

Operate Backup Data

SafeTec provides some form of backup (M)SDS data from SafeTec either quarterly, semi-annually, or yearly, depending on your contract. In the event of an emergency, this disc will allow you to access your entire (M)SDS library as it was at the time the backup was generated.

The information will be delivered to you as either a CD or DVD disc (depending on amount of data) or as an email with a clickable link to download a zip file. If you would prefer to receive this data electronically, please contact our Customer Assistance Team (customerservice@safetec.net) to sign-up for a digital download.

This how-to document will walk you through how to acquire and view your (M)SDS collection from the backup we send you.

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Digital Download Setup

1. You will receive an email with a subject line of **Backup Media Available for Download**. The message will state, "Your backup media is available. You can download from: [link to backup]. Thank you."
2. Please click the link provided.
3. A web browser will open and give you a brief description of the backup. Please read over this webpage before continuing. Pictured is an example of what the website might look like.

Your backup (M)SDS information is available. This digital download encompasses a catalog of the (M) SDSs assigned to your organization and/or facility. When saved to a media device, in the event of the loss of power or internet service, the information will allow you the ability to access your MSDS database for emergency situations.

Download all the zip files in a manner in which your web browser allows. This process may take several minutes. Once the download is complete, open each zip file and extract or copy all files in the zip file to another location, such as a media device. This process will be dependent on the software available on your computer, and may take several minutes.

Once complete, locate the index.html file and double click it to open in a web browser. This file will provide information regarding how to install and operate your (M)SDS information.

If you feel you have received our email in error, please contact Safetec at customerservice@safetec.net to update your contact information. We thank you for your business and as always our customer service department is available for any questions, Monday – Friday during business hours (Pacific Time).

3 file(s) found for this ID

[VOLUME 001.zip \(2.00 GB\)](#)
[VOLUME 002.zip \(2.00 GB\)](#)
[VOLUME 003.zip \(2.00 GB\)](#)






4. At the bottom of the page, there should be at least one link. Click on the link(s) to begin downloading your backup as a zip file. This process can take several minutes to complete.

3 file(s) found for this ID

[VOLUME 001.zip \(2.00 GB\)](#)
[VOLUME 002.zip \(2.00 GB\)](#)
[VOLUME 003.zip \(2.00 GB\)](#)

- a. Depending on your web browser, it will either automatically be saved to a designated location, or it may prompt you to select a location.
- b. If there is no link, the bottom will read, "Sorry this ID is no longer valid." If this happens, it has been over six months since the email was sent to you and the contents have expired. You should have received another backup notification, or contact SafeTec at customerservice@safetec.net for assistance.

5. A zip file is a condensed package of data, and it must be unzipped before it can be used. Locate the zip file that was downloaded to your computer and double click on it to open.
 - a. If the file does not open, contact your IT department to acquire zip file software.
6. The backup does not function when it is zipped, so it must be unpackaged and stored in a new location on your system. In your computer's file directory using Windows Explorer, navigate to a second location and create a folder to copy the contents of the zip file to. This could be on your hard drive, a network drive, or an external drive.
 - a. If you have multiple volumes, the contents of the additional volumes must be added to the same directory as volume 1. To do this:
 - i. Open up each additional volume and navigate to the Data\Document folder so that you see multiple numbered folders.

 28	1/23/2015 12:15 PM	File folder
 30	1/23/2015 12:17 PM	File folder
 31	1/23/2015 12:19 PM	File folder
 32	1/23/2015 12:23 PM	File folder
 33	1/23/2015 12:23 PM	File folder
 - ii. Copy all of these folders into the Volume_001\Data\Document location.
 - iii. Repeat for any additional volumes you may have.
7. Copy the files inside the zipped file to your new folder.

Once you have completed these steps, skip down to the [Basic Use](#) section of this document.

Backup Disc Setup

Insert the disc labeled Volume 1 into a compact disc drive. If it does not automatically open to display the files on the disc, open your computer's file directory using Windows Explorer and navigate to the disc. If you insert a disc that is not Volume 1, it will not automatically open, and the contents of the disk will only contain two files, which is not enough to operate the backup system.






To speed up performance, SafeTec recommends you copy the contents of the disc(s) to your hard drive, a network drive, or an external drive. However, this step is not necessary in order to operate and access your safety sheets if you only have one volume.

Backup Disc Setup – Multiple Volumes

If you have multiple volumes, the contents of all the volumes must be combined into one location. To do this:

1. Save the contents of Volume 1 to your hard drive, a network drive, or an external drive.

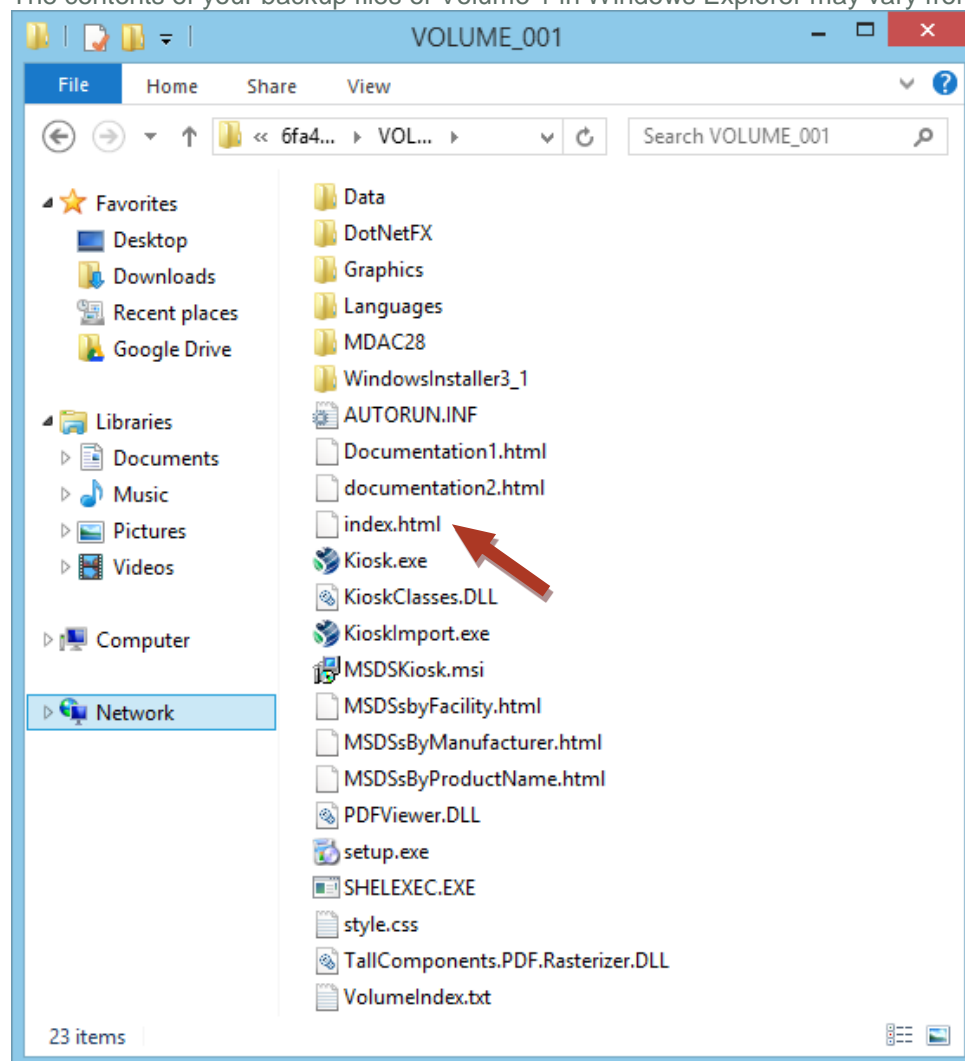
2. Open up each additional volume and navigate to the Data\Document folder so that you see multiple numbered folders.

 28	1/23/2015 12:15 PM	File folder
 30	1/23/2015 12:17 PM	File folder
 31	1/23/2015 12:19 PM	File folder
 32	1/23/2015 12:23 PM	File folder
 33	1/23/2015 12:23 PM	File folder

3. Copy all of these folders into the Volume_001\Data\Document location.
4. Repeat for any additional volumes you may have.

Basic Use

The contents of your backup files of Volume 1 in Windows Explorer may vary from the following graphic:



With the contents of your backup open in Windows Explorer, double click on the **index.HTML** file. The file will open in a web browser, but will be accessing the files provided by SafeTec instead of the internet. As a result, this method of viewing your (M)SDSs does not require an internet connection to work.

The web page that opens has:

- Links to search for MSDSs by Product Name, Manufacturer, or Facility
- Links to install Kiosk software (not required but does provide some additional search functions)
- Documentation
- Helpful Hints
- Purpose of the MSDS Backup Media
 - Suggestions of use
 - System requirements
- MSDS Backup Disk Contents

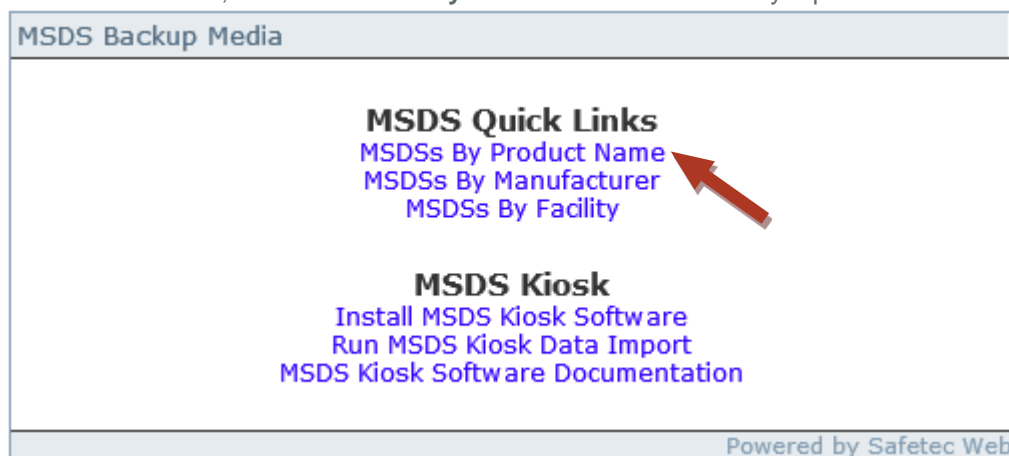
We recommend you read this web page before continuing.

MSDS Quick Links

The MSDS Quick Links displays a list of your chemicals as a list for you to scroll through. It does not require you to install any software to view the corresponding (M)SDS documents. There are three methods provided: [MSDS by Product Name](#), [MSDS by Manufacturer](#), and [MSDS by Facility](#).

Search for MSDSs by Product Name

From the **index.HTML** window, click on **MSDSs by Product Name** at the very top.



The website view will change. It will contain a list of all your (M)SDSs on one webpage with all of your chemicals in alphabetical order. It will look something like this:

MSDS Document List

Click on the Product Name to display the MSDS.

Product Name	Manufacturer	Revision	Product Numbers	CD#
1,4-BUTANEDIOL	ISP TECHNOLOGIES [GAF]			1
A/Sun MCD B/Side Yellow AAMGW2839018/D947	Sun Chemical	1/13/2009		1
Acetone	Ashland (Valvoline)	10/8/2013	AC29680000, AC296782500, R0004335, Product code: 20505, MSDS Number: R0004335, MSDS No: 315.0004335- 001.001, MSDS No.: R0004335, 999.0004335- 009.005, 20512, 20505	1
Acetone	Ashland (Valvoline)			1
Airflex EF9100 Emulsion	Wacker Chemie AG	3/28/2008		1
Test	ChrisTest	6/3/2014		1

This list provides you information including the Product Name, Manufacturer, Revision date of the (M)SDS if known, Product Numbers if captured, and the CD# the (M)SDS document is located on.

Clicking on a product name on the right should open up the (M)SDS for you to view in PDF viewing software or image viewing software. If you have issues viewing the document, try the following for troubleshooting:


- If the file is giving you a software error, you may not have any PDF viewing software or image viewing software installed. Please contact your IT department.
- If you are receiving a document not found error:
 - Is the name of the chemical on the MSDS Document List in all lower case letters? If so, this indicate that there was an inventory in which the chemical was found, but no (M)SDS was submitted. Therefore, this chemical does not have a document for viewing.
 - Is the chemical document located on a different CD#? If so, all volumes of the backup must be correctly stored in one location. Please review how to [configure a digital download](#) or a [multiple disk backup](#), depending on which one you are working with.
 - When you attempt to open the (M)SDS, look at the URL. In particular, look at the information starting at Data, which is a folder within the backup. The URL after the word Data is a path that you can navigate to the file location on the backup. If the file is not there, contact customerservice@safetec.net.

Search for MSDSs by Manufacturer

From the **index.HTML** window, click on **MSDSs by Manufacturer** at the very top.

MSDS Backup Media

MSDS Quick Links

[MSDSs By Product Name](#)
[MSDSs By Manufacturer](#) 
[MSDSs By Facility](#)

MSDS Kiosk

[Install MSDS Kiosk Software](#)
[Run MSDS Kiosk Data Import](#)
[MSDS Kiosk Software Documentation](#)

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The website view will change to display basic information regarding your chemicals. However, this time it will be alphabetical by Manufacture and then Product name.

MSDS Document List

Click on the Product Name to display the MSDS.

Product Name	Manufacturer	Revision	Product Numbers	CD#
Acetone	Ashland (Valvoline)	10/8/2013	AC29680000, AC296782500, R0004335, Product code: 20505, MSDS Number: R0004335, MSDS No: 315.0004335- 001.001, MSDS No.: R0004335, 999.0004335- 009.005, 20512, 20505	1
Acetone	Ashland (Valvoline)			1
Test	ChrisTest	6/3/2014		1
1,4-BUTANEDIOL	ISP TECHNOLOGIES [GAF]			1
A/Sun MCD B/Side Yellow AAMGW2839018/D947	Sun Chemical	1/13/2009		1
Airflex EF9100 Emulsion	Wacker Chemie AG	3/28/2008		1

Clicking on a product name on the right should open up the (M)SDS for you to view in PDF viewing software.

This list provides you information including the Product Name, Manufacturer, Revision date of the (M)SDS if known, Product Numbers if captured, and the CD# the (M)SDS document is located on.

Clicking on a product name on the right should open up the (M)SDS for you to view in PDF viewing software or image viewing software. If you have issues viewing the document, try the following for troubleshooting:

- If the file is giving you a software error, you may not have any PDF viewing software or image viewing software installed. Please contact your IT department.


- If you are receiving a document not found error:
 - Is the name of the chemical on the MSDS Document List in all lower case letters? If so, this indicate that there was an inventory in which the chemical was found, but no (M)SDS was submitted. Therefore, this chemical does not have a document for viewing.
 - Is the chemical document located on a different CD#? If so, all volumes of the backup must be correctly stored in one location. Please review how to [configure a digital download](#) or a [multiple disk backup](#), depending on which one you are working with.
 - When you attempt to open the (M)SDS, look at the URL. In particular, look at the information starting at Data, which is a folder within the backup. The URL after the word Data is a path that you can navigate to the file location on the backup. If the file is not there, contact customerservice@safetec.net.

If you wish to view the list sorted by product name instead, click on the **Product Name** link at the very top. You can switch back to sorting the chemicals sorted by manufacturer by clicking **Manufacturer**.

MSDS Document List

Click on the **Product Name** to display the MSDS.

Product Name	Manufacturer	Revision	Product Numbers	CD#
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Search for MSDSs by Facility

From the **index.HTML** window, click on **MSDSs by Facility** at the very top.

MSDS Backup Media


MSDS Quick Links

[MSDSs By Product Name](#)
[MSDSs By Manufacturer](#)
[MSDSs By Facility](#)

MSDS Kiosk

[Install MSDS Kiosk Software](#)
[Run MSDS Kiosk Data Import](#)
[MSDS Kiosk Software Documentation](#)

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The website view will change to display the names of your facilities if you have them configured within our system. Clicking on a facility name will then display the chemicals assigned to that location, and they will be sorted by product name. You cannot switch the sort order by manufacturer in this view. Clicking on a product name on the right should open up the (M)SDS for you to view in PDF viewing software or image viewing software.

MSDS Kiosk

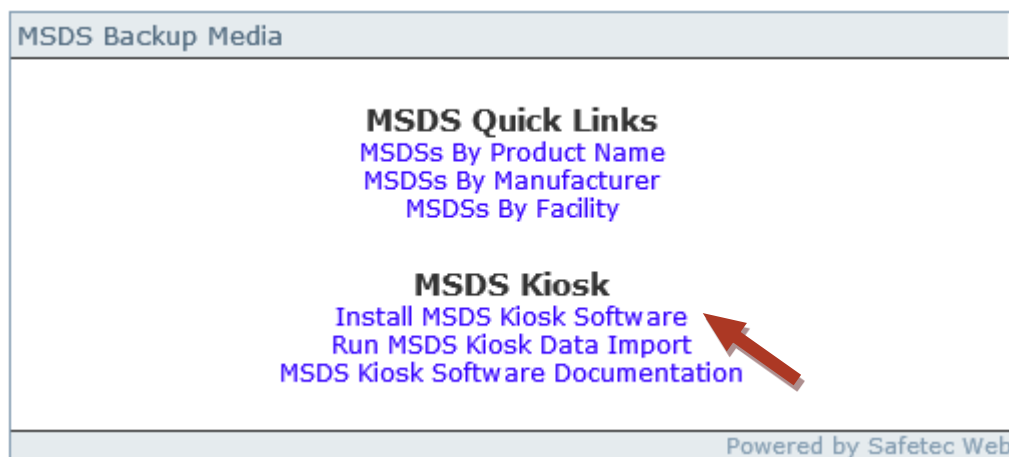
As part of the backup, SafeTec does include some software called the MSDS Kiosk. This software has to be installed in order to use it, but it does provide a basic search functionality for your (M)SDSs instead of the list view the [MSDS Quick Links](#) provided. The downside to this software is that it does not have a method for you to view the entire list of chemicals, so if you are unsure of a name in the system, you may not find it without a list.

Please note this is not the recommended way to use your backup disc. SafeTec highly recommends using the HTML File method above.

If your backup includes multiple zip files or multiple disks, the contents of those backups must be correctly stored in one location. Please review how to [configure a digital download](#) or a [multiple disk backup](#) before working with the MSDS Kiosk.

Install MSDS Kiosk Software and MSDS Kiosk Software Documentation

Click on the **Install MSDS Kiosk Software** link.



Depending on your computer, it should try to run and install the software on your computer and place an icon on your desktop when it has completed. If you need assistance, there is more information provided in the **MSDS Kiosk Software Documentation** link on the web page. This link also includes information regarding how to install the MSDS Kiosk to a network instead of a computer.

Please note that the MSDS Kiosk only works on Windows computers, so it cannot be installed to a Mac computer or any tablet or smart phone. It also requires at least 30 MB of disc space on your computer or network, plus sufficient space to access the (M)SDS document.

Run MSDS Kiosk

To run the MSDS Kiosk once it has been installed, double click the icon it placed on your desktop. The icon should look like the picture on the right.

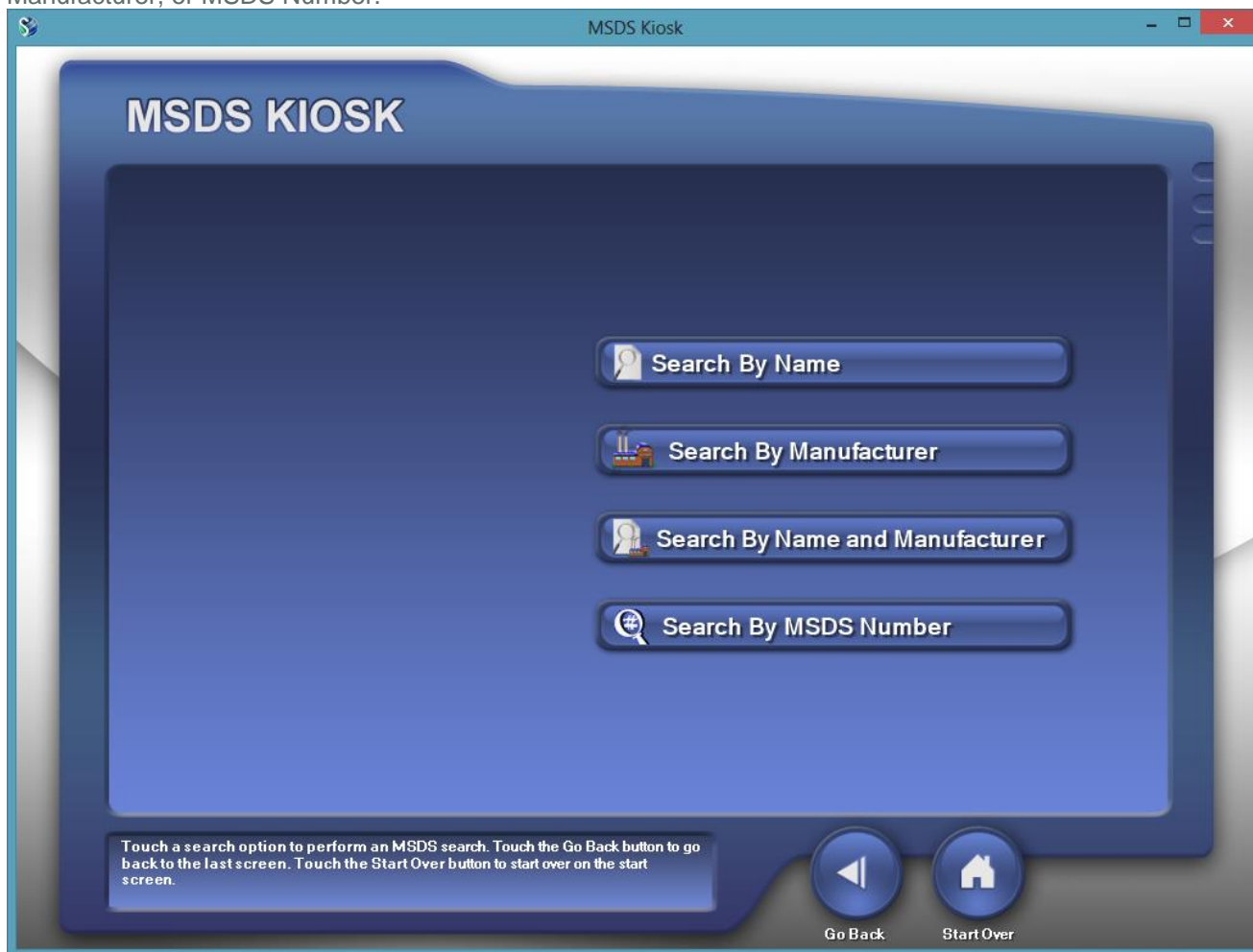
The MSDS Kiosk will launch and will look like the following:



From this main page, there are four buttons. In the main part of the screen, you can **Start MSDS Search** or view and print the OSHA Employee Workplace Rights by clicking the **More Information** button. The remaining two buttons at the bottom of the screen include **Go Back** and **Start Over**. These two buttons are accessible from any screen in the software. The **Go Back** button will navigate you back to the previous screen you were on. The **Start Over** button will bring you to this opening screen.

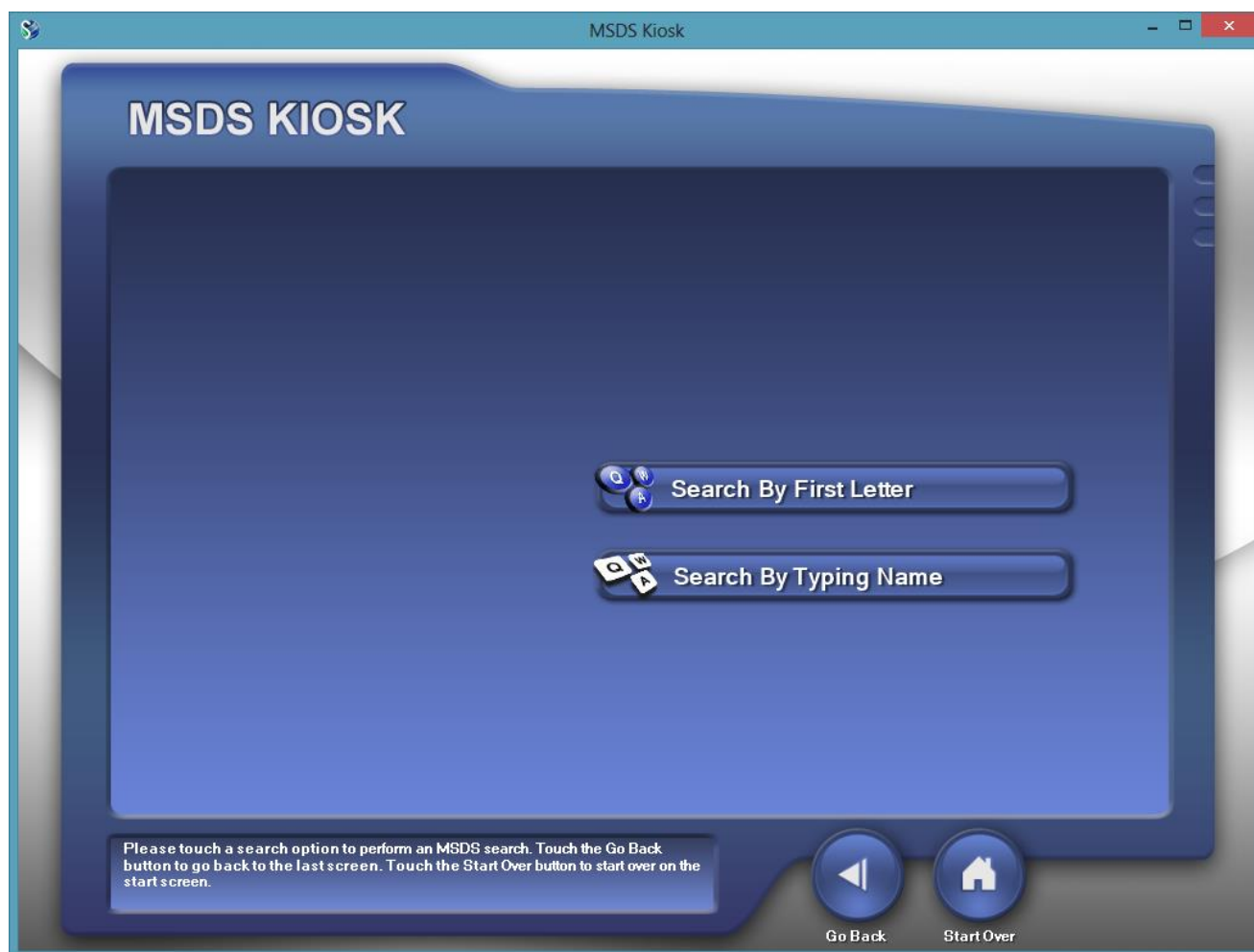
Search for (M)SDSs using the MSDS Kiosk

From the MSDS Kiosk opening screen, click the **Start MSDS Search** button. It should take you to a window that will allow you to select how you want to search, be it by chemical Name, Manufacturer, Name and Manufacturer, or MSDS Number.



Search by Name

The **Search by Name** button will allow you to conduct a chemical search via a **Search By First Letter** method or **Search By Typing Name** method.



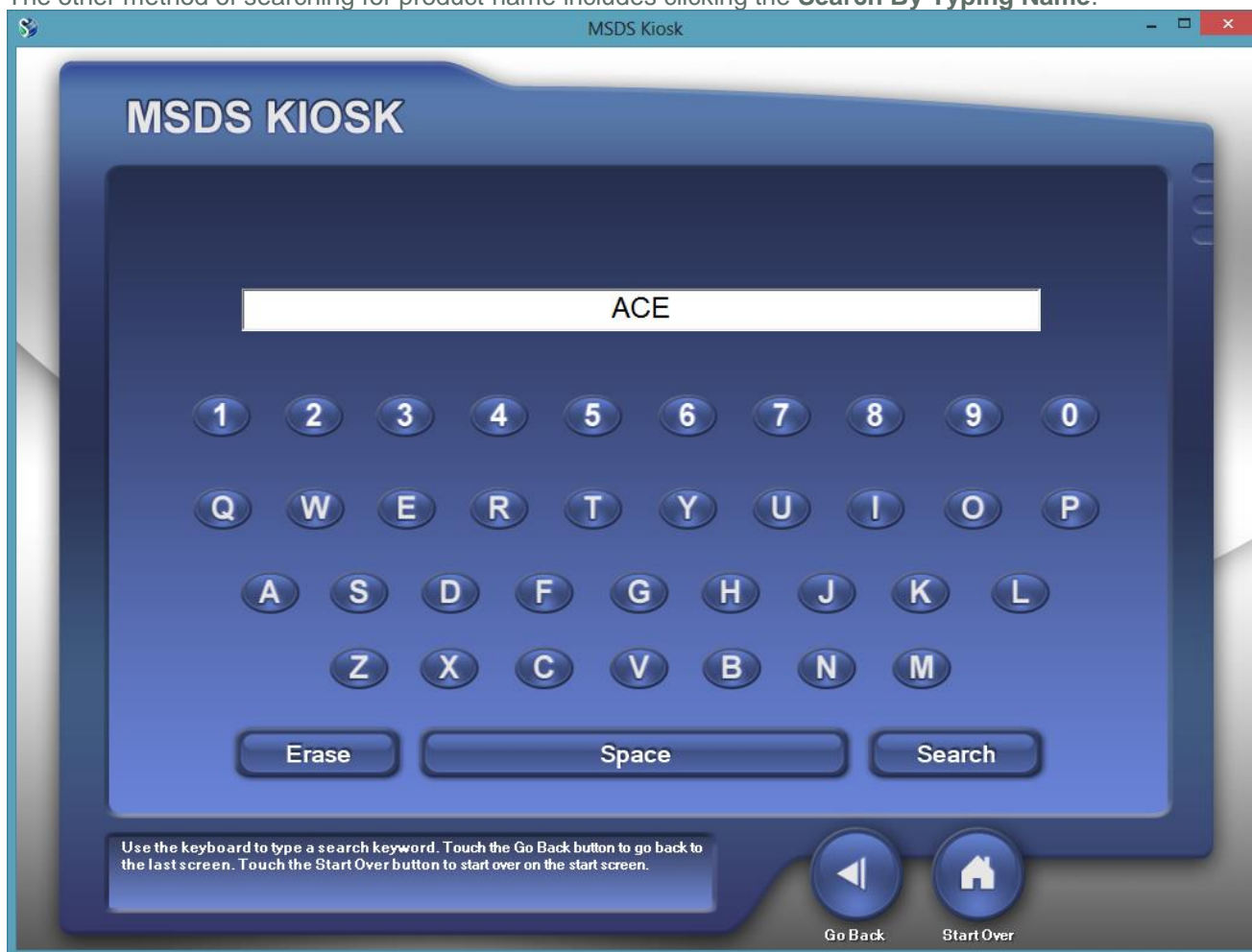
Clicking **Search By First Letter** will allow you to click a letter from an alphabet provided in the margins, or you can switch to a keyboard view by clicking the **Keyboard** button at the bottom of the screen. This will display a keyboard and allow you to click on a letter, but will not accept actual input from a keyboard. Selecting a letter will then retrieve all chemicals that start with that letter and display their Product Name, MSDS Number, Manufacturer, document Revision Date, and if they are active or archived for your company.



If there are no chemicals that start with the letter selected, the lower left corner of the screen will display the message, "No MSDSs were found with the letter you selected."

If you do not see the chemical you are looking for, you will have to click the **Go Back** button and start a new search. Clicking on another letter in this screen will not change the current results.

The other method of searching for product name includes clicking the **Search By Typing Name**.

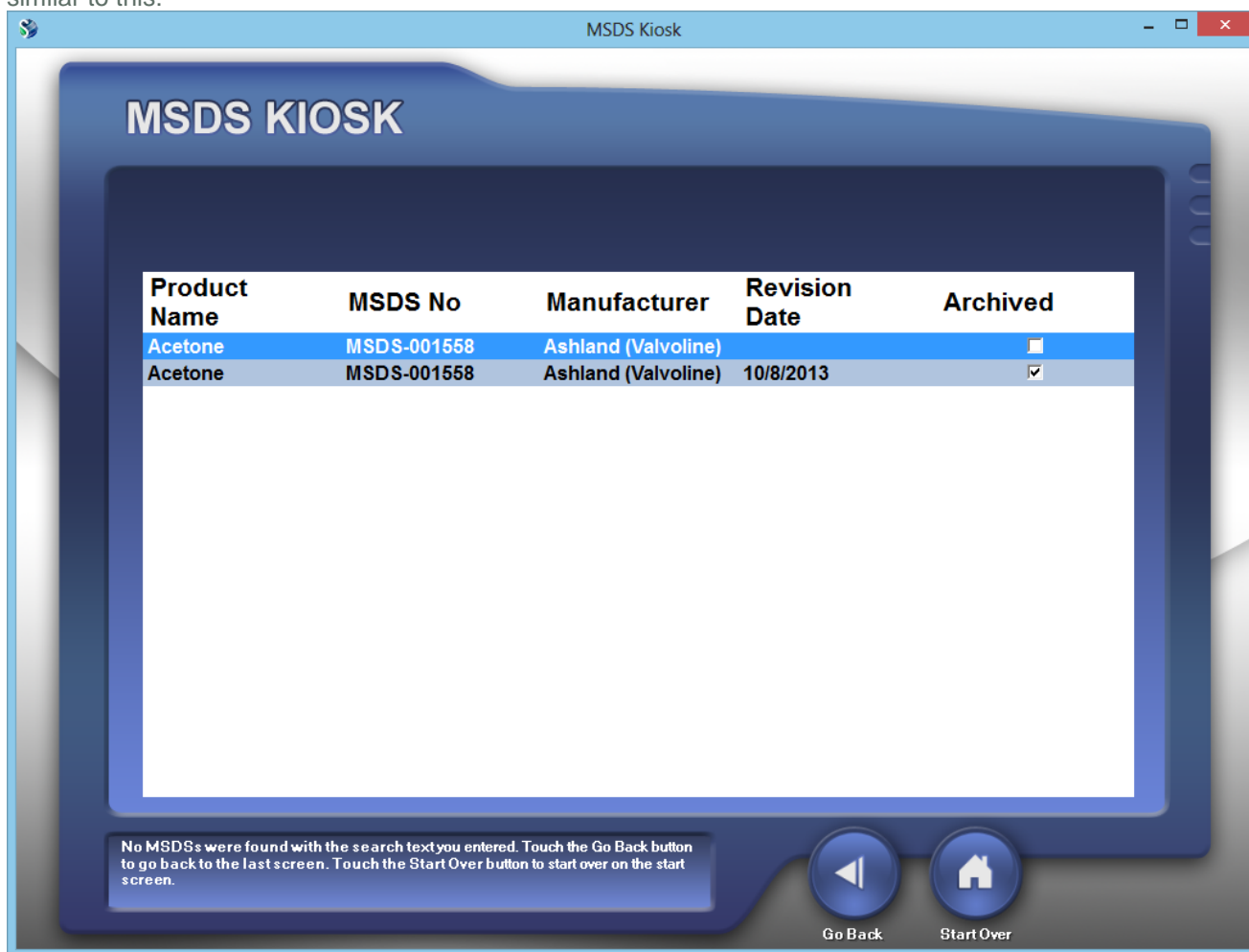


This method of input does accept keyboard entry. You can enter in a partial name and click the **Search** button. It will then display the search results. If there are no results, click the **Go Back** button and start your search again.

Just like using the **Search By First Letter**, the **Search By Typing Name** results will display all the products with the specified letters in the name along with MSDS Number, Manufacturer, document Revision Date, and if they are active or archived for your company.

Search Results

Once you have conducted your product search and have the search results, you will see a screen that looks similar to this:



To better view your results, each of the columns can be widened by hovering your mouse between the column headings to change your mouse cursor to a double arrow. You can then click and drag the columns wider or narrower.

Clicking anywhere on a record from this screen will take you to another screen with lots of data options for that chemical. This includes:

- Verifying the chemical selected
- View the MSDS Document
- Print the MSDS Document
- Get First Aid Information
- Get Personal Protection Information
- Get Label Information
- Get Spill Measures/Handling Information

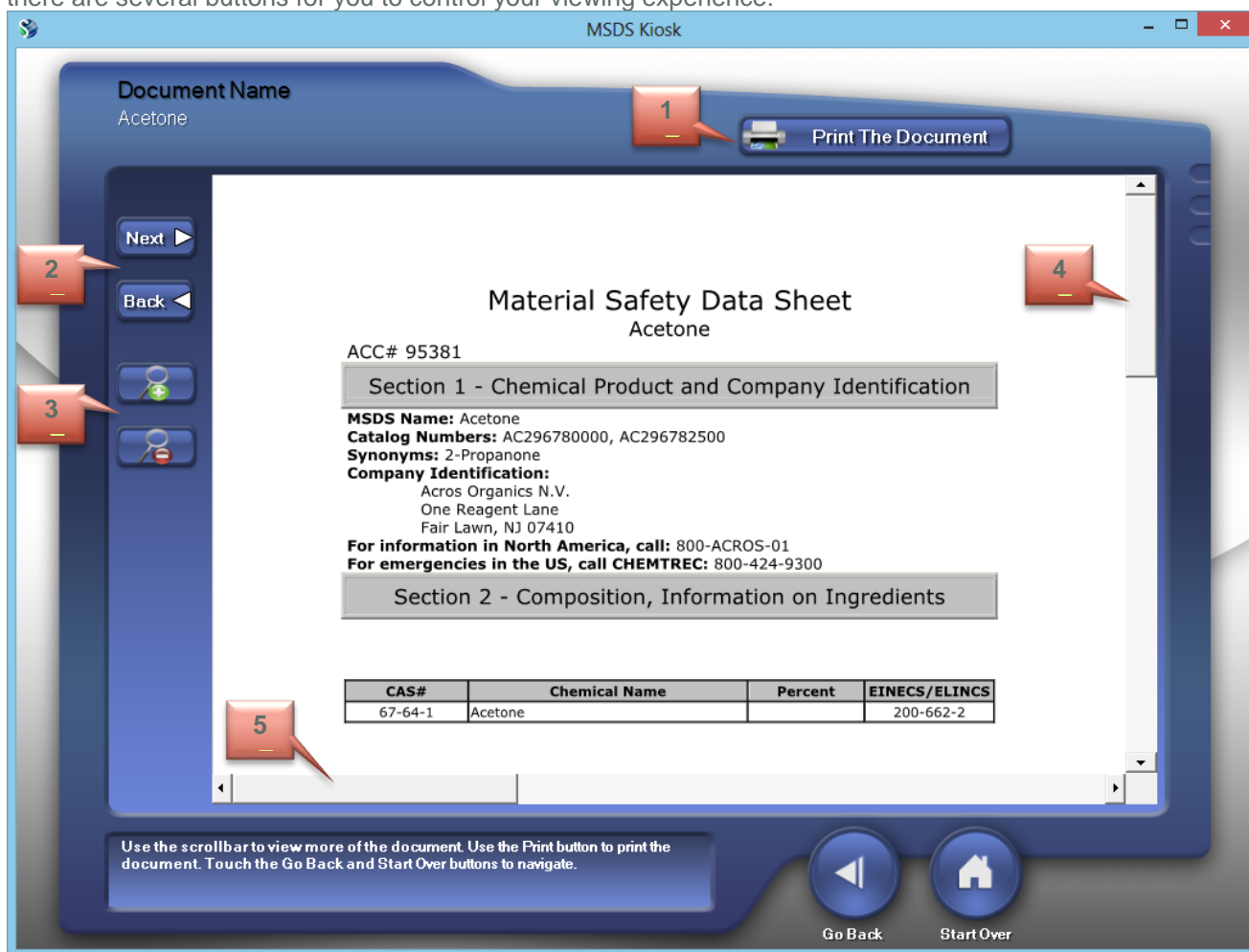
- Get Fire Fighting Information
- View Record Details



You will be able to **View the MSDS Document** and **Print the MSDS Document**. However, the remaining buttons may not show any data when clicked depending on your SafeTec data package. Please contact customerservice@SafeTec.net if having access to these data sets is of interest to you.

View the MSDS Document

Clicking on the **View MSDS Document** will open the document in the MSDS Kiosk window. In that window, there are several buttons for you to control your viewing experience:

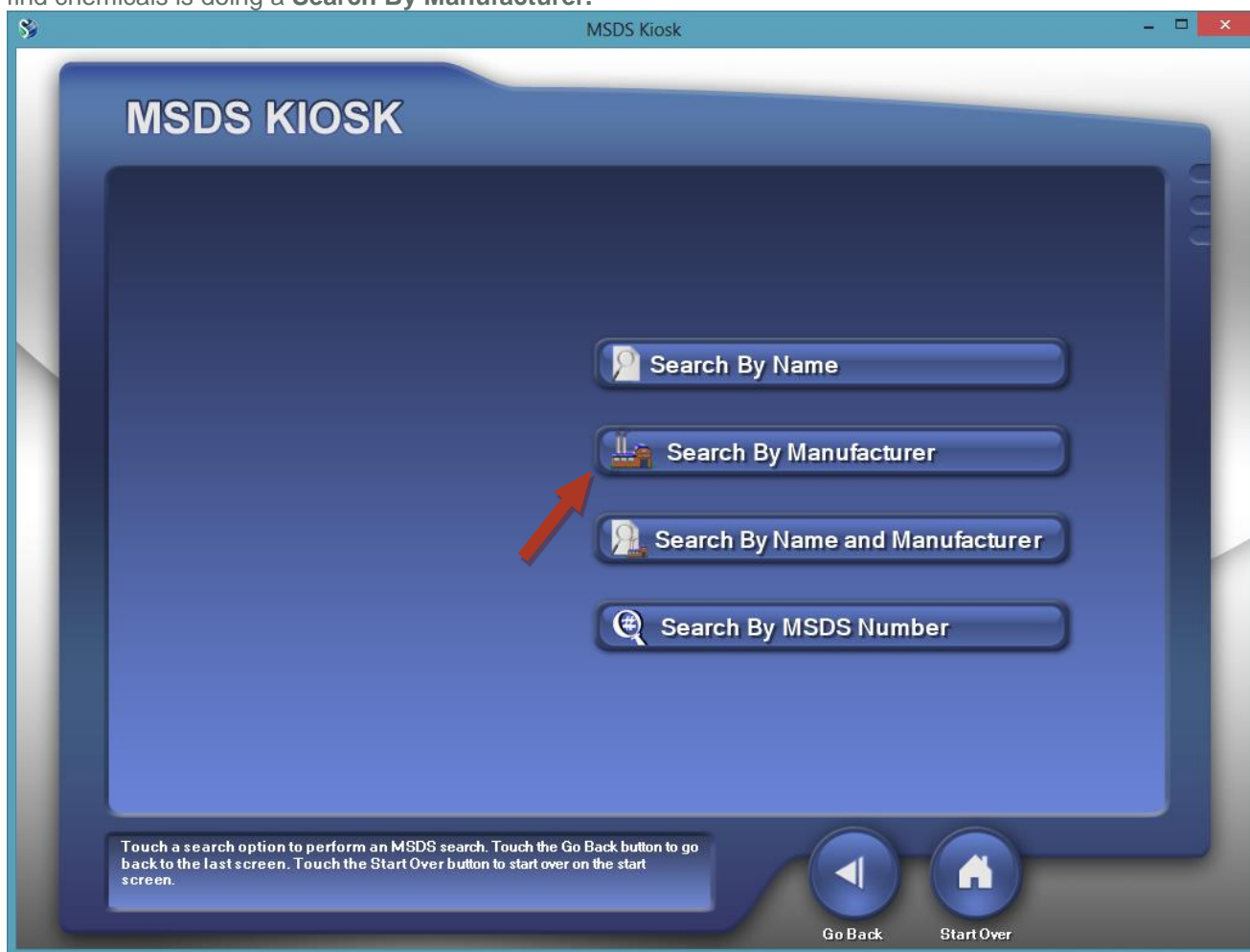


1. **Print the Document** allows you to create a paper copy of the document displayed.
2. The **Next** and **Back** buttons allow you to advance to additional pages in the document and back.
3. The **Green Magnifying Glass** button will zoom in and enlarge the image within the window. The **Red Magnifying Glass** will zoom out and shrink the image within the window.
4. The vertical scrollbar will allow you to move up and down to see more of the page.
5. There is also a horizontal scrollbar to move side to side to view the screen. This is very useful when using the green magnifying glass button.

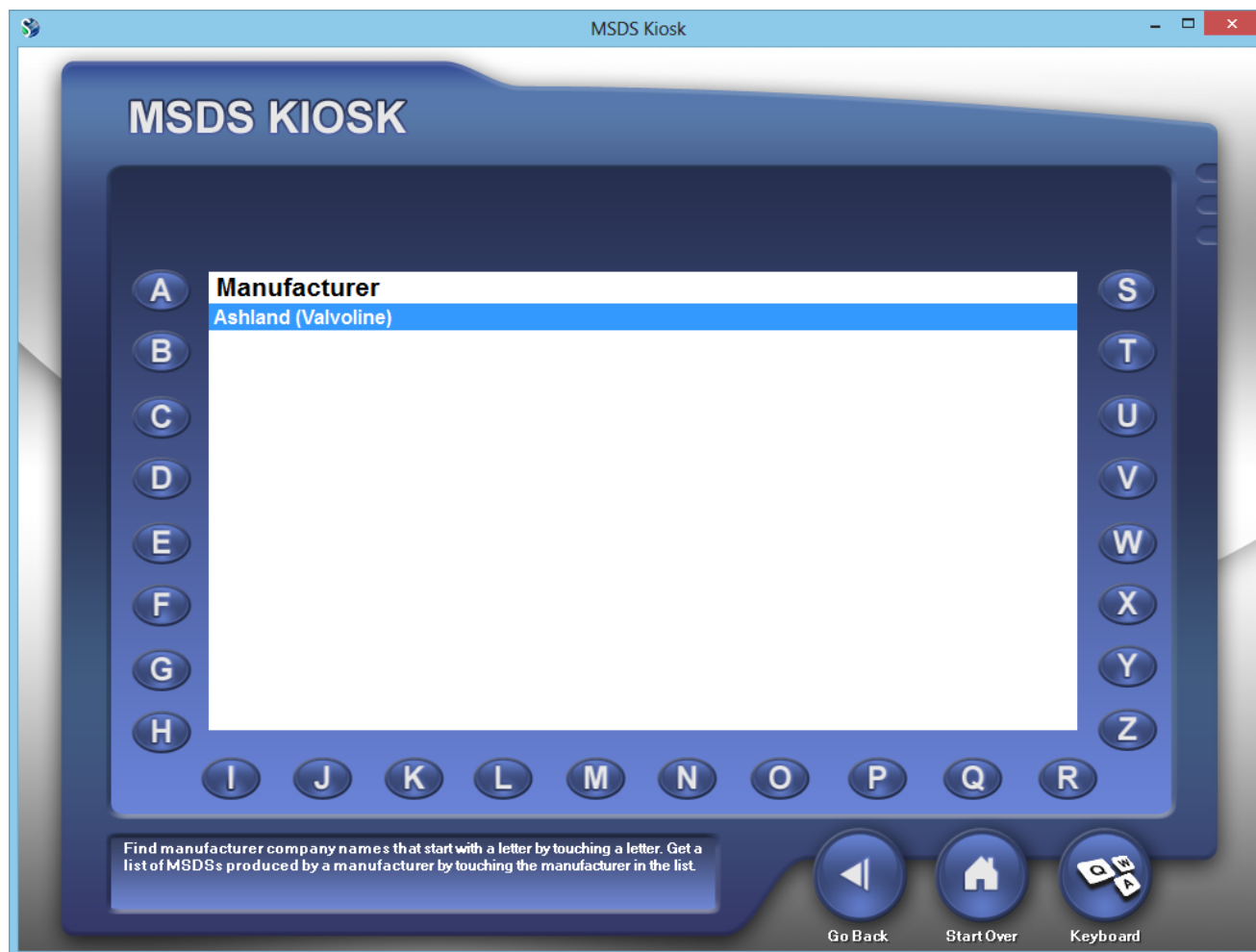
When you are finished viewing this document, you can use the **Go Back** or **Start Over** buttons to navigate to other screens.

Search by Manufacturer

From the opening MSDS Kiosk screen, after clicking the **Start MSDS Search** button, an alternative method to find chemicals is doing a **Search By Manufacturer**.



This search method will open up a screen that will allow you to click a letter from an alphabet provided in the margins, or you can switch to a keyboard view by clicking the **Keyboard** button at the bottom of the screen and clicking a letter that way. Selecting a letter will then retrieve all manufactures that start with that letter. If there are no manufactures that start with the letter you selected, click the **Go Back** button to start your search again.



When your search displays the name of the manufacturer you want to view, click on the name. This will then display all the products you have in your catalog made by this manufacturer. You can then follow the [Search Results](#) and [View the MSDS Document](#) instructions discussed earlier, as the software will behave the same as if you had conducted a **Search By Product Name**.

Other Methods of Searching for (M)SDSs

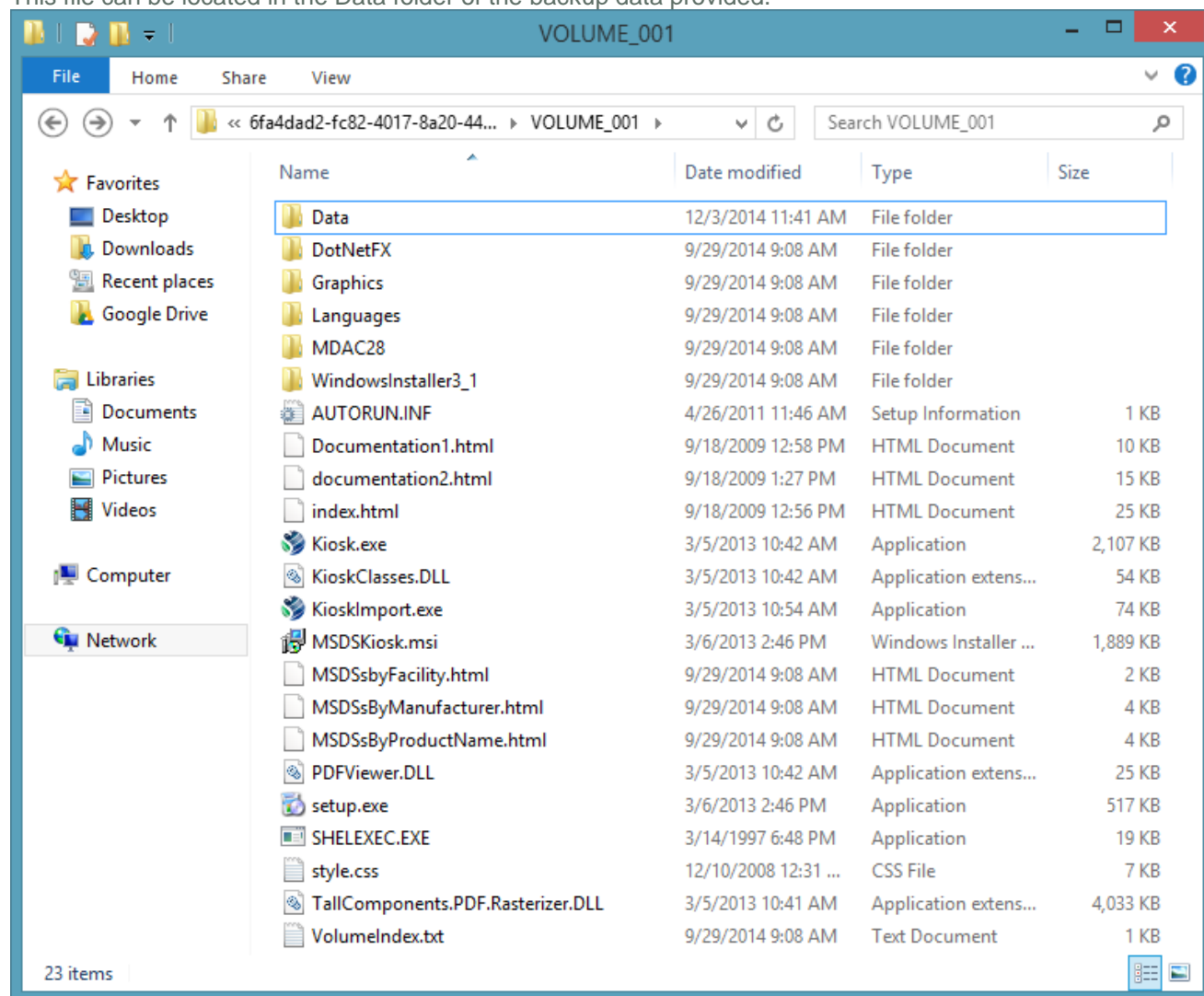
From the MSDS Kiosk, the **Start MSDS Search** button also offers the ability to **Search By Name and Manufacturer** or **Search By MSDS Number**.

The **Search by Name and Manufacturer** method starts by asking for a manufacturer's name and then providing a list of products in your catalog made by that manufacturer for you to select.

The **Search by MSDS Number** method brings up a keyboard that allows you to enter in the SafeTec (M)SDS Number if you know it. This method is very useful if there are many chemicals with the same name and manufacturer, and you want to ensure that you are looking at a specific (M)SDS.

Access Database

As part of the data provided with your download, SafeTec does provide an Access database of your (M)SDSs. This file can be located in the Data folder of the backup data provided.



Print All (M)SDSs

The backup provided does not have a method to print all (M)SDSs from it, as it is intended for you to use your (M)SDSs on a computer with the search functionality provided rather than on paper. Your SafeTec (M)SDS website may already have the capability to print all your (M)SDSs as part of the Binder feature or the Basket feature. If you find you do not have these features, or need assistance using them, please contact customerservice@safetec.net.