Add SDS to our new library

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

You can build a location structure that matches your company, with as many levels as you need, for example site › building › room.

Add locations

1. Click **Locations** in the left menu to open **Sites & Locations**.
2. Click **Add location**. In **Create a location**, type the **Name** and choose the **Parent location**, or **No parent** for a top-level location. Click **Create**.
3. To add a sub-location, click **+** (**Add sub-location**) on the row of the location it belongs under.

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Add SDS to our new library

You can also add locations from the left menu: **Add location** is at the bottom of the location list under **Manage SDS Library**. Did you import a ZIP file with folders? Then the folders became locations already: How do I import our current file-based SDS library?

Move a location to another parent

1. Open the location in **Manage SDS Library**.
2. Click **More options** (⋯) at the top right and choose **Edit location settings**.
3. Choose the new **Parent location** and click **Save**.

Archive or delete a location

Click **Move to archive** on the location's row in **Sites & Locations**. Its sub-locations are archived too. Read more: Where can I see archived locations? · How can I delete a location?

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