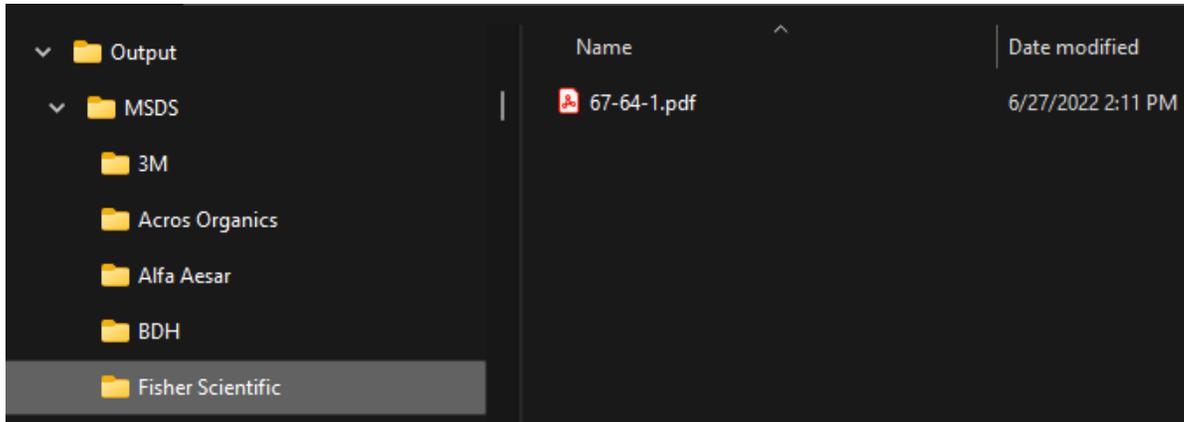


SimpleIndex MSDS Job Instructions

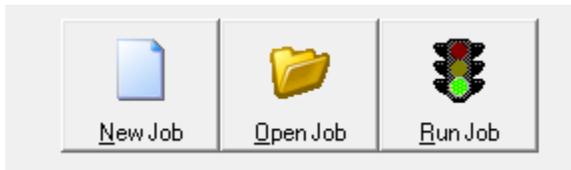
The MSDS job is designed to take Material Safety Data Sheets, whether scanned or electronic, identify the Vendor, Product Name and CAS Number, then fill in the Chemical Description, EC Number and Registration Data. The forms are then filed away in Vendor folders and named with the CAS for one level retrieval. Likewise, a database of your specific MSDS forms is created, allowing you to search by any of the above fields for more advanced retrieval.



1 Windows Explorer showing MSDS files organized by Vendor and named by CAS Number

To run this job, three steps are required: Add some files to the Input folder, open the job in the SimpleIndex software, run the job.

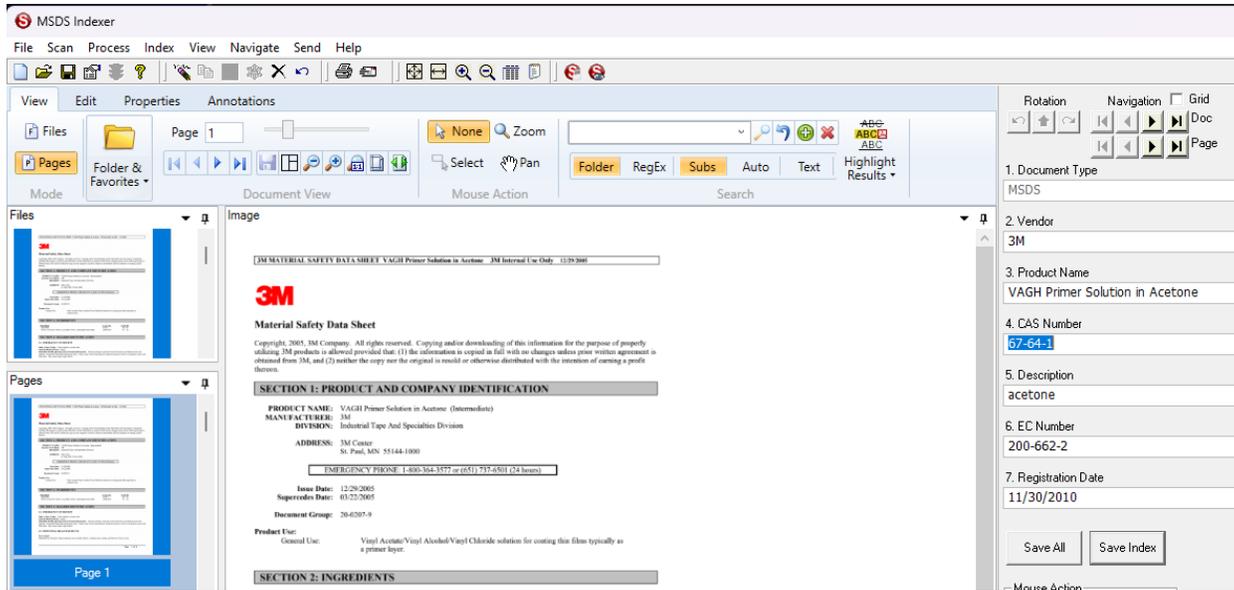
1. In the folder containing the contents of the MSDS.zip file, copy a few MSDS forms to the folder labeled "Input". If the folder doesn't exist, simply add it and then copy your files into it.
2. Open SimpleIndex and click the Open Job button. Browse to the MSDS folder and select MSDS Indexer.sic then click Open.
3. Click the Run Job button.



2 SimpleIndex Buttons

At this point, SimpleIndex will spend a few moments moving the contents of the Input folder to a processing folder, perform full-page OCR on those files and attempt to match the text of the pages to the MSDS dictionary of vendors (more on this later.)

When the matching is complete, SimpleIndex displays the first document along with three captured and three autofilled index fields for verification by the user.



3 Verification window showing first document and Index fields at right

The user can now verify the captured information and make any revisions, if necessary.

When the information in each field is correct, click the Save Index button below the Index Fields.

SimpleIndex will move to the next document in the batch and the confirmation or correction is repeated here.

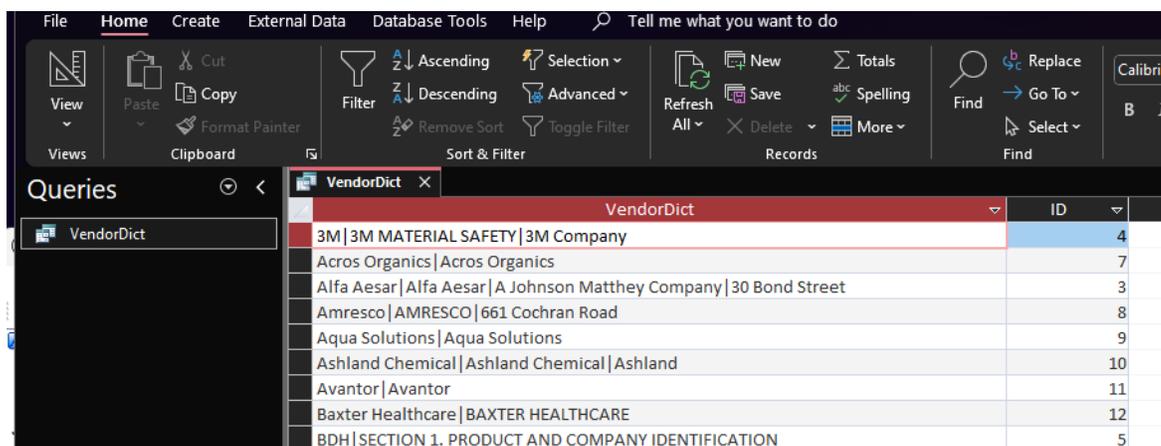
Again click Save Index. Proceed in this manner until all the pages have been verified.

After the clicking Save Index on the last page, SimpleIndex will present a prompt asking to release the batch. Clicking Yes here, moves to the export stage where the files are saved to an Output folder in the MSDS folder, and the Indexes are stored in a database for future retrieval.

Customizing

In the MSDS folder, there is a database file called "CAS Numbers.mdb" that can be opened and edited in Microsoft Access. This file contains the "dictionary" that SimpleIndex uses to match and identify the Vendors along with the lookup information for Description, EC Number and Registration Date. Users can modify this file to include Vendors not already stored.

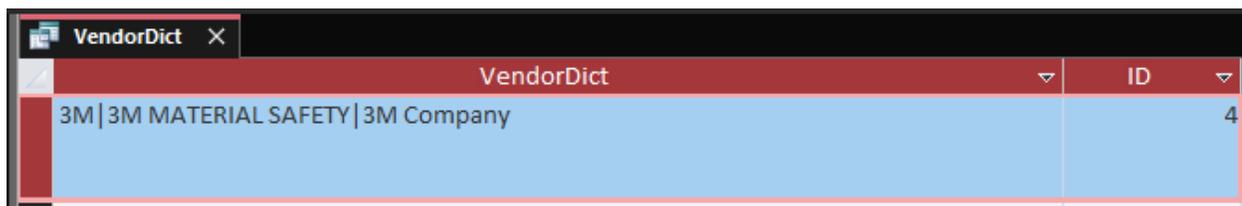
After opening the database, change the category (shown at left below) to Queries and double-click the VendorDict query



44 VendorDict form in CASNumbers.mdb

Here users can enter the preferred name and other terms on the page that can identify a particular vendor.

Here is the row for 3M



The first term is how the vendor will be named in the Output folder, “3M”. Then there are two other values that SimpleIndex can use as matches: “3M MATERIAL SAFETY” and “3M Company”. Note that each one is separated by a vertical line “|” (aka pipe). This serves as an “or” telling the program that if any one of the values is found on the page, it can be named “3M”

At the bottom of the table, there is an empty row where new Vendors and matching values can be added to the list.

Once a Vendor is added to the dictionary, SimpleIndex will consistently recognize MSDS forms from the vendor.

Useful Links

[MSDS Add-on for SimpleIndex](#)

[SimpleIndex Wiki](#)

[Contact SimpleIndex Support](#)