

# OUTBACK USER GUIDE

Version 2.4



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CHEMWATCH

Melbourne, Australia

2025

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# 1.0 Introduction

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## 1.1 Outback Overview



Welcome to the **Outback** system. The Outback system provides a customer interface to enable customers:

- To find or search for products from the supplier, manufacture or your company's SDSs
- To display and read SDS or Labels
- To print or save vendor SDS
- To filter by country, language and vendor
- To access and view Outback folder(s) specific to your country and language of SDS

## 1.2 Login Steps

There are number of ways to access the Outback System:

- Your company's website page link for automatic access
- Authentication required at login screen, where a username will be required.

To login using the authentication login screen, follow the simple steps provided below.

### Steps: Login to Outback

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1. Click on the web address link provided by the Outback Vendor 



2. Enter the **Outback Username** in the text field



3. Click the "**Login**" button.

## 2.0 Searching for SDS

There are several ways to find an SDS in Outback:

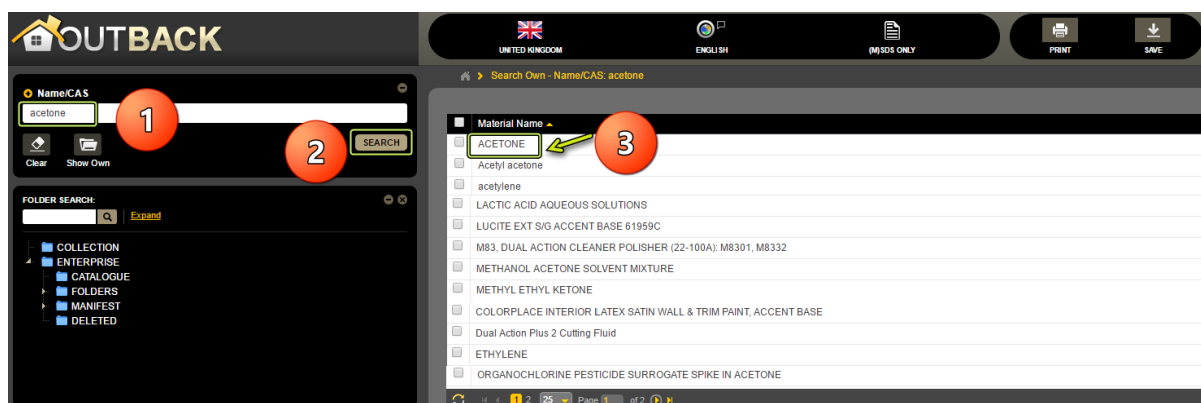
- Searching by the name of the material or product
- By displaying the list of materials or products from the “Own” button located in the Search panel
- By displaying the list of materials or products from the location folder or the specific Outback user folder

### 2.1 Search for Material or Product

Follow the steps below to find an existing SDS for your product.

#### Steps: Search for a Material or Product by Name

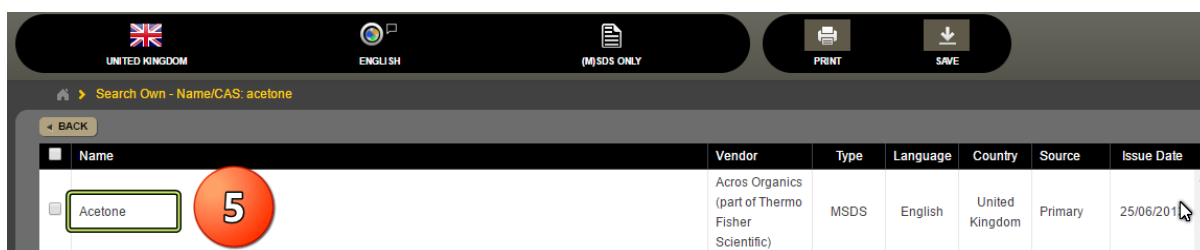
1. Type the name of the material or product in the “Name” text field”
2. Click the “Search” button to begin the search
3. Click on the “Material or Product Name” from the search results.



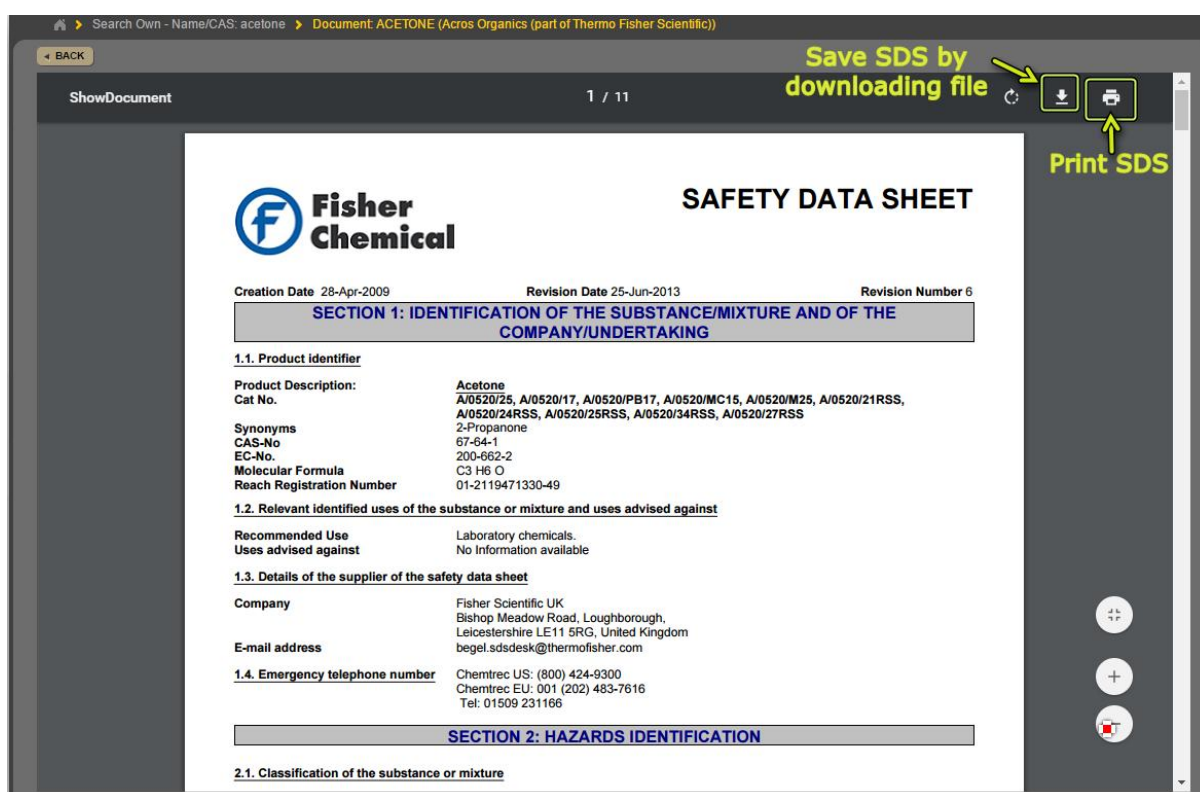
4. Use the “Filter” to find a specific SDS by country/language (optional)



- Click on the “Document Name” to display the SDS for the applicable Vendor. Note that the list displays the name of the document by vendor, country, language and issue date, e.g., Australian, English SDS is shown in this worked exercise.





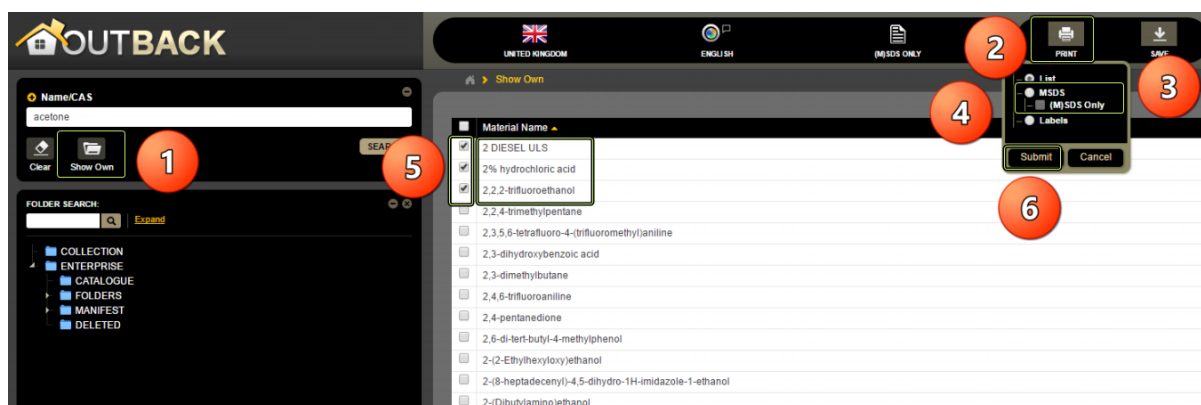
- Vendor SDS displays.



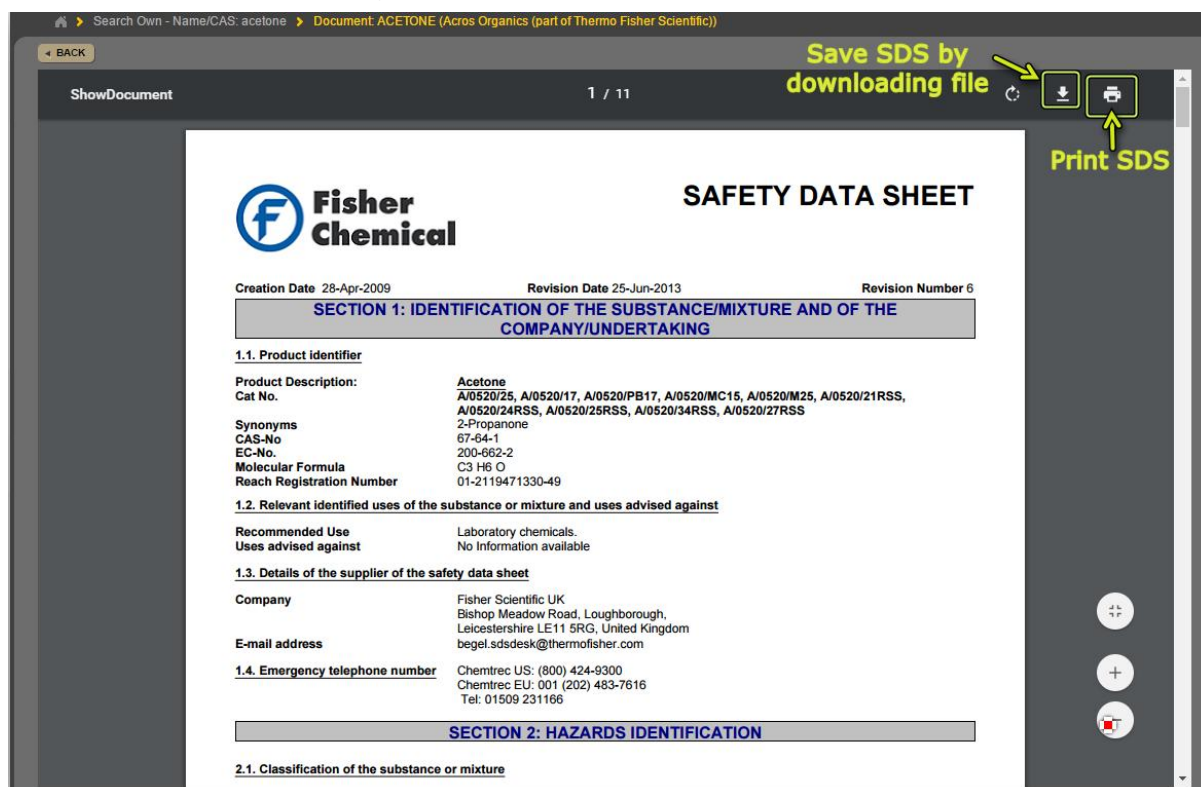
## 2.2 Printing a Batch of Vendor SDSs

### Steps: Printing a Batch of Vendor SDSs

1. Press the “Show Own” button .
2. Click on the “Print” button  located on the top right corner of the interface
3. Select the “SDS” radio (circle) button.
4. Select the “SDS Only” checkbox ☒.
5. Click each checkbox ☒ alongside the name of the material.
6. Press the “Submit” button.



7. Use the “Print” icon to print all selected vendor SDSs.



## 2.3 Finding an SDS from Outback User Folder

The Outback folder types may be available by country and language of the SDS or any other specified folder. In the example below, illustrated how users can access a list of products assigned by the Outback administrator to enable customers to find a document by simply going into the specific folder.

For example, the table below showcases an Outback subfolder assigned to a specific country of SDS.


Outback Folder	Country/Language of SDS	Outback User Display
Outback folder (OB)1-Country1	United Kingdom	The Outback user will select the specific country/language folder to view all the respective SDS from that country, e.g., UK SDSs.
Outback folder (OB)2-Country2	United States	The Outback user will select the specific country/language folder to view all the respective SDS from that country, e.g., US SDSs.

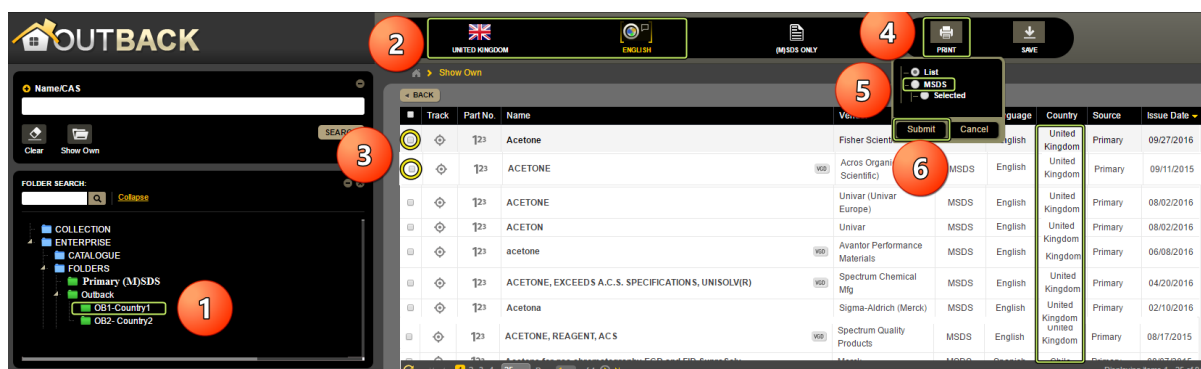
The Outback Folder tree panel will display the respective folders assigned to a specific country.



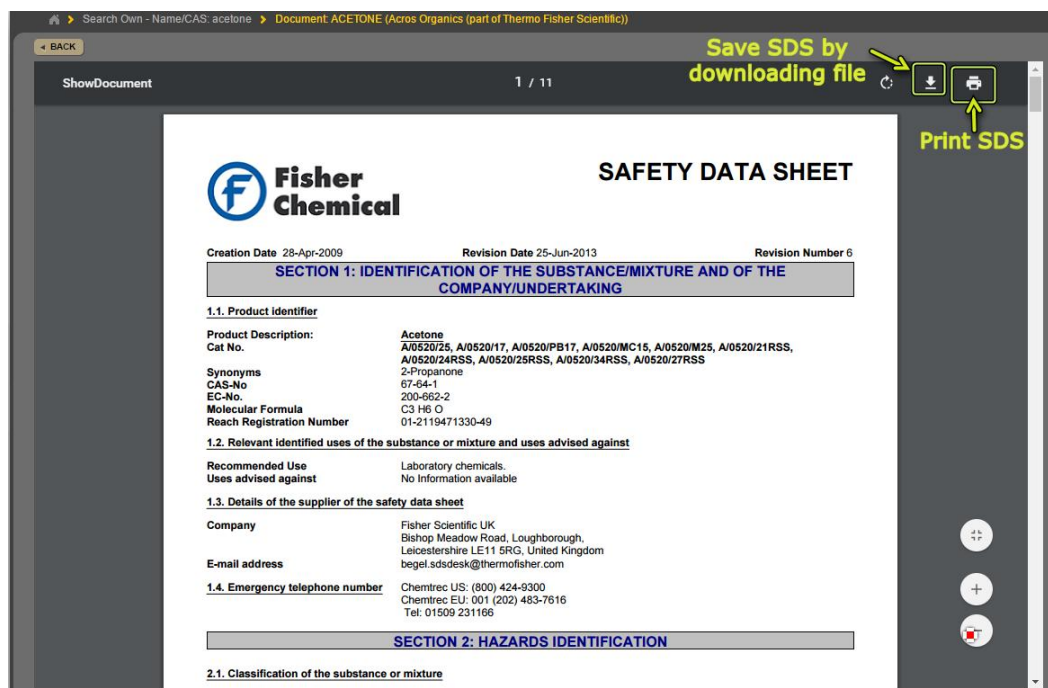
If this option to view the allocated Outback Folders by a specific country is not available for you, ignore the following steps.

## Steps: Finding SDS from the Outback Folder

1. Click the “Outback Folder Name” allocated for your SDS by country and language.
2. In the toolbar, check if the country and language filter is set to your jurisdiction.
3. Select the checkbox(es) ☒ alongside the names of the product(s) SDSs from the list to print the respective SDSs.
4. Click on the “Print” button  located on the top right corner of the interface.
5. Select the “SDS” radio (circle) button.
6. Press the “Submit” button.





7. Use the “Print” button print all the selected vendor SDSs.

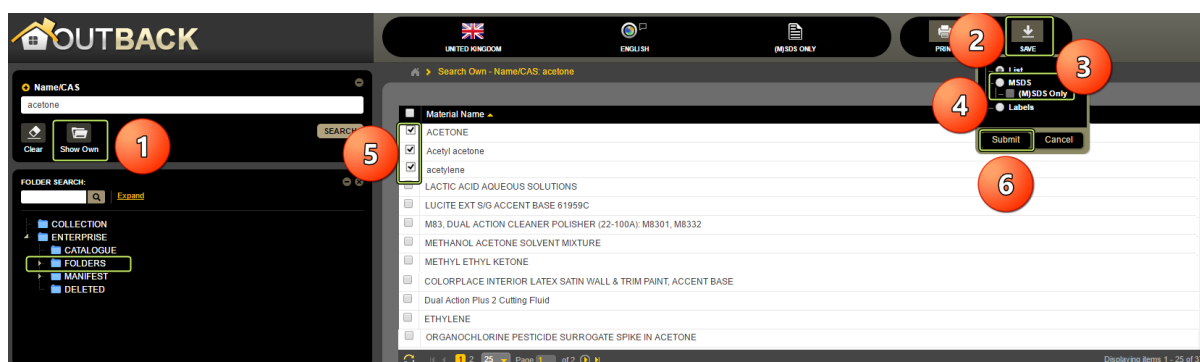




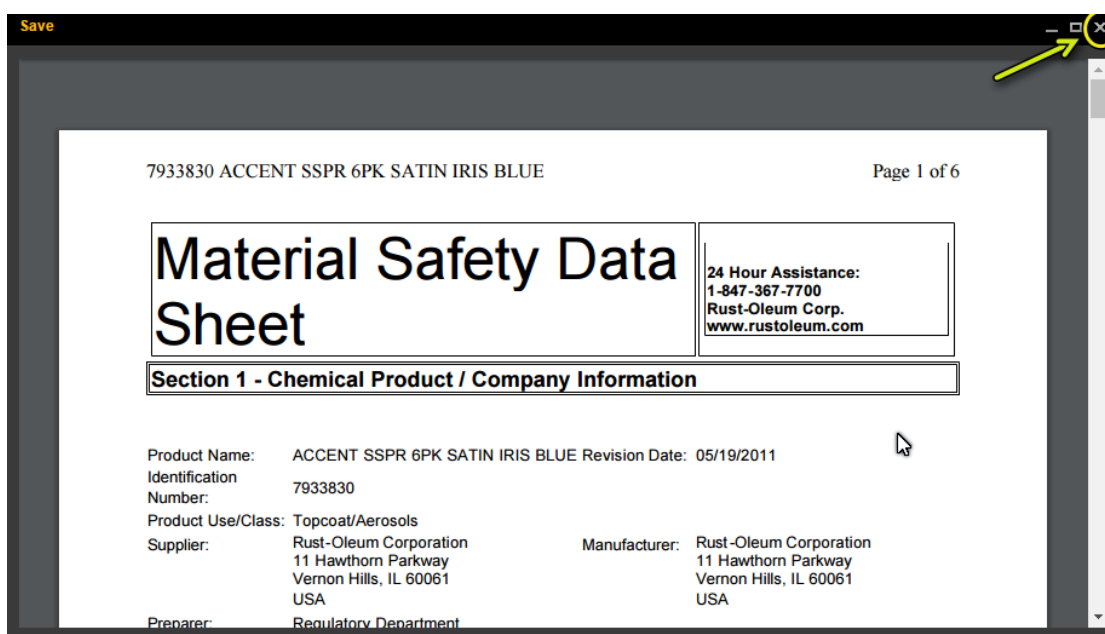
## 2.4 Saving a Batch of Vendor SDSs

### Steps: Saving a Batch of Vendor SDSs

1. Press the **"Show Own"** button  or select an Outback Folder (if shown in folder tree).
2. Click on the **"Download"** button  located on the top right corner of the interface.
3. Select the **"SDS"** radio (circle) button.
4. Select the **"SDS Only"** checkbox ☒.
5. Select the checkbox(es) ☒ alongside the name(s) of the materials to save.
6. Press the **"Submit"** button.



7. Select the desktop folder location where you would like to save the batch file of your Vendor SDSs.
8. Close the window by pressing the X button on the top right corner.



## Chemwatch Contacts

### Customer Service

[customerservice@chemwatch.net](mailto:customerservice@chemwatch.net)

+61 3 9573 3100

### Helpdesk Enquiries

[helpdesk@chemwatch.net](mailto:helpdesk@chemwatch.net)

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