

## 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.

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.

Archived SDSs are not included in your SDS count (i.e. you are not paying for SDS that has been archived)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