



Patent Pending

# The MAXCOM™ System

## User's Guide

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# MAXCOM™ User's Guide

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## Introduction to the MAXCOM™ System

The MAXCOM System is a chemical category-based program that helps your employer provide you, the employee, with important information about the chemicals in your workplace. The more you are educated about the chemicals you are working with, the safer you will be.

Take an active part in your safety. Learn how the MAXCOM System works and make sure you are comfortable with the procedures for accessing chemical information. If you ever have questions about a chemical, the MAXCOM System or your work environment, you should contact your supervisor.

MAXCOM categorizes all chemicals in your workplace and places them into one of 36 categories called Safe Use Guides and 3 Hazard Levels (Red, Yellow, or Green), which inform a user of the hazards associated with the chemical.

## Sign into the MAXCOM System

Getting started with the MAXCOM System is just a few keystrokes away. You will need to open the MAXCOM web site, <http://www.maxcomonline.com> in your Internet Explorer™ Web Browser. You should see the following web page in your browser.



The screenshot shows the MAXCOM website interface. At the top, there is a yellow banner with the MAXCOM logo and the tagline "EXCELLENCE IN CHEMICAL MANAGEMENT". To the right of the banner is a blue box with the text "REDUCE YOUR CHEMICAL COSTS!". Below the banner is a navigation menu with links: Home | MAXCOM™ System | Demo | Corporate Profile | Compliance | News | Contact | Login.

The main content area features a photo of a man with the caption "Multi-Format Container Labels" and a section titled "ON-THE-ROAD with" followed by a logo. Below this is a "MAXCOM Certification" notice: "Interested in attending an upcoming MAXCOM Certification Class? [Learn More...](#)".

Below the main content is a section titled "MAXCOM™ is the only hazardous material management solution that:" followed by a list of benefits:

- ▶ Dramatically lowers the risk levels of hazardous materials.
- ▶ The **only** solution that truly meets all EPA, OSHA, JCAHO, and RCRA requirements.
- ▶ Allows the administrator to approve and see all materials by location, sub-location, category, hazard level, and many other filters.
- ▶ Reduces vendors and chemicals throughout the system, driving a substantial ROI.
- ▶ Enables system level pricing.

At the bottom of the page is a "MAXCOM User Login" form with the following fields and buttons:

**ENTER MEETING ID**  
  
[Meet Now](#)  
CLICK HERE  
**GoToMeeting®**  
MANAGING YOUR MEETINGS  
[MG Technologies, LLC](#)

**MAXCOM™ is the only hazardous material management solution that:**

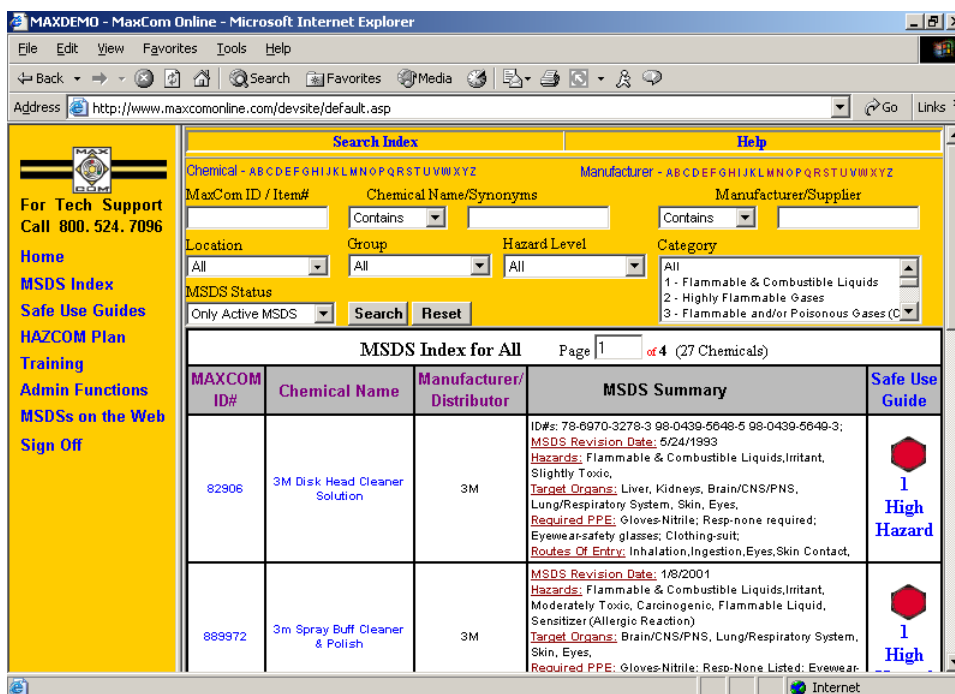
**MAXCOM User Login**

**UserName:**

**Password:**

Here you can enter your assigned “User Name”, and “Password”. These fields are not case-sensitive so you can type in capitalized or small letters.

Once you have successfully logged onto the system the following screen displays.



## Using the MAXCOM System

### Menu Navigation

You see a menu on the left-hand side of the screen. The following is a list of the menu items and their related activity.

- **Home** – Opens the Welcome screen with information regarding the employee and administrative functions of MAXCOM.
- **MSDS Index\*** – Opens automatically when you log into MAXCOM. This is your chemical inventory and MSDS Index.
- **Safe Use Guides\*** – Opens the Safe Use Guides utilized in the MAXCOM System.
- **HAZCOM Plan\*** – Allows viewing of the HAZCOM Plan, Emergency Contacts, and Spill Response Forms.
- **Training** – Opens with links to our web or video training that covers the General Hazcom Training Version 2.0 or instruction that asks you to insert your HAZCOM Training CD to use the 10 module training functions.
- **Admin Functions\*** – This takes you to the login page for Administrative functions.

- **MSDSs on the Web\*** - This option opens MSDSs on the Web which is a website of manufacturer web addresses to obtain MSDSs that may not be in your MAXCOM system to submit to MAXCOM MSDS Data Services. Send them to [AddMSDS@maxcomonline.com](mailto:AddMSDS@maxcomonline.com).
- **Sign Off** – This will log you off of the MAXCOM System taking you back to our home page.

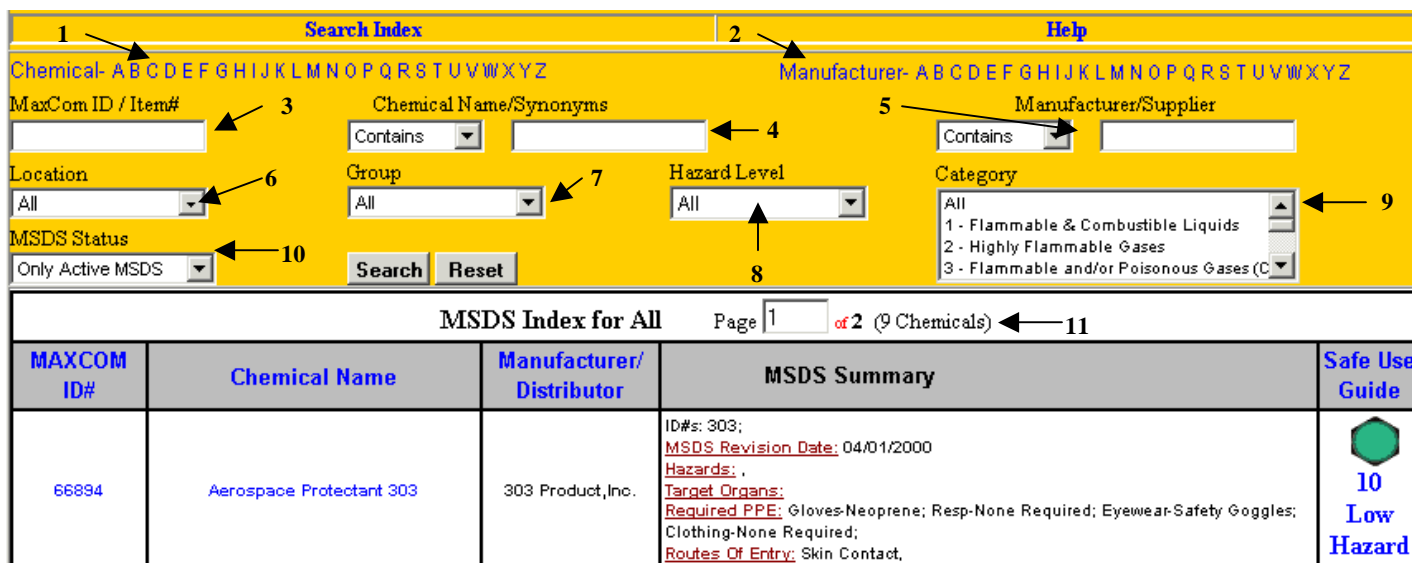
## The MSDS Index

The MSDS Index consists of 5 columns of information relating to each chemical on the Index.


- **MAXCOM ID** – This is the unique number assigned by MAXCOM. Clicking on this number will take you to a page showing the details for this particular chemical.
- **Manufacturer/Distributor** – Lists the Manufacturer or Distributor of the listed chemicals.
- **Chemical Name** – Lists the Chemical Name and the Synonym if listed of the chemical. Clicking on the Chemical Name will bring up a new window displaying the actual MSDS in the Adobe Acrobat Viewer™ where you can view or print the MSDS.
- **MSDS Summary** – This gives an overview of important information including, *Product ID#'s*, *Revision Date*, *Physical and Health Hazards*, *Target Organs*, *Required PPE*, and *Routes of Entry*.
- **Safe Use Guide** – Identifies which Safe Use Guide to refer to for this chemical. Clicking on this icon brings up the correct Safe Use Guide.

## Searching the MSDS Index

You can now search the Index for the necessary MSDS. The top of the Index page holds the “Search Functions”. The following is a close-up of the Search Functions with explanations for the various fields.



The screenshot shows the search interface for the MSDS Index. It includes a search bar with filters for Chemical Name/Synonyms, Manufacturer/Supplier, Location, Group, Hazard Level, and Category. Below the search bar is a table of results for 'Aerospace Protectant 303' with a 'Low Hazard' rating.

MAXCOM ID#	Chemical Name	Manufacturer/Distributor	MSDS Summary	Safe Use Guide
66894	Aerospace Protectant 303	303 Product, Inc.	ID#s: 303; MSDS Revision Date: 04/01/2000 Hazards: . Target Organs: Required PPE: Gloves-Neoprene; Resp-None Required; Eyewear-Safety Goggles; Clothing-None Required; Routes Of Entry: Skin Contact,	 <b>10</b> <b>Low</b> <b>Hazard</b>

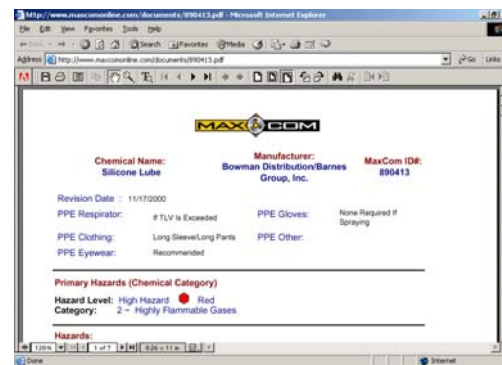
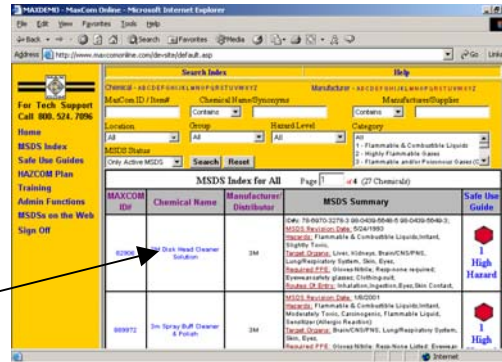
1. **Chemical - A B C D E F G H I J ...** -- This is a quick link to chemicals that begin with the selected character. This will be used in addition to any previously selected search criteria.
2. **Manufacturer - A B C D E F G H I J ...** -- This is a quick link to chemicals whose Manufacturer's Name begins with the selected character. This will be used in addition to any previously selected search criteria.

3. **MaxCom ID / Item#** - Here you can enter in all or part of a MaxComID Number **OR** the chemical's Product/Item Number. (If your results do not seem correct be sure to see if the match was in the ID#'s field of the Index located at the top of the "MSDS Summary" column.
4. **Chemical Name/Synonyms** – (Contains/Begins With) Select which type of search you want to use for the chemical name. "Begins With" means that the chemical name **must begin with** the entered characters. "Contains" means the entered characters exist in the chemical name in the order you entered. This search will also allow you to enter any **Synonyms** you have assigned and those will be found as well. (\*NOTE\* You can use the "%" character as a wildcard if you want to search for a chemical, but you do not have the complete name i.e. "white%enamel".)
5. **Manufacturer/Supplier** – (Contains/Begins With) Select which type of search you want to use for the Manufacturer's name. "Begins With" means that the name **must begin with** the entered characters. "Contains" means the entered characters exist in the name in the order you entered. (\*NOTE\* you can use the "%" character as a wildcard.
6. **Location** - Here you can select from the different site locations and sub-locations (which are shown indented in the list under their parent location). By selecting a specific location only MSDSs for that location will be found.
7. **Group** – This is a user-assigned field that you can use to group similar (duplications), frequently used chemicals, or extremely hazardous chemicals into custom named groups to make them easier to find. This is a tool that you can use to narrow searches by utilizing the custom naming of groups.
8. **Hazard Level** – This allows you filter the search for chemicals of a particular Hazard Level (Red, Yellow, Green, Red / Yellow). Only chemicals that match the selected Hazard Level will be returned in your search.
9. **Category** – Here you can filter your search by a specific Hazard Category, (i.e. 2 – Highly Flammable Gases). You can select more than one Category in your search by holding down the <CTRL> Key when selecting Categories.
10. **MSDS Status** – The only choice available to non-administrative personal is "Only Active MSDSs". Additional options when logged into the Admin Functions and using the Manage Index page, such as Only New; Only Active; All; Only Archived.
11. **Page/Chemical Count** – Here you can see how many pages of chemicals and the total number of chemicals. You can type a page number to jump to and it will go to that page as soon as you change the page number.

## View/Print A MSDS:

You can easily view or print the MSDS for a chemical.

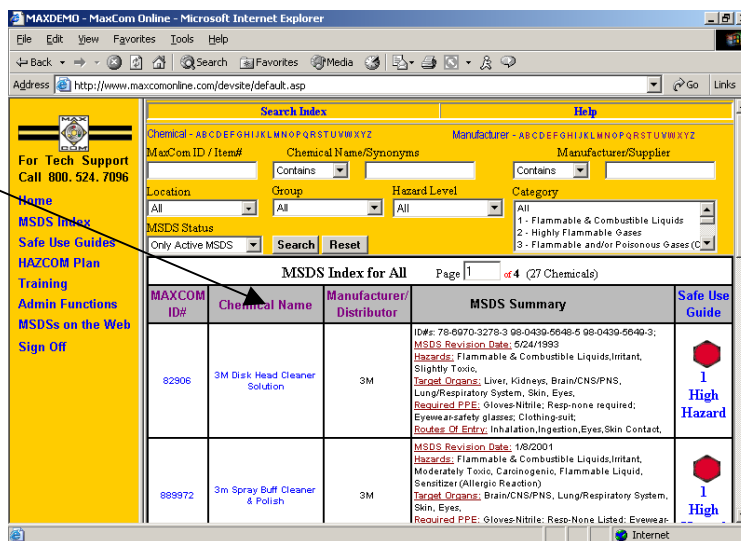
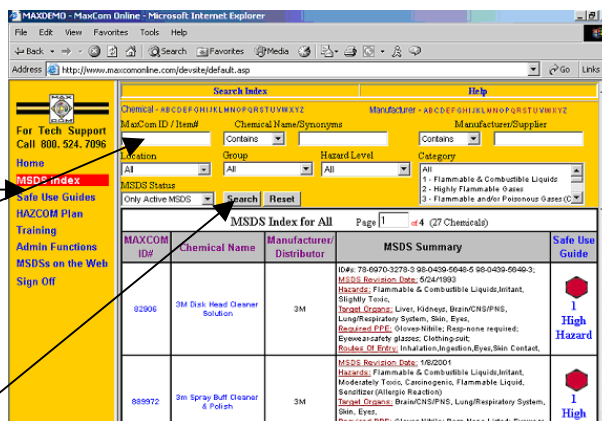
1. When first logging into MAXCOM, the “MSDS INDEX” will come up automatically or click on “MSDS INDEX” located on the left toolbar. This will display your company’s entire list of chemicals.
2. Scroll the Index to find the chemical you are looking for.
3. Click on the **chemical name** to view the MSDS.
4. Using Acrobat Reader, the MSDS will be displayed for the specific chemical.
5. It may take a few seconds for your computer to display the MSDS.
6. Select the printer icon on Adobe Acrobat Viewer™ to **print** the MSDS.



## Search For A MSDS:

You can easily search your company's MSDS Index for the exact chemical you need.

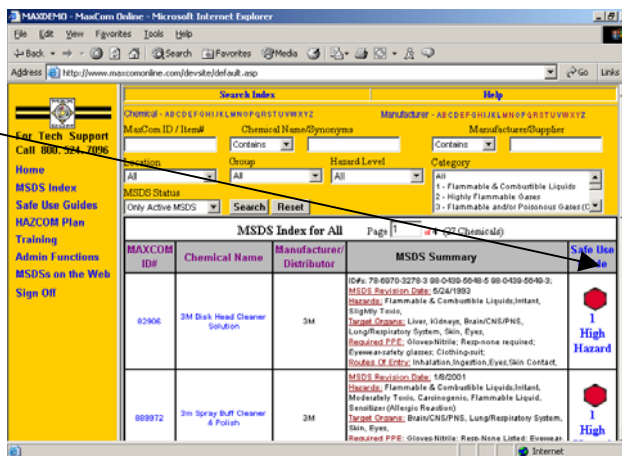
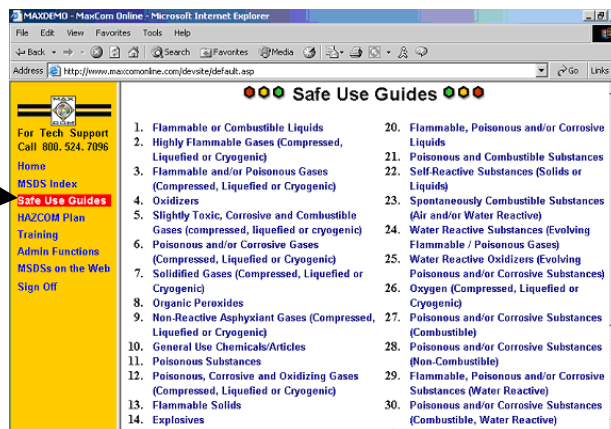
1. Click "MSDS Index"
2. Enter either the **name** of the chemical, the **MAXCOM ID/Item #** or the **Manufacturer** of the chemical. If you do not know the exact name of the chemical or the manufacturer, you can type in the partial spelling and click on the "contains" or "begins with."
3. Click the "SEARCH" button.
4. The database of chemicals will be scanned and the chemical or similar chemicals will be displayed.
5. Click on the **name** of the chemical you are searching for to display the MSDS for this specific chemical. It may take a few seconds for your computer to display the MSDS. A MAXCOM Summary sheet precedes the chemical's MSDS.



## View/Print Safe Use Guide

Safe Use Guides provide important information to a worker about the safety precautions and emergency responses to fires, spills and first aid.

1. Click **“Safe Use Guide”** on the left toolbar. This displays all MAXCOM Safe Use Guides.
  2. Click the desired Guide to view or print.
  3. Simply click on the Printer Icon at the top of the page to print the Safe Use Guide.
- OR -
1. Using the MSDS INDEX, find the chemical you would like to have a Safe Use Guide for.
  2. On the far right hand side of the Index, click on the **MAXCOM™ Safe Use Guide Number** to display the chemical's Safe Use Guide.
  3. Once displayed, click on the Printer Icon on the Acrobat Toolbar to print the Safe Use Guide.



## View/Print Index / Workplace Hazard Summary

You must have administrative privileges to complete these tasks. You can print a full index or print it by location. The summary provides a user with a synopsis of what type of chemicals are located in a particular location or area.

This feature is available in the Admin Functions section of the MAXCOM Software.

Click on the “[Manage Index](#)” button on the left sidebar.

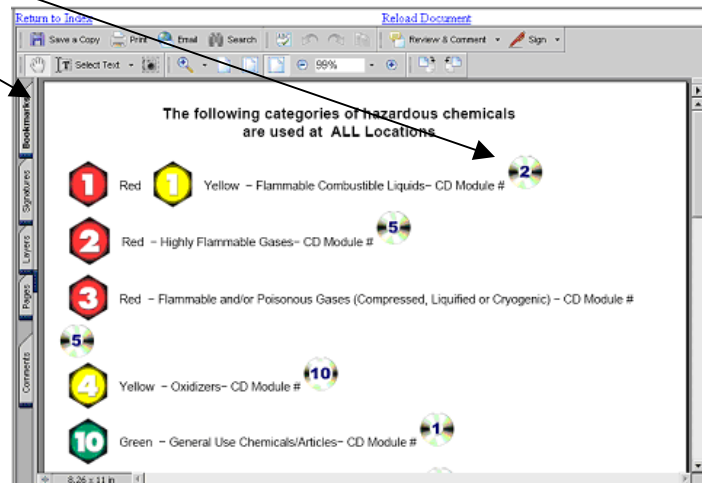
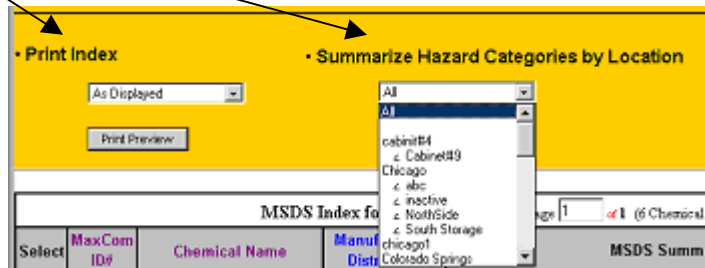
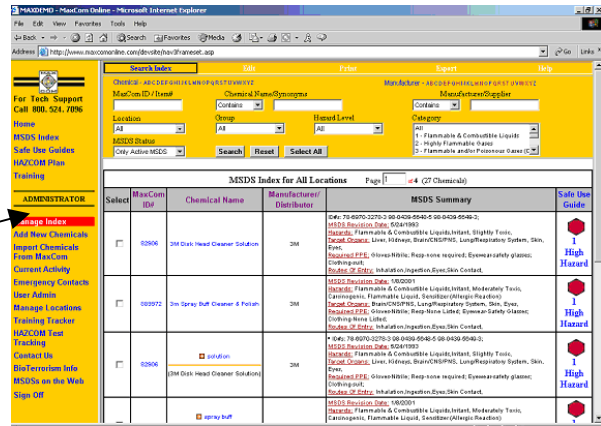
At the top of the page, click on the “[Print](#)” button.

Select the location you would like to create the Workplace Summary or Index for.

Click the Print Preview button to display the report selection.

Once displayed, you can print the Summary by clicking on the Printer Icon on the Acrobat Toolbar. You will notice that the CD Module training icons indicate what training modules need to be taken for each category.

You can return to the [Index](#) by clicking on the link to the index located in blue text at the top of the page.





# MAXCOM™ User's Guide

## View/Print Secondary Container Labels

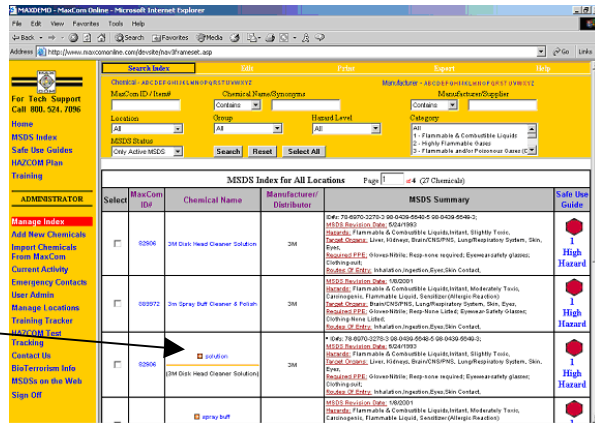
You can print any of your chemicals onto a Secondary Container Label.

This feature is available in the Admin Functions section of the MAXCOM Software.

Click on the “[Manage Index](#)” button on the left sidebar.

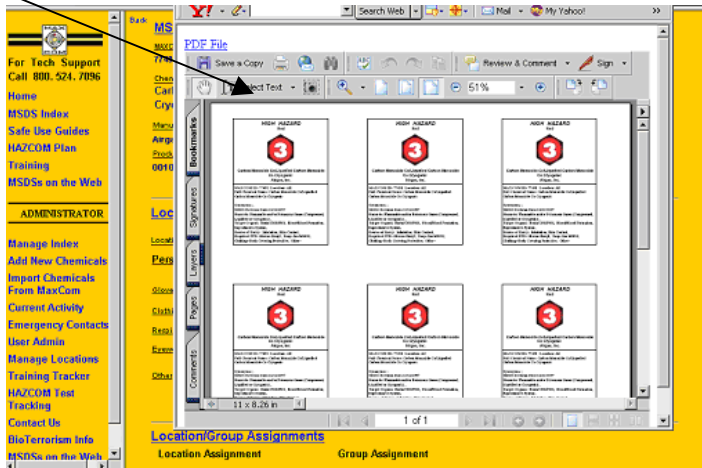
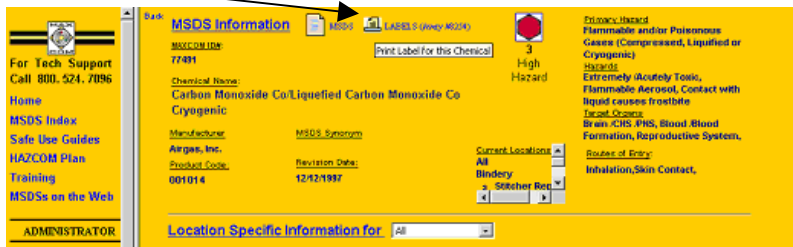
Select a chemical by clicking on the MAXCOM ID of that chemical.

The details of that Chemical is listed. Choose the Labels link at the top of the page.

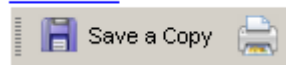


After clicking on the Label icon, the preview of the label appears allowing you to save the label locally, or printing.

NOTE: The Adjunct labels (1” diameter) which is used for labeling containers on shelves is not available for printing in MAXCOM to order, please contact our corporate office at 888-707-8819.

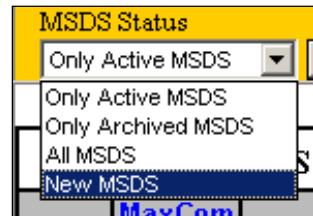


[PDF File](#)



## Accepting New Chemicals

After you have requested new MSDSs, MAXCOM will update your company database. When your chemicals are added, the 'Admin Functions' screen will automatically bring up an inventory labeled NEW MSDS. This is a list of all the chemical MSDSs that were added to your index. Admin Users can also view NEW MSDSs using the MSDS Status drop down menu.

Once added to the index, the chemical MSDSs are available for all employees to view. To make sure administration sees new additions, they are also flagged as new until you formally accept them in the Admin Functions screen. To accept the MSDSs, click on the **ACCEPT** button on the top toolbar.

## Assigning Chemicals to a Location

### Assigning Existing Chemicals to a Location (Need to be logged into the "Admin Functions")

The first thing to do when a new product/chemical arrives at your location is to search your "ALL" location to see if that chemical exists in the master database and assigned to another location.

*(Note: When searching many times, the less you type in your search the better your results will be. (i.e. Joe's Good Glass Cleaner...search using Glass Cleaner) Many products are marketed or distributed by a company that is not the manufacturer. Sometimes when searching by Manufacturer, the item does not appear, in that case try searching by Chemical Name.)*

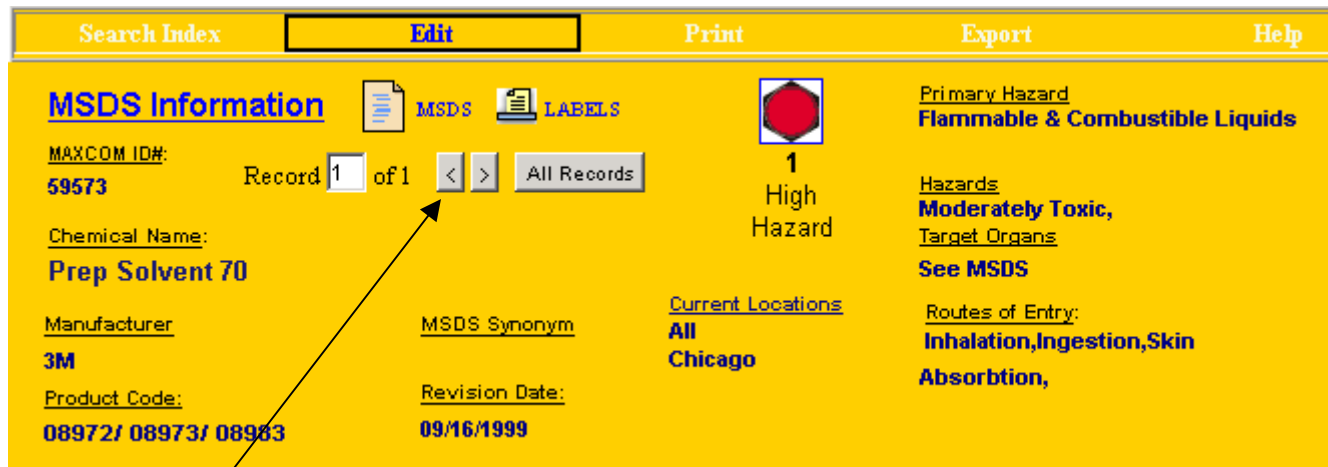
You can assign chemicals to one location or multiple locations. Click on the checkbox to select the chemicals you would like to assign by clicking on the checkbox in the "Select" column. You can only assign 7 or fewer chemicals at a time to multiple locations. If you page through the index using the record navigation buttons (<<< >>>) or by typing in the page number you want of the current index, you can continue to select chemicals even on different pages.

You can also use the "Select All" button to select all chemicals in the current listing. (i.e., you have searched the index for all chemicals by the ABC manufacturer. You can select all to assign them to Location A.) Remember though if you are assigning to **multiple locations**, it is only possible if you have 7 or less chemicals selected. (i.e., if you have searched the index for all chemicals by the ABC manufacturer and want to assign them to Location A and B, you can only do 7 chemicals at a time. But if you assign the product to only Location A, then you could assign all of the found chemicals)

To assign the chemicals, click on “Edit” at the top of the Index page after you have selected the chemicals you want. The “Edit” screen has 3 sections as described below.

## 1. MSDS Information

Here is information regarding the hazards, chemical name, category, current locations, Synonym from the MSDS and more.

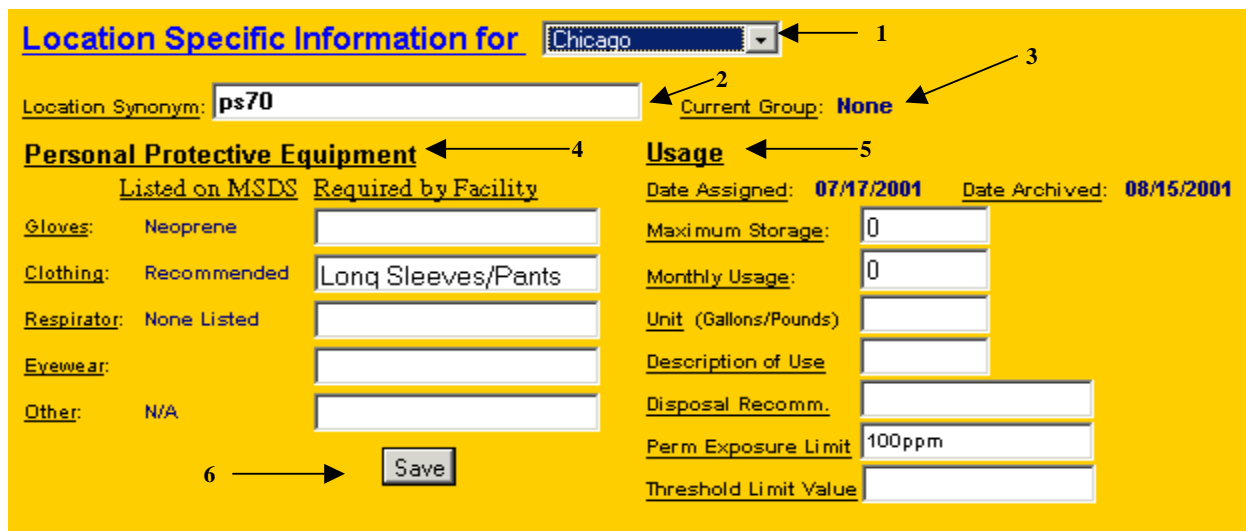


The screenshot displays the 'Edit' screen for a chemical. At the top, there are navigation tabs: Search Index, **Edit**, Print, Export, and Help. Below the tabs, the page is titled 'MSDS Information'. There are icons for 'MSDS' and 'LABELS'. A record navigation section shows 'Record 1 of 1' with left and right arrow buttons and an 'All Records' button. An arrow points from the text below to the right arrow button. To the right of the navigation is a red hazard pictogram with the number '1' and the text 'High Hazard'. The main content area is divided into several sections: 'MAXCOM ID#: 59573', 'Chemical Name: Prep Solvent 70', 'Manufacturer: 3M', 'Product Code: 08972/ 08973/ 08983', 'MSDS Synonym', 'Revision Date: 09/16/1999', 'Current Locations: All Chicago', 'Primary Hazard: Flammable & Combustible Liquids', 'Hazards: Moderately Toxic, Target Organs See MSDS', and 'Routes of Entry: Inhalation, Ingestion, Skin Absorption,'.

There are buttons to move between selected chemicals if you have selected multiple chemicals. This allows you to navigate through your selected chemicals to view any specific information quickly.

## 2. Location Specific Information

Here you can select from the different locations that the chemical is currently housed. This allows you to see synonyms specific to the location, along with PPE specific to that location, assigned date, archived dates and more. This section will look like the following:



**Location Specific Information for** Chicago ← 1

Location Synonym:  ← 2      Current Group: None ← 3

**Personal Protective Equipment** ← 4

	Listed on MSDS	Required by Facility
Gloves:	Neoprene	<input type="text"/>
Clothing:	Recommended	Long Sleeves/Pants
Respirator:	None Listed	<input type="text"/>
Eyewear:		<input type="text"/>
Other:	N/A	<input type="text"/>

**Usage** ← 5

Date Assigned: **07/17/2001**      Date Archived: **08/15/2001**

Maximum Storage:

Monthly Usage:

Unit (Gallons/Pounds):

Description of Use:

Disposal Recomm.:

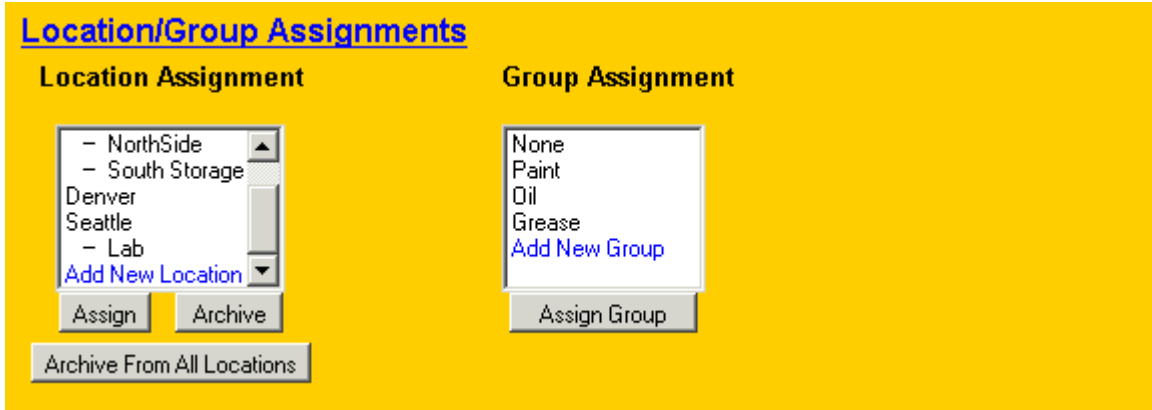
Perm Exposure Limit:

Threshold Limit Value:

6 →

1. **Location drop down** box to select the location that you want to view information. This allows you to look at location specific information for each location of the selected chemical.
2. **Location Synonyms** – Here you can enter a synonym specific to this location. This is useful when employees in one location may call a chemical by a different name than other locations. When you search within this location the synonym will appear in that location's Index.
3. **Current Group** – This displays the group the chemical belongs to. The group function is available to you to help search for groups of chemicals.
4. **Personal Protective Equipment** – Here you will see two columns of information. The first column, “Listed on MSDS”, of PPE listings are the PPE requirements from the MSDS itself. The second column, “Required by Facility” are additional or alternative PPE requirements defined by this specific location. The “Required by Facility” PPE’s will be displayed on the Index for this location only other locations will use either their specific PPE or default to the PPE listed on the MSDS.
5. **Usage** – This section allows you to store information unique to the chemical by location. You also can see the date the chemical was assigned to this location, “Date Assigned”. This assigned date is either the original date the chemical was assigned to the location or the most recent date it was assigned if it had been archived before. You can also see the “Date Archived” which will show the last date the chemical was archived.
6. **Save** – Click this “Save” button after making changes to any location specific information.

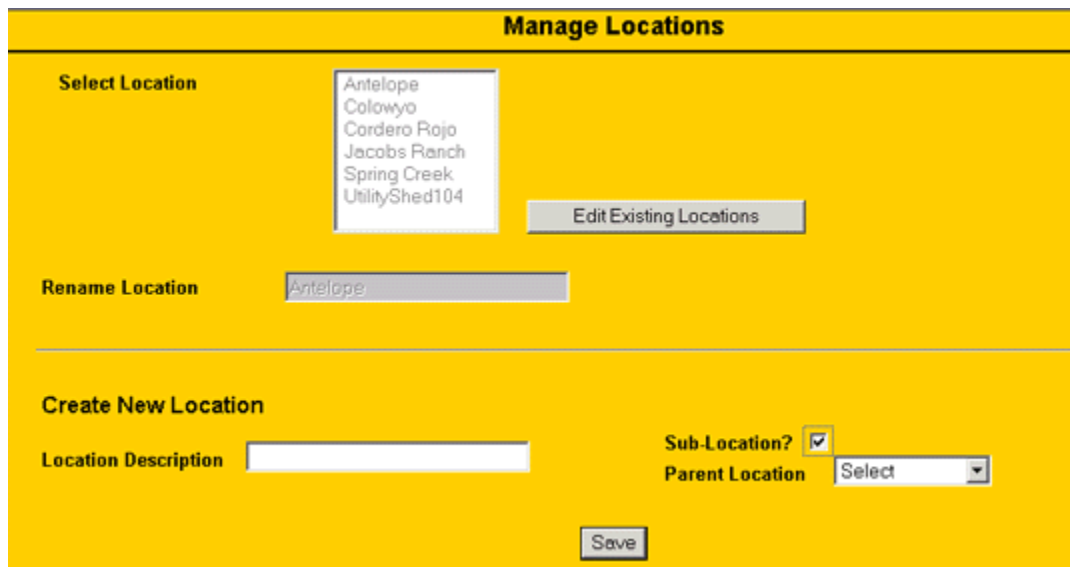
### 3. Location/Group Assignments



Here is where you select either the location or group you want to assign the selected chemical(s) to. You highlight the locations you want to assign the chemical to and click on the “Assign” button for locations. To archive an MSDS from one or more locations, highlight the locations you want to archive the chemical and click on the “Archive” button.

#### Add/Modify Locations

To add a new location or modify locations double click on the “Add New Location” selection in the list of locations. The following pop-up window will appear:



To create a new location enter the “Location Description” (Typically a Facility) and if it is going to be a “Sub-Location”(Typically a location in the facility) check the Sub-Location box and a drop down list of parent locations will appear for you to choose the parent location. Then click “Save” when you are finished to save your information.

To edit an existing location click on “Edit Existing Locations” button and then choose the location name from the left and it will appear in the “Rename Location” field for you to modify the name, and click “Save” when you are done updating.

Assigning the chemical to a group works the same way by selecting the appropriate group. (A chemical can only be assigned to 1 group at a time, assigning a new group will override the previous group setting.)

⇒ There is a second way to assign single chemicals. You can click on the “MaxCom ID#” of the chemical and that will take you to a detail page for that selected chemical. This screen looks very similar to the edit screen and works the same way. To assign the chemical to a location go to the bottom of the page and find the “Location/Group Assignments” section. Here you can select all of the locations to add the chemical to and click the “Assign” button.

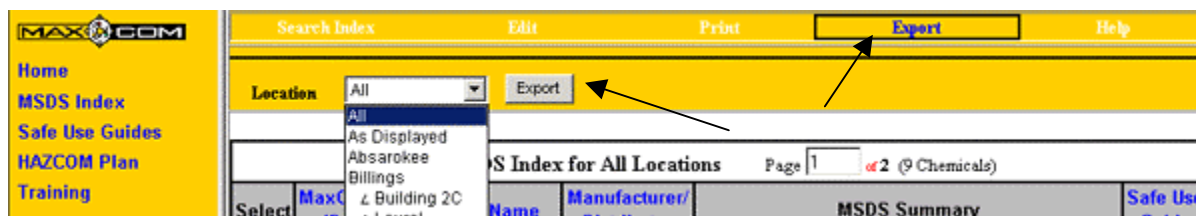
## Adding MSDSs to the System

There are four ways that you can add a MSDS to the MAXCOM System:

1. *Send via Post Office a copy of the MSDS to Haas TCM, MAXCOM Services Division.*
2. *Fax or email a copy of the MSDS to Haas TCM to be classified and then added to your system.*
3. *Contact Haas TCM to research and find a MSDS for a specific chemical.*
4. *Use MSDSs on the Web to obtain the MSDS for submittal to Haas TCM via email at [addMSDS@maxcomonline.com](mailto:addMSDS@maxcomonline.com). Be sure that you mention in your email, your company name, the location(s) and the MSDS(s) are for.*

## Export Chemical Information

User must be logged into “Admin Functions” to have access to the Export Utility from the “Manage Index” page. We have included the ability to export information to a Microsoft Excel™ spreadsheet file. This gives you control over your chemical/MSDS information. You can then utilize the data in reports, or for specific listings that you can sort/customize in Excel. To access the export utility click on “Export” on the top menu in the right hand frame next to print.



You will then see a dropdown list of all the locations that you can export the chemical information. One of the choices is “As Displayed” this is to use if you have done a custom search and only want to export information for that select group of chemicals. When you have selected you location to export click on the “Export” button to the right of the drop-down list. This will open a new window that will take a few seconds or so to load and then will display a link to open the created Microsoft Excel™ file. Clicking on the link will open the Excel file where you can then save it to your local PC.

## HAZCOM Plan

The HAZCOM Plan Screen gives you the ability to select a location from the drop-down menu. Once you select the appropriate location the “View HAZCOM Plan” link will open the current HAZCOM Plan for that location. You also have 2 other links to choose:

### Download Microsoft Word Template

Here you can download a generic copy of the HAZCOM Plan that you can fill in the fields to customize to your specific facility. Once you download and save this file to your computer you can edit/modify the document as you like and save the changes to a file on your pc. Then click on the “Upload New HAZCOM Plan” link and upload the newly saved file from your computer to MAXCOM.

### Upload New HAZCOM Plan

This link will take you to a page that will allow you to browse for a file on your computer (.doc or .pdf). Once you have selected the file press the “Upload” button and the file will be uploaded and put in place of your current HAZCOM Plan for the location you have selected.

This page also has a section titled “*Spill Response*” with the following links available:

### Emergency Flowchart

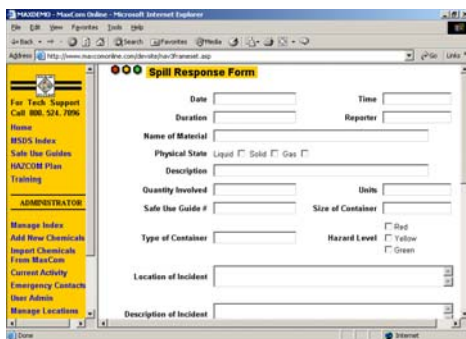
Here you can view the graphical flow chart of how to respond to a spill.

### Emergency Contacts

Here you can view the Emergency Contacts for each location. *(To add/edit/modify Emergency Contacts you must be in Admin Functions and choose Emergency Contacts from the left hand menu)*

### Chemical Incident Report Form

This is a standard Incident Form that you can print for your use.



### Current Activity

This is a tool to check on chemicals that are in process. Clicking on this will open a window that looks like the following:

Maximum Compliance Technologies			
1 - MSDS(s) assigned to Customer since 1/11/2004 <input type="button" value="go"/>			
MaxCom ID#	Chemical Name	Load Date	Customer Loc
905842	<a href="#">Visionaid Rainbow 2</a>	01/16/04	All
Number of MSDS(s) Customer has Listed as New			
0			

There are 3 main sections to the Activity Page.

### 1. MSDS(s) Awaiting Classification

This list is the all chemicals that are in the process of being classified by MAXCOM. The ID#, Chemical Name, Start Date, and Customer Location that requested the MSDS are all listed for each chemical in progress.

### 2. MSDS(s) assigned to Customer since xx/xx/xxxx (Not Displayed)

Here you can view the chemicals assigned within the last month or change the date and press the “go” button to view a different time period. The Chemical Name, ID#, Date Loaded, and location are all displayed with a link to view the MSDS by clicking on the Chemical Name.

### 3. Number of MSDS(s) Customer has Listed as New

This shows the number of chemicals listed as “New” on your index that have not been formally accepted into the system. They do still show on both the Employee Index and the Administrators Index.

### User Admin

This utility allows you to add/modify/delete user accounts for the “Admin Functions”. You can change the username, password, and job description and user level of existing users by selecting the user from the list and pressing the “Edit” button.

There are 2 User Levels that you can select. The “Administrator” level is full access while the “Advanced” user is full access except they are not allowed access to “User Admin”.

### Emergency Contacts (Edit)

Here you can add/edit Emergency Contacts for each location. Each location can enter a primary and a secondary contact. Select the location you want to change information for from the drop down list. Once you complete your changes press the “Save Information” button to store the changes. These are the contacts that display when you click on the left-hand menu “HAZCOM Plan”.

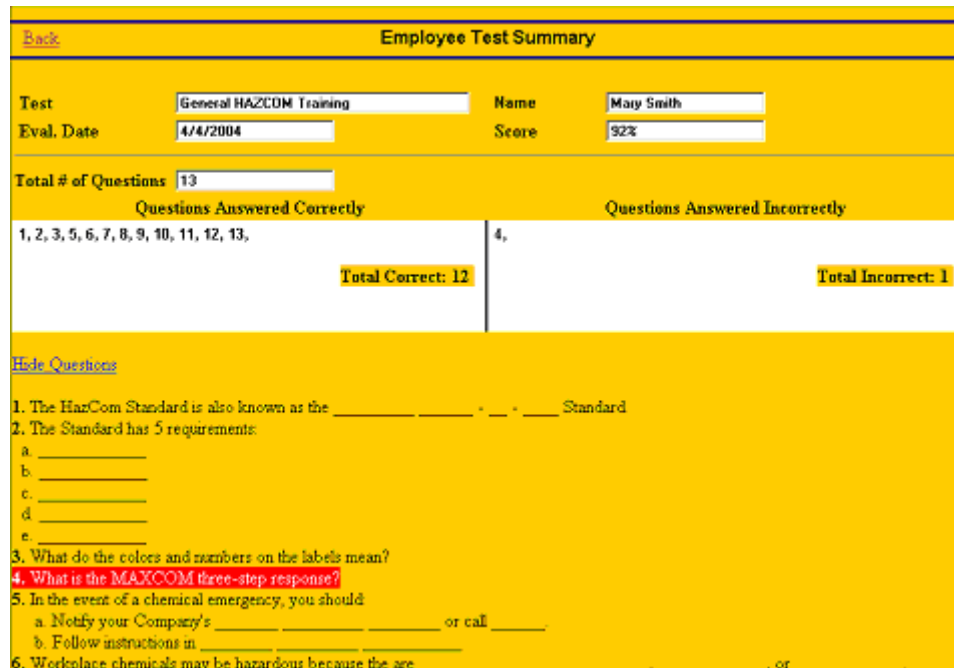
## HAZCOM Test Tracking

This is found on the left-hand menu and allows you to enter and review HAZCOM Test scores for employees/department. The first screen allows you to view a list of results or search for a specific employee's results. You can now enter in for the VHS video (General HAZCOM Training or the New DVD web version (General HAZCOM Training Version 2.0) as well as ability to manually enter in the CD Module training as an alternative to using our training tracker.



Employee Name	Score	Department	Site/Location
jdoe	89	safety	CRC
john	85	receiving	kennett

You can click on the employee name to open a page with details of the results including a list of questions and which questions were correct and incorrect. The screen displays as below:



[Back](#)

### Employee Test Summary

Test:  Name:   
 Eval. Date:  Score:

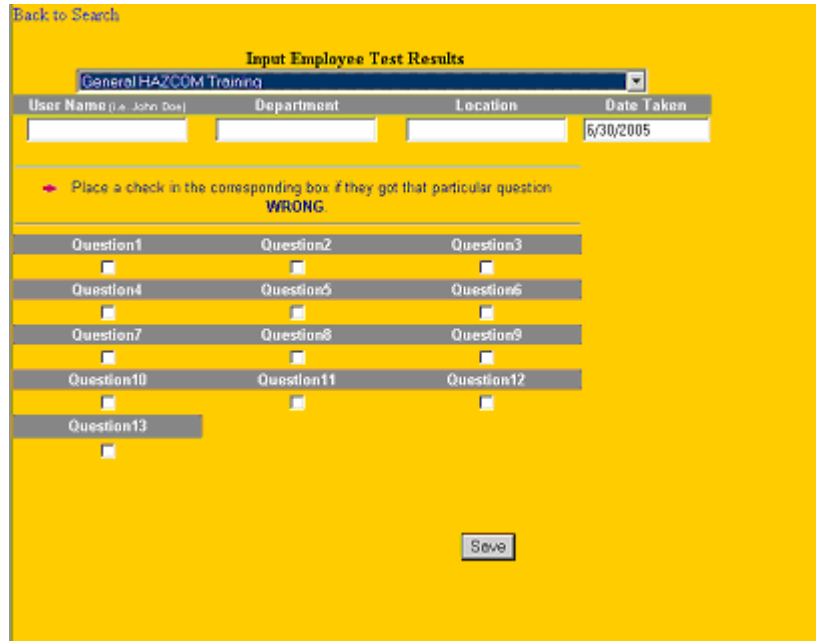
Total # of Questions:

Questions Answered Correctly	Questions Answered Incorrectly
1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13,	4,
<b>Total Correct: 12</b>	<b>Total Incorrect: 1</b>

[Hide Questions](#)

- The HazCom Standard is also known as the \_\_\_\_\_ - \_\_\_\_\_ Standard
- The Standard has 5 requirements:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- What do the colors and numbers on the labels mean?
- What is the MAXCOM three-step response?**
- In the event of a chemical emergency, you should
  - Notify your Company's \_\_\_\_\_ or call \_\_\_\_\_
  - Follow instructions in \_\_\_\_\_
- Workplace chemicals may be hazardous because the are \_\_\_\_\_, or \_\_\_\_\_

On the first page of the HAZCOM Test Tracking page is a button to edit users. This will take you to a screen where you can modify user information, or delete bad entries. There is also a button labeled “Enter New Results”, that you can click to enter new user/test results. The entry page displays as follow:



Back to Search

**Input Employee Test Results**

General HAZCOM Training

User Name (i.e. John Doe)	Department	Location	Date Taken
			6/30/2005

Place a check in the corresponding box if they got that particular question

**WRONG**

Question1	Question2	Question3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question4	Question5	Question6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question7	Question8	Question9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question10	Question11	Question12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question13		
<input type="checkbox"/>		

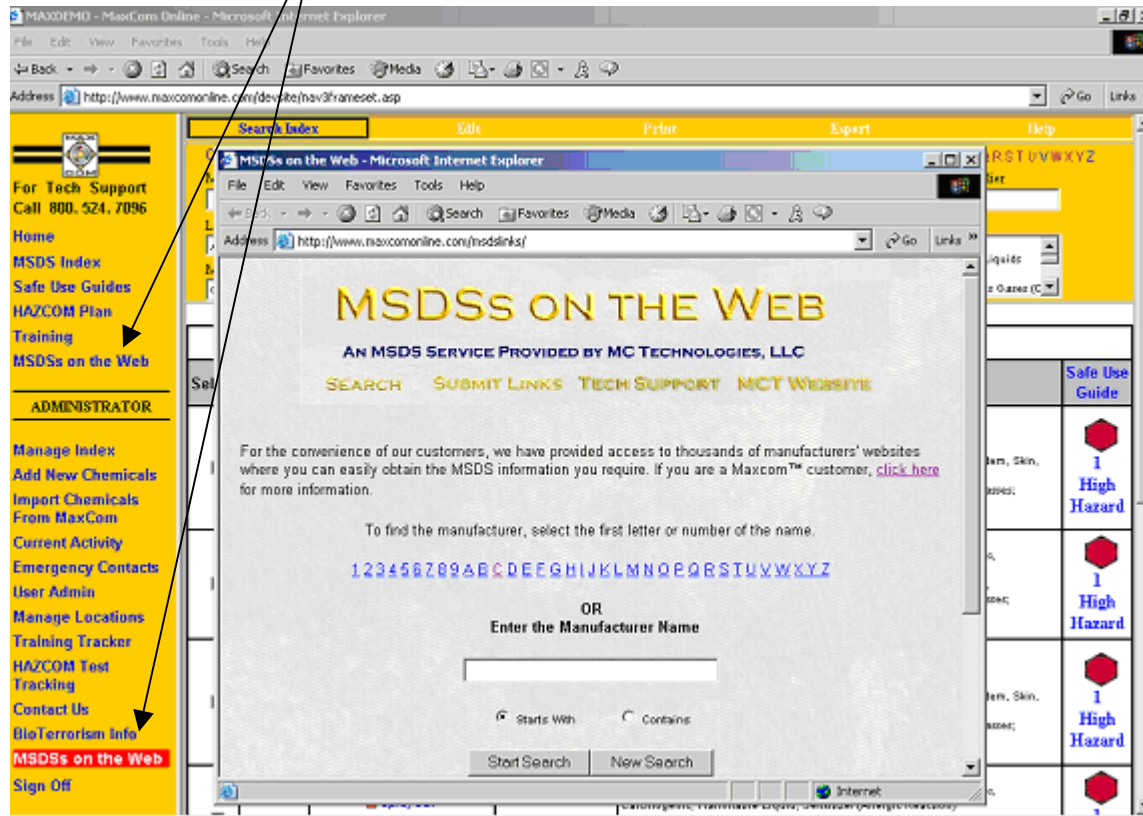
Save

Here you can enter the name and department of the employee. Then you just need to check the questions that were answered incorrectly and press the “Save” button when finished.

## MSDSs on the Web

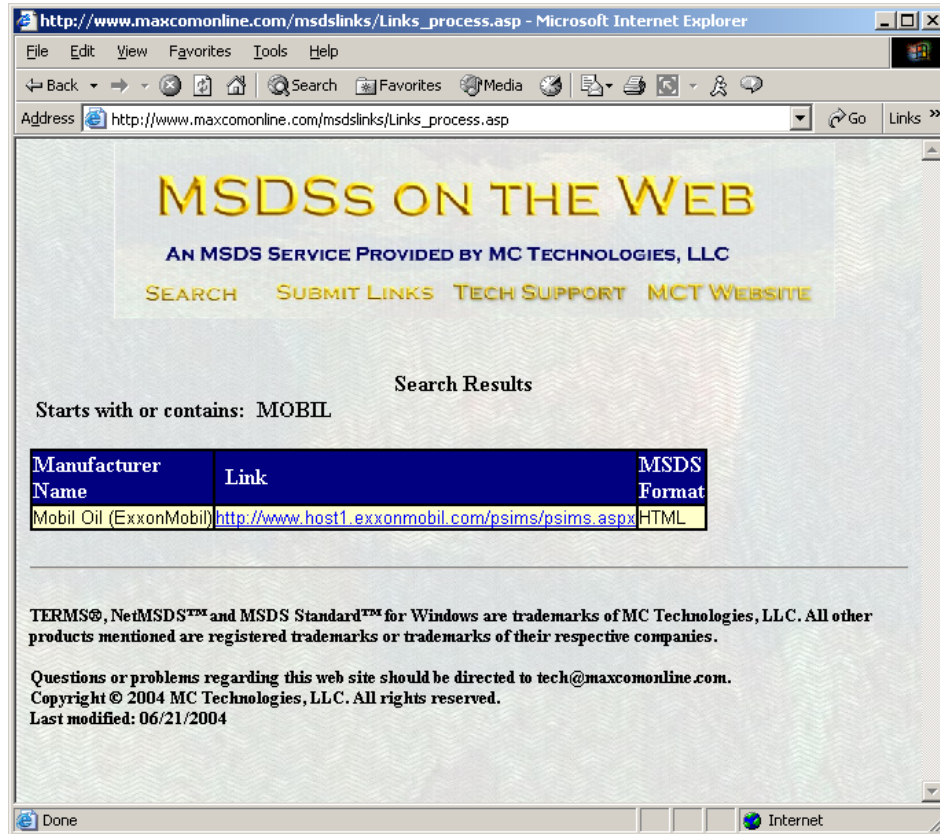
MSDSs on the Web is a new feature for Maxcom that allows you to find MSDSs directly from the Manufacturer's website for submission to MAXCOM to add to your MSDS Database.

By clicking on either link (Non-Administrator or Administrator), MSDSs on the Web appears in a separate window.



Choose from the alphabetical list or to search for any name or part of a name of a manufacturer and click the Start Search button to search for the Manufacturer of choice.

The results show all the hits for your search.



Click on the link to be navigated to that manufacturer's web site. The MSDS Format column tells you what type of MSDS you will find on their website.

Once you've located your MSDS(s), follow the steps below for easy submission to MAXCOM.

1. Manufacturer websites have various methods on their websites on how to obtain the MSDS. To save an MSDS, do not open the file on their website, but click on the hyperlink, or graphic image representing the file such as a diskette, PDF icon, HTML icon, etc and then click right mouse button, a shortcut menu displays.



Example of the Shortcut Menu

2. Choose the **Save Target As...** option with your left mouse button.
3. Save the MSDS document to a location on your network or local hard drive.
4. Send an email to [admsds@maxcomonline.com](mailto:admsds@maxcomonline.com) with the MSDS(s) attached. Put the words **MSDS submission** in the 'Title' area. Include the location(s) of the MSDS(s) in the body of the email.

## HAZCOM General Training Version 2.0

New for June 2005, is that we have updated our video training to allow you to view the video on the web (provided you have a high speed internet connection). You can watch the video right within the MAXCOM System. If you have subscribed to our Spanish Enabled version, you also will have links to access this video in Spanish. If you do not have high speed internet, this same video is available via CD or DVD Version. To order and/or find out more information regarding our Spanish Enabled Version of MAXCOM, call 888-707-8819.

To access, click on the Training link on the left hand side.

 <b>CATEGORY TRAINING</b>			
<b>GENERAL HAZCOM VIDEO VERSION 2.0 (18 Minutes)</b> <small>System Requirements:            For CD/DVD Version: CD or DVD Player, Flash, Sound Device            For Web Version: Flash, Sound Device, High Speed Internet connection only. To order the CD or DVD version, click <a href="#">here</a></small>		<b>MAXCOM CATEGORY TRAINING MODULES</b> <small>System Requirements:            For CD Version: CD Player, Shockwave, Sound Device            For Web Version: Shockwave, Sound Device             To view a cross reference of CD Modules and their corresponding Hazard Categories please click <a href="#">here</a></small>	
<b>WEB</b>	English: Click <a href="#">here</a> for Flash Streaming video	<b>WEB</b>	English: Click <a href="#">here</a> for Shockwave Streaming video
<b>CD</b>	Insert CD-ROM. To order additional copies, call 888-707-8819	<b>CD</b>	Insert CD-ROM. To order additional copies, call 888-707-8819

Showing MAXCOM without Spanish Enabled

If you have subscribed to the Spanish Enabled version, additional links are provided within the page for access to those versions. The availability of these options are for both a general user and administrative user.



# MAXCOM™ User's Guide

<b>GENERAL HAZCOM VIDEO VERSION 2.0 (18 Minutes)</b>  <u>System Requirements:</u> For CD/DVD Version: CD or DVD Player, Flash, Sound Device For Web Version: Flash, Sound Device, High Speed Internet connection only. To order the CD or DVD version, click <a href="#">here</a>		<b>MAXCOM CATEGORY TRAINING MODULES</b>  <u>System Requirements:</u> For CD Version: CD Player, Shockwave, Sound Device For Web Version: Shockwave, Sound Device  To view a cross reference of CD Modules and their corresponding Hazard Categories please click <a href="#">here</a>	
<b>WEB</b>	English: Click <a href="#">here</a> for Flash Streaming video  Espanol: Haga clic <a href="#">aquí</a> para el Destello que corre video	<b>WEB</b>	English: Click <a href="#">here</a> for Shockwave Streaming video  Espanol: Haga clic <a href="#">aquí</a> para el Shockwave que corre video
<b>CD</b>	Insert CD-ROM. To order additional copies, call 888-707-8819	<b>CD</b>	Insert CD-ROM. To order additional copies, call 888-707-8819

Showing MAXCOM with Spanish Enabled

## Chemical Category Training CD

1. **Make sure you have logged into the MAXCOM system and clicked on the Training link.** If you have Web Enabled Training, click on the links that correspond to the Chemical training and skip to Step 3.

2. Insert the Training CD. It will automatically begin. If you do not have autorun (PC) or auto-insert (Mac):

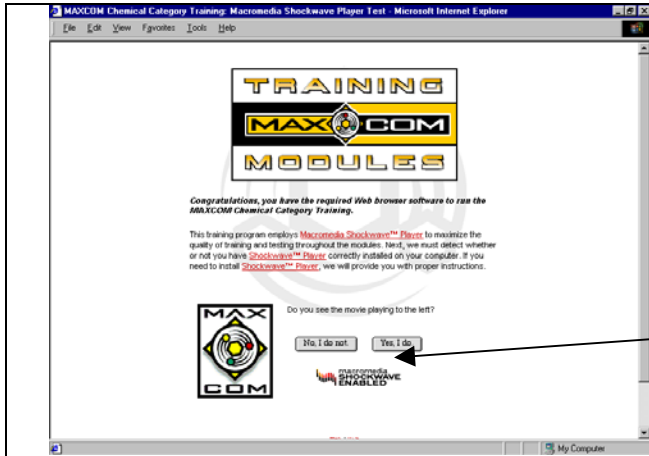
For Macs: Click File and Open all files. Click the icon for HazardTrain. Choose the Start.html page.

For PCs: Go to Start>Run>and in the open command box type: <CD Drive Letter>:\Start.html.



3. The first screen should look like this. Make sure you have all required programs to run the CD Training.

Click Continue.



4. The second screen should look like this. This screen is asking if you see the moving part of the MAXCOM™ logo. This is checking to see if you have required programs to run the MAXCOM™ Chemical category training.

Click "Yes I Do" or "No, I Do Not"



5. Read and Accept the License Agreement.



6. LOGIN Screen:

If you **DO NOT** have an activation number click "GET ACTIVATION CODE." You must have an activation code for each use of the training CD.

If you **DO** have an activation code, enter your:  
 First name  
 Last name  
 Activation code

And the "START TRAINING" button. This will begin the MAXCOM™ Chemical Category Training.



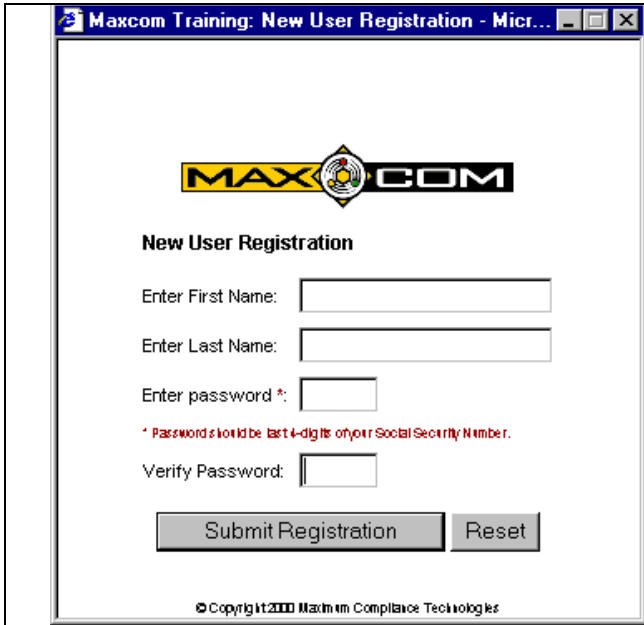
7. "GET ACTIVATION CODE"  
Please note that this will change each time you log into the Training System. If you get an activation code and go through each of the modules at once, you do not need another activation code. Write this code down for its needed later.

Enter your company ID which is:

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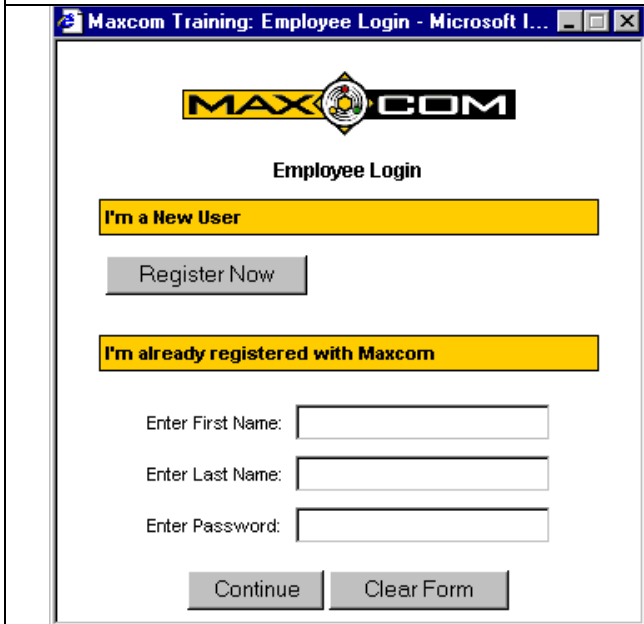
8. Employee Login Screen:  
Click "REGISTER NOW" to register as a new user.



9. Logging in the first time. This will be a one-time login process:

Enter: First name  
Last name  
Password  
Password Verification


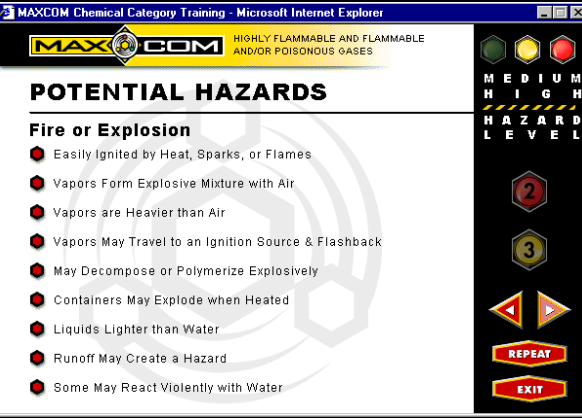
Click "SUBMIT REGISTRATION"  
Write down your password so that you can refer to it later.

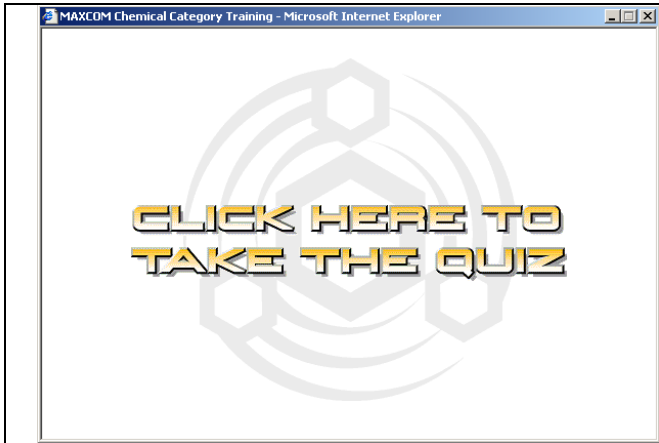


10. Once your information has been entered, you will be directed back to the login screen. **This is not a mistake.** You now need to login as a registered user.

Enter your  
First name  
Last name  
Password

Click "CONTINUE"

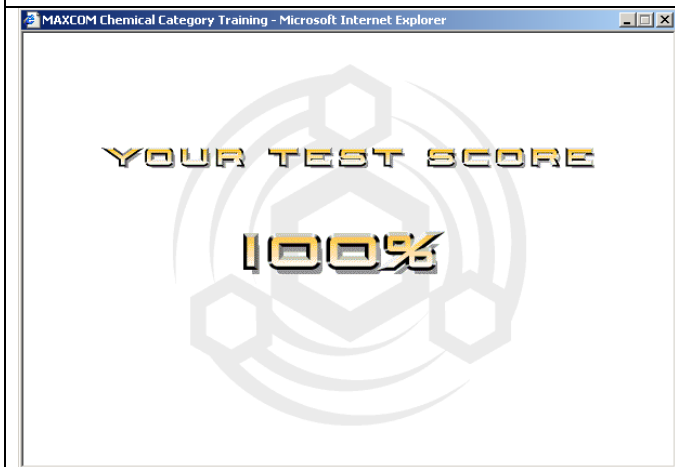
 <p><b>Login Successful</b></p> <p>First Name: LL          Last Name: LL          Activation Code: *****</p> <p><b>IMPORTANT:</b> Write down this activation code. You will need it to successfully complete the login and the training. Return now to the main login window by clicking on the close window link below.</p> <p style="text-align: right;"><a href="#">[ close window ]</a></p>	<p>11. You will be given an Activation code. Write down this activation code. You will need it to successfully complete the login and the training. Close window.</p> <p>Note: If you close the training and reopen again later, you will need to obtain another activation code.</p>
<p><b>Step 1:</b></p> <p><input type="button" value="Get Activation Code"/></p> <p><b>Step 2:</b></p> <p>Enter First Name: <input type="text" value="LL"/>          Enter Last Name: <input type="text" value="LL"/>          Enter Activation Code: <input type="text" value="74-7*****6"/></p> <p><b>Step 3:</b></p> <p><input type="button" value="Start Training"/></p>	<p>12. At the login page enter you first name, last name and the activation number.</p> <p>CLICK "START TRAINING"</p>
	<p>13. The use of the CD is very simple. Read the prompted directions and follow them.</p> <p>There will be a blinking icon to continue to proceed through various parts of the training module.</p>



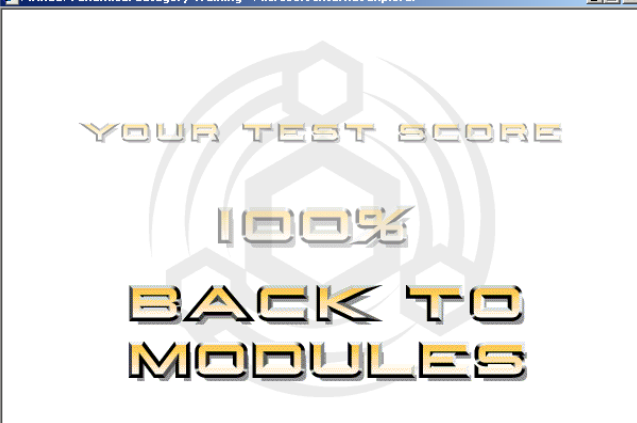
14. After viewing each training module, you are asked to take the test. Click on the words to go to the test.



15. After taking each test, you are asked for your activation code. When you enter your activation code, then the scores are displayed and recorded. If you do not see this, please contact Technical Support At 800-524-7096 or at [tech@haastcm.com](mailto:tech@haastcm.com)



16. View of the Score after entering your activation code.

 <p>MAXCOM Chemical Category Training - Microsoft Internet Explorer</p> <p>YOUR TEST SCORE</p> <p>100%</p> <p><b>BACK TO MODULES</b></p>	<p>17. Click on Back to Modules to continue with another training module.</p>
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**SAFETY IS  
EVERYONE'S RESPONSIBILITY  
AND DUTY!**