



MSDS Template Design

The FacTSTM MSDS Template Design feature, used with MSDS Authoring and Distribution, allows you to choose exactly which data elements you would like to maintain in an MSDS. Unlike the records stored in the FacT Base System, this feature opens the format and content of the record to meet your requirements, including foreign languages. From the ground up, the user has control over each field that appears in the MSDS.

OVERVIEW

Once the building blocks of each data sheet have been defined, standard formats, called templates, are created. These control the output and appearance of the record. Taking into account the need to send your records to locations with varying requirements for labeling or formats, more than one template can be created and stored within the system. The template output can utilize many standard formats such as HTML or MS Word RTF.

OUTBOUND CREATION

Template Design allows the user to define all aspects of the record, from fields to format. An unlimited number of record templates may also be defined. The user has control over each field and field label that appears in the record. These data elements may include: Date, Temperature, Character, Logical, and Table Reference Codes.

Table Reference Codes consist of user-defined tables of text associated to a unique identifier. This identifier (code) is then associated to the record file during data entry, thereby streamlining data entry, standardizing terminology, assuring consistency of language, and providing the ability to create and store multiple language versions of the record. Users may add, delete, or modify the text in these tables.

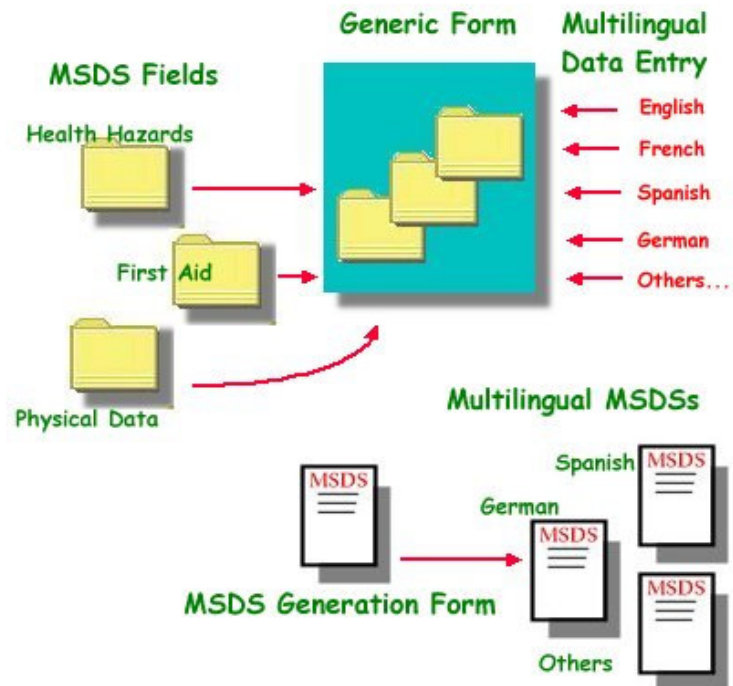


Figure 1

DATA STORAGE

In the case of MSDSs, a master record of all data stored, relative to each product, is stored in the file. Once the building blocks of each data sheet have been defined, standard formats called



templates are created. These templates control the output and appearance of the MSDS. Multiple formats can be created and stored, allowing for customer-specific customization (*see Figure 1*).

For user convenience and a starting point, Template comes with the 16-section ANSI compliance MSDS format pre-loaded.

DELIVERY INFORMATION PROCESSING

This feature automates much of the effort required to distribute MSDS to customers. It holds customer information and stores cover letters. The Document Delivery feature stores information requests, queues up MSDSs and cover letters for printing, and stores MSDS delivery audit reports. The documents can also be posted to an internet portal for printing. Using pre-defined programming, new orders are reviewed to determine the need to print an MSDS. Triggers include a revision to a MSDS, a first time order, etc. (*see Figure 2*). The user may compose standard letters to accompany the MSDS from within FacTS.

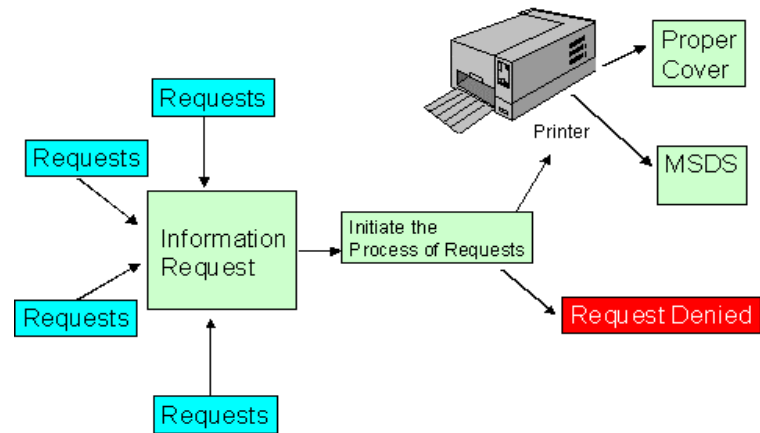


Figure 2

EASY TO USE

This menu-driven, action prompted system with a Graphical User Interface minimizes data entry and retrieval time. Features such as the tool bar, accelerator keys, toggle box, and radio buttons further simplify data entry and retrieval. View Choice keys, Sort, Filter and Find functions assist in rapid data recovery. On-line context sensitive help is standard, complete with links and pop-up text. User definable, program level security eliminates costly errors brought on by unauthorized access or data entry.

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