




# **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'.



# Add SDS to our library





 Dashboard


 All my SDSs


 My locations


 99+ Manage SDS Library 


 Benedict GmbH (9)


 ISAVIA (59)


 **SDSes (98)**


 WAYFINDER FAMILY S... (35)

 **Add location**

 Import status

 1 SDS requests

 Archive

 Global SDS Search

SDS Library for Company I

Filter by Product name, :

Product Name ↑

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

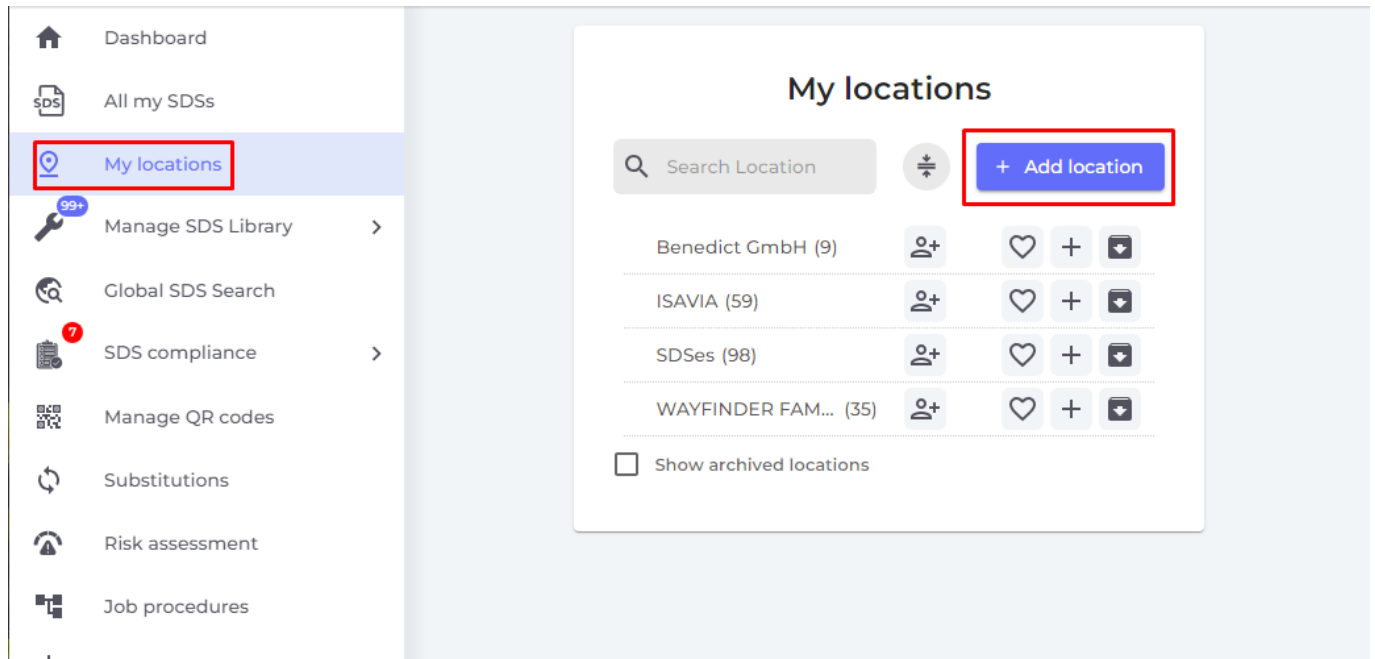
Acetone

Acetone

AUTO MAGIC STRAWBEI  
WET WAX

Or you can also find 'Add location' button in 'My locations' page.

# Add SDS to our library



- 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.

# Add SDS to our library

99+ Manage SDS Library

Benedict GmbH (9)

ISAVIA (59)

SDSes (98)

WAYFINDER FAMILY S... (35)

+ Add location

Import status

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We discovered issues with one or more details one the Import status page

Product Name ↑

Signal word

A-100 Exterior Acrylic Latex Flat MOCS Anti-Graffiti Grey

Danger

THE SHERWIN-WILLIAMS COMPANY

SDSes

Acetone

Danger

Acetone

THE SHERWIN-WILLIAMS COMPANY

Dashboard

All my SDSs

My locations

Manage SDS Library

Global SDS Search

SDS compliance

Manage QR codes

Substitutions

Risk assessment

My locations

Search Location

+ Add location

Benedict GmbH (9)

ISAVIA (59)

SDSes (98)

WAYFINDER FAM... (35)

+

Add sub-location

+

+

+

Show archived locations

Unique solution ID: #1033

Author: n/a

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