

# HOW TO SEARCH FOR AN SDS

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

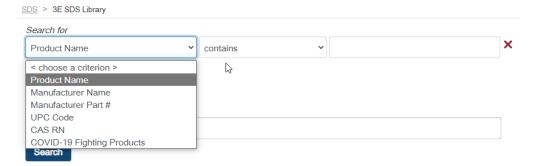


Figure 1 – SDS Search Screen Showing 3E Suggest Technology

## **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.





- 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*.

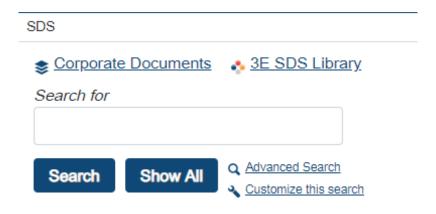


Figure 2 – SDS Search Screen Showing Multiple Criterion

#### 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.

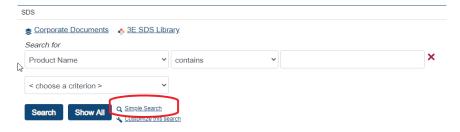


Figure 3 – SDS Search Screen showing Simple Search Option

- 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.





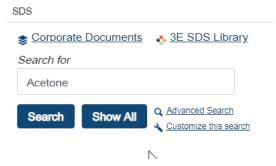


Figure 4 - Simple Search Screen

### **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 (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.

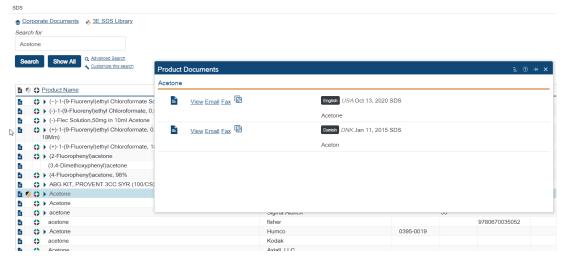


Figure 5 – SDS Screen with Product Documents Box





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.

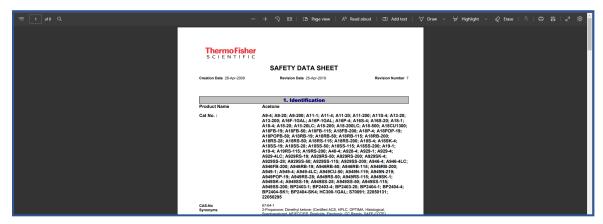


Figure 6 – Document in New Browser Window

