

Inventory Management*

Viewing Your Inventory Report

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click on the “Inventory” tab in the blue toolbar.
3. Click on “Manage My Inventory.”
4. Select your lab or labs
5. Enter container description or CAS number (leave empty to see all).
6. The initial 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 within that lab.
7. Download inventory snapshot by clicking on either the “Download Lab Inventory” or “Download Storage Unit Inventory” button.
8. Container information is available by clicking the barcode hotlink. Chemical information is available by clicking on the CAS# hotlink.

Adding an Item to Your Inventory

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click the “Inventory” tab in the blue toolbar.
3. Click on “Add Chemical Container(s) to Your Inventory.”
4. Identify the chemical by typing the chemical name in one of the search/look up boxes (i.e., “Look up chemical container information by Searching CAD”) and searching.
5. Click on the correct chemical name displayed by the search. A new screen will appear.
6. Enter container specific information (i.e., container size, expiry date). Required fields are noted by a vertical red bar at the left of the field name.
7. From drop-down list, select lab where chemical is stored.
8. Click “Submit” to go to the next page.
9. Select storage unit if other than “Undefined.”
10. Select a barcode from the roll that was provided, apply to the container, and enter the barcode in the box labeled “Container Barcode.” **(Replace the # preceding the barcode numbers and letters with UOMC.)** Upon completion, click “Submit.”
11. Click “Submit” to finalize and add to inventory.

Adding an Item to Your Inventory that is not in the System (Generating a Z Number)

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click the “Inventory” tab in the blue toolbar.
3. Click “Add Chemical Container(s) to Your Inventory.”
4. Enter either the Chemical Name or the CAS#, and click “Search CAD.”
5. If the search does not return a result that matches the chemical you are looking for, or if it returns no results, the chemical must be added to the system.
 - a. Click “Add a Chemical.”
 - b. On the Chemical Abstract page, you must enter the “Chemical Full Name.”
 - c. Next to the CAS Number text box, select “Generate Z Number.” The system will generate a unique identifier for that specific chemical; this identifier will serve as the chemical’s CAS number.
 - d. Scroll to the bottom of the page and click “Save & Request Review.” The chemical has now been permanently added to the database. Any new containers received of this chemical should be entered following the normal procedure by searching using the chemical name.
6. Return to the “Add Chemical Containers to Your Inventory” page. (The CAS # box in the search area will be prepopulated with the newly created Z number. Click “Search CAD”.
7. The chemical you have just entered will appear in the Search Results area. Click on the chemical name.
8. Now you must enter information from the chemical label. Required fields are noted by vertical red bars at the left of the field names.
9. After entering the information click “Submit,” and a new screen will open.
10. Select a barcode from the packet that was provided and enter the barcode in the box labeled “Container Barcode.” **(Replace the # preceding the barcode numbers and letters with UOMC.)** Upon completion, click “Submit”.

Transferring a Container within Your Lab Locations

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click on the “Inventory” tab in the blue toolbar.
3. Click on “Manage My Inventory.”
4. Select lab or labs, enter container description or CAS number (leave empty to see all).
5. Click the “Search Active Inventory” button.
6. Select container(s) you wish to transfer.
7. Click the “Transfer Between My Labs” button.
8. Select the new Lab location and Storage Unit from the drop-down list.
9. Click the “Transfer” button.

Transferring a Container between Labs Assigned to Different Users

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click the “Inventory” tab in the blue toolbar.
3. Click “Request a Container Transfer from Another User.”
4. Enter the barcode information from the container that you wish to transfer.”
5. Click the “Lookup” button.
6. The barcode, PI, and Lab Supervisor information will appear.
7. Click the link for the PI or Lab Supervisor to obtain their contact information.
8. Write a comment or message in the “Comment” data field.
9. Click the “Request Transfer” button.
10. You should see “Request Submitted” at the top of your screen.
11. The owner of the container will receive notification of your request.
 - a. Owner views the request by clicking on the “Requests to Transfer a Container Out” button.
 - b. Select container(s) you wish to transfer, then click “Grant or Reject Request.”
 - c. Owner views container transfer details, then click on “Grant Transfer Request” or “Reject Container Request” or “Cancel.”
 - d. Owner will see confirmation message at top of screen.
12. Requester accepts or rejects owner’s transfer request by clicking on the Requests to Transfer a Container in.”
 - a. Select container(s) you wish to transfer.
 - b. Click “Complete Transfer in.”
 - c. Select the lab location and storage unit from the drop-down menus.
 - d. Click “Complete Transfer Request.”
 - e. You will see a confirmation message at the top of the screen.

Removing an Item from Your Inventory

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click on the “Inventory” tab in the blue toolbar.
3. Click on “Manage My Inventory.”
4. Select lab(s), enter container description or CAS number (leave blank to see all).
5. Click the “Search Active Inventory” button.
6. Select container(s) you wish to remove.
7. Click the “Change Container Status” button.
8. Select appropriate new container status (i.e., consumed by experiment).
9. Click the “Change Container Status” button.

Creating a Mixture

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click on the "Inventory" tab in the blue toolbar.
3. Click "Add Chemical Container(s)" to your Inventory
4. 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).
5. If there is no match in the Search Results, click the "Add a Chemical" button.
 - a. Enter the chemical name in the Chemical Full Name field. If the mixture has a CAS number, enter it in the CAS Number field, otherwise click the "Generate Z Number" button beside the CAS number field.
 - b. 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.
 - c. Click "Save and Request Review" when you are finished. You will not be able to further change the information on this page.
6. The CAS # or Z number will be displayed in the search field. Click the "Search CAD" button.
7. Click on the "Chemical Name" link for the newly added item. Continue as when adding an inventory item as described above.

Searching by Old Vertere Inventory Manager Barcode Number

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click on the "Inventory" tab in the blue toolbar.
3. Click on "Manage My Inventory."
4. Enter barcode number into the "Filter by Old Vertere TAG" box, and search.
5. The desired information should be displayed.

Resource Management*

Adding/Removing a User from Your Lab (PI or Supervisor Function)

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click on “Resources” tab in the blue toolbar.
3. Click on “View My Locations” under “Manage Locations.”
4. 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).
5. Click the “Manage Personnel” button.
6. To add a new user, click the “Search for Personnel to Assign” button.
7. Select the new user you wish to add, and click on “Add New User.”
8. To remove a user, remove all roles from that user, then click the “Submit” button.

Adding or Modify a Storage Unit in Your Lab

1. Log in to CHEMATIX using your University of Memphis username and password.
2. Click on “Resources” tab in the blue toolbar.
3. Click “View My Locations,” and click on the name of lab where you want to add or modify a storage unit.
4. Scroll toward the bottom of the lab page, find “Display Storage List,” and click on that button.
5. Click on the “Manage Storage Units” button.
6. Type the name of the storage unit you want to add (e.g., Flammables Cabinet) into the available box, and click on “Commit New Record.”
7. The new storage unit should appear in the list.
8. To modify a storage unit name, click in the circle to the left of the storage unit name, type the new information into the available box, and click “Save Modifications.” The updated information should appear in the list.

Additional Assistance

If you need assistance beyond that provided in this quick guide, please see the “Help” tab in Chematix or call Environmental Health and Safety at 678-2044 or 678-4672.

*** You must add the Chematix site to “trusted websites” in your browser and enable popups.**