CHE2

How do I view the Inventory Report?

Click the **Inventory tab** or the "**Inventory Management"** link.

Click "**Manage My Inventory"**.

Click the checkbox to select lab or labs, enter container description or CAS number (if left blank entire inventory will be displayed).

Click the "**Search Active Inventory**" button to display a list of all containers in all the selected labs. To view inventory for a specific storage unit, use the "**Storage Unit Inventory**" link on the main inventory page.

Choose "**Download in Excel Format**" or "**Email Inventory Full Details**" buttons to download or receive an inventory list via email.

Choose the "**Barcode**" link for a specific chemical to display its information Click the "**CAS #**" link to display general chemical information. .

How do I add an item to inventory?

Click the Inventory tab or the "Inventory Management" link.

Click "Add Chemical Container(s) to Your Inventory".

Enter a chemical name or CAS number and click "Search CAD" You can also search by part

How do I upload inventory from a spreadsheet?

Chematix can upload inventory information from a Comma Delineated File (.csv). In your Excel spreadsheet click “Save As” and choose .csv as the file type.

Click the Inventory tab or the Inventory Management link.

To check your data before uploading, click “Verify Chemical Container Inventory Upload”. This will go through the process of the upload without actually uploading and will provide you with a report of erement link g[illegible] T/P e223v asprovn

Select lab or labs.

Click the "Display Storage List" button and then "Manage Storage Units".

Enter a storage unit name, such as Flammable Cabinet, and click the "Commit New Record" button.

Repeat to create additional storage units.

How do I delete storage units from my lab?

Click the Resources tab or the "Resources Management" link.

How do I request a transfer of an inventory item from someone else's lab?

You can ask another PI or lab supervisor for permission to move a container from their lab into your lab.

Click the Inventory tab or the "Inventory Management" link.

Click "Request a Container Transfer from Another User."

Enter the barcode of the container you are requesting and click the Lookup button.

Type in a message explaining the request. Click "Request Transfer."

Chematix will send a message to the other user and they will be given the option to accept or deny the request. Chematix will send a notification once the other user has responded. If the request was accepted, you will see a link on your Chematix home screen that will allow you to complete the transfer.

How do I adjust container quantity?

Use this function to modify the volume stored in a container

Click the Inventory tab or the "Inventory Management" link.

Click "Manage My Inventory".

Click the checkbox to select lab or labs and enter container description or CAS number (if left blank, the entire inventory will be displayed).

Click the "Search Active Inventory" button.

Select the container(s) to transfer and click the "Adjust Container" button.

Verify the container barcode and click the "Record Container Usage" button.

Enter how much was removed from the container and select a reason from the dropdown. Click the "Record Usage" button", then click the "Finished" button.

How do I transfer/change container status with a scanner?

<u>To change container status only:</u>

Click the Inventory tab or the "Inventory Management" link.

Click "Quick Container Status Change".

Place the cursor in the text box and scan in the container barcode. Click the "Lookup" button.

Select the desired status from the drop-down list.

Click the "Change Container Status" button to assign the selected status.

To make other changes to containers:

Click the Inventory tab or the "Inventory Management" link.

Click "Upload Container Barcodes for Processing".

Place the cursor in the text box and scan in the container barcode (or download from scanner if in batch mode). Click the "Send to Chematix" button.

Select the appropriate barcodes (or "Toggle Selection" to select all).

The options available here are the same as from an inventory report. You can change container status, transfer within your labs, update the custom data etc. After the containers are selected click on the appropriate button (i.e. "Transfer Between My Labs').

How do I reconcile my inventory with a scanner?

Click the Resources tab or the "Resources Mana1 g4(t)-9(6))-6(t)-7(R)2.7( )-10(l)2.6(i)2.6(on)10(k)-12.8(.)]TJ0 Tc 0 Tw (

Click "Chemical Mixture by Percentage" if you are disposing of a mixed waste generated by a process or "Pure Chemicals in Individual Containers" if the waste is a pure chemical.

Choose a lab location from the dropdown list.

Fill in the fields to describe the chemical. Using the “Select Chemical” button – search for the

How do I edit a waste card?

You can edit previously created Waste Cards until submitted for pickup

Click the Waste tab or the Waste Management link and select “Edit Waste Card”

Clicking on a Search button (empty search) will list ALL your editable (not submitted for pickup) waste cards

Select a Waste Container (click on the radio button) and click on “Edit Waste Card”

You can update or delete the waste card using the provided buttons.

How do I submit a waste pickup request?

Once you have generated a waste card, click the Waste tab and click "Create Waste Pickup Worksheet."

When you select your location from the dropdown, a list of available waste containers will appear. Choose the container(s) you want to add to the pickup.

Click "Add Selection(s) to Worksheet." The selection(s) will then appear in the pickup sheet list.

Click "Submit for Waste Pickup" to complete the request.