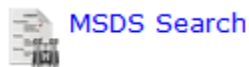


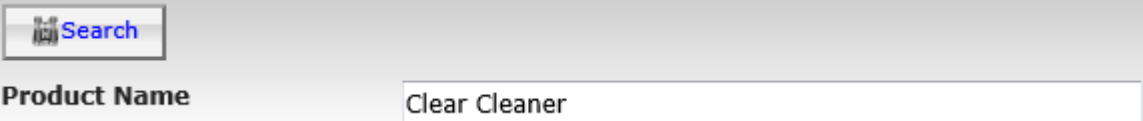
# Archive a Product by Facility

The MSDS Facility Location Grid allows you to see and, depending on your level of access, modify the status of MSDSs at various locations. The following instructions describe how to archive an MSDS at a location using the MSDS Facility Location Grid.

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



2. Search for the MSDS to modify:



3. Click on the product name that needs to be archived.

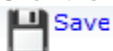
MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
	<a href="#">Oatey Clear Cleaner</a>	Oatey Co.	8/2/2012	MSDS-000687

4. Under the MSDS Facilities heading, you can see the locations entries for the product, as well as archive the product for that location by checking the box at the right:



MSDS Facilities			
		<a href="#">Add Location to MSDS</a>	
Facility	Sub Location 1	Sub Location 2	Archived
Houston, TX			<input type="checkbox"/>
Portland, OR	Building 16		<input checked="" type="checkbox"/>

5. Click the **Save** button near the top of the page:



6. The product is now archived for that location. To reactivate the MSDS Location, simply uncheck the checkbox on the right and click **Save** again.