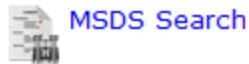


# Add Attachment to MSDS

An attachment can be added to any MSDS. Attachments can either be documents or links to websites. The attachments can be managed by admin users, and can be seen by RTK users.

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



2. Search for the MSDS the attachment needs to be added to.

<b>Product Name</b>	acetone
<b>Manufacturer</b>	
<b>MSDS Number</b>	
<b>Facility</b>	

3. On the search results screen, click the MSDS to add the attachment on.

MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
<input type="checkbox"/>	 <a href="#">Acetone</a>	VWR International	10/24/2012	MSDS-000588
<input type="checkbox"/>	 <a href="#">Acetone</a>	Ashland (Valvoline)	10/8/2013	MSDS-001568

4. On the MSDS detail page click **Edit** in the Attachments section.



5. An attachment can be added as document or a website link:

- a. Add a document:

- i. Click **Add New Document...**



- ii. Type the name of the attachment in the *Description* field.  
Upload the document by clicking the **Attach Document** button.

<b>Description *</b>	<input type="text"/>
<input type="button" value="Attach Document"/>	

- b. Add website link:

- i. Click **Add New URL...**



- ii. Type the name of the URL in the *Description* field. Type the URL for the website in the *URL* field.

**Description \***

**URL \***

6. Click **Save**.



A link for each attachment created will be available on MSDS record.