Chemicals - Setting Up Your Inventory

Create an Inventory

The first step in the process of using Chemicals is creating an inventory.

- When logging in for the first time, you will be prompted to **Create a new Inventory**.
- Select the group(s) you would like to associate with your inventory.
- Give the inventory a name and select **Save**.
  - **Please Note:** Before you can add any containers to your inventory, you will need to set up at least one sublocation.
- If you are already associated with an inventory and would like to create new one, select the drop-down icon and select **Create a New Inventory**.

Create a Sublocation

To create a sublocation within your inventory, select **Inventory Summary**.

- Scroll to the **Sublocations** section and select the plus sign icon.
- Select the **Building/Room** from the drop-down menu.
  - The selections available pull from the groups associated with your inventory.
- Give the sublocation a **Name**.
- Associate a barcode with your sublocation.
  - The barcode can be entered manually or can be done at a later time by using your mobile device's camera.
- Select a **Temperature** from the drop-down menu.
- Select a **Pressure** from the drop-down menu.
- If you wish your sublocation to remain private, select **Private**.
- Associate any pictograms with your sublocation by selecting the appropriate pictogram.
- Select **Save**.
- Repeat to add more sublocations.

Download the mobile app

- Download **UC Chemicals** from the Apple App Store or Google Play store
- Login with your campus credentials

Add Inventory and Barcode

- Choose the **Add** tab on the bottom
- Search for the chemical to add by Name, CAS Number, or Product number and select it
- Select the blue plus icon to add a container
  - When using barcodes, attach the barcode onto the container securely. Choose the **Scan** button and line the square QR code onto the camera's red line
  - Choose a **Sublocation** where this container will be stored
  - Enter the **Container Size, Amount in Container, Units, Physical State,** and **Container Type**. You can also enter in the **Substance** and choose a product from a specific vendor, if applicable
  - All other fields are optional
- When complete, choose **Save** in the upper right hand corner
- You can add another container of the same chemical by hitting the blue plus, or hitting **Back** in the upper left and searching for the new chemical.