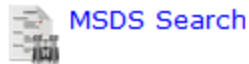


# Add Facility to MSDS

Associate MSDS in system to a facility.

1. On the Admin Main Menu, click the **MSDS Search** button.



2. Search for the MSDS the facility needs to be added to.

<b>Product Name</b>	<input type="text" value="acetone"/>
<b>Manufacturer</b>	<input type="text"/>
<b>MSDS Number</b>	<input type="text"/>

3. Click on the MSDS that needs a facility added to it.

MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
<input type="checkbox"/>	 Acetone	VWR International	10/24/2012	MSDS-000588
<input type="checkbox"/>	 Acetone	Ashland (Valvoline)	10/8/2013	MSDS-001568

4. Under the MSDS Facilities heading, the locations for the current MSDS are displayed. These locations represent the physical storage or usage locations of the chemical. MSDS Locations can be added by clicking the **Edit** button.

MSDS Facilities				
Facility	Sub Location 1	Sub Location 2	Archived	Approval Type
Facility A			<input type="checkbox"/>	
Facility A	Room 1		<input type="checkbox"/>	
Facility B	Room 2	Storage Shelf	<input type="checkbox"/>	
Facility D			<input type="checkbox"/>	

5. Click the **Add New** button.

Acetone					
Edit	Facility Name	Sub Location 1	Sub Location 2	Approval Type	Archived
<a href="#">Edit</a>	Facility A				<input type="checkbox"/>
<a href="#">Edit</a>	Facility A	Room 1			<input type="checkbox"/>
<a href="#">Edit</a>	Facility B	Room 2	Storage Shelf		<input type="checkbox"/>
<a href="#">Edit</a>	Facility D				<input type="checkbox"/>

6. In the Basic Information section, select the Facility and the Sub Locations to add the MSDS to.

**Basic Information**

**Facility**  
 ▼

**Sub Location 1**  
 ▼

**Sub Location 2**  
 ▼

7. Click **Save** to update the MSDS record.



8. The facility selected is now associated with this MSDS.

**MSDS Facilities**

 [Export to Excel](#)
 [Edit](#)

Facility	Sub Location 1	Sub Location 2	Archived	Approval Type
Facility A			<input type="checkbox"/>	
Facility A	Room 1		<input type="checkbox"/>	
Facility B	Room 2	Storage Shelf	<input type="checkbox"/>	
Facility C	SubLocation1		<input type="checkbox"/>	
Facility D			<input type="checkbox"/>	