Daily use

How can I delete a location?

If a location is no longer in use, you can move it to archive by clicking the "Move location to Archive" option on the 3-dot menu on the location page.

SDS MANAGER	*		Q Search SDS in use and global data	abase				L 😌 🚱
1 Dashboard			(j) See ou	r guide on how to perf	orm maintenance	and management of your SDS libi	ary	
All my SDSs		SDS Library for Test (Corporation Inc. > Factory Paris 🗸	Include sub-loca	ations			
O My locations		Filter by Product n	name, Supplier, CAS# or UFI# 🐻 🔍	Ŧ		General	lazard	Edit location settings
Manage SDS Library	~							Manage QR code access
		Product Name↑	Supplier Name	Signal word	Amount	Pictograms & Controls	Substance	Generate SDS Binder
 Factory Himalaya (24) 							H S	Export SDS information to Excel file
> Factory Paris (55)								Import SDS files
> Factory Tokyo (81)		3-In-One All Purpose	se wd-40 company	Danger	N/A	ا الله الله الله الله الله الله الله ال	H2 S4	Move location to Archive
						🔝 🚫 😡 🗊		Add new admin user
 SDS library for Test cor (6) 						••••		
 Test December (11) 		3M Filtek 7500 Uni	versal 3m company	Warning	N/A	^	H4 S4 E5 💷 🗹 🗞 📾 < 🗄	
 Test January (6) 		Restorative (8020, 8	8021)		1970	\Diamond		
Add location								

When the location is archived, the SDS linked to the location will no longer be listed in search results.

You will find Archived locations and archived SDS under the "Archive" menu under "Manage SDS library" menu.

Daily use

	Ŧ	Q Search SDS in use and glob
✿ Dashboard		
All my SDSs		Archived locations Archived SDSs
• My locations		O Givaudan
99+ Manage SDS Library		 Basement
	Ť	 Ist floor
> Factory Himalaya (24)		 2nd floor
> Factory Paris (55)		 Adapt Health - Aerocare
> Factory Tokyo (81)		 Sundeck
 SDS library for Test cor (6) 		 sub-basement
O Test December (11)		o sub 02
 Test January (6) 		o sub 02
Add location		0 Kitchen
1 Import status		0 Cabinet 1
BDS requests		
Archive		o new factory
		• Shelf 3

Archived SDSs are not included in your SDS count (i.e. you are not paying for SDS that has been archived)

When deleting SDSs from your library, you can delete them one at a time, or use the Bulk delete feature.

Daily use



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