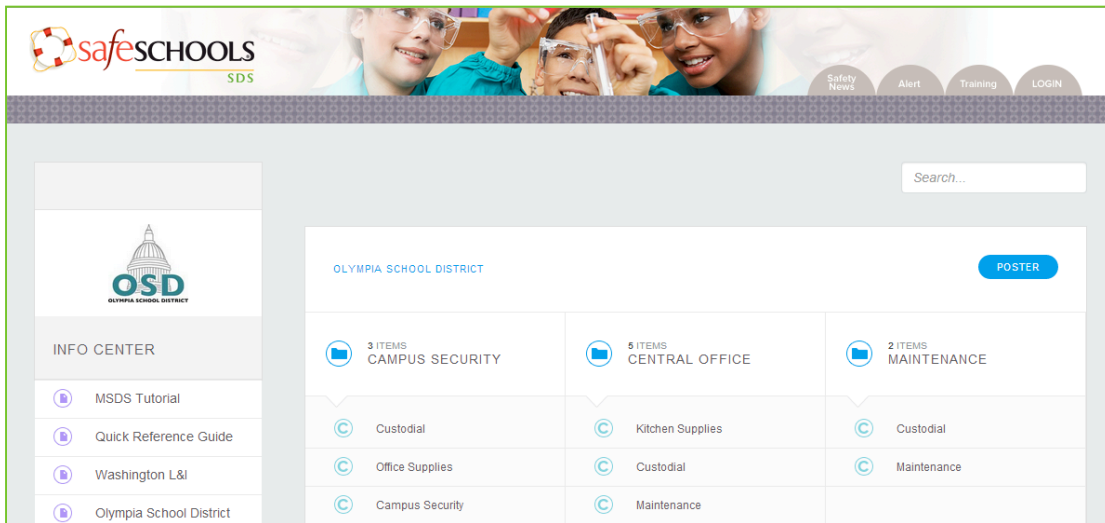
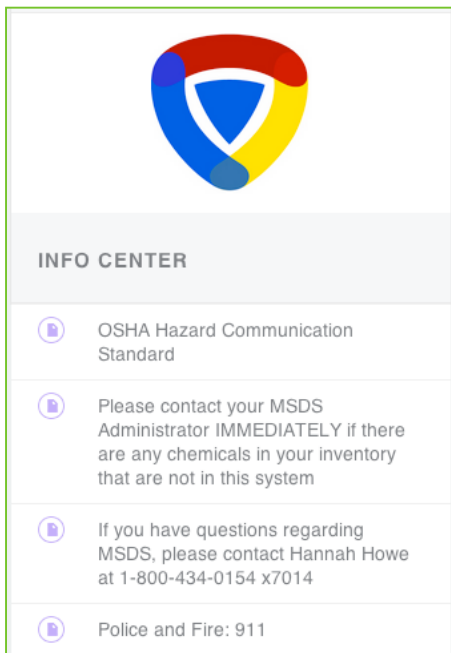


Administrator Quick Guide



The landing page is the first screen that appears when any employee visits your SafeSchools SDS site. Below we will take a closer look at the many features visible on this screen.



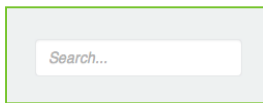
Info Center

The Info Center appears on the left side of the landing page. This is a customizable area that features your logo and contains important documents, links and messages.

Administrators within the SDS system can customize the information that appears in this area.

If you have any questions, please contact SafeSchoolsSDS at support@safeschoolsds.com or 1-800-434-0154.

Search



The search bar in the landing area allows anyone within the organization to search for a Safety Data Sheet.

Administrators in the SDS system have the option to open up this search to our entire repository or this can be limited to your own inventory.

Poster








The poster button takes you to a printable PDF with a QR code and link, which both lead you to your SDS inventory.

For the safety of our students and staff, Safety Data Sheets (SDS) for all chemicals at this location can be accessed online using the QR Code or link below.



Locations & Collections

The majority of the landing page displays the locations and collections of chemicals that are virtually stored in your SDS site. All employees can search for chemicals and view the Safety Data Sheets that are organized into collections.

3 ITEMS BRUTON HIGH SCHOOL	2 ITEMS GRAFTON HIGH SCHOOL	2 ITEMS GRAFTON MIDDLE SCHOOL
 Custodial Supplies	 Custodial Supplies	 Custodial Supplies
 Maintenance	 Maintenance	 Transportation Warehouse
 Theater / Studio		

If you have any questions, please contact SafeSchoolsSDS at support@safeschoolsds.com or 1-800-434-0154.

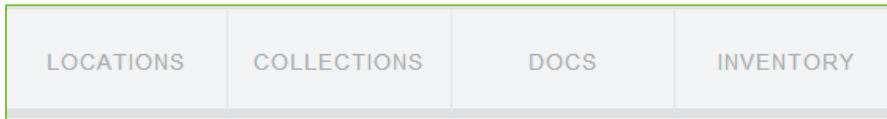
Administrative Area

Employees designated with administrative access within the SafeSchools SDS can log into the system by clicking on the login button, which is located in the upper right-hand corner of the landing page.

A screenshot of a login form titled "login" with a close button (X) in the top right corner. It contains two input fields: "Username" and "password". Below the fields is a red "SIGN IN" button.

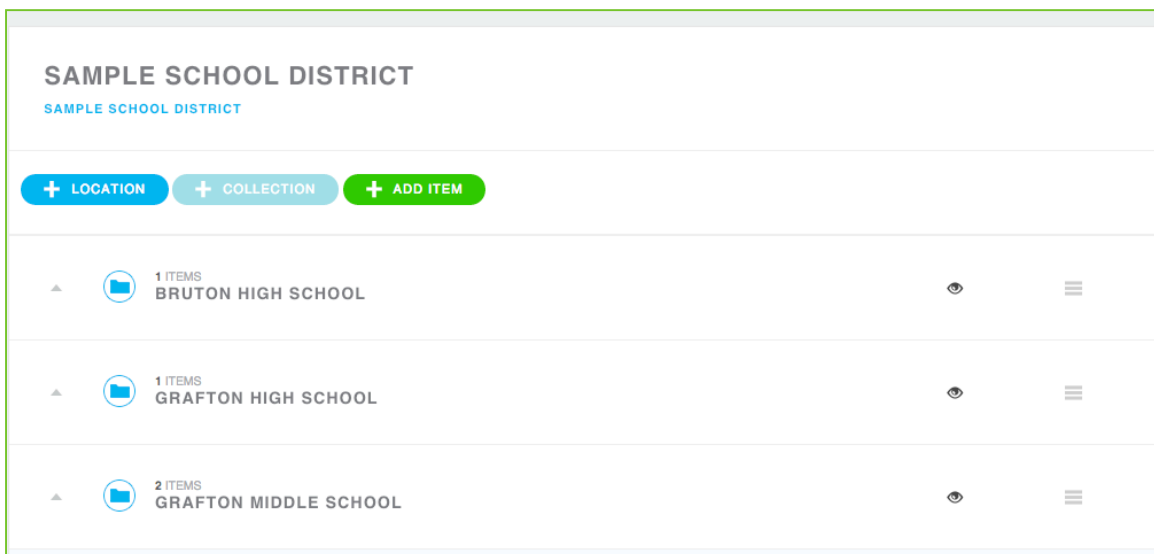
After entering your access credentials, click the sign in button.

The administration view within the SafeSchools SDS site is organized in four main areas, which are named locations, collections, docs, and inventory.



LOCATIONS

In the locations area within system, you can create and organize virtual locations for each building within your district.



If you have any questions, please contact SafeSchoolsSDS at support@safeschoolsds.com or 1-800-434-0154.

To Add a New Location

- Click on the locations tab
- Click the '+ Location' button
- Type the name of the Location
- Click 'Create'
- Click the eye icon to the right and change to 'Viewable'

To Delete a Location

- Click on the ☰ icon
- Click 'Delete'
- Click 'Yes'



COLLECTIONS

Collections are used to store Safety Data Sheets and documents for each department. The easiest way to set up and maintain your collections is to create one collection for each of the major areas within a school building (For example, Custodial, Maintenance, Cafeteria, etc).

COLLECTION MANAGEMENT

From this page you can view, add and edit your Collections of Sheets and Documents.

+ COLLECTION

- ▲  33 ITEMS
CUSTODIAL SUPPLIES
- ▲  17 ITEMS
MAINTENANCE

To Create a New Collection

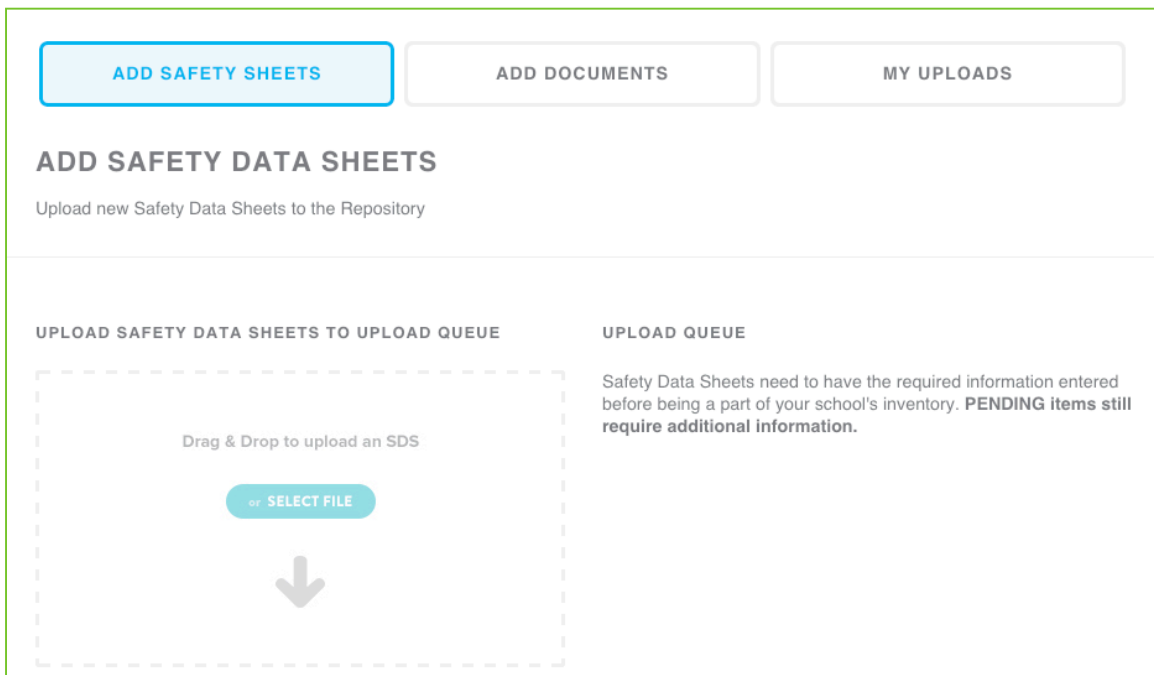
- Select the collections tab from the top
- Click '+ Collection'
- Name the collection
- Click 'Create'

To Add Collections to a Location

- Click over the locations tab
- Select the location you wish to add a collection to
- Click '+ Collection' & the list of collections will appear
- Click the desired collection from the list
- You can also add a single (M)SDS to a Location by clicking the '+ Add Item' button, selecting 'Safety Sheet' and searching the repository

DOCS

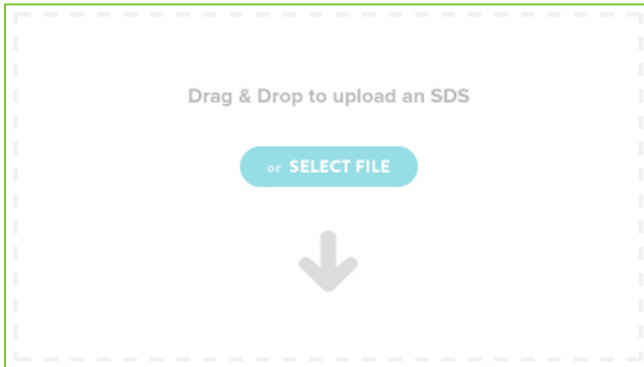
The docs area is where you can upload Safety Data Sheets and documents that you want to store on the SDS site.



The screenshot shows a user interface for uploading safety data sheets. At the top, there are three buttons: 'ADD SAFETY SHEETS' (highlighted in blue), 'ADD DOCUMENTS', and 'MY UPLOADS'. Below these is a section titled 'ADD SAFETY DATA SHEETS' with the subtitle 'Upload new Safety Data Sheets to the Repository'. The main area is divided into two columns. The left column is titled 'UPLOAD SAFETY DATA SHEETS TO UPLOAD QUEUE' and contains a dashed box with the text 'Drag & Drop to upload an SDS' and a button labeled 'or SELECT FILE' with a downward arrow below it. The right column is titled 'UPLOAD QUEUE' and contains the text: 'Safety Data Sheets need to have the required information entered before being a part of your school's inventory. PENDING items still require additional information.'

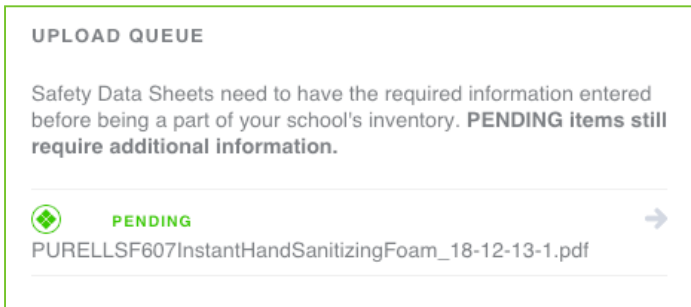
If you have any questions, please contact SafeSchoolsSDS at support@safeschoolsds.com or 1-800-434-0154.

To Add a Safety Data Sheet



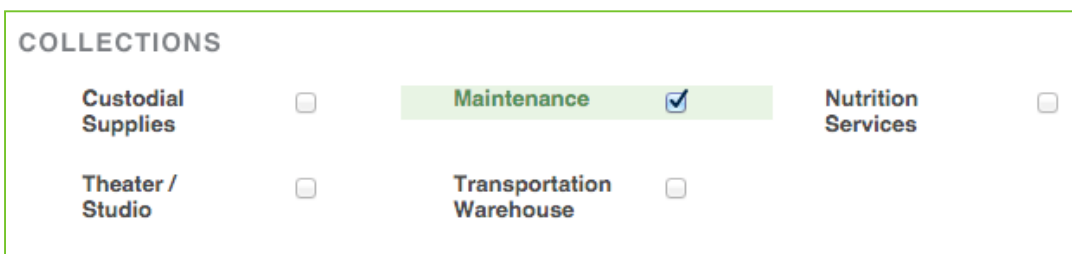
If the Safety Data Sheet is saved on your desktop, simply click over it and drag it into the Drag & Drop area. You can also click anywhere over this box to browse through your computer files. NOTE: You can upload several (M)SDSs at once by dropping a zip file into the Drag & Drop area.

Next, you will see the sheet(s) appear with the pending status in the Upload Queue area.

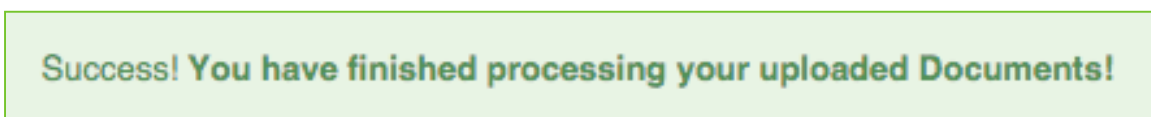


Click over the pending document to finish the upload process. Now the system will prompt you to enter the name of the product, along with the manufacturer's information.

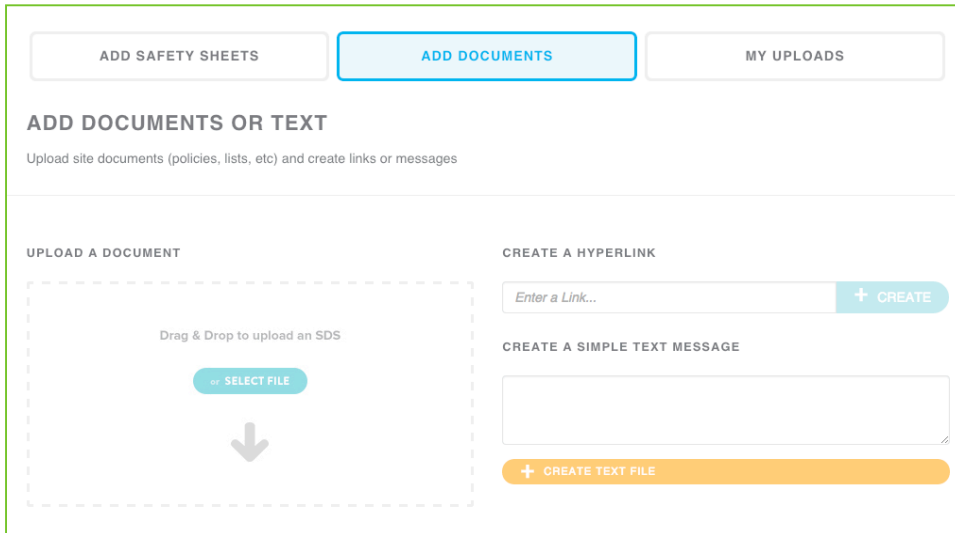
Once the information is entered, check the boxes for any collections you would like to add the sheet to.



Lastly, click the save button in the upper right hand corner. The system will confirm the upload with the message below.

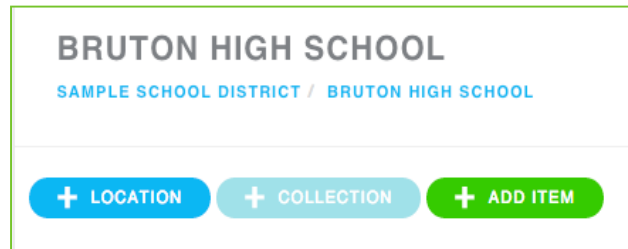


To Add a Document



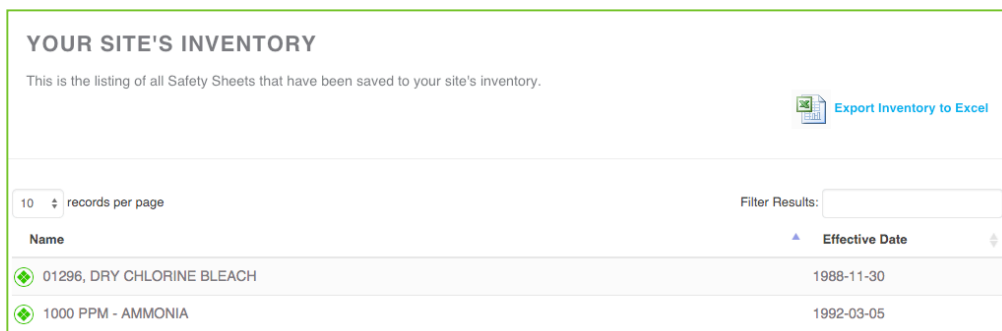
To add a document, simply click over the document on your desktop and drag it into the Drag & Drop area or click anywhere in the Drag & Drop box to browse for the document on your computer. The system will prompt you to name the document and save it.

To add the document to the locations area, click on the locations tab and click the + ADD ITEM button to add the document. You can add the document to a specific location by first selecting the specific location, then clicking the + ADD ITEM button.



INVENTORY

The Inventory tab lists all of the Safety Data Sheets that have been saved to your site's inventory. This list can be exported to excel.

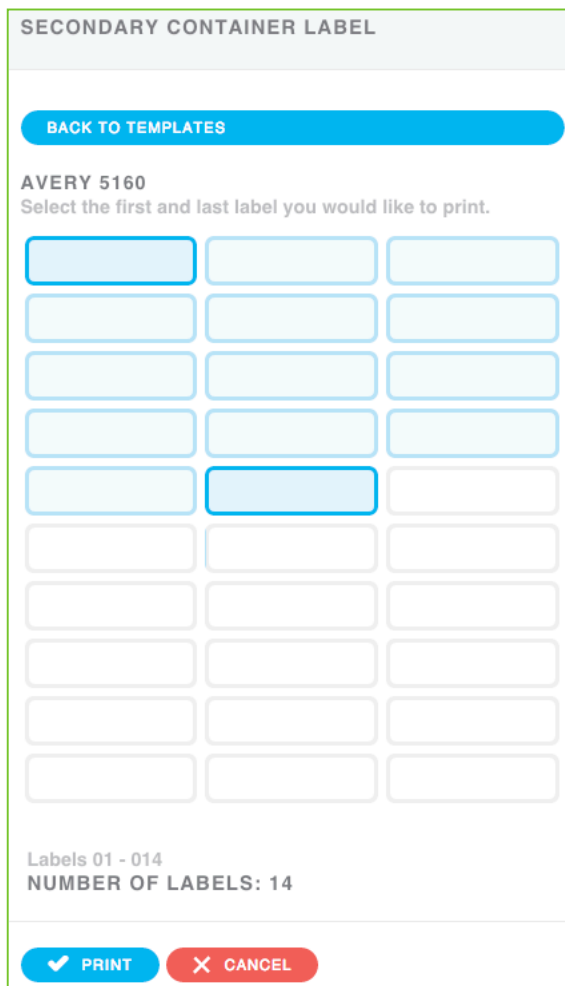
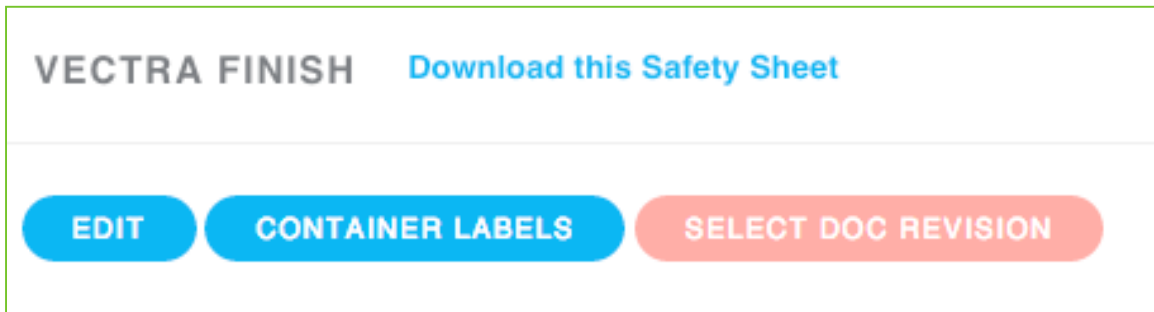


Name	Effective Date
01296, DRY CHLORINE BLEACH	1988-11-30
1000 PPM - AMMONIA	1992-03-05

If you have any questions, please contact SafeSchoolsSDS at support@safeschoolsds.com or 1-800-434-0154.

Printing Container Labels

Container labels can be created and printed for any (M)SDS in the system. To print a container label, click over the desired (M)SDS and click on the Container Labels button.



The screenshot shows the 'SECONDARY CONTAINER LABEL' selection screen. It features a 'BACK TO TEMPLATES' button at the top. Below it, the text 'AVERY 5160' is displayed, followed by the instruction 'Select the first and last label you would like to print.' A grid of 14 label selection boxes is shown, with the first and last boxes in the first row highlighted in blue. At the bottom, there are 'PRINT' and 'CANCEL' buttons.

Labels 01 - 014
NUMBER OF LABELS: 14

Next, select the size of labels you would like to print. Once a size is chosen, select the number of labels you would like to print by clicking on the first and last label in that selection. When your selection is finalized, click the blue Print button at the bottom of the page.