How to keep our SDS library up-to-date How can I set expiration date on an SDS?

You can set the expiration date on a SDS by using our <u>Custom fields</u>. You create a Custom field named "Expiry Date" of type "Date".

From <u>Manage SDS library</u> (require login), select "Custom fields" (1), next click the (+) icon (2) and create Custom Field to create a date field.

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When you have created your "Expiry date" field, this will now be available for edit on all your SDSs.

Open the SDS by clicking the Detail-icon and clicking the edit pencil that will show when you hover the mouse over the Expiry date field.

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On the <u>All Our SDS page</u> (require login), you can now list all SDS in your library that have an expiry date in your chosen interval

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Unique solution ID: #1149 Author: n/a

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