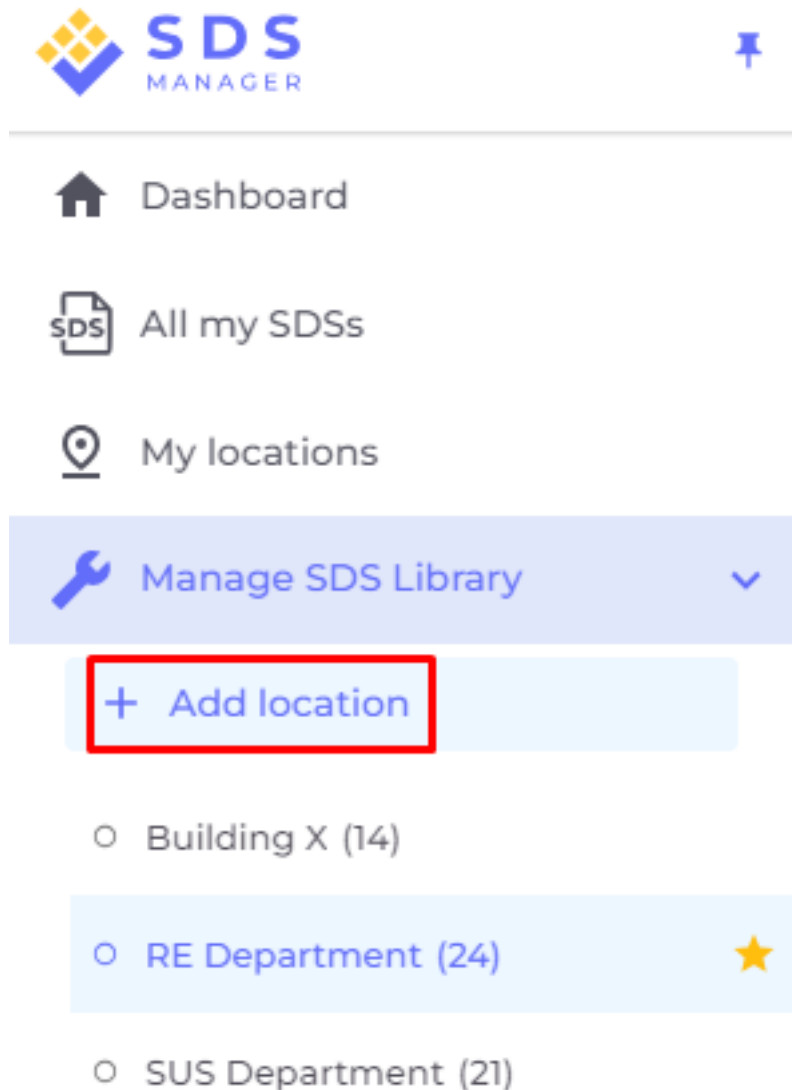


# SDS Inventory Manager in use

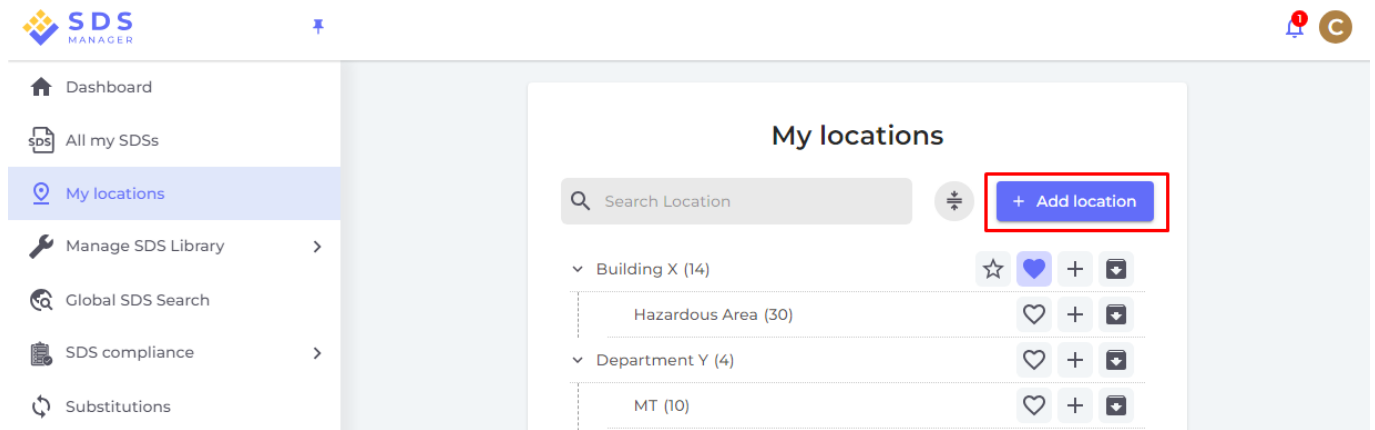
## How can I create a hierarchy of locations that match our company structure?

- Step 1: From your menu panel on the left of your screen, go to 'Manage SDS Library' and click on 'Add location'.



Or you can also find 'Add location' button in 'My locations' page.

# SDS Inventory Manager in use



- Step 2: Fill out the location information and click the 'Create' button.

## Create a location

×

Name



Parent location


Responsible


Create


- Step 3: Click on '+' icon to create more Sub-locations as needed for your location hierarchy.



# SDS Inventory Manager in use





 Dashboard




 All my SDSs


 My locations





 Manage SDS Library 





 Building X (14)


 RE Department (24) 


 SUS Department (21)





 Dashboard


 All my SDSs


 My locations

 Manage SDS Library >



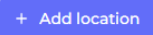
 Global SDS Search


 SDS compliance >





 Substitutions

 Risk assessment




### My locations


 Search Location  




 Building X (14)






Hazardous Area (30)






 Department Y (4)



MT (10)



Main Lobby (3)



Unique solution ID: #1033

Author: n/a

Last update: 2023-08-12 19:50

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URL: <https://faq.sdsmanager.com/content/26/207/en/how-can-i-create-a-hierarchy-of-locations-that-match-our-company-structure.html>