## Add SDS to our new library

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

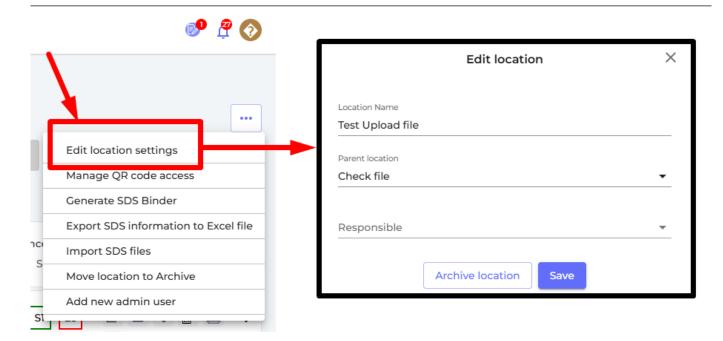
<ul> <li>Step 1: From your menu panel on the left of your screen, go to 'Manage SDS Library' and click on 'Add location'.</li> </ul>
Or you can also find 'Add location' button in 'My locations' page.
Step 2: Fill out the location information and click the 'Create' button.

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• Step 3: Click on '+' icon to create more Sub-locations as needed for your location hierarchy.

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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".
<ol> <li>Select the <b>new parent location</b> from the dropdown list — this will make your current location a sub-location of the selected parent.</li> </ol>
5. Click <b>"Save"</b> to confirm the changes.

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