Add SDS to our library

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'.

URL: https://sdsmanager.com/faq/content/49/207/en/how-can-i-create-a-hierarchy-of-locations-that-match-our-company-structure/

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![SDS Manager logo](SDS MANAGER)

🏠 Dashboard	
📄 All my SDSs	
📍 My locations	
🔧 **Manage SDS Library** ∨	99+
○ Benedict GmbH (9)	
○ ISAVIA (59)	
○ SDSes (98)	
○ WAYFINDER FAMILY S... (35)	
⊕ **Add location**	
⇅ Import status	
📝 SDS requests	1
⬇ Archive	
🔍 Global SDS Search	

SDS Library for **Company**

Filter by Product name,

Product Name ↑

A-100 Exterior Acrylic Lat
Flat MOCS Anti-Graffiti C

Acetone

Acetone

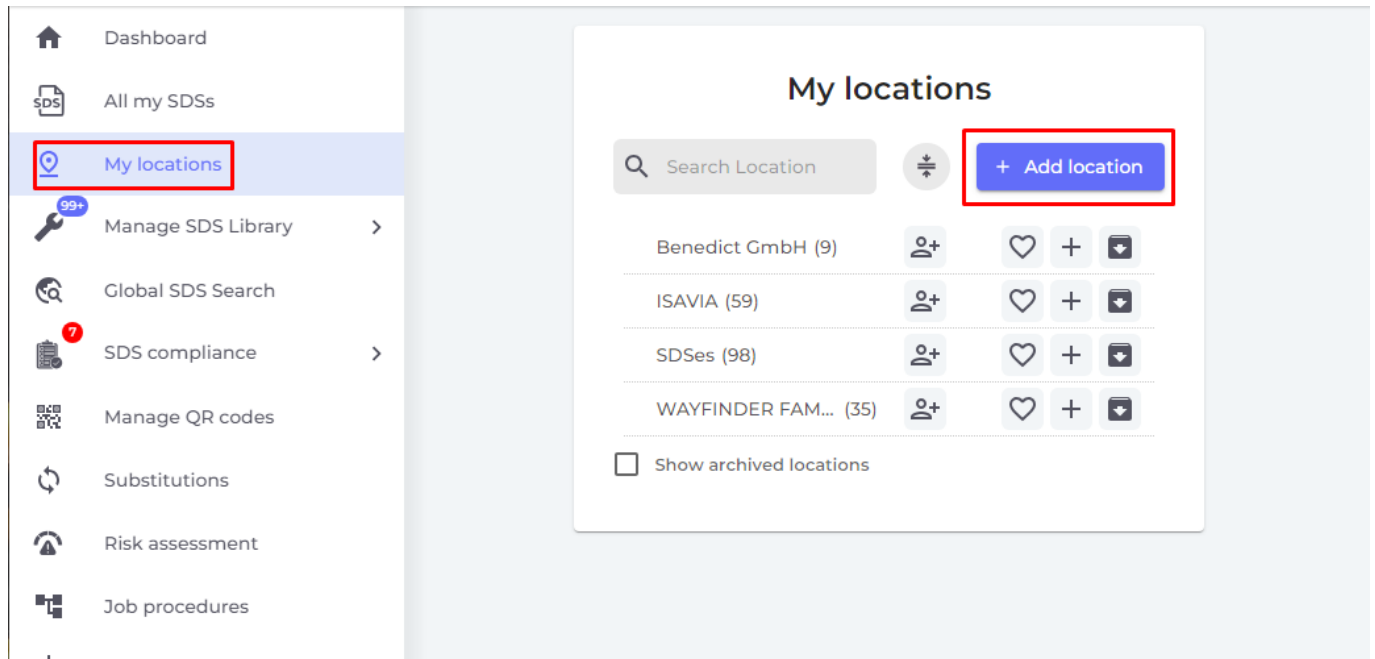AUTO MAGIC STRAWBE
WET WAX

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.

- Step 3: Click on '+' icon to create more Sub-locations as needed for your location hierarchy.
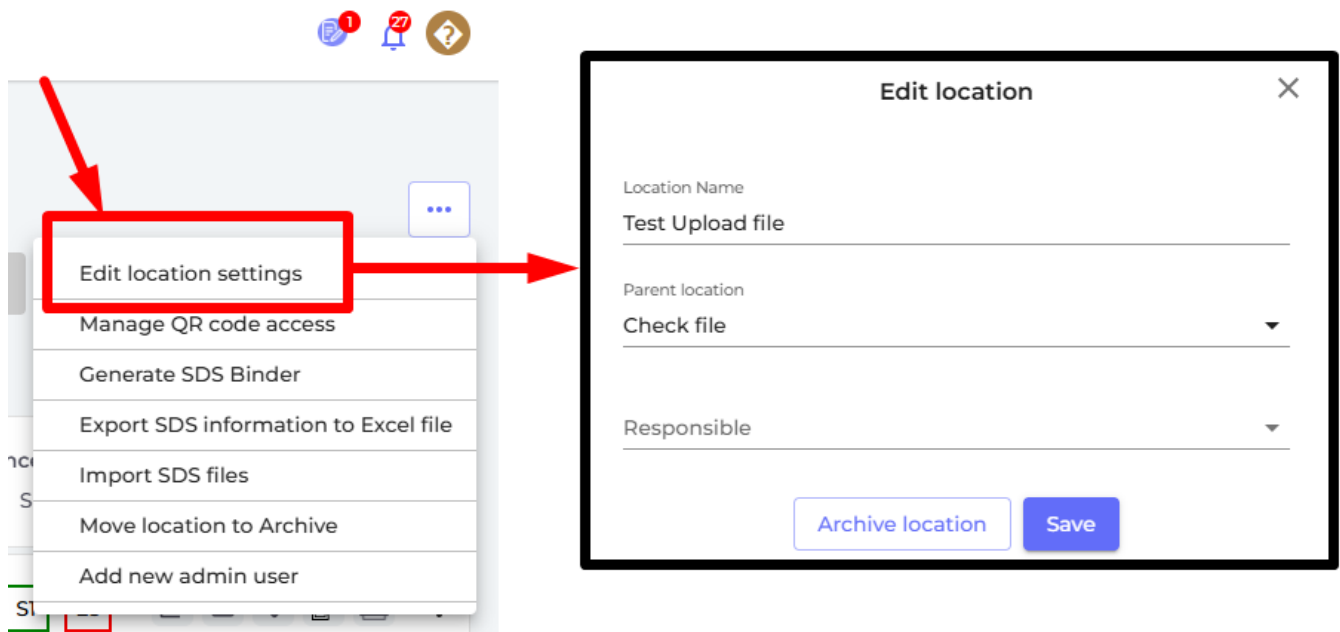
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How to Move a Location to a Different Parent Location

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"**.

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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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