Add SDS to our new library

How can I add an SDS to multiple locations in one operation?

You can add one SDS to several locations in one go, and copy several SDSs to another location at once.

Add a new SDS to several locations

Search for the product in **Global SDS Search** (under **More** in the left menu), on the **Dashboard**, or in the **Add Safety Data Sheet** dialog of a location. Click **+** on the SDS you want. In **Select location to add Safety Data Sheet**, tick all the locations where the product is used and click **Add**.

If **Set the selected location as the default to streamline adding SDSs** is ticked, the next SDSs you add go straight to the same locations. If you are an admin on more than one location and start from a location, **+** first asks whether to add the SDS to that location or to other locations: choose **Add to other locations**.

Add an SDS you already have to more locations

Click ⋮ on the SDS in your library and choose **Copy SDS**. Tick the locations to copy it to.

Copy several SDSs to another location at once

1. Click **Filter** (**SDS Filter**) in the left menu.
2. Tick the SDSs you want to copy.
3. Open **Bulk Action** and choose **Copy SDS to another location**.
4. Choose the location and click **Copy**.

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Add SDS to our new library

Move SDS to another location in the same menu moves the SDSs instead of copying them. Read more: How can I move or copy SDSs from one location to another?

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