

3E COMPANY

a Verisk Analytics Company

3E Online®

User Guide

Version 7.1.6.1



3E ONLINE® USER GUIDE

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Introduction, System Requirements and Security

Introduction

3E Online® is an award-winning service that provides online access to a customer's hazardous material inventory and associated Safety Data Sheets 24-7-365. 3E has tiered its online SDS management offerings, providing flexibility to customers who have diverse compliance needs. Companies can choose from three editions: *3E Online® Silver, Gold or Platinum*.

3E Company offers a way for companies to centralize their hazardous materials information. SDS are up-to-date, easily accessible and readily distributed throughout the entire organization. The interface is intuitive and simple to master. Users from the production floor to management can access and use SDS information efficiently.

3E Online® includes catalog and site-specific SDS management, which tracks the location of the customer's inventory for all customer specified locations. SDS and inventory reports can be viewed or printed immediately from your desktop to assist with hazard communication compliance.

3E Online

Welcome

User Name

Password

[Forgot your password?](#)

[Minimum Requirements](#)

English

3E Online provides online access to a customer's hazardous material inventory and associated Safety Data Sheets SDS.

To begin, please enter your username and password.

For more information about 3E products and services, email us at info@3ecompany.com.

Visit www.3ecompany.com Phone 3E: +1 (760) 602-8703 Toll Free (North America): 1 (800) 451-8348

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version 7.0.1.1

3E InstaCall

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Figure 1 – 3E Online® Login Page

3E Online® Features

3E Online® offers a variety of features, including:

- Multi-Lingual Interface – 3E Online® is available in multiple languages.
- SDS Search Module – You can search for SDS using a variety of criteria. In addition, you can search 3E's database of millions of SDS.
- Inventory Management – You can create and manage chemical inventories at a specific location.
- Reporting – 3E Online® provides a variety of chemical, regulatory and inventory management reports.

3E Online® Editions

3E Online® has three editions: Silver, Gold and Platinum. Each edition offers flexibility for companies to meet their specific service needs. A variety of add-on enhancement modules are also available, ensuring customers only pay for the functionality they need. In addition, optional modules can provide chemical classification, SARA reporting assistance and green product analysis. Customers can migrate to the advanced version best suited for them as their compliance requirements evolve.

3E Online® – SDS Silver

3E Online® – SDS Silver is an SDS Management Service that efficiently manages SDS, produces secondary container labels and generates reports. The Silver edition is scalable. It allows an unlimited number of users and site locations. The Silver edition includes:

- SDS Catalog – A database of SDS documents unique to your organization. You can search the catalog by Product Name, Manufacturer Name and Manufacturer Part Number.
- Customized Organization - Each customer's SDS catalog can be organized much like a standard Windows® file structure. For easy reference and access to a site-specific inventory, the SDS catalog can be organized in any way the customer decides. This includes facility and sub-facility, even down to the department level.
- Multi-lingual SDS searching – SDS can be searched in a variety of languages.
- Labeling – You can view and print US, European, Canadian and generic GHS labels.
- Reporting – You can generate a variety of facility inventory reports.

3E Online® – SDS Gold

3E Online® – SDS Gold incorporates all the features of the Silver edition, plus the ability to run chemical analysis and regulatory reports. This edition is enhanced with the core Ariel™ data that includes EH&S regulations and associated chemical lists. The Gold edition also includes:

- Indexation – 3E transcribes physical property and chemical ingredient information from the SDS. This data can be used to generate chemical analysis and regulatory reports.
- Classification – 3E provides information on US Fire Code and GHS Classification information.

3E Online® – SDS Platinum

3E Online® – SDS Platinum includes all the features of the Silver and Gold editions, plus it provides additional chemical searches, regulatory analysis and data modification. The Platinum edition includes:

- Enhanced Chemical Search - You can view and search substances in their inventories based on an even wider variety of search criteria, including Molecular Formula, EINECS Number, ELINCS Number, EU Annex 1 Index Number, Japan ENCS, Japan ISHL or Korean ID numbers.
- Regulatory Impact Analysis - Access to a core sub-set of lists powered by Ariel™ data, which enables you to track regulatory changes. You can also run change reports based on specific locations and date ranges. This enables you to analyze the impact of the regulatory change on your operation.
- Data Modification - Designated Platinum administrators can adjust percentages and add chemicals to the SDS ingredient list. You can modify product properties (VOC data, Physical State, Specific Gravity and Density Information, HMIS®, NFPA and Chemical Composition) at the location and catalog level.
- Custom Lists - Create custom lists based on specific ingredients, CAS RN or a collection of regulatory lists to create specific queries within the application.

This user guide reviews the 3E Online® features included with the Silver, Gold and Platinum editions. User guides for optional purchased modules are available in the Help section of 3E Online®. Whenever possible, optional modules and features are noted.

System Requirements

You should check your system against the minimum and recommended system requirements to ensure proper functionality and performance of 3E Online®. You do not need a User Name or Password to access this feature. Click *Check Your Minimum Requirements* on the login page (www.3eonline.com). A pop-up window will appear that compares your system with the minimum requirements needed.

Adobe Acrobat® Reader is required to view and print SDS. If you do not have this software, you can download this for free by clicking on the Adobe Acrobat® icon located in the bottom right hand corner of the 3E Online® screen.

3E Online® Access

You can login to www.3eonline.com with the username and password that was assigned during the initial rollout of 3E Online®.

Login Language Options

Users have the ability to log in to the system and view the SDS tab in a variety of languages, including:

- English - *Default Setting*
- Bulgarian
- Chinese (Simplified)
- Chinese (Traditional)
- Dutch
- Finnish
- French
- French (Canadian)
- German
- Italian
- Japanese
- Korean
- Malay
- Portuguese
- Portuguese (Brazil)
- Spanish
- Spanish (Mexico)
- Thai

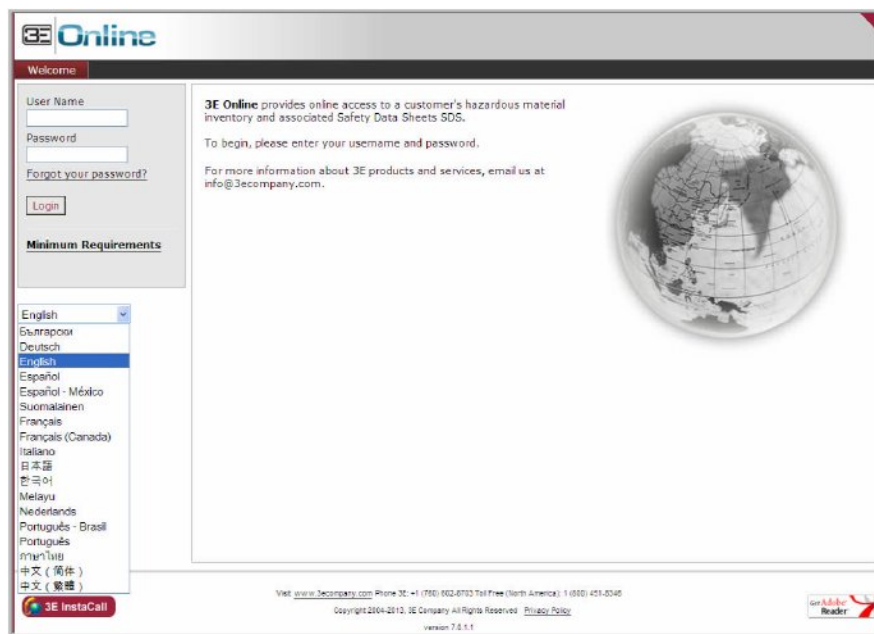



Figure 2 – 3E Online® Login Page Showing Languages

Note: 3E Online is also available on your mobile device. Review the **3E Mobile User Guide** in the 3E Online® Help section for information on this free service.

Forgot Your Password?

Click the *Forgot Your Password* link on the login page of 3E Online® if you need to reset your password. The *3E Online Password Assistance* screen will automatically open.

To reset your password:

1. Enter your user name in the *User Name* text box.
2. Enter the Verification ID in the *Verification* text box. If you are unable to read the text provided, click the  icon.
3. Click *Submit*. An email containing a secure link to reset your password will be sent to you..

Note: *If your email address is not entered into the system, this process will not work. Contact 3E for assistance as required.*

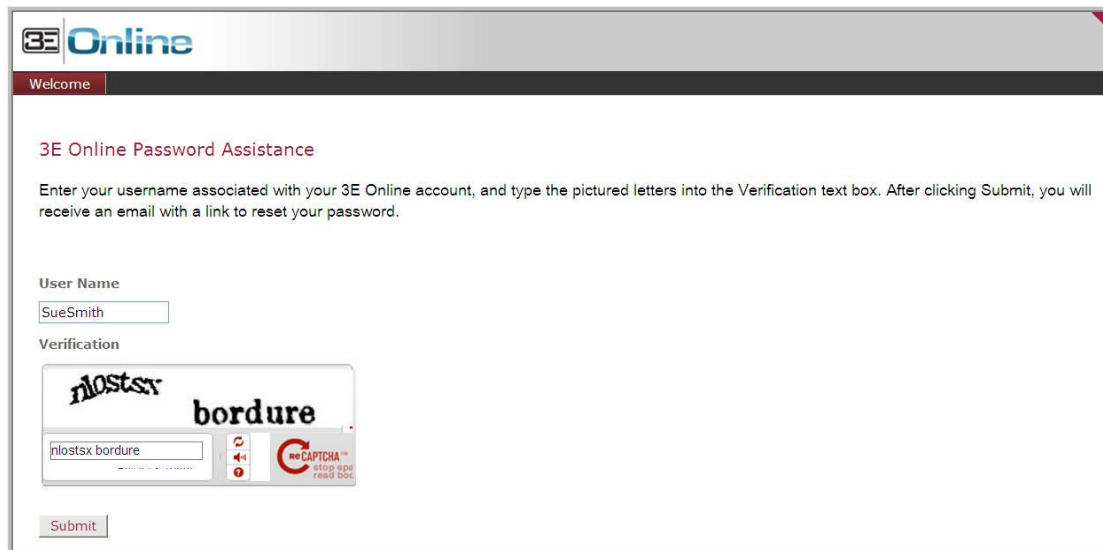


Figure 3 – 3E Online® Password Assistance Screen

Logout

To exit your 3E Online® session, click on *Logout* in the top right corner of the 3E Online® toolbar.

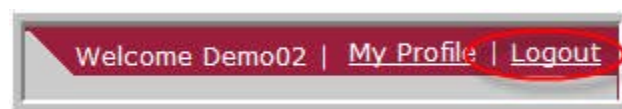


Figure 4 – 3E Online® Toolbar Showing Logout Link

User Role Groups

User Role Groups allow access to 3E Online® based on the functions required by the user. Role groups are designed as a security measure to limit access to specific functionality within the program. A role group is defined as a specific type of user with predefined access to 3E Online® levels. Role groups can be customized by your administrator, but there are five standard role groups within 3E Online®:

Basic User: This role is available to users who only need to locate an SDS within 3E Online®. The basic user will be able to search, view, print, email and fax an SDS.

Advanced Basic User: This role is available for users who need advanced search capabilities. The Advanced Basic User can search for an SDS within the 3E Online® catalog or a specific location. This user will also have the ability to run inventory reports, create secondary container labels and view the product summary page.

EHS User: This user has access to all the features of the Advanced Basic User, plus the ability to view Classification, Product Properties and Ingredients. The EHS User can also generate Classification and Regulatory reports and has full access to the Chemical Analysis tab. This user is only applicable to the Gold and Platinum editions.

Inventory Manager/Facility Manager: This role is for users who are responsible for managing chemical inventories for one or more locations. The Inventory Manager/Facility Manager can edit the chemical inventory for a specific location in addition to all the features of the Basic and Advanced Basic User. Additionally, this user can add new products to their assigned locations.

Catalog Manager: The Catalog Manager has access to all purchased features within 3E Online®. Additionally, this user can add and remove products from the catalog, create new user profiles and generate administrative reports.

Tab Navigation

A selection of tabs is available at the top of every screen in 3E Online®. These tabs provide quick access to the features of 3E Online®. Both the user role group and the 3E Online® edition determine which tabs are available. Consequently, not every feature of 3E Online® is available to every user.

Move your cursor over the tab to open a drop down selection menu. Click on the selection to go to a specific 3E Online® feature.

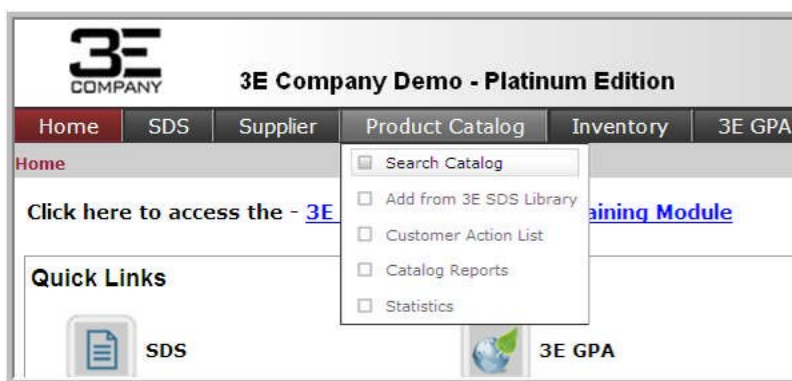


Figure 5 – 3E Online® Tabs Showing Drop-Down Menu

The tabs are:

Home - the *Home* tab provides quick access to all 3E Online® features. This tab is available to all 3E Online® users. The Home tab also provides access to 3E Company contact information.

SDS – the *SDS* tab allows you to search for an SDS. This tab is available to all users.

Product Catalog – the *Product Catalog* tab allows you to search for SDS and generate reports for the entire 3E Online® catalog. This tab is only available for Catalog Managers.

Inventory – the *Inventory* tab allows you to search for SDS and generate reports for a specific location. This tab is only available to Catalog Managers.

Chemical Analysis – the *Chemical Analysis* tab allows you to perform advanced chemical searches and view regulatory reports. This tab is an optional feature and is not available to all users.

Admin – the *Admin* tab is available to Catalog Managers to perform administrative functions such as managing users and creating custom values.

Help – the *Help* tab is available to all users who need assistance with 3E Online®. User Guides and 3E contact information are available in this tab.

Home

Home Tab

The Home Page in 3E Online® is available to all users. From the Home Page, users can access *Quick Links* to 3E Online® features. In addition, the home page contains 3E Company contact information, useful Regulatory news, Webinars and 3E Company press releases.

Click on *Home* on the toolbar to access the Home Tab. As with the Tabs, available features on the Home Page are determined by the user role group and the 3E Online® edition purchased by your organization.

3E Company Demo Account

Welcome gold | My Profile | Logout

English

Home | SDS | Product Catalog | Inventory | Chemical Analysis | Regulatory | Admin | Help

Quick Links

- SDS**
 - Search for SDS
- Product Catalog**
 - Search Catalog
 - Add from 3E SDS Library
 - Customer Action List
 - Catalog Reports
 - Statistics
- Inventory**
 - Search Inventory
 - Manage Inventory
 - Customer Action List
 - Inventory Reports
 - Classification Reports
 - Regulatory Reports
 - Update Quantity Data
 - Chemical Approval
 - Chemical Approval Reports
 - Statistics
 - Inventory History
- Chemical Analysis**
 - Chemical Search
 - Regulatory Lists
 - Manage My Lists
- Regulatory**
 - Location Research
 - Agency Search
 - Reports
 - Location Documents
- Admin**
 - Reports
 - Manage Attachment Types
 - Manage Custom Values
 - Manage Notifications
 - Manage Users
 - Manage Locations
 - Event Journal
 - Export Center
 - Download Center
- Help**
 - What's New?
 - Training Center
 - Frequently Asked Questions (FAQ)
 - IT Requirements for 3E Online®
 - Glossary of Terms - Environmental Health & Safety
 - Contact 3E
 - Corporate Documents

Stay Informed

Ariel Regulatory News

- Canada – Significant New Activity Notice No. 17122 Issued [Read More](#)
- US – Vermont Restricts Flame Retardants in Children's Products and Shipping Pallets [Read More](#)

3E Webinars

- Importing Chemical Products into the Gulf Cooperation Council (GCC) [read more...](#)
- Importing Chemical Products into the Gulf Cooperation Council (GCC) [read more...](#)

3E Press Releases

- 3E Company's New Version of ADM-EHSAP Rapidly Analyzes the Impact of Regulatory Change on Products [read more...](#)
- 3E Extends Ariel WebInsight Chemical Regulatory Compliance Reference Tool with Expanded GHS Support [read more...](#)

Contact 3E Company

Contact 3E:
 Questions and comments - online@3ecompany.com
 SDS updates - updates@3ecompany.com
 Talk to a 3E representative - Call 3E at 1-800-451-8346 or +1(760) 602-8703
 Want 3E to call you? - Click the "3E InstaCall" graphic on the lower left hand corner.

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Visit www.3ecompany.com Phone 3E: +1 (760) 602-8703 Toll Free (North America): 1 (800) 451-8346
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Figure 6 – 3E Online® Gold Home Screen (All features may not be available)

My Profile

The *My Profile* feature in 3E Online® allows you to change your user information. This is an optional feature and may not be available to all users. This includes:

- Resetting your password
- Adding or Editing your first and last name
- Adding or Editing your e-mail address.

To make changes to your profile:

1. Click on *My Profile* in the upper right corner of the 3E Online®. This link is available on all 3E Online® pages.



Figure 7 – Upper Frame of 3E Online® Showing My Profile Link

2. The *My Profile* screen will open.
3. Modify your information as required.
4. Click on *Reset Password* to change your password.
5. Click *Submit* to save your changes.

A screenshot of the 'Change User Information' screen. The title is '1 Change User Information'. Below it, a note says '* Indicates Required Information'. The form contains several fields: 'User Group:' with the value 'CatalogManager', 'User Name:' with the value 'Demo02', 'First Name:', 'Last Name:', and 'Email:' with the value 'tmainero@3ecompany.com'. There is a checkbox for 'Send daily chemical approval notifications:'. At the bottom, there are two buttons: 'Submit' and 'Cancel'. The 'Reset Password' link is located between the 'User Name' and 'First Name' fields. Both the 'Reset Password' link and the 'Submit' button are circled in red.

Figure 8 – Change User Information Screen

Multi-Lingual Options

Users have the ability view 3E Online® in a variety of languages. Please note that the entire application is not available in all languages.

To change the language of 3E Online®:

1. Using the drop-down box in the upper right corner, choose your preferred language.
2. 3E Online® will automatically open in your selected language.

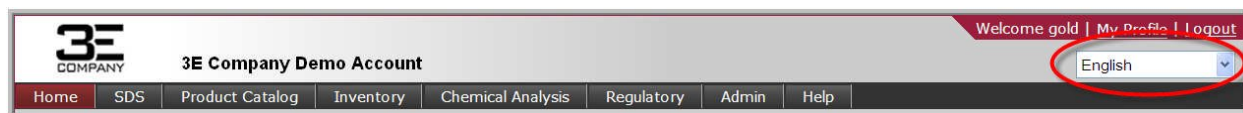


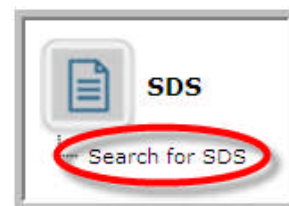
Figure 9 – Upper Frame of 3E Online® Showing Language Selection



SDS Tab

The SDS tab allows you to:

- Search for specific products
- View all products in your organization's 3E Online® catalog
- View, Print, Email and Fax SDS
- View European Labeling (optional)
- View European Risk Phrases (optional)
- View Corporate Documents (optional)
- Search the 3E SDS Library (optional)



Click *Search for SDS* on the Home Page to access the SDS Search feature.

All search features within 3E Online® are standard to make searching easier. 3E Online® provides two levels of search: Simple and Advanced. You can set your preferred search type (Simple or Advanced) through the *Customize this Search* feature.

3E Suggest

Search fields within the SDS page are powered by 3E Suggest. This technology is activated when you enter at least 3 characters in the search field. Once 3 characters are entered, a drop down box appears containing all products in your catalog that start with the 3 characters entered into the search field.

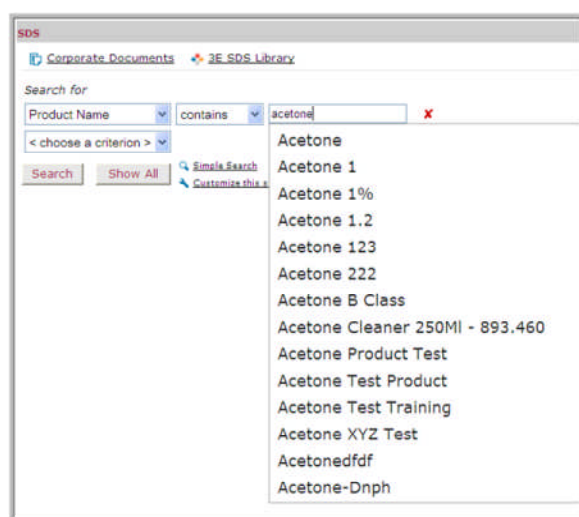


Figure 10 – SDS Search Screen Showing 3E Suggest Technology

Advanced Search

To Search for an SDS:

1. Under *Search For*, use the drop down box to search by Product Name, Manufacturer Name, Manufacturer Part Number or any Custom Value. A Custom Value is an internal search criterion that is specific to your organization.
2. Choose either *Begins With*, *Contains* or *Equals*.
3. If you are searching using multiple criteria repeat steps 1 and 2. Click on the **X** red X to remove a criterion.
4. Enter a least one character in the search field text box.
5. Click *Search*.
6. If you want to view all products in the catalog, do not enter anything in the *Search For* box. Simply click on *Show All*.

The screenshot shows the 'SDS' search interface. At the top, there are two tabs: 'Corporate Documents' and '3E SDS Library'. Below the tabs, the 'Search for' section contains two rows of search criteria. The first row has 'Product Name' selected from a dropdown, followed by 'contains' from another dropdown, and the text 'acetone' in the search box. A red 'X' icon is to the right of the search box. The second row has 'Manufacturer Name' selected from a dropdown, followed by 'contains' from another dropdown, and the text 'Fisher Scientific' in the search box. A red 'X' icon is to the right of the search box. Below these rows is a third dropdown menu with the text '< choose a criterion >'. At the bottom left, there are two buttons: 'Search' and 'Show All'. To the right of these buttons are two links: 'Simple Search' and 'Customize this search'.

Figure 11 – SDS Search Screen Showing Multiple Criterion

Simple Search

The *Simple Search* feature allows you to search by product name, manufacturer name, custom value, etc. It is similar to an Internet browser search by allowing you to enter multiple search criteria into the search box. To use this feature:

1. Click *Simple Search*. The search screen will switch to the Simple Search automatically.

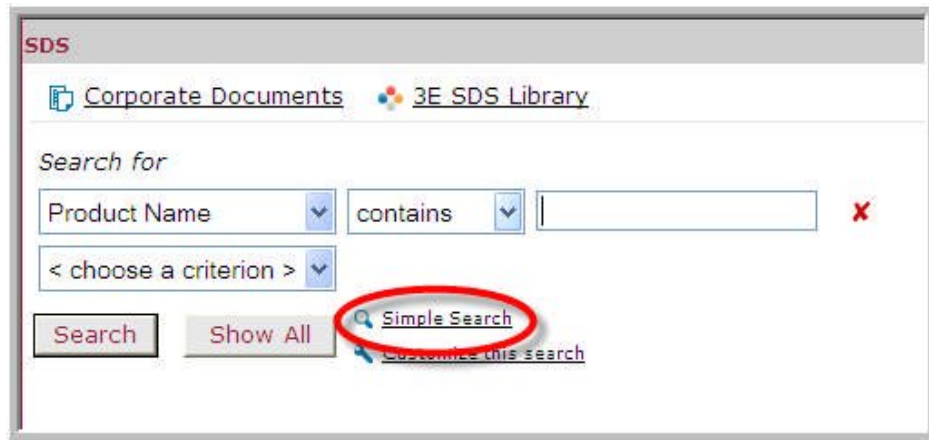


Figure 12 – SDS Search Screen showing Simple Search Option

2. Under *Search For*, enter your search criteria. Separate multiple search criteria by a space.
3. Click *Search*. All results will be displayed in the *Search Results*.



Figure 13 – Simple Search Screen

Customize Search Criterion and Search Results

Both the search criterion and search results can be customized. This feature is available in all 3E Online® search screens and is customized for each individual user. If this feature is not available to you, please contact your administrator, as some organizations choose to disable this feature.

You can use this function to add, remove or organize the order of items available in your search items. In addition, you can add or remove items from the search results. To Customize:

1. Click *Customize this Search*.

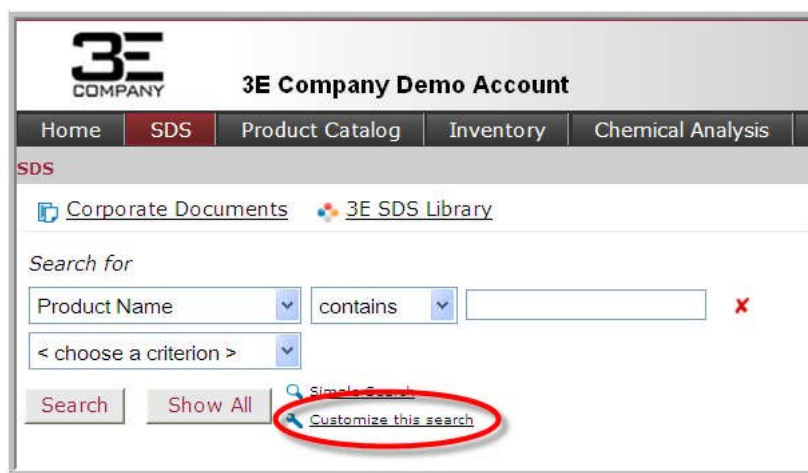


Figure 14 – SDS Screen Showing Customize this Search

2. Click on the appropriate tab: *Customize Search Criteria* or *Customize Search Results*.
3. Select the item to add or remove.
4. Click on *Add* or *Remove*.
5. Click on *Move Up* or *Move Down* to choose the order.
6. Click *Default to Simple Search* to select the *Simple Search* as your default search option.
7. Click *Save* to save your changes.

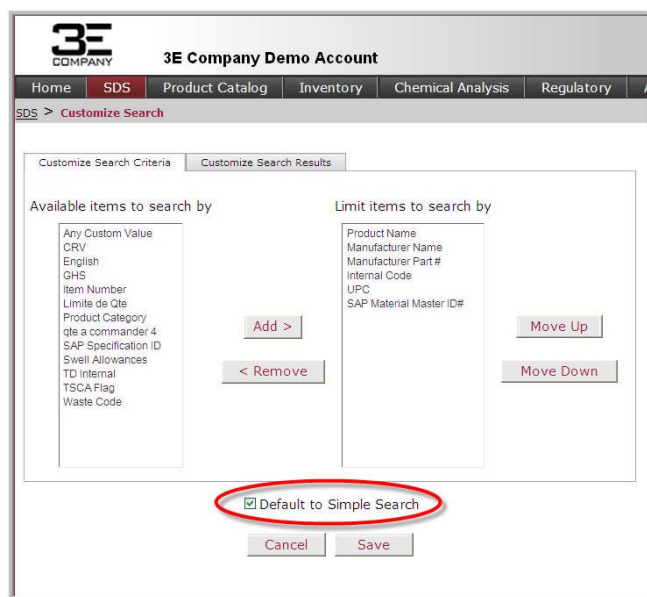


Figure 15 – Customize Search Results Screen


SDS Search Results

The Search Results will appear in the lower section of the SDS screen after you have completed your search. From the Search Results, you can:

- View the SDS
- Print the SDS
- Email or fax the SDS
- View Product Aliases
- View European labeling (optional purchased service)

View an SDS

To view an SDS

1. Click on the *Blue Paper* icon  next to the product name. If this icon does not appear, then an SDS is not attached to this product entry.
2. The Product Documents pop-up box will appear. In some instances, 3E may have been unable to obtain an SDS in your preferred language or format. In these cases an * will be listed next to the language in the Product Document box.

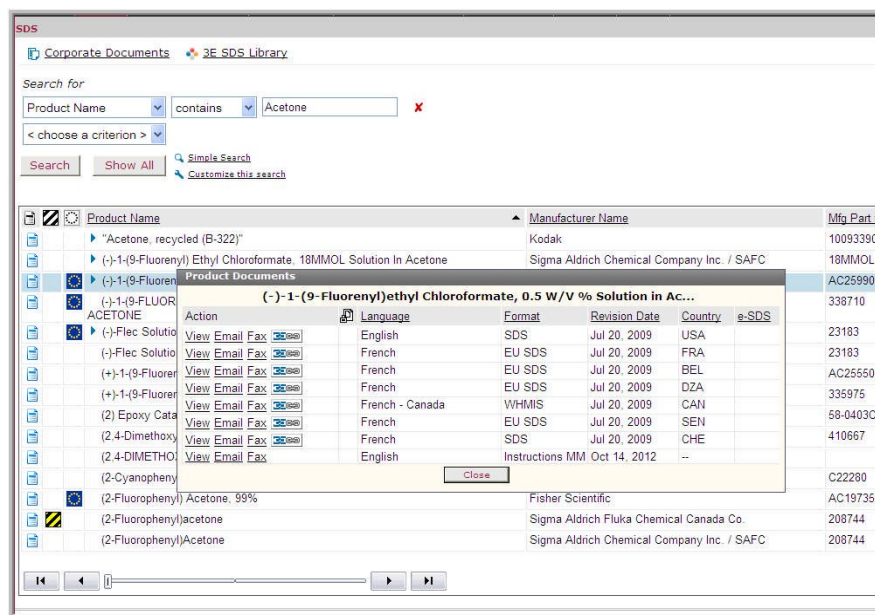


Figure 15 – SDS Screen with Product Documents Box

3. Click **View**. The image will appear in a new browser window using Adobe Acrobat® Reader. Return to the SDS page by simply closing this browser window.

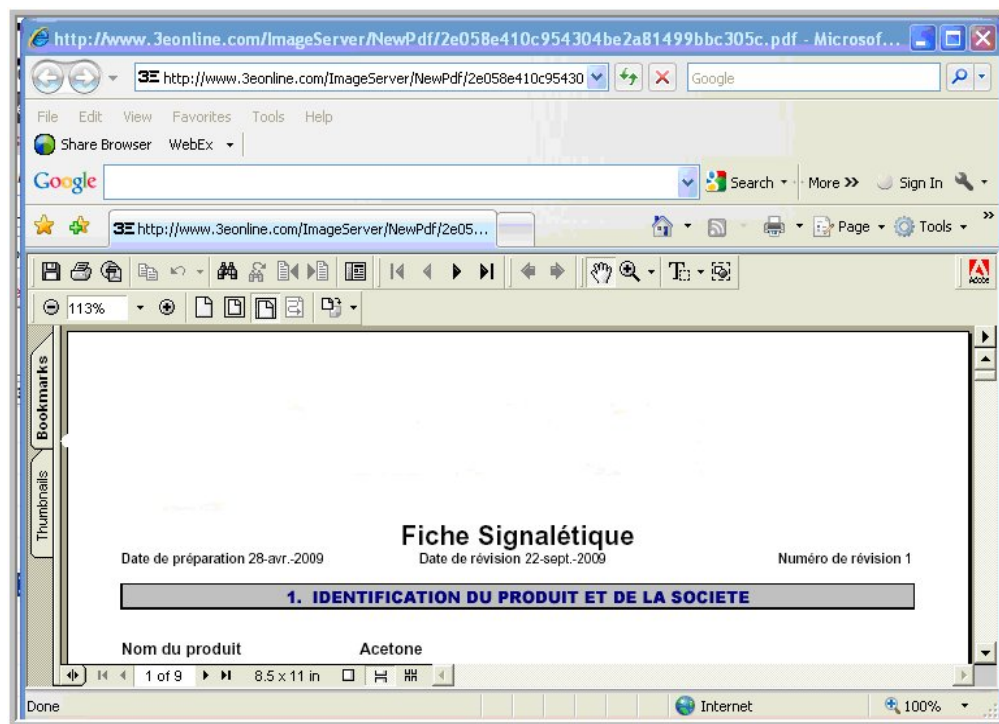


Figure 17 – Document in New Browser Window

Print an SDS


Adobe Acrobat® Reader allows you to scroll through the SDS page by page. You can zoom in to any section of the SDS by using the controls on the Adobe Acrobat® Reader toolbar. Click on the Printer Icon  on the Adobe Acrobat® toolbar to print the document.



Figure 18 – Adobe Acrobat® Toolbar Showing Print Icon

Email and Fax SDS

To email an SDS:

1. Click on *Email* in the Products Documents pop-up box.
2. Enter the Recipient's email address, your name and your email address. You can also enter an optional message.
3. The recipient will be sent an email with a link to the SDS. Due to storage limitations, the link will only be active for 72 hours. The recipient will need Adobe Acrobat® Reader in order to view the SDS.

Figure 19 – Email SDS Box

To fax an SDS:

1. Click on *Fax* in the Product Documents pop-up box.
2. Enter your name, your phone number, the recipient's name and fax number. Do not enter dashes in the fax number. The fax option supports only U.S. and Canadian phone numbers.
3. You can also enter an optional message.

Note: Email and fax features are optional. Please contact your administrator if you do not have access.

Figure 20 – Fax SDS Box

View Product & Manufacturer/Supplier Aliases

Some products in your 3E Online® catalog may have product and manufacturer/supplier aliases. An alias is an alternative name for the product or manufacturer. Items with product aliases are identified by a blue arrow ► in the search results screen. Click on the blue arrow to view the aliases.

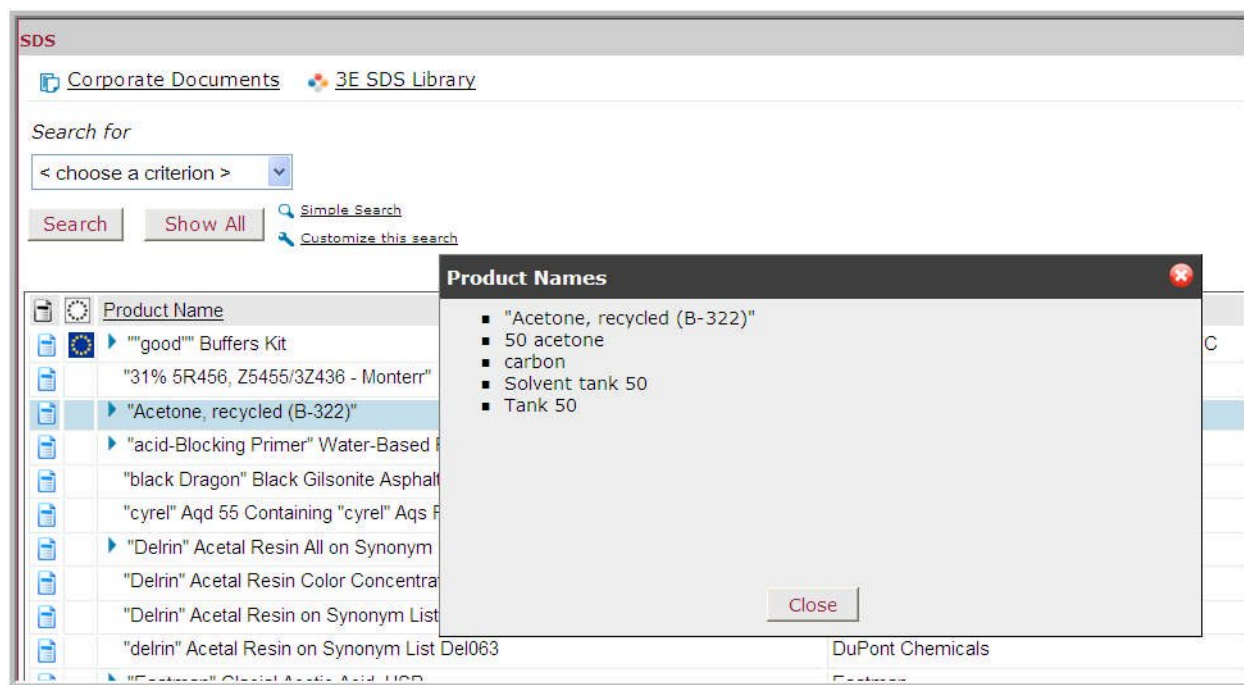



Figure 21 – SDS Search Results Showing Product Aliases

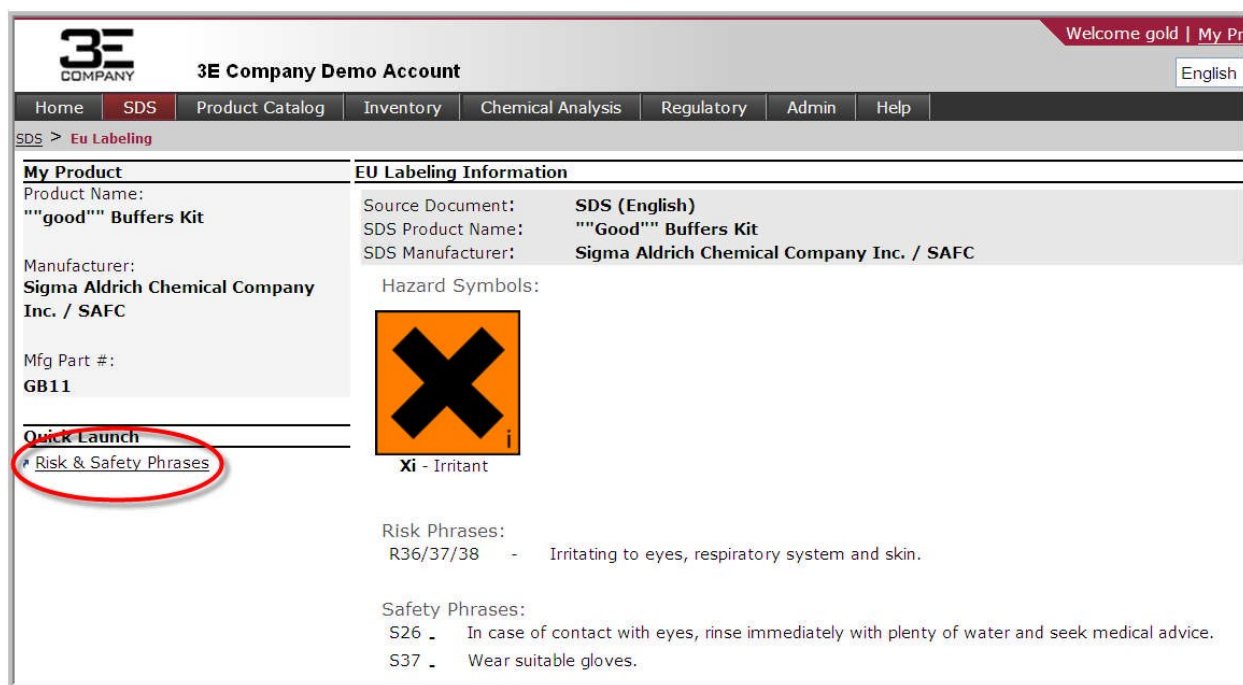
View European Labels & Risk Phrases

The European Label function is an optional purchased feature that allows users to view European labeling within the SDS screen.

Click on the EU Label icon  to access the labeling data. Only products with this icon will have labeling information available. This will open the EU Labeling Screen. From this screen, you will be able to view:

- Hazard Symbols
- Risk and Safety Phrases

The data in this screen is derived directly from the SDS. To launch a glossary of symbols and phrases, click on *Risk & Safety Phrases*.



3E COMPANY 3E Company Demo Account Welcome gold | My Pr English

Home **SDS** Product Catalog Inventory Chemical Analysis Regulatory Admin Help

SDS > **Eu Labeling**


My Product	EU Labeling Information
Product Name: ""good"" Buffers Kit	Source Document: SDS (English) SDS Product Name: ""Good"" Buffers Kit SDS Manufacturer: Sigma Aldrich Chemical Company Inc. / SAFC
Manufacturer: Sigma Aldrich Chemical Company Inc. / SAFC	Hazard Symbols: 
Mfg Part #: GB11	Risk Phrases: R36/37/38 - Irritating to eyes, respiratory system and skin.
Quick Launch Risk & Safety Phrases	Safety Phrases: S26 - In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. S37 - Wear suitable gloves.

Figure 22 – EU Labeling Screen

Corporate Documents

The *Corporate Documents* feature in 3E Online® allows you to view generic corporate documents provided by your administrator. This is an optional feature and may not be available to all users. Program administrators can add new Corporate Documents by going to the *Regulatory* tab. These documents can include:

- Policy
- Procedure
- Manual
- License
- Other (Miscellaneous Corporate Document)

To view these documents:

1. Click *Corporate Documents*. The *Corporate Documents* screen will automatically open.

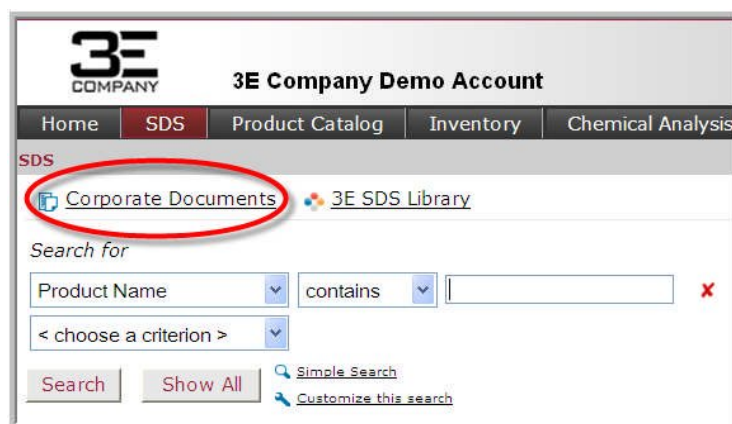


Figure 23 – SDS Search with Corporate Documents Link

2. Select your document from list of available items.

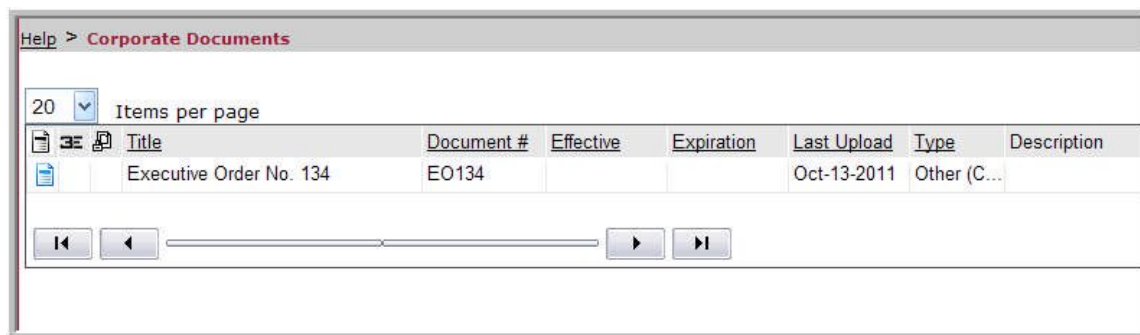



Figure 24 – Corporate Documents Screen

3. Click the  blue paper icon to open the document. The document will open automatically and is available to view, print or save.

Search the 3E SDS Library

The *3E SDS Library* allows a user to search 3E's entire database of SDS. This is an optional feature that may not be available to all users. To use this feature:

1. Click on the *3E SDS Library* link on the *SDS* Page.

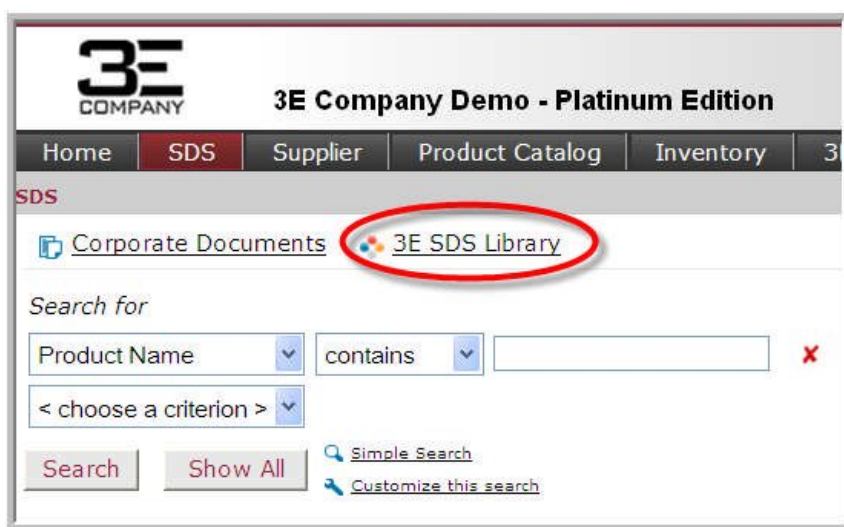


Figure 25 – SDS Page with 3E SDS Library Link

2. Use the drop-down boxes under *Search For* to choose your search criteria. The available search criteria are dependent on the 3E Online® features purchased by your organization.

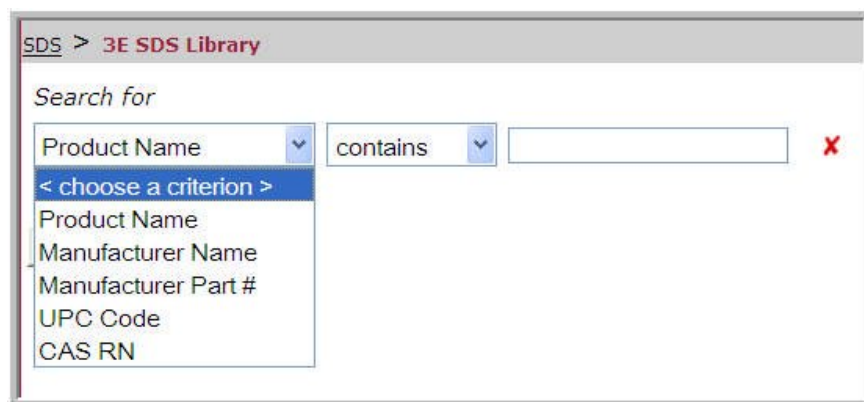


Figure 26 – 3E SDS Library Search Screen

3. Enter your search criteria in the white text box. You can select up to four search criteria to refine your search.

4. Click *Search*.
5. The search results will return the product name, manufacturer name, manufacturer part number, SDS language and SDS region.

SDS > 3E SDS Library

Search for

Product Name begins with formaldehyde X

< choose a criterion >

Search

Items per page 15

Product Name	Manufacturer Name	Mfg Part #	Language	Region	3E Green
Formaldehyde	Murray Chemical Inc.		English	Canada	N/D
Formaldehyde	Spex Certiprep	S-2060	English	United States	N/D
Formaldehyde	Agilent Technologies, Inc.	1024-13	English	United States	34.60
Formaldehyde	AccuStandard Inc.	M-8315-R3-10-10X	English	United States	N/D
Formaldehyde	AccuStandard Inc.	M-1667A-01	English	United States	29.80
Formaldehyde	Caledon Laboratories Ltd.		English	Canada	50.86
Formaldehyde	GE Osmonics		English	United States	21.83
Formaldehyde	Astral Diagnostics, Inc.	3323, 3324, 3328	English	United States	N/D
Formaldehyde	Florida Cirtech, Inc.		English	United States	N/D
Formaldehyde	Avantor Performance Materials		English	North America	23.56
Formaldehyde	L.C.Y.C.I.C Lee Chang Yung Chem...	LCY -008	English	International	N/D
Formaldehyde	Genetic Systems Corporation	0150-40	English	United States	0.42
Formaldehyde	Hermal Pharmaceutical Laboratorie...	650500F040555	English	United States	0.49
Formaldehyde	Hi-Valley Chemical Inc. / Lab Supply		English	North America	23.56
Formaldehyde	Electron Microscopy Sciences	15700, 15710, 15711	English	United States	7.93

Page 1 of 38 (569 items)

Figure 27 – 3E SDS Library Search Results

6. Click the blue  paper icon to view and print the SDS.

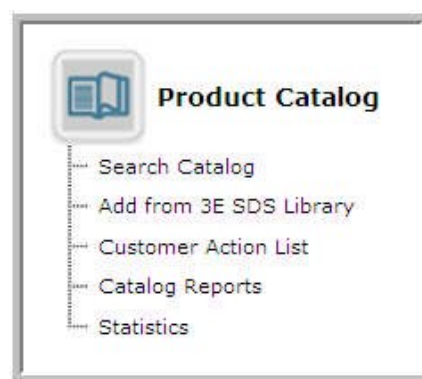


Product Catalog Tab

Only the **Catalog Manager** role group can access the Product Catalog features.

All features in this page are related to the complete corporate catalog and are not location-specific. Along with access to this page, the Catalog Manager also has the ability to remove products from the corporate catalog. The features in this page include:


- Searching the catalog
- Reviewing data about a product
- Adding new products to the catalog from the 3E SDS library
- Reviewing Customer Action items for the entire catalog
- Viewing catalog reports
- Viewing catalog statistics



Search Catalog

The SDS search options are expanded in the Search Catalog feature, but functions exactly the same way as in the SDS page. Please reference the SDS Screen section of this guide for detailed instructions on searching for an SDS in 3E Online®.

Additional search criteria include: Physical State, CAS Registry Number and EU Labeling. These search criteria are purchased as optional features and may not be available to your organization.

Click on *Search Catalog* in the Product Catalog tab to search using this criterion. The paperclip icon  indicates that an SDS is available for a specific product.

Searching Using Physical State

You can search for an SDS using five different physical states: Aerosol, Gas, Liquid, Powder and Solid. The physical state search is based on data entered into your 3E Online® catalog, not data transcribed by 3E. To search:

1. Under *Search For* use the drop-down box to select *Physical State*. The search will automatically default to *Equals*.
2. Choose the physical state from the drop-down box.
3. Click *Search*. The results screen will show all products with the selected physical state.

 The screenshot shows the 'Product Catalog > Search Catalog' window. At the top, there are links for '+ Add New Product' and 'Risk & Safety Phrases'. Below this is the 'Search for' section. It contains three dropdown menus: the first is set to 'Physical State', the second to 'equals', and the third to 'Liquid'. To the right of these is a red 'X' icon. Below the dropdowns is a link '< choose a criterion >'. At the bottom of the search section are two buttons: 'Search' and 'Show All'. To the right of these buttons are two links: 'Simple Search' and 'Customize this search'.

Figure 28 – Physical State Search

Searching Using CAS Registry Number

You can search for an SDS using the Chemical Abstract Service (CAS) Number. To search:

1. Under *Search For* use the drop-down box to select *CAS RN*. The search will automatically default to *Equals*.
2. Enter the CAS Number into the white text box. CAS numbers can be entered with or without the leading zeros and dashes.
3. Click *Search*. The results screen will show all products with the selected CAS number.

 The screenshot shows the 'Product Catalog > Search Catalog' window. At the top, there are links for '+ Add New Product' and 'Risk & Safety Phrases'. Below this is the 'Search for' section. It contains three dropdown menus: the first is set to 'CAS RN', the second to 'equals', and the third is a text box containing '007732-18-5'. To the right of these is a red 'X' icon. Below the dropdowns is a link '< choose a criterion >'. At the bottom of the search section are two buttons: 'Search' and 'Show All'. To the right of these buttons are two links: 'Simple Search' and 'Customize this search'.

Figure 29 – CAS Number Search

Searching Using EU Labeling

You can search for an SDS using the EU Labeling Risk & Safety Number if it has been enable in the *Customize This Search* feature. If you do not know a Risk & Safety Number, click the *Risk & Safety Phrases* link to view a glossary of phrases. To search:

1. Under *Search For* use the drop-down box to select *EU Labeling*. The search will automatically default to *Any Of*.
2. Enter the Risk and Safety Phrase number. Separate multiple numbers by a comma or space.
3. Click *Search*. The results screen will show all products with the selected codes.

Action Button

For a specific product, the Action Button in the Search Catalog results allows you to:

- View the SDS
- Create and view Safety Cards (optional)
- View Classification information (optional)
- View and Print Secondary Container Labels
- Edit Catalog products Information
- Request SDS in multiple languages and formats
- Add or remove product attachments
- View Inventory Locations
- Customize SDS information
- Archive Products from the Catalog

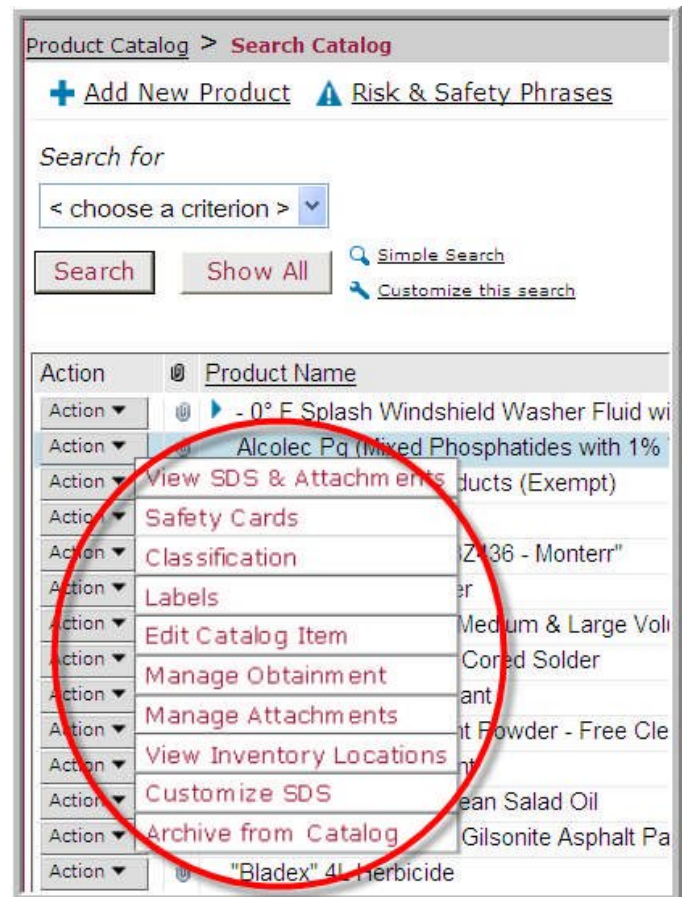


Figure 30 – Search Catalog Results with Action Button

Viewing an SDS & Attachments

Using the *Action* button, you can view SDS and Attachments. An attachment is a document that is restricted to your organization.

Note: *Attachment features are optional. Please contact your administrator if you do not have access.*

To View an SDS or Attachment, click *Action* and select *View SDS & Attachments*. The *Product Documents* pop-up box will appear allowing you access to View, Email or Fax the SDS or an attachment.

Labels

The labeling module allows you to create secondary container labels that can be viewed and printed directly from 3E Online®. Many of the labeling functions are purchased as optional features. You may not have access to all labels. Please contact your administrator if you do not have access.

You can choose from a variety of labels, including those consistent with the National Fire Protection Association (NFPA), Hazardous Materials Information System (HMIS®), WHMIS, EU and GHS/CLP labeling systems. Due to the large numbers of labels available, this module is reviewed in detail in the *3E Online® User Guide – Workplace Container Labels* available under the Help tab in 3E Online®.

Note: *Some NFPA and HMIS® labels are designed to work with specific LabelMaster® pre-printed color labels. Other labels are designed to work with specific Avery labels. As you review the label, 3E Online® will indicate the correct label for printing.*

To generate a label:


1. Using the *Action* button, click on *Label*.
2. Click on the plus sign  to open the menu for the label type you wish to use.
3. Continue to open the menu until you locate the labels you want to create. Choose a source document for your label. Some users may have multiple formats of an SDS available.
4. Click *Process Label*. The Catalog Product Screen will open.

Figure 31 – Label Screen




5. Select any custom values or additional information.
6. Click *View Label*. A pop-up box will appear with a PDF of the label. You can now print or save the label.

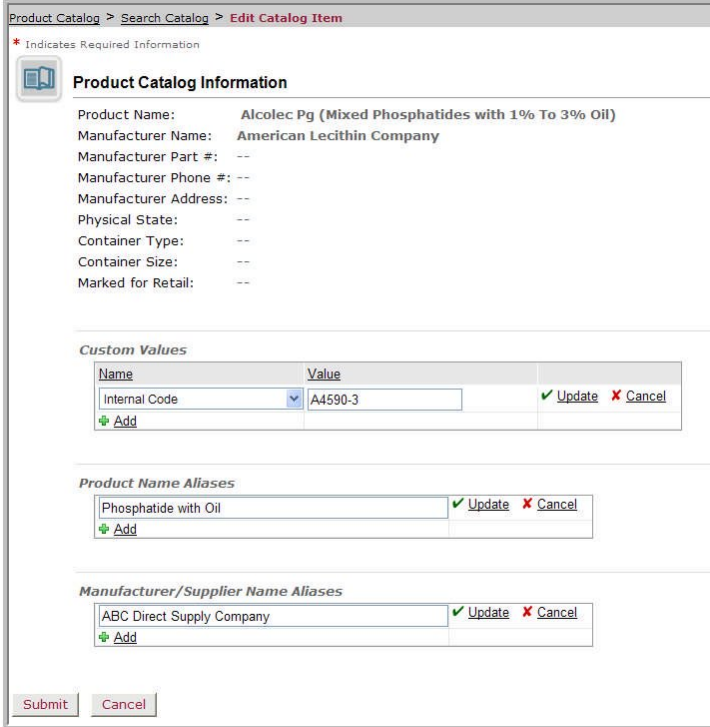
Figure 32 – HMIS® Label in Adobe Acrobat® Reader

Edit Catalog Item

The *Edit Catalog Item* feature allows you to add, edit or remove *Custom Values*, *Product Name Aliases* and *Manufacturer/Supplier Name Aliases* from a specific product. A Custom Value is data specific to your organization. Your administrator will determine what data should be captured in the Custom Value fields. Custom Values are available in other areas of 3E Online®, including reports and search results.

To add a new Custom Value, Product Name Alias or Manufacturer Name Alias:

1. Click *Edit Catalog Item* on the *Action* button drop-down menu.
2. Choose the value to edit or add (*Custom Value*, *Product Name Aliases* or *Manufacturer/Supplier Name Aliases*)
1. Click the  Add button to add a new value. Click on  Edit next to the value you want to change.
3. For *Custom Values*, use the drop-down to select the *Custom Value* name.
4. Enter the value in the white text box.
5. Click on  Update to save to the data.
6. Click *Submit* to save your changes.






Product Catalog > Search Catalog > Edit Catalog Item

* Indicates Required Information




Product Catalog Information

Product Name: Alcolec Pg (Mixed Phosphatides with 1% To 3% Oil)
 Manufacturer Name: American Lecithin Company
 Manufacturer Part #: --
 Manufacturer Phone #: --
 Manufacturer Address: --
 Physical State: --
 Container Type: --
 Container Size: --
 Marked for Retail: --




Custom Values

Name	Value	
Internal Code	A4590-3	 Update  Cancel
 Add		

Product Name Aliases

Phosphatide with Oil	 Update  Cancel
 Add	

Manufacturer/Supplier Name Aliases

ABC Direct Supply Company	 Update  Cancel
 Add	





 

Figure 33 – Edit Catalog Item Screen

Manage Obtainment

The Manage Obtainment feature is an optional purchased feature that is not available to all users. This feature allows you to request SDS in a variety of languages and country formats. To request SDS in a specific language:

1. Click *Manage Obtainment* on the *Action* button drop-down menu.
2. Choose the language and format from the list of available document types. If you do not see a language and format, contact your administrator to request a new language.
3. Click on the pencil icon  to edit the obtainment rule.
4. Under the *Obtainment Rule* column, use the drop-down box to select either *Always* or *Never*.
 - By choosing *Always*, 3E will attempt to obtain the SDS in the language and format request.
 - Selecting *Never* means that 3E will never attempt to obtain the SDS in the specified language and format.
5. Click on the green check icon  to save the obtainment rule.
6. Repeat these steps for additional languages and formats.

Document Type	Status	Obtainment Rule	Action	
English UK EU SDS	Not Requested	Always 		 
English US (M)SDS	Resolved	Default	View	
English Canada WHMIS	Resolved	Default	View	
French France EU SDS	Not Requested	Default		
French Canada WHMIS	Not Requested	Default		
German Germany EU SDS	Not Requested	Default		
Italian Italy EU SDS	Not Requested	Default		
Spanish Spain EU SDS	Not Requested	Default		

Figure 34 – Manage Obtainment Screen

Manage Attachments

The Manage Attachment function is an optional feature that may not be available to all users. This feature allows you add documents to a product. These documents do not need to be SDS; rather they can be any document that should be available with the product. This feature allows you view, add, edit or delete a product attachment.

To add an attachment:

1. Click *Manage Attachments* on the *Action* button drop-down menu.
2. Click *Add Attachment*.
3. Enter the Document Title, Document Type, Document Language and Revision Date.
4. Click *Browse* to locate and add a document. Only pdf documents are accepted.
5. Click *Submit* to add the attachment.

The screenshot shows a web form titled "Document Information" with a red header. Below the header, there is a note: "* Indicates Required Information". The form contains the following fields and controls:

- Title:** A text input field.
- Document Type*:** A dropdown menu with "< Choose >" selected.
- Language*:** A dropdown menu with "English" selected.
- Revision Date:** A text input field.
- (enable / remove):** A checkbox.
- Add this Document*:** A section containing a text input field and a "Browse..." button.
- Submit:** A button at the bottom left.
- Cancel:** A button at the bottom right.

Figure 35 – Add Attachment Screen

To view, edit or delete an attachment:

1. Click *Manage Attachments* on the *Action* button drop-down menu.
2. Click *View* to view the attachment.
3. Click *Edit* to edit the attachment information. Make any changes as required.
4. Click *Delete* to remove the attachment. Enter the reason for deletion in the white text box and click *Submit*.

View Inventory Locations

The View Inventory Location link on the *Action* button allows you to view all locations using a particular product. You also have the ability to remove a product from a location.

To view and edit inventory locations:

1. Click *View Inventory Locations* on the *Action* button drop-down menu. A new screen will open showing all locations using a specified product.
2. Click *Archive* to remove a product from its location. You can click *Archive All* to remove all location associations for the product.
3. Click *Back* to return to the *Search Catalog* page.

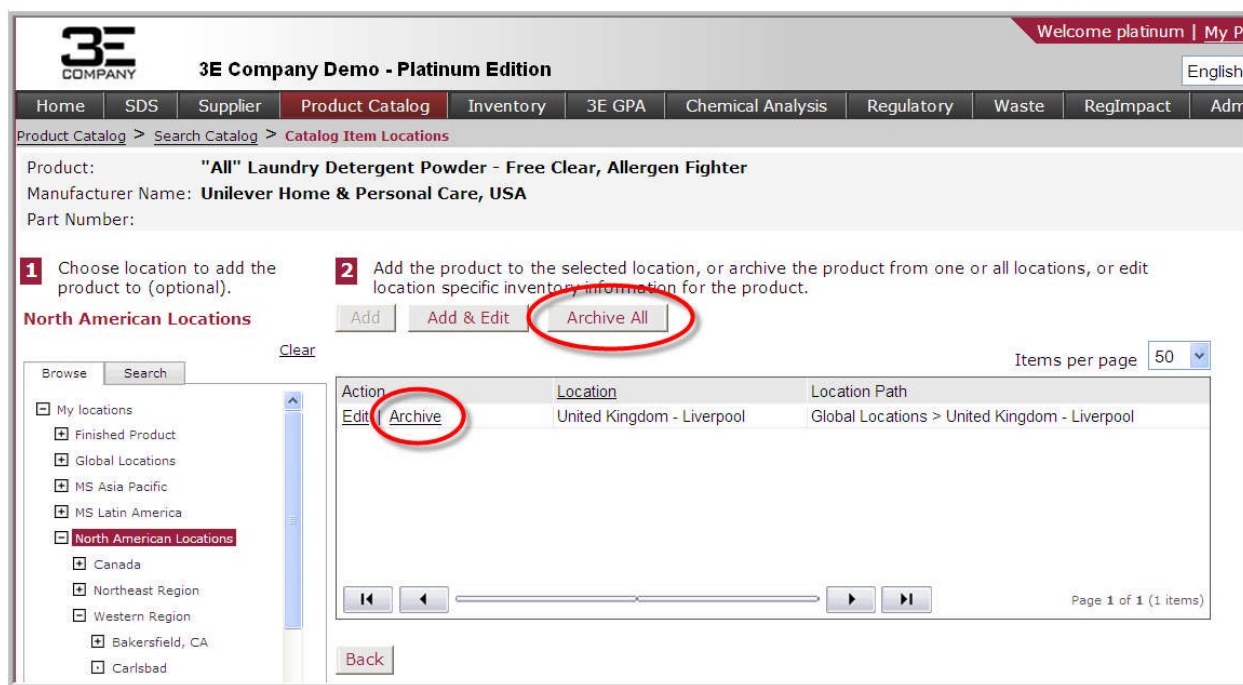


Figure 36 – Catalog Item Location Screen

Customize SDS

The Customize SDS feature allows you to replace 3E indexed and interpreted data with user-generated data at the catalog level. HMIS®, Fire Code and Chemical Ingredients data can be edited from this screen. This is an optional feature that may not be available to all users. Editing data will override the indexed and interpreted information provided by 3E. Edited data also appears on secondary container labels and in the *Product Summary* page.

Please note: You may encounter minimal delays between entering data and the data being available in all screens.



To access this feature:

1. Select *Customize SDS* on the *Action* button. Clicking on *Customize SDS* will open the *SDS Information* screen.
2. Select the SDS Type (if SDS are available in multiple languages or formats).
3. Select the data type (HMIS®, Fire Code or Chemical Ingredients) to edit and click *Edit*.
4. The *Customize SDS* screen will open.

Product Catalog > Search Catalog > **Customize SDS**

SDS Information

Document SDS (English)
 Product Name Acetone
 Manufacturer Fisher Scientific


HMIS   Edit

Health: 2
 Flammability: 3
 Reactivity: 0
 Personal Protection C
 Chronic *

HMIS Legend


Health	*2
Flammability	3
Reactivity	0
Personal Protection	C
Chronic	*



0 Minimal Hazard
 1 Slight Hazard
 2 Moderate Hazard
 3 Serious Hazard
 4 Severe Hazard

NFPA 

Health: 1
 Fire: 3
 Reactivity: 0
 Special:

NFPA Legend





Fire Code   Edit

Physical Hazards Flammable Liquid - Class IB

Figure 37– Customize SDS Screen Showing Edit Function

HMIS

To update HMIS information:

1. Enter the new HMIS information using the drop-down boxes. You are restricted to the values available in the drop-downs. The HMIS classification from the source SDS is provided for reference.
2. Click *Submit* to save the new data. Clicking on *Cancel* will cancel your changes. You can also copy data from the source SDS by clicking on *Copy From Source SDS*.
3. You will return to the *Customize SDS* screen. Edited data is identified by the  icon. Indexed and interpreted data from 3E is identified by the  icon. These icons are visible on the *Product Summary* and *Labels* section of 3E Online™ to identify the origin of the hazardous material information.
5. Repeat these steps to update data for additional products.

Product Catalog > Search Catalog > **Customize HMIS**

HMIS Classification
[HMIS Legend](#)

HMIS
[HMIS Legend](#)

Health	*	2
Flammability	3	
Reactivity	0	
PPE	C	

HMIS Classification (from source SDS)

Health:	2	Health	*2
Flammability:	3	Flammability	3
Reactivity:	0	Reactivity	0
Personal Protection	C	0 Minimal Hazard	Personal C
Chronic *		1 Slight Hazard	Protection
		2 Moderate Hazard	
		3 Serious Hazard	
		4 Severe Hazard	

[HMIS Legend](#)

Figure 38 – Customize HMIS Screen Showing Drop-Downs

Fire Code

To update Fire Code information:

1. Enter the new Fire Code information using the drop-down and check boxes. You are restricted to the values available in the drop-downs. The Fire Code classification from the source SDS is provided for reference.
2. Click *Submit* to save the new data. Clicking on *Cancel* will cancel your changes. You can also copy data from the source SDS by clicking on *Copy From Source SDS*.
3. You will return to the *Customize SDS* screen. Edited data is identified by the icon. Indexed and interpreted data from 3E is identified by the icon. These icons are visible on the *Product Summary* and *Labels* section of 3E Online™ to identify the origin of the hazardous material information.
4. Repeat these steps to update data for additional products.

Product Catalog > Search Catalog > **Override Fire Code**

Fire Code

Physical Hazards

☐ Combustible Dust ☐ Frostbite

☐ Cryogenic ☐ Pyrophoric

Explosive -- ▾

Flammable -- ▾

Organic Peroxide -- ▾

Oxidizer -- ▾

Unstable -- ▾

Water Reactive -- ▾

Health Hazards

☐ Asphyxiant ☐ Sensitizer ☐ Radiation Hazard

☐ Carcinogen ☐ Mutagen ☐ Other

Acute Health Hazard -- ▾

Toxic -- ▾

Physical State

Physical State -- ▾

Submit **Cancel** **Copy From Source SDS**

Fire Code (from source SDS) **3E**

Physical Hazards Flammable Liquid - Class IB

Health Hazards Irritant
 Mutagen
 Other Health Hazard



Physical State Liquid

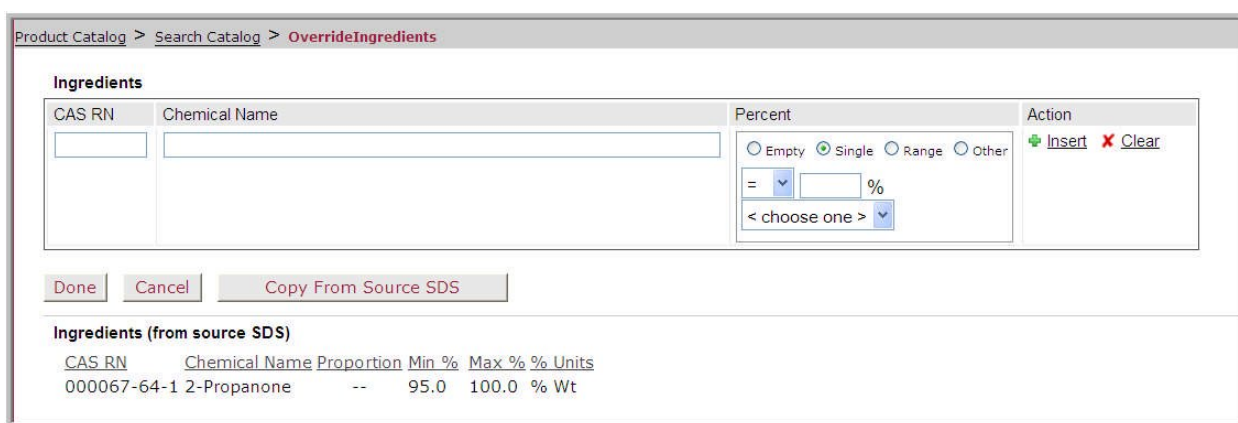
Figure 39 – Override Fire Code

Chemical Ingredients

To update Chemical Ingredient information:

1. Enter the new CAS number and chemical name in the white text boxes. The indexed ingredient information from the source SDS is provided for reference.
2. Click the *Empty*, *Single*, *Range* or *Other* radial buttons to enter the percentage of the ingredient.
3. Use the drop down boxes to select the modifier (=, >, <) and then select either *By Weight* or *By Volume*.

4. Click *Insert* to enter your data.
5. Click *Done* to save the new data. Clicking on *Cancel* will cancel your changes. You can also copy data from the source SDS by clicking on *Copy From Source SDS*.
6. You will return to the *Customize SDS* screen. Edited data is identified by the  icon. Indexed and interpreted data from 3E is identified by the  icon. These icons are visible on the *Product Summary* and *Labels* section of 3E Online™ to identify the origin of the hazardous material information.
7. Repeat these steps to update data for additional products.



Product Catalog > Search Catalog > **OverrideIngredients**

Ingredients

CAS RN	Chemical Name	Percent	Action
<input type="text"/>	<input type="text"/>	<input type="radio"/> Empty <input checked="" type="radio"/> Single <input type="radio"/> Range <input type="radio"/> Other = <input type="text"/> % < choose one >	<input type="button" value="Insert"/> <input type="button" value="Clear"/>

Ingredients (from source SDS)

CAS RN	Chemical Name	Proportion	Min %	Max %	% Units
000067-64-1	2-Propanone	--	95.0	100.0	% Wt

Figure 40 – Override Chemical Ingredients

As required, you can remove Customized SDS Data from 3E Online™

To remove data:

1. Click *Edit*.



Product Catalog > Search Catalog > **Customize SDS**

SDS Information

Document: SDS (English)
 Product Name: Acetone
 Manufacturer: Fisher Scientific

HMIS   **Edit**

Health:	2	Health	*2
Flammability:	3	Flammability	3
Reactivity:	0	Reactivity	0
Personal Protection	C	0 Minimal Hazard	Personal Protection C
Chronic	*	1 Slight Hazard	
		2 Moderate Hazard	
		3 Serious Hazard	
		4 Severe Hazard	

[HMIS Legend](#)

Figure 41 – Customize SDS Screen Showing Edit Function

2. The *Customize* screen will open.
3. Click *Remove*. This will remove the custom data and restore the source SDS data.

Figure 42 – Customize HMIS Screen Showing the Remove button

4. You will return to the *Customize SDS* screen. The **3E** icon will be displayed. This indicates that the origin of the data you see in 3E Online™ is indexed and interpreted data provided by 3E.
5. Repeat these steps to update data for additional products.

Archive from Catalog

Archive from Catalog is the final feature of the *Action* button. This feature allows you remove a product from the entire catalog. In order to completely archive a product from the catalog, all location associations must first be removed. Follow the process outlined in the previous section to archive all locations. Once complete:

1. Click *Archive from Catalog* on the *Action* button drop-down menu.
2. Enter the reason for removing the product from the catalog in the white text box and click *Submit*.
3. The product will now show *Deleted* in front of the product name.


Add From 3E SDS Library


The Add from 3E SDS Library screen will allow you to add new products to your 3E Online® catalog. To access this feature, go to the *Product Catalog* tab and select *Add from 3E SDS Library*. There are three ways to add a new product to your catalog:

- Add the SDS from the 3E Library (optional feature)
- Add the SDS as a Document Upload
- Request that 3E obtain the SDS for you

Adding SDS from the 3E Library

Millions of SDS can be accessed using 3E's SDS Library. Catalog Managers can use the Build Catalog feature of 3E Online® to add SDS from 3E's Library directly into your catalog. Access to 3E's Library is an optional feature and may not be available to all users. To add an SDS:

1. Under *Search For* select the criterion in the drop-down box.
2. Choose your criterion and enter the search text in the white text box. If searching by the Manufacturer Name, 3E Suggest will populate a list of manufacturer names from 3E's library.
3. Add additional criterion as required.
4. Click *Search*.
5. The search results will display a list of SDS matching your search criterion. The results will provide the complete product name, manufacturer name, manufacturer part number, language and region.
6. Click the Blue Paper icon  next to the Product Name to view the SDS.
7. Click *Add* to add the product to your catalog.
8. A Pop-Up Box will appear asking the user if they want to add the product to an inventory location. Click the *OK* button to begin this process.


3E Company Demo Account
Welcome gold | [My Profile](#)

[Home](#)
[SDS](#)
[Product Catalog](#)
[Inventory](#)
[Chemical Analysis](#)
[Regulatory](#)
[Admin](#)
[Help](#)

Product Catalog > [Add from 3E SDS Library](#)

Search 3E SDS Library for

Manufacturer Name Fisher Scientific ✖

Product Name acetone ✖

< choose a criterion >

Search

[+ Add New Product](#) (Additional fees may apply) [What's this?](#)

Items per page 15

Action	Product Name	Manufacturer Name	Mfg Part #	Language	Region
Add	Acetone	Fisher Scientific	22050131, 22050295, A11-1, A11...	French	North America
Add	Acetone	Fisher Scientific	167640000, 167640025, 1676450...	English	Europe
Add	Acetone	Fisher Scientific	326740000, 326740010, 3267400...	Dutch	Europe
Add	Acetone	Fisher Scientific		Chinese (Simplified)	United States
Add	Acetone	Fisher Scientific	16764-0000, 16764-0025, 17680...	Spanish	North America
Add	Acetone	Fisher Scientific	351008-4, 351010-4, 351012-4	English	North America
Add	Acetone	Fisher Scientific	MIKE ACETONE	English	North America
Add	Acetone	Fisher Scientific / Acros Organic	AC268310000, AC268310010, A...	English	North America
Add	Acetone	Fisher Scientific / Acros Organic	22050131, 22050295, A11-1, A11...	English	North America
Add	Acetone	Fisher Scientific / Acros Organic	AC327840000, AC327840010, A...	English	International
Add	Acetone	Fisher Scientific	AC296780000, AC296782500	English	International
Add	Acetone	Fisher Scientific	AC0520, AC0560, AC0600, AC06...	English	North America
Add	Acetone	Fisher Scientific	57025	English	North America
Add	Acetone	Fisher Scientific / Acros Organic	AC400100000, AC400100010, A...	English	North America
Add	Acetone	Fisher Scientific / Acros Organic	AC326740000, AC326740010, A...	English	North America

⏪
⏩
⏴
⏵

Page 1 of 6 (83 items)

Figure 43 – Build Catalog Screen

- Click on the location name to select the location.
- Click on *Add* to add the SDS to the location. Clicking on *Add & Edit* will allow you to add the SDS and edit the product information at this location.
- Clicking *Back* will return you to the Product Catalog page.

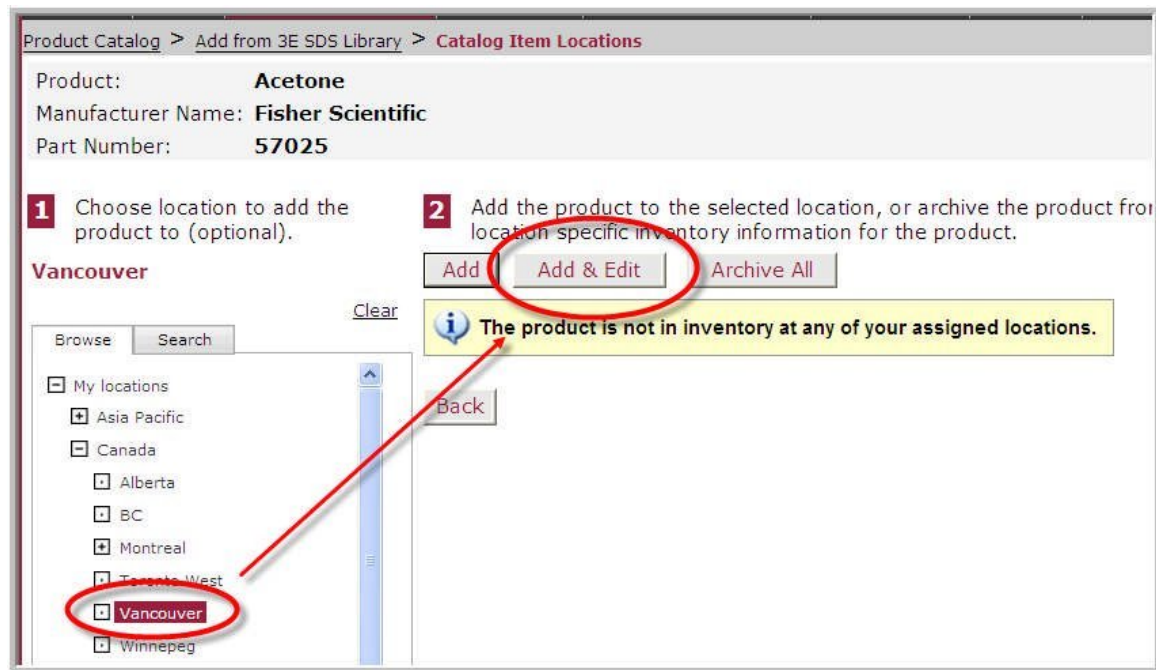


Figure 44 – Catalog Item Screen

12. The *Product Name Verification* feature will show you if a product is already in your catalog under a different name. The orange verification icon ⚠ will appear next to *Added*. Click on the verification icon to see the product name of the item in your catalog.

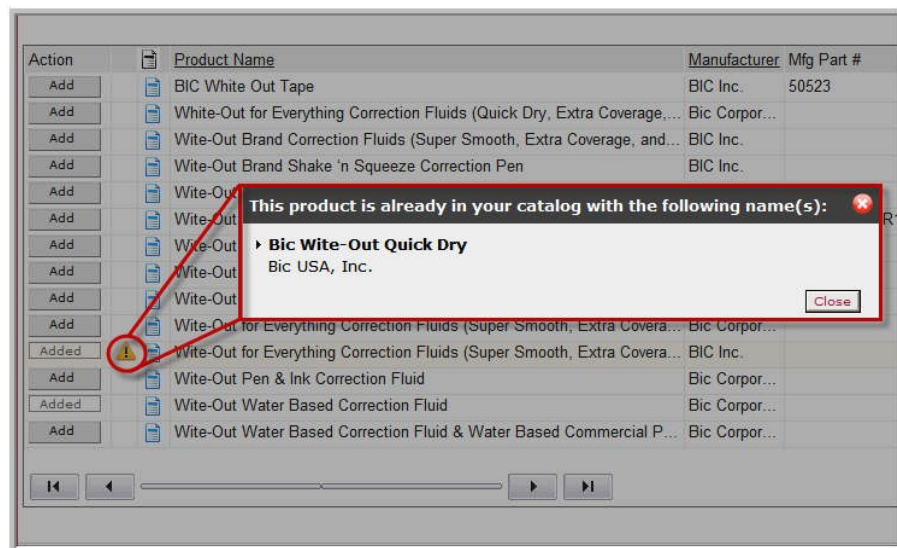
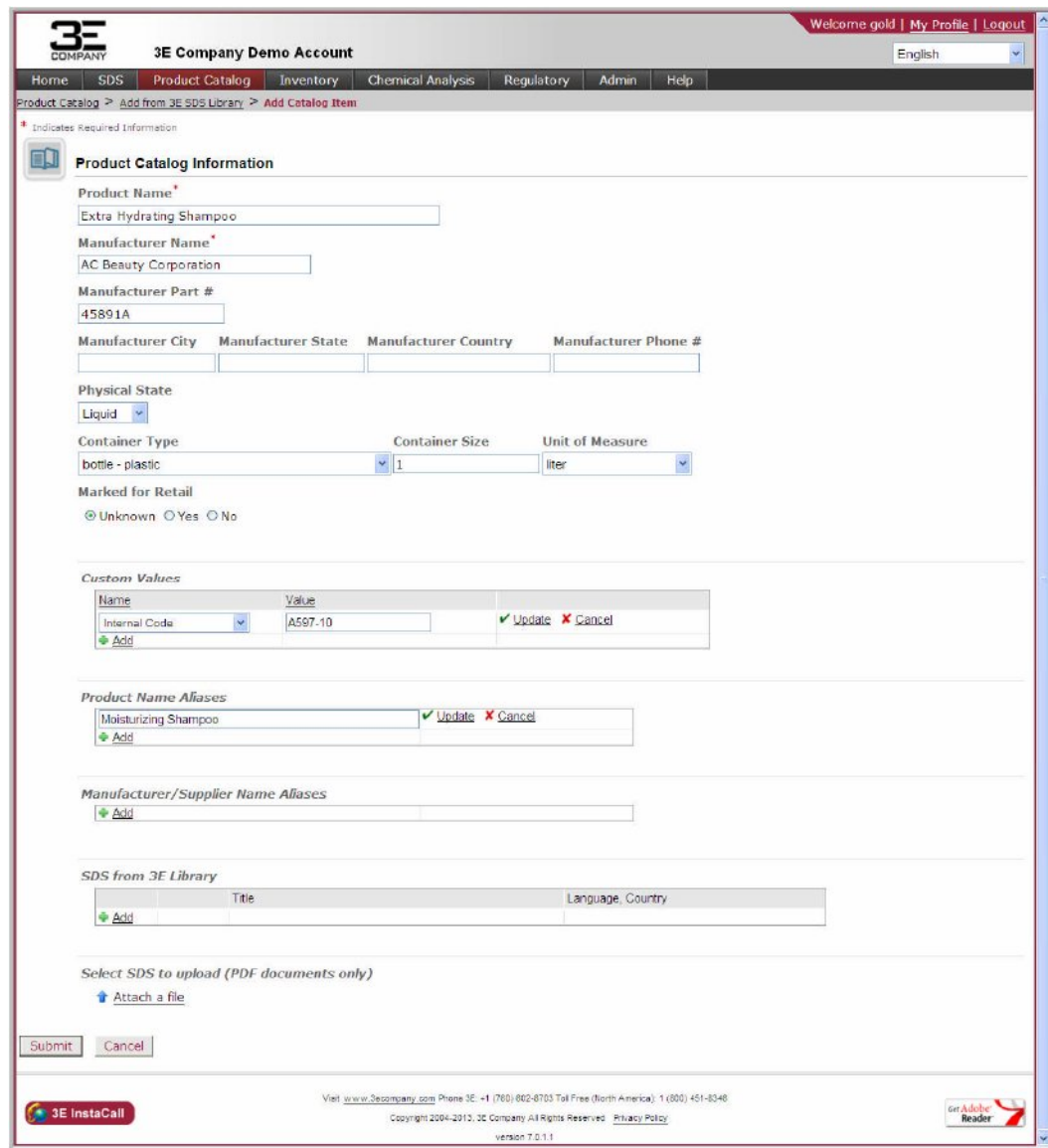


Figure 45 – Build Catalog Screen Showing Product Verification Feature

Adding SDS by Uploading Documents

If an SDS is not available in 3E's Library, you have the ability to add a new SDS to your catalog. This feature also allows you to add an SDS from the 3E Library, but enter your own product name and manufacturer name information. To add an SDS:

1. Click on *Add New Product*.
2. Enter the Product Information in the appropriate text boxes. Product Name and Manufacturer Name are required fields.



3E Company Demo Account

Welcome gold | My Profile | Logout

Home | SDS | Product Catalog | Inventory | Chemical Analysis | Regulatory | Admin | Help

Product Catalog > Add from 3E SDS Library > Add Catalog Item

* Indicates Required Information

Product Catalog Information

Product Name*
Extra Hydrating Shampoo

Manufacturer Name*
AC Beauty Corporation

Manufacturer Part #
45891A

Manufacturer City
Manufacturer State
Manufacturer Country
Manufacturer Phone #

Physical State
Liquid

Container Type
bottle - plastic

Container Size
1

Unit of Measure
liter

Marked for Retail
☒ Unknown ☐ Yes ☐ No

Custom Values

Name	Value	
Internal Code	A597-10	<input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Cancel
<input type="button" value="Add"/>		

Product Name Aliases

Moisturizing Shampoo	<input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Cancel
<input type="button" value="Add"/>	

Manufacturer/Supplier Name Aliases

SDS from 3E Library

	Title	Language, Country
<input type="button" value="Add"/>		

Select SDS to upload (PDF documents only)

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Figure 46 – Add Catalog Item Screen

3. To add an SDS from the 3E Library, click the Green Plus Sign  [Add](#) in the *SDS from 3E Library* section. The *Search 3E Library* window will automatically open. This is an optional feature.
4. Under *Search For* select the search criteria and enter the value into the white text box. Click *Search* to search the 3E Library.

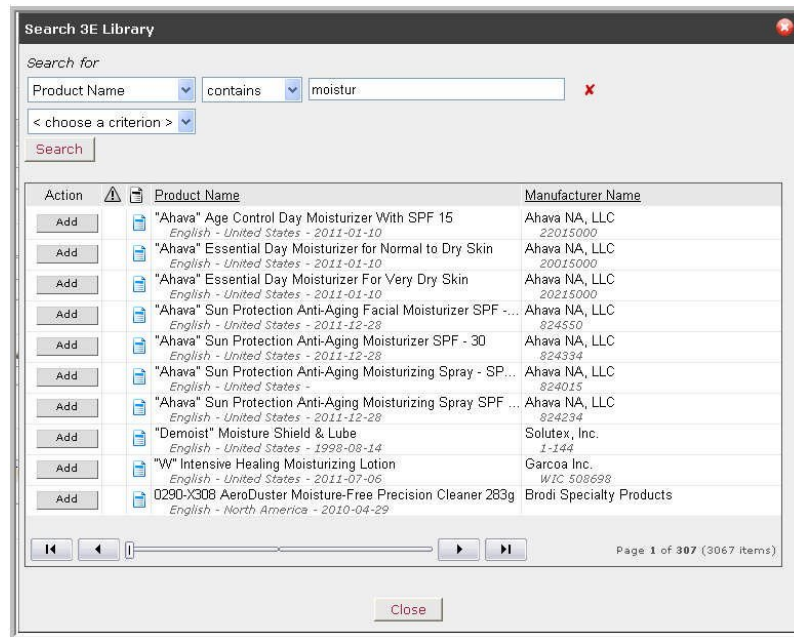


Figure 47 – Search 3E Library Screen

5. Click *Add* to select your SDS.
6. The *Choose SDS Language, Country* screen will open. The available languages and countries are based on client-specific obtainment options.

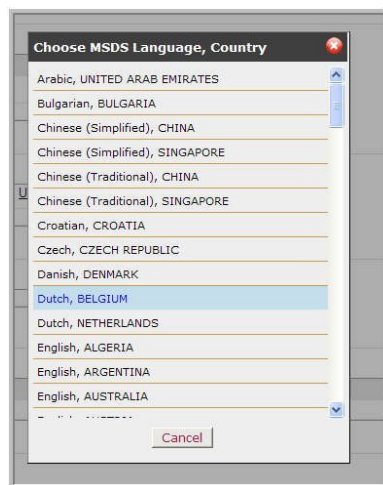


Figure 48 – Choose SDS Language, Country Screen

7. Select your SDS language and countries from the available options. This is an optional feature.
8. The SDS you selected will now be available to view. If you selected an SDS in error, click the *Delete* link.
9. Click *Attach a File*. Only PDF documents are accepted. You do not need to attached a PDF if adding an SDS from 3E SDS Library.
10. Click *Submit*.
11. You will be able to *Add Another Product*, *Manage Attachments* or *Add this Product* to an Inventory.
12. Click *Add to Inventory* to add this product to a specific location. The *Catalog Item Locations* screen will open.

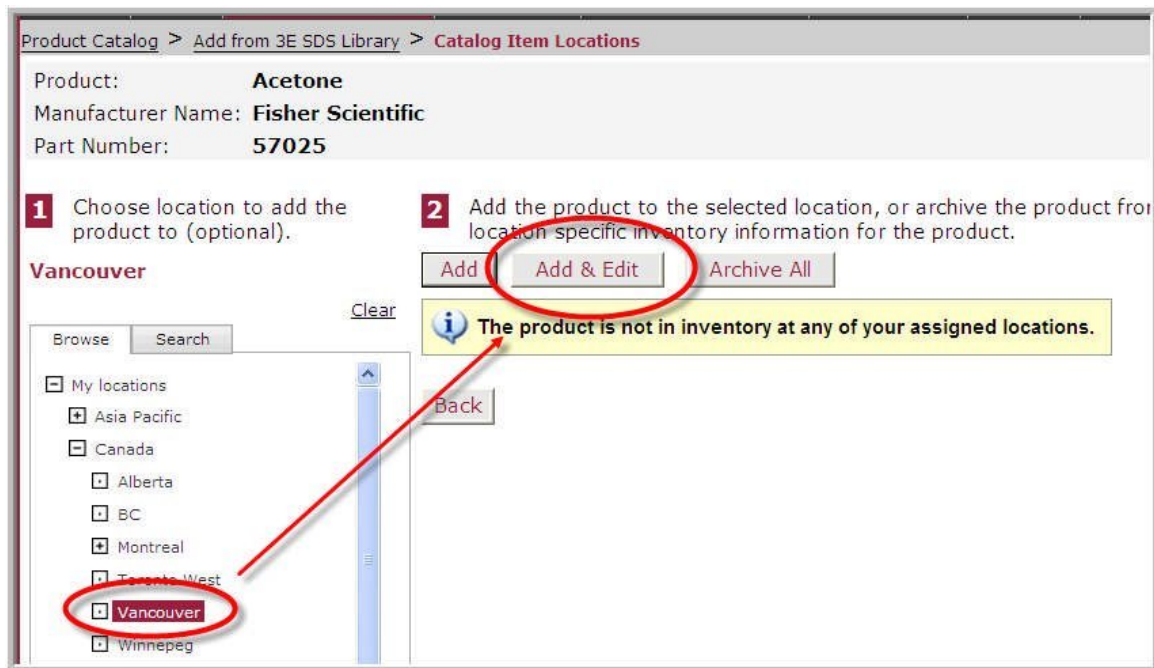


Figure 49 – Catalog item Location Screen

13. Click on the ☐ plus sign to open the facility.
14. Click on the facility name.
15. Click *Add* or *Add & Edit* to add the product to a specific location. The *Add Inventory Item* screen will open. You can now edit or add any new product information.

Note: You must add a product to an inventory for the product to be available in the **Inventory** tab.

Request that 3E Obtain the SDS

If an SDS is not available in 3E's Library and you do not have a copy of the SDS, 3E can obtain it on your behalf. To add the product to your catalog:

1. Click *Add New Product*.
2. Enter the Product Information in the appropriate text boxes. Product Name and Manufacturer Name are required fields. Entering as much information as possible enhances 3E's capabilities to obtain the SDS quickly and efficiently.
3. Click *Submit*.

Customer Action List

The *Customer Action List* is an efficient way for 3E to communicate with you about products that need your attention. These products require additional information from you in order for 3E to successfully match the item to the correct SDS. Inventory Managers should review this list on a daily or weekly basis to ensure these items are resolved so the SDS can be made available to your employees.

To access this feature, go to *Product Catalog* and select *Customer Action List*. In 3E Online®, you can respond to Customer Action Items in two ways.

Responding using 3E Online®

This feature allows you to directly use 3E Online® to respond to one or more Customer Action Items. Use the Search Options to locate a specific product or click *Show All* to see all Customer Action Items. Once you have located a product:

1. Click *Respond* under the *Action* column. The *Customer Action List Response* screen will open.
2. 3E's request for information will appear at the top of the screen under Step 1.
3. Enter the requested information into the appropriate field under Step 2.
4. If available, upload the SDS under Step 3.

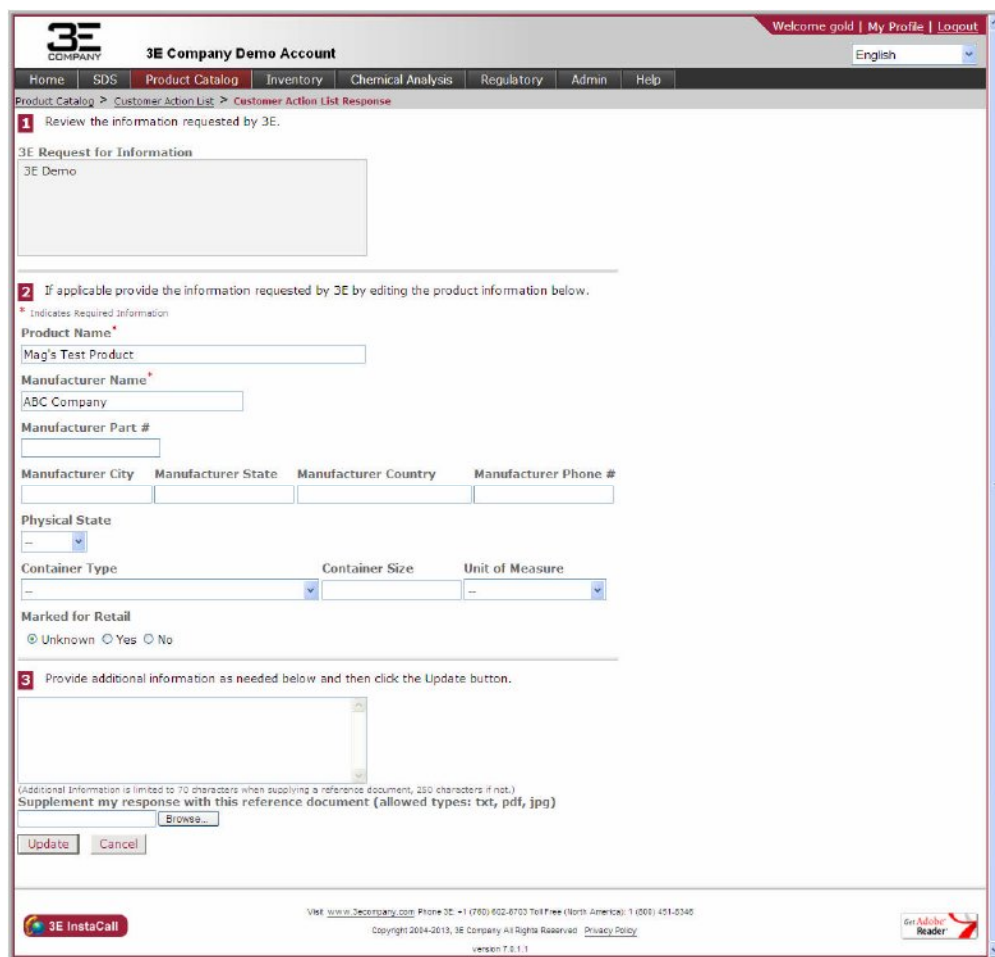


Figure 50 – Customer Action List Response Screen

5. If an SDS is not available, provide additional information under Step 3.
6. Click *Update* to complete your entry.

Exporting Excel List

You can also export the entire Customer Action List into Excel.

1. Click *Show All* under the Search Options to see all Customer Action Items.
2. Click *Export to Excel*.
3. Choose to either Open or Save the file.
4. The file will export into Excel for review.

Catalog Reports

There are numerous reports available under the *Catalog Reports* feature. The reports are examined in detail in the *3E Online® User Guide – Reports* available in the *Help* section of 3E Online®.

Catalog Statistics

The Catalog Statistics page under the Product Catalog tab displays a quick summary of the following:

- **Catalog Count:** The total number of catalog items that are available for use throughout your organization. This number does not represent the unique SDS count.
- **SDS Request Count:** The total number of SDS document requests for your catalog that have been completed, are in progress, or require action from the customer. Please note a catalog item can have multiple SDS requests depending on the language or formats required by each facility.
- **Inventory Count:** The total number of catalog items that are assigned to specific inventories across your entire organization.
- **Complete:** The number of catalog items that have been matched to an SDS.
- **In Progress:** The number of catalog items that are in the process of being matched to an SDS.
- **Customer Action Required:** The number of products that require a customer response in order for 3E to proceed. These products can be responded to via the Customer Action List.

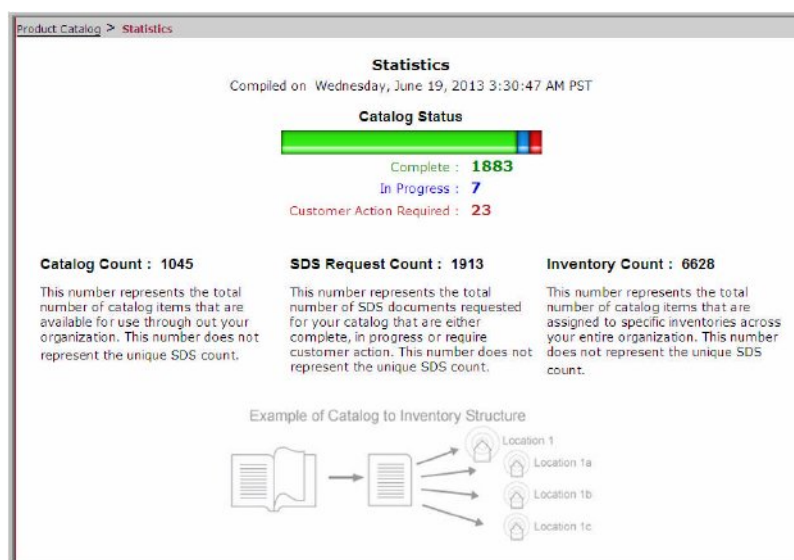


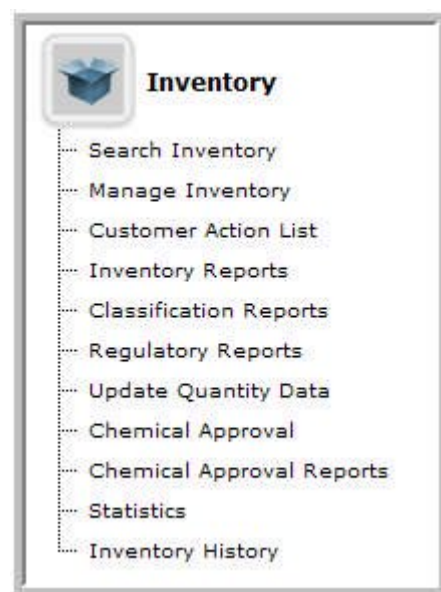
Figure 51 – Catalog Statistics Screen



Inventory Tab

Features in the Inventory Tab are dependent on the permissions assigned to specific roles. This tab is not available to all users. All features in this page are location-specific and include:

- Search Inventory
- Manage Inventory
- Respond to Customer Action Items
- Create Inventory Reports
- Create Classification Reports (Optional purchased feature)
- Create Regulatory Reports (Optional purchased feature)
- Update Quantity Data
- Manage the Chemical Approval Process (Optional purchased feature)
- Generate Inventory Statistics
- View Inventory History




Note: User guides for Optional purchased features are available in the Help section of 3E Online®.

Search Inventory

The Search Inventory feature allows users to search for products by location. The search options and criteria are the same as in the Catalog tab. Depending on the permissions assigned in 3E Online®, some users may only be able to access specific locations.

To search for a specific product in a specific location:

1. Select the location from the Facility Tree. Click the  plus sign to open sub-levels of the facility tree.
2. Click on the location name to select a specific location.
3. For large or complicated facility trees, select the Search option to find the specific location. Enter the facility name in the search box and click *Search*. Locations meeting the criteria entered will be returned.

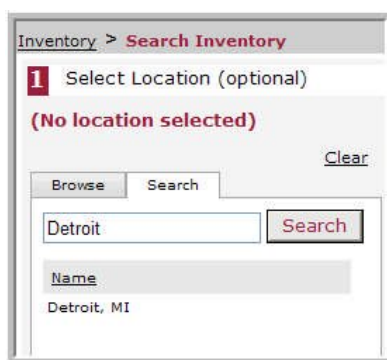


Figure 52 – Location Search

4. The SDS search options function exactly the same way as in the SDS page. Please reference the *SDS Tab* section of this guide for detailed instructions on searching for an SDS in 3E Online®.

Action Button

As in the Catalog Tab, the Action Button in the Search Inventory feature allows you:

- View the SDS
- View and Print Secondary Container Labels

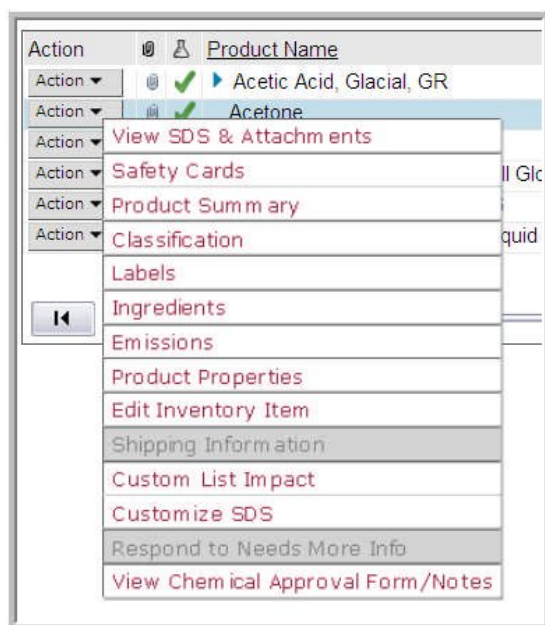


Figure 53 – Action Button Menu

Additional features in the Inventory Tab allow you to:

- Create and View Safety Cards (Optional purchased feature)
- View Product Summary
- View Classification (Optional purchased feature)
- View Ingredients
- View Product Properties
- Edit the Inventory Item
- View Custom List Impact (Optional purchased feature)
- Customize SDS (Optional purchased feature)
- Respond to Client Action Items
- View Chemical Approval Form/Notes (Optional purchased feature)

Note: User guides for Optional purchased features are available in the Help section of 3E Online®.

Product Summary

The Product Summary screen allows the user to see all data associated with a product in one screen. This includes:

- Product Information
- Inventory Information
- SDS Information
- Archived SDS
- Classification Data
- Handling and Storage
- First Aid
- PPE
- View/Fax/Email SDS

To access this feature, select *Product Summary* from the *Action* button menu.

Click the drop-down box next to the SDS Revision Date, to view data for previous SDS versions. Exiting the Revision Data reverts back to the current SDS and related data.

For products containing more than one SDS, the data for each SDS is shown separately.

Note: Some data shown are optional purchased services and may not be available.




Product Information					
Product Name	Acetone				
Manufacturer Name	Fisher Scientific				
Custom Values					
Product Category	Solvents				
SAP Material Master Number	1111111				
Unit Cost	\$6.00				
UPC	333333333				
Inventory Information					
Location	North American Locations > Western Region > Portland, OR				
Inventory Item Note	test note				
Physical Properties (Overridden)					
Physical State	Liquid				
Specific Gravity	0.788				
Chemical Ingredients (Overridden)					
CAS RN	Chemical Name	Proportion	Min %	Max %	% Units
000067-64-1	2-PROPANONE	—	95.0	100.0	% Wt.
SDS Information					
Revision Date: 2011-08-30					
View Email Fax					
Document	SDS (English, UNITED STATES OF AMERICA)				
Product Name	Acetone				
Manufacturer	Fisher Scientific				
Chemical Ingredients					
CAS RN	Chemical Name	Proportion	Min %	Max %	% Units
000067-64-1	2-PROPANONE	—	95.0	100.0	% Wt.
Physical Properties					
Autoignition	465 C				
Boiling Point	56 C				
Density	—				
Flash Point	-20 C				
Gas Density	—				
Percent Volatiles	—				
pH	7				
Physical State	Liquid				
Specific Gravity	0.79				
Vapor Pressure	247 millibar 20 C				
VOC	—				
WHMIS Classification					
Hazard Symbols:					
 					
Danger: B2 - Flammable Liquid D2B - Toxic material causing other toxic effects					
NFPA Classification					
Health:	1				
Fire:	3				
Reactivity:	0				
Special:					
					
NFPA Legend					
HMIS Classification Health: 2 Flammability: 3 Reactivity: 0 Personal Protection: C Chronic: * Physical Hazard: 1 Health Hazard: 2 Environmental Hazard: 0					
Handling and Storage					
Handling	Wear personal protective equipment. Keep away from open flames, hot surfaces and sources of ignition. Do not breathe vapors or spray mist. Do not get in eyes, on skin, or on clothing. Use only non-sparking tools. Use explosion-proof equipment. Take precautionary measures against static discharges.				
Storage	Keep containers tightly closed in a dry, cool and well-ventilated place. Keep away from heat and sources of ignition. Flammables area.				
First Aid					
Eyes	Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Obtain medical attention.				
Skin	Wash off immediately with plenty of water for at least 15 minutes. Obtain medical attention.				
Ingestion	Do not induce vomiting. Obtain medical attention.				
Inhalation	Move to fresh air. If breathing is difficult, give oxygen. Get medical attention immediately if symptoms occur.				
Note to physician	Treat symptomatically.				
PPE					
Eye/Face Protection Wear appropriate protective eyeglasses or chemical safety goggles as described by OSHA's eye and face protection regulations in 29 CFR 1910.133 or European Standard EN166.					
Respiratory Protection Follow the OSHA respirator regulations found in 29 CFR 1910.134 or European Standard EN 149. Use a NIOSH/MSHA or European Standard EN 149 approved respirator if exposure limits are exceeded or if irritation or other symptoms are experienced.					
Other Protective Clothing Skin and body protection: Wear appropriate protective gloves and clothing to prevent skin exposure.					
Disclaimer: Selection of the appropriate level of Personal Protection Equipment is contingent on the use, application and environment in which the product is handled.					
Fire Code					
Physical Hazards	Flammable Liquid - Class IB				
Health Hazards	Irritant Mutagen Other Health Hazard				
Physical State	Liquid				
SARA 311/312 Hazard	Delayed Fire Immediate				

Figure 54 – Product Summary Screen

Ingredients

3E transcribes ingredient information directly from the SDS. The Ingredient option on the Action button allows you to view the chemical components of the product, including: Chemical Abstract Service (CAS) Registry Number, Chemical Name and Percentage. You can view this information by selecting *Ingredients* on the Action button drop-down list.

Figure 55 – Ingredient Screen

Some users will have the ability to Override SDS Ingredients. This is an optional purchased feature and may not be available to users.

To Override SDS Ingredients:

1. Click *Override SDS Ingredients*. The override screen will open.
2. Click *Add New Chemical*. The *Add Ingredient* screen will open.
3. Enter the CAS Number in the search screen and click *Search*. The search results will appear below.

Figure 56 – Add Ingredient Search Screen

4. Click *Add Ingredient* next to the ingredient you want to enter.

494 Items Found (Page 1 of 20) Page: [1] 2 3 4 5 ... Next

	CAS Number	Chemical Name
Add Ingredient	7732-18-5	?
Add Ingredient	007732-18-5	_Water
Add Ingredient	007732-18-5	0.02% Multielements In H2O
Add Ingredient	007732-18-5	0.03% Multielements In H2O
Add Ingredient	007732-18-5	1)Water
Add Ingredient	007732-18-5	1,2-Ethenediol
Add Ingredient	007732-18-5	2-(2,4-Dichlorophenoxy)Propionic Acid
Add Ingredient	007732-18-5	2) Water
Add Ingredient	007732-18-5	2,4-Pentanedione
Add Ingredient	007732-18-5	2-Methyl Pyridone
Add Ingredient	007732-18-5	2-Methyl, Pyripone
Add Ingredient	007732-18-5	90MI Water
Add Ingredient	007732-18-5	A mildly Acid Suspension Of Aluminum Oxide
Add Ingredient	007732-18-5	Absorbed Water
Add Ingredient	007732-18-5	Acetic Acid

Figure 57 – Add Ingredient Search Results

5. If you can't locate an appropriate ingredient or the ingredient is custom (ie: trade secret), enter the ingredient name and click *Add Custom Ingredient* to add a custom ingredient.
6. The ingredient information will now be added to the product information and available for reporting.
7. Click *Revert to SDS Ingredients* to return to the original 3E transcribed data.

Product Properties

3E transcribes the product property information directly from the SDS. The Product Properties option on the Action button allows you to view the physical properties of the product, including:

- Auto-Ignition Temperature
- Boiling Point
- Density
- Flash Point
- Gas Density
- pH
- Physical State
- Vapor Pressure and
- VOC
- Percent Volatiles

View this information by selecting *Product Properties* from the Action button's list.

Inventory > Search Inventory > Product Properties

Inventory Item Action **1** Review Product Properties

Product Name: **Acetone**

Manufacturer: **Fisher Scientific**

Mfg Part #:

Location Name: **Portland, OR**

Source Document: **SDS (English)**

SDS Product Name: **Acetone**

SDS Manufacturer: **Fisher Scientific**

Autoignition: **465 C**

Boiling Point: **56 C**

Density: --

Flash Point: **-20 C**

Gas Density: --

Percent Volatiles: --

pH: **7**

Physical State: **Liquid**

Specific Gravity: **0.7900**

Vapor Pressure: **247 milibar 20 C**

VOC: --

2 (Optional) Override Product Properties. (Affects this item at this location only.)

Revert


Inventory Item Properties

Physical State	VOC	Specific Gravity	Density
Liquid	--	0.788	--

Figure 58 – Product Properties Screen

Some users will have the ability to Override Product Properties. This is an optional purchased feature and may not be available to users.

To Override Product Properties:

1. Click *Override*.
2. Click the  pencil icon.
3. Select the property to override: Physical State, VOC, Specific Gravity or Density.

4. Enter the value and unit of measure (if applicable).

2 (Optional) Override Product Properties. (Affects this item at this location only.)

Revert

Inventory Item Properties			
Physical State	VOC	Specific Gravity	Density
Liquid	100 grams per liter	1.136	--

Figure 59 – Property Override Screen

5. Click the ✓ green check icon to save the data. To cancel, click the ✗ red X icon.
6. Click *Revert*, to return to the original transcribed SDS data.

Note: Changes only affect the item at the specific location.

Edit Inventory Item

3E Online® allows a user to edit product information at the inventory location. You can add Custom Values as well as quantity, usage, REACH, SARA and Tier II product information. This data will then be available for reporting and analysis. To access this feature, select *Edit Inventory Item* on the *Action* button.

To Edit Inventory Item:

1. Enter inventory information into the appropriate fields. Use the drop-downs as needed.
2. Click *Submit* to save your data.

Note: This data is only available at the inventory location.

3E Company Demo - Platinum Edition

Welcome platinum | My Profile | Logout

English

Home | SDS | Supplier | Product Catalog | **Inventory** | 3E GPA | Chemical Analysis | Regulatory | Waste | RegImpact | Admin | Help

Inventory > Search Inventory > **Edit Inventory Item**

* Indicates Required Information

Product Catalog Information

Product Name: Acetone
Manufacturer Name: Fisher Scientific
Manufacturer Part #: --
Manufacturer Phone #: --
Manufacturer Address: --
Physical State: --
Container Type: --
Container Size: --
Marked for Retail: --

Custom Values

Name	Value	Edit	Delete
Product Category	Solvents		
SAP Material Master Number	1111111		
Unit Cost	\$0.00		
UPC	333333333		

Product Name Aliases

Manufacturer/Supplier Name Aliases

Chemical Approval Information

No chemical approval form
 Upload Chemical Approval Form

Inventory Item Information

Inventory Item Note:

Quantity:

Consumed On Site:
☒ Unknown ☐ Yes ☐ No

Usage Information (SARA 313, REACH, ...)

Annual Usage: Unit of Measure:

Purposes:

REACH Role:

REACH Exemption Reason:

SARA 313 Exemption Reason:

Storage Information (Tier II, ...)

Average Daily Amount: Unit of Measure:

Maximum Daily Amount: Unit of Measure:

Days On Site:

Temperature Conditions:

Pressure Condition:

Storage Location:

Submit

Cancel

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Figure 60 – Edit Inventory Item Screen

Manage Inventory

The second feature in the Inventory tab is the *Manage Inventory* function. This feature allows you to add new products to a specific inventory. The inventory is built using your organization's product catalog.

Note: Click *Show Me How*  *Show Me How* for a quick tutorial on the Manage Inventory screen.

To build your inventory:

1. Select your location from the facility tree.

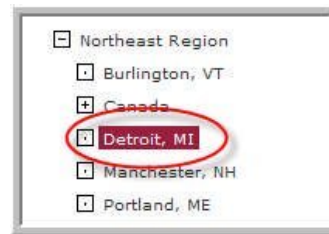


Figure 61 – Facility Tree

2. Click *Go* to get a list of products from the Catalog. You can filter items from the Catalog by:
 - **All Products** – lists all products that are in the company catalog. Any items with a check are in the selected location's inventory.
 - **Products in Inventory** – only lists products that are currently in the selected inventory location.
 - **Products Not in Inventory** – lists products that are not currently in the selected inventory location but are in the Catalog.

3. Use the Search Criteria to locate a specific product by entering the criteria in the text box and clicking *Go*.

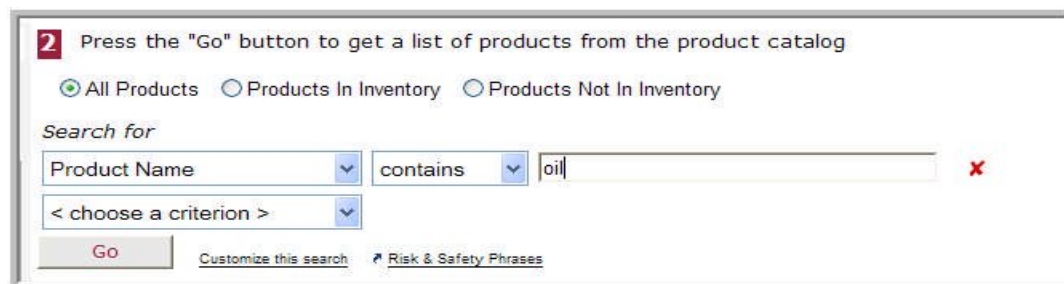


Figure 62 – Build Inventory Search Options

4. Add products to your inventory by checking the box next to the product. You can select multiple products at one time.
5. Remove products from your inventory by removing the check from the box next to the product.

3 Check products to add to your inventory, uncheck to archive products from your inventory

[+ Add New Product](#) Items per page 15

Action		Product Name	Manufacturer Name	Mfg Part #	Product Category	Internal NB	SAP	REAL	SUB
Action ▼	<input type="checkbox"/>	3-IN-One Multi Purpose Oil	WD-40 Company	7288G					
Action ▼	<input type="checkbox"/>	ACRYLATED OIL (CN111) ESO	Sartomer Company						
Action ▼	<input checked="" type="checkbox"/>	Adjunct B Boiler Water Treatment	Ashland Specialty Chemic...	84044	Boiler Treatment Chemicals				
Action ▼	<input type="checkbox"/>	Boron	VHG Labs, Inc.		Boron				
Action ▼	<input type="checkbox"/>	Burberry for Men Eau de Toilette Natural Spray	Elizabeth Arden						
Action ▼	<input type="checkbox"/>	C2000 Frac Oil (Canada)	Conoco Phillips Canada						
Action ▼	<input type="checkbox"/>	Celery Seed Oil	Berje						
Action ▼	<input type="checkbox"/>	Celery Seed Oil	Vigon International Inc.	C-008800					
Action ▼	<input type="checkbox"/>	Chevron Delo 100 Motor Oil	Chevron	CPS238...		57001			
Action ▼	<input type="checkbox"/>	Chevron Synthetic Compressor Oils Tegra I...	Chevron	ISO68	Oil	57002			
Action ▼	<input type="checkbox"/>	Citgo No. 2 Fuel Oil, All Grades	CITGO Petroleum Corpora...		Fuel				
Action ▼	<input type="checkbox"/>	Clorox Disinfecting Toiletwand Refills	The Clorox Company		Bathroom Cleaners				
Action ▼	<input type="checkbox"/>	Dromus Oil Abd 401	Shell Oil Products	61043					
Action ▼	<input type="checkbox"/>	Genral Finishes Butcher Block Oil	Genral Finishes	No number					
Action ▼	<input type="checkbox"/>	Genral Finishes Butcher Block Oil	Genral Finishes	4115					

Page 1 of 3 (36 items)

Figure 63 – Build Inventory Screen

Adding New Products

If a product is not available in the catalog, use the *Add New Product* feature to add a new product to both the 3E Online® catalog and a specific inventory location. This feature will be available after you have searched your catalog and determined that a specific product is not available.

With this feature, you can:

- Add an SDS from the 3E Library
- Add an SDS by uploading a document
- Request that 3E obtain an SDS

To get started, go to *Manage Inventory* and search the 3E Online® catalog. Once the search is complete, the *Add New Product* link will appear. To add a product to your inventory:

1. Click on *Add New Product*. The *Add New Inventory Item* screen will automatically open.
2. Enter the Product Information in the appropriate text boxes. Product Name and Manufacturer Name are required fields.

Inventory > Manage Inventory > Add Inventory Item
Show Me How

Currently Selected Location: **Denver, CO**

* Indicates Required Information

Product Catalog Information

Product Name*

Manufacturer Name*

Manufacturer Part #

Manufacturer City

Manufacturer State

Manufacturer Country

Manufacturer Phone #

Physical State
--

Container Type
--

Container Size
--

Unit of Measure
--

Marked for Retail
☐ Unknown ☐ Yes ☐ No

Custom Values

Name	Value
Add	

Product Name Aliases
[Add](#)

Manufacturer/Supplier Name Aliases
[Add](#)

SDS from 3E Library

	Title	Language	Country
Add			

Select SDS to upload (PDF documents only)
[Attach a file](#)

Inventory Item Information

Inventory Item Note:

Quantity:

Consumed On Site:
☐ Unknown ☐ Yes ☐ No

Usage Information (SARA 313, REACH, ...)

Annual Usage:

Unit of Measures:
--

Purpose:

REACH Role:
--

REACH Exemption Reason:
--

SARA 313 Exemption Reason:
--

Storage Information (Tier II, ...)

Average Daily Amount:

Unit of Measures:
--

Maximum Daily Amount:

Unit of Measures:
--

Days On Site:


Temperature Condition:
--

Pressure Condition:
--

Storage Location:

Submit Cancel

Figure 64 – Add Inventory Item Screen

- To add an SDS from the 3E Library, click the Green Plus Sign  [Add](#) in the *SDS from 3E Library* section. The *Search 3E Library* window will automatically open. This is an optional feature.
- Under *Search For* select the search criteria and enter the value into the white text box. Click *Search* to search the 3E Library.

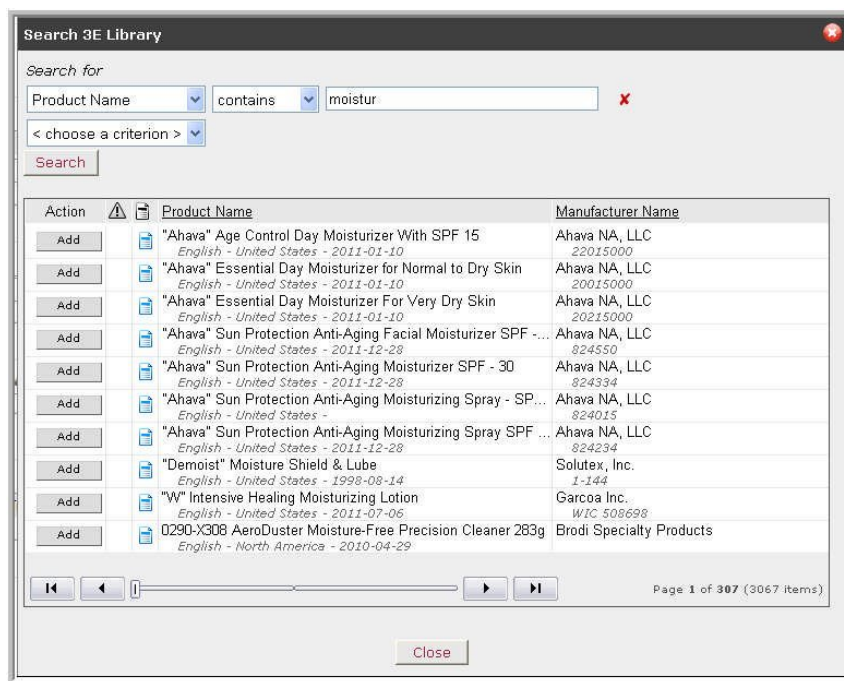


Figure 65 – Search 3E Library Screen

- Click *Add* to select your SDS.
- The *Choose SDS Language, Country* screen will open. The available languages and countries are based on client-specific obtainment options.

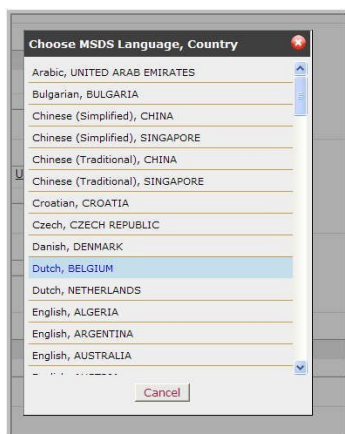


Figure 66 – Choose SDS Language, Country Screen

7. Select your SDS language and countries from the available options. This is an optional feature.
8. The SDS you selected will now be available to view. If you selected an SDS in error, click the *Delete* link.
9. Click *Attach a File* if you want to add an SDS. Only PDF documents are accepted. You do not need to attached a PDF if adding an SDS from 3E SDS Library.
10. In the *Inventory Item Information*, enter any storage and usage information to support SARA reporting.
11. Click *Submit* when all data has been entered. The product will be added to both the 3E Online® catalog and your inventory.

Customer Action List

The Customer Action List is an efficient way for 3E to communicate with you about products that need your attention in order for 3E to successfully match the item to the correct SDS. Inventory Managers should review this list on a daily or weekly basis to ensure these issues are resolved and the SDS is available for your employees.

To access the Customer Action List:

1. Select a location on the facility tree and click *Show All*. This will display all the products that 3E requires more information on in order to match it to an SDS for the selected location.
2. To see the Customer Action list for all locations, click *My Locations* on the facility tree.
3. Provide additional information to 3E by clicking *Respond* next to the product.

Inventory > Customer Action List

1 Select Location (optional)
U.S. - Western Region

Browse Search Clear

☐ My locations
☐ Asia Pacific
☐ Canada
☐ Europe
☐ Latin America
☒ **U.S. - Western Region**
☐ Bakersfield - Lab
☐ Boise
☐ Denver
☐ Idaho
☐ Las Vegas
☐ Phoenix
☐ Portland
☐ Seattle

2 Enter search criteria or select show all to get a Customer Action List.

Search for
Product Name contains

3 Click "Respond" to provide the requested information

Items per page 15

Action	Product Name	Manufacture	Mfg Part #	Document	3E Request No	Type	Internal
Respond	"acid-Blocking Primer" Water-Based Primer ...	Modern M...		French Cana...	Please provid...	Ne...	
Respond	(-)-1-(9-Fluorenyl)ethyl Chloroformate, 0.5 W/...	Fisher Sci...	AC259900000...	French Franc...	*3E Compan...	Ne...	
Respond	(-)-1-(9-Fluorenyl)ethyl Chloroformate, 0.5 W/...	Fisher Sci...	AC259900000...	German Ger...	*3E Compan...	Ne...	
Respond	(-)-1-(9-Fluorenyl)ethyl Chloroformate, 0.5 W/...	Fisher Sci...	AC259900000...	Spanish Spai...	*3E Compan...	Ne...	
Respond	(-)-1-(9-Fluorenyl)ethyl Chloroformate, 0.5 W/...	Fisher Sci...	AC259900000...	Dutch Belgiu...	*3E Compan...	Ne...	
Respond	(-)-1-(9-Fluorenyl)ethyl Chloroformate, 0.5 W/...	Fisher Sci...	AC259900000...	French Belgiu...	*3E Compan...	Ne...	
Respond	acetone	Merck & ...	1256y	English US (...)	test	Ne...	
Respond	Asdfasd	Any Mfr Tool		English US (...)	test	Ne...	
Respond	asdfasdf	Mag's Tes...	12345	English US (...)	demo	Ne...	2134
Respond	asdfasdfasd	Mag's Tes...	456789	English US (...)	demo	Ne...	
Respond	Green Grease	Abc123	1234	English US (...)	demo	Ne...	

Page 1 of 1 (11 items)

Figure 67 – Inventory Customer Action List Screen

- Review the *3E Request for Information* box. This box contains any questions that 3E may have regarding this product.
- Enter the requested information in *Section 3*.
- You may also upload the SDS to resolve the Customer Action.
- Click *Browse*.
- Locate the file you wish to upload and then click *Update*. The uploaded SDS will be sent to 3E as a means to resolve that particular customer action.
- Click *Update* to complete the request.

Inventory > Customer Action List > Customer Action List Response

1 Review the information requested by 3E.

3E Request for Information

Please provide the product full exact label name and product number. Thank you.

2 If applicable provide the information requested by 3E by editing the product information below.

* Indicates Required Information

Product Name: Rubber Cement
 Manufacturer Name: Tandy
 Manufacturer Phone #: --
 Manufacturer Part #: --
 Manufacturer Address: --
 Physical State: --
 Container Type: --
 Container Size: --
 Marked for Retail: --

3 Provide additional information as needed below and then click the Update button.

(Additional Information is limited to 70 characters when supplying a reference document, 250 characters if not.)
 Supplement my response with this reference document (allowed types: txt, pdf, jpg)

Figure 68 – Customer Action List Response Screen

Optional: Export to Excel

Click on the *Export to Excel* button to export your entire *Customer Action List* to Excel in the event you need to print the list.

3 Click "Respond" to provide the requested information

Items per page 15


Action	Product Name	Manufacturer Name	Mfg Part	Document	3E Request Note	Type
Respond	asdfsad	demo purposes		French Canada ...	3E Company Dem...	Need...
Respond	Dichlorofluorometha...	Sigma Aldrich Chemical Co...	295213	French Canada ...		Need...
Respond	Nusil Adhesive	NuSil Technology		English Canada ...	Please provide the...	Need...
Respond	Nusil Adhesive	NuSil Technology		French Canada ...	Please provide the...	Need...
Respond	Rubber Cement	Tandy		English Canada ...	Please provide the...	Need...
Respond	Rubber Cement	Tandy		French Canada ...	Please provide the...	Need...

Page 1 of 1 (6 items)

Figure 69 – Export to Excel

Inventory Reports

Reporting is reviewed in detail in the *3E Online® User Guide - Reports*. However, the most common inventory report accessed by 3E Online® users is the *for Excel Friendly Export*. To generate this report:

1. Select *Inventory Reports* from the Inventory tab options.
2. Select the location on the facility tree.
3. Select the report named *for Excel Friendly Export*.
4. Click *Run Report*.
5. The report's toolbar functions allow you to Export the report to a variety of formats. Click on the  icon to select the report format. Reports can be exported to XML, CSV, PDF, HTML, Excel, TIFF and Word.

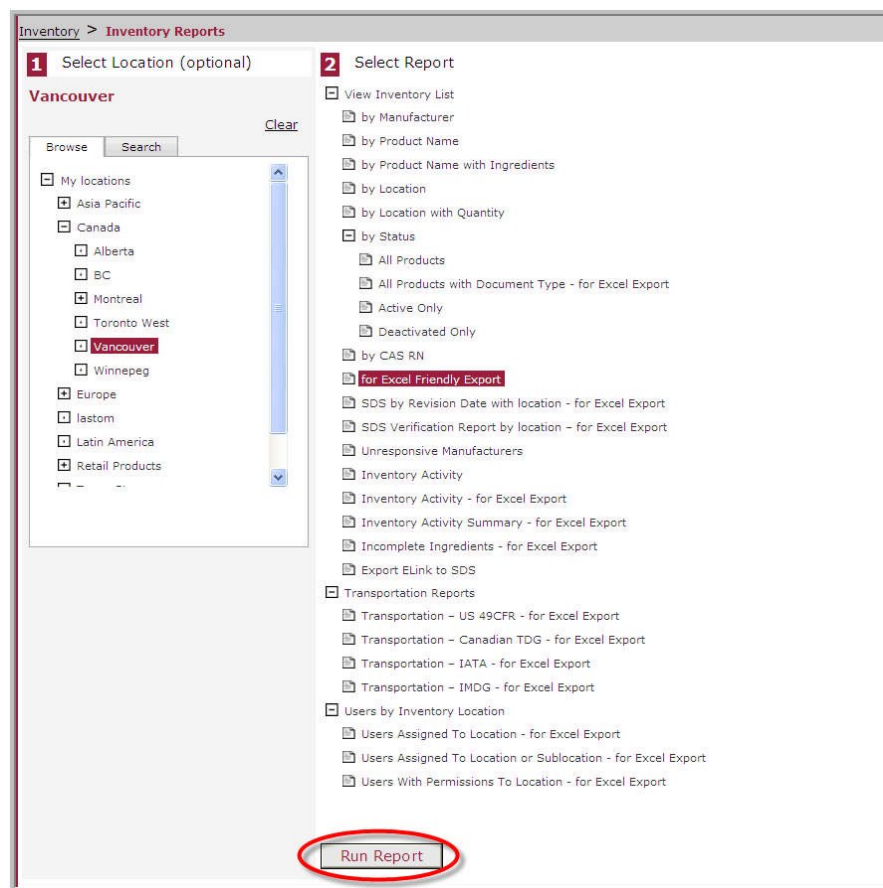


Figure 70 – Excel Friendly Export Report

Note: This report is optional for Silver level users.

Update Quantity Data

To assist you in managing your inventory quantity information, 3E Online® allows you to download an Excel spreadsheet, edit you quantity data for multiple inventory items and then upload the changes to your data. This information is required for several 3E Online® reports (SARA, REACH) to function correctly. This is an optional feature and may not be available to all users.

Click *Update Quantity Data* from either the *Home* page or *Inventory* tab to access this feature.

To download the Update Quantity Data spreadsheet:

1. Select your location from the facility tree. If you are including sub-locations, click the box next to *Include a sub-location for selected location*.

Figure 71 – Update Quantity Data Screen

2. Click *Download*. A pop-up box may ask you to *Open* or *Save* your file.
3. If saving, select the location on your desktop or network.

The Update Quantity Spreadsheet contains three worksheets.

- **Instructions** – contains information about each column in the spreadsheet as well as instructions on how to complete the form.
- **Inventory Quantities** – the worksheet that should be completed in order to update your quantity information in 3E Online®
- **Allowable Values** – contains lists of allowable values in order to properly load your data into 3E Online®.

	A	B	C
1	SARA Data Template Instructions		
2	There are 3 tabs associated with this sheet.		
3	The first tab labeled "Instructions" explains how to complete the "InventoryQuantities" tab.		
4	The second tab labeled "InventoryQuantities" is where you will enter your data for the list of items.		
5	The third tab labeled "AllowableValues" is a description/definition key of the values allowed for fields with drop down lists.		
6			
7	The required/optional give an indication of what data is required for different types of regulatory reporting.		
8	We suggest that you provide as much information as you have available even if it is indicated as optional. Different		
9	jurisdictions sometimes have different requirements and often the more information provided reduces the necessity to		
10	ask for additional information.		
11			
12	COLUMN NAME	REQUIRED/OPTIONAL	DESCRIPTION
13	ClientProductInventoryID	Protected (Do not Change)	3E Internal identifier used to save entered data back into the system. NOTE: If you sort the spreadsheet, make sure to keep this ID sorted with the rest of the data.
14	Location	Protected (Do not Change)	Inventory item location.
15	ProductName	Protected (Do not Change)	Product Name as it appears in your company's catalog.
16	ManufacturerName	Protected (Do not Change)	Manufacturer Name as it appears in your company's catalog.
17	ManufacturerProductNumber	Protected (Do not Change)	Manufacturer's Part number as it appears in your company's catalog.
18	CustomValues	Protected (Do not Change)	List of Custom Values associated with the product.
19	Container Information	Protected (Do not Change)	Product container information (Type, Size, UOM) as entered in your catalog.
20	Quantity	Required for Occupancy Reports and Fire Code related reporting	Enter number of containers stored on hand of the product at the specified location.
21	Average Daily Amount	Required for SARA Reporting	Enter Average Daily Quantity on hand for product. The Average Daily Quantity will be used in the SARA Tier II Candidate List Reports to calculate the total reportable quantity of material.
	Average Daily Amount UOM	Required for SARA	Enter unit of measure for the Average Daily Quantity using one of the

Figure 72 – Update Quantities Spreadsheet

To complete the Update Quantity Spreadsheet:

1. Enter the data for each product in your inventory. As this template is used for several different reports, all data may not be required for your purpose.
2. Whenever possible, use the drop-down boxes containing the allowable values.

To upload the Update Quantity Spreadsheet:

1. Click *Browse* to locate the Update Quantity Spreadsheet on your desktop or network.
2. Click *Upload* to submit the file. You may receive an error message if 3E Online® is unable to load the file. Correct the errors and try again.

Inventory Statistics

The Statistics page under the Inventory tab displays a quick summary of the following:

- **Catalog Count:** The number of catalog items in use across the selected location and its sub locations.
- **SDS Request Count:** The total number of SDS document requests for the selected location and its sub locations that have been completed, are in progress, or require action from the customer. A catalog item can have multiple SDS requests depending on the language/formats required by each facility.
- **Inventory Count:** The number of inventory items that are assigned to the selected location and its sub locations.
- **Complete:** The number of products for the selected location and its sub locations that have been matched to an SDS.
- **In Progress:** The number of products for the selected location and its sub locations that are in the process of being matched to an SDS.
- **Customer Action Required:** The number of products for the selected location and its sub locations that require a customer response in order for 3E to proceed. These products can be responded to via the Customer Action List.

Select a location on the Facility Tree to see the statistics for that location.

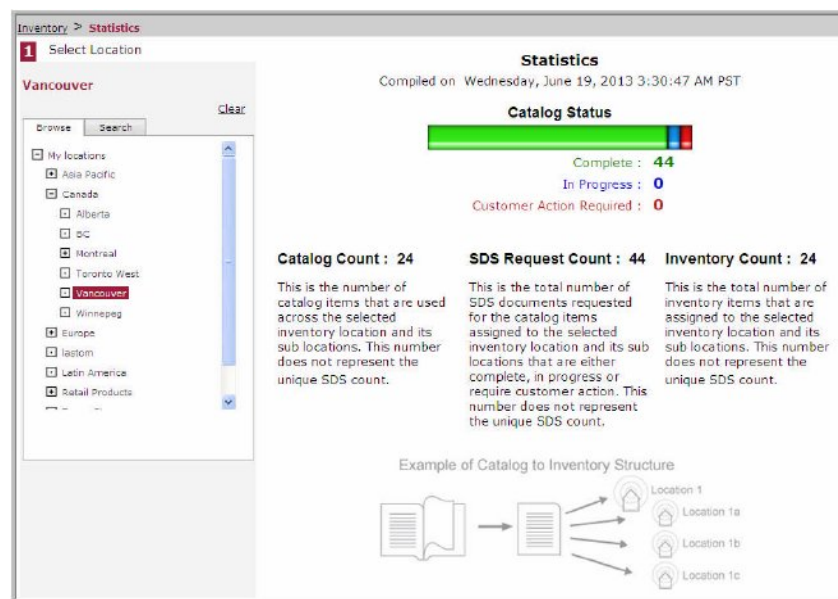


Figure 73 – Inventory Statistics Screen

Inventory History

The Inventory History feature allows you to view the history of a specific product in an inventory location. Within this feature you can view both archived and active products for a specific location. For this reason, there is no visibility to the current facility tree.

1. Select *Inventory History* from the *Inventory* tab menu to access this feature.
2. Under *Select Location*, enter a complete or partial location name in the white text box.
3. Click *Search*.
4. From the search results, click on your location name.

Inventory > Inventory History

1 Select Location

(No location selected)

Clear

Denver Search

Name

Denver

Figure 74 – Select Location

5. If you choose, enter a date range. Under *Additional Filters*, you can also select additional search criterion.
6. Click *Search*. (Click *Show All* to see all products for your selected location.)

3E Company Demo Account

Welcome gold | My Profile | Logout

English

Home SDS Product Catalog Inventory Chemical Analysis Regulatory Admin Help

Inventory > Inventory History

1 Select Location

Denver

Clear

denver Search

Name

Denver

2 Filter the inventory history by date range and/or by search criteria

From (optional) To (optional)

Additional Filters

< choose a criterion >





Search Show All Simple Search Customize this search

Items per page 15

Action	Product Name	Manufacturer Name	Mfg Part #	MMM ID	SAP Specification ID
Details	- (+) -2,2'-Bis(Diphenylphosphino)-1,1'-Binaphthyl	Digital Specialty Chemicals, Ltd.	325		
Details	Alcolec Pg (Mixed Phosphatides with 1% To 3% Oil)	American Lecithin Company			
Details	- MelBath Shower Sherbet, Chocoholic, Gotta Have I...	Mel Bath			
Details	" All RiceLand Inc's Products	Riceland Foods, Inc.			
Details	"good" Buffers Kit	Sigma Aldrich Chemical Company Inc. ...	GB11		
Details	"31% 6R456, Z6455/3Z436 - Monter"	Akzo Nobel Coating Inc	393418		
Details	"Acetone, recycled (B-322)"	Kodak	10093390		
Details	"Acid" Flux Lead Free Cored Solder	Kar Products / Distributor			
Details	"acid-Blocking Primer" Water-Based Primer Paint	Modern Masters, Inc.			
Details	"Aldon Grout Residue Remover/Brick and Block Clea...	Aldon Corporation			
Details	"black Dragon" Black Gilsomite Asphalt Paint Bd	Whitlam, J.C., Manufacturing Co.			
Details	"cellosolve", Ethylene Glycol Monoethyl Ether	Summers Optical, A Division of EMS A...			
Details	"Clean Sensation" Powder Laundry Detergent	Sensibly Clean Inc.	PLDC		
Details	"cyrel" Aqd 55 Containing "cyrel" Aqs Flexographic Pl...	DuPont Chemicals			
Details	"Delrin" Acetal Resin All on Synonym List DEL029	DuPont Chemicals			

Page 1 of 9 (128 items)

Figure 75 – Inventory History Search Results Screen

7. The key next to each product will identify the product status in your selected inventory. The keys are defined as:
 -  The product was active for part of the selected timeframe
 -  The product was archived for part of the selected timeframe
 -  The product was archived for all of the selected timeframe
 -  The product was active for all of the selected timeframe
8. Click *Details* next to any product to see specific inventory information about that product. You will be able to review: Product Information, Inventory Information and SDS Information. You will also be able to view previous versions of the SDS if available.

Inventory > Inventory History > **Details**

Product Information

Product Name Acetone
 Physical State Liquid
 Manufacturer Name Fisher Scientific

Inventory Information




Location Denver

Activity

<u>Added</u>	<u>Removed</u>
May 28, 2009	Sep 16, 2010
Jun 19, 2013	--

SDS Information




Revision Date 2011-03-07 (North America) ▼

 [View](#)  [Email](#)  [Fax](#)

Document French - North America
 Product Name Acetone
 Manufacturer Fisher Scientific
 SDS Version 3

SDS Information

Revision Date 2011-03-07 (North America) ▼

 [View](#)  [Email](#)  [Fax](#)

Document English - North America
 Product Name Acetone
 Manufacturer Fisher Scientific / Acros Organic
 SDS Version 3

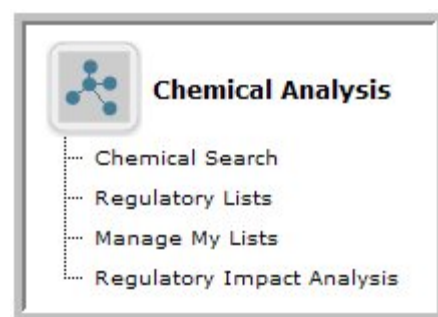
Figure 76 – Inventory History Details Screen



Chemical Analysis Tab

The Chemical Analysis tab can be used to perform advanced chemical searches and view regulatory lists. In the Chemical Analysis tab you can:

- **Chemical Search** - Search for products in your inventory by chemical constituent.
- **Regulatory Lists** - Use pre-defined United States, Canadian, and international regulatory lists to identify products containing regulated chemicals.
- **Manage My Lists** - Create your own set of personalized chemical lists. A list can include: ingredients, CAS RN or pre-defined United States, Canadian, and international regulatory lists. Lists can be independent or combined to identify products containing chemicals that interest you.
- **Regulatory Impact Analysis** - Review and analyze products in your inventory that have been affected by regulatory changes for a specified period of time. (Optional Purchased Module)



Chemical Search

Chemical Search is used to find specific chemical constituents within your inventory. To locate a specific chemical using this search:

1. Click on the location name to select the inventory to search (optional).



Figure 77 – Facility Tree

- Click on Find Ingredient then select Begins With, Equals, Ends With or Contains.

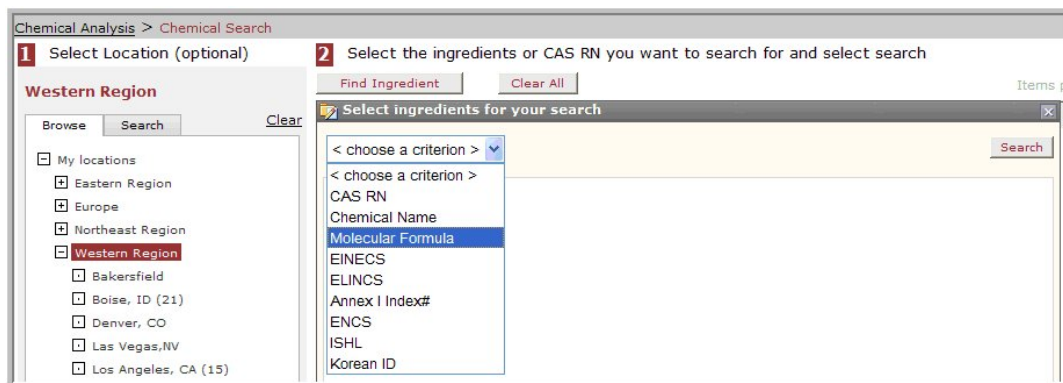


Figure 78 – Chemical Search Screen

- Enter the information you want to search for in the white text box. You can search by:

- CAS RN
- Chemical Name
- Molecular Formula
- EINECS
- ELINCS
- Annex I Index #
- ENCS
- ISHL
- Korean ID

Note: Some search options are purchased features and may not be available to all users.

- Click *Search* to start your search.

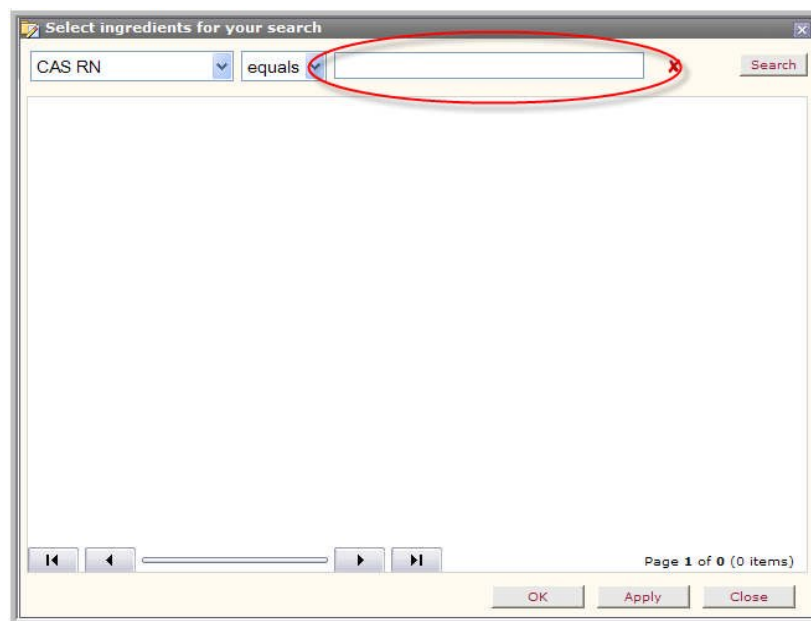


Figure 79 – Ingredient Search

- Check the box/boxes next to the ingredient(s) you want to search your inventory for and click on **OK**.

Note: The results displayed originate in 3E's database of chemical ingredients. These ingredients do not represent ingredients or compounds specific to your catalog. 3E's chemical ingredient database generates data from multiple sources, including transcribed SDS data and Ariel™ chemical data. You may see CAS RN and Chemical Name combinations that are not necessarily accurate, but originate from transcribed SDS data. Data is displayed this way to capture all possible chemical synonyms.

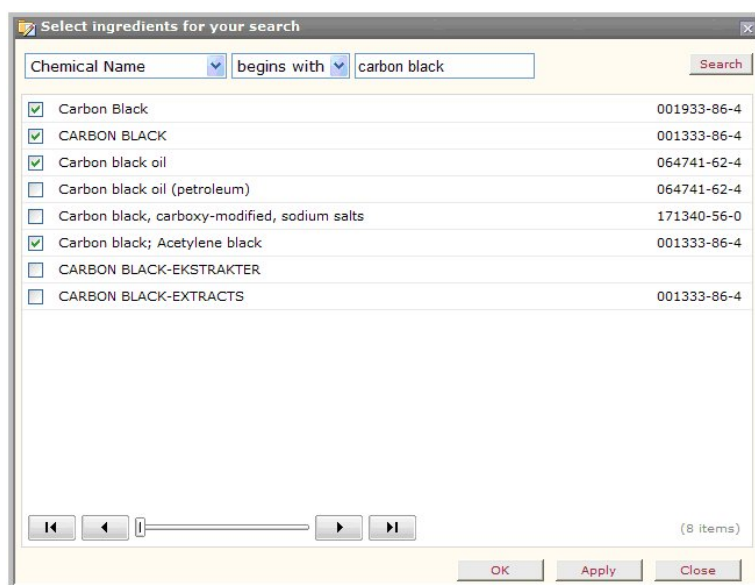


Figure 80 – Ingredient Search Results

- Click **Search** at the bottom of your search criteria to search your inventory.

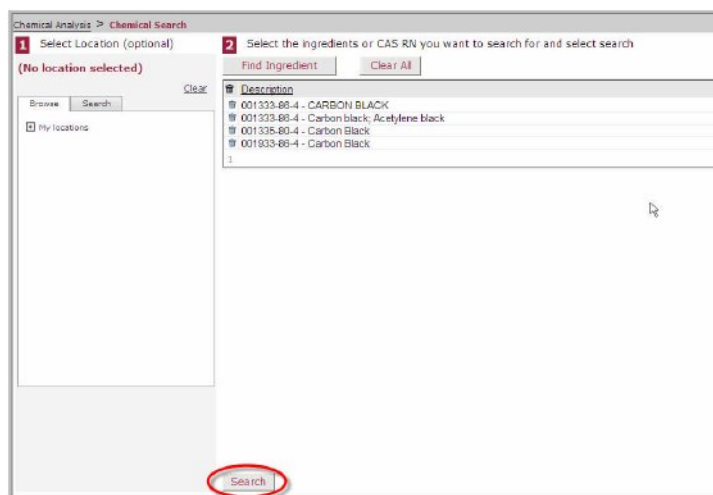


Figure 81 – Chemical Search Results

- The results will show you all the products in your inventory's location(s) that contain the chemical(s) you searched for.

Chemical Analysis > Chemical Search > Inventory Items					
Results List: Chemical Search for Currently Selected Location: Los Angeles, CA					
7 Items Found (Page 1 of 1)		Page: [1]		Items per Page: 25	
Action ▶	Product Name ▲	Manufacturer	Part#	Location	CAS
Action ▶	1025/1038/2510 BLACK TONER	XEROX CORPORATION	6R122	Los Angeles, CA	001333-81
Action ▶	5100 DEVELOPER	XEROX CORPORATION	5R90152	Los Angeles, CA	001333-81
Action ▶	BLACK DRY INK/TONER (REPLENISHER) 5614/5113/5114	XEROX CORPORATION	8R7652	Los Angeles, CA	001333-81
Action ▶	DEVELOPER	XEROX CORPORATION	990	Los Angeles, CA	001333-81
Action ▶	DRY IMAGER, DRY INK DUPLICATOR TONER (SEE MSDS)	XEROX CORPORATION	990060	Los Angeles, CA	001333-81
Action ▶	EP DEVELOPER	XEROX CORPORATION	XP24	Los Angeles, CA	001333-81
Action ▶	MULTI-PURPOSE CAULKING	DAP	18325	Los Angeles, CA	001333-81

Figure 82 – Chemical Search Results for Selected Location

- You can view the SDS and other related information by clicking on the *Action* button. To view detailed information on some of the regulations pertaining to that particular chemical, click on either the *Product Name* or the *CAS Number*.

Regulatory Summary of References Found in Western Europe, North America, International for CAS RN(s): 1333-86-4	
Report Sections:	
▼Summary of names that match CAS RN:	
1333-86-4	Carbon black
1333-86-4	CARBON BLACK (AIRBORNE, UNBOUND PARTICLES OF RESPIRABLE SIZE [≤ 10 MICROMETERS])
1333-86-4	CARBON BLACK IN PRESENCE OF POLYCYCLIC AROMATIC HYDROCARBONS (PAHS)
1333-86-4	Lampblack
1333-86-4	NEGRO DE HUMO (NEGRO DE CARBÓN)
▼Ariel-supplied broad categories (etc.) that might apply:	
▼Western Europe	
▼North America	
▼U.S. Federal, Health	
IARC. Overall Evaluations of Carcinogenicity (Volumes 1-99)	
CAS RN: 1333-86-4	
Name: CARBON BLACK	
IARC Overall Evaluation is 2B (possibly carcinogenic to humans)	
Citations: V65, V93	
Notes	
V65	IARC Monographs on the Evaluation of Carcinogenic Risks to Humans, Printing Processes and Printing Inks, Carbon Black Nitrocompounds, Vol. 65, 1996.
V93	IARC Monographs on the Evaluation of Carcinogenic Risks to Humans, Carbon Black, Titanium Dioxide and Non-Asbestifon 2006 (advance notice).

Figure 83 – Regulatory References

Each reference in the *Regulatory Summary* document is hyperlinked to additional documents for further research. To access this data:

1. Click on the name of the reference. A new window will open with all available documents.

Regulatory Summary of References Found in Western Europe, North America, International for CAS RN(s): 1333-86-4

Report Sections:

▼ **Summary of names that match CAS RN:**

- 1333-86-4 Carbon black
- 1333-86-4 CARBON BLACK (AIRBORNE, UNBOUND PARTICLES OF RESPIRABLE SIZE [\leq 10 MICROMETERS])
- 1333-86-4 CARBON BLACK IN PRESENCE OF POLYCYCLIC AROMATIC HYDROCARBONS (PAHS)
- 1333-86-4 Lampblack
- 1333-86-4 NEGRO DE HUMO (NEGRO DE CARBÓN)

▼ **Ariel-supplied broad categories (etc.) that might apply:**

▼ **Western Europe**

▼ **North America**

▼ **U.S. Federal, Health**

IARC. Overall Evaluations of Carcinogenicity (Volumes 1-99)

CAS RN: 1333-86-4
Name: CARBON BLACK
IARC Overall Evaluation is 2B (possibly carcinogenic to humans)
Citations: V65, V93

Notes

V65 IARC Monographs on the Evaluation of Carcinogenic Risks to Humans, Printing Processes and Printing Inks, Carbon Black Nitrocompounds, Vol. 65, 1996.

V93 IARC Monographs on the Evaluation of Carcinogenic Risks to Humans, Carbon Black, Titanium Dioxide and Non-Asbestiform 2006 (advance notice).

Figure 84 – Regulatory References Showing Hyperlink

2. Select the reference you want to review by clicking on the hyperlink under either *Documents* or *Overviews*.

List of Documents - Microsoft Internet Explorer provided by 3E Company

https://webinsight.arielresearch.com/ArielFT/NADOC/ACGIH

File Edit View Favorites Tools Help

Share Browser WebEx

List of Documents

Documents

ACGIH - Annual Committee Report on TLV and BEI (2010)

Overviews

Workplace/OELs

ACGIH Threshold Limit Values (TLVs)

Figure 85 – Additional Regulatory References

Regulatory Lists

The Regulatory Lists feature allows you to compare your inventory to more than 40 EHS related lists to identify regulated and potentially regulated products and chemicals. These lists are all CAS Number driven and compare the chemicals in your inventory to the Environmental Health and Safety Lists which are updated monthly and made available in 3E Online®. To access these lists, select *Regulatory Lists* from the Chemical Analysis tab.

To generate a Regulatory List:

1. Select a Location on the Facility Tree (optional).
2. Choose a regulatory list. Lists are separated in to four categories: North America, Latin America, Western Europe and Custom List. Use the \oplus plus sign to open the regulatory list menu.
3. Click either *Analyze* or *Run Report*. *Analyze* will allow you to view the data within 3E Online®. *Run Report* will allow you to export the results. You can also add a Custom Value to the report.

Chemical Analysis > Regulatory Lists

1 Select Location (optional)

Denver

Browse Search Clear

My locations

- Asia Pacific
- Canada
- Europe
- Iastom
- Latin America
- Retail Products
- Texas Stores
- U.S. - Western Region
 - Bakersfield
 - Boise
 - Denver
 - Idaho

2 Select Regulatory List to analyze

- North America
 - United States
 - Health & Safety
 - OSHA Carcinogens
 - OSHA PEL
 - ACGIH Carcinogens
 - ACGIH TLV
 - NTP Carcinogens
 - IARC Carcinogens
 - NIOSH Exposure Limits
 - NIOSH IDLH
 - Dept of Homeland Security. Chemicals of Interest.
 - Environmental
 - State
- Canada
- Latin America
- Custom List

3 Add custom field to report (optional)

<none>

Analyze Run Report

Figure 86 – Regulatory List Screen

4. If you selected the *Analyze* option, a new screen will open containing your results.

Chemical Analysis > Regulatory Lists > Inventory Items					
Results List: OSHA Carcinogens - Currently Selected Location: Denver					
Export To Excel					
3 Items Found (Page 1 of 1) Page: [1] Items per page: 25					
Action	Product Name	Manufacturer	Mfg Part #	Location	CAS RN
	"Delrin" Acetal Resin Color Concentrates All in Synonym List DEL031B	DuPont Chemicals		Denver	001306-23-6 001306-24-7 012626-36-7 007440-43-9 000050-00-0
Action ▶	Chromic Acid Cleaning Solution	Hach Co.	123349	Denver	013530-68-2
Action ▶	No. 2 Fuel Oil	Valero Energy Corporation		Denver	000071-43-2

Figure 87 – Regulatory List Analyze Results Screen

5. To get more information on that particular regulation and how it may affect products in your inventory, click on *Product Name* or *CAS* number to access additional regulatory information. A screen will open in your browser window.

Regulatory Summary of References Found in Western Europe, North America, International databases for CAS RN(s): 106-99-0

Report Sections: [Hide / Show](#)

- ▶ Summary of names that match CAS RN:
- ▶ Ariel-supplied broad categories (etc.) that might apply:
- ▶ Western Europe
- ▼ North America
 - ▼ U.S. Federal, Environment
 - Clean Air Act Section 111, SOCM Intermediate or Final Volatile Organic Compounds (40 CFR 60.489)
CAS RN: **106-99-0**
Name: 1,3-BUTADIENE
 - Clean Air Act Section 112(i) High-Risk Hazardous Air Pollutants (40 CFR 63.74)
CAS RN: **106-99-0**
Name: 1,3-BUTADIENE
Weighting factor is 10
Note(s): hr1, hr4
Notes
hr1 40 CFR 63.74. Finalized at 57 Fed. Reg. 61970 (12/29/92). List of high risk pollutants under section 112 of the CAA.
hr4 40 CFR 71.21 to -.27. Final rule at 59 Fed. Reg. 59921 (11/21/94). The EPA established an interim federal permitting program solely for sources participating in the Early Reductions Program under sec. 112(i)(5) of the Clean Air Act. Effective 11/21/94.
 - Hazardous Organic NESHAP (HON) Hazardous Air Pollutants (40 CFR 63.100-.107, Table 2)
CAS RN: **106-99-0**
Name: BUTADIENE-1,3
Note(s): hp1

Figure 88 – Results of clicking on Product Name or CAS Number

Manage My Lists

The Manage My Lists feature enables users to create custom regulatory lists based on specific ingredients, CAS numbers, or a collection of regulatory lists. Once a custom list is created, it will appear under the Custom List section of the Regulatory List feature under the Chemical Analysis tab. Users can then analyze products in their inventory against these custom lists.

Create Custom List

To create a custom list, go to the Chemical Analysis tab and select *Manage My List*.


1. Click *Add New Custom List*.
2. The *Add New List* pop-up box will open.
3. Type the name of your list in the white text box and then click *OK*. Your new list will then display on the left hand side of the screen.



Figure 89 – Add New List Pop-Up Box

4. Click on the list name displayed on the left side of the screen to begin building your custom list. The list name will be highlighted in RED once you have clicked on it.

Add Regulatory Lists

1. Click *Add Regulatory List* to add any one of the standard regulatory lists, or a combination of lists. You can expand the categories by clicking on the  symbol.
2. Check the box next to the list(s) you would like to add and click *OK*.

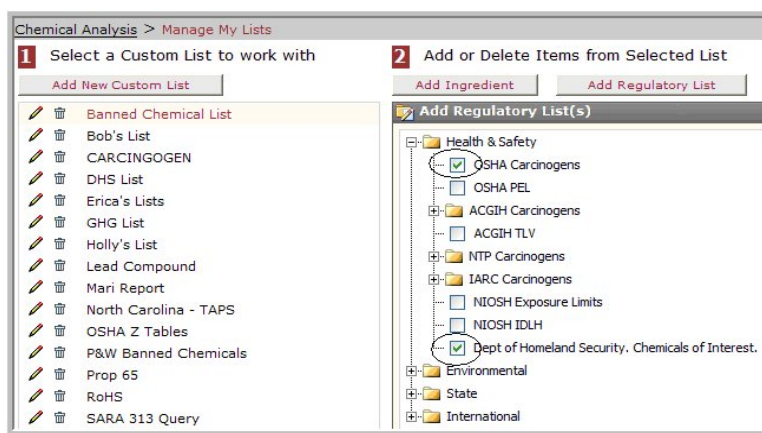


Figure 90 – Manage My Lists Screen Showing Available Regulatory Lists

- The regulatory list(s) you have selected will be added to your custom list and displayed in the middle of the page. Your custom list is highlighted in RED on the left side of the screen.

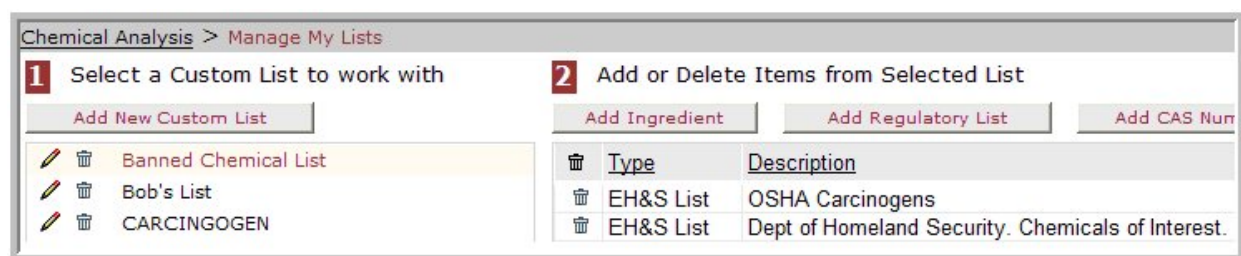


Figure 91 - Manage My Lists Screen Showing Added Regulatory Lists

- You can remove any or all of those lists by clicking on the trash can icon next to the list.

Add Ingredient(s)

- Click on either *Add Ingredient* or *Add CAS Number*.
- The *Add CAS Number(s)* pop-up box will open.
- Choose either *Begins with*, *Equals*, or *Ends with* and enter the name of the chemical in the white text box and then click the *Search* button.



Figure 92 – Add CAS Number Pop-Up Box.

- The results will show all the ingredients that meet the chosen criteria.
- Check the box next to each ingredient you want to search your inventory by and select OK at the bottom of the page.

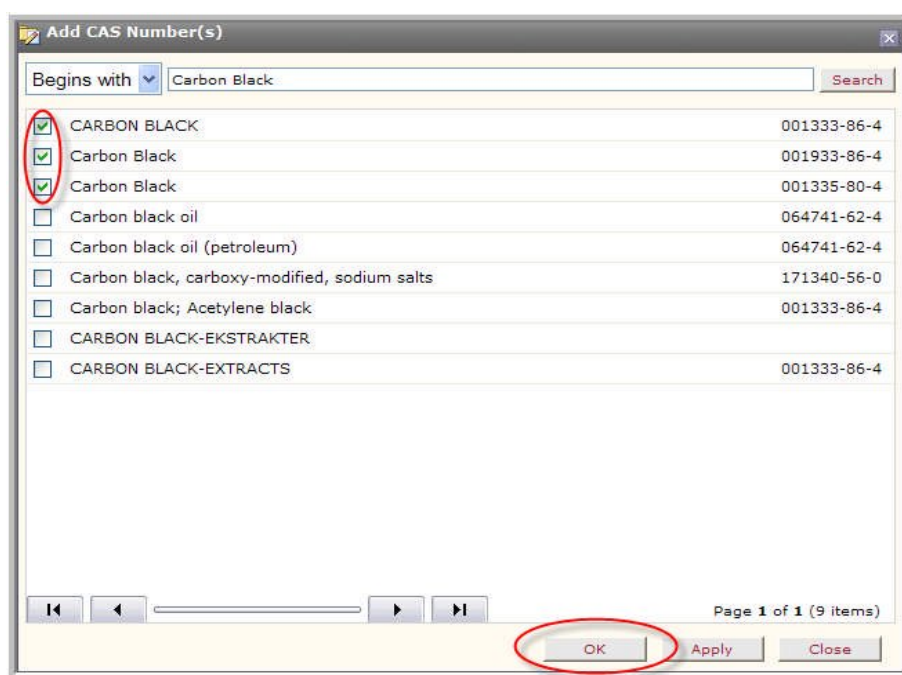


Figure 93 – Add CAS Number(s) Pop-Up Box with Search Results

6. The ingredients that have been added to your custom list will appear in your Custom List, highlighted in RED on the left side of the screen.
7. You can remove any or all of those ingredients by clicking on the trash can icon next to the ingredient.

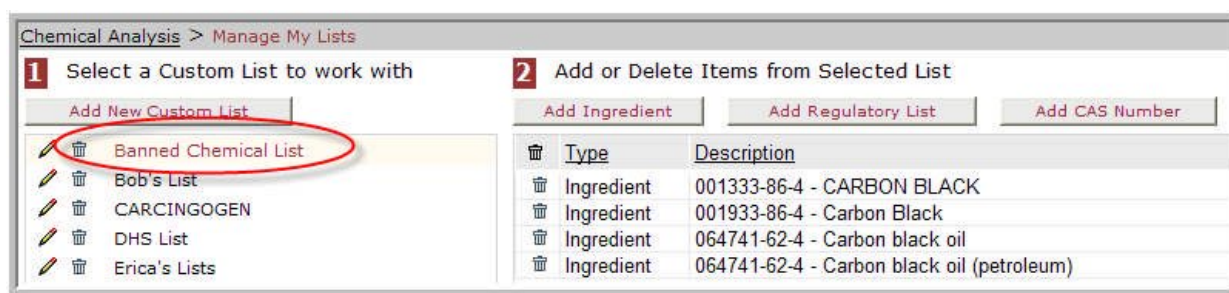



Figure 94 – Manage My Lists Screen Showing Added Ingredients

Note: You can enter any combination of regulatory lists and ingredients into the same list.

Removing a Custom List

A Custom List can be removed by clicking on the trash icon next to the list name.

1. Click on the list name.
2. The list will be highlighted in RED on the left side of the screen.
3. Click on the  trash icon next to the list name.
4. A pop-up box will appear asking if you want to delete the list. Click on the Yes button.
5. Your list will be removed.

Once a custom list is created, users can utilize this list within the Regulatory List feature in the Chemical Analysis tab. Additionally these lists can be used as part of the chemical approval module.



Regulatory Tab (Location Documents)

Within the *Regulatory Tab*, you will be available to create, revise and search for Location Documents. Location Documents added to 3E Online® are available in the SDS and Help tabs. The Regulatory Tab is optional and is not available to all users.

These documents can include:

- Policy
- Procedure
- Manual
- License
- Other (Miscellaneous Corporate Documents)



Note: Organizations that have purchased 3E's Regulatory Services also have access to regulatory agency documents.

The *Location Documents* feature allows you to:

- View a document
- Add a new document
- Edit Document Information
- Delete a Document

Search for a Document

Click *Find Document* to view all previously added documents. To view documents at a specific location, click the location name and then *Find Document*. Click *Action* and select *View Document*.

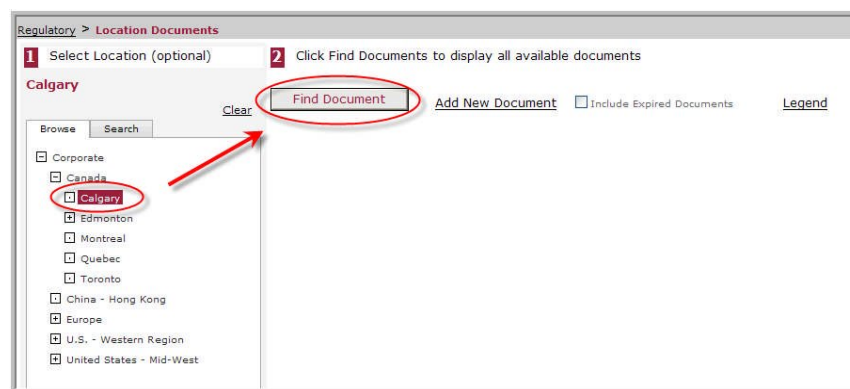


Figure 95 – Location Documents Screen

All documents will be displayed. Click the *Include Expired Documents* check box to view any documents that may be expired.

Note: Click Legend to see a description of the difference types of documents.

Add New Document

To add a new document:

1. Click *Add New Document*. The *Facility Document Add* screen will automatically open.
2. Select the location (optional).
3. Enter the document information.
4. Click *Browse* to select your document.
5. Click *Submit* to load your document.

Figure 96 – Facility Document Add Screen

Edit and Delete Documents

From the search results screen, you will be able to edit or delete documents.

1. Select the document and click *Action*.

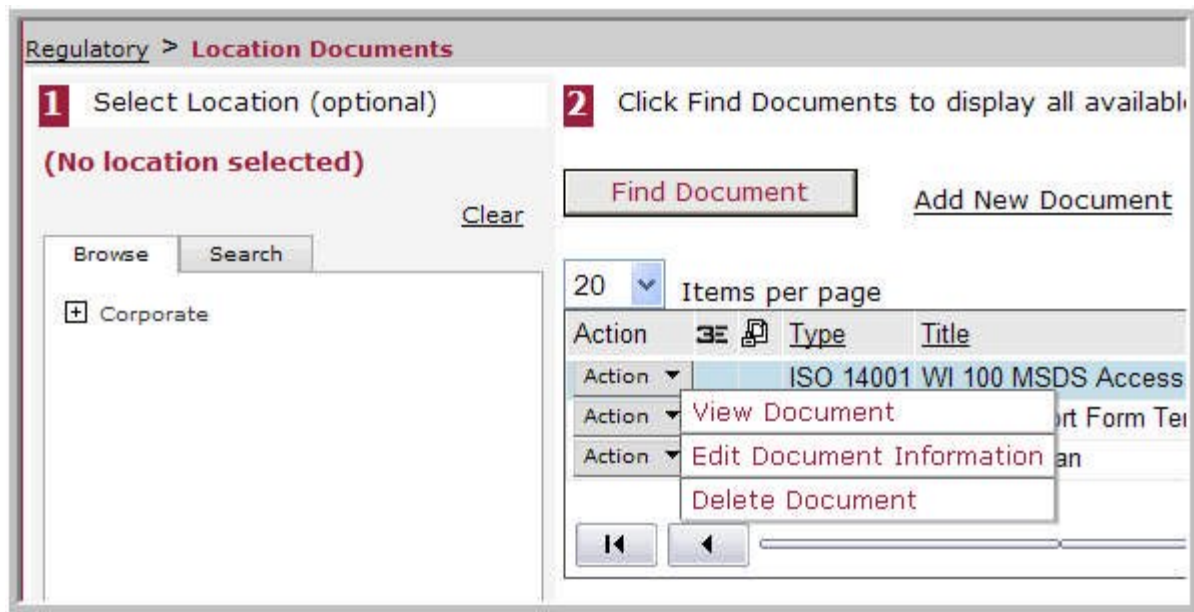


Figure 97 – Location Documents Screen showing Action options

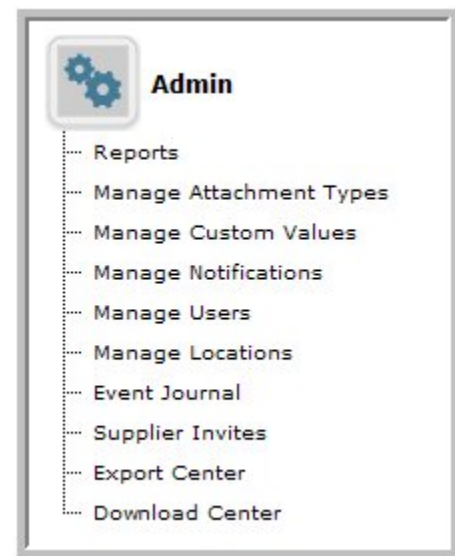
2. To edit a document, click *Edit Document Information*. The *Facility Document Edit* screen will open automatically.
3. Make your changes and click *Submit* to save your information.
4. To Delete a Document, click *Delete Document*. A pop-up box will automatically appear asking if you want to remove the document.
5. Click *OK* to delete the document.



Admin Tab

The Admin tab provides administrative users access to 3E Online® management features. This tab is not available to all users. The features include:

- Generating Administrative Reports
- Managing Custom Attachment Types
- Managing Custom Values
- Managing Notifications
- Managing Users
- Managing Locations
- Reviewing the Event Journal
- Creating Supplier Invites (optional purchased feature)
- Export Center
- Download Center



Reports

The *3E Online® User Guide – Reports* describes the Admin reports in detail.

Manage Attachment Types

3E's Product Attachment feature provides the user with the ability to associate safety documentation to a specific product in the product catalog. This feature allows the user the ability to view this information in association with the SDS specific data already available within 3E Online®. In order for product attachments to be available, the administrator must first create Attachment Types.

1. Under the Admin tab, click *Manage Attachment Types*. Enter the name of the new attachment type in the box and then click *Add*.

Admin > **Manage Attachment Types**

1 Manage Attachments Types

Name	US SDS	EU SDS	Obsolete	
Allergen Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Halal Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kosher Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MSDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Product Label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add

Figure 98 – Manage Attachment Types Screen

2. To edit an attachment type, click on the pencil icon. Click on the red X to save your changes.

Manage Custom Values

3E's Custom Value feature provides the user with the ability to associate information to a specific product in the product catalog. This feature allows the user the ability to view this information in association with the SDS specific data already available within 3E Online®. A custom value can be any data that is important for tracking and managing product information, including: Material Number, SDS Number, Product Category, etc.

1. Under the Admin tab, click *Manage Custom Values*. The Manage Custom Values screen will open. You will be able to see all custom values for your organization.

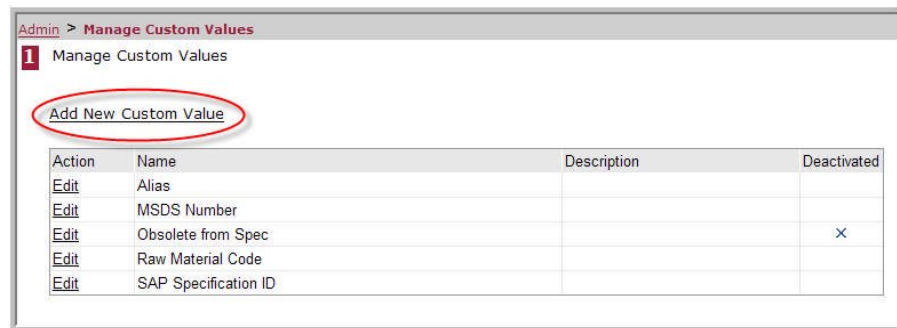


Figure 99 – Manage Custom Values Screen

2. Click *Add New Custom Value* to create a new Custom Value. The *Custom Value Information* screen will open.
3. Enter the Custom Value Name, Description and Value List in the white text boxes.
4. Click *Add* under *Other Language* if you wish to add a Custom Name in a language other than English.
5. Click *Enforce Value List* check box to restrict the Custom Value to a specific list of values. This is an optional feature.
6. Click *Submit* to save the Custom Value.

Figure 100 – Custom Value Information Screen

7. Click *Edit* to edit an existing Custom Value.
8. Make the appropriate changes and click *Submit* to save the updated data.

Note: Do not create Custom Values with special characters (&, ", []). The special characters will not appear correctly in 3E Online®.

Manage Notifications

The Manage Notifications feature in 3E Online® allows you to receive an automated e-mail containing changes to SDS and classification information in their 3E Online® catalog. You can receive up to four notifications:

- **SDS Document Changes** - Identifies new or updated SDS documents.
- **Ingredient Changes** - Provides a CAS Number comparison between the previous SDS and the new SDS. The report identifies CAS RN additions, modifications and deletions. (Optional purchased feature)
- **US Chemical Classification Changes** - Compares the Fire Code Classification performed on the previous SDS versus the new classification for the updated SDS document. (Optional purchased feature)
- **GHS/CLP Classification & Labeling Changes** - Provides notification of new or updated GHS/CLP classification & labels based on the updated SDS. (Optional purchased feature)

To use this feature:

1. Click *Manage Notifications* in the Admin tab.
2. Click the check-box next to the notifications you want to receive.
3. Enter your email address.
4. Select the email format: *Text* or *HTML*
5. Click *Submit*.

Admin > Manage Notifications

1 Notification Subscriptions

Notify me of:

- ☒ SDS Document Changes
Identifies new/updated SDS documents.
- ☒ Ingredient Changes
Provides a CAS RN comparison between the previous SDS and the new SDS and identifies CAS RN additions, modifications and deletions.
- ☒ US Chemical Classification Changes
Compares the Fire Code Classification performed on the previous SDS versus the new classification for the updated SDS document.
- ☐ GHS/CLP Classification & Labeling Changes
Provides notification of new or updated GHS/CLP classification & labels based on the updated SDS.

Send to Email address:
twebber@3ecompany.com

Email Format:
☒ Text ☐ HTML

Submit

Figure 101 – Manage Notifications Screen

Manage Users

3E Online® allows administrative users to create, edit, or deactivate users within their organization. From the Admin Tab, select *Manage User*. Within the *Manage Users* features, you can:

- Search for existing users
- Add new users
- Edit existing users
- Deactivate users

Searching for Users

3E Online® has easy-to-search boxes that allow an Administrator to search the system for all users assigned to your organization.

1. Use the search boxes and filters to locate a specific user or click *Show All* to generate a list of all users assigned to your organization.

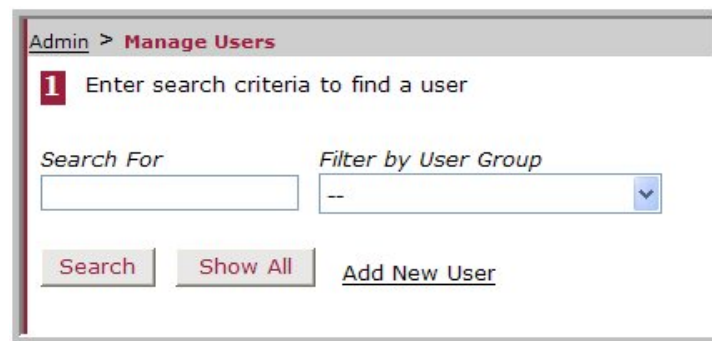


Figure 102 – Manage Users Search Screen

2. You can filter your search by selecting the specific role group in the *Filter by User Group* drop down box.

- Once you have located a user, the search results will display the User Name, E-Mail, First Name, Last Name, and User Group.

Admin > Manage Users

1 Enter search criteria to find a user

Search For Filter by User Group

[Search](#) [Show All](#) [Add New User](#) [Invite Users](#)

Action	User Name	Email	First Name	Last Name	User Group	Deactivated
Edit	advance1				Advanced Basic User	
Edit	advanced 2				Catalog Manager	
Edit	basic 2				Advanced Basic User	
Edit	marilynwo				Catalog Manager	
Edit	silverdemo				Advanced Basic User	
Edit	SilverTraining				Basic User	
Edit	SilverTraining #6		Test Admin		Facility Manager	
Edit	SilverTraining 5				Facility Manager	
Edit	SilverTraining2				Catalog Manager	
Edit	SilverTraining3				Advanced Basic User	
Edit	silvertraining4				Advanced Basic User	
Edit	silvertraining7				Catalog Manager	
Edit	SilverTraining98		Test Admin		Facility Manager	
Edit	straining				Basic User	

Items per page 15

Page 1 of 1 (14 items)

Figure 103 – Manage Users Search Results

Adding Users

Administrators have the ability to add new users to 3E Online®. To add a new user:

- Click *Add New User* on the Admin tab.

Admin > Manage Users

1 Enter search criteria to find a user

Search For Filter by User Group

[Search](#) [Show All](#) [Add New User](#) [Invite Users](#)

Figure 104 – Adding New Users

2. If required, assign a user to a specific location. If a user can access all locations, click the check box next to *All Locations*.
3. Enter the user's credentials.
4. If a user is part of the Chemical Approval process, click the check box next to *Send daily chemical approval notifications*.
5. Click *Submit* to enter the user.

Figure 105 – Entering User Credentials

Inviting Users

Administrators have the ability to invite new users to 3E Online®. Rather than create a user name and password, an administrator can select the location and role group and send an invitation to a new user. Invitations are generated through 3E Online® and do not require access to your email system. To use this feature:

1. Click *Invite User* on the Admin tab.

Figure 106 – Inviting New Users

2. Select the User Location and User Group.
3. Enter the users you wish to send invitations. Enter one e-mail per line.
4. Edit your contact information (as required)
5. Click *Submit*. Your invitation will be sent automatically via 3E Online®.
6. Invitations will remain active for 30 days.

Figure 107 – Invite Users Screen

New User Registration

New users that receive invitations to join 3E Online® will have 30 days to respond to the invitation. To register as a new user:

1. Click on the secure hyperlink in the invitation to access 3E Online®. The *New User Registration* screen will open automatically.

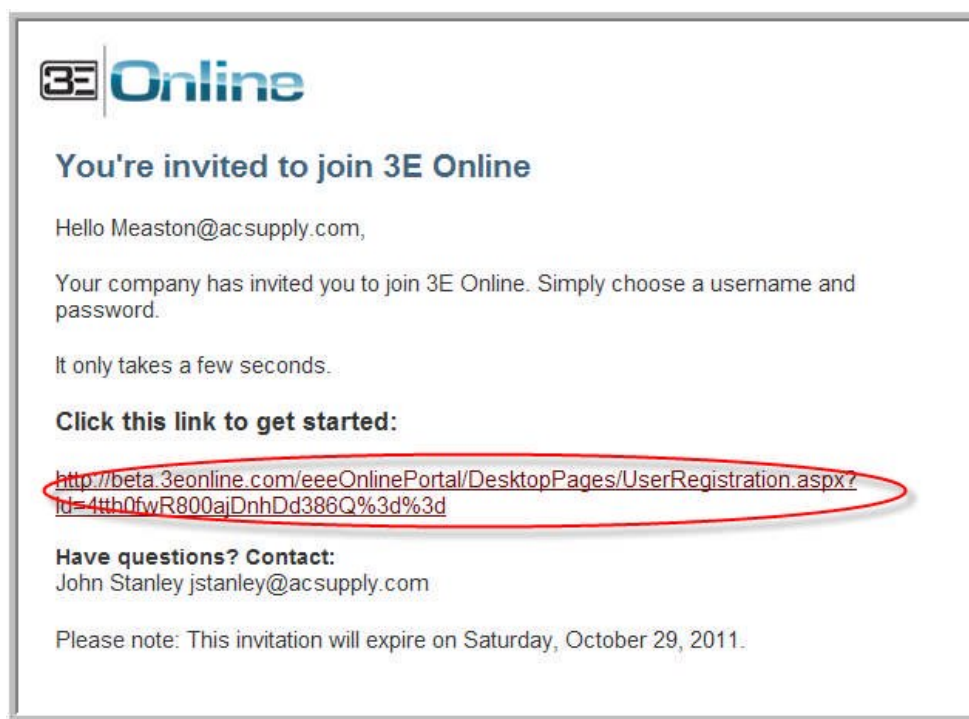


Figure 108 – New User Invitation Email

2. Enter a User Name, Password, First and Last Name.
3. Click the check box next to *Send daily chemical approval notifications*, if the user is part of the chemical approval process and wants to receive daily notifications. Chemical Approval is an optional purchased feature and is not available to all users.
4. Click the *Register* button.

Figure 109 – New User Registration Screen

Editing Users

Administrators have the ability to edit or deactivate existing users in 3E Online®. To edit a user:

1. Use the search features to locate the user.
2. Click *Edit* link in the Action column.
3. If required, change the user's locations. If a user can access all locations, click the check box next to *All Locations*.
4. Update the user credentials as required.

Figure 110 – Edit User

5. If a user is part of the Chemical Approval process, client the check box next to *Send daily chemical approval notifications*.
6. Click *Submit* to update the user credentials.

Manage Locations

3E Online® allows administrative users to create, edit, or deactivate locations within their organization. Within the *Manage Locations* features, you can:

- Add New Sub-Locations
- Edit Existing Locations
- Move Existing Locations

To access this feature, select *Manage Locations* on the Admin tab.

Add New Sub-Locations

Administrators can add new locations at any level in their 3E Online® facility tree. To use this feature:

1. Select the *Parent* location from the facility tree. Your new sub-location will be positioned under the parent location.
2. Click *Add Sub-Location*.

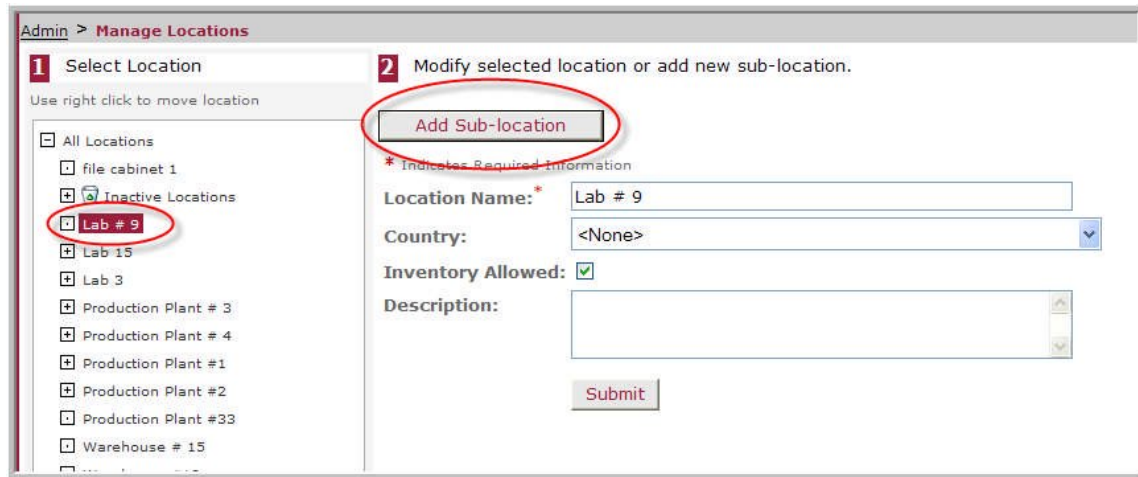


Figure 111 – Modify Locations Screen

3. Enter the Location information: Location Name, Country and Description. Location names must be unique within your organization's 3E Online® facility tree. There is also maximum length of 50 characters.
4. Click the check-box if inventory will be allowed at this location.
5. If Chemical Approval is required at this location, enter the number of chemical approvers. Chemical Approval is an optional purchased service.
6. Click *Submit* to save the new sub-location.

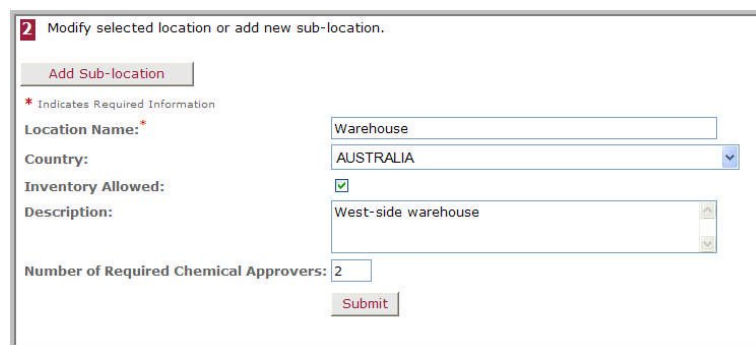


Figure 112 – Adding a new sub-location

Editing Existing Locations

Administrators can edit locations at any level in their 3E Online® facility tree. To use this feature:

1. Select the location from the facility tree.
2. Edit the information as required.
3. Click *Submit* to save the updated information.

Moving Locations

Administrators can move locations at any level in their 3E Online® facility tree. To use this feature:

1. Select the location in the facility tree.
2. Right-click on the location and click on *Cut*.
3. Select the *Parent* location.
4. Right-click on the location and click on *Paste*.

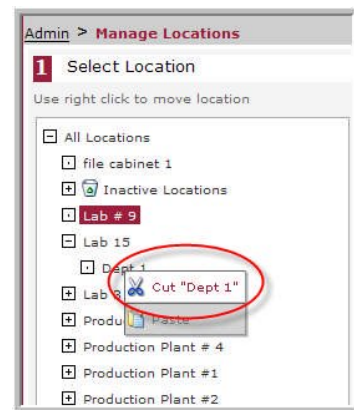


Figure 113 – Moving Locations

Event Journal

The Event Journal is a reporting tool that allows an administrator to review actions that have occurred in the catalog. This feature provides a review of activity generated by all users within an organization. To access the Event Journal, go to the *Admin* tab and select *Event Journal*.

From the Event Journal screen, you can generate a report using a variety of criteria:

1. Select the location by clicking the check box (optional).
2. Select the date range (optional).
3. Enter a specific user name (optional).
4. Select one or more event types by clicking the check-box.
5. Click *Run Report* to generate the report.

The report will show all activity that meets the criteria you selected. As with all 3E Online® reports, the Event Journal can be exported to Excel for further analysis.

Admin > Event Journal

1 Select Location (optional)

■ Dept 1

- ☐ All Locations
 - ☐ file cabinet 1
 - ☒ Inactive Locations
 - ☐ Lab # 9
 - ☐ Lab 15
 - ☒ Dept 1
 - ☐ Lab 3
 - ☐ Production Plant # 3
 - ☐ Production Plant # 4
 - ☐ Production Plant #1
 - ☐ Production Plant #2
 - ☐ Production Plant #33
 - ☐ Warehouse # 15
 - ☐ Warehouse #10
 - ☐ warehouse #11
 - ☐ Warehouse #5
 - ☐ Warehouse #6
 - ☐ Warehouse #8
 - ☐ Warehouse #9

2 Select Event(s) Date Range (optional)

From: To:

3 Enter a User Name (optional)

4 Select Event Type(s)

[Select All](#) [Clear](#)

- Admin
 - ☐ Add Location
 - ☐ Edit Location
 - ☐ Move Location
 - ☐ Add User
 - ☐ Edit User
 - ☐ Deactivate User
 - ☐ Reactivate User
 - ☐ Start Location Added to User
 - ☐ Start Location Removed from User
 - ☐ Subscribe to Notification
 - ☐ Unsubscribe from Notification
 - ☐ Edit Subscription
- Catalog
 - ☒ Add to Catalog
 - ☐ Edit Catalog

Run Report

Figure 114 – Event Journal Screen

Export Center

The Export Center feature enables you to effortlessly download SDS from 3E Online® at any time. This on-request tool has the flexibility to create a batch export of all SDS used at a location, or allow you to refine the request to more specific criteria. Once submitted, requests are completed and an email is sent to the requester notifying them that the request is available for download.

This feature will not slow down your computer, as requests are compiled on 3E's servers. In addition, there is no software to install. Pending and completed requests are centralized within 3E's Download Center. There are two export types:

- **Backup SDS** – Saves SDS to your computer. This option is suitable for burning a CD/DVD, ftp transfer, flash or local storage. Individual PDF files are compiled into the export. An index is provided with each product hyperlinked to the SDS.
- **Print Multiple SDS** – Creates a file that is suitable for printing. SDS are compiled in alphabetical order into one or more PDFs. Each PDF is approximately 500 pages for easy printing. A printable index is provided.

To begin your export:

1. Select *Export Center* from the Admin tab.
2. Click on the Export type. The *Export Catalog Params* screen will open.
3. Complete the form by entering: Export title and notification email address.
4. Select the appropriate filters.
5. Click *Submit*.
6. You will be notified by email when the export is ready for download.

Figure 115 – Export Catalog Params

Download Center

The Download Center is the section of 3E Online® where you can retrieve your exports. You will receive an email notification when the export file has completed compiling and is ready for download. This can take up to 24 hours depending on file size.

You can access the Download Center by selecting *Download Center* from the Admin tab. All available downloads will be available.

1. Select the file to download. *The hyperlinks will expire after 5 days.*

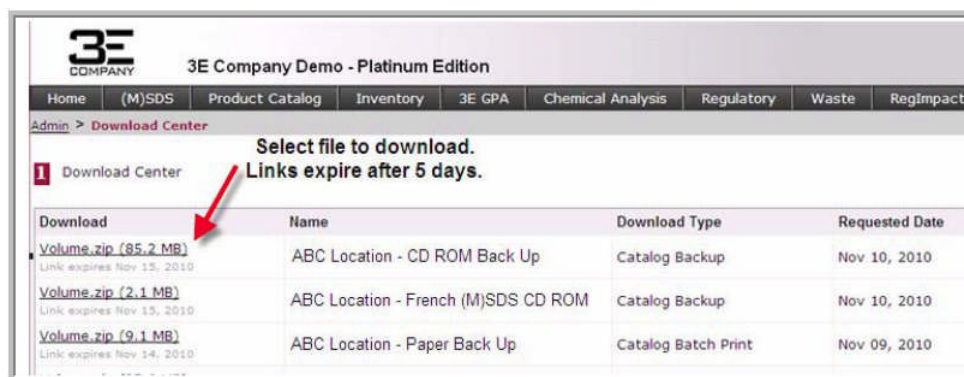


Figure 116 – Download Center

2. A pop-up box will appear asking if the file should be opened or saved.
3. Click *Open*. A WinZip file will open.
4. Select all files: Master Index and all SDS PDFs.
5. Click *Extract*.
6. A window will open asking you where to save the files. Select the location on your computer to save the file.
7. Once the extract is complete the file will be available on your computer.

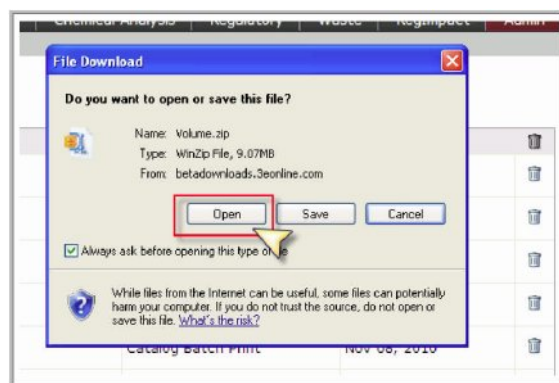


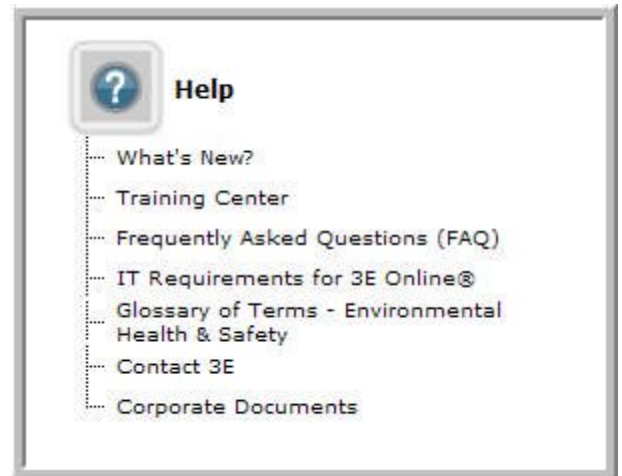
Figure 117 – File Download Pop-Up Box



Help Tab

The Help tab in 3E Online® is available to all users and provides the following:

- **What's New** – Recent enhancements made to 3E Online®.
- **Training Center** - Comprehensive step-by-step instructions on how to use 3E Online®, including 3E's interactive *Show Me How* tutorials.
- **Frequently Asked Questions (FAQ)** – A collection of the most commonly asked questions about how to use 3E Online® and its modules.
- **IT Requirements** – A full list of IT requirements needed to run 3E Online® efficiently. Your current configuration will be analyzed and displayed automatically.
- **Glossary of Terms** – A compilation of EH&S terms and definitions.
- **Contact 3E** - View contact details for each of our 3E Company office locations and obtain information on 3E InstaCall.
- **Corporate Documents** – View corporate documents provided by your administrator. See the *SDS Tab* section of this guide for instructions on this feature.



Show Me How



3E provides tutorials throughout the entire site to assist you as you navigate through the application. To access this feature you may select *Show Me How* in the upper right corner of the page. These tutorials will take you through each step in the process for the particular page you are on and provide additional guidance on the use of this feature.



Figure 118 – SDS Page with Show Me How

3E InstaCall



If you cannot find the SDS you need or if you need technical support, you can arrange to have a live 3E Customer Care Representative call you. Click on the 3E InstaCall button located in the bottom left corner of every page of the 3E Online® application. To use this feature:

1. Click on the *3E InstaCall* button located in the bottom left corner of 3E Online®. The InstaCall form opens in a new browser window.
2. Complete the form.
3. Use the drop-down box to choose when you would like to be called.
4. Click *Call Me!* to send your request to 3E.

Figure 119 – 3E InstaCall Form

Contact 3E

3E representatives are available 24-7-365. To contact 3E:

Speak to a Representative:

24/7/365 Toll-Free Hotline: 1.800.451.8346 (US and Canada only)

Local Phone: 1.760.602.8700

Toll Free: 1.800.360.3220 (US and Canada only)

Fax: 1.760.918.4130

Questions and Comments:

online@3ecompany.com

SDS Updates:

updates@3ecompany.com