My Submissions

When you submit a document or a new revision online, it is not instantly visible to other website users. The My Submission user interface allows users to check the progress of their submission, monitor submission progress through the document lifecycle. Administrative users with appropriate permissions, can make documents fully visible, using the Publish Record button, before the system would normally make it available through standard processes.
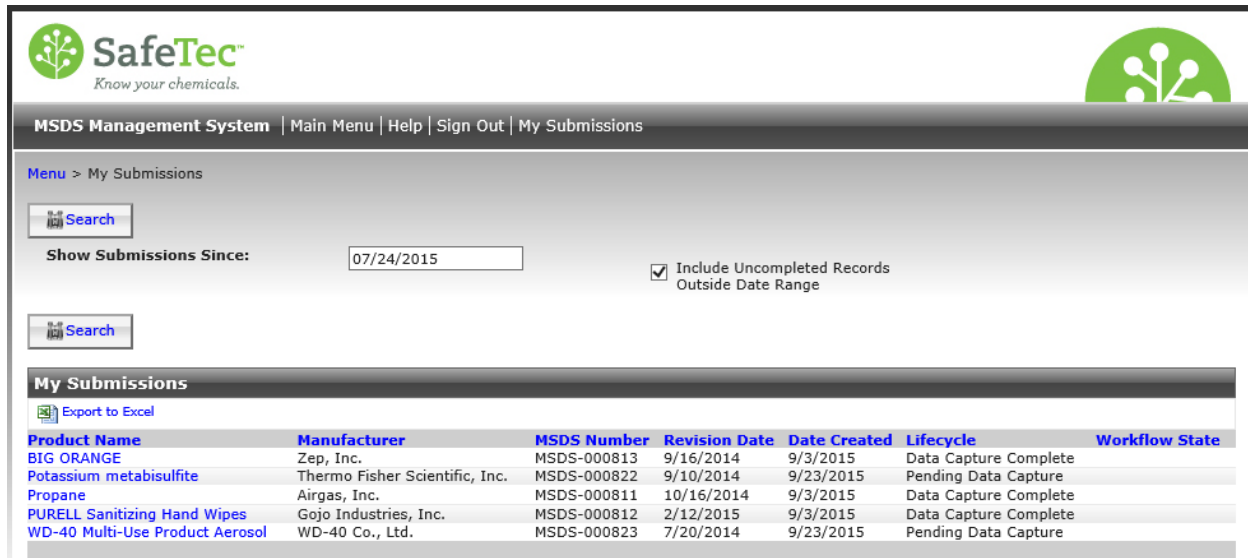
My Submissions Screen

Each time you submit a new document or a new revision, the SafeTec system now logs your submission into the system. You can view your submissions by clicking the **My Submissions** button found at the top of any screen in your website.
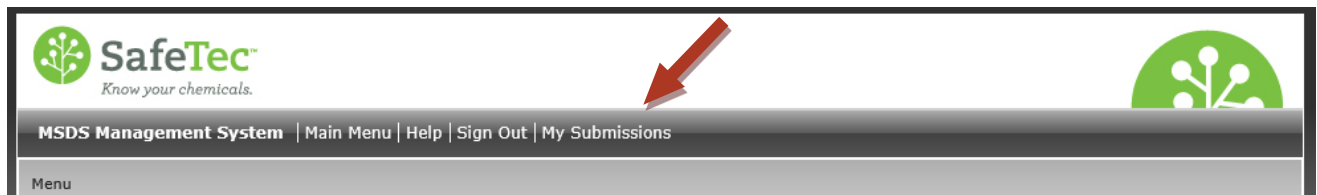
Upon clicking, the system will show you all the documents that have been entered into the system using the account you are currently logged in with. If you are using the Right-To-Know website instead of your own personal administrator account, you are sharing a user account with others who also use the website.
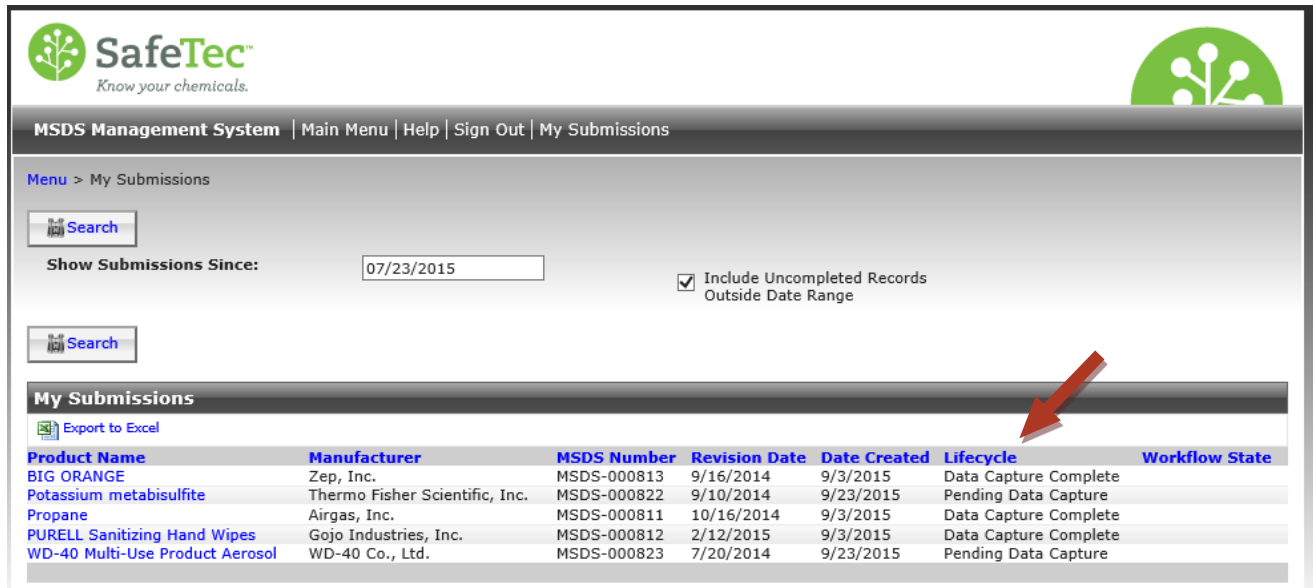
Lifecycle and Visibility

The Lifecycle refers to the path the document takes through our system processes. In particular, a significant amount of preprocessing is necessary before a document is "ready for prime time." The My Submissions page allows you to track the path the record takes through the system until then.

By adding a Lifecycle attribute to each record, we are able to configure additional tools in our system to aid in transparency and data analysis. This also allows us to prevent illegal system operations, such as submitting a New SDS Revision against a record that is still being processed, or from including an incomplete record in a report. The implementation of these safeguards will help prevent unintended operations.

In certain phases of the Lifecycle, the visibility of documents should be limited on our website. A document with limited visibility would typically not show up in (M)SDS Searches for most users.

Having mechanisms to control visibility is important so that users don't see SDSs returned in typical search results until they are completely processed. For example, let's say that a user submits a document. In some cases, EHS managers may not want general users to see the SDS record until after the document has been fully processed and the relevant data captured. On the other hand, we have heard from several customers that users also need a way to find and access records in between the time they submit them and the time it takes us to capture the data from the document.

On the My Submissions page, the *Lifecycle* information tells you the status of where SafeTec is with capturing data from the document submitted, which also impacts the visibility of the document to other website users. There are several different *Lifecycle* status. The primary two cases are:

- **Pending Data Capture**: This is a document that was only recently submitted. At this time, the document is not visible on the Right To Know website, the chemical is not included in reports, and the ability to Submit a New Revision of This (M)SDS on the (M)SDS detail page has become deactivated.
- **Data Capture Complete**: All the data that SafeTec captures from documents has been entered into our system, making the document visible and searchable based on various different fields on all websites. In addition, the chemical will also be included in reports, and the Submit a New Revision of This (M)SDS button on the (M)SDS Detail page will once again be active.
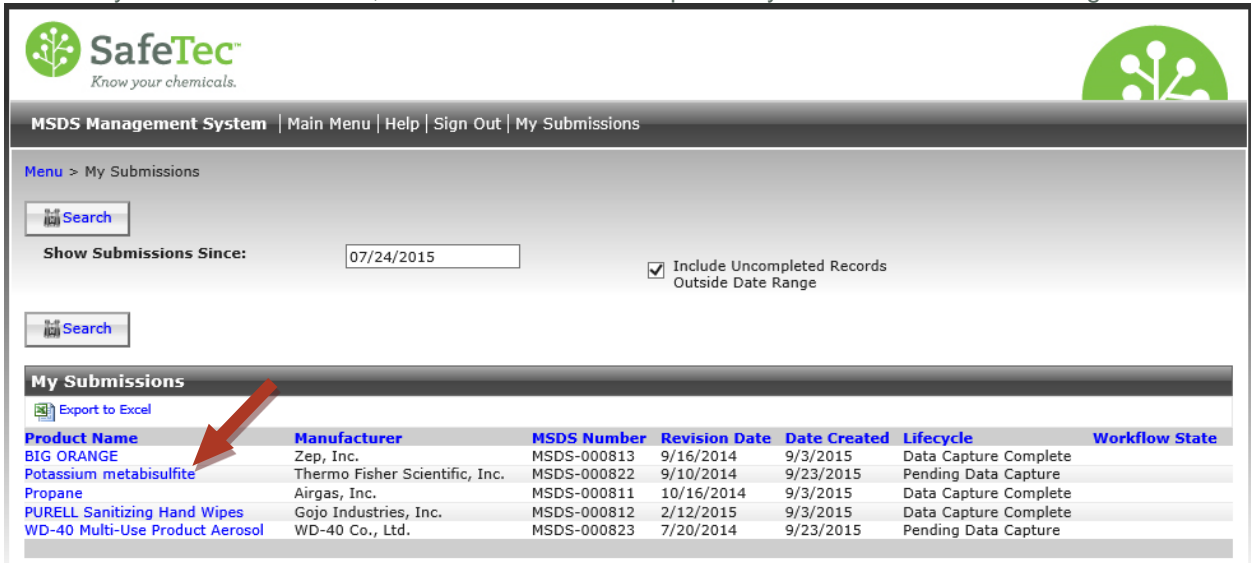
In addition, you might see the following *Lifecycle* status (not pictured above):

- **Blocked Data Capture**: There is an issue preventing data capture from being performed on a record. One common reason could be if your company has a workflow chemical review, as data capture may not happen until the chemical has been approved for use. If you do not have a workflow chemical review, and it has been greater than five days since you have made your chemical submission, please contact customerassistance@safetec.net, and they will look into the issue.

Publish Record

As talked about in the Lifecycle and Visibility section, if a chemical is still **Pending Data Capture**, it is not visible on the website and will not populate in a product search. If you need this chemical to be visible to other users, SafeTec has constructed a way to allow visibly before the data capture has been completed.

1. On the My Submissions screen, click the blue link of the product you are interested in making visible.

2. The website will open the chemical MSDS Detail page. Please note at the top of the page that it indicates that the record is still pending data capture. Click the **Publish Record** button.

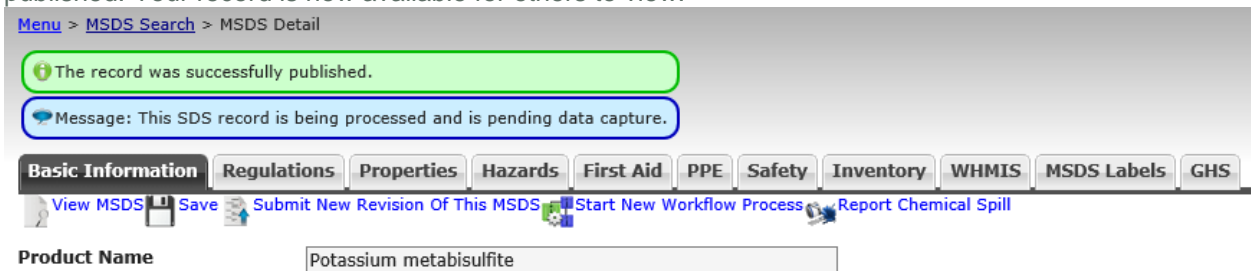3. The system will think for a brief moment, and then display a message saying that your record has been published. Your record is now available for others to view.
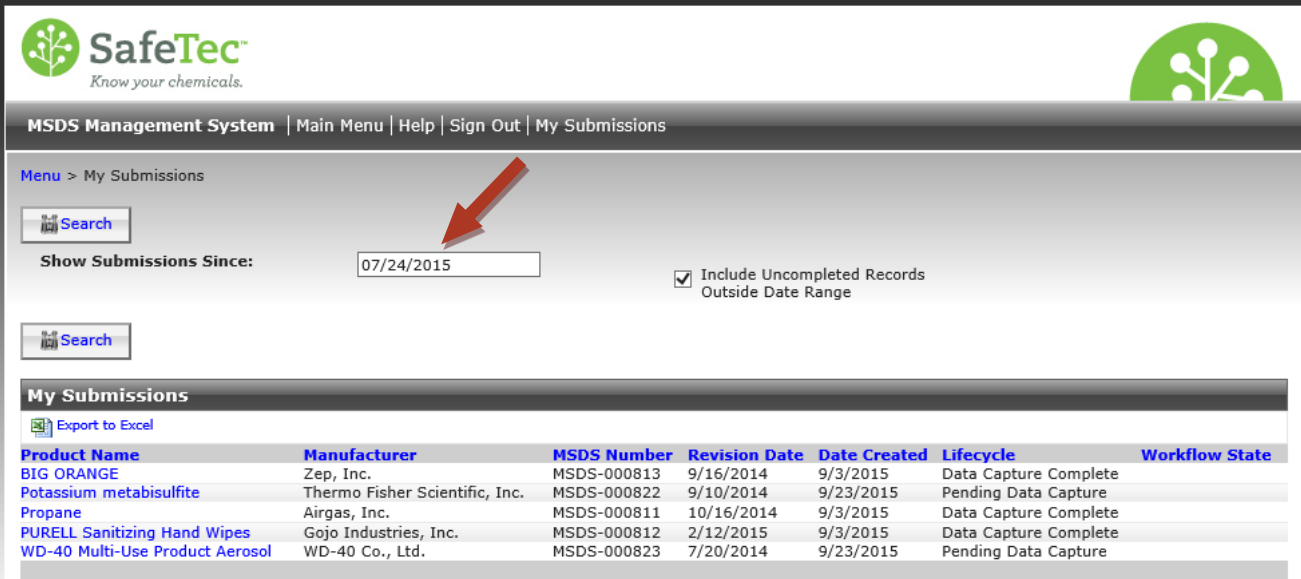
Search My Submissions

By default, the My Submissions page shows the documents you submitted in the last three months, and will include documents that have not completed outside of the date range.

Search by a Different Date Range

By default, the My Submissions page shows the documents you submitted in the last three months. If you would like to view documents you submitted prior to that time period, or if you would like to shorten the time period, SafeTec has included a Search to assist.

1. From the My Submissions screen, click in the *Show Submissions Since* box that contains a date.
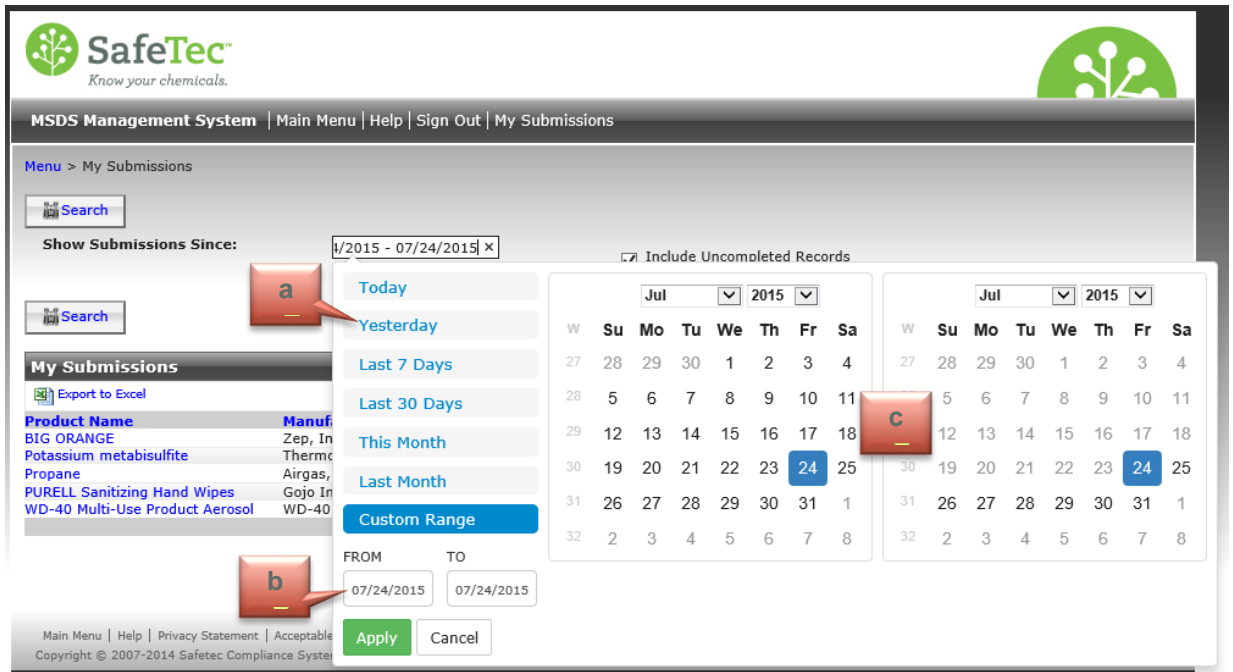
2. A pop up window will open that will allow you to adjust the date range. You have several options, including:
   a. Selecting one of the standard date range configurations SafeTec has developed, including today, yesterday, Last 7 Days, Last 30 Days, This Month, or Last Month. If you use one of these selections, the window will automatically close and the *Show Submissions Since:* will show your new date range.
   b. If you wish to create a custom data range, one option is to enter the information in the *Custom From* and *To* fields in the lower left of the pop up window. Your changes should be reflected on the calendar to the right. You will then have to click the Apply button to close this pop up window and to see your new date range in the *Show Submissions Since:* field.
   c. A third option is to navigate to your dates using the calendar. Start by setting a start month and year on the left calendar, and then clicking a start date. To complete the date range, click on the ending month and year at the top of the right calendar and click an ending date. Your changes should be reflected in the date ranges in the lower left. You will then have to click the Apply button to close this pop up window and to see your new date range in the *Show Submissions Since:* field.
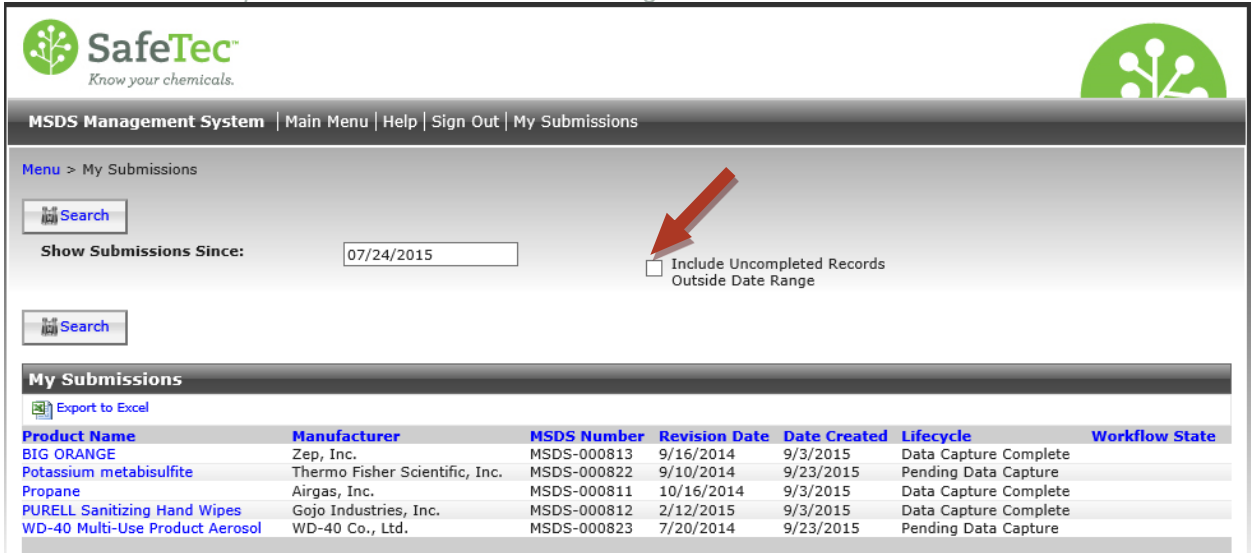
3. Click the Apply button, and the window will refresh with the documents you submitted between the date range specified.

Uncompleted Records Outside Date Range Search

By default, the *Include Uncompleted Records Outside Date Range* checkbox is checked. This allows any records outside of the specified data range without a Lifecycle status of not Data Capture Complete to display in the results. If you do not wish to see these records and instead limit your results to just the records submitted within the data range:

1. Uncheck the *Uncompleted Records Outside Date Range* checkbox.

2. Click the Search button.