MSDS Codes

MSDS Codes are an identifier used in the SafeTec System to track information such as an Internal Part Number. The type of data stored in MSDS Codes can be customized based on the type of data you need to store.

Searching by MSDS Codes
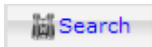
1. From the Main Menu, click on **MSDS Search.**

2. Look for the *Type* and *Value* fields.

   a. *Type* will list all the possible types of MSDS Codes in your SafeTec System. Selecting a *Type* and leaving *Value* blank will search for all MSDSs that have any MSDS Code of that type.
   In this example, there are two types: *Kit* and *SKU #*
   b. *Value* lets you type in the value of MSDS Code that you would like to search for. Inputting a *Value* and leaving *Type* blank will search all MSDS Codes for your search string, regardless of type. This can be useful when you're not certain which kind of Code you're searching for.
   c. These two fields can be used apart or in conjunction: selecting a *Type* and inputting a *Value* will search for MSDSs that have a *Value* entered for the *Type* you've selected.

3. Select the item in the *Type* dropdown that you would like to search by and/or type in the *Value* you'd like to search.

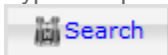4. Press the Enter key or click the **Search** button.

Viewing/Editing MSDS Codes

1. From the Main Menu, click on **MSDS Search.**

2. Type in a product name or a part of a product name and click the **Search** button.

3. Click on the product's name to open its MSDS Detail page.

4. From the MSDS Detail page, you can see the MSDS Codes that are assigned to this product:
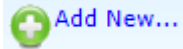
MSDS Code

Export to Excel   Edit

Facility Field	Facility Field Value
Kit	Inhib
SKU #	7842

5. If you would like to add or modify MSDS Codes, click the **Edit** button.
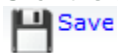   Edit

6. To add an MSDS Code:
    a. Click the **Add New…** button.
        Add New...
    b. Select a *Type*, then enter the *Value*

Type *	[▼]
Value	[ ]
Description	[ ]

    c. Click the **Save** button.
        Save

7. To edit an MSDS Code, first ensure that one exists. Please see the previous section to add an MSDS Code if none exist. Then:
    a. Click the **Edit** link to the left of the *Type* and *Value* entries for the MSDS Code that you'd like to modify.

Edit	Facility Field	Facility Field Value
Edit	Kit	Inhib
Edit	SKU #	7842

    b. Input the new *Value*.
    c. Click the **Save** button.
        Save