



# 3E Protect – User Guide



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# Introduction, System Requirements and Security

## Introduction

3E Protect™ is an award-winning service that provides web-based access to a customer's hazardous material inventory and associated Safety Data Sheets 24-7-365.

3E offers a way for companies to centralize their hazardous materials information. SDS are up-to-date, easily accessible and readily distributed throughout the entire organization. The interface is intuitive and simple to master. Users from the production floor to management can access and use SDS information efficiently.

3E Protect includes catalog and site-specific SDS management, which tracks the location of the customer's inventory for all customer specified locations. SDS and inventory reports can be viewed or printed immediately from your desktop to assist with hazard communication compliance.



Figure 1 – 3EiQ Login Page

## 3E Protect Features

3E Protect offers a variety of features, including:

- **Multi-Lingual Interface** – 3E Protect is available in multiple languages.
- **SDS Search Module** – You can search for SDS using a variety of criteria. In addition, you can search 3E's database of millions of SDS.
- **Inventory Management** – You can create and manage chemical inventories at a specific location.
- **Reporting** – 3E Protect provides a variety of chemical, regulatory and inventory management reports.

## 3E Protect Editions

3E Protect has three editions: Silver, Gold and Platinum. Each edition offers flexibility for companies to meet their specific service needs. A variety of add-on enhancement modules are also available, ensuring customers only pay for the functionality they need. In addition, optional modules can provide chemical classification, SARA reporting assistance and green product analysis. Customers can migrate to the advanced version best suited for them as their compliance requirements evolve.

### ***3E Protect – SDS Silver***

3E Protect – SDS Silver is an SDS Management Service that efficiently manages SDS, produces secondary container labels and generates reports. The Silver edition is scalable. It allows an unlimited number of users and site locations. The Silver edition includes:

- **SDS Catalog** – A database of SDS documents unique to your organization. You can search the catalog by Product Name, Manufacturer Name and Manufacturer Part Number.
- **Customized Organization** - Each customer's SDS catalog can be organized much like a standard Windows® file structure. For easy reference and access to a site-specific inventory, the SDS catalog can be organized in any way the customer decides. This includes facility and sub-facility, even down to the department level.
- **Multi-lingual SDS searching** – SDS can be searched in a variety of languages.
- **Labeling** – You can view and print US, European, Canadian and generic GHS labels.
- **Reporting** – You can generate a variety of facility inventory reports.



### **3E Protect – SDS Gold**

3E Protect – SDS Gold incorporates all the features of the Silver edition, plus the ability to run chemical analysis and regulatory reports. This edition is enhanced with the core 3E Insight™ data that includes EH&S regulations and associated chemical lists. The Gold edition also includes:

- **Indexation** – 3E transcribes physical property and chemical ingredient information from the SDS. This data can be used to generate chemical analysis and regulatory reports.
- **Classification** – 3E provides information on US Fire Code and GHS Classification information.

### **3E Protect – SDS Platinum**

3E Protect – SDS Platinum includes all the features of the Silver and Gold editions, plus it provides additional chemical searches, regulatory analysis and data modification. The Platinum edition includes:

- **Enhanced Chemical Search** - You can view and search substances in their inventories based on an even wider variety of search criteria, including Molecular Formula, EINECS Number, ELINCS Number, EU Annex 1 Index Number, Japan ENCS, Japan ISHL or Korean ID numbers.
- **Regulatory Impact Analysis** - Access to a core sub-set of lists powered by 3E Insight™ data, which enables you to track regulatory changes. You can also run change reports based on specific locations and date ranges. This enables you to analyze the impact of the regulatory change on your operation.
- **Data Modification** - Designated Platinum administrators can adjust percentages and add chemicals to the SDS ingredient list. You can modify product properties (VOC data, Physical State, Specific Gravity and Density Information, HMIS®, NFPA and Chemical Composition) at the location and catalog level.
- **Custom Lists** - Create custom lists based on specific ingredients, CAS RN or a collection of regulatory lists to create specific queries within the application.



## System Requirements

You should check your system against the minimum and recommended system requirements to ensure proper functionality and performance of 3E Protect. You do not need a Username or Password to access this feature. Click System Requirements on the login page ([www.3EiQ.com](http://www.3EiQ.com)). A pop-up window will appear that compares your system with the minimum requirements needed.

Adobe Acrobat® Reader is required to view and print SDS. If you do not have this software, you can download this for free by going to [www.adobe.com](http://www.adobe.com).

## 3E Protect Access

You can login to [www.3EiQ.com](http://www.3EiQ.com) with the username and password that was assigned during the initial rollout of 3E Protect.

## Login Language Options

Users have the ability to log in to the system and view the SDS tab in 31 different languages, including:

- English - Default Setting
- Chinese (Simplified)
- Chinese (Traditional)
- Dutch
- French
- French (Canadian)
- German
- Italian
- Japanese
- Korean
- Malay
- Portuguese
- Portuguese (Brazil)
- Spanish
- Spanish (Mexico)

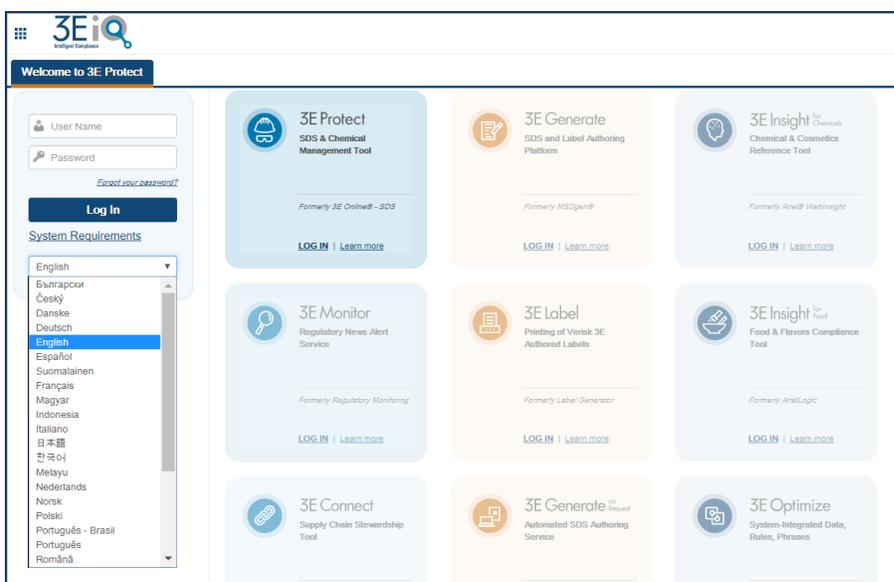


Figure 2 – 3E Protect Login Page Showing Languages

## Forgot Your Password?

Click the *Forgot Your Password* link on the 3EiQ login if you need to reset your password. The 3E Protect Password Assistance screen will automatically open.

To reset your password:

1. Enter your username in the User Name text box.
2. Enter the Verification ID in the Verification text box. If you are unable to read the text provided, refresh the screen until readable text is displayed.
3. Click *Submit*. An email containing a secure link to reset your password will be sent to you.

**Note:** If your email address is not entered into the system, or the email address is assigned to multiple usernames, this process will not work. Contact 3E, [support@3eco.com](mailto:support@3eco.com), for assistance as required.

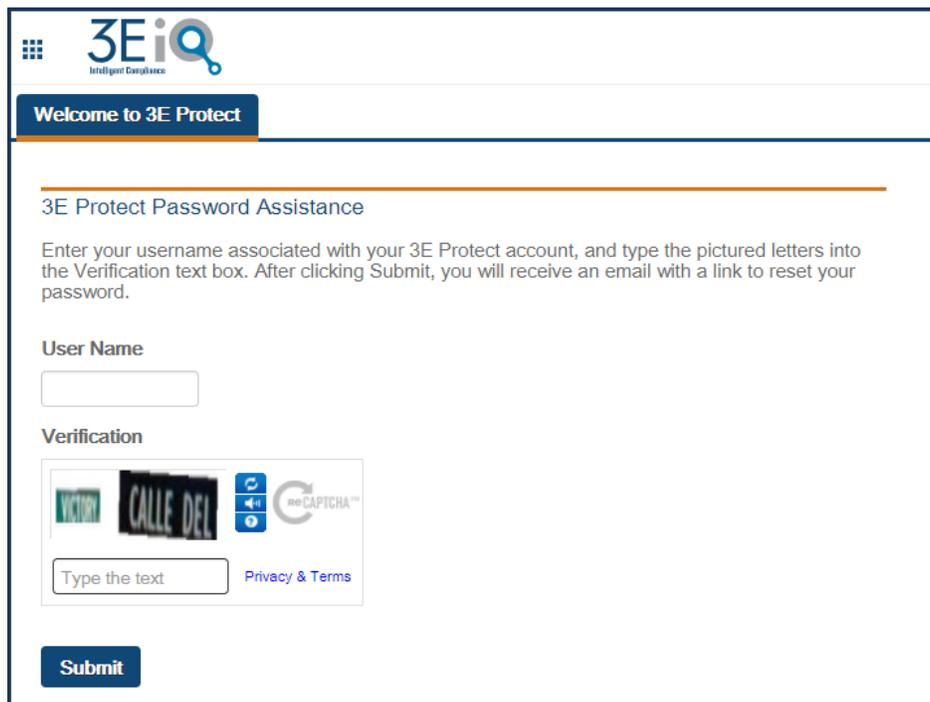


Figure 3 – 3E Protect Password Assistance Screen

## Logout

To exit your 3E Protect session, click on *Logout* in the top right corner of the 3E Protect toolbar.



Figure 4 – 3E Protect Toolbar Showing Logout Link

## User Role Groups

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User Role Groups allow access to 3E Protect based on the functions required by the user. Role groups are designed as a security measure to limit access to specific functionality within the program. A role group is defined as a specific type of user with predefined access to 3E Protect levels. Role groups can be customized by your administrator, but there are five standard role groups within 3E Protect:

**Basic User:** This role is available to users who only need to locate an SDS within 3E Protect. The basic user will be able to search, view, print, email and fax an SDS.

**Advanced Basic User:** This role is available for users who need advanced search capabilities. The Advanced Basic User can search for an SDS within the 3E Protect catalog or a specific location. This user will also have the ability to run inventory reports, create secondary container labels and view the product summary page.

**EHS User:** This user has access to all the features of the Advanced Basic User, plus the ability to view Classification, Product Properties and Ingredients. The EHS User can also generate Classification and Regulatory reports and has full access to the Chemical Analysis tab. This user is only applicable to the Gold and Platinum editions.

**Inventory Manager/Facility Manager:** This role is for users who are responsible for managing chemical inventories for one or more locations. The Inventory Manager/Facility Manager can edit the chemical inventory for a specific location in addition to all the features of the Basic and Advanced Basic User. Additionally, this user can add new products to their assigned locations.

**Catalog Manager:** The Catalog Manager has access to all purchased features within 3E Protect. Additionally, this user can add and remove products from the catalog, create new user profiles and generate administrative reports.



# Tab Navigation

A selection of tabs is available at the top of every screen in 3E Protect. These tabs provide quick access to the features of 3E Protect. Both the user role group and the 3E Protect edition determine which tabs are available. Consequently, not every feature of 3E Protect is available to every user. Move your cursor over the tab to open a drop down selection menu. Click on the selection to go to a specific 3E Protect feature.

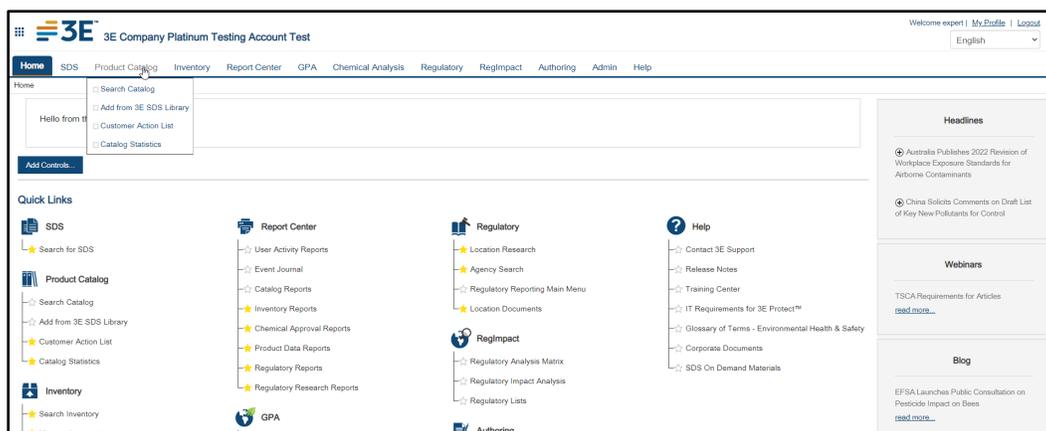


Figure 5 – 3E Protect Tabs Showing Drop-Down Menu

The tabs are:

**Home** - the *Home* tab provides quick access to all 3E Protect features. This tab is available to all 3E Protect users. The Home tab also provides access to 3E contact information.

**SDS** – the *SDS* tab allows you to search for an SDS. This tab is available to all users.

**Product Catalog** – the *Product Catalog* tab allows you to search for SDS and generate reports for the entire 3E Protect catalog. This tab is only available for Catalog Managers.

**Inventory** – the *Inventory* tab allows you to search for SDS and generate reports for a specific location.

**Report Center** - the *Report Center* tab provide a central location for all administrative, inventory, product data and regulatory reports.

**Chemical Analysis** – the *Chemical Analysis* tab allows you to perform advanced chemical searches and view regulatory reports. This tab is an optional feature.

**Admin** – the *Admin* tab is available to Catalog Managers to perform administrative functions such as managing users and creating custom values. The Export and Download center is located in this tab. This tab is an optional feature and is not available to all users.

**Help** – the *Help* tab is available to all users who need assistance with 3E Protect. User Guides and 3E contact information are available in this tab.

# Home Tab

The Home Page in 3E Protect is available to all users. From the Home Page, users can access Quick Links to 3E Protect features. In addition, the home page contains 3E contact information, useful Regulatory news, Webinars and 3E press releases.

Click on *Home* on the toolbar to access the Home Tab. As with the Tabs, available features on the Home Page are determined by the user role group and the 3E Protect edition purchased by your organization.

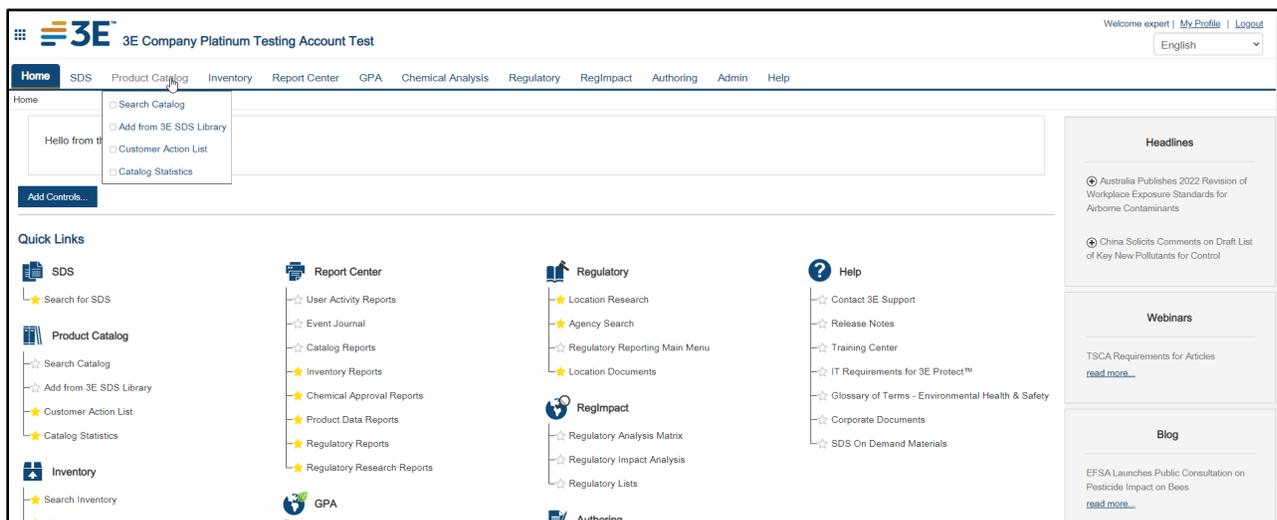


Figure 6 – 3E Protect Gold Home Screen (All features may not be available)

## My Profile

The *My Profile* feature in 3E Protect allows you to change your user information. This is an optional feature and may not be available to all users. This includes:

- Resetting your password
- Adding or editing your first and last name
- Adding or editing your e-mail address.

To make changes to your profile:

1. Click on My Profile in the upper right corner of the 3E Protect. This link is available on all 3E Protect pages.



Figure 7 – Upper Frame of 3E Protect Showing My Profile Link

2. The My Profile screen will open.
3. Modify your information as required.
4. Click on Reset Password to change your password.
5. Click Submit to save your changes.

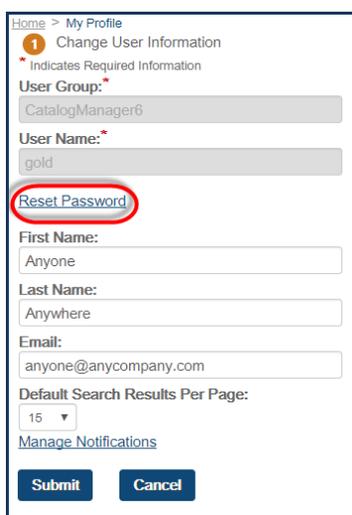


Figure 8 – Change User Information Screen

## Multi-Lingual Options

Users have the ability view 3E Protect in a variety of languages. Please note that the entire application is not available in all languages.

To change the language of 3E Protect:

1. Using the drop-down box in the upper right corner, choose your preferred language.
2. 3E Protect will automatically open in your selected language.



Figure 9 – Upper Frame of 3E Protect Showing Language Selection

## Controls

3E Protect provides visibility via key performance indication *Controls* to various activity within the platform. You can also customize 3E Protect by creating your preferred *Quick Links*. *Controls* are live and show up to the minute data about your 3E Protect platform. Hovering your cursor over the controls will display the exact number of the activity. The *Controls* available in 3E Protect are:

- **Favorite Quick Links** – Allows you to customize 3E Protect by creating your favorite links to specific sections of the platform.
- **Archived Products** – Indicates products that have been removed from the 3E Protect catalog each month.
- **eSDS** – Displays the percentage of SDS in your catalog that have European Exposure Scenarios.
- **GHS/CLP Classification** – Displays the percentage of SDS in your catalog that contain GHS/CLP classification elements (pictograms, hazard and precautionary statements). Also displayed is the percentage of SDS that are Discontinued.
- **Logins per Month (All Users)** – Shows the number of logins per month across your entire platform.
- **Managed SDS Count** – Shows the percentage of US & Canada versus International SDS in your catalog.
- **Products Added** – This control lists the number of products added to your catalog in a given month.
- **SDS Views per Month (All Users)** – Displays the number of SDS that have been viewed in a specific month.

### ***Adding and Removing Controls from the Home Page***

*Controls* can be configured to your specification and needs by moving, adding, or removing a *Control* box.

To move a *Control*:

1. Place your cursor in the Control box to display the  icon
2. Click you mouse and drag your control to your preferred location



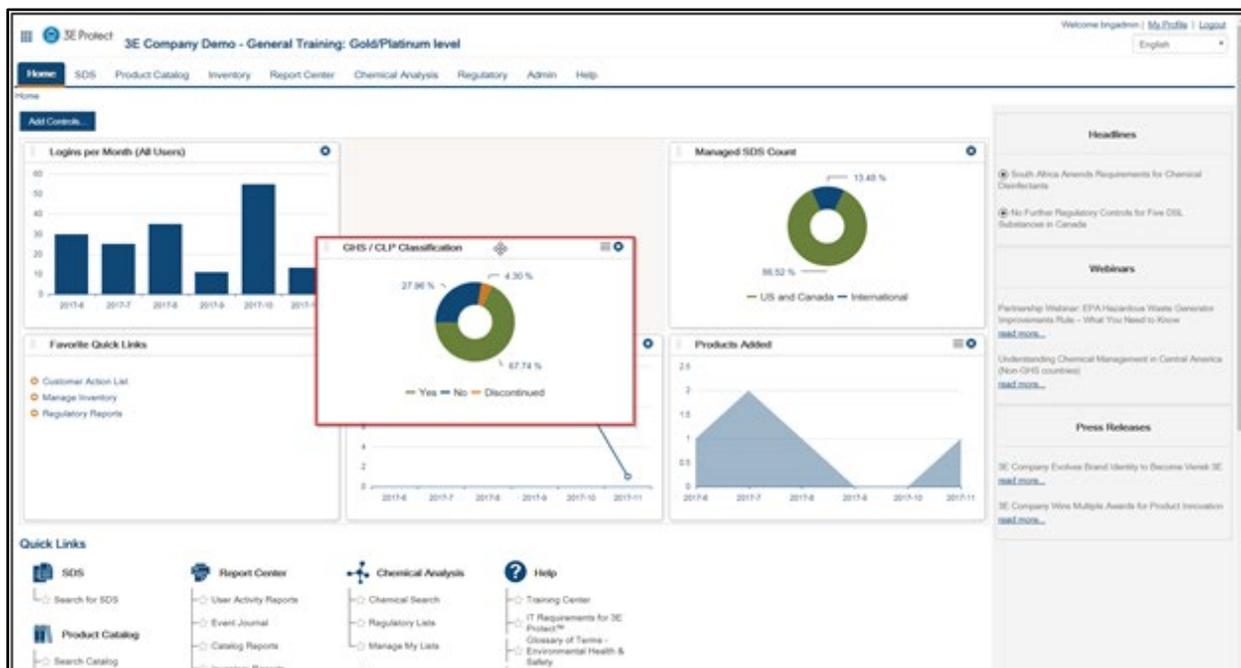


Figure 10 – Drag and Drop Controls

To remove a *Control*, click the blue x in the upper right corner of the *Control* box.

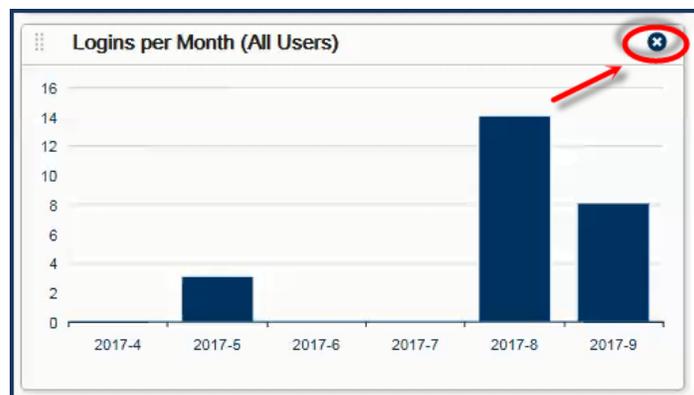


Figure 11 – Closing a Control

To add a *Control*:

1. Click the *Add Controls* button
2. Select your *Control* from the list of available options
3. Click *Add* to place your selected Control indicator on the *Home* page.

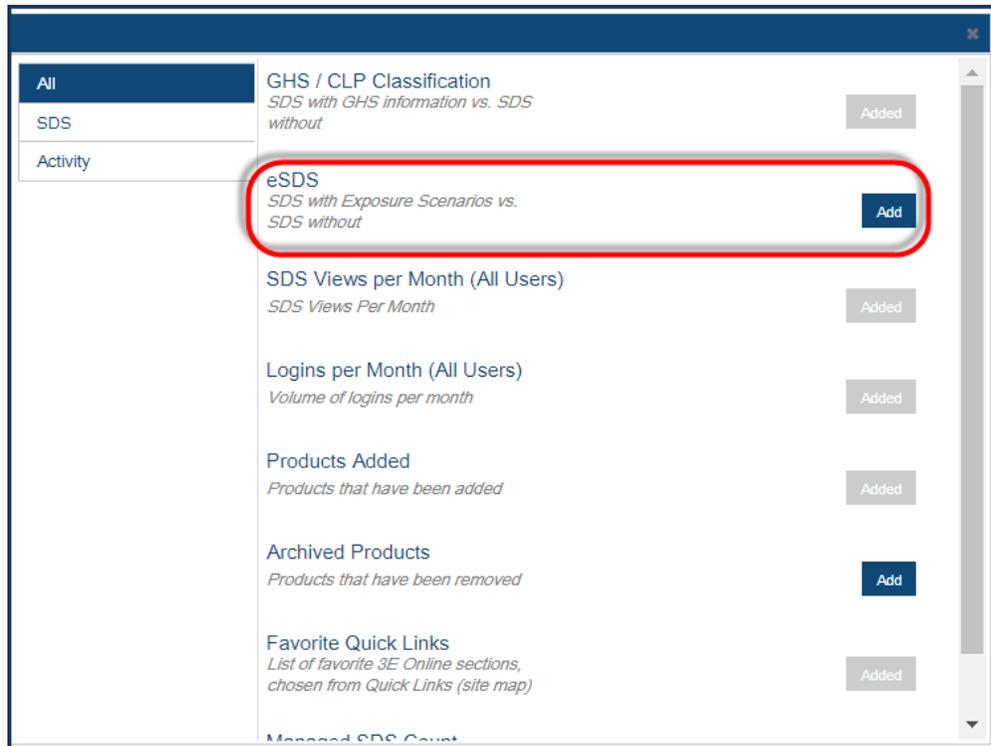


Figure 12 – Manage Controls Box

### Creating Favorite Quick Links

You can add and remove *Quick Links* in the *Favorite Quick Links* control box. To modify this control:

1. Scroll down to the *Quick Links* section of the *Home* page.
2. Click the star icon next to the section of 3E Protect you want to add to the *Favorite Quick Links* box.
3. The star will turn gold and the link will automatically be added to the box.
4. To remove a quick link, simply click the star again.

**Quick Links**

- SDS**
  - ★ Search for SDS
- Product Catalog**
  - ★ Search Catalog
  - ★ Add from 3E SDS Library
  - ★ Customer Action List
  - ★ Catalog Statistics
- Inventory**
  - ☆ Search Inventory
  - ★ Manage Inventory
  - ☆ Customer Action List
  - ★ Update Quantity Data
  - ☆ Chemical Approval
  - ☆ Inventory Statistics
  - ☆ Inventory History
- Report Center**
  - ☆ User Activity Reports
  - ☆ Event Journal
  - ★ Catalog Reports
  - ☆ Inventory Reports
  - ☆ Chemical Approval Reports
  - ★ Product Data Reports
  - ☆ Regulatory Reports
- Chemical Analysis**
  - ★ Chemical Search
  - ☆ Regulatory Lists
  - ☆ Manage My Lists
- Admin**
  - ☆ Manage Attachment Types
  - ☆ Manage Custom Values
  - ☆ Manage Notifications
  - ☆ Manage Users
  - ☆ Manage Locations
  - ☆ Export Center
  - ☆ Download Center
- Help**
  - ★ Training Center
  - ☆ IT Requirements for 3E Protect™
  - ☆ Glossary of Terms - Environmental Health & Safety
  - ☆ Contact 3E

**Figure 13 – Quick Links Screen**

# SDS Tab

The SDS tab allows you to:

- Search for specific products
- View all products in your organization's 3E Protect catalog
- View, Print, Email and Fax SDS
- View Classification Information (optional)
- View Corporate Documents (optional)
- Search the 3E SDS Library (optional)

All search features within 3E Protect are standard to make searching easier. 3E Protect provides two levels of search: Simple and Advanced. You can set your preferred search type (*Simple or Advanced*) through the *Customize this Search* feature.

## 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.

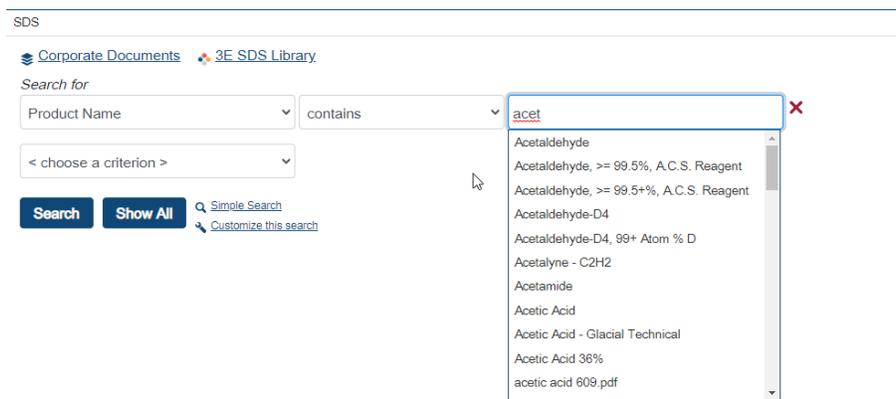


Figure 14 – SDS Search Screen Showing 3E Suggest Technology

## 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 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 a criterion.
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, do not enter anything in the *Search For* box. Simply click on *Show All*.

SDS

---

[Corporate Documents](#) [3E SDS Library](#)

Search for

Product Name	contains	acet	X
Manufacturer Name	contains	fisher	X
< choose a criterion >			

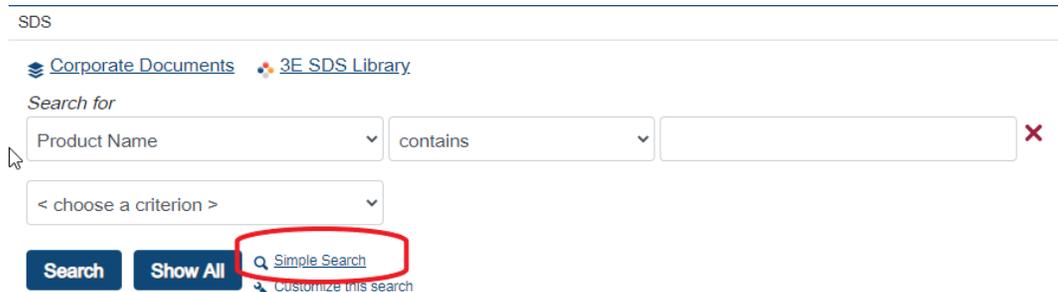
**Search** **Show All** [Simple Search](#) [Customize this search](#)

Figure 15 – 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:

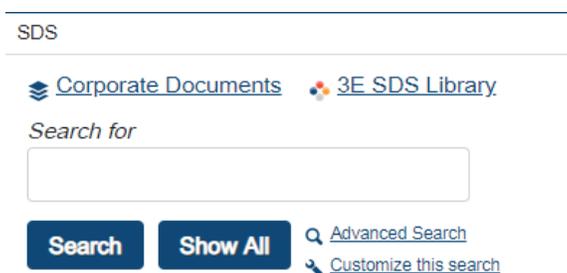
1. Click *Simple Search*. The search screen will switch to the Simple Search automatically.



The screenshot shows the SDS search interface. At the top, there are links for "Corporate Documents" and "3E SDS Library". Below these is a "Search for" section with a dropdown menu set to "Product Name", a "contains" operator dropdown, and an empty search input field with a red "X" icon. Below the search field is another dropdown menu labeled "< choose a criterion >". At the bottom, there are three buttons: "Search", "Show All", and "Simple Search". The "Simple Search" button is circled in red. There is also a link for "Customize this search" below the buttons.

Figure 16 – 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 Simple Search interface. At the top, there are links for "Corporate Documents" and "3E SDS Library". Below these is a "Search for" section with a large empty search input field. At the bottom, there are three buttons: "Search", "Show All", and "Advanced Search". There is also a link for "Customize this search" below the buttons.

Figure 17 – Simple Search Screen

## Customize Search Criterion and Search Results

Both the search criterion and search results can be customized. This feature is available in all 3E Protect search screens and is customized for each individual user. If this feature is not available to you, please contact your administrator, as some organizations choose to disable this feature.

You can use this function to add, remove or organize the order of items available in your search items. In addition, you can add or remove items from the search results. To Customize:

1. Click *Customize this Search*.

SDS

[Corporate Documents](#) [3E SDS Library](#)

Search for

Product Name contains acet ✕

Manufacturer Name contains fisher ✕

< choose a criterion >

**Search** **Show All** [Simple Search](#) [Customize this search](#)

Figure 18 – SDS Screen Showing Customize this Search

2. Click on the appropriate tab: *Customize Search Criteria* or *Customize Search Results*.
3. Select the item to add or remove.
4. Click on *Add* or *Remove*.
5. Click on *Move Up* or *Move Down* to choose the order.
6. Click *Default to Simple Search* to select the *Simple Search* as your default search option.
7. Click *Save* to save your changes.

SDS > Customize Search

Customize Search Criteria Customize Search Results

Available items to search by

- Bar Code ID
- Chem State
- Code interne
- Confab KST
- Confab MIE
- English
- Expire Date
- Label
- Lexmark #
- Lexmark Part Number
- Lot #
- Product Category
- PushID

Limit items to search by

- Product Name
- Manufacturer Name
- Manufacturer Part #
- Product Type
- UPC
- Part #
- Any Custom Value

**Add >** **< Remove** **Move Up** **Move Down**

Default to Simple Search

**Cancel** **Save**

Figure 19 – Customize Search Criteria Screen

## SDS Search Results

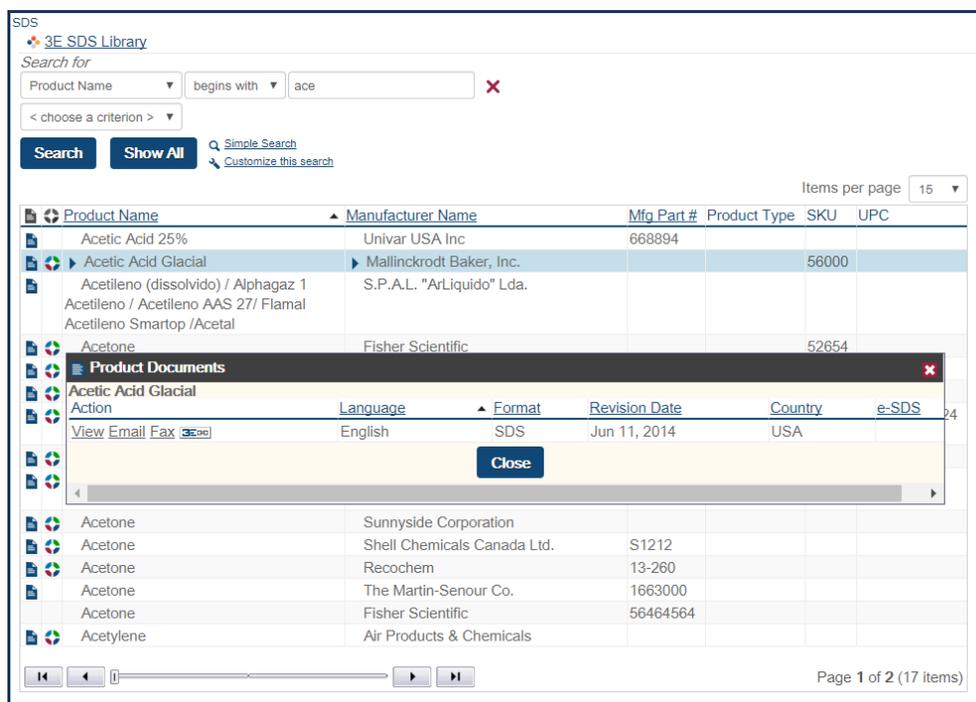
The Search Results will appear in the lower section of the SDS screen after you have completed your search. From the Search Results, you can:

- View the SDS
- Print the SDS
- Email or fax the SDS
- View Product Aliases
- View Classification information (optional purchased service)

### View an SDS

To view an 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 entry.
2. The Product Documents pop-up box will appear. In some instances, 3E may have been unable to obtain an SDS in your preferred language or format. In these cases an \* will be listed next to the language in the Product Document box.



The screenshot shows the SDS screen with a search bar at the top. The search criteria are "Product Name" and "begins with" "ace". The search results table lists various products, including Acetic Acid 25%, Acetic Acid Glacial, Acetileno (dissolvido) / Alphagaz 1, Acetileno / Acetileno AAS 27/ Flamal, Acetileno Smartop /Acetal, Acetone, and Acetylene. A "Product Documents" pop-up box is open over the "Acetic Acid Glacial" entry, showing a table with columns for "Language", "Format", "Revision Date", "Country", and "e-SDS". The table contains one row: "View Email Fax" (with a 3E icon), "English", "SDS", "Jun 11, 2014", "USA", and "24". A "Close" button is visible at the bottom of the pop-up box. The main table has columns for "Product Name", "Manufacturer Name", "Mfg Part #", "Product Type", "SKU", and "UPC". The page number is "Page 1 of 2 (17 items)".

Product Name	Manufacturer Name	Mfg Part #	Product Type	SKU	UPC
Acetic Acid 25%	Univar USA Inc	668894			
Acetic Acid Glacial	Mallinckrodt Baker, Inc.			56000	
Acetileno (dissolvido) / Alphagaz 1 Acetileno / Acetileno AAS 27/ Flamal Acetileno Smartop /Acetal	S.P.A.L. "ArLiquido" Lda.				
Acetone	Fisher Scientific			52654	
Acetone	Sunnyside Corporation				
Acetone	Shell Chemicals Canada Ltd.	S1212			
Acetone	Recochem	13-260			
Acetone	The Martin-Senour Co.	1663000			
Acetone	Fisher Scientific	56464564			
Acetylene	Air Products & Chemicals				

Action	Language	Format	Revision Date	Country	e-SDS
View Email Fax	English	SDS	Jun 11, 2014	USA	24

Figure 20 – SDS Screen with Product Documents Box

3. 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.

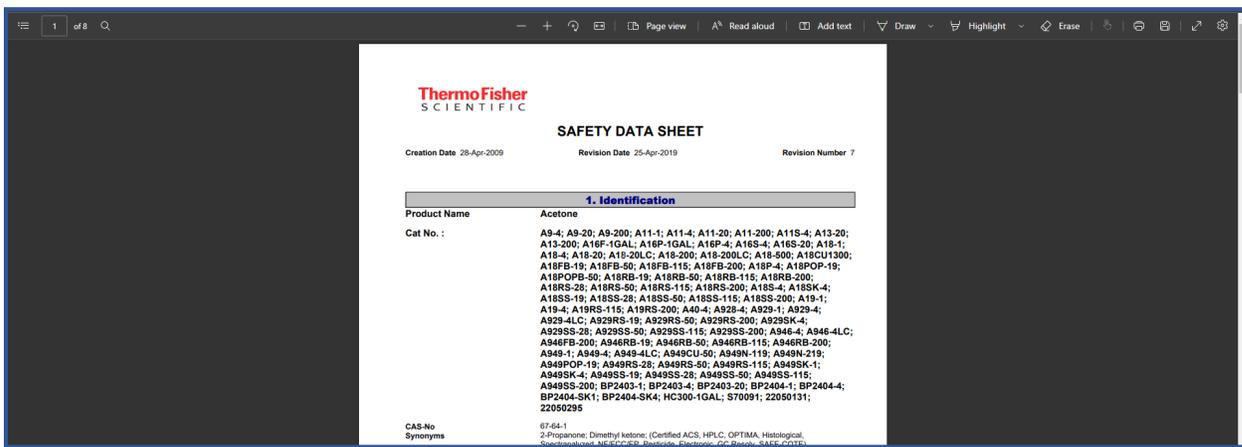


Figure 21 – Document in New Browser Window

## Print an SDS

Adobe Acrobat® Reader allows you to scroll through the SDS page by page. You can zoom in to any section of the SDS by using the controls on the Adobe Acrobat® Reader toolbar. Click on the Printer Icon  on the Adobe Acrobat® toolbar to print the document.



Figure 22 – Adobe Acrobat® Toolbar

## E-Link, Email and Fax SDS

To create the E-Link:

1. The E-Link is a permanent, secure, and direct link to the SDS in 3E Protect.
2. Click on the  icon. The secure E-Link will appear.
3. Right-click on the E-Link and select *Copy*
4. You can then paste link into your document or application.



Figure 23 – Product Documents Box with E-Link

To email an SDS:

1. Click on Email in the Products Documents pop-up box.
2. Enter the Recipient's email address, your name, and your email address. You can also enter an optional message.
3. The recipient will be sent an email with a link to the SDS. Due to storage limitations, the link will only be active for 72 hours. The recipient will need Adobe Acrobat® Reader in order to view the SDS.

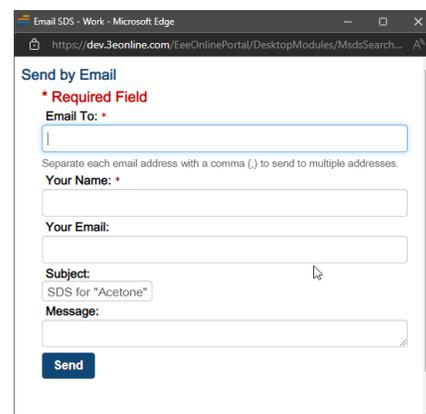
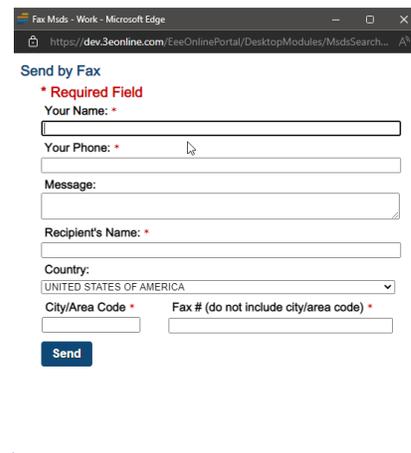
A screenshot of a web browser window showing an "Email SDS" form. The browser title is "Email SDS - Work - Microsoft Edge" and the address bar shows "https://dev.3eonline.com/EEOnlinePortal/DesktopModules/MdsdSearch...". The form is titled "Send by Email" and includes a "Required Field" indicator. The fields are: "Email To:" (with a red asterisk), "Your Name:" (with a red asterisk), "Your Email:" (with a red asterisk), "Subject:" (with a red asterisk), and "Message:". The "Subject" field contains the text "SDS for 'Acetone'". There is a "Send" button at the bottom of the form.

Figure 24 – Email SDS Box

To fax an SDS:

1. Click on Fax in the Product Documents pop-up box.
2. Enter your name, your phone number, the recipient's name, and fax number. Do not enter dashes in the fax number. The fax option supports only U.S. and Canadian phone numbers.
3. You can also enter an optional message.

**Note:** E-Link, Email and fax features are optional. Please contact your administrator if you do not have access.



Send by Fax

\* Required Field

Your Name: \*

Your Phone: \*

Message:

Recipient's Name: \*

Country:  
UNITED STATES OF AMERICA

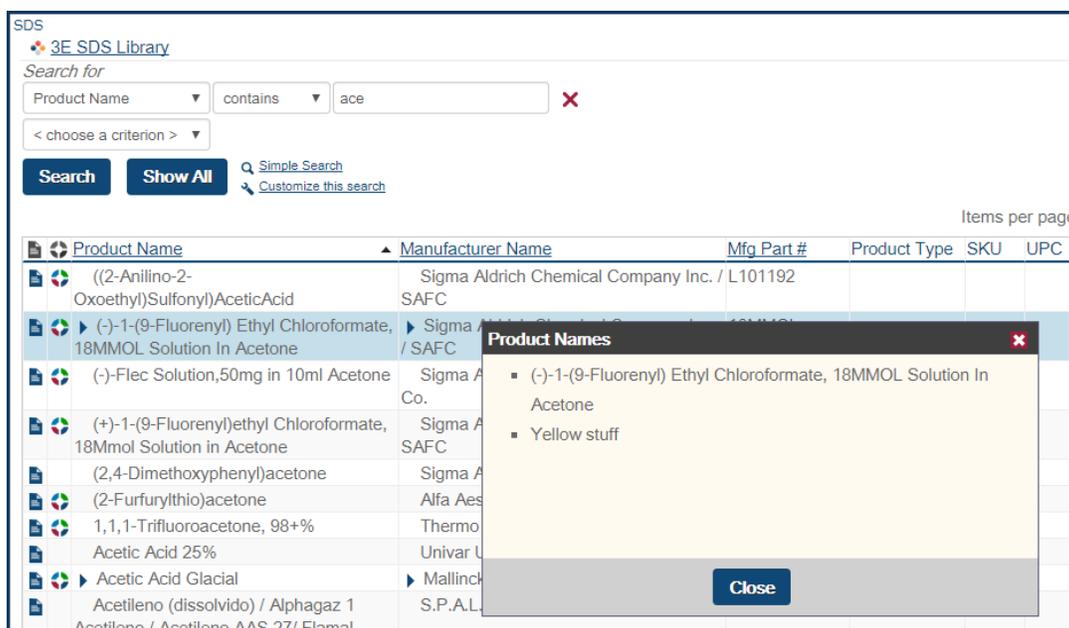
City/Area Code \* Fax # (do not include city/area code) \*

Send

Figure 25 – Fax SDS Box

## View Product & Manufacturer/Supplier Aliases

Some products in your 3E Protect catalog may have product and manufacturer/supplier aliases. An alias is an alternative name for the product or manufacturer. Items with product aliases are identified by a blue arrow in the search results screen. Click on the blue arrow to view the aliases.



SDS

3E SDS Library

Search for

Product Name contains ace

< choose a criterion >

Search Show All Simple Search Customize this search

Product Name	Manufacturer Name	Mfg Part #	Product Type	SKU	UPC
(2-Anilino-2-Oxoethyl)Sulfonyl)Acetic Acid	Sigma Aldrich Chemical Company Inc. / SAFC	L101192			
<b>(-)-1-(9-Fluorenyl) Ethyl Chloroformate, 18MMOL Solution In Acetone</b>	Sigma A / SAFC				
(-)-Flec Solution, 50mg in 10ml Acetone	Sigma A Co.				
(+)-1-(9-Fluorenyl)ethyl Chloroformate, 18Mmol Solution in Acetone	Sigma A SAFC				
(2,4-Dimethoxyphenyl)acetone	Sigma A				
(2-Furfurylthio)acetone	Alfa Aes				
1,1,1-Trifluoroacetone, 98+%	Thermo				
Acetic Acid 25%	Univar U				
Acetic Acid Glacial	Mallinck				
Acetileno (dissolvido) / Alphagaz 1	S.P.A.L.				
Acetileno / Acetileno AAS 27/ Elamal					

Product Names

- (-)-1-(9-Fluorenyl) Ethyl Chloroformate, 18MMOL Solution In Acetone
- Yellow stuff

Close

Figure 26 – SDS Search Results Showing Product Aliases

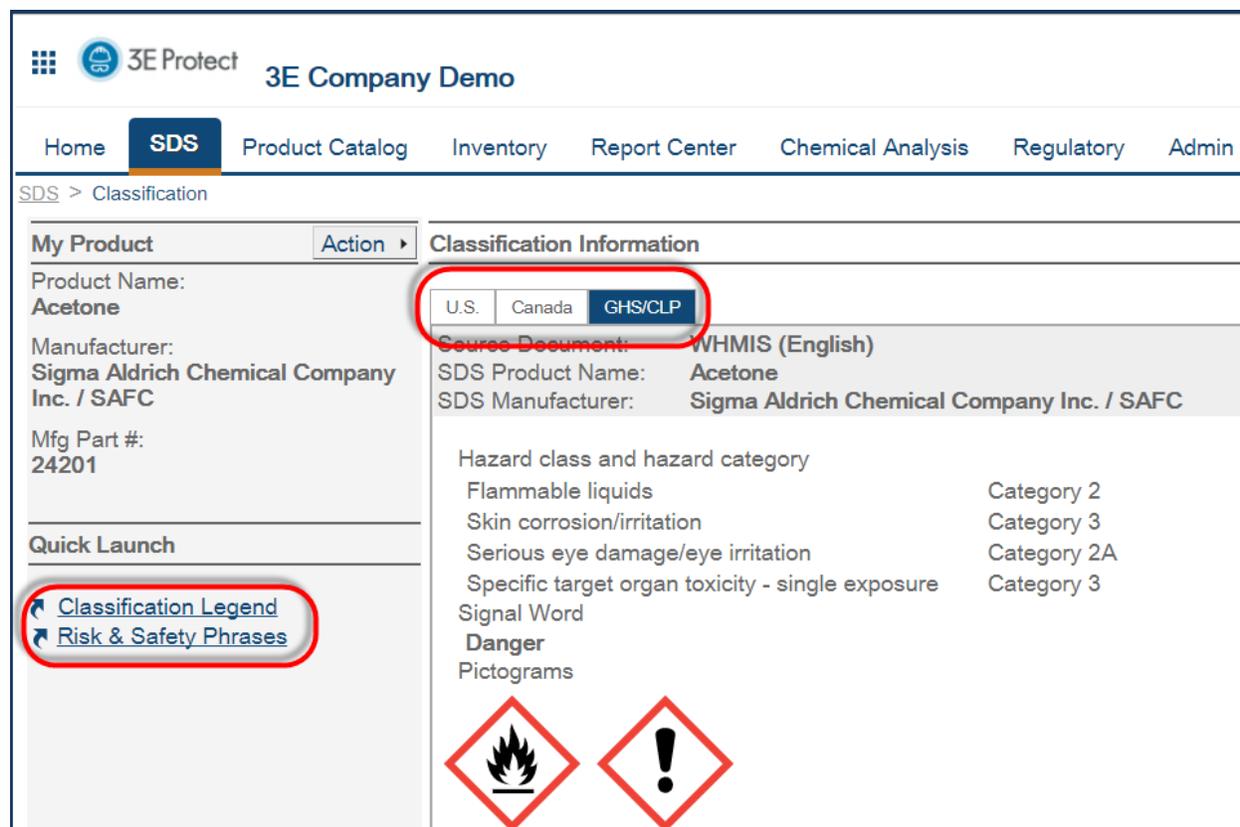
## View Classification Date

The *Classification* feature is an **optional purchased feature** that allows users to view European labeling within the SDS screen.

Click on the Classification icon  to access the information. Only products with this icon will have labeling information available. This will open the Classification Screen. From this screen, you will be able to view:

- U.S. Fire Code Classification (HMIS & NFPA)
- WHMIS Classification
- GHS/CLP Classification
- European DPD Classification

The data on this screen will be displayed in the language of the SDS. A Classification Legend is available for reference. Click on the appropriate tab to see your data.



The screenshot displays the '3E Company Demo' interface. The navigation bar includes 'Home', 'SDS', 'Product Catalog', 'Inventory', 'Report Center', 'Chemical Analysis', 'Regulatory', and 'Admin'. The current page is 'SDS > Classification'. The main content area is divided into two columns. The left column, titled 'My Product', shows 'Product Name: Acetone', 'Manufacturer: Sigma Aldrich Chemical Company Inc. / SAFC', and 'Mfg Part #: 24201'. Below this is a 'Quick Launch' section with links for 'Classification Legend' and 'Risk & Safety Phrases'. The right column, titled 'Classification Information', has tabs for 'U.S.', 'Canada', and 'GHS/CLP'. The 'GHS/CLP' tab is selected. Below the tabs, it shows 'Source Document: WHMIS (English)', 'SDS Product Name: Acetone', and 'SDS Manufacturer: Sigma Aldrich Chemical Company Inc. / SAFC'. A table lists hazard classes and categories: 'Flammable liquids' (Category 2), 'Skin corrosion/irritation' (Category 3), 'Serious eye damage/eye irritation' (Category 2A), and 'Specific target organ toxicity - single exposure' (Category 3). Below the table, the 'Signal Word' is 'Danger' and 'Pictograms' are shown as two hazard symbols: a flame and an exclamation mark.

Figure 27 – Classification Screen

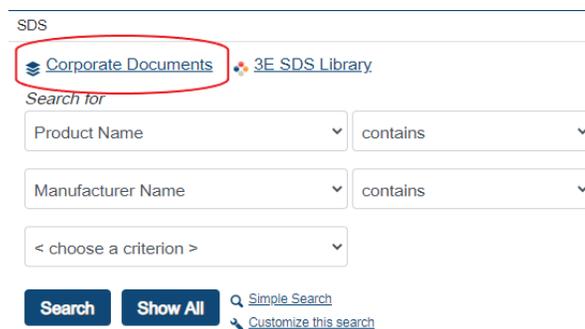
## Corporate Documents

The *Corporate Documents* feature in 3E Protect allows you to view generic corporate documents provided by your administrator. This is an optional feature and may not be available to all users. Program administrators can add new Corporate Documents by going to the Regulatory tab. These documents can include:

- Policy
- Procedure
- Manual
- License
- Other (Miscellaneous Corporate Document)

To view these documents:

1. Click *Corporate Documents*. The *Corporate Documents* screen will automatically open.



SDS

[Corporate Documents](#) [3E SDS Library](#)

Search for

Product Name  contains

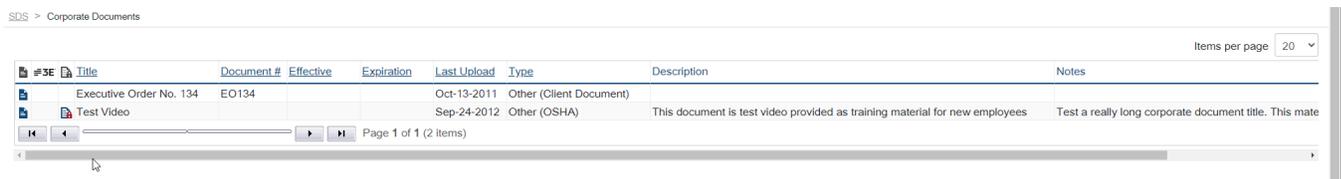
Manufacturer Name  contains

< choose a criterion >

**Search** **Show All** [Simple Search](#) [Customize this search](#)

**Figure 28 – SDS Search with Corporate Documents Link**

2. Select your document from list of available items.



SDS > Corporate Documents

Items per page 20

#3E	Title	Document #	Effective	Expiration	Last Upload	Type	Description	Notes
	Executive Order No. 134	EO134		Oct-13-2011		Other (Client Document)		
	Test Video			Sep-24-2012		Other (OSHA)	This document is test video provided as training material for new employees	Test a really long corporate document title. This mate

Page 1 of 1 (2 items)

**Figure 29 – Corporate Documents Screen**

3. Click the  blue paper icon to open the document. The document will open automatically and is available to view, print or save.

## Search the 3E SDS Library

The 3E SDS Library allows a user to search 3E's entire database of SDS. This is an optional feature that may not be available to all users. To use this feature:

1. Click on the 3E SDS Library link on the SDS Page.

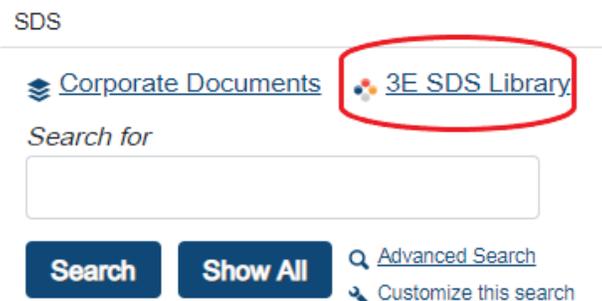


Figure 30 – SDS Page with 3E SDS Library Link

2. Use the drop-down boxes under Search For to choose your search criteria. The available search criteria are dependent on the 3E Protect features purchased by your organization.

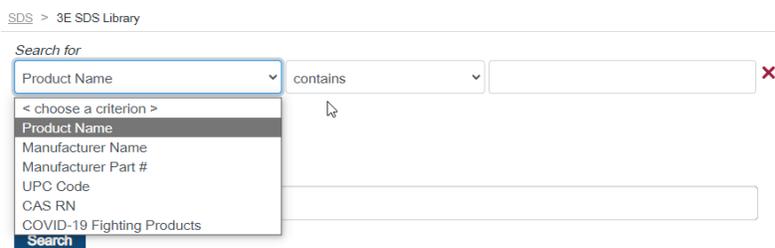


Figure 31 – 3E SDS Library Search Screen

3. Enter your search criteria in the white text box. You can select up to four search criteria to refine your search.
4. Click *Search*.
5. The search results will return the product name, manufacturer name, manufacturer part number, SDS language and SDS region.
6. Click the blue  paper icon to view and print the SDS.

SDS > 3E SDS Library

Search for

Product Name begins with acetone ✕

Manufacturer Name begins with fisher ✕

< choose a criterion >

Filter results by languages (optional)

English ✕

Search

Items per page 15

Product Name	Manufacturer Name	Mfg Part #	Language	Region	Revision Date	GPA Score
Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	A9-200, A11-1, A11-20, A...	English		Apr 25, 2019	27.40
Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	AC176800010, AC17680...	English		Apr 25, 2019	27.40
Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	AC177170000, AC17717...	English		Apr 25, 2019	27.40
Acetone	Fisher Scientific	57025	English	North America	Feb 26, 2002	27.40
Acetone	Fisher Scientific UK	A/0603/15, A/0603/17	English	Europe	Sep 27, 2016	27.40
Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	AC326700000, AC32670...	English	United States	Jan 19, 2018	27.40
Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	A929-1; A929-4; A929RS...	English		Apr 25, 2019	27.40
Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	177170000, 177170010, ...	English		Feb 22, 2019	N/D
Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	326740000, 326740025, ...	English		Mar 03, 2019	27.40
Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	AC423245000, AC42324...	English		Apr 25, 2019	27.40
Acetone 99.8+% Gc Residue For Pesticide Analysis	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...		English		Apr 25, 2019	N/D
Acetone cyanohydrin, stabilized	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/T...	ACR10238, ACR10238, 1...	English		Feb 18, 2019	33.40
Acetone, Ecd Tested for Pesticide Analysis	Fisher Scientific	AC326570000, AC32657...	English	United States	Feb 26, 2002	N/D
Acetone, Extra Dry, Water	Fisher Scientific		English	United States	Feb 26, 2002	N/D
Acetone/Acetonitrile 80/20	Fisher Scientific	NC9176649	English	United States	Mar 16, 2007	N/D

Page 1 of 2 (28 items)

Figure 32 – 3E SDS Library Search Results

# Product Catalog Tab

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Only the **Catalog Manager** role group can access the Product Catalog features.

All features in this page are related to the complete corporate catalog and are not location specific. Along with access to this page, the Catalog Manager also has the ability to remove products from the corporate catalog. The features in this page include:

- Searching the catalog
- Reviewing data about a product
- Adding new products to the catalog from the 3E SDS Library
- Reviewing Customer Action items for the entire catalog
- Viewing catalog statistics

## Search Catalog

The SDS search options are expanded in the Search Catalog feature, but functions exactly the same way as in the SDS page. Please reference the SDS Screen section of this guide for detailed instructions on searching for an SDS in 3E Protect.

Additional search criteria include Physical State, CAS Registry Number, GHS Labeling and EU Labeling. These search criteria are purchased as optional features and may not be available to your organization.

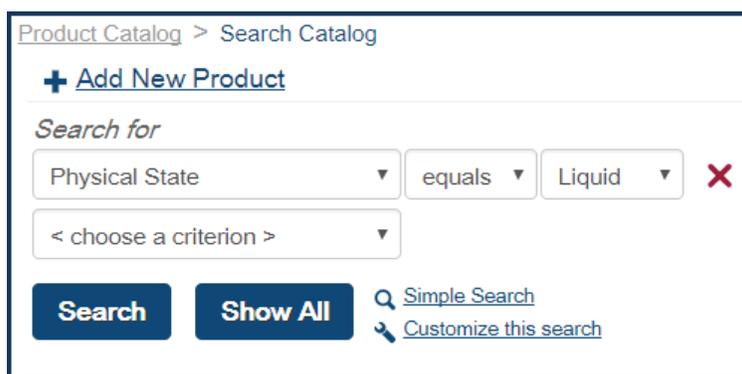
Click on *Search Catalog* in the Product Catalog tab to search using this criterion. The paperclip icon  indicates that an SDS is available for a specific product.



## Searching Using Physical State

You can search for an SDS using five different physical states: Aerosol, Gas, Liquid, Powder and Solid. The physical state search is based on data entered into your 3E Protect catalog, not data transcribed by 3E. To search:

1. Under *Search For* use the drop-down box to select *Physical State*. The search will automatically default to *Equals*.
2. Choose the physical state from the drop-down box.
3. Click *Search*. The results screen will show all products with the selected physical state.



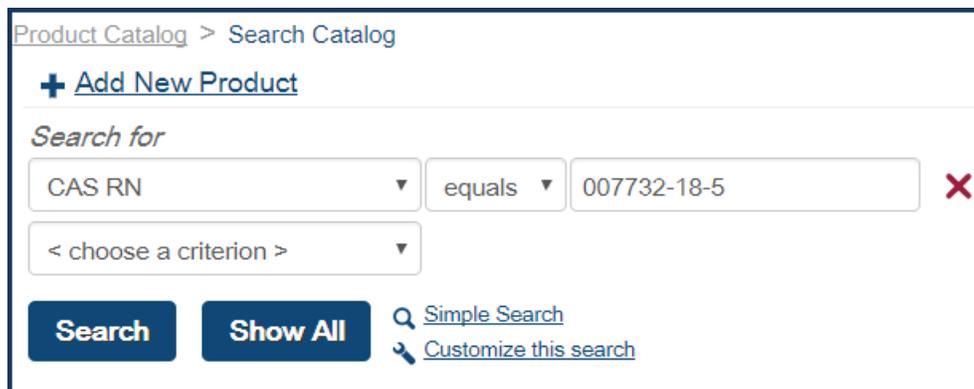
The screenshot shows the 'Product Catalog > Search Catalog' page. At the top, there is a link to '+ Add New Product'. Below that, the 'Search for' section contains three dropdown menus: 'Physical State', 'equals', and 'Liquid'. A red 'X' icon is visible to the right of the 'Liquid' dropdown. Below these is another dropdown menu labeled '< choose a criterion >'. At the bottom of the search area, there are two buttons: 'Search' and 'Show All'. To the right of these buttons are two links: 'Simple Search' and 'Customize this search'.

Figure 33 – Physical State Search

## Searching Using CAS Registry Number

You can search for an SDS using the Chemical Abstract Service (CAS) Number. To search:

1. Under *Search For* use the drop-down box to select *CAS RN*. The search will automatically default to *Equals*.
2. Enter the CAS Number into the white text box. CAS numbers can be entered with or without the leading zeros and dashes.
3. Click *Search*. The results screen will show all products with the selected CAS number.



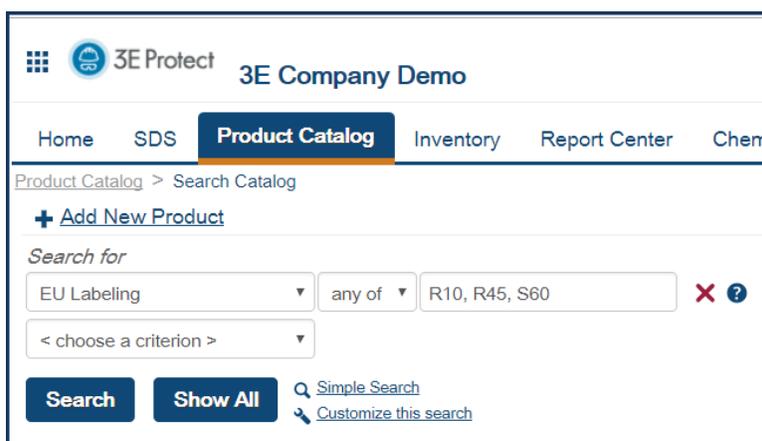
The screenshot shows the 'Product Catalog > Search Catalog' page. At the top, there is a link to '+ Add New Product'. Below that, the 'Search for' section contains three dropdown menus: 'CAS RN', 'equals', and '007732-18-5'. A red 'X' icon is visible to the right of the '007732-18-5' dropdown. Below these is another dropdown menu labeled '< choose a criterion >'. At the bottom of the search area, there are two buttons: 'Search' and 'Show All'. To the right of these buttons are two links: 'Simple Search' and 'Customize this search'.

Figure 34 – CAS Number Search

## Searching Using EU Labeling

You can search for an SDS using the EU Labeling Risk & Safety Number if it has been enabled in the *Customize This Search* feature. If you do not know a Risk & Safety Number, click the  question mark to view a glossary of phrases. To search:

1. Under *Search For* use the drop-down box to select *EU Labeling*. The search will automatically default to *Any Of*.
2. Enter the Risk and Safety Phrase number. Separate multiple numbers by a comma or space.
3. Click *Search*. The results screen will show all products with the selected codes.



The screenshot shows the 3E Protect web application interface. At the top, there is a navigation bar with 'Home', 'SDS', 'Product Catalog' (highlighted), 'Inventory', 'Report Center', and 'Chem'. Below the navigation bar, the breadcrumb path is 'Product Catalog > Search Catalog'. A '+ Add New Product' button is visible. The search section is titled 'Search for' and contains a dropdown menu set to 'EU Labeling', a radio button selected for 'any of', and a text input field containing 'R10, R45, S60'. To the right of the input field are a red 'X' and a blue question mark icon. Below the search criteria is another dropdown menu labeled '< choose a criterion >'. At the bottom of the search section are two buttons: 'Search' and 'Show All'. To the right of these buttons are two links: 'Simple Search' and 'Customize this search'.

Figure 35 – EU Labeling Search

## Searching Using GHS Labeling

You can search for an SDS using the GHS Labeling Health & Precautionary Codes if it has been enabled in the *Customize This Search* feature. If you do not know an H & P code, click the  question mark to view a glossary of phrases. To search:

1. Under *Search For* use the drop-down box to select *GHS Labeling*. The search will automatically default to *Any Of*.
2. Enter the H & P Code. Separate multiple numbers by a comma or space.
3. Click *Search*. The results screen will show all products with the selected codes.

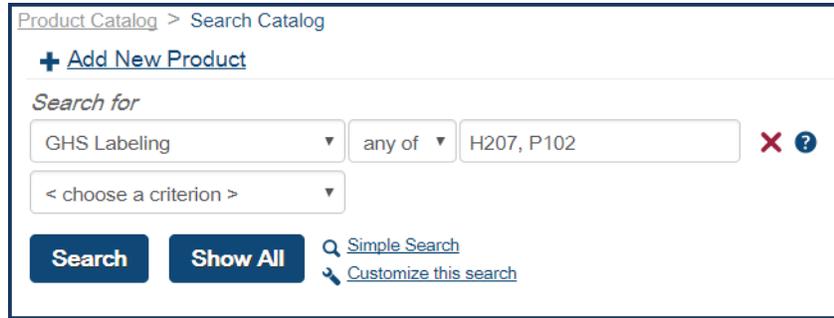


Figure 36 – GHS Labeling Search

## Action Button

For a specific product, the Action Button in the Search Catalog results allows you to:

- View the SDS
- View the Product Summary
- Create and view Safety Cards (optional)
- View Classification information (optional)
- View and Print Secondary Container Labels
- Edit Catalog products Information
- Request SDS in multiple languages and formats
- Add or remove product attachments
- View Inventory Locations
- Customize SDS information
- Archive Products from the Catalog

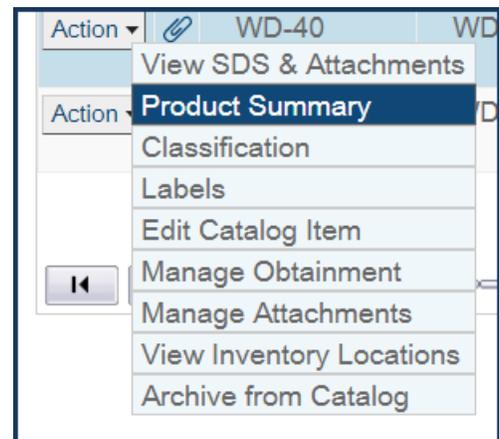


Figure 37 – Search Catalog Results with Action Button

## Viewing an SDS & Attachments

Using the *Action* button, you can view SDS and Attachments. An attachment is a document that is restricted to your organization.

**Note:** Attachment features are optional. Please contact your administrator if you do not have access.

To View an SDS or Attachment, click *Action* and select *View SDS & Attachments*. The *Product Documents* pop-up box will appear allowing you access to View, Email or Fax the SDS or an attachment.



## Product Summary

The Product Summary screen allows the user to see all data associated with a product in one screen.

This includes:

- Product Information
- Attachments
- Inventory Information
- SDS Information
- Archived SDS
- Classification Data
- PPE
- Handling and Storage
- View/Fax/Email SDS

To access this feature, select *Product Summary* from the *Action* button menu.

If multiple versions of an SDS are available, select *Change SDS* to view the data for a specific document.

To view previous SDS versions, click the drop-down box next to the *SDS Revision Date*. The screen will refresh and display the previous SDS and data.

**Note:** Some data shown are optional purchased services and may not be available

Product Catalog > Search Catalog > Product Summary

Action ▾

### Product Information

Product Name WD-40 Aerosol  
Manufacturer Name WD-40 Company  
Manufacturer Part #

### Attachments

Action	Title	Type	Language	Revision Date
<a href="#">View</a> <a href="#">Email</a> <a href="#">Fax</a>	Risk Assessment - UK COSHH	Risk Assessment	English	--

### SDS Selection

WD-40 Aerosol

Spanish MEX

Change SDS ▾

### SDS Information

Revision Date 2012-12-01 (North America) ▾

[View](#) [Email](#) [Fax](#)

Document Spanish  
Product Name WD-40 Aerosol  
Manufacturer WD-40 Company

### Chemical Ingredients

CAS RN	REACH RN	Chemical Name	Proportion	Min %	Max %	% Units
		Ingredientes no		0.0	10.0	% Wt

Figure 38 – Product Summary Screen

## Labels

The labeling module allows you to create secondary container labels that can be viewed and printed directly from 3E Protect. Many of the labeling functions are purchased as optional features. You may not have access to all labels. Please contact your administrator if you do not have access.

You can choose from a variety of labels, including those consistent with the National Fire Protection Association (NFPA), Hazardous Materials Information System (HMIS®), WHMIS, EU and GHS/CLP labeling systems. Due to the large numbers of labels available, this module is reviewed in detail in the *3E Protect User Guide – Workplace Container Labels* available under the Help tab in 3E Protect.

**Note:** *Some NFPA and HMIS® labels are designed to work with specific LabelMaster® pre-printed color labels. Other labels are designed to work with specific Avery labels. As you review the label, 3E Protect will indicate the correct label for printing.*

To generate a label:

1. Using the *Action* button, click on *Label*.
2. Click on the plus sign  to open the menu for the label type you wish to use.
3. Continue to open the menu until you locate the labels you want to create. Choose a source document for your label. Some users may have multiple formats of an SDS available.
4. Click *Process Label*. The Label Screen will open.

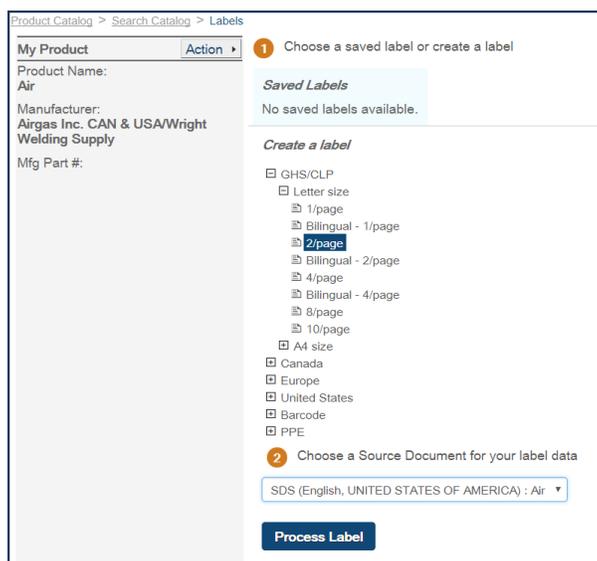


Figure 39 – Label Screen

5. Select any custom values or additional information.
6. Click *View Label* at the bottom of the screen. A pop-up box will appear with a PDF of the label. You can now print or save the label.

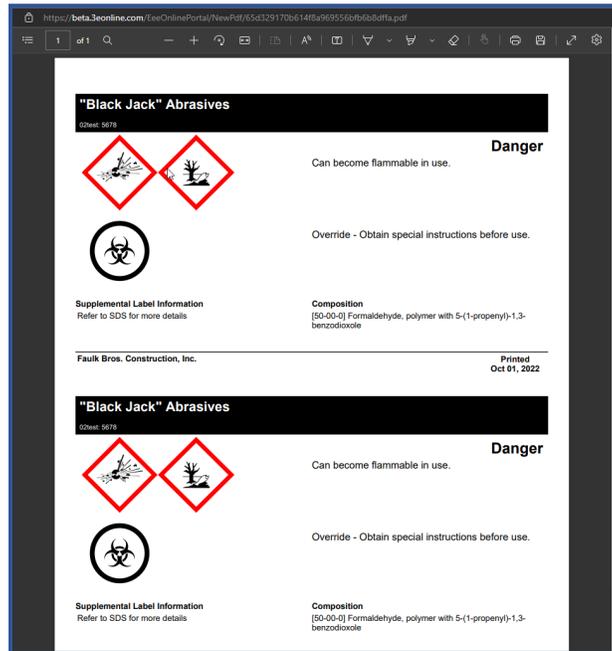


Figure 40 – GHS Label in Adobe Acrobat® Reader

## Edit Catalog Item

The Edit Catalog Item feature allows you to add, edit or remove *Custom Values*, *Product Name Aliases* and *Manufacturer/Supplier Name Aliases* from a specific product. A Custom Value is data specific to your organization. Your administrator will determine what data should be captured in the Custom Value fields. Custom Values are available in other areas of 3E Protect, including reports and search results.

To add a new Custom Value, Product Name Alias, or Manufacturer Name Alias:

1. Click *Edit Catalog Item* on the *Action* button drop-down menu.
2. Choose the value to edit or add (*Custom Value*, *Product Name Aliases* or *Manufacturer/Supplier Name Aliases*)
3. Click the **+** **Add** button to add a new value. Click on **Edit** next to the value you want to change.
4. For *Custom Values*, use the drop-down to select the Custom Value name.
5. Enter the value in the white text box.
6. Click on **Update** to save to the data.
7. Click *Submit* to save your changes.

Product Catalog > Search Catalog > Edit Catalog Item

\* Indicates Required Information

### Product Catalog Information

Product Name: Air

Manufacturer Name: Airgas Inc. CAN & USA/Wright Welding Supply

Manufacturer Part #: --

Manufacturer Phone #: --

Manufacturer Address: --

Physical State: --

Container Type: --

Container Size: --

Marked for Retail: --

#### Custom Values

Name	Value	
Hazard Number	25	✓ Update ✗ Cancel
+ Add		

#### Product Name Aliases

+ Add

#### Manufacturer/Supplier Name Aliases

+ Add

Submit Cancel

Figure 41 – Edit Catalog Item Screen

## Manage Obtainment

The Manage Obtainment feature is an optional purchased feature that is not available to all users. This feature allows you to request SDS in a variety of languages and country formats. To request SDS in a specific language:

1. Click *Manage Obtainment* on the *Action* button drop-down menu.
2. Choose the language and format from the list of available document types. If you do not see a language and format, contact your administrator to request a new language.
3. Click on the pencil icon  to edit the obtainment rule.
4. Under the *Obtainment Rule* column, use the drop-down box to select either *Always* or *Never*.
  - By choosing *Always*, 3E will attempt to obtain the SDS in the language and format request.
  - Selecting *Never* means that 3E will never attempt to obtain the SDS in the specified language and format.
5. Click on the green check icon  to save the obtainment rule.
6. Repeat these steps for additional languages and formats.

Document Type	Status	Obtainment Rule	Action
English, UNITED KINGDOM	Not Requested	Default	<a href="#">View</a>
English, UNITED STATES OF AMERICA	Resolved	Always	<a href="#">View</a>
English, CANADA	Resolved	Always	<a href="#">View</a>
French, FRANCE	Not Requested	Default	<a href="#">View</a>

Figure 42 – Manage Obtainment Screen

## Manage Attachments

The Manage Attachment function is an optional feature that may not be available to all users. This feature allows you add documents to a product. These documents do not need to be SDS; rather they can be any document that should be available with the product. This feature allows you view, add, edit or delete a product attachment.

To add an attachment:

1. Click *Manage Attachments* on the *Action* button drop-down menu.
2. Click *Add Attachment*.
3. Enter the Document Title, Document Type, Document Language and Revision Date.
4. Click *Browse* to locate and add a document. Only pdf documents are accepted.
5. Click *Submit* to add the attachment.

**Document Information**

\* Indicates Required Information

Title

Document Type\*      Language\*  
     

Revision Date  
       (enable / remove)

Proprietary Document

Add this Document\*

Figure 43 – Add Attachment Screen

To view, edit or delete an attachment:

1. Click *Manage Attachments* on the *Action* button drop-down menu.
2. Click *View* to view the attachment.
3. Click *Edit* to edit the attachment information. Make any changes as required.
4. Click *Delete* to remove the attachment. Enter the reason for deletion in the white text box and click *Submit*.



## View Inventory Locations

The View Inventory Location link on the Action button allows you to view all locations using a particular product. You also have the ability to remove a product from a location.

To view and edit inventory locations:

1. Click *View Inventory Locations* on the *Action* button drop-down menu. A new screen will open showing all locations using a specified product.
2. Click *Archive* to remove a product from its location. You can click *Archive All* to remove all location associations for the product.
3. Click *Back* to return to the *Search Catalog* page.

Product Catalog > Search Catalog > Catalog Item Locations

Product Name **Air**  
Manufacturer Name **Airgas Inc. CAN & USA/Wright Welding Supply**  
Mfg Part #

1 Choose location to add the product to (required). 2 Add the product to the selected location, or archive the product from one or all locations, or edit location specific inventory information for the product.

Lab 5 Clear

- My locations
  - 3E Gold/Platinum
    - Chicago, IL
    - London, UK
    - San Diego, CA
      - Facilities
        - Lab 5**
        - Laboratory
        - Manufacturing
        - new site
        - Warehouse
      - Vancouver, B.C.
    - Inactive Locations

Items per page 50

Action	Location	Location Path
<a href="#">Edit</a>   <a href="#">Archive</a>	123	3E Gold/Platinum > Chicago, IL > Lab 1 > 123
<a href="#">Edit</a>   <a href="#">Archive</a>	Lab 2 - wash station	3E Gold/Platinum > Chicago, IL > Lab 2 > Lab 2 - wash station
<a href="#">Edit</a>   <a href="#">Archive</a>	Laboratory	3E Gold/Platinum > San Diego, CA > Laboratory
<a href="#">Edit</a>   <a href="#">Archive</a>	Warehouse	3E Gold/Platinum > San Diego, CA > Warehouse

Page 1 of 1 (4 items)

Figure 44 – Catalog Item Location Screen

## Customize SDS

The Customize SDS feature allows you to replace 3E indexed and interpreted data with user-generated data at the catalog level. HMIS®, Fire Code, GHS and Chemical Ingredients data can be edited from this screen. This is an optional feature that may not be available to all users. Editing data will override the indexed and interpreted information provided by 3E. Edited data also appears on secondary container labels and in the *Product Summary* page.

*Please note: You may encounter minimal delays between entering data and the data being available in all screens.*

To access this feature:

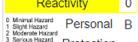
1. Select *Customize SDS* on the *Action* button. Clicking on *Customize SDS* will open the *SDS Information* screen.
2. Select the SDS Type.
3. Select the data type (HMIS®, Fire Code GHS or Chemical Ingredients) to edit and click *Add Customization*.
4. The *Customize SDS* screen will open.

Product Catalog > Search Catalog > Customize SDS

### SDS Information

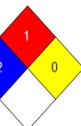
Document SDS (English)  
Product Name "L" Black Polyester  
Manufacturer Toyo Ink Group (Americas) / Fluid Ink Technology

HMIS [Add Customization](#)

Health	1		1
Flammability	1		1
Reactivity	0		0
Personal Protection	B	Personal Protection	B

[HMIS Legend](#)

NFPA  $\equiv$  3E [Add Customization](#)

Health	2		
Fire	1		
Reactivity	0		
Special			

[NFPA Legend](#)

Fire Code  $\equiv$  3E [Add Customization](#)

Physical Hazards Combustible Liquid - Class IIIB

Health Hazards Irritant

Physical State Liquid

Chemical Ingredients [Add Customization](#)

CAS RN	REACH RN	K-REACH RN	T-REACH RN	Chemical Name	Proportion	Min %	Max %	% Units
000071-23-8	--	--	--	1-Propanol	--	3.0	3.0	% Wt
001336-21-6	--	--	--	Ammonium hydroxide ((NH4)(OH))	--	0.8	0.8	% Wt

Figure 45– Customize SDS Screen Showing Edit Function

## HMIS/NFPA

To update HMIS or NFPA information:

1. Select either the HMIS or NFPA section and click *Add Customization*.
2. Enter the new HMIS or NFPA information using the drop-down boxes. You are restricted to the values available in the dropdowns. The HMIS or NFPA classification from the source SDS is provided for reference.
3. Click *Submit* to save the new data. Clicking on *Cancel* will cancel your changes. You can also copy data from the source SDS by clicking on *Auto Fill (from default)*.
4. You will return to the *Customize SDS* screen. Edited data is identified by the  icon. Indexed and interpreted data from 3E is identified by the  icon. These icons are visible on the *Product Summary* and *Labels* section of 3E Protect™ to identify the origin of the hazardous material information.
5. Repeat these steps to update data for additional products.

[Product Catalog](#) > [Search Catalog](#) > [Customize HMIS](#)

### HMISClassification

#### HMIS Legend

Health	<input type="text"/>	<input type="text"/>
Flammability	<input type="text"/>	<input type="text"/>
Reactivity	<input type="text"/>	<input type="text"/>
PPE	<input type="text"/>	<input type="text"/>

Submit

Cancel

Auto Fill (from default)

#### HMIS Classification (default)

Health	1	<table><tr><td>Health</td><td>1</td></tr><tr><td>Flammability</td><td>1</td></tr><tr><td>Reactivity</td><td>0</td></tr></table>	Health	1	Flammability	1	Reactivity	0
Health	1							
Flammability	1							
Reactivity	0							
Flammability	1							
Reactivity	0							
Personal Protection	B	<table><tr><td>0 Minimal Hazard</td><td rowspan="4">Personal Protection</td></tr><tr><td>1 Slight Hazard</td></tr><tr><td>2 Moderate Hazard</td></tr><tr><td>3 Serious Hazard</td></tr><tr><td>4 Severe Hazard</td></tr></table>	0 Minimal Hazard	Personal Protection	1 Slight Hazard	2 Moderate Hazard	3 Serious Hazard	4 Severe Hazard
0 Minimal Hazard	Personal Protection							
1 Slight Hazard								
2 Moderate Hazard								
3 Serious Hazard								
4 Severe Hazard								

#### HMIS Legend

Figure 46 – Customize HMIS Screen Showing Dropdowns

## Fire Code

To update Fire Code information:

1. Enter the new Fire Code information using the drop-down and check boxes. You are restricted to the values available in the dropdowns. The Fire Code classification from the source SDS is provided for reference.
2. Click *Submit* to save the new data. Clicking on *Cancel* will cancel your changes. You can also copy data from the source SDS by clicking on *Auto Fill (from default)*.
3. You will return to the *Customize SDS* screen. Edited data is identified by the  icon. Indexed and interpreted data from 3E is identified by the  icon. These icons are visible on the *Product Summary* and *Labels* section of 3E Protect™ to identify the origin of the hazardous material information.
4. Repeat these steps to update data for additional products.

Product Catalog > Search Catalog > Customize Fire Code

### Fire Code

**Physical Hazards**

Combustible Dust  Frostbite  
 Cryogenic  Pyrophoric

Explosive  
--

Flammable  
--

Organic Peroxide  
--

Oxidizer  
--

Unstable  
--

Water Reactive  
--

**Health Hazards**

Asphyxiant  Sensitizer  
 Radiation Hazard  Carcinogen  
 Mutagen  Other

Acute Health Hazard  
--

Toxic  
--

**Physical State**

Physical State  
--

**Submit** **Cancel** **Auto Fill (from default)**

Fire Code (default) 

Physical Hazards Combustible Liquid - Class III B

Health Hazards Irritant

Physical State Liquid

Figure 47 – Customize Fire Code

## Chemical Ingredients

To update Chemical Ingredient information:

1. Enter the new CAS number and chemical name in the white text boxes. The indexed ingredient information from the source SDS is provided for reference. The REACH RN can also be added as needed
2. Click the *Empty*, *Single*, *Range* or *Other* radial buttons to enter the percentage of the ingredient.
3. Use the drop-down boxes to select the modifier (=, >, <) and then select either *By Weight* or *By Volume*.
4. Click *Insert* to enter your data.
5. Click *Done* to save the new data. Clicking on *Cancel* will cancel your changes. You can also copy data from the source SDS by clicking on *Auto Fill (from default)*.
6. You will return to the *Customize SDS* screen. Edited data is identified by the  icon. Indexed and interpreted data from 3E is identified by the  icon. These icons are visible on the *Product Summary* and *Labels* section of 3E Protect™ to identify the origin of the hazardous material information.
7. Repeat these steps to update data for additional products.

Product Catalog > Search Catalog > Customize Ingredients

### Ingredients

CAS RN	REACH RN	Chemical Name	Percent	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Empty <input type="radio"/> Single <input checked="" type="radio"/> Range <input type="radio"/> Other	<input type="button" value="Insert"/> <input type="button" value="Clear"/>
			= <input type="text"/> % - <input type="text"/> % < choose one >	

Ingredients (default)						
CAS RN	REACH RN	Chemical Name	Proportion	Min %	Max %	% Units
000067-64-1	01-2119471330-49-XXXX	Acetone	--	0.0	100.0	% Wt

Figure 48 – Customize Chemical Ingredients

## GHS

To update GHS Information:

1. Enter the new GHS information using the drop-down and check boxes. You are restricted to the values available in the dropdowns. The indexed GHS information is provided for reference.
2. To enter Hazard Class, Hazard Category, Hazard Statements and Precautionary Statements, use a pipe (|) to separate your Code and Statement. The pipe (|) symbol is accessed by typing Shift + \ on your keyboard.
3. Click *Submit* to save the new data. Clicking on *Cancel* will cancel your changes. You can also copy data from the source SDS by clicking on *Auto Fill (from default)*.
4. You will return to the *Customize SDS* screen. Edited data is identified by the  icon. Indexed and interpreted data from 3E is identified by the  icon. These icons are visible on the *Product Summary* and *Labels* section of 3E Protect™ to identify the origin of the hazardous material information.
5. Repeat these steps to update data for additional products.



Product Catalog > Search Catalog > Customize GHS/CLP

## GHS/CLP

**Signal Word**

Danger

**Pictograms**

**Hazard class and hazard category**

Hazard Class	Category
Category 2	Flammable liquids

Category 2 | Flammable liquids

**Hazard Statements**

Code	Phrase
H225	Highly flammable liquid and vapor.

H225 | Highly flammable liquid and vapor.

**Precautionary Statements**

Code	Phrase
------	--------

Hint: Use | (pipe) to separate Code and Phrase. Use new lines for each statement.  
 Example: P403 | Store in a well ventilated place.

Submit Cancel Auto Fill (from default)

Figure 49 – Customize GHS/CLP

As required, you can remove Customized SDS Data from 3E Protect

To remove data:

1. Click *Remove Customization*



Figure 50 – Remove Customization function

2. Your customization will instantly be removed.
3. Repeat these steps to update data for additional products.

### **Archive from Catalog**

Archive from Catalog is the final feature of the *Action* button. This feature allows you remove a product from the entire catalog. In order to completely archive a product from the catalog, all location associations must first be removed. Follow the process outlined in the previous section to archive all locations. Once complete:

1. Click *Archive from Catalog* on the *Action* button drop-down menu.
2. Enter the reason for removing the product from the catalog in the white text box and click *Submit*.
3. The product will now show *Deleted* in front of the product name.

## Add From 3E SDS Library

The Add from 3E SDS Library screen will allow you to add new products to your 3E Protect catalog. To access this feature, go to the *Product Catalog* tab and select *Add from 3E SDS Library*. There are three ways to add a new product to your catalog:

- Add the SDS from the 3E Library (optional feature)
- Add the SDS as a Document Upload
- Request that 3E obtain the SDS for you

### ***Adding SDS from the 3E Library***

Millions of SDS can be accessed using 3E's SDS Library. Catalog Managers can use the Build Catalog feature of 3E Protect to add SDS from 3E's Library directly into your catalog. Access to 3E's Library is an optional feature and may not be available to all users. To add an SDS:

1. Under *Search For* select the criterion in the drop-down box.
2. Choose your criterion and enter the search text in the white text box. If searching by the Manufacturer Name, 3E Suggest will populate a list of manufacturer names from 3E's library.
3. Add additional criterion as required.
4. Click *Search*.
5. The search results will display a list of SDS matching your search criterion. The results will provide the complete product name, manufacturer name, manufacturer part number, language and region.
6. Click the Blue Paper icon  next to the Product Name to view the SDS.
7. Click *Add* to add the product to your catalog.



Product Catalog > Add from 3E SDS Library

Search 3E SDS Library for

Product Name begins with acetone ✕

Manufacturer Name contains Fisher Scientific ✕

< choose a criterion >

Filter results by languages (optional)

English ✕

Search

+ Add New Product (Additional fees may apply) [What's this?](#)

Action	Product Name	Manufacturer Name	Mfg Part #
Add	Acetone	Thermo Fisher Scientific	423240000, 423240010, 423240025, 42324025
Added	Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/Thermo	AC326700000, AC326700025, AC326700010
Add	Acetone	Thermo Fisher Scientific	AC611010040
Add	Acetone	Fisher Scientific/Janssen/Acros Org/Fisons/FSA Lab/MaybridgeCAN+US+Euro/Thermo	AC176800010, AC176800250, AC176800000, .
Add	Acetone	Thermo Fisher Scientific	AC326800000, AC326801000, AC326802500, .
Add	Acetone	Thermo Fisher Scientific	A9-4, A9-20, A9-200, A11-1, A11-4, A11-20, A1 A18RS-115; A18RS-200; A18S-4; A18SK-4;, A A946RB-200;, A949-1; A949-4; A949-4LC; A94
Add	Acetone	Thermo Fisher Scientific	327840000, 327840025, 327840010
Add	Acetone	Thermo Fisher Scientific	AC326740010, AC326740025, AC326740000
Add	Acetone	Fisher Scientific	57025
Add	Acetone	Thermo Fisher Scientific India Pvt. Ltd.	Q32007, Q33515, Q33517, Q3351C, Q3351H,

Figure 51 – Add from 3E SDS Library Screen

8. A Pop-Up Box will appear asking the user if they want to add the product to an inventory location. Click the *OK* button to begin this process.
9. Click on the location name to select the location.
10. Click on *Add* to add the SDS to the location. Clicking on *Add & Edit* will allow you to add the SDS and edit the product information at this location.
11. Clicking *Back* will return you to the Product Catalog page.

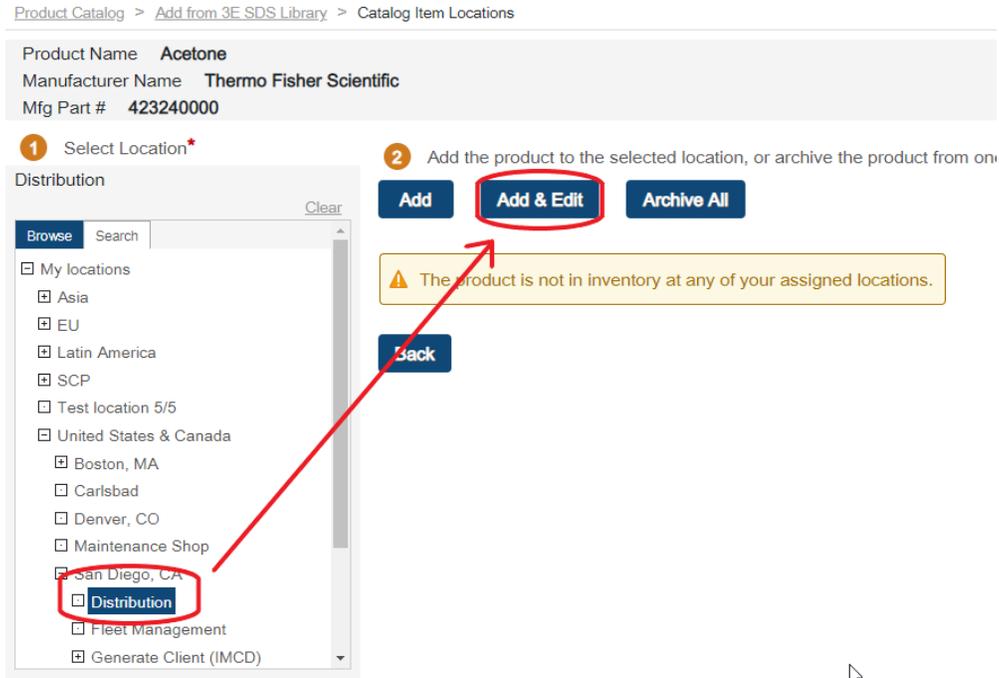


Figure 52 – Catalog Item Location

12. The *Product Name Verification* feature will show you if a product is already in your catalog under a different name. The orange verification icon ⚠ will appear next to *Added*. Click on the verification icon to see the product name of the item in your catalog.

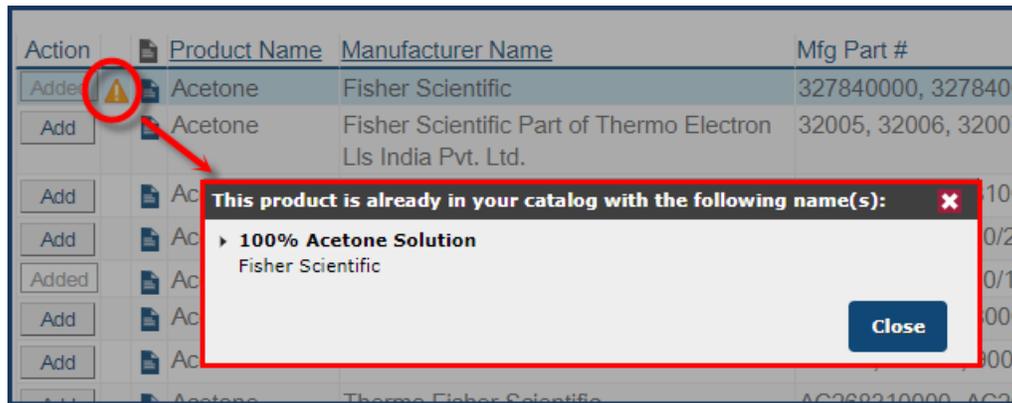


Figure 53 – Build Catalog Screen Showing Product Verification Feature

## Adding SDS by Uploading Documents

If an SDS is not available in 3E's Library, you have the ability to add a new SDS to your catalog. This feature also allows you to add an SDS from the 3E Library but enter your own product name and manufacturer name information. To add an SDS:

1. Click on *Add New Product*.
2. Enter the Product Information in the appropriate text boxes. Product Name and Manufacturer Name are required fields. *3E also strongly recommends that you provide the Manufacturer Part Number whenever possible.*

Product Catalog > Add from 3E SDS Library > Add Catalog Item

\* Indicates Required Information

### Product Catalog Information

Product Name \*  
acetone

Manufacturer Name \*  
Fisher Scientific

Manufacturer Part #

Manufacturer City      Manufacturer State      Manufacturer Country      Manufacturer Phone #

Physical State  
--

Container Type      Container Size      Unit of Measure  
--      --      --

Marked for Retail  
 Unknown    Yes    No

#### Product Identifiers

Source	Identifier
<a href="#">Add</a>	

#### Custom Values

Name	Value
<a href="#">Add</a>	

#### Product Name Aliases

[Add](#)

#### Manufacturer/Supplier Name Aliases

[Add](#)

#### Other Manufacturer Part Numbers

[Add](#)

#### SDS from 3E Library

	Title	Language, Country
<a href="#">Add</a>		

Figure 54 – Add Catalog Item Screen

3. To add an SDS from the 3E Library, click the Blue Plus Sign **+** [Add](#) in the *SDS from 3E Library* section. The *Search 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 3E Library. You can also filter your search results by language.

**Search 3E Library**

Search for

Product Name begins with acetone

Manufacturer Name contains Fisher Scientific

< choose a criterion >

Filter results by languages (optional)

English

**Search**

Action	Product Name	Manufacturer Name
Add	Acetone English - International - 2013-06-25	Fisher Scientific 327840000, 327840010, 327840025
Add	Acetone English - International - 2013-10-01	Fisher Scientific Part of Thermo Electron Lls India Pvt. Ltd. 32005, 32006, 32007, 33515, 33516, 33517, 41515, 41517, 4...
Add	Acetone English - Europe - 2016-09-27	Thermo Fisher Scientific 268310000, 268310010, 268310025
Add	Acetone English - Europe - 2016-09-27	Thermo Fisher Scientific A/0520/17, A/0520/21RSS, A/0520/24RSS, A/0520/25, A/052...
Add	Acetone English - Europe - 2016-09-27	Thermo Fisher Scientific A/0560/08, A/0560/15, A/0560/17, A/0560/21, A/0560/21RSS...
Add	Acetone English - Europe - 2016-09-27	Thermo Fisher Scientific 326800000, 326800010, 326801000
Add	Acetone English - North America - 2014-02-13	Thermo Fisher Scientific 9000-1, 9000-5, 9000-55, 9011
Add	Acetone English - North America - 2016-09-27	Thermo Fisher Scientific AC268310000, AC268310010, AC268310025, AC268310040
Add	Acetone English - North America - 2017-05-24	Thermo Fisher Scientific AC177170000, AC177170010, AC177170025, AC177170050, A...
Add	Acetone English - Europe - 2016-09-27	Thermo Fisher Scientific A/0602/08, A/0602/15, A/0602/17

Page 1 of 5 (48 items)

**Close**

Figure 55 – Search 3E Library Screen

5. Click *Add* to select your SDS.
6. The *Choose SDS Language, Country* screen will open. The available languages and countries are based on client-specific obtainment options.



**Figure 56 – Choose SDS Language, Country Screen**

7. Select your SDS language and countries from the available options. This is an optional feature.
8. The SDS you selected will now be available to view. If you selected an SDS in error, click the *Delete* link.
9. If you weren't able to locate the SDS in the library, you can upload your own copy of the SDS.
10. Click *Attach a File*. Only PDF and Zip documents are accepted. You do not need to attach a PDF if adding an SDS from 3E SDS Library.
11. Click *Submit*.
12. You will be able to *Add Another Product*, *Manage Attachments* or *Add this Product* to an Inventory.
13. Click *Add to Inventory* to add this product to a specific location. The *Catalog Item Locations* screen will open.
14. Click on the  plus sign to open the facility.
15. Click on the facility name.

16. Click *Add* or *Add & Edit* to add the product to a specific location. The *Add Inventory Item* screen will open. You can now edit or add any new product information.

**Note:** You must add a product to an inventory for the product to be available in the *Inventory* tab.

### **Request that 3E Obtain the SDS**

If an SDS is not available in 3E's Library and you do not have a copy of the SDS, 3E can obtain it on your behalf. To add the product to your catalog:

1. Click *Add New Product*.
2. Enter the Product Information in the appropriate text boxes. Product Name and Manufacturer Name are required fields. Entering as much information as possible enhances 3E's capabilities to obtain the SDS quickly and efficiently.
3. Click *Submit*.

### **Customer Action List**

The *Customer Action List* is an efficient way for 3E to communicate with you about products that need your attention. These products require additional information from you in order for 3E to successfully match the item to the correct SDS. Inventory Managers should review this list on a daily or weekly basis to ensure these items are resolved so the SDS can be made available to your employees.

To access this feature, go to *Product Catalog* and select *Customer Action List*. In 3E Protect, you can respond to Customer Action Items in two ways.

### **Responding using 3E Protect**

This feature allows you to directly use 3E Protect to respond to one or more Customer Action Items. Use the Search Options to locate a specific product or click *Show All* to see all Customer Action Items. Once you have located a product:

1. Click *Respond* under the *Action* column. The *Customer Action List Response* screen will open.
2. 3E's request for information will appear at the top of the screen under Step 1.
3. Enter the requested information into the appropriate field under Step 2.
4. If available, upload the SDS under Step 3.



Product Catalog > Customer Action List > Customer Action List Response

1 Review the information requested by 3E.

**3E Request for Information**

Please provide the Sigma-Aldrich product number. Thank you.

---

2 If applicable provide the information requested by 3E by editing the product information below.  
\* Indicates Required Information

Product Name: (-)-Menthoxycetic Acid, 98% (97% Ee/Glc)  
 Manufacturer Name: Sigma Aldrich Fluka Chemical Canada Co.  
 Manufacturer Part #: —  
 Manufacturer Phone #: —  
 Manufacturer Address: —  
 Physical State: —  
 Container Type: —  
 Container Size: —  
 Marked for Retail: —

---

3 Provide additional information as needed below and then click the Update button.

(Additional Information is limited to 70 characters when supplying a reference document, 250 characters if not.)  
 Please use the attached document for this product (allowed types: txt, pdf, jpg)  
[Attach a file](#)

**Update** **Cancel**

**Figure 57 – Customer Action List Response Screen**

5. If an SDS is not available, provide additional information under Step 3.
6. Click *Update* to complete your entry.

### **Exporting Excel List**

You can also export the entire Customer Action List into Excel.

1. Click *Show All* under the Search Options to see all Customer Action Items.
2. Click *Export to Excel*.
3. Choose to either Open or Save the file.
4. The file will export into Excel for review.

## Catalog Statistics

The Catalog Statistics page under the Product Catalog tab displays a quick summary of the following:

- **Catalog Count:** The total number of catalog items that are available for use throughout your organization. This number does not represent the unique SDS count.
- **SDS Request Count:** The total number of SDS document requests for your catalog that have been completed, are in progress, or require action from the customer. Please note a catalog item can have multiple SDS requests depending on the language or formats required by each facility.
- **Inventory Count:** The total number of catalog items that are assigned to specific inventories across your entire organization.
- **Complete:** The number of catalog items that have been matched to an SDS.
- **In Progress:** The number of catalog items that are in the process of being matched to an SDS.
- **Customer Action Required:** The number of products that require a customer response in order for 3E to proceed. These products can be responded to via the Customer Action List.

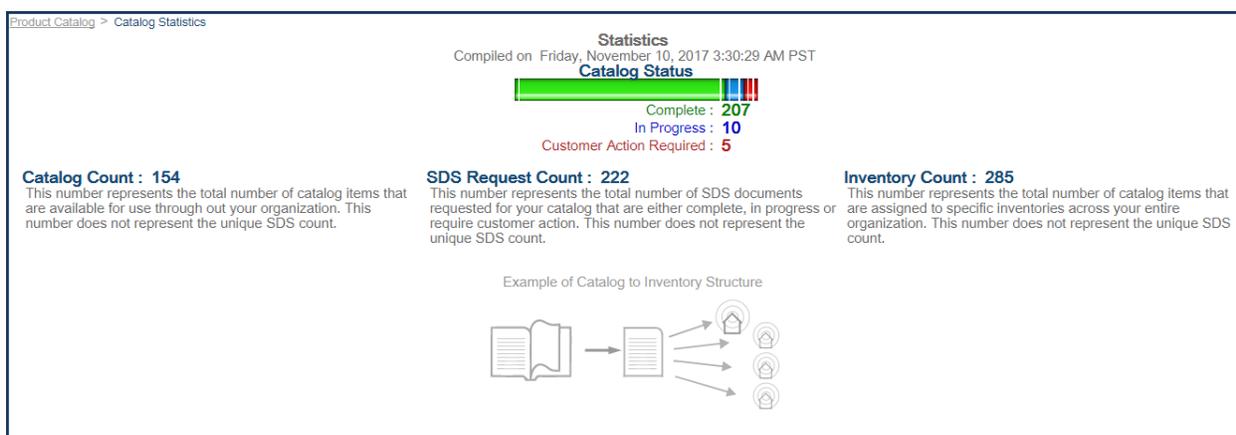


Figure 58 – Catalog Statistics Screen

# Inventory Tab

---

Features in the Inventory Tab are dependent on the permissions assigned to specific roles. This tab is not available to all users. All features in this page are location-specific and include:

- Search Inventory
- Manage Inventory
- Respond to Customer Action Items
- Update Quantity Data
- Manage the Chemical Approval Process (Optional purchased feature)
- Generate Inventory Statistics
- View Inventory History

## Search Inventory

The Search Inventory feature allows users to search for products by location. The search options and criteria are the same as in the Catalog tab. Depending on the permissions assigned in 3E Protect, some users may only be able to access specific locations.

To search for a specific product in a specific location:

1. Select the location from the Facility Tree. Click the  plus sign to open sub-levels of the facility tree.
2. Click on the location name to select a specific location.
3. For large or complicated facility trees, select the Search option to find the specific location. Enter the facility name in the search box and click *Search*. Locations meeting the criteria entered will be returned.



Inventory > Search Inventory

1 Select Location (optional)

Chicago, IL Clear

Browse Search

chicago

**Search**

Name

Chicago, IL

Figure 59 – Location Search

- The SDS search options function exactly the same way as in the SDS page. Please reference the *SDS Tab* section of this guide for detailed instructions on searching for an SDS in 3E Protect.

## Action Button

As in the Catalog Tab, the Action Button in the Search Inventory feature allows you:

- View the SDS
- View and Print Secondary Container Labels

Action	Product Name
Action	"AB0024 (GS-6624)" ANTI
Action	View SDS & Attachments
	Product Summary
	Classification
Action	Labels
	Ingredients
	Product Properties
	Edit Inventory Item
Action	Custom List Impact
	Customize SDS
	Respond to Needs More Info
	View Chemical Approval Form/Notes

Figure 60 – Action Button Menu

Additional features in the Inventory Tab allow you to:

- View Product Summary
- View Classification  
(Optional purchased feature)
- View Ingredients
- View Product Properties
- Edit the Inventory Item
- View Custom List Impact  
(Optional purchased feature)
- Respond to Client Action Items
- View Chemical Approval Form/Notes  
(Optional purchased feature)

### ***Product Summary***

The Product Summary screen allows the user to see all data associated with a product in one screen. This includes:

- Product Information
- Inventory Information
- SDS Information
- Archived SDS
- Classification Data
- PPE
- Handling and Storage
- View/Fax/Email SDS

To access this feature, select *Product Summary* from the *Action* button menu.

To view previous SDS versions, click the drop-down box next to the *SDS Revision Date*. The screen will refresh and display the previous SDS and data.

For products containing more than one SDS, the data for each SDS is shown separately.

**Note:** *Some data shown are optional purchased services and may not be available.*



Product Catalog > Search Catalog > Product Summary

Action ▾

**Product Information**

Product Name **"Black Max" Degreaser**  
 Manufacturer Name **Hunters Sales, Inc.**

View SDS & Attachments

**SDS Selection**

**"Black Max" Degreaser**  
**English CHL**

**SDS Information**

Revision Date  
 2009-01-01 (United States) ▾

View Email Fax

Document **English**  
 Product Name **"Black Max" Degreaser**  
 Manufacturer **Hunters Sales, Inc.**

**Chemical Ingredients**

CAS RN	REACH RN	K-REACH RN	T-REACH RN	Chemical Name	Proportion	Min %	Max %	% Units
000111-76-2	--	--	--	Ethanol, 2-butoxy-	--	--	--	--
001310-73-2	--	--	--	Sodium hydroxide (Na(OH))	--	--	--	--

**Physical Properties**

Autoignition --  
 Boiling Point 280 F  
 Density --  
 Flash Point --

**Figure 61 – Product Summary Screen**

## Ingredients

3E transcribes ingredient information directly from the SDS. The “Ingredients” option on the Action button allows you to view the chemical components of the product, including: Chemical Abstract Service (CAS) Registry Number, Chemical Name and Percentage. You can view this information by selecting *Ingredients* on the Action button drop-down list.

Inventory > Search Inventory > Ingredients

Inventory Item Action ▾

Product Name: \*AB0024 (GS-6624)\* ANTH-LOXL2 humanized monoclonal antibody IgG4m PURIFIED IMMUNOGLOBULIN. 11.5mg/ml  
 Manufacturer: Gilead Sciences Inc  
 Mfg Part #: AB0024  
 Location Name: Chicago, IL  
 Container Type:  
 Container Size:

**Chemical Ingredients - SDS (English, UNITED STATES OF AMERICA)**

CAS RN	REACH RN	Chemical Name	Proportion	Min %	Max %	% Units
	GS-6624		100.0	100.0		% Wt

Revert to SDS Ingredients

**Chemical Ingredients (Overridden by Customer)**

CAS RN	Chemical Name	Min %	Max %	% Units
	GS-6624	100.0	100.0	% Wt

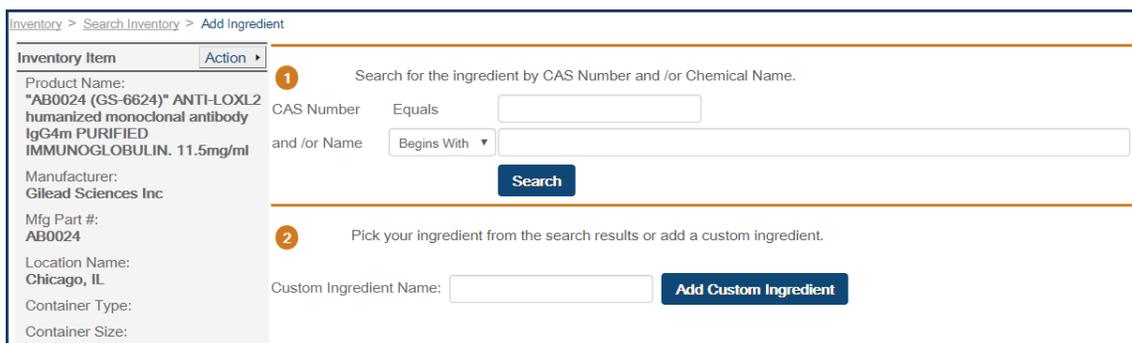
Add New Chemical

**Figure 62 – Ingredient Screen**

Some users will have the ability to Override SDS Ingredients. This is an optional purchased feature and may not be available to users.

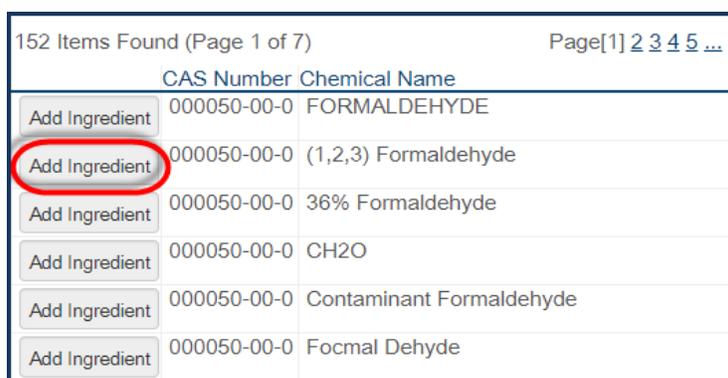
To Override SDS Ingredients:

1. Click *Add New Chemical*. The *Add Ingredient* screen will open.
2. Enter the CAS Number in the search screen and click *Search*. The search results will appear below.



**Figure 63 – Add Ingredient Search Screen**

3. Click *Add Ingredient* next to the ingredient you want to enter.



152 Items Found (Page 1 of 7)		Page[1] 2 3 4 5 ...
	CAS Number	Chemical Name
Add Ingredient	000050-00-0	FORMALDEHYDE
Add Ingredient	000050-00-0	(1,2,3) Formaldehyde
Add Ingredient	000050-00-0	36% Formaldehyde
Add Ingredient	000050-00-0	CH2O
Add Ingredient	000050-00-0	Contaminant Formaldehyde
Add Ingredient	000050-00-0	Focmal Dehyde

**Figure 64 – Add Ingredient Search Results**

4. If you can't locate an appropriate ingredient or the ingredient is custom (ie: trade secret), enter the ingredient name and click *Add Custom Ingredient* to add a custom ingredient.
5. The ingredient information will now be added to the product information and available for reporting.
6. Click *Revert to SDS Ingredients* to return to the original 3E transcribed data.

## Product Properties

3E transcribes the product property information directly from the SDS. The *Product Properties* option on the *Action* button allows you to view the physical properties of the product, including:

- Auto-Ignition Temperature
- Boiling Point
- Density
- Flash Point
- Gas Density
- pH
- Physical State
- Vapor Pressure and
- VOC
- Percent Volatiles

View this information by selecting Product Properties from the Action button's list.

Inventory > Search Inventory > Product Properties

Inventory Item Action ▾ **1** Review Product Properties

Product Name: "AB0024 (GS-6624)" ANTI-LOXL2 humanized monoclonal antibody IgG4m PURIFIED IMMUNOGLOBULIN, 11.5mg/ml  
 Manufacturer: Gilead Sciences Inc  
 Mfg Part #: AB0024  
 Location Name: Chicago, IL  
 Container Type:  
 Container Size:

Source Document: SDS (English)  
 SDS Product Name: GS-6624  
 SDS Manufacturer: Gilead Sciences Inc

Autoignition:	--
Boiling Point:	100 C
Density:	1.0000 g/mL
Flash Point:	--
Gas Density:	--
Percent Volatiles:	--
pH:	5.8
Physical State:	Liquid
Specific Gravity:	--
Vapor Pressure:	--
VOC:	--

**2** (Optional) Override Product Properties. (Affects this item at this location only.)

**Revert**

Inventory Item Properties

Physical State	VOC	Specific Gravity	Density
Liquid	--	--	1000.0 kilograms per cubic meter

Figure 65 – Product Properties Screen

Some users will have the ability to Override Product Properties. This is an optional purchased feature and may not be available to users.

To Override Product Properties:

1. Click *Override*.
2. Click the  pencil icon.
3. Select the property to override: Physical State, VOC, Specific Gravity, or Density.
4. Enter the value and unit of measure (if applicable).

2 (Optional) Override Product Properties. (Affects this item at this location only.)

**Revert**

Inventory Item Properties

Physical State	VOC	Specific Gravity	Density	
Liquid ▾	-- ▾		100 kilograms per cubic meter ▾	✓
				✗

**Figure 66 – Property Override Screen**

5. Click the ✓ green check icon to save the data. To cancel, click the ✗ red X icon.
6. Click *Revert*, to return to the original transcribed SDS data.

**Note:** *Changes only affect the item at the specific location.*

### ***Edit Inventory Item***

3E Protect allows a user to edit product information at the inventory location. You can add Custom Values as well as quantity, usage, REACH, SARA, and Tier II product information. This data will then be available for reporting and analysis. To access this feature, select *Edit Inventory Item* on the *Action* button.

To Edit Inventory Item:

1. Enter inventory information into the appropriate fields. Use the dropdowns as needed.
2. Click *Submit* to save your data.

**Note:** *This data is only available at the inventory location.*

Inventory > Search Inventory > Edit Inventory Item

Location: 3E Gold/Platinum > Chicago, IL

\* Indicates Required Information

---

**Product Catalog Information**

Product Name: "AB0024 (GS-6624)" ANTI-LOXL2 humanized monoclonal antibody IgG4m PURI  
 Manufacturer Name: Gilead Sciences Inc  
 Manufacturer Part #: AB0024  
 Manufacturer Phone #: --  
 Manufacturer Address: --  
 Physical State: --  
 Container Type: --  
 Container Size: --  
 Marked for Retail: --

**Custom Values**

Name	Value		
Hazard Number	97D34	<a href="#">Edit</a>	<a href="#">Delete</a>
Hazard Number	23AST	<a href="#">Edit</a>	<a href="#">Delete</a>
UPC Code	029000075085	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">+ Add</a>			

**Product Name Aliases**

blue fluid [Edit](#) [Delete](#)  
[+ Add](#)

**Manufacturer/Supplier Name Aliases**

[+ Add](#)

---

**Chemical Approval Information**

Approved  
 No chemical approval form  
[Upload Chemical Approval Form](#)

---

**Inventory Item Information**

Inventory Item Note:

Quantity:

Consumed On Site:  
 Unknown  Yes  No

**Usage Information (SARA 313, REACH, ...)**

Annual Usage:  Unit of Measure: --

Purpose:

REACH Role: --

REACH Exemption Reason: --

SARA 313 Exemption Reason: --

**Storage Information (Tier II, ...)**

Average Daily Amount:  Unit of Measure: --

Maximum Daily Amount:  Unit of Measure: --

Days On Site:

Temperature Condition: --

Pressure Condition: --

Storage Location:

[Submit](#) [Cancel](#)

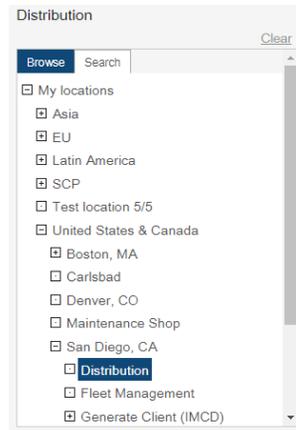
Figure 67 – Edit Inventory Item Screen

## Manage Inventory

The second feature in the Inventory tab is the *Manage Inventory* function. This feature allows you to add new products to a specific inventory. The inventory is built using your organization's product catalog.

To build your inventory:

1. Select your location from the facility tree.



**Figure 68 – Facility Tree**

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 com

All Products  
  Products In Inventory  
  Products Not In Inventory

*Search for*

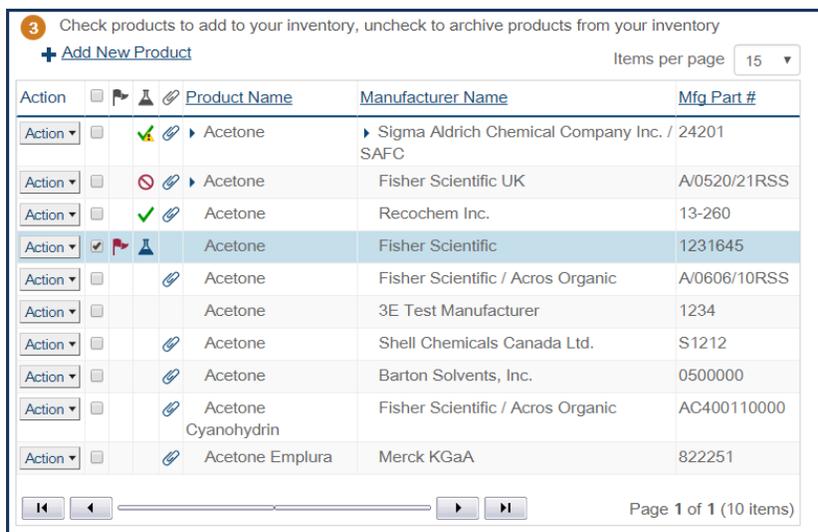
Product Name ▼ begins with ▼ acetone ✕

< choose a criterion > ▼

 
 [Customize this search](#)

**Figure 69 – 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.



Action	Product Name	Manufacturer Name	Mfg Part #
<input type="checkbox"/>	Acetone	Sigma Aldrich Chemical Company Inc. / SAFC	24201
<input type="checkbox"/>	Acetone	Fisher Scientific UK	A/0520/21RSS
<input type="checkbox"/>	Acetone	Recochem Inc.	13-260
<input checked="" type="checkbox"/>	Acetone	Fisher Scientific	1231645
<input type="checkbox"/>	Acetone	Fisher Scientific / Acros Organic	A/0606/10RSS
<input type="checkbox"/>	Acetone	3E Test Manufacturer	1234
<input type="checkbox"/>	Acetone	Shell Chemicals Canada Ltd.	S1212
<input type="checkbox"/>	Acetone	Barton Solvents, Inc.	0500000
<input type="checkbox"/>	Acetone Cyanohydrin	Fisher Scientific / Acros Organic	AC400110000
<input type="checkbox"/>	Acetone Emplura	Merck KGaA	822251

Figure 70 – Build Inventory Screen

### Adding New Products

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

Inventory > Manage Inventory > Add Inventory Item

Location: United States & Canada > San Diego, CA > Distribution

\* Indicates Required Information

**Product Catalog Information**

Product Name \*

Manufacturer Name \*

Manufacturer Part #

Manufacturer City      Manufacturer State      Manufacturer Country      Manufacturer Phone #

Physical State

Container Type      Container Size      Unit of Measure

Marked for Retail

Unknown    Yes    No

**Product Identifiers**

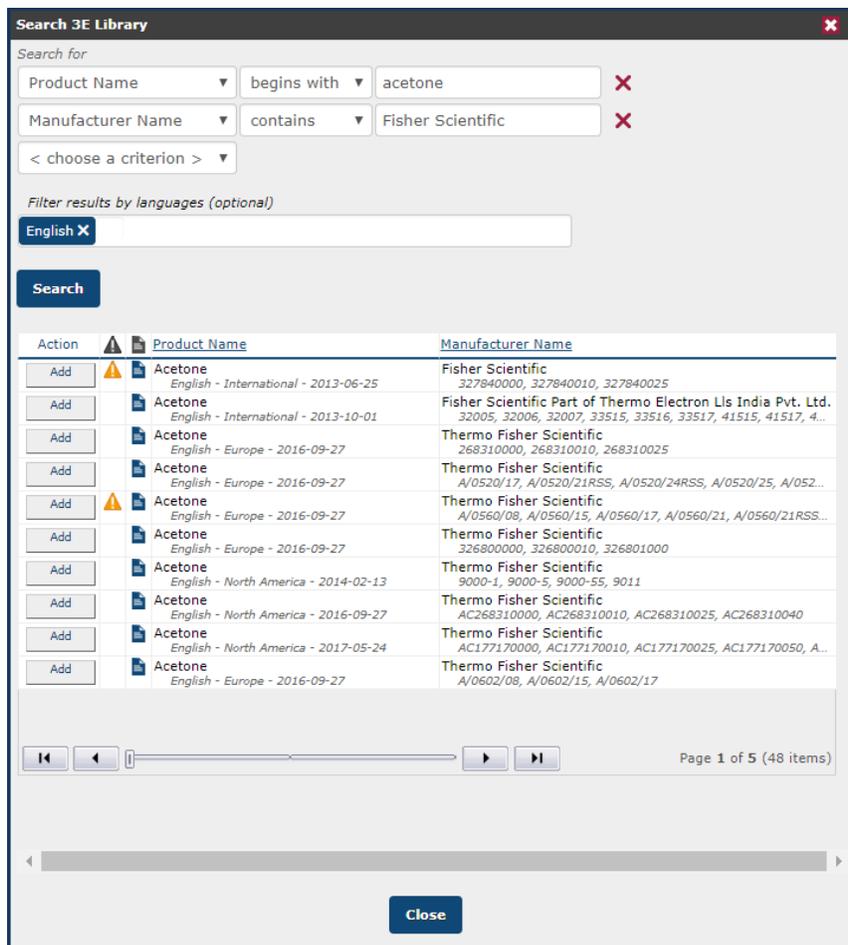
Source	Identifier
<a href="#">Add</a>	

**Custom Values**

Name	Value
<a href="#">Add</a>	

**Figure 71 – Add Inventory Item Screen**

- To add an SDS from the 3E Library, click the Green Plus Sign **+ Add** in the *SDS from 3E Library* section. The *Search 3E Library* window will automatically open. This is an optional feature.
- Under *Search For* select the search criteria and enter the value into the white text box. Click *Search* to search the 3E Library.



**Search 3E Library**

Search for

Product Name  acetone

Manufacturer Name  Fisher Scientific

< choose a criterion >

Filter results by languages (optional)

English

Action	Product Name	Manufacturer Name
<input type="button" value="Add"/>	Acetone <small>English - International - 2013-06-25</small>	Fisher Scientific <small>327840000, 327840025</small>
<input type="button" value="Add"/>	Acetone <small>English - International - 2013-10-01</small>	Fisher Scientific Part of Thermo Electron Lls India Pvt. Ltd. <small>32005, 32006, 32007, 33515, 33516, 33517, 41515, 41517, 4...</small>
<input type="button" value="Add"/>	Acetone <small>English - Europe - 2016-09-27</small>	Thermo Fisher Scientific <small>268310000, 268310010, 268310025</small>
<input type="button" value="Add"/>	Acetone <small>English - Europe - 2016-09-27</small>	Thermo Fisher Scientific <small>A/0520/17, A/0520/21RSS, A/0520/24RSS, A/0520/25, A/052...</small>
<input type="button" value="Add"/>	Acetone <small>English - Europe - 2016-09-27</small>	Thermo Fisher Scientific <small>A/0560/08, A/0560/15, A/0560/17, A/0560/21, A/0560/21RSS...</small>
<input type="button" value="Add"/>	Acetone <small>English - Europe - 2016-09-27</small>	Thermo Fisher Scientific <small>326800000, 326800010, 326801000</small>
<input type="button" value="Add"/>	Acetone <small>English - North America - 2014-02-13</small>	Thermo Fisher Scientific <small>9000-1, 9000-5, 9000-55, 9011</small>
<input type="button" value="Add"/>	Acetone <small>English - North America - 2016-09-27</small>	Thermo Fisher Scientific <small>AC268310000, AC268310010, AC268310025, AC268310040</small>
<input type="button" value="Add"/>	Acetone <small>English - North America - 2017-05-24</small>	Thermo Fisher Scientific <small>AC177170000, AC177170010, AC177170025, AC177170050, A...</small>
<input type="button" value="Add"/>	Acetone <small>English - Europe - 2016-09-27</small>	Thermo Fisher Scientific <small>A/0602/08, A/0602/15, A/0602/17</small>

Page 1 of 5 (48 items)

Figure 72 – Search 3E Library Screen

5. Click *Add* to select your SDS.
6. The *Choose SDS Language, Country* screen will open. The available languages and countries are based on client-specific obtainment options.



Figure 73 – Choose SDS Language, Country Screen

7. Select your SDS language and countries from the available options. This is an optional feature.
8. The SDS you selected will now be available to view. If you selected an SDS in error, click the *Delete* link.
9. Click *Attach a File* if you want to add an SDS. Only PDF documents are accepted. You do not need to attach a PDF if adding an SDS from 3E SDS Library.
10. In the *Inventory Item Information*, enter any storage and usage information to support SARA reporting.
11. Click *Submit* when all data has been entered. The product will be added to both the 3E Protect catalog and your inventory.

## Customer Action List

The Customer Action List is an efficient way for 3E to communicate with you about products that need your attention in order for 3E to successfully match the item to the correct SDS. Inventory Managers should review this list on a daily or weekly basis to ensure these issues are resolved and the SDS is available for your employees.

To access the Customer Action List:

1. Select a location on the facility tree and click *Show All*. This will display all the products that 3E requires more information on in order to match it to an SDS for the selected location.
2. To see the Customer Action list for all locations, click *My Locations* on the facility tree.
3. Provide additional information to 3E by clicking *Respond* next to the product.

**2** Enter search criteria or select show all to get a Customer Action List.

Search for  
  
  [Customize this search](#)

---

**3** Click "Respond" to provide the requested information

Items per page 15 ▾

Action	Product Name	Manufacturer Name	Mfg Part #	Document	3E Request Note	Type
<input type="button" value="Respond"/>	"Ahava" Sun Protection Anti-Aging Faci...	Ahava NA, LLC	824550	English Canada WHMIS	To cancel SDS obtainment requ...	Need More Info
<input type="button" value="Respond"/>	(-)-Menthoxycetic Acid, 98% (97% Ee/...	Sigma Aldrich Fluka Chemical Canada ...		English UK EU SDS	Please provide the Sigma-Aldric...	Need More Info
<input type="button" value="Respond"/>	Acetone Emplura	Merck KGaA	822251	English US (M)SDS	To cancel SDS obtainment requ...	Need More Info
<input type="button" value="Respond"/>	Boric Acid	Sigma Aldrich Chemical Company Inc. /...	11607	English Italy (M)SDS	To cancel SDS obtainment requ...	Need More Info
<input type="button" value="Respond"/>	Oil Test Training	CITGO Petroleum Corp	4525635637	English US (M)SDS	No SDS is required. To remove t...	Need More Info

Page 1 of 1 (5 items)

**Figure 74 – Inventory Customer Action List Screen**

1. Review the *3E Request for Information* box. This box contains any questions that 3E may have regarding this product.
2. Enter the requested information in *Section 3*.
3. You may also upload the SDS to resolve the Customer Action.
4. Click *Browse*.
5. Locate the file you wish to upload and then click *Update*. The uploaded SDS will be sent to 3E as a means to resolve that particular customer action.
6. Click *Update* to complete the request.

Inventory > Customer Action List > Customer Action List Response

**1** Review the information requested by 3E.

**3E Request for Information**

Please provide the Sigma-Aldrich product number. Thank you.

---

**2** If applicable provide the information requested by 3E by editing the product information below

\* Indicates Required Information

Product Name: **(-)-Menthoxycetic Acid, 98% (97% Ee/Glc)**

Manufacturer Name: **Sigma Aldrich Fluka Chemical Canada Co.**

Manufacturer Part #: --

Manufacturer Phone #: --

Manufacturer Address: --

Physical State: --

Container Type: --

Container Size: --

Marked for Retail: --

---

**3** Provide additional information as needed below and then click the Update button.

(Additional Information is limited to 70 characters when supplying a reference document, 250 characters if not.)

**Please use the attached document for this product (allowed types: txt, pdf, jpg)**

[📎 Attach a file](#)

**Update** **Cancel**

Figure 75 – Customer Action List Response Screen

**Optional: Export to Excel**

Click on the *Export to Excel* button to export your entire *Customer Action List* to Excel in the event you need to print the list.

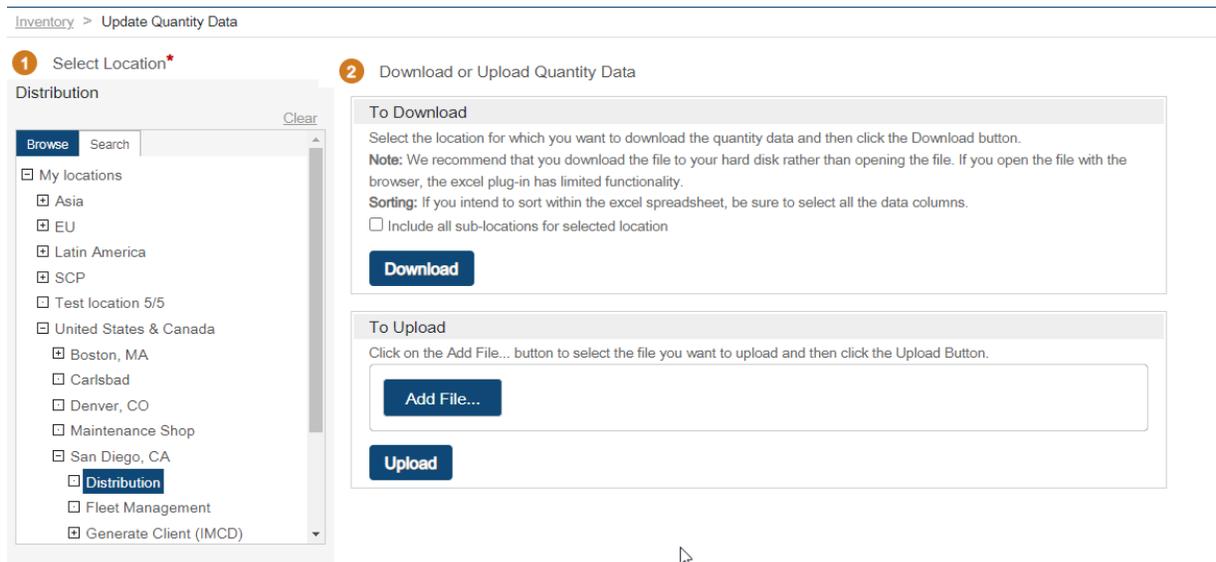
## Update Quantity Data

To assist you in managing your inventory quantity information, 3E Protect allows you to download an Excel spreadsheet, edit your quantity data for multiple inventory items and then upload the changes to your data. This information is required for several 3E Protect reports (SARA, REACH) to function correctly. This is an optional feature and may not be available to all users.

Click *Update Quantity Data* from either the *Home* page or *Inventory* tab to access this feature.

To download the Update Quantity Data spreadsheet:

1. Select your location from the facility tree. If you are including sub-locations, click the box next to *Include a sub-location for selected location.*

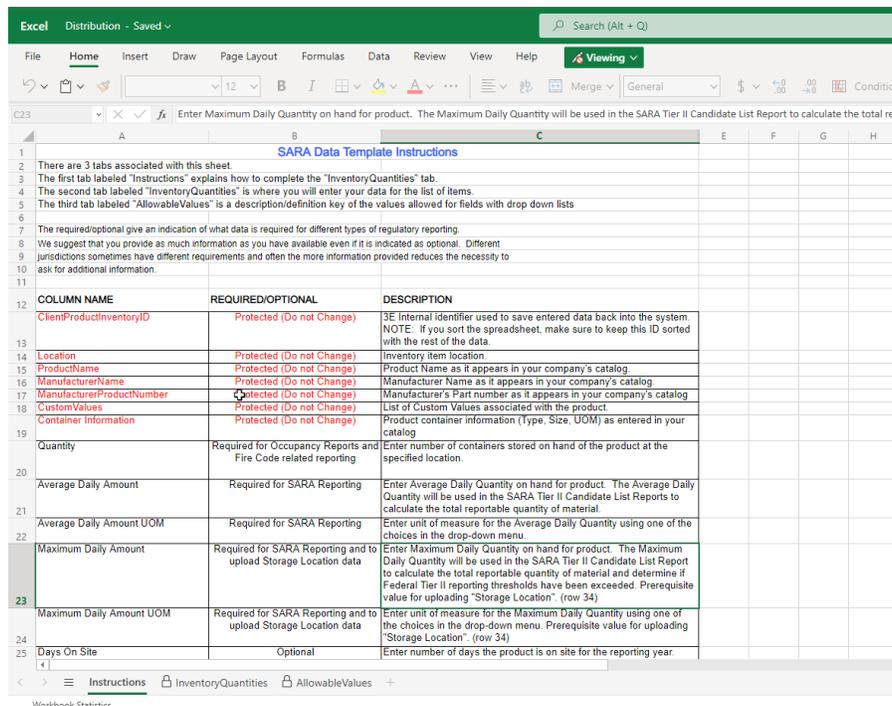


**Figure 76 – Update Quantity Data Screen**

1. Click *Download*. A pop-up box may ask you to *Open* or *Save* your file.
2. If saving, select the location on your desktop or network.

The Update Quantity Spreadsheet contains three worksheets.

- **Instructions** – contains information about each column in the spreadsheet as well as instructions on how to complete the form.
- **Inventory Quantities** – the worksheet that should be completed in order to update your quantity information in 3E Protect
- **Allowable Values** – contains lists of allowable values in order to properly load your data into 3E Protect.



**Figure 77 – Update Quantities Spreadsheet**

To complete the Update Quantity Spreadsheet:

1. Enter the data for each product in your inventory. As this template is used for several different reports, all data may not be required for your purpose.
2. Whenever possible, use the drop-down boxes containing the allowable values.

To upload the Update Quantity Spreadsheet:

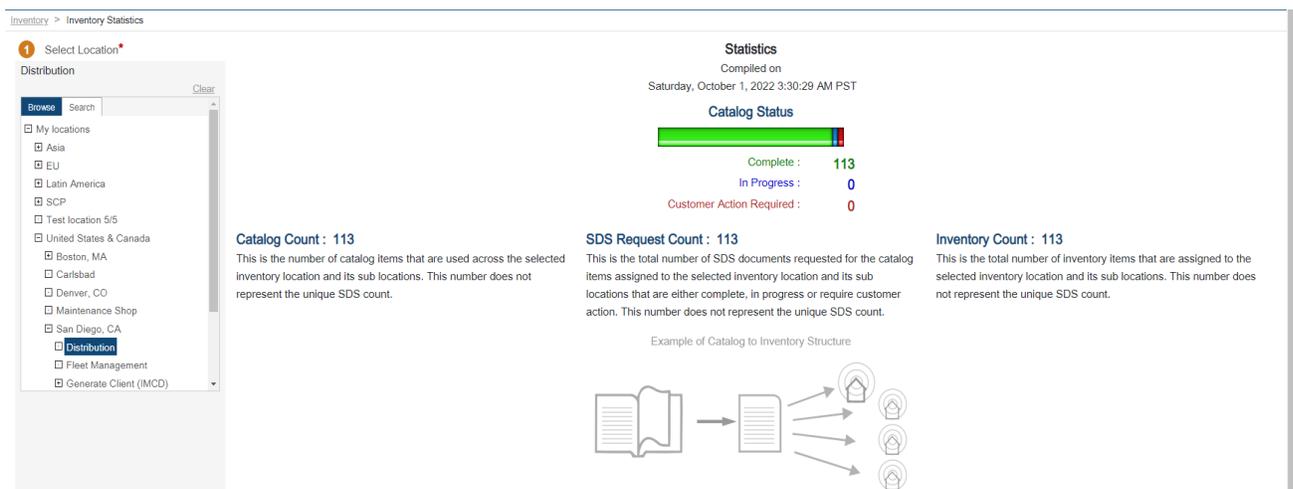
1. Click *Browse* to locate the Update Quantity Spreadsheet on your desktop or network.
2. Click *Upload* to submit the file. You may receive an error message if 3E Protect is unable to load the file. Correct the errors and try again.

## Inventory Statistics

The Statistics page under the Inventory tab displays a quick summary of the following:

- **Catalog Count:** The number of catalog items in use across the selected location and its sub locations.
- **SDS Request Count:** The total number of SDS document requests for the selected location and its sub locations that have been completed, are in progress, or require action from the customer. A catalog item can have multiple SDS requests depending on the language/formats required by each facility.
- **Inventory Count:** The number of inventory items that are assigned to the selected location and its sub locations.
- **Complete:** The number of products for the selected location and its sub locations that have been matched to an SDS.
- **In Progress:** The number of products for the selected location and its sub locations that are in the process of being matched to an SDS.
- **Customer Action Required:** The number of products for the selected location and its sub locations that require a customer response in order for 3E to proceed. These products can be responded to via the Customer Action List.

Select a location on the Facility Tree to see the statistics for that location.



The screenshot displays the 'Inventory Statistics' interface. On the left, a 'Select Location' dropdown menu is open, showing a tree structure of locations including 'My locations', 'Asia', 'EU', 'Latin America', 'SCP', 'Test location 5/5', 'United States & Canada', and various sub-locations like 'Boston, MA', 'Carlsbad', 'Denver, CO', 'Maintenance Shop', 'San Diego, CA', 'Distribution', 'Fleet Management', and 'Generate Client (MCD)'. The 'Distribution' location is selected.

The main statistics section shows the following data:

Category	Count
Catalog Count	113
SDS Request Count	113
Inventory Count	113
Complete	113
In Progress	0
Customer Action Required	0

Below the statistics, there is a diagram titled 'Example of Catalog to Inventory Structure' showing a book icon (representing a catalog item) with arrows pointing to multiple document icons (representing SDS requests) which are then linked to location icons (representing inventory items).

Figure 78 – Inventory Statistics Screen

## Inventory History

The Inventory History feature allows you to view the history of a specific product in an inventory location. Within this feature you can view both archived and active products for a specific location. For this reason, there is no visibility to the current facility tree.

1. Select *Inventory History* from the *Inventory* tab menu to access this feature.
2. Under *Select Location*, enter a complete or partial location name in the white text box.
3. Click *Search*.
4. From the search results, click on your location name.

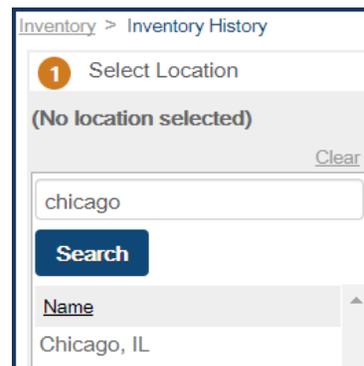
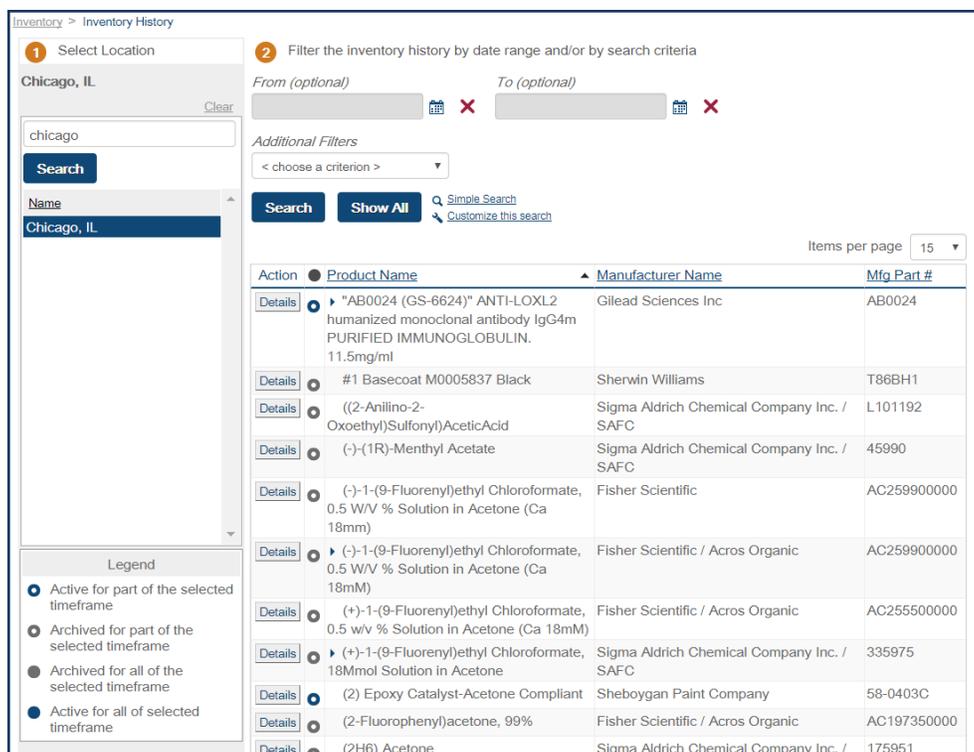


Figure 79 – Select Location

5. If you choose, enter a date range. Under *Additional Filters*, you can also select additional search criterion.
6. Click *Search*. (Click *Show All* to see all products for your selected location.)



Action	Product Name	Manufacturer Name	Mfg Part #
<a href="#">Details</a>	▶ "AB0024 (GS-6624)" ANTI-LOXL2 humanized monoclonal antibody IgG4m PURIFIED IMMUNOGLOBULIN. 11.5mg/ml	Gilead Sciences Inc	AB0024
<a href="#">Details</a>	▶ #1 Basecoat M0005837 Black	Sherwin Williams	T86BH1
<a href="#">Details</a>	▶ ((2-Anilino-2-Oxoethyl)Sulfonyl)AceticAcid	Sigma Aldrich Chemical Company Inc. / SAFC	L101192
<a href="#">Details</a>	▶ (-)-(1R)-Menthyl Acetate	Sigma Aldrich Chemical Company Inc. / SAFC	45990
<a href="#">Details</a>	▶ (-)-1-(9-Fluorenyl)ethyl Chloroformate, 0.5 W/V % Solution in Acetone (Ca 18mm)	Fisher Scientific	AC259900000
<a href="#">Details</a>	▶ (-)-1-(9-Fluorenyl)ethyl Chloroformate, 0.5 W/V % Solution in Acetone (Ca 18mM)	Fisher Scientific / Acros Organic	AC259900000
<a href="#">Details</a>	▶ (+)-1-(9-Fluorenyl)ethyl Chloroformate, 0.5 w/v % Solution in Acetone (Ca 18mM)	Fisher Scientific / Acros Organic	AC255500000
<a href="#">Details</a>	▶ (+)-1-(9-Fluorenyl)ethyl Chloroformate, 18Mmol Solution in Acetone	Sigma Aldrich Chemical Company Inc. / SAFC	335975
<a href="#">Details</a>	▶ (2) Epoxy Catalyst-Acetone Compliant	Sheboygan Paint Company	58-0403C
<a href="#">Details</a>	▶ (2-Fluorophenyl)acetone, 99%	Fisher Scientific / Acros Organic	AC197350000
<a href="#">Details</a>	▶ (2H6) Acetone	Sigma Aldrich Chemical Company Inc. /	175951

Figure 80 – Inventory History Search Results Screen

7. The key next to each product will identify the product status in your selected inventory. The keys are defined as:

- The product was active for part of the selected timeframe
- The product was archived for part of the selected timeframe
- The product was archived for all of the selected timeframe
- The product was active for all of the selected timeframe

8. Click *Details* next to any product to see specific inventory information about that product. You will be able to review: Product Information, Inventory Information and SDS Information. You will also be able to view previous versions of the SDS if available.

[Inventory](#) > [Inventory History](#) > [Details](#)

---

**Product Information**

Product Name **#1 Basecoat M0005837 Black**  
 Manufacturer Name **Sherwin Williams**  
 Manufacturer Part # **T86BH1**

---

**Inventory Information**

Location **Chicago, IL**

---

**Activity**

<u>Added</u>	<u>Removed</u>
Oct 09, 2015	Jun 16, 2016

---

**SDS Information**

Revision Date  ▼

Document **English - United States**  
 Product Name **#1 Basecoat M0005837 Black**  
 Manufacturer **Sherwin Williams**  
 SDS Version **1.03**

**Figure 81 – Inventory History Details Screen**

## Report Center

In 3E Protect, all reports are grouped into the *Report Center* tab. Reporting is reviewed in detail in the *3E Protect User Guide – Reports*, available in the *Help* tab. All reports function in the same manner, but the most common inventory report accessed by 3E Protect users is the *Inventory Summary* report. To generate this report:

1. Select *Inventory Reports* from the *Report Center* tab.
2. Select the location on the facility tree.
3. Select the report named *Inventory Summary*.
4. Click *Run Report*.
5. The report's toolbar functions allow you to Export the report to a variety of formats. Click on the  icon to select the report format. Reports can be exported to XML, CSV, PDF, HTML, Excel, TIFF, and Word.

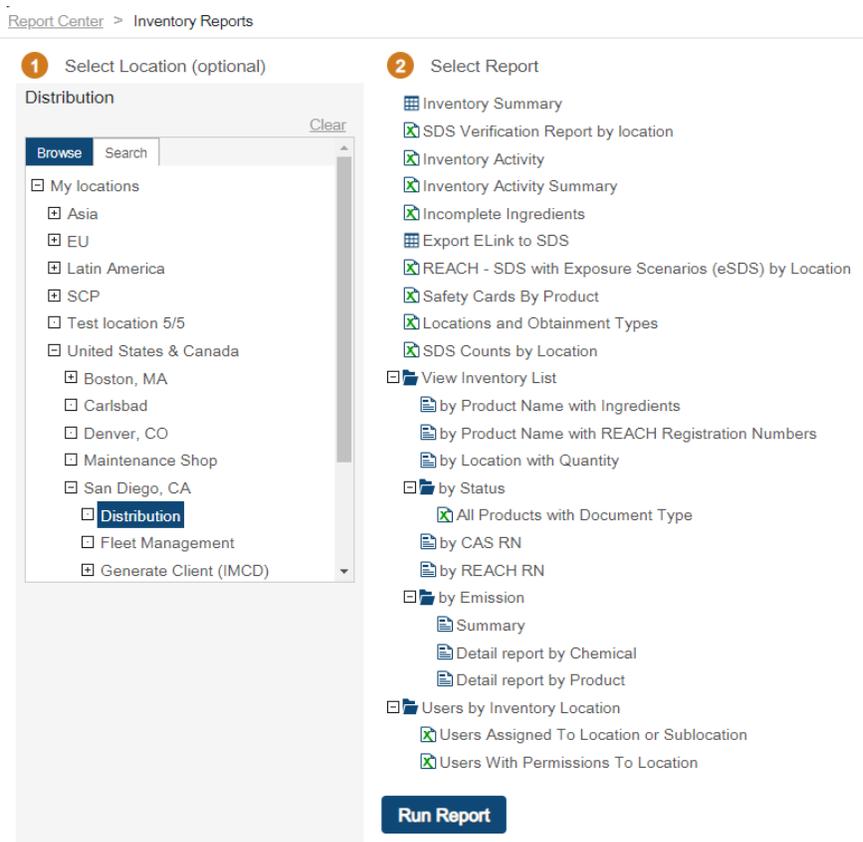


Figure 82 – Inventory Summary Report

## Chemical Analysis Tab

The Chemical Analysis tab can be used to perform advanced chemical searches and view regulatory lists. In the Chemical Analysis tab, you can:

- **Chemical Search** - Search for products in your inventory by chemical constituent.
- **Regulatory Lists** - Use pre-defined United States, Canadian, and international regulatory lists to identify products containing regulated chemicals.
- **Manage My Lists** - Create your own set of personalized chemical lists. A list can include ingredients, CAS RN or pre-defined United States, Canadian, and international regulatory lists. Lists can be independent or combined to identify products containing chemicals that interest you.

### Chemical Search

Chemical Search is used to find specific chemical constituents within your inventory. To locate a specific chemical using this search:

1. Click on the location name to select the inventory to search (optional).
2. Click on Find Ingredient then select Begins With, Equals, Ends With or Contains.

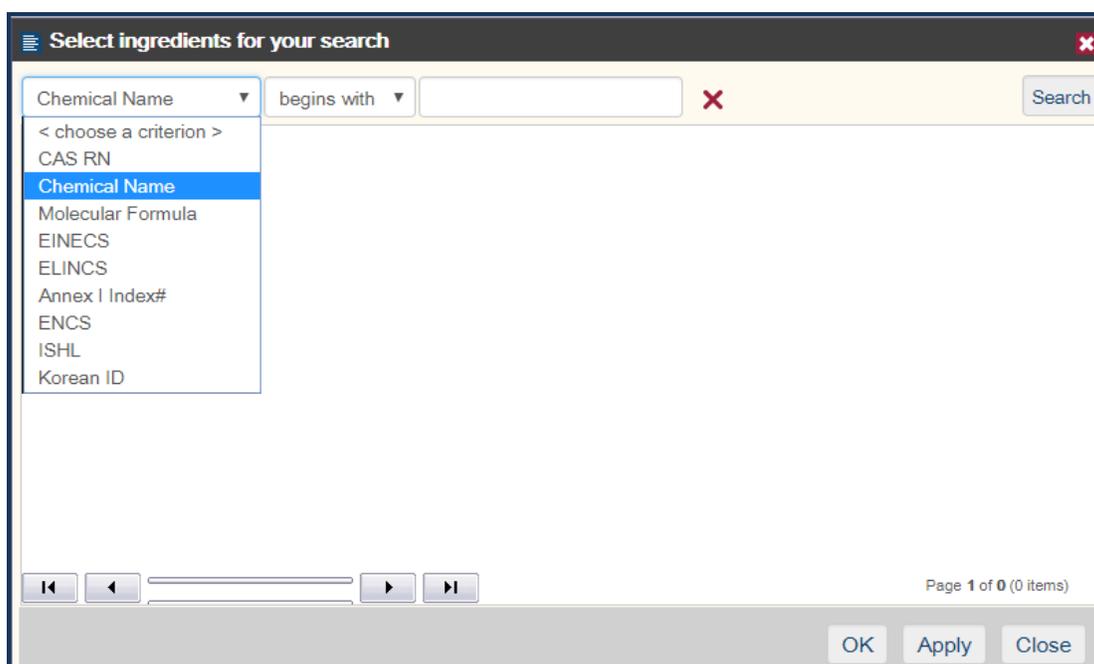


Figure 83 – Chemical Search Screen

3. Enter the information you want to search for in the white text box. You can search by:

- CAS RN
- Chemical Name
- Molecular Formula
- EINECS
- ELINCS
- Annex I Index #
- ENCS
- ISHL
- Korean ID

**Note:** Some search options are purchased features and may not be available to all users.

2. Click *Search* to start your search.

3. Check the box/boxes next to the ingredient(s) you want to search your inventory for and click on *OK*.

**Note:** The results displayed originate in 3E's database of chemical ingredients. These ingredients do not represent ingredients or compounds specific to your catalog. 3E's chemical ingredient database generates data from multiple sources, including transcribed SDS data and 3E Insight™ chemical data. You may see CAS RN and Chemical Name combinations that are not necessarily accurate but originate from transcribed SDS data. Data is displayed this way to capture all possible chemical synonyms.

Chemical Analysis > Chemical Search

1 Select Location (optional)      2 Select the ingredients or CAS RN you want to search for and select search

Distribution

Browse Search

My locations

- ▣ Asia
- ▣ EU
- ▣ Latin America
- ▣ SCP
- ▣ Test location 5/5
- ▣ United States & Canada
  - ▣ Boston, MA
  - ▣ Carlsbad
  - ▣ Denver, CO
  - ▣ Maintenance Shop
  - ▣ San Diego, CA
  - ▣ Distribution
  - ▣ Fleet Management
  - ▣ Generate Client (I

Select ingredients for your search

CAS RN equals 74-98-6 Search

<input type="checkbox"/>	PROPANE	000074-98-6
<input type="checkbox"/>	A Propane	000074-98-6
<input type="checkbox"/>	A-Propane	000074-98-6
<input type="checkbox"/>	Aerosol Propellant	000074-98-6
<input type="checkbox"/>	Blend of [Propane	000074-98-6
<input type="checkbox"/>	Blend of [Propane]	000074-98-6
<input type="checkbox"/>	Blend Of Isobutane	000074-98-6
<input type="checkbox"/>	Blend Of Isobutane & Propane	000074-98-6
<input type="checkbox"/>	BLEND OF ISOBUTANE, PROPANE, & n-BUTANE	000074-98-6
<input type="checkbox"/>	Blend of Propane	000074-98-6

Page 1 of 27 (269 items)

OK Apply Close

Figure 84 – Ingredient Search Results

- Click *Search* at the bottom of your search criteria to search your inventory.
- The results will show you all the products in your inventory's location(s) that contain the chemical(s) you searched for.

Chemical Analysis > Chemical Search > Inventory Items

Results List: Chemical Search - All Locations

[Export To Excel](#)

412 Items Found (Page 1 of 17) Page [1] 2 3 4 5 ... Next Items per page: 25

Product Name	Manufacturer	Mfg Part #	Location	CAS RN
Action ▶ 1." Opaque White	Toyo Ink Group (Americas)	DFL9-X000 WDI-11-09	San Diego, CA	007732-18-5
Action ▶ 1." Opaque White	Toyo Ink Group (Americas)	DFL9-X000 WDI-11-09	United States & Canada	007732-18-5
Action ▶ 1." Post-It Black	Toyo Ink Group (Americas)	DFL3-X132 DENSIFLEX	San Diego, CA	007732-18-5
Action ▶ 1." Post-It Black	Toyo Ink Group (Americas)	DFL3-X132 DENSIFLEX	United States & Canada	007732-18-5
Action ▶ "Teflon" Water Repellency Test Kit (6 Waters)	DuPont Chem USA		San Diego, CA	007732-18-5
Action ▶ #1 Network Subtractive Plate Developer	Fuji Film	28120-49	United States & Canada	007732-18-5
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		Appleton, WI (Packaging Group Plant)	000074-98-6
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		Minneapolis, MN (Creative Carton)	000074-98-6
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		Swedesboro, NJ (Packaging Group Plant)	000074-98-6
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		Digital	000074-98-6
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		Bombardier	000074-98-6
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		CP Site 1 (Chem App)	000074-98-6
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		洁净室	000074-98-6
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		Kohler, AL	000074-98-6
Action ▶ #348, 351, 420, 425, 426, 429, 430, 431, 432, 433, 434 Big D Handheld Aerosol Ro	Big D Industries Incorporated		Liestal, CH	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	DAL	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	Appleton, WI (Packaging Group Plant)	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	Minneapolis, MN (Creative Carton)	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	Swedesboro, NJ (Packaging Group Plant)	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	CKB	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	BDL	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	Component #234	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	Digital	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	Bombardier	000074-98-6
Action ▶ #880 Crown & Chassis Aerosol	Texas Refinery Corporation	8458	CP Site 1 (Chem App)	000074-98-6

412 Items Found (Page 1 of 17) Page [1] 2 3 4 5 ... Next Items per page: 25

Figure 85 – Chemical Search Results for Selected Location

- You can view the SDS and other related information by clicking on the *Action* button. To view detailed information on some of the regulations pertaining to that particular chemical, click on either the *Product Name* or the *CAS Number*.

**Regulatory Summary of References Found in Western Europe, North America, International database for CAS RN(s): 7732-18-5**

Report Sections: ▼ Hide All

▼ Summary of names that match CAS RN:

7732-18-5 Water  
7732-18-5 WATER, DISTILLED, CONDUCTIVITY OR OF SIMILAR PURITY

▼ Ariel-supplied broad categories (etc.) that might apply:

▼ Western Europe

▼ European Union

EU. REACH, Annex IV, Substances Exempt from Registration under Article 2(7)(a) (Regulation 1907/2006/EC, as amended by Regulation No. 987/2008, Oct. 8, 2008)

CAS RN: 7732-18-5  
Name: WATER, DISTILLED, CONDUCTIVITY OR OF SIMILAR PURITY  
EINECS Number 231-791-2

EU. REACH Article 28, Pre-Registered Substances (as of 27 March 2009)

CAS RN: 7732-18-5  
Name: WATER

▼ North America

▼ International

Figure 86 – Regulatory References

Each reference in the *Regulatory Summary* document is hyperlinked to additional documents for further research. To access this data:

1. Click on the name of the reference. A new window will open with all available documents.
2. Select the reference you want to review by clicking on the hyperlink under either *Documents* or *Overviews*.



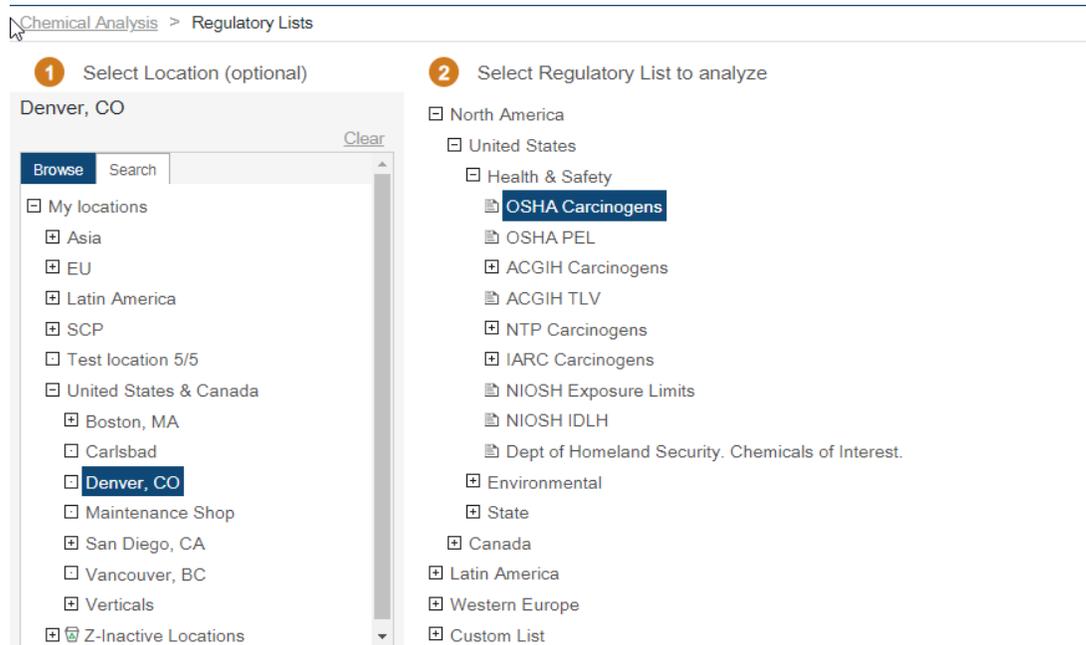
**Figure 87 – Additional Regulatory References**

## Regulatory Lists

The Regulatory Lists feature allows you to compare your inventory to more than 40 EHS related lists to identify regulated and potentially regulated products and chemicals. These lists are all CAS Number driven and compare the chemicals in your inventory to the Environmental Health and Safety Lists which are updated monthly and made available in 3E Protect. To access these lists, select *Regulatory Lists* from the Chemical Analysis tab.

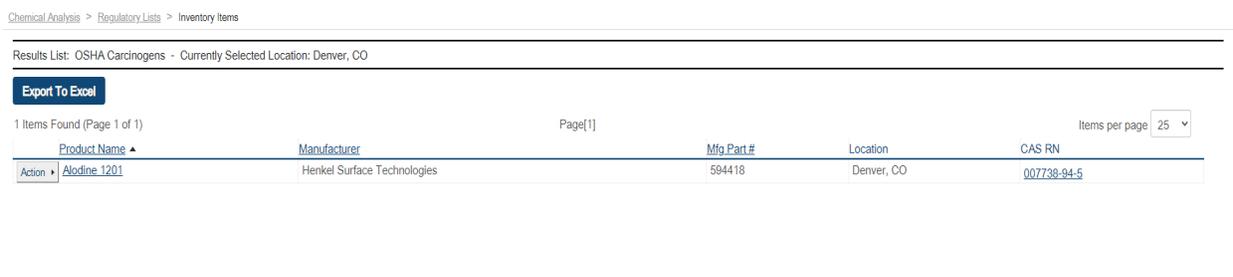
To generate a Regulatory List:

1. Select a Location on the Facility Tree (optional).
2. Choose a regulatory list. Lists are separated in to four categories: North America, Latin America, Western Europe, and Custom List. Use the  plus sign to open the regulatory list menu.
3. Click either *Analyze* or *Run Report*. *Analyze* will allow you to view the data within 3E Protect. *Run Report* will allow you to export the results. You can also add a Custom Value to the report.



**Figure 88 – Regulatory List Screen**

- If you selected the Analyze option, a new screen will open containing your results.



**Figure 89 – Regulatory List Analyze Results Screen**

- To get more information on that particular regulation and how it may affect products in your inventory, click on Product Name or CAS number to access additional regulatory information. A screen will open in your browser window.

## Manage My Lists

The Manage My Lists feature enables users to create custom regulatory lists based on specific ingredients, CAS numbers, or a collection of regulatory lists. Once a custom list is created, it will appear under the Custom List section of the Regulatory List feature under the Chemical Analysis tab. Users can then analyze products in their inventory against these custom lists.

## Create Custom List

To create a custom list, go to the Chemical Analysis tab and select *Manage My List*.

1. Click *Add New Custom List*.
2. The *Add New List* pop-up box will open.
3. Type the name of your list in the white text box and then click *OK*. Your new list will then display on the left-hand side of the screen.



Figure 90 – Add New List Pop-Up Box

4. Click on the list name displayed on the left side of the screen to begin building your custom list. The list name will be highlighted in RED once you have clicked on it.

## Add Regulatory Lists

1. Click *Add Regulatory List* to add any one of the standard regulatory lists, or a combination of lists. You can expand the categories by clicking on the  $\oplus$  symbol.
2. Check the box next to the list(s) you would like to add and click *OK*.

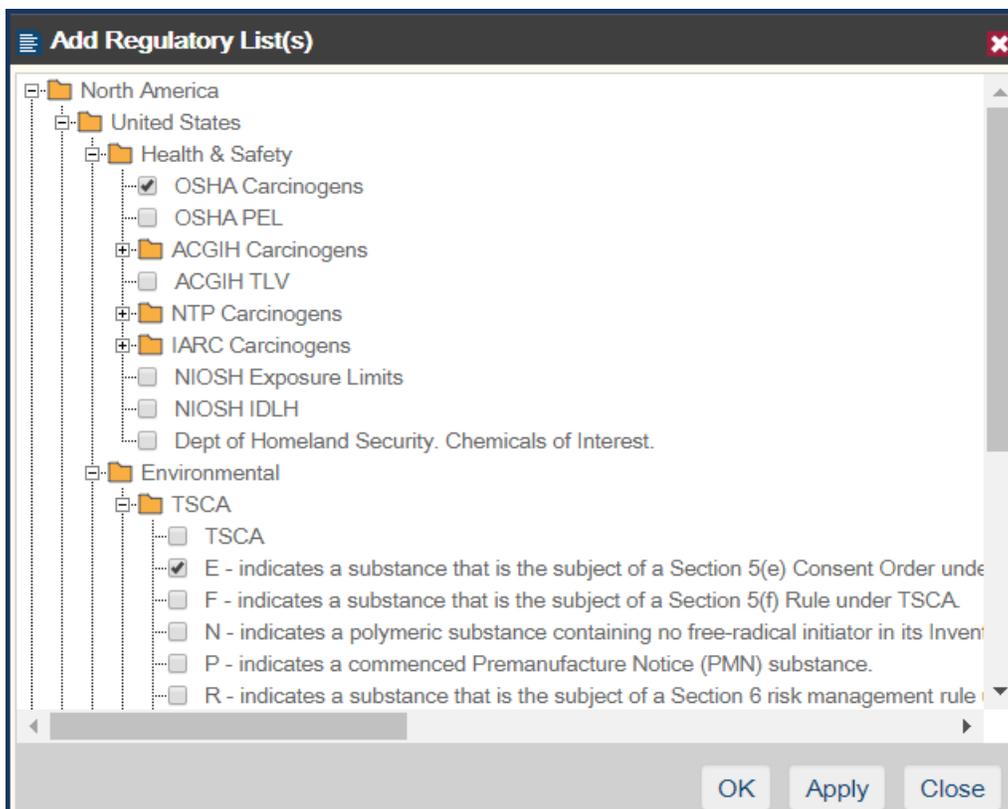


Figure 91 – Manage My Lists Screen Showing Available Regulatory Lists

- The regulatory list(s) you have selected will be added to your custom list and displayed in the middle of the page. Your custom list is highlighted in RED on the left side of the screen.

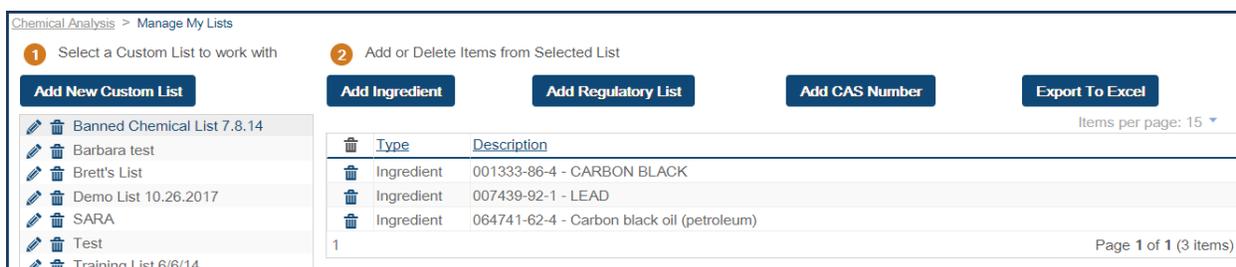


Figure 92 - Manage My Lists Screen Showing Added Regulatory Lists

- You can remove any or all of those lists by clicking on the  trash can icon next to the list.

## Add Ingredient(s)

1. Click on either *Add Ingredient* or *Add CAS Number*.
2. The *Add CAS Number(s)* pop-up box will open.
3. Choose either *Begins with*, *Equals*, or *Ends with* and enter the name of the chemical in the white text box and then click the *Search* button.



Figure 93 – Add CAS Number Pop-Up Box.

4. The results will show all the ingredients that meet the chosen criteria.
5. Check the box next to each ingredient you want to search your inventory by and select OK at the bottom of the page.
6. The ingredients that have been added to your custom list will appear in your Custom List, highlighted in RED on the left side of the screen.
7. You can remove any or all of those ingredients by clicking on the  trash can icon next to the ingredient.

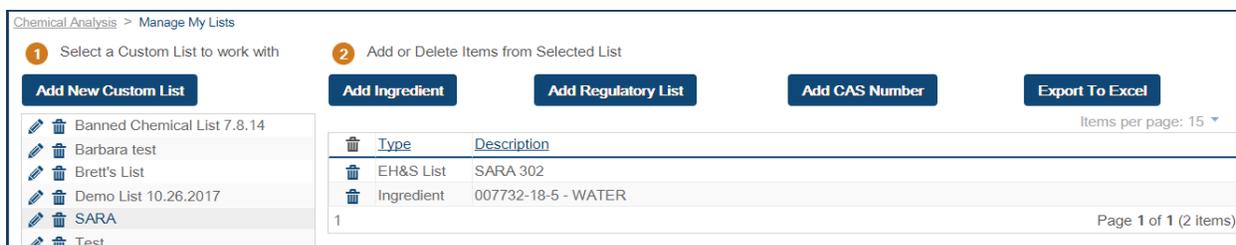


Figure 94 – Manage My Lists Screen Showing Added Ingredients

**Note:** You can enter any combination of regulatory lists and ingredients into the same list.

## ***Removing a Custom List***

A Custom List can be removed by clicking on the trash icon next to the list name.

1. Click on the list name.
2. The list will be highlighted in RED on the left side of the screen.
3. Click on the  trash icon next to the list name.
4. A pop-up box will appear asking if you want to delete the list. Click on the Yes button.
5. Your list will be removed.

Once a custom list is created, users can utilize this list within the Regulatory List feature in the Chemical Analysis tab. Additionally, these lists can be used as part of the chemical approval module.

## Regulatory Tab (Location Documents)

Within the Regulatory Tab, you will have the ability to create, revise and search for Location Documents. Location Documents added to 3E Protect are available in the SDS and Help tabs. The Regulatory Tab is optional and is not available to all users.

These documents can include:

- Disclosure
- Map
- Permit
- Policy
- Procedure
- Manual
- License
- Other (Miscellaneous Corporate Documents)

**Note:** Organizations that have purchased 3E's Regulatory Services also have access to regulatory agency documents.

The Location Documents feature allows you to:

- View a document
- Add a new document
- Edit Document Information
- Delete a Document

### Search for a Document

Click *Find Document* to view all previously added documents. To view documents at a specific location, click the location name and then *Find Document*. Click *Action* and select *View Document*.

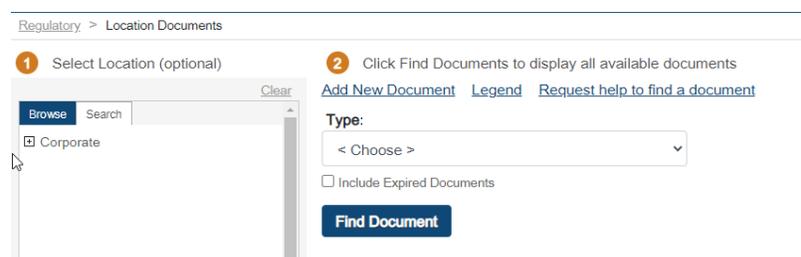


Figure 95 – Location Documents Screen

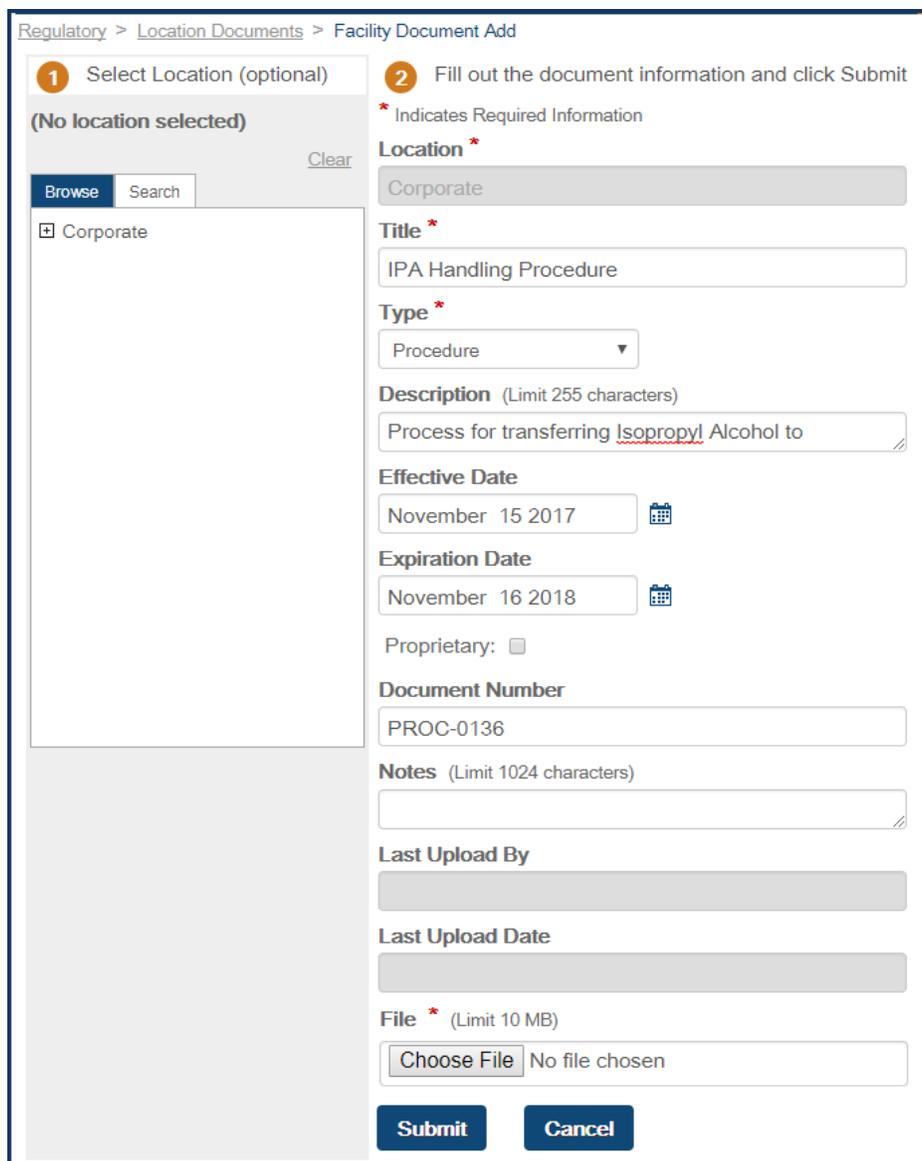
All documents will be displayed. Click the Include Expired Documents check box to view any documents that may be expired.

**Note:** Click *Legend* to see a description of the difference types of documents.

## Add New Document

To add a new document:

1. Click *Add New Document*. The *Facility Document Add* screen will automatically open.
2. Select the location (optional).
3. Enter the document information.
4. Click *Browse* to select your document.
5. Click *Submit* to load your document.



Regulatory > Location Documents > Facility Document Add

**1** Select Location (optional)

(No location selected) Clear

Browse Search

Corporate

**2** Fill out the document information and click Submit

\* Indicates Required Information

**Location \***

Corporate

**Title \***

IPA Handling Procedure

**Type \***

Procedure

**Description** (Limit 255 characters)

Process for transferring Isopropyl Alcohol to

**Effective Date**

November 15 2017

**Expiration Date**

November 16 2018

Proprietary:

**Document Number**

PROC-0136

**Notes** (Limit 1024 characters)

**Last Upload By**

**Last Upload Date**

**File \*** (Limit 10 MB)

Choose File No file chosen

Submit Cancel

Figure 96 – Facility Document Add Screen

## Edit and Delete Documents

From the search results screen, you will be able to edit or delete documents.

1. Select the document and click *Action*.

Regulatory > Location Documents

1 Select Location (optional) 2 Click Find Documents to display all available documents

[Add New Document](#) [Legend](#) [Request help to find a document](#)

**Type:**  
 < Choose >

Include Expired Documents

**Find Document**

Action	3E	Type	Title	Document Number
Action		Other (OSHA)	Test Video	
Action		Document	Tier II Report (FIF)	
Action		Document	Tier II Report	
Action		Other (Client Document)	Executive Order No. 134	EO134

Page 1 of 1 (4 items)

**Figure 97 – Location Documents Screen showing Action options**

2. To edit a document, click *Edit Document Information*. The *Facility Document Edit* screen will open automatically.
3. Make your changes and click *Submit* to save your information.
4. To Delete a Document, click *Delete Document*. A pop-up box will automatically appear asking if you want to remove the document.
5. Click *OK* to delete the document.

## Admin Tab

The Admin tab provides administrative users access to 3E Protect management features. This tab is not available to all users. The features include:

- Managing Attachment Types
- Managing Custom Values
- Managing Notifications
- Managing Users
- Managing Locations
- Export Center
- Download Center

### Manage Attachment Types

3E Protect’s Custom Attachment feature provides the user with the ability to associate safety documentation to a specific product in the product catalog. This feature allows the user the ability to view this information in association with the SDS specific data already available within 3E Protect. In order for product attachments to be available, the administrator must first create Attachment Types.

1. Under the Admin tab, click *Manage Attachment Types*. Enter the name of the new attachment type in the box and then click *Add*.

Name	US	SD	SE	U	SDS	Obsolete
Allergen Status	<input type="checkbox"/>					
CAT Proprietary	<input type="checkbox"/>					
Label	<input type="checkbox"/>					
Photograph	<input type="checkbox"/>					
Product Information	<input type="checkbox"/>					
Technical Data Sheet	<input type="checkbox"/>					
Usage Summary	<input type="checkbox"/>					
VOC Information	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	<a href="#">Add</a>				

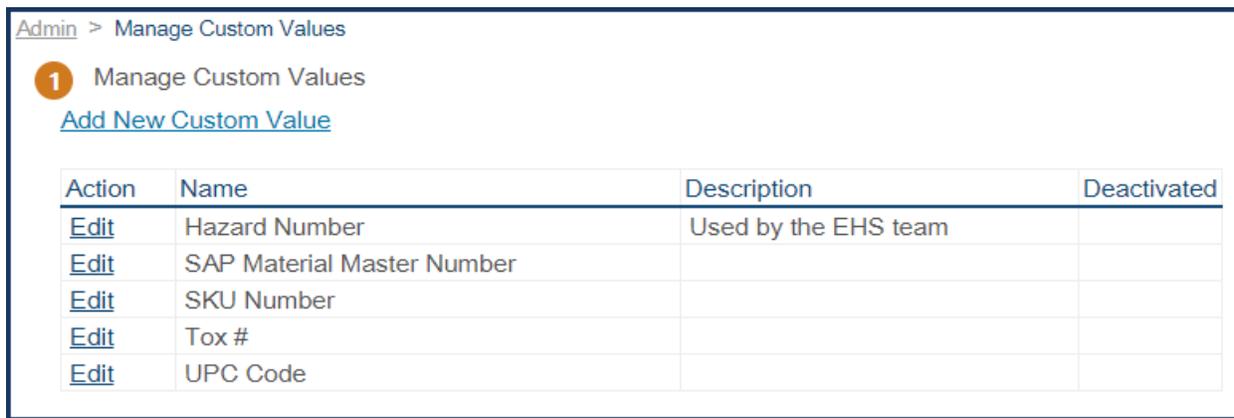
Figure 98 – Manage Attachment Types Screen

2. To edit an attachment type, click on the pencil icon.

## Manage Custom Values

3E Protect's Custom Value feature provides the user with the ability to associate information to a specific product in the product catalog. This feature allows the user the ability to view this information in association with the SDS specific data already available within 3E Protect. A custom value can be any data that is important for tracking and managing product information, including: Material Number, SDS Number, Product Category, etc.

1. Under the Admin tab, click *Manage Custom Values*. The Manage Custom Values screen will open. You will be able to see all custom values for your organization.



Action	Name	Description	Deactivated
<a href="#">Edit</a>	Hazard Number	Used by the EHS team	
<a href="#">Edit</a>	SAP Material Master Number		
<a href="#">Edit</a>	SKU Number		
<a href="#">Edit</a>	Tox #		
<a href="#">Edit</a>	UPC Code		

Figure 99 – Manage Custom Values Screen

2. Click *Add New Custom Value* to create a new Custom Value. The *Custom Value Information* screen will open.
3. Enter the Custom Value Name, Description and Value List in the white text boxes.
4. Click *Add* under *Other Language* if you wish to add a Custom Name in a language other than English.
5. Click *Enforce Value List* check box to restrict the Custom Value to a specific list of values. This is an optional feature.
6. Click *Submit* to save the Custom Value.

Admin > Manage Custom Values > Manage Custom Value

### Custom Value Information

\* Indicates Required Information

**English Name\***

**Other Name**

Language	Name	Delete
+ Add		

**Description**

**Deactivated**

**Value List** (Enter each value on a new line.)

Values entered in this field will populate a drop down box that the user can select from when adding this custom value to a product. Values entered here are optional for the user unless the "Enforce Value List" box is checked.

**Enforce Value List**

**Submit** **Cancel**

Figure 100 – Custom Value Information Screen

7. Click *Edit* to edit an existing Custom Value.
8. Make the appropriate changes and click *Submit* to save the updated data.

**Note:** Do not create Custom Values with special characters (&, ", []). The special characters will not appear correctly in 3E Protect.

## Manage Notifications

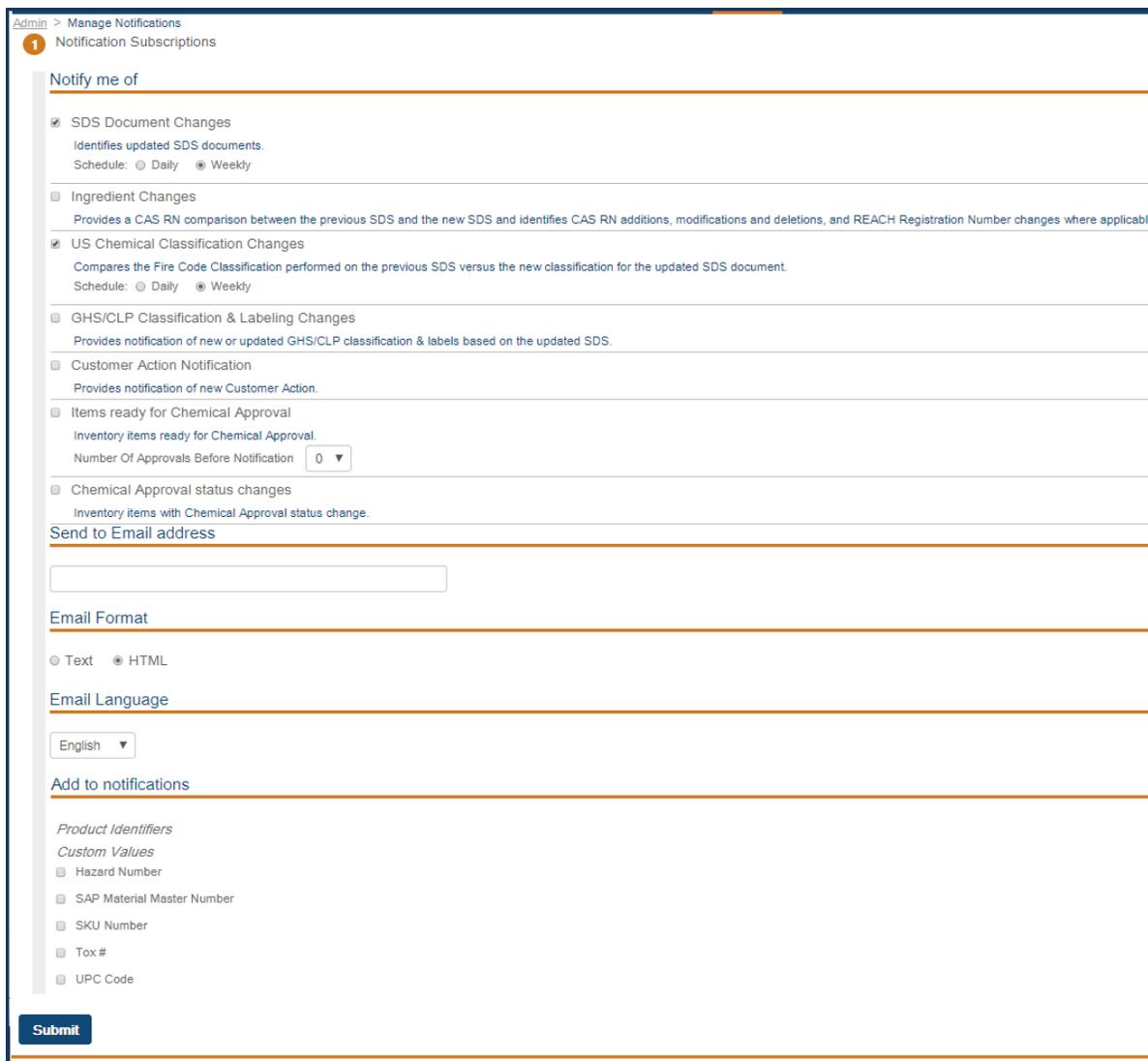
The Manage Notifications feature in 3E Protect allows you to receive an automated e-mail containing changes to SDS and classification information in their 3E Protect catalog. You can receive the following notifications:

- **SDS Document Changes** - Identifies new or updated SDS documents.
- **Ingredient Changes** - Provides a CAS Number comparison between the previous SDS and the new SDS. The report identifies CAS RN additions, modifications, and deletions. (Optional purchased feature)
- **US Chemical Classification Changes** - Compares the Fire Code Classification performed on the previous SDS versus the new classification for the updated SDS document. (Optional purchased feature)
- **GHS/CLP Classification & Labeling Changes** - Provides notification of new or updated GHS/CLP classification & labels based on the updated SDS. (Optional purchased feature)
- **Regulatory Information Changes** – Displays changes related to safety, health, and environmental regulatory changes for the product or chemical (Section 15 – English SDS Only). (Optional purchased feature)
- **Customer Action Notification** – Provides notifications of new Customer Actions.
- **Items Ready for Chemical Approval** – Identifies new items ready for Chemical Approval. (Optional purchased feature)
- **Chemical Approval Status Changes** – Identifies items with a Chemical Approval status change. (Optional purchased feature)

To use this feature:

1. Click *Manage Notifications* in the Admin tab.
2. Click the check-box next to the notifications you want to receive.
3. Select either *daily* or *weekly* notifications.
4. Enter your email address.
5. Select the email format: *Text* or *HTML*

6. Select the *Custom Value(s)* you wish to include in your notification.
7. Click *Submit*.



**Figure 101 – Manage Notifications Screen**

## Manage Users

3E Protect allows administrative users to create, edit, or deactivate users within their organization. From the Admin Tab, select *Manage User*. Within the *Manage Users* features, you can:

- Search for existing users
- Add new users
- Edit existing users
- Deactivate users

## Searching for Users

3E Protect has easy-to-search boxes that allow an Administrator to search the system for all users assigned to your organization.

1. Use the search boxes and filters to locate a specific user or click *Show All* to generate a list of all users assigned to your organization.

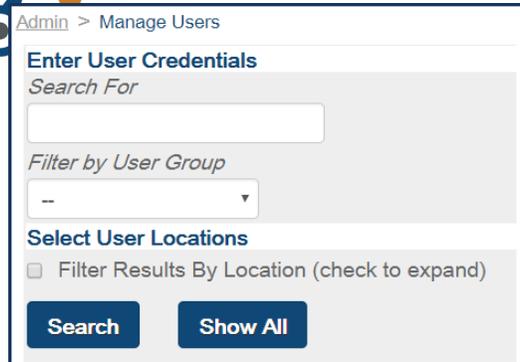


Figure 102 – Manage Users Search Screen

2. You can filter your search by selecting the specific role group in the *Filter by User Group* drop down box.
3. Once you have located a user, the search results will display the Username, E-Mail, First Name, Last Name, and User Group.



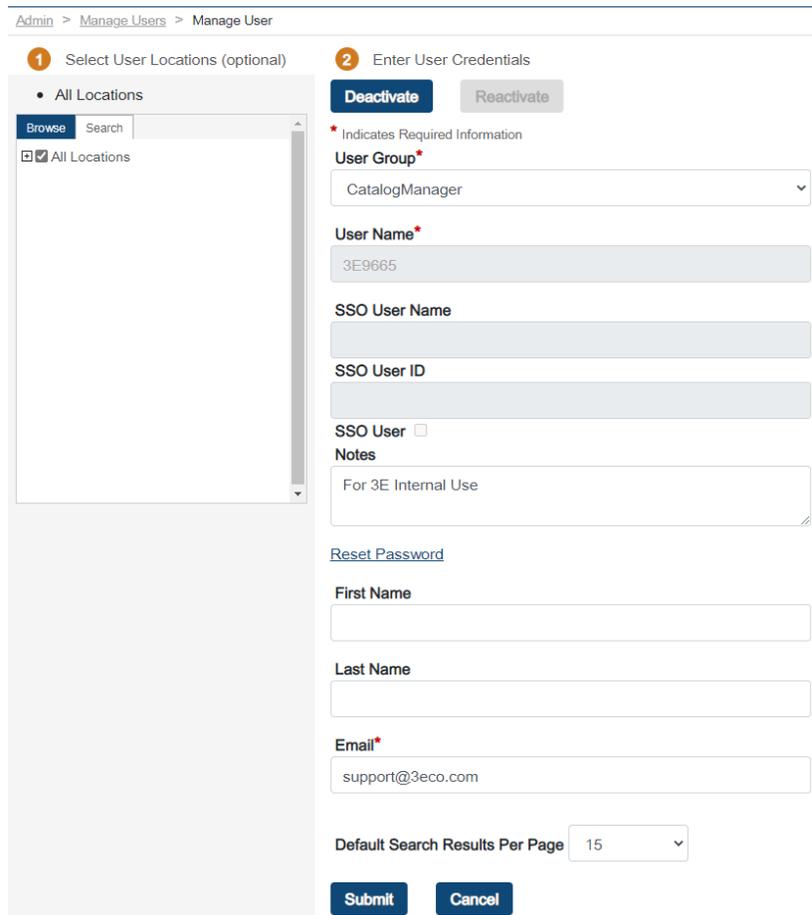
Action	User Name	Email	First Name	Last Name	User Group
<a href="#">Edit</a>	(Admin)	Priyanka.Purohit@3eco.com	Admin	Ministrator	Administrator
<a href="#">Edit</a>	3E9665	support@3eco.com			CatalogManager

Figure 103 – Manage Users Search Results

## Adding Users

Administrators have the ability to add new users to 3E Protect. To add a new user:

1. Click *Add New User*.
2. If required, assign a user to a specific location. If a user can access all locations, click the check box next to *All Locations*.
3. Enter the user's credentials.
4. If a user is part of the Chemical Approval process, click the check box next to *Send daily chemical approval notifications*.
5. Click *Submit* to enter the user.



Admin > Manage Users > Manage User

1 Select User Locations (optional)      2 Enter User Credentials

• All Locations

Browse Search

All Locations

**Deactivate**    **Reactivate**

\* Indicates Required Information

**User Group\***

CatalogManager

**User Name\***

3E9665

SSO User Name

SSO User ID

SSO User

Notes

For 3E Internal Use

[Reset Password](#)

First Name

Last Name

**Email\***

support@3eco.com

Default Search Results Per Page 15

**Submit**    **Cancel**

Figure 104 – Entering User Credentials

## Inviting Users

Administrators have the ability to invite new users to 3E Protect. Rather than create a username and password, an administrator can select the location and role group and send an invitation to a new user. Invitations are generated through 3E Protect and do not require access to your email system. To use this feature:

1. Click *Invite User* on the Admin tab.
2. Select the User Location and User Group.
3. Enter the users you wish to send invitations. Enter one e-mail per line.
4. Edit your contact information (as required)
5. Click *Submit*. Your invitation will be sent automatically via 3E Protect.
6. Invitations will remain active for 30 days.

[Admin](#) > [Manage Users](#) > [Invite Users](#)

**1** Select User Locations (optional)

- Carlsbad

Browse Search

- All Locations
- Asia
- EU
- Latin America
- SCP
- Test location 5/5
- United States & Canada
  - Boston, MA
  - Carlsbad**
  - Denver, CO
  - Maintenance Shop
  - San Diego, CA
  - Vancouver, BC
  - Verticals
- Z-Inactive Locations

**2** Select User Group and Provide Email Addresses.

\* Indicates Required Information

**User Group:\***

1-ProprietarySDSAdmin

**Emails:\***

\*Enter one e-mail per line

**Your Contact Info:**

Eric Ensminger  
 eric.ensminger@3eco.com

Submit

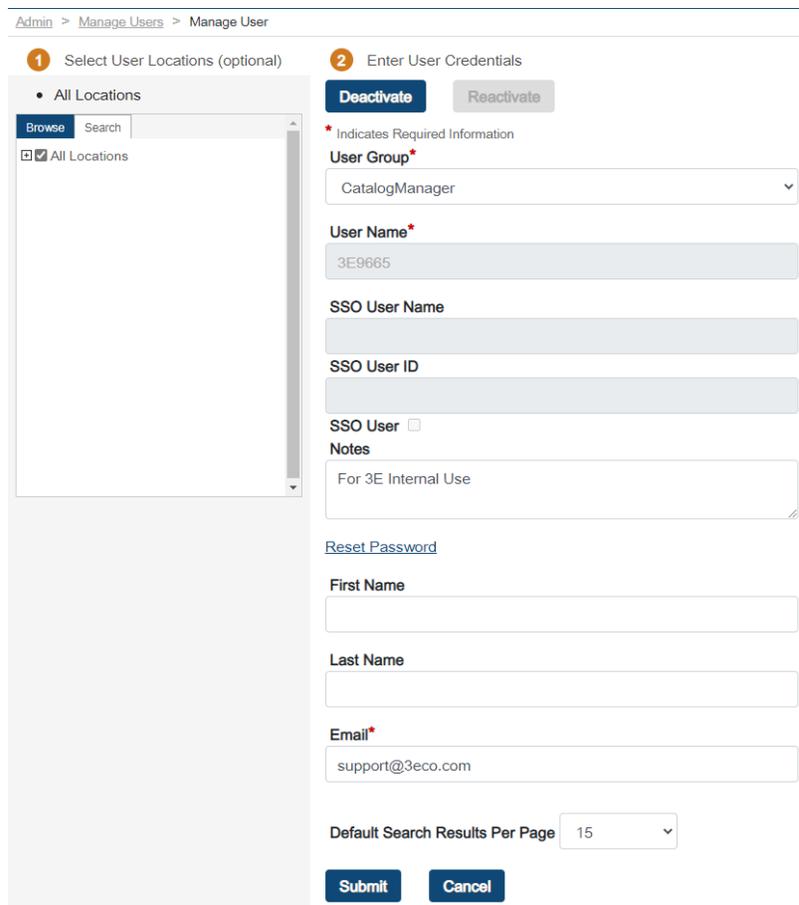
Cancel

Figure 105 – Invite Users Screen

## Editing Users

Administrators have the ability to edit or deactivate existing users in 3E Protect. To edit a user:

1. Use the search features to locate the user.
2. Click *Edit* link in the Action column.
3. If required, change the user's locations. If a user can access all locations, click the check box next to *All Locations*.
4. Update the user credentials as required.
5. If a user is part of the Chemical Approval process, client the check box next to *Send daily chemical approval notifications*.
6. Click *Submit* to update the user credentials.



Admin > Manage Users > Manage User

**1** Select User Locations (optional)

- All Locations

Browse Search

All Locations

**2** Enter User Credentials

**Deactivate** **Reactivate**

\* Indicates Required Information

**User Group\***

CatalogManager

**User Name\***

3E9665

SSO User Name

SSO User ID

SSO User

Notes

For 3E Internal Use

[Reset Password](#)

First Name

Last Name

**Email\***

support@3eco.com

Default Search Results Per Page 15

**Submit** **Cancel**

Figure 106 – Edit User

## Manage Locations

3E Protect allows administrative users to create, edit, or deactivate locations within their organization.

Within the *Manage Locations* features, you can:

- Add New Sub-Locations
- Edit Existing Locations
- Move Existing Locations

To access this feature, select *Manage Locations* on the Admin tab.

### Add New Sub-Locations

Administrators can add new locations at any level in their 3E Protect facility tree. To use this feature:

1. Select the *Parent* location from the facility tree. Your new sub-location will be positioned under the parent location.
2. Click *Add Sub-Location*.

[Admin](#) > [Manage Locations](#)

**1** Select Location\*

Use right click to move location

- All Locations
- Asia
- EU
- Latin America
- SCP
- Test location 5/5
- United States & Canada
  - Boston, MA
  - Carlsbad
  - Denver, CO
  - Maintenance Shop
  - San Diego, CA
  - Vancouver, BC
  - Verticals
- Z-Inactive Locations

**2** Modify selected location or add new sub-location.

**Add Sub-location**

\* Indicates Required Information

**Location Name:**\*

**Country:**

**Description:**

**Inventory Allowed:**

**Chemical Approval Required:**

**Number of Required Chemical Approvers:**

**Submit**

**Figure 107 – Modify Locations Screen**

3. Enter the Location information: Location Name, Country, and Description. Location names must be unique within your organization's 3E Protect facility tree. There is also maximum length of 50 characters.
4. Click the checkbox if inventory will be allowed at this location.
5. If Chemical Approval is required at this location, enter the number of chemical approvers. Chemical Approval is an optional purchased service.
6. Click *Submit* to save the new sub-location.

### Editing Existing Locations

Administrators can edit locations at any level in their 3E Protect facility tree. To use this feature:

1. Select the location from the facility tree.
2. Edit the information as required.
3. Click *Submit* to save the updated information.

### Moving Locations

Administrators can move locations at any level in their 3E Protect facility tree. To use this feature:

1. Select the location in the facility tree.
2. Right-click on the location and click on *Cut*.
3. Select the *Parent* location.
4. Right-click on the location and click on *Paste*.

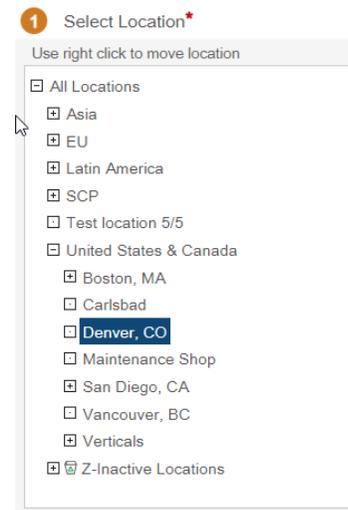


Figure 108 – Moving Locations

## Export Center

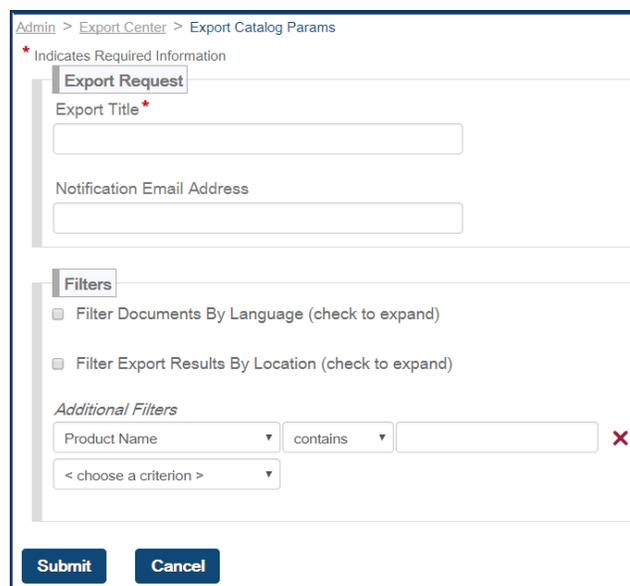
The Export Center feature enables you to effortlessly download SDS from 3E Protect at any time. This on-request tool has the flexibility to create a batch export of all SDS used at a location or allow you to refine the request to more specific criteria. Once submitted, requests are completed, and an email is sent to the requester notifying them that the request is available for download.

This feature will not slow down your computer, as requests are compiled on 3E's servers. In addition, there is no software to install. Pending and completed requests are centralized within 3E Protect's Download Center. There are two export types:

- **Backup SDS** – Saves SDS to your computer. This option is suitable for burning a CD/DVD, ftp transfer, flash, or local storage. Individual PDF files are compiled into the export. An index is provided with each product hyperlinked to the SDS.
- **Print Multiple SDS** – Creates a file that is suitable for printing. SDS are compiled in alphabetical order into one or more PDFs. Each PDF is approximately 500 pages for easy printing. A printable index is provided.
- **Product Attachments** – Creates a file containing your Custom Attachments with an Excel index. This option is suitable for burning a CD/DVD, ftp transfer, flash, or local storage. Individual PDF files are compiled into the export

To begin your export:

1. Select *Export Center* from the Admin tab.
2. Click on the Export type. The *Export Catalog Params* screen will open.
3. Complete the form by entering: Export title and notification email address.
4. Select the appropriate filters.
5. Click *Submit*.
6. You will be notified by email when the export is ready for download.



Admin > Export Center > Export Catalog Params

\* Indicates Required Information

**Export Request**

Export Title \*

Notification Email Address

**Filters**

Filter Documents By Language (check to expand)

Filter Export Results By Location (check to expand)

**Additional Filters**

Product Name contains

< choose a criterion >

Submit Cancel

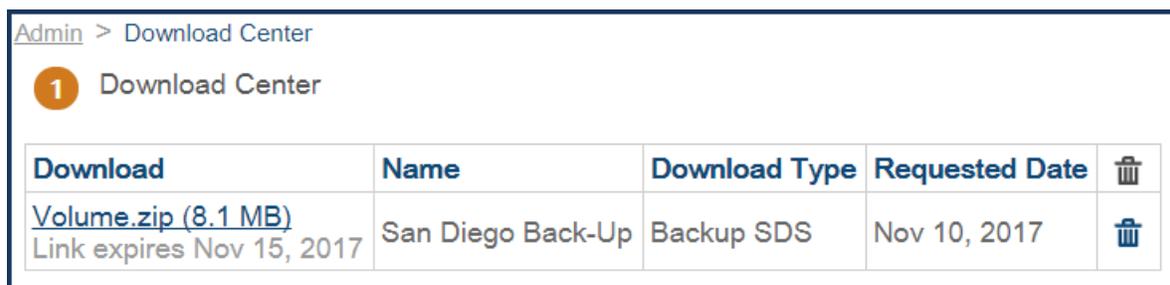
Figure 109 – Export Catalog Params

## Download Center

The Download Center is the section of 3E Protect where you can retrieve your exports. You will receive an email notification when the export file has completed compiling and is ready for download. This can take up to 24 hours depending on file size.

You can access the Download Center by selecting *Download Center* from the Admin tab. All available downloads will be available.

1. Select the file to download. *The hyperlinks will expire after 5 days.*



Download	Name	Download Type	Requested Date	
<a href="#">Volume.zip (8.1 MB)</a> Link expires Nov 15, 2017	San Diego Back-Up	Backup SDS	Nov 10, 2017	🗑️

Figure 110 – Download Center

2. A pop-up box will appear asking if the file should be opened or saved.
3. Click *Open*. A WinZip file will open.
4. Select all files: Master Index and all SDS PDFs.
5. Click *Extract*.
6. A window will open asking you where to save the files. Select the location on your computer to save the file.
7. Once the extract is complete the file will be available on your computer.

## Help Tab

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The Help tab in 3E Protect is available to all users and provides the following:

- **Contact 3E Support** – Submit a support request to our 3E support team.
- **Release Notes** – See a list of recent enhancements made to 3E Protect.
- **Training Center** - Comprehensive step-by-step instructions on how to use 3E Protect, including 3E's interactive Training Guides, Quick Starts, and Training Video tutorials.
- **IT Requirements for 3E Protect** – A full list of IT requirements needed to run 3E Protect efficiently. Your current configuration will be analyzed and displayed automatically.
- **Glossary of Terms** – A compilation of EH&S terms and definitions.
- **Corporate Documents** – View corporate documents provided by your administrator. See the *SDS Tab* section of this guide for instructions on this feature.
- **SDS On Demand Materials** – Print our SDS posters, phone stickers, and wallet cards.

## Contact 3E

Questions and Comments:

[Support@3Eco.com](mailto:Support@3Eco.com)