Setting Up Your Inventory

Create an Inventory

The first step in the process of using Chemicals is creating an inventory

1. Log in to Chemicals at https://app.riskandsafety.com/chemicals. If it is your first time, you will be prompted to **Create a new Inventory**

2. Select the group(s) you would like to associate with your inventory

3. Give the inventory a name and select **Save**. You may want to check with your campus Chemical Inventory team if they have a preferred naming convention to use.

   a. *Note: Before you can add any containers to your inventory, you will need to set up at least one sublocation (see next section)*

4. Select your initials in the top right corner, then select **Profile**

   a. Under "Group Membership", select your group

   b. In the right-hand menu, choose **Locations** and select building(s) and room(s)

   c. Check the box next to the name of your chemical inventory to associate those rooms with the inventory, then **Save**

*Note: If you are already associated with an inventory in Chemicals and would like to create a new one, select the drop-down icon located beneath the Welcome message and select **Create a New Inventory***

Create a Sublocation

A sublocation refers to the specific location within your room where the chemical containers live. To create a sublocation within your inventory:

1. Select **Inventory Summary**

2. Scroll to the "Sublocations" section and choose **Manage Sublocations**

3. Choose the blue + icon in the lower right-hand corner

4. Select the **Room** from the drop-down menu

   a. The selections available pull from the groups associated with your inventory

5. Give the sublocation a **Name**

6. Associate a barcode with your sublocation

   a. The barcode can be entered manually or can be done later by using your mobile device's camera

   b. Barcoding sublocations is not required when using RFID barcodes

7. Select a **Temperature** from the drop-down menu

8. Select a **Pressure** from the drop-down menu

9. If you wish your sublocation to remain private from the built in sharing features, select the box next to **Private**

10. Associate any pictograms with your sublocation by selecting the appropriate pictogram

11. Select **Save**

12. Repeat to add more sublocations

Download the Mobile App

1. Download **RSS Chemicals** from the Apple App Store or Google Play store

2. Login with your organization's credentials

Add Chemicals to Inventory and Barcode (Mobile)

1. Choose the **Inventory** tab on the bottom

2. Select **Chemical Database**

3. Search for the chemical to add by Name, CAS Number, or Product number and select it

4. Select **Add Container**

    a. When using barcodes, attach the barcode onto the container securely. Choose the **barcode** icon and line the square QR code onto the camera's red line

    b. Choose a **Location** where this container will be stored

    c. Enter the additional required fields: Container Size, Units and Container Type. You can also enter in the Substance and choose a product from a specific vendor, if applicable

    d. All other fields are optional

5. When complete, select **Add to Inventory**

6. You can add another container of the same chemical by selecting the **Add Container** button at the bottom of the page, or by selecting the back icon in the upper left and searching for a new chemical