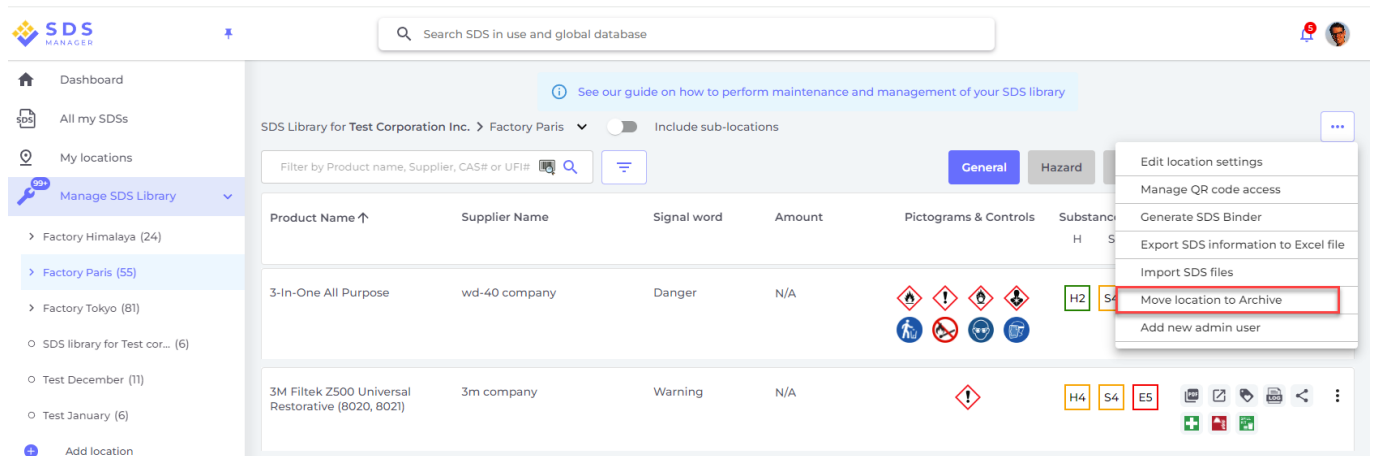


Daily use

How can I delete a location?

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



The screenshot displays the SDS Manager web application. 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.' with a filter bar and a table of SDS entries. The first entry is '3-In-One All Purpose' by 'wd-40 company'. A three-dot menu is visible next to this entry, and a dropdown menu is open, showing options like 'Edit location settings', 'Manage QR code access', and 'Move location to Archive'. The 'Move location to Archive' option is highlighted with a red rectangle. Below the table, there are tabs for 'General' and 'Hazard', and a row of hazard pictograms and codes (H2, 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 shows the SDS Manager interface. On the left is a sidebar with navigation options: Dashboard, All my SDSs, My locations, Manage SDS Library (highlighted with a blue bar and a '99+' badge), and a list of locations including Factory Himalaya (24), Factory Paris (55), Factory Tokyo (81), SDS library for Test cor... (6), Test December (11), and Test January (6). Below these are buttons for Add location, Import status, and SDS requests (with a '13' badge). At the bottom of the sidebar, the 'Archive' option is highlighted with a red rectangle. On the right, the 'Archived locations' section is active, showing a list of locations: 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"/>	04-040801A	Bio-Optica Milano S.p.a	04-040801A	2019-03-29		5th floor						<div>Undo Archive Permanently delete</div>
<input checked="" type="checkbox"/>	04-040801B	Bio-Optica Milano S.p.a	04-040801B	2019-03-29		5th floor				Not Approved		<div>Undo Archive Permanently delete</div>
<input checked="" type="checkbox"/>	04-040801C	Bio-Optica Milano S.p.a	04-040801C	2019-03-29		5th floor				Not Approved		<div>Undo Archive Permanently delete</div>
<input checked="" type="checkbox"/>	04-040801D	Bio-Optica	04-040801D	2019-03-29		5th floor				Not Approved		<div>Undo Archive</div>

Unique solution ID: #1145

Author: n/a

Last update: 2024-01-25 04:47