ChemAlert Guide 2A - Enable Barcode Tracking for a Container

Curtin University

Individual Container Tracking

Step 1: Once all the required information (i.e. container size, etc.) have been filled, turn on the tracking toggle

Add Containers

Product Name CRYSTAL VIOLET (C3886)

Supplier SIGMA-ALDRICH PTY. LTD.

CONTAINER DETAILS

Status	Awaiting Use	Next ID CA00002967
Number of Containers	1 (0.0 g)	
Batch #		Entry Date 05-Mar-2021
Manufactured Date		Expiry Date
Owner	Select an Option	
Quantity Available	0 g	

PURCHASE DETAILS

Purchase Date	Purchase Order #
Catalogue #	Cost

Save   Save & Print Labels   Cancel

WHEN DO I NEED TO TRACK MY CHEMICAL CONTAINERS WITH BARCODES?

✓ All chemicals available on campus need to be tracked, unless:
- o Gas cylinders and containers
- o Cleaning products
- o Analysis kits containing multiple products in small quantities

Step 2: A window pops up as above with the automated Barcode ID. If an existing barcode is available on the product, delete and enter the barcode into CA. Press "Save & Print Labels" to move to the next step.

Container Labels

Number of selected Containers	1 ⓘ
Product	CRYSTAL VIOLET (C3886)
Report Format	⦿ DG/GHS ⦿ GHS Only
Report Options	☐ Include SUSMP Signal Headings
Output Size	A4
Label Size	4/page (2x2)
	Label Spacing
Custom Text	
Expiry Date	
File Format	Standard (PDF View)
Barcode Format	⦿ Barcode ⦿ QR Code
Avery Code	L7169 ⓘ

View/Print   Close

Step 4: Click *View/Print* to generate a PDF of your label, download the file when prompted.
Open the label in Adobe Reader, and print your label.
Note: *Don't use your internet browser to print barcodes, they will be printed blurry and will be unreadable by your scanner.*

Step 3b. OR Select output size as *A4* and set label size as *16/page (2x8)*.

Output Size	A4
Label Size	16/page (2x8)

Step 3a: Select *Output Size*, and select custom and then label size select *Barcode 40 x 15 mm (incl. Product, Supplier, DG, Sub Risk)*.

Number of selected Containers	1 ⓘ
Product	CRYSTAL VIOLET (C3886)
Output Size	Custom
Label Name	Barcode 40 x 15
Label Size	1/page

Health and Safety