Removing an Item (i.e., empty container) from Your Inventory

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.

1. Select Inventory at top of CHEMATIX page.
2. In the Manage Lab Inventory section, choose View my inventory Report.
3. Click the radio button corresponding to the lab where the item is stored.
4. Click Search Active Inventory to receive a full listing of containers in that room. To narrow the list, add requested information to the search fields and then click Search Active Inventory.
5. Select the container by clicking the corresponding radio button.
6. Click Change Container Status and choose from drop-down menu the appropriate new container status (i.e., consumed by experiment).
7. Remove or deface the barcode(s), if re-using the empty container.