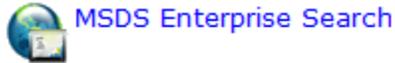


Enterprise Search

Enterprise search is an optional feature that allows a user to view chemicals assigned at other facilities within your company and add them to your facility collection via the MSDS Enterprise search feature.

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



2. Enter the name of the product or the manufacturer of the chemical you wish to find at other facilities.

Basic Information

Product Name

Manufacturer

MSDS Number

Version Information

Active / Archived Status

Search Options

Results View

[➔ Customize Results with Column Designer](#)

3. Click **Search**.



4. On the search results, find the product made by the manufacturer you are looking for and click the **Add MSDS Location** button next to that product.

MSDS	Add MSDS Location	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
		Ace Acetone	RPM International	4/5/1994	MSDS-022715
		Acetone	Univar USA	1/30/1996	MSDS-022736
		Acetone	Illinois Tool Works (ITW) (Hobart) (Magnaflux) (LPS) (Dymon) (Holt Loyd) (Permatex)	1/21/2013	MSDS-086990

5. Select the facility the MSDS needs to be associated to.

Acetone

Add MSDS Location

Facility * 

Department

Sub Location 2

Sub Location 3

6. Click **Save** to add this MSDS to the selected facility.

