

# Archive a Sublocation

In the SafeTec system, while it seems like archiving a sublocation would be as simple as just that, you should consider all the documents associated to that location. It is best if you archive documents at that sublocation first before you archive the sublocation.

The following set of instructions will walk you through the process of searching for documents at a sublocation, archiving the documents at that sublocation, and then archiving the sublocation. This document will walk through this process using the [Basket Feature](#). If you do not have this available to you on your admin website, please contact [customerservice@safetec.net](mailto:customerservice@safetec.net)

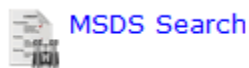
[FIND ALL DOCUMENTS AT YOUR SUBLOCATION](#)

[ARCHIVE DOCUMENTS AT YOUR SUBLOCATION](#)

[ARCHIVE SUBLOCATION](#)

## Find All Documents at Your Sublocation

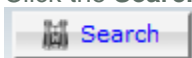
1. On the Admin Main Menu, click **MSDS Search**.



2. Select the sublocation you wish to archive. Change the *Active/Archived Status* to **Active or Archived**. This will ensure that all documents associated to that sublocation are found.

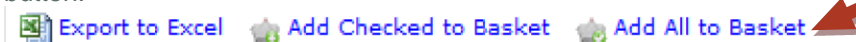
**Active / Archived Status**

3. Click the **Search** button.



## Archive Documents at Your Sublocation

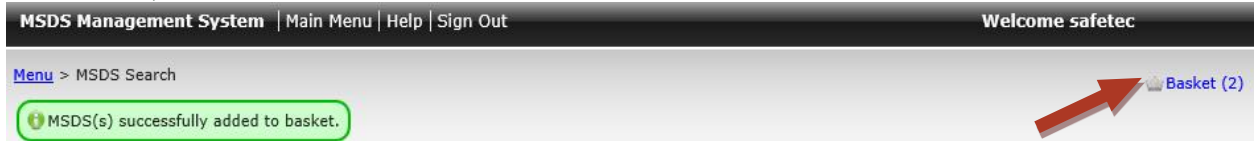
4. From the Search Results page, to add all search results to the basket, simply click the **Add All to Basket** button.



5. Verify that your (M)SDSs have been added successfully to the basket, as indicated by the following message at the top of the screen:



- In the upper right corner, you can see the Basket and how many documents is in the Basket. To access the contents, click on this link.



- Just above the basket's content grid, there is a horizontal list of actions that can be performed on the contents of the basket. Not all of these choices may be available to you. To archive the documents, you have two options:



- Click **Archive Location**: This will archive the document at just a location specified, but it will allow the document to remain active at any sublocations assigned.
- Click **Archive at Location Cascading**: This will archive the document at the location specified and any sublocations also assigned. SafeTec recommends this method.

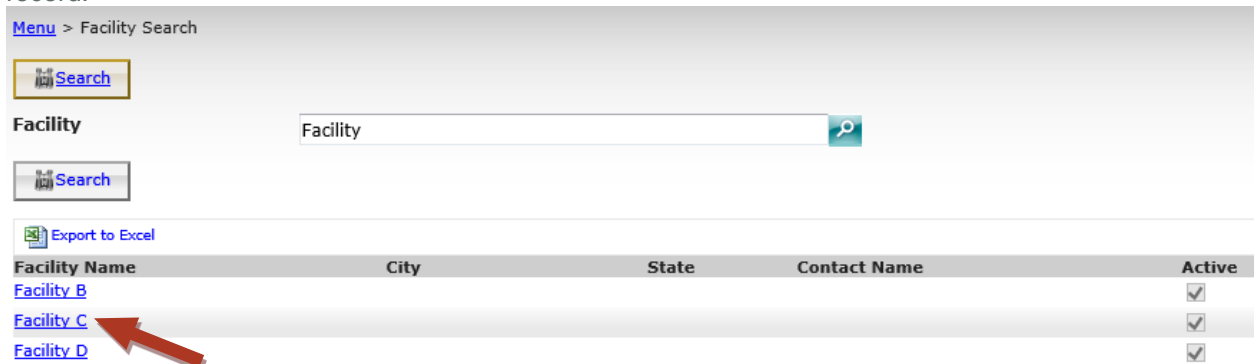
## Archive Sublocation

Now that the documents associated to this sublocation are marked that this sublocation is no longer using them, it is time to archive the sublocation.

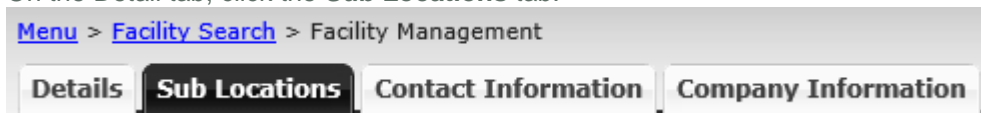
- On the main menu, click the **Facility Management** button.



- Search for the facility the sublocation you wish to archive belongs to and click the blue link to open that record.



- On the Detail tab, click the **Sub Locations** tab.



4. Click on the blue sublocation link you wish to archive. If there are additional sublocations below it, they will automatically be archived as well.

[Menu](#) > [Facility Search](#) > Facility Management

**Details** | **Sub Locations** | Contact Information | Company Information

 Save

**Facility C**

- Facility C
  - [SubLocation1](#)
  - [SubLocation2](#)

5. In the pop out window that opens, change the *Active/Inactive Status* from **Active** to **Inactive**.

**SubLocation1** ✕

**Sub Location**  
SubLocation1

**Inventory Status**  
Complete

**Temporary Location**  
No

**Active / Inactive Status**  
Active

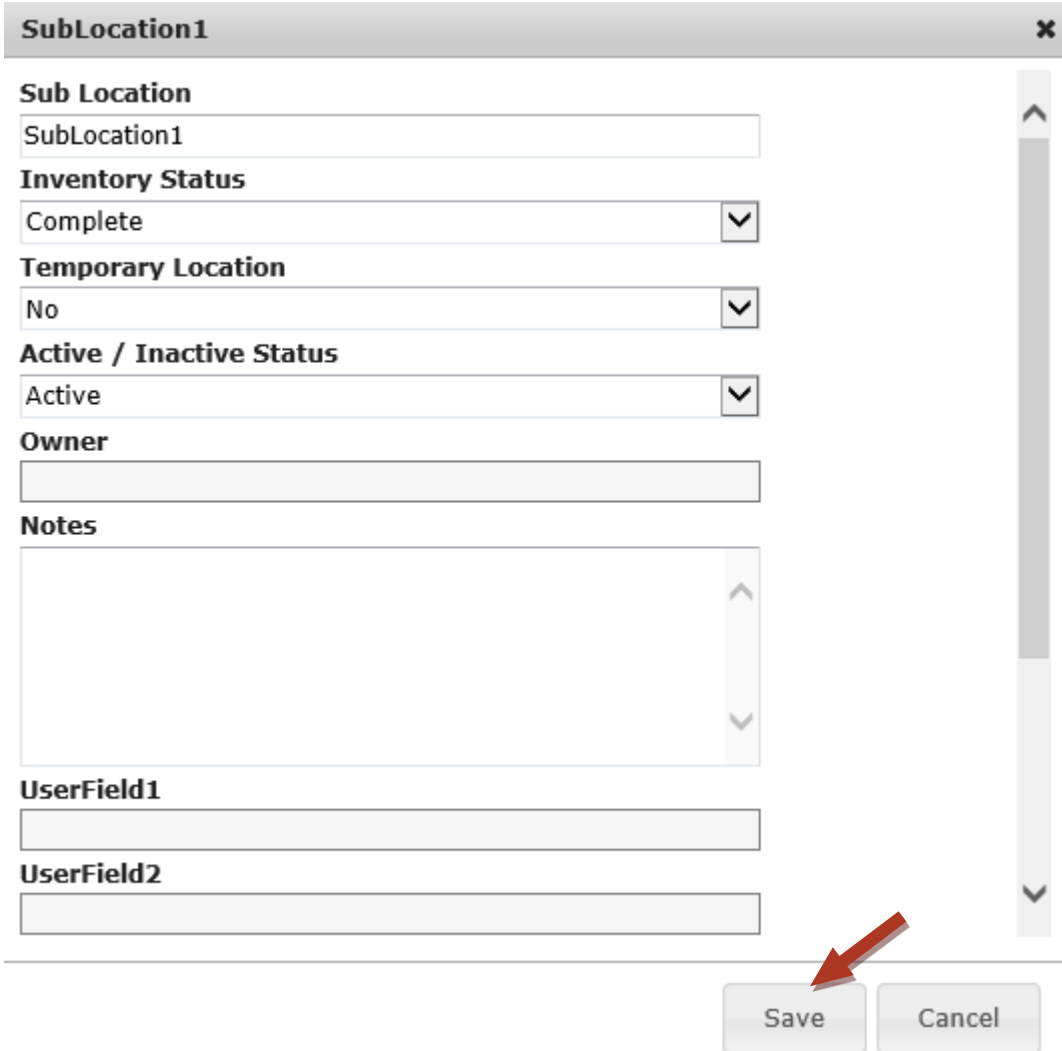
**Owner**

**Notes**

**UserField1**

**UserField2**

6. Click the **Save** button at the bottom.



**SubLocation1** [Close]

**Sub Location**  
SubLocation1

**Inventory Status**  
Complete [v]

**Temporary Location**  
No [v]

**Active / Inactive Status**  
Active [v]

**Owner**  
[Text Field]


**Notes**  
[Text Area]

**UserField1**  
[Text Field]

**UserField2**  
[Text Field]


[Save] [Cancel]

7. You can now see that your sublocation is archived.



[Menu](#) > [Facility Search](#) > Facility Management

**Details** **Sub Locations** **Contact Information** **Company Information**

 Save

**Facility C**

- Facility C
  - SubLocation1
  - SubLocation2