UC Chemicals User Guide
Mobile Application Version
Revised: September 2022

UC Chemicals is the chemical inventory management system in use at the UCI campus. This application is designed to be user friendly and is set up to easily inventory and manage your chemical inventory using a barcoding system. This system provides users with quick access to prepopulated chemical and safety information in an established database. UC Chemicals can be accessed using a web browser application and a mobile application.

UC Chemicals Mobile Application

Install the UC Chemicals Application	Login to UC Chemicals Application
• Open the App Store (iOS Users) or Google Play Store (Android Users) • Search for UC Chemicals • Install and launch the application	• Launch the UC Chemicals application • Type your email and Click **SIGN IN**. • Log in with your UCInetID and password • Click **Login**. • Use Duo Mobile to authenticate your account o Check the box next to **Remember me for 24 hours**. • This will open the UC Chemicals Application home page.

Navigating the Menu Bar (bottom of application)**:** The navigation bar at the bottom of the application allows you to navigate the UC Chemicals Application.

- [Home] **(Home):** Search for chemical containers within your current inventory, your colleagues' inventories, and the campus inventory. Scan barcodes that are associated with chemical containers or sublocations.
- [Add] **(Add):** Add new chemical containers to your inventory.
- [Share] **(Share):** Check for active requests to borrow chemicals.
- [Settings] **(Settings):** Open the setting menu.

Home, [Home]: Search Chemicals: Search through the chemical containers in your inventory, your colleagues' inventories, the storeroom, or the entire campus.

Search Chemicals by Name, CAS Number, formula, barcode, etc.: Search through the chemical containers in your inventory, your colleagues' inventories, or the entire campus. Clicking the dropdown menu next to the search bar allows you to choose search filters including room, sublocation, tags, and search in.

- **Search Inventory:** Search the chemical containers in your inventory.
    - o Clicking the chemical name will bring you to the **Chemical Detail Page** which will display the chemical information and the containers that are present in your inventory.
- **Search Colleagues:** Search the chemical containers in your colleagues' inventories.
- **Search Campus:** Search the chemical containers in the entire campus inventory.

Barcode Scan: Use the scan button on the top right to scan an existing barcode.

- **Chemical Container Barcode:** Scanning the barcode of a chemical container will bring up the container information. This will allow you to easily clone, remove, reassign, etc. a container.
- **Sublocation Barcode:** Scanning the barcode of a sublocation will bring up all the chemicals in that sublocation.

Chemical Detail Page: If you select one of the chemicals from the search chemicals page, you will be brought to the **Chemical Detail Page**. The **Chemical Detail Page** contains a large amount of chemical information.

Container Options: Clicking the **Ellipse (⋮)** to right of the container will provide you with a list of actions (e.g. Checkout, Transfer, Dispense, Clone, Edit, Remove, Move, Reassign, History).

- **Checkout**: Loan out a container (this feature keeps track of who has the container).
    - o **Recall:** Send a notification to the individual who has borrowed the container with a request that the container is returned (option for a checked out container).
    - o **Return**: Return a container that has been checked out (option for a checked out container).
- **Clone**: Duplicate the exact container. Easily add more containers if you have multiples of the same chemical.
- **Edit**: Change/update container details.
- **Reassign**: Change the container to the correct chemical entry.
- **Remove**: Delete the container.

Add ⊞ **: Adding Chemical Containers**
(Note: Sublocations must be created [using the web browser] before you can add containers to your inventory.)

Add a Chemical Container

- Select the **Add** tab, [+ Add], on the bottom left.
- Search by the **CAS Number**, **Chemical Name**, or **Product Name**.
- Select the **Chemical**.
- Select the add button ⊕ on the right of the **Container** heading.
- Enter the container information.
  - Required information includes: Location, Container size, Amount in container, Units, Physical state, Container type.
  - To scan the barcode, click the **Scan** button on the right of the **Barcodes** heading, [ ] SCAN.
- Click **Save**.

Add a Commercial Substance (PIs, Delegates, Inventory Managers): If you cannot find a chemical you are trying to input, you should add it as a commercial substance.

- Select the **Add** tab, [+ Add], on the bottom left.
- Select the **Ellipse (⋮)** on the top right.
- Select **Add Commercial Substance**.
- Enter the chemical information.
  - Required information includes: Name, Vendor, Product Number, Physical State.
  - Move to the next page three times adding any information to each page as necessary.
- Click **Submit**.
- This will bring you to the chemical detail page, then follow the steps for "Add a Chemical Container" above to add the chemical container.

Settings, [⚙ Settings]: Barcoding Imported Inventory

An inventory file can be imported on the desktop, this will provide a list of containers available for barcoding.

- Click the **Settings** tab, [⚙ Settings], on the bottom right corner.
- Click **Barcode your imported inventory**.
- Select a specific **Room**. Once a room is selected you can select a **Sublocation**.
- Click **Display**, this will allow you to select **Missing Barcode**, which will only display containers missing a barcode.
- Place a barcode on the desired chemical container. (RFID barcodes are double-sided stickers that are intended to 'stick out' like a flag from the chemical container.)
- On your mobile device, find that container you have added an RFID barcode to then, click **Scan**, [ ] SCAN.
- Use the camera feature to scan the QR code on the barcode (once the barcode is scanned the container will be removed from the **Missing Barcode** list and moved to the **Barcoded** list).
- Continue these steps for all of the containers within your inventory.

Settings, ⚙️: Barcoding Sublocations (PIs, Delegates, Inventory Managers)

Reconciling your inventory with a QR scanner requires all sublocations to be barcoded.

- Place a barcode on your sublocation.
- Click the **Settings** tab, ⚙️, on the bottom right corner.
- Click **Barcode your sublocations**.
- Click the **Scan** button, ⟦⟧ SCAN, next to the sublocation you are barcoding.
- Use the camera to scan the QR code on the barcode.

Additional Information or Questions

If you have questions related to UC Chemicals: FAQs and tutorials created by the software developers can be found at https://ehs.ucop.edu/help/chemicals.

If you have any suggestions for the developers or believe the browser or app is not functioning properly, please contact the UC Chemicals service desk at service@RiskandSafetySolutions.com.

For questions related to your chemical inventory, please contact UCI EHS at (949) 824-6200 or at safety@uci.edu.