

HOW TO ADD AND REMOVE PRODUCTS

3E Protect™ provides you with the ability to manage your hazardous materials at a catalog level and an inventory location level.

Managing Products at a Catalog Level

When managing at a catalog level, use the following features under *Product Catalog*:

- Add new products to your catalog
- Add SDS from the 3E Library to your catalog
- Archive products from your catalog

Adding New Products or SDS to a Catalog

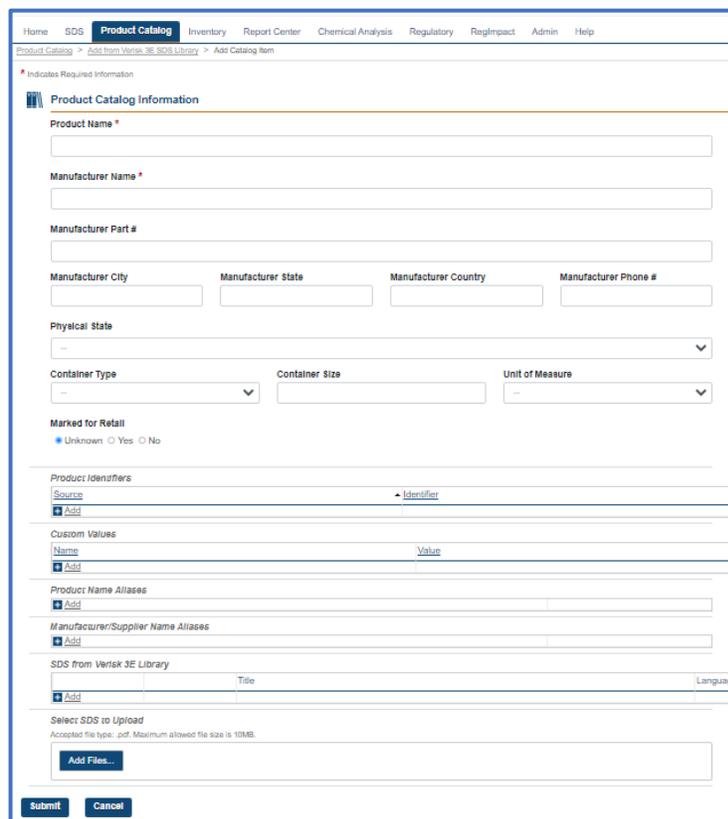
If a product is not available in your catalog, use the *Add New Product* feature to add a new product to the 3E Protect catalog. This feature will be available under the Product Catalog>Search Catalog.

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, click on Add New Product to reach the 3E SDS Library Search, then click on Add New Product a second time to access the Add Catalog Item screen.

1. Click on *Add New Product*. The *Add Catalog Item* screen will automatically open.
2. Enter the Product Information, Product Name and Manufacturer Name are required fields. The Manufacturer Part # is desired if produced by the manufacturer. The part number gives greater detail to 3E when trying to obtain the SDS. 3E cannot make assumptions on product information when obtaining the SDS and many manufacturers require the part number before they will provide the SDS.
3. If the user has the SDS, click *Add File* to upload the SDS. Multiple formats of the same product SDS can be added at one time. Only PDF documents are accepted.



4. If the user does not have the SDS on hand, search the 3E SDS Library. 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.
 - a. Under *Search For* select the search criteria and enter the value into the white text box. Click *Search* to search the 3E Library.

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

- b. Click *Add* to select your SDS.
 - i. If the revision date of the SDS is older, still add to the 3E Protect catalog and workload for that SDS will be triggered so our obtainment team can attempt to find a more current SDS. In the meantime, the users of 3E Protect can view the SDS that is available.
- c. The *Choose SDS Language, Country* screen will open. The available languages and countries are based on client-specific obtainment options.

Choose SDS Language, Country

English, ALGERIA

English, ARGENTINA

English, AUSTRALIA

English, AUSTRIA

English, BELGIUM

English, BRAZIL

English, BULGARIA

English, CANADA

English, CHILE

English, CHINA

English, COLOMBIA

English, COSTA RICA

Cancel

- i. Select your SDS language and countries from the available options. This is an optional feature.
- ii. The SDS you selected will now be available to view.
 1. If you selected an SDS in error, click the *Delete* link.
5. If the user does not have the SDS, and it cannot be found in the 3E SDS Library, no image needs to be provided and 3E will attempt to obtain from the manufacturer based on the product information provided.
6. Click *Submit* when all data has been entered. The product will be added to the 3E Protect catalog.

Archiving Products from the Catalog

If a product needs to be removed from the 3E Protect catalog, use the *Archive from Catalog* feature to remove catalog item from visibility in 3E Protect. Note: The catalog item will remain in the archive logs with 3E and a user can run a Catalog Activity Report in the Report Center to determine what catalog items were removed during a set range of dates. This feature will be available under the Product Catalog>Search Catalog.

To get started, go to Product Catalog>Search Catalog and search for the catalog item in question. If the user had more than 50 catalog items to remove, contact support@3eco.com. Share with the team a mass archive needs to take place so the Support team can provide a template to complete this action.

1. Once the catalog item is found in the search click on the Action Menu
2. Select Archive from Catalog
 - a. If the catalog item remains in an inventory location the system will guide the user through the steps to remove from all locations before the catalog item can be archived.
3. Once the catalog item is removed from all locations the system will prompt the user to enter a reason for archiving, enter reason.
4. Click Submit.

Managing Products at an Inventory Location Level

When managing at a site location, use the following features under Inventory>*Manage Inventory*:

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

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

Adding and Removing Products from Your Inventory

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

To add or remove products from your inventory:

1. Select your location from the facility tree on the left side of the screen.
2. Click Go to get a list of products from the Catalog. You can filter items from the Catalog by:
 - **All Products** – lists all products that are in the company catalog. Any items with a check are in the selected location’s inventory.
 - **Products in Inventory** – only lists products that are currently in the selected inventory location.
 - **Products Not in Inventory** – lists products that are not currently in the selected inventory location but are in the Catalog.
3. Use the Search Criteria to locate a specific product by entering the criteria in the text box and clicking Go.

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

All Products
 Products In Inventory
 Products Not In Inventory

Search for

Product Name ▼ contains ▼ ✖

< choose a criterion > ▼

Go [Customize this search](#)

4. Add products to your inventory by checking the box next to the product. You can select multiple products at one time.
5. Remove products from your inventory by removing the check from the box next to the product.

3 Check products to add to your inventory, uncheck to archive products from your inventory

[+ Add New Product](#) Items per page 15 ▼

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

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Adding New Products or SDS to an Inventory

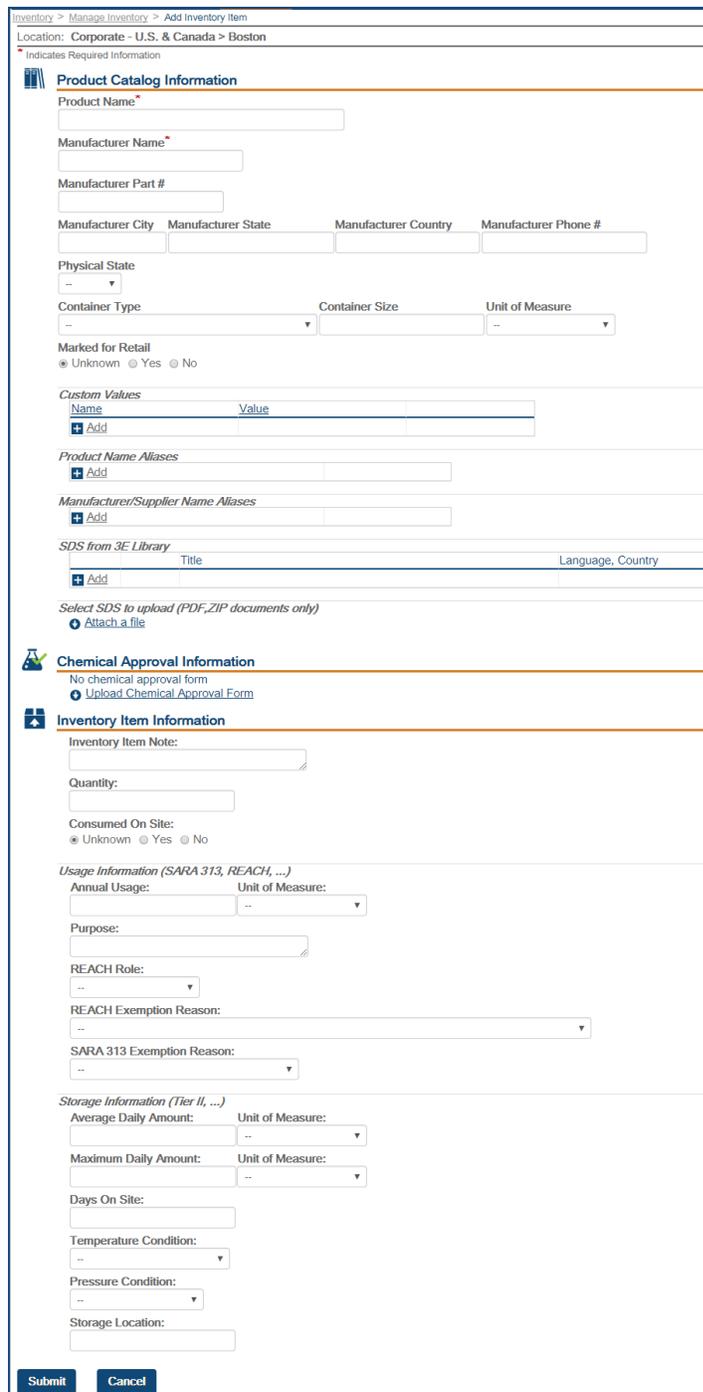
If a product is not available in your catalog, use the *Add New Product* feature to add a new product to both the 3E Protect catalog and a specific inventory. This feature will be available after you have searched your catalog and determined that a specific product is not available.

With this feature, you can:

- Add an SDS from the 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 Inventory Item* screen will automatically open.
2. Enter the Product Information, Product Name and Manufacturer Name are required fields. The Manufacturer Part # is desired if produced by the manufacturer. The part number gives greater detail to 3E when trying to obtain the SDS. 3E cannot make assumptions on product information when obtaining the SDS and many manufacturers require the part number before they will provide the SDS.
3. If the user has the SDS, click *Add File* to upload the SDS. Multiple formats of the same product SDS can be added at one time. Only PDF documents are accepted.
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Add	Acetone English - North America - 2002-02-26	Fisher Scientific S7025
Add	Acetone English - North America - 2002-10-10	Fisher Scientific MIKE ACETONE
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