

Quick Instructions for Lab Reconciliation
(by individual room or by multiple rooms)

1. Log on.
2. Click **Resources**.
3. Click **View my locations**.
4. Select a lab under the **Laboratory** column.
5. Scroll to bottom of page and click **Upload Scanned Chemical Barcodes**.
6. Click in the box and begin scanning barcodes.
7. When done, click **Send to Chematix**.
8. **If you have multiple rooms to reconcile**, repeat steps 2 – 7 for each room individually. Once you've finished uploading the barcodes, go back to **Inventory Home page** (click **Inventory** at the top of page) and click **Reconcile Multiple Laboratories**. Select the rooms you want to reconcile (only the ones you just uploaded the barcodes for) and fix the container discrepancies. ***** Any lab member can upload barcodes, but ONLY the PI and Lab Supervisor can fix container discrepancies. ****** Once the discrepancies are resolved, click **Reconciliation Complete**.
9. **If you have just one room to reconcile or you want to reconcile just one room at a time**, click **Return** and then **Manage Discrepancies** on the next two pages. Fix the container discrepancies. ***** Any lab member can upload barcodes, but ONLY the PI and Lab Supervisor can fix container discrepancies. ****** Once the discrepancies are resolved, click **Reconciliation Complete**.
10. YOU'RE DONE!! Thank you :)

In-depth instructions with screen shoots are available at this link.

http://www.safety.rochester.edu/labsafety/chematix/reconcile_inventory.html