

University of Rochester --- CHEMATIX Instructions

Updating the Name of your 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.

- 1) Log in to Chematix using your UR NetID and password
- 2) Click **Continue with UR Credentials**
- 3) Click **Resources**
- 4) Click **View my Locations**
- 5) Select the appropriate room number
- 6) At the bottom of the page, click **Display Storage List**
- 7) Click **Manage Storage Units**
- 8) To enter a NEW storage unit, type the name of the storage unit into the text bar and click **Commit New Record**
- 9) To change the name of an existing storage unit click the radial button to the left of the name, edit, then click **Save Modifications**
- 10) When ready, click **Finished** to finalize your changes