

# HOW TO ADD AND REMOVE PRODUCTS FROM YOUR INVENTORY

3E Protect™ provides you with the ability to manage your hazardous materials at a site or location by creating and maintaining a chemical inventory. Using the *Manage Inventory* feature, you can:

- Add products from your existing catalog to a specific site
- Add SDS from the Verisk 3E Library to your inventory
- Add new products to your inventory
- Remove products from your inventory

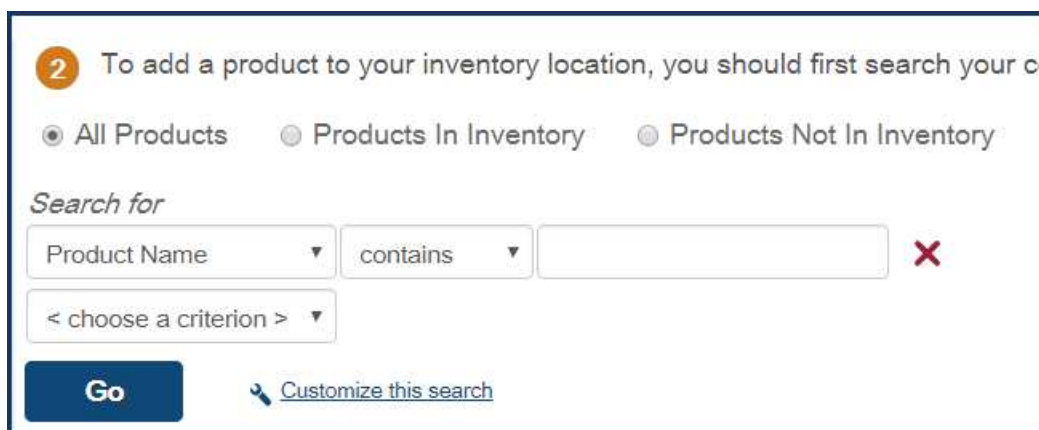
**Note:** *These features are optional and may not be available to all users.*

## Adding and Removing Products from Your Inventory

This feature allows you to add new products to a specific inventory. The inventory is built using your organization's product catalog.

To add or remove products from your inventory:

1. Select your location from the facility tree on the left side of the screen.
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**.



2 To add a product to your inventory location, you should first search your co

All Products  
  Products In Inventory  
  Products Not In Inventory

Search for

Product Name ▼   contains ▼    ✕

< choose a criterion > ▼

 
 [Customize this search](#)

Figure 1 – 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	<input type="checkbox"/>			Product Name	Manufacturer Name	Mfg Part #	Product Type	SKU	UPC
Action ▼	<input checked="" type="checkbox"/>			Battery Contained In Lithium Manganese Dioxide Battery	Sony Energy Devices Corporation / Sony Fukushima C	CR1216%	Fitbit Alta		
Action ▼	<input checked="" type="checkbox"/>			Battery Packed With Lithium Manganese Dioxide Battery	Sony Energy Devices Corporation / Sony Fukushima C	CR1216%	Fitbit Blaze		
Action ▼	<input checked="" type="checkbox"/>			wisacril FTP/30	Bozzetto, Inc	1000785001			

Page 1 of 1 (3 items)

**Figure 2 – Build Inventory Screen**


## Adding New Products or SDS to an Inventory

If a product is not available in your catalog, use the *Add New Product* feature to add a new product to both the 3E Protect catalog and a specific inventory. 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 Verisk 3E Library
- Add an SDS by uploading a document
- Request that Verisk 3E obtain an SDS

To get started, go to *Manage Inventory* and search the 3E Protect 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.
3. To add an SDS from the Verisk 3E Library, click the Blue Plus Sign  *Add* in the *SDS from Verisk 3E Library* section. The *Search Verisk 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 Verisk 3E Library.

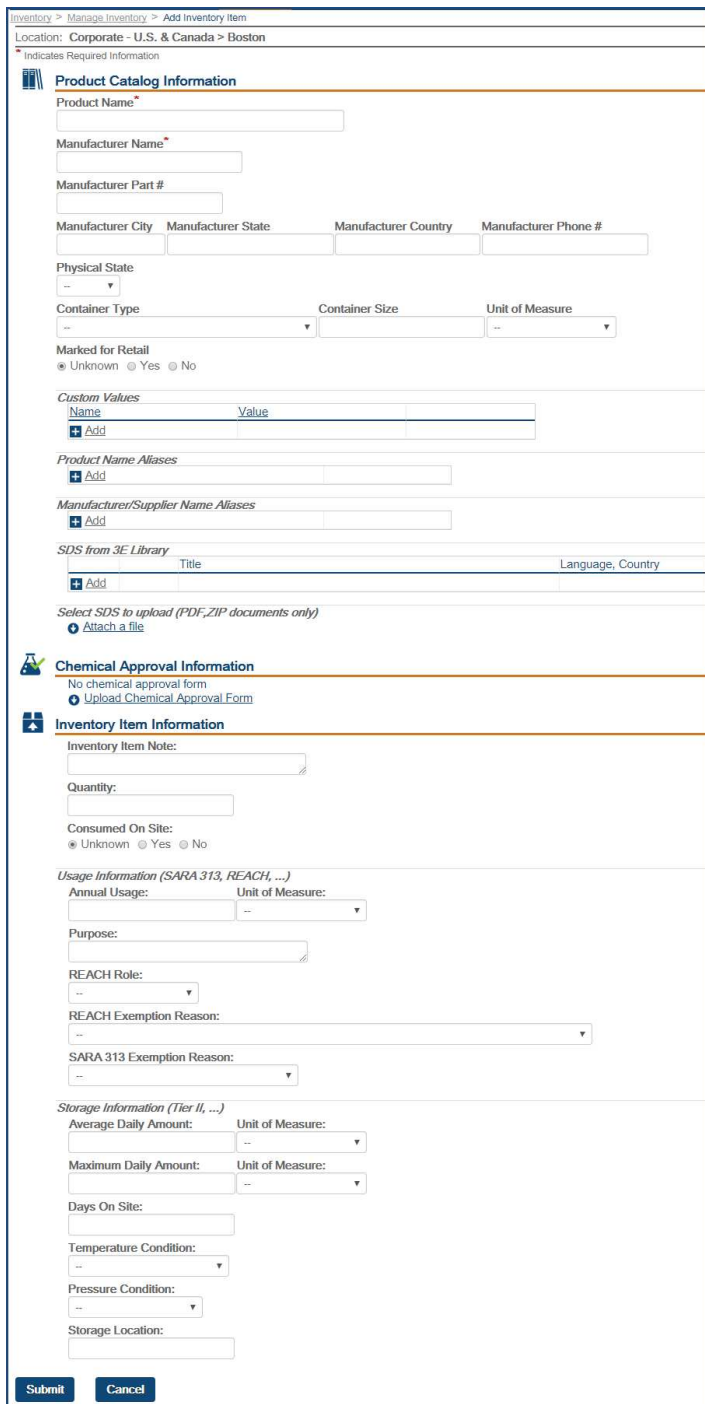


Figure 3 – Add Inventory Item Screen

**Search 3E Library**

Search for:

Product Name begins with acetone X

Manufacturer Name begins with fisher X

< choose a criterion >

Filter results by languages (optional)

English X

**Search**

Action	Product Name	Manufacturer Name
Add	Acetone <i>English - North America - 2014-05-12</i>	Fisher Scientific AC177170000, AC177170010, AC177170025, AC177170050, ...
Add	Acetone <i>English - International - 2013-06-25</i>	Fisher Scientific 327840000, 327840010, 327840025
Add	Acetone <i>English - Europe - 2013-07-09</i>	Fisher Scientific A/0600/08, A/0600/15, A/0600/17, A/0600/21, A/0600/21RS...
Add	Acetone <i>English - Europe - 2013-06-25</i>	Fisher Scientific A/0520/17, A/0520/21RSS, A/0520/24RSS, A/0520/25, A/052...
Add	Acetone <i>English - North America - 2002-02-26</i>	Fisher Scientific 57025
Add	Acetone <i>English - North America - 2002-10-10</i>	Fisher Scientific MIKE ACETONE
Add	Acetone <i>English - International - 2013-10-01</i>	Fisher Scientific Part of Thermo Electron LIs India Pvt. Ltd. 32005, 32006, 32007, 33515, 33516, 33517, 41515, 41517, 4...
Add	Acetone <i>English - North America - 2003-03-20</i>	Fisher Scientific AC0520, AC0560, AC0600, AC0606
Add	Acetone Cyanohydrin <i>English - International - 2004-03-04</i>	Fisher Scientific AC400110000, AC400115000
Add	Acetone Cyanohydrin, Stabilized <i>English - International - 2015-08-05</i>	Fisher Scientific 102380000, 102380050, 102380250

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**Close**

Figure 4 – Search Verisk 3E Library Screen

5. 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.

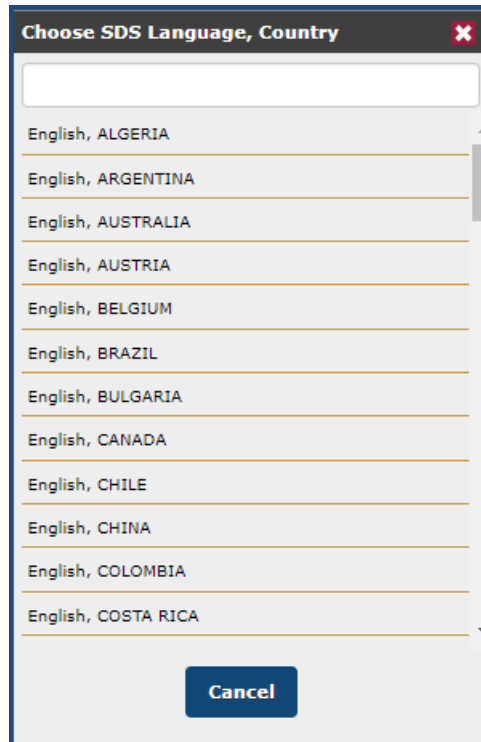


Figure 5 – Choose SDS Language, Country Screen

- Select your SDS language and countries from the available options. This is an optional feature.
- The SDS you selected will now be available to view. If you selected an SDS in error, click the *Delete* link.
- Click *Attach a File* if you want to add an SDS. Only PDF documents are accepted.
- In the *Inventory Item Information*, enter any storage and usage information to support SARA reporting.
- Click *Submit* when all data has been entered. The product will be added to both the 3E Protect catalog and your inventory.