ChemAlert's Stock Inventory report can be used to locate the Custom Products in your area.

Step 1. Open the Stock module.



<u>Step 2.</u> On the righthand side select your desired Location/Building. Then on the top of your screen click <u>Reports</u>.

Sea	rch for location
	BUILDING 308
	BUILDING 309
	BUILDING 310
	BUILDING 311
	BUILDING 312
	BUILDING 400
	BUILDING 402
	BUILDING 404
	BUILDING 405
	BUILDING 408
	BUILDING 500
	BUILDING 501
>	BUILDING 502B
	BUILDING P01 - CGSB 78 MURRAY ST
	KALGOORLIE
	TECHNOLOGY PARK



<u>Step 4.</u> In Excel either filter or sort the column CUSTOM_PRODUCT (column number 'AU' at the time of writing).

All chemicals listing 'Yes' in this column are Custom Products. They will need to be replaced with their correct ChemAlert entry for an SDS to be accessible. Refer to <u>Guide 3A</u> for detail.



to generate a report for Excel

Step 3. Enter the below settings, then click View/Print