User management and access controll

Can all employees in our company access the SDSs?

All employees in your organization can access your company's SDS library and search our SDS database. You can manage and restrict your employees' access to specific locations and SDSs.

This can be done easily by setting up their roles in each location.

On the 'User management' page, click and change at the 'Access setting' tab to 'Customize access', then you can click on a user/employee and set their roles for each location:

Then click 'Save' to save any changes.

- With 'No Access', users cannot see or access the location.

- With 'Staff,' users can see the SDSs (except for hidden ones made by Owner/Admin role) and edit the substance amount.

- With 'Admin', users can see all the SDSs in the location and make changes to them. They can also add more SDSs to the location.

- With 'Admin with approval', users can have 'Admin' permissions and approve SDSs, risk assessments and job procedures.

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