

# Daily use

## How can I move or copy SDSs from one location to another?

From [Location management \(require login\)](#) and from [My-sds page \(require login\)](#) you can move one SDS from one location or site to another using the "Move SDS" on the more-menu.

The screenshot shows the 'SDS Library for EB test' interface. It features a search bar, filter tabs (General, Hazard, Revision, Risk, Custom Fields), and a table of SDS entries. The table columns are Product Name, Supplier Name, Location, Pictograms & Controls, Substance hazard (H, S, E), and Actions. A context menu is open for the 'Acetone' entry, showing options like 'Move SDS', 'Move amount to other location', 'Create risk evaluation', 'Move to archive', 'Hide from Non-admin', 'Safety information summary', 'Replace with new SDS', 'Edit SDS information', and 'Add attachment'.

| Product Name ↑                     | Supplier Name        | Location        | Pictograms & Controls | Substance hazard | Actions |
|------------------------------------|----------------------|-----------------|-----------------------|------------------|---------|
|                                    |                      |                 |                       | H S E            |         |
| 320105701 Larix MED SN-SS SAE 5W30 | Dyade Lubricants B.V | 2nd floor       |                       | H1 S1 E1         |         |
| Acetone                            | Recochem Inc.        | Factory Equator |                       | H2 S3            |         |
| Acetone for analysis EMSURE        | Merck KGaA           | Factory Paris   |                       | H2 S3            |         |
| Acetone for analysis EMSURE        | Merck KGaA           | Biomed          |                       | H2 S3            |         |

From the page [All our SDS \(require login\)](#) you can multiselect SDS and bulk move or bulk copy several SDS in one operation

The screenshot shows the 'All Our SDS' interface. It features a search bar, filter tabs (SDS status, Approval Status, Supplier, Revision date, Risk assessment, Statement), and a table of SDS entries. The table columns are Product Name, Supplier Name, Product Code, Revision date, GHS, Substance hazard (H, S, E), Risk assessment, and Statement. A bulk action menu is open, showing options like 'Move SDS to another location', 'Copy SDS to another location', and 'Move to archive'.

| Product Name                  | Supplier Name              | Product Code | Revision date | GHS | Substance hazard | Risk assessment        | Statement      |              |                      |                 |
|-------------------------------|----------------------------|--------------|---------------|-----|------------------|------------------------|----------------|--------------|----------------------|-----------------|
|                               |                            |              |               |     | H S E            |                        |                |              |                      |                 |
| Acetone for analysis EMSURE   | Merck KGaA                 | 1.00014      | 2023-07-04    |     | H2 S3 E1         | Risk must be evaluated | View locations | Not approved | Replace with new SDS | Add to Location |
| AMERCOAT 370 PEARL GRAY RESIN | PPG Industries, Inc        | AT370-23     | 2015-06-03    |     | H5 S5 E5         | Risk must be evaluated | View locations | Not approved | Replace with new SDS | Add to Location |
| Coal Tar                      | ArcelorMittal Dofasco, Inc |              | 2015-05-27    |     | H5 S5 E5         | Risk must be evaluated | View locations | Not approved | Replace with new SDS | Add to Location |

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