

Basket Feature

The Basket Feature is used to make modifications to multiple (M)SDSs' properties at once. This could include archiving (M)SDSs at a location, adding the same classification to the selected (M)SDSs, or downloading the selected (M)SDSs as PDFs.

1. On the Admin Main Menu, click **MSDS Search**.



2. Search using the parameters for the (M)SDSs that you wish to modify, such *Product Name*, *Manufacturer*, etc., or just leave all parameters blank to work with the entire (M)SDS collection. Click the **Search** button.



3. From the Search Results page, there are two options for adding (M)SDSs to the basket.

- a. To add specific (M)SDSs to the basket:

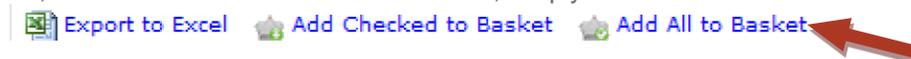
- i. To the left of each result, check the boxes of the (M)SDSs you wish to modify.

MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number	Basket
<input type="checkbox"/>	 16-3400	Danaher	7/7/2011		<input type="checkbox"/>
<input type="checkbox"/>	 16-3400Q	Danaher	8/25/2012		<input type="checkbox"/>
<input checked="" type="checkbox"/>	 Crazy Clean	Sprayway	12/16/2010		<input type="checkbox"/>
<input checked="" type="checkbox"/>	 Davis Diamond Magic Cleaner	Diamond Magic International	6/1/2001		<input type="checkbox"/>

- ii. With the relevant checkboxes checked, click on the **Add Checked to Basket** button at the top of the screen.



- b. Or, to add all search results to the basket, simply click the **Add All to Basket** button.



4. Verify that your (M)SDSs have been added successfully to the basket, as indicated by the following message at the top of the screen:



5. In the upper right corner, you can see the Basket and how many documents is in the Basket. To access the contents, click on this link.



6. Just above the basket's content grid, there is a horizontal list of actions that can be performed on the contents of the basket. Not all of these choices may be available to you.



Read the following table to understand what each button can do:

Button Name	Function
Empty Basket	Removes all items from the basket.
Remove Checked	If any items are checked, removes those items from the basket.
Archive Location	Archives all (M)SDSs in the basket at one location. Clicking this will take you to another page where the location and sub location can be chosen.
Archive At Location Cascading	Will take to you another screen to select a location. This will archive the (M)SDSs in the basket at the select location and sub locations under that location.
Archive MSDS at All Locations	Archives all the (M)SDSs currently in the basket at all locations they are associated to and the (M)SDS. However, the (M)SDS will still remain active for the company This button may not be available to you.
Add Location to MSDS	Adds a location to the (M)SDSs currently in the basket. Clicking this will take you to another page where the location and sub location can be selected.
Download MSDSs	Prepares a ZIP (compressed) file containing the PDFs for all (M)SDSs.
Go Back	Returns to the (M)SDS Search page.