Powered by Chemwatch

ADMINISTRATOR SETTINGS GUIDE

System Settings & User Access Management

Version 3.6

Chemwatch
Melbourne, Australia
2025

Table of Contents

Glossary 5

About the Chemwatch Applications Suite 7

About the Chemwatch Administrator's Guide 10

Structure of the Guide 11

About the Application 12

About User Login 14

The Login Page 14

About System Settings 17

System Settings Overview 18

About User Profiles 23

1.0 Filter Settings 25

1.1 Tags 34

1.1.1 Creating Tags 35

1.1.2 Searching by Query Name to Identify Tags 36

1.2 IFC 38

2.0 SDS Settings 39

2.1 Gold SDS Format Settings in SDS Options Tab 40

2.2 Gold SDS Settings in SDS Options Tab 43

2.3 Jurisdiction Settings in SDS Options Tab 45

2.4 SDS Logo Tab 52

2.5 Preferred Vendor Tab 55

2.6 Personalise Tab 58

2.7 AuthorITe Settings Tab 59

2.7.1 Force Name for User Pures 61

2.7.2 All GHS Building Blocks 62

3.0 Request Mode 67

3.1 SDS Request 68

3.2 Request for Approval 69

4.0 User Access Settings 71

4.1 User Access User Interface Overview 73

4.2 Sub-Administrator User Access Settings 74

4.2.1 Creating Sub-Administrator 75

Copyright©2025 Chemwatch. All Rights Reserved

4.2.2 Granting Tree Items and Groups 80
4.2.3 Managing Users Using the Sub-Administrator 83
4.2.4 Sub-Administrator UI Attributes as Applied by the Administrator 83
4.2.5 Editing/Reset Sub-Administrator User by Administrator 86
4.2.6 Editing Sub Administrator User by Sub-Administrator 87
4.2.7 Sub Administrator Function 87
4.3 Setting Up Users 88
4.3.1 Add New User(s) 90
4.3.2 Add New Group(s) 91
4.3.3 Add New Role(s) 92
4.3.4 Assign Users to Groups 94
4.3.5 Assign Folder Permissions to Groups 94
4.3.6 Assign Users to Role(s) 96
4.3.7 Assign Privileges to Role(s) 97
4.3.8 Assign Role(s) to Products 98
4.3.9 Assign User(s) Filter Settings 101
4.3.10 Assign Users UI Settings 103
4.3.11 Create a User Profile 104
4.3.12 Using Groups Tab to Assign Users and Folder Permissions 106
4.3.12.1 Using Groups Tab to Assign Users 106
4.3.12.2 Using Groups Tab to Assign Folder Permissions. 107
4.4 Setting Up Authentication Mode 110
4.4.1 Internal Authentication Mode 111
4.4.2 Single Sign On (SSO) Authentication 112
5.0 Manifest Settings 114
5.1 About Manifest Quantity Filter Report (Australia) 116
5.1.1 Manifest Limits and Notification Threshold 116
5.1.2 Manifest Facility Area (MFA) Folder Property 119
5.1.3 Custom Manifest Quantities 122
5.1.4 Manifest Quantity Report Filter 124
5.1.5 How to Use the MQR Filter 129
5.2 Setting Up Email Notifications 136
6.0 Risk Assessment Settings 139

Copyright©2025 Chemwatch. All Rights Reserved

6.1 Overview 139
6.2 Setting Up a User Defined Risk Calculation Model 147
7.0 Outgoing SDS Settings 154
7.1 Outgoing SDS Format Settings in SDS Options Tab 155
7.2 Outgoing SDS Settings in SDS Options Tab 158
7.3 Jurisdiction Settings in SDS Options Tab 160
7.4 SDS Logo Tab 164
7.5 Preferred Vendor Tab 168
8.0 UI (User Interface) Settings 172
8.1 Setting Up UI Settings Attributes 172
8.2 Setting Up UI Colour Theme 176
9.0 Form Builder Settings 180
9.1 Creating a Form 185
9.2 Filling in a Form 190
10.0 Sisot Settings 193
11.0 Integrations 202
Appendix 203
About the Feature Meter and UI Panels 203
About Help & Support 207
How to Use the Chat Platform 208
Agent's Tools for Support 212
Follow-up Action(s) from your Inquiries 213
About Chemtourage 216
Getting to know your "Entourage" 217
How to use your Email Chemtourage 218
About Folder Directories in Collection Folder Panel 221
About Privileges 222
Privileges Main Groupings 223
Privileges Descriptions and User Interface Attributes 226
About Password Enforced Rules 285
Highlight on User Password Enforcement Rules 287
About Setting Up Users – Business Cases 288
Setting up a Backpack Lite (Simple) User 288

Copyright©2025 Chemwatch. All Rights Reserved

Setting up a Backpack Basic User 291
Setting up a GoldFFX Intermediate User 296
Setting up an Advanced User for the Chemeritus Base Package 302
About Filter Settings 308
About Search Options 310
About UI Colour Theme (Skin) and Skill Level 312
About UI Languages 313
About Countries 313
About Placard and Manifest Requirements under the WHS Regulations (Australia) 314
Terms and Abbreviations 317
Software Packages 320

Copyright©2025 Chemwatch. All Rights Reserved

Glossary

ADG	Australian Dangerous Goods Code
Administrator	Chemwatch System Administrator
AuthorITe	Chemwatch Application module for authoring SDS
CAS No	Chemical Abstract Substance Number
CHEMTOURAGE	Chemwatch Entourage for departmental service desk support
COBRA	Control Banding Risk Assessment
COSHH	Control of Substances Hazardous to Health
CREDITE	Create Mixture application module
CW No	Chemwatch Number
DB	Database
DE	Data Extraction
DET	Chemwatch system Data Extraction Tool
DG	Dangerous Goods
DGEN	Document Generator for Labels module
EINECS	European Inventory of Existing Commercial Chemical Substances
FD UGD	Full Disclosure User Gold Data (Ingredients)
GHS	Globally Harmonised System for the Classification of Hazardous Chemicals and Labelling
GTDTBT	Goods Too Dangerous to Be Transported
IFC	International Fire Code, USA
ILO	International Labour Organisation, United Nations
IMDG	International Maritime Dangerous Goods
NFPA	National Fire Protection, USA
OEL	Occupational Exposure Limit
PCBU	Person Conducting a Business or Undertaking

Copyright©2025 Chemwatch. All Rights Reserved

PSD	Print, Share (Send To/Email), Download (Save)
PKG	Packing Group for Dangerous Goods
ppmV	Parts per million by volume, with a million defined as 10^6
PTN	Project Tracking Number
RA	Risk Assessment
Sub-Administrator	Chemwatch System Sub-Administrator
SDS	Safety Data Sheet
SI	International System of Units
SISOT	ScanIn ScanOut Technology module
SMA	Sisot Mobile App
SMARTSUITE	Smart Vendor, Gold, Mini SDS, Emergency Response Mobile App
SR	Subsidiary Risk for Dangerous Goods
SSO	Single Sign On
SUSMP	Classification of Medicines and Poisons in Australia
TDG	Transport of Dangerous Goods
UGD	User Gold Data
UI	User Interface
UN	United Nations
UN DG	United Nations Dangerous Goods
USA	United States of America
VGD	Vendor Gold Data extracted from Vendor SDS
WHS	Workplace Health and Safety
SMART SUITE	Chemwatch Chemicals and Asset Management Mobile App

Copyright©2025 Chemwatch. All Rights Reserved

About the Chemwatch Applications Suite

The Chemwatch applications suite comprises of the following products:

Application	Description and Application Modules
Backpack	Basic application for the management of SDS and SDS are updated automatically with an email sent to the Administrator when an SDS changes. This package is also known as the Materials module and serves as the backend for all other applications. Modules: Home, Chemwatcher, Systems Dashboard, Administrator Settings
Bespoke	Tailor made application depending on the selected program modules. Backpack is included in this package. Modules: Home, Chemwatcher and any other modules, Systems Dashboard, Administrator Settings
COBRA/COSHH	Highly specialized tool for chemical risk assessment based upon the internationally adopted risk assessment models; HSE COSHH Essentials (UK) and the United Nations International Labor Organisation Chemical Control Toolkit. Modules: Risk Assessment, Chemwatcher, Systems Dashboard, Administrator Settings
AuthorITe	SDS authoring tool for the creation of material Safety Data Sheets. This engine is available in 47 languages and applies various international regulatory instruments for the classification of substances per jurisdiction. Modules: Home, Chemwatcher, AuthorITe, Administrator Settings
GoldFFX	Application for the management of SDS, Risk Assessments, Document Generator for Labels, Creation of classification material mixtures (CREDO) and Systems Dashboard. Modules: Home, Risk Assessment, DGEN, CREDO, Chemwatcher, Systems Dashboard, Administrator Settings and/or Approvals
Chemeritus	Application for the management of SDS, Risk Assessments, Document generator for labels, Creation of classification material mixtures and Systems Dashboard, ScanIn ScanOut (Sisot) container management, approval of materials and or SDS authoring. Modules: Home, Risk Assessment, DGEN, CREDO, Chemwatcher, Systems Dashboard, Approvals, Sisot, Administrator Settings and/or CREDO/AuthorITe
Outback	SDS distribution tool specially tailored for private and public access of SDS. This tool can be embedded on the company's web page and customizable to include your logo or selected specific images.

Copyright©2025 Chemwatch. All Rights Reserved

Application	Description and Application Modules
DGEN	This document generator for labels and contains the materials module for the management of materials. Modules: Home (Material), DGEN (Document Generator, e.g., Labels)
Smarter Suite App	Chemicals management and asset management mobile application; available in both iOS and Android Marketplace. It combines the features of both SmartSuite and Sisot Mobile apps. Note that this app is an add-on to existing packages and will incur extra costs to be part of an existing package license.

These Chemwatch applications suite have been packaged as a collection of available modules provided as a piece based on the following comparison table of products and modules available in each product. Read this table based on your licenced application to verify the allocated modules in your product package.

* Bespoke is anything that is not matching the table below.
(O) not present by default but can be added without change in packaging.
(O) present by default but can be taken off. It also does not affect packaging.
Refer to the Software Packages table in the appendix for comparisons.

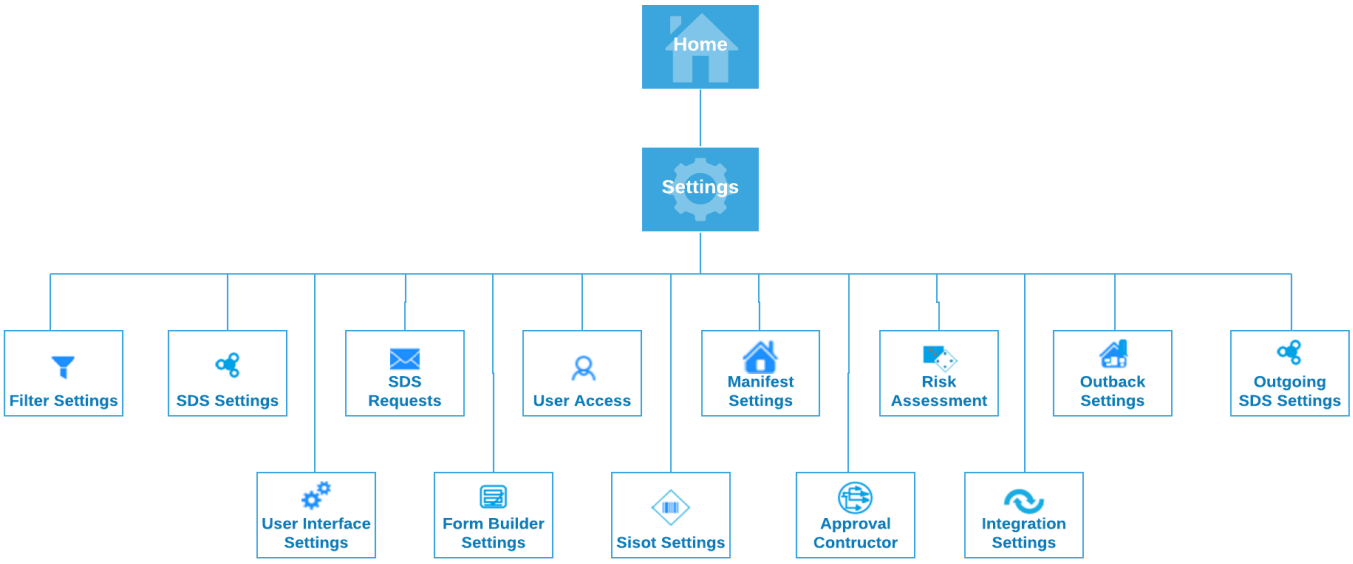
The Chemwatch system is set to a default logo and theme colour.

Combination	Name	Logo	Theme Colour
Backpack	Backpack		Black
GoldFFX	GoldFFX		Light Blue
Chemeritus	Chemeritus		Silver
Cobra	Cobra		Black
Coshhpliant	Coshhpliant		Black
D-Gen	D-Gen		Blue
AuthorITe	AuthorITe		Black
Outback	Outback		Blue

Copyright©2025 Chemwatch. All Rights Reserved

Smarter Suite app is not a part of the packages by default and must not be taken into account when checking your package as this app comes as separate from the standard web-based package. It is designed for mobile phones and tablets. This mobile app is compatible with both iOS and Android systems.

The Chemwatch web applications include a "**Settings Module**", in which this guide is based on. The primary objective of the system Administrator (also known as the Domain Administrator); is to set up the application to meet specific business needs on how it will be used at the workplace by defining a user management approach. This approach would expound on the following system settings, modular features and attributes:



Copyright©2025 Chemwatch. All Rights Reserved

About the Chemwatch Administrator's Guide

This guide is intended for the Chemwatch System Administrator to reference specific topics on how to set up the system's Settings, configure user access permissions for other users. The topics covered are based on the system settings available within any of the web-based applications licensed package. This guide must be used in conjunction with the respective package user guide on how users other than the Administrator can navigate and use the web applications. Generic modules, features and tasks icons are used across this guide to emphasize a specific action. The highest package of the Chemwatch applications package may include the following modules and features and the respective guide; Chemwatch System Administrator Guide for All Packages. This guide excludes Outback Settings, Sisot Settings and Approval Constructor. It covers the Chemeritus System product that does not have Sisot, Approvals and Outback.

Modules

Home	Risk Assessment
D-Gen Lab	Credo/AuthorITe (AuthorITe is optional in Chemeritus and user guide is available in separate manual)
Sisot (Sisot is optional in Chemeritus and user guide is available in separate manual)	Approvals (Approvals is optional in Chemeritus and user guide is available in separate manual)
Systems Dashboard	Systems Settings
Chemwatcher	Manifest and Hazards

Modules' Features

Tags	Download Inventory Data
Form Builder	Query Builder
Report Generator	IFC/NFPA Reporting (IFC/NFPA optional)
Feature Meter	Sort and Filter Manifest

Copyright©2025 Chemwatch. All Rights Reserved

The information icon is used to share importance notes where applicable. Most of the activities covered are illustrated using read-write permissions to all modules with all the Administrator settings.

Structure of the Guide

This guide comprises of flow charts, process related diagrams, user interface screenshots for illustration purposes. Most of the activity related screenshots in this guide contains numbered steps in counting order to show the progression of actions on how to carry out a particular activity when setting up the system. This guide covers the following settings:

Settings Modules

Filter Settings	Risk Assessment Settings
SDS Settings	Credo/AuthorITe Settings
SDS Request Settings	Manifest Settings
User Access Settings	Outgoing SDS Settings
UI Settings	Form Builder Settings
Integrations	Approvals Constructor

Note that separate user guides are available for the Approvals Constructor and the Chemwatcher Modules. Consult with the Account Manager for more information.

Copyright©2025 Chemwatch. All Rights Reserved

About the Application

Chemwatch systems are web-based applications and they are supported by the following latest common browsers.

Browser	Browser Name	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 PC	Safari (latest version recommended)	★★★★☆

The web application works in Windows and Mac PC and laptops which must be connected to the internet. The administrator must ensure that IT requirements are met for the web application to work seamlessly within your business network. Contact our IT department at it@chemwatch.net for more details.

Not Supported

The web application is not fully supported for smart phones and tablets. However, Chemwatch has developed smart phones and tablet apps compatible with both iOS and android systems and come as an extra package to the standard application license.

- Google chrome browser with Touchscreen support
- Compatibility mode of Internet Explorer browser
- Enterprise mode of Internet Explorer browser

	Mobile App	Features
	Smarter Suite App	Chemicals management and asset management mobile application; available in both iOS and Android Marketplace. It combines the features of both SmartSuite and Sisot Mobile apps.

For more information about Mobile Apps, contact your Chemwatch Account Manager by sending an email to customerservice@chemwatch.net.

Chemwatch no longer provides support for Internet Explorer. The screen resolution required for Window PC, Apple PC is a 1366 x 168 or higher. However, a screen resolution of 1920 x 1080 is recommended.

Copyright©2025 Chemwatch. All Rights Reserved

Important information

- If slowness is experienced when using the system, check internet connection speed and determine your connection speed to the Chemwatch server by running the following link; http://jr.chemwatch.net/speedtest/
- Microsoft Excel or equivalent: If you wish to generate reports in .csv or .xls format using reporting functionality within the Chemwatch applications, then you will need to install Microsoft Excel. You may use a Microsoft Excel equivalent. Please note that different browsers have their own logic for downloaded content. If you cannot download a report, make sure the download of the file type is enabled in your browser.
- A PDF reader such as Adobe Acrobat Reader, Nitro PDF or FoxIt are recommended

Extras

The following functions which are not usually used by the majority of the general users. These are mainly used at academic or research facilities:

- If you need to use the molecule drawing functionality from the Galleria web application then you will need to have JRE installed on your computer. This can be downloaded and installed from http://www.java.com/en/download/index.jsp.
- Cortona VRML Player is a third-party tool that you will need to download and install if you want to display molecular structures. You will be prompted to download it from a URL if you try to view a molecular structure. You can download Cortona VRML Player from http://www.parallelgraphics.com/products/cortona. You can also use any other VRML player to serve the same purpose.

Copyright©2025 Chemwatch. All Rights Reserved

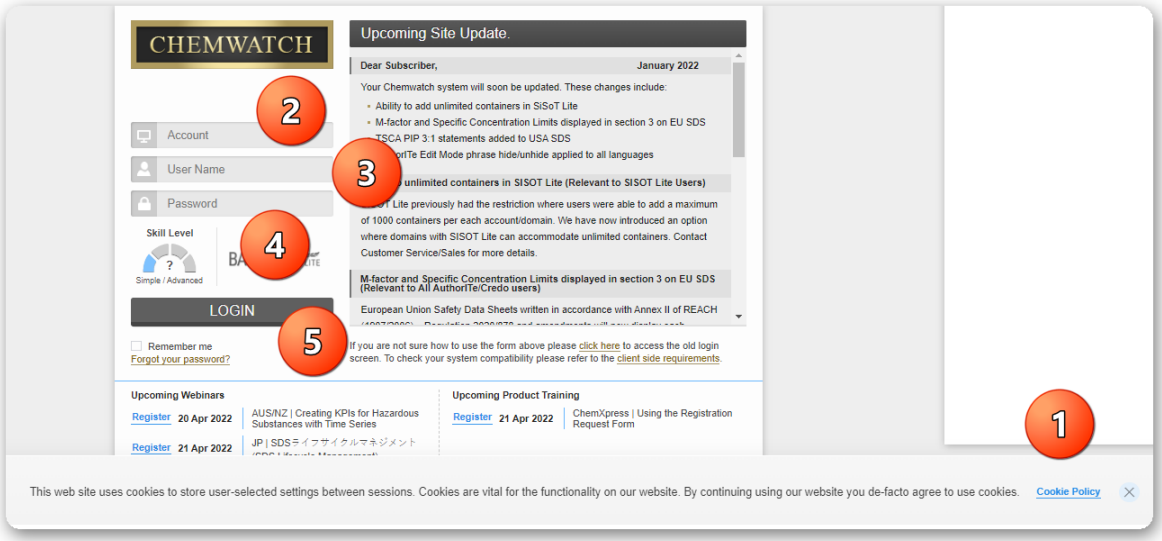
About User Login

The Login Page

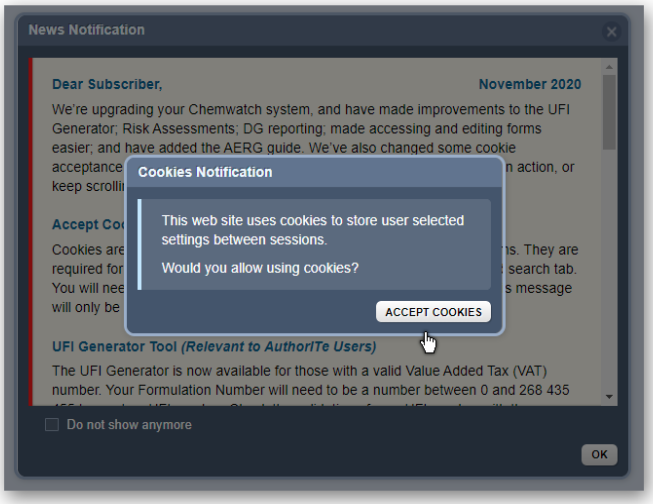
The Chemwatch system is accessible on the online through the web address link below.

http://jr.chemwatch.net/chemwatch.web

This site uses cookies to store user selected settings between sessions. Use the "X" button on the bottom right of the login page to close the cookies message.

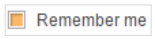
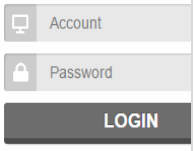


For automatic logins, a cookies notification message will be displayed to accept cookies.



Copyright©2025 Chemwatch. All Rights Reserved

The table below provides the login elements and descriptions.

Item	Login Page Elements	Function	Description
2	Account name	Account identifier	This is the domain name for the system license package, applicable to all users.
3	User Login	User login name	This is the user's login name, may be different from the user name, specific to each user. Each user login is unique in the system and is based on the role(s), permissions and privileges assigned to the unique user login.
4	Password	Authentication pass identifier	Password for system authentication to login; specific to each user. A password must have at *least10 characters.*
ⓘ Avoid using weak password by using special characters such as [$, %, ^, #, @] and work email address. Note that the password will not be visible in text format but will display dots instead of characters as a masking attribute. It is recommended to download user profile using the main save button to keep a record of all your users list, password, and permission attributes. Refer to the appendix for more password enforced rules.			
5	Skill Level	User interface feature meter	A gauge intended to enable users to toggle between simple and advanced user interface panels, features and functionalities based on user permitted skill level set by the Administrator.
6	Login button	Login button	Press the button to login to the system. If SSO is set up and enabled for your domain, the login page will not be applicable.
7	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. The password will always be required to be entered for security purposes.
8	Forgot password?	Change password	This feature allows Chemwatch to send an email for password change. User will be required to reassign a new password.
9	Old login 	Two authentication fields required to login	Use the old login click here hyperlink which enables users to employ two login fields authentication mode; account and password
10	Site Update	System information update	This section of the user login provides information for any release updates for new system development components and/or improvements.

Copyright©2025 Chemwatch. All Rights Reserved

Users who cannot access or view certain modular objects, user interface components or cannot perform certain operations, generally means that they were not granted the respective permissions or privileges to do so. If such is the case for a particular user, then it suffices to review user profile, permissions, privileges and user interface settings.

User authentication utilizes a **three-pronged** (or the old two-pronged) credentials that are unique in the system. The three-pronged credentials authentication method provides a more secure environment as it is based on user roles, permissions and privileges assigned to users. The domain Administrator credentials are provided by Chemwatch IT or your Customer Service Account Manager to be able to access the full scope of the system.

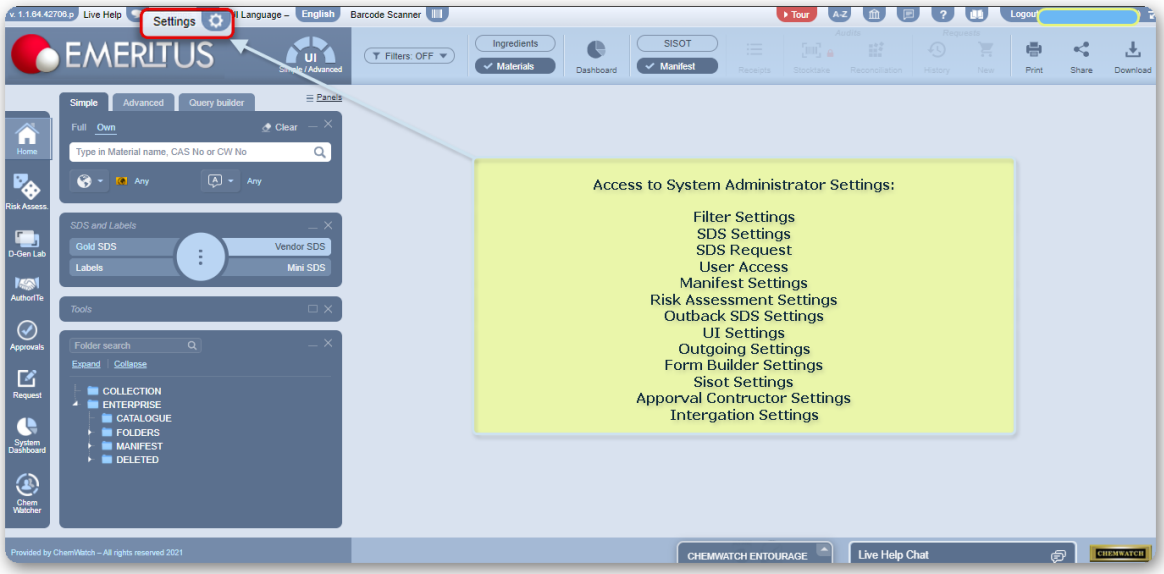
Domains that have **Single Sign On (SSO)** activated by-pass the login page. If uncertain on how your SSO login works, consult with your organisation's domain Administrator of the system.

The next chapter will delve into the System Settings and their descriptions.

Copyright©2025 Chemwatch. All Rights Reserved

About System Settings

The Chemwatch system's home page provides access to the following Administrator Settings:



Filter Settings

Global filters and tags settings on how the application will display data

SDS Settings

SDS Administrator display settings for Gold SDS. Set up SDS information to display on SDS, SDS format, jurisdiction

SDS Request

Request Form for SDS to be written, reviewed by Chemwatch

User Access

Set up users, groups, roles, folder permissions, privileges, user interface filters, products, authentication

Manifest Settings

Set up placards volume limit rules, manifest volume limits rules, international fire code thresholds or national fire protection code thresholds, notification

Risk Assessment Settings

Configure/user defined/custom risk assessment settings and calculation model or use default ILO 5x5 matrix mode settings

Outback Settings

Set up outback setting by uploading your outback company flagship logo and assign label templates to be accessed by your customers

Outgoing SDS Settings

Set up SDS information to display on the SDS, logo and preferred vendor

UI Settings

Set up the user interface display components/features and its behaviour

Copyright©2025 Chemwatch. All Rights Reserved

Form Builder Settings

Create forms and associate fancy fields, datapoints, labels and user fields required to be filled

Sisot Settings

Set up Sisot barcode generation rules, approval rules, stocktake settings, address book, costcodes, container owner rights, container export reporting sequence, waste container expiry web links and waste status

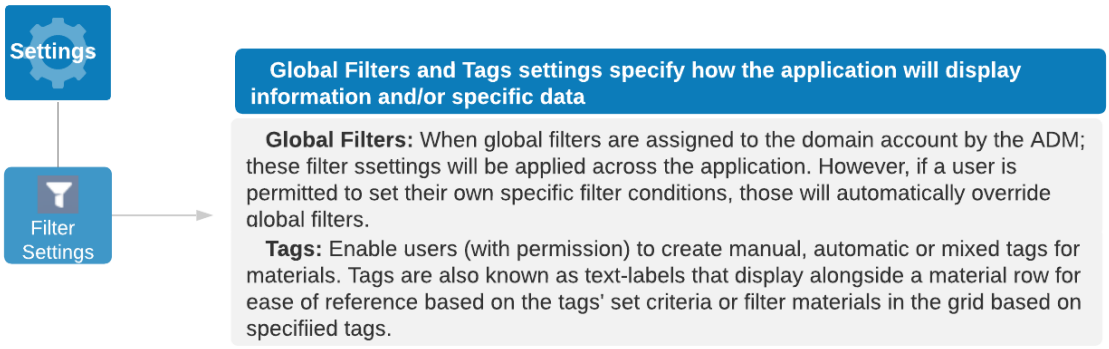
Approval Constructor Settings

Configure approvals module by creating an approvals workflow, stages, action points, assigning stakeholders and set up stage transitions

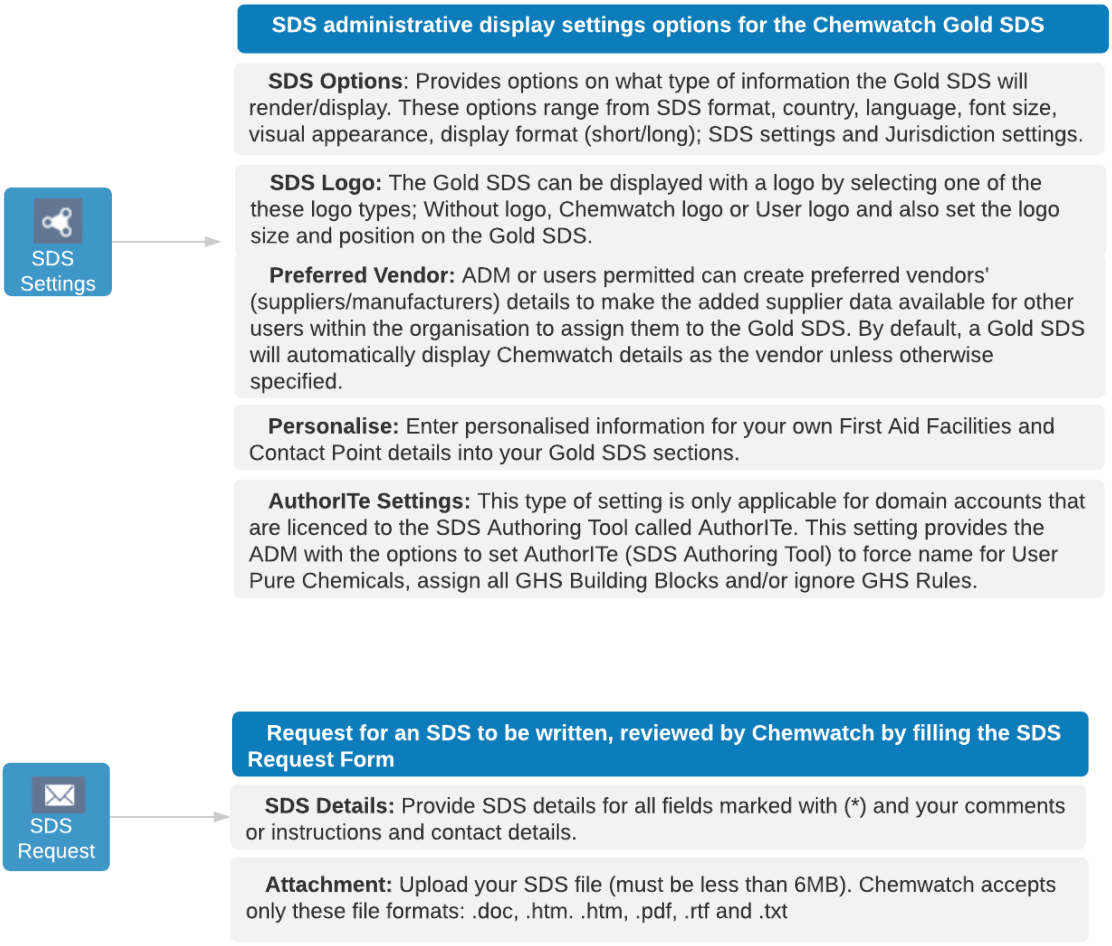
Integrations Settings

App integration will be configured by sending a request to Chemwatch Development Team for approval

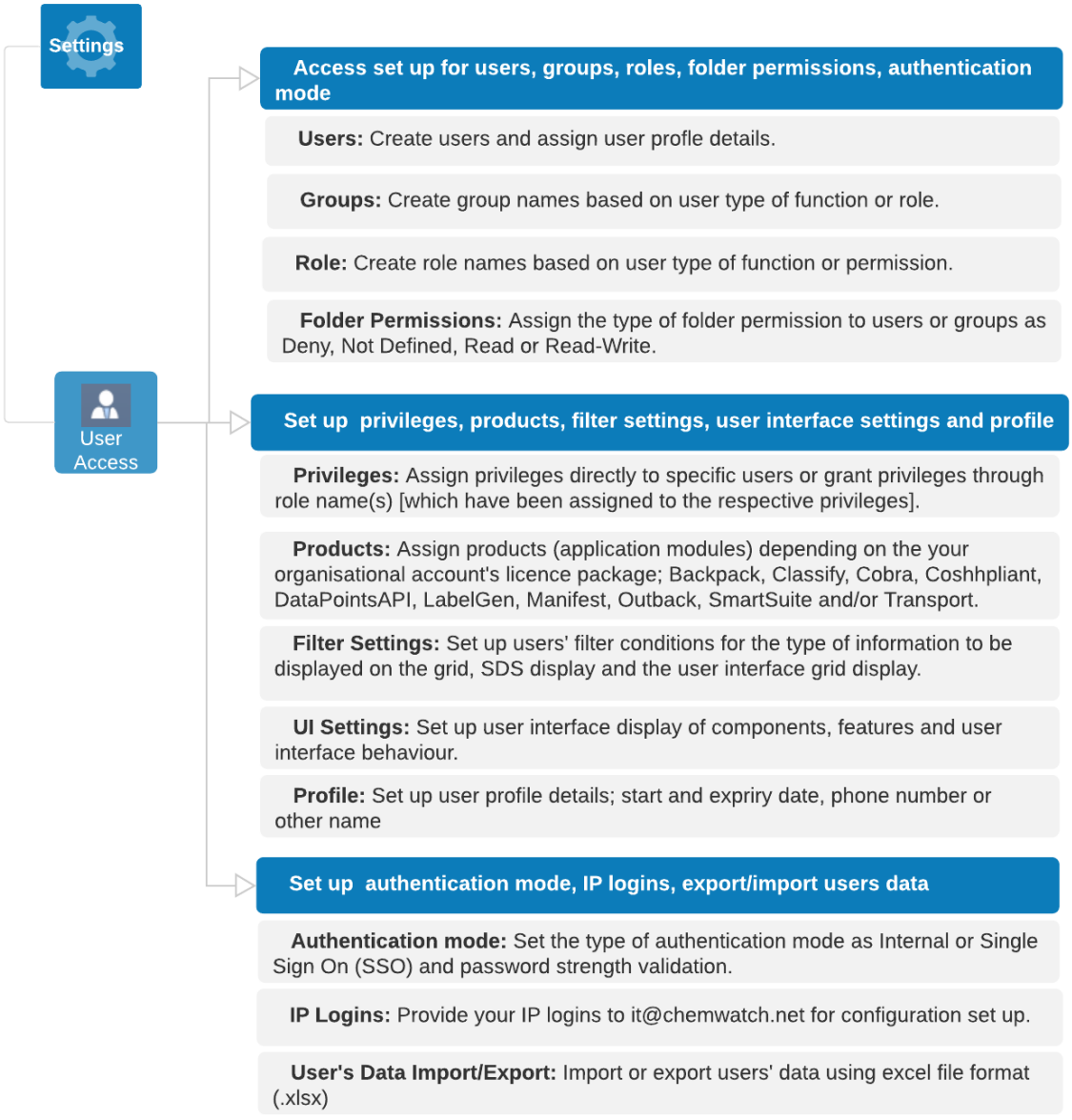
System Settings Overview



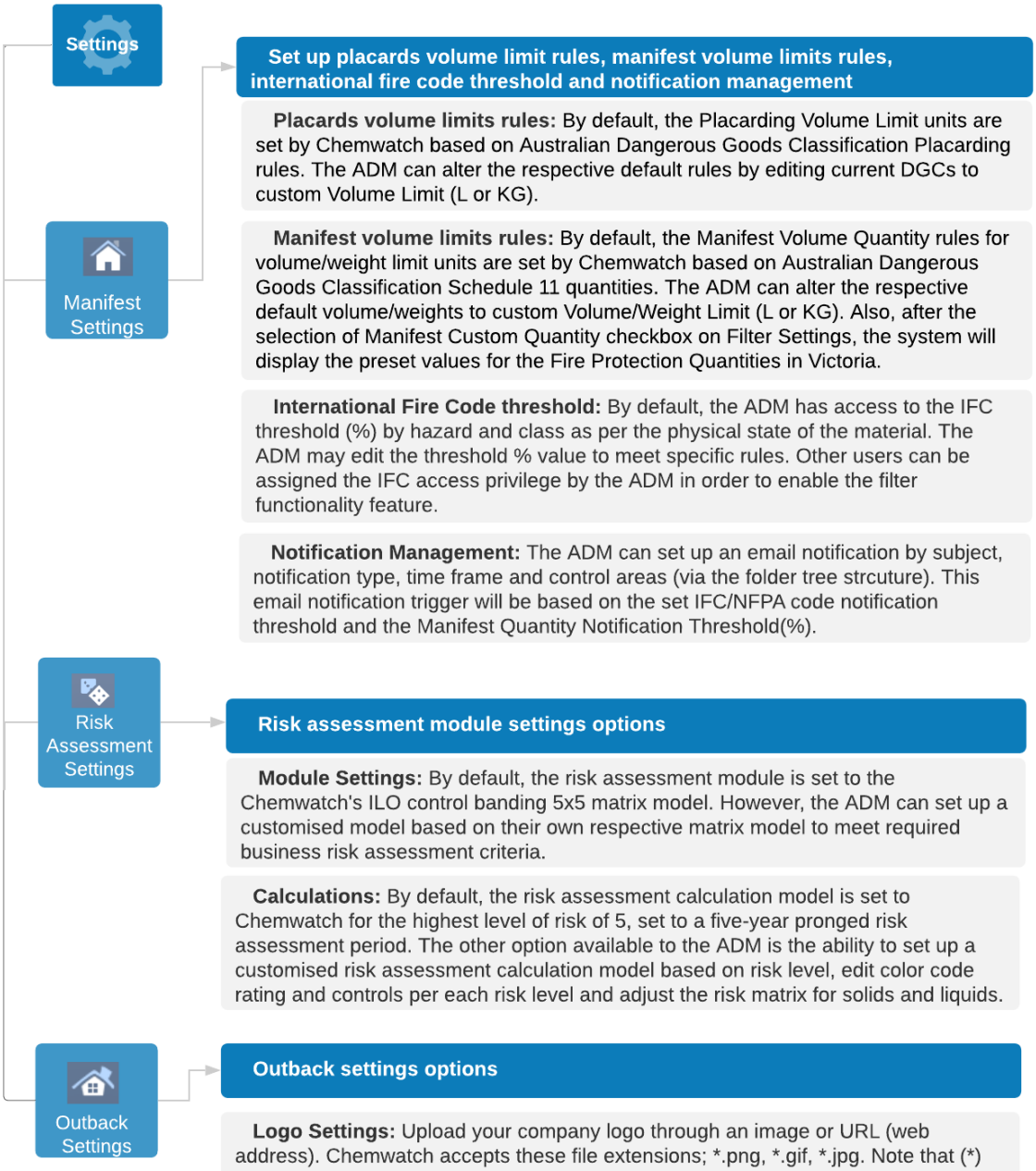
Copyright©2025 Chemwatch. All Rights Reserved



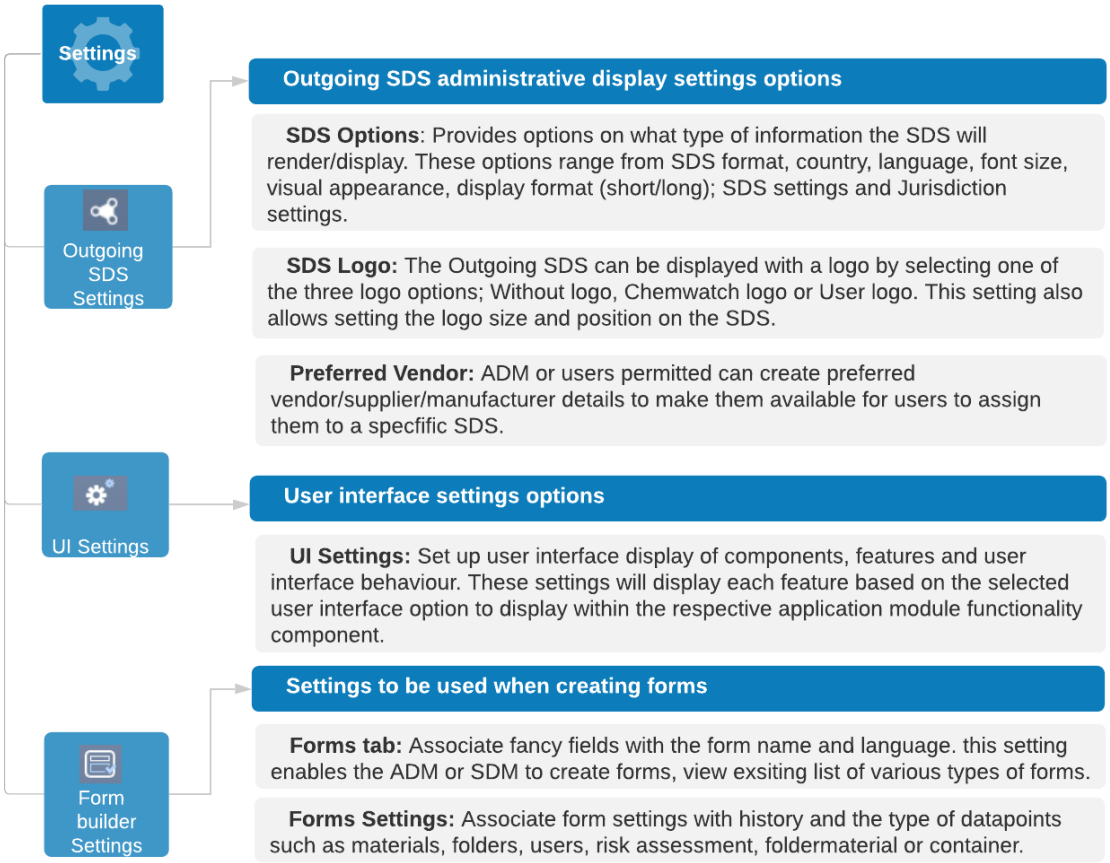
Copyright©2025 Chemwatch. All Rights Reserved



Copyright©2025 Chemwatch. All Rights Reserved



Copyright©2025 Chemwatch. All Rights Reserved



Copyright©2025 Chemwatch. All Rights Reserved

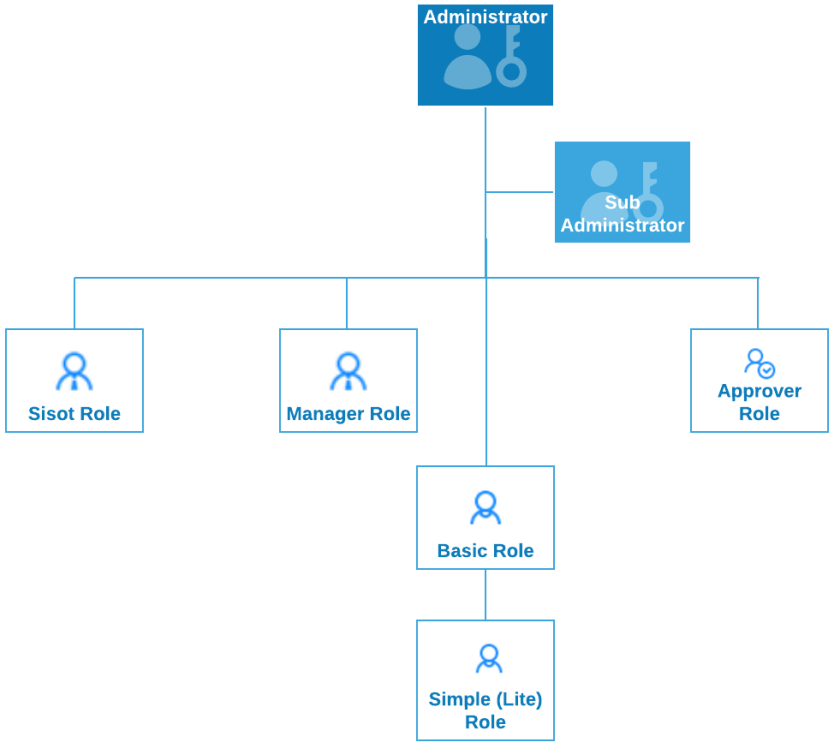
About User Profiles

Generally, the domain Administrator is the main domain Administrator user, who's responsible for managing system accesses for other users. The types of user profiles can range from basic users with read only access, users with edit rights and the sub-domain Administrator user with some level of control of the systems settings. Prior to creating users, groups, roles and the assignment of folder permissions, privileges, filter settings, user interface settings, products and authentication mode; consider the following user profiles in relation to defining your own organisational user access management profiles.

General Hierarchy of System Users

The Administrator has the responsibility of setting up the system by considering the following hierarchy:

- Sub Administrator (Sub-Administrator) if applicable
- Creating manager role(s) for respective Manifest Sites (Areas, Sections, Locations)
- Basic role (this role can be attributed to the Backpack skill level
- Simple role (this role can be attributed to Backpack Lite skill level)
- Sisot role (optional package, applicable to organisational domains that have the ScanIn ScanOut Technology module for managing containers)
- Approver role (optional package, applicable to organisational domains that have the Approvals Module)



Copyright©2025 Chemwatch. All Rights Reserved

Function	User Profile	Description	Permission
Domain Administrator role	Primary Administrator (Administrator) of the system	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.
Sub-Domain Administrator role	Secondary Domain Administrator (Sub-Administrator) of the system	Entire Access to the system with limited user access features	Full access with read-write permission to the entire system and able to set up users, assign roles + privileges, products as prescribed by the Administrator
Management user role	Manifest Management level	Management of specific areas of the system's manifest	Ability to edit, (read-write permission) materials, access to assigned role permissions; to be able to manage data; report generator, dashboards, document filter tools, conduct risk assessments and many more…functions.
Basic user role	General use level	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.
Sisot module user role	Sisot module role	This role is applicable to domains that are licensed to the Sisot module	Sisot user module user is required to have a number of Sisot related privileges and folder permissions in order to perform Sisot related tasks. Refer to the privileges section of this guide for more details.
Approvals module user role	Users that are assigned to a stage	Requester	A requester is set to request for material to be approved, this is a stage 1 process of the Approval Workflow
		Stage Approver in the workflow	Stage approver is a subsequent stage to approve stage 1 requests until the workflow cycle is complete and the requests are approved.

The next section looks at Global Filter Settings.

Copyright©2025 Chemwatch. All Rights Reserved

1.0 Filter Settings

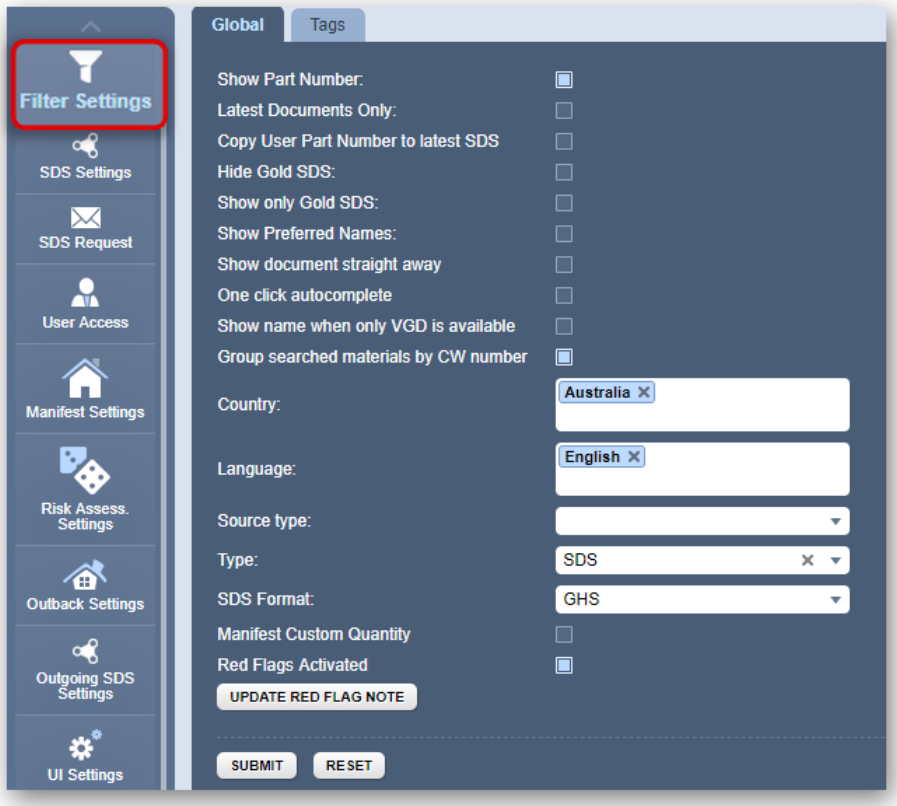
This topic will cover the following objectives;

→ Descriptions of global filter settings and their use
→ Creating manual, automatic, or mixed tags
→ Associating a tag with a query
→ Search for materials using queries to display associated tagging

WHAT YOU'LL LEARN

Filter Settings section allows the Administrator/Sub-Administrator) and or users (with applicable privileges) to set specific settings to enable the system's user interface to show or not show certain information as well as the behaviour of the respective user interface components.

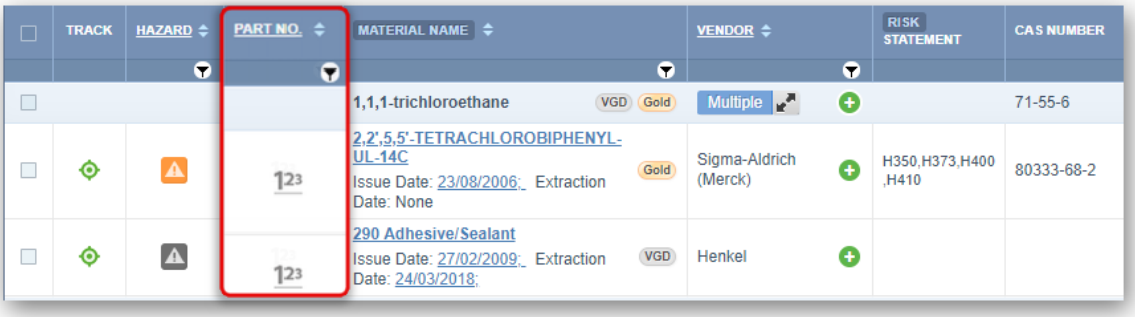
Go to the Settings link > click on Filter Settings > by default, the Global Settings tab will display a list of filter conditions as well as a Tags tab.



Copyright©2025 Chemwatch. All Rights Reserved

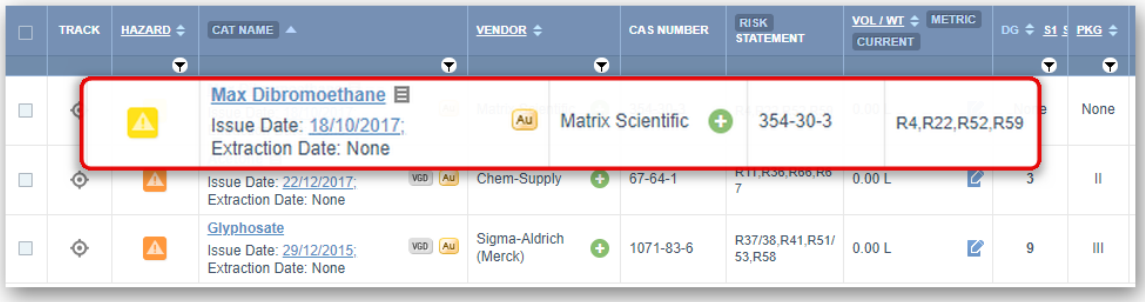
The following table lists the descriptions of each filter setting and the respective behaviour of the user interface function.

Global Filters

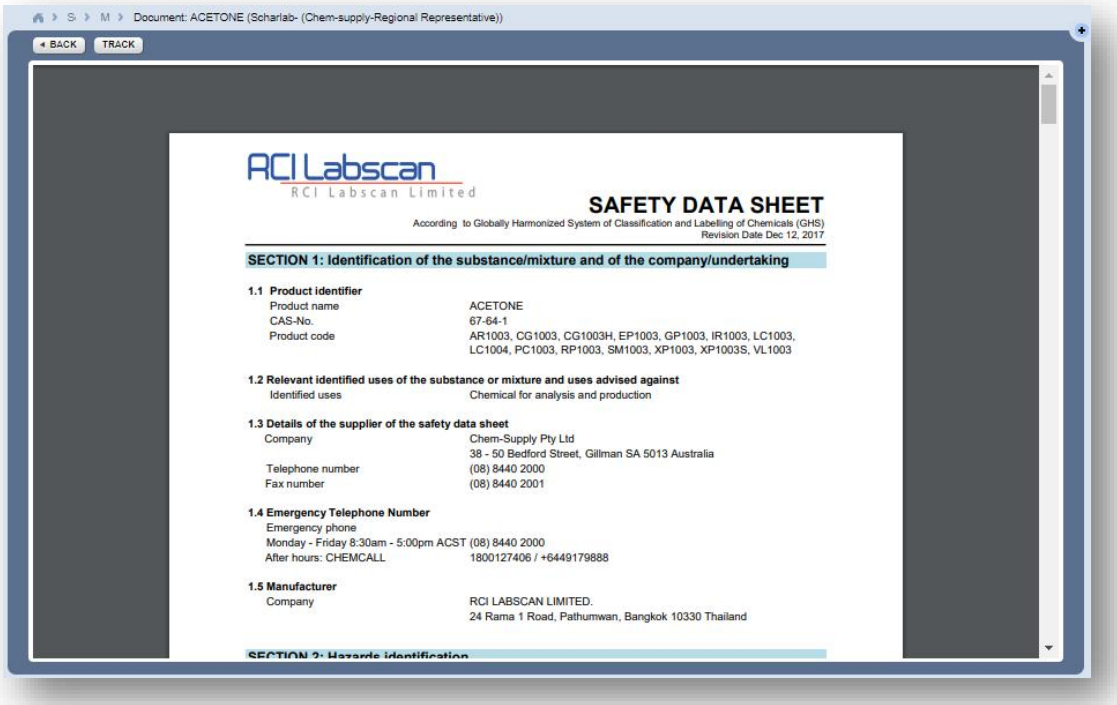
Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?
Show Part Number	This setting's checkbox ☐ when enabled, will display the part number column within the materials grid (user interface table). This column will contain the part number icon the material(s) for each row within the grid. See image below.
	
Latest Documents Only (SDS) NEW	This setting's checkbox ☐ when enabled, will display the latest document (SDS) for the material.
Copy User Part Number to latest SDS	This setting's checkbox ☐ when enabled, will copy the user part number to the latest SDS for that particular material if the user had created a user dependent part number for the previous SDS.
Hide Gold SDS	This setting's checkbox ☐ when enabled, will hide the Gold SDS (Chemwatch SDS) from display within the system. Only vendor SDS will be shown.
Show only Gold SDS	This setting's checkbox ☐ when enabled, will hide the vendor SDS and display the Gold SDS (Chemwatch SDS).
Show Preferred Names	This setting's checkbox ☐ when enabled, will display preferred name(s) where available from with the material grid. See image below.

Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?



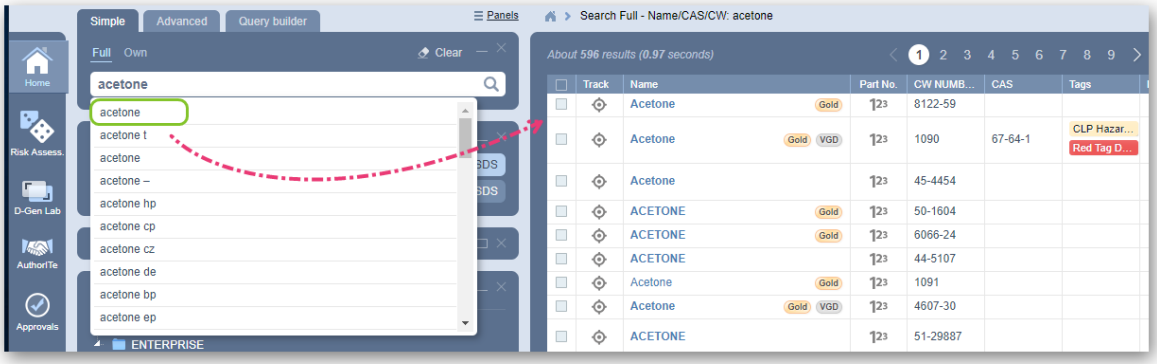
Show document straight away	This setting's checkbox ☐ when enabled, will automatically trigger the display of the respective SDS (after a search). This setting will allow the system to by-pass showing the list if the corresponding record is found in the database. See image below.



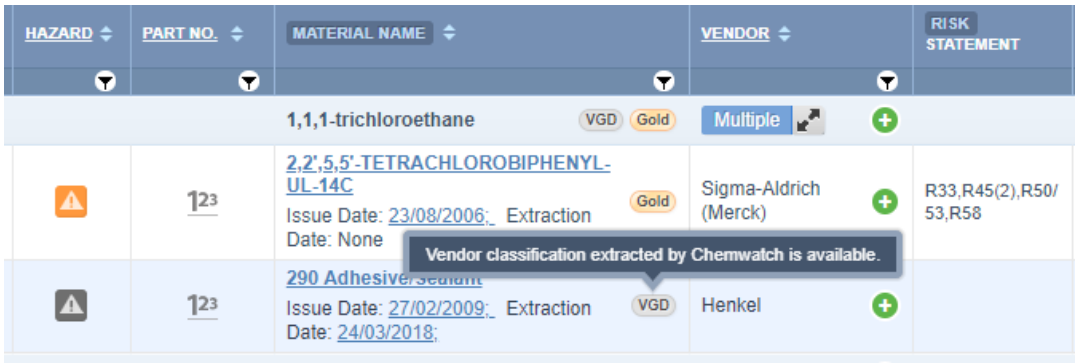
Once click autocomplete	This setting's checkbox ☐ when enabled, will automatically trigger the display of the respective found list (after a single click from autocomplete wizard search panel). See image below.

Copyright©2025 Chemwatch. All Rights Reserved

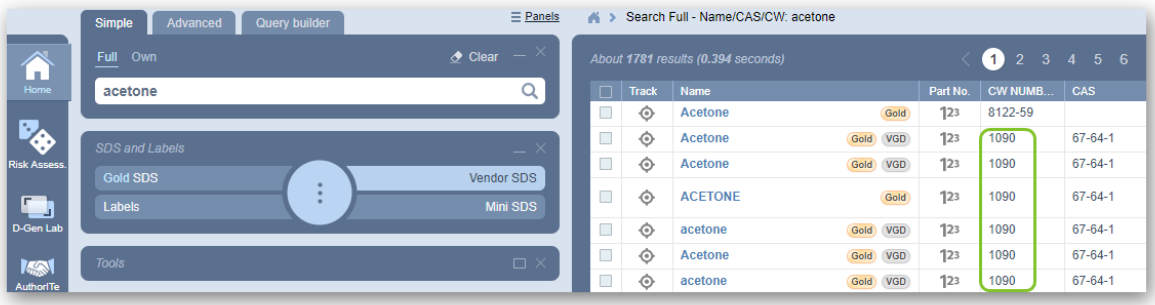
Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?



Show name when only VGD is available	This setting's checkbox ☐ when enabled, will automatically trigger the display of the name for the vendor classification extracted by Chemwatch for the material. See image below.



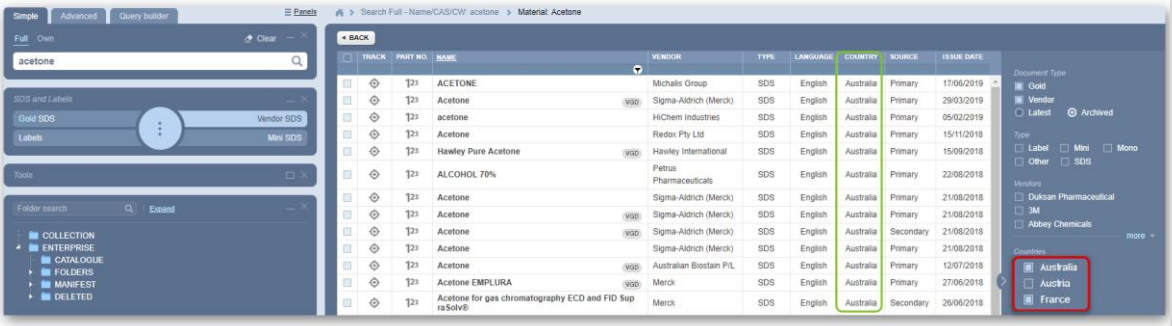
Group searched materials by CW number	This setting's checkbox ☐ when enabled, will group the searched materials (found records) by Chemwatch Number within the materials grid. See image below.



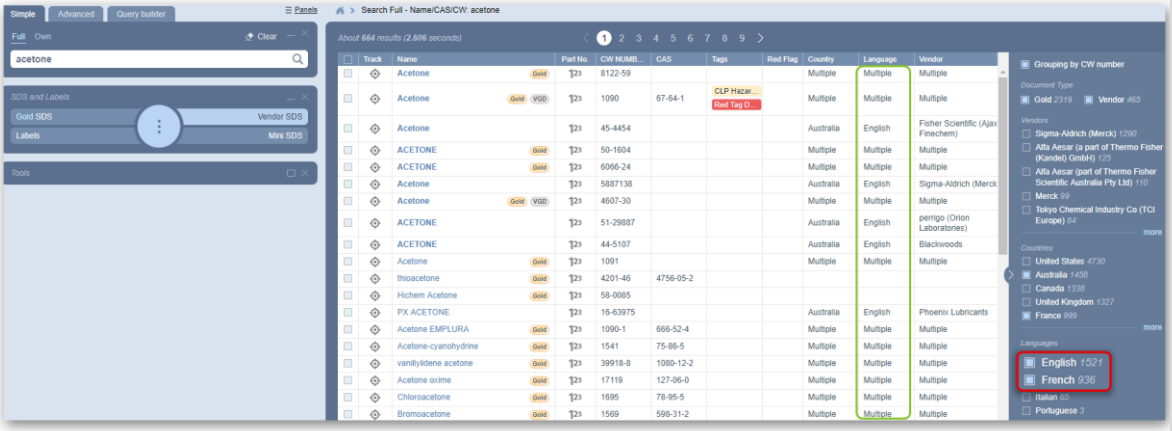
Country	Set the specific country that will be filtered when searching and displaying material list or document SDS. See example below; where two countries have been set; Australia, France and the document list

Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?
	sidebar after searching for a material display the applied countries from the country filter setting.

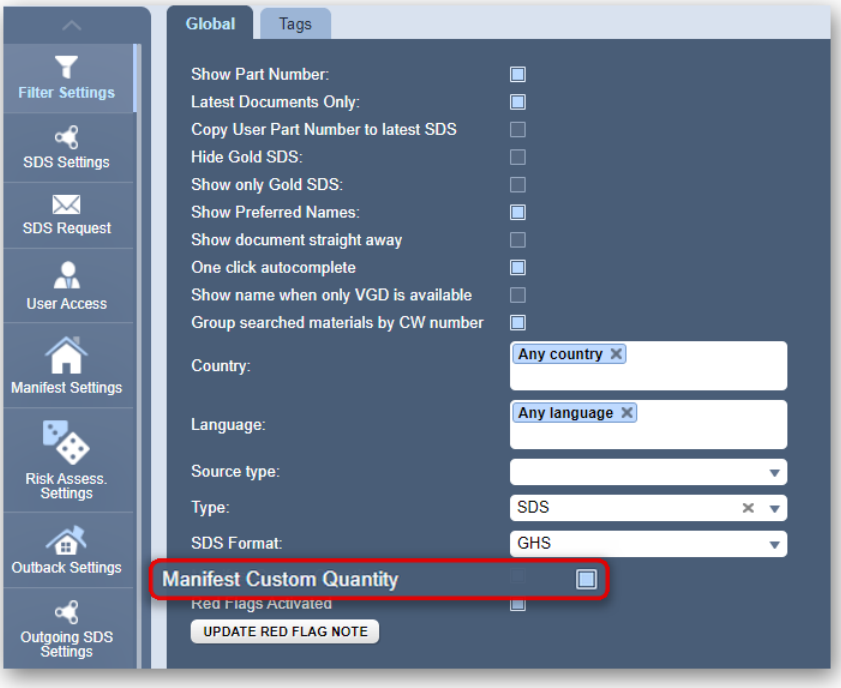


Language	Set the specific language(s) that will be filtered when searching and displaying material list or document SDS. See example below; where two languages have been set; English (Australia), French (France) and the document list sidebar after searching for a material display the applied languages from the language filter setting.



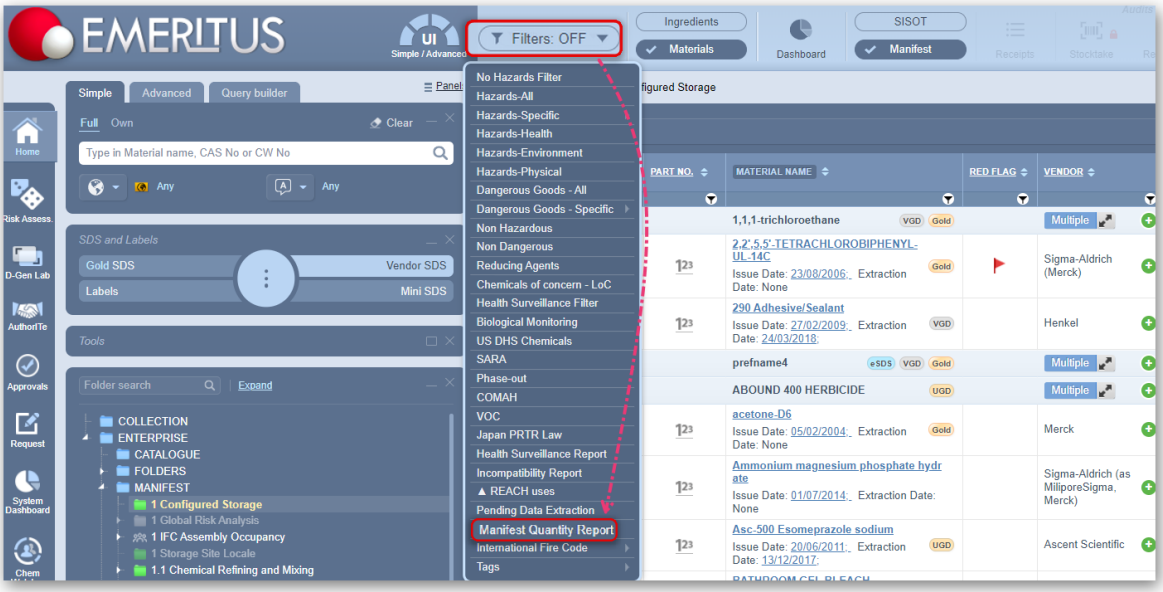
Source type	Select one option from the drop-down list of the types of sources: • Primary - original manufacturer (vendor) SDS (this setting is recommended) • Secondary – any source of the SDS other than the primary source; e.g., other websites, distributors
Type	Select one option from the drop-down list of various types of reports: • SDS, Mini, Mono, Label or other (SDS is recommended)
SDS Format	Select one option from the drop-down list of various types of SDS formats to set the appropriate format that is applicable to your region or country:

Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?
	• GHS (Globally Harmonised System) • Local (localized jurisdiction) • REACH (Regulation on Registration, Evaluation, Authorisation and Registration of Chemicals for the European Union)
Manifest Custom Quantity	If this setting checkbox ☐ is selected; new columns will be displayed on the Manifest Limits and Notification Threshold with the preset limits follow the Fire Protection Quantities for Victoria (Australia). However, the user can adjust them from the Manifest Quantity Setting (if the applicable privilege is granted to access these settings). The same columns will appear on the Manifest Quantity Report (MQR) grid as well as the in the MQR report.
Filter setting to display the MQR columns  	
Filter setting to display the MQR columns within the Manifest Filter and Grid Manifest Filter for Manifest Quantity Report	

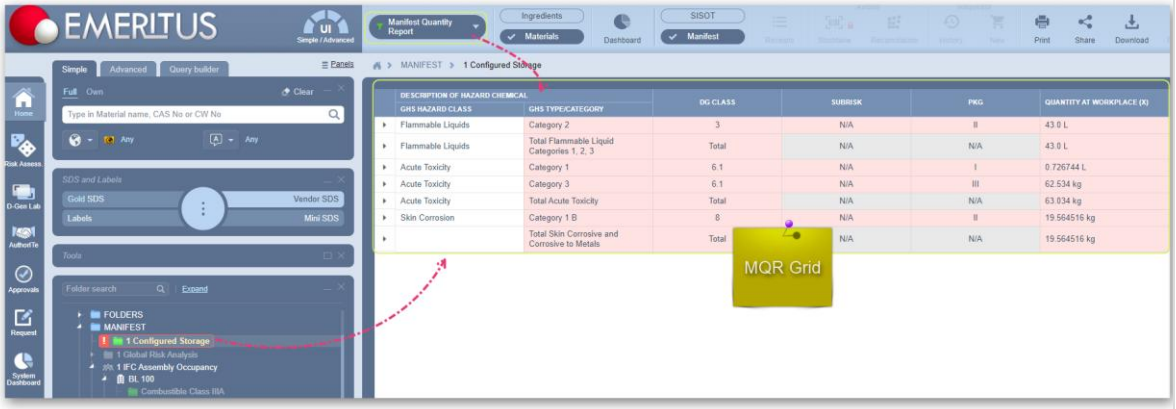
Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?



Manifest Quantity Grid View

User should select the highlighted folder location within the folder tree to display results grid



Manifest Quantity Report

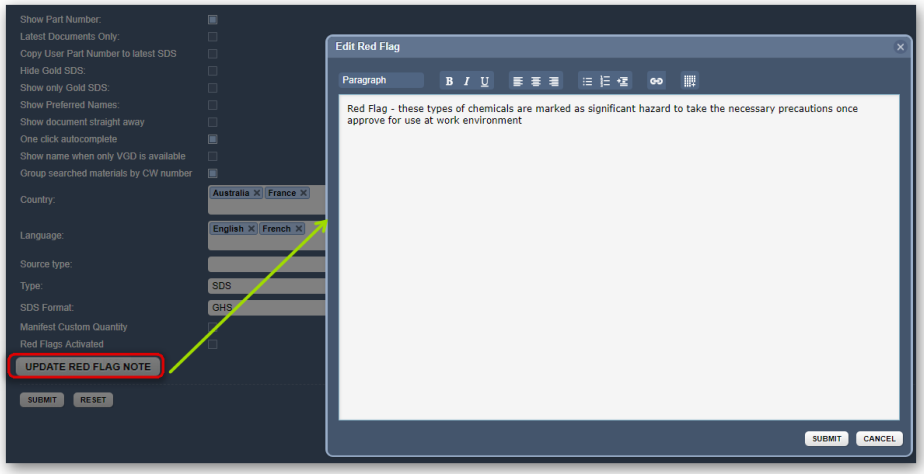
Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?

MANIFEST OF HAZARDOUS CHEMICALS

Item	Description of Hazard Chemicals		DG Class	Subrisk	PKG	Material Name	Proper Shipping Name	Un Number	Quantity At Workplace (X)	Quantity At Workplace Unit
	GHS Hazard Class	GHS Type/Category								
1	Flammable Gases	Category 1	2.1(except aerosols)	N/A	N/A					
3	Gases Under Pressure	With Acute Toxicity, Category 1,2,3 and 4	2.3	N/A	N/A					
5		With Skin Corrosion 1A, 1B or 1C	2.*	8	N/A					
8		Aerosols	2.1, 2.2 and 2.3	N/A	N/A					
10		Total Other Gases Not Specified Elsewhere in This Table	2.2	N/A	N/A					
12	Flammable Liquids	Category 1	3	N/A	I					
14		Category 2	3	N/A	II	acetone-D6	ACETONE	1090	25.0	L
14						acetone	ACETONE	1090	10.0	L
14						Benzene	BENZENE	1114	8.0	L
15			Sub-Total	N/A	II				43.0	L
16		Category 3	3	N/A	III					
18		Total Flammable Liquid Categories 1, 2, 3	Total	N/A	N/A				43.0	L
19		Category 4	Combustible Liquids (flash point < 93°C)	N/A	N/A					
21	Self-reactive Substances	Type A	Goods Too Dangerous To Be Transported (GTDTBT)	N/A	N/A					
23		Type B	4.1	N/A	N/A					

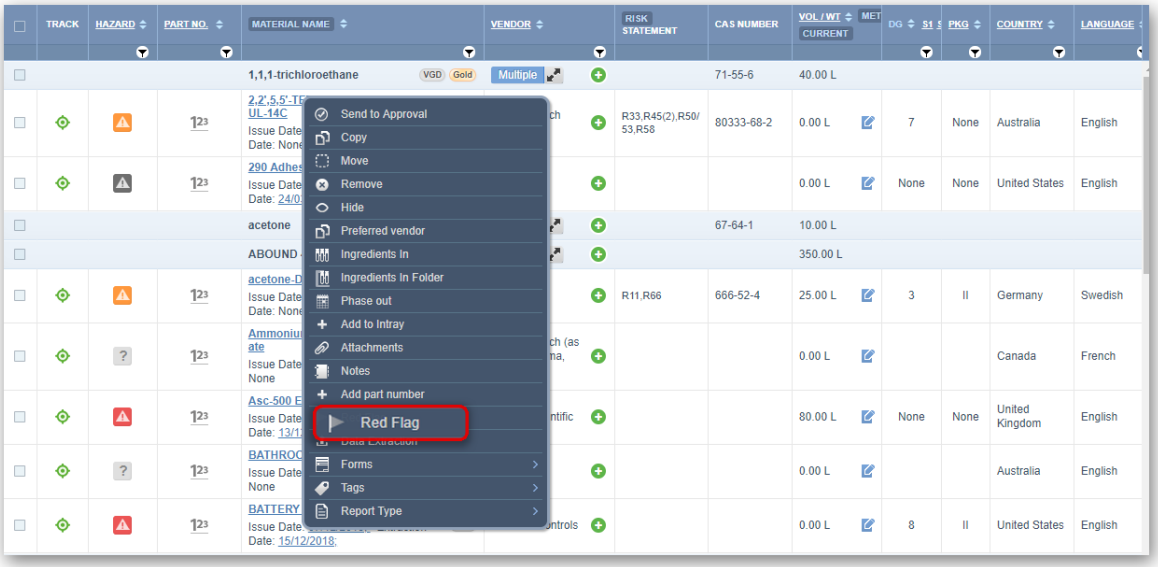
Red Flags Activated	If this setting is activated (checkbox ☐ selected); will enable the materials grid to display a red flag column. A Red Flag is some type of tag to flag-out any materials that have been assigned a red flag. The Administrator can add a note through the **Update Red Flag Note** button; which opens up an editor to type the information that will be shown on the red flag tag.



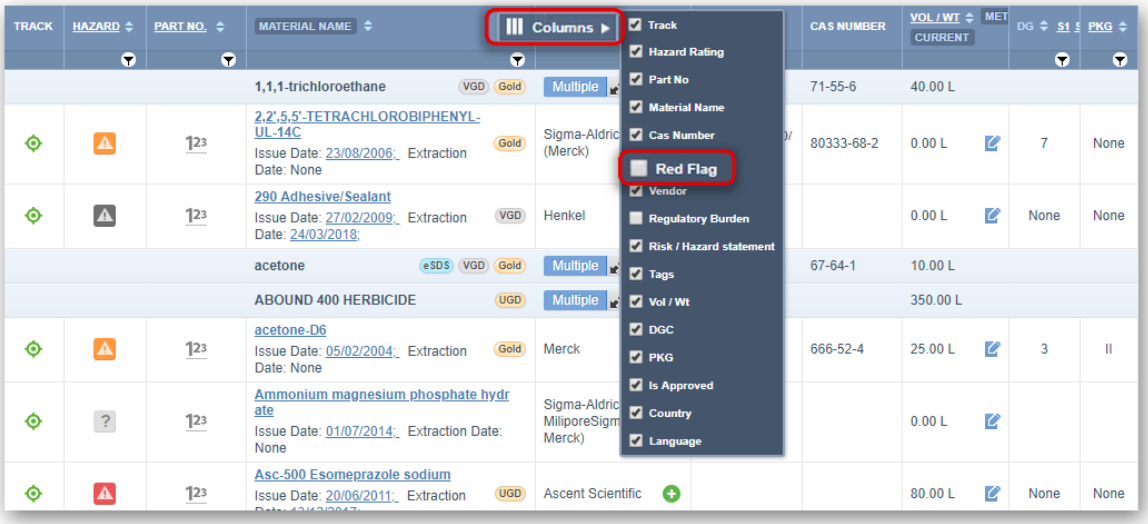
Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?

Red flag feature is available on the materials right click menu.



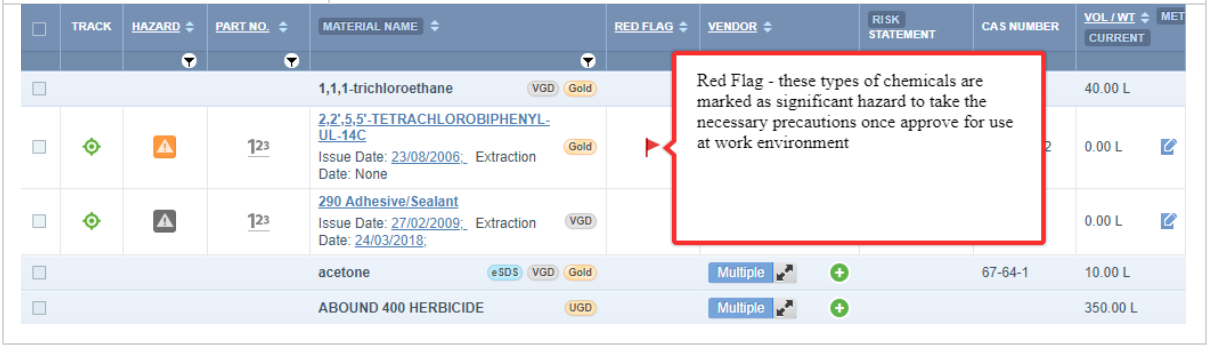
The red flag note will be available from the grid's header mouse right click menu that will have to be selected in order to show the actual tag on the grid.



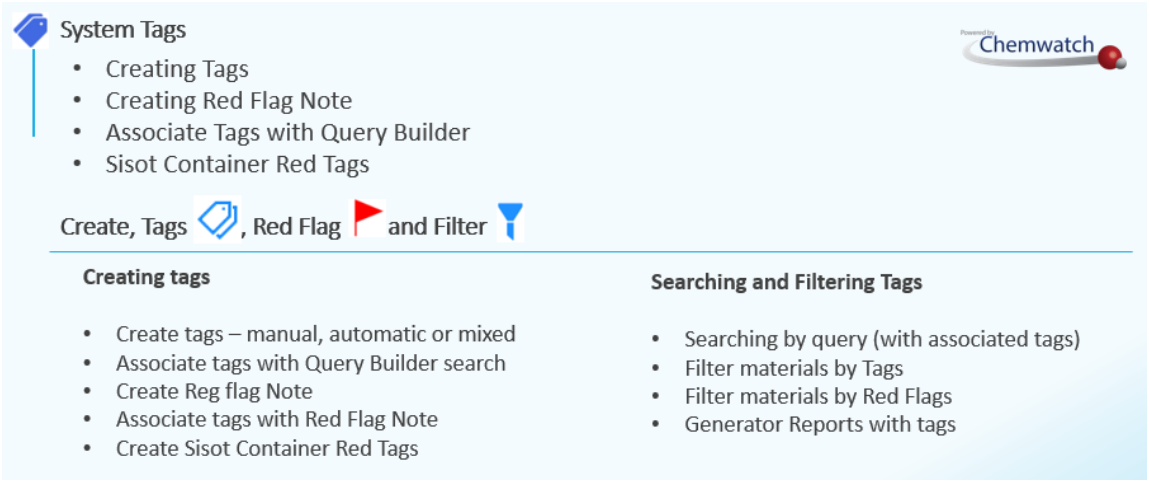
The red flag note displays on the grid as shown in the example below:

Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	When filter setting checkbox ☐ is selected (active), what will the filter setting show or do?

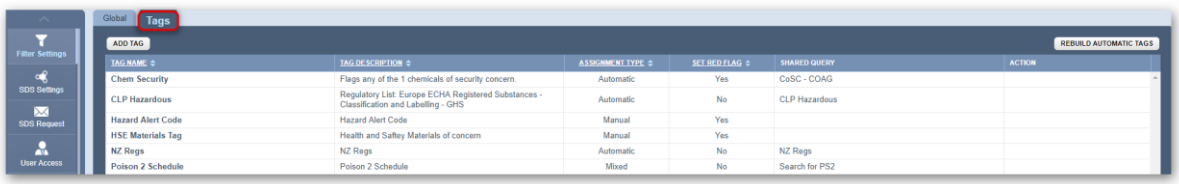


1.1 Tags



Tags are a user defined parameter and an optional feature. If tags do not show in the list of filter options, contact your Chemwatch System Administrator for more details.

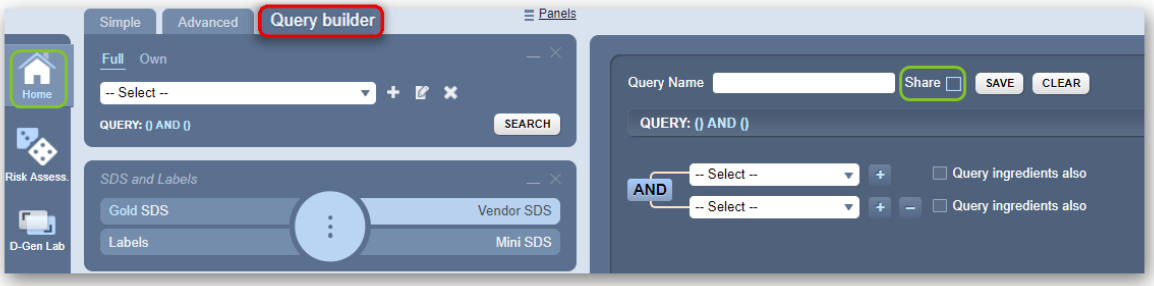
The system allows Administrator/Sub-Administrators to create tags for materials. A tag is a piece of information that can be used to share information to other users such as an alert for chemicals used in the workplace for users to be aware of. The tags can be assigned to materials in various modules: Home, Sisot and Risk Assessment modules. Tags can be set to be automatic, mixed or manual.



Copyright©2025 Chemwatch. All Rights Reserved

Query Builder Advanced Search

A Query Builder method can also be used to link tags (that are already created as mixed or automatic tags) to enable users to search for materials using specific tag string throughout the queries for ease of identifying materials associated with the shared type of tag (Automatic or Mixed). The Query Builder method is an advanced search that allows novice and experienced users to build queries to be used to search the database using specific combination fields that apply Boolean search method. Key words are used to retrieve records in the database by means of search operators, AND, OR and NOT.



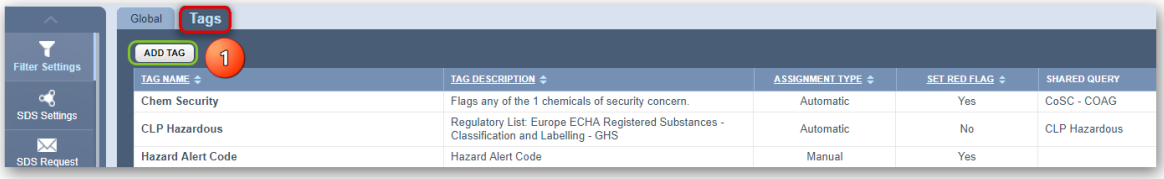
1.1.1 Creating Tags

Go to the Settings link > click on Filter Settings > press the Tags tab and follow the steps below to create tags (Mixed).

The user access settings module is strictly accessible by the Administrator for security purposes. The Administrator can set users and grant specific user(s) with the permission to set up tags (Manual, Automatic or Mixed) and the ability to associate a tag with a Query and/or a Red Flag.

Steps

1. Click the **Add Tag** button.

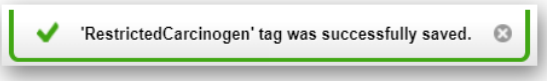


2. Type the **name of the tag** in the Tag Name text field.
3. **Describe the tag** by typing in the Tag Name text field.
4. Click on the drop-down arrow to choose the **Assignment Type** from the listed options. In this example; the Mixed option is selected.
5. **Choose a Shared Query** from the drop-down arrow that will be used with Query Builder Search. Note that the query must be created first (recommended). You may also use the

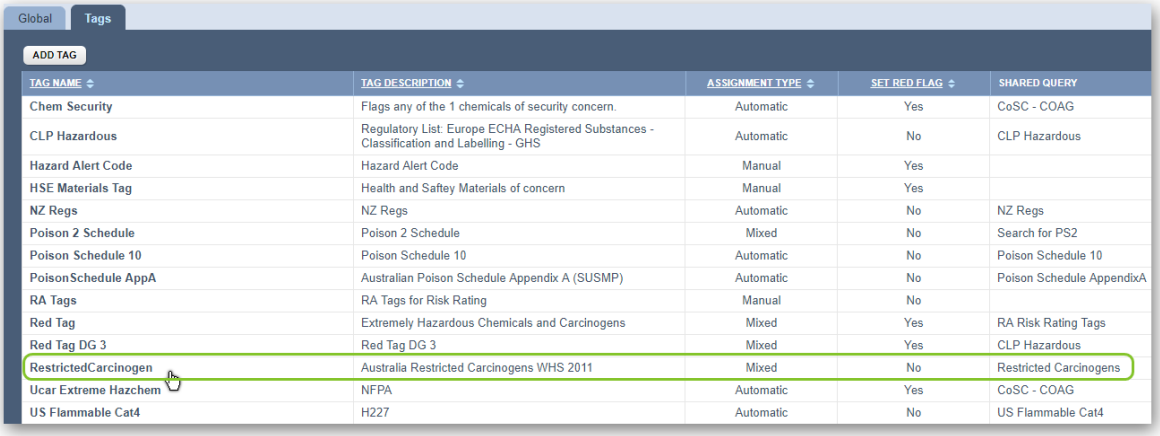
Copyright©2025 Chemwatch. All Rights Reserved

checkbox for the Red Flag to associate your tag with the search results or when materials are displayed.

6. Click the **Save** button. A confirmation message gets displayed on top of the screen.



The created tag will be displayed in the Tag grid.



TAG NAME	TAG DESCRIPTION	ASSIGNMENT TYPE	SET RED FLAG	SHARED QUERY
Chem Security	Flags any of the 1 chemicals of security concern.	Automatic	Yes	CoSC - COAG
CLP Hazardous	Regulatory List: Europe ECHA Registered Substances - Classification and Labelling - GHS	Automatic	No	CLP Hazardous
Hazard Alert Code	Hazard Alert Code	Manual	Yes	
HSE Materials Tag	Health and Saftey Materials of concern	Manual	Yes	
NZ Regs	NZ Regs	Automatic	No	NZ Regs
Poison 2 Schedule	Poison 2 Schedule	Mixed	No	Search for PS2
Poison Schedule 10	Poison Schedule 10	Automatic	No	Poison Schedule 10
PoisonSchedule AppA	Australian Poison Schedule Appendix A (SUSMP)	Automatic	No	Poison Schedule AppendixA
RA Tags	RA Tags for Risk Rating	Manual	No	
Red Tag	Extremely Hazardous Chemicals and Carcinogens	Mixed	Yes	RA Risk Rating Tags
Red Tag DG 3	Red Tag DG 3	Mixed	Yes	CLP Hazardous
RestrictedCarcinogen	Australia Restricted Carcinogens WHS 2011	Mixed	No	Restricted Carcinogens
Ucar Extreme Hazchem	NFPA	Automatic	Yes	CoSC - COAG
US Flammable Cat4	H227	Automatic	No	US Flammable Cat4

When the query is run in Query Builder; this tag will enable the system to identify all materials that are classified as restricted carcinogens in accordance with the respective Regulatory List.

1.1.2 Searching by Query Name to Identify Tags

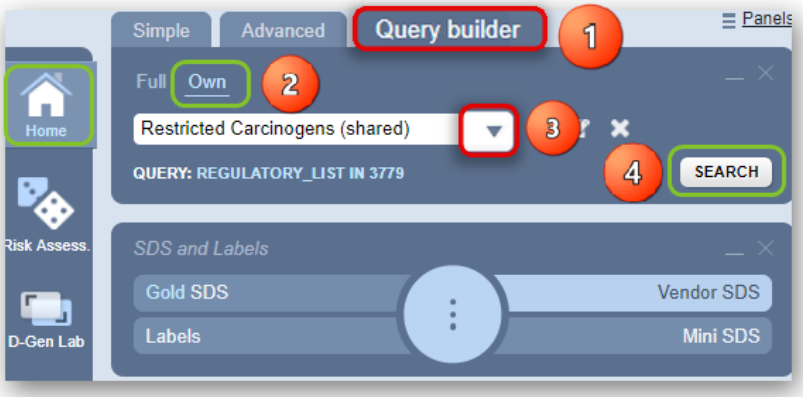
Go to the Home button > click on Query Builder tab on the search panel > follow the steps below to search for query associated with the created tag.

Steps

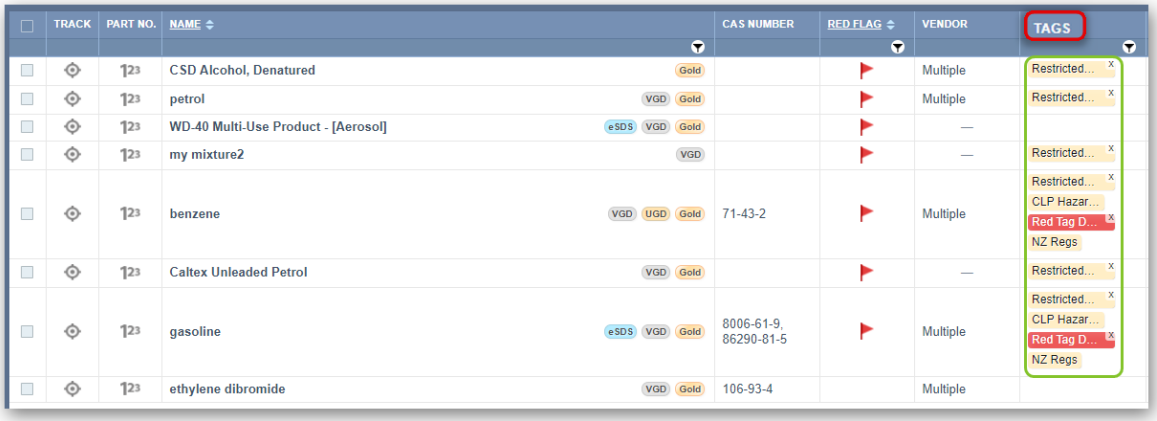
1. Click the **Own** button on the search panel

Copyright©2025 Chemwatch. All Rights Reserved

2. Press the **search drop-down arrow** to select the Query Name; e.g., Restricted Carcinogens (shared). Note that the query was created with Regulatory List In 3779 (for Restricted and its associated with the Tag created above.
3. Click the **Search** button



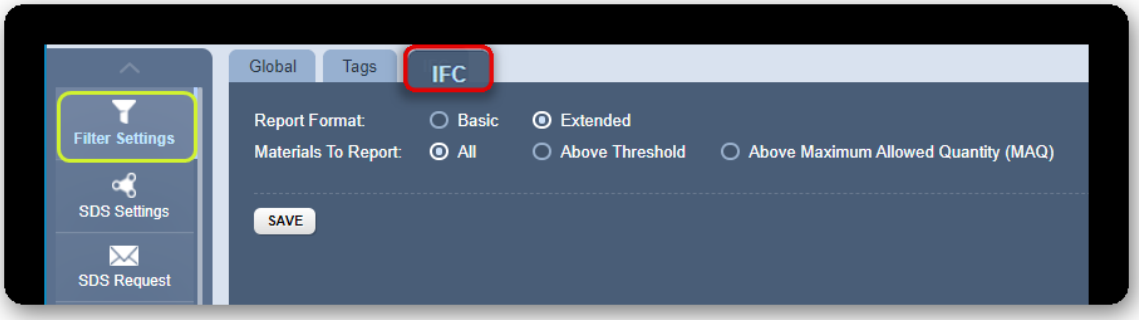
4. The search results' materials grid will show the **TAGS column** with the respective **tag name** for found records within your own inventory as shown below.



Moving the mouse pointer on the material name will display summary window with information matching the substance name, the substance type and the query element matched.

Copyright©2025 Chemwatch. All Rights Reserved

1.2 IFC Settings



The IFC filter settings are applicable to domains that subscribe to IFC mode package as part of Chemeritus, especially for the USA market. These settings enable the domain administrator to set parameters for driving the IFC report format to export data based on the assigned options.

For more information on IFC set up, contact us at helpdedesk@chemwatch.net.

Copyright©2025 Chemwatch. All Rights Reserved

2.0 SDS Settings

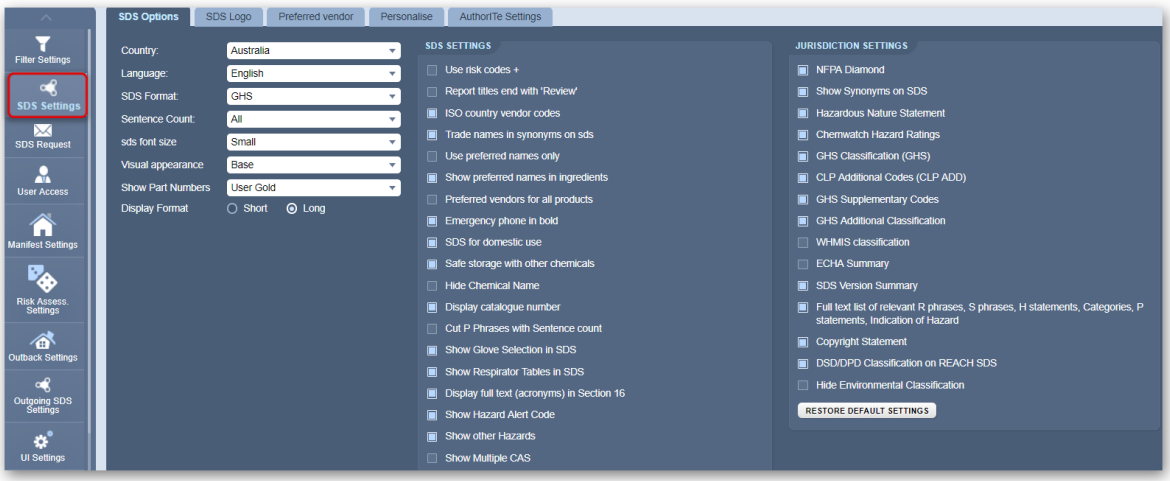
This topic will cover the following objectives:

→ How SDS format and settings work
→ How SDS jurisdictional settings work
→ How SDS settings affect Mini SDS, Labels and Emergency Reports
→ How to upload a business or organisational logo into SDS
→ How to create Preferred Vendors
→ How to personalise a Gold SDS
→ AuthorITe settings for SDS authoring module

WHAT YOU'LL LEARN

SDS Settings section allows the Administrator (and/or Sub-Administrator) to set specific Gold SDS related attributes to enable the system to show or not show certain information on the Chemwatch Gold SDS as well as the behaviour of the components of the user interface.

Go to the Settings link > click on SDS Settings > by default, the SDS Options tab will display an array of filter conditions for the specific SDS Settings and Jurisdictional Settings.



The following table list the descriptions of each filter setting and the respective behaviour of the user interface functions, and the Gold SDS display format settings.

Copyright©2025 Chemwatch. All Rights Reserved

2.1 Gold SDS Format Settings in SDS Options Tab

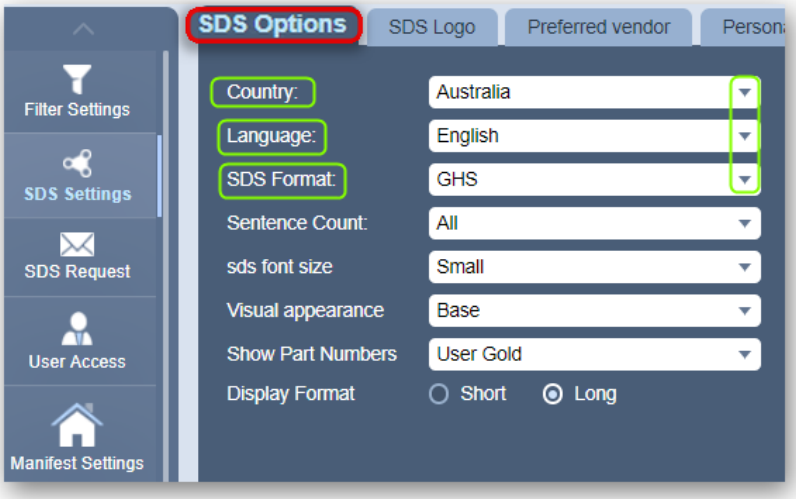
The Gold SDS format settings enable the Domain administrator (and/or users assigned the respective privilege) to edit SDS Settings for their respective jurisdictions/country based legislative arrangements. The Gold SDS is a Chemwatch dynamic generated document, and its content is dependent on the set parameters for a variety of settings; format display settings, SDS specific settings and the jurisdictional settings. In this section, we look at the variety of the format settings. The table below provides a descriptive attribute when a format setting is enabled (or selected).

SDS Options

Format SDS Setting	When a format setting from the drop-down list option is selected (active), what will the filter setting show or do? Or what will the Gold SDS display or what kind of information will be generated?
Country	Set the specific country from the drop-down options that will be applied when a Gold SDS is displayed. When the specific country is applied, this filter setting will automatically set the corresponding Language and SDS Format settings. This sets the hazard classification system applicable to that country. See example below, where a country is set to Australia; Language is automatically set to English and SDS Format is automatically set to GHS. Other examples are: **Country** / **Language(s)** / **SDS Format** Canada / English/French / GHS/Local United Kingdom / English / REACH United States / English/Spanish / GHS France / French/English / REACH China / Chinese Modern/Chinese Traditional/English / GHS New Zealand / English / GHS Spain / Spanish/English / REACH Note that the selected country and language are going to be the preset values for the Report Generator's Basic and Advanced tabs.

Copyright©2025 Chemwatch. All Rights Reserved

Format SDS Setting	When a format setting from the drop-down list option is selected (active), what will the filter setting show or do? Or what will the Gold SDS display or what kind of information will be generated?



Sentence Count	Select the sentence count drop down arrow to assign any value between 1 and 10; (All option is set as the default). This feature will count the sentences as a rule using the period/full stop (.) at the end of a sentence followed by a space and first letter (A-Z Capital) in the next sentence. For circumstances, where a sentence ends in a question mark (?) or exclamation mark (!), these will also apply the sentence count. Statements or phrases and abbreviations are delimited. Anything in brackets "()" are ignored including a dot. Furthermore, we ignore any dot (.) that appears in text and is a part of common abbreviations. Some common abbreviations are listed below for reference.

Abbreviation	Meaning
Assn.	Association
at. no.	Atomic number
at. wt	Atomic weight
b.p.	Boiling point
Dr.	Doctor
e.g.	Example

Copyright©2025 Chemwatch. All Rights Reserved

Format SDS Setting	When a format setting from the drop-down list option is selected (active), what will the filter setting show or do? Or what will the Gold SDS display or what kind of information will be generated?
SDS Font Size	Select the drop-down list to assign the SDS font size from the option; Small, Normal or Large.
Visual Appearance	Chemwatch provides two options for the Gold SDS's visual appearance: Base and Vanilla. Chemwatch uses colour coding and distinctive formatting to denote the level of hazards, sections and outline critical information on the SDS. The Vanilla visual appearance is the basic formatting which has grey formatting. The base SDS is the colour coded format of the Gold SDS.
Show only Gold SDS	This setting's checkbox ☐ when enabled, will hide the vendor SDS and display the Gold SDS (Chemwatch SDS).
Show Part Numbers	This setting provides the ability to set the type of part number to show in a Gold SDS. There are three options to choose from the drop-down list: User Gold – this is the type of part number created by the user (user dependent). User Vendor – this is the Vendor part number registered from the manufacturer SDS. All – this option will display all available part numbers on the Gold SDS's section 1.
Display Format	This setting provides two options; select one radio button to assign the respective display format. The following table describes a summary of these attributes.

Copyright©2025 Chemwatch. All Rights Reserved

Format SDS Setting	When a format setting from the drop-down list option is selected (active), what will the filter setting show or do? Or what will the Gold SDS display or what kind of information will be generated?

Short SDS	Long SDS
Combination of laboratory/domestic data	Commercial by default
Single format in plain English	2 formats, ability to turn on plain English
Some sections are hidden regardless of the jurisdiction. o Occupational exposure limits o Respective PPE text o Specific rows relating to toxicity data except LD50 and LC50	Shows information applicable to jurisdiction of interest and all relevant toxicity, OELs, PPE information, etc.
The "Short" SDS is the default format display.	

2.2 Gold SDS Settings in SDS Options Tab

The Gold SDS settings enable the Domain administrator (users assigned the rights to edit SDS Settings attributes for their respective jurisdictions/country based legislative arrangements.

Setting Attribute	Description	SDS Section
Use risk code +	» Click on "**Use risk+**" checkbox to include Chemwatch assessed risks. Note: The default is to use only those risks highlighted by legislative bodies such as EU directives, Australia Criteria/WHS/GHS	Section 2 Risks display with a "?" by default, Use risk codes+ is always switched off
Report titles end with "Review"	» Click on "**Report titles end with Review**" checkbox to include Chemwatch reviewed SDS. Note: The Chemwatch reviewed document is NOT the original manufacturer MSDS	SDS Report Title displays on SDS title page
ISO country vendor codes	» Click on "**ISO country vendor codes**" checkbox to include codes onto Chemwatch MSDS. Note: ISO country codes are the international standard for country codes and their sub-divisions for the	Section 1 ISO code is displayed as a synonym

Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
	representation of countries, territories or areas of geographical interest and their sub-divisions, e.g., ISO 3166 come from the United Nations sources]	
Trade names in synonyms on SDS	» Click on "**Trade names in synonyms on SDS**" checkbox to include trade names of the products onto the Chemwatch Gold SDS.	Section 1 Trade Name displays as a synonym
Use preferred names only	» Click on "**Use Preferred names only**" checkbox to assign preferred names added to the material onto the Chemwatch Gold SDS.	Section 1 Preferred Name displays as exact and replaces the material name
Show preferred names in ingredients	» Click on "**Show preferred names in ingredients**" checkbox to assign preferred names added to the material onto the Chemwatch Gold SDS for ingredients.	Section 1 Preferred Name(s) displays as exact for any ingredient(s) in the material
Preferred vendors for all products	» Click on "**Preferred vendor for all products+**" checkbox to assign supplier details to the Chemwatch Gold SDS	Section 1 Preferred vendor details display as current supplier
Emergency phone in bold	» Click on "**Emergency phone in bold**" checkbox to include emergency telephone number onto the Chemwatch Gold SDS.	Section 1 Emergency telephone number shows in sub section
SDS for domestic use	» Click on "**SDS for domestic use**" checkbox to include safety data applicable for domestic use in accordance to the product.	Section 1
Safe storage with other chemicals	» Click on "**Safe storage with other chemicals**" checkbox to include safe storage information applicable to the product	Section 7 Safe storage information is shown in this section of the Gold SDS
Hide chemical name	» Click on "**Hide Chemical Name**" checkbox to hide the real chemical name	Section 1 Real chemical name will be hidden from this section of the Gold SDS

Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
Display catalogue number	» Click on "**Display catalogue number**" checkbox to show the product's catalogue number	Section 1 Catalogue number will be shown this section of the Gold SDS
Cut P Phrases with Sentence Count	» Click on "**Cut P (Precautionary) Phrase**" checkbox to apply the sentence count on P Phrases. This setting is relevant for materials that are classified and contain P Phrases.	Section 1 P Phrases will cut based on the sentence count setting and will be reflected in this section of the Gold SDS where applicable
Show Glove Selection in SDS	» Click on "**Show Glove Selection**" checkbox to allow the system to display the applicable glove selection for the material	Section 7
Show Respirator Tables in SDS	» Click on "**Show Respirator Tables in SDS**" checkbox to allow the system to display the applicable respirator tables	Section 7
Display full text (acronyms) in Section 16	» Click on "**Display full text (acronyms) in Section 16**" checkbox to allow the system to render the applicable acronyms in Section 16	Section 16
Show Hazard Alert Code	» Click on "**Show Hazard Alert Code**" checkbox to enable the system to render the applicable Hazard Alert Code in the Gold SDS	Section 1
Show other Hazards	» Click on "**Show other Hazards**" checkbox to allow the system to show other hazards	Section 2
Show Multiple CAS	» Click on "**Show Multiple CAS**" checkbox to allow the system to render multiple chemical abstract number applicable for the material	Section 1

2.3 Jurisdiction Settings in SDS Options Tab

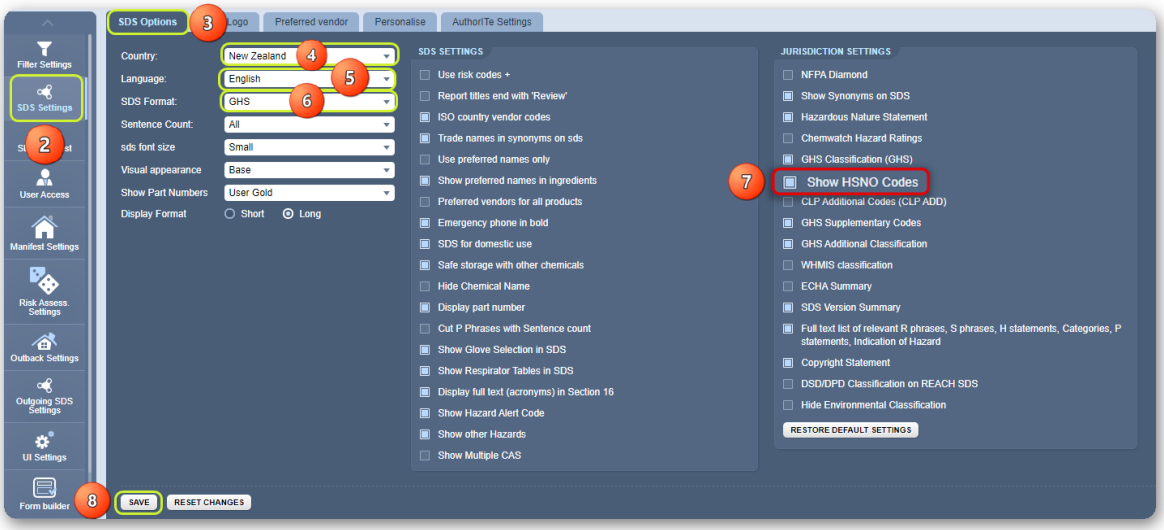
The Gold SDS Jurisdiction settings enable the Domain administrator (users assigned the rights to edit SDS Settings attributes for their respective jurisdictions/country based legislative arrangements.

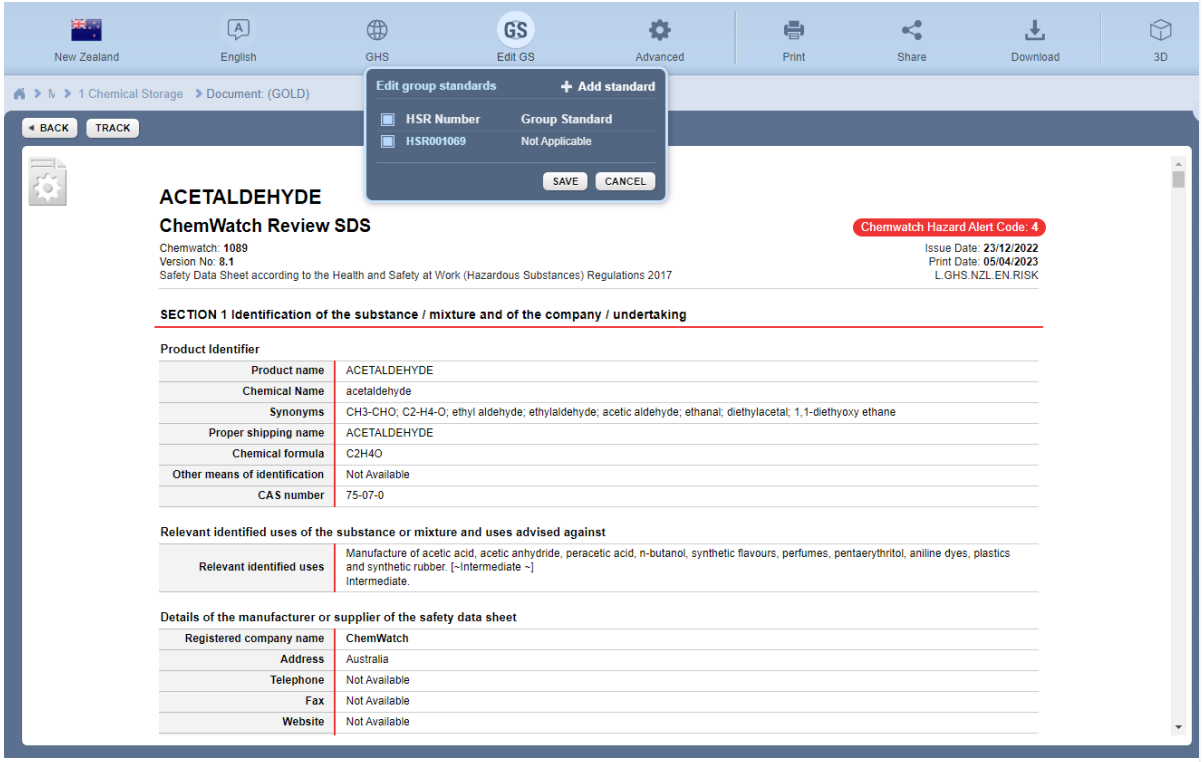
Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
NFPA Diamond	» Click on "**NFPA Diamond**" checkbox to assign graphics to the Gold SDS Note: NFPA Diamonds are graphical symbols for the identification of hazards of material for emergency response in USA.	Section 1 NFPA diamonds shows as colour coded diamonds, see appendix for more details about this type of diamonds. Example sodium borohydride
Show Synonyms on SDS	» Click on "**Show synonyms on SDS**" checkbox to assign synonyms to the Gold SDS	Section 1 Synonyms display other names of the material
Hazardous Nature Statement	» Click on "**Hazardous Nature statement**" checkbox to assign statement to the Gold SDS	Section 2 Hazardous Nature statement display the respective classification statement of the material
Chemwatch Hazard Ratings	» Click on "**Chemwatch Hazard Ratings**" checkbox to assign hazard categories, ratings	Section 2 Hazard categories, ratings, display respective information in accordance with the Chemwatch hazard ratings criteria
GHS Classification (GHS)	» Click on "**GHS classification**" checkbox to OR assign the Globally Harmonised System classification codes to the Gold SDS	Section 2 GHS classification is shown in this section of the Gold SDS

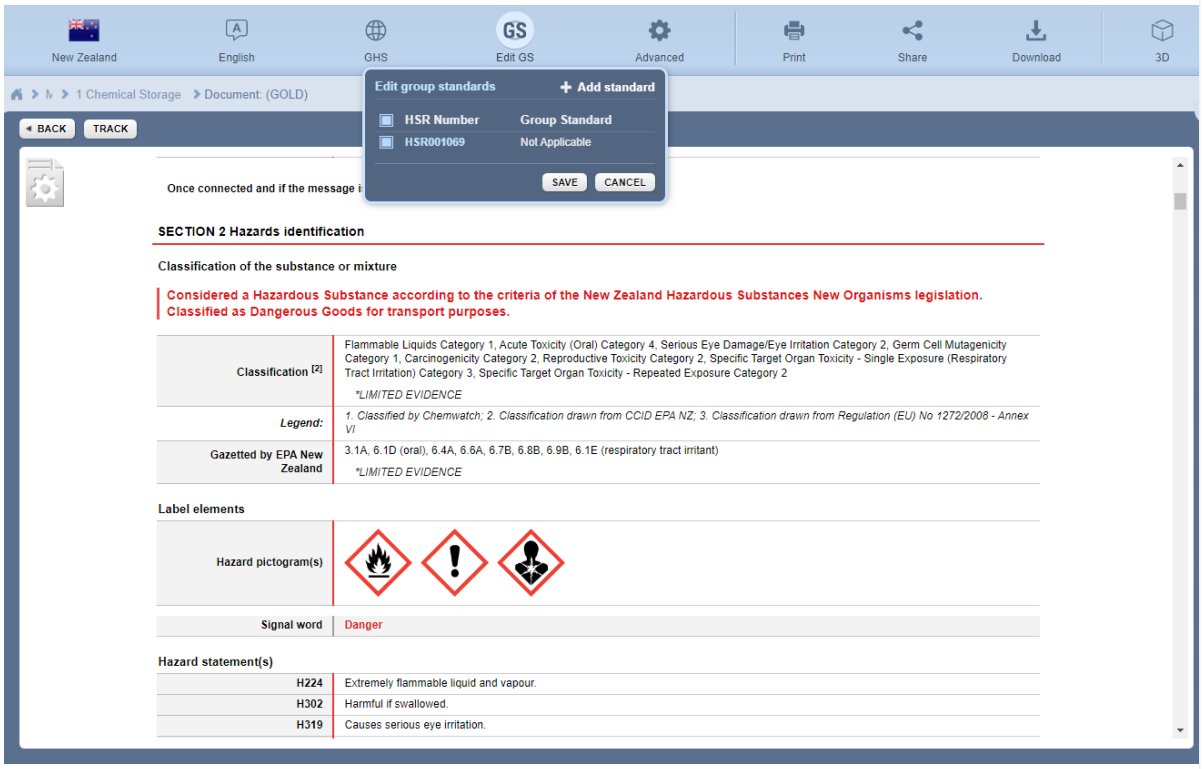
Copyright©2025 Chemwatch. All Rights Reserved

Show HSNO Codes	» Click on "**Show HSNO Codes**" checkbox to assign the Hazardous Substances and New Organisms classification codes to the Gold SDS. HSNO is an old New Zealand classification, replaced by GHS on 30 April 2021.	Section 2

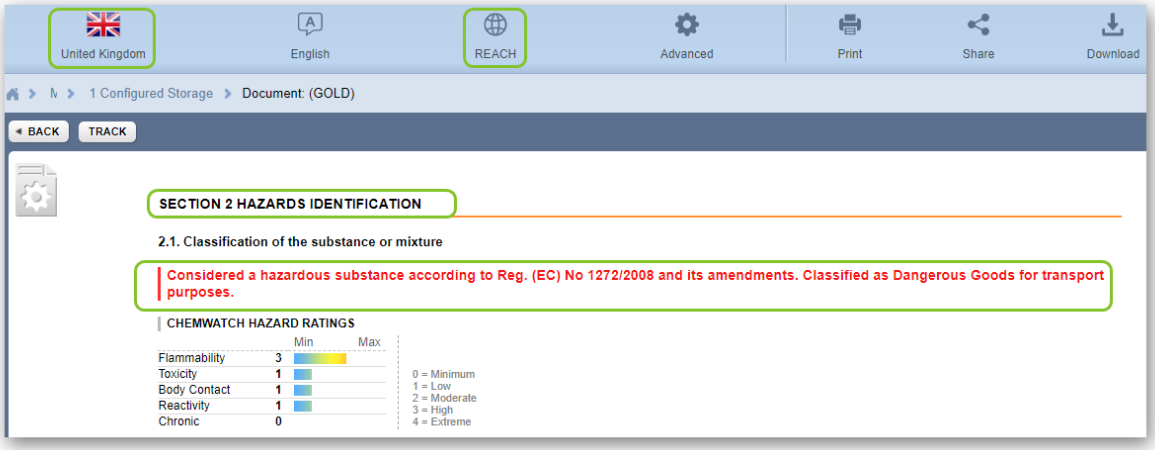




Copyright©2025 Chemwatch. All Rights Reserved



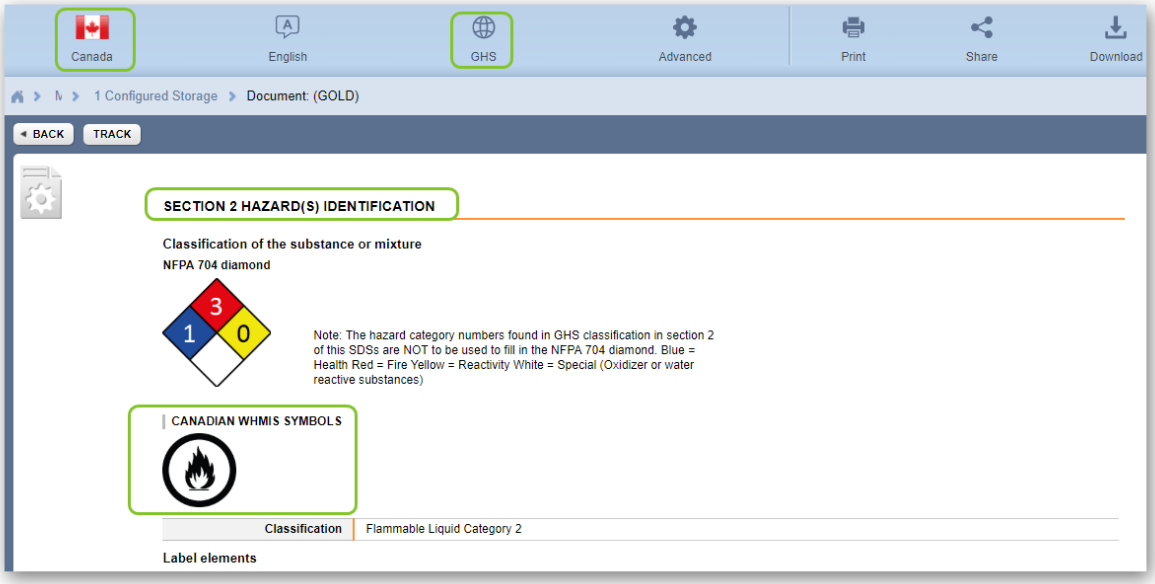
CLP Additional Codes (CLP ADD)	» Click on "**CLP Additional Codes (CLP ADD)**" checkbox to assign CLP extra codes to the Gold SDS	Section 2 CLP Codes are rendered in this section



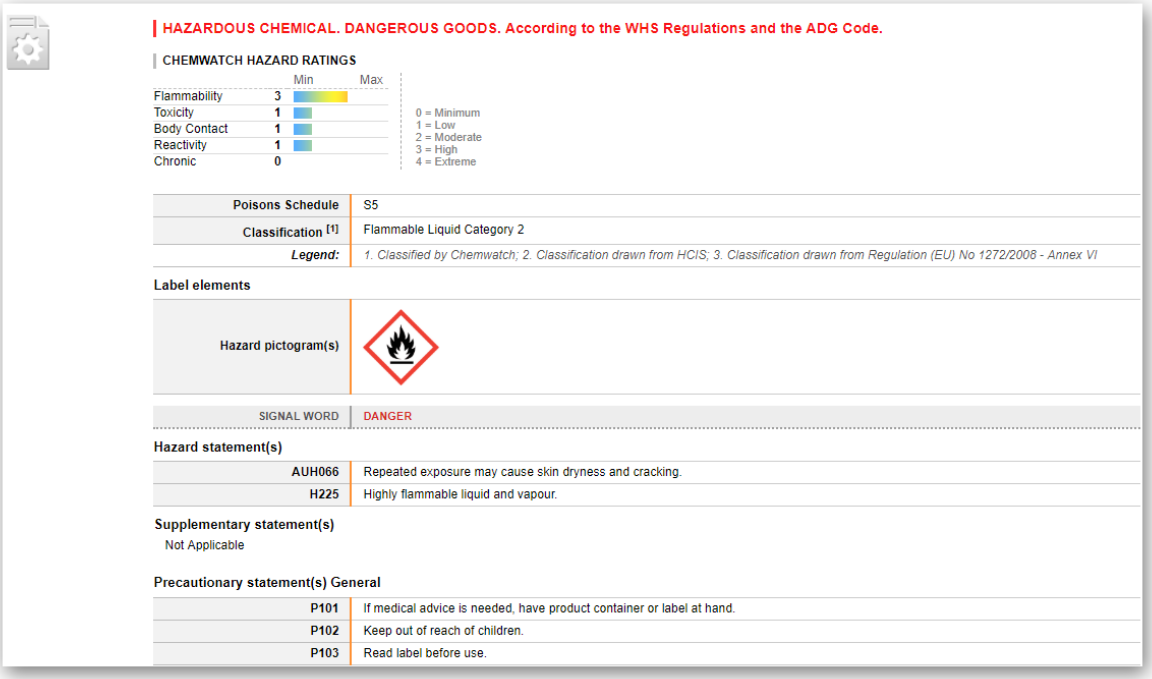
Note:

CLP	Classification, Labelling and Packaging is a European Union Regulation which aligns the EU system of classification and labelling of chemical substances to the GHS using (H) codes
GHS	Globally Harmonised System of Classification and Labelling of Chemicals created by UNECE (United Nations Economic Commission for Europe) and described by (R) Risk codes

Copyright©2025 Chemwatch. All Rights Reserved

GHS Supplementary Codes	» Click on "**GHS Supplementary Codes**" checkbox to apply codes to the Gold MSDS	Section 2 GHS supplementary Codes as per the classification of the material are shown in this section
GHS Additional Classification	» Click on "**GHS Additional classification**" checkbox to enable the system to render any addition GHS classification to the Gold SDS	Section 2 Additional GHS classification information is shown in this section of the SDS
WHMIS Classification	» Click on "**WHMIS classification**" checkbox to render applicable classification in accordance with the Canadian Workplace Hazardous Materials Information System	Section 2 Shows WHMIS classification information in this section of the SDS
		
SDS Version Summary	» Click on "**SDS Version Summary**" checkbox to apply data to the Gold SDS	Section 16 Shows the respective SDS Version Summary information in this section.
Full list of relevant R, S phrases, H statements, Categories, P statements, Indication of Hazard	» Click on "**Full text list of relevant R (risk) Phrase, H (Hazard) statements, Categories, P (precautionary) statements, Indication of Hazard**" checkbox to render respective information to the Gold SDS	Section 2 Shows full list of classification data in this section

Copyright©2025 Chemwatch. All Rights Reserved



HAZARDOUS CHEMICAL. DANGEROUS GOODS. According to the WHS Regulations and the ADG Code.

CHEMWATCH HAZARD RATINGS

		Min	Max
Flammability	3		
Toxicity	1		
Body Contact	1		
Reactivity	1		
Chronic	0		

0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme

Poisons Schedule	S5
Classification [1]	Flammable Liquid Category 2
Legend:	*1. Classified by Chemwatch; 2. Classification drawn from HCIS; 3. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI*

Label elements

Hazard pictogram(s)	
SIGNAL WORD	DANGER

Hazard statement(s)

AUH066	Repeated exposure may cause skin dryness and cracking.
H225	Highly flammable liquid and vapour.

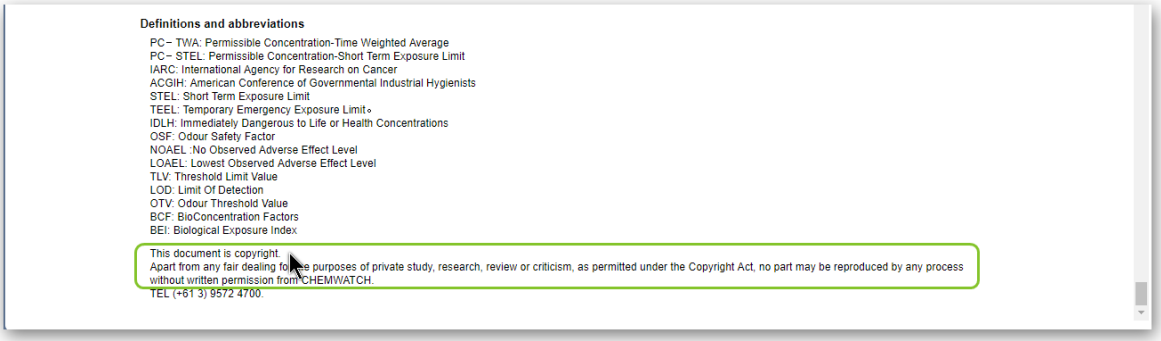
Supplementary statement(s)

Not Applicable

Precautionary statement(s) General

P101	If medical advice is needed, have product container or label at hand.
P102	Keep out of reach of children.
P103	Read label before use.

Copyright Statement	» Click on "**Copyright statement**" checkbox ☐ to display on the Gold SDS if required.	Copyright statement is displayed at the bottom of the last page of the Gold SDS



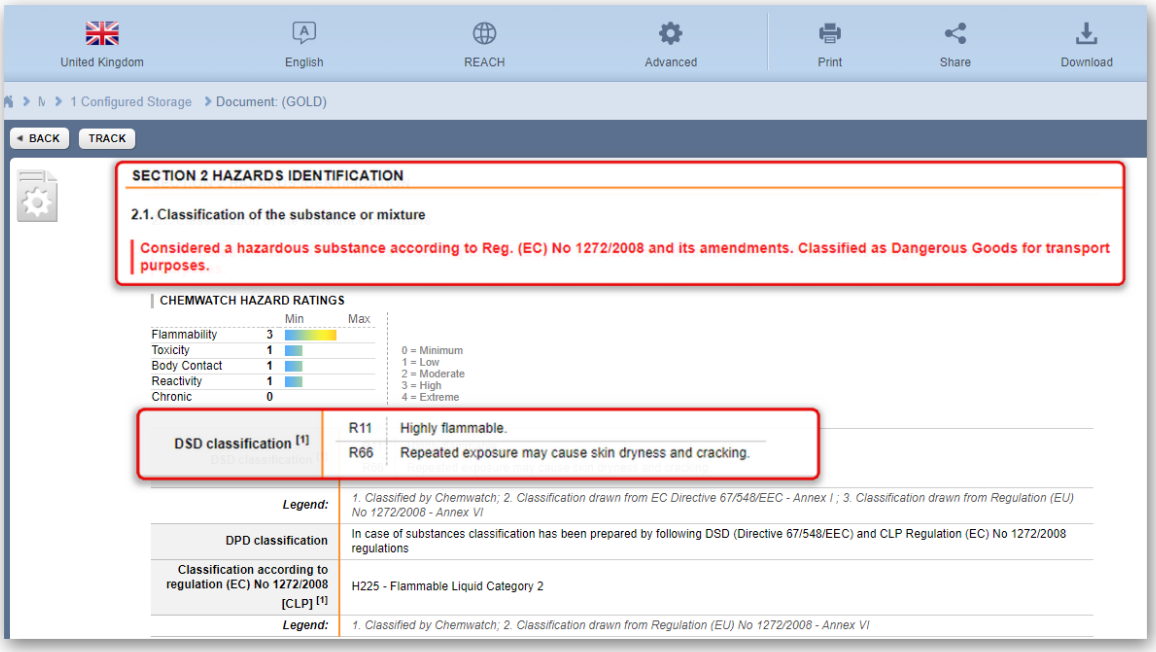
Definitions and abbreviations

PC – TWA: Permissible Concentration-Time Weighted Average
PC – STEL: Permissible Concentration-Short Term Exposure Limit
IARC: International Agency for Research on Cancer
ACGIH: American Conference of Governmental Industrial Hygienists
STEL: Short Term Exposure Limit
TEEL: Temporary Emergency Exposure Limit.
IDLH: Immediately Dangerous to Life or Health Concentrations
OSF: Odour Safety Factor
NOAEL :No Observed Adverse Effect Level
LOAEL: Lowest Observed Adverse Effect Level
TLV: Threshold Limit Value
LOD: Limit Of Detection
OTV: Odour Threshold Value
BCF: BioConcentration Factors
BEI: Biological Exposure Index

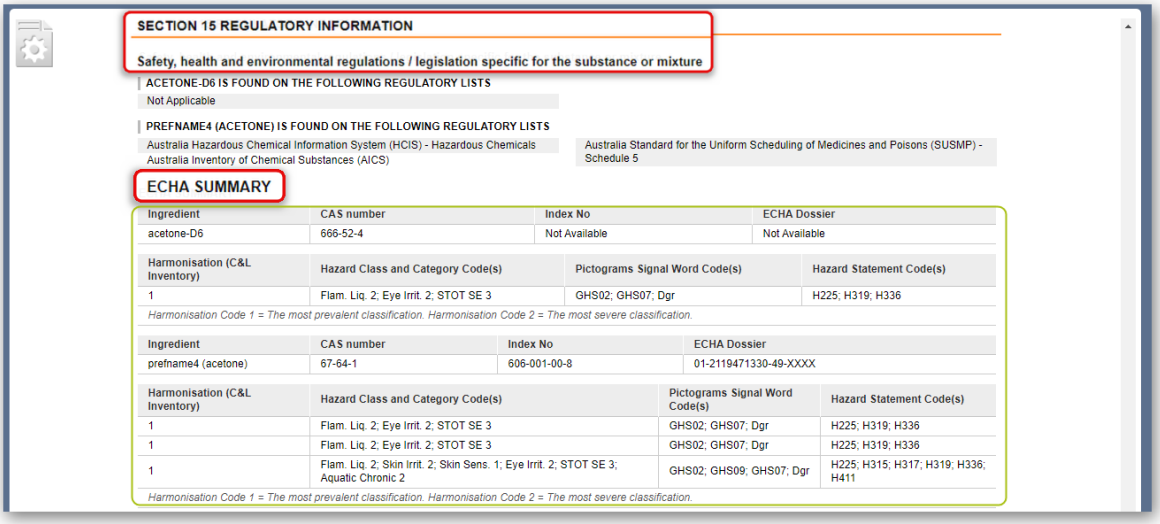
This document is copyright.
Apart from any fair dealing for the purposes of private study, research, review or criticism, as permitted under the Copyright Act, no part may be reproduced by any process without written permission from CHEMWATCH.
TEL (+61 3) 9572 4700.

DSD/DPD Classification on REACH SDS	» Click on "**DSD/DPD Classification on REACH SDS**" checkbox ☐ to render the classification based on the Dangerous Substances Directive/Dangerous Preparations Directive (EU old regulation).	Section 2

Copyright©2025 Chemwatch. All Rights Reserved



ECHA Summary	» Click on "**ECHA Summary**" checkbox ☐ to render the classification based on the European Chemicals Agency (ECHA).	Section 15

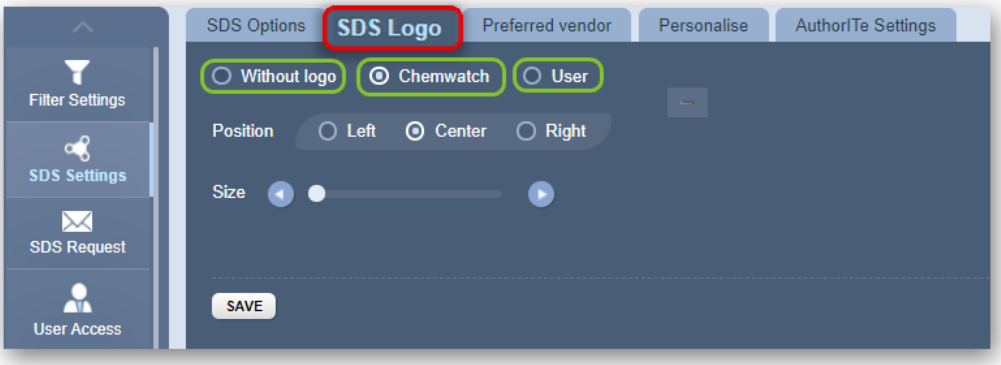


Hide Environmental Classification	» Click on "**Hide Environmental Classification**" checkbox ☐ in order NOT to show this information on the Chemwatch Gold SDS.	Section 2

Copyright©2025 Chemwatch. All Rights Reserved

2.4 SDS Logo Tab

The Gold SDS Logo tab enables the Domain administrator to set the type of logo that must be displayed onto the Gold SDS if required. There are three options to choose from: Without Logo, Chemwatch Logo or User Defined Logo.



The "**Without Logo**" option when selected will NOT display or render any logo on the Gold SDS.

If the "**Chemwatch Logo**" radio button option is selected; the Gold SDS will render the Chemwatch Logo at the top of the Gold SDS depending on the position assigned; either Left, Centre or Right" and the assigned logo size. The steps below show how to assign the "Chemwatch Logo" onto the Chemwatch Gold SDS.

Go to the Settings link > click on SDS Settings > click on the **SDS Logo tab** and then follow the steps below.

Steps

1. Click on radio button **Chemwatch**
2. Select "Left or **Center** or Right" to position the logo on the Gold SDS
3. Drag the **Size slider** to the desired marker; in the example, 299th position has been assigned
4. Click the **Save** button. A confirmation message will get displayed in the top middle of the interface

Copyright©2025 Chemwatch. All Rights Reserved

The Gold SDS will show the Chemwatch Logo in the top centre of the document.

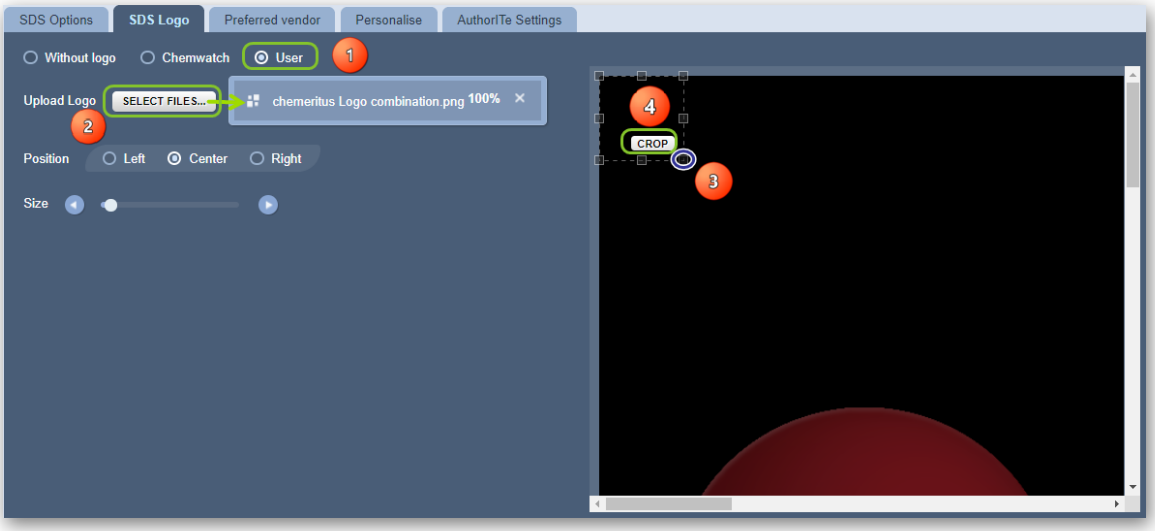
To set your own company logo; follow the steps below.

Go to the Settings link > click on SDS Settings > click on the **SDS Logo tab** and then follow the steps below.

Steps

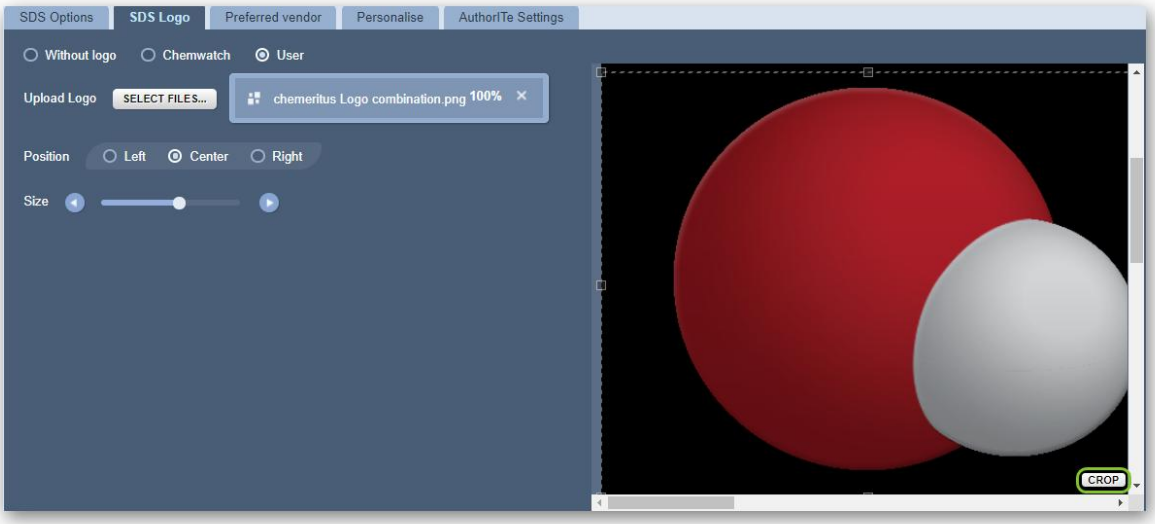
1. Click on SDS Logo radio button option **User.**
2. Click the **Select Files** button to upload your own company logo. Select your logo file from your desktop or file location. Upload your company logo which must adhere to the specifications; Format must be *.png, *gif, *jpg file.

3. **Resize** your company logo by dragging the lines to the desired logo size.

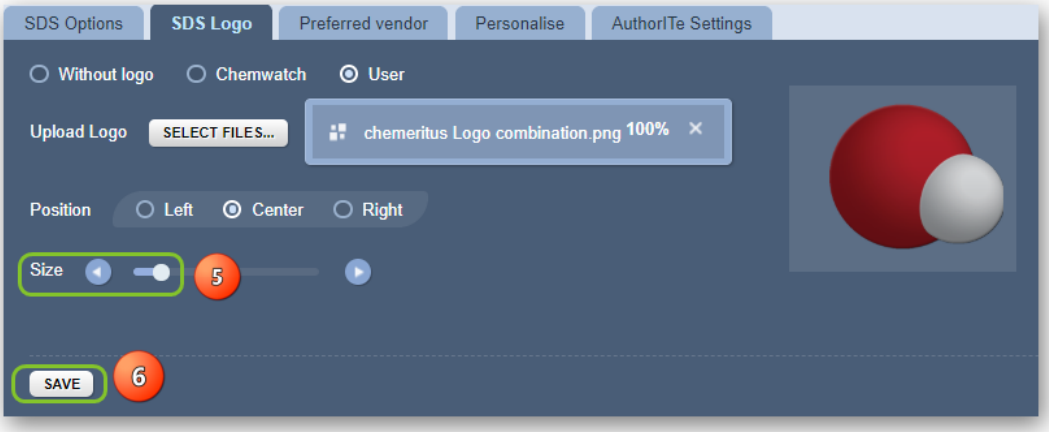


4. Click on the **Crop** button to save logo. A confirmation message will get displayed in the top middle of the interface.

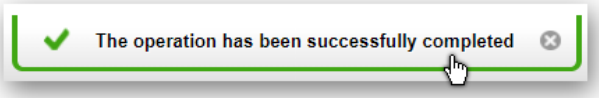
Copyright©2025 Chemwatch. All Rights Reserved



Click the **Size marker** to set your company logo to the desired size.

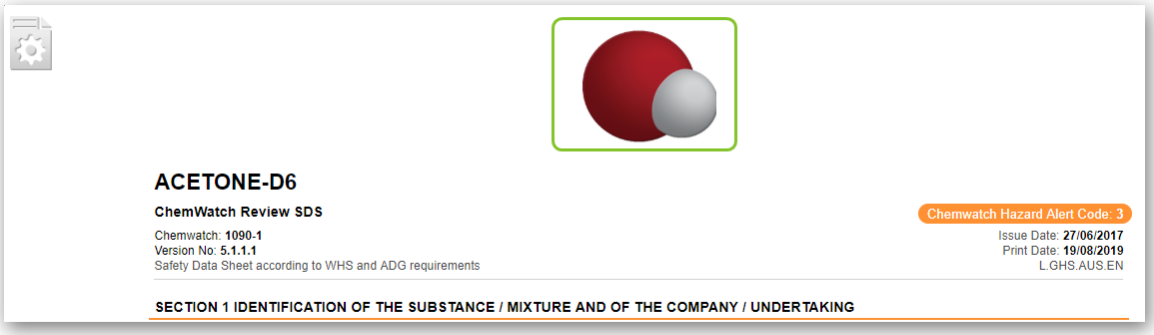


A confirmation message will get displayed in the top middle of the interface.



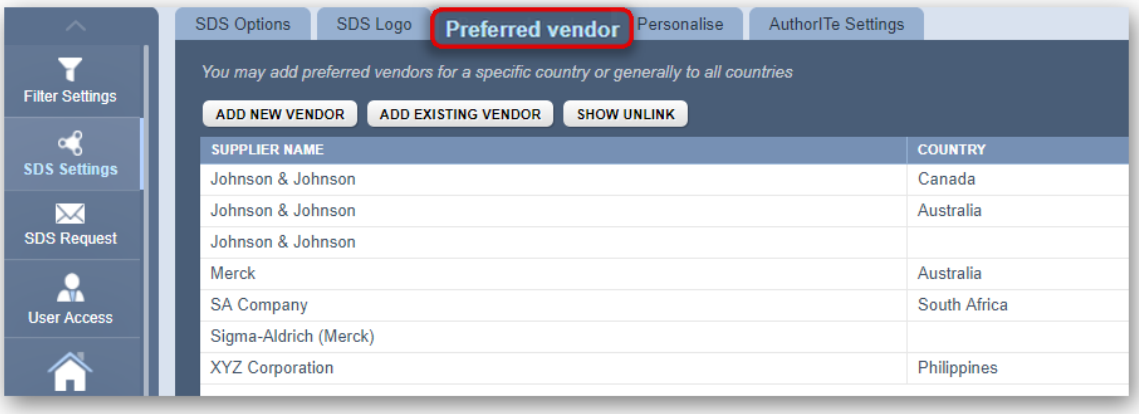
The Gold SDS will show the User Logo in the top centre of the document as per the User Logo settings applied.

Copyright©2025 Chemwatch. All Rights Reserved



2.5 Preferred Vendor Tab

The system enables the domain administrator to create new preferred vendor(s)/suppliers that can be set to a specific country or generally to all countries. Once the preferred vendors are available in the system, they can be unlinked (remove from showing in the Gold SDS at any time.

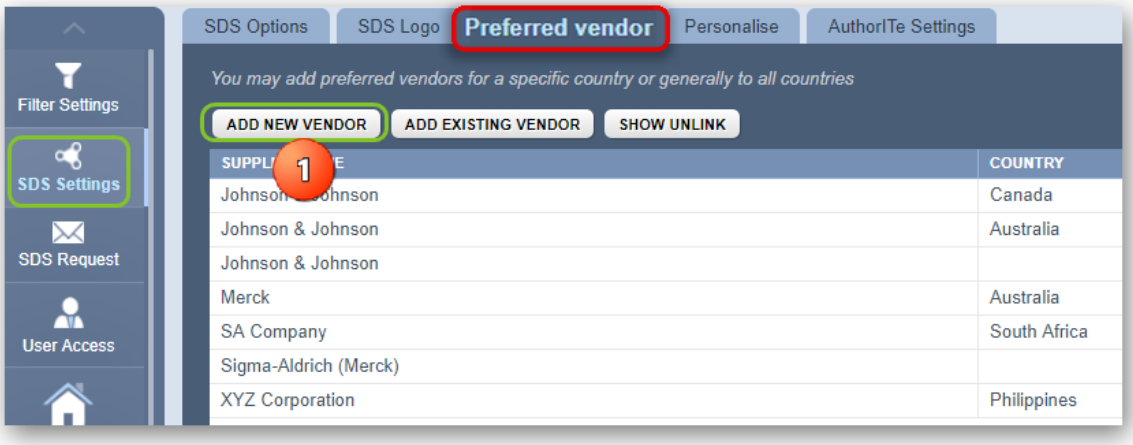


The steps below illustrate how to create a preferred vendor to show in a Gold SDS. Go to the Settings link > click on SDS Settings > click on the **Preferred Vendor tab** and then follow the steps below.

Steps

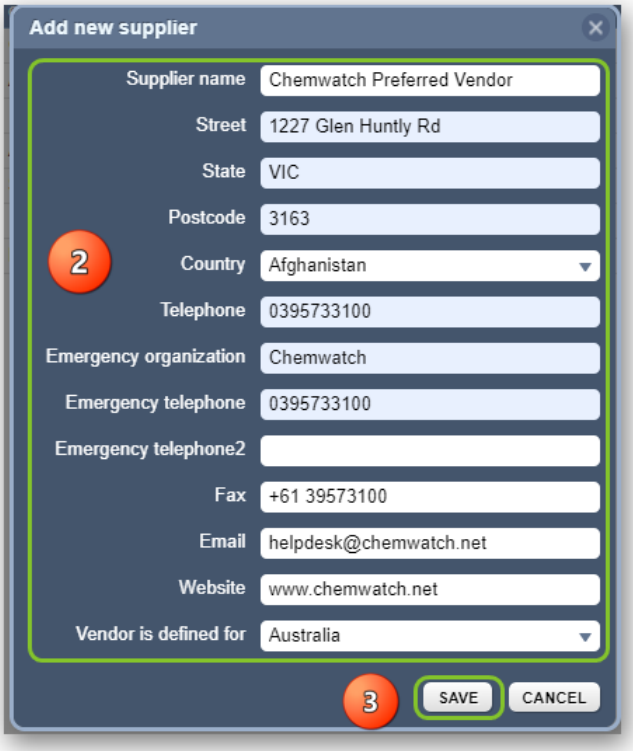
1. Click on **Add New Vendor** button.

Copyright©2025 Chemwatch. All Rights Reserved



The Add New Supplier Form will display empty fields, except for the default country.

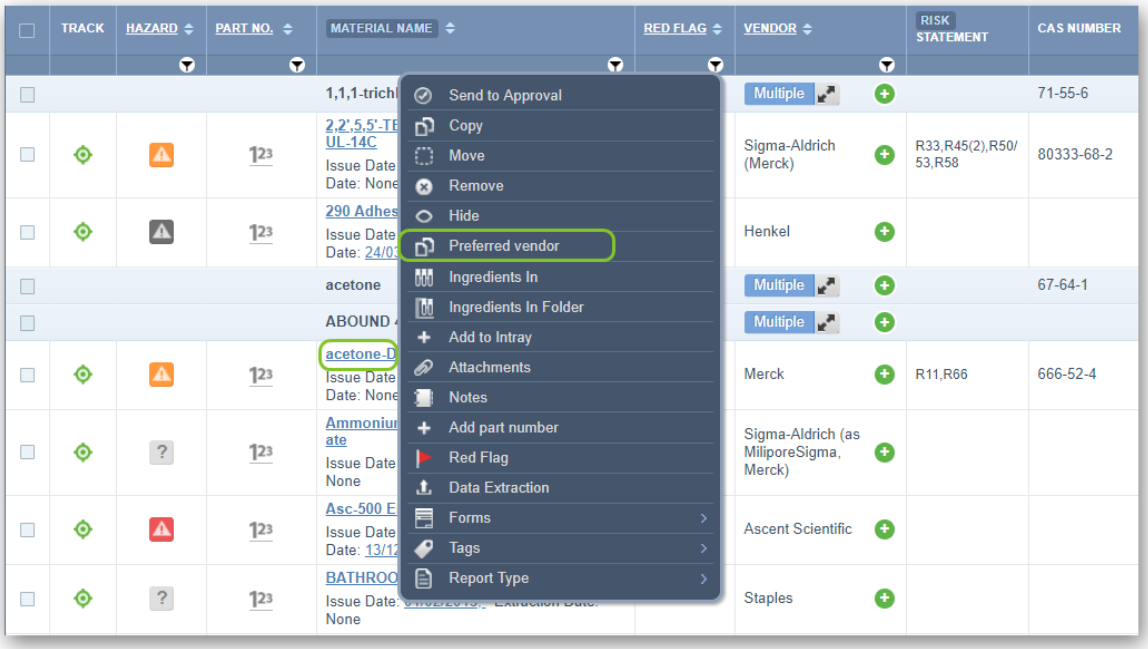
2. Click the **respective fields** to enter desired new supplier details; supplier name, street, state, postcode, country (choose from the drop-down list), telephone, emergency organization, emergency telephone, emergency telephone2, fax, email, website and choose the vendor for any country (optional).



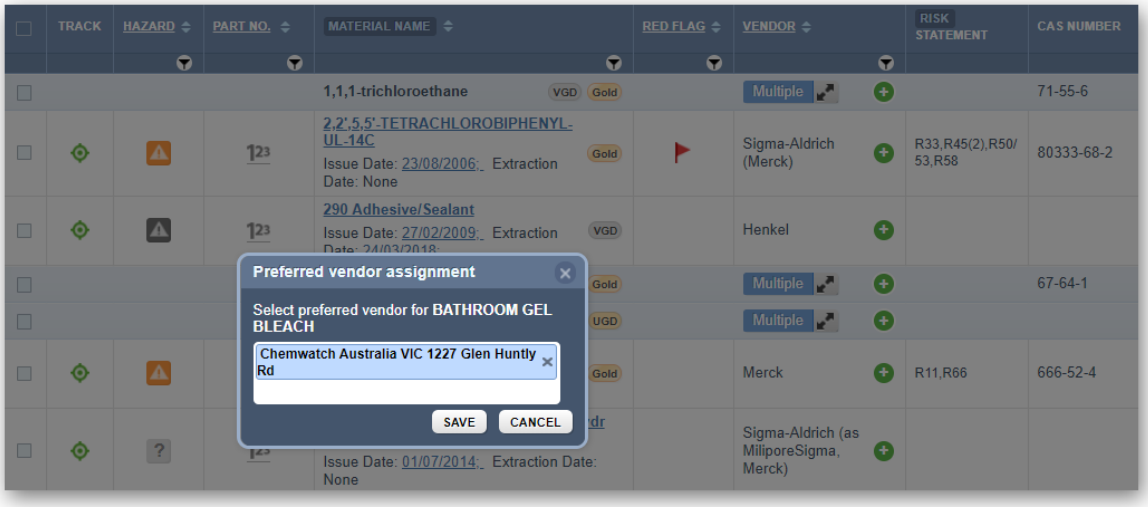
3. Click the **Save** button.

The preferred vendor supplier name will be listed in the grid. Other users will then have the option to choose the preferred supplier from the materials grid mouse right click menu to assign it to the desired material's Gold SDS.

Copyright©2025 Chemwatch. All Rights Reserved

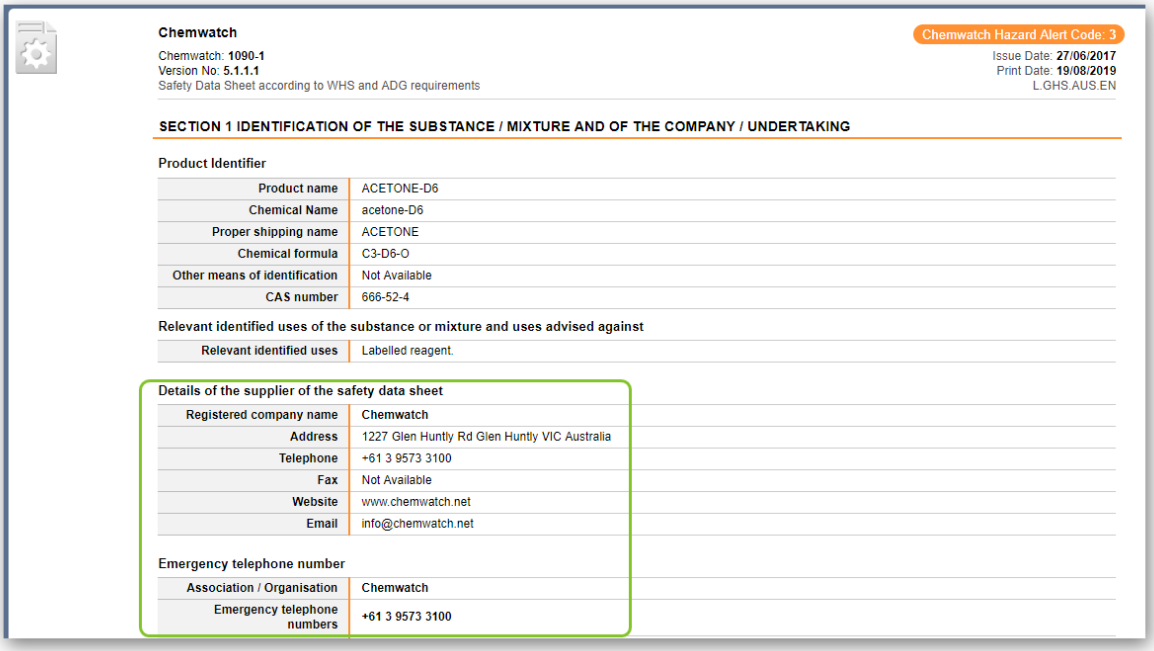


Preferred vendor/supplier will be selected from the preferred vendor assignment by entering the preferred vendor name in the textbox and save record entry.



The Gold SDS will then render the respective Preferred Vendor details in Section 1 of the Gold SDS.

Copyright©2025 Chemwatch. All Rights Reserved



Chemwatch

Chemwatch: **1090-1**
Version No: **5.1.1.1**
Safety Data Sheet according to WHS and ADG requirements

Chemwatch Hazard Alert Code: 3

Issue Date: **27/06/2017**
Print Date: **19/08/2019**
L.GHS.AUS.EN

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING

Product Identifier

Product name	ACETONE-D6
Chemical Name	acetone-D6
Proper shipping name	ACETONE
Chemical formula	C3-D6-O
Other means of identification	Not Available
CAS number	666-52-4

Relevant identified uses of the substance or mixture and uses advised against

Relevant identified uses	Labelled reagent.

Details of the supplier of the safety data sheet

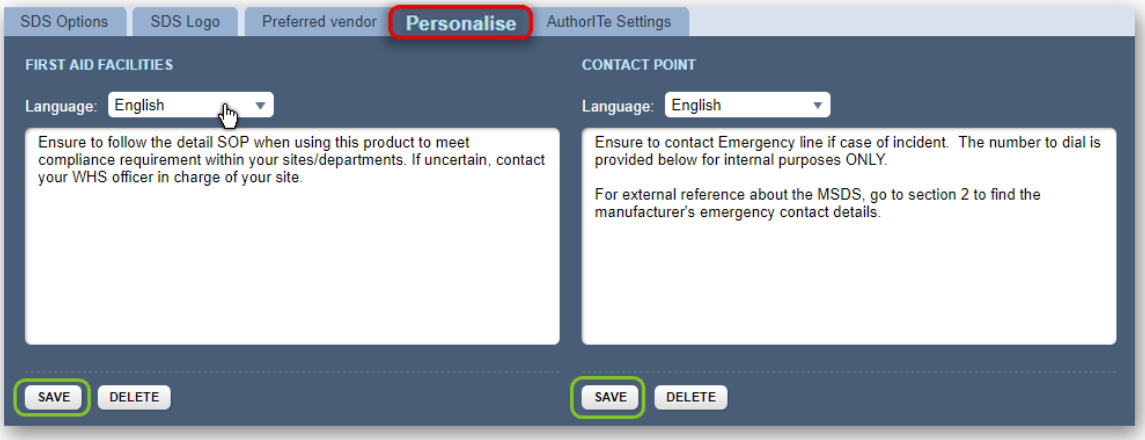
Registered company name	Chemwatch
Address	1227 Glen Huntly Rd Glen Huntly VIC Australia
Telephone	+61 3 9573 3100
Fax	Not Available
Website	www.chemwatch.net
Email	info@chemwatch.net

Emergency telephone number

Association / Organisation	Chemwatch
Emergency telephone numbers	**+61 3 9573 3100**

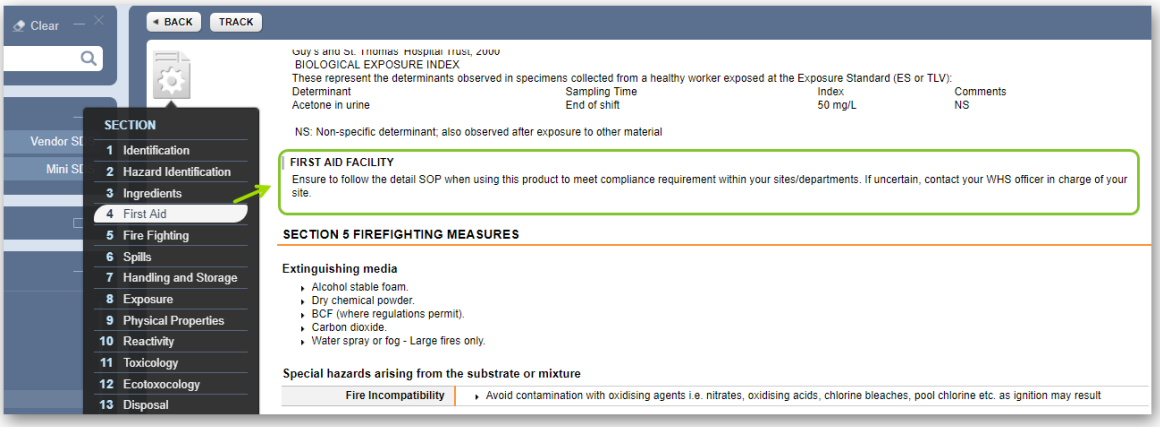
2.6 Personalise Tab

The system enables the domain administrator to add specific information to the Gold SDS Section 4. Enter the desired information to be rendered for the First Aid Facilities and Contact Point. Choose the desired **First Aid Facilities language** and **Contact Point language** from the drop-down list of available languages and save the content.

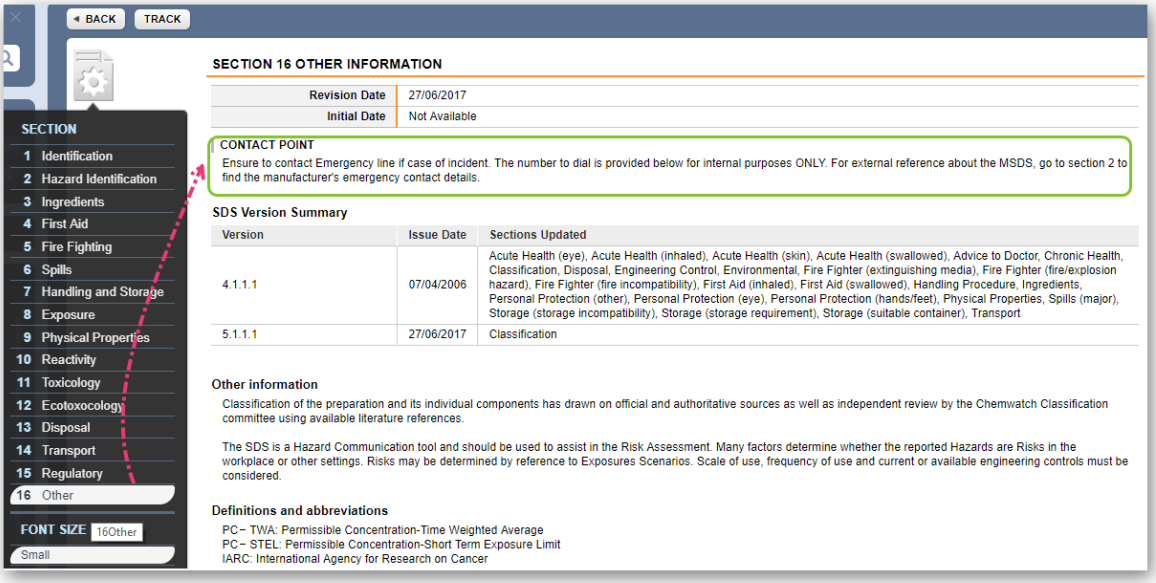


The Gold SDS will render the First Aid Facilities and Contact Point information in the following sections. Section 4 of the Gold SDS displays the First Aid Facilities information.

Copyright©2025 Chemwatch. All Rights Reserved



Section 16 of the Gold SDS displays the Contact Point information



2.7 AuthorITe Settings Tab

These settings are ONLY applicable to the AuthorITe licence package. If your company does not have this package, please ignore this section.

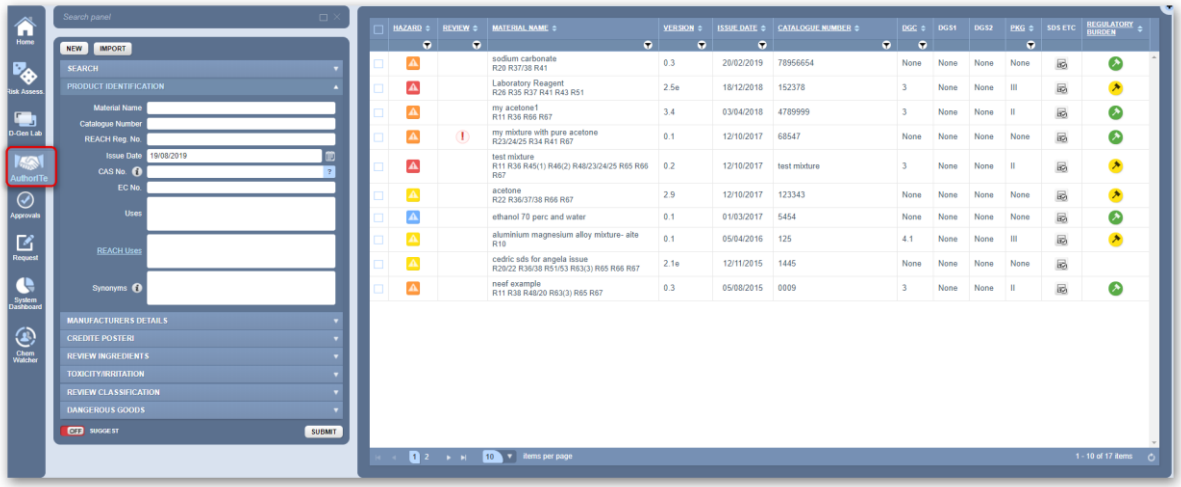
AuthorITe module is a professional SDS authoring software package which enables users to create SDS. Some of the main features include:

- 50 languages
- Meets regulatory requirements for 80 countries
- Custom sentence count and SDS format (short/long)
- Document edit (Green Edit)

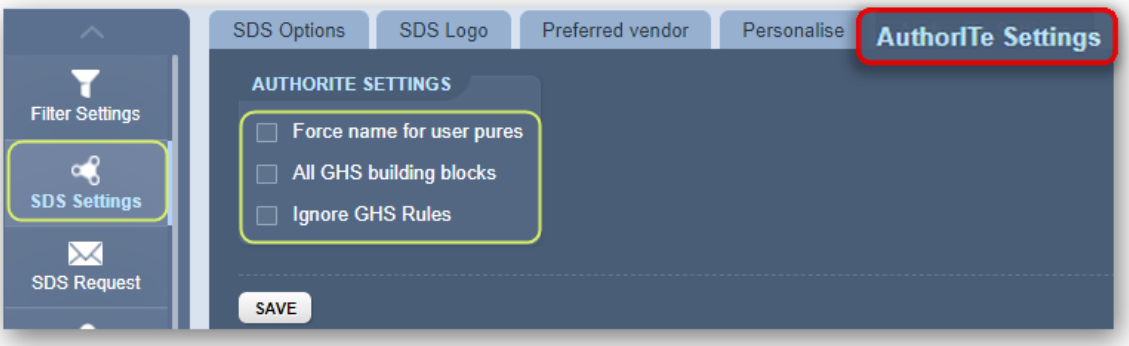
Copyright©2025 Chemwatch. All Rights Reserved

- Add your company logo
- Protection prior to public release
- SDS versioned drafts, archive old copies and update current copies

If your Chemeritus package includes AuthorITe, the module button AuthorITe will be displayed as shown on the left vertical module bar.



There are specific settings for this module where the administrator can apply specific settings for pures (pure chemicals), GHS building blocks and GHS rules by simply selecting the respective checkboxes. Go to the Settings link > click on SDS Settings > click on the **AuthorITe Settings tab**. The system allows the domain administrator to set the AuthorITe module settings for authoring their own SDS based on these options.



AuthorITe Setting Attribute	Description
Force name for user pures	Select checkbox ☐ to force material name for user pure chemicals
All GHS building blocks	Select checkbox ☐ to enable AuthorITe to provide all GHS building blocks

Copyright©2025 Chemwatch. All Rights Reserved

Ignore GHS Rules	Select checkbox ☐ to ignore GHS Rules

2.7.1 Force Name for User Pures

Selecting the "Force name for user pures" setting checkbox will allow the pure SDS created by user to show the chemical name under languages other than English. The source of the chemicals names is taken from the synonyms database. An improvement was implemented to show a chemical name from the database rather than the material name of the user made pure.

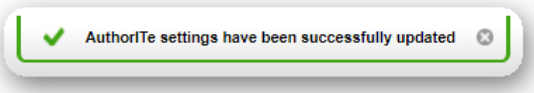
A user made pure now has a CAS with an asterisk whereas the same CAS number (without asterisk) will appear in the ingredients as well. So, this is the chemical which will be used as the ingredient name when a user made pure is used as an ingredient.

Worked example: Set "Force name for pures" and create SDS afterwards.

Steps: Set up Force name for user pures

1. Select the **Settings** link on the top left corner of the user interface.
2. Click the **SDS Settings** button .
3. Click the AuthorITe Settings tab.
4. Select the **Force name for user pures** checkbox.
5. Click the **Save** button.

6. A **confirmation message** will get displayed in the top middle of the interface.



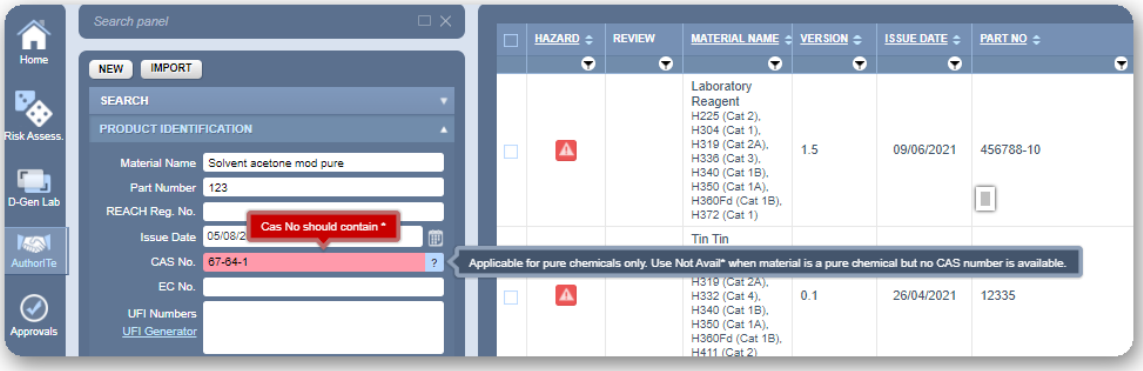
7. Click the **Back Home** button.

The next steps show how the "Force name for user pures" setting rule is applied when creating SDS.

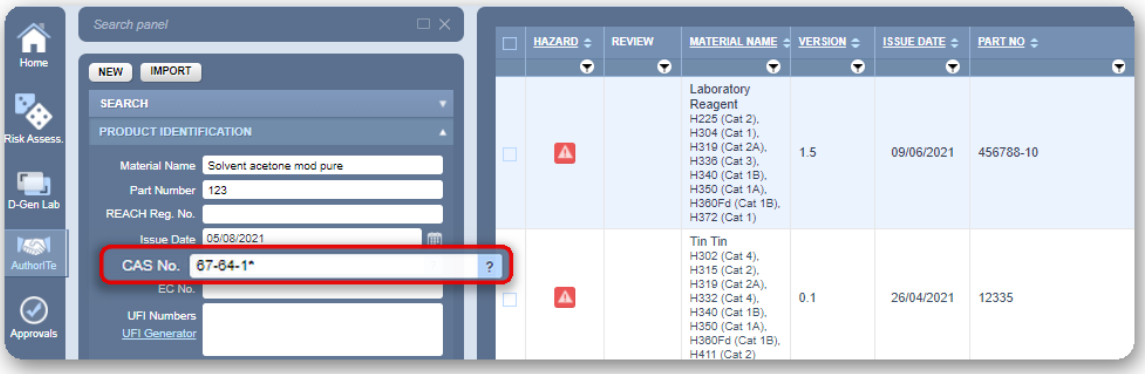
Copyright©2025 Chemwatch. All Rights Reserved

Steps: Create SDS with Setting “Force name for user pures” Applied

1. Select the **AuthorITe** module.
2. Click the **Product Identification** tab.
3. Type the name of the material (pure substance).
4. Enter the catalogue number.
5. Check the **CAS No.** containing the asterisk.



The AuthorITe setting “Force name for user pures” is now active as shown in the above image where the message “Applicable for pure chemicals only. Use Not Available when material is a pure chemical but no CAS number available. CAS No should contain **asterisk** (*).



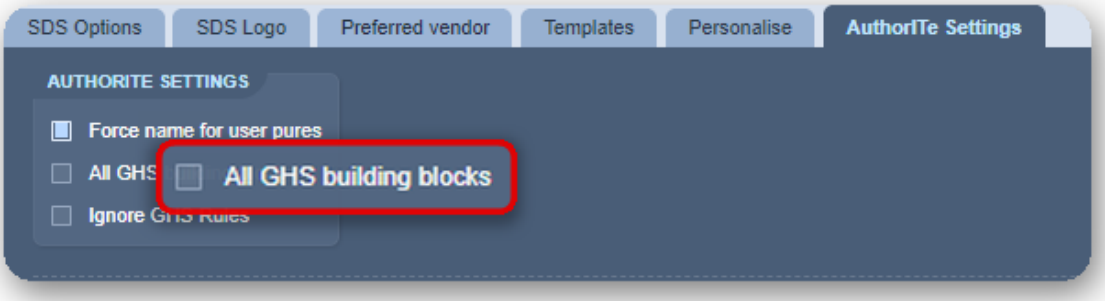
2.7.2 All GHS Building Blocks

The “All GHS Building Blocks” settings are there to give users the option to show ALL possible hazard categories irrespective of the country/jurisdiction. Chemwatch would not recommend having this as a default setting, as this option is only helpful for those who chose to not follow a country’s set of building blocks. When this setting is selected, it will show all building blocks

Copyright©2025 Chemwatch. All Rights Reserved

irrespective if the categories are being adopted by the country setting or not in the Review Classification tab of the form.

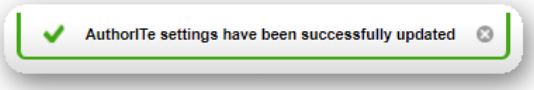
This setting will only be useful to a user who wishes to disregard a country's set of building blocks if "Ignore GS Rules" is ticked together with it.



Steps: Set "All GHS Building Blocks" and Ignore GHS Rules"

1. Select the **Settings** link on the top left corner of the user interface.
2. Click the **SDS Settings** button.
3. Click the **AuthorITe Settings** tab.
4. Select the **Ignore GHS Rules** checkbox (will also automatically tick 'All GHS Building Blocks' checkbox.
5. **All GHS Building Blocks** checkbox must be automatically ticket from step 4 above.
6. Click the **Save** button.

7. A **confirmation message** will get displayed in the top middle of the interface.



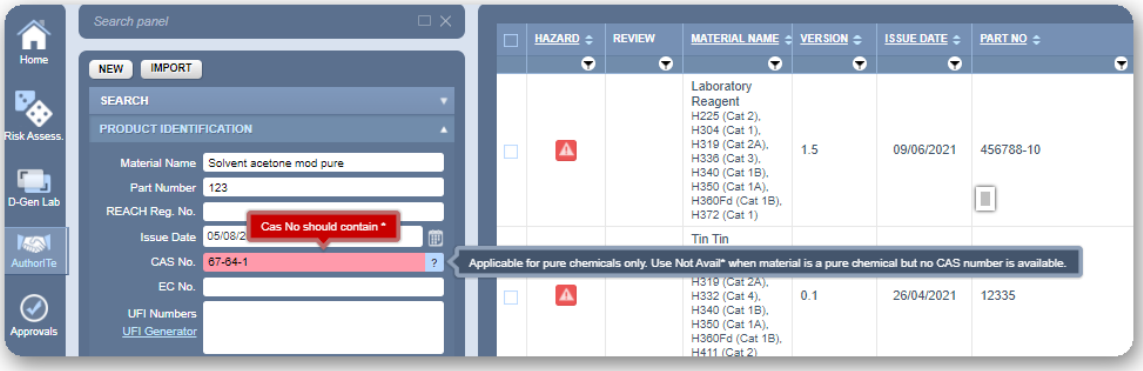
8. Click the **Back Home** button.

The next steps show how the "All GHS Building Blocks" setting rule is applied when creating SDS.

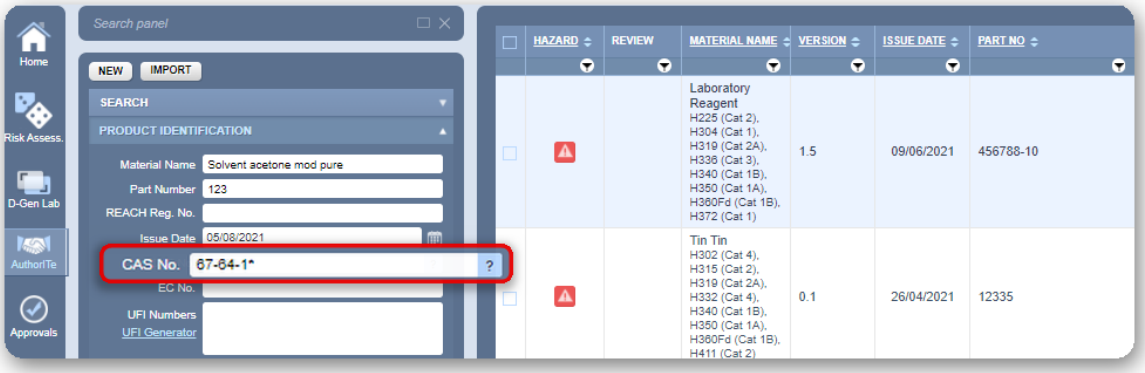
Copyright©2025 Chemwatch. All Rights Reserved

Steps: Create SDS with Setting “All GHS Building Blocks” and “Ignore GHS Rules” Applied

1. Select the **AuthorITe** module.
2. Click the **Product Identification** tab.
3. Type the name of the material (pure substance).
4. Enter the catalogue number.
5. Check the **CAS No.** containing the asterisk.



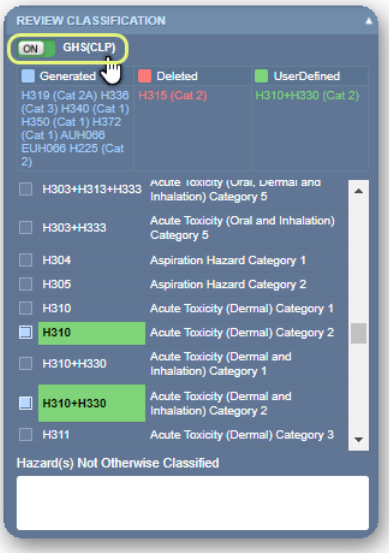
The AuthorITe setting “Force name for user pures” is now active as shown in the above image where the message “Applicable for pure chemicals only. Use Not Available when material is a pure chemical but no CAS number available. CAS No should contain **asterisk** (*).



6. Enter manufacturer’s details, add ingredients and **review ingredients**.

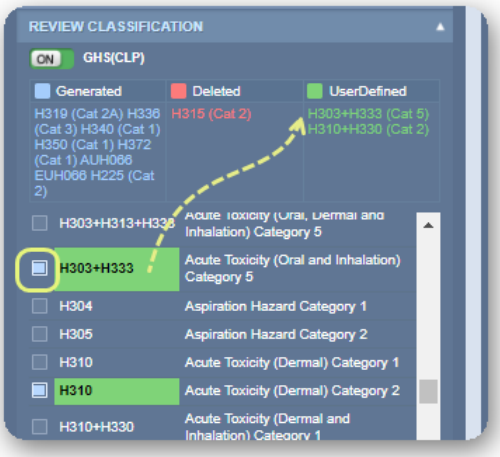
Copyright©2025 Chemwatch. All Rights Reserved

7. **Review classification**; select the GHS button to view generated Hcodes.

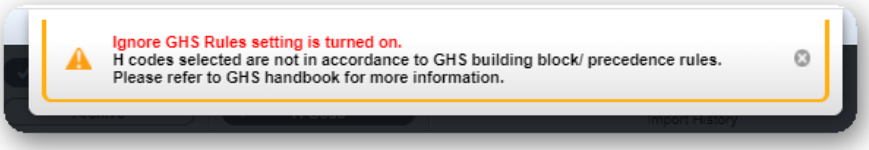


8. Scroll down the list of Hcodes and select **H303**+H333 (Category 5) as user defined hazard codes.

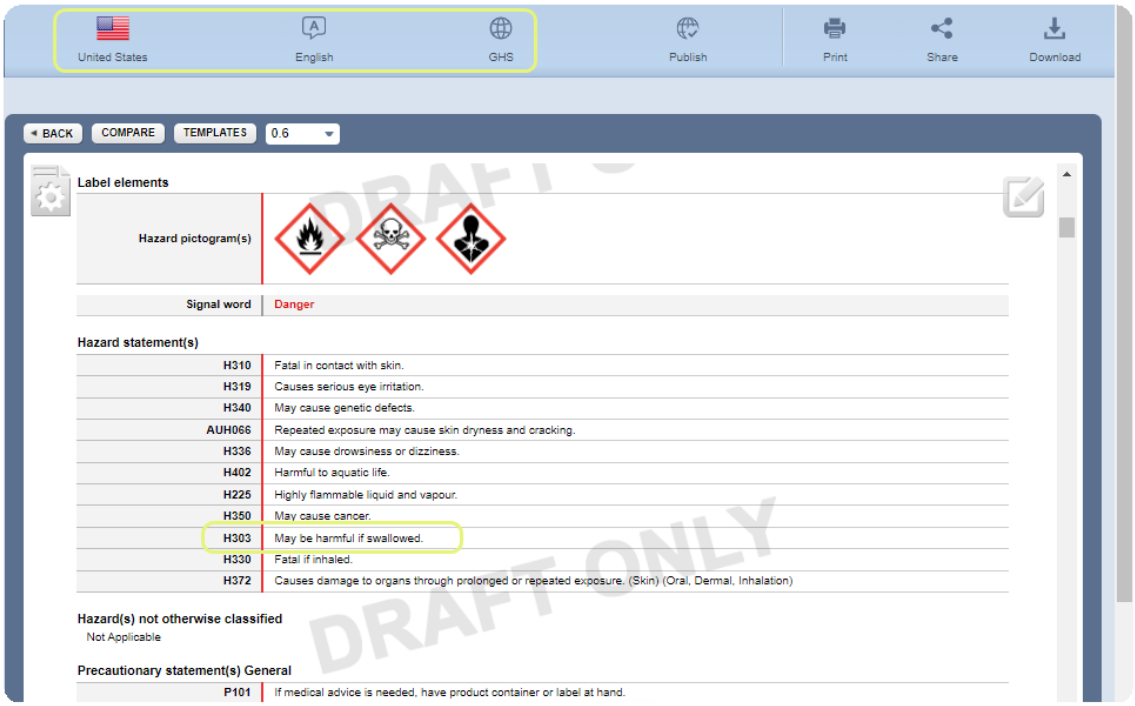
Copyright©2025 Chemwatch. All Rights Reserved



9. Click the Submit button.
10. The message "**Ignore GHS Rules setting is turned on**" is displayed based on the AuthorITe setting.



11. Close the setting message to render the USA SDS.



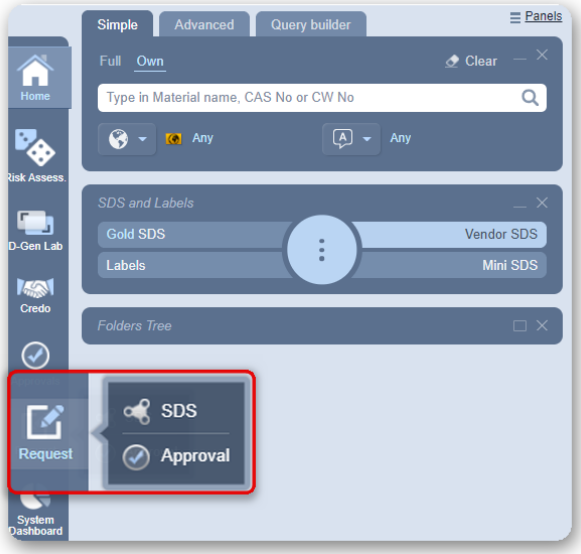
Copyright©2025 Chemwatch. All Rights Reserved

3.0 Request Mode

This topic will cover the following objectives:

→ How to set request mode for users and rationale
→ The purpose of setting request for approval
→ How SDS settings affect Mini SDS, Labels and Emergency Reports

WHAT YOU'LL LEARN



The Administrator has the responsibility to grant users permission to submit requests to Chemwatch by using the Request Mode options:

- Request for SDS
- Request for Approval

These types of requests are summarised below.

Request Type	Description	Purpose
Request for SDS	This option when assigned to users will automatically enable them to request for SDS by filling up the SDS Request Form within the system.	To request for a specific SDS authoring, review or update.
Request for Approval	This option is used to submit an SDS for processing, which may include SDS updates and/or Data Extraction service.	The data extraction will assist in the evaluation of the product which may include risk assessment.

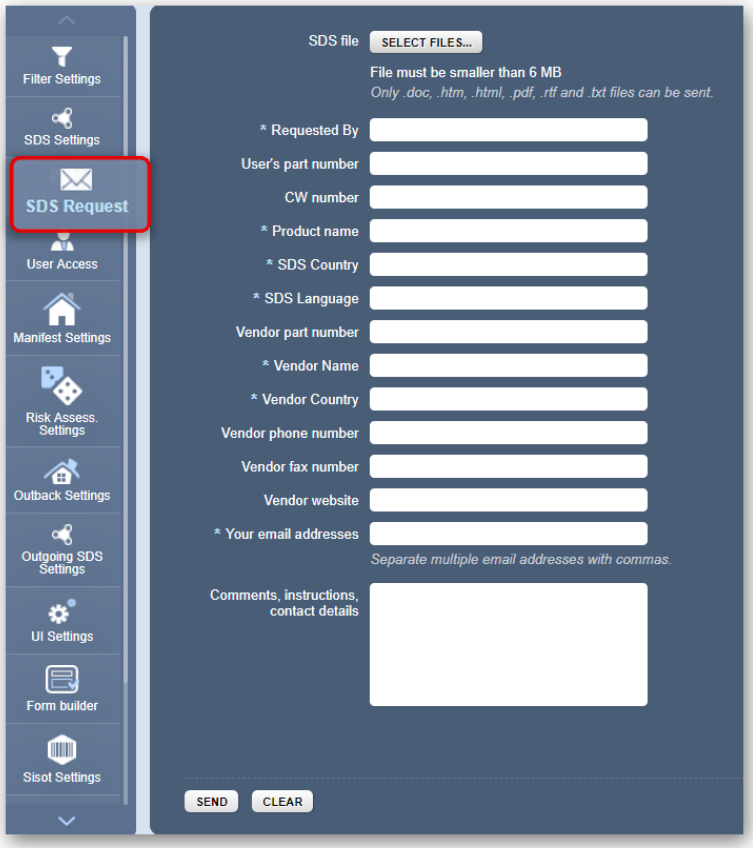
Copyright©2025 Chemwatch. All Rights Reserved

3.1 SDS Request

The SDS Request mode provides user(s) who are granted permission to use the SDS Request form to fill in the form and request for SDS to be updated or author a Gold SDS for particular product. The latter is applicable to materials that do not have a Gold SDS.

The following must be considered when requesting for SDS:

- Obtain a CW Number (CW No.) for the material that needs to be updated.
- Have the older version of the Vendor SDS in soft copy.
- Identify the folder path where the material/product is located within the system.
- Fill in the SDS Request Form with the required details about the material/product.
- SDS file formats and size allowable for upload; Only these file formats are acceptable; .doc, .html, .pdf, .rtf and .txt. The maximum allowable file size is <6MB.



Steps: User Requests for SDS through the Request Mode

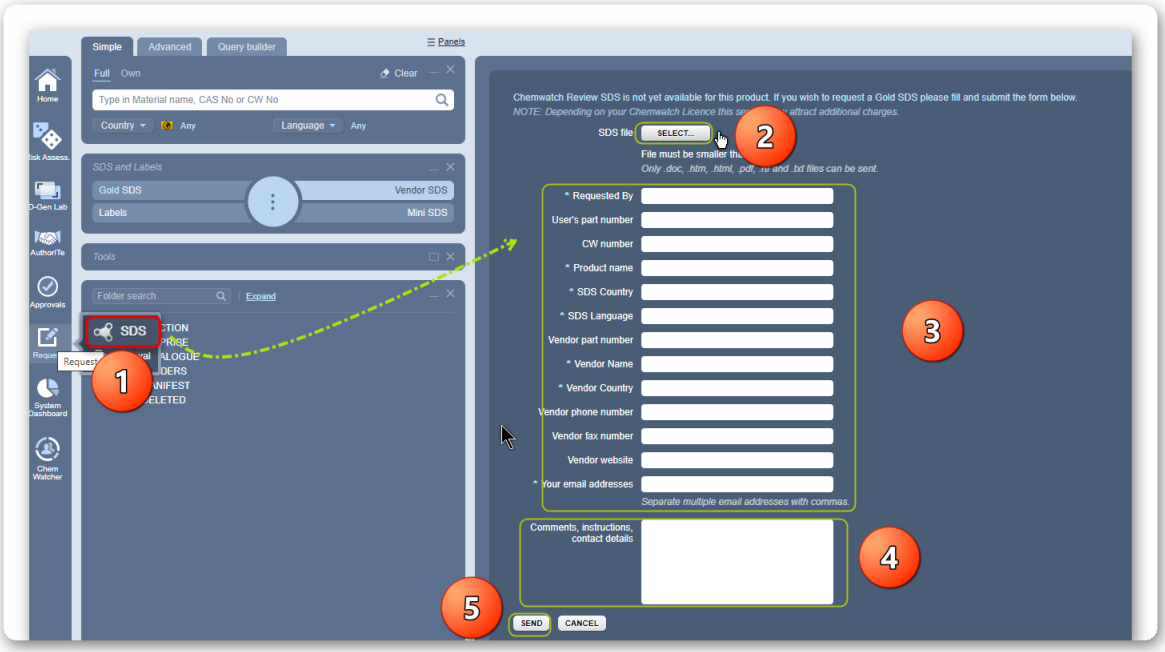
Hover mouse over the Request mode button

1. Select the **SDS button.**
2. Click on the **Select button** to upload the Vendor SDS document.
3. Fill in the **form details** required. These are shown with an asterisk * character.
4. Type comments or **instructions**, contact details.

Copyright©2025 Chemwatch. All Rights Reserved

5. Click the **Send** button.

Chemwatch will be in contact to provide an update about the request. Any follow up on SDS related Requests can also be sent the Chemwatch Account Manager who's in charge of your domain account.



3.2 Request for Approval

Steps: User Requests for Approval through the Request Mode

Hover mouse over the Request mode button

1. Select the **Approval button.**
2. Click on the **Select button** to upload the Vendor SDS document.
3. Fill in the **form details** required.
4. Type comments or **instructions**, contact details.
5. Define the purpose of use, justification, scale of use and method of application.
6. Click the **Send** button.

Copyright©2025 Chemwatch. All Rights Reserved

Copyright©2025 Chemwatch. All Rights Reserved

4.0 User Access Settings

This topic will cover the following objectives:

→ Overview of the user interface and user access
→ Role of sub-Administrator
→ Creating users and setting up related user settings
→ Setting up system authentication mode

WHAT YOU'LL LEARN

User management profile begins with defining access profiles for various types of users based on organisational roles or functions. The flow chart below provides a recommended strategic approach in creating users, groups, roles and the assignment of privileges, filters, user interface settings, products and activating the authentication mode.

The user access settings module is strictly accessible by the Administrator for security purposes. The primary objective of the Administrator is to set up the system, add users including the Sub-Administrator (where applicable). The Administrator can follow the recommended 10 main stepwise approach in setting the system as depicted in the charts below.

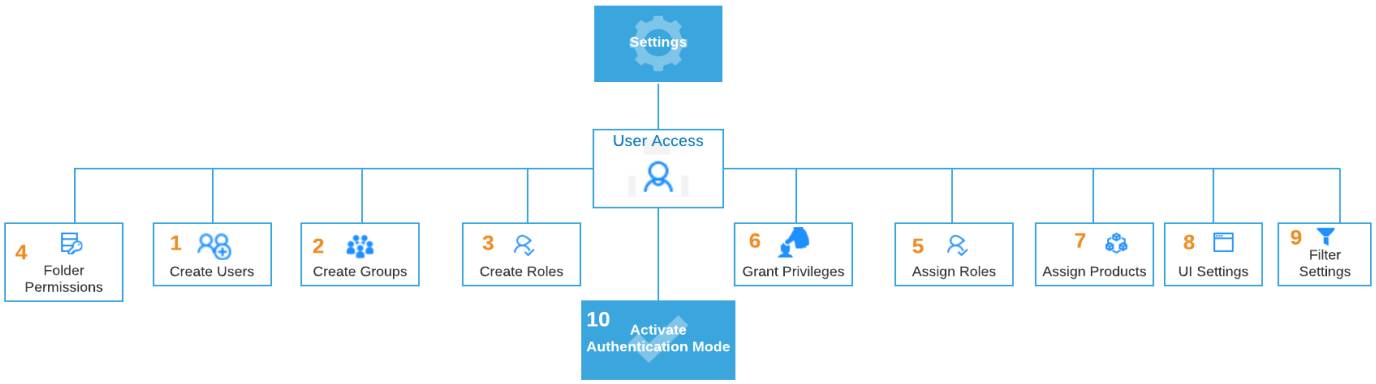
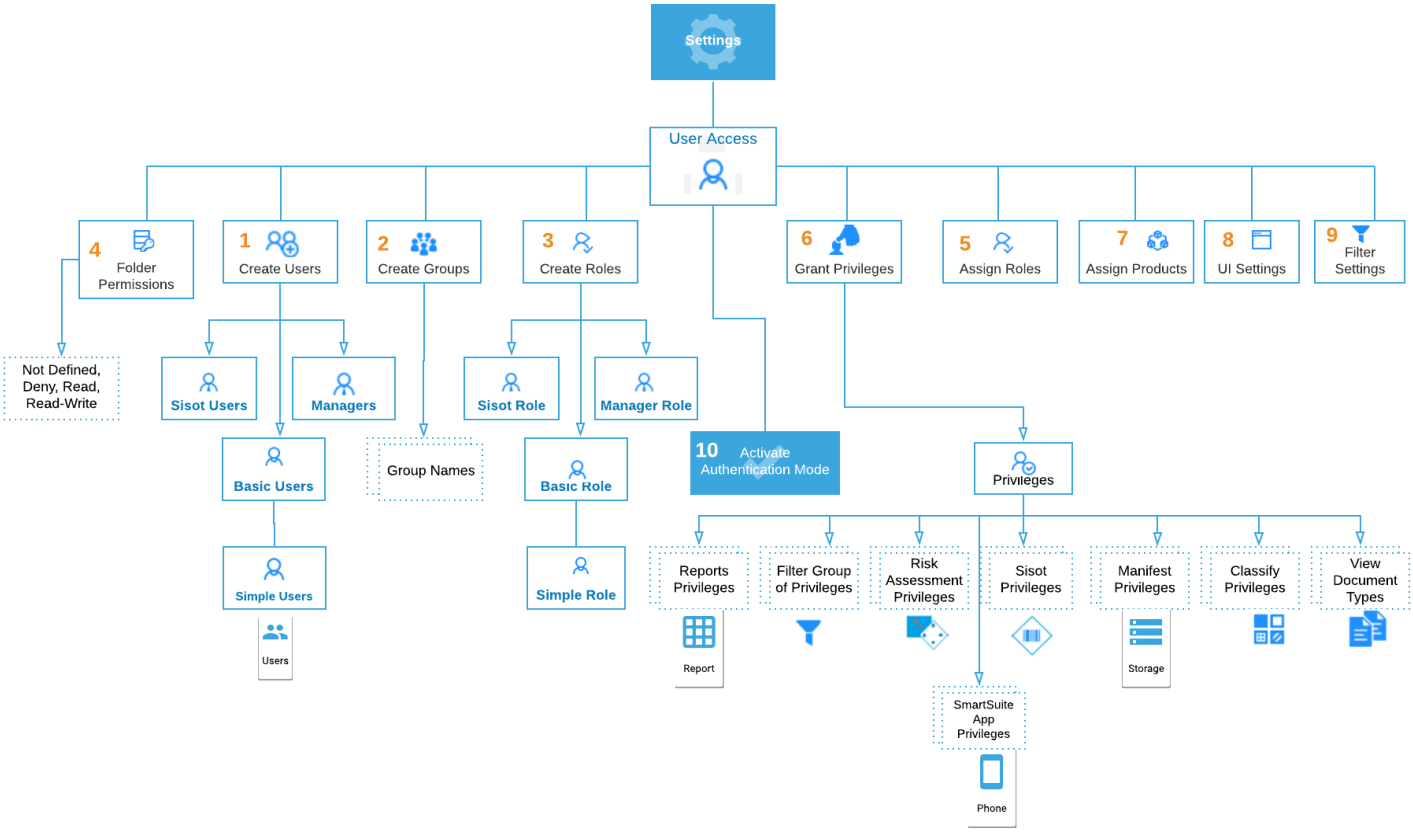


Chart Flow Summary Descriptions

Chart flow item No.	User Access setting tab	Summary Description
1.	Create Users	Create the various types of users; e.g., simple/basic, managers, Sisot, approvers, etc.
2.	Create Groups	Create the various types of groups; e.g., general, managers, Sisot, approvers, etc and assign users to groups. Working with groups helps minimize a backlog for assigning each user to multiple privileges.

Copyright©2025 Chemwatch. All Rights Reserved

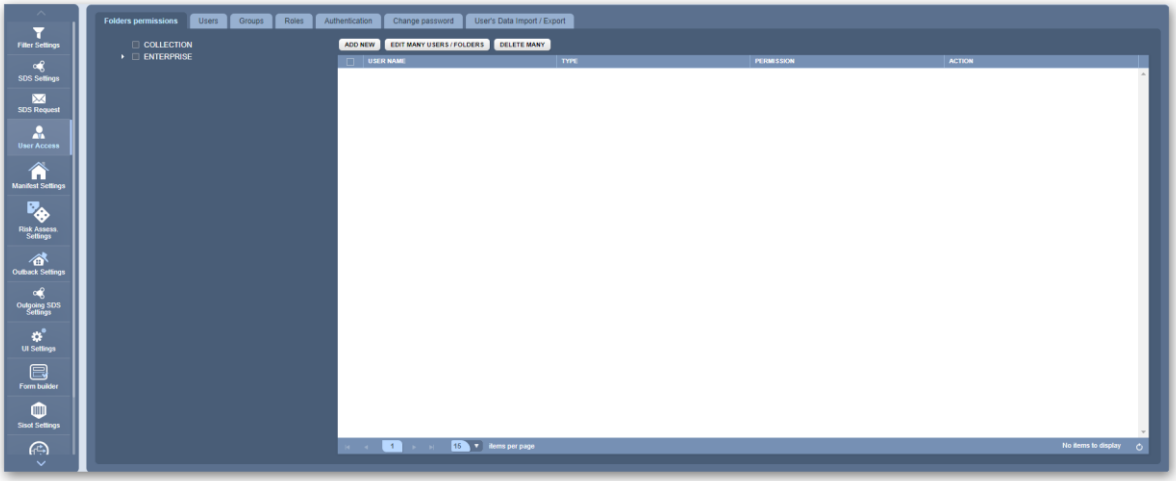
Chart flow item No.	User Access setting tab	Summary Description
3.	Create Roles	Create the various types of roles; e.g., Site managers, Sisot, Approvals Stage Approvers, Risk Assessors, Approvals Requesters, Manifest and Report Generator Advanced, System Dashboard Reporters, Authorite User, Chemwatcher, Settings Managers, etc. Working with roles helps minimize a backlog for assigning each user to multiple privileges.
4.	Set Folder Permissions	Assign users or groups to specific folders; e.g., Sites, Areas, Sections, Locations, Stores by granting the applicable type of folder permission; Read, Read-write, Deny or Not Defined.
5.	Assign Roles	Assign roles to users or groups (assuming that you have assigned users to the specific groups)
6.	Grant Privileges	Assign specific privileges directly to users or groups
7.	Assign Products	Assign products (modules) to users or groups
8.	Set UI Settings	Set the user interface settings attributes to users
9.	Set Filter Settings	Set the filter settings attributes to users



Copyright©2025 Chemwatch. All Rights Reserved

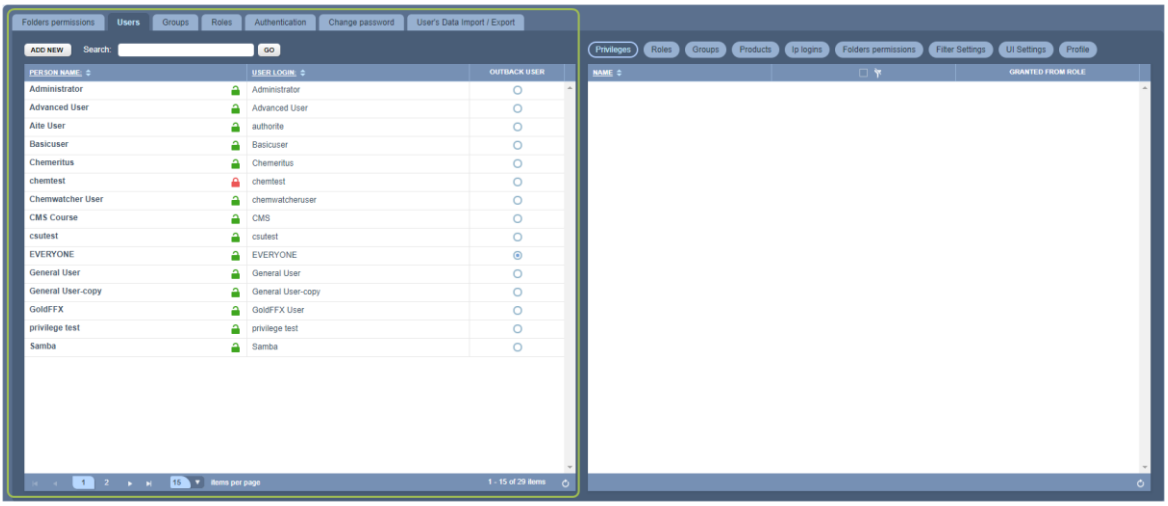
4.1 User Access User Interface Overview

The user access user interface is structured into two main windows to work with on the left hand side and the right hand side. The user access page defaults to the folder permissions tab.

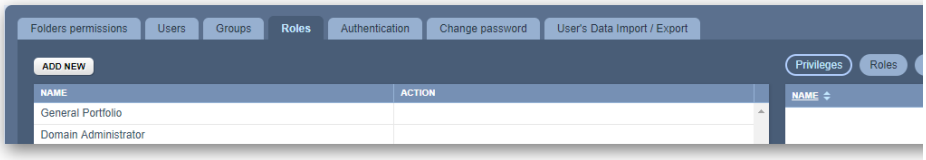


The table below provide a summary description of the user access page navigation through the variety of tabs and subsequent user interface behaviour.

Window/Panel	Tabs	Description
Control Window (Left hand side)	Folder permissions, Users, Groups, Roles, Authentication, Change Password, User's Import/Export	User access's default window with all these tabs will be displayed. The right-hand side window will only display if any of these tabs are selected respectively; Users' tab, Group's tab, Roles tab.



Copyright©2025 Chemwatch. All Rights Reserved

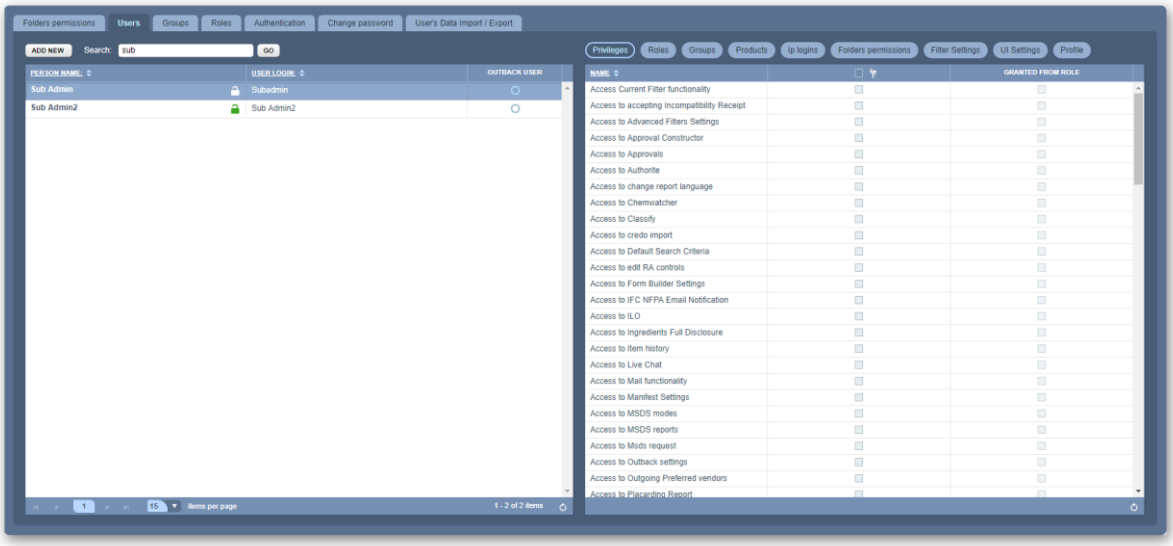
Window/Panel	Tabs	Description
Assignment Window (Right hand side)	Users tab active	If the users tab is active, this action will trigger the right hand side display showing the following tabs; Privileges, Roles, Groups, Products, Ip logins, Folder permissions; Filter Settings, UI Settings, Profile.
	Groups tab active	If the groups tab is active, this action will trigger the right hand side display showing the following tabs; Users, Folder permissions
	Roles tab active	If the groups tab is active, this action will trigger the right hand side display showing the following tabs; Privileges, Roles, Users, Products
		

4.2 Sub-Administrator User Access Settings

Chemwatch released an update for Sub-Administrators User Access Settings to enable the Domain Administrator to manage Sub-Administrator's role, where the Sub-Administrator's authority will be limited to managing selected groups, roles and parts of the folder tree structure as granted by the Administrator. This feature provides the ability to:

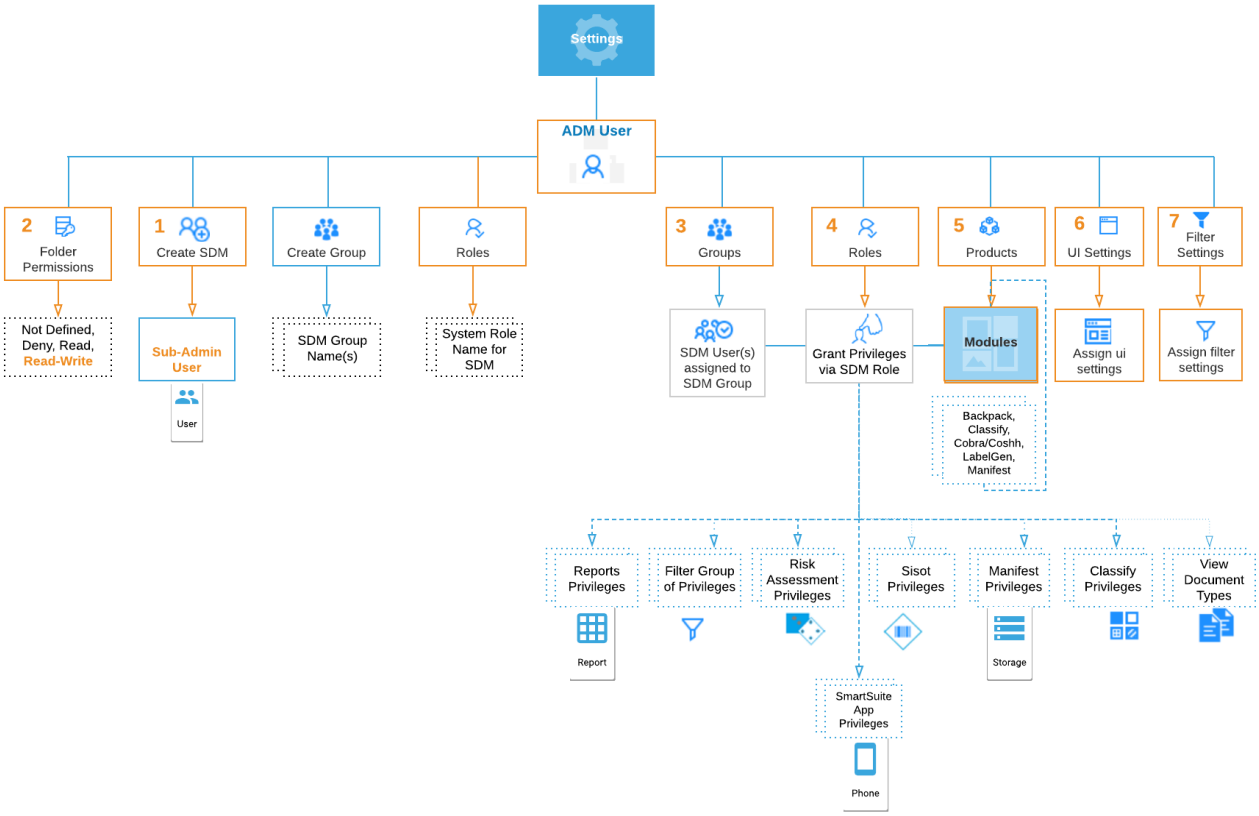
- Create and manage the Sub-Administrator
- assign a newly created system's Sub-Administrator Role to the Sub-Administrator user
- Enable the Administrator to assign Groups to the Sub-Administrator
- Grant folder permissions from the tree structure and group(s) access permissions

Copyright©2025 Chemwatch. All Rights Reserved



4.2.1 Creating Sub-Administrator

To create a Sub-Administrator, the Administrator will use Settings > User Access > Users Tab > Add New.



Copyright©2025 Chemwatch. All Rights Reserved

Creating a sub-administrator is like creating an ordinary user except for assigning the sub-administrator to the Sub-Domain Administrator role (which is an existing default system role). The flow diagram above illustrates the primary steps for creating Sub-Administrator user and the assignment of the respective folder permissions, privileges to the Sub-Administrator role, products, user interface and filter settings.

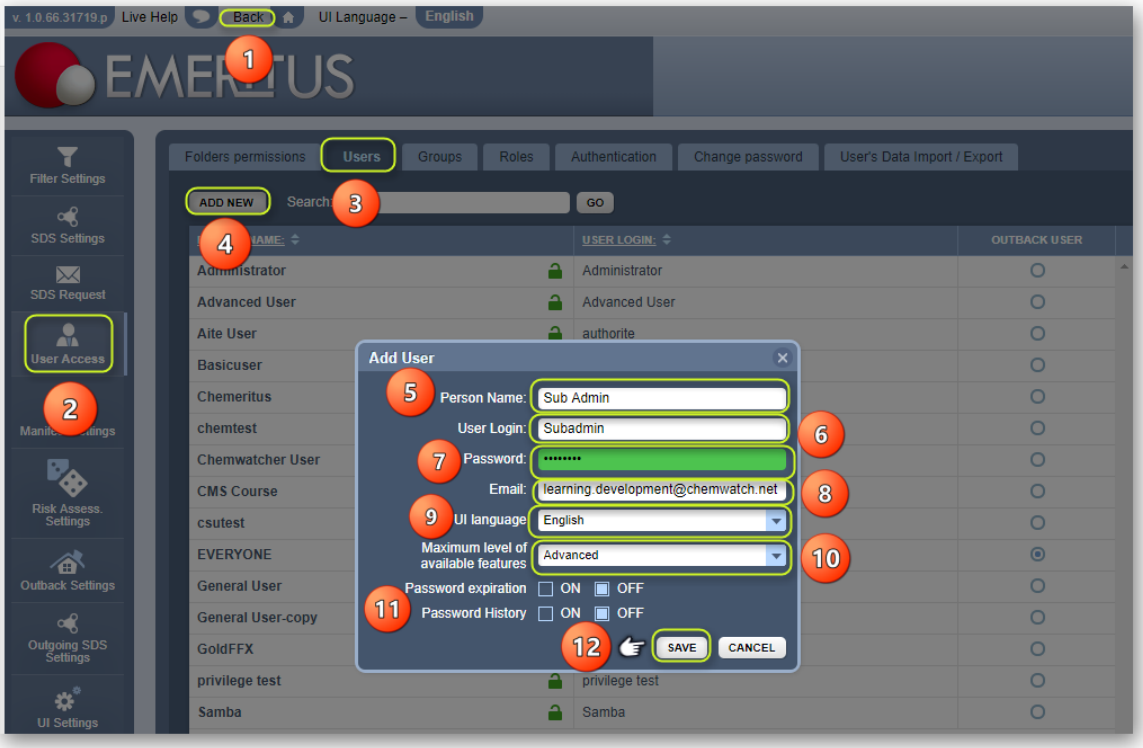
4.2.1.1 Create Sub-Administrator as a User

Sub-administrator can be a user who will support the administrator or site managers who have the responsibility of managing their own group assignment to folder permissions as well as assigning/removing users in groups.

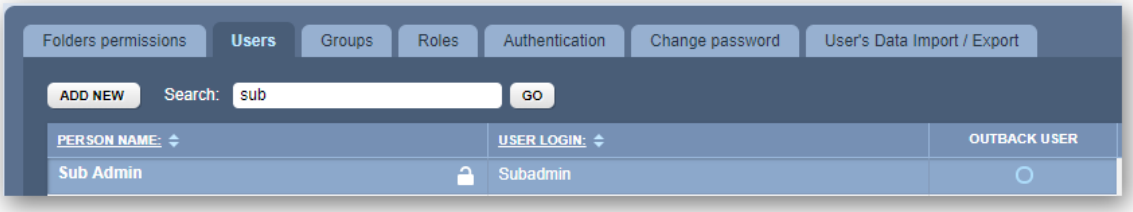
Steps

1. Click the **Settings link.**
2. Press the **User Access** button from the vertical panel on the left-hand side of the user interface.
3. Press the **Users tab.**
4. Click the **Add New** button.
5. Type the name of the person in the **Person name** field.
6. Type the **user login.**
7. Type a **password.**
8. Enter a work **email address.**
9. Assign the applicable user interface language.
10. Choose the **maximum level of available features** for the user interface skin.
11. Select a **checkbox option (ON/OFF)** for password expiration and history.
12. Click the **Save** button.

Copyright©2025 Chemwatch. All Rights Reserved



A confirmation message displays on top of the user interface after the Sub-Administrator user has been created.



4.2.1.2 Granting Roles

On the Roles tab, a new role **Domain Sub-Administrator** has been introduced with specific limitations to the set of groups (tree levels) granted. This new role is a system's role and cannot be deleted by users, it is part of the default systems attributes.

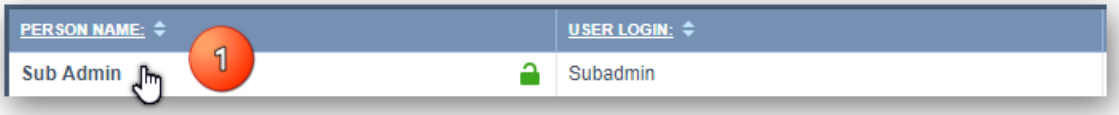
Sub-administrator role has been created by Chemwatch as a default role for the Administrator to assign it to the sub-administrator. This role contains specific privileges based on the Sub-Administrator function assigned by default.

The steps below illustrate how to grant the Sub-Administrator the respective Sub-Administrator role and a table showing the default privileges assigned to this role for reference.

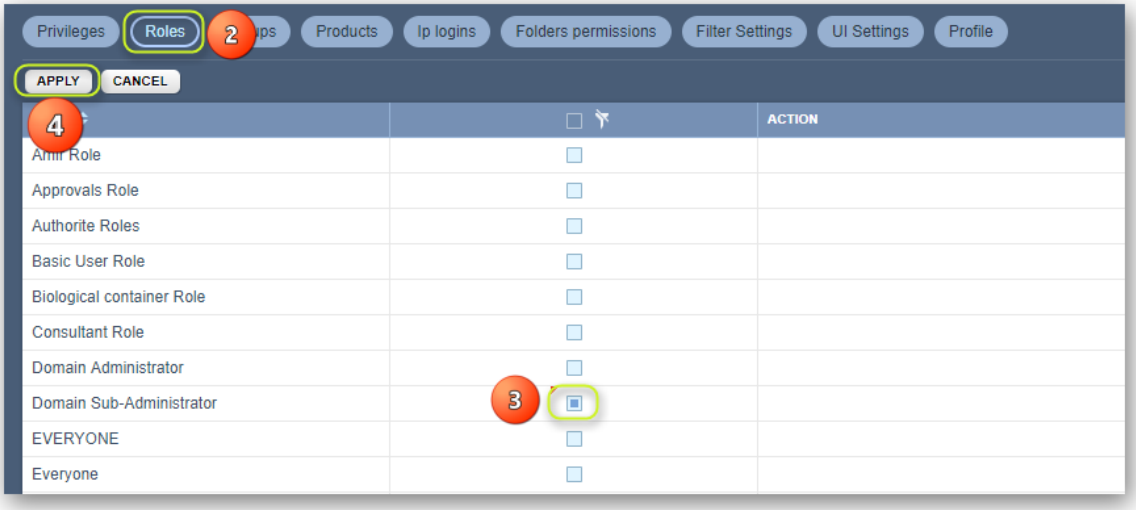
Copyright©2025 Chemwatch. All Rights Reserved

Steps

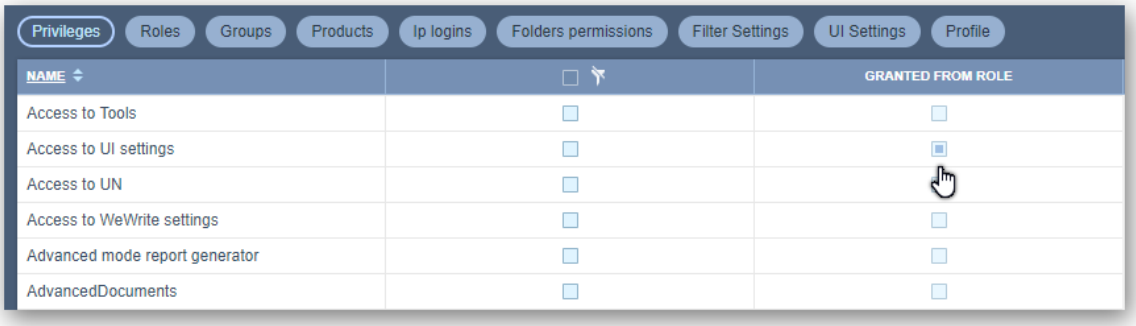
1. Click the **Person Name;** in this case, it will be Sub-Administrator.



2. Press the **Roles tab** on the right-hand side window.
3. Select the **Domain Sub-Administrator** role name from the list.
4. Click the **Apply** button.



5. Click on the **Privileges tab** to view a list of default privileges assigned to Sub-Administrator.



The selected checkboxes from the column “Granted Form Role” displays a marked checkbox alongside the respective privileges assigned through the Sub-Administrator role. The table below provides privileges and short descriptions for reference.

Copyright©2025 Chemwatch. All Rights Reserved

Table: Sub-administrator Privileges Granted from Role by default

Module Category	Privilege Type	Privilege Granted from Sub-Administrator Role	Description
Settings	UI (User Interface) Settings permission	Access to UI settings	Access to the Chemwatch system's user interface settings to enable Sub-Administrator to set up the respective user interface components such as default search, default document view, manifest/cat name view, date/time zone and many more…
User Access	Domain settings permission	Domain user settings	Access to the User Access module's tabs; folder permissions, users, groups, roles, privileges, filter settings, UI settings.
Folders Panel	Folder structure permission	Manage folders	Access to create, rename, copy, move, remove, hide folders and folder history, print folder structure.
User Access	Attribute for users' roles assignment	Manage user roles	Access to manage the roles of users by assigning specific role(s) to user(s), products and the edition of users and groups.
Settings	Settings modules permission	User settings	Permission to access the Settings modules; Filter Settings, SDS Settings, SDS Request, User Access, Manifest Settings; Risk Assessment Settings, Outback Settings, Outgoing SDS Settings, UI Settings, Form Builder, Sisot Settings, Approval Constructor and Integrations. *Note that these settings availability and use are dependent on your product license package.*
Folders Panel	Permission for Folder tree view	View folder tree	Access to view the folder tree structure.

More privileges can be assigned to Sub-Administrator to ensure adequate role of the Sub-Administrator is met. The sub-administrator role depends on what the Sub-Administrator's objectives are when using the system. The Sub-Administrator can also grant roles and privileges depending on user(s) responsibility attributes on how they are intended to use of the system.

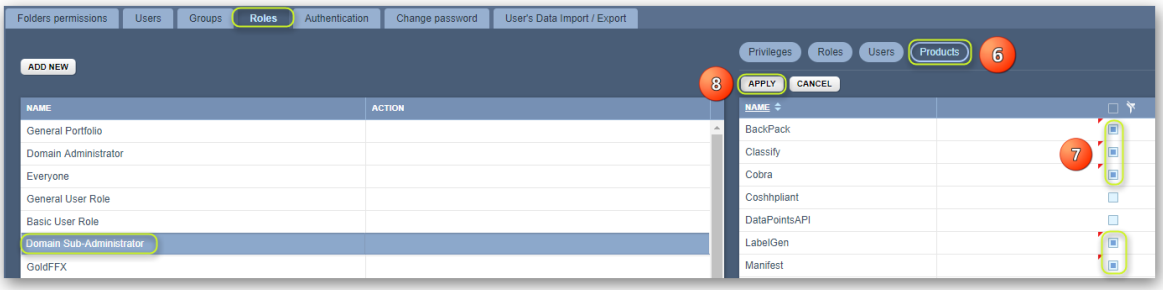
The next steps cover how to assign products (modules) to the sub-administrator role as part of the set-up process in ensuring adequate system attributes are granted.

4.2.1.3 Assign Products to Sub-Administrator Role

The next step in the process is to assign Products to sub-administrator Role (if applicable to your domain).

Copyright©2025 Chemwatch. All Rights Reserved

6. Click on **Products tab** on the right-hand side window.
7. Select the respective **checkbox(es)** that apply to your domain based on the package; e.g., say Chemeritus package (without SmartSuite), will select Backpack, Classify, Cobra, LabelGen and Manifest modules.
8. Click the **Apply** button to save record entry.



4.2.2 Granting Tree Items and Groups

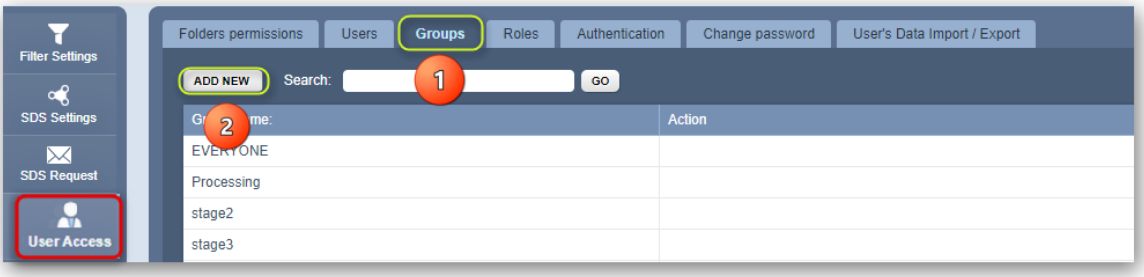
To enable the administrator to assign Groups to the Sub-Administrator, which in turn will be used as Groups that the sub-administrator can manage?

4.2.2.1 Creating Sub-Administrator Group

Sub administrator group would be created by the administrator to assign a group of sub-administrator users. This group can be used by the sub-administrator to enable respective folder permissions to other users.

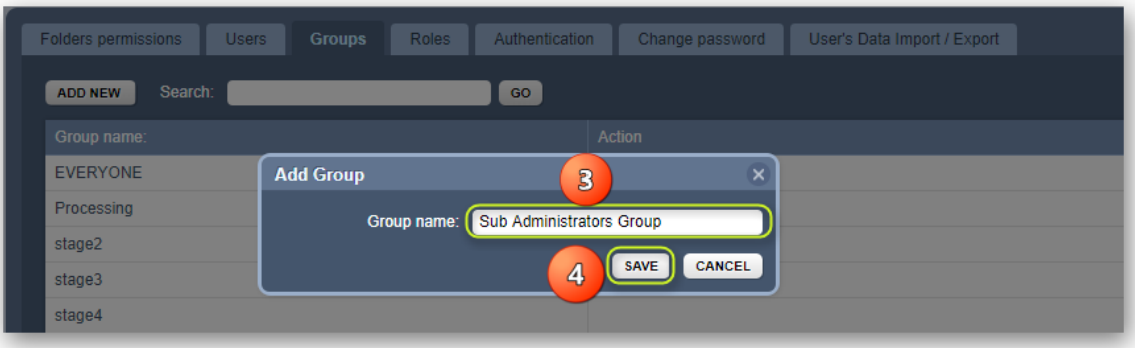
Steps

1. Click the **Groups tab.**
2. Press the **Add New** button to a create sub Administrator group.



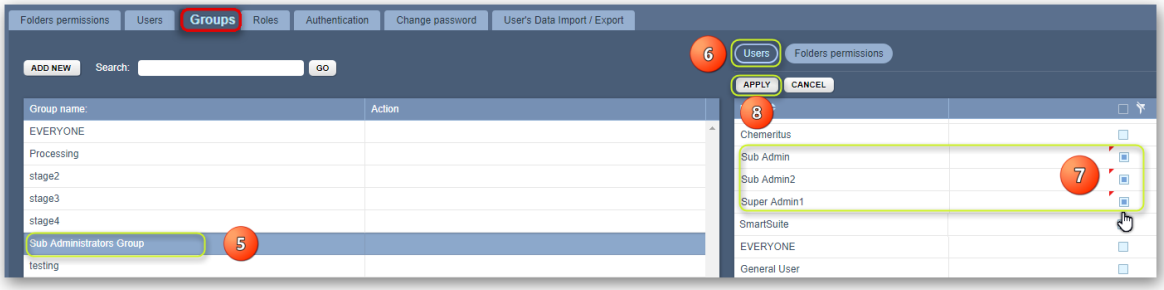
3. Type the **Sub Administrator Group name** on the test field, e.g., Managers, Health and Safety.
4. Click the **Save** button.

Copyright©2025 Chemwatch. All Rights Reserved

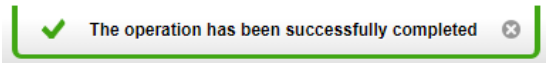


Group name:	Action
Health and Safety	
Managers	
Sub Administrators Group	

5. Select the **Sub Administrators Group** name.
6. Press the **Users tab** on the right-hand side window.
7. Click on **checkbox(es)** alongside the user(s) name who are Sub-Administrator(s).
8. Press the **Apply** button to save entry.



The confirmation message below displays at the middle top of the user interface.



4.2.2.2 Assign Folder Permissions to Sub-Administrator Group

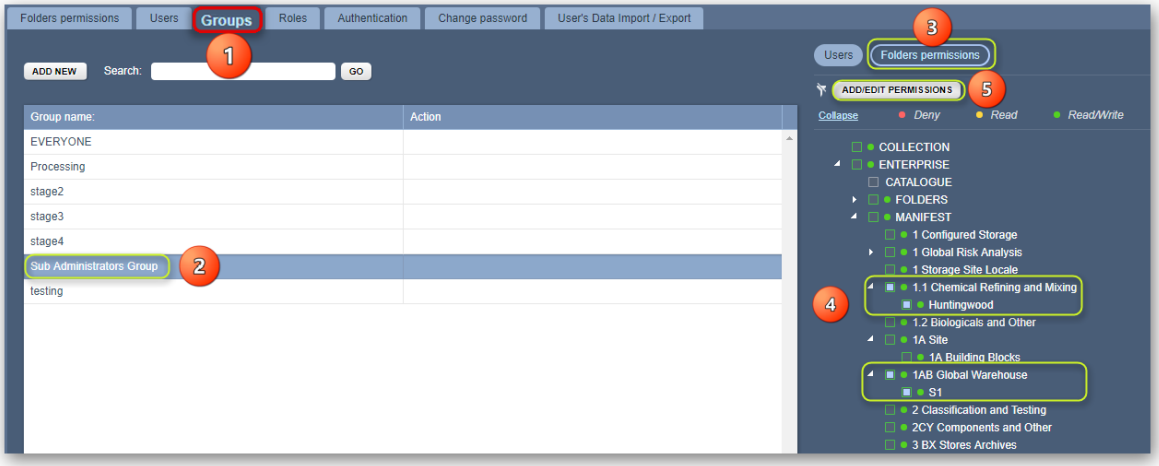
Sub Administrator Group can be assigned by the Administrator to specific folder permissions as a group to be able to manage users and respective folders. The steps below illustrate how to assign folder permissions to this group.

Steps

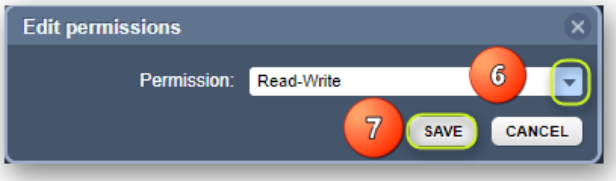
1. Click the **Groups tab.**
2. Click on the **Sub-Administrators Group name.**
3. Press the **Folder Permissions tab** on the right-hand side window.

Copyright©2025 Chemwatch. All Rights Reserved

4. **Click the respective folder(s) checkbox(es)** within the tree structure to assign a particular permission to the Sub-Administrator group.
5. Press the **Add/Edit Permissions button** to save entry as show below.



6. Select the **drop-down arrow** to assign respective folder permission.



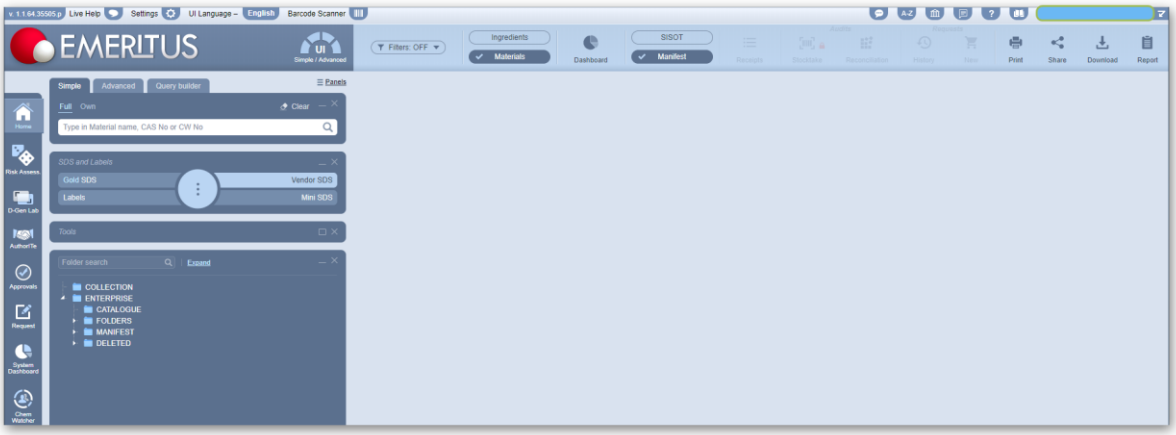
Folder Permission	Short Description
Deny	Deny folder permission to user(s) or group(s). The folder will be designated with a **red circle** alongside the respective checkbox(es). User/group will not have access to edit or view the folder(s) and corresponding content(s).
Read	Read folder permission to user(s) or group(s). The folder will be designated with an **orange circle** alongside the respective checkbox(es). User/group will not have access to edit the folder(s) but can view folder(s).
Read/Write	Read/Write folder permission to user(s) or group(s). The folder will be designated with a **green circle** alongside the respective checkbox(es). User/group will have access to edit the folder(s) and the corresponding content(s).

7. Click the **Save** button. The Sub Administrators Group has been assigned respective folder permissions.

Copyright©2025 Chemwatch. All Rights Reserved

4.2.3 Managing Users Using the Sub-Administrator

Logging into the system using the Sub-Administrator login will have some basic features and functions based on the default set up.

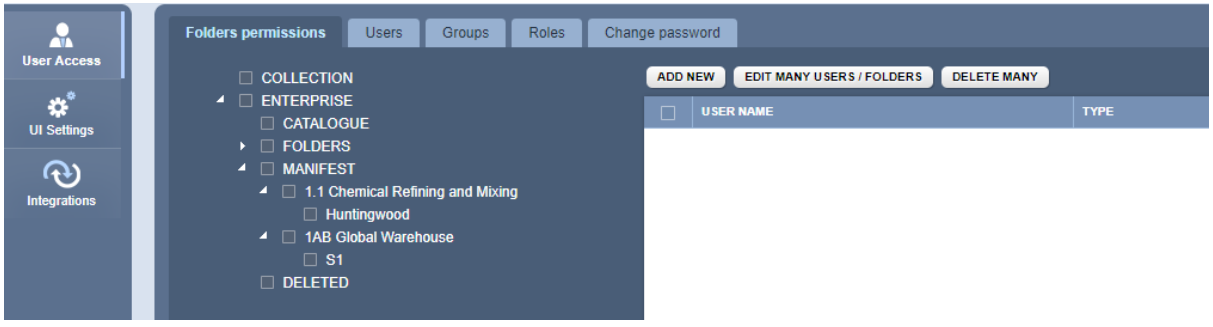


4.2.4 Sub-Administrator UI Attributes as Applied by the Administrator

The Settings > User Access > Users Tab shows the Groups and Roles and the Tree granted to it. Sub-administrator can only manage the Folder Tree Structure, Groups and Roles as granted by the administrator. In this case scenario; the following examples only show what has been assigned to the sub-administrator by the domain administrator.

Folder Permissions Tab

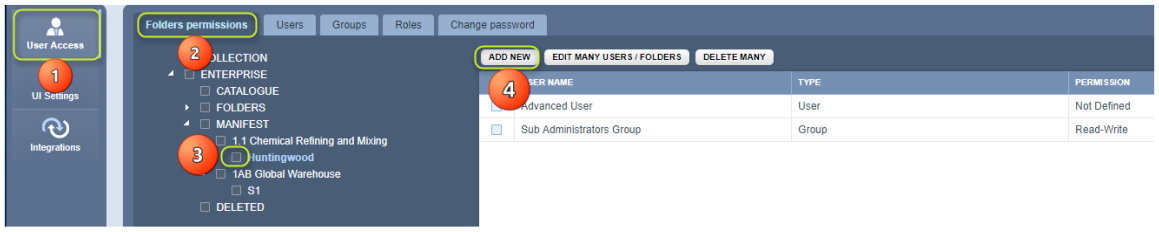
The tree structure displays only the folders permitted to sub-administrator view or edition. The sub-administrator can assign folder permission via groups.



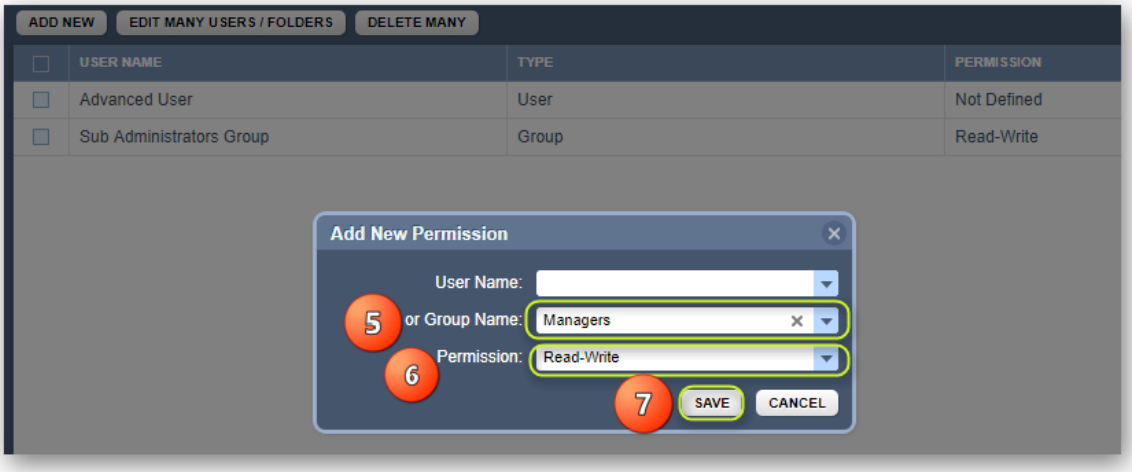
Steps

1. Press the Settings **User Access** button.
2. Click the **Folder Permissions tab.**
3. Expand the tree through the forward arrow and **select the checkbox(es)** alongside the folders that the group will have access to.
4. Press the **Add New** button to assign a group to a specific folder permission.

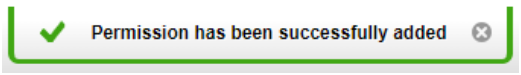
Copyright©2025 Chemwatch. All Rights Reserved



5. Click the **Group Name drop-down arrow** to select a group name, e.g., Managers.
6. Click the **Permission drop-down arrow** to assign the respective folder permission, e.g., Read-Write.
7. Press the **Save** button to save entry as show below.



A confirmation message displays at the top middle of the user interface.

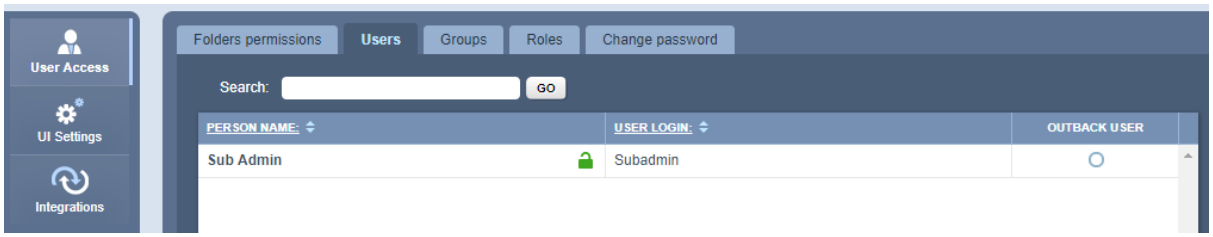


For example; in the Sub-Administrator Group, Managers, the “Advanced User” has been granted access to GoldFFX with folder contents’ read-write permission to the area and sub location as shown below.

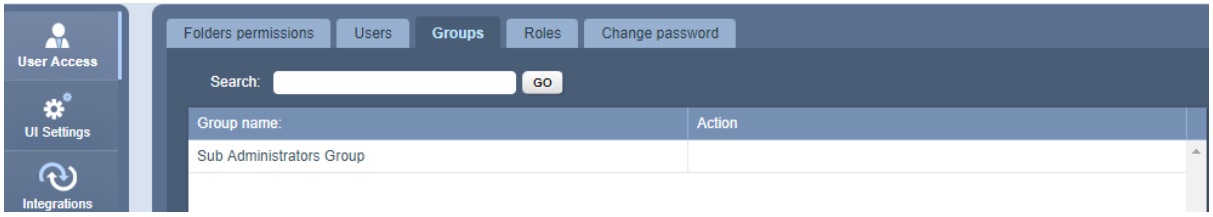
Copyright©2025 Chemwatch. All Rights Reserved

User/Groups/Roles Tabs

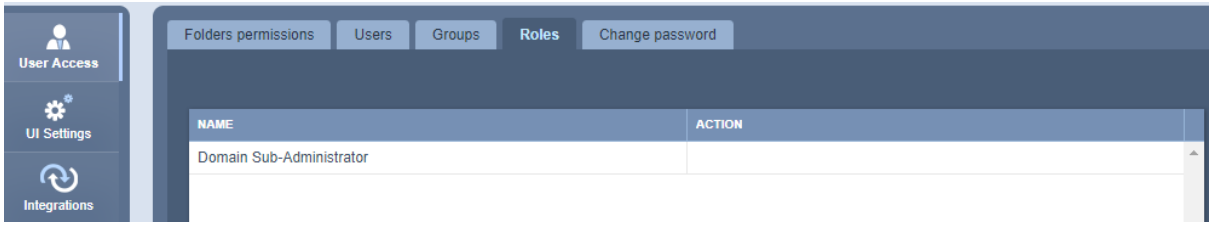
The users tab shows the sub-administrator user.



The groups tab displays the group(s) assigned to sub-administrator.

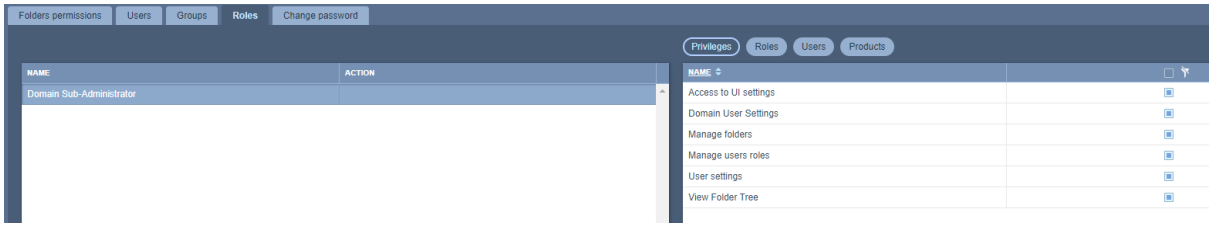


The roles tab shows the role assigned to the sub-administrator.

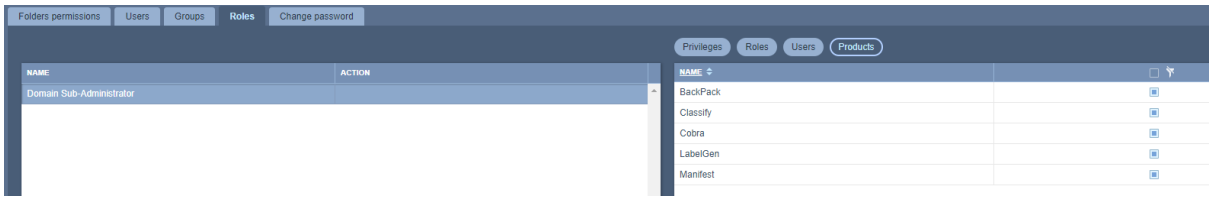


The sub-administrator role is tagged with the default privileges.

Copyright©2025 Chemwatch. All Rights Reserved

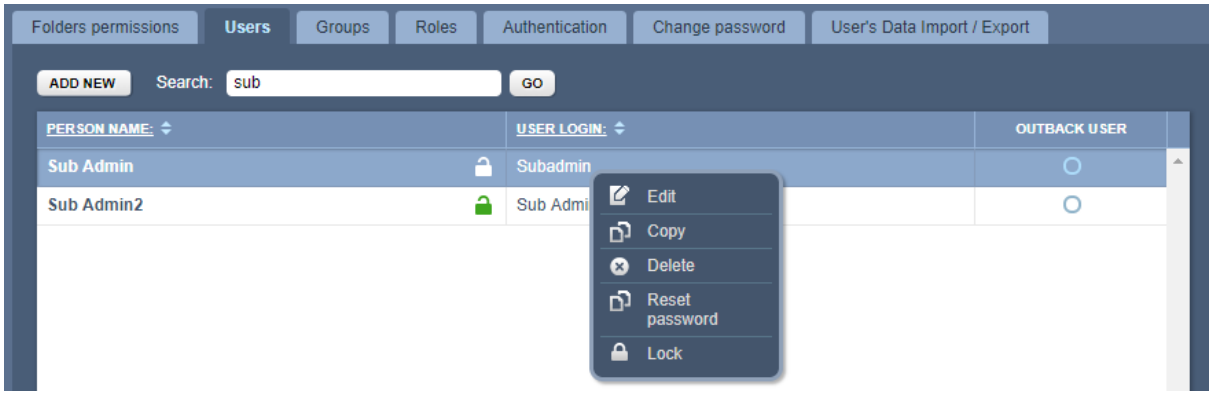


Sub-Administrator Role tagged with Products



4.2.5 Editing/Reset Sub-Administrator User by Administrator

The Administrator can edit or reset the sub-administrator profile by using the mouse -right-mouse click function.



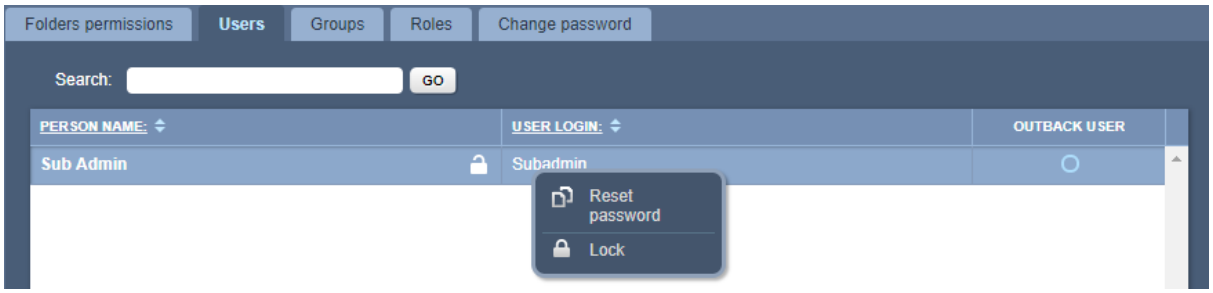
Right Click Function	Description
Edit	Change some aspect of the user profile; person's name, user login, password, email, UI language, Maximum level of available features based on user skills/role, set password expiration and history.
Copy	Duplicates copied user's profile in order to create another user with somewhat similar profile
Delete	Removes a user from the system. Once a user is deleted, that user will no longer have access to the system.

Copyright©2025 Chemwatch. All Rights Reserved

Right Click Function	Description
Reset password	Reset a user's password. A reset password confirmation will pop-up to confirm the reset. Pressing the "YES" button will automatically generate a new password and an email notification will be sent to the user. A confirmation message gets displayed on the screen for the successful operation.
Lock	Lock a user from access the system. Once a user is locked, the green key-paddle icon will turn red .

4.2.6 Editing Sub Administrator User by Sub-Administrator

The sub-administrator can only reset password or lock user(s) by using the mouse -right function.



4.2.7 Sub Administrator Function

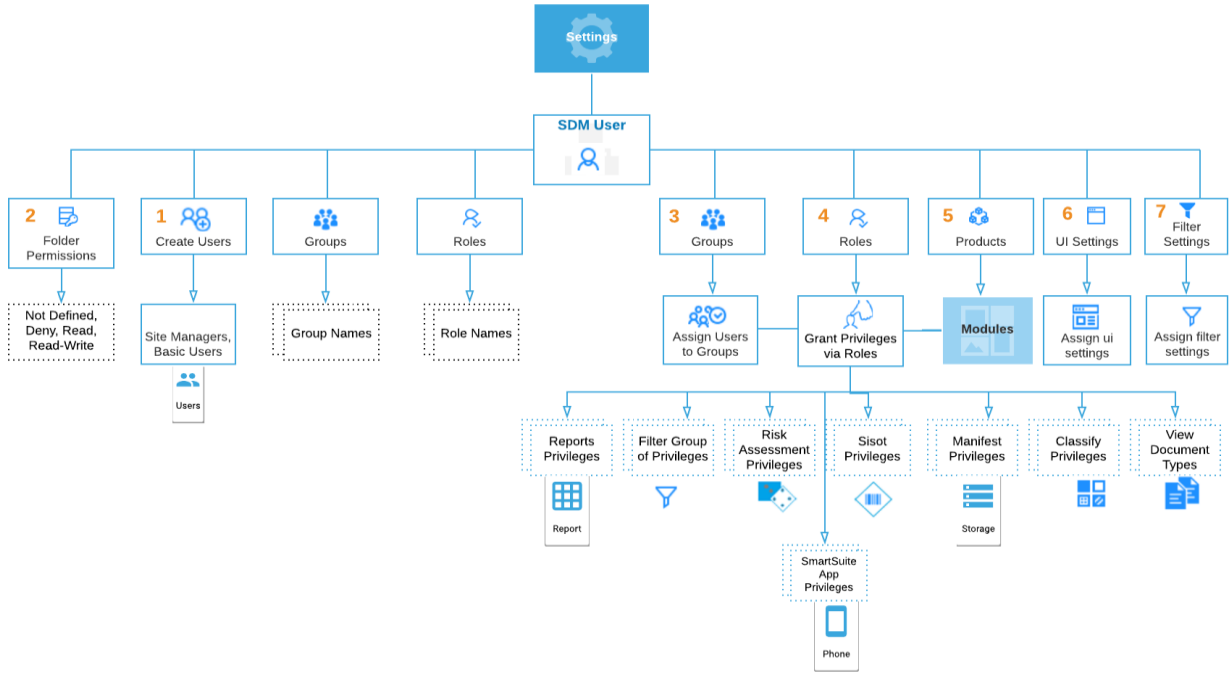
The sub-administrator's role will be limited to creating own site related users, managing selected groups, roles and parts of the folder tree structure as granted by the Administrator. This function will allow the Sub-Administrator with the ability to;

- Create users from own site(s) as granted by the domain administrator
- Assign own site(s) users to existing groups (created by the domain administrator)
- Grant privileges to users/groups based on existing role(s) (created by the Administrator)
- Assign folder permissions from the tree structure as per the folders that are granted permission to the Sub-Administrator by the domain administrator

The following site map provides a flow on how to best approach to assigning settings for the sub-administrator related site-based users.

Copyright©2025 Chemwatch. All Rights Reserved

The user access settings module is strictly accessible by the domain administrator for security purposes. The primary objective of the Administrator is to set up the system, add users including the Sub-Administrator (where applicable). The sub-administrator can follow the recommended 7 Main Stepwise Approach in setting up user access for site(s) related user attributes.



4.3 Setting Up Users

This topic will cover the following objectives:

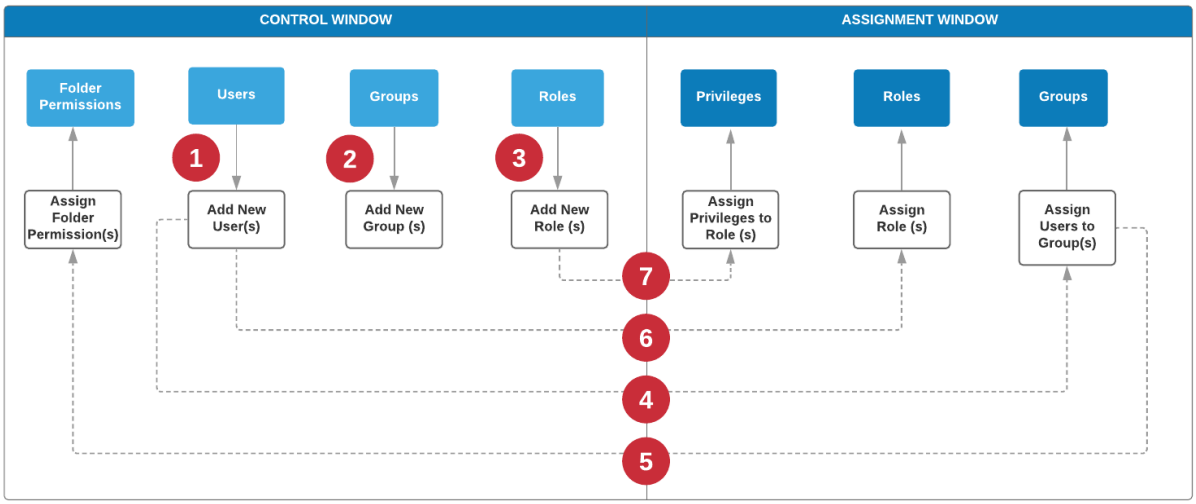
- → Overview on how to set up users
- → Adding user(s)
- → Adding group(s)
- → Adding role(s)
- → Assigning user(s) to group(s)
- → Assigning folder permissions to group(s)
- → Assigning user(s) to role(s)
- → Assigning role(s) to products
- → Assigning user(s) filter settings
- → Assigning user(s) user interface (UI) settings
- → Using groups tab to assign user(s) and folder permissions

WHAT YOU'LL LEARN

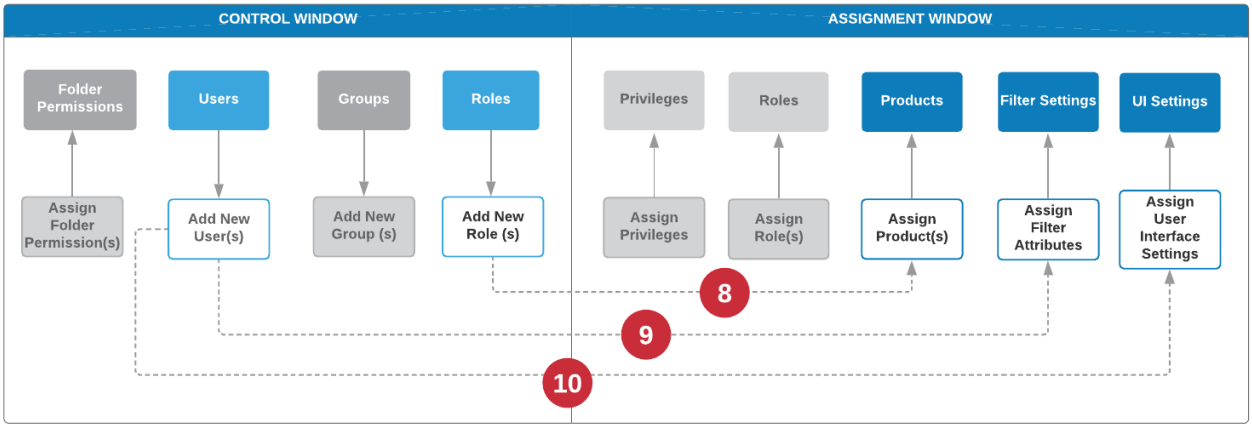
A user profile management approach is paramount before setting up users in the system. This approach will assist the domain administrator to have a reference point to the respective types

Copyright©2025 Chemwatch. All Rights Reserved

of users the enterprise/organisation have with regards to their roles and or function with respect to how users will utilise the system to meet business goals.



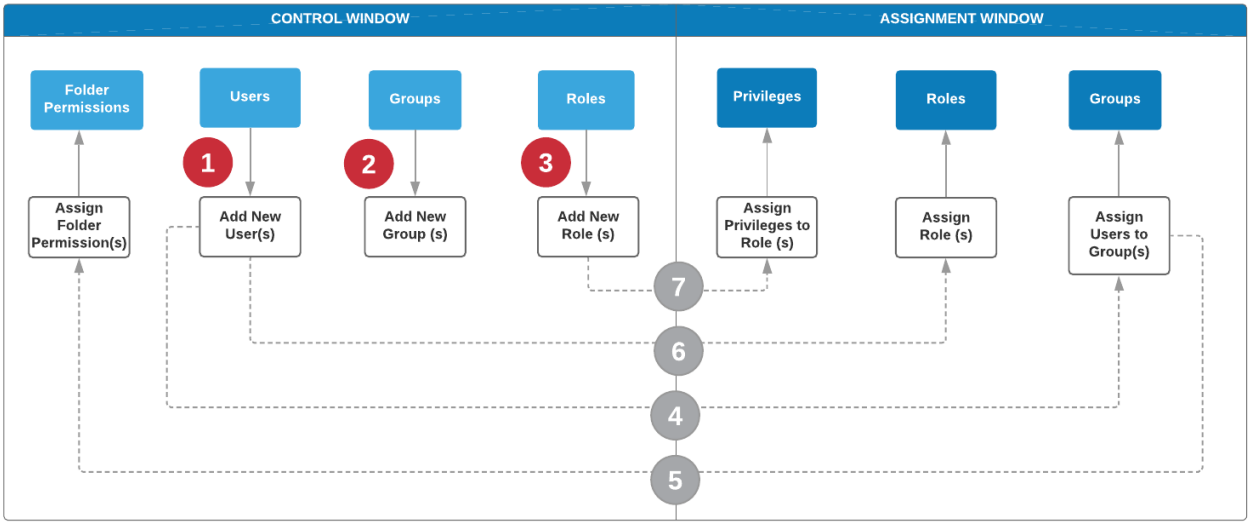
The left-hand side window is termed as the “Control Window” whereas the right hand side window is given the term “Assignment Window” for the purpose of this guide.



The domain administrator can follow the recommended 10 Start-Up Stages for adding users, groups, roles and assigning users to groups, roles and privileges as depicted in the charts above.

The following topics (1 to 3 of the 10 Start-Up Stages) will cover adding users, groups, and roles.

Copyright©2025 Chemwatch. All Rights Reserved

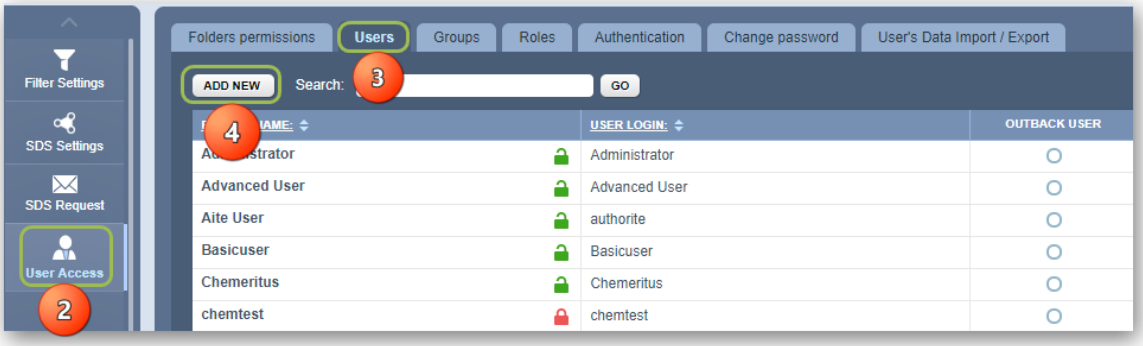


4.3.1 Add New User(s)

The following steps provide a guide to **adding new user(s)** to the system.

Steps

1. Select the **Settings** link or icon Settings.
2. Click on the **User Access** button User Access.
3. Select the **Users** tab on the control window.
4. Select **Add new** button.



5. Enter **Person's name.**
6. Enter **User Login** name.
7. Enter **Password** with at least 10 characters.

   Avoid using weak password by using special characters such as [$, %, ^, #, @] and email address.

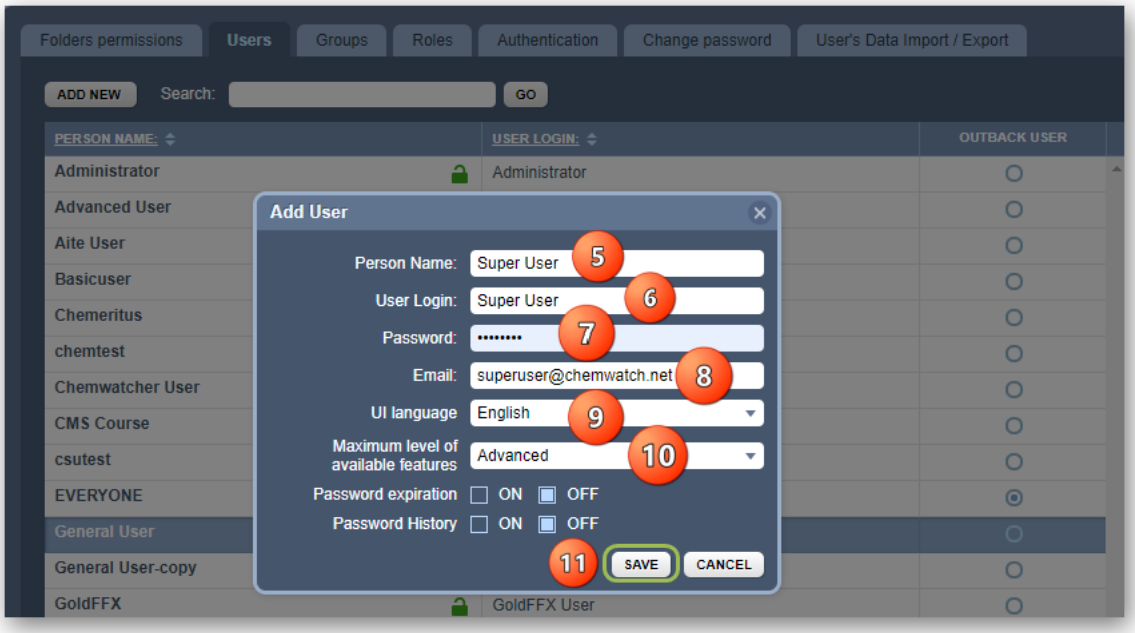
   Note that the password will not be visible in text format but will display dots (.....) instead of characters as a masking attribute. It is recommended to download user profile using the main save button to keep a record of all your users list, password, and permission attributes.

8. Enter user's work **email address.**

Copyright©2025 Chemwatch. All Rights Reserved

9. Set the **Language** preference from the drop-down arrow which will list available languages
10. Select applicable ***checkbox for password expiration and history*** if applicable.

    Note that the default setting for the password expiration and history are OFF.
11. Click the **Save** button.

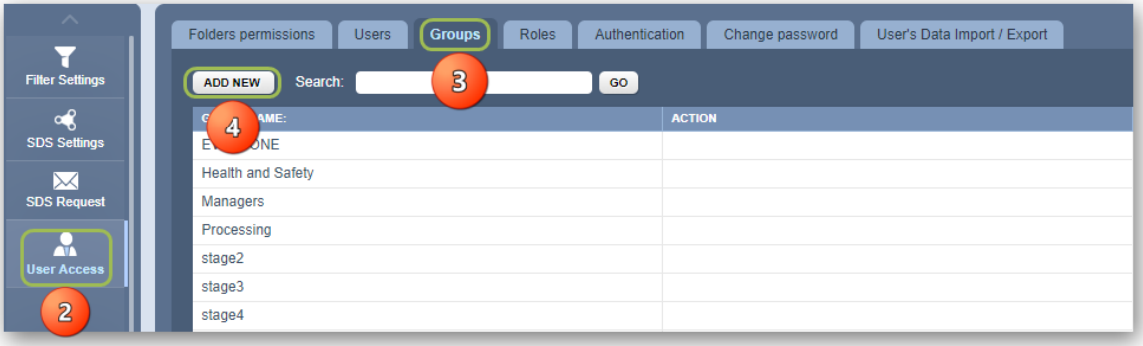


4.3.2 Add New Group(s)

The following steps provide a guide to **adding new group(s)** to the system.

Steps

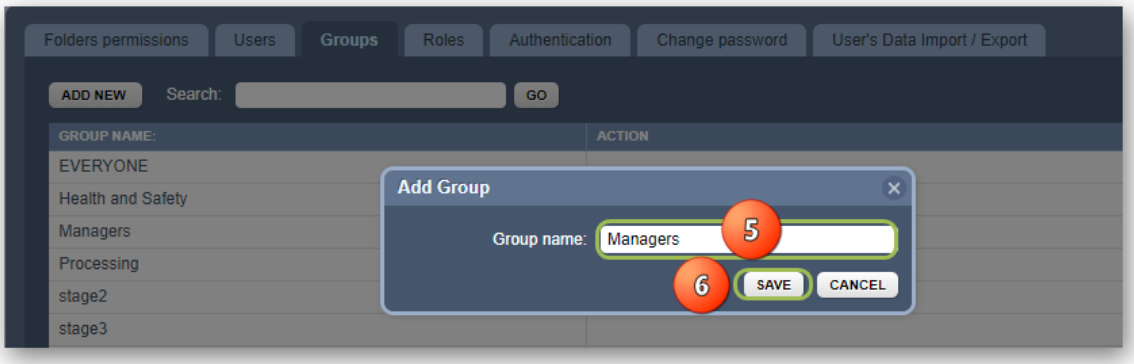
1. Select the **Settings** link or icon .
2. Click on the **User Access** button .
3. Select the **Groups** tab on the control window.
4. Select **Add new** button.



5. Enter **Group's name.**

Copyright©2025 Chemwatch. All Rights Reserved

6. Click the **Save** button.

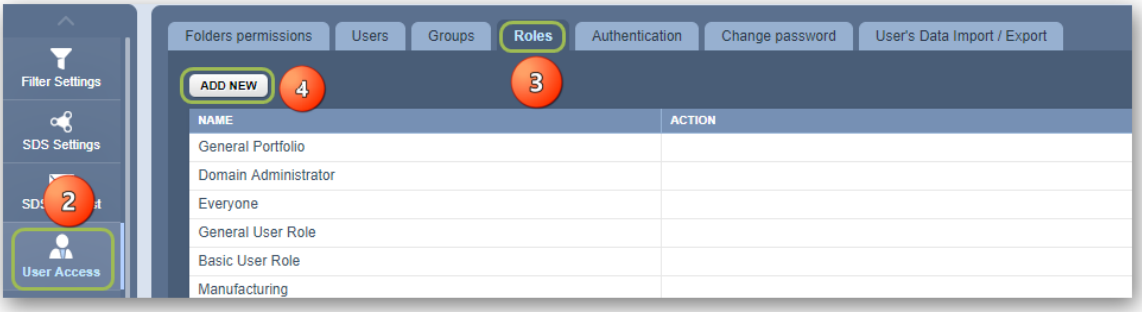


4.3.3 Add New Role(s)

The following steps provide a guide to **adding new role(s)** to the system.

Steps

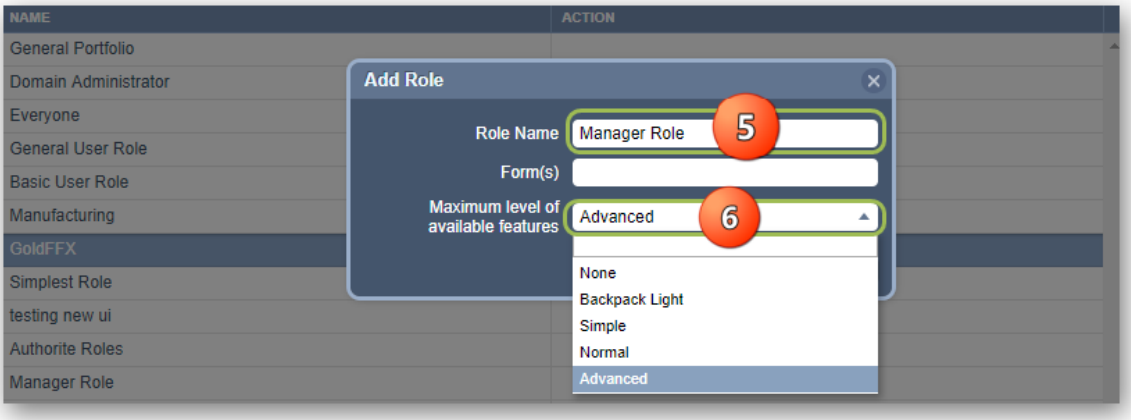
1. Select the **Settings** link or icon Settings.
2. Click on the **User Access** button User Access.
3. Select the **Roles** tab on the control window.
4. Select **Add new** button.



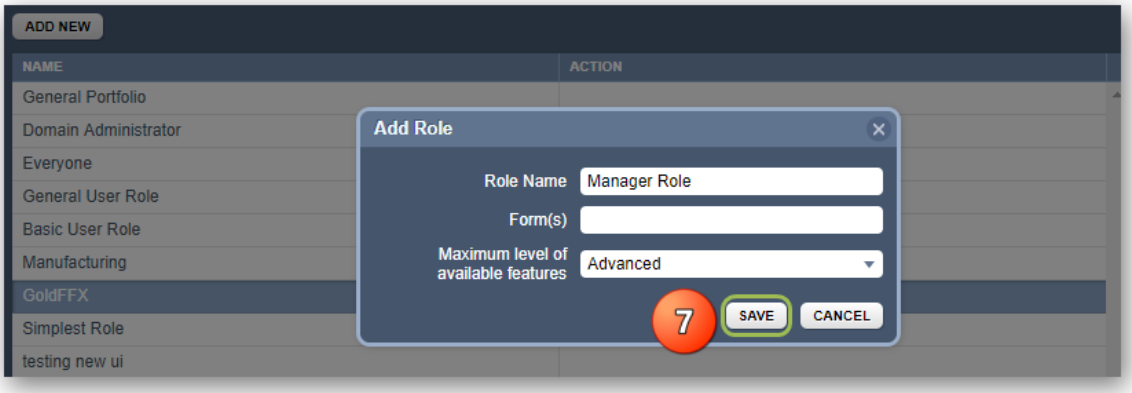
5. Enter **Role's name.**
6. Select the **Maximum level of available features** from the drop-down list (optional).

> Note that this user interface feature is optional. It can also be assigned in the User Interface Settings tab. The levels are also known as the 'feature meter', which, when assigned to a user, will set the user's interface to the respective skill level as Advanced, Normal, Simple or Backpack Light. Refer to the Feature Meter and UI panel details in the Appendix.

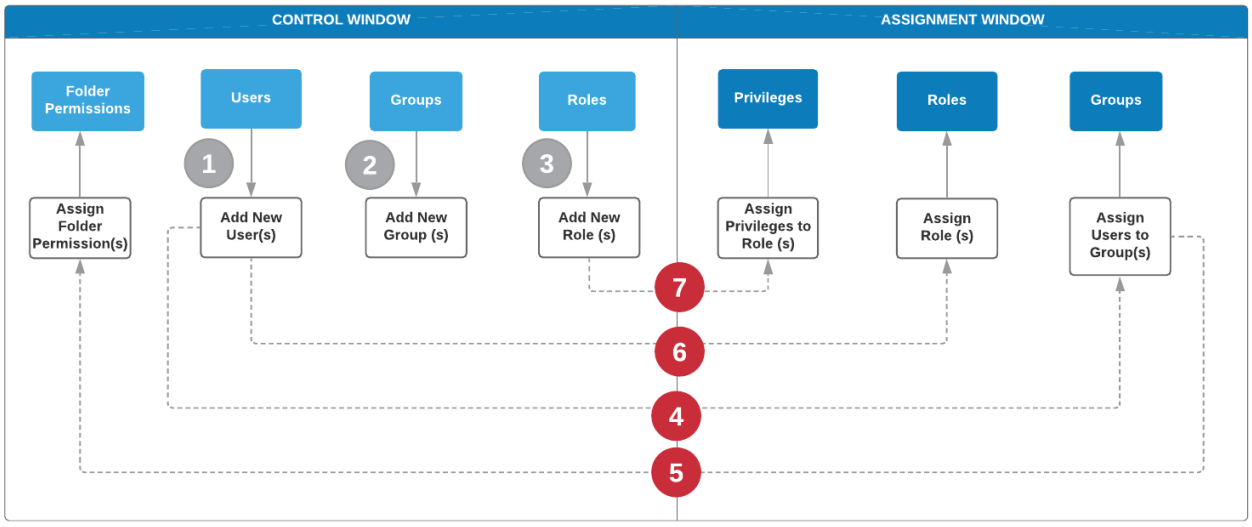
Copyright©2025 Chemwatch. All Rights Reserved



7. Click the **Save** button



The following topics (4 to 7 of the 10 start-up stages) will cover assigning users to groups, assign folder permissions to groups, assign users to roles and grant privileges to users through roles.



Copyright©2025 Chemwatch. All Rights Reserved

4.3.4 Assign Users to Groups

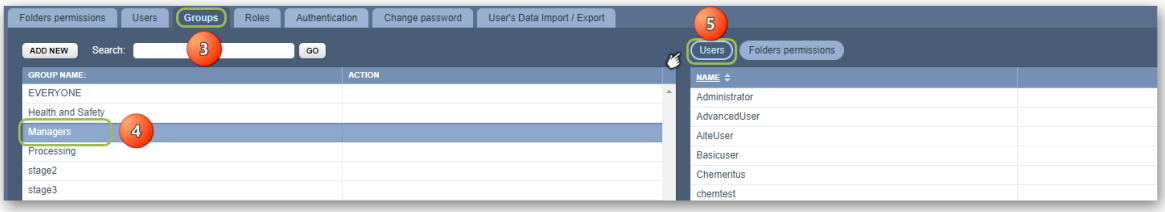
The following steps provide a guide to **assign users to a particular group**.

Steps

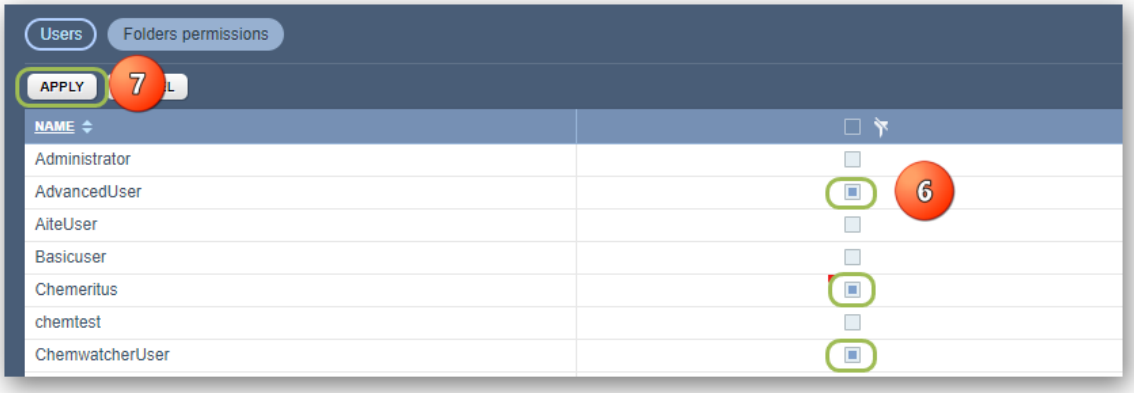
1. Select the **Settings** link or icon

.
2. Click on the **User Access** button

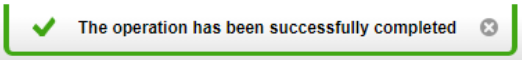
.
3. Select the **Groups** tab on the control window.
4. Click on the **Group name** to select the name of the group.
5. Select **Users** tab on the assignment window (right hand side).



6. Select the **User(s) name's checkbox(es)** to be assigned to the group.
7. Press the **Apply** button on the assignment window (right hand side).



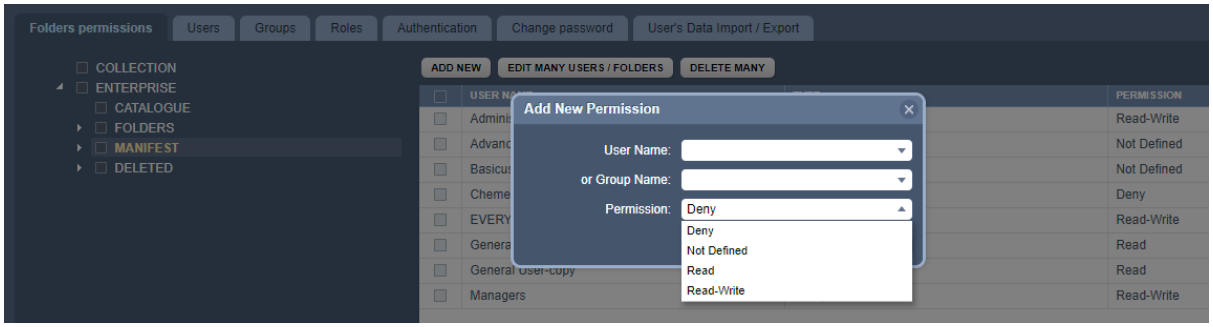
A confirmation message displays successful operation.



4.3.5 Assign Folder Permissions to Groups

The following steps provide a guide to **assign folder permissions** to users through groups.

Copyright©2025 Chemwatch. All Rights Reserved



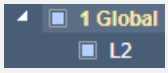
Steps

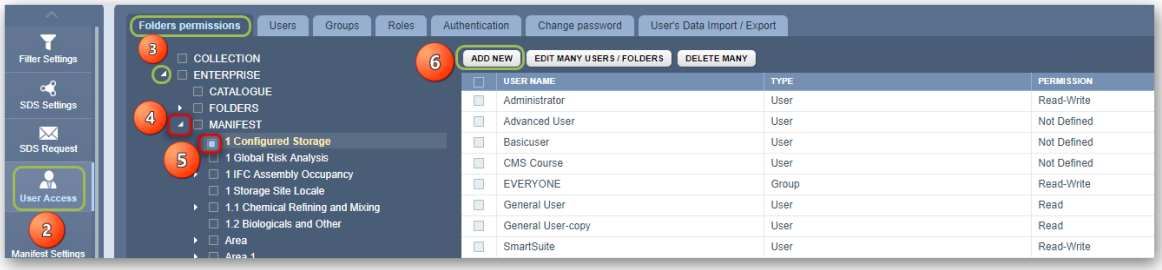
1. Select the **Settings** link or icon .
2. Click on the **User Access** button .
3. Select the **Folder Permissions** tab on the control window.

Note that prior to assigning folder permissions to users or groups, the folders must have been created to be able to select the respective folders to set the applicable permission attribute. Refer to the Chemwatch Users Guide for more details on how to create folders.

4. Click on the **Expand arrows** to expand the tree. [Enterprise>Folders>Manifest>Area/Section/Location].
5. Select **Checkbox(es)** alongside the respect folder location.

If the parent folder contains child folders, it is important to select the appropriate folder checkbox in which the users must have access to. Otherwise, if parent folder with child folders is selected, the subsequent child folders will also be selected.





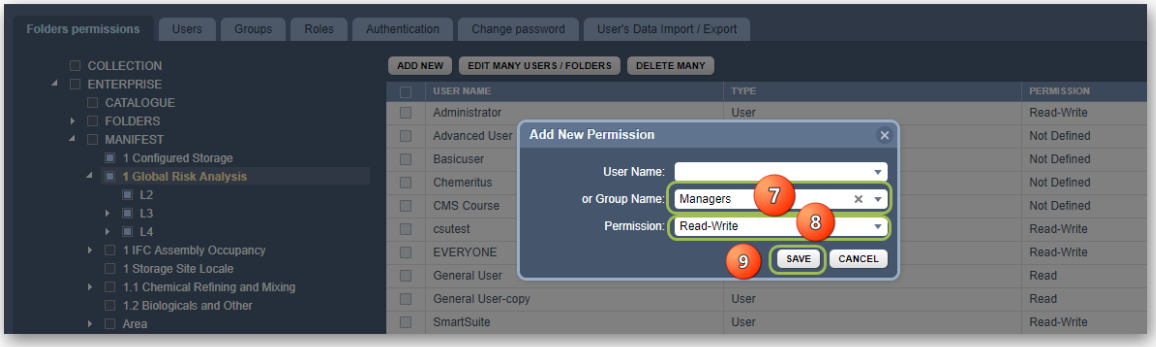
6. Press the **Add New** button.
7. Click the **User Name** drop-down arrow to assign user. However, in this case, **Group Name** is used.
8. Click the **Permission** drop-down arrow to assign the applicable permission based on user role or function.

The following permissions options are available in the system. The Administrator can assign deny, not defined, read or read-write permission to user(s) or group(s).

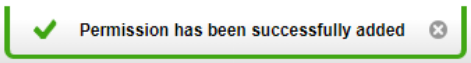
Copyright©2025 Chemwatch. All Rights Reserved

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

9. Click the **Save** button.



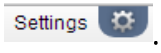
A confirmation message displays successful operation.



4.3.6 Assign Users to Role(s)

The following steps provide a guide to **assign user(s) to a role(s)**.

Steps

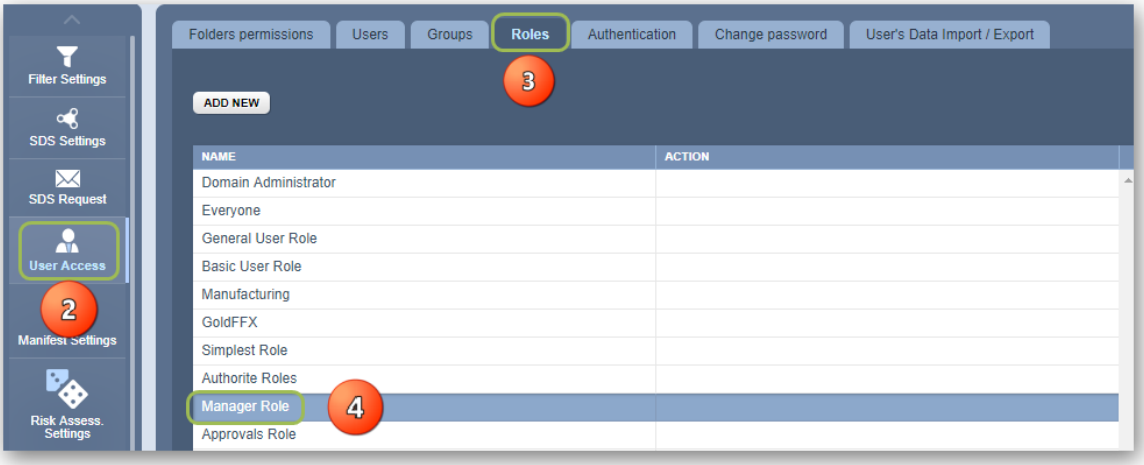
1. Select the **Settings** link or icon 

.
2. Click on the **User Access** button

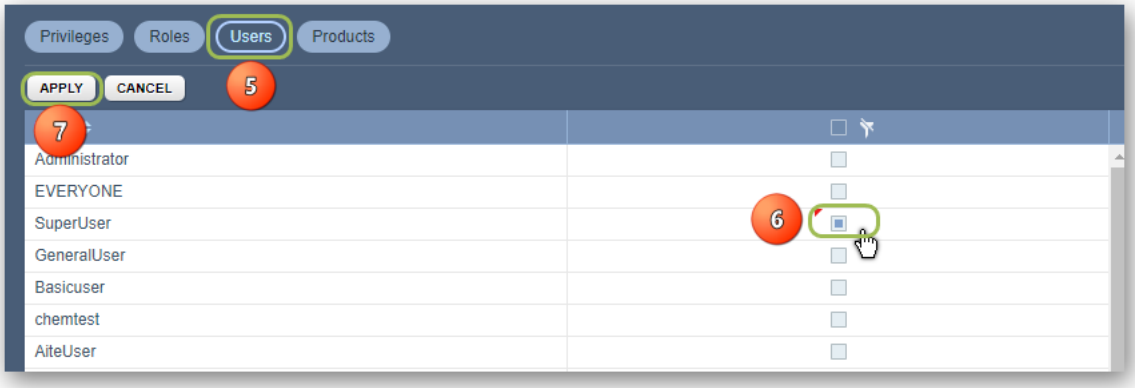
.
3. Select the **Roles** tab on the control window.

Copyright©2025 Chemwatch. All Rights Reserved

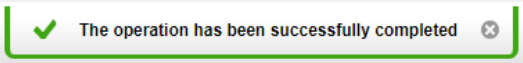
4. Click on the **Role name** from the list.



5. Select the **Users** tab on the assignment window (right hand side).
6. Select the **User(s) name's checkbox(es)** to be assigned to the role.
7. Press the **Apply** button on the assignment window (right hand side).



A confirmation message displays successful operation.



4.3.7 Assign Privileges to Role(s)

The following steps provide a guide to **assign privileges to role(s)**.

Steps

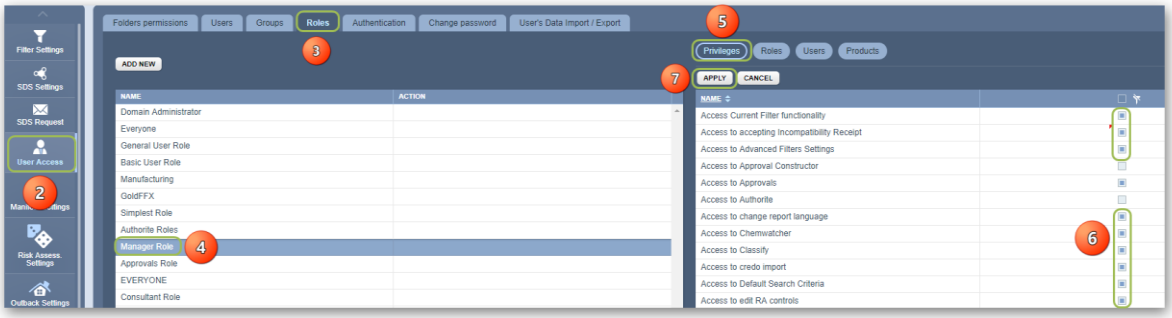
1. Select the **Settings** link or icon

.
2. Click on the **User Access** button

.
3. Select the **Roles** tab on the control window.
4. Click on the **Role name** from the list.

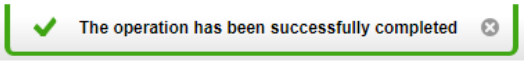
Copyright©2025 Chemwatch. All Rights Reserved

5. Select the **Privileges** tab on the assignment window (right hand side).
6. Select the specific privileges **checkbox(es)** to be assigned to the role. Refer to the privileges grouping in the Appendix for descriptions.

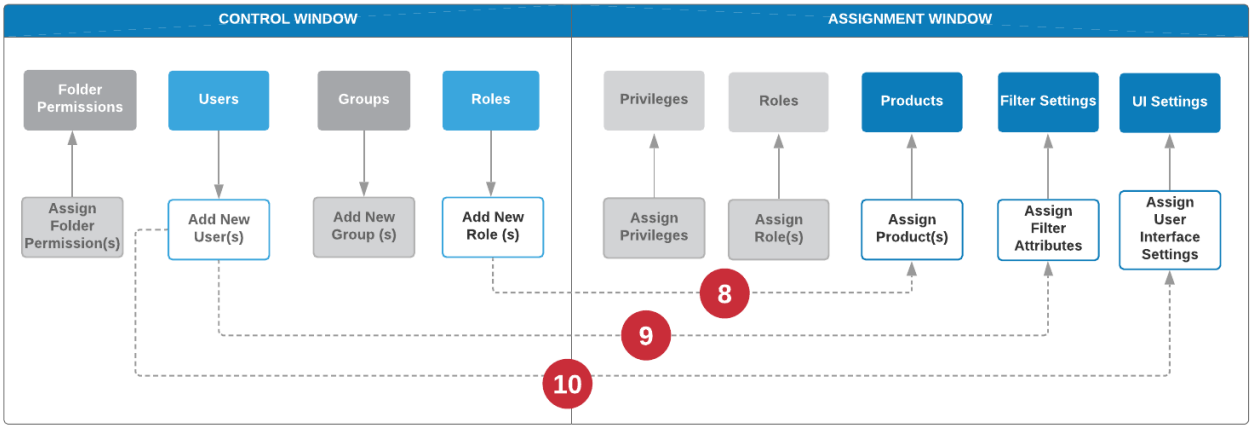


7. Press the **Apply** button on the assignment window (right hand side).

A confirmation message displays successful operation.



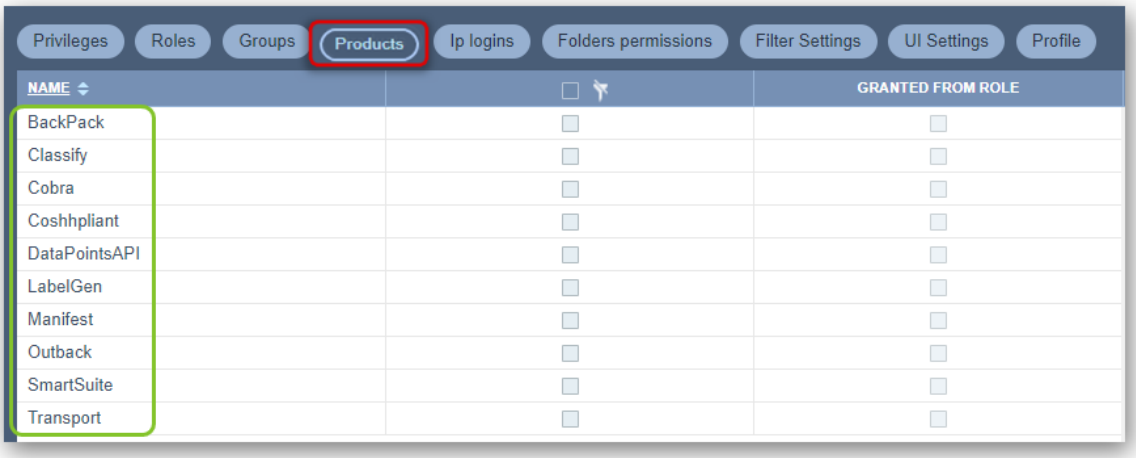
The following topics (8 to 10 of the 10 start-up stages) will cover assigning roles to products, users to filter settings and assigning users to user interface settings.



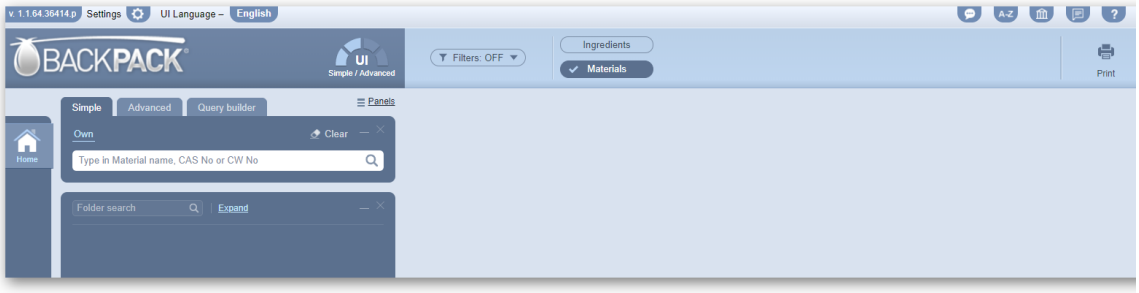
4.3.8 Assign Role(s) to Products

The following steps provide a guide to **assign role(s) to Products**. The following table provides descriptions of products.

Copyright©2025 Chemwatch. All Rights Reserved



Product	Description	User Interface Attribute	Type of User
Backpack	Basic user interface regardless of the license package. When this option is selected, it will show the Backpack UI skin.	If this product is not assigned or granted to any user, access will be denied. Users will not be able to login the system.	All users. Refer to privileges for more details



Classify	Access to work with the classify module (CREDO)	CREDO module enables users to create mixtures and generate Mini SDS and labels	Specific users. Refer to privileges for more details
Cobra	This is the Global Control Banding Risk Assessment (RA) module	RA module enables users to perform risk assessments, assign jobs and generate Risk Assessment reports	All or specific users. Refer to privileges for more details.
Coshhpliant	This is the risk assessment module for the Control of Substances Hazardous to Health, UK. It is similar to the Control Banding Risk Assessment (RA) module	RA module enables users to perform risk assessments, assign jobs and generate Risk Assessment reports	All or specific users in the United Kingdom. Refer to privileges for more details.

Copyright©2025 Chemwatch. All Rights Reserved

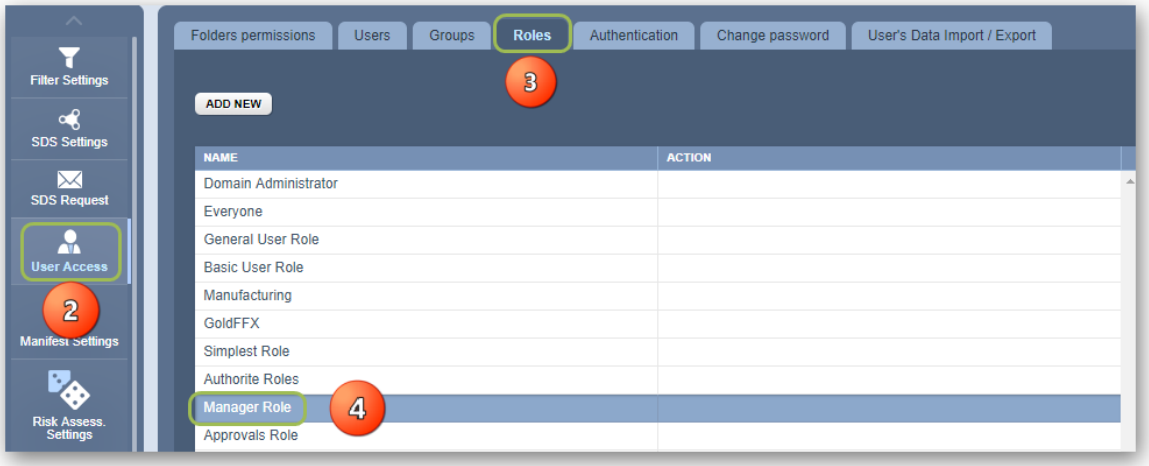
Product	Description	User Interface Attribute	Type of User
DataPointsAPI	This an Application Program Interface integration for customers with Web Services	API is authenticated for domains that have Web Service platform as part of their package or upon request.	Specific domains ONLY
LabelGen	This is the Document Generator for Labels (DGEN Lab)) module	DGEN Lab module allows users to create label template or customize existing labels.	All or specific users. Refer to privileges for more details.
Manifest	This is the Manifest module which has most grid and toolbars components.	The user interface enables users to filter by hazards, view material/cat name grid, mouse right click functionality, folder structure content and many more features.	All users. Refer to privileges for more details.
Outback	This is an optional flagship customers' user interface for clients to access their products' SDS online.	The user interface is configurable from the Outback Settings. It enables customers to access Gold SDS, labels, or Mini SDS for products they own or produce. This product can be made available from their websites for private or public use.	Refer to privileges for more details.
SmartSuite	This is a mobile application available on tablets or smart phones. It comes as an add-on product.	The application is compatible for both android and iOS operating system and its available from the Google Play and App Store.	All or specific users. Refer to privileges for more details.
Transport	This is a 4PL (transport) module which comes as a separate package.	This web application is applicable to companies in the transport and packing industries to meet the respective regulatory requirements	Specific users that deal with logistics, transport, packaging, etc.

The steps below illustrate how to assign roles to products. Note that the roles have to be associated with users in order to use the role assignment to products.

Steps

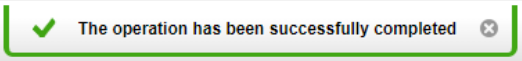
1. Select the **Settings** link or icon .
2. Click on the **User Access** button .
3. Select the **Roles** tab on the control window.
4. Click on the **Role name** from the list.

Copyright©2025 Chemwatch. All Rights Reserved



5. Select the **Products** tab on the assignment window (right hand side).
6. Select the **User(s) name's checkbox(es)** to be assigned to the role.
7. Press the **Apply** button on the assignment window (right hand side).

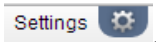
A confirmation message displays successful operation.



4.3.9 Assign User(s) Filter Settings

The following steps provide a guide to **assign filter settings attributes to users**.

Steps

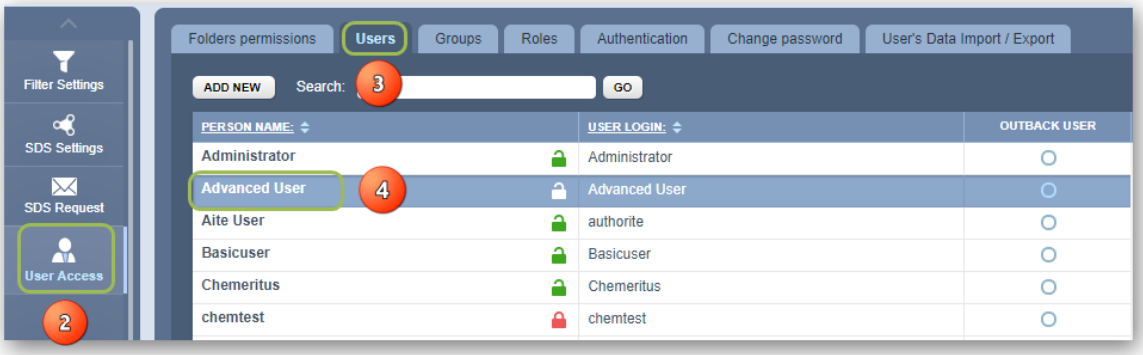
1. Select the **Settings** link or icon 

.
2. Click on the **User Access** button

.

Copyright©2025 Chemwatch. All Rights Reserved

3. Select the **Users** tab on the control window (left hand side panel).
4. Click on the **Person's name** from the list.

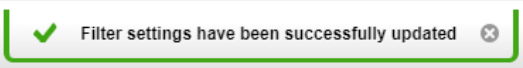


5. Press the **Filter Settings** tab on the assignment window (right hand side panel).
6. Select the **specific filter(s)' checkbox(es)** and/or drop-down arrow options to be assigned to the user.

Refer to the filter settings descriptions in appendix for more information. Click on the link below.
About Filter Settings

7. Press the **Submit** button on the assignment window (right hand side panel).

A confirmation message displays successful operation.



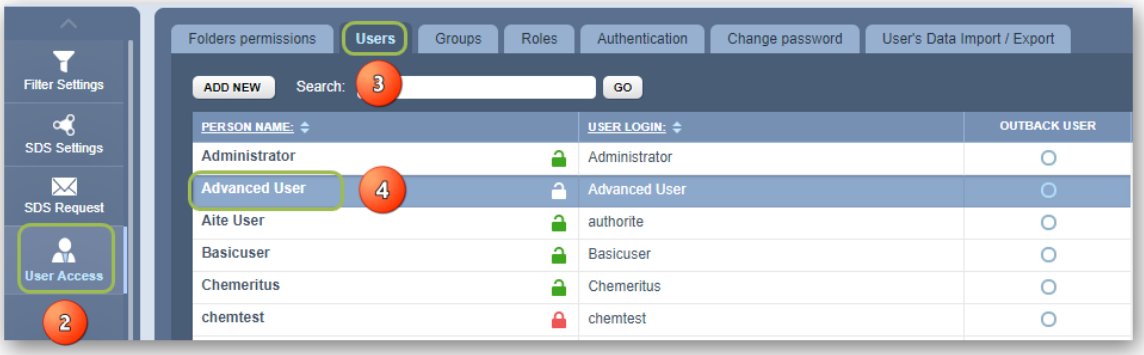
Copyright©2025 Chemwatch. All Rights Reserved

4.3.10 Assign Users UI Settings

The following steps provide a guide to **assign UI (User Interface) Settings** and **attributes to users**.

Steps

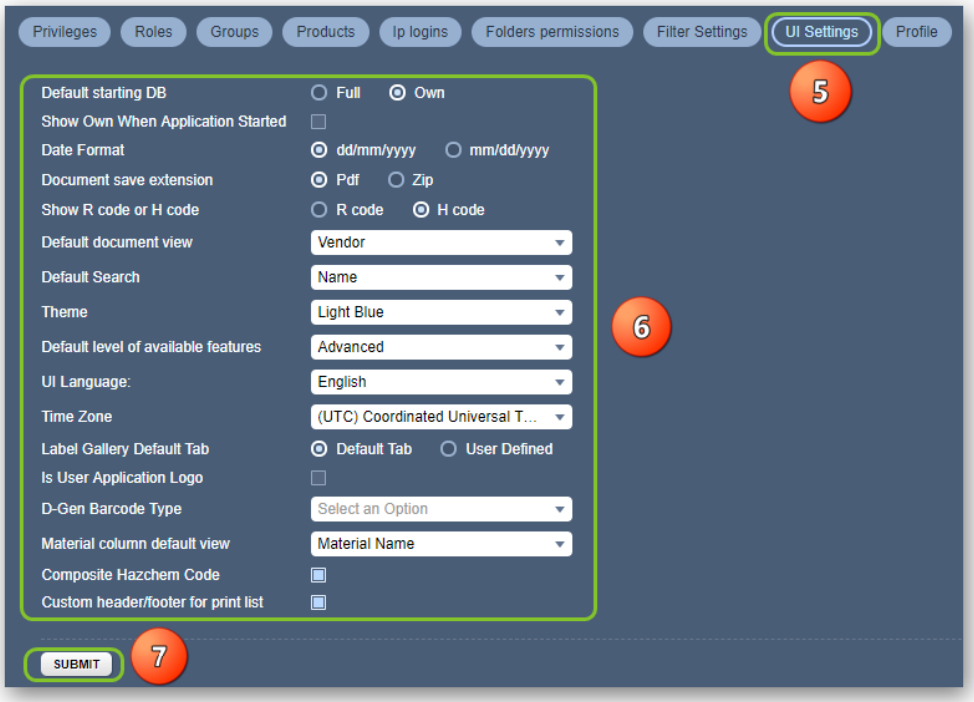
1. Select the **Settings** link or icon Settings.
2. Click on the **User Access** button User Access.
3. Select the **Users** tab on the control window (left hand side panel).
4. Click on the **Person's name** from the list.



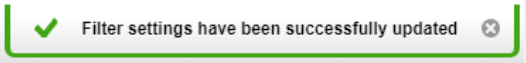
5. Press the **UI Settings** tab on the assignment window (right hand side panel).
6. Select the **specific user interface filter(s)' checkbox(es)** and/or **drop-down arrow** options to be assigned to the user.

   Refer to the user interface settings descriptions in appendix for more information. Click on the link below. About User Interface Settings
7. Press the **Submit** button on the assignment window (right hand side panel).

Copyright©2025 Chemwatch. All Rights Reserved



A confirmation message displays successful operation.



4.3.11 Create a User Profile

The following steps provide a short guide to **creating a user profile.**

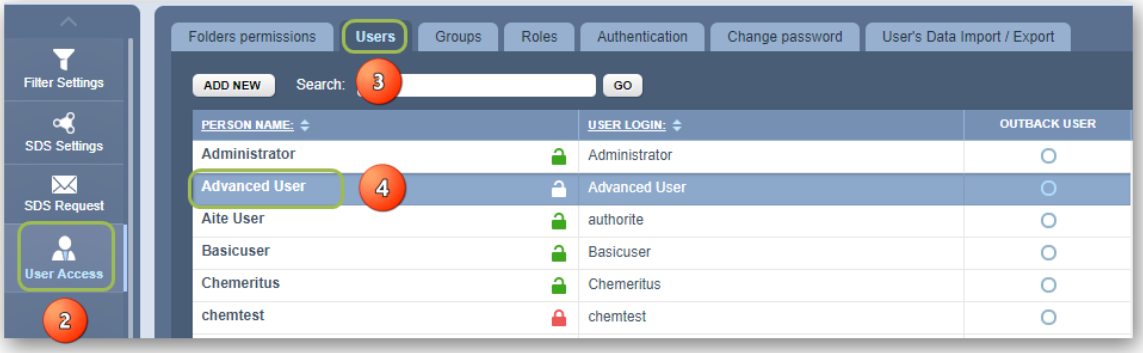
Steps

1. Select the **Settings** link or icon

.
2. Click on the **User Access** button

.
3. Select the **Users** tab on the control window (left hand side panel).
4. Click on the **Person's name** from the list.

Copyright©2025 Chemwatch. All Rights Reserved

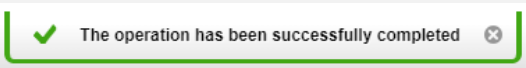


5. Press the **Profile** tab on the assignment window (right hand side panel).
6. Select the **specific user profile field** and enter information.

Start Date	Click on the calendar icon to set the active start date
Expiry Date	Click on the calendar icon to set the end date
ID	Click on text field and type the user's identification number
Phone number	Click on the text field and type the user's contact phone number
Also known as	Click on the text field and select another name from the users' existing list

7. Press the **Submit** button.

A confirmation message displays successful operation.

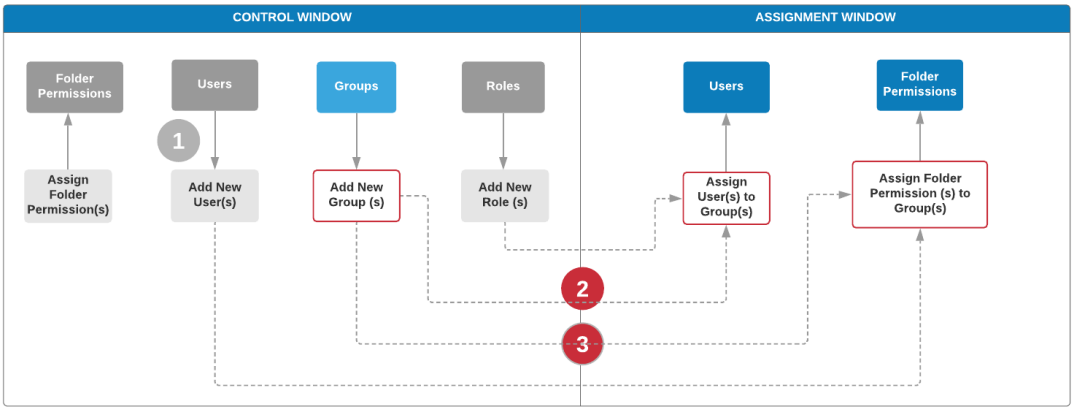


Copyright©2025 Chemwatch. All Rights Reserved

4.3.12 Using Groups Tab to Assign Users and Folder Permissions

The system also provides other ways to assigning users and folder permissions by using the Groups tab on the left hand side window (Control Panel)

- Assign Groups to Users
- Assign Groups to Folder Permissions



4.3.12.1 Using Groups Tab to Assign Users

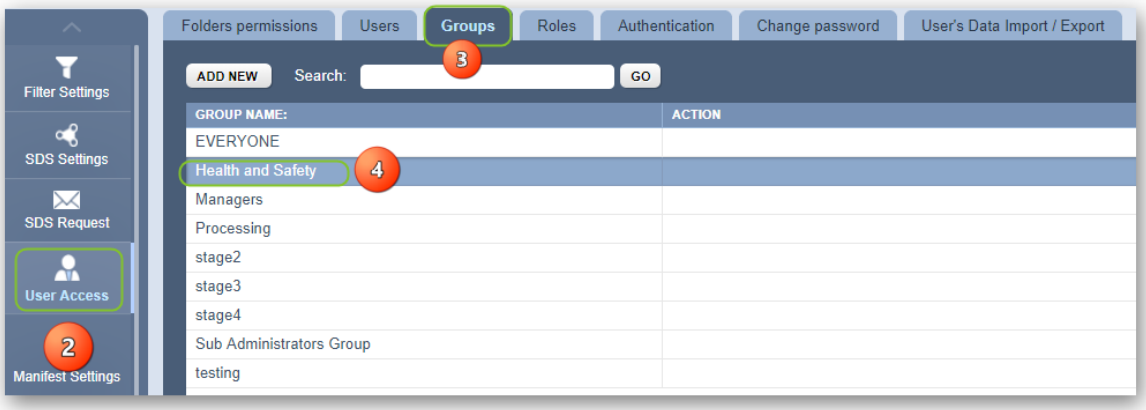
The following steps provide a guide to **assign Group to a user(s)**.

Steps

1. Select the **Settings** link or icon

.
2. Click on the **User Access** button

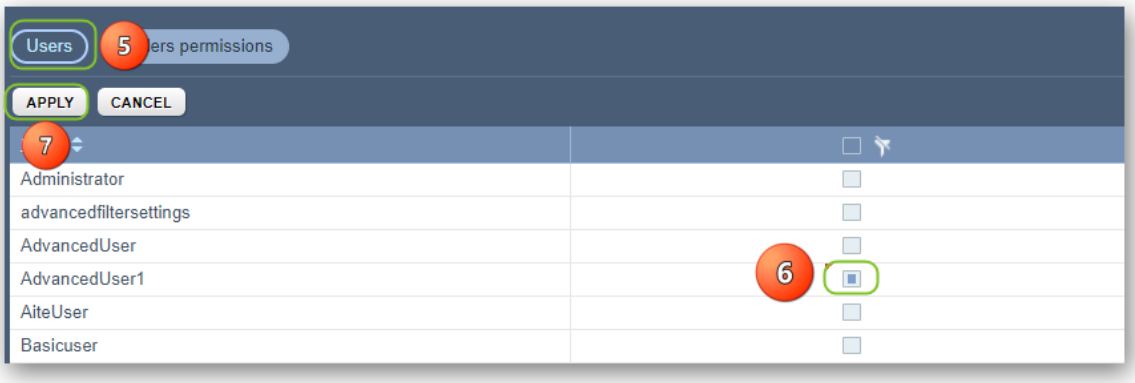
.
3. Select the **Groups** tab on the control window (left-hand side).
4. Click on the **Group name** from the list.



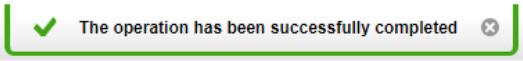
5. Select the **Users** tab on the assignment window (right-hand side).

Copyright©2025 Chemwatch. All Rights Reserved

6. Select the **User(s) name's checkbox(es)** to be assigned to the Group name.
7. Press the **Apply** button on the assignment window (right hand side).



A confirmation message displays successful operation.



4.3.12.2 Using Groups Tab to Assign Folder Permissions.

The following steps provide a guide to **assign a Group to specific Folder Permissions**.

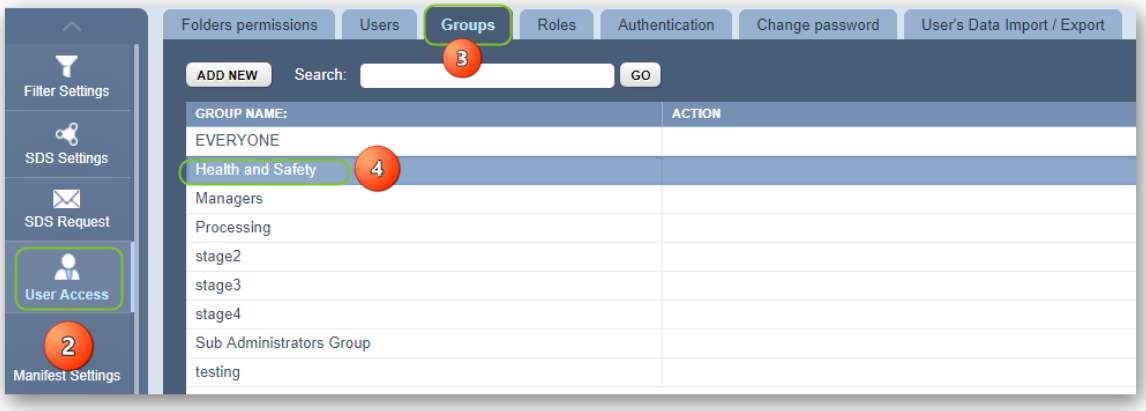
Steps

1. Select the **Settings** link or icon

.
2. Click on the **User Access** button

.
3. Select the **Groups** tab on the control window (left-hand side).
4. Click on the **Group name** from the list.

Copyright©2025 Chemwatch. All Rights Reserved

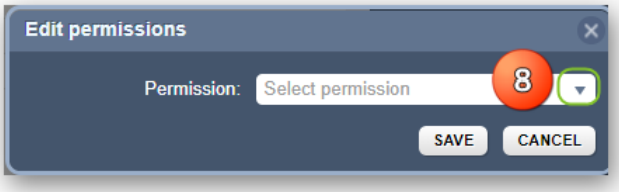


5. Select the **Folder Permissions** tab on the assignment window (right-hand side).
6. Select the **Folder's checkbox** to be assigned to the Group name.

If a folder contains subsidiary (child) folder, selecting the parent folder will automatically select the child folders as well.

7. Press the **Add/Edit Permissions** button.

8. Click the **Permission** drop-down arrow to assign the applicable folder permission based on users' role or function for the Group.

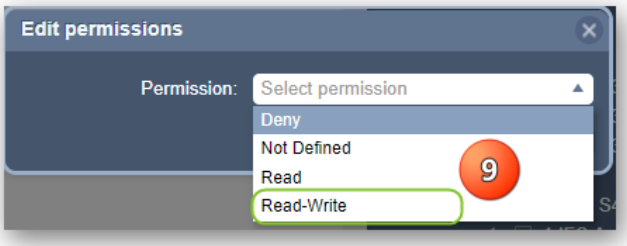


The following permissions options are available in the system. The Administrator can assign deny, not defined, read or read-write permission to user(s) or group(s).

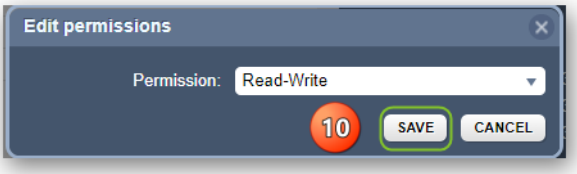
Copyright©2025 Chemwatch. All Rights Reserved

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

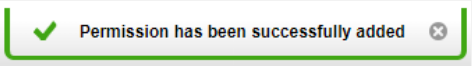
9. Select the permission from the list, e.g., folder name S3.2 = Deny, folder L4 and S4 = Read and parent/L2 and L3/S3 have been assigned Read/Write permission.



10. Click the **Save** button.



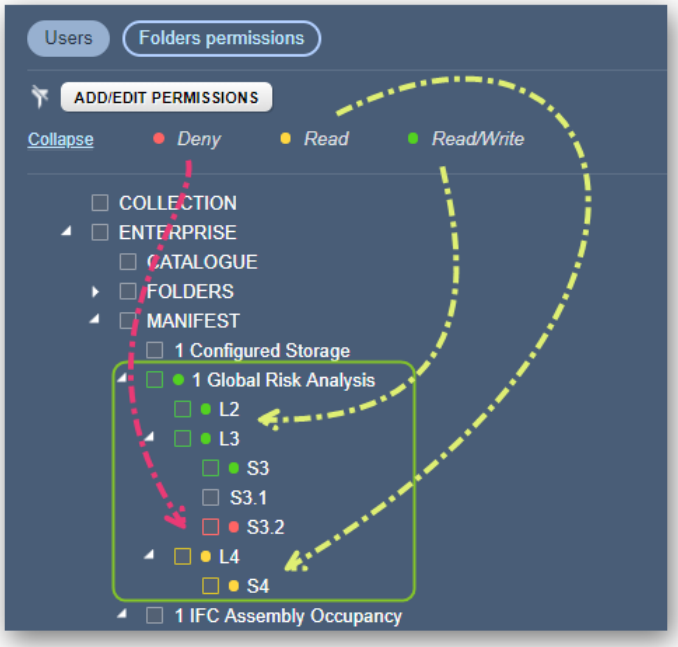
A confirmation message displays successful operation.



Check the newly assigned folder permissions for the group by selecting the group name to refresh the folder permissions page. Notice the colour coding for each folder name matches the type of permission assigned to the group.

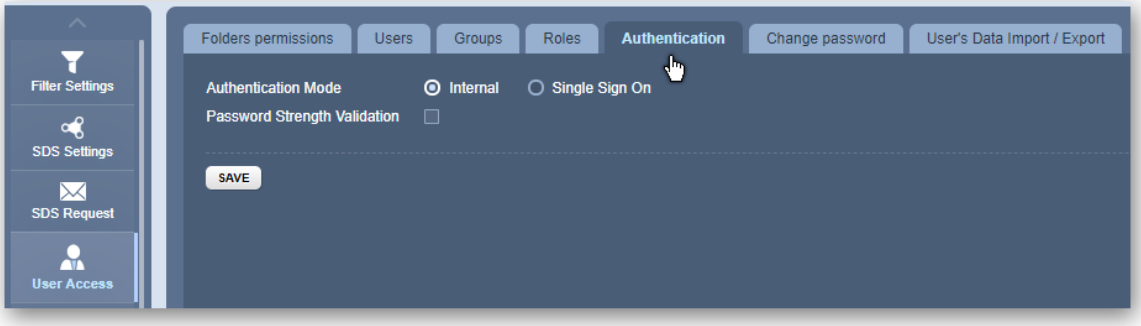
Copyright©2025 Chemwatch. All Rights Reserved

Folder name S3.2 = Deny, folder L4 and S4 = Read and parent/L2 and L3/S3 have been assigned Read/Write permission.



4.4 Setting Up Authentication Mode

The Chemwatch application side's system security needs a three-factor authentication mode where; the **account name, user login and password** are required to gain access to the system. This safeguards unauthorized access to the system. The system also does not allow many unsuccessful requests to login and if the specified number of attempts have been exhausted, the system will block the user and additional activities will be required for the Administrator to unblock the user.



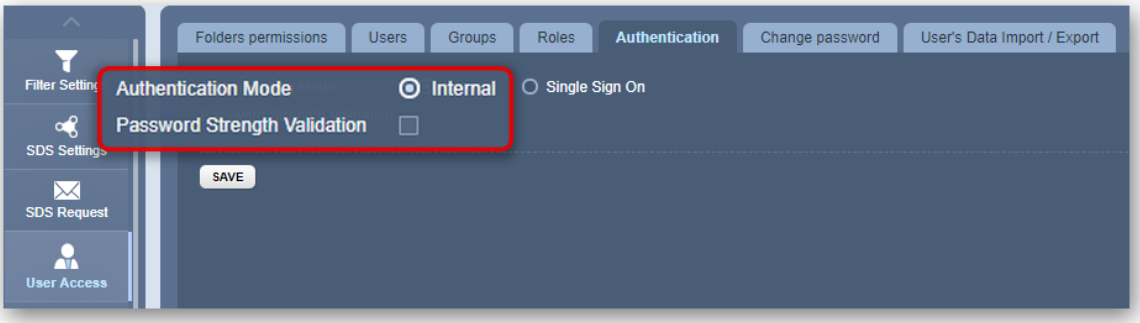
The Chemwatch system has two main authentication modes; **Internal** and **Single Sign On** (SSO) as described below.

Copyright©2025 Chemwatch. All Rights Reserved

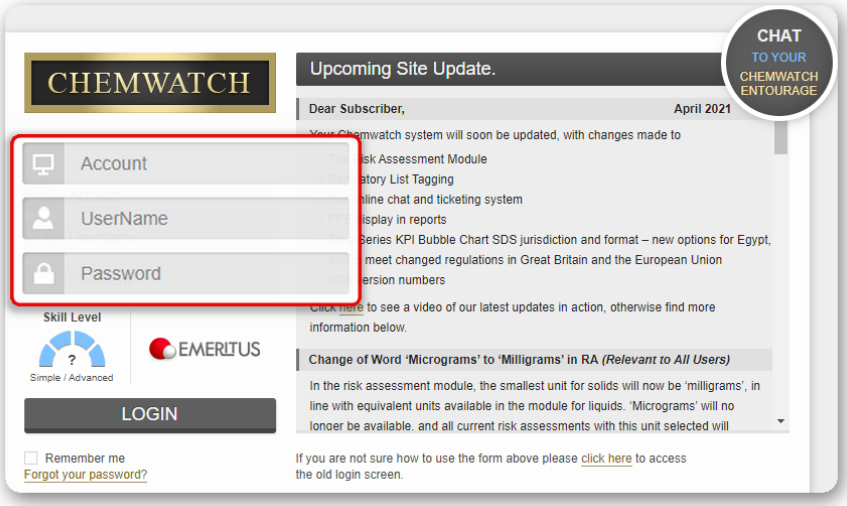
Authentication Mode	Description
Internal	The data integrator stores all information as well as user privileges in the master repository of the database by default and when a user logs in, the database uses the metadata repository.
Single Sign on	This option is available in the database to authenticate users against an external repository which contain references to the company/organisation's users. When using the external authentication method, only users and their passwords are externalized, all other data integrator privileges remain within the database repository.

4.4.1 Internal Authentication Mode

Use the internal authentication mode radio button, check the box for password strength validation (optional) and then press the save button to activate the mode.

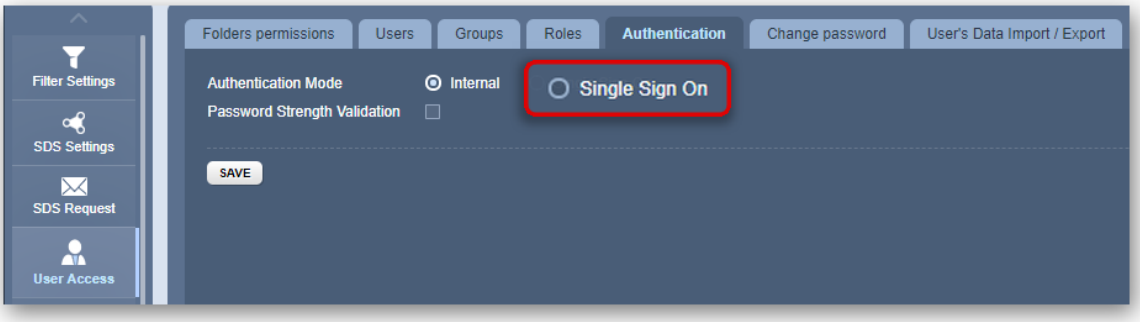


Authentication occurs via the Chemwatch system web address page, which automatically opens the login page with three-factor authentication fields; the account name, user login and password are required to gain access to the system.

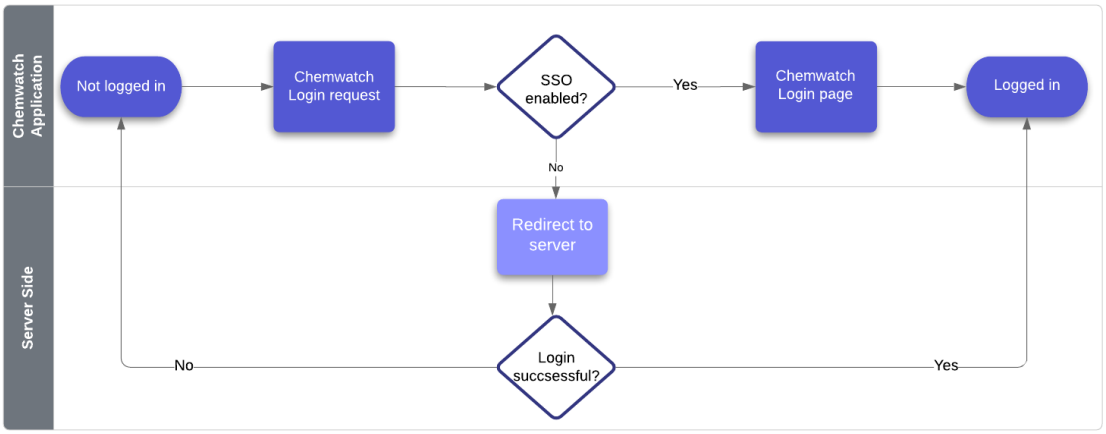


Copyright©2025 Chemwatch. All Rights Reserved

4.4.2 Single Sign On (SSO) Authentication



SSO authentication follows strict requirements for the supported platform where specific protocol(s) are used. The Chemwatch service side has been integrated with a windows platform where login calls are redirected every time a user visits the Chemwatch login page. The simple chart below summarises the basic workflow.



The following pointers need to be considered when activating SSO mode for your domain:

- Ensure that users are identifiable in their profiles with an approved work email address
- Users work email addresses will be automatically recognised during first login
- After users' authentication has been achieved, all other user permissions, privileges must be assigned accordingly

Steps

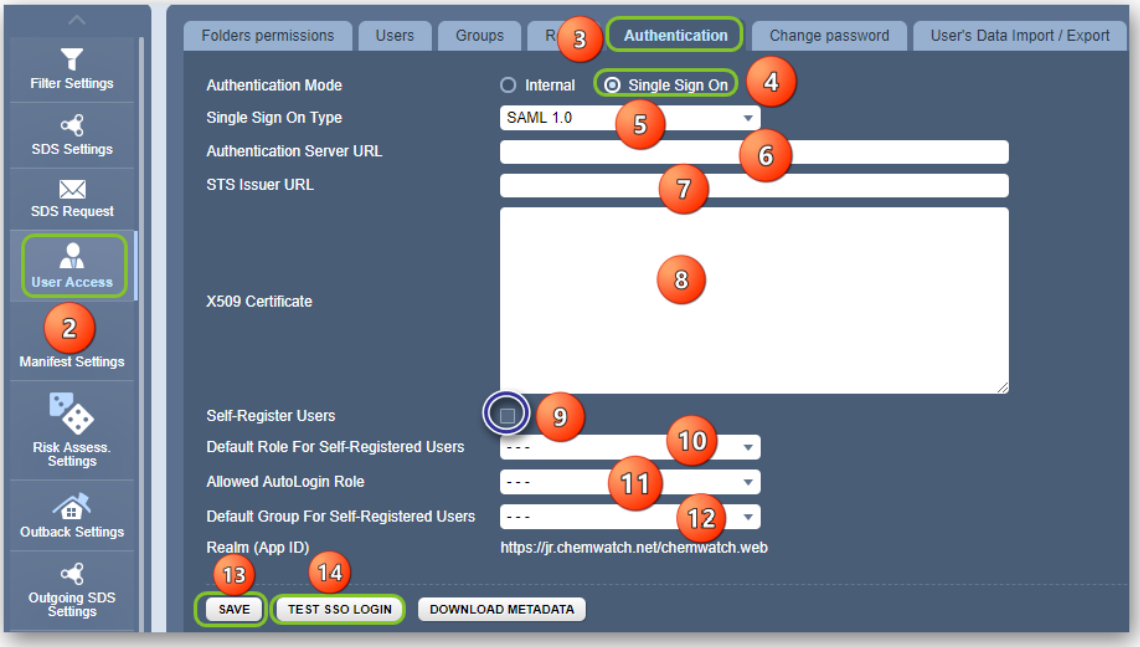
1. Select the **Settings** link or icon

.
2. Click on the **User Access** button

.
3. Select the **Authentication** tab on the control window (left hand side panel).
4. Click on the **Single Sign On (SSO)** radio button.
5. Select the drop-down arrow to **assign the single sign on type.**
6. Enter the **Authentication Server URL** in the text field.

Copyright©2025 Chemwatch. All Rights Reserved

7. Enter the **STS Issuer URL** in the text field.
8. Provide the X509 Certificate in the text field.
9. Select the checkbox to allow Self-Registered Users.
10. Select the drop-down arrow to **assign the Default Role for Self-Registered Users.**
11. Select the drop-down arrow to **assign the Allowed Autologin Role.**
12. Select the drop-down arrow to **assign the Default Group for Self-Registered Users.**
13. Press the Save button.
14. Use the **Test SSO Login** button to test the authentication set up.



A confirmation message displays successful operation. Please ensure to contact Chemwatch IT department at it@chemwatch.net for any IT related support required in setting up single sign on for your enterprise/organisation.

Copyright©2025 Chemwatch. All Rights Reserved

5.0 Manifest Settings

This topic will cover the following objectives:

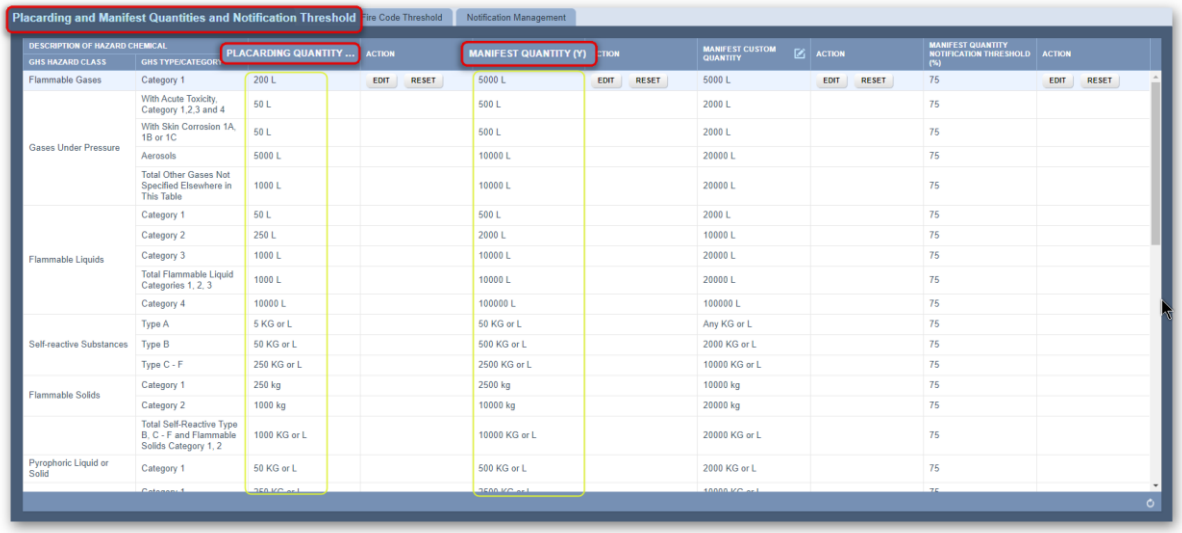
→ Primary purpose of a Manifest
→ Manifest Quantity Filter (e.g., Australian related reporting)
→ Manifest Limits and Notification Threshold
→ Manifest Facility Area (folder properties)
→ Custom Manifest Quantities
→ How to use the Manifest Quantity Report filter
→ Setting up email notifications

A **Manifest** is a written summary of hazardous chemicals with physical and acute toxicity hazards that are used, handled, or stored at a workplace. The WHS Regulations (Australia) require a PCBU to placard the workplace, prepare and notify the regulator where specified quantities of certain hazardous chemicals exceed threshold amount. The threshold amounts and types of hazardous chemicals are prescribed in Schedule 11 of the WHS Regulations (Australia).

The primary purpose of the manifest is to provide emergency services with information on the quantity, classification, and location of hazardous chemicals at the workplace. The system enables users to use the Manifest Quantity Report to simplify the process of monitoring your inventory and enhance the notification process for Australian Chemwatch clients while maintaining compliance with the requirements of Schedule 12; taking into consideration of the quantities of hazardous chemicals and their notification thresholds specified in Schedule 11 of the WHS Regulations.

To access the manifest settings module, go to Settings link > click on Manifest Settings > by default, the Manifest Settings mode will display the Placards Volume and Limits Rules' tab, which will display a list of dangerous good classes and their respective volume limits (L, KG).

Copyright©2025 Chemwatch. All Rights Reserved



Manifest Settings Manifest settings allow the Administrator/Sub-Administrator) to set specific manifest settings for the following manifest components (tabs).

Manifest Setting Tab	Description	Compliance Related
Placarding Volume Limits Rules	Set the rule description of the Dangerous Goods Class (DGC) and Volume Limit (L or KG)	Use your respective compliance thresholds for placarding requirements. By default, the DG Class and Volume Limits are for the Australian market. However, these can be customized to your country arrangements.
Manifest Limits and Notification Threshold	The Manifest Limits and Notification Thresholds are set by default for GHS Hazard Class, GHS Type Category, Manifest Quantity and Manifest Quantity Notification Threshold (%)	If the Manifest Quantity Notification Threshold set at 75% is exceeded, the user can set up an automatic notification to be informed via email.
International Fire Code (IFC) Threshold	The IFC thresholds are set by default for the Hazard Category, Class, Physical State and Threshold (%)	The IFC Quantity Notification Threshold is set at 75% by default and if it is exceeded in your manifest inventory for specific hazard materials, the user can set up automatic notification to be informed by email.
Notification Management	The notification tab enables the Domain administratorto create notifications that can be used to report when a hazard class is equal or higher than the threshold added on the IFC/NFPA notification threshold.	When creating email notification(s), take into account the folder locations for the respective control areas that will be used for the notification(s).

Copyright©2025 Chemwatch. All Rights Reserved

5.1 About Manifest Quantity Filter Report (Australia)

The primary purpose of a manifest is to provide emergency services with information on the quantity, classification, and location of hazardous chemicals at the workplace and also contains information such as emergency contact details.

The Chemwatch Manifest Quantity Report will simplify the process of monitoring your inventory and enhance the notification process for our Australian clients while maintaining compliance with the requirements of Schedule 12 by taking into consideration the quantities of hazardous chemicals and their notification thresholds specified in Schedule 11 of the WHS Regulations (Australia). Please review the sections below on how to use the filter in our system.

Filter Settings

The filter has four primary settings that need to be organised, so that the filter works correctly and meets your needs.

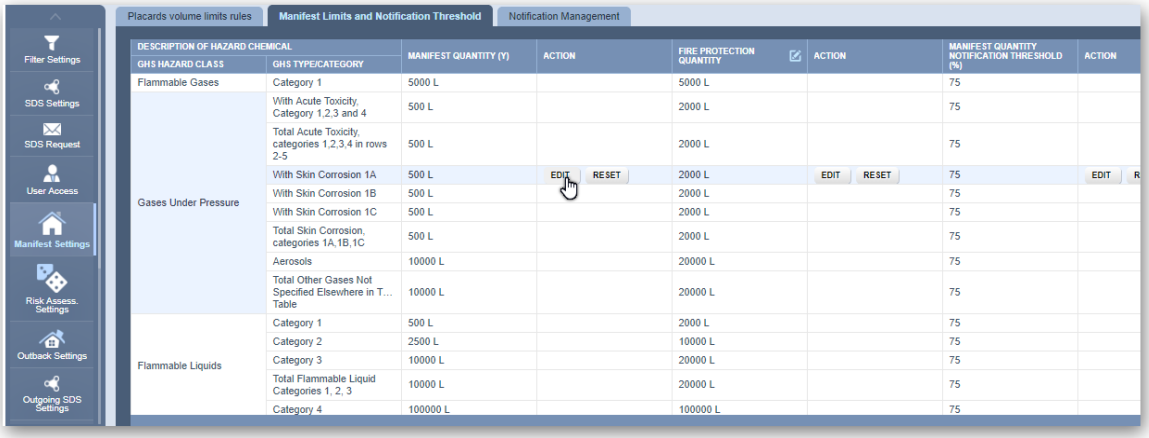
- Manifest Limits and Notification Thresholds
- Manifest Facility Area (MFA) Folder Property
- Custom Manifest Quantities
- Manifest Quantity Report Filter

5.1.1 Manifest Limits and Notification Threshold

The Manifest Limits and Notification Threshold tab is where you can customise the Manifest Quantity values used to trigger the filter logic. The tab contains the threshold amounts and types of hazardous chemicals categories prescribed in Schedule 11 of the WHS Regulations, Australia. There are some settings that should be checked to ensure users can set this custom threshold quantities and receive the required reports and notifications, so your Chemwatch system knows which thresholds amounts to use as a reference for the filter.

To customise Manifest Limits and Notifications, go to the System Settings and visit the 'Manifest Settings module. There, you will see three tabs namely; Placards Volume Limits Rule, Manifest Limits and Notification Threshold, and Notification Management.

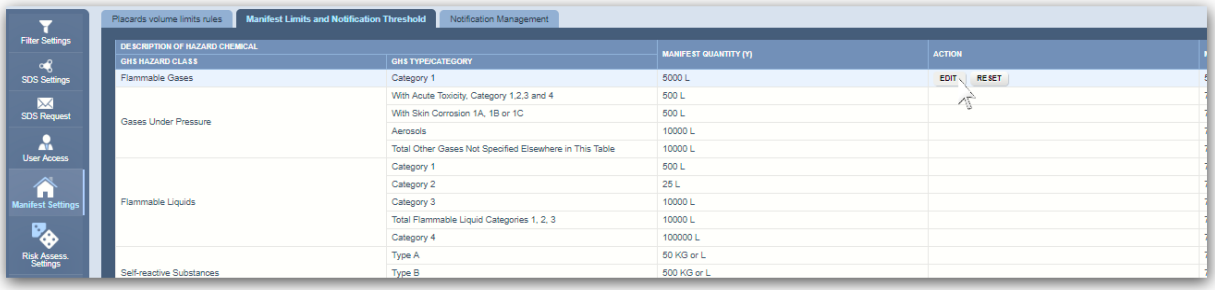
Copyright©2025 Chemwatch. All Rights Reserved



In the Manifest Limits and Notification Threshold Tab, the user can adjust Manifest Quantities and Notification Thresholds.

If a user needs to be able to edit manifest quantities or thresholds, he or she would require the privilege 'Edit Manifest Quantities and Notification Threshold', found in the User Access Settings/Privileges tab on the right-hand side window. This privilege is assigned to the domain Administrator by default. It can also be assigned to any person within your organisation by the Administrator. Users without this privilege can see the Manifest Quantities and Notification Thresholds only if they have access to the Manifest Settings tab.

To set a new Manifest Quantity, simply click on the 'Edit' button next to the appropriate Hazard Category, add the new value and click on Save. After that, the filter will use the new saved value as a reference for the Hazard Category when the filter is run.

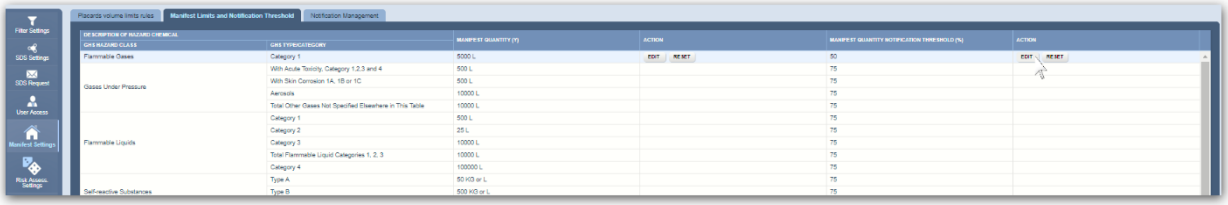


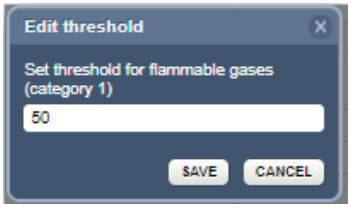
Schedule 11 threshold values can be reinstated by clicking on the 'Reset' button next to the appropriate Hazard Category

Copyright©2025 Chemwatch. All Rights Reserved

Also, in the same tab the user can adjust the Notification Threshold from 1 to 100 percent of the Manifest Quantity to be notified on the manifest grid by highlighting locations in yellow. The user can also set up a notification by email when the threshold exceeds the set percentage value.

To change the Notification Threshold, click on the 'Edit' button next to the appropriate Manifest Quantity Notification Threshold, add the new value and click 'Save'. The default value is set at 75 percent and can be reinstated by clicking on the 'Reset' button next to the 'Edit' button.





To get the email notification, the user needs to set up the Email information, notification frequency and location in the Notification Management Tab.

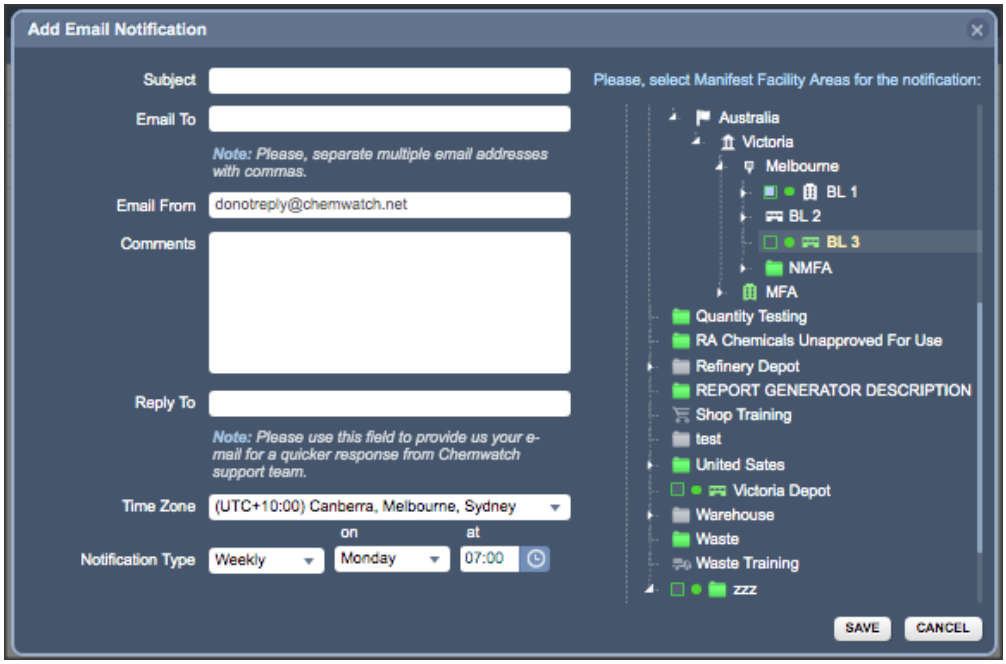
Notification Management

In the Notification Management Tab, the user can set up the email information, notification frequency and location to run the filter. After that, the system will run the filter at the pre-set date and time and send a notification by email if the Quantity at Workplace is equal or more than the Threshold percentage previously setup for any Hazard category.

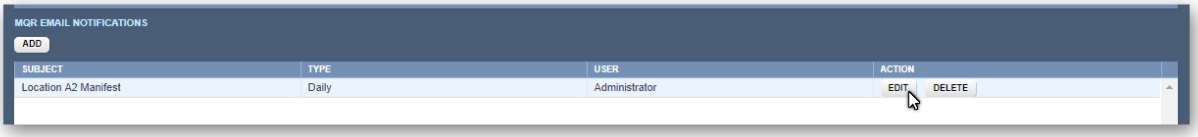
To be able to set up an email notification, the user first needs the privilege 'Access to Manifest Email Notification', found in the User Settings. The privilege will be assigned to the domain Administrator by default and can be assigned to any person by the Administrator. Users without this privilege can see the list of email notifications only if they have access to Manifest Settings tab.

To set up an Email Notification click the "**Add**" button. Enter the details required and select your notification types (i.e., frequency and time). Note that only one notification can be sent per hour from the drop-down menu. The text entered in the 'Subject' field will be used as the notification file name. If these notifications need to be sent to multiple users simply add them all to the 'Email To' field, separating each email address with a comma (,). Once completed, click '**Save**'.

Copyright©2025 Chemwatch. All Rights Reserved



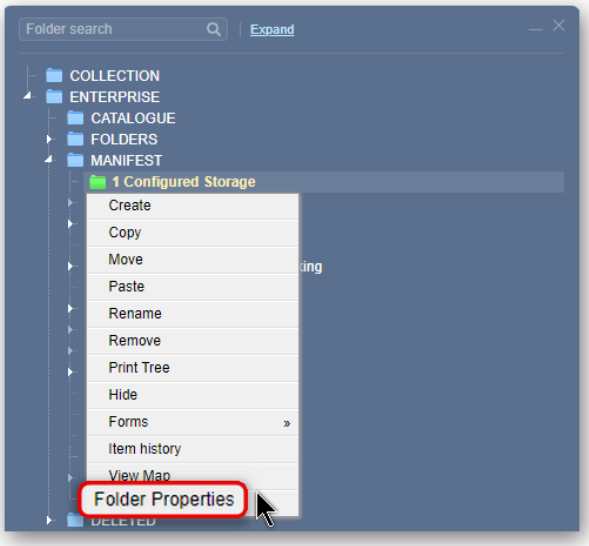
Now your entry will appear in the notification window. To edit or delete the notification, hover your mouse over the Action column and select the appropriate option.



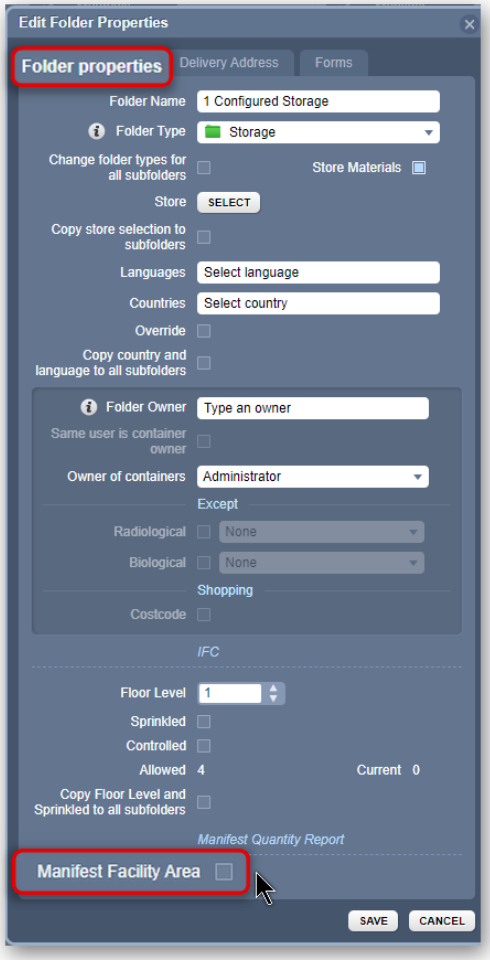
5.1.2 Manifest Facility Area (MFA) Folder Property

The Manifest Facility Area (MFA) checkbox needs to be selected in all appropriate locations on your folder tree to let the system know which location is an MFA folder and that all materials within that folder must be considered for filter calculations and logic. The MFA checkbox can be found in the Folder Properties tab (accessible through the folder panel's mouse right click context menu).

Copyright©2025 Chemwatch. All Rights Reserved

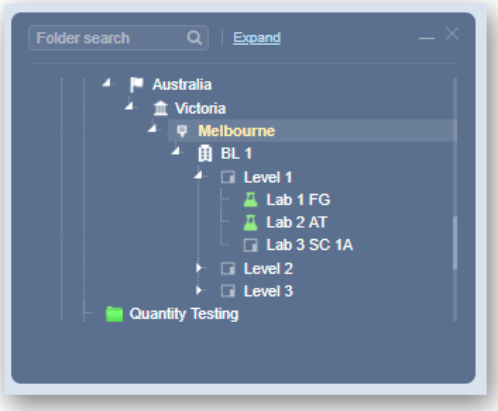


This folder property can be used to make note of an MFA when setting up a folder or can be added to existing folders.

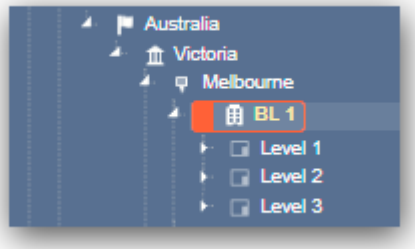


Copyright©2025 Chemwatch. All Rights Reserved

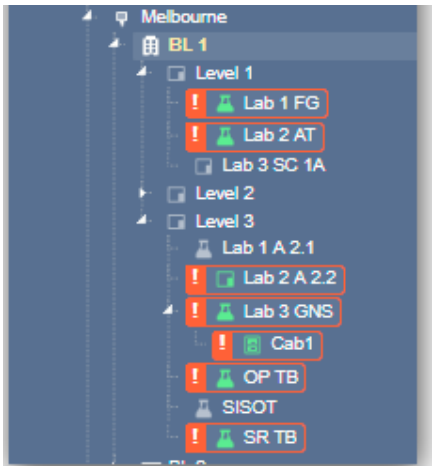
Any Administrator, Storage, Shop or Waste folder type will have the MFA checkbox setting available. If the MFA checkbox is selected, this property will cascade throughout all subfolders/child folders. For example, we made building BL 1 a Manifest Facility Area (MFA).



After that, all materials within it and sub-folders will be considered for filter calculations and logic. The folders inside will be nested and marked as part of one Manifest Facility. When the filter is run, the folders designated MFAs will be highlighted.



The filter also warns you if the folder has any materials inside that are part of the Schedule 11 Hazard Categories and the MFA folder property was not selected.



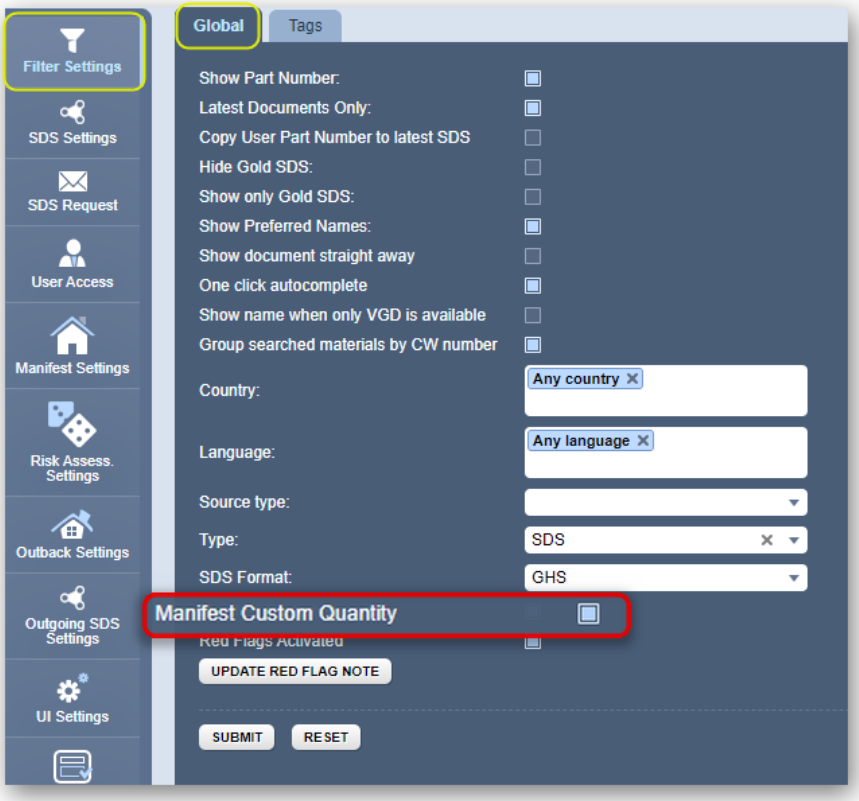
Copyright©2025 Chemwatch. All Rights Reserved

In the case where a sub-folder is created later, it will be populated with the MFA information from the parent folder and will form part of the filter calculations.

5.1.3 Custom Manifest Quantities

The system provides a Custom Manifest Quantity setting option to allow users (with applicable filter settings privilege granted) to set limits above those in Schedule 11 to monitor the inventory in parallel with the Manifest Quantity Report filter when it is run from the Manifest Hazards Filter menu. The preset limits follow the Fire Protection Quantities for Victoria (Australia), however, the user can adjust them based on organisational or business compliance requirements.

To adjust these values, first visit the main system settings, and click 'Filter Settings'. Then, select the 'Manifest Custom Quantity' checkbox:



After the checkbox is selected, the system will activate an extra set of columns in the Manifest Limits and Notification Threshold tab on Manifest Settings. To customise Manifest Limits and Notifications Threshold, go to the System Settings > Press the 'Manifest Settings module button > Click on the Manifest Limits and Notification Threshold. Use the Manifest Custom Quantity columns to adjust the following rules and monitor the output when generating reports.

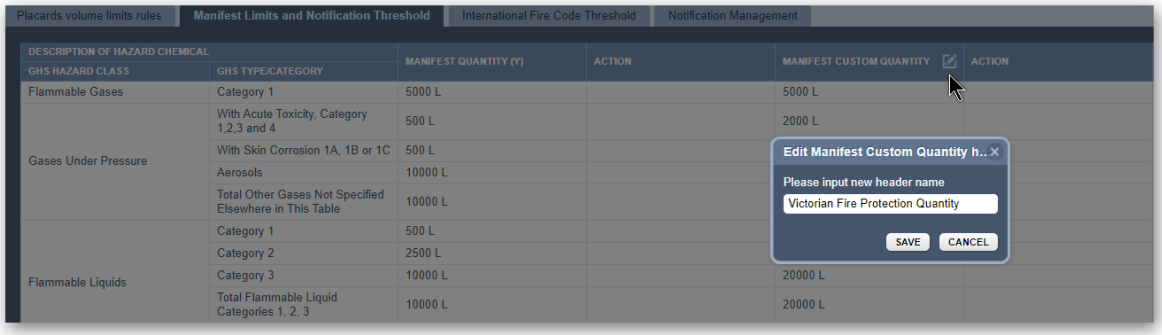
Copyright©2025 Chemwatch. All Rights Reserved

- Volume/weight values for the respective GHS Hazard Class/GHS Type/Category
- Manifest Quantity Notification Threshold (%) values

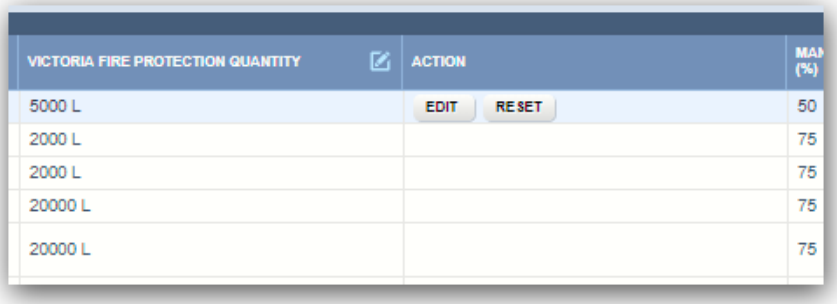
DESCRIPTION OF HAZARD CHEMICAL		MANIFEST QUANTITY (Y)	ACTION	MANIFEST CUSTOM QUANTITY	ACTION	MANIFEST QUANTITY NOTIFICATION THRESHOLD (%)	ACTION
GHS HAZARD CLASS	GHS TYPE/CATEGORY						
Flammable Gases	Category 1	5000 L	EDIT RESET	5000 L	EDIT RESET	75	EDIT RESET
Gases Under Pressure	With Acute Toxicity, Category 1,2,3 and 4	500 L		2000 L		75	
	With Skin Corrosion 1A, 1B or 1C	500 L		2000 L		75	
	Aerosols	10000 L		20000 L		75	
	Total Other Gases Not Specified Elsewhere in This Table	10000 L		20000 L		75	
Flammable Liquids	Category 1	500 L		2000 L		75	
	Category 2	2500 L		10000 L		75	
	Category 3	10000 L		20000 L		75	

Users can see the extra columns only if they have been granted access to the Manifest Settings tab.

In the Manifest Limits and Notification Threshold tab you can rename the new column by clicking on the edit icon (pencil) and entering the new column name in the text field:



After that the new name will be reflected everywhere in the system.



You can also edit the former Manifest Custom Quantity - updated to Victoria Fire Protection Quantity - values in a similar fashion for the Manifest Quantity values.

Note that by default, the quantities in this column are set to the Victoria Fire Protection Quantities. However, if the quantities are changed, they can be reinstated by clicking on the 'Reset' button next to the appropriate Hazard Category.

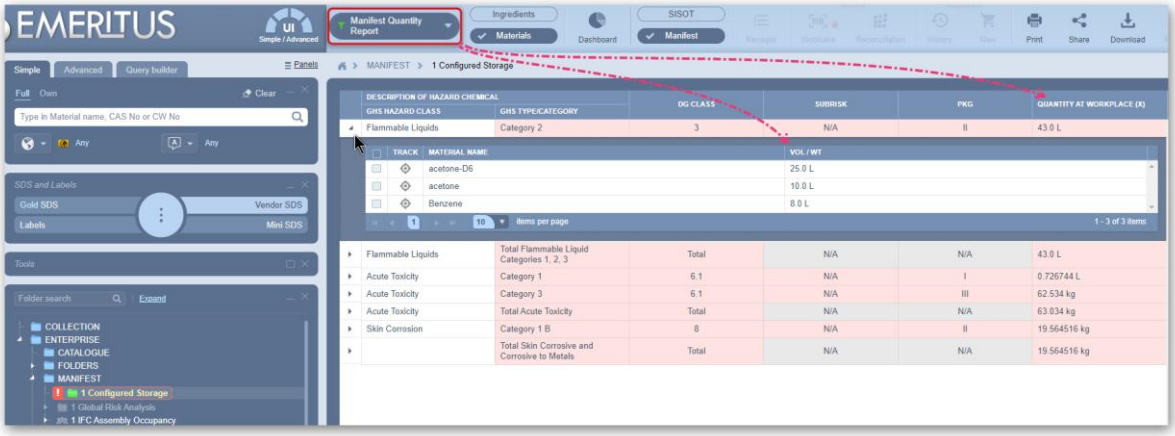
Copyright©2025 Chemwatch. All Rights Reserved

5.1.4 Manifest Quantity Report Filter

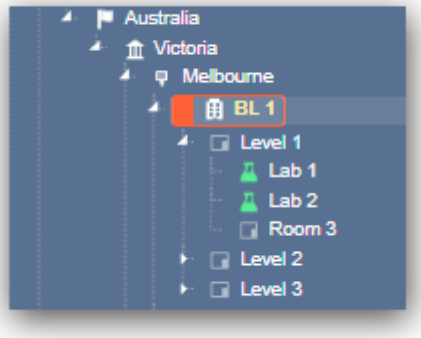
After all filter settings have been set up, users (with the granted respective privilege) can run the Manifest Quantity Report filter. This filter will provide users with the ability to generate materials that meet the Manifest Quantity rules set and this information will be displayed on the screen and will also allow users to generate a Manifest Quantity report of the results.

Running the Manifest Quantity Report Filter

The Manifest Quantity Report filter can be run from the manifest module toolbar's hazards filter menu to generate data create these reports on your manifest from the Home module. First, select the required Manifest Facility Area folder/location from the folder tree. Then, click the Filters drop-down menu on Home Module and select 'Manifest Quantity Report' from the list.

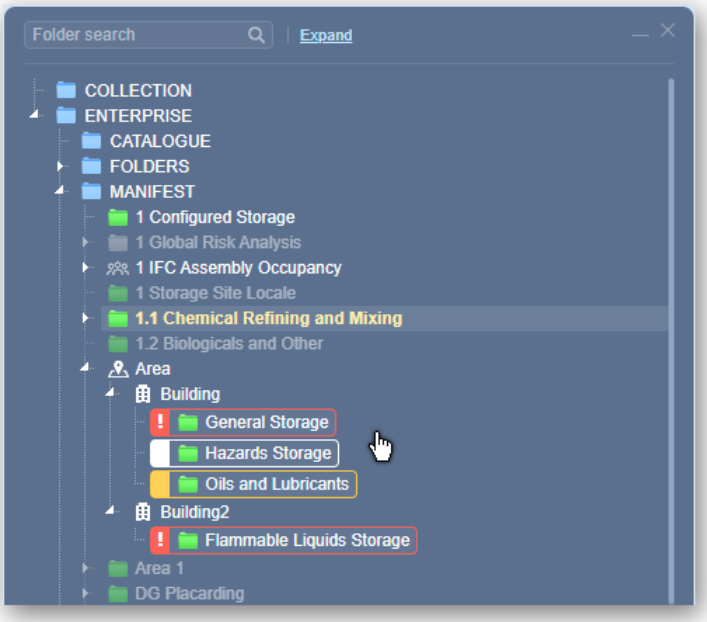


In your folder tree, you will notice that the selected folder will be highlighted:

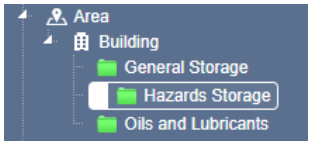


The colour-coding represents the aggregate value of hazard categories within a given location. It easily helps you to identify critical locations and gives inside information to make informed decisions in relation to local inventory with respect to organisational or business requirements.

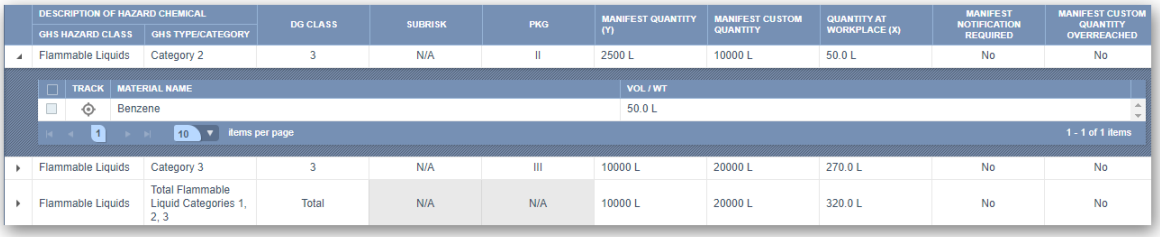
Copyright©2025 Chemwatch. All Rights Reserved



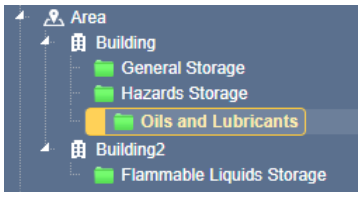
The folder colour coding rules are summarised in the table below.

Folder Colour Code	Description	Folder Tree Panel View
White	Folder is a designated Manifest Facility Area (MFA), but quantities are below notification threshold amounts.	

Manifest Quantity Report grid – White folder contents view



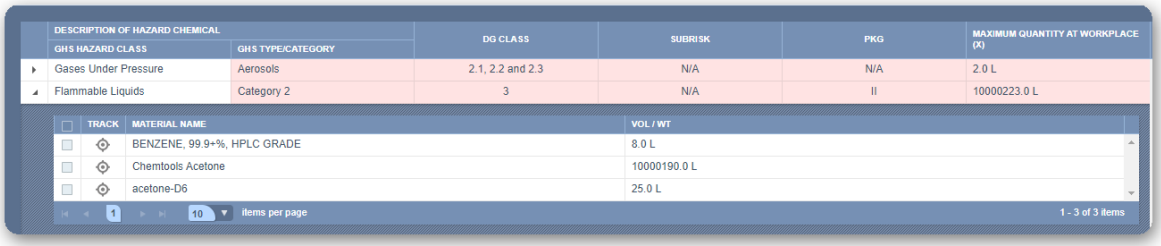
DESCRIPTION OF HAZARD CHEMICAL		DG CLASS	SUBRISK	PKG	MANIFEST QUANTITY (Y)	MANIFEST CUSTOM QUANTITY	QUANTITY AT WORKPLACE (X)	MANIFEST NOTIFICATION REQUIRED	MANIFEST CUSTOM QUANTITY OVERREACHED
GHS HAZARD CLASS	GHS TYPE/CATEGORY								
Flammable Liquids	Category 2	3	N/A	II	2500 L	10000 L	50.0 L	No	No
TRACK	MATERIAL NAME				VOL / WT				
	Benzene				50.0 L				
Flammable Liquids	Category 3	3	N/A	III	10000 L	20000 L	270.0 L	No	No
Flammable Liquids	Total Flammable Liquid Categories 1, 2, 3	Total	N/A	N/A	10000 L	20000 L	320.0 L	No	No

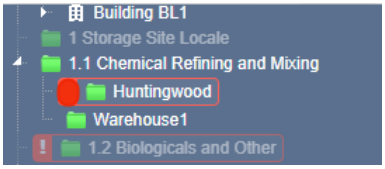
Yellow	Folder is a designated MFA, and quantities are above the notification threshold amounts, but below quantities specified in Schedule 11.	

Manifest Quantity Report grid – Yellow folder contents view

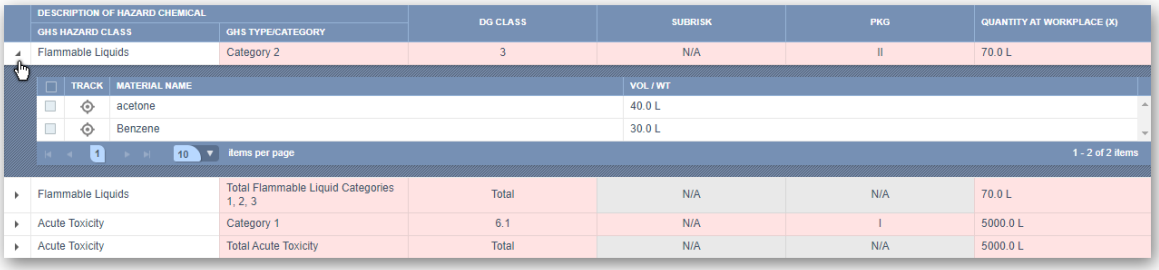
Copyright©2025 Chemwatch. All Rights Reserved

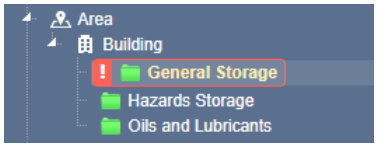
Folder Colour Code	Description	Folder Tree Panel View



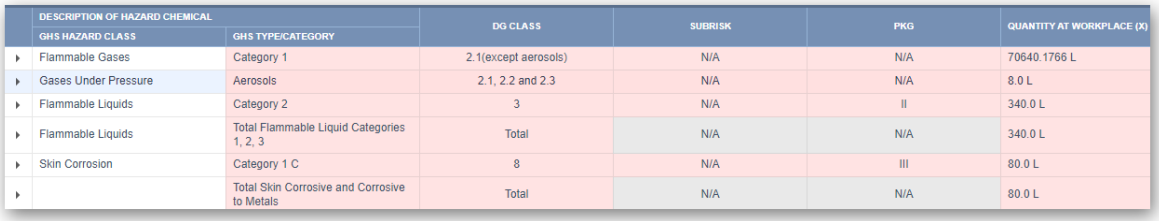
Red	Folder is a designated MFA and quantities are equal or above the Schedule 11 amounts.	

Manifest Quantity Report grid – Red folder contents view



Red with Exclamation Mark	Folder is not designated as an MFA but has quantities of a hazardous material of any class above zero.	

Manifest Quantity Report Grid – Red folder (with exclamation mark) contents view



Viewing the Manifest Quantity Report

After running the filter, the highlighted folder(s), where you require a report, contain(s) hazardous chemicals based on the manifest quantity rules. The detailed list of these hazardous chemicals will get displayed on the Manifest Quantity Report grid when the highlighted folder

Copyright©2025 Chemwatch. All Rights Reserved

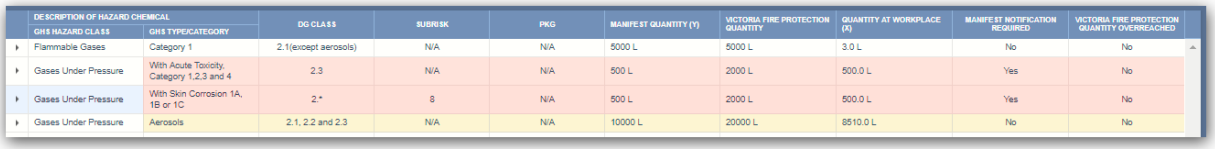
(with colour code) is selected as shown in the folder colour code descriptions' table above. The filter generates two types of reports - the one you see is dependent on the classification of the folder/location as a Manifest Facility area or Non-Manifest Facility Area.

Manifest Facility Area Folder

When creating a report on a folder designated as a Manifest Facility Area (MFA) and it is highlighted (i.e., red, yellow or white folders), your report will show the status of your inventory in relation to the Manifest Quantities set in Schedule 11:

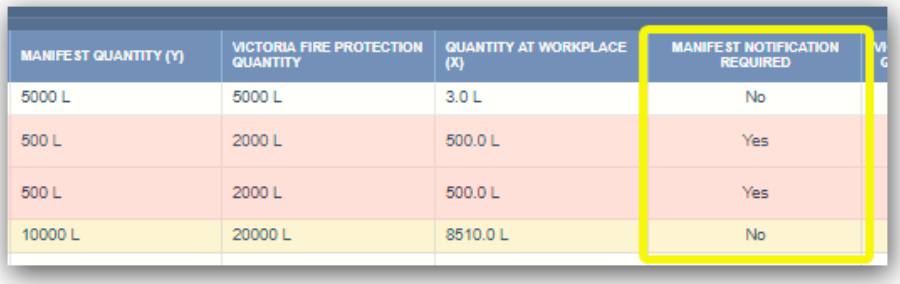
To be able to see the placarding diamonds applicable to the drawn report, the domain needs to have the transport module and the appropriate privileges assigned. Users without the privilege cannot see the Placards diamonds. For more information, contact our sales@chemwatch.net to discuss more about the Transport (4PL) package.

The Manifest Quantity Report will also let users know the status of any of the hazard classes in relation to the manifest quantities specified in schedule 11 independently.



DESCRIPTION OF HAZARD CHEMICAL		DG CLASS	SUBRISK	PKG	MANIFEST QUANTITY (Y)	VICTORIA FIRE PROTECTION QUANTITY	QUANTITY AT WORKPLACE (X)	MANIFEST NOTIFICATION REQUIRED	VICTORIA FIRE PROTECTION QUANTITY OVERREACHED
GHS HAZARD CLASS	GHS TYPE/CATEGORY								
Flammable Gases	Category 1	2.1(except aerosols)	N/A	N/A	5000 L	5000 L	3.0 L	No	No
Gases Under Pressure	With Acute Toxicity Category 1,2,3 and 4	2.3	N/A	N/A	500 L	2000 L	500.0 L	Yes	No
Gases Under Pressure	With Skin Corrosion 1A, 1B or 1C	2.*	8	N/A	500 L	2000 L	500.0 L	Yes	No
Gases Under Pressure	Aerosols	2.1, 2.2 and 2.3	N/A	N/A	10000 L	20000 L	8510.0 L	No	No

The report will let you know if a manifest notification is required when any of the hazard class is equal or exceed the Manifest quantity:



MANIFEST QUANTITY (Y)	VICTORIA FIRE PROTECTION QUANTITY	QUANTITY AT WORKPLACE (X)	MANIFEST NOTIFICATION REQUIRED
5000 L	5000 L	3.0 L	No
500 L	2000 L	500.0 L	Yes
500 L	2000 L	500.0 L	Yes
10000 L	20000 L	8510.0 L	No

Also, the report shows whether Manifest Custom Quantities (renamed as Victoria Fire Protection Quantity) have been overreached when any of the hazard class is equal to, or exceed, the custom quantities set up by the user.

Copyright©2025 Chemwatch. All Rights Reserved

MANIFEST QUANTITY (Y)	VICTORIA FIRE PROTECTION QUANTITY	QUANTITY AT WORKPLACE (X)	MANIFEST NOTIFICATION REQUIRED	VICTORIA FIRE PROTECTION QUANTITY OVERREACHED
5000 L	5000 L	3.0 L	No	No
500 L	2000 L	500.0 L	Yes	No
500 L	2000 L	500.0 L	Yes	No
10000 L	20000 L	8510.0 L	No	No

To make both custom quantities columns available on your screen and reports the Manifest custom Quantity checkbox need to be selected. For more details, review this section's topic above "Custom Manifest Quantities".

Non-Manifest Facility Area Folder

If the folder is not a Manifest Facility Area and it contains goods of any DG Class with a volume or weight above zero. The report will display the following information:

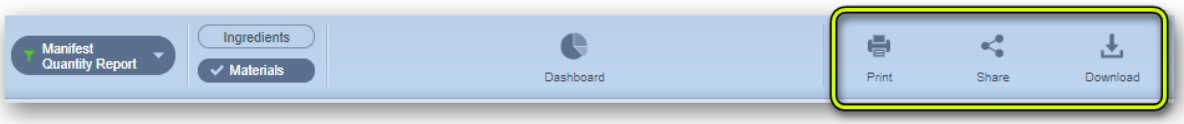
DESCRIPTION OF HAZARD CHEMICAL		DG CLASS	SUBRISK	PKG	QUANTITY AT WORKPLACE (X)
GHS HAZARD CLASS	GHS TYPE/CATEGORY				
Flammable Liquids	Category 1	3	N/A	I	4838.745547 L
Flammable Liquids	Category 2	3	N/A	II	16715.69359 L
Flammable Liquids	Category 3	3	N/A	III	253435.973452 L
Flammable Liquids	Total Flammable Liquid Categories 1, 2, 3	Total	N/A	N/A	274990.412589 L
Flammable Liquids	Category 4	Combustible Liquids (flash point < 93°C)	N/A	N/A	561681.540496 L
Self-reactive Substances	Type A	Goods Too Dangerous To Be Transported (GTDTBT)	N/A	N/A	50.0 L
Self-reactive Substances	Type B	4.1	N/A	N/A	2200.0 L
Self-reactive Substances	Type C - F	4.1	N/A	N/A	67350.0 kg
Flammable Solids	Category 1	4.1	N/A	II	29750.0 kg
Flammable Solids	Category 2	4.1	N/A	III	233900.0 kg
Flammable Solids	Total Self-Reactive Solid Type B, C - F and Flammable Solids Category 1, 2	Total	N/A	N/A	326200.0 kg
Unstable Chemicals	Unstable Chemicals	Goods Too Dangerous To Be Transported (GTDTBT)	N/A	N/A	50.0 L

In this instance, the report displays just the chemicals that are Dangerous Goods and which have volumes/weights greater than zero.

Keeping and Sharing Reports

The Manifest Quantity Reports can be printed, shared or downloaded using the buttons at the top right of the screen:

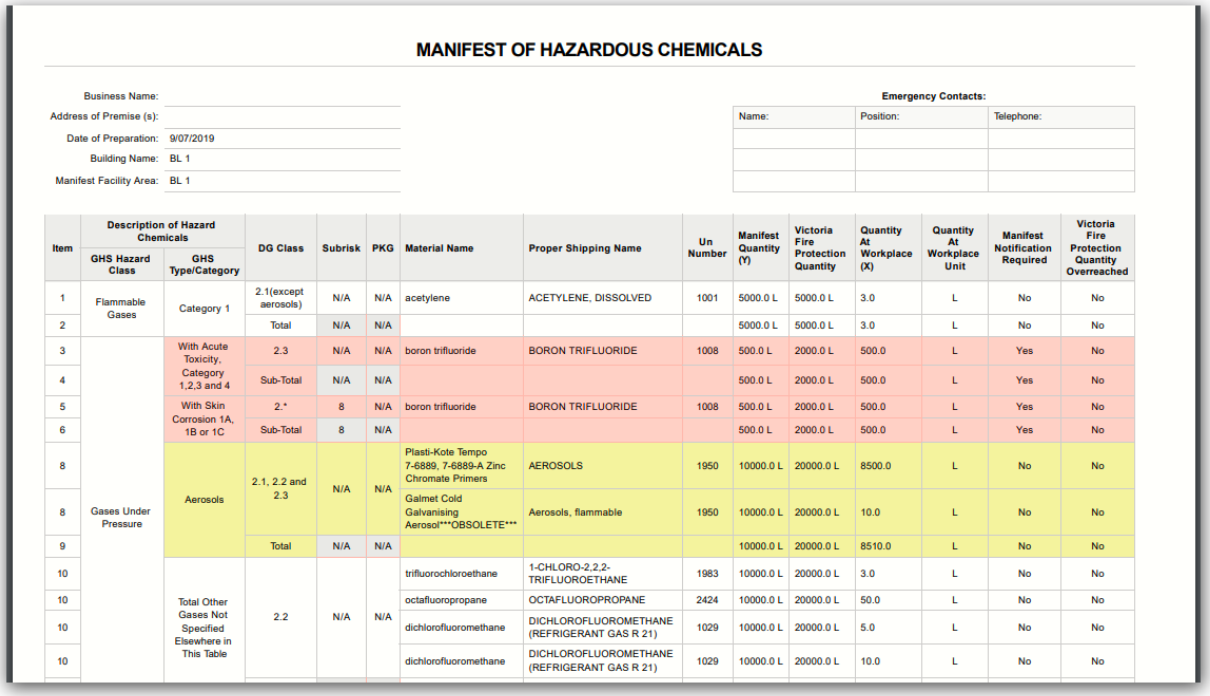
Copyright©2025 Chemwatch. All Rights Reserved



Print: Either save as a PDF or Print a copy of your report

Share: Send your report as an XLXS file via email

Download: Download to view or save an XLXS version of your report.



MANIFEST OF HAZARDOUS CHEMICALS

Business Name:
Address of Premise (s):
Date of Preparation: 9/07/2019
Building Name: BL 1
Manifest Facility Area: BL 1

Emergency Contacts:

Name:	Position:	Telephone:

Item	Description of Hazard Chemicals		DG Class	Subrisk	PKG	Material Name	Proper Shipping Name	Un Number	Manifest Quantity (Y)	Victoria Fire Protection Quantity	Quantity At Workplace (X)	Quantity At Workplace Unit	Manifest Notification Required	Victoria Fire Protection Quantity Overreached
	GHS Hazard Class	GHS Type/Category												
1	Flammable Gases	Category 1	2.1(except aerosols)	N/A	N/A	acetylene	ACETYLENE, DISSOLVED	1001	5000.0 L	5000.0 L	3.0	L	No	No
2			Total	N/A	N/A				5000.0 L	5000.0 L	3.0	L	No	No
3	Gases Under Pressure	With Acute Toxicity, Category 1,2,3 and 4	2.3	N/A	N/A	boron trifluoride	BORON TRIFLUORIDE	1008	500.0 L	2000.0 L	500.0	L	Yes	No
4			Sub-Total	N/A	N/A				500.0 L	2000.0 L	500.0	L	Yes	No
5		With Skin Corrosion 1A, 1B or 1C	2.*	8	N/A	boron trifluoride	BORON TRIFLUORIDE	1008	500.0 L	2000.0 L	500.0	L	Yes	No
6			Sub-Total	8	N/A				500.0 L	2000.0 L	500.0	L	Yes	No
8		Aerosols	2.1, 2.2 and 2.3	N/A	N/A	Plasti-Kote Tempo 7-6889, 7-6889-A Zinc Chromate Primers	AEROSOLS	1950	10000.0 L	20000.0 L	8500.0	L	No	No
8						Galmet Cold Galvanising Aerosol***OBSOLETE***	Aerosols, flammable	1950	10000.0 L	20000.0 L	10.0	L	No	No
9			Total	N/A	N/A				10000.0 L	20000.0 L	8510.0	L	No	No
10		Total Other Gases Not Specified Elsewhere in This Table	2.2	N/A	N/A	trifluorochloroethane	1-CHLORO-2,2,2-TRIFLUOROETHANE	1983	10000.0 L	20000.0 L	3.0	L	No	No
10						octafluoropropane	OCTAFLUOROPROPANE	2424	10000.0 L	20000.0 L	50.0	L	No	No
10						dichlorofluoromethane	DICHLOROFLUOROMETHANE (REFRIGERANT GAS R 21)	1029	10000.0 L	20000.0 L	5.0	L	No	No
10						dichlorofluoromethane	DICHLOROFLUOROMETHANE (REFRIGERANT GAS R 21)	1029	10000.0 L	20000.0 L	10.0	L	No	No

5.1.5 How to Use the MQR Filter

The following steps show how you can utilise the MQR Filter for your chemical data:

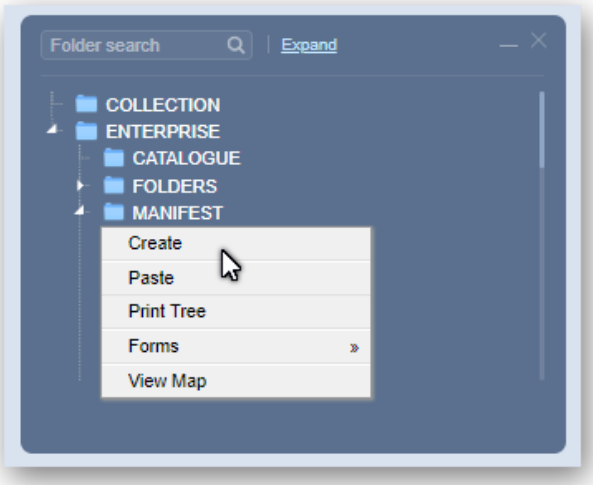
Steps

1. First, we need to set up a folder/store that reflects your physical chemical storage location/s.

   To do this, go to the Home module and right click on

, then choose **Create** from the menu to create a folder/manifest store:

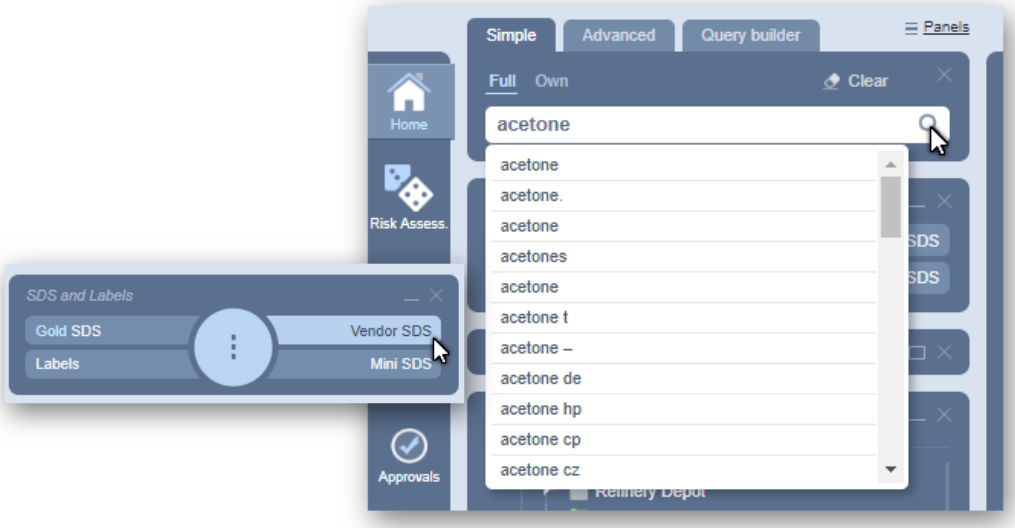
Copyright©2025 Chemwatch. All Rights Reserved



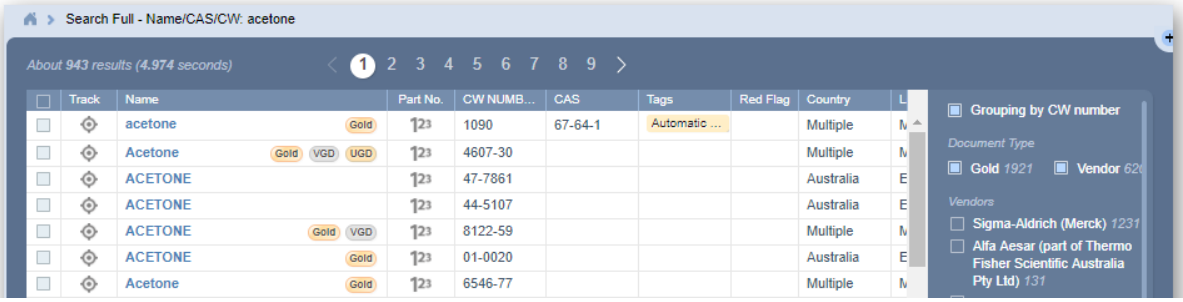
2. Now you can **enter the name of your folder** (store), as well as additional details such as the type of storage area it is and finally check the box that it is a Manifest Facility Area if required:

3. Click **Save** to finalise the creation of your new folder/store, and to return to the main screen.
4. Next, ensure you have applicable SDS for all the chemicals in your physical storage area. You can find SDS for your chemicals by using the search panel at the top left of the screen. First make sure you have selected **Vendor SDS** in the SDS and labels panel, then type your search term into the search box:

Copyright©2025 Chemwatch. All Rights Reserved

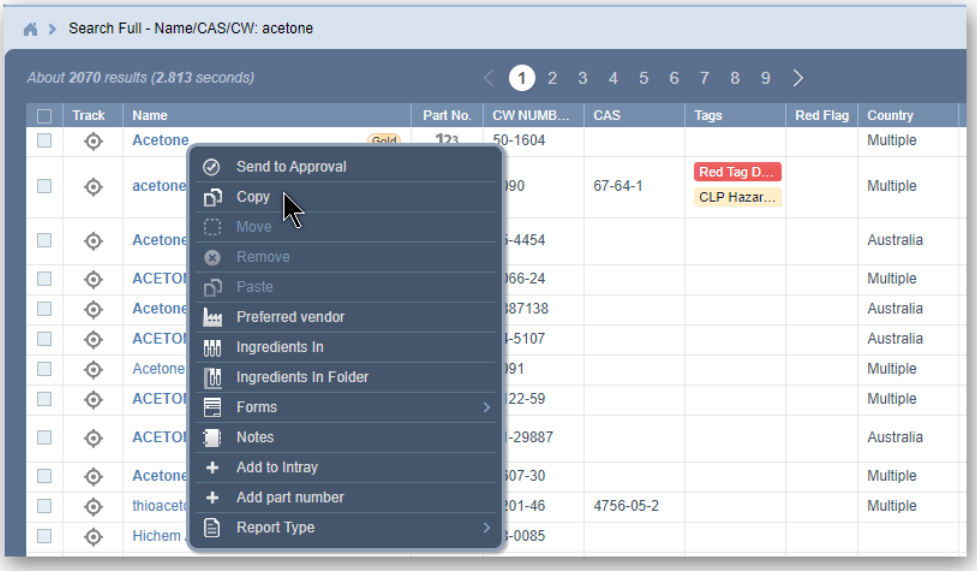


5. Click **Search**, then choose your documents from the panel on the right. You can utilise the vendor, language and country filters to make finding the correct SDS easier:

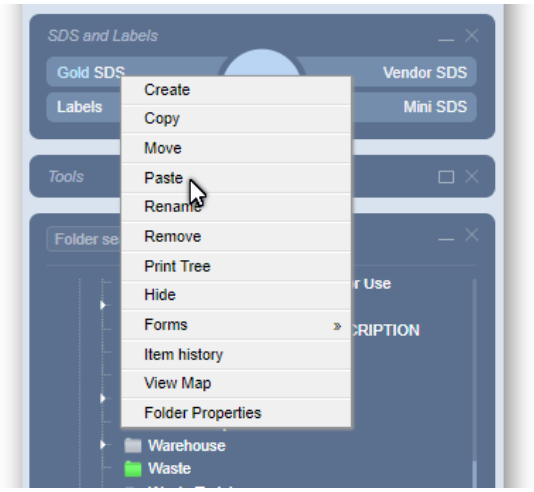


6. Right-click on the **document name** (you can first use the checkboxes to select multiple documents at the same time), and select 'Copy':

Copyright©2025 Chemwatch. All Rights Reserved

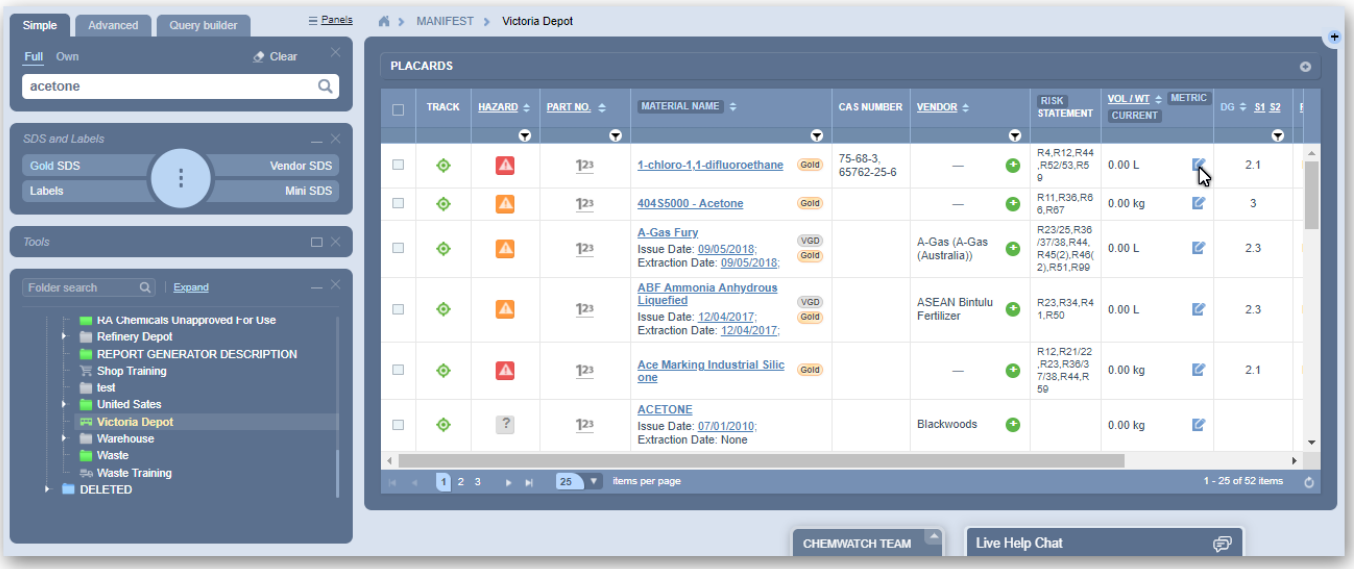


7. Right-click on the folder/store you just created, click **Paste** – this will copy the selected document/s into your folder:

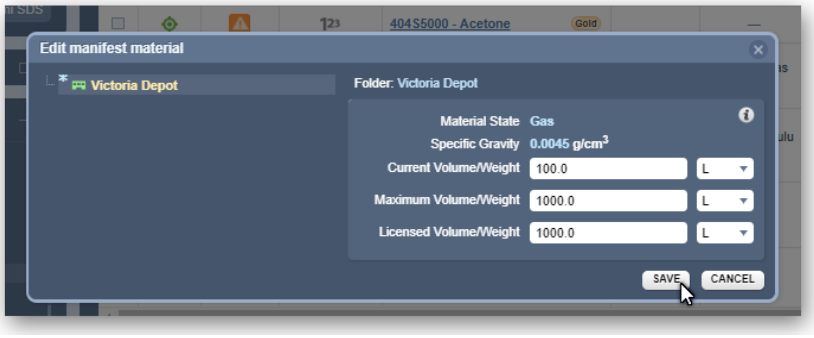


8. Repeat steps 6 and 7 until you have added all required SDS documents to your folder. Click on your folder, and you can **view all your materials** in the panel on the right.
9. Now you can **add volumes** – to do this, click the pencil icon next to the volume for your chosen chemical:

Copyright©2025 Chemwatch. All Rights Reserved

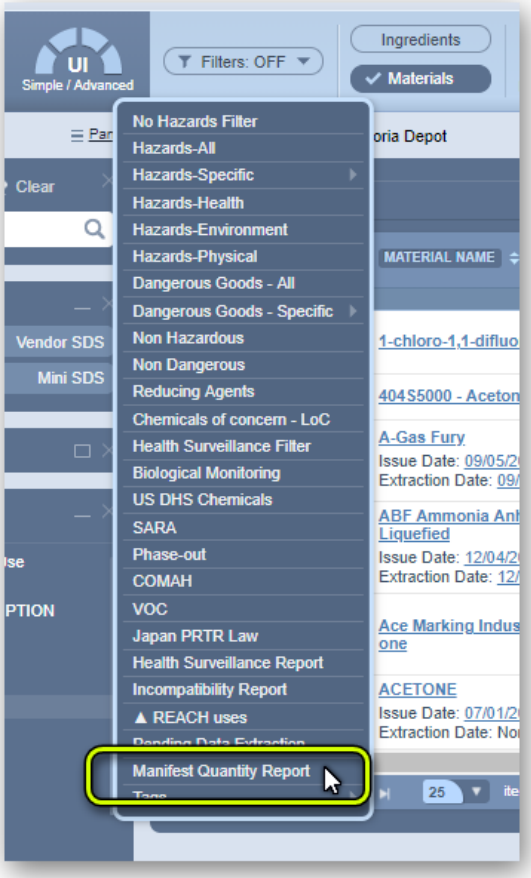


10. Add in the required volumes. You can change units if required:

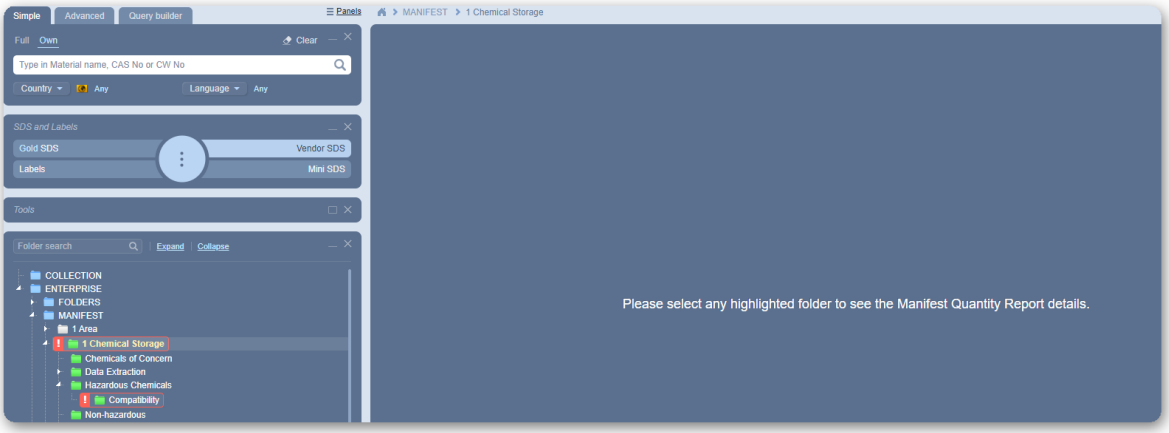


11. Click **Save** to save your data and return to the main screen. Repeat steps 9 and 10 for all required chemicals.
12. To run the Manifest Quantity Report filter, click on 'Filters: OFF' at the top of the screen, then select '**Manifest Quantity Report'** from the drop-down menu:

Copyright©2025 Chemwatch. All Rights Reserved



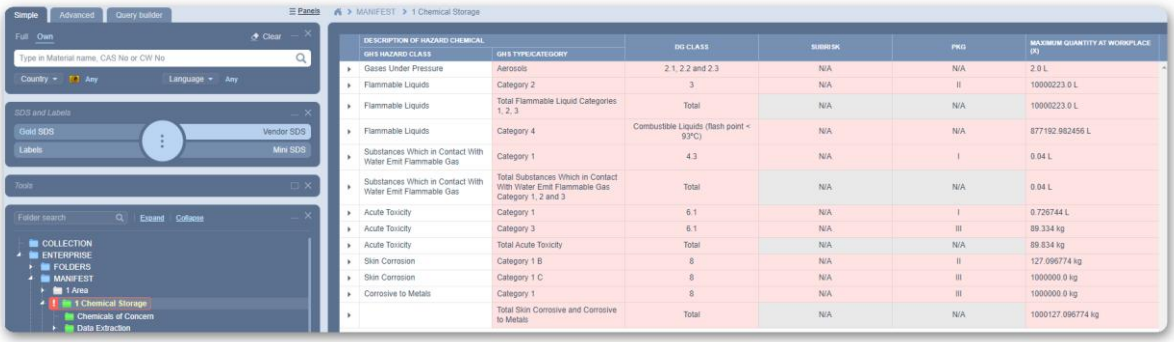
13. You may be prompted to click on your **selected folder** again.



You will notice applicable folders will be highlighted, providing quick visual identification by use of folder colour coding on whether they are a designated Manifest Facility Area and whether they contain hazardous chemicals requiring manifest notification.

14. Click your folder to view the **Manifest Quantity Report** on your chemicals:

Copyright©2025 Chemwatch. All Rights Reserved



15. You can **print, share or download** your report using the buttons at the top right of the screen:

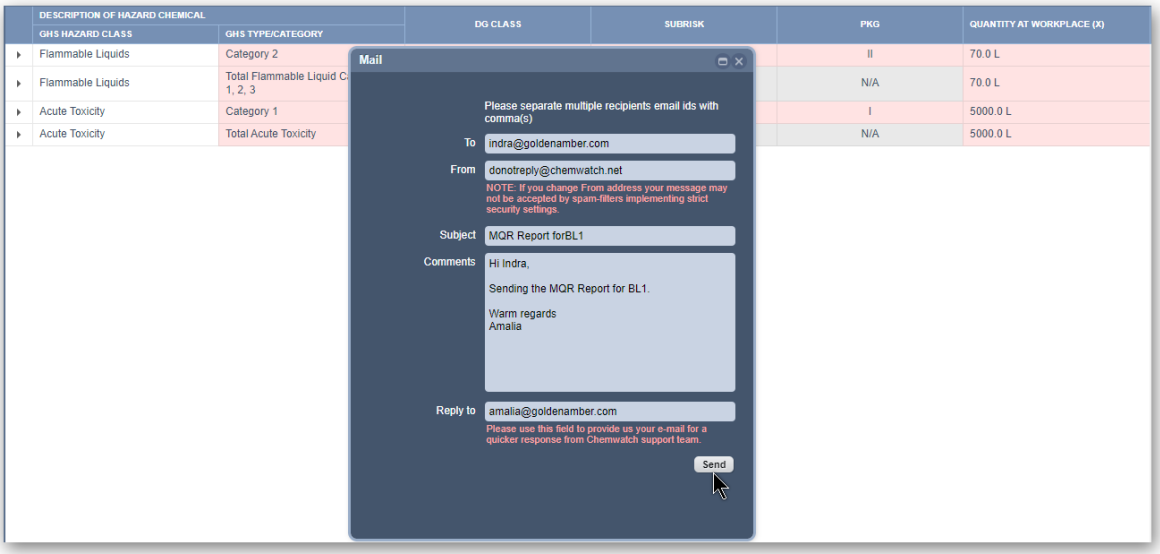
DESCRIPTION OF HAZARD CHEMICAL		DG CLASS	SUBRISK	PKG	MAXIMUM QUANTITY AT WORKPLACE (X)
GHS HAZARD CLASS	GHS TYPE/CATEGORY				
Gases Under Pressure	Aerosols	2.1, 2.2 and 2.3	N/A	N/A	2.0 L
Flammable Liquids	Category 2	3	N/A	II	10000223.0 L
Flammable Liquids	Total Flammable Liquid Categories 1, 2, 3	Total	N/A	N/A	10000223.0 L
Flammable Liquids	Category 4	Combustible Liquids (flash point < 93°C)	N/A	N/A	877192.982456 L
Substances Which in Contact With Water Emit Flammable Gas	Category 1	4.3	N/A	I	0.04 L
Substances Which in Contact With Water Emit Flammable Gas	Total Substances Which in Contact With Water Emit Flammable Gas Category 1, 2 and 3	Total	N/A	N/A	0.04 L
Acute Toxicity	Category 1	6.1	N/A	I	0.726744 L
Acute Toxicity	Category 3	6.1	N/A	III	89.334 kg
Acute Toxicity	Total Acute Toxicity	Total	N/A	N/A	89.834 kg
Skin Corrosion	Category 1 B	8	N/A	II	127.096774 kg
Skin Corrosion	Category 1 C	8	N/A	III	1000000.0 kg
Corrosive to Metals	Category 1	8	N/A	III	1000000.0 kg
	Total Skin Corrosive and Corrosive to Metals	Total	N/A	N/A	1000127.096774 kg

15.1 **Print Reports:** You can choose to print a paper copy of your report, or save it as a PDF with this option: To print the report, click the '**Print**' button:

15.2. **Share (Emailed) Reports:** You can email an XLSX version of your report. To email this report, click the 'Share' button and enter the appropriate information to send report by email.

15.3 **Download Reports:** You can download an XLSX version of your report. To save this report to an external drive of desktop, click the **Download** button:

Copyright©2025 Chemwatch. All Rights Reserved



5.2 Setting Up Email Notifications

An email notification setting has been incorporated into the Manifest Settings mode to set the IFC/NFPA automatic email notification in the Notification Management tab. This notification setting will be used to report when a hazard class is equal or higher than the threshold added on the IFC/NFPA-1 Code Notification Threshold.

Emailing parameters are provided in the pop-up window via the **Add button** to set the following fields: Subject, Email To, Email From, Comments, Reply To, Notification Type and the Folder Tree. The Folder Tree will be used to select a location (folder) where the IFC/NFPA Filters will be run. The email notification will be sent if the volume at hand is equal or above the threshold.

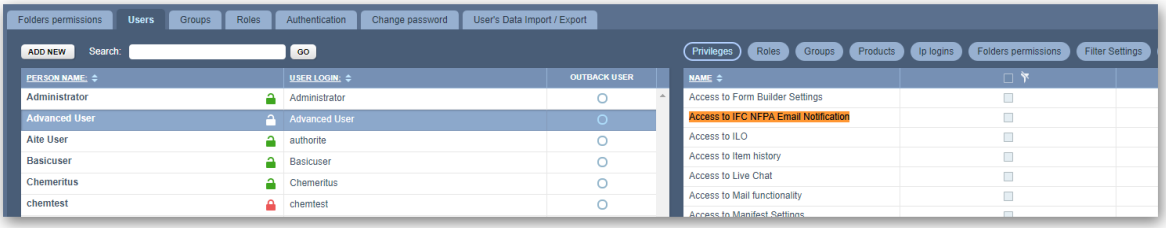
Copyright©2025 Chemwatch. All Rights Reserved

As part of our constant improvement process, we have added the following changes and features to the IFC/NFPA email notification interface to make the user experience better for our USA clients.

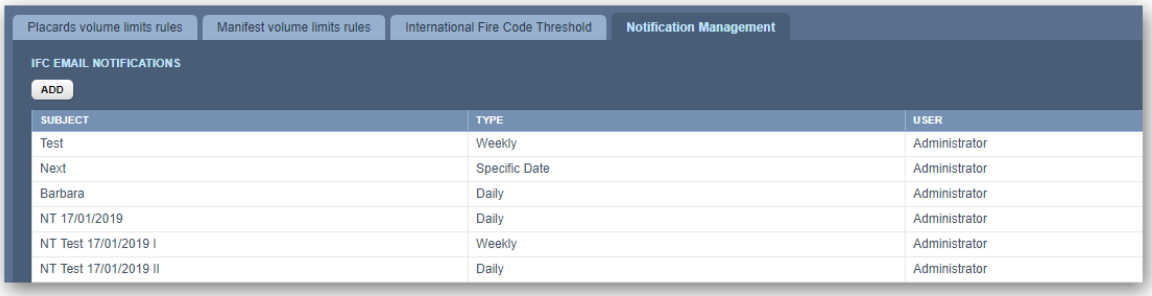
- The option to add extra email address on 'Email From' field has been removed, as this was creating issues sending the email from our system. From now on; the only email reference will be "donotreply@chemwatch.net"
- The time zone dropdown menu has been added to set up the notification delivery times more accurately for businesses or organisations that operate in differing geographical locations.

User Privilege Email Notification Setting

A domain email notification privilege has been made available for the Administrator to be able to set up and/or assign it to any user.



Users without the respective notification privilege will only be allowed to view the list of already set (available) notifications.

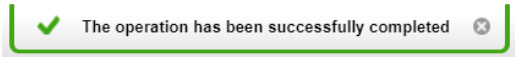


The following steps illustrate how to create an email notification. Go to the Settings link > click on Manifest Settings > Press the **Notification Management tab**.

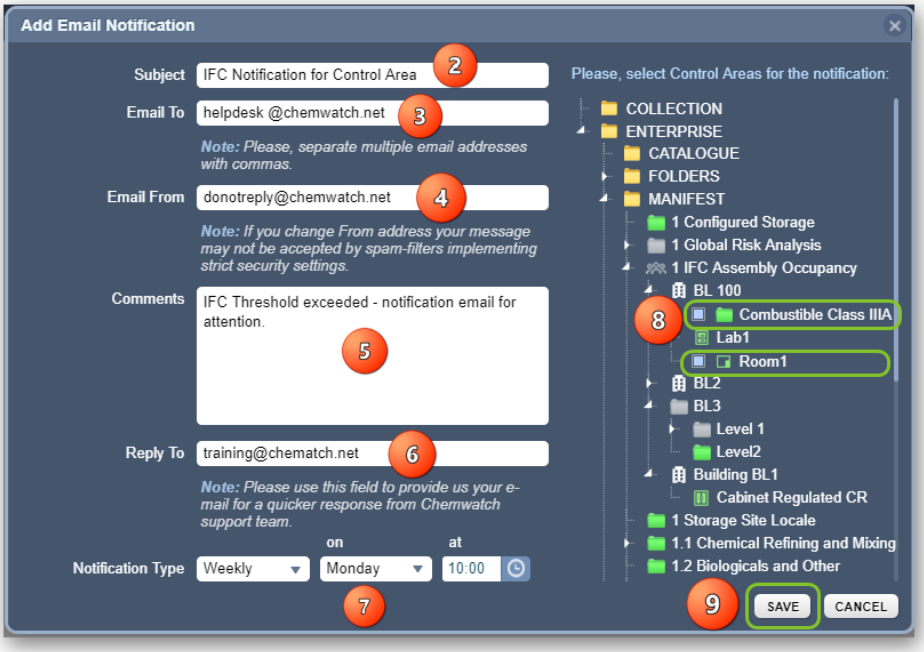
Steps

1. Click the **Add** button to create an IFC/NFPA notification email.

Copyright©2025 Chemwatch. All Rights Reserved

2. Type the **Subject** in the text field.
3. **Enter email address** by typing in the text field. Please separate multiple email addresses with commas.
4. Email from will display a "**donotreply@chemwatch.net'** email address. If you change this address, it may not be accepted by spam-filters due to strict security settings.
5. **Type your Comments** in the text field.
6. Use the **Reply To** field to provide us your email for quicker response from the Chemwatch support team.
7. **Set the Notification Type** by Day/Weekly/Specific Date and specific Time.
8. Select the **Control Areas** that will be used for the notification.
9. Click the **Save** button and a confirmation message will be displayed for the successful operation 

.



The added notification record will be shown in the Notification Management Grid.

Copyright©2025 Chemwatch. All Rights Reserved

6.0 Risk Assessment Settings

This topic will cover the following objectives:

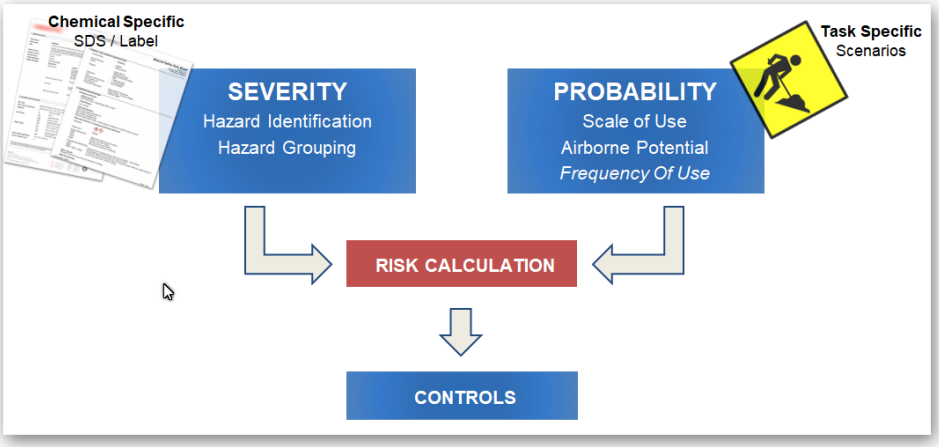
→ Overview of the risk assessment module settings
→ How to set up a user defined risk calculation model

WHAT YOU'LL LEARN

6.1 Overview

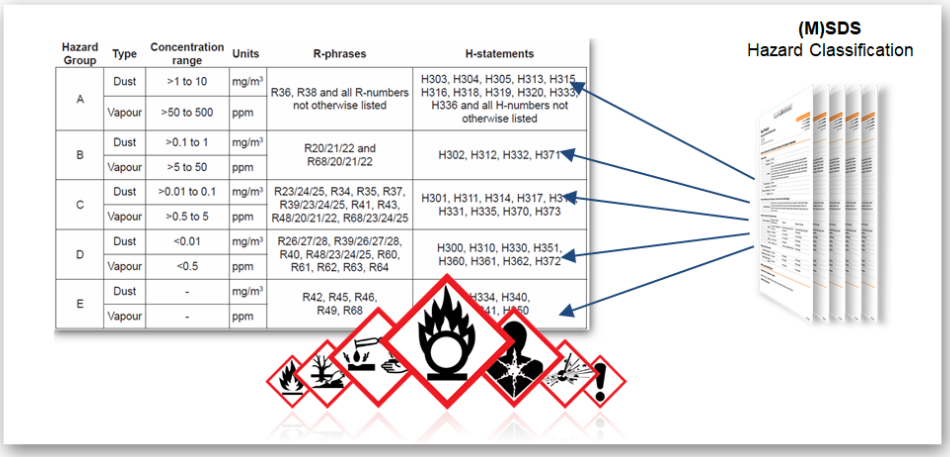
Generally, risk assessment starts with hazard identification and aims to determine appropriate ways to eliminate and/or control the hazard. Factors that influence the degree of risk include:

- How much a person is exposed to a hazard?
- How the person is exposed, e.g., inhalation, skin contact, ingestion?
- How severe are the effects under specific conditions of exposure?



Hazard classification is available from the SDS and/or product label. A predefined hazard grouping method is used to assign a "**Band**" to the chemical by using risk assessment calculation rules based on the Control Banding methodology. Hazard classification serves as the basis of risk assessment where the hazard codes have been mapped directly to the control banding hazard groups.

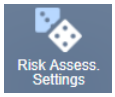
Copyright©2025 Chemwatch. All Rights Reserved



Setting up the risk assessment calculations starts with determining the levels of risk and the assessment period by choosing the calculation model. There are two model options in the risk assessment setting:

- Chemwatch (default 5x5 ILO model)
- User Defined (Custom model)

The Chemwatch model is the default risk assessment matrix in Chemeritus and GoldFFX. The Control Banding Risk Assessment module settings are customisable through the risk assessment settings to a localised risk assessment calculation model other than the default Chemwatch 5x5 matrix.



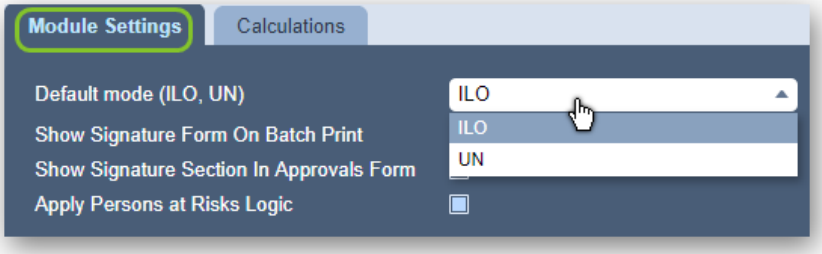
The Risk Assessment settings mode has two tabs, Module Settings, and Calculations.

The Module and Calculations Settings Tabs

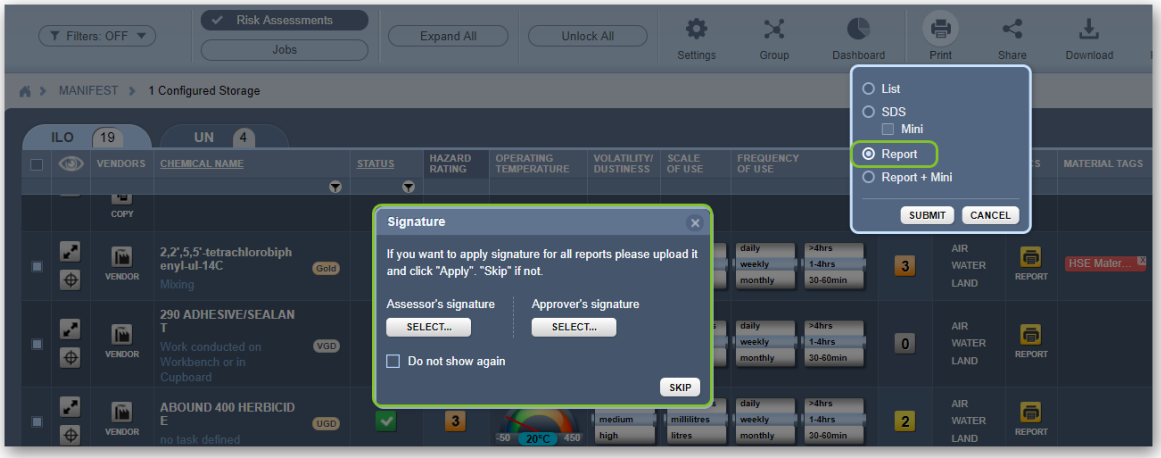
Go to the Risk Assessment Settings > by default, the Module Settings tab displays the risk assessment mode attributes. These attributes are summarily described below.

RA Module Settings Tab	Specific Setting Description and Use
Default mode (ILO, UN)	Select the default RA mode from the drop-down options, ILO or UN. ILO – this is the health-based risk assessment mode. UN – this is the storage risk assessment mode.

Copyright©2025 Chemwatch. All Rights Reserved

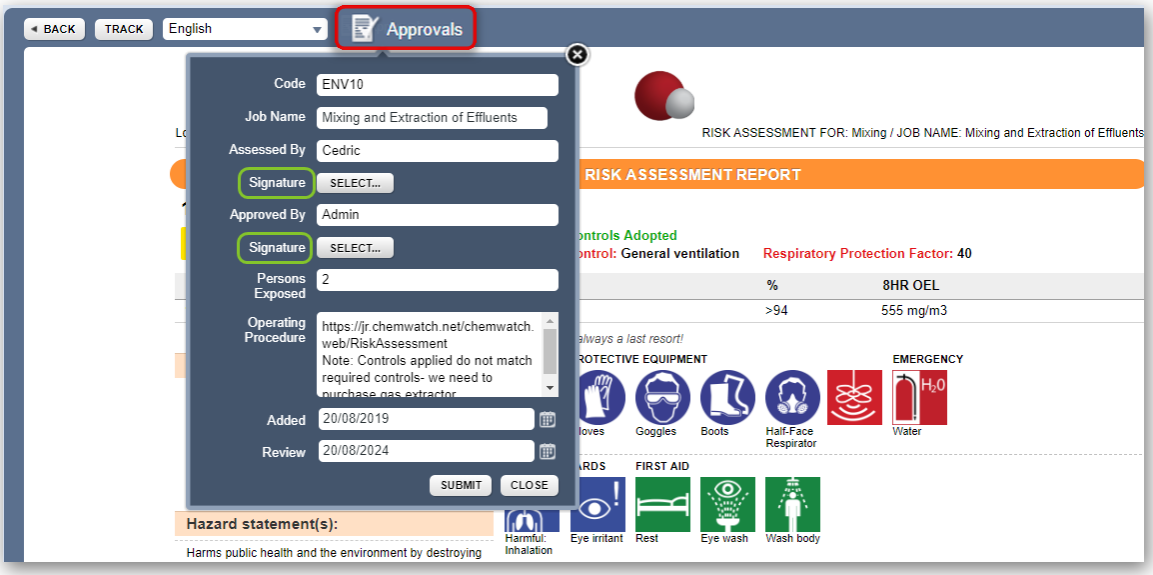


Show Signature Form on Batch Print	Select the checkbox to enable to risk assessment module to show the signature form when batch printing risk assessment reports.

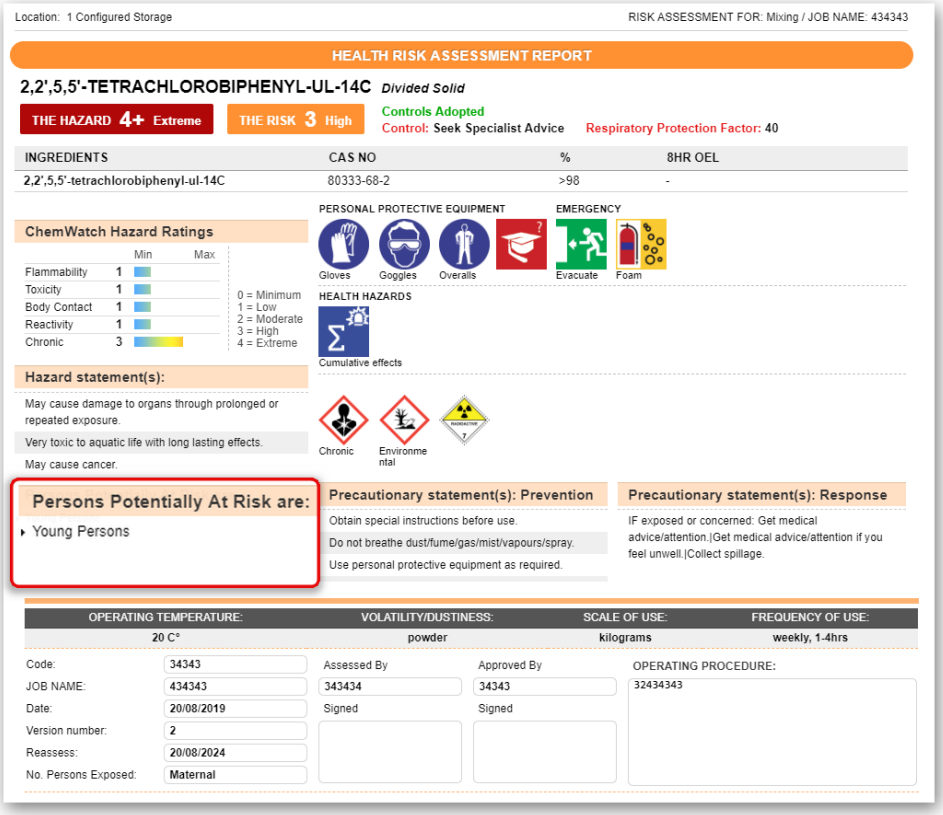


Show Signature Section in Approvals Form	Select the checkbox to enable to risk assessment module to show the signature section in Approvals Form.

Copyright©2025 Chemwatch. All Rights Reserved

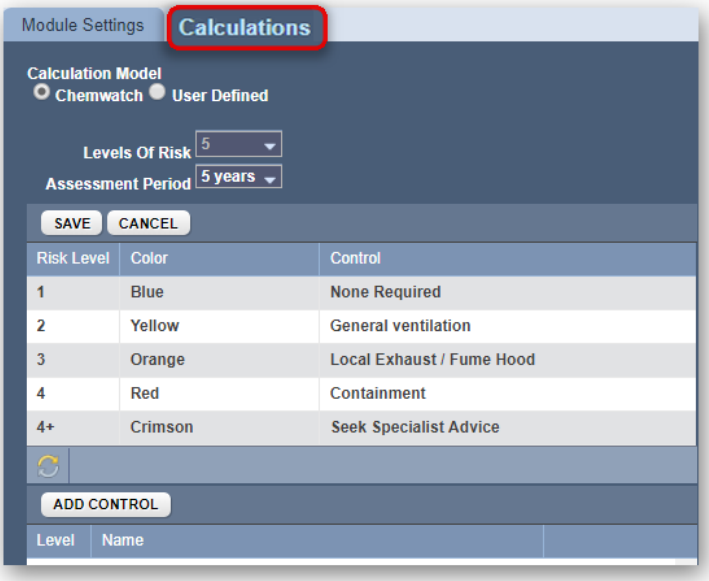


Apply Persons at Risks Logic	Select the checkbox to enable the risk assessment module to apply the Persons at Risk Logic. This setting will render the Persons at Risk of Exposure information into the specific section of the Risk Assessment Report.



Copyright©2025 Chemwatch. All Rights Reserved

RA Module Settings Tab	Specific Setting Description and Use
Calculations	Calculation model can be based on Chemwatch default 5x5 matrix or User Defined. The Chemwatch calculation model solids and liquids (+gases) use the 5 levels of risk with corresponding risk controls. A User Defined calculation model is a customized version by the Domain Administrator that would be applicable to your business requirements, e.g., a 3x3 matrix can be configured. Note: The Chemwatch model calculations settings cannot be modified; except for the Assessment Period, which can be set to default to desired period for the entire system. If the default 5 years assessment period is changed, it will take effect for all risk assessments within your domain account.



Criteria for Risk Assessment Ratings

Chemwatch has applied the Control Banding Model to Dangerous Goods Risk Assessment approach, UN (Storage and Handling). The baseline for the calculation stems from the basis that Dangerous Goods bear **Physical Risk** when handled, used, or stored, such as fire, explosion, hazard spillage, or accident. Dangerous Goods (DG) Risk Assessment is based on the physical hazard ratings. The analogy is built from the DG Class and Packing Group codes mapping. The Packing Group is set to provide the appropriate level of control by default and calculate the Risk Band (risk conclusion). The amount of substance affects the level of risk. The risk levels stem from the set calculation model, which ranges from **0 to 4+** ratings. The table below provides the Control Banding Hazard Rating and DG Classification mapping.

Copyright©2025 Chemwatch. All Rights Reserved

Hazard Rating	DG Class Grouping Method	Packaging Group (PG)	R codes	Additional Data
0	None	None	None	None
1	None	No PG Group		any of R50(H400) or R51(H401) or R52(H402) or R53(H413) and any combination of such as 50/52, 50,51 etc. also H410, H411, H412
2	2.2 or 3 or 4.1 or 4.2 or 4.3 or 5.1	III or None		and / or R44(EUH044 or AUH044)
3	3 or 4.1 or 4.2 or 4.3 or 5.1	II		
4	2.1 or 2.3 or 3 or 4.1 or 4.2 or 4.3 or 5.1 or 5.2	I		
4+	1.1 or 1.2 or 1.3	Not Applicable (DG Class Overrides PG)		

Organisations and/or businesses will have their own rationale on what forms the key approval criteria for a new chemical, which may include:

- Regulatory review
- SDS review
- Environmental review
- Internal procedural approval requirements

The Chemwatch Control Banding risk assessment will place the chemical in the workplace and apply a detailed scenario for evaluating the chemical through the following risk assessment principles:

- Hazard Classification (through the SDS, Vendor Gold Data, Label)
- Hazard Rating (results from the Control Banding mapping)
- Volatility or Dustiness (derived by default through calculation/selection)
- Scale of Use
- Frequency of Use

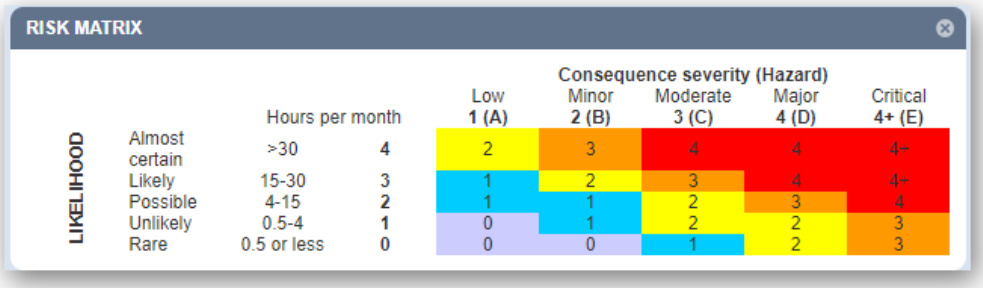
The Chemwatch model (ILO 5x5 matrix) is the default risk assessment matrix. There are five risk levels (bands), each mapped to a specific colour coding, control type and the risk assessment period, normally set to 5 years by default.

Copyright©2025 Chemwatch. All Rights Reserved

Level	Risk	Color	Icon Color	Control
0	*None*	*Grey*		*Not Applicable*
1	Low	Blue		None Required
2	Moderate	Yellow		General Ventilation
3	High	Orange		Local Exhaust/Fume Hood
4	Very High	Red		Containment
4+	Extreme	Crimson		Seek Specialist Advice

Nonhazardous chemicals pose no risk; hence, controls will not be applicable; and the band will default to a grey icon 0. If a Risk Matrix customization is required, contact your Chemwatch System Administrator for more details.

The risk matrix determines the likelihood, frequency of exposure and the consequence severity of the hazard.



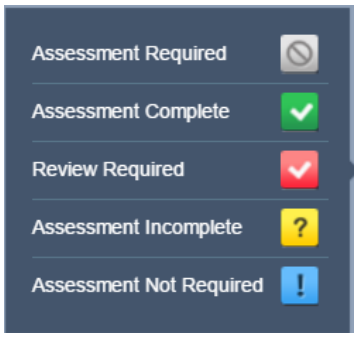
This model handles the chemical in two modes, through which risk assessments for materials (chemicals) can be performed based on their **Use (Health)** and/or **Storage** (UN). Each mode is activated through the following tabs.

Copyright©2025 Chemwatch. All Rights Reserved

Tab	RA Mode	Description	What is the tab used for?
ILO	Health	ILO has developed a Risk Assessment Model described as “Control Banding”. It is based on the Model developed by the UK HSE knowns as CosshEssentials. Both Agencies adopt the GHS system for determining chemical hazards. National or Regional variants exist-CLP in Europe and China, HSIS in Australia.	This tab is used for performing risk assessments based on the use (health) of the chemical.
UN	Storage	The UN Dangerous Goods codes have been developed to regulate transport and storage of chemicals on Land. Similar systems have been adopted for Air (AITA) and Water (IMDG) Transport and Storage. Various countries/jurisdictions have local variants (e.g., ADG in Australia, DOT in the USA, ADR throughout Europe).	This tab is used to perform risk assessments for chemicals based on storage.

Status of the Risk Assessment

The status of the risk assessment of a material is provided through the status tag for each material registered into a folder or a manifest store. The risk assessment date is defaulted to 5 years maximum to ensure compliance requirements are met for a period of the last assessment was completed.



What does the Control Banding Risk Assessment produce?

When a dangerous good is assessed, the system produces:

- Control Band/Risk Level between 0 and 4+ (i.e., 0, 1, 2, 3, 4, or 4+)
- Control approach(es)
- Advice on controlling risks
- Risk Assessment Report
- Guidance documents

Copyright©2025 Chemwatch. All Rights Reserved

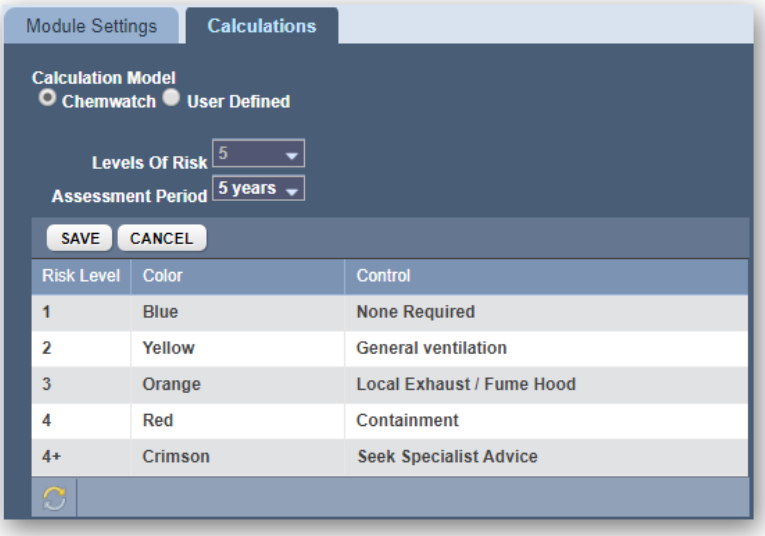
Dangerous Goods Risk Assessment colour coded report reflects the following characteristics:

• DG Risk Band (Assessment Rating)	• Simplified short hazard statement(s) and phrase(s)
• Color coding, depicting the Control Band/Risk Level	• PPE graphics
• Concise 1-page document	• Controls adopted
• Health hazards graphics	• GHS and DG graphics
• Assessor and Approver signature fields	

Exceptional Note:
In UN (DG) Risk Assessment mode, there's a logic that does not cover specific dangerous goods classes "DGC7 and DGC9". Non-physical DG is not covered except for dangerous goods that fall in the category of physical hazards; such as, Flammability or Explosion.

6.2 Setting Up a User Defined Risk Calculation Model

Setting up user defined risk calculations has implications on how the risk assessment module will calculate risk ratings, generate the respective user defined risk controls, risk control colour coding. The Chemwatch default risk assessment calculation model uses 5 levels of risk (1 - 4+ ratings) and the corresponding controls as shown below.

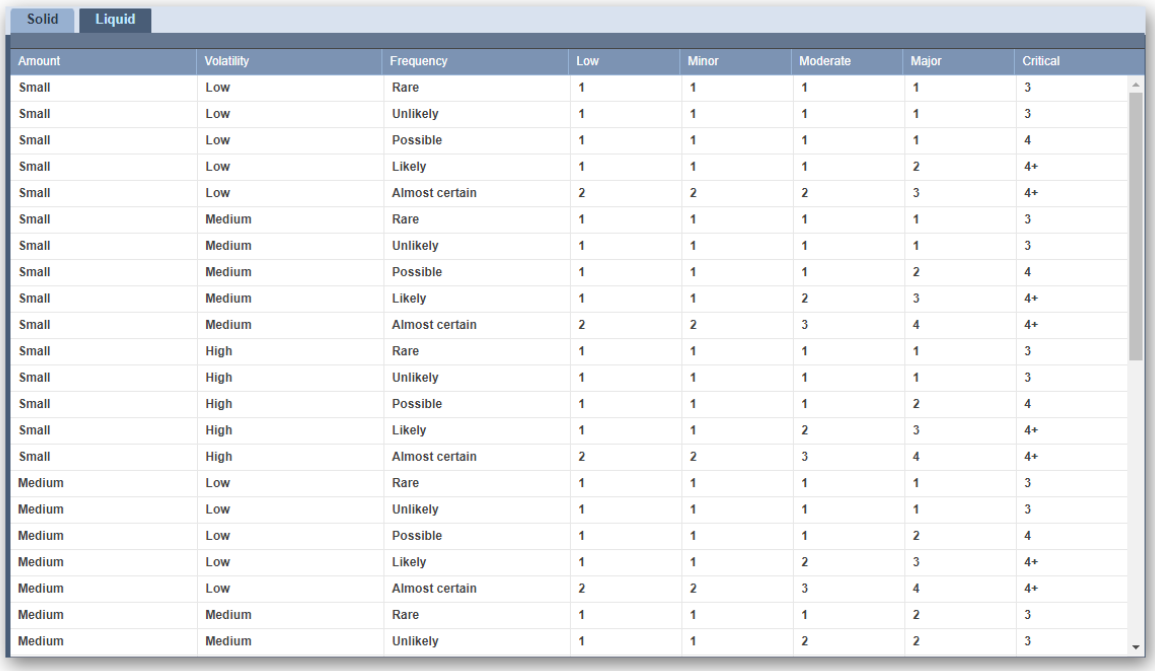


At this stage we will exemplify a 3x3 user defined model to set up as per below details.

Copyright©2025 Chemwatch. All Rights Reserved

Level	Risk	Color	Icon Color	Control
1	Low	Green		None Required
2	Moderate	Orange		General ventilation
3	High	Red		Local Exhaust/Fume Hood

The risk matrix on the right hand displays the default Chemwatch calculations for solids and liquids as per the amount of substance, volatility, frequency likelihood and the risk levels for low, minor, moderate, major, and critical.



Solid | Liquid

Amount	Volatility	Frequency	Low	Minor	Moderate	Major	Critical
Small	Low	Rare	1	1	1	1	3
Small	Low	Unlikely	1	1	1	1	3
Small	Low	Possible	1	1	1	1	4
Small	Low	Likely	1	1	1	2	4+
Small	Low	Almost certain	2	2	2	3	4+
Small	Medium	Rare	1	1	1	1	3
Small	Medium	Unlikely	1	1	1	1	3
Small	Medium	Possible	1	1	1	2	4
Small	Medium	Likely	1	1	2	3	4+
Small	Medium	Almost certain	2	2	3	4	4+
Small	High	Rare	1	1	1	1	3
Small	High	Unlikely	1	1	1	1	3
Small	High	Possible	1	1	1	2	4
Small	High	Likely	1	1	2	3	4+
Small	High	Almost certain	2	2	3	4	4+
Medium	Low	Rare	1	1	1	1	3
Medium	Low	Unlikely	1	1	1	1	3
Medium	Low	Possible	1	1	1	2	4
Medium	Low	Likely	1	1	2	3	4+
Medium	Low	Almost certain	2	2	3	4	4+
Medium	Medium	Rare	1	1	1	2	3
Medium	Medium	Unlikely	1	1	2	2	3

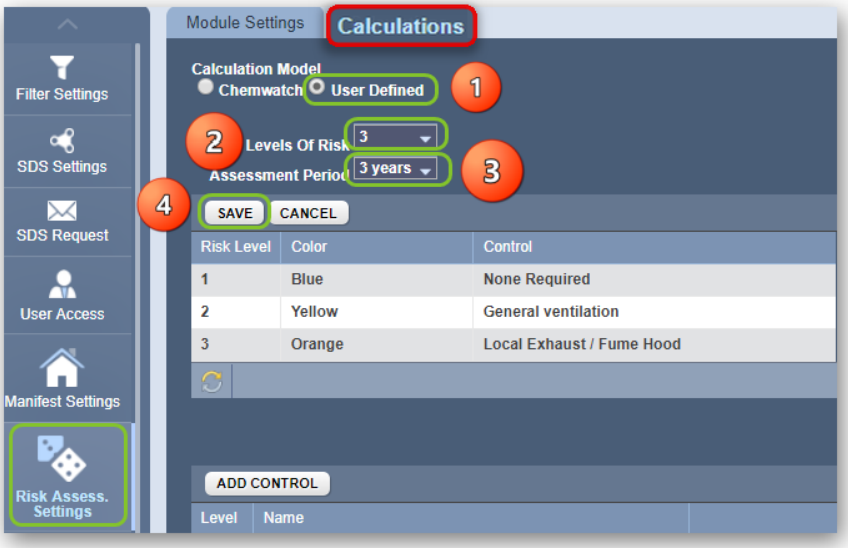
These will have to be adjusted in accordance with the 3x3 user defined calculation model example for an assessment period of 3 years. The steps below illustrate how to set up a user defined calculation model.

Go to the Settings link > click on Risk Assess. Settings > Press the **Calculations tab**.

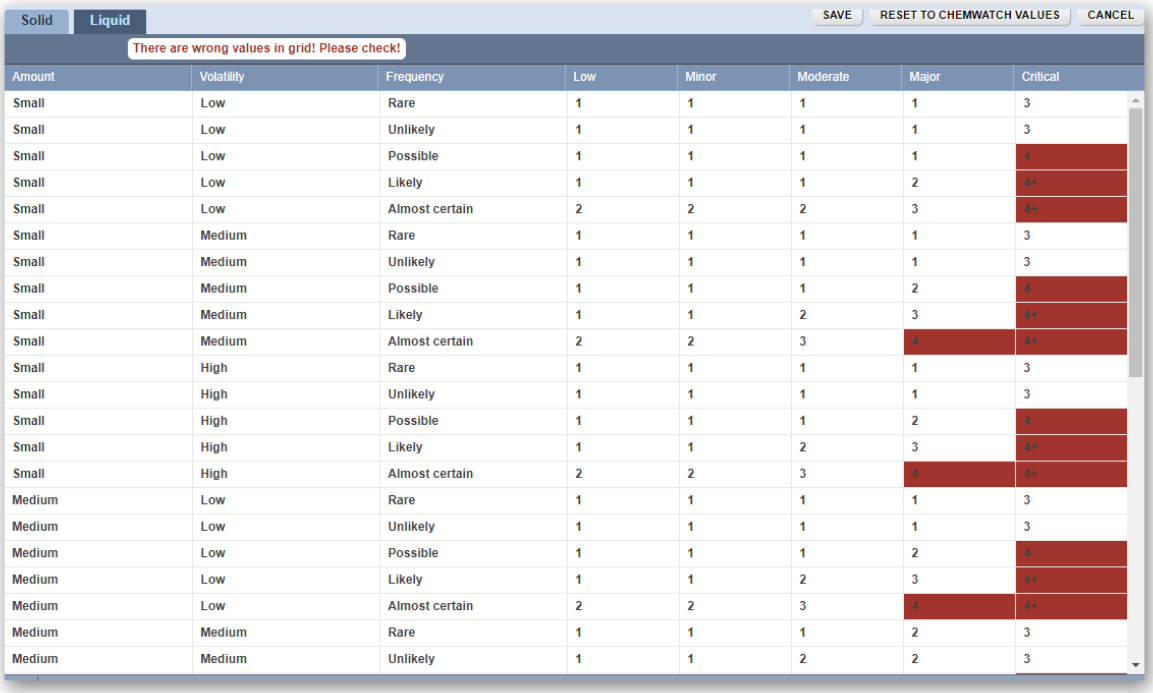
Steps

1. Select the **User Defined** radio button to activate the mode.
2. Click on the **Levels of Risk** drop-down arrow to set the desired, e.g., 3 (for a 3x3 matrix).

Copyright©2025 Chemwatch. All Rights Reserved



Note that in risk matrix calculation for solid and liquid will be automatically adjusted (recalculated) to reflect the wrong values in the grid based on the assigned levels of risk, in this case, 3 levels have been set as user defined.

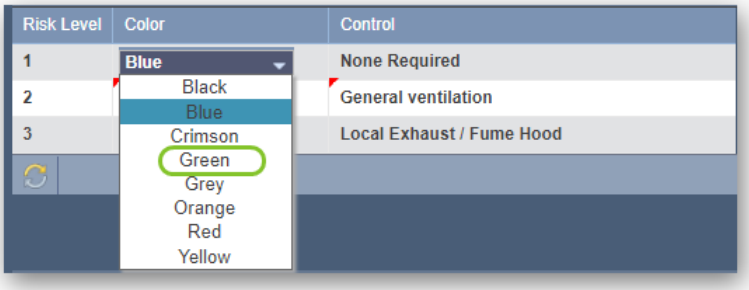


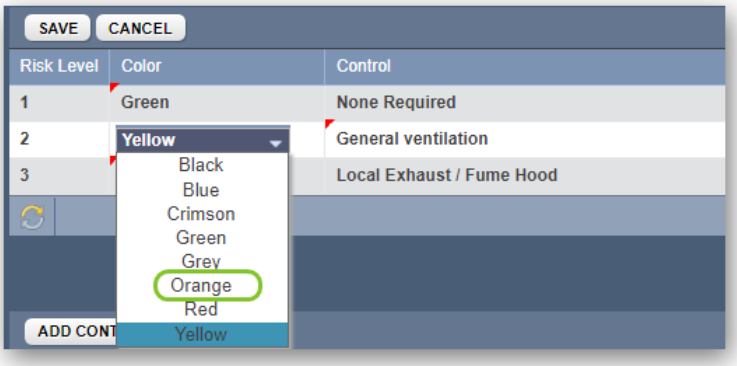
3. Click on the **Assignment Period** drop-down arrow to set the desired review period, e.g., 3 years.
4. Click on the **risk level color name**(s) to change the color coding for risk level 1,2 and 3 to match as per the requirement below.

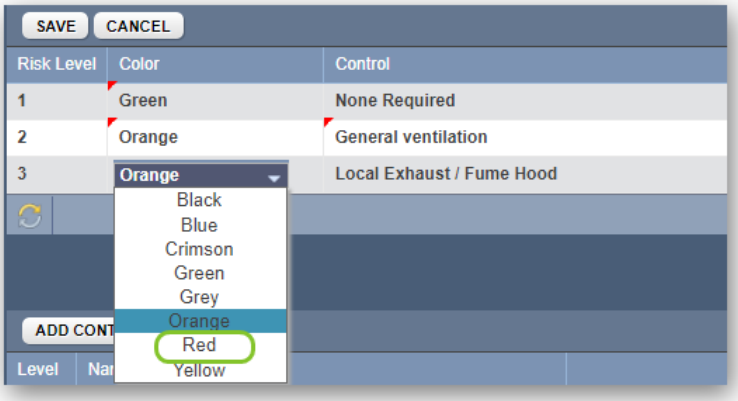
Copyright©2025 Chemwatch. All Rights Reserved

Level	Risk	Color	Icon Color	Control
1	Low	Green		None Required
2	Moderate	Orange		General ventilation
3	High	Red		Local Exhaust/Fume Hood

Select the color from the drop-down options.

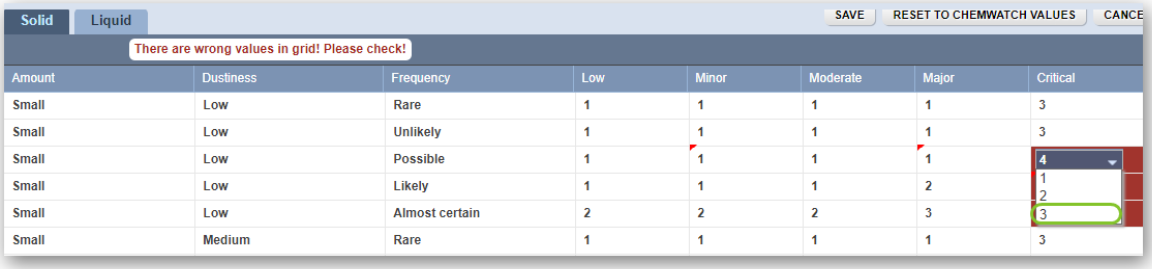




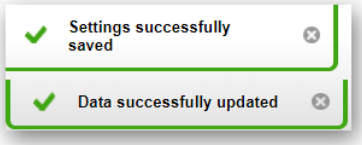


5. Adjust the risk matrix calculation values for **Solids (solid tab)** and Liquids (liquid Tab)**.** Click on each red marked cell drop-down arrow to change the level of risk value, these will become white (removes the color highlight). Take note of the maximum level of risk set as 3 (red) for local exhaust/fume hood for the user defined calculation model.

Copyright©2025 Chemwatch. All Rights Reserved



6. Click the **Save** button. Confirmation messages display for successful operation.



The Chemwatch default calculation model displays the respective data in comparison to the user defined model (based on above example).

Chemwatch default calculation model: UI Display

User Defined calculation model: UI Display

Go to the Risk Assessment module > Click on a folder to view content > Click on Settings on the risk assessment toolbar > Set the User Defined option from the settings drop-down options and save changes.

Copyright©2025 Chemwatch. All Rights Reserved

When a risk assessment is performed, the user will use the custom User Defined calculation model.

The User Defined based risk assessment report will show the respective ratings as per the calculation model settings, e.g., the Risk level =3 in the report is generated with respect to the user defined colour code.

Copyright©2025 Chemwatch. All Rights Reserved

Location: 1 Configured Storage | RISK ASSESSMENT FOR: Mixing / JOB NAME: Mixing and Extraction of Effluents

HEALTH RISK ASSESSMENT REPORT

1,1,1-TRICHLOROETHANE *Liquid*

THE HAZARD 2 Moderate | THE RISK 3 High

Controls Adopted
Control: General ventilation | Respiratory Protection Factor: 40

INGREDIENTS	CAS NO	%	8HR OEL
1,1,1-trichloroethane	71-55-6	>94	555 mg/m3

ChemWatch Hazard Ratings

	Min	Max
Flammability	0	
Toxicity	2	
Body Contact	2	
Reactivity	1	
Chronic	1	

0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme

Hazard statement(s):

Harms public health and the environment by destroying ozone in the upper atmosphere.

Causes serious eye irritation.

Harmful if inhaled.

Persons Potentially At Risk are:

- May require special scheduled monitoring by a doctor

For making the best use of the controls, please follow the checklist below

- Clear up spills immediately. For liquids, contain or absorb spills with granules or mats. For solids, use vacuum cleaning or wet mopping. Dispose of spills safely.

Respirator is always a last resort!

PERSONAL PROTECTIVE EQUIPMENT: Overalls, Gloves, Goggles, Boots, Half-Face Respirator

EMERGENCY: Water

HEALTH HAZARDS: Harmful: Inhalation

FIRST AID: Eye irritant, Rest, Eye wash, Wash body

Harmful/irritant

Precautionary statement(s): Prevention

Use only outdoors or in a well-ventilated area.

Avoid breathing mist/vapours/spray.

Wear protective gloves/protective clothing/eye

Precautionary statement(s): Response

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.|Call a POISON CENTER or doctor/physician if you feel unwell.|If eye irritation

OPERATING TEMPERATURE:	VOLATILITY/DUSTINESS:	SCALE OF USE:	FREQUENCY OF USE:
90 C°	high	tonnes	weekly, 1-4hrs

Code:	ENV10	Assessed By	Approved By
JOB NAME:	Mixing and Extraction of	Cedric	Admin
Date:	20/08/2019	Signed	Signed
Version number:	3		
Reassess:	20/08/2024		
No. Persons Exposed:	2		

OPERATING PROCEDURE:

https://jr.chemwatch.net/chemwatch.web/RiskAssessment
Note: Controls applied do not match required controls- we need to purchase gas extractor

Copyright©2025 Chemwatch. All Rights Reserved

7.0 Outgoing SDS Settings

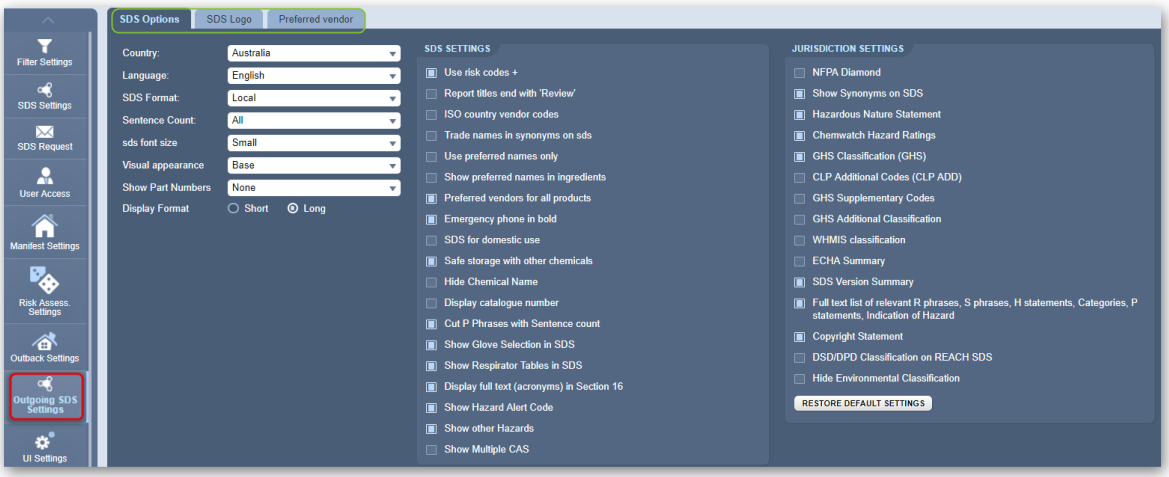
This topic will cover the following objectives:

- How SDS format and settings work
- How SDS jurisdictional settings work
- How SDS settings affect Mini SDS, Labels and Emergency Reports
- How to upload a business or organisational logo into SDS
- How to create Preferred Vendors
- How to personalise a Gold SDS

WHAT YOU'LL LEARN

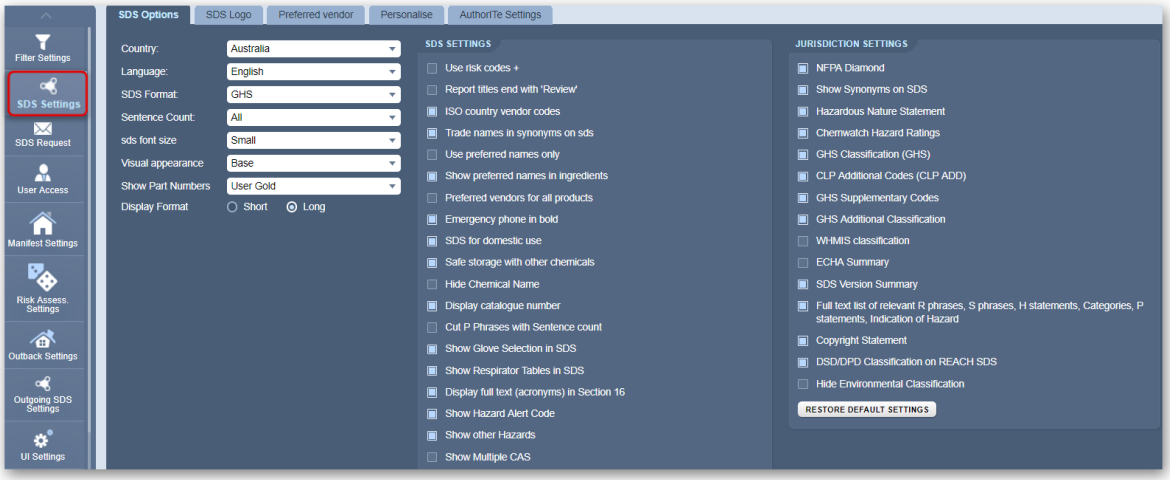
The Outgoing SDS Settings (WeWrites) provides the Domain administratoror any user granted the privilege "Access to WeWrites settings" with the ability to set SDS Options, SDS Logo and Preferred Vendor. These settings enable a user change or review Outgoing (WeWrites) SDS settings. This setting is visible to domains that have WeWrites option enabled by Chemwatch.

WeWrites (Outgoing) SDS is the type of safety data sheet authored by Chemwatch on behalf of clients. It is a vendor document created by Chemwatch. It has some variations that differentiate it from the normally authored Chemwatch Gold SDS. For example, it would not necessarily have generic manufacture details.



This section allows the Domain administratorto set specific Outgoing SDS related attributes to enable the system to show or not show certain information on the SDS as well as the behaviour of the components of the user interface. Go to the Settings link > click on Outgoing SDS Settings> by default, the SDS Options tab will display an array of filter conditions for the specific SDS Settings and Jurisdictional Settings.

Copyright©2025 Chemwatch. All Rights Reserved



The following table list the descriptions of each filter setting and the respective behaviour of the user interface functions, and the Gold SDS display format settings.

7.1 Outgoing SDS Format Settings in SDS Options Tab

The Outgoing SDS format settings enable the Domain administrator(users assigned the rights to edit SDS Settings for their respective jurisdictions/country based legislative arrangements. The Outgoing SDS is a Chemwatch authored vendor document and its content is dependent on the set parameters for a variety of settings; format display settings, SDS specific settings, jurisdictional settings as well as vendor (client) requirements. In this section, we look at the variety of the format settings. The table below provides a descriptive attribute when a format setting is enabled (or selected).

<table>
<tr><th>Format SDS Setting</th><th>When a format setting from the drop-down list option is selected (active), what will the filter setting show or do? Or what will the Outgoing SDS display or what kind of information will be generated?</th></tr>
<tr><td>Country</td><td>Set the specific country from the drop-down options that will be applied when an Outgoing SDS Gold SDS is displayed. When the specific country is applied, this filter setting will automatically set the corresponding Language and SDS Format settings. This sets the hazard classification system applicable to that country.

See example below, where a country is set to Australia.

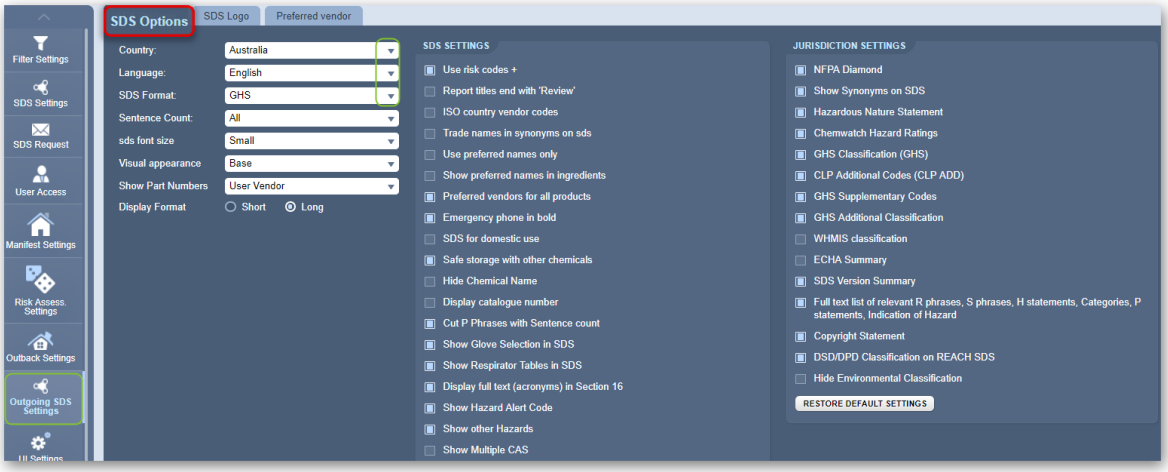
Language is automatically set to English and SDS Format is automatically set to GHS. Other examples are:

<table>
<tr><th>Country</th><th>Language(s)</th><th>SDS Format</th></tr>
<tr><td>Canada</td><td>English/French</td><td>GHS/Local</td></tr>
<tr><td>United Kingdom</td><td>English</td><td>REACH</td></tr>
</table>
</td></tr>
</table>

Copyright©2025 Chemwatch. All Rights Reserved

Format SDS Setting	When a format setting from the drop-down list option is selected (active), what will the filter setting show or do? Or what will the Outgoing SDS display or what kind of information will be generated?

United States	English/Spanish	GHS
France	French/English	REACH
China	Chinese Modern/Chinese Traditional/English	GHS
New Zealand	English	GHS
Spain	Spanish/English	REACH



Sentence Count

Select the sentence count drop down arrow to assign any value between 1 and 10; (All option is set as the default). This feature will count the sentences as a rule using the period/full stop (.) at the end of a sentence followed by a space and first letter (A-Z Capital) in the next sentence. For circumstances where a sentence ends in a question mark (?) or exclamation mark (!), these will also apply the sentence count. Statements or phrases and abbreviations are delimited. Anything in brackets "()" are ignored including a dot. Furthermore, we ignore any dot (.) that appears in text and is a part of common abbreviations. Some common abbreviations are listed below for reference.

Abbreviation	Meaning
Assn.	Association
at. no.	Atomic number
at. wt	Atomic weight
b.p.	Boiling point
Dr.	Doctor

Copyright©2025 Chemwatch. All Rights Reserved

Format SDS Setting	When a format setting from the drop-down list option is selected (active), what will the filter setting show or do? Or what will the Outgoing SDS display or what kind of information will be generated?

SDS Font Size	Select the drop-down list to assign the SDS font size from the option; Small, Normal or Large.
Visual Appearance	Chemwatch provides two options for the Outgoing SDS's visual appearance, Base and Vanilla. Chemwatch uses colour coding and distinctive formatting to denote the level of hazards, sections and outline critical information on the SDS. The Vanilla visual appearance is the basic formatting which has grey formatting. The base SDS is the colour coded format of the SDS.
Show Part Numbers	This setting provides the ability to set the type of part number to show in the SDS. There are three options to choose from the drop-down list: **User Gold** – this is the type of part number created by the user (user dependent). **User Vendo**r – this is the Vendor part number registered from the manufacturer SDS. **All** – this option will display all available part numbers on the Gold SDS's section 1.
Display Format	This setting provides two options; select one radio button to assign the respective display format. The following table describes a summary of these attributes.

Short SDS	Long SDS
Combination of laboratory/domestic data	Commercial by default
Single format in plain English	2 formats, ability to turn on plain English

Copyright©2025 Chemwatch. All Rights Reserved

Format SDS Setting	When a format setting from the drop-down list option is selected (active), what will the filter setting show or do? Or what will the Outgoing SDS display or what kind of information will be generated?	
	Some sections are hidden regardless of the jurisdiction • Occupational exposure limits • Respective PPE text • Specific rows relating to toxicity data except LD50 and LC50	Shows information applicable to jurisdiction of interest and all relevant toxicity, OELs, PPE information, etc.
	The "Short" SDS is the default format display	

7.2 Outgoing SDS Settings in SDS Options Tab

The Gold SDS settings enable the Domain administrator(users assigned the rights to edit SDS Settings attributes for their respective jurisdictions/country based legislative arrangements.

Setting Attribute	Description	SDS Section
Use risk code +	» Click on "**Use risk+**" checkbox to include Chemwatch assessed risks. Note: The default is to use only those risks highlighted by legislative bodies such as EU directives, Australia Criteria/WHS/GHS	**Section 2** Risks display with a "**?**" by default, use risk+ is always switched off
Report titles end with "Review"	» Click on "**Report titles end with Review**" checkbox to include reviewed SDS.	**SDS Report Title** displays on SDS title page
ISO country vendor codes	» Click on "**ISO country vendor codes**" checkbox to include codes onto the Outgoing SDS. Note: ISO country codes is the international standard for country codes and their sub-divisions for the representation of countries, territories or areas of geographical interest and their sub-divisions, e.g., ISO 3166 come from the United Nations sources]	**Section 1** ISO code is displayed as a synonym

Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
Trade names in synonyms on SDS	» Click on "**Trade names in synonyms on SDS**" checkbox to include trade names of the products onto the Outgoing SDS.	**Section 1** Trade Name displays as a synonym
Use preferred names only	» Click on "**Preferred names only**" checkbox to assign preferred names added to the material onto the Outgoing SDS.	**Section 1** Preferred Name displays as exact and replaces the material name
Show preferred names in ingredients	» Click on "**Show preferred names in ingredients**" checkbox to assign preferred names added to the material onto the Outgoing SDS for ingredients.	**Section 1** Preferred Name(s) displays as exact for any ingredient(s) in the material
Preferred vendors for all products	» Click on "**Preferred vendor for all products+**" checkbox to assign supplier details to the Outgoing SDS	**Section 1** Preferred vendor details display as current supplier
Emergency phone in bold	» Click on "**Emergency phone in bold**" checkbox to include emergency telephone number onto the Outgoing SDS.	Emergency telephone number shows in sub section 1
SDS for domestic use	» Click on "**SDS for domestic use**" checkbox to include safety data applicable for domestic use in accordance to the product. Note: If this checkbox is NOT selected, then the recommended safety data will be assigned to the SDS; where S2 will not be assigned.	**Section 2** S2, S1, S27, S29, S46, S62, S63 if assigned to the product.
Safe storage with other chemicals	» Click on "**Safe storage with other chemicals**" checkbox to include safe storage information applicable to the product	Safe storage information is shown in section 7 of the SDS
Hide chemical name	» Click on "**Hide Chemical Name**" checkbox to hide the real chemical name	Real chemical name will be hidden from section 1 of the SDS
Display catalogue number	» Click on "**Display catalogue number**" checkbox to show the product's catalogue number	Catalogue number will be shown this section of the SDS

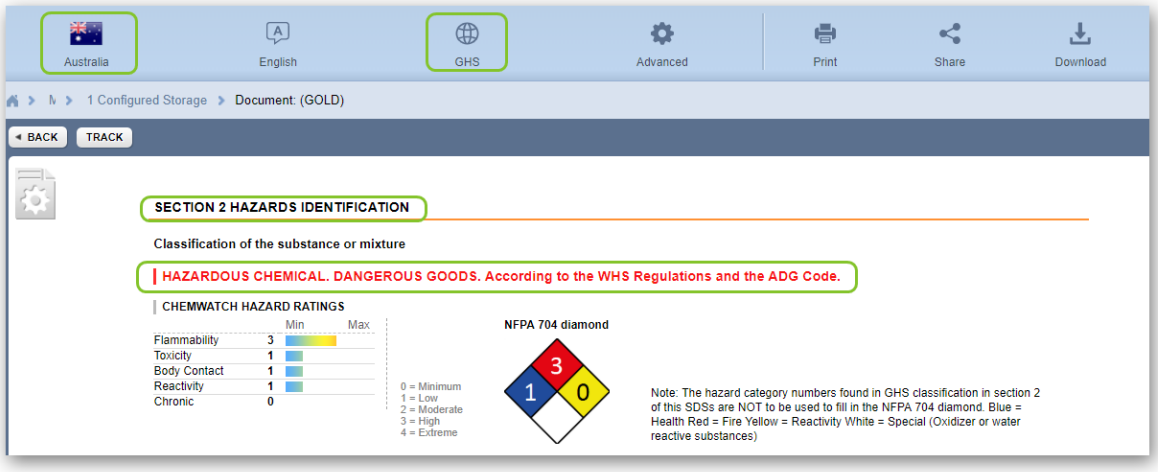
Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
Cut P Phrases with Sentence Count	» Click on "**Cut P (Precautionary) Phrase**" checkbox to show to apply the sentence count on P Phrases. This is setting is relevant for materials that are classified and contain P Phrases.	P Phrases will cut based on the sentence count setting and will be reflected in this section of the SDS where applicable
Show Glove Selection in SDS	» Click on "**Show Glove Selection**" checkbox to allow the system to display the applicable glove selection for the material	Glove selection displays in section 7 of the SDS
Show Respirator Tables in SDS	» Click on "**Show Respirator Tables in SDS**" checkbox to allow the system to display the applicable respirator tables	Respirator tables with data displays in section 7 of the SDS
Display full text (acronyms) in Section 16	» Click on "**Display full text (acronyms) in Section 16**" checkbox to allow the system to render the applicable acronyms	Full text (acronyms) display in section 16 of the SDS
Show Hazard Alert Code	» Click on "**Show Hazard Alert Code**" checkbox to enable the system to render the applicable Hazard Alert Code in the SDS	Hazard alert code display in section 1 of the SDS
Show other Hazards	» Click on "**Show other Hazards**" checkbox to allow the system to show other hazards	Hazards display in section 2 of the SDS
Show Multiple CAS	» Click on "**Show Multiple CAS**" checkbox to allow the system to render multiple chemical abstract number applicable for the material	If multiple CAS numbers are available, this data will display in section 1 of the SDS

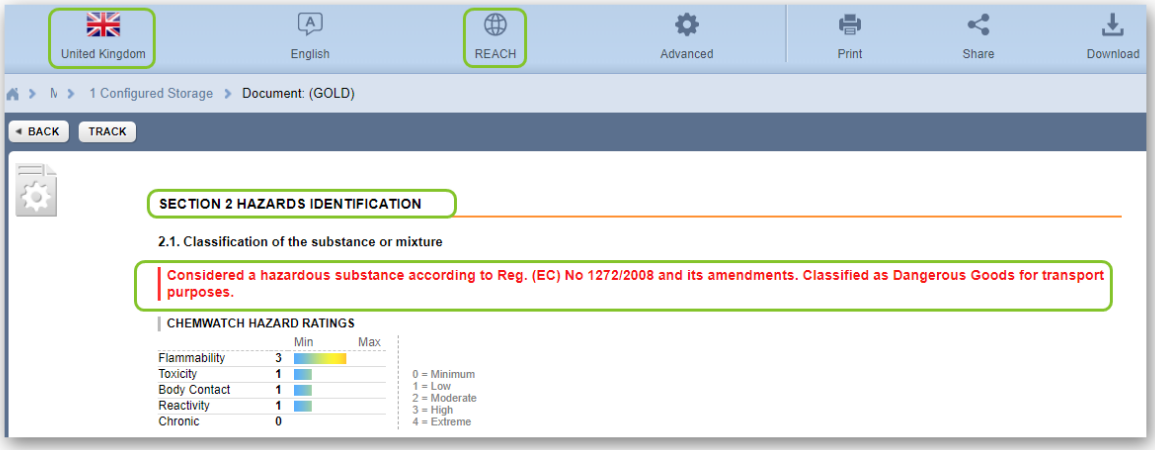
7.3 Jurisdiction Settings in SDS Options Tab

The Gold SDS Jurisdiction settings enable the Domain administrator(users assigned the rights to edit SDS Settings attributes for their respective jurisdictions/country based legislative arrangements.

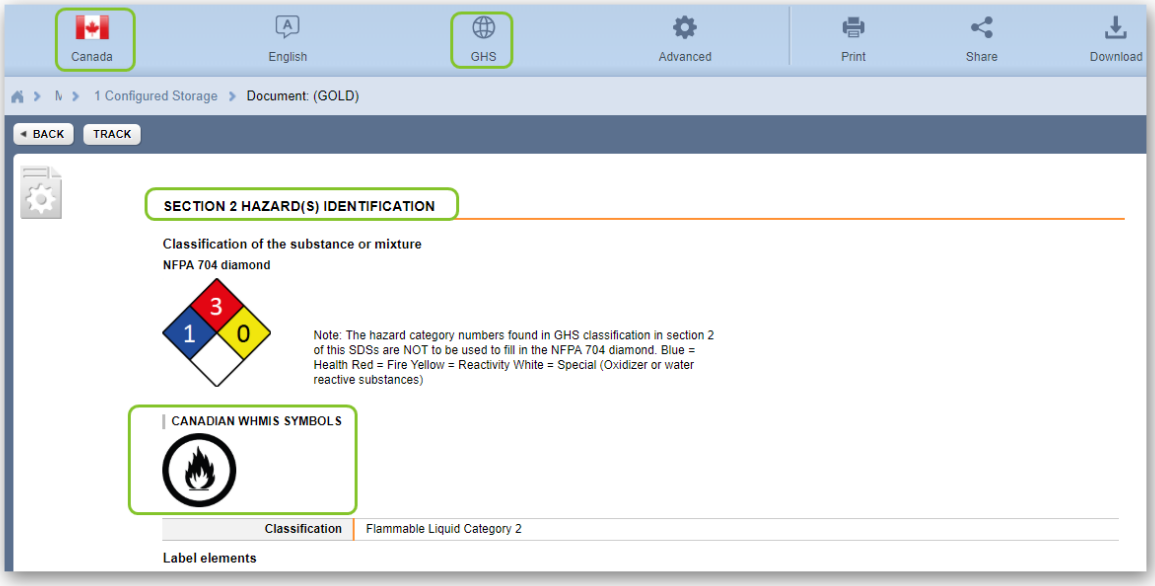
Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
NFPA Diamond	» Click on "**NFPA Diamond**" checkbox ☐ to assign graphics to the SDS Note: NFPA Diamonds are graphical symbols for the identification of hazards of material for emergency response in USA.	**Section 1** NFPA diamonds shows as colour coded diamonds, see appendix for more details about these type of diamonds **Example** sodium borohydride
Show Synonyms on SDS	» Click on "**Show synonyms on SDS**" checkbox ☐ to assign synonyms to the SDS	**Section 1** Synonyms display other names of the material
Hazardous Nature Statement	» Click on "**Hazardous Nature statement**" checkbox ☐ to assign statement to the SDS	**Section 2** Hazardous Nature statement display the respective classification statement of the material
Chemwatch Hazard Ratings	» Click on "**Chemwatch Hazard Ratings**" checkbox ☐ to assign hazard categories, ratings	**Section 2** Hazard categories, ratings, display respective information in accordance with the Chemwatch hazard ratings criteria
GHS Classification (GHS)	» Click on "**GHS classification**" checkbox ☐ to OR assign the Globally Harmonised System classification codes to the SDS	**Section 2** GHS classification is shown in this section of the SDS
		
CLP Additional Codes (CLP ADD)	» Click on "**CLP Additional Codes (CLP ADD)**" checkbox ☐ to assign CLP extra codes to the SDS	**Section 2** CLP Codes are rendered in this section

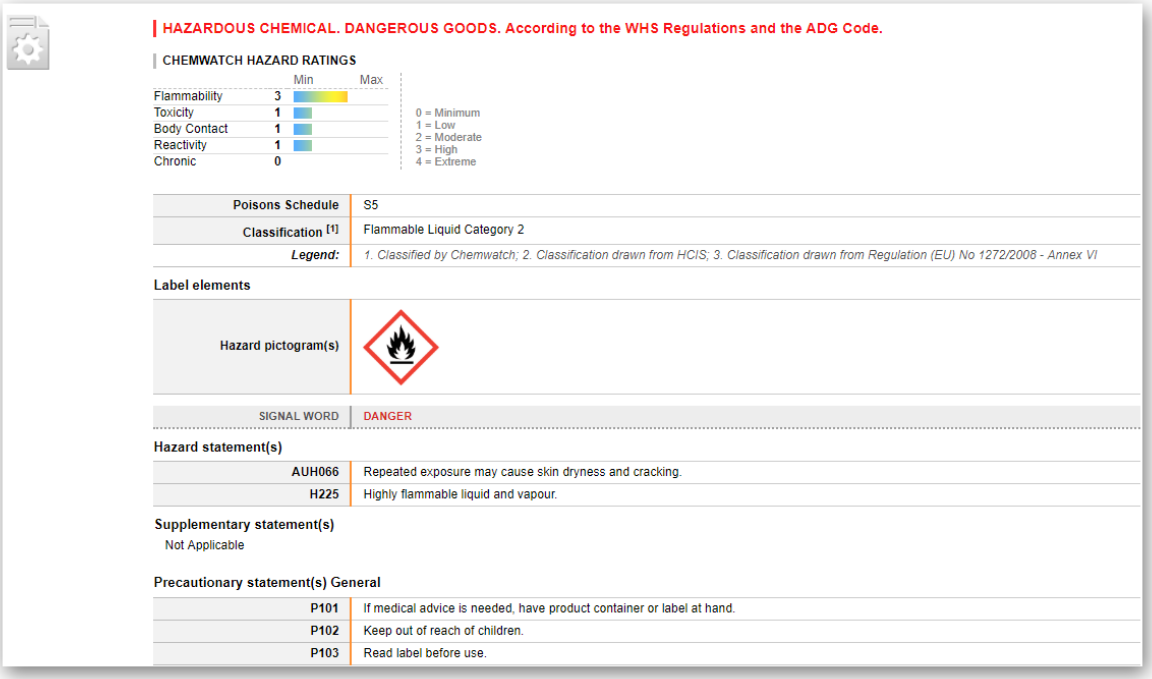
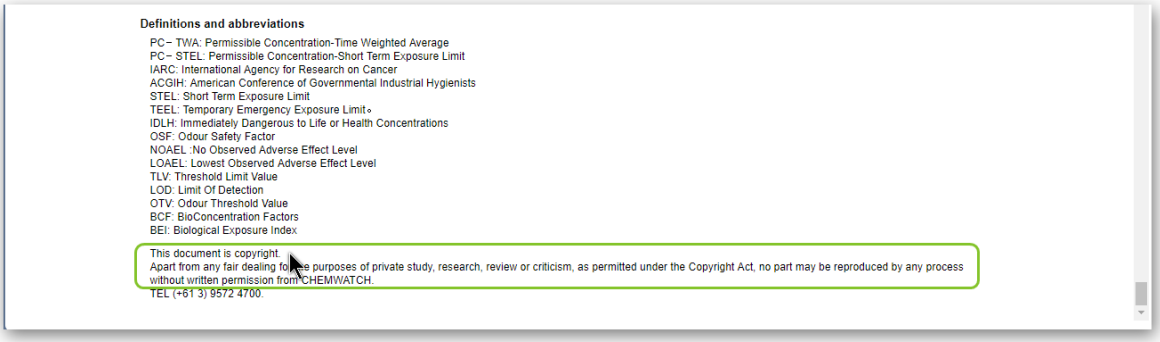
Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
		
Note: CLP — Classification, Labelling and Packaging is a European Union Regulation which aligns the EU system of classification and labelling of chemical substances to the GHS using (**H**) codes GHS — Globally Harmonised System of Classification and Labelling of Chemicals created by UNECE (United Nations Economic Commission for Europe) and described by (**R**) Risk codes		
GHS Supplementary Codes	» Click on "**GHS Supplementary Codes**" checkbox to apply codes to the SDS	**Section 2** GHS supplementary Codes as per the classification of the material are shown in this section
GHS Additional Classification	» Click on "**GHS Additional classification**" checkbox to enable the system to render any addition GHS classification to the SDS	**Section 2** Additional GHS classification information is shown in this section of the SDS
WHMIS Classification	» Click on "**WHMIS classification**" checkbox to render applicable classification in accordance with the Canadian Workplace Hazardous Materials Information System	**Section 2** Shows WHMIS classification information in this section of the SDS

Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
		
SDS Version Summary	» Click on "**SDS Version Summary**" checkbox to apply data to the SDS	**Section 16** Shows the respective SDS Version Summary information in this section.
Full list of relevant R phrases, S phrases, H statements, Categories, P statements, Indication of Hazard	» Click on "**Full text list of relevant R (risk) Phrase, H (Hazard) statements, Categories, P (precautionary) statements, Indication of Hazard**" checkbox to render respective information to the SDS	**Section 2** Shows full list of classification data in this section

Copyright©2025 Chemwatch. All Rights Reserved

Setting Attribute	Description	SDS Section
		
Copyright Statement	» Click on “**Copyright statement”** checkbox to display on the SDS if required.	Copyright statement is displayed at the bottom of the last page of the SDS
		

HAZARDOUS CHEMICAL. DANGEROUS GOODS. According to the WHS Regulations and the ADG Code.

CHEMWATCH HAZARD RATINGS

	Min	Max
Flammability	3	
Toxicity	1	
Body Contact	1	
Reactivity	1	
Chronic	0	

0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme

Poisons Schedule	S5
Classification [1]	Flammable Liquid Category 2
Legend:	*1. Classified by Chemwatch; 2. Classification drawn from HCIS; 3. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI*

Label elements

Hazard pictogram(s)

SIGNAL WORD DANGER

Hazard statement(s)

AUH066	Repeated exposure may cause skin dryness and cracking.
H225	Highly flammable liquid and vapour.

Supplementary statement(s)

Not Applicable

Precautionary statement(s) General

P101	If medical advice is needed, have product container or label at hand.
P102	Keep out of reach of children.
P103	Read label before use.

Definitions and abbreviations

PC–TWA: Permissible Concentration-Time Weighted Average
PC–STEL: Permissible Concentration-Short Term Exposure Limit
IARC: International Agency for Research on Cancer
ACGIH: American Conference of Governmental Industrial Hygienists
STEL: Short Term Exposure Limit
TEEL: Temporary Emergency Exposure Limit。
IDLH: Immediately Dangerous to Life or Health Concentrations
OSF: Odour Safety Factor
NOAEL :No Observed Adverse Effect Level
LOAEL: Lowest Observed Adverse Effect Level
TLV: Threshold Limit Value
LOD: Limit Of Detection
OTV: Odour Threshold Value
BCF: BioConcentration Factors
BEI: Biological Exposure Index

This document is copyright.
Apart from any fair dealing for the purposes of private study, research, review or criticism, as permitted under the Copyright Act, no part may be reproduced by any process without written permission from CHEMWATCH.
TEL (+61 3) 9572 4700.

7.4 SDS Logo Tab

The Gold SDS Logo tab enables the Domain administratorto set the type of logo that must be displayed onto the Gold SDS if required. There are three options to choose from: **Without Logo, Chemwatch Logo or User Defined Logo**.

Copyright©2025 Chemwatch. All Rights Reserved

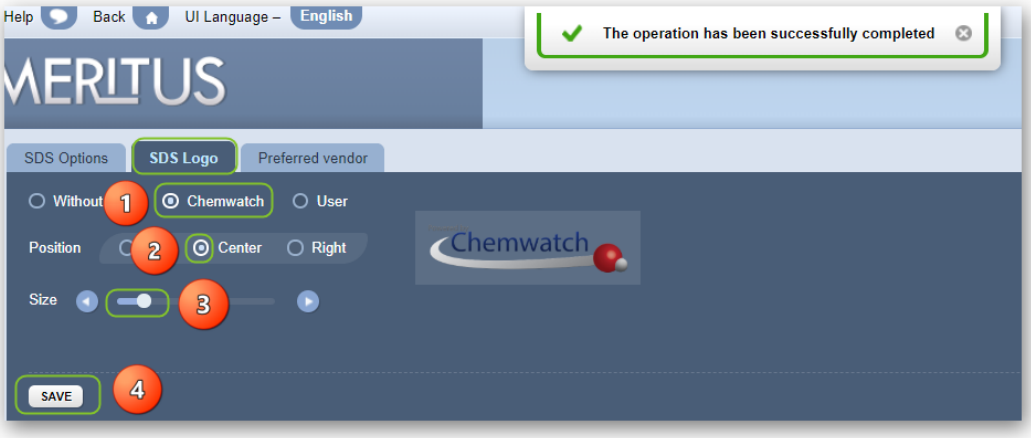
The "**Without Logo**" option when selected will NOT display or render any logo on the Outgoing SDS.

If the "**Chemwatch Logo**" radio button option is selected; the Outgoing SDS will render the Chemwatch Logo at the top of the SDS depending on the position assigned; either Left, Centre or Right" and the assigned logo size. The steps below show how to assign the "Chemwatch Logo" onto the Outgoing SDS.

Go to the Settings link > click on SDS Settings > click on the **SDS Logo tab** and then follow the steps below.

Steps

1. Click on the radio button **Chemwatch or User** (to upload your preferred logo).
2. Select "Left or **Center** or Right" to position the logo on the Gold SDS.
3. Drag the **Size slider** to the desired marker; in the example, 299th position has been assigned.
4. Click the **Save** button. A confirmation message will be displayed in the top middle of the interface.



The Outgoing SDS will show the applied logo at the top centre of the document.

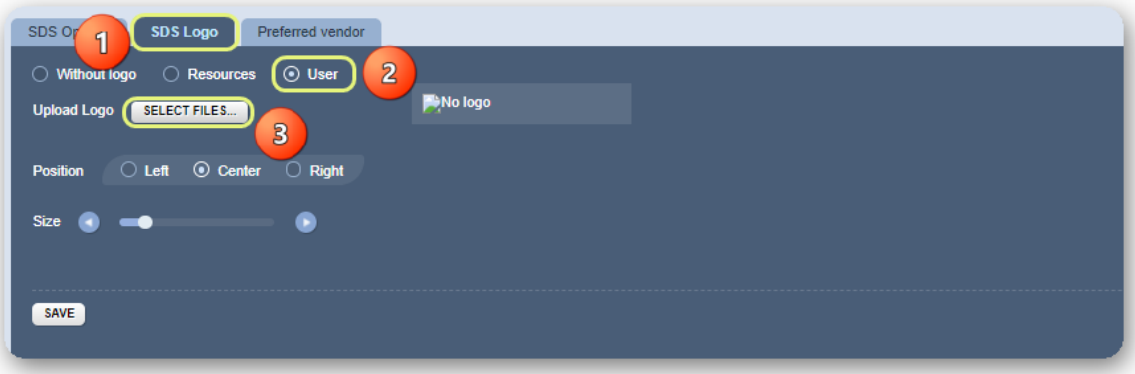
Copyright©2025 Chemwatch. All Rights Reserved

To set your own user or company logo; follow the steps below.

Go to the Settings link > click on Outgoing SDS Settings > click on the **SDS Logo tab** and then follow the steps below.

Steps

1. Click on **SDS Logo** tab.
2. Click on the **User** radio button.



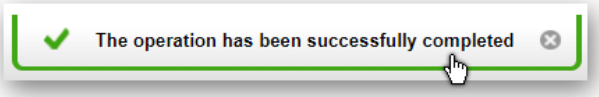
3. Click the **Select Files** button to upload your own company logo. Select your logo file from your desktop or file location. Upload your company logo which must adhere to the specifications; Format must be *.png, *.gif, *.jpg file.

4. **Resize** your company logo by dragging the lines to the desired logo size.
5. Click on the **Crop** button to save the selected image based on currently cropped area of the logo.
6. Select the position (left, center or right) to lock your image. In this example, the image is centered.

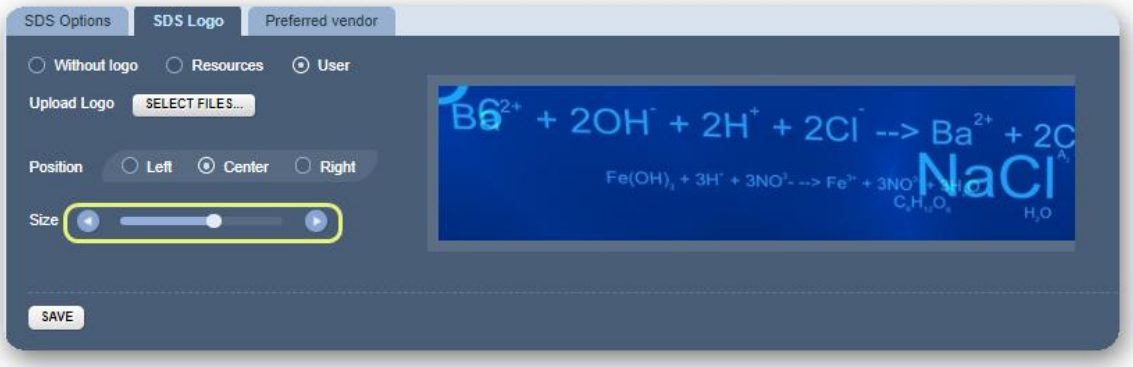
Copyright©2025 Chemwatch. All Rights Reserved

7. Click on the **Save** button.

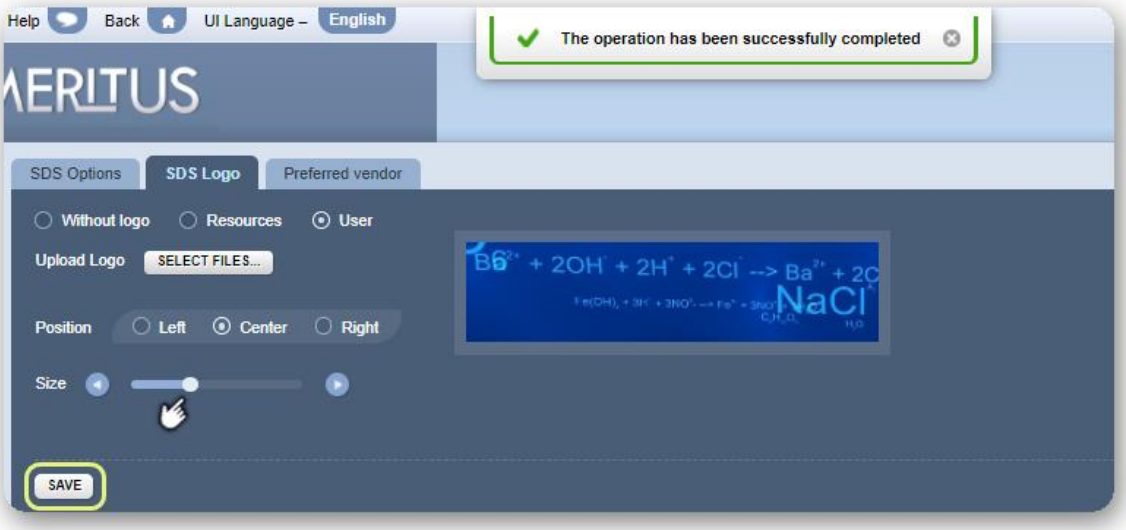
A confirmation message will be displayed at the top middle of the interface.



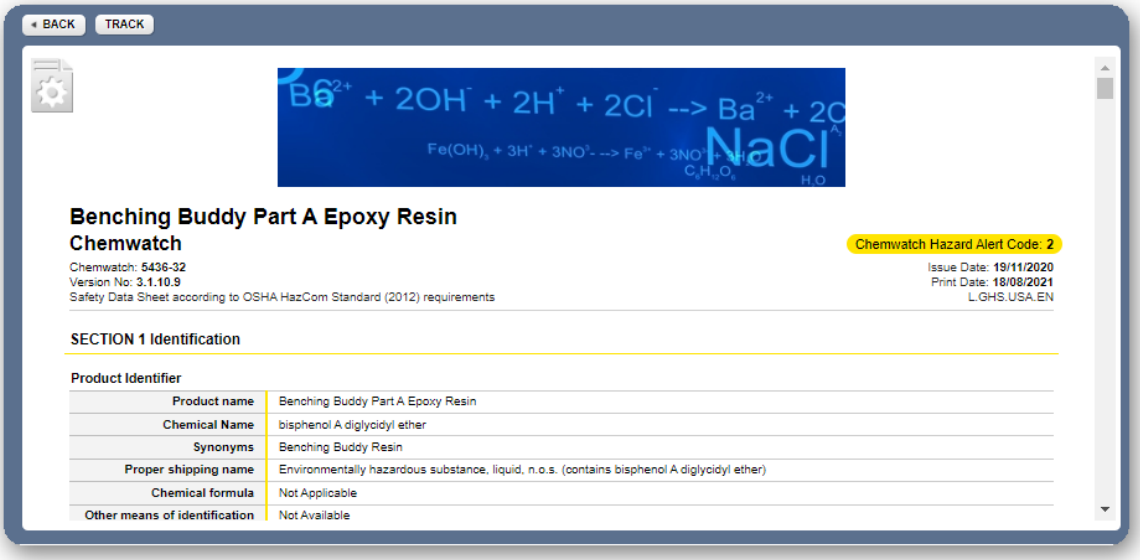
8. Click the **Size marker** to set your company logo to the desired size.



Copyright©2025 Chemwatch. All Rights Reserved



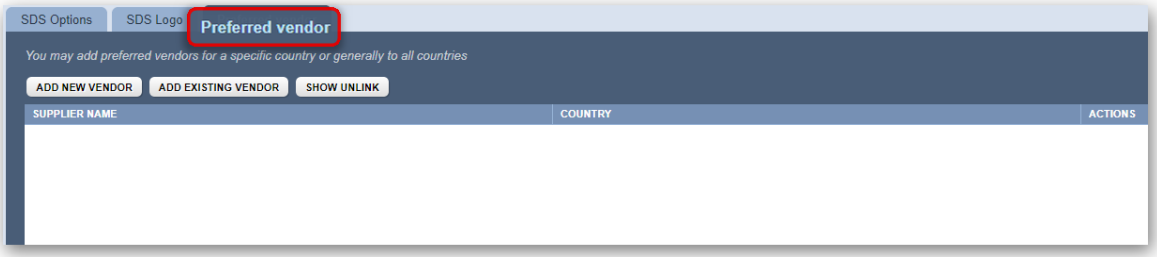
The WeWrites SDS will show the User Logo in the top centre of the document as per the User Logo settings applied. In the image below, a preferred vendor has also been applied using the Preferred Vendor tab within the Outgoing Settings as a WeWrites SDS is specific to a particular Vendor for SDS authored by Chemwatch on behalf of the Vendor.



7.5 Preferred Vendor Tab

The system enables the Domain administratorto create new preferred vendor(s)/suppliers that can be set to a specific country or generally to all countries. Once the preferred vendors are available in the system, they can be unlinked (remove from showing in the Gold SDS at any time.

Copyright©2025 Chemwatch. All Rights Reserved

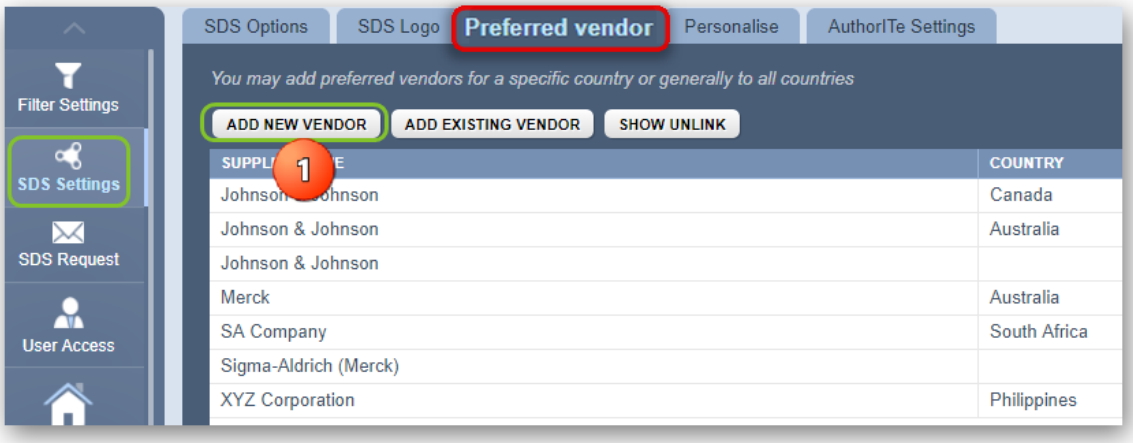


The steps below illustrate how to create a preferred vendor to show in a Gold SDS.

Go to the Settings link > click on SDS Settings > click on the **Preferred Vendor tab** and then follow the steps below.

Steps

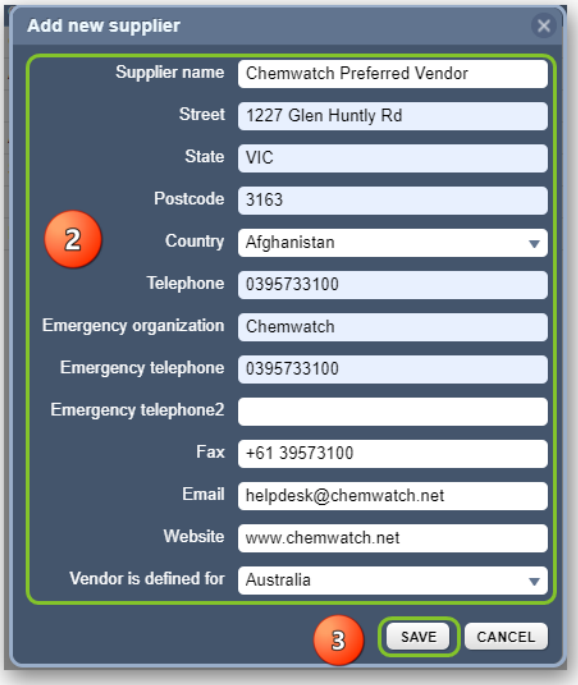
1. Click on **the Add New Vendor** button.



The Add New Supplier Form will display empty fields, except for the default country

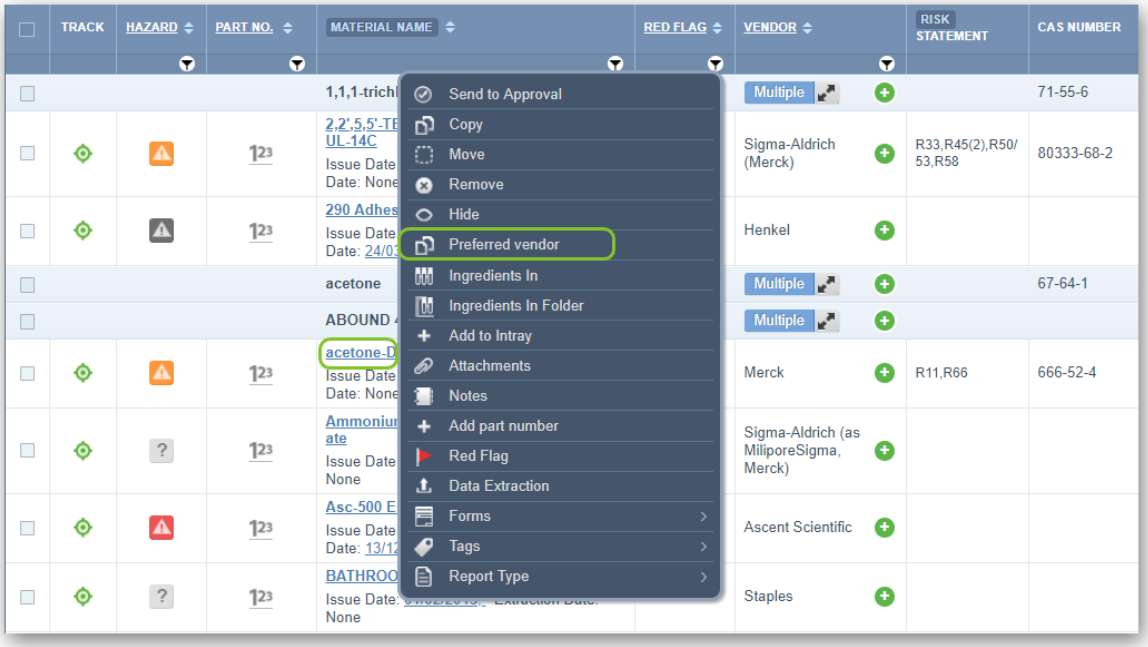
2. Click the **respective fields** to enter desired new supplier details; supplier name, street, state, postcode, country (choose from the drop-down list), telephone, emergency organization, emergency telephone, emergency telephone2, fax, email, website and choose the vendor for any country (optional).

Copyright©2025 Chemwatch. All Rights Reserved



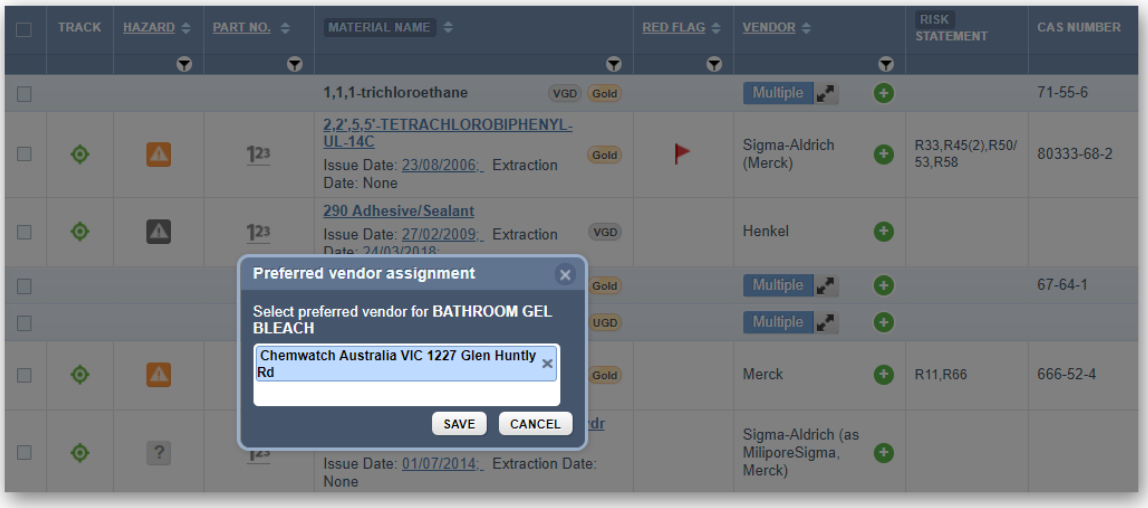
3. Click the **Save** button.

The preferred vendor supplier name will be listed in the grid. Other users will then have the option to choose the preferred supplier from the materials grid mouse right click menu to assign it to the desired material's Gold SDS.

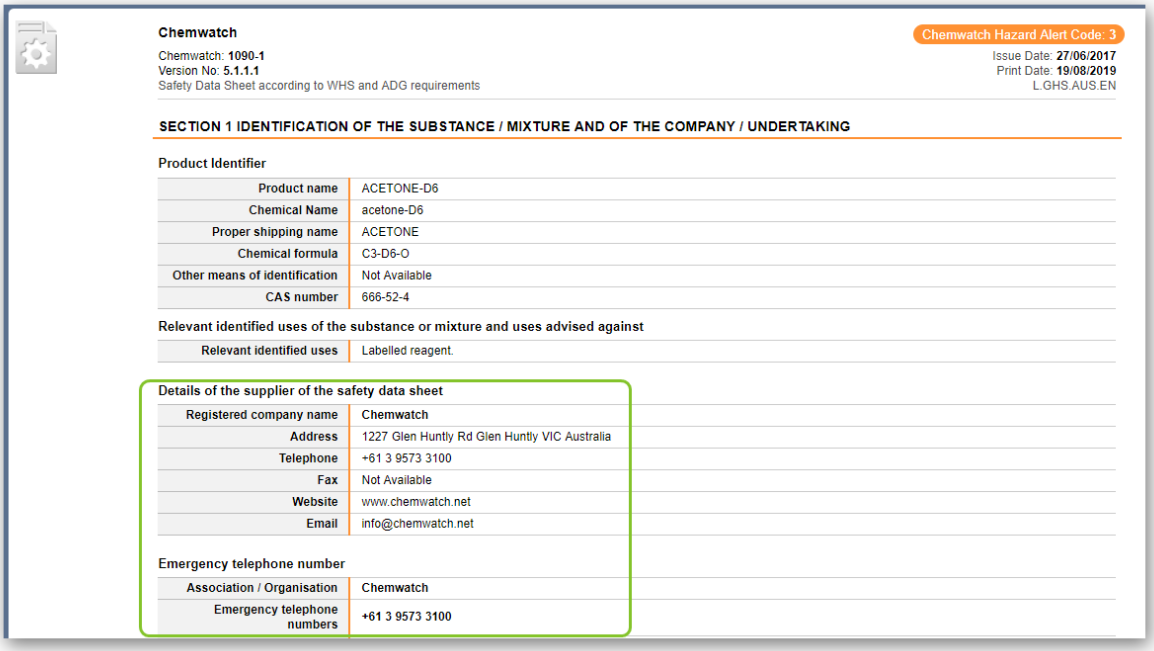


Preferred vendor/supplier will be selected from the preferred vendor assignment by entering the preferred vendor name in the textbox and save record entry.

Copyright©2025 Chemwatch. All Rights Reserved



The Gold SDS will then render the respective Preferred Vendor details in Section 1 of the Gold SDS.



Chemwatch
Chemwatch: **1090-1**
Version No: **5.1.1.1**
Safety Data Sheet according to WHS and ADG requirements

Chemwatch Hazard Alert Code: 3
Issue Date: **27/06/2017**
Print Date: **19/08/2019**
L.GHS.AUS.EN

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING

Product Identifier

Product name	ACETONE-D6
Chemical Name	acetone-D6
Proper shipping name	ACETONE
Chemical formula	C3-D6-O
Other means of identification	Not Available
CAS number	666-52-4

Relevant identified uses of the substance or mixture and uses advised against

Relevant identified uses	Labelled reagent.

Details of the supplier of the safety data sheet

Registered company name	Chemwatch
Address	1227 Glen Huntly Rd Glen Huntly VIC Australia
Telephone	+61 3 9573 3100
Fax	Not Available
Website	www.chemwatch.net
Email	info@chemwatch.net

Emergency telephone number

Association / Organisation	Chemwatch
Emergency telephone numbers	+61 3 9573 3100

Copyright©2025 Chemwatch. All Rights Reserved

8.0 UI (User Interface) Settings

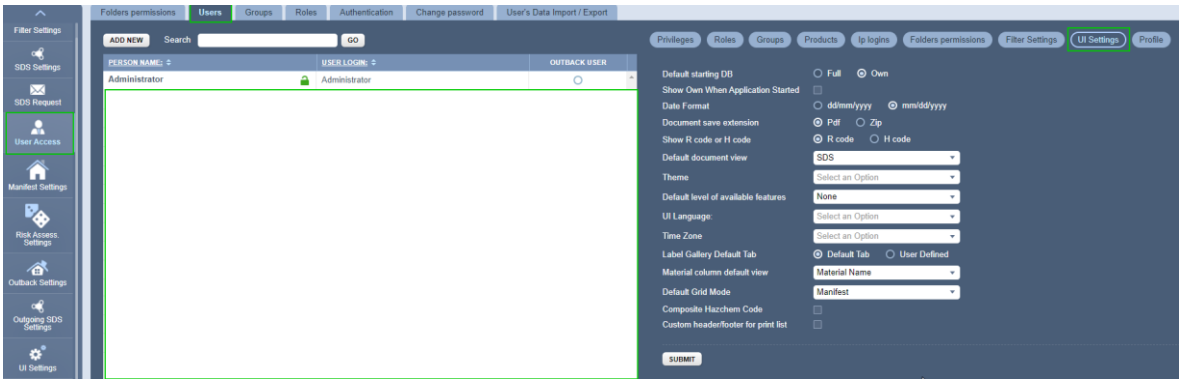
User interface (UI) settings provide specific attributes relevant to user interface features and content display for the following components:

• Default starting DB	• Default level of available features
• Show Own when application is started	• UI (User Interface) Language
• Date Format	• Time Zone
• Document save extension	• Label Gallery Default Tab
• Show R code or H code	• Is User Application Logo
• Default document view	• Use custom application logo for all users
• Default Search	• D-Gen Barcode Type
• Theme	• Material column default view
• Composite Hazchem Code	• Custom header/footer for print list

8.1 Setting Up UI Settings Attributes

UI settings attributes can be set in the following settings modes:

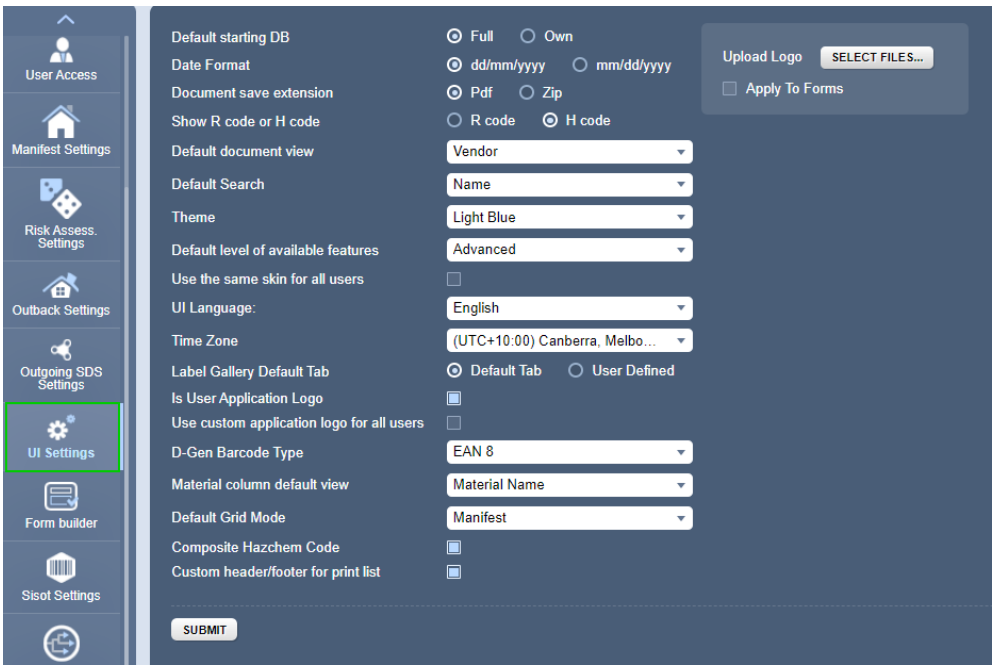
UI Settings Mode	Description
User Access	Assign UI settings attributes to specific users directly from the User Access mode.



UI Settings	Assign UI settings attributes for the domain as default user interface settings.

Copyright©2025 Chemwatch. All Rights Reserved

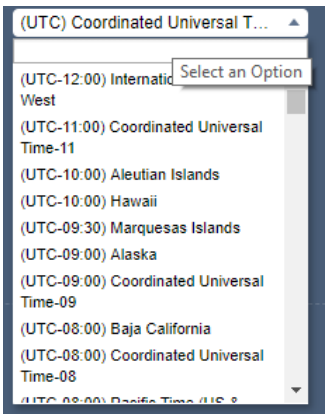
UI Settings Mode	Description



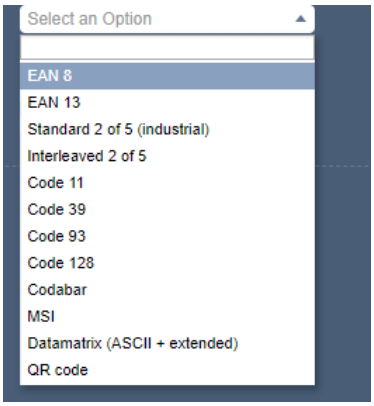
The following table provides user interface settings descriptions for each setting attribute.

Filter Setting	Description
Default starting DB	Select the radio button ◉ to enable one of the two search options to be the default search criteria. Full – enables users to search from the entire Chemwatch database collection. Own – enables user to search from their own inventory registered in the Chemwatch database.
Show Own when application is started	If the checkbox ☐ is selected, this user interface setting will enable the system to automatically display your own inventory listing when the system is started.
Date Format	Select the applicable radio button ◉ to enable one of the two types of date format (dd/mm/yyyy or mm/dd/yyyy) to be the default across the user interface.
Document save extension	Select the applicable radio button ◉ to enable one of the two types of save extensions (PDF or Zip) to be the default across the user interface. PDF - PDF format will be used when saving documents.

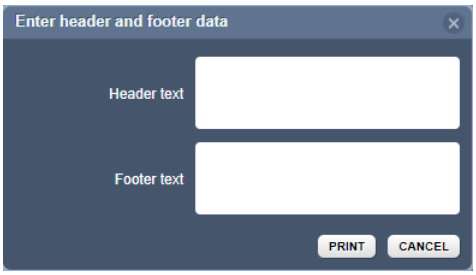
Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	Description
	Zip - format will be used when saving documents. Remember to extract the zip file before opening the contents.
Default document view	Select the drop-down arrow to choose the type of default document to render; Vendor, SDS, Mini, Label
Default Search	Select the drop-down arrow to choose the type of default search option from the list; Name, CAS No, CAS No (Ingredient In), DG Class, CW No, Packing Group, R-Code, Sub-Risk, UN No, EINECS, Part No, User Part No, Vendor, Vendor Part No, Structure, SMILES, Poison Schedule, Cat No., Document Number. For more details, go to About Search Options.
Theme	There are four colour code themes to choose from the drop down list: Light Blue, Blue, Black, Silver, Corporate with White Blue, Corporate with White Green. Generally, the Administrator can differentiate user login by colour theme. Click on the link "About the Feature Meter and UI Panels" for more details.
Default level of available features	There are four feature meter display options to choose from the drop down list: Backpack Light, Simple, Normal, Advanced. Generally, the Administrator can assign a feature meter level based on the user skill level to be displayed by default for user login. Click on the link About UI Colour Theme (Skin) for UI display.
UI Language	Select the drop-down arrow to choose the respective user interface language to be applied to user login. Click the link About User Interface Languages for a list of available user interface languages in the system.
Time Zone	Select the applicable time zone from the drop-down arrow listing of the global time zones. 

Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	Description
Label Gallery Default Tab	Select the radio button ◉ to enable one of the two label tab options to be applied as a default tab in the D-Gen module. Default Tab - enables users to use the Chemwatch default labels available User Defined Tab - enables user to use their own customised label
Is User Application Logo	If the checkbox ☐ is selected, this user interface setting will enable the system to automatically display your own organisation/business logo.
Use custom application logo for all users	If the "Is User Application Logo" checkbox ☐ is selected, the "Use custom application logo for all users" gets displayed as a subsequent option to enable logo to be applied for all users. This user interface setting will enable the system to automatically display your own organisation/business logo.
D-Gen Barcode Type	D-Gen module enables users to create and customise compliant labels in any size and format. Select the drop-down arrow ▼ to choose the barcode type from the list of types of barcodes supported by Chemwatch. 
Material column default view	Select the drop-down arrow ▼ to choose the type of material column default view: Material Name view – if selected, will default the materials grid to material name view Catalogue Name view – if selected, will default the materials grid to Cat Name view.
Composite Hazchem Code	The hazardous chemical code is a warning plate system used in Australia, Malaysia, New Zealand, India, and the United Kingdom. This plate is used for vehicles transporting dangerous goods and for storage facilities or at the entrance of a business. The Chemwatch system provides a composite Hazchem code setting checkbox to enable the system to composite the code to display for a collection of inventory materials locate in a folder(s)

Copyright©2025 Chemwatch. All Rights Reserved

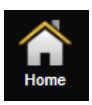
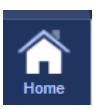
Filter Setting	Description
	based dangerous goods thresholds. Note that each country has its own rules that apply to Hazchem codes.
Custom header/footer for print list	If the checkbox ☐ is selected, this user interface setting will automatically display a custom header/footer panel to enter text before printing any list from the system. 

8.2 Setting Up UI Colour Theme

The system provides colour coded theme options for the user interface skin:

- Light Blue
- Blue
- Black
- Silver
- Corporate with White Blue
- Corporate with White Green

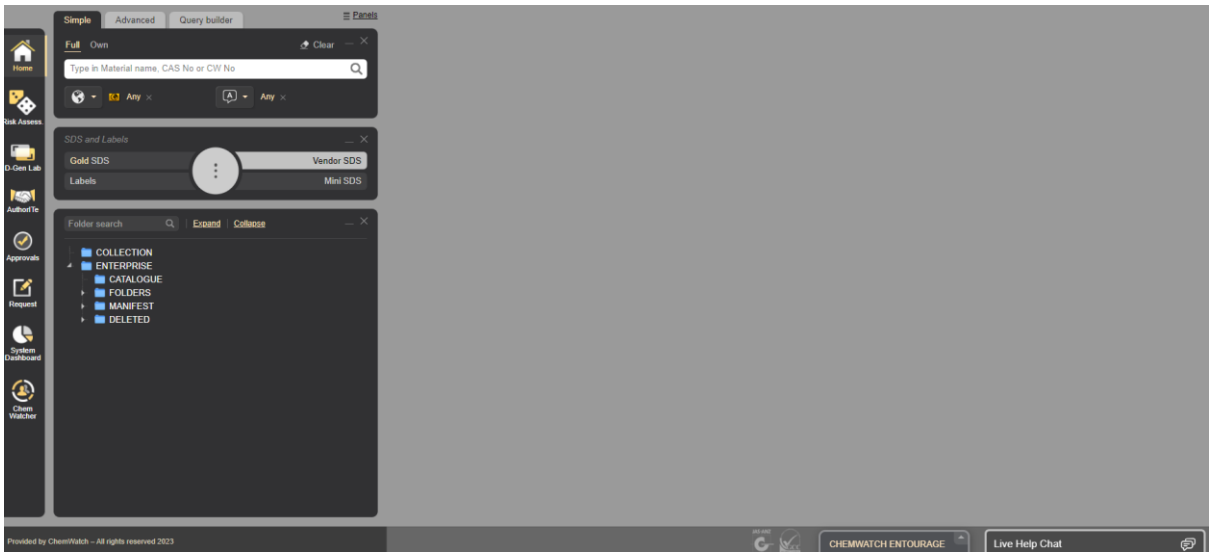
Users can be set to a default UI theme based on the domain colour code theme or specifically assigned to a preferred theme regardless of the skill level (feature metre).

Silver	Black	Light Blue	Blue	Corporate with White Blue	Corporate with White Green
					

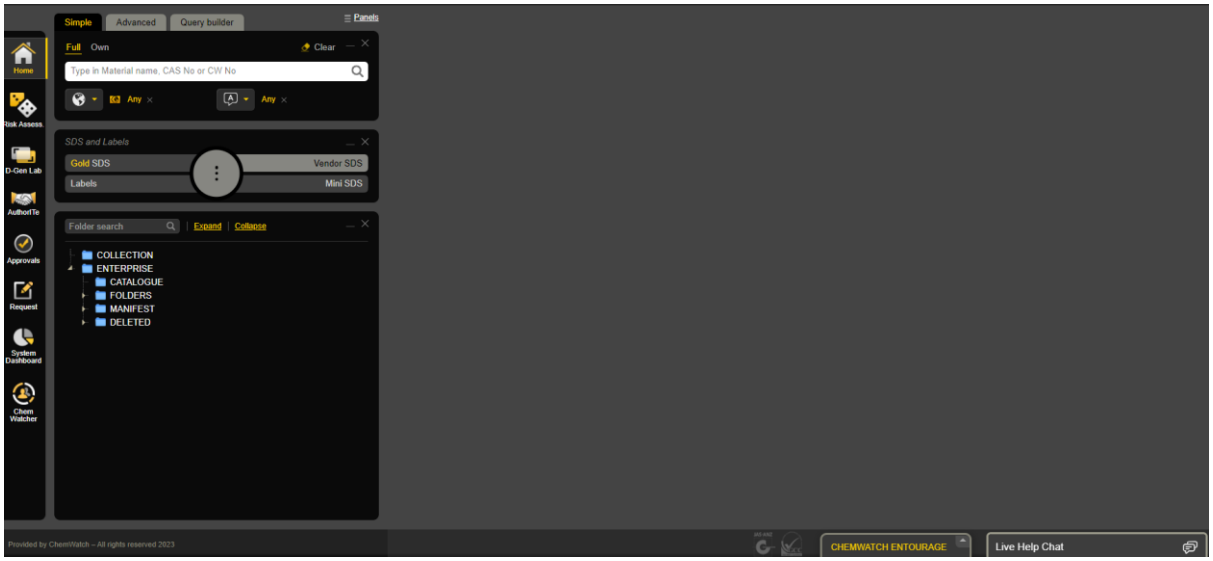
Copyright©2025 Chemwatch. All Rights Reserved

User Interface Colour Skins (Home Page)

Silver Theme – Home Page

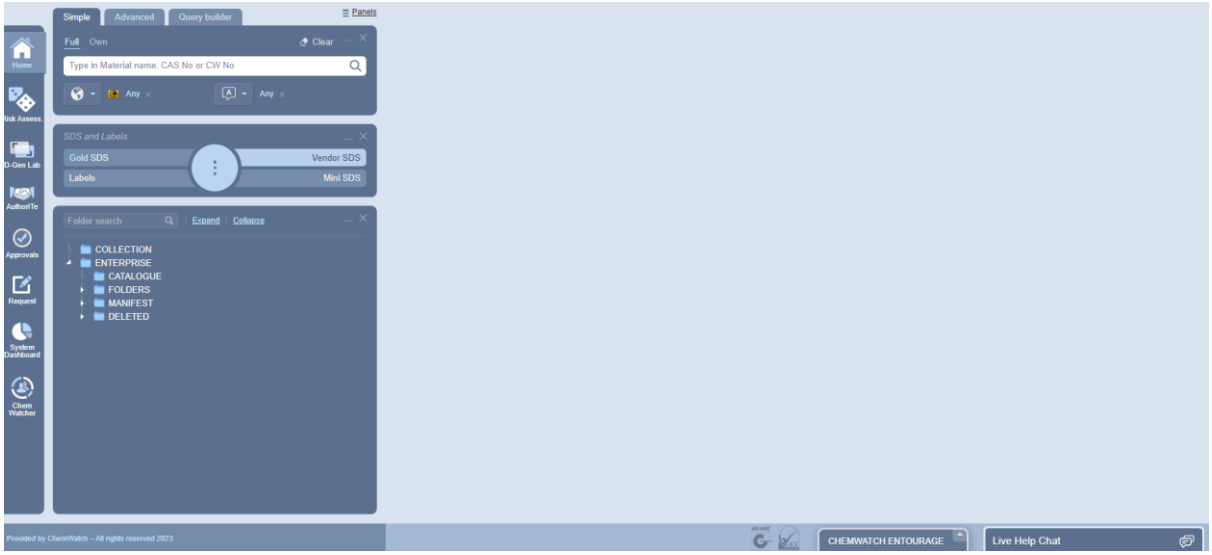


Black Theme – Home Page

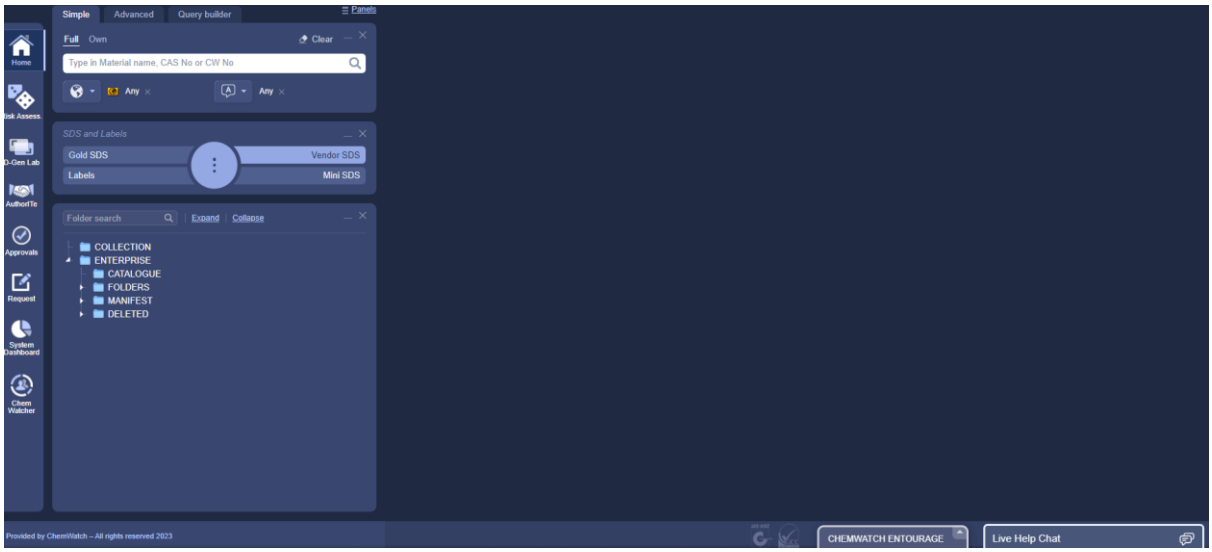


Copyright©2025 Chemwatch. All Rights Reserved

Light Blue Theme – Home Page

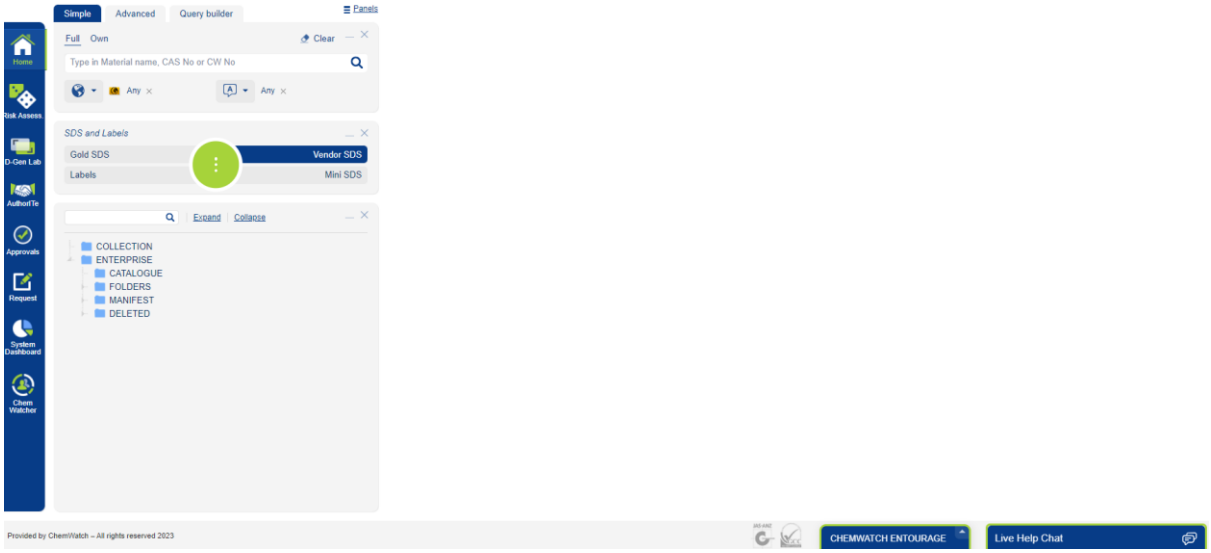


Blue Theme – Home Page

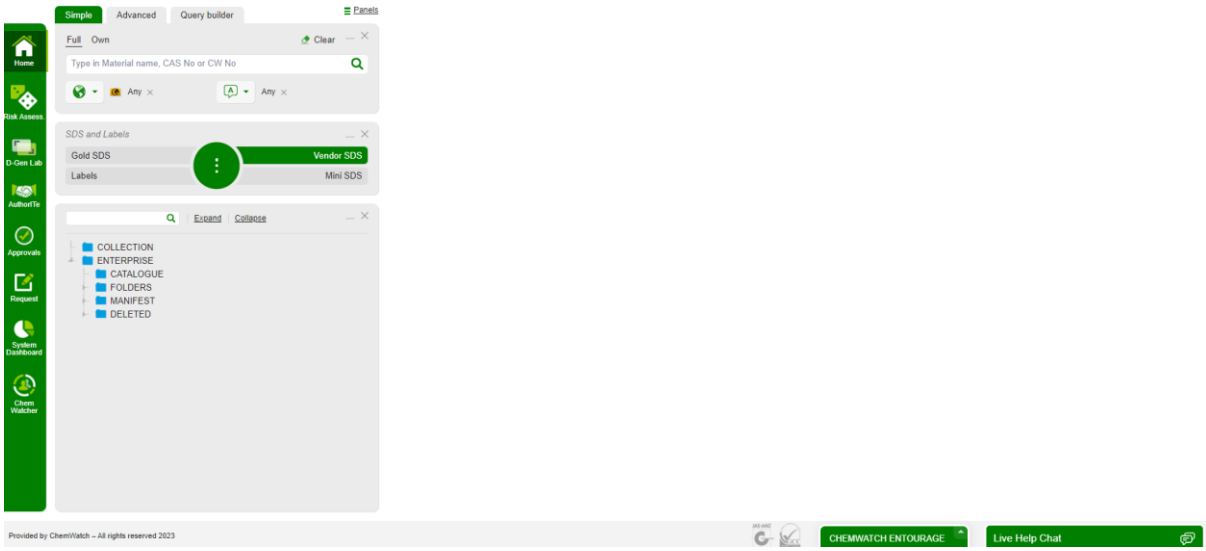


Copyright©2025 Chemwatch. All Rights Reserved

Corporate with White Blue Theme – Home Page



Corporate with White Green Theme – Home Page



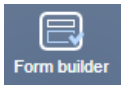
Copyright©2025 Chemwatch. All Rights Reserved

9.0 Form Builder Settings

This topic will cover the following objectives:

→ How to create a form using Form Builder Settings
→ How users fill in a form

WHAT YOU'LL LEARN



Form Builder is a powerful database customisation tool which enables organisations to create online forms with questions and labels for the pieces of information to be collected from users for a variety of purposes. In general, these forms are used by respondents through input elements, freeform text boxes, checkboxes, drop-down options, radio buttons, calendar and many more. The collection of information may include employee details, incident occurrence, training attendance, emergency response, chemical risk assessment status, chemical storage, chemical use, etc. depending on the design of the form and the specific information required to be filled by users.

User Accessibility to Form Builder

The domain Administrator of the GoldFFX program within your business or organisation has the arching responsibility to determine which users will be given the permission to access Form Builder Settings to create or edit forms that will in turn be used by others.

Form Builder allows permitted users to create unlimited data points and associate them with chemicals, folders/locations, persons/employees, or any other type of data. Corresponding database fields are created automatically and can be populated automatically or manually using forms. User custom data is stored in a secure, user-specific database and can be used for:

- Searching
- Generating custom reports
- Showing information on labels
- Showing on Documents
- Building queries

This tool allows users create and edit forms that may contain any of the following type of fields through various tabs.

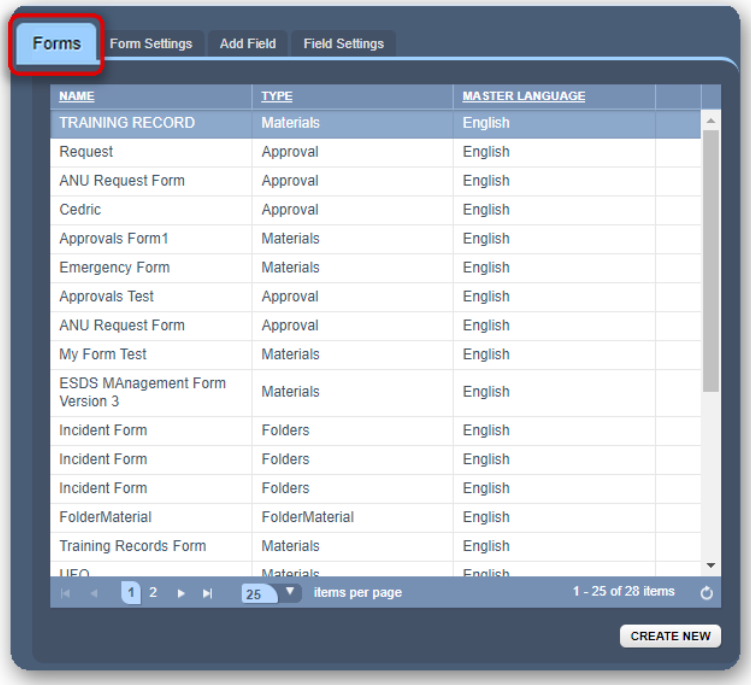
Copyright©2025 Chemwatch. All Rights Reserved

- Plain input text fields
- Multi-line text fields
- Checkbox fields and menus
- Radio-button fields and menus
- Drop-down menus
- Date pickers
- Upload buttons
- Lists
- Special fields such as "Personnel" and "Contact Details" that automatically populate from your database if contacts are available

The Form Builder user interface contains these tabs; Forms, Form Settings, Add Field, Field Settings.

The Forms Tab

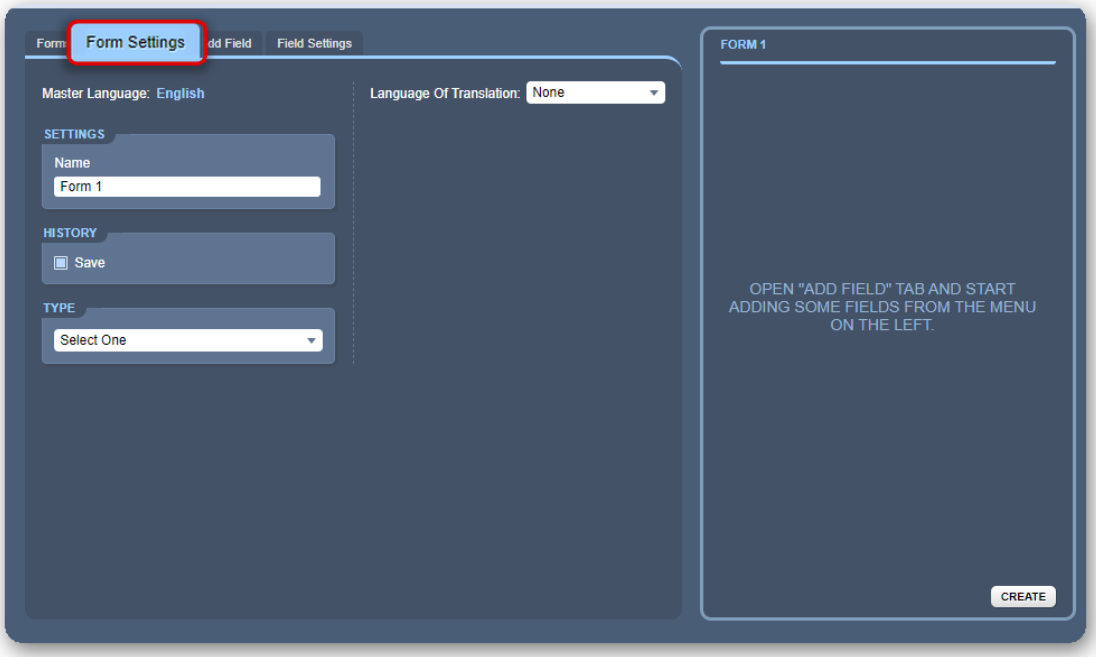
This window lists the names of forms that have been created, the type of form and master language.



The Form Settings Tab

This window allows the form settings to be applied to the form to save history, set the type of data to be driven and choose the translation language if required.

Copyright©2025 Chemwatch. All Rights Reserved



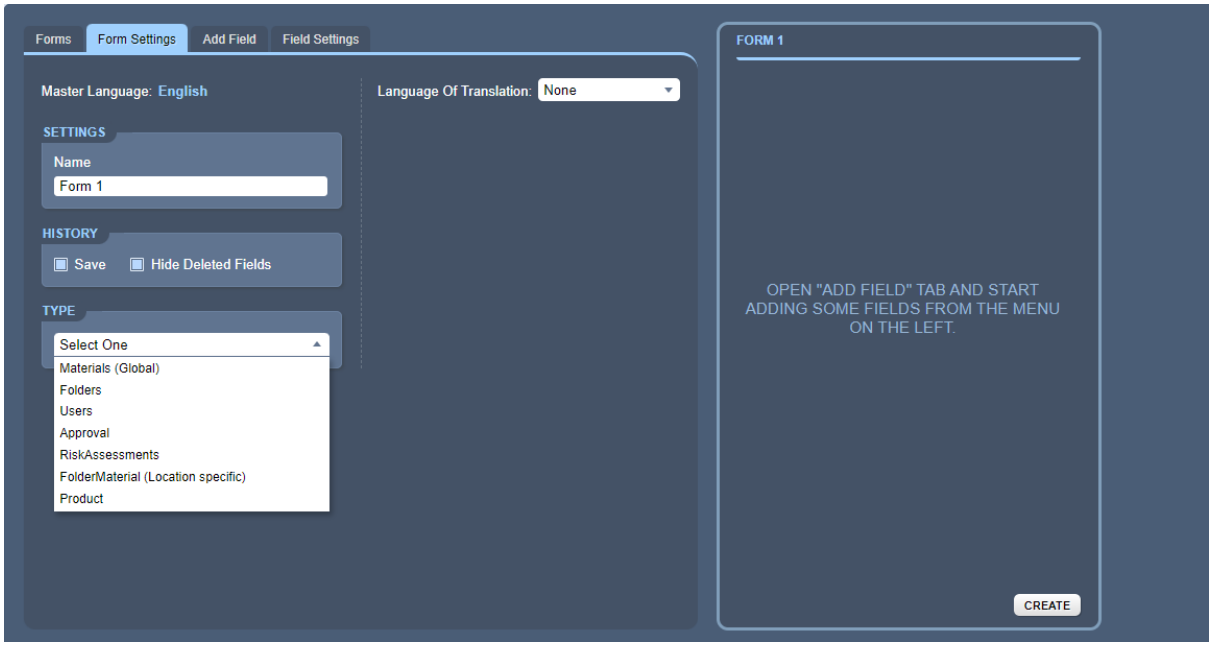
Form Setting	Use	Description
Name	Name of the Form	Recommended to associate the Form Name with the purpose of the form in your organisation, e.g. procedure or function, etc.
History	Activity log	Provides the ability save form history to have a log based on the form's action stream.
Type	Type of Form to be associated with data.	Materials (Global), Folders, Users, Approval, Risk Assessments, FolderMaterial (Location specific), Product.

Form Type

Form Type	Use
Materials (Global)	Form assignment to materials in the inventory.
Folders	Form assignment to folders in the folder structure.
Users	Form assignment to users of the system.
Approval	Form assignment for the Approvals module.
Risk Assessments	Form assignment for the Risk Assessment module.

Copyright©2025 Chemwatch. All Rights Reserved

Form Type	Use
FolderMaterial (Location specific)	Form assignment to material inventory in a specific folder.
Product	Form assignment to cat names applicable for Sisot module.



The Add Field Tab

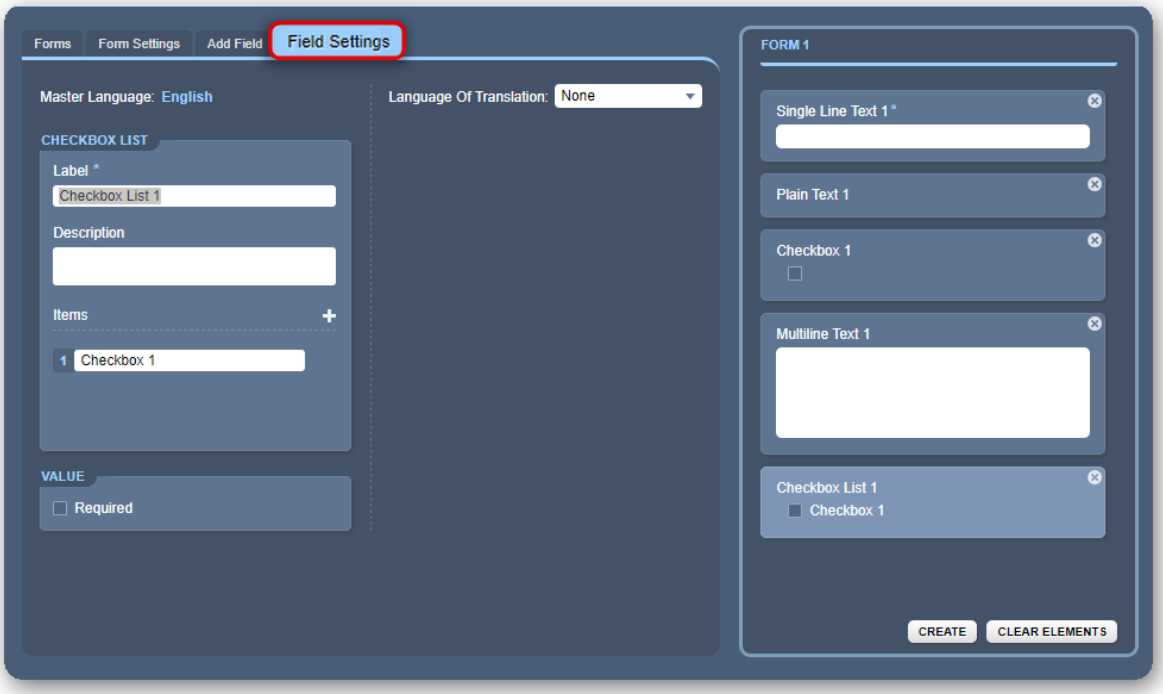
This window provides three types of fields to choose the data input types for information to be filled and captured in the form. The types of fields are described below.

Field Type	Use	Input Type
Standard	User dependent fields	Single line text.
Fancy	User dependent fields	Plain text, checkbox, multiline text, checkbox list, radio list, dropdown, list, upload, date picker, separator.
System	Database	Users' list, groups list, folders list, vendors list, chemicals list.

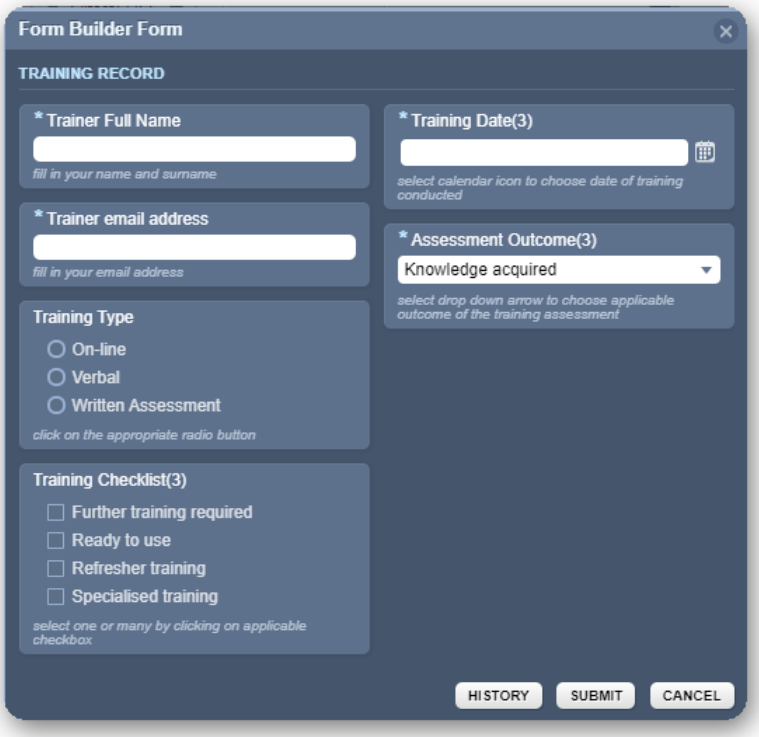
The Field Settings Tab

This window provides form creators the ability to assign labels, describe labels and set a value requirement where applicable for selected type of fields.

Copyright©2025 Chemwatch. All Rights Reserved



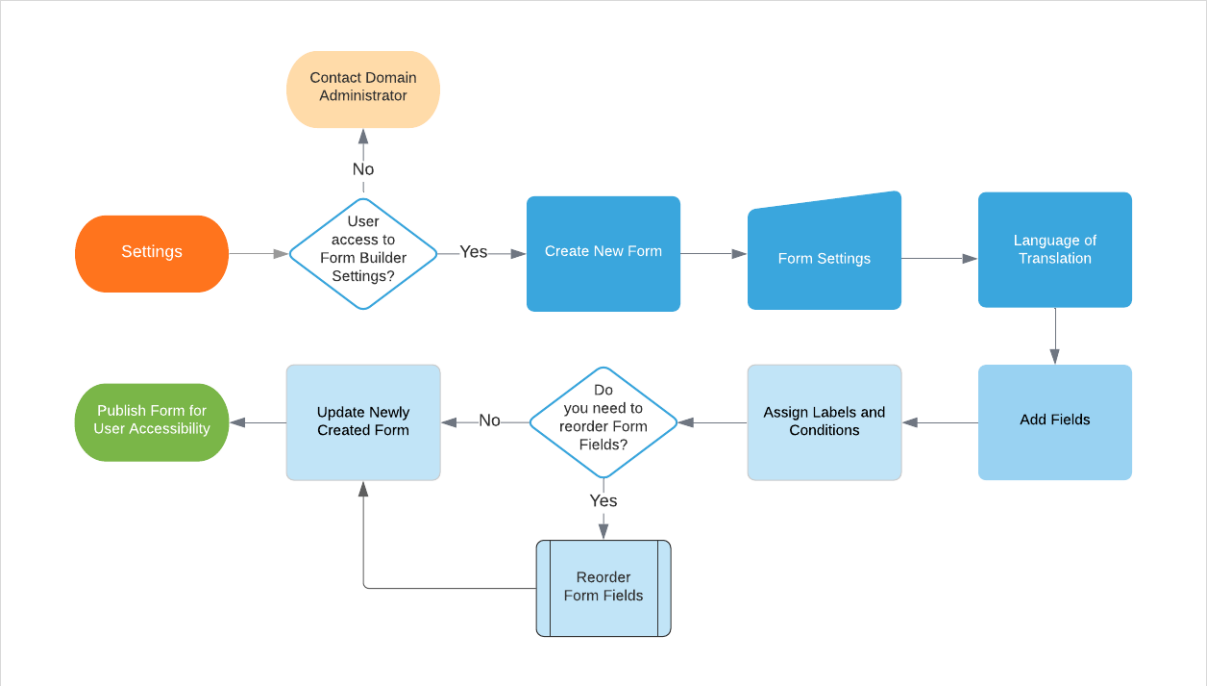
The image below shows an example of training record form designed to collect training information from users with regards to type of training attended, training checklist, training date and assessment outcome.



Copyright©2025 Chemwatch. All Rights Reserved

The following flowchart illustrates the steps users need to take when creating usable forms.

Form Builder Flowchart



9.1 Creating a Form

Creating a form requires that the form creator must have handy information to help guide what type of data fields will be used to collect general, user or procedural related information. Form Builder also the option of using custom datapoints. This data can be used in the following ways:

- Report generator data export and integration
- Data can be exported using the file formats; CSV, XML, XLS, HTML
- Label generator
- Documents
- Searches and Queries

The form that is illustrated in the steps below is a sample of a business's training records main fields that users can fill to collect trainee data for specific training program outcomes.

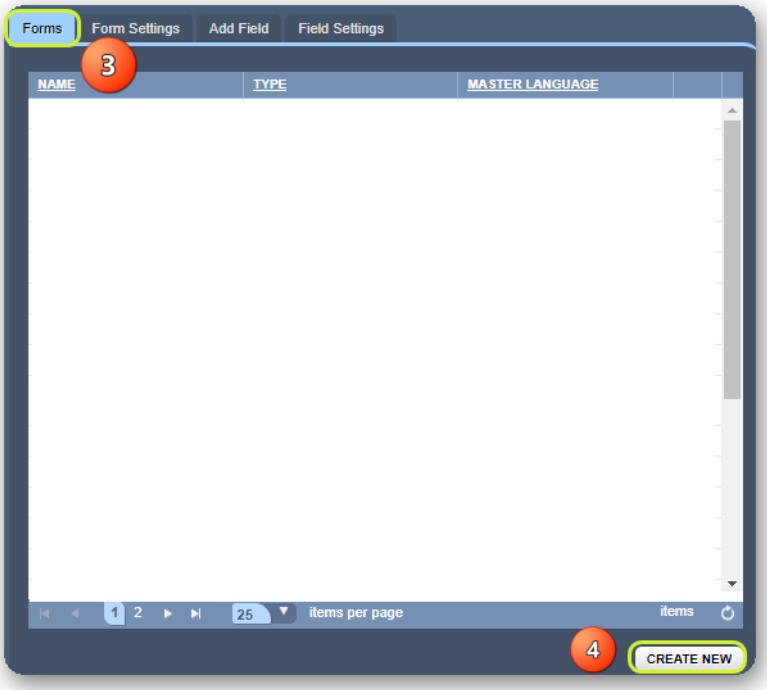
Copyright©2025 Chemwatch. All Rights Reserved

Table: Example of Training Record Fields

Form Fields	Description
Trainee's name	Full name of trainee
Email	Email address field
Type of training mode	List of the types of training modes available
Training checklist	Training categories
Training date	Date of training
Assessment outcome	Training competency

Steps: Creating a Form

1. Select the **Settings link** Settings.
2. Click on the **Form Builder** button.
3. Press the **Forms** tab Forms.
4. Select **Create New** button CREATE NEW.

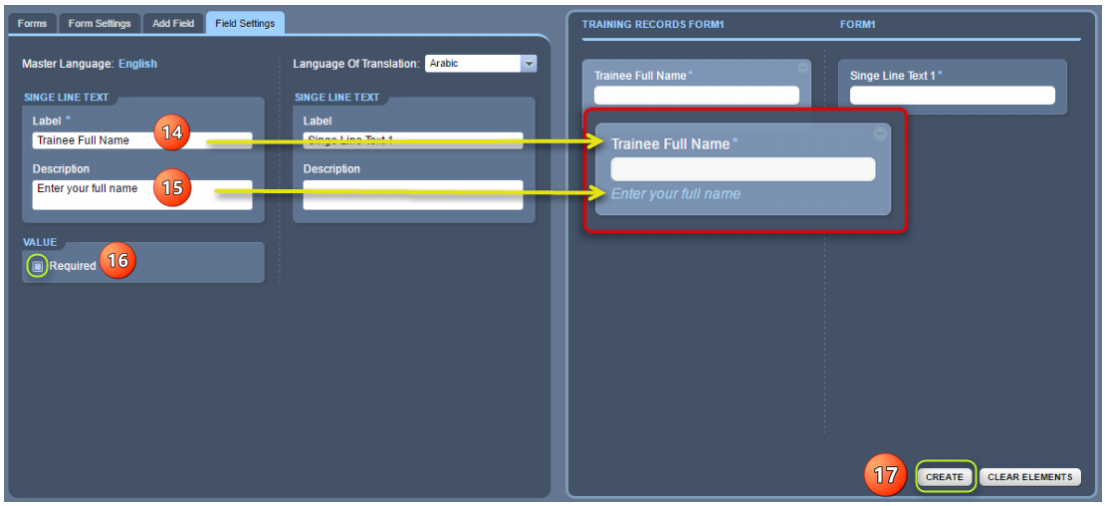


5. Select the **Forms Settings** tab Form Settings.
6. Select the **Settings** text field and type the name of the form.
7. Click on the **Save** history option if applicable.

Copyright©2025 Chemwatch. All Rights Reserved

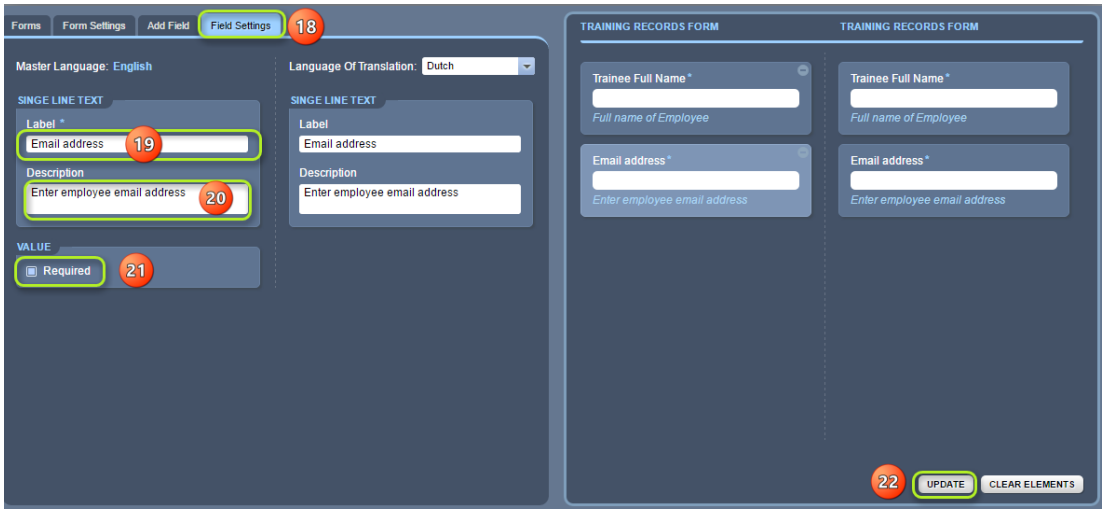
8. Select the drop-down arrow for the type of datapoints to be associated with the program interface element.
9. Choose the applicable language for translation from the language drop arrow. Note that "English" is the 'master language' by default.
10. Select the Single Line Text 1 form field.
11. Select the Add Field tab and select Single Line Text 1 field to assign standard field.
12. Click on the language settings name text field for the form.
13. Select the Single Line Text 1 form field to assign specific label.

14. Define a Label for the select from field. Type the name of the label to assign a label.
15. Enter a Description of the label.
16. Assign a Value for the label by clicking on the checkbox if the field is required to be filled by user.
17. Select Create button to save form fields.

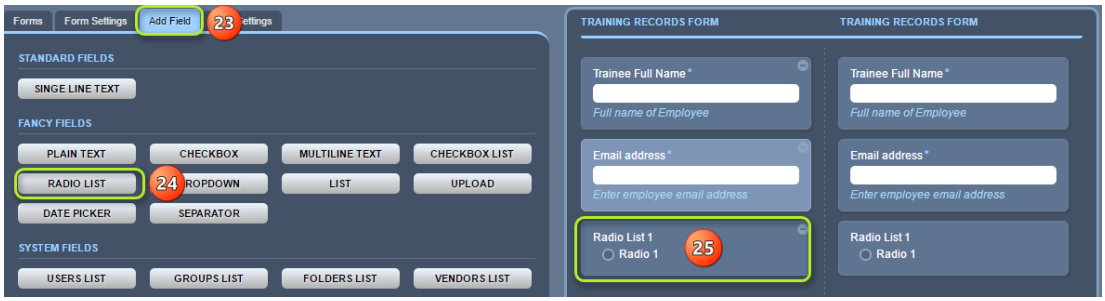


Copyright©2025 Chemwatch. All Rights Reserved

18. Select **Field Settings** tab.
19. Define a **Label** for the selected Email Address form field. Type the name of the label to assign a label.
20. Enter a **Description** of the label.
21. Select **Required** checkbox if applicable.
22. Select **Update** button.

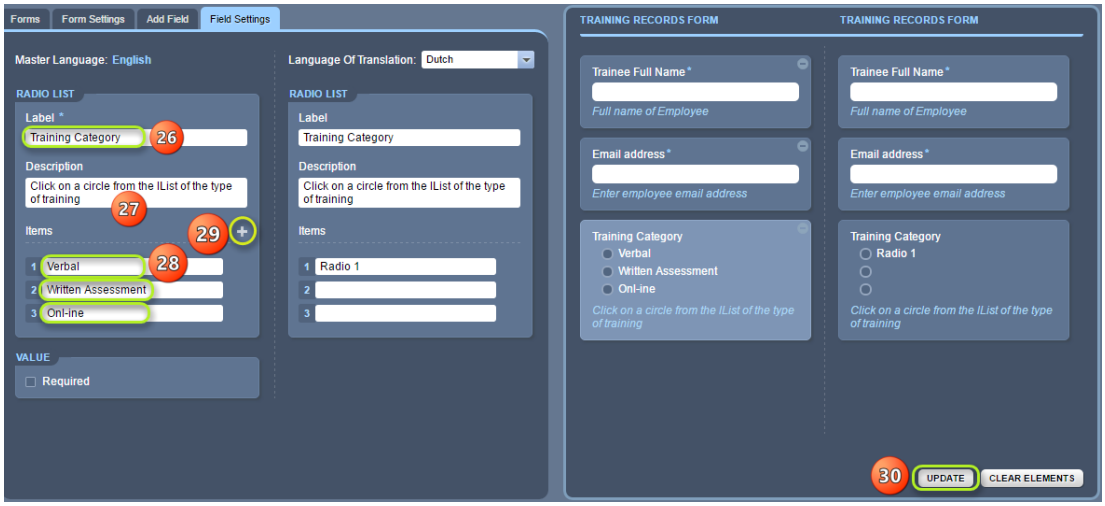


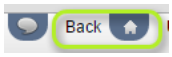
23. Select **Add Field** tab.
24. Select the **Radio List** fancy field button.
25. Press the "Radio List" fancy field in the form window.
26. Define a **Label** for the select Radio List from field. Type the name of the label to assign a label.



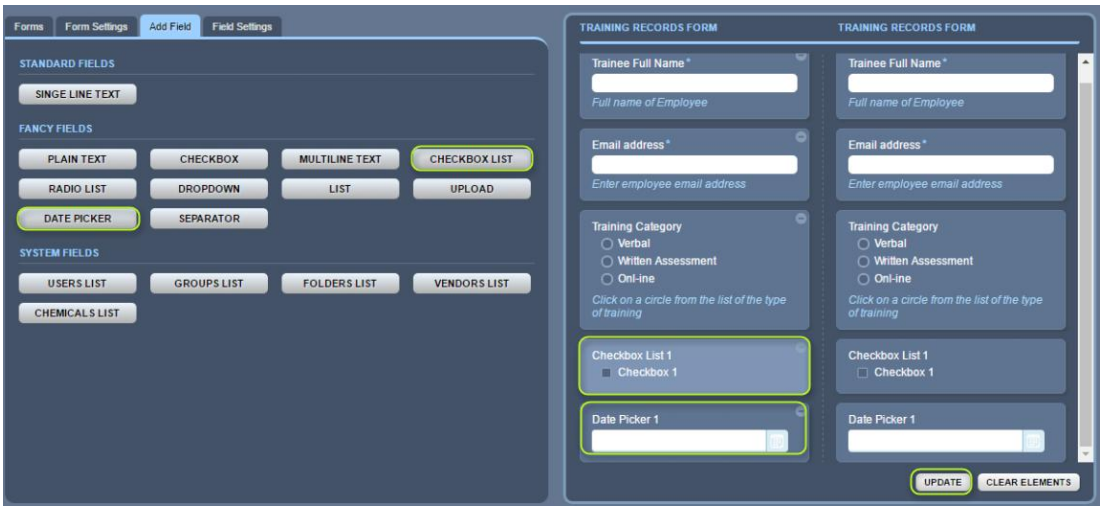
27. Enter a **Description** of the label.
28. Add an item to the list by **typing a radio list item** for the 'Training Category'.

Copyright©2025 Chemwatch. All Rights Reserved

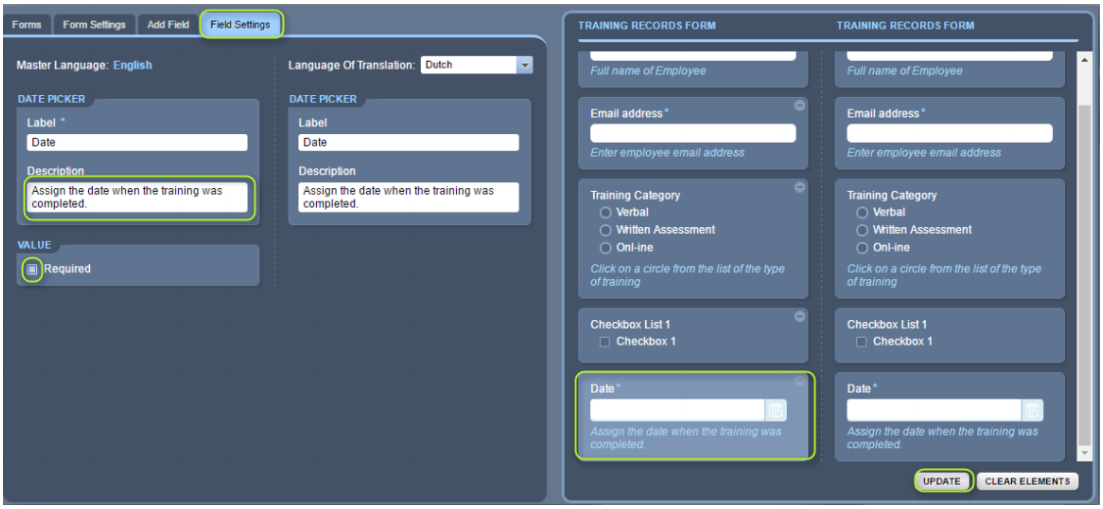


29. Select the add icon to add a line item for the 'Training Category' and keep adding new line items as per form design.
30. Select Update button.
31. Repeat similar steps by adding more form fields as per your form structure (refer to steps 23 to 30).
32. Assign a Date Picker field into the form for the "Training Date".
33. Once all the required fields have been added into the form, click the Back button 

to go back to the Home module page.



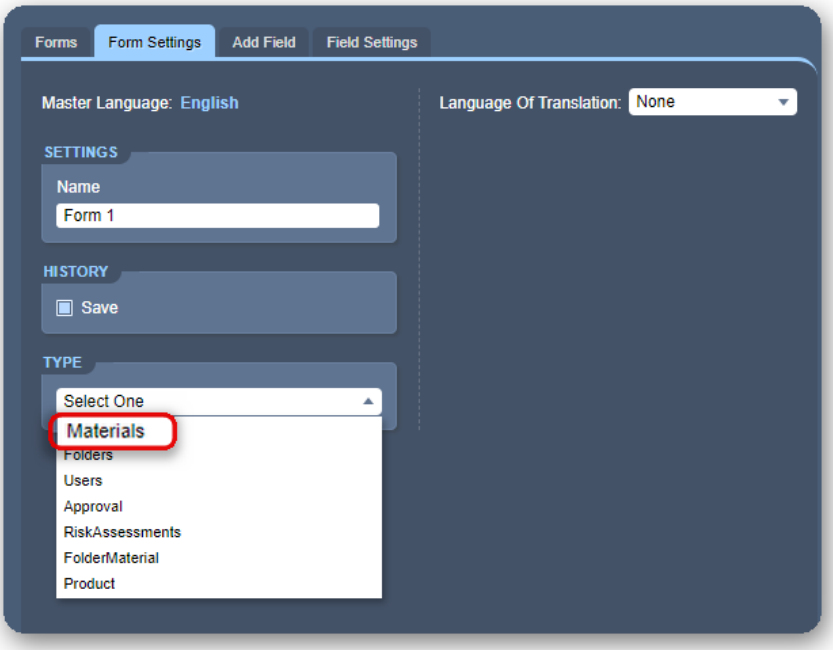
Copyright©2025 Chemwatch. All Rights Reserved



The next topic illustrates how users can access the form and fill in the respective information.

9.2 Filling in a Form

Note that the form is assigned the category; Type = Materials. What this form attribute mean is that a user will follow the steps below to fill in the form against a selected material from the inventory.

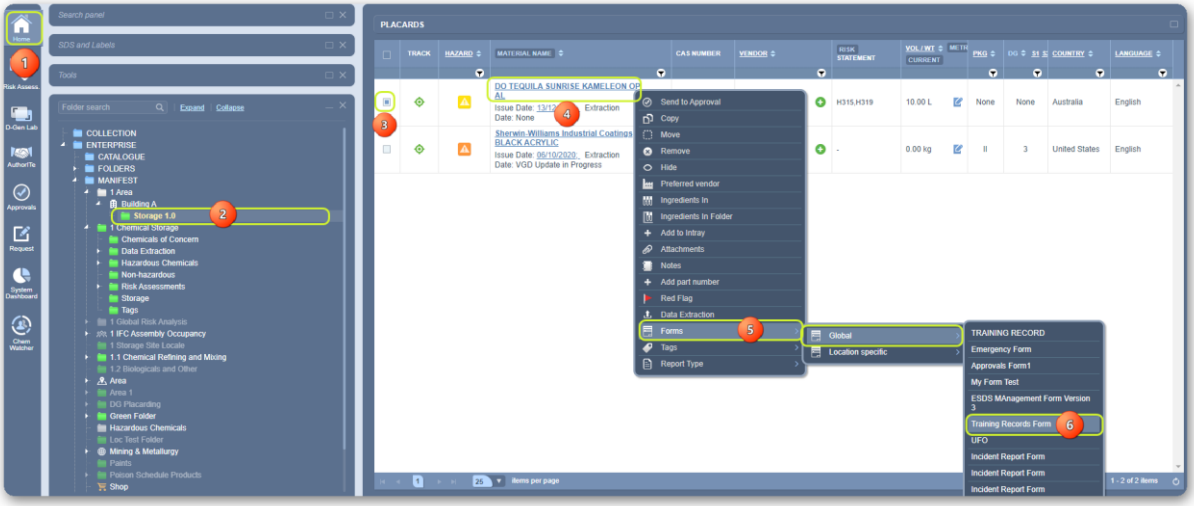


Steps: Filling in a Form

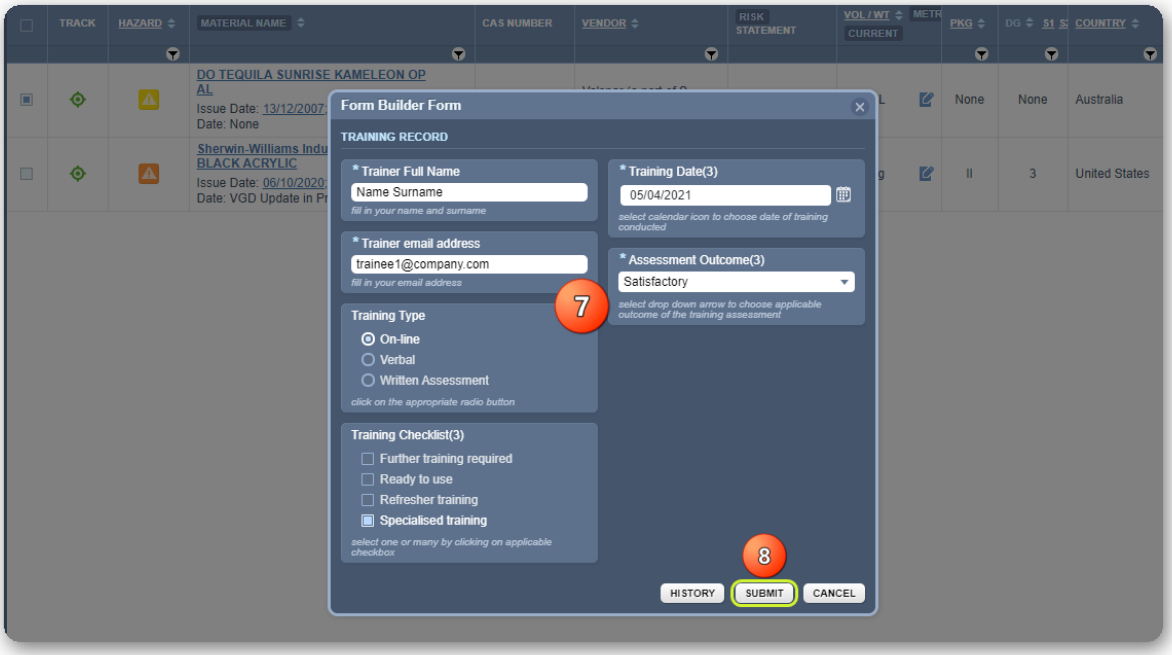
1. Select the **Home** module.
2. Select a **folder/store** to display a list of materials.
3. Select a **checkbox** alongside the material name.

Copyright©2025 Chemwatch. All Rights Reserved

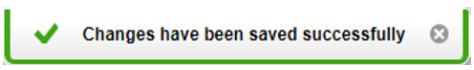
4. **Right click** on the material name.
5. Hover mouse pointer to **Forms** -> **Global**
6. Select the appropriate **Form Name**.



7. **Fill in the form** with the required information.
8. Press the **Submit** button to save input data.



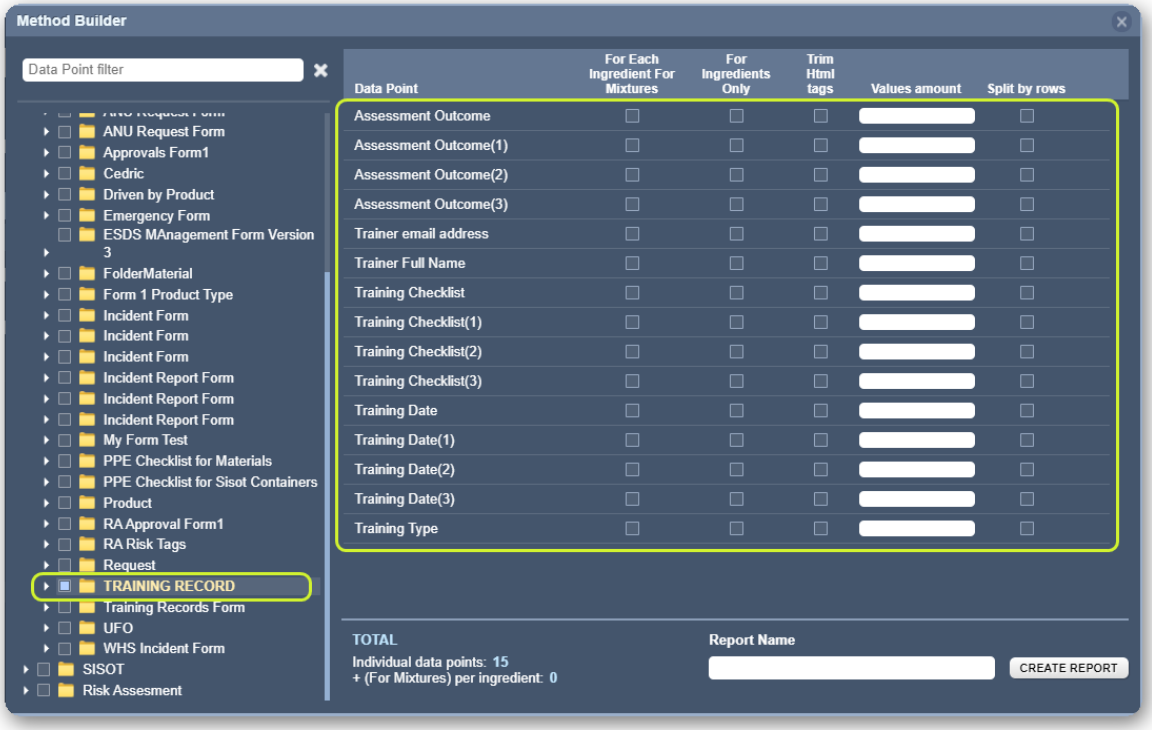
A message will be displayed to confirm successful submission of data.



Note that any form that is filled by any user, the information will be archived in the database and a report can be generated by a user permitted to create templates to

Copyright©2025 Chemwatch. All Rights Reserved

export data related to users and forms. Go to the Report Generator section to learn how to export existing data using the method builder. Below is an example of the training records form in method builder showing the respective fields as datapoints to draw information from the database.



Example: Training Records Form Exported Data

	D	E	F	J	K	N	O	P	Q
1	ASSESSMENT OUTCO	TRAINER EMAIL ADDRESS	TRAINER FULL NAME	TRAINING	TRAINING	TRAINING DATE(3)	TRAINING TYPE		
2									
3	Satisfactory	trainee1@company.com	Name Surname	Specialised training		04/05/2021	On-line		
4									
5									
6	Knowledge acquired	training@chemwatch.net	John Smith	Ready to use		05/06/2019	Written Assessment		
7									
8	Knowledge acquired	training@chemwatch.net	Cassie Langham	Specialised training		05/11/2020	On-line		
9									
10	Satisfactory	training@chemwatch.net	James Hardy	Refresher training		08/10/2020	On-line		
11									

Copyright©2025 Chemwatch. All Rights Reserved

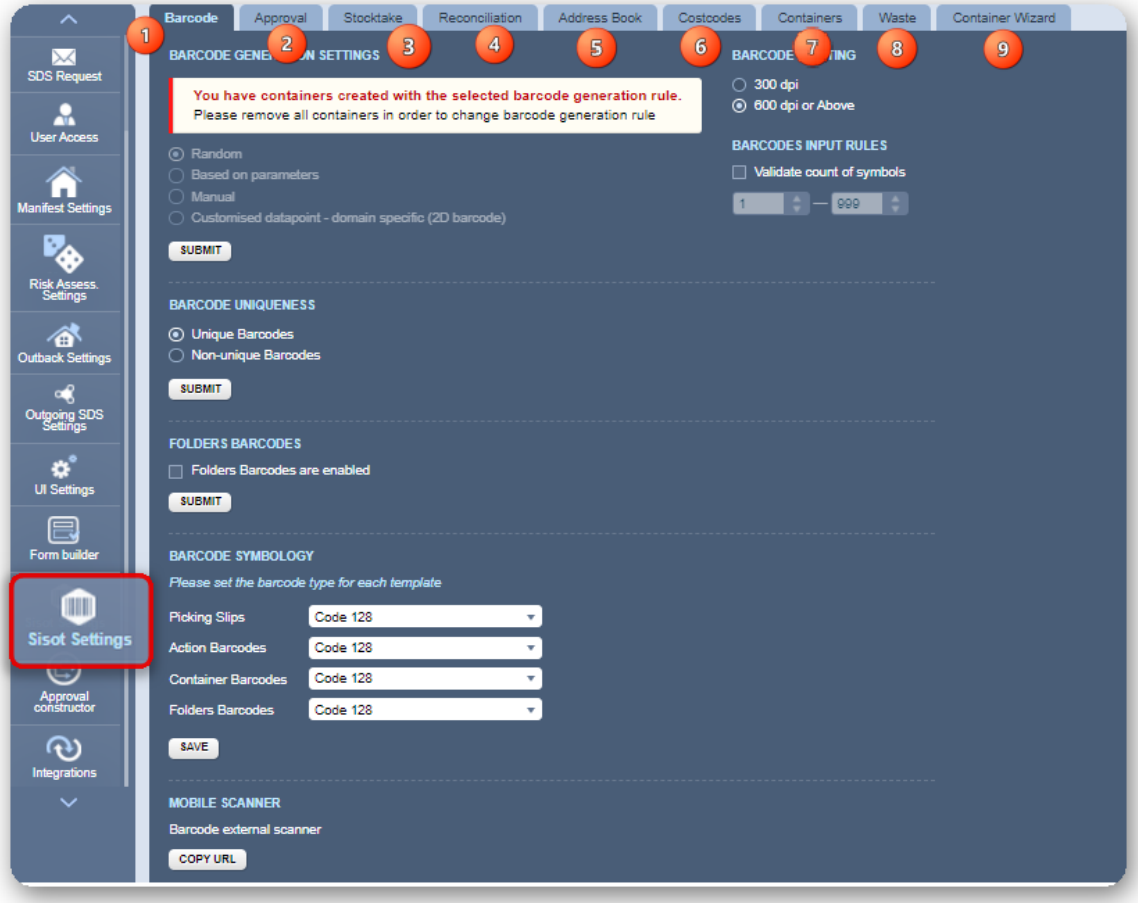
10.0 Sisot Settings

This topic will cover the following Sisot Settings:

- → Barcode
- → Approval
- → Stocktake
- → Reconciliation
- → Address book
- → Containers
- → Waste
- → Container wizard

WHAT YOU'LL LEARN

The Sisot Settings provide the Domain administratorto set up the barcode generation rules, approval, stocktake, reconciliation, address book, costcodes, containers, and waste and container wizard settings' attributes that will be applied in the Sisot Module.



Copyright©2025 Chemwatch. All Rights Reserved

Go to the Settings link > click on Sisot Settings > click on the **Barcode tab** to view barcode setting attributes defined below.

Barcode Tab

1

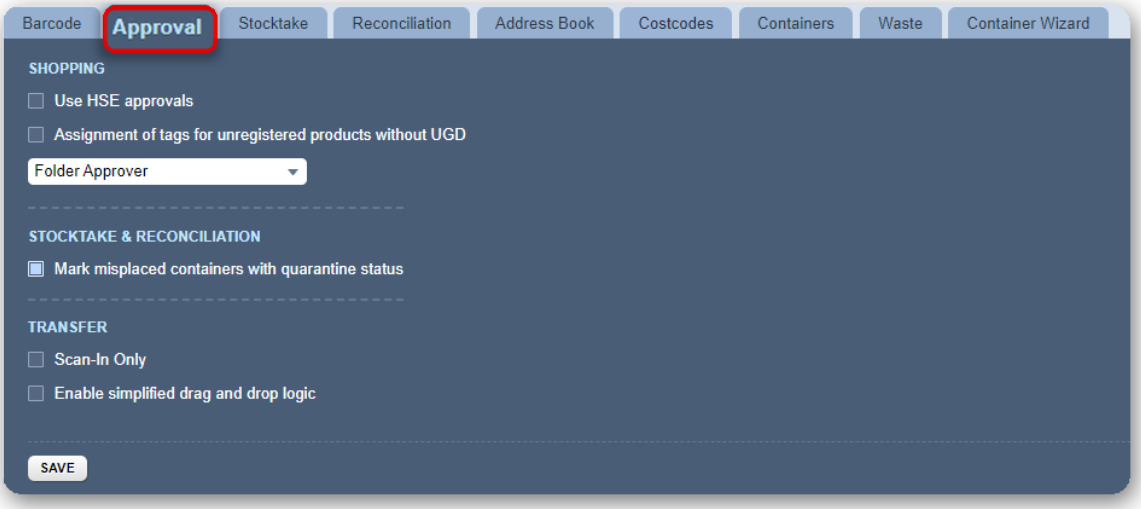
Sisot Setting	Description
Barcode Generation Settings	• Random – barcodes get generated randomly without dependency to any properties of containers. • Based on parameters – barcodes get generated by material name, vendor, Cat No. ID. • Manual/Scanned – users manually type in the barcodes or scan barcodes into the system field. • Customised datapoint – domain specific (2D barcode)
Barcode Printing	• 300 dpi – this is print resolution measured in dots per inch (or DPI)m which is a standard print resolution for high resolution output. • 600 dpi or Above – A 600 dpi scan is twice as big as 300 dpi. A 600 dpi printer ensures readable fonts and scannable barcodes on some of the smallest labels and tags. The higher the DPI the better the resolution and print quality.
Barcode Input Rules	☐ Validated count symbols – set the boundary values to validate the count of symbols, default value is set between 1 and 999.
Barcode Uniqueness	• Unique barcodes ☐ • Non-unique barcodes ☐
Folders Barcodes	• Folders barcodes are enabled ☐ – when setting is selected, this attribute provides the ability to use barcodes on folders within the tree structure.
Barcode Symbology	This refers to the encoding of the information into the barcode image. Please choose the type of barcode to be used for each of the following templates: • Pickling slips • Action barcodes • Container barcodes • Folders barcodes
Mobile Scanner	Generate the barcode external scanner by copying the URL (web address).

Copyright©2025 Chemwatch. All Rights Reserved

Approval Tab 2

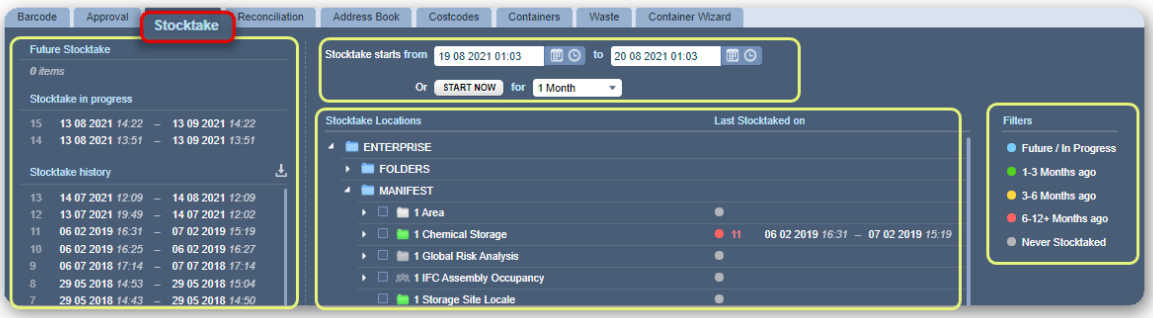
Sisot Setting	Description
Shopping	• Select checkbox ☐ to Use HSE (Health and Safety Executive) approvals. • Select checkbox ☐ for the assignment of tags for unregistered products without UGD (User Gold Data) • Assign folder approver or use of costcodes
Stocktake & Reconciliation	• Select the checkbox ☐ to "Mark misplaced containers with quarantine status"
Transfer	• Select checkbox ☐ "Scan-In Only" when conducting transfers of containers • Select checkbox ☐ to enable simplified drag and drop logic when conducting transfers of containers

Copyright©2025 Chemwatch. All Rights Reserved



Stocktake Tab 3

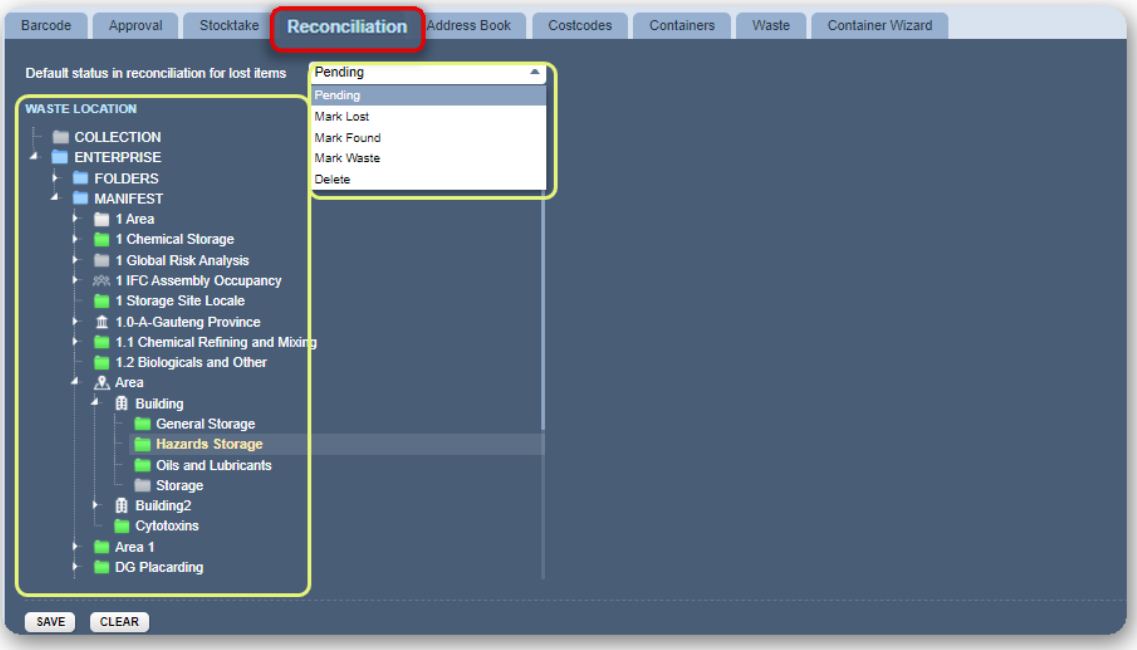
Sisot Setting	Description
Set up Future Stocktake	• Set up stocktake now or in the future for selected folders for specific date & time. • Filter stocktake by future/In progress, 1-3 months ago, 3-6 months ago, 6-12+ months ago or even never done a stocktake. • View stocktake history & also download stocktake history summary report
Stocktake History	• Download Stocktake History Report



Copyright©2025 Chemwatch. All Rights Reserved

Reconciliation Tab 4

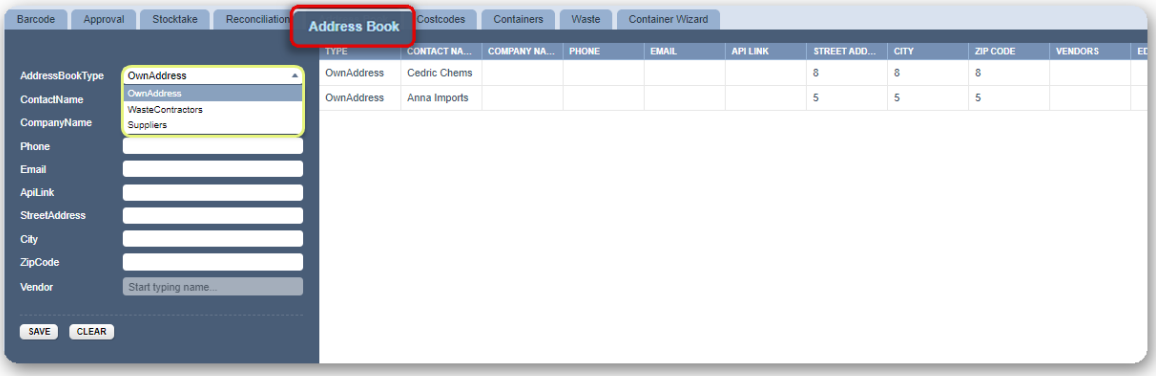
Sisot Setting	Description
Set up Reconciliation Status	Set up reconciliation default status for LOST items from the dropdown menu: • Pending • Mark lost • Mark found • Mark Waste • Delete Choose a waste location folder from the tree structure.



Address Book Tab 5

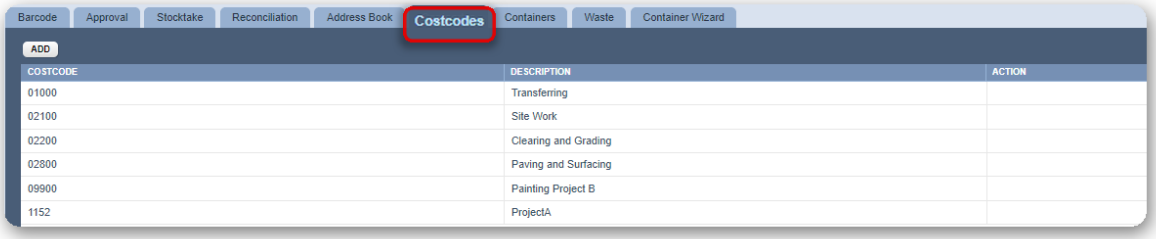
Sisot Setting	Description
Add details of Company and Contact	Create an address book, choose the address book type from the dropdown list options, and provide information about the company, contact name address details: • Own Address • Waste Contractors • Suppliers

Copyright©2025 Chemwatch. All Rights Reserved



Costcodes Tab 6

Sisot Setting	Description
Add Cost Codes	Create costcodes to be used for described projects within your scope of business for the ease of tracking, managing, and reporting on container transactions. Costcodes are generally a grouping of individual costs based on their nature of function and usually contain numeric characters within a project or account title related to a job or activity or transaction, e.g., Painting cost code 09900. A costcode as a unique value may relate to a number used in a company's financial software or package to track each cost code across the business cycle. A costcode identifies a task within a job and related activity such as labour or materials and cost type.



Containers Tab 7

Sisot Setting	Description
Select Container Owner From	Choose an option from the radio buttons to apply the one that must be used to select container owner from • Users who have Read Access or Read & Write access to the folder • Users who have Read + Write access to the folder
Expiry Date Report	Choose the schedule time frame to send report/reports of containers in the next by selecting the applicable checkbox.

Copyright©2025 Chemwatch. All Rights Reserved

	☐ 3 Months ☐ 1 Month ☐ 1 Week ☐ Expire today Choose the schedule appropriate to send a report/reports about containers that have already expired within the last… ☐ 1 Week ☐ 2 Weeks ☐ 1 Month
Receipt Expiry Report	Select the type of user who should receive the expiry date report from the given checkbox options. ☐ Container Creator ☐ Container Owner ☐ Specific User (choose from the dropdown list after selecting this checkbox)
Other Settings	☐ Hide current Vol/Wt in barcode ☐ Disable max volume email notification The Emulate button helps to reproduce the function or action

Waste Tab

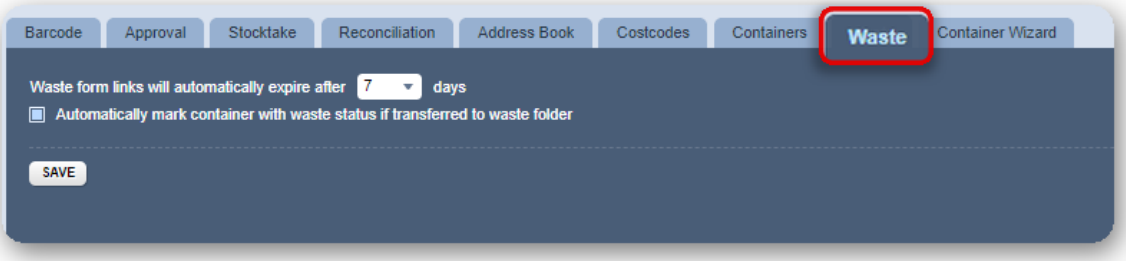
8

Sisot Setting	Description
Waste Expiry	Set the automatic expiry number of days from the give options. • 7 days • 14 days • 21 days

Copyright©2025 Chemwatch. All Rights Reserved

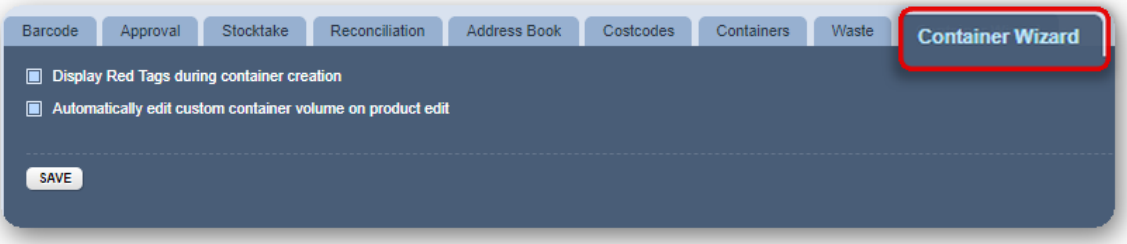
Waste Tab

	☐ Select the checkbox to automatically mark container with waste status if transferred to waste folder.



Container Wizard Tab 9

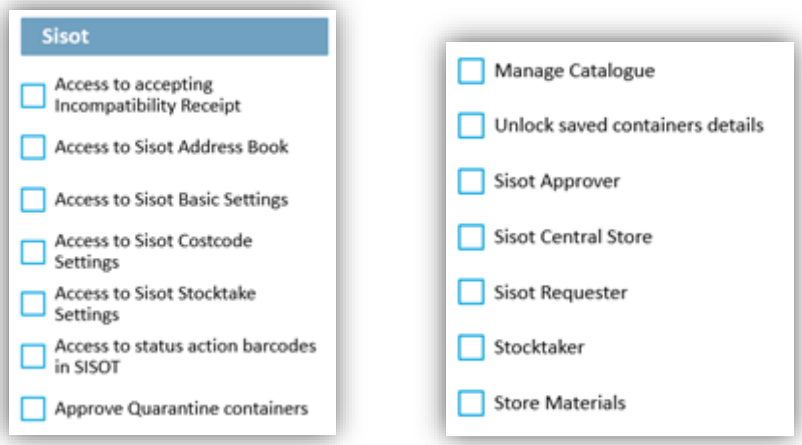
Sisot Setting	Description
Container Wizard attributes	☐ Select checkbox to enable red tags to be displayed during container creation ☐ Select checkbox to automatically edit custom container volume on product edit



Take note that once the Sisot Settings have been set up and reviewed based on default settings for new customers, you must consider user related folder permissions and privileges related to Sisot.

Copyright©2025 Chemwatch. All Rights Reserved

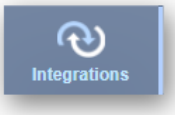
Sisot related privileges:



For more information on how Sisot Module works, refer to the Elearning Guide and the Sisot Module Guide. Contact us at helpdesk@chemwatch.net.

Copyright©2025 Chemwatch. All Rights Reserved

11.0 Integrations



A few companies have special requests for certain integration(s) with other applications for their own use. Contact Chemwatch IT (it@chemwatch.net) for more inquiries.

Copyright©2025 Chemwatch. All Rights Reserved

Appendix

About the Feature Meter and UI Panels

The "Feature Meter" is a User Interface (UI)) gauge geared towards improving usability of any of the Chemeritus application package (Chemeritus, GoldFFX, Backpack/Backpack Light) based on skill level.

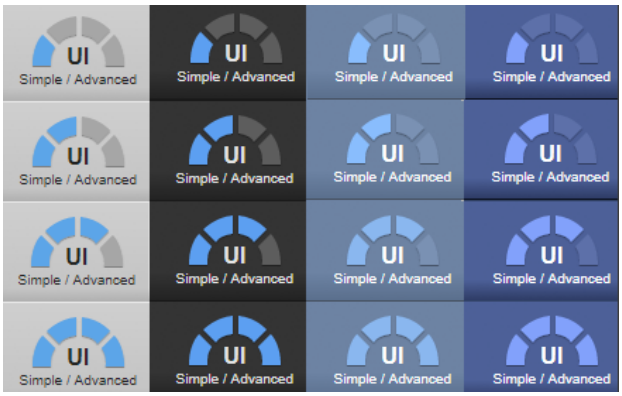
What is a "Feature Meter"?

The Feature Meter is a user interface gauge (skill level) intended to enable users to toggle between "Simple and Advanced" screen display of panels, features, and functionalities of predefined Chemwatch packages. 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.

The "gauge" feature meter enables users with specific Chemwatch products (modules) to toggle between simple to advanced features display on the user interface. This solution introduces different UI panels with applicable colour theme. In this document, all application screen shots are based on the most common "light blue" user interface colour theme.

The feature meter is categorized into the following "four-gauge levels":

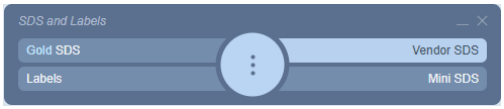
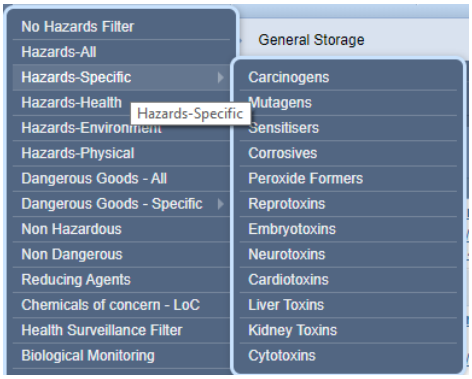
- Level 1 Backpack Light (Simple) mode
- Level 2 Backpack Basic mode
- Level 3 Normal (Intermediate) mode with more functionality
- Level 4 Advanced mode



Note that the Feature Meter does not affect the standard default buttons and icons – UI language, live help (chat); Print, Save or Email, contact support, elearning, bulletin, help and manuals. Editing folders and materials on the grid uses a mouse right click functionality on IBM computers. For a Mac pc, the mouse right click functionality uses a left mouse click. For more details about the skill level types of users, go to the Appendix "About Setting Up Users – Business Cases".

Copyright©2025 Chemwatch. All Rights Reserved

The table contains each module's feature elements, descriptions of each feature and their respective use for reference.

Module	Feature Elements	Description	Use
Home	Simple mode Simple Search panel, SDS, Emergency and Labels panel	Search for materials by material name and/or vendor	Search for materials by various options; to access Vendor, Mini, Gold SDS, Labels and Emergency Reports 
Materials List (Register)	View Materials and Documents table	Materials table Documents table	Access to a list of materials and the respective Vendor SDS documents
Manifest Hazards Filters	Hazards Filtering 	Filter materials register to collate chemicals based on the specific hazard categories	Filter by various types of hazards 
Edit Manifest	Edit manifest register and quantities	Edit materials and quantities	Copy, move, remove (delete) materials, edit volume/weight kg/L.
Ingredients	Generate Ingredients Report	Extrapolate ingredients contained in materials in a folder	Extrapolate ingredients contained in materials in a folder/store and Print, Save or Email the report.
Part No Preferred Names	Part numbers Preferred Names	Create or Edit Part Numbers Create or Edit Preferred Names	Create or Edit Part Numbers for materials in folder register. Create or Edit Preferred Names for materials in folder register.
Query Builder	Advanced Search in Search pane Query builder	Create search criteria as queries to allow a combination of search options	Create a search criteria and search for materials by applying the query based on the database available in the system. The Search criteria will be determined by the type of operators (contains, equals, start with, does

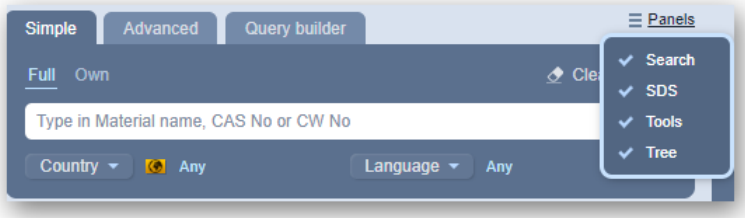
Copyright©2025 Chemwatch. All Rights Reserved

Module	Feature Elements	Description	Use
			not contain, does not start with, end with, and does not end with).
Manifest Mode	Manifest button	Manifest view in the Manifest/Sisot toolbar	Allows users to add materials and view materials register but not add containers/volume/weight.
Folder Panel	Folder Tree Structure	Contains systems directories; Enterprise, Collection, Folders, Manifest and Deleted	Allows users with read-write permission to create folders, copy, move, rename, remove, print, and edit folder properties.
Risk Assessment	Control Banding Risk Assessment	ILO, UN, Jobs, Risk Assessment Matrix	Allows users to conduct ILO (Health) and UN (Dangerous Goods) risk assessments based on the control banding risk assessment model.
D-Gen Lab	Document Generator for Labels	Default Templates and User Defined Templates	Allows users to customize existing default Chemwatch labels and create new label templates and/or documents by selecting specific data-points available in the database. Generally, labels are placed on the front space of a container
CREDO or AuthorITe	Credite Posteri or AuthorITe	Classify mixtures using CREDO or author Materials Safety Data sheets using AuthorITe	Allows users to create a mixture based on available Chemwatch Gold SDS Data and generate labels and Mini SDS. It also provides the ability to publish the mixture into your own inventory. Note that AuthorITe is offered as a separate package.
Approvals	Workflow process module	Approvals of chemicals in the workflow process	Allows businesses and organisations to construct a workflow process into various stage of the chemicals approval's process within the chemicals management cycle.
Tools Panel	Tools for specific functional attributes	Materials functions in various modules	Users can utilize the tools functionality actions for materials in the various modules such as copy, move, remove, preferred vendor, Ingredients In and many more. For details, refer to the Tools Panel section of this user guide.
Systems Dashboard	Systems Dashboard reports	Dashboard widgets	Generate dashboard statistical data using widgets. Note that not all users may have access to all the Administrator's dashboard widgets for the most common industry practices.

Copyright©2025 Chemwatch. All Rights Reserved

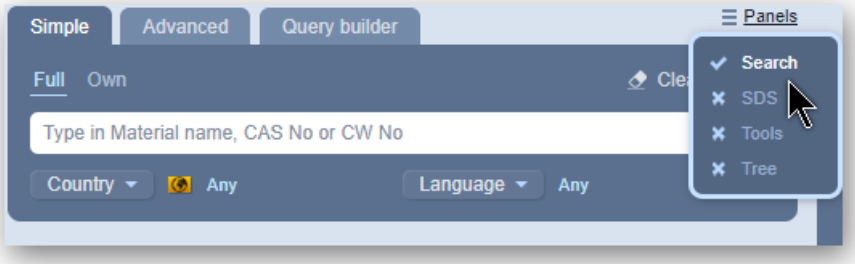
Switching UI Panels On/Off

The main user interface panels can be temporarily hidden from view through the Panels link Panels.

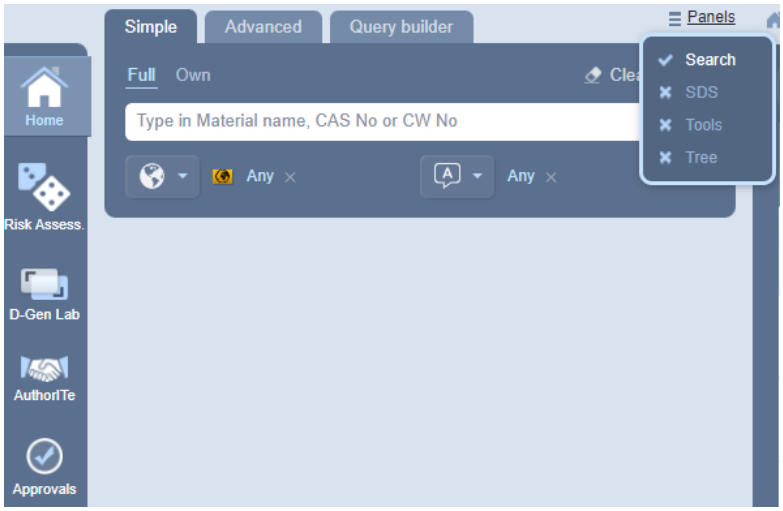


Panel Status	Panel Switch Mark
Temporarily turned OFF from the user interface (panel hidden from view)	A cross is displayed next to the name of the panel
Turned ON from the user interface	A tick is displayed next to the name of the panel

The User Interface Panels availability and access depends on user interface privileges assigned to users by the application Administrator. These panels are *Search, SDS, Tools and Folder Tree.*

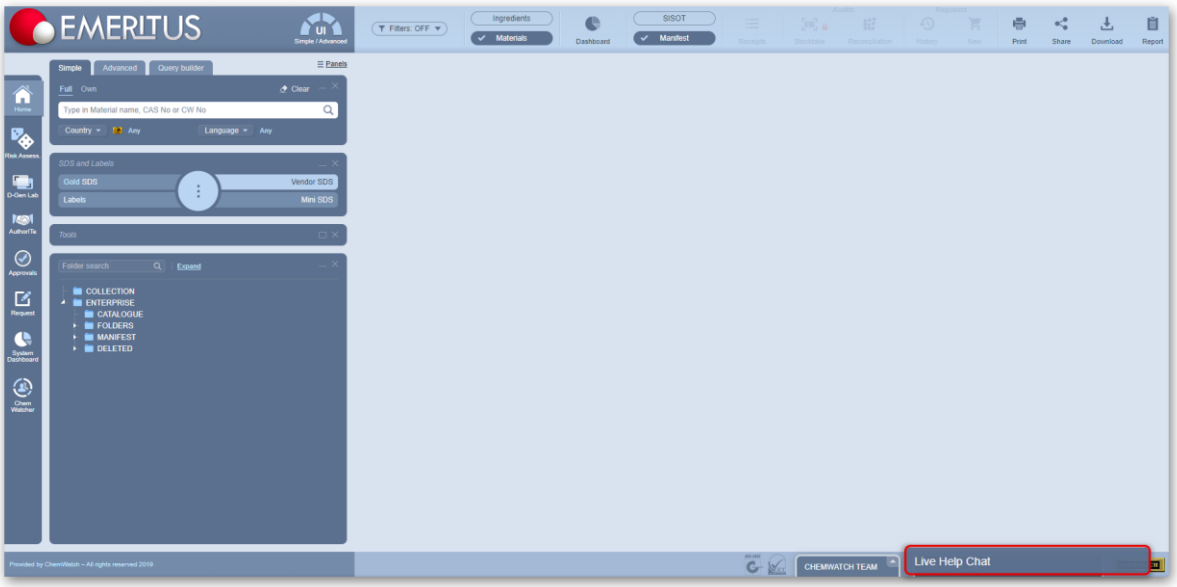


Example: SDS, Tools and Tree panels turned off from user interface display.



Copyright©2025 Chemwatch. All Rights Reserved

About Help & Support



Chemwatch provides a help and support chat platform to enable users of the Chemwatch applications to be able to get instantaneous support online. Inquiries can be categorized as;

- General or specific customer service complaints
- Help and support on how to use the applications
- General complaints, SDS classification, SDS uploads, SDS updates, SDS reviews
- Application data related to your inventory
- Troubleshooting application bugs, errors, problems
- Authoring SDS, labels
- Labels
- Manifest, Risk Assessments
- Hazards and Dangerous Goods filters
- Report Generator
- Requests for Improvements
- User access to applications
- Emergency service and many more

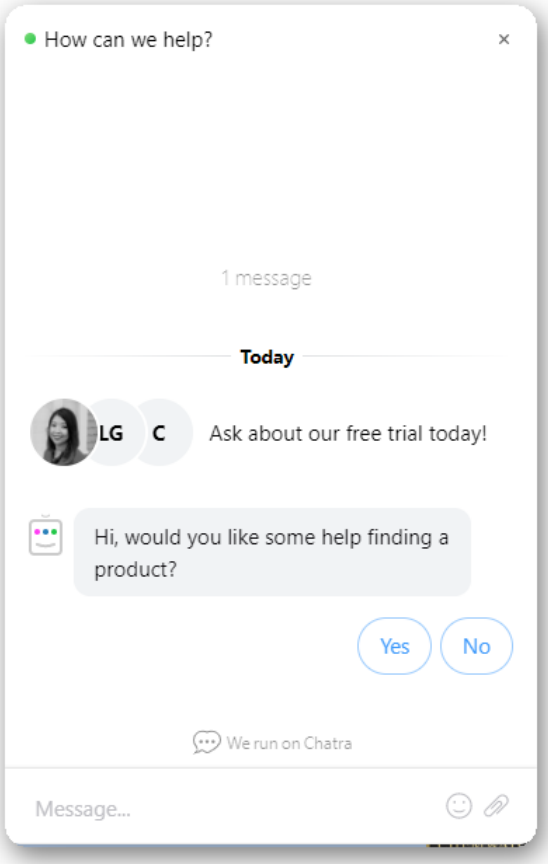
The current user interface displays a live help chat panel at the bottom right corner of the applications user interface, which can be used to start a conversation, lodge any inquiry or a question for support.

Chemwatch chat platform is the gateway to Chemwatch help and support for our web applications to allow users to contact us in real time via instant messaging.

Copyright©2025 Chemwatch. All Rights Reserved

Chat Form

This is the new chat available with new user interface panel form.

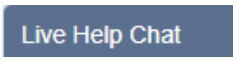


How to Use the Chat Platform

Upon login to the Chemwatch home page, the new chat bar will be shown side by side the current live chat bar as an option to use and gain user experience in preparation of the migration to this new chat.

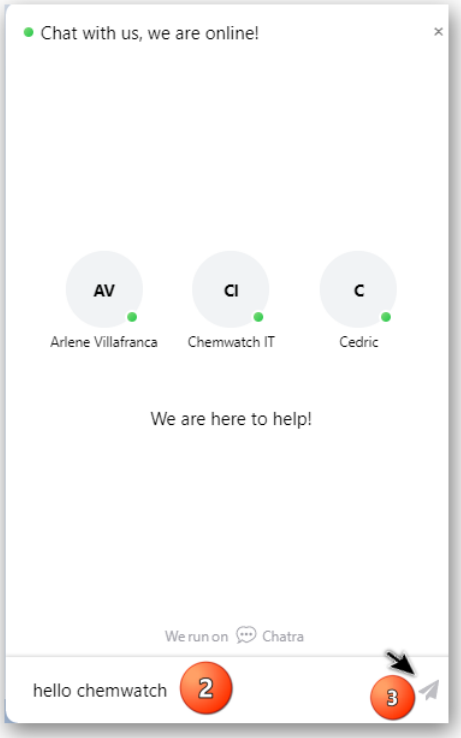
Follow the simple steps below on how to use the new chat panel to start a conversation with one of our helpdesk support team.

1. Press the new chat bar to open the chat panel

2. Type a message
3. Press the [enter] key from your keyboard or use the submit icon from the chat tool

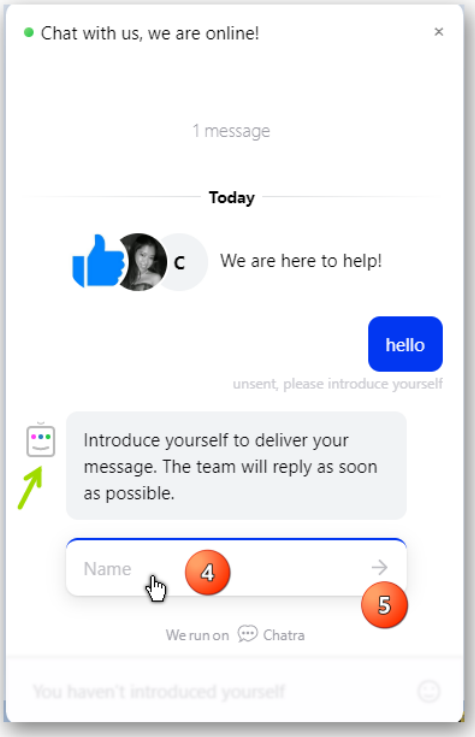
Copyright©2025 Chemwatch. All Rights Reserved



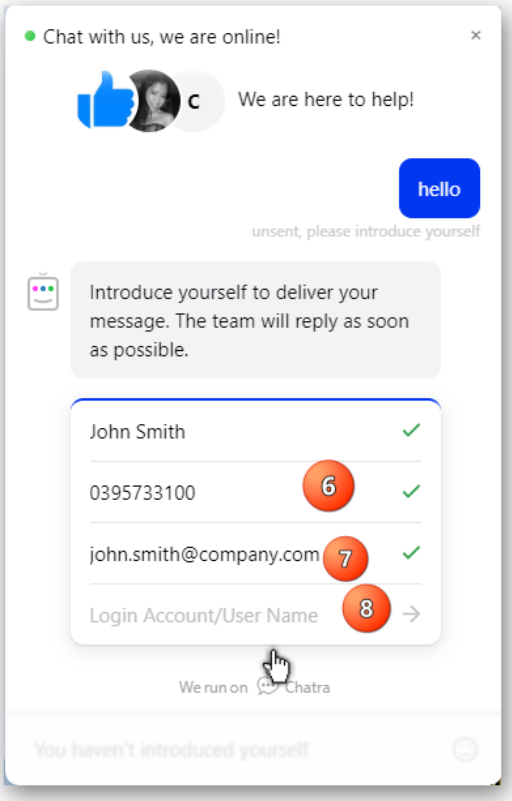
A chat bot automated message displays requesting to introduce yourself with a quick form to fill in.

4. Type your name
5. Click on the forward arrow → on the name text field
6. Provide your phone number and click on the forward arrow → on the phone field

Copyright©2025 Chemwatch. All Rights Reserved

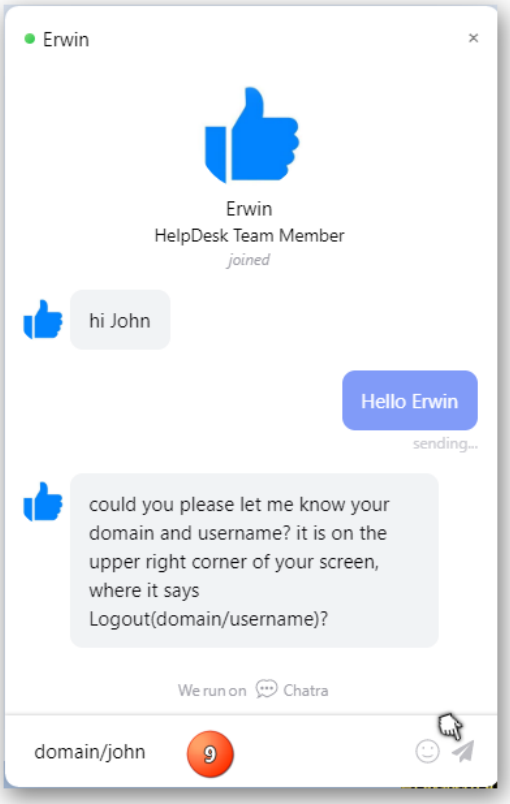


7. Provide your Account/User Name and press the forward arrow →
8. Provide your login account and user name (this information is available from your top right corner of the application's user interface



Copyright©2025 Chemwatch. All Rights Reserved

9. Type of question or inquiry and press enter key or use the submit icon
10. An agent will respond

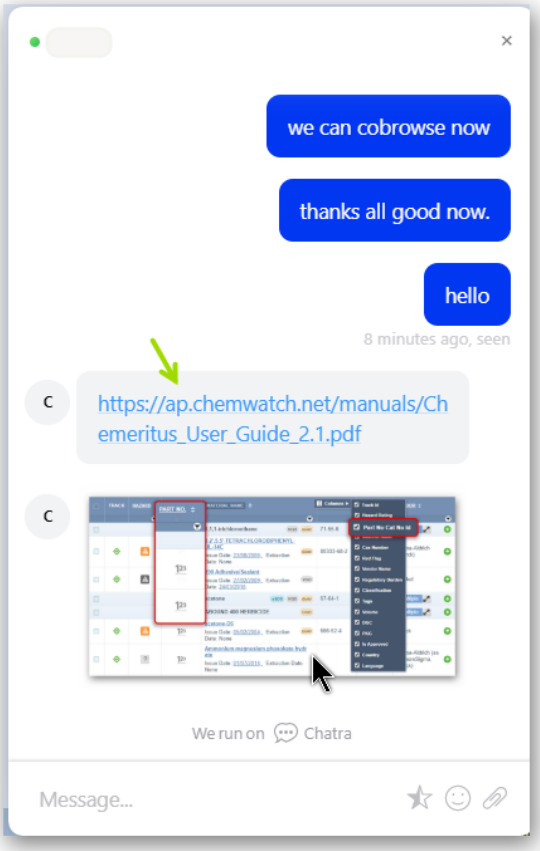
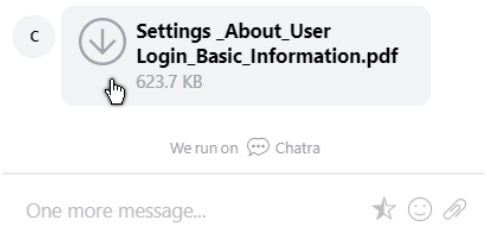


11. Use the button on the top right corner of the chat panel to close the chat once the conversation is finished.

Copyright©2025 Chemwatch. All Rights Reserved

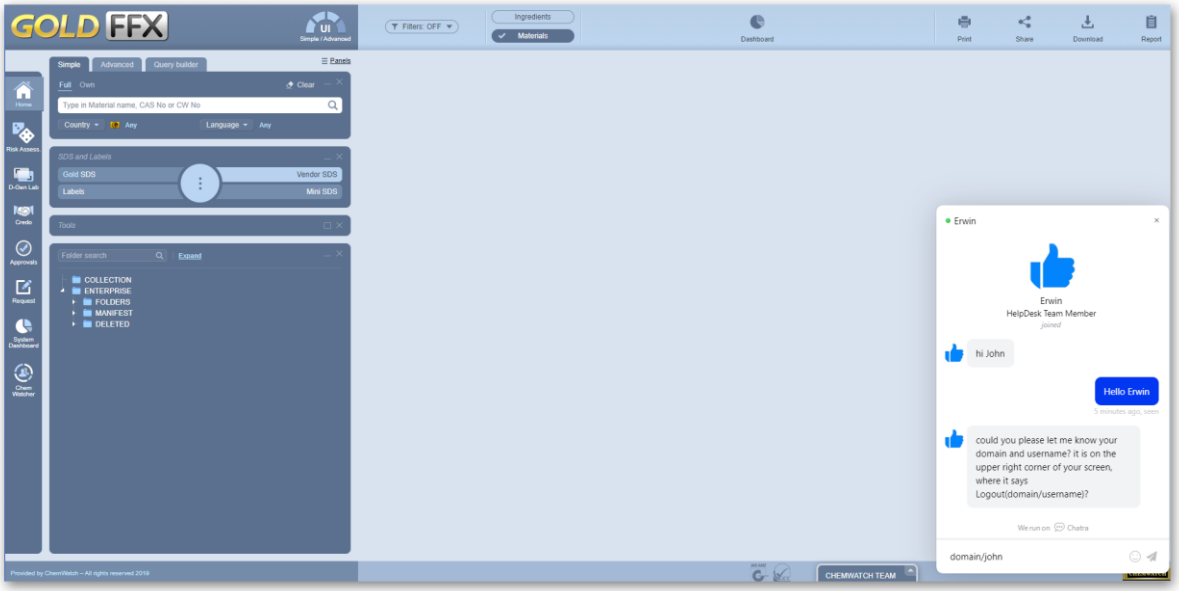
Agent's Tools for Support

The agent may use the following chat tools to provide you with better support.

Type of tool	Use
Screenshots	Agent may share screenshots within the chat messaging field to provide steps on how to action or carry out tasks. Click on the image to view the screenshot in full.
	
Document links	Agent may share documentation links within the chat messaging field for more detailed reference information for your use. Click on the download icon from the chat message displaying the shared file link to save the file on your pc/external drive.
	
Cobrowsing/Screensharing	Agent may request to cobrowse/screenshare your current application's view of the user interface for navigation, better understanding or further troubleshooting the issue or problem. This feature can also be

Copyright©2025 Chemwatch. All Rights Reserved

Type of tool	Use
	used to demonstrate how to navigate through applications site map to a specific function. Note that this feature is not geared towards training.

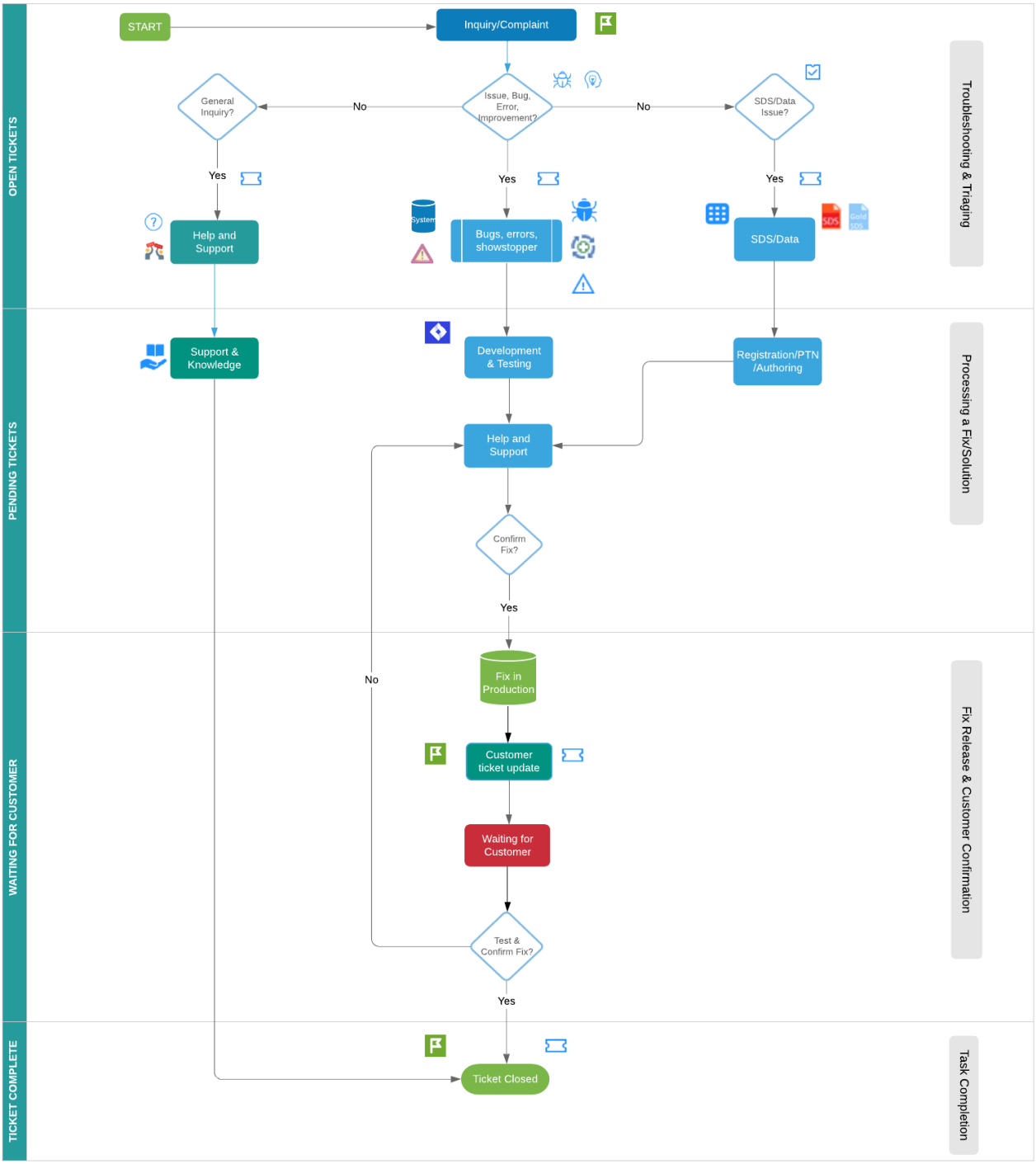


Note that the live chat has a privilege to grant users the permission to use the instant message mode for help and support from Chemwatch support team. However, if this feature is not required in your organisation or business, it can be turned off. Discuss with your Chemwatch Account Manager on your preferences.

Follow-up Action(s) from your Inquiries

Generally, all inquiries submitted by chat, email or phone get assigned a task ticket number and triaged in accordance with the following task flow.

Copyright©2025 Chemwatch. All Rights Reserved



Copyright©2025 Chemwatch. All Rights Reserved

A single chat inquiry will be saved with the entire transcript conversation into our CRM and should it require follow up action for more information, further troubleshooting, bug or error fixing or a solution to a particular problem or complaint, the inquiry will be automatically assigned task ticket number.

The task ticket number will be sent to the work email address provided in the chat profile. We recommend that you use that specific task ticket number in order to track progress for the submitted inquiry.

Any ticket task updates will be communicated through our new CRM notification email for all submitted inquiries.

Note that Chemwatch will also be migrating from Freshdesk Ticketing System to Planfix CRM very soon. If you have pending tickets, you may be receiving notifications from either system during this time of transition. We are keeping track of progress of tickets that were lodged in Freshdesk Ticket system.

Take note that the newly created task that may require follow up action or tracking may contain the following type of information:

Subject	Your Contact Name
From Email	@chemwatch.planfix.com
Task ID	Ticket identification number

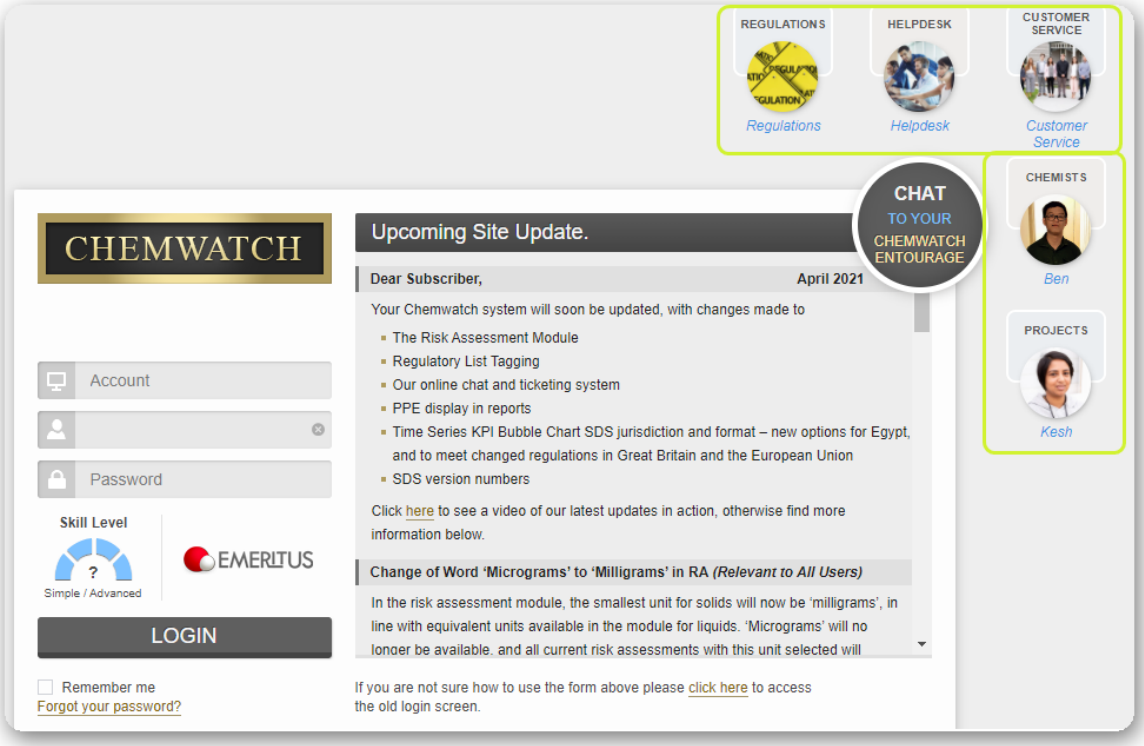
For any correspondences to your current opened tickets, please use your task ticket to reply to us or simply send an email to helpdesk@chemwatch.net.

Copyright©2025 Chemwatch. All Rights Reserved

About Chemtourage

Chemwatch has developed a personalized service continuing our commitment to unsurpassed personal service called **Chemtourage** (also known as the Entourage for short). The **login page** now contains the Chemtourage service teams dedicated to providing support in the various areas of expertise.

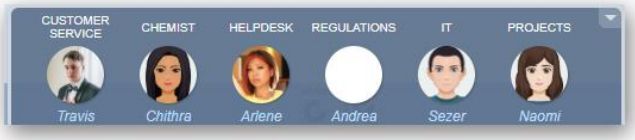
- Customer Service Facilitator
- Helpdesk Coordinator
- OHS Specialist
- Project Manager
- Chemist
- Regulatory Specialist
- IT Specialist



Upon logging into your Chemwatch system, you will be greeted by friendly faces at the middle bottom area of your user interface.

Copyright©2025 Chemwatch. All Rights Reserved

The Chemwatch Team has allocated agents to support you for the specialized area of expertise.



Getting to know your "Entourage"

Business Unit	Service
Customer Service	Client account management, process request for SDS acquisitions, SDS uploads, SDS updates, system set up, customer rollouts, complaints handling, training requests. Trouble tickets enter your managed query system which ensures timely response, your Customer Service facilitator coordinates the responses from all team members where required.
Chemist	SDS authoring, emergency response, Gold SDS reviews, SDS details inquiries, DOCGEN technical queries, WeWrites (Outgoing SDS), chemical inventory audits.
Helpdesk	Help and support on how to use any of the applications (Backpack, GoldFFX, Chemeritus, Outback, AuthorITe, SmartSuite, Sisot, Ticketing System, knowledgebase, live chat). Troubleshooting and logging inquiry tickets for any applications bugs, errors, improvements, SDS data related queries and specialised inquiries.

Copyright©2025 Chemwatch. All Rights Reserved

Business Unit	Service
Regulations	General regulatory inquiries and advice.
	The specific SDS inquiries should be submitted to the Chemist first.
IT	Technical issues such as access to applications by network Administrators and IT related client-side requirements.
	The specific application use related inquiries must be logged with the Helpdesk first.
Projects	PTN (Project Tracking Number) related dashboard pertaining to inventory Uploads, SDS Acquisition and Registration phase of your domain projects.
	For specific status of your acquisitions, registration phases, check your Chemwatcher module for more details on the status of your PTN.

Panel Components of your Entourage

Chat	Use the chat icon from the Entourage panel to start a conversation through the messaging app. Selecting the chat icon will open the chat panel to fill in your details and your question. A Chemwatch agent will accept request and start the conversation through text messaging.
Email (Send To)	Use the email icon to open the Send To panel to submit your inquiry to the respective team for actioning. The Chemtourage email will be receive by the team member to follow up action. If an issue is confirmed to be a data related complaint, system-based error, bug or simply an improvement request, the inquiry may be lodged as ticket. *The selected Chemtourage email icon will default to the allocated "To" email address by default.*

How to use your Email Chemtourage

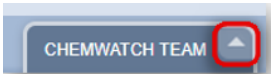
The following steps illustrate how to submit an inquiry or question through the Chemtourage email function.

Steps

1. **Login** to open Chemwatch Application (or use automatic login)
2. Application defaults to the **Home** page

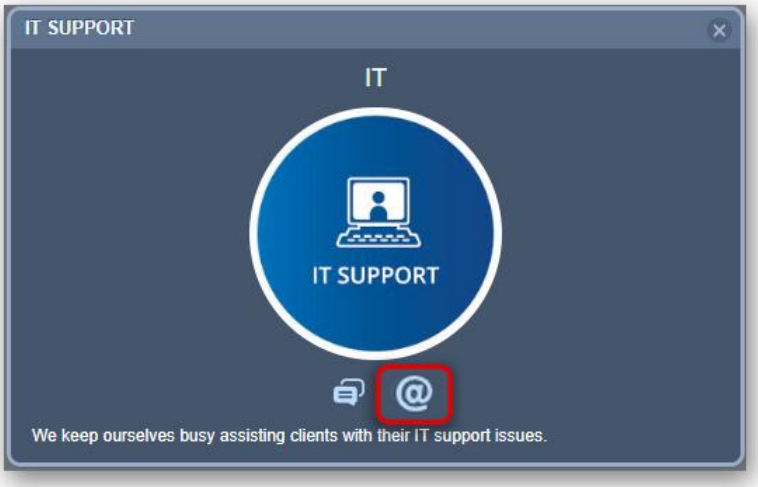
Copyright©2025 Chemwatch. All Rights Reserved

3. Click on the Chemwatch Team **Chemtourage upward arrow** located in the bottom middle area of the user interface to expand the panel



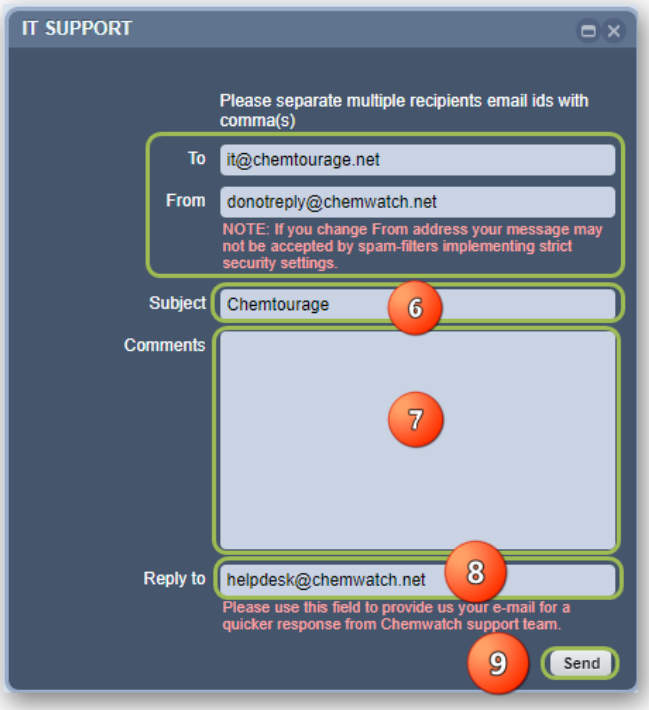
4. Press the desired **service desk** image to view details, for example, IT Support

5. Click on "**Email**" icon from the displayed respective service desk profile



6. The Chemtourage email panel will default to the respective recipient service desk Chemtourage email address in the "**To**" email address field. The "**From**" email address will default to donotreply@chemwatch.net and note that if you change this address, your message may not be accepted by spam-filters due to strict security settings. The Subject line will also be automatically populated to "Chemtourage. Click on the "**Subject**" field to enter your title of the issue or request.
7. **Type** your comments or details about your inquiry in the "Comments" text field
8. In the "**Reply to**" email address field, provide us with your work email address for a quicker response from the Chemwatch support team. This email address will also be used to lodge a ticket when applicable and be able to email you back with a response.
9. Once all the fields are filled, click the "**Send**" button to submit your inquiry.

Copyright©2025 Chemwatch. All Rights Reserved



What happens after submitting an Inquiry by Email?

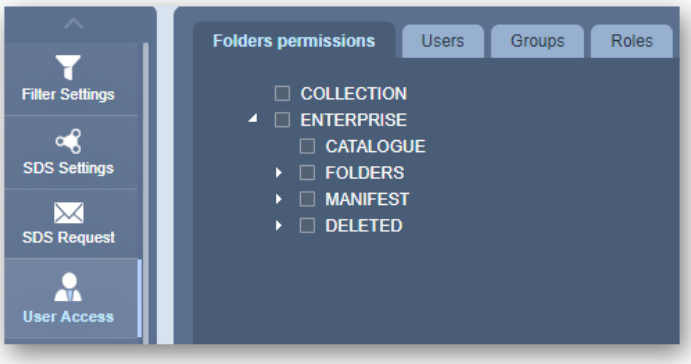
The email inquiry will be sent to the respective Chemtourage Agent (Chemwatch staff) for processing your request. If a ticket is required after troubleshooting, you will be notified by email response with access to the ticketing system. If the request pertains to a particular service desk and does not necessarily require a ticket, an email response will be sent to you.

For more information about general help and support, contact helpdesk@chemwatch.net. Or simply use the chat panel to submit an inquiry or go to the ticketing system to lodge a ticket. Another available way to submit an inquiry is through the Contact support icon within the top corner of the Chemwatch application user interface.

Copyright©2025 Chemwatch. All Rights Reserved

About Folder Directories in Collection Folder Panel

The default directories in the COLLECTION Folder Panel are described in the table below.



Directory	Description	Use
Collection	Entire collection of the custom inventory	Materials register of your company's own inventory records since inception that is registered with Chemwatch.
Enterprise	Parent system' directory to sub-directories; folders, manifest, deleted	Inventory record of materials including archived and current register of materials in folders, manifest and deleted directories.
Catalogue	Collection of own catalogue (shopping basket) for containers	The catalogue collection is applicable to the Sisot module
Folders	System's directory for materials in unfiled folder and other users' folders	Contains current register of materials in folders. Commonly used for managing a list of materials for vendor SDS for various purposes.
Unfiled	System's directory for materials that are archive as newly added	Materials requested to be added into the database from a company will be registered into the unfiled folder in order to be filed later into a specific folder or location.
Manifest	System's directory that can represent a site map for a company by using folder structure	Manifest tree can be used to create areas, sections, locations by using a folder structure based on manifest site map to keep records/register of materials kept on sites/locations including Sisot related folders.
Deleted	System's directory that stores all deleted folders and materials	Recycle bin for all removed folders and its contents or materials deleted in the system. Not all users may have access to this folder due to permission rights to edit or not to edit this folder or other folders.

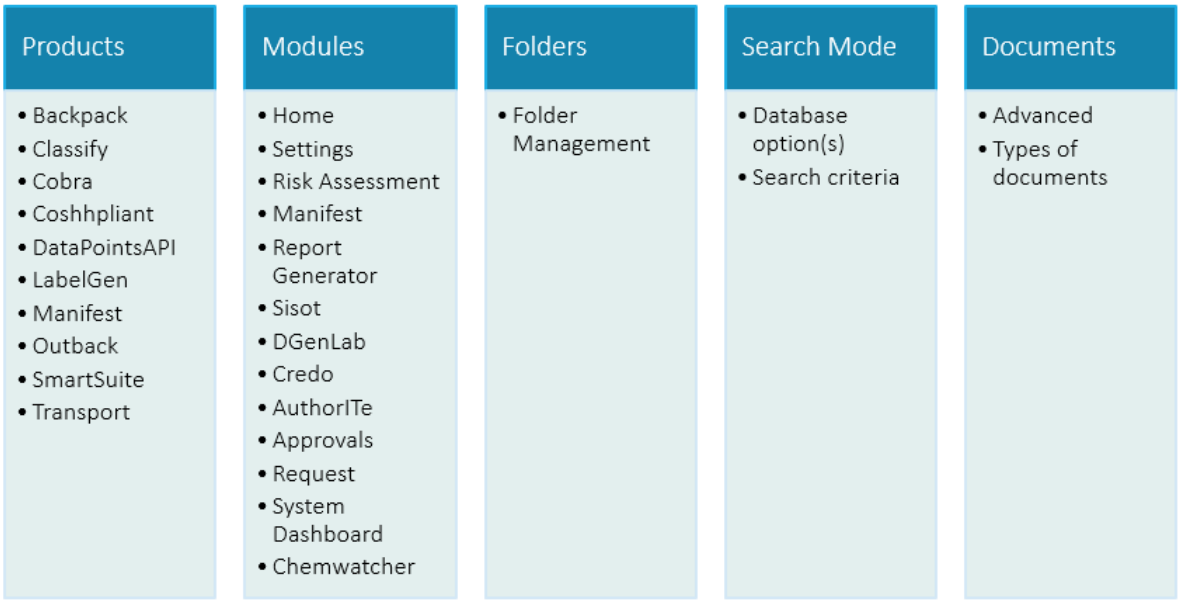
Copyright©2025 Chemwatch. All Rights Reserved

About Privileges

Privileges provide access to the user interface functionality and permission attributes to view or use specific features, tools, attributes and edit capabilities. Users must be assigned to specific privileges based on their role or function oh how they will use the system. The following points need to be considered by the administrator before assigning any privileges to a role or user/group:

• Products/modules to be assigned to Users	• Specific modules; SISOT module, CREDO, AuthorITe, Form Builder, Risk Assessment, System Dashboard, Approvals
• Specific actions on objects, user interface elements	• Specific Settings; Domain user settings, UI settings, Logo settings, Risk Assessment settings, Outgoing SDS (WeWrites) settings, Manifest settings
• Provide the user with the rights to perform certain tasks	• Various types of documents
• The system's settings user set up and user management	• MSDS Modes (SDS Panel and Labels) •
• To the system's folder structure	• Report generator
• Tags	• Use custom application logo for all users
• The visibility of specific content	

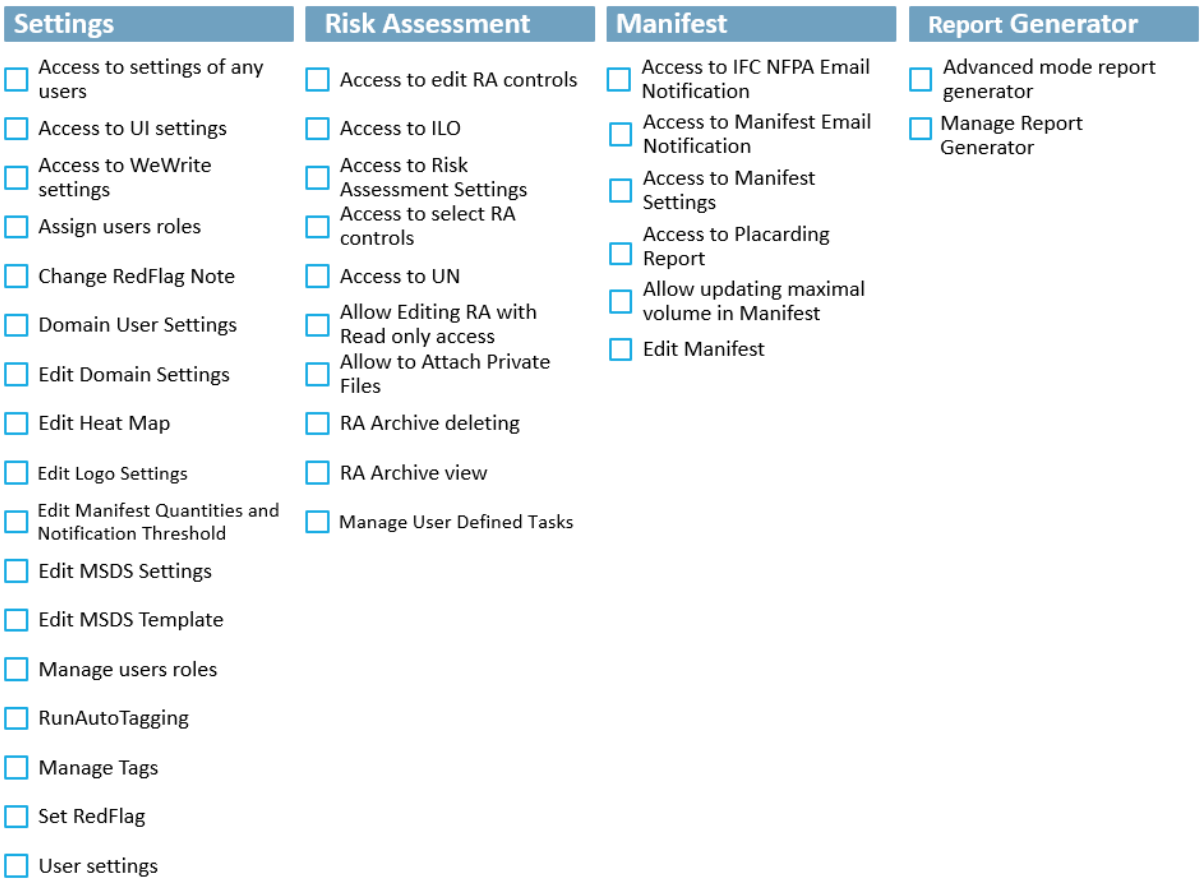
The Administrator must identify privileges that grant access to the following main groupings.



Copyright©2025 Chemwatch. All Rights Reserved

Privileges Main Groupings

The following privileges have been grouped in line with the Settings, Risk Assessments, Manifest Settings & Manifest and Home Modules, Report Generator, Sisot, DGenLab, Credo, AuthorITe, Approvals, Request, System Dashboard, Chemwatcher, Folder Management, Search Mode, Documents & Materials, and other attributes.



Copyright©2025 Chemwatch. All Rights Reserved

Sisot	DGenLab	Credo	AuthorITe
☐ Access to accepting Incompatibility Receipt	☐ Access to save DGen template into DB	☐ Access to credo import	☐ Access to Authorite
☐ Access to Sisot Address Book	☐ Access to save DGen template to disc	☐ Credo Publish	
☐ Access to Sisot Basic Settings		☐ Credo tab Credite Posteri	
☐ Access to Sisot Costcode Settings		☐ Credo tab Dangerous Goods	
☐ Access to Sisot Stocktake Settings		☐ Credo tab Manufactured Details	
☐ Access to status action barcodes in SISOT		☐ Credo tab Product Identification	
☐ Approve Quarantine containers		☐ Credo tab Review Classification	
☐ Manage Catalogue		☐ Credo tab Review Ingredients	
☐ Unlock saved containers details		☐ Credo tab Search	
☐ Sisot Approver		☐ Credo tab Toxicity Irritation	
☐ Sisot Central Store		☐ Credo/UGD tab P Codes	
☐ Sisot Requester			
☐ Stocktaker			
☐ Store Materials			

Approvals	Request	System Dashboard	Chemwatcher
☐ Access to Approval Constructor	☐ Access to MSDS request	☐ Access to System Dashboard	☐ Access to Chemwatcher
☐ Access to Approvals	☐ Access to Request		
☐ Approval Administrator			

Copyright©2025 Chemwatch. All Rights Reserved

Folder Management

- [ ] Access to Item history
- [ ] Manage folders
- [ ] Manage Hide\Unhide folders
- [ ] View Folder Dashboards
- [ ] View Folder Tree
- [ ] Visibility of Hidden folders

Search Mode

- [ ] Access to Default Search Criteria
- [ ] Edit Search Settings
- [ ] Search in full DB

Documents & Materials

- [ ] Access to MSDS modes
- [ ] Access to MSDS reports
- [ ] Advanced Documents
- [ ] Manage of Hide\Unhide materials
- [ ] Manage Tags
- [ ] Managing Part Numbers
- [ ] Managing Preferred Names
- [ ] User vendor document filters
- [ ] View Document Emergency
- [ ] View Document Gold MSDS
- [ ] View Document Labels
- [ ] View Document Mini
- [ ] View Document Vendors
- [ ] View tags
- [ ] Visibility of Hidden materials
- [ ] Visibility of Part Numbers
- [ ] Visibility of Preferred Names

Other Attributes

- [ ] Access Current Filter functionality
- [ ] Access to Advanced Filters Settings
- [ ] Access to change report language
- [ ] Access to Form Builder Settings
- [ ] Access to Ingredients Full Disclosure
- [ ] Access to Live Chat
- [ ] Access to Mail functionality
- [ ] Access to Outgoing Preferred vendors
- [ ] Access to System User Methods
- [ ] Access to Tools
- [ ] Edit Data Extraction Tool

Outback

- [ ] Access to Outback settings

SmartSuite Mobile App

- [ ] Smart Suite - SmartCOBRA
- [ ] Smart Suite - SmartER
- [ ] Smart Suite - SmartINI
- [ ] Smart Suite - SmartSDS
- [ ] Smart Suite - SmartVSDS

Copyright©2025 Chemwatch. All Rights Reserved

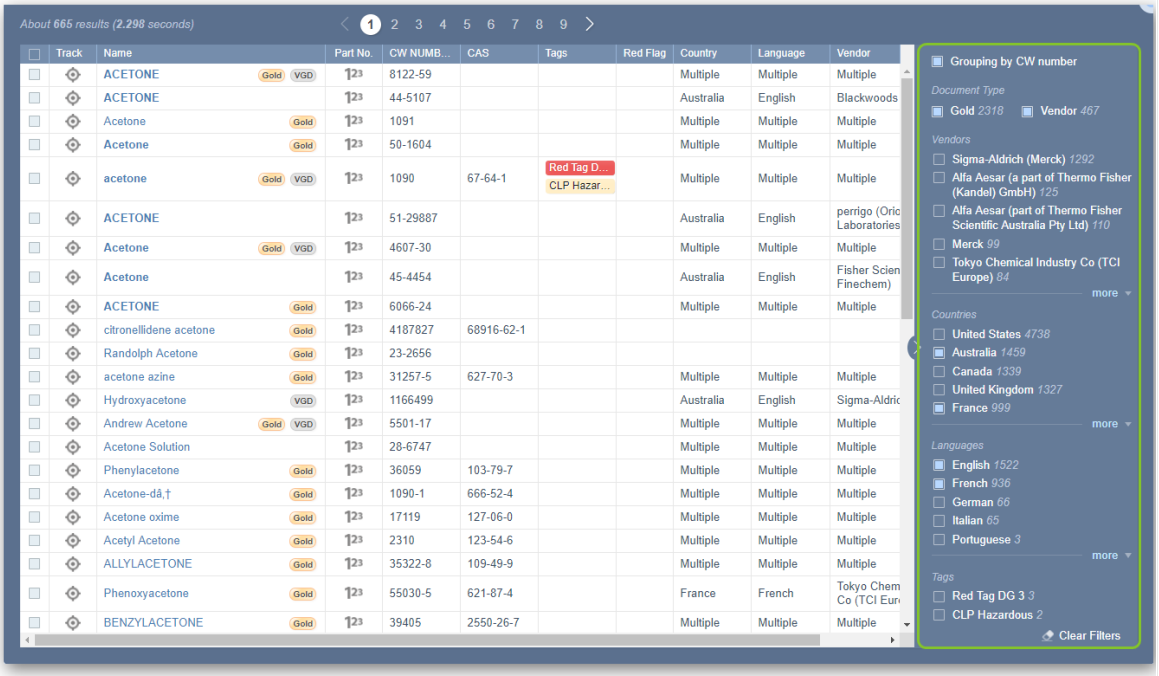
Privileges Descriptions and User Interface Attributes

The following privileges have been grouped in line with their respective user interface display when assigned to users.

Access Current Filter functionality

This privilege when granted will show in search results for materials and documents list grid views to enable users to filter by:

- Grouping by CW number
- Document Type
- Gold SDS
- Vendors SDS
- Countries
- Languages
- Tags

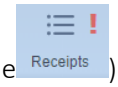


Access to accepting Incompatibility Receipt

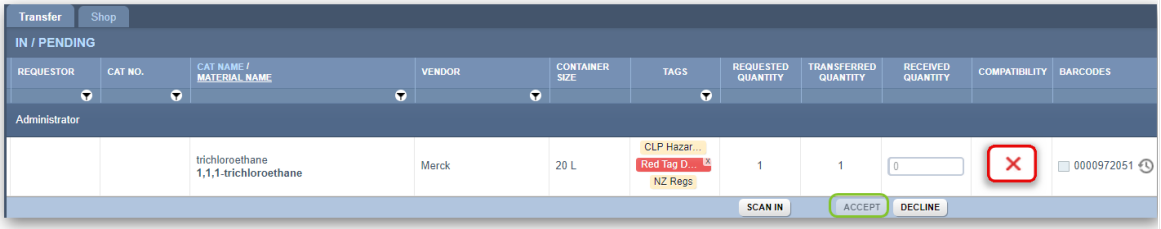
This privilege when granted will allow Sisot module users to accept incompatibility receipts. These types of receipts show the compatibility of the transferred containers in comparison with the already existing containers within the destination folder location. There are generally three primary categories used for the incompatibility check on container transfer:

- Compatible - chemicals can be stored together with other chemicals in store
- Incompatibilities may exist - provided the chemicals falls under the same class
- Segregation - chemicals must be separated by a specific distance apart from each other

Copyright©2025 Chemwatch. All Rights Reserved

The Sisot user (with access to Receipts mode 

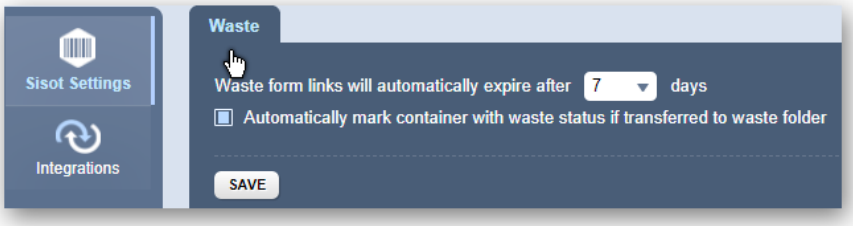
) can accept the respective container even if its designated as incompatible (see the incompatibility icon in receipts below).



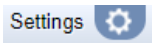
Access to Advanced Filters Settings ☐

This privilege when granted, will allow users to access the Settings link

> Sisot Settings Waste tab and Integrations only.



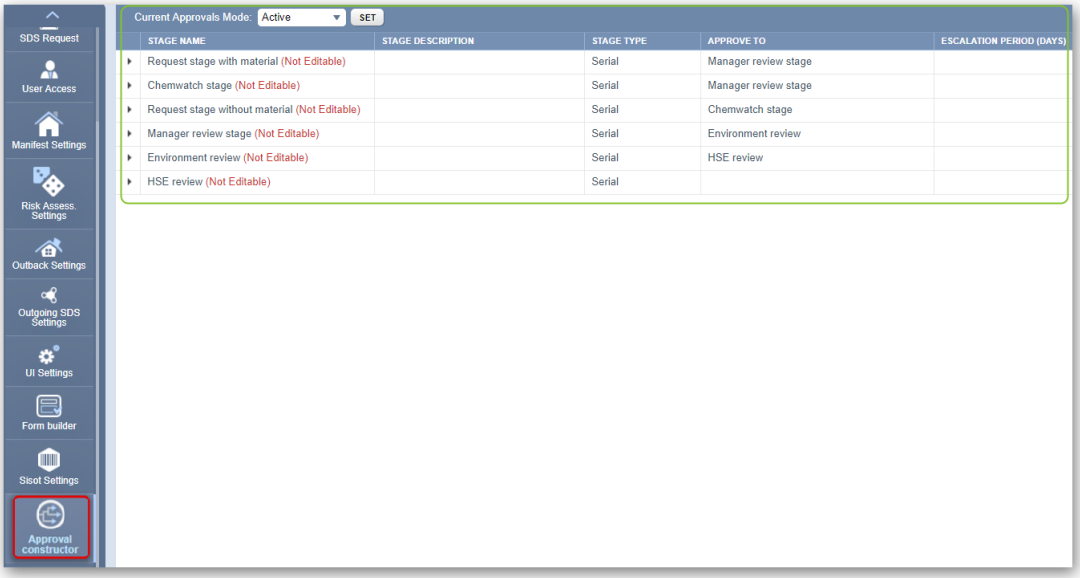
Access to Approval Constructor ☐

This privilege when granted will allow users to access the Settings link 

> Approvals Constructor. It provides access to set up and manage an approvals module workflow, create stakeholders, stages and assign approvals attributes such stage approver.

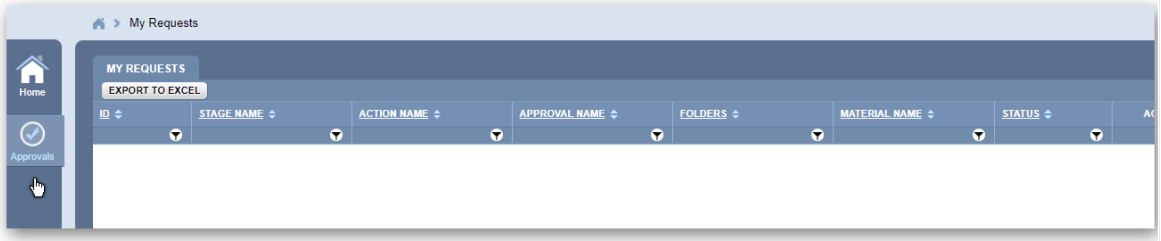
ⓘ The Approval Constructor Settings are applicable to the Administrator or Sub-Administrator to create/edit the Approvals' Module Workflow. *Do not assign this mode to any other user, unless otherwise advised.*

Copyright©2025 Chemwatch. All Rights Reserved



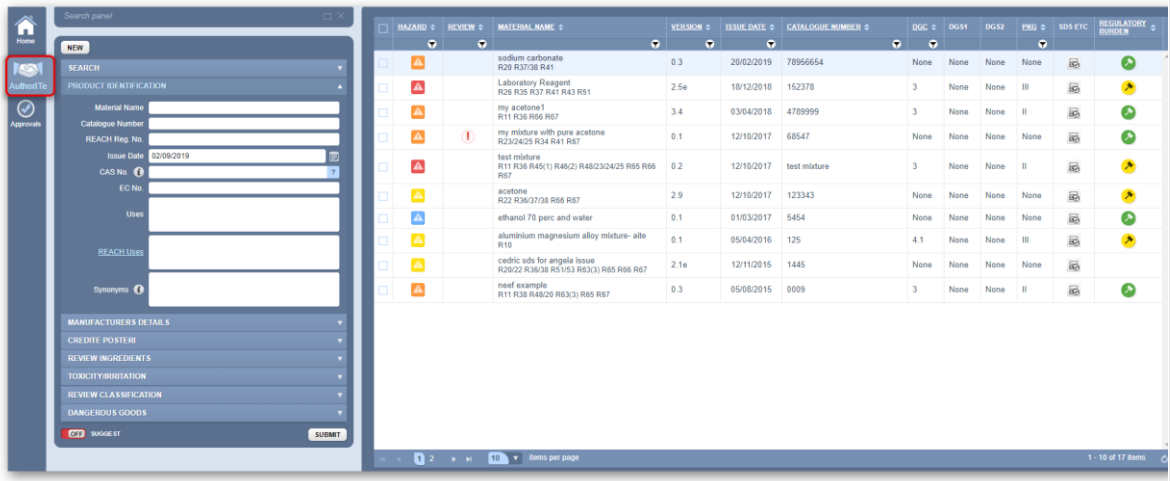
Access to Approvals

This privilege provides user(s) with access to the Approvals module to be able view or track status of their requests.



Access to Authorite

This privilege provides user(s) with access to the Authorite (for creating and authoring SDS). It has to be assigned in conjunction with Products (Classify) and CREDO related privileges for full access to this module.

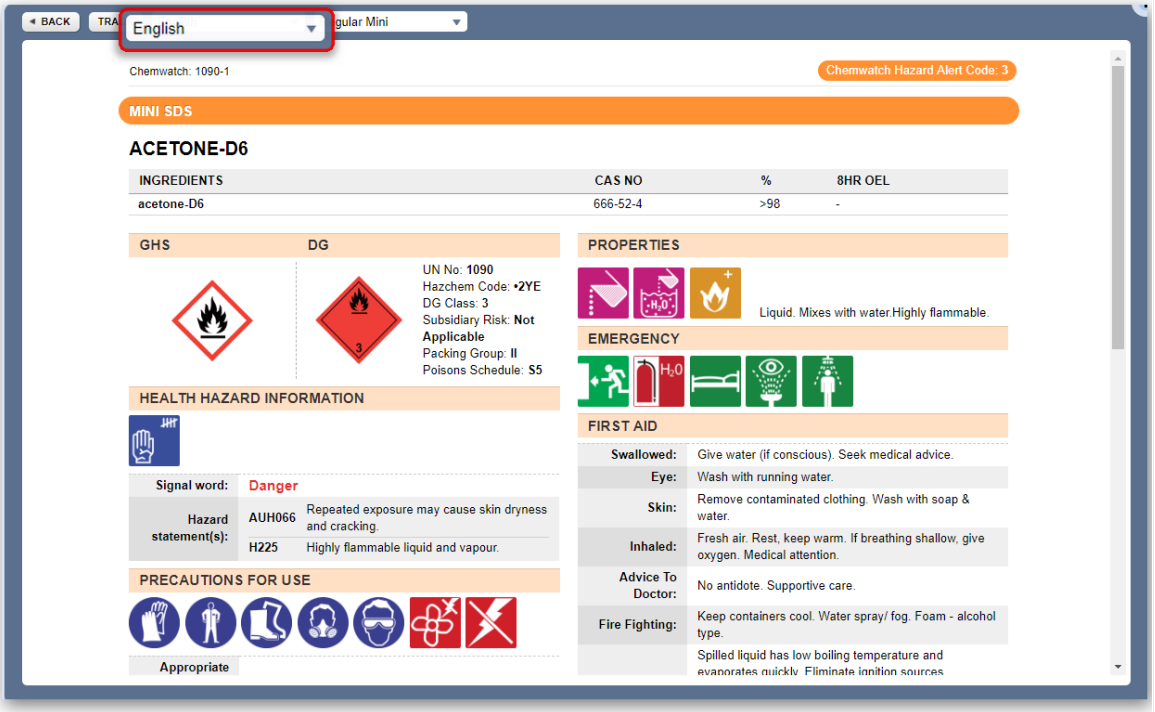


Copyright©2025 Chemwatch. All Rights Reserved

Access to change report language

This privilege provides users with access to change report language for Mini SDS, Emergency Reports, RA Reports. When enabled, this privilege will trigger the display of the Language option when viewing the respective report type.

Example Report – Mini SDS with privilege to change report language



Note that this privilege needs to be assigned in conjunction with Access to SDS and Labels panel, Access to MSDS Reports and the list of privileges below.

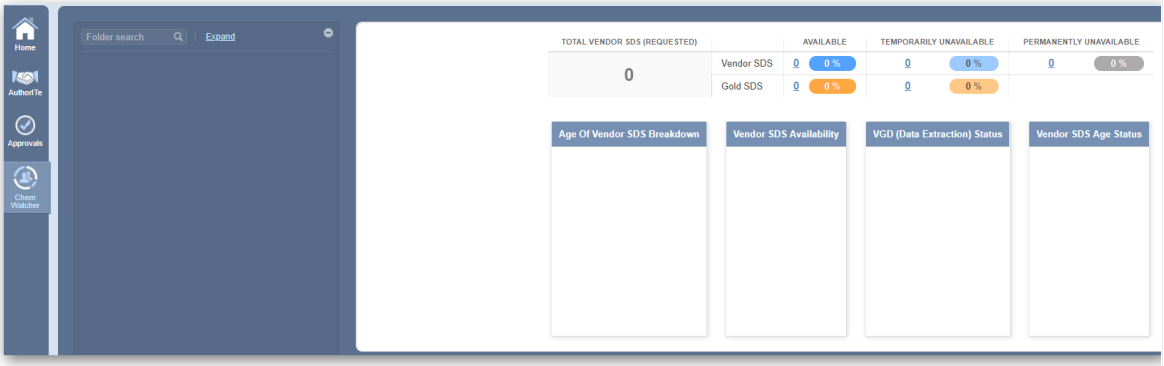
View Document Emergency	
View Document Gold MSDS	
View Document Labels	
View Document Mini	
View Document Vendors	

Access to Chemwatcher

This privilege provides users with access to the Chemwatcher module. The Chemwatcher module is an Inventory PTN Tracking Tool that provide an overview and details for the following SDS type of requests:

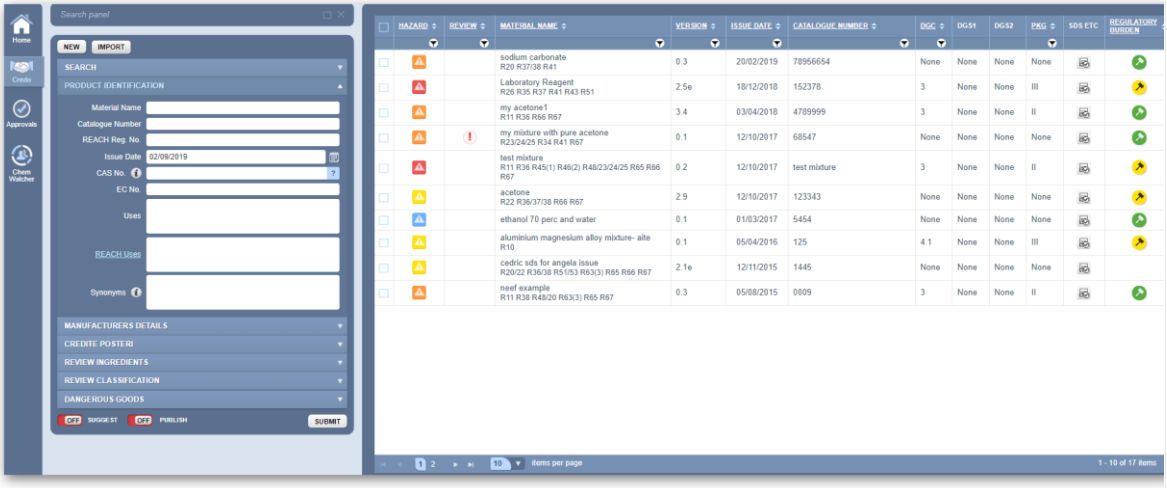
Status of acquisitions • Status of Gold (M)SDS requests • Retrieve reports for all materials requested for Gold (M)SDS revisions • Retrieve reports for Vendor (M)SDS updates within 5 years • Combined project summary reports status • Vendor Gold Data (VGD) extraction status

Copyright©2025 Chemwatch. All Rights Reserved



Access to Classify

This privilege provides access to classify (CREDO) a material mixture or create new chemical and uses ingredients to calculate respective classification codes depending on the input ingredients.



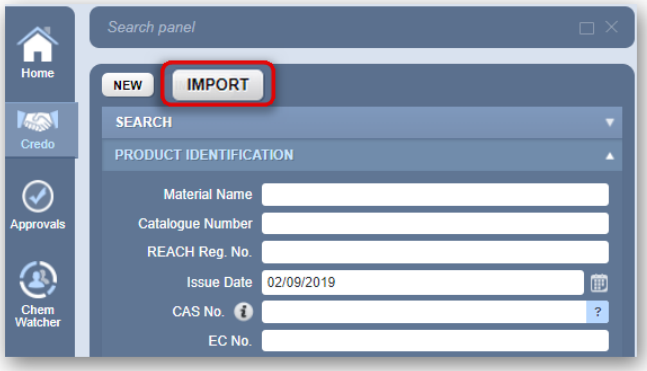
For the Classify module to fully work, the following CREDO privileges need to be assigned in conjunction with the access to classify privilege. The CREDO privileges will enable the respective tabs and make the CREDO panel functional.

Credo Publish	■
Credo tab Credite Posteri	■
Credo tab Dangerous Goods	■
Credo tab Manufactured Details	■
Credo tab Product Identification	■
Credo tab Review Classification	■
Credo tab Review Ingredients	■
Credo tab Search	■
Credo tab Toxicity Irritation	■
Credo/UGD tab P Codes	■

Copyright©2025 Chemwatch. All Rights Reserved

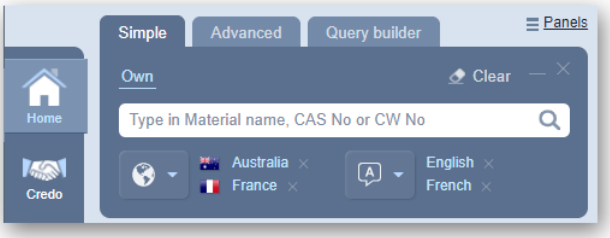
Access to Credo import

This privilege enables users who have been assigned access to Classify (CREDO/Authorite) module to import ingredient data for the specific material brand.



Access to Default Search Criteria

This privilege enables users to use the default search options. The search results will also display content based on current filter conditions.



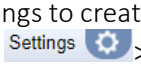
Access to edit RA controls

This privilege provides users with the ability to use the risk assessment controls available in the COBRA/COSHH modules. This privilege needs to be assigned in conjunction with the following components to enable users to have access to edit the material's risk assessment controls.

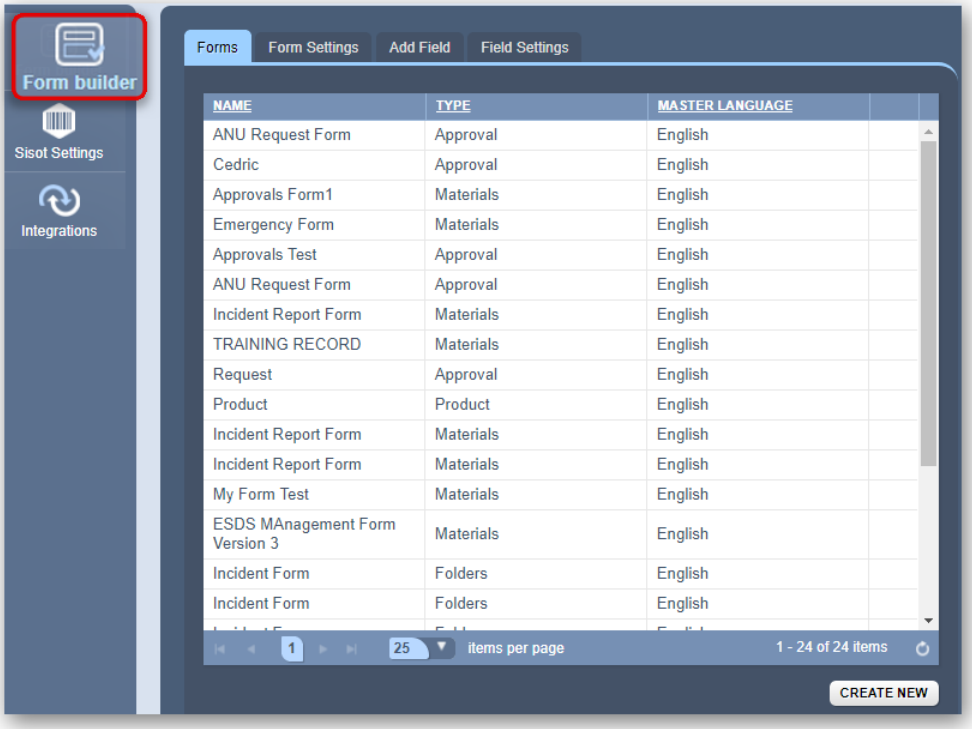
1. COBRA/COSHH product (module)
2. View folder tree privilege
3. Manage folders (optional) privilege - user may have full edit rights to folder(s)
4. Access to ILO privilege and/or Access to UN privilege
5. Access to edit RA controls (must be permitted to edit risk assessment)
6. Access to select RA controls
7. May assign the privilege "Allow Editing RA with read only access" if user has read only permission to folder content but needs to edit risk assessment

Copyright©2025 Chemwatch. All Rights Reserved

Access to Form Builder Settings

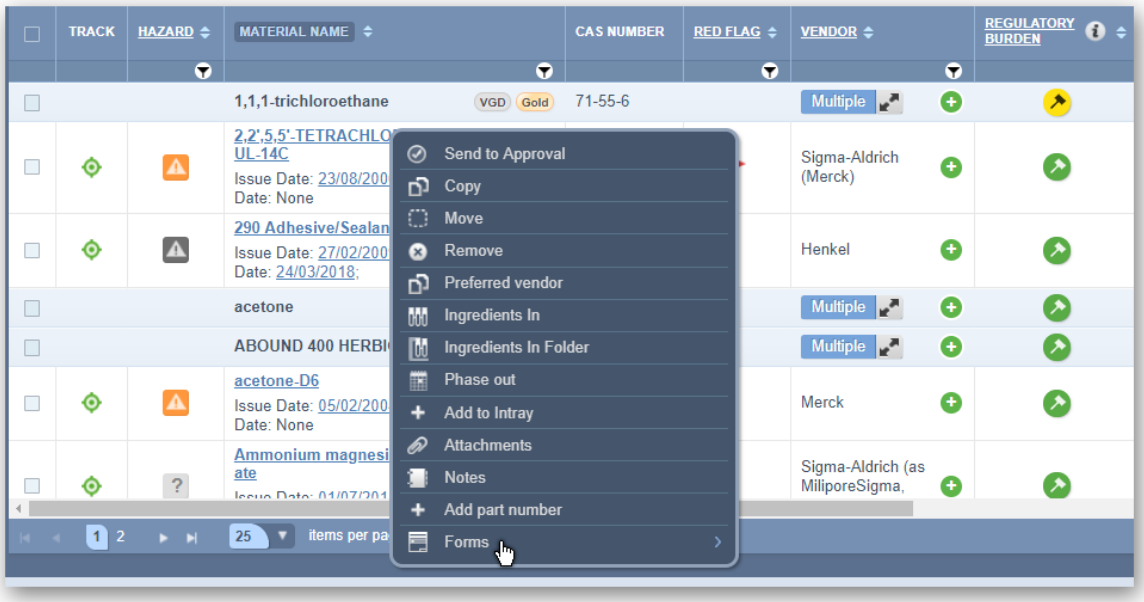
This privilege allows users to access the Form Builder Settings to create form(s) that can be used by other users to fill in the form. If enabled, go to Settings 

> select Form Builder module button. The Administrator has full access to all settings, modules, privileges, and other user interface attributes but can choose to give access to other users such as the Sub-Administrator to create forms.



Once the form has been created, other users can access the form through the mouse right click menu options from the material or cat name grid.

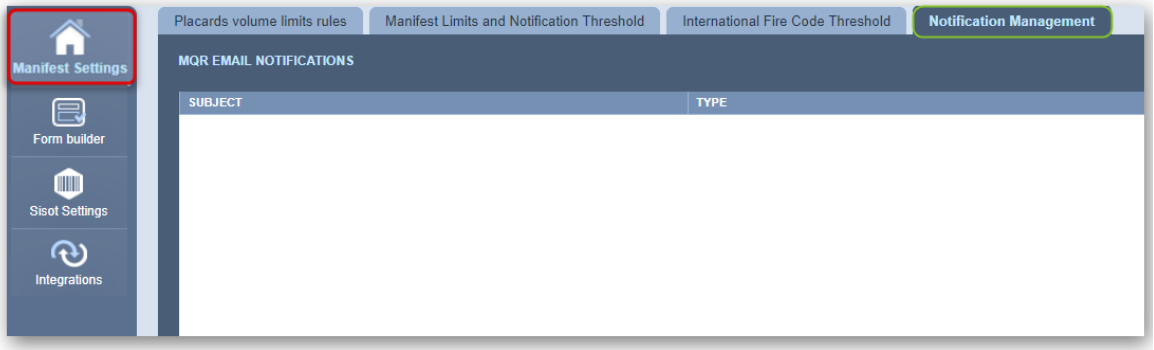
Copyright©2025 Chemwatch. All Rights Reserved



Access to IFC NFPA Email Notification ☐

This privilege allows users (USA) to have access to the IFC/NFPA's email notification window on the Notification Management tab in Manifest Settings.

ⓘ Note that this option is ONLY available to a domain account that has the IFC or NFPA filter activated by Chemwatch. It is applicable for the US market, unless otherwise requested.



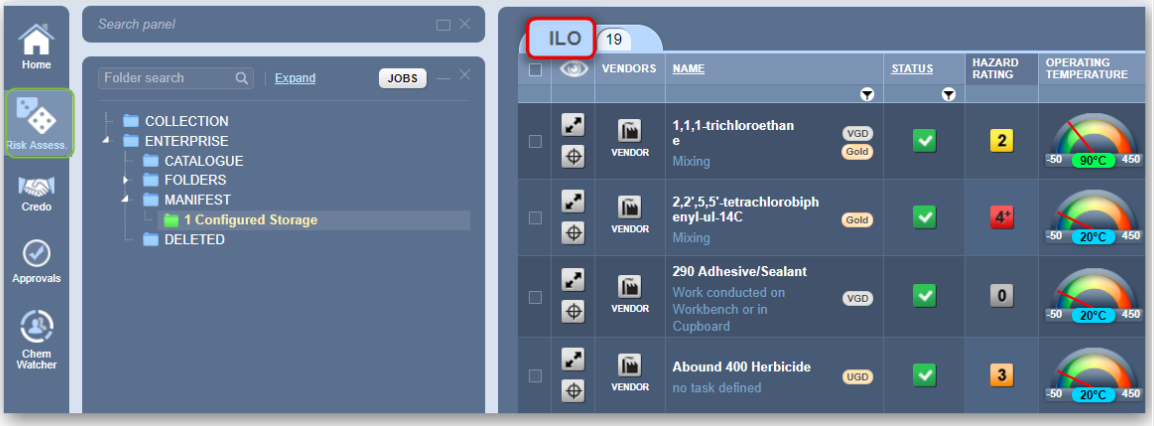
Access to ILO ☐

This privilege provides users with access to the ILO risk assessment tab ILO to view/conduct health-based risk assessments. Consider assigning this privilege in conjunction with the following components to enable users to have access to view or edit the material's risk assessment controls.

1. COBRA/COSHH product (module)
2. View folder tree privilege
3. Manage folders (optional) privilege - user may have full edit rights to folder(s)
4. Access to ILO privilege and/or Access to UN privilege
5. Access to edit RA controls (must be permitted to edit risk assessment)
6. Access to select RA controls

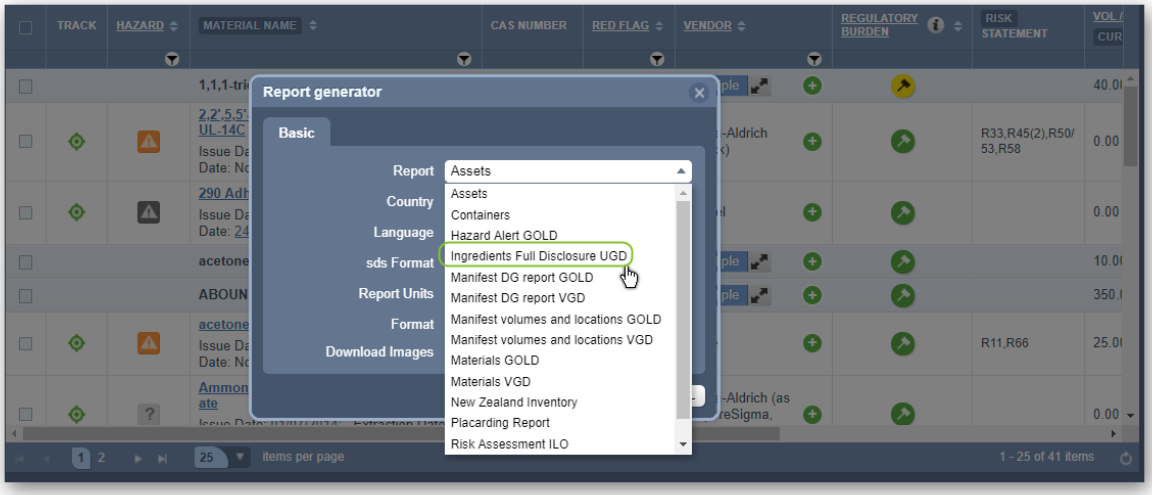
Copyright©2025 Chemwatch. All Rights Reserved

7. May assign the privilege “Allow Editing RA with read only access” if user has read only permission to folder content but needs to edit risk assessment



Access to Ingredients Full Disclosure

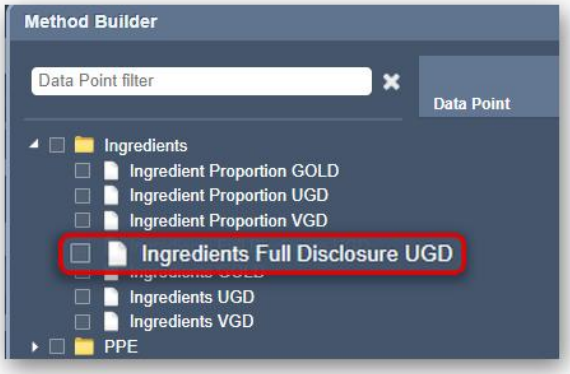
This privilege provide access to full ingredients disclosure (UGD), strictly a domain specific privilege to be assigned by the Administrator to specific users who have a role with ingredients full disclosure to view details or use that piece of data/information in the report generator and also in Own search tab.



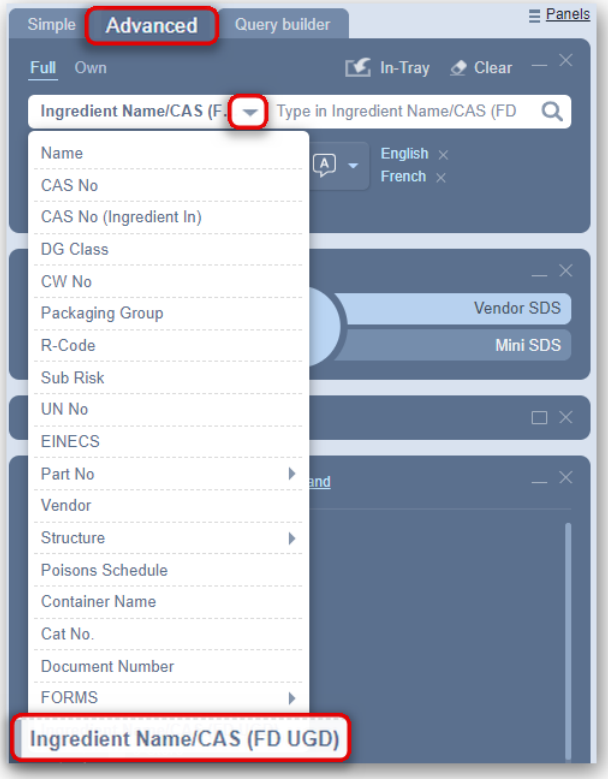
The “ingredients full disclosure UGD” data point is available in the Report Generator’s

Advanced mode to enable users with the right permissions to create templates using the method builder and generate reports.

Copyright©2025 Chemwatch. All Rights Reserved



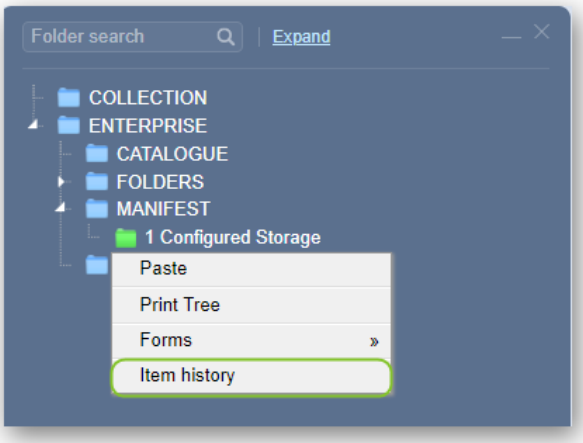
The Advanced Search mode provides an Ingredient Name/CAS (FD UGD) option to enable users to be able to conduct an advanced search for specific ingredient.



Access to Item history ☐

This privilege provides users with access to the folder's item history. Users can only use this privilege if the privilege to 'view folder tree' and the specific folder location(s) have been granted.

Copyright©2025 Chemwatch. All Rights Reserved

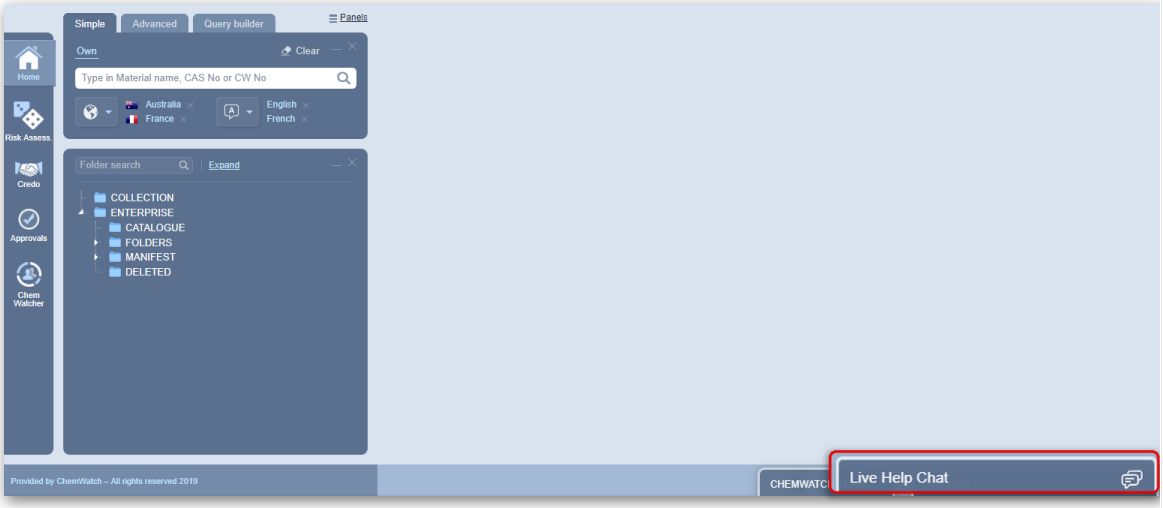


Once granted, the folder view history may look like the one below.

The folder item history will capture the folder creation, rename and any materials added or removed. This provides all the respective logs pertaining to the folder related activities by those users who have been granted access/permission to use that folder.

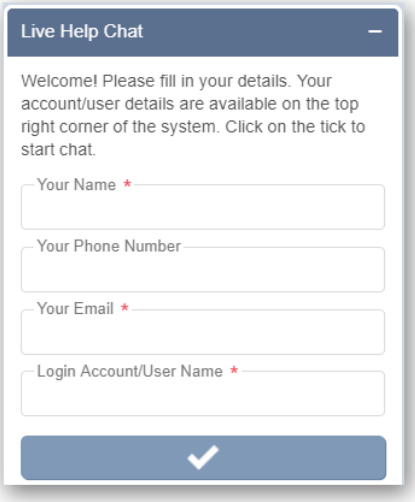
Access to Live Chat ☐

This privilege enables users to have access to the live chat . The live chat is used for submitting questions, troubleshooting, help and support.



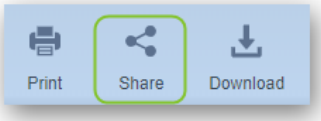
Copyright©2025 Chemwatch. All Rights Reserved

When the live chat bar is selected, it opens the form to submit the required user's information to provide the relevant support.



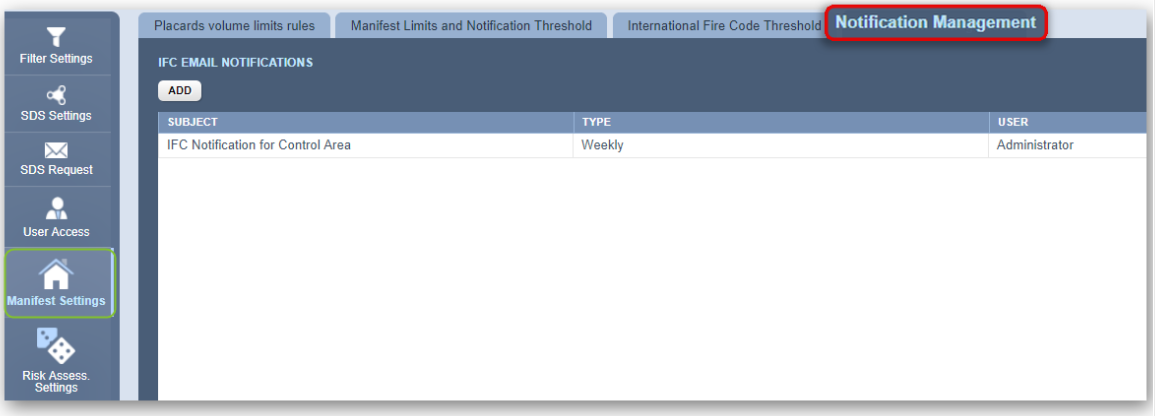
Access to Mail functionality ☐

This privilege allows users to be able to utilize the mail functionality from the PMS - Print, Share (Mail), Download (Save) options from the Materials/Manifest toolbar.



Access to Manifest Email Notification ☐

This privilege provides users with the ability to access the manifest email notification tab for the Manifest Quantity Report (MQR).



The Chemwatch Manifest Quantity Report will simplify the process of monitoring your inventory and enhance the notification process for our Australian clients while maintaining compliance with the requirements of Schedule 12 by taking into consideration the quantities of hazardous chemicals and their notification thresholds specified in Schedule 11 of the WHS Regulations, Australia.

Copyright©2025 Chemwatch. All Rights Reserved

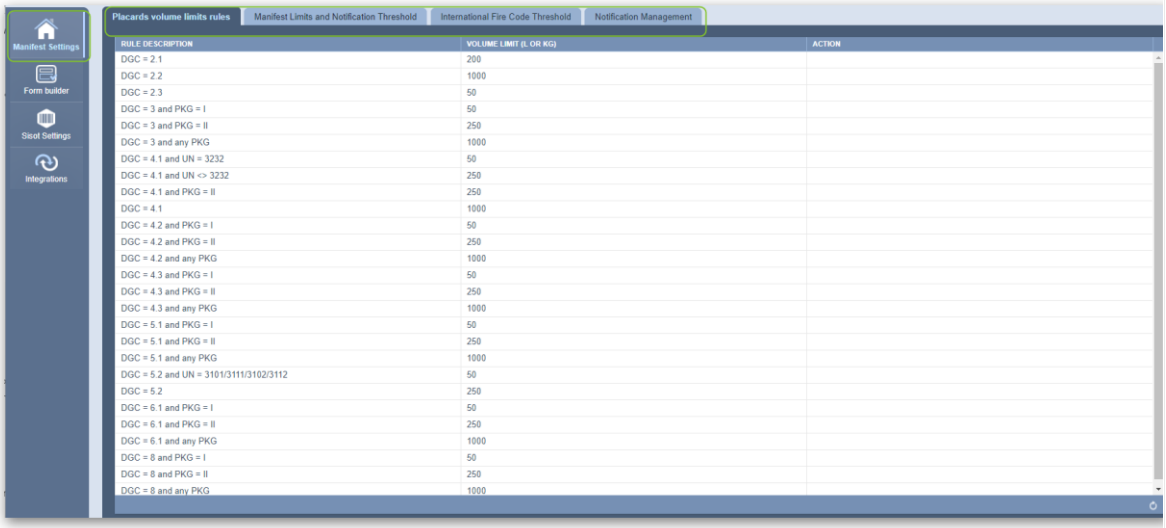
Consider the following conditions to ensure that the MQR works well with filters and the respective system attributes.

- Manifest Limits and Notification thresholds tab (Manifest Settings)
- Notification management tab (Manifest Settings)
- Manifest Facility Area (MFA) folder property – this is located in folder properties
- Manifest custom Quantity – this is in Filter Settings

For more details about the MQR, refer to the Appendix section "About Manifest Quantity Filter Report".

Access to Manifest Settings ☐

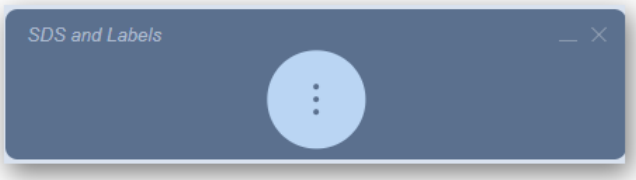
This privilege provides access to the Manifest Settings mode. The Administrator can allow other users such as the Sub-Administrator or health safety manager to set up the rules for placarding volume limits, manifest and notification threshold, and notification management.



ⓘ For more details about the MQR, refer to the Appendix section "About Manifest Quantity Filter Report.

Access to MSDS modes ☐

This privilege activates the user interface panel for SDS and Labels.

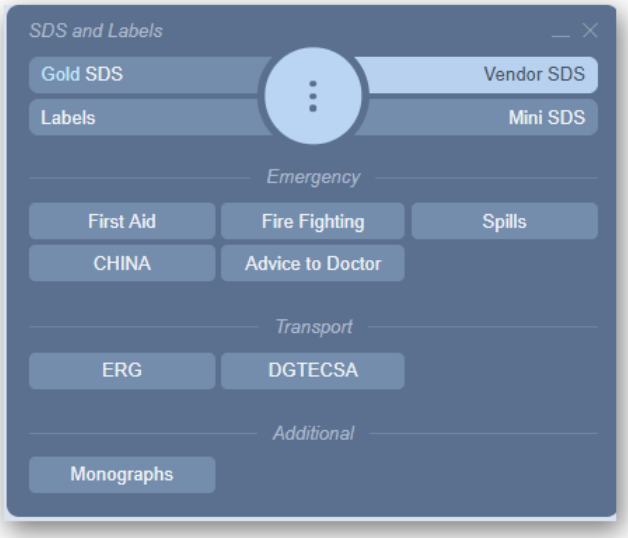


The SDS and Labels panel will not work without assigning the specific privileges for the type of documents the user needs to have access to. This privilege needs to be assigned in conjunction with the following privileges to enable users to search and view materials documents, such Vendor SDS, Labels, etc.

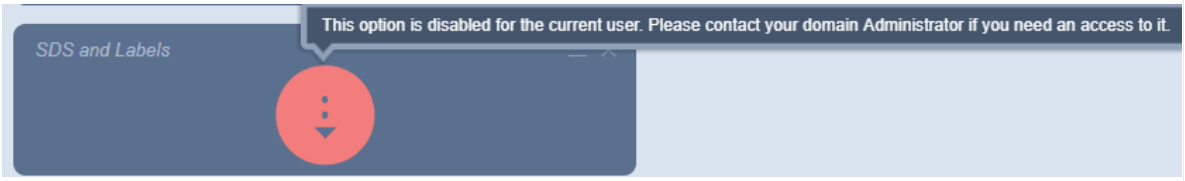
Copyright©2025 Chemwatch. All Rights Reserved

- View Document Emergency
- View Document Gold MSDS
- View Document Labels
- View Document Mini
- View Document Vendors

These buttons will enable a user to search for materials and have access to view the various types of documents. Once all the above privileges are assigned to a user, the SDS and Labels panel will display the document buttons as shown below.



If the above privileges are not assigned, the user will see this message on the panel.



Access to MSDS reports

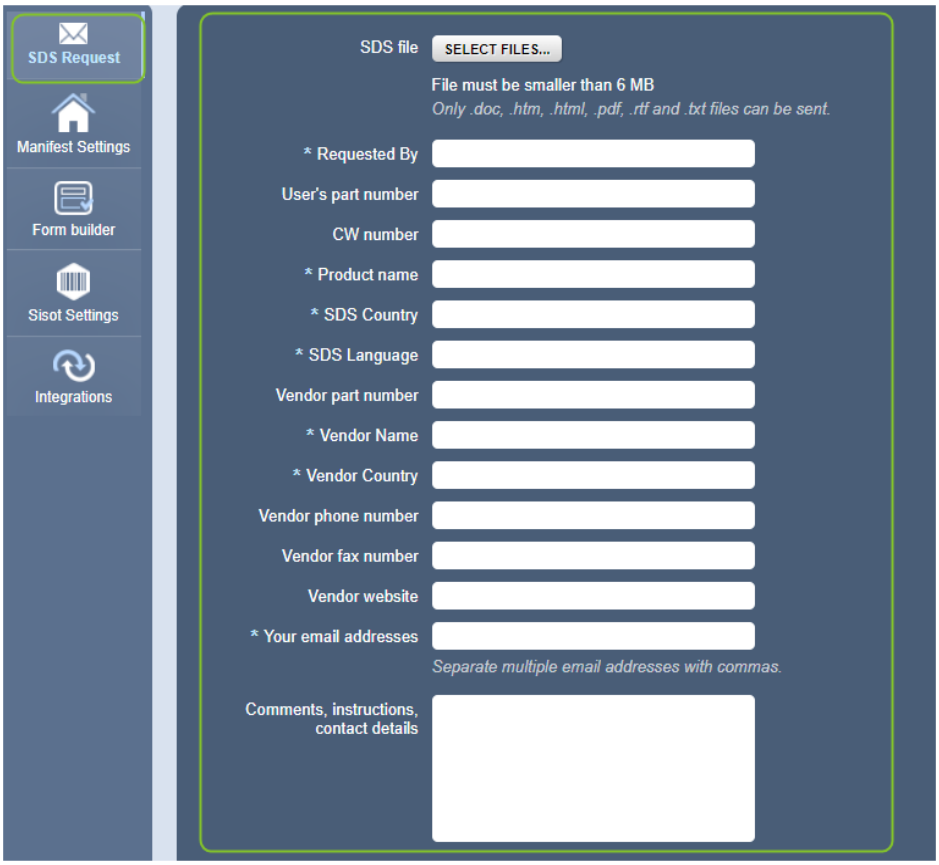
This privilege enables users to access the material safety data sheets to view content. This privilege needs to assigned in conjunction with the following privileges to view document types.

View Document Emergency	
View Document Gold MSDS	
View Document Labels	
View Document Mini	
View Document Vendors	

Copyright©2025 Chemwatch. All Rights Reserved

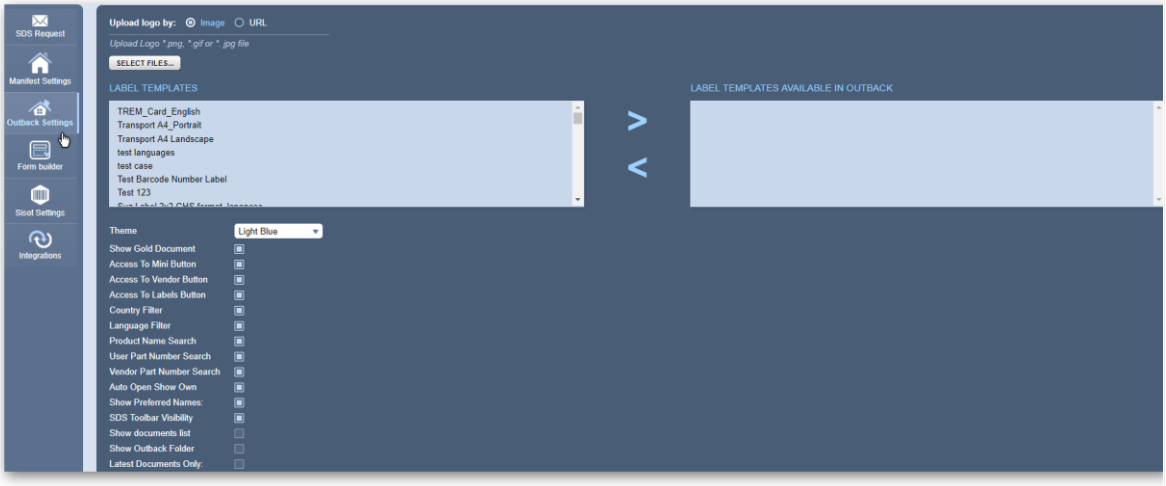
Access to MSDS request

This privilege provides users with access to the SDS Request mode; which in turn is used to submit a request for an SDS to be update or to author a new one. Once the privilege is enabled, this will trigger the user interface to display the SDS Request mode in the Settings Module.



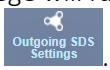
Access to Outback settings

This privilege provides access to the Outback settings mode in Settings Module.

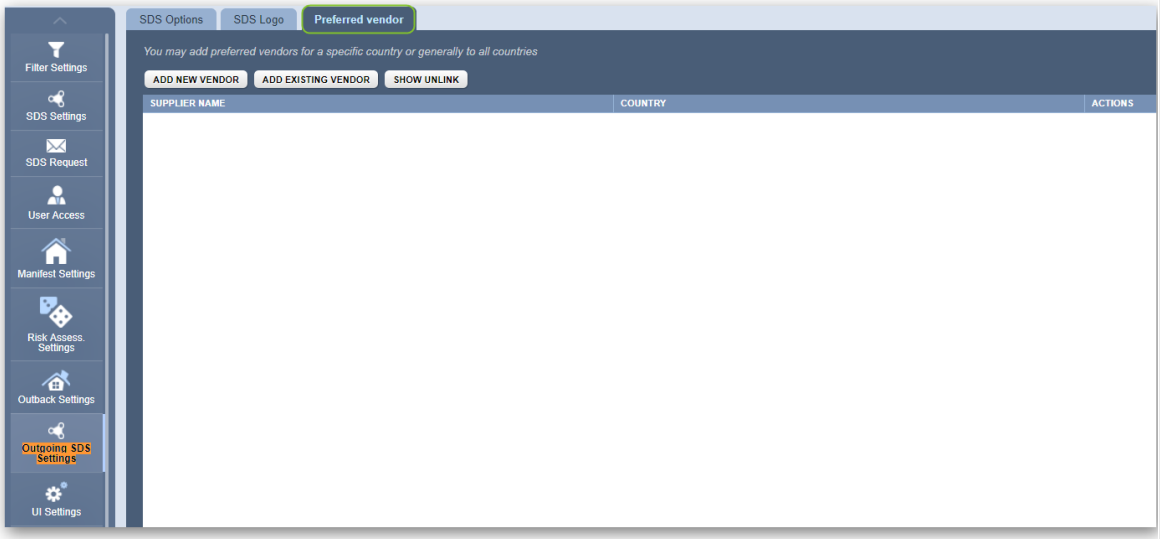


Copyright©2025 Chemwatch. All Rights Reserved

Access to Outgoing Preferred vendors

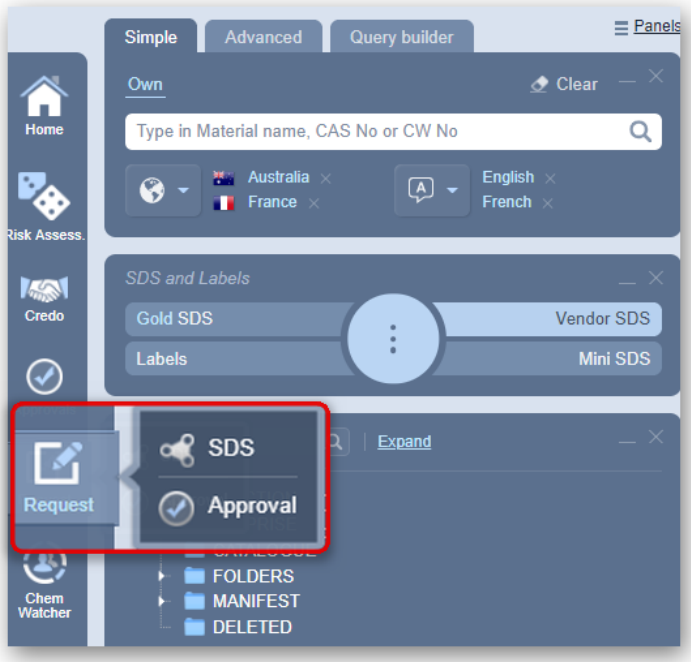
This privilege provides access to outgoing preferred vendors. This privilege will function if the preferred vendors have been set up in the Outgoing SDS Settings mode 

.



Access to Request

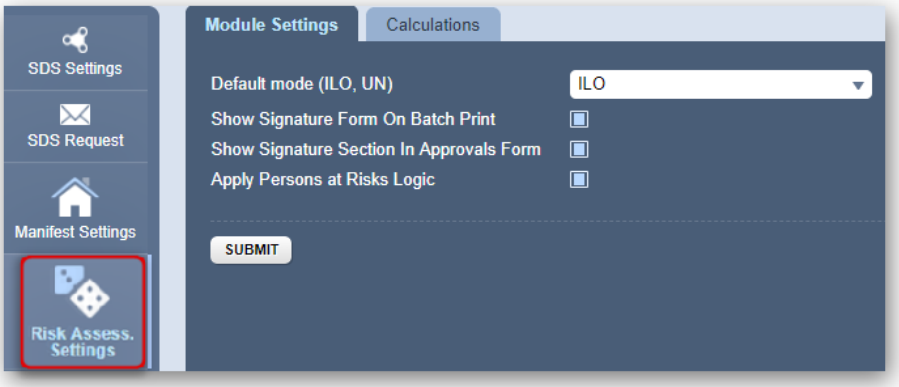
This privilege provides users with access to request for SDS/Approval. When enabled, it activates the Request button with options; to request for SDS or Approval.



Access to Risk Assessment Settings

Copyright©2025 Chemwatch. All Rights Reserved

This privilege enables user(s) to have access to the risk assessment settings mode.



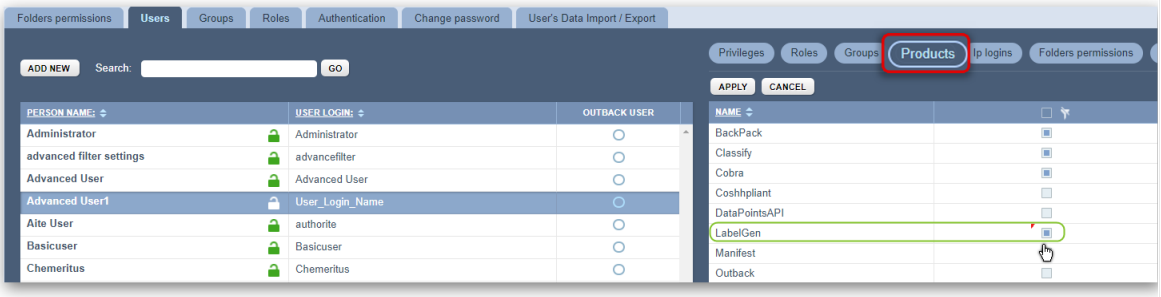
Warning: Care must be taken prior to providing access to the risk assessment settings as this may affect the risk assessment calculation mode if changes are made without approved authorization. For more details; contact helpdesk@chemwatch.net or refer to the section Risk Assessment Settings.

Access to save DGen template into DB ☐

This privilege enables a user to be able to save a DGen template into the database system. This feature is applicable to the DGen Module's creation of label templates as user defined templates.

ⓘ Note that any DGen template would be possible to add into the system if the DGen module is enabled for the user through the Products tab.

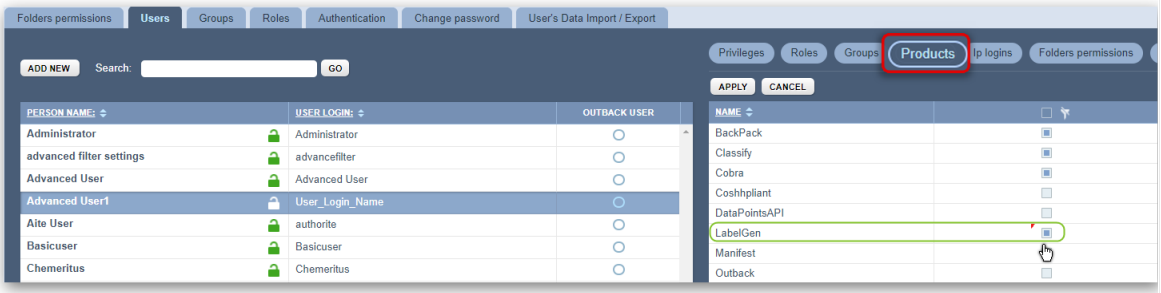
Copyright©2025 Chemwatch. All Rights Reserved



Access to save DGen template to disc

This privilege enables a user to be able to save a DGen template into an external disc. This feature is applicable to the DGen Module's creation of label templates as user defined templates.

Note that any DGen template would be possible to add into the system if the DGen module is enabled for the user through the Products tab.



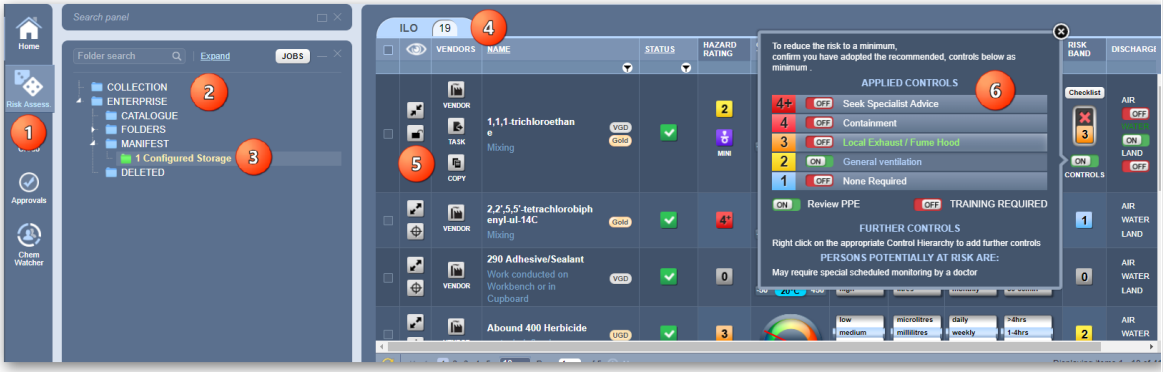
Access to select RA controls

This privilege provides users with the ability to use the risk assessment controls available in the COBRA/COSHH modules. This privilege needs to be assigned in conjunction with the following components to enable users to have access to select the material's risk assessment controls.

1. COBRA/COSHH product (module)
2. View folder tree privilege

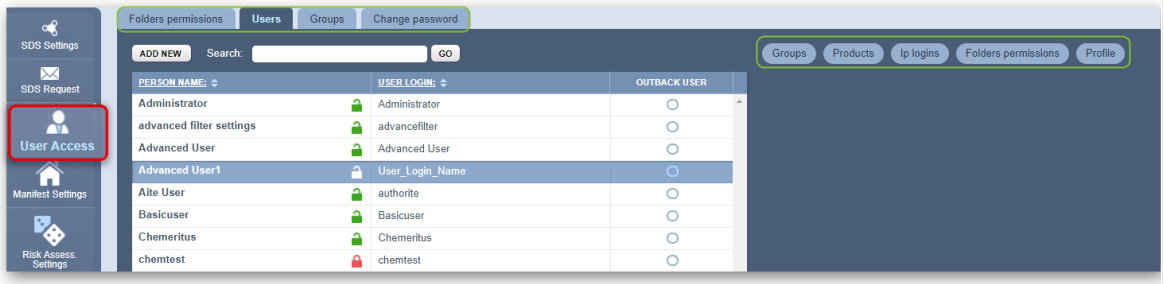
Copyright©2025 Chemwatch. All Rights Reserved

3. Manage folders (optional) privilege - user may have full edit rights to folder(s)
4. Access to ILO privilege and/or Access to UN privilege
5. Access to edit RA controls (must be permitted to edit risk assessment)
6. Access to select RA controls
7. May assign the privilege “Allow Editing RA with read only access” if user has read only permission to folder content but needs to edit risk assessment



Access to settings of any users

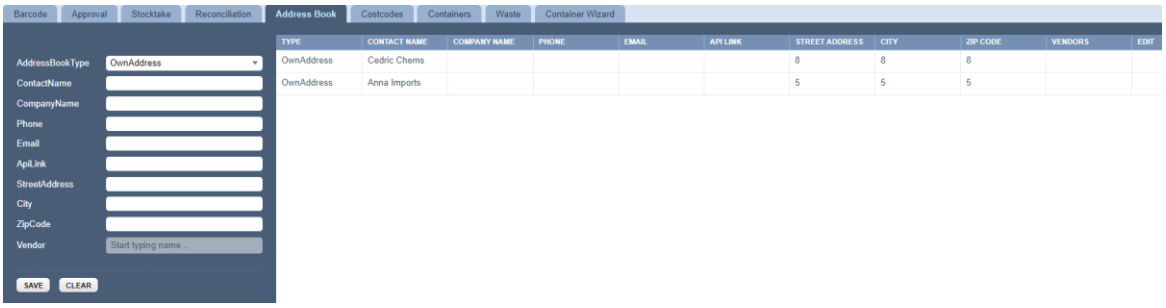
This privilege allows the Administrator to grant permission to any other user such as the Sub-Administrator to access settings of any users.



Note that this privilege “Access to settings for any users” is limited to assign users to groups, products, folder permissions, Ip logins profile and change password tabs.

Access to Sisot Address Book

Relevant to Sisot Module for domains with Sisot package.



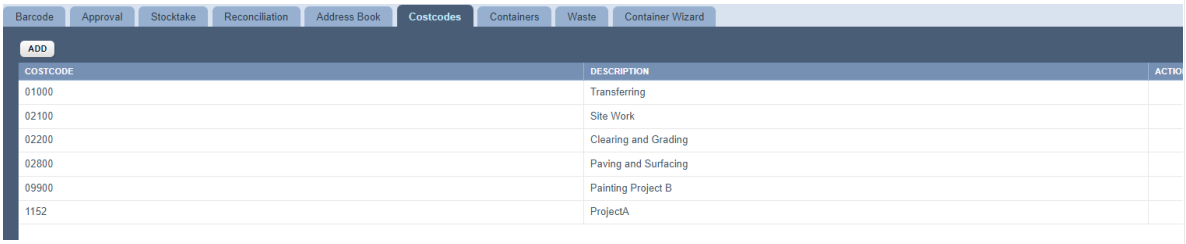
Copyright©2025 Chemwatch. All Rights Reserved

Access to Sisot Basic Settings

Relevant to Sisot Module for domains with Sisot package.

Access to Sisot Costcode Settings

Relevant to Sisot Module for domains with Sisot package.



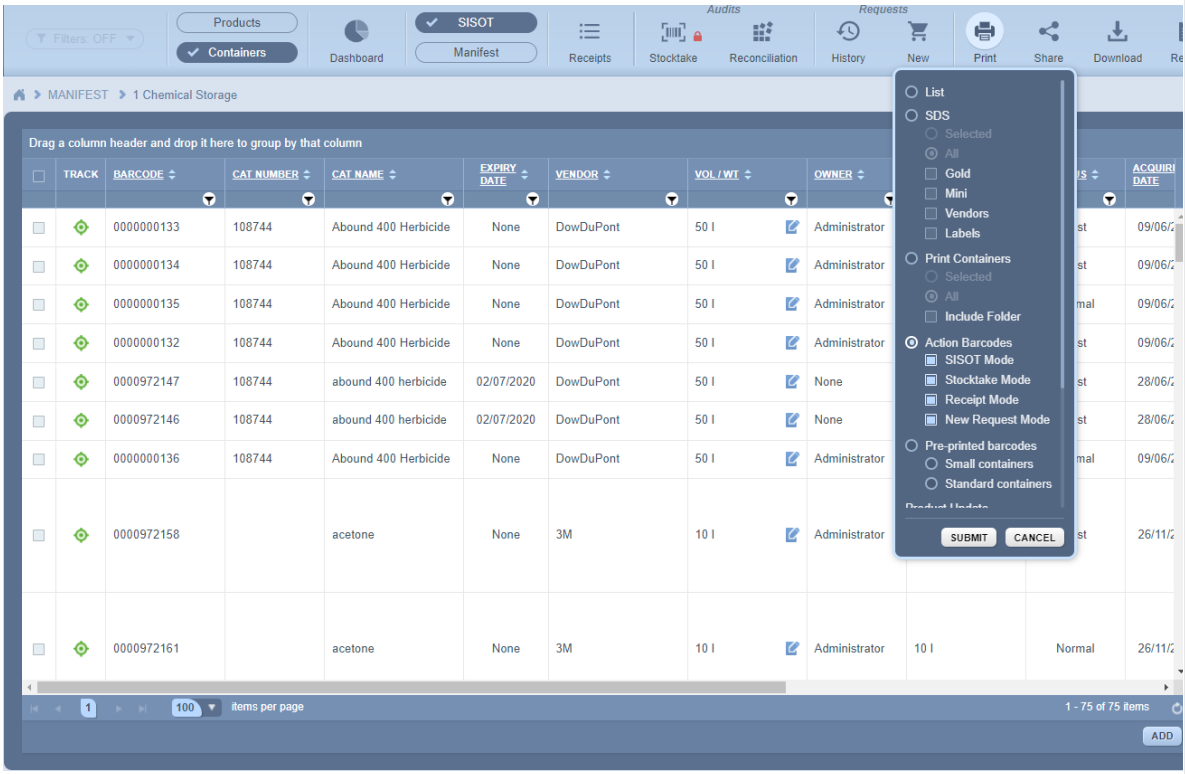
Access to Sisot Stocktake Settings

Relevant to Sisot Module for domains with Sisot package.

Copyright©2025 Chemwatch. All Rights Reserved

Access to status action barcodes in SISOT

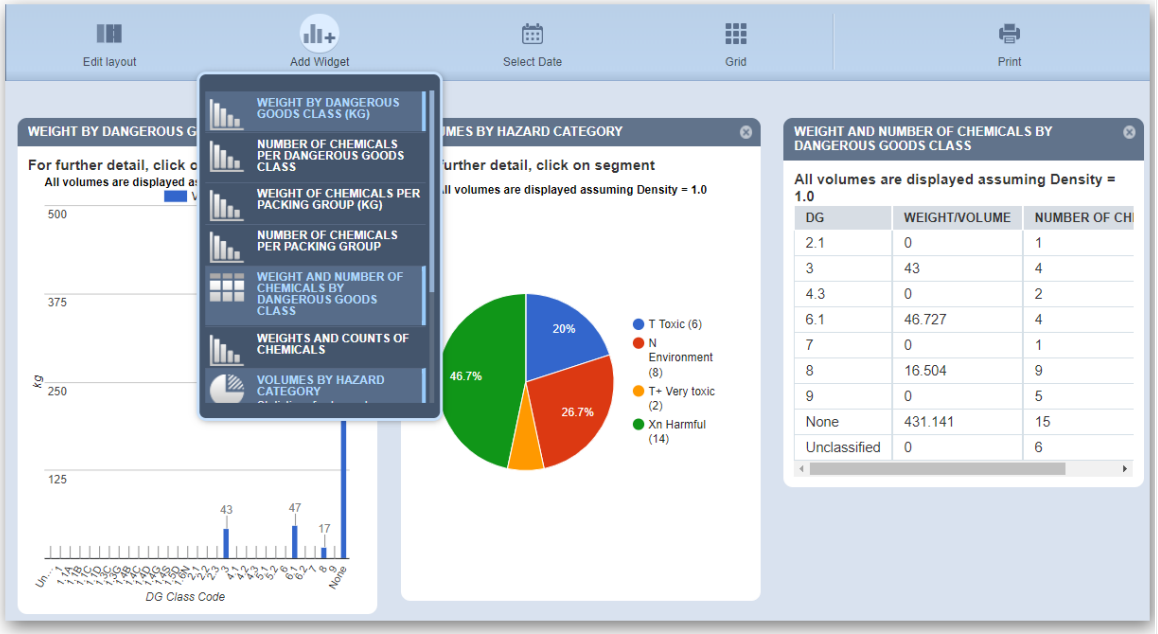
Relevant to Sisot Module for domains with Sisot package.



Access to System Dashboard

Copyright©2025 Chemwatch. All Rights Reserved

This privilege provides users with access to use the System Dashboard widgets to generate analytical data for reporting purposes.



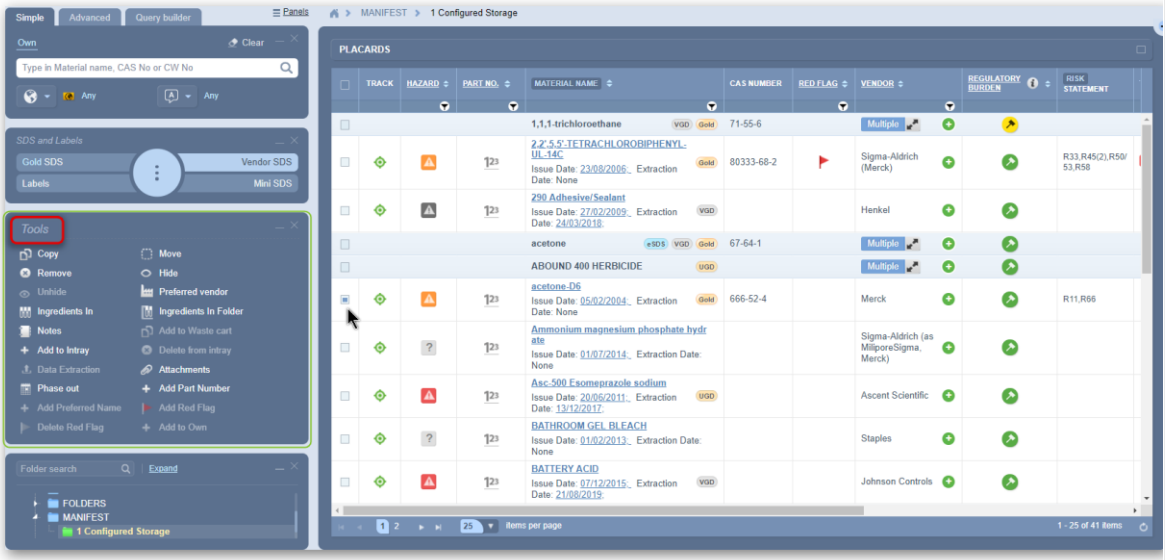
Access to System User Methods

This privilege is strictly an internal Chemwatch Administrative tool.

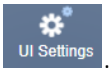
Access to Tools

This privilege enables users to access the Tools Panel from the user interface. Users can utilize the tools available to copy materials, move, remove, assign preferred vendor, Ingredients In and many more.

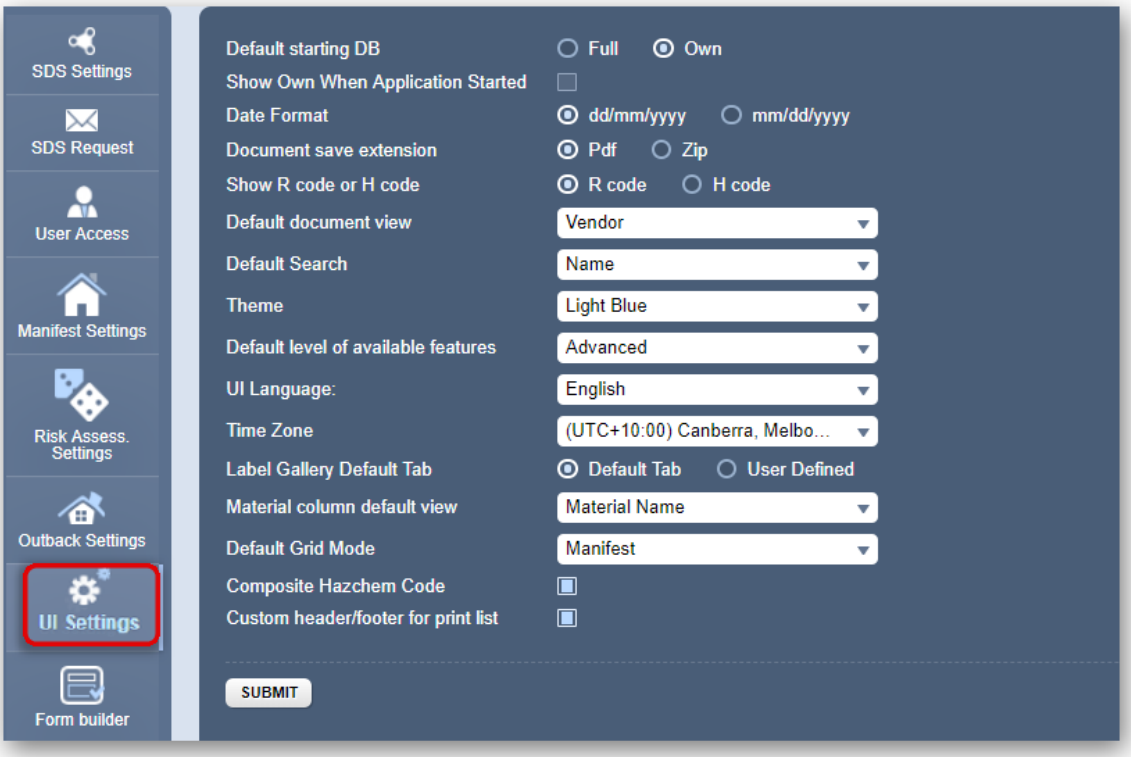
Copyright©2025 Chemwatch. All Rights Reserved



Access to UI settings

This privilege allows users to set up their own user interface settings mode 

.



ⓘ Detailed descriptions about each user interface attribute/setting, go to the section "UI (User Interface Settings)".

Copyright©2025 Chemwatch. All Rights Reserved

Access to UN

This privilege provides users with access to the UN risk assessment tab UN to view and/or perform storage-based risk assessments. Consider assigning this privilege in conjunction with the following components to enable users to have access to view or edit the material's risk assessment controls.

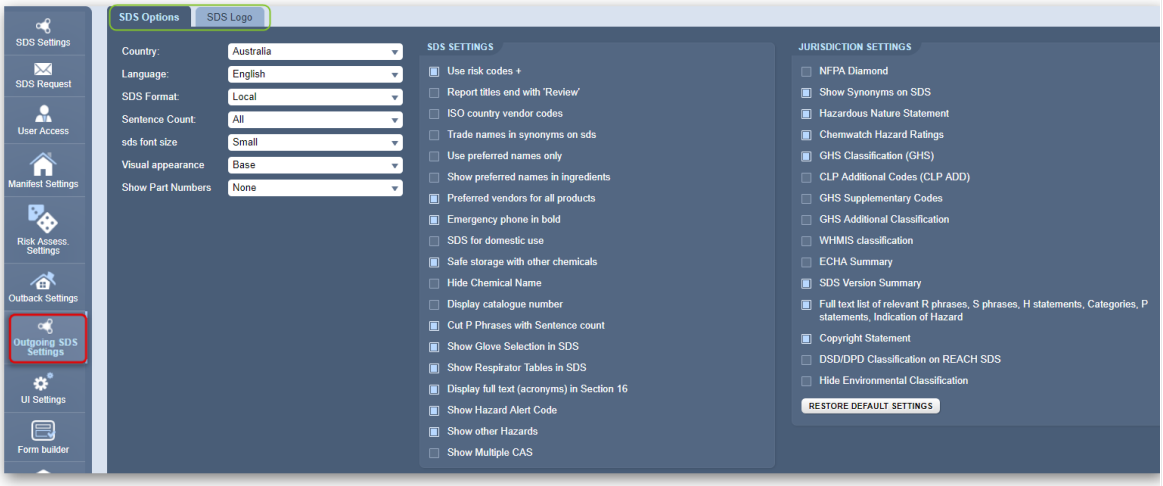
1. COBRA/COSHH product (module)
2. View folder tree privilege
3. Manage folders (optional) privilege - user may have full edit rights to folder(s)
4. Access to ILO privilege and/or Access to UN privilege
5. Access to edit RA controls (must be permitted to edit risk assessment)
6. Access to select RA controls
7. May assign the privilege "Allow Editing RA with read only access" if user has read only permission to folder content but needs to edit risk assessment

Access to WeWrite settings

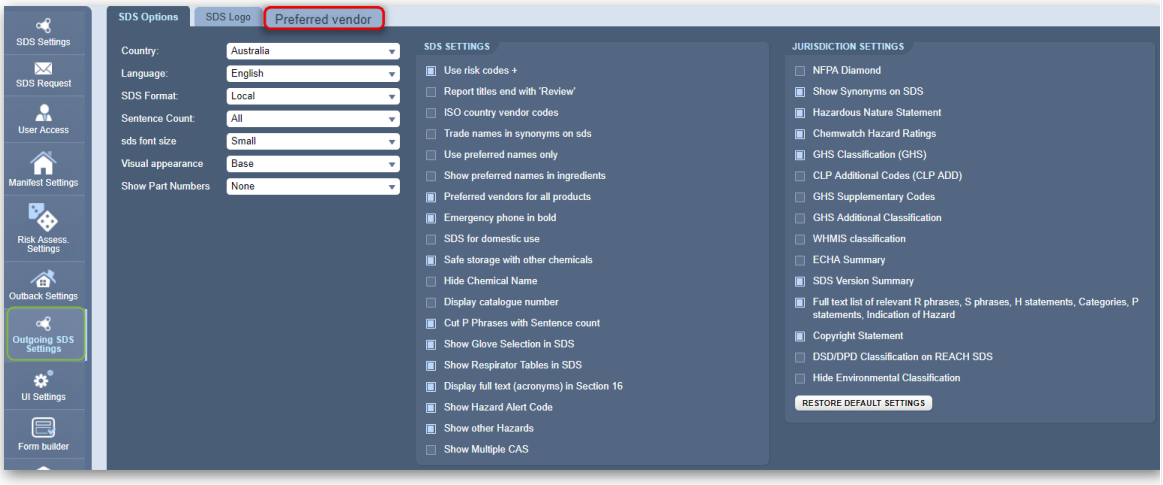
This privilege provides access to the Outgoing SDS Settings (WeWrite) to enable a user change or review Outgoing (WeWrites) SDS settings. This setting is visible to domains that have WeWrite option enabled.

WeWrites (Outgoing) SDS is the type of safety data sheet authored by Chemwatch on behalf of clients. It is a vendor document created by Chemwatch. It has some variations that differentiate it from the normally authored Chemwatch Gold SDS. For example, it would not necessarily have generic manufacture details.

Copyright©2025 Chemwatch. All Rights Reserved



This privilege may be assigned in conjunction with privilege “Access to Outgoing Preferred Vendors” to allows user to add/edit preferred vendor details.
Once enabled; the Outgoing SDS user interface will have another tab “Preferred Vendor” as shown below.

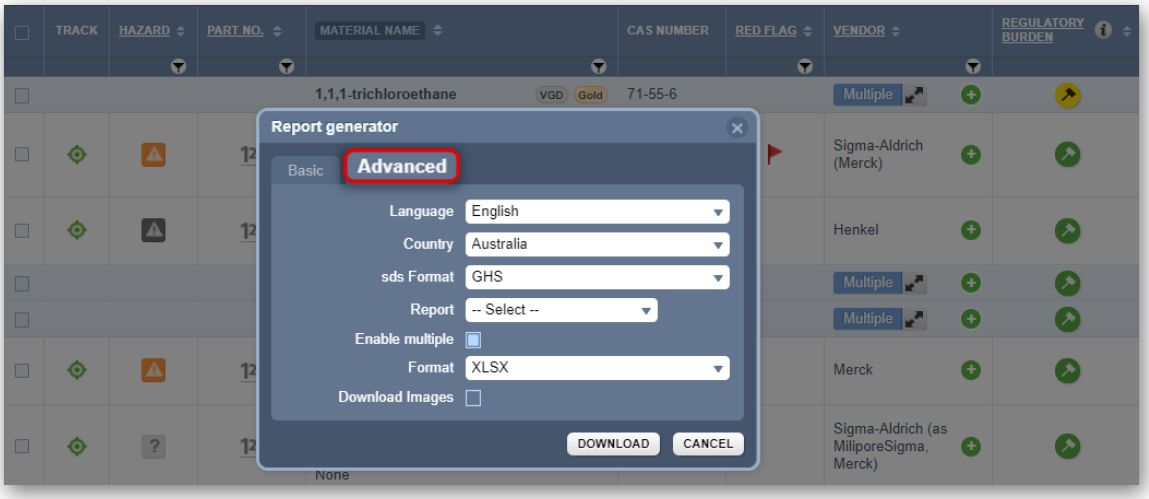


Advanced mode report generator

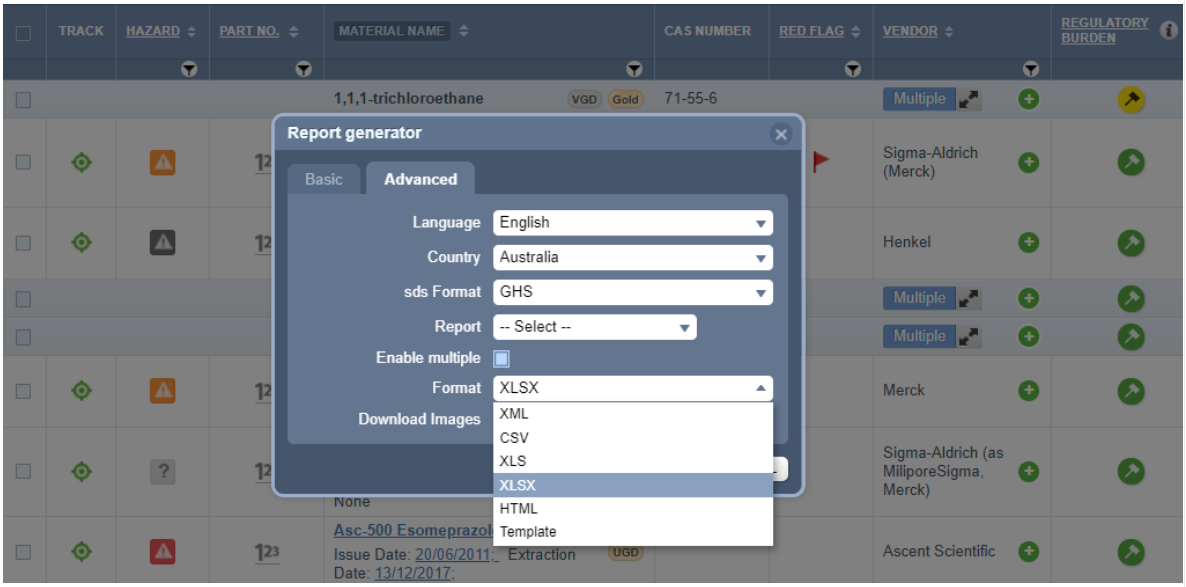
This privilege allows users to gain access to the Advance mode of the Report Generator tool

.

Copyright©2025 Chemwatch. All Rights Reserved

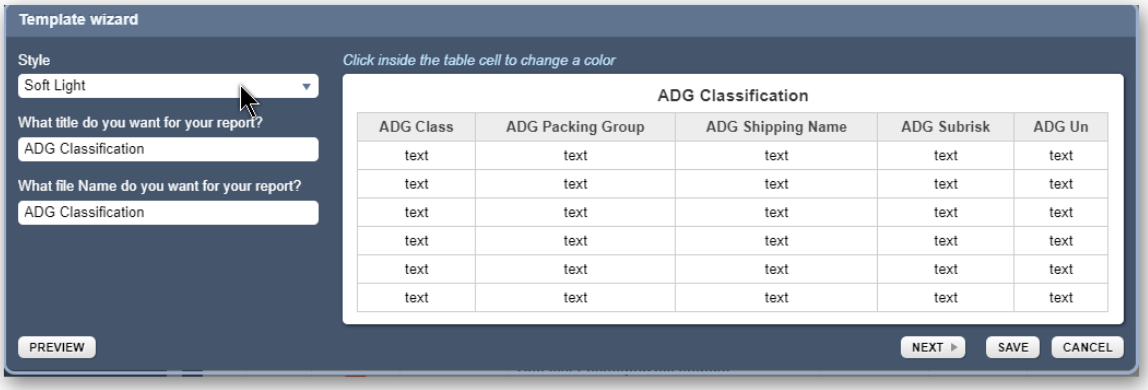


The Advance mode provides users with the ability to create custom report generator reporting templates that can be used by other users as well.

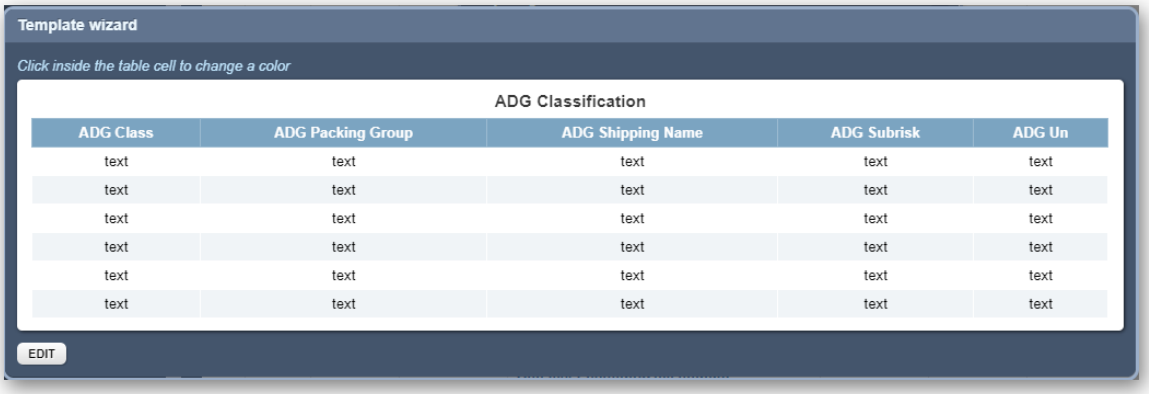


The system provides a variety of formats that can be used to export data; xlsx, xml, csv, xls, html or template (where, a wizard offers further customisation of the report by choosing a style, theme, etc).

Copyright©2025 Chemwatch. All Rights Reserved



Where, a sample preview of a grey-white custom template may look like this.



Advanced Documents ☐

This privilege provides access to “Advanced Documents” in Emergency Reports. The following list documents will be enabled within the SDS and Labels panel.

- SOP (Standard Operating Procedure)
- Toxicology
- PPE (Personal Protective Equipment)
- Transport

Copyright©2025 Chemwatch. All Rights Reserved

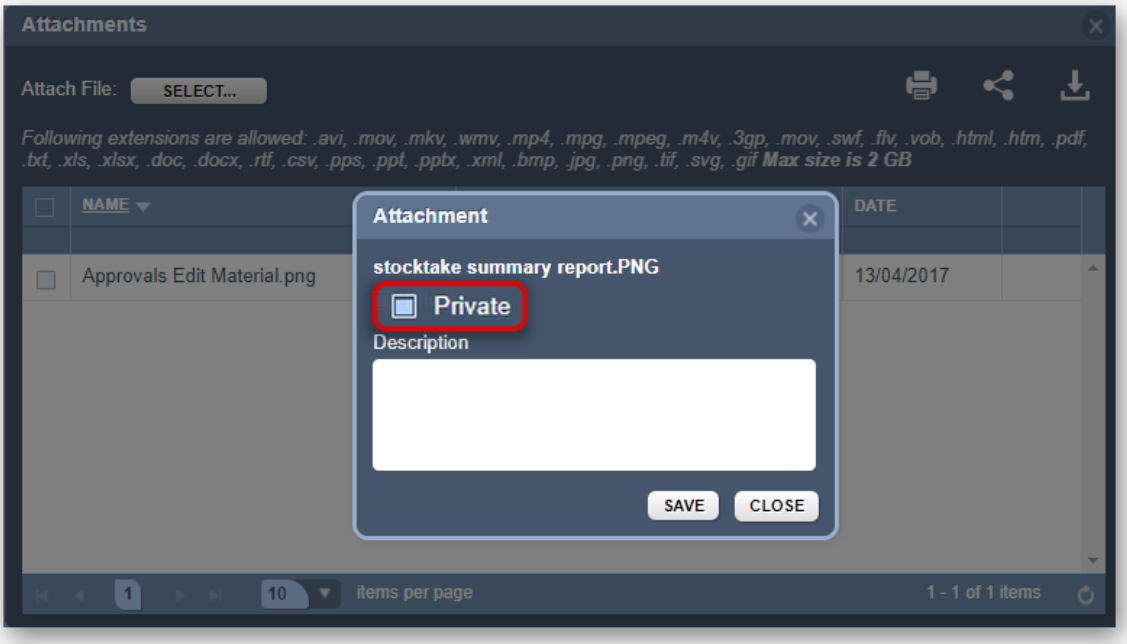
Allow Editing RA with Read only access ☐

This privilege enables user to edit risk assessments even when granted read only permission.

Allow to Attach Private Files ☐

This privilege enables user(s) the ability to attach their private business/organisational oriented files to any record in manifest, Sisot and Risk Assessment mode (ILO/UN modes). If assigned to a user, this privilege will trigger an extra checkbox for “Private Files” when they upload an attachment.

Copyright©2025 Chemwatch. All Rights Reserved



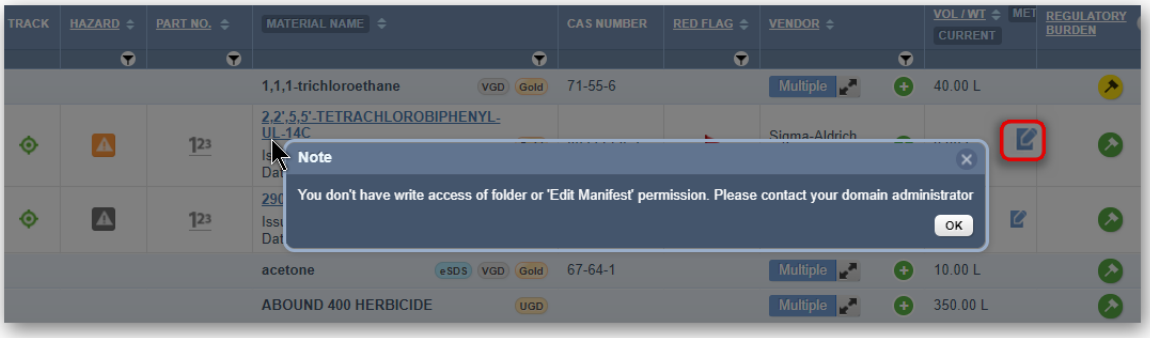
Allow updating maximal volume in Manifest

This privilege enables user(s) to edit the materials' maximum volume fields in Manifest module. If user(s) are allowed, they will be able to perform the following activities.

- Assign maximum volume/weight for a material in a folder
- Edit existing material and set its volume/weight to be the maximum value

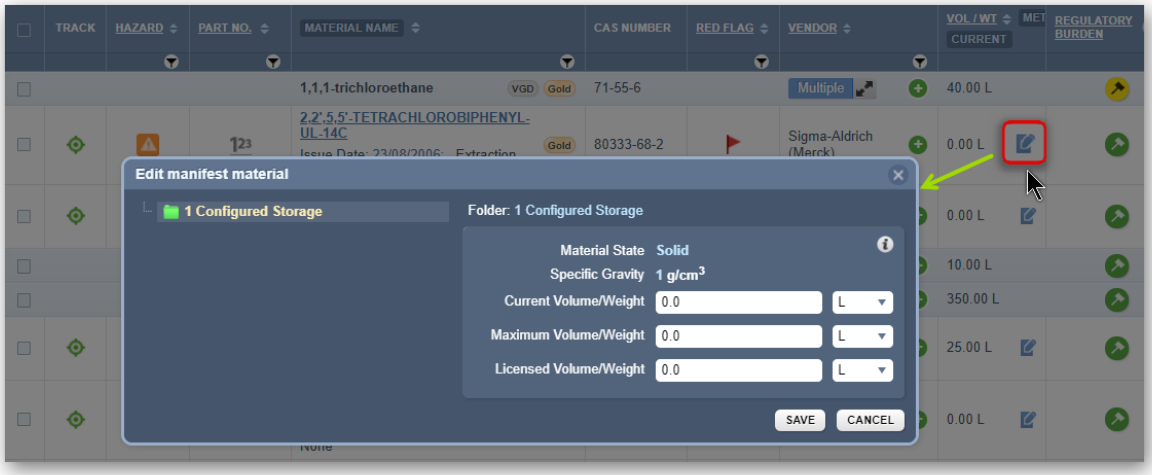
An automatic (alert) email will be sent to the folder/store owner or the Administrator as an update about any volume/weight change to maximum value.

If a user is not granted permission to edit manifest content in that folder, then a message will be displayed when user clicks on the volume/weight edit button.



It is recommended to assign the privilege "Edit Manifest" to allow user to edit the volume/weight for a material in a folder/store.

Copyright©2025 Chemwatch. All Rights Reserved



Approval Administrator ☐

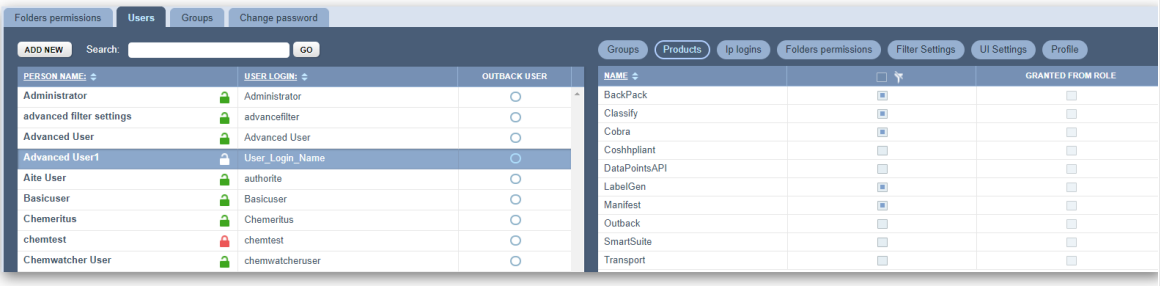
This privilege provides access to a user who is designated as an Approval Administrator for the Approvals Module. More details are covered in the Chemeritus Settings Manual for the package with Approvals Module. Contact helpdesk@chemwatch.net for more information.

Approve Quarantine containers ☐

This is Sisot module related type of privilege. This Administrator guide covers content in relation to the Chemeritus package without Sisot. Contact helpdesk@chemwatch.net for more information.

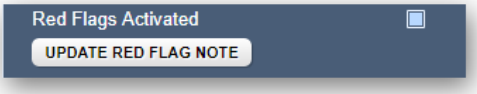
Assign users roles ☐

This privilege allows user such as the Sub-Administrator to be able to assign or change users roles.



Change RedFlag Note ☐

This privilege allows users to change/edit the Red Flag note in Filter Settings.

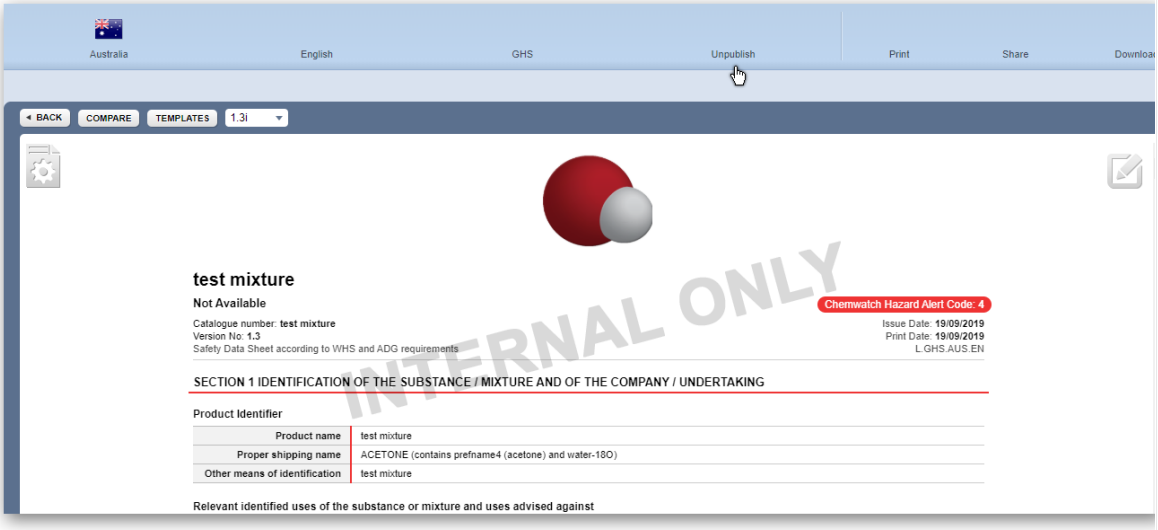


Copyright©2025 Chemwatch. All Rights Reserved

Credo Publish ☐

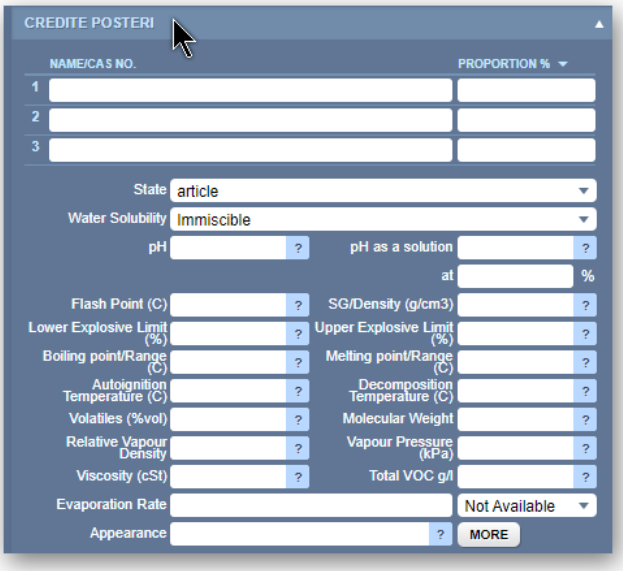
This privilege enables users of the Credo module to be able to publish

mixtures they have created internally or externally. Once the mixtures are published, they will be added into the inventory listing to allow the mixtures' names to be searchable and add them to the appropriate folders/stores and be able to generate corresponding reports; Mini SDS, Labels.



Credo tab Credite Posteri ☐

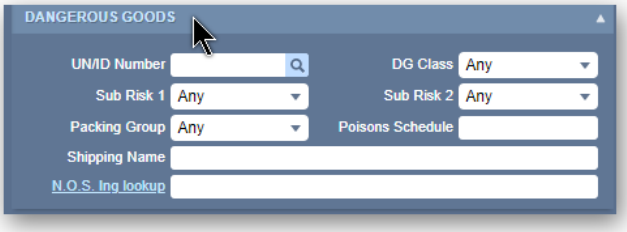
This privilege enables users of the Credo module to be able to use the Physical Properties tab to add the ingredients, composition (%) and physical properties of the mixture.



Copyright©2025 Chemwatch. All Rights Reserved

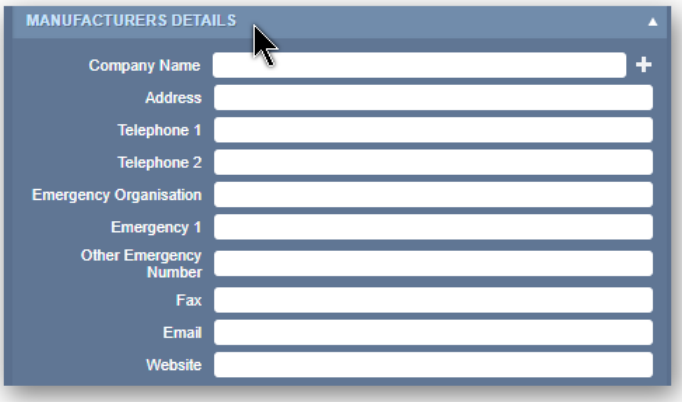
Credo tab Dangerous Goods ☐

This privilege enables users of the Credo module to be able to use the Dangerous Goods tab to enter data.



Credo tab Manufactured Details ☐

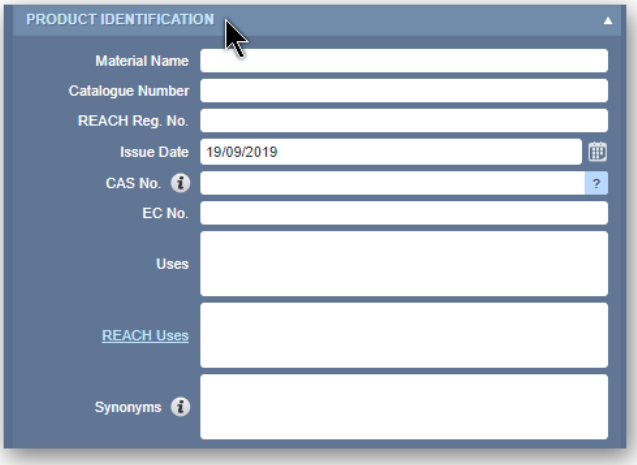
This privilege enables users of the Credo module to be able to use the Manufacturer's tab to enter vendor details; Company Name, Address, Telephone Number(s), Emergency Organisation, Emergency Number(s), Fax Number, Email and Website.



Credo tab Product Identification ☐

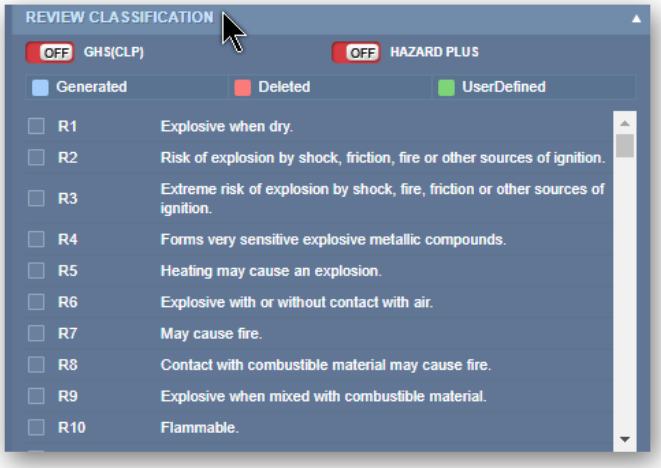
This privilege enables users of the Credo module to be able to use the Identification tab to enter data about the mixture; name of the material, catalogue number, REACH Reg No., Issue Date, CAS No., EC No., Uses, REACH Uses, Synonyms.

Copyright©2025 Chemwatch. All Rights Reserved



Credo tab Review Classification

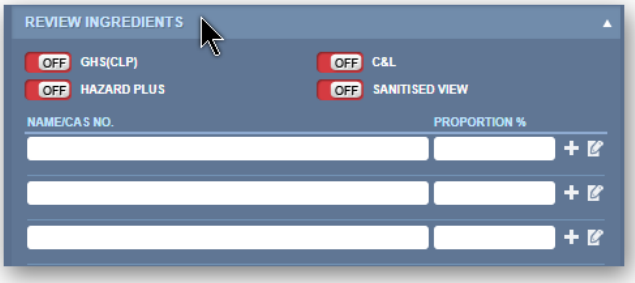
This privilege enables users of the Credo module to be able to use the Review Classification tab to review hazard classification codes of the mixture.



Credo tab Review Ingredients

This privilege enables users of the Credo module to be able to use the Review Ingredients tab to review ingredients of the mixture by assigning a classification switch, sanitisation, review/edit ingredient(s) and their proportion(s).

Copyright©2025 Chemwatch. All Rights Reserved

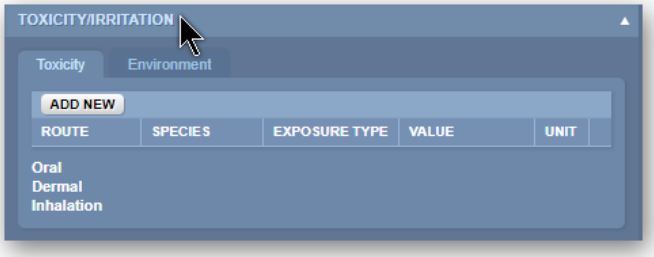


Credo tab Search ☐

This privilege enables users of the Credo module to be able to use the Search panel to look up for any desired material or ingredient.

Credo tab Toxicity Irritation ☐

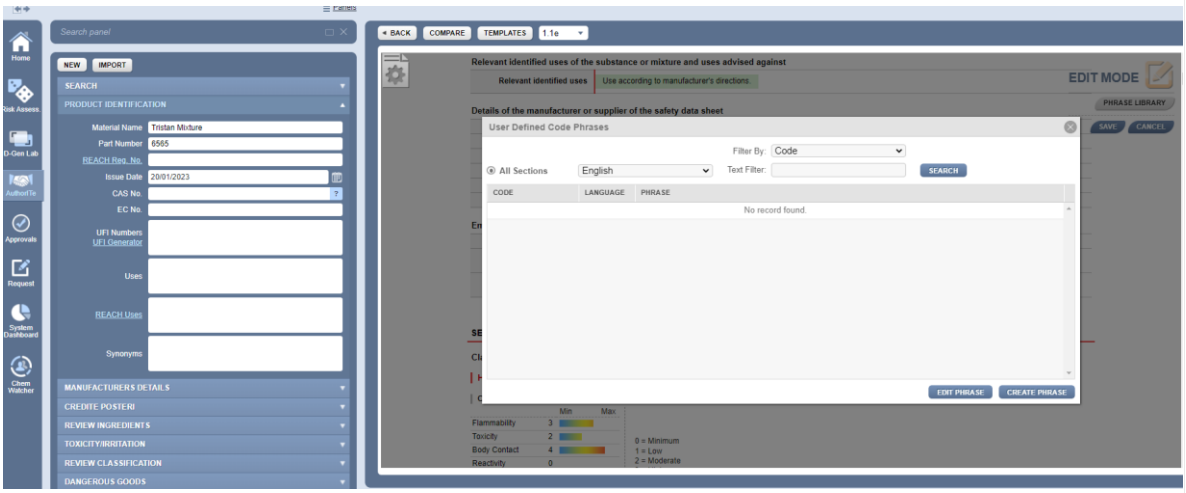
This privilege enables users of the Credo module to be able to use the Toxicity tab to enter toxicity and or environmental data for the mixture.



Credo/UGD tab P Codes ☐

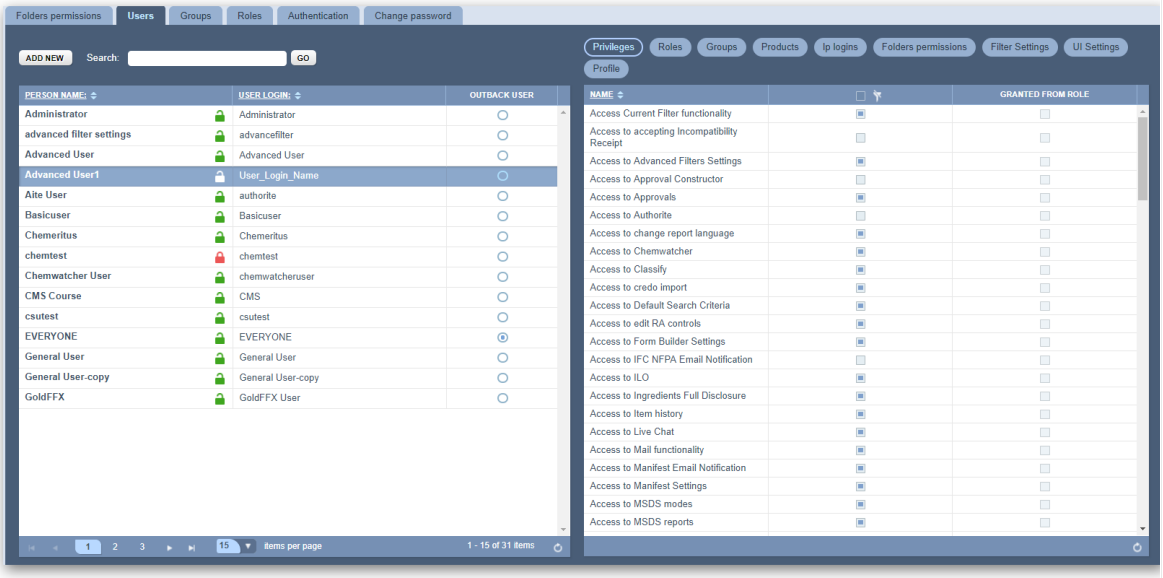
This privilege enables users of the Credo module to be able to use the Cred/UGD P Codes tab to enter precautionary (P) codes.

Copyright©2025 Chemwatch. All Rights Reserved



Domain User Settings

This privilege enables the domain user access settings.

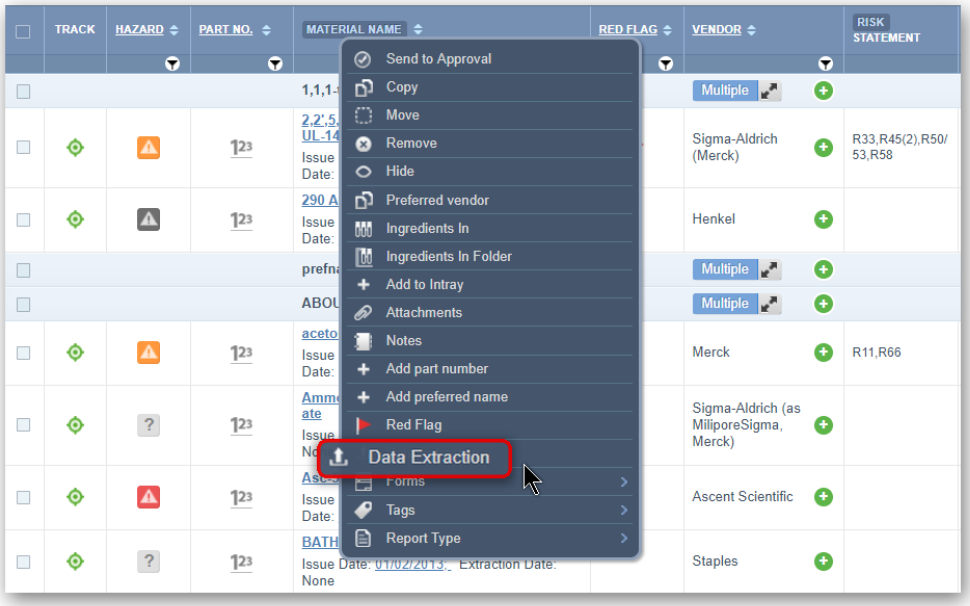


Warning: Care must be taken prior to providing access to the Domain User Settings privilege as this may expose user data. The full domain user settings are accessible to the Administrator by default.

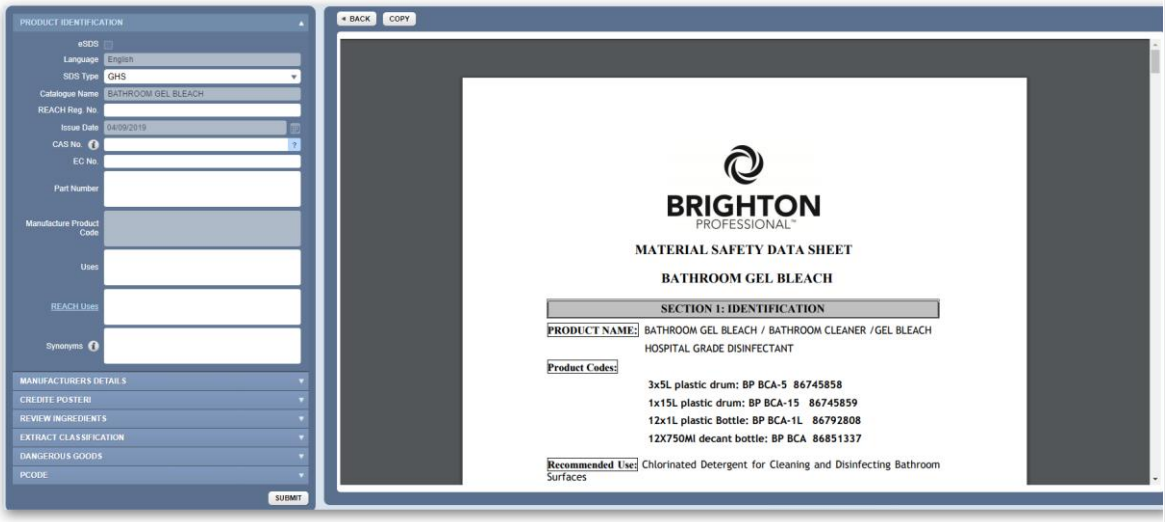
Edit Data Extraction Tool

This privilege allows users to use the Data Extraction tool to extract hazard classification information from the Vendor SDS, manufacturer details, physical properties and review classification, assign dangerous goods class. This feature is available through the mouse right click menu on the grid.

Copyright©2025 Chemwatch. All Rights Reserved



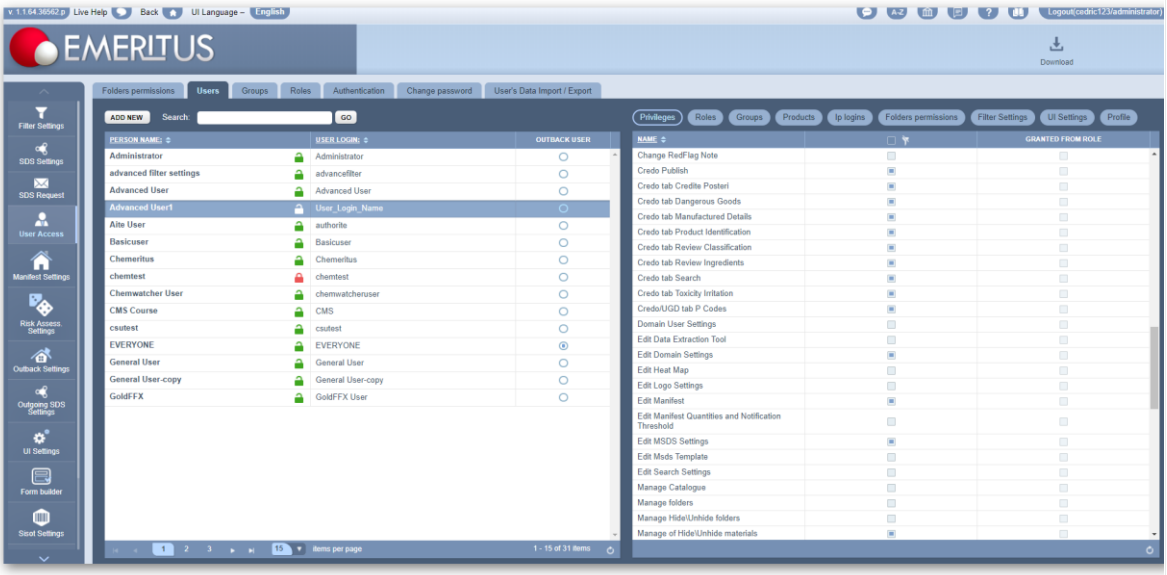
Once the DET window is displayed, all the data extraction tabs will be shown on the left-hand side and the Vendor SDS would be reference from the right-hand side.



Edit Domain Settings

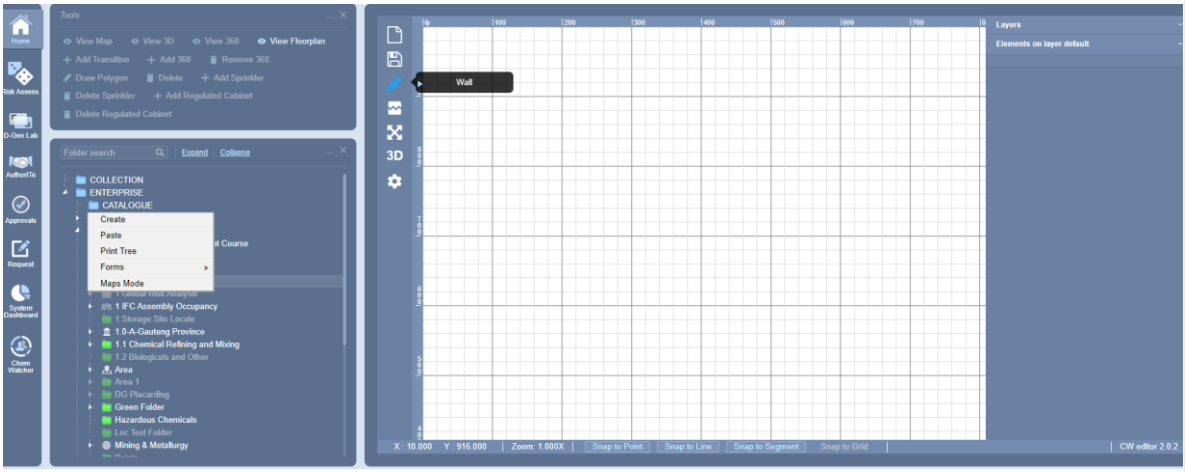
This privilege allows the Administrator to edit the domain settings.

Copyright©2025 Chemwatch. All Rights Reserved

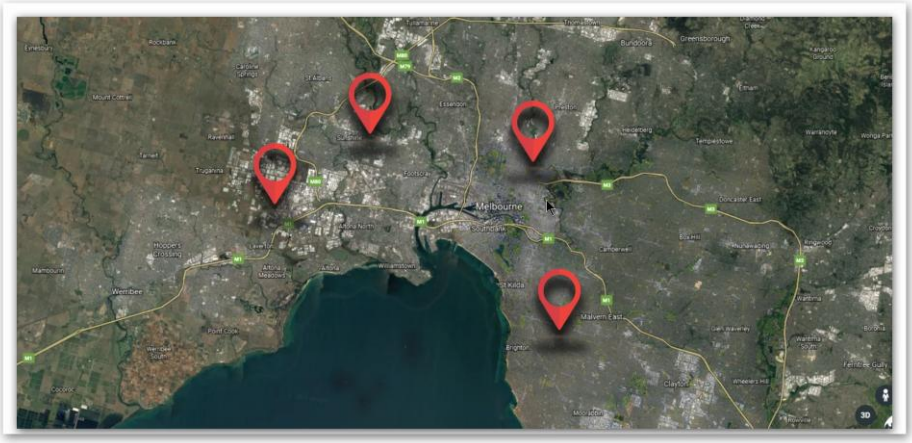


Edit Heat Map

This privilege provides users with the ability to upload specific files into the heat map module and edits to produce heat maps for sites/locations.



Copyright©2025 Chemwatch. All Rights Reserved

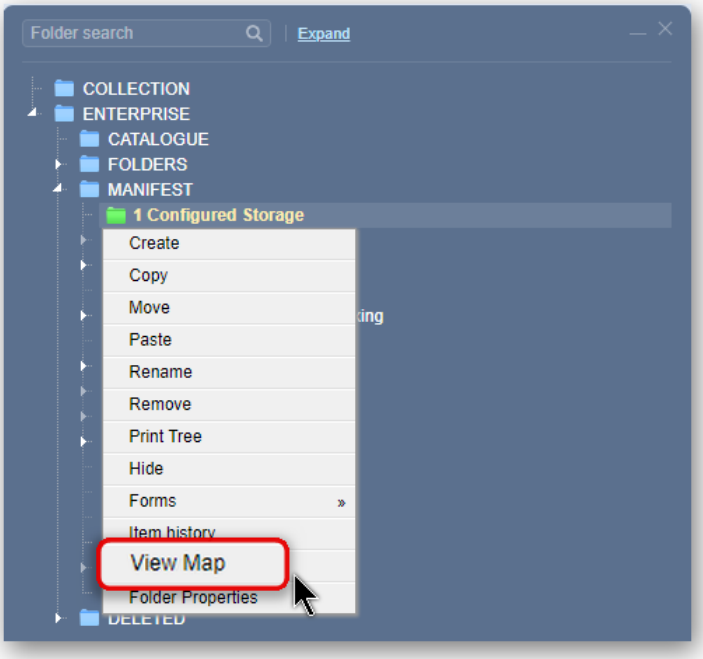


A building pinned to a location may be configured to display hotspot colours to produce a heat map.

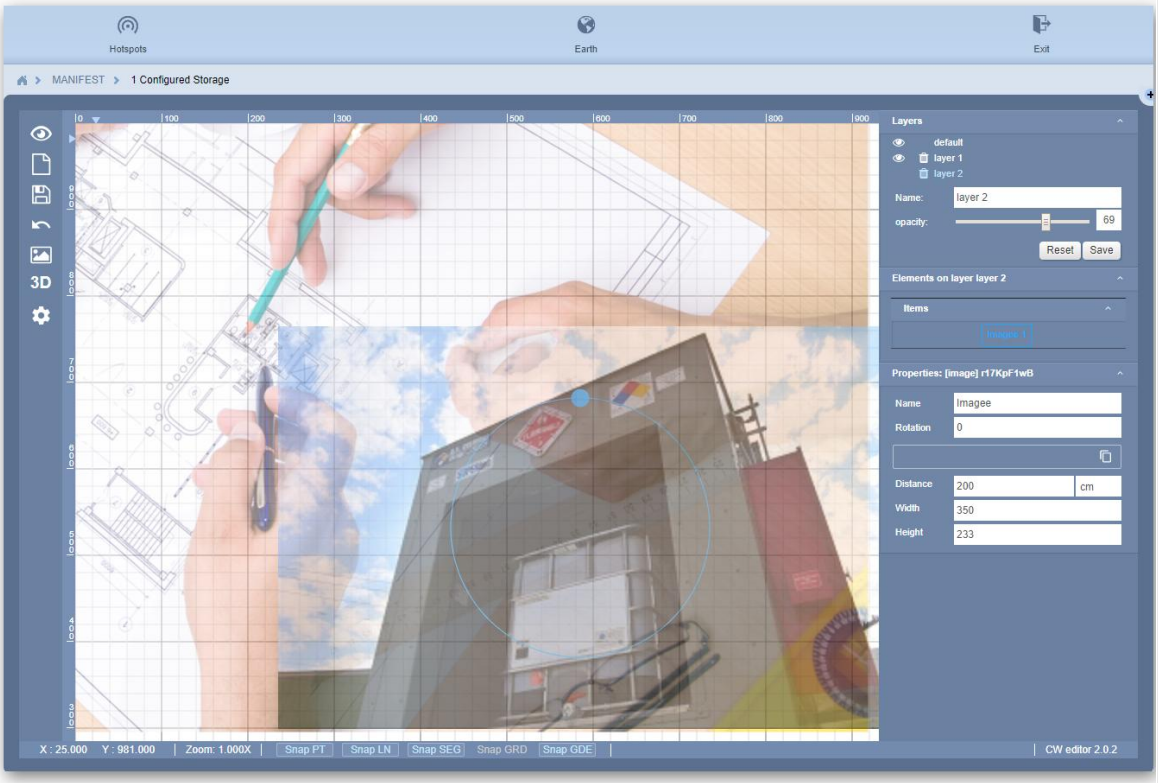
Example of a building image – not to scale!

Heat Map Builder (CW Editor and Map View) in the application is accessible via the folder mouse right-click context menu.

Copyright©2025 Chemwatch. All Rights Reserved



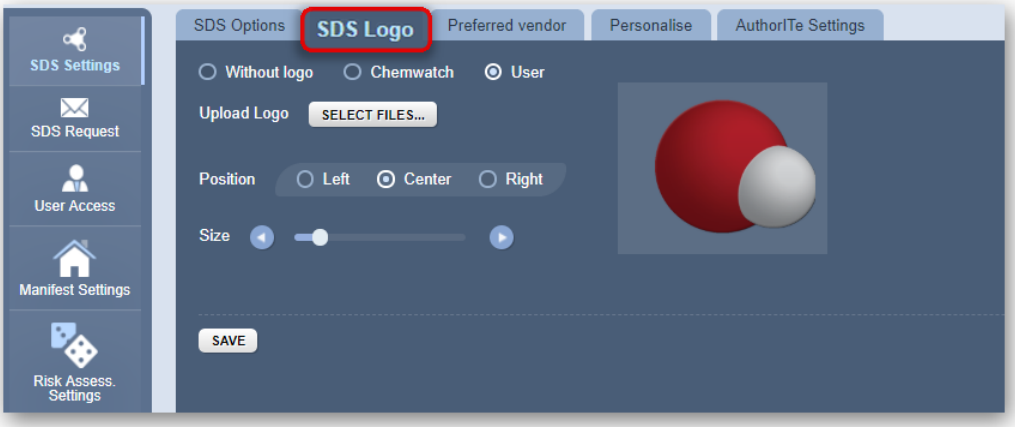
Once a plan has been drawn up and folder pinned to a building/location and editions made, the user can view the map. For more details about the heat map, contact us at helpdesk@chemwatch.net for support.



Copyright©2025 Chemwatch. All Rights Reserved

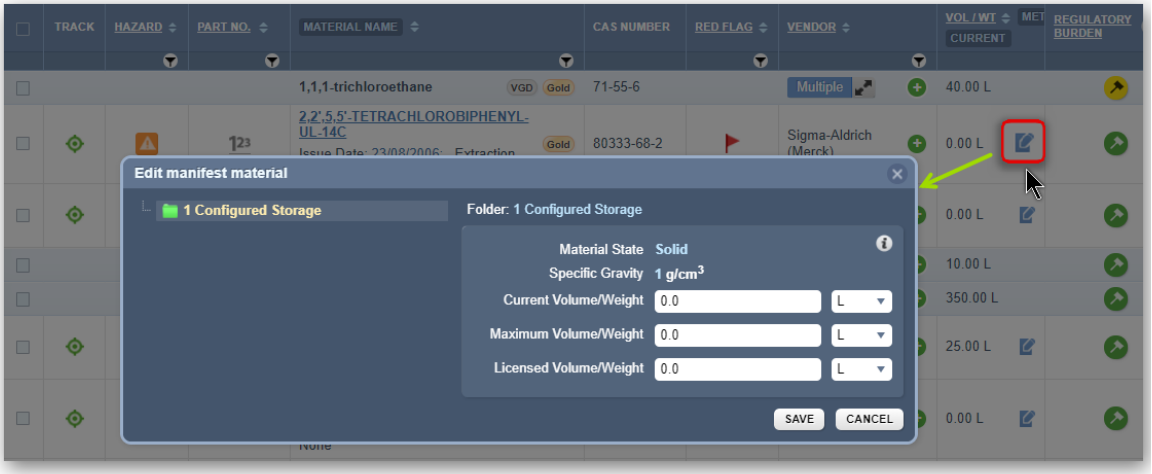
Edit Logo Settings

This privilege enables users to be able to edit SDS Logo settings.



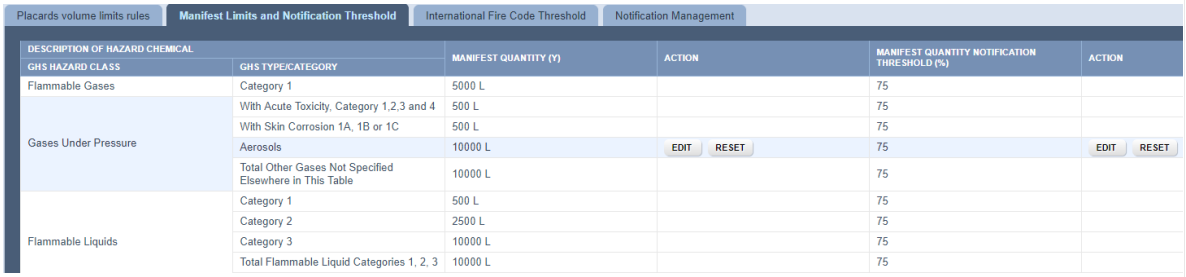
Edit Manifest

This privilege allows a user to edit the volume/weight for a material in a folder/store.



Edit Manifest Quantities and Notification Threshold

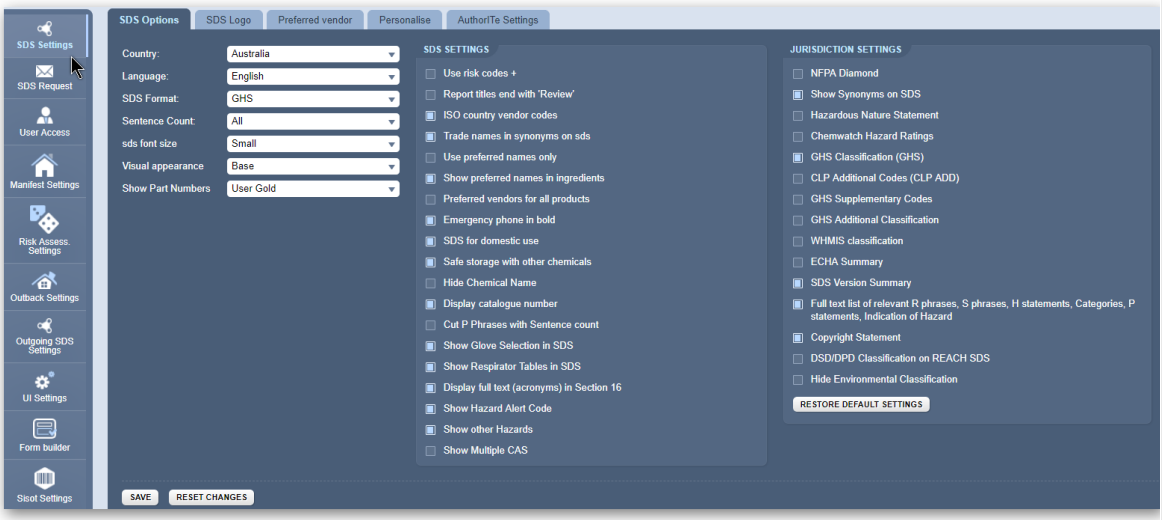
This privilege enables user to edit the manifest quantities and notification threshold.



Copyright©2025 Chemwatch. All Rights Reserved

Edit MSDS Settings

This privilege enables users to access Gold SDS Options settings, SDS Logo, Preferred vendor, Personalise, Authorite settings (if the product licence package has the Authorite product).



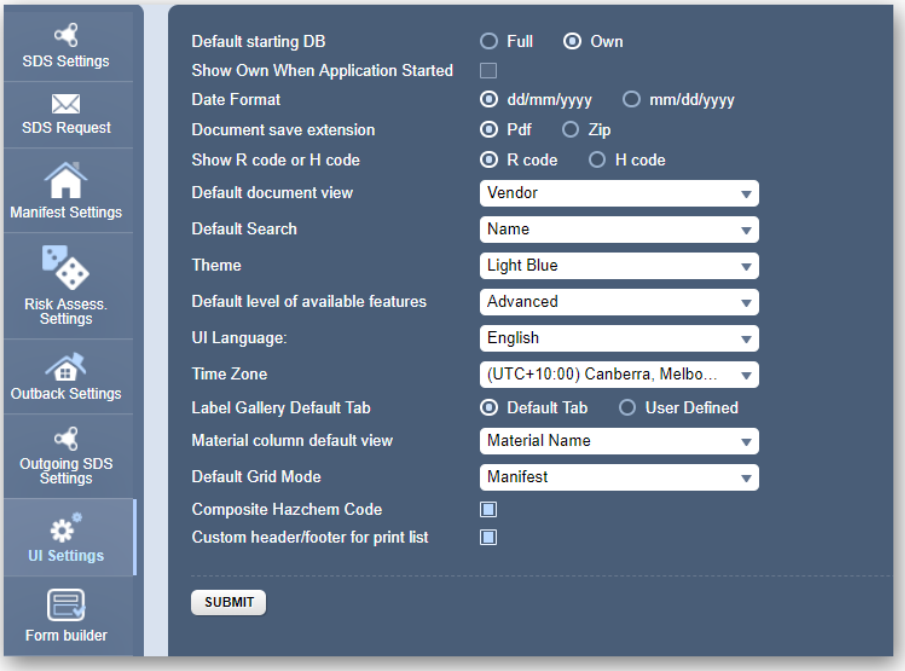
Edit MSDS Template

This privilege allows users to be able to edit the SDS template. MSDS template is an html file which enable edition of tags to replace data that should inserted. In general, any text can be used as a template. If the templates tab does not appear on your domain, contact Chemwatch IT (it@chemwatch.net) for more details.

Edit Search Settings

This privilege enables users to access SDS Request, Outgoing settings, UI settings and Outback settings.

Copyright©2025 Chemwatch. All Rights Reserved

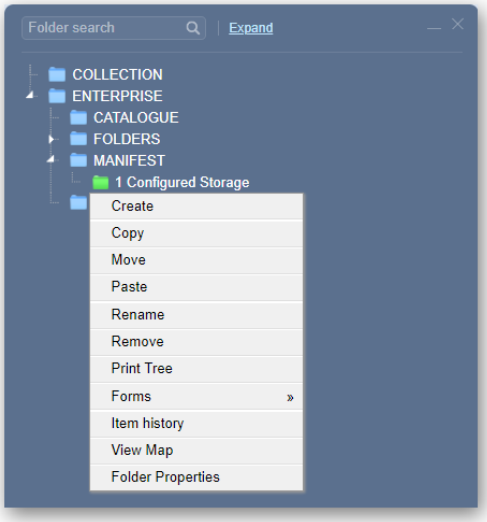


Manage Catalogue

This setting is applicable to Sisot module and allows users to manage Sisot Catalogue inventory from OWN container data.

Manage folders

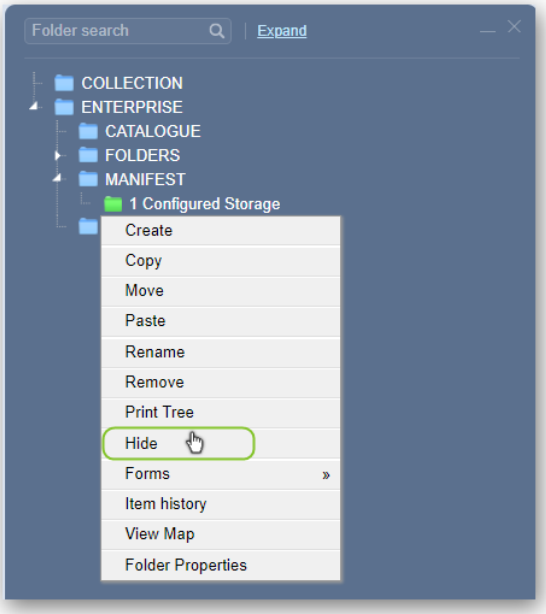
This privilege provides users with the ability to create (add) a new folder, copy folder, move folder, paste, rename folder, remove (delete) folder, edit folder properties, view map, assign forms, view item history and print tree. These folder panel attributes will be visible when a user mouse right clicks on a permitted folder(s)/site(s) as shown below in the context menu.



Copyright©2025 Chemwatch. All Rights Reserved

Manage Hide\Unhide folders

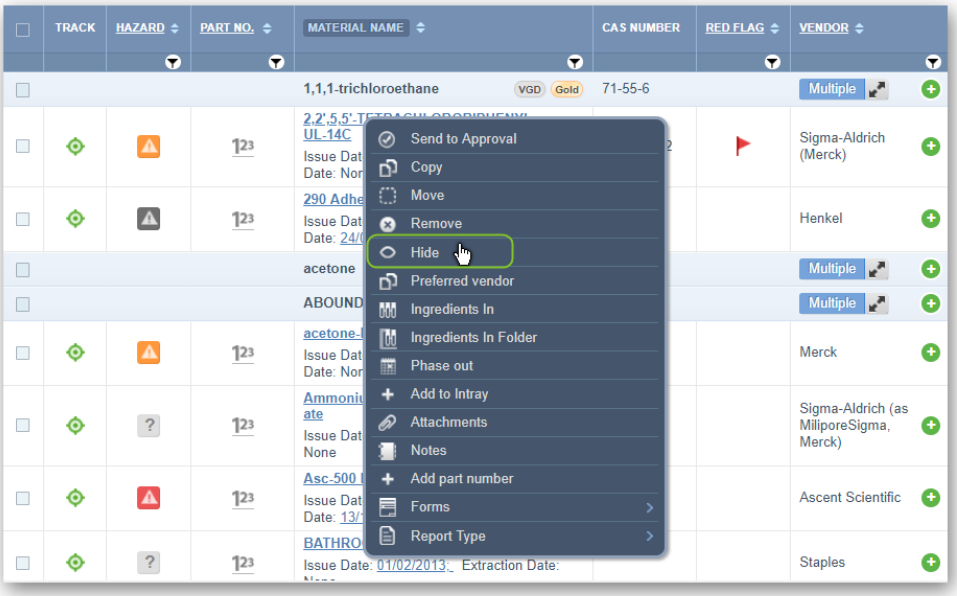
This privilege provides users with the ability to hide or unhide folders from being visible to other users unless certain users have been granted the privilege to view hidden folders. This folder panel attribute will be visible when a user mouse right clicks on a permitted folder(s)/site(s) as shown below in the context menu.



Manage of Hide\Unhide materials

This privilege provides users with the ability to hide or unhide materials from being visible to other users unless certain users have been granted the privilege to view hidden materials. This materials grid panel attribute will be visible when a user mouse right clicks on a material as shown in the menu below.

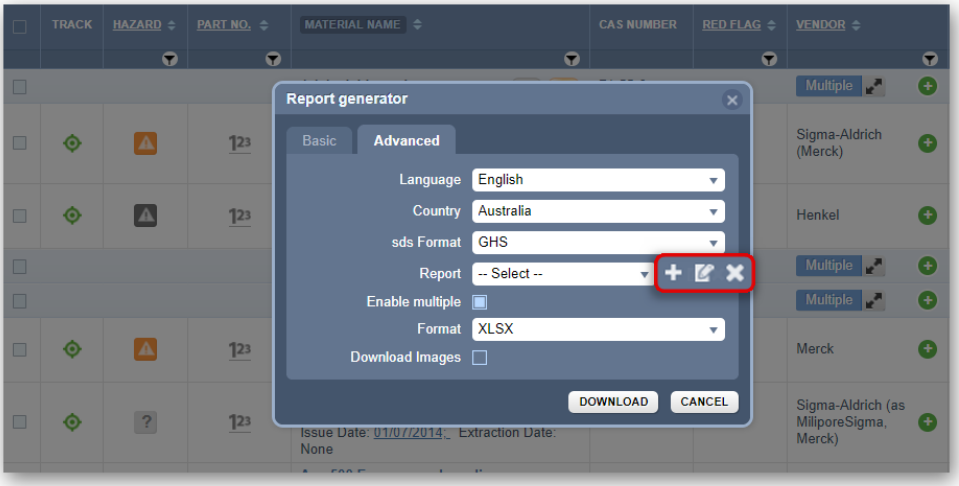
Copyright©2025 Chemwatch. All Rights Reserved



Manage Report Generator

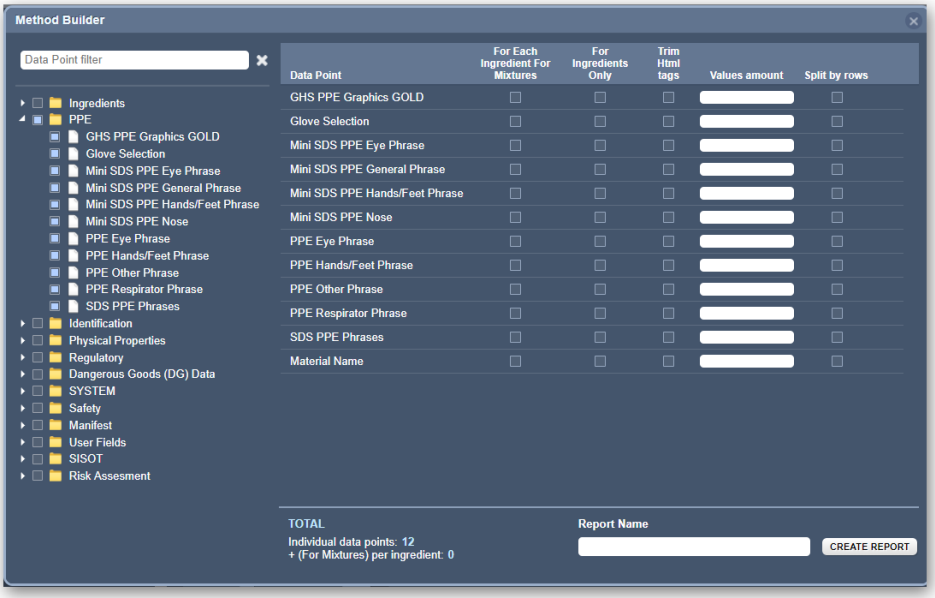
This privilege provides users with the ability to manage the report generator

modes (basic/advanced).



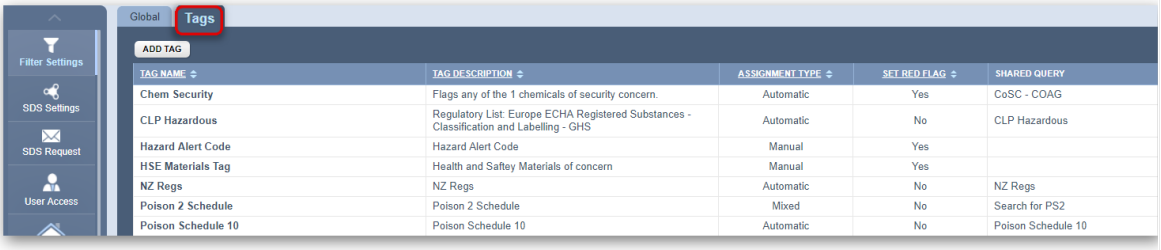
The advanced tab enables users to create new report templates by adding datapoints in method builder, edit styles and themes to generate desired data.

Copyright©2025 Chemwatch. All Rights Reserved



Manage Tags

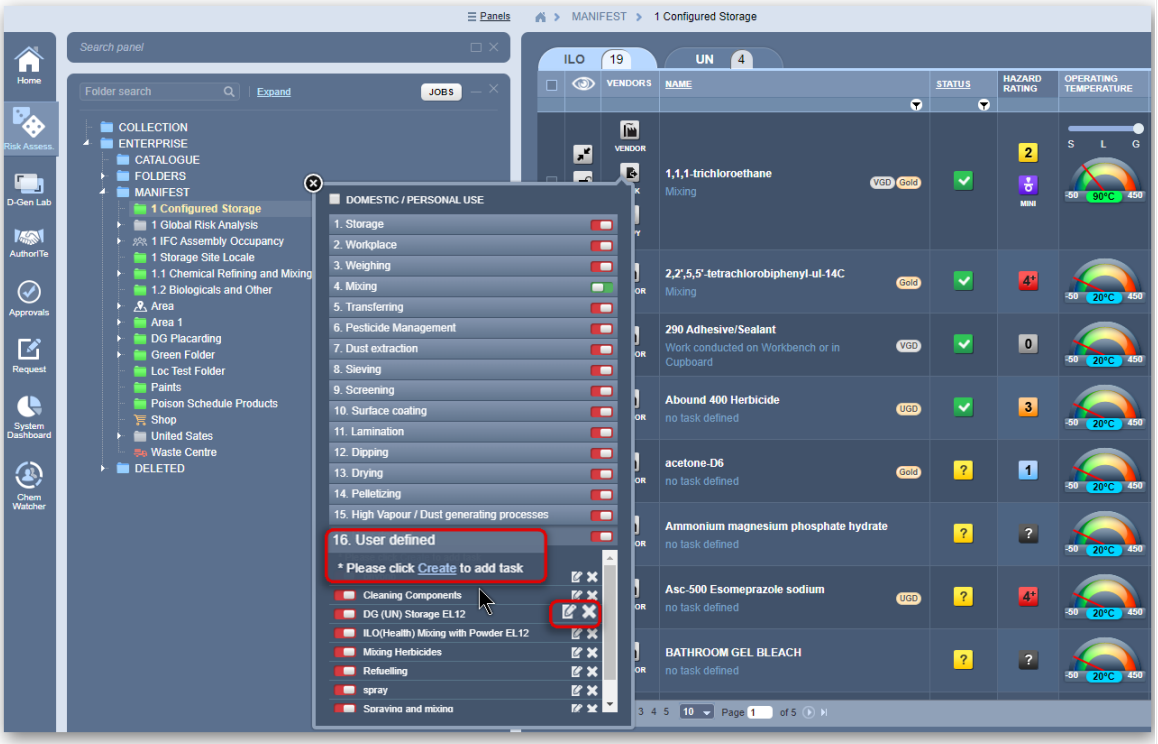
This privilege enables users to create, edit and assign automatic, mixed or manual tags that can be used to relay desired information about material inventory records within the grid. Users that are granted this privilege will have access to the tags tab in Filter settings mode as shown below.



Manage User Defined Tasks

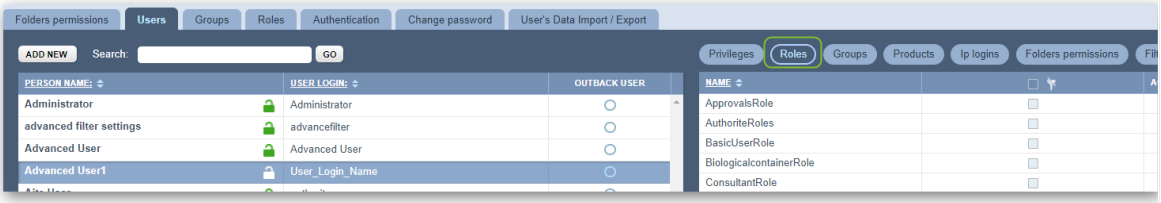
This privilege enables specific users to manage user defined tasks in the risk assessment module. If users are assigned this privilege, they will be able to create/edit tasks should they not find any related tasks from the default list of system-based tasks.

Copyright©2025 Chemwatch. All Rights Reserved



Manage users roles

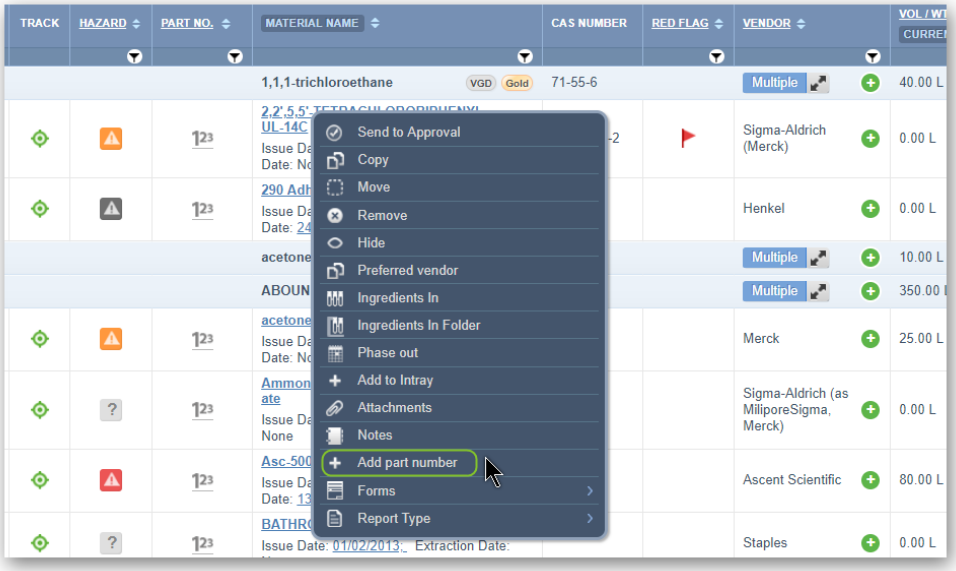
This privilege enables specific users to manage (assign or remove) other users' roles.



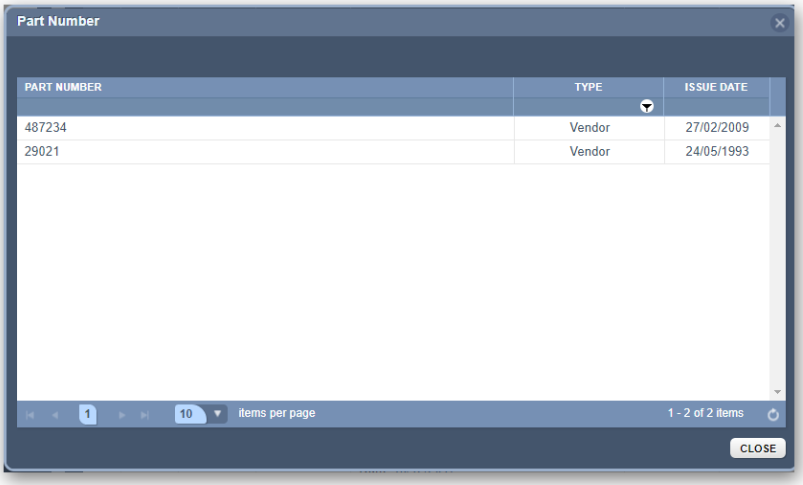
Managing Part Numbers

This privilege allows users to add new part numbers (user dependent, Gold dependent or Vendor dependant). Users who are granted this privilege will be able to use the mouse right click menu on materials to add part numbers to a material.

Copyright©2025 Chemwatch. All Rights Reserved



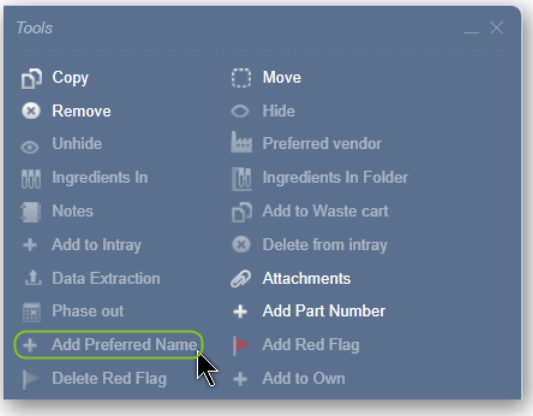
Once the add part number option is selected, it will open the part number window.



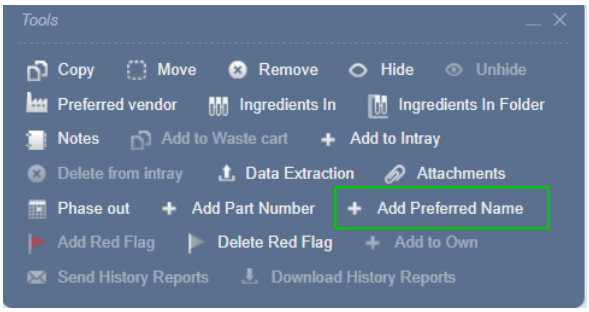
Managing Preferred Names

This privilege allows users to add preferred names to materials. This option will show as greyed out on tools panel if a material is not selected.

Copyright©2025 Chemwatch. All Rights Reserved

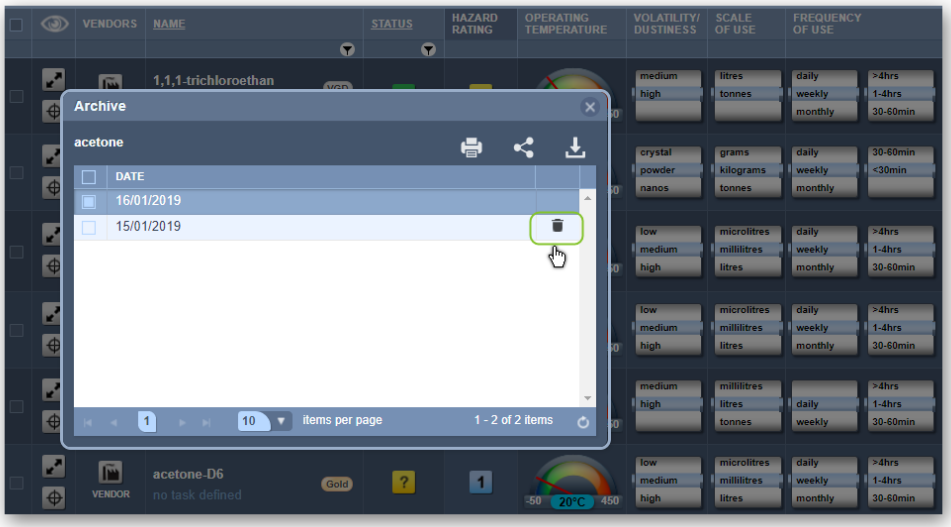


When material is selected, then the Add Preferred Name feature will be active.



RA Archive deleting ☐

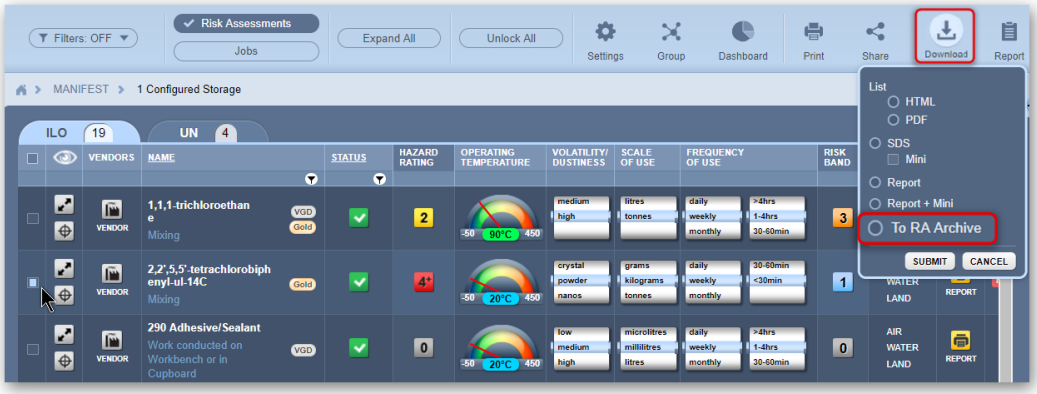
This privilege provides users with the ability to delete risk assessments that have been archived.



RA Archive saving ☐

Copyright©2025 Chemwatch. All Rights Reserved

This privilege provides users with the ability to save and archive risk assessment reports.

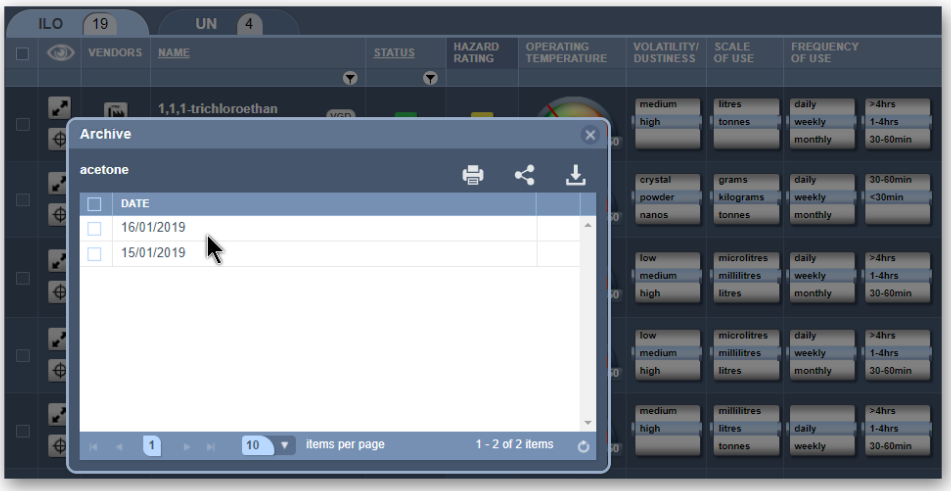


RA Archive view

This privilege provides users with the ability to view archived risk assessments.

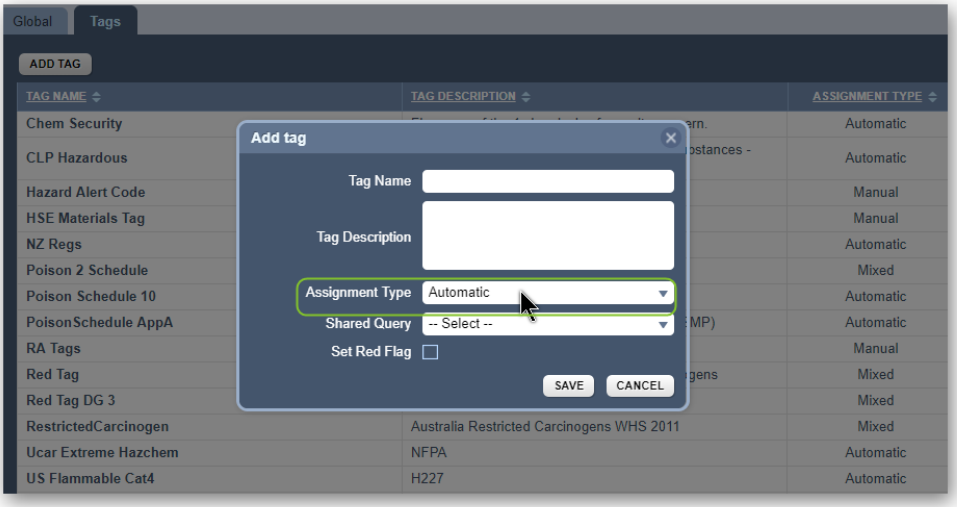
Archived risk assessments will be listed in the archive window.

Copyright©2025 Chemwatch. All Rights Reserved



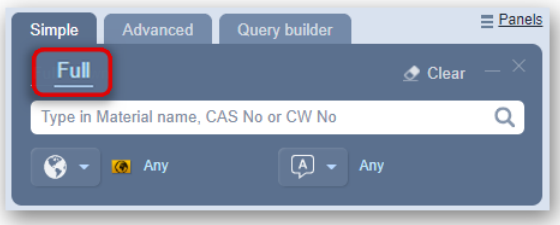
RunAutoTagging

This privilege enables users to run automatic tags.



Search in full DB

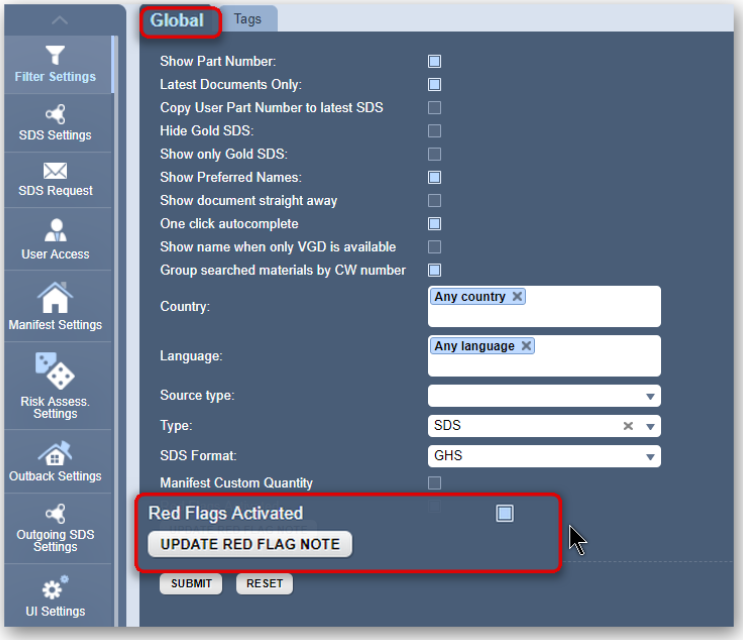
This privilege enables users to be able to perform searches from the full Chemwatch database.



Copyright©2025 Chemwatch. All Rights Reserved

Set RedFlag

This privilege enables users to set the Red Flag in Global tab Filter Settings.



Sisot Approver

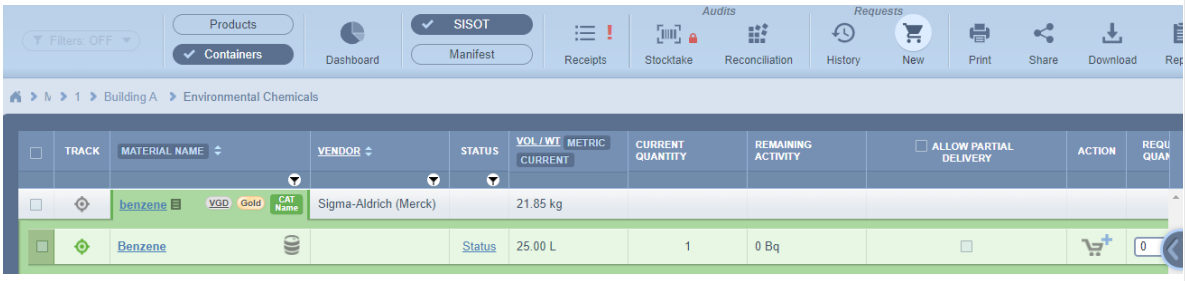
This privilege setting is applicable to Sisot module. Ability to approve containers.

Sisot Central Store

This privilege setting is applicable to Sisot module. Ability to manage a central store.

Sisot Requester

This privilege setting is applicable to Sisot module. Ability to request containers.



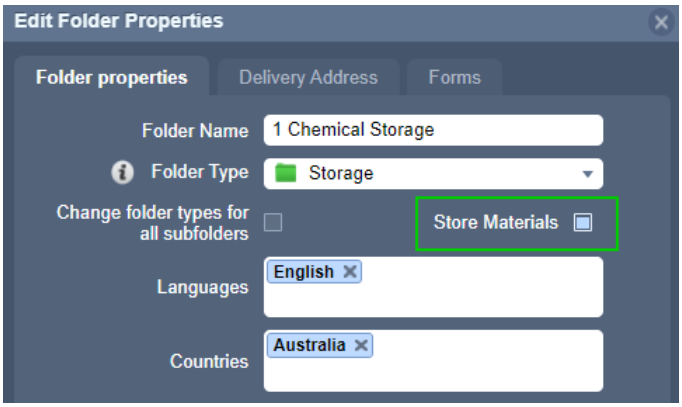
Stocktaker

This setting is applicable to Sisot module. Refer to the Chemeritus (with Sisot) Administrator Settings Guide.

Copyright©2025 Chemwatch. All Rights Reserved

Store Materials

Folder properties provide an optional checkbox to set a folder to be enabled for storing (adding) materials into that specific folder).



Unlock saved containers details

This setting is applicable to Sisot module to allow user to unlock saved containers.

Smarter Suite – SmartER

This privilege setting is applicable to the SmartSuite App to enable users to access and view emergency reports Smart ER.

Smarter Suite – SmartINI

This privilege setting is applicable to the SmartSuite App to enable users to access and view Mini SDS Smart MINI.

Smarter Suite – SmartSDS

This privilege setting is applicable to the SmartSuite App to enable users to access and view Chemwatch Gold SDS Smart SDS.

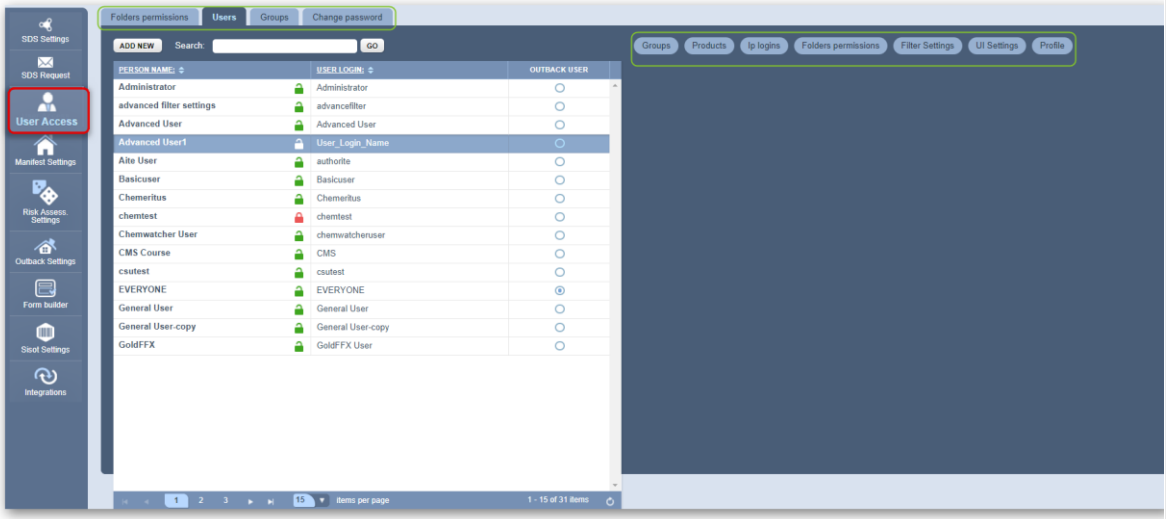
Smarter Suite – SmartVSDS

This privilege setting is applicable to the SmartSuite App to enable users to access and view Vendor SDS Smart V.

Copyright©2025 Chemwatch. All Rights Reserved

User settings

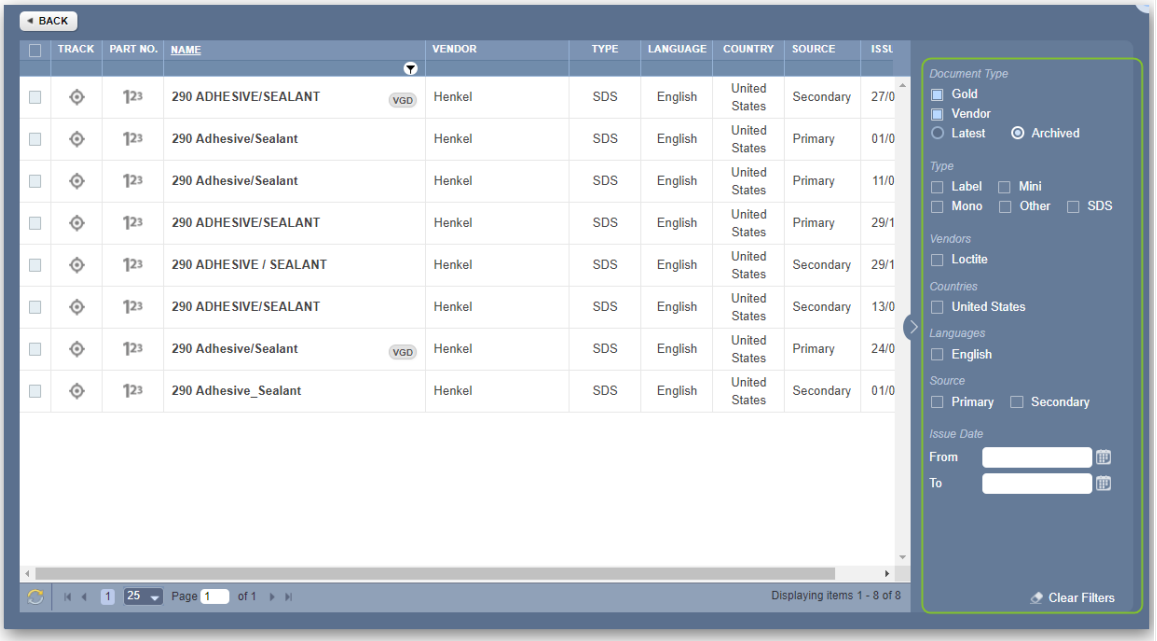
This privilege enables the Administrator to assign user to access the User Access Settings mode.



Warning: Care must be taken prior to providing access to the User Access page settings as this mode contains user access profile information.

User vendor document filters

This privilege allows users to use the document filters from the document's list sidebar's filter options.



View Document Emergency

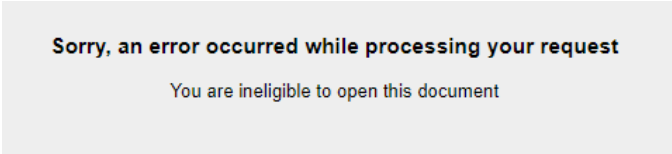
This privilege will provide access to view Emergency Reports:

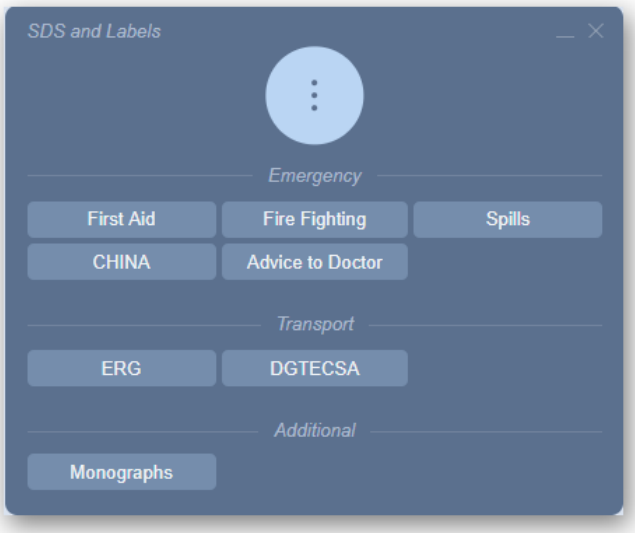
Copyright©2025 Chemwatch. All Rights Reserved

- First Aid
- Fire Fighting
- Spills
- CHINA (Cautionary Hazard Information for Action)
- Advice to Doctor
- ERG (Emergency Response Guide)
- Monographs (additional report)

This privilege needs to be assigned in conjunction with the privilege “Access to MSDS modes” to enable the SDS and Labels panel within the user interface.

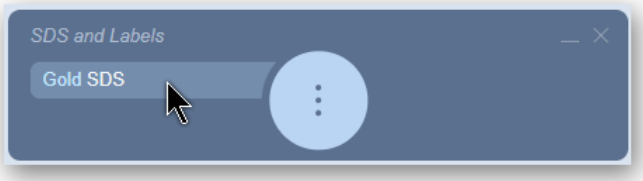
Note that if privilege is not assigned to a user, the message below will be displayed.





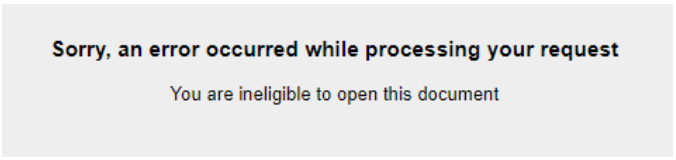
View Document Gold MSDS

This privilege will activate the Gold SDS button from within the SDS and Labels panel. It provides access to view Gold SDS (Chemwatch SDS). This privilege needs to be assigned in conjunction with the privilege “Access to MSDS modes” to enable the SDS and Labels panel within the user interface.



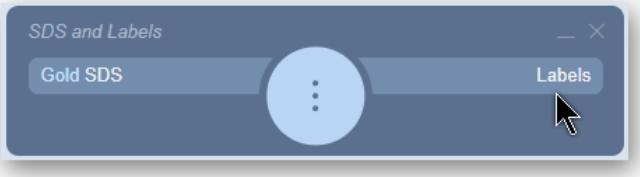
Note that if privilege is not assigned to a user, the message below will be displayed.

Copyright©2025 Chemwatch. All Rights Reserved

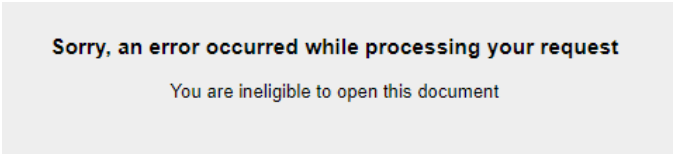


View Document Labels

This privilege will activate the Labels button from within the SDS and Labels panel. It provides access to view labels. This privilege needs to be assigned in conjunction with the privilege “Access to MSDS modes” to enable the SDS and Labels panel within the user interface.

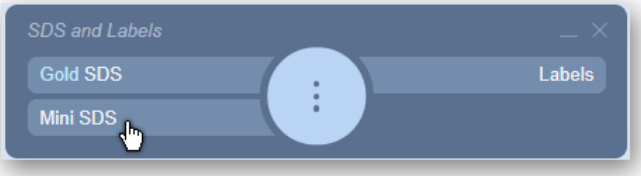


Note that if privilege is not assigned to a user, the message below will be displayed.

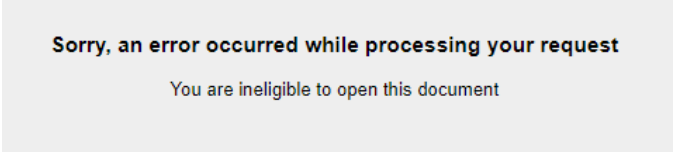


View Document Mini

This privilege will activate the Mini button from within the SDS and Labels panel. It provides access to view Mini SDS (Chemwatch one-page hazard/emergency summary document). This privilege needs to be assigned in conjunction with the privilege “Access to MSDS modes” to enable the SDS and Labels panel within the user interface.



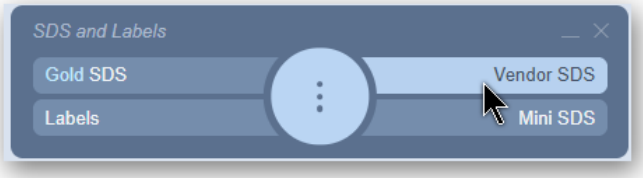
Note that if privilege is not assigned to a user, the message below will be displayed.



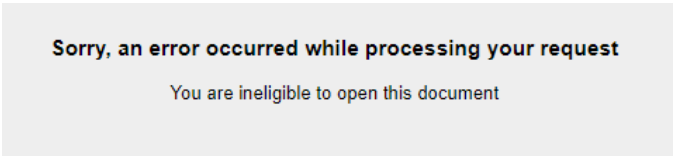
View Document Vendors

This privilege will activate the Vendor button from within the SDS and Labels panel. It provides access to view Vendor (manufacturer/supplier) SDS. This privilege needs to be assigned in conjunction with the privilege “Access to MSDS modes” to enable the SDS and Labels panel within the user interface.

Copyright©2025 Chemwatch. All Rights Reserved



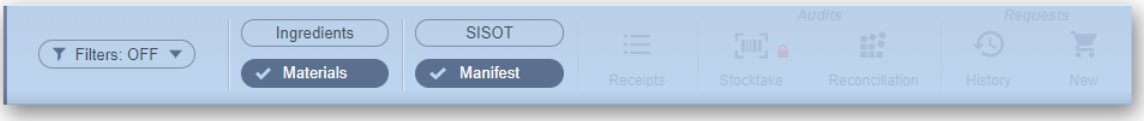
Note that if privilege is not assigned to a user, the message below will be displayed.



View Folder Dashboards ☐

This privilege will activate the manifest dashboard to allow users to be able to view dashboard statistical data through widgets.

Manifest toolbar without dashboard button



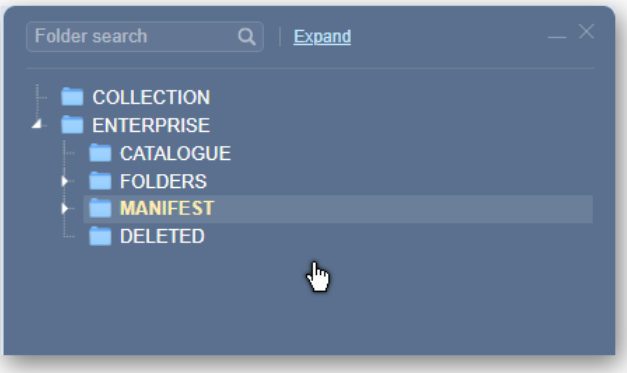
When the privilege is assigned to a user, the manifest toolbar will display the Dashboard button as shown below.

This privilege needs to be assigned in conjunction with the privilege “Access to System Dashboard” to activate the functionality of the dashboard.

View Folder Tree ☐

This privilege enables users to view the folder structure for the enterprise.

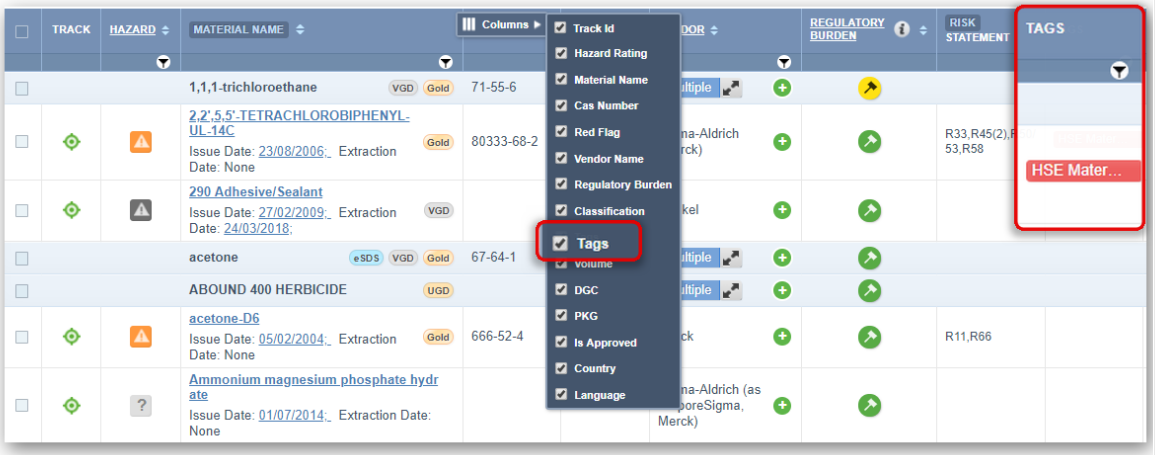
Copyright©2025 Chemwatch. All Rights Reserved



However, users who require specific folder permissions to manage folders and respective content need to be assigned the appropriate folder permissions. Refer to Folder Permissions attributes.

View Tags

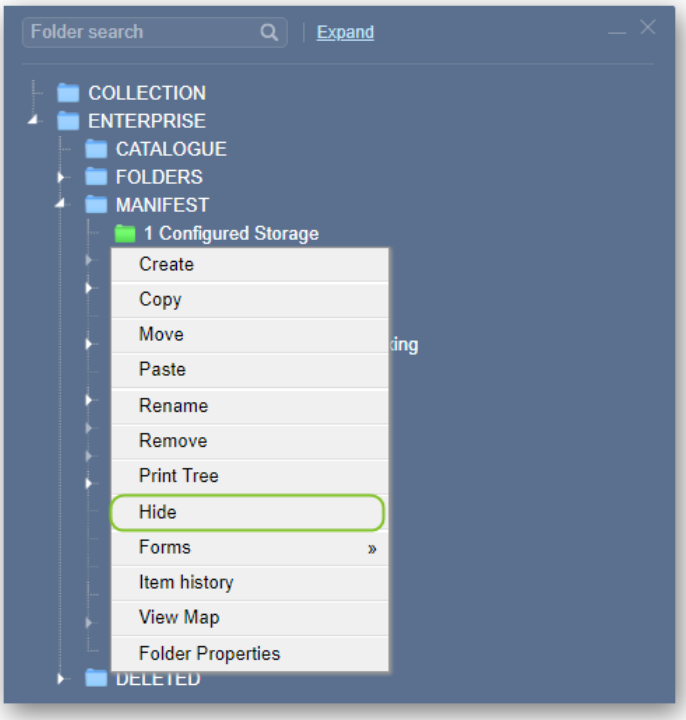
This privilege enables users to view Tags from the materials/cat name grid.



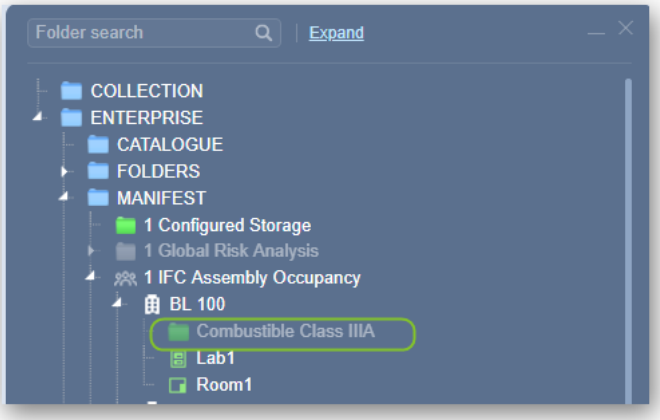
Visibility of Hidden folders

This privilege allows users to view any hidden folders from within the tree structure. The Administrator has the authority to grant permission for other users to be able to hide/unhide folders. This privilege may be considered in conjunction with the privilege “Manage Folders” for those types of users who may have the responsibility of managing their own sites. Users with the latter privilege will have access to hide specific folder(s).

Copyright©2025 Chemwatch. All Rights Reserved



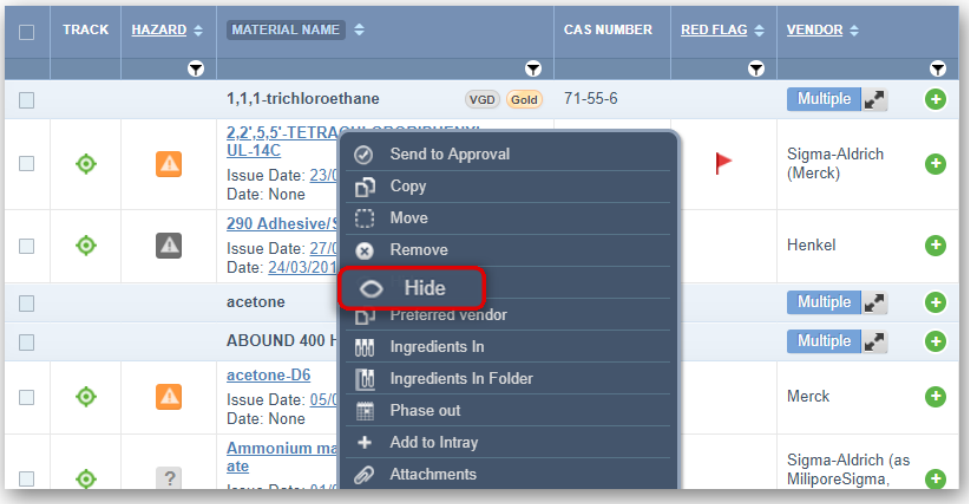
Hidden folders will be greyed out from the user who has assigned the “Hide” folder attribute. However, other users, except the Domain administratorwill still have full access to that hidden folder.



Visibility of Hidden materials

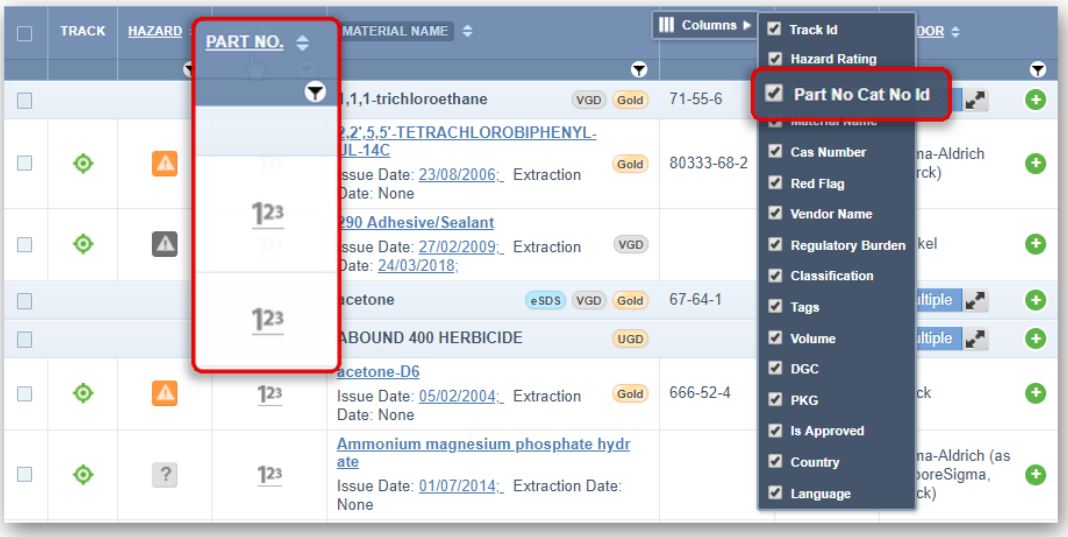
This privilege allows users to view any hidden materials from within the materials/cat name grid. The Administrator has the authority to grant permission for other users to be able to hide/unhide materials. This privilege may be considered in conjunction with the privilege “Manage Hide/Unhide Materials” for those types of users who may have the responsibility of managing their own sites.

Copyright©2025 Chemwatch. All Rights Reserved



Visibility of Part Numbers

This privilege allows users to view part numbers for materials that have been assigned part numbers. When assigned to a user, this privilege will activate the display of the part number column and icon on the materials/cat name grid.



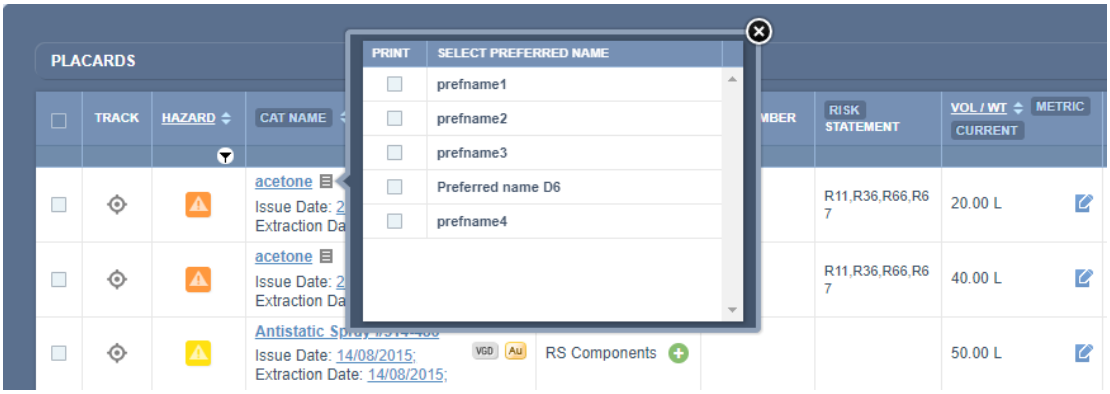
Assign User Toles

This privilege allows the Administrator to assign any Sub-Administrator to be able to use this privilege to complete the user set up by assigning roles to users.

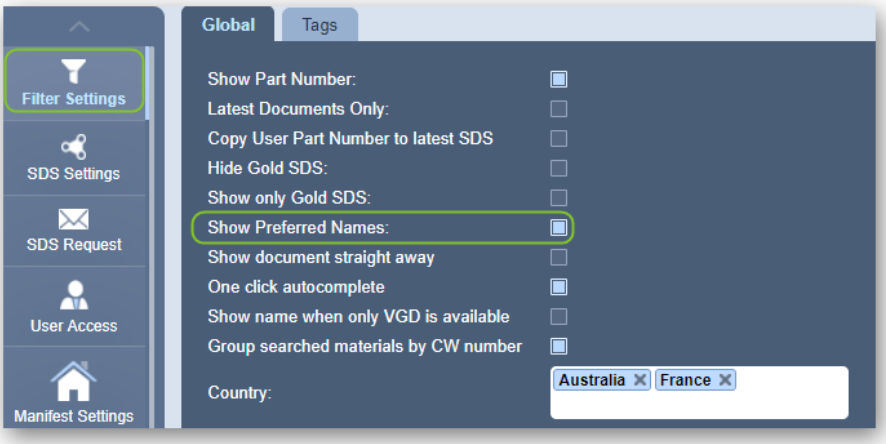
Visibility of Preferred Names

This privilege allows users to view preferred name(s) assigned to materials. When this privilege is assigned to a user, it will activate the display of the preferred name(s) icon on the materials/cat name grid.

Copyright©2025 Chemwatch. All Rights Reserved



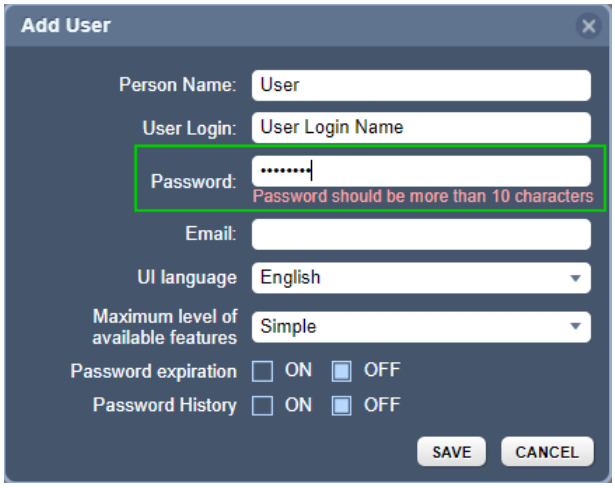
Note that this privilege may also be verified with the filter setting “Show Preferred Names).



About Password Enforced Rules

The Chemwatch system provides security to passwords as per the following requirements when creating a user in the user access mode. A user profile management approach is paramount before setting up users in the system. This approach will assist the domain administrator of the system to have a reference point to the respective types of users within the enterprise/organisation with regards to users’ roles with respect to how users will utilise the system to meet business goals. If a password has less than 10 characters; a message will display as shown to alert the administrator to consider adding more password characters.

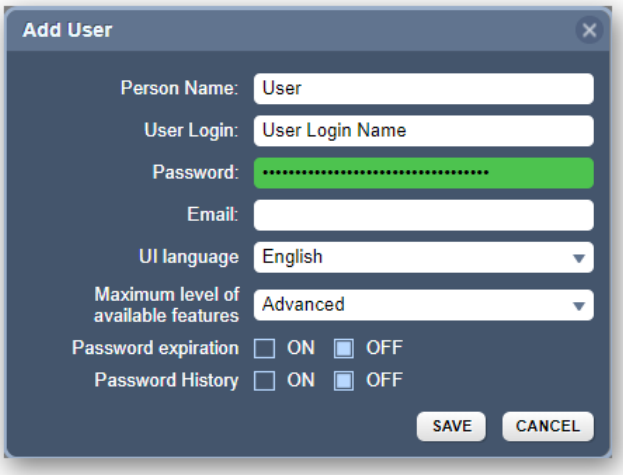
Copyright©2025 Chemwatch. All Rights Reserved



For example, the following keyboard special characters are allowable for password credentials.

`~!@#$%^&*()-_=+[{]}\|;:'",<.>/?

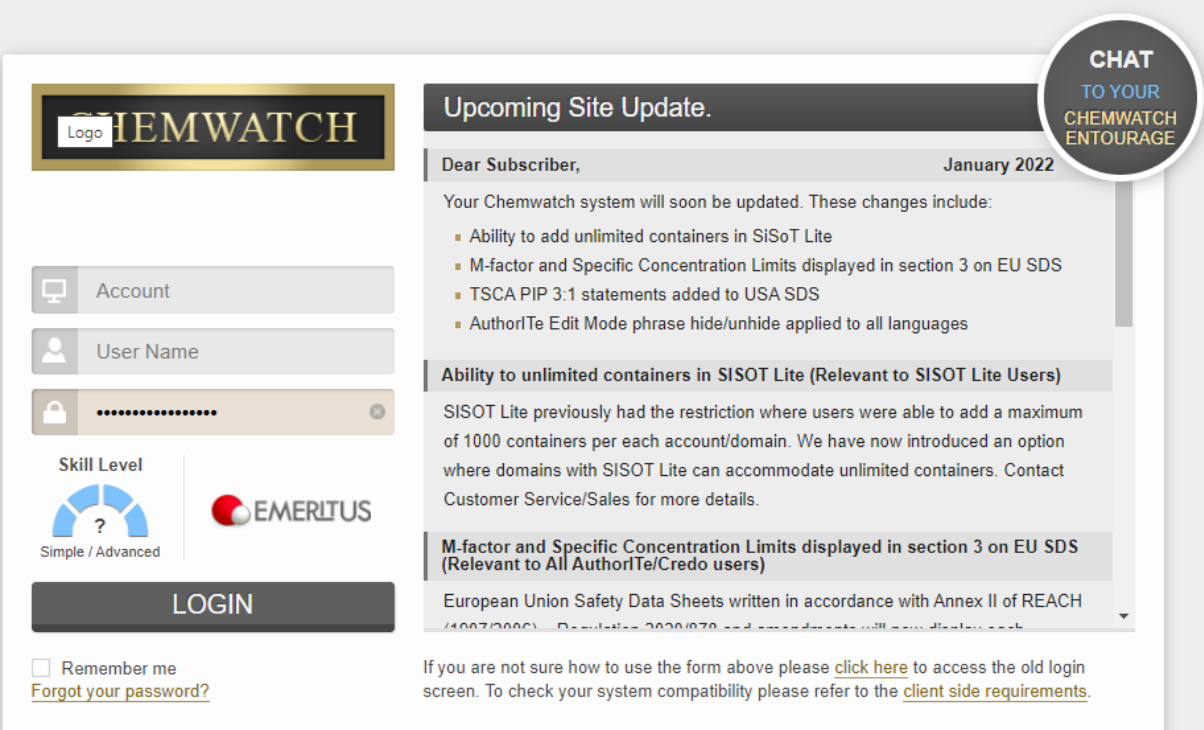
These special characters when used in the password will be displayed as dots (•) within the password field.



Copyright©2025 Chemwatch. All Rights Reserved

User Login Password in the Login page

The password login field in the login page will never show the password, instead will display dots representing the password credentials for security reasons.



Users who cannot access or view certain modular objects, user interface components or cannot perform certain operations, generally means that they were not granted the respective permissions or privileges to do so. If such is the case for a particular user, then it suffices to review user profile, permissions, privileges and user interface settings or contact helpdesk@chemwatch.net.

Highlight on User Password Enforcement Rules

These are the supported enforcement rules:

- Minimum 10 characters
- Uppercase, lower-case letters, numbers
- Expiration can be turned off
- No interval when account is locked – account needs to be unlocked by administrator
- 20 attempts lock the user out

Un-supported rules

- Pairs of repeating characters

For more details on password enforcement rules, contact helpdesk@chemwatch.net.

Copyright©2025 Chemwatch. All Rights Reserved

About Setting Up Users – Business Cases

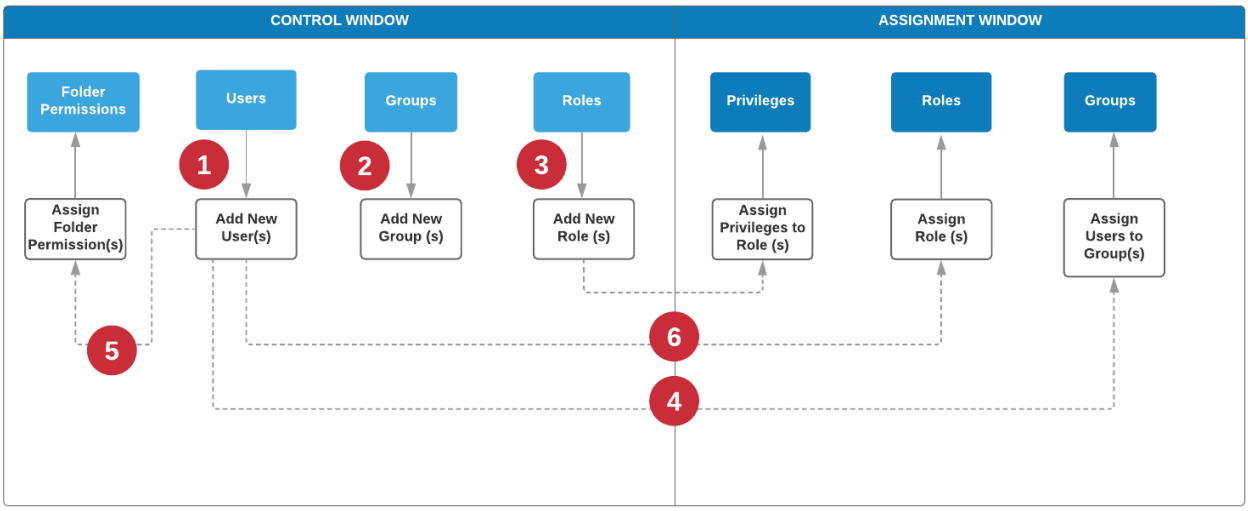
The Chemwatch system provides user access settings for Administrators to set up users and grant privileges, products, folder permissions, filtering, and user interface attributes. We are sharing some common general business cases based on user experiences over the years to help the Administrator on how to set up users for the simple, basic, intermediate, and advanced levels based on the user interface skin features. Each level indicates the user interface skin (feature meter function) and the role a user will have when logged in to the system.

Setting up a Backpack Lite (Simple) User

Level	Skill Level	Product Logo	Panel (Features and Functionality)
L1	**Backpack Light mode** **Meter gauge** 1 segment on the gauge is active	Custom Backpack BACKPACK LITE	**Similar to Backpack** Left navigation panel's buttons removed: Home, Approvals, Intray and System Dashboard. Contains the Simple Search Panel and defaults to Own search path

The Backpack Lite (Skill Level 1) mode provides users with a very simplified user interface skin to enable them to perform simple searches from own inventory. To set up a respective user based on the business case for level 1 mode; consider these settings.

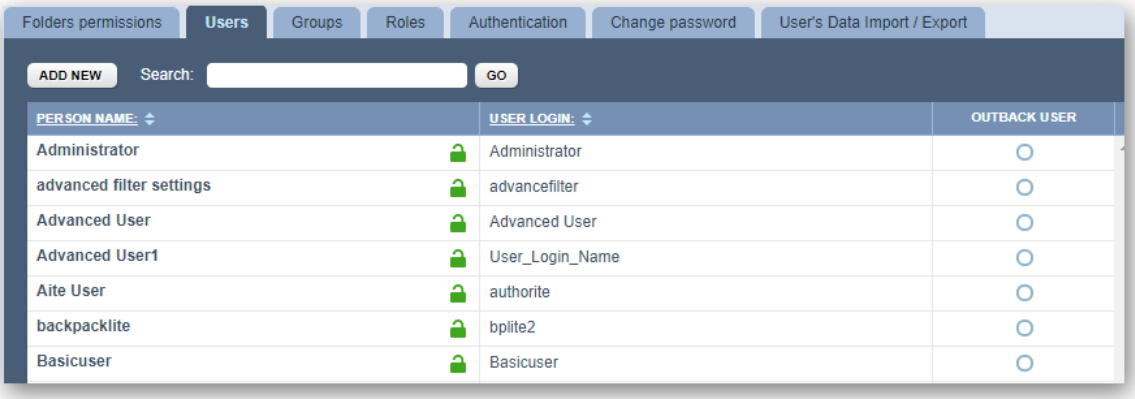
Left hand-side (Control) window task flow



Use the task flow descriptions below to create users, group, role, assign users to a group, grant folder permissions and assign users to a role.

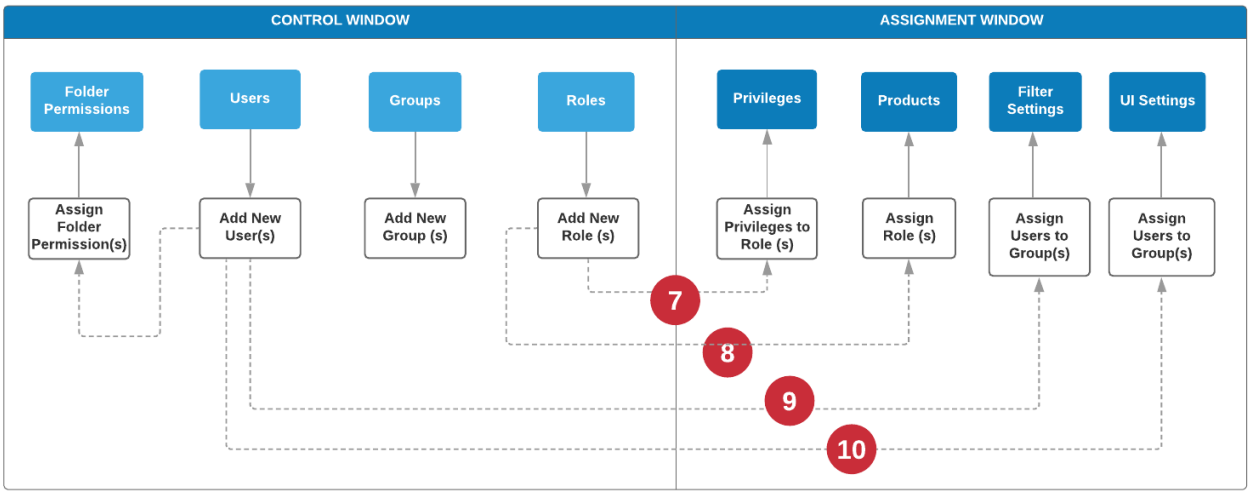
Copyright©2025 Chemwatch. All Rights Reserved

Item	Task	Task Flow Description
1	Create user	Create users based on simple role or function within the business to enable them to use the simple skin user interface for level 1 Backpack Lite mode.
2	Create group	Create a group based on a simple role or function within the business. The group will enable the Administrator to assign simple users to this group to minimize the work involved in assigning multiple users to folder permissions and role(s) individually. Using groups will hasten the task. This group name may be “Level 1 simple users’ group”.
3	Create role	Create a role for simple users to be assigned to this role. This role will be used to grant the applicable privileges to simple users to quicken the task at hand. This role name may be “Simple users’ role – level 1”.
4	Assign users to group	Assign simple users to the group (e.g., Level 1 simple users’ group”) for the simple role or function they will have when using the Backpack Lite mode.
5	Grant folder permissions	Grant folder permission to at least the FOLDERS/UNFILED to enable simple users to be able to perform material searches from your Own inventory located in the Chemwatch database.
6	Assign users to role	Assign simple users to the role e.g., Simple users’ role – Level 1. In the next steps, users that belong to this role will be granted privileges and products.

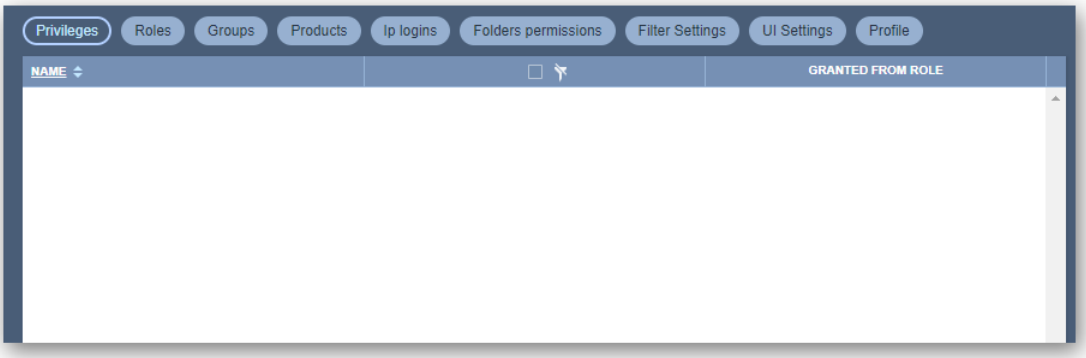


Copyright©2025 Chemwatch. All Rights Reserved

Right hand-side (Assignment) window task flow



Chemwatch system settings assignment window with tabs for setting user privileges, products, groups, folder permissions, filter settings, user interface settings is show as blank page if no settings have been granted.

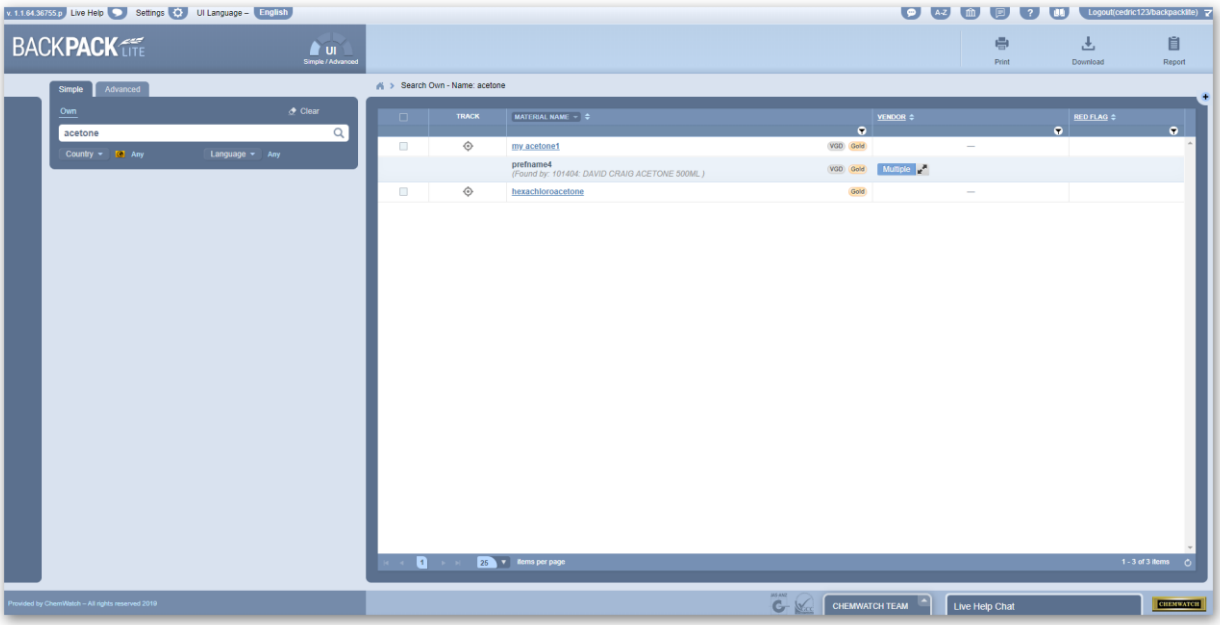


Item	Task	Task Flow Description
7	Grant privileges	Grant the following privileges to the role. • Access to live chat ☐ • User vendor document filters ☐ • View document vendors ☐
8	Assign products	Assign the following product to the role. • Backpack ☐
9	Assign filter settings	By default, filter settings' attributes have been assigned. However, check if the following settings are selected. If not, set them up and press the submit to effect those changes. • Latest documents only ☐

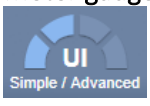
Copyright©2025 Chemwatch. All Rights Reserved

Item	Task	Task Flow Description
		• One click autocomplete ☐
10	Assign user interface settings	By default, user interface settings' attributes have been assigned. However, check if the following settings are selected. If not, set them up and the press submit to effect those changes. • **Default starting DB** should be set to "**Own**" • **Default document view** should be set to "**Vendor**" from the drop-down list • **Default level of available features** should be set to "**Backpack Light**" from the drop-down list

The last task to do is to check if the Backpack Lite simple user can login and search for materials to display a Vendor SDS. The simple user interface skin will look like the screenshot below.



Setting up a Backpack Basic User

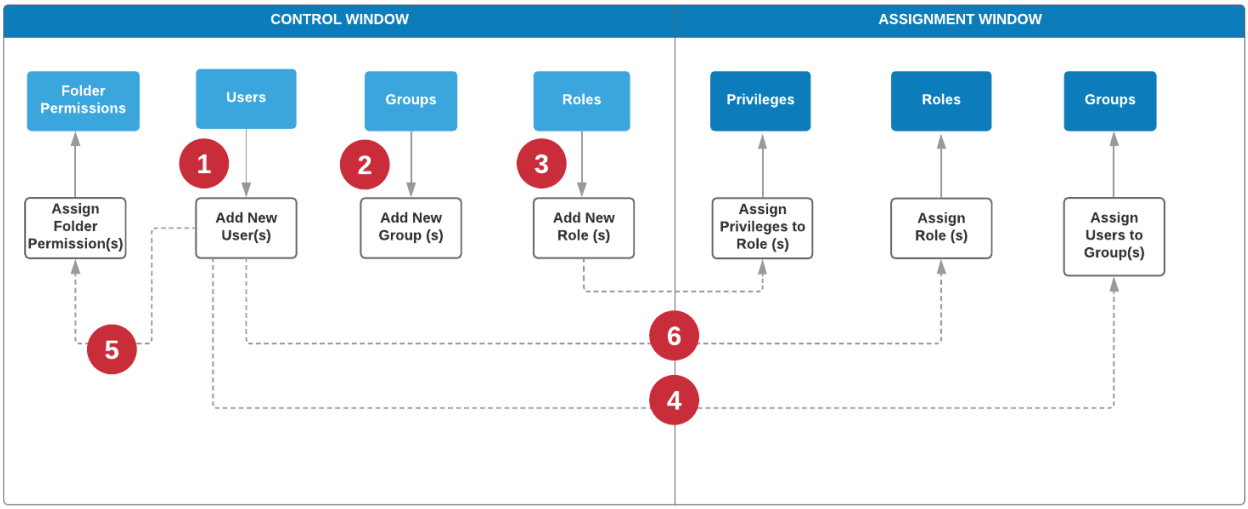
Level	Skill Level	Product Logo	Panel (Features and Functionality)
L2	**Basic mode** **Meter gauge**  Two segments on the gauge are active	Backpack 	**Modules** Home, System Dashboard **Panels** Search (Simple/Advanced/Query Builder), Intray, SDS and Labels , Tools, Folder Tree. **Toolbar**

Copyright©2025 Chemwatch. All Rights Reserved

			Hazards Filter, Ingredients/Materials, Dashboard

The Backpack Basic (skill level 2) mode provides users with a basic user interface skin to enable them to perform elementary searches from the Full or Own inventory within the Chemwatch DB. To set up a basic user based on the business case for level 2 mode; consider these settings task flow.

Left hand-side (Control) window task flow

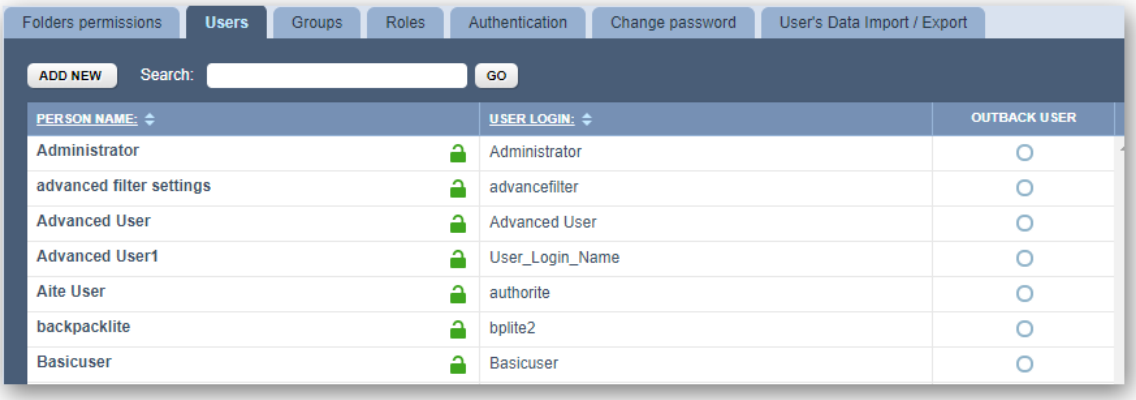


Use the task flow descriptions below to create users, group, role, assign users to a group, grant folder permissions and assign users to a role.

Item	Task	Task Flow Description
1	Create user	Create users based on basic role or function within the business to enable them to use the simple user interface skin for level 2 Backpack Basic mode. Generally, the practice has been that the "Everyone User" will be used in normal circumstances as the basic user for all employees to gain access to the Chemwatch system.
2	Create group	Create a group based on a basic role or function within the business. The group will enable the Administrator to assign basic users to this group to minimize the work involved in assigning multiple users to folder permissions and role(s) individually. Using groups will hasten the task. This group name may be "Level 2 basic users group". Importantly, the practice has been that the "EVERYONE" will be used in normal business cases as the basic group that may be applied to assign specific users.

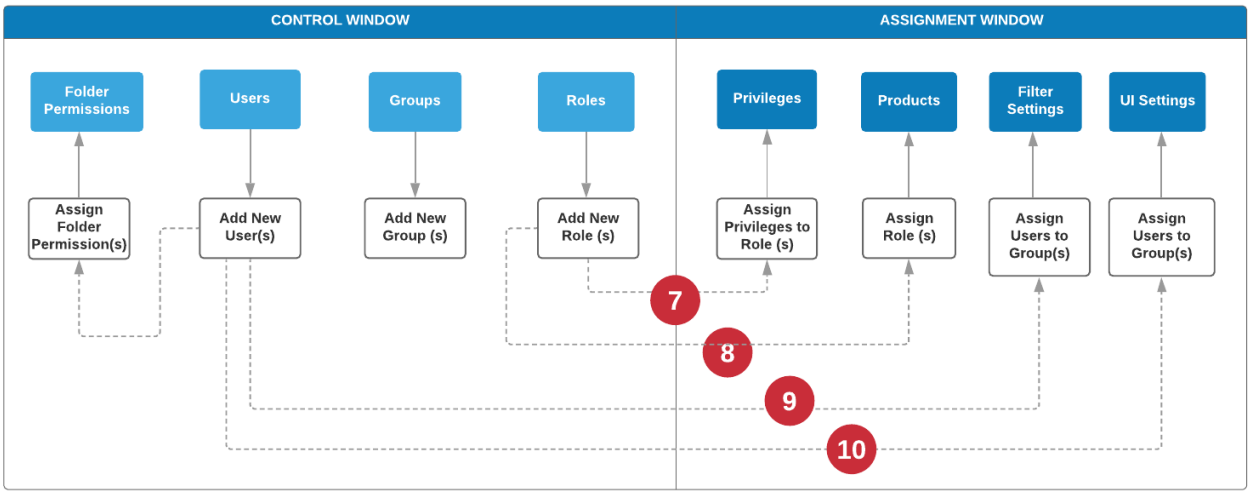
Copyright©2025 Chemwatch. All Rights Reserved

Item	Task	Task Flow Description
1	Create user	Create users based on basic role or function within the business to enable them to use the simple user interface skin for level 2 Backpack Basic mode. Generally, the practice has been that the “Everyone User” will be used in normal circumstances as the basic user for all employees to gain access to the Chemwatch system.
3	Create role	Create a role for basic users to be assigned to this role. This role will be used to grant the applicable privileges to basic users to quicken the task at hand. This role name may be “Level 2 Basic users role”.
4	Assign users to group	Assign basic users to the group (e.g., Level 2 basic users group”) for the basic role or function they will have when using the Backpack mode.
5	Grant folder permissions	Grant folder permission to at least the FOLDERS/UNFILED to enable basic users to be able to perform material searches from your Own inventory located in the Chemwatch database. This attribute will also permit basic users to view the folder panel tree structure.
6	Assign users to role	Assign basic users to the role e.g., Level 2 Basic users role. In the next steps, users that belong to this role will be granted privileges and products.

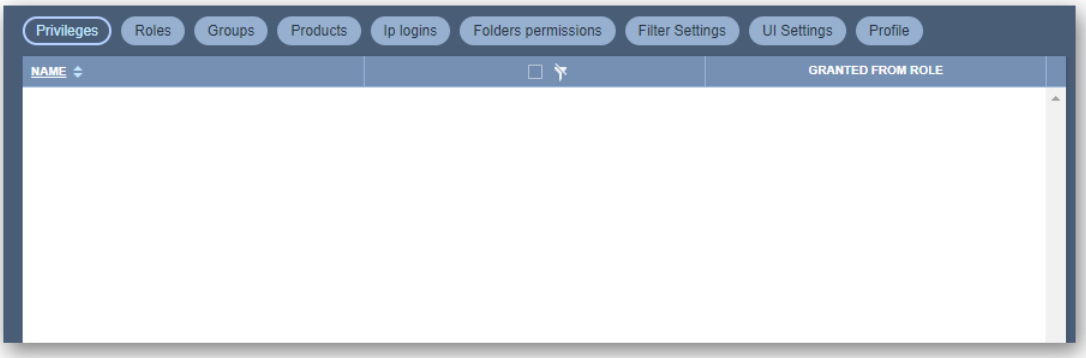


Copyright©2025 Chemwatch. All Rights Reserved

B: Right hand-side (Assignment) window task flow



Chemwatch system settings assignment window with tabs for setting user privileges, products, groups, folder permissions, filter settings, user interface settings is show as blank page if no settings have been granted.

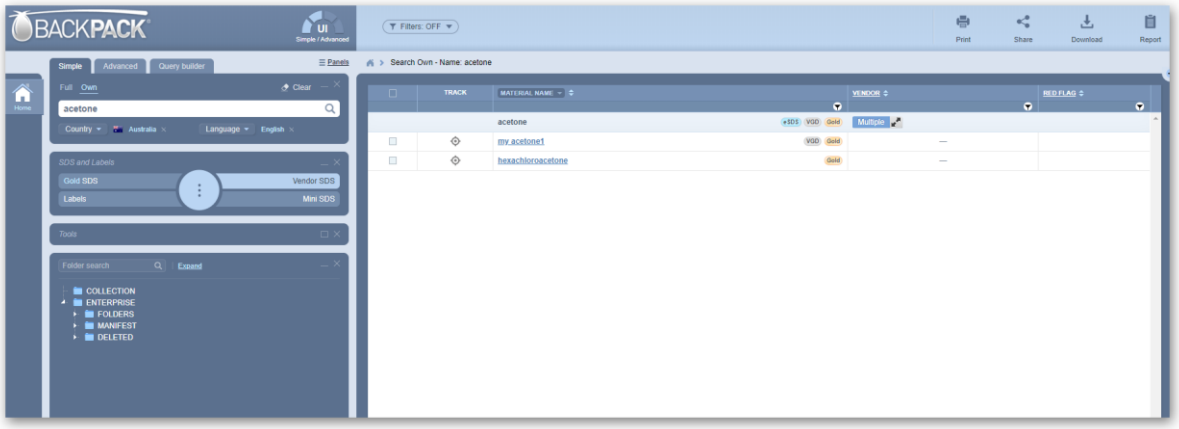


Copyright©2025 Chemwatch. All Rights Reserved

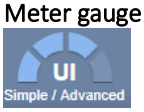
Item	Task	Task Flow Description
7	Grant privileges	Grant the following privileges to the role. • Access to change report language ☐ • Access to default search criteria ☐ • Access to live chat ☐ • Access to mail functionality ☐ • Access to MSDS modes ☐ • Access to MSDS reports ☐ • Access to tools ☐ • Advanced documents ☐ • Search in full DB ☐ • User vendor document filters ☐ • View document emergency ☐ (dependent on availability in the package) • View document Gold MSDS ☐ (dependent on availability in the package) • View document vendors ☐ • View document labels ☐ (dependent on availability in the package) • View document Mini ☐ (dependent on availability in the package) • View folder tree ☐
8	Assign products	Assign the following product to the role. • Backpack ☐
9	Assign filter settings	By default, filter settings' attributes have been assigned. However, check if the following settings are selected. If not, set them up and press the submit to effect those changes. • Latest documents only ☐ • One click autocomplete ☐
10	Assign user interface settings	By default, user interface settings' attributes have been assigned. However, check if the following settings are selected. If not, set them up and the press submit to effect those changes. • **Default starting DB** should be set to "**Full**" or "**Own**" • **Default document view** should be set to "**Vendor**" from the drop-down list • **Default level of available features** should be set to "**Simple**" from the drop-down list

Copyright©2025 Chemwatch. All Rights Reserved

The last task to do is to check if the Backpack Basic user can login and search for materials to display a Vendor SDS. The basic user interface skin will look like the screenshot below.



Setting up a GoldFFX Intermediate User

Level	Skill Level	Product Logo	Panel (Features and Functionality)
L3	**Intermediate GoldFFX mode** **Meter gauge**  Three segments on the gauge are active	GoldFFX 	**Modules** Home, Risk Assessment, DGen Lab, Credo, System Dashboard, Audits (Chemwatcher). **Panels** Search (Simple/Advanced/Query Builder), Intray, SDS and Labels , Tools, Folder Tree. **Toolbar** Hazards Filter, Ingredients/Materials, Dashboard

The GoldFFX (skill level 3) mode provides users with an intermediate user interface skin to enable them to perform a variety of functions, such as the ability to:

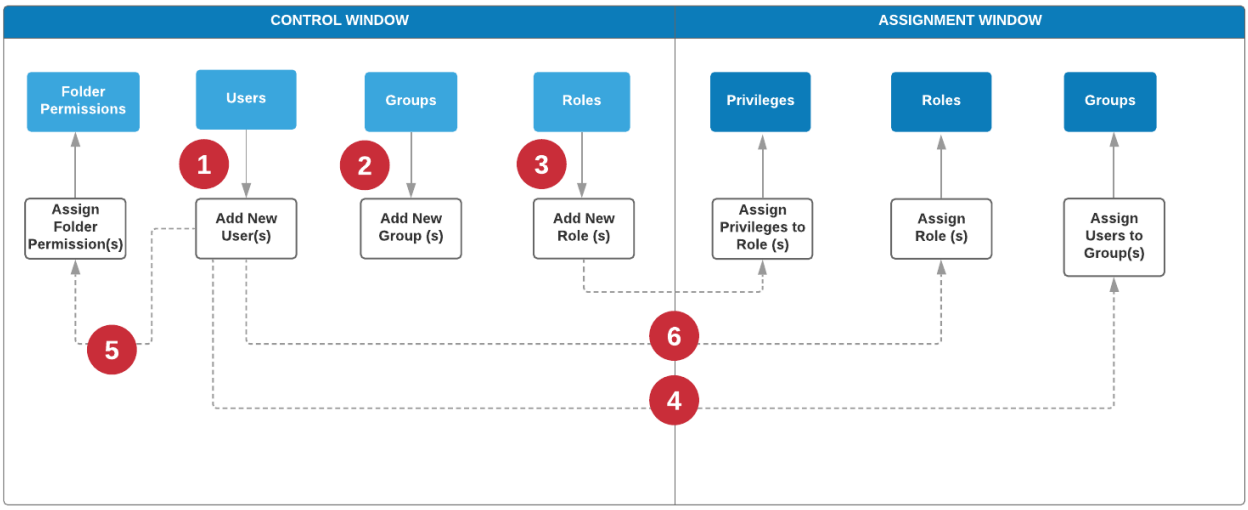
- Perform materials searches from own inventory of from the full Chemwatch DB
- View the folder tree structure where materials are stored
- View document SDS
- Use document filters for any country or language
- Print, save or email documents, inventory lists
- Generate reports by using the basic report generator mode
- Access to view hazard ratings of their materials within their own inventory folders/locations
- Access to view emergency reports – First Aid, Spills, Firefighting, Advice to Doctor
- Access to Advanced Documents – Environmental, PPE, SOP, Toxicological, Transport
- Use the hazard filter functionality
- Create mixtures using CREDO module and generate Mini SDS, Labels
- Conduct risk assessments and generate RA and Jobs Reports

Copyright©2025 Chemwatch. All Rights Reserved

- View folder dashboard and ability to generate reports from system dashboard widgets
- Use forms from form builder
- View and generate materials volume/weight information in materials list reports, such as a hazard register and many more….

To set up an intermediate user based on the business case for level 3 mode; consider these settings task flow.

Left hand-side (Control) window task flow

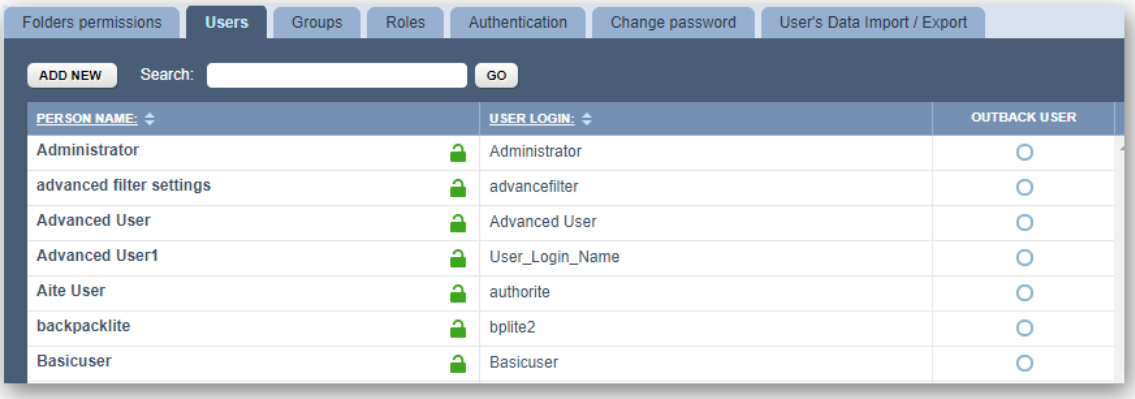


Use the task flow descriptions below to create users, group, role, assign users to a group, grant folder permissions and assign users to a role.

Item	Task	Task Flow Description
1	Create user	Create users based on basic role or function within the business to enable them to use the simple user interface skin for level 3 GoldFFX intermediate mode. Generally, the practice has been that the "Everyone User" will be used in normal circumstances as the basic user for all employees to gain access to the Chemwatch system.
2	Create group	Create a group based on a basic role or function within the business. The group will enable the Administrator to assign basic users to this group to minimize the work involved in assigning multiple users to folder permissions and role(s) individually. Using groups will hasten the task. This group name may be termed as "Level 3 basic users group". Importantly, the practice has been that the "EVERYONE" will be used in normal business cases as the basic group that may be applied to assign specific users.

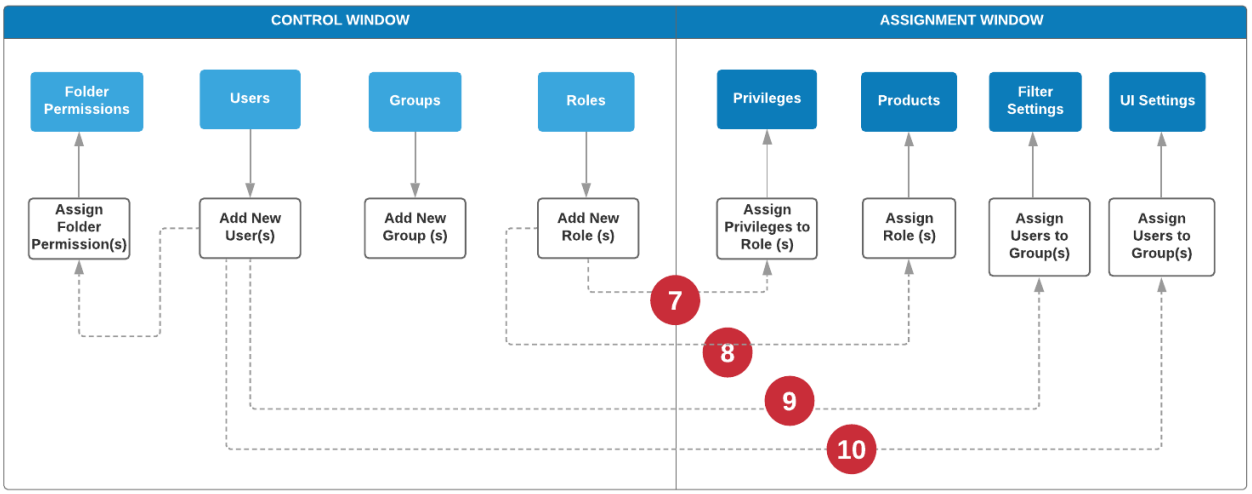
Copyright©2025 Chemwatch. All Rights Reserved

Item	Task	Task Flow Description
3	Create role	Create a role for intermediate users to be assigned to this role. This role will be used to grant the applicable privileges to intermediate users to quicken the task at hand. This role name may be termed as “Level 3 Intermediate users role”.
4	Assign users to group	Assign intermediate users to the group (e.g., Level 3 intermediate users group”) for the role or function they will have when using the GoldFFX mode.
5	Grant folder permissions	Grant folder permission to at least the FOLDERS/UNFILED to enable basic users to be able to perform material searches from your Own inventory located in the Chemwatch database. However, if the intermediate users have a responsibility to using the Manifest module, then it would be imperative to grant folder permissions to their respective folders/locations(stores) under the MANIFEST directory in order to work with the Manifest module. This attribute would also permit intermediate users to view the folder panel tree structure if they are permitted to access the MANIFEST directory folders with read only folder permission. If some intermediate users who are managers need to manage folders and content, then they would have to be granted read/write permissions to their respective folders/locations(stores) or sites. Refer to the list of privileges for those that are relevant to manage (edit) folders, edit manifest and other attributes.
6	Assign users to role	Assign intermediate users to the role e.g., Level 3 Intermediate users role. In the next steps, users that belong to this role will be granted privileges and products.

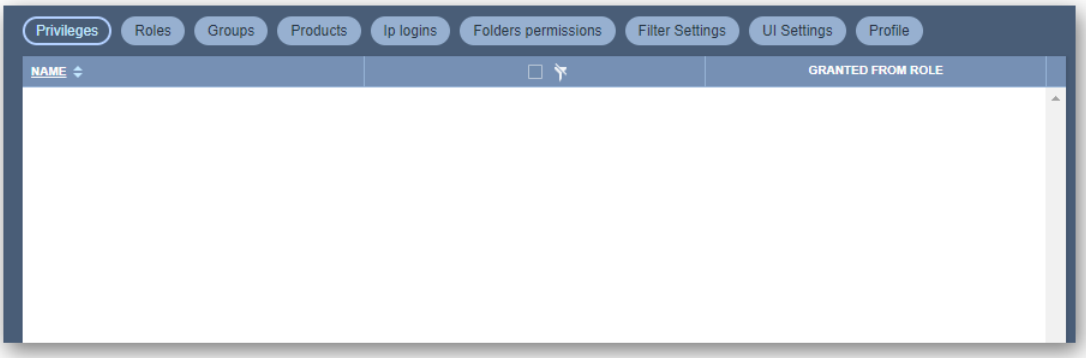


Copyright©2025 Chemwatch. All Rights Reserved

B: Right hand-side (Assignment) window task flow



Chemwatch system settings assignment window with tabs for setting user privileges, products, groups, folder permissions, filter settings, user interface settings is show as blank page if no settings have been granted.



Copyright©2025 Chemwatch. All Rights Reserved

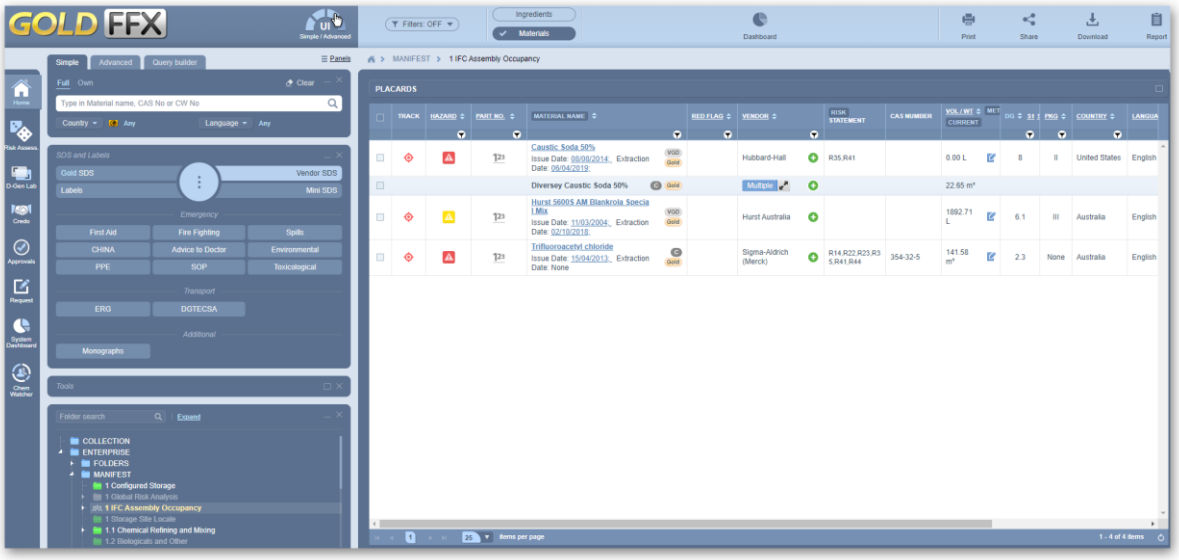
Access to change report language ☐	Access to Classify ☐
Access to default search criteria ☐	Access to credo import ☐
Access to live chat ☐	Access to default search criteria ☐
Access to mail functionality ☐	Access to edit RA Controls ☐
Access to MSDS modes ☐	Access to ILO ☐
Access to MSDS reports ☐	Access to tools ☐
Access to tools ☐	Access to UN ☐
Advanced documents ☐	Advanced mode report generator ☐
Search in full DB ☐	Advanced documents ☐
User vendor document filters ☐	Allow editing RA with Read only access ☐
Edit Data Extraction Tool	Allow to attach private files ☐
Edit Manifest ☐	Allow updating maximal volume in Manifest ☐
Edit Search Settings ☐	Credo Publish ☐
Manage Folders ☐	Credo tab Credite Posteri ☐
Manage Report Generator ☐	Credo tab Dangerous Goods ☐
Manage User Defined Task ☐	Credo tab Manufacturer Details ☐
RA Archive deleting ☐	Credo tab Product Identification ☐
RA Archive saving ☐	Credo tab Review Classification ☐
RA Archive view ☐	Credo tab Review Ingredients ☐
View document emergency ☐	Credo tab Search ☐
View document Gold MSDS ☐	Credo tab Toxicity Irritation ☐
View document vendors ☐	Credo /UGD tab P codes ☐
View document labels ☐	Manage Part Numbers ☐
View document Mini ☐	Manage Preferred Names ☐
View folder tree ☐	View Tags ☐
View folder dashboards ☐	Access to Manifest Email Notification ☐
Access to Item History ☐	

Item	Task	Task Flow Description
7	Grant privileges	Grant the privileges to the role. Note that some of the privileges have edit rights. If the intermediate user is not required to manage or edit content, then do not assign those respective privileges.
8	Assign products	Assign the following product to the role. • Backpack ☐ • Classify ☐ • Cobra or Coshhpliant ☐ • LabelGen ☐ • Manifest ☐

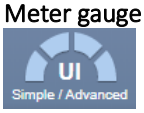
Copyright©2025 Chemwatch. All Rights Reserved

Item	Task	Task Flow Description
9	Assign filter settings	By default, filter settings' attributes have been assigned. However, check if the following settings are selected. If not, set them up and press the submit to effect those changes. • Latest documents only ☐ • One click autocomplete ☐ • Show Part Number ☐ • Show Preferred Names ☐
10	Assign user interface settings	By default, user interface settings' attributes have been assigned. However, check if the following settings are selected. If not, set them up and the press submit to effect those changes. • **Default starting DB** should be set to "**Full**" or "**Own**" • **Show R code or H code** should be set to the **H code** (recommended for displaying the hazard codes based on the GHS classification) • **Default document view** should be set to "**Vendor**" from the drop-down list • **Default level of available features** should be set to "**Normal**" from the drop-down list • Material column default view may be set to "**Material Name**" instead of Catalog Name (which is more relevant to containers in Sisot mode)

The last task to do is to check if the GoldFFX intermediate user can login and search for materials to display a Vendor SDS. The GoldFFX user interface skin will look like the screenshot below.



Copyright©2025 Chemwatch. All Rights Reserved

Level	Skill Level	Product Logo	Panel (Features and Functionality)
L4	Advanced mode Meter gauge  All four segments on the gauge are active	Chemeritus 	**Modules** Home, Risk Assessment, DGen Lab, Credo, System Dashboard and Chemwatcher. **Panels** Search (Simple/Advanced/Query Builder), SDS and Labels , Tools, Folder Tree. **Toolbar** Hazards Filter, Ingredients/Materials, Dashboard, Manifest, PMS, Report Generator ***Optional Package(s)*** *SmartSuite App, SMA App, AuthorITe, Approvals, Sisot.*

The Chemeritus (skill level 4) mode provides users with an advanced user interface skin to enable them to perform a variety of functions, such as the ability to:

- Perform materials searches from own inventory of from the full Chemwatch DB
- View the folder tree structure where materials are stored
- View document SDS
- Use document filters for any country or language
- Print, save or email documents, inventory lists
- Generate reports by using the basic report generator mode
- Access to view hazard ratings of their materials within their own inventory folders/locations
- Access to view emergency reports – First Aid, Spills, Firefighting, Advice to Doctor
- Access to Advanced Documents – Environmental, PPE, SOP, Toxicological, Transport
- Use the hazard filter functionality
- Create mixtures using CREDO module and generate Mini SDS, Labels
- Conduct risk assessments and generate RA and Jobs Reports
- View folder dashboard and ability to generate reports from system dashboard widgets
- Use forms from form builder
- View and generate materials volume/weight information in materials list reports, such as a hazard register
- Perform Sisot related activities such as adding new containers, container volume/weight, container transfers, shopping, stocktake and reconciliation. Note that this module is applicable to domains that are licensed with the Sisot Module package.
- Conduct Approval requests and administration of the approval request stages to complete the process. Note that the Approvals module activities such as submitting a material request for approval, performing an approval's risk assessment, form(s), storage comp ability, environmental report, health, and safety executive approvals is applicable to domains that are licensed with the Approvals Module package.

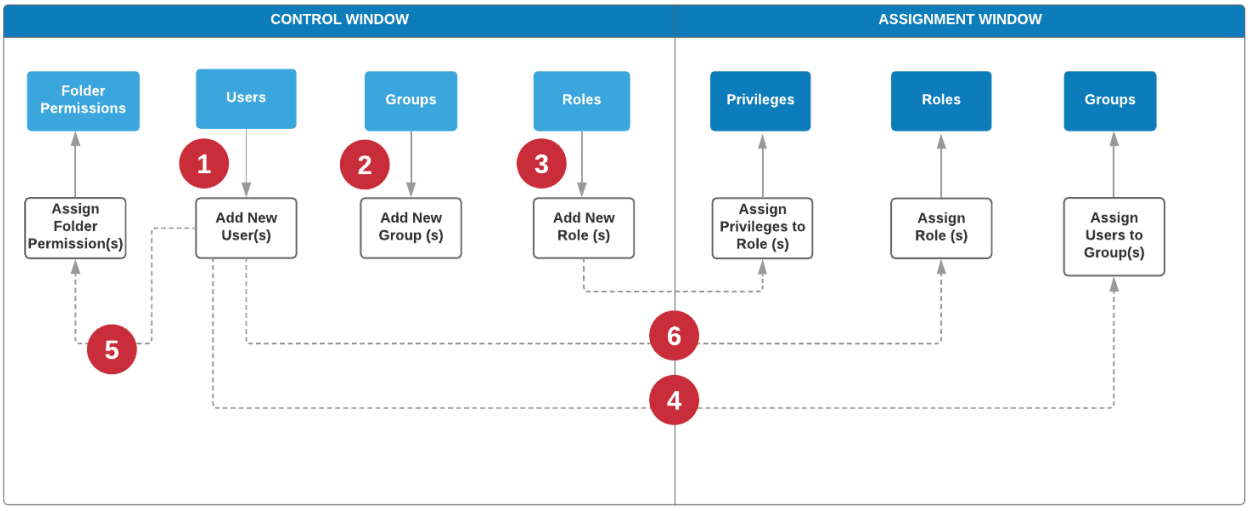
Copyright©2025 Chemwatch. All Rights Reserved

- Author your own SDS using the AuthorITe module. Note that this package is applicable to domains that are licensed with the AuthorITe application module.

In this Chemwatch System Administrator Guide, the focus of discussion is geared towards domains that have the Chemeritus Base Package. The base package does not apply to Sisot, Approvals and AuthorITe modules and/or SmartSuite/SMA Apps.

To set up an advanced user based on the business case for skill level 4 mode; consider these settings task flow.

Left hand-side (Control) window task flow



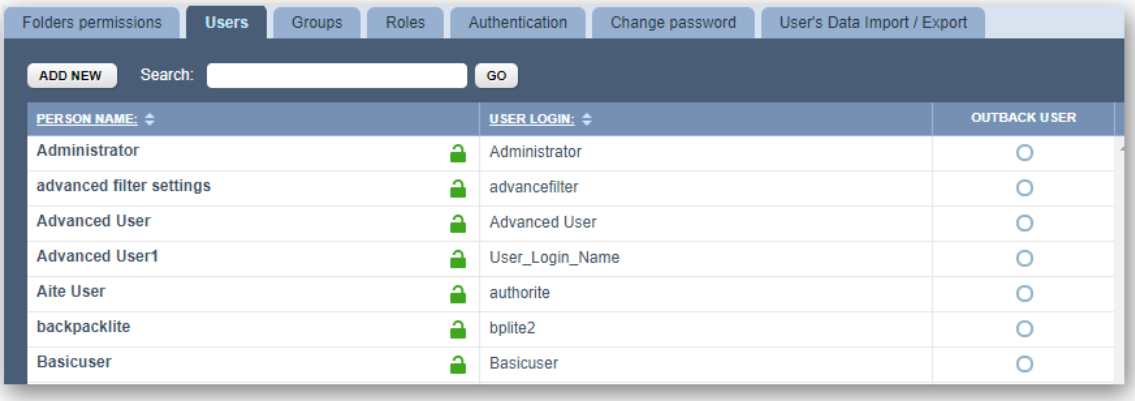
Use the task flow descriptions below to create users, group, role, assign users to a group, grant folder permissions and assign users to a role.

Item	Task	Task Flow Description
1	Create user	Create users based on basic role or function within the business to enable them to use the advanced user interface skin for level 4 Chemeritus intermediate mode. Generally, the practice has been that the "Everyone User" will be used in normal circumstances as the basic user for all employees to gain access to the Chemwatch system.
2	Create group	Create a group based on an advanced role or function within the business. The group will enable the Administrator to assign advanced users to this group to minimize the work involved in assigning multiple users to folder permissions and role(s) individually. Using groups will hasten the task. This group name may be termed as "Level 4 advanced users group". Importantly, the

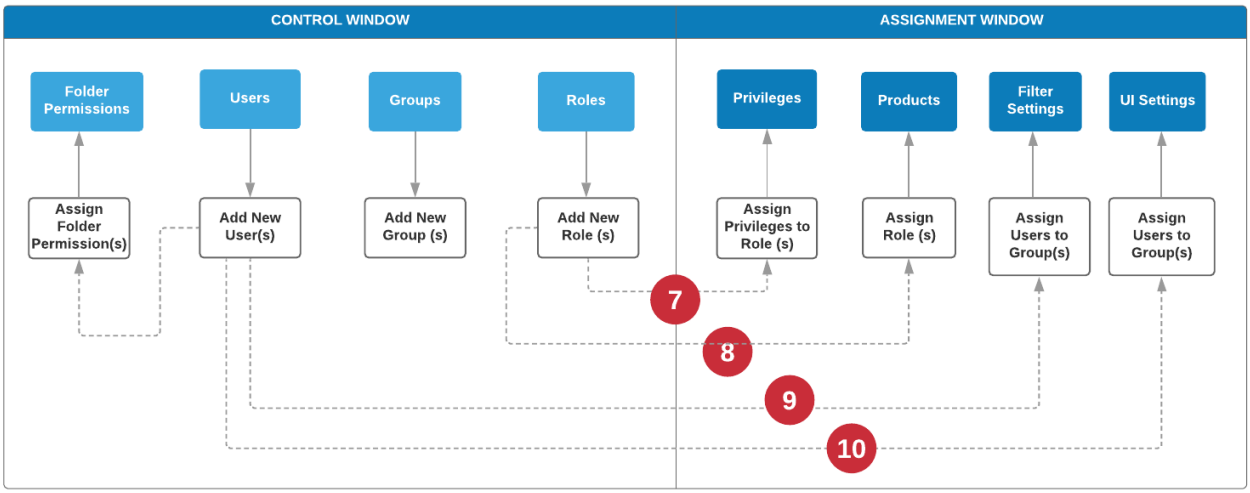
Copyright©2025 Chemwatch. All Rights Reserved

Item	Task	Task Flow Description
		practice has been that the “EVERYONE” will be used in normal business cases as the basic group that may be applied to assign specific users.
3	Create role	Create a role for intermediate users to be assigned to this role. This role will be used to grant the applicable privileges to advanced users to quicken the task at hand. This role name may be termed as “Level 4 Advanced user’s role”.
4	Assign users to group	Assign advanced users to the group (e.g., Level 4 Advanced users group”) for the role or function they will have when using the Chemeritus advanced mode.
5	Grant folder permissions	Grant folder permission to at least the FOLDERS/UNFILED to enable advanced users to be able to perform material searches from your Own inventory located in the Chemwatch database. However, if the advanced users have a responsibility to using the Manifest module, then it would be imperative to grant folder permissions to their respective folders/locations (stores) or sites under the MANIFEST directory in order to work with the Manifest module. This attribute would also permit advanced users to view the folder panel tree structure if they are permitted to access the MANIFEST directory folders with read only folder permission. If some advanced users who are managers need to manage folders and content, then they would have to be granted read/write permissions to their respective folders/locations (stores) or sites. Refer to the list of privileges for those that are relevant to manage (edit) folders, edit manifest and other attributes.
6	Assign users to role	Assign advanced users to the role e.g., Level 4 Advanced users’ role. In the next steps, users that belong to this role will be granted privileges and products.

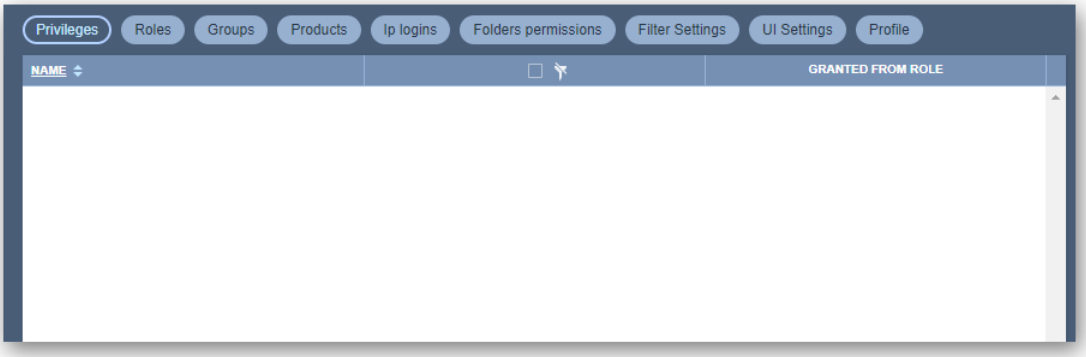
Copyright©2025 Chemwatch. All Rights Reserved



B: Right hand-side (Assignment) window task flow



Chemwatch system settings assignment window with tabs for setting user privileges, products, groups, folder permissions, filter settings, user interface settings is show as blank page if no settings have been granted.



Copyright©2025 Chemwatch. All Rights Reserved

Item	Task	Task Flow Description
7	Grant privileges	Grant the following privileges to the role. Note that some of the privileges have edit rights. If the advanced user is not required to manage or edit particular content, then do not assign those respective privileges.

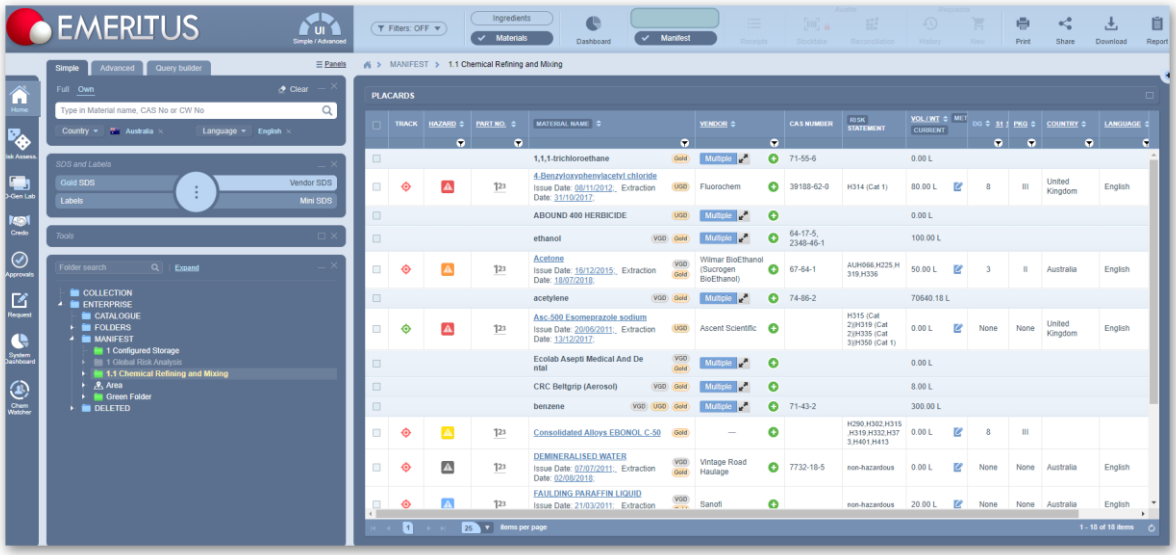
Access to change report language ☐	Access to Classify ☐
Access to default search criteria ☐	Access to credo import ☐
Access to live chat ☐	Access to default search criteria ☐
Access to mail functionality ☐	Access to edit RA Controls ☐
Access to MSDS modes ☐	Access to ILO ☐
Access to MSDS reports ☐	Access to tools ☐
Access to tools ☐	Access to UN ☐
Advanced documents ☐	Advanced mode report generator ☐
Search in full DB ☐	Advanced documents ☐
User vendor document filters ☐	Allow editing RA with Read only access ☐
Edit Data Extraction Tool	Allow to attach private files ☐
Edit Manifest ☐	Allow updating maximal volume in Manifest ☐
Edit Search Settings ☐	Credo Publish ☐
Manage Folders ☐	Credo tab Credite Posteri ☐
Manage Report Generator ☐	Credo tab Dangerous Goods ☐
Manage User Defined Task ☐	Credo tab Manufacturer Details ☐
RA Archive deleting ☐	Credo tab Product Identification ☐
RA Archive saving ☐	Credo tab Review Classification ☐
RA Archive view ☐	Credo tab Review Ingredients ☐
View document emergency ☐	Credo tab Search ☐
View document Gold MSDS ☐	Credo tab Toxicity Irritation ☐
View document vendors ☐	Credo /UGD tab P codes ☐
View document labels ☐	Manage Part Numbers ☐
View document Mini ☐	Manage Preferred Names ☐
View folder tree ☐	View Tags ☐
View folder dashboards ☐	Access to Ingredients Full Disclosure ☐
Access to Item History ☐	Access to Manifest Email Notification ☐

Item	Task	Task Flow Description
8	Assign products	Assign the following product to the role. • Backpack ☐ • Classify ☐ • Cobra or Coshhpliant ☐ • LabelGen ☐

Copyright©2025 Chemwatch. All Rights Reserved

		• Manifest ☐
9	Assign filter settings	By default, filter settings' attributes have been assigned. However, check if the following settings are selected. If not, set them up and press the submit to effect those changes. • Latest documents only ☐ • One click autocomplete ☐ • Show Part Number ☐ • Show Preferred Names ☐
10	Assign user interface settings	By default, user interface settings' attributes have been assigned. However, check if the following settings are selected. If not, set them up and the press submit to effect those changes. • **Default starting DB** should be set to "**Full**" or "**Own**" • **Show R code or H code** should be set to the **H code** (recommended for displaying the hazard codes based on the GHS classification) • **Default document view** should be set to "**Vendor**" from the drop-down list • **Default level of available features** should be set to "**Normal**" from the drop-down list • Material column default view may be set to "**Material Name**" instead of Catalog Name (which is more relevant to containers in Sisot mode)

The last task to do is to check if the Chemeritus advanced user can login and search for materials to display a Vendor SDS. The Chemeritus user interface skin will look like the screenshot below.



Copyright©2025 Chemwatch. All Rights Reserved

About Filter Settings

Filter settings provide specific attributes relevant to user interface content display for the following components:

- Show Part Number
- Latest documents only
- Hide Gold SDS
- Show only Gold SDS
- Show Preferred Names
- Showing documents straight way after search
- Once click autocomplete
- Show name when only VGD is available
- Group searched materials by CW Number
- Country
- Language
- Source type
- Type
- SDS Format
- Red Flags Activated

The following table provides filter settings' descriptions for each filter attribute.

Filter Setting	Description
Show Part Number	If the checkbox is selected, this filter will enable the display of the part number column with the respective icon for materials listed in each row in the grid.

Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	Description
Latest documents only	If the checkbox ☐ is selected, this filter will enable the display of the latest SDS in the grid.
Hide Gold SDS	If the checkbox ☐ is selected, this filter will hide the materials listed with Chemwatch Gold SDS in the grid. Only the materials with vendor SDS will display in the grid.
Show only Gold SDS	If the checkbox ☐ is selected, this filter will display on the materials listed with Chemwatch Gold SDS in the grid. All the materials with vendor SDS will not display in the grid.
Show Preferred Names	If the checkbox ☐ is selected, this filter will display the respective preferred names for materials that have preferred names.
Show document straight away	If the checkbox ☐ is selected, this filter will enable the display of the searched document immediately without showing the materials search results grid.
One click autocomplete	If the checkbox ☐ is selected, this filter will enable the display of the auto-wizard listing of searched material names to allow a single click one the found record(s) to automatically display material search results listing on the materials grid.
Show name when only VGD is available	If the checkbox ☐ is selected, this filter will enable the display for only materials with VGD (Vendor Gold Data) is available for that specific material (s).
Group searched materials by CW number	If the checkbox ☐ is selected, this filter will enable the grouping of materials by Chemwatch Number.
Country	If a specific country or countries are assigned, the system's will show only those SDS applicable to selected country or countries. Click the link About Countries for a list of available countries in the system.
Language	If a specific language or languages are assigned, the system will show only those SDS applicable to selected language or languages. Click the link About Languages for a list of available languages in the system.
Source type	There are two source type options to choose from; primary ☐ or secondary ☐. The primary option applies to the manufacturer or supplier of the SDS whereas the secondary option applies to subsequent distributors or secondary/third party SDS.
Type	There are five options to choose the type of document to display as; Mini, SDS, Label, Monograph or other.

Copyright©2025 Chemwatch. All Rights Reserved

Filter Setting	Description
SDS Format	There are available SDS format options available in the system, GHS, REACH or Local. Note that if the country filter is already set, this field will automatically populate the respective legislative format. **GHS** – Globally Harmonised System for the Classification and Labelling of Chemicals (Single Internationally agreed system of chemical classification and hazard communication) **REACH** – Registration, Evaluation, Authorisation and Restriction of chemicals (European Regulation) **Local** – Local jurisdiction applies to hazards classification criteria based on the country set to render SDS as per the local format. Refer to section 2 of the SDS for the applicable legislative statement, e.g. the Chemwatch Gold SDS in Australia will display the legislative statement for the local jurisdiction.

About Search Options

The Advanced 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 No., Poison Schedule, and Molecular Structure. This topic covers the context and steps on how to use the advanced search panel to look up for an SDS by Material name, CAS No, CW No, Cat No. and more. The table below provides the search options available in the Name/CAS/CW drop-down list and their respective descriptions.

Search Option	Description	Use (Search by)
Name/CAS/CW	Name of material/CAS No./CW No.	To allow user to search by the name of the material, chemical abstract substance number or Chemwatch number to retrieve a Vendor, Mini, Gold SDS, Labels and Emergency Reports. Click the link below for further information on UIPAC names. http://www.iupac.org/home/publications/e-resources/nomenclature-and-terminology.html
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. http://www.cas.org/content/chemical-substances/faqs
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

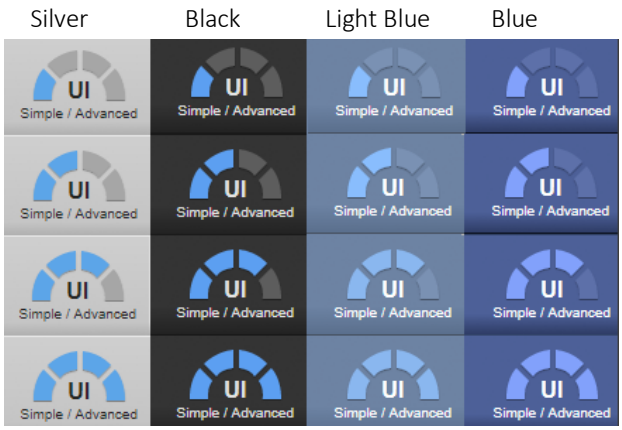
Copyright©2025 Chemwatch. All Rights Reserved

Search Option	Description	Use (Search by)
DG Class	Dangerous Goods Class	DG Classes 1 to 9 are listed to choose the primary class field. Refer for more in the link. http://www.unece.org/trans/danger/danger.html
CW No	Chemwatch Number	Chemwatch numbers are assigned to all materials registered in the Chemwatch database for both pure and non-pure substances.
Packing Group field (PKG)	Packing Group as per DG classification	Packing Group is the grading of danger for materials classed as dangerous goods. PG: I – Greater danger; II – Medium danger; III – Minor danger
R-Code	Risk Code	Risk code is a hazard classification used to classify a substance. Click the link download classification guide.
Sub Risk	Sub Risk	Sub Risk as per DG classification
UN No	United Nations Number	UN No is a UN four-digit identity number that identifies a hazardous substance in the international transport framework.
EINECS	EINECS number used in European countries	European Inventory of Existing Commercial Chemical Substances. These are substances considered phase-in substances under the REACH Regulation.
Part No, User Part No, Vendor	User dependent part number, vendor part number	Vendor Part number assigned to a product or User assigned Part Number
Vendor	Manufacturer or Supplier	Search the database by use of the name of the vendor, manufacturer or supplier.
Structure	Draw a 2D molecular structure	Search the database by use of a chemical molecular structure. Smiles strings can be used to search for specific material.
Poison Schedule	Classification of medicines and poisons in Australia	Poison schedule number between 1 and 10 to find available materials scheduled as medicines and poisons in the database.
Cat No.	Catalog number	Search by catalog number
Document Number	Document ID	Search by Chemwatch's document number assigned to the SDS. This DOC ID is shown from the document list grid when hovering mouse pointer on a document name

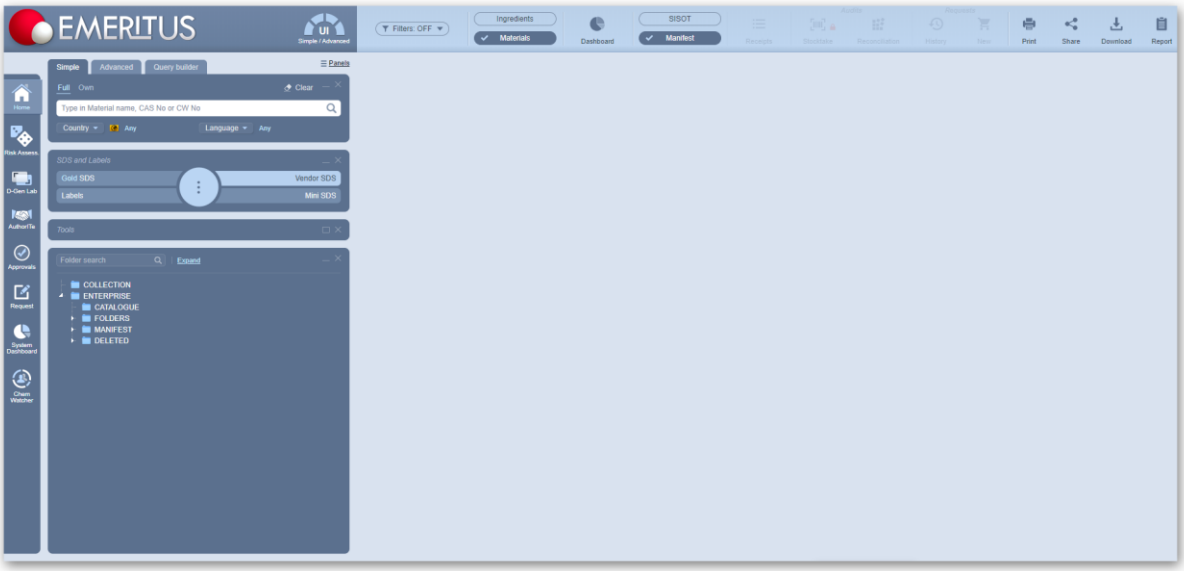
Copyright©2025 Chemwatch. All Rights Reserved

About UI Colour Theme (Skin) and Skill Level

The system provides colour coded theme (skin) for various users to be assigned to a specific theme to differentiate between users or colour theme preference. The colour theme also provides options for users to choose the best colour of the user interface for better view.



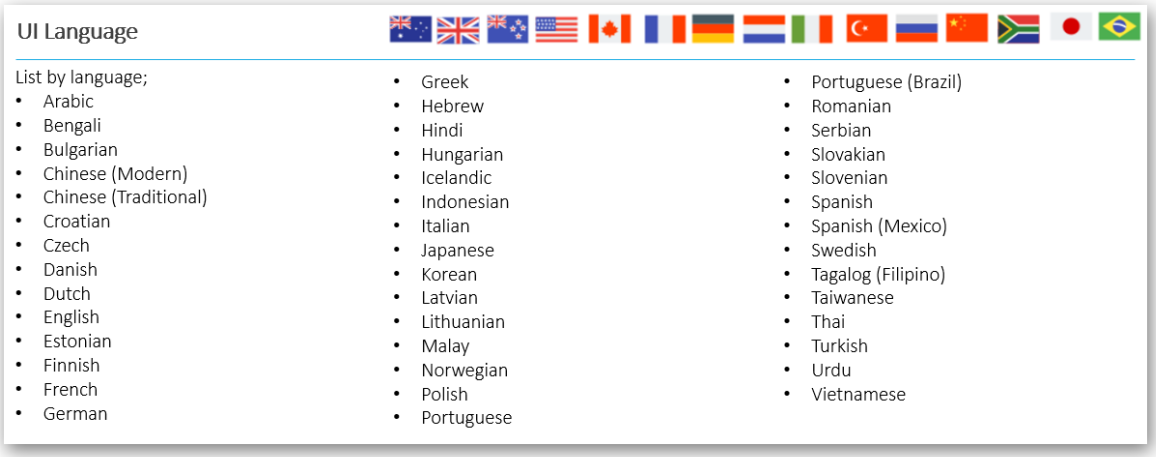
Example of a Skill Level 4 using a Light Blue theme skin



Copyright©2025 Chemwatch. All Rights Reserved

About UI Languages

The system provides a drop-down list of available languages to translate the user interface in order to allow users in non-English countries as their main language to navigate through the system using a user interface in their own available language. The following table shows available languages for specific countries that can be used to translate the user interface for ease of steering the system.



UI Language

List by language;

- Arabic
- Bengali
- Bulgarian
- Chinese (Modern)
- Chinese (Traditional)
- Croatian
- Czech
- Danish
- Dutch
- English
- Estonian
- Finnish
- French
- German
- Greek
- Hebrew
- Hindi
- Hungarian
- Icelandic
- Indonesian
- Italian
- Japanese
- Korean
- Latvian
- Lithuanian
- Malay
- Norwegian
- Polish
- Portuguese
- Portuguese (Brazil)
- Romanian
- Serbian
- Slovakian
- Slovenian
- Spanish
- Spanish (Mexico)
- Swedish
- Tagalog (Filipino)
- Taiwanese
- Thai
- Turkish
- Urdu
- Vietnamese

About Countries

The system provides filtering by specific country or countries to find relevant information or SDS. The following list of countries are available in the system.

Filtering by Country

Filter list by country;

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Argentina
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Belarus
- Belgium
- Bermuda
- Bolivia
- Botswana
- Brazil
- Brunei Darussalam
- Bulgaria
- Canada
- Cape Verde
- Chile
- China
- China (Hong Kong)
- Colombia
- Congo, Republic of
- Costa Rica
- Croatia
- Cuba
- Cyprus
- Czech Republic
- Denmark
- Djibouti
- Dominican Republic
- Ecuador
- Egypt
- El Salvador
- Estonia
- Falkland Islands (Malvinas)
- Faroe Islands
- Fiji
- Finland
- France
- Germany
- Ghana
- Greece
- Guam
- Guatemala
- Haiti
- Honduras
- Hungary
- Iceland
- India
- Indonesia
- Iran
- Iraq
- Ireland
- Israel
- Italy
- Ivory Coast
- Japan
- Jordan
- Kazakhstan
- Kenya
- Korea (Democratic Republic of)
- Korea (Republic of)
- Kuwait
- Latvia
- Lebanon
- Liberia
- Lichtenstein
- Lithuania
- Luxembourg
- Macedonia
- Madagascar
- Malaysia
- Malta
- Mauritania
- Mauritius
- Mexico
- Monaco
- Mongolia
- Montenegro
- Morocco
- Mozambique
- Myanmar
- Namibia
- Netherlands
- Netherlands Antilles
- New Zealand
- Nicaragua
- Nigeria
- Norway
- Oman
- Pakistan
- Panama
- Papua New Guinea
- Paraguay
- Peru
- Philippines
- Poland
- Portugal
- Puerto Ricco
- Qatar
- Romania
- Russian Federation
- Saudi Arabia
- Senegal
- Serbia
- Serra Leone
- Singapore
- Slovakia
- Slovenia
- South Africa
- Spain
- Sri Lanka
- Suriname
- Swaziland
- Sweden
- Switzerland
- Taiwan
- Tajikistan
- Tanzania
- Thailand
- Trinidad and Tobago
- Turkey
- Turkmenistan
- Uganda
- Ukraine
- United Arab Emirates
- United Kingdom
- United States
- United States Minor
- Uruguay
- Vanuatu
- Venezuela
- Vietnam
- Yemen
- Zambia
- Zimbabwe

Copyright©2025 Chemwatch. All Rights Reserved

About Placard and Manifest Requirements under the WHS Regulations (Australia)

The WHS Regulations (in Australia) require a PCBU to placard the workplace, prepare a manifest and notify the regulator where quantities of hazardous chemicals exceed threshold amounts. These amounts are prescribed in Schedule 11 of the regulations in accordance with GHS hazard classes and categories. The table below shows the relationship between GHS hazard classes, categories, and the equivalent dangerous goods classes under the ADG code.

Table: Manifest and Placard Quantity Thresholds

Column 1	Column 2	Column 3	Column 4	Column 5	ADG Code Classification
Item	Description of hazardous chemical		Placard quantity	Manifest quantity	
1	Flammable gases	Category 1	200 L	5 000 L	2.1
2	Gases under pressure	Acute toxicity, categories 1, 2, 3 or 4 Note 1—Category 4 only up to LC_{50} of 5000 ppmV	50 L	500 L	2.3 - Note 2
3		Skin corrosion categories 1A, 1B or 1C	50 L	500 L	2.3 - Note 2
4		Aerosols (including flammable aerosols)	5000 L	10 000 L	2.1 or 2.2
5		Not specified elsewhere in this table	1000 L	10 000 L	2.2
6	Flammable liquids	Category 1	50 L	500 L	3 (PG I)
7		Category 2	250 L	2500 L	3 (PG II)
8		Category 3	1000 L	10 000 L	3 (PG III)
9		Any mix of chemicals from Items 6 – 8 where none of the items exceeds the quantities in columns 4 or 5 on their own	1000 L	10 000 L	
10		Category 4	10 000 L	100 000 L	*Note 3*
11	Self-reactive substances	Type A	5 kg or L	50 kg or L	GTDTBT – *Note 4*
12		Type B	50 kg or L	500 kg or L	4.1 (Type B)
13		Type C-F	250 kg or L	2500 kg or L	4.1 (Type C-F)
14	Flammable solids	Category 1	250 kg	2500 kg	4.1 (PG II)
15		Category 2	1000 kg	10 000 kg	4.1 (PG III)
16		Any mix of chemicals from Items 12 - 15 where none of the items exceeds the quantities in columns 4 or 5 on their own	1000 kg or L	10 000 kg or L	

Copyright©2025 Chemwatch. All Rights Reserved

Column 1	Column 2	Column 3	Column 4	Column 5	ADG Code Classification
Item	Description of hazardous chemical		Placard quantity	Manifest quantity	
17	Pyrophoric liquids and Pyrophoric solids	Category 1	50 kg or L	500 kg or L	4.2 (PG I)
18	Self-heating substances and mixtures	Category 1	250 kg or L	2500 kg or L	4.2 (PG II)
19		Category 2	1000 kg or L	10 000 kg or L	4.2 (PG III)
20		Any mix of chemicals from Items 17 - 19 where none of the items exceeds the quantities in columns 4 or 5 on their own	1000 kg or L	10 000 kg or L	
21	Substances which in contact with water emit flammable gas	Category 1	50 kg or L	500 kg or L	4.3 (PG I)
22		Category 2	250 kg or L	2500 kg or L	4.3 (PG II)
23		Category 3	1000 kg or L	10 000 kg or L	4.3 (PG III)
24		Any mix of chemicals from Items 21 - 23 where none of the items exceeds the quantities in columns 4 or 5 on their own	1000 kg or L	10 000 kg or L	
25	Oxidising liquids and Oxidising solids	Category 1	50 kg or L	500 kg or L	5.1 (PG I)
26		Category 2	250 kg or L	2500 kg or L	5.1 (PG II)
27		Category 3	1000 kg or L	10 000 kg or L	5.1 (PG III)
28		Any mix of chemicals from Items 25 - 27 where none of the items exceeds the quantities in columns 4 or 5 on their own	1000 kg or L	10 000 kg or L	
29	Organic peroxides	Type A	5 kg or L	50 kg or L	GTDTBT – *Note 4*
30		Type B	50 kg or L	500 kg or L	5.2 (Type B)
31		Type C-F	250 kg or L	2500 kg or L	5.2 (Type C-F)
32		Any mix of chemicals from Items 30 and 31 where none of the items exceeds the quantities in columns 4 or 5 on their own	250 kg or L	2500 kg or L	
33	Acute toxicity (Note 5)	Category 1	50 kg or L	500 kg or L	6.1 (PG I)
34		Category 2	250 kg or L	2500 kg or L	6.1 (PG II)

Copyright©2025 Chemwatch. All Rights Reserved

Column 1	Column 2	Column 3	Column 4	Column 5	ADG Code Classification
Item	Description of hazardous chemical		Placard quantity	Manifest quantity	
35		Category 3	1000 kg or L	10 000 kg or L	6.1 (PG III)
36		Any mix of chemicals from Items 33 - 35 where none of the items exceeds the quantities in columns 4 or 5 on their own	1000 kg or L	10 000 kg or L	
37	Skin corrosion	Category 1A	50 kg or L	500 kg or L	8 (PG I)
38		Category 1B	250 kg or L	2500 kg or L	8 (PG II)
39		Category 1C	1000 kg or L	10 000 kg or L	8 (PG III)
40	Corrosive to metals	Category 1	1000 kg or L	10 000 kg or L	8 (PG III)
41		Any mix of chemicals from Items 37 - 40 where none of the items exceeds the quantities in columns 4 or 5 on their own	1000 kg or L	10 000 kg or L	
42	Unstable explosives		5 kg or L	50kg or L	GTDTBT – *Note 4*
43		Any mix of chemicals from items 11, 29 and 42 where none of the items exceed the quantities in columns 4 or 5 on their own	5 kg or L	50 kg or L	GTDTBT – *Note 4*

NOTES:

1. For item 2, gases under pressure with acute toxicity category 4 only applies up to a LC_{50} of 5000 ppmV, which is equivalent to Div. 2.3 under the ADG code.
2. Division 2.3 under the ADG Code includes gases and vapours as acutely toxic (categories 1, 2 and 3) and gases which are corrosive to skin (category 1).
3. Only liquids with a flash point of up to 93°C are classified as flammable liquids under the WHS Regulations. C1 combustible liquids with flash points between 93°C and 150°C are not classified as flammable liquids under the GHS or WHS Regulations.
4. GTDTBT = Goods too dangerous to be transported.
5. For gases classified with Acute Toxicity, the placard and manifest quantities as defined under item 2, rather than items 33-36, should be used.

Flammable liquid classification: For the purposes of this table, if a flammable liquid of category 4 is used, handled or stored in the same spill compound as one or more flammable liquids of categories 1, 2 or 3, the total quantity of flammable liquid is determined as if the flammable liquid of category 4 had the same classification as the flammable liquid in the spill compound with the lowest flash point. For example, 1000 L of flammable liquid category 1 and 1000 L of flammable liquid category 4 is considered to contain 2000 L of flammable liquid category 1.

Copyright©2025 Chemwatch. All Rights Reserved

Terms and Abbreviations

Article means a manufactured item, other than a fluid or particle, that is formed into a particular shape or design during manufacture and has hazard properties and a function that are wholly or partly dependent on the shape or design.

Bioaccumulative potential is the potential for a chemical to accumulate in biota and possibly pass through the food chain.

Biological monitoring means the measurement and evaluation of a substance, or its metabolites, in the body tissue, fluids or exhaled air of a person exposed to that substance.

Chemical Identity means a name, in accordance with the nomenclature systems of the International Union of Pure and Applied Chemistry or the Chemical Abstracts Service, or a technical name, that gives a chemical a unique identity.

Class of dangerous goods, means the number assigned to the goods in the ADG Code indicating the hazard, or most predominant hazard, exhibited by the goods.

Combustible liquid means a liquid, other than a flammable liquid, that has a flash point, and a fire point less than its boiling point.

Combustible substance means a substance that is combustible and includes dust, fibres, fumes, mists or vapours produced by the substance.

Container means anything in or by which a hazardous chemical is, or has been, wholly or partly covered, enclosed or packed, including anything necessary for the container to perform its function as a container.

Correct classification means the set of hazard classes and hazard categories assigned to a hazardous chemical when it is correctly classified.

Division of dangerous goods, means a number, in a class of dangerous goods, to which the dangerous goods are assigned in the *ADG Code.*

Exposure standard means an exposure standard published by Safe Work Australia in the Workplace Exposure Standards for Airborne Contaminants.

Note: The Workplace Exposure Standards for Airborne Contaminants will replace the Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment [NOSHC:1003(1995)].

Flammable Liquid means a flammable liquid within the meaning of the GHS that has a flashpoint of less than 93°C.

Flash point means the lowest temperature (corrected to a standard pressure of 101.3 kPa) at which the application of an ignition source causes the vapours of a liquid to ignite under specified test conditions.

Generic Name means a name applied to a group of chemicals having a similar structure and properties.

Genuine research means systematic investigative or experimental activities that are carried out for either acquiring new knowledge (whether or not the knowledge will have a specific practical application) or creating new or improved materials, products, devices, processes or services.

GHS means the 'Globally Harmonized System of Classification and Labelling of Chemicals, 3rd Revised Edition', published by the United Nations.

Copyright©2025 Chemwatch. All Rights Reserved

Hazard means a situation or thing that has the potential to harm people, property or the environment. The GHS covers physicochemical, health and environmental hazards for hazardous chemicals.

Hazard Category means a division of criteria within a hazard class in the GHS. Generally, it is a descriptive measure of the relative hazard of a substance based upon consideration of the substance's hazardous properties as classified under EU chemical supply regulation.

Hazard class means the nature of a physical, health or environmental hazard under the GHS.

Hazard pictogram means a graphical composition, including a symbol plus other graphical elements, that is assigned in the *GHS* to a hazard class or hazard category.

Hazard Statement means a statement assigned to a hazard class or hazard category describing the nature of the hazards of a hazardous chemical including, if appropriate, the degree of hazard.

Hazchem Code means 'Hazchem Code' under the ADG Code, also known as the Emergency Action Code.

Health Surveillance, of a person, means monitoring the person to identify changes in the person's health status as a result of exposure to a hazardous chemical.

Import means to bring into the jurisdiction from outside Australia.

Label means written, printed or graphical information elements concerning a hazardous chemical that is affixed to, printed on or attached to the container of a hazardous chemical.

Manifest means a written summary of the hazardous chemicals used, handled or stored at a workplace.

Manifest quantity, in relation to a Schedule 11 hazardous chemical, means the manifest quantity referred to in Schedule 11, table 11.1, column 5 for that hazardous chemical.

Manufacture includes the activities of packing, repacking, formulating, blending, mixing, making, remaking and synthesizing of the chemical.

Mixture means a combination of or a solution composed of two or more substances that do not react with each other.

Person Conducting a Business or Undertaking (PCBU) means a broad term used throughout work health and safety legislation (Australia); to describe all forms of modern working arrangements, commonly known referred to as businesses.

Placard means a sign or notice displayed or intended for display in a prominent place or next to a container or storage area for hazardous chemicals at a workplace and that contains information about the hazardous chemical stored in the container or storage area.

Placarding quantity, in relation to a Schedule 11 hazardous chemical, means the placard quantity referred to in Schedule 11, table 11.1 column 4 for the Schedule 11 hazardous chemical.

Physicochemical means the physical properties of a chemical.

Precautionary Statement means a phrase prescribed by the *GHS* that describes recommended measures to be taken to prevent or minimise the adverse effects of exposure to a hazardous chemical or the improper handling of a hazardous chemical.

Copyright©2025 Chemwatch. All Rights Reserved

Product Identifier means the name or number used to identify a product on a label or in a safety data sheet (SDS). [1]

Proper shipping name means a proper shipping name under the *ADG Code*.

Research chemical means a substance or mixture that is manufactured in a laboratory for genuine research and is not for use or supply for a purpose other than analysis or genuine research.

Signal word *means the word 'danger' or 'warning' used on a label to indicate to a label reader the relative severity level of a hazard and to alert the reader to a potential hazard, under GHS.*

Substance means a chemical element or compound in its natural state or obtained or generated by a process:

- including any additive necessary to preserve the stability of the element or compound and any impurities deriving from the process; but
- excluding any solvent that may be separated without affecting the stability of the element, compound, or changing its composition.

Supply includes selling or transferring ownership or responsibility for a chemical.

Technical name means a name that is:

- ordinarily used in commerce, regulations and codes to identify a substance or mixture, other than an International Union of Pure and Applied Chemistry or Chemical Abstracts Service name and recognised by the scientific community.

United Nations (UN) Number means a number assigned to dangerous goods by the United Nations Subcommittee of Experts on the Transport of Dangerous Goods. [2]

[1] The term 'product name' has previously been used for 'product identifier'.
[2] UN Numbers are published in the UN Recommendations on the Transport of Dangerous Goods – Model Regulation, and in the ADG Code.

[1] The term 'product name' has previously been used for 'product identifier'.
[2] UN Numbers are published in the UN Recommendations on the Transport of Dangerous Goods – Model Regulation, and in the ADG Code.

Copyright©2025 Chemwatch. All Rights Reserved

Software Packages

Module\Name	Outback public	Outback private	SentIntel	Backpack	COBRA/ COSHH	GoldFFX	D-Gen	AuthorITe	Chemeritus	GoldFFX+ Smartsuite
Analytics	⊖	⊖	⊖	⊖	⊖	⊖ (O)	⊖	⊖	⊕	⊖
API/Webservices	⊖	⊖	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊕	⊖ (O)
Approvals	⊖ (O)	⊖ (O)	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊕	⊖
AuthorITe	⊖	⊖	⊖	⊖	⊖	⊖	⊖	⊕	⊖ (O)	⊖
Chemical Tagging	⊖	⊖	⊖	⊖	⊖	⊖ (O)	⊖	⊖	⊕	⊖
Credo (Create Mixtures)	⊖	⊖	⊖	⊖	⊖	⊕	⊖	⊖	⊕	⊕
Classify (Data Extraction)	⊖	⊖	⊖	⊖	⊕	⊕	⊖	⊖	⊕	⊕
Workflow constructor	⊖ (O)	⊖ (O)	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊕	⊖
Monographs	⊖ (O)	⊖ (O)	⊖	⊖ (O)	⊖ (O)	⊕	⊖ (O)	⊖ (O)	⊕	⊖ (O)
CW Documents - Advanced	⊖	⊖	⊖	⊖	⊖	⊖	⊖	⊖	⊕	⊖
CW Documents - Basic	⊖ (O)	⊖ (O)	⊖	⊖	⊖	⊕	⊖	⊖	⊕	⊕
D-Gen	⊖	⊖	⊖	⊖	⊖	⊕	⊕	⊖ (O)	⊕	⊕
Form builder	⊖	⊖	⊖	⊖ (O)	⊖	⊕	⊖	⊖	⊕	⊖ (O)
Heatmaps	⊖	⊖	⊖	⊖	⊖	⊕	⊕	⊖	⊕	⊖
Manifest	⊖	⊖	⊖	⊖	⊖	⊕	⊖	⊖	⊕	⊕
Materials (Full+Folders)	⊖	⊖	⊖	⊕	⊕	⊕	⊕	⊕	⊕	⊕
Outback Private	⊖	⊖	⊖	⊖	⊖	(O)	⊖	⊖	(O)	⊖
Outback Public	⊖	⊖	⊖	⊖	⊖	(O)	⊖	⊖	(O)	⊖
Query Builder	⊖	⊖	⊖	⊖ (O)	⊖	⊕	⊖	⊖	⊕	⊖ (O)
Report Generator	⊖	⊖	⊖	⊕	⊕	⊕	⊖	⊕	⊕	⊕
Risk Assessment	⊖	⊖	⊖	⊖	⊕	⊕	⊖	⊖	⊕	⊕
SentIntel	⊖	⊖	⊖	⊖	⊖	⊖ (O)	⊖	⊖	⊕	⊖
SiSot	⊖	⊖	⊖	⊖	⊖	⊖ (O)	⊖	⊖	⊕	⊖

Copyright©2025 Chemwatch. All Rights Reserved

Module\Name	Outback public	Outback private	SentIntel	Backpack	COBRA/ COSHH	GoldFFX	D-Gen	AuthorITe	Chemeritus	GoldFFX+ Smartsuite
SIO Mobile (SMA)	⊖	⊖	⊖	⊖	⊖	⊖ (O)	⊖	⊖	⊖ (O)	⊖
SmartSuite	⊖	⊖	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖	⊖	⊖ (O)	⊕
SmartCobra	⊖	⊖	⊖	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖	⊖ (O)	⊕
SmartER	⊖	⊖	⊖	⊖	⊖	⊖ (O)	⊖	⊖	⊖ (O)	⊕
SmartGold	⊖	⊖	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊖	⊖ (O)	⊕
SmartINI	⊖	⊖	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊖	⊖ (O)	⊕
SmartV	⊖	⊖	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊖	⊖ (O)	⊕
SmartLabel	⊖	⊖	⊖	⊖ (O)	⊖ (O)	⊖ (O)	⊖ (O)	⊖	⊖ (O)	⊕

* Bespoke optional.

⊖ (O) not present by default, but can be added without change in packaging.

⊕ (O) present by default but can be taken off. It also does not affect packaging.

Copyright©2025 Chemwatch. All Rights Reserved

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

Chemwatch
1227 Glen Huntly Road
Glen Huntly
Victoria 3613
Telephone: +61 3 9573 3100
Facsimile: +61 3 9572 4777
Email: customerservice@chemwatch.net **Website**: www.chemwatch.net

Copyright©2025 Chemwatch. All Rights Reserved