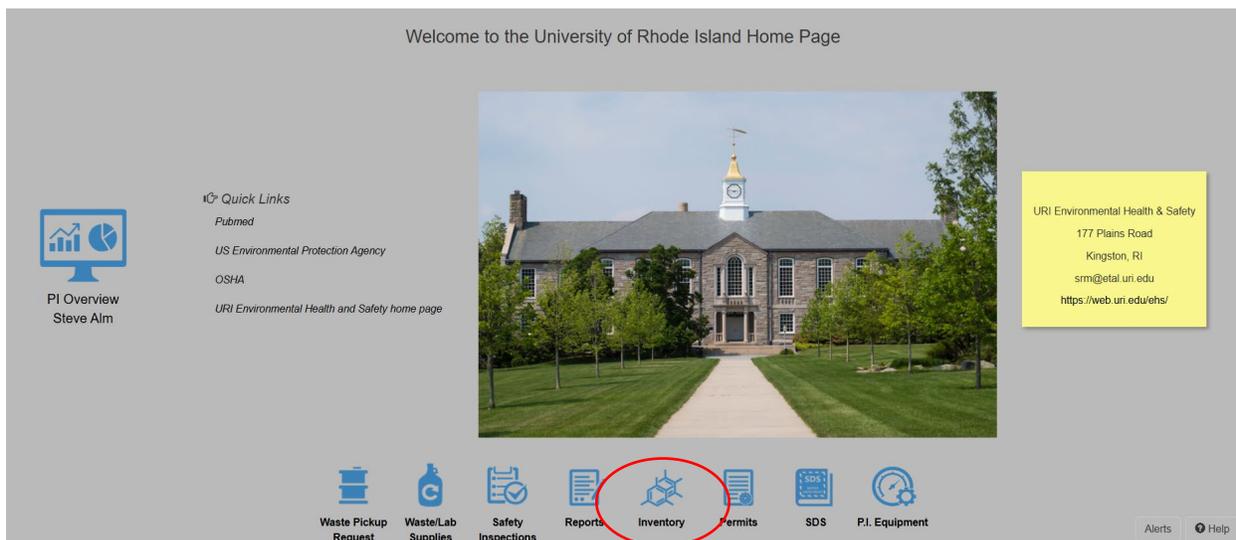
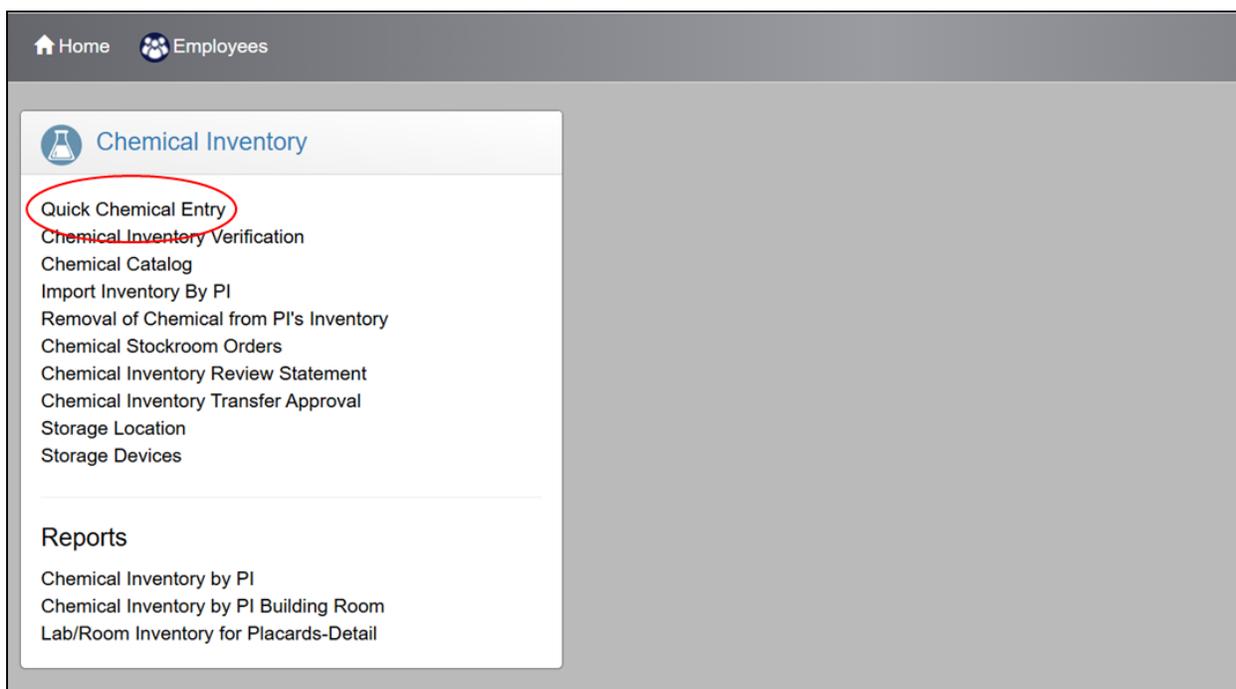


Quick Chemical Inventory Add or Edit

1. PI users will select **Inventory** from the icons shown on the Home Page



2. Select **Quick Chemical Entry** from under **[Chemical Inventory]**.



- Click dropdown arrow next to **[Add]** to use Quick Add function. This also opens the **Chemical Inventory Edit** screen.

EHSA Inventory / Chemical Inventory Edit Labels Help

Chemical Inventory Reports - PI: Moore, Dave Inventory: Current Inventory List Filter Options

Item(s) marked in **Yellow** will Expire
 Item(s) marked in **Red** are Expiring or Expired
 Item(s) marked in **Blue** are Appendix A

Drag a column header and drop it here to group by that column

Bar Code #	Invalid Inventory	PI	Chemical Name	Synonyms	Constituents	Multiple Ingredients?	SDS
7852104		Moore, Dave	Acetone	Acetone - PRIMARY		No	View
12345	Invalid CAS	Moore, Dave	Test Chemical	Test Chemical - PRIMARY	WATER : 7732-18-5 : 90% ACETONE : 67-64-1 : 10%	Yes	

1 - 2 of 2 items

- Search by **Chemical Description** or **Search By CAS #** and enter a Description/CAS # or **Show PI's Personal Catalog** (This shows your current inventory items to duplicate – **PREFERRED OPTION** and shown below)

Select Chemical Not Found in Catalog

Search By Chemical Description Search
 Search By Catalog or CAS # Search

Show PI's Personal Catalog Options

Drag a column header and drop it here to group by that column

	CAS #	Chemical #	Chemical Name	Vendor Name	Catalog #	Expiration Period (months)
Select	6064-63-7		(+)-2-HYDROXYHEXANOIC ACID		219800	-
Select	3391-86-4		1-OCTEN-3-OL		74950	-
Select	110-43-0	376	2-HEPTANONE 98%		154001000	-
Select	64-19-7	1820	ACETIC ACID, GLACIAL		830-001	-
Select	64-19-7	1820	ACETIC ACID, GLACIAL CERTIFIED ACS 99.7%		A38	-
Select	64-19-7	1820	ACETIC ACID, GLACIAL CERTIFIED ACS 99.7%		A38S	-
Select	67-64-1	8491	ACETONE	LAB CHEMICALS INC.	LC104202	-
Select	67-64-1	8491	ACETONE		193832	-
Select	67-64-1	8491	ACETONE			-

5. Alternatively use the Search and Filter Options to find the chemical to add to Inventory.

Select Chemical Not Found In Catalog

Search By Chemical Description Search
 Search By Catalog or CAS # Search

Show PI's Personal Catalog Options

↓ Primary Name × ↑ Chemical Description ×

	CAS #	Chemical #	Synonym	Primary Name	Vendor Name	Catalog #	Expiration Period (months)
Primary Name: YES							
Chemical Description: Acetone							
Select	67-64-1	15897	Acetone	<input checked="" type="checkbox"/>	Fisher Scientific		0
Select	67-64-1	15899	Acetone	<input checked="" type="checkbox"/>	Sigma-Aldrich	V800023	0
Select	67-64-1	15980	Acetone	<input checked="" type="checkbox"/>		30698	0
Select	67-64-1	15981	Acetone	<input checked="" type="checkbox"/>			0
Chemical Description: ACETONE							
Select	67-64-1	8491	ACETONE	<input checked="" type="checkbox"/>	BD PharMingen		0
Chemical Description: Acetone [for Spectrophotometry]							
Select	67-64-1	15978	Acetone [for Spectrophotometry]	<input checked="" type="checkbox"/>	TCI AMERICA	A0054	0

6. Click the **Select** button beside the Chemical you want to add -**Whether using Personal catalog or Chemical description/CAS#**. This will populate the chemical information - **Chemical Description** and **CAS #** (if available) will fill in.

*P.I. *Permit #

*Chemical Name Select Chemical

Found in Catalog Not in Catalog

CAS #

*# of Units *Quantity per Unit *Volume / Size

*Physical State

*Location

Vendor

Catalog #

*Entry Date

Save Cancel

7. Enter the **# of Units**, **Qty per Unit**, **Volume/Size**, and **Physical State**, and **Concentration**
8. Scroll down and hit the **Save** button
9. Scan or Type Inventory # pop up will appear

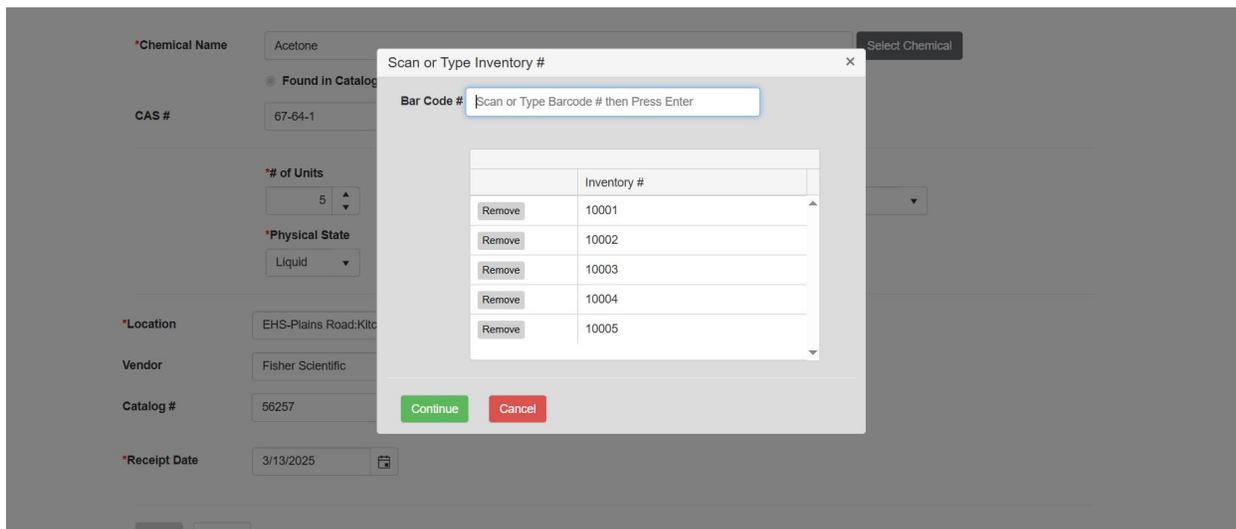
10. Enter EHS provided barcode # placed on bottle
11. Hit **Continue** button and entry will be saved and placed in current Inventory.

The screenshot shows an inventory entry form for Acetone. The form includes fields for P.I. (Alm, Steve), Permit # (C-stevealm), Chemical Name (Acetone), CAS # (67-64-1), Physical State (Solid), Location (PLANT SCIENCES), Vendor (Fisher Scientific), and Receipt Date (3/13/2025). A dialog box titled "Scan or Type Inventory #" is overlaid on the form, containing a "Bar Code #" field with the placeholder text "Scan or Type Barcode # then Press Enter" and "Continue" and "Cancel" buttons. A red circle highlights the dialog box and the "Continue" button.

12. If multiple units are selected to add multiple bottles of the same chemical, then you will be asked if you'd like to create multiple separate records (in this example, there are 5 units). If so, click **YES**.

The screenshot shows an inventory entry form for Acetone. The form includes fields for P.I. (Moore, Dave), Chemical Name (Acetone), CAS # (67-64-1), Physical State (Liquid), Location (EHS-Plains Road:Kitchen), Vendor (Fisher Scientific), and Receipt Date (3/13/2025). A dialog box titled "Multiple Units" is overlaid on the form, containing the question "Would you like to create 5 inventory records for this entry?" and "No" and "Yes" buttons. The "Number of Units" field is set to 5.

13. Type in barcodes for all units, hitting enter after each. Then click **Continue** to save and add entry to inventory.



If you have any difficulty adding chemicals or have questions about the software, please contact EHS at srm@etal.uri.edu.