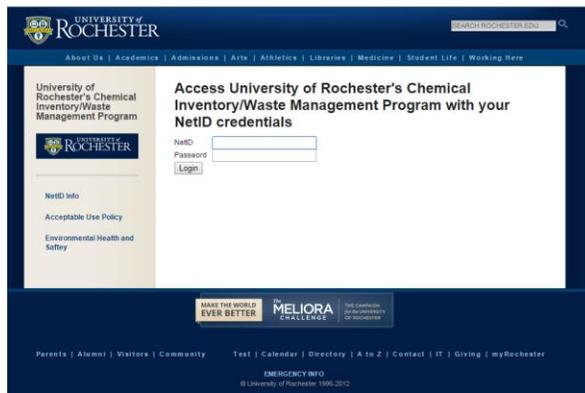


Removing Multiple Containers from Chematix Inventory Simultaneously

Chematix allows multiple inventory barcodes to be uploaded (using a scanner) for processing individually or as batch (i.e. performing the same task with multiple containers simultaneously). This function is particularly useful for removing large numbers of containers from inventory at once and for moving multiple containers between rooms and/or storage locations as a batch.

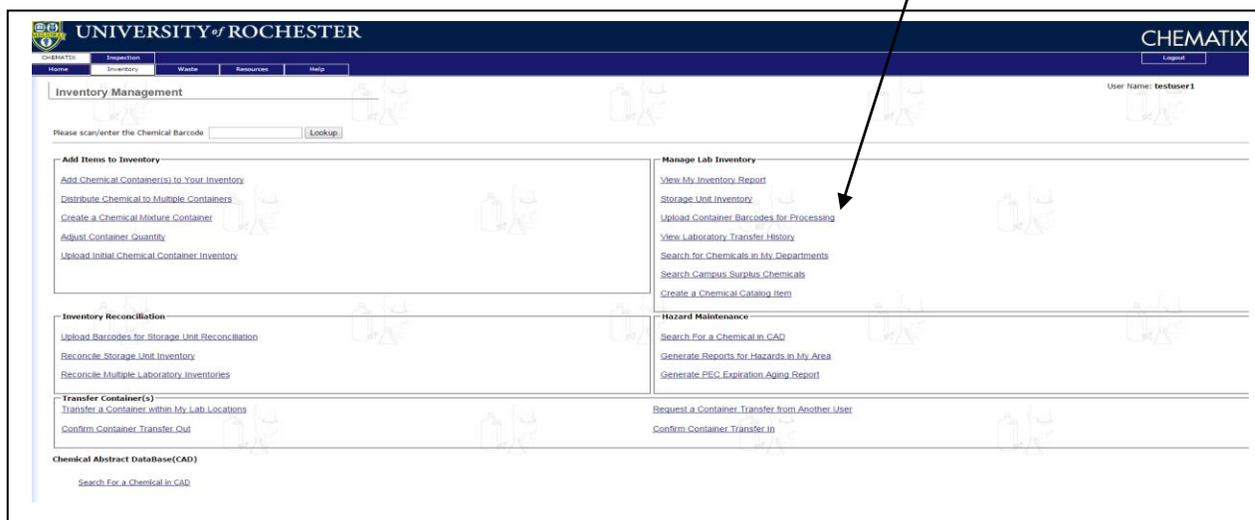
1. Log into Chematix using your Net ID and password <https://www.rochester.chematix.com/Chematix> (cut and paste or type into browser and bookmark second login page – the one listing “Continue with UR Credentials”).



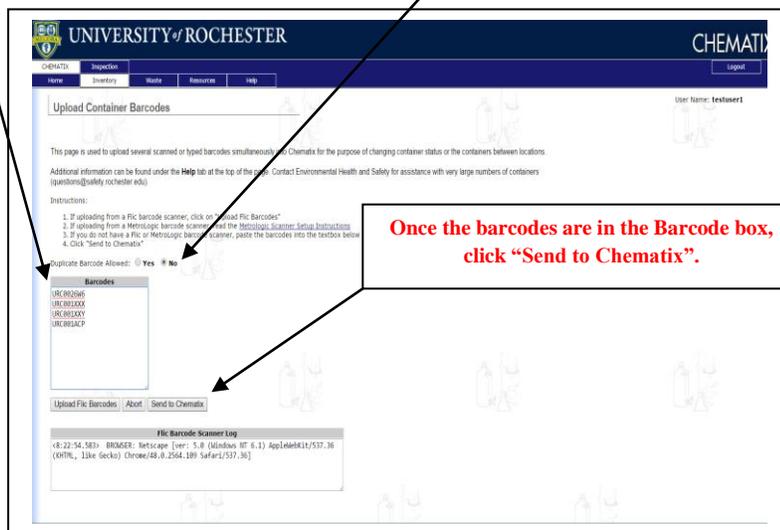
2. Choose the **Inventory Module**



3. Under **Manage Lab Inventory**, choose **Upload Container Barcodes for Processing**.

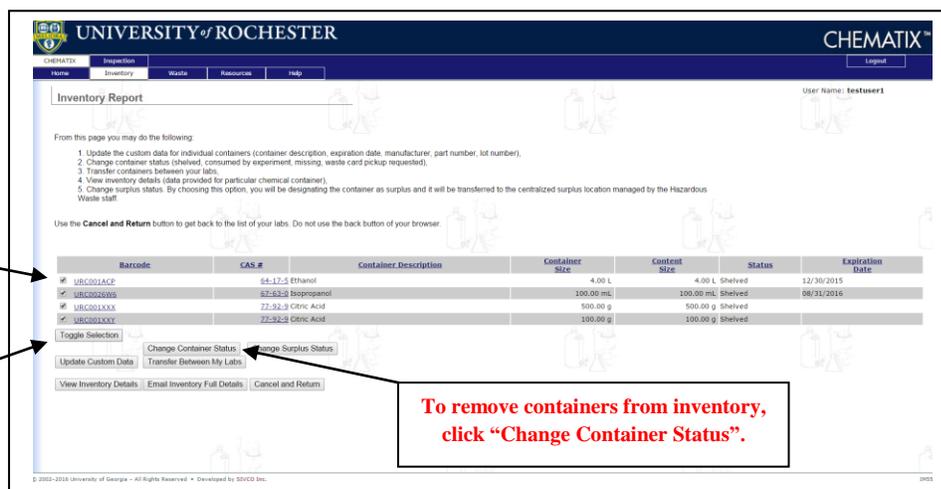


4. Place cursor in box titled **Barcodes**. Scan barcodes into box and ensure the **Duplicate Barcode Allowed** box is checked **NO** (default is no).



Once the barcodes are in the Barcode box, click "Send to Chematix".

5. Choose the appropriate containers by clicking the buttons to the left of the corresponding barcodes. **Click Toggle if you wish to choose all the containers at once.** Once the containers are selected, click **Change Container Status**.

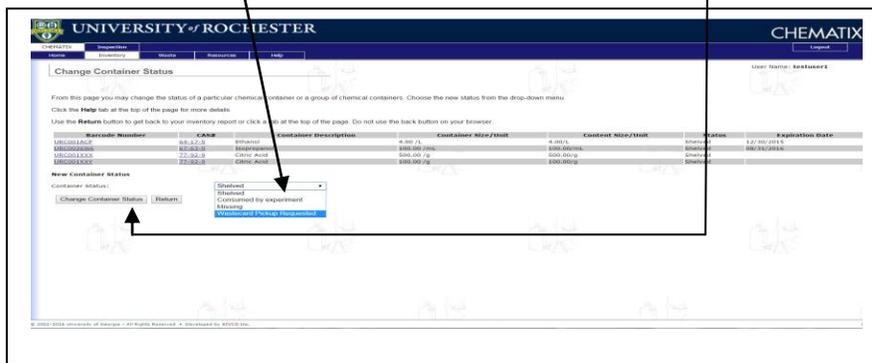


Buttons for selecting individual containers

Use the TOGGLE button to select all containers simultaneously

To remove containers from inventory, click "Change Container Status".

6. On the next screen, click drop down box and choose **Consumed by Experiment**. Then click **Change Container Status**.



After completing this step, you will be taken to the list of the rooms you are assigned to. You can either verify that the containers have been removed or log out at this point.