AgWorks, Inc.

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Procedures for:

Importing DOT Complaint Materials

Revisions:

Version	Date	Author	Description
10.1.34 (124)	08/27/2010	Sara Toliver	Creation of document.

Definitions:

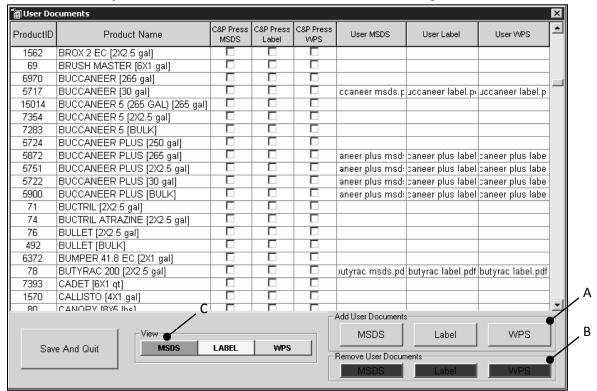
• DOT Complaint Materials refers to Material Safety Data Sheets, Manufacturer Labels, and Worker Protection Sheets.

Warning/Notice:

• The following assumes that the user has already located DOT Compliant Material and has saved this documentation in *.PDF format (compatible with Adobe Acrobat Reader) on a directory either on the user's network or local computer. These documents can typically be found on the manufacturer or supplier's website.

Procedures:

- 1. Open AgWorks Manager
- 2. Navigate to: Products/Services > Compliance, Add User Documents
- 3. Within this form you can add, view, and delete user added DOT Complaint materials



- A. To add new user documents, highlight the appropriate product and then click on the appropriate button within the *Add User Documents* section.
 - i. Navigate to the location of the file you want to import as your DOT Compliant document.
 - 1. When the document is saved, the filename will appear in the appropriate column.
- B. To remove user documents, highlight the appropriate product and then click on the appropriate button within the *Remove User Documents* section.
- C. To view user documents, highlight the appropriate product and then click on the appropriate button with the *View* section.
- 4. Click *Save & Quit* to complete this task.