

User management and access control

How can I manage users' location access?

You can manage and restrict your employees' access to specific locations and SDSs.

There are two main alternatives for access: Either you grant access to "Access to all SDSs" or "Customize access"

Create new user ✕

Full name* Email address*

Phone

Role ?

Access to all SDSs Customize access

SEND INVITATION

When you select "Access to all SDSs" the account will see all SDSs on all locations on your account.

If you select 'Customize access', you select what locations the user should have access to.

User management and access control

Manage Location Access

Language: Vietnamese | Access setting: **Customize access** | [Advanced access](#)

Define which Safety Data Sheets this QR code will give access to. You can create multiple QR codes if you have organized your Safety Data Sheets by locations.

Select user: **S** SDS manager -

JK409	No Access
▼ Test Nam Dau	Read Only
Hai Nam	No Access
▼ Test 31	Read Only
Owner D	No Access
Industry 9	Read Only
Factory 4	Read Only

[Save](#) | [Expand location tree](#)

You can change user access settings on user accounts at any time.

You manage user access on our [user management](#) page (require login)

This can be done easily by setting up their roles for each location.

On the 'User management' page, change to 'Customize access' on the 'Access setting' Tab, then click on a user/employee and set their roles for each location:

User management and access control

Manage Location Access

Change user role: Staff ▼ Access setting: **Customize access** ▼

Select user: Owner D ▼

- JK409
 - Admin ▲
 - No Access
 - Staff
 - Admin**
 - Admin with approval
 - Staff ▼
 - Admin ▼
- Test Nam Dau
 - Hai Nam
- Test 31
 - Owner D
 - Industry 9
 - Factory 4

Save **Collapse location tree**

Then click 'Save' to save any changes.

- With 'No Access', users cannot see or access the location.
- With 'Staff,' users can see the SDSs (except for hidden ones made by Owner/Admin role) and edit the substance amount.
- With 'Admin', users can see all the SDSs in the location and make changes to them. They can also add more SDSs to the location.
- With 'Admin with approval', users can have 'Admin' permissions and approve SDSs, risk assessments and job procedures.

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