

Add SDS to our library

User manual for "Manage SDS Library" - see how you maintain your SDS library

On the [Manage SDS Library](#) page (login required), you can efficiently perform maintenance and management of your SDS library.

This article will cover the following topics:

1. Add SDS to the location
2. Manage an SDS - actions that can be performed on an SDS in your library
3. Settings and management of a location
4. Navigate between locations and sub-locations

1. Add SDS to the location

Simply click the "Add Safety Data Sheet" button to add SDS to the current location.

The screenshot shows the 'SDS Library for Test Corporation Inc.' interface. At the top, there's a breadcrumb 'Factory Paris' and a toggle for 'Include sub-locations'. Below this is a search bar and a filter dropdown. The main table has columns: Product Name, Supplier Name, Signal word, Pictograms & Controls, Substance hazard (H, S, E), and Actions. A row for 'PU Foam Cleaner Aerosol' by 'CRC Industries Europe bvba' is visible, with a 'Danger' signal word and hazard codes H2, S4, and E1. At the bottom, a blue button labeled '+ Add Safety Data Sheet' is highlighted with a red rectangle. The footer shows 'Rows per page 10' and '1-10 of 59'.


The list of SDS can be sorted by clicking on column headers. E.g. click **(H)**health header to list the SDS order by Health rating. (The rating is given based on the H-codes, P-codes, Pictogram and Signal word)

2. Manage an SDS - actions that can be performed on an SDS in your library



The following options are available from the more-menu of each SDS:


























- **Move SDS** (Use this to move the SDS to another location)

Add SDS to our library

- **Log presence of the product** - (Used when you want to reconcile your inventory of SDSs)
- **Move amount to other location** (When you are using SDS Manager to track chemical usage, you can move some amount of the chemical to another location)
- **Create [risk evaluation](#)** (Shows as Open risk evaluation if evaluation is already existing)
- **Open [Chemical Instruction](#)** - available when a risk evaluation exists for the SDS
- **Move to archive** (In the [Archive folder](#) you can un-archive the SDS or permanently delete it from your account)
- **Hide from Non-admin** (Used for hiding sensitive information - read more [here](#))
- **Safety information summary** (Generates a summary PDF of the SDS with information from section 4,5,6,7 and 8)
- **Replace with new SDS** (Used when you want to replace the current SDS with a new SDS file. The new file is automatically imported to the system and will be added to the current location. The old SDS will be moved to the [Archive folder](#) and will hold a link for reference to the SDS that replaced it.
- **Edit SDS information** (Used to [edit any information of the SDS](#), including product name, icons etc. sometimes the product name found on the SDS is not the same as the product name you use in your systems. In such cases you can add the name you use in the Synonym field of the SDS, and user will then find the SDSs when searching as the search also include the names found in the synonym field.
- **Add EAN/UPC code** (With this feature you can scan the bar code of your product and add the code to the SDS. Your employees can then [find an SDS by scanning the bar code](#) of the product or entering the EAN/UPC number in the search field.
- **Add attachment** (Use this option to import any files you want to link to the SDS, e.g. Product sheet, work instructions etc.)
- **Print Label** (accessed from icon  - will [generate a secondary container label](#))

SDS Library for Test Corporation Inc. > Factory Paris ☐ Include sub-locations

Filter by Product name, Supplier, CAS# or UFI#   + Add **General** Hazard Revision Risk Custom Fields

Product Name	Signal word	Amount	Pictograms & Controls	Substance hazard H↓ S E	Actions
Carlton All Weather QuickSet Cement Thomas & Betts Corporation	Danger	N/A	   	H5 S5 E5	     
Bio Methanol Shell Chemicals Europe B.V	Danger	64 (l)	           	H5 S3	
Unsmoke Wall Wash Biosolv ProRestore Products	Danger	N/A	  	H5 S5	

Move SDS

☒ Log presence of product

Move amount to other location

Open risk evaluation

Open chemical instruction

Move to archive

Hide from Non-admin

Safety information summary

Replace with new SDS

Edit SDS information

Add EAN code

Add attachment


3. Settings and management of a location

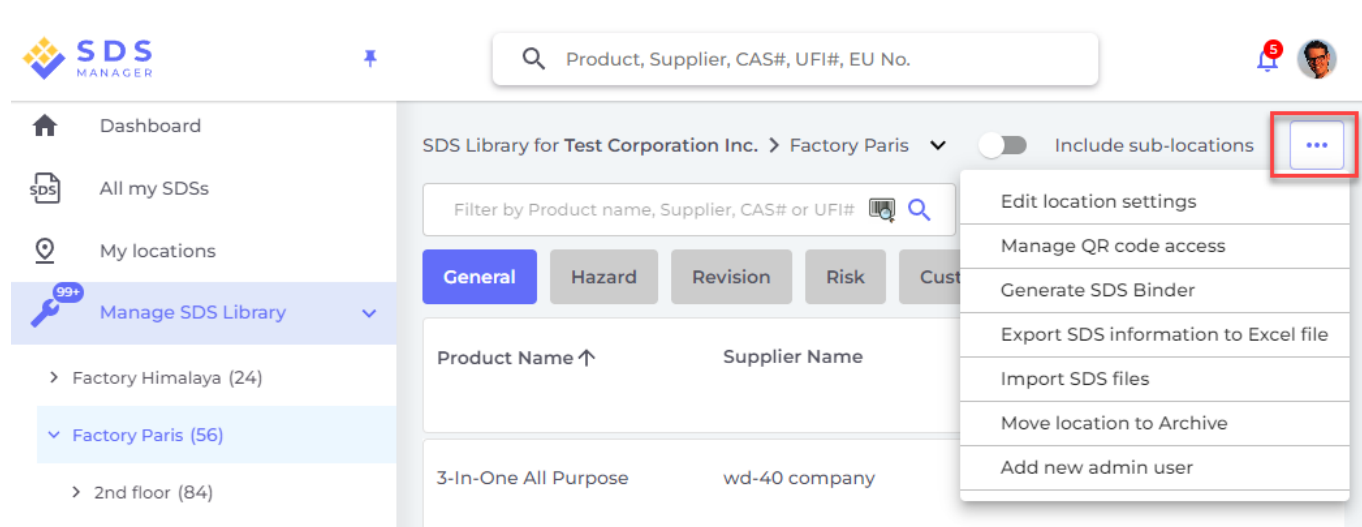
On the [Manage SDS Library](#) page (require login) you will only see SDSs that belong to the selected locations and its sub-locations if you select "Include sub-locations).

Add SDS to our library

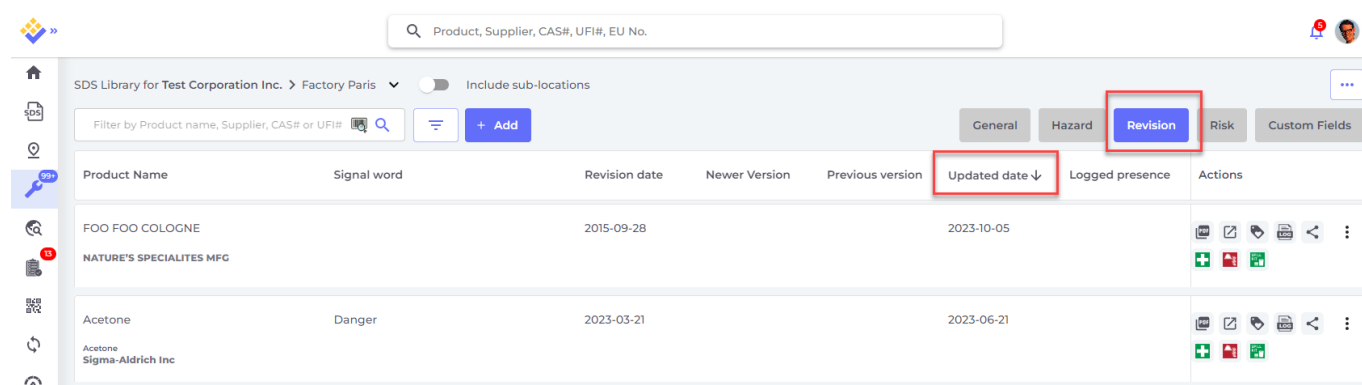
If you need to list and manage all SDS across all your locations, you should use the [All Our SDS](#) page (require login). On that page you can perform bulk operations like move, copy, archive on multiple SDSs at the same time.

In upper right corner you find the more-menu with the following options:

- **Edit location settings** (change locations name and change parent location of current location)
- **Manage QR code access** (allow you to create a QR code to access SDS on only this location)
- **Generate SDS Binder** - (SDS binder is a single PDF that contain all SDSs on the locations and its sub-locations and can be used for archive purposes or for off-line access to your SDS library)
- **Export SDS information to Excel file** (read more [here](#))
- **Move location to Archive** (you can unarchive archived locations from left menu)
- **Add new admin user** (use this option to delegate administration of this location.
- **Print Label** (Click  to [generate secondary container label](#))

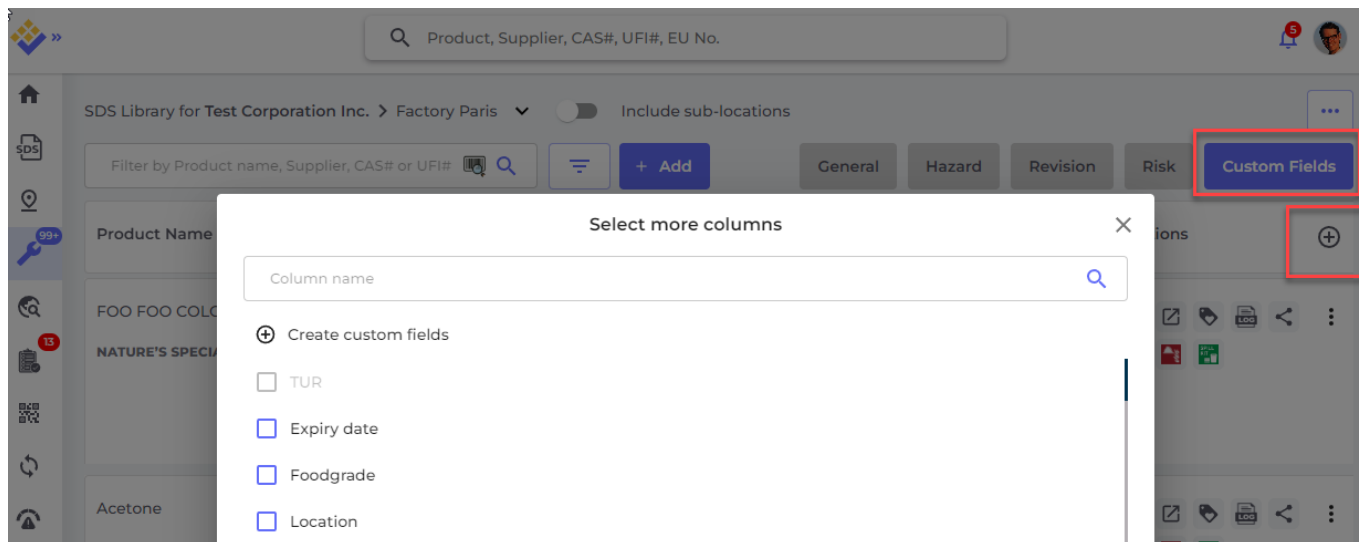


On the **Revision tab** you can e.g. see when SDSs was added to your library.



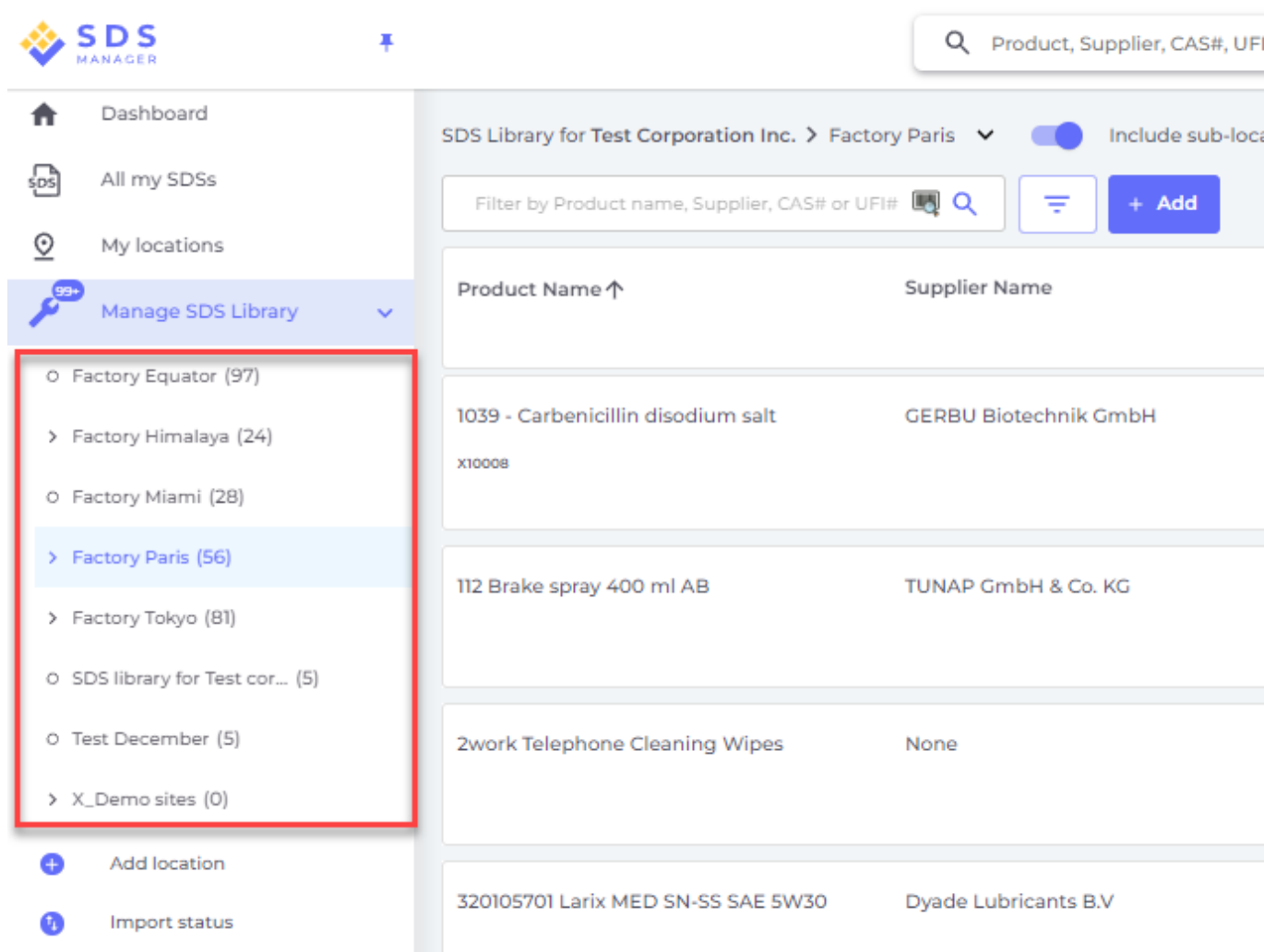
On the **Custom Fields tab** you can [add your own fields associated with your SDSs](#) and [select what data is showed in the list view](#).

Add SDS to our library



4. Navigate between locations

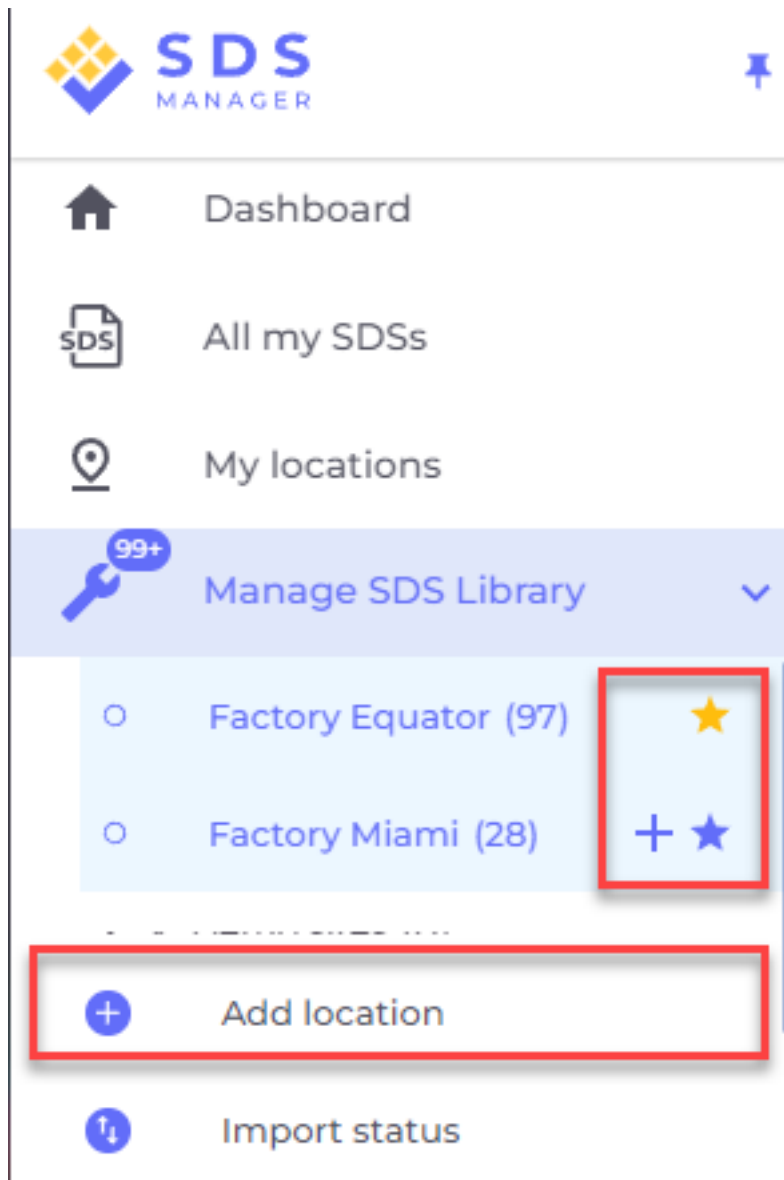
if you have multiple locations, you move between locations on the main menu. The number in parentheses, is the number of SDS on the location.



In the left-hand menu, select "Add location" to introduce new locations at the root level. For establishing a sub-location, simply press the "+" symbol adjacent to the desired parent location. To include a location in your favorites list, click the favorite icon once, which will turn the icon blue. For

Add SDS to our library

setting a location as your default, click the icon a second time, changing it to yellow.



Your favorite locations will show on the dashboard of SDS Manager.

Add SDS to our library

The screenshot shows the SDS Manager dashboard. On the left is a sidebar menu with options: Dashboard, All my SDSs, My locations, Manage SDS Library (99+), Global SDS Search, SDS compliance (15), Manage QR codes, Substitutions, Risk assessment, Job procedures, My job procedures, and Exposures. The main content area is titled 'Welcome to SDS Manager!' and '4 ways to add Safety Data Sheets to your library'. It includes a search bar with the text 'Product, Supplier, CAS#, UFI#, EU No.' and an 'Advanced search' button. Below this is a section titled 'My locations' which is highlighted with a red box. It lists two locations: 'Factory Equator' and 'Factory Miami', each with a star icon.

When setting up sub-locations within a primary location, you have the convenience of navigating to these sub-locations either through the main menu or by using the breadcrumb navigation menu at the top of the location page.

The screenshot shows the 'Manage SDS Library' page. The sidebar menu is the same as in the previous image. The main content area is titled 'SDS Library for Test Corporation Inc. > Factory Paris'. A red box highlights the breadcrumb navigation menu, which is open and shows a list of sub-locations: '2nd floor (84)', '3rd floor (127)', '4th floor (164)', '5th floor (109)', 'Basement (10)', and 'Compliance depart... (11)'. The 'Factory Paris' item in the breadcrumb is also highlighted with a red box. Below the breadcrumb menu is a table with columns 'Product Name' and 'Supplier Name'. The table contains two rows of data: '3-In-One All Purpose' by 'wd-40 company' and '3M Filtek Z500 Universal Restorative (8020, 8021)' by '3m company'. A 'Warning' icon is visible at the bottom right of the table.

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