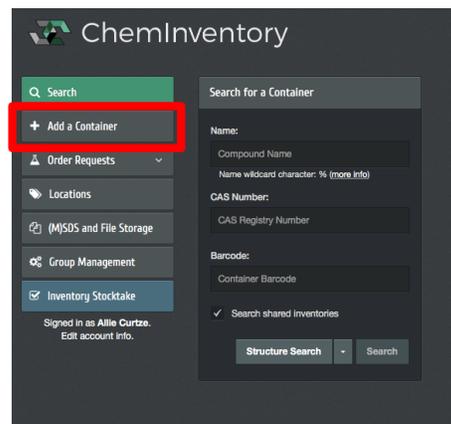


ChemInventory Instructions

Adding a New Chemical

1. Click “Add a Container” from the menu on the left
2. Type in the name of the new chemical in the “Container Name:” field
3. Enter the CAS number. This is extremely important. If the CAS number is not on the container, please look it up.
4. Enter the container size. This should be a value only. Please no units. For example if you have a 250 g bottle of NaOH, you should only enter “250” in the “Container Size:” field.
5. From the drop down menu next to “Container Size” choose the proper unit
6. Select the “Barcode” field. Scan a new barcode sticker with the barcode scanner. The barcode number should be entered automatically after scanning.
7. Under “Location:” find the folder and the corresponding barcode number within that folder. When the location is selected, it will be highlighted in green.
8. Enter the supplier in the “Supplier:” field. i.e., Acros Organics, Sigma Aldrich, etc.
9. Click “Next:”
10. A new box will appear, and the software will generate the chemical formula as well as any hazard icons. If everything is correct, click “Add Container”



Add a Container + Quick Add

Container Name: **#2**
Compound Name

CAS Number: [no CAS number?] **#3**
CAS Registry Number

Container Size: **#4** **#5**
g
Size of Container

Barcode: [no Barcode?] **#6**
Barcode Number

Location: **#7**
Yiying Wu Research Group
260 CBEC Containers
260 CBEC
260 CBEC [Containers]
8433560 (Under Allie's Hood - Left)
8433561 (Under Allie's Hood - Center)
8433562 (Allie's Desiccator)
8433563 (Box Desiccator)

Supplier: **#8**
Supplier **#9**

Add Comment **Next**

Add a Container + Quick Add

Container Name:
Sodium Hydroxide

CAS Number: [no CAS number?]
1310-73-2

Container Size:
250 g

Barcode: [no Barcode?]
#####

Location:

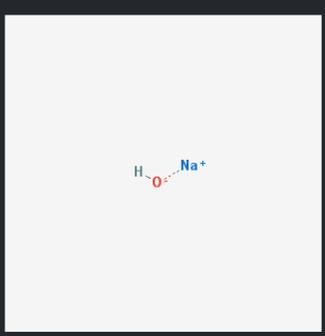
- > 260 CBEC [Containers]
- > 8433560 (Under Allie's Hood - Left)
- > 8433561 (Under Allie's Hood - Center)
- > 8433562 (Allie's Desiccator)
- > 8433563 (Box Desiccator)
- > 8433564 (Under Danielle's Hood)
- > 8433565 Bases (under Danielle's Hood)
- > 8433566 (Under Roshra's Hood - Left)

Supplier:
Fisher

Add Comment Next

Select Substance

⚠ Is the structure below incorrect? [Click here to correct it.](#)



GHS Safety Summary: View more ▾



Hazard Codes: H290, H314

#10

Add Container

Signing Out a Chemical

1. Select “Search” from the menu on the left
2. Scan the barcode of the chemical you wish to sign out (you can also search by name or CAS number).

Search for a Container

Name:
Compound Name
Name wildcard character: % (more info)

CAS Number:
CAS Registry Number

Barcode:
8433643

Search shared inventories

Structure Search Search

Yiying Wu Research Group 1 Containers Found

The following 1 container(s) are in stock:

| Container Name | Size | Location | Actions |
|---------------------------------------|------|-------------------------------|---------|
| Aluminum oxide, alpha-phase, 99.95... | 100g | 260 CBEC Containers > 8433502 | |

Allen Research Group No Containers Found

Badjic Research Group No Containers Found

Badu-Tawiah Research Group No Containers Found

Bruschweiler Research Group No Containers Found

Coe Research Group No Containers Found

3. Select the container and click on the “house” icon to the right to move the container
4. In the new window that appears, find your name under the “Personal” folder. Select your name (it will appear highlighted in green) then click “Move Container”

Move Container

Where would you like to move this container?

Aluminum oxide, alpha-phase, 99.95% min (metals basis) (100g)

New Location:

- 260 CBEC
- 270 CBEC
- Personal
- > 8433574 Allie
- > 8433575 Yongze
- > 8433576 Danielle
- > 8433577 Undergrad(s)
- > 8433578 Tom
- > 8433579 Billy
- > 8433580 Jiaonan
- > 8433581 Neng

Move Container

Returning a Chemical

1. Find a bin with adequate room for the container that you wish to return. The inventory is not in alphabetical order, so you can return a container to any bin that has space.
2. Follow the same procedure for “Signing Out a Chemical” to move the container back into the group inventory

Deleting a Chemical

1. Select “Search” from the menu on the left
2. Scan the barcode of the container you wish to dispose of and delete from the inventory (you can also search by name or CAS number)
3. Select the container from the list on the right, and click on the red trash can icon

The screenshot shows a web interface for managing chemical containers. On the left, there is a search panel titled "Search for a Container" with fields for Name, CAS Number, and Barcode. The Barcode field contains "8433643" and is highlighted with a red box and a red arrow labeled "#2". Below the search fields are buttons for "Structure Search" and "Search". On the right, a list of research groups is shown, with the first group, "Yiyng Wu Research Group", having "1 Containers Found". A table below lists the container: "Aluminum oxide, alpha-phase, 99.95..." with a size of "100g" and location "260 CBEC Containers > 8433502". The "Actions" column for this container has a red trash can icon highlighted with a red box and a red arrow labeled "#3". Other research groups listed include Allen, Badjic, Badu-Tawiah, Bruschweiler, and Coe, all with "No Containers Found".

4. A separate window will open asking, “Are you sure you would like to dispose this container?” Click “Mark as Disposed” to delete the container from the inventory.

The screenshot shows a confirmation dialog box titled "Dispose Container" with a close button (X) in the top right corner. The text inside asks, "Are you sure you would like to dispose this container?". Below the text, the container details are displayed: "Aluminum oxide, alpha-phase, 99.95% min (metals basis) (100g)". At the bottom of the dialog, there is a button labeled "Mark as Disposed" which is highlighted with a red box.