

# Getting Started with SDS Manager

## 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 displays the 'My locations' interface in SDS Manager. The left sidebar contains a menu with the following items: Dashboard, All my SDSs, My locations (highlighted with a red box), Manage SDS Library, Global SDS Search, SDS compliance, Substitutions, Risk assessment, Job procedures, My job procedures, Exposures, and Reports. The main panel shows a hierarchical tree of locations. The root is 'Building X (14)', which contains 'Hazardous Area (30)' and 'Department Y (4)'. 'Department Y (4)' contains 'MT (10)', 'Main Lobby (3)', and 'String Unit (29)'. 'String Unit (29)' contains 'Lab B (0)' and 'Lab A (0)'. 'Lab A (0)' contains 'Department Z (13)'. 'Department Z (13)' contains 'HSE (9)', 'RE Department (18)', and 'SUS Department (21)'. Each location has a set of icons: a star, a heart, a plus sign (highlighted with a red box), and a trash can. At the bottom, there is a checkbox labeled 'Show archived locations'.

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