

Chemicals: Adding a Chemical

How to Install Chemicals Mobile Application

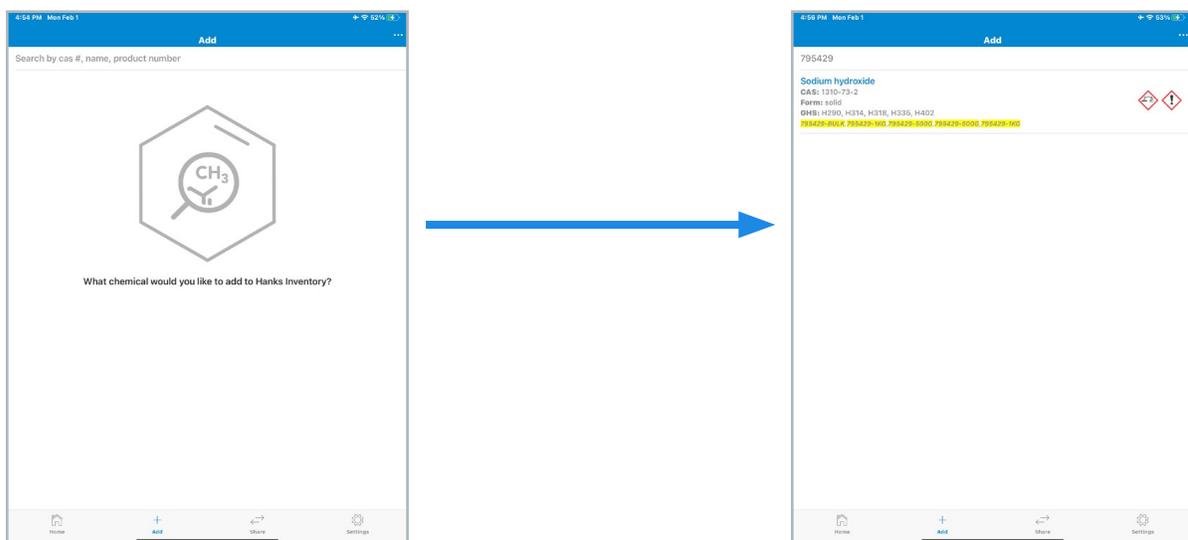
For iOS users	For Android Users
<ol style="list-style-type: none"> 1. Navigate to the App Store 2. Search for UC Chemicals 3. Select Install 4. Launch the application 5. Enter your email address for your organization 6. Log in with your campus credentials 	<ol style="list-style-type: none"> 1. Navigate to the Google Play Store 2. Search for UC Chemicals 3. Select Install 4. Launch the application 5. Enter your email address for your organization 6. Log in with your campus credentials

Before Adding Containers to Your Inventory

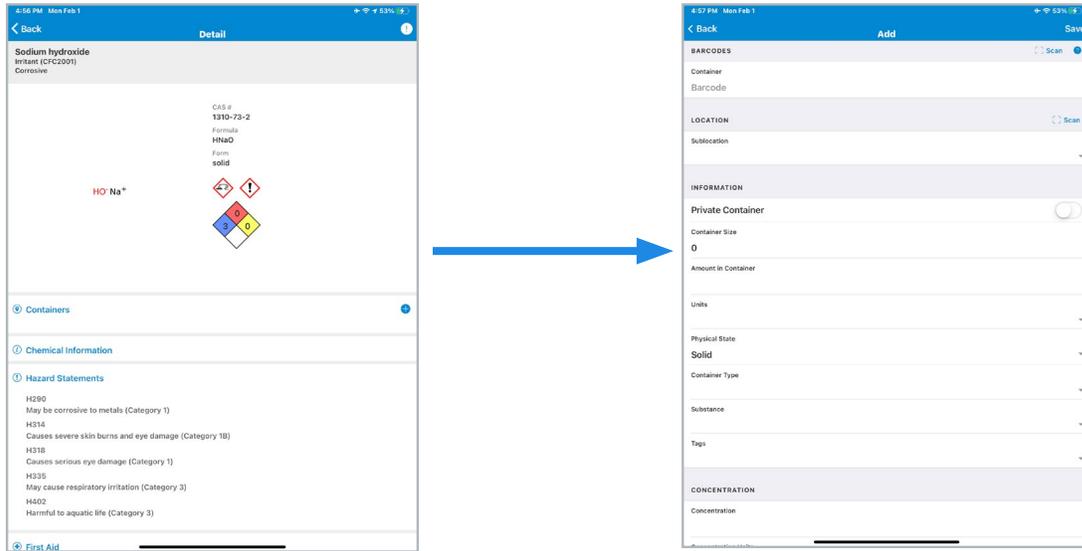
- Create an Inventory in Chemicals.
- Create a sublocation in **Inventory Summary** on Chemicals Desktop before adding containers.
- Before affixing barcode to container, make sure the surface is smooth and clean. Do not cover original label with barcode.

Adding a Chemical (Mobile)

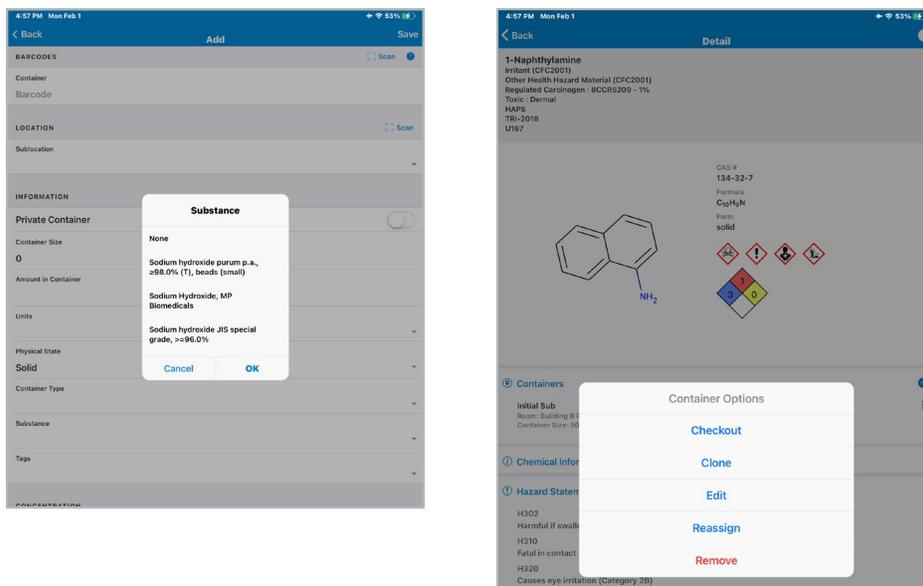
- Launch the app on your mobile device.
- Tap the Add  icon.
- When adding a chemical, search by product ID for Fisher/Sigma products, CAS number or chemical name.



- Select the chemical you want to add from the search results.
- To add a container, select the  icon to display the container details form.



- Select **Scan** on your mobile device to scan container barcode.
- You can add the sublocation of where this container will be stored in by either selecting from the drop-down menu or by scanning the sublocation barcode.
- Enter container details. The required fields are Container size, Units, Physical State and Container Type.
- Tags, open date, or other notes can also be added. Integration with Sigma and Fisher catalogs affords the option to select a specific substance, found under the **Substance** dropdown menu.
- Select **Save** and the chemical is now in your inventory.



- To add additional containers of the same chemical, use the **Clone** feature.
- Select the  to the right of the container to access the container options. Clone will copy all container information, except barcode, to quickly add multiple containers.
- If you are unable to find the chemical you are searching for, please select the  and select **Add a Commercial Substance** at the bottom of the screen. This will allow you to add a chemical family not found in our system.

Please Note: If you encounter inaccurate or missing data, select the exclamation point  in the upper right hand corner to report the issue.

Adding a Chemical (Desktop)

- Log in to <https://app.riskandsafety.com>.
- To add a chemical, select **Add to Inventory**.
- Follow the same process to search for and add a container. Please note, you will not be able to scan the barcode on the desktop version. On the Chemicals Desktop version, you will be able to add multiple containers for one chemical.
- You can type the barcode label manually, or go back to the mobile version to scan. You will also need to manually select a sublocation instead of scanning.
- If you are unable to find the chemical you are searching for, please select the  and select **Add a Commercial Substance**. This will allow you to add a chemical family not found in our system.

