

### **Safety Data Sheet Management**

**Dashboard Layout** 

**Adding SDS** 

**Editing SDS** 

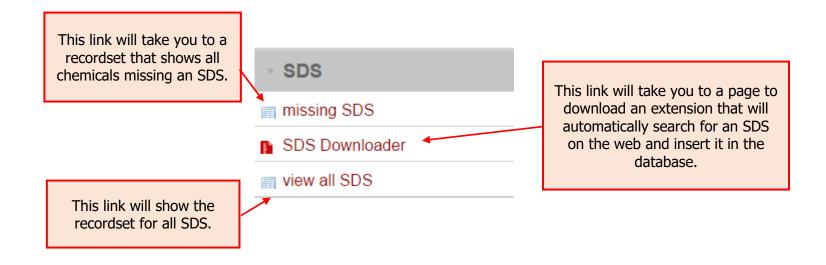
**Installing SDS Downloader** 



# Safety Datasheet Manager

• The SDS Manager is responsible for adding and updating Safety Datasheets

### **SDS Manager Dashboard Layout**





# **Adding SDS to Missing Chemicals**

### **How to Add an SDS Manually**

**Step 1:** Click on the missing SDS link.

**Step 2:** Now click on the button for the chemical you wish to add an SDS to. This will display the screen on the right.

**Step 3:** Navigate to the *Safety Data Sheet* area of the page and click the upload button.

**Step 4:** Locate where you have downloaded the SDS to your computer, select it, and click open.

**Step 5:** Click the save button at the bottom of the page to save your changes.

#### **Edit Chemical Record**





## **Editing Safety Datasheets**

#### **How to Edit SDS Records**

**Step 1:** From the SDS dashboard click on the view all SDS link to open a list of all chemicals and their SDS.

**Step 2:** Locate the chemical you would like to edit and click on the button.

**Step 3:** From the SDS record you can edit the manufacturer, product number associated with that record, change the SDS date, view the SDS or upload a new SDS.

**Step 4:** Click the save button to save the changes.

#### **Edit Chemical Record**





## **Using the SDS Downloader**

• The SDS Downloader only works in chrome.

#### How to Install and Use the SDS Downloader

**Step 1:** Click on the SDS Downloader link. This action will take you to the page on the top right.

**Step 2:** Click on the Install Latest Version button.

Note: This will take you to the google chrome webstore to add the extension, shown on the right in the middle.

**Step 3:** Now click on the + ADD TO CHROME button in the upper right hand corner of the popup.

**Step 4:** Select Add extension on next popup.

**Step 5:** Now navigate back to the page in the top right and refresh it. The page should now look like the image in the bottom right.

**Step 6:** From here you can either use the tool to update old SDS or locate and install missing SDS. Select which mode you would like to run the extension in then click Start SDS Downloader. This will cause the page to run in the background and search for the requested datasheets.







