## How to Establish the Chemical Inventory in LabArchives?

1. Log into LabArchives and click on the inventory icon on the upper righthand corner



2. Click at "Add item to the inventory" at the top left-hand corner



3. Chose "chemical Inventory" from the dropdown



4. **CAS#-** enter the CAS# from the container label and click **"Lookup"** to autofill name of the chemical, safety information (toxic, corrosive etc.), molecular weight, formula etc. and Pictograms.

Details	$\frown$	Chemical Safety
CAS #		Acute Toxic 🗌 Compressed Gas 🗌 Corrosive
	Lookup	🗌 Environmental Hazard 🗌 Explosive 🗹 Flammable
Alternate Name		🗸 Health Hazard 🗸 Irritant 🗌 Oxidizer

Alternatively, you can start with the entering the "**Name**"- enter exactly as on the bottle (no abbreviations, formula etc.)



- 5. **Quantity and Unit** preferred method is enter each container as individual entry (as quantity "1")
  - a. For e.g., for a single bottle of 1L methanol, the quantity is "1". If you have five 1L methanol bottles and you enter them as one entry, **the quantity will be "5".**
  - b. For a 500 g sodium hydroxide bottle, the quantity is 500. If you enter five bottles of 500g sodium hydroxide as a single entry, the quantity is 2500

Unit- choose from the dropdown. For chemicals chose only L, ml, mg, g, and kg.

c. For e.g., 1L methanol bottle, the quantity is "1" and unit is "L"

d. For a 500 g sodium hydroxide bottle, the quantity is 500 and unit is "g"

			Units * (required)	
			units	~
Quantity * (required)	Units * (required)		μg mg g kg μL mL	
1	units	V	L bottles cases kits packs tubes	

You can also create 5 separate entries using the "Duplicate option" by using "inventory" at the top right-hand corner, then selecting bottle and "Duplicate".



6. Location: you can set up multiple rooms as "locations" as part of the initial set up process (even to granular level as Cabinet A rack 1 etc.) and select one while adding each chemical. For the initial set up, click the "Lab Management icon" at the top right-hand corner and then select "location".

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labarchives			Inventory	Orders	Reports			i
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Inventory Types		iventory Types 12						
Locations		lame				Color	F	iel
Users		3D printer				(		1

- 7. **All other fields** are optional, Division of Safety (DS) recommends completing the fields like "Date received", "Expiration" etc. for safety purposes.
- 8. **Upload Safety Data Sheet**: at the bottom of the page, drag and drop your SDS file.



9. **To complete adding the item** to the inventory, click "add item" button at the bottom of the page.



**10. Labels and other safety Information-** go to the inventory and click the "chemical name", "about" for safety information like pictograms and "attachment" for SDS if you have uploaded one.

About	Details	Labels	Attachments 1	History 2
Inventory	Tupo		Chomical	

## • "about" for safety/pictograms

About	Details	Labels	Attachments	O Hist
Inventory Id Quantity	Туре	Che L1GD70 1 units	emical 06EGWIB	
Chemical	Safety	Flammab		Health Hazard

## • "label" for barcode/OR code

About	Details	Labels	Attact
ethanol Chemical			
Copy Labe	I Informatio	n	

• "attachment" for the SDS or any other document that you have uploaded



**11. Documenting chemical use:** go to inventory, identify the chemical bottle that you want to use and click "use now"

Name ⊙	Location	Inventory Type	Price	Quantity	Date Received	$\bigcirc$
phenol	(No Location Set)	Chemical		0.75 L		Use Now
methanol	2 13	Chemical		3 L	8/8/2022	Use Now
methanol	(No Location Set)	Chemical		1 units		Use Now
methanol	(No Location Set)	Chemical		1 units		Use Now

- 12. **Report** right top of the page "reports" and select form the "available reports"
- 13. Export and import of Excel inventory: how to import existing Excel



inventory? Using "Lab manager" icon at the top right-hand corner and selecting the appropriate sections form the left sidebar, you can manage the inventory including importing ("import items") the existing Excel inventory to LabArchives.

labarchives	Inventory Orders Report: 🔞
Inventory Types Locations Users Roles Vendors Settings Display Import Items Bulk Update	Import Items   Use this template to upload new Inventory Items in bulk.   Please read before using the template:   Before downloading the template, please ensure you have set up your Inventory Types and custom fields.   You cannot make any changes to the template (no deletions, additions, or changes to columns or tabs).   Different Inventory Types are on separate tabs of the template.   Required fields = Item Name and any required standard or custom fields set for an Inventory Type.   If a quantity is not listed, a value of 1 is assumed.   Vendors will be automatically created if they don't exist in your list of Vendors.
	Download Template Drop your import file here or click to choose a file

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