

CHEMICAL INVENTORY MANAGEMENT

HELP DESK
334-750-8040

Chematix Website:
<https://chematix.auburn.edu/Chematix/>

RMS Website:
www.auburn.edu/rms

Adding a Chemical to Your Inventory

1. Log in to Chematix using your Auburn username and password.
2. Click the "Inventory" tab in the orange toolbar.
3. Click "Add Chemical Container(s) to Your Inventory"
4. Enter either the Chemical Name or the CAS#, and click "Search CAD". Note: Clicking the radio buttons to the right make the search more specific. Using the CAS# will bring back fewer results, and is usually more accurate than searching with the Chemical Name.
5. A list of chemicals will be generated based on the information provided. Select the correct chemical, and click on the chemical name in the list.
6. Now you must enter information from the chemical label. The fields that are mandatory have red bars beside them.
7. After entering the information click "Submit".
8. On the next screen you will select a barcode from the packet that was provided, and enter the barcode in the box labeled "Container Barcode". Upon completion, click "Submit".
9. A box will pop-up prompting you to apply all barcodes to their containers. At this point, you should put the barcode on the container, making sure not to cover up any information that is already on the container.