

Document Acquisition Results

SafeTec offers some SDS management packages where we attempt to acquire new revisions of existing documents in your collection. This document provides a quick overview of how to view the status of our attempts to acquire new revisions for you.

OVERVIEW

[\(M\)SDS RETRIEVAL COUNTS AT A GLANCE](#)

[\(M\)SDS RETRIEVAL COUNTS BY STATUS](#)

[\(M\)SDS RETRIEVALS LIST](#)

[FURTHER READING](#)

Overview

SafeTec will supply you with a link to review the Document Acquisitions Results, or it may be configured as a link from your main menu. This link will open a webpage that shows on-demand access to the status of each SDS retrieval.

Upon going to the Document Acquisitions Results website, you will notice that the page is broken into three sections:

1. (M)SDS Retrieval Counts at a Glance (upper right)
2. (M)SDS Retrieval Counts By Status (upper left)
3. (M)SDS Retrievals List (bottom)


(M)SDS Retrievals Report » Document Acquisition Results

(M)SDS Retrieval Counts By Status More Stats

Complete - Discontinued Product
Complete - Manufacturer Does Not Exist
Complete - Most Current MSDS
Complete - Not a Reportable Product
Complete - Pending Data Capture
In Progress - In Retrieval Queue
Suspended - Customer Follow Up
Suspended - Manufacturer Not Responding
Suspended - Manufacturer Won't Release

(M)SDS Retrieval Counts at a Glance

Total Documents:



■ Completed ■ In Progress ■ Suspended

(M)SDS Retrievals List

Start Date: End Date: Status:

Display: records

Product Name	Manufacturer	MSDS No.	Status	Initiated	Completed	
	3M (Minnesota Mining & Mfg.)		Complete - Discontinued Product	2015-06-03	2016-01-06	View Notes

(M)SDS Retrieval Counts at a Glance

This section of the Document Acquisitions Results the active documents that we have made an attempt to find a new revision as “Total Documents.” In addition, Total Documents is displayed as a simple pie chart with the percentage breakdown of the following categories: Complete, In Progress, and Suspended. You can see the percentage break down of each category by hovering your mouse over a section of the pie chart. These categories are further broken down in the (M)SDS Retrieval Counts by Status part of the screen. Please note that any document that is part of this count is archived by you, it will be removed from this count.

(M)SDS Retrieval Counts by Status

The (M)SDS Retrieval Counts by Status section of the website breaks the document categories into further statuses and counts. SafeTec does provide a [detailed definitions](#) list if you would like further information regarding the statuses and actions SafeTec has taken. Please note that any document that is part of this count is archived by you, it will be removed from this count.

Clicking on a status will open more specific information in the (M)SDS Retrievals List.

(M)SDS Retrievals List

The bottom portion of the screen displays the attempts SafeTec has taken on All documents, or on the attempts for documents labeled with the status you clicked on in the (M)SDS Retrievals List. This list shows the chemical name, manufacturer, MSDS number, status, date we started to try to obtain a new document for that chemical, and the date we have marked the chemical as complete or suspended. In addition, each retrieval attempt has a green **View Notes** button. Clicking on this button will open a popup window that will display notes from SafeTec attempt(s) to obtain the new revision.

The results of the (M)SDS Retrievals List can be exported using the in this window can be exported click the Disk icon at the top of this section.

The (M)SDS Retrievals List can be filtered by date or by status.

Further Reading

- [\(M\)SDS Retrievals Report::FAQs](#): Includes (M)SDS Retrieval Counts By Status – Status Definitions and FAQs for using this website.
- [View Retrieval Followups](#): a document that explains how to view documents in the Suspended – Customer Follow Up status and either provide the data necessary to make another attempt, provide a new revision, or to stop further attempts to obtain a new revision.
- Any other questions can be directed to customerservice@safetec.net.