

# Search for (M)SDSs

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Below are a few examples of how the (M)SDS search page can be used:

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## Product Name Searches

Customers can search for product names, synonyms, and common names by entering information into a product name search. This means that even though you are entering a search into one field, the software is actually searching three fields at once for you.

## Partial Searches

Partial searches are an effective way of finding (M)SDSs when the product name or manufacturer is long or hard to spell. For this example, the product Acetylene needs to be found.

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

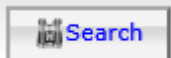


**MSDS Search**

2. Instead of searching for *Acetylene*, a partial word search can be performed by searching for *acety*.

<b>Product Name</b>	<input type="text" value="acety"/>
<b>Manufacturer</b>	<input type="text"/>
<b>MSDS Number</b>	<input type="text"/>
<b>Facility</b>	<input type="text"/>

3. Click the **Search** button.



- Any product with the letters *actey* in it will be found. In this case, two products called Acetylene were found. Click on a product name to open a record.

MSDS	Product Name ↑ 1	Common Names	Manufacturer	Revision Date
<input type="checkbox"/>	 <a href="#">1,3-Dihydroxyacetone, Dimer, 98%</a>	Acetone	Thermo Fisher Scientific, Inc.	10/3/2005
<input type="checkbox"/>	 <a href="#">5 mls EPA Method 1664 LCS Sol. In Acetone, 40 mg Total Of Stearic Acid And Hexadecane</a>		Organic Standards Solutions International, LLC	12/15/2010
<input type="checkbox"/>	 <a href="#">Acetic Acid</a>	Drew's chemical	Thermo Fisher Scientific, Inc.	7/30/2010
<input type="checkbox"/>	 <a href="#">Acetone</a>		Sunnyside Corp.	3/20/2009
<input type="checkbox"/>	 <a href="#">Acetone</a>		Sigma-Aldrich Corp.	2/12/2011
<input type="checkbox"/>	 <a href="#">Acetylene</a> 		Airgas, Inc.	10/14/2014
<input type="checkbox"/>	 <a href="#">Acetylene</a>		Air Liquide	4/15/2011
<input type="checkbox"/>	 <a href="#">Iodoacetamide</a>	Dan's favorite	Bio-Rad Laboratories, Inc.	1/20/2010

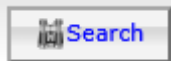
## Common Names

Common names can be associated to a product by admin users. If a common name has been assigned, products can be searched for by their common names in the *Product Name* search field. This can be helpful when a product name difficult to spell, or if the employees using the product refer to it by another name.

- In the MSDS Search page, enter the product by its common name.

<b>Product Name</b>	<input type="text" value="nail polish remover"/>
<b>Manufacturer</b>	<input type="text"/>
<b>MSDS Number</b>	<input type="text"/>
<b>Facility</b>	<input type="text" value=""/> 

- Click the **Search** button.

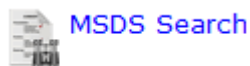


- The product acetone was found, because in this example the common name nail polish remover was associated to it. The common name field does not show by default on the search results screen, but can be set to show up. Click on the product name to open the record.

MSDS	Product Name ↑ 1	Common Names	Manufacturer	MSDS Number	Revision Date
	<a href="#">Acetone</a>	degreaser, nail polish remover	Ashland (Valvoline)	MSDS-001568	10/8/2013

## Search for Products by Manufacturer

- On the Admin Main Menu, click **MSDS Search**.



- In the *Manufacturer* field, enter the company name you are searching for.

<b>Product Name</b>	<input type="text" value="acet"/>
<b>Manufacturer</b>	<input type="text" value="air"/>

- Click the **Search** button.



- A list of results will display with all products associated to the manufacturer search. Click on a product name to open a record.

**MSDS Search**

[Search Again](#)

 [Export to Excel](#)
 [Add Checked to Basket](#)
 [Add All to Basket](#)

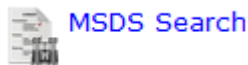
MSDS	<a href="#">Product Name</a> ↑ 1	<a href="#">Common Names</a>	<a href="#">Manufacturer</a>	<a href="#">Revision Date</a>
<input type="checkbox"/>	 <a href="#">Acetylene</a>		Airgas, Inc.	10/14/2014
<input type="checkbox"/>	 <a href="#">Acetylene</a>		Air Liquide	4/15/2011

2 records returned for *Manufacturer = 'air' Active / Archived Status = 'Active' Product Name = 'acet'*

## Location Based Searching

Location/Facility based searching is used when trying to find a specific (M)SDS for a location.

- On the Admin Main Menu, click **MSDS Search**.



- On the Ssearch page, search for the *Product Name* and select the *Facility* the (M)SDS is associated.

<b>Product Name</b>	<input type="text" value="acetone"/>
<b>Manufacturer</b>	<input type="text"/>
<b>MSDS Number</b>	<input type="text"/>
<b>Facility</b>	<input type="text" value="Facility A"/> ▼
<b>Sub Location 1</b>	<input type="text"/>
<b>Sub Location 2</b>	<input type="text"/>

- Click the **Search** button.



- All acetone products that are associated to Facility A are displayed in the search results in this example. Click on a product name to open a record.

MSDS	<a href="#">Product Name</a> ↑ 1	<a href="#">Manufacturer</a>	<a href="#">Revision Date</a>	<a href="#">MSDS Number</a>
<input type="checkbox"/>	 <a href="#">Acetone</a>	VWR International	10/24/2012	MSDS-000588
<input type="checkbox"/>	 <a href="#">Acetone</a>	Ashland (Valvoline)	10/8/2013	MSDS-001568