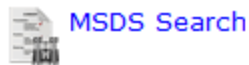


Add Facilities to MSDS Using Quick Links

Associate facilities to MSDSs using the quick links on the MSDS search results screen

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



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

Product Name	<input type="text" value="ace"/>
Manufacturer	<input type="text"/>
MSDS Number	<input type="text"/>

3. On the MSDS search results page, click the **Add MSDS Location** button.

MSDS	Add MSDS Location	Add Last MSDS Location	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
			1,1,1,3,3,3-Hexafluoroacetone sesquihydrate, 98% (qc)	Thermo Fisher Scientific	4/16/2004	MSDS-001573
			Ace-tone	Gold Eagle Co.	10/8/2004	MSDS-001558
			Acetone	Ashland (Valvoline)	10/8/2013	MSDS-001557
			Acetonitrile	Covidien	8/2/2007	MSDS-001314
			Acetylene	Preservative Paint Co.	12/1/1992	MSDS-000589
			Acetylene	Linde Group	7/16/2004	MSDS-000588
			Acetylene	GT Industries		MSDS-000586
			Alpha HP Multi-Surface Cleaner	JohnsonDiversey	6/23/2010	MSDS-001336

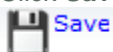
4. On the next screen, select the location the MSDS needs to be associated to.

Acetone












Add MSDS Location

Facility *	<input type="text" value=""/>
Sub Location 1	<input type="text"/>
Sub Location 2	<input type="text"/>
Sub Location 3	<input type="text"/>
Sub Location 4	<input type="text"/>
Sub Location 5	<input type="text"/>

5. Click **Save** to update the MSDS record.



6. Back on the MSDS Search Results page, click the **Add Last MSDS Location** for each MSDS you want to associate to the location you just selected.

MSDS	Add MSDS Location	Add Last MSDS Location	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
			1,1,1,3,3,3-Hexafluoroacetone sesquihydrate, 98% (qc)	Thermo Fisher Scientific	4/16/2004	MSDS-001573
			Ace-tone	Gold Eagle Co.	10/8/2004	MSDS-001558
			Acetone	Ashland (Valvoline)	10/8/2013	MSDS-001557
			Acetonitrile	Covidien	8/2/2007	MSDS-001314
			Acetylene	Preservative Paint Co.	12/1/1992	MSDS-000589
			Acetylene	Linde Group	7/16/2004	MSDS-000588
			Acetylene	GT Industries		MSDS-000586
			Alpha HP Multi-Surface Cleaner	JohnsonDiversey	6/23/2010	MSDS-001336

7. To change the location, select **Add MSDS Location** and select the new facility to be set for the **Add Last MSDS Location** button.