

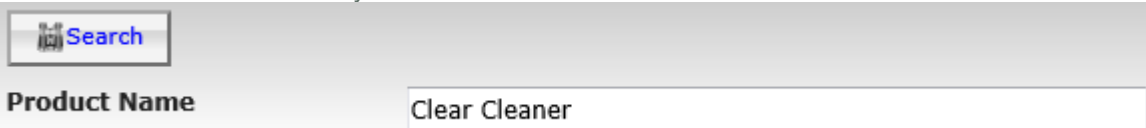
# MSDS Facility Location Grid: Add New Location

The MSDS Facility Location Grid allows you to view and, depending on your level of access, modify the locations to which the MSDS is available. This document describes how to add a MSDS to a location using the MSDS Facilities Grid.

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



2. Search for the MSDS to modify:

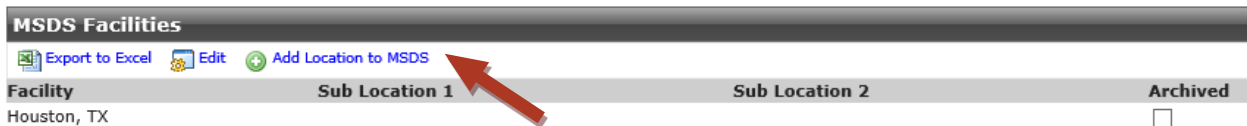


3. Click on the MSDS that needs a facility added to it.

MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
	<a href="#">Oatey Clear Cleaner</a>	Oatey Co.	8/2/2012	MSDS-000687

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 **Add Location to MSDS** button.



MSDS Facilities			
Facility	Sub Location 1	Sub Location 2	Archived
Houston, TX			<input type="checkbox"/>



5. To select a location, you must first select a facility from the **Facility** dropdown.

[Menu](#) > [MSDS Search](#) > [MSDS Detail](#) > MSDS Sub Location Detail

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**Facility**

**Sub Location 1**

**Sub Location 2**

**Active / Archived Status**



Active



6. As can be seen here, the *Sub Location 1* dropdown becomes usable once a **Facility** is selected. You can then select a Sub Location if you want to specify one.

[Menu](#) > [MSDS Search](#) > [MSDS Detail](#) > MSDS Sub Location Detail

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**Facility**

Portland, OR

**Sub Location 1**

Building 17  
Building 18

**Active / Archived Status**

Active

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



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