Chemoventory Instructions

Basic Functions

Logging in

1) Click on the login link on the toolbar
2) Enter your username and password
3) You will be taken to your account

Change Password

1) Go to My Account > Change Password
2) Fill out the required fields and select “Change Password”
Viewing All Chemicals

1) Go to all chemicals on the toolbar

Viewing your Chemical list

1) Go to My Account > View Chemicals

Adding Chemicals

1) Go to Add Chemicals
2) Fill out all the required fields and select “Submit”
Edit Chemicals

1) Go to My Chemicals or All Chemicals
2) Click on the chemical's link in the left most column
3) On the information screen select “Edit This Chemical?”
4) Fill out the required information and select “Submit”
Transfer Chemicals

1) Go to My Chemical's or All Chemicals
2) Click on the Chemical's link in the left most column
3) Select “Transfer to another user?”
4) Fill out the required information and select “Transfer”

Deleting a Chemical

1) Got to My Chemicals or All Chemicals
2) Click on the chemical's link on the left most column
3) On the information screen select “Delete/Sent to Recycle?”
4) Select reason for deleting the chemical and select “Recycle”

View Chemicals that need to be ordered
1) Go to My Account > View chemicals need to be ordered

2) Scan the chemical's barcode and select “Submit”
Inventory Functions

View Non-Consumables

1) Go to My Account > View Non-Consumables

Add Non-Consumables

1) Go to Add NonConsumables
2) Fill out the form and select “Submit

Edit your information

1) Go to My Account > Edit MyDetails

2) Select edit at the end column
3) Fill out the information and select “Edit User”

Bulk Upload

1) Create a tab delimited file in excel with all the chemical information
2) Go to My Account > Bulk Upload

3) Select “Choose File” and navigate to the tab delimited file
4) Select “Upload Tab Delimited File”

Export Your Chemicals

1) Select “Export MyChemicals”
2) An Excel spreadsheet will be downloaded

Management Functions

Manage Buildings

1) Go to My Account > Manage Buildings

![](image)

2) Select to Edit or Delete a building or Enter the name of a new building and select “Add New Building”

Manage Containers

1) Go to My Account > Manage Containers
2) Select Edit or Delete or add a new container by filling out the field and selecting “Add new Container”
Manage Non-Consumable Categories.

1) Got to My Account > Manage Non-Consumable Category
2) Select Edit or Delete or enter the category name and select “Add New Category” to add the category

Create a custom view

1) Go to My Account > Manage Custom View
2) Select which columns you want to see
Manage Divisions

1) Go to My Account > Manage Divisions
2) Select Edit or Delete or add a new division by entering the name and selecting “Add New Division”

Manage Category

1) Go to My Account > Manage Category
2) Select Edit or Delete or add a new category by entering the name and selecting “Add New Category

Manage Units
1) Go to My Account > Manage Units
2) Select Edit or Delete or add a new category by entering the name and selecting “Add New Category

Manage Locations

1) Go to My Account > Manage Locations
2) Select Edit or Delete or add a new category by entering the name and selecting “Add New Category

Manage Manufacturers

1) Go to My Account > Manage Manufacturers
2) Select Edit or Delete or add a new category by entering the name and selecting “Add New Category

Add Users

1) Go to My Account > Add Users
2) Fill out the required information and select “Register”

Manage Users

1) Go to My Account > Manage Users
2) Select “Edit” On the right column, fill out the form and select “Edit User”
Edit User Details

1) Go to My Account > Edit User Details
2) Select “Edit” On the right column, fill out the form and select “Edit User”

Manage Roles

1) Go to My Account > Manage Roles
2) Select role to edit or create a new role by entering the name in the text field and selecting “Add New Role”
3) Remove permissions by selecting Delete or add new ones by selecting the permissions in the drop and select “Add New Functions”
Transfer all of a user's chemicals

1) Go to My Account > Transfer All Chemicals

2) Select user to transfer the chemicals from

3) Select user to transfer the chemicals to select “Transfer All Chemicals”
Backup Database

1) Go to My Account > Backup Database
2) A text file with the database will be downloaded

Export Chemicals

1) Go to My Account > Export Chemicals
2) An Excel spreadsheet with all the chemicals will be downloaded

Export Non-Consumables

1) Go to My Account > Export Nonconsumable
2) An Excel spreadsheet with all the non-consumables will be downloaded