

## How to Export Your Safety Data Sheet Collection

The CANManage service allows you to export your data sheet collection as an Excel spreadsheet so that updates to your collection can be easily identified.

### Export your collection as a product list in Excel

- Your CANManage subscription includes a feature that will allow you to export your product list into an Excel file. The capability to export your collection as a product list is an excellent tool to use when completing a chemical/product inventory or to easily identify and communicate data sheets that need to be removed from your collection.
  - You can generate a list of your complete custom collection or you can choose to export a smaller list by subset.
  - To be able to export a smaller list by subset, each data sheet would have had to been assigned to a subset (ex. department, location, product type, etc.) when your account was setup.
- From your CANManage Home Page click on the **Tools/Reports** tab.
- Choose “Export Product List to Excel”.
- If your collection is setup by departments or locations, please select the appropriate option from the “Department/Location” drop-down list that you would like to generate the product list for. If your collection was setup without subsets, then this drop-down list will not be available.
- Use the “Select (M)SDS Changed Since” field to narrow the search results to a specific time period. You can also leave this field blank to print the complete list for the Department/Location you have chosen.
- Choose your preferred Sort Order: Product Name or Manufacturer Name.
- For those clients who have custom fields, or whose collection was setup using subsets, please select the appropriate checkbox. If your collection was setup under one list, these options will not be available.
  - If you select, “Include Custom Fields” a column will be added to your product list that includes the custom data associated with each product.
  - If you select, “Include Subset Information” a column will be added to your product list for each of your subsets. An “x” will indicate which products are included in each subset.
- Click on “Create File”.
  - The Excel file will include: Product Name, Product Identifier, Date of (M)SDS, Manufacturer, Discontinued, Not for Sale in Canada, and Last Date Checked.

To request updates to your collection, we kindly ask that you use the product list Excel file, generated from your CANManage account, as this represents the complete inventory found in your online collection.

- Please send your product list to CCOHS at: [msds@ccohs.ca](mailto:msds@ccohs.ca) with your request to update the collection.
- To identify the data sheets that need to be removed from your collection, add a column titled “Remove” and put an “x” beside each product that you no longer have at your workplace.

- It is important that you use the product list exported from your account as it includes specific information that assists CCOHS in identifying the correct products to be removed.

If you are interested in saving your collection as a compressed file, please contact your Account Manager.