

IMPLEMENTATION

CHEMFFX

QUICK START GUIDE



QUICK START GUIDE

OVERVIEW OF THE PROGRAM

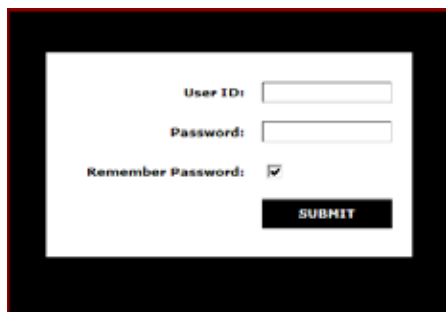
OBTAINING REPORTS FROM CHEMFFX

ENTERING A MATERIAL INTO THE MANIFEST

ChemFFX comprises a database of over 6 million original Vendor Material Safety Data Sheets (MSDS). It is designed to help users of chemicals meet their legislative requirements. It also includes a range of customised reports (e.g. Mini MSDSs, Labels, Emergency Documents, etc) providing relevant safety information in a convenient and easily interpreted format. All documents in the database are maintained by Chemwatch.

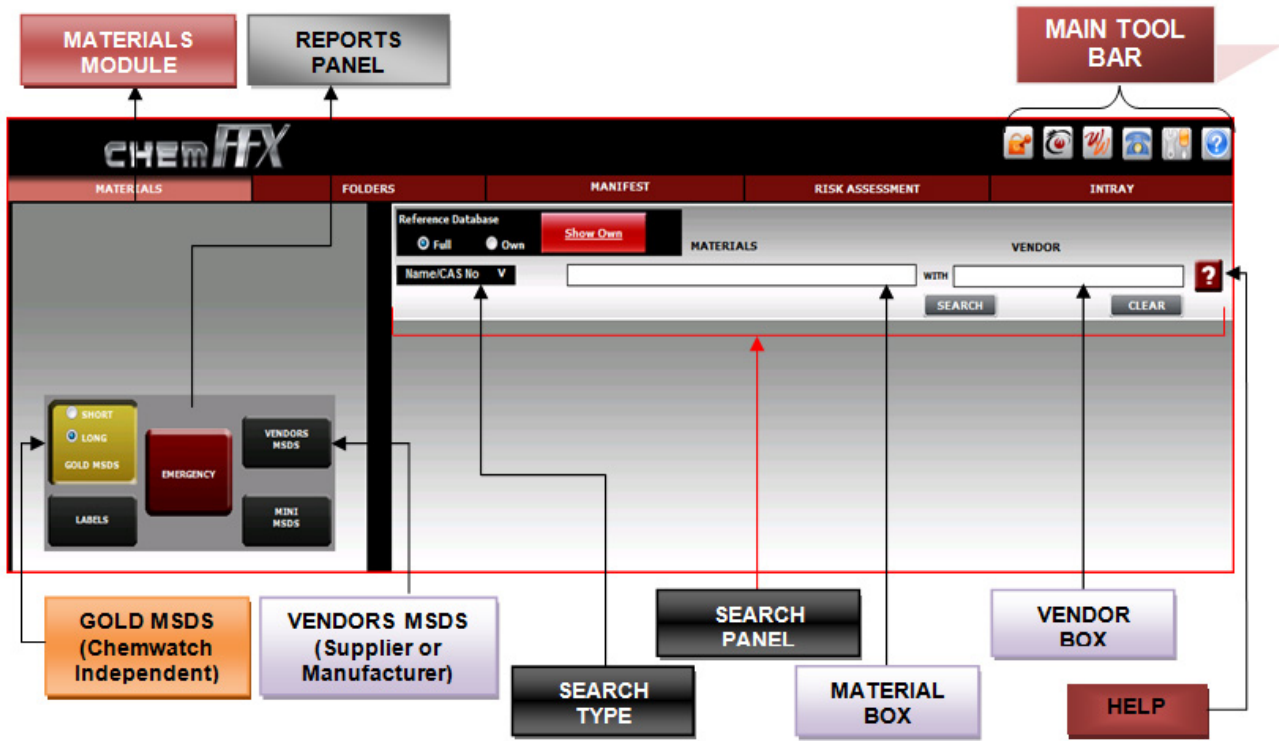
ChemFFX Log In Screen

- User ID and password is required
- An option is available for User ID and Password to be remembered for continued access
- Click the submit button to log in

A screenshot of the ChemFFX login interface. It features a white background with a black border. At the top, there is a label 'User ID:' followed by a text input field. Below that is a label 'Password:' followed by another text input field. Underneath the password field is a label 'Remember Password:' with a checked checkbox. At the bottom center, there is a black rectangular button with the word 'SUBMIT' in white capital letters.

Note: If our server recognises your computer, no User ID and Password will need to be entered here. To add your network IP address to our list, please ask your IT department to contact us.

OVERVIEW OF THE SYSTEM



The program comprises 5 Modules:

1. The Materials Module

Search for materials in the FULL database, or within an OWN list of registered materials

Obtain Vendor MSDS and other Customised Reports (Mini MSDS, Labels, etc)

Add Materials to Folders and Manifest

2. The Folders Module

Includes folders with all materials registered with Chemwatch

Create and maintain personalised folders and store relevant documents within those folders

3. The Manifest Module

Create a register of hazard substances and Dangerous Goods as per materials located on site

Retrieve site specific reports e.g. Summary list of Classes, Packing Group and date(s) when the manifest was created


















Produce Incompatibility reports, Dangerous Hotspot reporting, and suggested Placarding and signage requirements



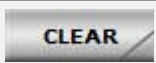
4. The Risk Assessment Module

Conduct Control Banding Risk Assessment as as per ILO standards

5. The Intray Module

WARNING: WHEN USING ANY CHEMGOLD 3 PROGRAM, DO NOT USE ANY BUTTONS ON YOUR WEB BROWSER. ONLY USE THOSE BUTTONS DISPLAYED INSIDE THE PROGRAM.

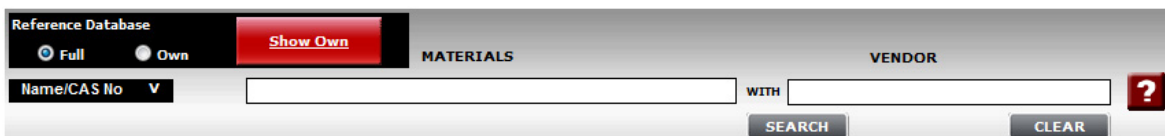
Button/ Icon	Name	Defined Task
	Contacts	Chemwatch email, telephone and locations for helpdesk support, customer service and professional advice
	Help (Gallery)	For general assistance with the application
	Print	Print displayed documents into hard copies
	Track (+) Button	To track documents and add them to folders or stores
	Edit Tool	To add  , delete  , view  , modify  Note: Red is used to Indicate that this button is active
	Distribute Button	To Copy , Move, Add, Show MSDS, Submit materials into folder tree or manifest tree and close      
	Back Button	Go-back to previous screen

	Copy button	To copy material or folder/store content(s)
	Move Button	To move material from parent folder/store to another
	Clear Search	Clears previous search. This button is important

The Reports Panel located on the left window pane determines the type of report displayed: Gold MSDS (Chemwatch MSDS – Short [concise] or Long), Vendor MSDS (from the material Supplier, Importer or Manufacturer), Mini MSDS, Labels and Emergency Reports.



The Search Panel located on the right window pane, comprises Full (complete) or Own (customised registered list) search options.



The image shows a search interface. At the top left is 'Reference Database'. Below it are radio buttons for 'Full' (selected) and 'Own', and a red button labeled 'Show Own'. To the right are the labels 'MATERIALS' and 'VENDOR'. Below these is a search input field labeled 'Name/CAS No' with a dropdown arrow, followed by a 'WITH' label and another search input field. To the right of the second input field is a red square icon with a white question mark. At the bottom are two buttons: 'SEARCH' and 'CLEAR'.

Type of MSDS Search Screen Result

Different screens will display depending on the nature of the search result. Where mouse clicks are not needed, the program automatically advances to the next screen, and keeps doing so until either an MSDS is displayed OR until the user needs to make a choice.

Using the analogy of a library, the 3 screens are:

1. **Search List Screen (Library)** - Each link on this screen will display a list of Material Lists
2. **Material List Screen (Shelf)** - Each link on this screen will display a list of Documents.
3. **Document List Screen (Books)** - These are links to MSDSs.



The user can select the Back Button to go back to previous screen in each step below:

Users are advised to STUDY THE FLOW CHART carefully in order to understand the nature of the program and its search routine. The screen images on the right of the flow chart indicate which screen will be displayed in that particular instance. NOTE: If the program finds a SINGLE EXACT MATCH for the material name entered in Material Box, the program will automatically answer “No” to all 3 diamonds, and immediately display the MSDS for that match.

Search Using Materials Box



YES

NO



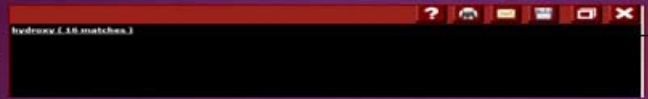
YES

NO



YES

NO



User Made Selection

benzoate (6 matches)

TRACK	PART NO.	ALL	CHEMICAL NAME	SYNONYM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BENZYL BENZOATE	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POTASSIUM BENZOATE	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TOLUENE	HEXYL BENZOATE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SELLEYS KWIK GRIP ACRYLIC	PENTYL BENZOATE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COCAINE	BENZOATE (ESTER)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ETHYLENE GLYCOL	N-AMYL BENZOATE

User Made Selection

BACK No. of hits : 912 CLEAR FILTER

TRACK	PART NO.	ALL	DOCUMENT NAME	VENDOR	TYPE	LANG	CTRY	SRC	ISSUE DATE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benzene CW no. : 1114; docID : 6261936	Johnson Matthey (Lancaster Synthesis) ManufID : 180738	MSDS	EN	USA	P	2008-11-10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benzene CW no. : 1114; docID : 6263527	Johnson Matthey (Lancaster Synthesis) ManufID : 180738	MSDS	EN	USA	P	2009-02-04
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BENZENE CW no. : 1114; docID : 6260258	Sigma-Aldrich (Sigma-Aldrich Chemie) ManufID : 4260002922	MSDS	NL	NLD	P	2000-02-12

User Made Selection

Display MSDS

MSDS, Labels, Vendor MSDS, Emergency Information

Step 1 - Select the Report of Interest from the Left Hand Reports Panel

Step 2 - Enter the Material Name

Step 3 - Press Search

- If an exact match is found, the report will display

- If an exact match is not found:

- **3a** - Select the appropriate data match from the link displayed

AND/OR

- **3b** - Select the appropriate material from the list displayed

The screenshot displays the CHEMFFX software interface. On the left, a navigation panel is visible with a 'REPORTS' section highlighted by a red circle with the number '1'. The main interface has a search bar with 'MATERIALS' and 'VENDOR' fields. The 'MATERIALS' field contains the text 'acetone', and the search button is highlighted with a red circle and the number '3'. The search results display a report for 'ACETONE' with various safety and handling information, including a hazard pictogram and a signal word 'DANGER'.

If you wish to view an alternative report, select the report of interest from the left hand reports panel, as per Step 1.

Stocking your Stores

A – Select the MATERIALS tab

B – Ensure the VENDOR MSDS button is activated within the Reports Panel

Step 1 – Enter the Material Name

Step 2 – Press SEARCH

Step 3 – Select the TRACK button along side the material you wish to add

Step 4 – Click the Checkbox alongside the desired location in the Manifest Tree

Step 5 – Press SUBMIT

The screenshot shows the ChemAFX software interface. The top navigation bar includes tabs for MATERIALS, FOLDERS, MANIFEST, RISK ASSESSMENT, and INTRAY. The MATERIALS tab is active. Below the navigation bar, there is a search area with a 'Reference Database' dropdown, a search input field containing 'acetone', and a 'SEARCH' button. A 'SUBMIT' button is also visible. The search results are displayed in a table with columns: TRACK, PART NO., ALL, DOCUMENT NAME, VENDOR, TYPE, LANG, CTRY, SRC, and ISSUE DATE. The first row is highlighted, and the 'TRACK' button is selected. On the left, a manifest tree shows 'MANIFEST' expanded to 'Arthur Test', with a checkbox selected. The bottom left corner of the screenshot shows a 'COLLECTION' tree with 'ENTERPRISE' expanded to 'DELETED', 'FOLDERS', 'UNFILED', and 'MANIFEST'.

TRACK	PART NO.	ALL	DOCUMENT NAME	VENDOR	TYPE	LANG	CTRY	SRC	ISSUE DATE
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	acetone	Haymes Paints	MSDS	EN	AUS	P	2002-12-01
<input type="checkbox"/>		<input type="checkbox"/>	acetone	Rarorban	MSDS	EN	AUS	P	2007-06-01
<input type="checkbox"/>		<input type="checkbox"/>	acetone	Australian Biostain	MSDS	EN	AUS	P	2008-01-01
<input type="checkbox"/>		<input type="checkbox"/>	acetone	ROWE SCIENTIFIC	MSDS	EN	AUS	P	2005-05-01
<input type="checkbox"/>		<input type="checkbox"/>	acetone	Chem-Supply	MSDS	EN	AUS	P	2005-05-01
<input type="checkbox"/>		<input type="checkbox"/>	acetone	Sigma Chemicals	MSDS	EN	AUS	P	2009-06-01

CHEMWATCH CONTACTS

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