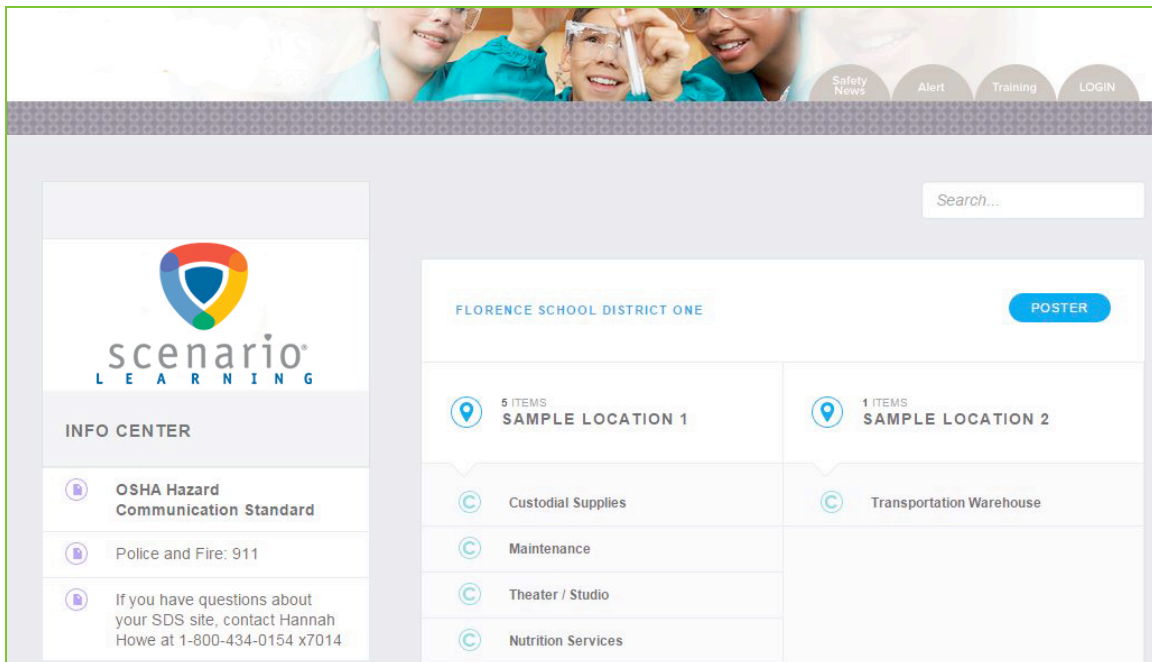
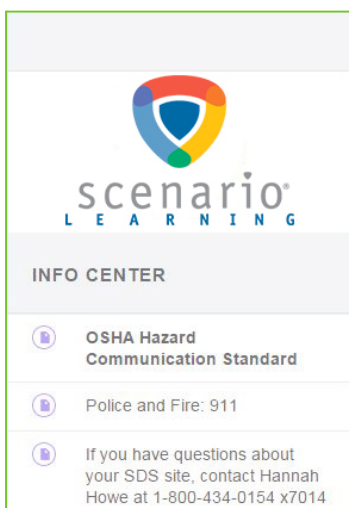


# Administrator Quick Guide



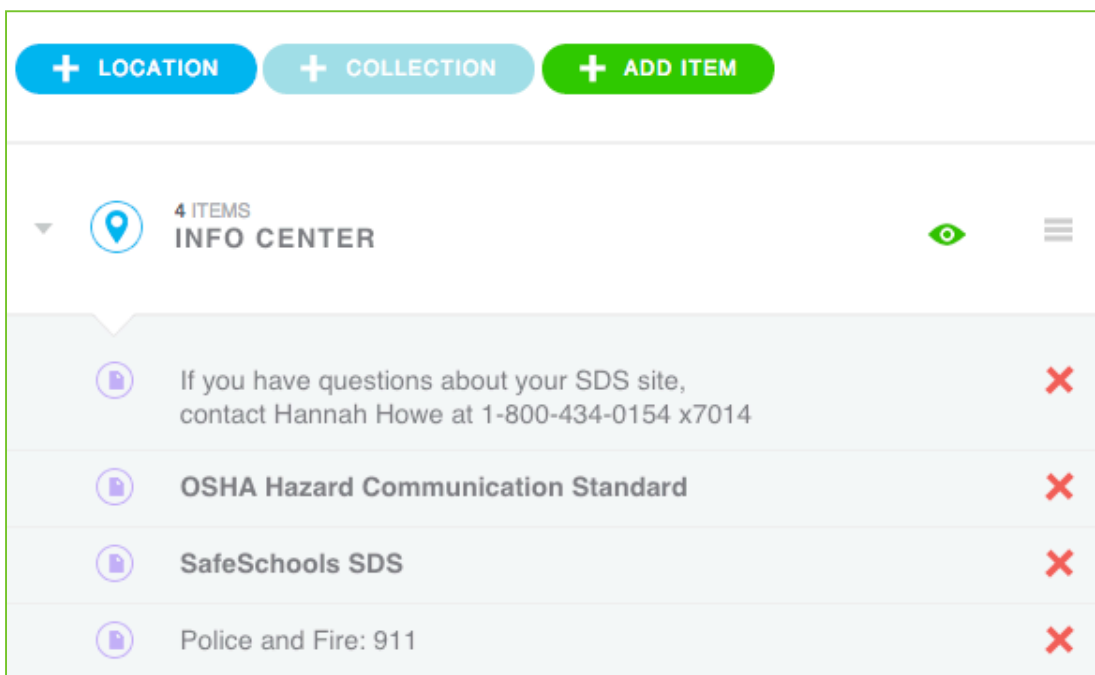
The landing page is the first screen that appears when any employee visits your SDS site. Below we will take a closer look at the many features visible on this screen.



## INFO CENTER

The **Info Center** appears on the left side of the landing page. This is a customizable area that features your logo and contains important documents, links and messages. Administrators within your SDS system can customize the information that appears in this area. The **Info Center** can be edited in the **Locations** area. More detailed instructions are on the next page.

If you have any questions, please contact the Scenario Learning Customer Service Team at [support@scenariolearning.com](mailto:support@scenariolearning.com) or 1-800-434-0154.



## Updating the Info Center

Any information that you would like to display in the **Info Center** must first be added in the **Docs** area, using the **Add Documents** feature. After the links and documents have been added to your site, follow the instructions below.

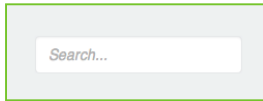
- Click on the **Locations** tab.
- Click over the location titled **Info Center**.
- Click the green **Add Item** button and select the **Document** option.
- Next, select the document you would like to add and click the **Add to Location** button.
- To remove an item from the **Info Center**, click on the red X to the right of the title.

## Other Landing Page Features

In addition to the **Info Center**, the landing page features a search tool, a QR code poster and a visual display of the collections of chemicals created within the site. More details on these features are available on the next page.

If you have any questions, please contact the Scenario Learning Customer Service Team at [support@scenariolearning.com](mailto:support@scenariolearning.com) or 1-800-434-0154.

## Search

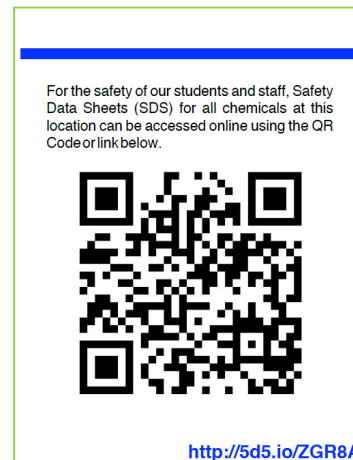


The **search** bar in the landing area allows anyone within your organization to search for a Safety Data Sheet.

Administrators in your SDS system have the option to open up this search to our entire repository or this can be limited to your own inventory.










## Poster

The **poster** button takes you to a printable PDF with a QR code and link, which both lead you to your SDS inventory.



## Locations & Collections

The majority of the landing page displays the **locations** and **collections** of chemicals that are virtually stored in your SDS site. All employees can search for chemicals and view the Safety Data Sheets that are organized into collections.

SAMPLE		POSTER
 2 ITEMS <b>SAMPLE LOCATION 1</b>	 3 ITEMS <b>SAMPLE LOCATION 2</b>	 1 ITEMS <b>SAMPLE LOCATION 3</b>
 Laboratory Supplies	 Custodial Supplies	 Transportation
 Custodial Supplies	 Photography Studio	
	 Art Supplies	

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## Administrative Area

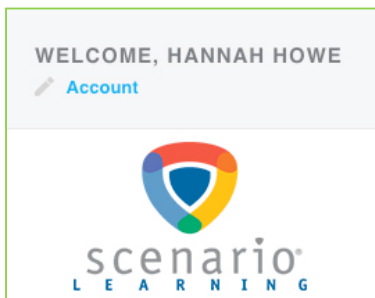
Employees designated with administrative access within SDS can log into the system by clicking on the **login** button, which is located in the upper right-hand corner of the landing page.

After entering your access credentials, click the **sign in** button.



A screenshot of a login form titled "login" with a close button (X) in the top right corner. The form contains two input fields: "Username" and "password". Below the fields is a red button labeled "SIGN IN". A blue arrow points from the text above to the "SIGN IN" button.

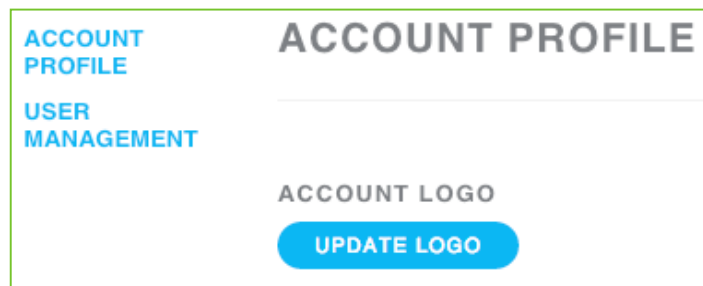
## ACCOUNT



The **account area** is organized into two areas, which include **Account Profile** and **User Management**.

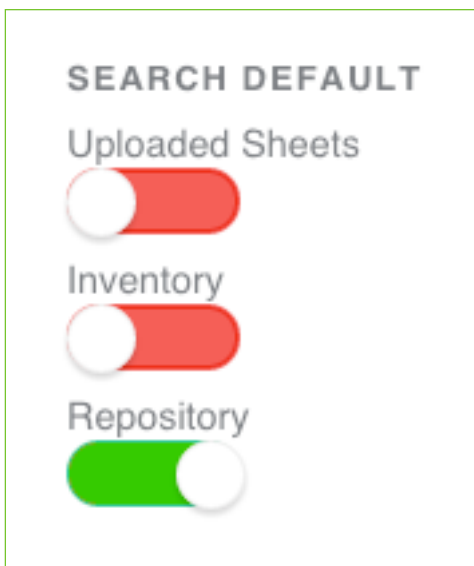
## ACCOUNT PROFILE

In the **Account Profile** area administrators can update the site's logo, alter the account name, change search settings, and update display options.



## Search Settings

There are three **search** options for employees without administrative access in your SDS site: Uploaded Sheets, Inventory and Entire Database. If Inventory is chosen, the general employee can only search through the safety sheets that have been added to a collection in the site. Uploaded Sheets refers to only those that you have uploaded into the site, regardless of whether or not they are in a collection.



## USER MANAGEMENT

In this area, you can give other employees administrative access to your site. The different levels of administrative access are outlined below:

**Administrator** – allows full access and control.

**Location Admin** – allows access and control to location(s) only.

**Collection Admin** – allows access and control to collection(s) only.

**Info Center Admin** – access to add, edit and delete information in the Info Center.

**Document Create/Upload** – allows user to upload and modify Safety Data Sheets and documents.

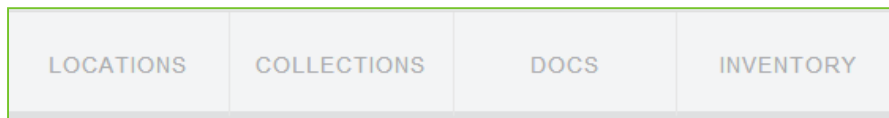
If you have any questions, please contact the Scenario Learning Customer Service Team at [support@scenariolearning.com](mailto:support@scenariolearning.com) or 1-800-434-0154.

## To Add an Administrator

- Click **User Management**.
- Click **Add User**.
- Toggle to make user active.
- Fill in the required information.
- Select the appropriate user permission.
- Lastly, click **Save User**.

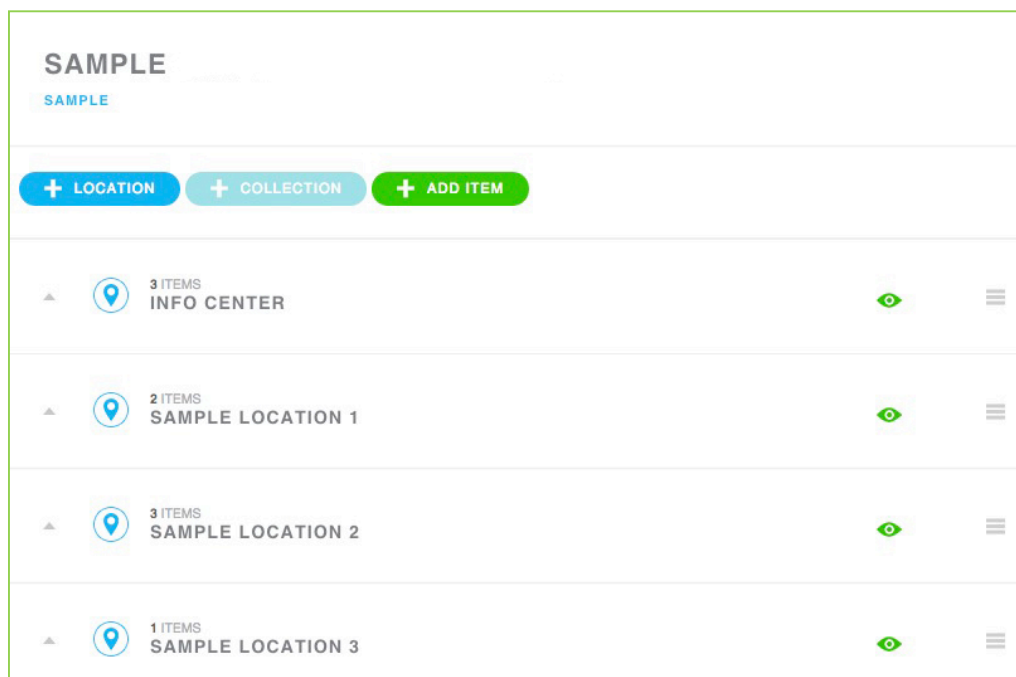
## LOCATIONS, COLLECTIONS, DOCS, & INVENTORY

The **Administration View** within your SDS site is organized in four main areas, which are named locations, collections, docs, and inventory.



## LOCATIONS

In the **Locations** area within the system, you can create and organize virtual locations for each building within your organization.




If you have any questions, please contact the Scenario Learning Customer Service Team at [support@scenariolearning.com](mailto:support@scenariolearning.com) or 1-800-434-0154.

## To Add a New Location

- First, click on the **Locations** tab.
- Click the **+ Location** button.
- Type the name of the location.
- Click **Create**.
- Click the eye icon to the right and change to **Viewable**.

## To Delete a Location

- Click on the  icon to the right of the location.
- Click **Delete**.
- Lastly, click **Yes**.





## COLLECTIONS

**Collections** are used to store Safety Data Sheets and documents for each department. The easiest way to set up and maintain your collections is to create one collection for each of the major areas within a building, for example, collections such as Custodial, Maintenance, Cafeteria, etc.

### COLLECTION MANAGEMENT

From this page you can view, add and edit your Collections of Sheets and Documents.

**+ COLLECTION**

-   33 ITEMS  
**CUSTODIAL SUPPLIES**
-   17 ITEMS  
**MAINTENANCE**

If you have any questions, please contact the Scenario Learning Customer Service Team at [support@scenariolearning.com](mailto:support@scenariolearning.com) or 1-800-434-0154.

## To Create a New Collection

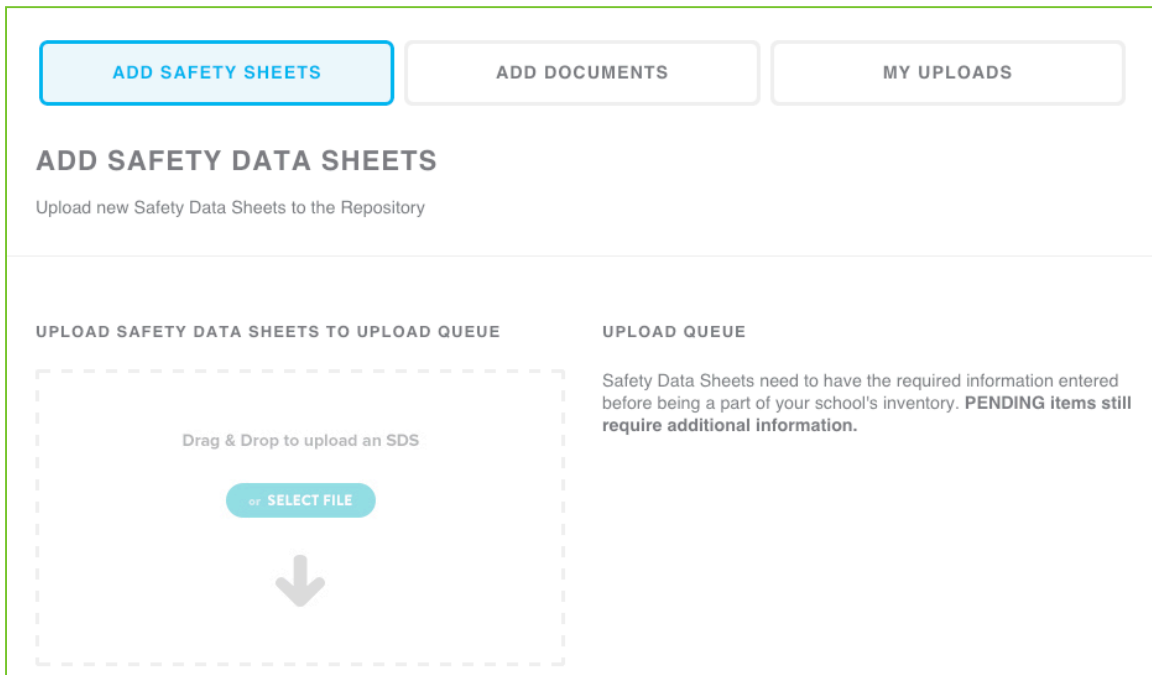
- Select the **Collections** tab from the top.
- Click **+ Collection**.
- Name the collection.
- Click **Create**.

## To Add Collections to a Location

- Click over the **Locations** tab.
- Select the location you wish to add a collection to.
- Click **+ Collection** and the list of collections will appear.
- Click the desired collection from the list.
- You can also add a single (M)SDS to a **Location** by clicking the **+ Add Item** button, selecting **Safety Sheet** and searching the repository.

## DOCS

The **Docs** area is where you can upload Safety Data Sheets and documents that you want to store on your SDS site.

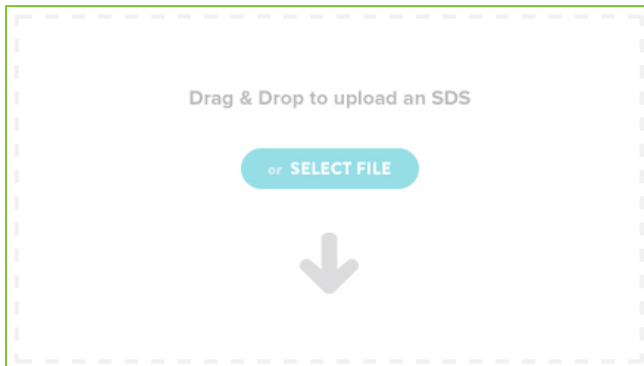


The screenshot shows a web interface for uploading safety data sheets. At the top, there are three buttons: 'ADD SAFETY SHEETS' (highlighted in blue), 'ADD DOCUMENTS', and 'MY UPLOADS'. Below these is the heading 'ADD SAFETY DATA SHEETS' and the instruction 'Upload new Safety Data Sheets to the Repository'. The main area is divided into two sections: 'UPLOAD SAFETY DATA SHEETS TO UPLOAD QUEUE' and 'UPLOAD QUEUE'. The first section contains a dashed box with the text 'Drag & Drop to upload an SDS' and a button labeled 'or SELECT FILE' with a downward arrow below it. The second section, 'UPLOAD QUEUE', contains the text: 'Safety Data Sheets need to have the required information entered before being a part of your school's inventory. PENDING items still require additional information.'

If you have any questions, please contact the Scenario Learning Customer Service Team at [support@scenariolearning.com](mailto:support@scenariolearning.com) or 1-800-434-0154.

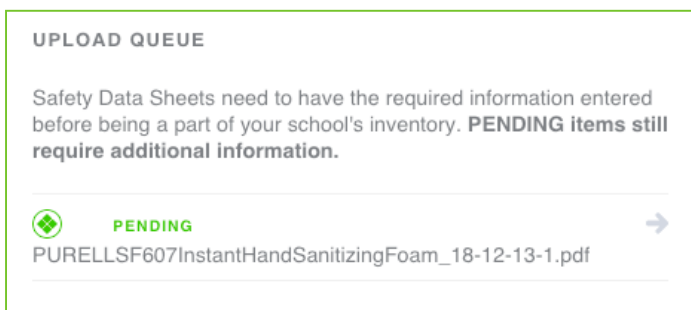


## To Add a Safety Data Sheet



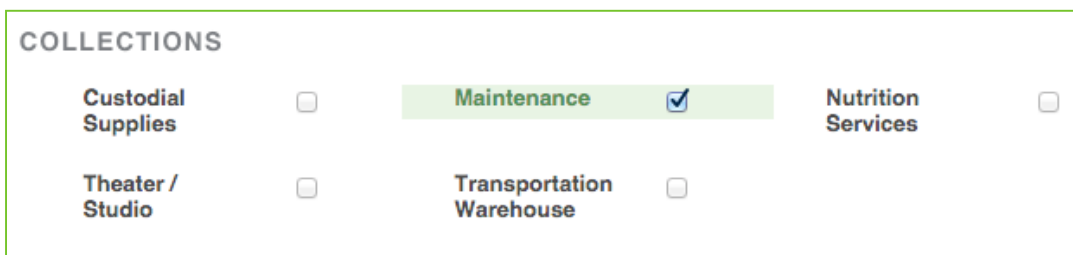
If the Safety Data Sheet is saved on your desktop, simply click over it and drag it into the **Drag & Drop** area. You can also click anywhere over this box to browse through your computer files. NOTE: You can upload several Safety Data Sheets at once by dropping a zip file into the **Drag & Drop** area.

Next, you will see the sheet(s) appear with the pending status in the **Upload Queue** area.

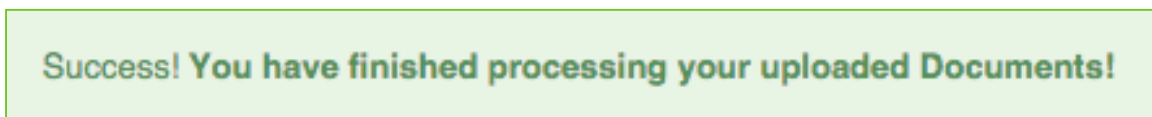


Click over the pending document to finish the upload process. Now the system will prompt you to enter the name of the product, along with the manufacturer's information.

Once the information is entered, check the boxes for any collections you would like to add the sheet to.

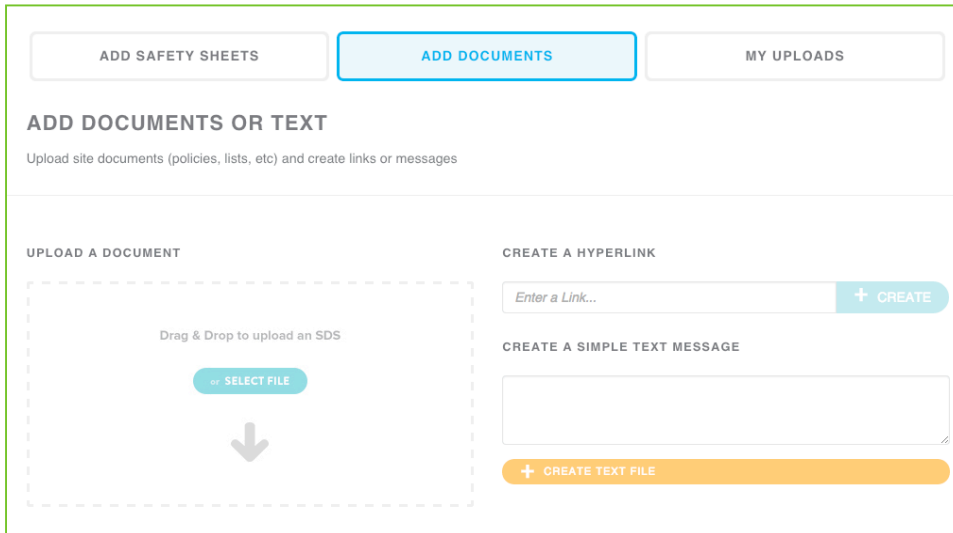


Lastly, click the **Save** button in the upper right hand corner. The system will confirm the upload with the message below.



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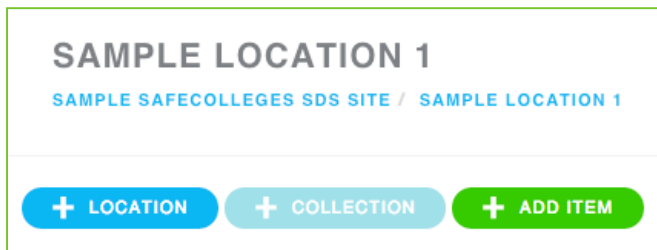
## To Add a Document



The screenshot shows a navigation bar with three buttons: 'ADD SAFETY SHEETS', 'ADD DOCUMENTS' (highlighted in blue), and 'MY UPLOADS'. Below the navigation bar is the heading 'ADD DOCUMENTS OR TEXT' with a sub-heading 'Upload site documents (policies, lists, etc) and create links or messages'. The main content area is divided into two columns. The left column is titled 'UPLOAD A DOCUMENT' and contains a dashed box with the text 'Drag & Drop to upload an SDS' and a 'SELECT FILE' button with a downward arrow. The right column is titled 'CREATE A HYPERLINK' and contains a text input field with the placeholder 'Enter a Link...' and a '+ CREATE' button. Below this is a section titled 'CREATE A SIMPLE TEXT MESSAGE' with a text input field and a '+ CREATE TEXT FILE' button.

To add a document, simply click over the document on your desktop and drag it into the **Drag & Drop** area or click anywhere in the **Drag & Drop** box to browse for the document on your computer. The system will prompt you to name the document and save it.

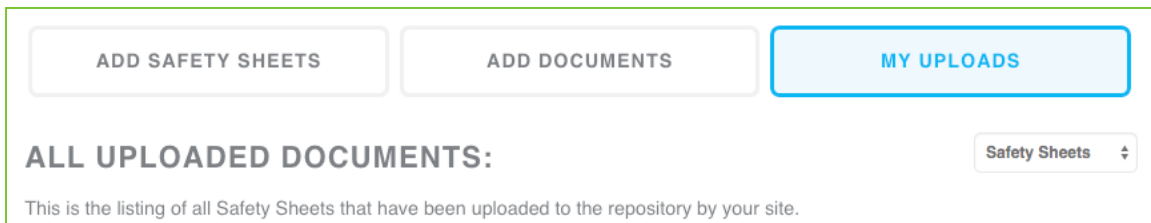
To add the document to the **Locations** area, click on the **Locations** tab and click the **+ Add Item** button to add the document. You can add the document to a specific location by first selecting the specific location, then clicking the **+ Add Item** button.



The screenshot shows a section titled 'SAMPLE LOCATION 1' with a sub-heading 'SAMPLE SAFECOLLEGES SDS SITE / SAMPLE LOCATION 1'. Below this are three buttons: '+ LOCATION' (blue), '+ COLLECTION' (light blue), and '+ ADD ITEM' (green).

## MY UPLOADS

To view all of your uploaded safety sheets and site documents, go to the **My Uploads** section of the **DOCS** tab and select the list you would like to view (Safety Sheets or Site Documents) by using the drop down menu.



The screenshot shows a navigation bar with three buttons: 'ADD SAFETY SHEETS', 'ADD DOCUMENTS', and 'MY UPLOADS' (highlighted in blue). Below the navigation bar is the heading 'ALL UPLOADED DOCUMENTS:' and a dropdown menu currently set to 'Safety Sheets'. Below this is a sub-heading 'This is the listing of all Safety Sheets that have been uploaded to the repository by your site.'

If you have any questions, please contact the Scenario Learning Customer Service Team at [support@scenariolearning.com](mailto:support@scenariolearning.com) or 1-800-434-0154.

## INVENTORY

The **Inventory** tab lists all of the Safety Data Sheets that have been saved to your site's inventory. The **Filter Results** box can be used to search for products.

YOUR SITE'S INVENTORY	
This is the listing of all Safety Sheets that have been saved to your site's inventory.	
10 records per page	Filter Results: <input type="text"/>
Name	Effective Date
01296, DRY CHLORINE BLEACH	1988-11-30
1000 PPM - AMMONIA	1992-03-05
126000-3 BLUE WINDEX	1994-06-27
478 ALKA-SELTZER TABLETS	1986-07-10

## Printing Container Labels

**Container labels** can be created and printed for any Safety Data Sheet in the system. To print a container label, follow the directions below.

- First, select the desired Safety Data Sheet and click on the **Container Labels** button.
- Next, select the size of the labels you would like to print.
- Once a size is chosen, select the number of labels you would like to print by clicking on the first and last label of the selection (see screenshot to the right).
- When your selection is finalized, click the blue **Print** button at the bottom of the page.

**SECONDARY CONTAINER LABEL**

[BACK TO TEMPLATES](#)

**AVERY 5160**  
Select the first and last label you would like to print.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Labels 01 - 014  
**NUMBER OF LABELS: 14**

If you have any questions, please contact the Scenario Learning Customer Service Team at support@scenariolearning.com or 1-800-434-0154.



Your successful implementation and use of your SDS system is very important to us. If you have any additional questions, or need any help, please do not hesitate to contact us. We look forward to assisting you!

If you have any questions, please contact the Scenario Learning Customer Service Team at [support@scenariolearning.com](mailto:support@scenariolearning.com) or 1-800-434-0154.