Adding a Storage Unit to your Lab’s list of Storage Units

**Reminder: Do not use your browser back button.** Instead use the navigation buttons in CHEMATIX. If you accidentally use your browser back button, you’ll be kicked out of CHEMATIX and you’ll have to start over by logging in again. Other CHEMATIX Tips and Tricks such as **NEVER DOUBLE CLICK** can be found on the CHEMATIX Tips and Trick page.

CHEMATIX allows labs to designate multiple storage units within their lab space. To maximize efficiency while inputting your chemicals, Environmental Health and Safety recommends that the storage units be set up in CHEMATIX before adding the containers to your inventory. The instructions for setting up the storage units are below.

1. Select **Resources** at top of CHEMATIX page.
2. In the **Manage my Locations** section, select **View my Locations**.
3. From the labs listed in the leftmost column, choose the room where you want to add the storage location and click on it.
4. Towards the bottom of the page, under **Lab Storage Units**, click on **Display Storage Units**.
5. Click **Manage Storage Units**.
6. Add the name of the storage unit in the box under the last listed storage unit.
7. Click **Commit New Record**.
8. Repeat the process until you are finished adding storage units. When you are finished, click **Finished**.
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