How can I create a hierarchy of locations that match our company structure?

• Step 1: From your menu panel on the left of your screen, go to 'Manage SDS Library' and click on 'Add location'.

SDS MANAGER	Ŧ
n Dashboard	
All my SDSs	SDS Library for Company
O My locations	Filter by Product name,
Manage SDS Library	~
O Benedict GmbH (9)	
o isavia (59)	Product Name ↑
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Add location	
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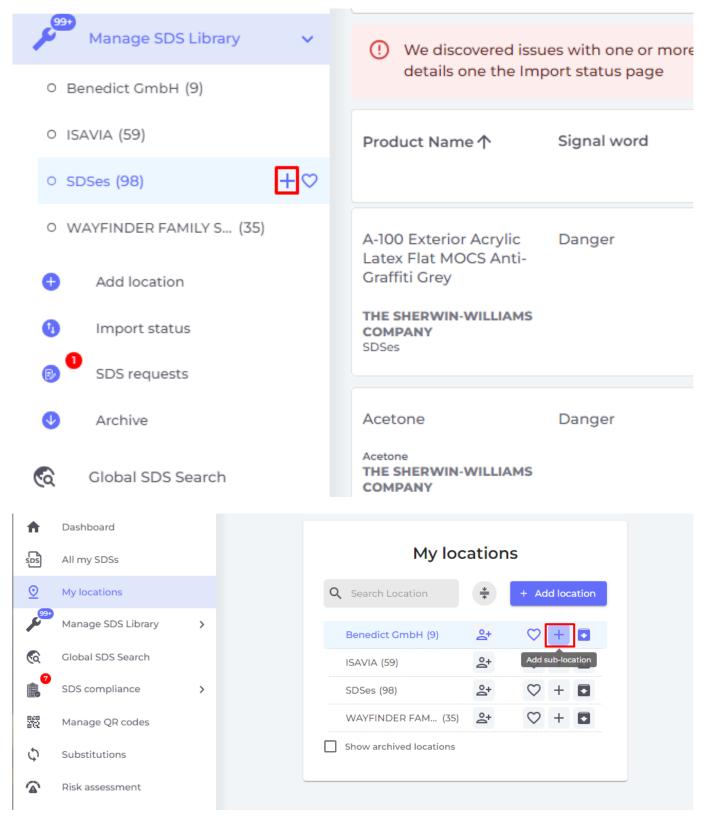
Or you can also find 'Add location' button in 'My locations' page.

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• Step 2: Fill out the location information and click the 'Create' button.

	Create a location	×
Name		
Parent location		•
Responsible		-
	Create	

• Step 3: Click on '+' icon to create more Sub-locations as needed for your location hierarchy.



How to Move a Location to a Different Parent Location

To move a location and assign it to a new parent (making it a sub-location of another location), follow these steps:

- 1. Open the Location Details page for the location you want to move.
- 2. Click on the "Edit Location Settings" button.
- 3. Find the field labeled **"Parent Location"**. Page 4 / 5

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- 4. Select the **new parent location** from the dropdown list this will make your current location a sub-location of the selected parent.
- 5. Click **"Save"** to confirm the changes.

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	Edit location	×
	Location Name	
	Test Upload file	
Edit location settings	Parent location	
Manage QR code access	Check file	•
Generate SDS Binder		
Export SDS information to Excel file	Responsible	•
mport SDS files		
love location to Archive	Archive location Save	
dd new admin user		

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