

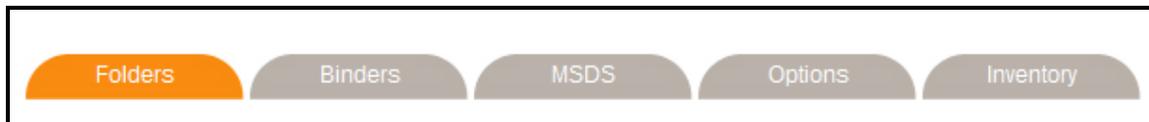
Administrator Quick Guide



The landing page is the first screen that appears when any district employee visits your SafeSchools MSDS site. General employees can search for chemicals and view the material safety data sheets that are organized into binders. Only employees designated with administrative access within the SafeSchools MSDS site have the option to log into the system. To log into your SafeSchools MSDS site, click on the login button in the upper right-hand corner of the screen and enter your username and password.

Administration View

The administration view within the SafeSchools MSDS site is organized by a series of five tabs. The tabs are: Folders, Binders, MSDS, Options, and Inventory.



Folders

In SafeSchools MSDS, folders can be thought of as school locations or buildings. The virtual MSDS binders are stored within folders. In this area you can create, organize, and delete folders as needed.

Folder Management

Folders: 7
Folders with a dimmed icon are not published and are only visible to admins.
[Expand All](#)

-  Byram Hills Central School District
 -  Byram Hills High School
 -  Elementary Schools
 -  H.C. Crittenden Middle School
 -  Transportation

Folders

To Add a New Folder

- Select the Folders tab
- Click the main district folder name
- Select 'New Subfolder'
- Name the new folder
- Click 'Create'
- Select the box under published

Sub-Folders		New Subfolder		
Folder	Date Created	Published?		
 Byram Hills High School	2006-05-08 14:24:56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Elementary Schools	2012-02-03 09:39:43	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 H.C. Crittenden Middle School	2006-05-08 15:35:22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Transportation	2011-05-11 10:19:39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To Delete a Folder

- Select the Folder
- Click 'Delete This Folder'
- Click 'Yes'

Byram Hills Central School District -- Transportation

Transportation

Move Edit [Delete This Folder](#)

Created 2011-05-11 10:19:39

Publish Folder:

Binders

Virtual binders contain collections of chemicals that are stored in folders. The easiest way to set up and maintain your binders is to create one binder for each of the major areas within a school building (For example, Custodial, Maintenance, Cafeteria, etc).

To Create a New Binder

- Select the Binders tab
- Click 'New Binder'
- Name the binder
- Click 'Create'

Binder Management			
New Binder			
Binder	Date Created	# of MSDSs	
Art Room 210	2006-01-05 15:48:23	14	<input checked="" type="checkbox"/>
Art Room 211	2010-05-21 11:03:33	15	<input checked="" type="checkbox"/>
Cafeteria	2006-01-05 15:48:35	19	<input checked="" type="checkbox"/>
Chemistry Lab	2006-01-05 15:49:06	22	<input checked="" type="checkbox"/>
Custodial Supplies	2006-01-05 15:48:41	25	<input checked="" type="checkbox"/>

To Add Binders to a Folder

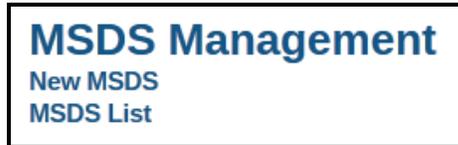
- Click over the Folders tab
- Select the folder you wish to add the binder to
- Click 'Add Binder' and the list of binders will appear
- Place a check mark next to the binder from the list
- When the binders are selected, click 'Add binders to folder'

<input type="checkbox"/> Test	2010-08-04 11:10:02	1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Theater / Studio	2006-03-23 14:39:53	2	<input checked="" type="checkbox"/>
<input type="checkbox"/> Transportation Warehouse	2006-02-28 10:21:58	1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> custodial supply Western row 1	2010-05-21 10:23:27	23	<input checked="" type="checkbox"/>
<input type="checkbox"/> warehouse	2007-08-15 14:29:41	2	<input checked="" type="checkbox"/>

[Add binders to folder](#)

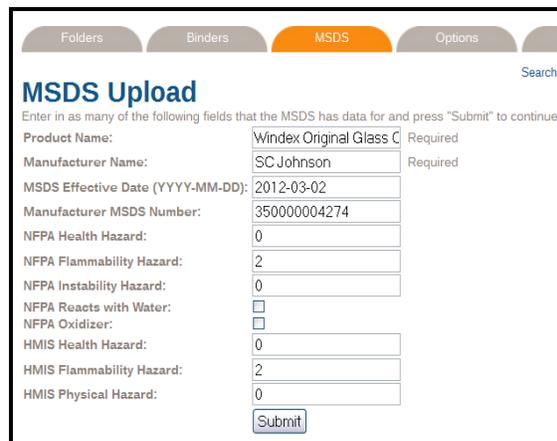
MSDS

The MSDS tab allows administrators to upload new material safety data sheets and to view the entire district inventory of uploaded MSDSs. To view the material safety data sheets that have been uploaded into your site, simply click on the 'MSDS List' link.



To Create a New MSDS

- Save a copy of the MSDS to your hard drive (pdf, doc, html, scanned)
- Select the MSDS tab
- Click 'New MSDS'
- Fill in all available information
- Click 'Submit'
- From the MSDS Upload page click 'Browse'
- Locate the new MSDS and click 'Open'
- Click 'Submit'
- Select the 'Ready for Review' box
- Select the Binders you wish to add the new MSDS to
- Lastly, click 'Update Binders'

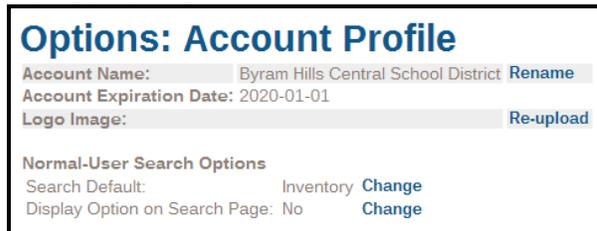


MSDS Upload	
Enter in as many of the following fields that the MSDS has data for and press "Submit" to continue	
Product Name:	Windex Original Glass C Required
Manufacturer Name:	SC Johnson Required
MSDS Effective Date (YYYY-MM-DD):	2012-03-02
Manufacturer MSDS Number:	350000004274
NFPA Health Hazard:	0
NFPA Flammability Hazard:	2
NFPA Instability Hazard:	0
NFPA Reacts with Water:	<input type="checkbox"/>
NFPA Oxidizer:	<input type="checkbox"/>
HMIS Health Hazard:	0
HMIS Flammability Hazard:	2
HMIS Physical Hazard:	0
Submit	

Options

The Administrative Options tab consists of four areas: Account Profile, Documents, Info Center, and User Management.

Account Profile



Options: Account Profile	
Account Name:	Byram Hills Central School District Rename
Account Expiration Date:	2020-01-01
Logo Image:	Re-upload
Normal-User Search Options	
Search Default:	Inventory Change
Display Option on Search Page:	No Change

In the account profile, administrators can update the site's logo, change search settings and update display options. There are two search options for employees without administrative access in the SafeSchools MSDS site: Inventory and Entire Database. If Inventory is chosen, the general employee can only search through the MSDSs that have been loaded into the site.

You also have the option to allow employees to choose whether they want to search the district's inventory or the entire SafeSchools MSDS repository. To give employees this option, select 'Yes' next to the 'Display Option on Search Page' text.

Documents

In this area, you can upload a document to attach to the info center.

Options: Document Management

Upload Document

Title:

File:

How to Upload a New Document

- Select the Options tab
- Click 'Documents'
- Click 'Upload Document'
- Type the name of the document in the title field
- Click 'Browse' to search for the file
- Click 'Submit'

Administrator Options

Account Profile

Documents

Info Center

User Management

Once the document is uploaded, it can be added to the info center.

To Add a Document to the Info Center

- Select the Options Tab
- Click 'Info Center'
- Click 'Put Document in Info Center'
- Name the document in the title box
- Select a Start Date
- Select an End Date
- Select 'Document' from the drop down menu
- Click 'Submit'

Add Info Center Item

Title: *Leave blank to use title

Start Date (YYYY-MM-DD):

End Date (YYYY-MM-DD):

Document:

Info Center

In the Info Center portion of the Options tab, administrators can update and edit the messages, links, and documents that appear in the Info Center. This is the area that appears on the left hand portion of the home screen.

To Add a Text Message to the Info Center

- Select the Options tab
- Click 'Info Center'
- Click 'Add Basic Text Message'
- Type message in the text box
- Enter a Start Date
- Enter an End Date
- Lastly, click 'Submit'

Add Info Center Item

Text:

Note: HTML markup is NOT allowed

Start Date (YYYY-MM-DD):

End Date (YYYY-MM-DD):

To Add a Link to the Info Center

- Select the Options tab
- Click 'Info Center'
- Click 'Add External URL Link'
- The title is what your users will see
- Type the URL into the URL box
- Select a Start Date
- Select an End Date
- Lastly, click 'Submit'

Add Info Center Item

Title:

URL:

Start Date (YYYY-MM-DD):

End Date (YYYY-MM-DD):

User Management

In this area, you can give other employees administrative access to your SafeSchools MSDS site. The different levels of administrative access are outlined below.

Administrative Permission Levels:

Administrator – allows full access and control

Folder Administrator – allows access and control to folders only

Info Center Administrator – Add/ Edit/ Delete information in the Info Center

Permission to Create/ Upload/ Edit MSDSs – allows user to modify MSDSs

Options: User Management

Add User

Username: *Leave blank to get an automatically generated username

First Name: *Required

Middle Name:

Last Name: *Required

Email Address:

Password: *Required

Retype Password: *Required

Check the new user's permissions

Administrator This permission allows for full access and control

Folder Administrator

Info Center Administrator

Permission to Create/Upload/Edit MSDSs

How to Add an Administrator

- Select the Options tab from the top
- Click 'User Management'
- Click 'Add User'
- Fill in the required information
- Select the appropriate user permission
- Lastly, click 'Submit'

Inventory

The inventory tab lists all of the MSDSs that are included in binders for the district.

Inventory

Search [Advanced Search](#) ?

 [Export Inventory to Excel](#)

Results 1 - 25 of about 51
1 2 3 [Next](#)

Name ↑↓	Manufacturer ↑↓	Effective Date ↑↓
CLOROX AUTOMATIC TOILET BOWL CLEANER 1 WHITE TABLET 3.5 OZ	The Clorox Company	2003-07-01
LYSOL BRAND DISINFECTANT TOILET BOWL CLEANER THICK FORMULA LIQUID 24 OZ	RECKITT BENCKISER IN.C	2005-08-10
LYSOL® BRAND DISINFECTANT ALL PURPOSE CLEANER WITH BLEACH (TRIGGER)	Reckitt Benckiser	2006-06-15
LYSOL® BRAND DISINFECTANT CONTINUOUS ACTION™ TOILET BOWL CLEANER - CANADIAN	Reckitt Benckiser	2007-06-07
LYSOL® BRAND DISINFECTANT TOILET BOWL CLEANER PLUS BLEACH (LIQUID) - CANADIAN	Reckitt Benckiser	2006-08-22
01-30027-0DD, PROFESSIONAL LYSOL BRAND (SUPDAT)	National Labs	1993-09-28
01296, DRY CHLORINE BLEACH	Dubois Chem	1988-11-30