

A grayscale photograph of a space shuttle launching, viewed from a low angle looking up. The shuttle is ascending vertically, with a large plume of white smoke and fire coming from its engines. The background is a cloudy sky. An orange horizontal band is overlaid across the middle of the image, containing the title text.

SiteHawk Communicator

QuickStart Guide

INTRODUCTION

The SiteHawk QuickStart Guide helps users navigate and utilize the most used features in SiteHawk Communicator. For additional detailed instructions on features and functionality with comprehensive help files, video tutorials and training, visit the Knowledge Center.

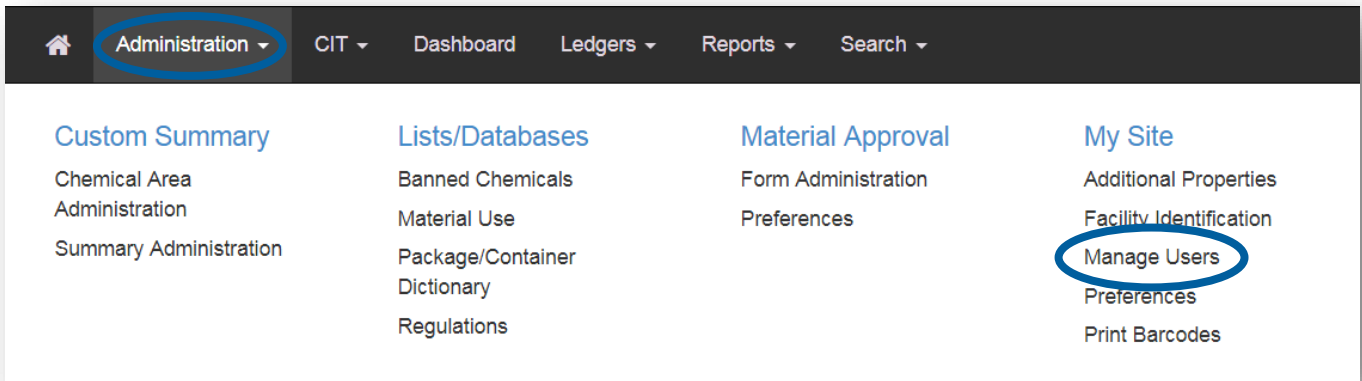
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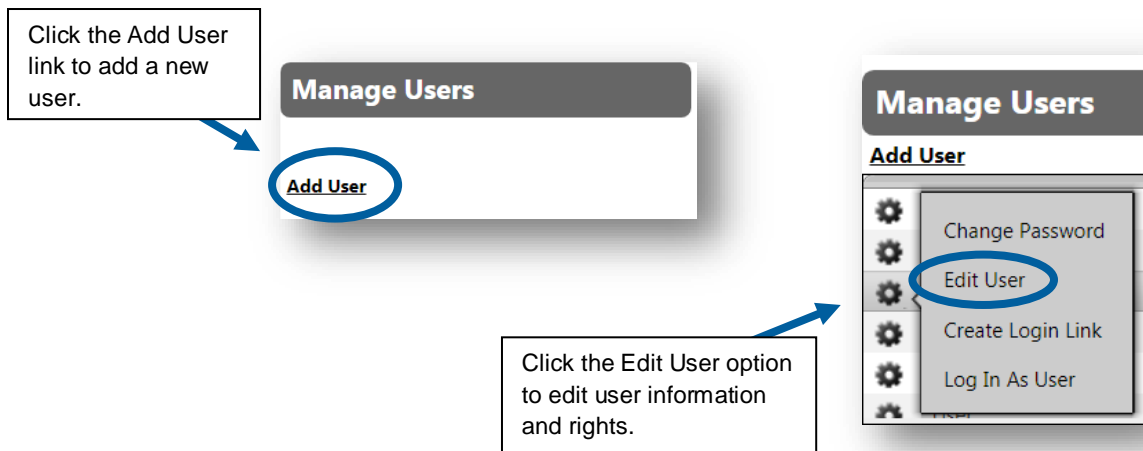


HOW TO CREATE OR EDIT USER(S) RIGHTS

You can create unlimited user accounts within SiteHawk which are created with default user types. User accounts can also be customized by utilizing individual user rights. To access the user ledger from the main menu, click Administration and then click on Manage Users from the dropdown list.



From the Manage Users ledger, create a new user by clicking the Add User link in the top left-hand corner. Click the gear icon beside a username (or click their assigned username in the Manage Users table) to edit their user rights, passwords, name, email and language preferences.



Basic information about the user and their account is collected in the User Information section. Fields with an asterisk (*) are required.

Add User

* denotes a required field

User Information

First Name:*

Last Name:*

User Name:*

Email Address:

Date Format Preference: MM/DD/YYYY ▼

Interface Locality Preference: English - United States ▼

Login Landing Page:* SiteHawk Communicator Home Page ▼

User Type:* Facility Super User ▼

Password*

Confirm Password*

Active:

User Information Section

Interface Locality Preference: Specify the user's preferred display language for the application.

Login Landing Page: Select the first page the user views when logging in.

- **SiteHawk VMM Home Page:** Displays the standard starting page.
- **SDS Ledger:** Displays a sortable, filterable list of all materials.
- **Chemical Area:** Displays the Chemical Area Ledger assigned to the user.
- **Custom Search:** Displays the Custom Search page.
- **Chemical Area Ledger:** Displays the Chemical Area Ledger including all Chemical Areas available.
- **Material Approval Request Form:** Displays the Material Approval Request Form.
- **QuickSEARCH:** Displays the *QuickSEARCH* feature.

User Type: There are several user types for facility-level user accounts. Different user types have designated default permissions. However, any user account may be configured to permit or deny access to specific features. Default access is described below.

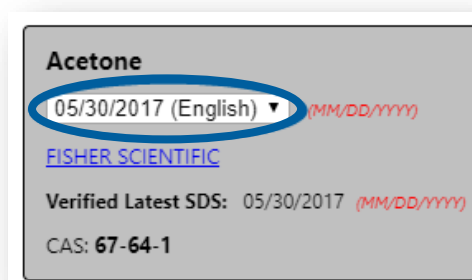
- **Facility Super User:** Granted access to almost all features including managing users and password recovery.
- **Facility Admin:** Similar permissions as a Super User but restricted from access to user ledger.
- **Facility User:** Assigned basic ‘search, view, and print’ features.
- **Public User:** For SiteHawk Hosting customers, this user account is distributed to customers to provide third-party access to specific SDS documents. These SDS documents are specified as “Public” in the Material/Document Sensitivity section for that material.

The User Rights section is where permissions can be granted or denied to the user. The status column displays either “On” or “Off” to reflect if the user has rights to the given feature. When “Default” is selected, the status column reflects the default setting for that user type. A user may be explicitly permitted or denied access to a particular feature by changing the radio button selection from “Default” to either “Permit” or “Deny.” Save changes by clicking the Save button at the bottom of the page.

HOW TO VIEW A MANUFACTURER'S SDS DOCUMENT

Clicking the SDS icon anywhere within the application opens an SDS document. By default, the most recent version of the SDS is displayed in the language identified by the two-letter abbreviation shown on the SDS icon. For example, EN for English, DE for German, IT for Italian and so forth.

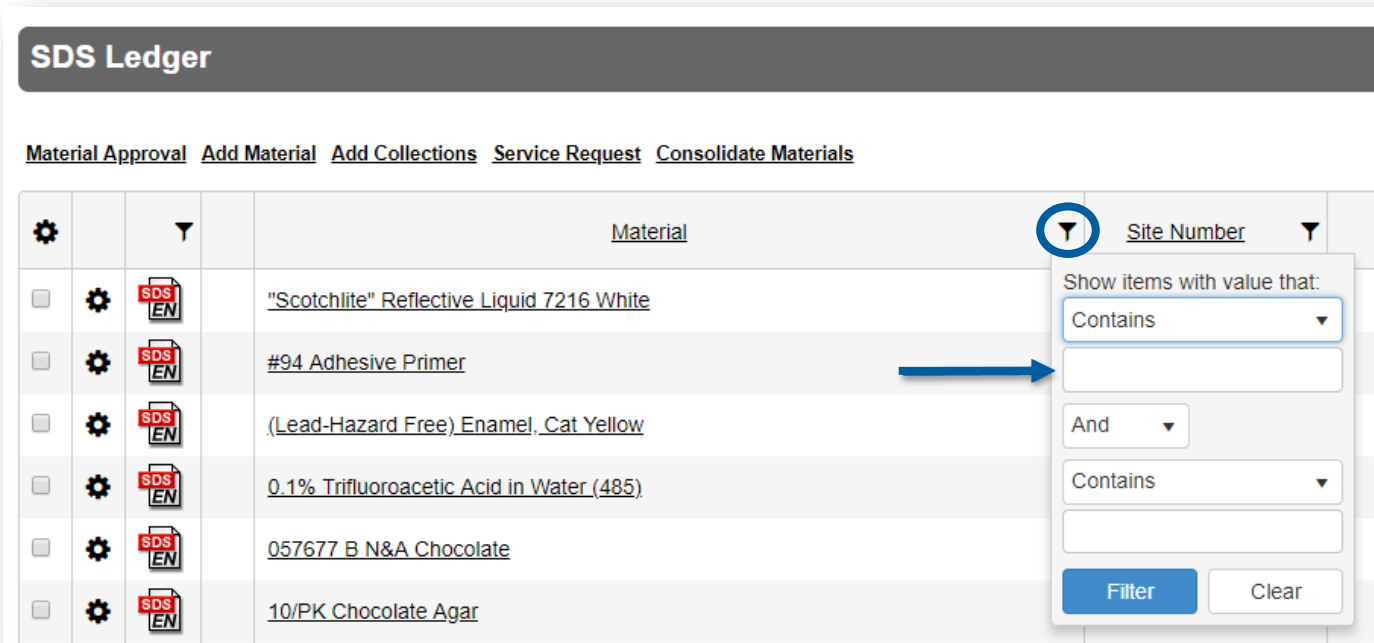
Once the SDS has been opened, previous versions may be viewed by selecting a previous version date from the dropdown at the top of the page.



HOW TO QUICKLY LOCATE AN SDS DOCUMENT

There are two primary methods for locating an SDS image in your Notebook: the **QuickSEARCH** feature or filtering the SDS Ledger.

To filter the SDS Ledger, click the filter icon and type a word or phrase in the text box then click Filter. You may filter cumulatively by filtering one column and then another. Remove filters by clicking the filter icon and clicking the Clear button. For material Status and Matched columns, you may choose which fields you wish to filter by clicking the checkboxes available.



The screenshot displays the "SDS Ledger" interface. At the top, there are navigation links: "Material Approval", "Add Material", "Add Collections", "Service Request", and "Consolidate Materials". Below these is a table with columns for "Material" and "Site Number". The "Material" column contains several entries, each with a gear icon and an "SDS EN" icon. A blue arrow points from the "#94 Adhesive Primer" row to a filter dropdown menu that is open over the "Site Number" column. The dropdown menu shows "Show items with value that:" followed by a "Contains" dropdown, a text input field, an "And" dropdown, another "Contains" dropdown, another text input field, and "Filter" and "Clear" buttons.

			Material	Site Number
<input type="checkbox"/>			"Scotchlite" Reflective Liquid 7216 White	
<input type="checkbox"/>			#94 Adhesive Primer	
<input type="checkbox"/>			(Lead-Hazard Free) Enamel, Cat Yellow	
<input type="checkbox"/>			0.1% Trifluoroacetic Acid in Water (485)	
<input type="checkbox"/>			057677 B N&A Chocolate	
<input type="checkbox"/>			10/PK Chocolate Agar	

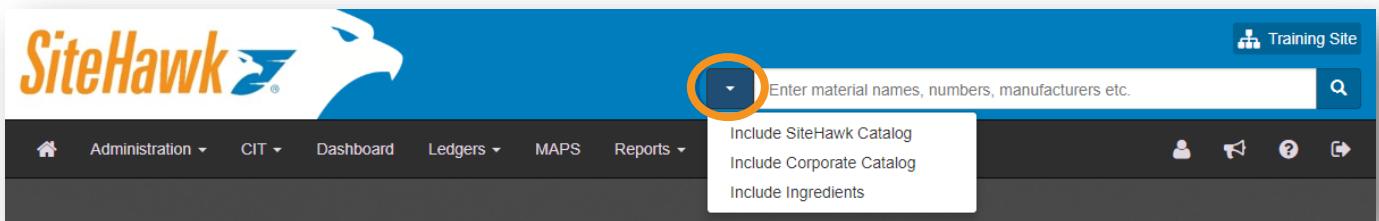
If there is a broader range of identifying information, such as barcodes, site numbers, component information, etc. or if assistance is required in spelling the identifying terms, **QuickSEARCH** is an excellent alternative.

From the SDS Ledger, use the filters to narrow down results and find your SDS quickly. Simply type a search term in the filter text field and press the Enter key. To remove a filter, delete the term and press Enter. You may use multiple filters by filtering one column and then another.

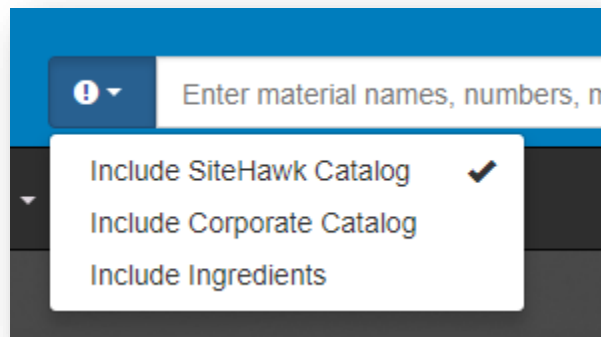
The *QuickSEARCH* bar is located in the top right-hand corner of the SiteHawk interface.



Click the dropdown arrow to display additional search options.



Selected search options are indicated with a checkmark displayed to the right in addition to an exclamation mark displayed next to the dropdown arrow. The selected options remain in effect until removed or after logging out. To remove options, click the dropdown arrow and click the selected option again.

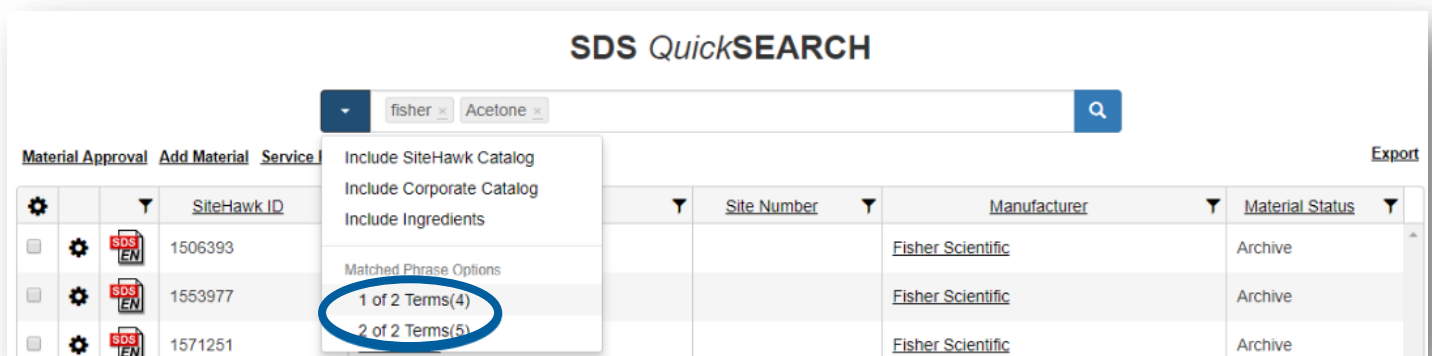


As a user types text into the search bar, suggestions for key material identifying terms are suggested. This can be of great assistance in finding the correct term, especially with chemical names that are difficult to spell. Using the arrow keys to move down the list, highlight the best term and click Enter. If using a mouse, click on the term to add to the search. Note: terms offered by the system are directly from the search options selected.



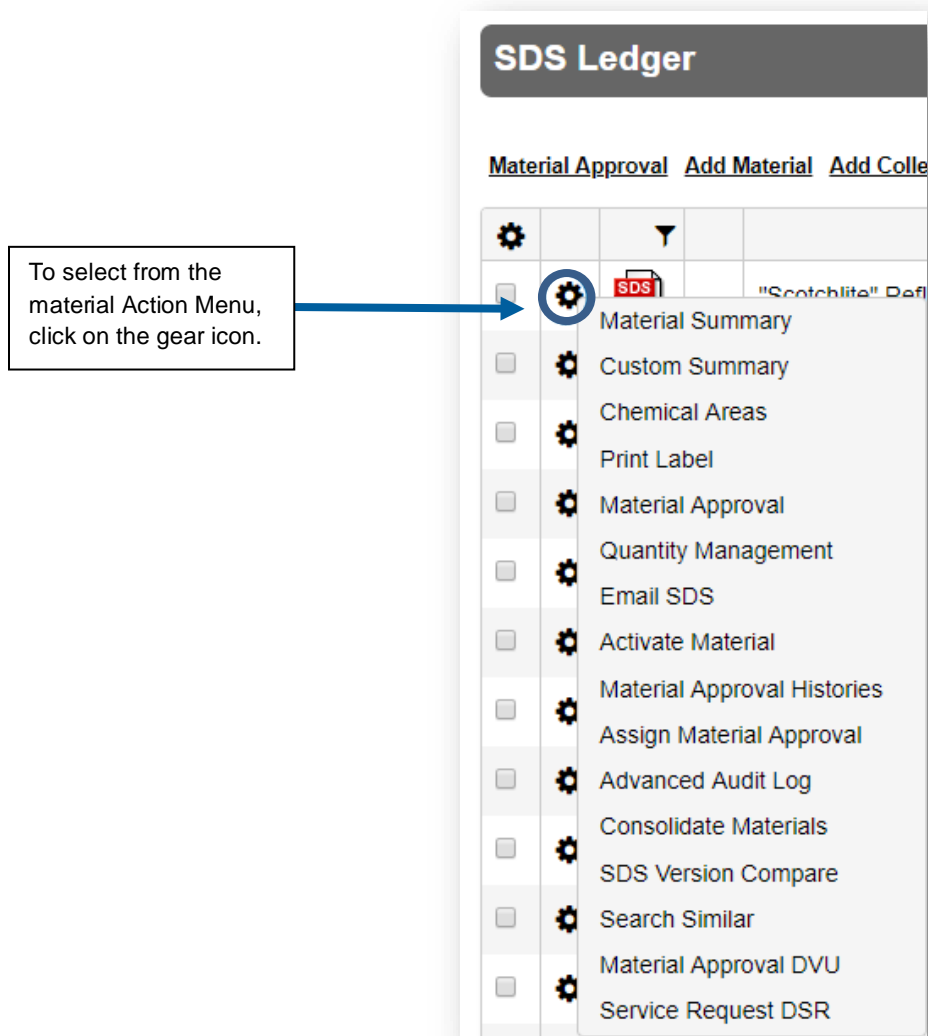
Once search terms are entered, the user may either press Enter or click the magnifying glass to execute the search.

Search results show both Archive and Active Material Status. You can change the view of your results to display how many of the searched terms were matched by clicking the drop-down arrow. In the image below, five (5) results matched two search terms, and four (4) results matched one term.



HOW TO USE MATERIAL ACTION MENUS

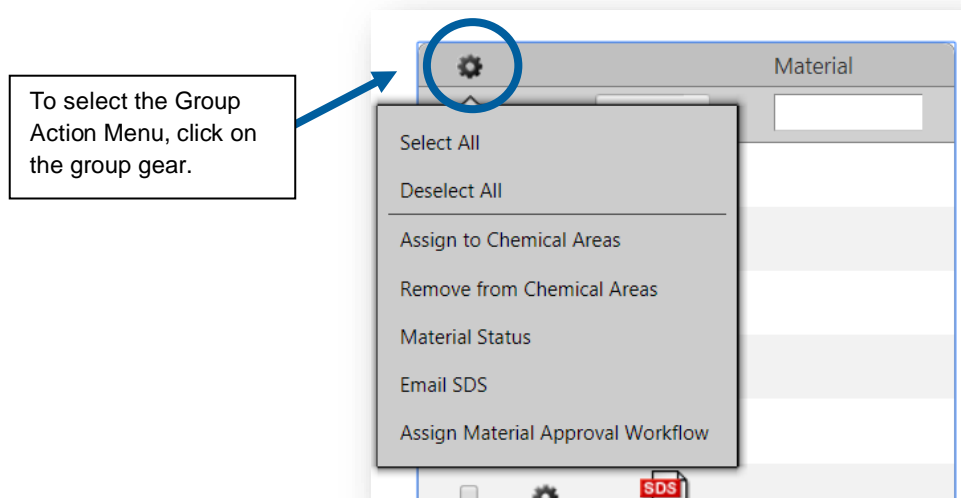
There are two types of Material Action Menus within SiteHawk: (⚙️) and (📄). Action menus may be found throughout the site on ledger pages and search result pages and may be used to take immediate action on records. Action menus may apply to a variety of objects in SiteHawk, including materials. A material action menu will be represented by a (⚙️) for materials found in your selected facility's Notebook or by a (📄) for materials not in your facility's Notebook.



Action menus enable users with quick access to common administrative functions. Functions include printing secondary container labels, assigning or un-assigning the material from chemical areas, emailing the SDS document, requesting material approval, submitting SiteHawk Service Requests, changing the status of the material, and viewing or editing quantities of the material.

HOW TO USE GROUP ACTION MENUS

Group action options include assigning or removing groups of materials to and from Chemical Areas, assigning materials to a Material Approval Workflow, changing material status and emailing the SDS documents (SiteHawk has limited this to five (5) SDS documents at a time to accommodate email size limitations).

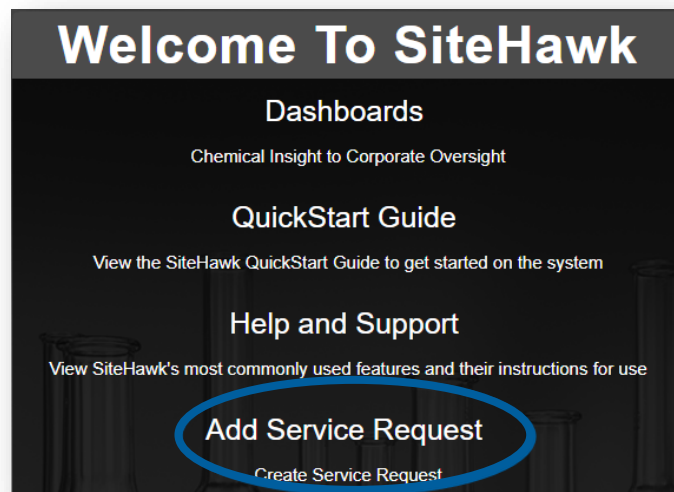
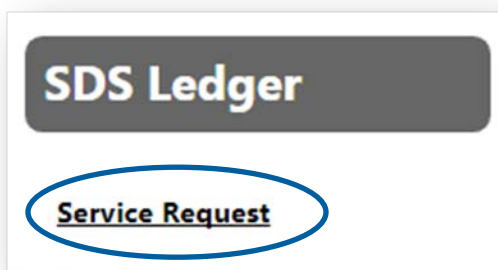


In the left-most column of ledgers and search results is a column of checkboxes. At the top of the column is a ⚙️. Click this icon to access the group action menu. Any materials that have been checked are included in the selected function.

HOW TO USE SERVICE REQUEST

Easily submit new or revised SDSs via Service Request to keep SDS Notebooks up-to-date.

The Service Request link is found on the home page, at the top of the SDS Ledger and Search results pages. Click the link, complete the form, upload your SDS (including any Additional Properties and applicable Chemical Areas) and submit.



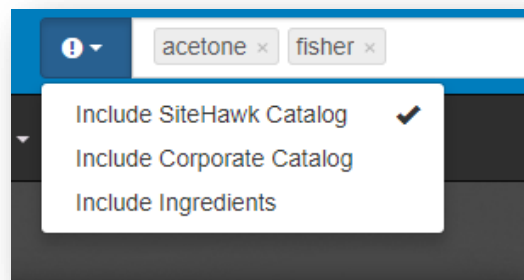
Once a document is submitted, the SDS and provided information is immediately searchable within your Notebook. SiteHawk indexes up to 240 data points from the SDS and adds this information to the material record.



HOW TO ADD MATERIALS TO A FACILITY FROM THE CORPORATE CATALOG OR SITEHAWK MASTER CATALOG



The SiteHawk Master Catalog includes material data from a global network of partners, including customers, manufacturers and product distributors. Users can easily add materials from these catalogs to their facilities.

To locate a material, utilize the **QuickSEARCH** to search and enter search terms. Click the dropdown arrow and select a desired catalog to include in your results.

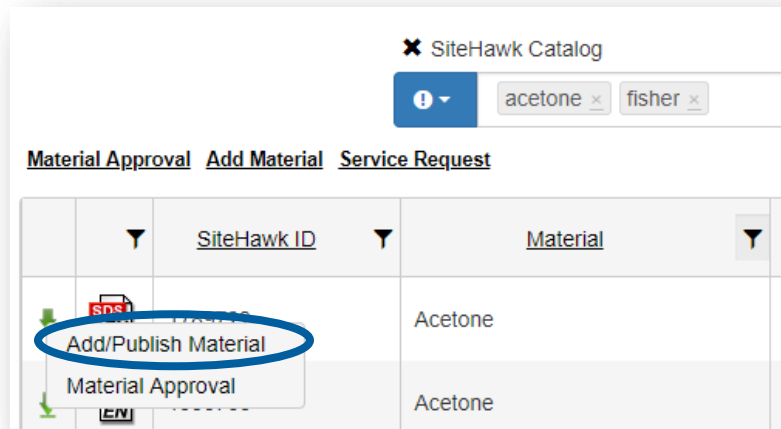


Locate the desired material and assign it directly to your facility at that time using the arrow icon to the left of the material.

The screenshot shows a table titled 'SiteHawk Catalog' with search terms 'acetone' and 'fisher'. Below the table are links for 'Material Approval', 'Add Material', and 'Service Request'. The table has columns for 'SiteHawk ID' and 'Material'. Two rows are visible, both for 'Acetone'. The first row has SiteHawk ID 1789722 and a green arrow icon circled in blue. The second row has SiteHawk ID 1956766. Both rows also feature an 'SDS EN' icon.

	SiteHawk ID	Material
	1789722	Acetone
	1956766	Acetone


By clicking this icon, users may choose to publish the material to their Notebooks or (if applicable) send the material through a configured Material Approval workflow.

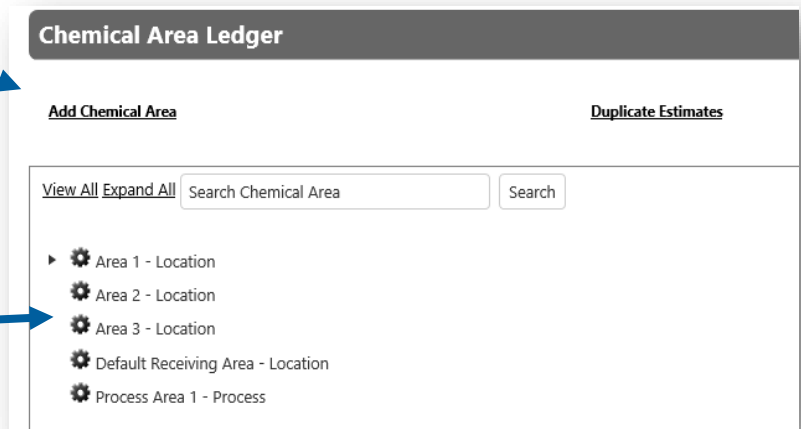


HOW TO CREATE CHEMICAL AREAS

To view the materials in a Chemical Area, select Ledger, click on Chemical Areas.

To add a new chemical area, click the "Add Chemical Area" link.

Click on any Chemical Area to view the material in that location, click the arrow to see sub location or click the  icon for administrative action items.



Assigning an SDS to a chemical area does not duplicate the SDS. There is only the one instance of the SDS in the master inventory.



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