

# SDS Inventory Manager in use

## How can I create a hierarchy of locations that match our company structure?

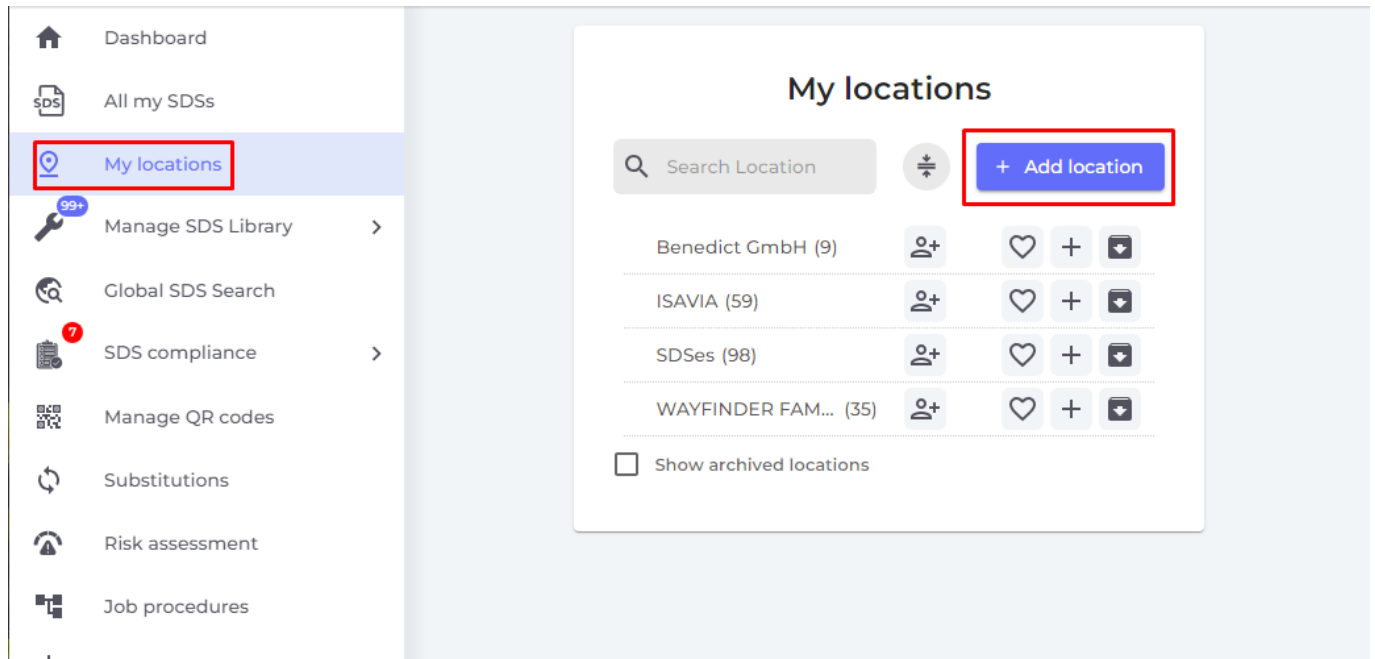
- Step 1: From your menu panel on the left of your screen, go to 'Manage SDS Library' and click on 'Add location'.

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The screenshot displays the SDS Manager web application. On the left is a sidebar with navigation options: Dashboard, All my SDSs, My locations, Manage SDS Library (highlighted with a blue bar and a '99+' badge), and a list of locations including Benedict GmbH (9), ISAVIA (59), SDSes (98) (highlighted), and WAYFINDER FAMILY S... (35). Below the location list are buttons for '+ Add location' (highlighted with a red box), Import status, SDS requests (with a red '1' badge), Archive, and Global SDS Search. The main content area on the right is titled 'SDS Library for Company' and includes a search filter 'Filter by Product name, ...'. Below this, there are sections for 'Product Name ↑' and a list of products, including 'A-100 Exterior Acrylic Lat Flat MOCS Anti-Graffiti C' and 'Acetone'.

Or you can also find 'Add location' button in 'My locations' page.

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- Step 2: Fill out the location information and click the 'Create' button.

## Create a location

×

Name

Parent location

Responsible

Create

- Step 3: Click on '+' icon to create more Sub-locations as needed for your location hierarchy.

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The screenshot shows the 'Manage SDS Library' section of the SDS Inventory Manager. On the left, there is a sidebar with navigation options: 'Benedict GmbH (9)', 'ISAVIA (59)', 'SDSes (98)' (highlighted with a red box and a heart icon), 'WAYFINDER FAMILY S... (35)', 'Add location', 'Import status', 'SDS requests' (with a red notification badge), 'Archive', and 'Global SDS Search'. The main area displays a list of locations with columns for 'Product Name' and 'Signal word'. The first entry is 'A-100 Exterior Acrylic Latex Flat MOCS Anti-Graffiti Grey' with a 'Danger' signal word. The second entry is 'Acetone' with a 'Danger' signal word. Both entries are associated with 'THE SHERWIN-WILLIAMS COMPANY SDSes'.

The screenshot shows the 'My locations' page. On the left, there is a sidebar with navigation options: 'Dashboard', 'All my SDSs', 'My locations' (highlighted), 'Manage SDS Library' (with a red notification badge), 'Global SDS Search', 'SDS compliance' (with a red notification badge), 'Manage QR codes', 'Substitutions', and 'Risk assessment'. The main area displays a list of locations with columns for 'Location Name', 'Signal word', and 'Actions'. The first entry is 'Benedict GmbH (9)' with a 'Signal word' of 'Signal word' and an 'Add sub-location' button. The second entry is 'ISAVIA (59)' with a 'Signal word' of 'Signal word' and an 'Add sub-location' button. The third entry is 'SDSes (98)' with a 'Signal word' of 'Signal word' and an 'Add sub-location' button. The fourth entry is 'WAYFINDER FAM... (35)' with a 'Signal word' of 'Signal word' and an 'Add sub-location' button. There is a checkbox for 'Show archived locations' at the bottom.

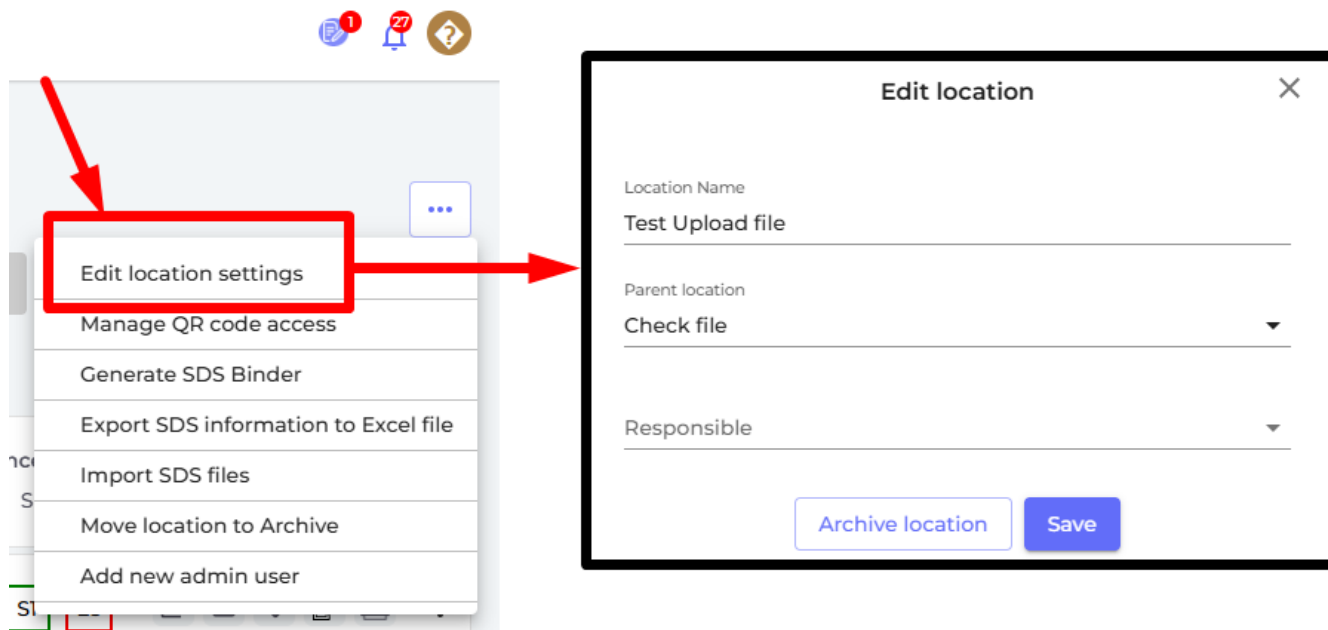
## How to Move a Location to a Different Parent Location

To move a location and assign it to a new parent (making it a sub-location of another location), follow these steps:

1. **Open the Location Details page** for the location you want to move.
2. Click on the **“Edit Location Settings”** button.
3. Find the field labeled **“Parent Location”**.

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4. Select the **new parent location** from the dropdown list — this will make your current location a sub-location of the selected parent.
5. Click **“Save”** to confirm the changes.



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