Add SDS to our new library

How can I assign a synonym name to an SDS?

Sometimes your company uses another name for a product than the name in its Safety Data Sheet (SDS). There are two ways to handle this:

1. Add your name as a synonym. We recommend this: SDS Manager then finds the SDS both when you search for the official product name and when you search for your name.
2. Change the product name of the SDS. Read more: How can I edit the product name on an SDS?

Add a synonym

1. Open the location in **SDS Admin** (**Manage SDS Library**) and click the product name. You can also click ⋮ on the SDS and choose **Edit SDS information**.
2. Under **General Information**, point at **Product Synonyms** and click the pencil. If you do not see the row, tick **Show rows where SDS has no information** first.
3. Type your name for the product. Separate several names with a semicolon (;). Click the save icon.

The synonyms are shown below the product name in the SDS list. When you search in **Manage SDS Library**, or your employees search in **My SDS** or after scanning a QR code poster, SDS Manager searches the synonyms too. In **Personalized view** you can also add the column **Product Synonyms**.

Owners, admins and Admin Light users can edit SDS information on their locations; Staff users cannot. Editing SDS information is part of all paid plans and the free trial, but not of the Free plan. If the SDS is on more than one location, you can apply the change to all of them. Read more: How can I edit the product name on an SDS?

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