Access the SUEZ Water Technologies & Solutions Document Library via www.suezwatertechnologies.com and click on “Resources”, then “Document Library”.

You can also scroll down on the suezwatertechnologies.com home page until you see this:

Document Library

Looking for a technical paper? Fact sheet? Our library is the one global source for all of our publications.

→ Browse   → Search MSDS
Welcome to the SUEZ Water Technologies & Solutions Document Library

Use the search box at the top of this page to find documents - you can do so in combination with filters by clicking on the “Perform an advanced search” link. For example, if you are looking for Case Studies about our GenGard product, you can type “GenGard” in the search box, then click the Advanced Search and choose “Case Studies” from the Document Types options.

This training presentation is available via the “Help” link (top right corner and underneath search box)

To access the full breadth of resources in our library, new users can create an account to register.
You can immediately use the Library search from the home page:

1. Type a **query** in the white search box, or

2. Use one of the **shortcuts** to frequently used **document types** (you can refine your search further afterwards), or

3. You can **combine** these features (i.e. type something in the search box and then click on e.g. the Fact Sheets shortcut)

In addition, there is the option to perform an **advanced search** (link underneath the search box) by applying several filters in one go – more on this later.

To just search, click the magnifying glass icon (🔍) or the “Enter” key after typing your query.

Remember that you do not necessarily need to type something in the search box, you can limit yourself to just using the filters, or combine search term and filters.
**Amount** of search results matching your query and applied filters

Search results are displayed sorted by **relevance** first, but you can easily **sort them alphabetically** (A-Z, by title) – this is especially useful when browsing for fact sheets.

You can change the **amount of results** displayed per page.

**Number of pages** with search results (will vary according to chosen amount of results per page).

The **pole** choice in the filters restricts the search to products and equipment relevant to your region. Please note that many products are specific to an area or country.

The pole you have chosen will limit your Library search to display only results relevant to that pole, although you can change this choice at any time when applying filters.

Here you can **modify Filters** – more on separate “Filters” slides.
Applicable poles are immediately visible, as well as the document type.

Clicking on “More info” expands the view and shows all tags (i.e. filters) applied to the document. Click on “Less info” to collapse the view again.

Abstract – Summary of the contents

Type of file (pdf, excel, etc) and size of the document
By clicking on “Perform an advanced search” you can open the so-called Filter Modal from the Home Page. Note that you can do this in combination with a typed search query.

Choose **up to 10 filters** (you will get a warning when you exceed that number), then click on the “Apply Filters” button.

Clicking on “Reset” will cancel all filters (you can also un-do them one by one).
Chosen filters are displayed in the left-hand area next to the search results and help you keep track of what filters you are applying. If you decide you want to undo a filter, just click the X ( ) to remove it.

Available Filter Categories:
- Document Types
- Poles
- Languages
- Industries
- Chemicals*
- Equipment*
- Services**
- Security

* Sub-types and product series tags also available
** Consists of Analytical Services, EHS and Field Test Services, sub-types are also available for the latter one
When choosing a category under Chemicals, Equipment or Services, you can either tick off "All xxx" which will filter down to all documents tagged to that category, or you can choose a **sub-type** and/or **product series** (remember to **scroll down** in the filter modal to view them all).

You can click on **"Modify"** to open the Filter Modal again and make changes in the applied filters. Once the Filter Modal is open, you can go from one category to another there, no need to close and click on another category’s “Modify” link in the left-hand area to do so.
“Search Instead For” Feature

“Search instead for” feature (similar to Google):

Spelling suggestions will be made where appropriate, clicking on the *suggested search* term will perform a new search.
• To **copy the URL** of a specific document in order to email it to someone, **right click on the title of the document** and click on ‘Copy Shortcut”, then paste this into the email or document.
• To **save a document** straight to your hard disk, right click on the title of the document, and choose “Save Target As…”

*View depends on which browser is used*
Search Tips

• When entering multiple words, an ‘AND' search is done by default:
  Search query ‘sulfuric acid’ is the same as search query ‘sulfuric and acid'
  A document will appear in the search results if it contains the word ‘sulfuric' AND the word ‘acid'
  anywhere in it (the words do not need to be in sequence).

• Insert the search string in quotation marks (""") to search for the words in sequence (or a phrase):
  Search query: “sulfuric acid"
  A document will appear in the search results if it contains the words ‘sulfuric acid’ in sequence.
  Using the quotation marks around keywords is very helpful when you want an exact phrase.
  For example, if you type the following query: "French fact sheet", the search engine will literally look for
  the complete phrase ‘French fact sheet’. But, if you type the same query without the quotation marks
  then it searches all documents containing the words 'French', 'fact' and 'sheet'.

• Use an asterisk (*) after, in front of or even in the middle of your search term as a wildcard character
  for partial product name or word searches:
    Search query: “BA29**” to search for “BA2920”, “BA2980MBR” etc
    Search query: “gen*ard” if you’re not sure it should be spelled “gengard” or “genguard"

• You can precede keywords by - to exclude them; you must still have at least one "positive" keyword.
  Example: reverse -osmosis (content must contain reverse and cannot contain osmosis).

• Note that product name extensions (eg. XYZ123) are always written in one word

• Try alternative spelling in your search queries, e.g. American English vs. British English (sulfuric vs
  sulphuric)...
Please use the “Contact Us” link in the right hand top corner if you have any issues or questions.
The training presentation you are now perusing is always available via the “Help” link, which can be found on all Library pages in the right hand top corner.