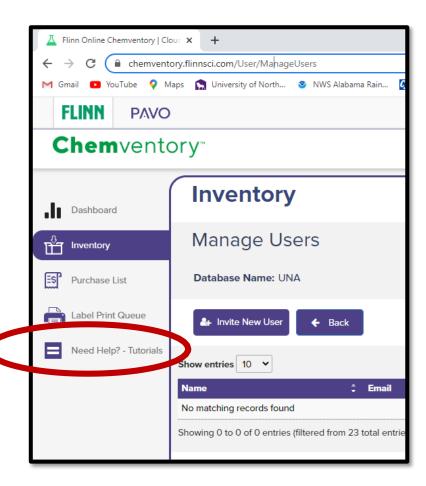
# How To Use Chemventory to View a Safety Data Sheet

This presentation teaches you to <u>find and view</u> a Safety Data Sheet (SDS) in Chemventory, UNA's online system for managing SDSs.

There are separate training modules for Chemventory Editors to upload new SDSs into Chemventory.

Note: Anyone can view but only a few can edit. The Environmental Health and Safety Department can provide access, x4804.

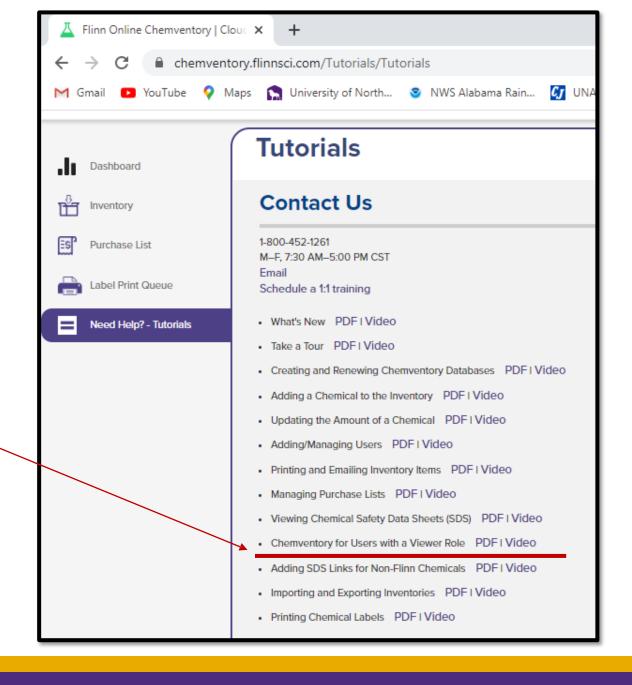
- 1. After requesting access, you will receive an email with a link to log into Chemventory: click on the link.
- 2. At this point, you can set up a password.
- 3. Brief instructions on using Chemventory are on the following slides.
  - a) There is a tutorial available as well.
- 4. When you want to log in again, use this address: https://flinnpavo.com/



#### Which Tutorial Should You Review?

For those with View access only, it is recommended that you review "Chemventory for Users with a Viewer Role".

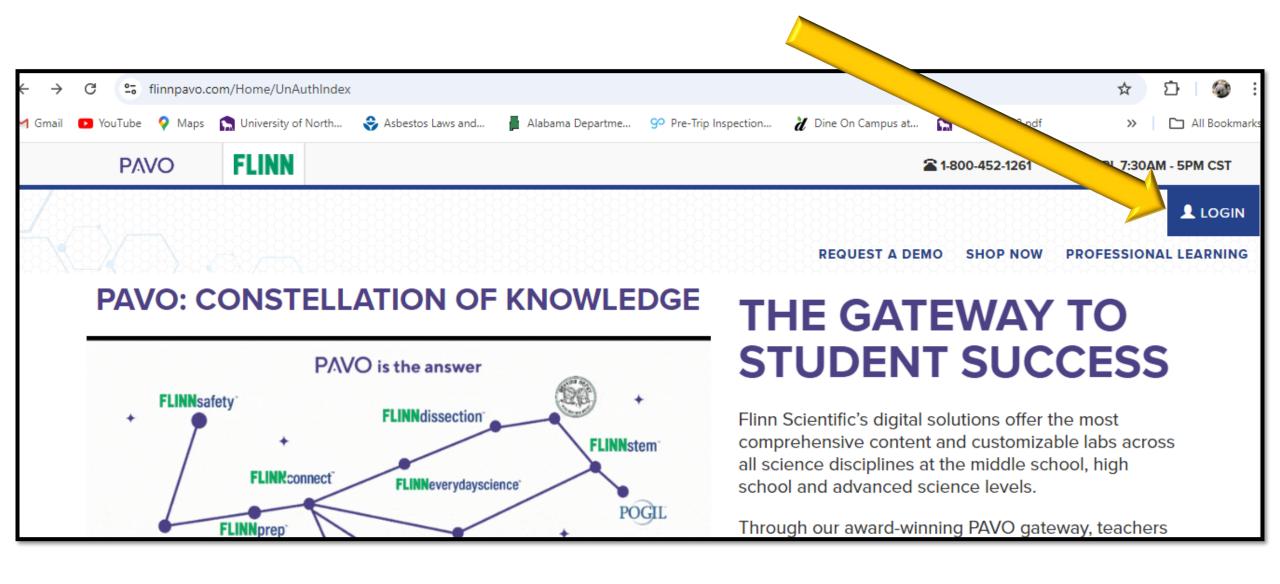
Those who can add SDSs have the Editor role and can perform additional tasks.



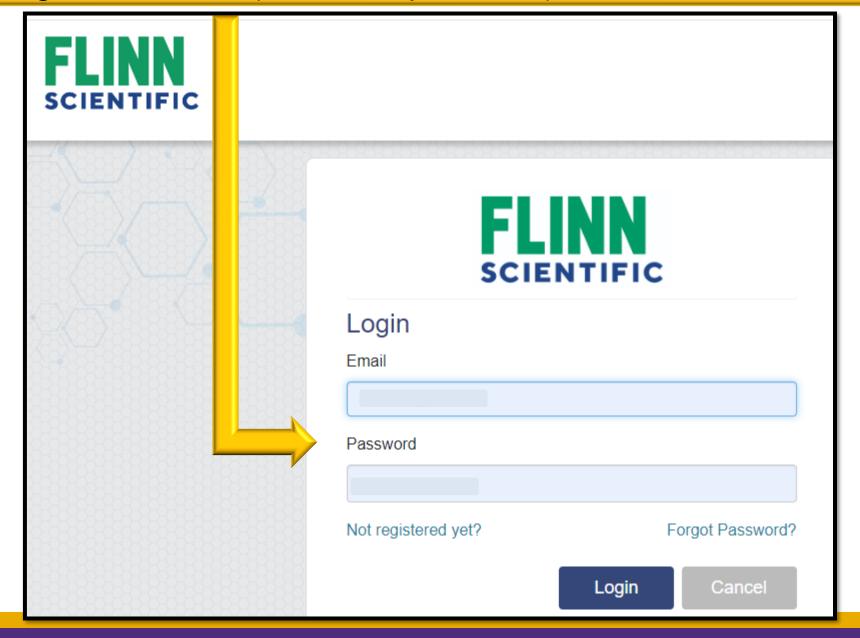
Next we will go through the steps of logging in. Instructions are in the yellow text boxes.

## Part 1: Logging into Chemventory

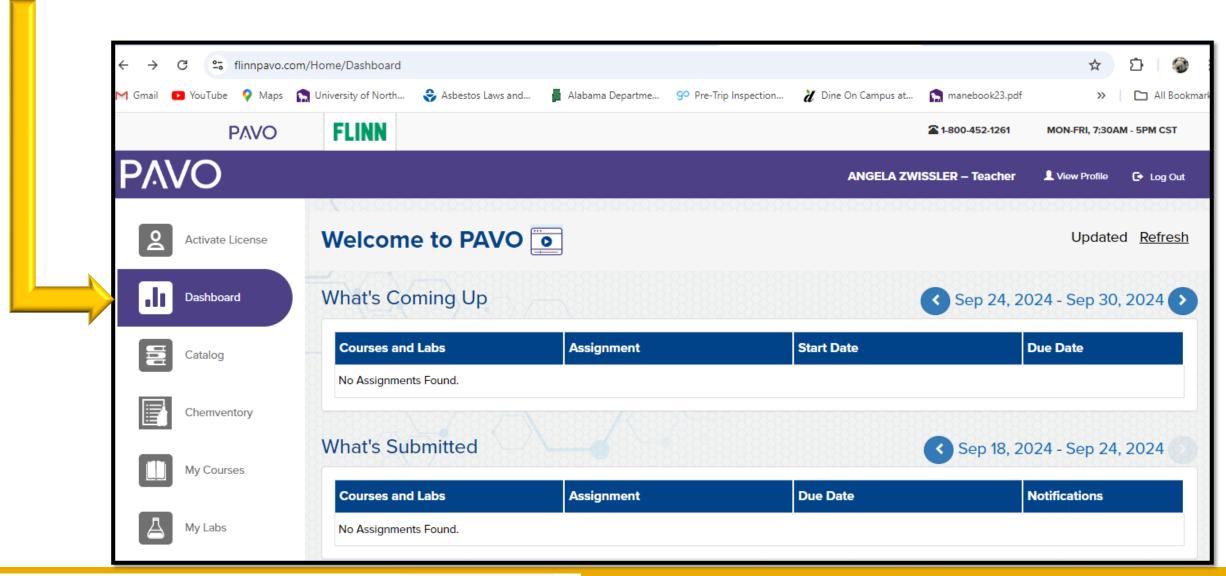
#### 1. Type <a href="https://www.flinnpavo.com">www.flinnpavo.com</a> at your intenet searchbar. Select <a href="Login">Login</a>.



2. Enter your Login credentials (email and password).



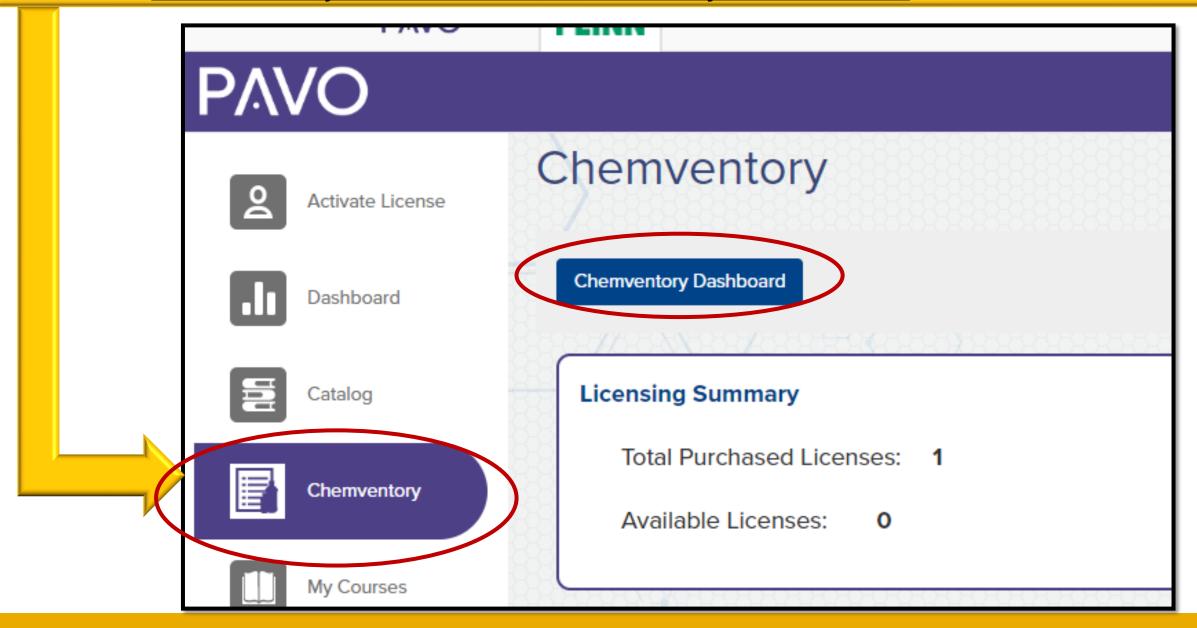
3. Click on the tile on the left side of the home screen and select Dashboard.



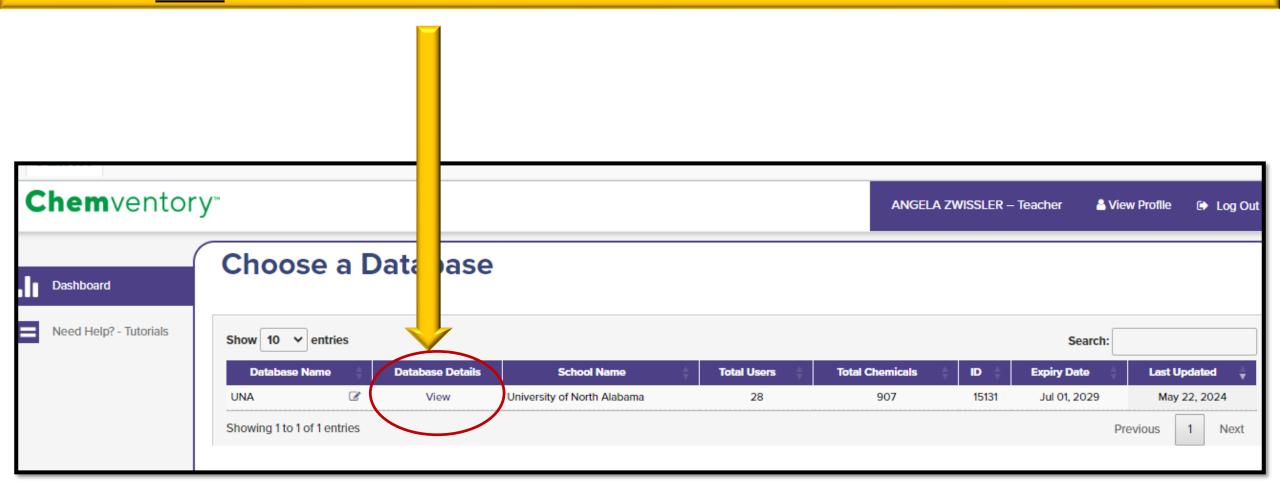




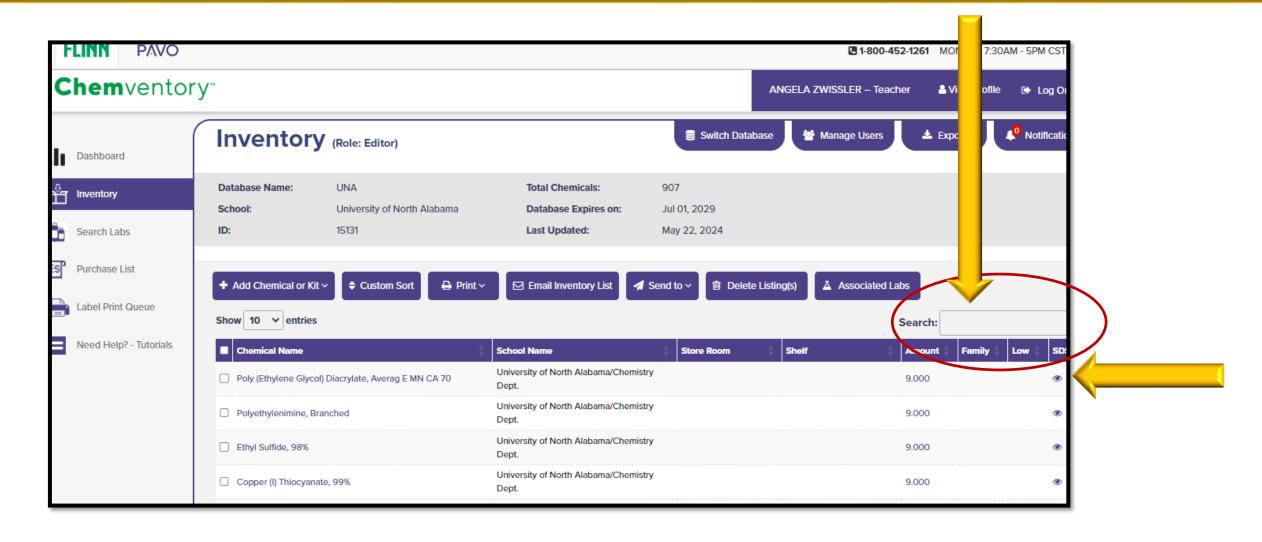
#### 4. Select Chemventory; then select "Chemventory Dashboard".



#### 5. Select *View*.



6. Use the search bar to look for your chemical. Then click on the eye-shaped icon in the SDS column to view the SDS.



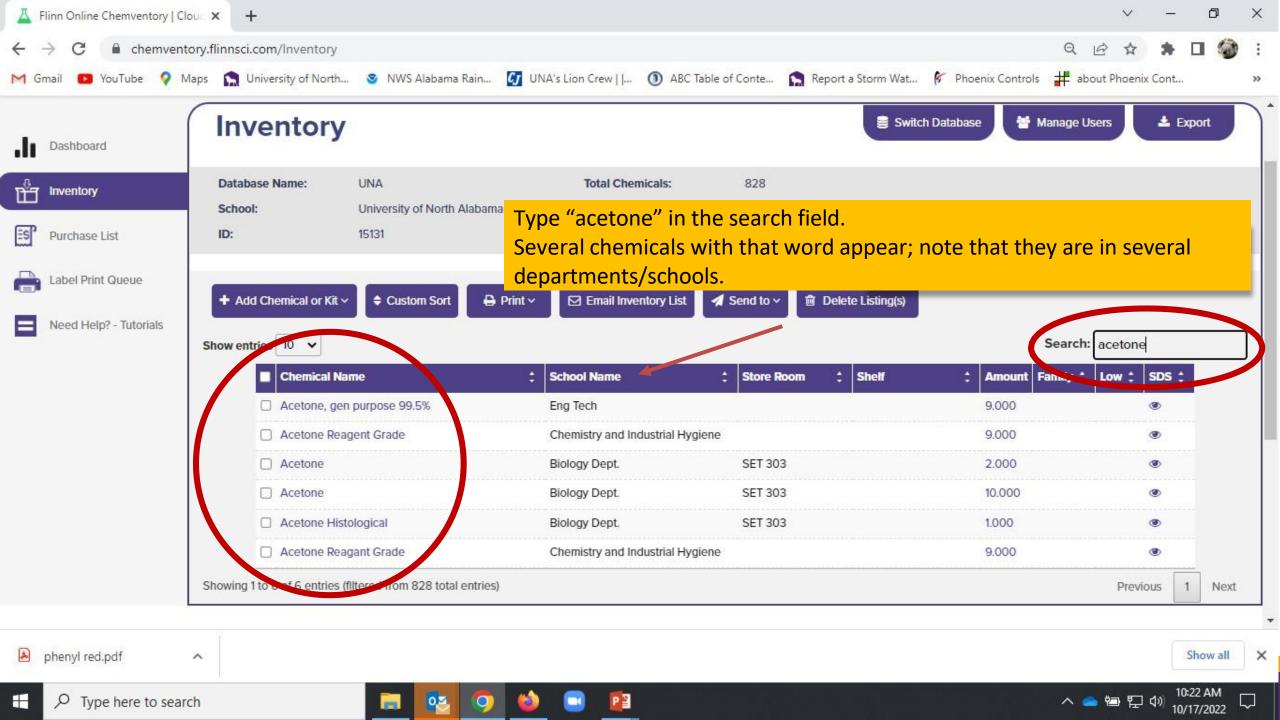
## Let's practice searching for a chemical

\*SDS = Safety Data Sheet

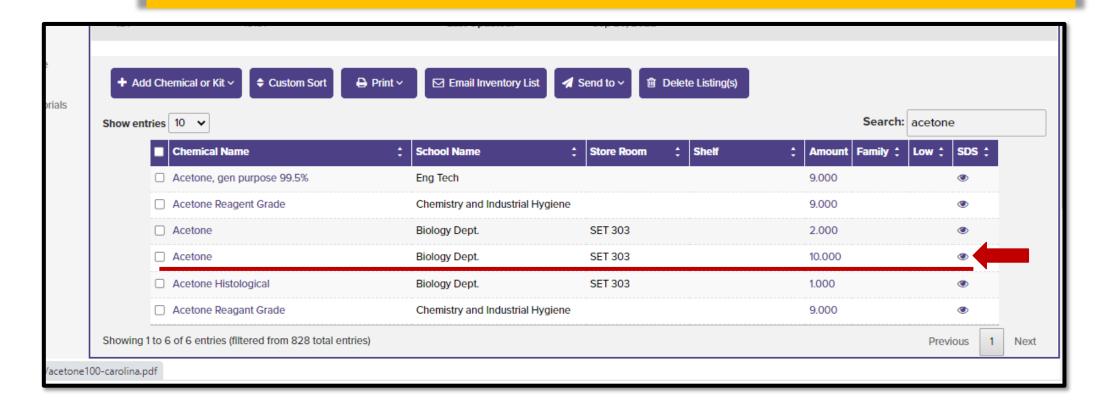
We are going to search for the SDS\* for Acetone

#### There are several ways to search:

- 1. Chemical name, part or all
- 2. Brand
- Department used in (in the "School Name" column)



## Click on the icon to view the SDS.



## SDS for Acetone

You now see the SDS for acetone.

At this point, you can print or download & save the SDS.

