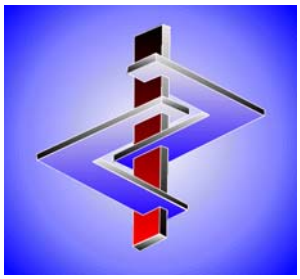
Manual

MSDS+

Program system for the print and administration of Safety Data Sheets



By DR software

Contents

INSTALLATION AND UPDATING 1

PROGRAM INSTALLATION 1
INSTALLATION OF DATA 2
UPDATING PROGRAM AND DATA 2
Program update *2*
Data update *2*
INSTALLATION OF SEVERAL VERSIONS OF MSDS+ ON ONE COMPUTER 3

USING MSDS+ 4

RETRIEVAL AND PRINTOUT 4
CUSTOMER ADMINISTRATION 7
PRINTING PROGRAMS 7
MAINTENANCE PROGRAMS 11
Alterations in the SDS *11*
Cover letters *11*
PRINTER SETTINGS 14

INDEX 16

Installation and Updating

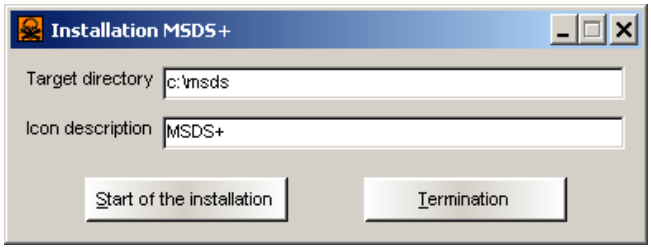
Program installation

The program runs under 32-bit and 64-bit versions of the operating Windows-system (up to Windows 8, resp. Server 2012 or higher). Insert the CD-ROM resp. plug the USB stick into the USB port and start the file **msdsinst.exe** directly from your CD-ROM/USB drive.

Afterwards a window opens, where you can determine the drive and directory, as well as the name for the Icon, which shall be used by MSDS+. Here you can also select one of the 4 possible screen languages (English, German, French and Italian); if you click one of the language buttons, the screen switches immediately to the selected language.

Remark:

As the program is constantly revised and improved, the layout of some program windows may slightly change from time to time. For this reason the windows in the program may slightly differ from those in the online-help and the manual.



Attention: If you install MSDS+ on the same computer, on which the program ChemGes is already installed, please take care **not** to use the directory of the program ChemGes.

Generally you can keep the default values, but you can also alter each value by entering the respective field number and pressing ↵.

If desired, you can leave the program installation procedure by pressing either Esc or the button **Termination**.

To start the data transfer, click the button **Start of the installation** or press ↵.

Later, you can start the program either by clicking the MSDS+ Icon on the Windows desktop, or by double-clicking the file **msdsplus.exe**, which can be found in the directory that you stated during the installation (usually /MSDS).

Attention: Please note, that in network operations each user must have all rights in the MSDS+ directory, except for supervisor rights.

If you want to change directories later on, you have to install the program again via **msdsinst.exe**. Thereafter, the required settings can be changed in the displayed window (see picture above). If you only want to perform a program update without altering the directories, you can do this by pressing Ctrl F4 for **Update program version** (see Program update, see page 2).

Installation of data

After this part of the installation you have transferred the program files, but not the data files to your computer. The data (**data.zip**) can be found on the CD ROM resp. USB stick. Insert this CD ROM, resp. plug the USB stick into the USB portand start **MSDSPLUS.EXE**. Click the button Ctrl F5 **Update data** or press the shortcut keys Ctrl F5. After that the SDS-files are copied to your computer.

Whenever you receive new data on on CD ROM / USB stick you have to transfer this data to your computer by pressing Ctrl F5. If you receive a new program version of MSDS+ at the same time, you have to update the *program* first. For this press Ctrl F4 **Update program version**. Details can be found in Updating program and data (see below).

Updating program and data

You can update both program and data in the basic screen of MSDS+. If you only receive a file called **data.zip** on CD-ROM / USB stick from your supplier, you just have to perform a data update. If you also receive a new program version, you have to update the program prior to performing the data update.

Program update

Start the MSDS+ program. In case the program is installed on a network, ensure that no one else is using the program during the entire update procedure. Insert the **CD-ROM** with the file **msdsplus.exe** into your CD-ROM drive resp. plug the USB stick with the file **msdsplus.exe** into the USB port. After that press either the button Ctrl F4 **Update program version**, or the shortcut keys Ctrl F4. The update is performed automatically. Afterwards you have to restart the program and to perform the data update.

Data update

Start the MSDS+ program. In case the program is installed on a network, ensure that no one else is using the program during the entire update procedure. Insert the CD-ROM into your CD-ROM drive resp. plug the USB stick into the USB port. After that press either the button Ctrl F5 **Update data**, or the shortcut keys Ctrl F5. The update is performed automatically.

If the SDSs contain one or several **company logo(s)**, these graphic files have to be copied manually into the program directory of MSDS+, to enable their later output in the SDSs.

Installation of several versions of MSDS+ on one computer

If you receive Safety Data Sheets from several suppliers via MSDS+, you cannot collect them within one system. In this case it is necessary to install a further complete version of MSDS+. During the new installation, it is necessary to define a different directory name and a different designation for the start icon. We recommend to use designations that relate to the respective supplier (e.g. for the SDSs by the supplier ABC name the directory SDS_ABC, for the supplier XYZ name the directory SDS_XYZ. Use the same procedure for the respective icon designations).

At the re-installation in a different directory a new icon is automatically created in the program group. You can either copy this icon to the Windows desktop, or create a link (up to Windows 8, resp. Server 2012 or higher). Later on, you can also change the icon name by means of the item **Properties** (press right mouse key).

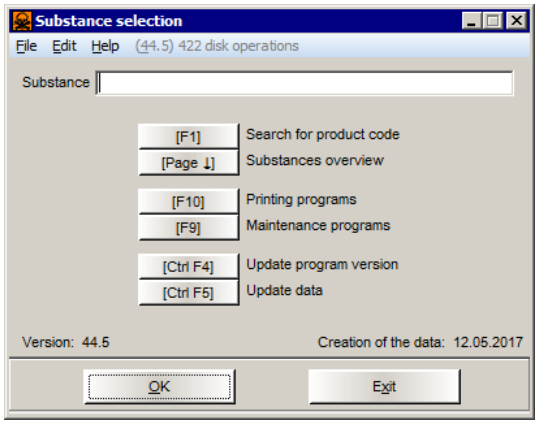
Note:

When transferring data from the CD-ROM / USB stick please make sure to transfer the respective data to the corresponding program installation (e.g. data by supplier XYZ to SDS_XYZ).

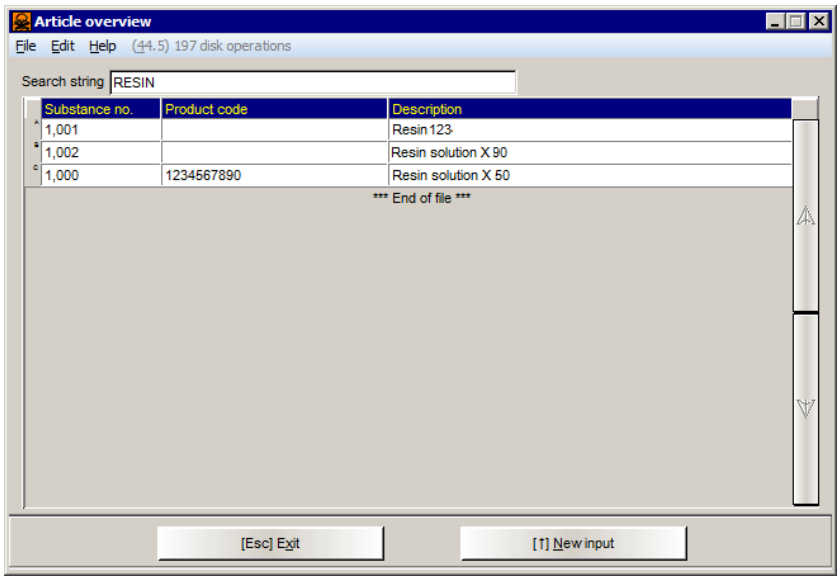
Using MSDS+

Retrieval and printout

Start MSDS+ by double-clicking on the file **MSDSPLUS.EXE**. In the displayed window you can enter various search terms.



To search for an article by means of its **name**, you only have to enter the name (or the initial letters) and to press [↵]. You do not have to be concerned with using lower-case or upper-case characters, as the program does it automatically. If only one substance corresponds to the entered search term, this substance is displayed on screen. However, if this search term is not clear, all substances, which apply to the entered term, will be listed in an overview. To retrieve the required substance from this list, either enter the respective letter displayed in the left line margin and press [↵], or simply click on the corresponding line.

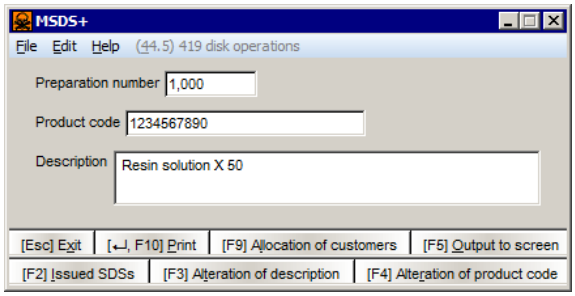


If you know the **product code** of your supplier, just enter this number or parts of it and press [F1] instead of [↵].

If your database also contains the SDSs for raw materials, you can search for them via the CAS-number (enter the complete number with or without hyphens and press [↵]). Overview lists are not available for this search.

In addition, you can search for articles by parts of the description, which do not necessarily have to be the initial letters (search for partial strings). To search for more than one string, e.g. for descriptions containing the terms AMMON and CHLOR, enter these terms in a sequence with a space character in-between (AMMON CHLOR) and press [↵]. To search only for parts of the description, go to the overview screen (by pressing [Page ↓]), enter the name and press [F10].

In both cases an overview of all descriptions that contain the entered search terms is displayed. To select the required substance from the overview enter the letter from the left margin of the respective line and press [↵], or simply click on the corresponding line.



After retrieving the substance you have the following options:

To directly print the SDS, press either [↵] or [F10].

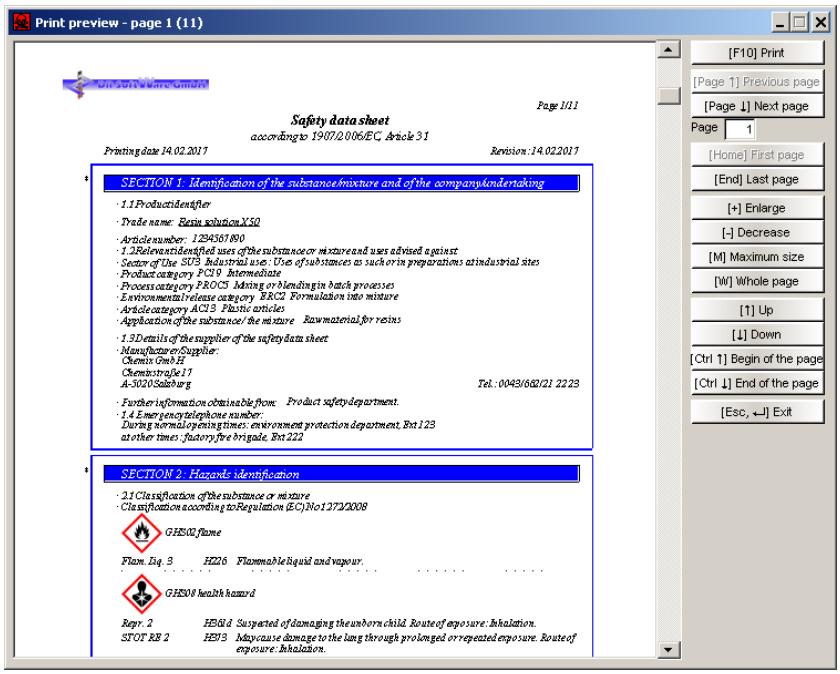
By means of [F9] **Allocation of customers** you can switch to the customer administration section of the program, where you can record the distribution of the SDSs for your own customers.

To display the SDS on the screen, press [F5] **Output to screen**. You can browse through the SDS by means of the function keys and scroll bars on the right screen margin, as well as by means of the buttons on the screen bottom.

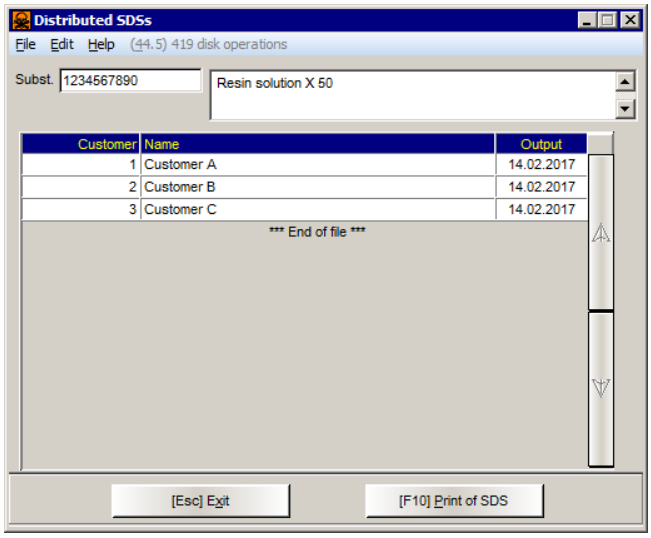
To **print** an SDS press [F10], to return to the previous screen, where you can retrieve a new SDS, press [Esc].

Please note, that screen queries for kits (two or more preparations, which are filled into separate containers, but which are packed in one outside wrapping) are not available.

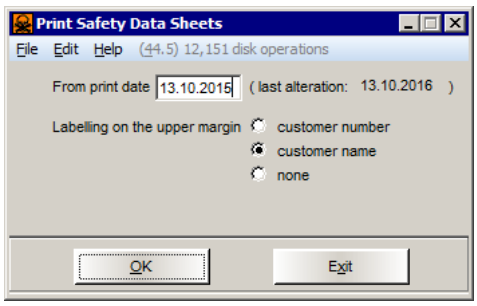
If your supplier has given you permission to alter the designations of your products in the SDSs, you can allocate a different description for each country by means of [F3] **Alteration of description**. Please note, that the description, as displayed in the previous picture, is not altered. This enables you to refer to the former description of your supplier at any time.



After leaving the above displayed screen, you can retrieve an overview of the customers, who have already received an SDS of the selected substance, by pressing F2 **Issued SDSs**.

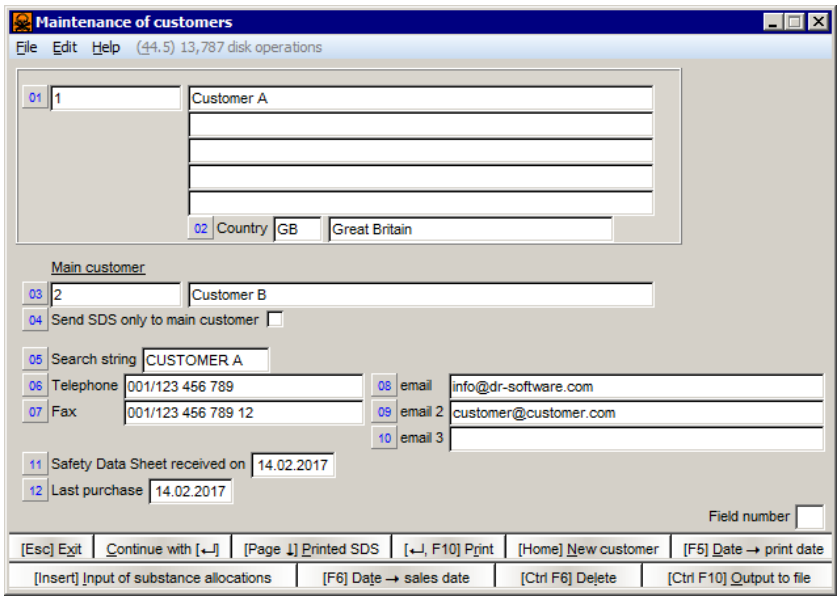


By pressing F10 **Print of SDS** afterwards you can perform a new printout for all customers listed here. You can also determine a date, from which the printing shall be performed (field 01 **From print date**), and whether the printed SDSs shall contain the **customer numbers** / **customer names** (top left on the SDS head). Details on the distribution of SDSs to customers can be found in Customer administration (see next chapter).



Customer administration

You have to provide your customers with the SDSs when they first purchase your product, if the SDS has been altered since the last delivery or if the SDS has been altered and the customer has received this product during the last year. In order to ease the administration of these data the program includes the customer maintenance with simultaneous storage of the delivery date.



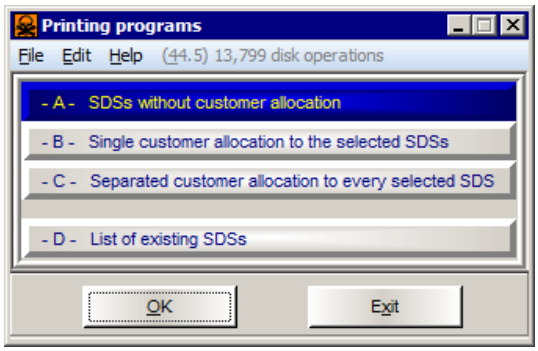
To switch to the customer maintenance, where you can retrieve, create and maintain your customer data, press F9 instead of F10 at the printout of the SDS.

The customer number may consist of up to 13 digits and - if customer numbers are not used in your company - can be allocated automatically by pressing F6 when setting up a new customer. You can search for already created customers - similar to the search for substances - via overview screens, which are sorted according to the field **Search string**.

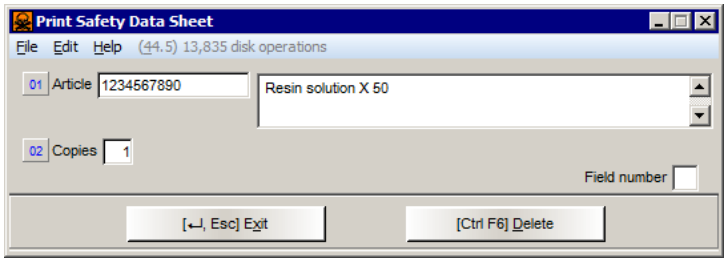
It is also possible to display an overview list of all **printed SDSs** (including the printout dates), which the customer has already received. For this press Page ↓. If you print the SDS, the print date for the respective customer record is updated automatically. If you have already printed the SDS, you can copy the current date into the corresponding field by pressing F5 without having to reprint the SDS.

Printing programs

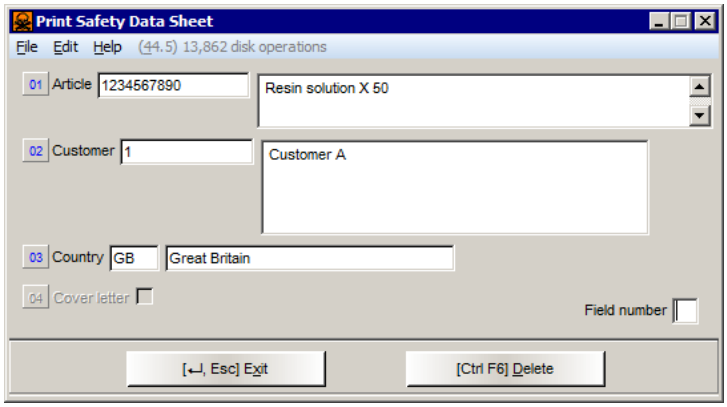
By pressing F10 **Printing programs** in the main screen you can open a window with the sub menu for the print programs. The first three items of this sub menu concern the background printing of SDSs. These options enable you to select up to 150 different SDSs, which are then printed one after the other.

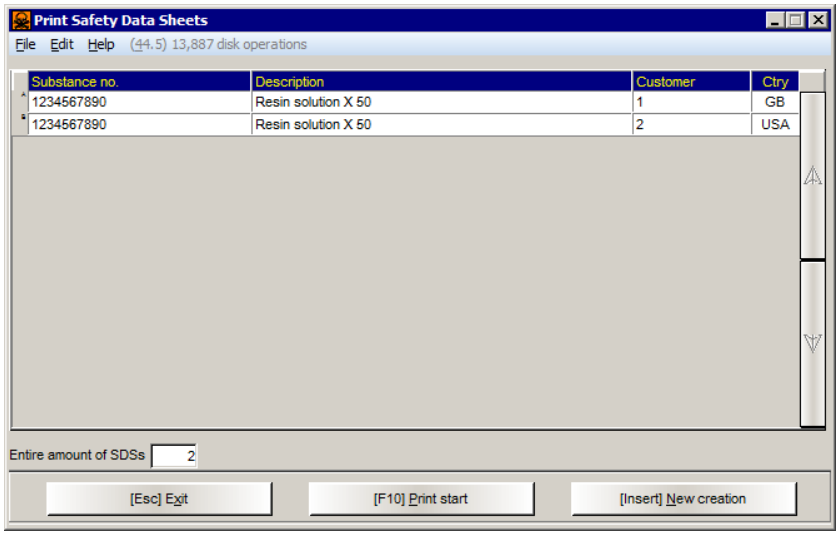


The print programs **SDSs without customer allocation** and **Separated customer allocation to every selected SDS** function very similarly: Enter the substances one after the other. For this you have all the above-mentioned possibilities for the substance selection. If you have selected the option **without customer administration**, you can enter the required number of printouts ("1" is default).



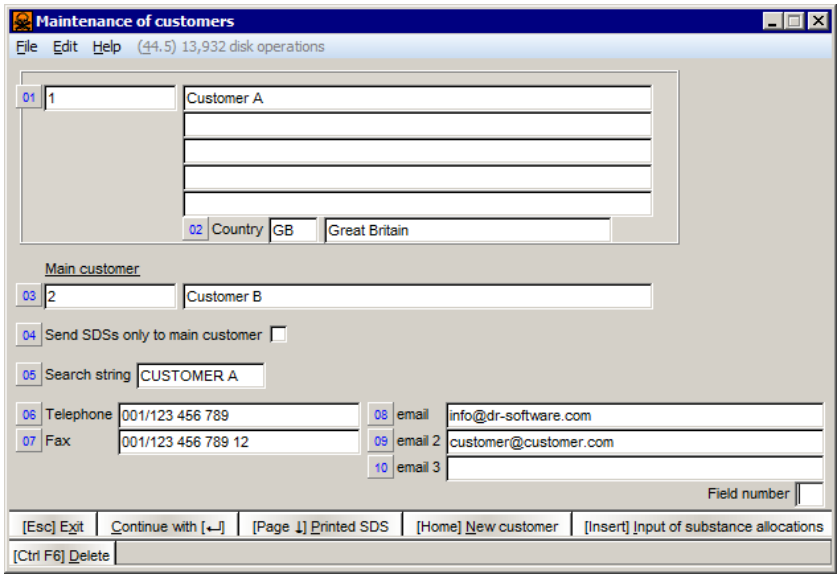
When printing **with customer allocation** (item **B - Single customer allocation to the selected SDSs** and item **C - Separated customer allocation to every selected SDS**) you have to enter the customer name or number. If the customer does not yet exist in the database, the program automatically switches to the input screen for creating a new customer entry (screen ***Maintenance of customers***, see picture further below).



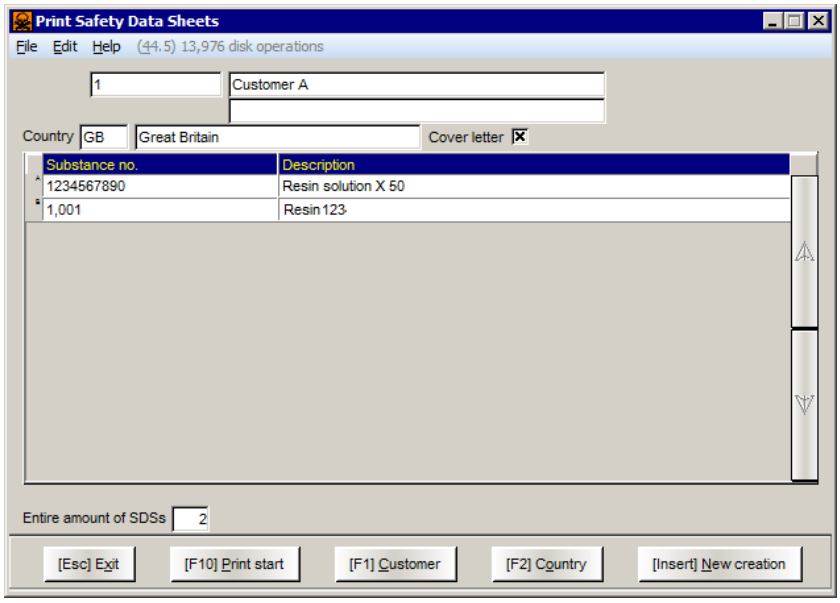


If you have data for several countries, you can also select the required **country**. The program remembers, for which country version the SDS for the respective customer was printed last and states this country as default. If an SDS is not available for the selected country, the program displays an error message. To **start the print**, press F10.

After selecting the item **Single customer allocation to the selected SDSs**, a window will open, where you can select customers by their **Customer numbers,** or their **names** (similar to customer allocated printout via key F9).

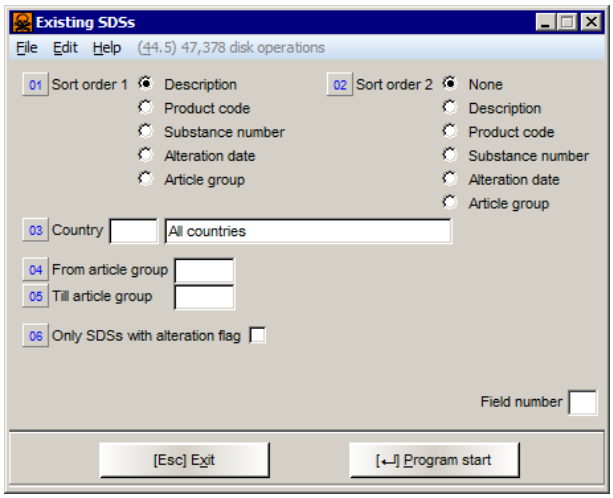


After retrieving the customer you can select all SDSs intended for this customer. This type of print program can also be combined with a Cover letter (see page 11). If you have defined a cover letter, you can activate / deactivate the print of the cover letter by means of F3 **Print-out of cover letter**.



List of existing SDSs:

This item of the submenu **Printing Programs** enables you to print a list of all existing SDSs. After selecting this item you will receive the following screen:



You can choose whether the list should be sorted alphabetically (according to **description**), increasing **product code**, **substance number**, **alteration date** or **article group**. You may also use combinations of two sorting criteria (via the fields **Sort order 1** and **Sort order 2**).

The field **Country** serves the selection of a certain country for the output. To list all country versions, leave this field empty.

Furthermore it is possible to restrict the list of SDSs by means of entries into the fields **From article group** and **Till article group**.

It is also possible to print a list of only those SDSs that contain the alteration mark (asterisk (*) - displayed on the left margin of amended sections). For this activate the item **Only SDSs with alteration flag** before printing.

To start the printing, press either the button [↵] **Program start**, or the key [↵]. To cancel printing, press [Esc].

Maintenance programs

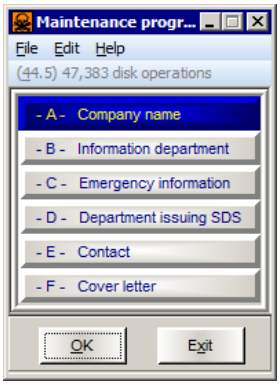
By means of the maintenance programs you can perform

Alterations in the SDS and create

Cover letters for the distribution to customers.

Alterations in the SDS

If the supplier of your data permits you to perform alterations, you can change all data in the SDS sections 1 and 16, which concern the company name, addresses and responsible persons (contacts). For this you only have to select the respective menu items A to E and to enter your company data.



If your supplier did not give you permission to perform alterations, the items A to E are inactive (*grey*).

Cover letters

This item enables you to create a cover letter for the SDS. After selecting this item you will receive a submenu with the items **Settings**, **Letter** and **Email**.

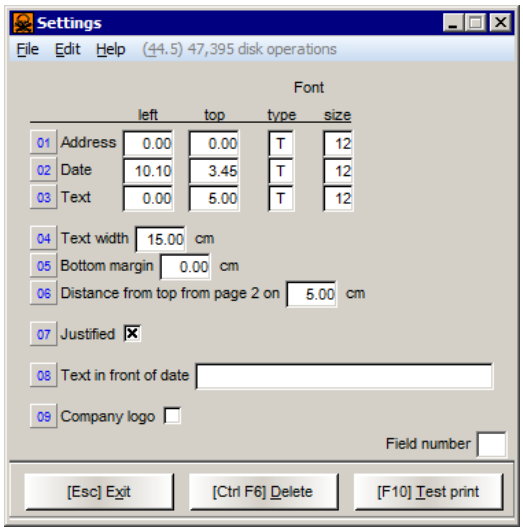
Item **Settings**:

It is necessary to first set the positions of individual text parts (**address, date, text**), as well as the font **type** (Times Roman, Helvetica and Courier) and font **size** for each text part, via the item **Settings**.

You can also determine the required **text width**, as well as the **bottom margin** and the **distance to the top from page 2 on**. To print the text **justified** ("full alignment") activate field **07**.

If required, it is possible to enter a text, that is to be stated in front of the date (**Text in front of date**).

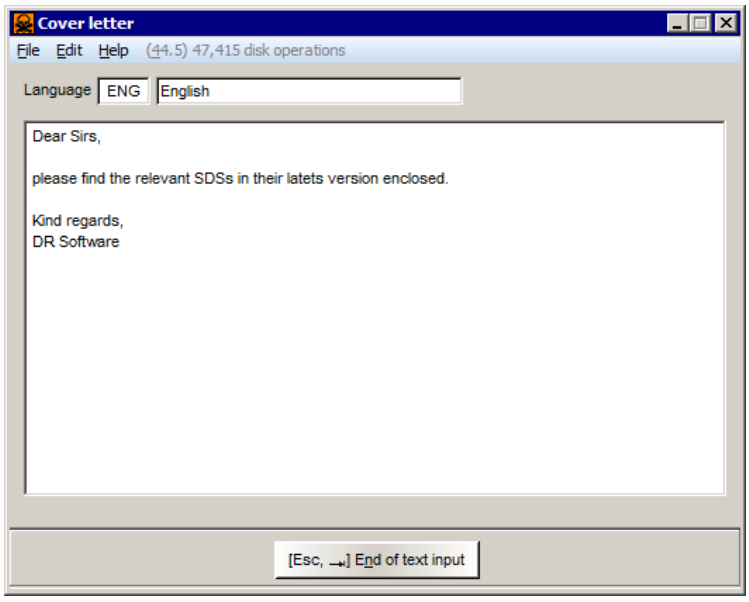
Finally you can determine, whether the cover letter shall contain the **company logo**.



Item **Letters**:

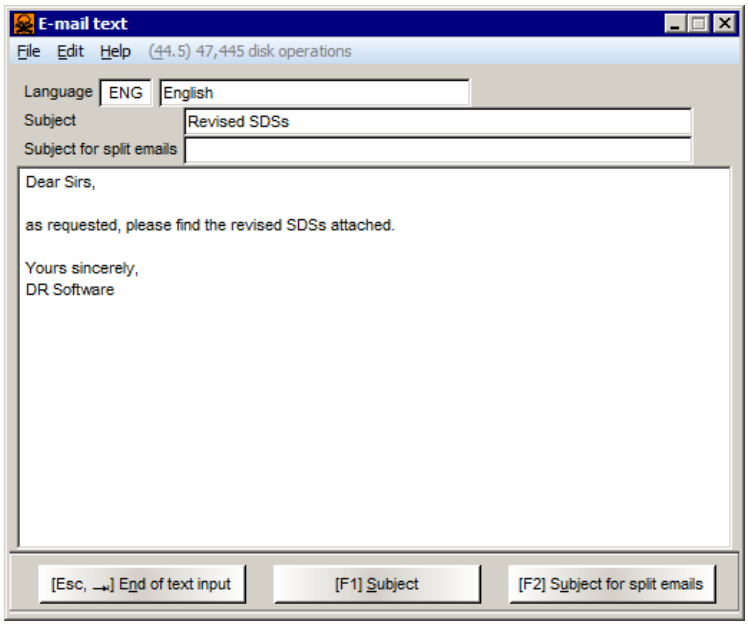
After selecting the item **Letters** you can enter the text for the cover letter in any required language and also print a test page.

Provided that a cover letter is available in the required language, the program will ask when printing an SDS **with** customer maintenance (print via F9 in ***Maintenance of customers***, or via the print programs with **Single customer allocation**), whether the cover letter shall be printed as well. This query serves to suppress the output of further cover letters when printing several SDSs for one customer at the same time.



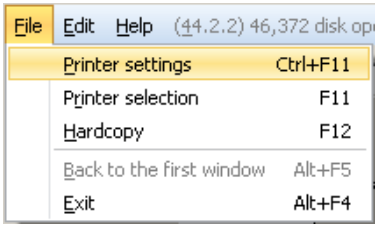
Item **E-Mail**:

After selecting the item **Email** and the required language you can enter a text, as well as the **subject** and the **subject for split emails**. A split email is sent, if due to the maximum email size not all SDSs can be distributed with one email.


E-mail text
File Edit Help (44.5) 47,445 disk operations
Language ENG English
Subject Revised SDSs
Subject for split emails
Dear Sirs,
as requested, please find the revised SDSs attached.
Yours sincerely,
DR Software
[Esc, ↵] End of text input
[F1] Subject
[F2] Subject for split emails

Printer settings

To open the screen for the printer settings, click on the **File** menu and select **Printer settings** (upper menu bar of each active window). It is also possible to open this screen by pressing the shortcut keys Ctrl F11 or function key F11. The **File** pull-down menu contains the following items:

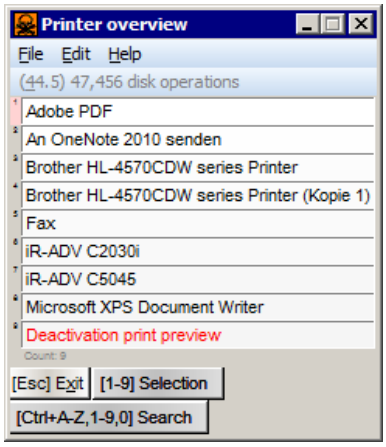


Printer settings Ctrl+F11:

By means of this item or the shortcut keys Ctrl F11 you may set a printer for the program MSDS+. You may use any printer, which is installed in Windows. Select the requested printer from the drop-down menu (*Available printers*). You may also use the standard printer, which is installed in Windows. By means of the button *Properties* you may perform various further adjustments depending on the selected printer. The button *Network* enables you to allocate network printers.

Printer selection F11:

If you only want to change the printer without altering the settings, you can do this through the above menu item or via function key F11. A selection window will open, which lists the printers installed in Windows.



After a new program start the Windows standard printer is re-selected.

Print preview

Although the layout of the SDS on the screen looks very much like the actual printout, you can additionally display a print preview prior to printing. In order to do this, press F11 and click on the red line **Activation print preview** in the displayed window (see picture above). If this item is activated, you will automatically receive a print preview every time you start printing. Therein it is possible to increase or decrease the size of the document or to view more than one

page at a time. To start the actual print, press F10 again. If Esc is pressed instead, the printing will not proceed and the print preview will be exited.

File output as PDF-file or fax:

This selection window contains, besides the real printers, also file output programs - e.g. Microsoft Fax or Adobe Acrobat PDFWriter (if installed). By selecting one of these programs instead of a printer, you can perform file outputs into the selected file output program, rather than printouts.

Hint:

The program MSDS+ uses its own fonts, which enable the program to represent all characters of the individual languages correctly. These fonts have to be embedded in the PDF-documents, as the receiver usually does not have the same fonts.

Embedding of the fonts in Adobe Acrobat PDFWriter:

To enable the font embedding in the documents, select the pseudo-printer Acrobat PDFWriter by means of **Printer settings** in ChemGes (Ctrl F11). Then click the button **Properties** and select the **Font Embedding** tab. Check the **Embed All Fonts** box in the displayed window.

The settings for the various versions of Adobe Acrobat Writer may differ slightly.

Hardcopy F12:

By using this menu item, or the function key F12 you may perform a hardcopy (screen printout) of all open windows of the program MSDS+ from any part of the program. This function is mainly intended for checking errors.

By pressing the key **Print** you may copy the complete screen content into the **Windows Clipboard**, from where you may insert it into various text editors and graphic programs and print it, if required.

Index

C

Changes in the SDS 11

Cover letters 11

Customer administration 7

D

Data update 2

E

Embedding of the fonts in Adobe Acrobat PDFWriter 15

F

File output as PDF-file or fax 15

H

Hardcopy 15

I

Installation of data 2

Installation of several versions of MSDS+ on one computer 3

M

Maintenance programs 11

P

Printer selection 14

Printer settings 14

Printing programs 7

Program installation 1

Program update 2

R

Retrieval and printout 4

U

Updating of program and data 2