



## **A Quick Guide for the SchoolMSDS Online Chemical Inventory Management System**

All operations must be performed by an administrator. In order to login to the SchoolMSDS system click the login button located in the top right corner of the screen.

### **ADMINISTRATORS**

1. How to Add an Administrator

### **NEW MSDS**

2. How to Add an MSDS to a Binder
3. How to Create a New MSDS

### **FOLDERS**

4. How to Add a New Folder
5. How to Delete a Folder

### **BINDERS**

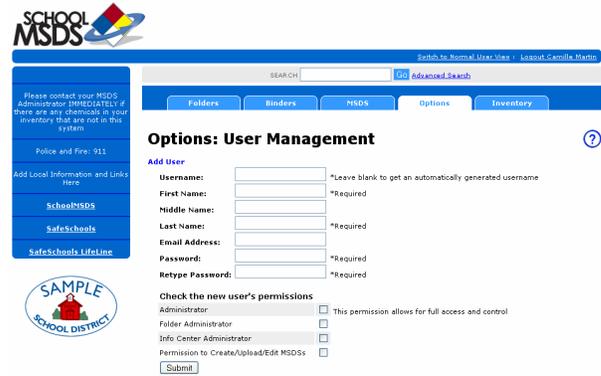
6. How to Create a New Binder
7. How to Add Binders to a Folder

### **INFO CENTER**

8. How to Upload a New Document
9. How to Add a Text Message to the Info Center
10. How to Add a Link to the Info Center
11. How to Add a Document to the Info Center

### 1. How to Add an Administrator

- Select the Options tab from the top
- Click User Management
- Click Add User
- Fill in the Required Information
- Select the appropriate User Permission
- Click Submit

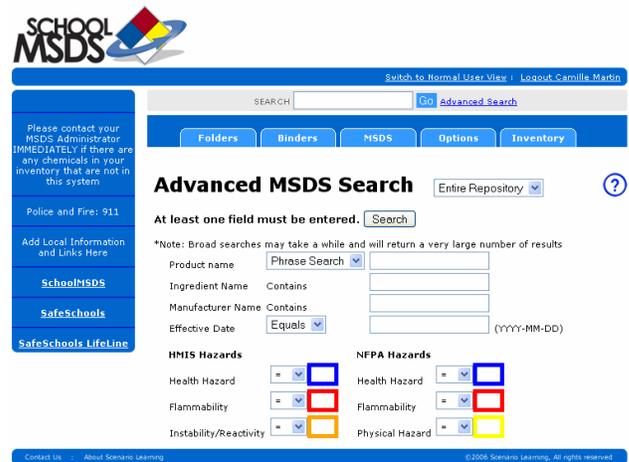


### Types of Administrator:

- Administrator – allows full access and control
- Folder Administrator – allows access and control to folders only
- Info Center Administrator – Add/ Edit/ Delete information in the Info Center
- Permission to Create/ Upload/ Edit MSDSs – allows user to modify MSDSs

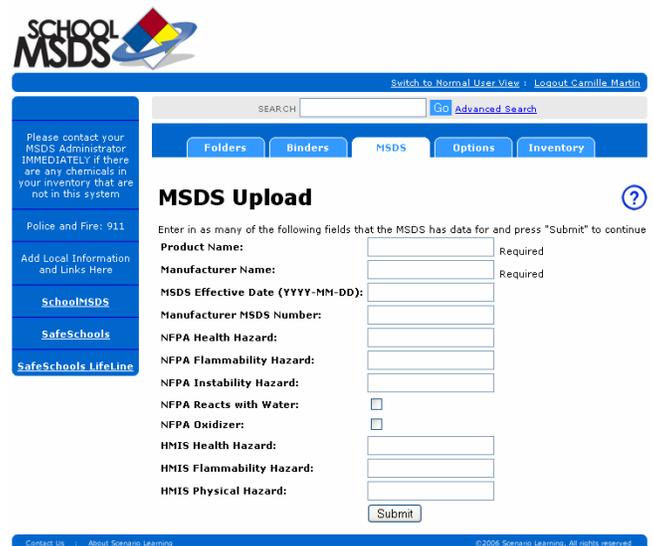
### 2. How to Add an MSDS to a Binder

- Click the Advanced Search link next to the search bar above the tabs
- Type in the Product Name and the Manufacturer's Name (if available)
- Click Search
- Select an MSDS (look for the most recent effective date)
- Select the binders you wish to add the MSDS to
- Click Update Binders



### 3. How to Create a New MSDS

- Save a copy of the MSDS to your hard drive (pdf, doc, html, scanned)
- Select the MSDS tab from the top
- Click New MSDS
- Fill in all available information
- Click Submit
- From the MSDS Upload page click Browse
- Locate the new MSDS and click Open
- Click Submit
- Select the Ready for Review box
- Select the Binders you wish to add the new MSDS to
- Click Update Binders



#### 4. How to Add a New Folder

- Select the Folders tab from the top
- Click the main district folder
- Select New Subfolder
- Name the new folder
- Click Create
- Select the box under Publish



#### 5. How to Delete a Folder

- Select the Folder
- Click Delete This Folder
- Click Yes



#### 6. How to Create a New Binder

- Select the Binders tab from the top
- Click New Binder
- Name the Binder
- Click Create



#### 7. How to Add Binders to a Folder

- Select the Folder you wish to add a Binder to
- Click Add Binder
- Select Binder from list
- Click Add binders to folder



## 8. How to Upload a New Document

- Select the Options tab
- Click Documents
- Click Upload Document
- Type the name of the document in the Title field
- Click Browse to search for the file
- Click Submit

## 9. How to Add a Text Message to the Info Center

- Select the Options tab
- Click Info Center
- Click Add Basic Text Message
- Type message in the Text box
- Select a Start Date
- Select an End Date
- Click Submit

## 10. How to Add a Link to the Info Center

- Select the Options tab
- Click Info Center
- Click Add External URL Link
- The Title is what will be seen by the user
- Type the URL into the URL box
- Select a Start Date
- Select an End Date
- Click Submit

## 11. How to Add a Document to the Info Center

- Select the Options Tab
- Click Info Center
- Click Put Document in Info Center
- Name the Document in the Title box
- Select a Start Date
- Select an End Date
- Select Document from the drop down menu
- Click Submit