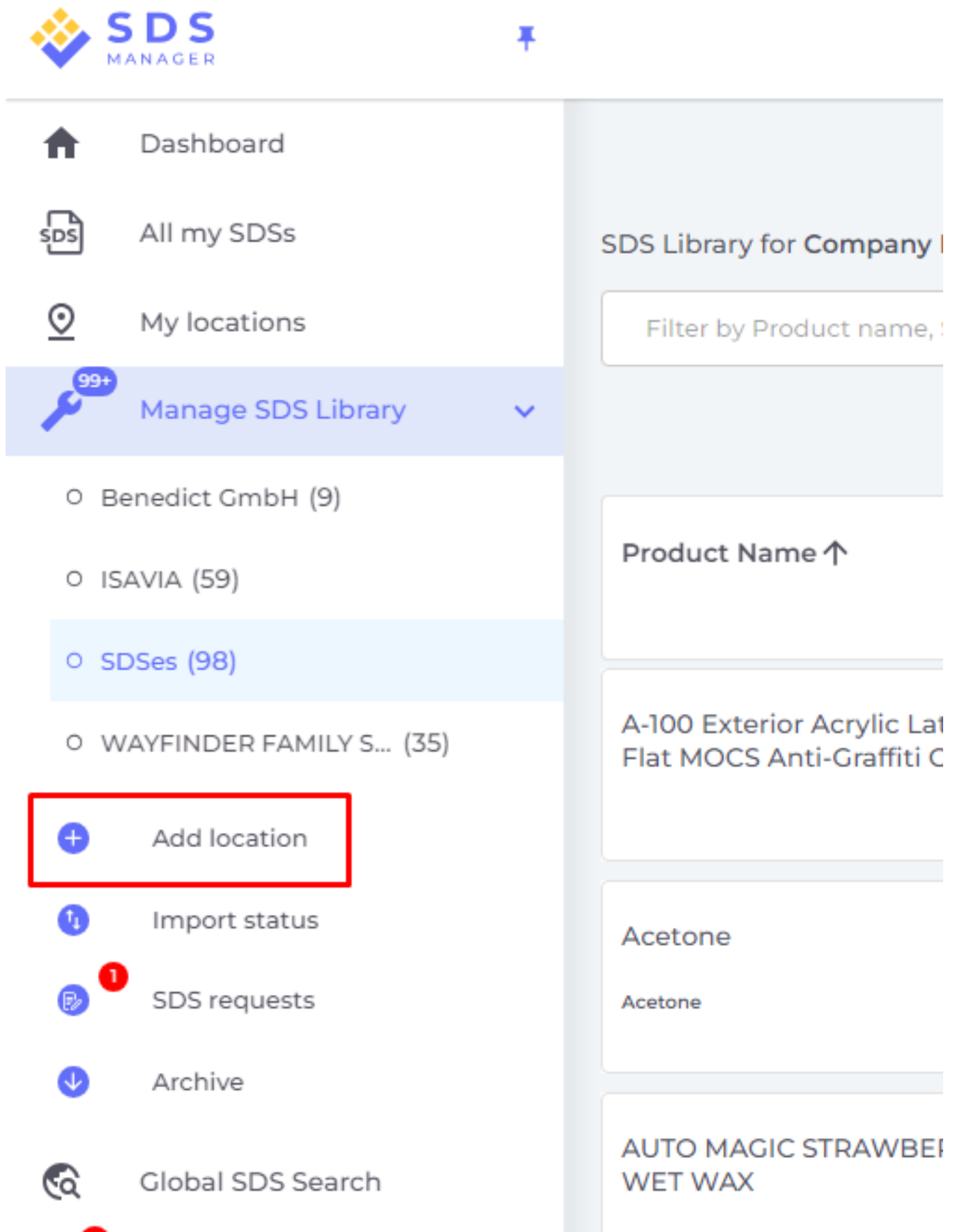


Add SDS to our new library

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'.

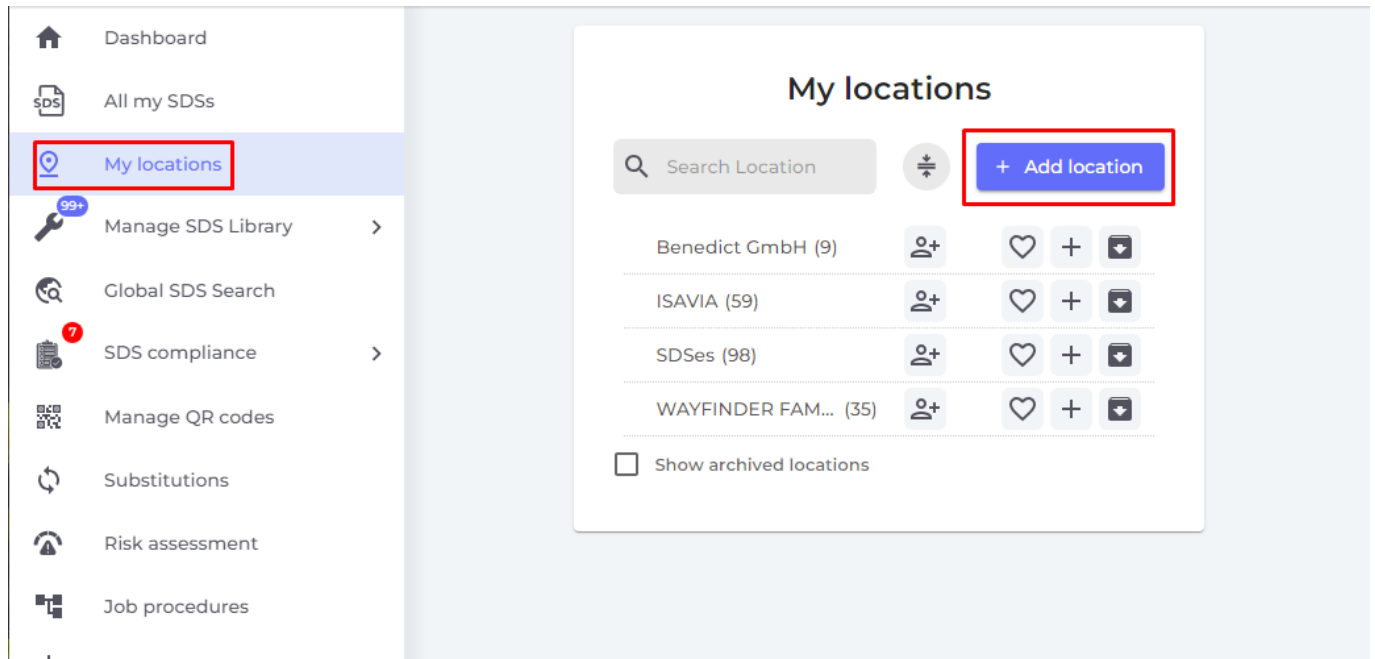
Add SDS to our new library



The screenshot displays the SDS Manager web application. On the left is a sidebar with navigation options: Dashboard, All my SDSs, My locations, Manage SDS Library (highlighted with a blue bar and a '99+' badge), and a list of locations including Benedict GmbH (9), ISAVIA (59), SDSes (98) (highlighted), and WAYFINDER FAMILY S... (35). Below the location list are buttons for '+ Add location' (highlighted with a red rectangle), Import status, SDS requests (with a red '1' badge), Archive, and Global SDS Search. The main content area on the right is titled 'SDS Library for Company I' and includes a filter input field labeled 'Filter by Product name, ...'. Below the filter are three product cards: 'Product Name ↑', 'A-100 Exterior Acrylic Lat Flat MOCS Anti-Graffiti C', and 'Acetone' (with a sub-item 'Acetone'). At the bottom of the main area is a card for 'AUTO MAGIC STRAWBEI WET WAX'.

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

Add SDS to our new 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 new library

Manage SDS Library

- Benedict GmbH (9)
- ISAVIA (59)
- SDSes (98)**
- WAYFINDER FAMILY S... (35)
- + Add location
- Import status
- SDS requests
- Archive
- Global SDS Search

Warning: 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	

My locations

Search Location + Add location

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

☐ Show archived locations

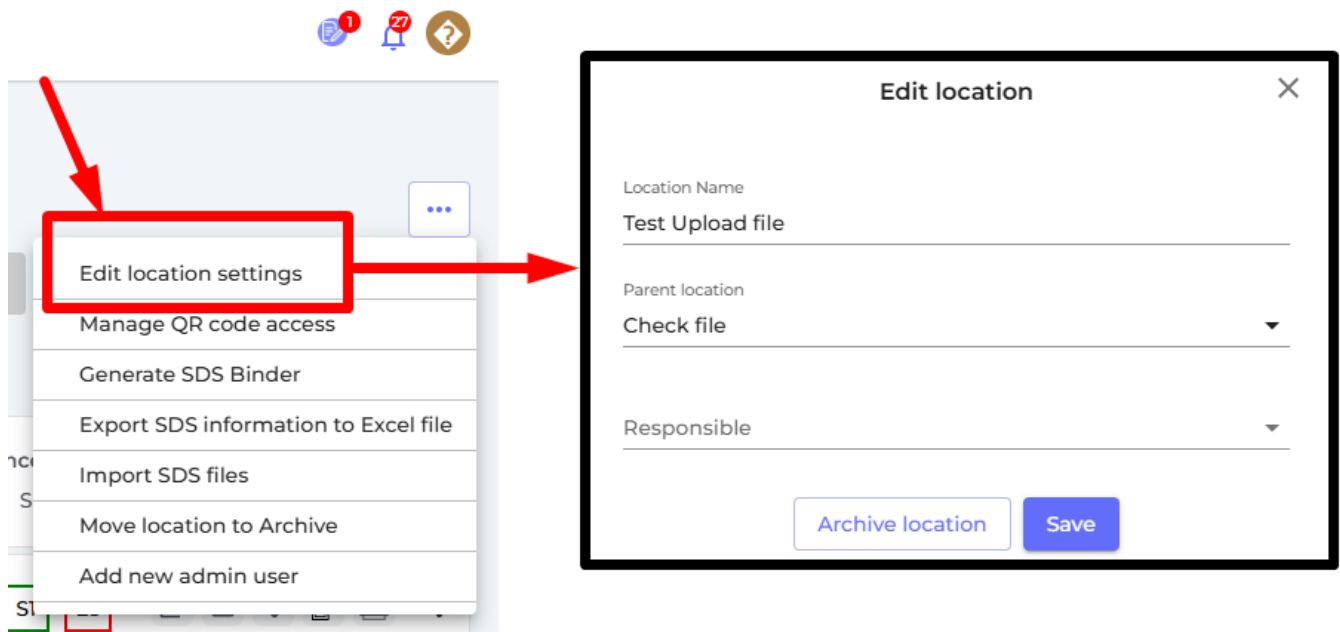
How to Move a Location to a Different Parent Location

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”**.

Add SDS to our new library

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.



Unique solution ID: #1033

Author: n/a

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