IMPLEMENTATION

CHEMGOLD 3

QUICK START GUIDE
QUICK START GUIDE

OVERVIEW OF THE PROGRAM

OBTAINING REPORTS FROM CHEMGOLD 3

ENTERING A MATERIAL INTO THE MANIFEST
ChemGold 3 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.

**ChemGold 3 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

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.
The program comprises 6 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 a Risk Assessment of Hazardous Substances

5. Classify Module - Classify own product mixtures

6. 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.

<table>
<thead>
<tr>
<th>Button/Icon</th>
<th>Name</th>
<th>Defined Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td>Chemwatch email, telephone and locations for helpdesk support, customer service and professional advice</td>
<td></td>
</tr>
<tr>
<td>Help (Gallery)</td>
<td>For general assistance with the application</td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td>Print displayed documents into hard copies</td>
<td></td>
</tr>
<tr>
<td>Track (+) Button</td>
<td>To track documents and add them to folders or stores</td>
<td></td>
</tr>
</tbody>
</table>
| 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                                                |
### OVERVIEW OF THE SYSTEM

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy button</td>
<td>To copy material or folder/store content(s)</td>
</tr>
<tr>
<td>Move Button</td>
<td>To move material from parent folder/store to another</td>
</tr>
<tr>
<td>Clear Search</td>
<td>Clears previous search. This button is important</td>
</tr>
</tbody>
</table>

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.
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.
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 match from the link displayed
  AND/OR
  - **3b** – Select the appropriate material from the list displayed

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
CHEMWATCH CONTACTS

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