

Add SDS to our new library

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

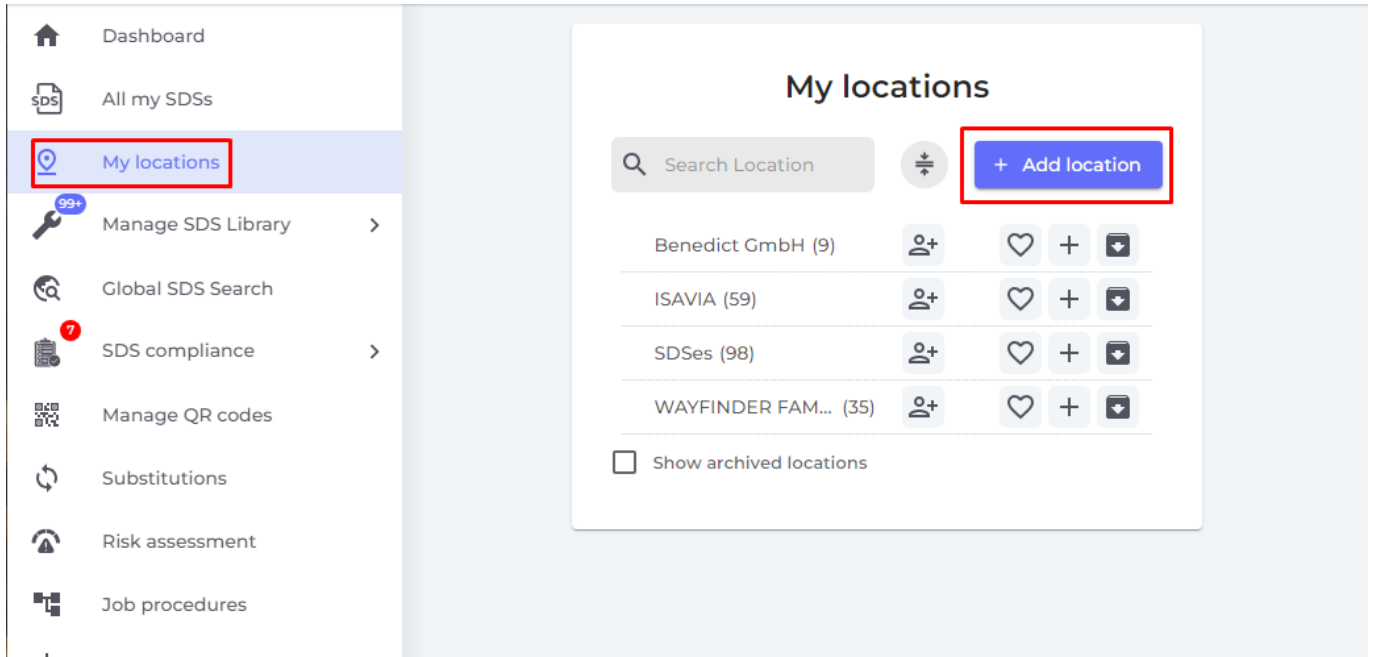
- Step 1: From your menu panel on the left of your screen, go to 'Manage SDS Library' and click on 'Add location'.

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The screenshot displays the SDS Manager interface. At the top left is the SDS Manager logo. A navigation sidebar on the left contains the following items: Dashboard, All my SDSs, My locations, Manage SDS Library (highlighted in blue with a '99+' badge and a dropdown arrow), Benedict GmbH (9), ISAVIA (59), SDSes (98) (highlighted in light blue), WAYFINDER FAMILY S... (35), Add location (highlighted with a red box), Import status, SDS requests (with a red notification badge), Archive, and Global SDS Search. The main content area on the right shows the 'SDS Library for Company' section with a search filter, a 'Product Name' dropdown menu, and a list of products including 'A-100 Exterior Acrylic Lat Flat MOCS Anti-Graffiti C' and 'Acetone'.

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.

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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

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

Product Name ↑	Signal word
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A-100 Exterior Acrylic Latex Flat MOCS Anti-Graffiti Grey	Danger
THE SHERWIN-WILLIAMS COMPANY SDSes	

Acetone	Danger
THE SHERWIN-WILLIAMS COMPANY	

- Dashboard
- All my SDSs
- My locations
- 99+ Manage SDS Library >
- Global SDS Search
- 7 SDS compliance >
- Manage QR codes
- Substitutions
- Risk assessment

My locations

⌵ + Add location

Benedict GmbH (9)			+	
ISAVIA (59)		Add sub-location		
SDSes (98)			+	
WAYFINDER FAM... (35)			+	

Show archived locations

Unique solution ID: #1033

Author: n/a

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