

Reactivate Archived MSDSs

There are two ways to activate MSDSs that have been previously archived:

UNARCHIVING AT THE MSDS LEVEL

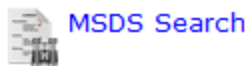
1. Activating at the MSDS level will unarchive the MSDS for all facilities. There may be a case where the MSDS is marked as archived at the facility level, and in that case it will need to be unarchived at that level as well (see below).

UNARCHIVING AT THE FACILITY LEVEL

2. Activating at the facility level will unarchive the MSDSs for only one facility. This will allow other facilities to remain archived for other facilities. If the MSDS is archived at the MSDS level (see above), it needs to be unarchived there as well for the document to show up in the active search.

Archiving at the MSDS Level

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




2. Search for the MSDS that has been archived.

Product Name	acetone
Manufacturer	
MSDS Number	

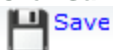
3. Click on the MSDS that needs to be unarchived.

MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
	Acetone	Thermo Fisher Scientific	10/8/2004	MSDS-000583

4. Click the **Active / Archived Status** drop down menu and change it to *Active*.

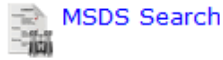
Product Name	Acetone
Manufacturer	Thermo Fisher Scientific
Revision Date	10/8/2004
MSDS Number	MSDS-000583
Common Names	
Active / Archived Status *	Archived 

5. Click **Save** to update the MSDS record.



Unarchiving at the Facility Level

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



2. Click on the MSDS that needs to be reactivated.

Product Name

Manufacturer

MSDS Number

3. Click on the MSDS that needs to be unarchived.

MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
	Acetone	Thermo Fisher Scientific	10/8/2004	MSDS-000583

4. In the MSDS Facilities section click **Edit**.



MSDS Facilities			
	Export to Excel		Edit
Facility	Sub Location 1	Sub Location 2	Archived
Facility A	Room 1		<input type="checkbox"/>
Facility B			<input type="checkbox"/>
Facility C			<input type="checkbox"/>
Facility D			<input checked="" type="checkbox"/>

5. Click the **Edit** link next to the facility that needs to be unarchived.

Edit	Facility Name	Sub Location 1	Sub Location 2	Approval Type	Archived
Edit	Facility A	Room 1			<input type="checkbox"/>
Edit	Facility B				<input type="checkbox"/>
Edit	Facility C				<input type="checkbox"/>
Edit	Facility D				<input checked="" type="checkbox"/>

6. Click the **Active / Archived Status** drop down menu and change it to *Active*.

Basic Information

 Save  Go Back



Basic Information

Facility
Facility D

Sub Location 1

Sub Location 2

Approval Type

Active / Archived Status
Archived  

Date Archived

Status Date

Start Date

End Date

7. Click **Save** to update the MSDS record.



8. On the MSDS detail page, the MSDS will now be active at that facility.

MSDS Facilities

 Export to Excel  Edit

Facility	Sub Location 1	Sub Location 2	Archived
Facility A	Room 1		<input type="checkbox"/>
Facility B			<input type="checkbox"/>
Facility C			<input type="checkbox"/>
Facility D			<input type="checkbox"/>