BACKPACK
USER GUIDE

Version 2

2024

CHEMWATCH

Melbourne, Australia

Table of Contents

About the User Guide

The Backpack User Guide is based on the new Beehive development of Chemwatch's latest chemicals management system intended for Beehive Backpack users. The topics covered are based on the various modules available within the Beehive Backpack system; designed to provide businesses and organisations the platform to manage own chemicals as per workplace health and safety requirements.

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*
Request *Optional access based on Settings*	Risk Assessment *Optional based on License* *Note: This module is not covered on this guide.*

Features

Feature Meter	Print, Share or Download SDS
Inventory List and Hazards	Filter Inventory
Folder Management	Report Generator
Help and Support	

Information Reference

The information icon provides more information in any topic or section of this guide.

About the Application

Backpack is a Chemwatch web application supported by the following latest common browsers. This new Chemwatch system is the latest offering in chemicals management suites. It has been designed to enhance the user experience, simpler and more intuitive to navigate, while still allowing businesses and organisations to manage their chemical inventory and safety data sheets (SDS) as per work, health, and safety requirements. It is a microservice-based application. Picture it as a harmonious hive of smaller apps and services diligently collaborating to create one chemicals management solution for your hazardous materials and dangerous goods management needs. It is scalable by the computing power of AWS and more reliable. When one component is down, the others will not be affected, ensuring uninterrupted operation. One of the crucial advantages is its remarkable speed and responsiveness.

Moreover, the independent deployment of system components facilitates faster implementation of changes and updated data, which can be made available and accessible regionally, catering to specific jurisdictions for safety and compatibility purposes.

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 about the approved browsers to use in your work environment.

The web application works on both Windows and Mac PCs, but it needs an internet connection, and it is not fully supported on smartphones and tablets.

Smarter Suite Mobile App

Chemwatch offers separate mobile apps for iOS and Android as an additional package to the standard app license. Smarter Suite is our new mobile app that enables accessibility from a single location as a “One Stop Shop” for access to extensive health and safety information, including risk assessments, management of chemical inventory using barcoding.

	Mobile App	Features	
	Smarter Suite app Chemicals Management Mode	• Smart Vendor	Vendor SDS
		• Smart Gold	Chemwatch SDS
		• Smart Mini	Hazard Summary SDS
		• Smart ER	Emergency Report
		• Smart Cobra	Risk Assessment
		• Smart Labels	Chemical Labels
	Smarter Suite app Assets Management Mode	• Search & Browse	Look up engine
		• Inventory	Material list
		• Reconciliation	Reconcile and stocktake
		• Settings	Features and mobile settings

For more information about Smarter Suite Apps, contact customerservice@chemwatch.net.

About User Login

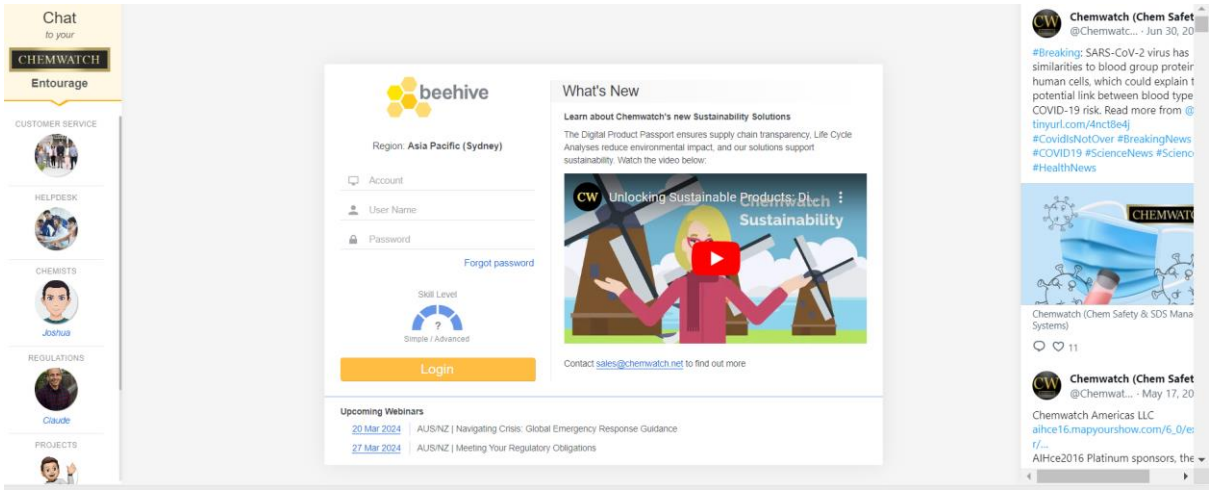
The Chemwatch system is accessible online through the web address link below.

https://beehive.chemwatch.net/login

The Login Page

The manual login main page of the system contains elements:

- Chat entourage
- Login fields: Account, User Name and Password
- What's new
- Chemwatch X (formerly Twitter) pane



Login Page Elements	Function	Description
Remember me Remember me	Checkbox to remember login data	If the checkbox is selected, the browser will remember your previous login for the account and user login.
Forgot password	Change password	This feature allows Chemwatch to send an automatic email for password change. User will be required to reassign a new password.
Register	Registration link	This link opens a registration form to register for the next upcoming webinar(s).
	Skill level	The feature meter enables users to select the applicable Beehive skill level to use simple to advanced features of the system.

Login Page Elements	Function	Description
Chat	Chat Entourage	The vertical bar on the side lets users chat with their team's Entourage. These teams correspond to the departmental services available online 24/7. Users can use instant messaging to ask questions, raise inquiries, or troubleshoot problems.
X (Twitter)	X-Chemwatch feed	X-is formerly Twitter. It's a social media platform where Chemwatch shares messages, images, and posts.

Users, Roles, and Permissions

Administrators have full access and control of the system and can configure users access and permissions in user management, user interface settings, SDS settings and other modular settings. The system settings "User Management" module enables administrators to create and modify users, groups, roles and assign permissions and privileges. Users may have varying levels of access to features dependent on assigned role permissions and privileges. User profiles vary, from read-only access to read-write access for managing various system aspects. The table below summarises the best practice user roles and respective descriptions for the domain administrator, advanced and general user.

Role/Function	User Profile	Description	Permission
Domain Administrative	Primary Administrator	Entire access to the system	Full access with read-write permission to the entire system and able to set up users and respective privileges, products, and user access management.
Management	Folder and inventory management level (read-write)	Management of folders, inventory/manifest	Ability to edit folders, materials, access to assigned role permissions; to be able to manage data; report generator, dashboards, document filter tools, and many more functions and features.
Basic	General use level (read only)	General use may have limited access and read function	Ability to read data, search for materials, view various accessible reports as per the set privileges by the domain administrator.

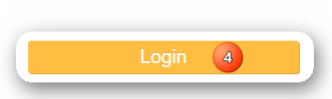
Please note that the application "**Administrator**" within your organisation or business is responsible for setting up user(s) access, permissions, and privileges in the system and how your organisation will authenticate access to the system. For any user interface related questions on access to certain features based on user level, contact helpdesk@chemwatch.net or submit a ticket through the quick chat panel.

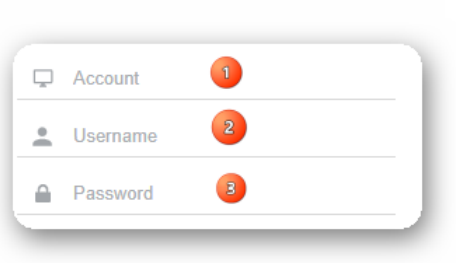
Manual Login

First time users will receive an email notification welcome message which contains the system web link and login details with a temporary password and when the credentials are entered, the system will prompt users to change it before the expiry timeframe.

Steps: How to Manually Login

1. Enter your Account.
2. Type your Username.
3. Enter your password.
4. Press the Login button.





About Feature Meter

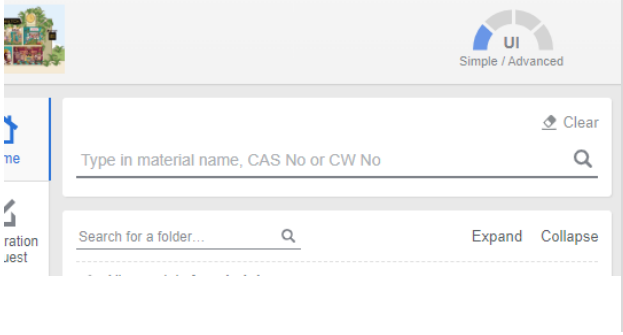
The UI feature meter helps users adjust the interface complexity from basic to advanced modes based on their skill level. Users can access fewer features in simple mode or unlock advanced features in full-on mode.

What is a “Feature Meter”?

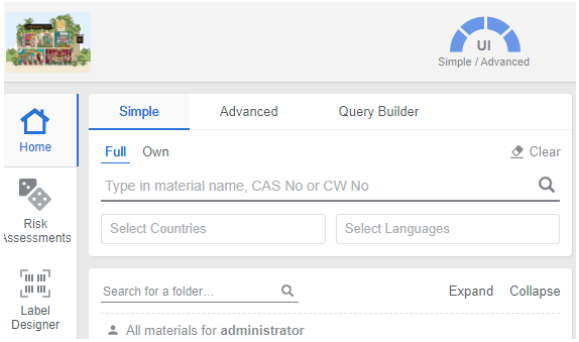
The **Feature Meter** is a user interface gauge (skill level) to enable users to toggle between “**Simple** and **Advanced**” screen display of panels, features, and functionalities of the system’s user interface. The primary purpose of this enhancement is to provide a clear hierarchy in reducing the appearance of complexity to ensure that users can focus on what is important by controlling what they see on the screen.

This solution introduces different user interface panels with applicable colour theme.

Simple Feature Meter User Interface



Advanced Feature Meter User Interface



Note that the Feature Meter does not affect the standard default buttons and icons for the user interface language, chat, print, download or share. Editing folders and materials on the grid uses the right click functionality on windows computers, whereas the mac pc uses the left click. The user interface panels availability and access depends on user interface privileges granted to users by the administrator based on their product package.

1.0 Introduction

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

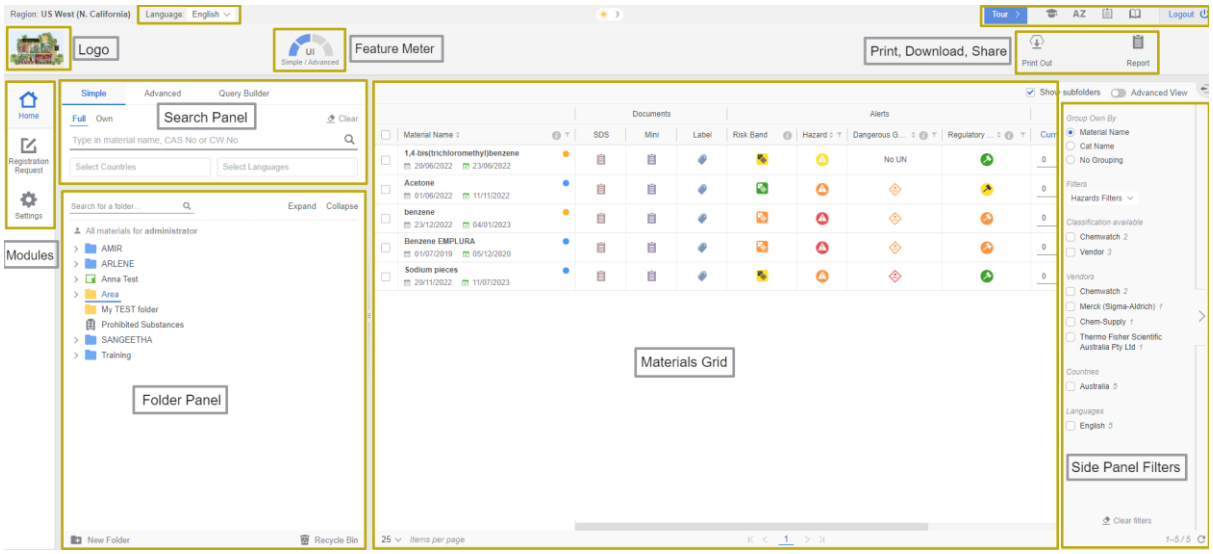
Benefits of the New System Architecture

The system technical architecture is a microservice based application. What this means is that it's a bunch of smaller apps and services working together for the whole, like bees. It is scalable by the computing power of Amazon Web Service, 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 and client data made available and accessible regionally.

Modules

The current basic package for Backpack is amalgamated to the following modules based on the administrator user profile:

- Home module
- Request mode
- Settings module
- Registration Request mode



Module	Accessibility
Home	This is a core system module with the elements: search panel, folder structure, material grid, side panel filters.

Module	Accessibility
Registration Request	This mode provides a registration request form to submit SDS and/or Inventory List/Manifest and other details pertaining to the request for uploads into your system.
Settings	This is a settings module applicable to administrators for user management, SDS settings, form builder settings, global user interface settings.

Contact your **domain administrator** or your **network administrator** for more details with regards to your user profile. Note that the settings module is not covered in this guide.

This guide includes the following main topics. The features and functions are based on advanced level of access.

→ Backpack Lite
→ Setting up SDS folders to suite organisational needs
→ Create easy access SDS Library
→ Search for materials in Chemwatch full collection or own Inventory
→ Search for products in your organisational Inventory
→ Add SDS to your custom Library
→ Folder properties
→ Print, share or download Inventory List or current SDS

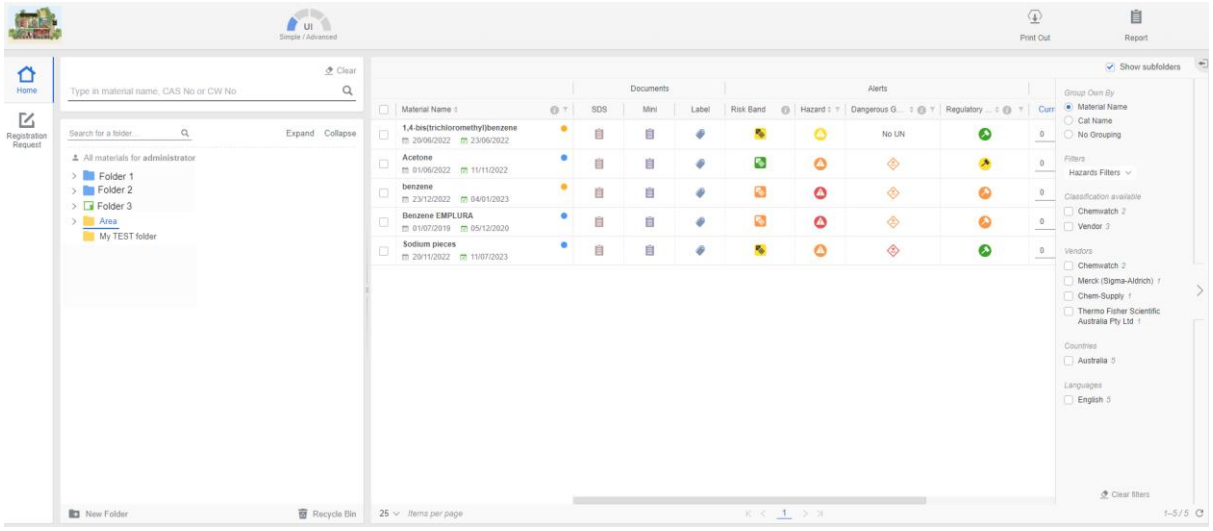
WHAT YOU'LL LEARN

1.1 Backpack Lite

Backpack Lite is the simplest user interface that has been developed in conjunction with the feature meter to enable users to toggle between a simple and advanced user interface of the system. Users that have been conveniently assigned to level 1 of the feature meter by the administrator are set to access the Backpack Lite user interface. This basic level reduces the user interface complexity and makes navigation easier.

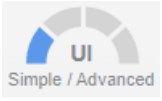
What is Level 1 feature meter?

The level 1 Feature Meter is Backpack Lite, intended for users to use very basic components of the Backpack system for ease of navigation through a user-friendly interface to search for own materials and SDS.



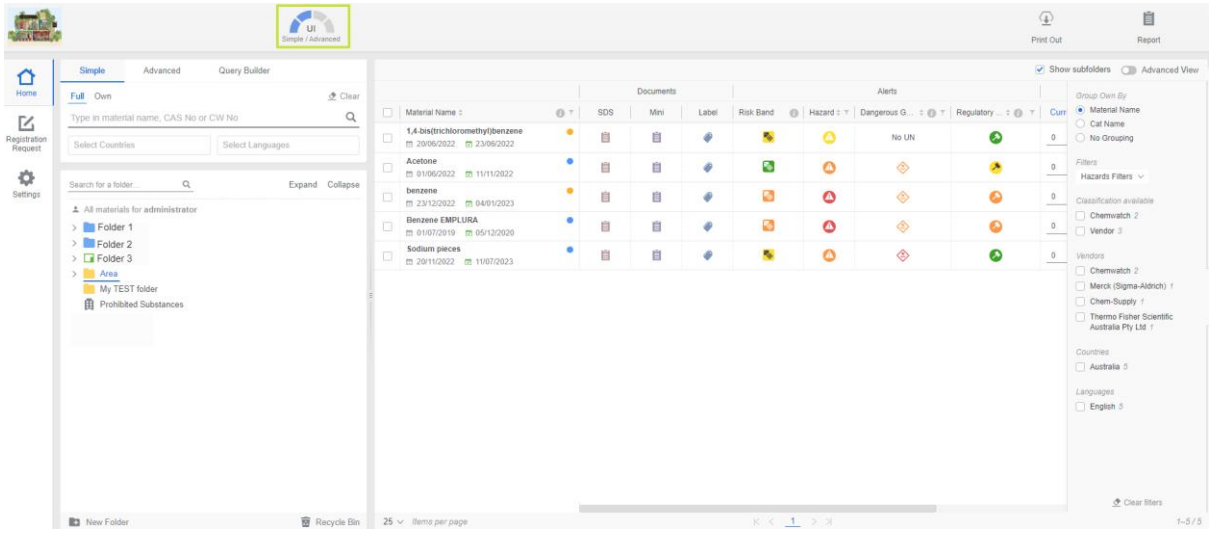
In this guide, Level 2 feature meter is used.

What is Level 2 feature meter?



The level 2 Feature Meter is Backpack, intended for users to use advanced components of the Backpack system. Users with edit rights will be able to:

- Search for materials using the simple or advanced modes
- Search for materials using query function
- Create folders and edit folder properties
- Add, move, copy, or remove materials
- Print, share or download lists or SDS



2.0 Search, Create Folders and Add Materials

This chapter covers the following main objectives.

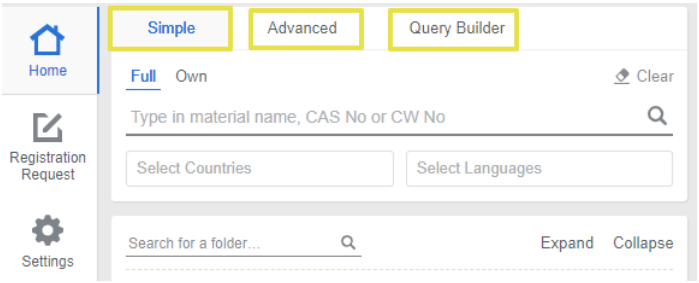
WHAT YOU'LL LEARN

- → 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, share or download list and SDS

Search Panel

The search panel contains the following search modes:

- Simple
- Advanced
- Query Builder



The simple 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 Advanced and Query Builder search options.

Search Option	Details
Advanced Search	Search for materials by name, CAS No, CW No, CAS No (Ingredient In), DG Class, Packing Group, R-Code, Sub-Risk, UN No, EINECS, Part No, Vendor, Structure, Poison Schedule, Cat No., and Hazard Rating.
Query Builder	Search for materials by using an existing query (determined by the type of operators and query string). Note that a query must first be created before conducting any subsequent searches.

2.1 Search for Materials

This sub-topic will cover the following activities:

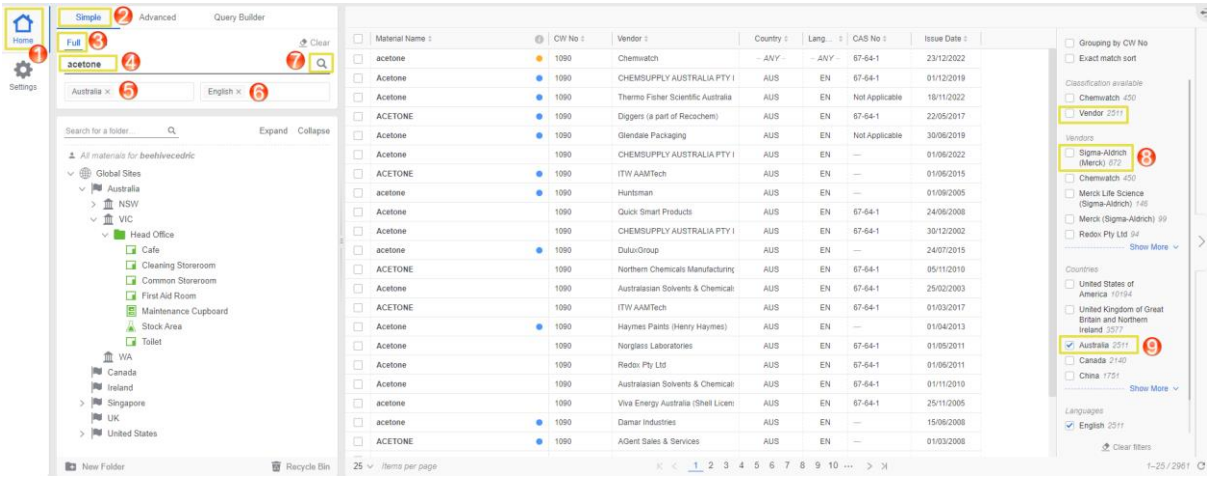
- → Search by material name
- → Search for material by vendor
- → Filter search results
- → Display various types of SDS
- → Search by advanced options

WHAT YOU'LL LEARN

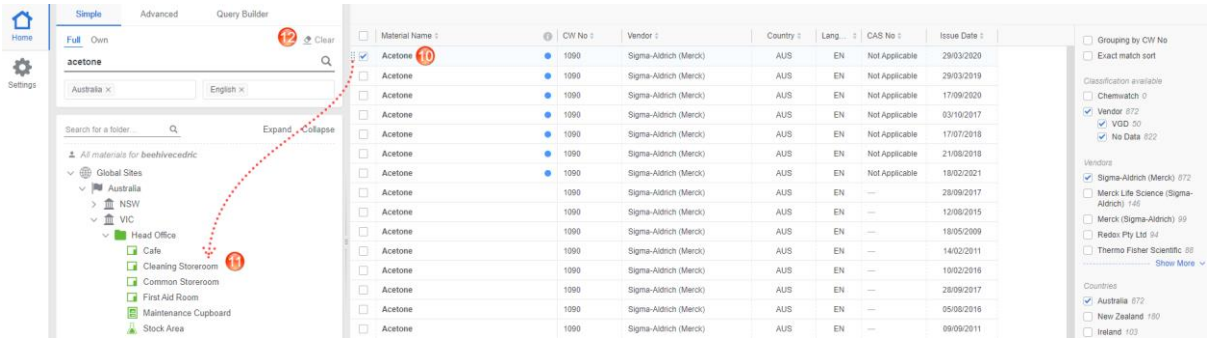
2.1.1 Search for Material by Name

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

Steps: Search in Full and Add Material SDS

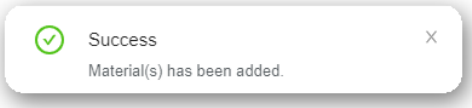


1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass** to conduct the search based on the set parameters.
8. Select **Vendor** checkbox on the side panel to filter the materials list further to specific manufacturer(s), e.g., Sigma Aldrich.
9. **Country checkbox** has already been preselected based on the search parameters set. More countries may be added to further filter by those specific countries.



10. Hover **Drag**  **and drop** document name to a specific folder location, e.g., Storage Folder.
11. Click on the **Folder name** to view record.
12. Press the **Clear** button  located on the search panel.

A message confirms the addition of material into folder.

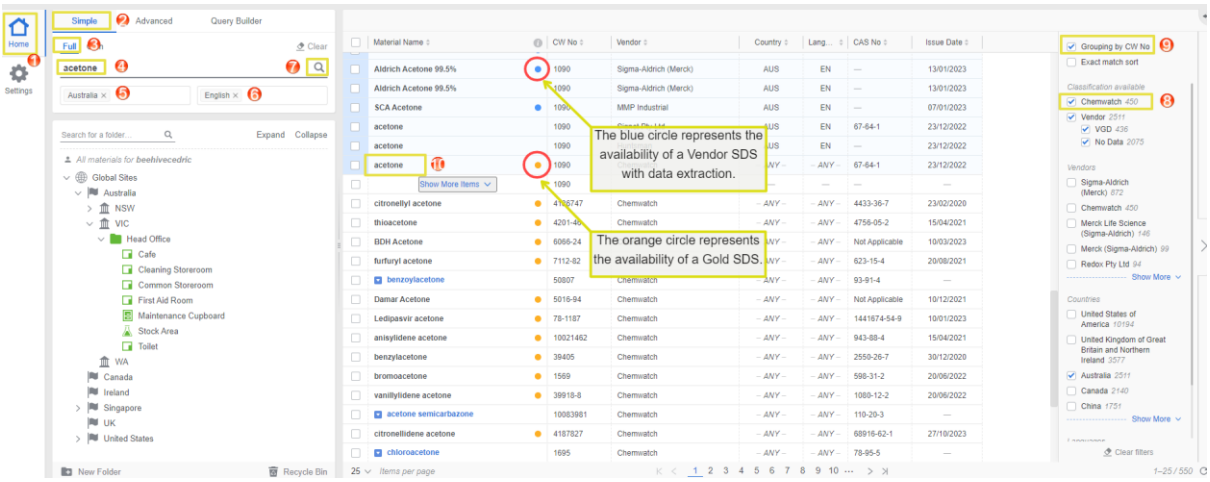


If the material or chemical or product is available, a search list result will display, however, if no material is found, the search result will display the message "no records found". In this case, send an email request to upload vendor SDS and ensure to attach the latest version of the SDS: msdsuploads@chemwatch.net.

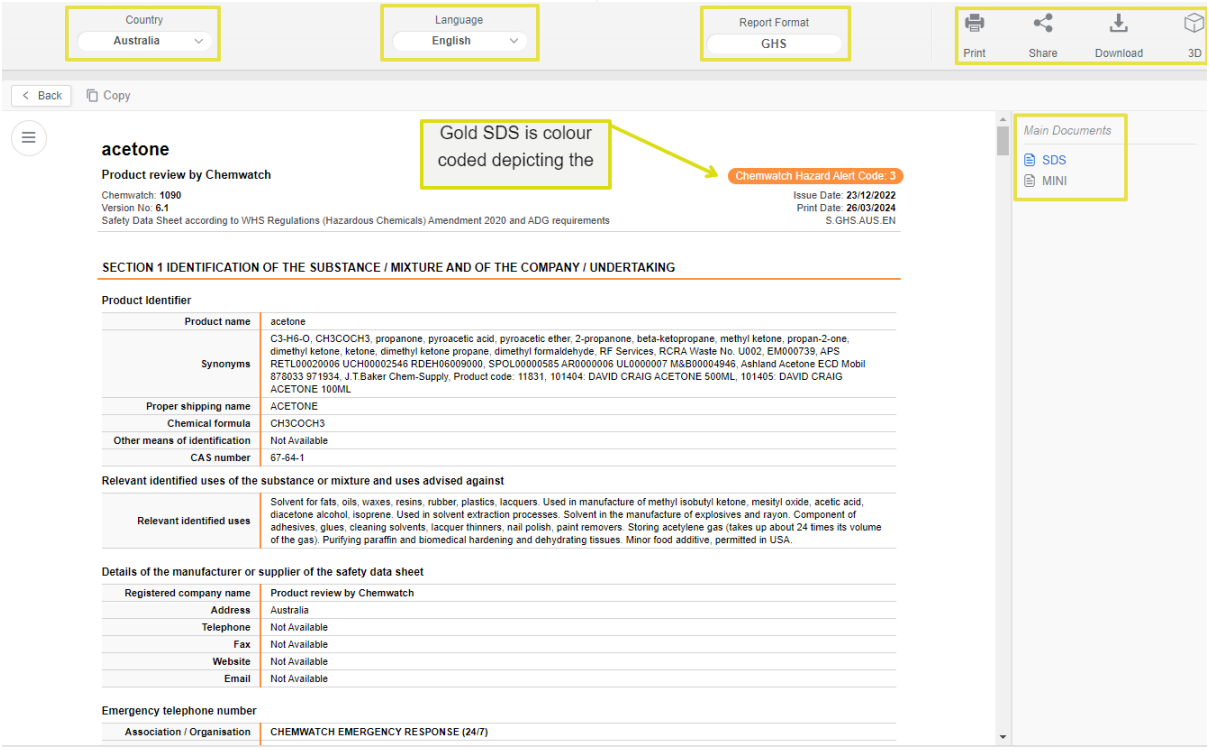
2.1.1.1 Search for Material to Display a Gold SDS

The following steps show to search and display a Gold SDS from the materials search results.

Steps: Search for a Material and Display a Gold SDS



1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass** to conduct the search based on the set parameters.
8. Select **Vendor checkbox** on the side panel to filter the materials list by Chemwatch.
9. Select the **Grouping by CW No** filter.
10. Click the **material name** alongside the vendor record's **orange circle** to render the Gold SDS.
11. Press the clear button located on the search panel.



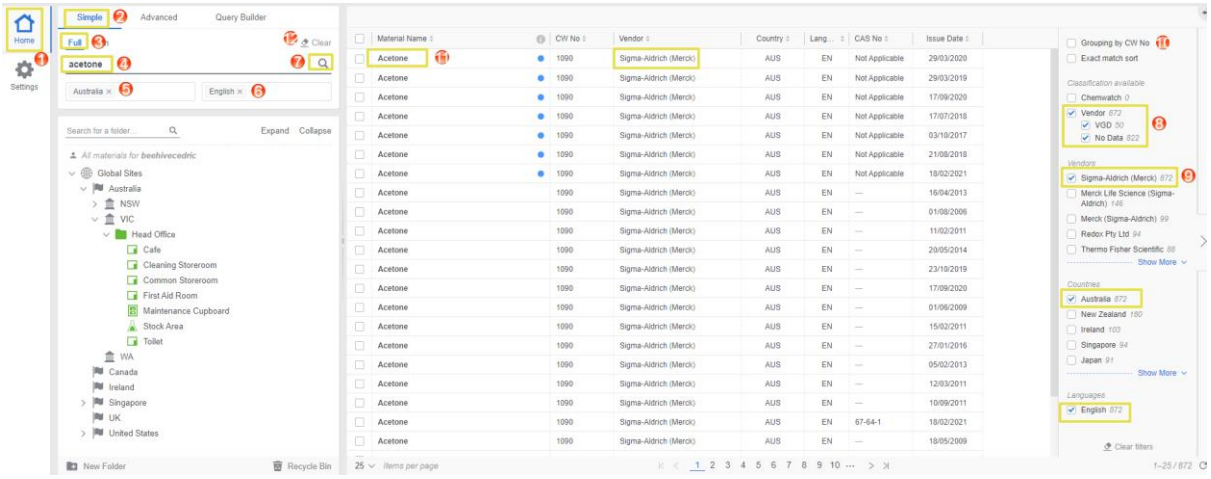
The Gold SDS is a Chemwatch authored document. It is displayed as per the country, language and SDS format (GHS or Local) based on the respective SDS Settings parameters applied by default. The example of the Gold SDS above is set to Country = Australia, Language = English and SDS Format = GHS. These settings are applied based on the business jurisdictional parameters to ensure that the data meets the requirements for that country of operation. A Gold SDS can also be further customised in a few sections; some of the customisation may include your company or organisation's logo, first aid contact information.

2.1.1.2 Search for Material to Display a Vendor SDS

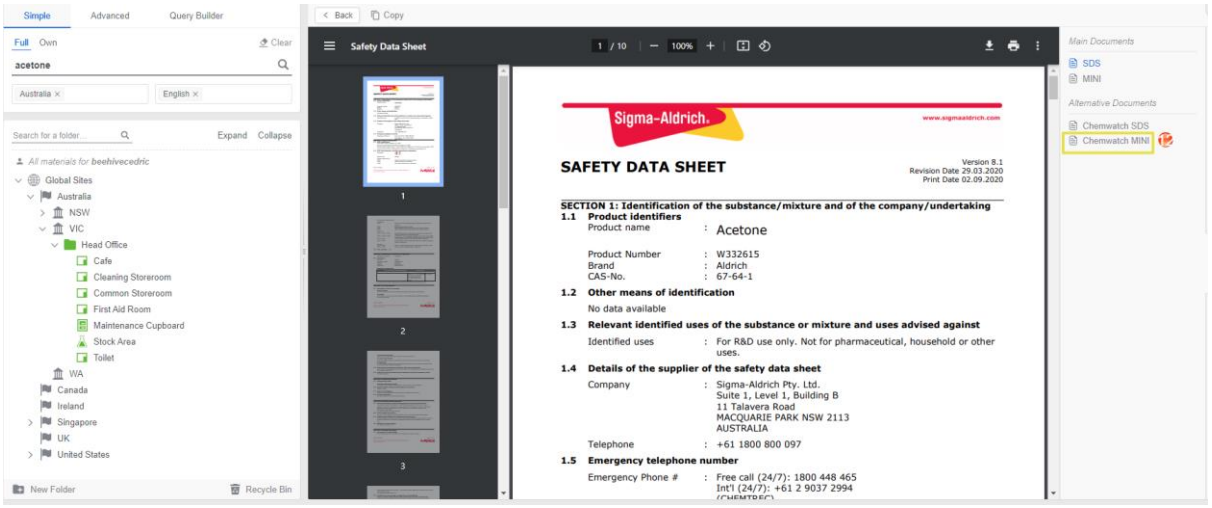
The following steps show how to search and display a Vendor SDS from the materials search results.

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". In this case, send a request to upload Vendor SDS through the email address below and ensure to attach the latest version of the SDS: msdsuploads@chemwatch.net.

Steps: Search for a Material and Display a Vendor SDS



1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass** to conduct the search based on the set parameters.
8. Select **Vendor checkbox** on the side panel to filter the materials list by Classification available, e.g. VGD (Vendor Generated Data).
9. Select **Vendors checkbox** on the side panel to filter the materials list by specific vendor.
10. Deselect the **Grouping by CW No** filter.
11. Click the **material name** alongside the vendor record's **blue circle** to render the Vendor SDS.
12. Press the clear button located on the search panel.

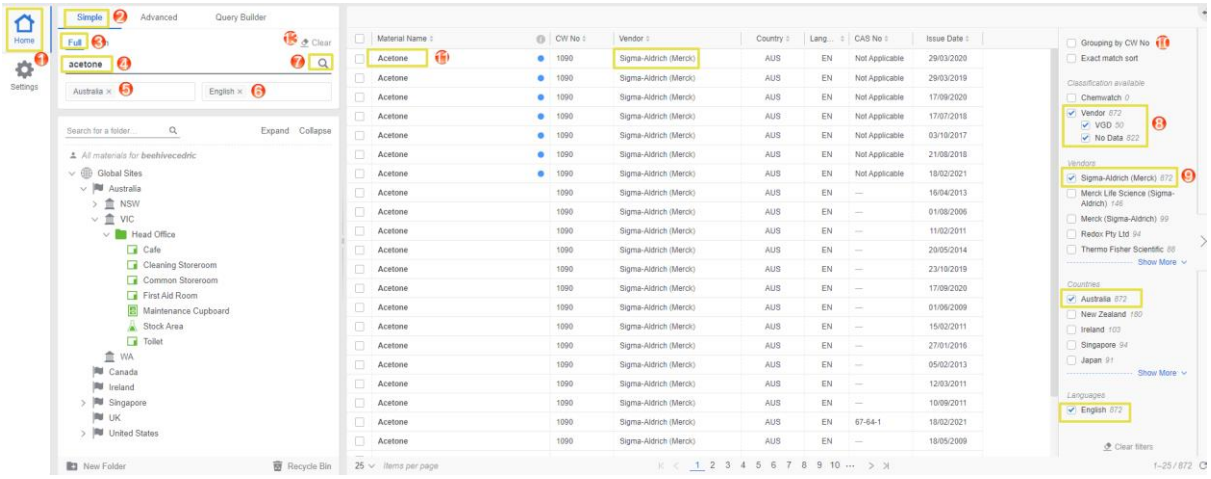


2.1.1.3 Search for Material to Display a Mini SDS

The following steps show how to search and display a Chemwatch Mini SDS from the vendor SDS side panel.

A Chemwatch Mini SDS is a one-page summary report, generally useful in emergency response situations, where it provides material classification and graphics information; Ingredient(s) composition, OELs, GHS hazard classification, primary health hazard, precautions for use (PPEs), physical properties, emergency graphics, first aid and safe storage with other classified chemicals. Its availability is dependent on the Chemwatch Gold SDS.

Steps: Search for a Material and Display a Chemwatch Mini SDS



1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass** to conduct the search based on the set parameters.
8. Select **Vendor checkbox** on the side panel to filter the materials list by Classification available, e.g. VGD (Vendor Generated Data).
9. Select **Vendors checkbox** on the side panel to filter the materials list by specific vendor.
10. Deselect the **Grouping by CW No** filter.
11. Click the **material name** alongside the vendor record's **blue circle** to render the Vendor SDS.
12. Select the **Chemwatch Mini SDS** option from the alternative documents on the side panel.
13. Press the clear button located on the search panel.

The Mini SDS country, language and format are based on the respective SDS Settings applied by default as per the system's Gold SDS profile. The example of the Mini SDS below is set to Country = Australia, Language = English and SDS Format = GHS. These settings are applied based on the business jurisdictional operations to ensure that the data meets compliance requirements for that country of operation.

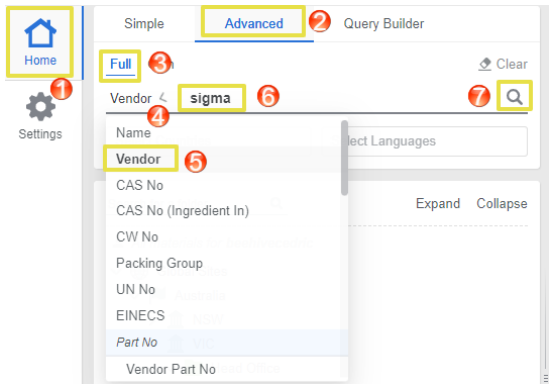
2.1.2 Search by Vendor Name

A Vendor is also known as a supplier or manufacturer. Manufacturers must provide current SDS for their products that are on the marketplace and the workplace to be able to refer to the information contained in the safety data sheet.

The steps below illustrate how to search for materials from a specific vendor. This type of search should be conducted using the Advanced Search tab located within the search panel.

Steps: Search by Vendor Name and Display the Manufacturer's SDS

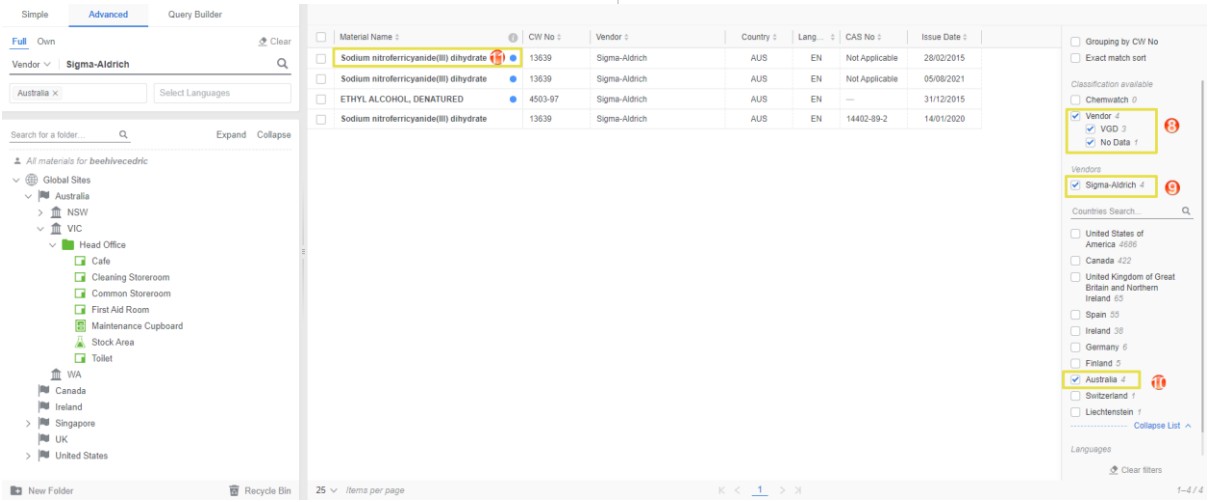
1. Open **Home** module .
2. Click on **the Advanced** tab.
3. Select **Full** link to designate the search path.
4. Click the **Name drop down** arrow.



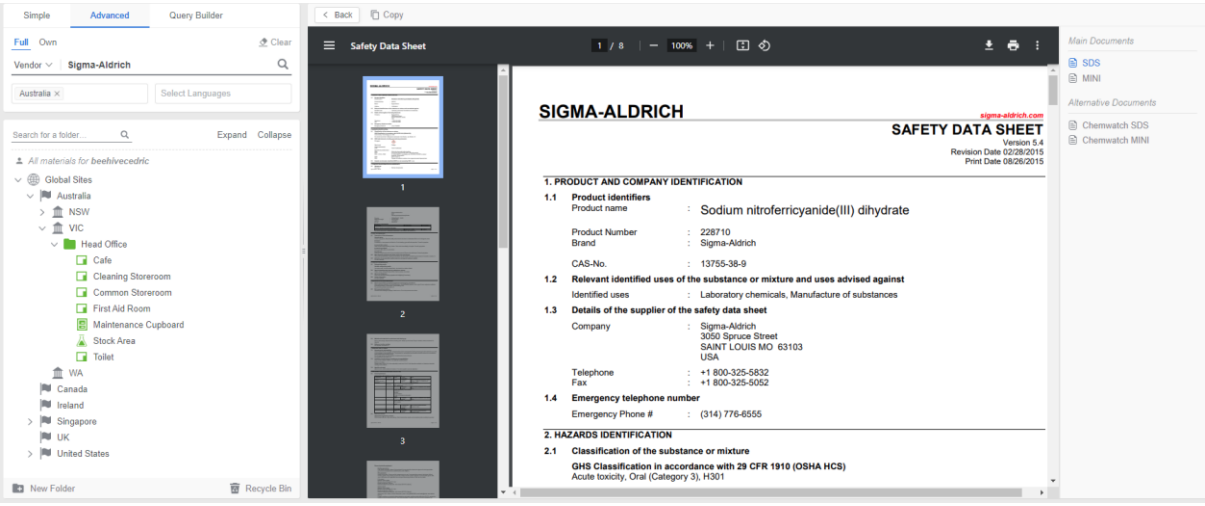
5. Select **Vendor** option from the menu.
6. Type the **Vendor name** in the search text field, e.g., Sigma-Aldrich.
7. Click on **magnifying glass** to conduct the vendor search.
8. Select the **Vendor** checkbox for classification available.
9. Select the **Vendor checkbox** to filter by specific vendor.
10. Select the **Country** checkbox to further filter the search results from the materials list.
11. Click on the **Vendor Document name** to display the vendor SDS.

Note that the search parameter for this search case did not include country and language. Hence, the system retrieves any vendor materials from any country and language. To find an exact of closely associated matches, it is recommended to use the side panel to filter further by:

- Country
- Language
- Specific Vendor (some manufacturers may have subsidiary companies operating in different countries)



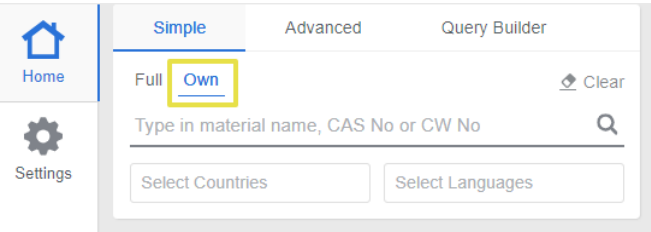
Vendor Document View



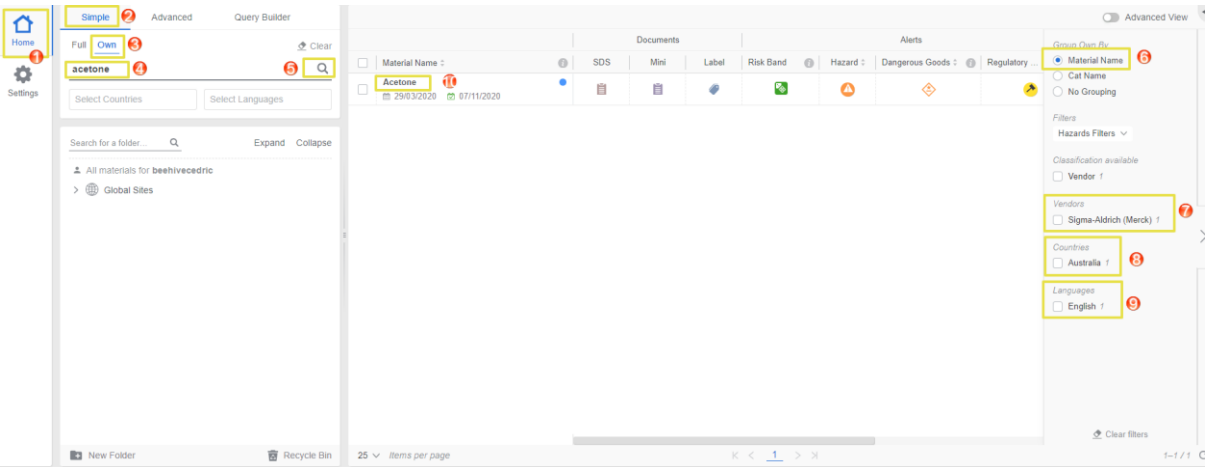
2.1.3 Search for a Material from OWN Inventory

The following steps illustrate how to perform a search for material SDS from your own organisation's inventory using the Simple search mode.

The **Own** search path will direct all subsequent searches to be conducted from your business or your organization's inventory registered in Chemwatch's full collection.



Steps: Search for a Material from Own Inventory



1. Open **Home** module .
2. Click on **Simple** tab.
3. Select the **Own** link option to designate the search path.
4. Type the **Material name** in the search text field.
5. Click the **Material name** from the **autocomplete drop down** list.
6. Select **Group Own By** on the side panel to group the list by material name of cat name.
7. Click the **Vendor checkbox** to filter the search results by specific vendor.
8. Click the **Country checkbox** to filter by country.
9. Click the **Language checkbox** to filter by specific language.
10. Click the material name from the search results list. The material name contains plus icon to expand to available cat name (product names).
11. Click on the material name from the e list to display vendor SDS.

Note that the side panel will show the filter options based on found records. Use the Group By options to filter for the preferred grouping.

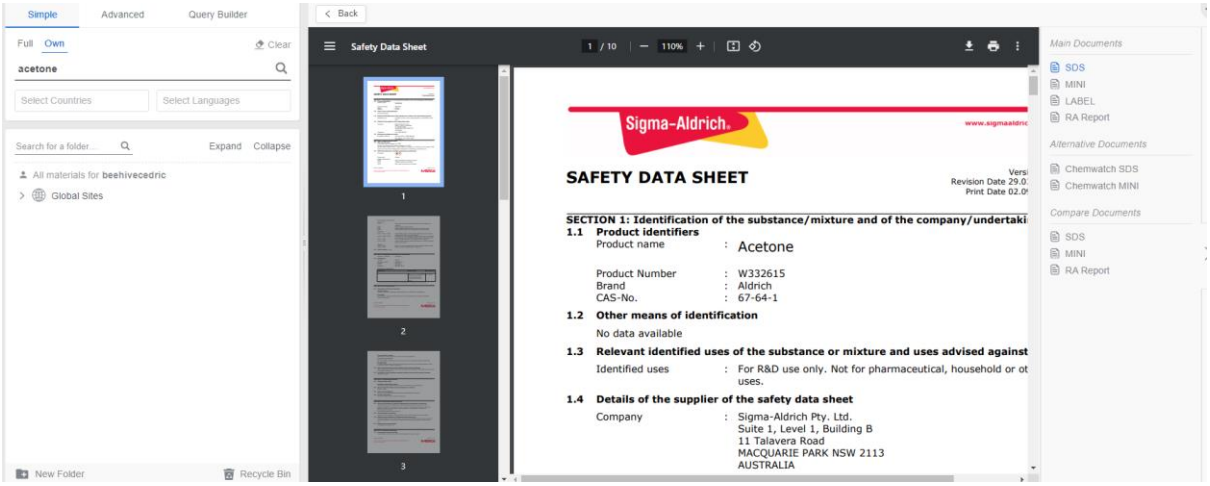
Group Own By

- Material name(default)
- Cat name

The defaulted filters on the side panel are dependent on found records. In this example, the filters are shown:

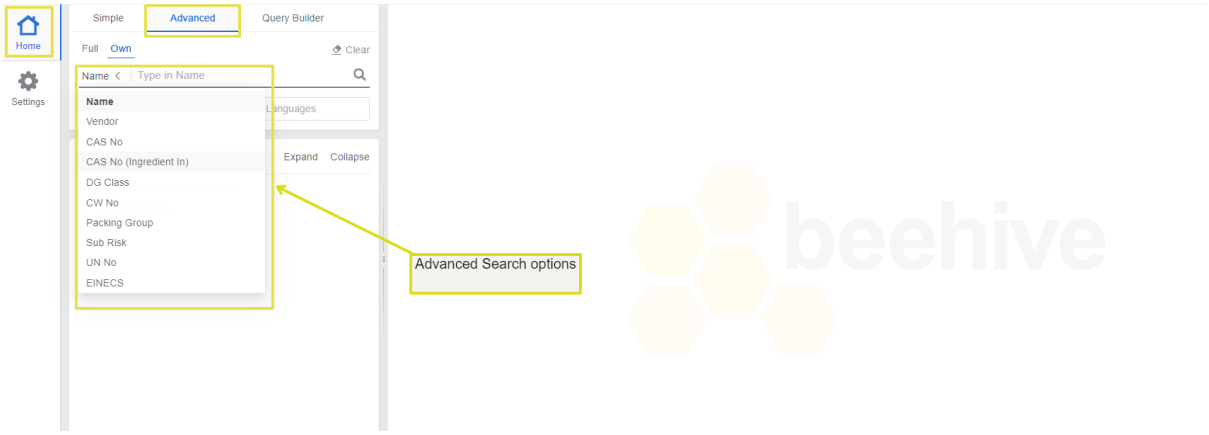
- Vendors – Sigma-Aldrich
- Countries = Australia
- Languages = English

Vendor SDS View.



2.1.4 Advanced Search Options

This section covers the Advanced search options available in the advanced *search drop-down* menu. The simple search method allows user to search by generic names of products, chemicals, pure substances, synonyms, part numbers, preferred names, CAS numbers, CW numbers, DG Class, Risk Code, Packing Group, Sub Risk, UN numbers.



- → Search for Name
- → Search for material by Vendor
- → Search for material by CAS number
- → Search for material CAS (Ingredient In)
- → Search for material by DG Class
- → Search for material by CW (Chemwatch number)

WHAT YOU'LL LEARN

The table below provides descriptions of the advanced search parameter options.

Search Option	Description	Use (Search by)
Name	Name of material	To allow user to search by the name of the material to retrieve Vendor, Mini, Gold SDS, Labels and Emergency Reports. Click the link below for further information on UIPAC names.
CAS No	Chemical Abstract Substance Number	This is a unique numeric identifier in the CAS REGISTRY designated to a known substance. Click the link below for reference.
CAS No (Ingredient In)	Ingredients In CAS No	Chemical Abstract Substance Number (CAS No) ingredients in material
Vendor	Search for material using Vendor (Manufacturer, Supplier) name	Lists parent company and subsidiary operating businesses Lists materials available in the database by that company Access to Vendor, Mini, Gold, Labels and Emergency Reports

<table>
<tr><th>Search Option</th><th>Description</th><th>Use (Search by)</th></tr>
<tr><td>DG Class</td><td>Dangerous Goods Class</td><td>DG Classes 1 to 9 are listed to choose the primary class field.</td></tr>
<tr><td>CW No</td><td>Chemwatch Number</td><td>Chemwatch numbers are assigned to all materials registered in the Chemwatch database for both pure and non-pure substances.</td></tr>
<tr><td>Packing Group field (PKG)</td><td>Packing Group as per DG classification</td><td>Packing Group is the grading of danger for materials classed as dangerous goods.<table><tr><th>PG</th><th>Level of Danger</th></tr><tr><td>I</td><td>Greater danger</td></tr><tr><td>II</td><td>Medium danger</td></tr><tr><td>III</td><td>Minor danger</td></tr></table></td></tr>
<tr><td>Sub Risk</td><td>Sub Risk</td><td>Sub Risk as per DG classification</td></tr>
<tr><td>UN No</td><td>United Nations Number</td><td>UN No. is a UN four-digit identity number that identifies a hazardous substance in the international transport framework.</td></tr>
<tr><td>EINECS</td><td>EINECS number used in European countries</td><td>European Inventory of Existing Commercial Chemical Substances. These are substances considered phase-in substances under the REACH Regulation.</td></tr>
<tr><td>Part No, User Part No, Vendor</td><td>User dependent part number, vendor part number</td><td>Vendor Part number assigned to a product or User assigned Part Number</td></tr>
<tr><td>Preferred Name</td><td>Preferred Name</td><td>Any other name that can be assigned to the product name.</td></tr>
</table>

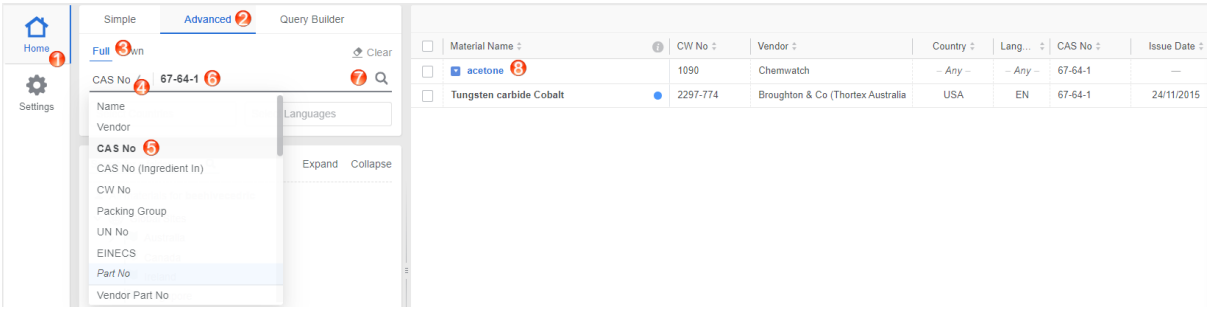
This topic covers steps on how to use the Advanced search to look up an SDS for specific material by CAS No, CW No, CAS No (Ingredient In) and DG Class.

2.1.4.1 Search by CAS No

The steps below show how to use the advanced search option, CAS Number to look up specific materials 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. For example, hydrogen peroxide and dioxidane are in fact the same chemical substance and share the same CAS number 7722-84-1.

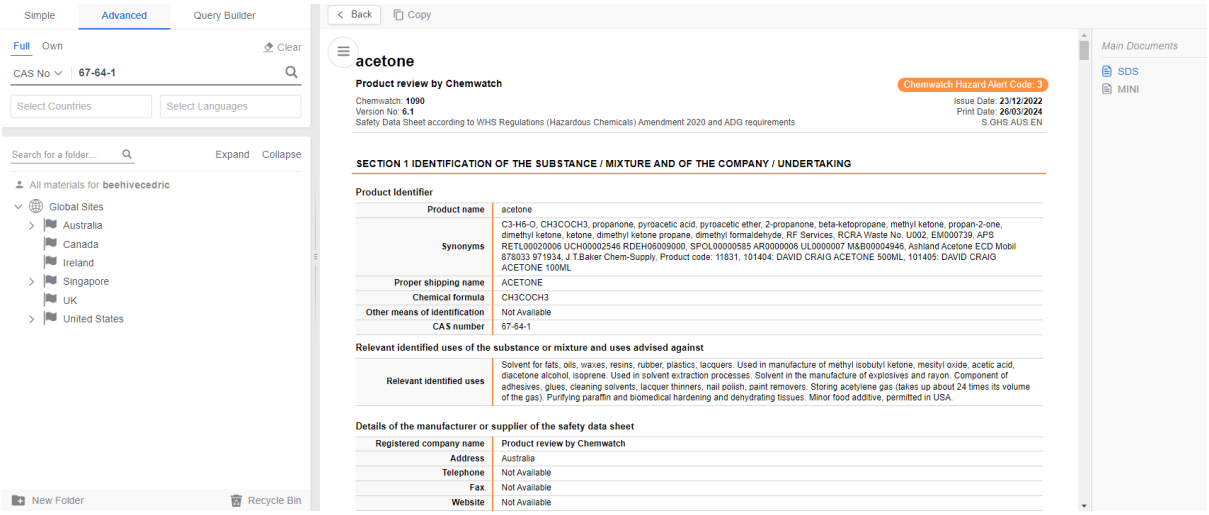
Steps: Search for a Material by CAS Number



1. Open **Home** module .
2. Click on **the Advanced** tab.
3. Select **Full** link to designate the search path.
4. Click the **Name drop down** arrow.
5. Select **CAS No** from the menu.
6. **Type the CAS number** in the search text field, e.g., 67-64-1.
7. Click on **magnifying glass** to conduct the search.
8. Select the **Material name** from the search results list, e.g., the Chemwatch Gold SDS material is selected for demonstration purposes.

Note that the side panel will display the respective vendors, countries and languages found regarding the material's availability of the CAS number in the database.

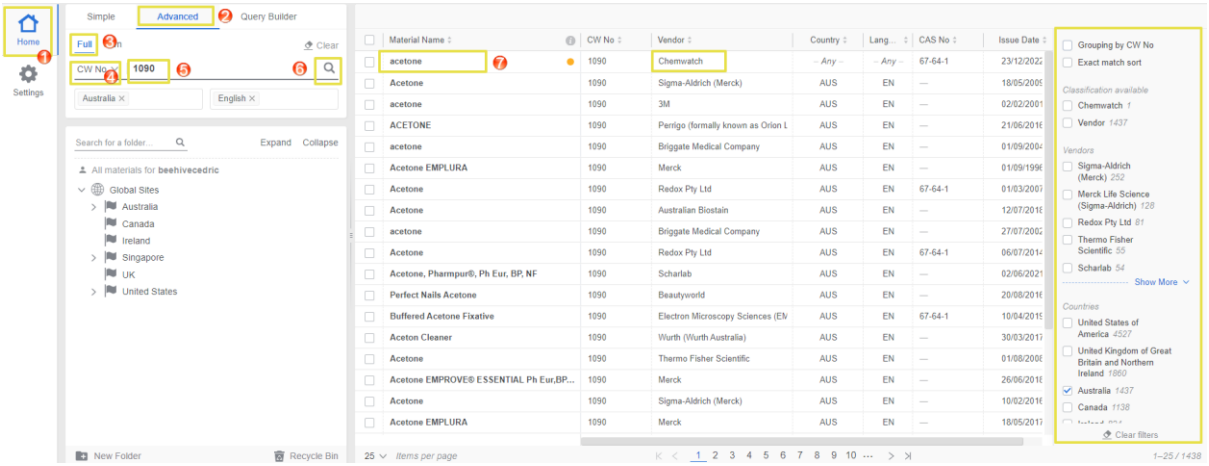
Gold SDS View



2.1.4.2 Search by Chemwatch Number (CW No.)

The following steps show how to use advanced search to look up material by CW No. (Chemwatch Number). A Chemwatch number is a unique identifier (ID) that is assigned to a specific chemical substance in the Chemwatch database. This type of chemical substance identifier helps users to find information about the chemical, locate SDS, CAS numbers and many more.

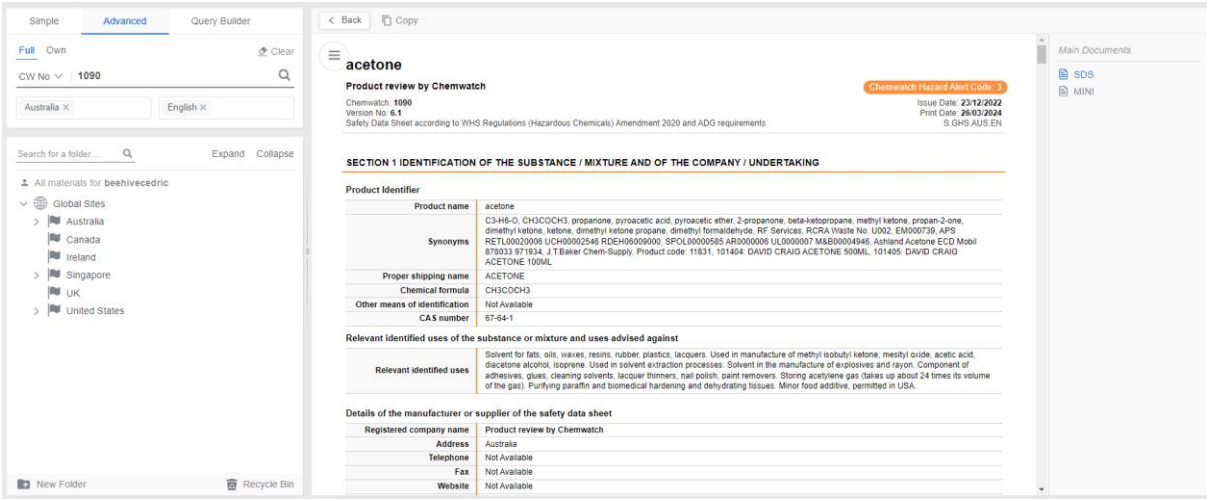
Steps: Search for a Material by CW No. (Chemwatch Number)



1. Open **Home** module .
2. Click on **the Advanced** tab.
3. Select **Full** link to designate the search path.
4. Click the **Name drop down** arrow.
5. Select **CW No** from the menu.
6. Type the **Chemwatch number** in the search text field, e.g., 1090.
7. Click on **magnifying glass** to conduct the search.

Applying the filters on the side panel will refresh the material search results to reflect the records based on the filter conditions set.

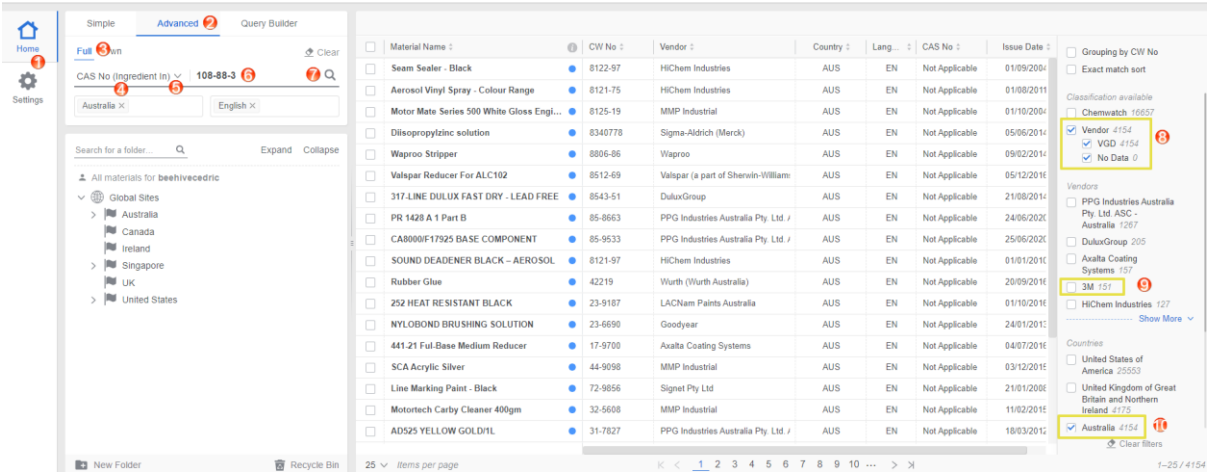
SDS Viewer



2.1.4.3 Search by CAS No (Ingredient In)

The following steps show how to use the advanced search to look up material by CAS No (Ingredient In).

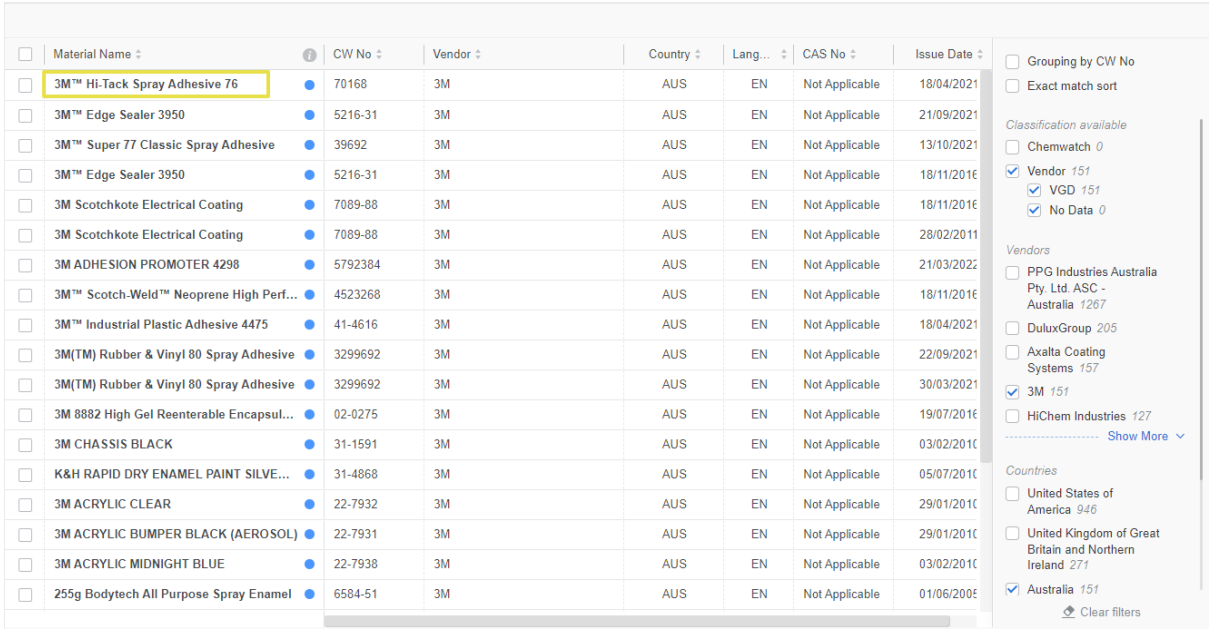
Steps: Search for a Material by CAS No (Ingredient In)



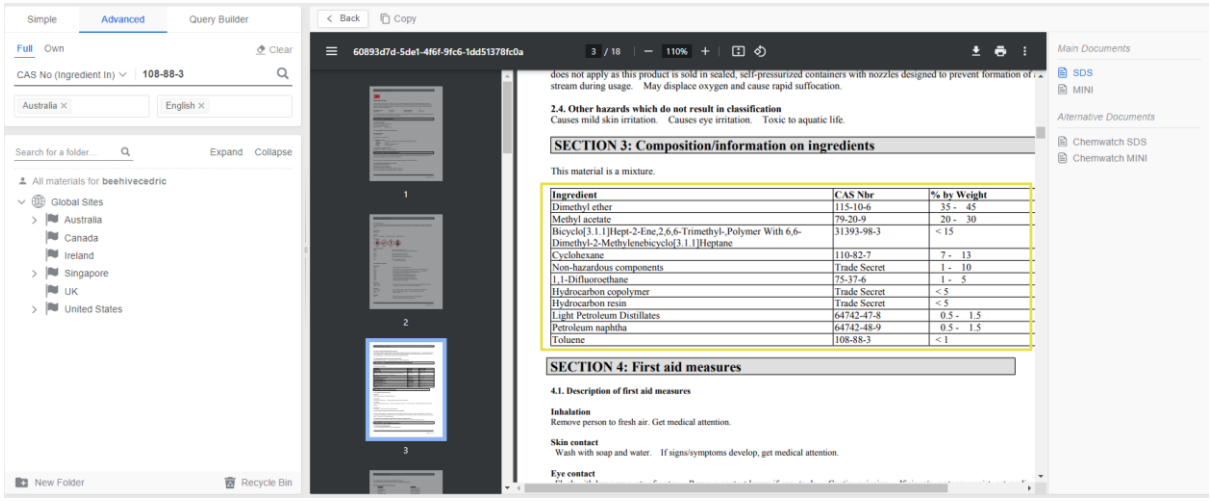
1. Open **Home** module .
2. Click on **the Advanced** tab.
3. Select **Full** link to designate the search path.
4. Click the **Name drop down** arrow.
5. Select **CAS No (Ingredient In)** from the menu.
6. Type the **CAS number** in the search text field, e.g., 108-88-3.
7. Click on magnifying glass to conduct the search.
8. Click the respective vendor checkbox to filter by that specific manufacturer.
9. Select the **Vendor checkbox for classification** available.
10. Select the **Vendor checkbox** for a specific manufacturer/supplier.
11. Use the **Country** filter on the side panel to select a specific country and/or language.
12. Click the **material name** to display the respective SDS.

Applying the filters on the side panel will refresh the material search results to reflect the records based on the filter conditions set to display available vendor SDS. In this worked example, we have the following filters.

- Vendor = 3M
- Countries = Australia
- Languages = English



Vendor SDS View



2.1.4.4 Search by Dangerous Goods Class

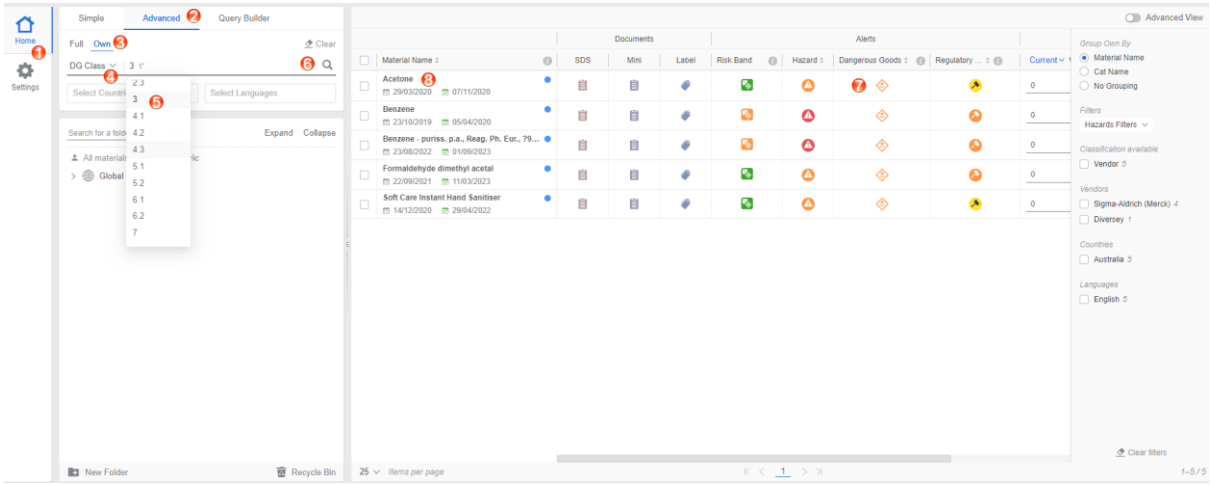
Dangerous goods are substances; including mixtures, solutions, and articles that when transported pose a risk to health, safety, property, or the environment. Specific dangerous goods that pose risks even when they are not transported are known as hazardous materials.

Dangerous goods are divided into nine classes based on their specific chemical characteristics that pose risk. These classes range from 1 to 9. The table below lists the nine classes and short descriptions.

DG Class	Class Name	Divisions and Description
Class 1	Explosives	Division 1.1: Substances and articles which have a mass explosion hazard. Division 1.2: Substances and articles which have a projection hazard but not a mass explosion hazard. Division 1.3: Substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard. Division 1.4: Substances and articles which present no significant hazard. Division 1.5: Very insensitive substances which have a mass explosion hazard. Division 1.6: Extremely insensitive articles which do not have a mass explosion hazard.
Class 2	Gases	Division 2.1: Flammable gases. Division 2.2: Non-flammable, non-toxic gases. Division 2.3: Toxic gases.
Class 3	Flammable Liquids	There are no divisions for this DG Class. Vapours from these liquids can ignite in air on contact with a source of ignition. (e.g., petrol, kerosene).
Class 4	Flammable Solids; Substances Liable to Spontaneous Combustion; Substances which, on contact with water, emit flammable gases	Division 4.1: Flammable solids, self-reactive substances, and solid desensitized explosives. Division 4.2: Substances liable to spontaneous combustion. Division 4.3: Substances that when are in contact with water emit flammable gases.
Class 5	Oxidising Substances and Organic Peroxides	Division 5.1: Oxidizing substances. Division 5.2: Organic peroxides.
Class 6	Toxic and Infectious Substances	Division 6.1: Toxic substances. Division 6.2: Infectious substances.
Class 7	Radioactive Material	There are no divisions for this DG Class. Materials or combinations of materials that emit harmful radiation (e.g., uranium, radium).
Class 8	Corrosive Substances	There are no divisions for this DG Class. Solids or liquids that can damage living tissue and may react with many other materials. (e.g., hydrochloric acid, caustic soda).
Class 9	Miscellaneous Dangerous Substances and Articles	There are no divisions for this DG Class. Substances and articles that present a danger and not covered by other classes. (e.g., dry ice, asbestos).

The steps below show how to use Advanced search to look up material by a specific dangerous goods class.

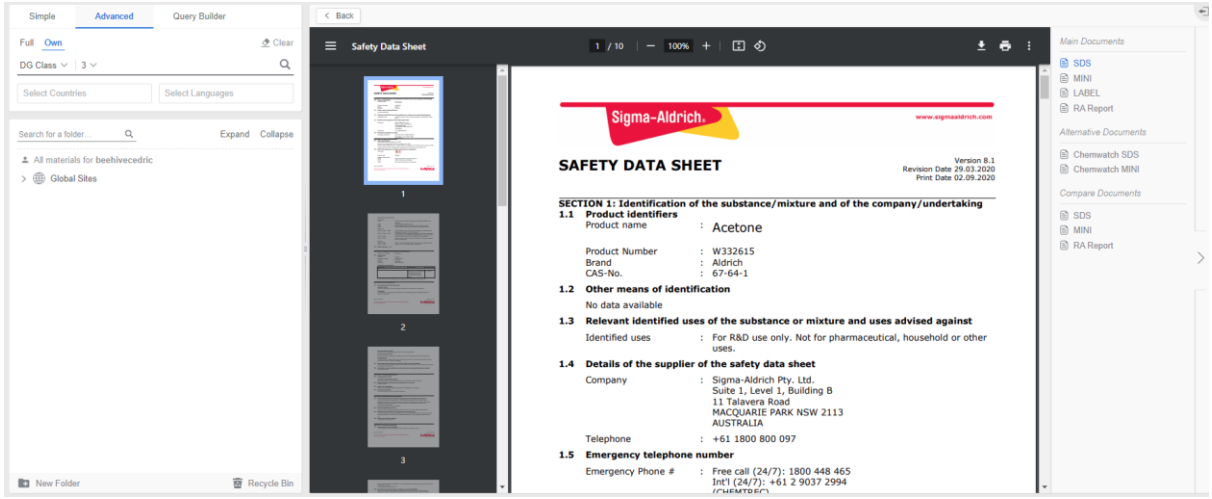
Steps: Search for Material by DG Class



1. Open **Home** module .
2. Click on **the Advanced** tab.
3. Select **Own** link to designate the search path from your own inventory list.
4. Click the **Name drop down** arrow.
5. Select **DG Class** option from the menu and click on dangerous goods class number e.g., 3 for flammable liquids.
6. Click on **magnifying glass** to conduct the search.
7. Note that the dangerous good diamond for flammable liquids alongside the material from your own search results list.
8. Click the **material name** to display the respective SDS.

Applying the filters on the side panel will refresh the material search results to reflect the records based on the filter conditions set to display available vendor SDS. In this worked example, we have the following filters.

Vendor SDS View



2.2 Create a Folder Structure

This sub-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

The primary purpose of creating a folder structure is to have a digital site map based "custom library" of folders of all the sites and storage of chemicals located at the workplace. This custom library is an inventory of materials and SDS in the respective folders representing the actual areas, sections, and the locations where users of chemicals store them at the workplace. Folders may be created a global level or at the local level.

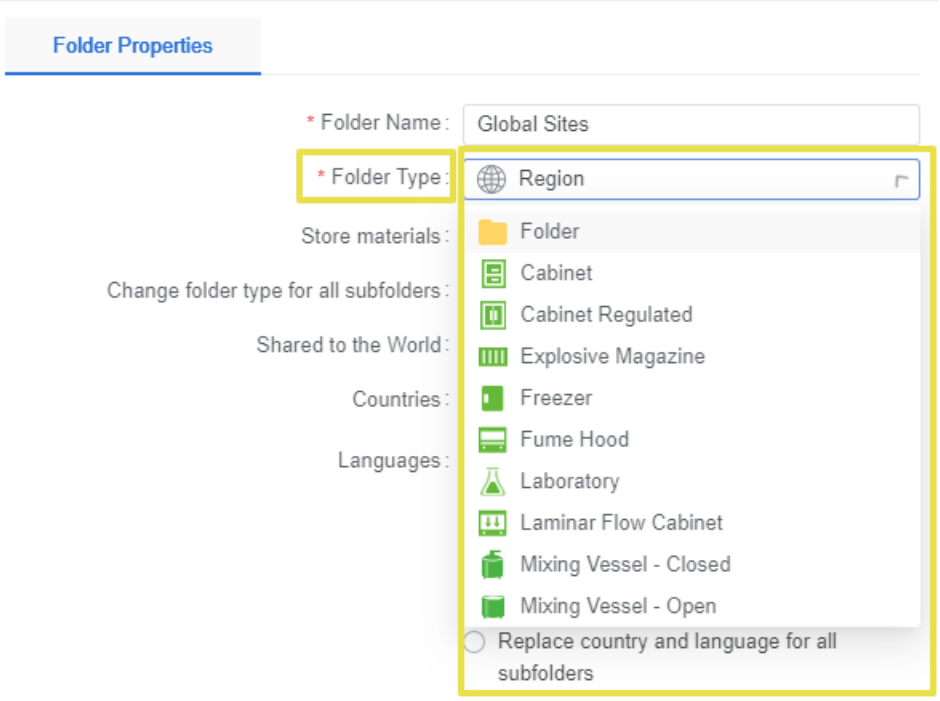
Global Folder Property	Local Folder Property
• Region • Country • State • Site	• Area • Section/Building • Room/Location • Store/Storage

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 in the Backpack system's hierarchical folder structure may involve best practices in organizing a systematic way to enhance ease of navigation and accessibility, especially when managing a huge folder structure such as global sites in various regions, countries, and states where big organisations or global businesses operate. The key objective is to consider the system's folder properties and options available to accurately have a logical organisation of folders for the ease of retrieval of data and avoiding too many nested subfolders.

The table below provides a summary of the folder types, icons, and short use descriptions.



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

Folder User Permissions

Folder permissions refer to a set of rules based on access rights and attributes what determine what actions users or groups can perform on a specific folder within the system. These permissions control activities such as viewing, editing, creating, deleting, moving, or even blocking access or hiding certain folders.

Users can be assigned to any of the four main types of folder permissions:

- Deny
- Not defined
- Read
- Read-write!

The table below provides summary descriptions of folder permissions with respect to the type of access end users may have to be able to view or edit materials in folders.

Permission	Description	User Interface Attribute	Folder View
Deny 	Directories/folder content cannot be accessed by users.	A message displays “to contact the administrator”.	 Access denied
Not Defined 	Directories/folder will not be visible to user.	Folder assigned this type of permission will be hidden from user.	 Hidden
Read 	Directories/folder content can be accessed by user but cannot add or copy or move or remove (delete) folders or materials.	User can view folder content (register of materials) but cannot edit content.	 View
Read-write 	User can be copy, move, remove (delete) folders, materials and edit material quantities.	User can view folder content (register of materials) and edit content (folders, materials, and quantities).	 View and edit

Folder Types

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

- General folder
- Administrative folder
- Storage folder
- Empty or Recycle bin folder

Folder Icon	Folder Colour	Folder Type	Conditions
	Orange	Generic folder	General 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 records.

2.2.2 Create an Area Folder

The following steps show how to create a localised folder, e.g., Area folder.

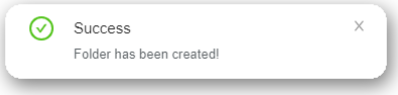
Steps: How to Create a Localised Folder

1. Open **Home** module .
2. Click the **New Folder** button located on the bottom left corner of the folder panel to create a folder, e.g., Area designated folder.
3. Type the **Name of your folder**, e.g., Area.
4. Click on the **Folder Type** drop down arrow to list the types of folders.
5. Scroll down the list to select the **folder type**, e.g., Area .
6. Store materials checkbox is checked by default to allow the storing of materials. If materials are not allowed to be stored at the area level, uncheck the box.

Optional - Select the country applicable for the folder to associated material SDS.
Optional - Select the language applicable to associate material SDS.

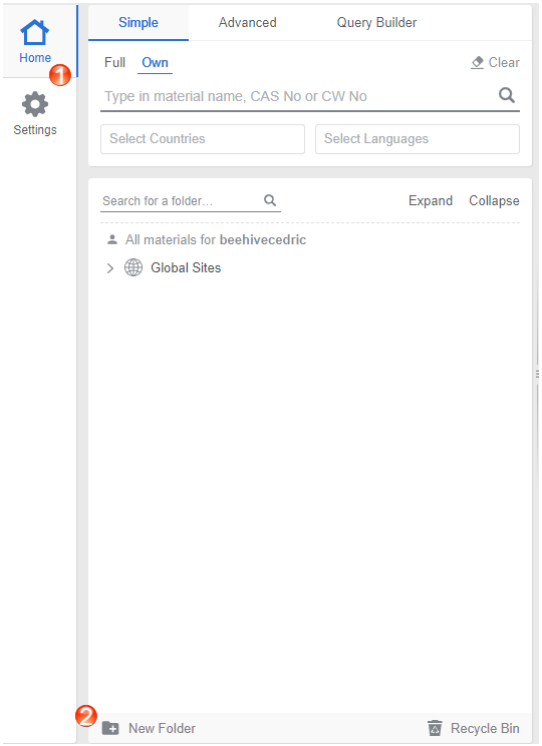
7. Click the **Create** button.

A message confirms the newly created Area folder.

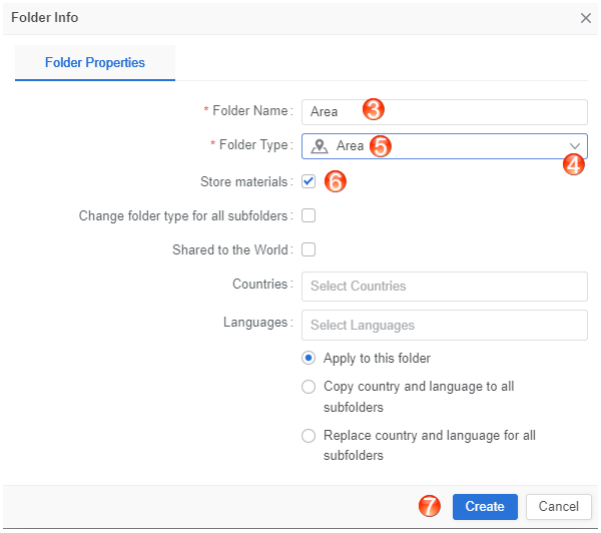


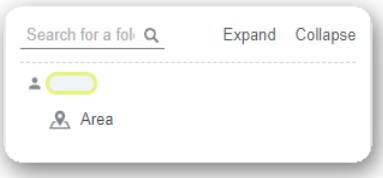
Other optional folder properties include:

- 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.





If a user does not have the edit rights permission to create folders, consult with the administrator of the system within your business or organisation to grant the respective folder permission (Read-write).

2.2.2.1 Create a Subfolder

The following steps illustrate the steps on how to create a section, e.g., Building as a subfolder to the Area folder .

Permission	Folder Type	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

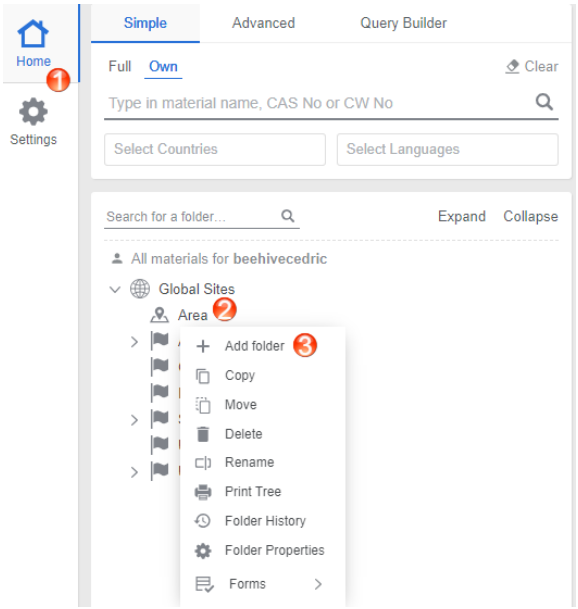
Consider the following folder nodes levels below before adding a subfolder folder.

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

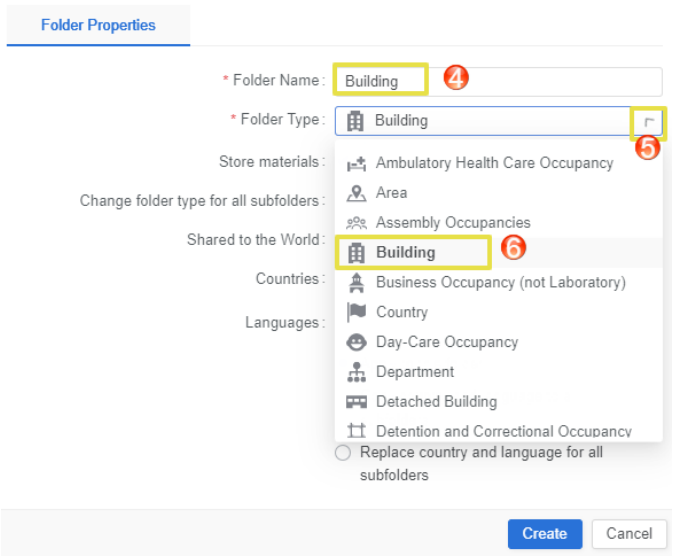
The steps below illustrate how to add a subfolder.

Steps: How to Create a Subfolder

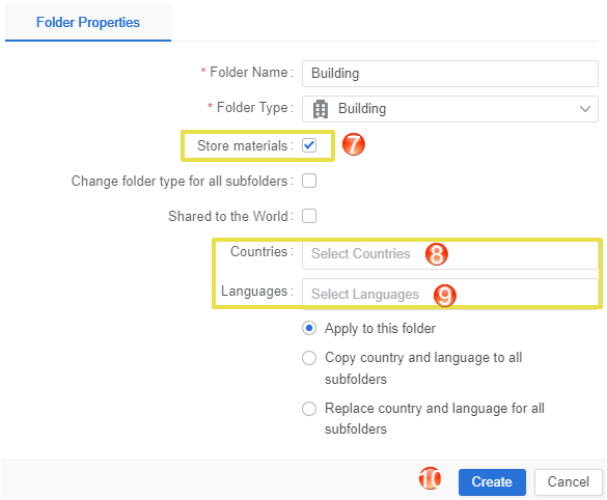
1. Open **Home** module .
2. **Right click** on the Area folder.
3. Select the **Add Folder** option from the context menu.



4. Type the **Name** of your folder, e.g., Building.
5. Click on the **Folder Type** drop down arrow to list the types of folders.
6. Scroll down the list to select the appropriate **type of folder**, e.g., Building .
7. **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.



8. Select the country applicable for the folder to associated material SDS.
9. Select the language applicable to associate material SDS.
10. Click the create button.

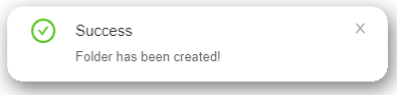


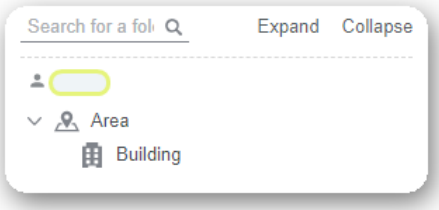
Other optional folder properties include:

- 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.

A message confirms the newly created folder.





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 (add/edit) new folders or add subfolders to existing folders.

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

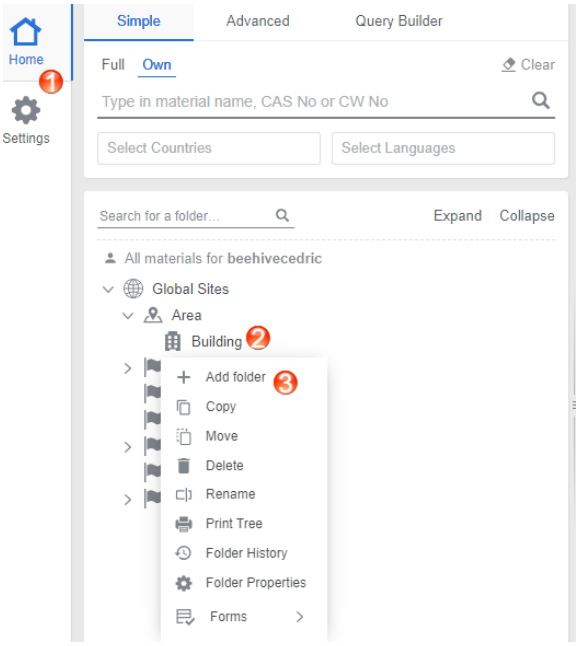
Consider the following folder levels below before adding a sub-folder folder. Users can create sub-folders up to the n^{th} level.

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
	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

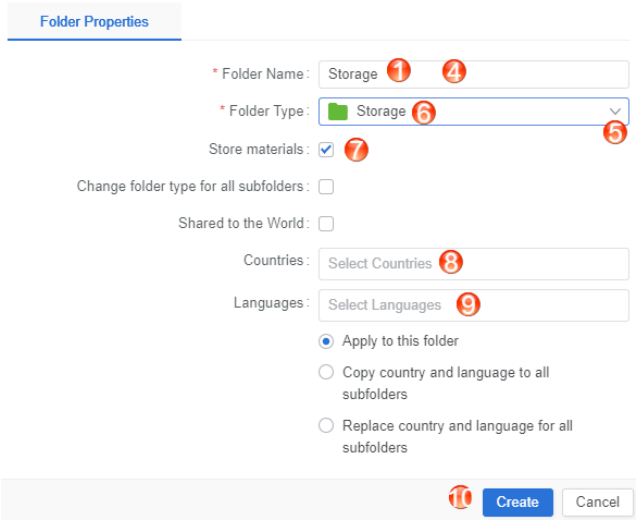
The steps show how to create a storage folder as a subfolder to the section folder to be a level 3 node.

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

1. Open **Home** module .
2. **Right click** on the Building folder.
3. Select the **Add** folder option from the context menu.



4. Type the **Name** of your folder, e.g., Storage.
5. Click on the **Folder Type** drop down arrow to list the types of folders.
6. Scroll down the list to select the **Storage** folder (green), e.g., Storage .
7. **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.
8. Select the **Country** applicable for the folder to associated material SDS.
9. Select the **Language** applicable to associate material SDS.



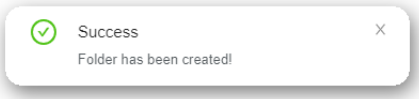
10. Click the **Create** button.

Other optional folder properties include:

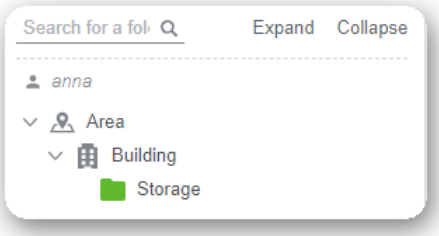
- Applying the current folder properties to this new folder to be created
- Copying country and language for all subfolders
- Replacing country and language for all subfolders

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

A message confirms the newly created folder.



View created folder within the folder panel.



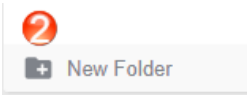
2.2.3 Add a New Folder

New Folder	Task Attribute	Folder Node Action
Create	User can create (add) a new folder as a parent node . All newly created folders will default to empty folders.	Add new folder

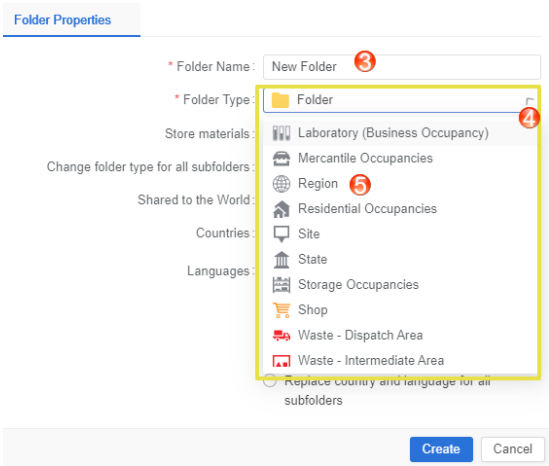
The following steps show how to create a new folder. This new folder will be assigned global and localised folder properties.

Steps: How to Create a New Folder and Set Folder Type

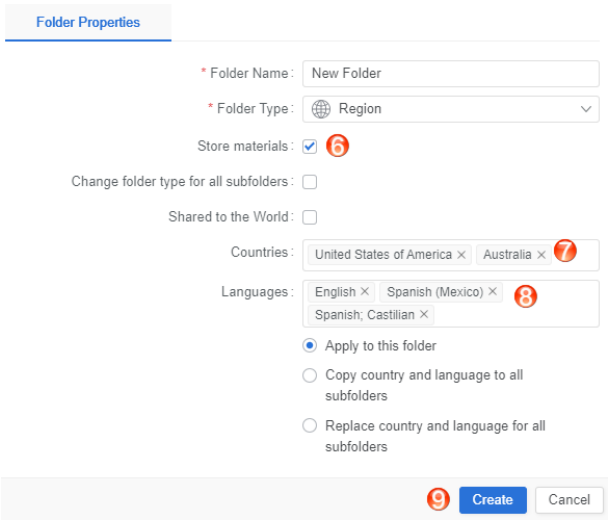
1. Open **Home** module .
2. Click the **New folder** button at the bottom left corner of the folder panel.



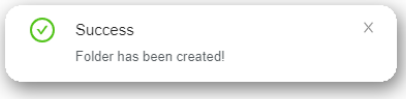
3. Type the **Name** of your folder.
4. Click on the **Folder Type** drop down arrow.
5. Scroll down the list to select the **folder type**.



6. Uncheck the **Store Materials** checkbox if no materials are to be stored at that node level.
7. Select the **Country** applicable for the folder to associated material SDS.
8. Select the **Language** applicable to associate material SDS.
9. Click the **Create** button.

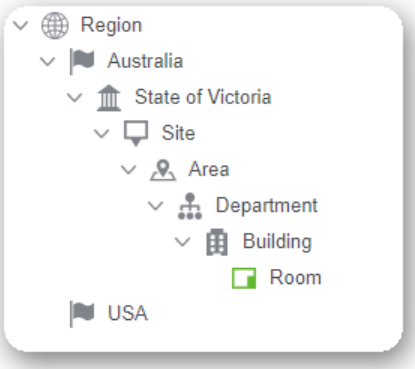


On the top right corner of the user interface, a message confirms the newly created folder.



The newly created folder as an area folder can house multiple nested subfolders as illustrated below. This is an example for companies or organisations that operate globally but have

multiple regions, countries, sites, departments, building and storages of chemicals across their portfolio of chemicals management regarding health and safety at the workplace.



2.2.4 Edit Folders

This sub-topic covers 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 typically involves modifying various attributes or properties associated with them within a file management system or software application. Here are some common aspects of editing folders:

Renaming folders:

Users can change the name of a folder to better reflect its contents or purpose. This helps in organising and categorising files effectively.

Moving or reorganizing folders:

Folders can be moved within the directory structure to rearrange the hierarchy or to better fit the overall organisational scheme. This ensures that folders are logically grouped and easily accessible.

Changing folder permissions:

Administrators or users with appropriate privileges can adjust the permissions assigned to a folder, determining who can access, modify, or delete its contents.

Adding or removing subfolders:

Users may create new subfolders within existing folders to further organise them. Conversely, they can also delete unnecessary subfolders to simplify the folder structure or to update and match existing sites or storage locations on the ground to reflect those changes in the digital custom library.

Customising folder properties:

Depending on the folder management attributes, users might have the option to customise various properties of a folder, such as its icon and color-coding for easier identification and differentiation.

Setting folder attributes:

The administrator can allow specific users to set attributes for folders, such as read-only status, which can affect how other users access folders.

Overall, editing folders is essential for maintaining an organised and efficient folder management system, ensuring that data content is stored in a way that facilitates easy retrieval and collaboration while adhering to security and access control policies.

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 material inventory) and edit content (folders, materials, volume/weight, part numbers, preferred names, etc.)	 View and Edit

Folder Edit Functions

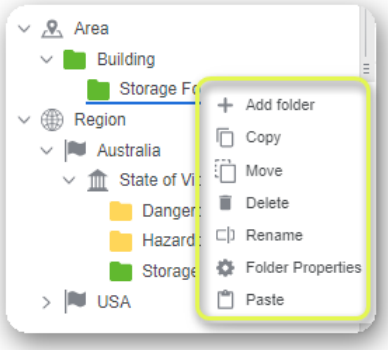
The folder edit menu contains specific edit options that enable users to use the right click functions.

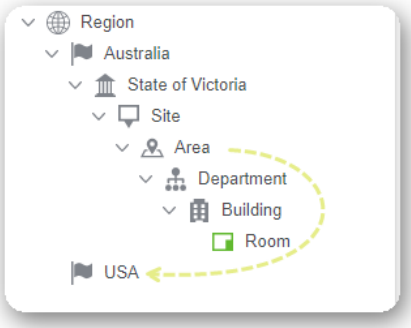
Right Click Edit Options

- 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.



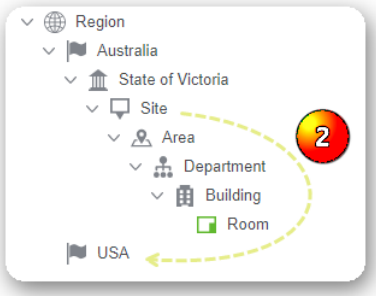


2.2.4.1 Move a Folder into Another

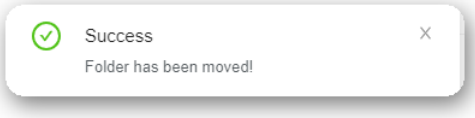
The following steps attempt to show how to move one folder into another.

Steps: Move a Folder to Another Location

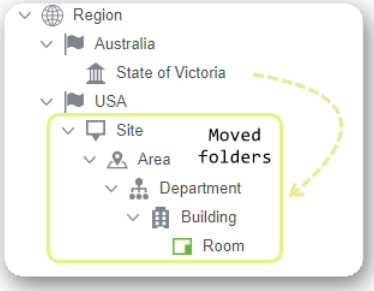
1. Open home module .
2. Drag and drop folder from location source folder to the destination folder.



A message confirms the newly created Area folder.



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

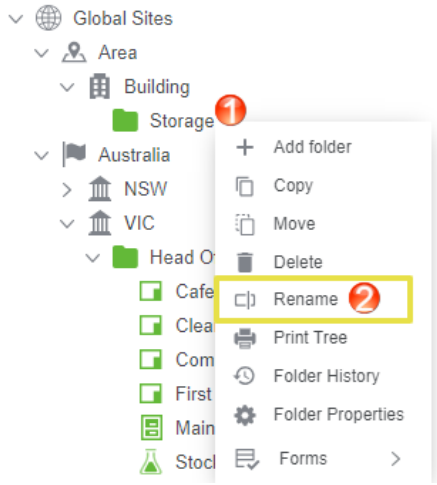


2.2.4.2 Rename a Folder

The steps below show how to rename an existing folder.

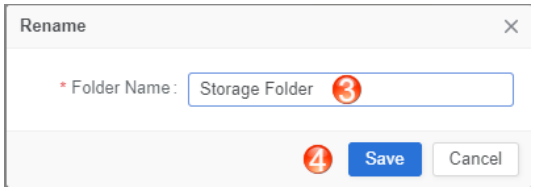
Steps: How to Rename a Folder

1. **Right click** on a folder.

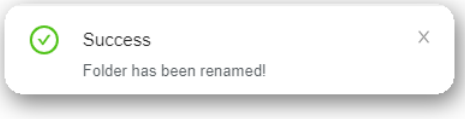


2. Select the **Rename** option from the context menu.
3. Type the **new folder name**.
4. Click the **Save** button 

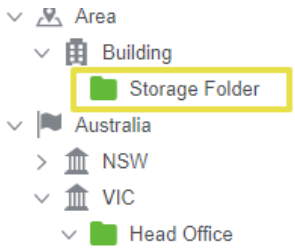
.



A message confirms renamed folder.



5. Confirm renamed folder.



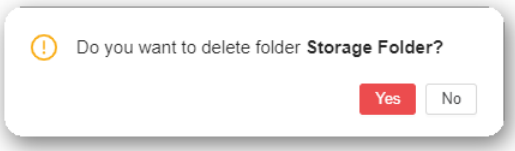
2.2.4.3 Delete a Folder

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

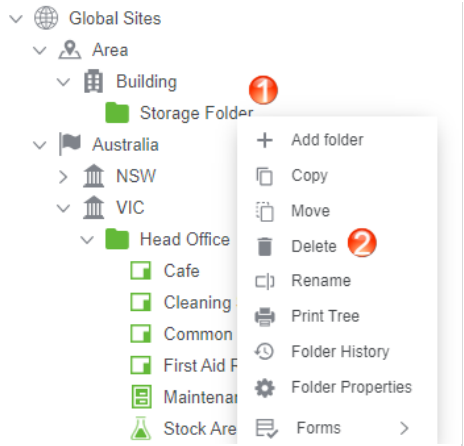
The following steps illustrate how to delete a single folder.

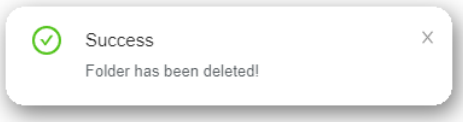
Steps: How to Delete a Folder

1. **Right click** on a folder.
2. Select the **Delete** option from the context menu.
3. Click the **Yes** button to confirm.

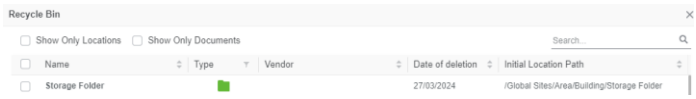


A message confirms renamed folder.





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.



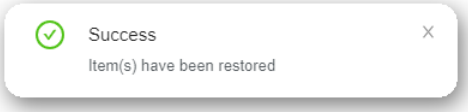
2.2.4.4 Restore a Deleted Folder

The steps below show how to restore a deleted folder.

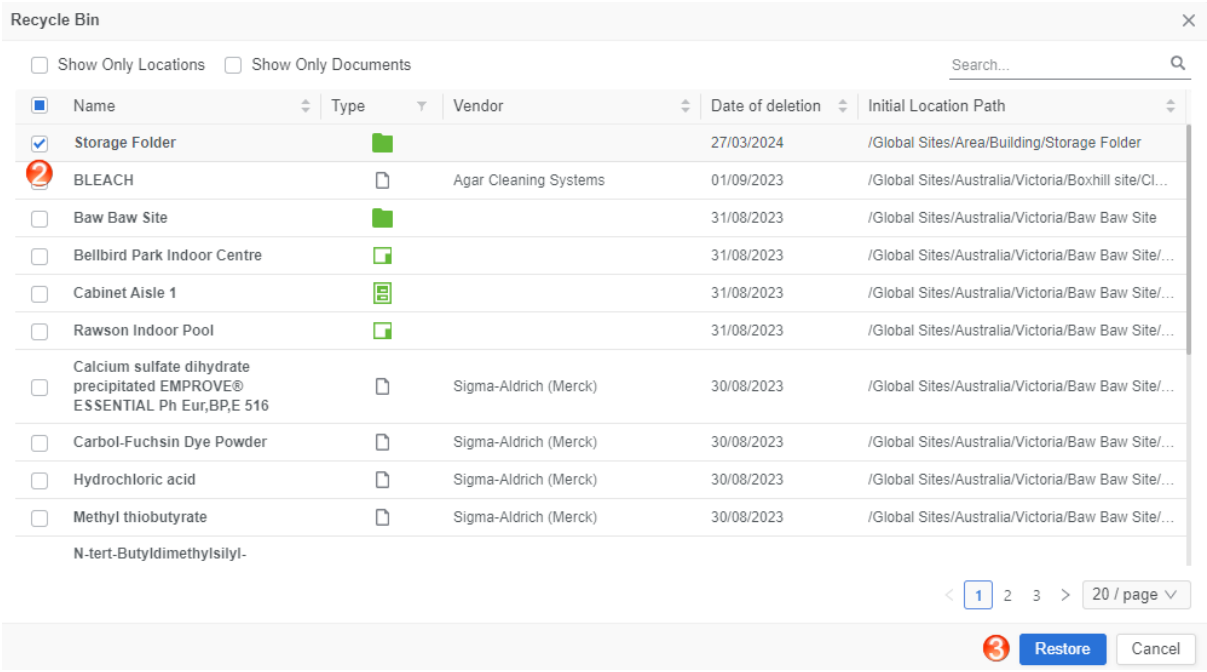
Steps: How to Restore a Deleted Folder

1. Click on the **Recycle Bin** button on the bottom right corner of the folder panel.
2. Select the **deleted folder's checkbox** on the grid.
3. Click the **Restore** button to confirm action.

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

Chemwatch provides primarily four ways in which materials can be registered (added) into the database.

Type	Required from Requester	Chemwatch Process	Expectation
Inventory Database Registration	Master Product List, Sisot Inventory Product List, Manifest Inventory List can be sent to Chemwatch via email.	Inventory will be registered in accordance with the registration phases.	Registration phases captured through the Chemwatcher module's PTN History and statuses. The PTN completion status depicted final output for all registered materials per PTN.
Manifest Upload	Manifest Inventory List can be sent to Chemwatch via email.	Manifest will be created through the registration phases.	
FTP Upload	The Master Product List, Sisot Inventory Product List, Manifest Inventory List can be uploaded through File Transfer Protocol (FTP).	Inventory will be registered through the registration phases.	
Adding Materials	Users can add materials or products into folders.	This process is considered as a self-registration, where user adds an SDS into a folder.	Users must have read-write permission

Before adding materials into a folder, consider the following roles a user may have.

- Management supervisor role
- Support to supervisor user role

Function	User Profile	Description	Permission
Management Supervisor Role	Folder Owner with Edit Rights	Folder management	Ability to create and edit folders and folder properties (read-write permission). Ability to add materials/SDS into folders and edit volume/weight of materials.
Support Role	Folder Access with Edit Rights	Folder inventory management	Ability to add materials/SDS into folders and edit volume/weight of materials.

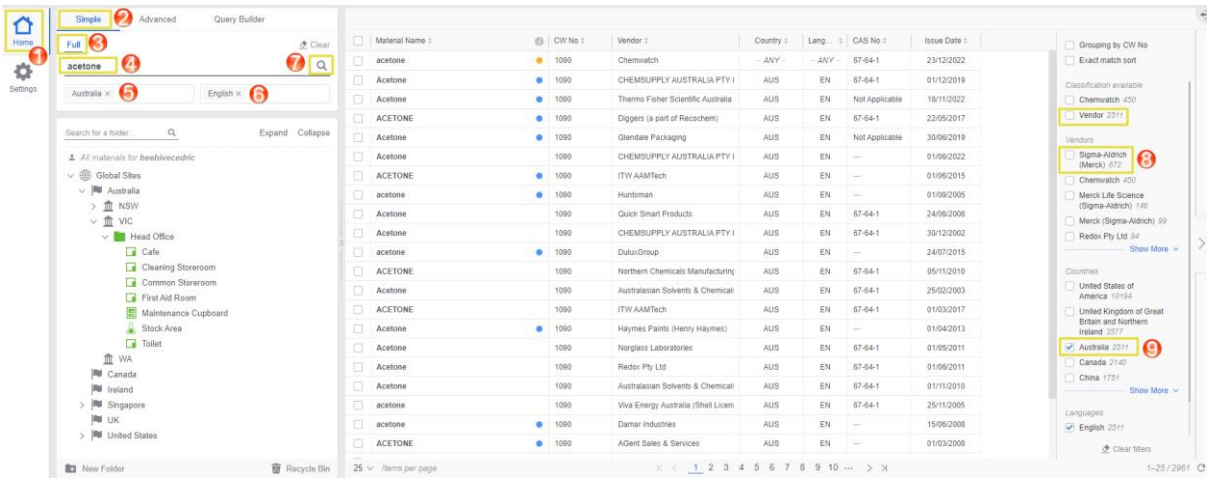
2.2.5.1 Search and Add Materials into Folders

Required from Requester	Chemwatch Process	Expectation
Users can add materials or products into folders after search by drag and drop function.	This process is considered as a self-registration process; where users add SDS by dragging and dropping them into folders.	Users must have read-write permission.

The following steps illustrate how to search and add materials into a storage folder by using drag and drop function. Adding materials into folders requires users to have read-write permission to those folders.

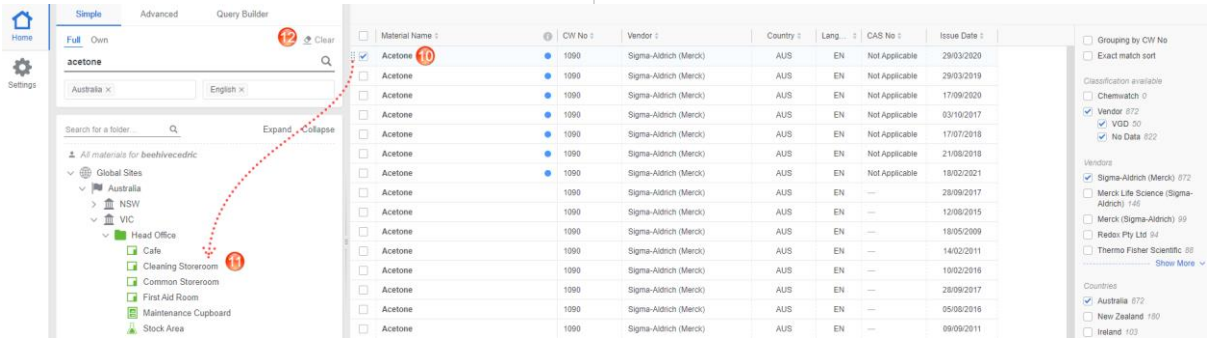
If the material or chemical or product is available, a search list result will display, however, if no material is found, the search result will display the message "no records found". In this case, send a request to upload Vendor SDS through the email address below and ensure to attach the latest version of the SDS: msdsuploads@chemwatch.net.

Steps: How to Search and Add Material into a Folder



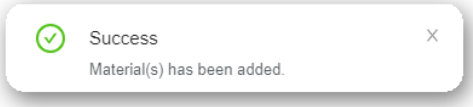
1. Open **Home** module.
2. Click on **Simple** tab.
7. Click the **magnifying glass** to conduct the search based on the set parameters.

3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
8. Select **Vendor** checkbox on the side panel to filter the materials list further to specific manufacturer(s), e.g., Sigma Aldrich.
9. **Country checkbox** has already been preselected based on the search parameters set. More countries may be added to further filter by those specific countries.



10. Hover **Drag**  **and drop** document name to a specific folder location, e.g., Storage Folder.
11. Click on the **Folder name** to view record.
12. Press the **Clear** button  located on the search panel.

A message confirms the addition of material into folder.

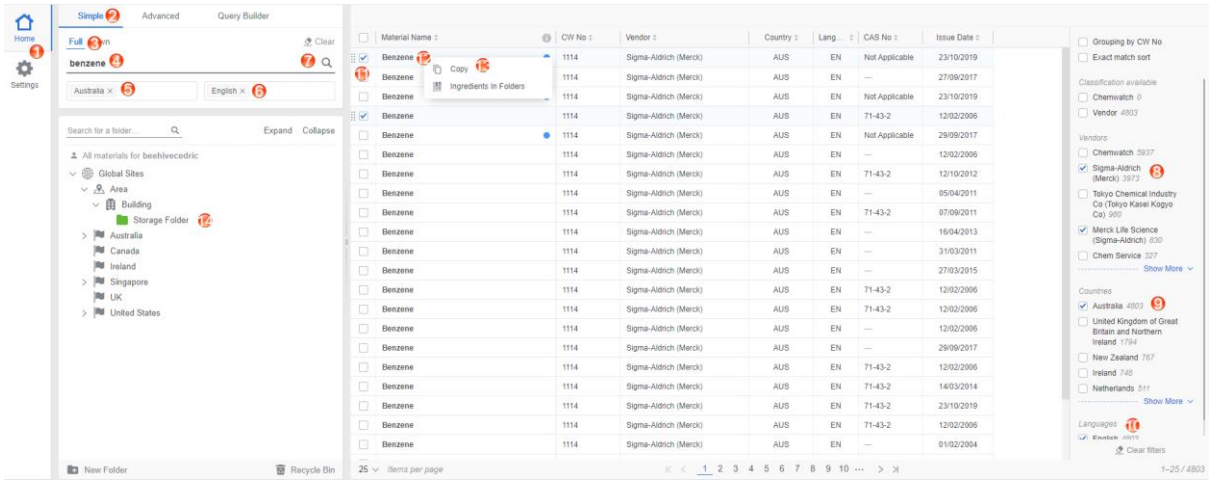


2.2.5.2 Search and Copy Materials into Folder

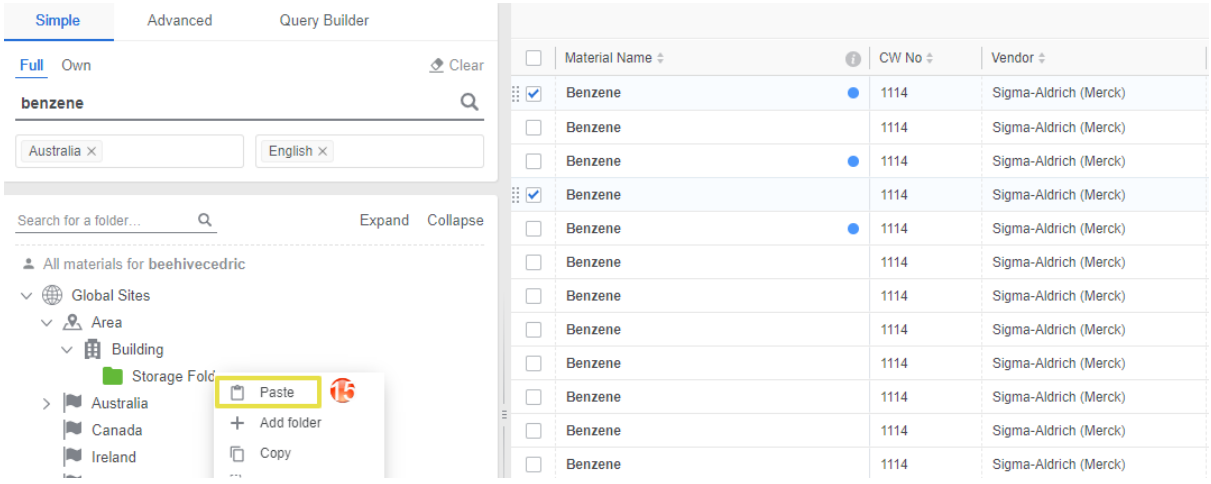
Required from Requester	Chemwatch Process	Expectation
Users can add materials or products into folders after search by copy and paste function	This process is considered as a self-registration process; where users add SDS by copying and pasting them into folders.	Users must have read-write permission.

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. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **Material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass** to conduct the search based on the set parameters.
8. Select **Vendor checkbox** on the side panel to filter the materials list further to specific manufacturer(s), e.g., Sigma Aldrich.
9. **Country checkbox** has already been preselected based on the search parameters set.
10. **Language checkbox** has already been preselected based on the search parameters set.
11. Select the **checkbox(es) alongside the material name**(s) intended to be copied.
12. **Right click** on one of the selected **material names** to copy.
13. Click on the **Copy** option.
14. **Right click** on the **destination folder**.
15. Select **Paste** to add copied material(s) into this folder.



A message confirms copied materials into folder.

2.2.6 Copy, Move, Delete Materials

This sub-topic will cover the following activities:

→ Copy material into another folder using right click menu
→ Move a material from a source folder to another folder
→ Delete a material from a folder
→ Paste copied material using the right click menu
→ Paste material moved from a source folder into a destination folder

In the Backpack system, copying, moving, and deleting materials are fundamental operations in managing materials, data and SDS files. Materials can be distributed across single or multiple folders. This topic covers aspects of how to distribute materials across the folder structure by using the copy, move and delete functions.

Function	Required from User	Chemwatch Process	Expectation
Copy, move, delete materials	Users can copy, move, and delete materials or products in folders.	This process uses the right click function to copy, move, or delete materials.	Users must have read-write permission

If read only permission has been granted to a user, then that type of user will not be able to distribute materials within the specified folders but may be granted rights to certain folders by the domain account administrator. If uncertain of your user profile and permission, contact customerservice@chemwatch.net.

The following sub-topics show how to copy, move, and delete materials.

2.2.6.1 Copy a Material into another Folder

The steps below show how to copy a single material from one folder into another folder location.

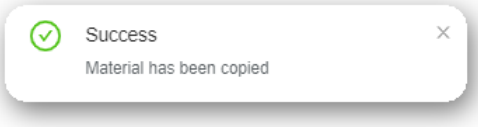
Steps: How to Copy Material into Another Folder

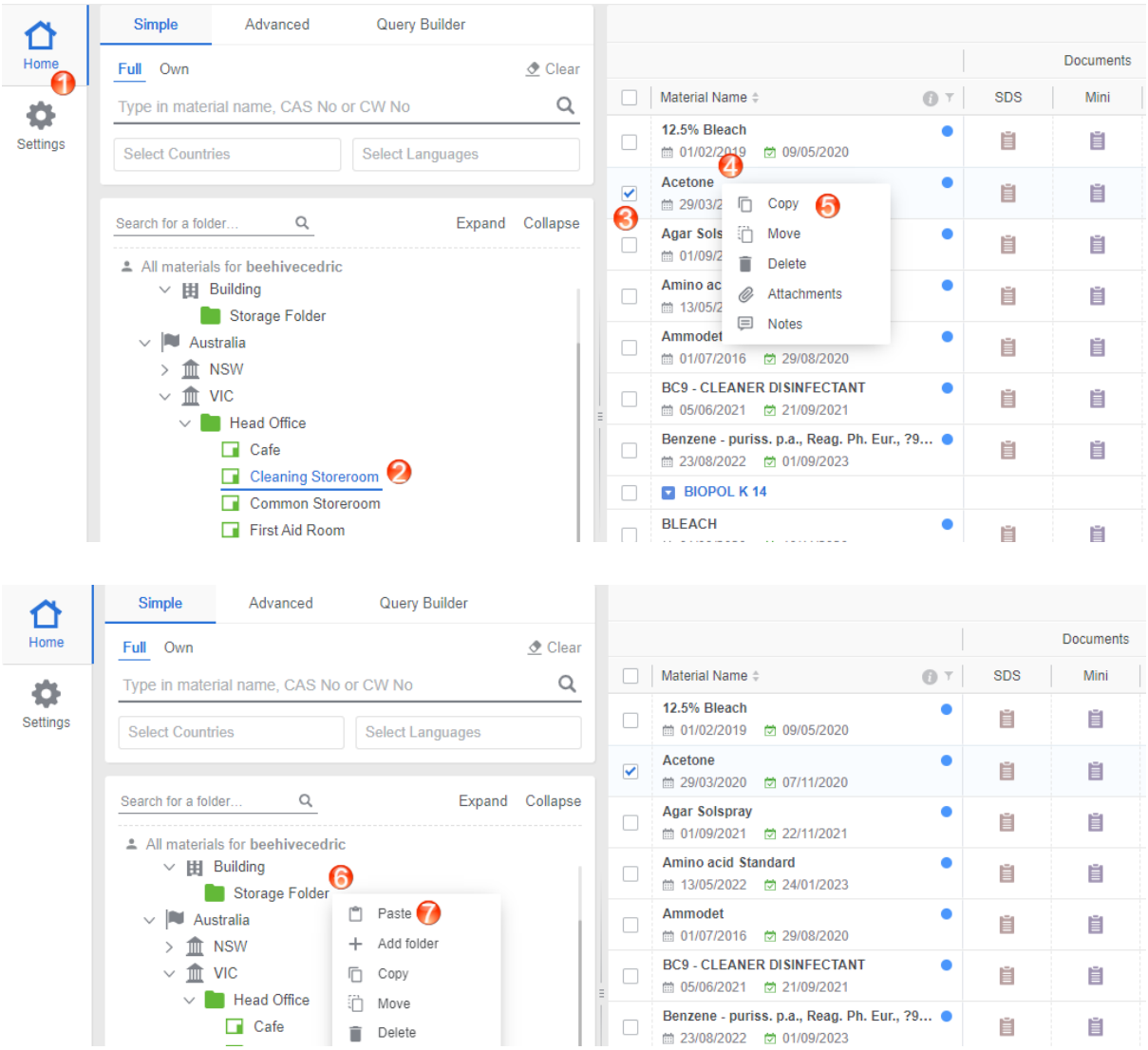
1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the **Checkbox on material row**.
4. **Right click** on material name.
5. Select **Copy**.
6. **Right click** on destination folder.

A message confirms successful copy.

7. Select **Paste**.

A message confirms successful operation.





2.2.6.2 Move a Material from Source Folder

The steps below show how to move a single material from a source folder into another folder location.

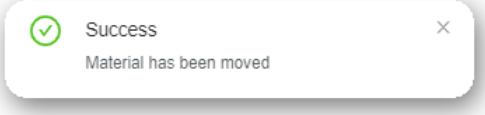
Steps: How to Move a Material from a Source Folder

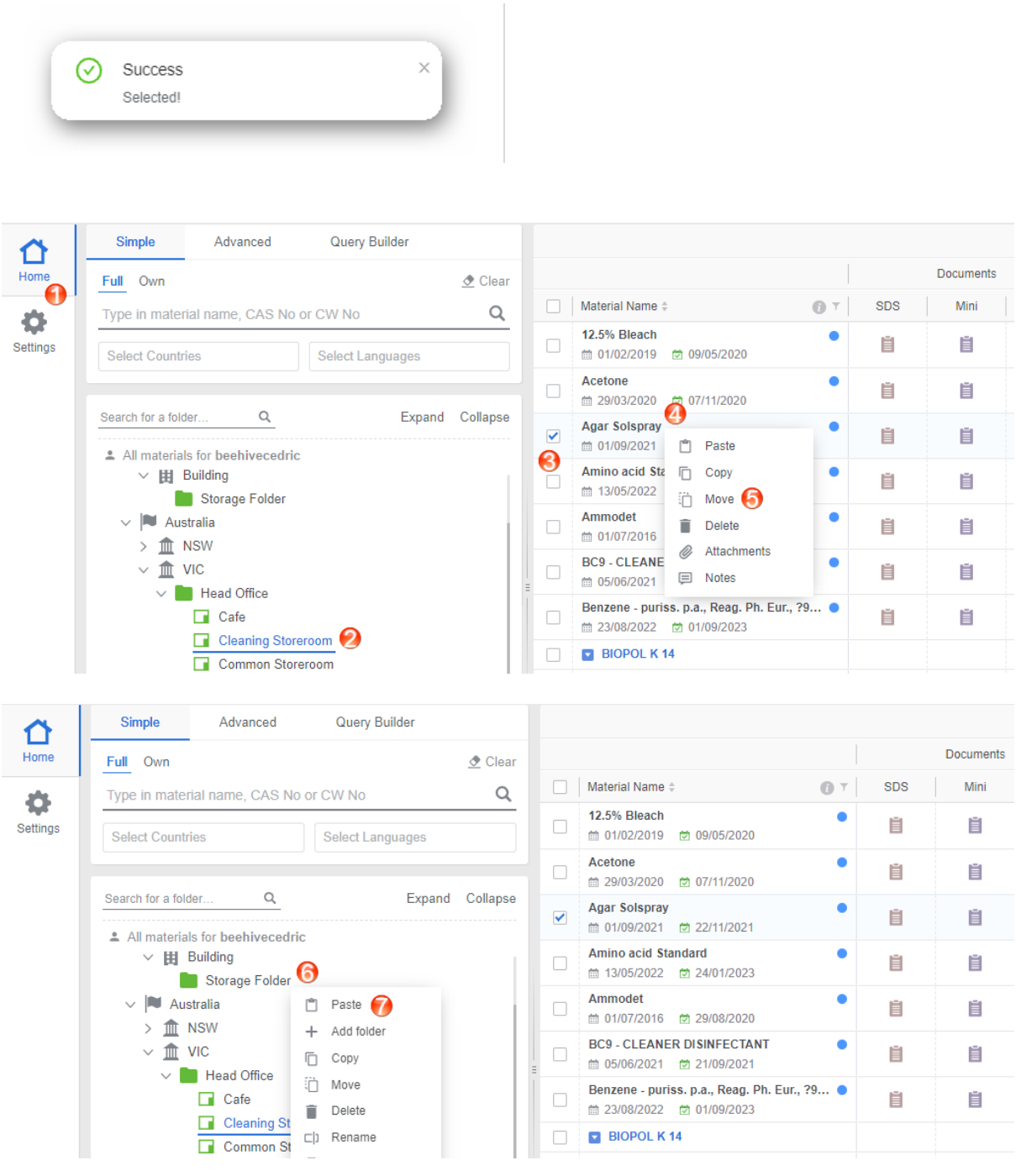
1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the **Checkbox** on material row.
4. **Right click** on material name.
5. Select **Move**.

A message confirms successful selection.

6. **Right click** on destination folder.
7. Select **Paste**.

A message confirms successful operation.

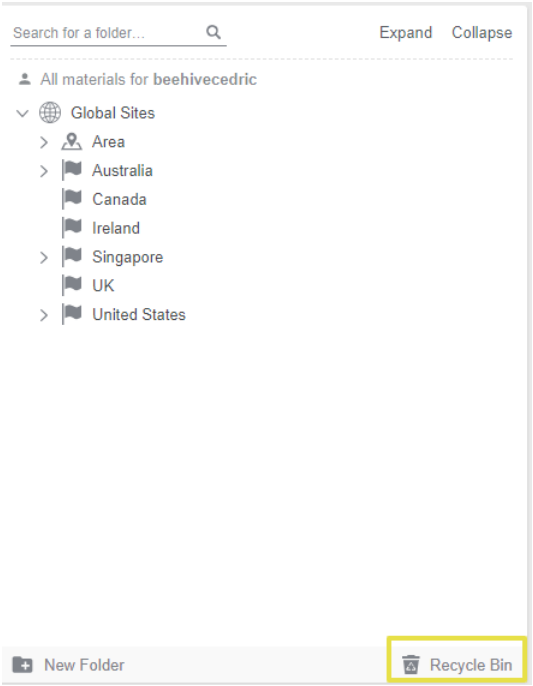




2.2.6.3 Delete a Material from a Folder

The Recycle Bin

Generally, when a material or folder item is deleted from a folder or location, it is typically moved to a temporary storage location known as a “Recycle Bin”. This element is located at the bottom right corner of the folder panel.



The recycle bin provides the following elements:

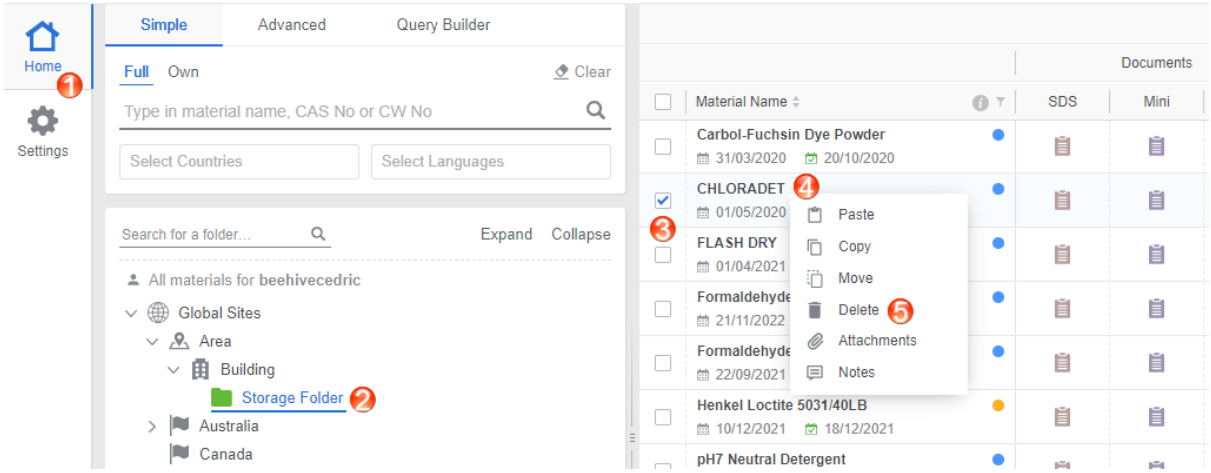
Element	Description
Show Only Locations 	If this checkbox ☐ is selected, the recycle bin grid will display the list of deleted items based on locations represented by folder type icons.
Show Only Documents 	If this checkbox ☐ is selected, the recycle bin grid will display the list of deleted items
Search 	This functionality enables users to quickly locate specific deleted items entering keywords, file names and its alphanumerical supported.
Restore 	The restore feature provides a safety net for users who accidentally delete important materials or folders offering a way to recover them.
Pagination 	This method is used to divide large data sets into smaller pages making it easier to navigate and find specific information from the search results.
Name	The grid displays the list of deleted items by material name or folder name.
Type	The grid displays the list of deleted items where the “Type” column shows the document icon or folder type icon.
Vendor	The grid displays the list of deleted document items by material name and represented by the file type as a document icon.

Date of deletion	The grid displays the date when a material or folder was deleted.
Initial Location Path	The grid displays the initial location (folder) path for the deleted item.

The following steps illustrate how to delete material from a folder. Deleted materials are transferred into the Recycle Bin 

. If a user accidentally deletes a material, the system provides the option to restore any deleted item back to its source.

Steps: How to Delete a Material from a Folder

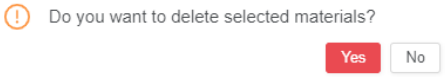


1. Open home module  .
2. Click on folder location to list materials.
3. Select the checkbox on material row.
4. Right click on material name.
5. Select delete.

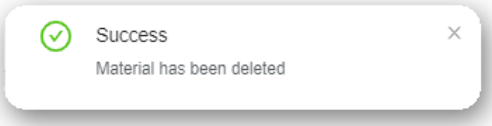
A message confirms successful selection.

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

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

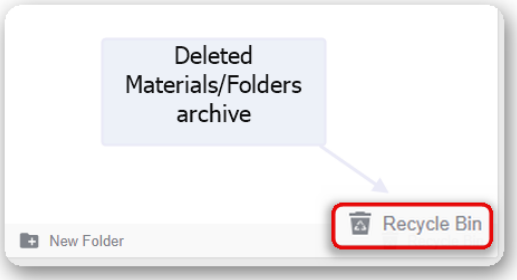


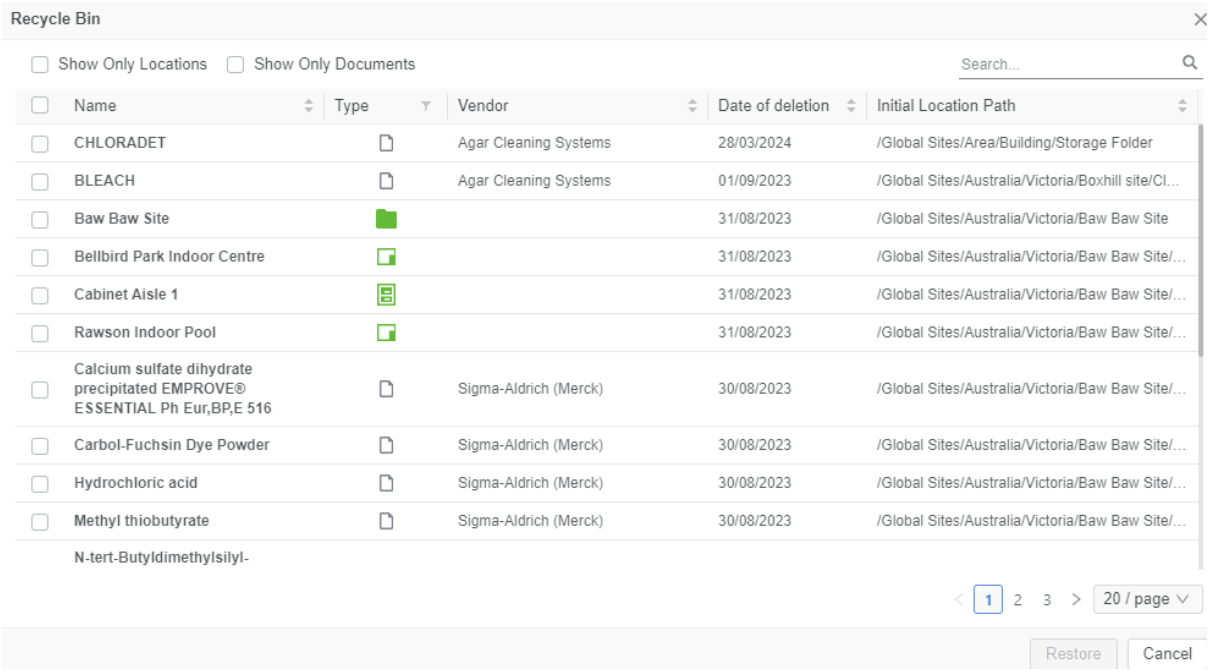
A message confirms successful operation.



Steps: How to View Content in the Recycle Bin

1. Open **Home** module .
2. Click on **Recycle Bin** button .





3.0 Print, Download and Share Reports

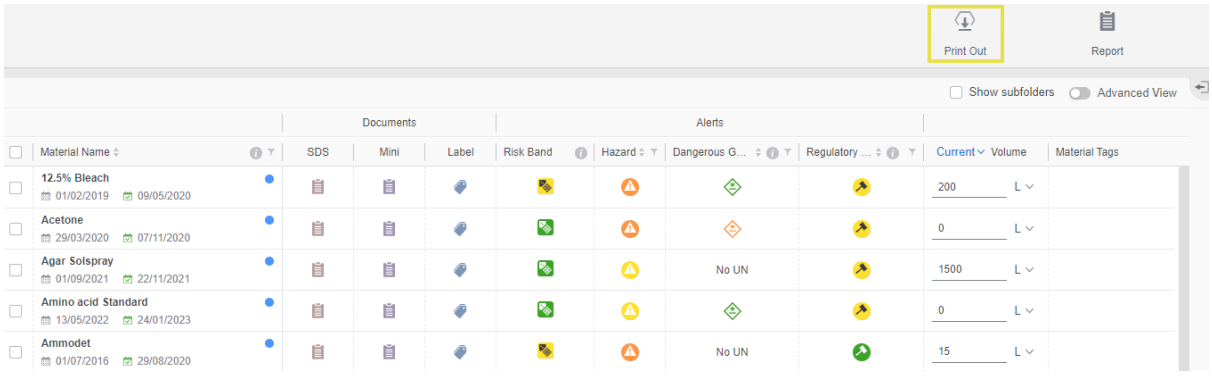
This sub-topic will cover the following activities:

- → Print a list of materials in a folder in pdf format
- → Print a vendor SDS in pdf format
- → Download a vendor SDS
- → Share a vendor SDS by email
- → Generate reports using report generator

WHAT YOU'LL LEARN

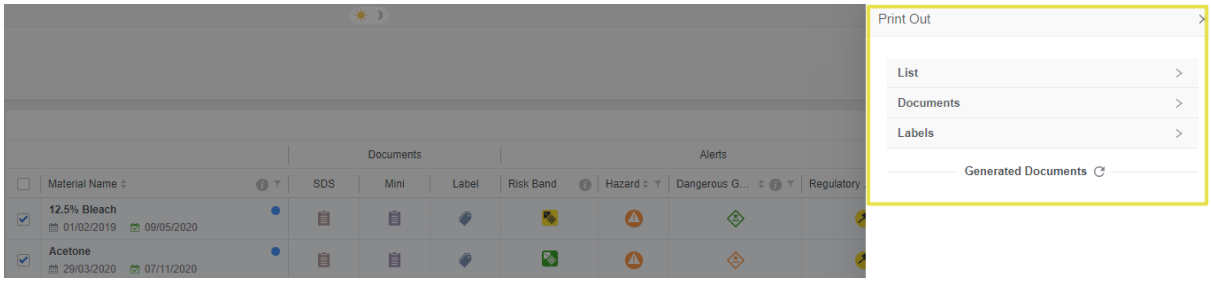
Print Out

The Print Out function provides users with the ability to print, download and share materials, inventory lists and SDS files. It allows users to generate physical and soft copies of digital content for various purposes such as archiving or audits. Users have the convenience to share, distribute and preserve information in a format that is easily accessible and portable.

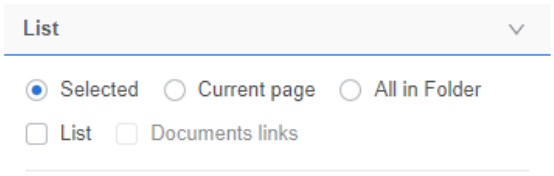
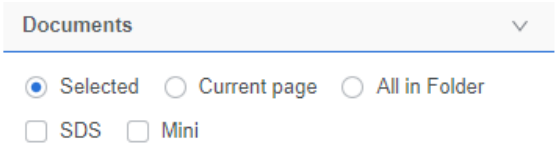
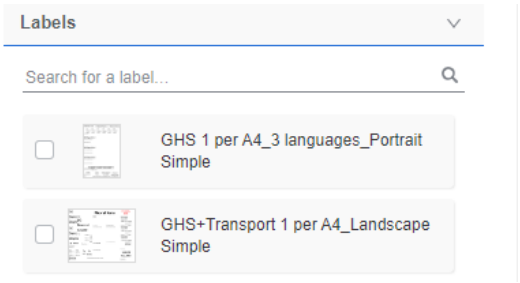


The Print Out menu contains the following options:

- List
- Documents
- Labels



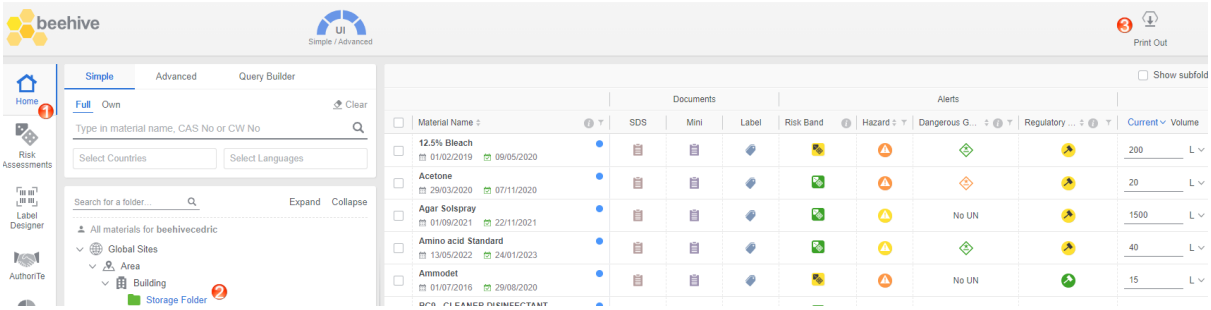
The Print Out options are described below.

List	Type	Description
	List	Prints the list of materials as per the column headers for the selected materials or current page or all in folder.
Documents	**Type**	**Description**
	SDS	Prints SDS documents selected materials or current page or all in folder.
	Mini	Prints Mini SDS documents for the selected materials or current page or all in folder.
Labels	**Type**	**Description**
	GHS format labels	Prints Label documents for the selected materials or current page or all in folder by selecting a label template from the list of options.

3.1 Print List

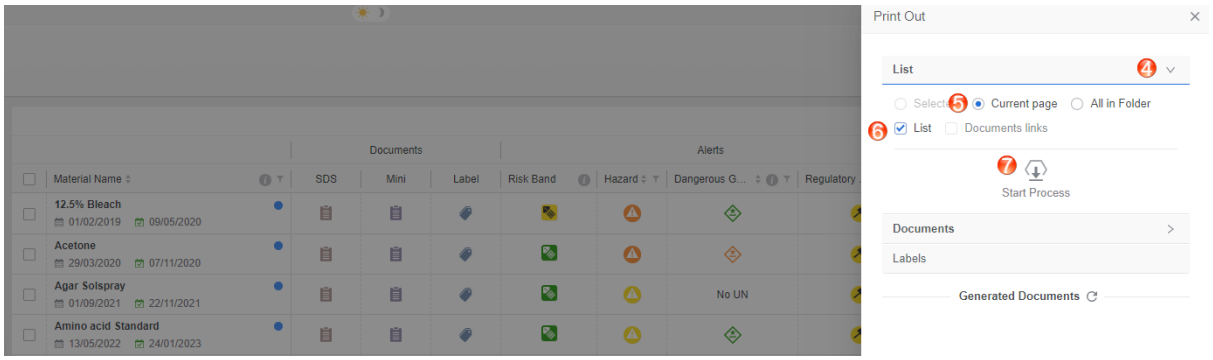
The following steps show how to generate print format list report.

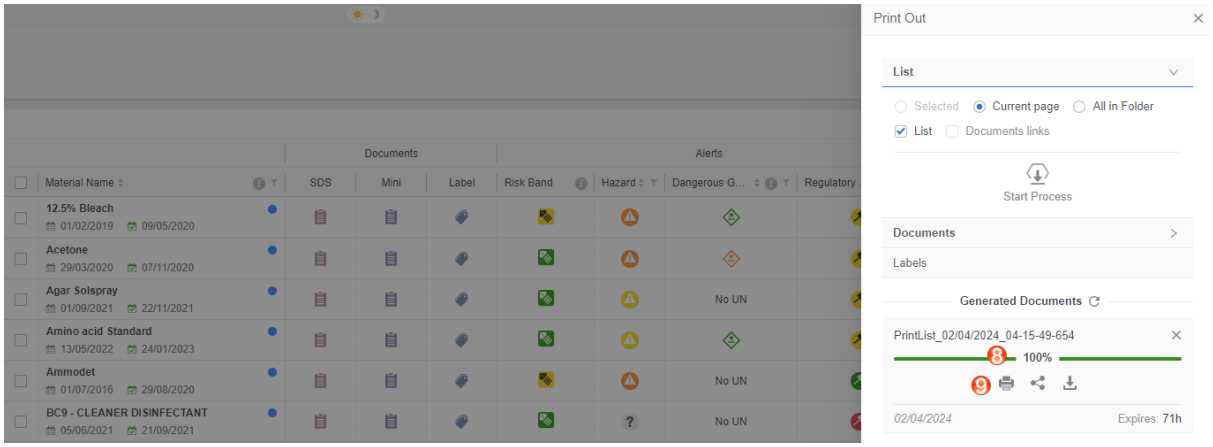
Steps: How to Print a List of Materials



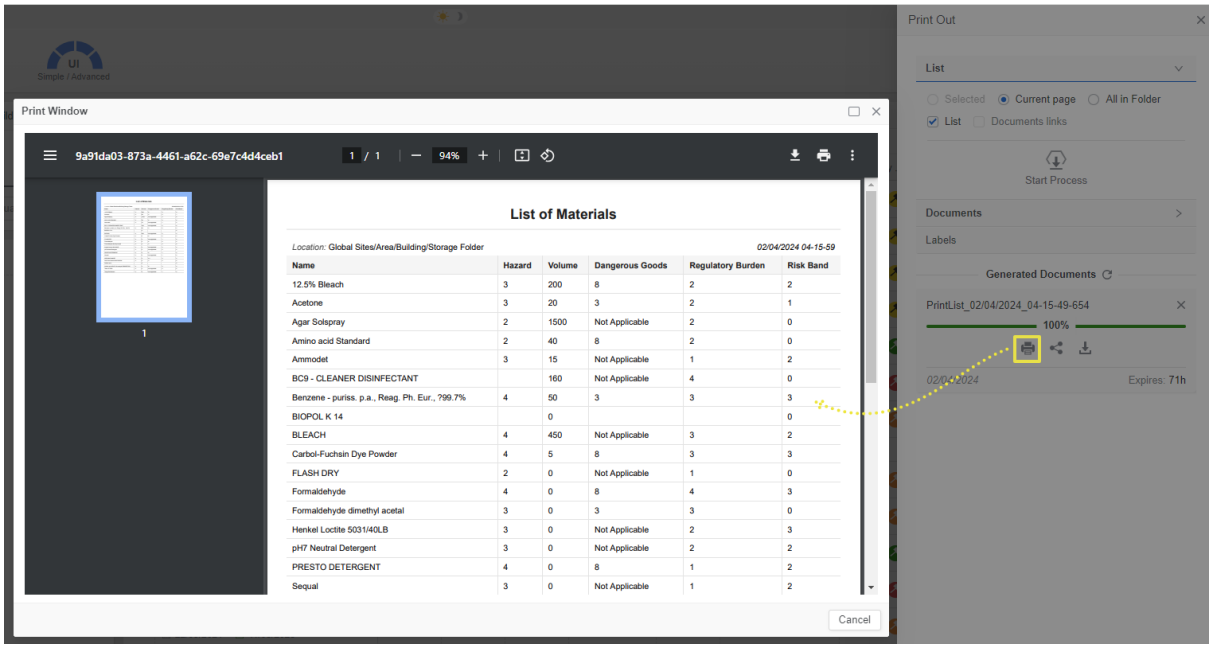
1. Open **Home** module .
2. Click on **Folder** location to list materials.
6. Click on the **List checkbox**.
7. Click the **Start Process** button.

3. Click the **Print Out** button on the top right corner of the user interface.
4. Click on the **List drop down arrow**.
5. Note that the **Current page** is selected by default. Choose an option or maintain the default selection.
8. Wait for a moment to generate the **PrintList_Date** report at 100% progress bar. Take note of the expiry timeframe of the downloaded file.
9. Select the **Print**, Share or Download button below the progress bar.





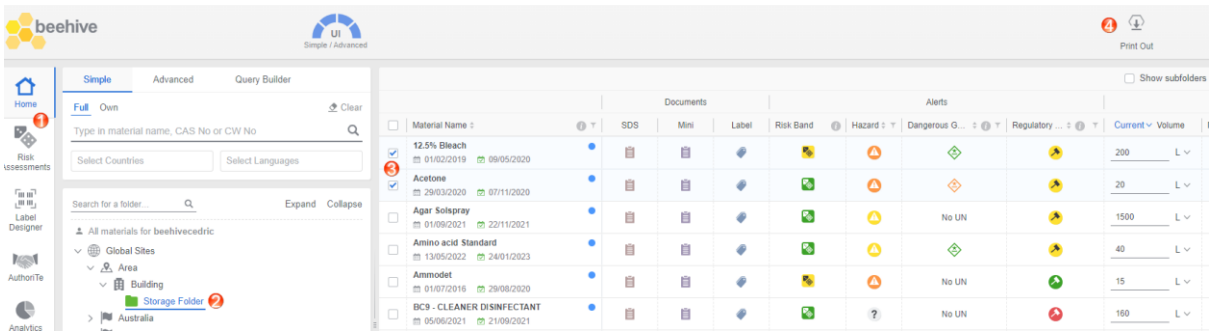
Document Viewer generated in PDF Format.



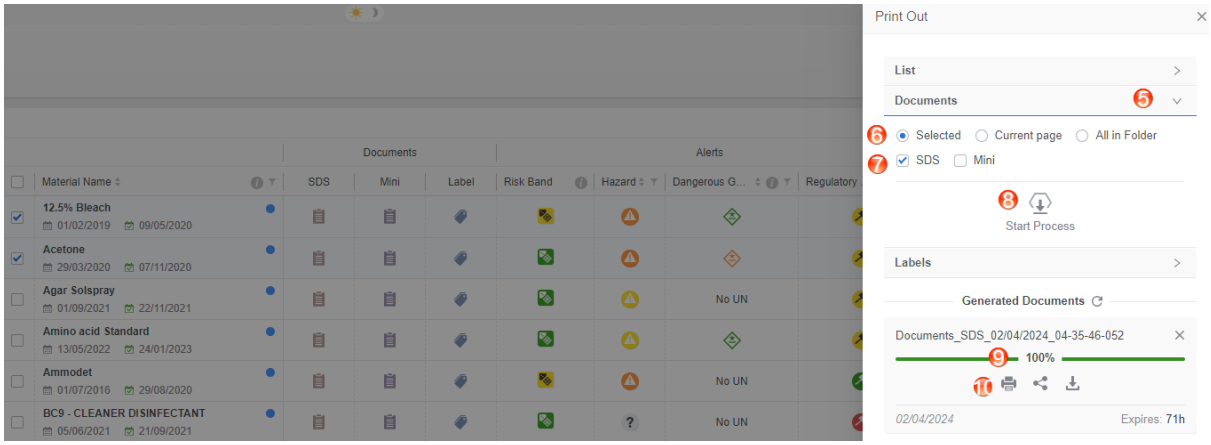
3.2 Print Vendor SDS

The steps below show how to print a Vendor SDS .

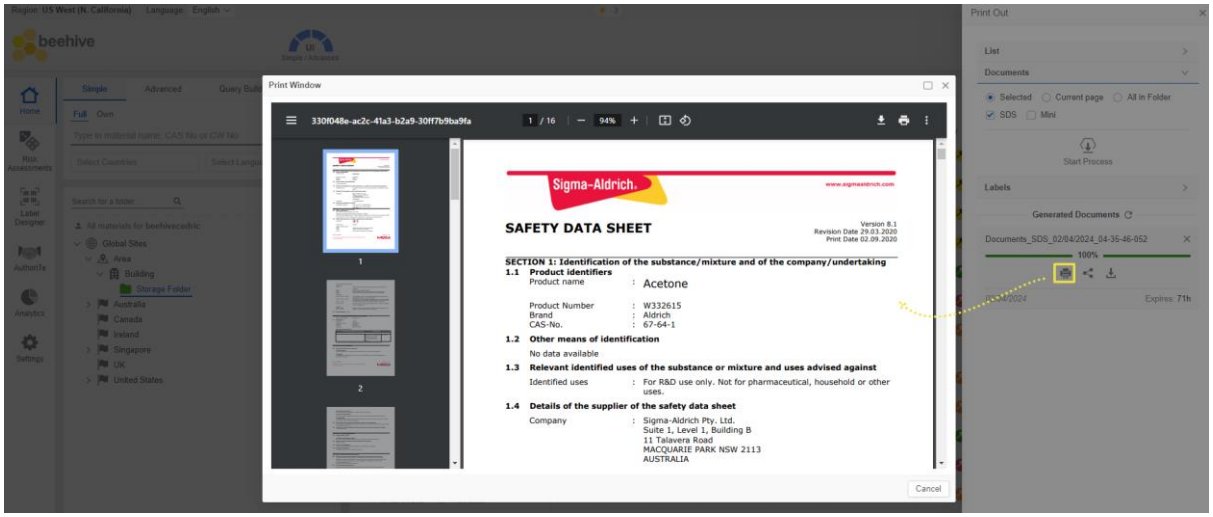
Steps: How to Print a Vendor SDS



1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the material checkbox(es) alongside the product(s) of interest.
4. Click the **Print Out** button on the top right corner of the user interface.
5. Click on the **Documents drop down arrow**.
6. Note that the **Current page** is selected by default. Choose an option or maintain the default selection.
7. Click on the **SDS checkbox**.
8. Click the **Start Process** button.
9. Wait for a moment to generate the **Documents_SDS_Date** report at 100% progress bar. Take note of the expiry timeframe of the downloaded file.
10. Select the **Print**, Share or Download button below the progress bar.



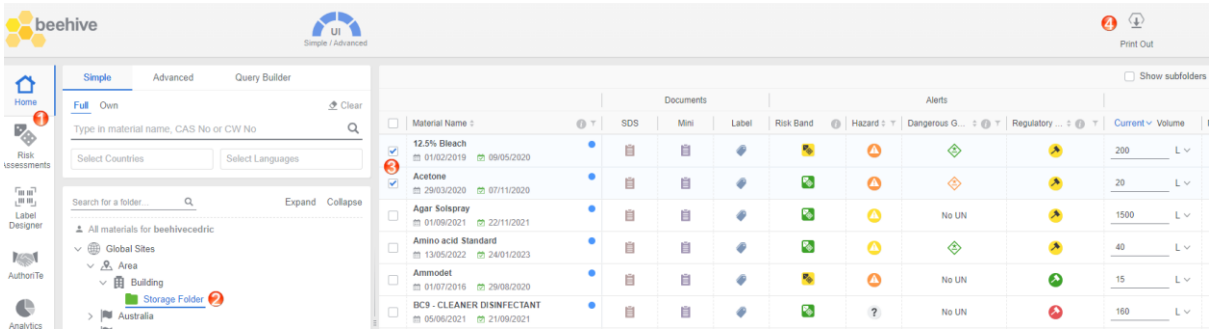
Vendor SDS View.



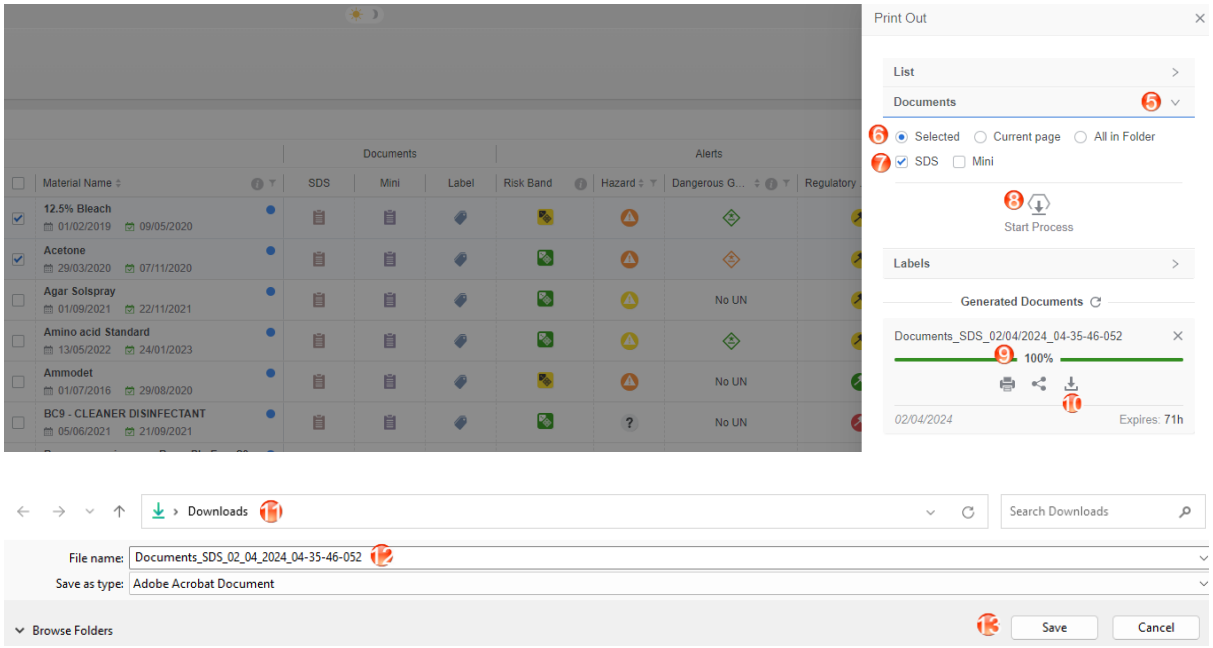
3.3 Download Vendor SDS

The steps below show how to download a Vendor SDS .

Steps: How to Download (Save) a Vendor SDS



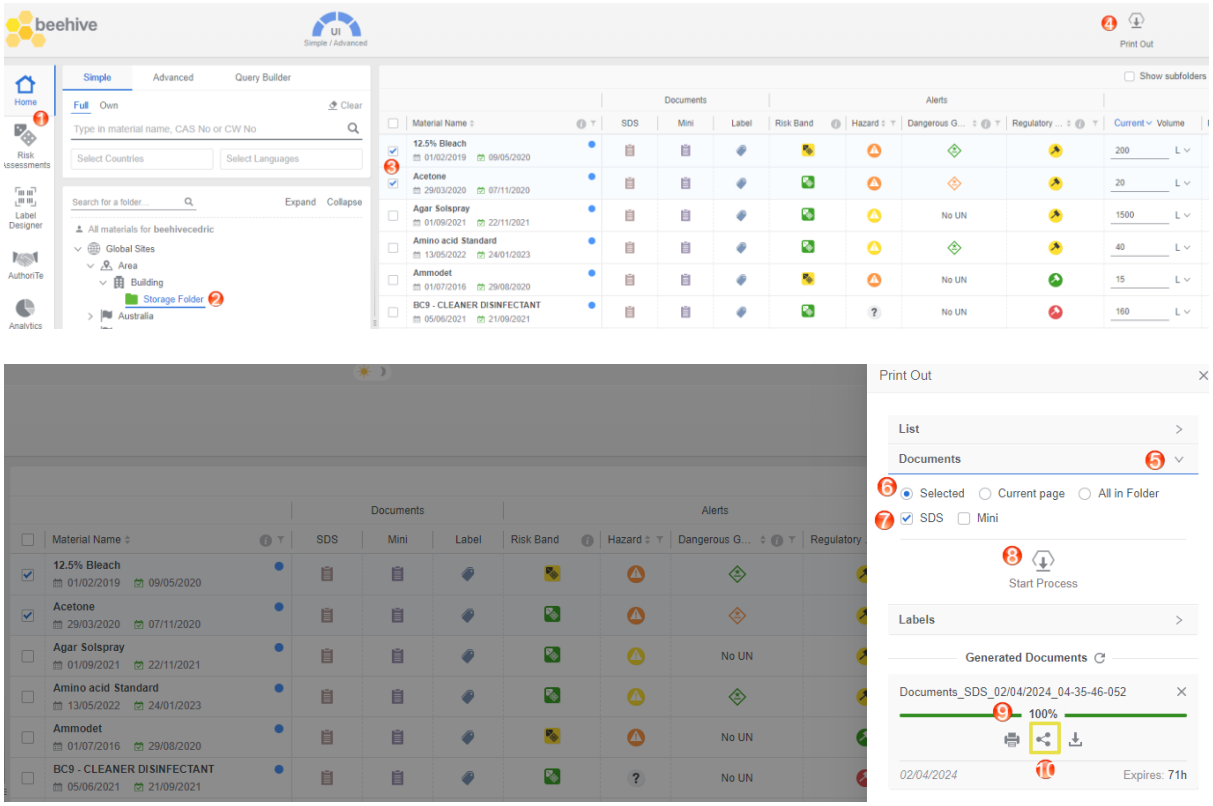
1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the material checkbox(es) alongside the product(s) of interest.
4. Click the **Print Out** button on the top right corner of the user interface.
5. Click on the **Documents drop down arrow**.
6. Note that the **Current page** is selected by default. Choose an option or maintain the default selection.
7. Click on the **SDS checkbox**.
8. Click the **Start Process** button.
9. Wait for a moment to generate the **Documents_SDS_Date** report at 100% progress bar. Take note of the expiry timeframe of the downloaded file.
10. Select the Print, Share or **Download** button below the progress bar.
11. Select a **destination folder** from windows if the "Downloads" folder isn't the default.
12. **Change the file name** from the system's default name.
13. Click the **Save** button to complete the download process.



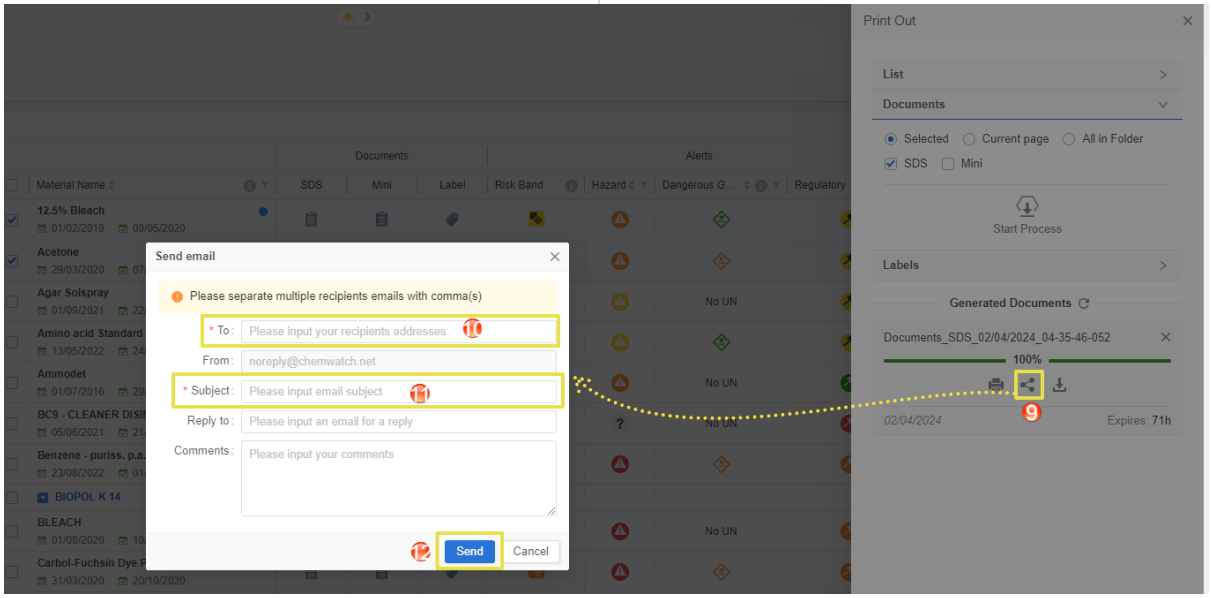
3.4 Share Vendor SDS

The steps below show how to share Vendor SDS through the email function. Note the recipient will receive the document(s) as attachment(s).

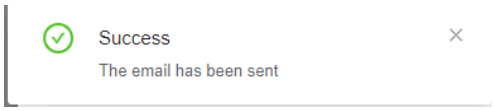
Steps: How to Share (Email) a Vendor SDS



1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the material checkbox(es) alongside the product(s) of interest.
4. Click the **Print Out** button on the top right corner of the user interface.
5. Click on the **Documents drop down arrow**.
6. Note that the **Current page** is selected by default. Choose an option or maintain the default selection.
7. Click on the **SDS checkbox**.
8. Click the **Start Process** button Wait for a moment to generate the **Documents_SDS_Date** report at 100% progress bar. Take note of the expiry timeframe of the downloaded file.
9. Select the Print, **Share** or Download button below the progress bar.
10. Enter the **Send email information** of the recipient, email address in the "**To**" field, and "From" field.
11. Enter the **Subject**, Reply to" and any comments.
12. Click the **Send** button.



Email confirmation.

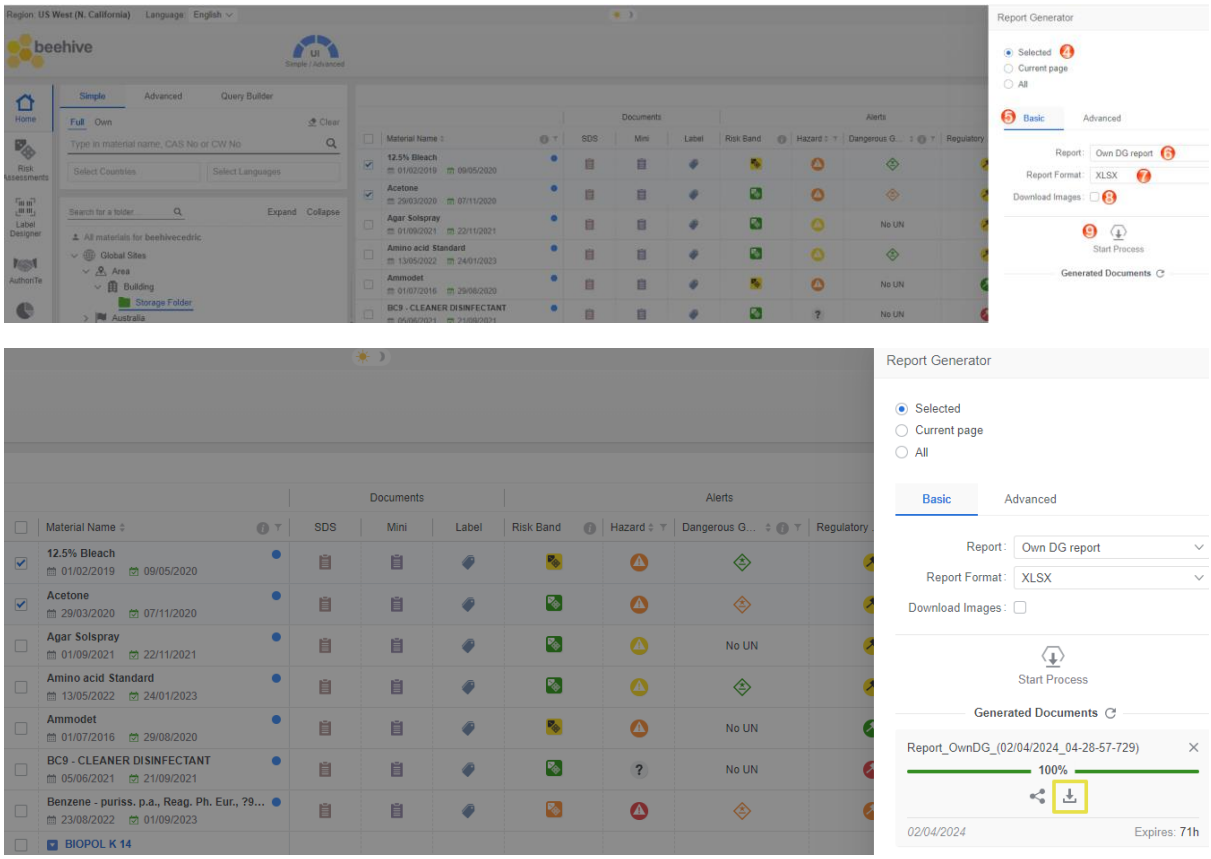


3.5 Generate Reports via Report Generator

The steps below show how to generate reports using the Report Generator .

Steps: How to Generate a Report using a Basic Template

1. Open **Home** module .
2. Click on **Folder** location to list materials and select checkboxes against the materials of interest.
3. Click the **Report Generator** button on the top right corner of the user interface.
4. Note that the **Selected** radio button is the default option to generate the report based on selected materials on the list grid.
5. Choose the **Basic** or Advanced option. In this worked example, the Basic tab is used to generate the report.
6. Select the Report name from the drop-down list of templates.
7. Select the report format; **xlsx**, xls, csv, xml, html, formatted template xlsx.
8. Optional: Select the **Download images** checkbox where applicable to generate graphics where they exist. Applicable if report template contains images datapoints selected.
9. Click the **Start Process** button.
10. Wait until the download process is completed at 100% progress bar.
11. Clink the **Download** button.
12. Save downloaded file.



Downloaded Report View

	A	B	C	D	E	F	G	H
1	UN	Material Name	GHS H Codes	Shipping Name	DG Primary Class	Hazchem	Packing Group	Location
2	1791	12.5% Bleach	AUH031|H400|H314	HYPOCHLORITE SOLUTION	8	2X	III	
3	1090	Acetone	H225|H336|H319	ACETONE	3	*2YE	II	
4								

4.0 Preferred Names and Part Numbers

Generally, the IUPAC system of naming chemicals includes long and slightly complex chemical names, which tend to be difficult to remember, especially when searching databases for long complex compounds and mixtures. Common industrial products can be assigned preferred names or a user part numbers for ease of searching and finding the exact matches by using a trivial name that will only correspond to your own naming convention within your organisation.

The identification of materials within the system extends to the use of custom user part numbers. Part numbers are generally used to search for specific products as a quick and easier way of finding an exact match to locate a particular SDS within your own inventory or the full collection.

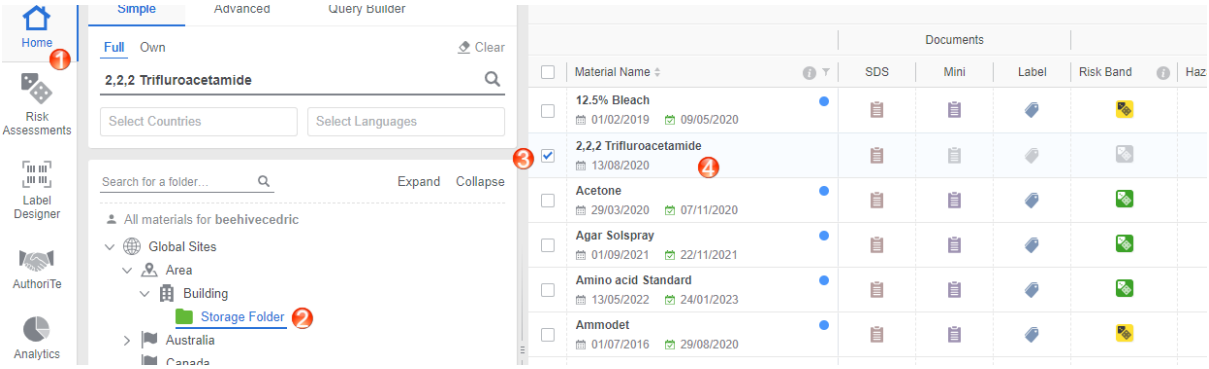
Note that a part number can also be vendor or user dependent. A Vendor Dependent Part Number is the product number reference provided by the manufacturer on the actual Vendor SDS. A User Dependent Part Number is the type of number assigned by a user within the Chemwatch system as another identification method for products in the own inventory.

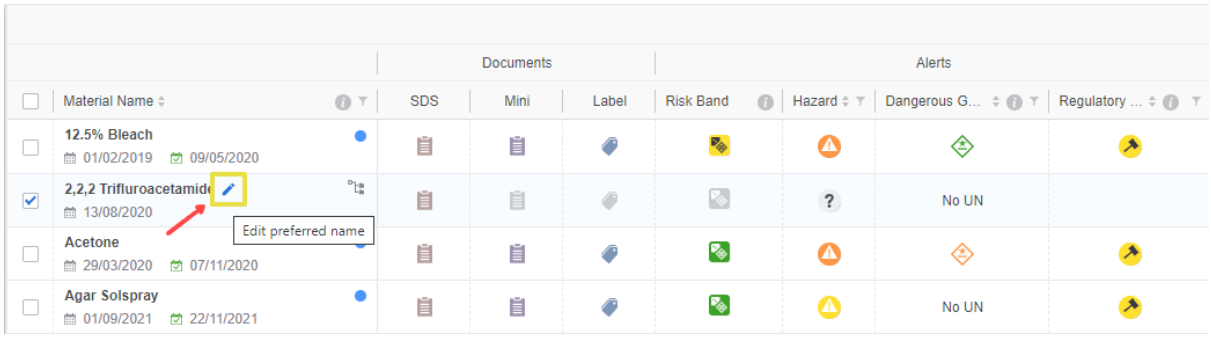
Creating a preferred name or part numbers is attributed to user privileges as determined by the administrator of the program within your business or organisation. Some users may only be allowed to view preferred names or part numbers, search by those assigned preferred names or part numbers.

4.1 Create Preferred Name

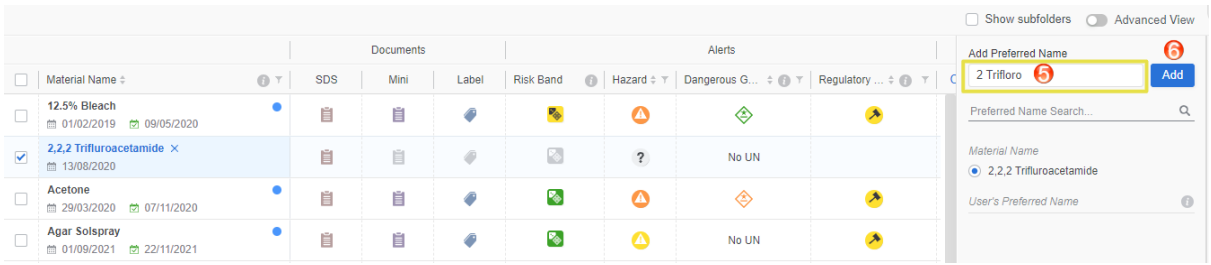
The follow steps illustrate how to create a preferred name for a material.

Steps: How to Create a Preferred Name

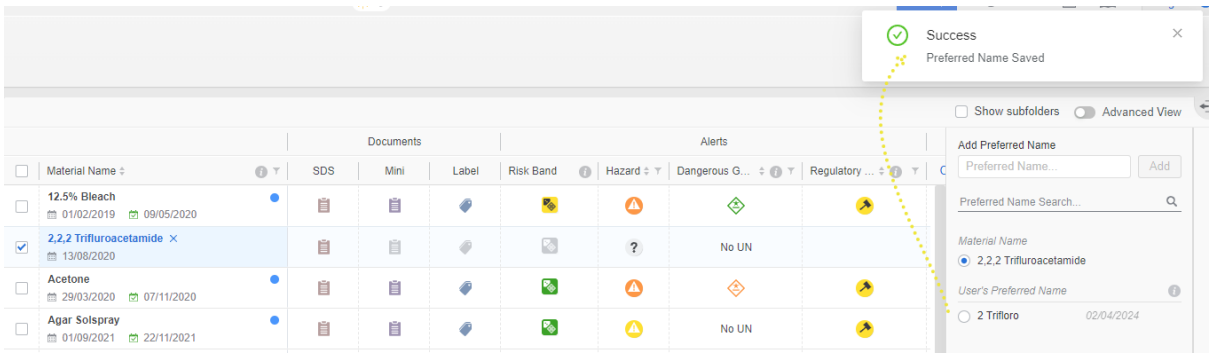




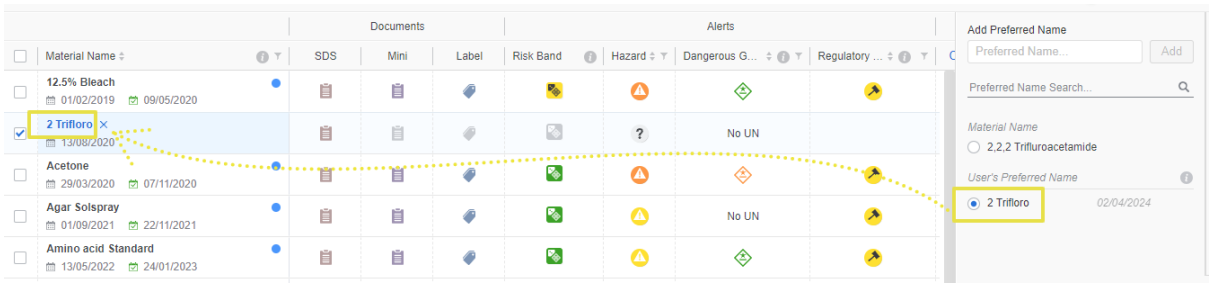
1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Click the Checkbox for material.
4. Move mouse pointer onto the **Preferred Name edit icon** alongside the material name and click on it.
5. Enter a **Preferred Name** on the Add Preferred Name text field.
6. Click the Add button.
7. Click the tick icon to save the record.



A message confirming the created preferred name is displayed.



The preferred name is shown in the material name column within the grid.



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 • Flash point

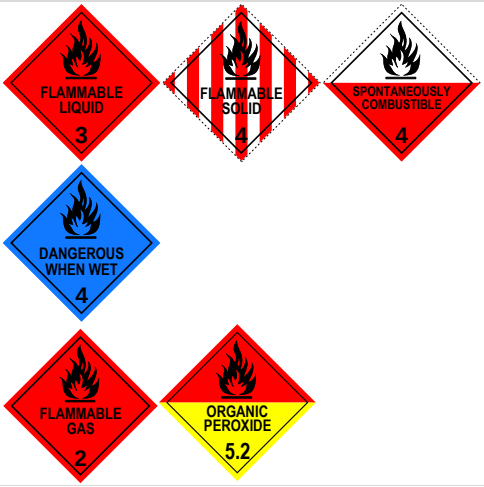
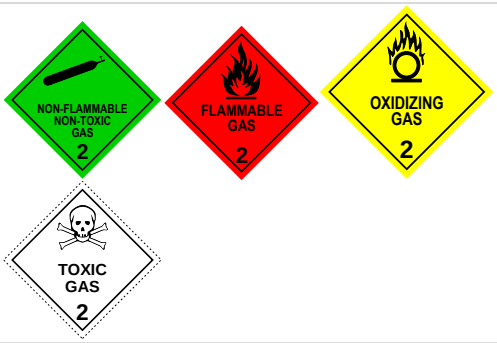
	• Evaporation rate • Flammability • Upper/lower flammability or explosive limits • Vapour pressure • Vapour density • Relative density • Solubility • Partition coefficient: n-octanol/water • Auto-ignition temperature • Decomposition temperature • Viscosity • Specific heat value • Particle size • Volatile 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 • 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

GHS Pictogram and DG Diamonds

The nine hazard pictograms represent physical, health and/or environmental hazards. Chronic health hazards include carcinogens, reproductive toxins, mutagens, specific target organ toxicants, and aspiration toxicants. Below is a comparison table between the WHS hazard pictograms and the ADG diamonds.

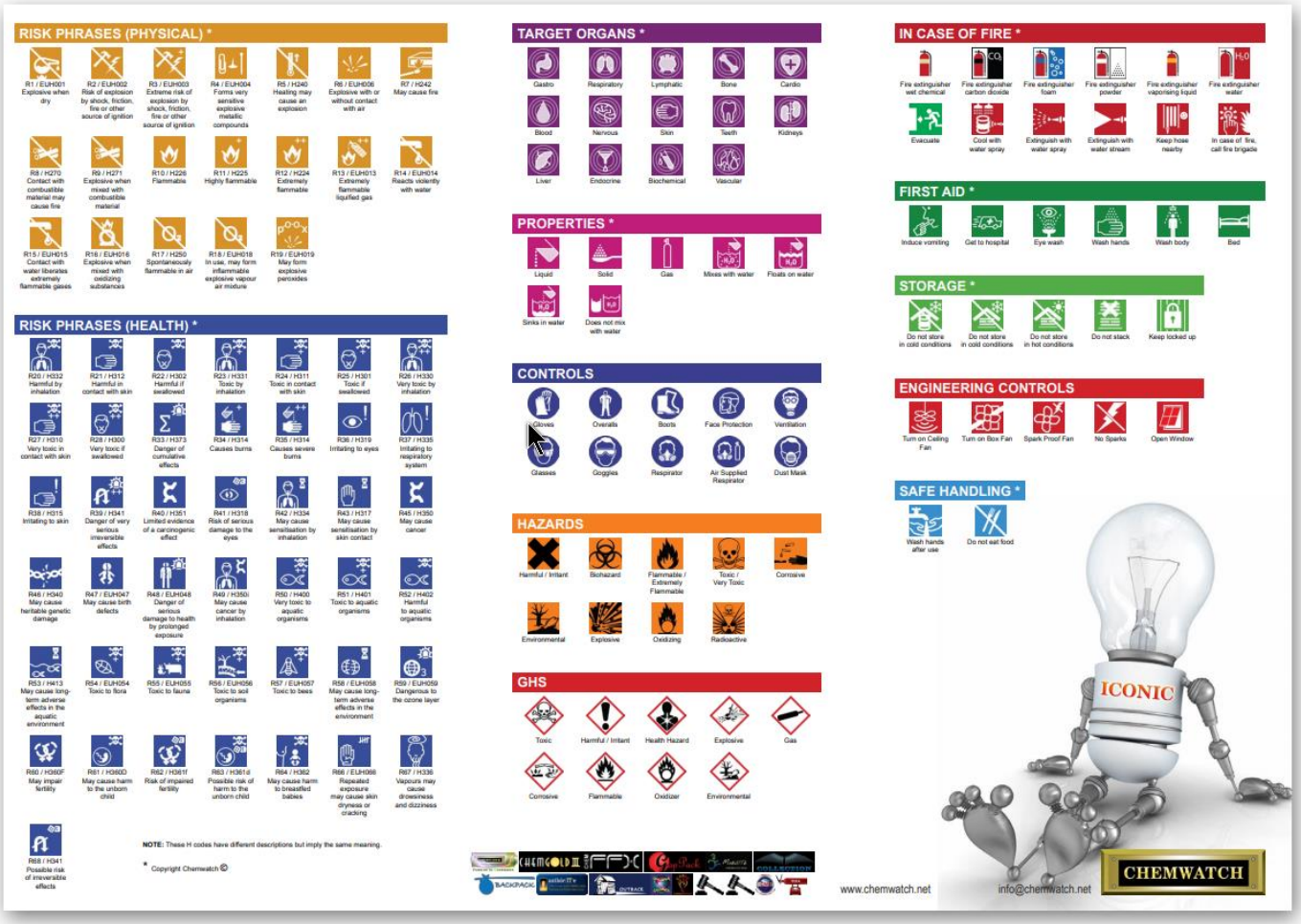
Hazard pictograms and ADG

Hazard Pictograms	GHS Hazard	Dangerous Goods class labels (pictograms)	Dangerous goods classes
 Exploding bomb	Explosives Self-reactive Organic peroxides		Explosive
 Flame	Flammables Self-reactives Pyrophorics Self-heating Emits flammable gas in contact with water Organic peroxides		Flammability (Liquid, Solid or Gas) Pyrophoric, Emits Flammable Gas Organic Peroxide
 Flame over circle	Oxidisers		Oxidiser Oxidising gas
 Gas Cylinder	Gases under pressure		Non-toxic non-flammable gas, flammable gas, oxidising gas, toxic gas

 Skull and crossbones	Acute toxicity		Acute toxicity Acute Toxic gas
 Exclamation mark	Acute toxicity Skin irritants Eye irritants Skin sensitisers	No equivalent	
 Health hazard	Carcinogens Respiratory sensitisers Reproductive toxicants Target organ toxicants Germ cell mutagens	No equivalent	
 Corrosion	Eye corrosion Skin corrosion Corrosive to metal		Corrosive to metals
 Environment	Aquatic toxicity. Not covered within the scope of workplace hazardous chemicals requirements		Environmental hazard
No equivalent hazard pictogram			Miscellaneous dangerous goods
Not covered within the scope of workplace hazardous chemicals requirements			Infectious

Not covered within the scope of workplace hazardous chemicals requirements		Radioactive

A Guide to Classification (Wall Chart Graphics)



NFPA Diamonds

NFPA Diamonds and Colour Coding

The four divisions are typically color-coded, with blue indicating level of health hazard, red indicating, flammability, yellow (chemical) reactivity, and white containing special codes for unique hazards. Each of health, flammability and reactivity is rated on a scale from 0 (no hazard) to 4 (severe risk). For more information, visit http://www.nfpa.org/.

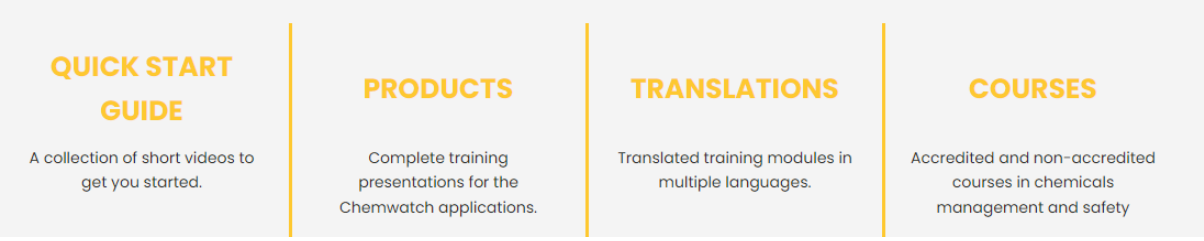
Section 2 of Gold MSDS will depict the applicable NFPA diamond where applicable. Note that, the SDS Settings panel will have to be checked/marked for this diamond or graphic to show in the MSDS.

Health (Blue)		Flammability (Red)	
0	Poses no health hazard, no precautions necessary and would offer no hazard beyond that of ordinary combustible materials (e.g., water)	0	Materials that will not burn under typical fire conditions (e.g., carbon dioxide), including intrinsically noncombustible materials such as concrete, stone and sand. (Materials that will not burn in air when exposed to a temperature of 816°C (1500°F) for a period of 5 minutes.)
1	Exposure would cause irritation with only minor residual injury (e.g., acetone)	1	Materials that require considerable preheating, under all ambient temperature conditions, before ignition and combustion can occur (e.g., mineral oil). Includes some finely divided suspended solids that do not require heating before ignition can occur. (Flash point at or above 93.4°C (200°F)
2	Intense or continued but not chronic exposure could cause temporary incapacitation or possible residual injury (e.g., diethyl ether)	2	Must be moderately heated or exposed to relatively high ambient temperature before ignition can occur (e.g., diesel fuel) and some finely divided suspended solids that do not require heating before ignition can occur. Flash point between 38°C (100°F) and 93°C (200°F)
3	Short exposure could cause serious temporary or moderate residual injury (e.g., chlorine)	3	Liquids and solids (including finely divided suspended solids) that can be ignited under almost all ambient temperature conditions (e.g., gasoline). Liquids having a flash point below 23°C (73°F) and having a boiling point

			at or above 38°C (100°F) or having a flash point between 23°C (73°F) and 38°C (100°F)
4	Very short exposure could cause death or major residual injury (e.g., hydrogen cyanide, phosphine, carbon monoxide, sarin)	4	Will rapidly or completely vaporize at normal atmospheric pressure and temperature, or is readily dispersed in air and will burn readily (e.g., acetylene, diethylzinc). Includes pyrophoric substances. Flash point below 23°C (73°F)
Special (White)		**Instability/Reactivity (Yellow)**	
The white "special notice" area can contain several symbols. The following symbols are defined by the NFPA 704 standard.		0	Normally stable, even under fire exposure conditions, and is not reactive with water (e.g. helium)
OX	Oxidizer (e.g., potassium perchlorate, ammonium nitrate, hydrogen peroxide)	1	Normally stable, but can become unstable at elevated temperatures and pressures (e.g. propene)
~~W~~	Reacts with water in an unusual or dangerous manner (e.g., cesium, sodium, sulfuric acid)	2	Undergoes violent chemical change at elevated temperatures and pressures, reacts violently with water, or may form explosive mixtures with water (e.g., white phosphorus, potassium, sodium)
SA	Simple asphyxiant gas. Specifically limited to the following gases: nitrogen, helium, neon, argon, krypton and xenon.[2]	3	Capable of detonation or explosive decomposition but requires a strong initiating source, must be heated under confinement before initiation, reacts explosively with water, or will detonate if severely shocked (e.g. ammonium nitrate, chlorine trifluoride)
		4	Readily capable of detonation or explosive decomposition at normal temperatures and pressures (e.g., nitroglycerin, chlorine azide, chlorine dioxide)

Chemwatch Elearning

Chemwatch provides a training library as a gateway to learning more about the software application through our learning site. Use the link provided to access the elearning quick start guide, products, translations, and courses.



Go to: https://chemwatch.training/bh-home/

Training

Chemwatch offers training on our applications, for more information contact us by sending an email to training@chemwatch.net.

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

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