

Reconciliations Steps

Please go through these steps, and if the problem still arises let me know. Also please read through the common issues paragraph.

Basic step for reconciliation:

- 1) Press the "Resources" Tab.
 *Located at the top of the Screen
- 2) Press "View My Locations"
- 3) Select the Lab you wish to reconcile
- 4) Go to the bottom of page and press "Upload Scanned Chemical Barcodes"
- 5) Input/scan all bar-codes associated with the room
- 6) Press "Send to Chematix"
- 7) From the same screen you pressed "Upload Scanned Chemical Barcodes" press
 "Manage Discrepancy's"
- 8) Finally press "reconciliation complete"

!!You're Done!!

COMMON ISSUES

Before uploading chemical barcodes you must first scan/input the BARCODE of the specific storage unit (example: flamcabinet "GITS00112L") or use the undefined barcode. Once the storage unit barcode is input first, proceed with uploading the rest of your chemical inventory and sending inventory to chematix.

Undefined barcode = the default barcode generated when a lab is created. This barcode represents the room itself instead of a specific storage unit.

To find the undefined or specific storage unit barcodes simply press "Display Storage List" from the "Lab Summary Page" (same page with the "Upload Scanned Chemical Barcodes" button)

If you have any further questions pertain to chematix or just feel you need some hands on help please feel free to contact EHS.

Scanner Cheat Sheet

Scanner box includes:

Scanner

Base

Wire (Connect to the base then to desired computer)

Set up Steps:

1. Remove all content and assemble.
 - a. Connect the Wire to the base and to the computer that the user desires to transmit the scanned information
2. Take the Quick Start Guide and open page to Data Format Editor Instructions
 - a. The Quick Start Guide is wrapped around the scanner and will allow users to program the device. Programming the scanner is only required for the initial set up, and subsequent uses do not require programming.
3. Scan "Enter Data Format" barcode
4. Go to the Programming Chart
5. Scan barcodes 1-9 in numerical order
6. Scan barcodes A-F in alphabetical order
7. Scan the "Save" barcode

!!! You're Done!!!

Common Issue

When scanning barcode the scanner cannot be moved more than 10 feet from the base. If it is the scanner will automatically turn off.

If your scanner is not working for any reason the "Standard Product Defaults" barcode located in the Standard Product Defaults section of the Quick Start Guide.