GETTING STARTED WITH EMS

CREATING YOUR FACILITY HIERARCHY

Hello and welcome to the EMS Chemical Safety family. This document will give you key information on how to get started and get the best benefit out of using the EMS software.

To get started please navigate to the chemical safety link and enter your user ID and password.

After your log in has been validated, EMS will immediately send you to the default Quick Start Menu. The Quick Start (QS) Menu is a great tool that helps you to easily access and operate many key software features with a single click. Before using the QS Menu, you have to get some of your information into EMS as shown below.

If this is the first time you are accessing EMS, it is important to set up at least some of your facility or site information so that your data is organized in a meaningful way.
The chart you see here is very simple. You set up your facility hierarchy and you then add chemicals and cross-reference them with SDS data.

So, in order for data to be properly organized in EMS, a hierarchy of your site or facility, the building or buildings your facility has and all of its unique locations (rooms, floors, cabinets, chemical benches or similar locations) must be created.

-The first step is creating or updating a facility record. When you first signed up, a record with your company name was already created. You need to find it, update it, and save it. Here’s how:

- From the EMS main menu (on the left side of the screen), hover your mouse over the Facility Tab, and then click the Facility button. Click on the search button.

If this is the first time your EMS installation is being accessed, only one facility will be listed. Click on the Chevron button to the right to open the detailed record of this facility.

Now click on the Edit button from the top right menu to launch the form to edit a facility record.
Enter your company or Facility name, address and fill-in as much information as you have available.

Note that there are three pages; fill in the fields that you have information for and click Save on the tool menu at the top of the screen.

-The next step is to create or Update building records.

From the EMS main menu (on the left side of the screen) hover your mouse over the Facility Tab then click the Building button. Click on the search button to select all building records in the database.
If this is the first time your EMS installation is being accessed only one building will be listed. Click on the Chevron button to the right to open the detailed record of this building.

Now click on the Edit from the top right menu to launch the form to edit the building record.

Change the building name to a name or number (you can use the building address as building name if no other name exists) and fill-in as much information as you have available.

Click Save on the tool menu at the top of the screen.

Add additional buildings for your facility if there are any. To add records, click the add button.

Your facility should already be listed in the facility record, but if it is not, select it by clicking on the box next to the facility name and the click the to select it.

Enter the new building name to a name or number (you can use the building address as building name if no other name exists) and fill-in as much information as you have available.

The next step is to create or update locations within buildings.
From the EMS main menu (on the left side of the screen), hover your mouse over the Facility Tab then click the Location button. Click on the search button to select all location records in the database.

If this is the first time your EMS installation is being accessed, only one location will be listed.

Click on the Chevron button to the right to open the detailed record of this location, then click on the Edit button from the top right menu to launch the form to edit the location record.
Change the location description field to the name of your choice and fill-in as much information as you have available. Note that the light red fields, Building and Location Description, are required fields and the new location must be associated with an existing building. EMS will auto-generate a location ID number for the new location.

The building lookup can be launched by using the auto fill feature or by clicking on the ... icon to the right of the Building field. Fill in the remaining fields that you have data for and click Save on the tool menu at the top of the screen.

Make sure to add additional locations for your facility if there are any.

Click on the Add button as shown earlier, enter all known information and click the save button.

Creating or Updating Employee Records – The last step before EMS is set up and ready for you to manage your chemicals!

From the EMS main menu (on the left side of the screen) hover your mouse over the Employee Tab then click the Employee button. Click on the search button to select all employee records in the database.
If this is the first time your EMS installation is being accessed only one employee will be listed.

Click on the Chevron to the right to open the detailed record of this employee, and then click on the Edit button from the top right menu to launch the form to edit the employee record. EMS will auto generate an employee number. Fill in the employee’s name and link the employee to an existing location. The employee’s location can be filled in by using the auto fill feature or by clicking on the ellipses icon to the right of the Empl./Loc. field. Fill in all of the remaining information that you have available and click Save on the tool menu at the top of the screen.

Fill in all of the remaining information that you have available and click Save on the tool menu at the top of the screen.
Add additional employees as needed. This is something you can do at any time.

Click on the Add button as shown earlier, enter all known information and click the save button.

Congratulations! You have now created your site’s hierarchy and are ready to add chemicals, add and cross-reference SDS data, and search for, view and create reports on data you have entered.

ENTERING CHEMICALS IN YOUR INVENTORY
From the EMS main menu (on the left side of the screen), hover your mouse over the Inventory Tab, and then click the Container button. Click on the Add button on the top right of the page.

The container screen includes several key elements:

1. Where the chemical is located. EMS has already populated the chemical location from the employee location information. If the location of the chemical is not the same, erase the Loc./Desc. Field and click on the button. Select the desired location from the list and click on the .
2. The material or Chemical name. You can select the name from the popup table or type-in a new one.

3. All fields in light red are required fields and must be entered before the record can be saved. They are:
   - Physical State. Select value from the dropdown.
   - Number of Containers. The system defaults this to 1, but you can change it to the number of identical containers for this material that you want to enter. If you enter more than 1, EMS will automatically create separate containers and assign the next available barcode number value to the record.
   - Container Quantity. Enter the container size.
   - Container Unit (of measure). Use the dropdown and select the applicable unit.
Once this information has been entered, click the save button to save the record. If any of the required information is missing, the system will alert you to correct the information before the record can be saved.

Repeat the process for additional chemicals until your entire inventory has been entered. EMS has many advanced features that help you update your inventories. Those are covered in other documentation.

**VIEWING PRODUCT RECORDS AND SAFETY DATA SHEETS**

EMS comes loaded with many useful product and SDS records, and a lot more when you become a subscriber.

To access SDS and hazard information:

From the EMS main menu (on the left side of the screen), hover your mouse over the Chemical/(M)SDS Tab, and then click the MSDS/SDS button.
To search for a specific product enter any desired search criteria and click the search button.

Notice that most field searches are set up with the “Begins with” option. As you type in information, EMS has a type-ahead option that allows you to select a search field without having to type the entire entry. You can also select search criteria by clicking the button when available.

If there is data that matches your search criteria, a list view or summary of the (M)SDS records will display.

Click on the button.
Click on the button
Several Pages of information are available about this Safety Data Sheet. Click on each tab to view the information.

If you want to update the information, click the Edit button, make all desired changes and click the Save button.