

OEHS CampusOptics Chemical Inventory Quick Guide

How to view, add, and delete items in your laboratory specific chemical inventory

How to view the Chemical inventory in CampusOptics

1. Navigate to: Chemical > Containers
2. This view shows All Inventory Items in the spaces assigned to the user.
3. In order to see individual Chemical containers, select the specific item you are looking for.

How to add a new chemical container in CampusOptics

1. Chemical > Containers
2. Click the New Container button in the top-right corner of the screen.
3. Type the name of the chemical into the Type field to search and select the correct chemical.
4. Make sure to select the exact match by confirming the CAS number matches the inputted chemical name to avoid duplicates or errors in inventory tracking.
5. After selecting the type, complete the information in the new chemical container menu that opened and once complete select create a container to add to the inventory.

How to remove a chemical container in CampusOptics

1. Click on the container record from the list of containers in the room inventory.
2. On the details page, click the Actions dropdown in the top right corner of the page.
3. Select Remove Container from the menu and confirm.