Searching for Chemicals in My Department

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 the top of the CHEMATIX page
2. In the **Manage Lab Inventory** section, click **Search for Chemical in My Department**.
3. Search for the particular chemical by name or CAS number.
4. The results will be divided into two sections, your chemicals and other people's chemicals.
5. To see specific information about one of your chemicals, click on the barcode link. A pop-up window will appear displaying the information.
6. If you click on the barcode link of someone else's container, you'll be taken to the transfer request page which will enable you to request the chemical container be transferred from the owner's inventory to yours. If you only want a small amount of the chemical, you can use the Principal Investigator name to discover the lab and location information. Click on the Principal Investigator's name to display the information in a pop-up window.
7. Add your comment and click **Request Transfer**. Your request is automatically set through CHEMATIX to the container owner. This person must respond to your request before the container is automatically moved into your inventory.
8. To check if your request has been granted, select **Home** at the top of the CHEMATIX page and look for **1 Container transfer in request under my review**. Click it.
9. On the next page click the radio button which is associated with the requested container and then select **Complete Transfer In**.
10. Select the lab location and storage unit from the drop-down lists. Then click **Complete Transfer Request**. The chemical has now been removed from the previous owner's inventory and added to yours.