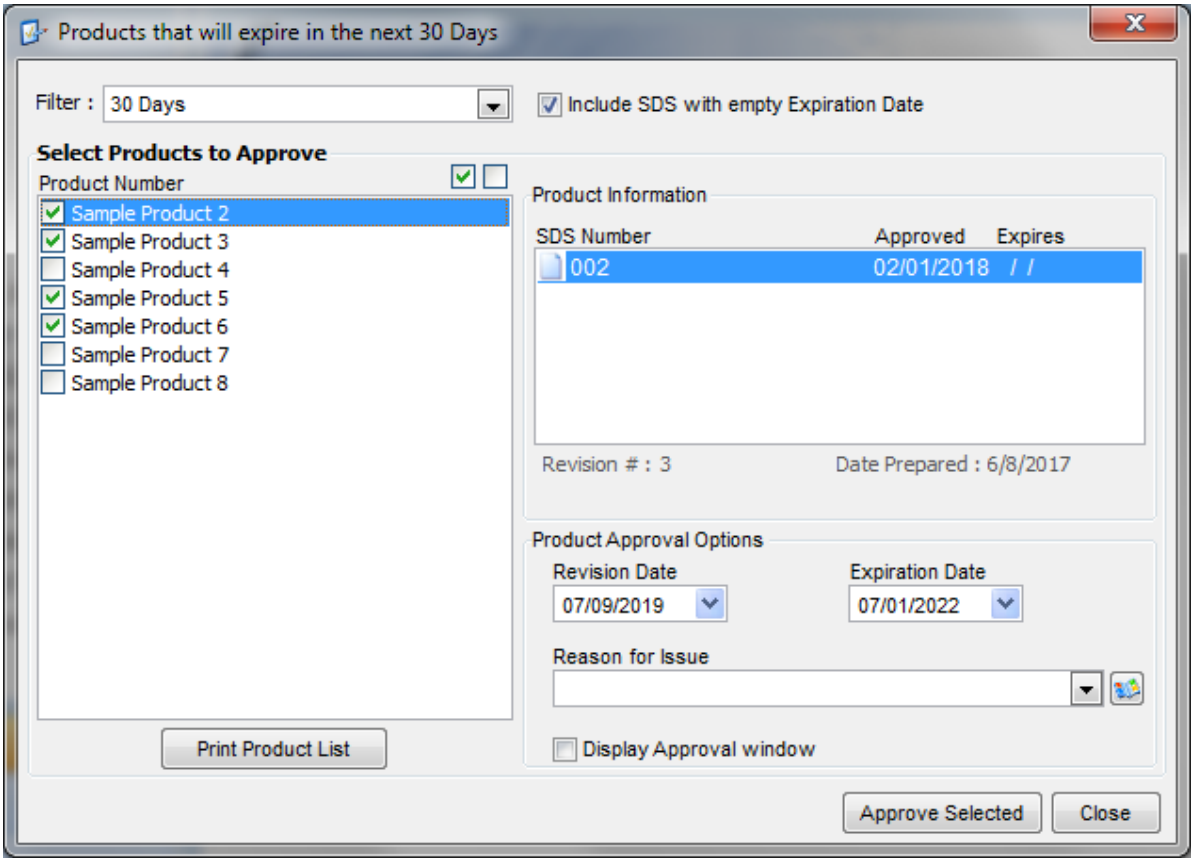
Tip: The expiration date can be set in Section 1 for each SDS.

Note: From the View - Options (General) tab, you can define a default expiration date and automatically display the window on startup if any Products meet the specified criteria *(This feature is available for Administrators only)* For more information see How to Define User Options

To access Approve Expiring Products :

- From the Tools Menu, select - **Approve Expiring Products... The Products that will expire in next (setting supplied by user) days** is displayed.





The **Select Products to Approve** list will display all Products that match the specified filter setting. Products that are ready to Approve will be Checked. Any Product that already contains a Working Copy SDS will be displayed Unchecked. This allows you the opportunity to determine if it is appropriate to include this Product's SDS's in the Batch Approval process. *This can be very useful in a multi-user environment*.

- Click the **Filter** dropdown to display Products that fit a different criteria.

Product Information

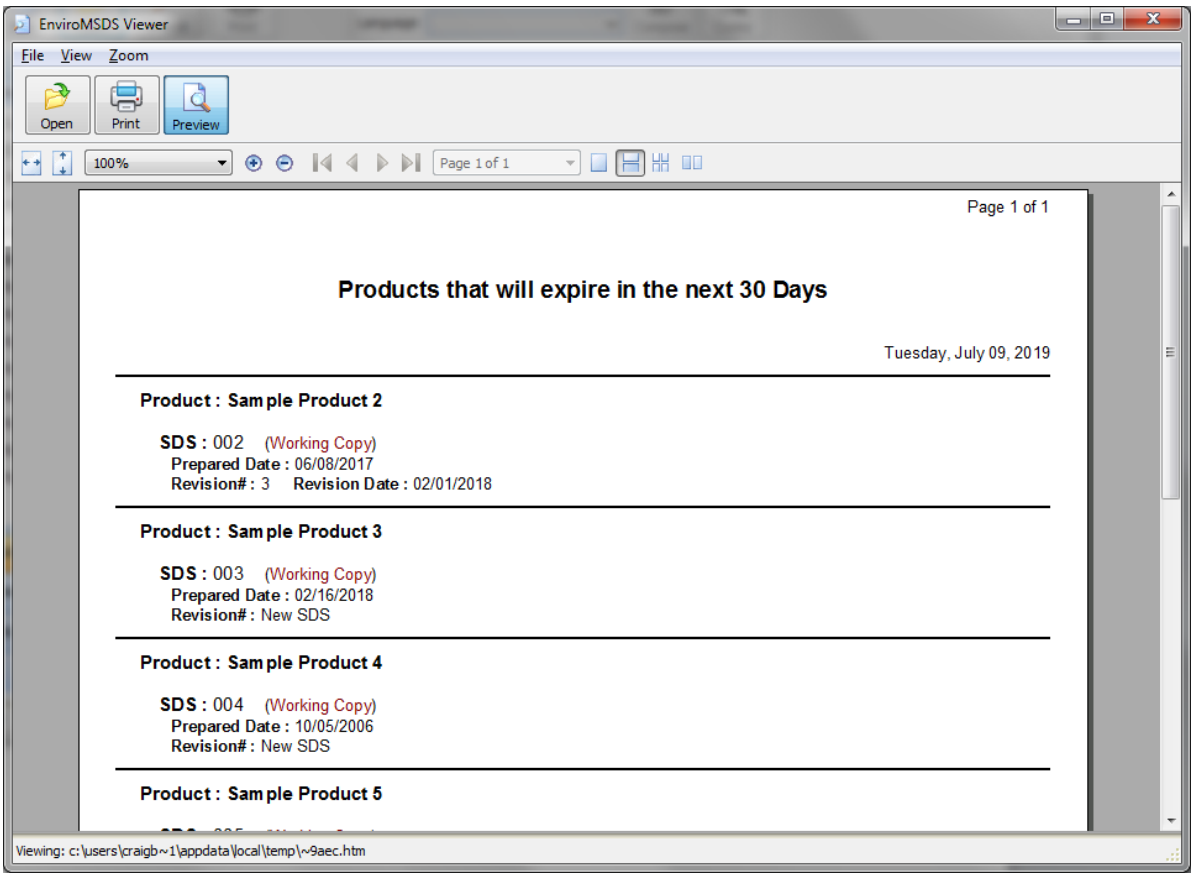
- Highlight a Product to view the information about the Product. This will display all SDS(s) (Rebrands) Approved and Working Copies. For each SDS listed, it will display the Revision #, Approved Date and Expiration Date respectively.

Product Approval Options

- By default, the **Revision Date** is set to the current date for all Products in the list. You may set the **Revision Date** to a different date for each Product.
- By default, the **Expiration Date** is blank for all Products in the list. You may set the **Expiration Date** to a different date for each Product or elect to you a single date for all Products.
- Leave the **Display Approval window** (Unchecked default) to allow the Approve Selections process all selected Products without intervention.

Note: Check the **Display Approval window** to have access to the Product Approval window for each Product in the List. This feature is helpful if you need to have greater control over the individual (Rebranded) SDS(s) for each Product. For more information on how to Approve Product SDS(s), see: How to Approve an SDS

- Click **Print Product List** allows you to print a report listing all of the Products and their SDS Numbers and their status. You can use this list to review the SDS and complete any revisions to Working Copies prior to batch Approving. See sample report:



- Click **Approve Selected** to process all selected Products. For more information on how to Approve Product SDS(s), see How to Approve an SDS

How to Create a Working Copy of an Approved SDS

To modify an approved SDS, you first must create a Working Copy of the Section(s) that you would like to modify. This is the only way that you are able to make additions or revisions to an Approved SDS. This feature requires you to have a security level of Administrator or Manager.

- Open the SDS to be modified.
- From the Menu bar, select Sections and choose the section you want to modify.
- From the Menu bar, select Options - Create Working Copy.
- Click **Edit**.
- When completed with the modifications, click **Save**.

Notes: Once you have completed all modifications to all of the Sections of the SDS, you can then Re-Approve the SDS. See How to Approve an SDS

Once the Section Number has changed from green to black and the title bar now displays **[Working Copy]** and there is a new document Icon under the product folder in the Folder Pane and the Edit button will no longer be disabled.

To view the Approved version of the Section, from the Menu Bar select Options - View Approved Version. The Options Menu will now display View Working Copy. The Approved SDS remains unchanged and will always be available to View and Print.

How to undo a Working Copy of an SDS

To undo a working copy of a section of an SDS:

- Open the desired SDS.
- From the Menu bar, select **Sections** and choose the section you want to undo all changes to and revert back to the approved version.
- From the Menu bar, select **Options - Undo Working Copy**.
- From the confirmation message window, Click **Yes**.

Warning: With this option, you will lose all of your work and the entire Section will revert to the currently Approved Version of the Section of the SDS.

Notes: Undoing or removing a working copy in a section does not affect the Approved Version, or any other Section that has a Working Copy.

Notice the Section Number has changed from black to green and the title bar now displays [Approved Version].

If there are no more sections that have a working copy then the document Icon under the product folder in the Folder Pane will be removed. (The Icon without the green check mark).

The Options Menu will now display Create Working Copy again.

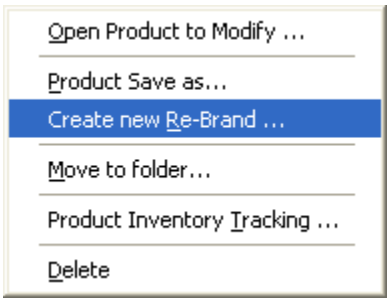
How to Create a Rebrand for a Product

Rebranding is simply a way to market the same product under different names. You can rebrand a product as many times as you like.

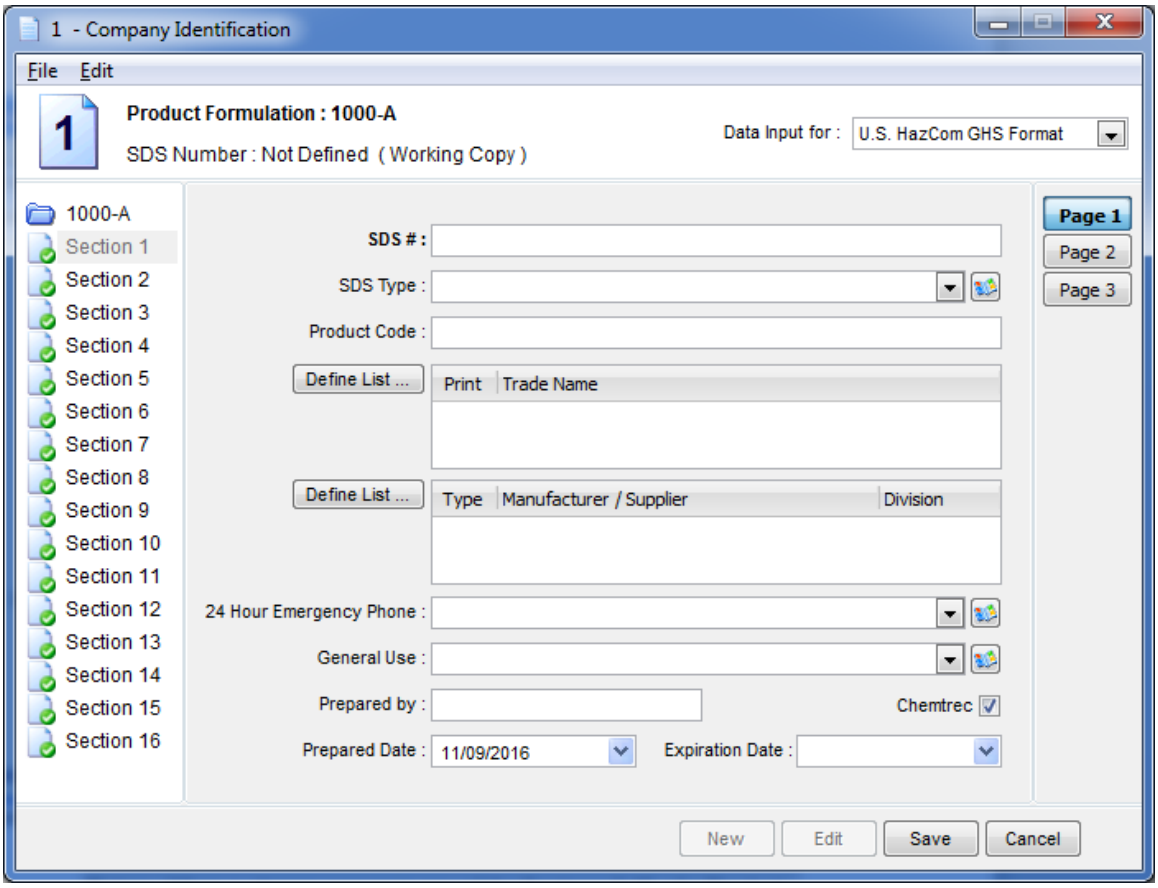
There are two ways to create a rebrand for a Product:

With the desired Product folder Icon highlighted in the Folder Pane:

- Right click on the selected Product folder Icon. The Menu is displayed. Left click **Create new Rebrand…** The **Section 1 Company Identification** window is displayed in Edit mode.



- See How to Create a New Product SDS for more information.
  or
- Open the Product that you want to create a rebrand for.
- From the Menu bar, select **Section 1 Company Identification**.
- See How to Create a New Product SDS for more information.



Section 1 Company Identification window (New Rebrand of Product)

Notes: When a change occurs in any of the Sections 2-16 of a Product, all Rebrands, (i.e. Section 1's associated to the Product), are automatically affected by the changes. This is considered a global change.

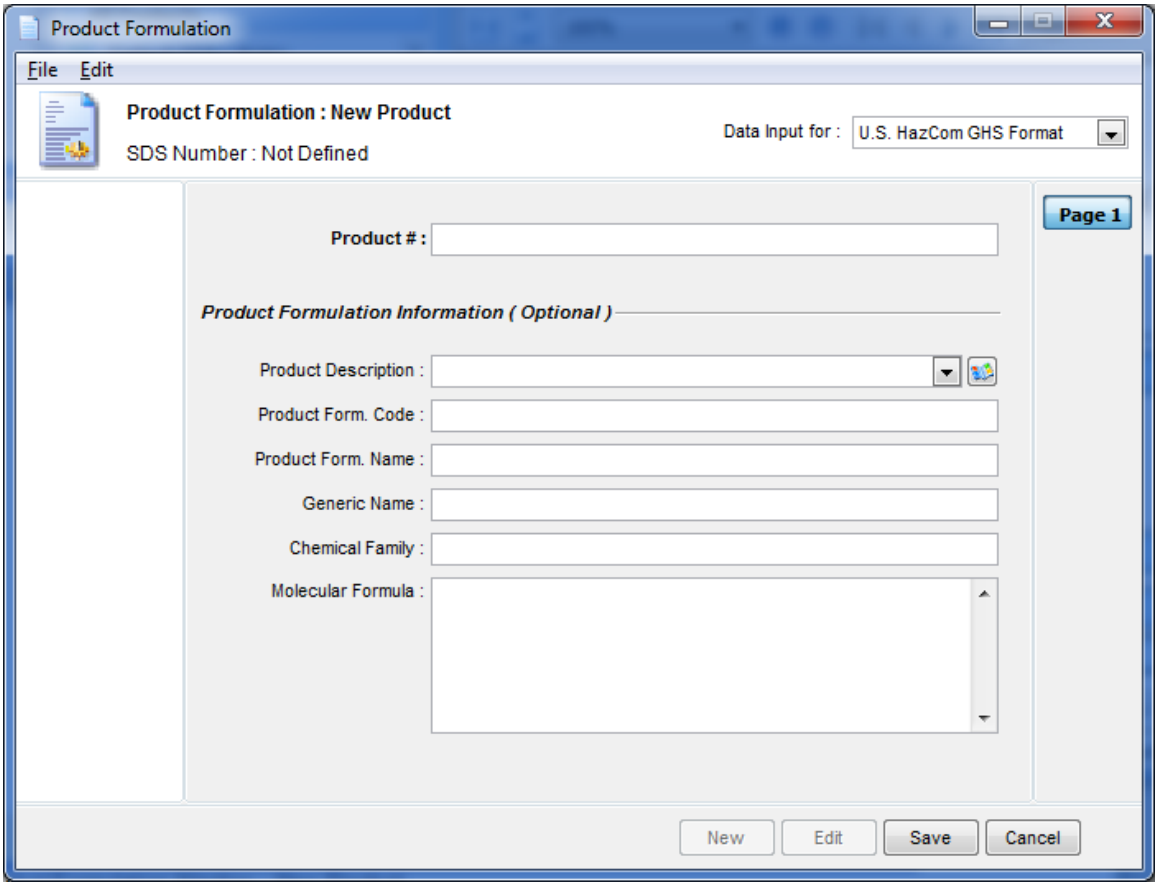
How to Blend Products to Create a New Product

EnviroMSDS allows you to blend Approved Products, Supplier SDS(s) and raw materials / ingredients from the Chemical Database to create a new product formula. This is done by defining a percentage of each product that you want to blend and, if needed, adding ingredients from the Chemical Database. Using this feature can significantly reduce the amount of time spent entering product ingredient information.

First you will need to create a new product:

- From the Main Menu, select **File** and then select **New Product.**
  or
- From the Main Toolbar, click the new 

button. The **Product Formulation** window is displayed.

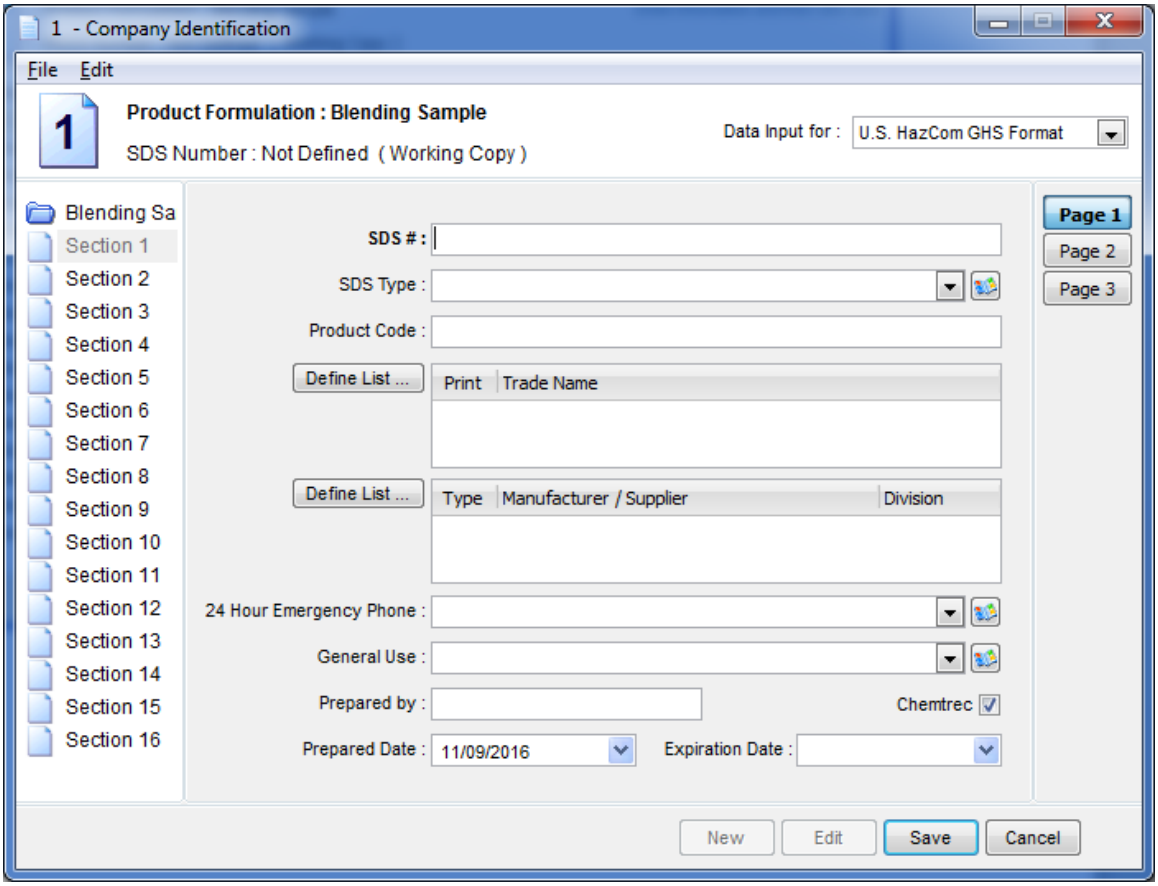


Product Formulation Window – New Product

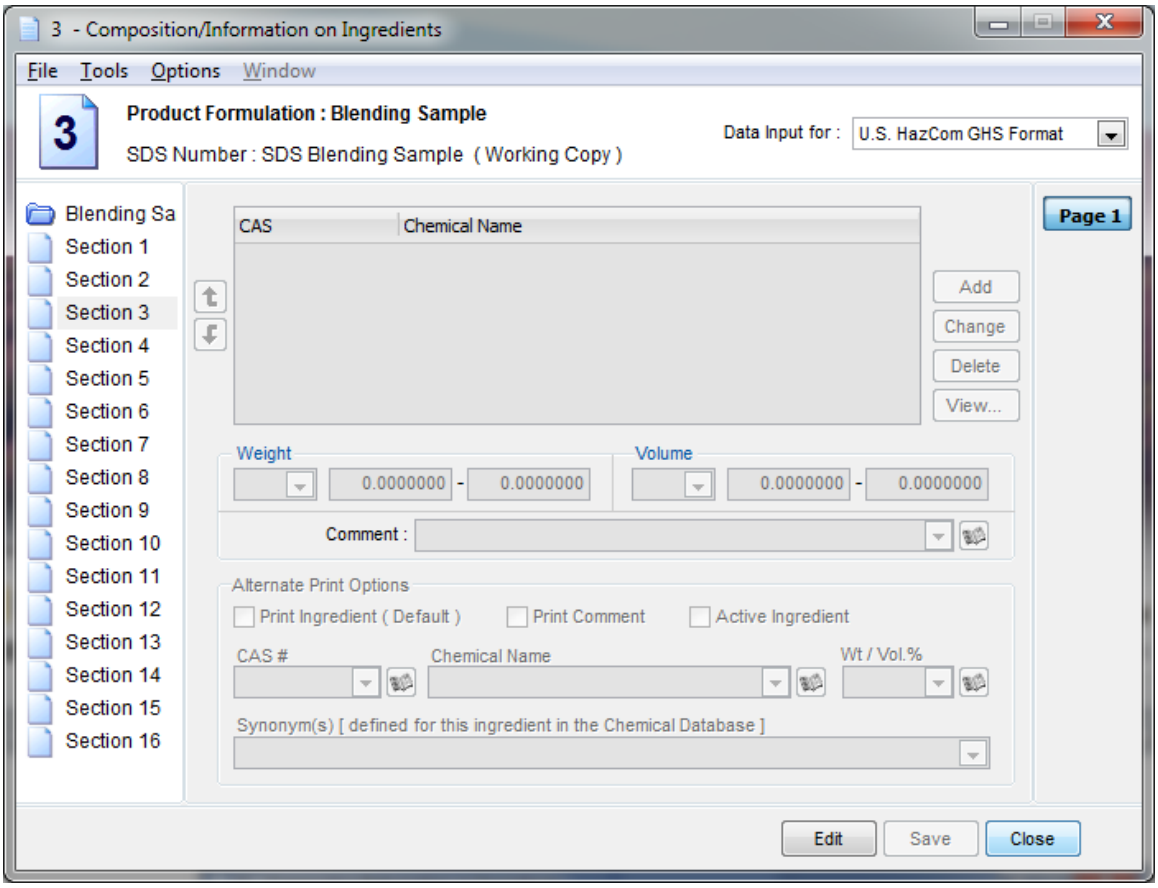
Tip: Mandatory fields are in bold all other fields are optional. Only fields that are populated will appear on an SDS.

Note: The Product Formulation is required and must be unique.

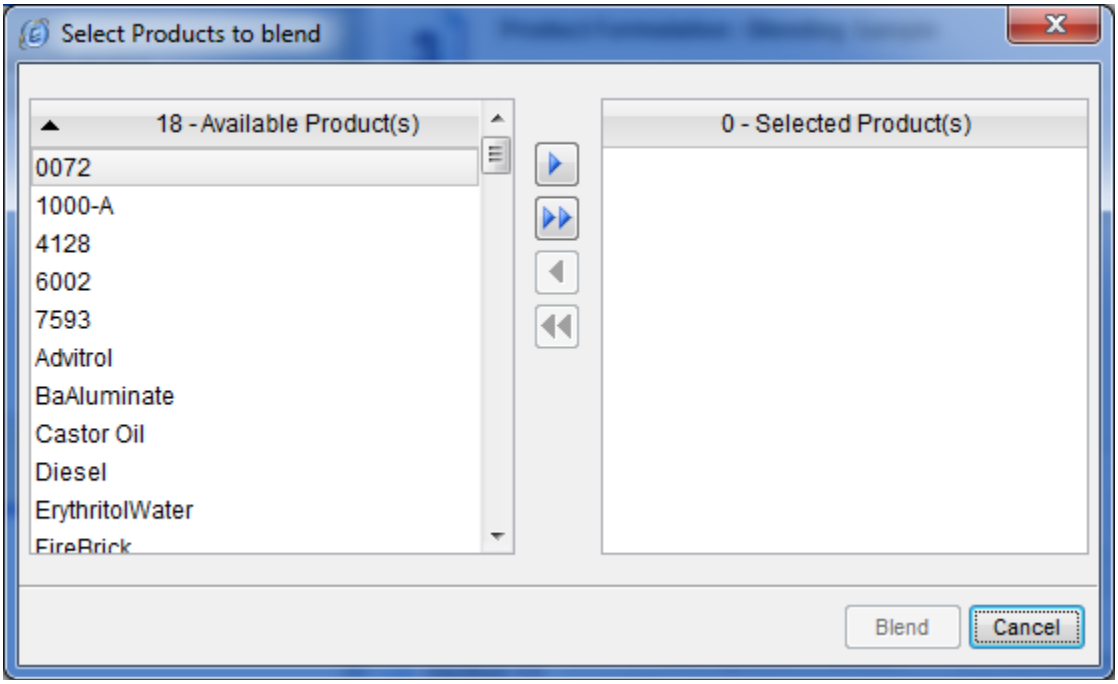
- From the **Product Formulation**, enter the new reference for this product.
- Continue to enter any of the optional data that you require.
- Click **Save** to continue. **Section 1 – Company Identification** is displayed:



- Continue to enter the SDS Section 1 information.
- Click **Save** to continue.
- Click **Section 3.** The **Composition/Information on Ingredients** Section is displayed:

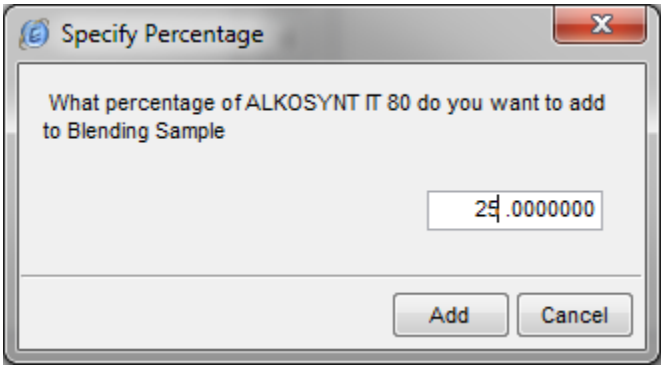


- Click **Edit,** then from the **Tools** menu select **Blend Products…** The **Select Products to blend** window is displayed:

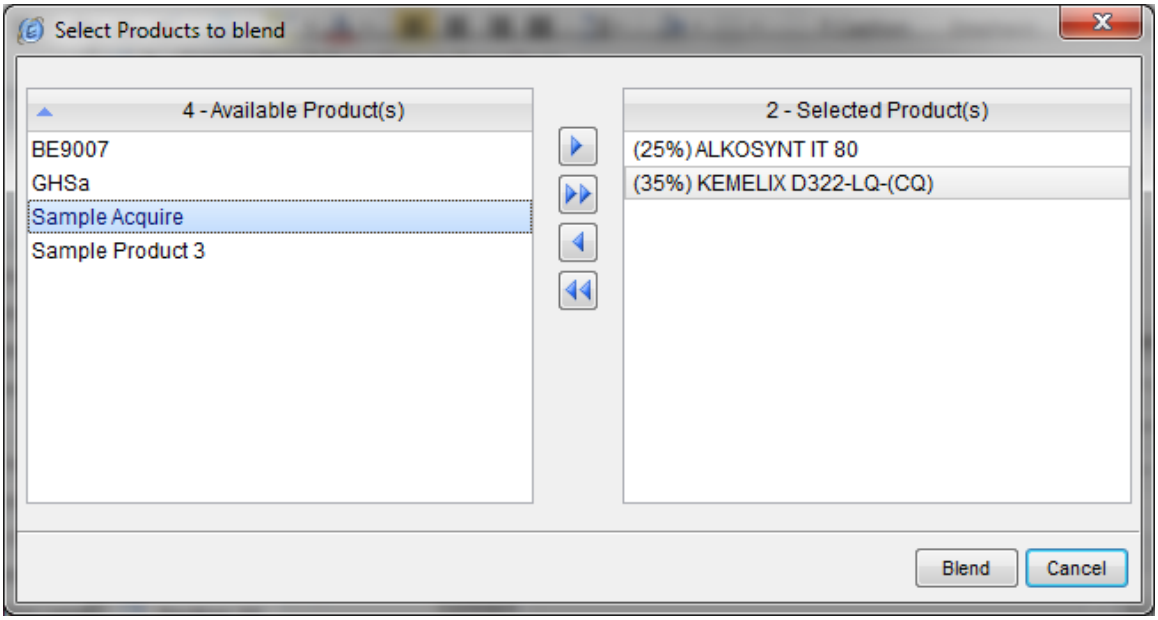


Note: The only Products that will be available are the Approved Products and Supplier SDS(s) that have been acquired via the SDS Wizard.

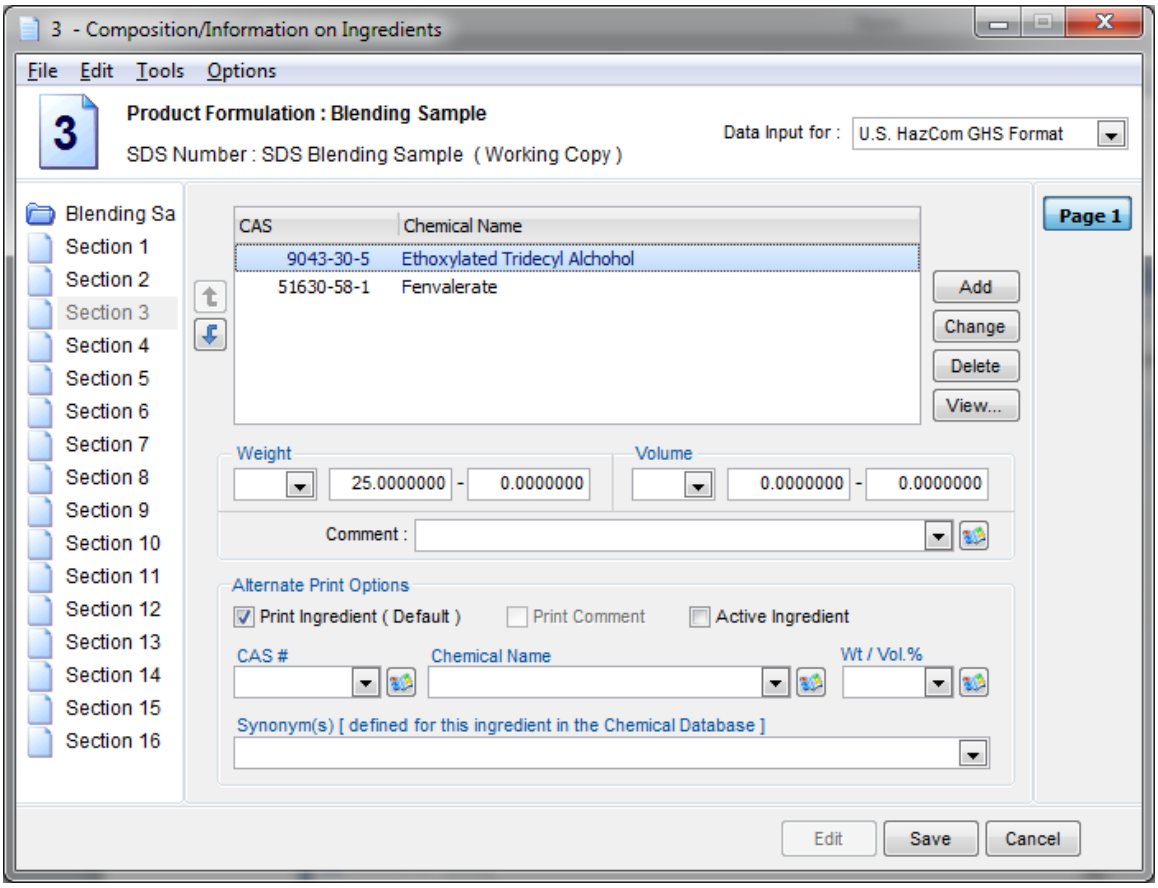
- From the **Available Product(s)** list, select a Product that you want to blend by double clicking the highlighted Product or click the right arrow button. The **Specify Percentage** window is displayed:



- Enter the percentage that you want to blend from this Product. Click **Add.**



- Continue to add additional Products then click the **Blend** button when you have added all of the products that you want to blend together.



- You may add ingredients from the Chemical Database to complete the formula for the new Product if necessary.
- Modify any information that you want for any of the ingredients then click **Save** to continue.
- If you are using **SmartLink**, you may elect to **Assemble** the SDS now.

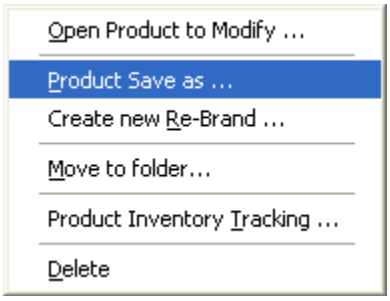
How to Copy a Product Formulation

Using this feature allows you the ability to quickly create an SDS for similar products. After copying the desired Product and entering the required information into Section 1, simply change the necessary data (those fields that are different from the original formulation) throughout the Sections 2 - 16.

There are three ways to copy a Product Formulation:

With the desired Product folder Icon highlighted in the Folder Pane:

- Right click on the selected Product folder Icon. The Menu is displayed. Left click **Product Save as…**



or

- From the Main Menu bar, Click **File** - **Product Save as…**
  or
- From the Product Formulation Menu bar, select **File – Save as …**
- In the Product Save as… window, enter a new unique Product Formulation Number. The entry will be validated as to its uniqueness.
- Click **OK** to continue or **Cancel** to exit the process.

Notes: The new Product Formulation Number is a duplicate of the original in Sections 2-16. You must create a new Section 1 and provide a unique SDS Number to have a complete working copy of an SDS.

If all of the Sections 2-16 are to remain identical and you only want to change the SDS Number and Trade Name(s), then see How to Create a Rebrand for a Product

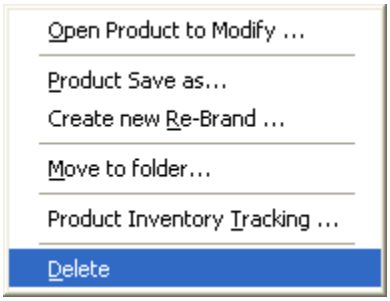
How to Delete a Product Formulation

Deleting a Product Formulation will also delete all SDS's associated (Rebrands) to the selected Product.

There are two ways to delete a Product:

With the desired Product folder Icon highlighted in the Folder Pane:

- Right click on the selected Product folder Icon . The Menu is displayed. Left click **Delete**.



- At the warning message, click **Yes** to continue or **No** to cancel the deletion.
- Wait for the process to complete, if successful, a message will be displayed informing you that the Product Formulation has been removed.
  or
- First open the Product Formulation you wish to delete. If necessary, use the Search method.
- From the Menu bar, select **File – Delete.**
- At the warning message, click **Yes** to continue or **No** to cancel the deletion.
- Wait for the process to complete, if successful, a message will be displayed informing you that the Product Formulation has been removed.

Warning: Be careful, by deleting a Product Formulation, you are also deleting all of the associated Rebrand SDS's. This process cannot be reversed and the Product Formulation and its associated SDS's will be **unrecoverable**.

How to Delete an Approved SDS

Deleting an Approved SDS will also remove the working copy of the SDS if it exists..

- First open the SDS you wish to delete. If necessary, use the Search method.
- From the Menu, select **File – Delete SDS.**
- At the warning message, click **Yes** to continue or **No** to cancel the deletion.
- Wait for the process to complete, if successful, a message will be displayed informing you that the SDS has been removed.

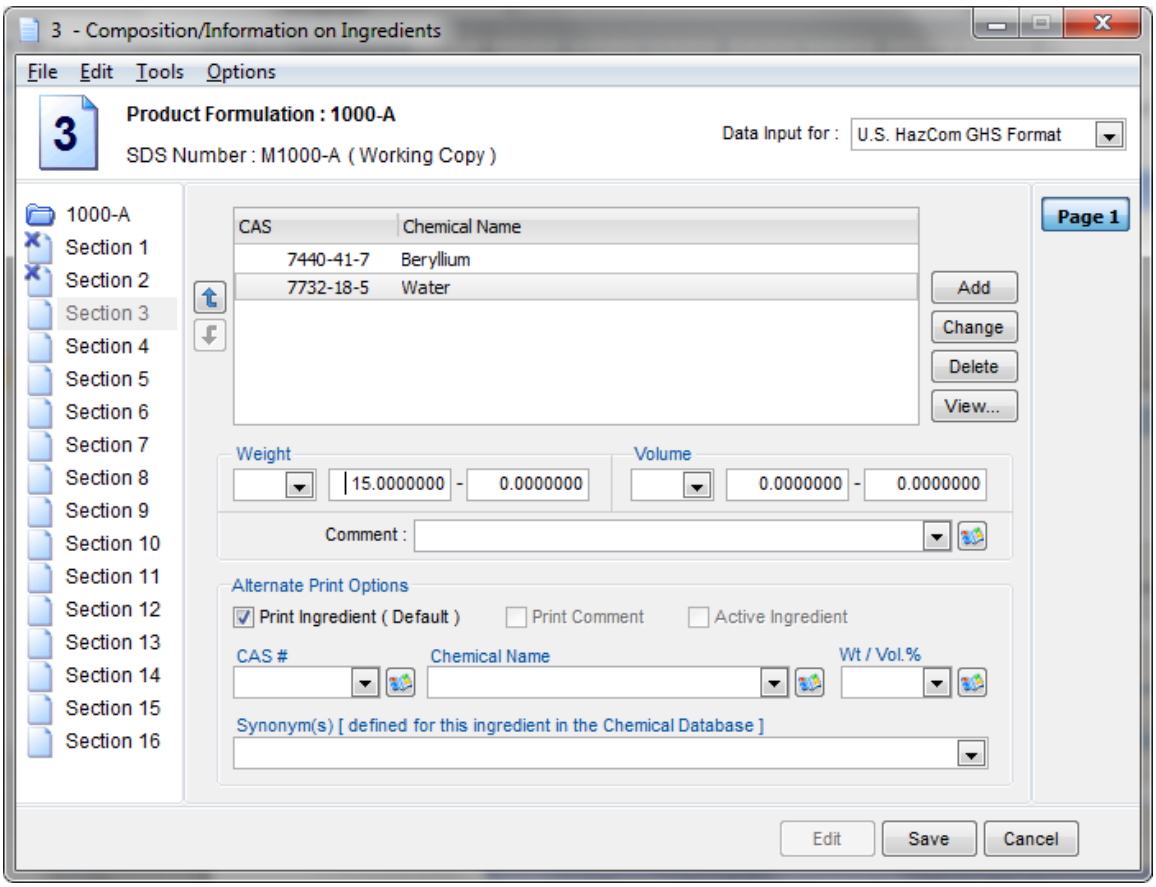
Warning: This process cannot be reversed and the SDS will be **unrecoverable**.

How to Reorder the Ingredient Sequence

Assume you entered Sodium Chloride as a third ingredient. Instead of having Water as the first ingredient to print on the Safety Data Sheet, you want Sodium Chloride to be printed first.

To re-order the sequence of the ingredients:

- Open the SDS that you want to reorder the Ingredients for.
- From the Sections bar, click **Section 3.**
- If it is not a Working Copy, then create one.
- Click **Edit**.



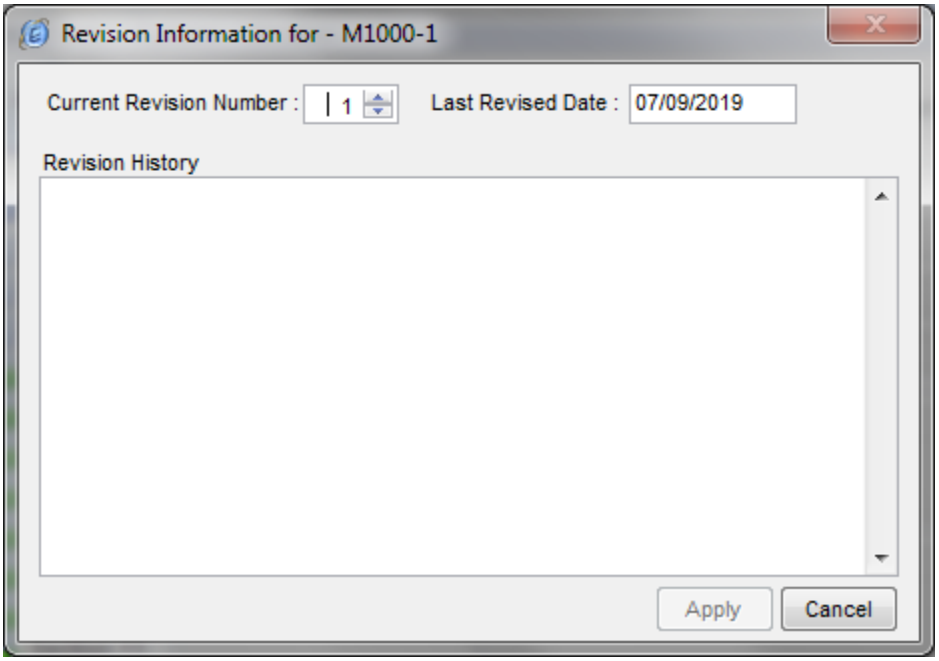
- Highlight the Chemical that you want to change the order of.
- Click the **Up** Arrow or **Down** Arrow to move the position of the Chemical.
- Click **Save**.

How to Modify the Revision History / Number for an SDS

There are times when you will want to modify the revision history for an SDS. EnviroMSDS allows you to edit the revision history and the revision number. Usually this feature is used when you are creating new SDS's that already in existence and has its own revision number. By default a new SDS created will print Revision Number: New SDS. Then for each successive modification and approval of the same SDS, the Revision Number will auto increment.

To modify the Revision History or Number for an SDS:

- Open the SDS that you want to modify the revision history for.
- If you are not already in Section 1, then from the Section bar, click **Section 1**.
- If it is not a Working Copy, then create one. From the Menu Bar, Select **Tools** and then select **Create Working Copy**
- From the Menu Bar, Select **Tools** and then select **Modify Revision…** The **Revision Information for –** window is displayed.



To modify the Revision Number:

- From the **Current Revision Number** field, modify the revision number to what you want.

To modify the Revision History:

- Position the cursor inside the **Revision History** field and make whatever changes you want.
- Click **Apply** to save your changes.
  or
- Click **Cancel** to abort your changes.

Warning: This is an **unrecoverable** process! Do not make changes to the Revision History unless you are absolutely sure you do not need any information that will be lost!

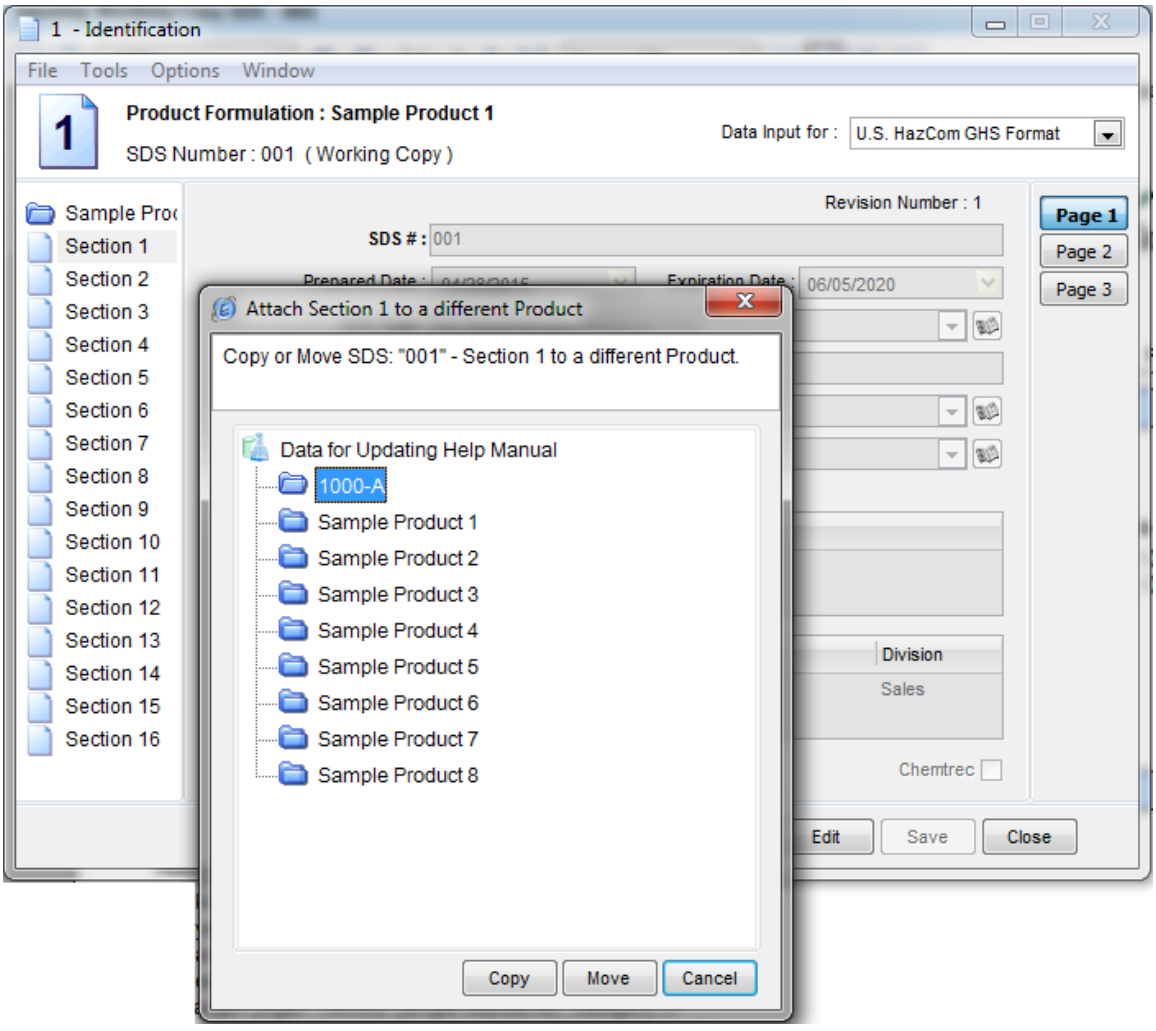
Notes: If you rollback the Revision Number to zero, the SDS will be a 'New SDS' upon re-Approval. The changes you make will be reflected on the SDS after the SDS is Approved.

How to Move or Copy Section 1 to another Product

To Move or Copy Section 1 to another Product:

- Open the SDS that you want to Move or Copy Section 1.
- If you are not already in Section 1, then from the Section bar, click **Section 1**.
- From the Menu Bar, Select **File** and then select **Attach to Product...** The **Attach Section 1 to a different Product** window is displayed.

Note: If there are Approved and Working Copy versions of the SDS, selecting either one will automatically process both versions.



Select the Product you want to Move or Copy Section 1 to.

- Click **Copy** to copy Section 1 to the selected Product. Section 1 and associated data (Trade Names, Manufacturer, Supplier, Customers linked to SDS, etc…) **Note:** the Archival information is not copied over.

or

- Click **Move** to move Section 1 to the selected Product. Section 1 and all associated data (Archive, Trade Names, Manufacturer, Supplier, Customers linked to SDS, etc…)

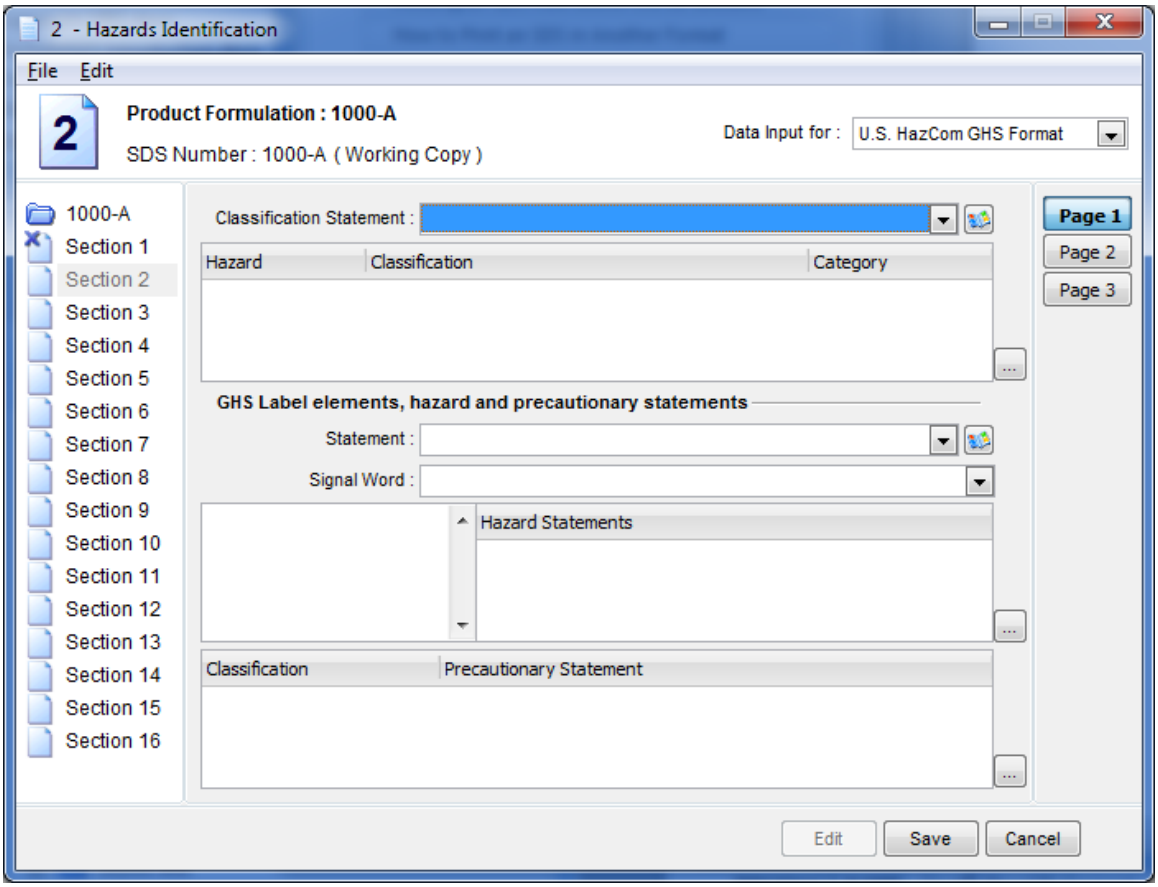
or

- Click **Cancel** to abort the operation without any changes.

How to Add GHS Pictograms, Classifications and Statements to a Product

To add GHS Pictograms, Classifications and Statements to a Product:

- Open the Product by selecting the desired folder from the Folder Pane and right click with the mouse and select **Open Product…** (if you are not already at the Product Formulation window.)
- From the Menu Bar, select **Sections** and then open Section 2 by selecting **2 – Hazards Identification**.
- If you are viewing the Approved version of Section 2 and there is not a working copy of Section 2, then from the Menu Bar, select **Options – Create Working Copy…** , if there already is a working copy of Section 2, then select **Options – View Working Copy**.



- Click **Edit**.

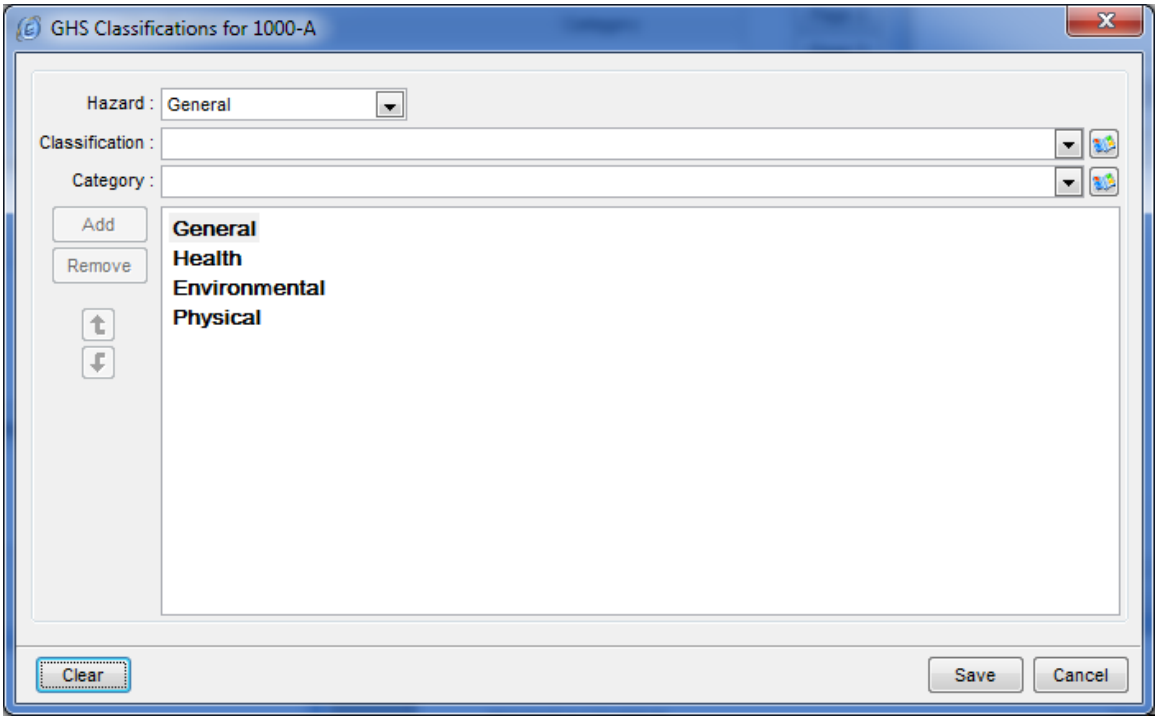
How to Add GHS Hazard Classifications

To Add GHS Hazard Classifications:

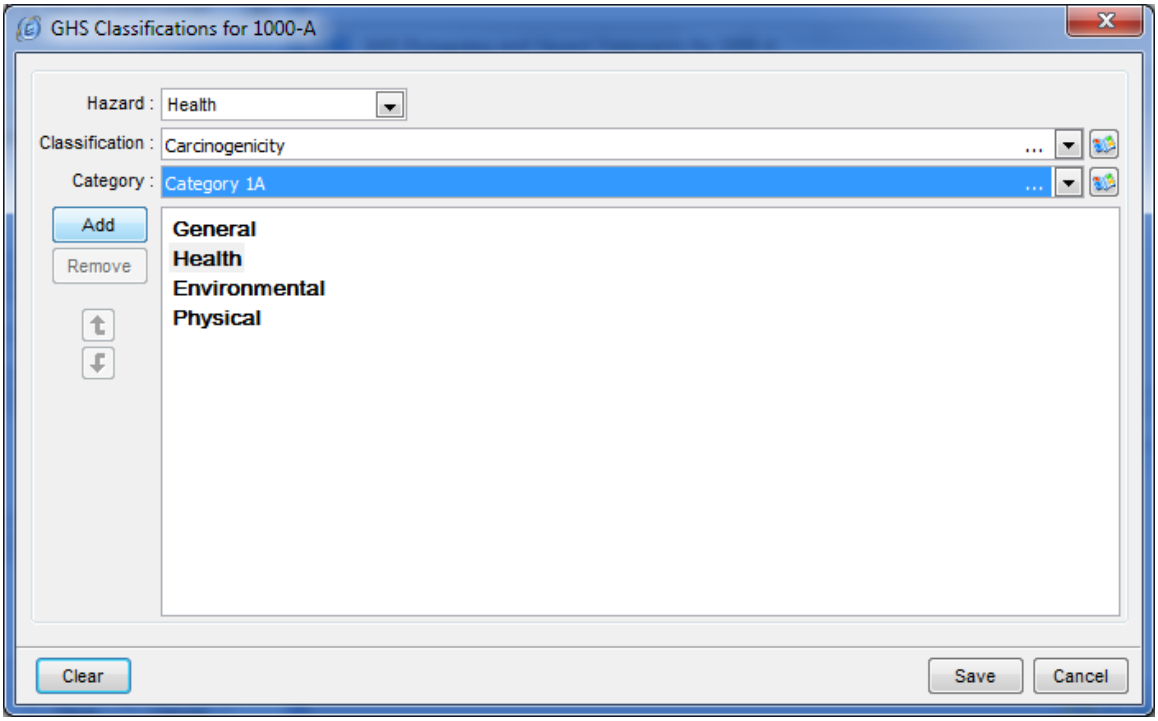


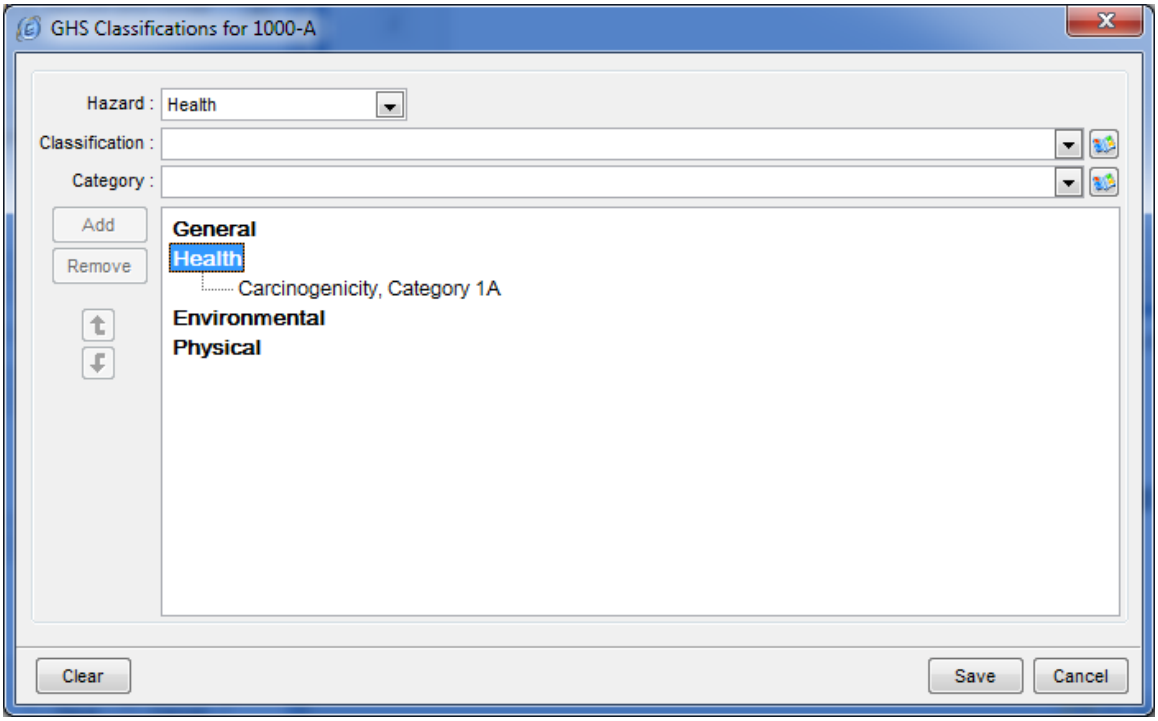
GHS Hazard Classifications List

- Click the ellipsis button ... to the right of the GHS Hazard Classifications List. The **GHS Classifications** window is displayed.



- Select one of the four **Hazards**.
- Click the **Classification** dropdown to a classification phrase.
- Click the **Category** dropdown and select the phrase that you want to associate with the selected Hazard for this Product.

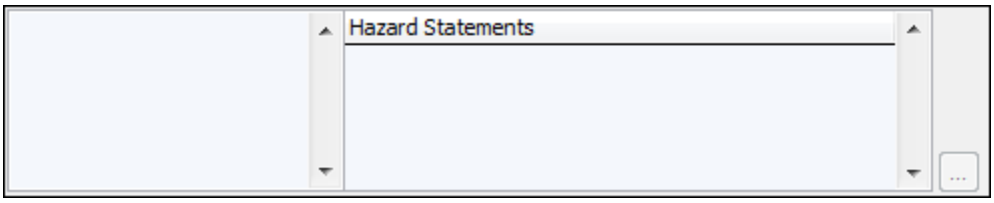




- Continue to add as many GHS Classifications to the Product that you want.
- Click **Save.**.

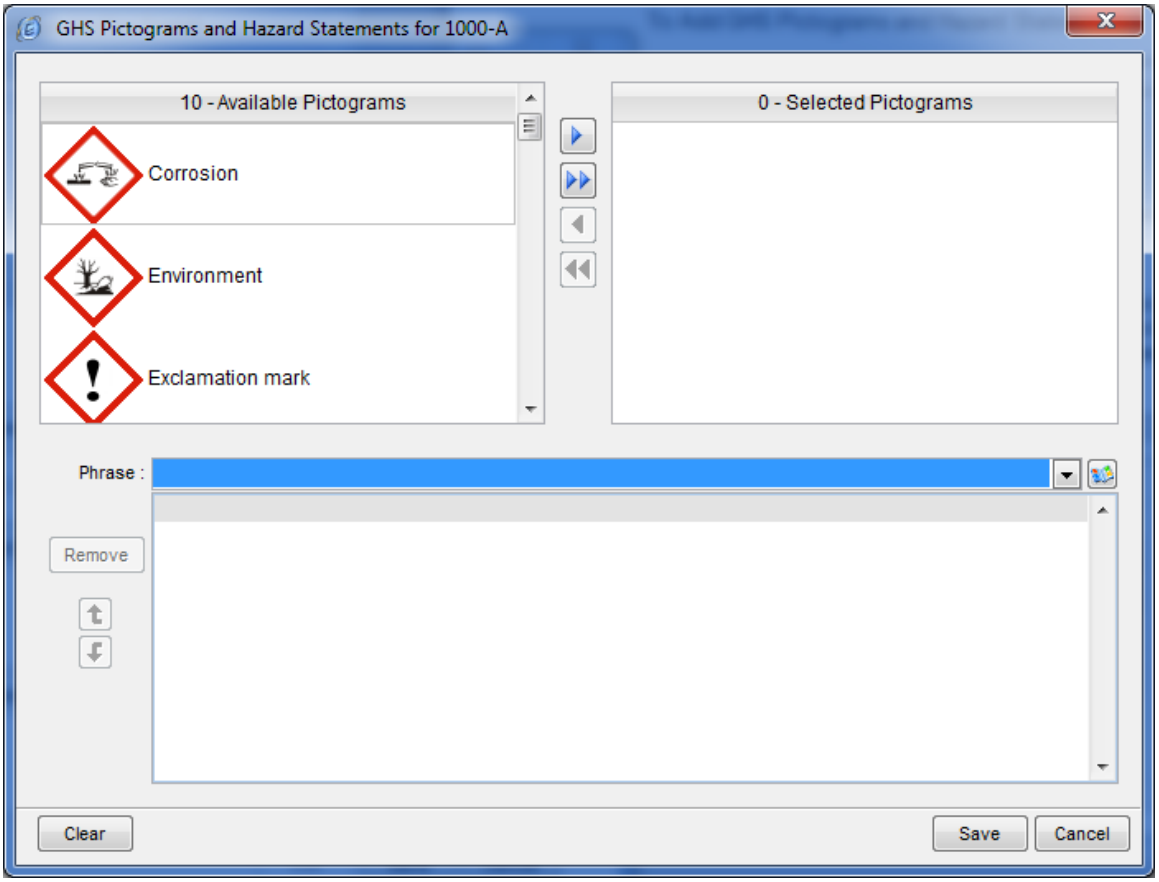
How to Add GHS Pictograms and Hazard Statements

To Add GHS Pictograms and Hazard Statements:



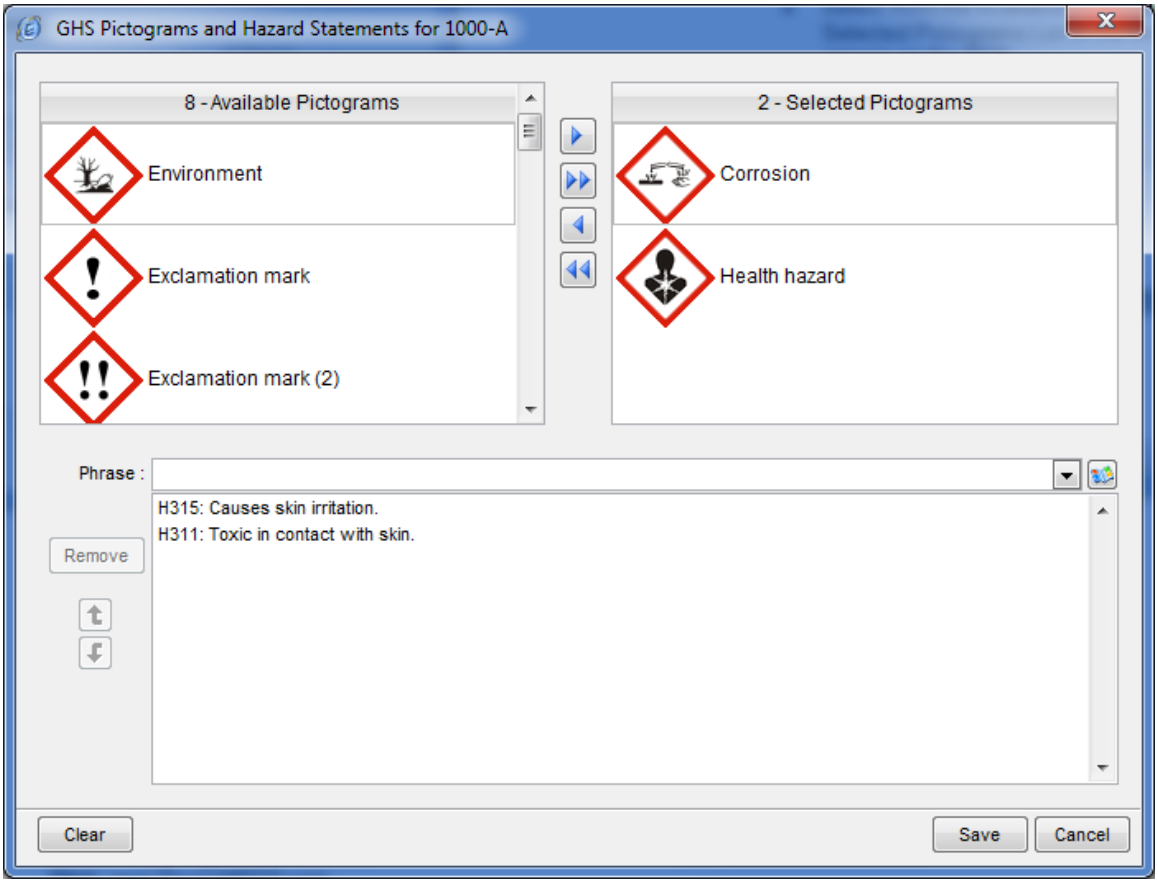
GHS Pictograms and Hazard Statements List

- Click the ellipsis button ... to the right of the GHS Pictograms and Hazard Statements List. The **GHS Pictograms and Hazard Statements for** window is displayed.



GHS Pictograms and Hazard Statements window

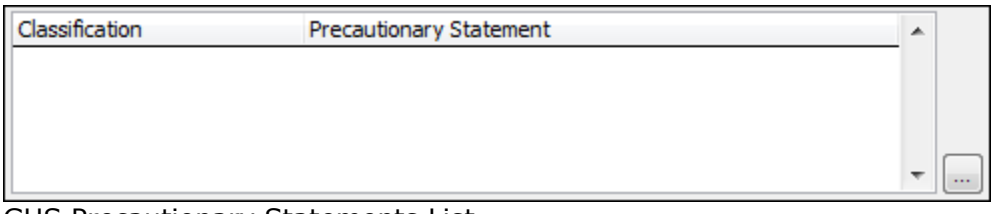
- Select from the Available Pictograms and move them to the Selected Pictograms List in the order you want them to appear on the SDS.
- Click the **Phrase** dropdown and select (*by placing a checkmark to the left of the phrase)* all of the GHS Hazard Statements that you want to associate with this Product.



- Click **Save**.

How to Add GHS Precautionary Statements

To Add GHS Precautionary Statements:

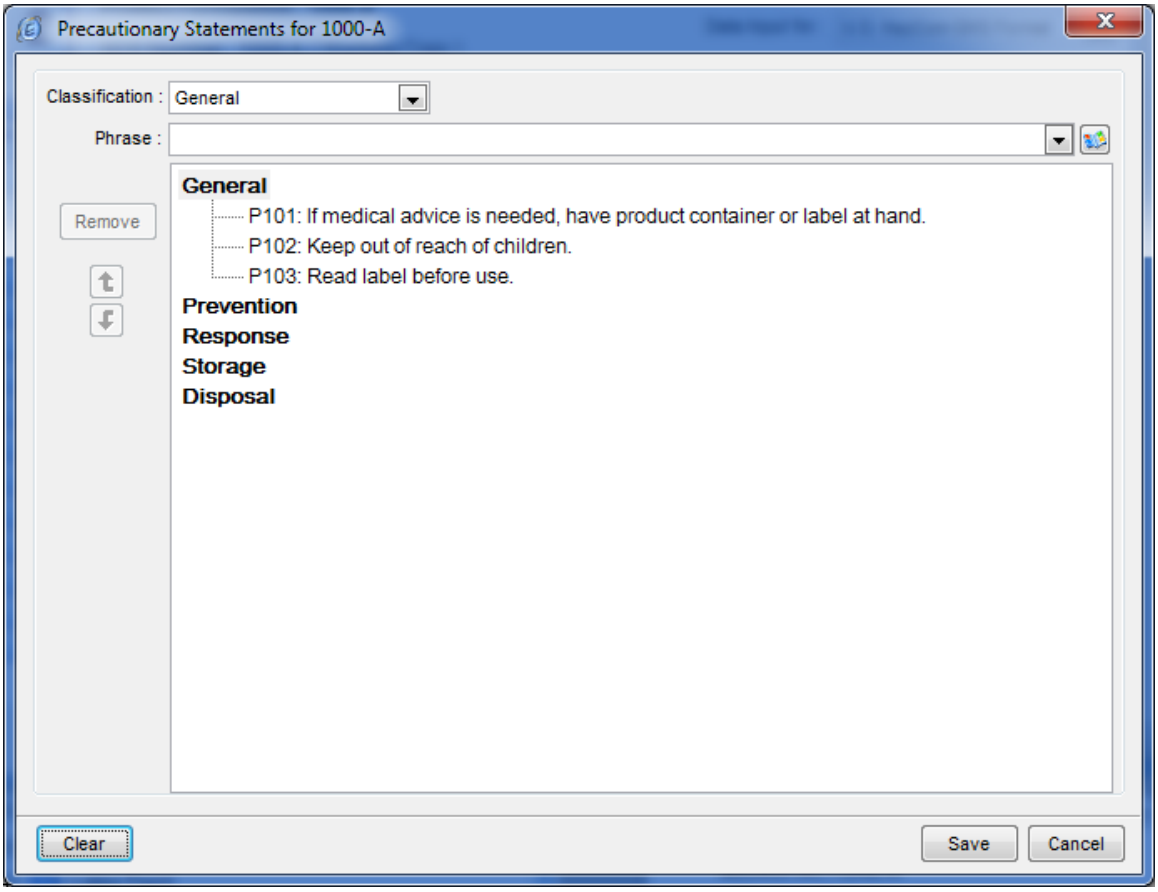


GHS Precautionary Statements List

- Click the ellipsis button  to the right of the GHS Precautionary Statements List. The **GHS Precautionary Statements** window is displayed.
- Select one of the five **Classifications**.
- Click the **Phrase** dropdown and select (*by placing a checkmark to the left of the phrase)* all of the GHS Precautionary Statements that you want to associate with this Product.

- Click the **Precaution** dropdown and select the phrase that you want to add to the list for the selected Classification for this Product.
- Continue to associate as many GHS Precautionary statements to each Classification as you want.

Tip: To remove a statement from the list, highlight the desired statement and click the **Remove** button.

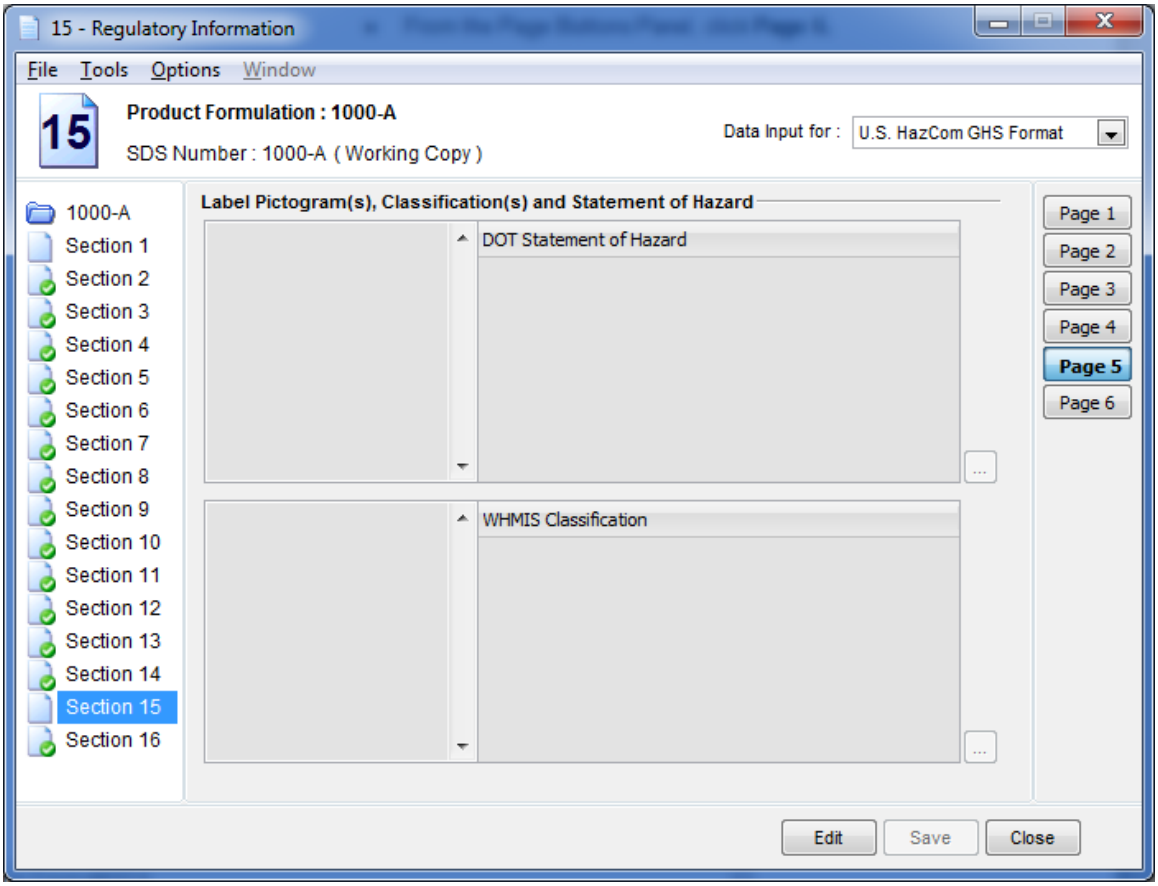


- Click **Save.**

How to Add Pictograms (DOT and WHMIS) to a Product

To add DOT and WHMIS pictograms to a Product:

- Open the Product by selecting the desired folder from the Folder Pane and right click with the mouse and select **Open Product...** (if you are not already at the Product Formulation window.)
- From the Menu Bar, select **Sections** and then open Section 15 by selecting **15 - Regulatory Information**.
- If there is not a working copy of Section 15, then from the Menu Bar, select **Options – Create Working Copy...** If you are viewing the Approved version of Section 15, and there already is a working copy of Section 15, then select **Options – View Working Copy**.
- From the Page Buttons Panel, click **Page 5.**



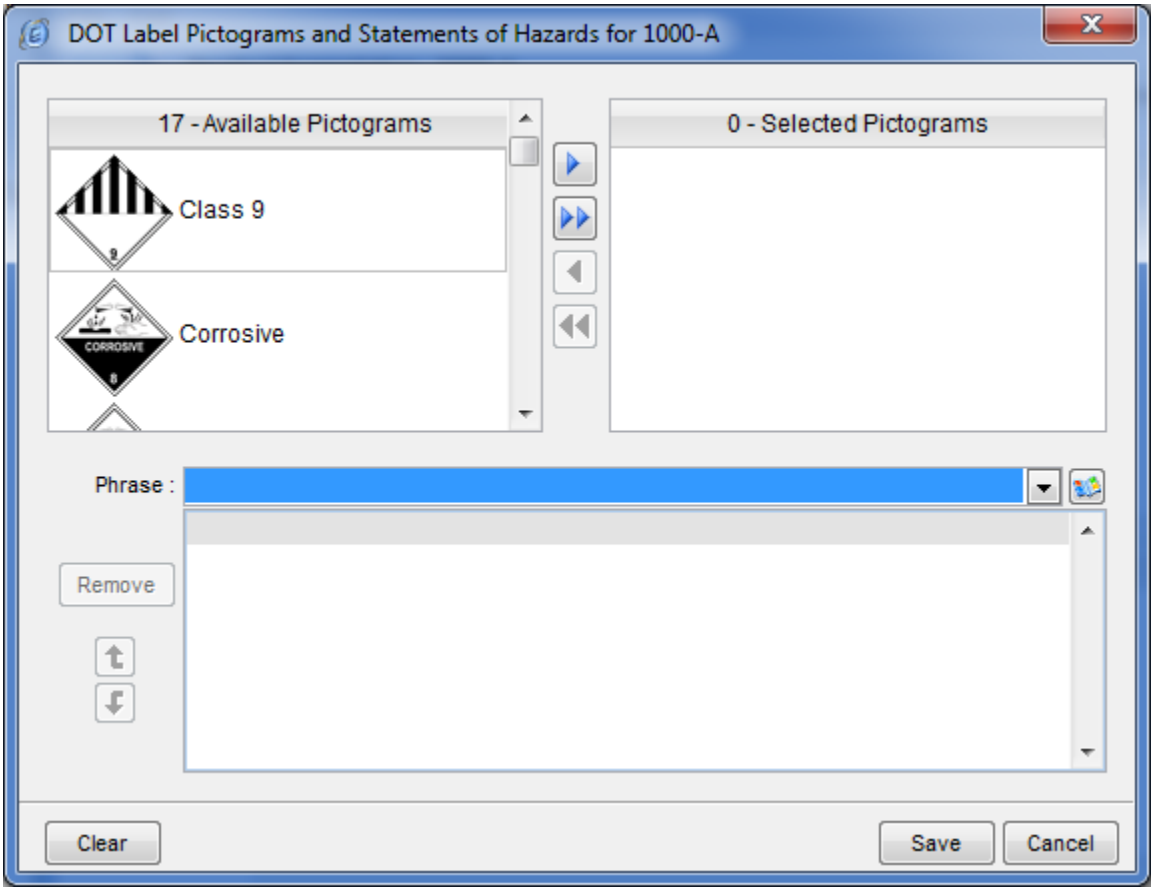
- Click **Edit**.

Now you can add DOT, WHMIS or EEC pictograms to the product.

How to Add the DOT Label Symbols and Statement of Hazards

To Add the DOT Label Symbols and Statement of Hazards:

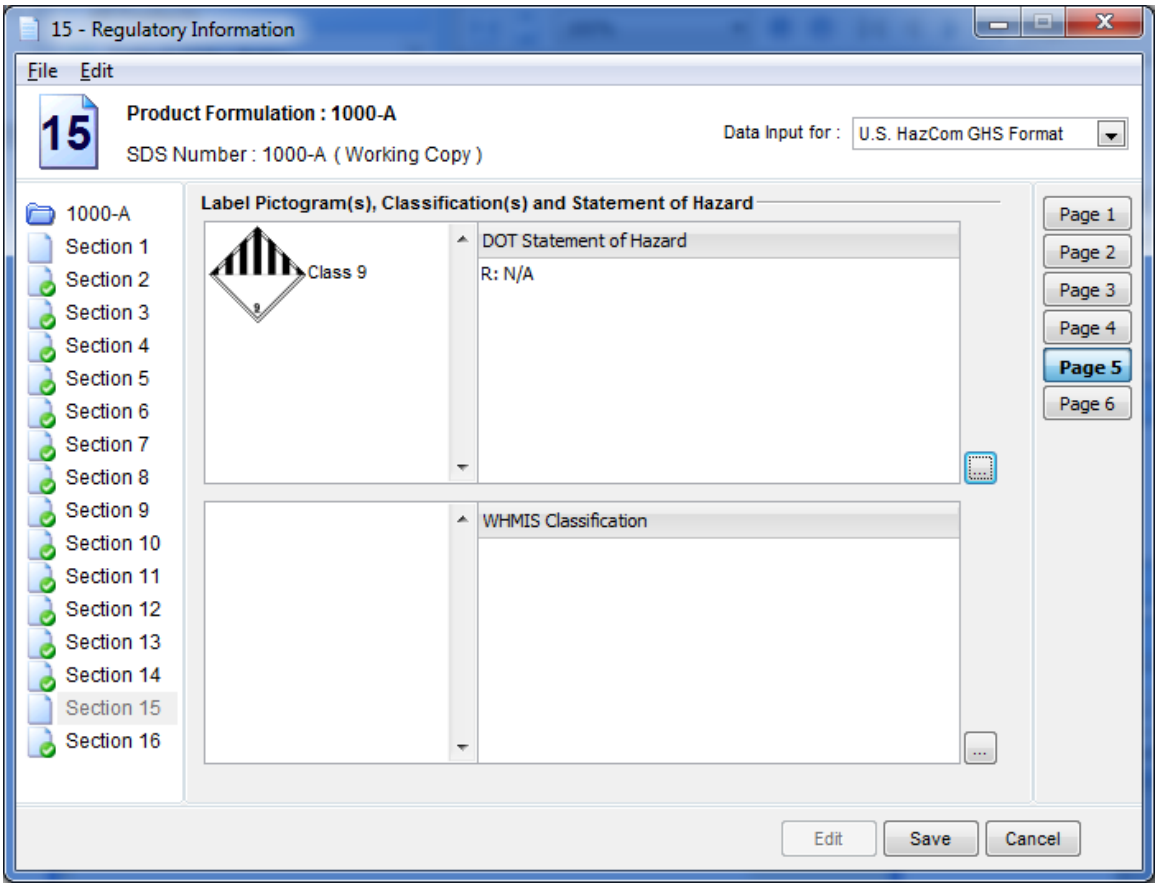
- Click the ellipsis button [...] to the right of the DOT Label Symbol and Statement of Hazard list. The **DOT Label Symbols and Statements of Hazards** window is displayed.



- Select from the Available Pictograms list and move to the Selected Pictograms list.
- Click the **Phrase** dropdown to select the phrases you want to associate with this Product.

Tip: To remove a statement from the list, highlight the desired statement and click the **Remove** button.

- Click **Save** to save your changes.

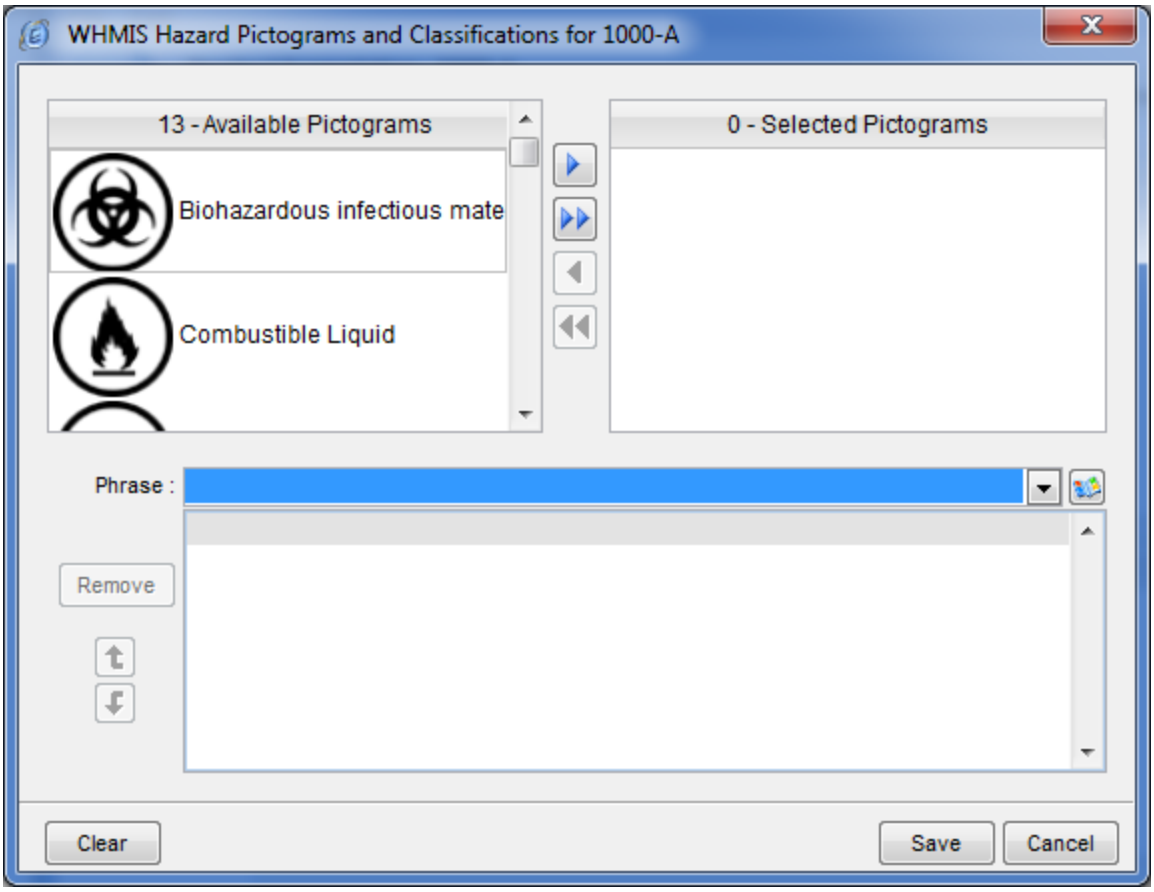


The DOT Label Symbols and Statements of Hazards window with one list item.

How to Add the WHMIS Hazard Pictograms and Classifications

To Add the WHMIS Hazard Pictograms and phrases:

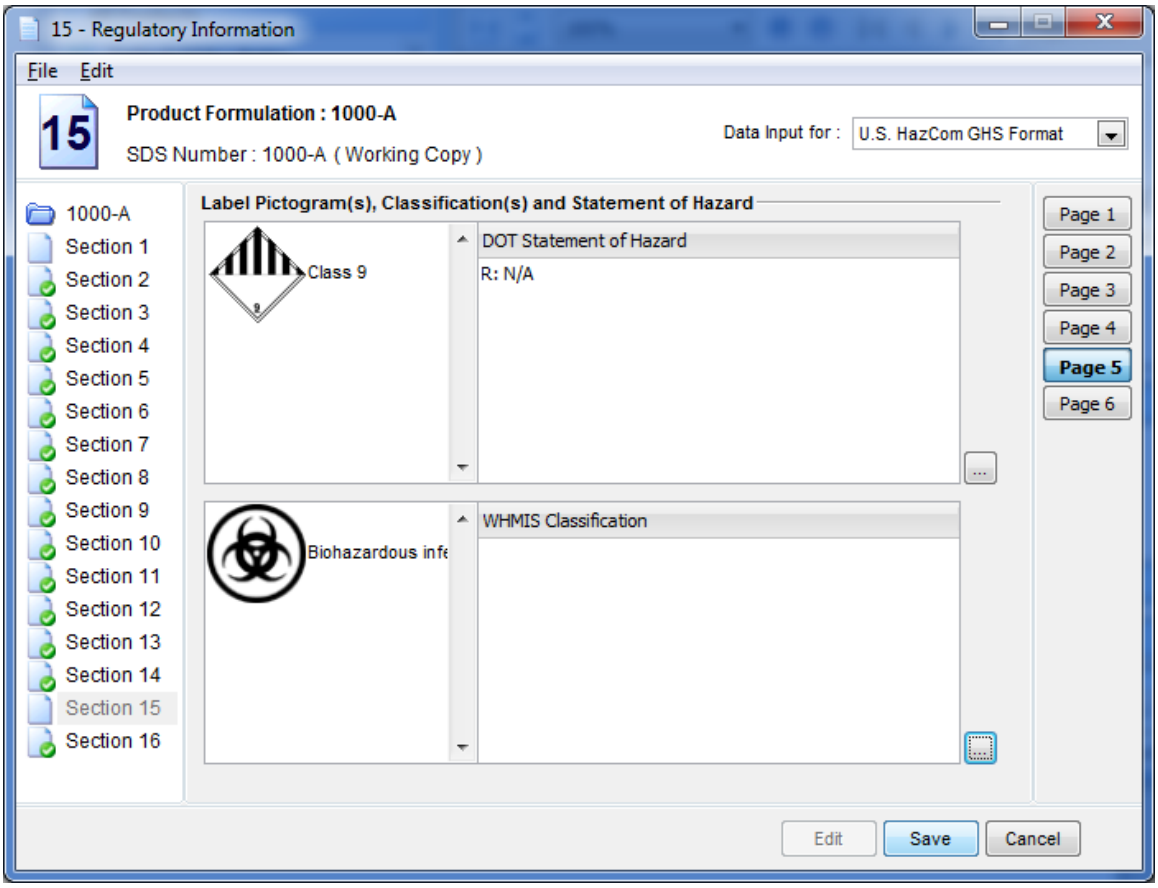
- Click the ellipsis button ... to the right of the **WHMIS Hazard Pictograms and Classifications** list. The **WHMIS Hazard Pictograms and Classifications** window is displayed.



- Select from the Available Pictograms list and move to the Selected Pictograms list.
- Click the **Phrase** dropdown to select the phrases you want to associate with this Product.

Tip: To remove a statement from the list, highlight the desired statement and click the **Remove** button.

- Click **OK** to save your changes.

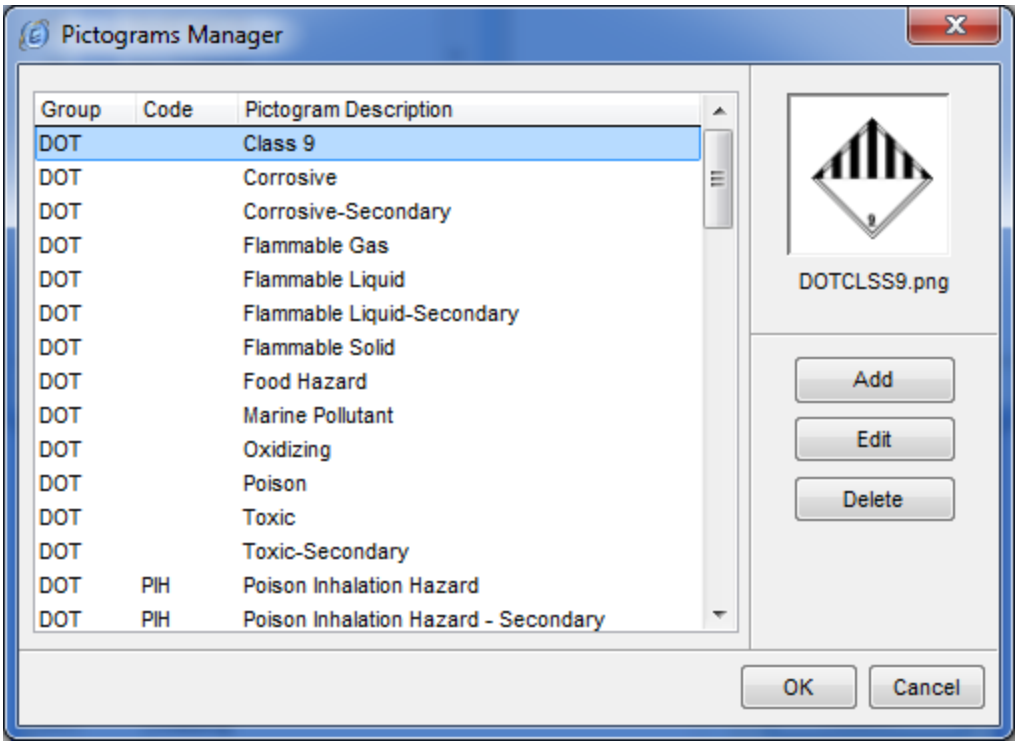


The WHMIS Hazard Symbols and Classifications window with one list item.

How to Add a New Pictogram to the Symbols List

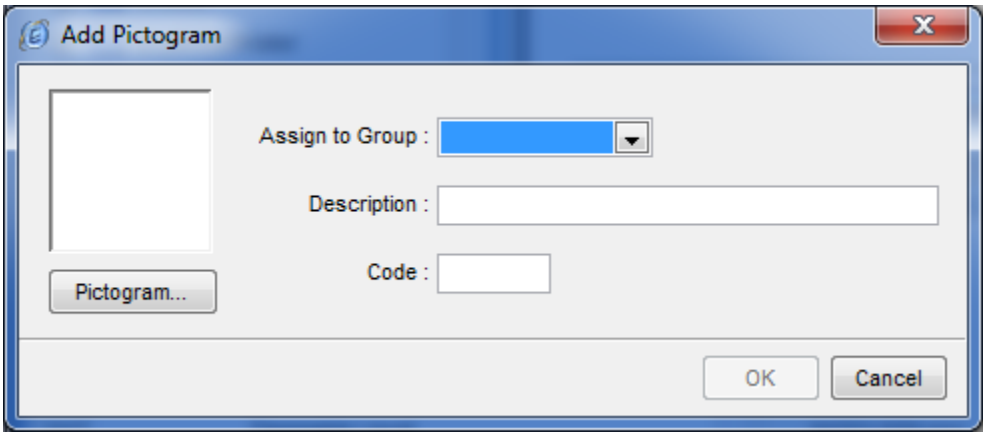
To add a new pictogram to the Symbol Dropdown:

- From the Main Menu select Tools - **Pictograms Manager..**

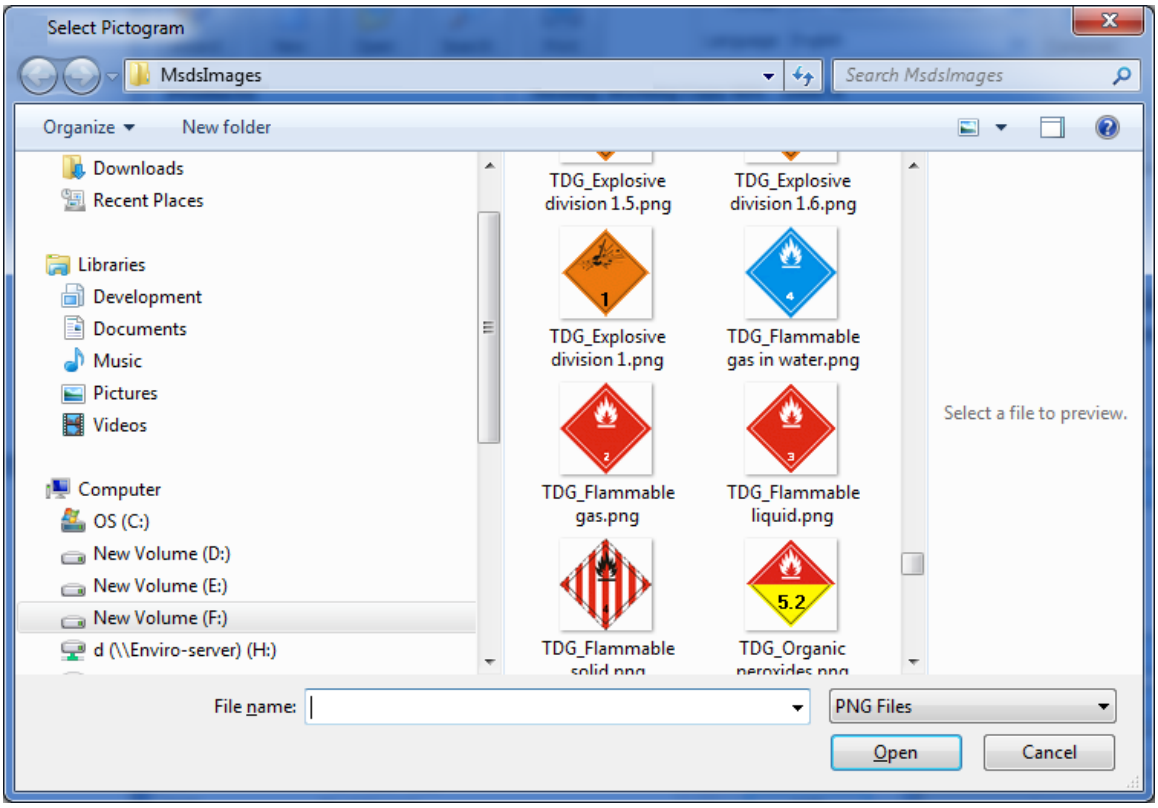


The Pictograms Manager window

- Click **Add**.



- Click **Pictogram**. The **Open Picture** window is displayed.



The Pictograms Manager's Open Picture window.

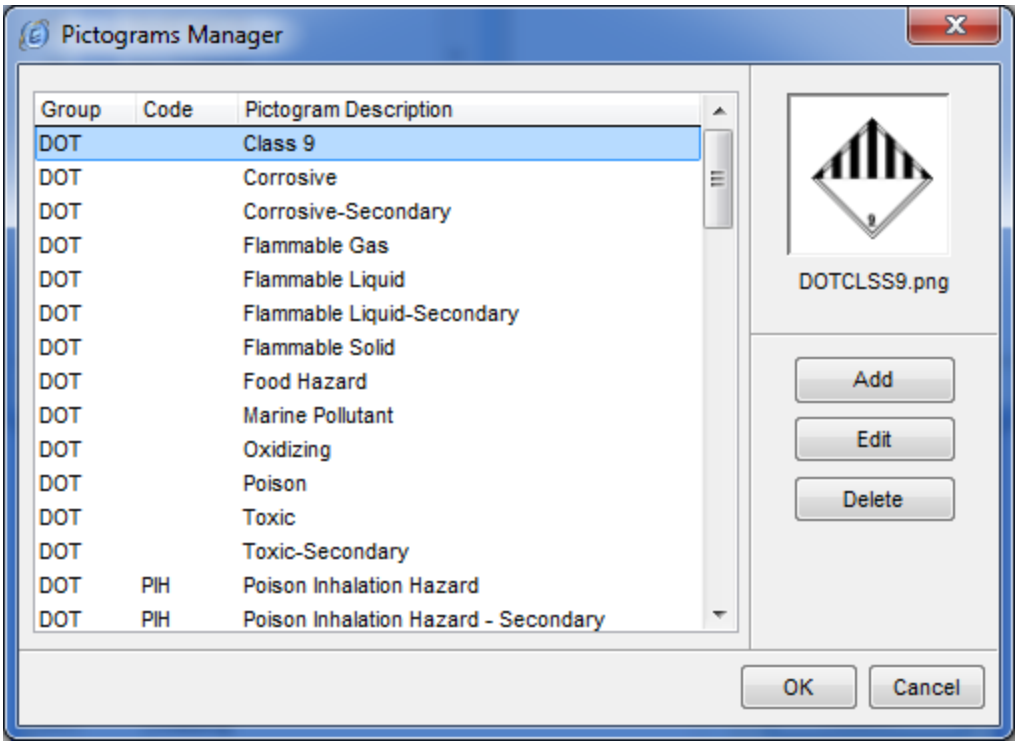
- Navigate to the **EnviroMSDS Authoring\MSDSImages** folder and select the new pictogram file. (PNG is the default file type)
- Continue to add all of the pictograms that you want.
- Click **OK** to save your changes and exit the window.
  or
- Click **Cancel** to abort your changes and exit the window.

Note: The pictogram should be a .png and must be placed into the **MSDSImages** folder under EnviroMSDS Authoring. For more information see Setting SDS Viewer Defaults and **Default Images Path**

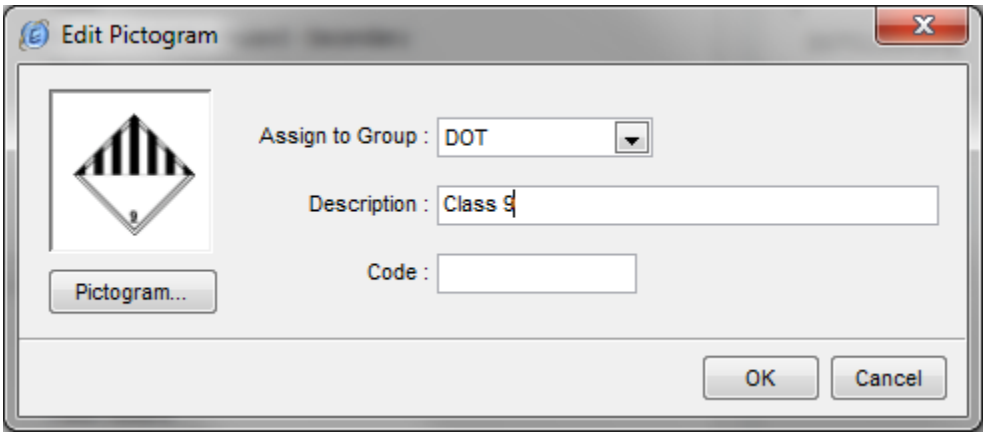
How to Edit the Description for a Pictogram in the Symbols List

To edit the description for a Pictogram in the Symbol dropdown field:

- From the **Add Symbol For ...** window, right click on the Symbol dropdown field and from the Menu select **Edit Pictograms List**. The **Pictograms Manager** window is displayed.



- From the **Group** dropdown field, select the Pictogram group (GHS, DOT, WHM, and EEC) and then highlight the Pictogram name that you want to edit.
- Click **Edit.** The **Edit Pictogram** window is displayed.

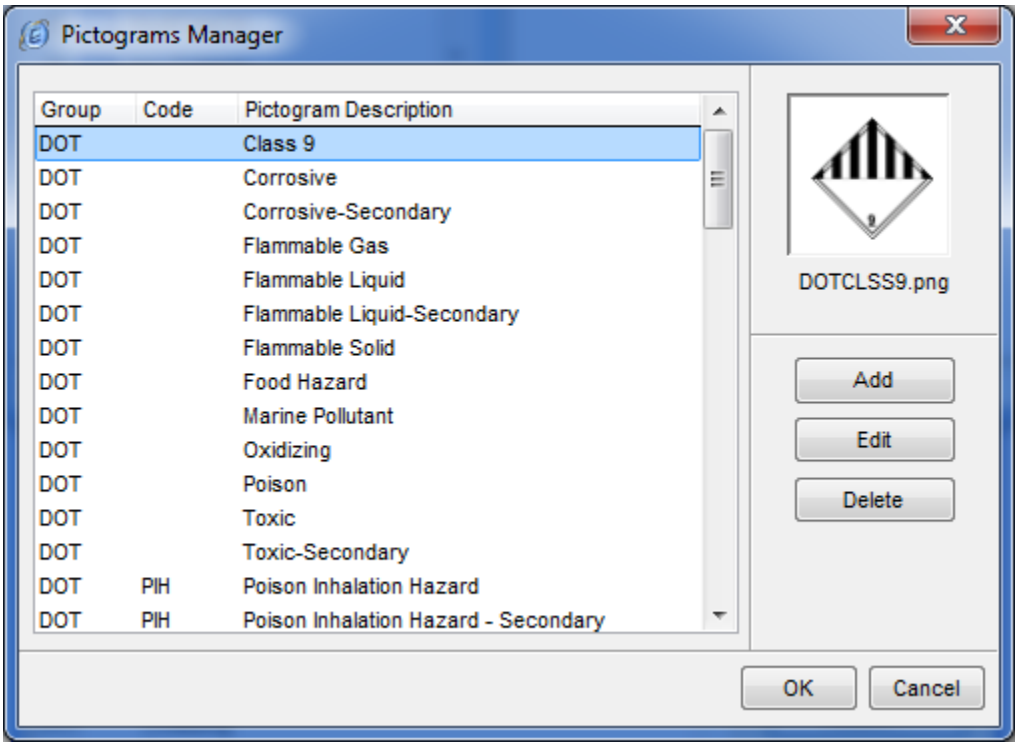


- Enter a new Description and Click **OK**.
- From the **Pictograms Manager** window, Click **OK** again to save your changes.

How to Delete a Pictogram from the Symbols List

To delete a pictogram from the symbols list:

- From the **Add Symbol For ...** window, right click on the Symbol dropdown field and from the Menu select **Edit Pictograms List**. The **Pictograms Manager** window is displayed.



- From the **Group** dropdown field, select the Pictogram group and then highlight the Pictogram name that you want to delete.
- Click **Delete**. At the confirmation window, select **Yes.**

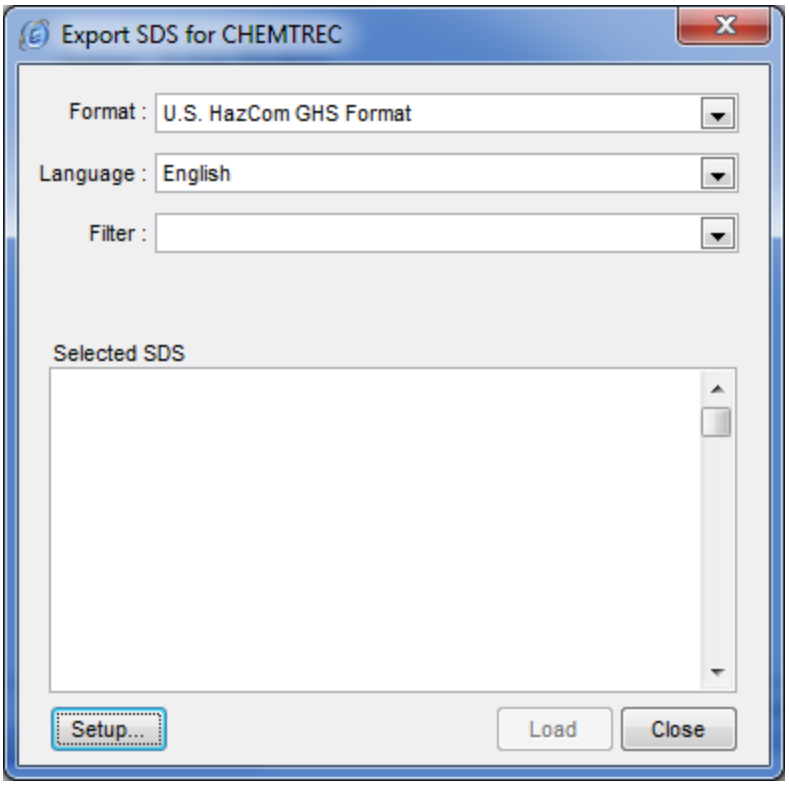
Note: This feature requires a Security Level of Administrator or Manager.

How to Export SDS Files for CHEMTREC

EnviroMSDS has a built in feature to allow you to export SDS in PDF format for CHEMTREC. Also included, is a tracking feature that allows EnviroMSDS to know which files have been previously exported. The load feature will compare the SDS # and revision #s to determine if the SDS is new or revised.

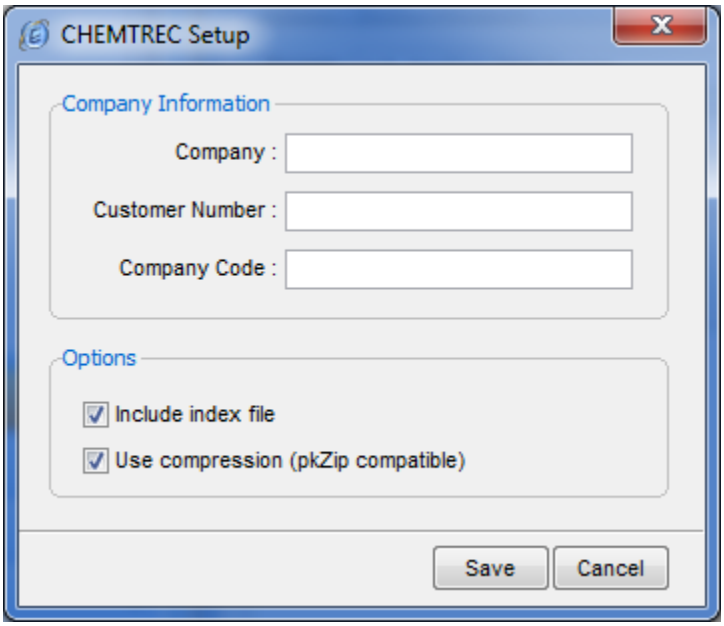
To export SDS files for CHEMTREC:

- From the Main Menu, select **Tools**, and select **CHEMTREC ...**



Export SDS for CHEMTREC window.

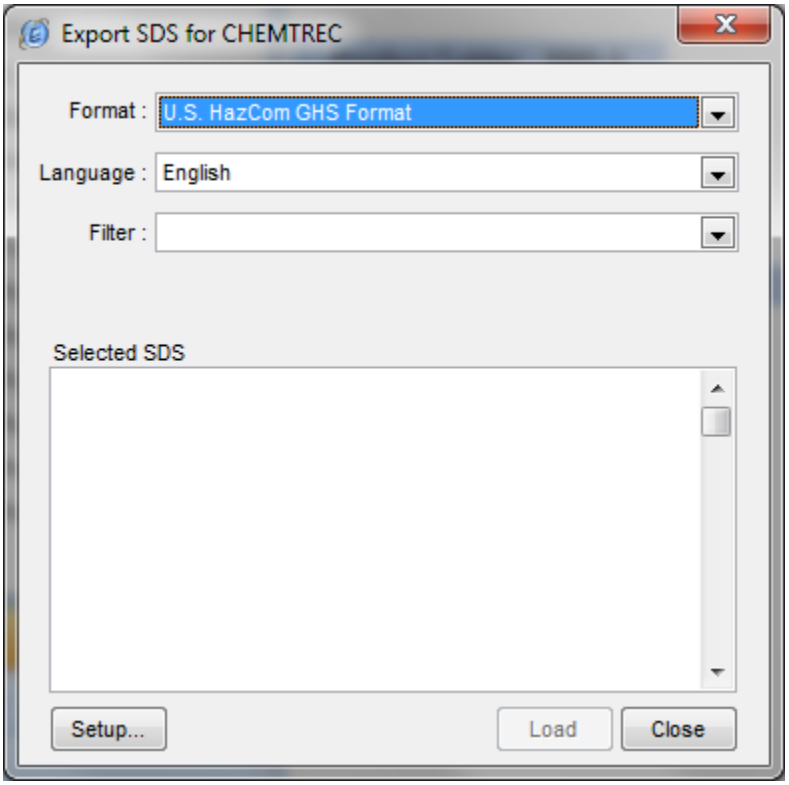
- If this is the first time in, you will need to configure the settings through **Setup**. Click **Setup...** The **CHEMTREC Setup** window is displayed.



CHEMTREC Setup window

CHEMTREC should have provided you with your Company, Customer Number and Company Code that you are registered under. If you do not have this information then contact CHEMTREC. To Continue, enter in the information provided and then click Save.

- Check the **Include Index file** option to provide CHEMTREC even more robust searching and reporting, it is preferred (but not required) that an index file be submitted with all documents.
- Check the **Use compression (pkZip compatible)** option to compress and package all of the SDS's and Index file into one file for easy submission.



- Click the **Format** dropdown and select the preferred SDS format that you want the SDS(s) to be exported in.
- Click the Language dropdown and select the preferred SDS language that you want the SDS(s) to be exported in.
- Click on the **Filter** dropdown list and make a selection.
- Selecting **All Approved SDS** will load all approved SDS with the Chemtrec ☑ checked in Section 1.
- Selecting **New / Updated SDS Only** will load all approved SDS that are newly approved or the revision number has changed since the last set of SDS that you created for CHEMTREC, with the Chemtrec ☑ checked in Section 1.
- Selecting **User Selected SDS** allows you to enter the SDS # for any SDS regardless of the Chemtrec Phone Number checkbox in Section 3 and regardless of the revision number.

- If you selected, either **All Approved SDS** or **New / Updated SDS Only** then click **Load** to have the respective SDS(s) loaded into the **Selected SDS** list.
- Otherwise if you selected **User Selected SDS** then you will be allowed to manually enter the SDS #'s and **Add** them into the **Selected SDS** list.
- Once you have the **Selected SDS** list loaded, click **Export**. A confirmation window will be displayed asking if you wish to continue. If you are ready to export the files then click **Yes** otherwise click **No**.

Tip: You can remove items from the **Selected SDS** list by highlighting the unwanted item(s) and double clicking the left mouse.

How to Compose / Re-Compose an SDS

To compose an SDS:

From the Main window:

- From the Folder Pane Products View, highlight any SDS by clicking on the document Icon.
- With the SDS selected, right click on the document Icon and select **Compose** or **Re-Compose**.
  or
- From the Main Toolbar, click the compose 

button.

Note: If the SDS for the selected format and language has yet to be composed, then the option will display Compose, otherwise, the option will display Re-Compose.

How to Batch Compose SDS(s)

Note: This process will compose the SDS in the Format(s) and Language pairs that are defined for each SDS set under the SDS Preferences. See How to Define SDS Preferences for more information.

You may elect to re-compose all of the SDS(s). An example of the feature might be that you need to change your Manufacturer information, such as, an address, phone number(s), etc... This way you can make the necessary changes and recompose all SDS(s) at one time. This can be a very timely process.

To compose all SDS:

- From the Products View, right click the root  icon and select either:
  - **Compose SDS (as necessary)…**
  - **Re-Compose All SDS(s) overwrite…**

To compose only those SDS's of a specific Product folder:

- From the Products View, right click the folder  icon that you wish to batch compose all of the SDS's and select either:
  - **Compose SDS (as necessary)…**
  - **Re-Compose All SDS(s) overwrite…**

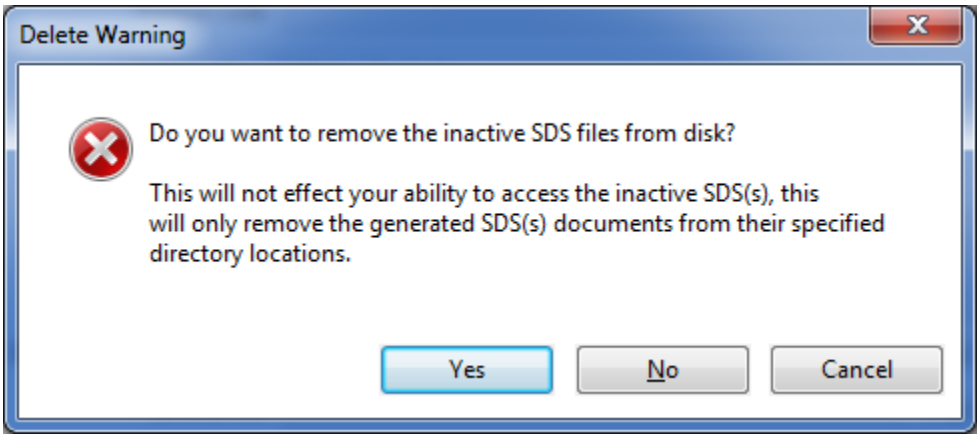
Upon selection, a progress window appears. You can cancel the process at any time.

Setting Product(s) and SDS(s) Inactive

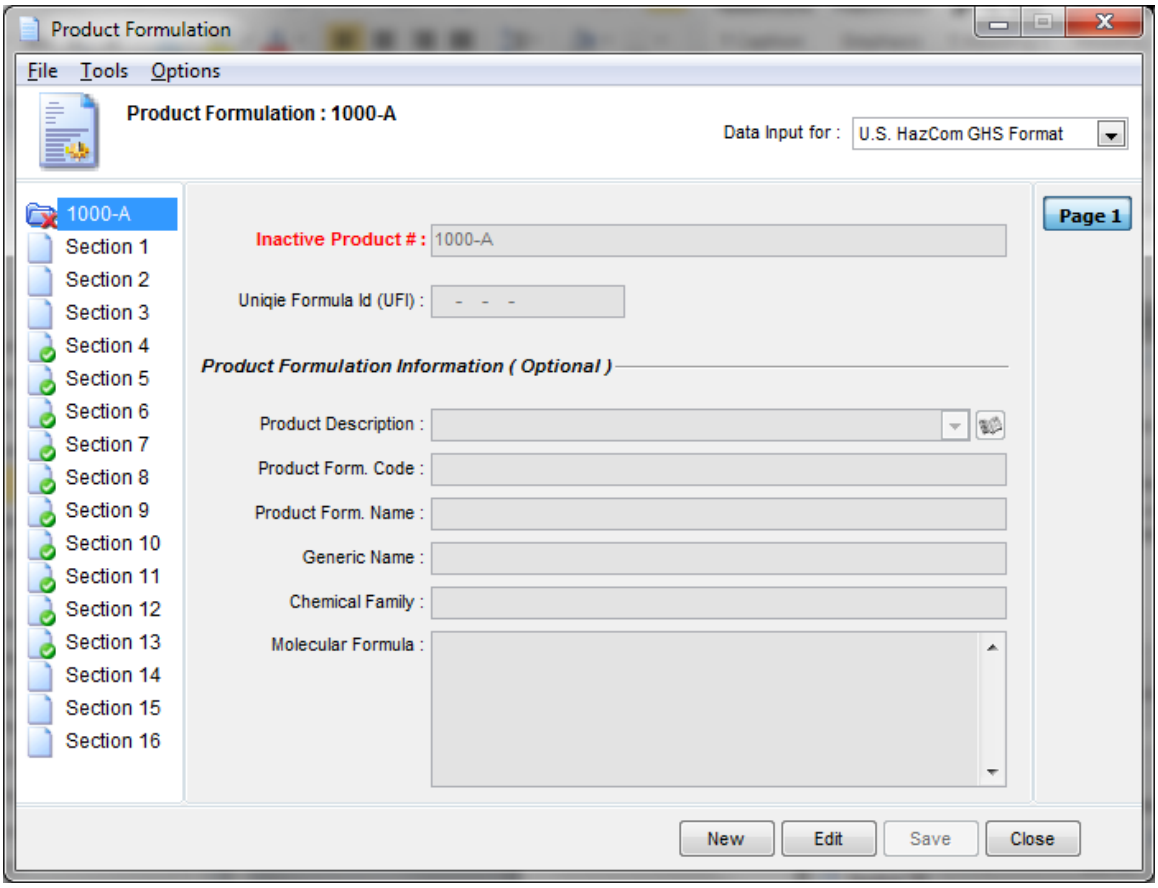
You can set a Product or any number of individual SDS(s) within a Product as inactive. You can filter whether inactive products and or inactive SDS are loaded and displayed within the Products View.

How to Set a Product Inactive

- Locate the Product that you want to set as inactive and Open to Modify.
- From the Menu, select **Options – Set Product as Inactive.** The following dialog will appear:



- Click either yes or no.

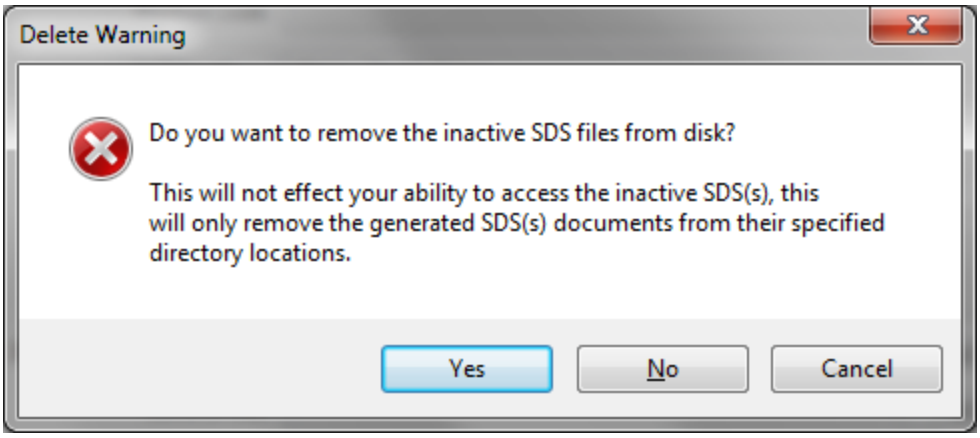


Notice the changes to the Product Folder icon with a red X and Inactive Product #:

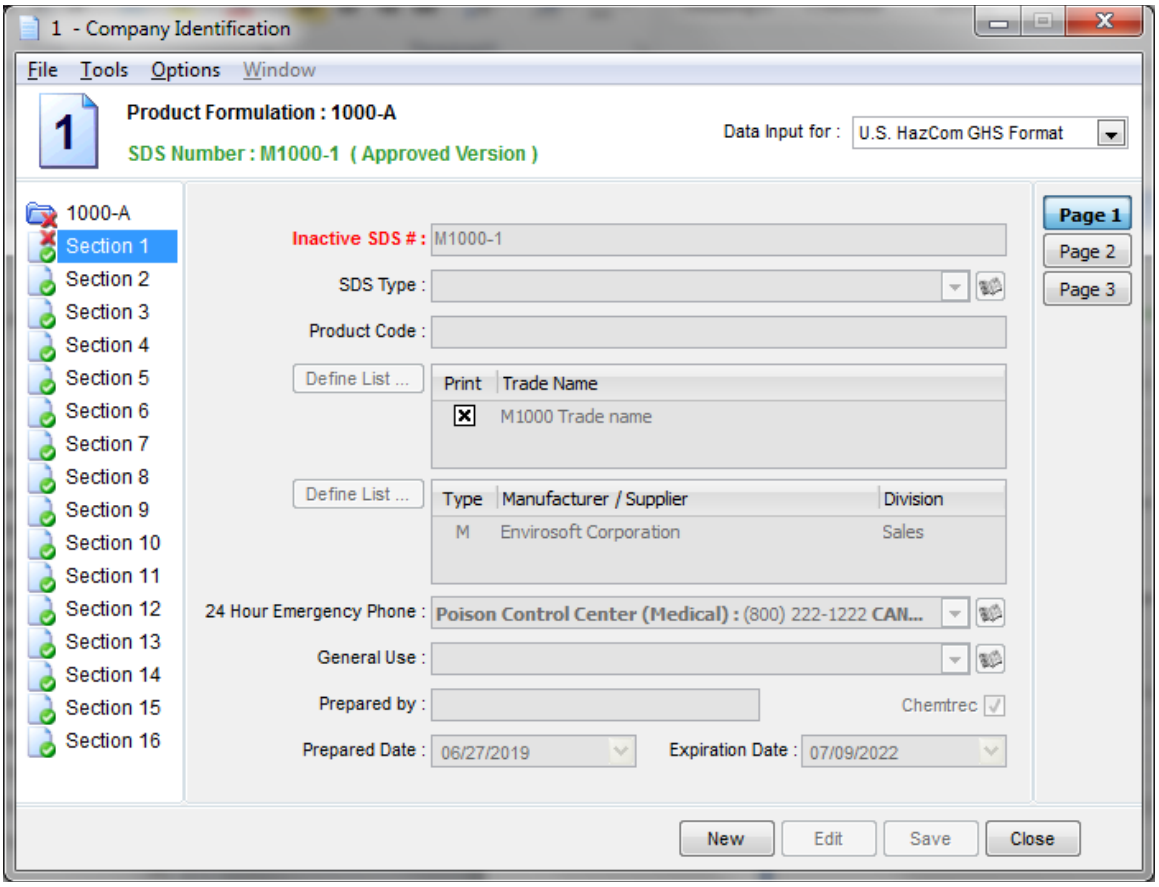
To set an inactive product back to active see

How to Set an SDS Inactive

- Select the Product folder that contains the SDS that you want to set as inactive.
- Open the SDS. Make sure you are in Section 1.
- From the Menu, select **Options – Set SDS as Inactive.** The following dialog will appear:



- Selecting Yes will only remove the Approved and Working copy versions of the current SDS from disk so that they will no longer be available for general access.



Notice the changes to the Section 1 icon with a red X and Inactive SDS #:

Setting Inactive Product(s) or SDS(s) to Active

You can set any inactive Product or any number of individual inactive SDS(s) within a Product back to Active.

How to Set an Inactive Product to Active

- Locate the Product that you want to set to Active and Open to Modify.
- From the Menu, select **Options – Set Product as Active.**

How to Set an Inactive SDS to Active

- Locate the Product that contains the SDS that you want to set to Active.
- Open the SDS to Modify. Make sure you are in Section 1.
- From the Menu, select **Options – Set SDS as Active.**

EnviroMSDS Tutorial

How to Create a New Product SDS

There are many available entries in EnviroMSDS; this is due to EnviroMSDS ability to provide Global International SDS.

Do not be overwhelmed by the amount of entries that are available, the great advantage of using EnviroMSDS is that you only enter data that you want to appear on your SDS(s).

EnviroMSDS only prints the data you enter. If the entry is empty, it will not print.

To get started using EnviroMSDS, we are going to create a sample Product SDS. The goal of this tutorial is to quickly get you started using EnviroMSDS. Therefore, we are not going to fill out each field on every window. Instead, we are going to look at each of the windows and the various methods for entering data into EnviroMSDS.

Note: For this tutorial, we are not going to use the Wizard.

This is merely a sample to help you understand how to enter information for a Product SDS.

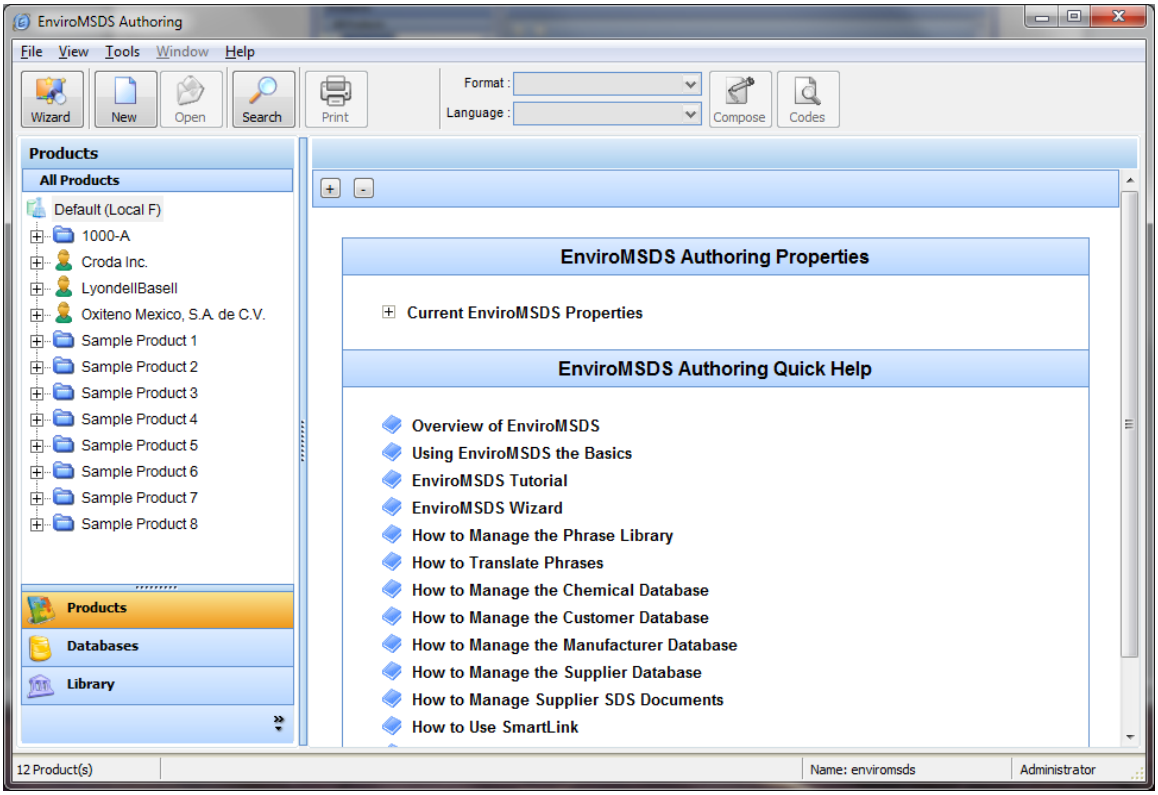
To create a Product SDS, you must first enter the Product Formulation Number and then enter the information for the sixteen sections:

- Product Formulation Data
- Identification
- Hazard(s) identification
- Composition/information on ingredients
- First-aid measures
- Fire-fighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and chemical properties and safety characteristics

- Stability and reactivity
- Toxicology information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Other information

Entering Product Formulation Data

To enter the product formulation for a new product:



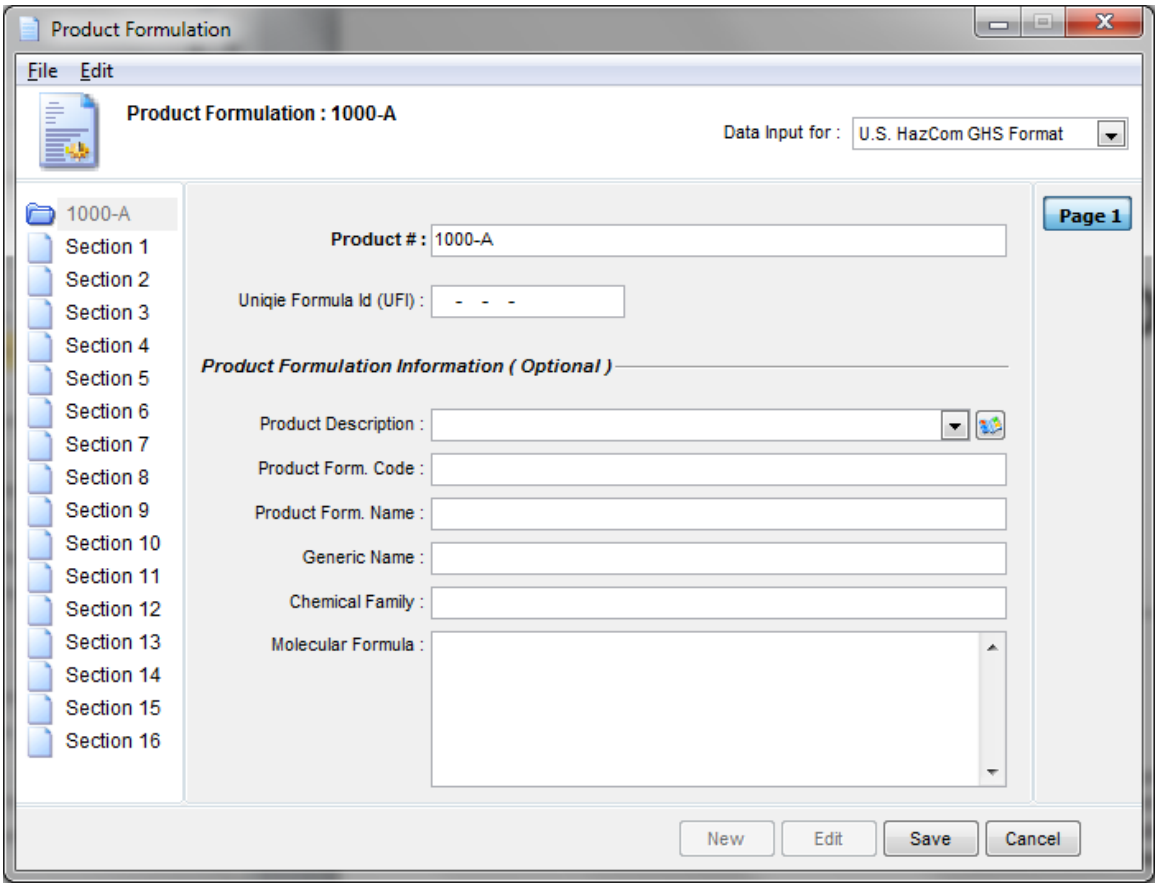
EnviroMSDS Main Window

- From the Main Menu, select **File** and then select **New Product.**

  or

- From the Main Toolbar, click the 

button. The **Product Formulation** window is displayed.



Product Formulation – New Product Window

Tip: Mandatory fields are in bold all other fields are optional. Only fields that are populated will appear on an SDS.

- From the Product#, enter **1000-A**.

Note: The **Product#** is required and must be unique.

- Unique Formula Id. (UFI) is specific to ECHA's (European Chemicals Agency) Poison Center.

Information: The unique formula identifier, known by its acronym **UFI**, is a 16-character alphanumeric code that will be required on the label of your products that contain a hazardous mixture. By 2025, the UFI will be mandatory on the label of all products classified for health or physical hazards. For more information visit: https://echa.europa.eu/

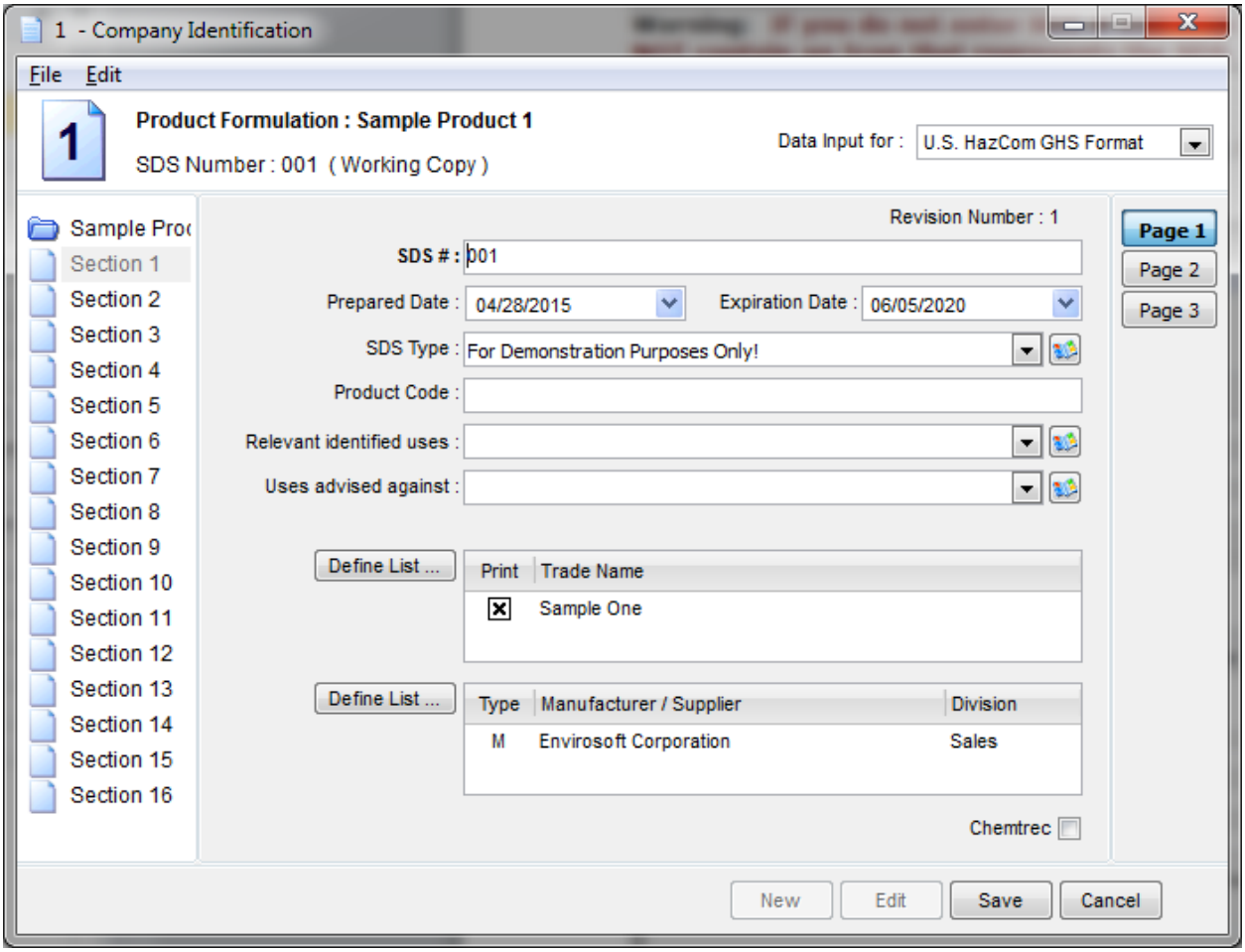
- Continue to enter any of the optional data that you require.
- Click **Save** to continue. **Section 1 – Company Identification** is displayed:

Section 1 –Identification

To create a new Safety Data Sheet for this product:

Warning: **If you do not enter SDS # and save it, the Folder for the Product will NOT contain an Icon that represents the SDS**.

- If you are not in Section 1, click **Section 1** from the Sections Bar. **The Identification** window is displayed.



Company Identification Window

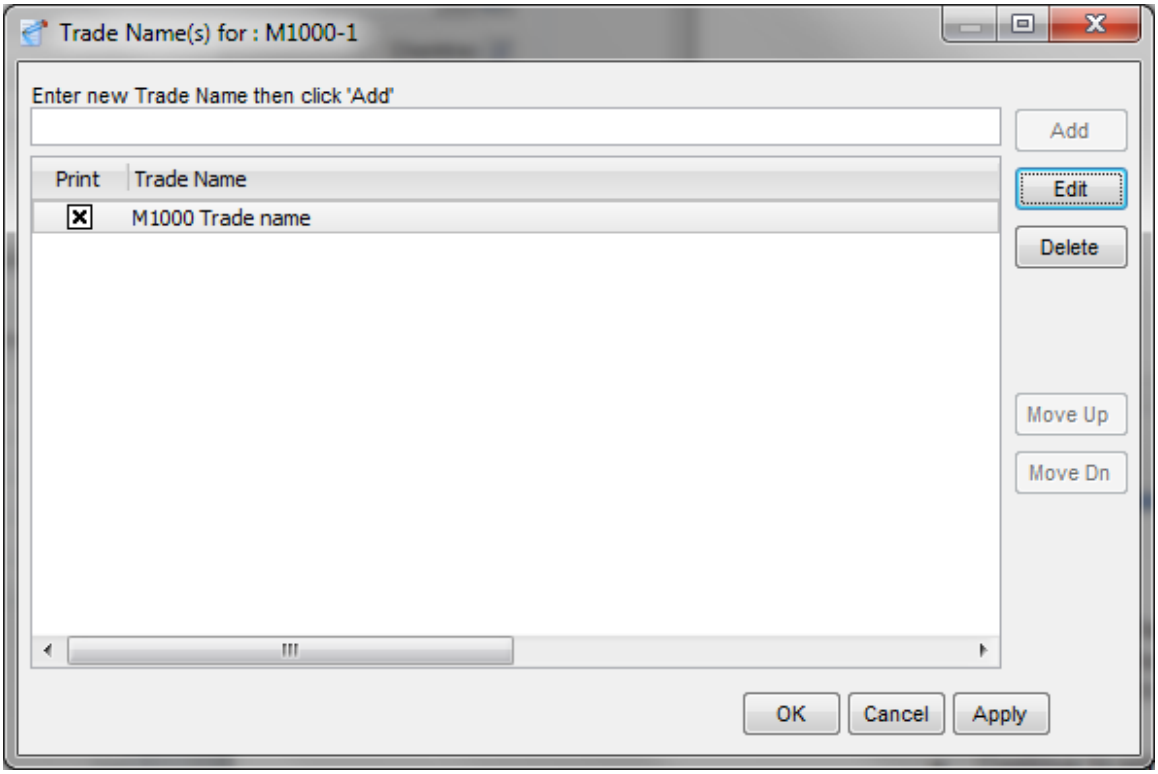
- First enter the **SDS #** for the Safety Data Sheet to uniquely identify it. The SDS # is a required field. Enter **M1000-1**.

Note: Because EnviroMSDS allows you to create Rebrands of a Product SDS, you will be able to associate multiple SDS #'s to any one Product.

- **SDS Type** is a user defined Dropdown that allows you to specify text that will appear in the header section of the SDS. Page 1 only. Usually, this used for internal purposes

(e.g. R&D Use Only, Proprietary SDS, Not for public use, etc.…). Right click on the Dropdown to modify the list of options.

- **Product Code** is for you own internal reference to the specific SDS. Usually, this is used for associating the SDS with external systems.
- To enter a **Trade Name** (Product Name), click the button left of **Trade Names**. The **Trade Name(s) for :** Define List ... window is displayed.



Trade Name(s) Window

- Enter a new **Trade Name**, then click **Add**. The Trade Name has been added to the list, however, you will need to save this change for it to remain in the list.
- Continue to add all of the Trade Names that you want.

Notes: If you enter more than one Name, you can define which Names will print on the SDS and in what order you want them to appear.

You may enter as many Names as you wish and use the Print Column ☒ checkbox to determine which Name(s), if any, will actually print on the SDS (checked is the default for each new name you enter). All Names entered are indexed and searchable.

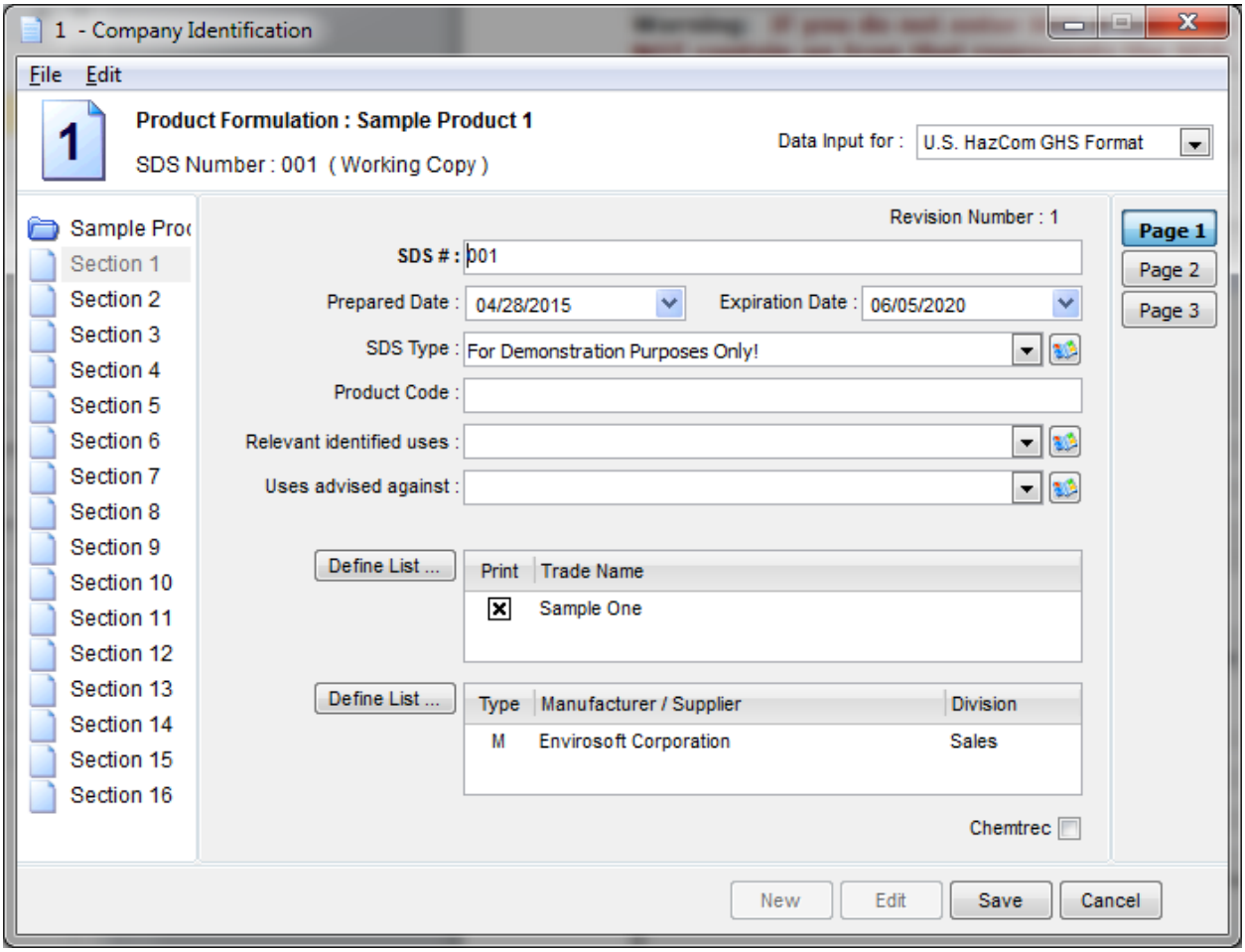
You can also set the order that the Trade Names will appear on the SDS by highlighting a Trade Name and then using the **Move Up** or **Move Down** buttons respectively.

- Click **Ok** to save your changes and exit the window.

  or

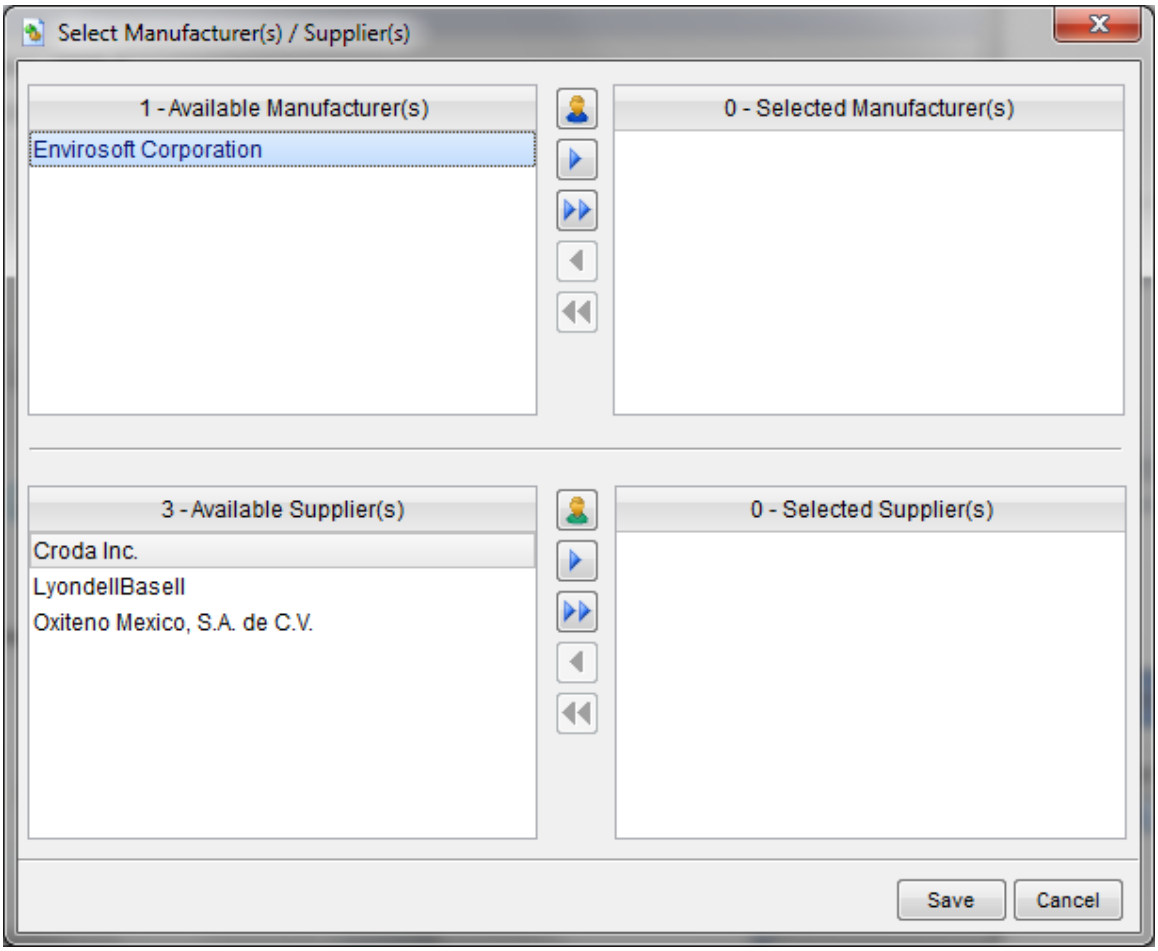
- Click **Cancel** to abort your changes and exit the window.

If you clicked Ok then the Trade Name list will display all of the names you entered. The Print Column will display **Yes** for each Trade Name that you elected to print on the Safety Data Sheet.



- To enter **Manufacturer(s)** and/or **Supplier(s)**, click the button left of the Manufacturer / Supplier list.  The **Select Manufacturer(s) / Supplier(s**) window is displayed.

Tip: You can have a pre-selected Manufacturer that you would like to automatically fill out in Section 1 for every new SDS you create. See Setting SDS Defaults for more information.

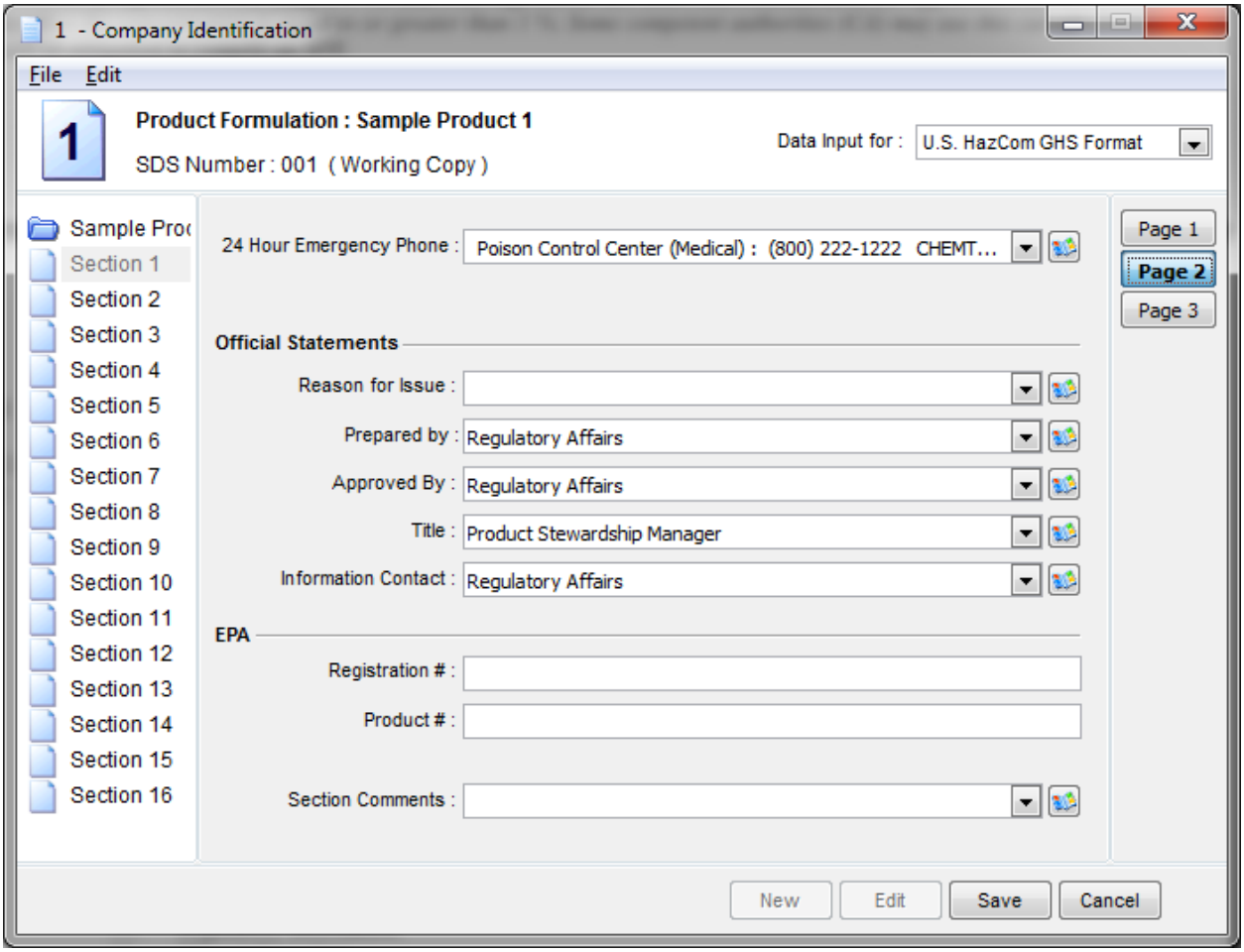


Select Manufacturer(s) / Supplier(s) Window

Tip #1: To **add** a new **Manufacturer** to the Available Manufacturer(s) list, click the Manufacturer button

Tip #2: To **add** a new **Supplier** to the Available Supplier(s) list, click the Supplier button

- Select the **Manufacturer** that you want on the SDS, click **Move** (or double click the left mouse) to move your selection from Available Manufacturer(s) to Selected Manufacturer(s).
- Select the **Supplier** that you want on the SDS (if any), click **Move** (or double click the left mouse) to move your selection from Available Supplier (s) to Selected Supplier(s).
- Click the **Page 2** button.

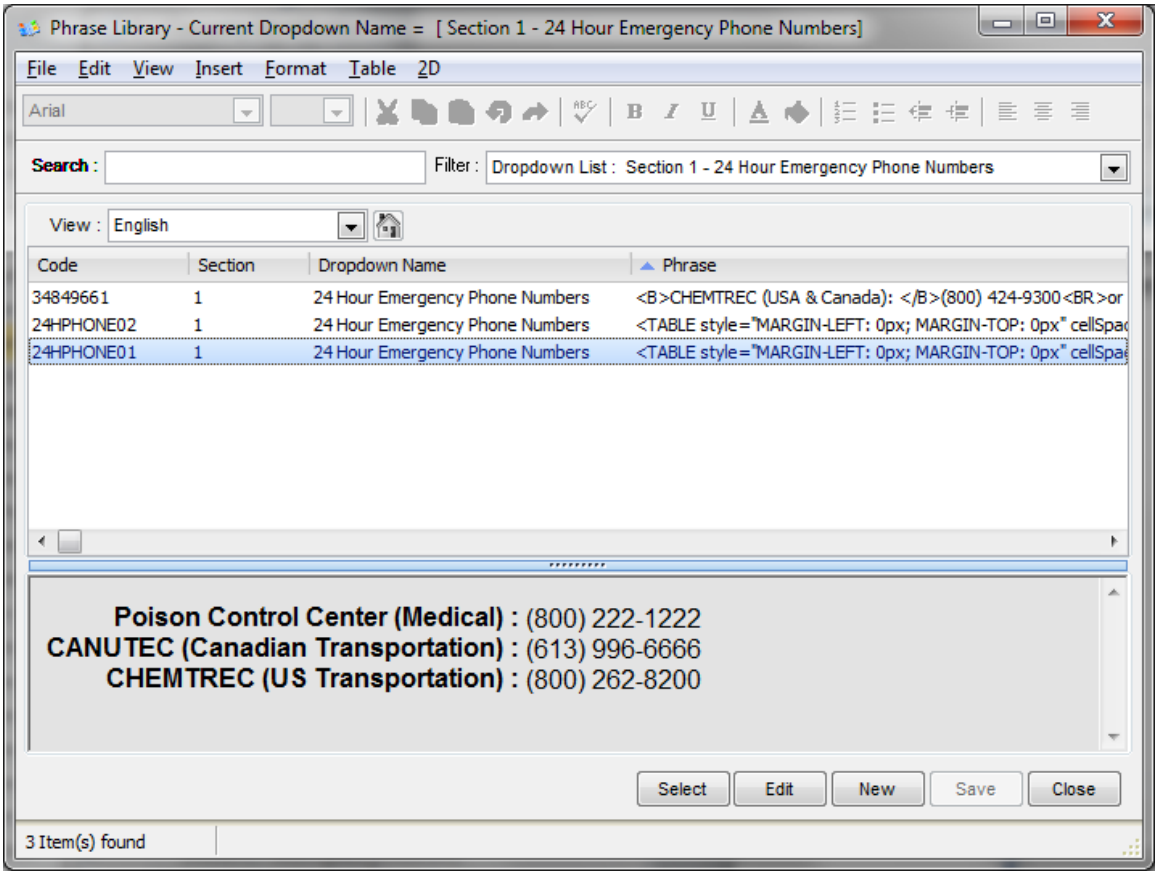


- From the **24 Hour Emergency Phone,** click the Dropdown.

Notes: You can create custom **24 Hour Emergency Phone** phrases that will appear on the SDS, via the phrase library.

All Phrase dropdown lists are populated by associating phrases to the dropdown via the Phrase Library.

- To access the Phrase Library phrases associated to the **24 Hour Emergency Phone** dropdown list, click the button to the right of the dropdown list.



Phrase Library Window

- Highlight a phrase and click **Select.** If the phrase does not exist that you want to use you can create the phrase and then select it.
- Continue to enter the information that you want.

Tip #1: You can adjust the size of the Phrase Library window.

Tip #2: Many Sections have additional information on separate pages. Simply click the page # button to access the Section page that you want.

Tip #3: The Chemtrec checkbox allows you to identify the SDS as an SDS that can be sent to **Chemtrec**. For more information see: How to Export SDS Files for CHEMTREC

Tip: As you enter information for each of the 16 Sections, it may become difficult to remember which Sections are complete and which ones are not.

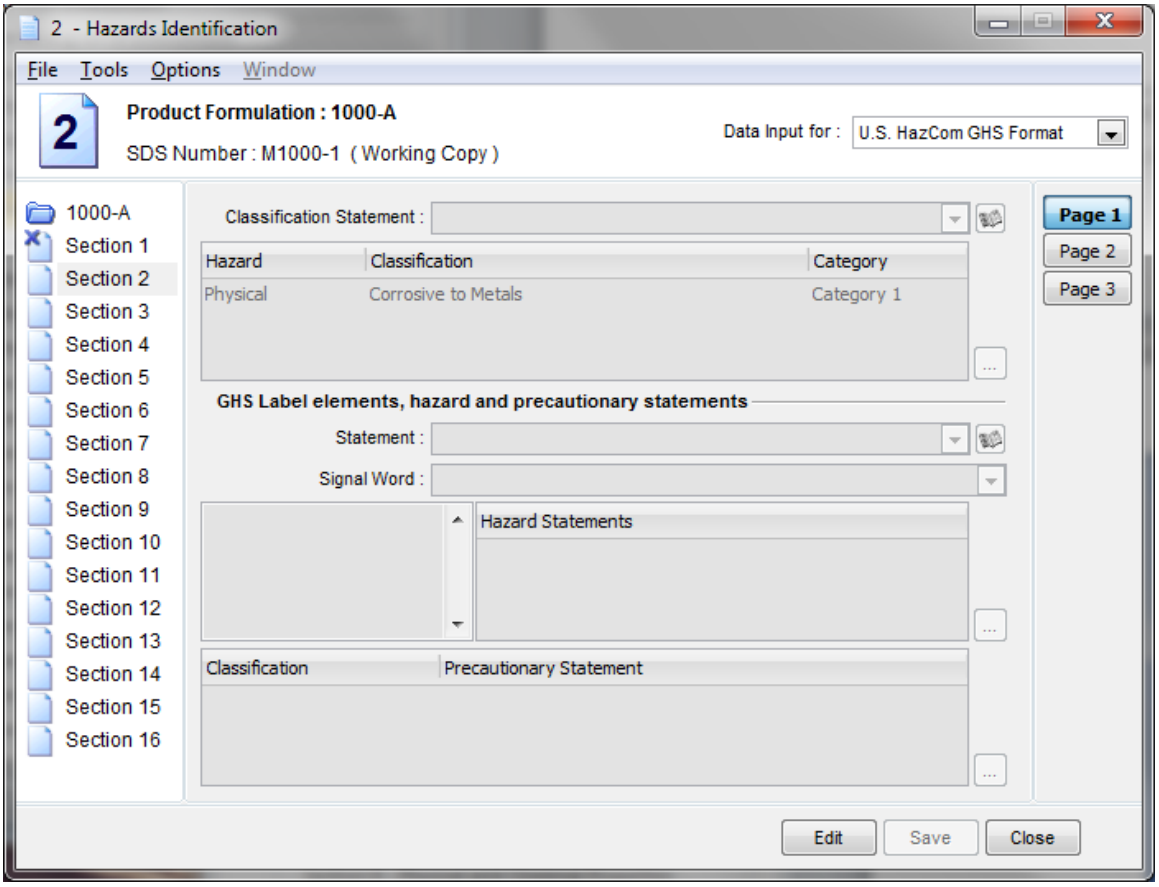
EnviroMSDS provides a way to Mark a Section as Completed. From the Menu, click **Options** and then select **Mark Section as completed**. You can toggle this option on or off. The Section Icon will change to reflect you choice.

- Click **Save** to continue.

Section 2 – Hazard(s) identification

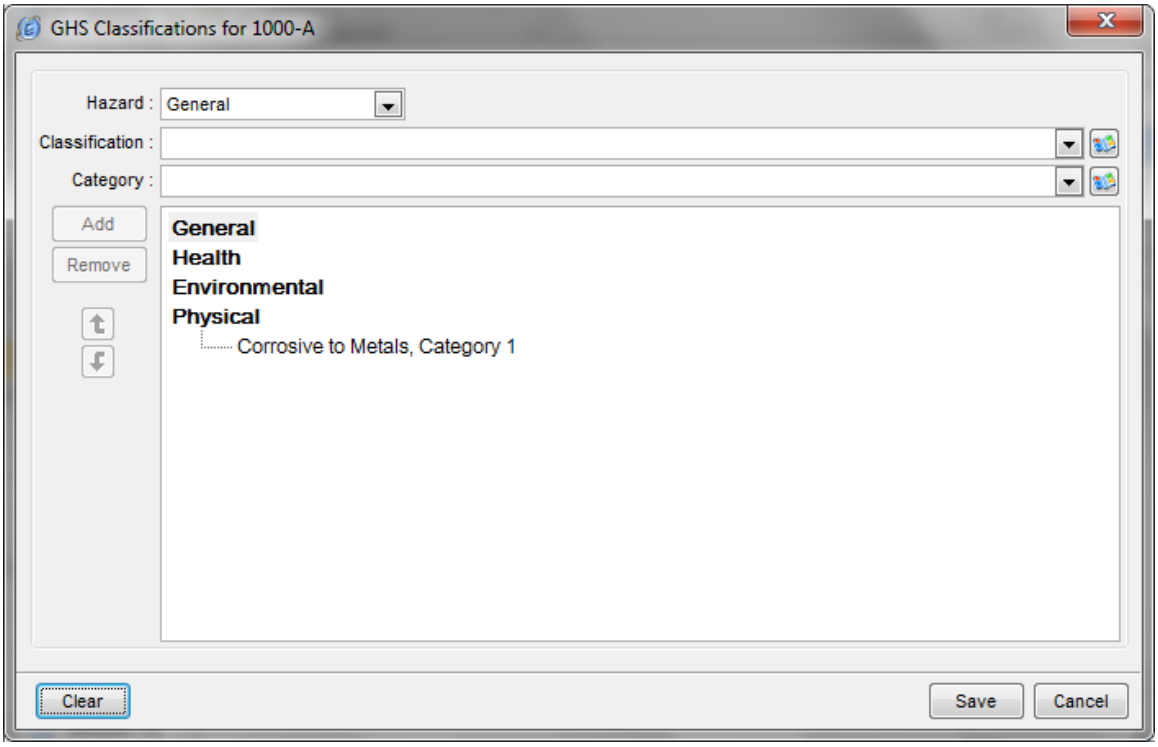
To enter the Hazards Identification :

- From the Sections bar, click **Section 2**. The **Hazard(s) identification** window is displayed.

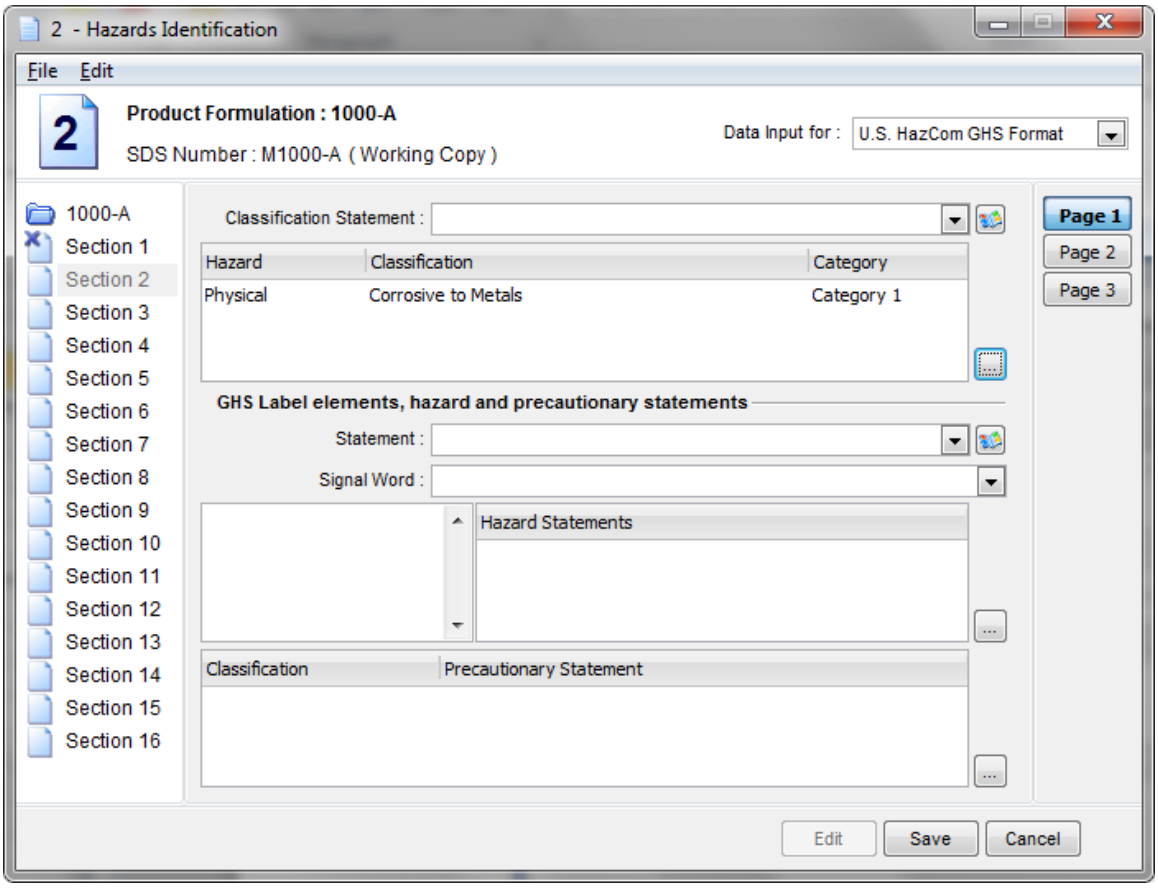


Hazards Identification Window

- Click **Edit**.
- Click the **Classification Statement** Dropdown List and select the desired phrase.
- To select the GHS Classifications, Click the ellipses button to the right of the **Hazard | Classification | Category** List. The **GHS Classifications for ...** window is displayed.

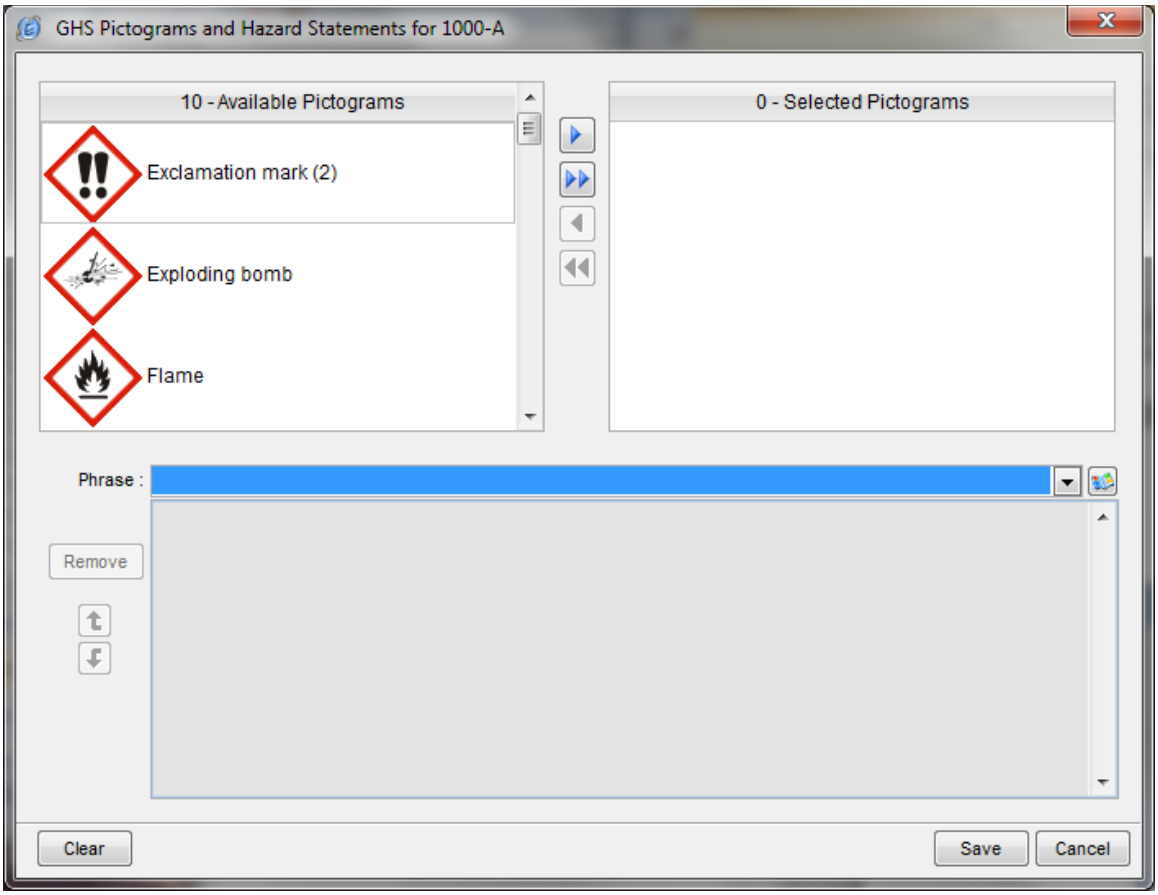


- Select one of the four Hazards and then click the **Classification** dropdown and select a phrase. You can optionally select a **Category** for the phrase you selected. Click the **Add** button.
- Continue to add the necessary Hazard Classifications and Categories.
- Click **Save** to continue.

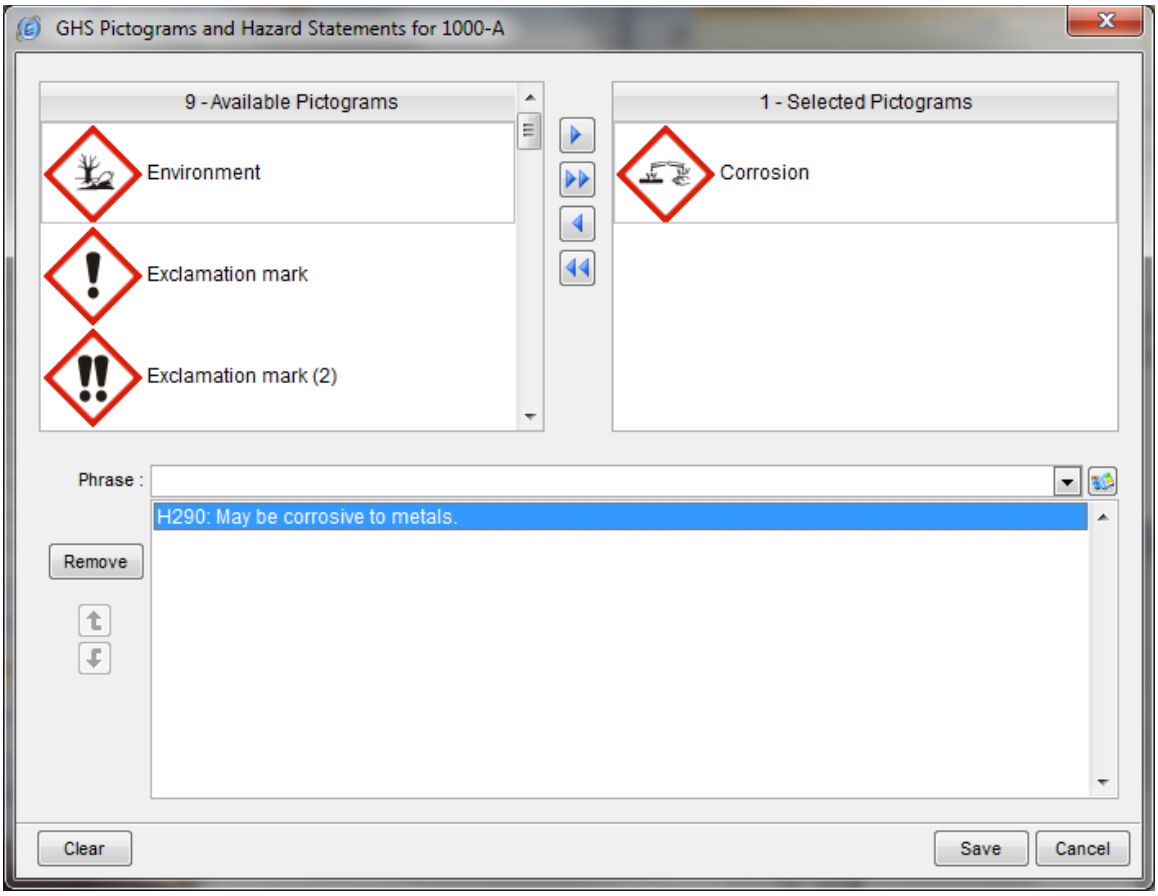


To enter the GHS Label elements, hazard and precautionary statements:

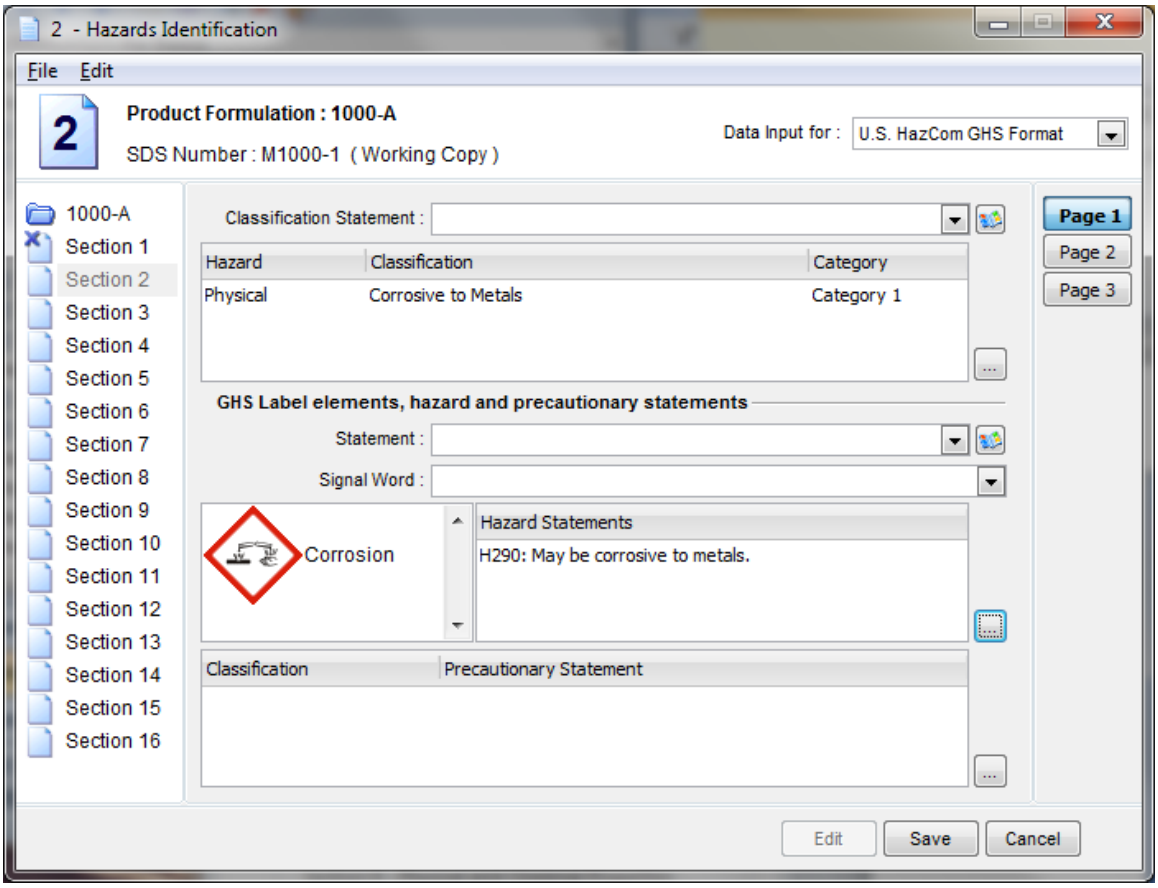
- If desired you can select the GHS Label Statement.
- Select a Signal Word.
- Click the ellipses button to the right of the Hazard Statements List. The **GHS Pictograms and Hazard Statements for** window is displayed.



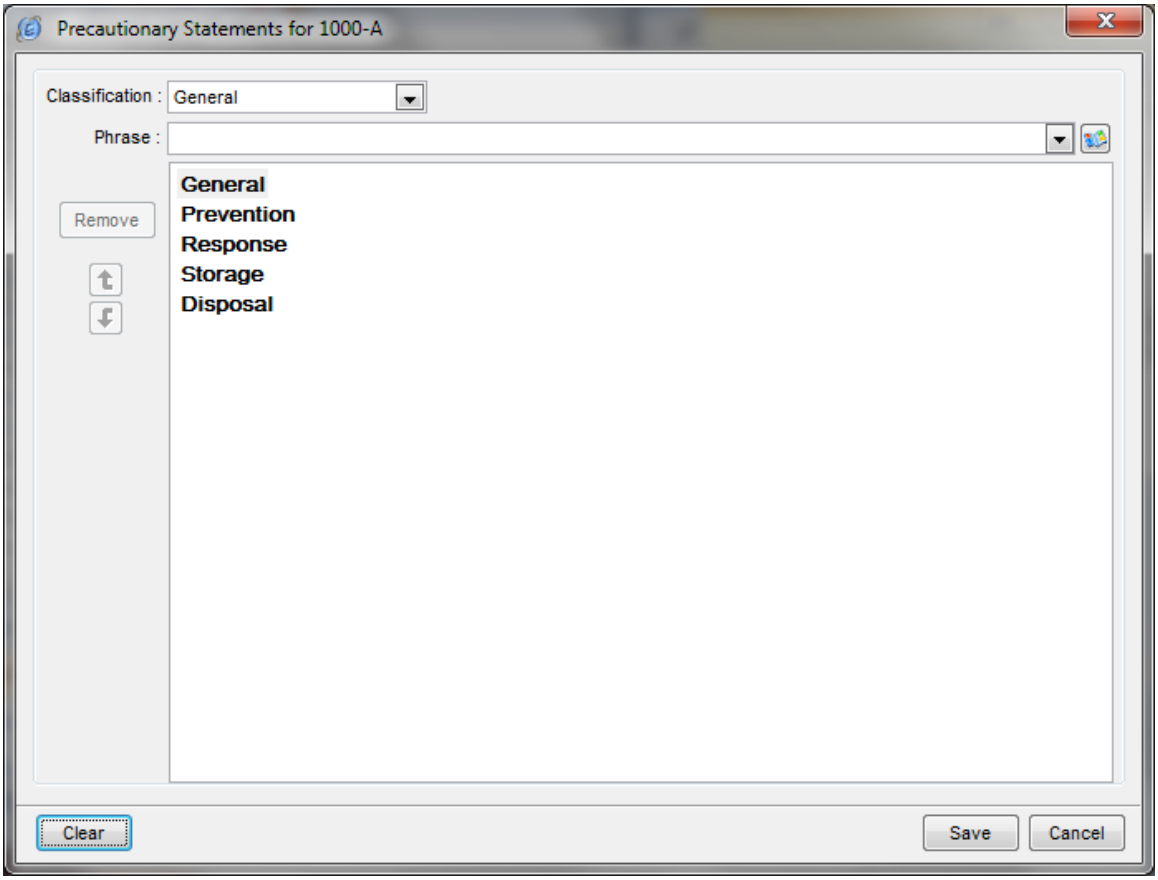
- Move the desired Pictograms from the **Available Pictograms** list on the left to the **Selected Pictograms** list on the right.
- Select the **Phrase** dropdown and click the checkbox next to each phrase you want to select for this product.



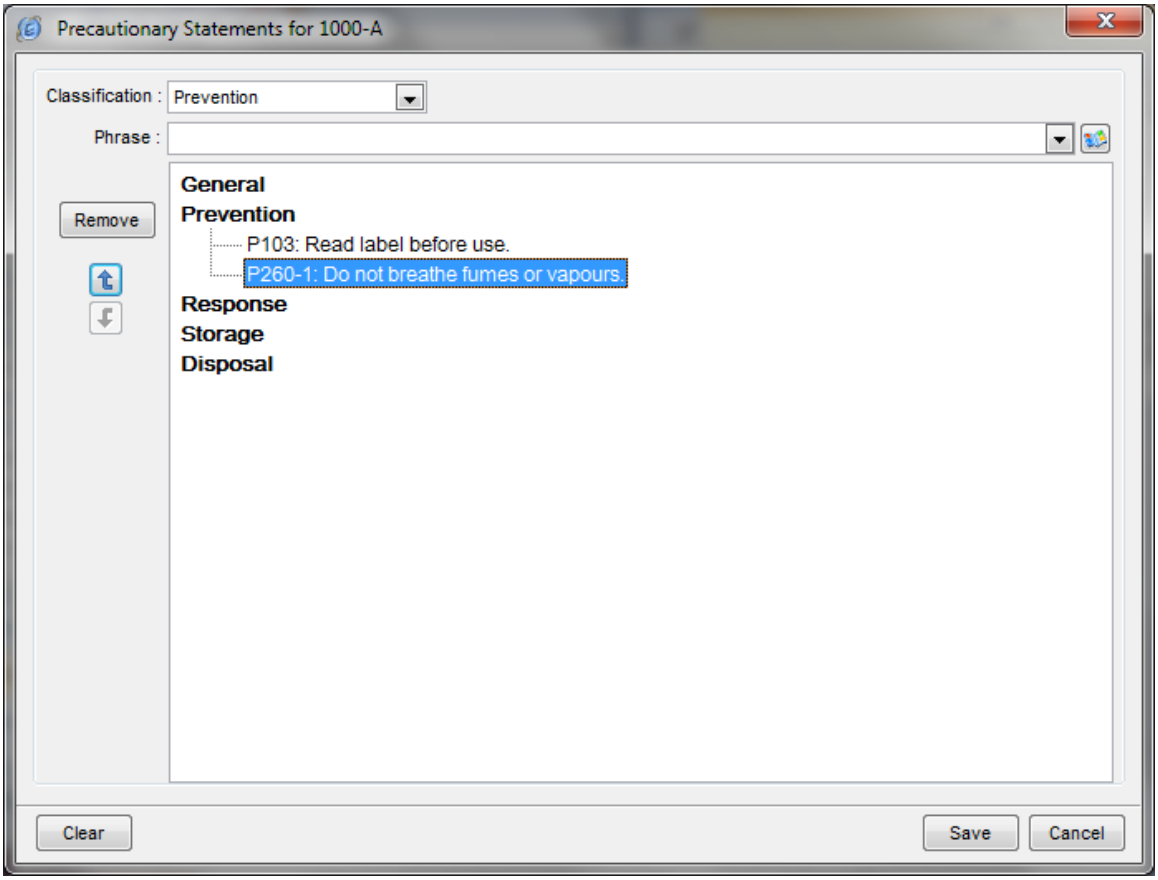
- Use the up / down arrow buttons to reorder the phrases to the way you would like them to appear on the SDS.
- Click **Save** to continue.



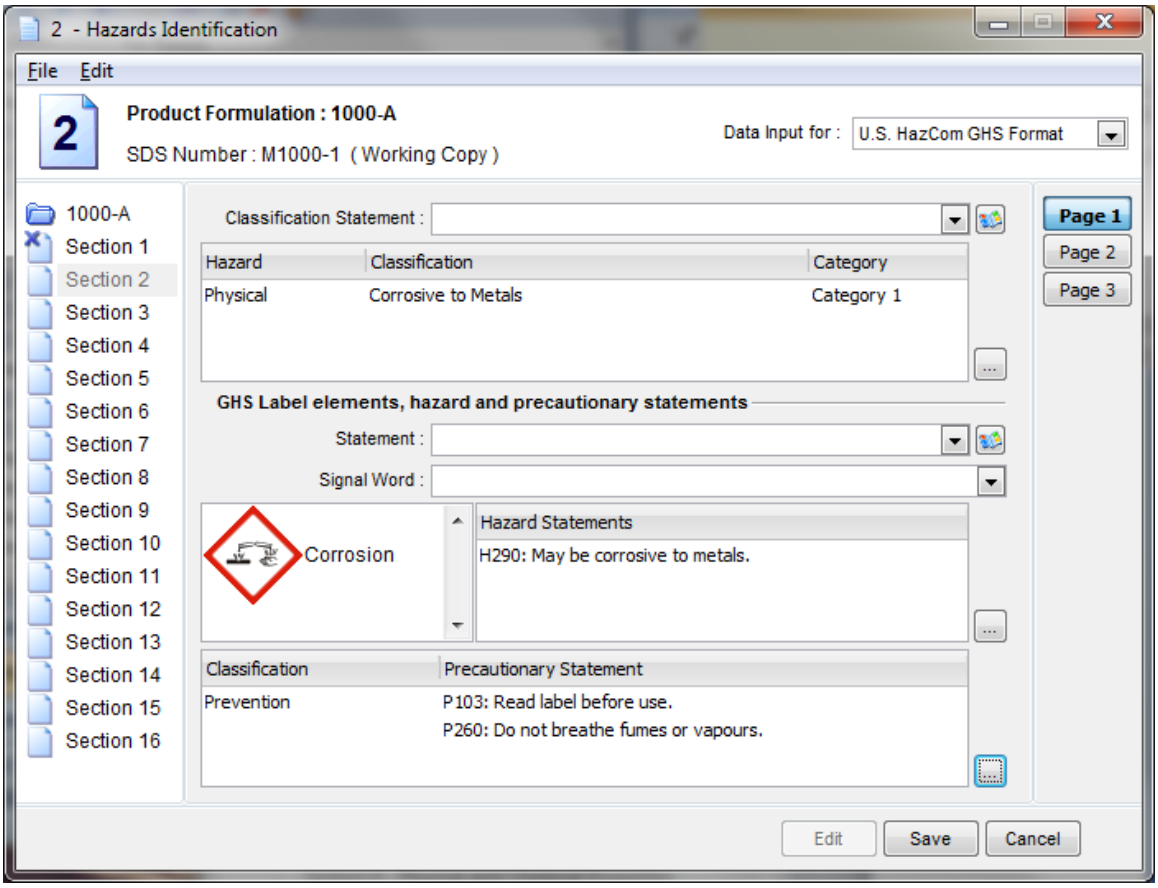
- Click the ellipses button to the right of the Precautionary Statements List. The **Precautionary Statements for** window is displayed.



- Select one of the five Classifications and then click the **Phrase** dropdown and click the checkbox next to each phrase you want to select for this product.
- Continue to add the necessary Classifications for this product.



- Click **Save** to continue.

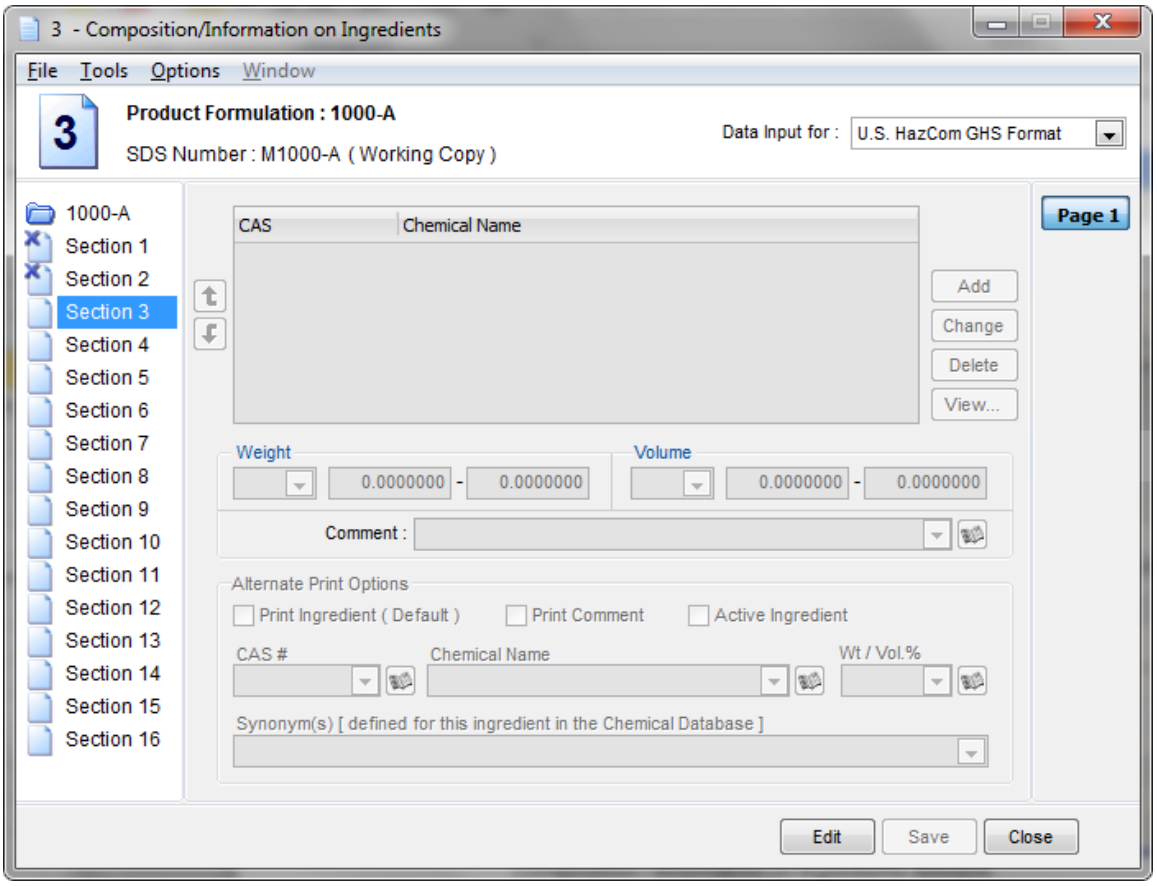


- Select **Options** and select **Mark Section as completed** to check off this section.

Section 3 - Composition/information on ingredients

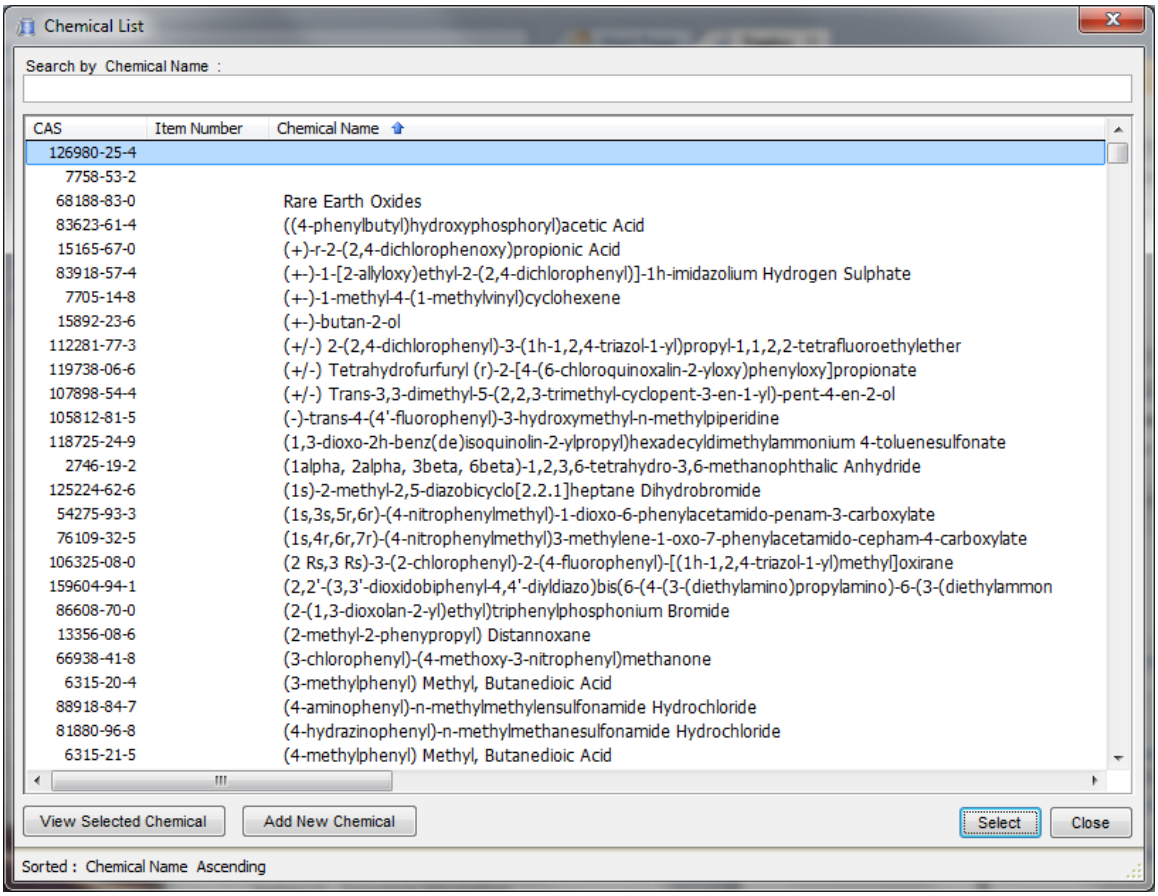
To enter Composition / Information on Ingredients:

- From the Sections bar, click **Section 3**. The **3- Composition/information and ingredients** window is displayed.



Composition / Information on Ingredients Window

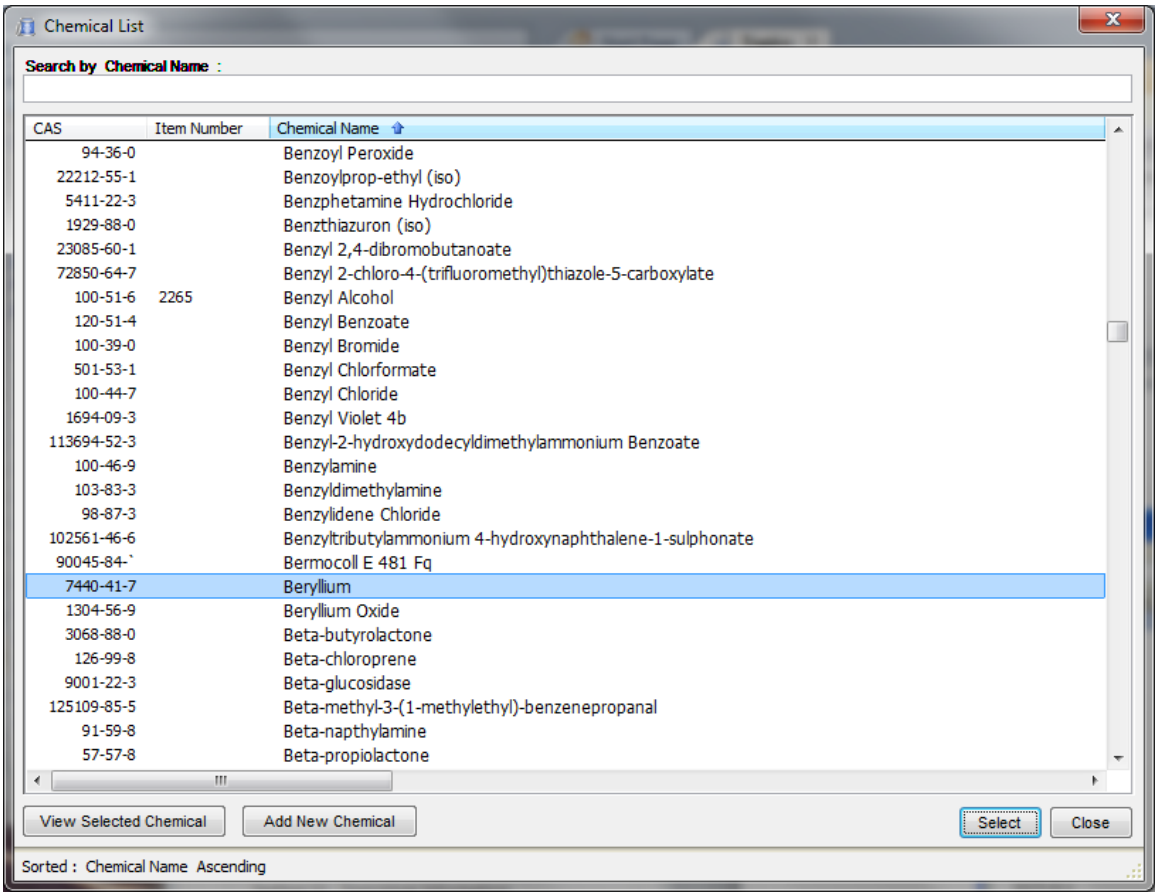
- Click **Edit**.
- Click **Add**. All of the available Chemicals from the Chemical database will be displayed.



Chemical List sorted ascending by Chemical Name

Tip: You can adjust the size of the Chemical List window.

- To Search by **Chemical Name**, simply left click on the Column Header named '**Chemical Name'**. Notice the arrow pointing upwards on the Column Header. This indicates that you are set to search by Chemical Name and that the list is sorted in **ascending** order by Chemical Name. Clicking again on the same Column Header toggles the sort order to **descending** order, clicking a third time removes the sorting.
- From the **Search by Chemical Name**: enter a *begins with* search string. The list will automatically highlight the closest matching item with every keystroke.

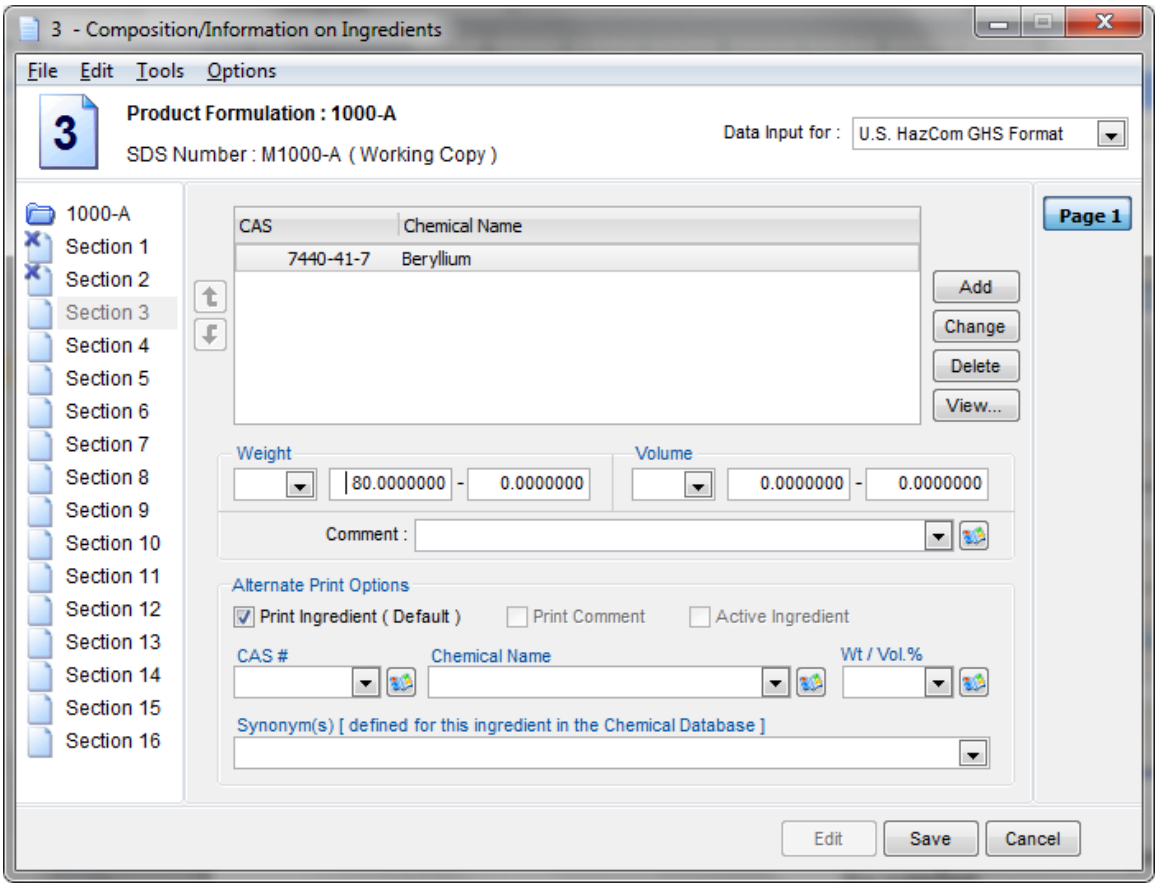


Chemical List – Search by Chemical Name (Ascending)

Tip #1: To open the highlighted item into the Chemical Database window click the **View Selected Chemical** button. From the Chemical Database window you can edit the current chemical.

Tip #2: To **Add** new chemicals, click the **Add New Chemical** button.

- Highlight the desired chemical, click **Select.** You are returned to Section 3 with the selected ingredient added to the list!



One ingredient added

To enter **weight** (or **volume** for gases and liquids) for this ingredient:

- Select the operator of your choice (not required).
- Enter a Wt.% or Vol.% in the **From** field.
- For a range, enter a Wt.% or Vol.% in the **To** field.

Alternate Print Options

This feature allows you to provide alternate information to print on the SDS in place of the actual CAS #, Chemical Name, Wt. / Vol. . You can identify the ingredient as the Active Ingredient which will cause the ingredient to print in Section 1 under Active Ingredient(s).

- Select **Alternate – CAS #** to mask the actual CAS # on the SDS. (**Note**: This will be phrases that you create in the phrase library for the **Alternate – CAS #**)

Note: There are two methods to mask the Chemical Name. You can use one or the other but not both.

1. **Alternate – Chemical Name**
2. **Synonym(s)** (defined for this ingredient in the Chemical Database)

- Select **Alternate – Chemical Name** to mask the actual Chemical Name on the SDS. (**Note**: This will be phrases that you create in the phrase library for the **Alternate – Chemical Name**)
- Select **Pct**. to print an alternate Wt.% or Vol.% in place of the actual Wt.% or Vol.% that you have specified. (**Note**: This will be phrases that you create in the phrase library)
- Select **Synonym(s) (defined for this ingredient in the Chemical Database)** to print an alternate Synonym Name in place of the actual Ingredient's Chemical Name.

Note: The available Synonym(s) are derived from the synonyms that you have entered for the selected Ingredient in the Chemical Database.

Tip: This is very useful when you need to have the correct formulation for internal usage and for auto – assembling the SDS, however, you do not want the actual information to print on the SDS

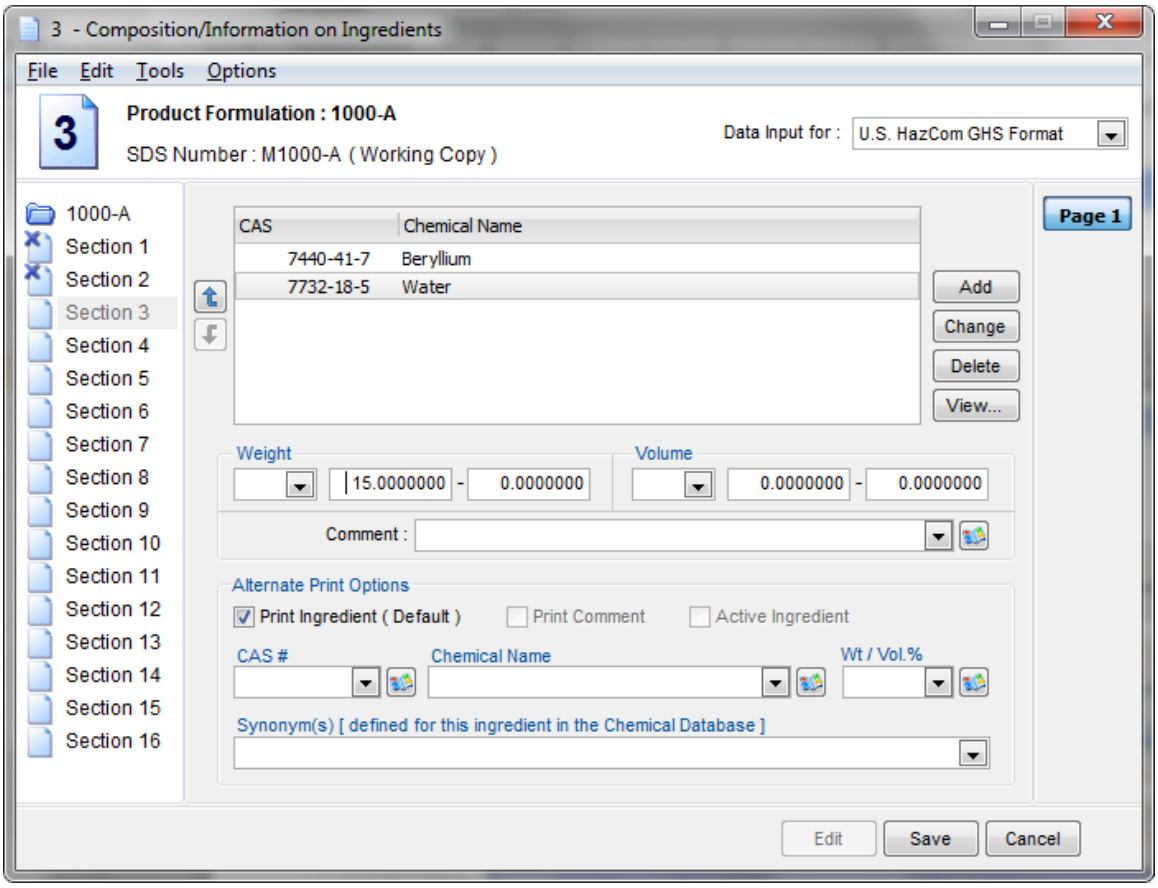
- **Print Ingredient (Default),** When this option is checked, (the default) the ingredient will print on the SDS. If unchecked, the ingredient will not print anywhere on the SDS.
- **Print Comment**, if checked (default), the comment, if any, will print in the Ingredient Section on the SDS under the heading **Comments:** (**Note:** if the comments are the only items that are defined to print, then the **Comments:** title will not print.)
- **Active Ingredient,** if checked, the chemical name will appear in Section 1 '**Active Ingredient(s)'** on the SDS.

Tip #1: Each Ingredient that you enter, may have its own comment, all comments will be concatenated into a paragraph and print as one phrase in the Ingredient Section on the SDS under the heading Comments:

Tip #2 : If you do not want any ingredients to print on the SDS, however, you need to place a comment in the Ingredients Section on the SDS, do the following:

- Add at least one Ingredient.
- Click **Comment**: and select the phrase of choice.
- Click **Do not Print**.

  Now, the Ingredient will **not** print on the SDS, however, the Comment will print in the Ingredient Section on the SDS.



Completed Composition/Information on Ingredients Window

- Continue the previous steps to add as many ingredients that you want.
- Click **Save** to continue.
- Select **Options** and select **Mark Section as completed** to check off this section.

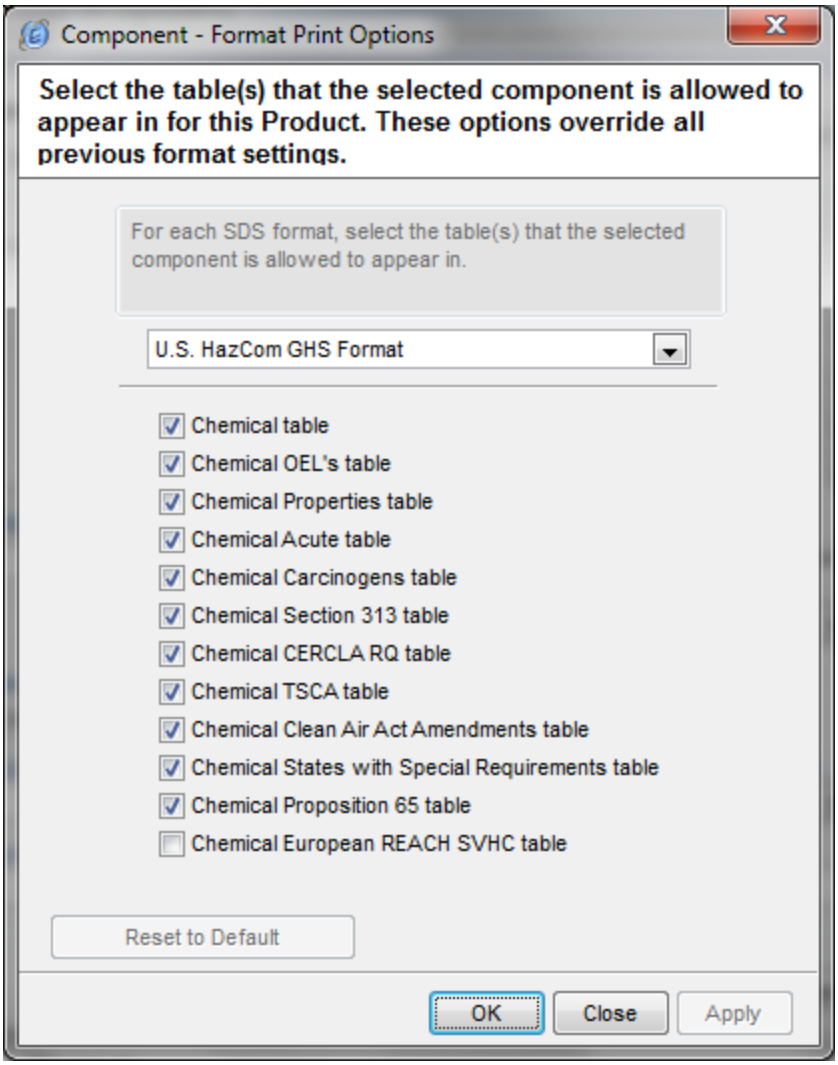
How to Customize Table Output for each ingredient

This feature allows you to further control the output of ingredients on the SDS.

To control which tables on the SDS each ingredient is allowed to display for each Format :

- Highlight the ingredient and from the Options menu select **Customize table output for this component...** The Component – Format Print Options window is displayed.

Note: This option is disabled if the **Print Ingredient** checkbox is not checked for the selected ingredient.



Component – Format Print Options Window

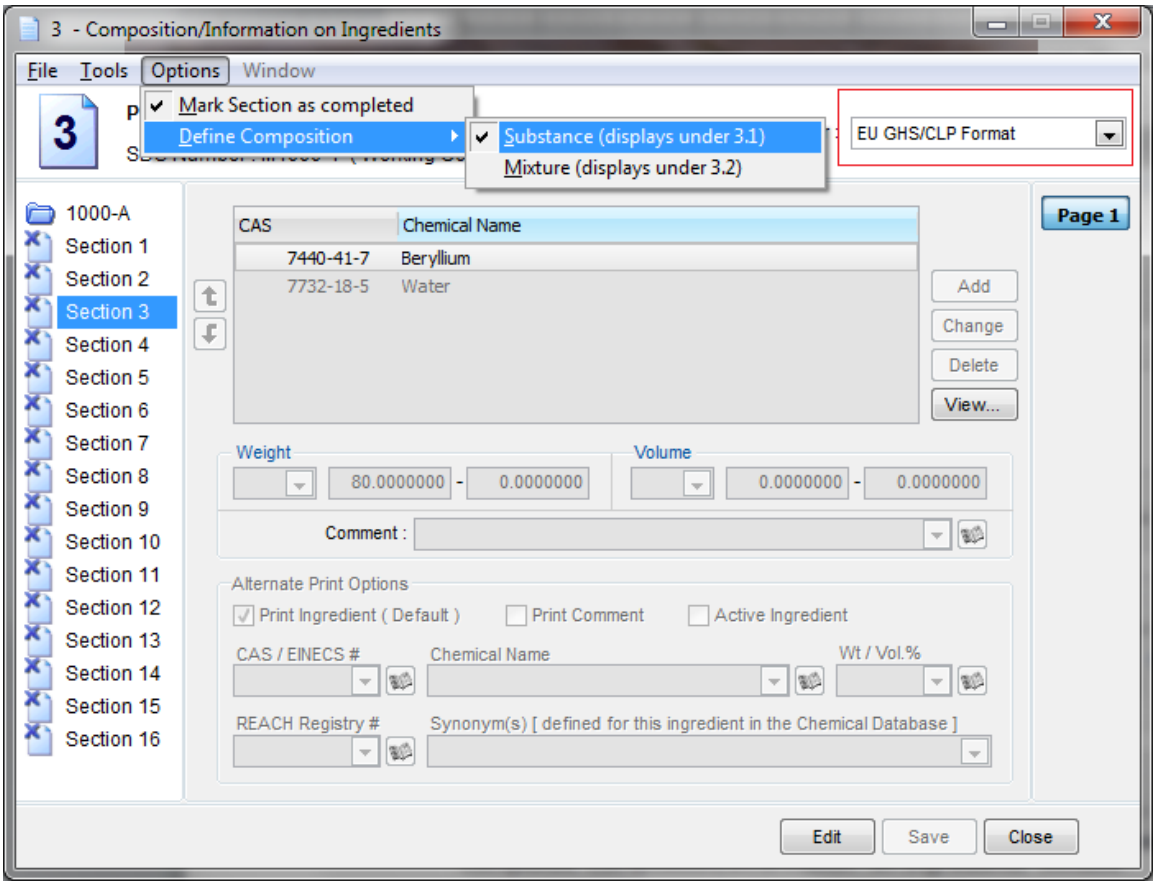
- For each Format select only the tables that this component is allowed to appear on the SDS for this Product. When completed click **Ok** to apply the changes.

Note: The selections made here override the Global Format setting and the SDS Properties Format settings.

How to Define Composition of Ingredient

This feature allows you to determine if an ingredient is a substance or a mixture and will output the ingredient in either Section 3.1 or Section 3.2 of the SDS.

Note: This feature only applies to the **EU GHS/CLP format**



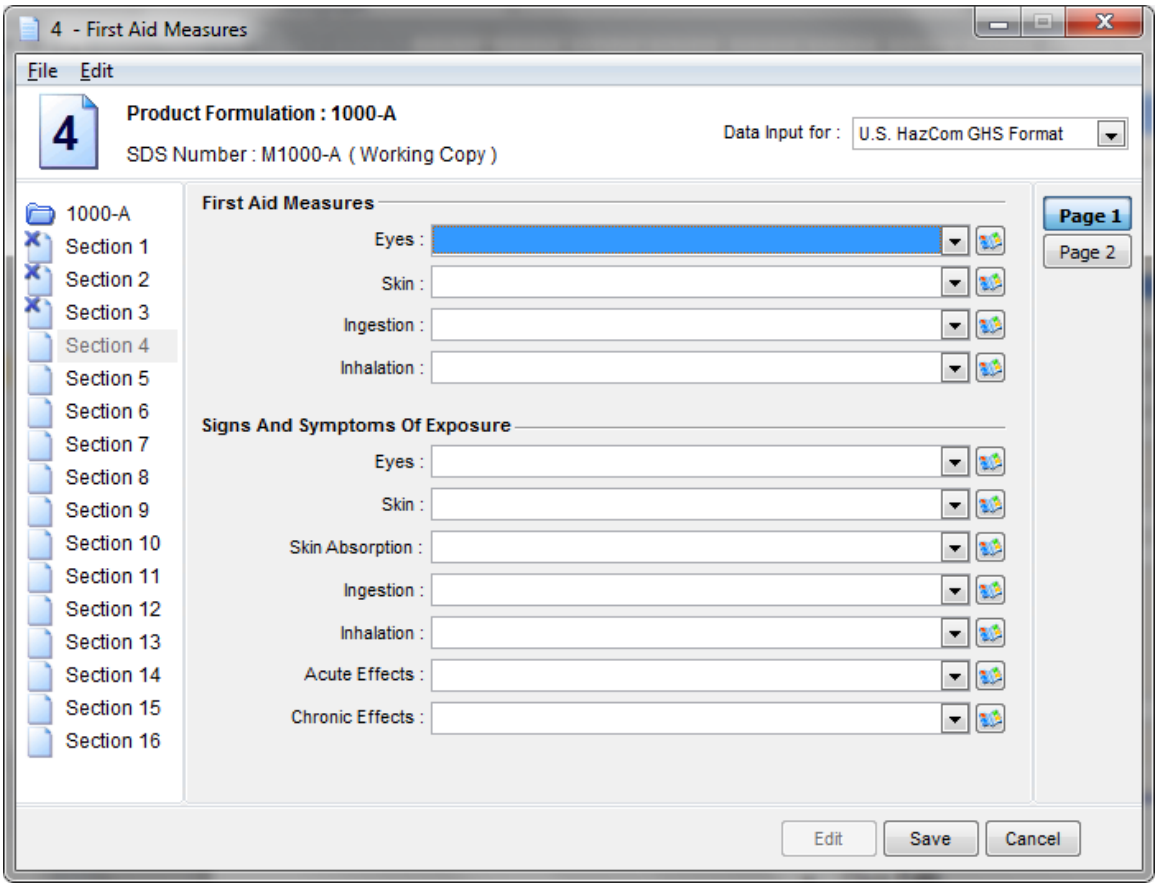
To Define Composition of an ingredient:

- After saving any changes to Section 3 and the **Data Input for** : is set to ***EU GHS/CLP Format***, from the Options menu select **Define Composition** and select either Substance (displays under 3.1) or Mixture (displays under 3.2)

Section 4 – First-aid measures

To enter First Aid Measures:

- From the Sections bar, click **Section 4**. The **First-aid measures** window is displayed.



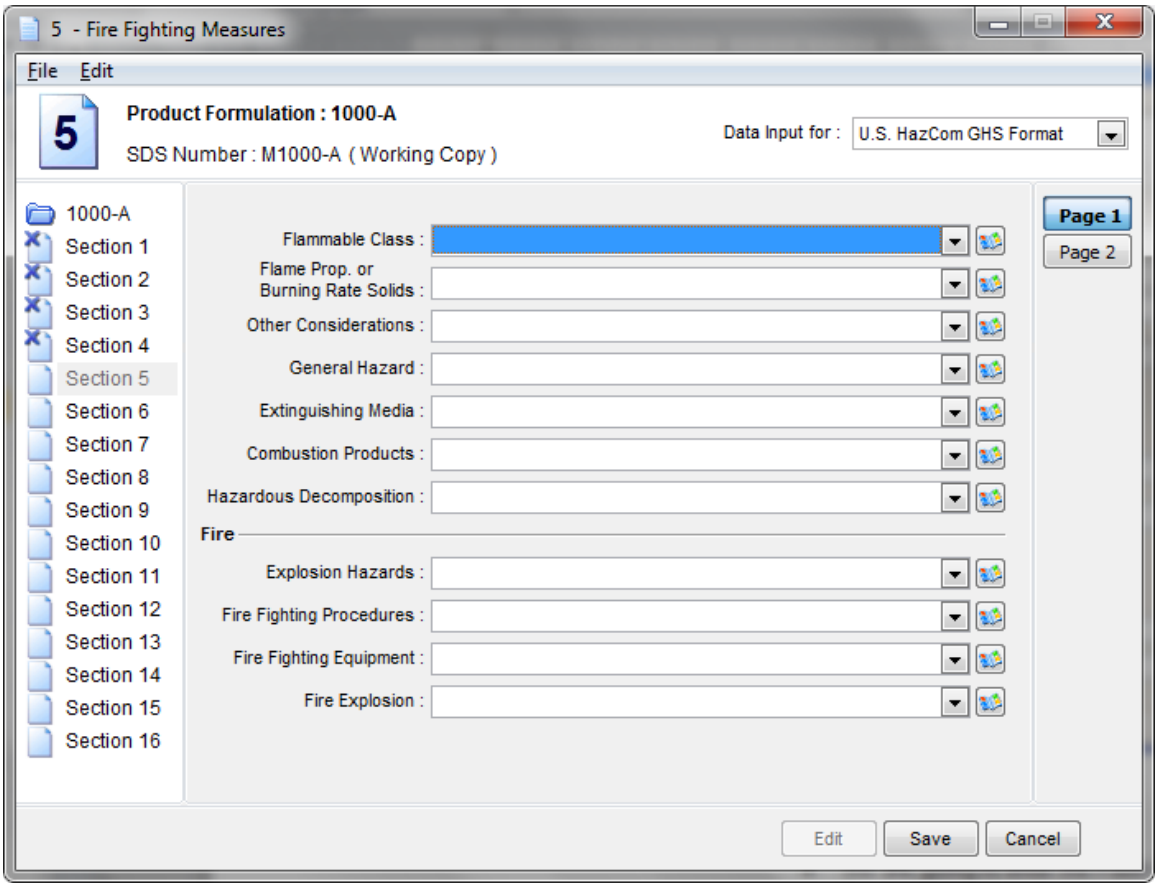
First Aid Measures Window

- Click **Edit**.
- Click the **Eyes** Dropdown List and select from one of the available phrases.
- Continue the previous step to select the phrases from the other Phrase Dropdown lists.
- Click **Save** to continue.
- Select **Options** and select **Mark Section as completed** to check off this section.

Section 5 – Fire-fighting measures

To enter the Fire Fighting Measures :

- From the Sections bar, click **Section 5**. The **Fire-fighting measures** window is displayed.



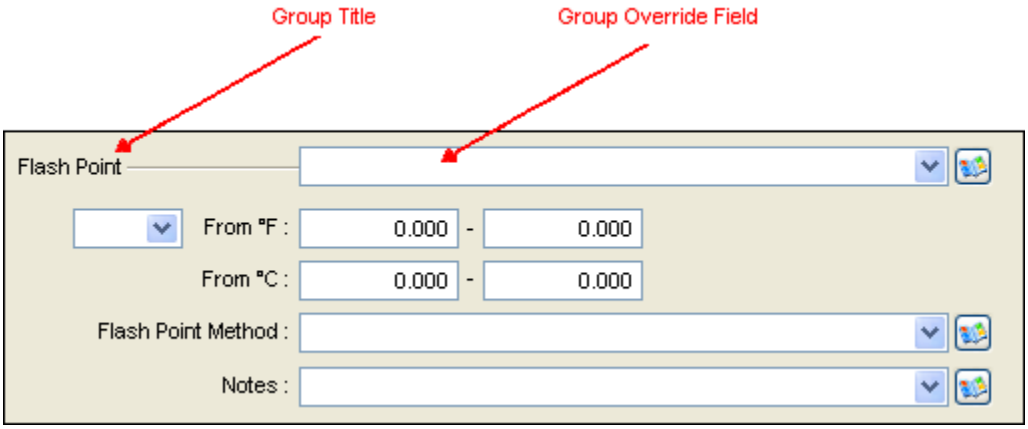
Fire Fighting Measures Window

- Click **Edit**.
- We are going to enter the Flash Point for the Product. However, because we are still establishing the flash point, we are also going to enter information in the **Group Override** field for the Flash Point. That way, we can see the current flash point, but the **Group Override** field will print in place of the Flash Point data we entered when we attach a Safety Data Sheet to this product.
- Position the cursor on the down arrow for the Operator Selection List in the Flash Point section and press the left mouse button.
- Position the cursor on the greater than sign (>) and press the left mouse button.
- Position the cursor on the **From °F** field press the left mouse button. Type in **200**.
- Position the cursor on the down arrow beside the **Flash Point Method** field and press the left mouse button.
- Position the cursor on **Tag CC** and press the left mouse button to select it.

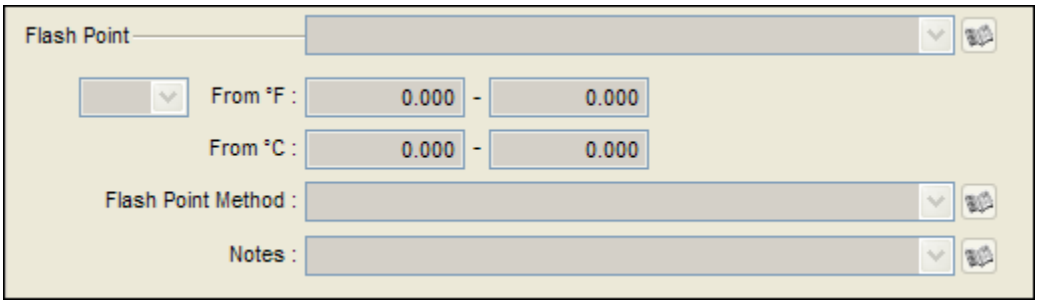
In some cases, you may want to enter information yet not have it print out. You can use the default fields to enter "internal" information that will be available whenever the product information is viewed, but will not print on the SDS.

To do this:

Select the Group Override Field and select any phrase from the Phrase Dropdown List. This will **disable** all of the fields that it overrides.



Group Override Field



Flash Point Section of Fire Fighting Measures Window

Tip: Any selection other than the blank item in a Group Override Field will **disable** all of the fields that it overrides.

To **enable** the fields below a Group Override Field, select the Group Override Field and select the first item (blank) from the Phrase Dropdown List. This will **enable** all of the fields that it overrides.

Example: Assume you want to specify the Flash Point for a product for internal use but you want to print **Not Applicable** on the SDS.

- Select the Flash Point - Group Override Field, then select **Not Applicable** from the Phrase Dropdown List.

The Flash Point will now print as 'Not Applicable' on the SDS. Notice that the other fields are now disabled, indicating that they will not print on the SDS.

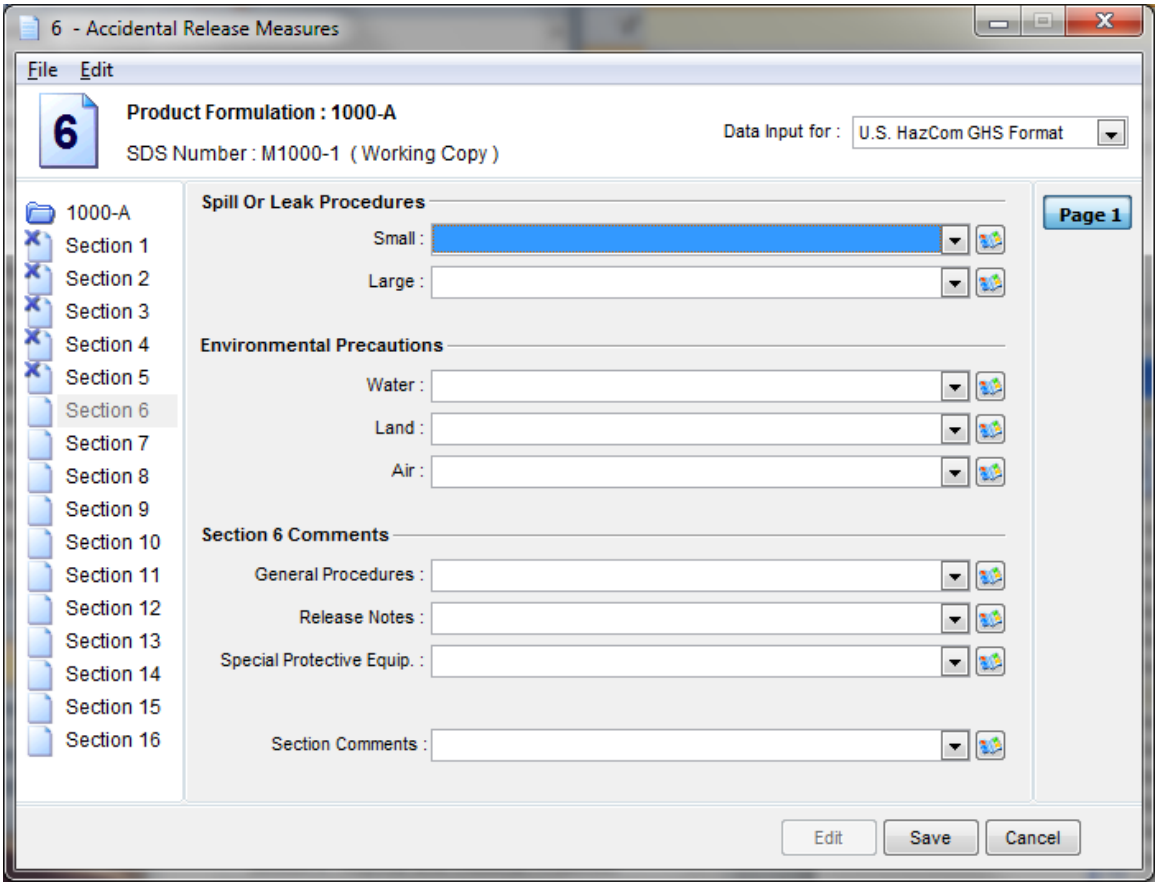
- Continue to enter information for this Section. Don't forget about the additional Pages available.
- Click **Save** to continue**.**

- From the Menu, click **Options** and select **Mark Section as completed** to check off this section. Isn't this easy!

Section 6 - Accidental release measures

To enter Accidental Release Measures :

- From the Sections bar, click **Section 6**. The **Accidental release measures** window is displayed.



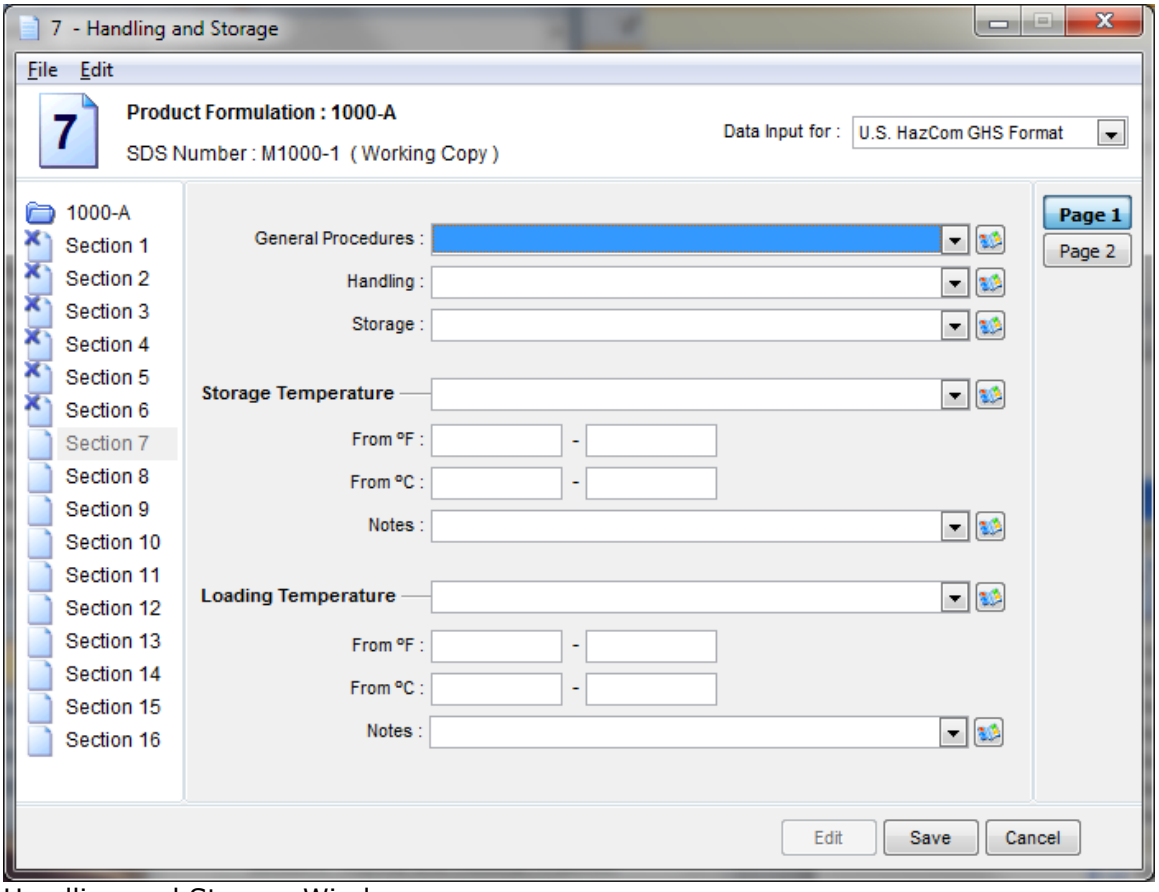
Accidental Release Measures Window

- Click **Edit**.
- Click the **Small :** Phrase Dropdown List. From the Dropdown List, select the phrase you want.
- Continue the previous step to select the phrases from the other Phrase Dropdown lists.
- Click **Save** to continue.
- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

Section 7 - Handling and storage

To enter Handling and Storage :

- From the Sections bar, click **Section 7**. The **Handling and storage** window is displayed.



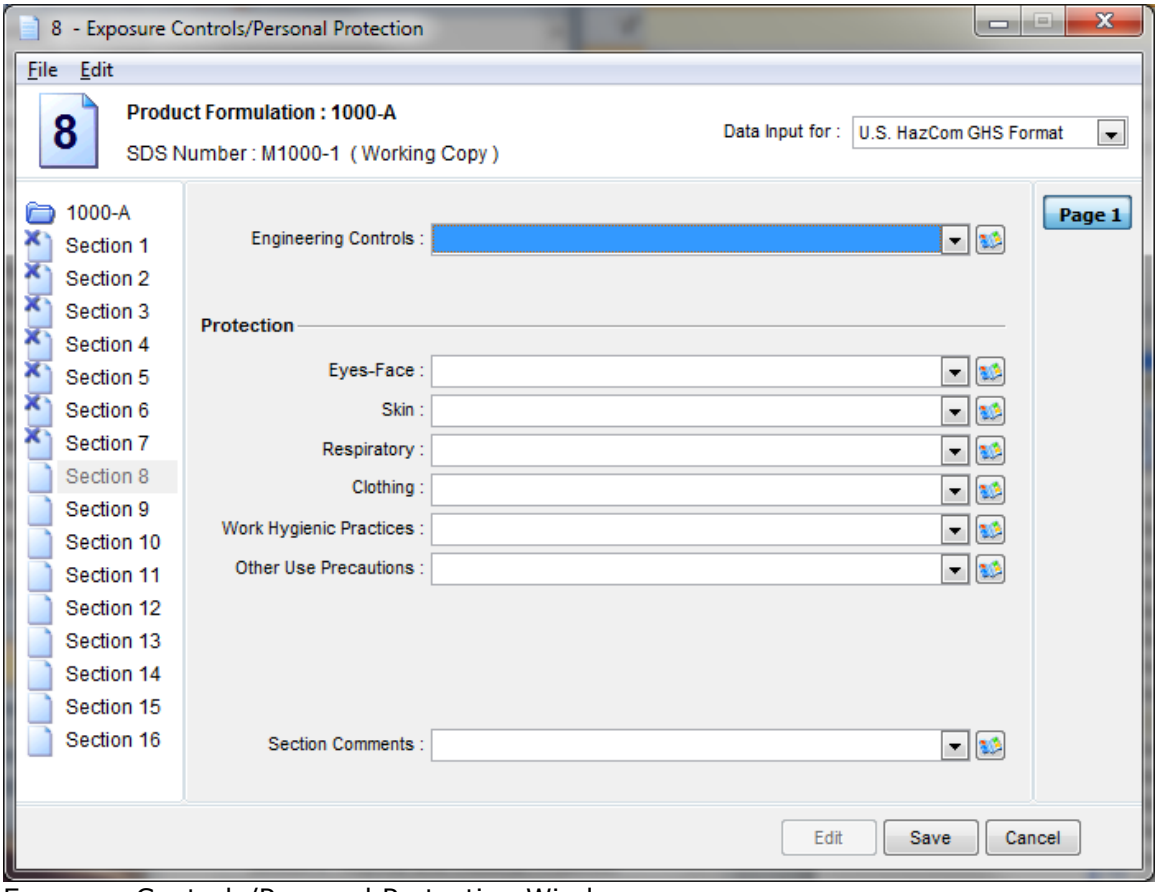
Handling and Storage Window

- Click **Edit**.
- Click the **General Procedures :** Phrase Dropdown List and select the phrase you want.
- Continue the previous step to select the phrases from the other Phrase Dropdown lists.
- Now enter the Minimum and Maximum storage temperatures. Position the cursor in the white box to the right of Minimum °F and type **32**.
- Position the cursor in the white box to the right of Maximum °F and type **120**.
- Click **Save** to continue.
- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

Section 8 - Exposure controls/personal protection

To enter Exposure Controls/Personal Protection :

- From the Sections bar, click **Section 8**. The **Exposure controls/personal protection** window is displayed.



Exposure Controls/Personal Protection Window

- Click **Edit**.
- Click the **Engineering Controls** : Phrase Dropdown List and select the phrase you want.
- Continue the previous step to select the phrases from the other Phrase Dropdown lists.
- Click **Save**.
- Select **Options** and select **Mark Section as completed** to check off this section.

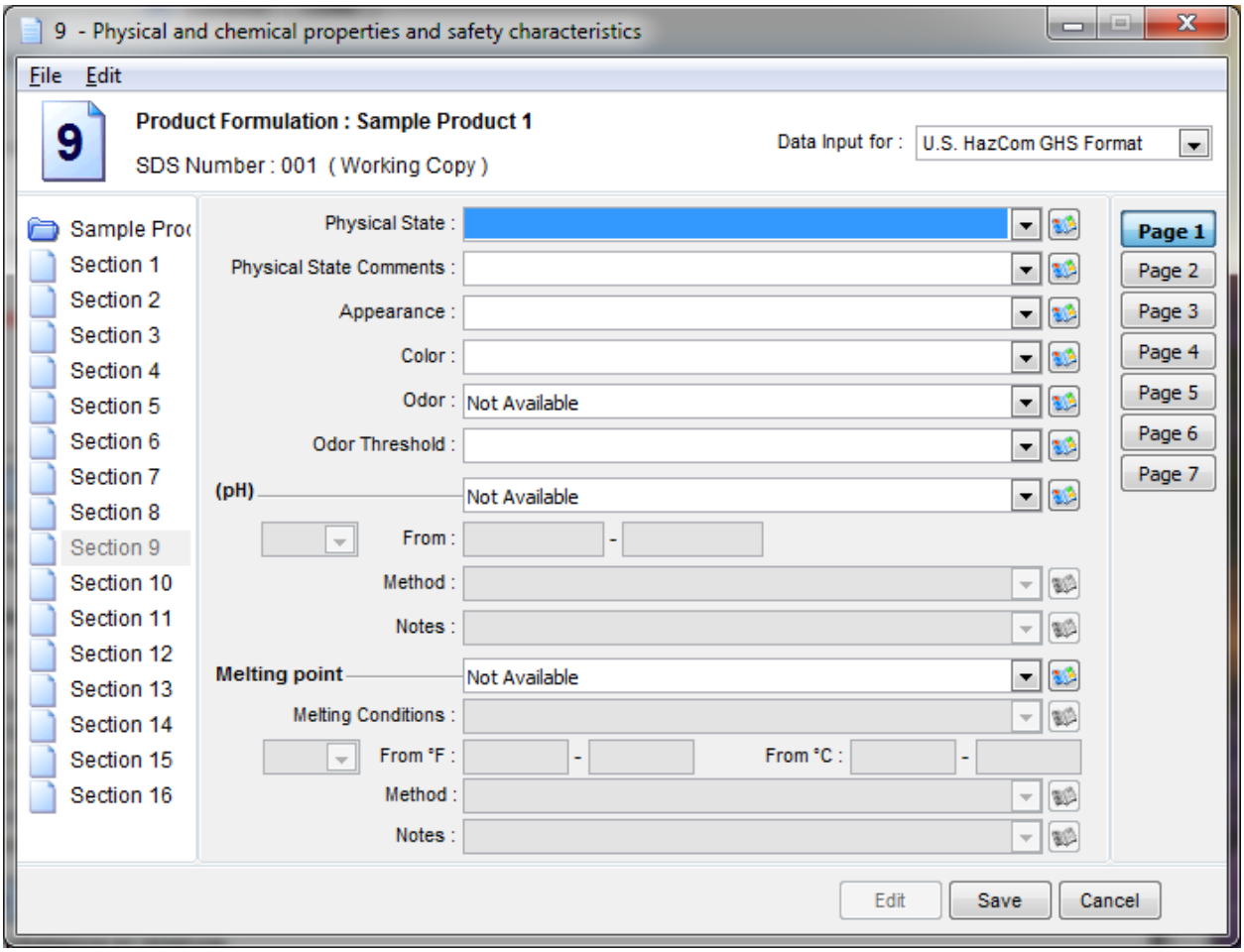
Tip #1: To auto generate the **OEL's table** in Section 8 from the ingredients in Section 3, see: Adding OEL's (Occupational Exposure Limits)

Tip #2: For additional control over how chemicals display in SDS chemical driven tables, see: Controlling Chemical Driven table output on SDS

Section 9 - Physical and chemical properties and safety characteristics

To enter Physical and Chemical Properties :

- From the Sections bar, click **Section 9**. The **Physical and chemical properties** window is displayed.



Physical and Chemical Properties Window

- Click **Edit**.
- First enter the physical state of the product. Position the cursor on the down arrow to the right of Physical State.
- Click **Ok** to save you changes or click **Cancel** to revert back to the original list.
- elect the down arrow to the right of Physical State.

Note: Don't forget about the additional Pages of available information that you can provide.

- Continue the previous step to select the phrases from the other Phrase Dropdown lists.

- Click **Save** to continue.
- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

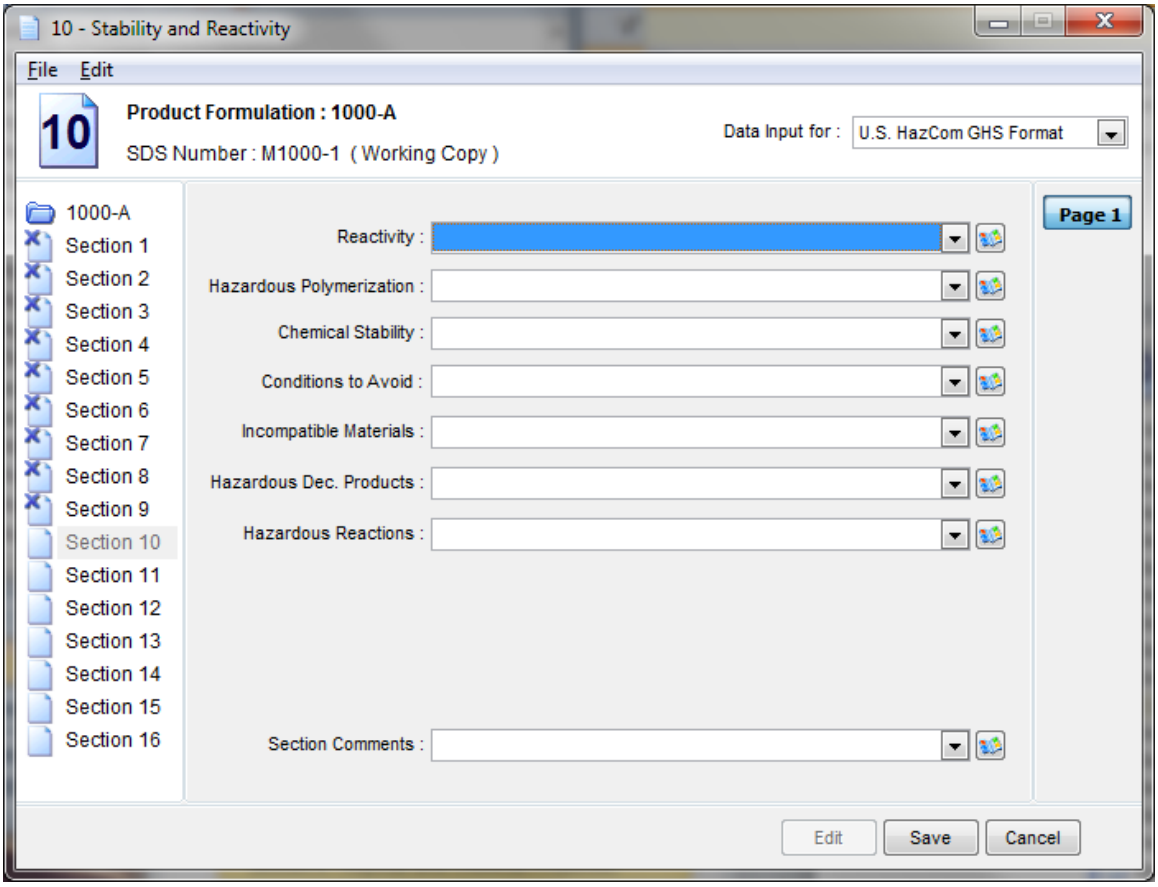
Tip #1: To auto generate the **Chemical Properties table** in Section 9 from the ingredients in Section 3, see: Adding Chemical Properties information

Tip #2: For additional control over how chemicals display in SDS chemical driven tables, see: Controlling Chemical Driven table output on SDS

Section 10 - Stability and reactivity

To enter Stability and Reactivity :

From the Sections bar, click **Section 10**. The **Stability and reactivity** window is displayed.



Stability and Reactivity Window

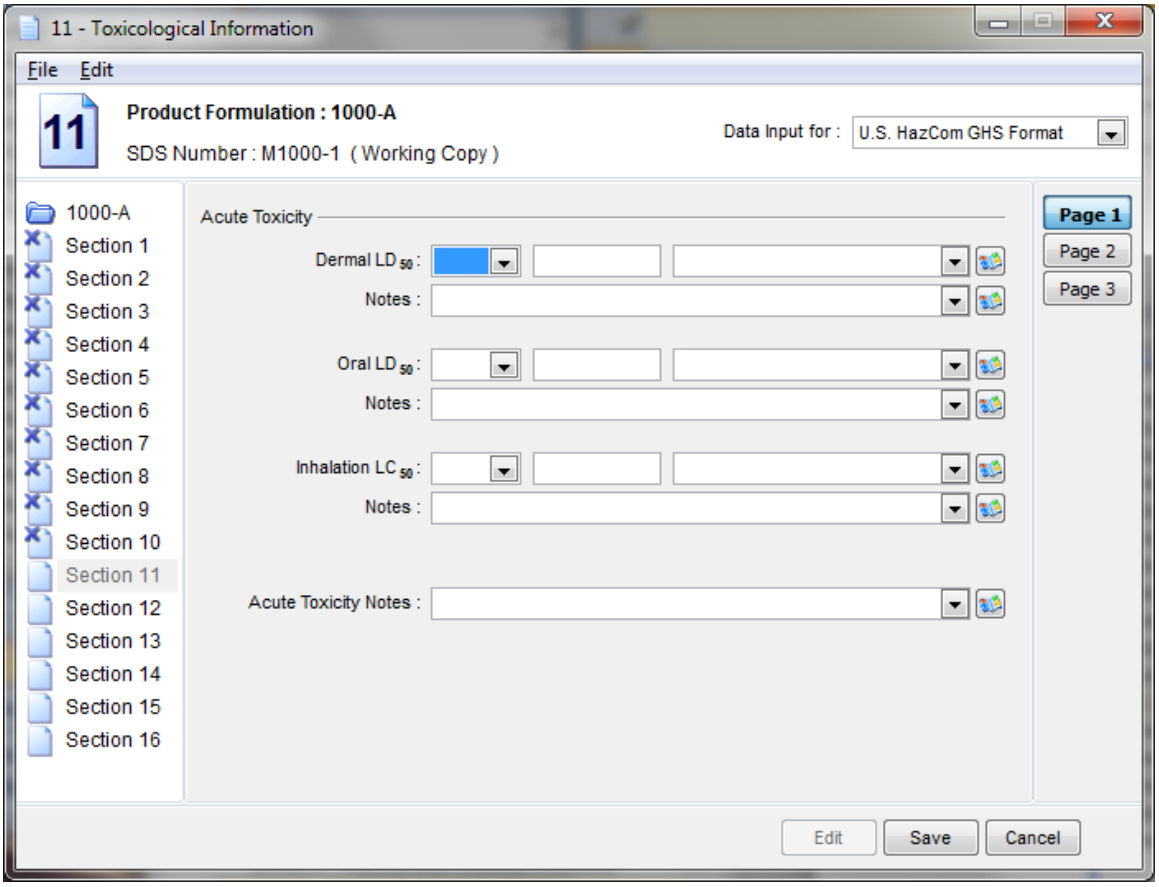
- Click **Edit**.
- Enter all of the information for this Section.
- Click **Save** to continue.

- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

Section 11 - Toxicology information

To enter Toxicological Information :

- From the Sections bar, click **Section 11**. The **Toxicological information** window is displayed.



Toxicological Information Window

- Click **Edit**.
- Enter all of the information for this Section.
- Click **Save** to continue.
- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

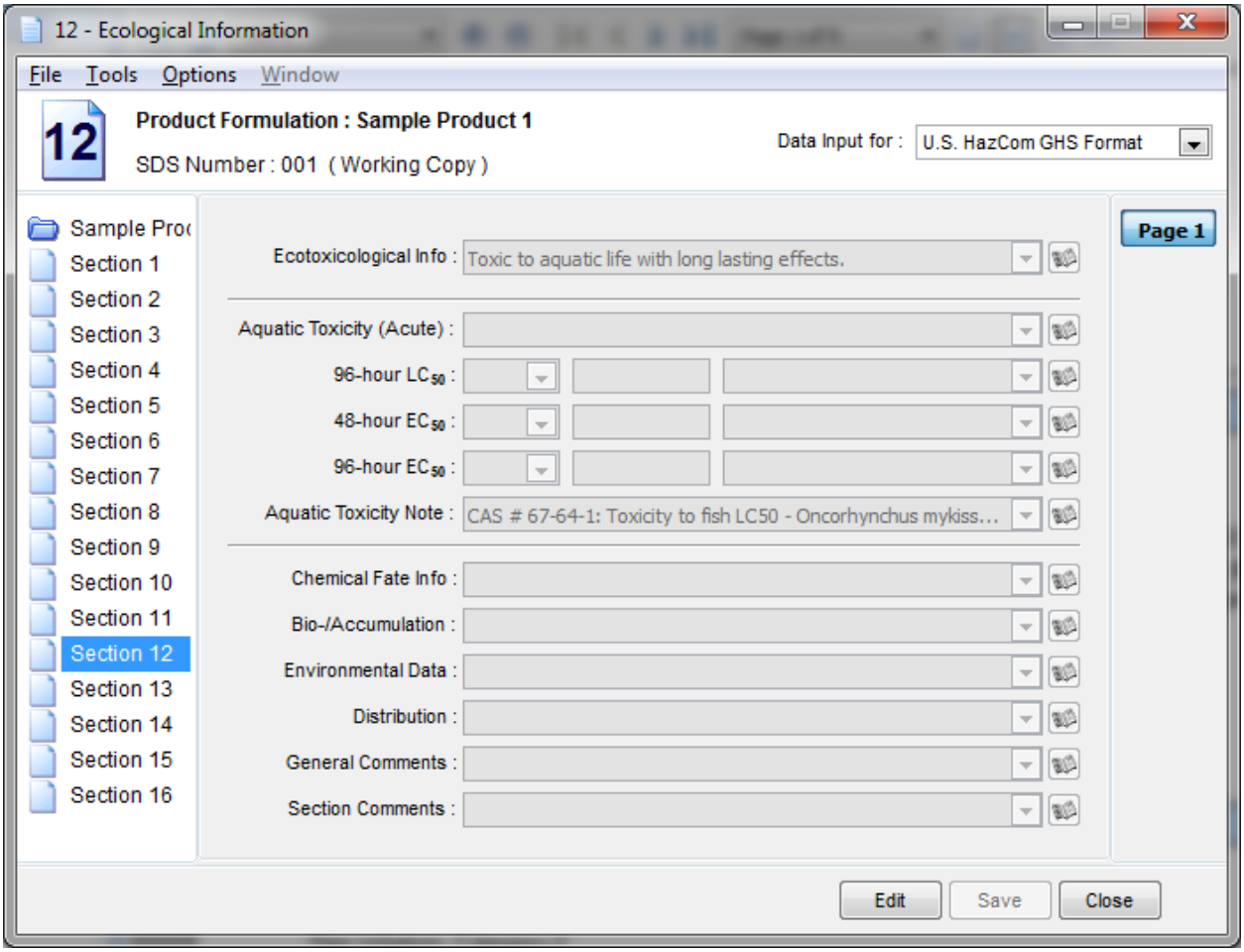
Tip #1: To auto generate the **ACUTE TOXICITY table** in Section 11 from the ingredients in Section 3, see: Adding Acute Toxicity information

Tip #2: To auto generate the **CARCINOGENICITY table** in Section 11 from the ingredients in Section 3, see: Adding Carcinogen information
Tip #3: For additional control over how chemicals display in SDS chemical driven tables, see: Controlling Chemical Driven table output on SDS

Section 12 - Ecological information

To enter Ecological Information :

- From the Sections bar, click **Section 12**. The **Ecological information** window is displayed.



Ecological Information Window

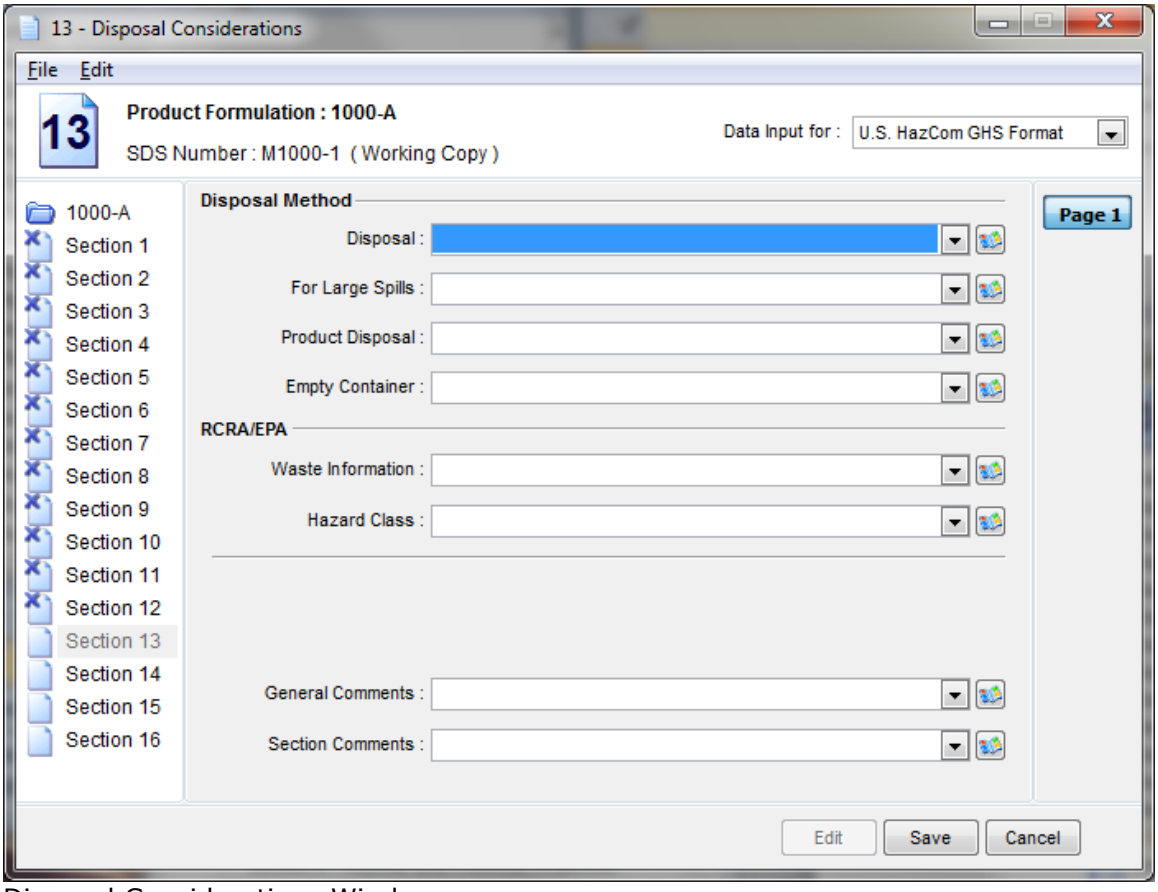
- Click **Edit**.
- Enter all of the information for this Section.
- Click **Save** to continue.
- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

Tip: To auto generate the **AQUATIC ECOTOXICITY** table in Section 12 from the ingredients in Section 3, see: Adding Aquatic Ecotoxicity information

Section 13 - Disposal considerations

To enter Disposal Considerations :

- From the Sections bar, click **Section 13**. The **Disposal considerations** window is displayed.



Disposal Considerations Window

- Click **Edit.**
- From **Product Disposal,** right click and from the Menu, select **Launch Phrase Library**. The **Phrase Library** window is displayed.
- This time we are going to use existing coded phrases. We are going to select more than one existing coded phrase to build a paragraph (this is known as **Multi Phrasing**). This way, whenever the single coded phrase is changed, this paragraph will also be modified.
- Make sure the Filter: is set to '**All Phrases in Library'**.
- Select **New** to create a new phrase (which will actually be a combination of existing phrases [multi]).
- From the Menu bar select **Phrases** and then select **Multi Phrase**. You will notice that EnviroMSDS automatically inserted the **[multi]** for you. The **[multi]** at the beginning of a phrase instructs EnviroMSDS to parse all codes of a multi phrase and will output multiple lines and paragraphs as the actual text to print.

- Choose **ACC1**, which is a phrase we created earlier, and double click your left mouse. The phrase code [ACC1] is displayed in the Phrase Library.
- The new phrase should now appear as **[multi][ACC1]**.
- We want to search by the Code, so position the mouse over the Code column header and click the left mouse.
- Position the cursor in the white box to the right of **Search By Code**: and type **HAN15**. As you type the closest matching item will be selected.
- Make sure that the code HAN15 is highlighted and then double click the left mouse button to add this phrase to our new multi phrase.

Notice that both phrases are now displayed in the Phrase Library editor.

- Click **Save As** to save the new coded phrase.
- When the Save As dialog box is displayed, type **PD1** and Click **OK**.
- Click **Link** to link the phrase to the Product Disposal field and Click **OK** when asked if you want to link the phrase stating that the phrase is linked is displayed.
- Click **Select** to actually select the phrase into the Product Disposal field.
- Click **Save** to continue.
- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

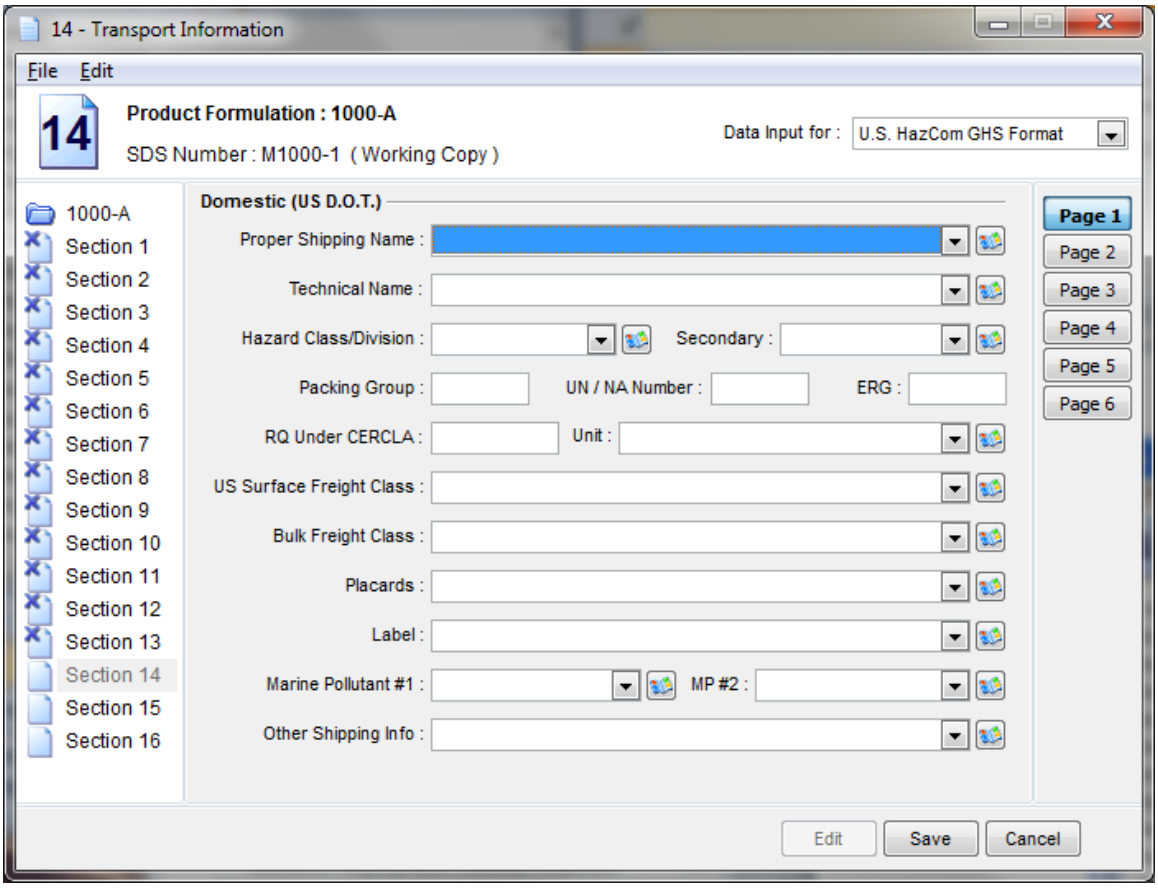
Tip: Existing phrases that you want to make part of a multi phrase must be placed inside square brackets as follows: [multi][code1][code2]. In this example the phrase codes 'CODE1' and 'CODE2' would be extracted out of the phrase library and the text for each code respectively would print on the SDS. To view what the completed phrase will appear like, from the Menu bar, select View and then select 'View Multi Phrase…'

The column header with the arrow, either pointing up (ascending) or down (descending), indicates that the search will be conducted in that column only.

Section 14 - Transport information

To enter Transport Information :

- From the Sections bar, click **Section 14**. The **Transport information** window is displayed.



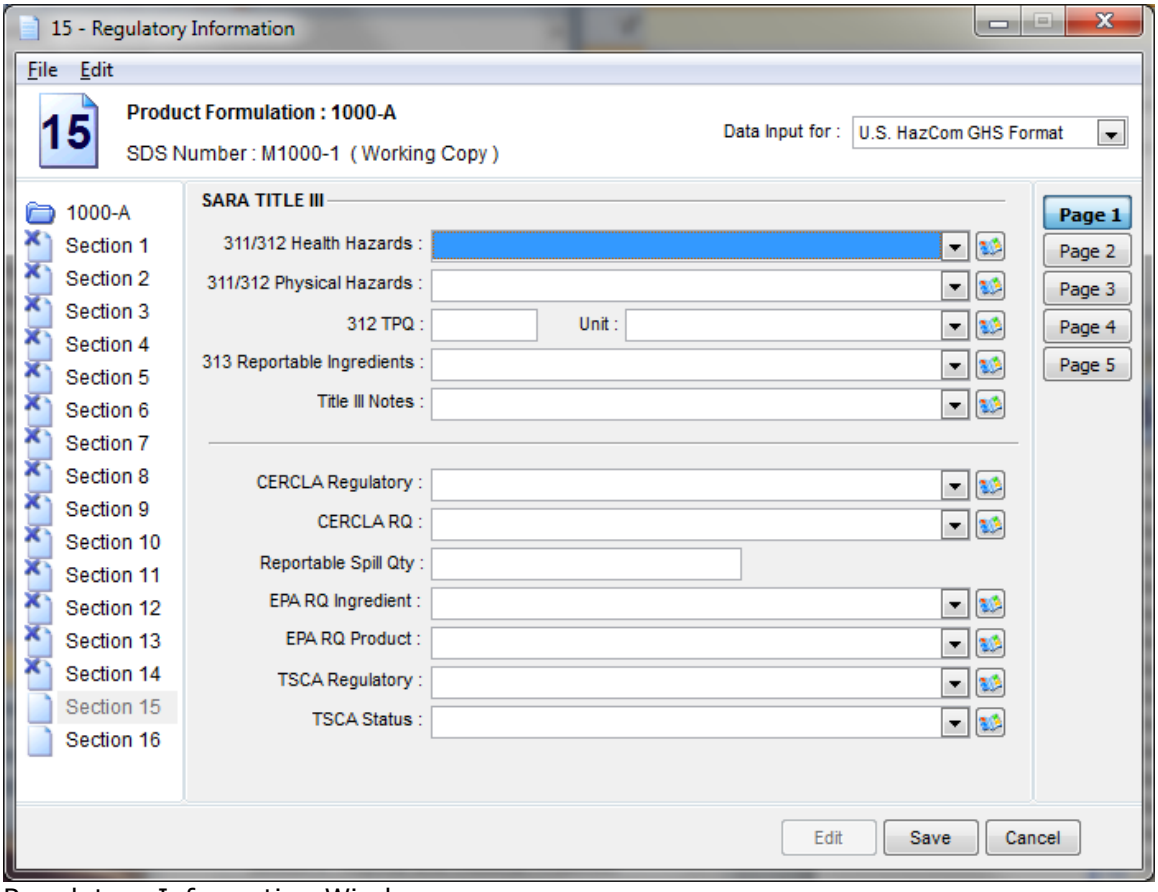
Transport Information Window

- Click **Edit.**
- We want to add a phrase to the list of phrases for this field. Position the cursor in the white box to the right of PSN (Proper Shipping Name) and click the right mouse button.
- From the popup Menu, select **Edit Dropdown list**
- The **DOT Proper Shipping Name** window is displayed.
- In the field (white box) to the left of the Add button, type **Not Regulated** then click the **Add** button. The new phrase has been added to the list, however, you will need to save this change for it to remain in the list.
- click **Ok** to save you changes or click **Cancel** to revert back to the original list. The Transport Information window is displayed again.
- Position the cursor on the down arrow to the right of the white box to the right of PSN and press the left mouse button.
- This time Not Regulated is displayed in the list. Position the cursor on **Not Regulated** and press the left mouse button to select it.
- Click **Save** to continue.
- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

Section 15 - Regulatory information

To enter Regulatory Information :

- From the Sections bar, click **Section 15**. The **Regulatory information** window is displayed.



Regulatory Information Window

- Click **Edit**.
- Click on the **Fire** Dropdown select **No**.
- Click on the **Press. Gen.** (Pressure Generating) Dropdown and select **No**.
- As with other Sections, there are additional windows for entering Regulatory Information.
- Click **Save** to continue.
- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.

Tip #1: To auto generate the **EPCRA SECTION 313 table** in Section 15, from the ingredients in Section 3 see: Adding SARA 313 information

Tip #2: To auto generate the **CERCLA (COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT) table** in Section 15, from the ingredients in Section 3 see: Adding CERCLA (Comprehensive Environmental Response and Compensation Liability Act)

Tip #3: To auto generate the **TSCA (TOXIC SUBSTANCE CONTROL ACT) table** in Section 15, from the ingredients in Section 3 see: Adding TSCA (Toxic Substance Control Act)

Tip #4: To auto generate the **CLEAN AIR ACT table** in Section 15, from the ingredients in Section 3 see: Adding CAAA (Clean Air Act Amendments) information

Tip #5: To auto generate the **State(s) with Special Requirements table** in Section 15, from the ingredients in Section 3 see: Adding State(s) with Special Requirements

Tip #6: To auto generate the **CALIFORNIA PROPOSITION 65 table** in Section 15 via the ingredients in Section 3 see: Adding California Proposition 65 information

For information on generating labels with the required California Prop 65 statement(s), see: How to generate Proposition 65 Symbol and Statement on Labels

Tip #7: To auto generate the **NDSL (Non-Domestic Substances List) table** in Section 15 (Canadian GHS Format only), from the ingredients in Section 3 see: Including a chemical on the NDSL (Non-Domestic Substances List)

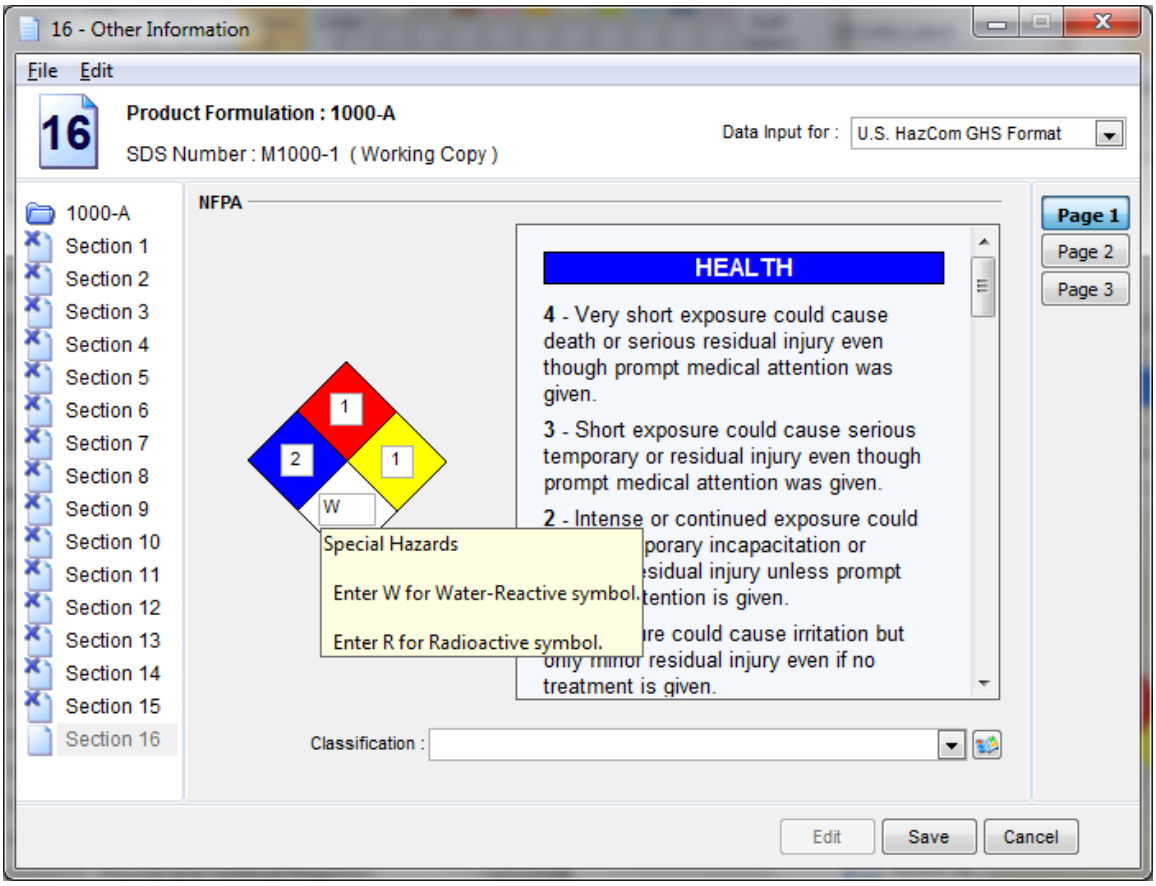
Tip #8: To auto generate the **NPRI (National Pollutant Release Inventory) table** in Section 15 (Canadian GHS Format only), from the ingredients in Section 3 see: Including a chemical on the NPRI (National Pollutant Release Inventory) List

Tip #9: For additional control over how chemicals display in SDS chemical driven tables, see: Controlling Chemical Driven table output on SDS

Section 16 - Other information

To enter Other Information :

- From the Sections bar, click **Section 16**. The **Other information** window is displayed.



Other Information Window

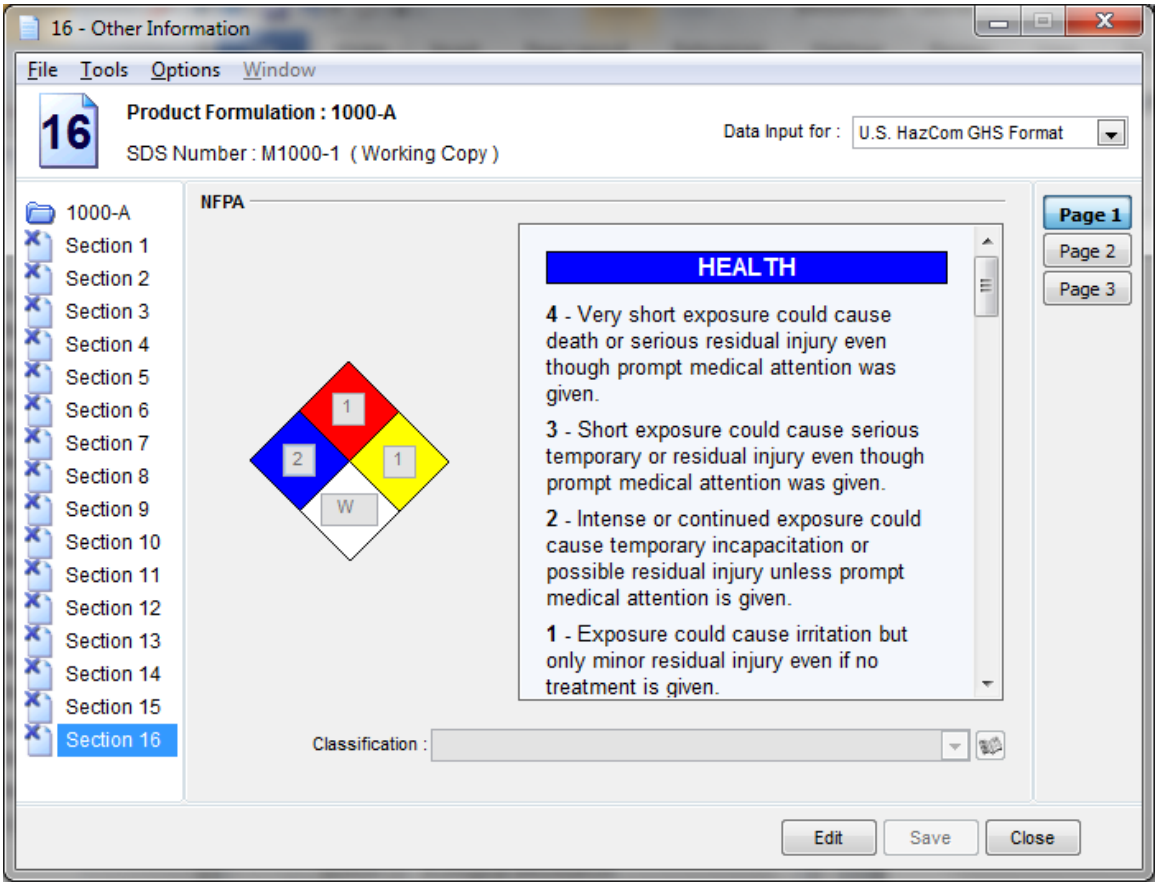
- Click **Edit**.
- We are going to enter NFPA codes for **Health**, **Flammability, Reactivity** and **Special Hazards.**
- For **Health**, position the cursor in the white box inside the blue section of the diamond and type 2**.**
- For **Flammability**, position the cursor in the white box inside the red section of the diamond and type **1.**
- For **Reactivity**, position the cursor in the white box inside the yellow section of the diamond and type 1**.**.
- For **Special Hazards**, position the cursor in the white box inside the white section of the diamond and type **W**

Note: To use the Water-Reactive symbol, enter W. The W will be replaced with the **W** symbol.

To use the Radioactive symbol, enter R.

- Click **Save** to continue.

- From the Menu, click **Options** and select **Mark Section as completed** to check off this section.



All 16 Sections Marked as Completed

- Click **Close**.

EnviroMSDS Wizard

The EnviroMSDS Wizard can assist you in the creation of SDS documents and the management of your supplier SDS's.

With the Wizard you can:

- Create new product SDS(s).

Tip #1: Utilizing our SmartLink technology, you can generate an SDS simply by entering the formula for the product and let the Wizard auto assemble the SDS for you.

Tip #2: You will be able to assign any SDS reference information that you want to a Supplier SDS template at any time. You will then be able to track inventory, create reports and generate labels for the Supplier SDS's as well as your product SDS's.

- Import Supplier SDS documents from the Internet, a CD or from your computer.
- Scan Supplier paper SDS(s).

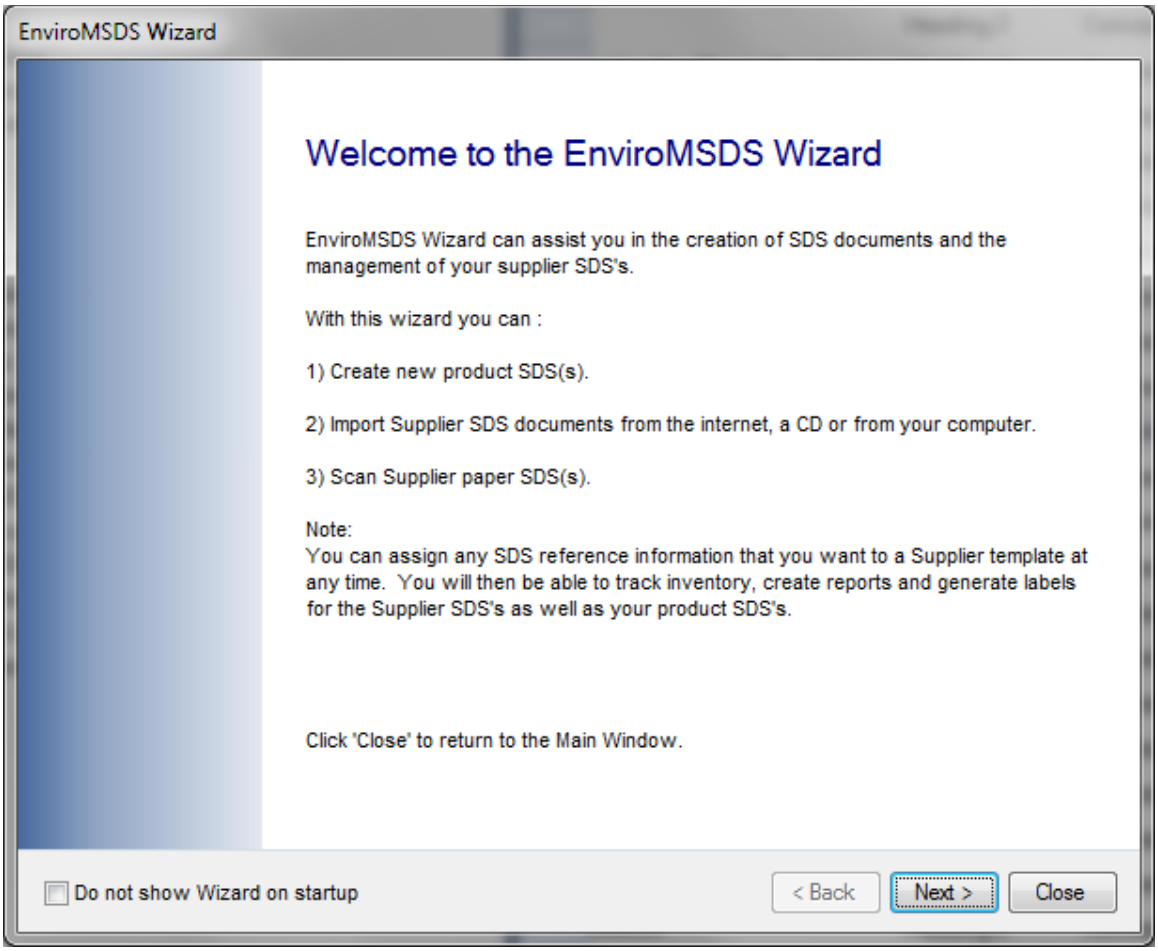
Using the EnviroMSDS Wizard

You can specify whether the Wizard or the Main EnviroMSDS Authoring (default) window is your default startup window.

To access the Wizard when it is not your default startup window:

- From the Main window Toolbar, click the Wizard
- 

button. The **EnviroMSDS Wizard** window is displayed.



Tip: You can set your preferred default startup window.

For the Wizard to be your default startup window, uncheck the **Do not display at startup** checkbox.

For the Main window to be your default startup window, place a checkmark in the **Do not display at startup** checkbox.

- Click **Next**.

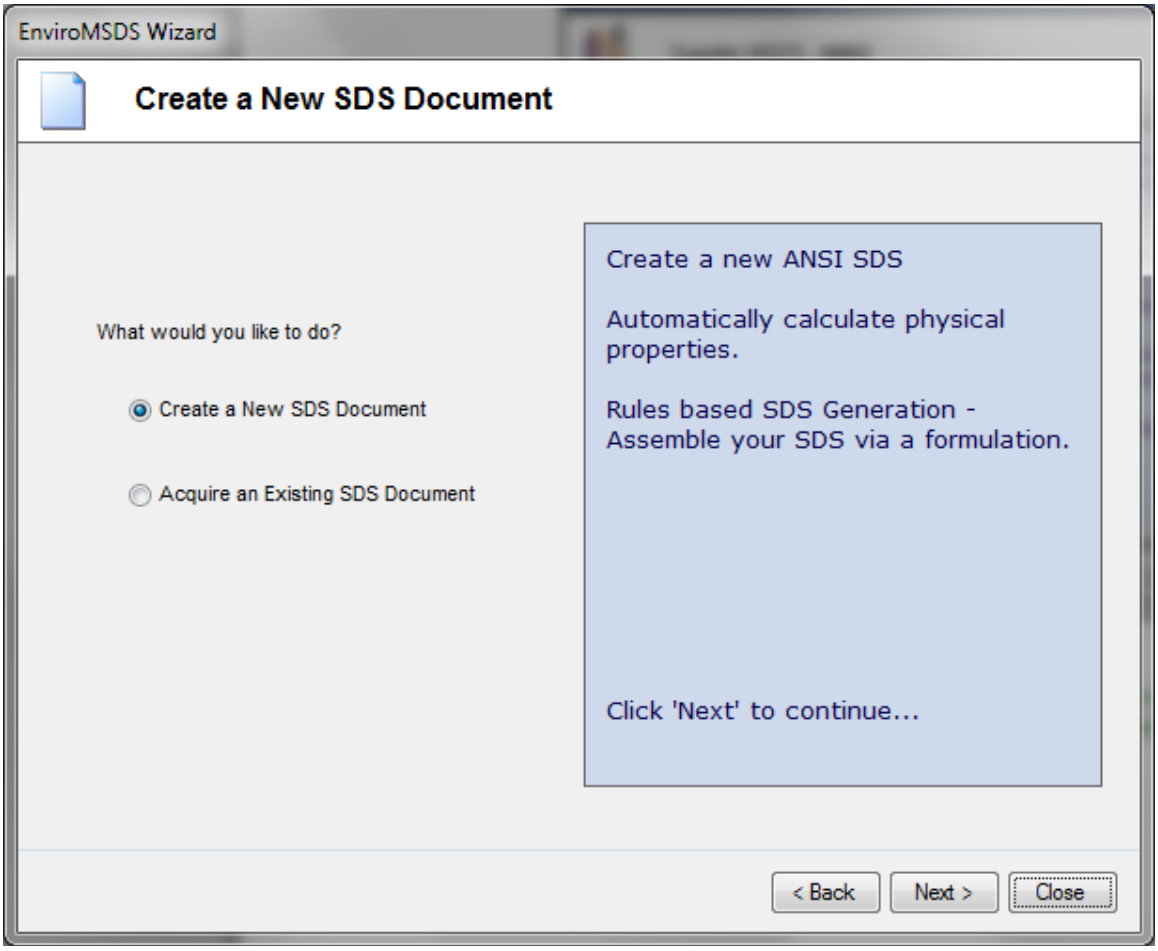
How to Create a New SDS Document

To create a new SDS document:

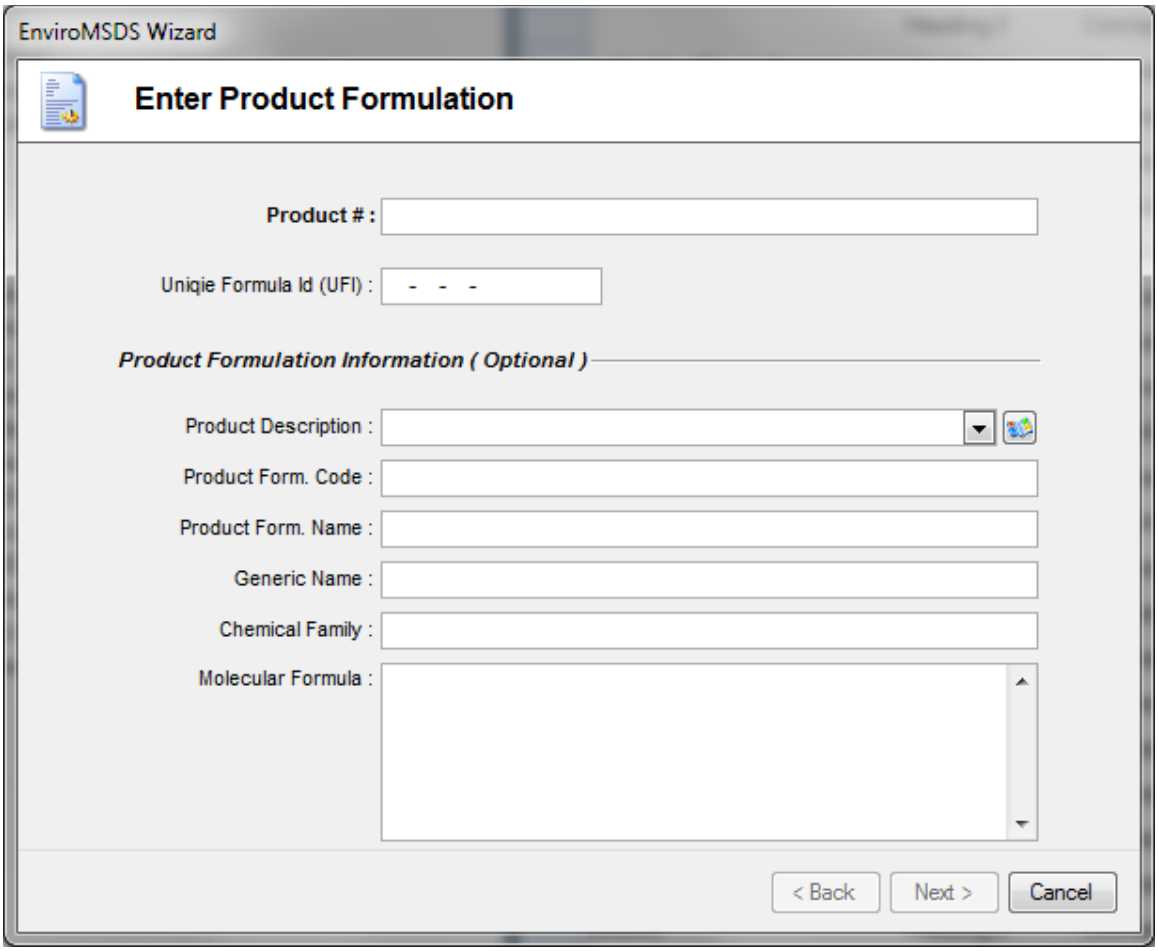
- With the EnviroMSDS Wizard open, your window should appear as the screenshot below:

Tip: Any information that you enter through the Wizard is also available from the EnviroMSDS Main window. You will be able to add, edit or remove any information that you want to.

While you are entering information into the Wizard, you may use the **< Back** button to change or review.



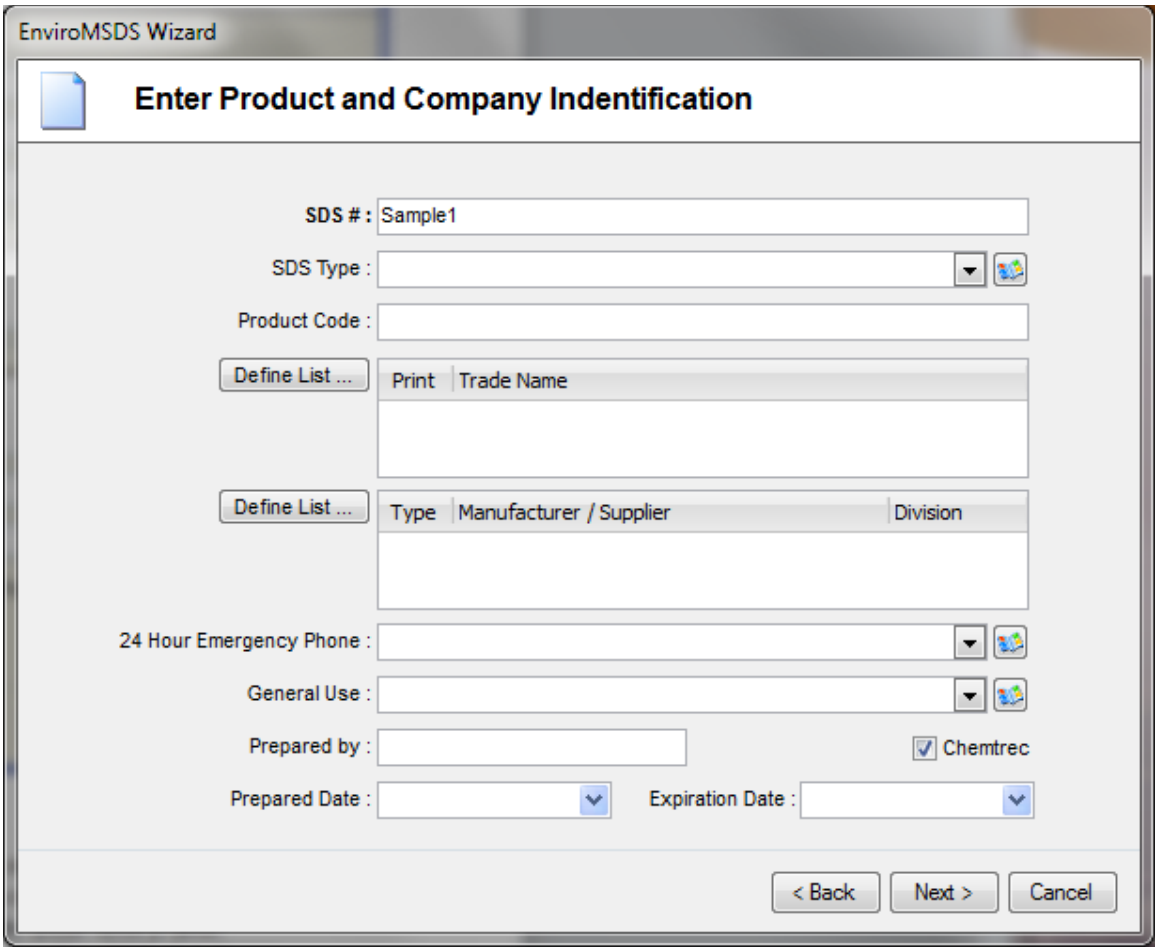
- Click **Create a New SDS Document** (default)
- Click **Next >**.



- From the **Product Formulation** field, enter a *Unique* Product Formulation Number for your new Product. EnviroMSDS will validate your entry and accept it, if it is unique for the SDS database. This is an alphanumeric field.

Tip: The **Next >** button will be enabled if your entry is valid, otherwise, it will remain disabled (grayed out).

- The remaining fields are optional; you can enter information about the product for internal use.
- Click **Next >**. The '**Enter Product and Company Identification**' Section is displayed.

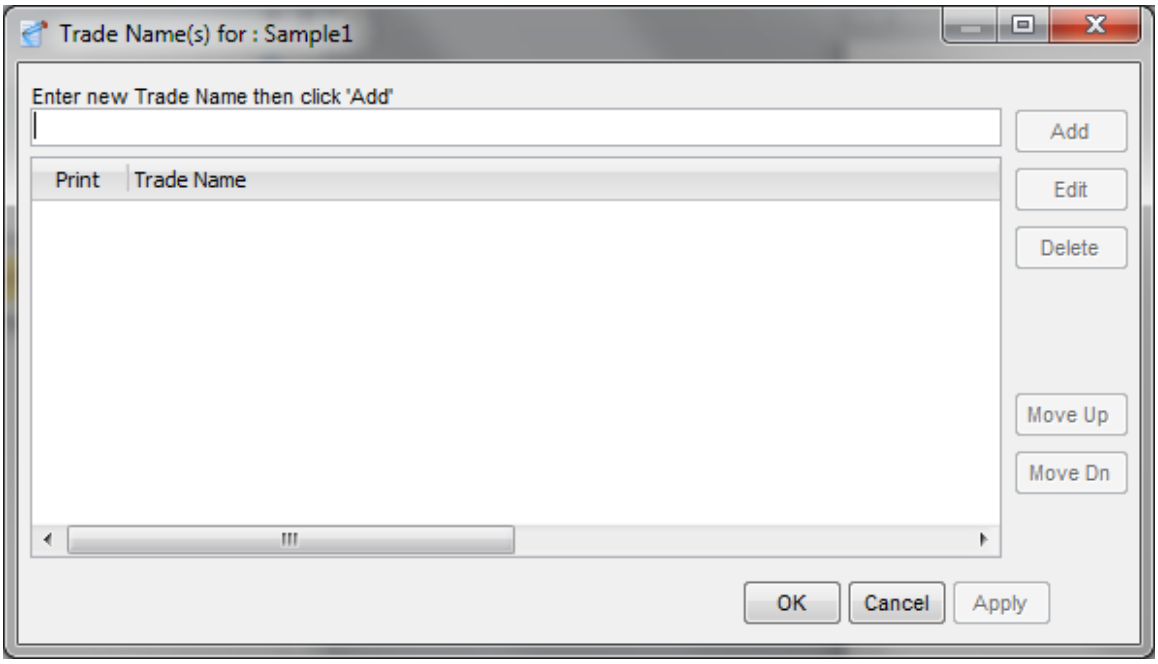


- From the **SDS #:** field, enter a *Unique* SDS Number to identify your new SDS. EnviroMSDS will validate your entry and accept it, if it is unique for the SDS database. This is an alphanumeric field.

Tip #1: Because EnviroMSDS allows you to create **Rebrands** of a Product SDS, you will be able to associate multiple SDS #'s to any one Product.

Tip #2: The **Next >** button will be enabled if your entry is valid, otherwise, it will remain disabled (grayed out).

- **Revision Number** is 0 by default for a new SDS.
- (Optional) **SDS Type** is a user defined dropdown that allows you to specify text that will appear in the header section of the SDS. Page 1 only. Usually, this used for internal purposes (e.g. R&D Use Only, Proprietary SDS, Not for public use, etc.…). Right click on the dropdown to modify the list of options.
- (Optional) **Product Code** is for you own internal reference to the specific SDS. Usually, this is used for associating the SDS with external systems.
- To enter a **Trade Name** (Product Name), click the Define List ... button left of **Trade Names**. The **Trade Name(s) for:** dialog box is displayed.



Trade Name(s) Window.

- Enter a new **Trade Name**, then click **Add**. The Trade Name has been added to the list; however, you will need to save this change for it to remain in the list.
- Continue to add all of the Trade Names that you want.

Notes: If you enter more than one Name, you can define which Names will print on the SDS and in what order you want them to appear.

You may enter as many Names as you wish and the ☑ **Print Selected Item on SDS** checkbox allows you to determine which Name(s), if any, will actually print on the SDS (checked is the default for each new name you enter). All Names entered are indexed and searchable.

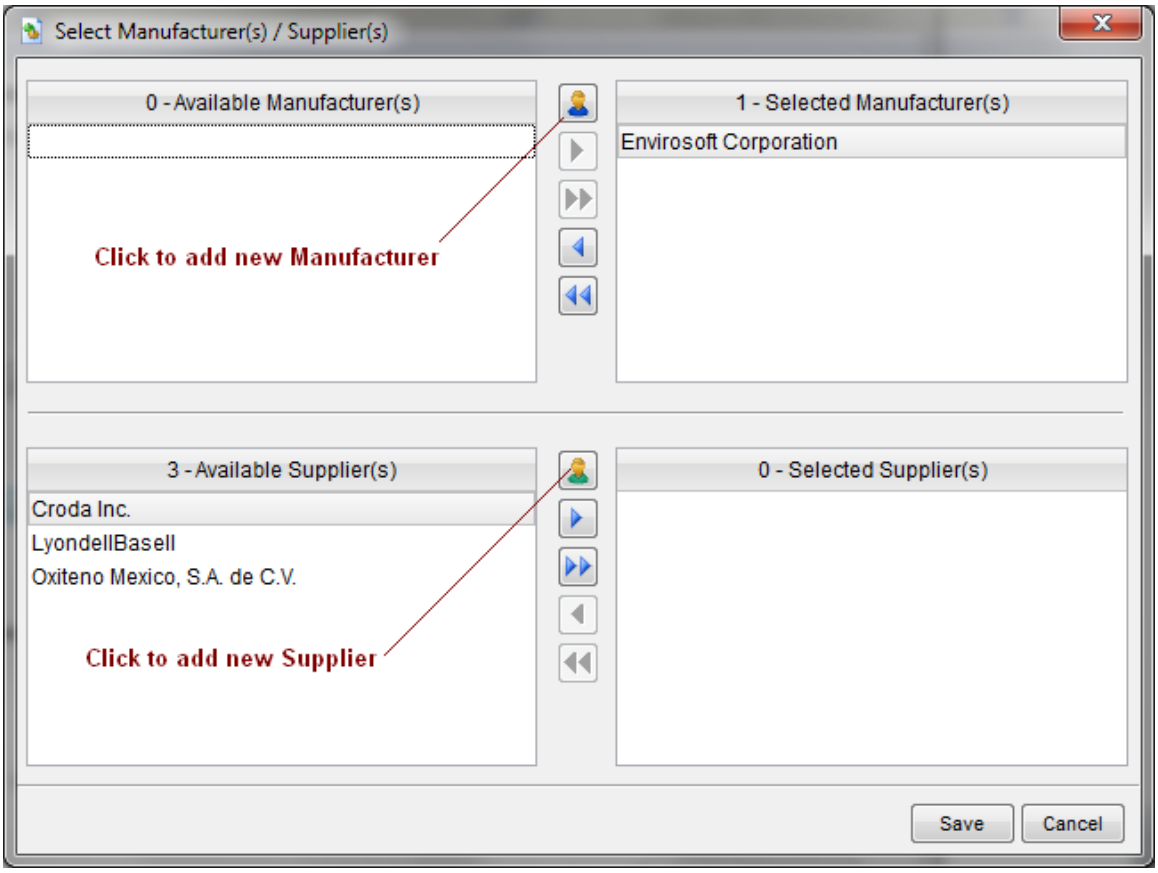
You can also set the **order** that the Trade Names will appear on the SDS by highlighting a Trade Name and then using the **Move Up** or **Move Down** buttons respectively.

- Click **Ok** to save your changes and exit the window.

  or
- Click **Cancel** to abort your changes and exit the window.

If you clicked **Ok** then the Trade Name list will display all of the names you entered. A checkmark ☑ will appear to the left of each Trade Name that you elected to print on the Safety Data Sheet.

- To enter **Manufacturer(s)** and/or **Supplier(s)**, click the Define List ... button left of the Manufacturer / Supplier list. The **Select Manufacturer(s) / Supplier(s**) window is displayed.



Select Manufacturer(s) / Supplier(s) Window

Tip #1: To add a new Manufacturer to the Available Manufacturer(s) list, click the Manufacturer button.

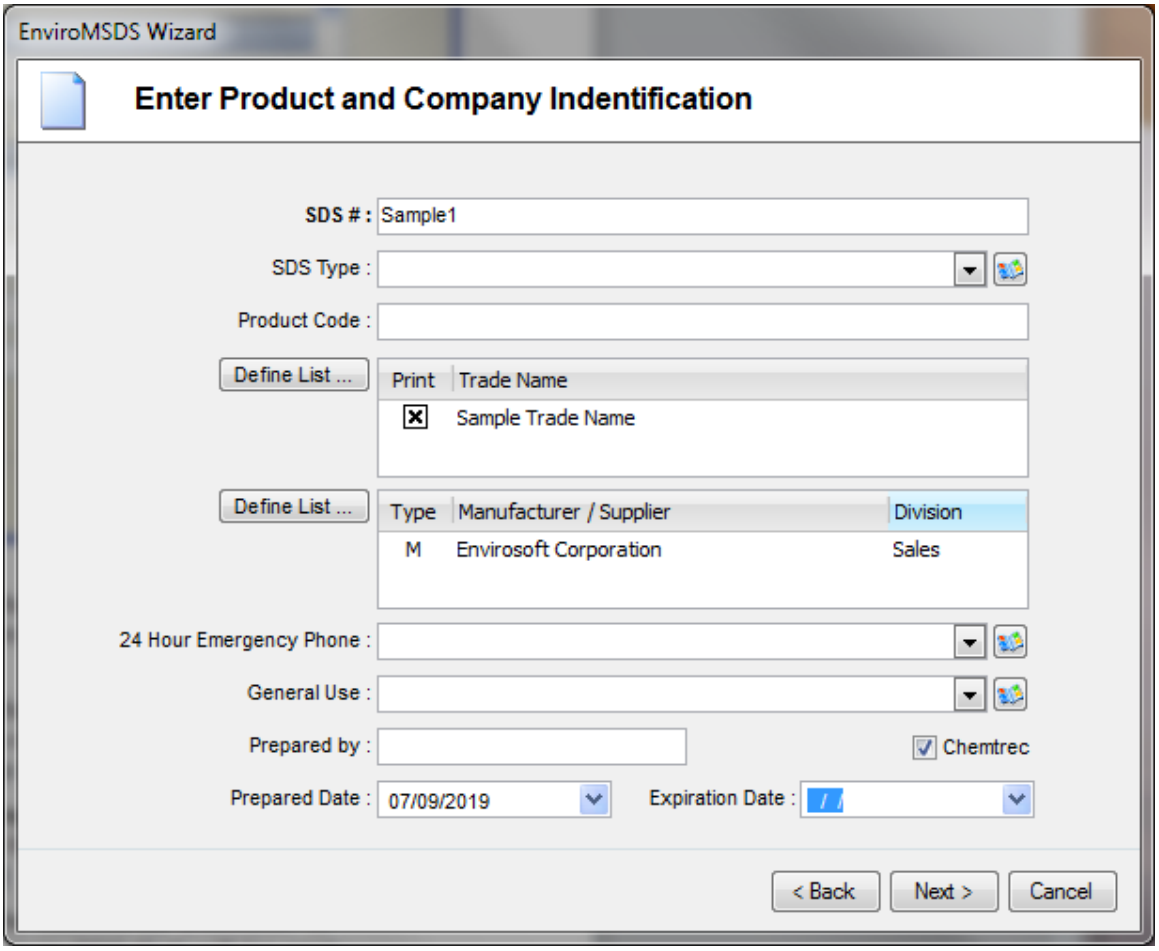
Tip #2: To add a new Supplier to the Available Supplier(s) list, click the Supplier button.

Note: If the phrase does not exist that you want to use you can create the phrase, and then select it. You will be returned to the Company Identification Section.

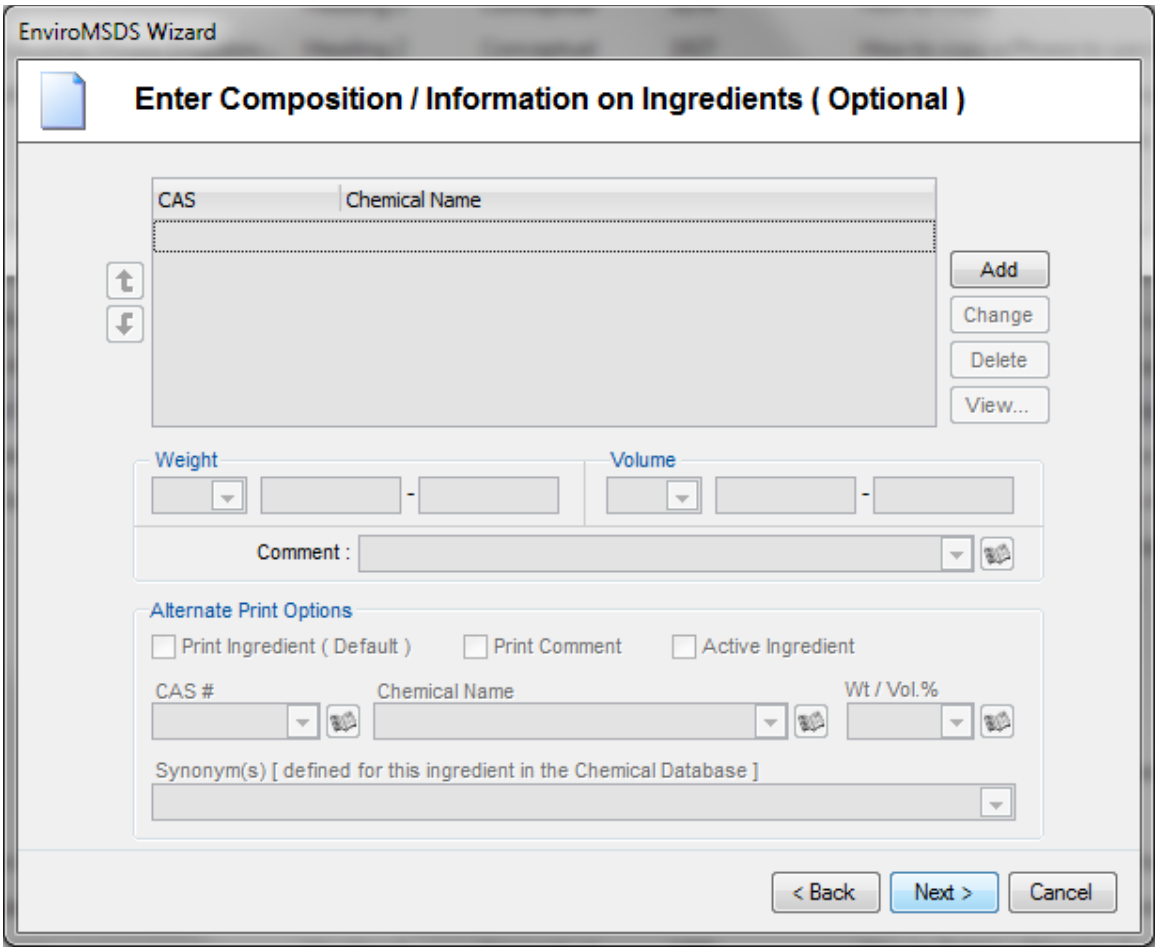
- Select the Manufacturer that you want on the SDS, click **Move** (or double click the left mouse) to move your selection from Available Manufacturer(s) to Selected Manufacturer(s).
- Select the Supplier that you want on the SDS (if any); click **Move** (or double click the left mouse) to move your selection from Available Supplier (s) to Selected Supplier(s).
- Click **Save**.

You can create custom **24 Hour Emergency Phone:** that will appear on the SDS, via the phrase library.

- (Optional) Click the **24 Hour Emergency Phone,** and select a phrase from the Dropdown List.

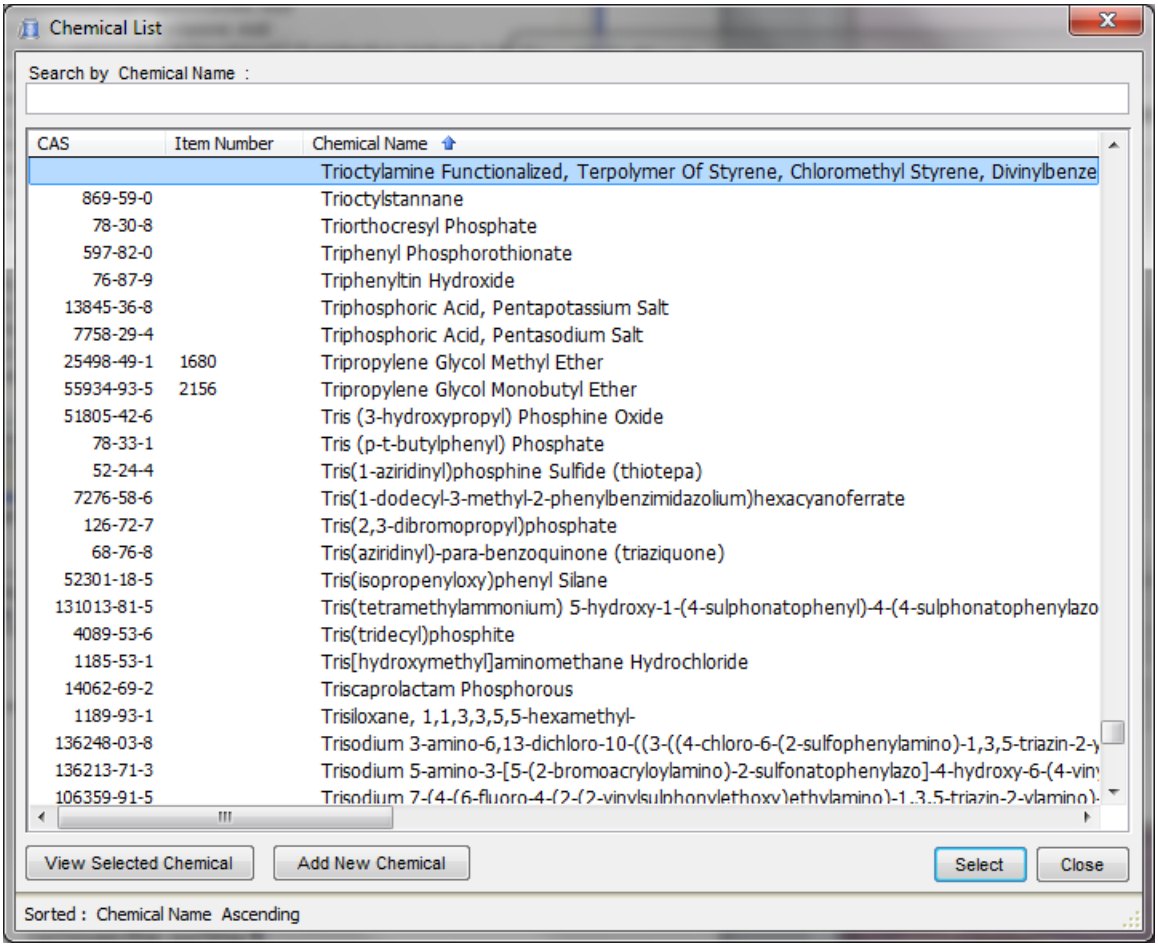


- (Optional) From the **General Use** field**,** right mouse click. From the Phrase Library, select a phrase**.**
- (Optional) From the **Prepared by** field, enter the person that is responsible for the preparation of this SDS.
- (Optional) The **Prepared Date** is already filled out for you; however, you may change it if you want to.
- (Optional) Click the **Chemtrec** checkbox to identify the SDS as an SDS that will be sent to Chemtrec.
- Click **Next.** The **Composition / Information on Ingredients** Section is displayed.



To add chemicals to this SDS:

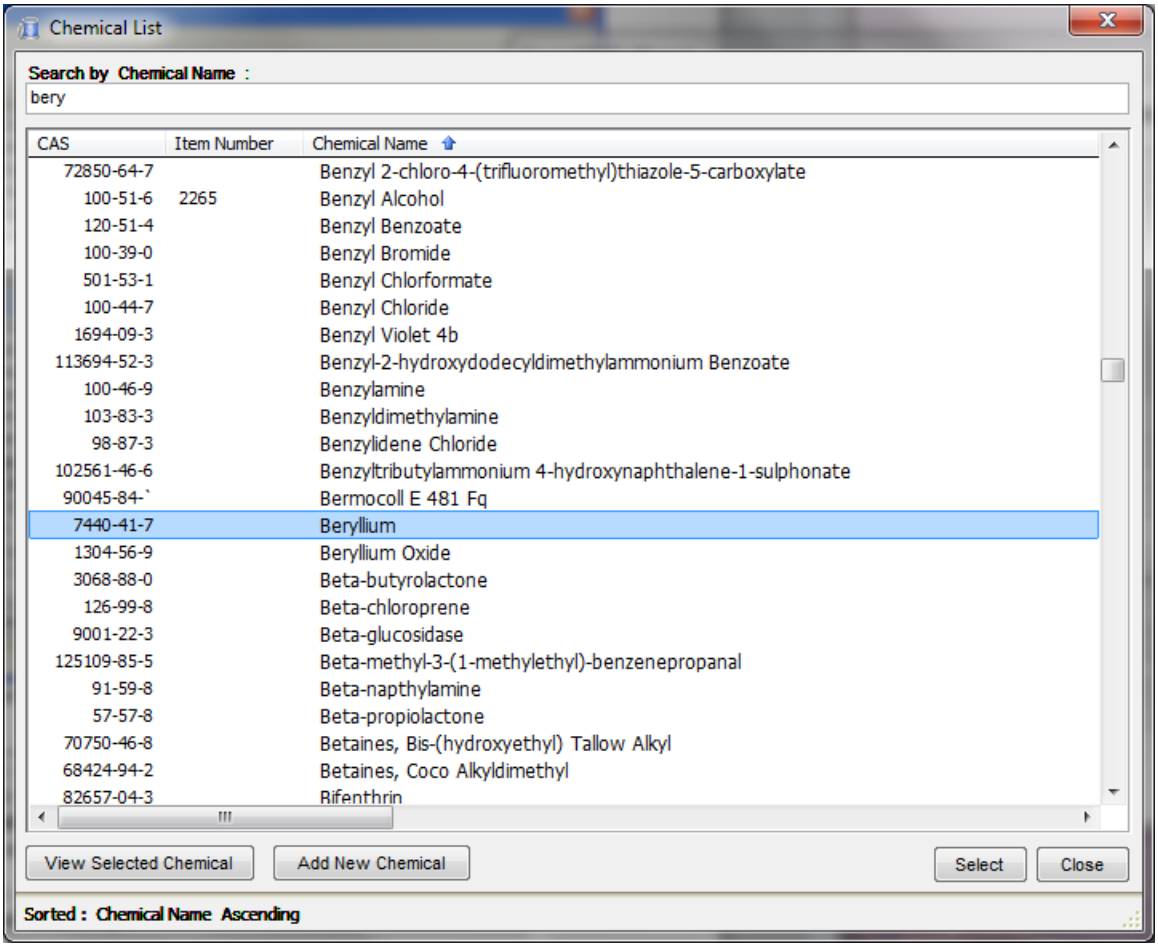
- Click **Add**. All of the available Chemicals from the Chemical database will be displayed.



Chemical List – Search by Chemical Name

Tip: You can adjust the size of the Chemical List window.

- To Search by **Chemical Name**, simply left click on the Column Header named '**Chemical Name'**. Notice the arrow pointing upwards on the Column Header. This indicates that you are set to search by Chemical Name and that the list is sorted in **ascending** order by Chemical Name. Clicking again on the same Column Header toggles the sort order to **descending** order, clicking a third time removes the sorting.
- From the **Search by Chemical Name**: enter a *begins with* search string. The list will automatically highlight the closest matching item with every keystroke.

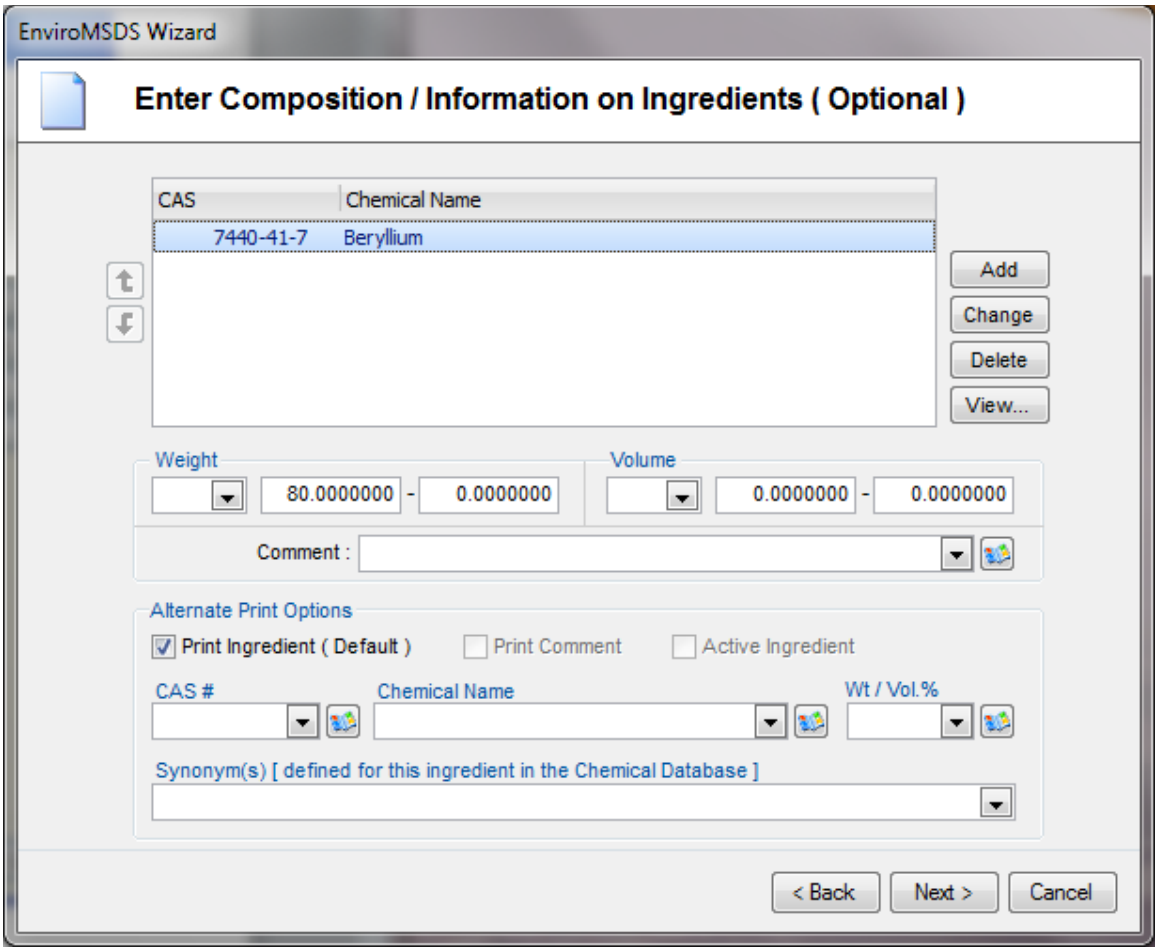


Chemical List – Search by Chemical Name (Ascending)

Tip #1: You can open the highlighted item into the Chemical Database window click the **View Selected Chemical** button. From the Chemical Database window you can edit the current chemical.

Tip #2: To add new chemicals, click the **Add New Chemical** button.

- Highlight the desired chemical, click **Select.** You are returned back to the Wizard with the selected ingredient added to the list!



One ingredient added

- Select the operator of your choice (not required).
- Enter **weight** (or **volume** for gases and liquids) for this ingredient. Enter a Wt.% or Vol.% in the **From** field. For a range, enter a Wt.% or Vol.% in the **To** field. The fields are setup as follows **From – To** the dash separates to two.

See Alternate Print Options for information on how to use these features.

Note: There are two methods to mask the Chemical Name. You can use one or the other but not both.

1. **Alternate – Chemical Name**
2. **Synonym(s)** (defined for this ingredient in the Chemical Database)

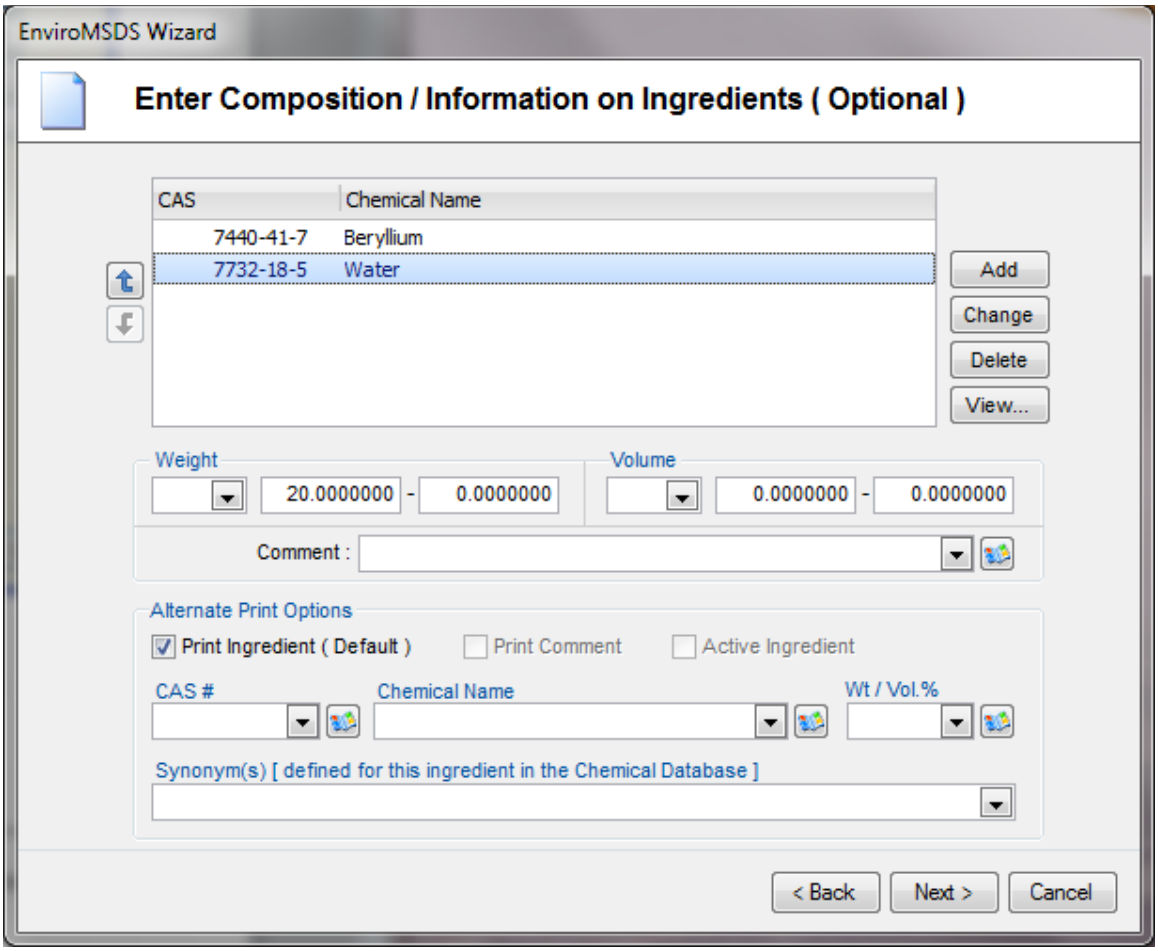
- Select **Alternate – Chemical Name** to mask the actual Chemical Name on the SDS. (**Note**: This will be phrases that you create in the phrase library for the **Alternate – Chemical Name**)

- Select **Pct**. to print an alternate Wt.% or Vol.% in place of the actual Wt.% or Vol.% that you have specified. (**Note**: This will be phrases that you create in the phrase library)
- Select **Synonym(s) (defined for this ingredient in the Chemical Database)** to print an alternate Synonym Name in place of the actual Ingredient's Chemical Name.

Note: The available Synonym(s) are derived from the synonyms that you have entered for the selected Ingredient in the Chemical Database.

Tip: This is very useful when you need to have the correct formulation for internal usage and for auto – assembling the SDS, however, you do not want the actual information to print on the SDS

- **Print Ingredient (Default),** When this option is checked, (the default) the ingredient will print on the SDS. If unchecked, the ingredient will not print anywhere on the SDS.
- **Print Comment**, if checked (default), the comment, if any, will print in the Ingredient Section on the SDS under the heading **Comments: :** (**Note:** if the comments are the only items that are defined to print, then the **Comments:** title will not print.)
- **Active Ingredient,** if checked, the chemical name will appear in Section 1 '**Active Ingredient(s)'** on the SDS.
- Click **Add** and add Water.



Completed Composition / Information on Ingredients Window

- Continue the previous steps to add as many ingredients that you want.
- Click **Next >**.

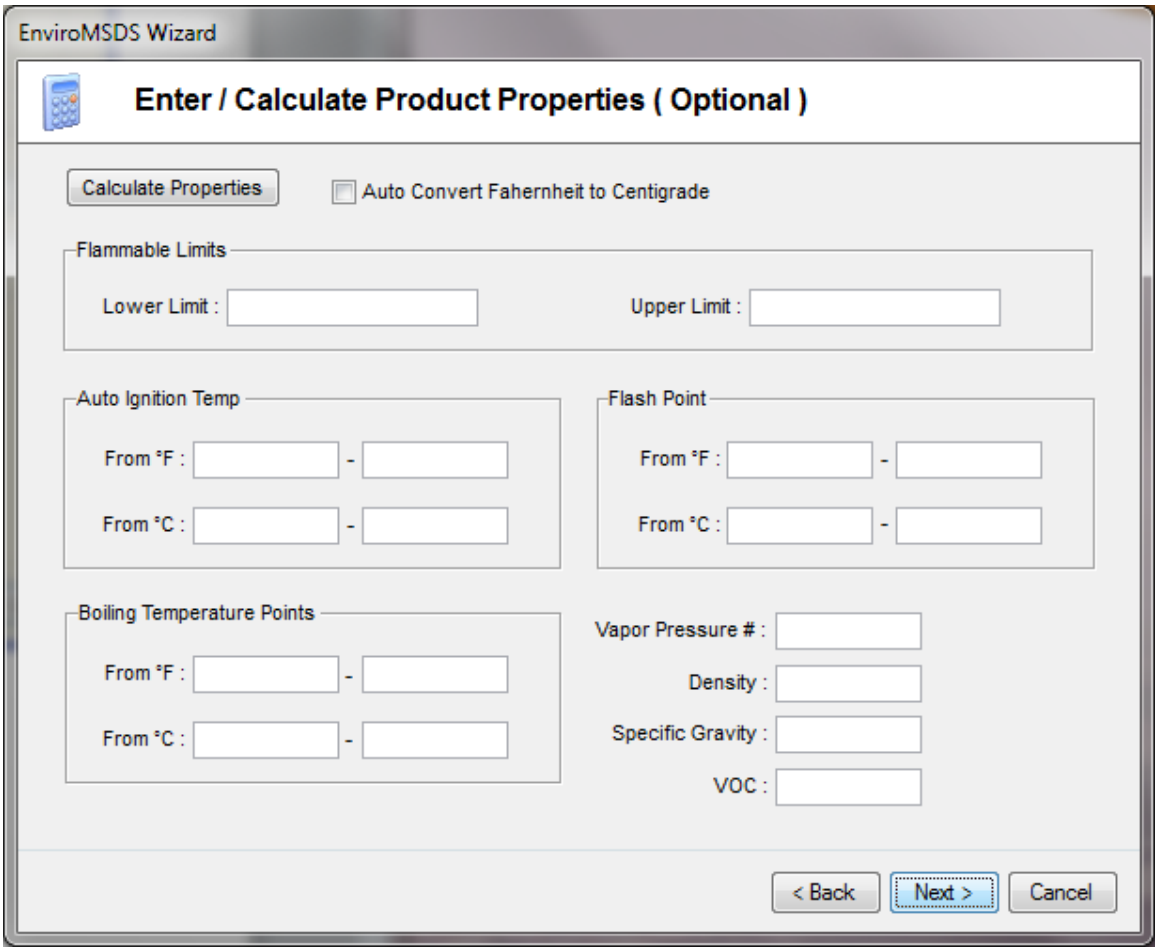
Tip: Each Ingredient that you enter, may have its own comment, all comments will be concatenated into a paragraph and print as one phrase in the Ingredient Section on the SDS under the heading Comments:

Tip : If you do not want any ingredients to print on the SDS, however, you need to place a comment in the Ingredients Section on the SDS, do the following:

- Add at least one Ingredient.
- Click **Comment**: and select the phrase of choice.
- Click **Do not Print**.

Notes: If you added ingredients, the **Enter / Calculate Product Properties** window is displayed.

If you did **not** enter ingredients, skip to next instruction.



If you want to automatically calculate the property values for the Product :

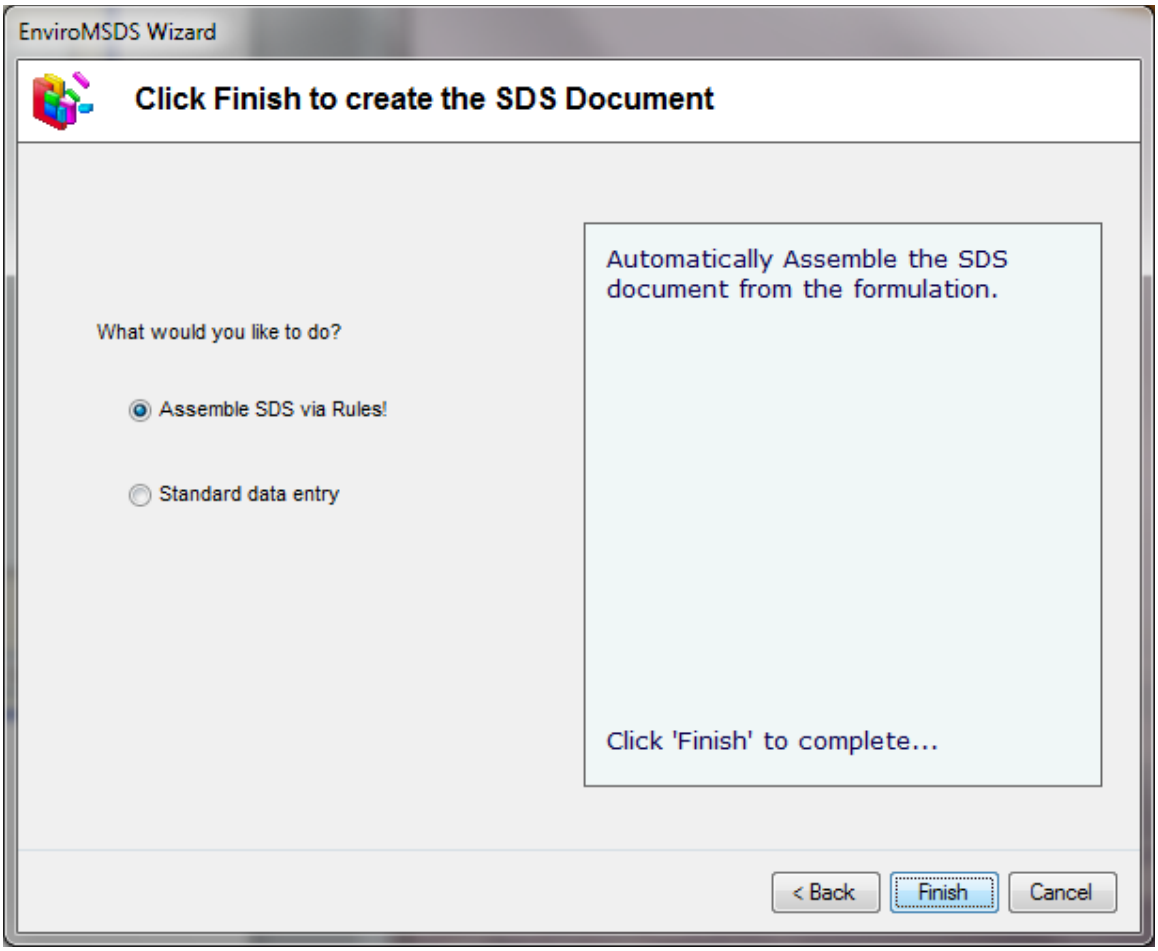
- Click the **Calculate Properties**  button.
- Check the **Auto Convert Fahrenheit to Centigrade** checkbox if you want the Centigrade (Celsius) values to be filled out.

Note: The calculations are performed based upon your formulation (the ingredients you added and their Wt.%'s). To properly perform the calculation, the respective information must be provided for each individual chemical in the Chemical Database.

Even though the information is automatically entered, you still have full control over the information that is ultimately to be on the finished SDS.

- Click **Next >**.

You are now at the final step to creating the SDS.



To complete this process from the Wizard :

There are two choices :

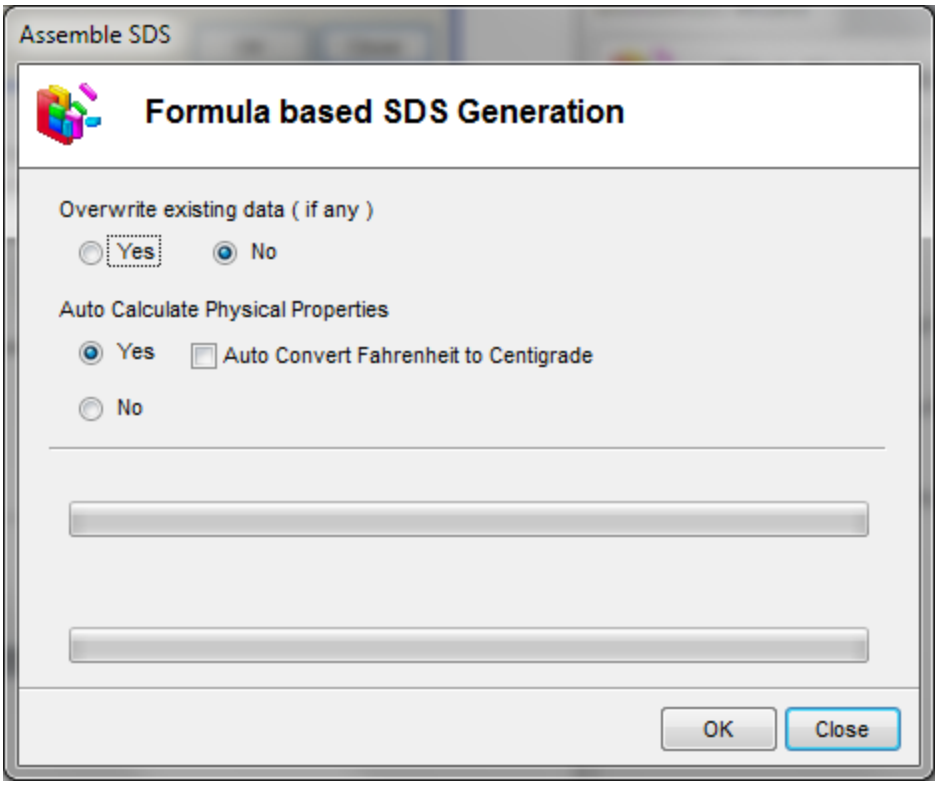
1. **Assemble SDS via Rules!** This option is only available if you previously entered ingredient(s) for this SDS.
2. **Standard data entry**. EnviroMSDS does not try to assemble the SDS for you.

- Click **Finish.** The Wizard will create the base 16 Section template.

Tip #1: To assemble the SDS via a formulation, you must first setup the SmartLink technology by association phrases to chemicals and define the rules of logic.

Tip #2: You can use the **< Back** button to enter the ingredients.

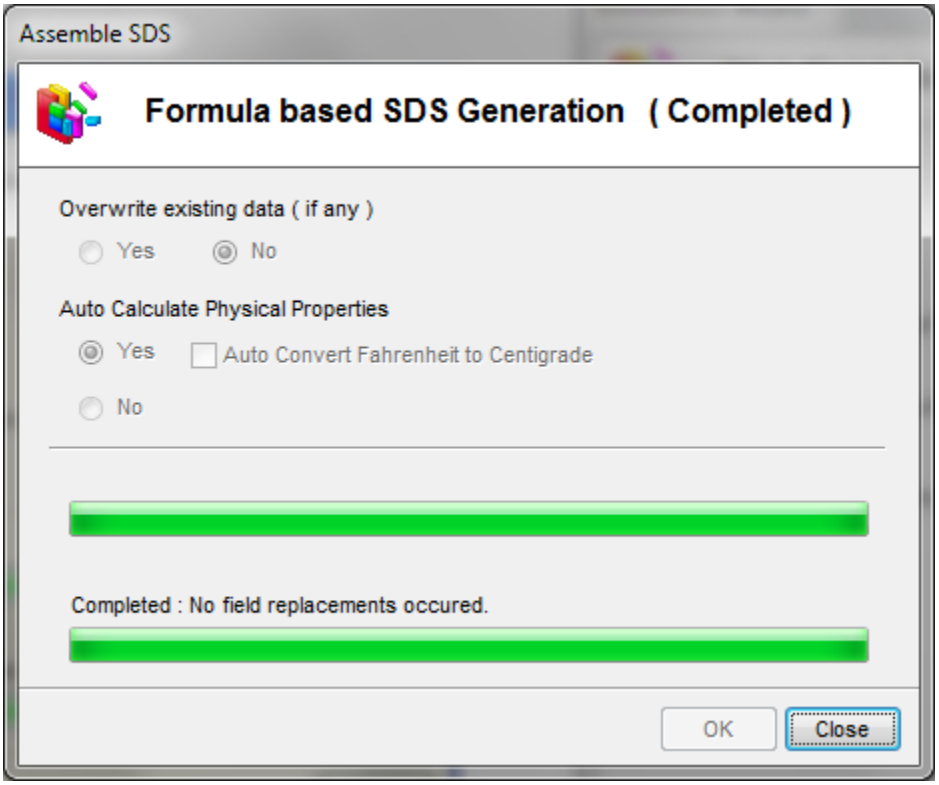
If you selected **Assemble SDS via Rules!** continue, otherwise skip over this instruction. The **Assemble SDS** window is displayed.



- From the **Overwrite existing field data** field, select either **Yes** or **No.**
  - Yes - will process all of the coded phrase fields and will overwrite fields that you have already entered a code for.
  - No - will not process any coded phrase fields that you have already entered a code for.

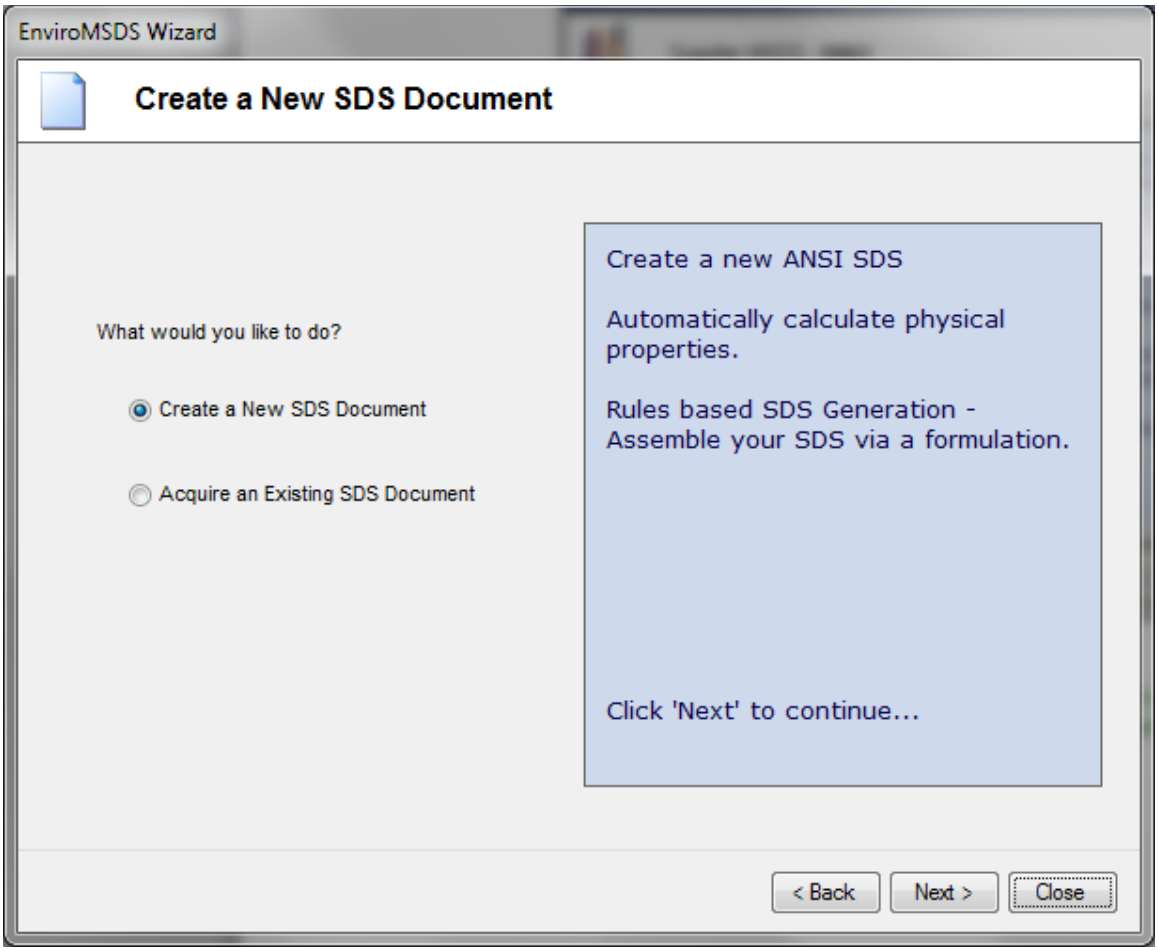
If the Auto Calculate Physical Properties group is enabled:

- From the **Auto Calculate Physical Properties** field, select either Yes or No. If you select Yes, then you can check **Auto Convert Fahrenheit to Centigrade**.
- Click **OK**.



- Once the assembler has completed, click **Close**.

You will be returned back to the beginning of the Wizard, where you can **Create a New SDS** document or **Acquire an existing SDS document** (Supplier).



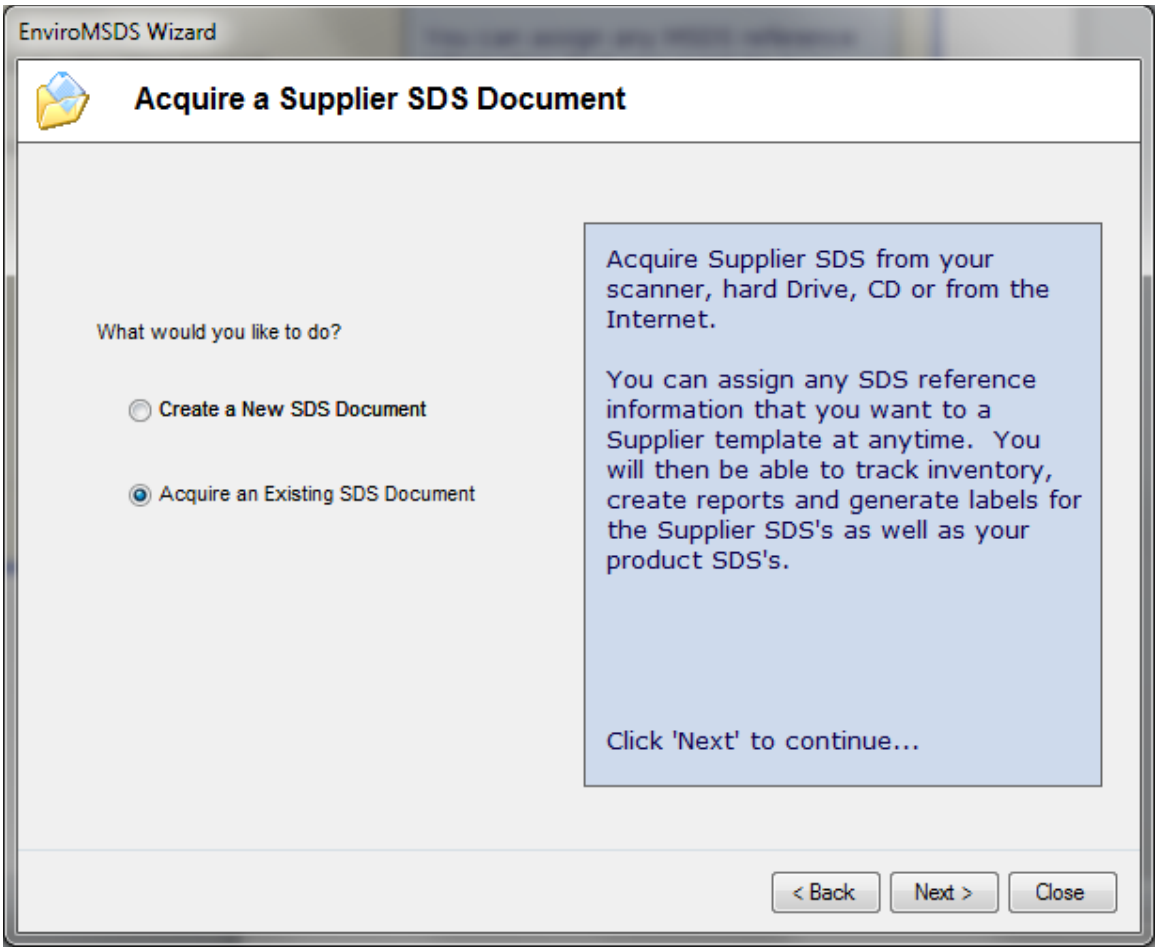
Follow the same steps to create as many new SDS(s) that you want.

How to Acquire an Existing SDS Document

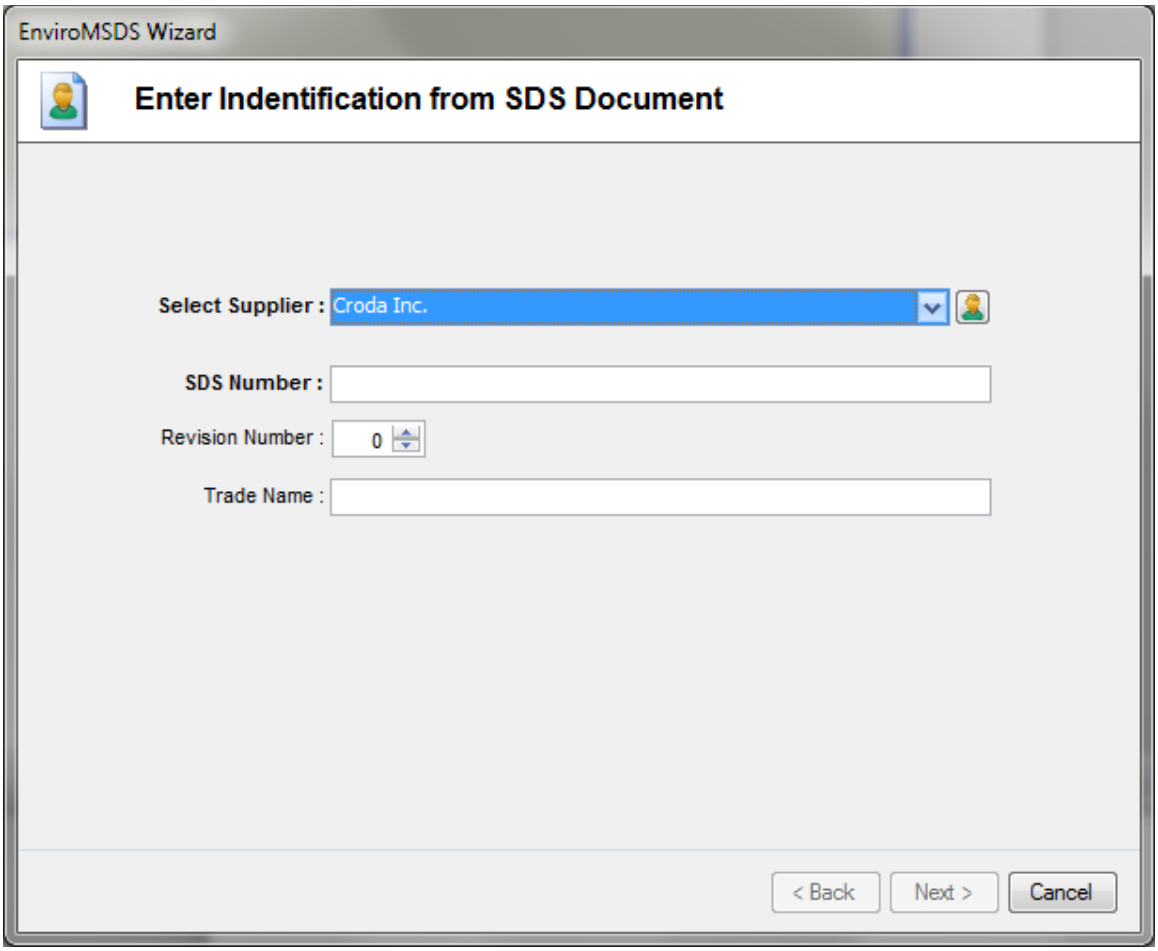
You can use the Wizard to acquire SDS documents such as you Supplier SDS provided to you. These SDS may be paper based (you can scan the paper SDS documents) or electronic files (e.g. Word, Excel, PDF, Image (Tiff), HTML or Text).

To acquire an existing SDS document with the Wizard :

- With the EnviroMSDS Wizard open, click **Acquire an existing SDS Document**



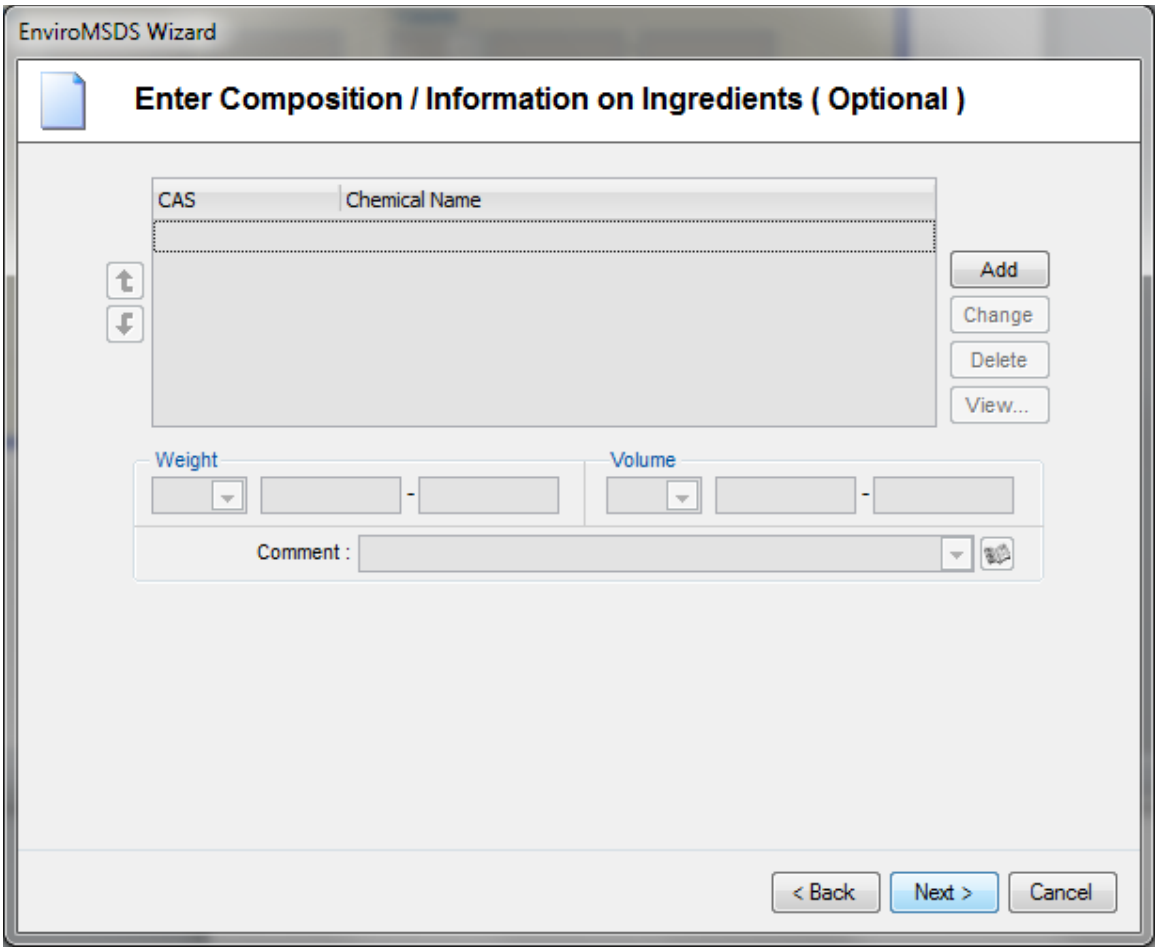
- Click **Next >**. The **Enter Identification from SDS Document** is displayed.



Note: Required fields are in **bold,** other fields are not required to continue.

Tip: If the Supplier is not in the list, click the button to add a new Supplier to the Supplier Database.

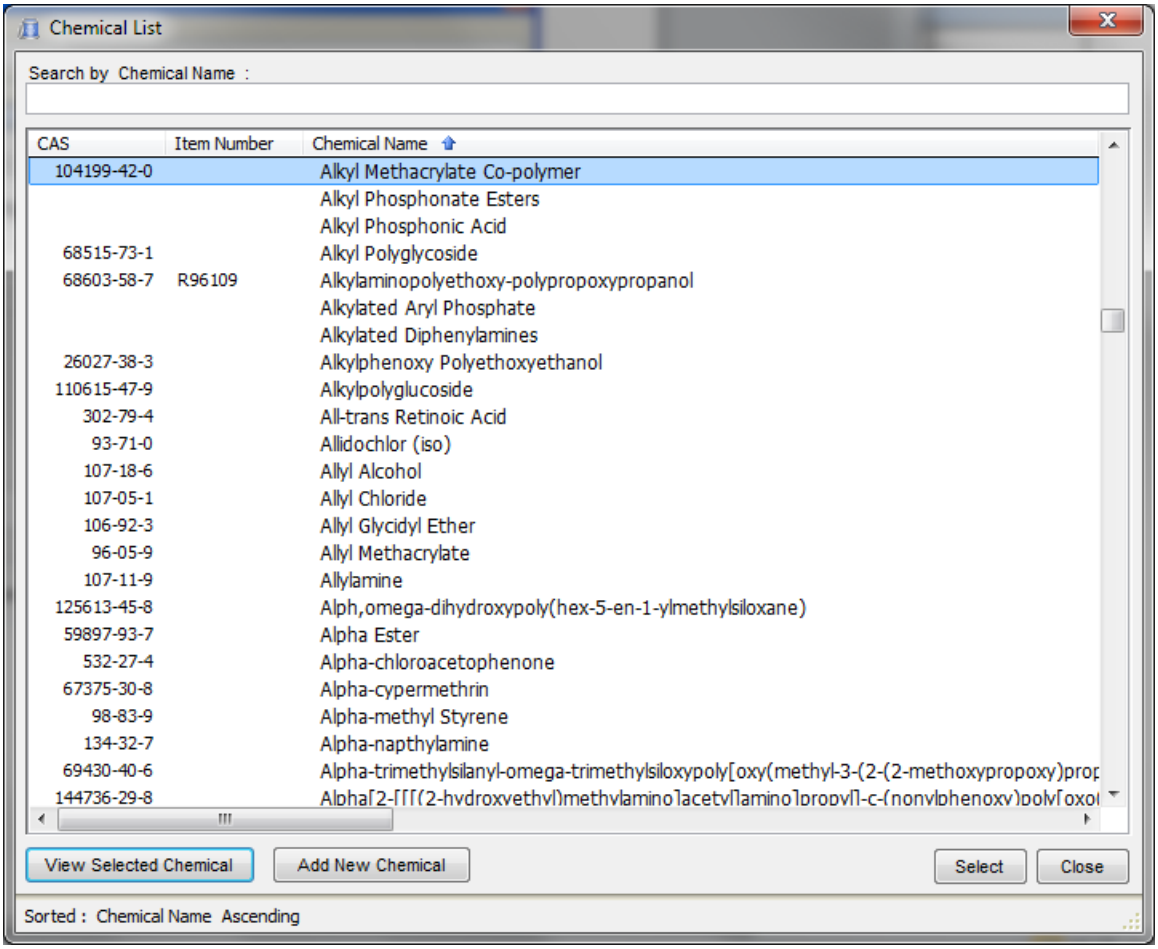
- From the **Select Supplier** field, click the list to display the Dropdown List.
- Select a **Supplier** from the list.
- From the **SDS Number** field, enter the SDS number from the SDS document.
- (Optional) From the **Revision Number** field, enter the revision number from the SDS document.
- (Optional) From the **Trade Name** field, enter the Trade Name (this may also be called the Product Name) from the SDS document.
- Click **Next >.** The **Composition / Information on Ingredients** Section is displayed.



Tip: If you add the ingredients from a Supplier SDS, you will be able to blend formulas from Supplier SDS, your Product SDS and from raw materials / ingredients from the Chemical Database.

To add Ingredients to this Supplier SDS :

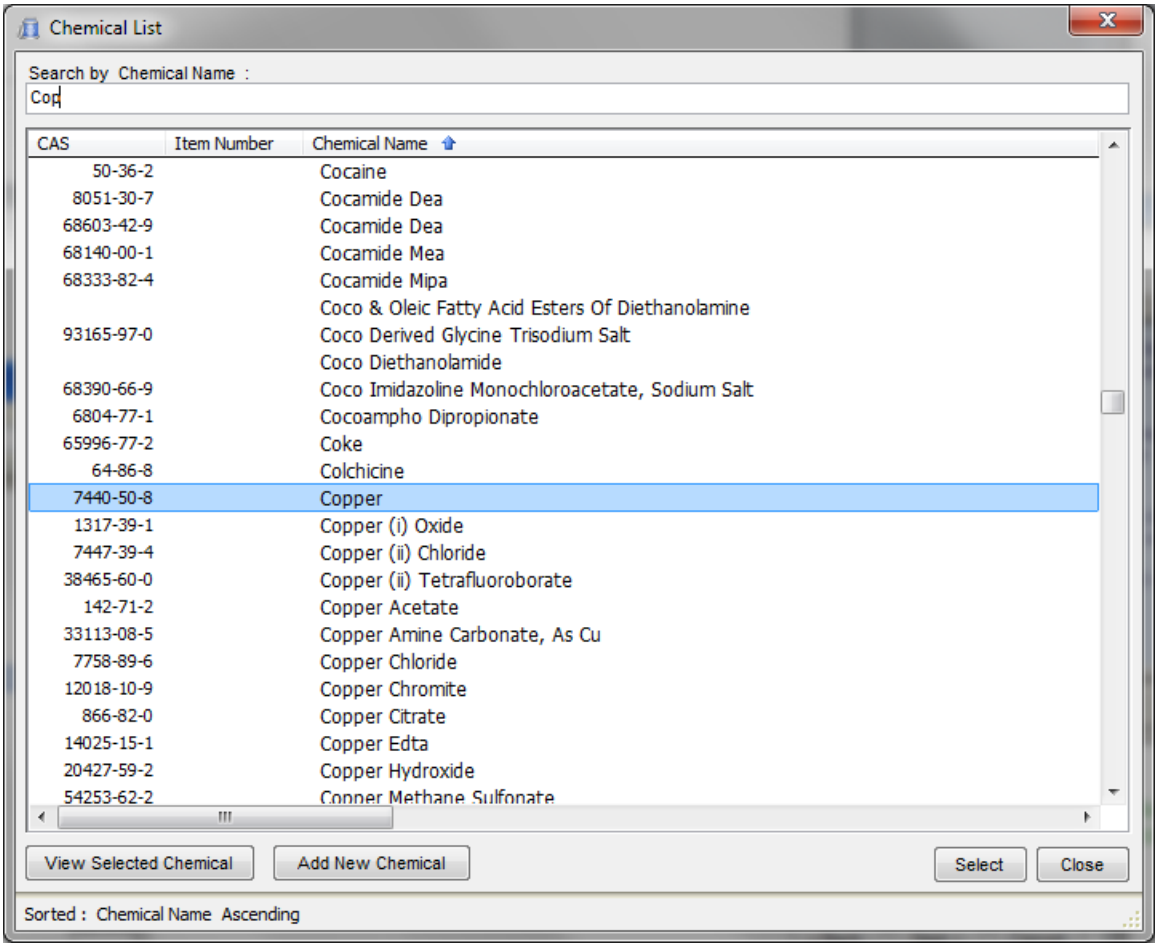
- Click **Add**. All of the available Chemicals from the Chemical database will be displayed.



Chemical List – Search by Chemical Name

Tip: You can adjust the size of the Chemical List window.

- To Search by **Chemical Name**, simply left click on the Column Header named **Chemical Name**. Notice the arrow pointing upwards on the Column Header. This indicates that you are set to search by Chemical Name and that the list is sorted in **ascending** order by Chemical Name. Clicking again on the same Column Header toggles the sort order to **descending** order, clicking a third time removes the sorting.
- From the **Search by Chemical Name**: enter a *begins with* search string. The list will automatically highlight the closest matching item with every keystroke. **Note**: the search field is not **case-sensitive**.

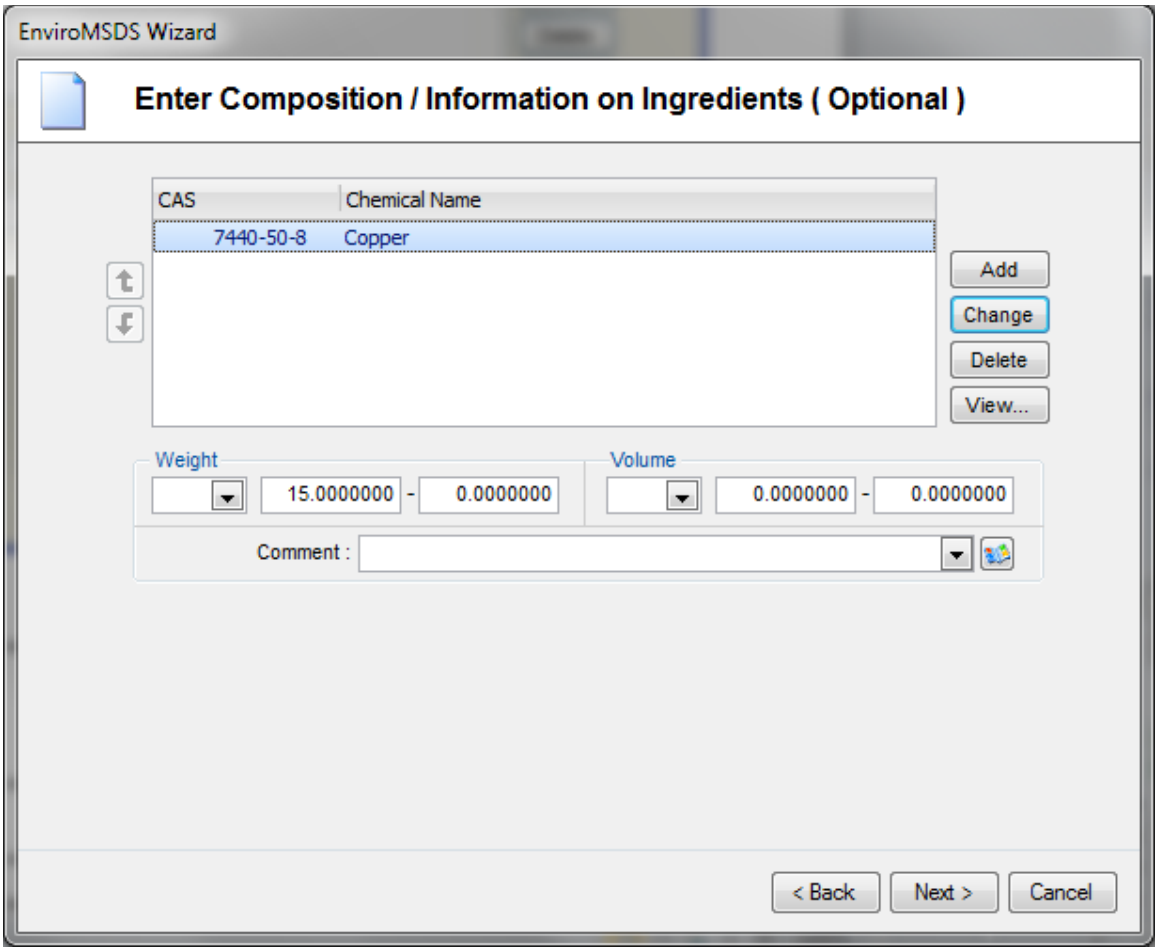


Chemical List – Search by Chemical Name

Tip #1: You can open the highlighted item into the Chemical Database window click the **View Selected Chemical** button. From the Chemical Database window you can edit the current chemical.

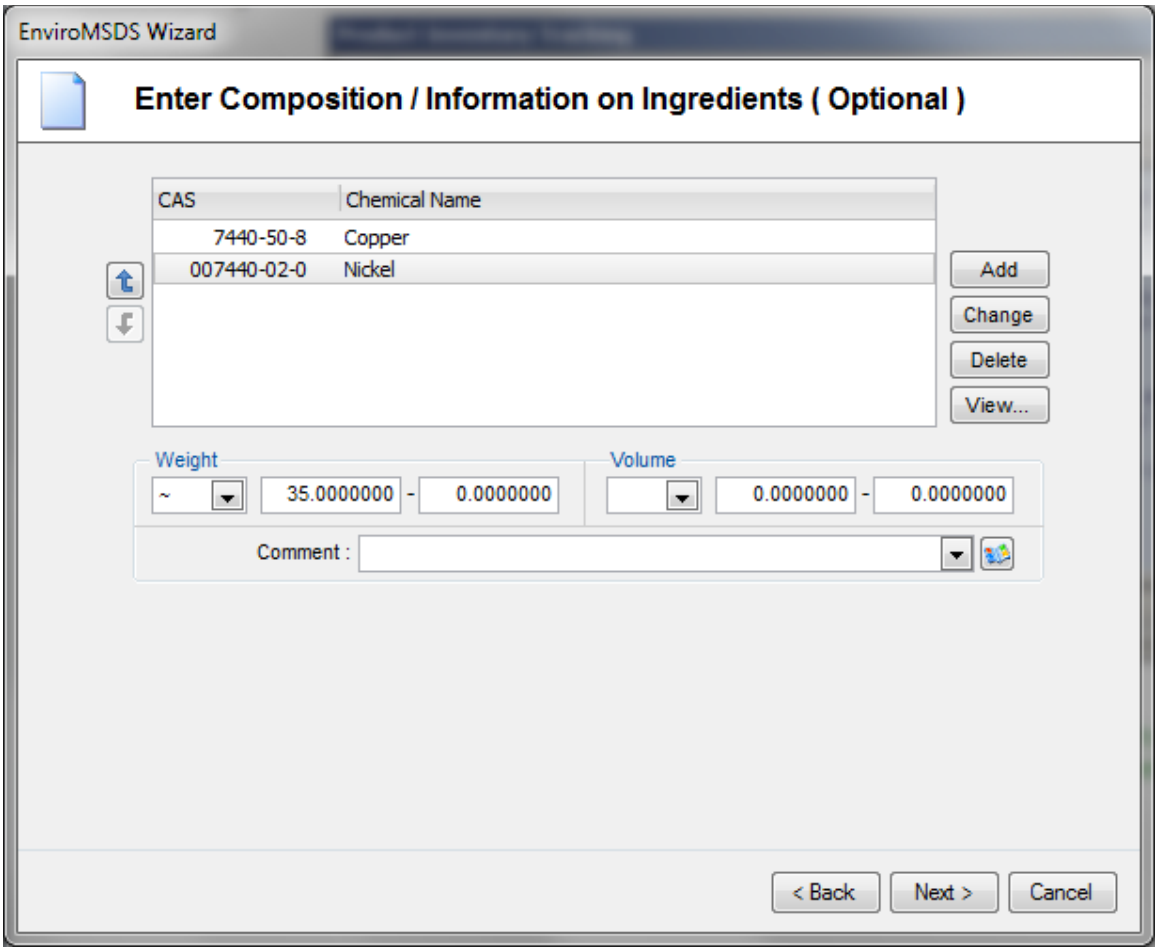
Tip #2: To **add** new chemicals, click the **Add New Chemical** button.

- Highlight the desired chemical, click **Select.** You are returned back to the Wizard with the selected ingredient added to the list!



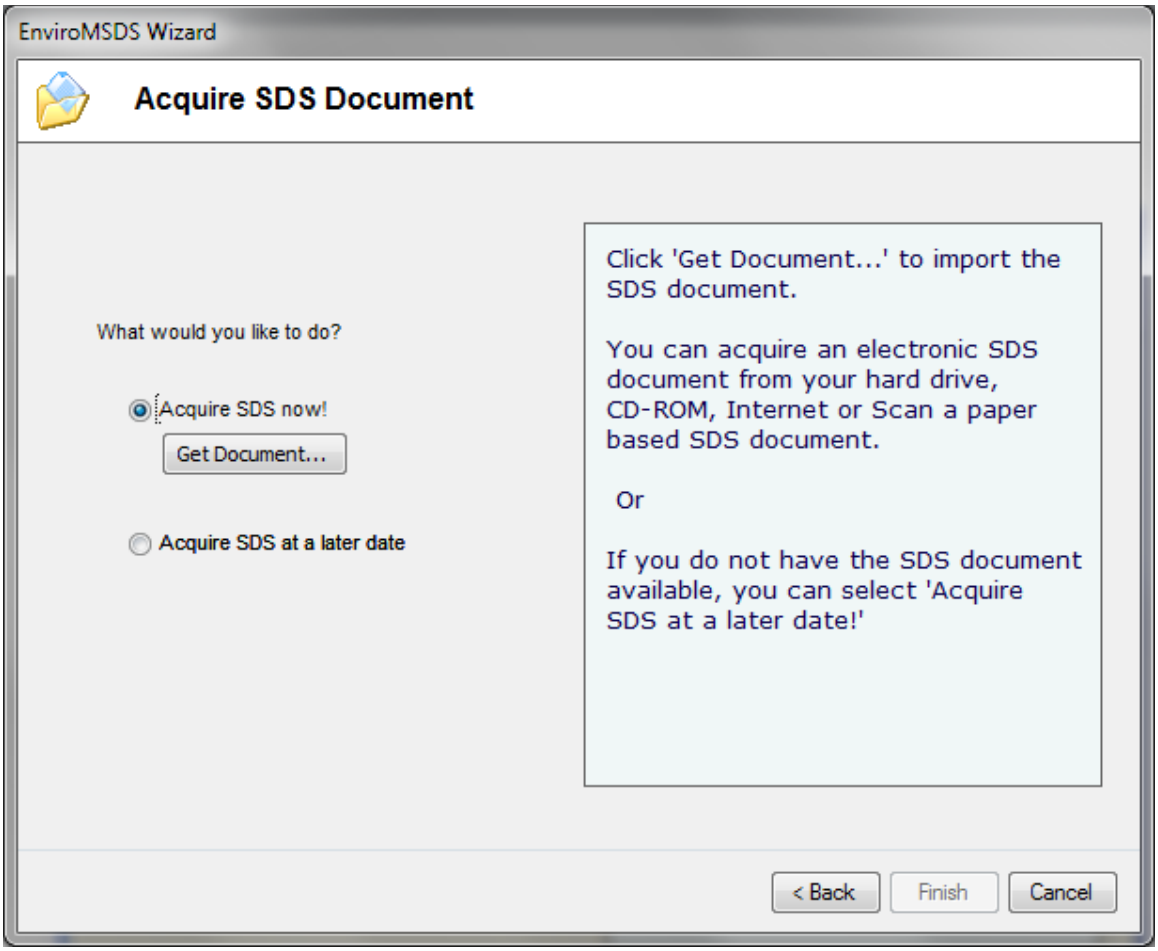
One Chemical added

- Enter weight (or volume for gases and liquids) for this chemical. To add the weight, select the Operator Dropdown list. (as seen above)
- Select the operator of your choice (not required).
- Enter a Wt.% in the **From** field.
- For a range, enter a Wt.% in the **To** field.



Completed Composition/Information on Ingredients Window

- Continue the previous steps to add as many ingredients that you want.
- Click **Next >**. The **Acquire SDS Document** is displayed.



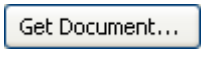
To complete the process of acquiring an SDS Document with the Wizard :

There are two choices :

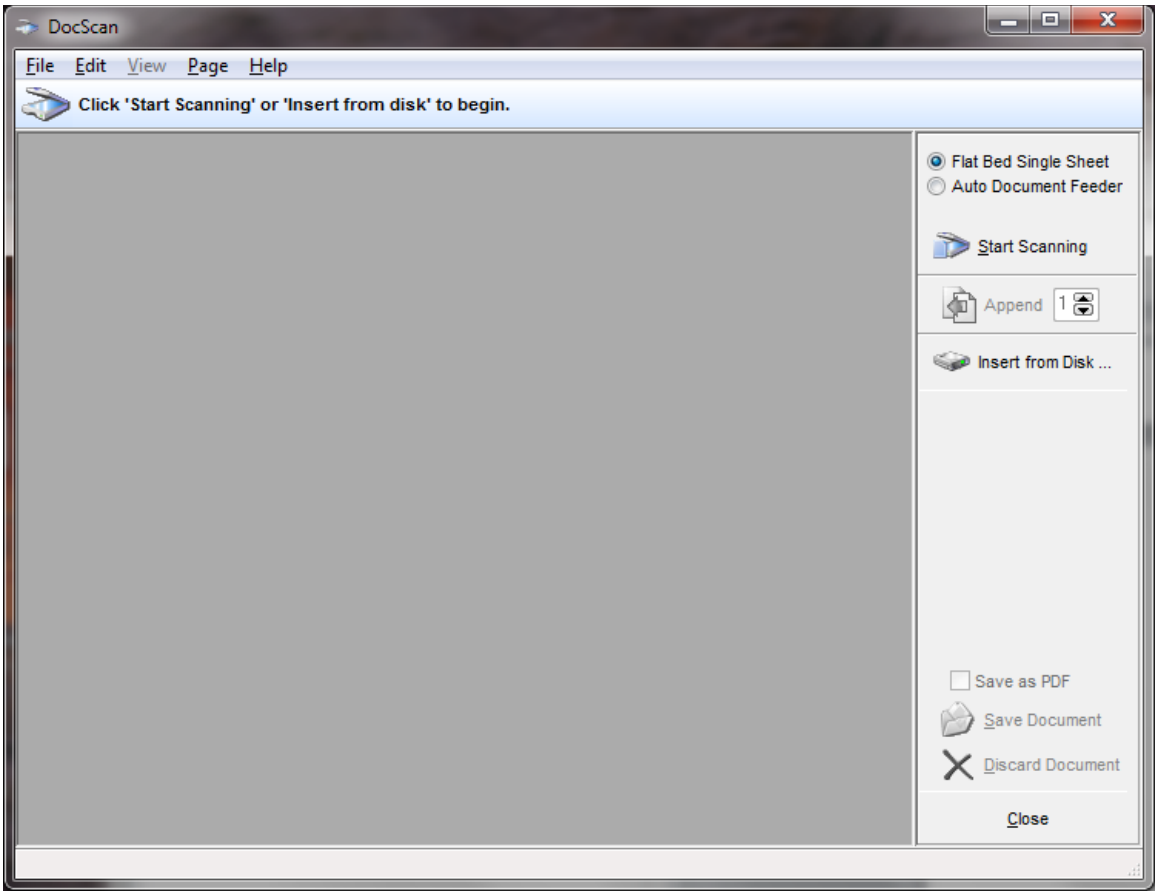
1. **Acquire SDS Now!** (default)
2. **Acquire SDS at a later date.**

Note: If you select **Acquire SDS Now!,** be prepared to have the SDS document available to either import or scan the paper based SDS.

- With the **Acquire SDS Now!** Selected.

If you are ready to acquire the SDS document at this time, click the 

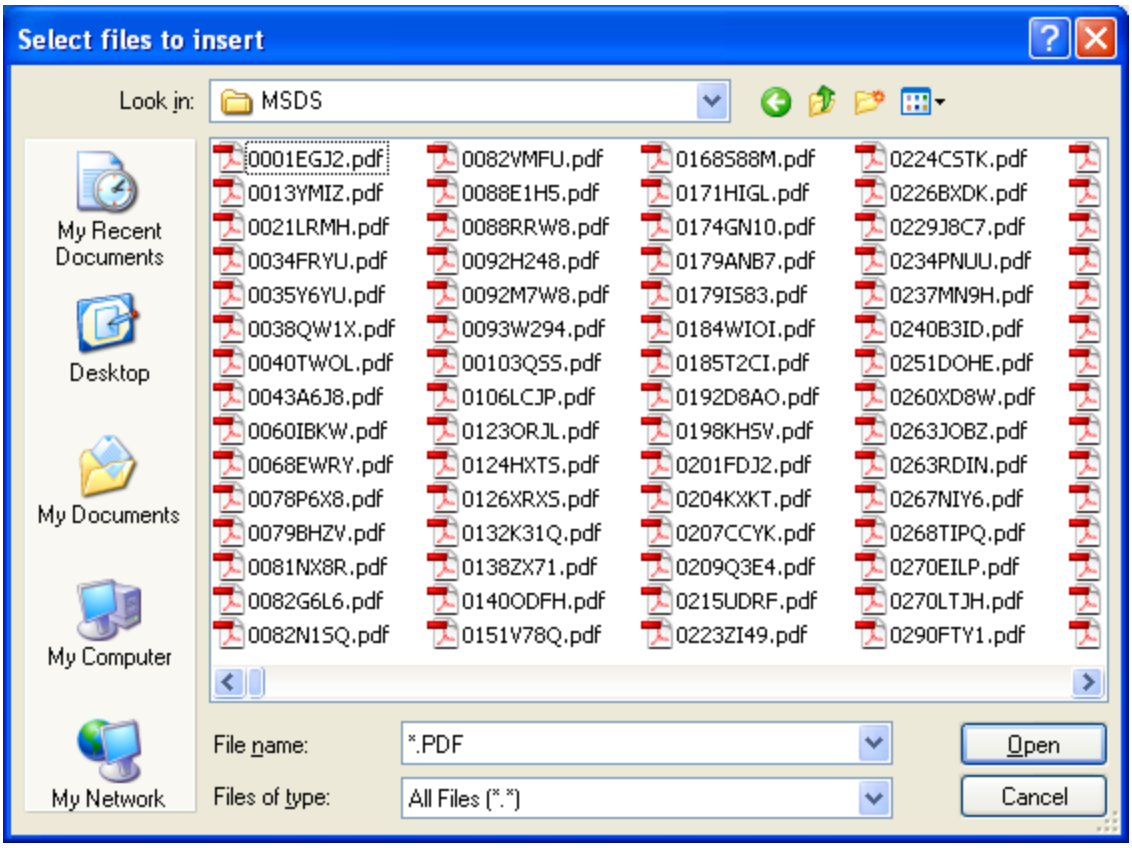
button. The **EnviroMSDS Acquire** window is displayed.



For more information on how to use the EnviroMSDS Acquire see How to Acquire an Existing SDS Document

If you are scanning the SDS, place the SDS into your scanner, click **Start Scanning.**

If you are importing the SDS from your computer, click **Insert from Disk...** The **Select files to insert** window is displayed.



- Locate the SDS file, highlight it then click **Open**. The selected file will be displayed in the **EnviroMSDS Acquire** viewer.
- If this is the SDS document that you want, click **Save Document**

  or
- Click **Acquire SDS** at a later date!
- Click **Finish.** The Wizard will create the base 16 Section template.

Tip: If you cancel out of the **EnviroMSDS Acquire** window, again, you can always acquire the SDS document at a later date.

Tip: If you do not have the SDS document available or if you don't have a scanner, you can acquire the SDS document at any time.

Follow the same steps to acquire as many SDS documents that you want.

How to Manage the Phrase Library

The Phrase Library is the main repository of the phrases, sentences, and paragraphs that make up all of the Dropdown Lists. In EnviroMSDS, approximately 80-90% of the data that make up an SDS are Phrases that you can select from the Phrase Dropdown Lists.

The Phrase Library editor is a basic formatting text editor that you use to create all of your phrases. The editor also has its own built in spell checker.

The Phrase Library has a filtering system that allows you to filter only specific phrases that meet the filters criteria.

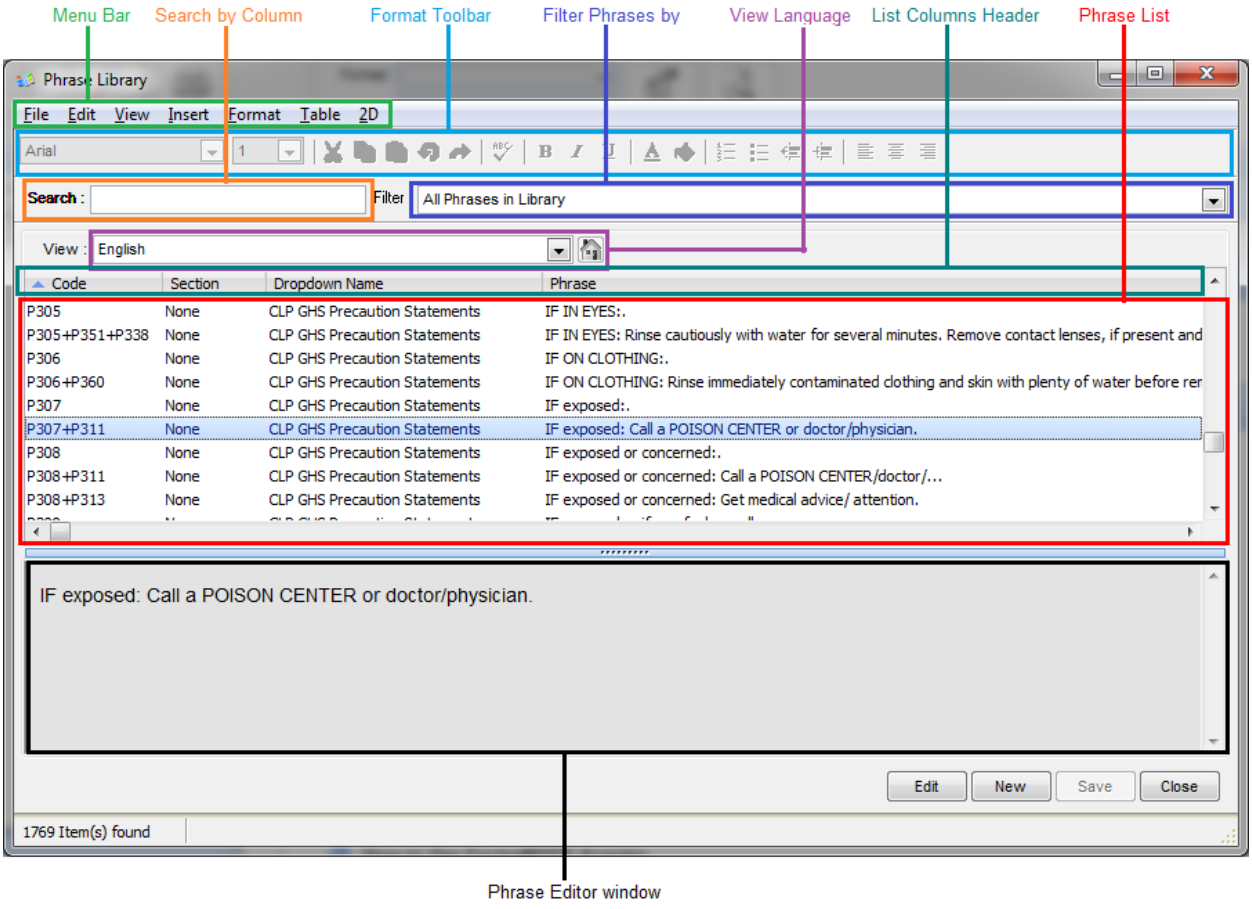
The default filters are as follows:

- **Dropdown List: <name - description >** displays only those phrases that are associated to the **Phrase Dropdown List** that you accessed the Phrase Library from.
- **Phrases Associated to Section <#>:** displays only those phrases that are associated to the Section number that you accessed the Phrase Library from.
- **All Phrases in Library** displays all of the phrases that are in the library.
- **Shared Phrases** displays only the phrases that are identified as a shared phrase.
- **SDS Titles** displays only the titles that are available for SDS formats and labels.

Note #1: A Shared Phrase is a phrase that you create that is shared in most all of the Dropdown Lists throughout EnviroMSDS.

Note #2: Custom temporary filters are created by utilizing the Find option.

The Phrase Library Interface



- The **Menu Bar** is used to access the features of the Phrase Library.
- The **Search by** option is used to locate items that begin with…
- The **Filter** option is used to filter the list to a specific criterion.
- The **List Column Header** contains individual buttons that allow you to sort each column.
- The **Phrase List** displays the list of phrases based on filters or search criteria.
- The **View Languages** allows you to access the currently viewed English phrase in the selected foreign language. **Note:** This features is only available if you purchased additional language modules.
- The **Selection Buttons** allow you easy access to the most commonly used features.

How to use Phrase Dropdown Lists

Phrase Dropdown Lists are one of the most powerful features of EnviroMSDS. Using phrases, you can enter the same phrase in a variety of locations. When the phrase changes, you only

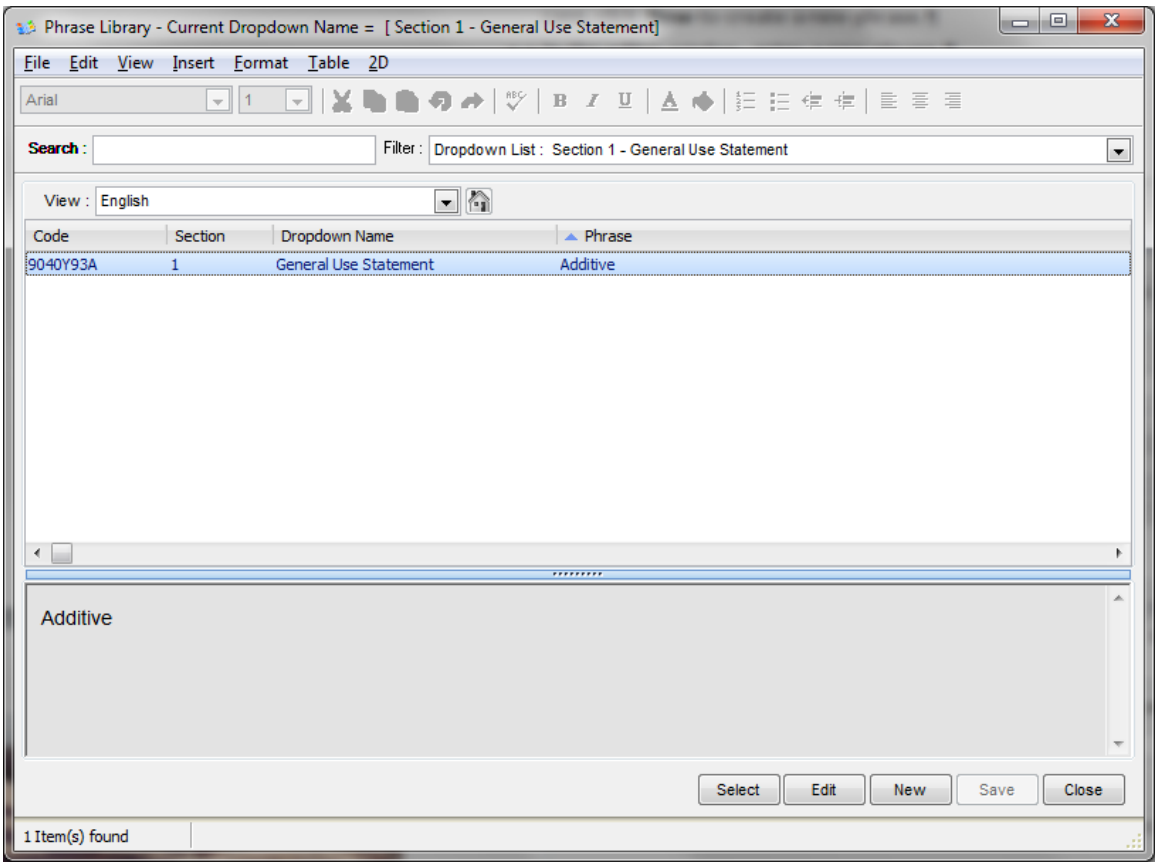
need to change it in one location instead of trying to find every occurrence of the phrase in every Safety Data Sheet for every product you produce, a daunting task!

In addition, phrases provide a way to keep translation costs down when you produce Safety Data Sheets in multiple languages. You can have the phrases translated one time instead of having each Safety Data Sheet separately translated (which means translating the same phrase repeatedly).

Phrases and the Phrase Library

Phrases are only available to the Dropdown Lists that the Phrase is associated to.

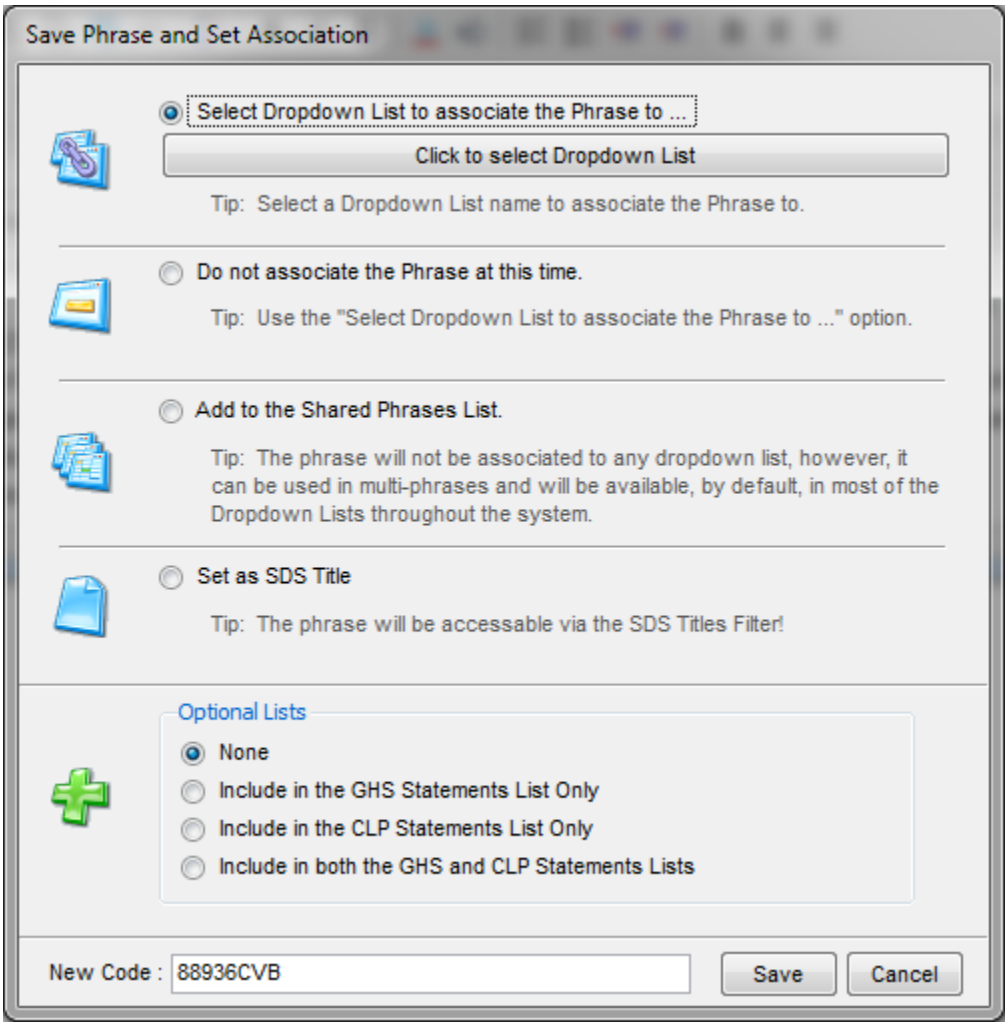
The exception to this rule is the Shared Phrase.



- By default the filter is selected to the Dropdown List you were on to view all phrases that currently exist for this Dropdown List. In this case, click **New** to create a new phrase.
- In the editor window, enter a new phrase.

Tip: The phrase can be a few words, or it can be multiple paragraphs!

- Click **Save**. The **Save Phrase and Set Association** window is displayed.



Here you have four options:

1. **Associate the Phrase to the selected Dropdown List:** The Dropdown List name will appear on the Select Dropdown Button.
   - To select a different Dropdown List, click the button and the **Select Dropdown List Name to Associate the Phrase to:** window will appear.

     From this window, scroll through the list of Dropdown List names and highlight the desired name that you want to associate the Phrase to.

   - Double click the highlighted item or click **Associate.**
2. **Do not associate the Phrase at this time.**
3. **Add to the Shared Phrases List.**
4. **Set as SDS Title**

Note: You cannot change the association of a system title!

Optional Lists:

You can also allow the Phrase to be included in one of the other available lists.

Note: The Phrase does not have to be associated to a Dropdown List to be included in an Optional List.

5. **None**
6. **Include in the GHS Statements List Only**
7. **Include in the CLP Statements List Only**
8. **Include in both the GHS and CLP Statements Lists**
    - Choose the options you want and click **Save**. The window will close.
    - Click **Select** if you want to use this Phrase as the selected phrase in the Dropdown List.

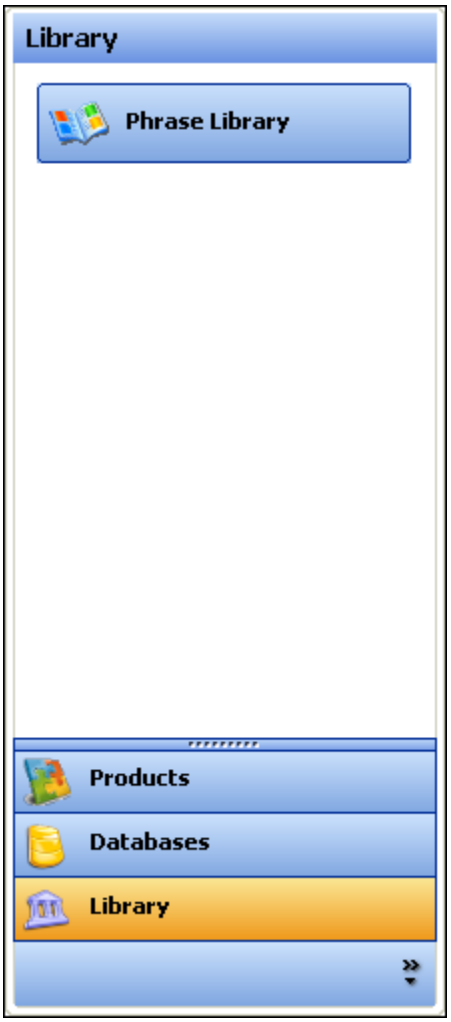
How to Access the Phrase Library from the Main Menu

To access the Phrase Library from the Main Menu:

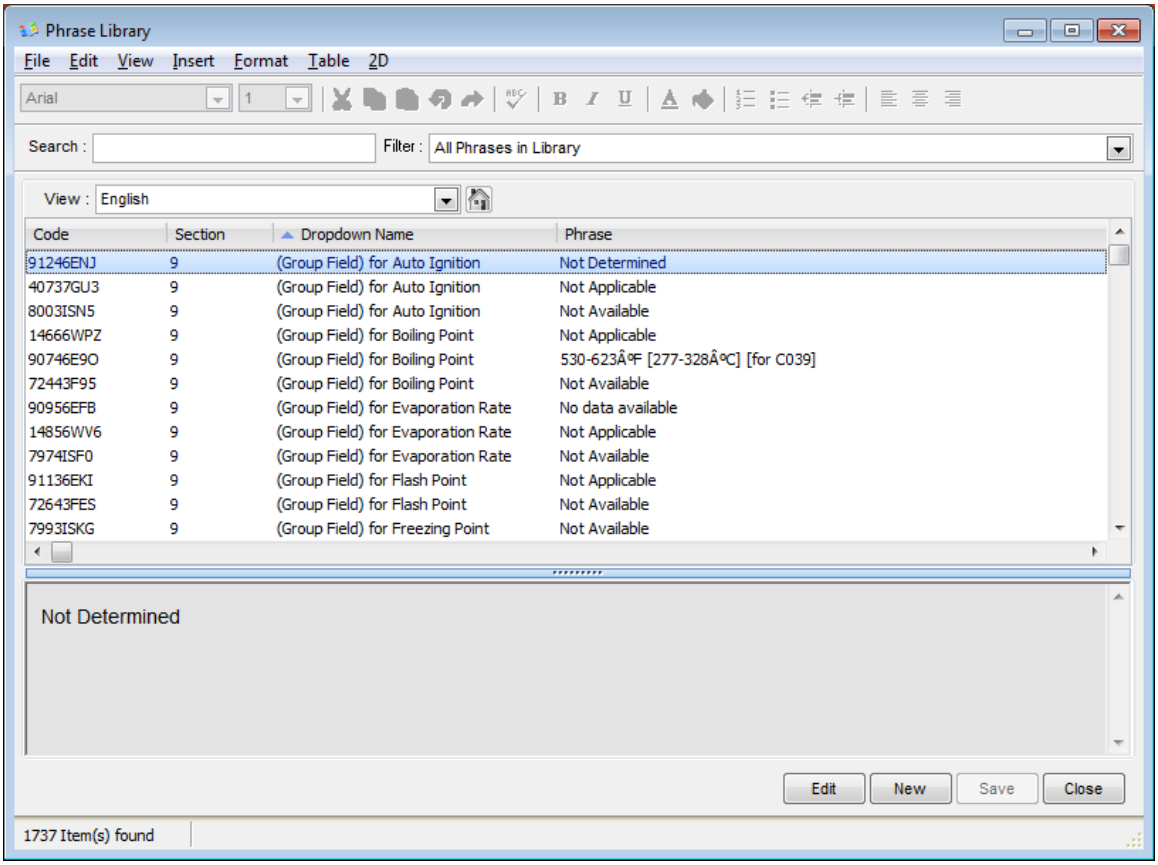
- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Phrase Library**.

  or

- From the Console, click **Library** then click **Phrase Library.** The **Phrase Library** window is displayed.



Console Pane – Phrase Library View

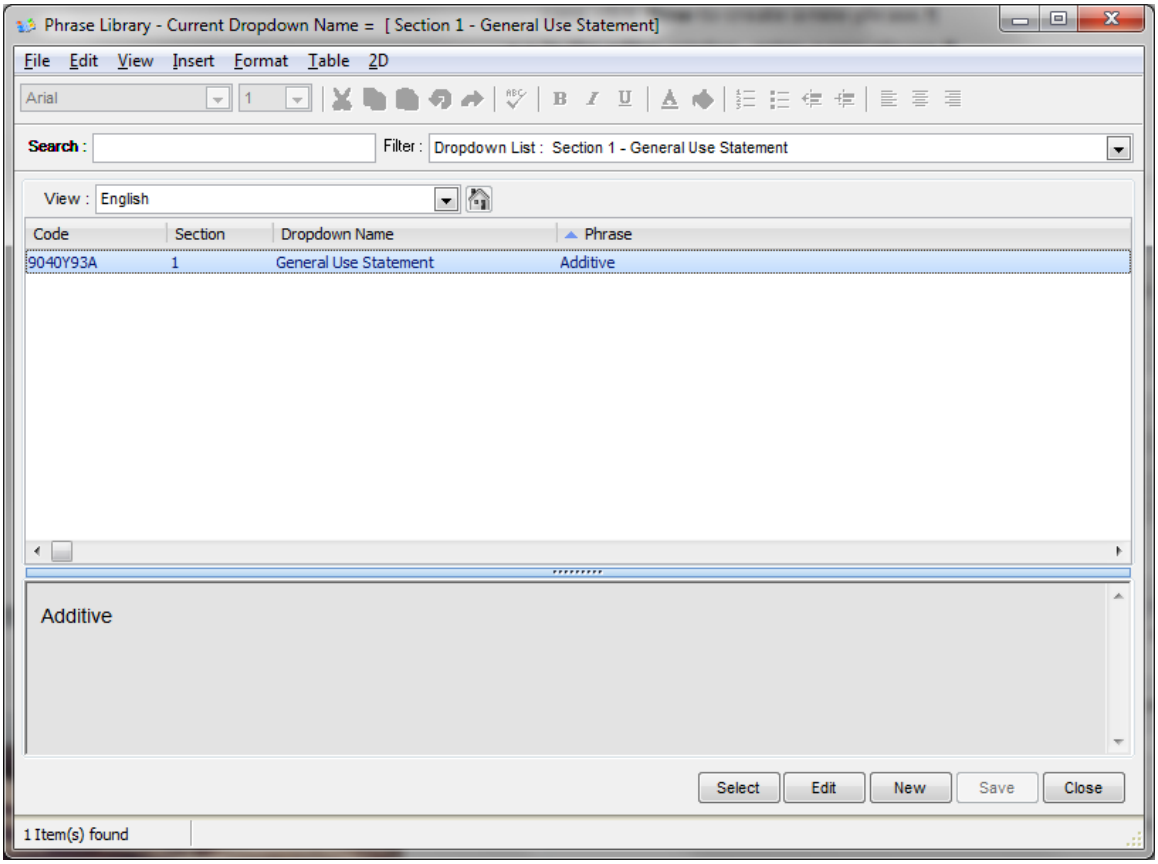


Notice that the Filter option is set to All Phrases in Library.

How to Access the Phrase Library from an SDS

To access the Phrase Library from an SDS:

- Open an SDS.
- If it is not a Working Copy, from the Menu Bar, select Options – Create Working Copy.
- Click **Edit**.
- Click the  button to the right of the Dropdown list to open the Phrase Library. The **Phrase Library** window is displayed.

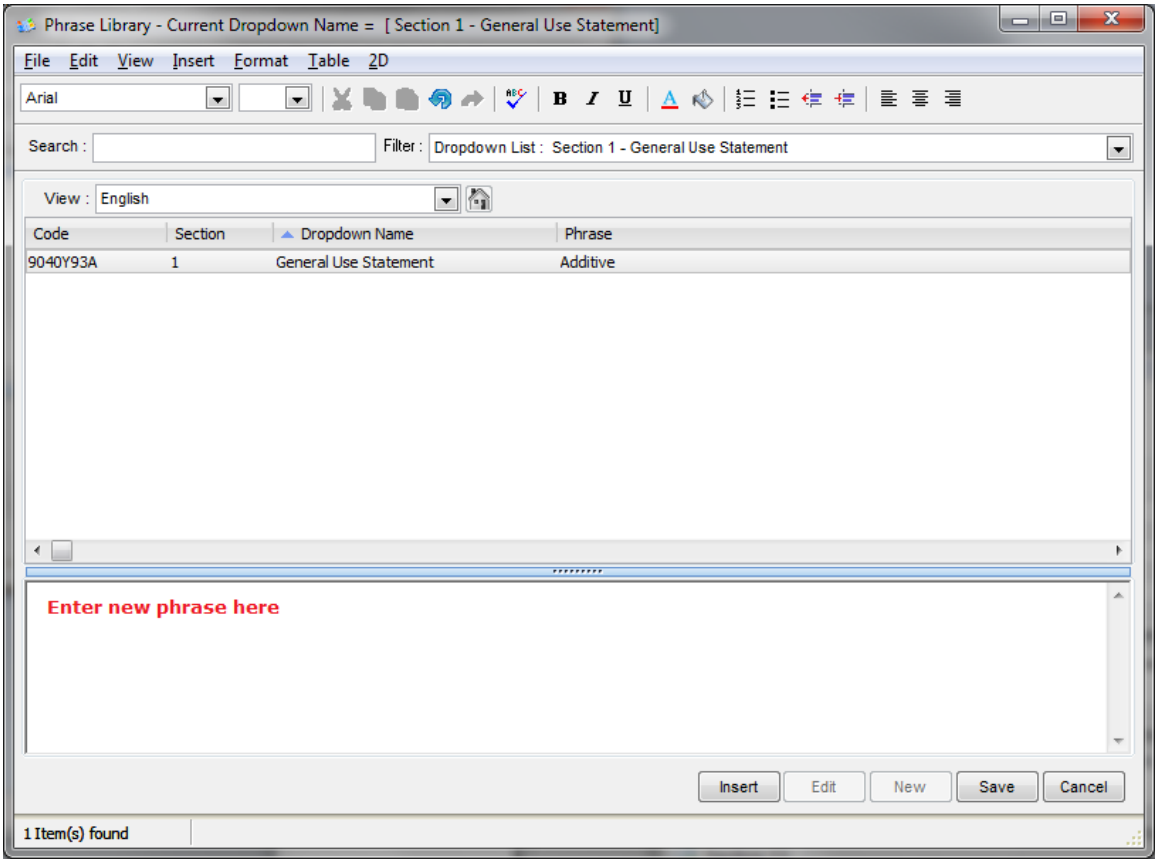


Tip: Notice that the **title** of the **Phrase Library window** will display the Dropdown List you were in when you launched the Phrase Library.

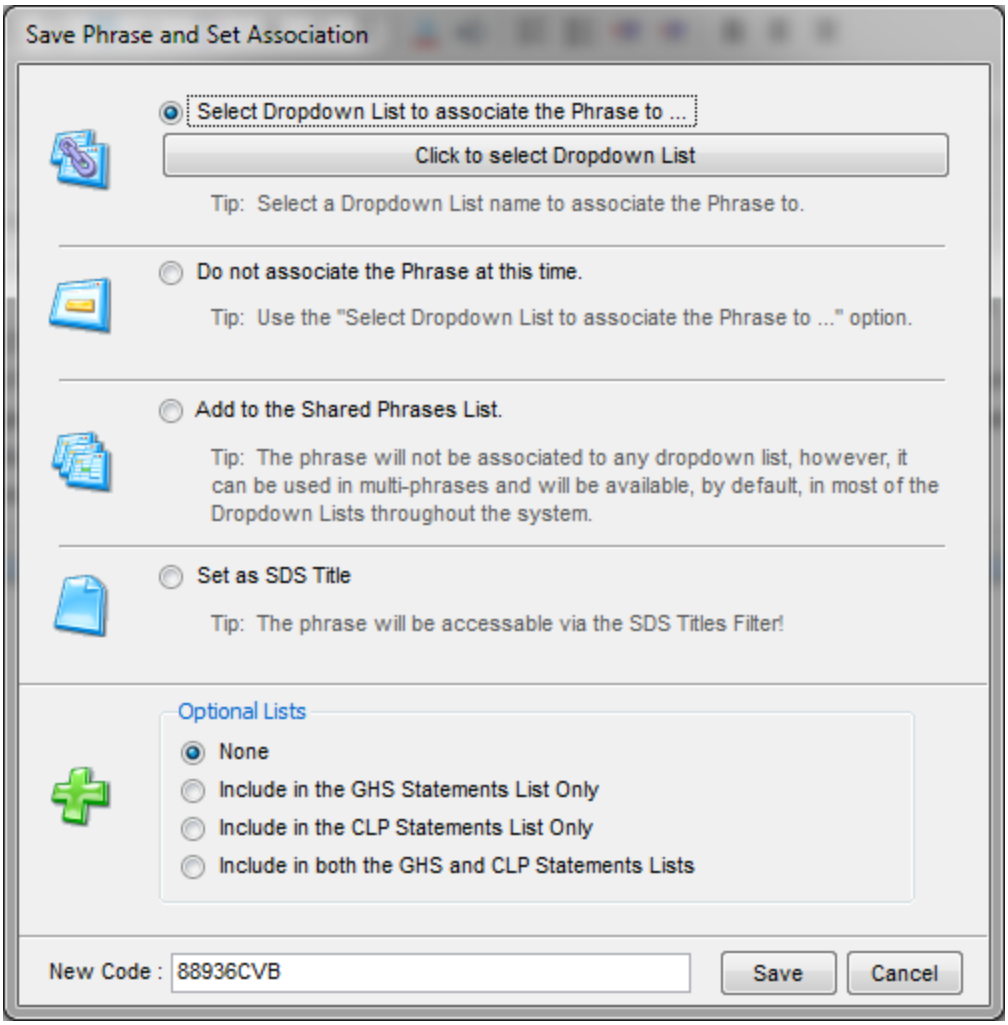
How to Create a New Phrase

To create a new phrase:

- From the Phrase Library, click **New**.



- In the editor window, type the new phrase text.
- When the phrase is completed, you may check the spelling.
  - Right click In the editor window, from the Menu popup, select **Spell Check**.
- When you are satisfied with the phrase, click **Save.** The **Save Phrase and Set Association** window is displayed.



Here you have four options:

1. **Associate the Phrase to the selected Dropdown List:** The Dropdown List name will appear on the Select Dropdown Button.

    - To select a different Dropdown List, click the button and the **Select Dropdown List Name to Associate the Phrase to:** window will appear.

      From this window, scroll through the list of Dropdown List names and highlight the desired name that you want to associate the Phrase to.

    - Double click the highlighted item or click **Associate.**

2. **Do not associate the Phrase at this time.**

3. **Add to the Shared Phrases List.**
4. **Set as SDS Title**

Note: You cannot change the association of a system title!

Optional Lists:

You can also allow the Phrase to be included in one of the other available lists.

Note: The Phrase does not have to be associated to a Dropdown List to be included in an Optional List.

5. **None**
6. **Include in the GHS Statements List Only**
7. **Include in the CLP Statements List Only**
8. **Include in both the GHS and CLP Statements Lists**
    - Choose the options you want and click **Save**. The window will close.
    - Click **Select** if you want to use this Phrase as the selected phrase in the Dropdown List.

How to Edit a Phrase

When you edit an existing phrase, you are affecting all of the SDS(s) that use the phrase; therefore, any change that is made will globally be updated within every SDS that is utilizing the modified phrase.

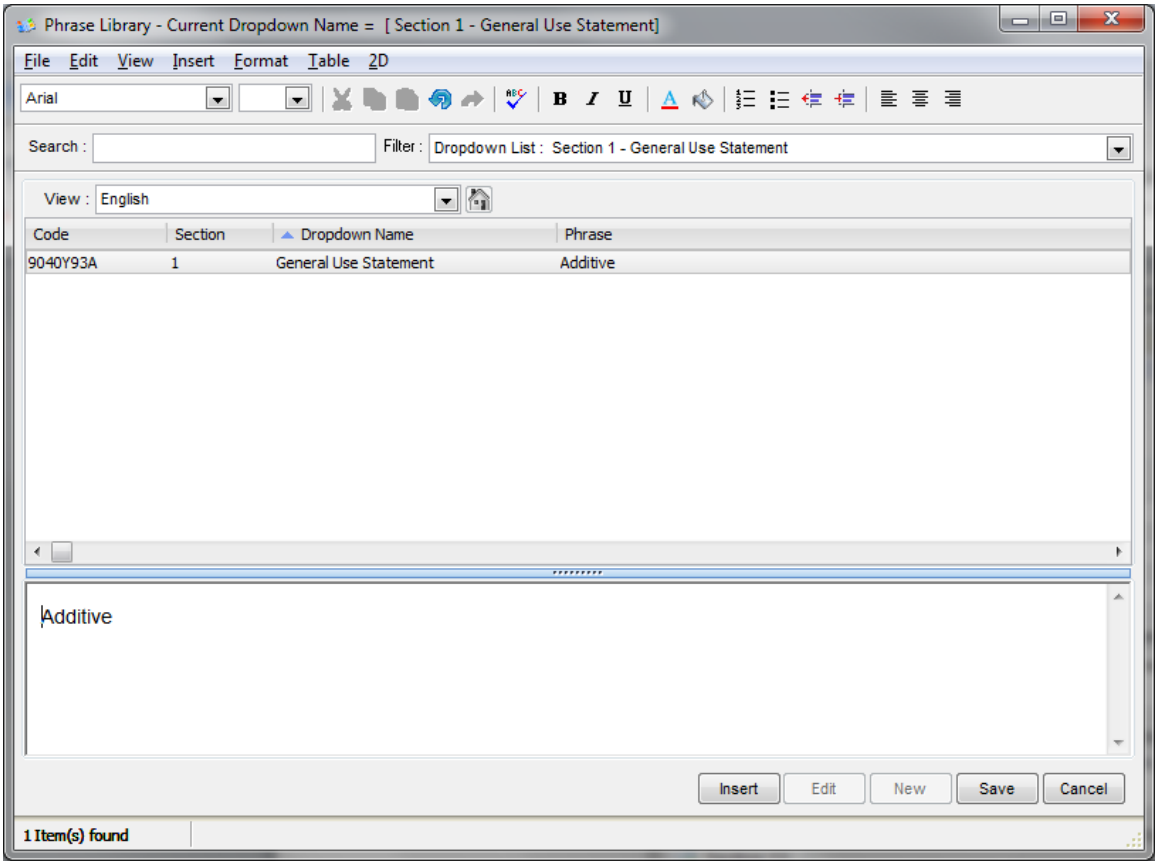
Tip #1: Before you edit a phrase, you can view a report that will identify all of the SDS(s) that will be affected by a change. For more information, see How to View a Summary Report for a Phrase

Tip #2: When you compose an SDS in a foreign language, EnviroMSDS will notify you of any phrases that are **incongruent** or have yet to be translated.

Note: If you purchased any of the language modules, all foreign language phrases that were translated for the phrase that you modify will be considered language incongruent phrases and will therefore require re-translation to verify accuracy.

To edit a Phrase:

- Open the Phrase Library.
- Locate the phrase you want to edit.
- Click **Edit**.



- In the editor window, type the new phrase text.
- When the phrase is completed, you may check the spelling.
  - In the editor window, right click your mouse. From the Menu popup, select **Spell Check**.
- When you are satisfied with the phrase, click **Save**.

How to Delete a Phrase

With this feature, you can delete a phrase from the Phrase Library.

To delete a phrase:

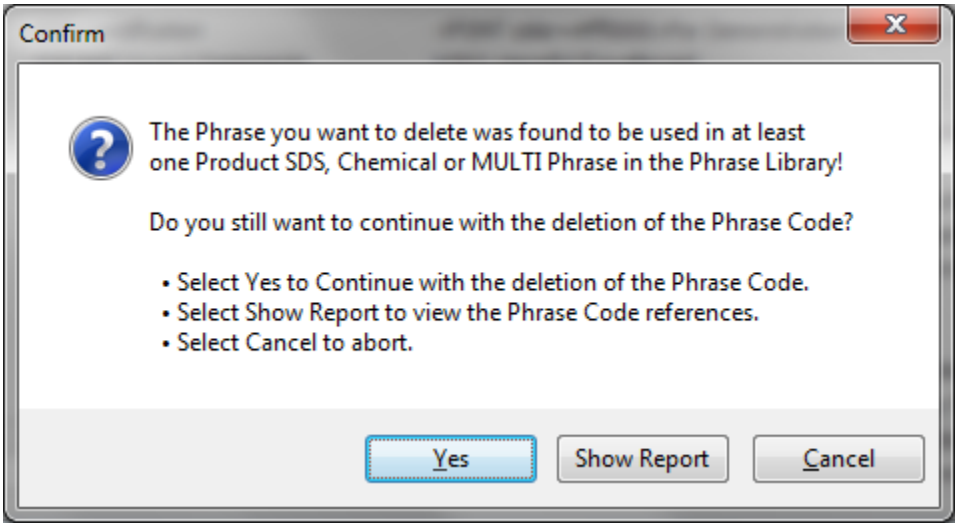
- **Open** the Phrase Library.
- **Locate** and highlight the phrase you want to delete.
- From the **Menu Bar**, select **File** – **Delete**.

The engine will search through existing MULTI Phrases , Chemical Database and Product SDS to determine if the Phrase is in use.

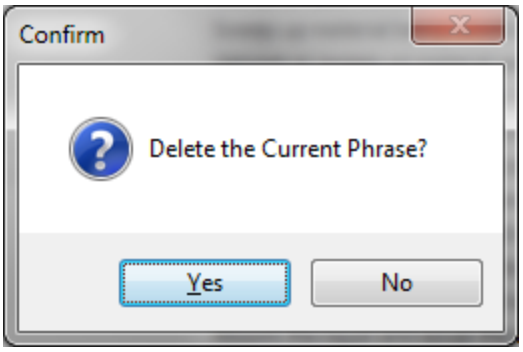
If the Phrase is found to be used then a Confirmation Dialog will displayed.

The Options are:

- Select **Yes** to **Delete** the Phrase.
- Select **Show Report** to generate a report with all of the references to where the Phrase is used.
- Select **Cancel** to abort the deletion process.



Otherwise if the Phrase was not found to be used a simple confirmation window is displayed



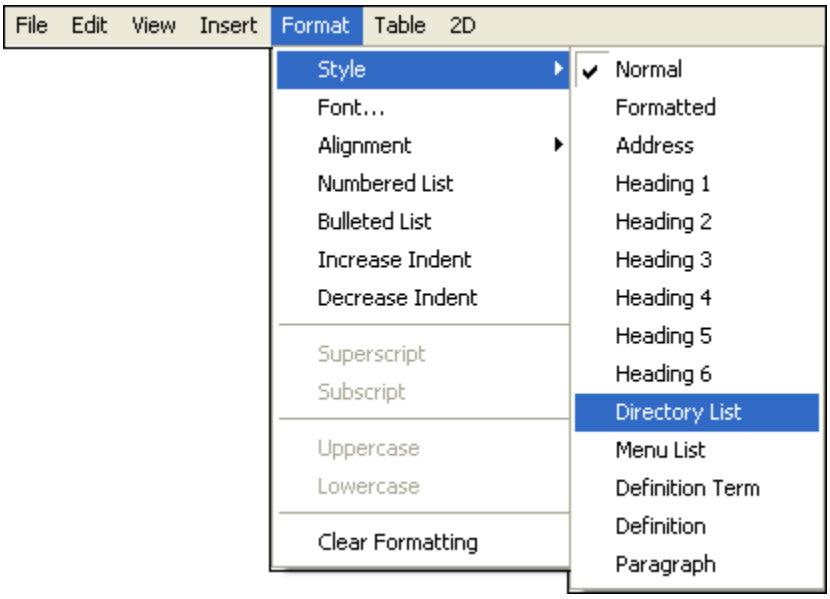
- At the confirmation window, click **Yes**.

Warning: This is an **unrecoverable** process! Do not delete a phrase unless you are absolutely sure you do not need the phrase!

How to Format Phrase Text

To format text in a phrase:

- From the Menu Bar, click **Format,** from the menu; select the type of formatting that you want.



Formatting text

You can format text in the Phrase Library as you would using a word processor, to add visual organization, emphasis, and structure. You can change the font face, size, style, color, spacing, and vertical position of text, and add effects such as underlining. You can also control spacing and indentation, add bullets and numbers, and set alignment.

For example, you can format text to use Times New Roman 10-point font, and highlight and format individual words to be bold or of a different color.

Text and paragraphs

The formatting you apply can either affect selected words or an entire paragraph. A general rule is that font properties can be applied to selected text, and paragraph properties (including bullets, numbering, borders, and shading) affect entire paragraphs. For example, you can italicize a single word in a paragraph, but if you try to align the word to the right, the entire paragraph will be aligned.

A paragraph is a block of text that is separated from another by a paragraph mark (¶). If lines of text are separated by line breaks (↵), the text is considered to be one paragraph. You can show paragraph marks and line breaks by clicking View – Document Tags from the Menu Bar.

Make text bold

You can make text bold, for example to add emphasis.

- In Edit mode, select the text, and then click **Bold.**

Insert a special character

You can insert a special character or symbol, such as the trademark symbol (™).

- In Edit mode, place the insertion point where you want to insert a character.
- On the **Insert** menu, click **Symbol**.
- Click the character you want to insert, and then click **Insert**.

Set the font for text

You can set the font for selected text by choosing the font face, style, size, and color. You can also apply different effects to the text, such as strikethrough and small caps.

- In Edit mode, select the text you want to format, right-click, and then click **Font** on the shortcut menu.
- On the **Font** tab, format text by selecting options from the **Font**, **Font style**, **Size**, and **Color** boxes.

Cut or delete text

Cut or delete text to remove it from the phrase. When you cut text, it is copied to the Clipboard and you can then paste the text to another location. When you delete text, it is not copied to the Clipboard.

- In Edit mode, select the text.
- To cut text and copy it to the clipboard, click **Cut**  .
- To delete text, press DELETE.

Set the text alignment

You can align text to the left, right, or center of the page. The alignment setting affects all text in the paragraph.

- In Edit mode, select the text you want to align.
- Click **Align Left**  , **Center**  , or **Align Right**  to align the text.

Tip: You can change a style (such as the **Normal** style) with your alignment settings so that you only need to set your preferences once. Then, just apply the style to new text, and your alignment settings will be applied automatically.

Underline text

You can underline text, for example to add emphasis.

- In Edit mode, select the text, and then click **Underline** U.

Add a new line of text within a paragraph

To add a new line of text to the current paragraph, insert a line break. The text will appear at the beginning of the next line, but is still included in the previous paragraph. Lines that are separated with line breaks are not displayed with space between them, so these lines of text will appear close together.

- In Edit mode, position the insertion point where you want to insert a line break.
- On the **Insert** menu, click **Break**.
- Click **Normal line break**.

Note If pictures appear next to the paragraph, you can add special line breaks in which the new line begins below the pictures' baseline rather than below the paragraph:

- To position a line break below a picture aligned to the left, click **Clear left margin**.
- To position a line break below a picture aligned to the right, click **Clear right margin**.
- To position a line break below pictures on the left and right sides, click **Clear both margins**.

Remove text formatting

You can quickly remove formatting you have applied to text. When you remove formatting, the text reverts to the default settings of its style.

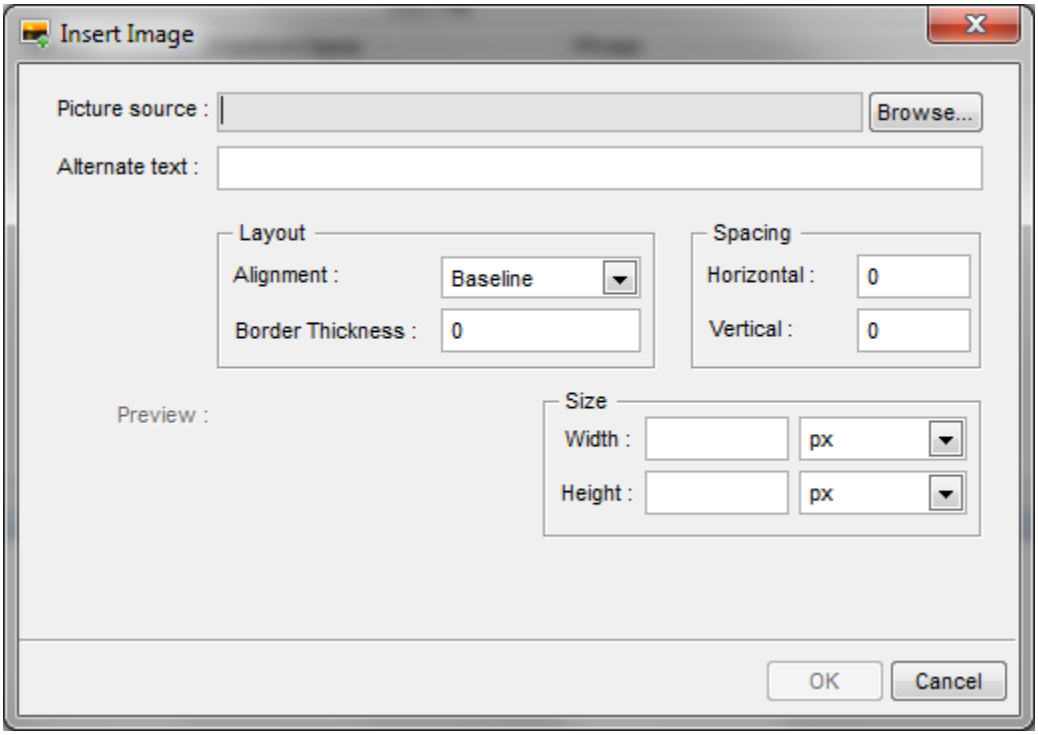
- In Page view, select the text.
- On the **Format** menu, click **Clear Formatting**.

Adding Graphics

Add a picture from a file

You can add a picture from your local file system. Pictures can have the following file formats: GIF (standard and animated), JPEG (standard and progressive), BMP (Windows and OS/2), TIFF, TGA, RAS, EPS, PCX, PNG, PCD (Kodak Photo CD), and WMF.

- In Edit mode, position the insertion point where you want to insert a picture.
- From the Menu, click **Insert - Image**. The Picture dialog is displayed.



- Click **Browse,** and select the picture you want from your local file system and then select the file. You can specify the type of file you want to view in the **Files of type** box.
- You can add a border to a picture. You can set the width of the border, or — if you do not want a border — you can remove it. By default, the border is black.
- In the **Border thickness** box, enter a value to indicate the width of the border in pixels. To remove the border, type **0**.

About Lists

You can create several types of lists:

- Bulleted list, for presenting a list of unordered items. A bulleted list can use the standard bullets (round, square, or circle).
- Numbered list, for presenting a list of sequential items. You can choose from numbers, Roman numerals (uppercase or lowercase), or letters (uppercase or lowercase).

Create a bulleted list

To display a non-sequential list of items, create a bulleted list. Following is an example of a bulleted list:

- Heart
- Lung
- Kidneys

To create a bulleted list:

- In Edit mode, position the insertion point where you want to create a list.
- On the **Format** menu, click **Bulleted List**.
- For each item you want to add to the list, type the item and then press ENTER. When you have typed the last item, press ENTER twice to end the list.

Tip: To quickly create a bulleted list, click the **Bulleting** button, and then type the items. Or, to add numbers to a group of items, select the items, and then click the **Bulleting** button. The default style is used.

Create a numbered list

To display a sequential list of items, create a numbered list. Following is an example of a numbered list:

1. Heart
2. Lung
3. Kidneys

To create a numbered list:

- In Edit mode, position the insertion point where you want to create a list.
- On the **Format** menu, click **Numbered List**.

- For each item you want to add to the list, type the item and then press ENTER. When you have typed the last item, press ENTER twice to end the list.

Tip: To quickly create a numbered list, click the **Numbering** button, and then type the items. Or, to add numbers to a group of items, select the items, and then click the **Numbering** button. The default number style is used.

Remove numbers or bullets from a list

You can remove the numbers or bullets formatting from a list of items.

- In Edit mode, select the items in the list.

Do one of the following:

- If the list uses bullets, on the **Format** menu, click **Bulleted List**
- If the list uses numbers or letters, If the list uses bullets, on the **Format** menu, click **Numbered List.**

Tip: To quickly remove a bulleted list, select the items, then click the **Bulleting** button.

To quickly remove a bulleted list, select the items, then click the **Bulleting** button.

How to use GHS Hazard & Precautionary Statements that have …

Some of the GHS Statements have an ellipsis … that require you to fill in the appropriate information to complete the statement.

The Statements that contain ... where you need to fill in the blanks you need to create a copy the Statement and modify the new Statement to meet your specific needs.

This also allows you to have multiple statements under the same code.

The Phrase Library will automatically generate the next sequential code to the System Phrase Code for you.

Example for the code – **P231**

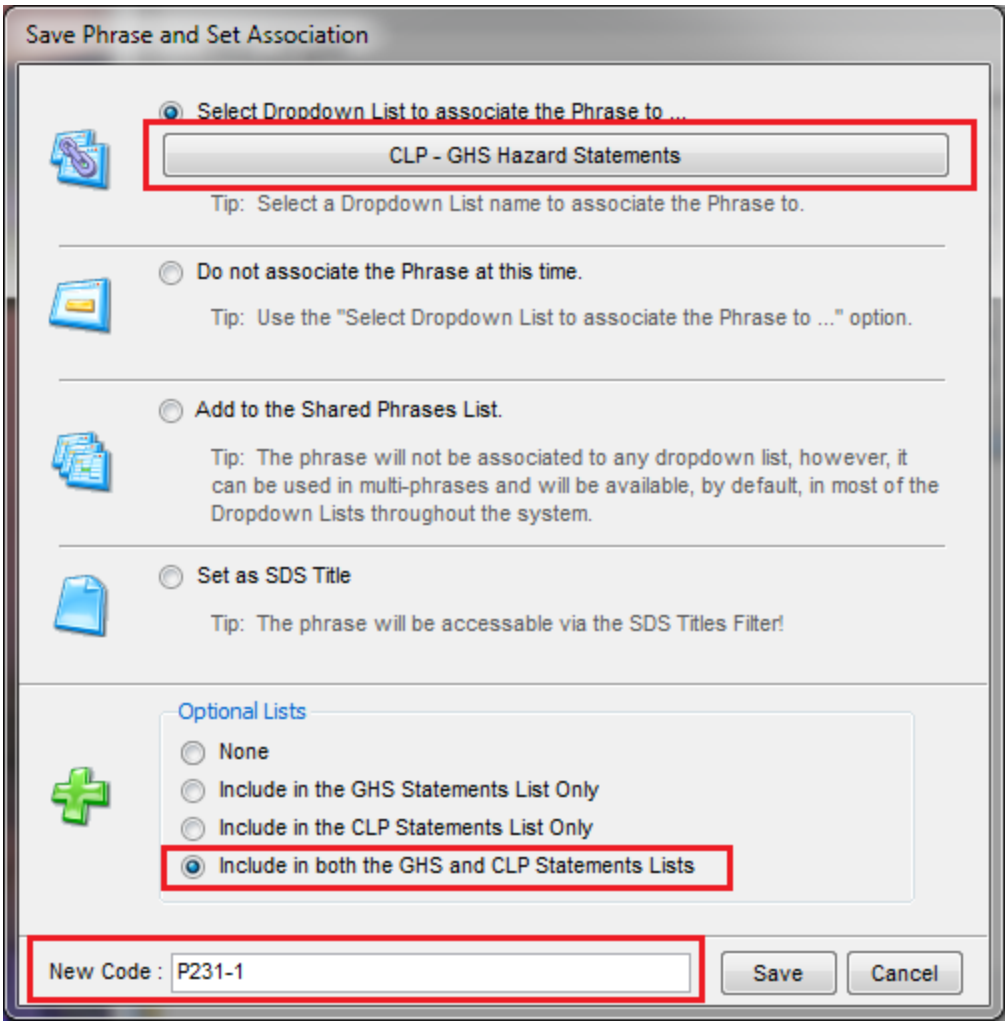
When you copy the phrase, the Phrase Library will copy the original phrase and save the code as **P231**-x (the -x is appended to the original code) x = the next available number **P231**-1, **P231**-2, **P231**-3 for each new iteration of the same phrase code.

The -x part is automatically removed when output to the SDS or Label so it would always show **P231**

Note #1: To have the **New Code** field available in the Save Phrase and Set Association window, see: Setting Miscellaneous Options

To copy an existing GHS Statement:

- From the **Phrase Library**, locate the phrase that you want to copy.
- From the Menu bar, select **File – Save As….** The **Save Phrase and Set Association** window is displayed.


Save Phrase and Set Association
Select Dropdown List to associate the Phrase to ...
CLP - GHS Hazard Statements
Tip: Select a Dropdown List name to associate the Phrase to.
Do not associate the Phrase at this time.
Tip: Use the "Select Dropdown List to associate the Phrase to ..." option.
Add to the Shared Phrases List.
Tip: The phrase will not be associated to any dropdown list, however, it can be used in multi-phrases and will be available, by default, in most of the Dropdown Lists throughout the system.
Set as SDS Title
Tip: The phrase will be accessable via the SDS Titles Filter!
Optional Lists
None
Include in the GHS Statements List Only
Include in the CLP Statements List Only
Include in both the GHS and CLP Statements Lists
New Code : P231-1
Save
Cancel

What is a Multi-Phrase

A Multi-phrase is a phrase that is created by concatenating existing phrases from the Phrase Library into a single phrase.

Multi-phrases begin with [multi] as the first set of characters. This allows you to distinguish a Multi-phrase from a single phrase.

Existing phrases that you want to make part of a Multi-phrase must be placed inside square brackets as follows: [multi][CODE1][CODE2]. In this example the phrase codes 'CODE1 and 'CODE2 would be extracted out of the Phrase Library and the Phrase for each code respectively would print on the SDS.

Note: You can add a Multi-phrase to another Multi-phrase to create paragraphs.

Tip: Another advantage with Multi-phrasing is that whenever any of the single phrases are changed, the Multi-phrase automatically inherits the modification. This is another way Global changes make your work easier.

Some Examples of Multi-Phrasing

For these examples, we are going to use three sample phrases.

CODE1 = 'Kidneys
CODE2 = 'Heart
CODE3 = 'Lungs

Example 1 – Basic Multi-phrase

[multi][CODE1][CODE2][CODE3]
Resulting phrase:
Kidneys Heart Lungs

Example 2 - Separating phrases with carriage returns

[multi][CODE1]
[CODE2]
[CODE3]

Resulting phrase:
Kidneys
Heart
Lungs

Example 3 - Separating phrases with multiple carriage returns

[multi][CODE1]

[CODE2]

[CODE3]

Resulting phrase:
Kidneys

Heart

Lungs

Example 4 - Inserting Text between the Codes

[multi] The [CODE1] and the [CODE2] are more susceptible than the [CODE3].

Resulting phrase:
The Kidneys and the Heart are more susceptible than the Lungs.

How to Create a Multi-Phrase

To create a Multi-phrase:

- Open the Phrase Library.
- Click **New**.
- From the Menu bar, select **Phrase – Set as Multi Phrase**. Notice the Multi-phrase identifier **[multi]** has been inserted into the phrase-editing window.
- If you already know the codes of the single phrases that you want to insert into the Multi-phrase, simply type the left square bracket **[** then the actual code of the single phrase **THECODE** and finally the right square bracket **].** Example: **[multi][THECODE].**

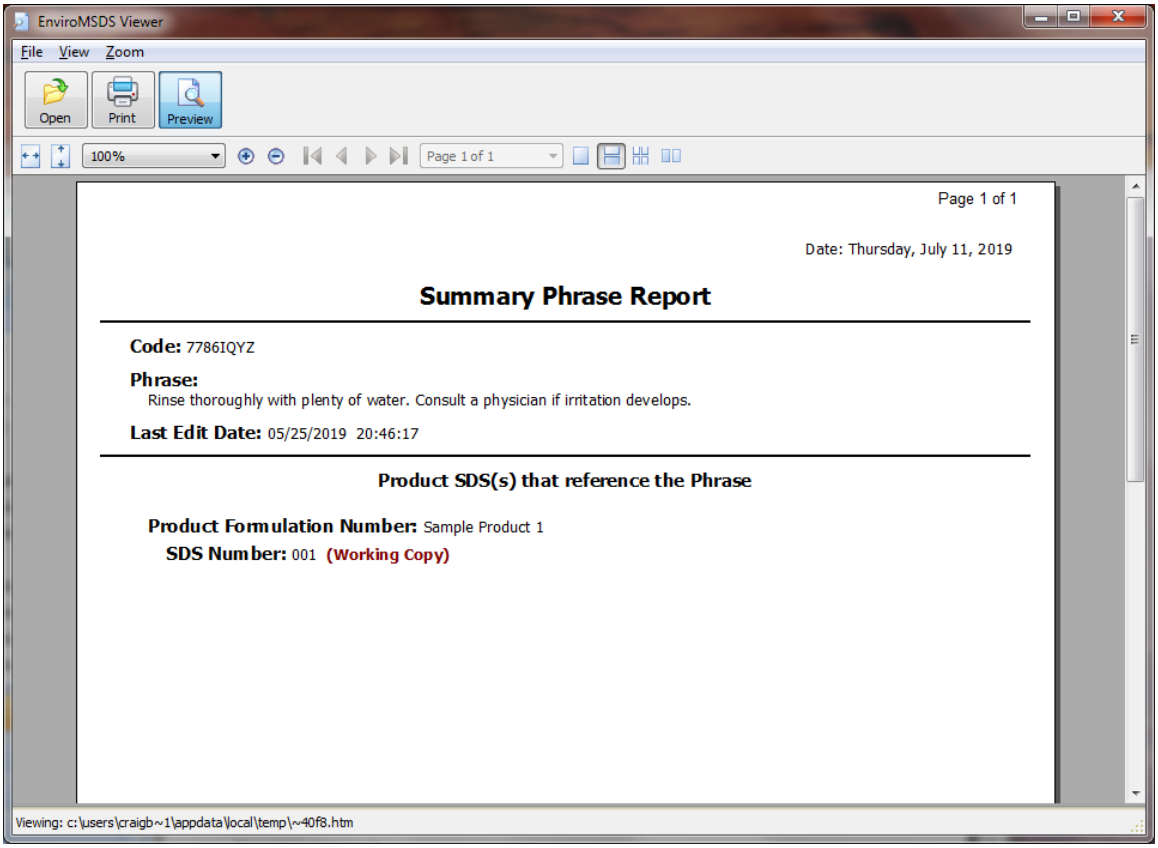
  or
- Locate the phrase in the Phrase Library's list and double click your left mouse key and the code for the phrase will automatically be inserted with brackets, into the phrase you are creating.
- When you are satisfied with the phrase, click **Save.**
- Click **OK** to save the new Multi-phrase and code.

How to View a Summary Report for a Phrase

This feature allows you to generate a report that shows all Products and SDS that use the specific Phrase Code.

To view the Report:

- From the **Phrase Library**.
- Locate the phrase you want the report on.
- From the **Menu bar**, select **View – Reports – Summary Report**…The **EnviroMSDS Viewer** is launched with the Report loaded.



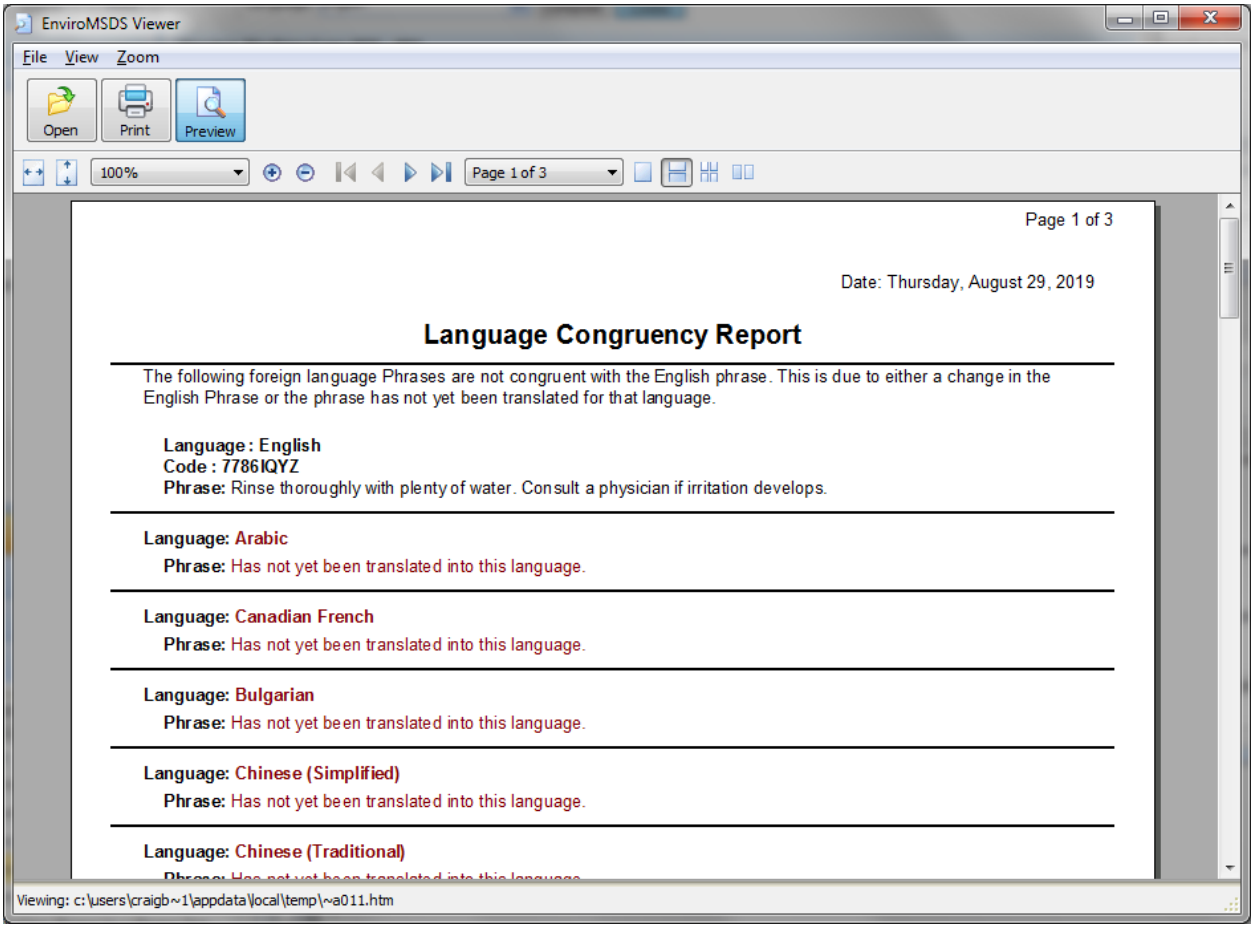
- From the **EnviroMSDS Viewer** you can print the report or use File – **Save as...** to save the report as html or Pdf.
- From the Menu, select **File** then click **Exit.**

How to View the Language Congruity Report for a Phrase

If you purchased Language Modules, this feature allows you to generate a report that shows if all of the Languages (other than English) are currently translated and congruent with the English phrase text for the specific Phrase Code.

To view the Report:

- From the **Phrase Library**.
- Locate the phrase you want the report on.
- From the **Menu bar**, select **View – Reports – Language Congruity**…The **EnviroMSDS Viewer** is launched with the Report loaded.



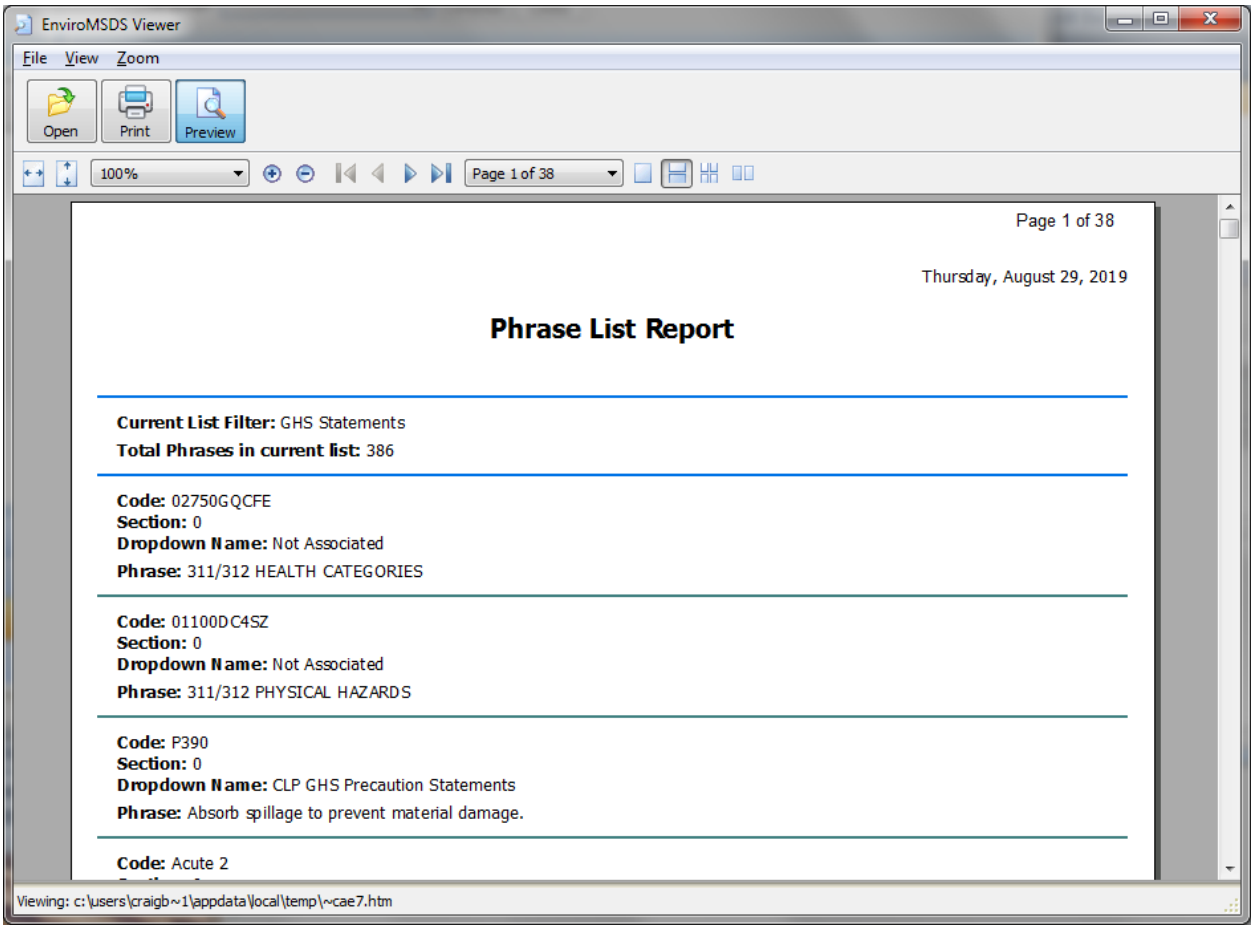
- From the **EnviroMSDS Viewer** you can print the report or use File – **Save as…** to save the report as html or Pdf.
- From the Menu, select **File** then click **Exit.**

How to View a Report of all phrases listed for the selected Filter

This feature allows you to generate a report that shows all phrases loaded in the list for the selected Filter.

To view the Report:

- From the **Phrase Library**.
- Locate the phrase you want the report on.
- From the **Menu bar**, select **View – Reports – Current List**…The **EnviroMSDS Viewer** is launched with the Report loaded.



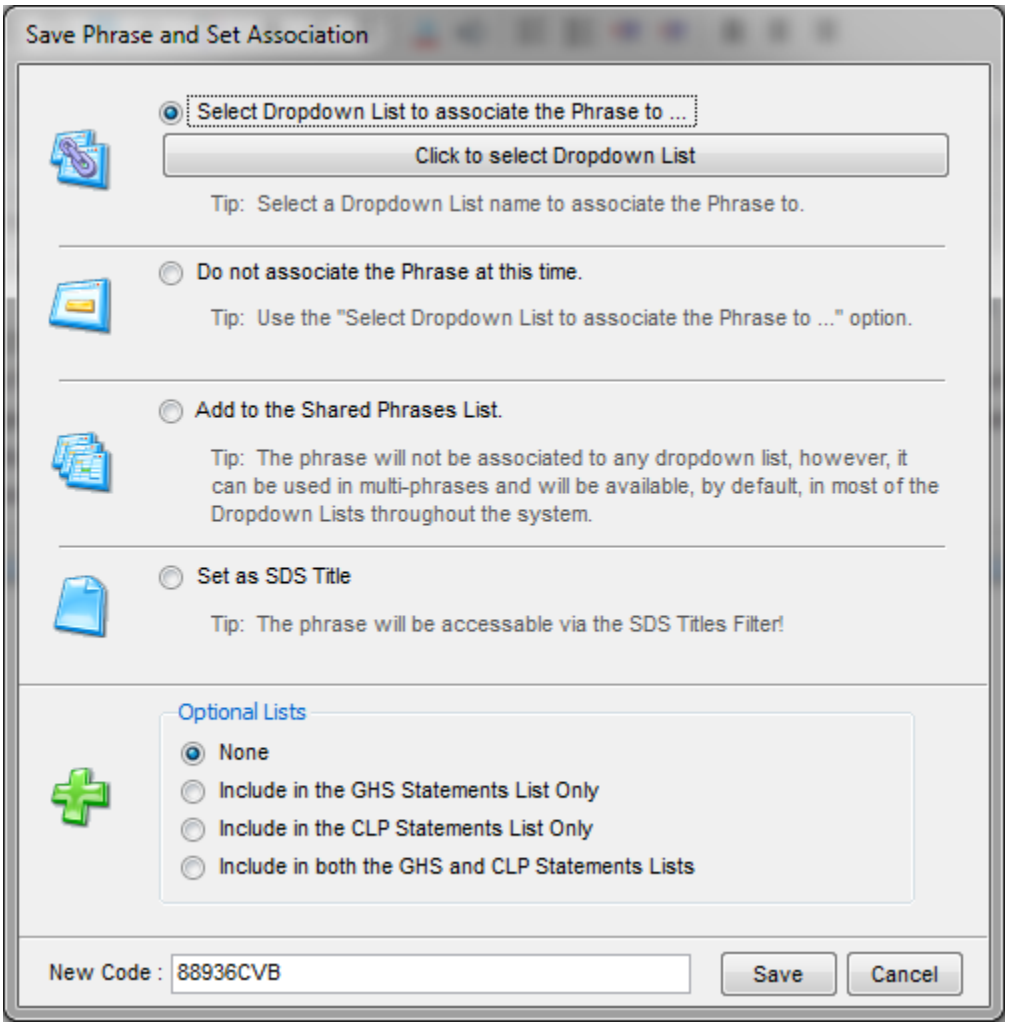
- From the **EnviroMSDS Viewer** you can print the report or use File – **Save as…** to save the report as html or Pdf.
- From the Menu, select **File** then click **Exit.**

How to Associate an Existing Phrase to a Phrase Dropdown List

To associate an existing Phrase to a Phrase Dropdown List:

- Open the Phrase Library.
- Locate the Phrase you want to associate to a Phrase Dropdown List.
- From the **Menu** – **File** click **Change Association**. The **Modify Association of the Current Phrase** window is displayed.

If you accessed the Phrase Library via any Phrase Dropdown List:



Here you have four options:

1. **Associate the Phrase to the selected Dropdown List:** The Dropdown List name will appear on the Select Dropdown Button.

    - To select a different Dropdown List, click the button and the **Select Dropdown List Name to Associate the Phrase to:** window will appear.

      From this window, scroll through the list of Dropdown List names and highlight the desired name that you want to associate the Phrase to.

    - Double click the highlighted item or click **Associate.**

2. **Do not associate the Phrase at this time.**
3. **Add to the Shared Phrases List.**
4. **Set as SDS Title**

Note: You cannot change the association of a system title!

Optional Lists:

You can also allow the Phrase to be included in one of the other available lists.

Note: The Phrase does not have to be associated to a Dropdown List to be included in an Optional List.

---

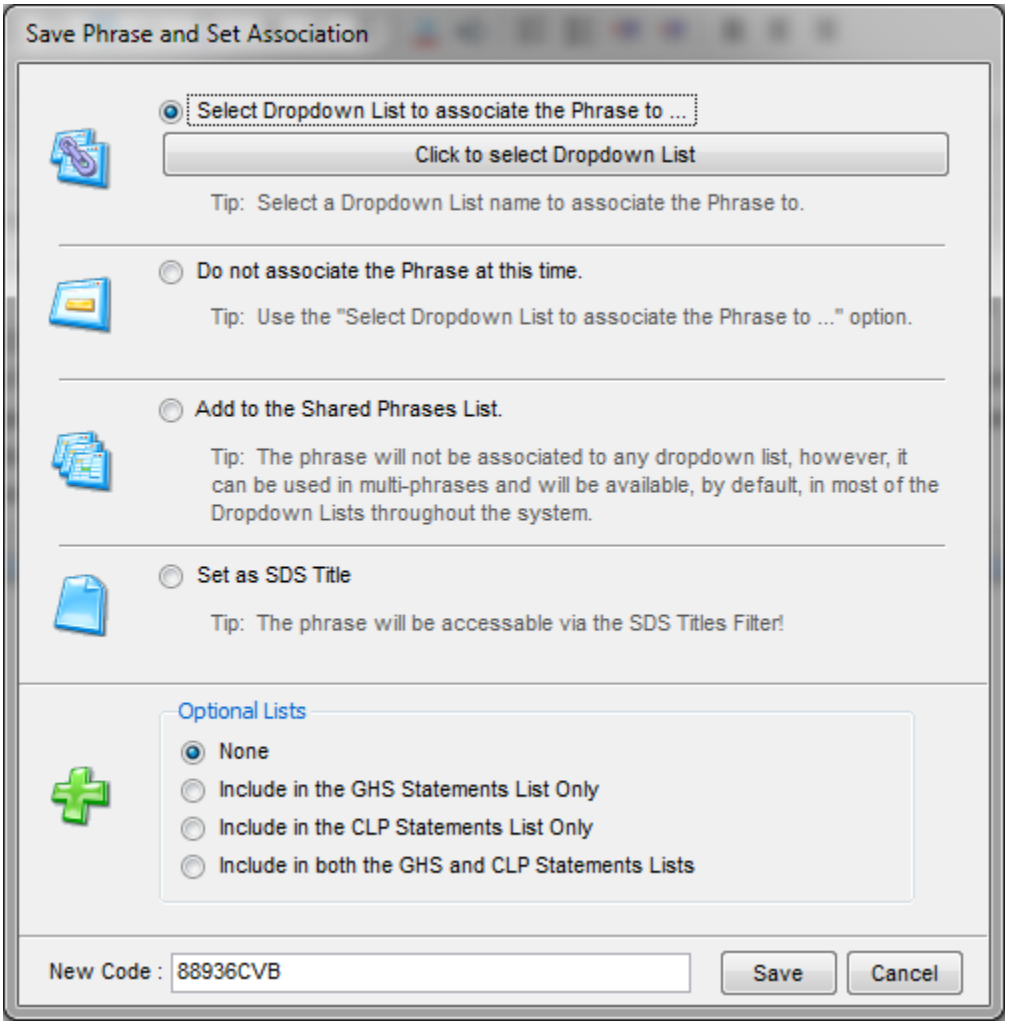
5. **None**
6. **Include in the GHS Statements List Only**
7. **Include in the CLP Statements List Only**
8. **Include in both the GHS and CLP Statements Lists**
    - Choose the options you want and click **Save**. The window will close.
    - Click **Select** if you want to use this Phrase as the selected phrase in the Dropdown List.

How to Change the Association of a Phrase

This feature allows you to change the Association of any Phrase.

To change the Association of a phrase:

- Open the Phrase Library.
- Locate and highlight the phrase you want to change the association of.
- From the Menu, select **File** – **Change Association...** The **Modify Association of the Current Phrase** window is displayed.



Here you have four options:

1. **The Phrase is associated to the selected Dropdown List -** The Dropdown List name will appear on the Select Dropdown Button.

- To select a different Dropdown List, click the button and the **Select Dropdown List Name to Associate the Phrase to:** window will appear.

  From this window, scroll through the list of Dropdown List names and highlight the desired name that you want to associate the Phrase to.

- Double click the highlighted item or click **Associate.**

2. **Remove association from the Dropdown List.**
3. **Remove association and add to the Shared Phrases List.**
4. **Set as SDS Title**

Note: You cannot change the association of a system title!

Optional Lists:

You can also allow the Phrase to be included in one of the other available lists.

Note: The Phrase does not have to be associated to a Dropdown List to be included in an Optional List.

---

5. **None**
6. **Include in the GHS Statements List Only**
7. **Include in the CLP Statements List Only**
8. **Include in both the GHS and CLP Statements Lists**
   - Choose the options you want and click **Save**. The window will close.
   - Click **Select** if you want to use this Phrase as the selected phrase in the Dropdown List.

How to Find Phrases that Contain Specific Words

To find phrases that contains specific words:

- In the Phrase Library, on the **Edit** menu, click **Find**. The **Find** window is displayed.



- In **Find what**, type the words you want to find.
- Click **Find**.

Tip: To find only text with uppercase and lowercase characters, as specified in **Find what**, select **Match case**.

Note: Each time you search for phrases that contain **the Find what** criteria, a new temporary filter is created. This allows you to switch filters without losing your previous search criteria. The temporary filters will be cleared when you close the Phrase Library window.

How to Find a Phrase that Begins With…

You can find a phrase by searching one of the following list columns:

- **Code**
- **Section**
- **Dropdown List Name**
- **Phrase**

To find a phrase that begins with…, first select which column to search in:

To search by **Code**:

- Left click on the Column header named **Code**. Notice the arrow in the Column header, this indicates the active column header.

To search by **Section**:

- Left click on the Column header named **Section**. Notice the arrow in the Column header, this indicates the active column header. Though not a very effective column to search in, it is a nice way to sort phrases by their associated section number.

To search by **Field Name**:

- Left click on the Column header named **Dropdown Name**. Notice the arrow in the Column header, this indicates the active column header. Though not a very effective column to search in, it is a nice way to sort phrases by their Dropdown Name.

To search by **Phrase**:

- Left click on the Column header named **Phrase**. Notice the arrow in the Column header, this indicates the active column header.

- In the **Search by <active column header name>**: option, as you enter your search criteria, the list will locate and highlight the closest matching item with every keystroke.

Tips: An arrow pointing up or down in a Column header indicates that it is the active column in the list.

An arrow pointing upwards on the Column header indicates that the list is sorted in ascending order. An arrow pointing down indicates that the list is sorted in descending order. Clicking again on the same Column header toggles the sort order to descending / ascending respectively.

Note: The Search by option is **case-insensitive**.

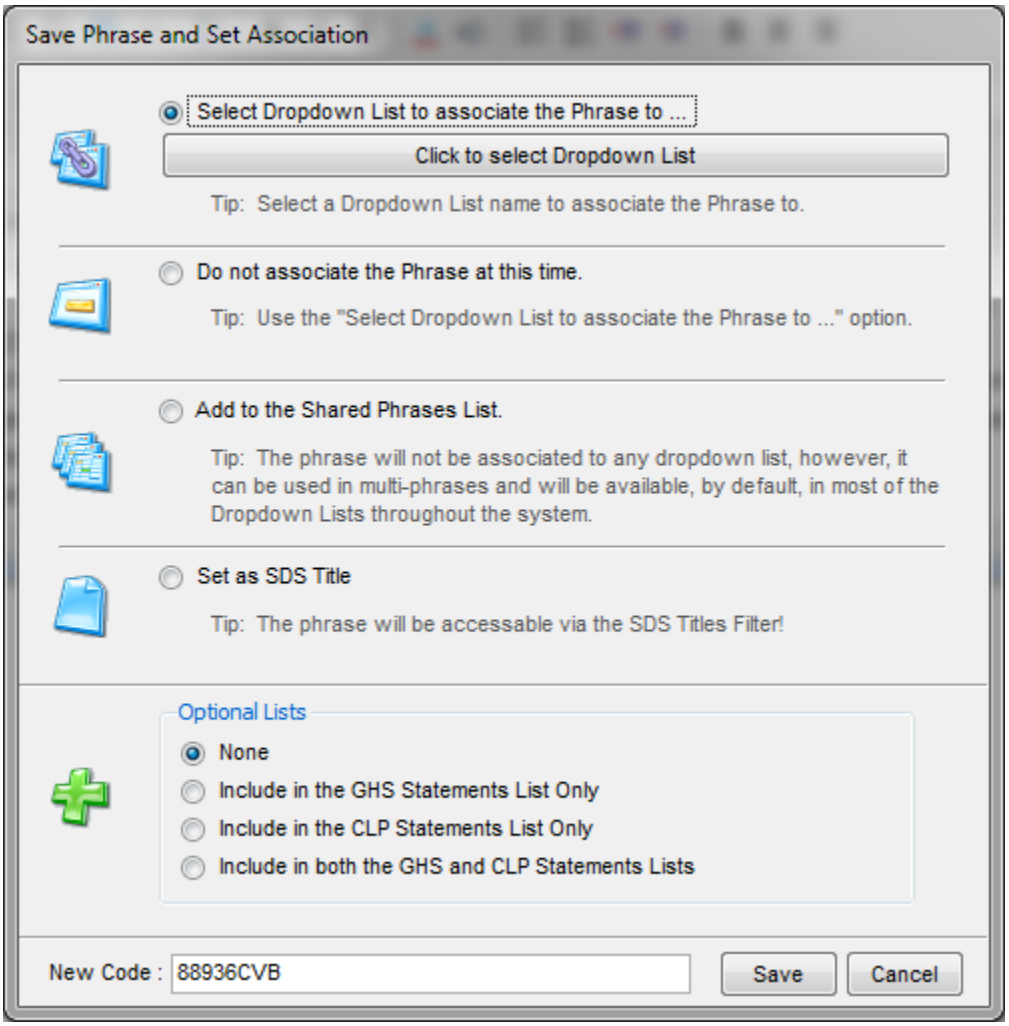
How to Copy a Phrase to Use in Another Phrase Dropdown List

There may be times when you want to use the same phrase text in two or more Phrase Dropdown Lists. Usually this will occur for Dropdown Lists from different Sections. Because a Library Phrase is associated to a specific Dropdown List in a specific Section, it is necessary to copy the desired phrase and then associate it to the desired Dropdown List.

When Accessing the Phrase Library from the Main Menu

To copy an existing phrase:

- From the Main Menu bar, select View – Databases – Phrase Library…
- From the **Phrase Library**, locate the phrase that you want to copy.
- From the Menu bar, select **File – Save As….** The **Save Phrase and Set Association** window is displayed.

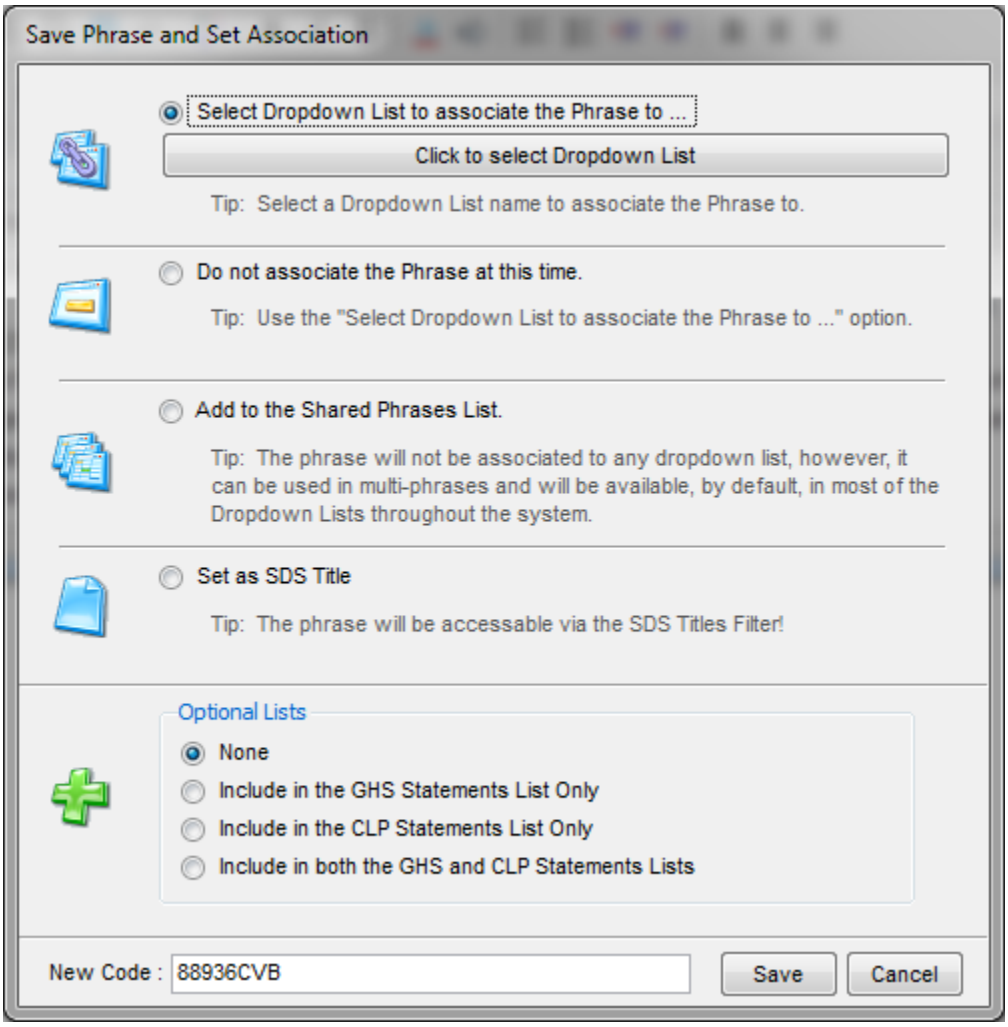


- For more information on how to use the Save Phrase and Set Association window, see When Accessing the Phrase Library from a Phrase Dropdown

When Accessing the Phrase Library from a Phrase Dropdown List

To copy an existing phrase:

- From a **Working Copy** Section of an SDS, click **Edit**.
- From the **Phrase Dropdown List** that you want to add a new Phrase to by copying a Phrase that is associated to another Dropdown List, click the button to the right of the Dropdown list to open the Phrase Library.
- From the **Filter:** option**,** select **All Phrases in Library**
- Locate the desired phrase. For more information, see How to Find Phrases that Contain Specific Words
- Highlight the desired phrase by clicking on it.
- From the Menu bar, select **File – Save As...**. The **Save Phrase and Set Association** window is displayed.



Here you have four options:

1. **Associate the Phrase to the selected Dropdown List:** The Dropdown List name will appear on the Select Dropdown Button.

    - To select a different Dropdown List, click the button and the **Select Dropdown List Name to Associate the Phrase to:** window will appear.

      From this window, scroll through the list of Dropdown List names and highlight the desired name that you want to Associate the Phrase to.

    - Double click the highlighted item or click **Associate.**

2. **Do not associate the Phrase at this time.**

3. **Add to the Shared Phrases List.**
4. **Set as SDS Title**

Note: You cannot change the association of a system title!

Optional Lists:

You can also allow the Phrase to be included in one of the other available lists.

Note: The Phrase does not have to be associated to a Dropdown List to be included in an Optional List.

---

5. **None**
6. **Include in the GHS Statements List Only**
7. **Include in the CLP Statements List Only**
8. **Include in both the GHS and CLP Statements Lists**
    - Choose the options you want and click **Save**. The window will close.
    - Click **Select** if you want to use this Phrase as the selected phrase in the Dropdown List.

How to Cut, Copy, Paste, or Delete Text

To cut, copy, paste, or delete text while editing a phrase:

- To cut text so you can move it to another location, select the text, and then on the **Edit** menu click **Cut**.
- To copy text so you can paste it in another location, select the text, and then on the **Edit** menu click **Copy**.
- To paste text you have cut or copied, place the cursor where you want to paste the text, and then on the **Edit** menu click **Paste**.
- To delete text, select it, and then on the **Edit** menu click **Delete**.

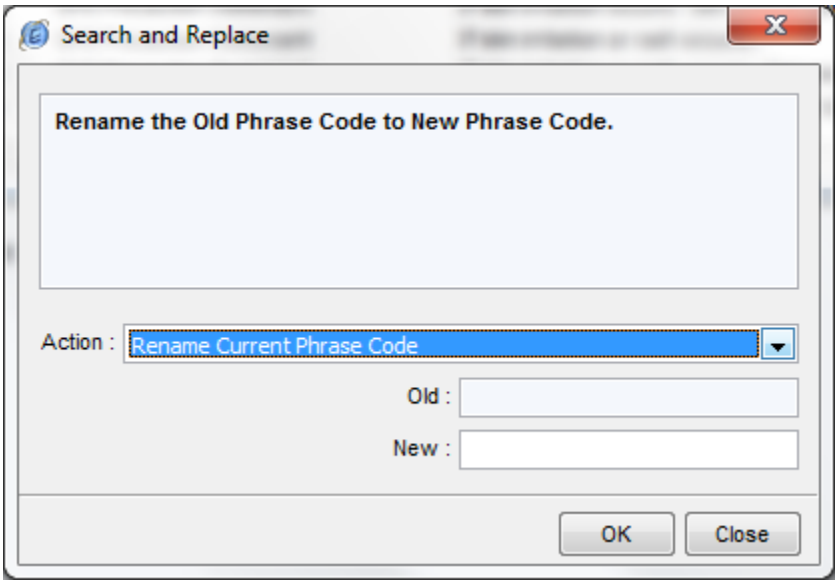
Tip: You can also use the **Cut, Copy**, and **Paste** commands between phrases. That is, you can bring a new or different phrase to the screen and paste from a previous one.

How to Rename a Phrase Code

This feature allows you to simply replace the current 10 character Code for the Phrase with a new Code.

To rename a phrase code:

- Open the Phrase Library.
- Locate and highlight the phrase you want.
- From the **Menu Bar**, select **File – Search and Replace…** The **Search and Replace** window is displayed.



- In the **Action** field, select the **Rename Current Phrase Code** feature.
- In the **New** field, enter a unique Code that you want to rename the Old Code to.
- Click **OK.** At the confirmation window, click **Yes**.

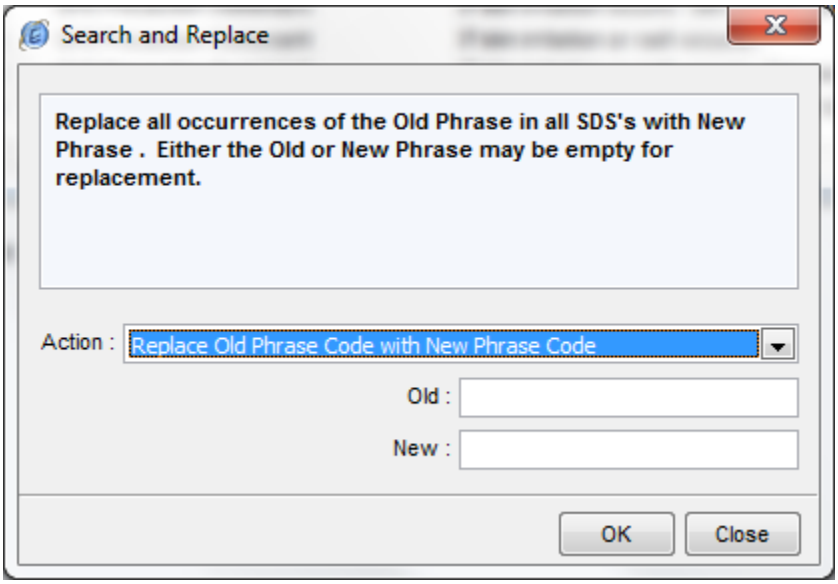
How to Replace a Phrase with Different Phrase

This feature allows you to:

- Globally replace all occurrences of the current Phrase in a specific field, in all SDS(s) with a new Phrase.
- Globally remove a Phrase from a specific field in all SDS(s), by replacing the current Phrase with a blank entry.
- Globally insert a Phrase into a specific field, in all SDS(s).

To replace a phrase with a different phrase:

- Open the Phrase Library.
- Locate and highlight the phrase you want.
- From the **Menu Bar**, select **File – Search and Replace...** The **Search and Replace** window is displayed.



- In the Action field, select the **Replace Old Phrase Code With New Phrase Code** feature.
- In the **New** field, enter an existing Code that you want to replace the Old Code with.
- Click **OK.** At the confirmation window, click **Yes**.

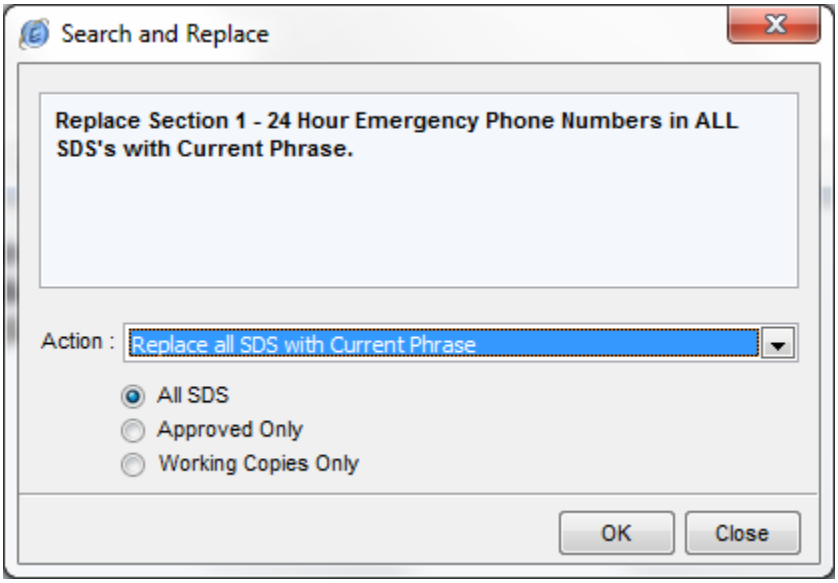
How to Replace the Selection in a Dropdown List in all SDS(s) with a Specific Phrase

With this feature, you can, globally replace/insert a Phrase into a specific Dropdown List, in all SDS(s), Working Copy and/or Approved versions. It does not matter what Phrase, if any, already exists in the specified Dropdown List.

Note: this feature is only available when entering the Phrase Library via a Dropdown List.

To replace a selection in a Dropdown List in all SDS(s) with a specific phrase:

- Open the Phrase Library.
- From the **Menu Bar**, select **File – Search and Replace...** The **Search and Replace** window is displayed.



- In the Action field, select the Replace All SDS with New Phrase feature.
- Select if you want **All SDS, Approved** or **Working Copies** to be affected by this replace.
- In the **New** field, enter an existing Code that you want to replace the Old Code with.
- Click **OK.** At the confirmation window, click **Yes**.

How to Translate Phrases

The default language for EnviroMSDS is English. However, you can purchase language modules from Envirosoft Corporation that will enable EnviroMSDS to produce your SDS and Hazard Labels in other languages. This way, you can provide Safety Data Sheets and Labels to customers around the world in their native language!

Because EnviroMSDS makes extensive use of Phrases, you can have just the phrases translated rather than entire Safety Data Sheets, reducing the schedule and cost requirements for translation.

There are two ways to translate your phrases:

1. Use the Phrase Library's Language Editing features. This allows you to type in the translated text.

2. Use the Language Assistant to extract the phrases that require translation and email the extracted files to Support@EnviroMSDS.com and we will provide you with a cost proposal to translate the phrases for you.

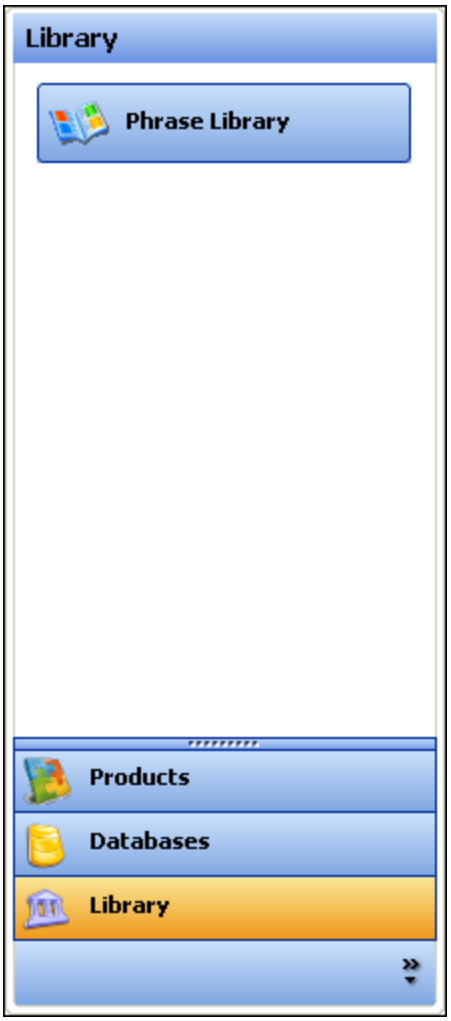
How to use the Phrase Library's Language Editing Features

To use the Phrase Library's Language Editing Features and type in the translated text:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Phrase Library**.

  or

- From the Console, click **Library** then click **Phrase Library.** The **Phrase Library** window is displayed.



Library Panel selected

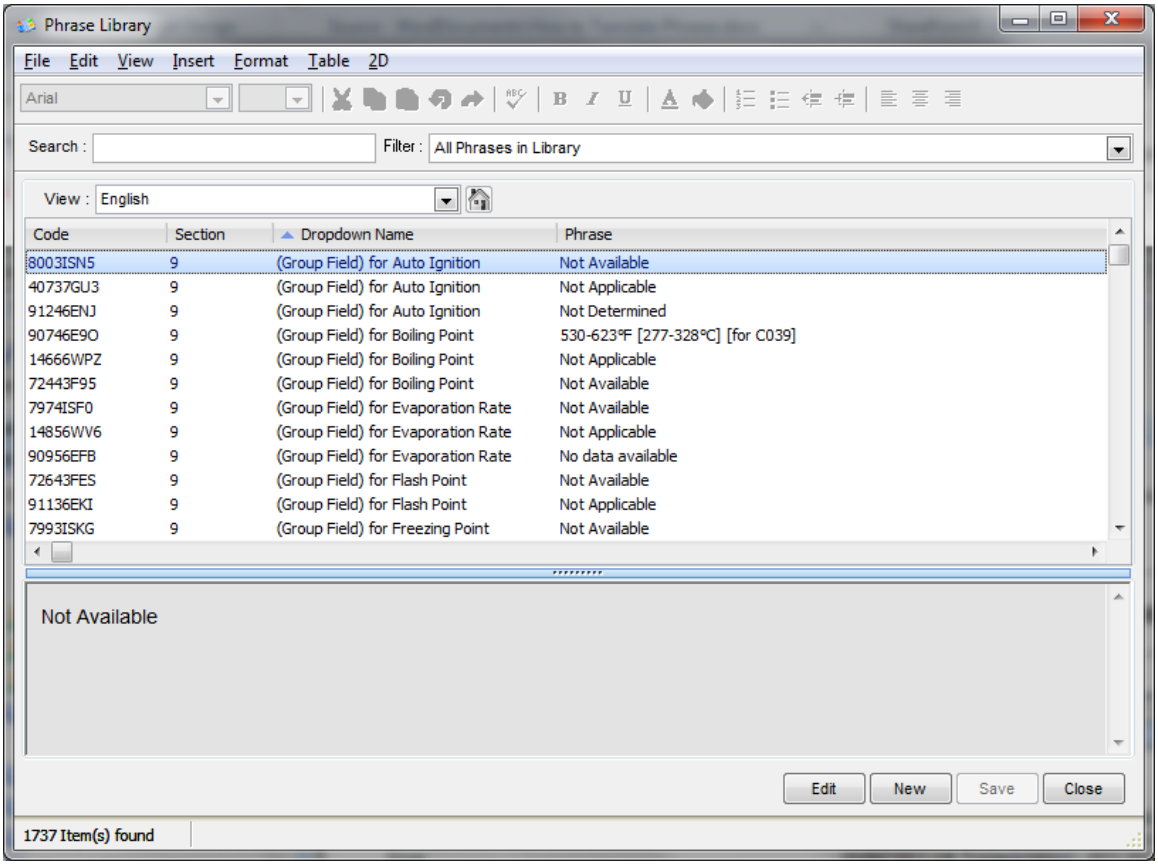
The **View** Dropdown allows you to access the currently viewed English phrase in one of the available foreign language(s).



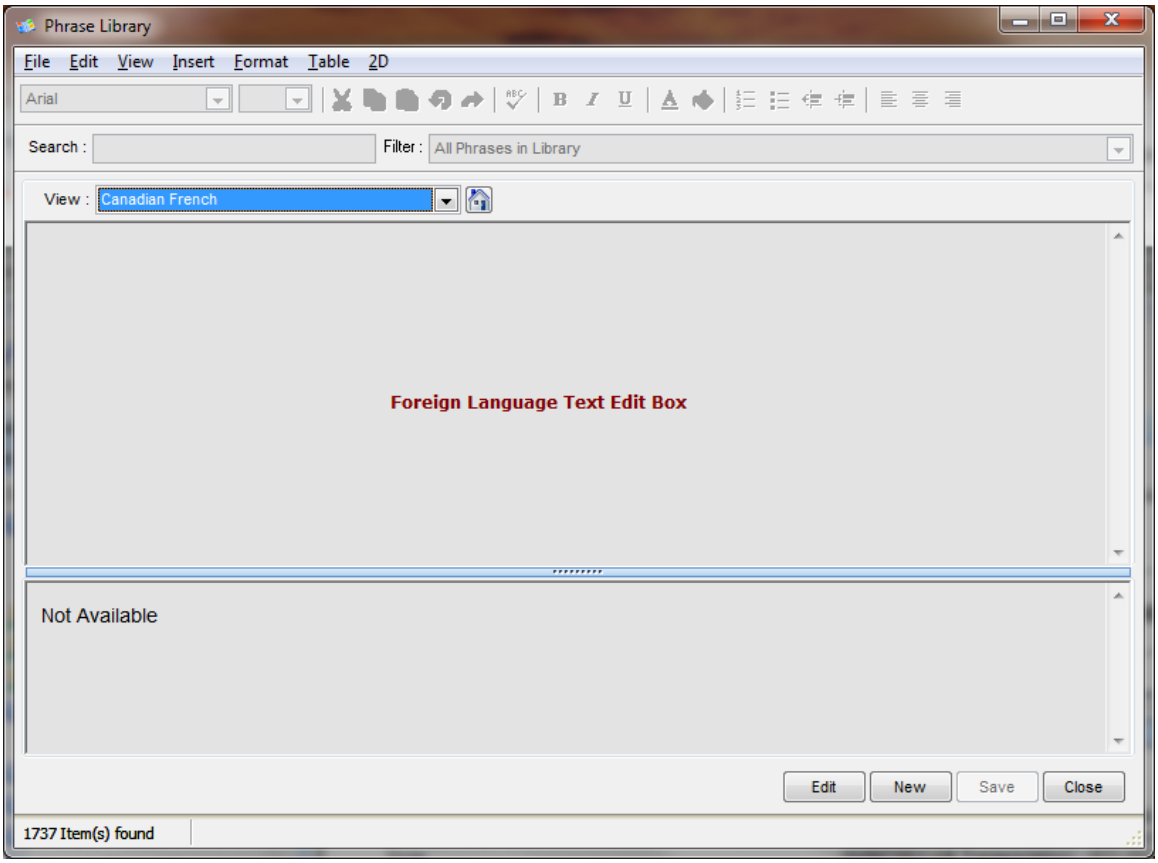
View Dropdown

Note: This features is only available if you purchased additional language modules.

Once you purchase a language module, the respective language will become available. For more information on purchasing **Language Modules**, please contact Envirosoft.

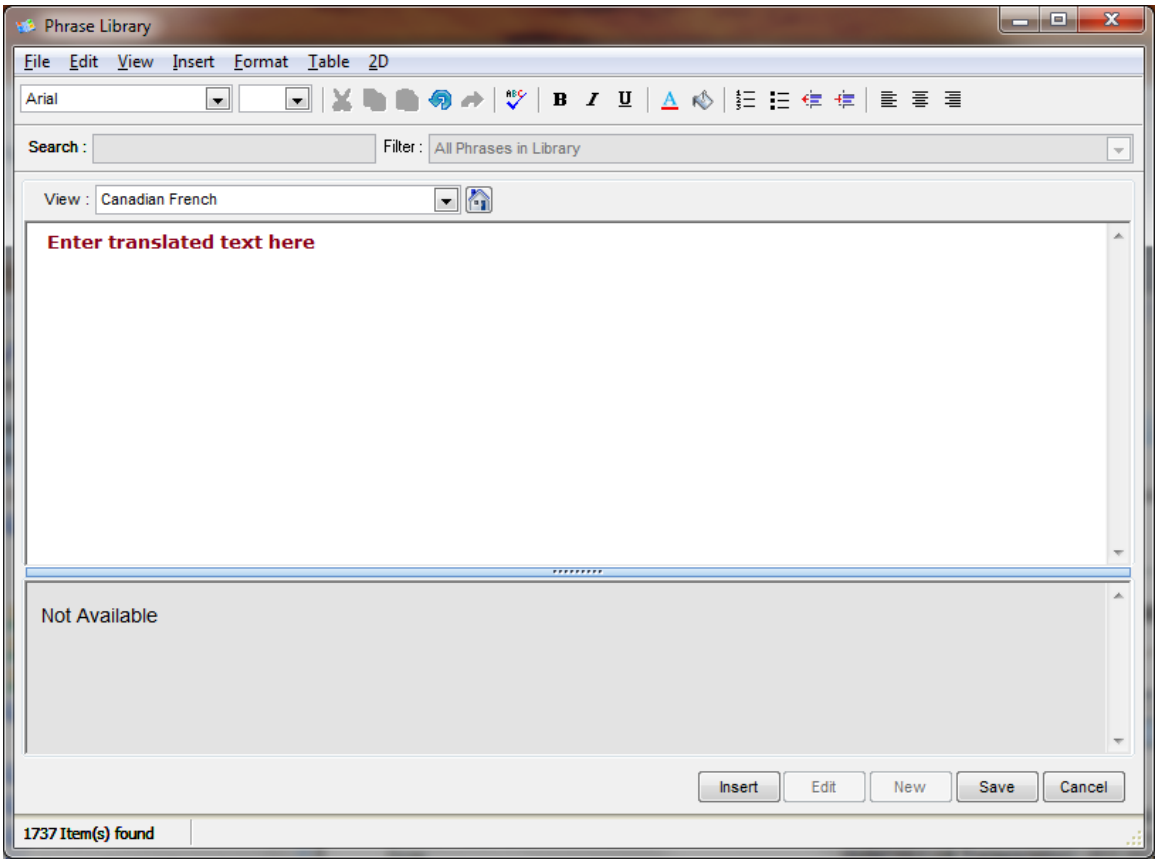


- Locate and select the phrase that you want to translate.
- With the selected phrase loaded, click the **View** Dropdown and select the language that you want to type in the translated text.



Notice: The list of phrases no longer appears and a new Text Edit Box has appeared in its place.

- With the desired Language selected, click **Edit.**



- From the foreign language edit box, enter the translated phrase.
- Click **Save**
- Click the **Home** button or select **English** from the dropdown to return to the phrase list.

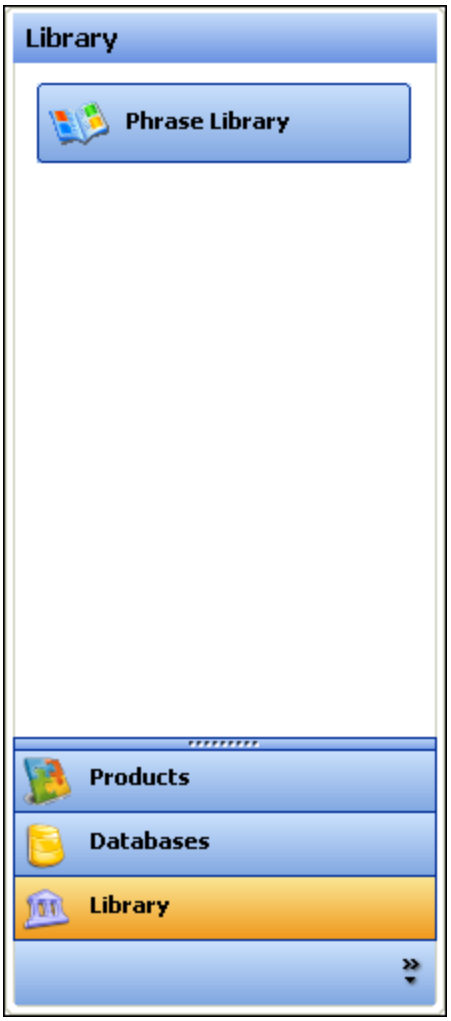
How to Export the Phrases and use Envirosoft's Translation Services

To export items for translation:

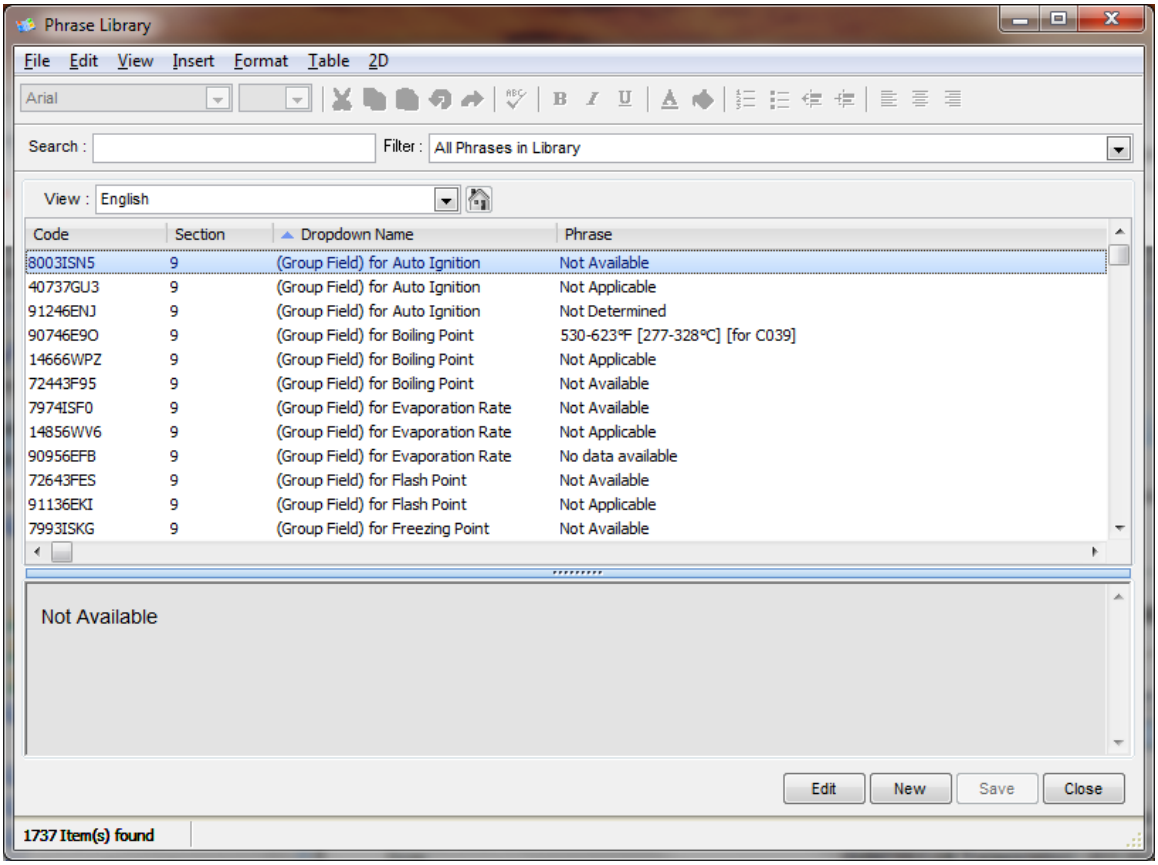
- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Phrase Library**.

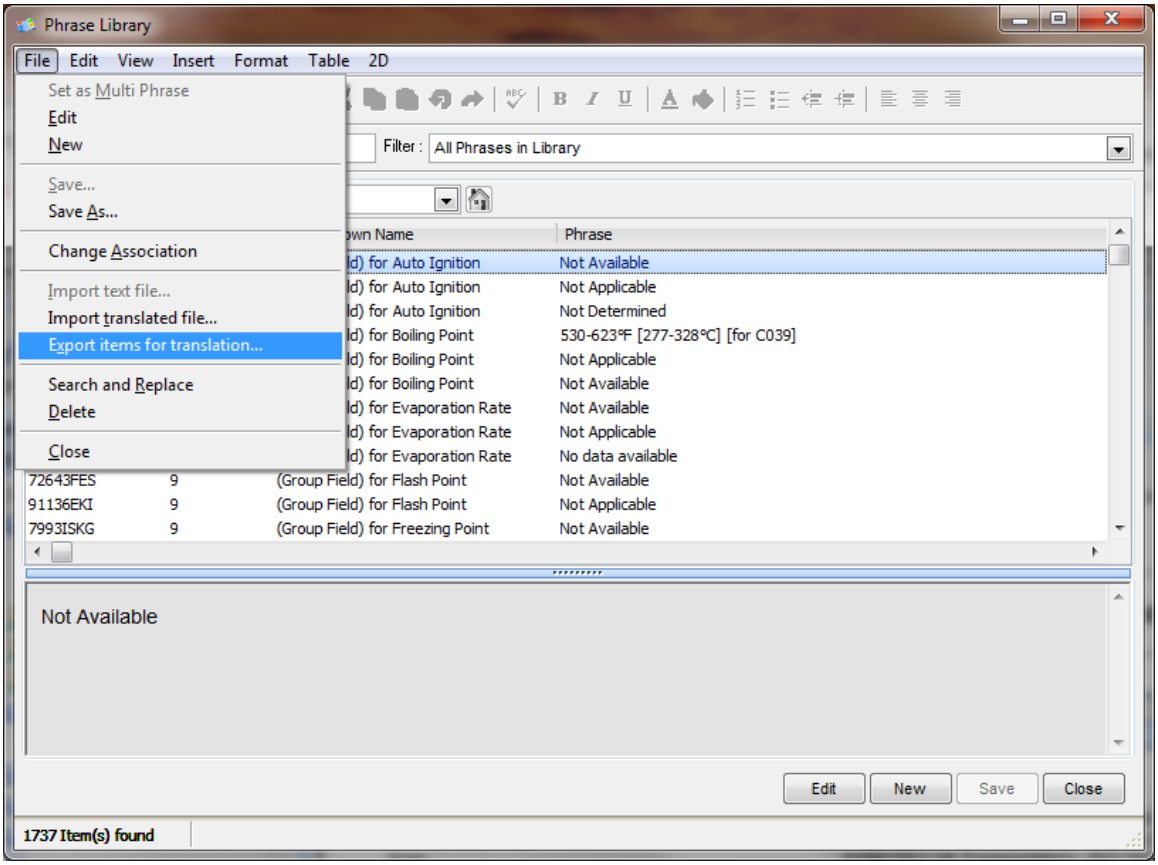
  or

- From the Console, click the **Library** panel then click **Phrase Library.** The **Phrase Library** window is displayed.



Library Panel selected

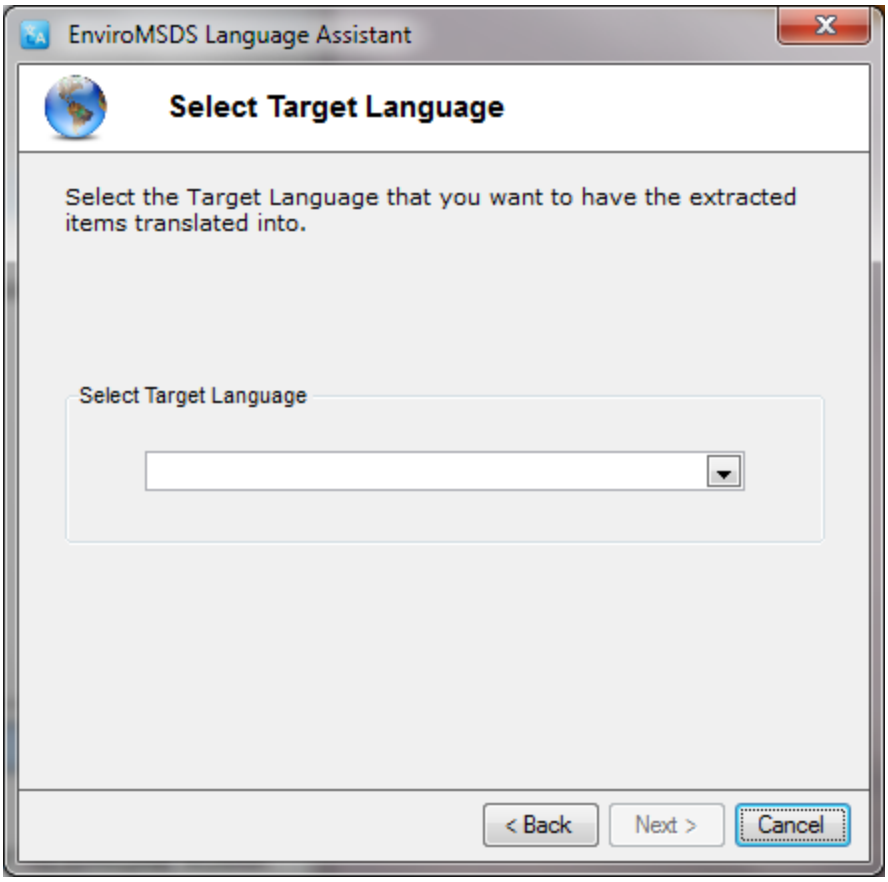

Phrase Library
File Edit View Insert Format Table 2D
Arial
Search :
Filter : All Phrases in Library
View : English
Code Section Dropdown Name Phrase
8003ISN5 9 (Group Field) for Auto Ignition Not Available
40737GU3 9 (Group Field) for Auto Ignition Not Applicable
91246ENJ 9 (Group Field) for Auto Ignition Not Determined
90746E9O 9 (Group Field) for Boiling Point 530-623°F [277-328°C] [for C039]
14666WPZ 9 (Group Field) for Boiling Point Not Applicable
72443F95 9 (Group Field) for Boiling Point Not Available
7974ISF0 9 (Group Field) for Evaporation Rate Not Available
14856WV6 9 (Group Field) for Evaporation Rate Not Applicable
90956EFB 9 (Group Field) for Evaporation Rate No data available
72643FES 9 (Group Field) for Flash Point Not Available
91136EKI 9 (Group Field) for Flash Point Not Applicable
7993ISKG 9 (Group Field) for Freezing Point Not Available
Not Available
Edit New Save Close
1737 Item(s) found



- From the **Menu Bar**, click **File – Export Phrases for translation...** The **Language Assistant Wizard** window is displayed.



- Click **Next** to begin.



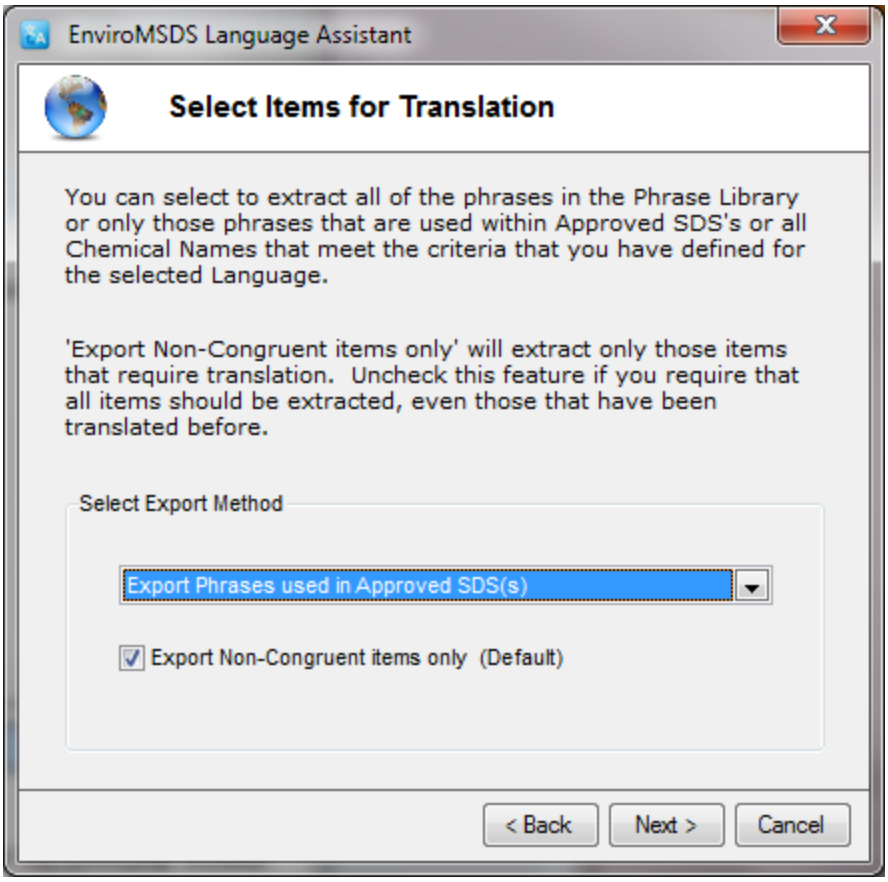
- From the **Select Target Language** dropdown, select the language you want to translate the phrases to.

Note: Only those languages that you have purchased a license for will be available for selection.

For more information on purchasing **Language Modules**, please contact Envirosoft

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- Click **Next**



Select Export Method

- The **Select Items for translation** window, allows you to select the desired export method. This is the way the Language Assistant Wizard will extract the phrases.

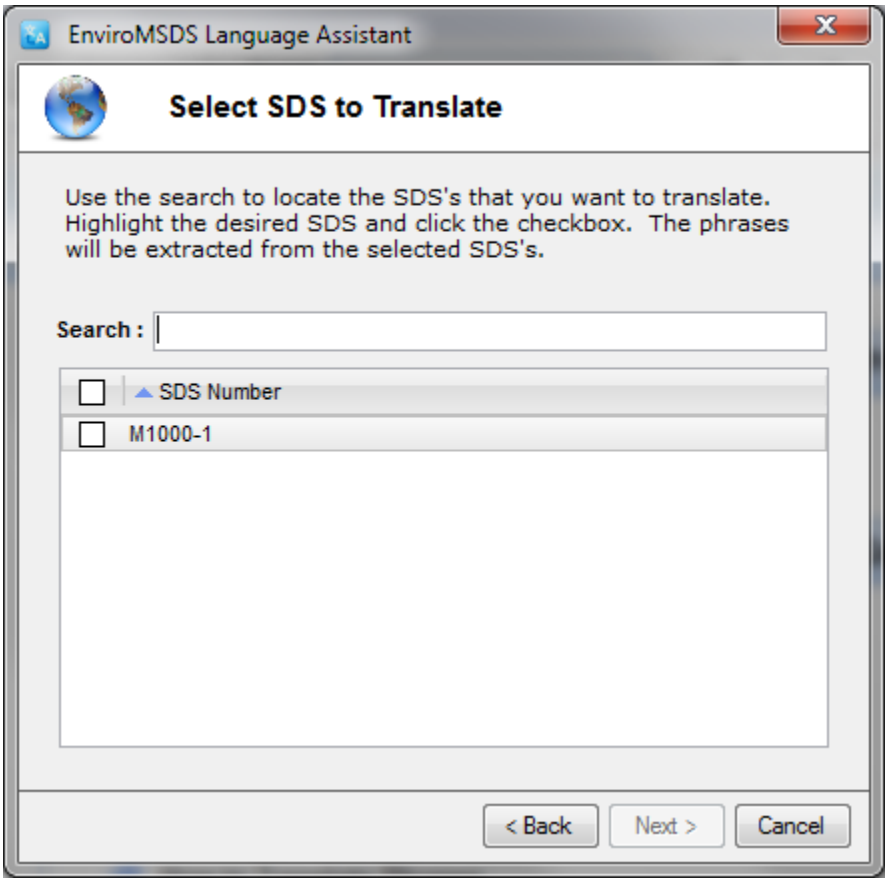
- **Export Phrases used in Approved SDS(s)** option allows you to select from the available Approved SDS(s).
- **Export all Phrases in Library** for the selected language.
- **Export Chemical Names Only**

Note # 1: When using **Export Phrases used within Approved SDS(s)** option, the Wizard will extract each phrase that fits the criteria, however, a phrase will only be extracted one time even if the phrase is found to be used in more than one of the selected SDS's.

Note # 2: The **Export Non-Congruent items only** checkbox allows you to extract only those items that are not congruent with the English text. Either the foreign text exists and the English text has been modified or the foreign text does not yet exist.

Tip: If you want to extract all of the phrases, including already translated phrases, for the selected **Items**, uncheck the **Export Non-Congruent Items only** option.

- Click **Next**



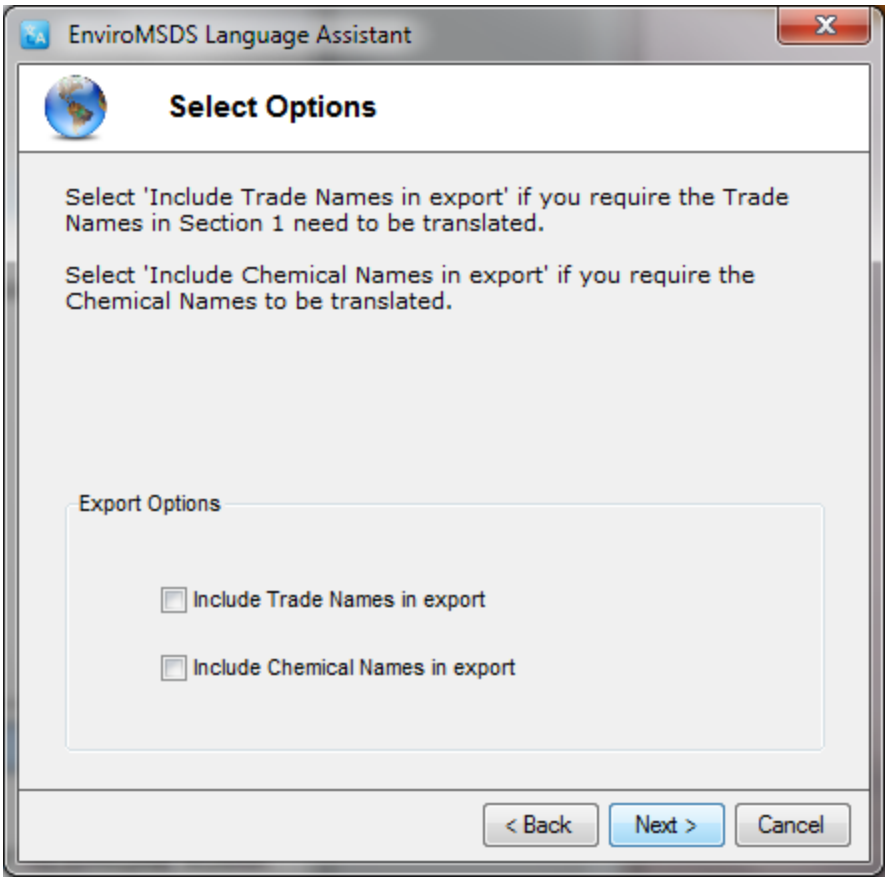
If you selected the **Export all Phrases in Library** option, skip this help section.

- Locate the individual SDS(s) that you want to have translated. Use the Search or scroll through the list of Approved SDS, highlight and click the checkbox.

  Choose as many SDS as you wish. The Wizard will open every selected SDS; analyze the statements based upon the defined criteria.

Tip: To select all available SDS, click the Check Box in the Header of the first column. To uncheck all click it again.

- Click **Next**

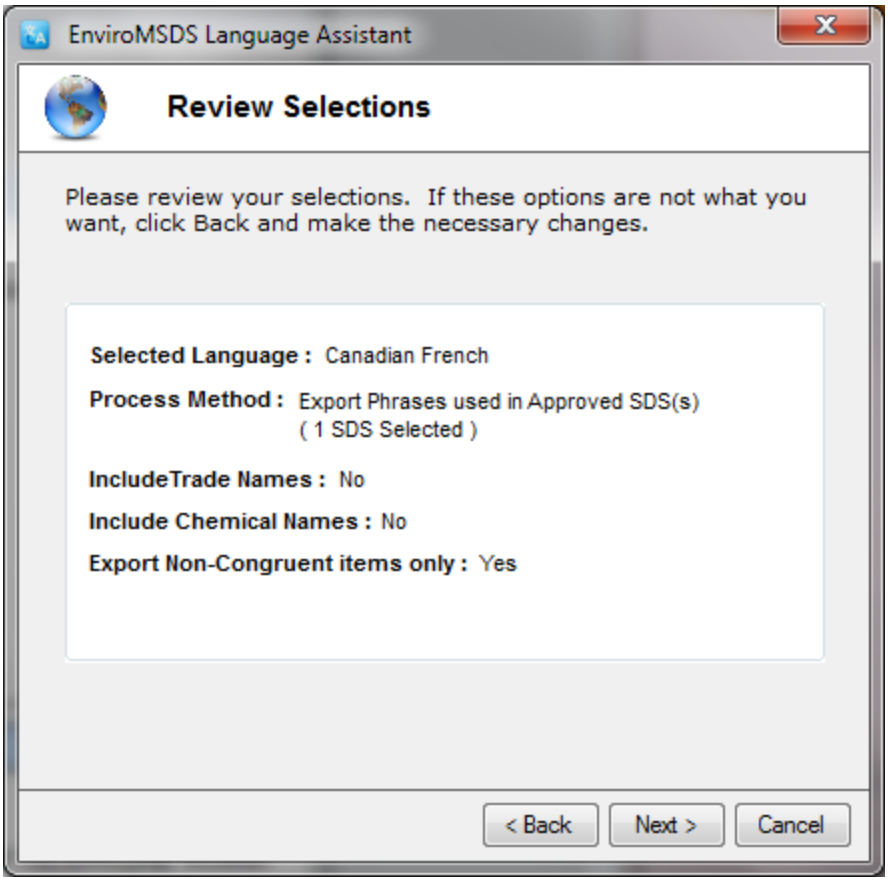


From the **Select Options** window

Please Note: Most companies do not want the added expense of translating a name, however, there have been a few requests for this requirement. Therefore, EnviroMSDS gives you this option. The **default** is that **no translation is required**.

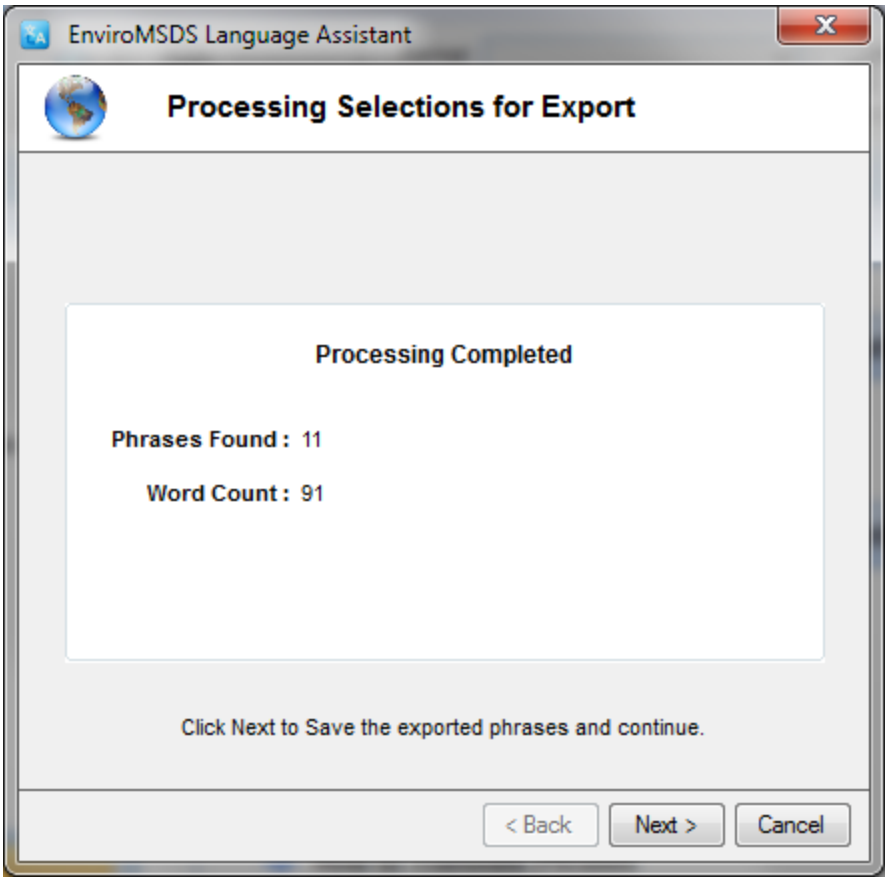
When checked, EnviroMSDS Language Notification Agent will **require** translated Trade Names when composing a foreign language SDS.

- Click the **Include Trade Names in export** checkbox if you want translate Trade Names from Section 1 of the SDS's.
- Click **Next**



From the **Review Selections** window

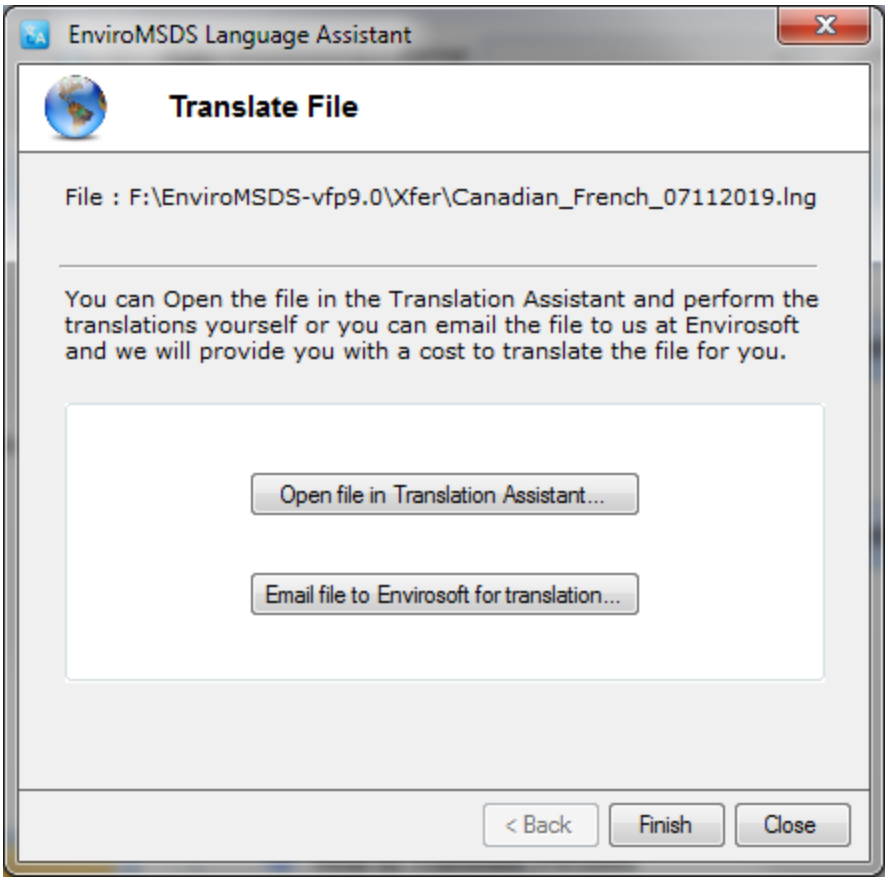
- Verify that all of the criteria is what you want, if not, click **Back** and make your modifications, otherwise, click **Next** to process the selections.



After the items have been selected :

- Click Next to save the results to a file. At the **Save As** window the **EnviroMSDS Authoring\XFER folder** will already be selected, you can save the extracted files there. For each language there will be two files created (*filename*.lng and *filename*.fpt).

Note: You cannot continue until you save the results file.



Translate File Window

At the Translate File window :

- Click **Open file in Translation Assistant** and perform the translations in-house.

  or

- Click **Email file to Envirosoft for Translation** to send the files to Envirosoft to translate the phrases for you and send the completed file back. Envirosoft will provide you with a proposal for the cost of the translations prior to any translation services.

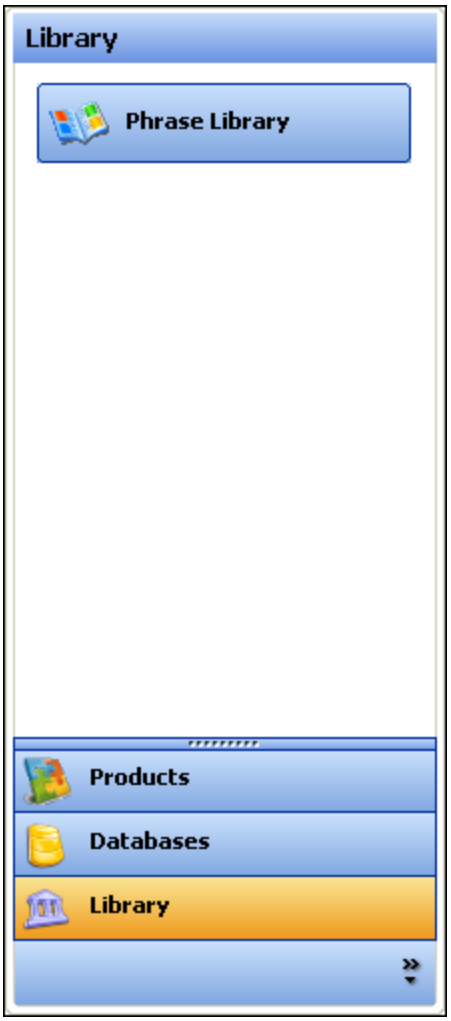
How to Import a Completed Translation File

To import a completed translation file:

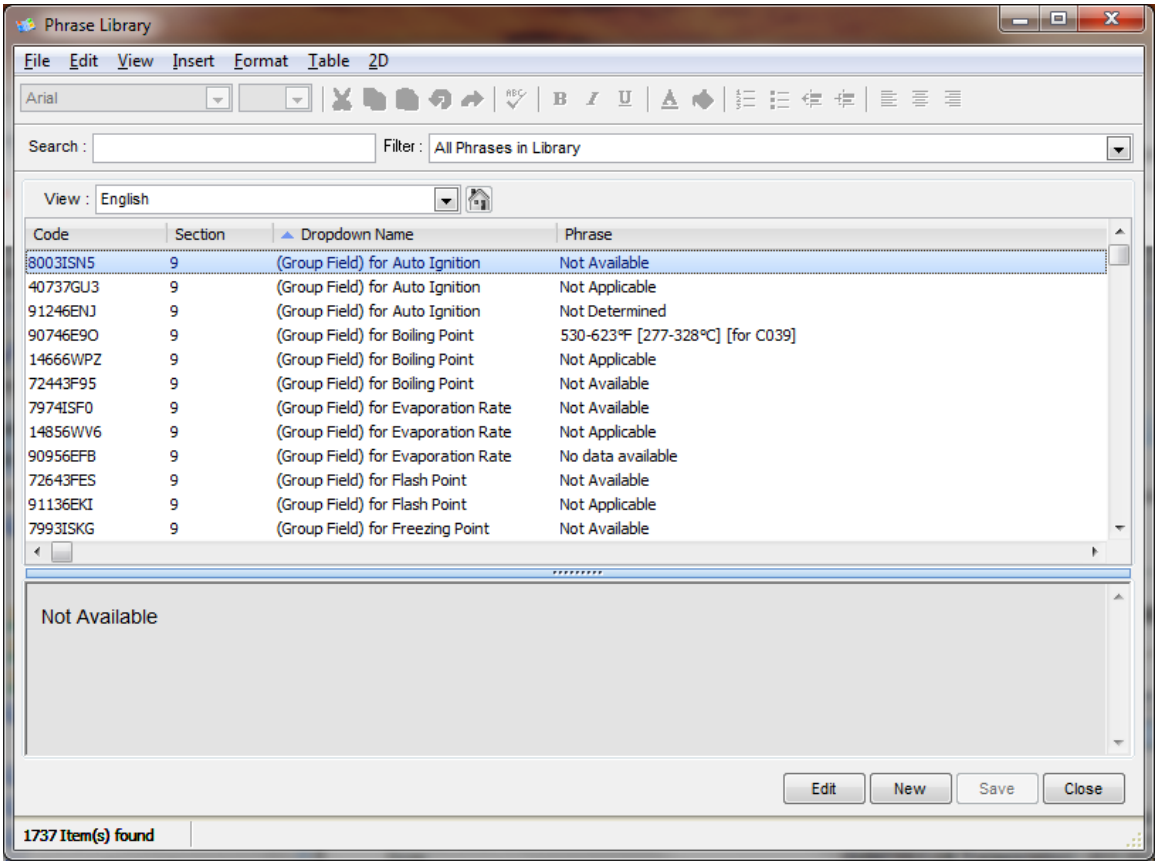
- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Phrase Library**.

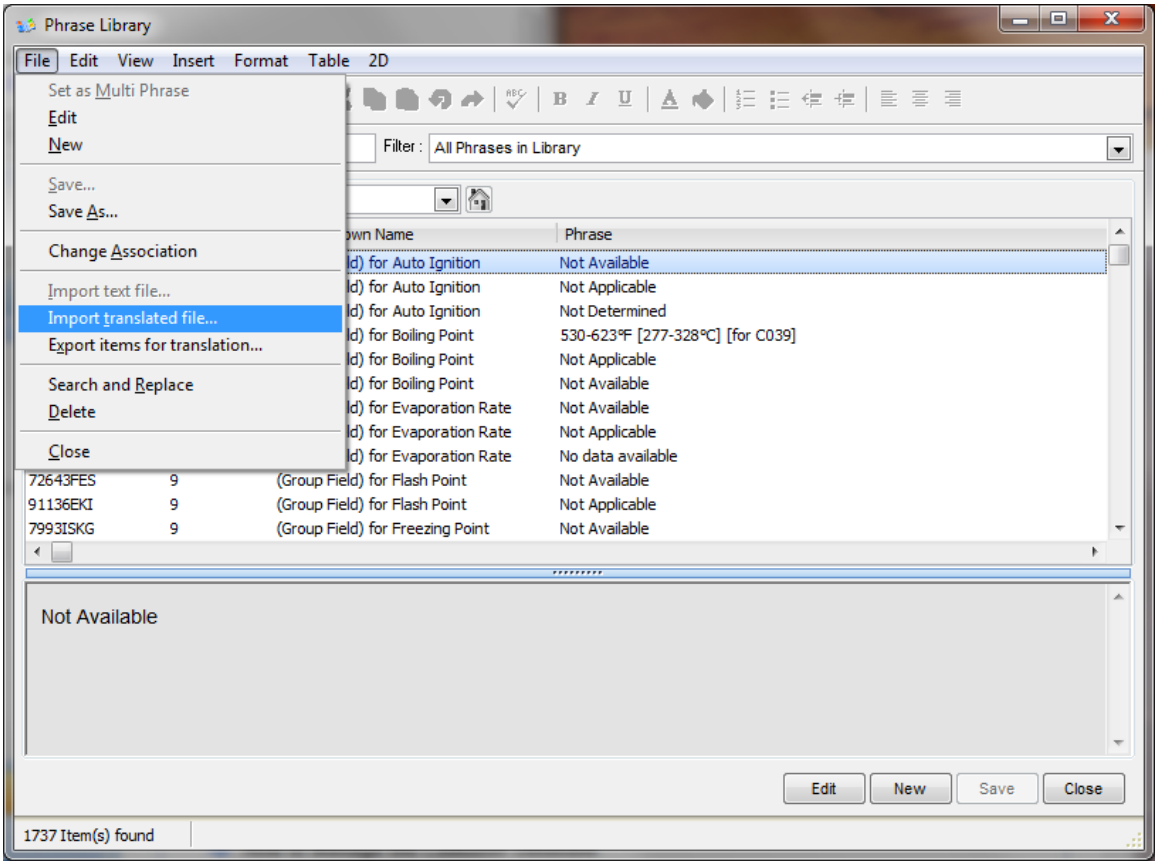
  or

- From the Console, click **Library** then click **Phrase Library.** The **Phrase Library** window is displayed.

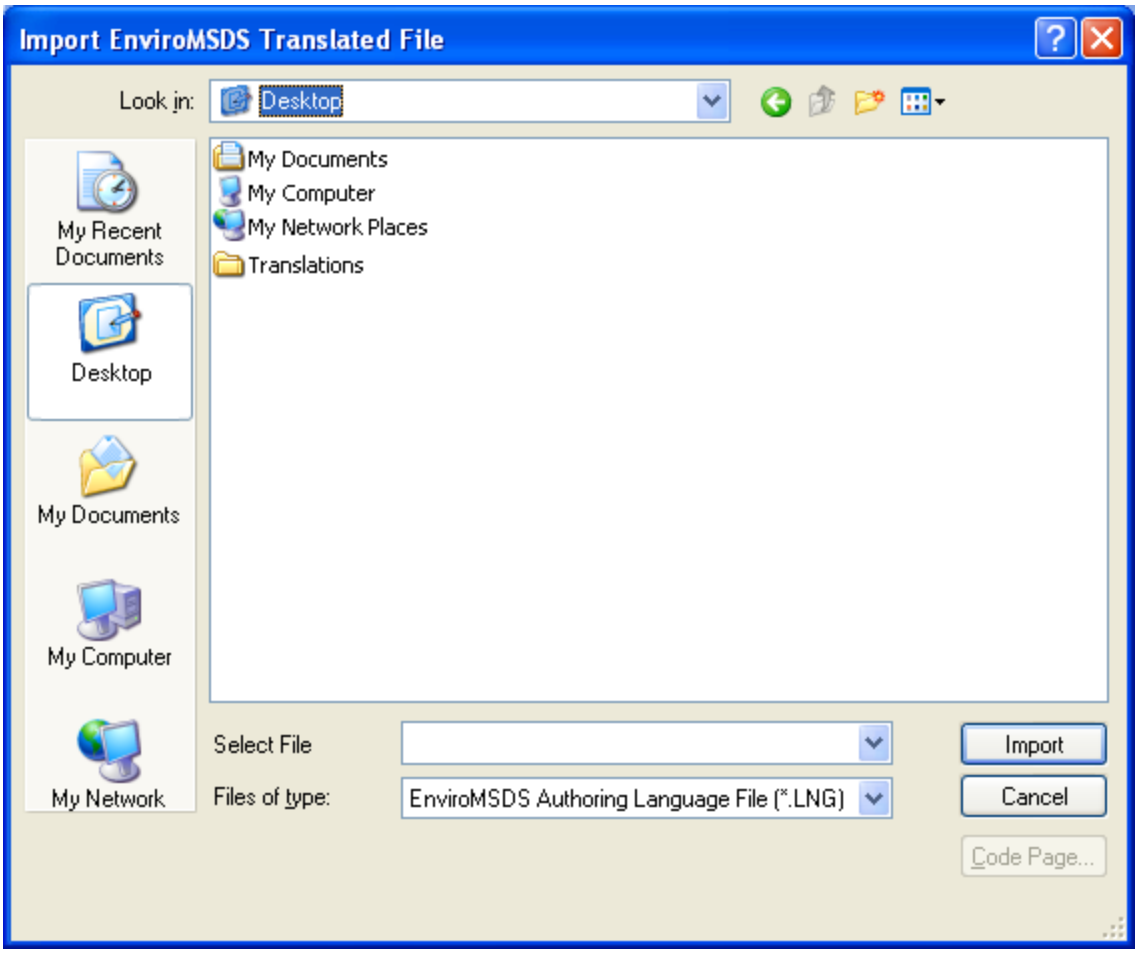


Library panel selected


Phrase Library
File Edit View Insert Format Table 2D
Arial
Search :
Filter : All Phrases in Library
View : English
Code Section Dropdown Name Phrase
8003ISN5 9 (Group Field) for Auto Ignition Not Available
40737GU3 9 (Group Field) for Auto Ignition Not Applicable
91246ENJ 9 (Group Field) for Auto Ignition Not Determined
90746E9O 9 (Group Field) for Boiling Point 530-623°F [277-328°C] [for C039]
14666WPZ 9 (Group Field) for Boiling Point Not Applicable
72443F95 9 (Group Field) for Boiling Point Not Available
7974ISF0 9 (Group Field) for Evaporation Rate Not Available
14856WV6 9 (Group Field) for Evaporation Rate Not Applicable
90956EFB 9 (Group Field) for Evaporation Rate No data available
72643FES 9 (Group Field) for Flash Point Not Available
91136EKI 9 (Group Field) for Flash Point Not Applicable
7993ISKG 9 (Group Field) for Freezing Point Not Available
Not Available
Edit New Save Close
1737 Item(s) found



- From the **Menu Bar**, click **File – Import translated file...** The **Import EnviroMSDS Translated File** window is displayed.



- From the **Import EnviroMSDS Translated File** window, locate and highlight the completed translation file and click **Import**.
- At the confirmation window, click **Yes**, to import the translated phrases.

How to Import a New Language Module

See How to Import a Completed Translation File.

How to Manage the Chemical Database

Overview:

The Chemical Database was designed to allow for basic information concerning specific ingredients. It can be expanded to include any chemical information you want. (For more information on custom services, please contact Envirosoft).

Some of the data fields do not automatically print on an SDS using the supplied SDS formats. However, Envirosoft does provide custom formats to meet your specific requirements. (*For more information on **custom formats***, please contact Envirosoft*).*

All chemicals in **Section 3** of a Product are **linked** to the Chemical Database, therefore, any changes made to a Chemical in the Chemical Database, will affect all Products that contain that Chemical. This is considered a global change.

Please contact Envirosoft if you have your own Chemical Database that you would like to import into EnviroMSDS.

Controlling Chemical Driven table output on SDS

All of the built in tables that output on the SDS formats are data driven via the Chemical Database.

There are two (2) requirements and three (3) levels in which you can control / override the display of the chemicals assigned in Section 3 of a Product SDS :

1. In Section 3 under Alternate Print Options the Print Ingredient checkbox must be checked for the chemical (**Note:** the Wt.% or Vol.% must be greater than 0)

   From the Chemical Database the chemical must be included to **Display** in one or more of the following built in tables via:

   - Adding Chemical Properties information
   - Adding Acute Toxicity information
   - Adding Aquatic Ecotoxicity information
   - Adding Carcinogen information
   - Adding SARA 313 information
   - Adding CERCLA (Comprehensive Environmental Response and Compensation Liability Act)
   - Adding TSCA (Toxic Substance Control Act)
   - Adding CAAA (Clean Air Act Amendments) information
   - Adding State(s) with Special Requirements
   - Adding California Proposition 65 information
   - Adding OEL's (Occupational Exposure Limits)
   - Adding DNEL's (Derived No Effect Levels) for Consumers
   - Adding DNEL's (Derived No Effect Levels) for Workers
   - Adding PNEC's (Predicted No Effect Concentration)
   - REACH SVHC (Substances of Very High Concern) List
   - REACH Restricted Chemical List
   - REACH SCLs (Specific Concentration Limits), M-factors, ATEs (Acute Toxicity Estimates)
   - NDSL (Non-Domestic Substances List)
   - NPRI (National Pollutant Release Inventory)

2. The table must be checked for the selected SDS format for the table to be generated for any chemical. To include a table for output on the SDS Format, see: SDS Table Options

3. To further control the table generation for an individual SDS, see: How to Define SDS Preferences

4. To further control which table(s) a chemical in Section 3 for an individual SDS can display, see: How to Customize Table Output for each ingredient

How to Add a Chemical

To add a new Chemical:

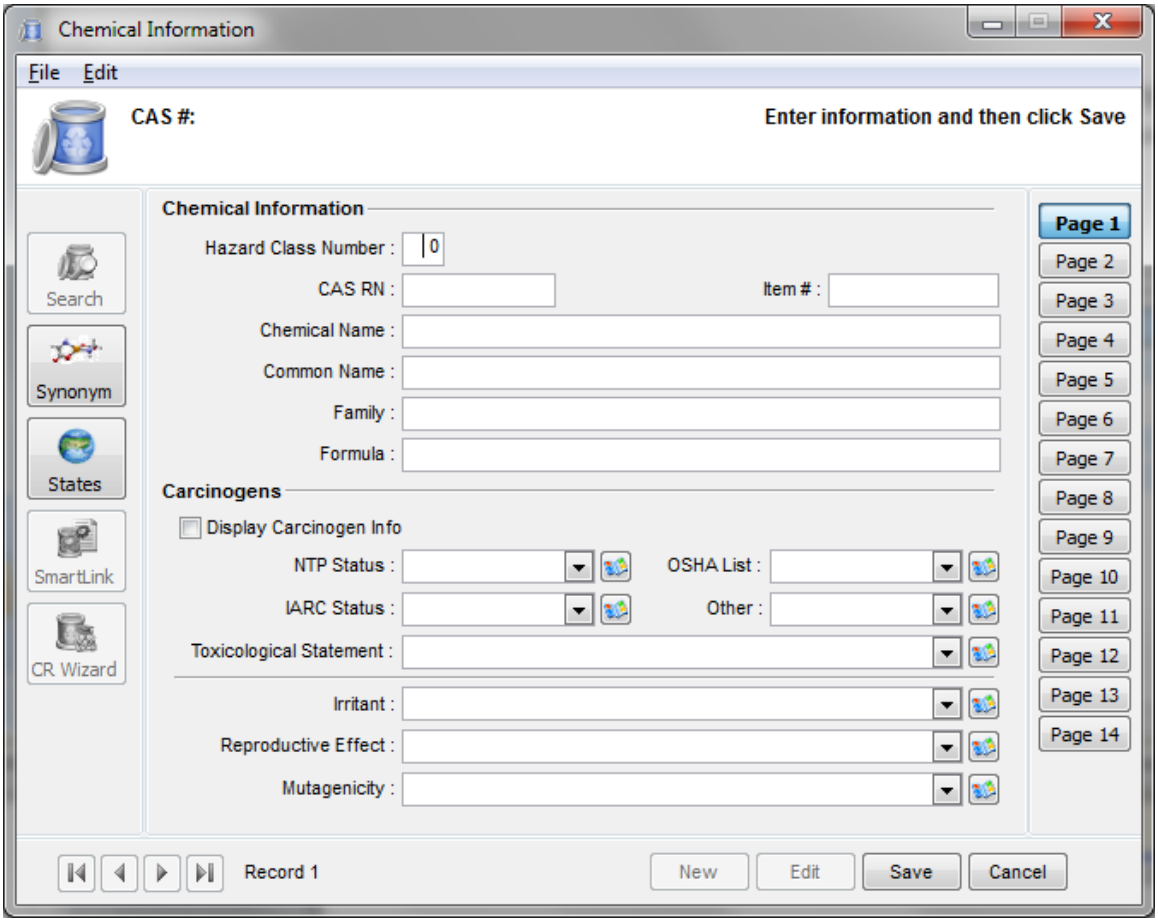
- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed.



Database Panel



Chemical Database Window – Creating a New Chemical

- Click **New**.
- Fill out all the appropriate information.
- Click **Save** to save your information.

  or
- Click Cancel to abort your changes.
- Click **Close**.

Note: There are many pages of information in the Chemical Database that are available.

Tip: You can leave the **CAS#** field blank.

How to Edit a Chemical

To edit a chemical:

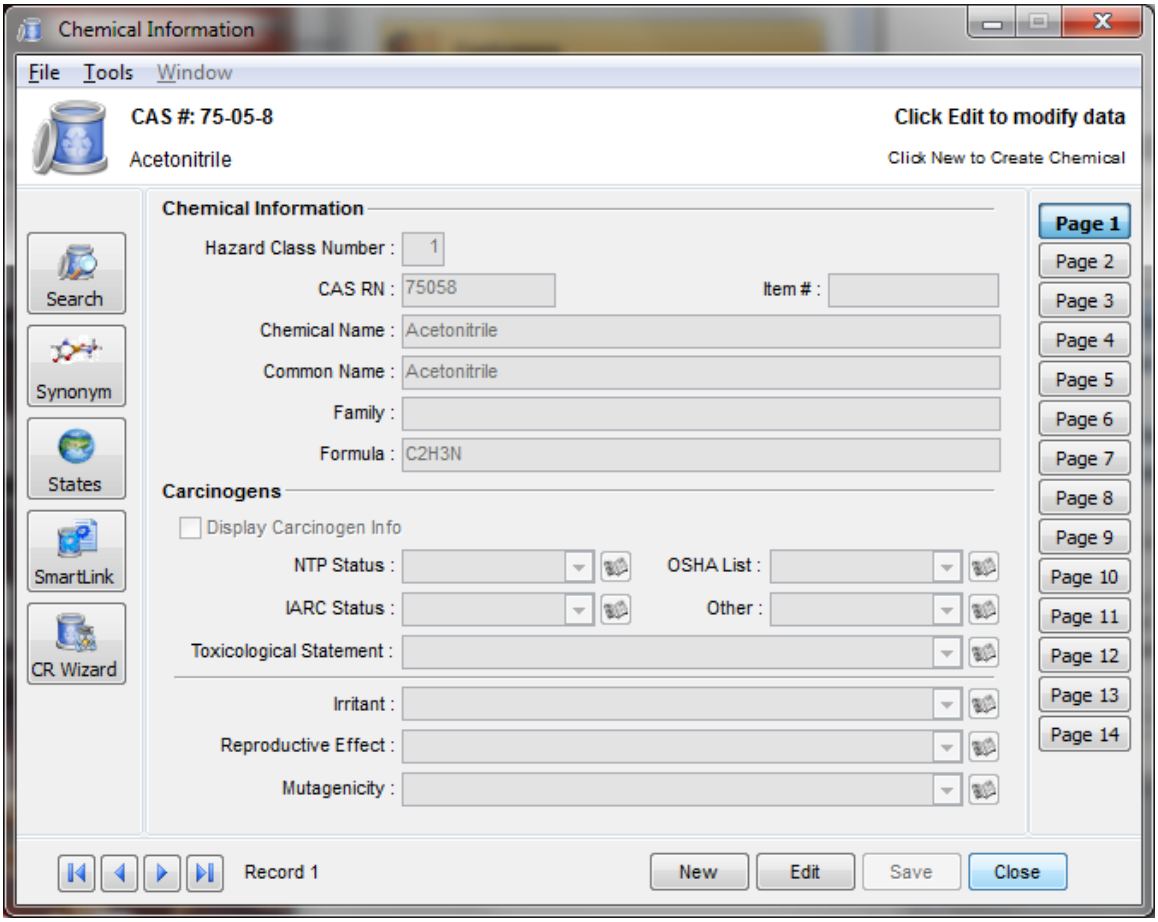
- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.**



Database Panel



Chemical Database Window – View mode.

- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button.
- The Search window is displayed. For more information on searching, see How to Search for a Chemical
- With the desired Chemical record loaded in the Chemical window, Click **Edit**.
- Make the necessary changes.
- Click **Save** to save your information.

  or

- Click **Cancel** to abort your changes.
- Click **Close**.

How to Delete a Chemical

To delete a Chemical:

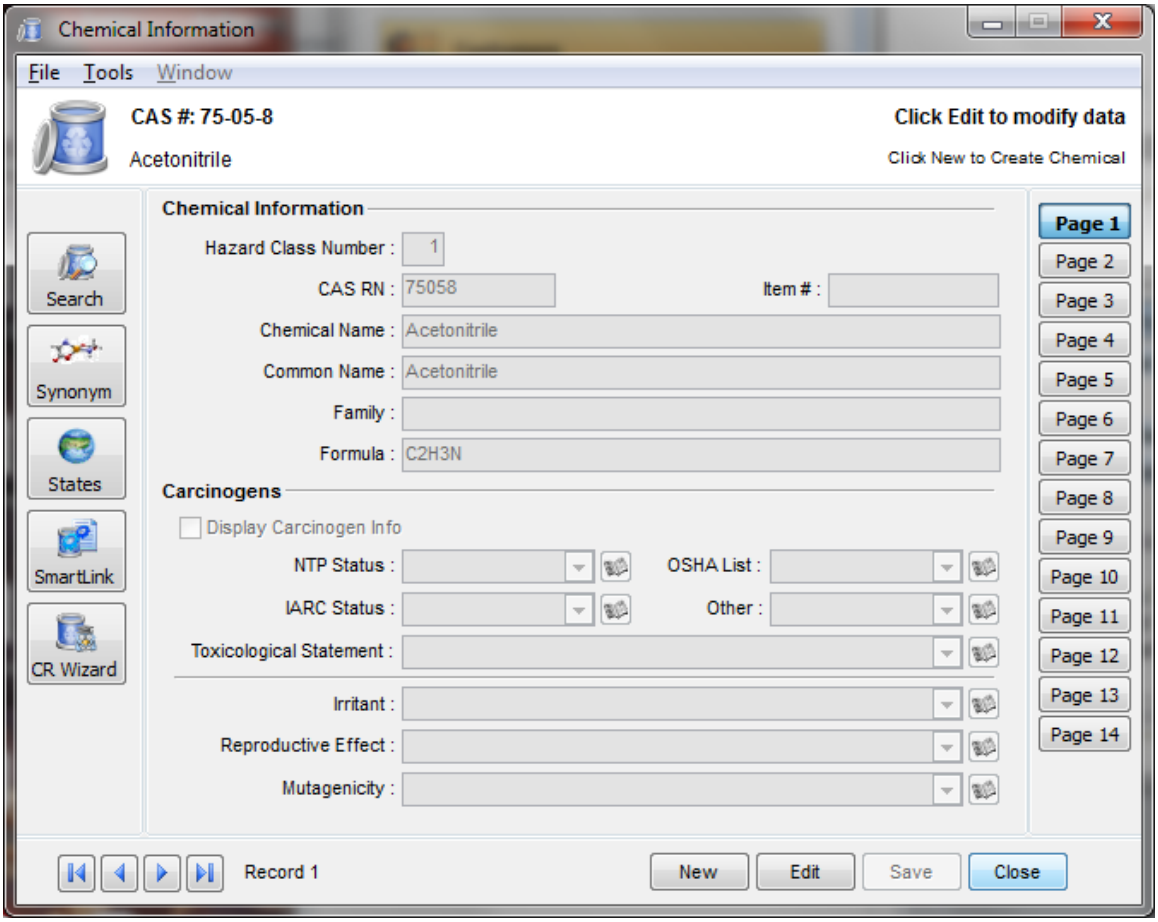
- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed



Database Panel



Chemical Database Window – View mode.

- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button.
- The Search window is displayed. For more information on searching, see How to Search for a Chemical
- With the desired Chemical record loaded in the Chemical window, from the Menu Bar, select **File – Delete Chemical**. A confirmation message window is displayed.
- If you are sure that you want to remove the selected chemical from the Chemical Database, click **Yes**, otherwise, click **No**.

Warning: Once a chemical is deleted, it is ***unrecoverable***.

Note: This feature requires a Security Level of Administrator or Manager.

How to Search for a Chemical

The Search command offers the most direct way to locate a Chemical. Use Search if you know the name of the item you want to find. If you only know part of the name, that is ok, EnviroMSDS will locate all items that include that part in the name. For example, 'tolu' will find 'Dinitrotoluol', 'Toluene', and 'm-Nitrotoluene'.

To search for a Chemical:

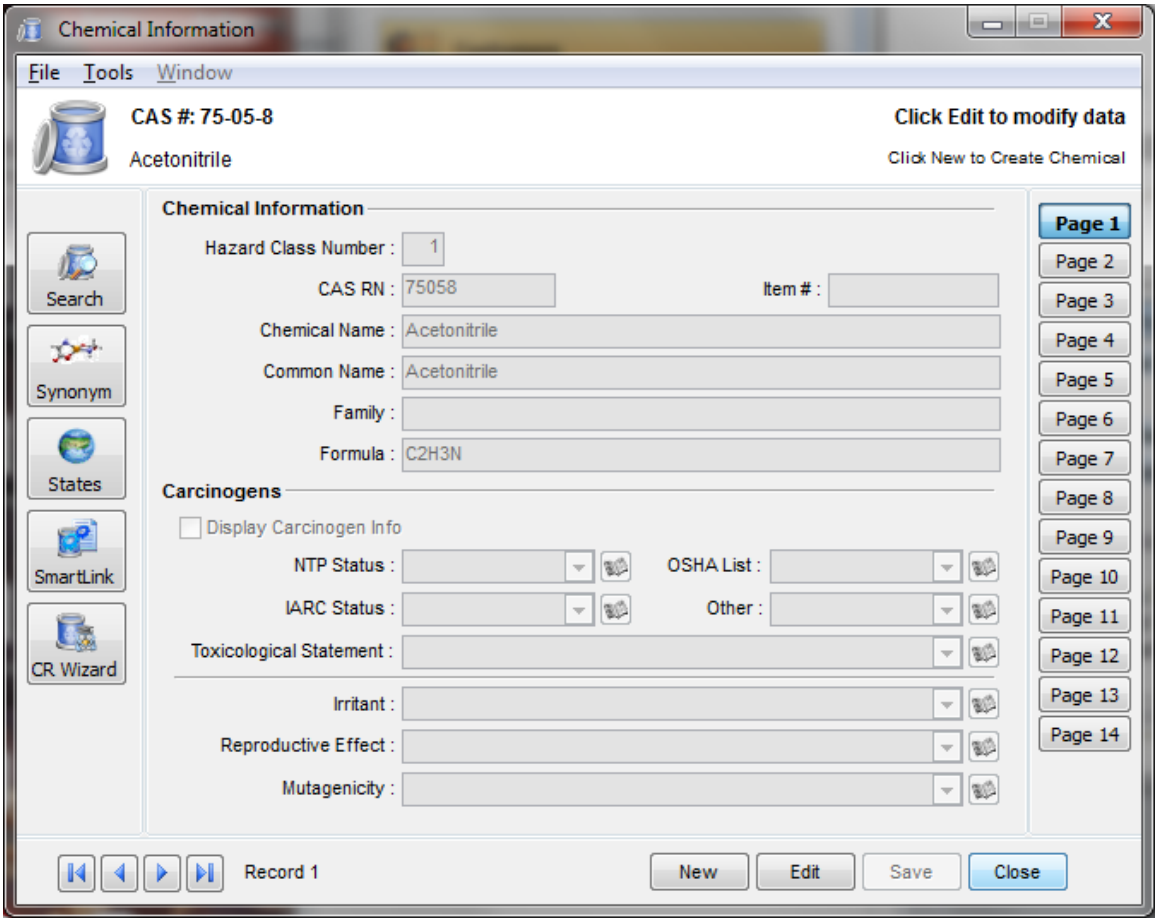
- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed.



Database Panel



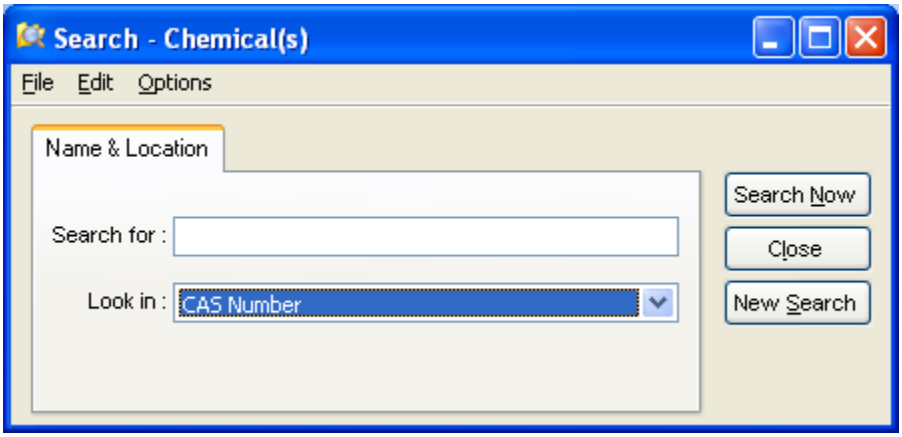
Chemical Database Window – View mode

- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search…**

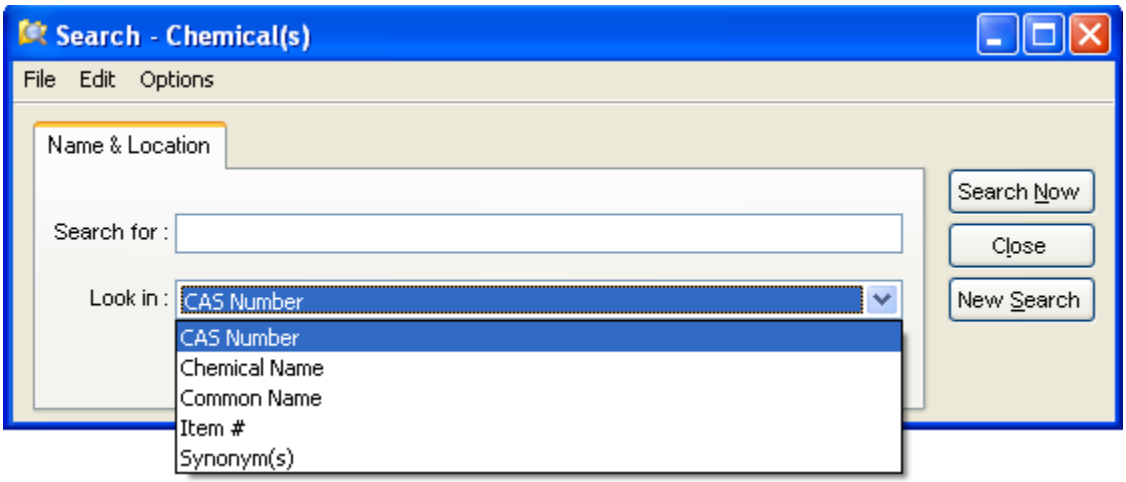
  or

- Click the **Search** 

button. The **Chemical Search** window will appear.



- First adjust the size and position of the Search window.



Chemical Search Window

With the **Look in**: dropdown list opened, you can select from the above choices to search for a Chemical.

- In **Search for**, type all or part of the item you want to find.
- In **Look in**, select the field you want to search.
- Click **Search Now**.
- If the item you want is in the list of found records, highlight the desired item and either double click or choose the **Select** button. This will open the selected Chemical.

Tip #1: If you leave the **Search for:** blank and select Search Now the search will locate all items containing the search for text within the chosen Look in: field.

Tip #2: To clear the search criteria fields and begin a new search, click New Search.

Tip #3: Under Options, you may elect that the search is performed as Case Sensitive (the default is Case Insensitive). Also, you can set whether the search window is closed after an item is selected (default) or if it remains open.

Tip #4: You can also open multiple search windows and create search lists with different criteria and results. By electing to keep the search window open after a selection you will be able to open other items from the same search window.

Notes: If you get too many results, try entering more detailed search criteria to make your search more specific.

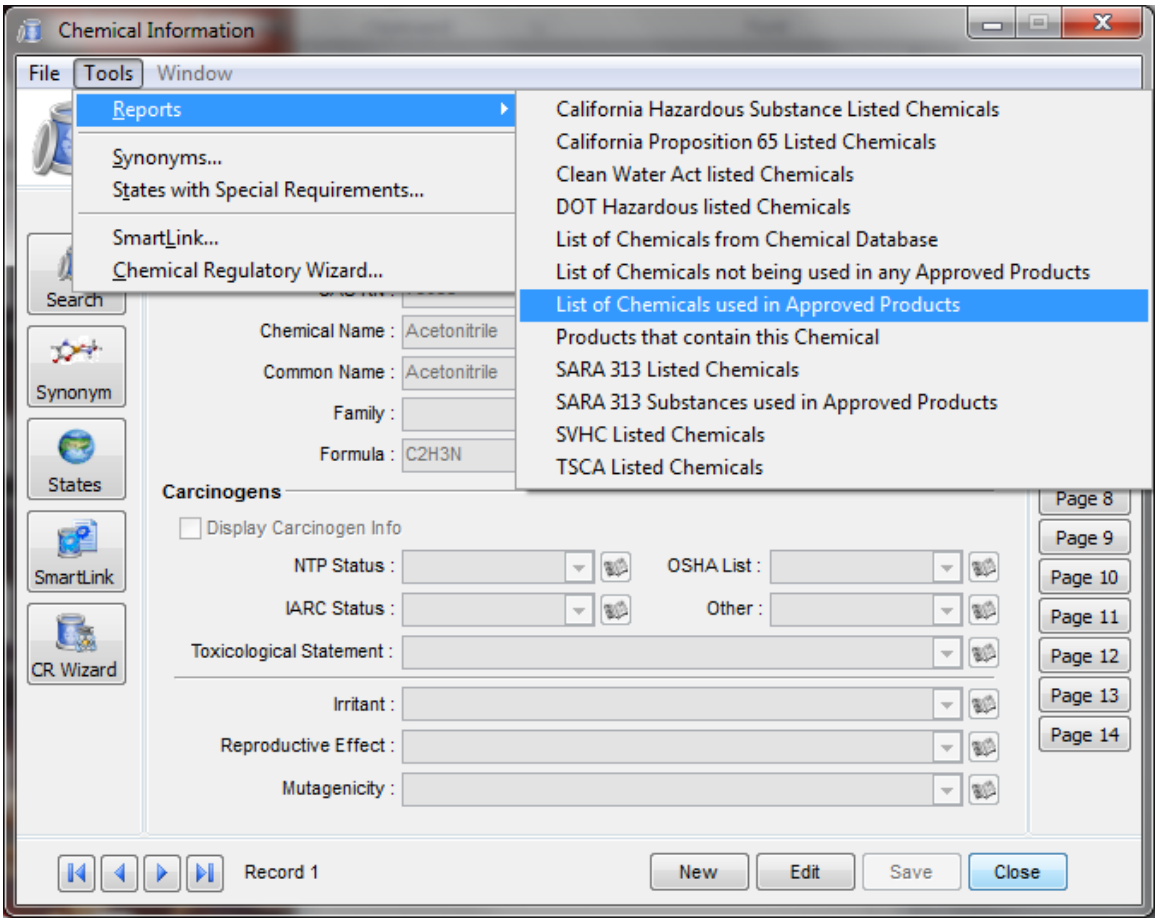
Chemical Reports

There are many designed report templates available. The reports are a designed in the Report & Label Manager. Often new reports templates are included with new updates of the EnviroMSDS Authoring software.

If you require a report template that is not available, Please contact Envirosoft and we can create it for you.

To view a report :

- From the **Chemical Database** window, go to the **Menu** bar select **Tools – Reports**

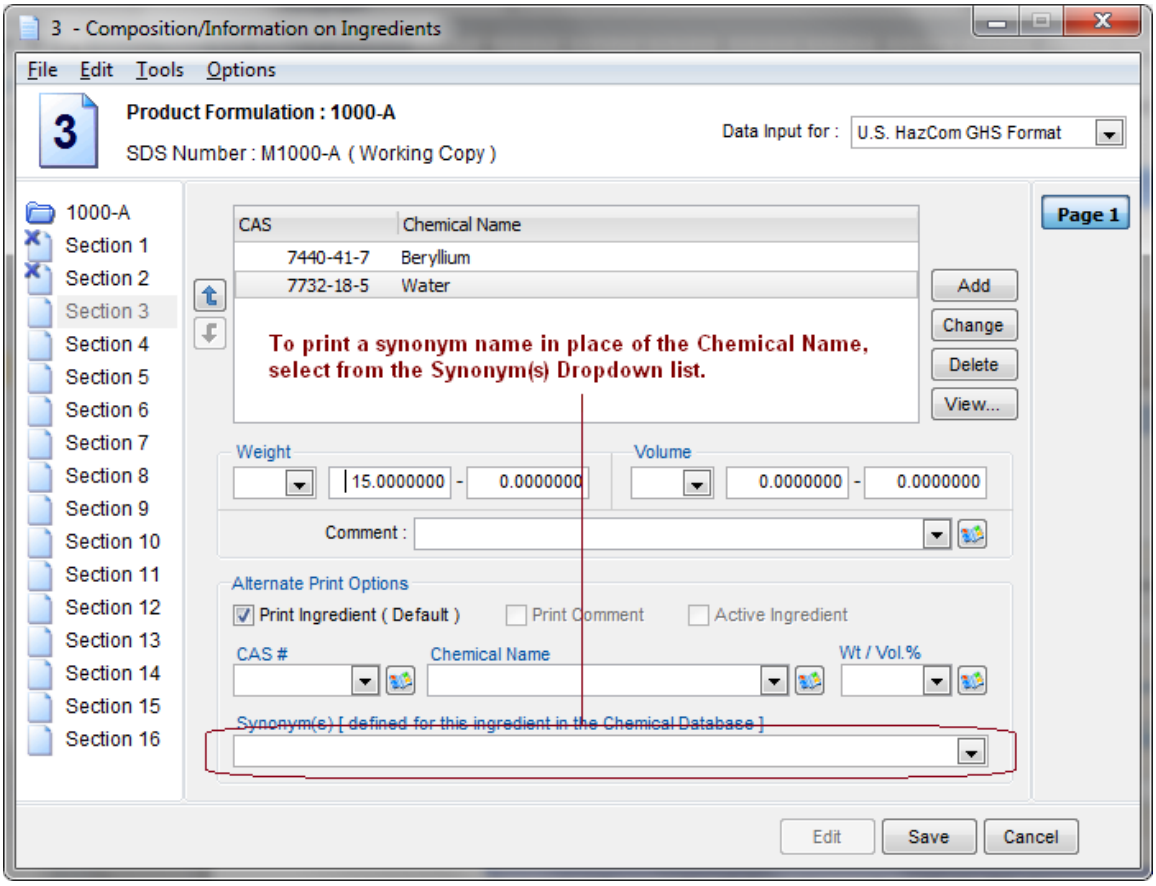


Chemical Synonyms

Overview:

Chemical synonyms are simply other names used to represent a specific chemical. You can add as many synonym names as you like for each chemical in the Chemical Database.

Tip: In **Section 3 – Composition / Information on Ingredients** of a Product, selecting a chemical from the Chemical Database that you have supplied synonym(s) for allows you another option of overriding the default method of printing the Chemical Name on the SDS.



Note: By selecting a synonym from the **Synonym(s) [defined for this ingredient in the Chemical Database]** Dropdown, EnviroMSDS will print the selected synonym name in place of the Chemical Name on the SDS. This option can be used as a form of masking the real Chemical Name or simply using a generic name in place of the technical name.

How to Add Synonyms to a Chemical

To add synonyms to a Chemical:

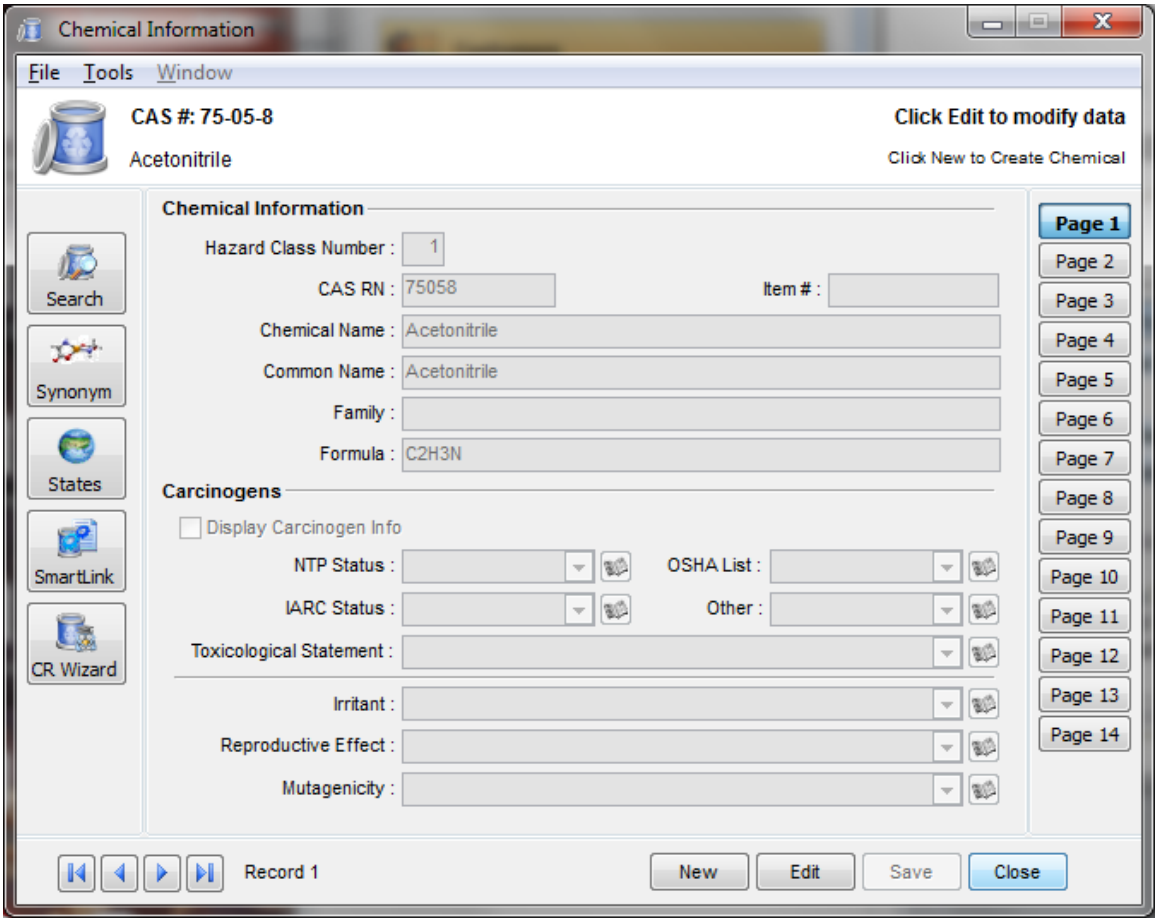
- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed.



Database Panel



Chemical Database Window – View mode

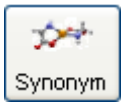
- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

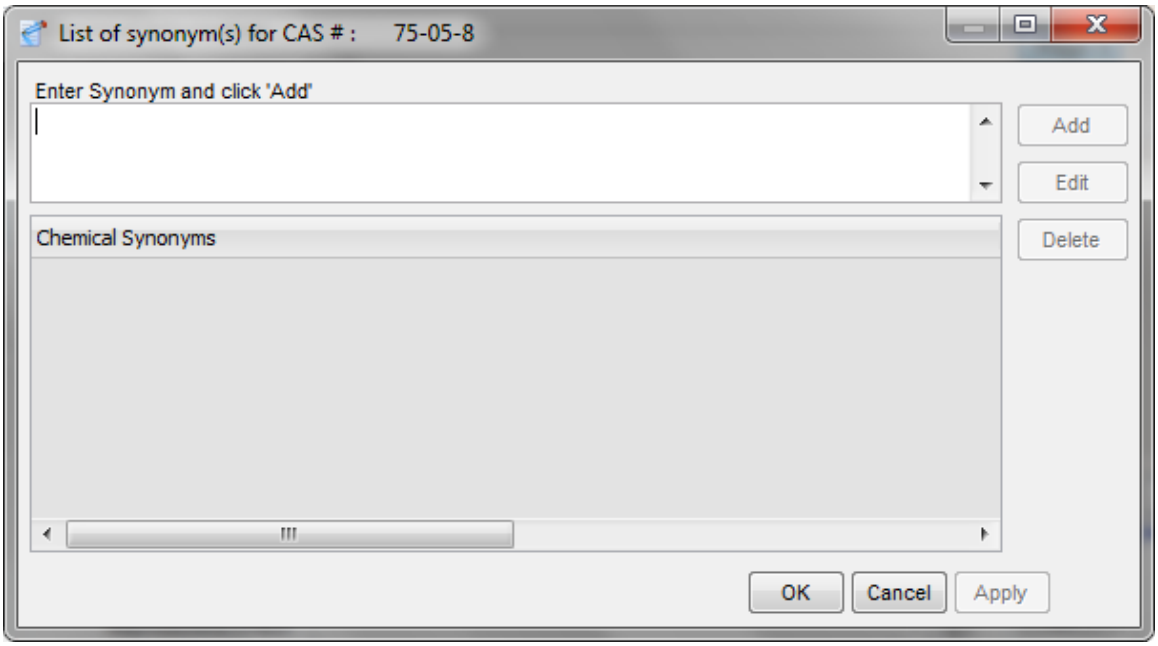
- Click the **Search** 

button.
- The Search window is displayed. For more information on searching, see How to Search for a Chemical
- With the desired Chemical record loaded in the Chemical window, from the Menu Bar, select **Tools - Synonyms**.

  or

- Click the **Synonym** 

button. The **List of Synonym(s) for CAS#:** window is displayed.



List of Synonym(s) Window

- From the Enter Synonym field, enter the Synonym name.
- Click **Add**. The Synonym has been added to the list; however, you will need to save this change for it to remain in the list.
- Continue to add all of the Synonyms that you want.
- Click **Ok** to save your changes and exit the window.

  or

- Click **Cancel** to abort your changes and exit the window.

How to Edit a Synonym

To edit the synonyms for a Chemical:

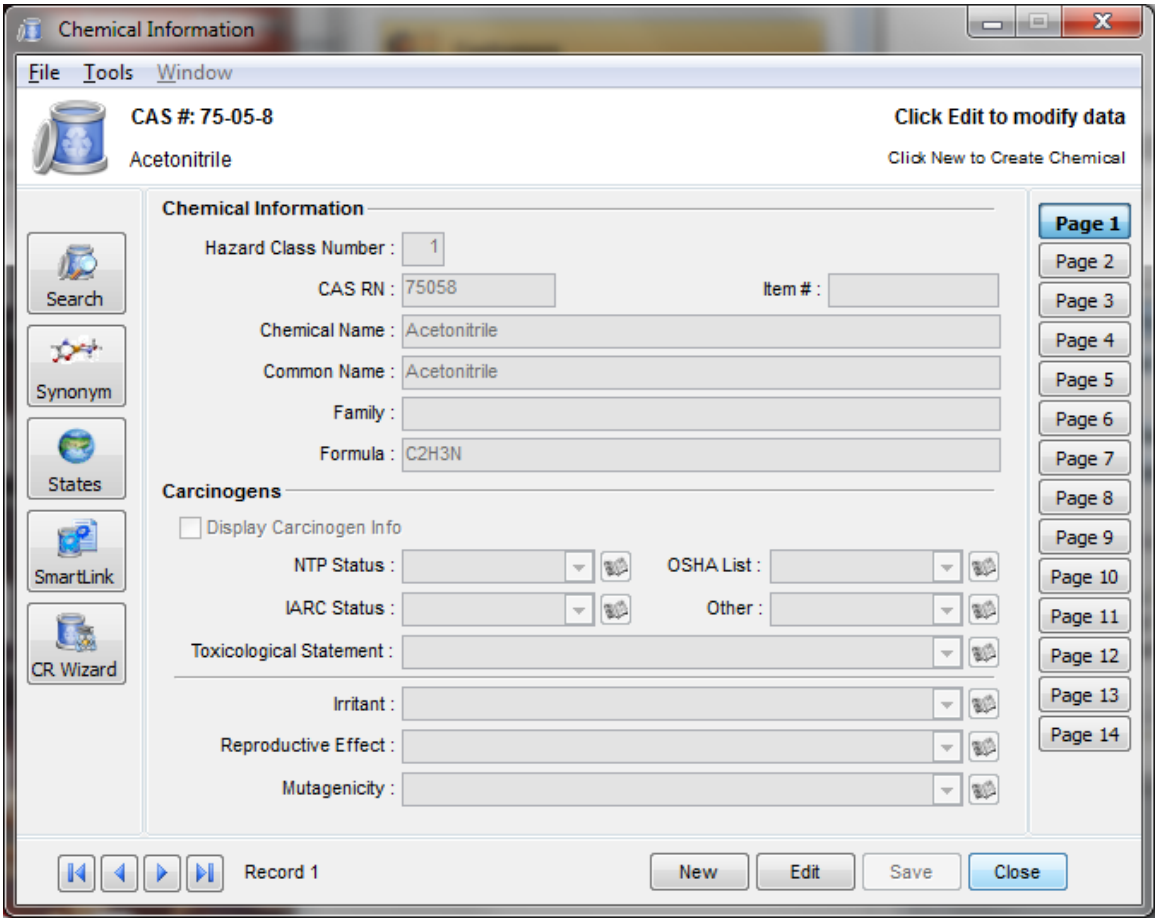
- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed.



Database Panel



Chemical Database Window – View mode

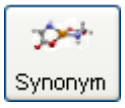
- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

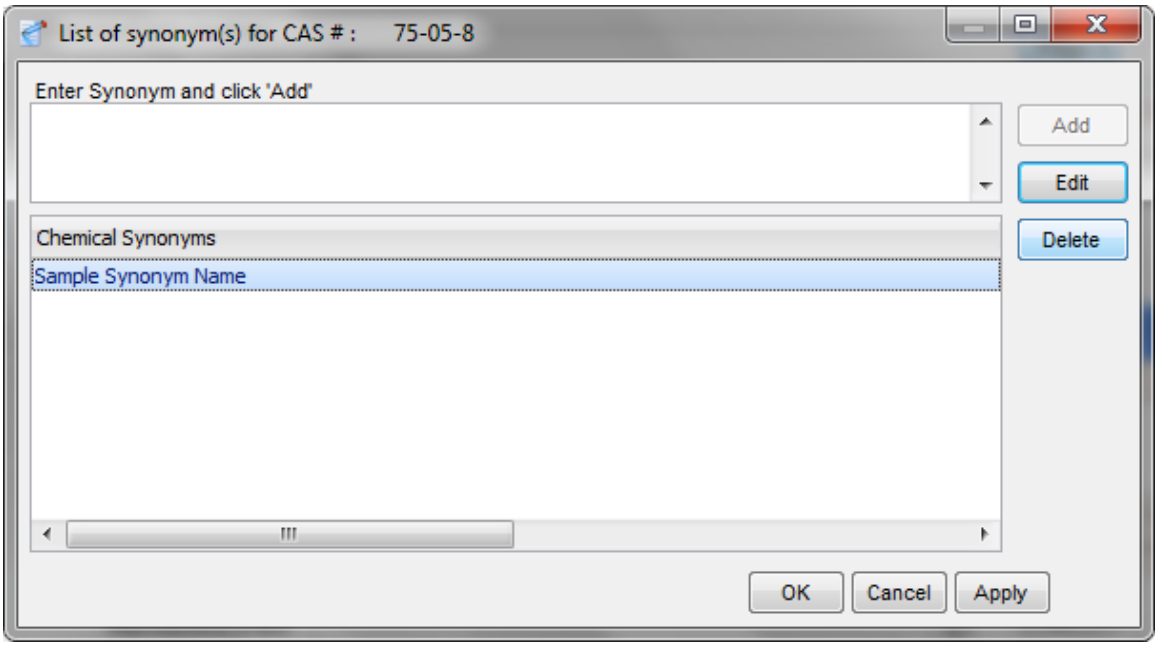
- Click the **Search** 

button.
- The Chemical Search window will appear. For more information on searching, see How to Search for a Chemical
- With the desired Chemical record loaded in the Chemical window, from the Menu Bar, select **Tools - Synonyms**.

  or

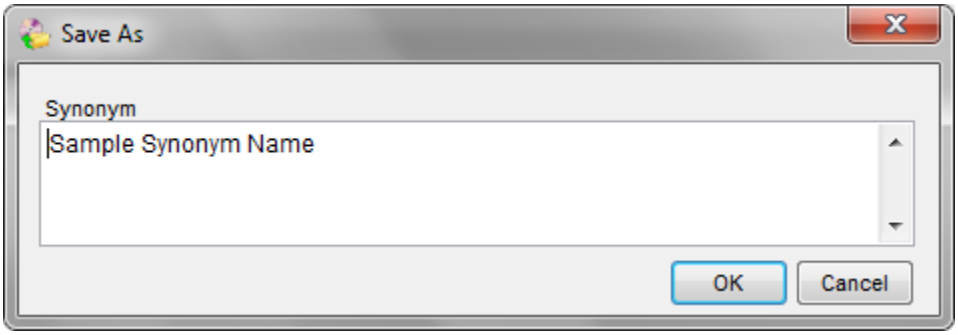
- Click the **Synonym** 

button. The **List of Synonym(s) for CAS#:** window is displayed.



List of Synonym(s) Window

- Highlight the desired synonym from the Chemical Synonyms list and click **Edit.** The **Save As** window is displayed with the synonym name loaded into the edit box.



Synonym Save As Window

- Make the changes that you want.
- Click **OK** to save your changes.

  or
- Click **Cancel** to abort your changes.
- Continue to modify all of the Synonyms that you want.
- Click **Ok** to save your changes and exit the **Save As** window.

  or
- Click **Cancel** to abort your changes and exit the **Save As** window.

How to Delete a Synonym from a Chemical

To delete a synonym from a chemical:

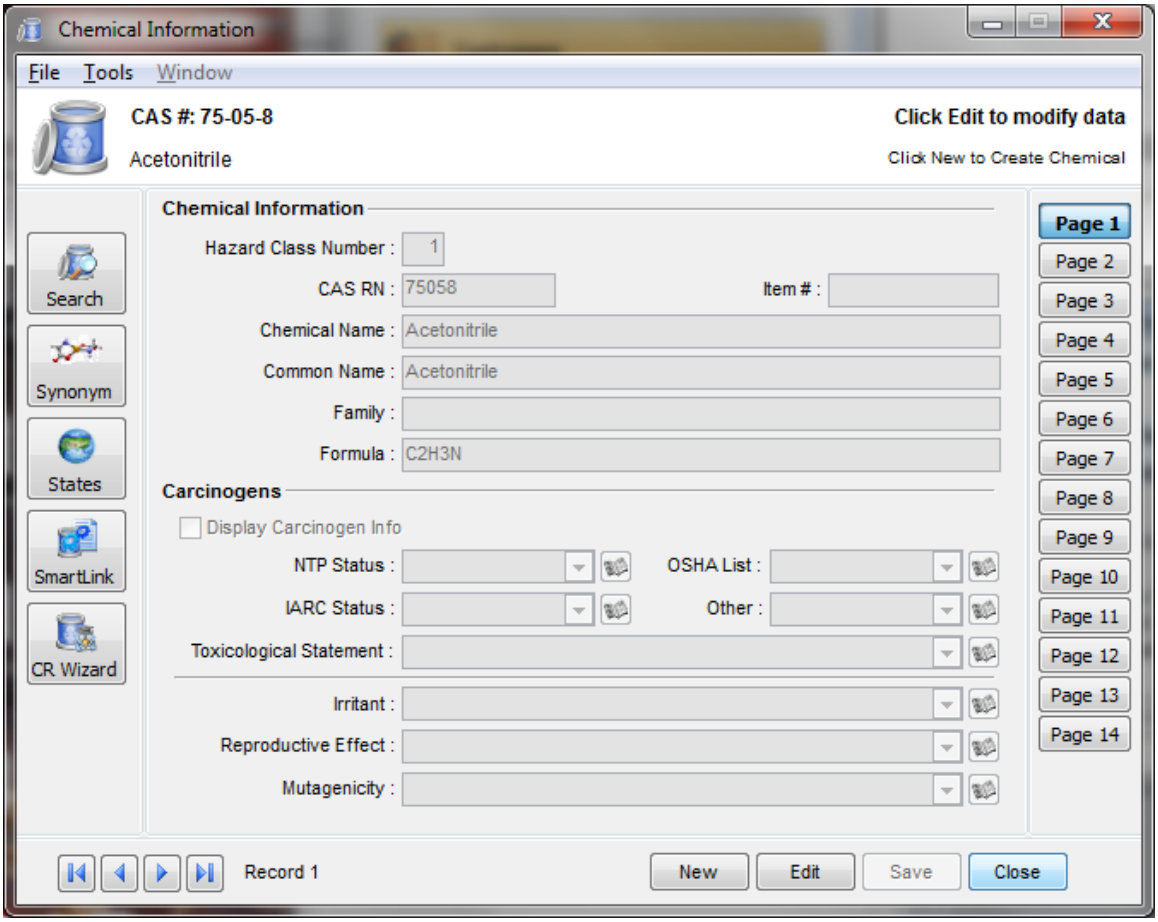
- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed



Database Panel



Chemical Database Window – View mode

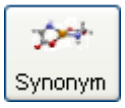
- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

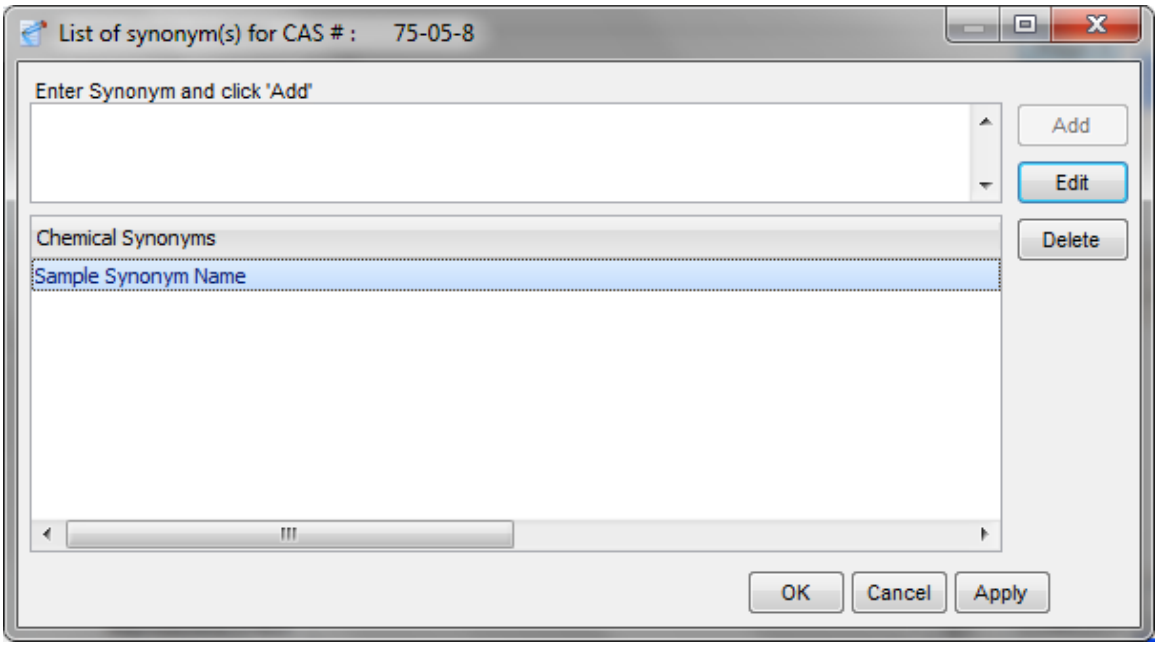
- Click the **Search** 

button.
- The Chemical Search window will appear. For more information on searching, see How to Search for a Chemical
- With the desired Chemical record loaded in the Chemical window, from the Menu Bar, select **Tools - Synonyms**.

  or

- Click the **Synonym** 

button. The **List of Synonym(s) for CAS#:** window is displayed.



List of Synonym(s) Window

- Highlight the desired synonym from the Chemical Synonyms list and click **Delete.** A message window will ask you to confirm the deletion. Click **Yes** to continue the deletion process, click **No** to exit without deleting the synonym.

Warnings: Once a synonym is deleted, it is ***unrecoverable.***

Note: If the synonym being deleted is used in any Product(s) - Section 3's Synonym Dropdown, the Chemical Name will print on the SDS by default.

States with Special Requirements

Overview:

This feature allows you to enter information about specific States that may have special restrictions, regulations or requirements on certain chemicals. You can associate a phrase to the State and you can even provide a De minimus value that will determine whether or not the State information will actually print on the SDS.

Adding State(s) with Special Requirements Information

To add State information to a chemical:

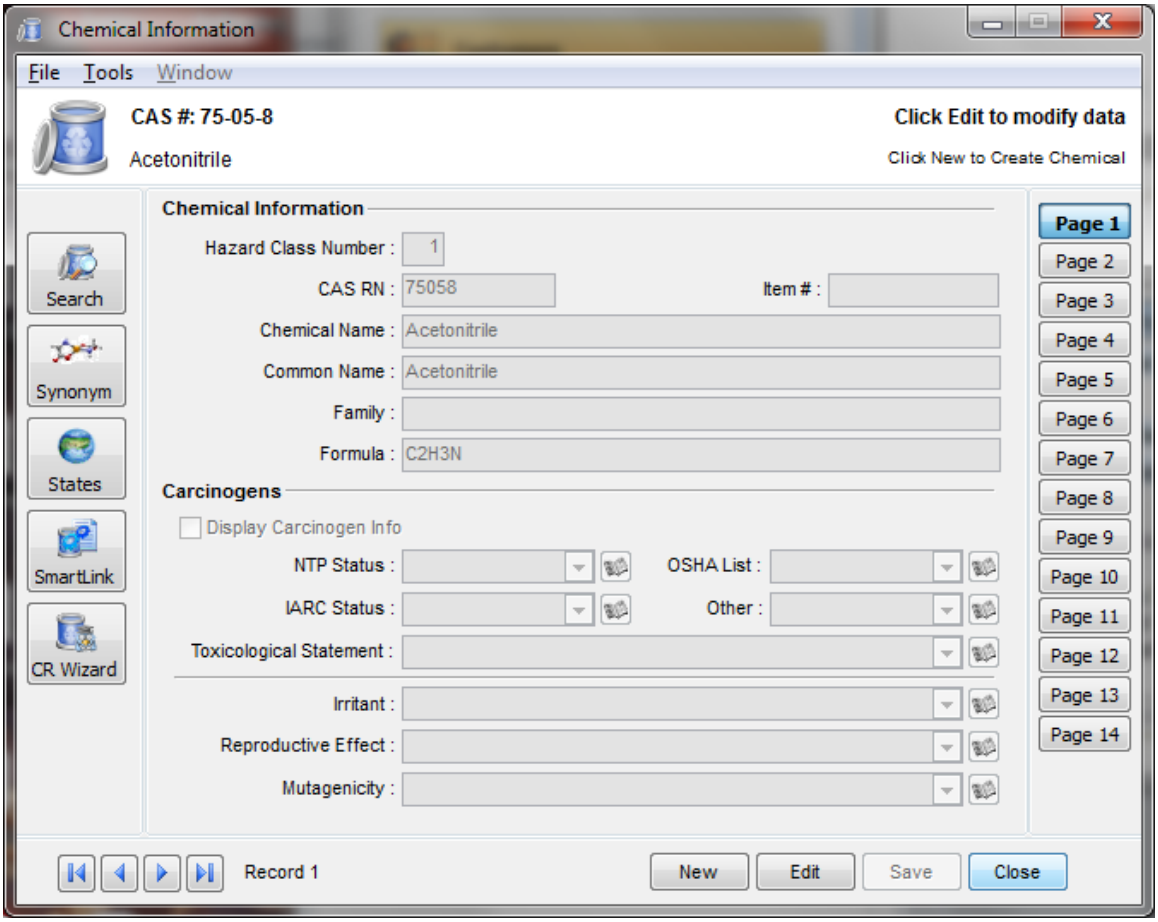
- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed.



Database Panel



Chemical Database Window – View mode

- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

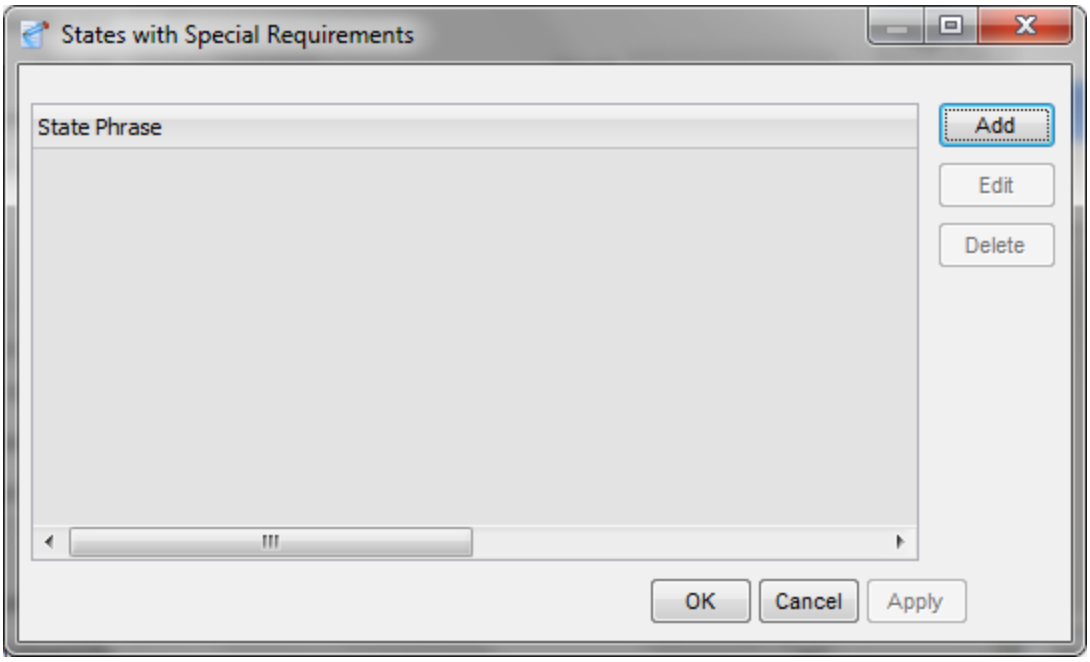
- Click the **Search** 

button.
- The Chemical Search window will appear. For more information on searching, see How to Search for a Chemical
- With the desired Chemical record loaded in the Chemical window, from the Menu Bar, select **Tools – States with Special Requirements...**.

  or

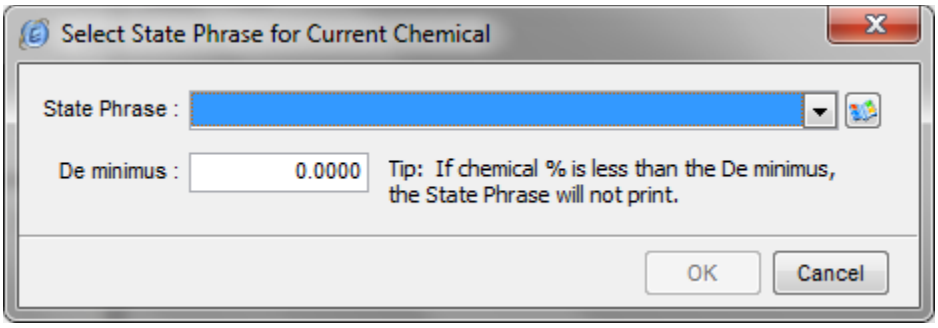
- Click the **States** 

button. The **States with Special Requirements** window is displayed.



States with Special Requirements Window

- Click **Add**. The **Select State for Current Chemical** window is displayed.



Select State for Current Chemical Window

- Click on the **States** Dropdown for the available States.
- Highlight the State you want.

Tip: If you don't see the State you want or would like to modify the list then for more information on how to manage a Dropdown list, see Phrase Dropdown List

You can provide a De minimus value for the State information. If you enter a value then EnviroMSDS will only print this State information if the **Wt.%** value of the Chemical, entered within a Product, is greater than the De minimus value you entered.

Example: If you enter a De minimus value of **0.010** then, for this State information to print on the SDS, the **Wt.%** value of the Chemical used in the Product must be greater than **0.010**, otherwise, this State information will **not** print on the SDS.

- Click **Ok** to save your changes and exit the **Select State for Current Chemical** window. The State information will be displayed in the **States with Special Requirements** window.

  or

- Click **Cancel** to abort your changes and exit the **Select State for Current Chemical** window.

Continue with these steps to add additional states as needed.

- Click **Ok** to save your changes and exit the **States with Special Requirements** window.

  or

- Click **Cancel** to abort your changes and exit the **States with Special Requirements** window.

How to Edit State(s) with Special Requirements Information

To edit the State information for a chemical:

- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**. The Chemical Database window is displayed.
- Use the Search feature to locate the Chemical record that you want to edit the State information for. From the Menu Bar, select **File – Search…** The Search window is displayed. For more information on searching, see How to Search for a Chemical
- With the desired Chemical record loaded in the Chemical window, from the Menu Bar, select **Tools – States with Special Requirements…**. The **States with Special Requirements** window is displayed.
- Highlight the desired State. Click **Edit**. The **Select State for Current Chemical** window is displayed.
- Follow the steps for 'How to Add State Information' where the **Select State for Current Chemical** window is displayed.

Continue with these steps to edit additional states as needed.

- Click **Ok** to save your changes and exit the **States with Special Requirements** window.

  or
- Click **Cancel** to abort your changes and exit the **States with Special Requirements** window.

How to Delete State(s) with Special Requirements Information

To delete State information for a Chemical:

- From the Main Menu Bar of EnviroMSDS, select **File – Open – Chemical Data**. The Chemical Database window is displayed.
- Use the Search feature to locate the Chemical record that you want to edit the State information for. From the Menu Bar, select **File – Search…** The Search window is displayed. For more information on searching, see How to Search for a Chemical
- With the desired Chemical record loaded in the Chemical window, from the Menu Bar, select **Tools – States with Special Requirements…**. The **States with Special Requirements** window is displayed.
- Highlight the desired State. Click **Delete**. At the confirmation window, select **Yes.**

Continue with these steps to delete additional states as needed.

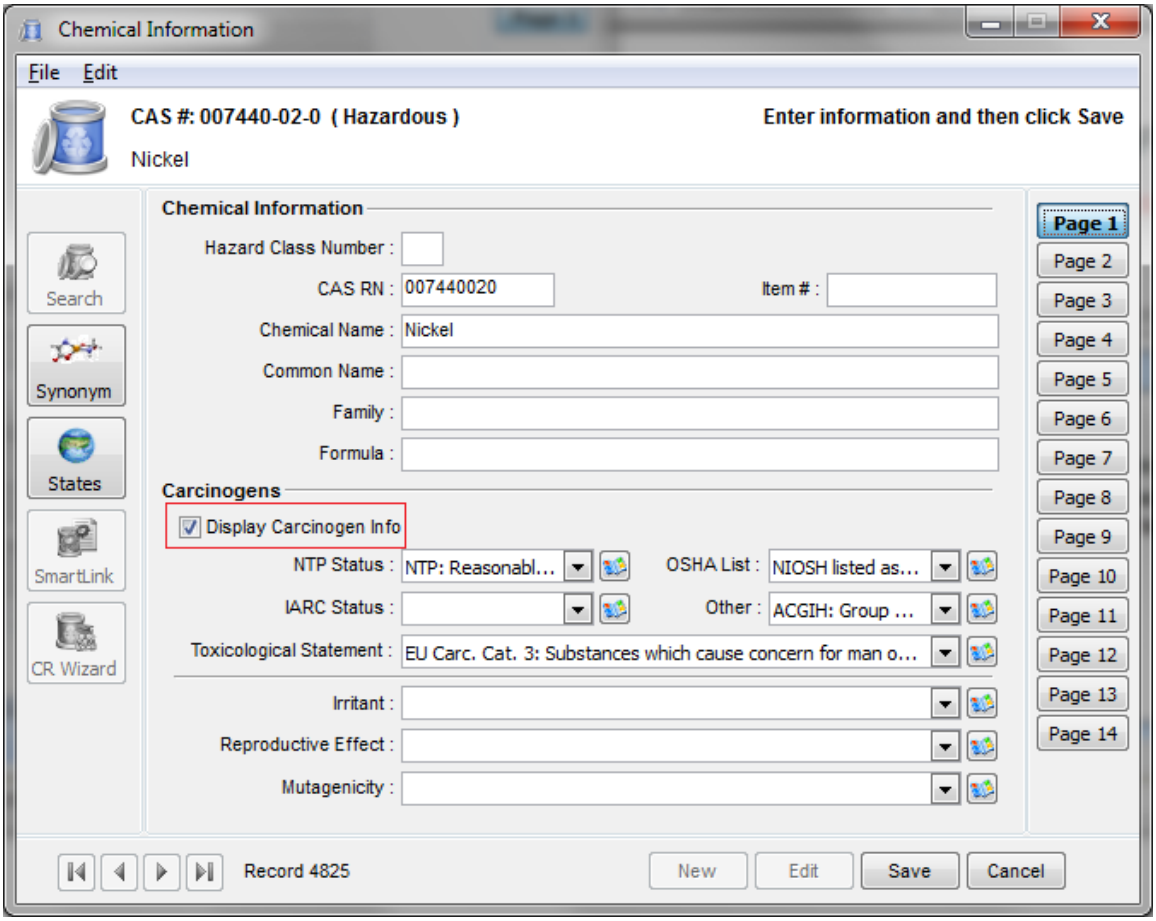
- Click **Ok** to save your changes and exit the **States with Special Requirements** window.

  or
- Click **Cancel** to abort your changes and exit the **States with Special Requirements** window.

Adding Carcinogen information

Note: Applies to all formats.

- From the Chemical Database go to **Page 1** and click **Edit**.
- Under the **Carcinogens** section, enter all required information



Setting the information to display in the Carcinogen table on the SDS

CARCINOGENICITY

Chemical Name	NTP Status	OSHA Status	Other	General Toxicity
Nickel	NTP: Reasonably anticipated to be a human carcinogen.	NIOSH listed as a 'possible occupational carcinogen'. OSHA listed as a 'select carcinogen'. U.S. EPA Group A-'human carcinogen'.	ACGIH: Group A5-'not suspected to be a human carcinogen'	EU Carc. Cat. 3: Substances which cause concern for man owing to possible carcinogenic effects, insufficient evidence for Cat. 2.

- Check the **Display Carcinogen Info** checkbox.

- Click **Save** to save your information.

Adding OEL's (Occupational Exposure Limits)

Note: Applies to all formats.

By default OEL's that are added to a chemical will print in Section 8 of the SDS, appropriate to the SDS format.

You can input as many OEL's for as many Countries as you need to. For the OEL's to output on the SDS there are a few rules:

To output on US GHS HazCom or Canadian GHS format:

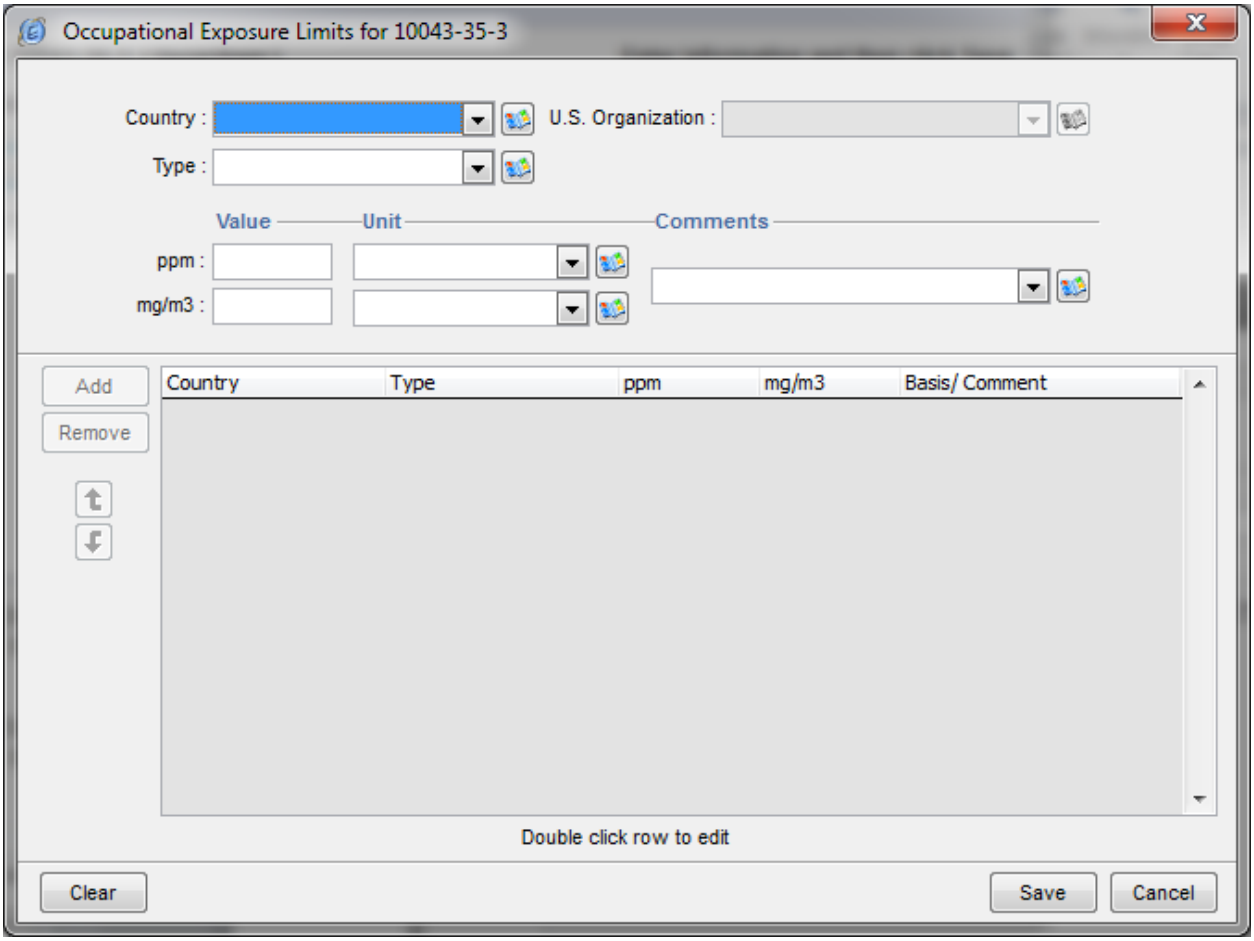
- The selected Country must be **UNITED STATES**
- The Display in OSHA OEL Table must be checked
- The Chemical Wt.% or Vol.% in Section 3 of the SDS must be greater than 0 and must be greater than the **De minimus** value set for the table.

To output on EU GHS/CLP format:

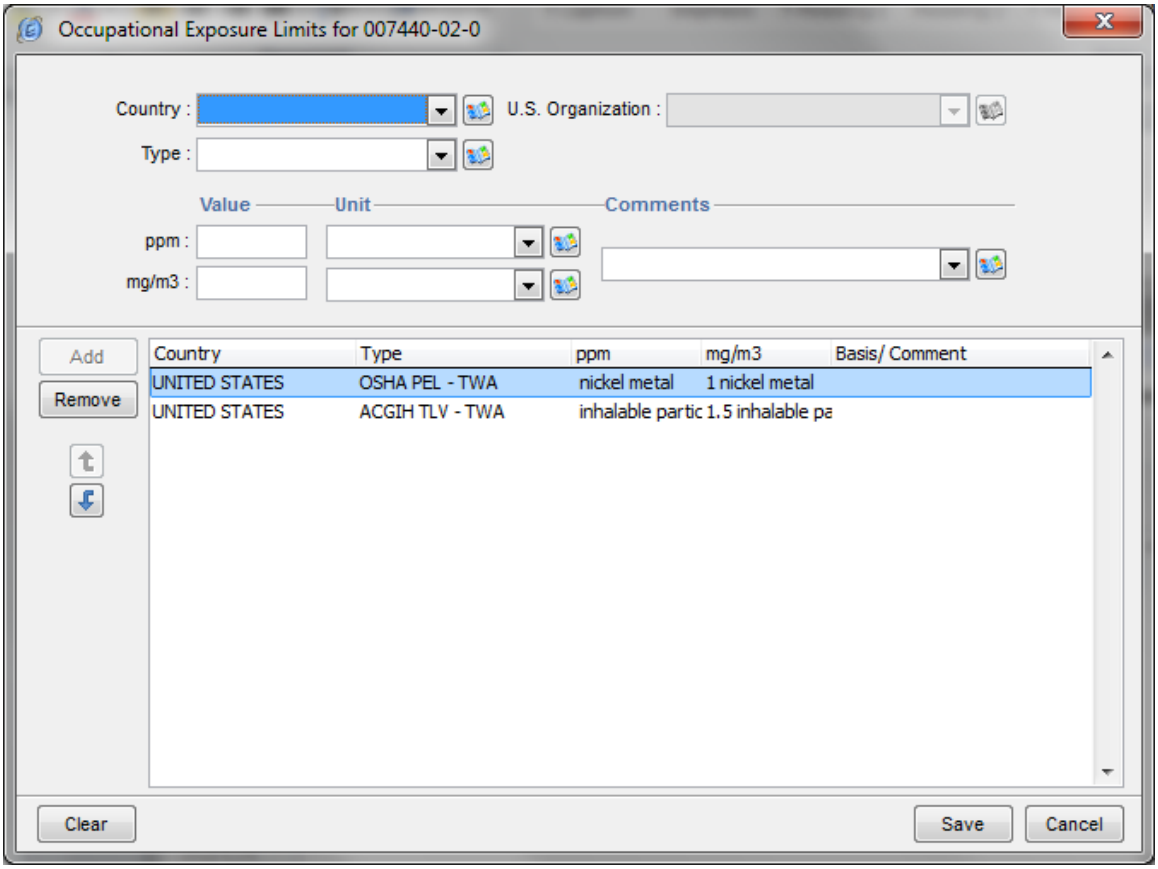
1. The selected Country can be anything other than **UNITED STATES**
2. The Display in EU OEL Table must be checked.
3. The Chemical Wt.% or Vol.% in Section 3 of the SDS must be greater than 0 and must be greater than the **De minimus** value set for the table.

To add the **OEL** information on a chemical:

- From the Chemical Database go to **Page 2** and click **Edit**.
- Click the **Modify OEL's** button and the **Occupational Exposure Limits** for : window is displayed.



- From the **Country** dropdown select a Country name or you can add country names that are not yet available.
- If you selected UNITED STATES then select from one of the **U.S. Organizations.**
- From the **Type** field select from one of the exposure types.
- You can enter a **value** for ppm and or mg/m^3
- The **Unit** dropdown can be used in conjunction with the value or standalone text.
- The **Comments** dropdown can be used as Basis or Comment information for the exposure type.
- Click **Add** to include your selections to the list.



- Continue to add as many items that you want and click the **Save** button.

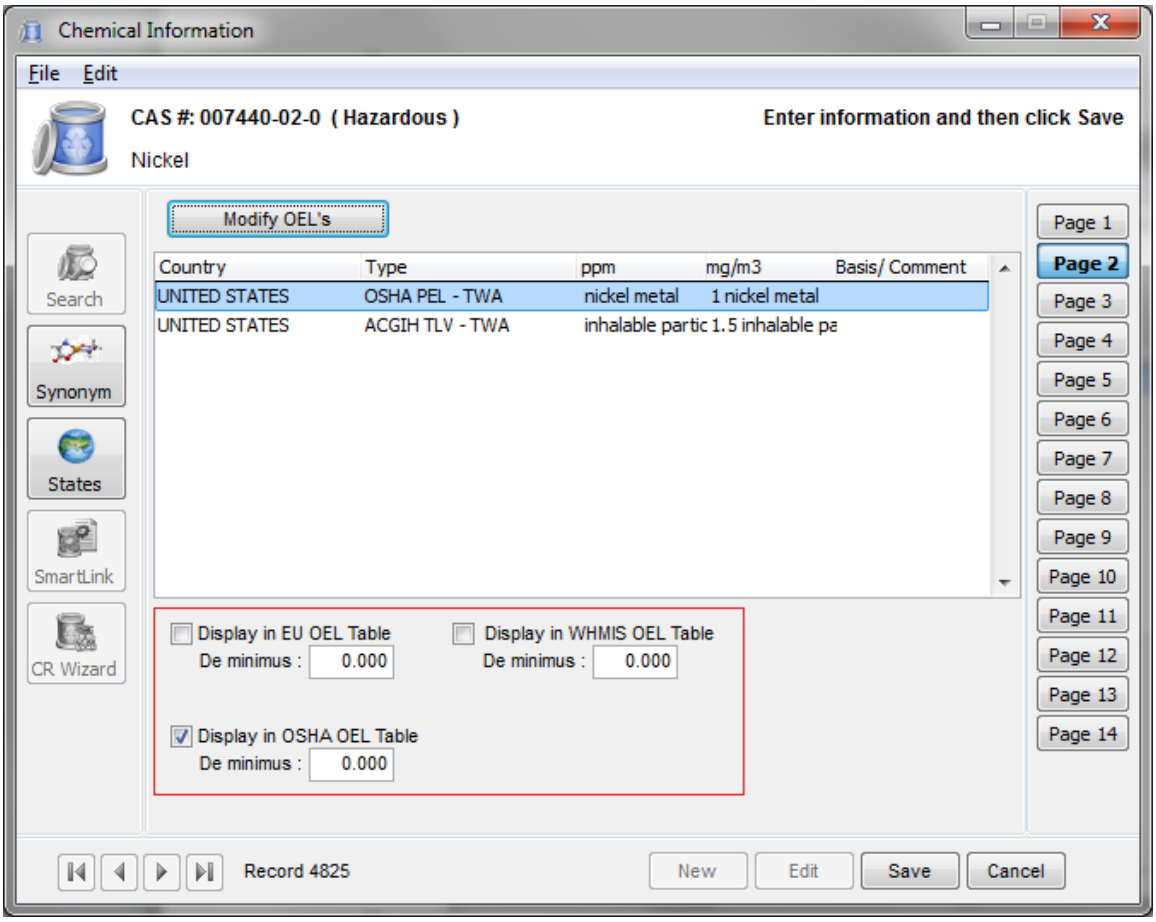
Tip: To edit the information in an existing row, simply double click on the row.

Setting the OEL information to display in the OEL'S Table on the SDS

EXPOSURE GUIDELINES

OSHA HAZARDOUS COMPONENTS (29 CFR1910.1200)				
	EXPOSURE LIMITS			
Chemical Name	**Type**		**ppm**	**mg/m³**
Gold	**OSHA PEL**	**TWA**	Not Established	Not Established
	ACGIH TLV	**TWA**	Not Established	Not Established
Nickel	**OSHA PEL**	**TWA**	nickel metal	1 nickel metal
	ACGIH TLV	**TWA**	inhalable particulate	1.5 inhalable particulate

Example of table output on SDS



- Check all of the **Display in ...Table** options that are appropriate.
- Enter any **De minimus** values that are required.

Tip: De minimus values determine whether the OEL's will print or not.

The Chemical Wt.% or Vol.% in Section 3 of the SDS must be greater than the **De minimus** value for the OEL Table to print on the SDS.

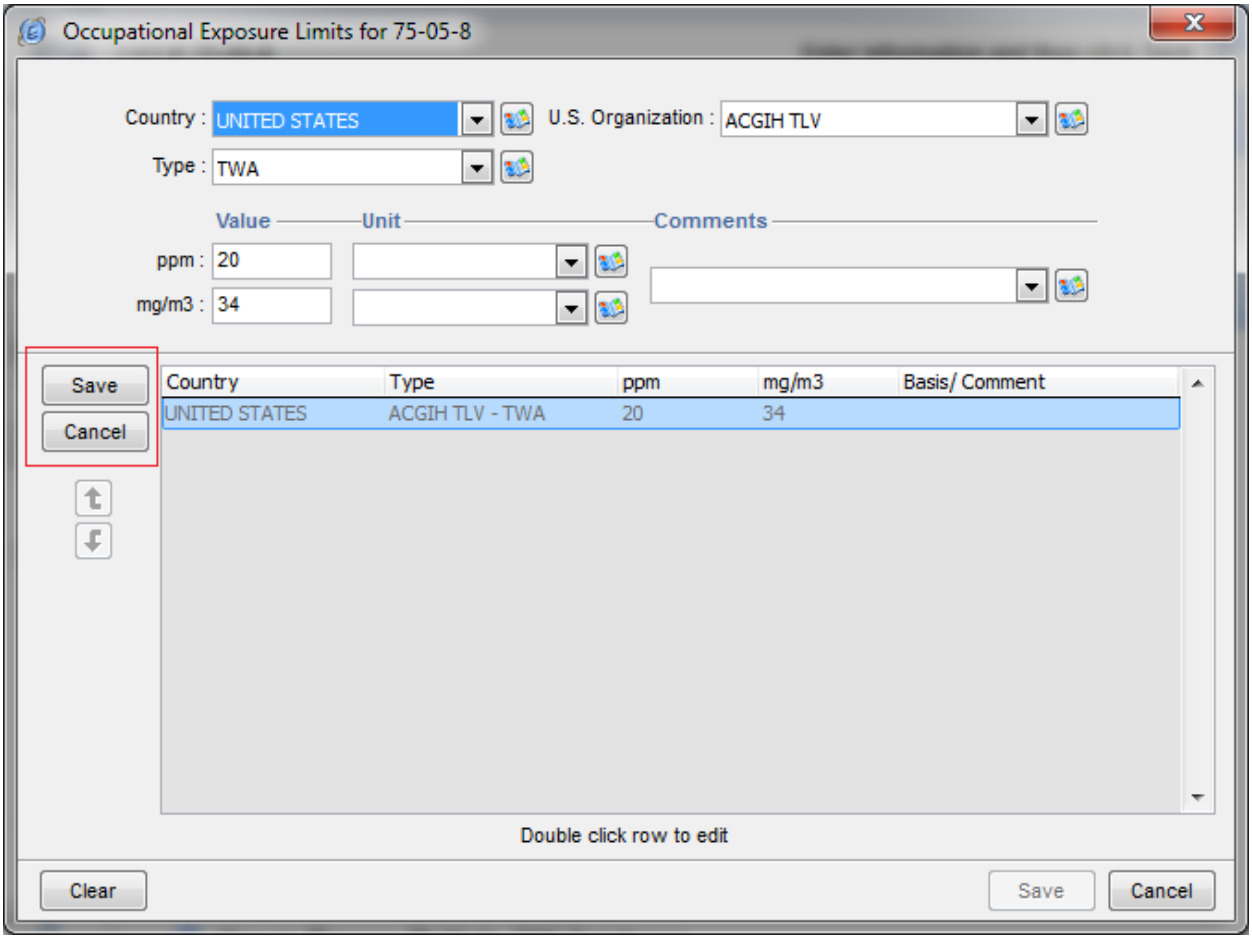
- Click **Save** to save your information.

How to Modify existing OEL's (Occupational Exposure Limits)

To modify the **OEL** information on a chemical:

From the **Occupational Exposure Limits** window select the row item in the OEL's list and double click.

The row item will be loaded into the fields and dropdowns so you can edit the information.
Note: *the OEL List Add / Remove buttons have changed to a Row Save / Cancel buttons.*



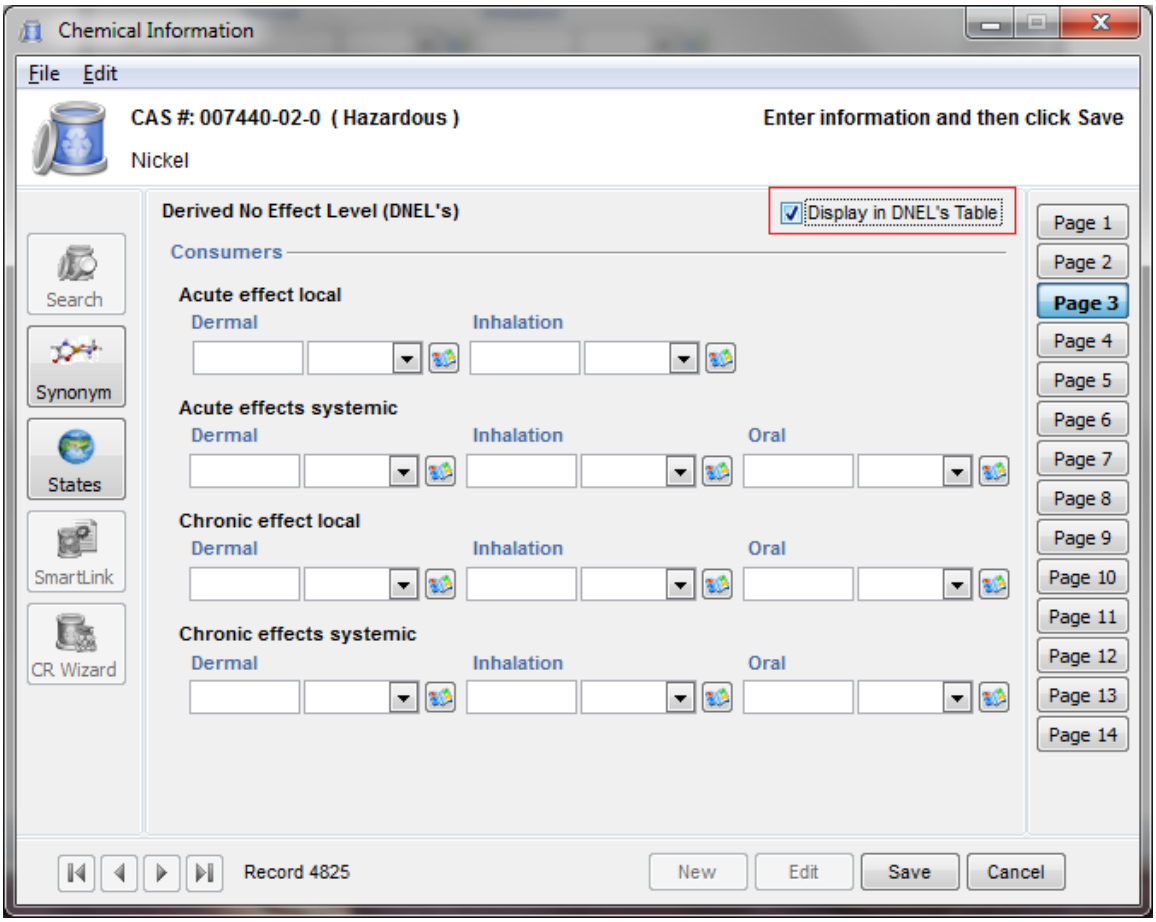
- Make any changes to the row item information.
- Click **Save** to save your information or **Cancel** to abort any changes**. Note:** the Row Save / Cancel buttons change back to Add / Remove buttons.
- Continue to make any changes you want and click the **Save** button.

Adding DNEL's (Derived No Effect Levels) for Consumers

Note: Applies to EU GHS/CLP format.

How to add **Consumer** information:

- From the Chemical Database go to **Page 3** and click **Edit**.
- Enter all required information.



Setting the Consumers information to display in the DNEL's table on the SDS

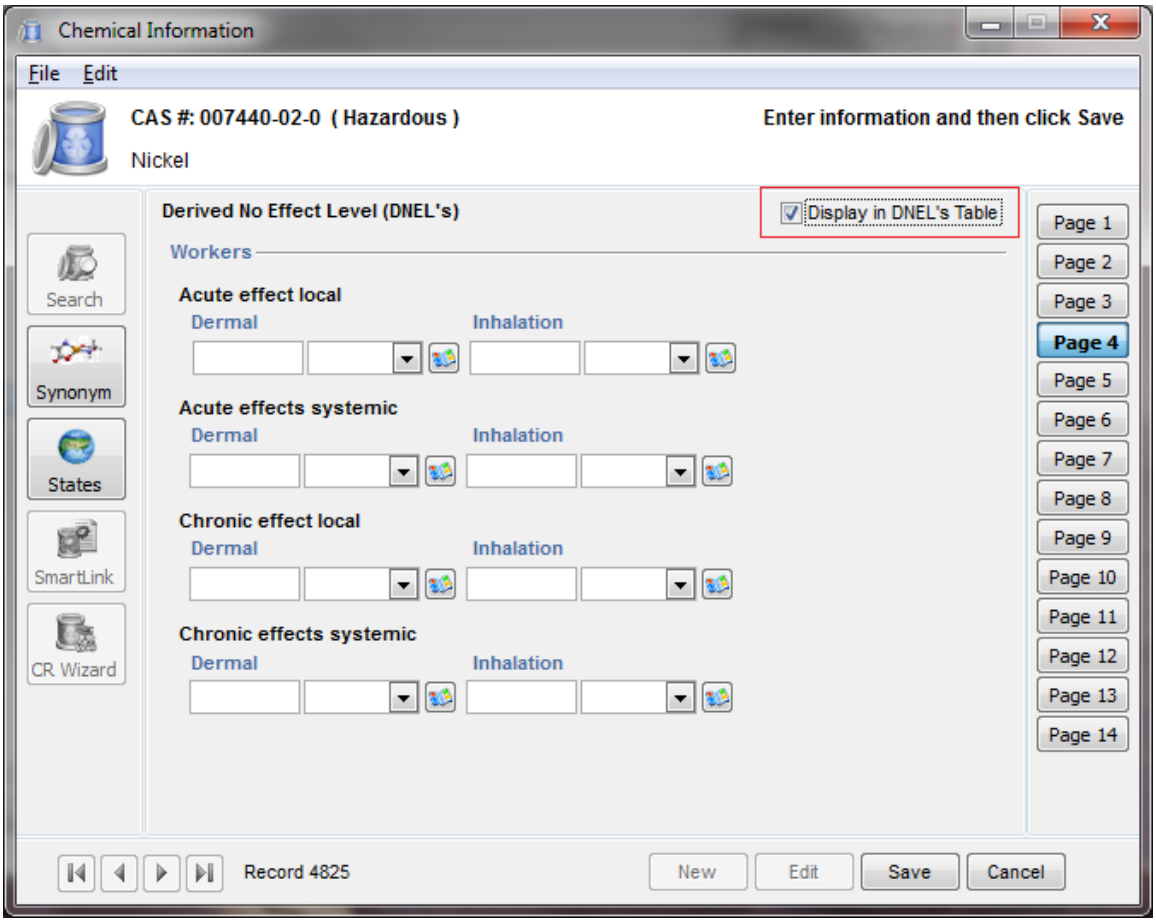
- Check the **Display in DNEL's Table** checkbox.
- Click **Save** to save your information.

Adding DNEL's (Derived No Effect Levels) for Workers

Note: Applies to EU GHS/CLP format.

How to add **Workers** information:

- From the Chemical Database go to **Page 4** and click **Edit**.
- Enter all required information.



Setting the Workers information to display in the DNEL's table on the SDS

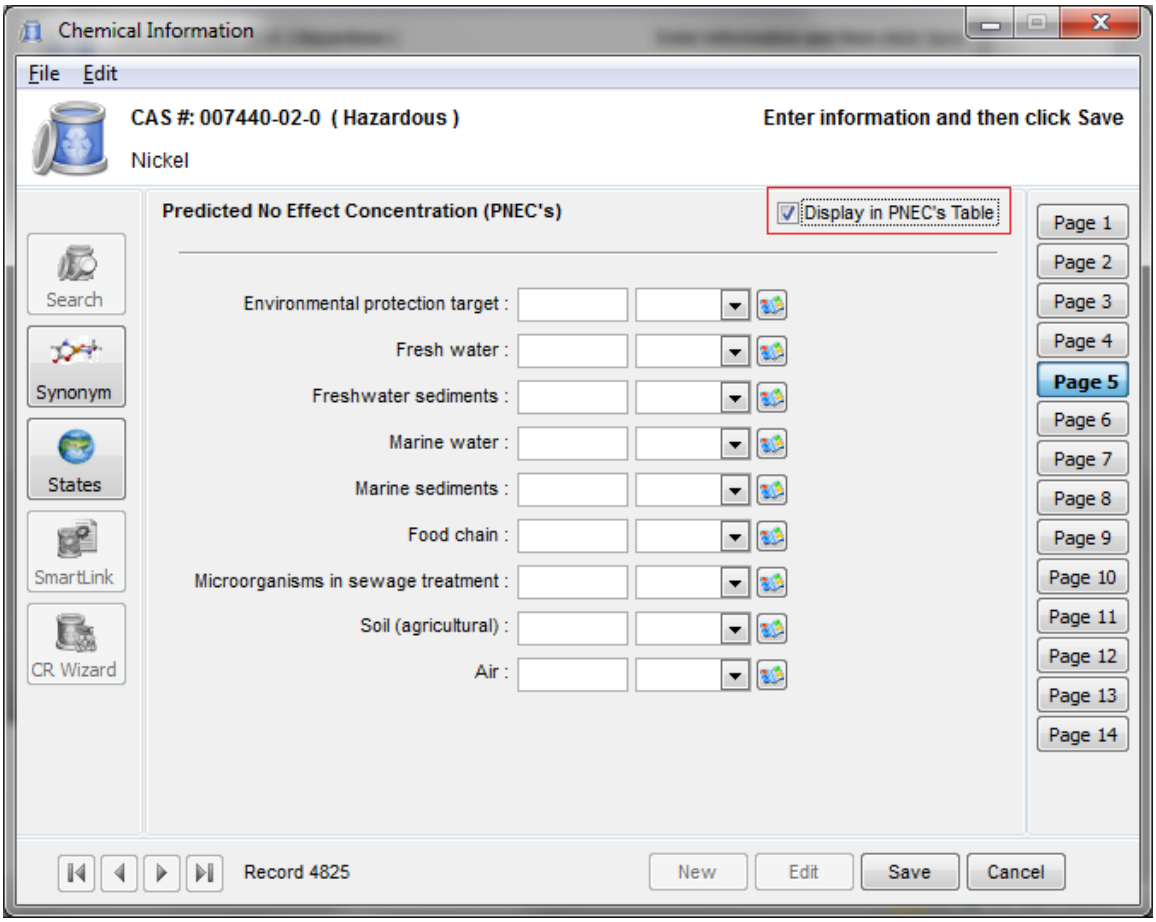
- Check the **Display in DNEL's Table** checkbox.
- Click **Save** to save your information.

Adding PNEC's (Predicted No Effect Concentration)

Note: Applies to EU GHS/CLP format.

To add **PNEC** information:

- From the Chemical Database go to **Page 5** and click **Edit**.
- Enter all required information.



Setting the information to display in the PNEC's table on the SDS

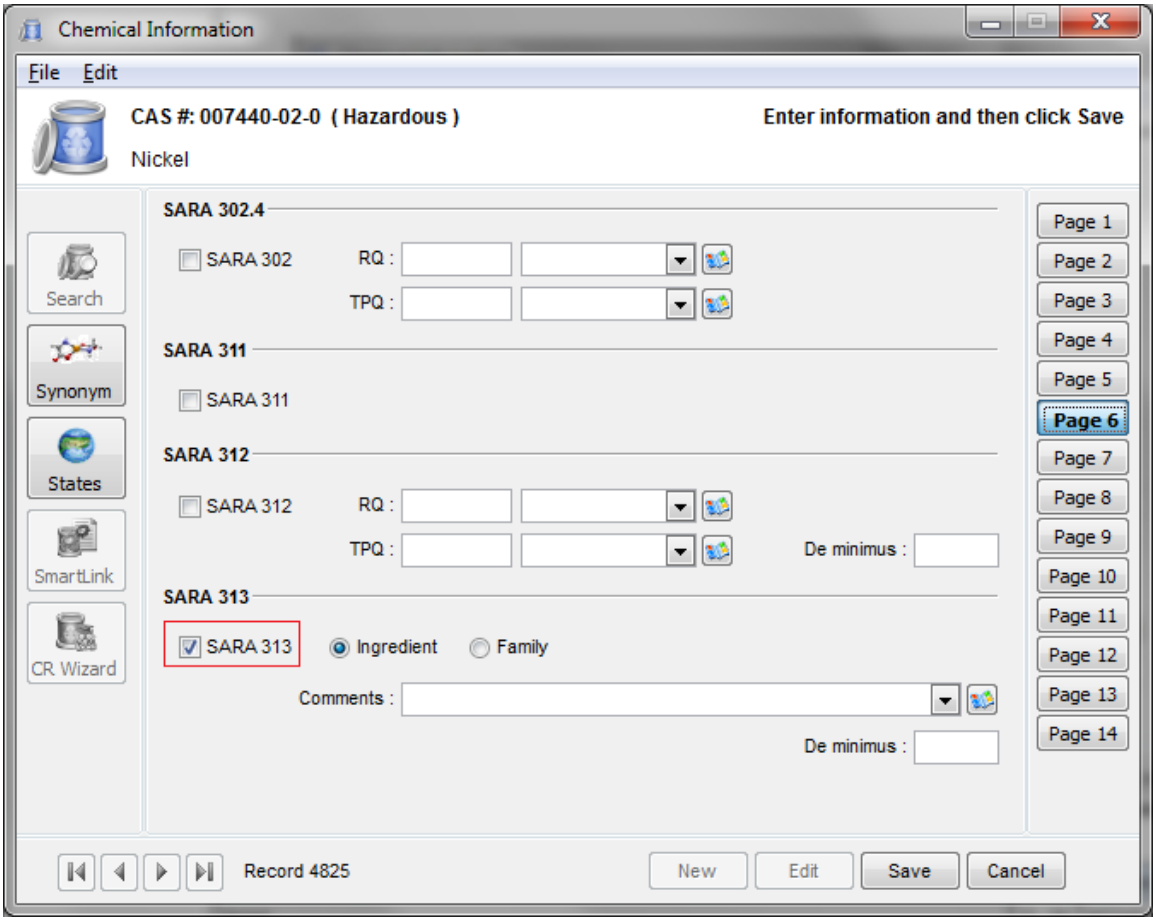
- Check the **Display in PNEC's Table** checkbox.
- Click **Save** to save your information.

Adding SARA 313 information

Note: Applies to U.S. HazCom GHS and Canadian GHS formats.

To add **SARA 313** information:

- From the Chemical Database go to **Page 6** and click **Edit**.
- Under the **SARA 313** section, enter all required information.



Setting the information to display in the EPCRA SECTION 313 table on the SDS

EPCRA SECTION 313 SUPPLIER NOTIFICATION

Chemical Name	Wt.%	CAS
Nickel	5 - 20	007440-02-0

Example of table output on SDS

- Check the **SARA 313** checkbox.

- Enter any **De minimus** value that is required.

Tip: De minimus value determines whether the **SARA 313** will print or not.

The Chemical Wt.% or Vol.% in Section 3 of the SDS must be greater than the **De minimus** value for the **EPCRA SECTION 313** Table to print on the SDS.

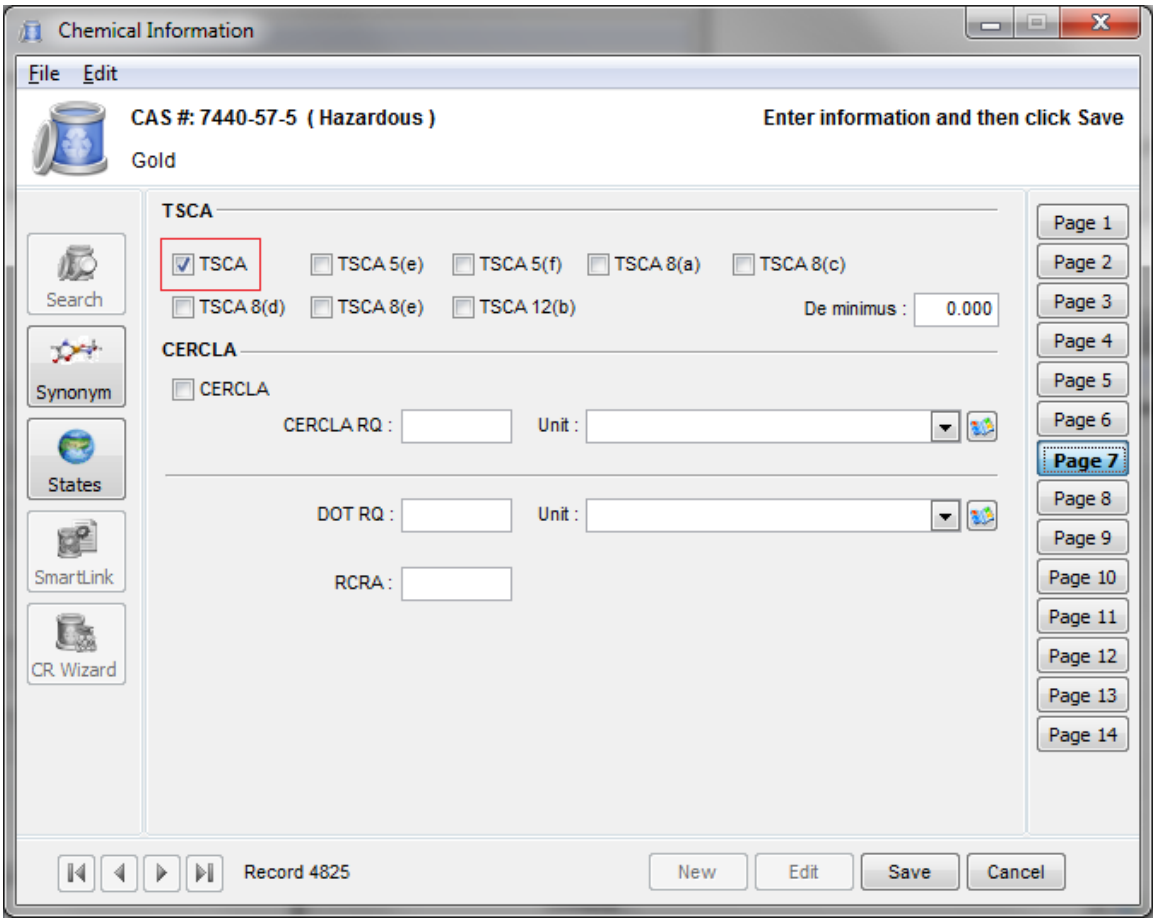
- Click **Save** to save your information.

Adding TSCA (Toxic Substance Control Act) information

Note: Applies to U.S. HazCom GHS and Canadian GHS formats.

To add **TSCA** information:

- From the Chemical Database go to **Page 7** and click **Edit**.
- Under the **TSCA** section, enter all required information.



Setting the information to display in the TSCA table on the SDS

TSCA (TOXIC SUBSTANCE CONTROL ACT)

Chemical Name	CAS
Gold	7440-57-5

Example of table output on SDS

- Check all of the **TSCA** checkboxes that are appropriate for this chemical.
- Enter any **De minimus** value that is required.

Tip: De minimus value determines whether the **TSCA** will print or not.

The Chemical Wt.% or Vol.% in Section 3 of the SDS must be greater than the **De minimus** value for the **TSCA** Table to print on the SDS.

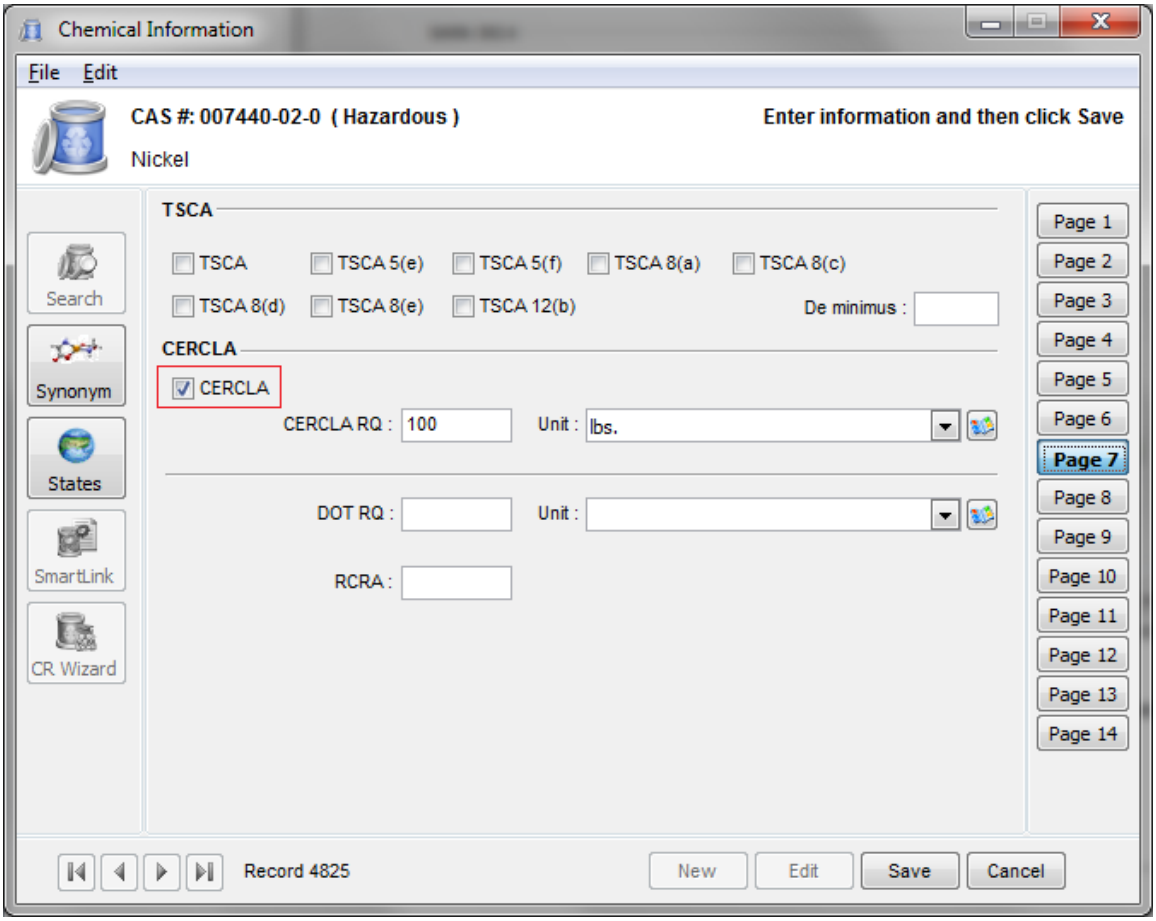
- Click **Save** to save your information.

Adding CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) information

Note: Applies to U.S. HazCom GHS and Canadian GHS formats.

To add **CERCLA** information:

- From the Chemical Database go to **Page 7** and click **Edit**.
- Under the **CERCLA** section, enter all required information.



Setting the information to display in the CERCLA table on the SDS

CERCLA (COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT)

Chemical Name	Wt.%	CERCLA RQ
Nickel	5 - 20	100 lbs.

Example of table output on SDS

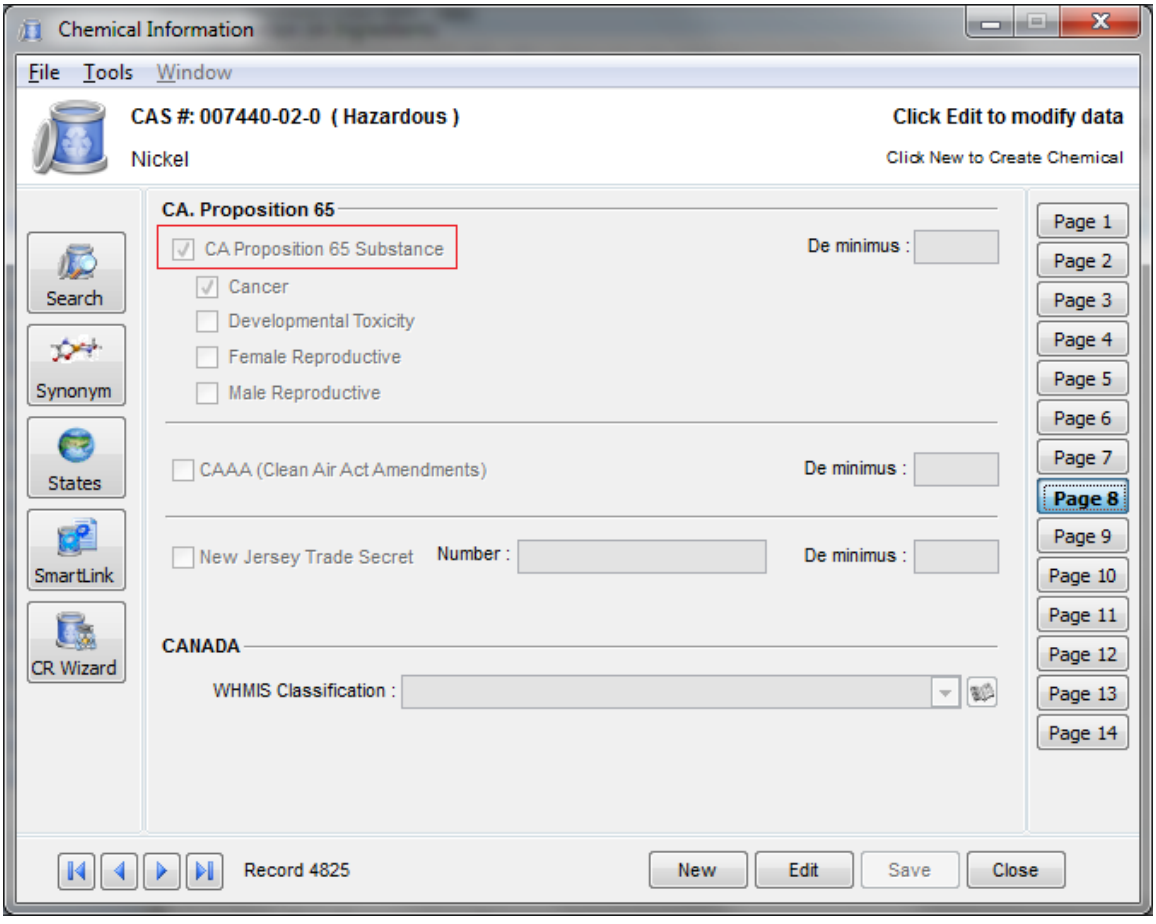
- Check the **CERCLA** checkbox.
- Click **Save** to save your information.

Adding California Proposition 65 information

Note: Applies to U.S. HazCom GHS and Canadian GHS formats.

To add **California Proposition 65** information:

- From the Chemical Database go to **Page 8** and click **Edit**.
- Under the **CA. Proposition 65** section, enter all required information.



Setting the information to display in the California Proposition 65 table on the SDS

Chemical Name	Wt.%	Listed
Nickel	5 - 20	• Cancer

Example of table output on SDS

- Check the **CA. Proposition 65 Substance** checkbox.
- Enter any **De minimus** values that are required.

Tip: De minimus values determine whether the CA. Proposition information will print or not.

The Chemical Wt.% or Vol.% in Section 3 of the SDS must be greater than the **De minimus** value for the California Proposition 65 Table to print on the SDS.

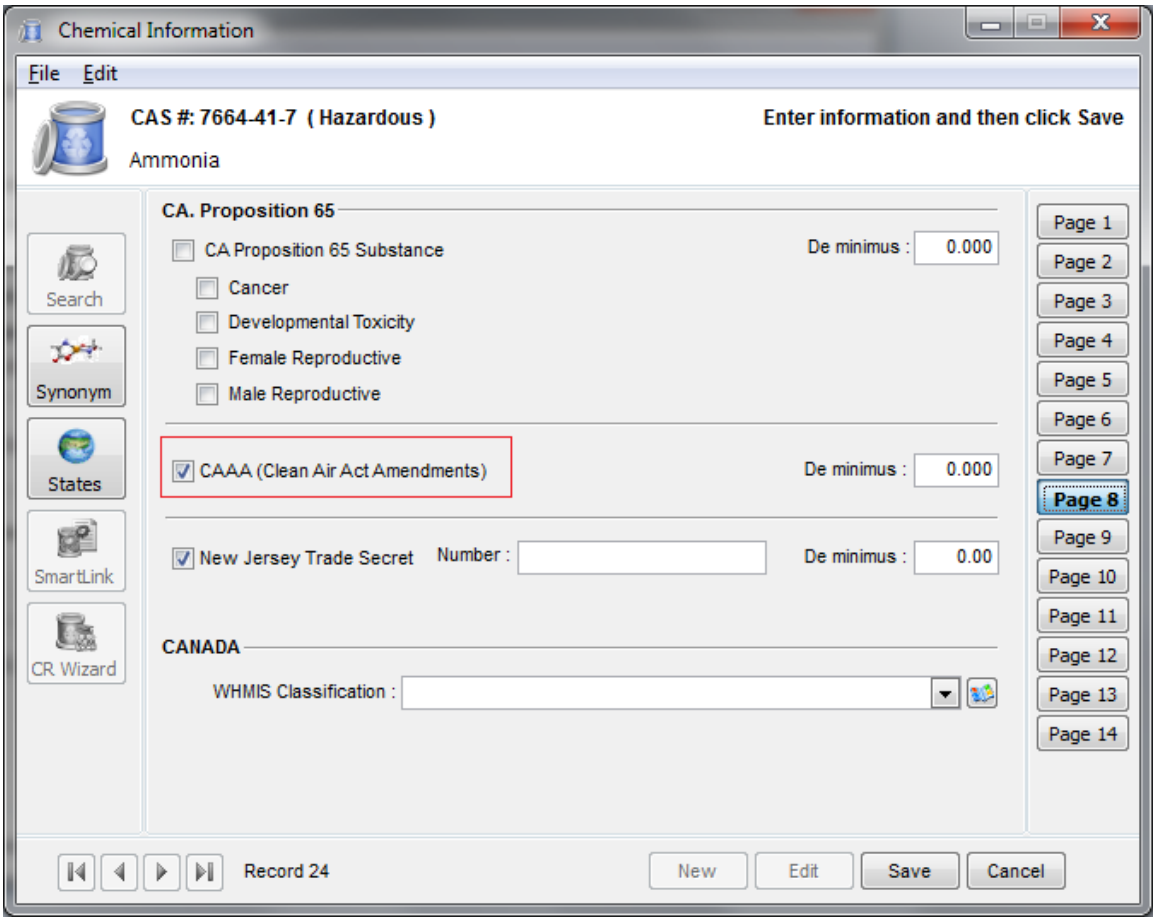
- Click **Save** to save your information.

Adding CAAA (Clean Air Act Amendments) information

Note: Applies to U.S. HazCom GHS and Canadian GHS formats.

To add **CAAA** information:

- From the Chemical Database go to **Page 8** and click **Edit**.



Setting the information to display in the CLEAN AIR ACT table on the SDS

CLEAN AIR ACT

Chemical Name	Wt.%	CAS
Dimethyl Ether	10 - 20	115-10-6
N-butane	2.5 - 10	106-97-8
Propane	2.5 - 10	74-98-6

Example of table output on SDS

- Check the **Clean Air Act Amendments** checkbox.
- Enter any **De minimus** values that are required.

Tip: De minimus values determine whether the CAAA. information will print or not.

The Chemical Wt.% or Vol.% in Section 3 of the SDS must be greater than the **De minimus** value for the Clean Air Act Table to print on the SDS.

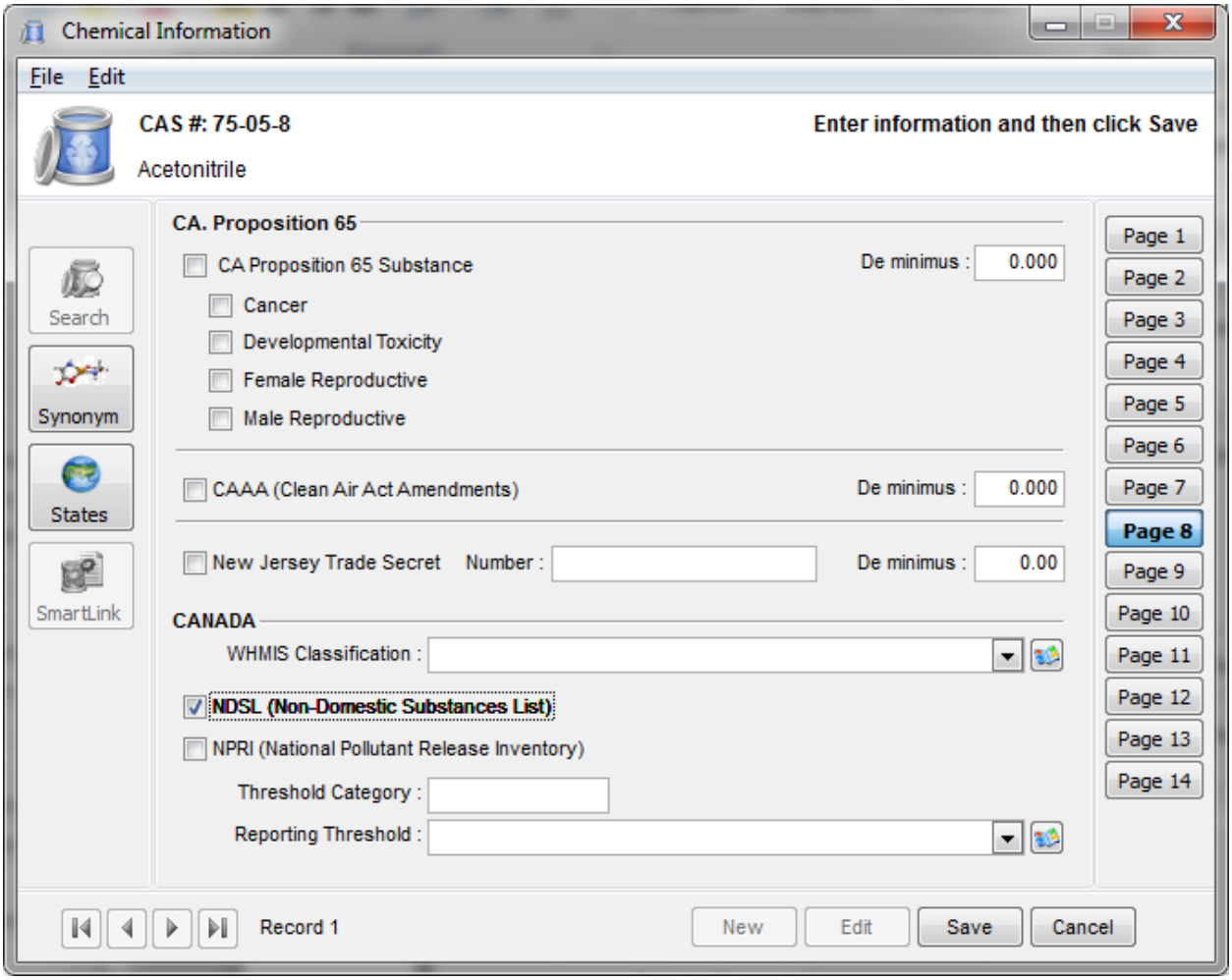
- Click **Save** to save your information.

Including a chemical on the NDSL (Non-Domestic Substances List)

Note: Applies only to the Canadian GHS format.

To include a chemical on the **NDSL** list:

- From the Chemical Database go to **Page 8** and click **Edit**.
- Under the **CANADA** section, check the **NDSL (Non-Domestic Substances List)** checkbox.



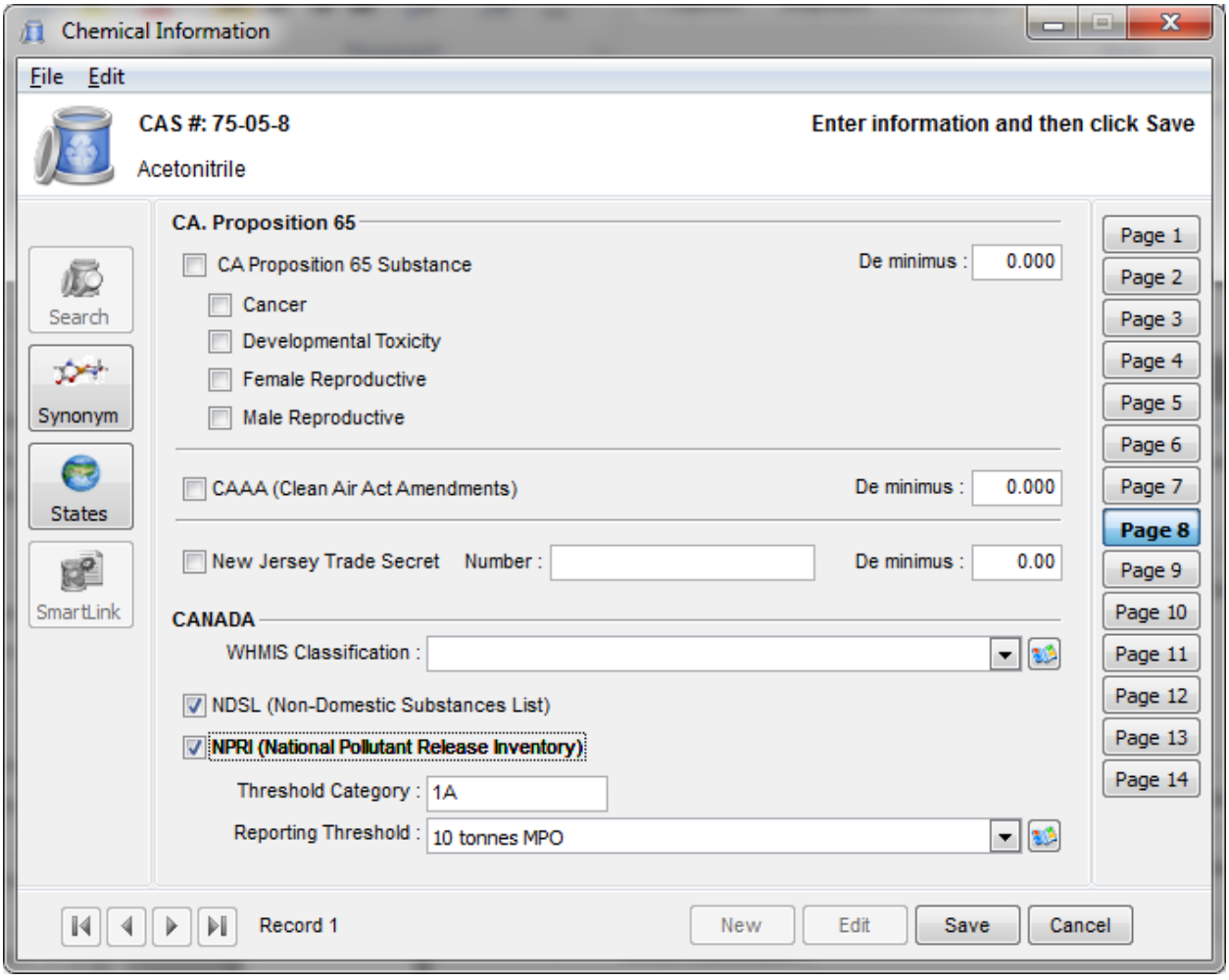
- Click **Save** to save your information.

Including a chemical on the NPRI (National Pollutant Release Inventory) List

Note: Applies only to the Canadian GHS format.

To include a chemical on the **NPRI** list:

- From the Chemical Database go to **Page 8** and click **Edit**.
- Under the **CANADA** section, check the **NPRI (National Pollutant Release Inventory)** checkbox.



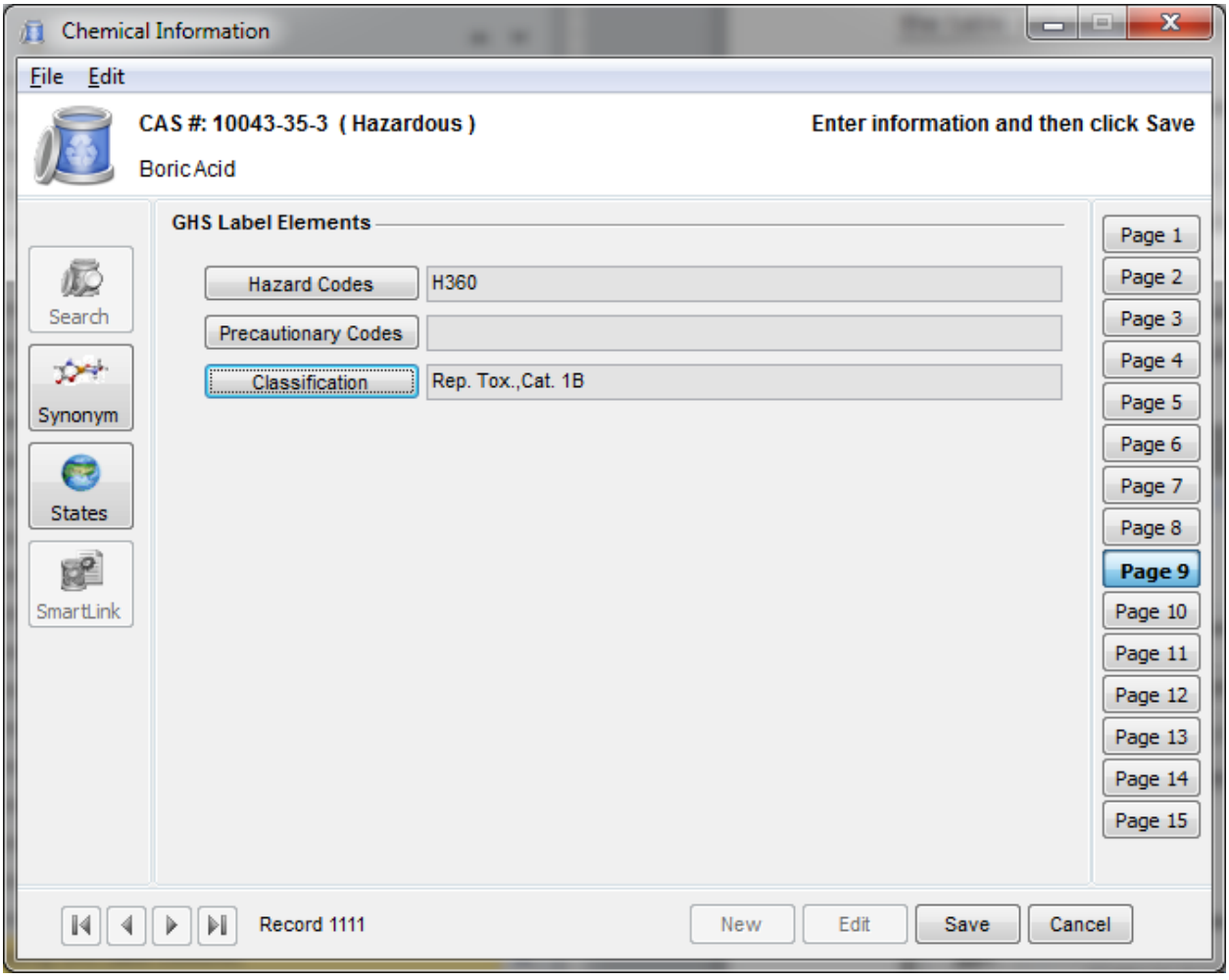
- Enter the Threshold Category and the Reporting Threshold.
- Click **Save** to save your information.

Adding GHS Label Elements

Note: Applies to EU GHS format. The selected information will appear in Section 3 under the table column **Classification according to Regulation (EC) No 1272/2008 [CLP]**

To add **GHS Label Elements** information:

- From the Chemical Database go to **Page 9** and click **Edit**.
- Under the **GHS Label Elements:**
  - Click the Hazard Codes button and select the codes you want.
  - Click the Precautionary Codes button and select the codes you want.
  - Click the Classification button and select the classifications you want.



Note: Due to space restrictions in table column cells the selected **Hazard** and **Classification** codes will be displayed and not the actual phrase text. The full phrase text for the codes will appear in Section 16.

3.2. Mixtures

Chemical Name	CAS No.	EINECS No.	Wt.%	Classification according to Regulation (EC) No 1272/2008 [CLP]
Zinc Chloride	7646-85-7	231-592-0	<5.0	Acute Tox. (O),Cat. 4; Skin Corr.,Cat. 1B; Aquatic Acute,Cat. 1; Aquatic Chronic,Cat. 1; H302; H314; H410

Example of table output on SDS

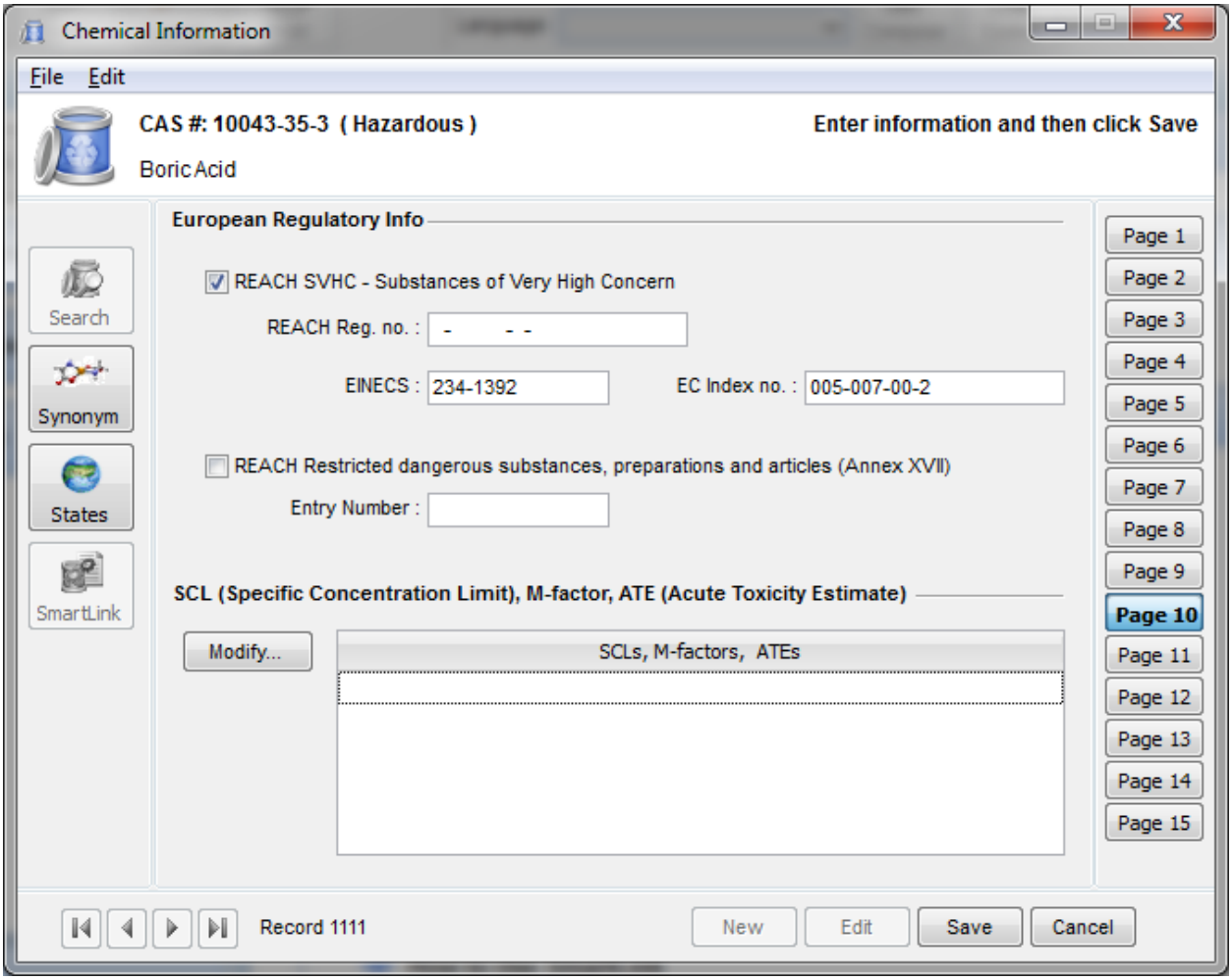
- Click **Save** to save your information.

Including a chemical on the REACH SVHC (Substances of Very High Concern) List

Note: Applies to EU GHS/CLP format. Outputs table in Section 15

To include a chemical on the **REACH SVHC** list:

- From the Chemical Database go to **Page 10** and click **Edit**.
- Under the **European Regulatory Info** section, check the **REACH SVHC -Substances of Very High Concern** checkbox.



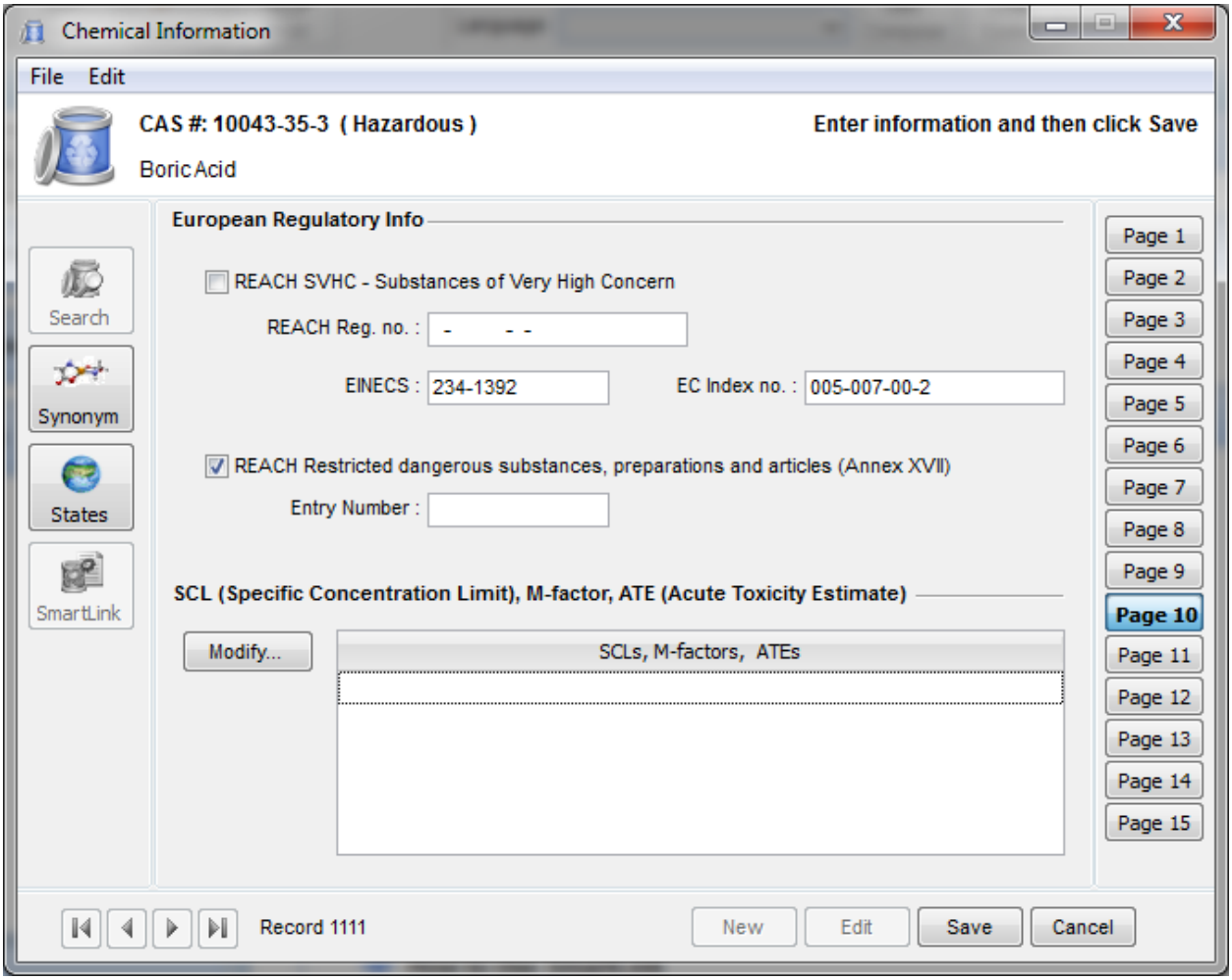
- Click **Save** to save your information.

Including a chemical on the REACH Restricted List

Note: Applies to EU GHS/CLP format. Outputs table in Section 15

To include a chemical on the **REACH Restricted** list:

- From the Chemical Database go to **Page 10** and click **Edit**.
- Under the **European Regulatory Info** section, check the **REACH Restricted dangerous substances, preparation and articles (Annex XVI)** checkbox.



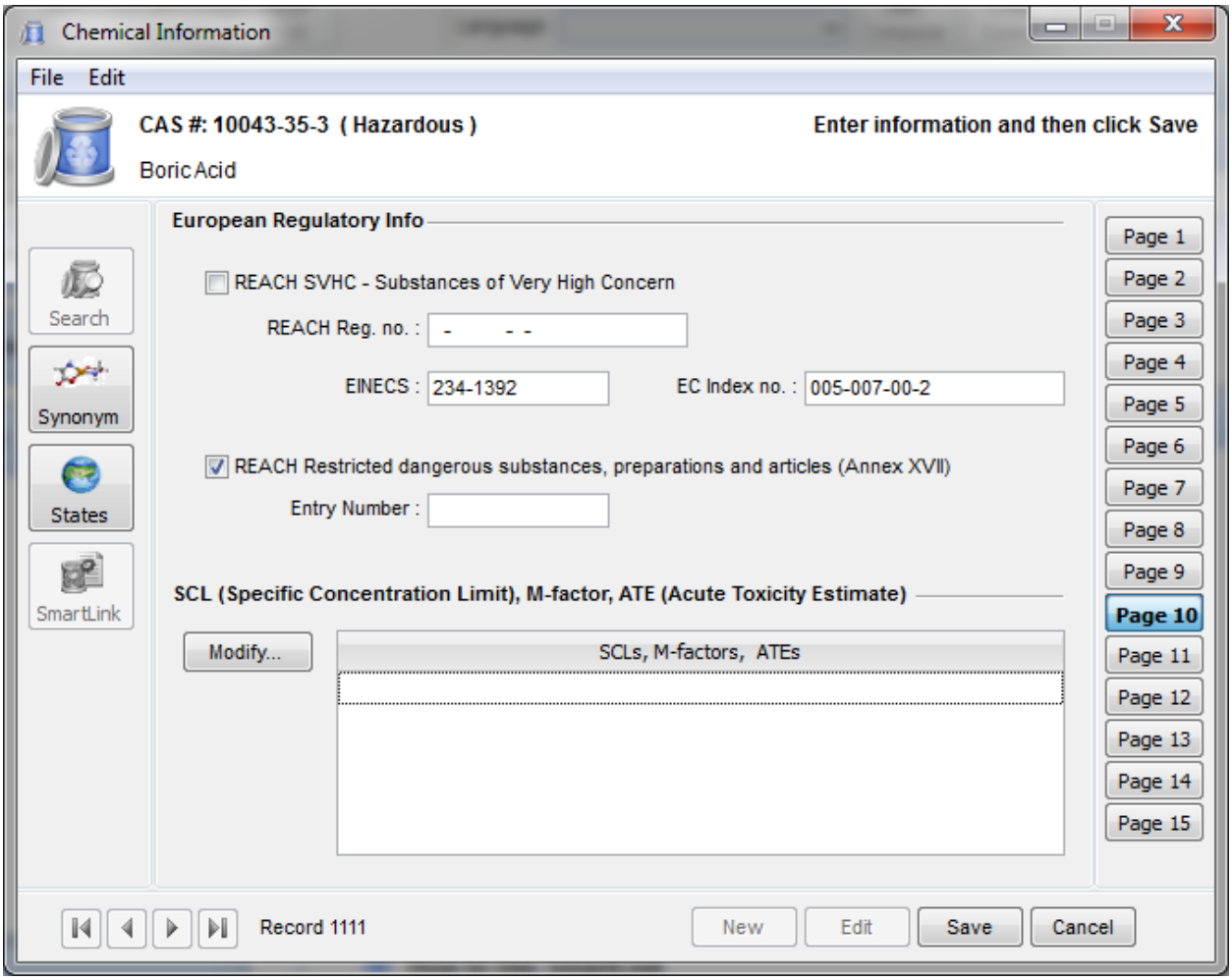
- Click **Save** to save your information.

REACH SCLs (Specific Concentration Limits), M-factors, ATEs (Acute Toxicity Estimates)

Note: Applies to EU GHS/CLP format. The selected information will appear in Section 3 under the table column **SCL, M-factor, ATE**

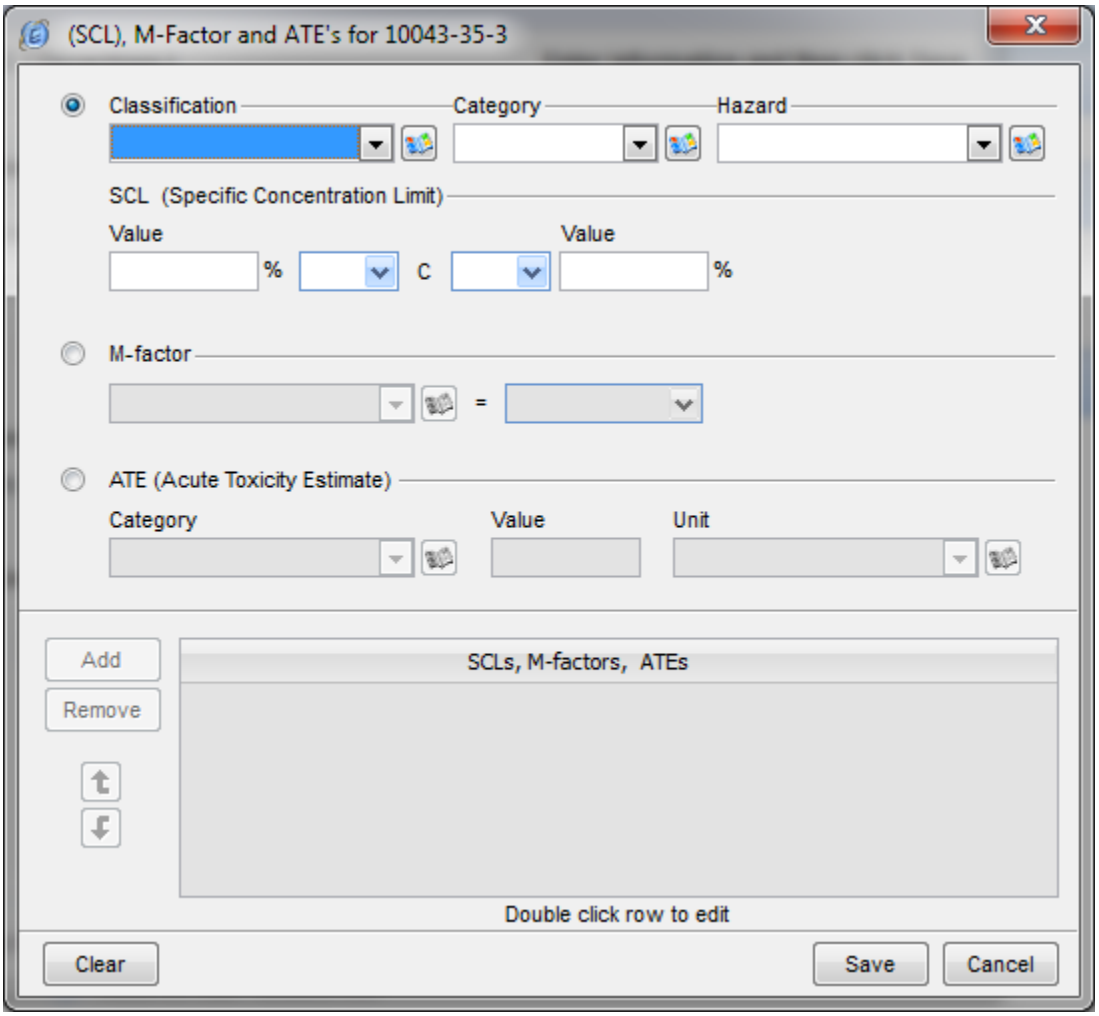
To add SCLs (Specific Concentration Limits), M-factors and ATEs (Acute Toxicity Estimates) for a chemical:

- From the Chemical Database go to **Page 10** and click **Edit**.



- Under the **SCL (Specific Concentration Limit), M-factor, ATE (Acute Toxicity Estimate)** heading, click the **Modify** button. The **SCL, M-factor and ATEs for... window** is displayed.

Note: Due to space restrictions in table column cells the selected codes for **Classification**, **Category** and **Hazard** will be displayed and not the actual phrase text.



There are three groups SCL, M-factor and ATE. You can only enter data for one group to add a new row to the list.

To add **SCL** information, click the round button next to the **Classification** heading. This will enable only those fields within this group.

- Enter the information and click the **Add** button to insert a new row in to the list

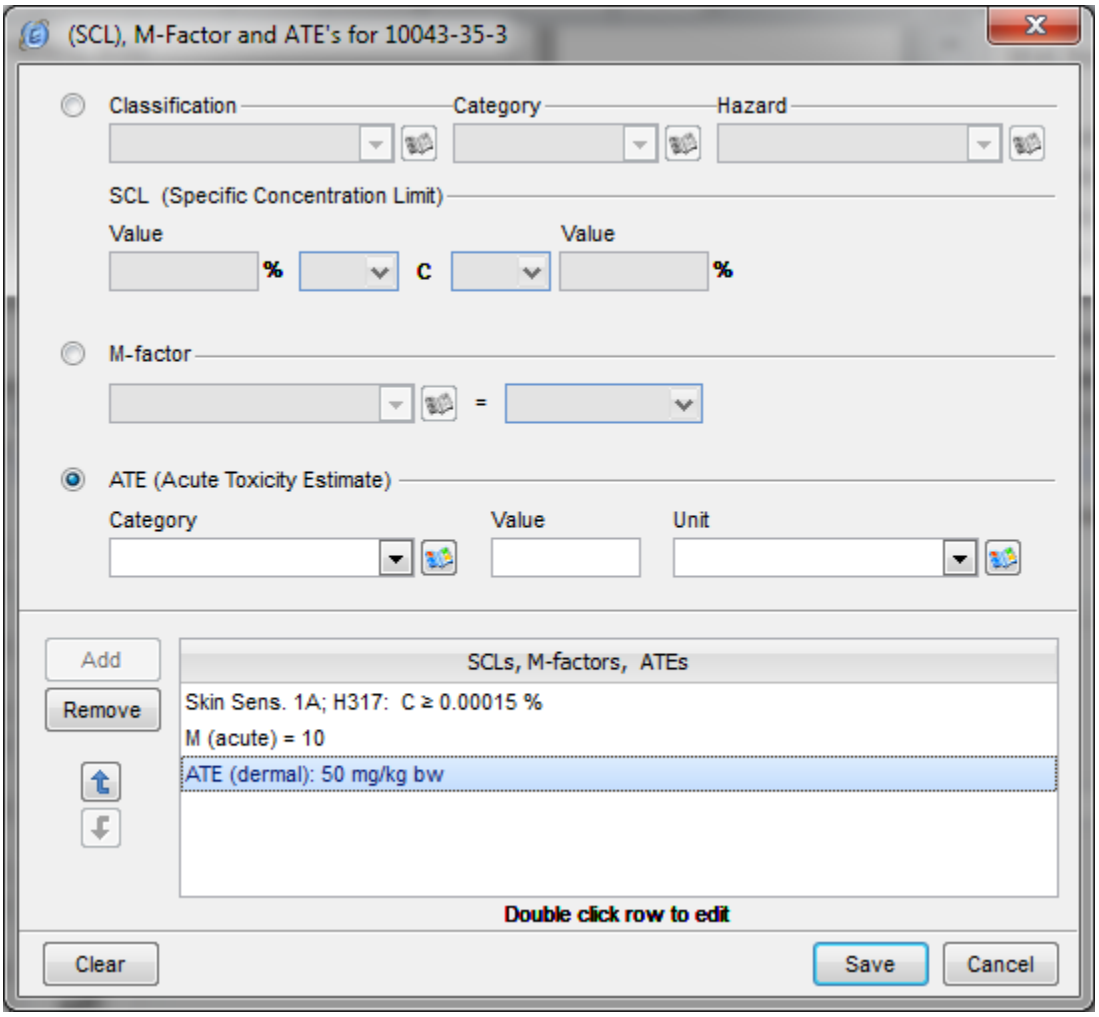
To add **M-factor** information, click the round button next to the **M-factor** heading. This will enable only those fields within this group.

- Enter the information and click the **Add** button to insert a new row in to the list

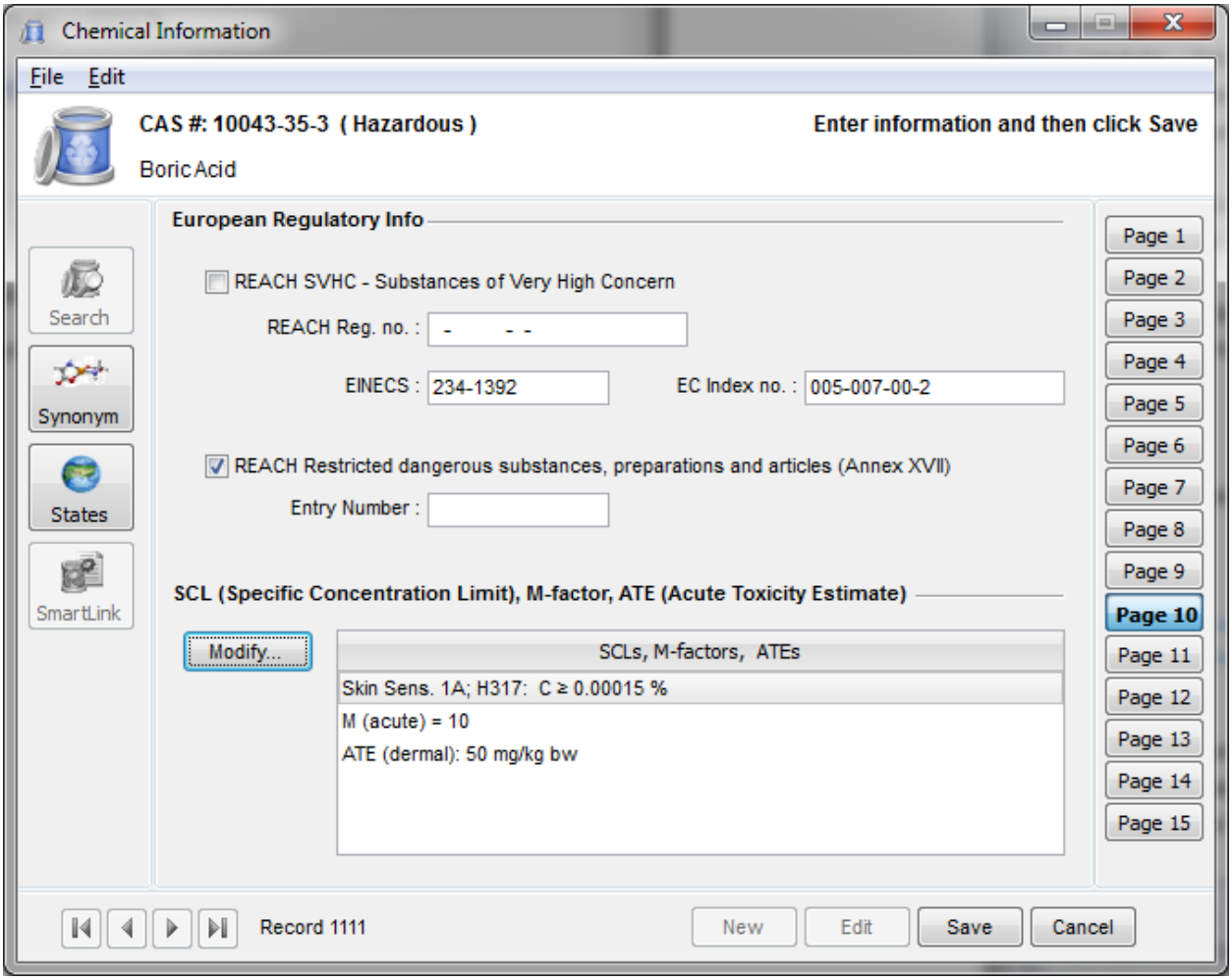
To add **ATE** information, click the round button next to the **ATE (Acute Toxicity Estimate)** heading. This will enable only those fields within this group.

- Enter the information and click the **Add** button to insert a new row in to the list.

Tip: To edit the information in an existing row, simply double click on the row.



- Continue to add as many items that you want and click the **Save** button.



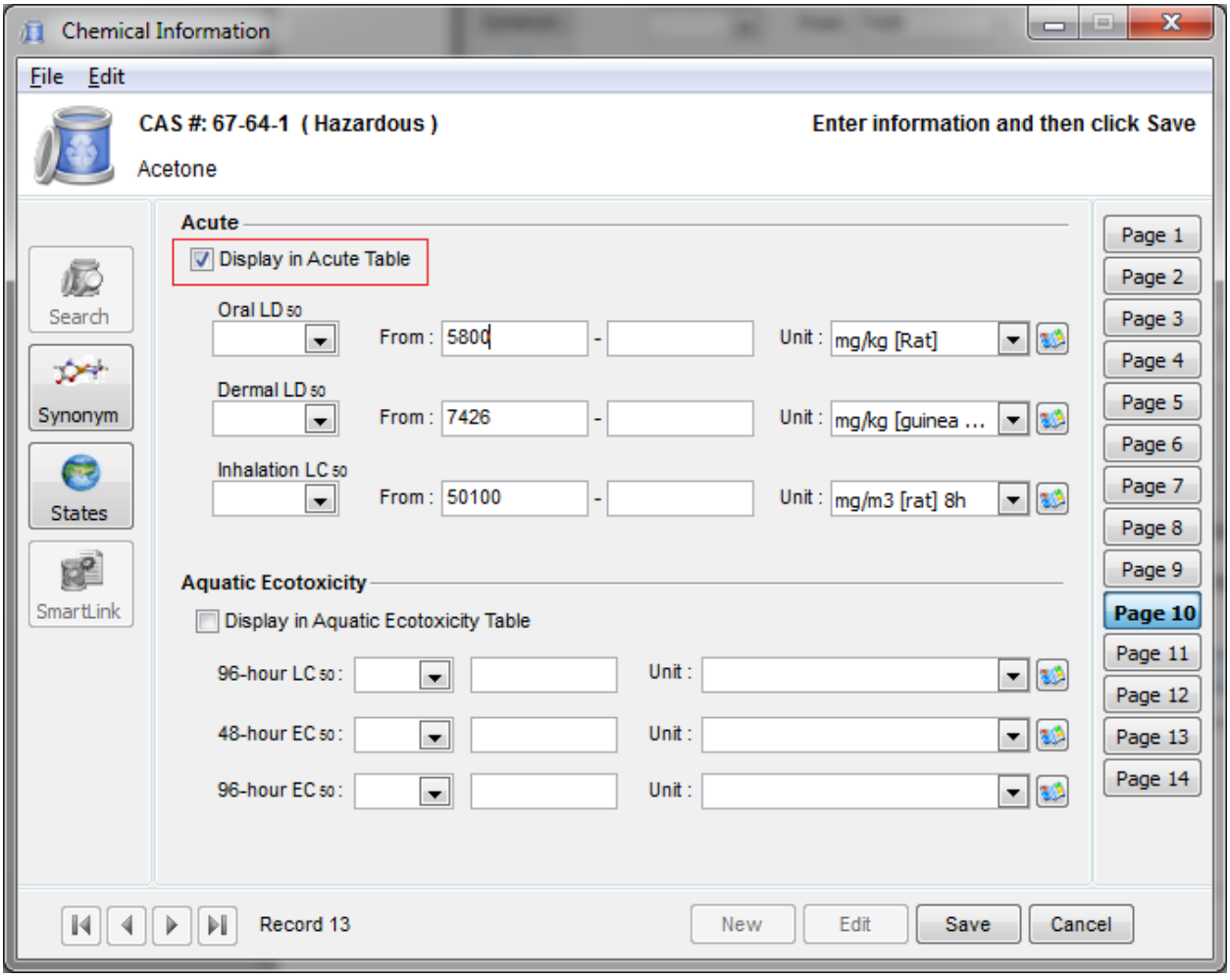
- Click **Save** to save your information for this chemical.

Adding Acute Toxicity information

Note: Applies to all formats.

To add **Acute Toxicity** information:

- From the Chemical Database go to **Page 11** and click **Edit**.
- Under the **Acute** section, enter all required information.



Setting the information to display in the ACUTE TOXICITY table on the SDS

ACUTE TOXICITY

Chemical Name	ORAL LD_{50}	DERMAL LD_{50}	INHALATION LC_{50}
Acetone	5800 mg/kg [Rat]	7426 mg/kg [guinea pig]	50100 mg/m3 [rat] 8h

Example of table output on SDS

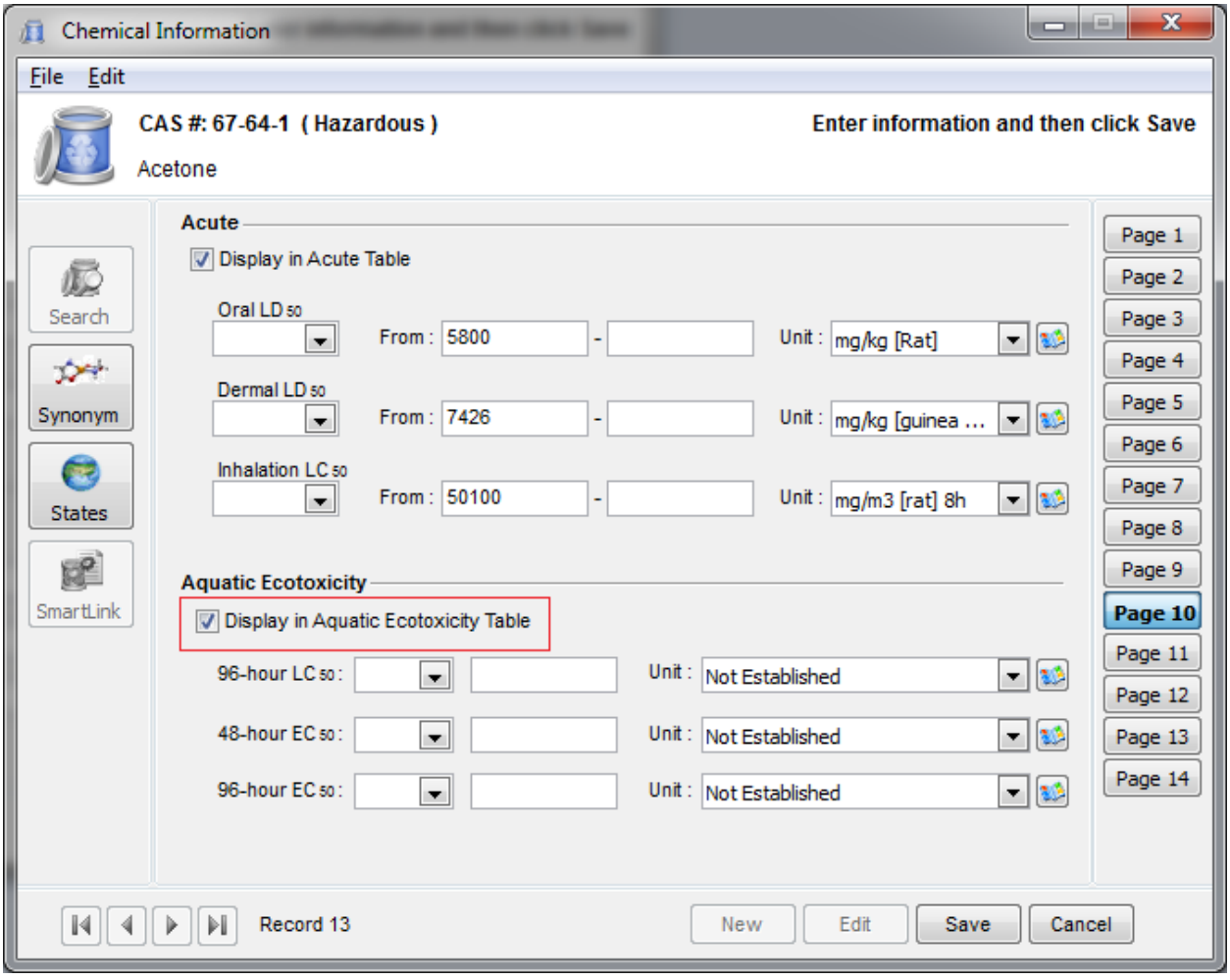
- Check the **Display in Acute table** checkbox.
- Click **Save** to save your information.

Adding Aquatic Ecotoxicity information

Note: Applies to all formats.

To add **Aquatic Ecotoxicity** information:

- From the Chemical Database go to **Page 11** and click **Edit**.
- Under the **Aquatic** section, enter all required information.



Setting the information to display in the AQUATIC ECOTOXICITY table on the SDS

AQUATIC ECOTOXICITY

Chemical Name	96-HOUR LC_{50}	48-HOUR EC_{50}	96-HOUR EC_{50}
Acetone	Not Established	Not Established	Not Established

Example of table output on SDS

- Check the **Display in Aquatic Ecotoxicity table** checkbox.
- Click **Save** to save your information.

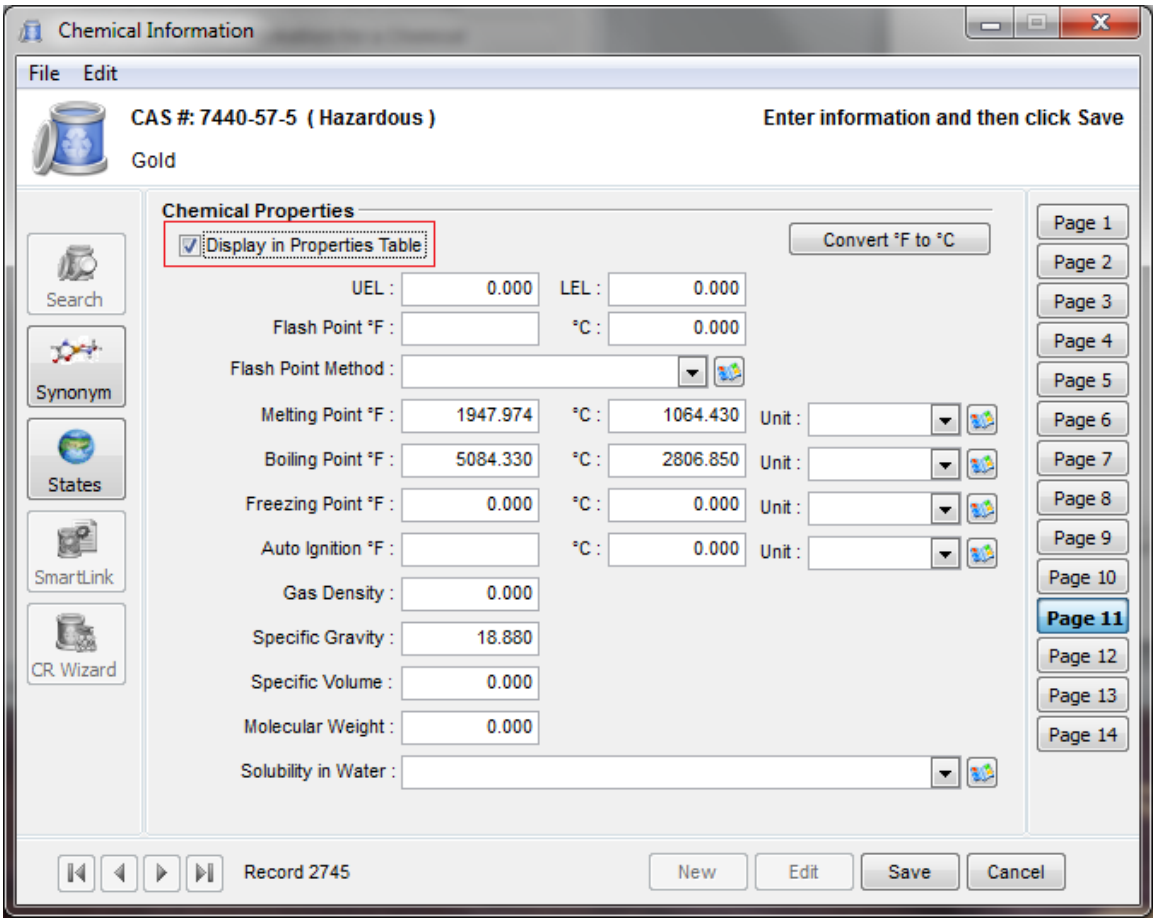
Adding Chemical Properties information

Note: Applies to all formats.

To add **Chemical Properties** information:

- From the Chemical Database go to **Page 12** and click **Edit**.
- Under the **Chemical Properties** section, enter all required information.

Tip: You can enter temperatures in **Fahrenheit** in the °F field and use the Convert °F to °C button to fill in the **Centigrade**. If the **Fahrenheit** is not actually zero then you can clear the value -17.778 from the **Centigrade** field.



Setting the information to display in the Chemical Properties table on the SDS

Chemical Name	Melting Point (°C)	Boiling Point (°C)	Specific Gravity
Gold	1064.43	2806.85	18.88

Example of table output on SDS

- Check the **Display in Properties table** checkbox.
- Click **Save** to save your information.

How to use SmartLink

SmartLink is a rule based technology that is the core to automating the creation of your SDS(s).

By associating linked phrases, from the Phrase Library, to individual chemicals and defining a weight percentage range that the chemicals are used within a product, along with defining the hazard level of the phrase and the hazard level of the chemical, EnviroMSDS can automatically generate an SDS. This is done by comparing associated phrases that fall within the weight percent for each chemical of the product for each Phrase Dropdown.

The phrase that is selected is based upon the chemical with the highest hazard level associated with the phrase with the highest hazard level.

The SmartLink engine will process each Phrase Dropdown throughout the sixteen sections and select the appropriate phrase. All you need to do is create a new product formulation, go to Section 3 – Composition/information on ingredients and add the chemicals and their percentages. Then simply have EnviroMSDS fill out the SDS for you.

Before you can automatically generate an SDS, you must first create the associated links between the chemicals in the Chemical Database with the phrases from the Phrase Library for each Phrase Dropdown.

How to Associate Phrases to a Chemical

To associate phrases to a chemical:

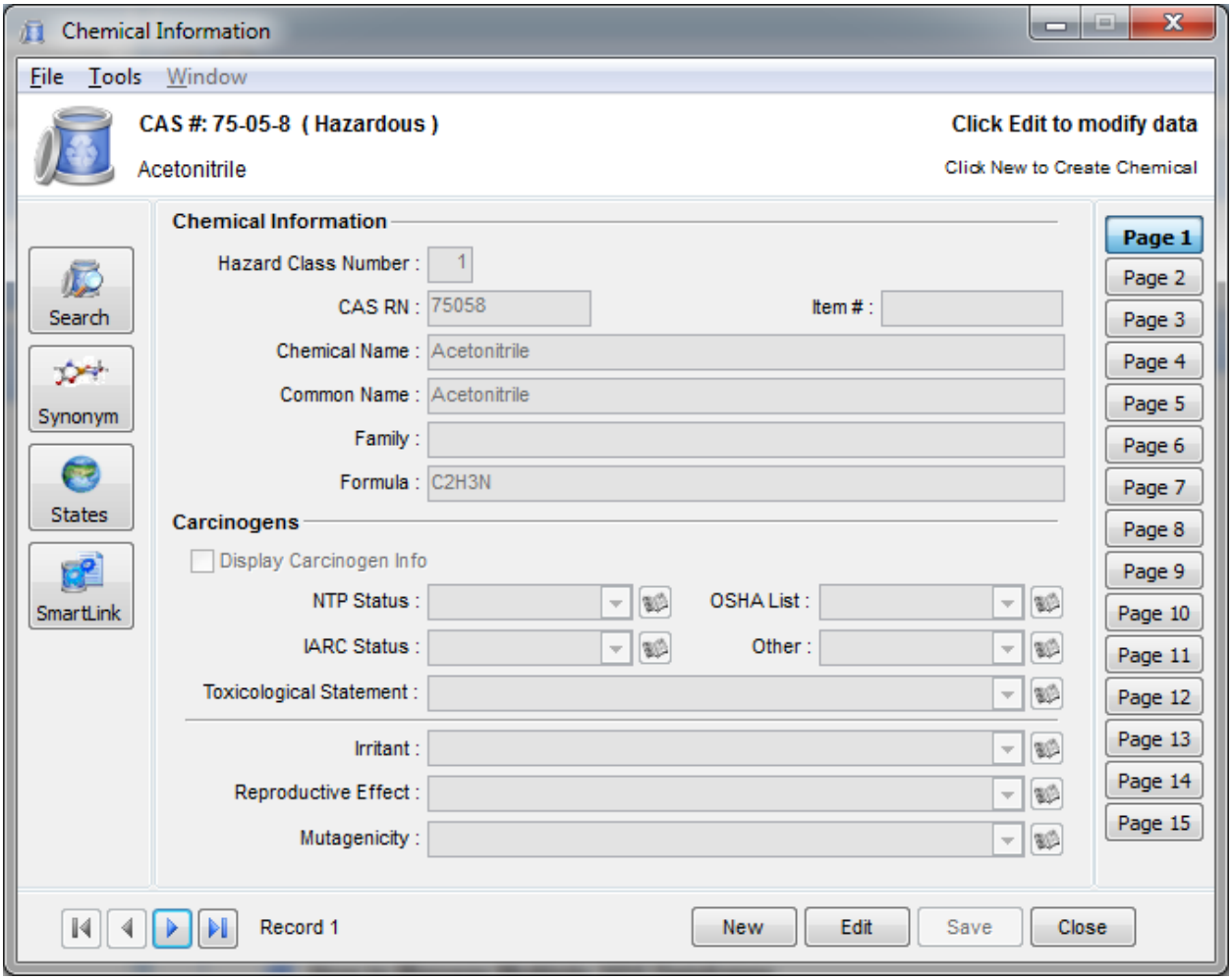
- From the Main Menu Bar of EnviroMSDS, select **View – Databases – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed.



Databases Panel



Chemical Database Window – View mode

- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

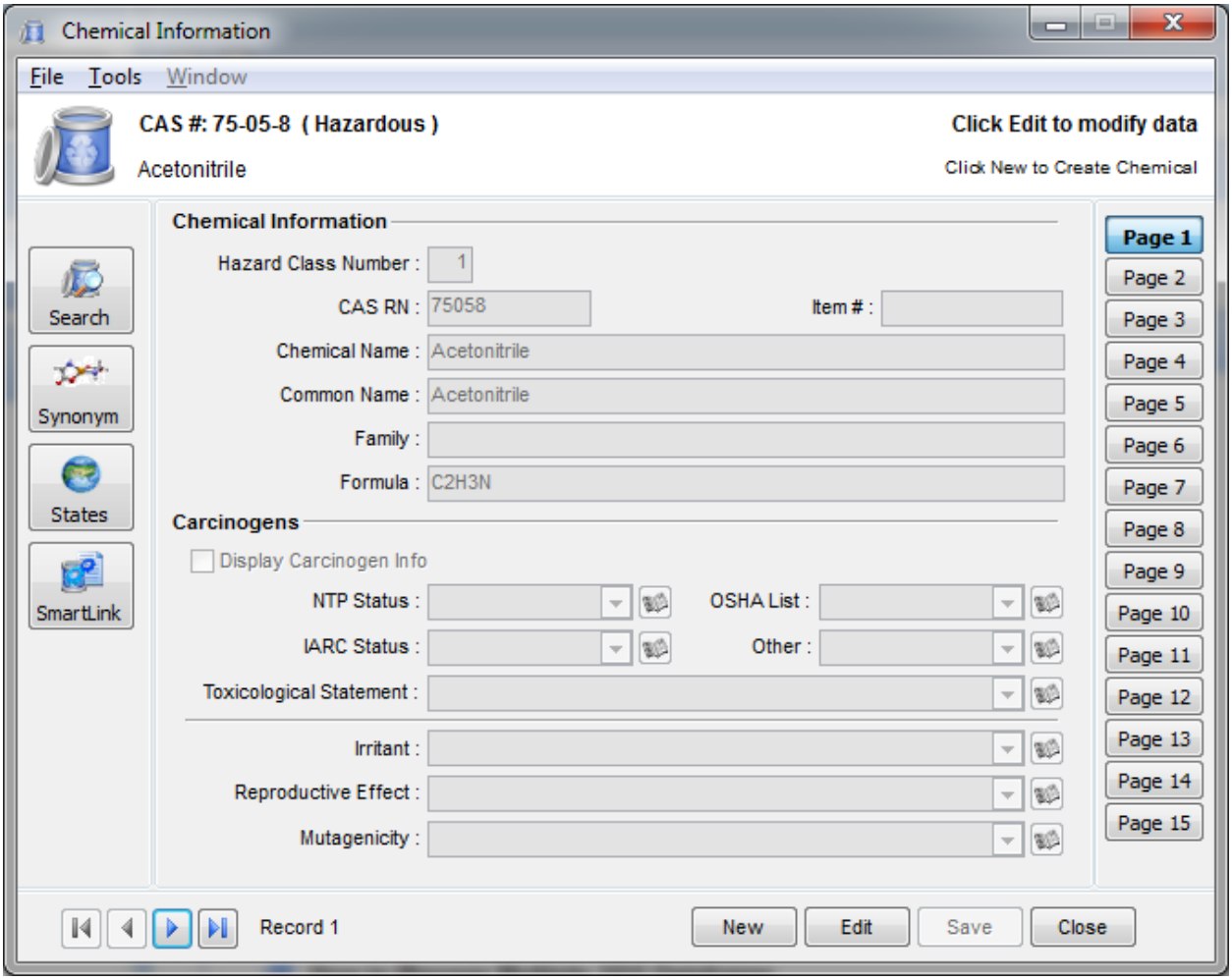
button.
- The Search window is displayed. For more information on searching, see **How to Search for a Chemical**
- From the Main Menu of EnviroMSDS, select **View – Databases – Chemical Data**.

  or

- From the Console, click **Databases** then click **Chemicals.** The **Chemical Database** window is displayed.



Databases Panel



Chemical Database Window – View mode.

- Use the Search feature to locate the Chemical record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

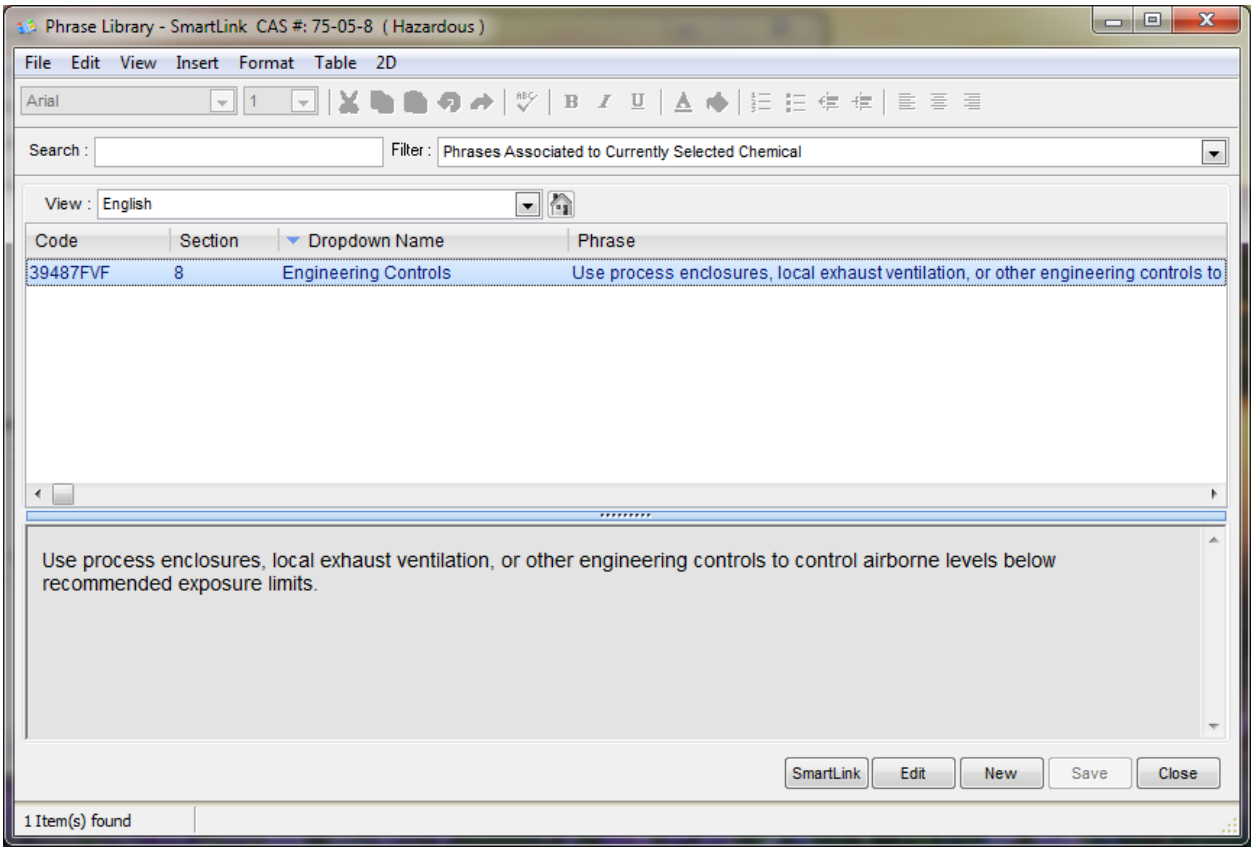
- Click the **Search** 

button.
- The Search window is displayed. For more information on searching, see **How to Search for a Chemical**
- With the desired Chemical record loaded in the Chemical window, from the Menu Bar select **Tools – SmartLink...**

  or

- Click the **SmartLink** 

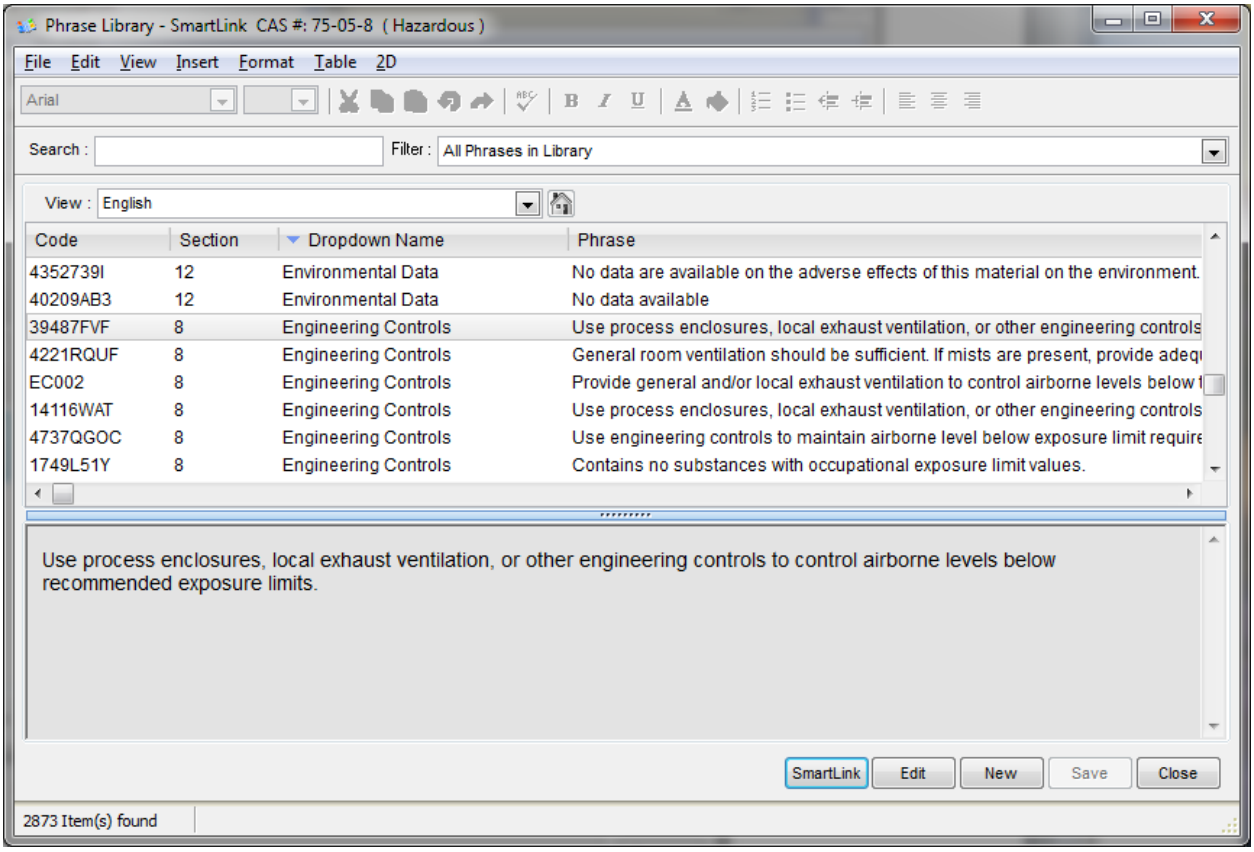
button. The **Phrase Library** window is displayed in **SmartLink** mode.



Notice the Filter: is set to Phrases linked to Currently Selected Chemical. This filter will display only those phrases that you have SmartLink'ed to the selected Chemical.

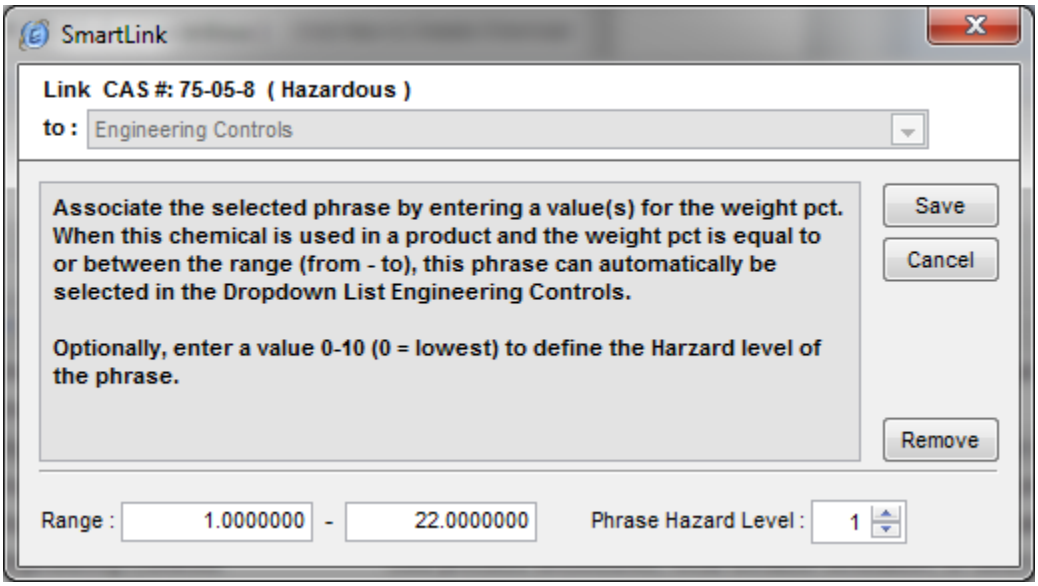
Tip: One easy way to begin associating (linking) phrases to the current chemical is to click on the '**Dropdown Name**' column so that the arrow is pointing upwards. This sorts the Dropdown names in ascending order.

- From the **Filter** dropdown, select '**All Phrases in Library'.**



Filter: All Phrases in Library and Sorted by Dropdown Name

- Select a phrase that is already linked to a Phrase Dropdown name and click **SmartLink**. The **Add SmartLink for Code**: window is displayed.



- Enter a Wt.% value in the **From** field and to specify a range, enter a Wt.% value into the **To** field.

- Click **Save** to save your information.

  or
- Click **Cancel** to abort your changes.

Continue to SmartLink as many phrases that you want to for the current Chemical.

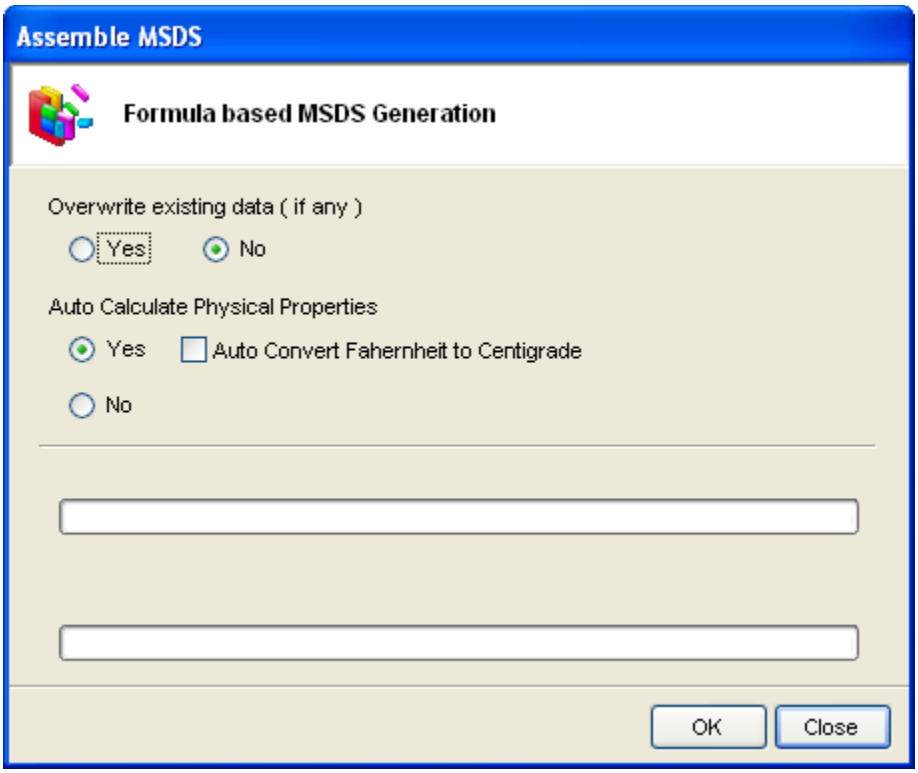
- Click **Close** to exit the Phrase Library window.

How to Automatically Assemble an SDS

Once you have associated phrases for the various Phrase Dropdowns throughout the sixteen sections for the chemicals in the Chemical Database, you will be able to automatically assemble an SDS with the phrases selected via the SmartLink technology.

To automatically fill out an SDS:

- Open the desired Product.
- From the Menu Bar, select **Section 3 – Composition / Information on Ingredients**.
- From the Menu Bar, select **Tools** – **Assemble SDS**… The **Assemble SDS** window is displayed.



- From the **Overwrite existing data** option, select either **Yes** or **No.**

1. **Yes** - will process **all** of the Phrase Dropdown(s) and will overwrite any selection that you may have already made.
2. **No** - will not process any Phrase Dropdown(s) that a selection has already been made for.

If the Auto Calculate Physical Properties group is enabled:

- From the **Auto Calculate Physical Properties** option, select either **Yes** or **No**. If you select **Yes**, then you can optionally select **Auto Convert Fahrenheit to Centigrade**.
- Click **OK**.

How to Manage the Customer Database

The Customer Database is designed on the relationship between the primary Billing Customer address, and the secondary Shipping addresses (multiple.) That is, you will have one Billing address, but can attach many locations/divisions/sites to it with the Shipping addresses.

The Customer Database was designed to allow for basic information concerning customers. It can be expanded to include any customer information you want. (For more information on custom services, please Contact Envirosoft).

None of the data fields from the Customer Database print on an SDS using the supplied SDS formats. However, Envirosoft does provide custom formats to meet your specific requirements. (For more information on custom formats, please Contact Envirosoft).

Please Contact Envirosoft if you have your own Customer Database that you would like to import into EnviroMSDS.

Note: The Customers are listed in the order they were entered into the system.

How to Add a Customer

To add a Customer:

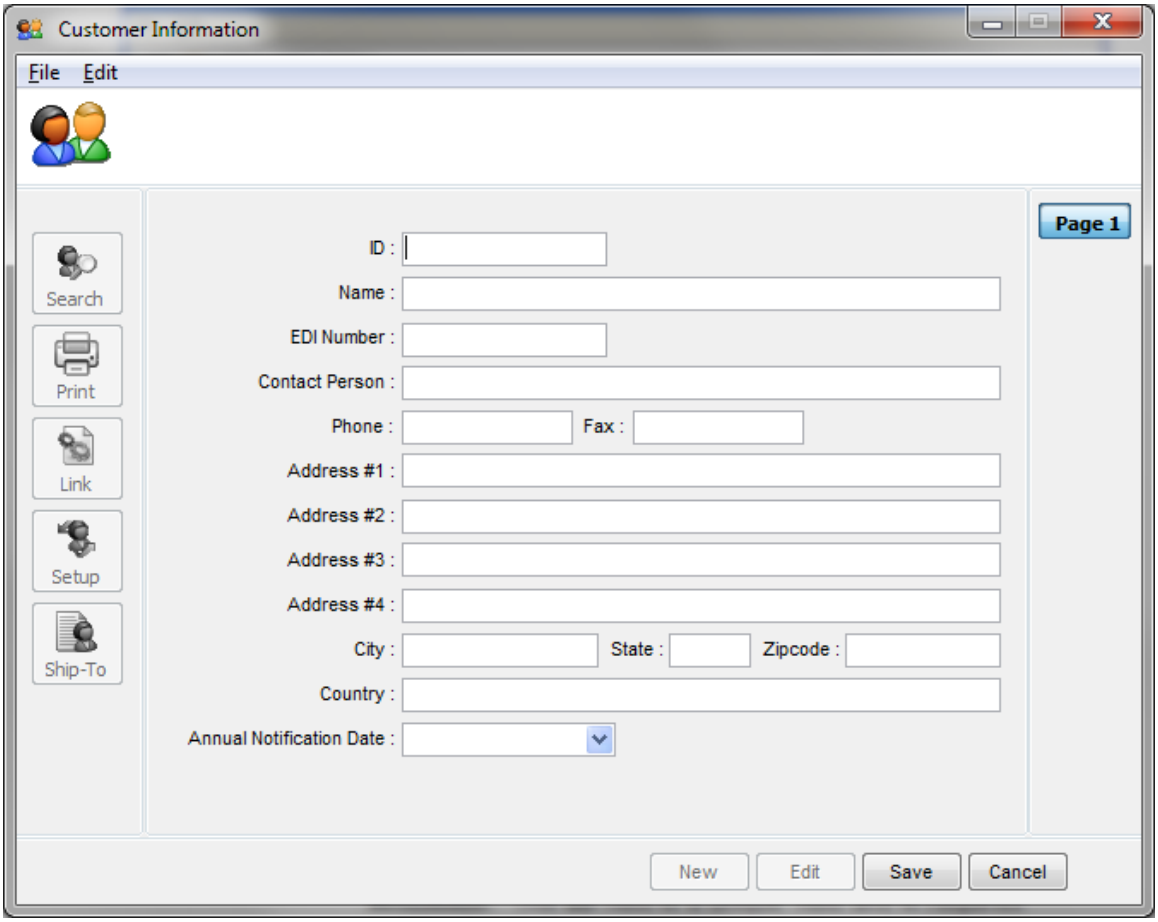
- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed.



Database Panel



- Click **New**.

Attention: The **ID** field is a unique field and is required and it will not allow you to enter a duplicate ID.

- Fill out all the appropriate information.
- Click **Save** to save your information.

  or
- Click **Cancel** to abort your changes.
- Click **Close**.

Note: To **Add** additional locations to an existing Customer's address, see How to Add a Shipping Customer

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How to Edit a Customer's Information

To edit a Customer:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed.



Database Panel

- Use the Search feature to locate the Customer record that you want to delete.
- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button...
- The Search window is displayed. For more information on searching, see How to Search for a Customer
- With the desired Customer record loaded in the Customer window, Click **Edit**.
- Make the necessary changes.
- Click **Save** to save your information.

  or
- Click Cancel to abort your changes.
- Click **Close**.

How to Delete a Customer

To delete a Customer:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed.



Database Panel

- Use the Search feature to locate the Customer record that you want to delete.
- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button...
- The Search window is displayed. For more information on searching, see How to Search for a Customer
- With the desired Customer record loaded in the Customer window, from the Menu Bar, select **File – Delete Customer**. A confirmation message window is displayed.
- If you are sure that you want to remove the selected Customer from the Customer Database, click **Yes**, otherwise, click **No**.

Warning: Once a Customer is deleted, it is ***unrecoverable.***

Note: This feature requires a Security Level of Administrator or Manager.

Assigning SDS(s) to a Customer with SDS Link

To link SDS(s) to a Customer:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed.



Database Panel

- Use the Search feature to locate the Customer that you want to assign SDS(s) to.
- From the Menu Bar, **select File – Search...**

  or

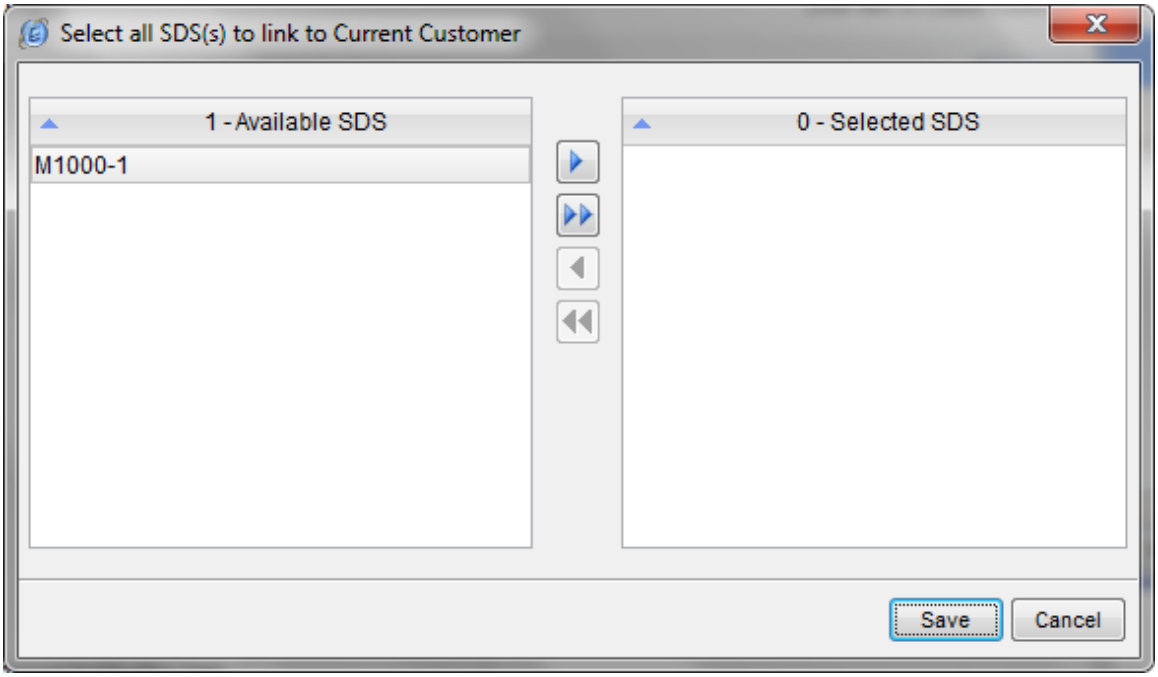
- Click the **Search** 

button...
- The Search window is displayed. For more information on searching, see How to Search for a Customer
- With the desired Customer record loaded in the Customer window.
- From the Menu Bar, **select Tools** - **Link ...**

  or

- Click the **Link** 

button... The **Select all SDS(s) to link to current Customer** dialog box is displayed.



- Highlight the desired SDS(s). Then select **Move** to move the SDS(s) to the Selected SDS window.
- Continue moving the SDS(s) you want to link to the Customer.
- Click **Save**.

Note: Only Approved SDS(s) can be linked to a Customer.

How to Print SDS(s) Linked to a Customer

To print all SDS(s) linked to a Customer:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed.



Database Panel

- Use the Search feature to locate the Customer record that you want to print the attached SDS(s) for.
- From the Menu Bar, **select File – Search...**

  or

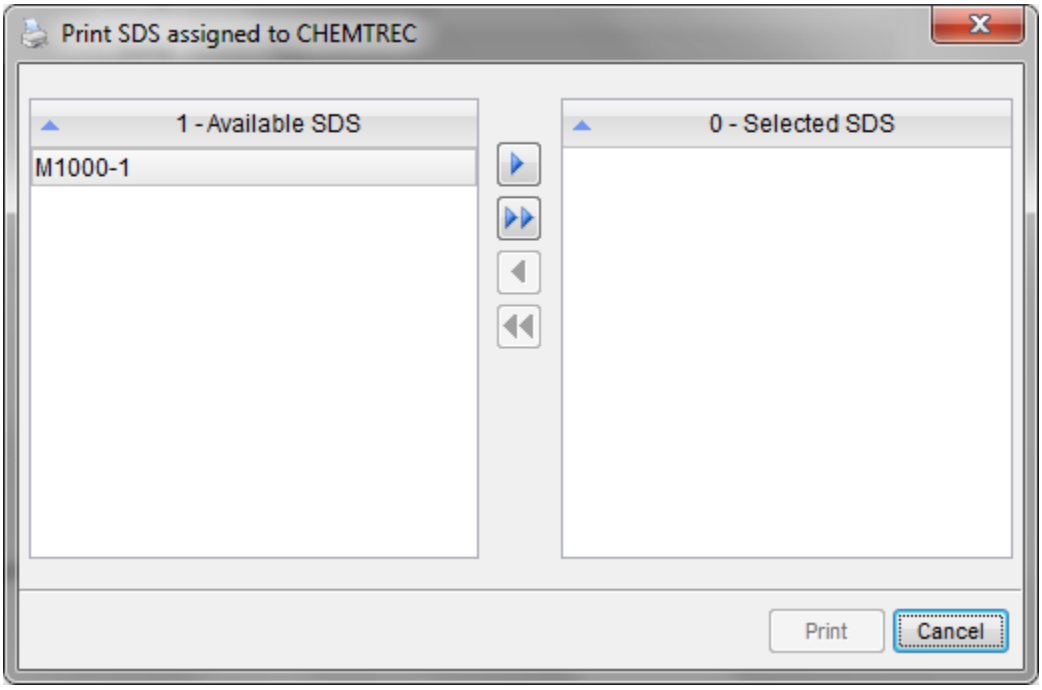
- Click the **Search** 

button...
- The Search window is displayed. For more information on searching, see How to Search for a Customer
- With the desired Customer record loaded in the Customer window.
- From the Menu Bar, **select File – – Print Linked SDS…**

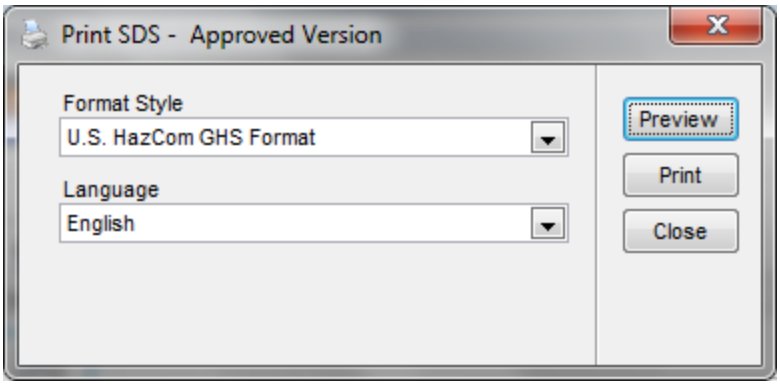
  or

- Click the **Print** 

button... The **Print SDS for** window is displayed.



- Highlight the SDS(s) you want to print and click **Move >>** (or click **All >>** to move all of the available SDS(s)) to move the highlighted SDS(s) from **Available SDS** to **Selected SDS**.
- Once you have all of the SDS(s) under the **Selected SDS** that you want to print, click **Print**. The **Print SDS – Approved Version** window is displayed.



- Select the desired **Language** for the SDS.
- Select the desired **Format Style** for the SDS.
- Click **Preview**

  or
- Click **Print**.

Continue until all SDS(s) are printed.

How to Search for a Customer

The Search command offers the most direct way to locate a Customer. Use Search if you know the name of the Customer you want to find. If you only know part of the name, that is ok, EnviroMSDS will locate all items that include that part in the name.

To search for a Customer:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed.



Database Panel

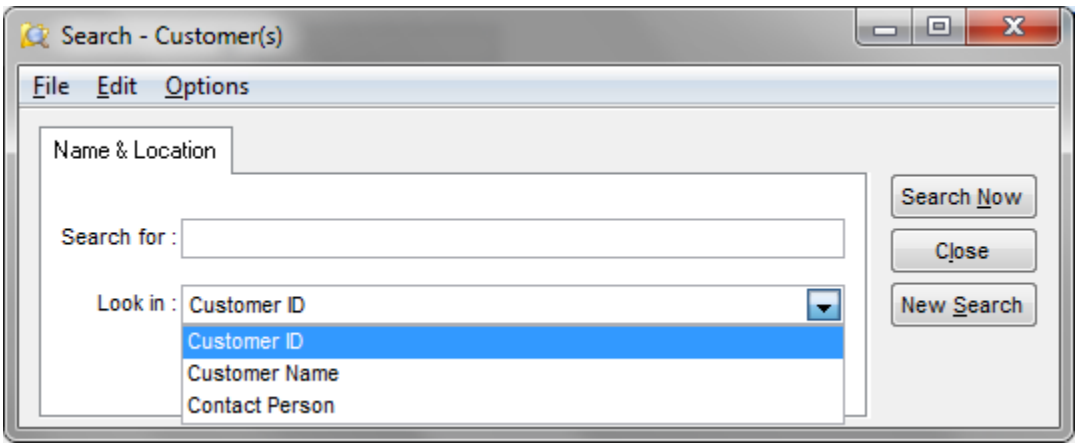
- Use the Search feature to locate the Customer record.

- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button... The **Customer Search** window will appear.



Customer Search Window

- First adjust the size and position of the Search window

With the **Look in**: dropdown list opened, you can select from the above choices to search for a Customer.

- In **Search for**, type all or part of the item you want to find.
- In **Look in**, select the field you want to search.
- Click **Search Now**.
- If the item you want is in the list of found records, highlight the desired item and either double click or choose the **Select** button. This will open the selected Customer.

Tips: If you leave the Search for: blank and select **Search Now** the search will locate all items containing the search for text within the chosen **Look in**: field.

Notes: If you get too many results, try entering more detailed search criteria to make your search more specific.

To clear the search criteria fields and begin a new search, click **New Search**.

Under **Options**, you may elect that the search is performed as **Case Sensitive** (the **default** is **Case Insensitive**). Also, you can set whether the search window is closed after an item is selected (default) or if it remains open.

You can also open multiple search windows and create search lists with different criteria and results. By electing to keep the search window open after a selection you will be able to open other items from the same search window.

Customer Reports

The reports are a designed in the Report & Label Manager. Often new reports templates are included with new updates of the EnviroMSDS Authoring software.

If you require a report template that is not available, please Contact Envirosoft and we can create it for you.

To view a report :

- From the **Customer Database** window, go to the **Menu** bar select **Tools – Reports**

How to Add a Shipping Customer

To add a Shipping Customer:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed



Database Panel

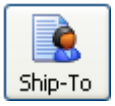
- Use the Search feature to locate the Customer record that you want to add a Shipping Customer record for.
- From the Menu Bar, **select File – Search…**

  or

- Click the **Search** 

button...
- The Search window is displayed. For more information on searching, see How to Search for a Customer
- With the desired Customer record loaded in the Customer window.
- From the Menu Bar, **select File – Shipping Customers...**

  or

- Click the **Ship-To** 

button... The **Shipping Customers of** window is displayed.
- Click **New**.

Attention: The **ID** field is a unique field and is required and it will not allow you to enter a duplicate ID.

- Fill out all the appropriate information.
- Click **Save** to save your information.

  or

- Click **Cancel** to abort your changes.
- Click **Close**.

How to Edit a Shipping Customer's Information

To edit a Shipping Customer:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed



Database Panel

- Use the Search feature to locate the Customer record that you want to edit the Shipping Customer record for.

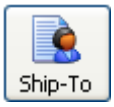
- From the Menu Bar, **select File – Search…**

  or

- Click the **Search** 

button.
- The Search window is displayed. For more information on searching, see How to Search for a Customer
- With the desired Customer record loaded in the Customer window.
- From the Menu Bar, **select File – Shipping Customers…**

  or

- Click the **Ship-To** 

button… The **Shipping Customers of** window is displayed.
- Click **Edit**.
- Make the necessary changes.
- Click **Save** to save your information.

  or

- Click **Cancel** to abort your changes.
- Click **Close**.

How to Delete a Shipping Customer

To delete a Shipping Customer:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed.



Database Panel

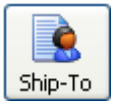
- Use the Search feature to locate the Customer record that you want to delete the Shipping Customer record for.
- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button...
- The Search window is displayed. For more information on searching, see How to Search for a Customer
- With the desired Customer record loaded in the Customer window.
- From the Menu Bar, **select File – Shipping Customers...**

  or

- Click the **Ship-To** 

button... The **Shipping Customers of window** is displayed.
- From the Menu Bar, select **File – Delete Shipping Customer**. A confirmation message window is displayed.
- If you are sure that you want to remove the selected Shipping Customer from the Shipping Customer Database, click **Yes**, otherwise, click **No**.

Warning: Once a Shipping Customer is deleted, it is ***unrecoverable.***

Note: This feature requires a Security Level of Administrator or Manager.

How to Configure Customer Distribution

To configure Customer distribution:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Customer Data**.

  or

- From the Console, click **Databases** then click **Customers.** The **Customer Database** window is displayed.



Database Panel

- Use the Search feature to locate the Customer record that you want to delete the Shipping Customer record for.
- From the Menu Bar, **select File – Search...**

  or

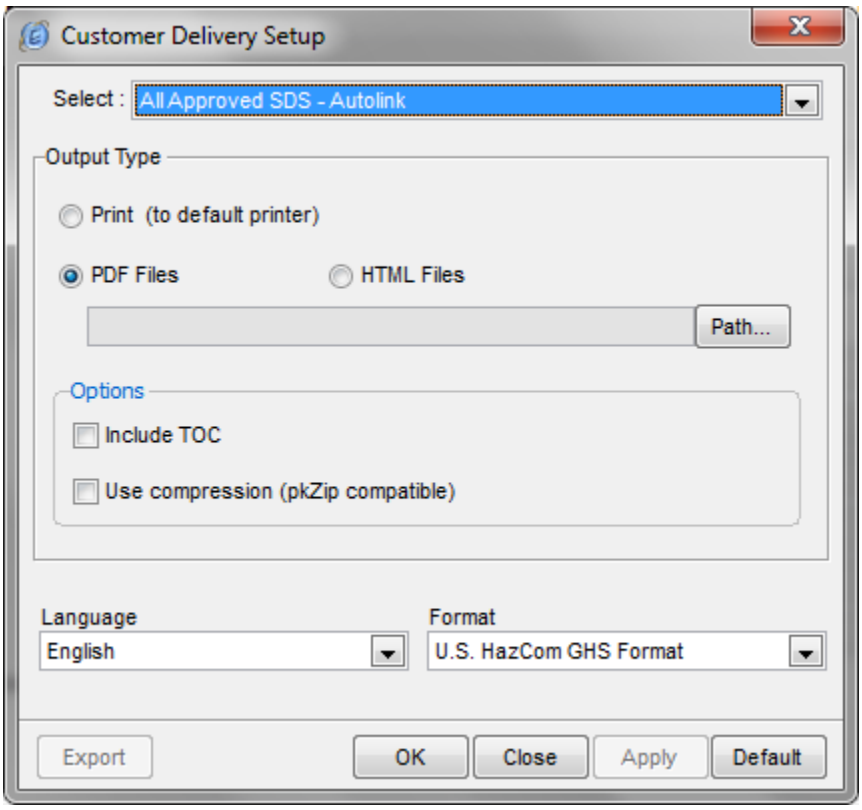
- Click the **Search** 

button...
- The Search window is displayed. For more information on searching, see How to Search for a Customer
- With the desired Customer record loaded in the Customer window.
- From the Menu Bar, **select Tools –Customer Delivery Setup...**

  or

- Click the **Setup** 

button... The **Customer Delivery Setup** window is displayed.



- Click the **Select** dropdown and choose how SDS(s) are to be associated to this Customer. The four choice are:

  - **All Approved SDS – Autolink** (this option will automatically link all currently approved SDS to the Customer)
  - **Only New or Updated SDS – Autolink** (this option will automatically link only the new or updated approved SDS to the Customer)
  - **All Approved SDS Currently Linked to Current Customer** Tip: Use the **Link** button on the Customer window to attach the Approved SDS(s)

- **Only New or Updated SDS Currently Linked to Current Customer** (this option is determined via the built in tracking system. SDS(s) that have been previously sent the this Customer and have not changed, will be excluded)

- Select the Output Type for this Customer
  - Print (to default printer)
  - PDF files
  - HTML files

The PDF and HTML files will require an export path to save the files to. And will optionally allow you to create a TOC (table of contents) for the exported SDS and you can specify that all of the exported files, including the TOC if selected, can be compressed into a zip file.

- Click the **Path…** button to set the folder that you want the files exported to.
- Optionally click the **Include TOC** to add a table of contents file.
- Optionally click the **Use compression (pkZip compatible)**
- Click the **Language** dropdown and select the default language for exported SDS files.
- Click the **Format** dropdown and select the default format for exported SDS files.
- Click the **Apply** button to save your changes.
- Click the **Export** button to export the linked SDS(s) to this Customer. When completed, it will automatically exit the window.
- Click the **Ok** button to save any changes and exit the window.

  or

- Click the **Close** button to exit the window without saving any changes.

How to Manage the Manufacturer Database

The Manufacturer Database was designed to allow for the basic information required in Section 1 of an SDS. It can be expanded to include any Manufacturer information you want. (For more information on custom services, please, Contact Envirosoft).

Some of the data fields do not automatically print on an SDS using the supplied SDS formats. However, Envirosoft does provide custom formats to meet your specific requirements. (For more information on custom formats, please, Contact Envirosoft).

Due to the flexibility of EnviroMSDS, you are able to provide your Customers a value added service by creating SDS's for them and placing their logo on the SDS.

How to Add a Manufacturer

To add a new Manufacturer:

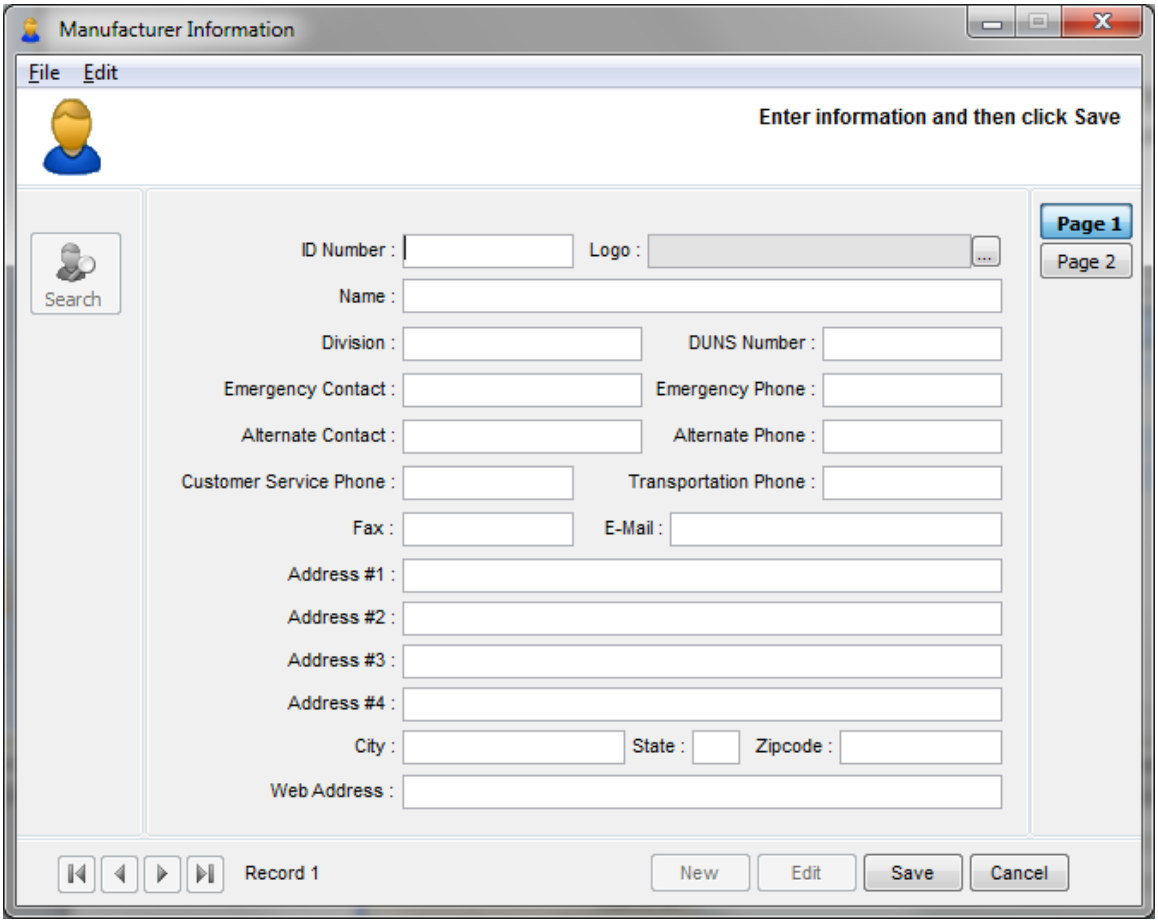
- From the Main Menu of EnviroMSDS, select **File** - **Open – Manufacturer Data**.

  or

- From the Console, click **Databases** then click **Manufacturers.** The **Manufacturer Database** window is displayed.



Database Panel



Manufacturer Database Window

- Click **New**.

Note: Notice that the cursor is positioned in the **ID Number**. This means that you can begin entering your information. The ID Number is not required; however it may be useful to distinguish different Manufacturing sites within the same company.

- The **Logo** field allows you to specify which company logo will appear on the SDS for this manufacturer. The logo may be of the type .bmp, .jpg, .gif or .png and must be placed into the MSDSImages folder under EnviroMSDS. Click the ellipsis button to launch the logo file browse window.
- Position the cursor in the white box to the right of **Name** and press the left mouse button. Type your company name. **This field is required**.
- Position the cursor in the white box to the right of **Division** and press the left mouse button. Type the division (if applicable) for this manufacturer.
- Position the cursor in the white box to the right of **DUNS Number** and press the left mouse button. Type your manufacture's DUNS number.

- Position the cursor in the white box to the right of **Emergency Contact** and press the left mouse button. Type in the name of the person to contact in the event of an emergency.
- Position the cursor in the white box to the right of **Emergency Phone** and press the left mouse button. Type in the phone number of the Emergency Contact.
- Position the cursor in the white box to the right of **Address #1** and press the left mouse button. Type in the street address of your company. Add additional address information in separate Address fields in necessary.
- Position the cursor in the white box to the right of **City** and press the left mouse button. Type in the city where your company is located.
- Position the cursor in the white box to the right of **State** and press the left mouse button. Type in the state where your company is located
- Position the cursor in the white box to the right of **Zip Code**. Type in the zip code for your company.
- You can also enter an additional **Emergency Contact**, **Storage**, **Plant Identification**, and **International information**, which are located on additional pages. To move to the additional pages, select the Page Selection buttons found at the bottom right of the window.

Once you are completed:

- Click **Save** to save your information.

  or
- Click **Cancel** to abort your changes.
- Click **Close**.

How to Edit a Manufacturer

To edit a Manufacturer:

- From the Main Menu of EnviroMSDS, select **File** - **Open – Manufacturer Data**.

  or

- From the Console, click **Databases** then click **Manufacturers.** The **Manufacturer Database** window is displayed.



Database Panel

- Use the Search feature to locate the Manufacturer record that you want to modify.
- From the Menu, **select File – Search...**

  or

- Click the **Search** 

button.
- For more information on searching, see How to Search for a Manufacturer
- With the desired Manufacturer record loaded in the Manufacturer window, Click **Edit**.
- Make the necessary changes.
- Click **Save** to save your information.

  or
- Click **Cancel** to abort your changes.
- Click **Close**.

How to Delete a Manufacturer

To delete a Manufacturer:

- From the Main Menu of EnviroMSDS, select **File** - **Open – Manufacturer Data**.

  or

- From the Console, click **Databases** then click **Manufacturers.** The **Manufacturer Database** window is displayed.



Database Panel

- Use the Search feature to locate the Manufacturer record that you want to modify.
- From the Menu, **select File – Search...**

  or

- Click the **Search** 

button.
- For more information on searching, see How to Search for a Manufacturer
- With the desired Manufacturer record loaded in the Manufacturer window, from the Menu, select **File – Delete Manufacturer**. A confirmation message window is displayed. If you are sure that you want to remove the selected Manufacturer from the Manufacturer Database, click **Yes**, otherwise, click **No**.

Warning: Once a Manufacturer is deleted, it is unrecoverable.

Note: This feature requires a Security Level of Administrator or Manager.

How to Search for a Manufacturer

The Search command offers the most direct way to locate a Manufacturer. Use Search if you know the name of the item you want to find. If you only know part of the name, that is ok, EnviroMSDS will locate all items that include that part in the name.

To search for a Manufacturer:

- From the Main Menu of EnviroMSDS, select **File** - **Open – Manufacturer Data**.

  or

- From the Console, click **Databases** then click **Manufacturers.** The **Manufacturer Database** window is displayed.



Database Panel

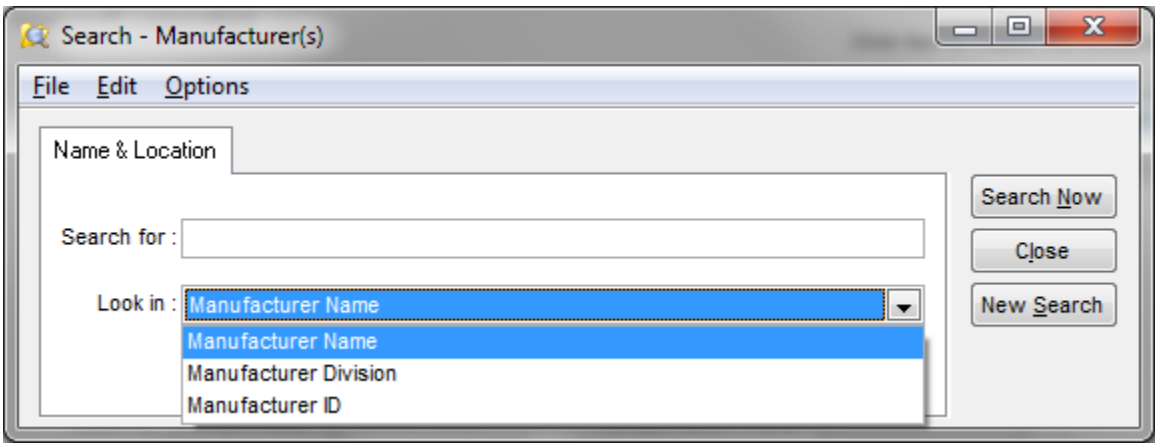
- Use the Search feature to locate the Manufacturer record that you want to modify.

- From the Menu, **select File – Search…**

  or

- Click the **Search** 

button. The **Manufacturer Search** window will appear.



Manufacturer Search window

- First adjust the size and position of the Search window.
- With the **Look in**: dropdown list opened, you can select from the above choices to search for a Manufacturer.
- In **Search for**, type all or part of the item you want to find.
- In **Look in**, select the field you want to search.
- Click **Search Now**.

If the item you want is in the list of found items, highlight the desired item and either double click or choose the **Select** button. This will open the selected Manufacturer.

Tips: If you leave the Search for: blank and select **Search Now** the search will locate all items containing the search for text within the chosen **Look in**: field.

Under Options, you may elect that the search is performed as **Case Sensitive** (the **default** is **Case Insensitive**). Also, you can set whether the search window is closed after an item is selected (default) or if it remains open.

You can also open multiple search windows and create search lists with different criteria and results. By electing to keep the search window open after a selection you will be able to open other items from the same search window.

Notes: If you get too many results, try entering more detailed search criteria to make your search more specific.

To clear the search criteria fields and begin a new search, click **New Search**.

Manufacturer Reports

The reports are a designed in the Report & Label Manager. Often new reports templates are included with new updates of the EnviroMSDS Authoring software.

If you require a report template that is not available, please Contact Envirosoft and we can create it for you.

To view a report :

- From the **Manufacturer Database** window, go to the **Menu** bar select **Tools – Reports**

How to Manage the Supplier Database

The main use of the Supplier Database is to allow you to acquire Supplier / Vendor SDS's and assign any of the 16 Section information that you require.

Note: Use the **Wizard** to acquire the initial SDS for any Supplier.

The Supplier Database was designed to allow for the basic information required in Section 1 of an SDS. Usually if you need to identify yourself as a Supplier.

It can be expanded to include any Supplier information you want. (*For more information*, please Contact EnviroOffice*).*

Some of the data fields do not automatically print on an SDS using the supplied SDS formats. However, Envirosoft does provide custom formats to meet your specific requirements. (For more information on custom formats, please Contact EnviroOffice).

Due to the flexibility of EnviroMSDS, you are able to provide your Customers a value added service by creating SDS's for them and placing their logo on the SDS.

How to Add a New Supplier

To add a new Supplier:

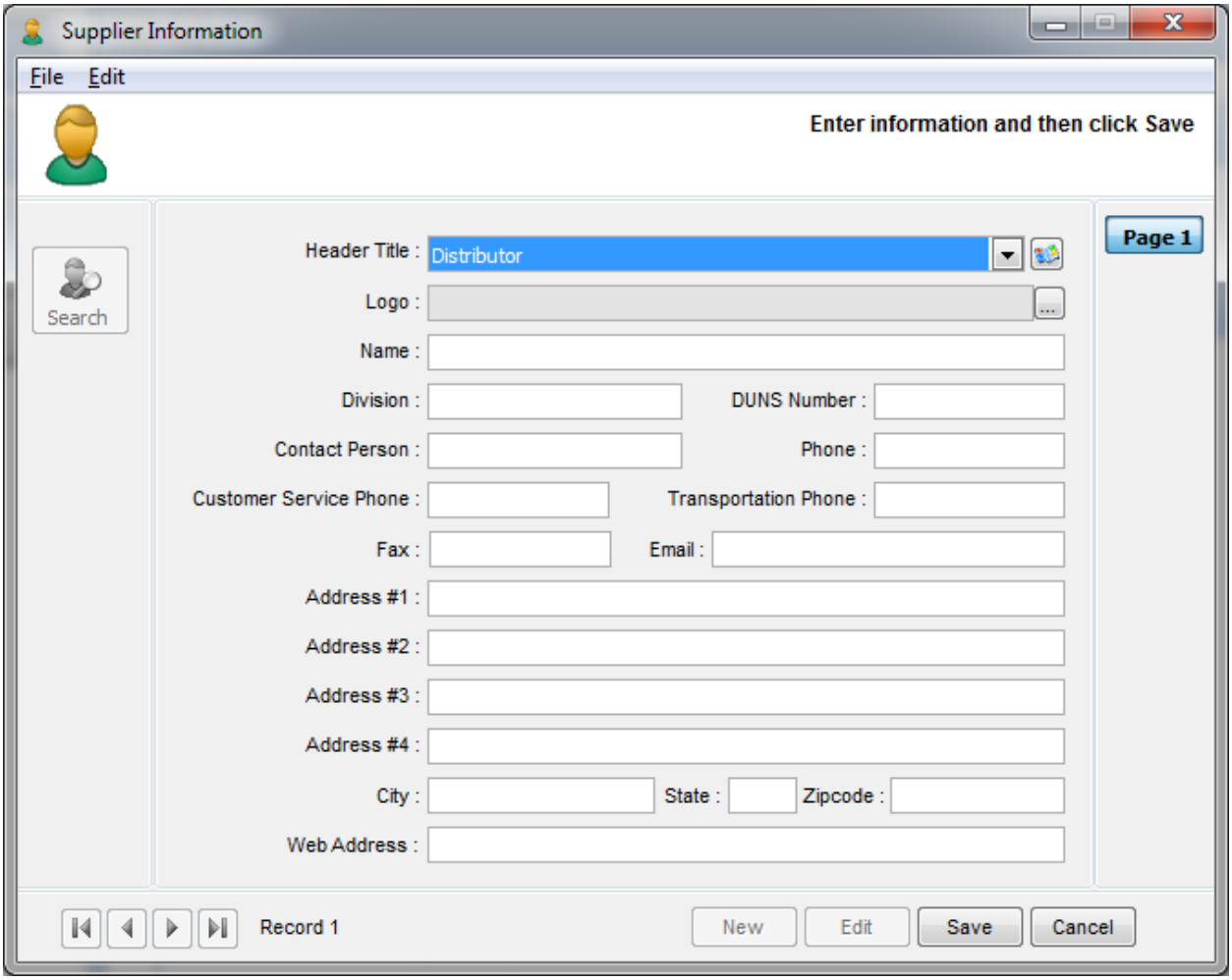
- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Supplier Data**.

  or

- From the Console, click **Databases** then click **Suppliers.** The **Supplier Database** window is displayed.



Database Panel



Supplier Database Window

- Click **New**.
- From the **Header Title** dropdown you can customize the Title that outputs above the Supplier information on the SDS. (Default is **Distributor**)

Note: Currently the **Header Title** feature only applies to EU GHS/CLP format.

- The **Logo** field allows you to specify which company logo will appear on the SDS for this Supplier. The logo may be of the type .bmp, .jpg, .gif or .png and must be placed into the **MSDSImages** folder under EnviroMSDS. Click the ellipsis button to launch the logo file browse window
- From the **Name** field enter the Supplier's company name. **This field is required**.
- From the **DUNS Number** field enter the Supplier's DUNS number.
- From the **Emergency Contact** field enter the name of the person to contact in the event of an emergency.
- From the **Emergency Phone** field enter the phone number of the Emergency Contact.
- From the **Address #1** field enter the street address of the company. Add additional address information in separate Address fields if necessary.

- From the **City** field enter the city where the company is located.
- From the **State** field enter the state where the company is located
- From the **Zip Code** field enter the zip code for the company.

Once you are completed:

- Click **Save** to save your information.

  or
- Click **Cancel** to abort your changes.
- Click **Close**.

How to Edit a Supplier

To edit a Supplier:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Supplier Data**.

  or

- From the Console, click **Databases** then click **Suppliers.** The **Supplier Database** window is displayed.



Database Panel

- Use the Search feature to locate the Supplier record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button.
- For more information on searching, see How to Search for a Supplier
- With the desired Supplier record loaded in the Supplier window, Click **Edit**.
- Make the necessary changes.
- Click **Save** to save your information.

  or
- Click **Cancel** to abort your changes.
- Click **Close**.

How to Delete a Supplier

To delete a Supplier:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Supplier Data**.

  or

- From the Console, click **Databases** then click **Suppliers.** The **Supplier Database** window is displayed.



Database Panel

- Use the Search feature to locate the Supplier record that you want to modify.
- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button.
- For more information on searching, see How to Search for a Supplier
- With the desired Supplier record loaded in the Supplier window, from the Menu, select **File – Delete Supplier**. A confirmation message window is displayed. If you are sure that you want to remove the selected Supplier from the Supplier Database, click **Yes**, otherwise, click **No**.

Warning: Once a Supplier is deleted, it is **unrecoverable**.

Note: This feature requires a Security Level of Administrator or Manager.

How to Search for a Supplier

The Search command offers the most direct way to locate a Supplier. Use Search if you know the name of the item you want to find. If you only know part of the name, that is ok, EnviroMSDS will locate all items that include that part in the name.

To search for a Supplier:

- From the Main Menu Bar of EnviroMSDS, select **File** - **Open – Supplier Data**.

  or

- From the Console, click **Databases** then click **Suppliers.** The **Supplier Database** window is displayed.



Database Panel

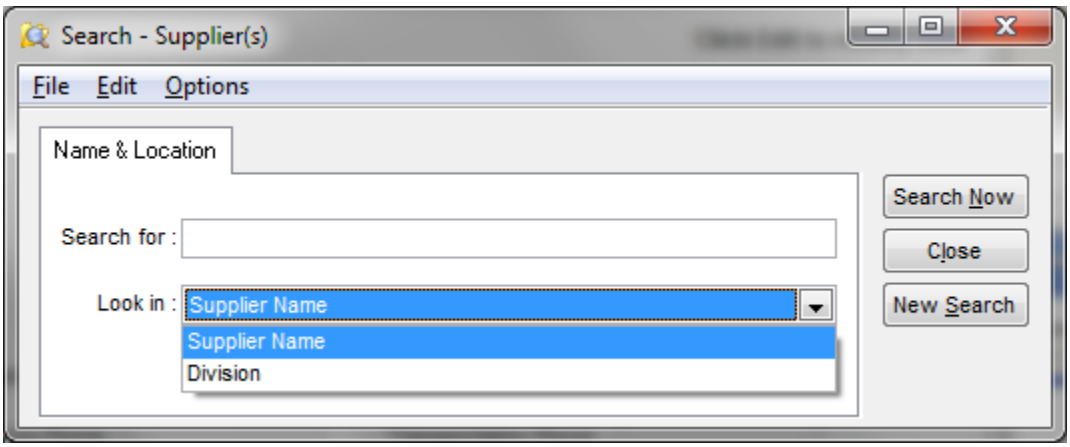
- Use the Search feature to locate the Supplier record that you want to modify.

- From the Menu Bar, **select File – Search...**

  or

- Click the **Search** 

button. The **Supplier Search** window will appear.



Supplier Search Window

- First adjust the size and position of the Search window.
- With the **Look in**: dropdown list opened, you can select from the above choices to search for a Supplier.
- In **Search for**, type all or part of the item you want to find.
- In **Look in**, select the field you want to search.
- Click **Search Now**.

If the item you want is in the list of found records, highlight the desired item and either double click or choose the **Select** button. This will open the selected Supplier.

Tips: If you leave the Search for: blank and select **Search Now** the search will locate all items containing the search for text within the chosen **Look in**: field.

Under Options, you may elect that the search is performed as **Case Sensitive** (the **default** is **Case Insensitive**). Also, you can set whether the search window is closed after an item is selected (default) or if it remains open.

You can also open multiple search windows and create search lists with different criteria and results. By electing to keep the search window open after a selection you will be able to open other items from the same search window.

Notes: If you get too many results, try entering more detailed search criteria to make your search more specific.

To clear the search criteria fields and begin a new search, click **New Search**.

Supplier Reports

The reports are a designed in the Report & Label Manager. Often new reports templates are included with new updates of the EnviroMSDS Authoring software.

If you require a report template that is not available, please Contact Envirosoft and we can create it for you.

To view a report :

- From the **Supplier Database** window, go to the **Menu** bar select **Tools – Reports**

How to Manage Supplier SDS Documents

With EnviroMSDS, you have the ability to manage Supplier SDS(s). You can maintain new revisions while also retaining archived versions of all previous revisions.

You will be able to:

- Import electronic based Supplier SDS documents like PDF, Word, HTML, etc...
- Scan Supplier paper SDS(s).

Once the Supplier SDS template is created, you will be able to assign any SDS reference information that you want to a Supplier SDS template at any time. You will then be able to track inventory, create reports and generate labels for the Supplier SDS's as well as your product SDS's.

Tip: See How to Manage the Supplier Database for additional information.

How to Acquire a Supplier SDS Document

You can acquire SDS documents from the EnviroMSDS main window via the Console or from the EnviroMSDS Wizard.

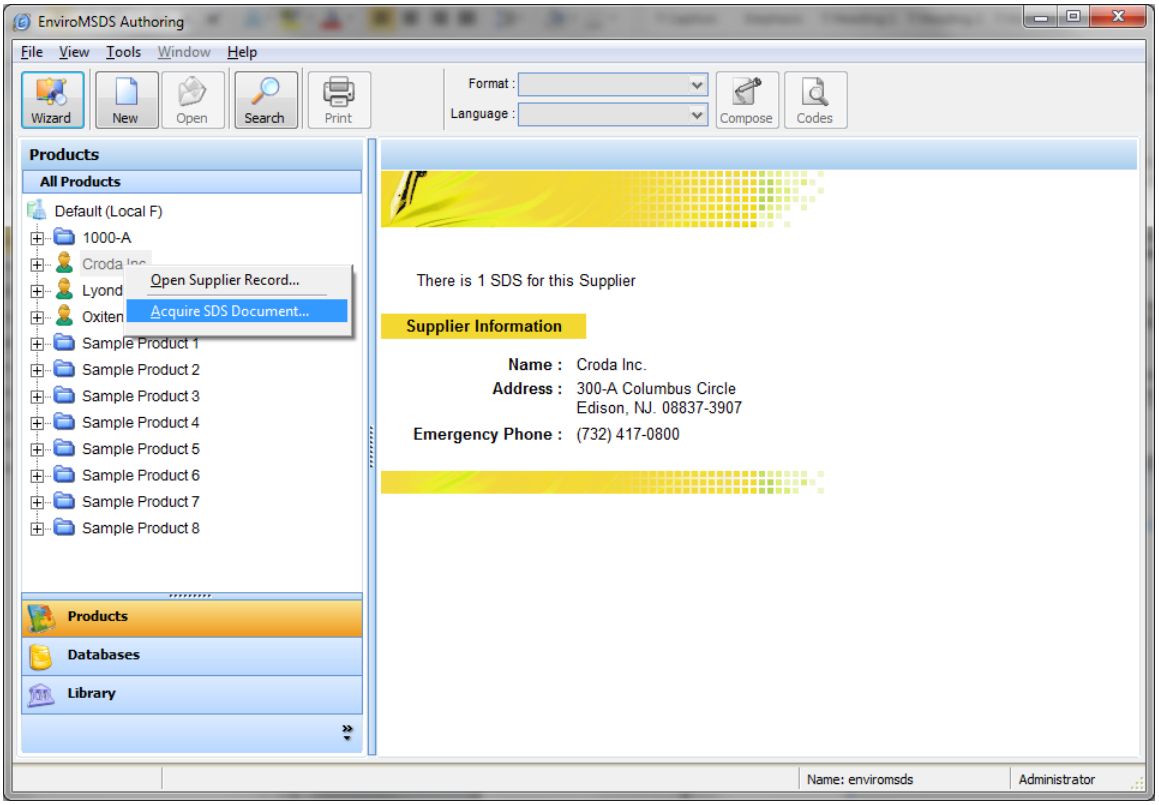
Acquiring from the EnviroMSDS Main window

- From the Console, highlight the Supplier for which you want to acquire an SDS document for.

Note: If the Supplier's name does not appear in the Products List, first make sure that the **Products View** is set to **All Products** or **Supplier Only**.

Tip: If the Supplier's name still does not appear, then use the EnviroMSDS **Wizard** to acquire the first SDS Document for this Supplier. Click the **Wizard** button.

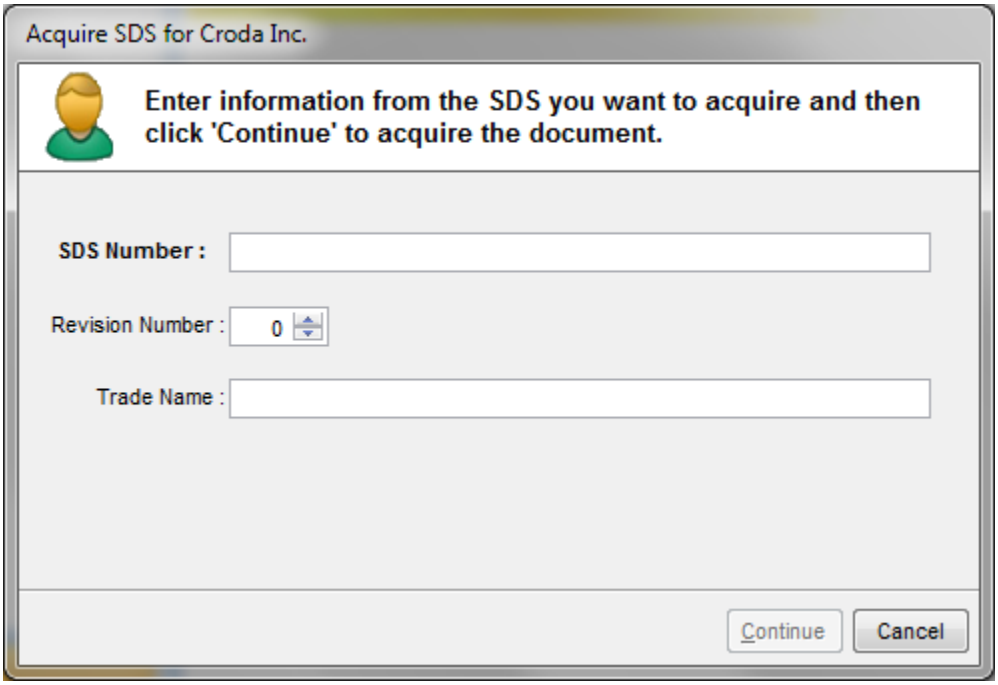
Tip: Once you acquire the first SDS document for a Supplier, the Supplier is then added to the Products List.



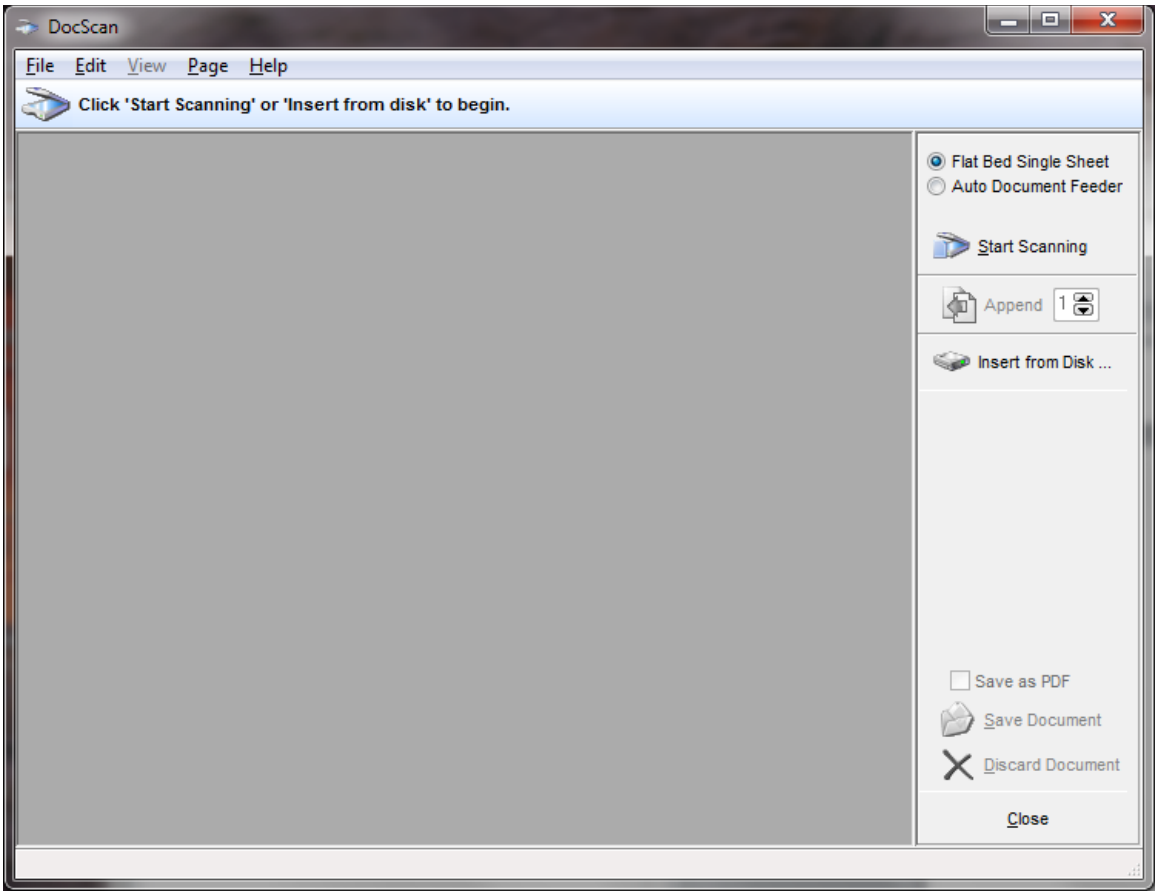
- Right click on the highlighted Supplier. Select Acquire SDS Document…

  or

- From the Main Menu, click File – Supplier – Acquire SDS Document … The Acquire SDS for window is displayed.



- From the **SDS Number** field, enter the SDS number from the SDS document.
- (Optional) From the **Revision Number** field, enter the revision number from the SDS document.
- (Optional) From the **Trade Name** field, enter the Trade Name (this may also be called the Product Name) from the SDS document.
- Click **Continue**. EnviroMSDS will create the SDS template. The **EnviroMSDS Acquire** window is displayed.

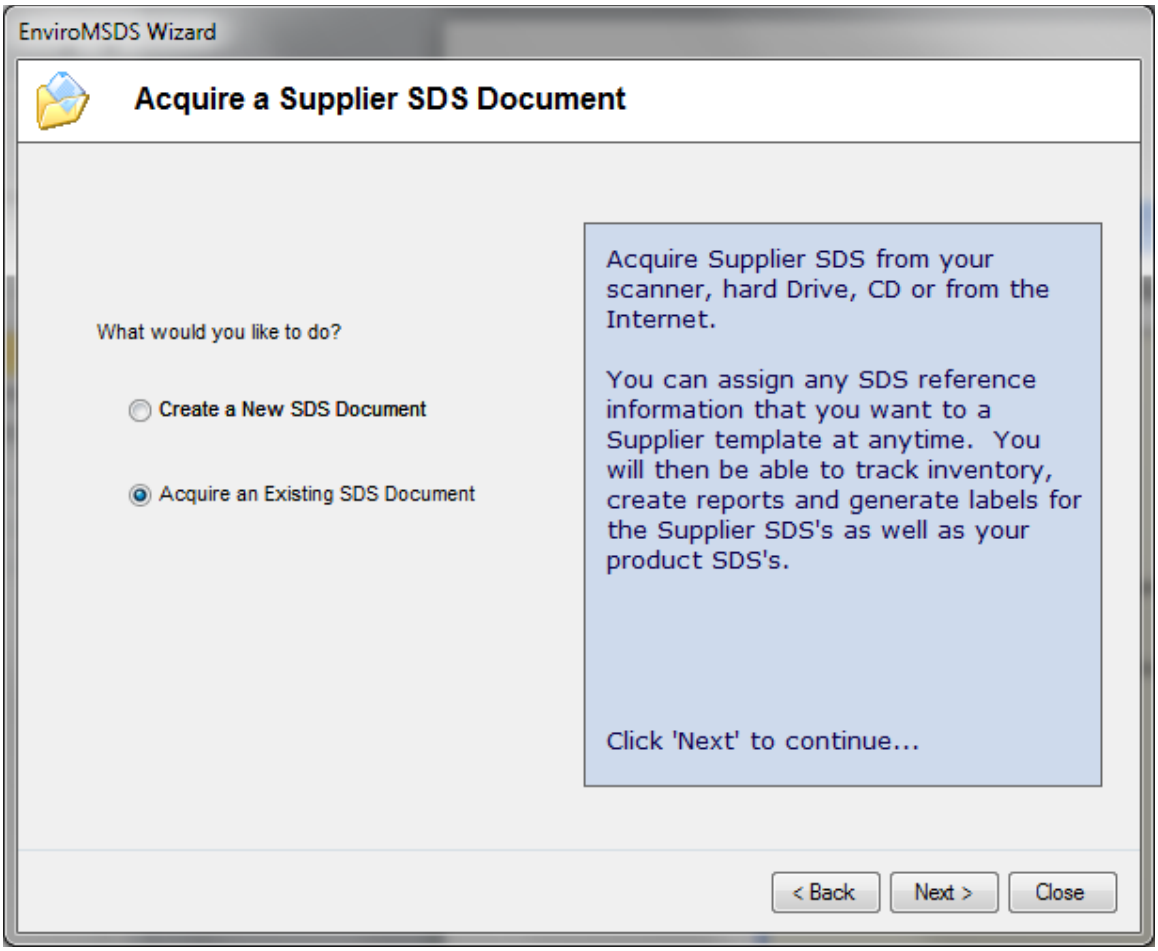


Note: For more information on how to use the EnviroMSDS Acquire window, see How to Use EnviroMSDS Acquire

- Once you have selected the SDS file, click **Save Document.** You will be returned to the EnviroMSDS main window.

Acquiring from the Wizard

- From the EnviroMSDS Wizard, select **Acquire an existing SDS document** and then follow the steps to complete the acquisition.

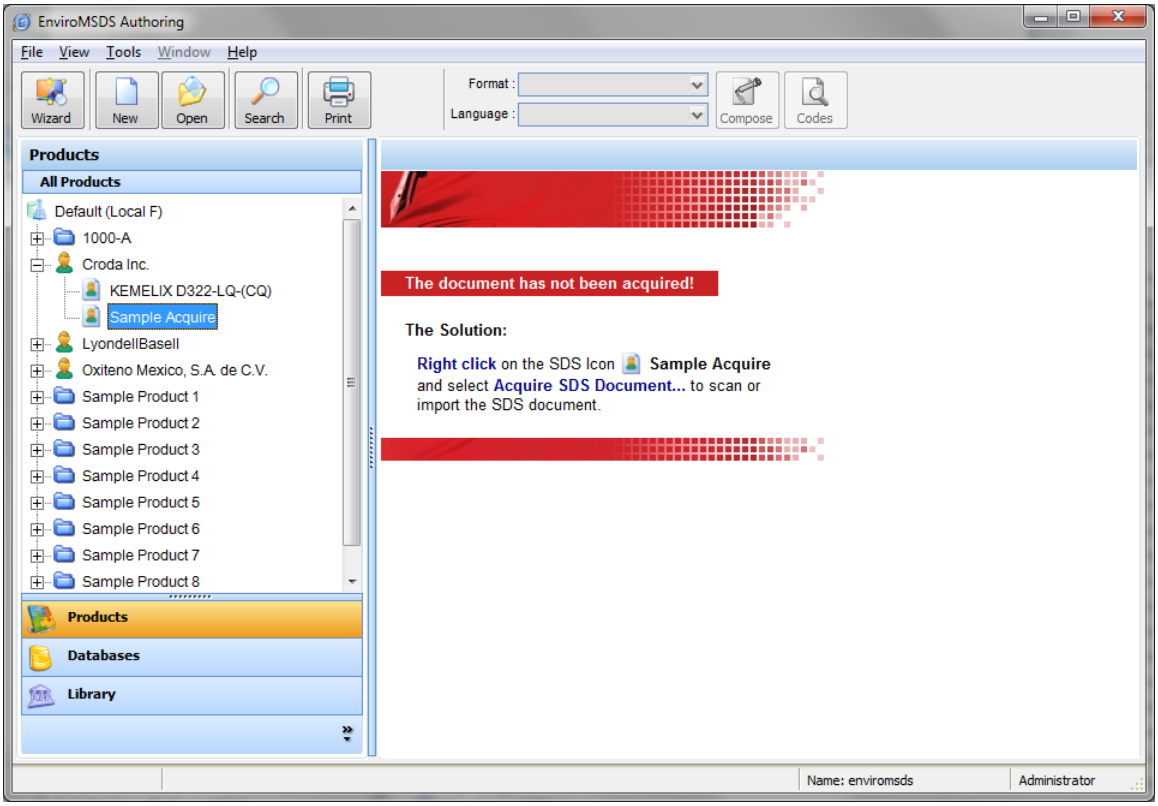


Note: For more information on how to use the Wizard, see **How to Acquire an Existing SDS Document**

Acquiring SDS Document at a later date

To acquire the Supplier SDS Document when you opted not to acquire it when you created the SDS template:

- From the **Console – Products pane**, double click on the Supplier Icon for the SDS template information that you want to access.
- Highlight the Supplier SDS Icon.

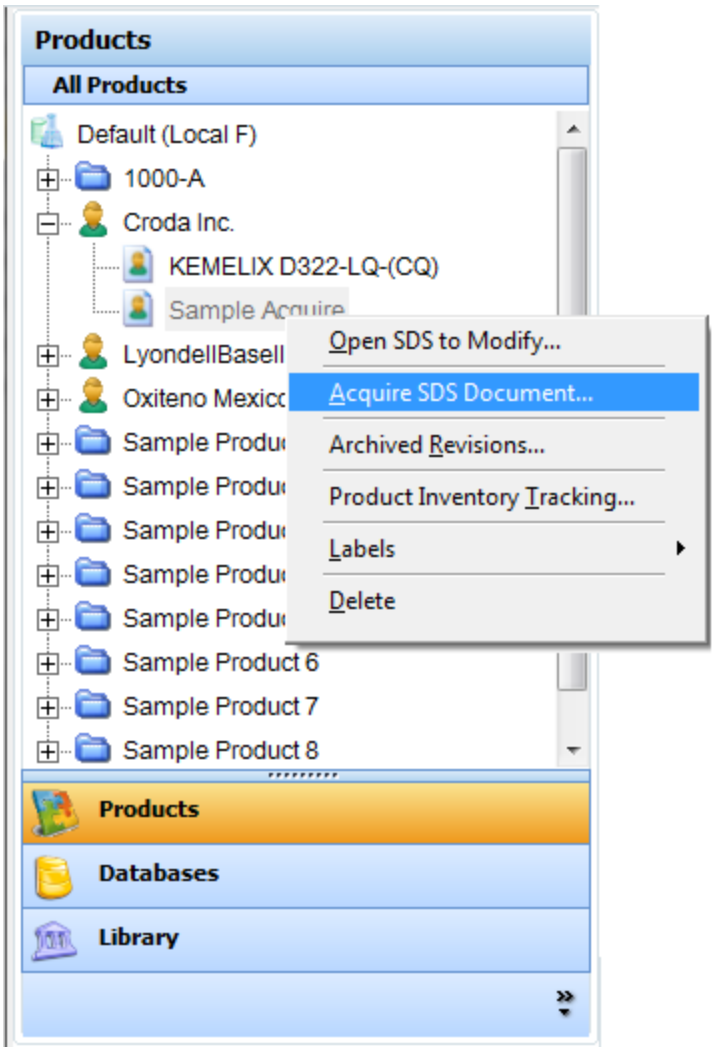


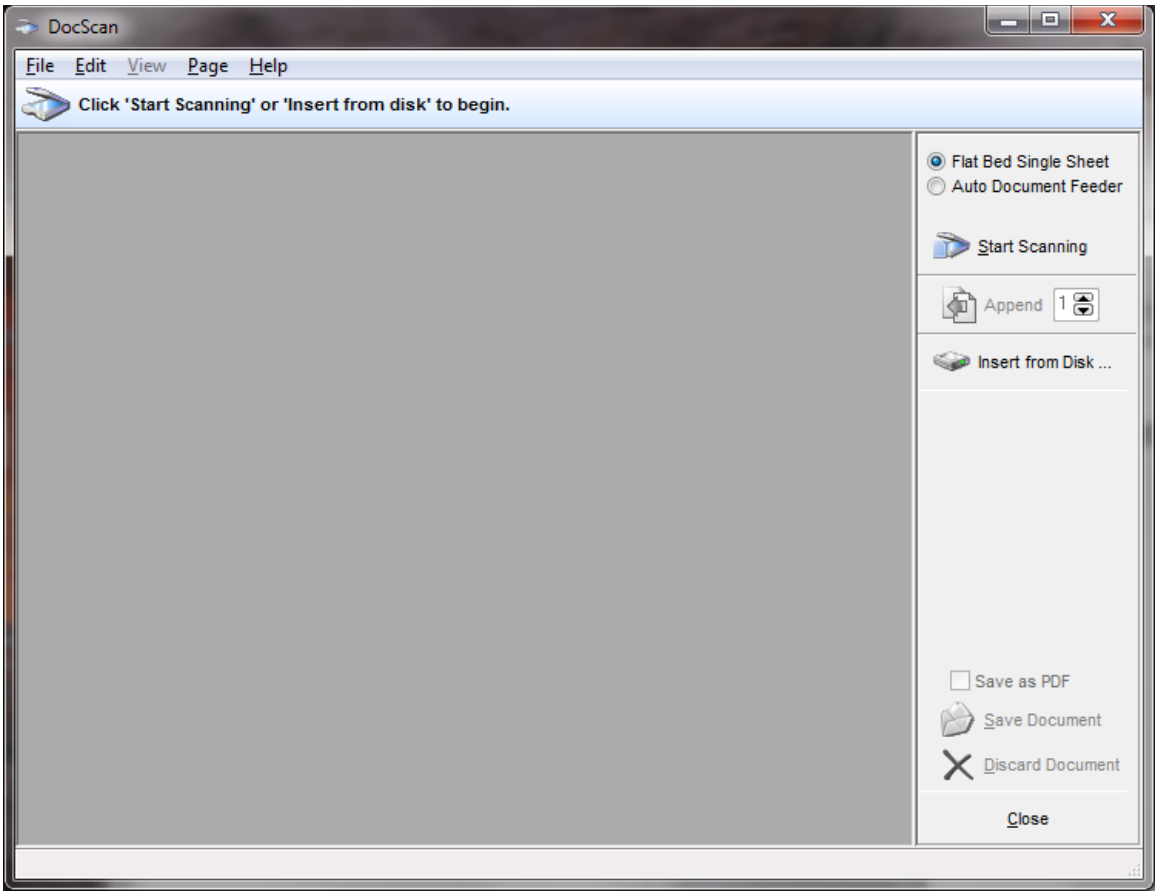
Note: When the SDS is created and the SDS Document has yet to be acquired, in the viewer you will see in red, information on how to acquire the SDS Document.

- Right click on the highlighted icon, from the popup menu, select **Acquire SDS Document ...**

  or

- From the **Main Menu**, click **File - Supplier - Acquire SDS Document** ... The **EnviroMSDS Acquire** window is displayed.


Products
All Products
Default (Local F)
1000-A
Croda Inc.
KEMELIX D322-LQ-(CQ)
Sample Acquire
LyondellBasell
Oxiteno Mexico
Sample Product 6
Sample Product 7
Sample Product 8
Open SDS to Modify...
Acquire SDS Document...
Archived Revisions...
Product Inventory Tracking...
Labels
Delete
Products
Databases
Library



For more information on how to use the EnviroMSDS Acquire window, see How to Use EnviroMSDS Acquire

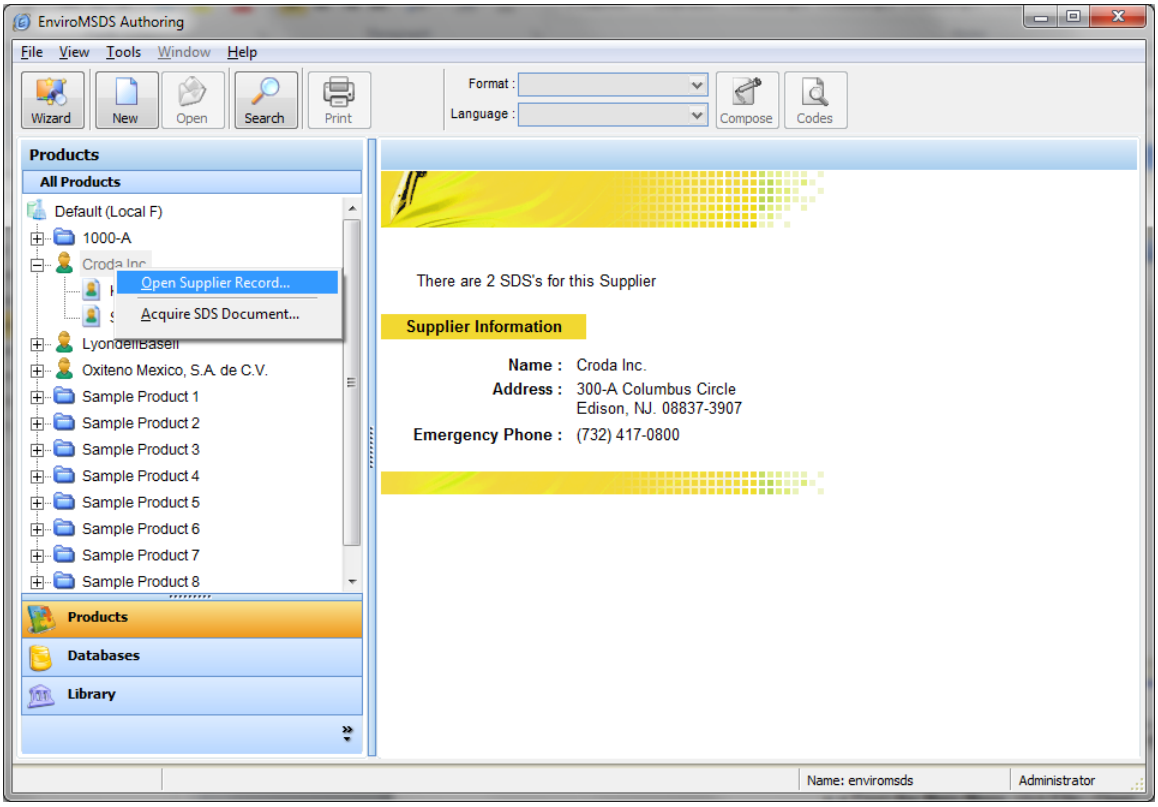
- Once you have selected the SDS file, click **Save Document.** You will be returned to the EnviroMSDS main window.

Accessing the Supplier Information

To access the Supplier Information:

- From the **Console**, highlight the desired Supplier.

Tip: Notice that some of the **Supplier Information** is already displayed for you in the viewer.



- Right click on the Supplier Icon. From the popup menu, select **Open Supplier Record ...**

  or

- From **the Main Menu**, click **File – Open – Supplier Record**... The **Supplier Database** is opened and the selected Supplier's information is displayed.

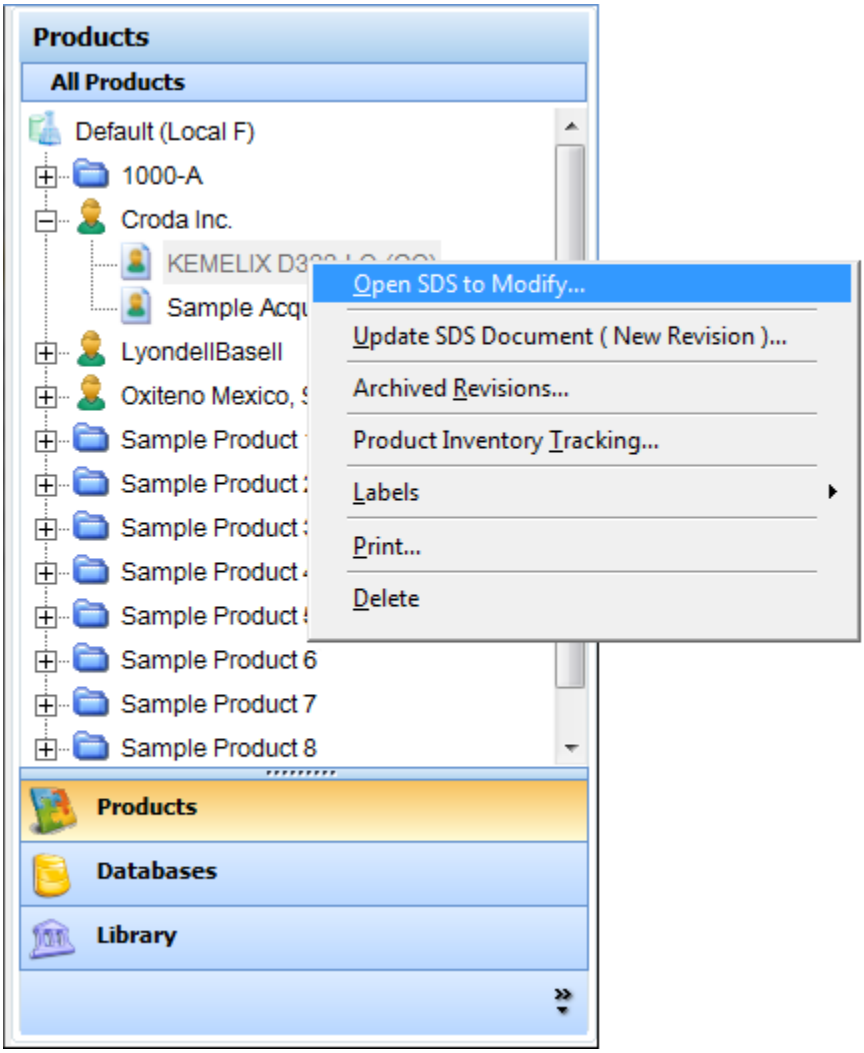
Access the Supplier SDS Template Information

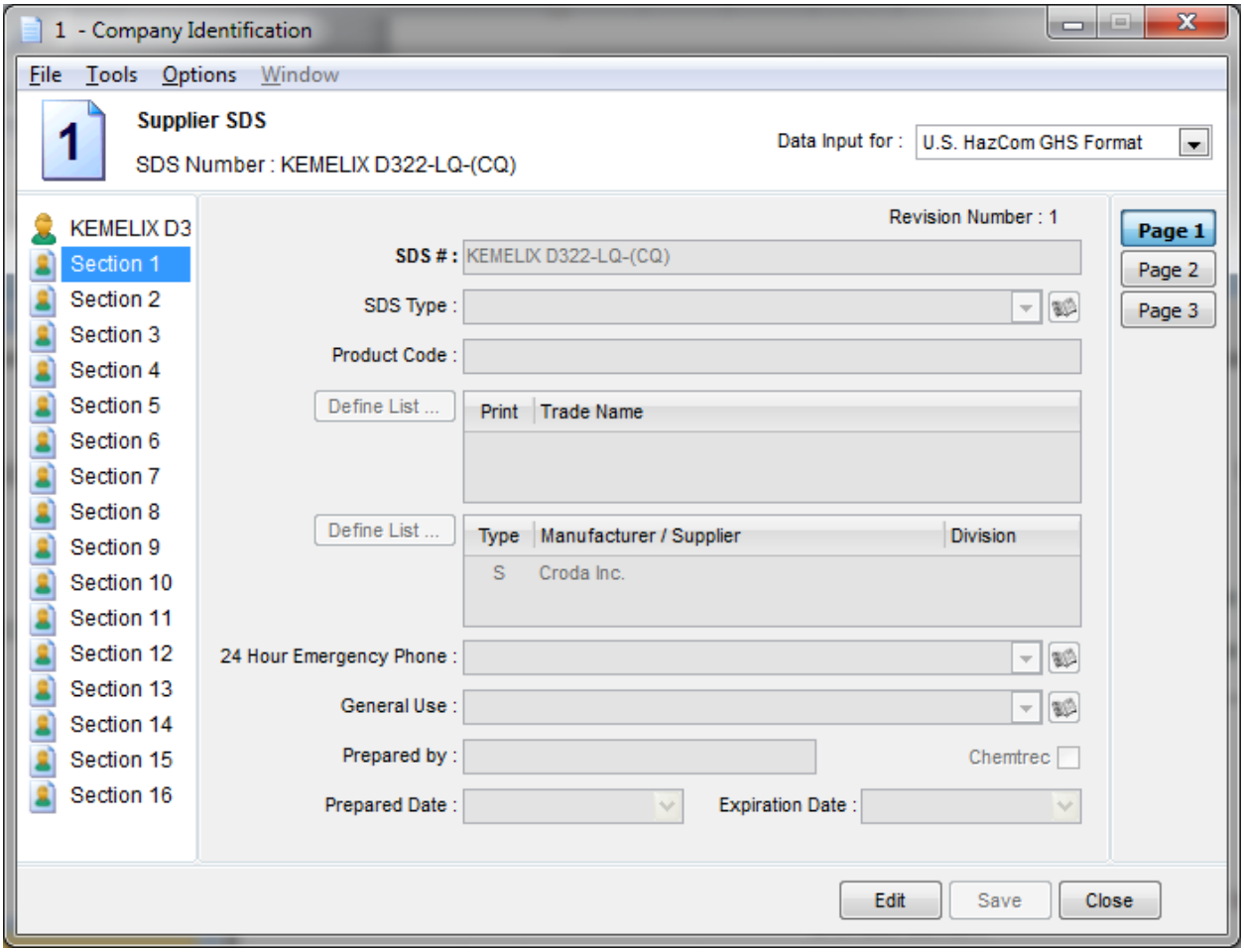
To access Supplier SDS template information:

- From the **Console - Products**, double click on the Supplier Icon for the SDS template information that you want to access.
- Highlight the Supplier SDS Icon.
- Right click on the highlighted icon, from the popup menu, select **Open SDS to Modify ...**

  or

- From the **Tool Bar**, click the **Open** button. The SDS template associated with the Supplier Document will be displayed.





Now you can assign any information that you want to associate with the Supplier SDS Document.

Tip: The first Icon in the Sections Bar relates to the Supplier Information.

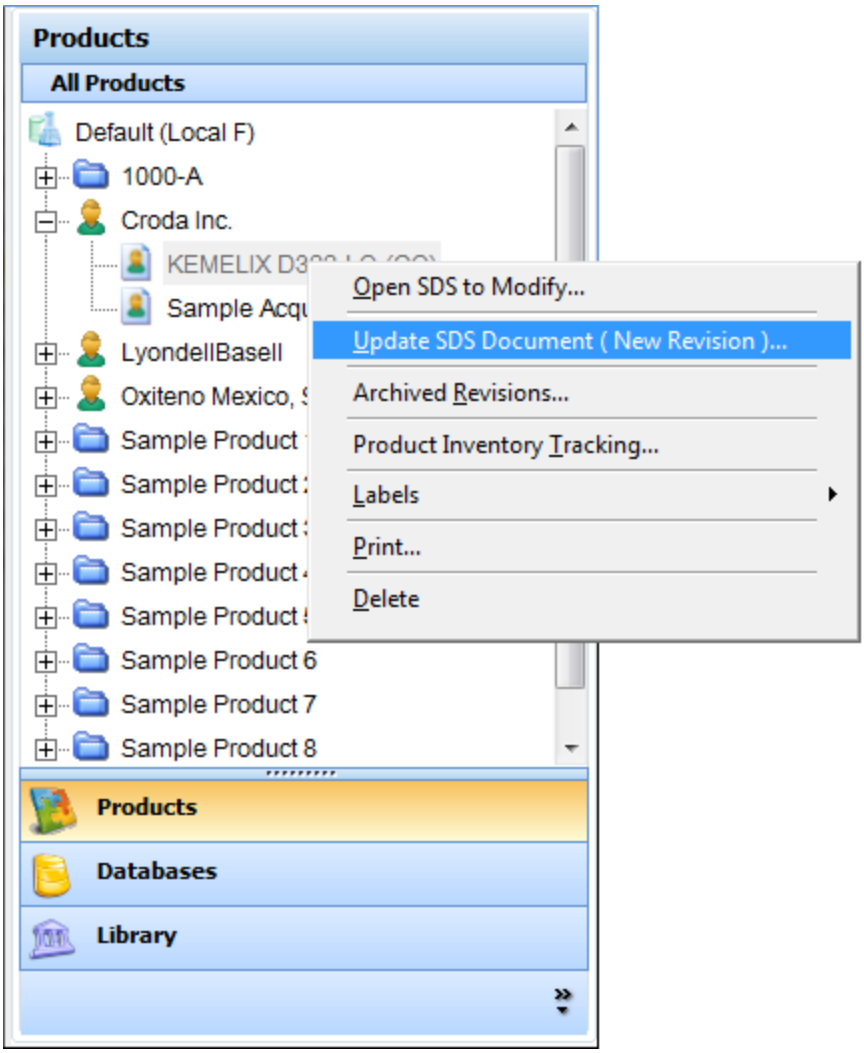
How to update an SDS Document with a New Revision

When you receive a new revision to an existing Supplier SDS Document, you will need to acquire the new SDS.

To update an SDS document with a new revision:

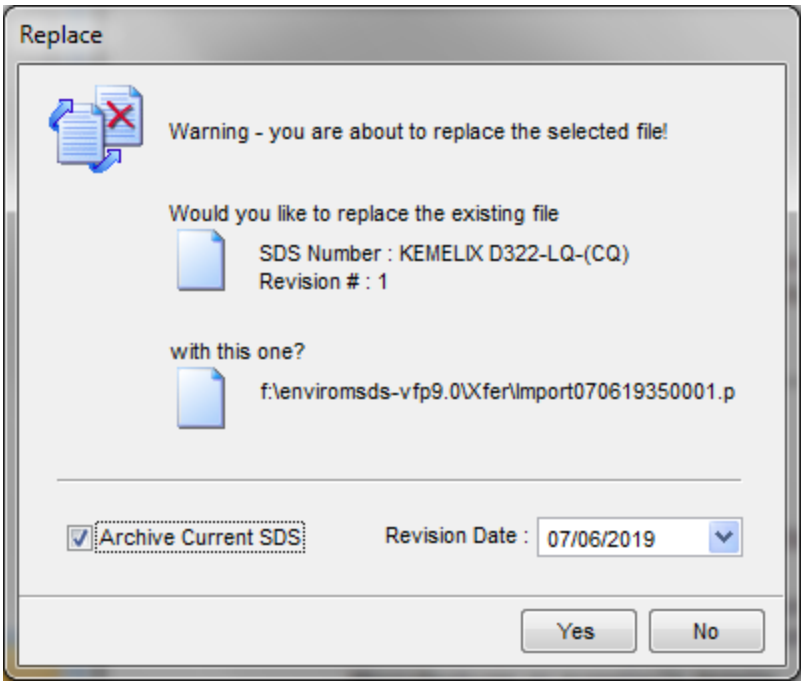
- From the **Console - Products**, double click on the Supplier Icon for the SDS template information that you want to access.
- Highlight the Supplier SDS Icon.
- Right click on the highlighted icon, from the popup menu, select **Update SDS Document (New Revision) …**

  or
- From the **Main Menu**, click **File – Supplier** - **Update SDS Document (New Revision) …** The **EnviroMSDS Acquire** window is displayed



For more information on how to use the EnviroMSDS Acquire window, see How to Use EnviroMSDS Acquire

- Once you have selected the newly revised SDS file, click **Save Document.** The **Replace** window is displayed.



- From the **Revision Date** field, enter the revision date from the updated SDS.
- The **Archive Current SDS** is checked by default. This option will automatically archive the previous revision.

Warning: If you choose to uncheck the **Archive Current SDS** option, the current SDS will be **destroyed**. The SDS will be **unrecoverable** from EnviroMSDS.

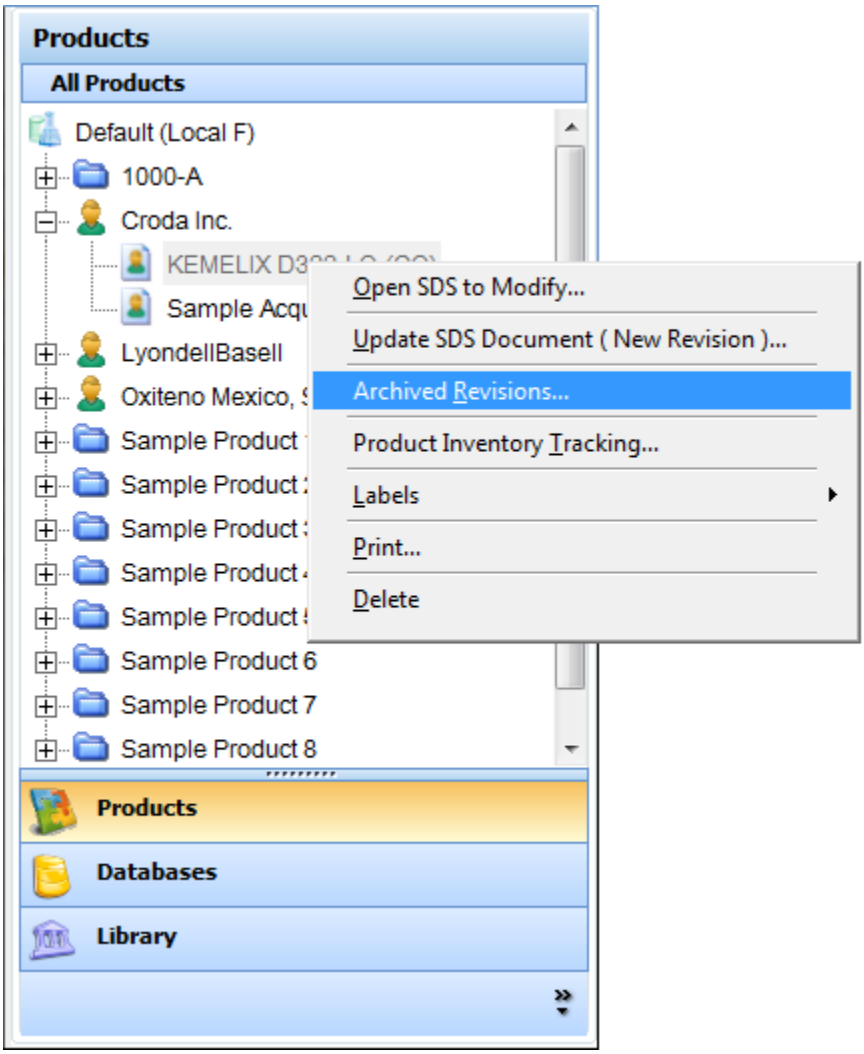
- Click **Yes** to complete the update.

  or
- Click **No** to abort to update.

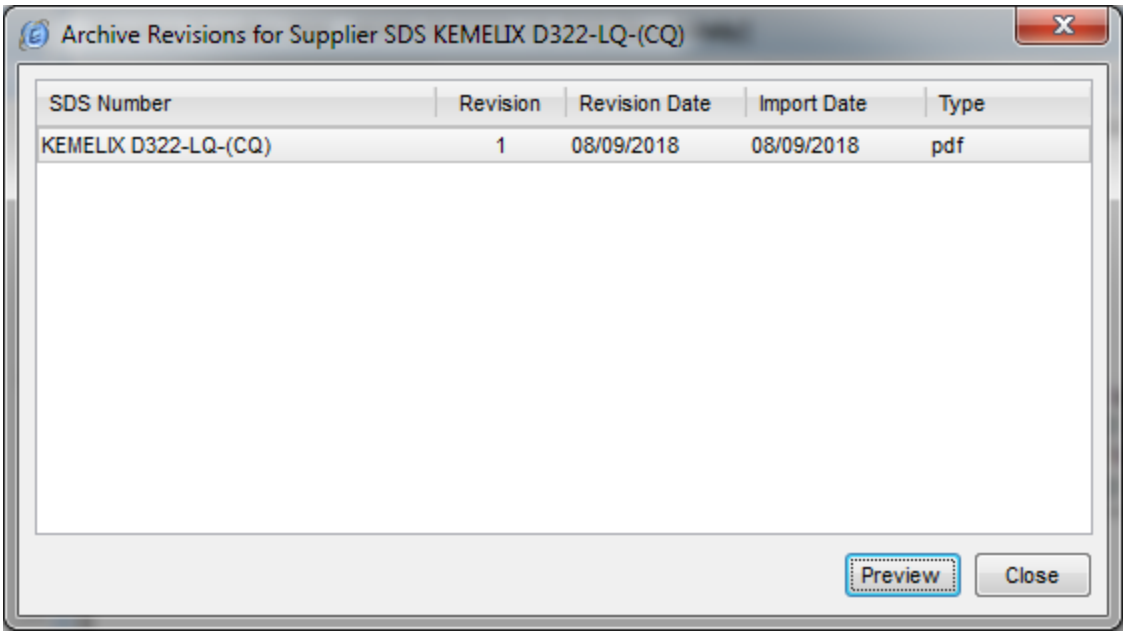
How to View Archived Revisions of Supplier SDS

To view the archived revisions of a Supplier SDS:

- From the **Console - Products**, open the Supplier Icon for the SDS template information that you want to access.
- Highlight the Supplier SDS Icon.
- Right click on the highlighted icon, from the popup menu, select **Archived Revisions...**



If there are any archived versions of the SDS available the Archived Revisions for Supplier SDS window is displayed. Otherwise you will receive a message that there are none available.



- Highlight the SDS revision you want.
- Click **Preview** or double click the selected record to view. The Archived SDS Document is opened in the appropriate viewer or application.

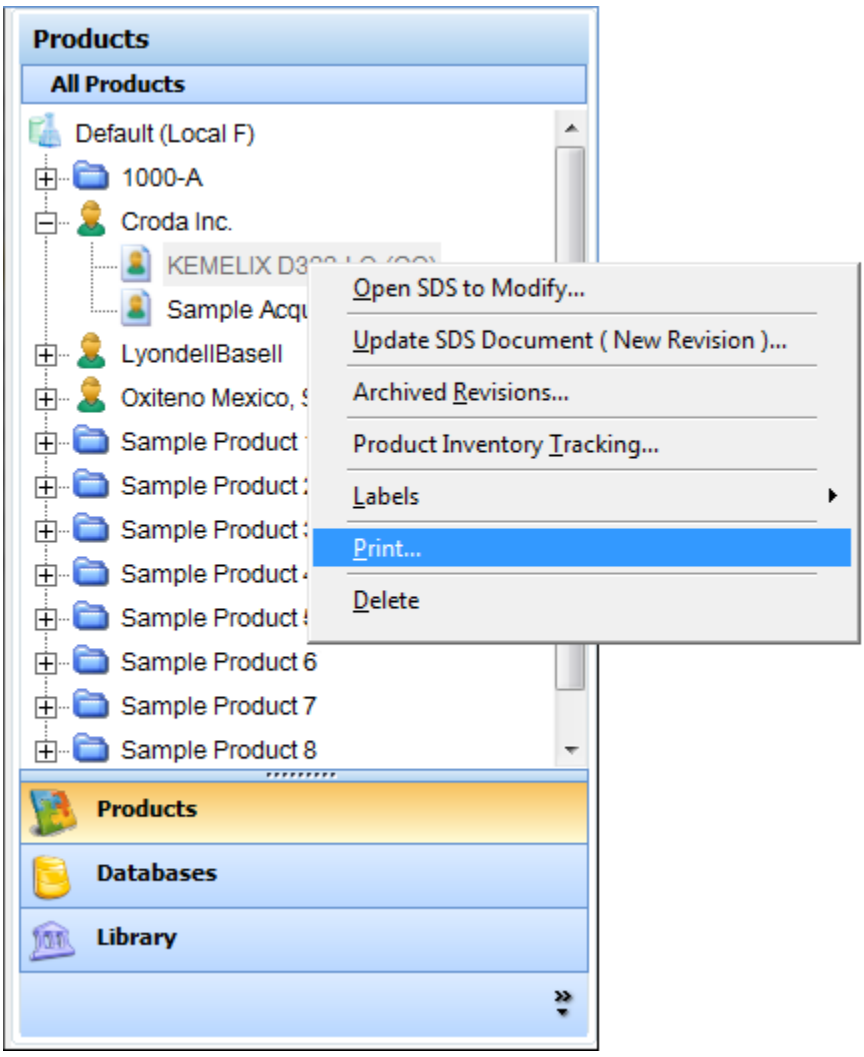
How to Print a Supplier SDS Document

To print the Supplier SDS Document:

- From the **Console - Products**, double click on the Supplier Icon for the SDS template information that you want to access.
- Highlight the Supplier SDS Icon.
- Right click on the highlighted icon, from the popup menu, select **Print SDS Document …**

  or

- From the **Main Menu**, click **File – Print…**



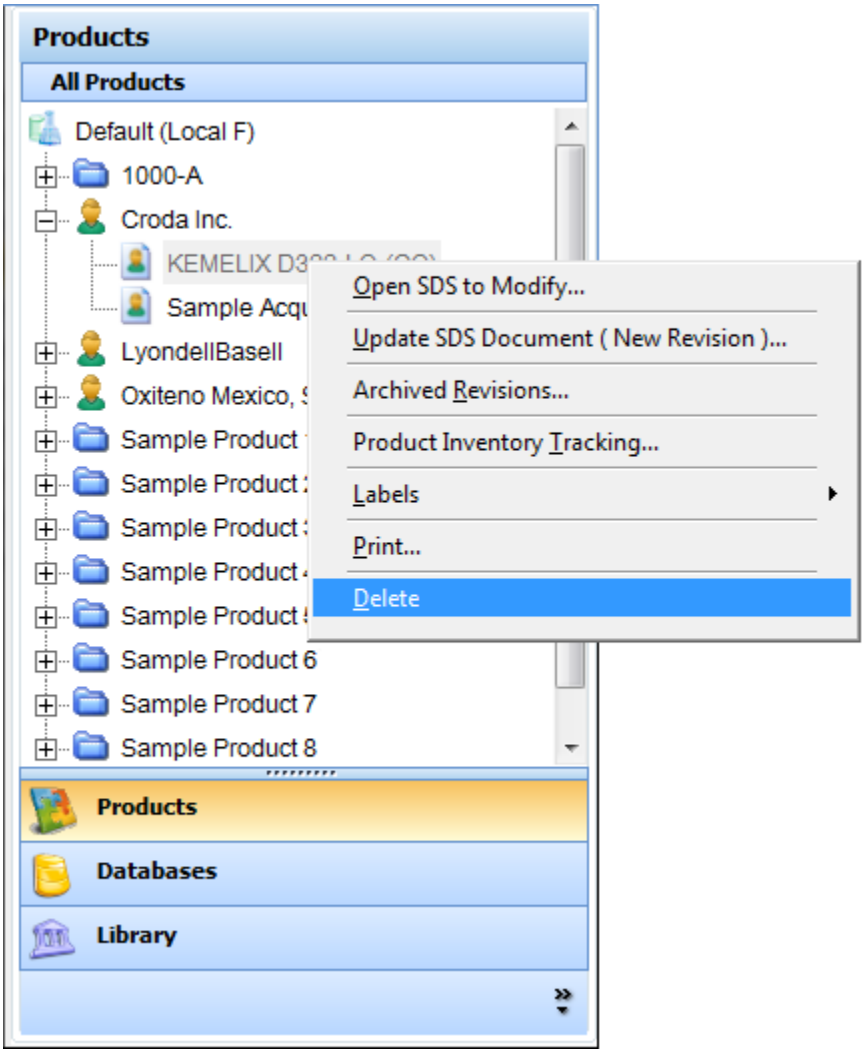
How to Delete a Supplier SDS Document

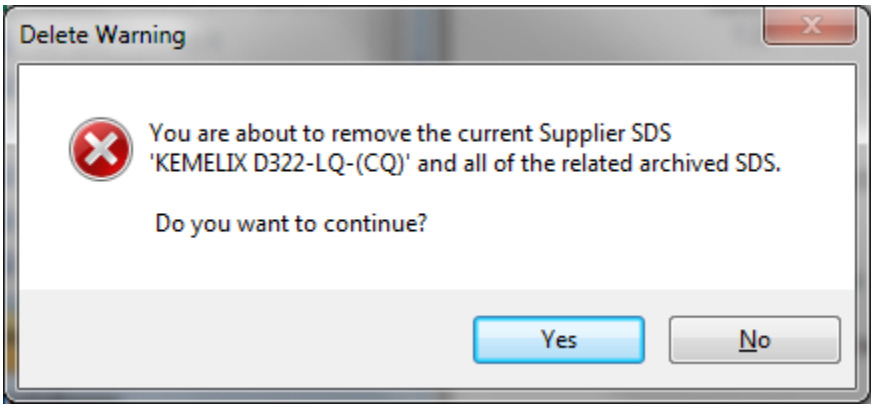
Warning: Deleting a Supplier SDS Document will not only delete the current SDS, but will also delete all archived versions.

Once deleted, the SDS Document and all of its archived versions will be **unrecoverable!**

To delete a Supplier SDS Document:

- From the **Console - Products**, double click on the Supplier Icon for the SDS template information that you want to access.
- Highlight the Supplier SDS Icon.
- Right click on the highlighted icon, from the popup menu select **Delete.** A confirmation dialog is displayed.





- At the confirmation dialog, click **Yes** if you are positive that you want to completely remove the selected Supplier SDS from EnviroMSDS. The Supplier SDS Document Icon will be removed from the Console – Products view.
- Click **No** to abort the deletion process.

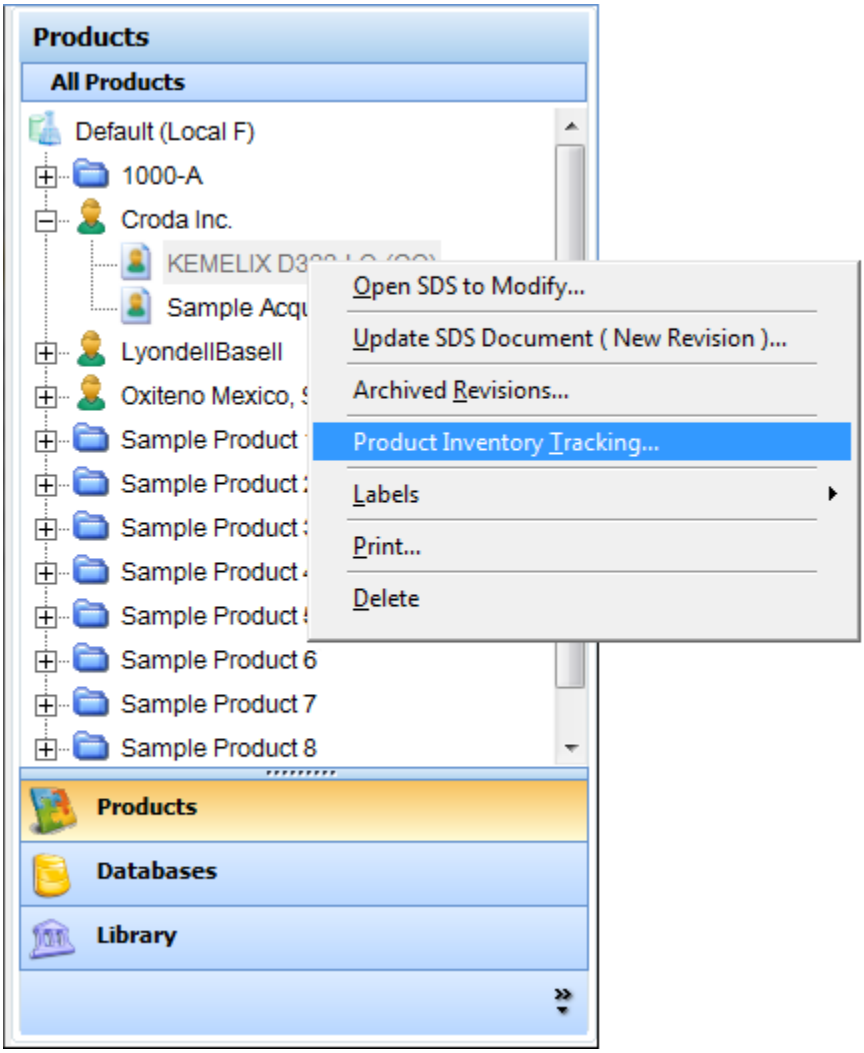
Product Inventory Tracking

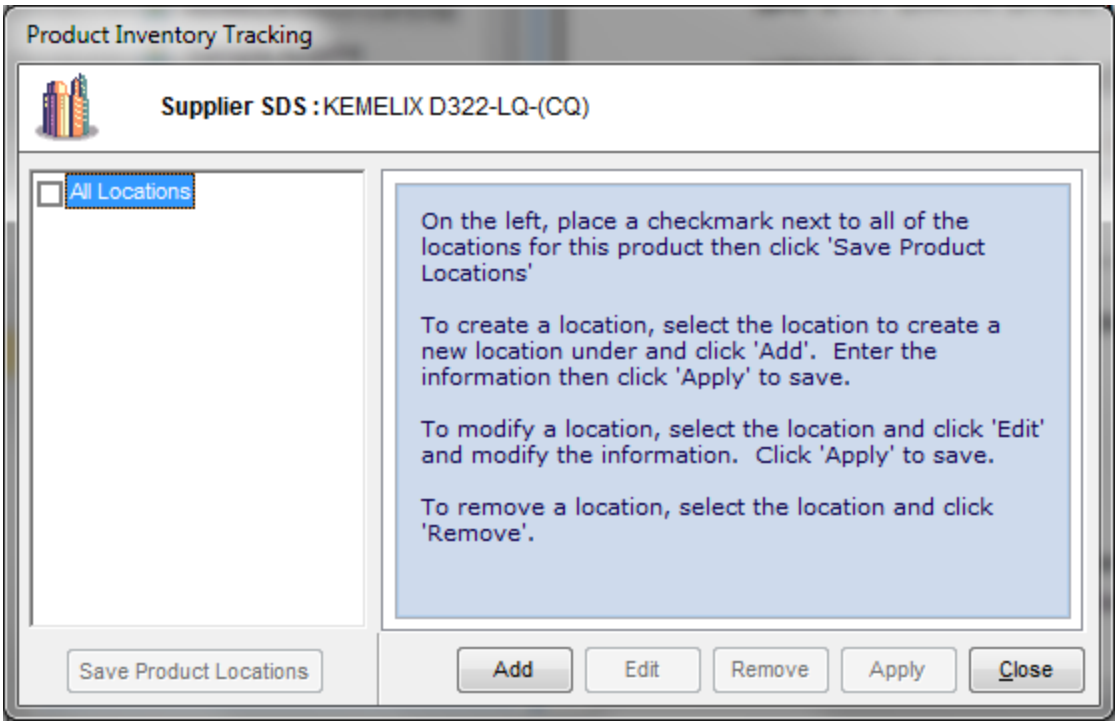
To track chemical and product inventory for a Supplier SDS:

- From the **Console - Products**, double click on the Supplier Icon for the SDS template information that you want to access.
- Highlight the Supplier SDS Icon.
- Right click on the highlighted icon, from the popup menu, select **Product Inventory Tracking ...**

  or

- From the **Main Menu**, click **File – Product Inventory Tracking** … The **Product Inventory Tracking** window is displayed.





For more information see Product and Chemical Inventory Tracking

How to use EnviroMSDS Acquire

EnviroMSDS Acquire is capable of acquiring or importing the following file formats:

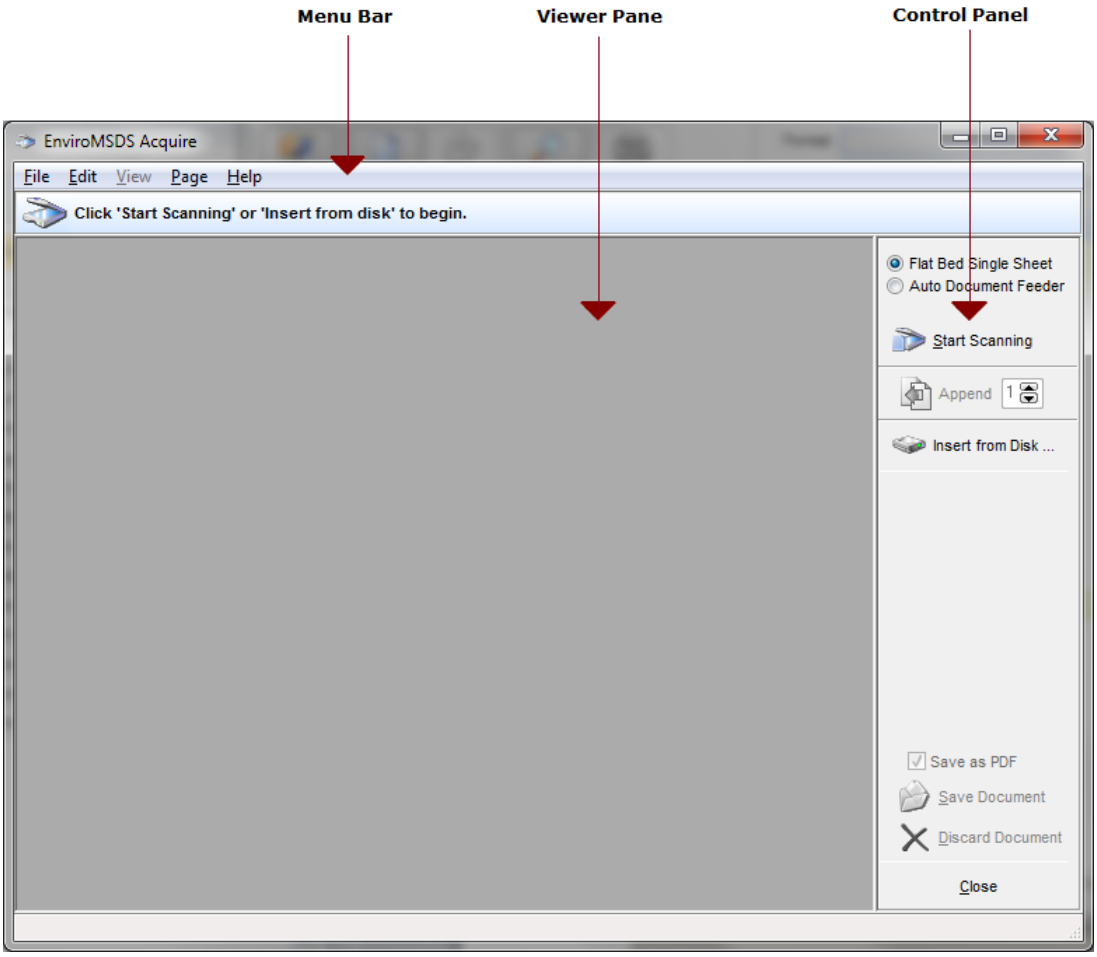
- HTML files
- Word files (Converted to PDF)
- Excel files (Converted to PDF)
- Text files
- Common picture formats such as JPG, BMP, and Tiff files
- PDF files

You can acquire files or documents by the following methods:

- Acquire from Scanner (See Compatible Scanners)
- Import from Disk
  - Download from a Web Page
  - Drag and drop from Windows Explorer

The Interface

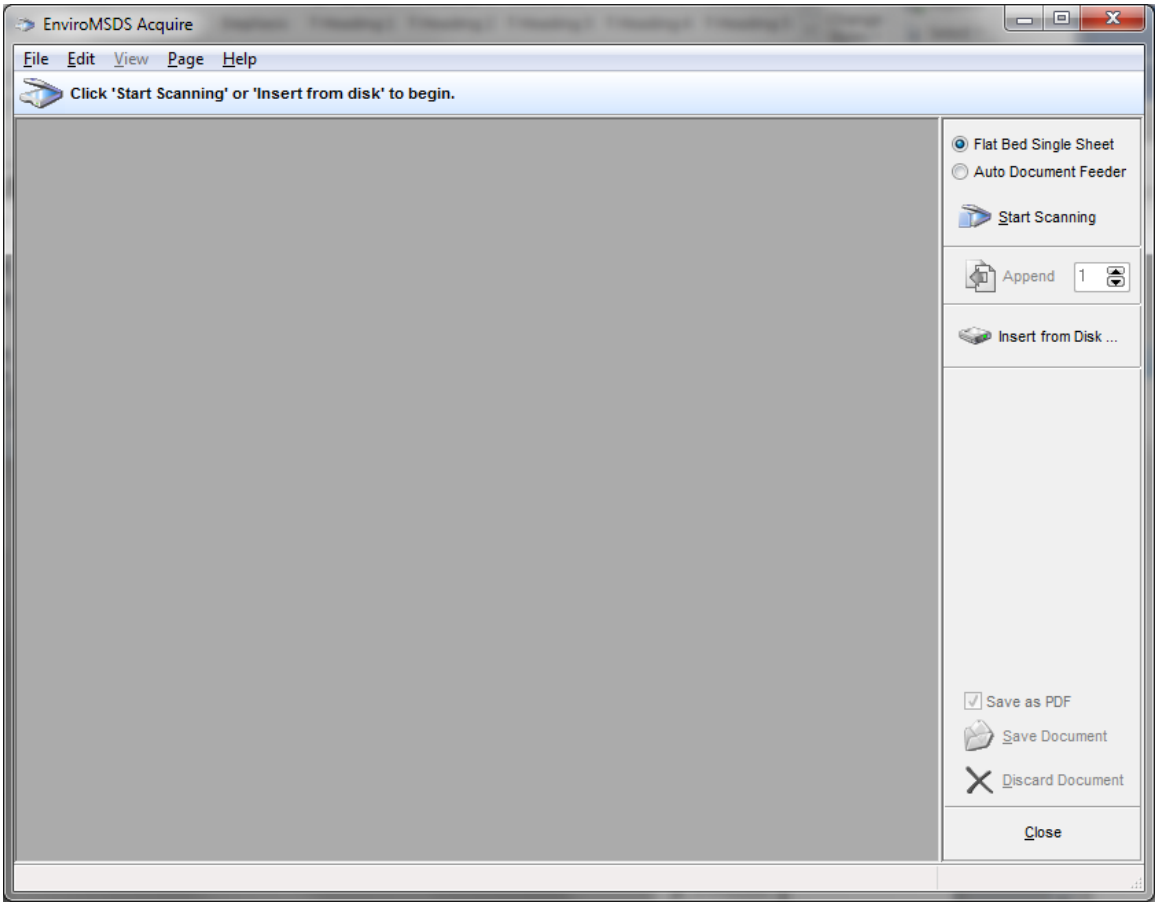
The **EnviroMSDS Acquire** window:



Acquiring a Document using a Scanner

To acquire a document using a scanner:

- With the **EnviroMSDS Acquire** window open



- From the **Control Panel**, click the **Start Scanning** 

button to begin scanning the document.

Note: See How to Configure Scanner Settings for information on setting the preferences for scanning.

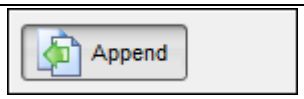
After you scan the document in, you can correct the appearance and even the pagination order, if necessary. (See Correcting the Appearance of Scanned Documents)

How to Append Pages without an Auto Document Feeder

To append pages **without** an Auto Document Feeder:

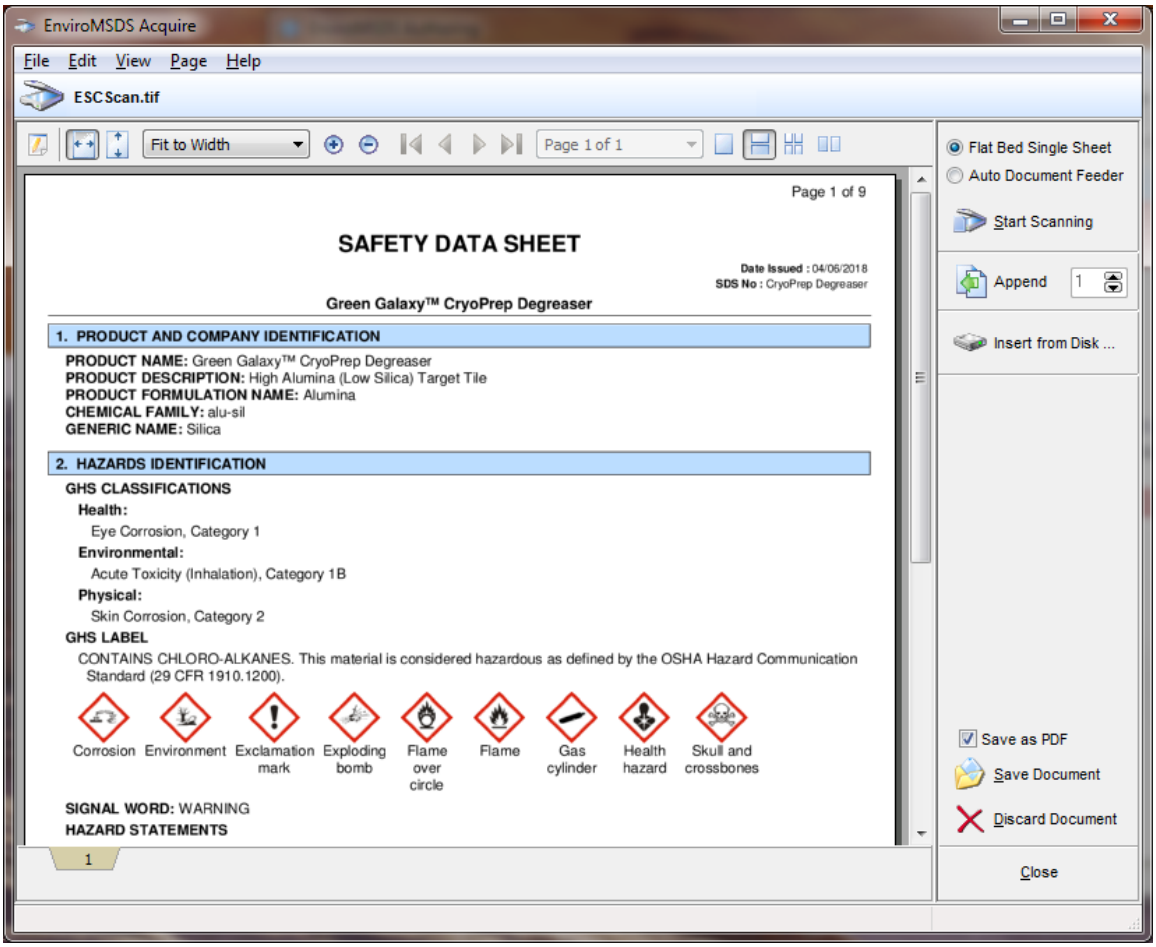
- From the **Acquire window**, scan the first page of the document.
- From the **Control Panel**, click the **Append** 

button.

Note: The Append 

button will remain depressed and in Append mode until you click the Append button again.

- From the **Control Panel**, Click **Start Scanning** to scan an additional page. Continue with this step to append as many pages as necessary.



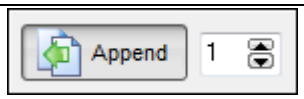
EnviroMSDS Acquire window with Append selected

How to Append Pages with an Auto Document Feeder

To append pages **with** an Auto Document Feeder:

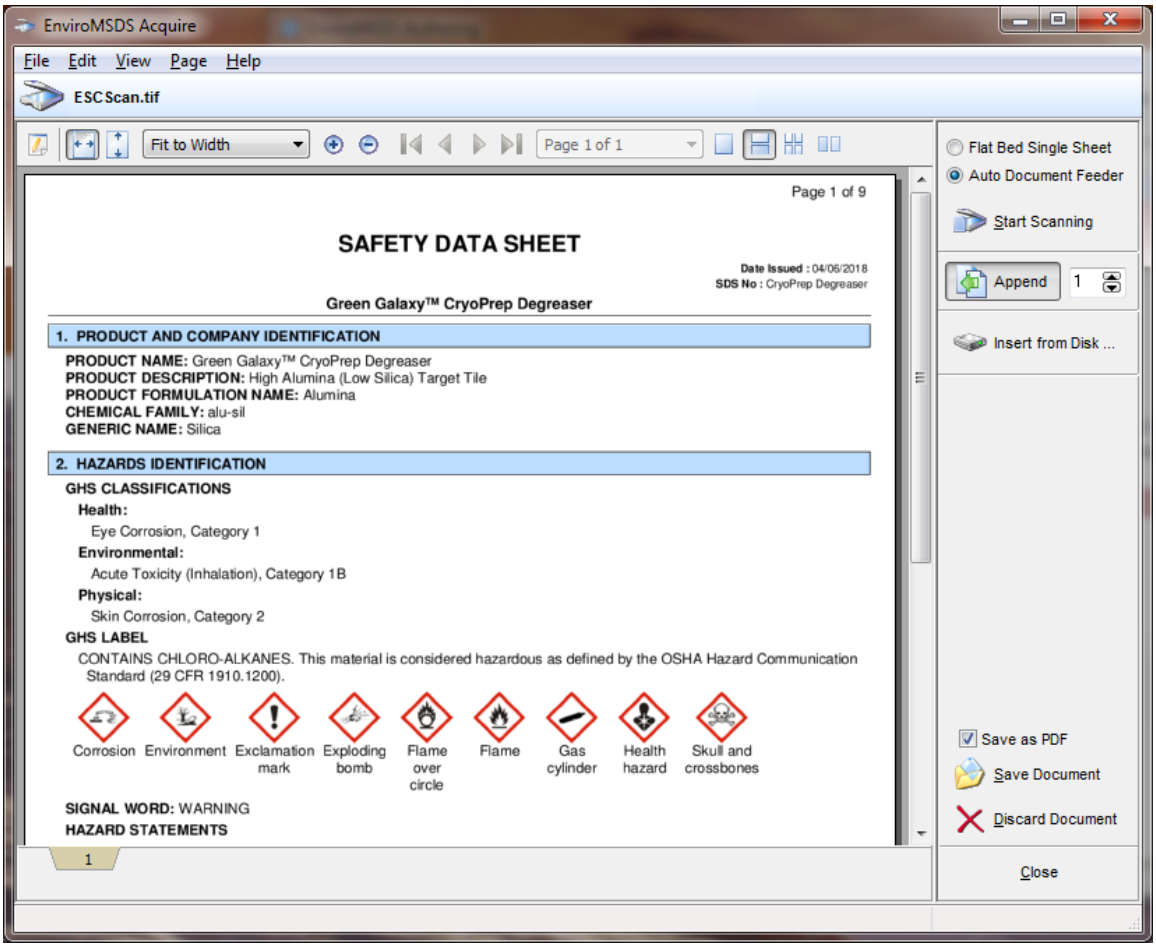
- From the **Acquire window**, with either an existing document or a newly scanned document.
- From the **Control Panel**, click the **Append** 

button.

Note: The Append 

button will remain depressed and in Append mode until you click the Append button again.

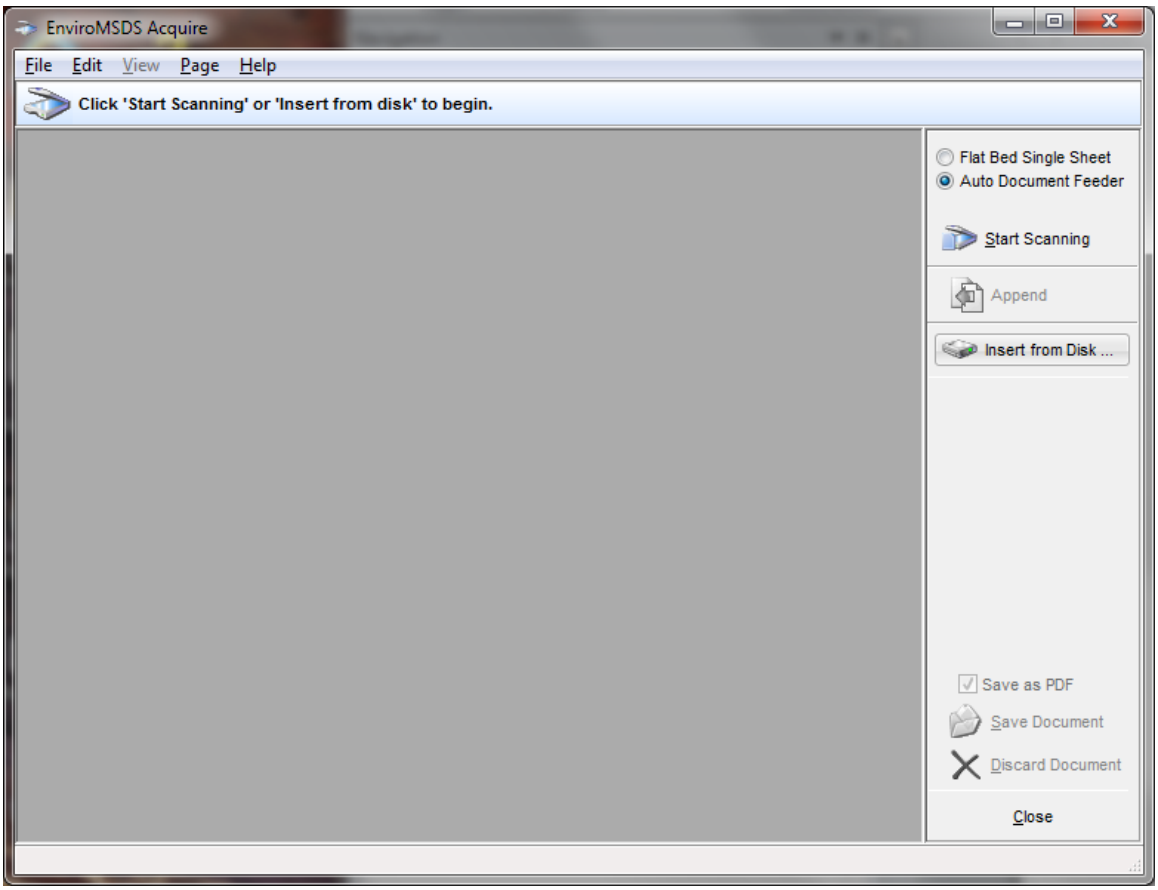
- From the **Control Panel**, Click **Start Scanning** to scan an additional page. Continue with this step to append as many pages as necessary.

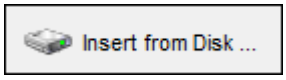


EnviroMSDS Acquire window with Append selected

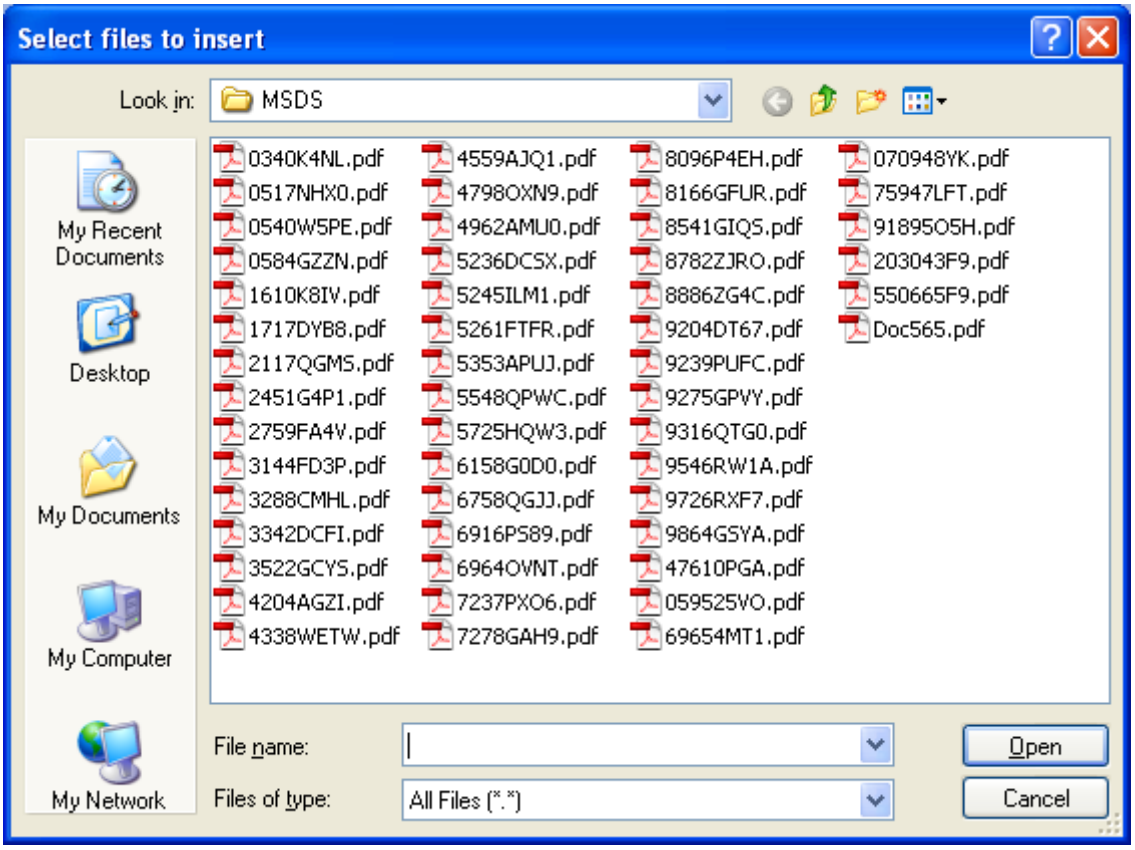
How to Import a File from Disk

You can import files from your computer or CD-ROM directly into the EnviroMSDS Acquire window.

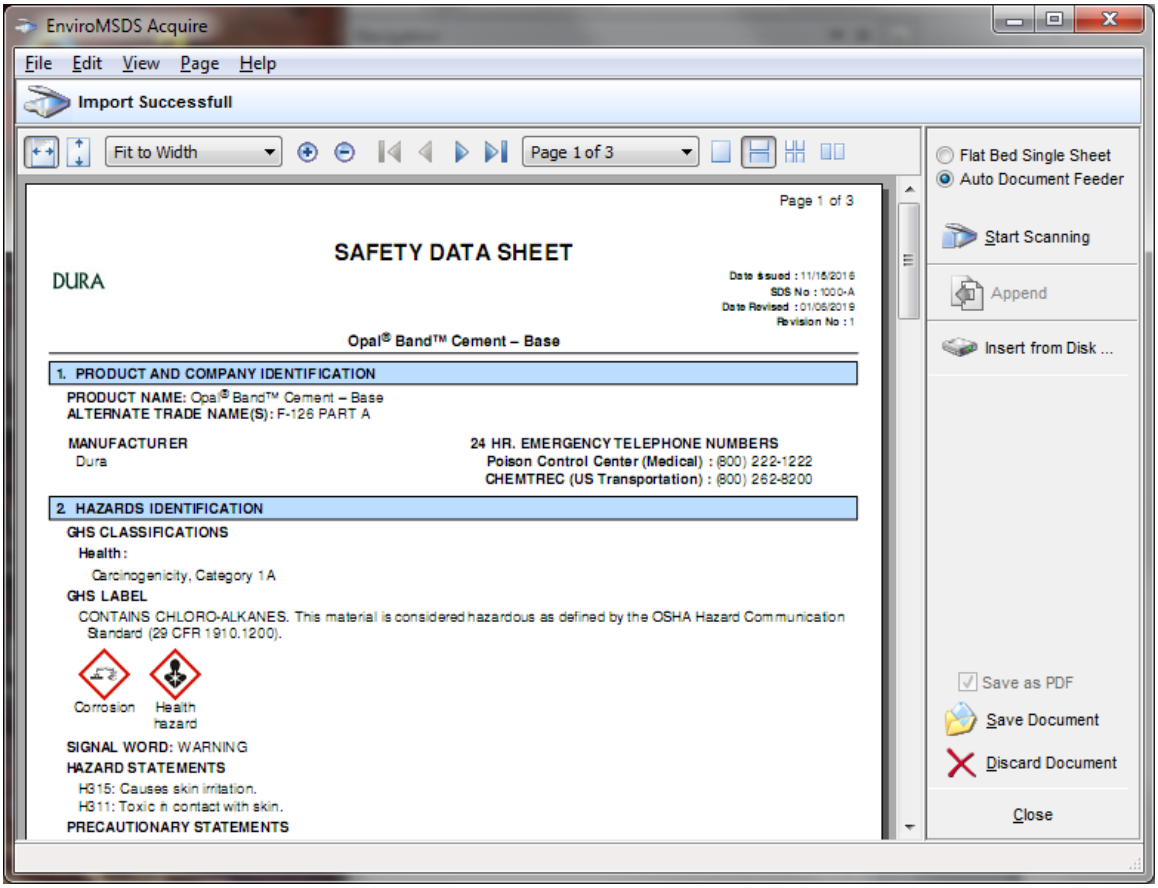


- From the **Control Panel**, click **Insert From Disk...** 

button. The **Select Files to Insert** dialog window is displayed.



- Select the file you want to import and then click **Open.** The selected file will be loaded into the viewer pane



- Click **Save Document** to acquire the file and return back to EnviroMSDS.

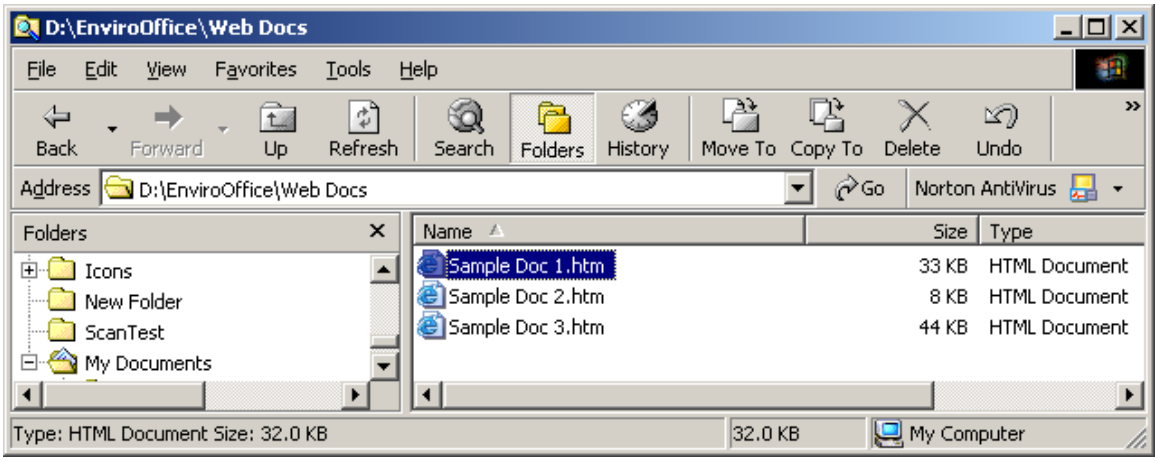
How to Import Files via Drag and Drop

Another method of importing documents or files is called **drag and drop**. You can access any file on your hard drive, CD-ROM or even from your Web browser.

To import a file using drag and drop:

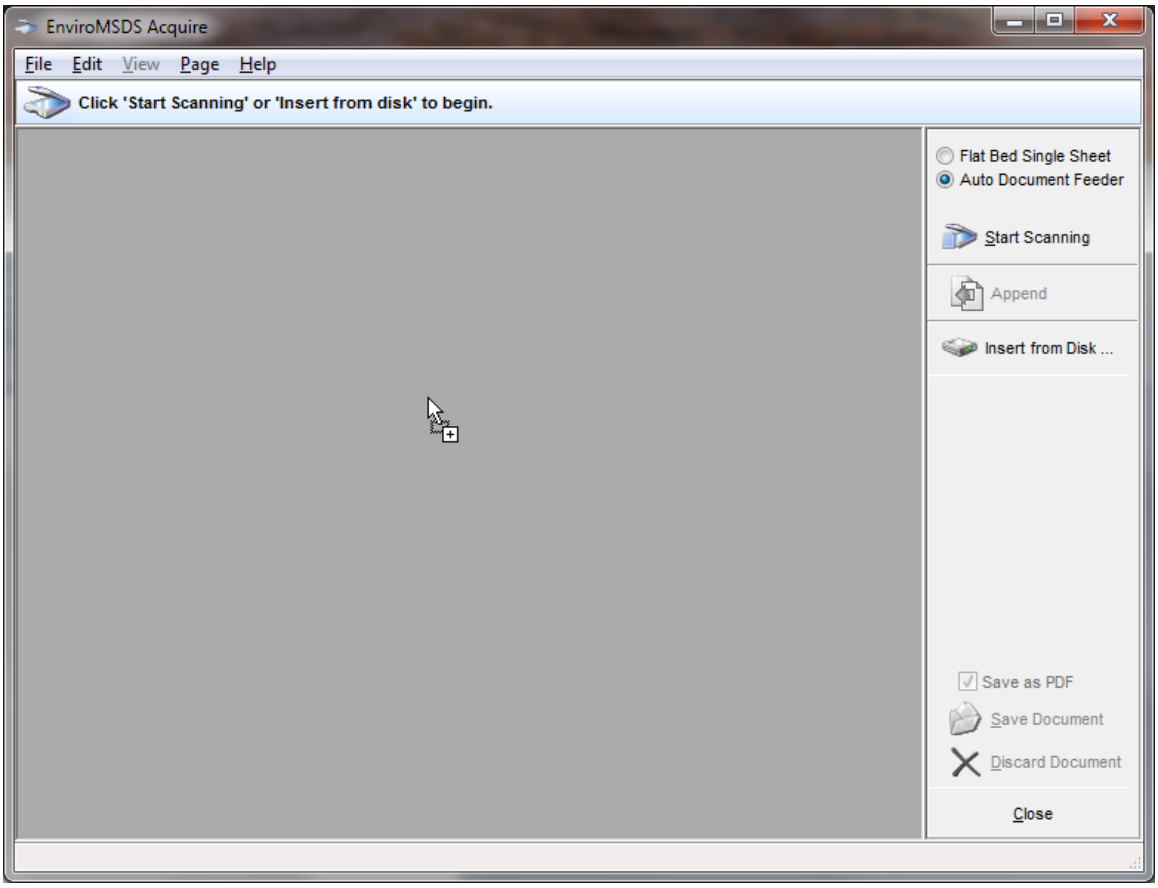
- From the **source** window, with your mouse select the file(s) that you want to import.

Note: To select a file to **drag and drop**, first highlight it by left-clicking your mouse on the desired file(s). To **drag** the selected file, continue to hold the left mouse button down as you move the cursor to the target window. Now, simply release the left mouse button and **drop** the file to be imported.



Windows Explorer (source)

The **target** will be the **Viewer Pane** in the Acquire window.


EnviroMSDS Acquire
File Edit View Page Help
Click 'Start Scanning' or 'Insert from disk' to begin.
Flat Bed Single Sheet
Auto Document Feeder
Start Scanning
Append
Insert from Disk ...
Save as PDF
Save Document
Discard Document
Close

Correcting the Appearance of Scanned Documents

To correct the appearance of scanned documents:

Use the Viewer Main Menu to access the various options.



Viewer Main Menu

How to Use the Zoom Menu

The Zoom menu allows you to adjust the viewing of image files. These options can also be found on the Viewer Control Panel.

The following options are:

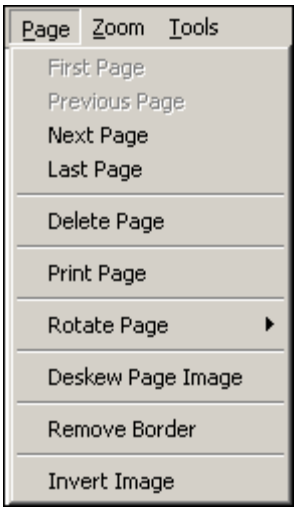
- **Zoom In** increases magnification.
- **Zoom Out** decreases magnification.
- **Fit to Height** will fit the entire image to the height of the viewer. The image will remain proportionate.
- **Fit to Width** will fit the entire image to the width of the viewer. The image will remain proportionate.
- **Reset Image** allows you to reset the image back to its default. The default is changed when you perform operations such as: rotate, invert, deskew…

How to use the Page Menu

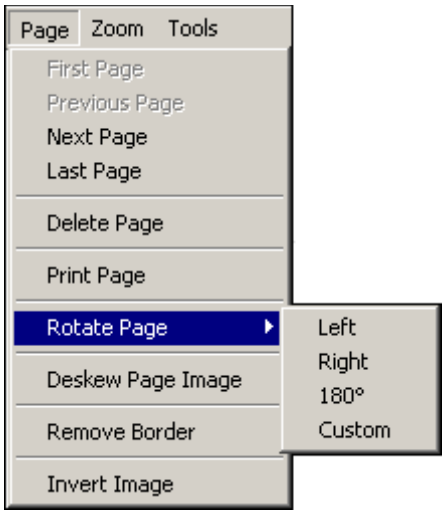
The Page menu allows you to maneuver around your documents.

The following options are:

- **First Page** will bring you back to the first page in your document.
- **Previous Page** will bring you back one page.
- **Next Page** will move you forward one page.
- **Last Page** will move you to the end of a document.
- **Delete Page** will prompt you to delete the currently selected page.
- **Print Page** allows you to print the current page.
- **Rotate Page** allows you to rotate the page image.
    - **Left** allows you to rotate the image counter clockwise 90°.
    - **Right** allows you to rotate the image clockwise 90°.
    - **180°** allows you to rotate 180°.
    - **Custom** allows you to define the degree of rotation.
- **Deskew Page Image** allows you to deskew the image.
- **Remove Border** allows you to remove the border of a scanned image.
- **Invert Image** allows you to invert the image color. (e.g. a white background with black text will become a black background with white text)



Page Menu

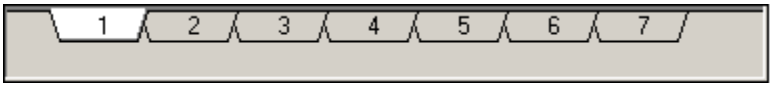


Page Menu – Rotate Page Selected

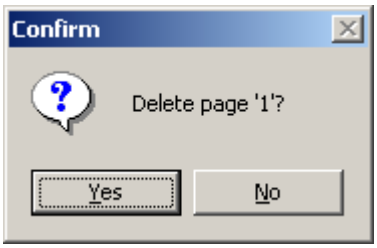
How to Delete Pages from an Existing Document

To delete a page from a multi-page document:

- Select the page from the **Page Tab** that you want to delete.
- From the Main Menu, click **Page**.
- From the Dropdown menu, click **Delete Page.** A confirmation dialog appears.
- On the Confirmation Dialog, click **Yes** to delete the page or click **No** to leave the page as is.



Page Tabs

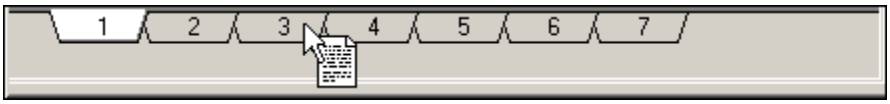


Confirm Delete Page

How to Reorder Pages of an Existing Document

To reorder page within a document:

- Select the **source** page from the **Page Tab** that you want to drag.
- Click the left mouse key.
- The cursor icon will change to an arrow with a piece of paper attached.
- Now move the cursor over the **target** page tab number that you want the **source** page to move to.
- Release the left mouse key to drop the **target** page over the **source** page.
- Continue to reorder the pages following the steps above as necessary.



Reordering Pages in a document (Tab Page Number Area)

How to Append Pages to an Existing Document

To append pages to an existing document:

- From the **Acquire window**, with either an existing document, a newly scanned document or a newly imported document.
- From the **Control Panel**, click the **Append** 

button.

Note: The Append 

button will remain depressed and in Append mode until you click the Append button again.

- From the **Control Panel**, Click **Insert from Disk...** to insert an additional page. Continue with this step to append as many pages as necessary.

How to invert a page

To invert a scanned image page:

- From the Menu, click **Page**
- From the dropdown menu, click **Invert Page**.

How to remove a border around a scanned image

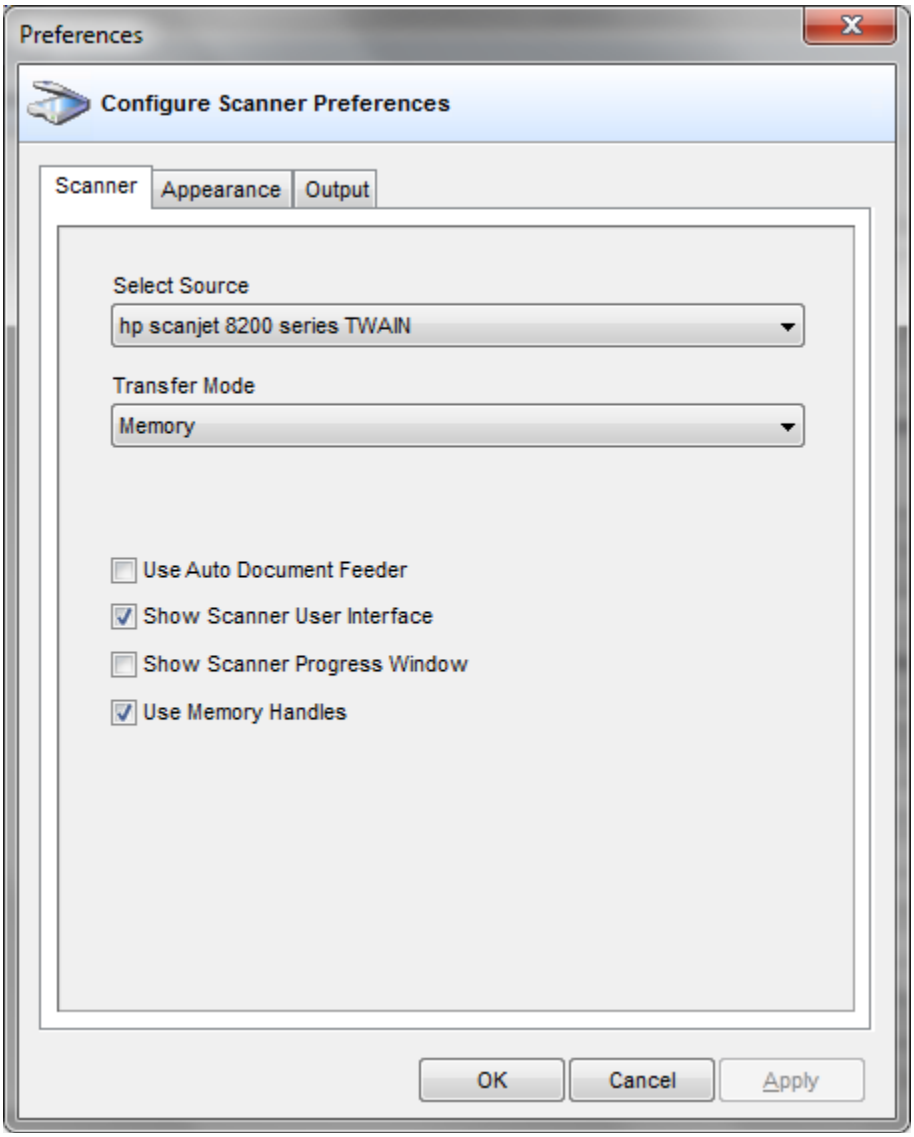
To remove a border around a scanned image:

- From the Menu, click **Page**
- From the dropdown menu click **Remove Border**.

How to Configure Scanner Settings

- From the Acquire Main Menu, click **View -Settings …** The '**Scanner Setting**' window appears

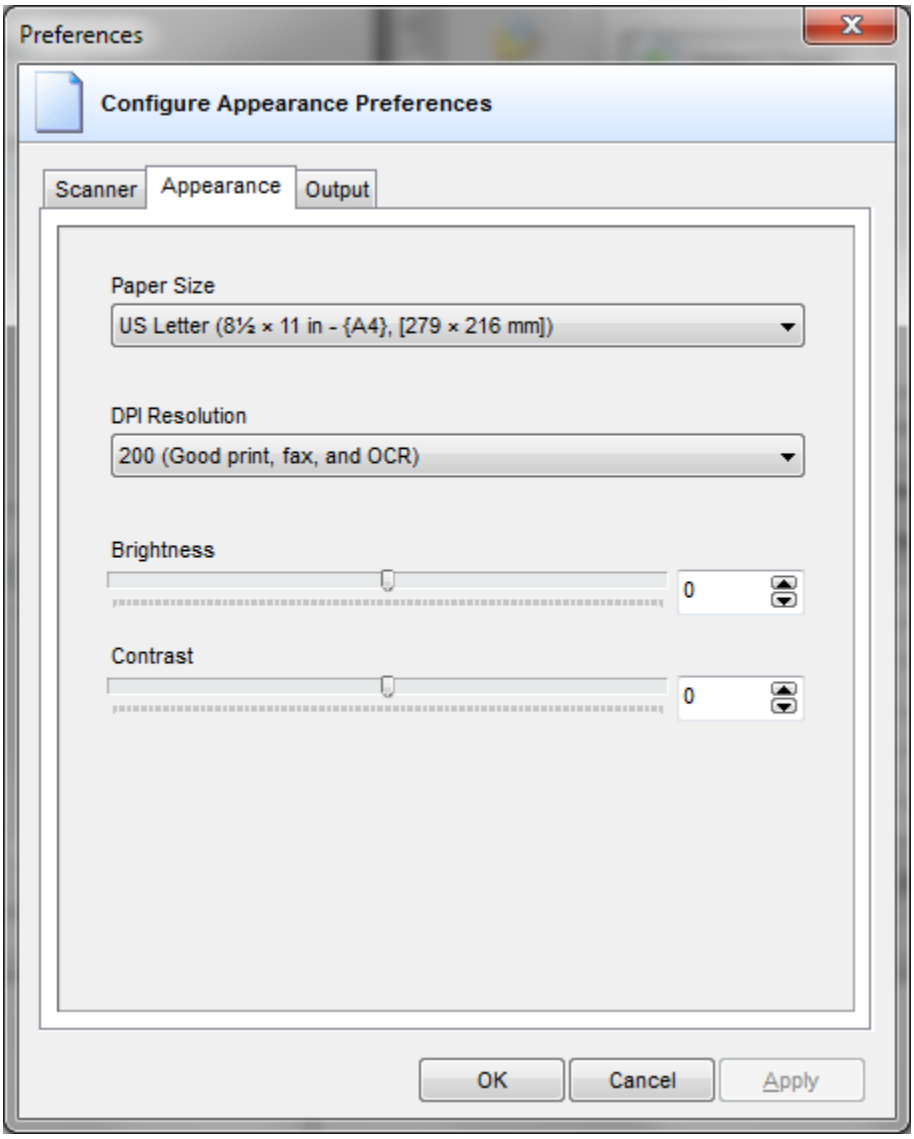
See Compatible Scanners



Scanner Settings Window. Scanner Tab selected

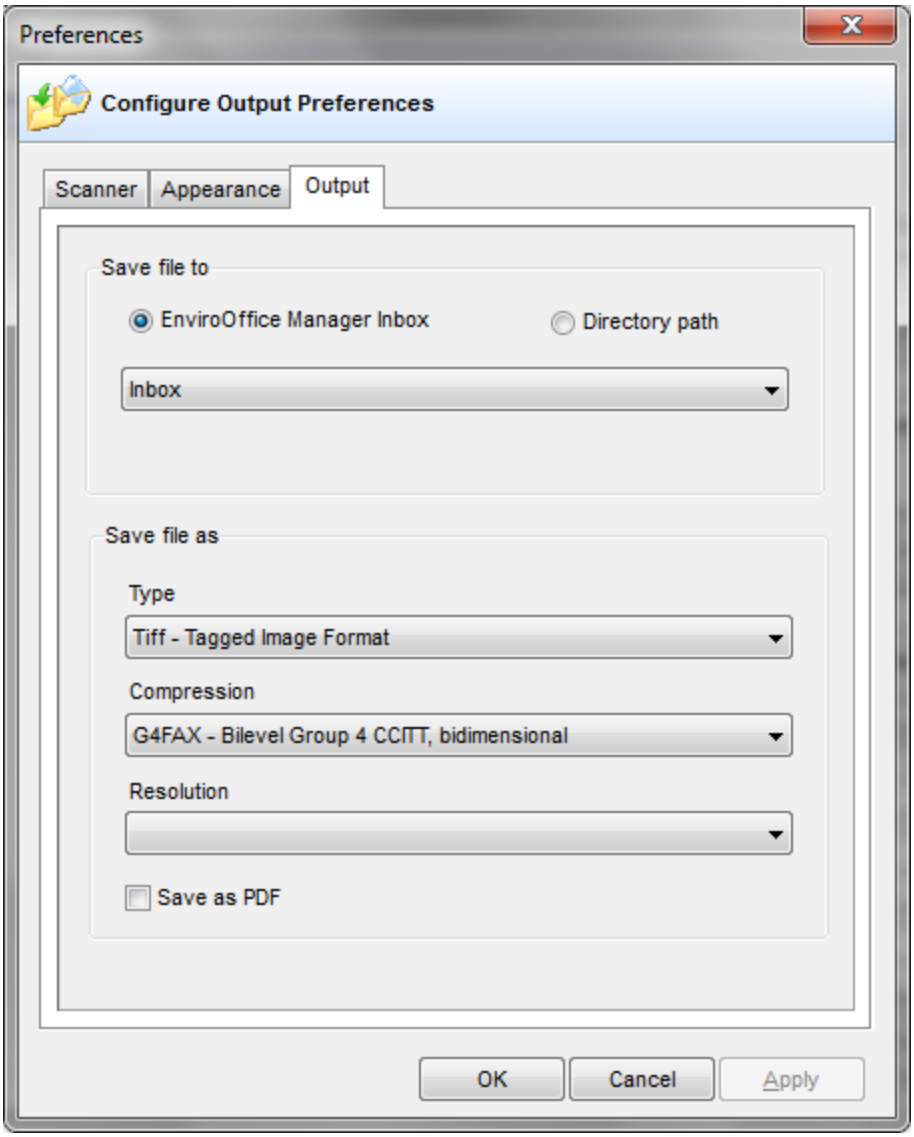
- Click the **Select Scanner** button and select the twain driver to use for your scanner.
- If you want to use the interface provided with your scanner driver, check the **Show Scanner User Interface** (there are some issues with using this option. If you encounter any problems, uncheck this option)

- If you have an Auto Document Feeder attached to your scanner and you are going to scan in documents with multiple pages, then check **Use Auto Document Feeder**
- Click the **Appearance Tab.** The options for defining the appearance is displayed.



Scanner Settings Window. Appearance Tab selected

- Select the paper size that you are going to scan in.
- Set the (D)ots (P)er (I)nch Resolution that you want to scan in at. 200 is usually a good enough quality for most documents for printing, faxing, emailing and for OCR.
- If you scan in a document and it is too dark or to light to read then you can adjust the **Brightness** and the **Contrast**. The default is 0 for both.
- Click the **Output** tab. The options for saving the scanned file is displayed.



Scanner Settings Window. Output Tab selected

- Click the **Prompt for File Name** option if you want to enter the file name for each scanned or imported document upon saving.

Note: By default the system will create the file names for you; however, you can elect to have it prompt you for the filename.

- You can define the scanned file output type.
- Click **Apply** to save your changes.
- Click **OK** to save your changes and close the window.

How to Manage Multiple SDS Databases

That's right, EnviroMSDS allows you to maintain complete SDS databases, all with their own separate data. Each SDS database contains everything necessary, such as phrases, manufacturers, customers, chemicals, preferences, etc.… This way, different divisions within the same Company can author SDS(s) without disclosing confidential information to one another.

Note: Each SDS Database must be located in a separate folder on your computer.

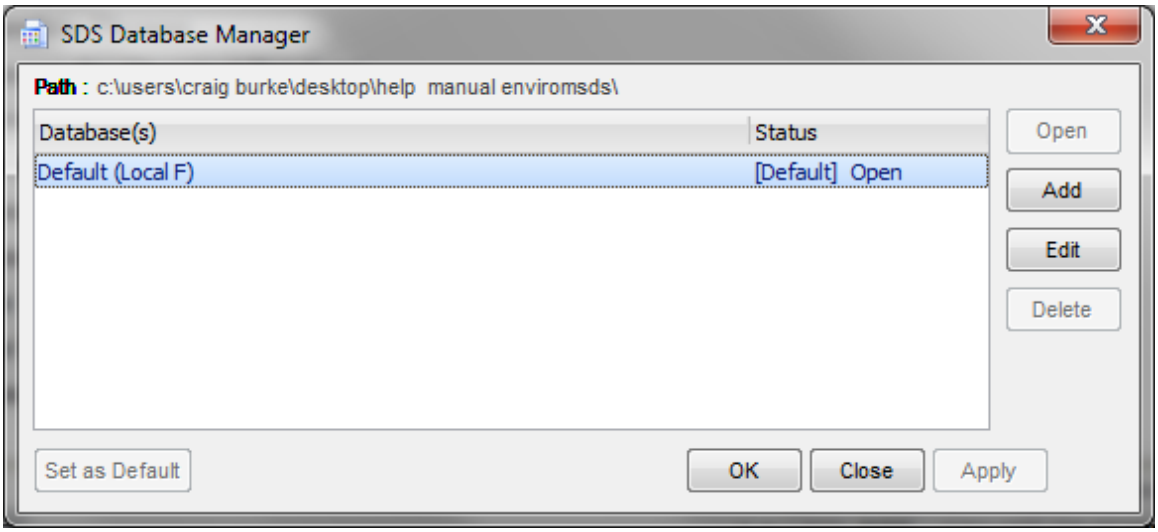
Notice: There is an extra charge for each additional SDS database and you must maintain annual support. For more information, please Contact Envirosoft

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How to Add a New SDS Database

To Add a new SDS Database to EnviroMSDS:

- From the Main Menu, select **File – Open – SDS Database…** The **SDS Database Manager** window is displayed.

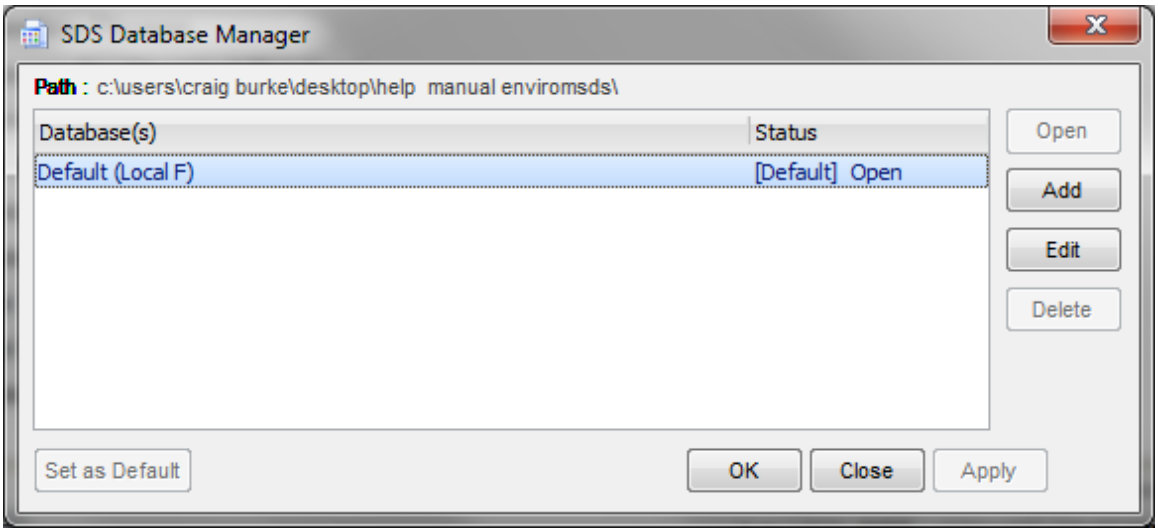


- Click **Add**. You will be prompted to locate the EnviroMSDS.dbc file. (Contact Envirosoft for a complete empty set of SDS database files.). An Open file window is displayed.
- Locate the EnviroMSDS.dbc file that is in a different folder on your computer and is not one of the existing SDS Databases already in the Database(s) list.
- Click **Open**.
- If the file is valid and is not already in the list you will be prompted with a '**Save As'** dialog. If not, you will be notified of why it cannot be opened.
- At the '**Save As'** dialog, enter a unique new name to identify this SDS database.
- Click **Ok**.
- Click **Apply** to save your changes.

How to Open an SDS Database

To Open an SDS Database:

- From the Main Menu, select **File** – **Open** – **SDS Database**… The **SDS Database Manager** window is displayed.



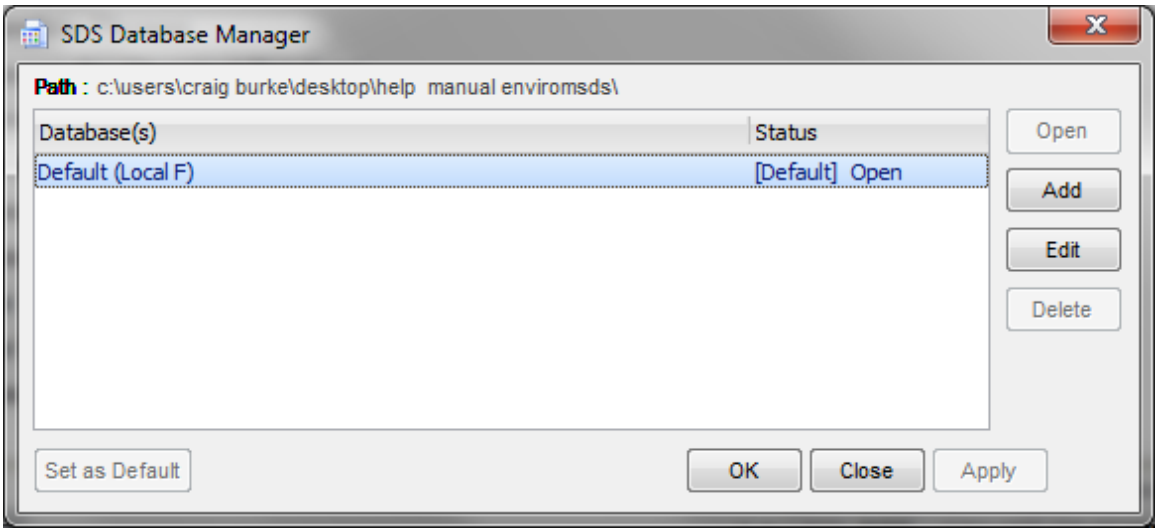
- Highlight a Database that is not already open. Click **Open**. You will be prompted to enter the User Name and Password to gain access to the SDS Database.
- If the User Name and Password you entered are correct, then EnviroMSDS will close the current SDS Database and Open and Load the one you selected and the **SDS Database Manager** window will be closed.

Tip: Once a User Name has been entered correctly, EnviroMSDS will remember and will automatically enter the User Name for you thereafter.

How to Edit an SDS Database Name

To Edit an SDS Database Name:

- From the Main Menu, select **File – Open – SDS Database…** The **SDS Database Manager** window is displayed.

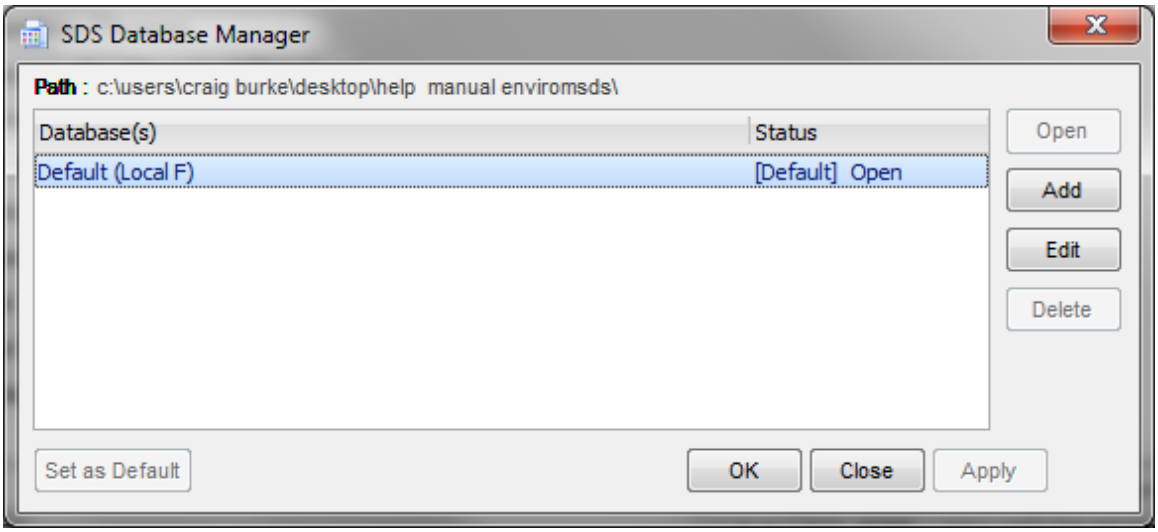


- Highlight a Database that you want to change the name for. Click **Edit**. The **Save As** window is displayed.
- Enter the new name and click **Ok** to save your changes or click **Cancel** to abort your changes.
- Click **Apply** to save the changes into the Database Manager.
- Click **Ok** to close the **SDS Database Manager** window.

How to Delete an SDS Database

To Delete an SDS Database from the database manager list:

- From the Main Menu, select **File** – **Open** – **SDS Database**… The **SDS Database Manager** window is displayed.



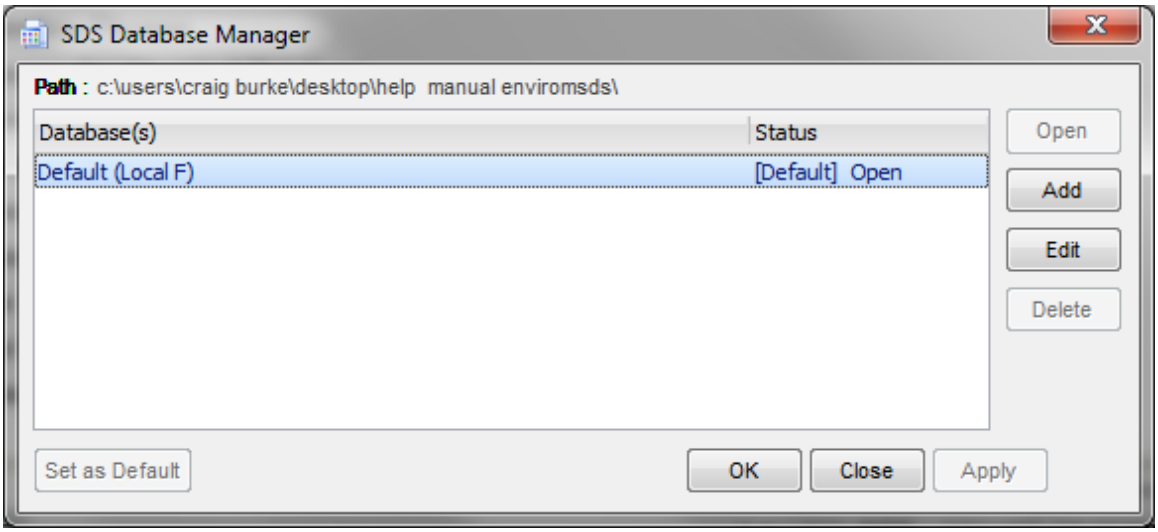
- Highlight a Database that you want to delete from the list. Click **Delete**. At the confirmation window, select **Yes.**

Note: The SDS Database is not actually deleted from your computer. The link is only removed from the list and is no longer available to EnviroMSDS on your computer.

How to Set the Default SDS Database

To set an SDS Database as the default:

- From the Main Menu, select **File** – **Open** – **SDS Database**… The **SDS Database Manager** window is displayed.



- Highlight a Database that you want to set as the default. Click Set as **Default**.
- Click **Apply** to save your changes.
- Click **Ok** to close the '**SDS Database Manager**' window.

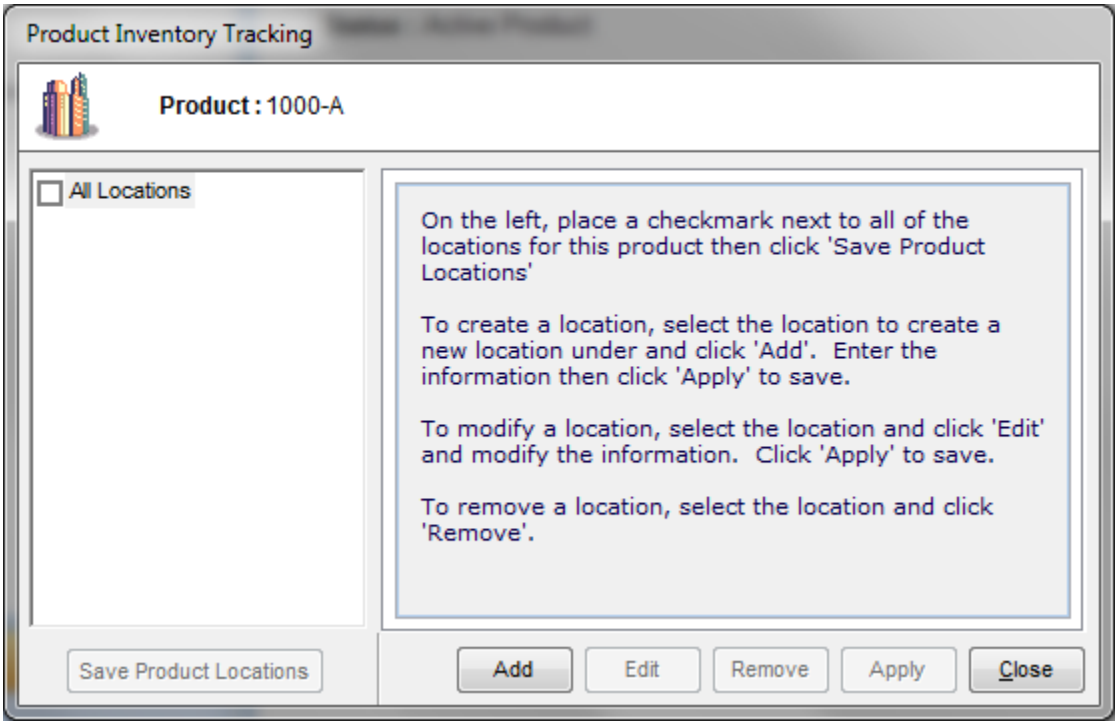
Tip: If you do not open the default SDS Database at this time you will remain in the SDS Database that was already open.

When you log onto EnviroMSDS the Default SDS Database will automatically be opened.

The Status column for each SDS Database informs you which SDS Database is the default, which one is Open and indicates that all others are closed.

Product and Chemical Inventory Tracking

Overview:



How to Generate Reports and Labels

Overview:

The Report & Label Manager is integrated into EnviroMSDS and can generate labels using the information directly from your SDS(s). This manager has many pre-defined report and label templates that are accessible via the various menu options throughout EnviroMSDS.

It provides you all the tools you need to quickly and easily produce Reports, GHS Shipping and Hazard Labels via the data within EnviroMSDS Authoring.

Tip: All Labels can be generated in different languages and even bilingual. See Language Modules or How to Translate Phrases

---

Note: Services such as assisting with report or label design and layout, determining which fields to use in a report or label, or creating custom SQL statements are not technical support but rather consulting. Please Contact Envirosoft for our consulting rates if you are interested in these services.

For a few samples of custom designed labels, see : Custom Labels

---

The Report and Label Manager can be installed separately to additional workstations that need to only print labels. For this feature there is a separate installer. Please Contact Envirosoft to download the free installer.

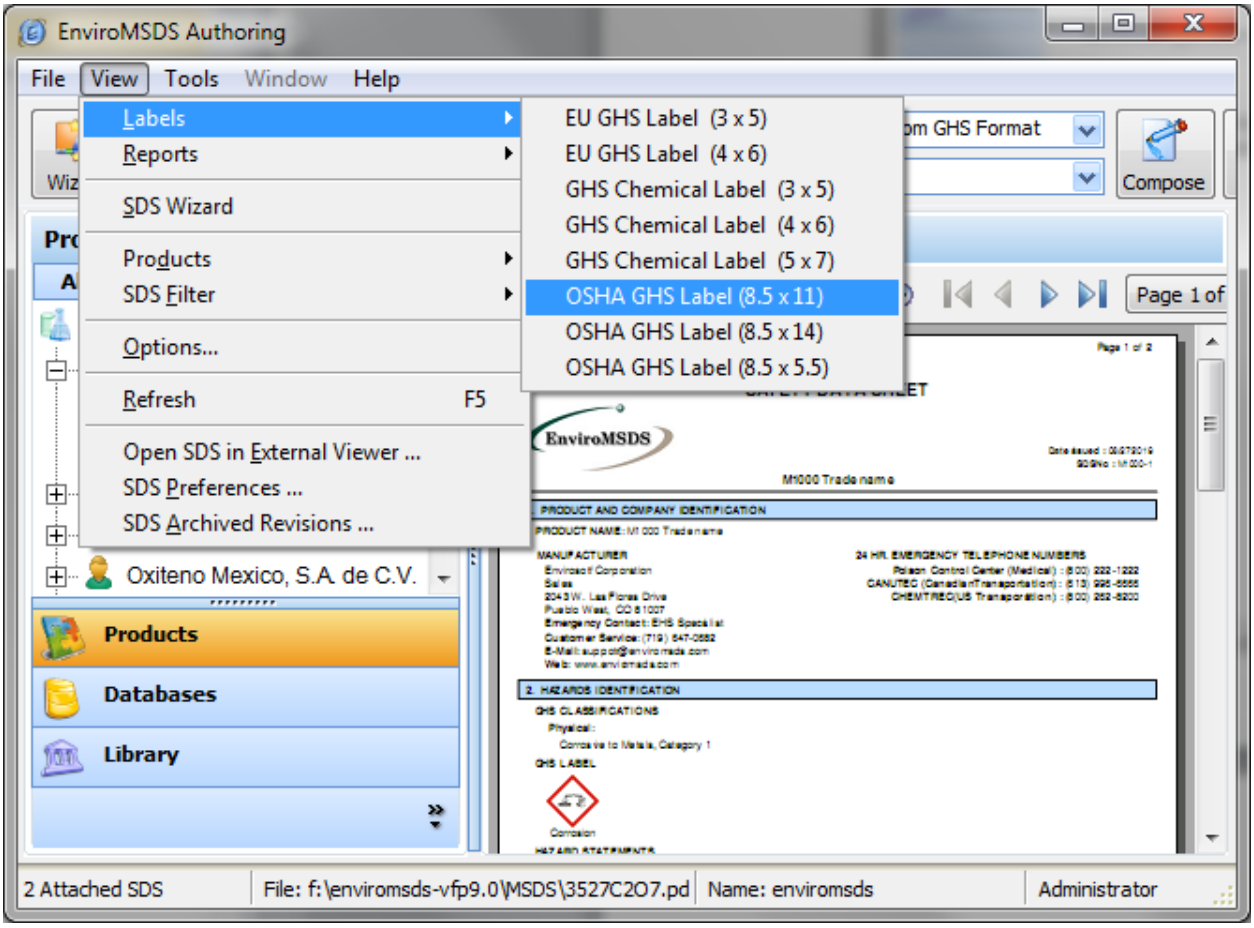
To generate labels from external applications (e.g. ERP, etc.), See: How to generate SDS Labels from external applications

How to generate SDS Labels

To generate **SDS Labels**:

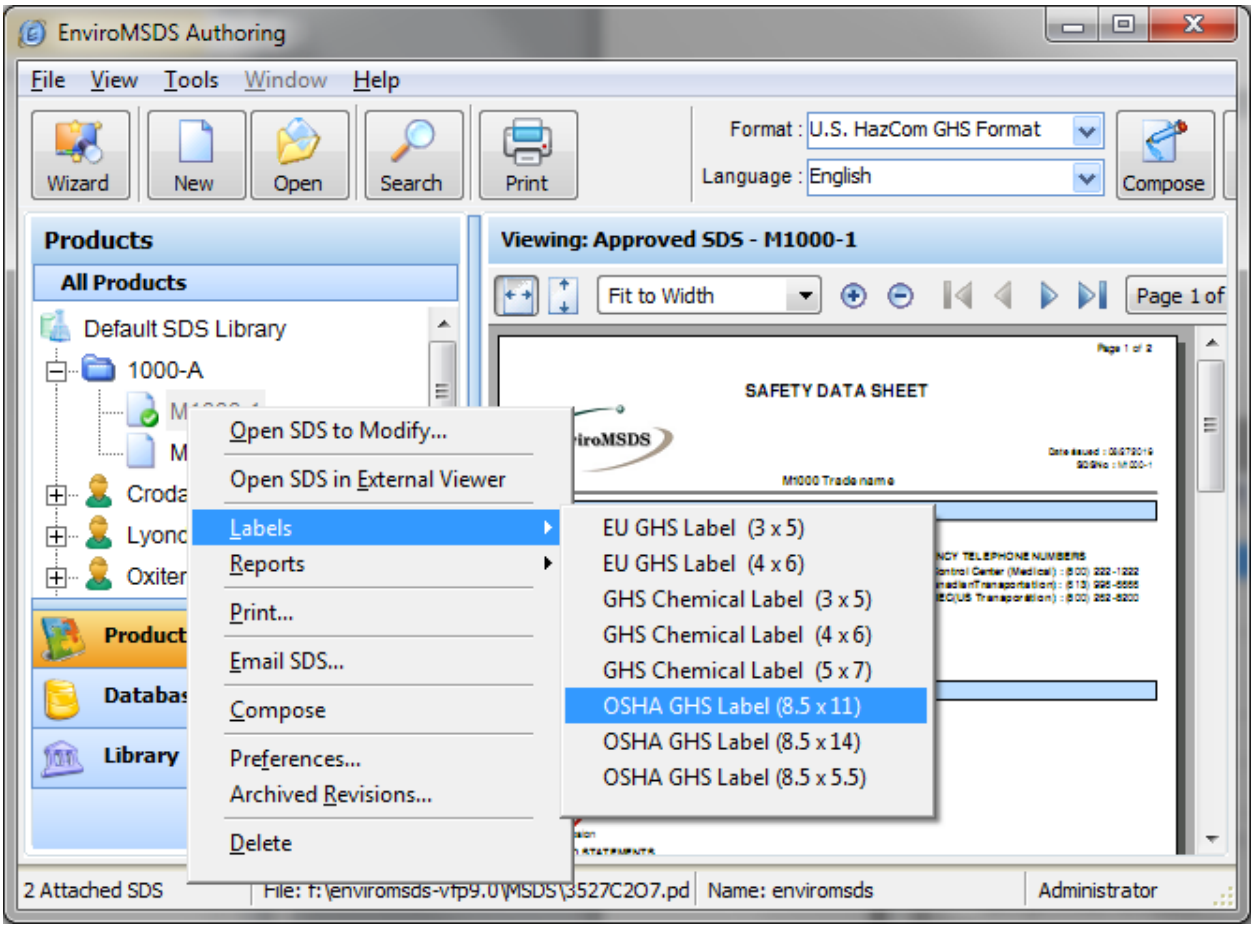
- From the **Products View**, open any Product (blue) Folder and select one of the SDS. Working Copy or Approved.
- From the Main Menu Select **View** – **Labels** and choose from one of the available labels.

To generate labels from external applications (e.g. ERP, etc.), See: How to generate SDS Labels from external applications



or

- Right click on the SDS Icon and from the popup menu, select **Labels** and choose from one of the available labels.


EnviroMSDS Authoring
File View Tools Window Help
Wizard
New
Open
Search
Print
Format : U.S. HazCom GHS Format
Language : English
Compose
Products
All Products
Default SDS Library
1000-A
Viewing: Approved SDS - M1000-1
Fit to Width
Page 1 of
SAFETY DATA SHEET
Open SDS to Modify...
Open SDS in External Viewer
Labels
Reports
Print...
Email SDS...
Compose
Preferences...
Archived Revisions...
Delete
EU GHS Label (3 x 5)
EU GHS Label (4 x 6)
GHS Chemical Label (3 x 5)
GHS Chemical Label (4 x 6)
GHS Chemical Label (5 x 7)
OSHA GHS Label (8.5 x 11)
OSHA GHS Label (8.5 x 14)
OSHA GHS Label (8.5 x 5.5)
2 Attached SDS
Name: enviromsds
Administrator

How to generate Proposition 65 Symbol and Statement on Labels

This feature is for compliance with California's Article 6: Clear and Reasonable Warnings. For more info go to: https://www.p65warnings.ca.gov/)

The Proposition 65 Statements work in conjunction with the **CALIFORNIA PROPOSITION 65 table** that displays on the SDS in Section 15 via the ingredients in Section 3 see: Adding California Proposition 65 information

The Phrase Codes for these statements are :

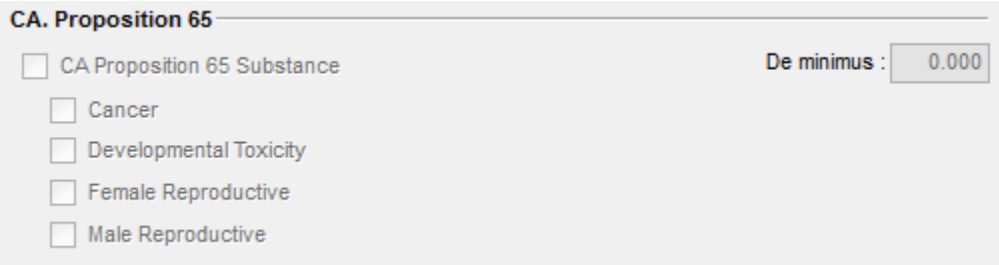
- **PROP65-CANCER**
- **PROP65-BIRTHDEFECTS**
- **PROP65-CANCER-BIRTHDEFECTS**
- **PROP65-CANCER-BIRTHDEFECTS-2**
  (**Note:** This Code requires at least two (2) ingredients, one identified as **Cancer** and the other identified as **Developmental Toxicity** or **Female Reproductive.** or **Male Reproductive**)

There are a few rules that must be adhered to for it to work correctly.

To automatically generate the Proposition 65 symbol and statement on your Labels:

1. You must use one of the supplied phrases in **Section 15 – Page 3 – Proposition 65 Statement**: (The supplied phrase codes are listed below).

2. At least one of the ingredients in Section 3 must be identified as a **CA. Proposition 65 Substance** in the Chemical Database - Page 8.



Chemical Database - Page 8

One of the following combinations of the Phrase Code and at least one ingredient : (**do not modify the phrases!**)

1. **PROP65-CANCER** and from the Chemical Database (**CA Proposition 65 Substance** and **Cancer** are checked)

2. **PROP65-BIRTHDEFECTS** and from the Chemical Database (**CA Proposition 65 Substance** and (**Developmental Toxicity** or **Female Reproductive.** or **Male Reproductive.** are checked))
3. **PROP65-CANCER-BIRTHDEFECTS** and from the Chemical Database (**CA Proposition 65 Substance** and **Cancer** and (**Developmental Toxicity** or **Female Reproductive.** or **Male Reproductive.** are checked))
4. **PROP65-CANCER-BIRTHDEFECTS-2** and from the Chemical Database (**CA Proposition 65 Substance** and **Cancer** and **(Developmental Toxicity** or **Female Reproductive.** or **Male Reproductive.** are checked)

Tip: To save time you can globally replace your old Proposition 65 phrase codes with the new ones:

From the Phrase Library you can search and replace your older Proposition 65 phrases with the appropriate phrase code from the above list

For more information, see: Search and Replace

Tip: For additional control over how chemicals display in SDS chemical driven tables, see: Controlling Chemical Driven table output on SDS

How to generate SDS Labels from external applications

Overview:

The Report & Label Manager can be called from external applications via passing in an xml file with the required data and will be processed by the generating engine.

Syntax: PathToExeFile\EmRLManager.exe "PathToXmlFile\FileToProcess.xml"

The XML file tags specifications:

Tag	Description
Report	One of the following: • Internal Key • User Defined Title • ID
Flags	**Bitwise flags:** 1 = uses **Key** to locate report/label from <Report> tag. 2 = uses **Title** to locate report/label from <Report> tag. 4 = uses **ID** to locate report/label from <Report> tag. 8 = Display Printer Selection Prompt 16 = Display File Save As.. Prompt 32 = Reserved for future **Note:** Only include 1 or 2 or 4 for locate. Do not combine them.
Type	**Output Type:** 1 = Preview 2 = Print 3 = PDF 4 = HTML
Fields	Contains a list of <Field> items that are used in the report/label to provide a filter for the SQLText lookup
Field	Child items of <Fields> tag <Field> <Name>TABLE.FIELD_NAME</Name> <Value>Data value to lookup</Value> </Field>
Language	Three letter code (ISO 639-2) for language other than the Default [(AME) American English] language set for the report/

Tag	Description
	label
OutputFileName	Path and FileName to export to.
PrinterName	Use a different printer other than the default printer assigned in the Report & Label Manager.
Copies	Number of copies to print. Only valid when <Type>2</Type>
Rotation	Default angle is 0 (Pass in 90, 180 or 270) to auto rotate.
DBCKey	DBCKey is located in users HKCU registry settings. If empty, uses the default SDS Database for current computer. Pass Registry Database Key if using another SDS Database.
UserInputs	Contains a list of <Input> items where the <Name> is matched to same User Input Name defined in the report/label and the <Value> is assigned to the matching <Name> See ***Defining User Inputs*** from the EnviroMSDS Report & Label Manager's Help.
Input	Child items of <UserInput> tag <Input> <Name>User Input Name </Name> <Value>Value to assign to it</Value> </Input>

Sample xml file:

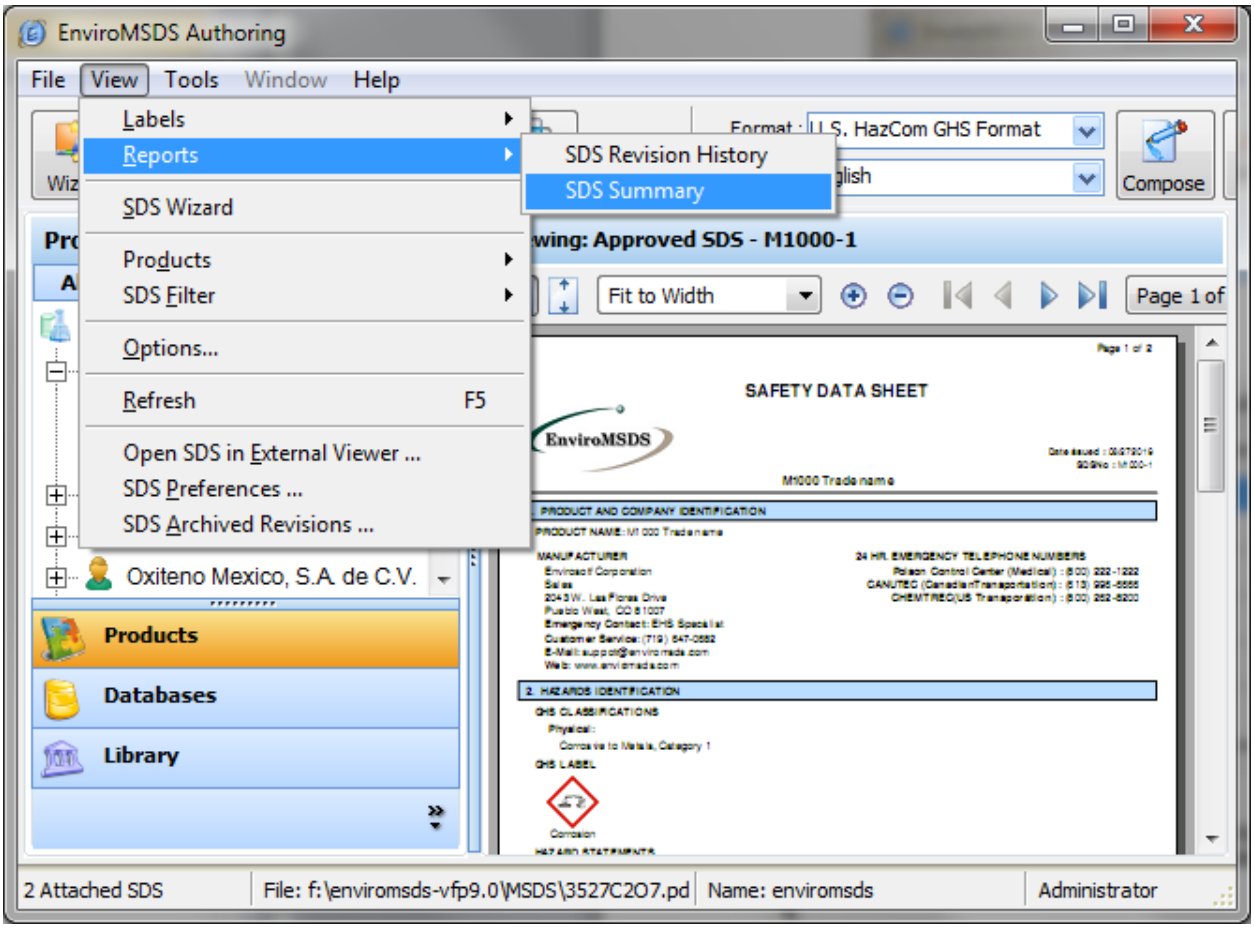
```
<?xml version="1.0" encoding="Utf-8"?>
<RLM-Params>
  <Report>OSHS GHS Label (8.5 x 11)</Report>
  <Fields>
    <Field>
      <Name>IDENTIF.MSDS_NUM</Name>
      <Value>M1000-1</Value>
    </Field>
    <Field>
      <Name>IDENTIF.APPROVED</Name>
      <Value>.T.</Value>
    </Field>
  </Fields>
  <PrinterName></PrinterName>
  <Language>AME</Language>
  <OutputFileName></OutputFileName>
  <DBCKey>SDSData</DBCKey>
  <Copies>1</Copies>
```

```
  <Flags>2</Flags>
  <Type>1</Type>
  <UserInputs>
    <Input>
      <Name></Name>
      <Value></Value>
    </Input>
  </UserInputs>
</RLM-Params>
```

How to generate SDS Reports

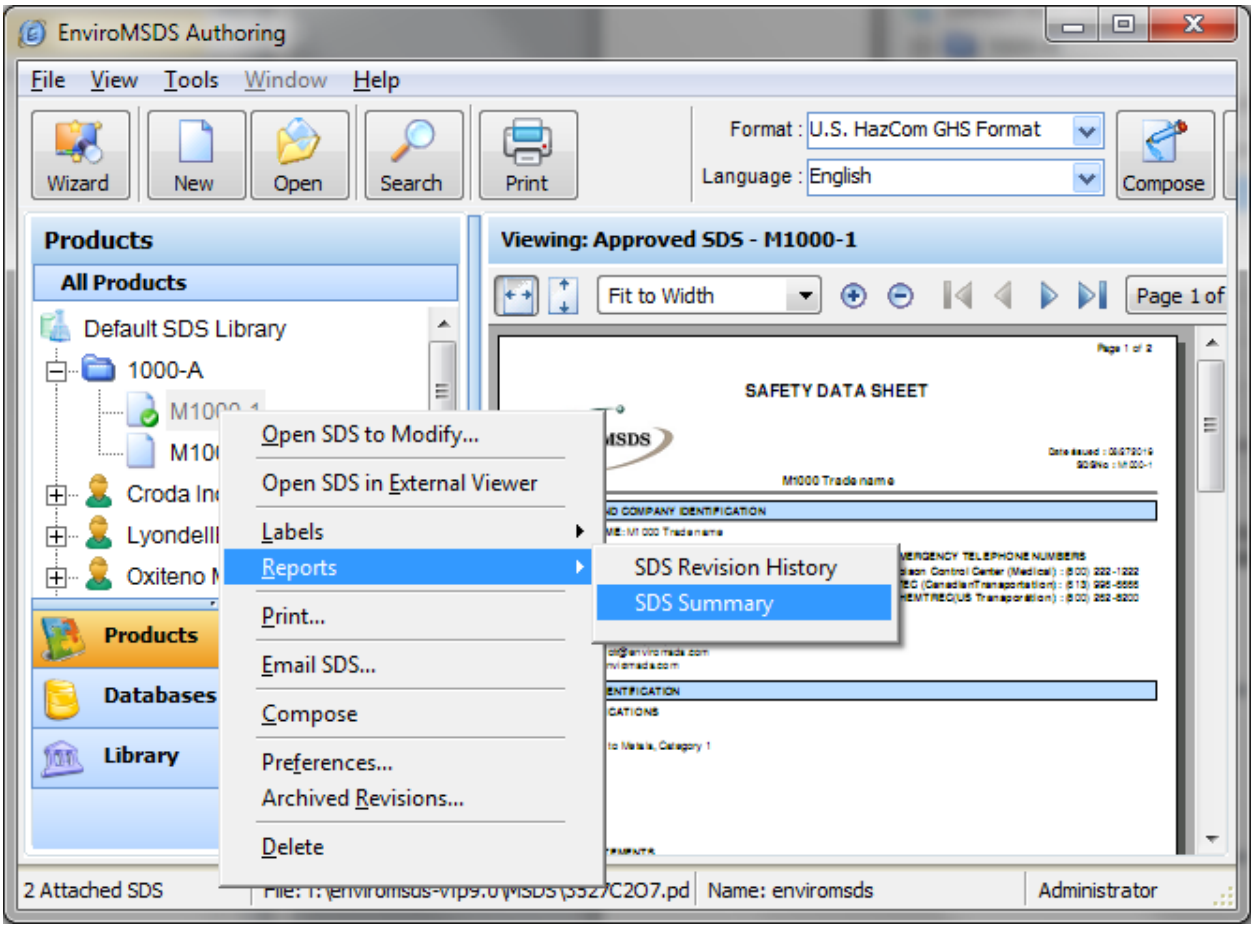
To generate **SDS Reports**:

- From the **Products View**, open any Product (blue) Folder and select one of the SDS. Working Copy or Approved.
- From the Main Menu Select **View** – **Reports** and choose from one of the available reports.



or

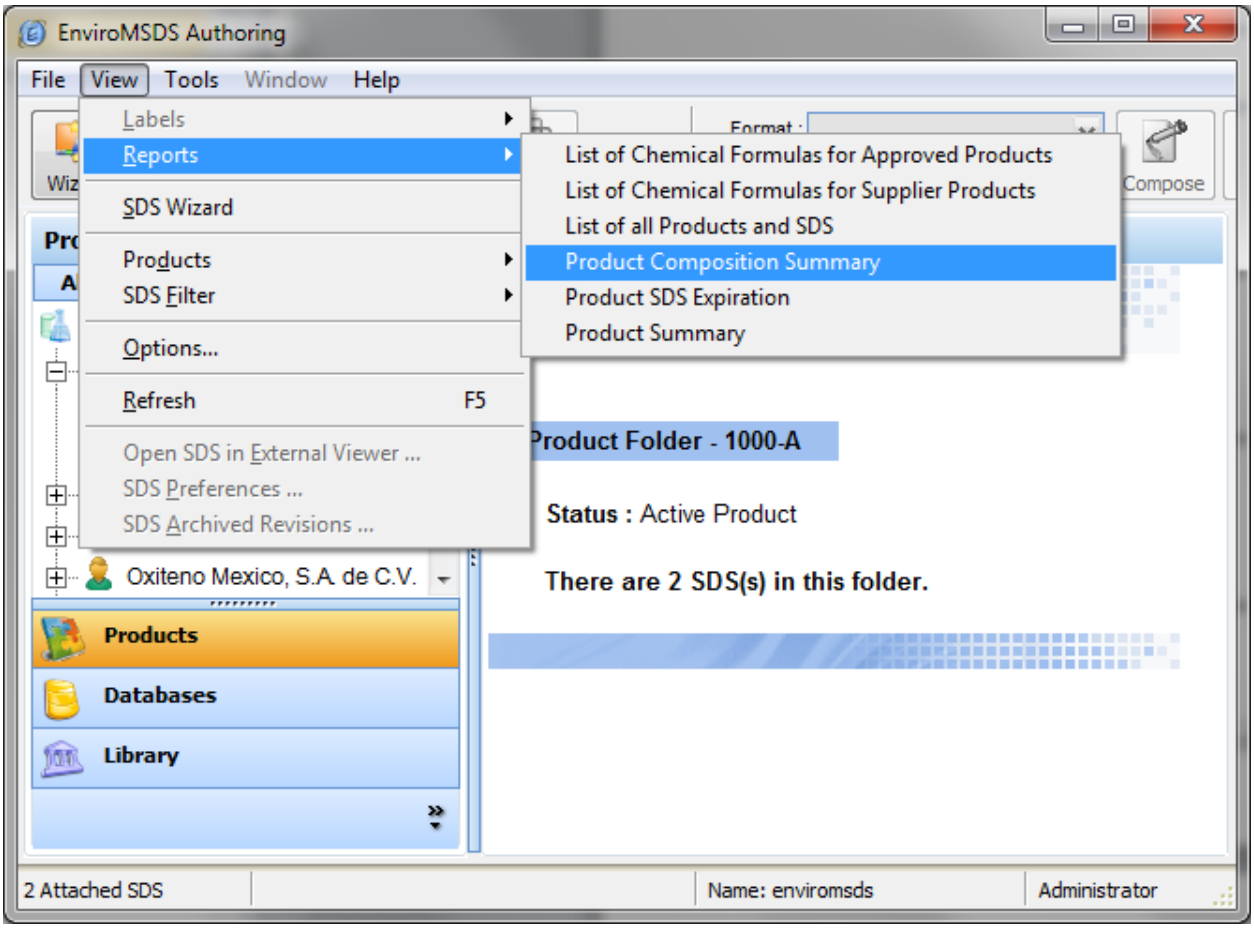
- Right click on the SDS Icon and from the popup menu, select **Reports** and choose from one of the available reports.


EnviroMSDS Authoring
File View Tools Window Help
Wizard
New
Open
Search
Print
Format : U.S. HazCom GHS Format
Language : English
Compose
Products
All Products
Default SDS Library
1000-A
Croda In
Lyondell
Oxiteno
Products
Databases
Library
Viewing: Approved SDS - M1000-1
Fit to Width
Page 1 of
SAFETY DATA SHEET
Open SDS to Modify...
Open SDS in External Viewer
Labels
Reports
Print...
Email SDS...
Compose
Preferences...
Archived Revisions...
Delete
SDS Revision History
SDS Summary
2 Attached SDS
Name: enviromsds
Administrator

How to generate Product Reports

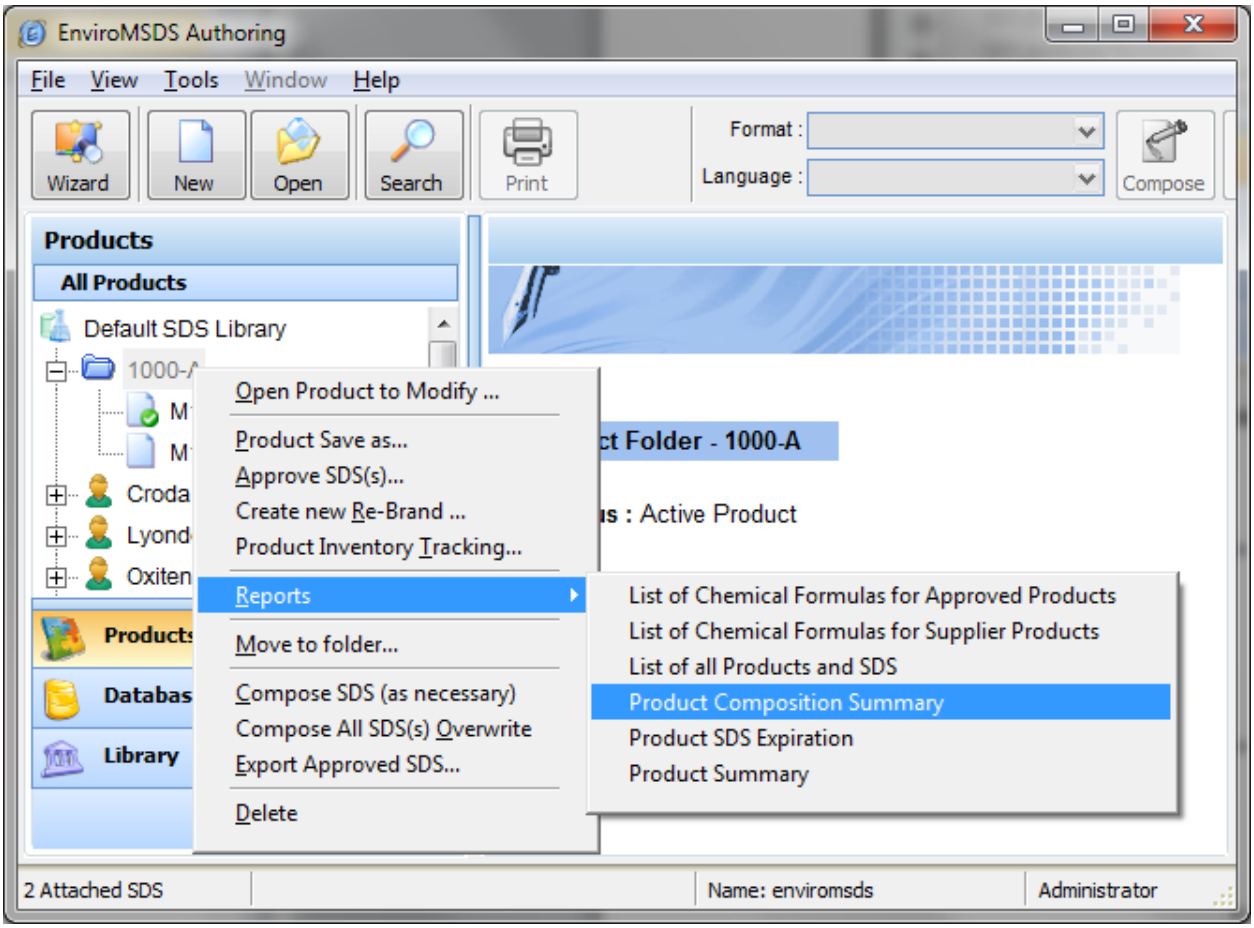
To generate **Product** Reports:

- From the **Products View**, select any Product (blue) Folder.
- From the Main Menu Select **View** – **Reports** and choose from one of the available reports.



or

- Right click on the Product (blue) Folder and from the popup menu, select **Reports** and choose from one of the available reports.


EnviroMSDS Authoring
File View Tools Window Help
Wizard
New
Open
Search
Print
Format :
Language :
Compose
Products
All Products
Default SDS Library
Open Product to Modify ...
Product Save as...
Approve SDS(s)...
Create new Re-Brand ...
Product Inventory Tracking...
Reports
Move to folder...
Compose SDS (as necessary)
Compose All SDS(s) Overwrite
Export Approved SDS...
Delete
List of Chemical Formulas for Approved Products
List of Chemical Formulas for Supplier Products
List of all Products and SDS
Product Composition Summary
Product SDS Expiration
Product Summary
Folder - 1000-A
: Active Product
Products
Databas
Library
2 Attached SDS
Name: enviromsds
Administrator

How to generate Chemical Reports

To generate **Chemical** Reports, see : Chemical Reports

How generate Customer Reports

To generate **Customer** Reports, see : Customer Reports

How to generate Manufacturer Reports

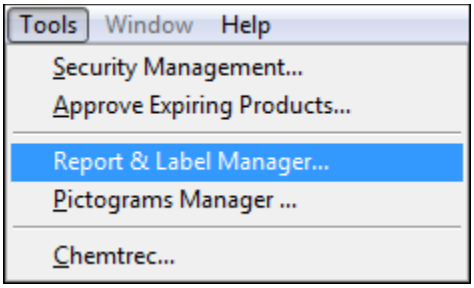
To generate **Manufacturer** Reports, see : Manufacturer Reports

How to generate Supplier Reports

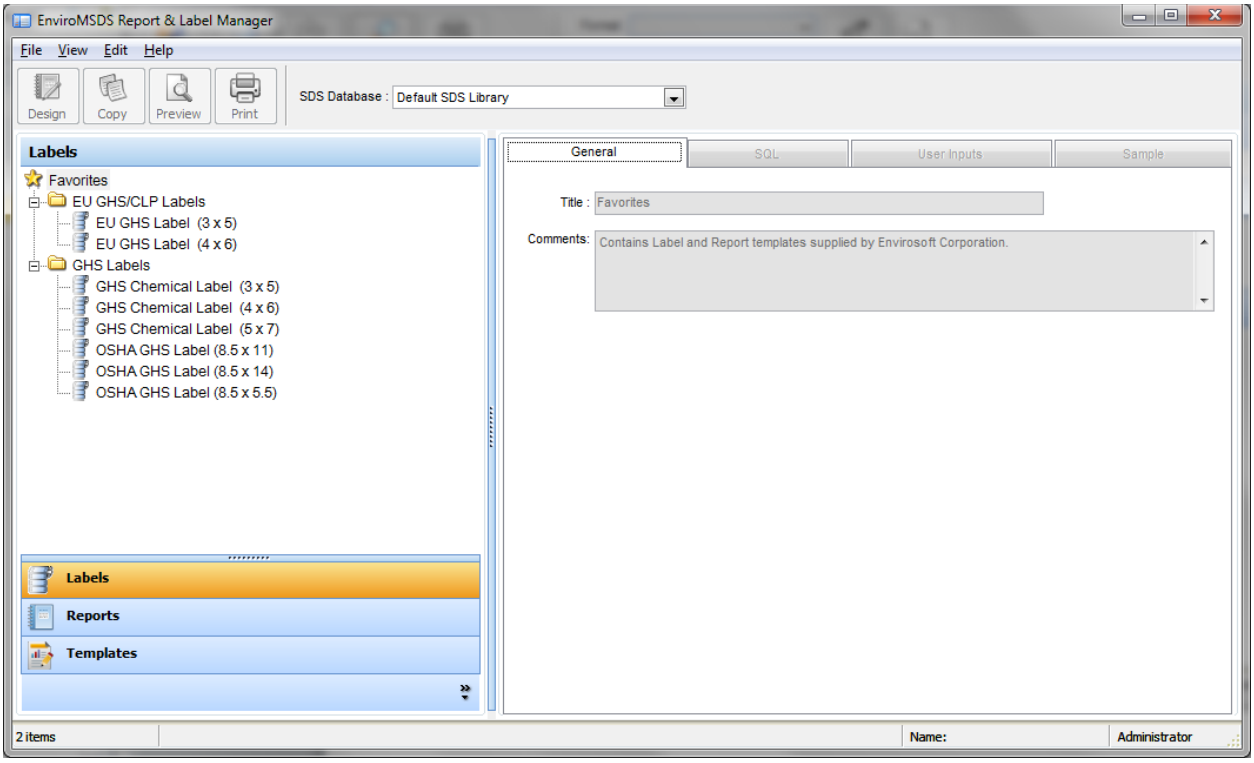
To generate **Supplier** Reports, see : Supplier Reports

How to Manage Reports and Labels

To access the **Report & Label Manager**:



- From the Main Menu – Tools, select the **Report & Label Manager...** The EnviroMSDS Report and Label Manager is displayed.



EnviroMSDS Maintenance

Rebuilding SDS Database Indexes

EnviroMSDS is a relational database software application. Because of this, to insure table and database integrity, it is extremely important to routinely rebuild the indexes for the SDS Database files.

Common problems with database files are:

- Missing data.
- Index is corrupt.
- Table is corrupt or cannot be opened.
- Table 'filename' is not a database file.
- Unable to open EnviroMSDS.

Almost all of the above symptoms can be corrected by rebuilding the indexes.
Better yet, you can usually avoid these problems by rebuilding the indexes on a daily bases. (Recommended).

Common Causes of Corrupted Indices and tables

- Virus scanning of database files.
- Turning off the server or workstation with a table(s) open.
- Hardware conflict.
- Viruses.
- Full duplex NIC cards.
- Manipulating tables with other software, for example, Excel or Word.
- Garbage In/Garbage Out.
- People deleting index or memo files.
- Bad memory on the workstation or server.

- Bad router.
- File caching problems on the workstation or server.

Note: The corruption of data files is not the fault of the application. Therefore it does not fall under the normal support agreement. **The repair of SDS Database files falls under consulting services**.

Possible Solutions

- From each client's antivirus application add exclusions for the location of the data folders and if data is located on a network share then perform the same exclusions from that server also.
- If using an NT server, try turning off OpLocks and any buffering/caching of updates.
- If using Novell server, use the Client32 from Novell and turn off caching and turn on verify data writes on server.
- Always use a dedicated server.
- Make sure you are using Switched Hubs on your network and try to verify that you have a good network situation by monitoring bad packet and collision statistics.
- Teach users to **NEVER** turnoff or reboot their system even if they are hung. They can only do it when instructed to do so.
- Try not to run other applications at the same time - especially network intensive ones.
- Do **NOT** use SMS. Possible Novell client issue. May cause intermittent data corruption.

How to Validate

- One way to validate the application is to copy the data from the server and place on your local computer, disconnect from the server and set EnviroMSDS to use the local data and work from there. If there are no index corruption problems then it is due to one of the above items or another unknown issue.

Note: The corruption of data files is not the fault of the application. Therefore it does not fall under the normal support agreement. **The repair of SDS Database files falls under consulting services**.

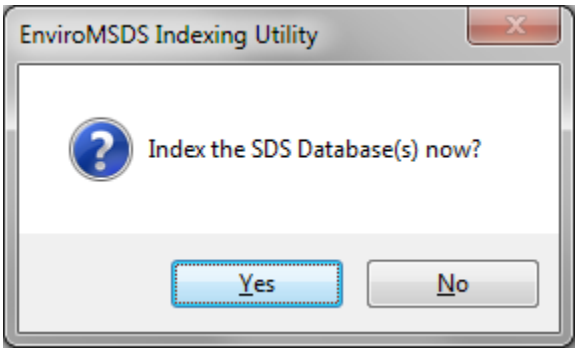
How to Rebuild the Database Indexes

To rebuild the Database indexes:

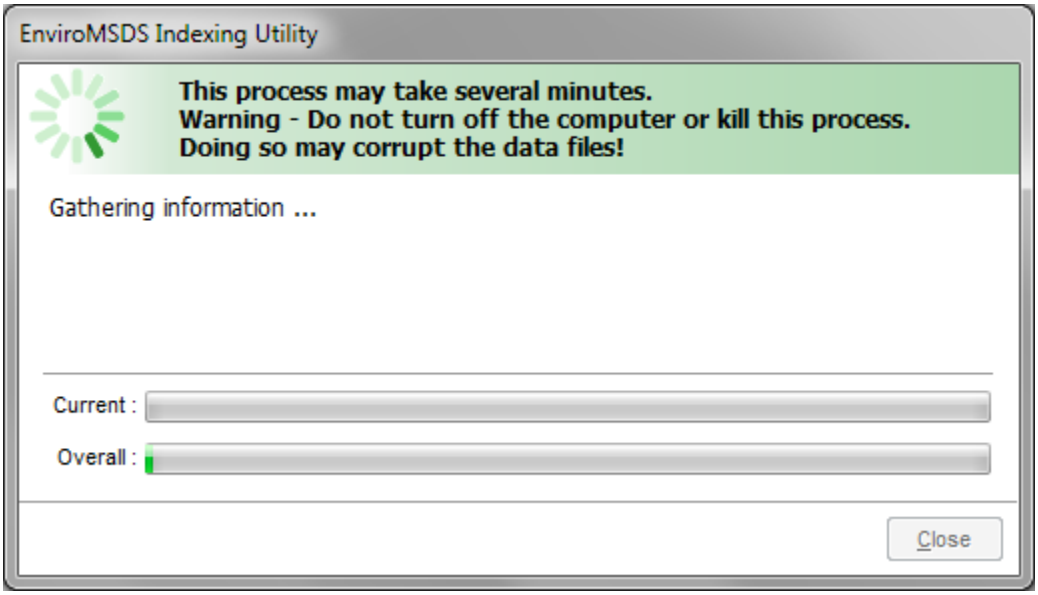
- **Close** EnviroMSDS Authoring.

Note: If you are running a network version it is required that all users must close out of the application before you can run the Indexing Utility.

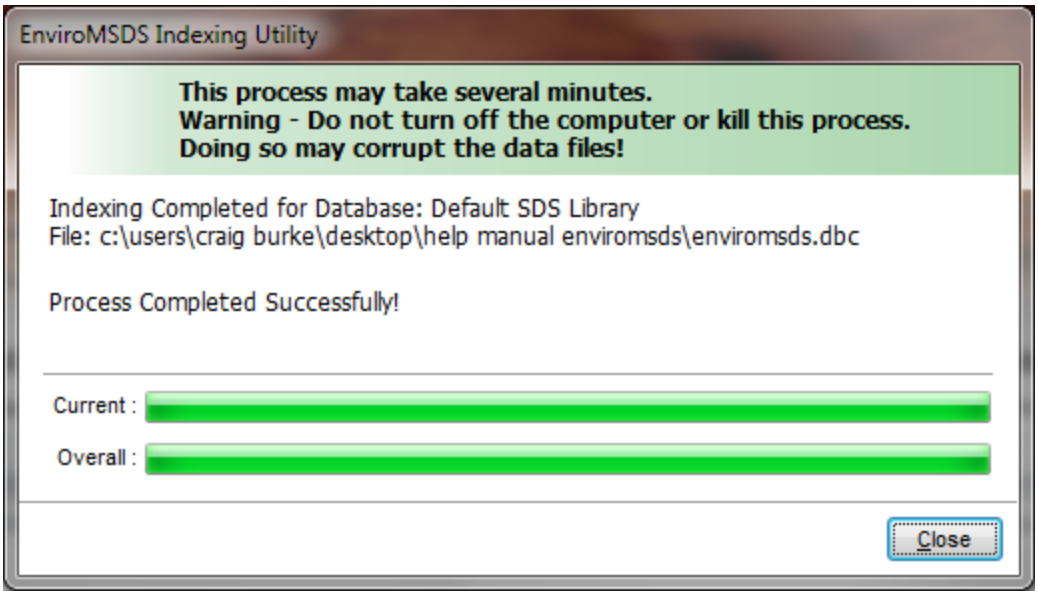
- From the Windows Start Menu, locate the **EnviroMSDS Authoring** programs group and open the folder and launch the **EnviroMSDS Data Indexing Maintenance**



- Click **Yes** to continue. An event progress window is displayed.



If the indexing was successful then you will see this message.



- Click **Close**.

Otherwise, you will receive a message indicating that there was an error.

How to Exclude the EnviroMSDS Data Files from AntiVirus scanning

NOTE: Please make sure that you have exclusions from virus scanning of the Data files folders from both the local computers and (if your data files are hosted on your local network then also add exclusion from the network server's virus scanning software). **The scanning process can cause data corruption**.

To avoid possible data corruption and issues with database indexing, configure your AntiVirus so that it does not scan EnviroMSDS data files. To do this, specify the drive, the folder that contain the data files.

The default location for these Data folders for the Single User Version is:

- C:\ProgramData\Envirosoft\EnviroMSDS Authoring**Data**
- C:\ProgramData\Envirosoft\EnviroMSDS Authoring\Report Manager**Data**

If your data is hosted on your local network then please locate the correct path to the Data folders. The exclusions will be for these folders: (assumes that EnviroMSDS Authoring is the folder on the network)

- YourServerPath\EnviroMSDS Authoring**Data**
- YourServerPath\EnviroMSDS Authoring\Report Manager**Data**

Glossary of Terms

Language Congruity

This refers to a Code Phrase and its foreign language equivalent being synchronized or equal.

Multi Phrase

A Multi Phrase is a Coded Phrase made up of multiple independent Coded Phrases. Each individual Coded Phrase remains independent within the Multiple Phrase and is subject to Search and Global replace features.

Coded Phrase

A statement, sentence, or paragraph. A Coded Phrase refers to the EnviroMSDS feature of associating a 10 character field with a phrase that is normally associated with a Dropdown list.

Product Formulation

The Product Formulation number refers to the data found in the Product Formulation Field. It is a mandatory field

In EnviroMSDS the Product Formulation refers to the 16 Sections of a Safety Data Sheet as Sections 2 - 16. A Product Formulation may have multiple SDS #'s and Trade Names attached to the Product Formulation.

That is, Sections 2 through 16 remain exactly the same and Section 1 could have any number of separate products (SDS #'s / Trade Names.)

Rebranding

Rebranding is simply a way to market the same product under different names. You can rebrand a product as many times as you like.

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