

University of Alberta CHEMATIX™ Quick Reference Sheet

Adding an item to your inventory:

Inventory Management

- Add Chemical Container(s) to Your Inventory
- Identify the chemical (i.e. Lookup chemical container information by Searching CAD)
- Enter container specific information (i.e. container size, expiry date)
- Select lab where chemical is stored (select lab from drop-down list)
- Click “Submit” to go to the next page
- Select storage unit if other than “Undefined”
- Enter barcode information if using preprinted labels
- Click “Submit” to finalize and add to inventory.

Viewing your Inventory Report:

Inventory Management

- View My Inventory Report
- Select lab or labs, Enter container description or CAS number, may leave empty to see all
- Click the “Search Active Inventory” button
- First list is a quick list of all containers in all the selected labs. To get a more detailed list click “View Inventory Details”. This breaks down inventory by lab and storage unit in that lab
- Can download inventory snapshot by clicking the “Download Lab Inventory” or “Download Storage Unit Inventory” buttons.
- Container information available by clicking the Barcode link. Chemical information available by clicking on the CAS# link.

Removing an item from your inventory:

Inventory Management

- View My Inventory Report
- Select lab or labs, Enter container description or CAS number, may leave empty to see all
- Click the “Search Active Inventory” button
- Select container(s) you wish to remove
- Click the “Change Container Status” button
- Select appropriate new container status (i.e. Consumed by experiment”)
- Click the “Change Container Status” button.

Adding a new storage location

Go to “Resources” tab

→ View My Locations

→ Select lab or lab

→ Click the “Display Storage List” button

→ Click “Manage storage Units”

→ Type in name of new storage area and click “Commit New Record”

Transferring a container within your lab locations:

Inventory Management

→ View My Inventory Report

→ Select lab or labs, Enter container description or CAS number, may leave empty to see all

→ Click the “Search Active Inventory” button

→ select container(s) you wish to transfer

→ click the “Transfer Between My Labs” button

→ Select the new Lab location and Storage Unit from the drop-down list

→ Click the “Transfer” button

Adding / Removing a user from a Lab:

Resource Management

→ View My Locations

→ Select the Laboratory link for a lab where you are a Principle Investigator (PI) or Lab Supervisor (regular lab users cannot add / remove users from a lab)

→ Click the “Manage Personnel” button

→ To add a new user, click the “Search for Personnel to Assign” button. Select the button beside the new user from the search results and click “Add New User”.

→ To remove a user, remove all roles from that user and click the “Submit” button.

Creating a Mixture

Inventory Management

→ Add Chemical Container(s) to your Inventory

→ Enter the mixture name in the Chemical Name field in the Lookup chemical container information by Searching CAD area. This will ensure that it is not already in the Chemical Abstract Database (CAD).

→ If there is no match in the Search Results, click the “Add a Chemical” button.

→ Enter the chemical name in the Chemical Full Name field. If the mixture has a CAS # enter it in the CAS Number field, otherwise click the “Generate Z Number” button beside the CAS number field.

- Enter any information you know about this new mixture in the Cad fields. You can enter the components of the mixture by using the “Save & Maintain Ingredients” button.
- Click “Save and Request Review” when you are finished. You will not be able to further change the information on this page.
- The CAS # or Z number will be displayed in the search field. Click the “Search CAD button.
- Click on the Chemical Name link for the newly added item. Continue as when adding an inventory item as described above.