HAZMAT INVENTORY

APP USER GUIDE

KHA—POWERING SAFER WORKPLACES SINCE 1985

HazMat Inventory - Training Guide

Overview **3**

Download & Install the KHA SDS Mobile App **3**

How to log into the SDS Mobile App **4**

How to confirm your app settings **5**

How to enter inventory scans **7**

What to do if I don't see any Binders in the dropdown menu? 8

What to do when you need to scan items to a different location or you are done scanning items. 11

Sync Inventory Data **12**

How do I know if there is information to Sync? 12

Inventory Statuses 12

No offline images saved indicates that the photos and UPC barcode information has successfully been transmitted to KHA from your device. There is no barcode or photo data stored on your device. 13

How to Sync information from your device 13

How to remove items from Sync Inventory list 14

FAQs **15**

How are my inventory scans synced to KHA? 15

What happens if my device loses internet connection while scanning? 15

How do I scan items if I'm working in an area with no cellular service or internet connection? 15

What do I do with inventory items that show a status of Unsynced? 15

What do I do with inventory items that show a status of Synced? 16

What does the Export button do? 16

Additional Resources **17**

HazMat Inventory Training Videos 17

Using this feature in Airplane Mode 17

Using this feature when connected to LTE/5G/WiFi network 18

Overview

This document is intended to walk you through the use of the KHA HazMat Inventory feature in the SDS Mobile app. Following the information in this guide will ensure that you and your staff are prepared for success in your chemical inventory project.

Download & Install the KHA SDS Mobile App

The app is available on both Android and Apple platforms. Click on one of the store icons below to download the app to your device or follow the directions below.

NOTE: Make sure you download the app to all of the devices that will be used while conducting your chemical inventory.

Download on the App Store

GET IT ON Google Play

SDS MOBILE BY KHA

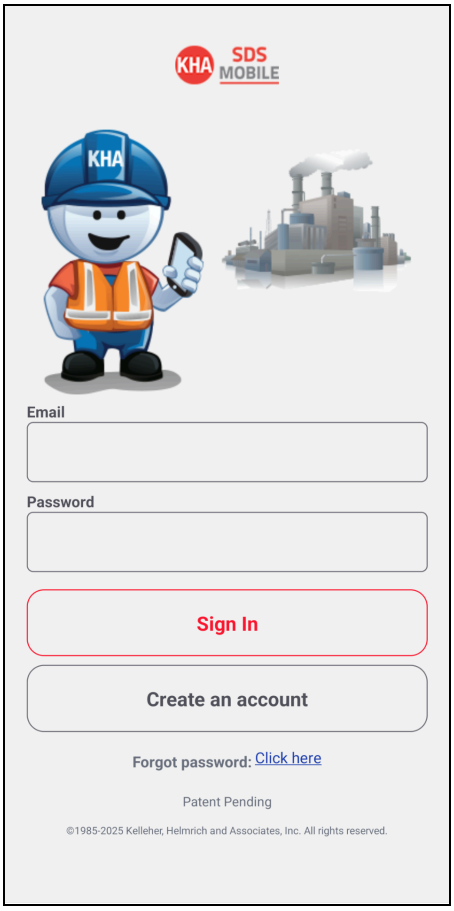
1. From your smart device, Apple or Android, access the app store
2. Enter the search term SDS Mobile app
3. Click on the search result for KHA SDS Mobile App
4. Click the 'Install' button
    a. The app will begin to download and install on your device; this could take a minute or two depending on the speed of your connection.

How to log into the SDS Mobile App

After downloading the app, you will be ready to login and begin using it. Since the app is tied into your Online-SDS account, your login credentials for the app will be the same as you use to login to your Online-SDS account.

NOTE: If you have any questions as to what your login credentials are, please see your Online-SDS account administrator; they will be able to look up that information for you.

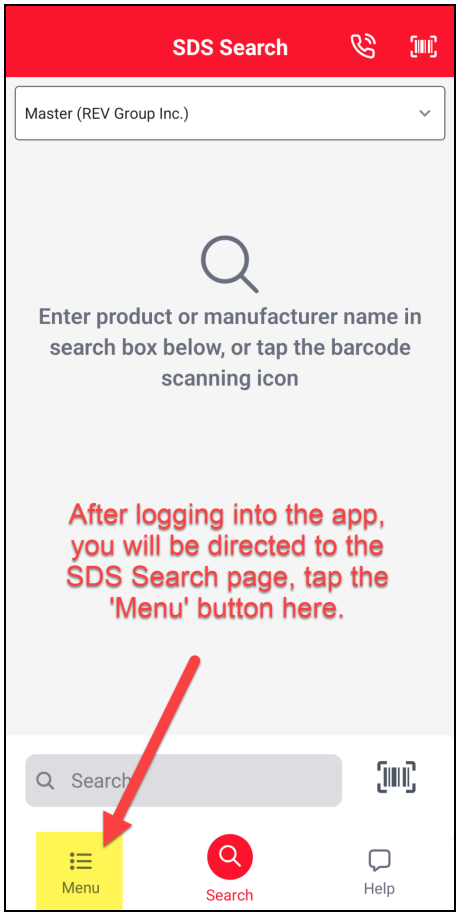
1. Open the app on your device.
2. You will be presented with the login screen
    a. Enter your email address & password
    b. Click the ‘Sign In’ button

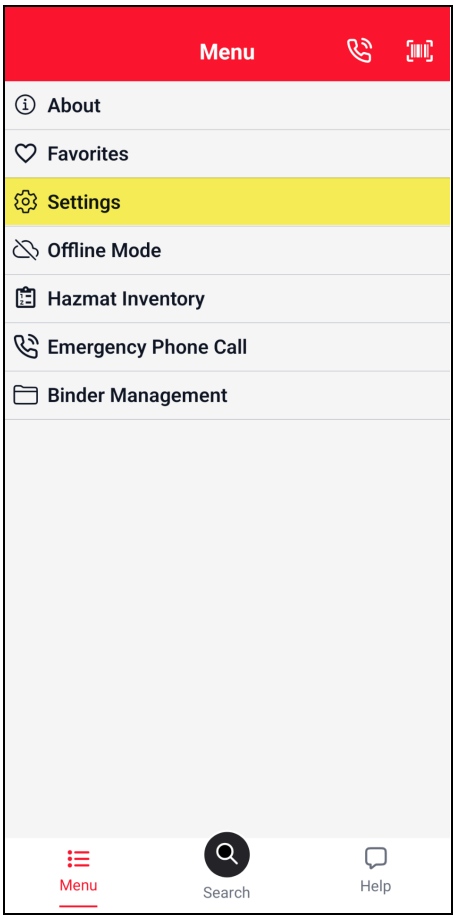


3. After you login, move to the next section in this document for next steps.

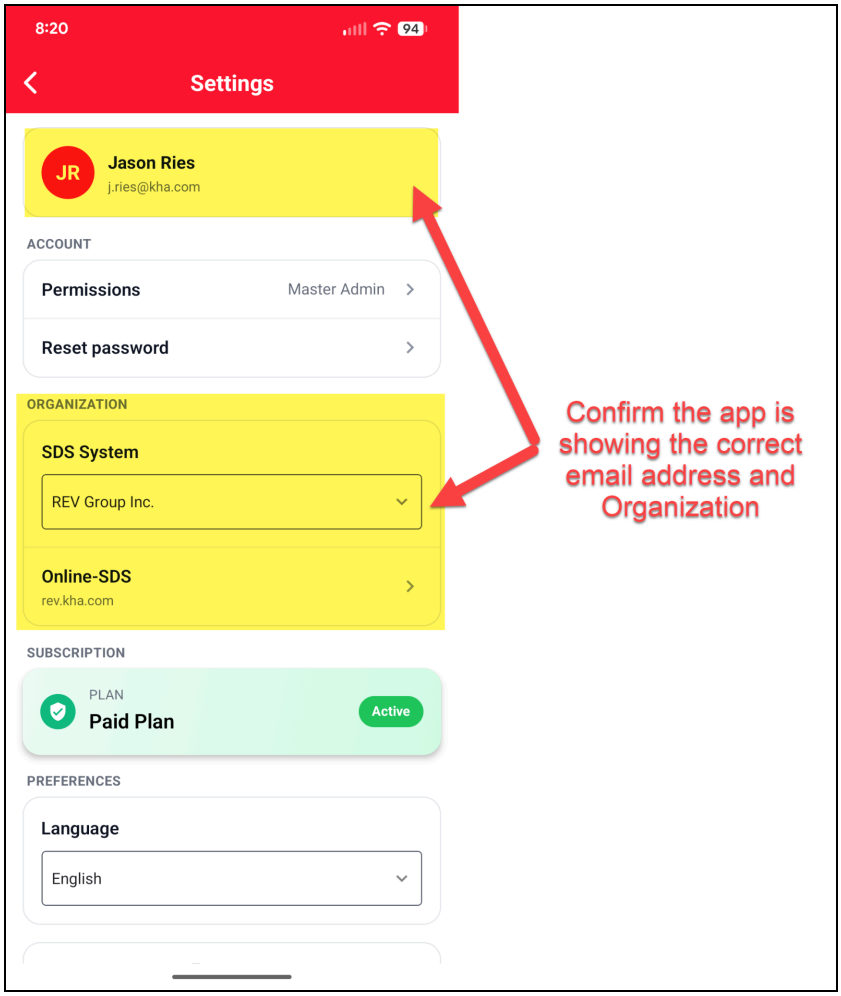
How to confirm your app settings

1. After signing into the app, click the ‘Menu’ link at the bottom of the screen. Next, click ‘Settings’ from the Menu.





2. Within the Settings menu, you will want to make sure the app is showing the correct SDS System in the dropdown menu. This should automatically default to your company's account, but it is recommended to double-check this before scanning anything.



Safety Settings

Account Email:
Shows the email address used to login (this field cannot be edited). If this email address is not associated with your company's account, it will not show as an option in the Organization menu. Check with your admin to be added to the account.

Permissions:
Shows the user permissions you have for your account. Contact your account Administrator if you need to change these permissions.

Reset Password:
Click the link on this page to change/reset the password for your user profile.

Organization/SDS System:
This will display your company name & Online-SDS web-portal link. Click the link to access your web-portal in a mobile browser.

Subscription:
Shows whether or not you are part of a paid account.

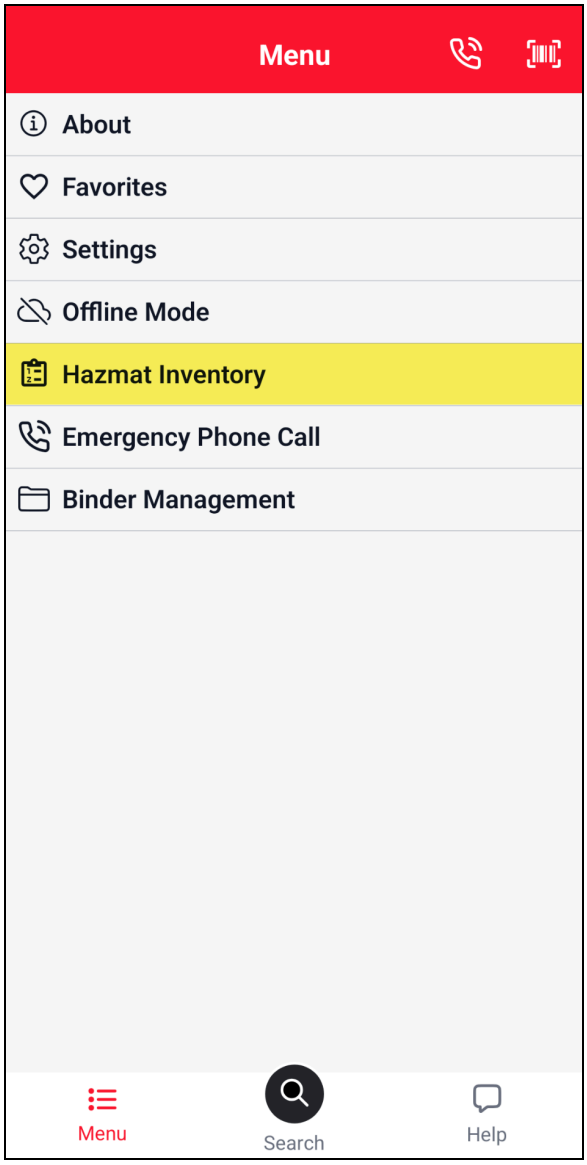
Language:
Use this dropdown to change the Language settings for the app.

NOTE: If using a shared email address, changing/resetting a password will have negative effects for other users logged in with the shared email address.

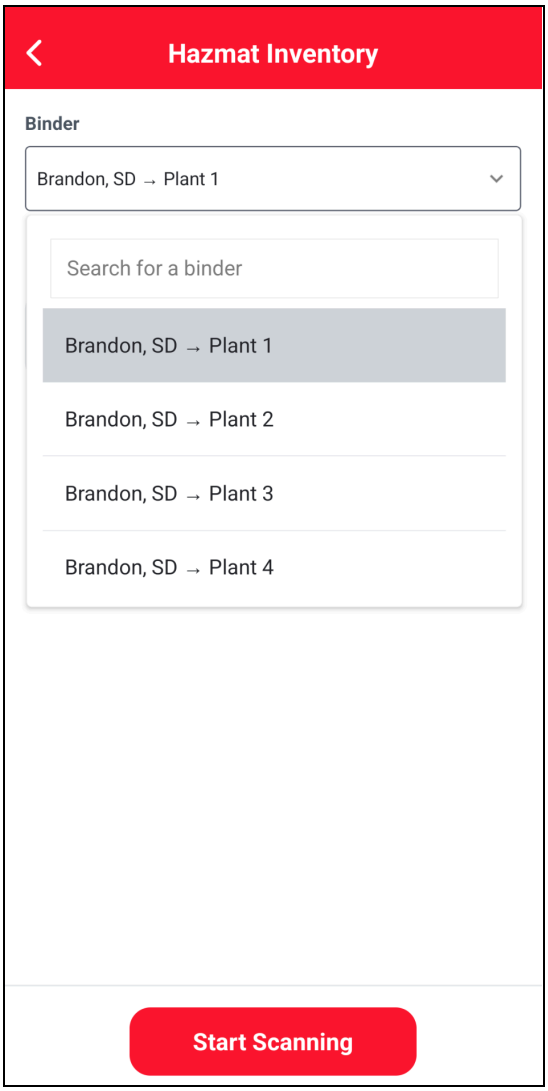
3. Once you confirm the correct SDS System, click the back arrow in the top-left corner of the screen to return to the main Menu screen.

How to enter inventory scans

1. To begin, select ‘HazMat Inventory’ from the main menu of the app.



2. Next, from the dropdown menu, select the location to which you want to scan items into.

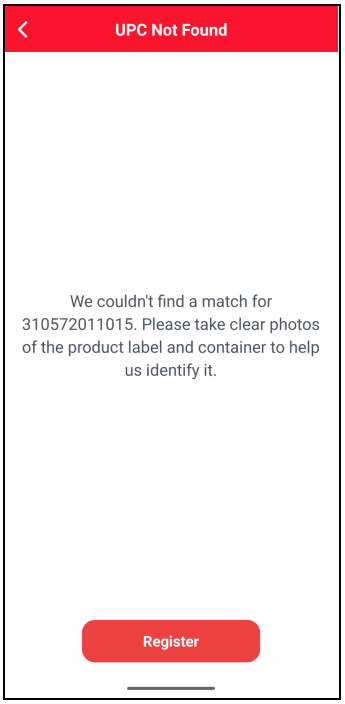


What to do if I don't see any Binders in the dropdown menu?

On the 'Enter Inventory' screen, if you don't see any binders listed there, please contact KHA immediately.

3. Next, you will be prompted to scan the barcode for the inventory item. If no barcode is available, click the No Barcode button to move to the next step.
   When a barcode match is found, the app will display a success message in green as seen in the screenshot below. The app will no longer ask you to take photos of the item when a UPC match is found.
   The app will continue to present the barcode scanner after a successful match so you can rapidly scan items.

4. If the product has no barcode or the UPC is not found to be a match in our database, you will be prompted to take photos of the inventory item.



Click ‘Register’ to begin the process.

You will be prompted to take photos of the Front, Back, and Barcode of the item; you can also add additional photos as needed; up to 10 photos in total.

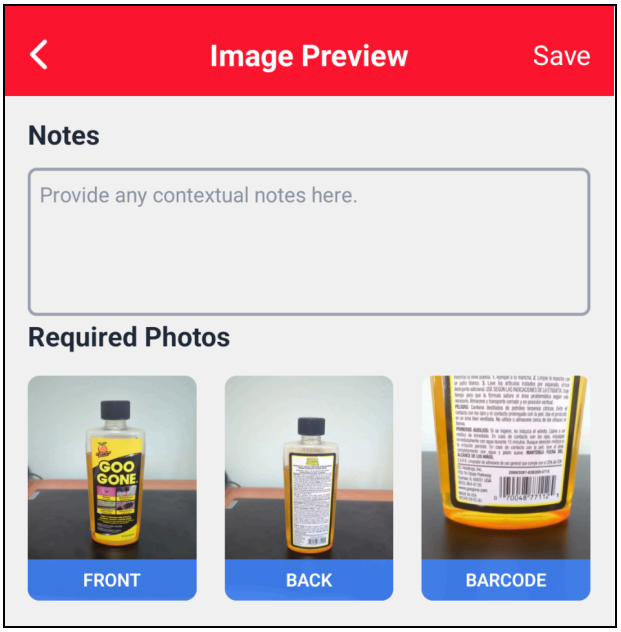
Once you are done taking photos, click the ‘Preview’ button in the top-right corner to

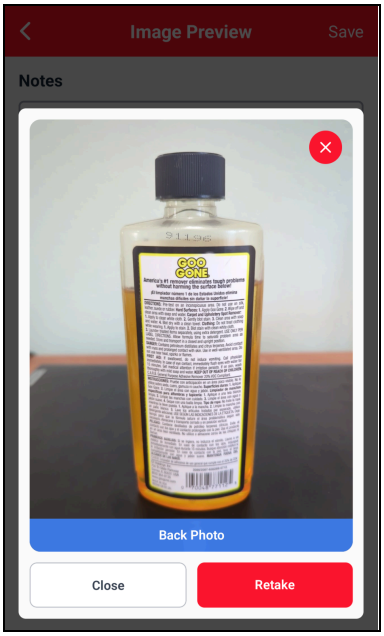
continue.

Cancel
Camera
Preview
Take a photo of the BACK of the package
Captured-UPC: 3570172906716
Front
Back
Barcode
Extra
GOO GONE
Citrus Power

Cancel
Camera
Preview
Take a photo of the UPC barcode area
Captured-UPC: 3570172906716
Front
Back
Barcode
Extra
GOO GONE
America's #1 remover eliminates tough problems without harming the surface below!

5. Finally, on the ‘Image Preview’ screen, add any notes for the product in the text box; this is optional but can be useful when taking photos of unmarked items such as above-ground storage tanks or portable containers.
   You will also see thumbnails of the pictures you took. You have the option to retake any photo by clicking on any of the photos shown on this page.

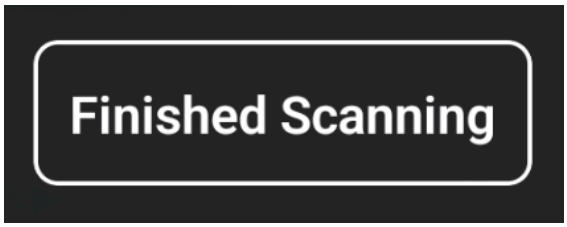




Click ‘Save’ to repeat steps 1-5 for each additional item you scan.

What to do when you need to scan items to a different location or you are done scanning items.

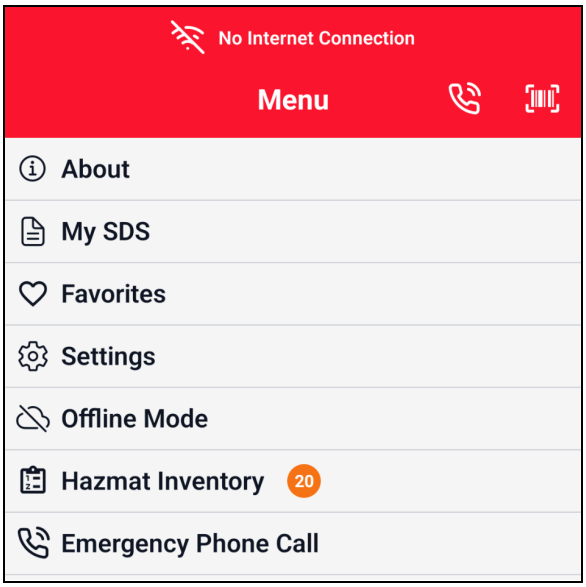
Clicking the ‘Finished Scanning’ button will return you to the ‘Enter Inventory’ screen. You can choose a new location to scan to or you can return to the ‘Menu’ screen.



Sync Inventory Data

How do I know if there is information to Sync?

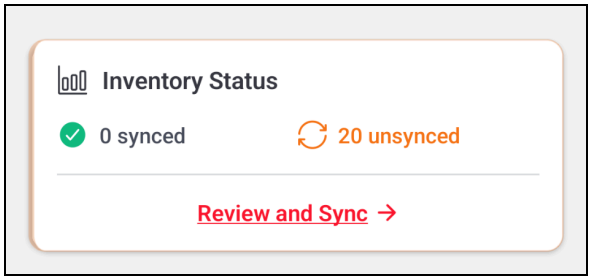
During the inventory scanning process, if the app loses internet connection or you perform inventory scanning with your device in Airplane Mode, the app will store scanned information on your device. When you return to the 'Menu' screen, you will see an information bubble which indicates the number of items on your device to Sync with KHA.



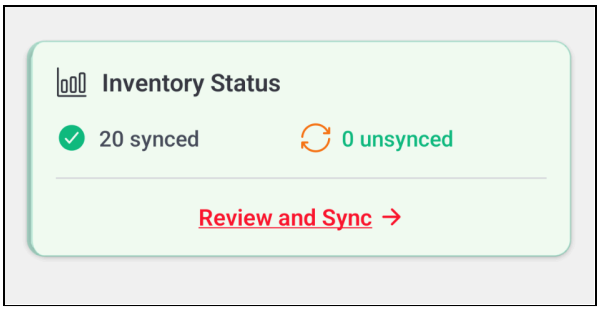
The Sync function will break down the items you've scanned and indicate which ones have successfully been transmitted to KHA and show you which items may have failed the sync process. It is highly recommended that you perform a full Sync of all data to ensure that KHA receives all of your inventory data from your device.

Inventory Statuses

The app will display items that were scanned to each location. In the screenshot below, you can see multiple locations scanned and each location has multiple items waiting to be synced.



Unsynced status indicates that the photos and UPC barcode information is currently stored on your device. Click 'Review and Sync'.



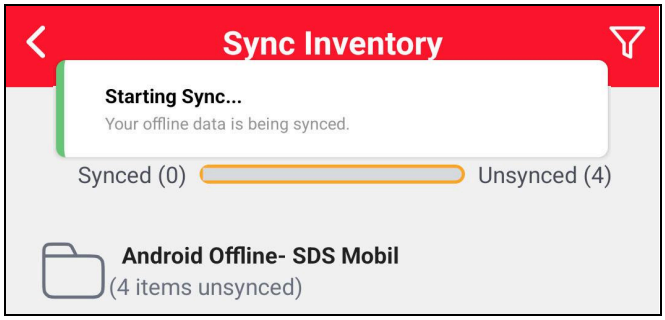
Synced status indicates that the photos and UPC barcode information has successfully been transmitted to KHA from your device.
You will want to clear the items in Uploaded status from the Sync page.

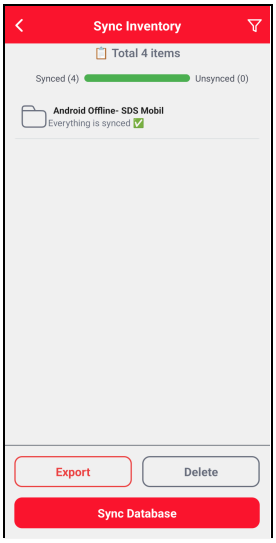
No offline images saved indicates that the photos and UPC barcode information has successfully been transmitted to KHA from your device. There is no barcode or photo data stored on your device.

How to Sync information from your device

The Sync process will automatically initiate upon opening the SDS Mobile app and connecting to the internet (WiFi or 5G). However, if your device is having trouble initiating the process or you scanned items in Airplane Mode, you can initiate a sync of the data by navigating to the Menu screen and clicking the 'HazMat Inventory' button.

Once the Sync process has initiated, you will see this message at the top of the screen.



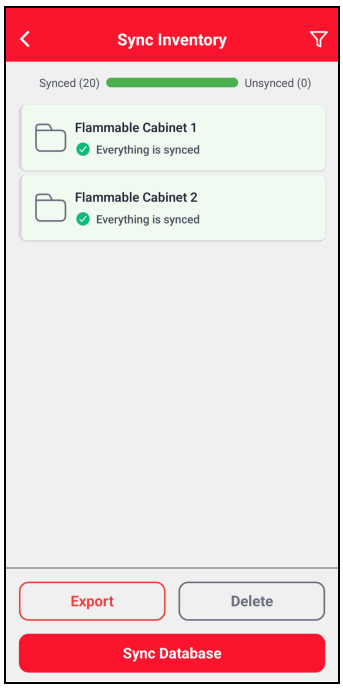


Allow the app to sync all items and confirm they are in the Uploaded status as shown here. The green checkmark indicates all items for that location have been synced.

The Sync Meter at the top of the screen indicates the overall synced status for all items.

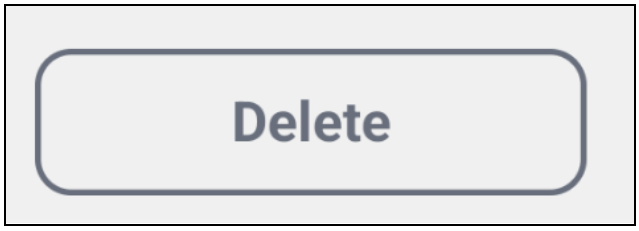
How to remove items from Sync Inventory list

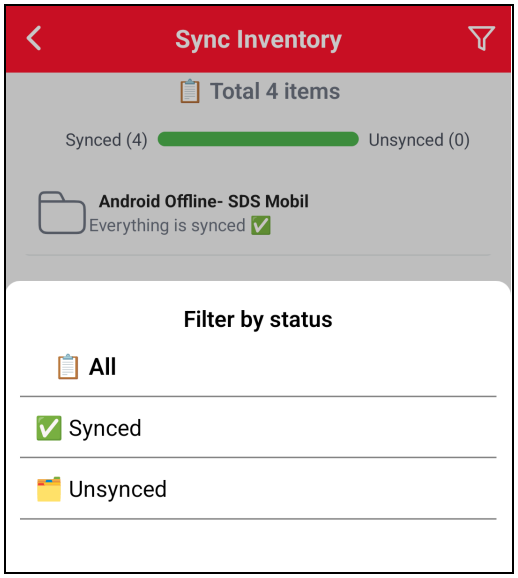
NOTE: Only use the Delete function for items that are showing a status of 'Synced'



After you have synced information for items that were scanned in Airplane Mode or in an offline capacity due to no internet connection, the Sync Inventory screen will have a list of items that show a 'Synced' status. This is indicated by the green checkmark next to each item on this page and the Sync Meter at the top of the page.

Since these items have already been transmitted to KHA, you can clear this list by using the 'Delete' button at the bottom of the page.





NOTE: Only use the Delete function for items that are showing a status of 'Synced'. Use the Status Filter, in the top-right corner, to sort your items.

The Status Filter icon is located in the top-right corner of the Sync Inventory screen.

If you scanned inventory items while connected to the internet, you should not have any items showing in the Sync Inventory screen because the app automatically syncs information in the background when connected to the internet.

FAQs

How are my inventory scans synced to KHA?

When using the HazMat Inventory feature, and connected to the internet, the SDS Mobile app will attempt to sync data each time you scan a product barcode and take photos. When scanning items, it is recommended that your device be connected to a strong internet connection (WiFi or 5G) so the app can communicate the information to us here at KHA.

What happens if my device loses internet connection while scanning?

If you lose internet connection while scanning, the SDS Mobile app will save the UPC barcode data with the product photos directly on your device. When the app cannot connect to the internet, it will display a message at the top of the screen that says “No Internet Connection”. Once you establish an internet connection again, the app will attempt to sync the information automatically.

How do I scan items if I’m working in an area with no cellular service or internet connection?

If this is the case, we recommend putting your device in Airplane Mode before you begin scanning anything. The app is designed to allow the user to continue scanning items while in Airplane Mode, the app will save the UPC barcode and product photo data to the user’s device directly. Once you finish scanning items, you can close the app until you are able to connect the device to the internet and perform a sync of the data. See Using this feature in Airplane Mode

What do I do with inventory items that show a status of Unsynced?

The ‘Unsynced’ status is an indication that the UPC barcode and photos were not successfully transmitted to KHA and that information is stored on your device. For this situation, make sure your device is connected to the internet (WiFi or 5G). Open the SDS Mobile app and go to the HazMat Inventory screen. The app will automatically begin syncing the information. Items will transition to a status of ‘Synced’ when they have successfully been transmitted to KHA.

What do I do with inventory items that show a status of Synced?

The Synced status is an indication that the UPC barcode and photos were successfully synced with KHA. Once all items show a Synced status, you can use the Delete button to clear the list.

What does the Export button do?

The Export button allows the user to download UPC barcode and photo data into a .zip file to be shared with KHA. This function should only be used as a last resort in the case that any items won't sync using methods mentioned previously in this document. If you have items in a status of 'Failed' that won't sync using methods mentioned previously, please contact KHA immediately so we can help remedy the situation.
Please try all other methods of syncing data before using the Export feature.

Additional Resources

HazMat Inventory Training Videos

- **Inventory performed with LTE/5G/WiFi** - (https://youtu.be/QRkEAyQITBU)
  Note that you may experience some upload time for photos during this process depending on the type of connection you are using.

- **Inventory performed in Airplane Mode** - (https://youtu.be/5OyPiFX10DA)
  Note that you MUST login to the app prior to going into Airplane Mode on your device.

Using this feature in Airplane Mode

Advantages of using this feature in Airplane Mode

- Speed of scanning, the app stores all barcode and photo data on your device.

Disadvantages of using this feature in Airplane Mode

- The app requires a minimum of 9GB of storage space available on your device.

- If your device has limited disk space available, you will not be able to use this feature in Airplane Mode. Consider clearing out unwanted files and apps to create space on your device.

- If your device falls below the 9GB threshold while you're scanning, you will be forced to sync the information and delete the items in the 'Synced' status before you can continue scanning more items.

- Remember, the app is saving photos and barcode information, file sizes can get large if performing a large inventory in Airplane Mode. Consider syncing your device throughout the day if you can.

NOTE: If you plan to work in a remote location with limited or no internet connection, please remember to login prior to going there.

Using this feature when connected to LTE/5G/WiFi network

Advantages of using this feature when connected to LTE/5G/WiFi network

- The app transmits barcode and photo information after you scan each item. As long as your device never lost internet connection, you don't have to worry about syncing information after you're finished scanning items.

Disadvantages of using this feature when connected to LTE/5G/WiFi network

- Diminished speed of scanning, app transmits barcode and photo information after you scan each item. Depending on the speed of connection, this takes time.

- The app requires a minimum of 9GB of storage space available on your device. Consider clearing out unwanted files and apps to create space on your device.

- LTE/5G/WiFi networks can sometimes lose connection with your device which will force the app to store scanned information directly on your device. You will need to check to make sure all items have synced with KHA.

NOTE: If you plan to work in a remote location with limited or no internet connection, please remember to login prior to going there.