

SDS Inventory Manager in use

Can I store SDSs by locations?

For organizations with large number of SDS, it can be helpful to organize the SDSs by locations/departments.

With a location structure, you can delegate administrator access for a subset of locations to other team members. It also allows you to let your employees only have access to SDSs relevant for the site in which they are working.

You can create a location structure with unlimited number of levels.

With SDS Manager, you can link your SDSs to locations.

Below is an example of a location hierarchy. The number in the parentheses is the number of SDSs linked to each location.

You can manage your location structure under the menu "My locations". Use the button "Add location" to create new locations and the "+" button to create child-locations.

Click here to [open SDS Manager to manage your locations \(require login\)](#).

The screenshot shows the 'My locations' interface in SDS Manager. The left sidebar contains a navigation menu with 'My locations' highlighted. The main content area displays a list of locations with their respective SDS counts and action buttons. The locations are organized into a hierarchy:

- Building X (14)
 - Hazardous Area (30)
- Department Y (4)
 - MT (10)
 - Main Lobby (3)
- String Unit (29)
 - Lab B (0)
 - Lab A (0)
- Department Z (13)
 - HSE (9)
- RE Department (18)
- SUS Department (21)

Each location entry includes a search icon, a star icon, a heart icon, a plus sign (+) button, and a dropdown arrow icon. The plus sign (+) button is highlighted with a red box. At the bottom of the list, there is a checkbox labeled 'Show archived locations'.

Unique solution ID: #1080

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Last update: 2023-08-12 18:20

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URL: <https://faq.sdsmanager.com/content/26/354/en/can-i-store-sdss-by-locations.html>