

USING YOUR MSDSONLINE ACCOUNT

ADMINISTRATOR TRAINING



LOGGING IN

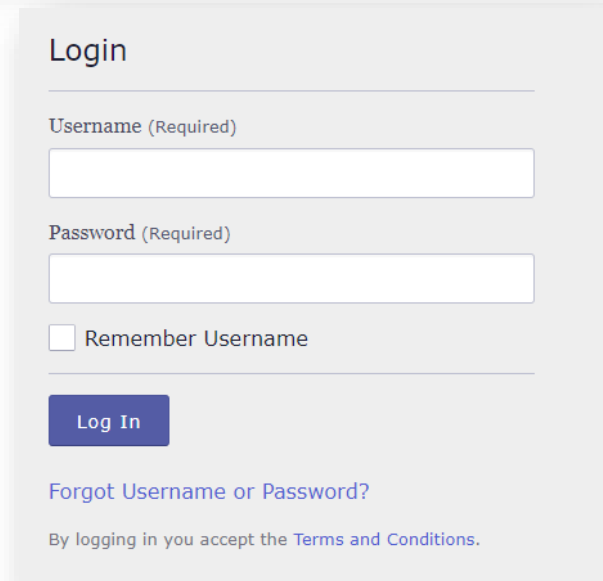
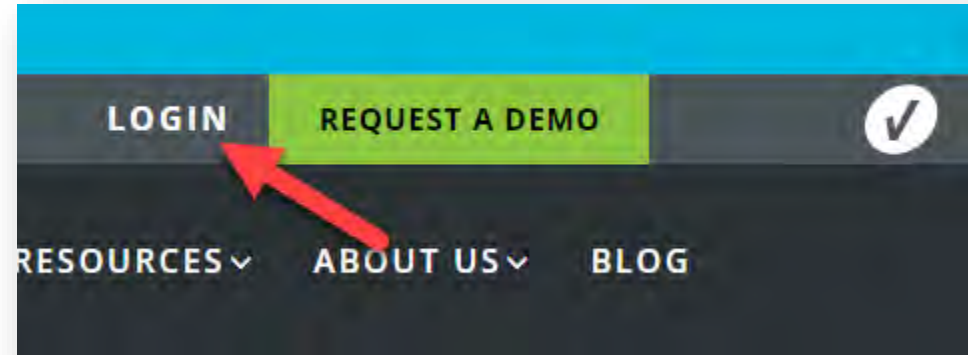


ACCESSING YOUR MSDSONLINE ACCOUNT

- Go to www.ehs.com
- Click Login
- Click “Chemical Management”



- Enter the username and password provided by your Account Administrator
 - Forgot your password? Click Forgot Username or Password?

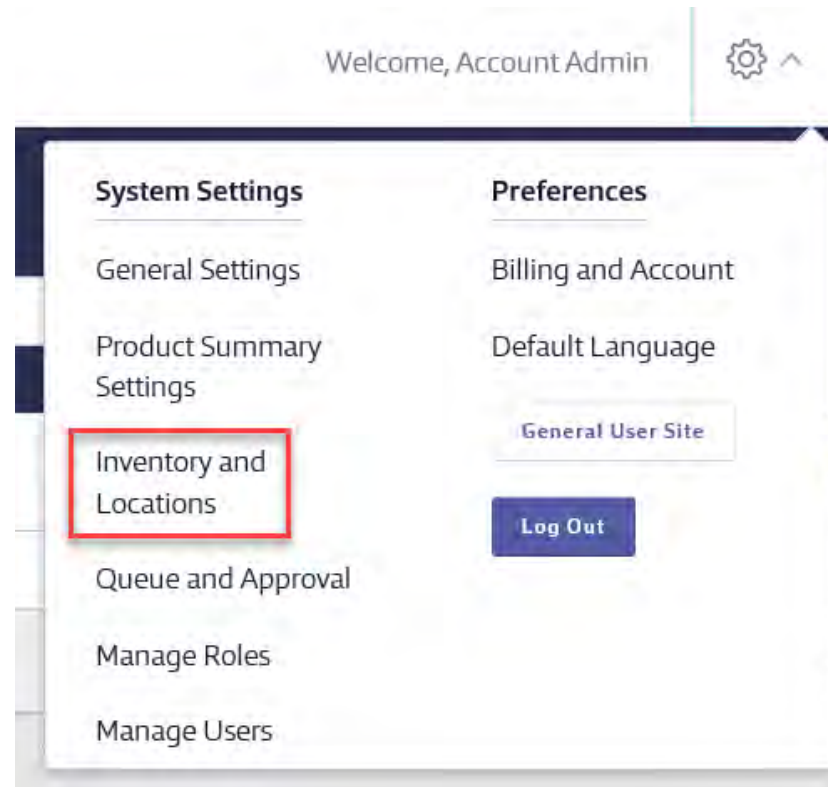
A screenshot of the login form on the MSDSONLINE website. The form is titled "Login" and contains the following fields and elements: a "Username (Required)" text input field, a "Password (Required)" text input field, a "Remember Username" checkbox, a "Log In" button, a "Forgot Username or Password?" link, and a line of text stating "By logging in you accept the Terms and Conditions." with a link to the terms and conditions.

CREATING LOCATIONS



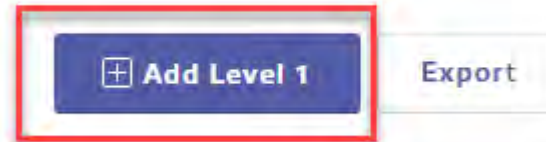
CREATING LOCATIONS

- Click on Settings and then on Inventory and Locations



CREATING LOCATIONS

- Click on Edit Locations in the Manage Locations section
- Click Add Level 1 in the right-hand corner



CREATING LOCATIONS

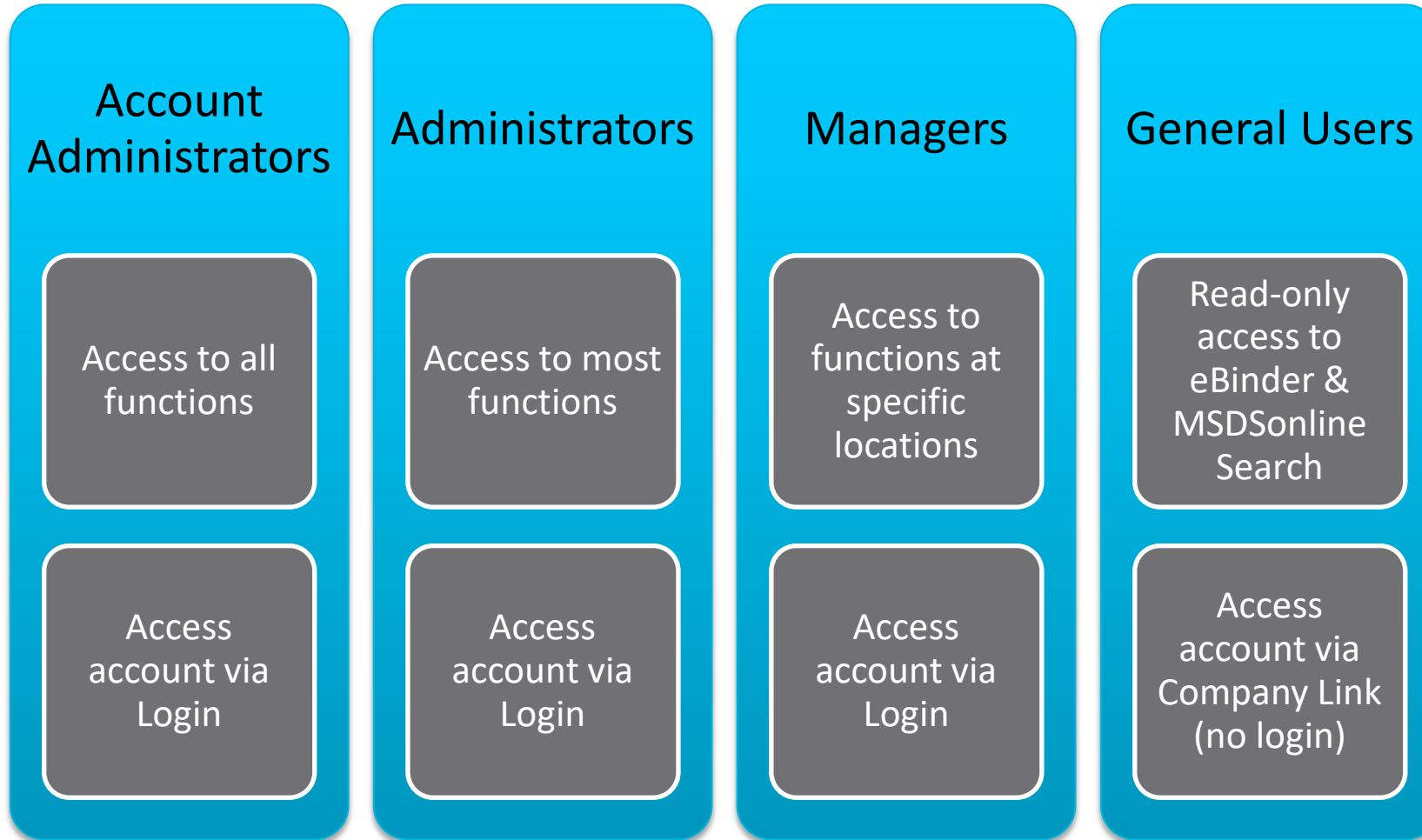
- Add sub-locations by hovering over a location name
 - Click Add Location



MANAGING USERS



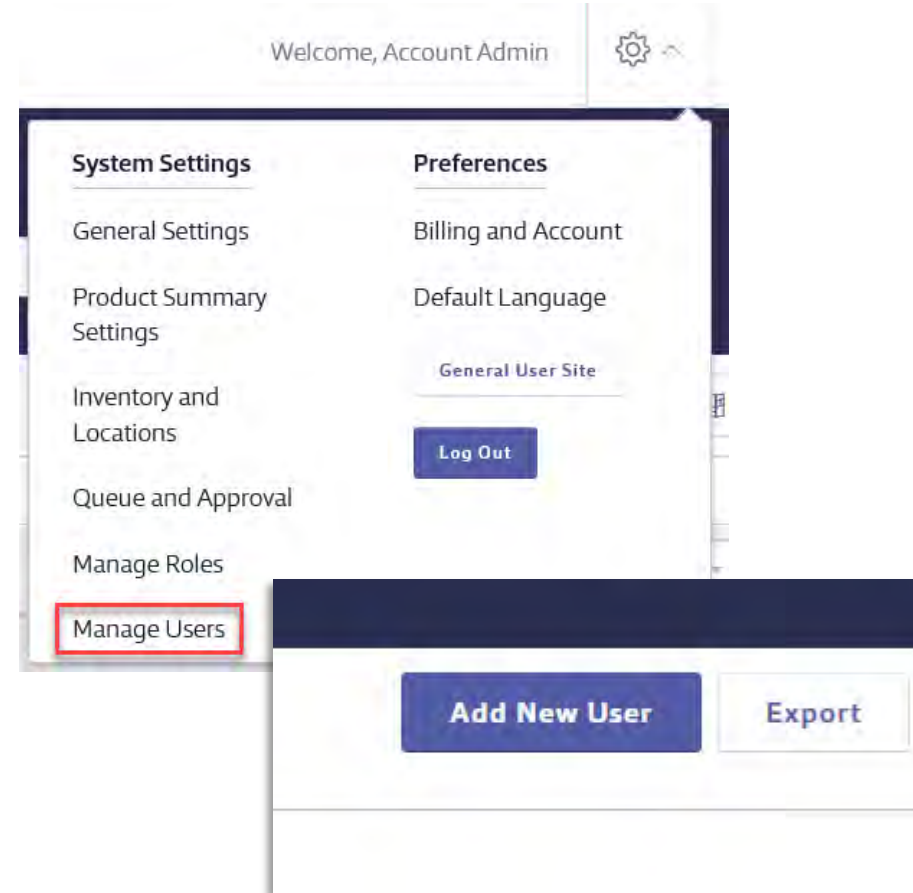
USER TYPES



ADDING ADDITIONAL USERS

- Click on Settings and then on Manage Users
- Click Add New User

NOTE: General employees who need read-only access do not need to be created as users.

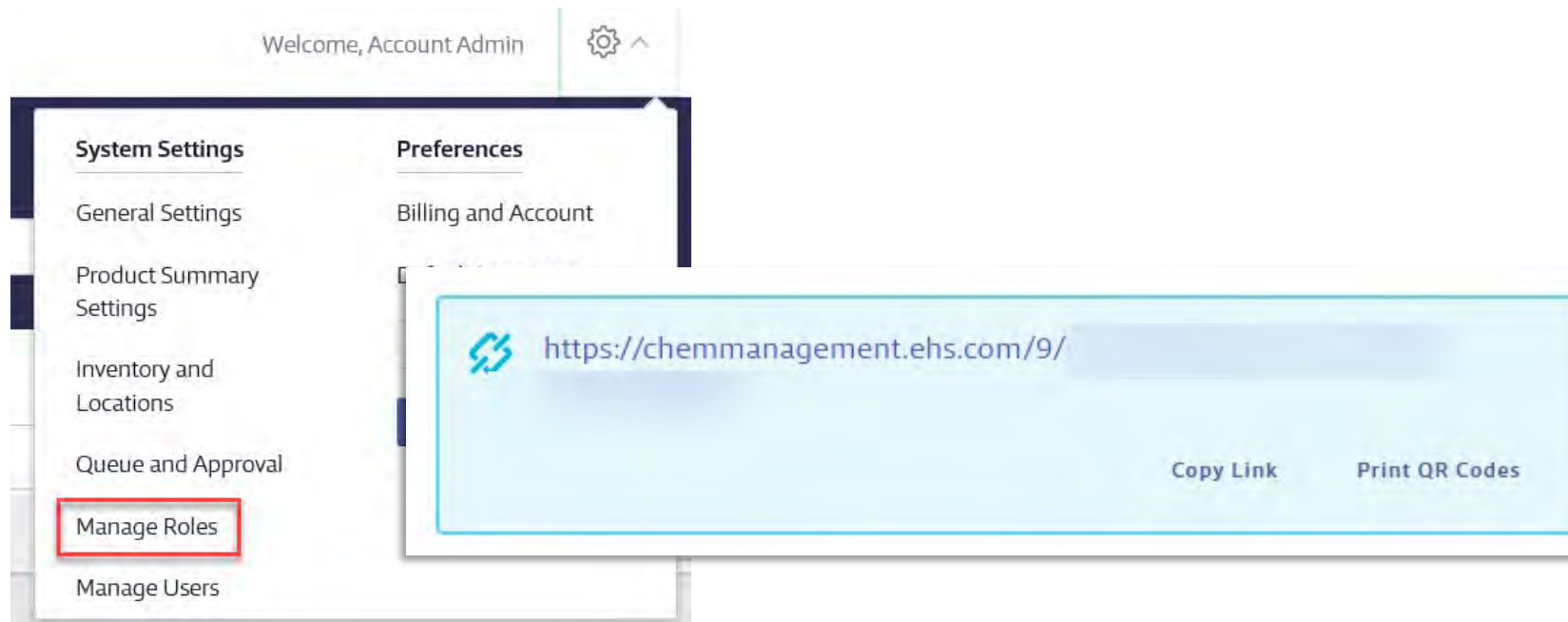


SHARING YOUR COMPANY LINK



SHARING YOUR COMPANY LINK

- Give this link to all employees who need read-only access to safety data sheets
 - Click on Settings and then on Manage Roles
 - Locate the link on the General Users section



ADDING SAFETY DATA SHEETS

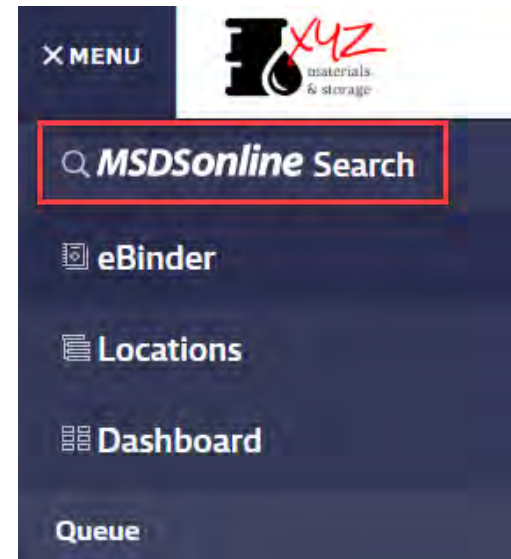


MSDSONLINE SEARCH



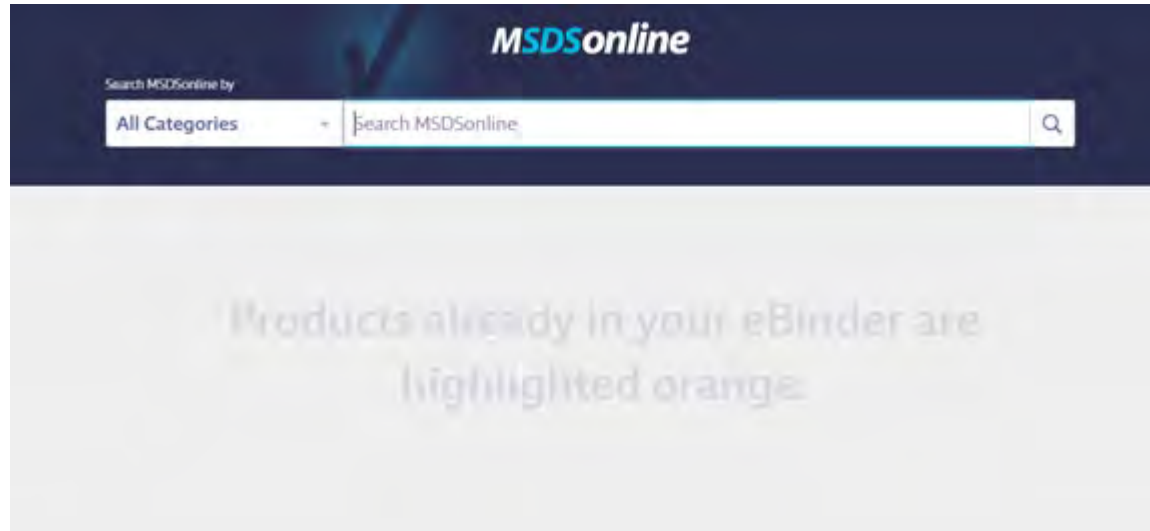
USING MSDSONLINE SEARCH

- MSDSonline Search is the master database of millions and millions of safety data sheets
- Access **MSDSonline Search** by clicking the Menu button at the top left-hand corner of your account



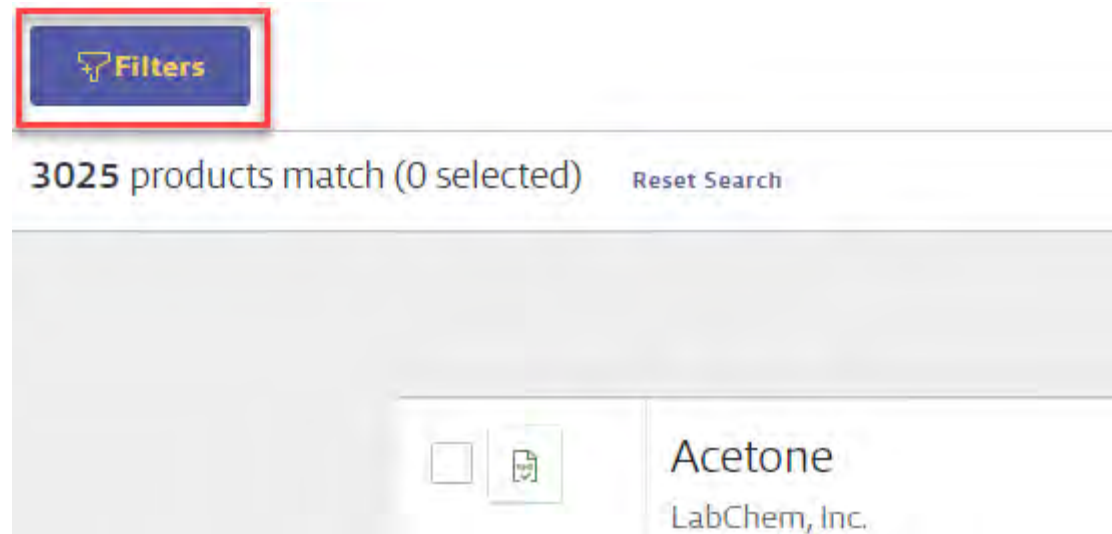
USING MSDSONLINE SEARCH

- Search by product name, manufacturer name, CAS# or product code.
 - Use the Categories drop-down to narrow your search



USING MSDSONLINE SEARCH

- Filter search results using **Filters** button



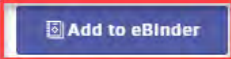
USING MSDSONLINE SEARCH

- Click on the **PDF icon** to view the safety data sheet
- Click **Add to eBinder** to add the safety data sheet to your eBinder
 - Click **Assign to Locations** to assign the product to a specific location in your account

The screenshot displays the MSDSONLINE search results for 'ACETONE'. On the left, a sidebar contains a 'PDF icon' (a green document with a magnifying glass) which is highlighted with a red square. Below this icon, the 'Revision Date' is listed as '01/09/2020' and the 'Language' is 'English'. The main content area shows the product name 'ACETONE' in large blue letters, followed by 'Akzo Nobel Coatings Inc.' and 'Akzo Nobel'. Below this, 'Synonyms' are listed as '—'. The 'Product code' is '480-X020-1626'. To the right, a preview of the 'SAFETY DATA SHEET' for 'ACETONE' is shown. The preview includes the title 'SAFETY DATA SHEET' in red, the product name 'ACETONE', and 'Section 1. Identification'. At the bottom of the preview, it says 'Prepared by Akzo Nobel Coatings Inc.'. A blue button labeled 'Add to eBinder' is visible at the bottom left of the preview window.

USING MSDSONLINE SEARCH

- Use the checkboxes to add multiple products

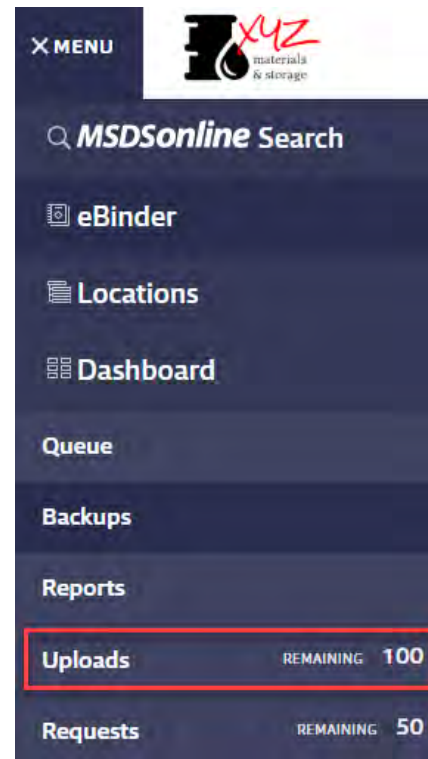
		
☒	ACETONE Akzo Nobel Coatings Inc. Akzo Nobel Synonyms — Product code 480-X6V-1553 Revision Date 11/14/2019 Language English	Regulatory Format GHS SDS, US Ansi Supplier — CAS # — Last Verified 11/27/2019
☒	Acetone SIGALD Sigma-Aldrich Corporation Synonyms — Product code 650501 Revision Date 10/24/2019 Language English	Regulatory Format Canadian WHMIS, GHS SDS Supplier Sigma-Aldrich Canada Co. CAS # 67-64-1 Last Verified 10/24/2019

UPLOADS



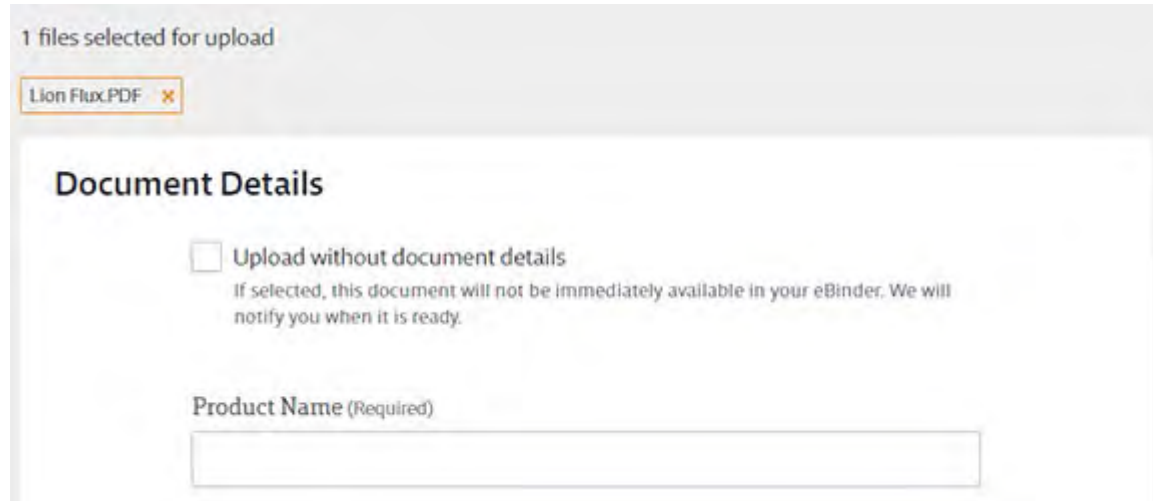
USING UPLOADS

- Use the **Uploads** feature if you cannot find the SDS in MSDSonline Search, but you have a copy of the PDF already
- Access Uploads from the Menu in the upper left-hand corner of your account



USING UPLOADS

- Add the file using the Select File button
- Enter Document Details



1 files selected for upload

Lion Flux.PDF ✕

Document Details

☐ Upload without document details
If selected, this document will not be immediately available in your eBinder. We will notify you when it is ready.

Product Name (Required)

NOTE: All Uploads go through a quality assurance review before officially being added to your eBinder.

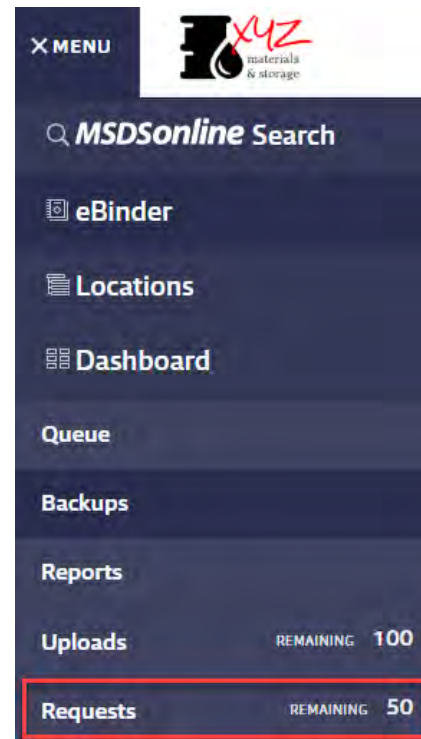


REQUESTS



USING REQUESTS

- Use the **Requests** feature if you cannot find the SDS in MSDSonline Search and you do not have a PDF copy of it
- Access Requests from the Menu in the upper left-hand corner of your account



USING REQUESTS

- Enter as much detailed product information as possible to increase the chances of VelocityEHS being able to get the document from the manufacturer

Product Details

Product Name (Required)

Please enter the Product Name exactly as it would appear on the MSDS. Do not use abbreviations or synonyms.

Product Code (Required)

Product codes may also be referred to as Item #, Catalog #, Product #, UPC, or SKU. If you cannot obtain a Product Code, enter N/A or Don't Know.

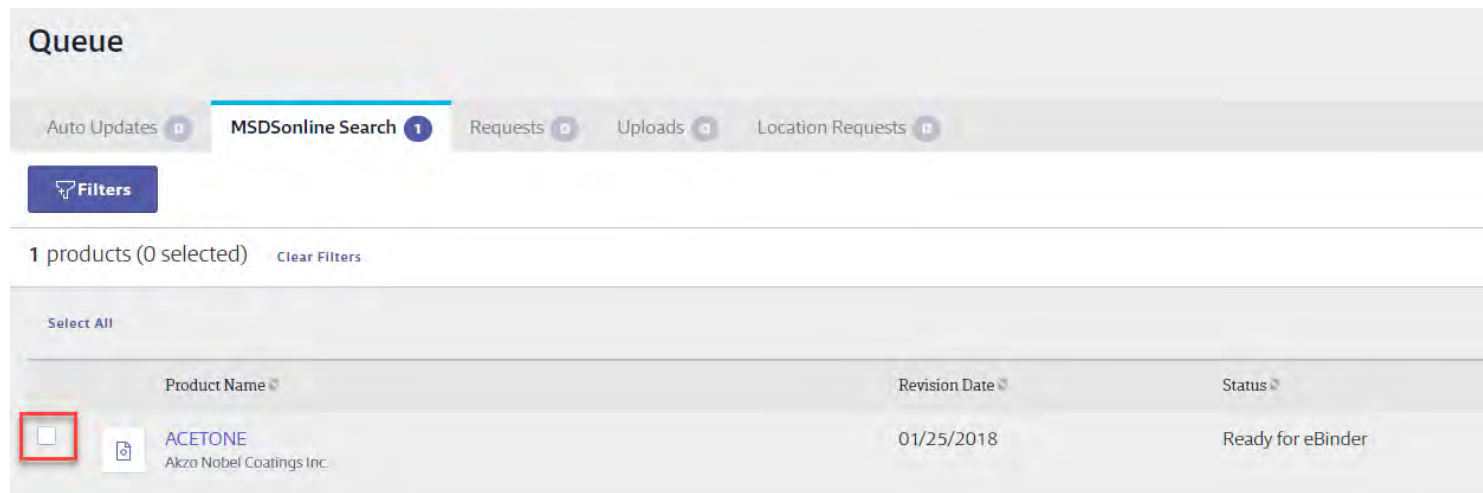


MANAGING THE QUEUE



MANAGING THE QUEUE

- Safety data sheets added via Uploads, Requests or by General Users will appear in the Queue
- Access the Queue from the Menu in the upper left-hand corner of your account.
- Use the checkbox to add the SDS from the Queue to the eBinder.



The screenshot displays the 'Queue' section of the VelocityEHS interface. At the top, there are tabs for 'Auto Updates', 'MSDSonline Search' (which is active and has a '1' badge), 'Requests', 'Uploads', and 'Location Requests'. Below the tabs is a 'Filters' button. The main area shows '1 products (0 selected)' with a 'Clear Filters' link. A table lists the products, with the first row highlighted. The first column of the table contains a checkbox, which is highlighted with a red square in the image. The table headers are 'Product Name', 'Revision Date', and 'Status'.

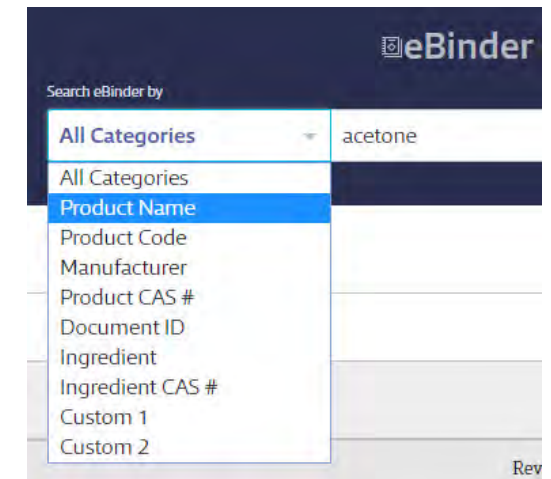
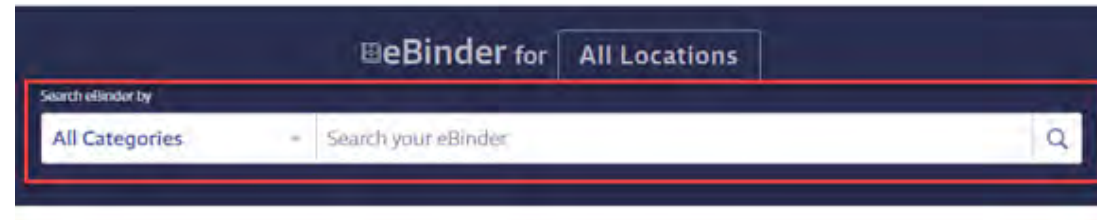
	Product Name	Revision Date	Status
☐	ACETONE Akzo Nobel Coatings Inc.	01/25/2018	Ready for eBinder

SEARCHING THE EBINDER



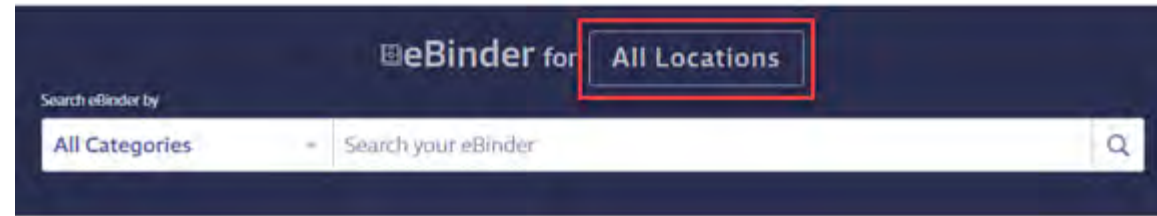
BASIC SEARCH

- Enter your search term in the eBinder search bar to search by:
 - Product Name
 - Manufacturer Name
 - CAS #
 - Product Code
 - Additional indexed fields
- Use the Categories drop-down menu to narrow your search

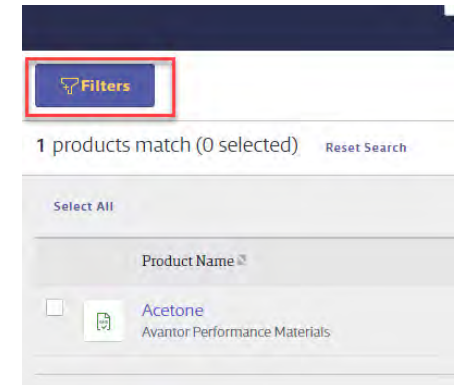


ADVANCED SEARCH

- Use the **Locations** button to search for products assigned to a specific location



- Use the **Filters** button to further filter your eBinder results



USING THE SEARCH RESULTS

1. Click the PDF icon to view the safety data sheet
2. Click the product name to go to the Product Summary
3. Click the product card to open the summary panel
4. Use the Export option to download your search results

The screenshot shows the VelocityEHS search results page. At the top, there is a 'Filters' button on the left and 'Share', 'Export', and 'Maps' buttons on the right. Below these, it says '27 products (0) selected'. A 'Select All' link is on the left, and a 'Sort by' dropdown menu is set to 'Last Added (Descending)' on the right. The main content is a table with two rows of product data. Numbered callouts are placed over the interface: '1' is over the first row's 'Product Name' header, '2' is over the first row's product name 'Batiste Dry Conditioner', '3' is over the first row's product card icon, and '4' is over the 'Export' button.

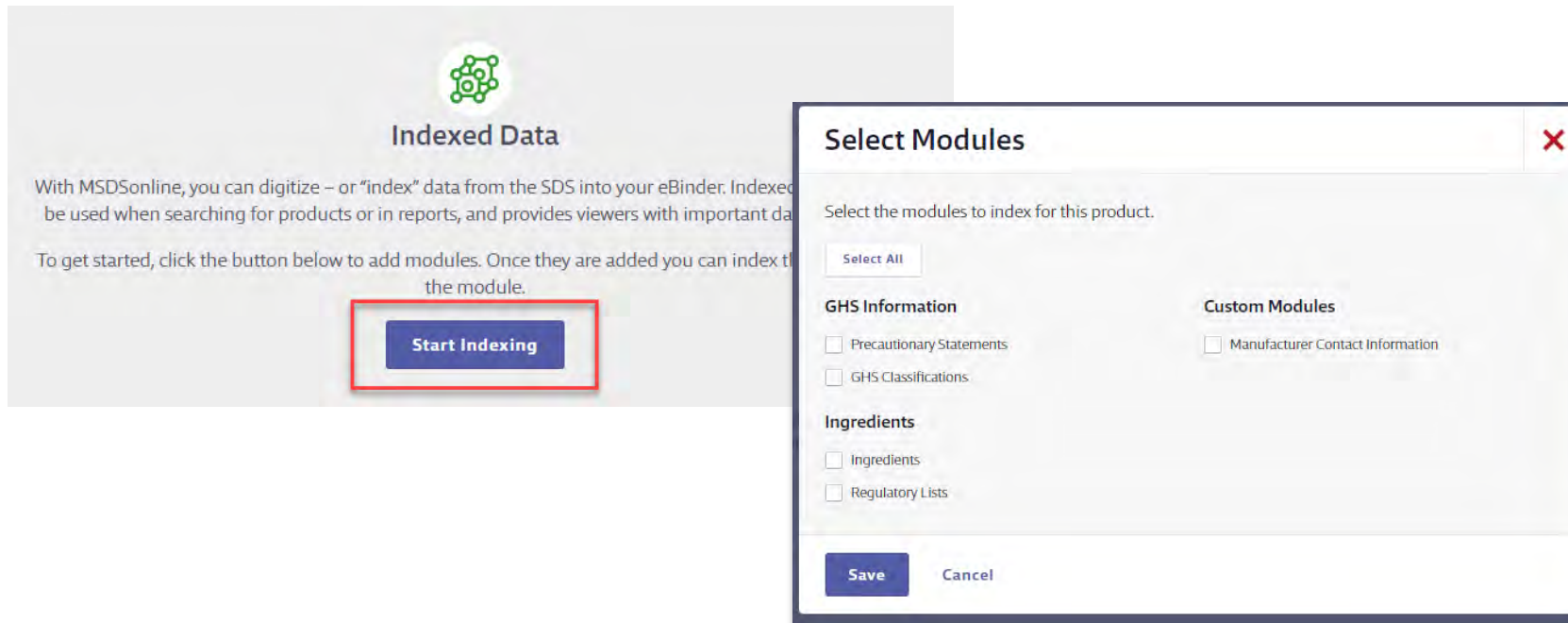
	Product Name	Revision Date	Language	Regulatory Format
☐	Batiste Dry Conditioner CHURCH & DWIGHT	03/28/2018	English	GHS SDS, US ANSI
☐	ARGON, COMPRESSED Polar Cryogenics	01/04/2018	English	Canadian WHMIS, GHS SDS, US ANSI

INDEXING PRODUCT INFORMATION



INDEXING PRODUCT INFORMATION

- In order to include detailed product information on labels or reports, it must first be indexed in the Product Summary
- Click Start Indexing to select the modules you want to index



INDEXING PRODUCT INFORMATION

- Click Manage for the module you want to index
- Select the data from the picklist and click Save

Manage Precautionary Statements

Select the Precautionary Statements that apply to this product.

☐  No Precautionary Statements apply to this product.

0 selected

Show selected only ☐

☐	P101 If medical advice is needed, have product container or label at hand.	Edit
☐	P102 Keep out of reach of children.	Edit
☐	P103 Read label before use.	Edit
☐	P201 Obtain special instructions before use.	Edit
☐	P202 Do not handle until all safety precautions have been read and understood.	Edit

Save **Cancel**

Safety Data Sheet

Material Name: ARGON, COMPRESSED SDS ID: 00232569

Section 1 - PRODUCT AND COMPANY IDENTIFICATION

Material Name
ARGON, COMPRESSED
Synonyms
ARGON; UN 1006; AR
Chemical Family
non-metallic
Product Use
Industrial and Specialty Gas Applications.
Restrictions on Use
None known.
Details of the supplier of the safety data sheet
POLAR CRYOGENICS
2734 SE Raymond
Portland, OR 97202
Phone: (503) 426-0689
Emergency Phone #: Outside the US: 703-527-3887 (Call collect)
Fax: 1-800-424-9300 (CHEMTREC)

Section 2 - HAZARDS IDENTIFICATION

Classification in accordance with paragraph (d) of 29 CFR 1910.1200.
Gases Under Pressure - Compressed gas
Simple Asphyxiant
GHS Label Elements
Symbol(s)

Signal Word
Warning
Hazard Statement(s)
Contains gas under pressure; may explode if heated.
May displace oxygen and cause rapid suffocation.
Precautionary Statement(s)
Prevention

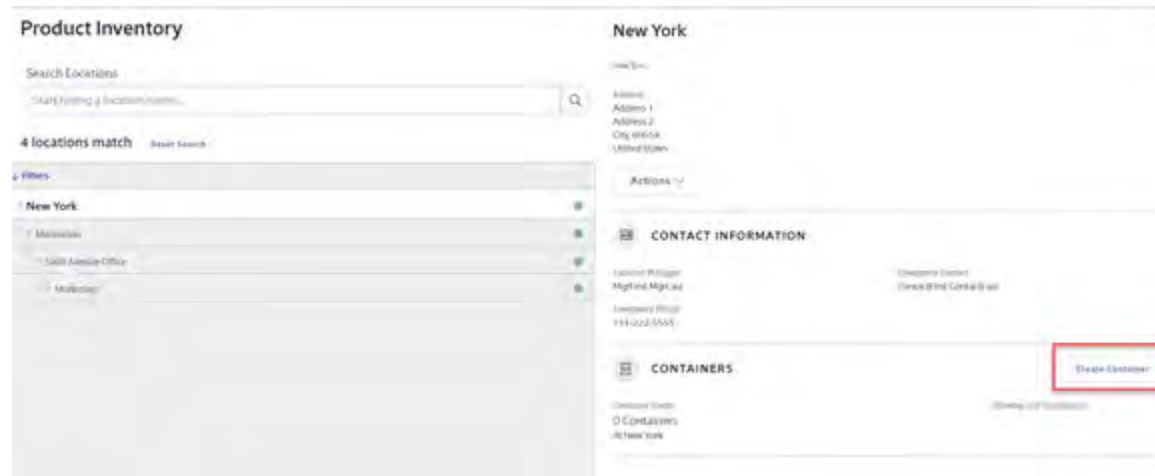


CREATING CONTAINERS



CREATING CONTAINERS

- Locate the product in the eBinder
 - Click on the Product Name
 - Click on View Product Inventory in the Product Summary
 - Click the location name where the physical container is located
 - Click Create Container



CREATING CONTAINERS

- Enter Container information and click Save

Container Name

HYDROCHLORIC ACID CLEANING SOLUTION 3

Container Count

1

Container Type

None

This field, if not completed, can affect the accuracy of Regulatory and Chemical Inventory Reports and Tier II Reporting.

Container Size

0

This field, if not completed, can affect the accuracy of Regulatory and Chemical Inventory Reports and Tier II Reporting.

Unit of Measure

None

This field, if not completed, can affect the accuracy of Regulatory and Chemical Inventory Reports and Tier II Reporting.

Status (Required)

Active

Start Date

11/29/2021

End Date

Expiration Date

Barcode

Container information is stored in QR Code form. This is short for Quick Response Code. QR Codes are more useful than standard barcoding, as they are able to store and digitally present significant more data. QR Codes can also be read from almost any mobile device rather than requiring a chunky hand-held scanner.

Container Image

Select File

Container Owner (First Name)

Container Owner (Last Name)

Custom Field 1

Custom Field 2

Inventory Data

[Learn more about Inventory Data](#)

Amount Remaining

0

Date

11/29/2021

Weight in Pounds (Initial)

0

Override Calculation

Help

Add Entry



PRINTING WORKPLACE LABELS



PRINTING WORKPLACE LABELS

- Remember! Any information you want included on the label must be indexed in the Product Summary first.

The screenshot shows the 'Product Summary' page for 'ARGON, COMPRESSED' by 'Polar Cryogenics'. The page has a breadcrumb trail 'eBlinder > Product Summary'. Below the product name, there are tabs for 'Product Details', 'GHS Information', 'Safety Information', and 'Custom Modules'. The 'Product Details' tab is active, showing fields for 'Manufacturer' (Polar Cryogenics), 'Manufacturer Group' (MATHESON TRI-GAS, INC.), and 'Supplier'. To the right of the product name, there are four buttons: 'View PDF', 'Labels' (highlighted with a red box), 'Attach', and 'Share'. Below the tabs, there is a 'Product Details' section with an 'Edit Product Details' button. To the right, there is an 'SDS Information' section with a 'GHS DOCUMENT' button.

PRINTING WORKPLACE LABELS

- Select a label template by clicking **Generate**

Print Labels

Custom Labels [Create New Label](#)

Label templates that have been configured and saved according to your organization's specifications.

Signal Word	Qty	Product Name	
	1	Product Name	Employee Label This is our company label that all employees should use when printing secondary container labels. Generate Actions
	1	Item 1, Item 2, Item 3	
	1	Item 1, Item 2, Item 3	

Label Categories

Generic label templates that correspond to common label types.

	OSHA Secondary Container Print OSHA Secondary Container Labels, including NFPA, HMIS, or GHS Hazard Symbols. Generate
	GHS Container Print GHS Container Labels, including pictograms, signal words and manufacturer contact information. Generate

PRINTING WORKPLACE LABELS

- Select Label Size
- Select Pictograms
- Select Data Fields
- Select Print Options

Label will generate as a PDF.
Use your PDF reader print functions
to print the label.

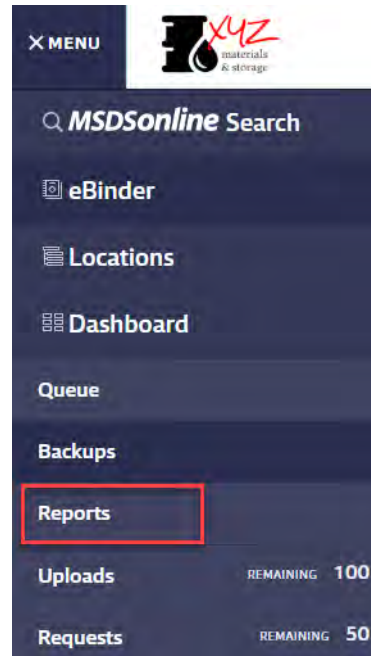


REPORTS



REPORTS

- Click on Menu in the upper left-hand corner of your account to access Reports



REPORTS

- Click on the name of the Report you want to run

Reports

Select a report name to view the available options for exporting that report.

Product Data Reports

Product Summary Report

This report details basic product information to the user. The report can be filtered by locations or product groups.

Product Hazard Details Report

This report displays specific hazard data for each product. The report can be filtered by locations or product groups.

Ingredient Details Report

This report displays assigned ingredient details for each product. The report can be filtered by locations or product groups.

Regulatory and Chemical Inventory Reports

Inactive Products Report

This report displays all of the documents not in use in locations for a specified period of time.



REPORTS

- Select the report attributes (e.g. locations, date range, product data)
- Click Run Report

The screenshot shows a web interface for selecting report attributes. A list of attributes is displayed with checkboxes on the left. The 'Manufacturer' attribute is selected, indicated by a blue checkmark. Below the list, there are two buttons: 'Run Report' and 'Cancel'. The 'Run Report' button is highlighted with a red rectangular box.

☐	Product Name
☒	Manufacturer
☐	Manufacturer Group
☐	Revision Date
☐	CAS #
☐	Document ID
☐	Product Code
☐	Synonyms
☐	Status
☐	Internal Tracking Number
☐	Custom 2

Run Report Cancel

REPORTS

- Click the **Download** button once the report is available

Product Summary Report

This report details basic product information to the user. The report can be filtered by locations or product groups.

Date Requested	Status	Download
05/11/2018	Available	

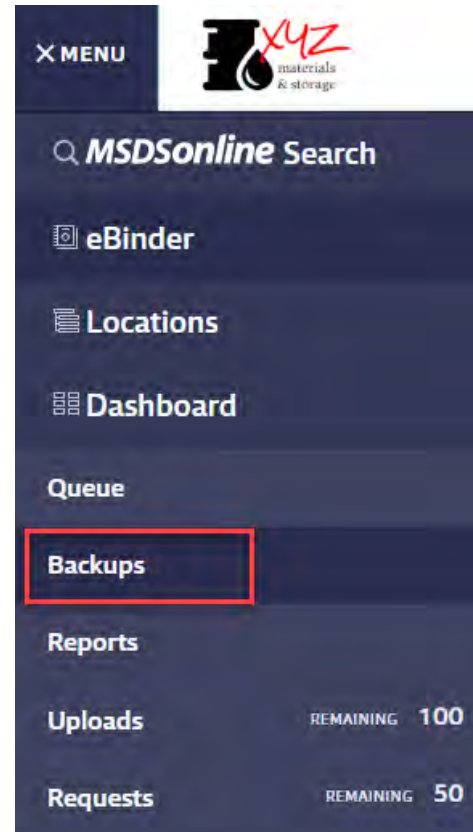


BACKING UP THE EBINDER



DOWNLOADING THE BACKUP APPLICATION

- Access the Backups page from the Menu in the upper left-hand corner of your account.



DOWNLOADING THE BACKUP APPLICATION

- Click **Download Application**

NOTE: You only need to do this step the first time you need a backup file



MSDSonline Desktop Application

Please download the MSDSonline Desktop Application using the download button below. Once installed and launched you will be presented with a set of Backup Options to choose from in order to create an eBinder backup to suit your needs. The MSDSonline Desktop Application will become your primary tool for creating an up to date and accessible backup of the data and SDS in your eBinder.

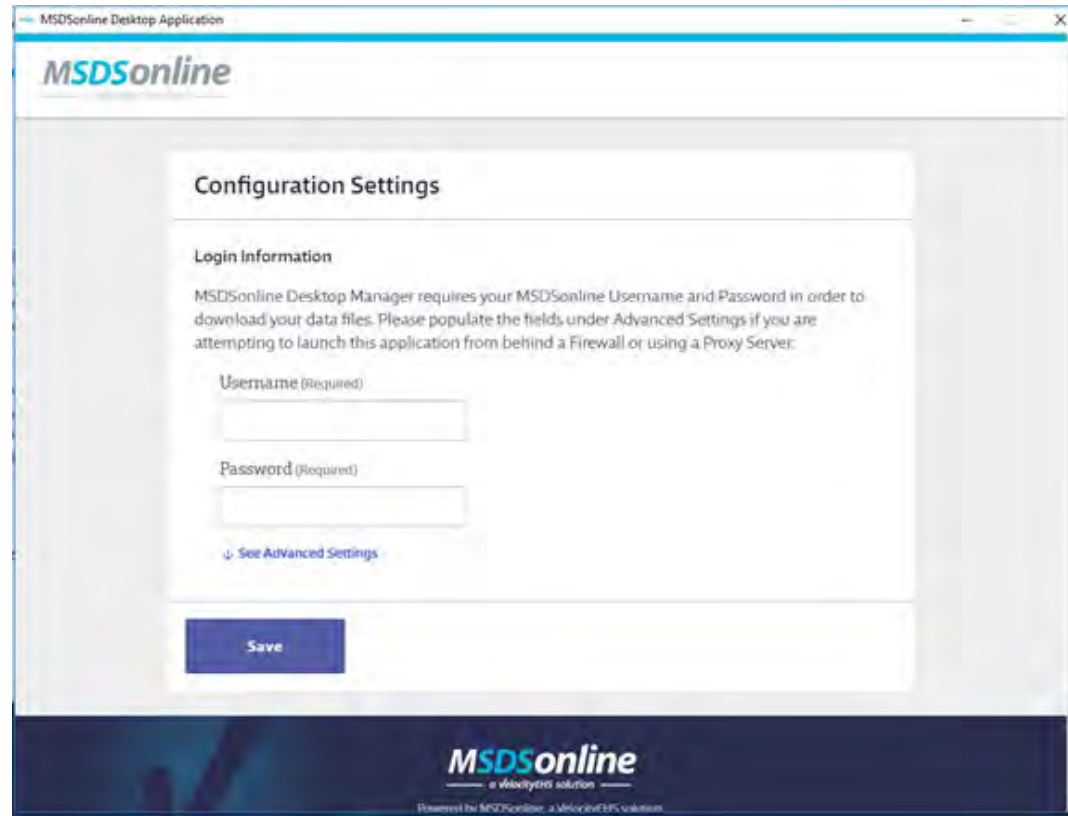
To create a new /updated backup, simply open the MSDSonline Desktop Application and the most recent data and SDS documents in your eBinder will be retrieved and presented via the MSDSonline Desktop Application. If you have already downloaded the MSDSonline Desktop application, open the application wherever it is stored on your PC and it will automatically refresh your eBinder data and SDS documents based on the Backup Options chosen.

Download Application



MSDSOnline Desktop Application

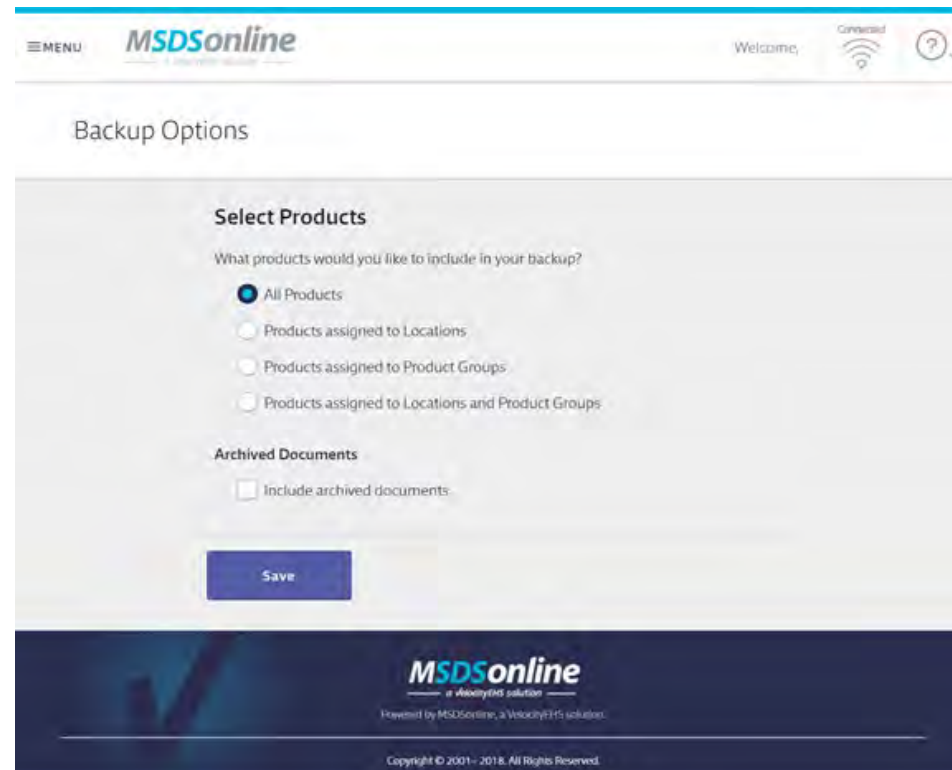
- Enter the username and password you use to login to your MSDSonline account



The screenshot shows a window titled "MSDSonline Desktop Application". Inside, the "MSDSonline" logo is at the top. Below it is a "Configuration Settings" section. Under "Login Information", there is a text block stating: "MSDSonline Desktop Manager requires your MSDSonline Username and Password in order to download your data files. Please populate the fields under Advanced Settings if you are attempting to launch this application from behind a Firewall or using a Proxy Server." Below this text are two input fields: "Username (Required)" and "Password (Required)". A link "See Advanced Settings" is located below the password field. At the bottom of the configuration section is a blue "Save" button. The footer of the window displays the "MSDSonline" logo, the text "a velocity solution", and "Powered by MSDSonline, a VelocityEHS solution."

MSDSonline DESKTOP APPLICATION

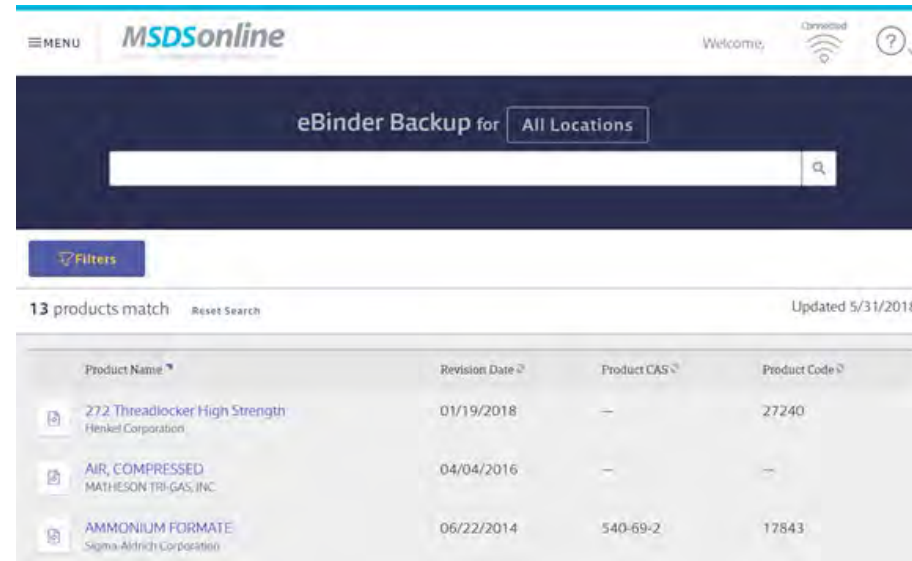
- Select the products you want included in your backup and click Save



The screenshot displays the MSDSonline desktop application interface. At the top, there is a header bar with a 'MENU' icon, the 'MSDSonline' logo, and a 'Welcome,' message. To the right of the welcome message are icons for 'Connected' status and a help/question mark icon. Below the header, the main content area is titled 'Backup Options'. Under this title, there is a section 'Select Products' with the question 'What products would you like to include in your backup?'. This section contains four radio button options: 'All Products' (which is selected), 'Products assigned to Locations', 'Products assigned to Product Groups', and 'Products assigned to Locations and Product Groups'. Below the 'Select Products' section is an 'Archived Documents' section with a checkbox labeled 'Include archived documents'. At the bottom of the form is a blue 'Save' button. The footer of the application shows the 'MSDSonline' logo, the text 'a VelocityEHS solution', and a copyright notice: 'Copyright © 2001 - 2018. All Rights Reserved.'

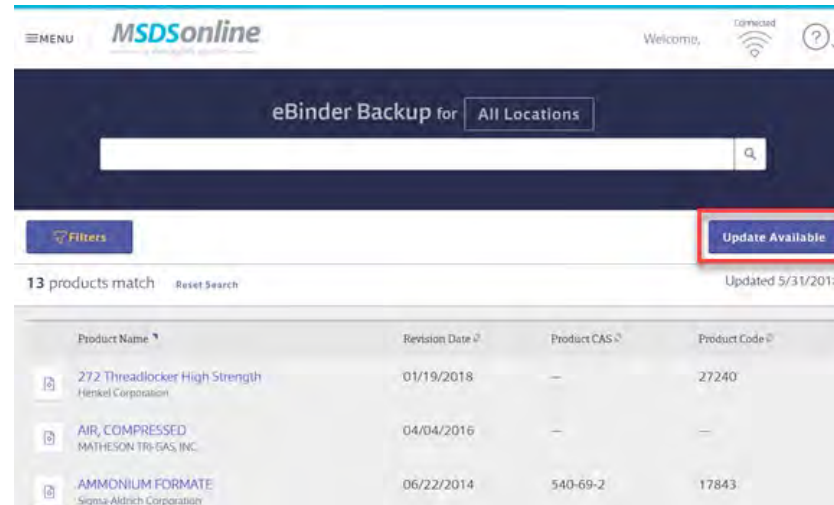
MSDSONLINE DESKTOP APPLICATION

- Once the files are downloaded you can search your backup by:
 - Product Name
 - Manufacturer Name
 - CAS #
 - Product Code
 - Custom 1 field
 - Custom 2 field
 - Custom Module data



MSDSonline Desktop Application

- To update your backup, make sure you are connected to the Internet and open the MSDSonline Desktop Application
 - If there were changes in your eBinder, click the **Update Available** button to download the new or updated documents.



MOBILE APP



SDS/CHEMICAL MANAGEMENT MOBILE APP

- MSDSonline SDS/Chemical Management Mobile App is available in the App Store and Google Play
- All users can use the Mobile App to:
 - Search the eBinder
 - Download safety data sheets to their mobile device
 - View select product data
 - Search MSDSonline Search

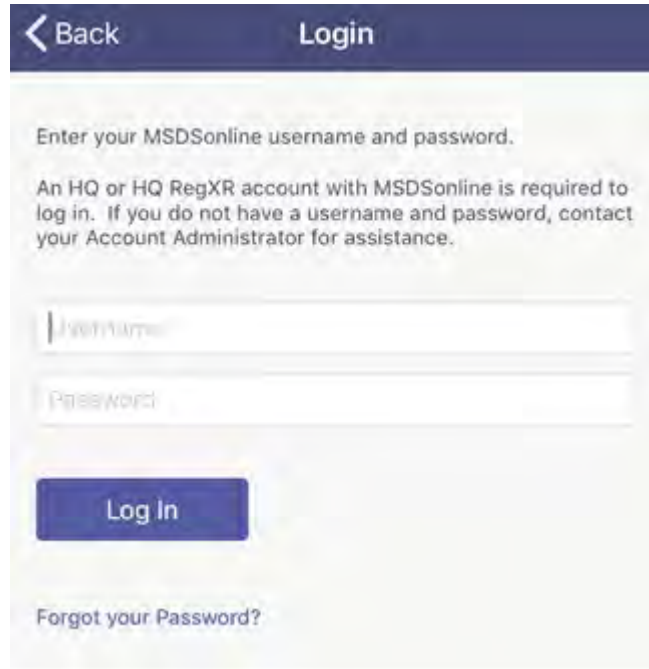
The SDS/Chemical Management mobile app is available for the following platforms and devices:

- iPads with iOS 9 and later
- iPhones with iOS 9 and later
- iPods with iOS 9 and later
- Android tablets with 4.4 and later
- Android smartphones with 4.4 and later



LOGGING IN

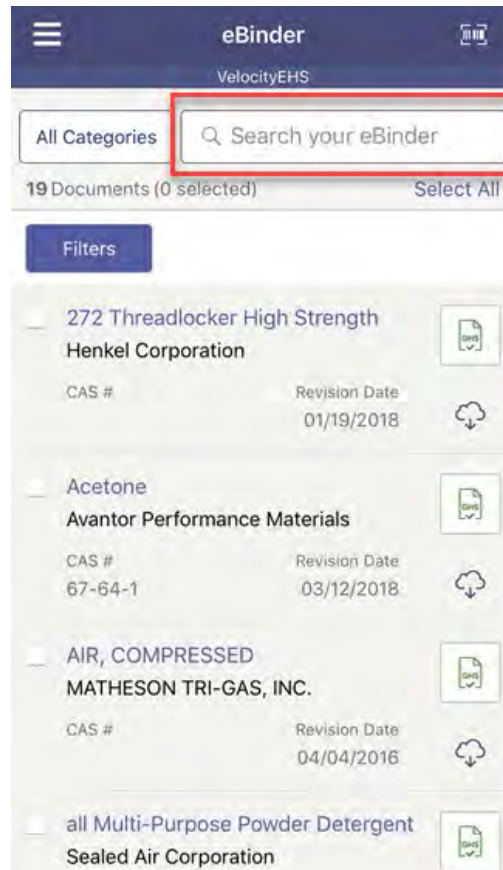
- Account Admins, Admins and Managers should click **Log In with Username and Password**
 - Enter the username and password you use to access your MSDSonline account



The screenshot shows the MSDSonline login interface. At the top is a dark blue header bar with a white left arrow and the text 'Back' on the left, and 'Login' on the right. Below the header, the page has a light gray background. The first section contains the text 'Enter your MSDSonline username and password.' followed by 'An HQ or HQ RegXR account with MSDSonline is required to log in. If you do not have a username and password, contact your Account Administrator for assistance.' Below this text are two white input fields: the first is labeled 'Username' and the second is labeled 'Password'. Under the password field is a dark blue button with the text 'Log In' in white. At the bottom of the form area is a link that says 'Forgot your Password?'.

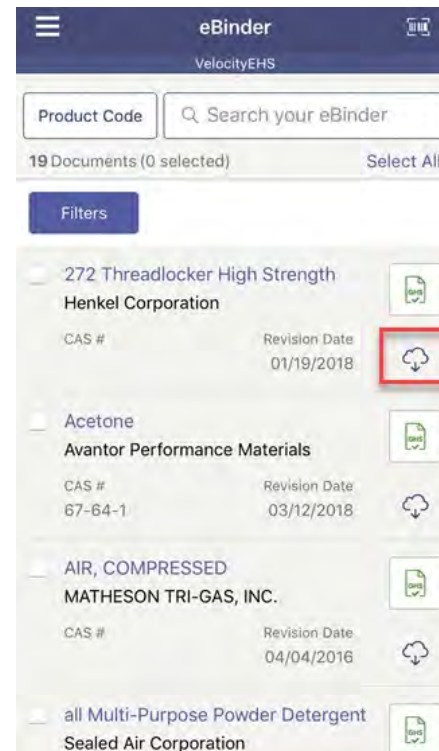
SEARCHING THE EBINDER

- Enter your search term in the Search your eBinder field
 - Use the Categories or Filters options to narrow your search



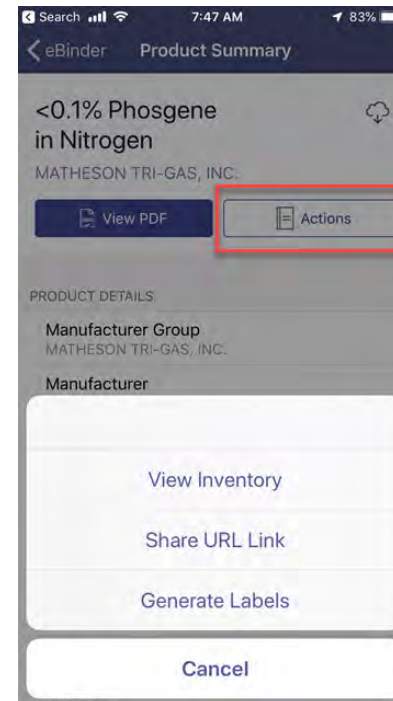
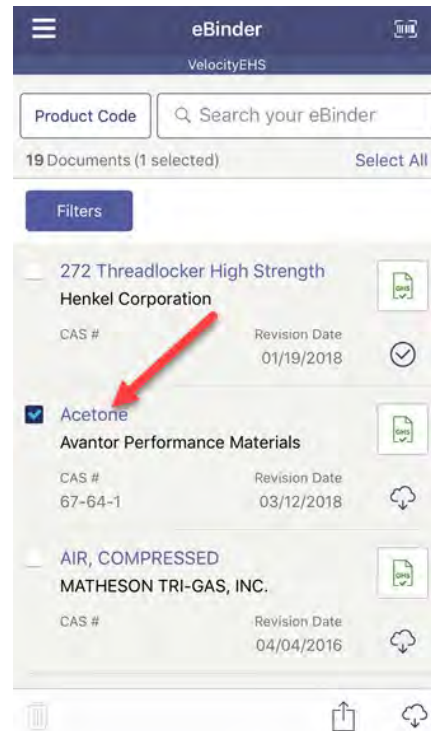
SAVING SAFETY DATA SHEETS

- Click the Save to your Device button to download the safety data sheet to your device
 - This allows you to access the SDS and product data even if you don't have an Internet connection



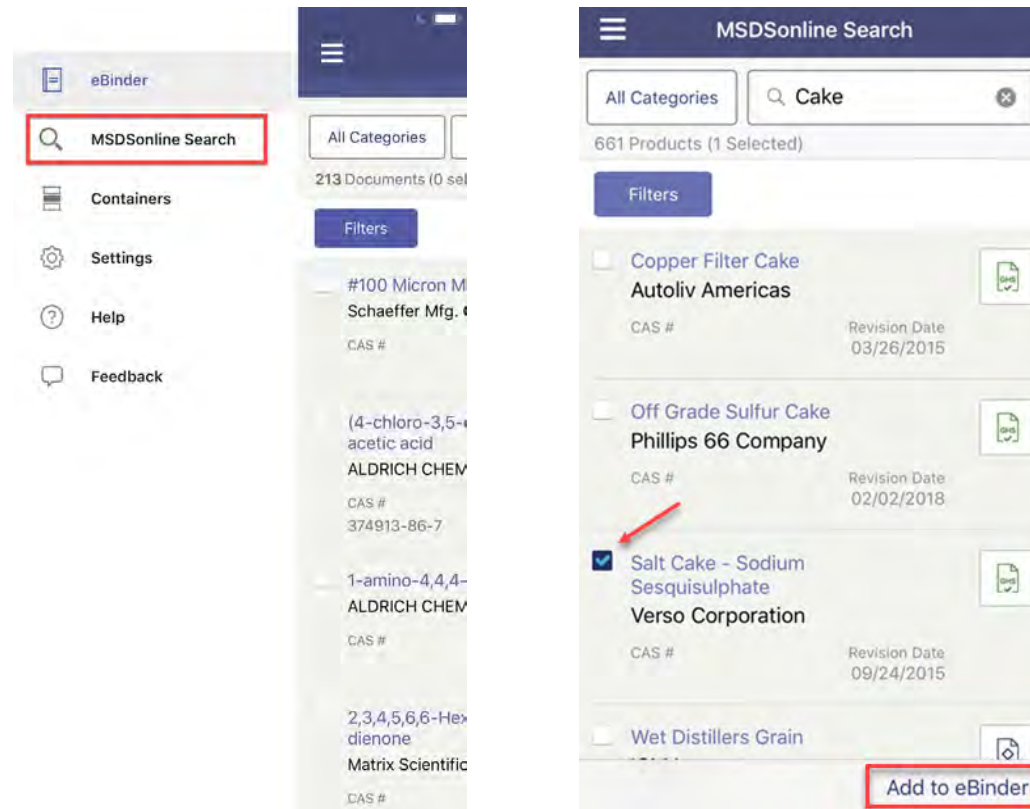
VIEWING PRODUCT DATA

- Click on the product name to access the Product Summary
- Click Actions on the Product Summary to view location assignments (View Inventory) or print secondary container labels (Generate Labels)



SEARCH MSDSONLINE SEARCH

- Click on the navigation menu in the upper left-hand corner
- Click on MSDSonline Search

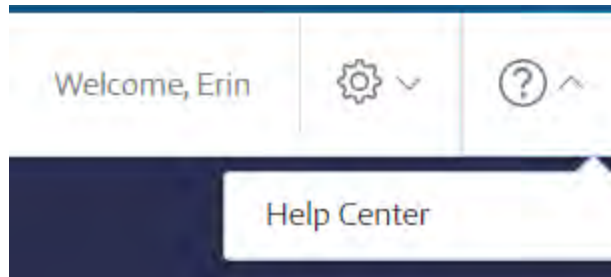


NEED HELP?



HELP CENTER

- Access your Administrator Help Center using the Help Center menu in the upper right-hand corner of your account.



Popular Training Videos

Understanding and using the Request menu

Adding a new licensed user

Searching your eBinder



Getting Started

New to MSDSonline? Use this section to learn how to add safety data sheets and set up users in your account.



User Guides

Need more detailed help? This section contains walk-throughs for all areas of your account.



FAQs

Have a question about functions or best practices? Find your answer here.



Training Video Library

Video walk-throughs of your account functions.



Resources

Additional information to help you get the most out of your account.



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