

# **Add SDS to our new library**

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

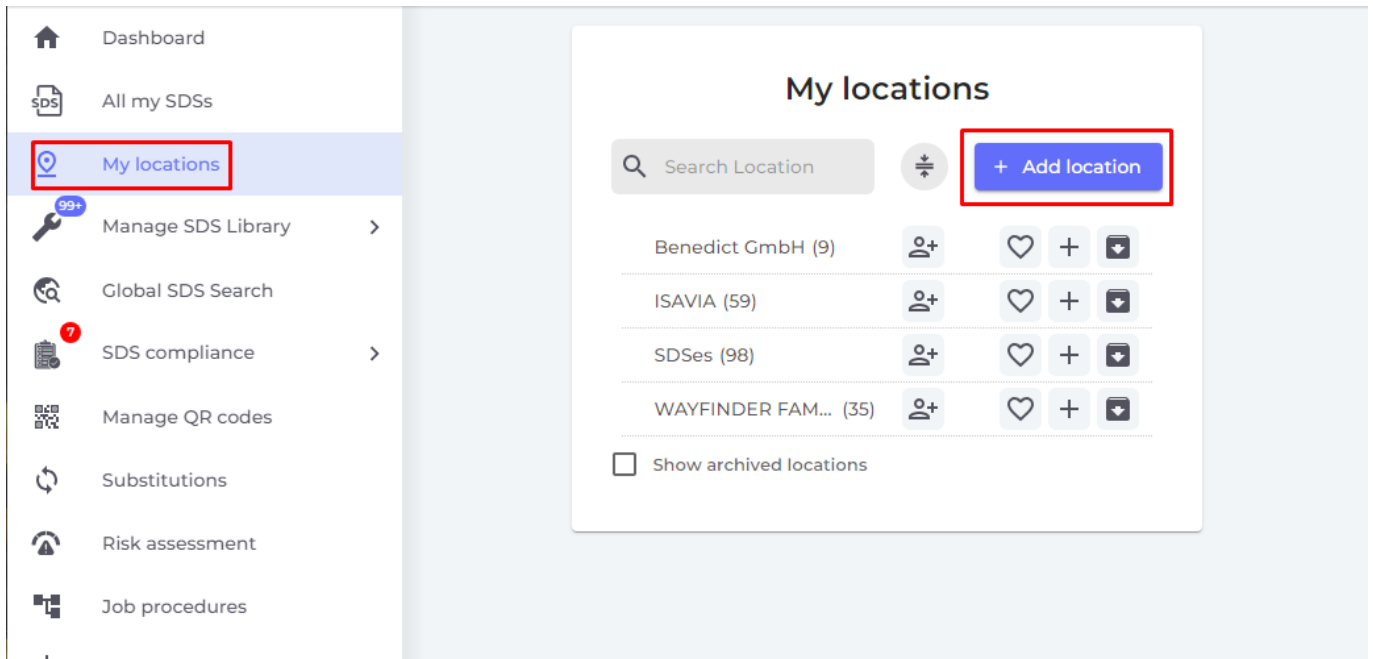
- Step 1: From your menu panel on the left of your screen, go to 'Manage SDS Library' and click on 'Add location'.

# Add SDS to our new library

The screenshot displays the SDS Manager interface. At the top left is the SDS Manager logo. A navigation menu on the left includes: 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' with a filter input field, 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.

# 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.


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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
<b>THE SHERWIN-WILLIAMS COMPANY</b> SDSes	

Acetone	Danger
<b>THE SHERWIN-WILLIAMS COMPANY</b>	

-  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

<b>Benedict GmbH (9)</b>				
ISAVIA (59)		 Add sub-location		
SDSes (98)				
WAYFINDER FAM... (35)				

Show archived locations

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