Folder Properties Release Update

Background

Chemwatch has updated the Folder types and repository conditions. The main folder types and repository conditions prior to this update were:

<table>
<thead>
<tr>
<th>Folder Type</th>
<th>Conditions</th>
<th>Folder Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td>System folder directories NOT editable by default</td>
<td></td>
</tr>
<tr>
<td>Administrator</td>
<td>Materials were <strong>NOT</strong> allowed to be stored in this type of folder</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>No conditions applied – <strong>materials were allowed</strong> to be stored in this type of folder</td>
<td></td>
</tr>
<tr>
<td>Shop</td>
<td>No conditions applied – <strong>materials were allowed</strong> to be stored in this type of folder (Sisot mode)</td>
<td></td>
</tr>
<tr>
<td>Waste</td>
<td>No conditions applied – <strong>materials were allowed</strong> to be stored in this type of folder (Sisot mode)</td>
<td></td>
</tr>
</tbody>
</table>

Folder Types Prior to the Update

The Folder Type drop-down menus (i.e., the folder type and respective folder icons) are integrated to show the folder name and icon for each option.

Folder types

The folder type drop menu defaulted to “Storage folder”.

The information icon for the “Folder Type” shows the main folder types.
Clicking on the folder type drop down icon displays the menu of the different types of folders to designate the respective type of folder location when creating or editing folder properties.

![Folder Type Drop-Down Menus](image)

**What Does The New Folder Properties Update Involve?**

The Folder properties update involves the following changes.

<table>
<thead>
<tr>
<th>Folder Type</th>
<th>Conditions</th>
<th>Folder Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td>System folder directories NOT editable by default</td>
<td><img src="image" alt="Folder Icon" /></td>
</tr>
<tr>
<td><strong>Administrator</strong></td>
<td>Materials ALLOWED to be stored in this type of folder</td>
<td><img src="image" alt="Folder Icon" /></td>
</tr>
<tr>
<td><strong>Storage</strong></td>
<td>Materials ALLOWED to be stored in this type of folder</td>
<td><img src="image" alt="Folder Icon" /></td>
</tr>
<tr>
<td><strong>Shop</strong></td>
<td>Folder type AVAILABLE to all users (Sisot and none-Sisot users)</td>
<td><img src="image" alt="Folder Icon" /></td>
</tr>
<tr>
<td><strong>Waste</strong> (Waste has been designated to 2 categories)</td>
<td>“Waste – Intermediate Area” and “Waste – Dispatch Area” AVAILABLE to all users (Sisot and none-Sisot users).</td>
<td><img src="image" alt="Folder Icon" /></td>
</tr>
<tr>
<td><strong>Waste - Intermediate Area</strong></td>
<td>“Waste contractors to collect wastes from this site” because it is only applicable for “Waste –Dispatch Area” folders</td>
<td><img src="image" alt="Folder Icon" /></td>
</tr>
<tr>
<td><strong>Waste - Dispatch Area</strong></td>
<td>“Waste – Intermediate Area” will NOT have the tick box. “Waste folders” will work as a “Storage” folder for non-Sisot users.</td>
<td><img src="image" alt="Folder Icon" /></td>
</tr>
</tbody>
</table>

**Folder Type Drop-Down Menus Update**

The Folder Type drop-down menus (i.e., the folder type and respective folder icons) are integrated into to show the folder name and icon for each option.

**Folder types**
The folder type drop menu defaults to “Storage folder”.

Hovering the mouse pointer over the reference information icon for the “Folder Type” shows the main folder types.

Clicking on the folder type drop down icon displays the menu of the different types of folders to designate the respective type of folder location when creating or editing folder properties. The folder icons area mapped with the applicable folder type names for ease of identification of the type of folder.

**Main Folder Type Properties’ Changes in This Update**

- Folder will keep the same restrictions as the previous version of the colour code scheme. However, users will be able to store materials in any type of folder and when this occurs, that folder will turn into a green folder (repository folder). For example, a former administrator folder (grey folder) will change to green, indicating that this folder is now a repository folder when materials are added to it.
- Any folder containing materials (inventory) will be colour coded to reflect the original color from the drop-down menu.
● Any empty folder on the tree will be colour coded grey, regardless of the location on the tree structure (site map).
● Any folder in the tree structure will remain the same until the user triggers a change (edits folder property type).
● Removing all materials from a folder will make the folder grey; depicting an “Empty” folder, regardless of the folder type.
● Generally, the green and the grey folders will be turned grey when there are not material items stored in them after this update and will turn green when material items are added to them.
● The orange folder will be grey when there are no materials in it and turn “orange” when it is populated with chemicals.
● The “Shop” folder will remain as a shop folder type and will disappear in the new drop down menu and leaving only one option for this folder type.

● The red folder will be grey when it is empty and will turn “red” when it is populated with chemicals.
Creating a General Storage Folder

The following example illustrates how to create a common folder type “Storage folder”.

Steps: Creating a common folder type “Storage” under the manifest directory

1. In “Home” module, mouse right click on Manifest system’s directory folder from the folder tree panel.

2. Select the “Create” option from the tasks menu.

3. Type the name of the folder in the “Folder Name text field; e.g. “Storage Folder”. Ignore country and language, folder owner and container owner properties.
4. Click the “Save” button
5. The newly created storage folder defaults to a grey folder since it is an empty folder

Adding Material to Storage Folder

The following example illustrates how to “Add a Material” into folder type “Storage folder”.

Steps: Adding Material to a “Storage” folder located under the manifest directory
1. In “Home” module
2. In simple search mode; click the “full” button from the Search panel
3. Press the “Vendor SDS” button from the SDS and Labels panel
   
   ![Image showing the steps 1, 2, and 3]

4. Type the name of the material in the “Name/CAS” text field
5. Select the name of the material from the autocomplete results window
   
   ![Image showing the steps 4 and 5]

6. Select the “name of the material” from the found records to choose the specific Vendor SDS document
   
   ![Image showing the steps 6]
7. Drag and drop the **document name** into the respective “**storage folder**” for the respective Vendor, Country, Language and Issue Date of the SDS

8. Storage folder (**initially grey –empty folder**) turns into a **green folder** after adding the material into it.

For more information, contact customerservice@chemwatch.net. You may also use the live chat from the application to submit an inquiry or request for live support online.