

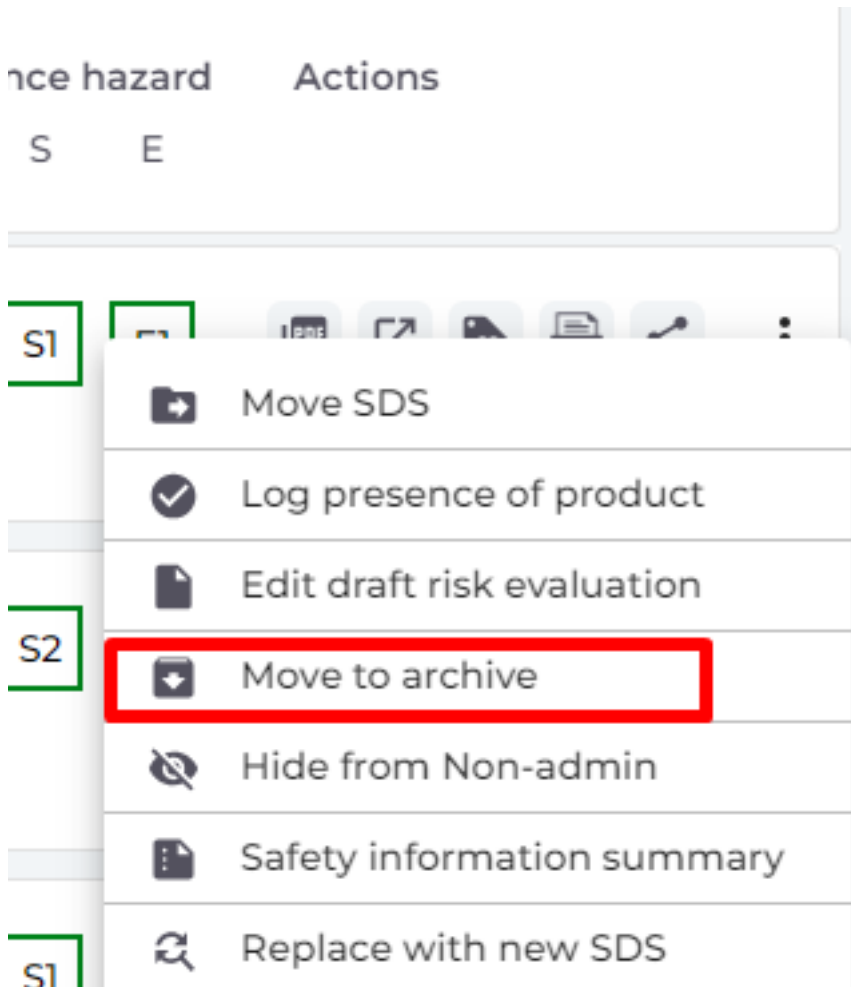
SDS Inventory Manager in use

What do I do with SDS for chemicals that we no longer use (Archive SDS)?

Chemicals that you no longer use can be archived from a location. Here is how to do that:

Open 'All my SDSs' or 'Manage SDS Library' page and find the SDS.

Click on 'More actions' icon in the Actions column, select 'Move to archive' and confirm.



The archived substances will be seen in the 'Archive' page.

Click here to [open SDS Manager and access your archived SDSs \(require login\)](#).

On the archive page, you can permanently remove a Safety Data Sheet (SDS) from your library. Simply click "Delete Permanently" next to the SDS you wish to eliminate.

SDS Inventory Manager in use

The screenshot shows the SDS Inventory Manager interface. On the left is a sidebar with navigation options: Dashboard, All my SDSs, My locations, Manage SDS Library (expanded), Test Nam Dau (6), Add location, Import status, Archive (highlighted with a red box), Global SDS Search, and SDS compliance. The main content area has tabs for Archived locations, Archived SDSs (highlighted with a red box), Replaced by newer version, and Archived SDS Requests. Below the tabs is a search bar for 'Product, supplier' and a 'Location Filter' button. A table lists SDS entries with columns: Product Name, Supplier Name, Product Code, Revision date, GHS, Locations, Replaced by SDS, Replaced by, and Replaced date. The table contains four rows of data for 'Kroon-Oil Oil' products. The 'Archive' button in the sidebar and the 'Delete permanently' button in the first row of the table are highlighted with red boxes.

Product Name	Supplier Name	Product Code	Revision date	GHS	Locations	Replaced by SDS	Replaced by	Replaced date	
<input type="checkbox"/> Kroon-Oil Oil Flush	Kroon Oil BV	98.70.09	2018-12-27		Test 31				<input type="button" value="Undo Archive"/> <input type="button" value="Delete permanently"/>
<input type="checkbox"/> Kroon-Oil Oil Leak Stop	Kroon Oil BV	98.70.07	2018-12-27		Test 31				<input type="button" value="Undo Archive"/> <input type="button" value="Delete permanently"/>
<input type="checkbox"/> Kroon-Oil Oil Stabilizer	Kroon Oil BV	98.70.08	2020-07-27		Test 31				<input type="button" value="Undo Archive"/> <input type="button" value="Delete permanently"/>

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