



## SDS Mobile - How to use the app

The SDS-Mobile app is a great tool to use when you are planning on working in an area that has limited or no cellular service or internet connection. The SDS-Mobile app allows you to back up your SDS library directly to your phone or tablet for offline access. The purpose of this document is to walk you through the process of how to use this SDS-Mobile so you can stay in compliance with OSHA's Hazard Communication Standard while on the job-site.

### Where to download SDS-Mobile

SDS-Mobile is available on both the Google Play Store and Apple's App Store.



The app is free to download and use. Search the phrase 'SDS Mobile' and look for this logo



### How to Login to SDS-Mobile

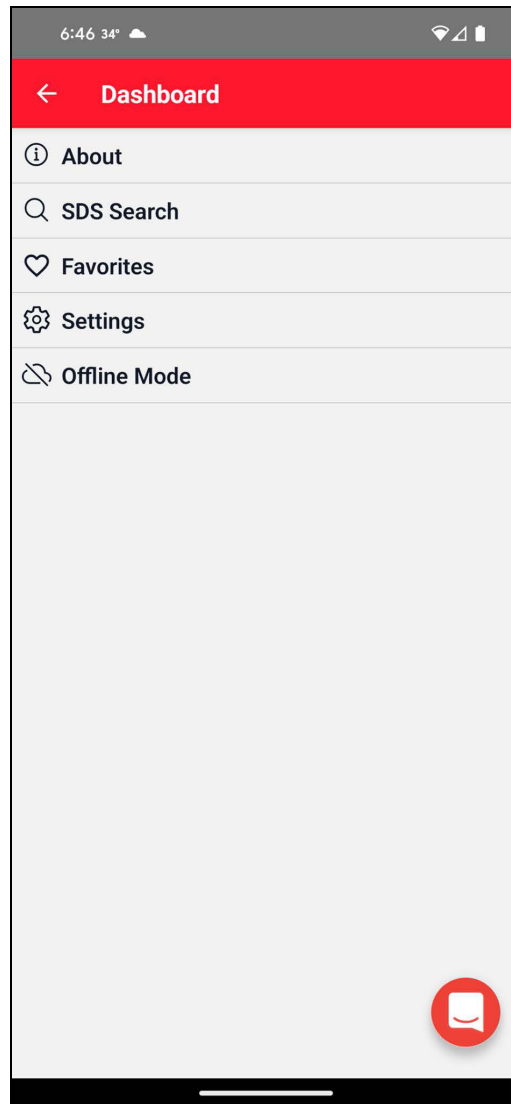
After you download the app to your mobile device, use the same login credentials that you use when signing into your Online-SDS account. Use the password reset link found on the app's login page if you forgot your credentials.





## The Dashboard Menu

The dashboard menu is the area where you will find all the options to perform various functions within the app. When you first login to the app, the first place you should visit is the [Settings menu](#) so you can set up your account parameters.

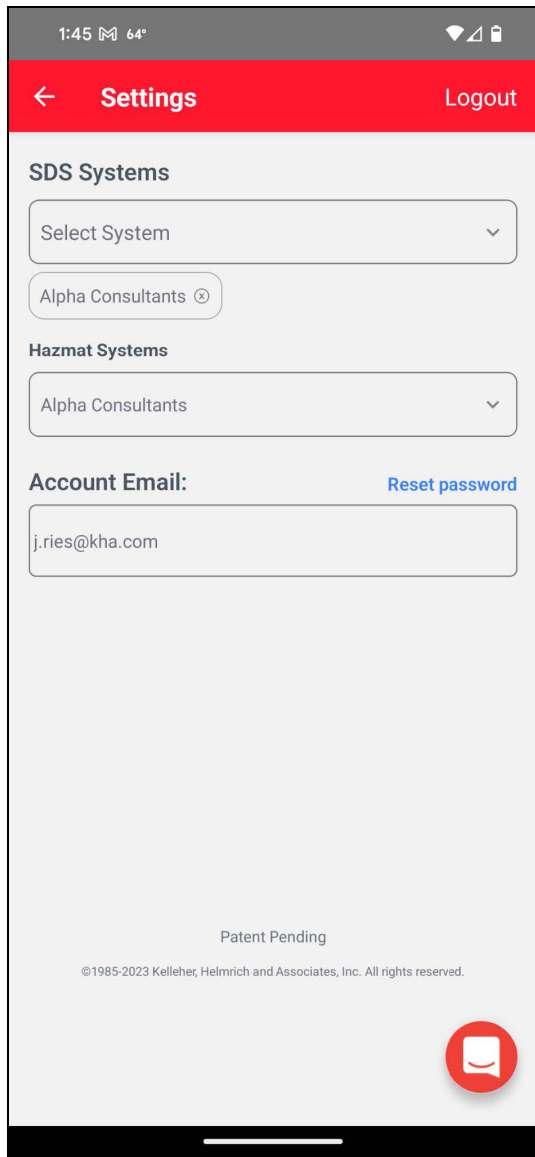


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## Settings Menu

The Settings menu is where you set your SDS System and Hazmat System. The first thing you want to do is select your organization's name from the dropdown menu in the **SDS System** section of the Settings menu. Selecting your organization's name on this screen will ensure the Search SDS function in the app will return search results for the SDS that are contained within your company's account.



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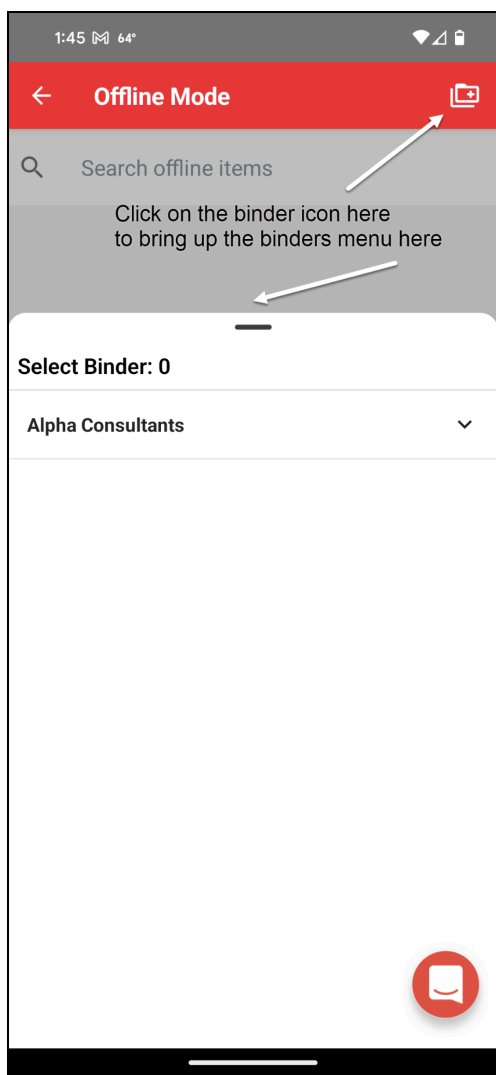
## Offline Mode (Offline SDS)

After you are done in the [Settings menu](#), you can now set your Offline Mode.

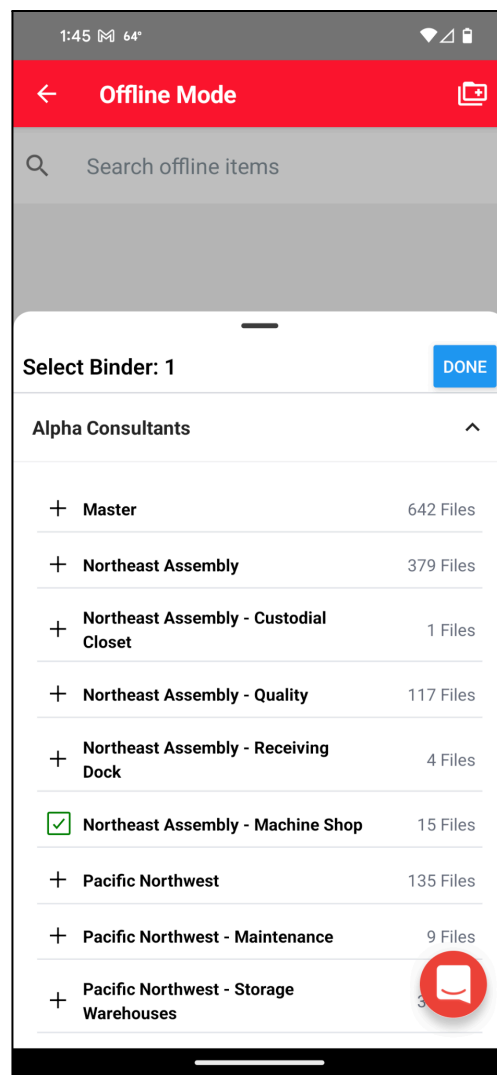
From the Dashboard menu, select [Offline Mode](#). In the top-right corner of the screen click on the binder icon to bring up the binders menu.

Choose the binder(s) that you want to include in your offline access. You can choose more than one binder if you need to.

### 1. Click the binder icon

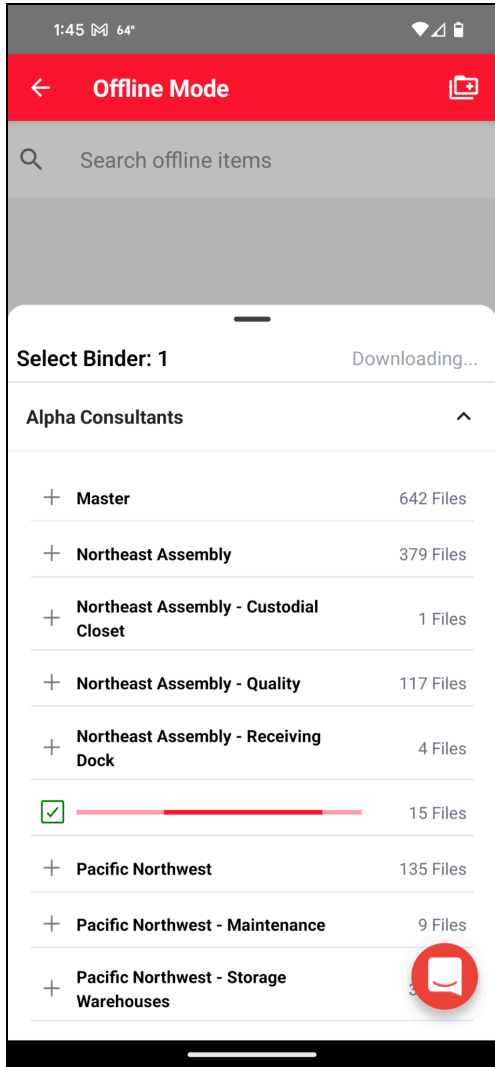


### 2. Choose the binder(s) to backup

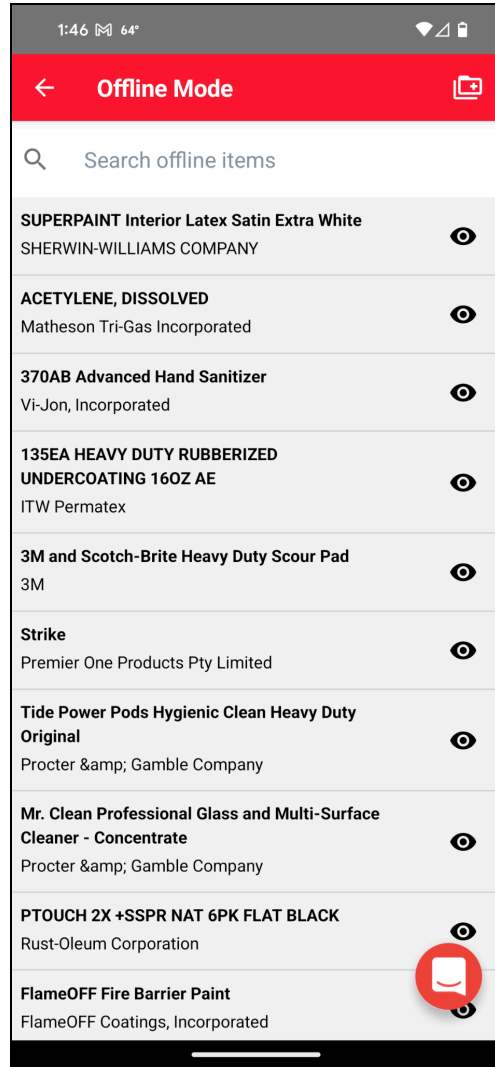




3. Files are downloaded to your device.



4. SDS files are now available in an offline capacity



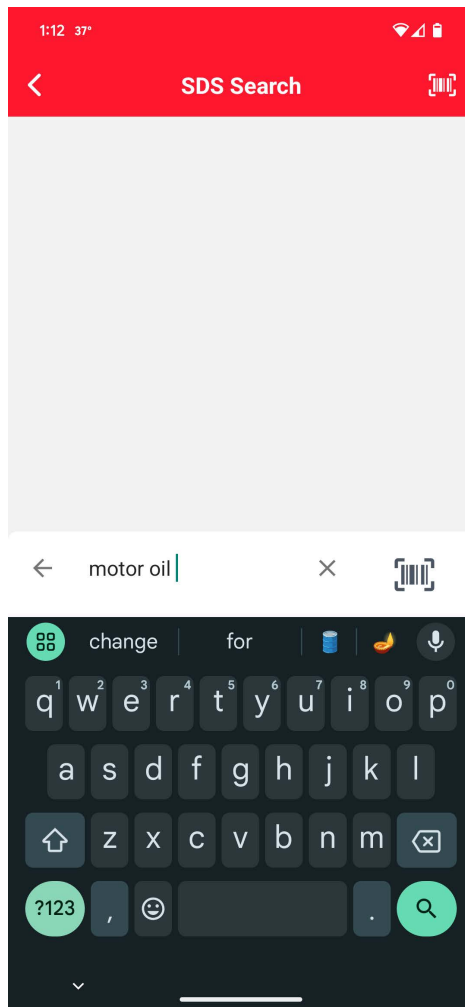
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## SDS Search

### Search SDS using text

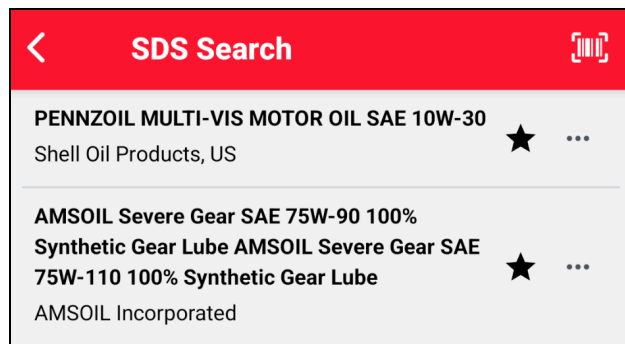
The search function is the same as using the search function in your Online-SDS desktop application. You can search for SDS using generic terms like paint, or search for manufacturer name, product name, brand name, chemical name, CAS#, etc.



As you look through search results, you will see SDS that have a star to the right of the product name. This star indicates that the SDS is included in your company's 'Master' Binder. The Master Binder is a collection of all SDS that have been added to your company's Online-SDS system for the entire organization across all binders.



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## Search the KHA Database for SDS

In order to search the larger KHA database, in the [Settings menu](#), deselect your organization's name and click Save. After you do this, when you go to [SDS Search](#), you will notice that your search terms give many more search results; this is because you are now searching the KHA Database as opposed to your company's Master Binder.

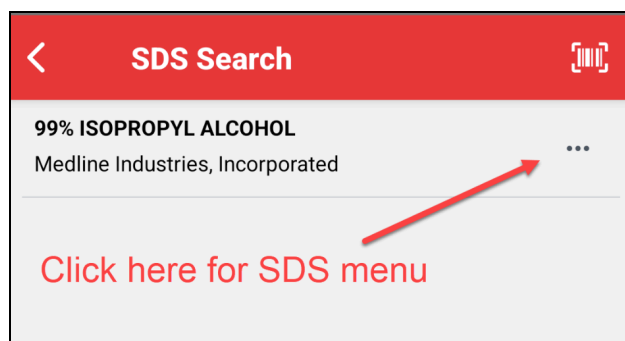
## Search SDS using the Barcode Scanner

Searching SDS with the barcode scanner allows you a faster and more accurate search experience. After you scan a barcode for any chemical product, the app will return results from the KHA database that match the UPC barcode. If the app doesn't find the SDS that matches the barcode, the app will prompt you to tell KHA more about the product so we can add the SDS document to our database.

In the top-right corner of the screen, click the barcode scanner icon. Scan the barcode of the product and the app will automatically begin searching the KHA database.

## What happens when a barcode is a match?

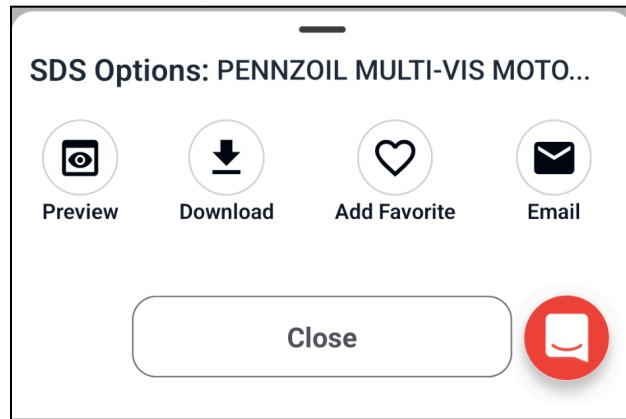
When the app returns a result for a barcode, the app will display the SDS in a list form. You can click on the hamburger menu to bring up the [SDS Options Menu](#).



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What is the SDS Options Menu?



#### *Preview*

This area includes an overview of the chemical product including basic information, GHS info, NFPA ratings, DOT, and ingredients. Swipe through this section to see information.

PLEASE NOTE: This section includes only the information included on the SDS. This means that if the SDS has no information for NFPA ratings, the Preview will show nothing for NFPA ratings.

#### *Download*

This function allows you to download the SDS to your device in PDF format. Once downloaded, you can view on your device anytime by accessing it in your file storage on your device.

#### *Add Favorite*

From the search results, find the SDS record that you're looking for, you can add it to *My Favorites* by clicking on the SDS in the search results and then clicking on the *Add Favorite* button in the SDS Menu.

#### *Send SDS: Email*

This function allows you to email the SDS, in PDF format, to anyone you choose via email.

#### *Send SDS: Fax*

This function allows you to fax the SDS, in PDF format, to anyone you choose.



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