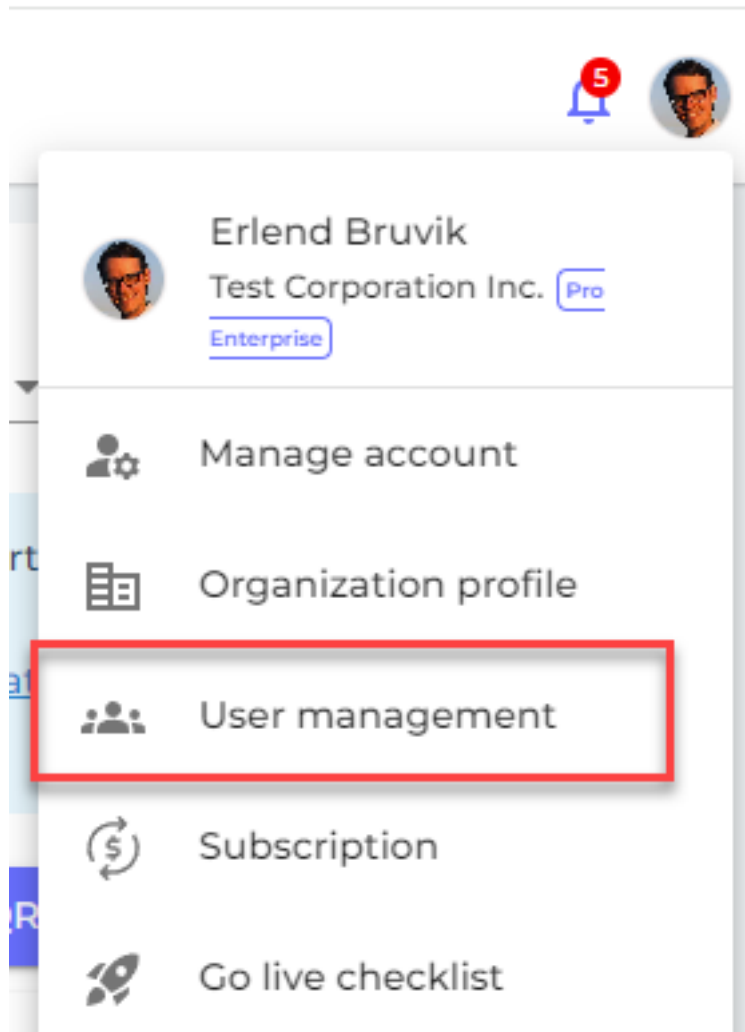


# SDS Inventory Manager in use

## User management - How can I restrict users to only have access to SDS for certain locations?

All employees in your organization can access your company's SDS library and search our SDS database. You can manage and restrict your employees' access to specific locations and SDSs on the [User Management page \(require login\)](#)



On the [User management page](#), you can click on a user/employee and set their roles for each location:

# SDS Inventory Manager in use

## Manage Location Access

Change user role

Admin

Select user

S

Sam Smith

▼ Building X

Hazardous Area

▼ Department Y

MT

Main Lobby

▼ String Unit

▼ Lab B

Lab A

Department Z

HSE

RE Department

SUS Department

No Access

Staff

Admin

Admin with approval

No Access

No Access

Admin

Staff

Staff

Staff

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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