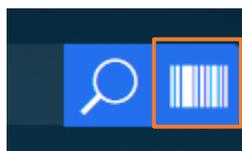


This guide covers how to **Reprint** Barcode Labels, and how to **Delete** barcoded containers. Tips for **Moving** barcoded containers are also included on Pg 2.

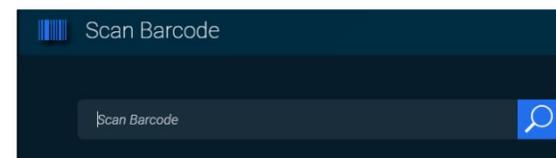
REPRINTING A BARCODE LABEL:



Step 1: On the left panel, navigate to the Home Screen shown above.



Step 2: In the search bar, select the barcode icon

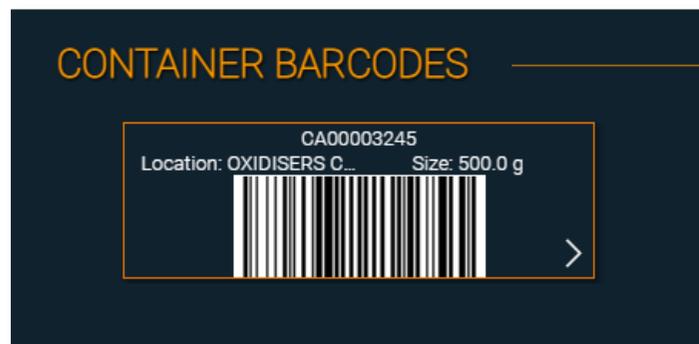


Step 3: Another window pops up as above. Scan the barcode to begin the search, or alternatively type in the barcode number (e.g. CA00003245)



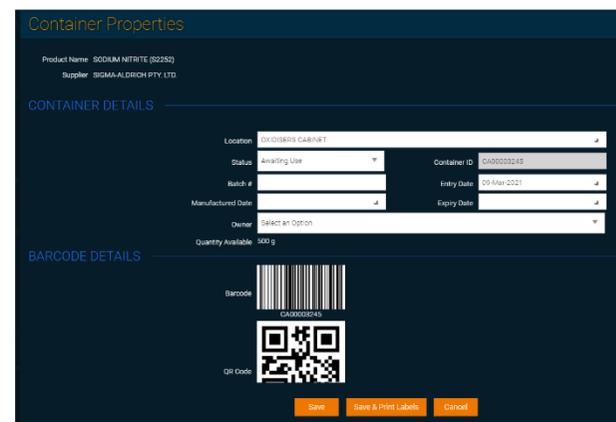
Step 3a: If the barcode is present in ChemAlert the product the result will show the product name and its supplier as seen above. Left click on the applicable product.

Note: if you can't see any results the barcoded product may no longer exist, or it may be stored in a location which is not visible to you.



Step 4: In the Identification tab, scroll down to the "Container Barcode" section. Click on the barcode that you wish to reprint.

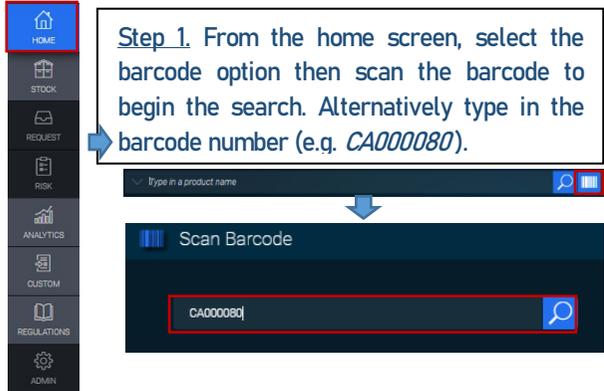
Note: To quickly find one barcode among many, try a text search (Ctrl + F).



Step 5: Press "Save & Print Labels" to print the product barcode. Please refer to *Guide 2A* for full instructions on printing labels.

DELETING SELECTED BARCODED CONTAINERS

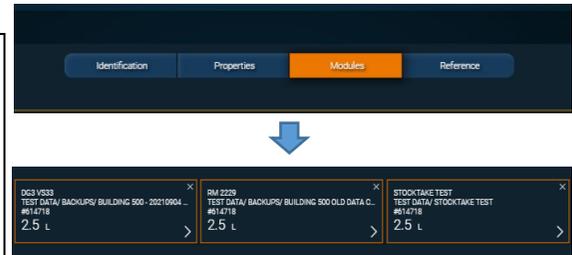
Step 1. From the home screen, select the barcode option then scan the barcode to begin the search. Alternatively type in the barcode number (e.g. CA000080).



Step 2. You will be taken to a window with the Product's details. Select the tab "Modules".

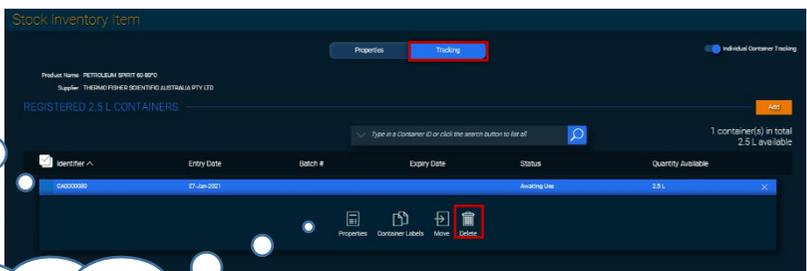
Scroll to stock inventory and find the container in the correct location. Left click on the container.

If it is a common chemical there could be multiple entries. Make sure the entry you select is the correct size and in the appropriate location. Refer also to the ALTERNATIVE METHOD on the following page.



Step 3. Once you have selected the appropriate container, you will be taken to the stock inventory window. Select the tracking window and then left click on the three dots to the far left of the corresponding container you wish to delete. Press delete and a warning will appear, simply select OK.

TIP: If you wish to select multiple containers, click on the blue square on the left-hand side of each entry.



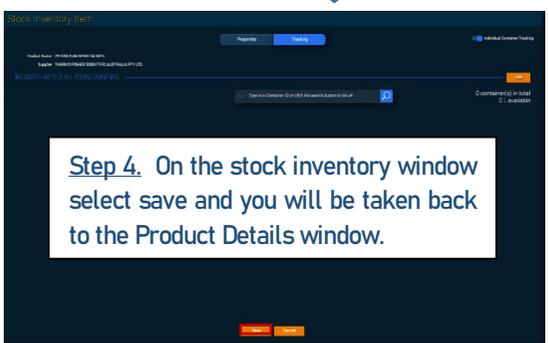
TIP: You can also **MOVE** containers in this same menu.



| Product | Manufacturer/Supplier | Quantity | Status | SDS Date | Risk |
|--|--|----------|----------|-------------|------|
| ETHYLENE GLYCOL | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | 7.50 L | Approved | 09-Jul-2020 | |
| ETHYLENE GLYCOL (102466) | SIGMA-ALDRICH PTY. LTD. | 1 L | None | 16-Oct-2019 | |
| <input checked="" type="checkbox"/> HEXANE (248878) (PRODUCT OBSOLETE) | SIGMA-ALDRICH PTY. LTD. | 0 mL | Approved | 02-Jan-2020 | |
| JAVAD VACUUM PUMP OIL NO 15 | JAVAD PTY LTD | 9 L | Approved | 12-Feb-2018 | |
| METHANOL | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | 4 L | Approved | 04-Jul-2020 | |
| METHANOL | BIO-STRATEGY LABORATORY PRODUCTS (VWR) | 4 L | Approved | 26-Apr-2019 | |
| METHANOL (179337) | SIGMA-ALDRICH PTY. LTD. | 4 L | Approved | 18-Sep-2020 | |
| <input checked="" type="checkbox"/> METHANOL (4H293-4) | CHEM-SUPPLY PTY LTD | 0 L | Approved | 24-Aug-2017 | |
| N,N-DIMETHYLFORMAMIDE (227056) | SIGMA-ALDRICH PTY. LTD. | 1 L | Approved | 28-Sep-2020 | |
| N-HEXANE | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | 2.50 L | None | 04-Jul-2020 | |
| <input checked="" type="checkbox"/> N-HEXANE 95% | RO LABSCAN LIMITED | 0 L | Approved | 01-Jul-2018 | |

TIP: If you are planning on deleting or **Moving ALL** containers in an entry, you can simply do it from this Menu!

Step 5. The mass/volume of the chemical will have decreased by the amount that was deleted.



Step 4. On the stock inventory window select save and you will be taken back to the Product Details window.

Step 6. It is recommended to delete the stock entries with "0" holdings at least half-yearly during the area stock-take. Select each "0" entry, then click the three dots against any selected entry, then click Delete.

ALTERNATIVE METHOD: BARCODED CONTAINERS FROM A LOCATION CONTAINING MULTIPLE OF THE SAME PRODUCT

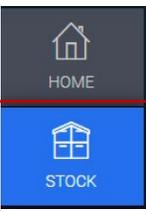
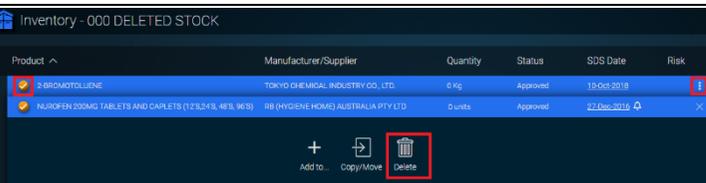
Products that have **multiple** barcoded containers in the **same location** may be difficult to manage within ChemAlert. The following method is recommended while Curtin waits for the suggested improvements to ChemAlert to be implemented.

PREPARATION: For this method, it is essential that you request H&S to add the location “000 DELETED STOCK” to your building. This may take some time if multiple business units are in the same building.

Step 1. Complete steps 1 – 3a in the first flowchart, REPRINTING A BARCODE LABEL.

Step 5. Click the three dots on the right-hand side of an entry and then click delete.

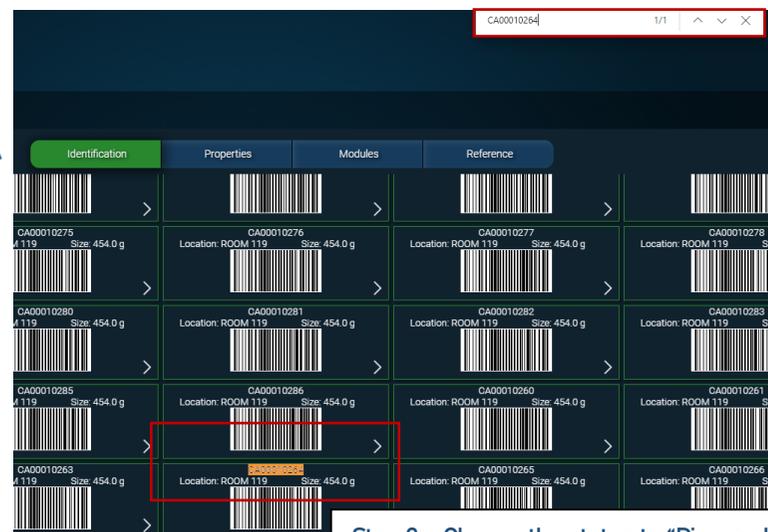
Note: You can select multiple products by clicking on the coloured circles on the left-hand side).



Step 4 Open the Stock Module and select the location “000 DELETED STOCK”.

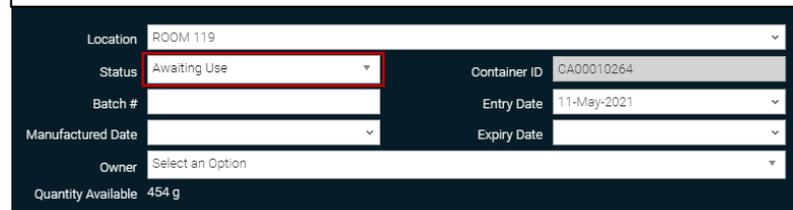
ADDITIONAL STEPS:

The following steps will remove empty stock entries. This task should be undertaken at minimum half-yearly during your building stocktake.



Step 2. In the identification section, press CTRL+F and search for the barcode in question, or scroll down to the container barcodes section and find it manually. Click on the individual barcode entry.

Step 3a. Change the status to “Disposed”, this will change the quantity to “0”. Then click the location field.



Step 3b. In the location search field type “000 DELETED STOCK”, and select the correct “000 DELETED STOCK” location for your building. Press Save.

NOTE: Repeat steps 2 – 3b if you have multiple barcodes from this product to delete.

