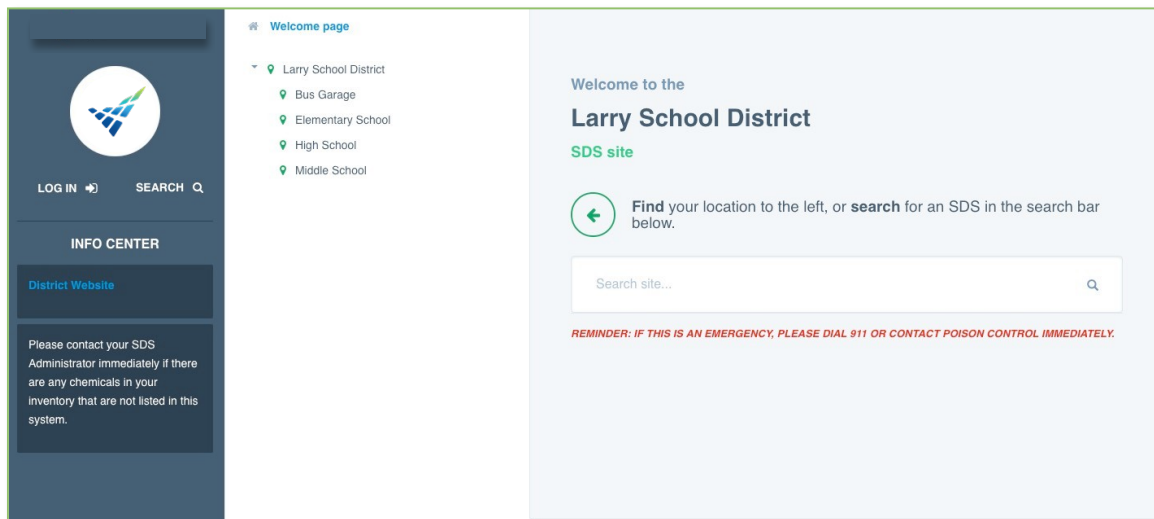


Administrator User Guide

The Vector SDS & Chemical Management System allows you to easily search, store and organize your Safety Data Sheets in an electronic fashion. Your successful use of this system is very important to us. This guide contains step-by-step instructions for navigating the system.

WELCOME SCREEN

The Welcome Screen is the first screen that appears when any employee visits your SDS site. This includes an SDS search bar, a list of your locations, and a customizable information center. In the next few pages we will take a closer look at the many features visible on this screen.



COMMON SYMBOLS



Collection



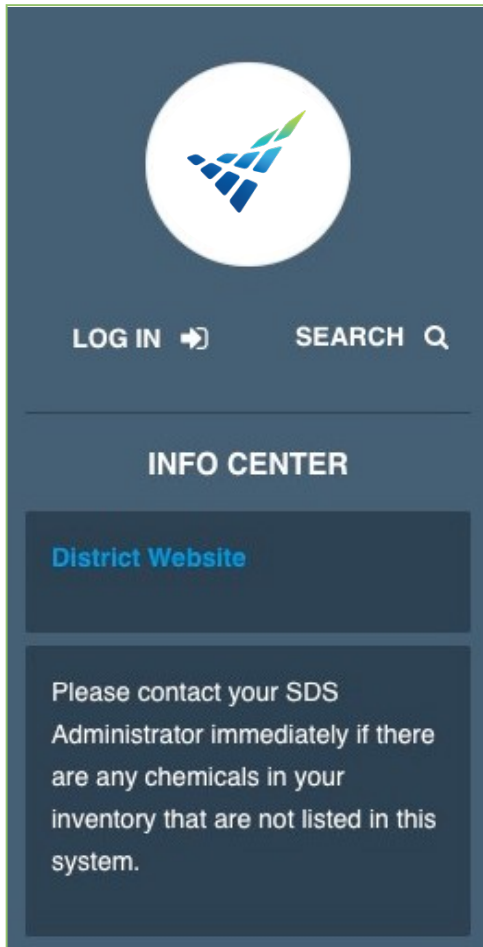
Document



Location



SDS



INFO CENTER

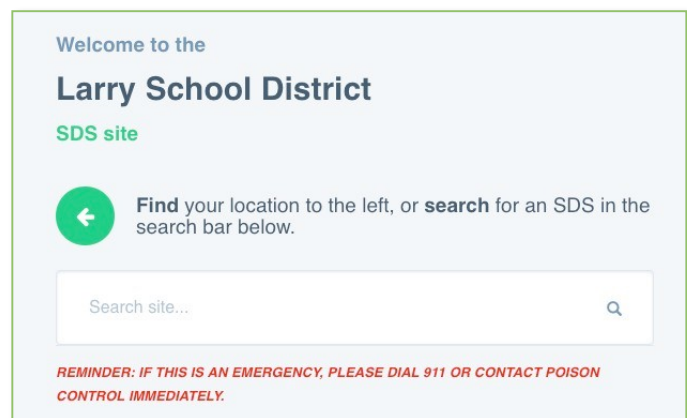
The **Info Center** appears on the left side of the welcome screen. This is a customizable area that features your logo and contains important documents, links, and messages.

Administrators within your SDS system can log in to the site here by clicking on the Log In link.

The Info Center can be customized in the Site Settings area within your site.

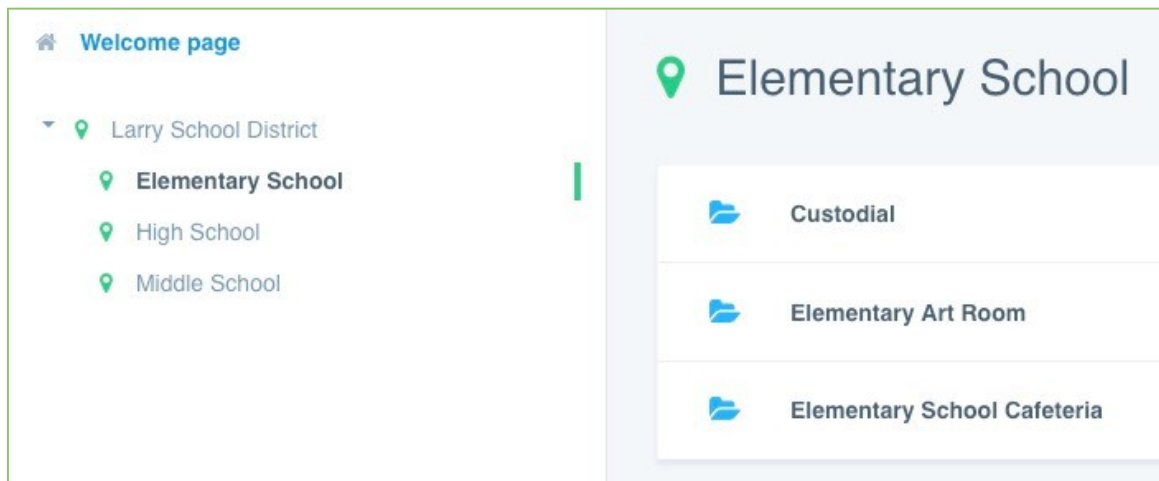
SEARCH

The search bar in the welcome area allows anyone within your organization to search for a Safety Data Sheet. As an administrator, you can decide if you would like site visitors to have access to search the entire SDS repository or only those sheets that appear within your inventory

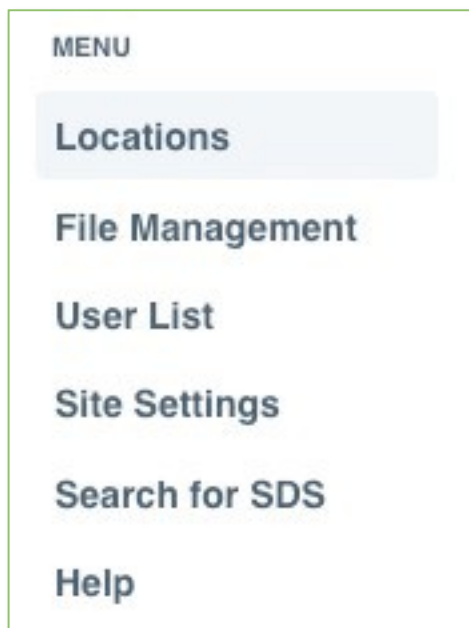


LOCATIONS

The center of the welcome screen lists all of the locations within your organization. Clicking over a location name will open up that location on the right-hand side of the screen. This allows site visitors to see collections and safety data sheets that are listed under that location.



ADMINISTRATIVE AREA



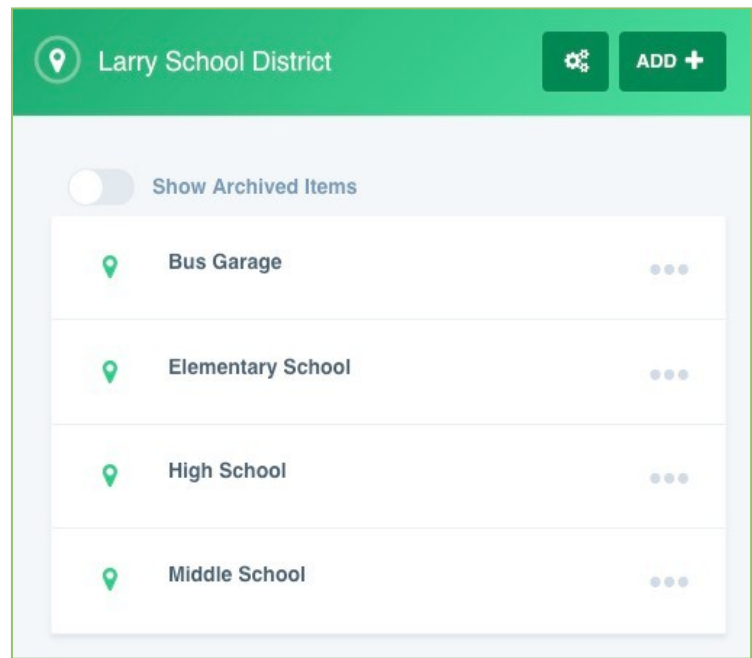
Employees designated with administrative access within SDS can log into the system by clicking on the **Log In** button, which is located in the upper left-hand corner of the welcome page, just under the logo. After entering your access credentials, click the **Log In** button.

Once logged in, you will see the administrative menu on the left-hand side of the screen. The site is organized into six main categories: Locations, File Management, User List, Site Settings, Search for SDS, and Help.

LOCATIONS

In the **Locations** area within the system, you can create and organize virtual locations for each building within your organization. Here, you also have the ability to download printable QR posters and an excel export of the location's inventory.

The settings icon to the right of your location name will provide you with additional location preferences.



To Add a New Location

- First, click on the **Locations** link in the menu.
- In the upper right-hand corner of the screen, click on the **Add +** button.
- Select the **Location option**.
- Type the name of the location and click **Create**.
- **NOTE:** All new locations will initially be hidden from site visitors, until you select the “unhide” option. This prevents site visitors from seeing locations that incomplete.

To Add a Sub-Location

- Click over the location that you would like to add an additional location to.
- In the upper right-hand corner of the screen, click on the **Add +** button.
- Select the **Location option**.
- Type the name of the location and click **Create**.

To Archive a Location

- Click on the options icon to the right of the location. **NOTE:** This is the button with the three dots.
- Click **Archive**.
- Lastly, click **Confirm**.

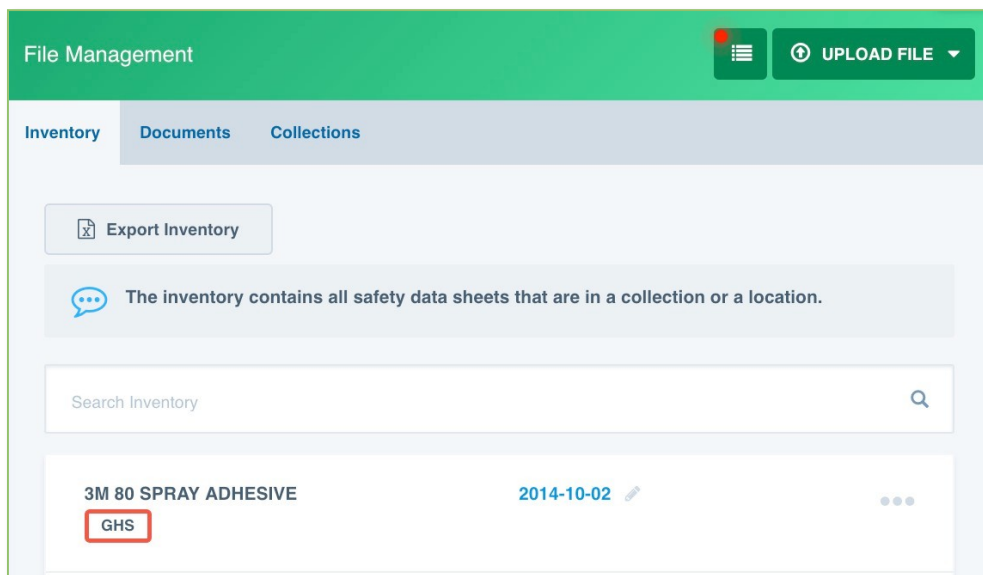
LOCATIONS (continued)

To Add an Item to a Location

- Click over the location name.
- Click on the **ADD +** button in the upper right-hand corner. From there, select the type of item you would like to add: Collection, SDS, Document, link, or text message.

FILE MANAGEMENT

The File Management area is organized into three tabs including inventory, documents, and collections. We will explore each of these areas in greater detail below. As part of the header row of File Management, you have the ability to upload documents and Safety Data Sheets.

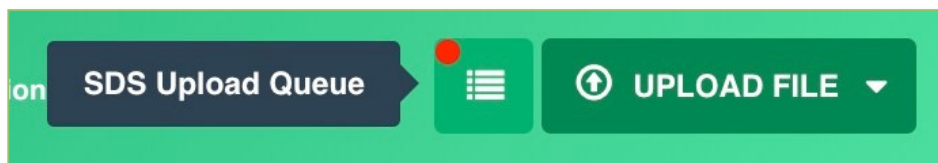


INVENTORY

The inventory tab within File Management includes a list of all safety data sheets that are in a collection or a location. Here, you can search for an SDS in your inventory, export an inventory list, or upload a zip file of Safety Data sheets to add to your inventory.

To Add Safety Data Sheet(s)

- Click the **Upload File** button in the green header row.
- Select the SDS option.
- Now you have the option to drag and drop the file(s) or to browse for the file(s) by clicking on the circle button in the center of the screen.
- **NOTE:** You can upload several Safety Data Sheets at once by dropping a zip file into the **Drag & Drop** area.
- Once you have added your file(s) click on the **+Upload** button.
- Now your files will be moved to the Upload Queue area. The red circle next to this button indicates that there are SDSs waiting in the queue.



- Click over the SDS Upload Queue button to finish the upload. This will show you a list of Safety Data Sheets in the queue. Once you click over a chemical name, you will be prompted to enter the metadata for that sheet.
- Once the metadata has been entered, click on the collections or locations icons at the top of the screen to add the SDS to a collection or location.
- Clicking on the Next button will save your work.



DOCUMENTS

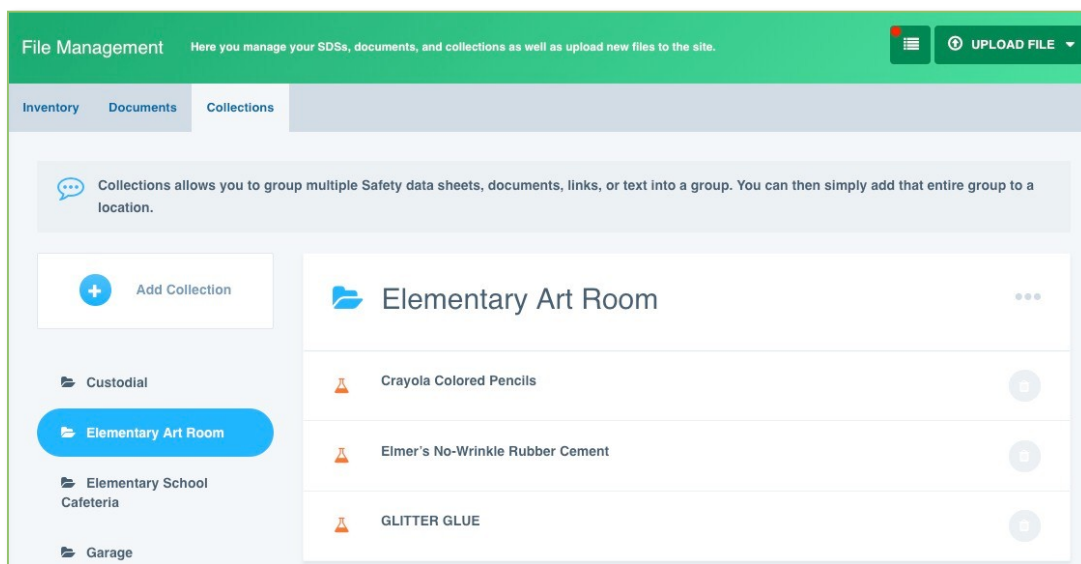
This area includes a list of documents that have been uploaded to your site. This can include any type of document outside of a Safety Data Sheet that you would like listed in your SDS site. Examples include forms, policies, and Hazard Control Plans. Documents can be added to the Info Center or to specific locations or collections.

To Upload a Document

- Click the **Upload File** button in the green header row.
 - Select the **Document** option.
 - Now you have the option to drag and drop the document or to browse for the document by clicking on the circle button in the center of the screen.
- NOTE:** We recommend upload documents in a PDF format so that they are accessible on all devices.
- Click the **confirm** button to confirm the upload.

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 building, for example, custodial closets. You can add collections to as many locations as you need to.



To Create a New Collection

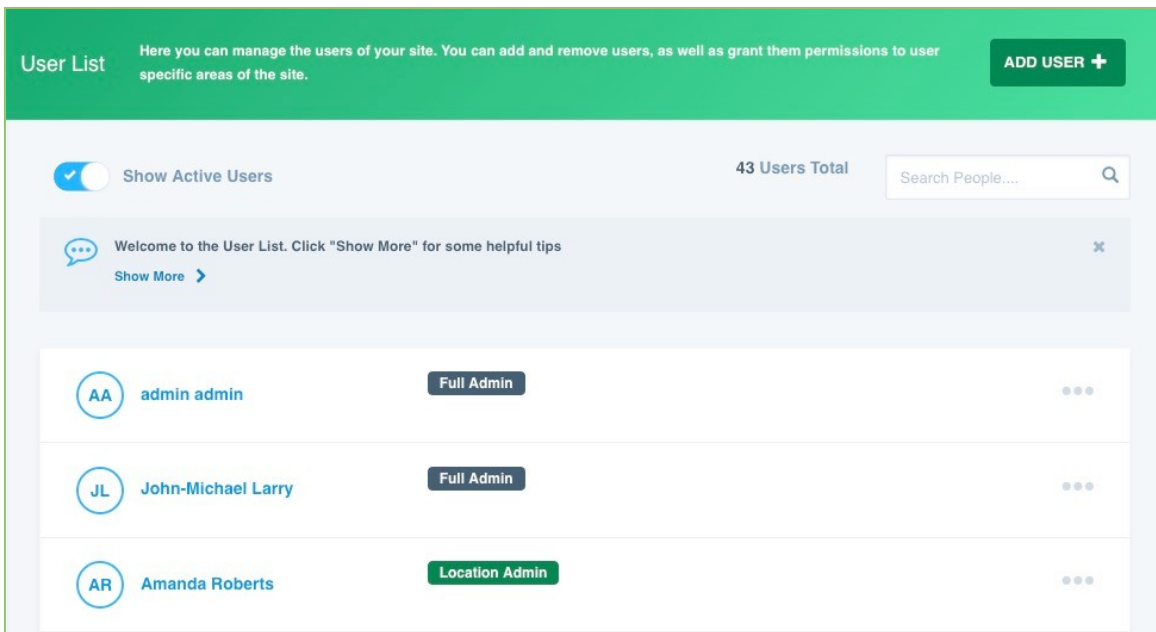
- Select the **Collections** tab within File Management.
- Click the **+ Add Collection** button.
- Title the collection and click **Create**.
- Now the Collection will be available to add Safety Data Sheets to. Remember to add the Collection to any corresponding locations.

To Add Collections to a Location

- Click over the name of the collection that you wish to add to a location.
- Click on the three dots to the right of the collection name to open up the options.
- Select the **Add to Location** option.
- Place a check mark next to any locations that you would like to add the collection to and click **Save**.

USER LIST

Here you can manage users with administrative access to your site. You can add and remove users, and grant permissions.



The screenshot shows the 'User List' interface. At the top, there is a green header with the text 'User List' and a description: 'Here you can manage the users of your site. You can add and remove users, as well as grant them permissions to user specific areas of the site.' A green button labeled 'ADD USER +' is in the top right corner. Below the header, there is a section with a toggle for 'Show Active Users' (checked), '43 Users Total', and a search bar labeled 'Search People...'. A light blue notification box says 'Welcome to the User List. Click "Show More" for some helpful tips' with a 'Show More >' link and a close button. The main content area displays a list of users:

AA	admin admin	Full Admin	...
JL	John-Michael Larry	Full Admin	...
AR	Amanda Roberts	Location Admin	...

To Add a New User

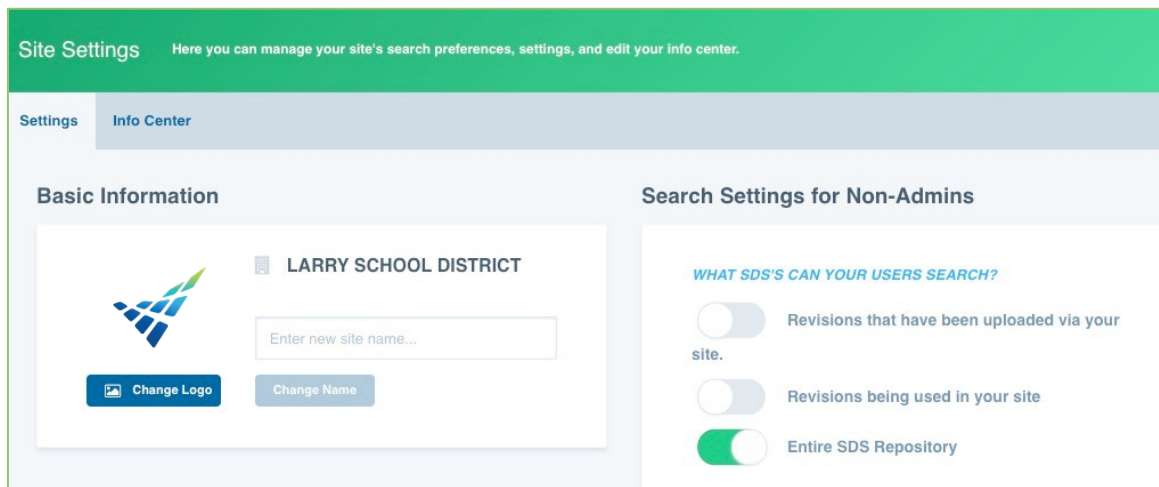
- Click on the **Add User +** button at the top of the page.
- Next, enter the required fields including the user's name, username, and password.
- To provide the user with administrative access, click over the **Permissions** tab and slide the toggle next to the appropriate permission level.
- Lastly, click the **Save User** button.

Permission Options

Full Admin	Full access to the administrative platform.
Collection Admin	Permission to create and edit collections.
Location Admin	Access at control only the designated locations.
Info Center Admin	Permission to update the Information Center.
Document Admin	Access to upload and edit Safety Data Sheets and documents.

SITE SETTINGS

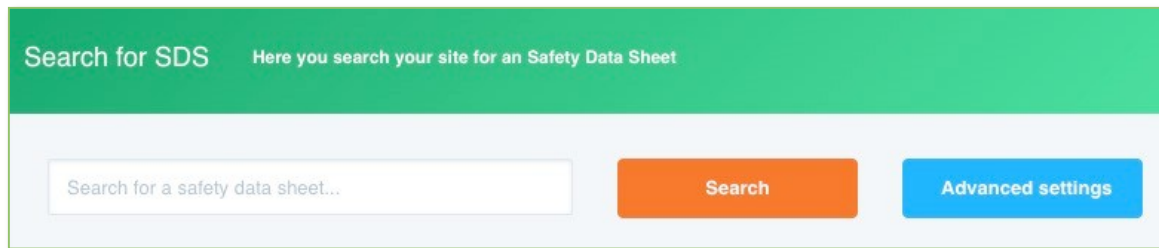
In the Site Settings area you can upload your logo, alter the account name, change search settings, and edit the Info Center.



To Update the Info Center

- Click on the **Info Center** tab at the top of the page.
- To add a new item, click on the **Add Item +** button at the top of the screen.
- To remove an item, click on the trash can to the right of the item name.

SEARCH FOR SDS



The **Search for an SDS** area allows you to search for Safety Data Sheets.

SECONDARY CONTAINER LABELS

Secondary container labels can be created and printed for any Safety Data Sheet in the system.

To Print Container Labels

- Once you locate the desired SDS for labels, click over the title of the sheet to open up the details.
- The Print Secondary Container Labels option will appear at the top of the screen. See screenshot.
- Next, select the size of the 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 of the selection.
- When your selection is finalized, click the green **Print** button at the top of the page.

