

# Add SDS to our library

## I have a hard-copy or scan of an SDS file I like to add to our library

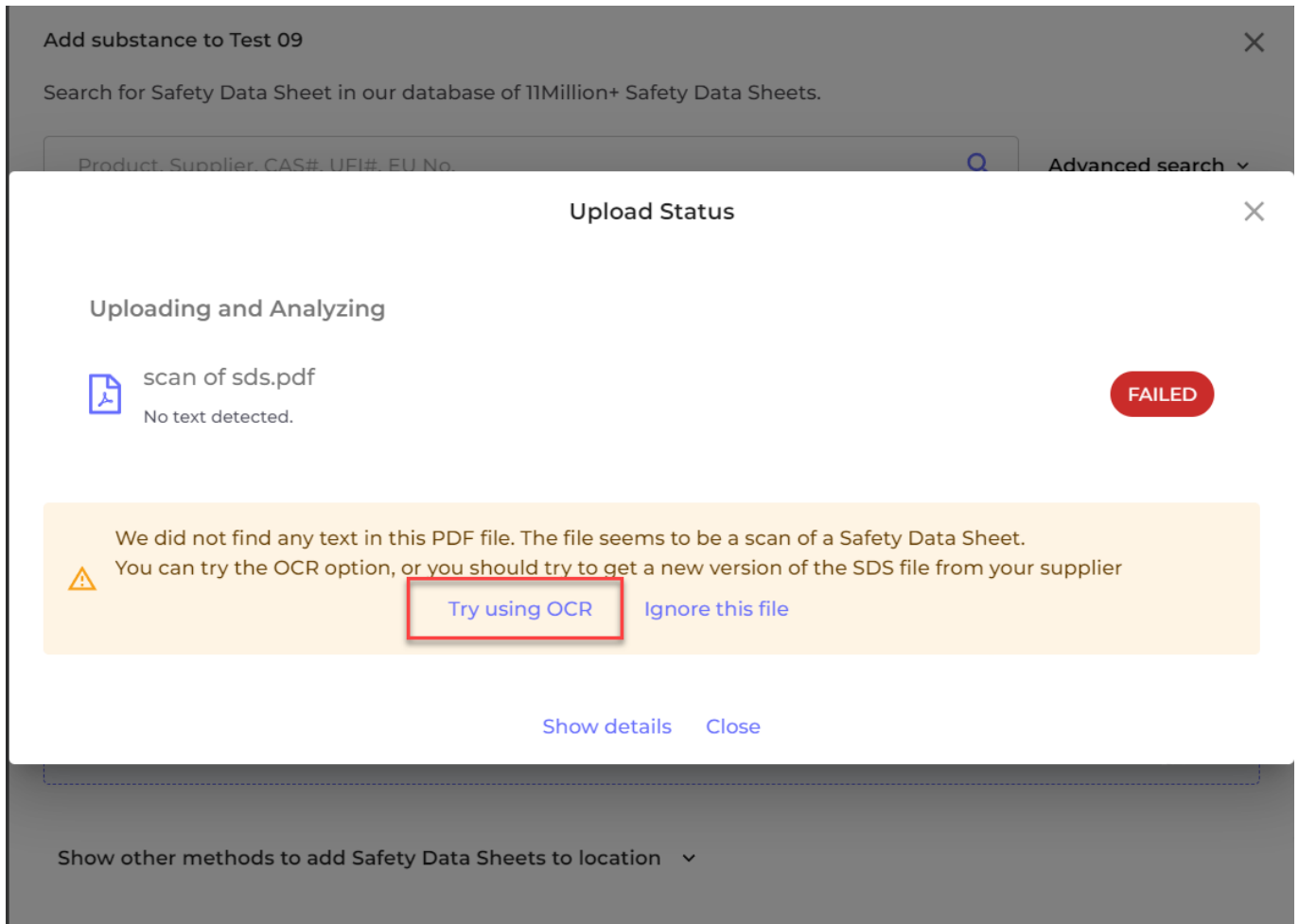
If you have a paper copy of a Safety Data Sheet and cannot get hold of any electronic files you can scan the paper copy and import the scan to SDS Manager.

You start by uploading the file.

The screenshot shows the SDS Manager interface. On the left sidebar, the 'Manage SDS Library' option is highlighted with a red box and a red circle containing the number 1. The main content area displays a modal window titled 'Add substance to Test January'. This modal contains a search bar with the placeholder text 'Product, Supplier, CAS#, UFI#, EU No.' and a search icon. Below the search bar, there is a 'Recently added' section listing three items: 'Hard-Cut NG CF', 'Artichoke Dry Extract 2,5% Caffeic Acid', and 'AeroShell Oil 120'. Each item has a status indicator (Warning or No) and a set of icons (H4, S1, E1). At the bottom of the modal, there is a 'Drag and drop' area with a 'Browse File' button, which is highlighted with a red box and a red circle containing the number 3. Below the modal, there is a '+ Add Safety Data Sheet' button, which is highlighted with a red box and a red circle containing the number 2.

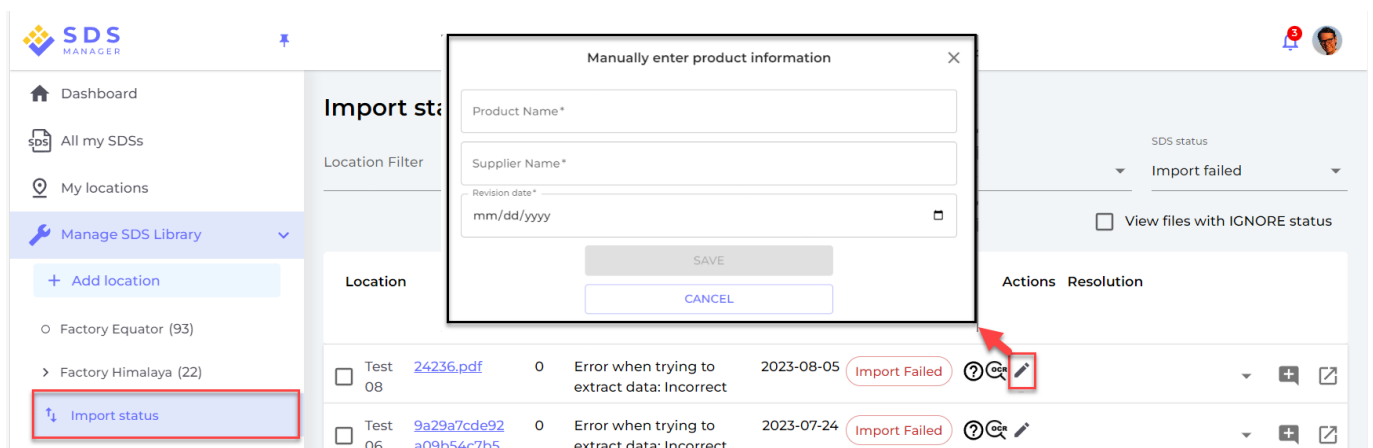
For files that does not contain any test, the following message will be shown:

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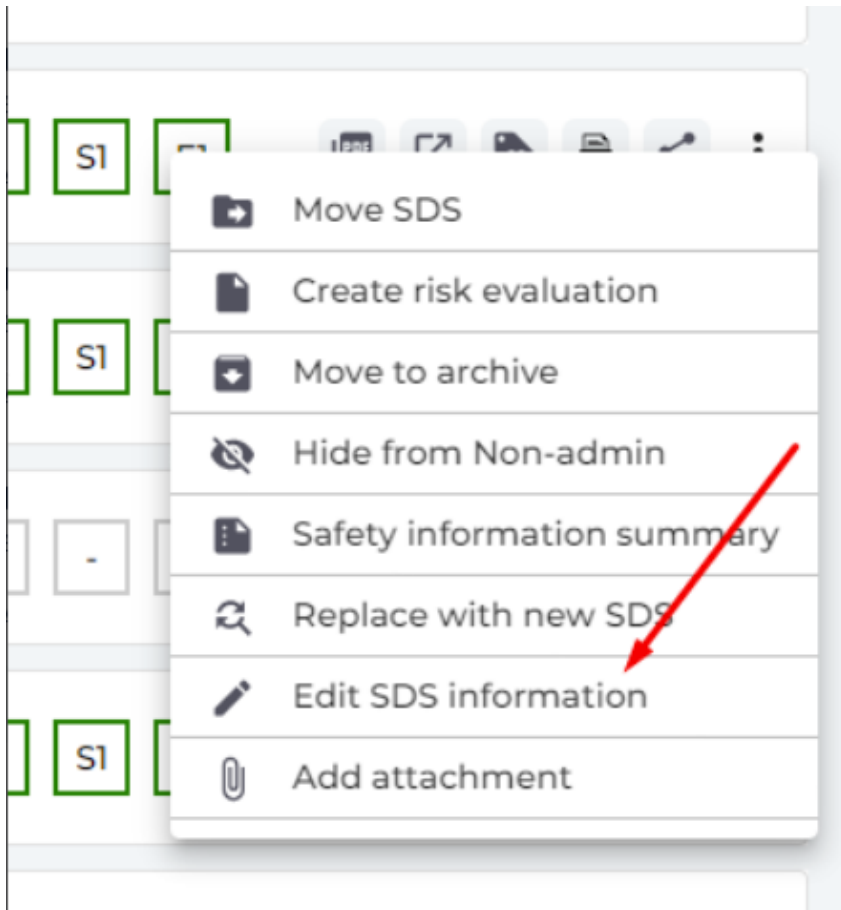
You should now click "Try using OCR" - the system will now try to read the file as an image and extract data. This usually works well if the scan is of high quality. If OCR fails - you should either try to get a new file from your supplier or manually enter information from the SDS manually

To manually enter product information, you open the [import status page](#) and click the edit pen on the file you uploaded.



The SDS will now be added to the location you uploaded the file. You can now edit any information using the more menu from the SDS list.

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