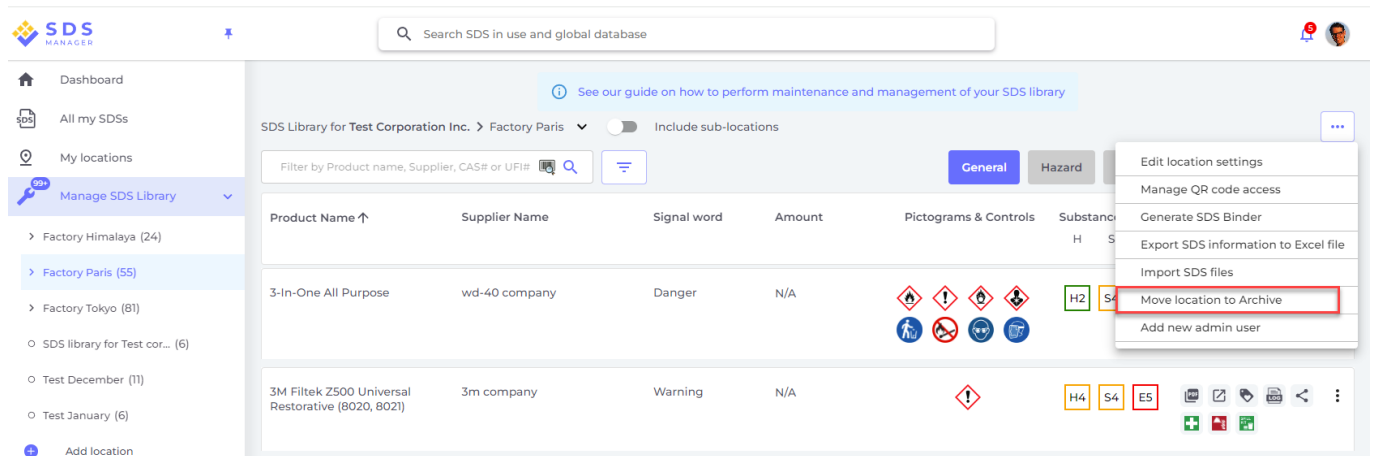


# Daily use

## How can I delete a location?

If a location is no longer in use, you can move it to archive by clicking the "Move location to Archive" option on the 3-dot menu on the location page.



The screenshot displays the SDS Manager interface. On the left, a sidebar menu includes 'Dashboard', 'All my SDSs', 'My locations', and 'Manage SDS Library'. Under 'Manage SDS Library', several locations are listed, including 'Factory Paris (55)'. The main content area shows the 'SDS Library for Test Corporation Inc.' for 'Factory Paris'. A table lists SDS entries with columns for Product Name, Supplier Name, Signal word, Amount, Pictograms & Controls, and Substances. A dropdown menu is open over the table, showing options like 'Edit location settings', 'Manage QR code access', and 'Move location to Archive', which is highlighted with a red box.

Product Name ↑	Supplier Name	Signal word	Amount	Pictograms & Controls	Substances
3-in-One All Purpose	wd-40 company	Danger	N/A		H2, S4
3M Filtek Z500 Universal Restorative (8020, 8021)	3m company	Warning	N/A		H4, S4, E5

When the location is archived, the SDS linked to the location will no longer be listed in search results.

You will find Archived locations and archived SDS under the "Archive" menu under "Manage SDS library" menu.

# Daily use

The screenshot displays the SDS Manager interface. At the top left is the SDS Manager logo. A search bar at the top right contains the text "Search SDS in use and glot". The left sidebar menu includes: Dashboard, All my SDSs, My locations, Manage SDS Library (highlighted with a blue bar and a "99+" badge), Factory Himalaya (24), Factory Paris (55), Factory Tokyo (81), SDS library for Test cor... (6), Test December (11), Test January (6), Add location, Import status, SDS requests (with a "13" badge), and Archive (highlighted with a red box). The main content area shows a list of "Archived locations" under the heading "Archived SDSs". The list includes: Givaudan, Basement, 1st floor, 2nd floor, Adapt Health - Aerocare, Sundeck, sub-basement, sub 02, sub 02, Kitchen, Cabinet 1, new factory, and Shelf 3.

Archived SDS will still be included in your SDS count.

To remove the SDS from the SDS count, you must permanently delete the SDS. Please note that there are regulatory requirements for keeping archive of SDS also for chemicals you are no longer using. We recommend you generate a SDS binder of your SDSs before you delete them and store the SDS Binder to comply with archive requirements.

When deleting SDSs from your library, you can delete them one at a time, or use the Bulk delete feature.

# Daily use

Archived locations **Archived SDSs**

Prod  Locations status: Active locations Location Filter

<input checked="" type="checkbox"/>	Product Name	Supplier Name	Product Code	Revision date	GHS	Locations	Replaced by SDS	Replaced by	Replaced date	Approval Status	Approved by	Bulk Action
<input checked="" type="checkbox"/>	04-040801.A	Bio-Optica Milano S.p.a	04-040801.A	2019-03-29		5th floor						Undo Archive Permanently delete
<input checked="" type="checkbox"/>	04-040801.B	Bio-Optica Milano S.p.a	04-040801.B	2019-03-29		5th floor				Not Approved		Undo Archive Permanently delete
<input checked="" type="checkbox"/>	04-040801.C	Bio-Optica Milano S.p.a	04-040801.C	2019-03-29		5th floor				Not Approved		Undo Archive Permanently delete
<input checked="" type="checkbox"/>	04-040801.D	Bio-Optica	04-040801.D	2019-03-29		5th floor				Not Approved		Undo Archive

Unique solution ID: #1145

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