

# Migrating our SDS files to SDS Manager

## How do I migrate our current SDS binder to SDS Manager?

If you already have SDS-binders for each of your locations, you can simply upload the SDS-binder file to a location in our SDS Inventory Manager. We will automatically read the PDF you import and find out what SDS are in the file and add them automatically to the location.

With this method you can populate your SDS Inventory Manager with thousands of SDS in a matter of minutes. The only requirement is that you have an SDS-binder for each location in your company

The screenshot shows the SDS Manager interface. At the top, there is a search bar with the placeholder text "Product, Supplier, CAS#, UFI#, EU No." and a search icon. To the right of the search bar is an "Advanced search" button. Below the search bar, there is a section titled "Recently added" which lists three SDS binders:

- Shell Rimula R6 LM 10W-40 ISAVIA with hazard icons H1, S1, E1.
- Flügger Floor Varnish 45 ISAVIA with a red "Ekkert" label and hazard icons H1, S1, E1.
- Hempel's Uniprimer ISAVIA with a red "Hætta" label and hazard icons H5, S2, E3.

Below the list, there is a section titled "Already have the PDF-file of the Safety Data Sheet you want to add to your library?" with a help icon. It states: "You can also add the Safety Data Sheet to your library by simply uploading the PDF-file." Below this is a large blue box with a "Drag and drop" icon and a "Browse File" button. At the bottom, there is a section titled "Show other methods to add Safety Data Sheets to location" with a dropdown arrow. It lists four methods:

- UPLOAD FROM URL: I know the URL where the Safety Data Sheet can be downloaded from the internet.
- MANUALLY ENTER PRODUCT: I cannot find any Safety Data Sheet file for my product. Until I get the Safety Data Sheet file, I want to store all the product information I know. The Safety Data Sheet file can be added later.
- IMPORT SDS-BINDER**: I have a PDF-SDS Binder with all Safety Data Sheets I want to import to this location. (This option is highlighted with a red border in the screenshot.)
- IMPORT ZIP-FILE: I have all Safety data sheet files for this location in a folder on my PC. I have compressed the folder to a zip file and want to import them to this location.

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