

# Miscellaneous

## Getting started: Single location, with 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: Import your existing SDS files

Step 2: Update the SDSs you imported to the latest version

Step 3: Add SDSs or Chemicals to your locations by searching our database of 13Million+ Safety Data Sheets.

Step 4: Create QR code poster to allow your employees to access the SDS library using QR code

Step 5: Invite your employees to join on SDS Manager **(Optional)**

Step 6: Look through SDSs that contains restricted chemicals and substitute where necessary **(Optional)**

Step 7: Create Secondary container labels for hazardous chemicals **(Optional)**

Step 8: Print out SDS binders if you prefer to have hard copies **(Optional)**

### **Step 1: Import your existing SDS files**

If you currently have your SDS files stored on a file-share, you can easily import all your SDSs to SDS Manager.

You can simply zip your folders with SDS-files and import them to SDS Manager.

If you have the SDS-files stored in a folder hierarchy, you can zip the whole folder structure and we will automatically create a matching location structure and add the SDSs to each location in the same way you have then on your file system.

When SDS Manager imports the SDS files, we will analyze them and extract all the content found in the SDS tiles and make them available for you in your new SDS library.

It is pure magic, and SDS Manager is the only company that have such an import feature.

Click here to [open SDS Manager to import your zip file \(require login\)](#)

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## Import your SDS files

The SDS Manager offers a distinctive feature that allows you to easily populate your online library with Safety Data Sheets by directly importing PDF files (electronic versions of Safety Data Sheets). This eliminates the need for manual typing.

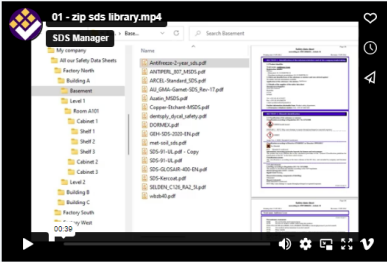
If your SDS files are organized in a folder hierarchy, you can compress the entire folder structure into a ZIP file. We will then automatically establish a location structure that mirrors your folder arrangement, adding the SDS to each location in a manner consistent with how they are stored on your file server.

When SDS Manager imports the SDS files, we analyze and extract all the content found within the SDS files, making it accessible in your new SDS library.

Drop your PDF, ZIP or RAR files here

or

In next step you will select the location you want to add the Safety Data Sheets to

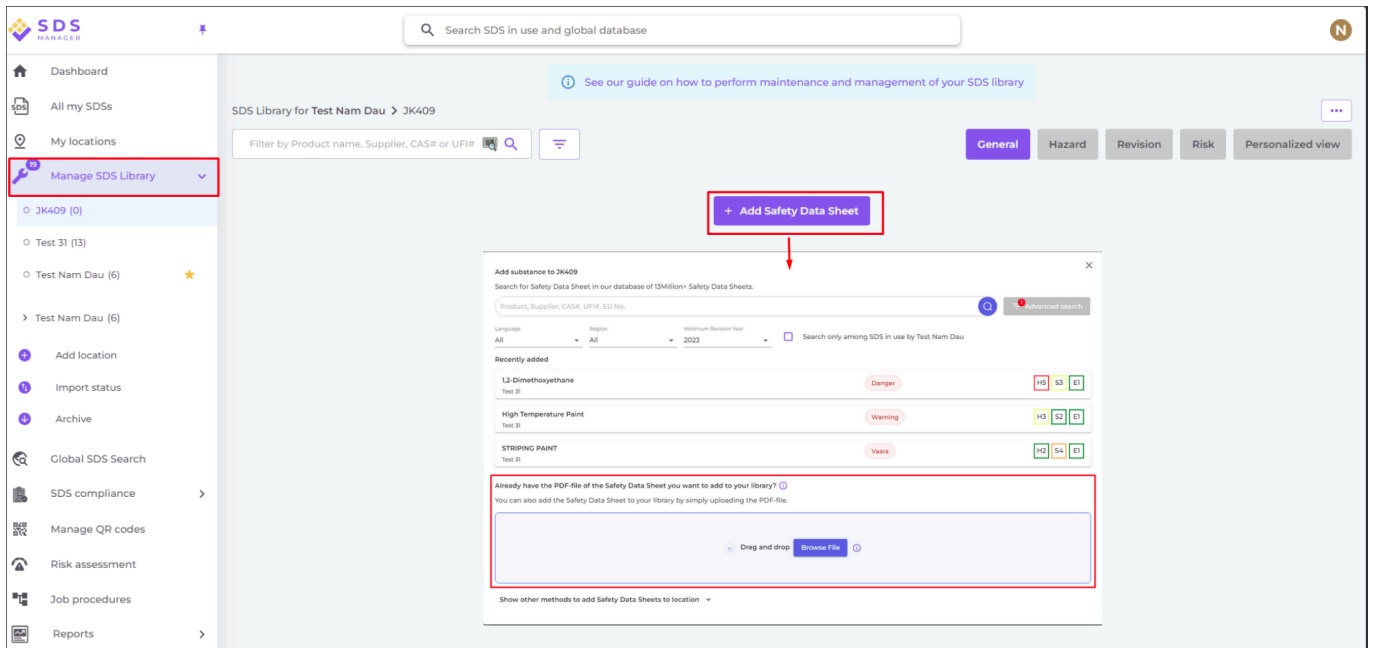


After importing, you will be notified about all SDSs which are outdated and should be updated with the newer version we have in our database.

To upload a single SDS file, you can drag and drop your file or browse in your system.

Click here to [open SDS Manager to add a single SDS-PDF file \(require login\)](https://faq.sdsmanager.com/content/30/391/en/getting-started-single-location-with-sdss-to-import.html)

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If you already have SDS-binders (PDF files that contain multiple SDS files) for each of your locations, you can simply upload the SDS-binder file to a location in your SDS library.

We will automatically read the PDF you import and detect which SDSs are in the file and add them to the location.

## Step 2: Update the SDSs you imported to the latest version

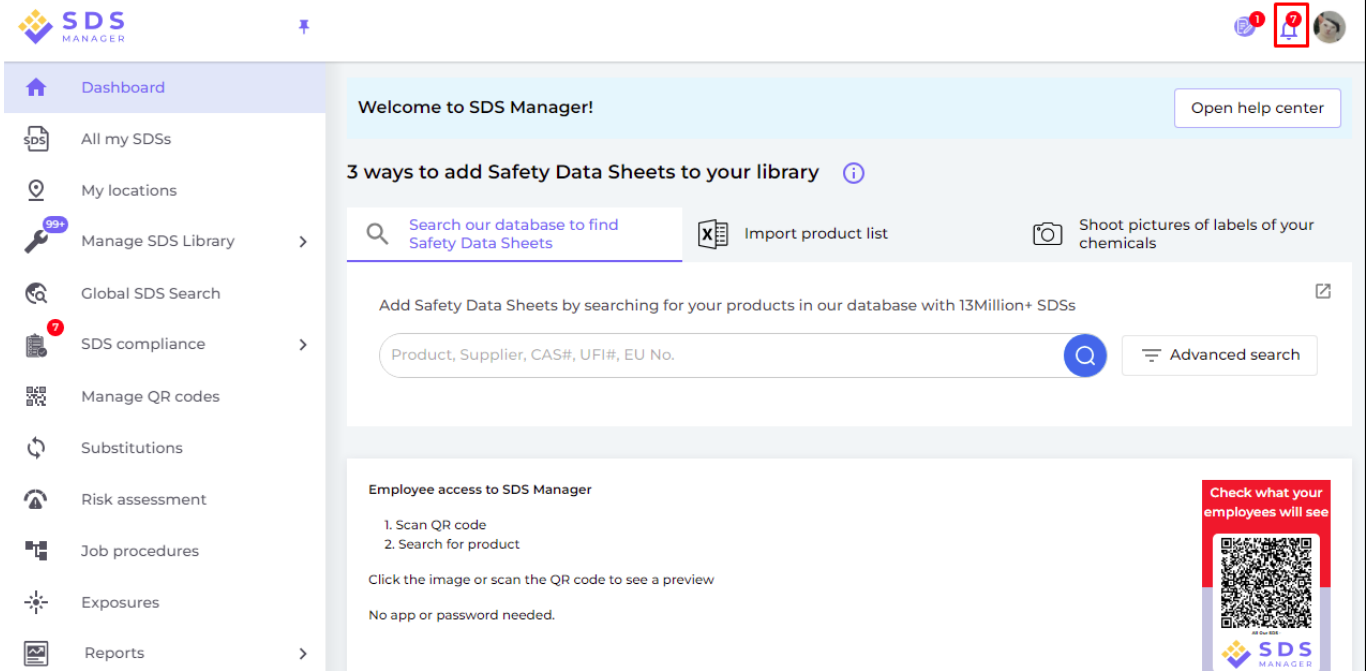
New revisions of SDSs are issued every 1 to 3 years.

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.

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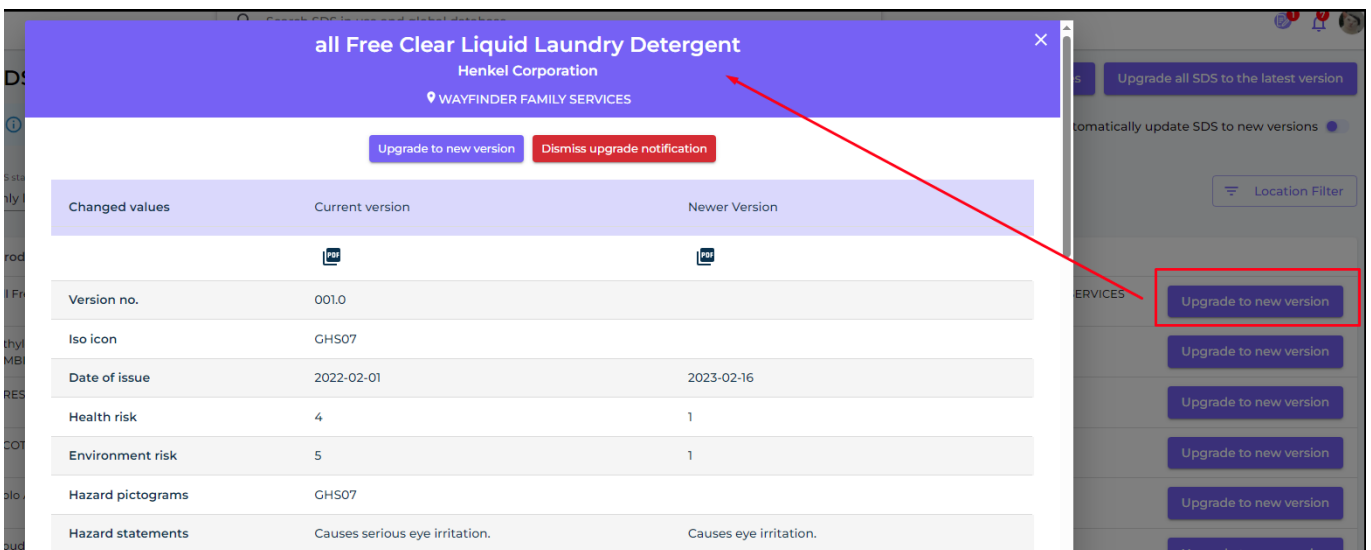


When you click on the notification bell, you will be directed to ["SDS where newer version exists" page](#) where we will list SDSs you have in your library for which we found newer versions.

Click here to [open SDS Manager to review SDS where newer version exists \(require login\)](#)

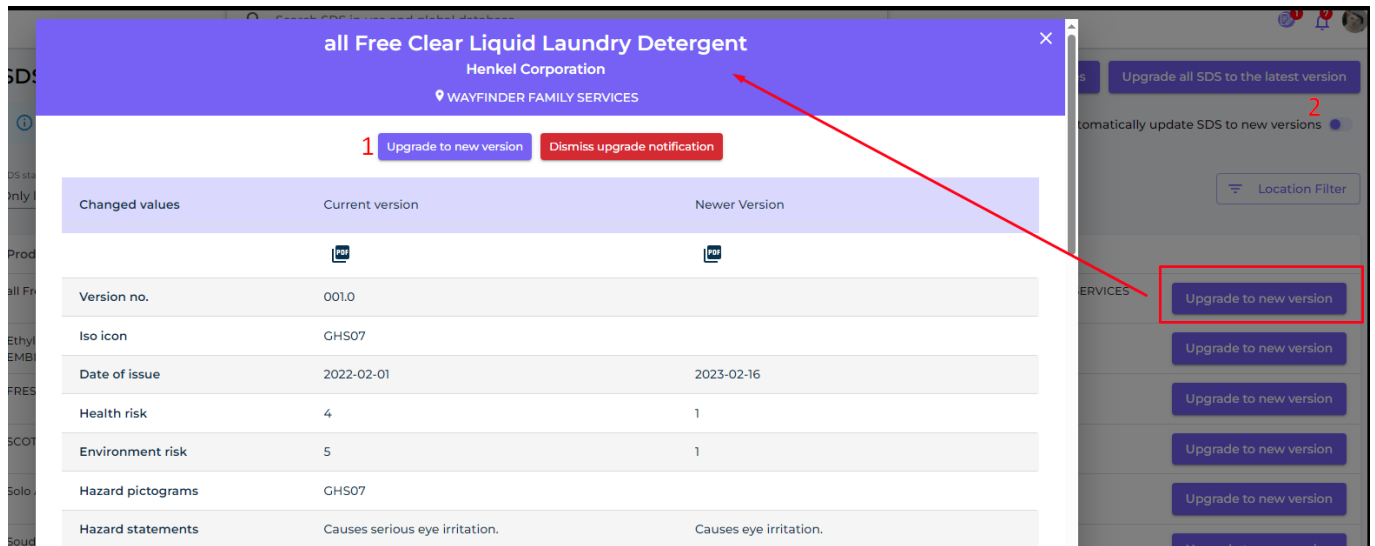
Product Name	Product Code	Revision date	Revision date newer version	Locations	
all Free Clear Liquid Laundry Detergent		2022-02-01	2023-02-16	WAYFINDER FAMILY SERVICES	<a href="#">Upgrade to new version</a>
Ethylene Glycol MOPAR CONCENTRATE ANTIFREEZE/COOLANT 10 YEAR/150000 MILE-CHRYSLER		2019-01-15	2019-01-15	SDSes	<a href="#">Upgrade to new version</a>

Click on the "Upgrade to new version" button to see side-by-side changes between the SDS you are currently using and the new version.

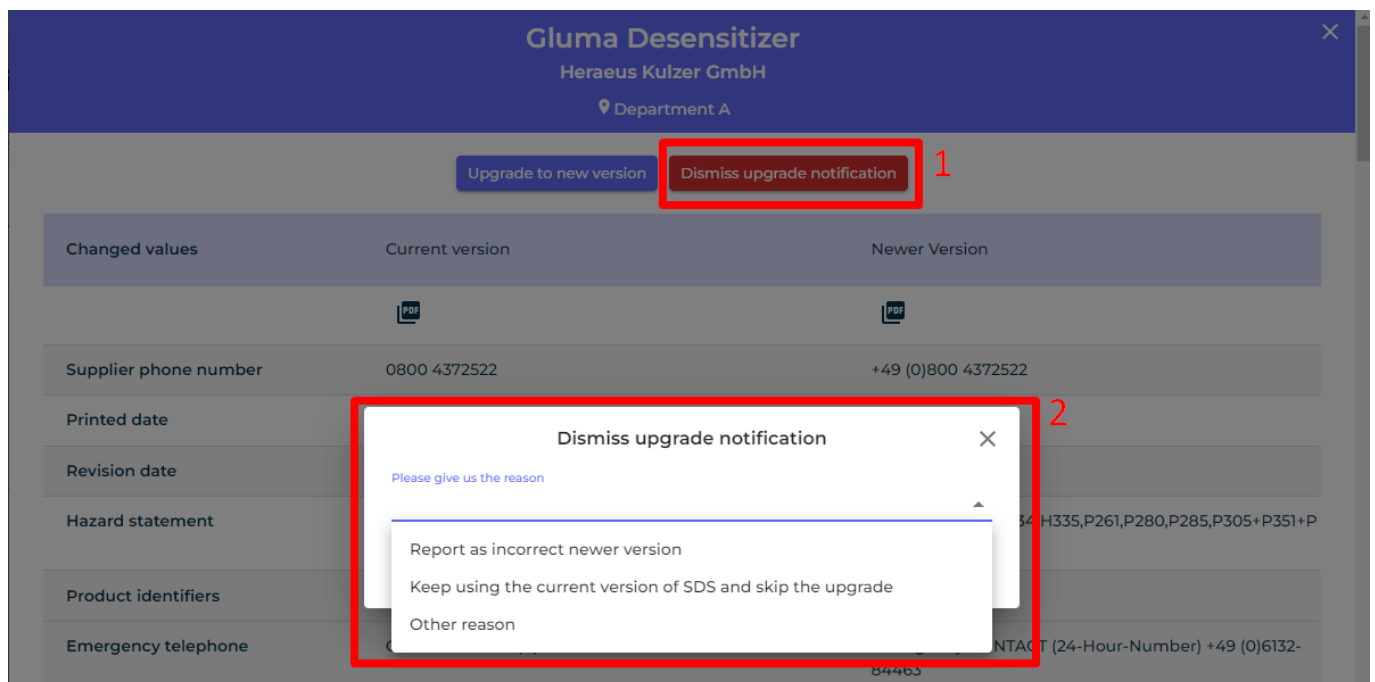


You can choose to upgrade one SDS at a time (1) or upgrade all SDSs to the latest version in one operation (2).

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We also provide the "Dismiss Upgrade Notification" feature (1), which allows you to continue using the current SDS or report to us if the latest version is incorrect. Rest assured, any action you take can be reverted later if necessary. With this feature, you can specify the reason for dismissing the upgrade and submit a report to us. Our customer service team will then review your case and provide further assistance to ensure the best support possible.

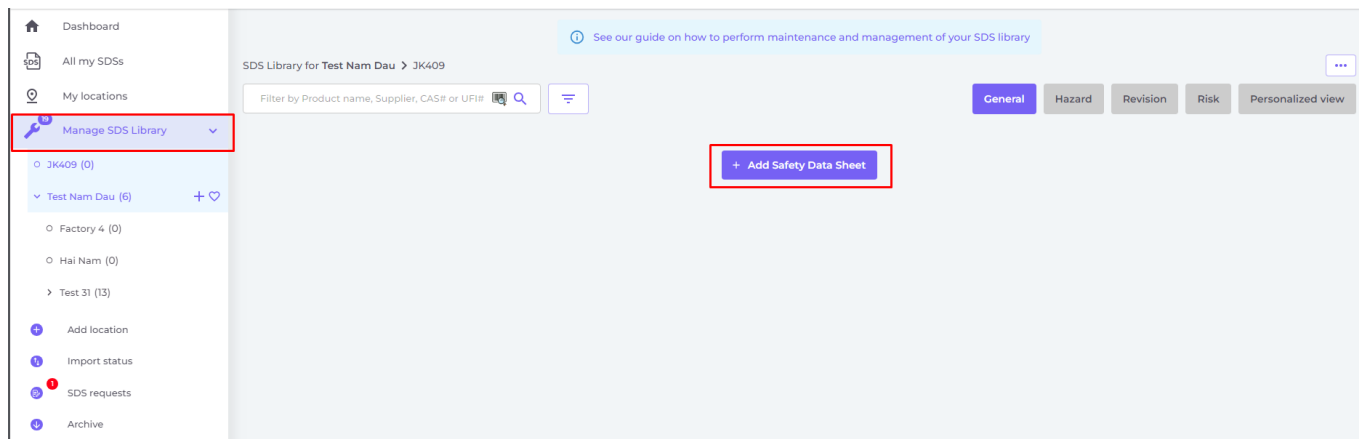


## Step 3: Add SDSs or Chemicals to your locations by searching our database of 13Million+ Safety Data Sheets.

You can manage your SDSs under "Manage SDS Library"

Click here to [open SDS Manager to manage your SDS library \(require login\)](#)

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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".

## Add substance to JK409

Search for Safety Data Sheet in our database of 13Million+ Safety Data Sheets.

Zink-Alu Spray

Language: All | Region: All | Minimum Revision Year: 2023  Search only among SDS in use by Test Nam Dau

Exact match search results:

Name	Product code	Supplier	Revision date	Regulation area	Language	Actions
Zink-Alu Sprav		LIQUI MOLY GmbH	2023-11-02	EU	German	<input type="button" value="+"/> <input type="button" value="PDF"/> <input type="button" value="Print"/> <input type="button" value="Share"/>
<input type="button" value="Add Zink-Alu Spray to JK409"/>						
<input type="button" value="Add to other locations"/>						
		MIPA SE	2023-03-03	EU	English	<input type="button" value="i"/> <input type="button" value="PDF"/> <input type="button" value="Print"/> <input type="button" value="Share"/>

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

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The screenshot shows the 'Add substance to JK409' interface. At the top, there is a search bar with 'Zink-Alu Spray' entered. Below the search bar, there are filters for Language (All), Region (All), and Minimum Revision Year (2023). A checkbox for 'Search only among SDS in use by Test Nam Dau' is present. The search results are displayed in a table with columns: Name, Product code, Supplier, Revision date, Regulation area, Language, and Actions. The first result is 'Zink-Alu Spray' by LIQUI MOLY GmbH, dated 2023-11-02, EU regulation, German language. The second result is 'Mipa Zink-Alu-Spray' by MIPA SE, dated 2023-03-03, EU regulation, English language. A red box highlights the 'Add to other locations' button in the actions column of the second result. A red arrow points from this button to a modal titled 'Add substance to locations'. The modal has a search bar for 'Search Location' and a list of locations: JK409, Test Nam Dau (expanded to show Factory 4, Nam, and Test 31). The checkboxes for Factory 4, Nam, and Test 31 are checked and highlighted with a red box. At the bottom of the modal, there is a purple 'Add' button and a status '3 selected locations'.

Name	Product code	Supplier	Revision date	Regulation area	Language	Actions
Zink-Alu Spray		LIQUI MOLY GmbH	2023-11-02	EU	German	[Icons]
Mipa Zink-Alu-Spray		MIPA SE	2023-03-03	EU	English	[Icons]

## Step 4: 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.

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

(1) Click here to [open SDS Manager User management page \(require login\)](#)

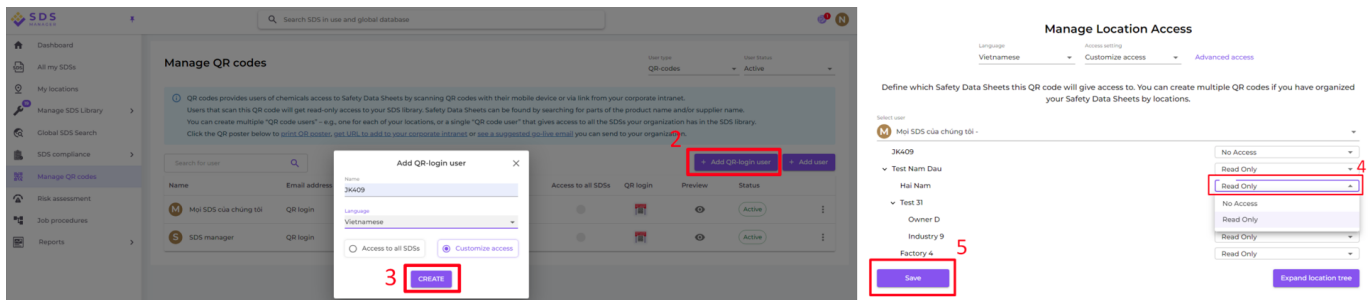
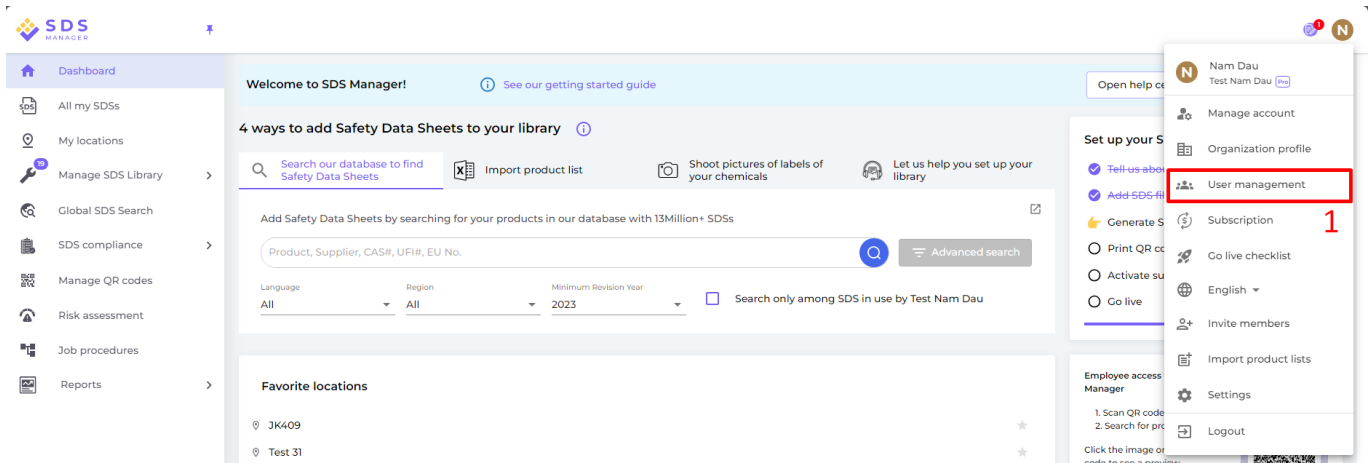
(2) Click on 'Add QR login user' and name the user. If you like the QR code to get access to all SDS on your account, select "Access to all SDSs". If the QR code should only give access to SDS on some locations, select "Customized access" and then (3) click 'Create'.

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If you selected "Customized access" you select the locations (4) 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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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
JK409	QR login	Staff	Vietnamese		1		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.

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### Login QR Code

Please choose a print layout



Scan QR code to access SDS Library



JK409 -



- 1 Preview SDS library for this code
- 2 Print QR code for login
- 3 Copy URL to clipboard  
*\*You can use the URL of the QR code to add a link to the SDS library on your Intranet.*
- 4 Email access link to your team
- 5 Disable QR code login

## Step 5: Invite your employees to join on SDS Manager (Optional)

With SDS Manager, you can add unlimited numbers of users. We suggest that you only create user accounts for employees that will administrate the SDS library.

Click here to [open SDS Manager to invite employees \(require login\)](#).

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Dashboard



All my SDSs



My locations



19

Manage SDS Library



Global SDS Search



SDS compliance



Manage QR codes



Risk assessment






Job procedures



Reports



## Favorite locations

-  JK409
-  Test 31
-  Test Nam Dau

## SDS I have access to

19

[Show my SDSs](#)



[Add substances to my library](#)

## Outdated Safety Data Sheets

0/19

100%

[Update outdated SDSs](#)

## Number of users

2

[Invite users](#)

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Invited users can have an Admin Role, Staff or No Access Role.

You are flexible to decide access type on location level. A user can be given an Admin role on one location and read-only access to other locations.

To be able to manage SDSs in your library, the user needs an Admin role

### Invite colleague ✕

Full name\*  Email address\*

Phone

Role ?

Access to all SDSs  Customize access

**SEND INVITATION**

## Step 6: 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.

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

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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:

The screenshot shows the 'Hazardous substances' section of the SDS Manager. It features a search bar at the top, a navigation sidebar on the left, and a main table of products. The table columns include Product Name, Supplier Name, Revision date, GHS hazard pictograms, Locations, Approval Status, EC/CAS numbers, Name of the chemical, Concentration, and Listed in. Three products are listed, each with 'Show more' links for EC/CAS, Name of the chemical, Concentration, and Listed in. Action buttons like 'Open', 'Create', and 'Show details' are visible for each product.

Product Name	Supplier Name	Revision date	GHS	Locations	Approval Status	EC/CAS	Name of the chemical	Concentration	Listed in	
CRC Hardener for Polyester Filler	CRC Industries	2017-09-11		Test Nam Dau	<input type="checkbox"/>	<ul style="list-style-type: none"><li>94-36-0</li><li>117-81-7</li></ul>	<ul style="list-style-type: none"><li>Benzoyl peroxide</li><li>Diocetyl phthalate</li></ul>	<ul style="list-style-type: none"><li>N/A</li><li>N/A</li></ul>	<ul style="list-style-type: none"><li>GLAPS</li><li>GLAPS</li><li>ZDHC</li></ul>	<a href="#">Open</a> <a href="#">Show details</a>
CRC Hardener for Polyester Filler	CRC Industries	2023-03-10		Test Nam Dau	<input type="checkbox"/>	<ul style="list-style-type: none"><li>94-36-0</li><li>117-81-7</li></ul>	<ul style="list-style-type: none"><li>Benzoyl peroxide</li><li>Diocetyl phthalate</li></ul>	<ul style="list-style-type: none"><li>30-60</li><li>30-60</li></ul>	<ul style="list-style-type: none"><li>GLAPS</li><li>GLAPS</li><li>ZDHC</li></ul>	<a href="#">Create</a> <a href="#">Show details</a>
GAS-003	Nordic Immunological Laboratories B.V.	2022-10-19		Test 31	<input type="checkbox"/>	<ul style="list-style-type: none"><li>50-00-0</li></ul>	<ul style="list-style-type: none"><li>Formaldehyde</li></ul>	<ul style="list-style-type: none"><li>N/A</li></ul>	<ul style="list-style-type: none"><li>ZDHC</li><li>GLAPS</li><li>GADSL</li></ul>	<a href="#">Create</a> <a href="#">Show details</a>

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 'Approved'

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**Danger** PDF

## CRC Hardener for Polyester Filler

CRC Industries

Health risk rating: 

Green	Yellow	Orange	Red	5
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Safety risk rating: 

Green	Yellow	Orange	Red	4
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Environmental risk rating: 

Green	Yellow	Orange	Red	5
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No approval info Approve  Show rows where SDS has no information  Review Data

updated by: Nam Dau - 2024-09-27

[Add information message](#)

**General Information**

Product name:	CRC Hardener for Polyester Filler
Identification on the label/Trade name:	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 7: 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 H S E	Actions			
CHAIN SPRAY	CRC Industries Europe BV	Test 31	Vaara		<table border="1"><tr><td>H2</td><td>S4</td><td>E3</td></tr></table>	H2	S4	E3	 Print Label
H2	S4	E3							

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.

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## CRC Hardener for Polyester Filler

Company Name: CRC Industries

Signal Word: Danger



View PDF



Track Usage

### Hazard Statements

**H242:** Heating may cause a fire;

**H317:** May cause an allergic skin reaction;

**H319:** Causes serious eye irritation;

**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 8: Print out SDS binders if you prefer to have hard copies (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 \(require login\)](#).

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The screenshot displays the SDS Manager interface. On the left sidebar, the 'Manage SDS Library' option is highlighted with a red box. The main content area shows a table of SDS entries for 'Test Nam Dau'. A dropdown menu is open for the first entry, with 'Generate SDS Binder' highlighted by a red box. Other menu items include 'Edit location settings', 'Manage QR code access', 'Export SDS information to Excel file', 'Import SDS files', 'Move location to Archive', and 'Add new admin user'. The table columns include Product Name, Supplier Name, Signal word, Pictograms & Controls, and Substance. The first entry is 'CRC Hardener for Polyester Filler' by 'CRC Industries' with a signal word of 'Danger' and hazard codes H5 and S4.

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

Unique solution ID: #1099

Author: n/a

Last update: 2024-10-04 05:27