

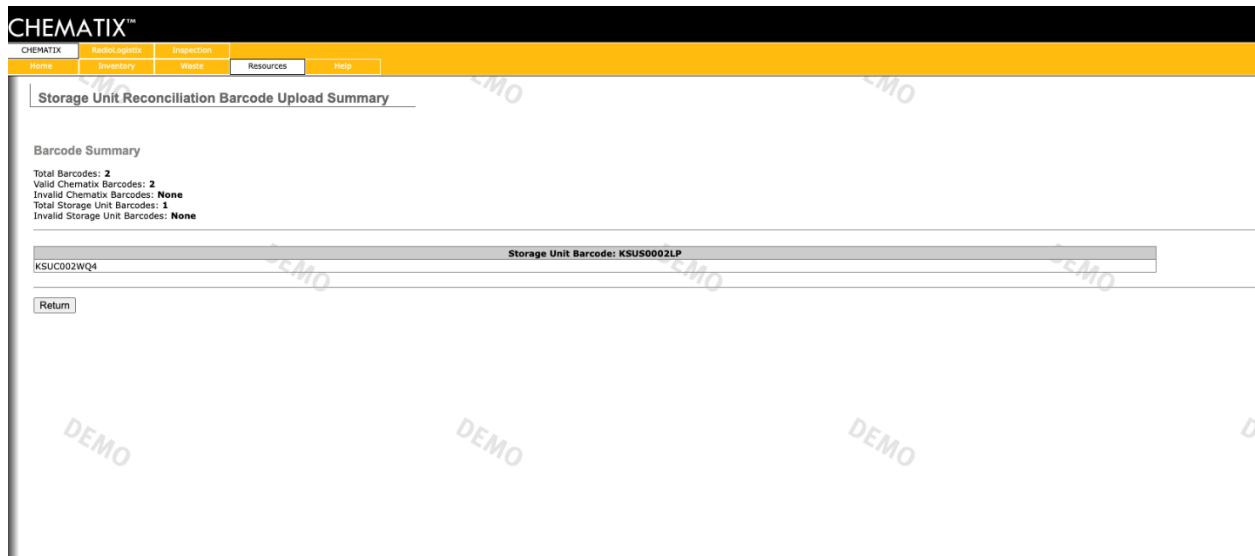


Instructions: In preparation for reconciling your inventory, you can go to your locations and scan the barcodes to an Excel sheet, Word document, or notepad document. A laptop computer will be helpful for this; however, the scanners are set up in batch mode and you should be able to scan the chemicals and then return to a desktop computer to upload them. Type in the location, then upload the barcodes so you will know where the chemicals are when you continue the reconciliation process, or you can scan the storage unit barcode first if you have your inventory set up that way.

Take the following steps to reconcile your chemical inventory using storage unit barcodes:

1. Scan your containers, starting with the storage unit barcode. You will need a scanner for this step; if you do not have one, please contact the Environmental Health and Safety (EHS) Department. You can also type the barcodes in by hand.
 - a. Voyager BT Model MS9535 (grey and blue)
 - i. Print out a copy of the Metrologic Scanner Setup Instructions. Pair the scanner to the base if it has lost power – see the bottom of the instructions page.
 - ii. Scan the Clear Inventory Reorder Barcode located on the Metrologic Scanner Setup Instructions.
 - iii. Scan the barcodes on the containers.
 - iv. Place the cursor in an Excel sheet.
 - v. Scan the “*Submit all records barcode*” on the Metrologic Scanner Setup Instructions. Go to step 2.
 - b. Voyager 1202G (black) in the batch mode, the barcodes will be transmitted when the scanner is placed on the base.
 - i. Scan the barcodes on the containers.
 - ii. Place the cursor in an Excel sheet.
 - iii. Place the scanner on the cradle and wait for the barcodes to be uploaded to the computer. Go to step 2.
2. Login to Chematrix with your Net ID and password.
3. Click the “*Inventory*” tab.
4. Click “*Upload Container Barcodes for Processing.*”
5. Copy and paste your container barcodes into the upload box.
6. Click *Send to Chematrix.*
7. All the containers should be in the “*Shelved*” status. If so, skip to step **8**. If not:
 - a. Click “*Toggle Selection*” to check all the boxes.
 - b. Click “*Change Container Status.*”
 - c. Container status defaults to “*Shelved,*” so click “*Change Container Status.*”
8. Click the “*Inventory*” tab and then go to the “*Inventory Reconciliation*” section.
9. Click “*Upload Barcodes for Storage Unit Reconciliation.*”
10. Copy and paste barcodes into the barcodes box (storage unit barcode with all the container barcodes associated to it, then the next storage unit barcode with associated containers, etc.)
11. Click “*Send to Chematrix.*”

12. A report similar to this will appear:



13. Click "Return."

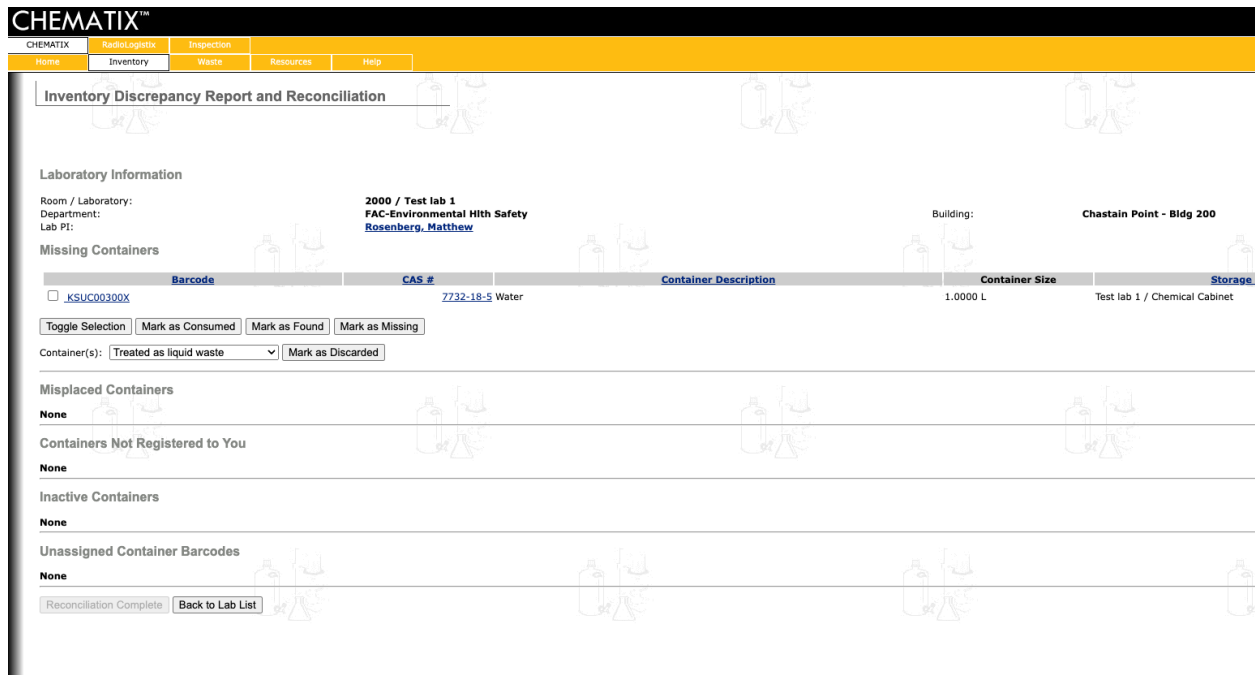
14. Click the "Resources" tab.

15. Click on "View My Locations" under "Manage Locations."

16. Click on the lab you want to reconcile – one of the ones you just uploaded.

17. Click the "Manage Discrepancy" button."

18. A report titled "Inventory Discrepancy report and Reconciliation" will appear like the one below.



This page will show you which containers are missing, misplaced, not registered to you, inactive, or have unassigned barcodes.

- a. If you have missing barcodes, leave them at this point – they may be found in another of your locations.
- b. If you have “Misplaced Containers”, you can request a transfer or return it to the original lab.
 - i. To transfer a container, place a checkmark beside it and click “*Transfer to my Lab.*” If everything is correct, click “*Transfer.*” The container is now in your lab.
 - ii. If you wish to return it to its original location, put a checkmark beside it and click “*Return to Original Location.*” You will need to physically move the container to the correct location.
- c. If you have “*Containers Not Registered to You,*” you can request a transfer to your lab with the owner’s permission or return it to the owner. Click the appropriate box. Make sure you note the barcode so when the owner transfers it to you, you will know where to place it in your inventory (electronically).
- d. If you have “*Inactive Containers,*” you will need to determine why it is still in your inventory and mark it correctly. You can make a note of it by clicking the “*Mark as Reconciled*” button so you do not lose the work you have already done. If you checked your barcodes and marked every one as “*Shelved,*” then you should not have any inactive containers.
- e. If you have “*Unassigned Container Barcodes,*” it means the barcode was not properly tied to the product in Chematix. You can go back to your inventory, add the product, and enter the barcode that is on the container (instead of creating a new barcode).

19. Do not click “*Reconciliation Complete*” at this time. Go through all your laboratories first.

20. Click “*Back to Lab List*” and process your next lab starting with **7a** above.

21. Go back through the labs. If containers are still missing, mark them as missing or mark them with the appropriate answer (e.g., “Mark as Consumed” by experiment, “Mark as Found,” or “Mark as Missing”).

22. The second time through, once everything is reconciled for that lab, the “*Reconciliation Complete*” will become active and you can click on it.

EHS Contact:

470-578-3321

ehs@kennesaw.edu