## **Removing Multiple Containers from Chematix Inventory Simultaneously**

Chematix allows multiple inventory barcodes to be uploaded (using a scanner) for processing individually or as batch (i.e. performing the same task with multiple containers simultaneously). This function is particularly useful for removing large numbers of containers from inventory at once and for moving multiple containers between rooms and/or storage locations as a batch.

1. Log into Chematix using your Net ID and password https://www.rochester.chematix.com/Chematix (cut and paste or type into browser and bookmark second login page - the one listing "Continue with UR Credentials".

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3. Under Manage Lab Inventory, choose Upload Container Barcodes for Processing.

2.

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4. Place cursor in box titled **Barcodes**. Scan barcodes into box and ensure the **Duplicate Barcode Allowed** box is checked NO (default is no).



5. Choose the appropriate containers by clicking the buttons to the left of the corresponding barcodes. <u>Click Toggle if you wish</u> to choose all the containers at once. Once the containers are selected, click Change Container Status.



6. On the next screen, click drop down box and choose Consumed by Experiment. Then click Change Container Status.