

## QUICK START GUIDE



# HOW TO SEARCH FOR AN SDS

3E Online® allows you to search for an SDS on the *SDS*, *Product Catalog* and *Inventory* tabs. Your specific permissions in 3E Online® will determine your level of access. The searches are standardized across 3E Online to allow for easier searching.

To search for an SDS:

- From the SDS Tab, select *Search for SDS*
- From the Product Catalog Tab, select *Search Catalog*
- From the Inventory Tab, select *Search Inventory*

3E Online® provides two levels of searching: *Simple* and *Advanced*. You can set your preferred search type (Simple or Advanced) through the *Customize this Search* feature. This is an optional feature and may not be available to all users.

## **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.

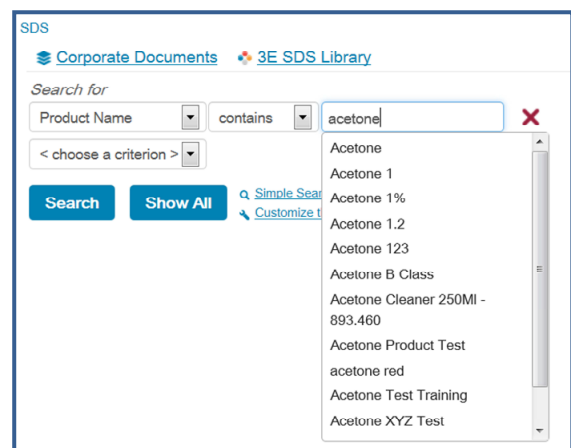
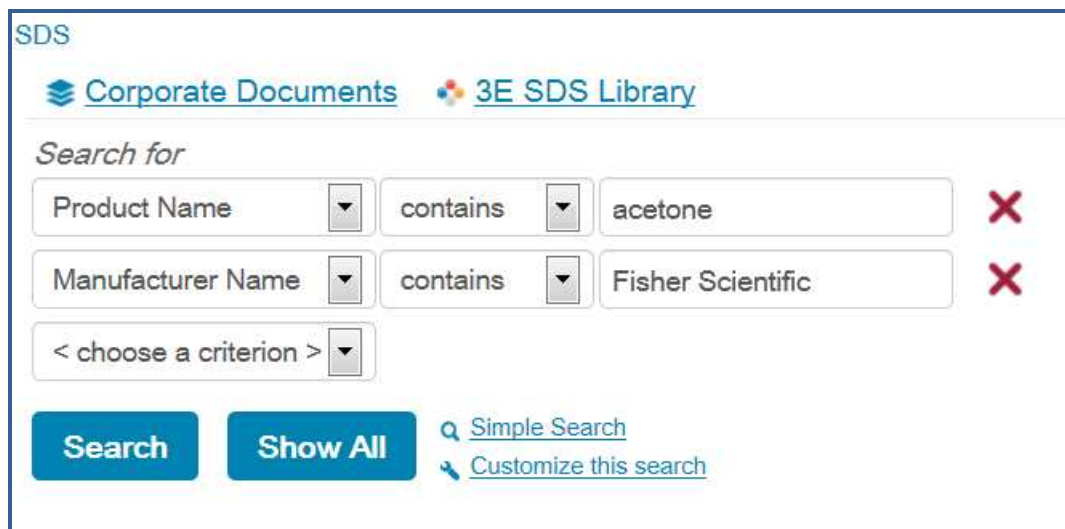


Figure 1 – SDS Search Screen Showing 3E Suggest Technology

## 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 optional internal search criterion that is specific to your organization.
2. Choose either *Begins With*, *Contains* or *Equals*.
3. If you are searching using multiple criterions repeat steps 1 and 2. Click on the **X** red X to remove multiple criterions.
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 or inventory, 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 links for "Corporate Documents" and "3E SDS Library". Below this is the "Search for" section, which contains three search criteria:

- Product Name contains acetone
- Manufacturer Name contains Fisher Scientific
- < choose a criterion >

Each search criterion has a red X icon to its right, indicating that it can be removed. At the bottom of the search section, there are two buttons: "Search" and "Show All". To the right of these buttons are two links: "Simple Search" and "Customize this search".

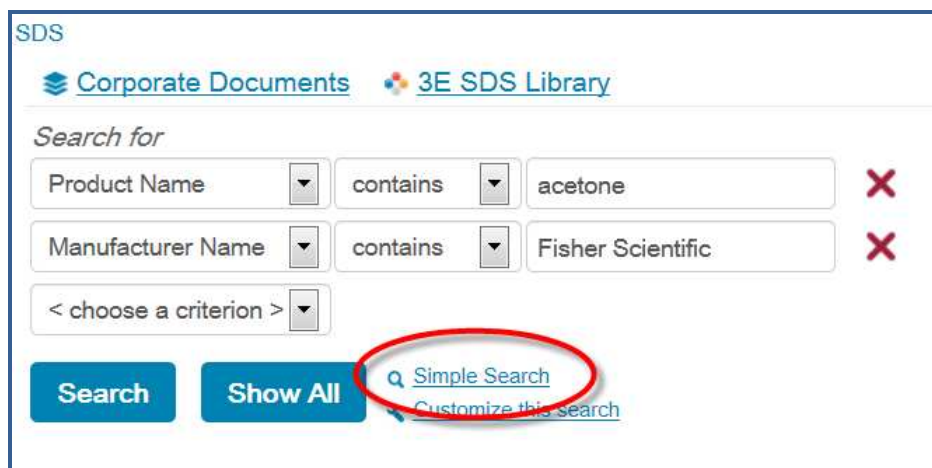
Figure 2 – SDS Search Screen Showing Multiple Criterion



## 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:

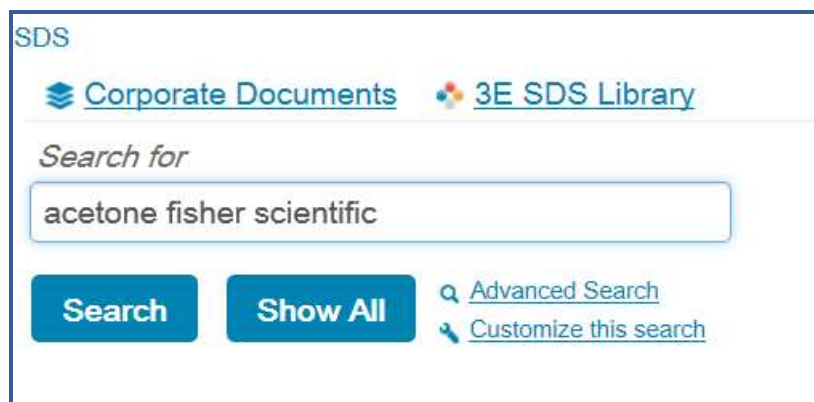
1. Click *Simple Search*. The search screen will switch to the Simple Search automatically.



The screenshot shows the SDS search interface. At the top, there are links for 'Corporate Documents' and '3E SDS Library'. Below this is a 'Search for' section with two rows of search criteria: 'Product Name contains acetone' and 'Manufacturer Name contains Fisher Scientific'. A dropdown menu below these rows is set to '< choose a criterion >'. At the bottom, there are 'Search' and 'Show All' buttons, and a link for 'Simple Search' which is circled in red. There is also a link for 'Customize this search'.

Figure 3 – 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*.



The screenshot shows the SDS search interface after the search criteria have been entered. The 'Search for' section now has a single search box containing the text 'acetone fisher scientific'. Below this are 'Search' and 'Show All' buttons, and links for 'Advanced Search' and 'Customize this search'.

Figure 4 – Simple Search Screen

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## 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 (optional)

## View a SDS

To view a 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.
2. Click on *Action* and then select *View SDS & Attachments*, if you are searching on the *Product Catalog* or *Inventory* tabs.
3. The Product Documents pop-up box will appear.

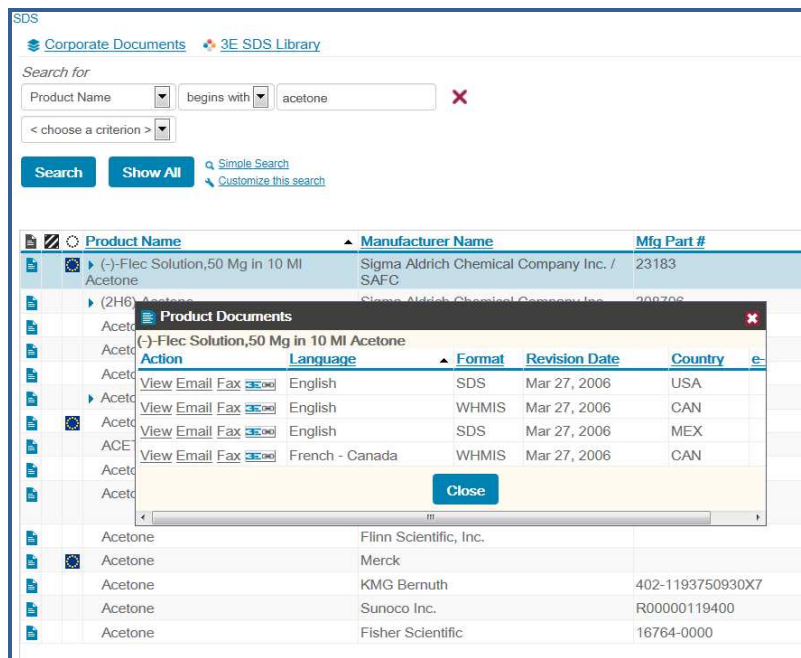


Figure 5 – SDS Screen with Product Documents Box

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4. 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.

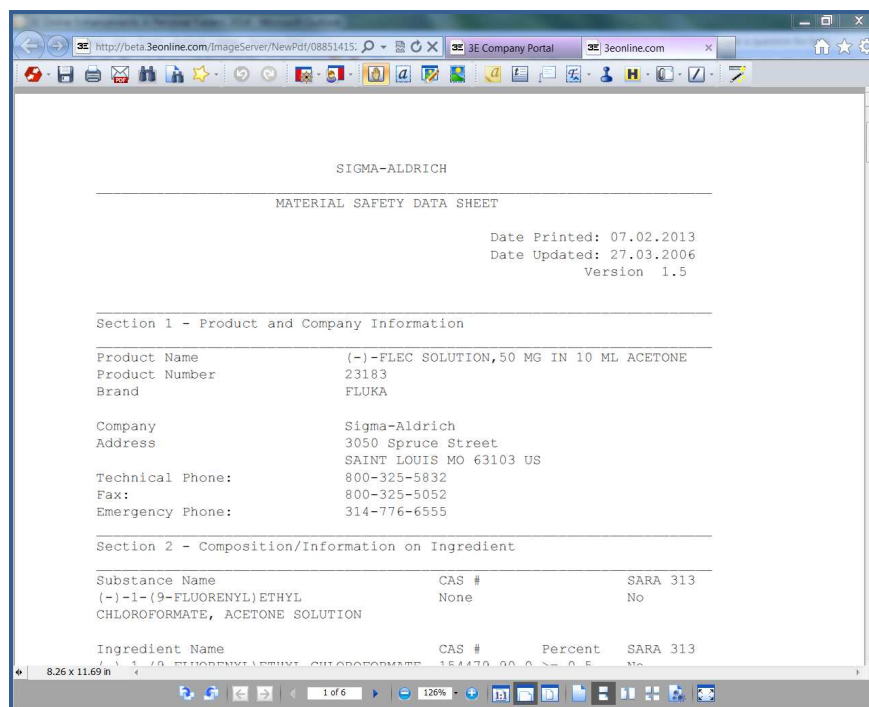


Figure 6 – Document in New Browser Window