

Chemicals – Browse Inventory Guide

The new “Browse Inventory” feature is available on the Chemicals homepage for Chem Admins, Inventory Owners, and Inventory Delegates. This new table-style inventory view provides easy filtering, sorting, and bulk actions for items in your chemical inventory. The inventory name appears at the top of the page, columns are sortable and adjustable, and items displayed per page are customizable.

To access Browse Inventory in RSS Chemicals:

1. Visit <https://app.riskandsafety.com>
2. Log in with your organization’s credentials
3. Select **Apps**, then **Chemicals**
4. Select **Browse Inventory**

Searching for Chemicals

1. Use the “Search in inventory” field to search inventory by any of the following:
 - a. Name
 - b. Barcode
 - c. CAS #
 - d. Product Number

Bulk Actions

Once the desired chemicals/containers have been identified, the following actions can be taken:

1. Multi-select containers
 - a. Use the checkbox to the left of the “Name” column to select all containers on the page
 - b. Individual containers can be deselected after using the select-all function
2. Bulk edit containers
 - a. After checking the box of one or more containers, select **Edit Containers** to make any of the following changes to all selected containers:
 - i. Change physical state
 - ii. Change container type
 - iii. Change size
 - iv. Change units
 - b. Select **Update Containers** to complete edits

3. Bulk delete containers

- a. After checking the box one or more containers, select **Delete Containers** to delete all selected containers
- b. Confirm your choice by selecting **Delete Containers**

Note: If items are deleted in error, only the most recent 100 can be recovered in the “Inventory Summary” page in “View Activity”