Powered by Chemwatch

BACKPACK LIMITED USER GUIDE

Version 1.0

BACKPACK

2024

CHEMWATCH

Melbourne, Australia

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About the User Guide

The Backpack Limited User Guide is intended for new users who are trialing the Chemwatch web-based Chemicals Management system, Backpack Limited. This is the most basic product which is used as the foundation for a chemicals management solution with a new user interface. This is Chemwatch's latest chemicals management system.

The topics covered will provide trial users with the ability to utilise the basic features that are available within the home module. Modular features, icons and buttons are used across this guide to emphasize a specific activity where steps-wise tasks are provided in respective topics.

Modules

Home *Core Module*	Settings *Administrator Settings*
Navigation	

Features

Search Panel	Folder Management
Inventory List	Hazards

Information Reference

The information icon is used in this guide to share important notes. Most of the activities covered are illustrated using read-write permissions to modules and features.

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About the Application

Beehive Backpack is a Chemwatch web application supported by the following latest common browsers.

Web Browser	Browser Specification	Recommended
Google Chrome	Latest version of Google Chrome	★★★★★
Firefox	Latest version of Mozilla Firefox	★★★★☆
Edge	Latest version of Microsoft Edge is supported	★★★★☆
Apple	Safari (latest version recommended)	★★★★☆

Contact your **domain administrator** or your **network administrator** for more details with regards to the approved browsers to use in your work environment.

The web application works in both Windows PC and Mac PC which should be connected to the internet. The web application is not fully supported for smart phones and tablets.

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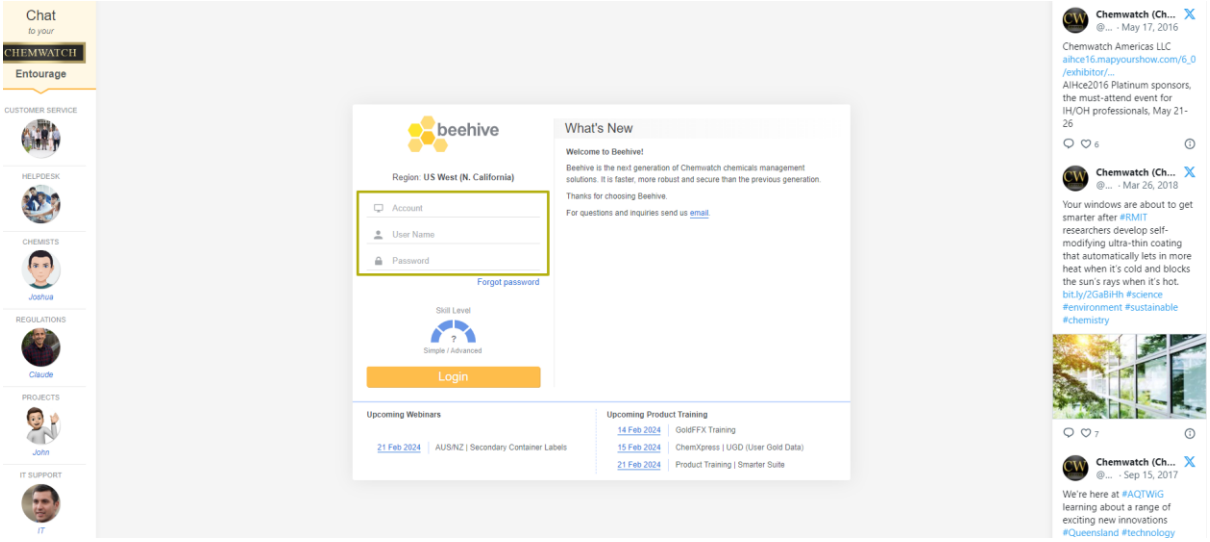
About User Login

The Login page requires user authentication which grants access to the default Backpack Limited product interface. Note that only one user is allowed to use the system as an administrator.

Figure 1 - Login Page



Users will click on a link from the invitation email that will automatically login to the web application. By default, the domain will have blank folder panel and no materials.

Figure 2 Default View of UI

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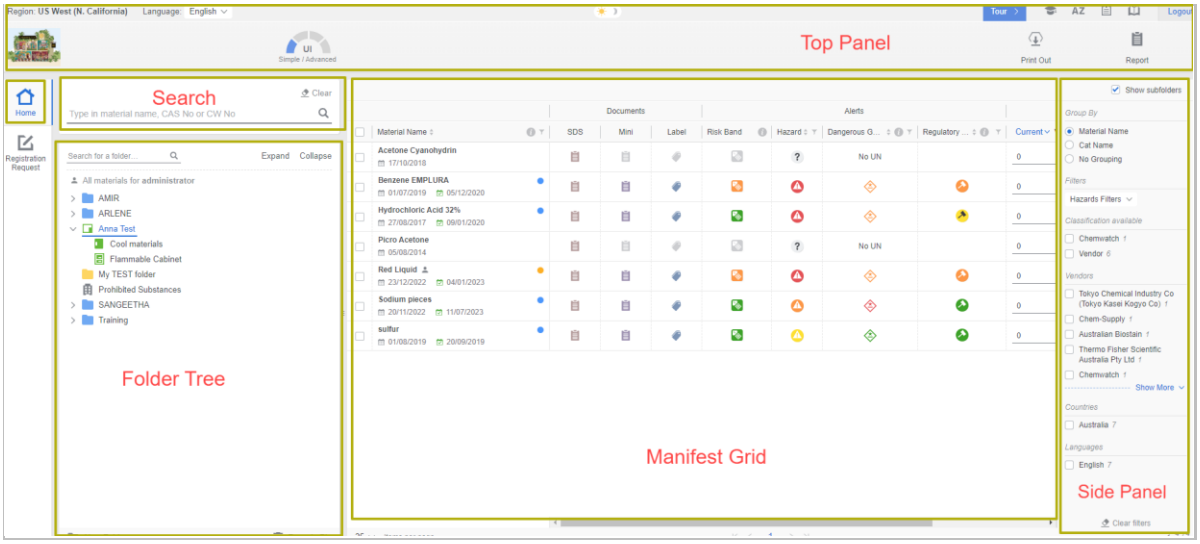
User Interface Panels

The following panels can be used effectively.

- Top panel
- Navigation panel
- Folder panel
- Manifest grid and toolbar
- Side panel

Figure 3 UI Components



The default features available in the application are listed below.

- Full and Own search for materials or products
- Creating folders – site map
- Add/edit folders
- Adding material SDS into folders
- Access to Documents and Alerts

Limitations to Your Own Custom Library

The application enables users to create an easy access SDS library. However, there certain limitations with the prospective access to the system:

- The number of folders that can be added are limited to 20 folders.
- Limited number of Vendor documents that can be added to a folder.
- Maintain up to 50 SDS within your own folders.
- Administrative settings for users are limited to the main administrator user.

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1.0 Introduction

Backpack Limited is a Chemwatch web application developed for the basic management of SDS for chemicals used, stored, or transported at the workplace.

Benefits of the System Architecture

The Beehive system's technical architecture is a microservice based application. What this means is that it is a bunch of smaller apps and services working together for the whole, like bees. It is scalable and more reliable as if one component is down, the others are not affected. Changes can also be made faster due to independent deployment of parts of the system, data is made available and accessible regionally.

In this guide, all features and functions are based on simple level of access. The following topics are covered in this guide.

→ Backpack Lite (Limited) overview.
→ Setting up SDS folders to suite organisational needs
→ Create an easy access SDS library.
→ Search for materials in Chemwatch full collection or own inventory.
→ Search for products in your own organisational inventory.
→ Add SDS to your library.
→ Designate folder properties
→ Print, share or download current SDS.

WHAT YOU'LL LEARN

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2.0 Search, Create Folders and Add Materials

This chapter covers the following main objectives.

→ Search for materials by use of simple mode.
→ Search for materials by use of advanced mode.
→ Search for materials by use of query builder mode.
→ Create folders.
→ Search for folders.
→ Edit folders.
→ Folder properties
→ Add materials to folders.
→ Print SDS

WHAT YOU'LL LEARN

Backpack Lite (Limited) has a search function in the home module that enables users to search materials, products, and access SDS. The search panel contains the following search parameters:

- Material name, CAS Number or CW Number
- Country filter
- Language filter
- Clear button

The search mode enables users to conduct simple searches for materials by using the name of the material or product, CAS No or CW No. This is the most common search option used to find an SDS for a particular product. The table below provides a summary of the main search options.

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Search Option	Details
Full Search	Search for materials in the full Chemwatch database.
Search by Name	Search for materials by chemical name or product name.
Search by CAS No	Search for materials by CAS (Chemical Abstract Substance) Number.
Search by CW No	Search for materials by CW (Chemwatch) No.

2.1 Search for Materials

This sub-topic will cover the following activities:

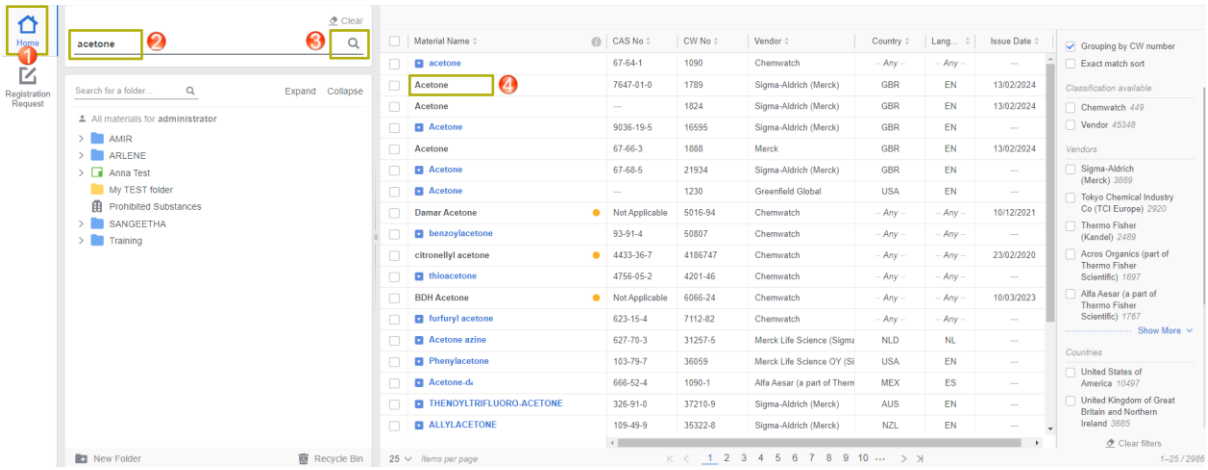
→ Search by Material Name
→ Search for material by CAS No
→ Search for material by CW No
→ Display SDS

WHAT YOU'LL LEARN

2.1.1 Search for Material by Name

The following steps show how to conduct a simple search by autocomplete method look up for a vendor SDS by material name from the Chemwatch full collection.

Steps: Search for Material by Name



1. Open home module .
2. Type material name in the search text field.
3. Click the magnifying glass.
4. Click the material name from the search results to display SDS for the selected vendor.

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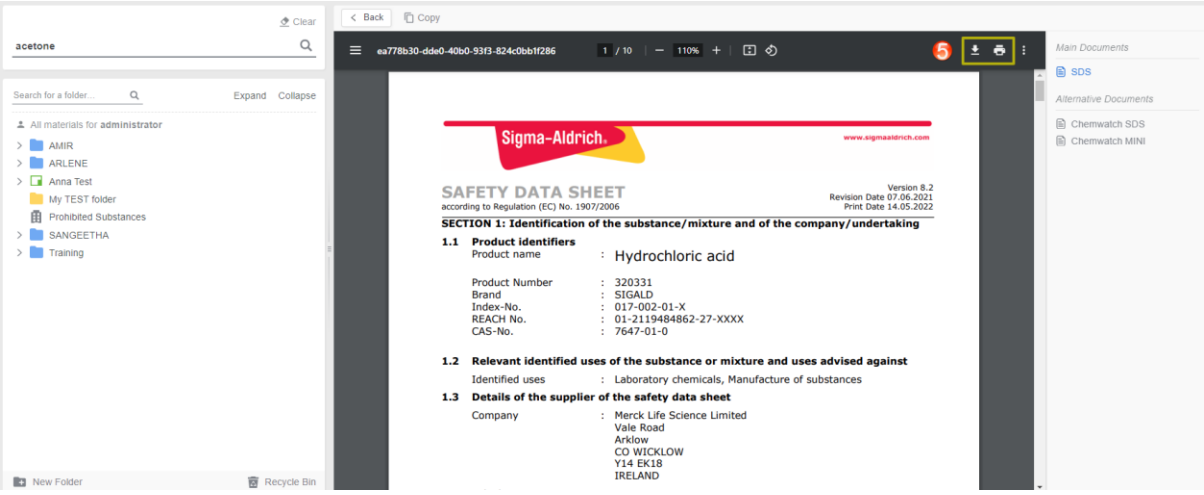
5. Print or download SDS .



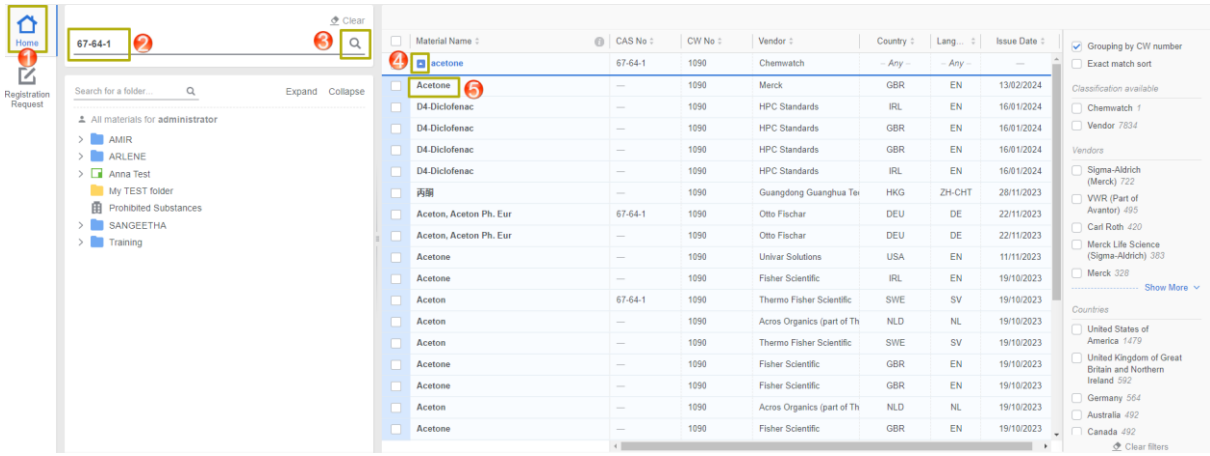
If the material or chemical or product is available, a search list result will display, however, if no material is found, the search result will display the message "no records found".

2.1.2 Search for Material by CAS No.

The steps below show how to search by CAS No. to look up for specific material with that chemical abstract substance number.

Note that not all materials have a CAS number. As CAS numbers are unique and specific to individual substances, provide an unmistakable way of identifying chemicals no matter how they might be described. CAS numbers provide an extra form of identification for a chemical reducing the confusion arising from many different names for one chemical.

Steps: Search for a Material by CAS Number



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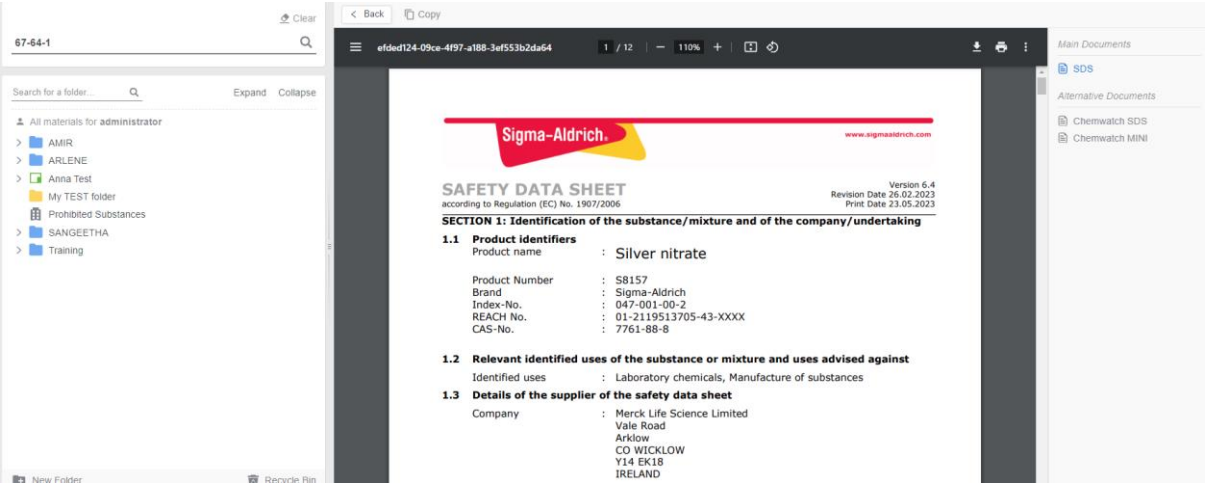
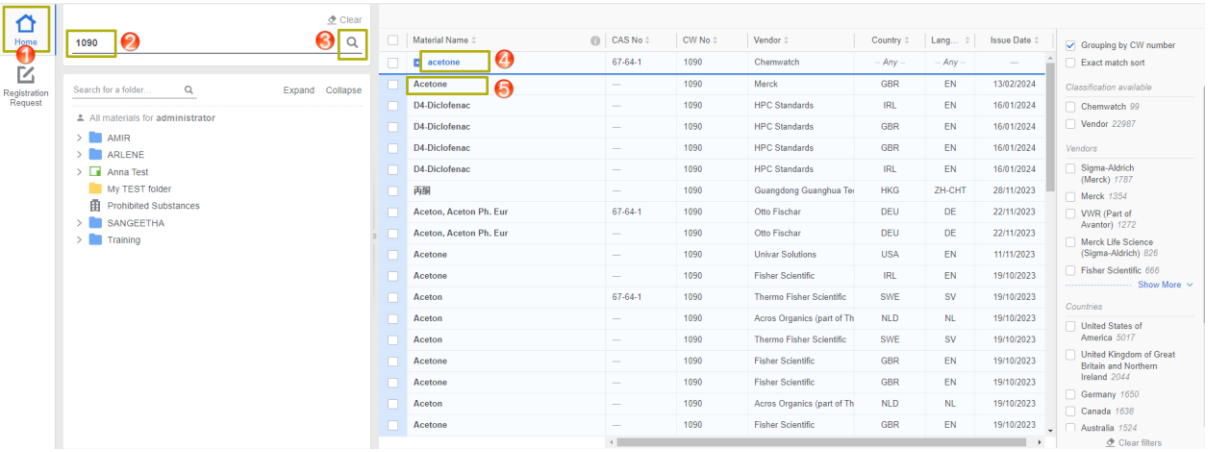
1. Open home module .
2. Type the CAS number in the search text field, e.g., 67-64-1.
3. Click on magnifying glass to conduct the search.
4. Click the material name or the drop-down arrow next to the material name to list various vendor SDS.
5. Select the product name from the search results to display SDS.



2.1.3 Search for Material by CW No.

The following steps show how to use the advanced search to look up material by CW No (Chemwatch number).



1. Open home module .
2. Type the CAS number in the search text field, e.g., 67-64-1.
4. Click the material name or the drop-down arrow next to the material name to list various vendor SDS.
5. Select the product name from the search results to display SDS.

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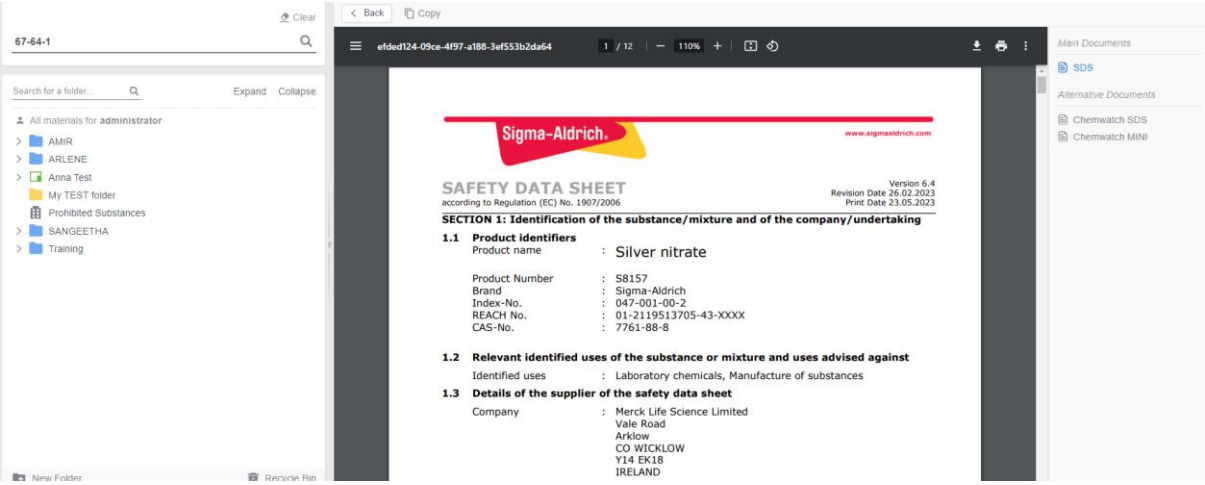
3. Click on magnifying glass to conduct the search.



2.2 Create a Folder Structure

This topic will cover the following activities:

→ Folder types and properties
→ Create an area folder.
→ Create a subfolder as a storage folder.
→ Add a new folder.
→ Edit folders.

WHAT YOU'LL LEARN

The primary purpose of creating a folder structure is to have a site based custom library of all the sites located in various locations that hold chemicals within the workplace. The custom library is a register of materials, products linked to SDS in the respective folder locations where the chemicals are used or stored on site. Folders can be created based on folder properties applicable in the system.

Global Folder Property	Localised Folder Property
• Region • Country • State • Site	• Area • Section/Building • Room/Location • Store/Storage

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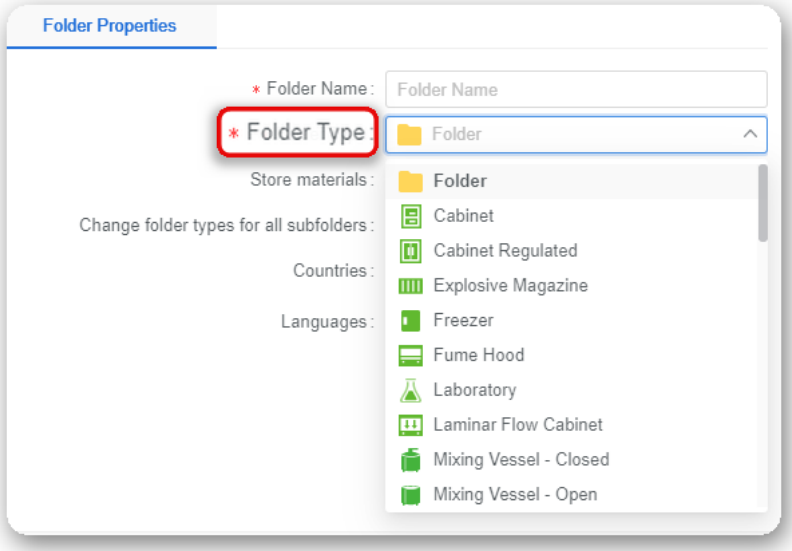
The following sections delve into how to create a folder structure that encompasses a global outlook and a localised site map.

2.2.1 Folder Types and Properties

Folder management focuses on creating a folder structure and defining folder properties that represent the locations' site map.



Folder	Folder Type	Use
	Folder	General folder
	Administrator folder	Administrative folder
	Green folders	Storage folder
	Grey folders	Administrative folders
	Red folders	Waste
	Recycle bin folder	Archive folder for deleted material or folders

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Folder Types

When creating folders, there are folder types that can be selected for specific conditional properties.

Folder Colour	Folder Type	Conditions
Orange	General folder	Materials are allowed to be stored in this type of folder, users with edit rights will be able to store materials in this folder.
Blue	Administrator folder	Materials are allowed to be stored in this type of folder, users with edit rights will be able to store materials in this folder and when this occurs, it will turn into a green folder.
Green	Storage folder	Materials are allowed to be stored in this type of folder. Users with edit rights will be able to store materials in this folder.
Grey	Empty	An empty folder will be color coded grey, regardless of the location on the tree. Removal of all materials from a folder will make the folder grey, depicting it as an empty folder.
Grey	Recycle bin	Archive of deleted folders or materials. Users can access delete items and restore any deleted record.

2.2.2 Create an Area Folder

The following steps show how to create a localised folder.

Global Folder Property	Localised
• Region • Country • State • Site	• Area ✓ • Section/Building • Room/Location and or • Store/Storage

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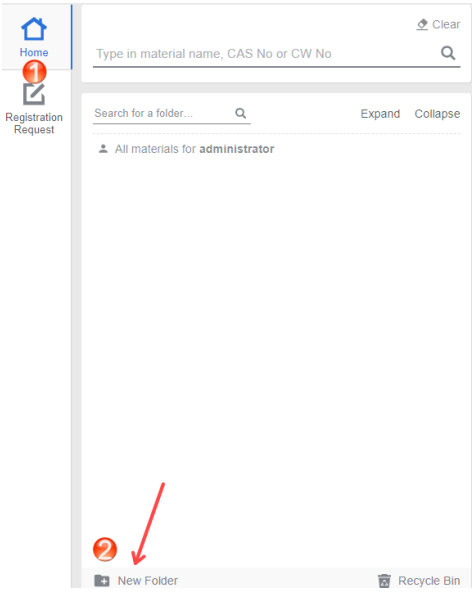
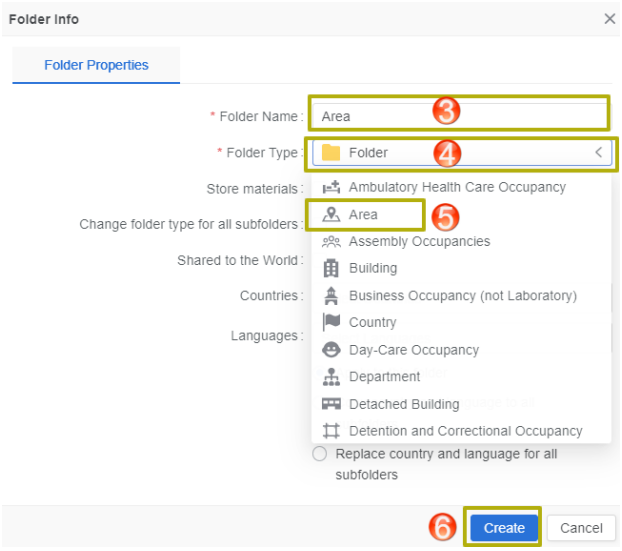
Steps: How to Create a Localised Folder

1. Open home module .
2. Click the add new folder icon located at the bottom left corner of the folder panel to create a parent folder.



3. Type the name of your folder site/area.
4. Click on the folder type drop down arrow to list the types of folders.
5. Scroll down the list to select the grey folder, e.g., Area .
6. Click the Create button.



2.2.2.1 Create a Subfolder

The following steps illustrate the steps on how to create a section/building as a subfolder to the Area folder .

Permission	Folder Type	Attribute	Folder Tree Node (s)
Read-write		Users can create folder nodes within the tree.	View and edit

Consider the following folder levels below before adding a subfolder folder.

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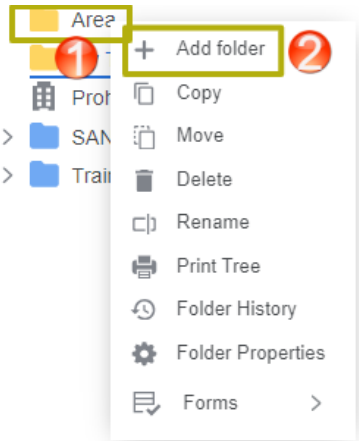
Designated icon	Folder Type	Attribute	Folder Tree Node (s)
	Area	The area node can be set as a parent folder.	Level 1
	Section	The section node can be set as a subsidiary (child) folder under the area node. This node can be designated as a building.	Level 2

The steps below illustrate how to add a subfolder (Section/Building) to the Area node.

Global Folder Property	Localised Folder Property
• Region • Country • State • Site	• Area • Section/Building • Room/Location • Store/Storage

Steps: How to Create a Sub-folder

1. Right click on the Area folder.
2. Select the Add folder option from the context menu.



3. Type the name of your folder, e.g., Building.
4. Click on the folder type drop down arrow to list the types of folders.
5. Scroll down the list to select a folder, e.g., Building .

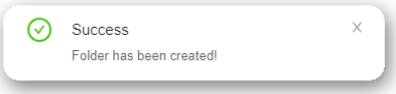
Optional: Select country and language folder. Other optional folder properties include:

- Share to the world (relevant for Outback system)
- Apply the current folder properties to this new folder to be created.
- Copy country and language for all sub-folders.
- Replace country and language for all sub-folders.

Use the radio buttons to mark respective option of interest to apply those attributes to subfolders.

7. Click the create button.

A message confirms the newly created folder.



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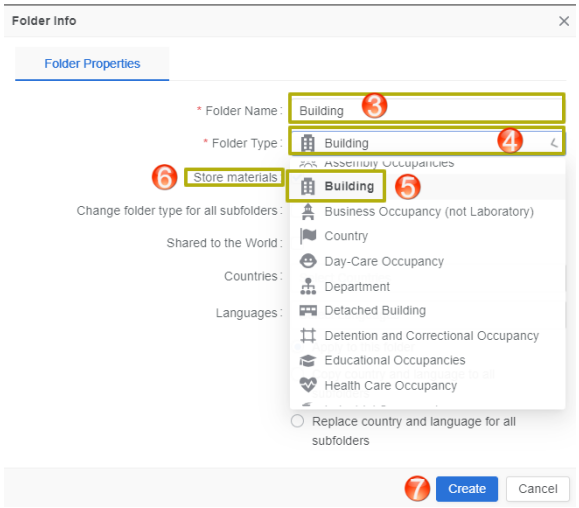
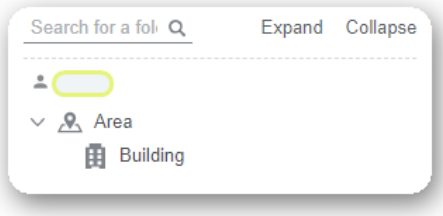
6. Store materials checkbox is checked by default to allow the storing of materials. If materials are not allowed to be stored at the building level, uncheck the box.





2.2.2.1.1 Create a Storage Folder

A user that has been granted read-write permission to the folder structure or specific location folder will be able to create new folders or add sub-folders to existing folders within a folder tree.

Permission	Attribute	Folder Tree Node (s)
Read-write.	User can create folder nodes within the tree if granted edit rights to folder management.	View and edit

Consider the following folder levels below before adding a sub-folder folder. Users can create sub-folders up to the nth level.

Designated icon	Folder Type	Attribute	Folder Tree Node (s)
	Area	The area node can be set as a parent folder.	Level 1
	Section	The section node can be set as a subsidiary (child) folder under the area node. This node can be designated as a building.	Level 2

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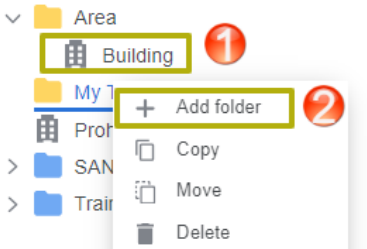
	Storage	The location node can be set as a storage folder (child) under the section (building) node. This node can be designated as storage folder.	Level 3

Global Folder Property	Localised Folder Property
• Region • Country • State • Site	• Area • Section/Building • Room/Location • **Store/Storag** ✓

The steps show how to create a storage folder as subfolder to the section/building folder to be a level 3 node.

Steps: How to Add a Subsidiary Folder to a Building Folder

1. Right click on the building folder.
2. Select the Add folder option from the context menu.



3. Type the name of your folder, e.g., Storage.
4. Click on the folder type drop down arrow to list the types of folders.
5. Scroll down the list to select the grey folder, e.g., Storage .
6. Store materials checkbox is checked by default to allow the storing of materials.

Optional:
Select the country to assign the folder to associated material SDS.
Select the language applicable to associate material SDS.

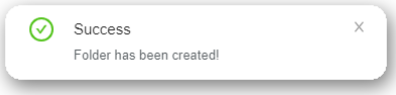
Other optional folder properties include:

- Applying the current folder properties to this new folder to be created
- Copying country and language for all subfolders
- Replacing country and language for all subfolders

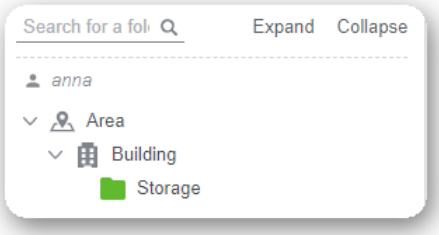
Use the radio buttons to mark respective option of interest to apply those attributes to subfolders.

7. Click the create button.

A message confirms the newly created folder.



View created folder within the folder panel.



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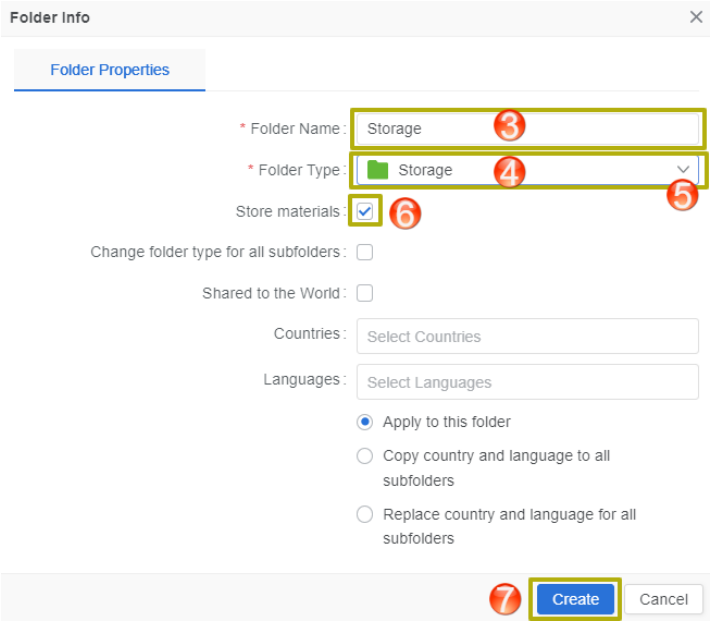

2.2.4 Edit Folders

This sub-topic will cover the following activities:

→ Move a folder into another folder
→ Rename a folder
→ Delete a folder
→ Restore a deleted folder
→ Edit folder properties

WHAT YOU'LL LEARN

Editing folders is part of folder management. Users who have been granted read-write folder permission will be able to edit folders.

Permission	User Interface Attribute	Folder Node Edit
Read-write.	User can view folder content (register of materials) and edit content (folders, materials, and quantities)	View and edit

Folder Edit Functions

The folder edit menu contains specific edit options that enable users to use the right click to do the following actions:

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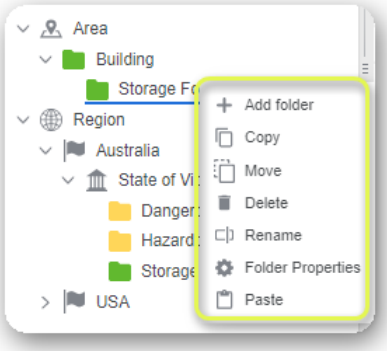
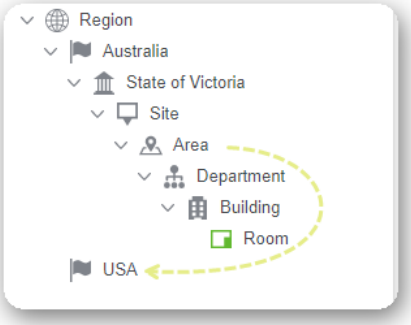
Right Click Edit Options

- Add folders.
- Delete existing folders.
- Rename existing folders.
- Update folder properties.



Move Folder by Drag and Drop

- Move folders by drag and drop – select and drag source folder to the destination folder location.

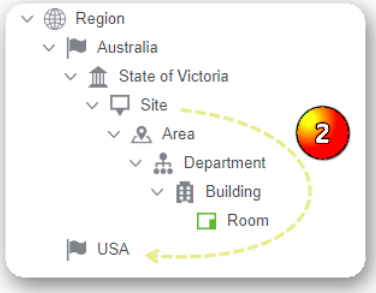


2.2.4.1 Move a Folder into Another

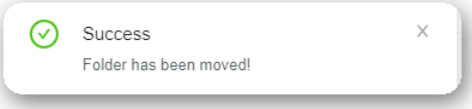
The following steps attempt to show how to move one folder into another.

Steps: Move a Folder to Another Location

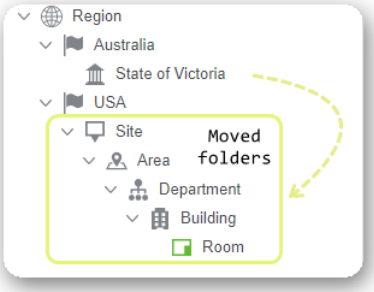
1. Open home module .
2. Drag and drop folder from location source folder to the destination folder.



A message confirms the newly created Area folder.



3. Confirm moved folders in the destination folder by expanding the parent copied folder.



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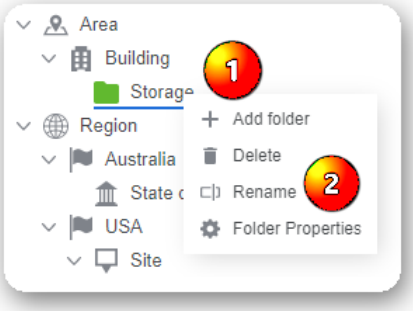
2.2.4.2 Rename a Folder

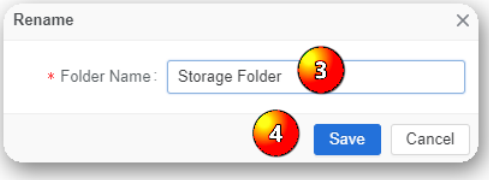
The steps below show how to rename an existing folder.

Steps: How to Rename a Folder

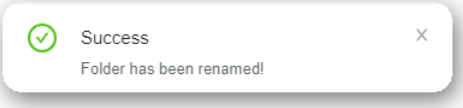
1. Right click on a folder.



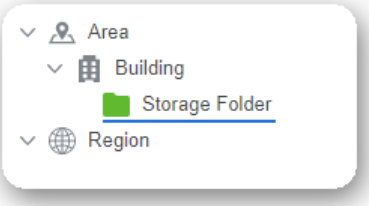
2. Select the Rename option from the context menu.
3. Type the new folder name.
4. Click the save button Save.



A message confirms renamed folder.



5. Confirm renamed folder.



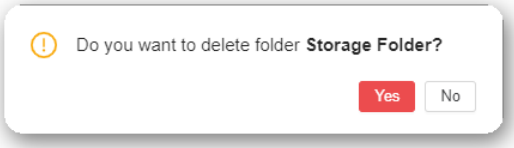
2.2.4.3 Delete a Folder

Folder Edit	Task Attribute	Folder Node Action
Delete	Users can remove (delete) a folder from any node. If a folder is deleted, it is automatically moved from its current location node into the recycle bin.	Recycle bin

The following steps illustrate how to delete a single folder.

Steps: How to Delete a Folder

1. Right click on a folder.



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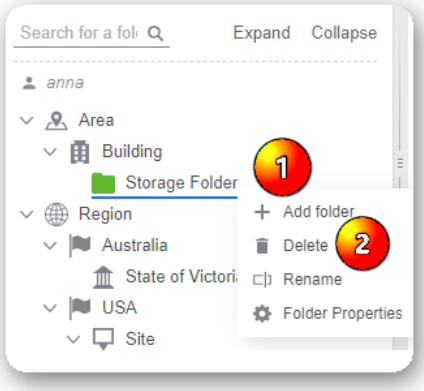
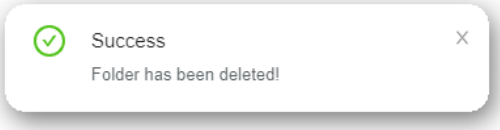
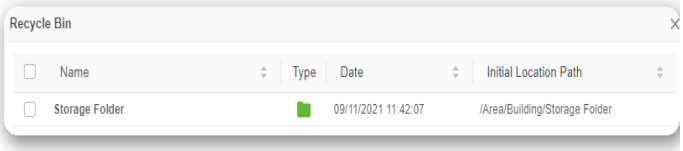


2. Select the Delete option from the context menu.
3. Click the Yes button to confirm.

A message confirms renamed folder.



4. Confirm the date and time stamp of the deleted folder in the recycle bin. Click on the recycle bin to check the records of archived deleted folder for details.



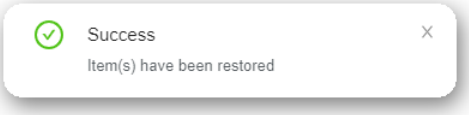
2.2.4.4 Restore a Deleted Folder

The steps below show how to restore a deleted folder.

Steps: How to Restore a Deleted Folder

1. Click on the Recycle bin.
2. Select the deleted folder's checkbox on the grid.
3. Click the Restore button to confirm.

A message confirms folder restoration.



4. Confirm the original source of the folder has been reinstated.

2.2.5 Add Materials to Folders

This sub-topic will cover the following activities:

→ Search and add material into a folder.
→ Search and copy material into a folder.

WHAT YOU'LL LEARN

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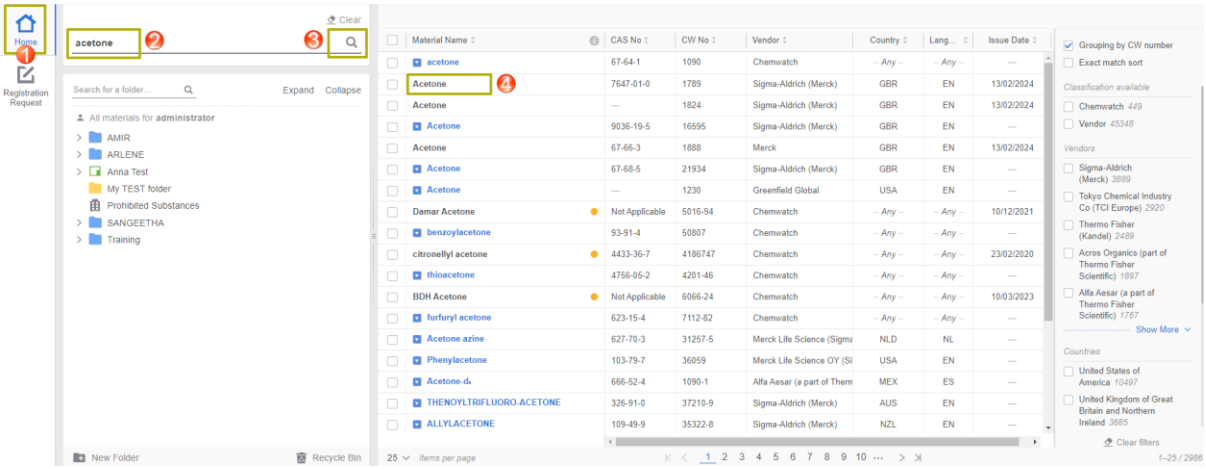
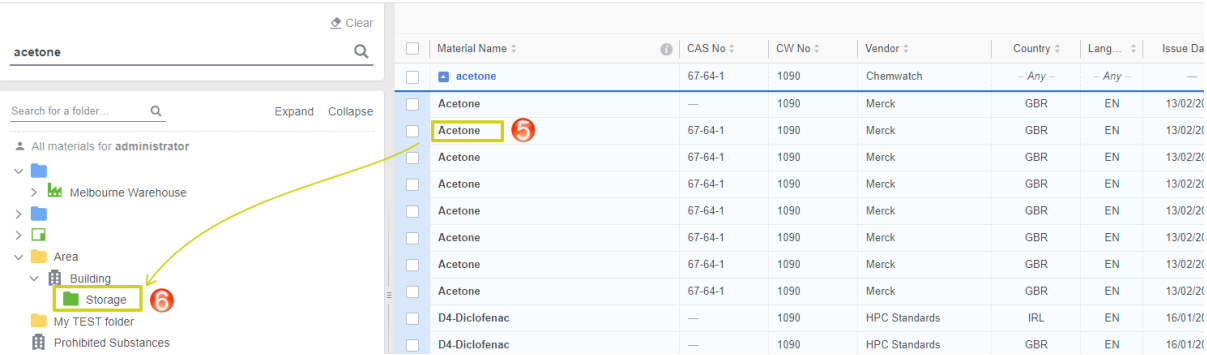
2.2.5.1 Search and Add Materials into Folders

The following steps illustrate how to search and add materials into a storage folder by using drag and drop function.

Steps: How to Search and Add Material into a Folder

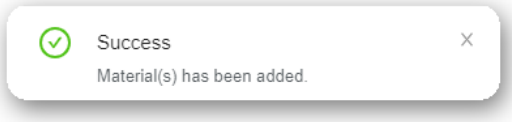


1. Open home module .
2. Type material name in the search text field.
3. Click the magnifying glass.
4. Click the material name from the search results to display the documents list.



5. Drag and drop document name to a specific folder location, e.g., Storage Folder.
6. Click on the folder name to view record.
7. Press the clear button located on the search panel.

A message confirms the addition of material into folder.



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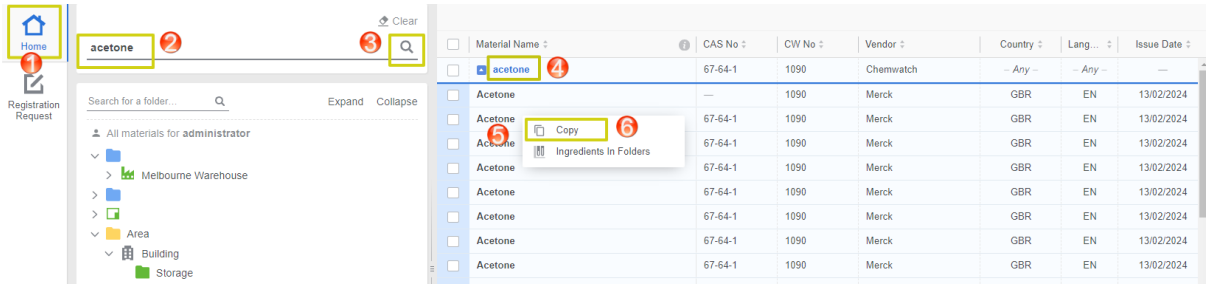
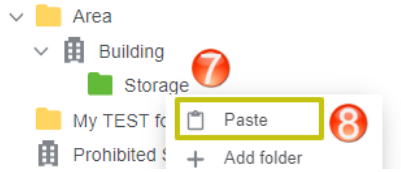
2.2.5.2 Search and Copy Materials into Folder

The following activity shows the steps on how to add SDS into a storage folder using the copy and paste function.

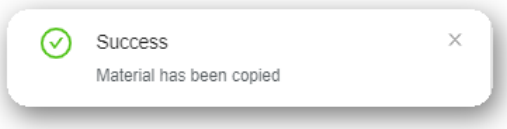
Steps: How to Add Material SDS into a Folder by Copy and Paste Function



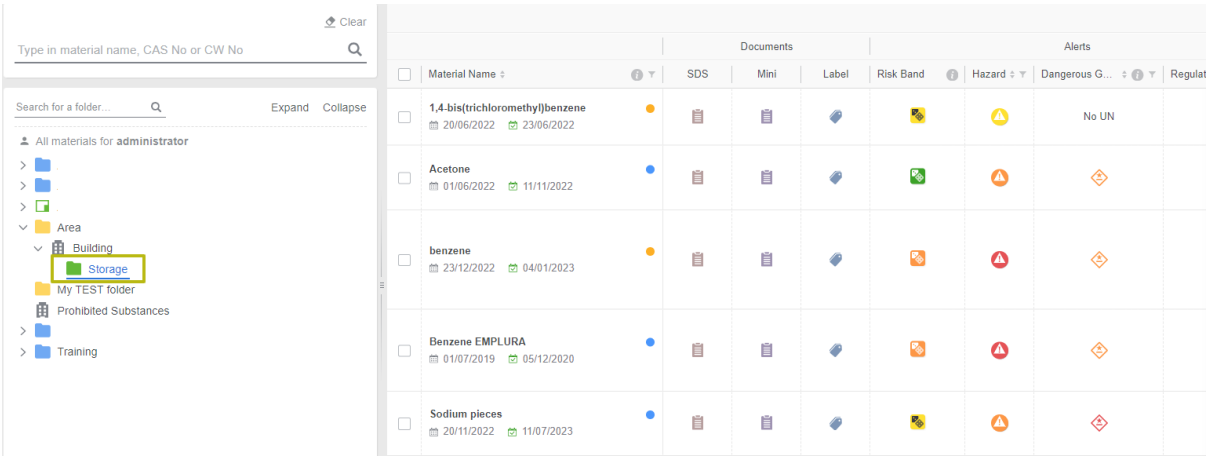
1. Open home module .
2. Type material name in the search text field.
3. Click the magnifying glass to conduct the search.
4. Click the material name to expand to the document list.
5. Right click on material names to copy.
6. Click the copy option.
7. Right click on the destination folder.
8. Select paste to add copied material(s) into this folder.



A message confirms copied materials into folder.



Folder View of Material Contents



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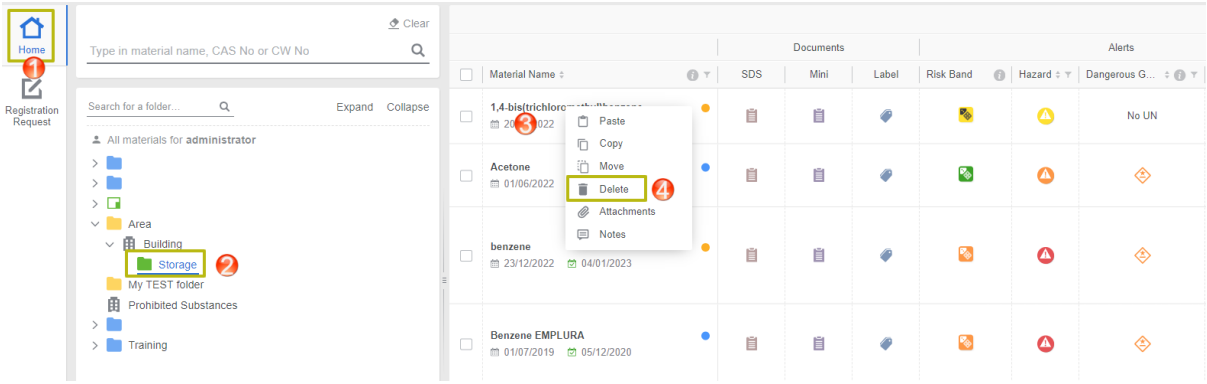
2.2.6 Delete Materials

This sub-topic will cover the following activities:

→ Delete material from a folder.
→ Recycle bin.

WHAT YOU'LL LEARN

Steps: How to Delete a Material from a Folder

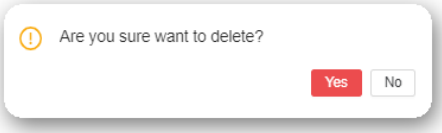


1. Open home module .
2. Click on folder location to list materials.
3. Select the checkbox on material row.
4. Right click on material name.
5. Select delete.

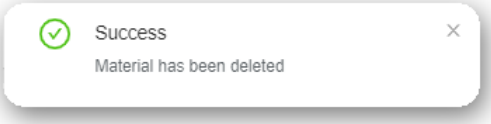
A message confirms successful selection.

Deleted materials are archived in the recycle bin located at the bottom right corner of the folder panel as shown in the steps below.

6. Right click on destination folder.
7. Select Yes on the pop-up message to confirm.



A message confirms successful operation.



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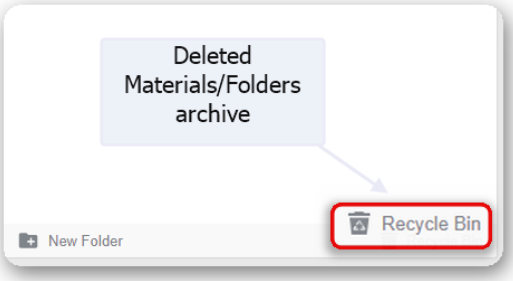
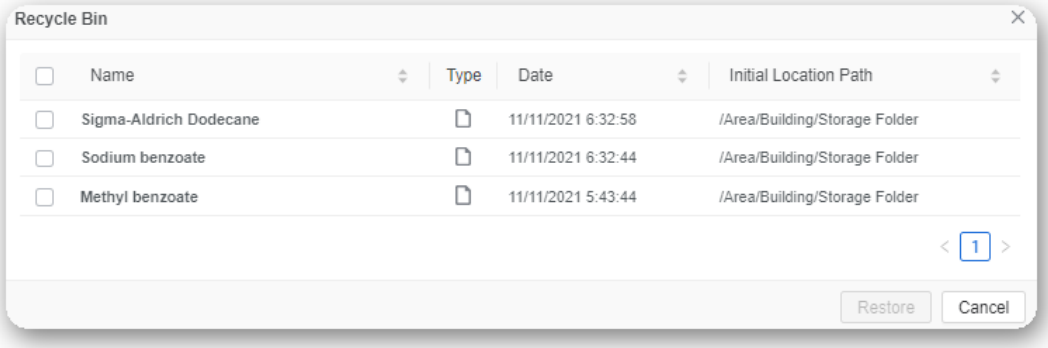
Steps: How to View Content in the Recycle Bin

1. Open home module .
2. Click on recycle bin button .





3.0 Print Reports

This sub-topic will cover the following activities:

→ Print a list of materials in a folder.
→ Print a vendor SDS.
→ Download a vendor SDS.
→ Share a vendor SDS by email.

WHAT YOU'LL LEARN

The Print Out function contains a menu to generate specific report(s). The document types are available within the menu described below.

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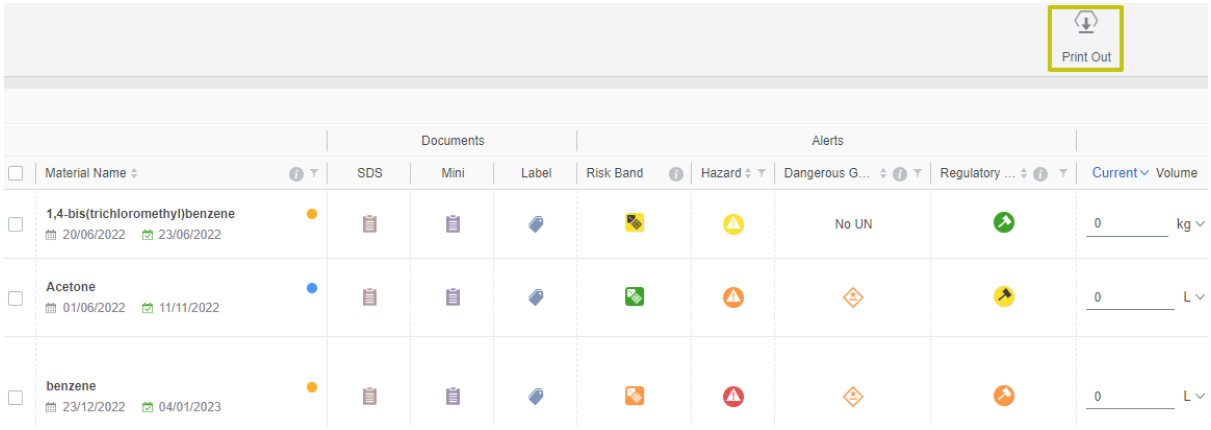
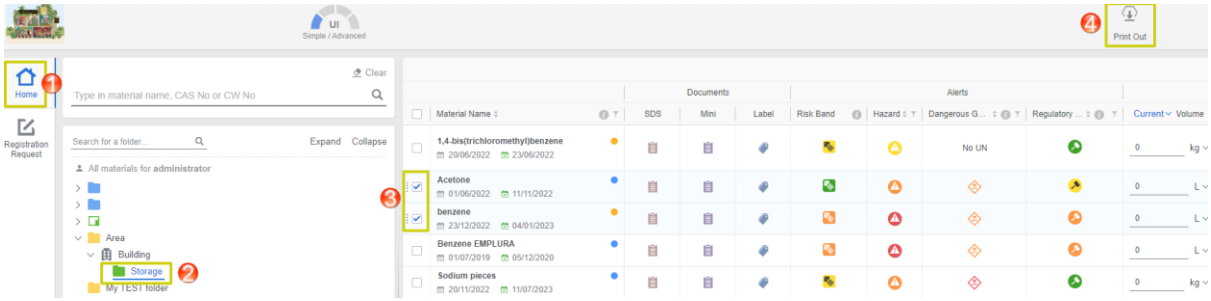


3.1 Print Vendor SDS

The steps below show how to print a Vendor SDS .

Steps: How to Print a Vendor SDS



1. Open home module .
2. Click on folder location to list materials.
3. Select the checkbox(es) alongside the material(s).
4. Click the print button on the top right corner of the user interface.
5. Click the Documents menu.
6. Select the radio button option for "Selected".
7. Select the checkbox option for SDS.
8. Click the Start Process button.
9. Click the Print button after the documents generation process has reached 100%.

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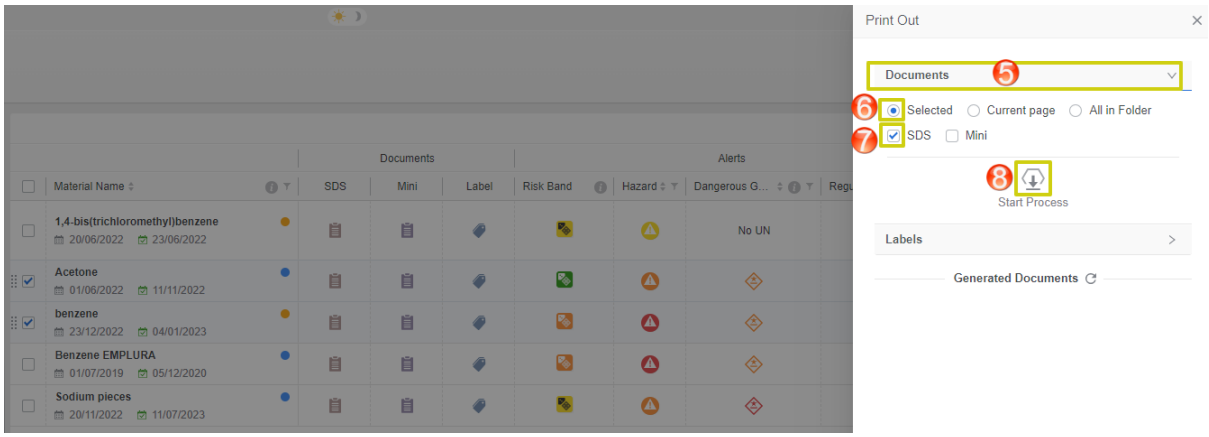
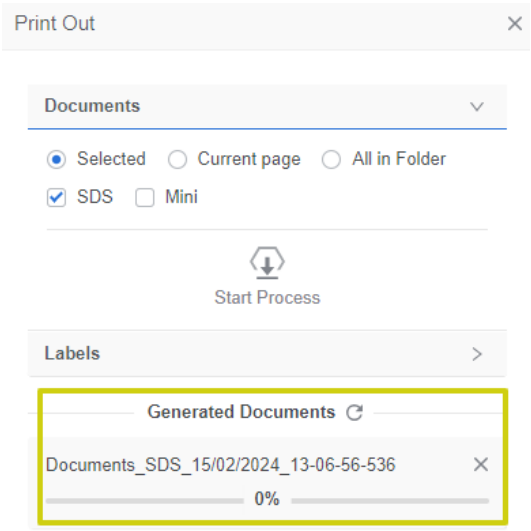
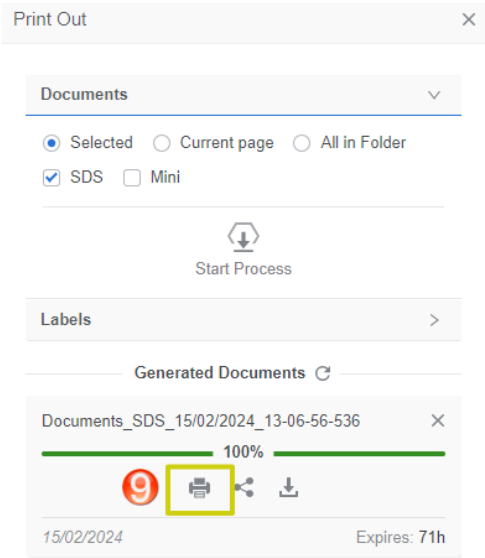
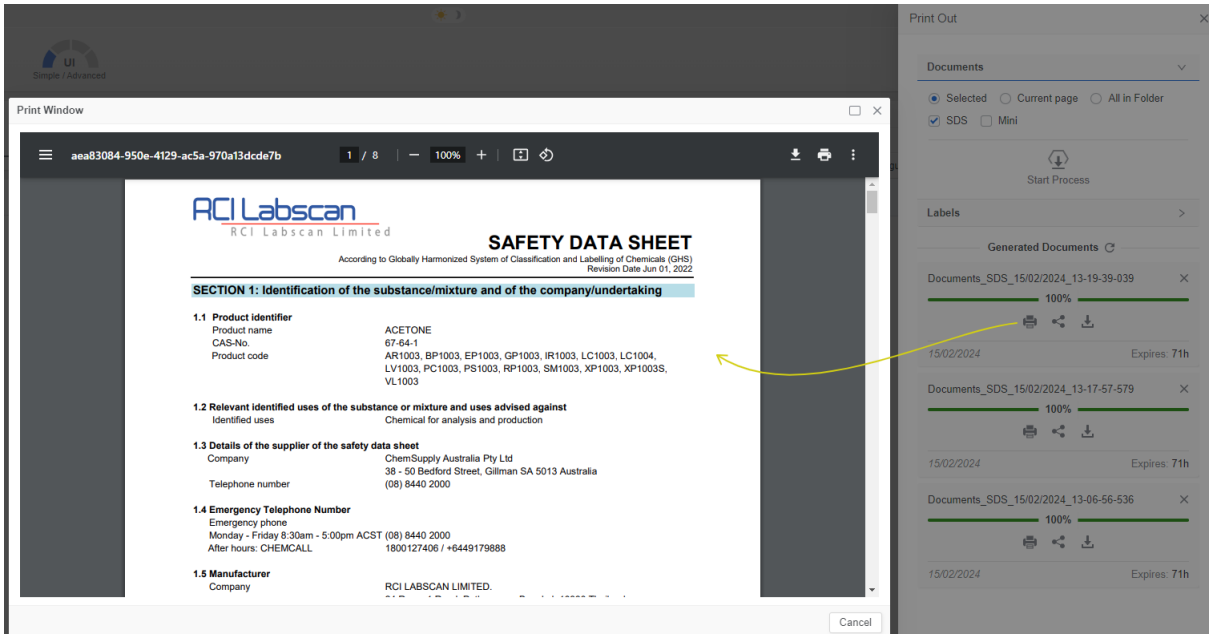






The print window displays the Vendor SDS .



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Appendix

Summary Structure of SDS

Comprehensive SDS structure requirements are available in the code of practice for the preparation of SDS.

Section	Headers
1. Product identifier & identity for the chemical	• Product Identifier • Other means of identification • Recommended use of the chemical and restrictions on use • Suppliers name, address, and phone number • Emergency phone number
2. Hazard Identification	• Classification of the hazardous chemical • Label elements, including precautionary statements! • Other hazards which do not result in classification
3. Composition/information on ingredients	• Identity of chemical ingredients • CAS number and other unique identifiers • Concentration of ingredients
4. First Aid Measures	• Description of necessary first aid measures • Symptoms caused by exposure. • Medical Attention and Special Treatment
5. Fire Fighting Measures	• Suitable extinguishing media • Specific hazards arising from the chemical. • Special protective equipment and precautions for fire fighters
6. Accidental release measures	• Personal precautions, protective equipment, and emergency procedures • Environmental precautions • Methods and materials for containment and cleaning up
7. Handling and Storage	• Precautions for safe handling • Conditions for safe storage, including any incompatibilities
8. Exposure controls/personal protection	• Control parameters – exposure standards, biological monitoring. • Appropriate engineering controls • Personal protective equipment (PPE)
9. Physical and chemical properties	• Appearance • Odour • Odour threshold • pH • Melting point/freezing point • Boiling point and boiling range

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	• Flash point. • Evaporation rate • Flammability • Upper/lower flammability or explosive limits • Vapour pressure. • Vapour density. • Relative density • Solubility • Partition coefficient: n-octanol/water. • Auto-ignition temperature • Decomposition temperature • Viscosity • Specific heat value • Particle size • Volatile organic compounds content • % volatile • Saturated vapour concentration • Release of invisible flammable vapours and gases
Additional parameters	• Shape and aspect ratio. • Crystallinity • Dustiness • Surface area • Degree of aggregation or agglomeration • Ionisation (redox potential) • Biodurability or biopersistence
10. Stability and Reactivity	• Reactivity • Chemical stability • Conditions to avoid. • Incompatible materials and possible hazardous reactions • Hazardous decomposition products
11. Toxicological information	• Information on routes of exposure • Symptoms related to exposure. • Numerical measures of toxicity • Immediate, delayed, and chronic health effects from exposure • Exposure Levels • Interactive effects • Data limitations
12. Ecological information	• Ecotoxicity • Persistence and degradability • Bioaccumulative potential • Mobility in soil

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	• Other adverse effects
13. Disposal considerations	• Safe handling and disposal methods • Disposal of any contaminated packaging • Environmental regulations
14. Transport information	• UN number • Proper shipping name • Transport hazard class(es) • Packing group • Environmental hazards • Special precautions during transport • Hazchem Code
15. Regulatory information	• Safety, health, and environmental regulations specific for the product in question • Poisons Schedule number
16. Other information	• Date of preparation or review • Key abbreviations or acronyms used

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IT'S NOT THE HAZARD IT'S THE RISK!

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