How to keep our SDS library up-to-date

How can I create custom fields linked to my SDSs?

Custom fields are your own fields on the Safety Data Sheets (SDSs) in your library, for example the process or the department where a chemical is used, or an expiry date.

Create a custom field

1. Open a location in **Manage SDS Library**, click **General** at the top right and choose **Personalized view**.
2. Click the + icon (**Add more columns**), then **Create custom fields**.
3. Enter the **Field name** and choose the **Field type**: **Text**, **Numeric**, **Date** or **Enumerated type**. For an enumerated type, enter the values users can choose from.
4. Click **Save**.

Fill in the values

- For one SDS: open the SDS details and click the pencil next to the field.
- For many SDSs: tick them on **SDS Filter** and choose **Set custom field** under **Bulk Action**.
- When you import a product list, you can import values into your custom fields: How do I import our xls/csv file with all the products we use?

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Use the values

On **SDS Filter**, add the **Custom Fields** filter to list the SDSs with a given value, for example all SDSs used in "Process A", or the SDSs where the field is empty. You can also show the fields as columns: How can I get a listing for things like 'Auto-ignition temperature' of all chemicals?

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