

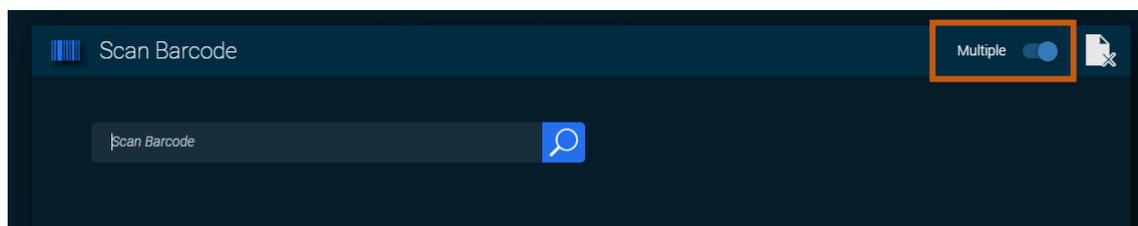
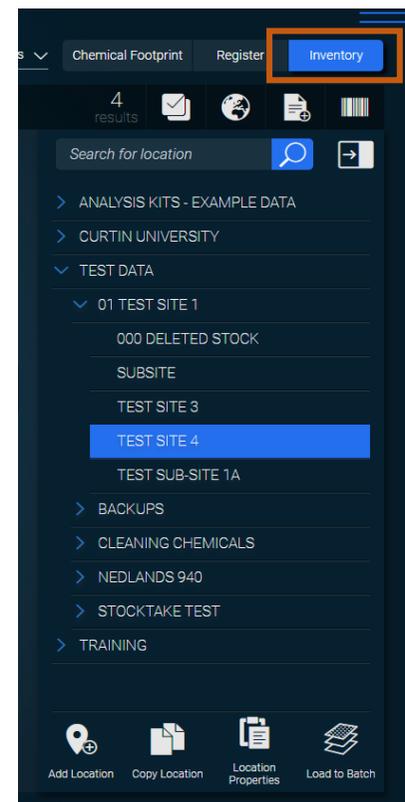
This guide includes steps to enable stocktaking of chemical containers with barcodes, and to identify and relocate products that have been scanned but are not recorded in the correct location on ChemAlert.



Step 1. From the home screen, navigate to the “STOCK” tab.



Step 2. Select the “INVENTORY” tab and then navigate to the location you plan to stocktake.



Step 4. Turn on “MULTIPLE”.



Step 5. Scan all containers in the location.

See page 4 of the Chemical Barcoding Hardware guide for batch scanning instructions.



Step 3. Select the “SCAN BARCODE” tab.

Barcode	Product	Manufacturer/Supplier	Modules	Found
CA9000109	DICHLOROMETHANE (154792)	SIGMA-ALDRICH PTY. LTD.		✗
CA00023036	SODIUM CHLORIDE	BIO-STRATEGY LABORATORY PRODUCTS (VWR)		✓
CA00023035	CHLOROFORM	BIO-STRATEGY LABORATORY PRODUCTS (VWR)		✓
CA00023034	CHLOROFORM	BIO-STRATEGY LABORATORY PRODUCTS (VWR)		✓
CA00023033	DIETHYL ETHER (296082)	SIGMA-ALDRICH PTY. LTD.		✓

Step 5. Review the list of products to identify those which have been scanned but are not recorded in the location. Products which are not recorded in the location will display a red cross in the “FOUND” column. NOTE: red crosses and green ticks under the “FOUND” column are not easily visible in the above screen grab, they are however clearly visible in ChemAlert.

NOTE 1: This method will identify containers that were scanned but are not present in the location on ChemAlert.

It will not identify containers that are present in the location on ChemAlert but were not scanned.

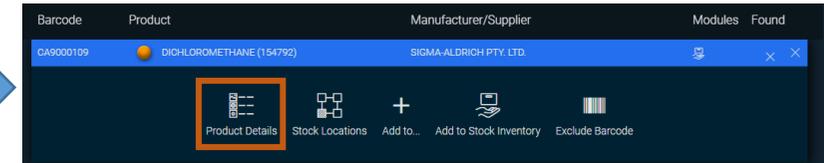
It is therefore recommended to also cross check the list generated against the inventory list in ChemAlert.

NOTE 2: Enhancements to ChemAlert are expected in 2022 that will enable multiple products to be selected and moved at once, and that will enable easy identification of containers that were not scanned and need to be removed.

Step 7. Under the “INVENTORY” tab scroll down to the “CONTAINER BARCODES” section. Identify and select the correct barcode.

Step 8. Under “CONTAINER PROPERTIES” select the “LOCATION” drop down menu, select the location you were stocktaking and then “SAVE”.

Step 9: Repeat for all containers that require moving.



Step 6. Click on the three vertical dots of a product which needs to be relocated in ChemAlert. Select “PRODUCT DETAILS”.

