



## **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**

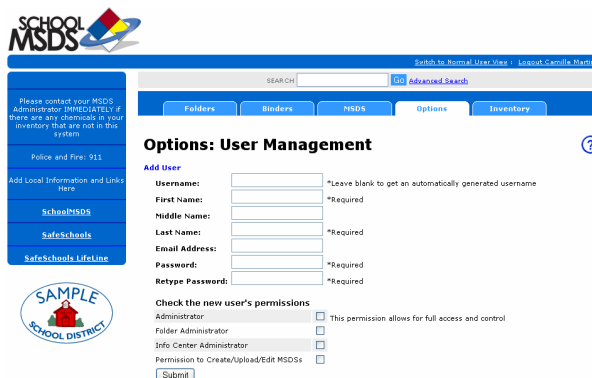
6. How to Create a New Binder
7. How to Add Binders to a Folder

### **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



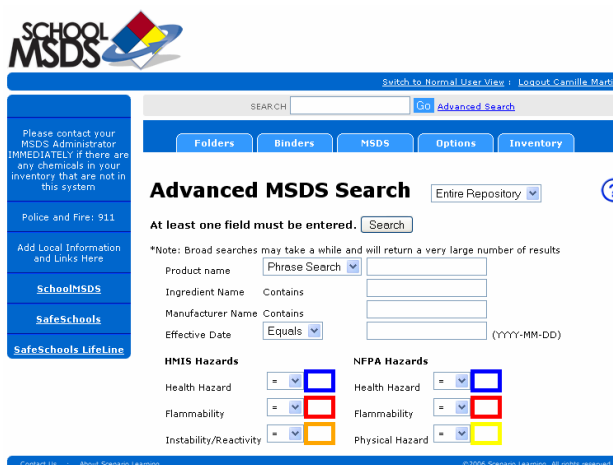
The screenshot shows the 'Options: User Management' page. On the left is a sidebar with links: 'Please contact your MSDS Administrator IMMEDIATELY if there are any chemicals in your inventory that are not in this system', 'Police and Fire: 911', 'Add Local Information and Links Here', 'SchoolMSDS', 'SafeSchools', and 'SafeSchools LifeLine'. The main content area has tabs for 'Folders', 'Binders', 'MSDS', 'Options', and 'Inventory'. The 'Options' tab is active, showing the 'Add User' form. The form includes fields for Username, First Name, Middle Name, Last Name, Email Address, Password, and Retype Password, with asterisks indicating required fields. Below these is a section 'Check the new user's permissions' with checkboxes for Administrator, Folder Administrator, Info Center Administrator, and Permission to Create/Upload/Edit MSDSs. A 'Submit' button is at the bottom.

### 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



The screenshot shows the 'Advanced MSDS Search' page. The sidebar is identical to the previous page. The main content area has tabs for 'Folders', 'Binders', 'MSDS', 'Options', and 'Inventory'. The 'MSDS' tab is active, showing the 'Advanced MSDS Search' form. It includes a search bar with a 'Go' button and a link to 'Advanced Search'. Below the search bar is a section 'At least one field must be entered.' with a 'Search' button. The form includes fields for Product name, Ingredient Name, Manufacturer Name, and Effective Date, with dropdown menus for 'Contains' and 'Equals'. There are also sections for 'HMIS Hazards' and 'NFPA Hazards' with checkboxes for Health Hazard, Flammability, and Physical Hazard. A 'Submit' button is at the bottom.

## 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



The screenshot shows the 'MSDS Upload' page. The sidebar is identical to the previous pages. The main content area has tabs for 'Folders', 'Binders', 'MSDS', 'Options', and 'Inventory'. The 'MSDS' tab is active, showing the 'MSDS Upload' form. It includes a search bar with a 'Go' button and a link to 'Advanced Search'. Below the search bar is a section 'MSDS Upload' with a 'Submit' button. The form includes fields for Product Name, Manufacturer Name, MSDS Effective Date (YYYY-MM-DD), Manufacturer MSDS Number, NFPA Health Hazard, NFPA Flammability Hazard, NFPA Instability Hazard, NFPA Reacts with Water, NFPA Oxidizer, HMIS Health Hazard, HMIS Flammability Hazard, and HMIS Physical Hazard. A 'Submit' button is at the bottom.

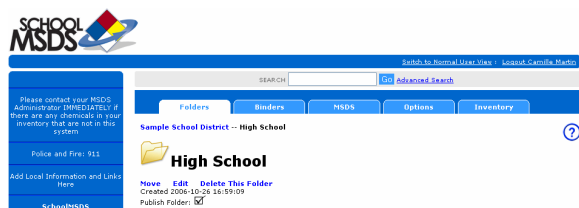
#### 4. How to Add a New Folder

- 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



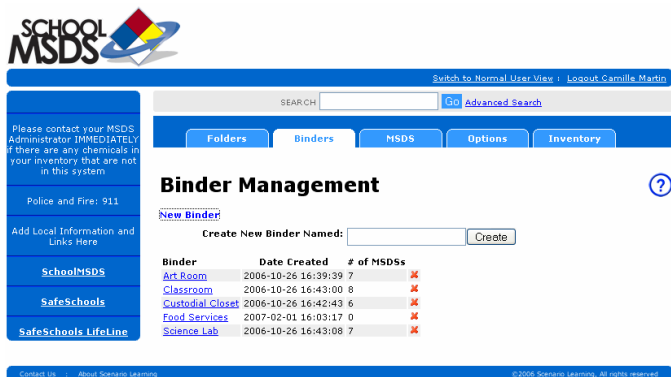
#### 5. How to Delete a Folder

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



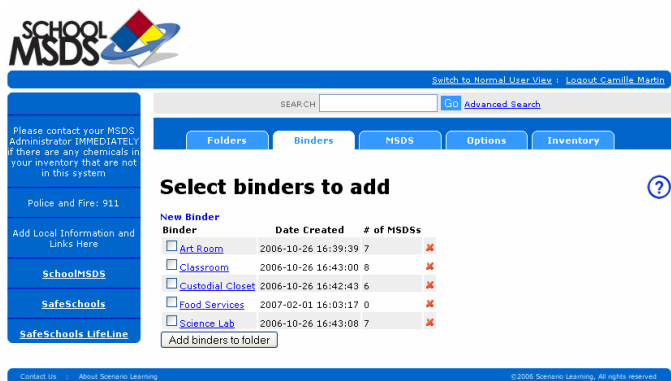
#### 6. How to Create a New Binder

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



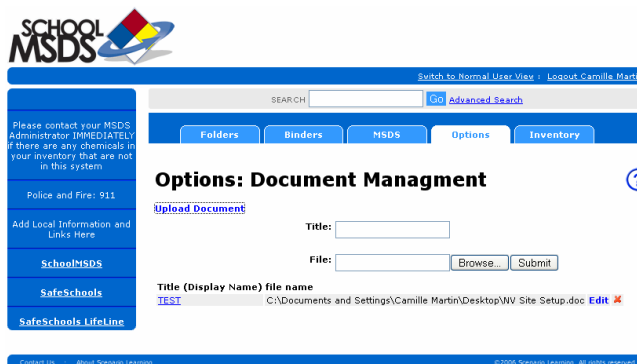
#### 7. How to Add Binders to a Folder

- 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

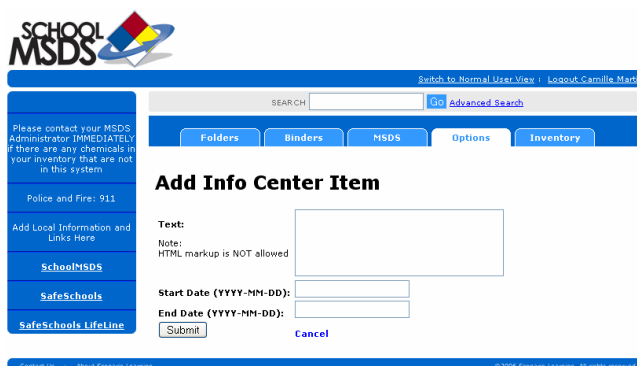
- Select the Options tab
- Click Documents
- Click Upload Document
- Type the name of the document in the Title field
- Click Browse to search for the file
- Click Submit



The screenshot shows the 'Options: Document Management' page. On the left is a sidebar with links: 'Please contact your MSDS Administrator IMMEDIATELY if there are any chemicals in your inventory that are not in this system', 'Police and Fire: 911', 'Add Local Information and Links Here', 'SchoolMSDS', 'SafeSchools', and 'SafeSchools LifeLine'. The main content area has a search bar and tabs for 'Folders', 'Binders', 'MSDS', 'Options', and 'Inventory'. The 'Options' tab is active, showing the 'Upload Document' link. Below it are fields for 'Title:' and 'File:', with a 'Browse...' button. A 'Submit' button is at the bottom right. A footer bar contains 'Contact Us', 'About Scenario Learning', and '©2005 Scenario Learning. All rights reserved.'

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

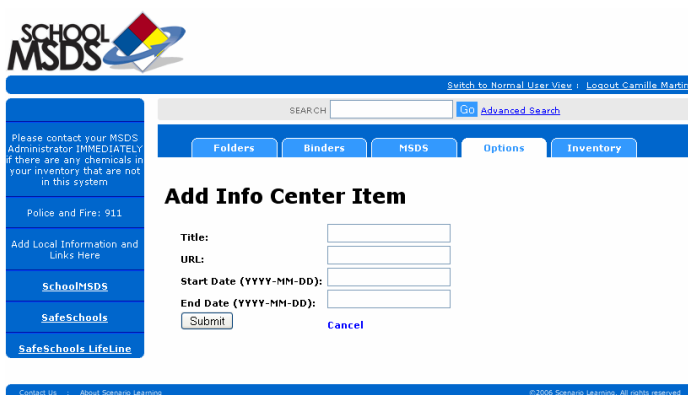
- Select the Options tab
- Click Info Center
- Click Add Basic Text Message
- Type message in the Text box
- Select a Start Date
- Select an End Date
- Click Submit



The screenshot shows the 'Add Info Center Item' page for adding a text message. The sidebar is identical to the previous screenshot. The main content area has tabs for 'Folders', 'Binders', 'MSDS', 'Options', and 'Inventory'. The 'Options' tab is active, showing the 'Add Info Center Item' link. Below it is a 'Text:' label, a large text area, and a 'Note: HTML markup is NOT allowed'. There are fields for 'Start Date (YYYY-MM-DD):' and 'End Date (YYYY-MM-DD):', with 'Submit' and 'Cancel' buttons. The footer bar is the same as the previous screenshot.

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

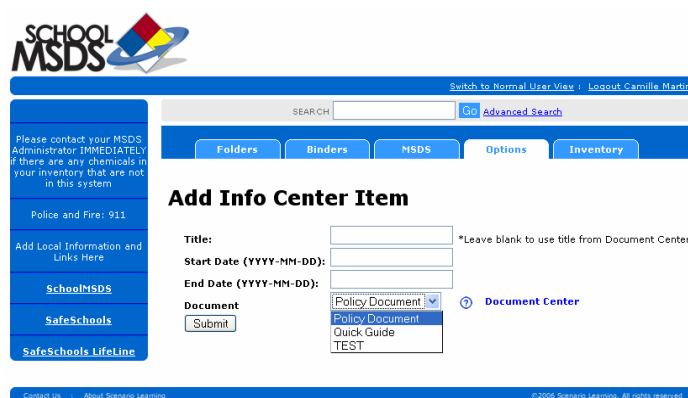
- Select the Options tab
- Click Info Center
- Click Add External URL Link
- The Title is what will be seen by the user
- Type the URL into the URL box
- Select a Start Date
- Select an End Date
- Click Submit



The screenshot shows the 'Add Info Center Item' page for adding a link. The sidebar is identical to the previous screenshots. The main content area has tabs for 'Folders', 'Binders', 'MSDS', 'Options', and 'Inventory'. The 'Options' tab is active, showing the 'Add Info Center Item' link. Below it are fields for 'Title:', 'URL:', 'Start Date (YYYY-MM-DD):', and 'End Date (YYYY-MM-DD):', with 'Submit' and 'Cancel' buttons. The footer bar is the same as the previous screenshots.

## 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



The screenshot shows the 'Add Info Center Item' page for adding a document. The sidebar is identical to the previous screenshots. The main content area has tabs for 'Folders', 'Binders', 'MSDS', 'Options', and 'Inventory'. The 'Options' tab is active, showing the 'Add Info Center Item' link. Below it are fields for 'Title:', 'Start Date (YYYY-MM-DD):', and 'End Date (YYYY-MM-DD):'. There is a 'Document' dropdown menu with options: 'Policy Document', 'Policy Document', 'Quick Guide', and 'TEST'. A 'Submit' button is at the bottom left. A note on the right says '\*Leave blank to use title from Document Center' and a link to 'Document Center' is provided. The footer bar is the same as the previous screenshots.