

University of Rochester --- CHEMATIX Instructions

Viewing 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 the top of the CHEMATIX page.
2. In the **Manage Lab Inventory** section, select **View My Inventory Report**.
3. Choose the room(s) for which you want the inventory. (Clicking **Toggle** will check all the rooms.)
4. Then click **Search Active Lab Inventory**. You may also email the inventory results to yourself as an Excel spreadsheet.