

Administrator Training:

1. Dashboard Directory – **0:00**
 - a. Outline of features
2. Password set up – **1:17**
3. Location set up – **3:51**
4. Adding New Products – Data Entry Wizard – **4:43**
 - a. Importing Documents
 - i. 3 different ways
 - b. Indexing Data
 - i. GHS Entry
 - c. Labels
5. Search Tool – **9:51**
 - a. Product name
 - b. Manufacturer name
 - c. Location
 - d. Not GHS
 - e. PWOD
6. Archiving – **11:18**
 - a. Product
 - b. Location
 - c. Document
7. Reporting Types - **15:29**
 - a. Report Editor (basic)
 - b. XML Export (advanced)
8. Update from Internet Feature – **17:56**
9. Authoring SDS – **20:55**
10. SDS Binders – 28:01