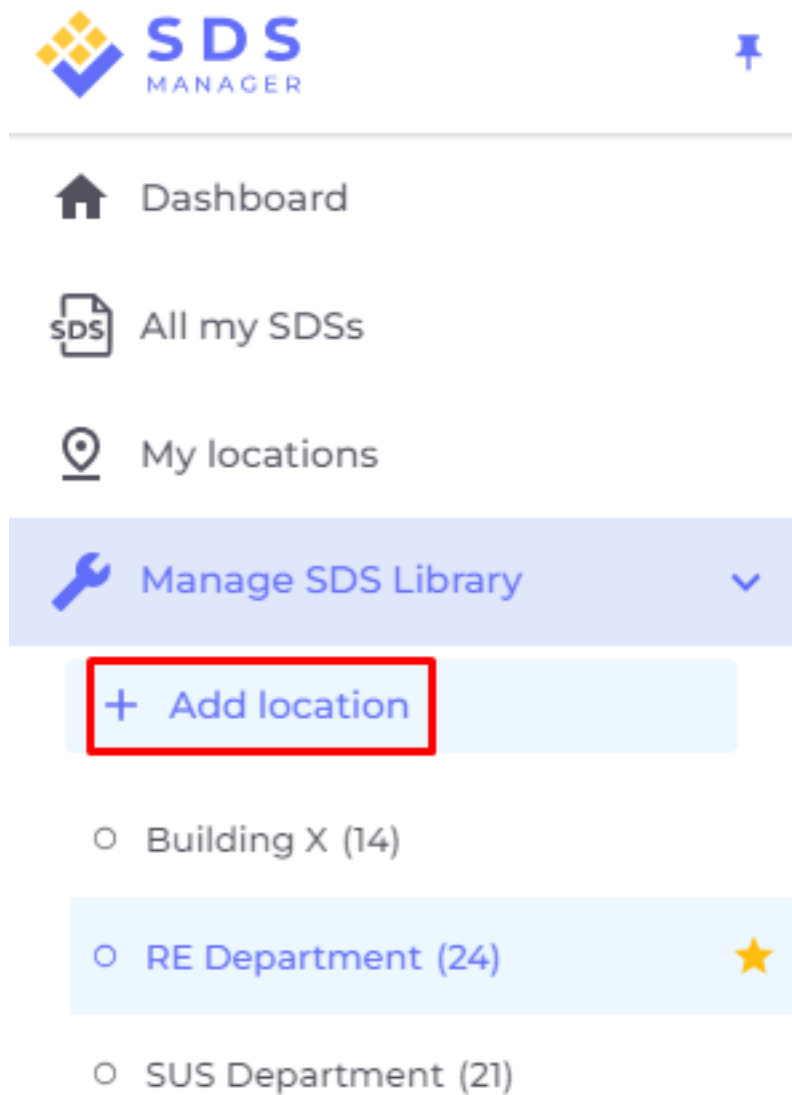


Add SDS to our library

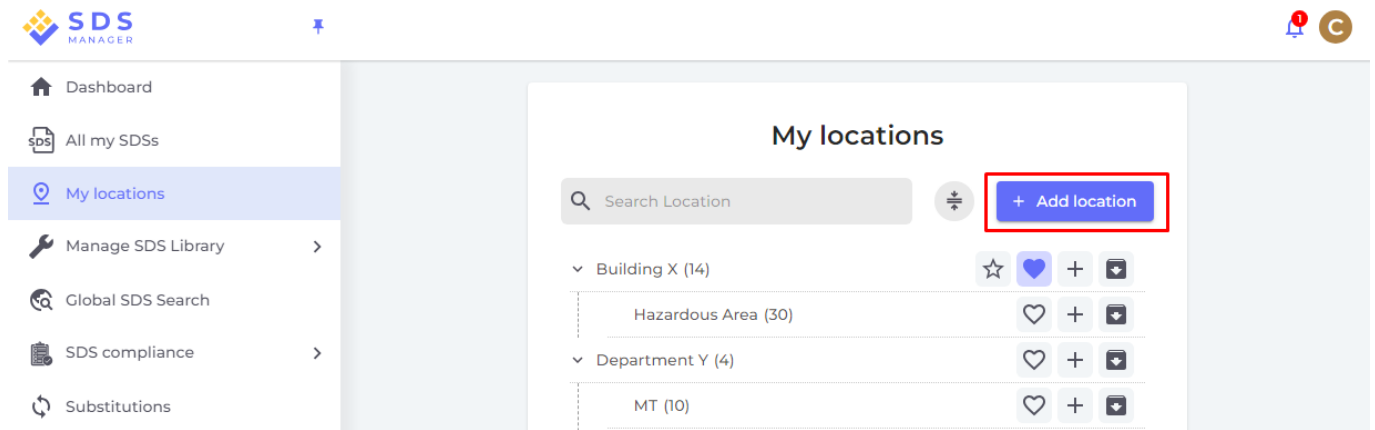
How can I create a hierarchy of locations that match our company structure?

- 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.

Add SDS to our library



- 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.

Add SDS to our library



Dashboard

All my SDSs

My locations

Manage SDS Library

Add location

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



Add 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/49/207/en/how-can-i-create-a-hierarchy-of-locations-that-match-our-company-structure.html>