MSDSonline HQ - Viewer Quick Reference Guide

❖ **Accessing your Account:**

Go to your organization's HQ link:
https://msdsmanagement.msdsonline.com/company/b842724f-e51d-4507-ab0c-7e93b27096f5/

Please highlight this link, then copy and paste it into your browser's address bar.

❖ **To Search for an MSDS within your company:**

1. Type the product information into the single search field and click Search.

   Hint: You can search for multiple types of data at once. For example, if you are searching for Acetone manufactured by Sigma, you can type in Acetone Sigma in the single search field to search for both product and manufacturer.

2. If you are not able to spell the product name, click on the 1st letter of the product name to search for documents that begin with that letter.

3. To see a full display of documents by Product Name, by Location, or by Manufacturer, click on one of the tabs to the left of the search field.

❖ **Once the MSDS has been found:**

1. View the MSDS by selecting the PDF icon to the left of the Product Name. You can print or save the MSDS after viewing the PDF.

2. View the summary of the MSDS by selecting the Summary icon next to the PDF.

3. Print labels for secondary containers by checking the box to the left of the PDF icon.

   When the Product Options tray appears, select the Print Labels option.

   - a) Choose your label by clicking on one of the available options
   - b) Select the Label Size, Hazard Symbol and Data Fields you would like to include on your label
   - c) Select the desired Print Option and Label Position
   - d) Select "Generate Label"

4. View Attached Files by selecting the paper clip icon next to the Label.

If you are not able to find a document in your company's database, you will be prompted to either search MSDSonline for the document (where you can then view the MSDS and/or add it to the company database) or use the request tool to obtain an MSDS from your Administrator.