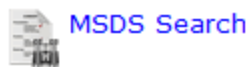


Add Common Names to a MSDS

Common Names are used to add additional names to the MSDS. The advantage of using the *Common Names* field is that any name put in the common name field will be found when searching for a MSDS. This can be helpful if a product is known by a different name at a facility or is referred to by a different name by employees. Admin users can enter the common name of the product, and it can then be searched for using that common name.

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



2. Search for the MSDS to add the common name to.

Product Name	acetone
Manufacturer	
MSDS Number	

3. Click on the MSDS to add the common name to.

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

4. In the *Common Name* field, type in the common name. If there are multiple common names for a product, enter them separated by a comma.

 [View MSDS](#)  [Save](#)

Product Name	Acetone
Manufacturer	VWR International
Revision Date	10/24/2012
MSDS Number	MSDS-000588
Common Names	
Active / Archived Status *	Active <input type="checkbox"/>

5. Click **Save**.



6. The product can now be found by that common name by typing it in the *Product Name* field on the MSDS search page.