

## MSDSonline HQ - Viewer Quick Reference Guide



### ❖ To Search for an MSDS within your company:

#### MSDS Search

Search:   [Advanced Search](#)

Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #+=

1. Type the product information into the single search field and click Search.




*Hint: You can search for multiple types of data at once. For example, if you are searching for Acetone manufactured by Sigma, you can type in Acetone Sigma in the single search field to search for both product and manufacturer.*

2. If you are not able to spell the product name, click on the 1<sup>st</sup> letter of the product name to search for documents that begin with that letter.



3. To see a full display of documents by Product Name, by Location, or by Manufacturer, click on one of the tabs above the search field.

### ❖ Once the MSDS has been found:

    	<b>Acetone</b> <b>Manufacturer:</b> Fisher Scientific <b>Synonyms:</b> Dimethylketone; 2-Propanone.
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1. View the MSDS by clicking on the PDF icon to the left of the Product Name. You can print or save the MSDS after viewing the PDF.
2. View the summary of the MSDS by clicking on the Summary icon next to the PDF.
3. Print labels for secondary containers by clicking on the Label icon next to the Summary.
  - a) Choose your label b) Select the data fields you would like to include on your label c) Then click "Generate PDF"
4. View Attached Files by clicking on the paper clip icon next to the Label.

*If you are not able to find a document in your company's database, you will be prompted to either search MSDSonline for the document (where you can then view the MSDS and/or add it to the company database) or use the request tool to obtain an MSDS from your Administrator.*