Getting started: Multiple locations, without SDSs to import

In this article, we will show you how to get started on using SDS Manager to manage your library of Safety Data Sheets (SDSs). We will cover the following areas:

Step 1: Create location structure

Step 2: Add SDSs or Chemicals to your locations by searching our database of 13Million+ Safety Data Sheets.

Step 3: Create QR code poster to allow your employees to access the SDS library using QR code

Step 4: Look through SDSs that contains restricted chemicals and substitute where necessary **(Optional)**

Step 5: Create Secondary container labels for hazardous chemicals (Optional)

Step 6: Print out SDS binders if you prefer to have hard copies on the locations (Optional)

Step 7: Keep your SDS library up to date with new revisions

Step 1: Create location structure

For organizations with large number of SDSs, it can be helpful to organize the SDSs by locations/departments.

With a location structure, you can delegate administrator access for a subset of locations to other team members. It also allows you to let your employees only have access to SDSs relevant for the site in which they are working.

You can create a location structure with unlimited number of levels.

With SDS Manager, you can link your SDSs to locations.

Below is an example of a location hierarchy. The number in the parentheses is the number of SDSs linked to each location.

You can manage your location structure under the menu "My locations". Use the button "Add location" to create new locations and the "+" button to create child-locations.

Click here to open SDS Manager to manage your locations (require login)

SDS MANAGER	«	Q Search SDS in use and global database	
A Dashboard			
All my SDSs		Му	locations
My locations		Q Search Location	+ Add locat
Manage SDS Library	>	JK409 (0)	음 ☆ 💙 🕂
Global SDS Search		 Test Nam Dau (6) 	음* ★ 💙 +
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Reports	>	Owner D (0)	≗+ ♡ +

Step 2: Add SDSs or Chemicals to your locations by searching our database of 13Million+ Safety Data Sheets.

You can manage your SDSs under "Manage SDS Library"

Click here to open SDS Manager to manage your SDS library (require login)

✿ Dashboard		See our guide on how to perform maintenance and management of your SDS library			
နာရီ All my SDSs	SDS Library for Test Nam Dau > JK409				•••
O My locations	Filter by Product name, Supplier, CAS# or UFI# 🐻 🔍	General	Hazard Revision	Risk	Personalized view
Manage SDS Library 🗸 🗸					
o jk409 (0)		+ Add Safety Data Sheet			
✓ Test Nam Dau (6) + ♡					
O Factory 4 (0)					
O Hai Nam (0)					
> Test 31 (13)					
Add location					
🕢 Import status					
SDS requests					
Archive					

To add a SDS for a product, simply search for the product name, then hover on the (+) icon and choose "Add Safety Data Sheet to YOUR LOCATION".

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Add substance to JK409							×
Search for Safety Data Shee Zink-Alu Spray	et in our database of 13Millio	n+ Safety Data Sheets.					
Language All	Region All v	Minimum Revision Year	, Search on	ly among SDS in use b	ay Test Nam Dau		
Name	Product code	Supplier	Revision date	Regulation area	Language		Actions
 Zink-Alu Sprav Add Zink-Alu Spray to 	JK409	LIQUI MOLY GmbH	2023-11-02	EU	German		
Add to other locations		MIPA SE	2023-03-03	EU	English	()	🔤 🖸 📎 <

If you want to add the same SDS to multiple locations in one operation, select "Add Safety Data Sheet to other locations" instead.

Add substance to JK409 Search for Safety Data Sheet in our database of 13Million+ Safety Data Sheets.												
Zink-Alu Sp							0	- 0 Ac	lvanced	search	11	
Language All Exact match	← All All	•	Minimum Revision Year	Search only	y among SDS in use by	Test Nam Dau						
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Step 3: Create QR code poster to allow your employees to access the SDS library using QR code

Employees can get read-only access to some SDSs via QR-codes.

If you have multiple locations, you may want to create a separate QR code for each location so that employees only see the SDSs in their location when scanning the QR code.

Page 4 / 12

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To create a QR-code-login do the following steps:

(1) Click here to open SDS Manager User management page (require login)

(2) click on 'Add QR login user' and name the user, then (3) click 'Create'. We recommend you name the account to describe the locations which the QR code have access to. Next, (4) select the locations that you want the QR code to give access to, then (5) click 'Save'. Employees who log in via the QR code login will now have read-only access to the SDSs on selected locations.

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•	Dashboard		Welcome to SDS Manager! () See our getting started guide	Open help ce		Nam Dau Fest Nam Dau 🛌
©	All my SDSs My locations		4 ways to add Safety Data Sheets to your library 🕧	Set up your S		Vanage account Organization profile
گر ©	Manage SDS Library Global SDS Search	>	Search our database to find Import product list Shoot pictures of labels of your chemicals Import product list Import product lis	 Tell us abor Add SDS fil 	<u>281</u> U	Jser management
ē.	SDS compliance	>	Add Safety Data Sheets by searching for your products in our database with I3Million+ SDSs Product, Supplier, CAS#, UFI#, EU No. Image: CAS#, UFI#, EU No. <th>👉 Generate S 🔿 Print QR cc</th> <th>P</th> <th>Gubscription 1 Go live checklist</th>	👉 Generate S 🔿 Print QR cc	P	Gubscription 1 Go live checklist
188 (A)	Manage QR codes Risk assessment		Language Region Minimum Revision Year All • All • 2023 • Search only among SDS in use by Test Nam Dau	O Activate su O Go live	-	inglish 🔻
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	Reports	>	Favorite locations	Employee access Manager 1. Scan QR code 2. Search for pro	·••·	iettings
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<u>م</u>	my SDSs Man		Codes Martinia Language GRicoles Active Martiniae		create mul	nced access tiple QR codes if you have organized
	anage SDS Library > L	isers that so ou can crea	enders samt of cerminality across to States, Falls States by scanning (States and with their index leader and with their integrate across the states). Source in the states of cerminality and states	Safety Data Sheets by loca	tions.	•
	IS compliance > Search		CL Add QR+ogin user X Email odds 3x09 3x09 Add QR-ogin user X Email odds 3x09 3x09 Access to al 509 3x09 Access to al 509 3x09 Preview Status Access to al 509 3x09 Access to al 509 Access to al 50		[No Access Read Only Read Only
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			3 (count)			Expand location tree

When the QR code user is created, you can view the QR code by (1) clicking on the QR code image.

Name	Email address	Role	Language	Access to all SDSs	QR login	Preview	Status	
Ј 3к409	QR login	Staff	Vietnamese	•	1	0	Active	:

The button (1) "Preview SDS library for this code" will show you how many SDS this location had

The button (2) "Print QR code for login" will generate a poster with the QR code.

If you want to give access to your SDS library from your intranet, you can simply (3) create a QR code user, scan the QR code and copy the link and add it to your intranet.

The button (4) "Email access link to your team" allow you to share access via email.

You can disable the QR code by clicking the button (5) "Disable QR code login". Choosing that button again to enable it.

You can or click on the image or scan the below QR code with your mobile phone to see how this will look for your employees.



If you want the link to give access to all SDS in your organization, the QR code user must be granted access to all locations.

You can create many "QR code users" – e.g., one for each of your locations, or a "QR code user" that gives access to all the SDSs your organization has in the SDS library.

Step 4: Look through SDSs that contains restricted chemicals and substitute where necessary (Optional)

SDS Manager has an overview of all chemicals listed on restriction lists like ZDHC, California Proposition 65, REACH and more.

The substances in these lists are identified with either EC or CAS number.

SDS Manager will extract the CAS and EC numbers from section 3 of the SDS you use and check if these numbers are found in any of the restriction list. Page 7 / 12

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In SDS Manager, you will be able to list all the SDSs you have in your SDS Library that have restricted components.

Click here to open SDS Manager see what SDS in your library that are containing hazardous chemicals (require login)

Below is an example of how we list products with components on restricted list:

↑	Hazardous SDS with com		-	cted su	bstance	e lists							Export to XLSX
⊇ ∞ مر	Search for SDS		Q Regi	ulation			DS status Dnly list SDS in use	• A	pproval Status	Locations Only list SDS on locations I have access to	Risk assessment	*	
© (0)	Product Name	Supplier Name	Revision date	GHS			Locations	Approval Status	EC/CAS	Name of the chemical	Concentration	Listed in	
100 100 100	CRC Hardener for Polyester Filler	CRC Industries	2017-09-11	٨	() 🔇	> (£)	Test Nam Dau		 94-36-0 117-81-7 Show more 	Dioctyl phthalate	 N/A N/A Show more 	CLAPS CLAPS ZDHC Show more	Open Show details
ti P	CRC Hardener for Polyester Filler	CRC Industries	2023-03-10	٨	() 🚯	¢	Test Nam Dau		 94-36-0 117-81-7 Show more 	Dioctyl phthalate	 30-60 30-60 Show more 	GLAPS GLAPS ZDHC Show more	Create Show details
	GA5-003	Nordic Immunological Laboratories B.V.	2022-10-19		() 🔇	>	Test 31		• 50-00-0	Formaldehyde	• N/A	ZDHC <u>GLAPS</u> <u>GADSL</u>	Create
									Show more	Show more	Show more	Show more	

The above list is a prospective list of products that you need to assess.

When you have verified that the content is acceptable, you may want to mark the SDS as 'Approve'

Danger	CRC Hardener for Polyester Filler	[^{PDF}
	CRC Industries	
(b) (1) (b) (b)	Health risk rating: Safety risk rating: Environmental risk ratin	19: 5
No approval info	Approve SDS has no information	Review Data
updated by: Nam Dau - 2024-09-27	Approve	
Add information message	Mark Approval in process	
General Information	Mark Not allowed for use Remove approval status	
Product name:	CRC Hargener for Polyester Filler	
Identification on the label/Trade name:	e ORGANIC PEROXIDE TYPE E, SOLID	
Product Synonyms:	7091 Hardener 25ml; 7093 Cream Hardener 75ml; 7094 Hardener 100ml; body filler putty hardener	
Revision date:	2023-03-10	
Printed date:	2023-03-29	
Date of Issue:	2023-03-10	
Version no.:	12.1	
Icons in PDF:	 (*) (*)	
Process the product is used:		

Step 5: Create Secondary container labels for hazardous chemicals (Optional)

On the label icon, you can generate Secondary Container labels.

Click here to open SDS Manager to create Secondary container labels (require login)

Product Name 🛧	Supplier Name	Location	Signal word	Pictograms & Controls	Substance hazard Actions H S E
CHAIN SPRAY	CRC Industries Europe BV	Test 31	Vaara	۵ ا	H2 S4 E3 🗳 🖄 🖶 C 💽 👼 < 🚦

The label has respective QR codes to view the actual SDS file and track chemical usage and disposal.

Icons from the SDS, Hazard statements and Prevention statements are also shown in the label.



View PDF

Track Usage

Hazard Statements

Signal Word: Danger

H242: Heating may cause a fire;

H317: May cause an allergic skin reaction;

H319: Causes serious eye irritation;

CRC Hardener for

Polyester Filler Company Name: CRC Industries

H360: May damage fertility or the unborn child (state specific effect if known)(state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard);

H373: May cause damage to organs (state all organs affected, if known) through prolonged or repeated exposure (state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard);

H410: Very toxic to aquatic life with long lasting effects

Precautionary Statements

P201: Obtain special instructions before use.;
P210: Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.;
P234: Keep only in original packaging.;
P235: Keep cool.;
P302+P352: IF ON SKIN: Wash with plenty of water/...;
P305+P351+P338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.;
P308+P313: IF exposed or concerned: Get medical advice/ attention.;
P370+P378: In case of fire: Use ... to extinguish.;
P403: Store in a well-ventilated place.;
P405: Store locked up.;
P410: Protect from sunlight.;
P411: Store at temperatures not exceeding ...°C/...°F.;
P501: Dispose of contents/container to ...



Step 6: Print out SDS binders if you prefer to have hard copies on the locations (Optional)

For each location in your SDS library, you can find a 'Print binder' button, which will generate a PDF file that contains all the SDSs stored on that location. On the first page of the SDS Binder, there will be a table of content of all the SDS in the binder.

Click here to open SDS Manager to generate SDS binders (require login)

All my SDSs	SDS Library for Test Nam Dau > Te		guide on how to perform mair ocations	itenance and manageme	nt of your SDS library		
 My locations Manage SDS Library 	Filter by Product name, Supplier, C	AS# or UFi# 🐻 Q \Xi			General Haz	aru Rev	Edit location settings Manage QR code access
о jк409 (0)	Product Name个	Supplier Name	Location	Signal word	Pictograms & Controls	H S	Generate SDS Binder Export SDS information to Excel file
O Test 31 (13) O Test Nam Dau (6)	CHAIN SPRAY	CRC Industries Europe BV	Test 31	Vaara	۵	H2 S4	Import SDS files Move location to Archive Add new admin user
 Test Nam Dau (6) Factory 4 (0) Hai Nam (0) Add location 	CRC Hardener for Polyester Filler 7091 Hardener 25ml; 7093 Cream Hardener 75r 7094 Hardener 100ml; body filler putty harden		Test Nam Dau	Danger	 (*) (*) (*) (*) (*) (*) (*) 	H5 S4 I	es 👜 🖸 🗞 👼 < 🚦

The PDF file can be printed out if you need hard copies.

Step 7: Keep your SDS library up to date with new revisions

New revisions of SDSs are issued every 1 to 3 years.

New revisions are issued because of new regulatory requirements, corrections or new discoveries by the suppliers. Users of chemicals are required to have the latest version of the SDS in their library.

SDS Manager are continuously crawling thousands of supplier websites for new revisions of safety data sheets and add them to our database.

When you use SDS manager, you will be alerted when we find new versions of SDSs in your library. In the header bar of SDS Manager, you will see the alert icon showing the number of outdated SDSs you have in your library. In the example below, we have 7 outdated SDSs that need to be updated.

	S D S MANAGER	Ŧ	e 🖉 🖉
^	Dashboard		Welcome to SDS Manager! Open help center
ses O	All my SDSs My locations		3 ways to add Safety Data Sheets to your library ()
⁹⁹⁺	Manage SDS Library	>	Search our database to find Safety Data Sheets Import product list Shoot pictures of labels of your chemicals
ବ	Global SDS Search		Add Safety Data Sheets by searching for your products in our database with 13Million+ SDSs
e 7	SDS compliance	>	Product, Supplier, CAS#, UFI#, EU No.
200	Manage QR codes		
¢	Substitutions		
\$	Risk assessment		Employee access to SDS Manager Check what your employees will see
1 4	Job procedures		2. Search for product Click the image or scan the QR code to see a preview
	Exposures		No app or password needed.
2	Reports	>	

When you click on the notification bell, you will be directed to <u>"SDS where newer version exists"</u> <u>page</u> where we will list SDSs you have in your library for which we found newer versions.

Click here to open SDS Manager to review SDS where newer version exists (require login)

Page 11 / 12 © 2024 SDS Manager <eb@aston.no> | 2024-11-21 11:35

Product Name	Product Code	Revision date	Revision date newer version	Locations	
all Free Clear Liquid Laundry Detergent		2022-02-01	- 2023-02-16	WAYFINDER FAMILY SERVICES	Upgrade to new version

Ethylene Glycol MOPAR CONCENTRATE ANTIFREEZECOOLANT 10 YEAR1500000 MILE-Chickeon the "Upgrade to new version" button to see side-by-side changes between the SDS you are currently using and the new version.

SD:	all Free Clear Liquid Laundry Detergent × Henkel Corporation				Upgrade all SDS to the latest version	
(j) SDS sta		Upgrade to new version Dismiss upgrade noti	fication	tomatically up	date SDS to new versions	
Only	Changed values	Current version	Newer Version			
Prod		P35	201	\checkmark ,		
all Fr	Version no.	001.0		ERVICES	Upgrade to new version	
Ethyl	lso icon	GH507			Upgrade to new version	
FRES	Date of issue	2022-02-01	2023-02-16			
	Health risk	4	1		Upgrade to new version	
SCOT	Environment risk	5	1		Upgrade to new version	
Solo	Hazard pictograms	GHS07			Upgrade to new version	
Soud	Hazard statements	Causes serious eye irritation.	Causes eye irritation.		Lingrade to new version	

You can choose to upgrade one SDS at a time (1) or upgrade all SDSs to the latest version in one operation (2).

	0 000	ab CDC in case and states details as			🔊 🦞 🥵	
SD		all Free Clear Liquid Laundry De Henkel Corporation WayFINDER FAMILY SERVICES	tergent	x Upgrade all SDS to the latest version		
(i) SDS sta		1 Upgrade to new version Dismiss upgrade not	ification	tomatically up	date SDS to new versions	
Only	Changed values	Current version	Newer Version		⊤ Location Filter	
Prod		(B)	(B2)			
all Fr	Version no.	001.0		ERVICES	Upgrade to new version	
Ethyl	lso icon	GHS07			Upgrade to new version	
FRES	Date of issue	2022-02-01	2023-02-16			
	Health risk	4	1		Upgrade to new version	
SCOT	Environment risk	5	1		Upgrade to new version	
Solo	Hazard pictograms	GHS07			Upgrade to new version	
Soud	Hazard statements	Causes serious eye irritation.	Causes eye irritation.			

Unique solution ID: #1097 Author: n/a Last update: 2024-11-19 09:50

Page 12 / 12

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