

ChemInventory

Group Administrator Guide

Introduction

This guide is intended for **Group Administrators** only. Group Administrators are responsible for the management of all users and records within their group, and for adhering to the procedures detailed in this guide.

The following shows the organization of the ChemInventory system:

Structure	Definition
<i>Group</i>	Groups are created using the LastName, FirstName of a group's administrator. Each faculty member has their own group.
> <i>Location</i>	Locations are created using a 3 letter building abbreviation, followed by a dash, followed by a 3 digit room number (e.g. MSL-001).
>> <i>Container</i>	Container records should always be filed within a location.

Please note the following essential overarching procedures:

Order/Re-Order a Container: Compounds should only be ordered/re-ordered by the Site Administrator or their alternate. See the *Order/Re-Order a Container* section for details.

Move (Borrow) a Container: Compounds can only be moved by the Site Administrator or their alternate. See the *Move (Borrow) a Container* section for details.

Share a Group: Groups sharing options should only be changed by the Site Administrator or their alternate. Sharing options for each group are currently configured to allow maximum visibility (to allow searches across groups) and maximum security (prevent users from inadvertently changing/deleting records). *Please do not change the sharing status of your group(s).*

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User Management

There are several tools available for managing users, including adding and deleting users, assigning roles, and resetting passwords.

Add a User

To add a user to a group, select *Group Management*.

NOTE: If you manage multiple groups, first make certain that the correct group is selected.

Under Group Management select *Add New User*.

In the New User dialog, you will enter a user's complete email address, their first and last name using title case, assign their role, and then select whether their email is already part of Williams College (SSO) or the user is outside the Williams community (see Appendix C).

In most cases you will be adding a Williams user (either faculty, staff, or students).

Choose a User Role (see Appendix A).

+ Create a New User ×

Please enter details for the new user below.

User's Email Address:
Email (e.g. abc12@example.com) 

User's First Name: User's Last Name:

Please choose an account type for the user below.

Account Type: (more info)
User 

How would you like this user to be authenticated?

Through your organization's Single Sign On (SSO) service. (Recommended)
 Using a standard password for ChemInventory.

Add User

Williams Users

ChemInventory has already been connected to the user directory of Williams College. This means that users who are part of the Williams community may use their network credentials to log into ChemInventory.

Add a Williams User

Perform the following steps:

1. To add a Williams user, you must correctly type their full Williams College email address (e.g. zzz99@williams.edu).
2. Enter the user's first and last name in the fields provided.
3. Ensure that the *Through your organization's Single Sign On (SSO) service* option is selected. This option signifies that Williams College will manage and store passwords for that user.

Once the user is added they will automatically be notified at that email address that includes the login webpage.

Non-Williams Users

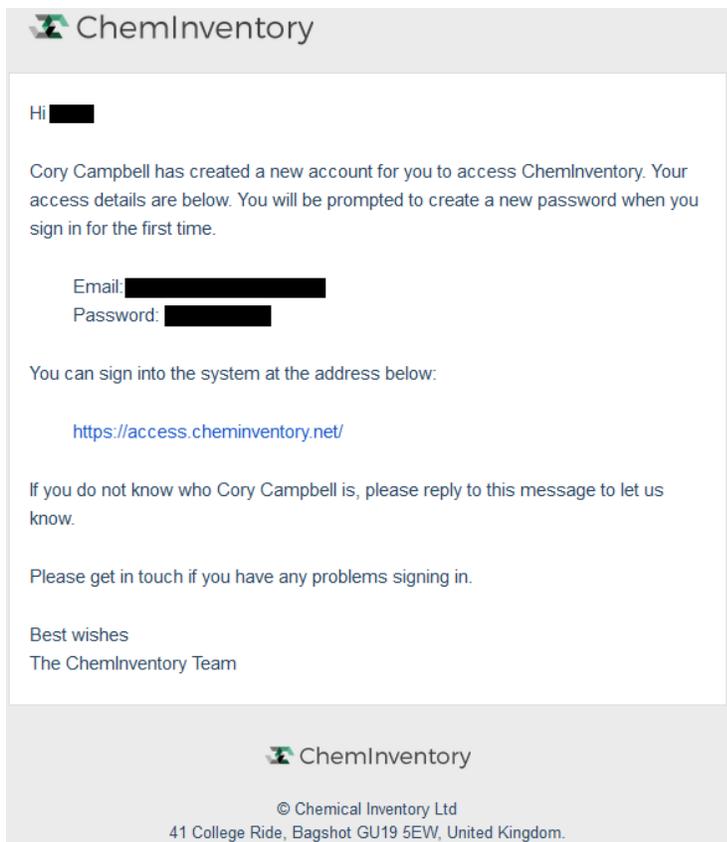
You can add users outside the Williams community, but the setup for this is slightly different.

Add a Non-Williams User

Perform the following steps:

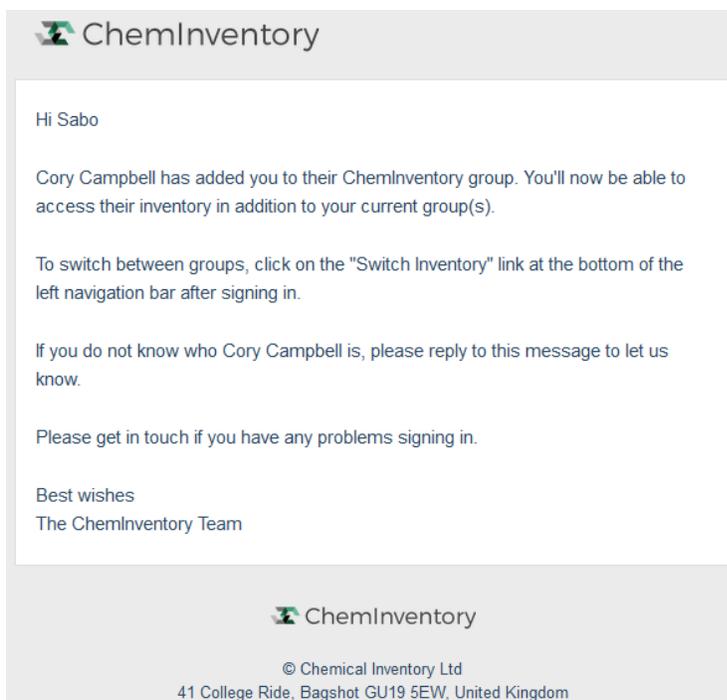
1. The intended user must already have a valid email address to be entered as their login name.
2. Enter the user's first and last name in the fields provided.
3. Ensure that the *Using a standard password for ChemInventory* option is selected. This option signifies that the ChemInventory system will generate and store passwords for that user.

Once the user is added they will automatically receive an email at that address that includes a temporary password and the login webpage.



The image shows a screenshot of an email notification from ChemInventory. The email header includes the ChemInventory logo and name. The body of the email starts with a greeting 'Hi [redacted]'. It then states: 'Cory Campbell has created a new account for you to access ChemInventory. Your access details are below. You will be prompted to create a new password when you sign in for the first time.' Below this, the email lists 'Email: [redacted]' and 'Password: [redacted]'. It then provides a link to sign into the system: 'You can sign into the system at the address below: <https://access.cheminventory.net/>'. A note follows: 'If you do not know who Cory Campbell is, please reply to this message to let us know.' The email concludes with 'Please get in touch if you have any problems signing in.', 'Best wishes', and 'The ChemInventory Team'. The footer of the email contains the ChemInventory logo, the text '© Chemical Inventory Ltd', and the address '41 College Ride, Bagshot GU19 5EW, United Kingdom.'

NOTE: If you add a non-Williams user to multiple groups, they will receive a subsequent email each time they are added to a new group. That email notifies them that they belong to multiple groups and may need to switch between them when searching or working with records in those groups.



Reset a Password

This is only relevant for non-Williams users. Let's say you added a non-Williams user to a group, but they have forgotten their password. In this case, you will have to reset their password.

1. Select the group to which the user belongs.
2. Select *Group Management* to see a list of users for that group.
3. Under the *Actions* section of the user list, click on the padlock symbol to open the *Change Password* dialog.
4. In the Change Password dialog, enter a new password and then confirm that password (minimum 8 characters).
5. Click Reset.

NOTE: ChemInventory does not automatically notify a user of a password reset. You must manually email the user the new password (include a reminder about saving passwords). Once they login successfully, they'll have the option to change their password.

i Reset Password ×

Enter a new password for the user below.

New Password:

Password 🔒

Confirm Password:

Repeat Password 🔒

Reset

Assign a Role

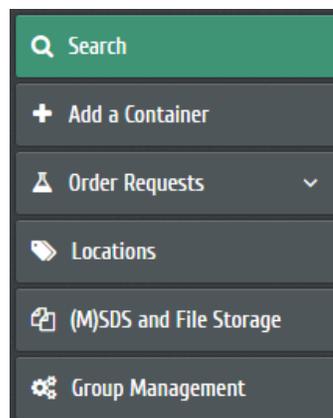
Choose a user role with privileges appropriate to what that user needs. In security terms this is a *principle of least access*. Roles are assigned during the Add User process (by default, new users are assigned the User role).

NOTE: It is very strongly recommended that you never assign the Group Admin role to a student, as it would give them complete control over your inventory. Choose one of the lesser available roles using the principle of least access (i.e. assign a role that will grant only the privileges needed by a student to perform a task).

For more information about user roles, see Appendix A.

Search Records

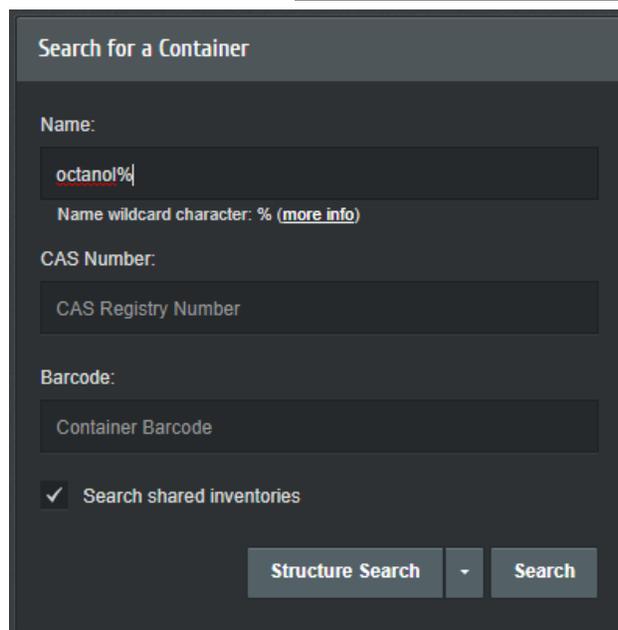
There are several methods for searching the inventory system for specific container records. To use the methods, you will need to click the *Search* option from the left menu, and search for a container of interest.



Basic Search

Perform the following steps:

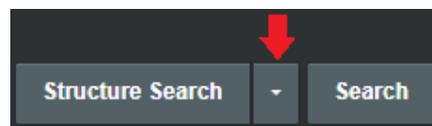
1. Enter search criteria into one of the search fields.
 - The basic search will only allow one field to be searched at a time.
 - To conduct a 'loose' search, use the % character as a wildcard, placing it immediately before or after your search text.
2. Click the *Search* button to submit your query.

A dark grey dialog box titled 'Search for a Container'. It contains three input fields: 'Name:' with 'octanol%' entered, 'CAS Number:' with 'CAS Registry Number' entered, and 'Barcode:' with 'Container Barcode' entered. Below the fields is a checked checkbox labeled 'Search shared inventories'. At the bottom are two buttons: 'Structure Search' with a dropdown arrow and 'Search'.

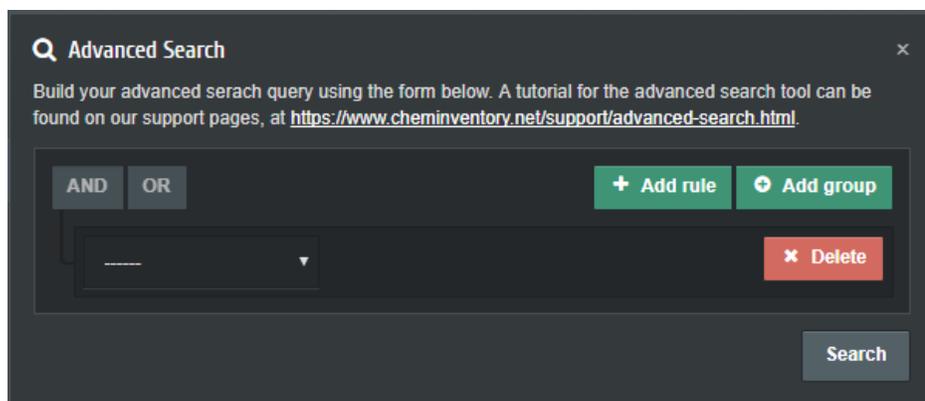
Advanced Search

Perform the following steps:

1. Click the small downward facing arrow between the *Structure Search* and *Search* buttons, and choose *Advanced Search*. The Advanced Search dialog appears.



2. Use of the advanced search method allows you to build a complex or nuanced query. Please see the following



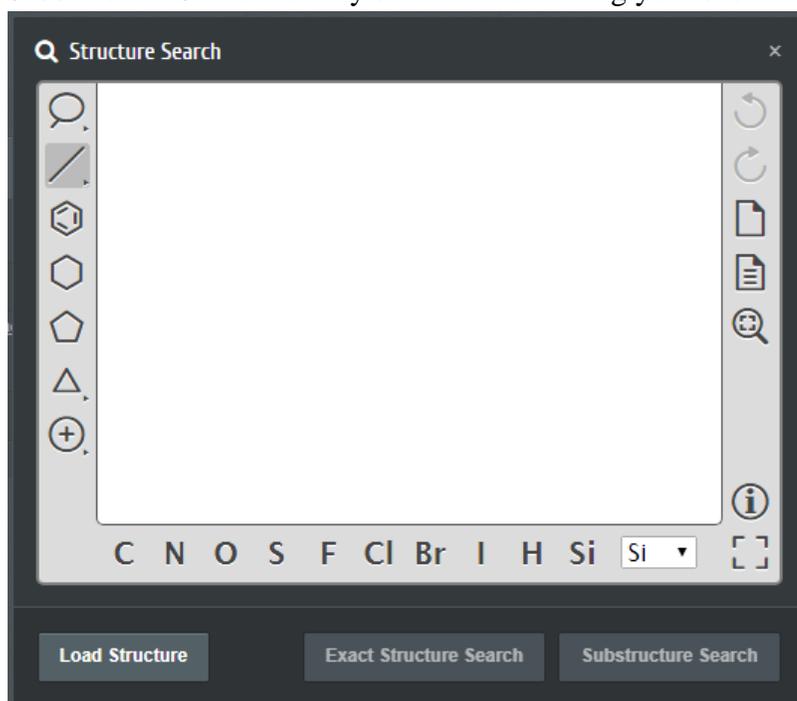
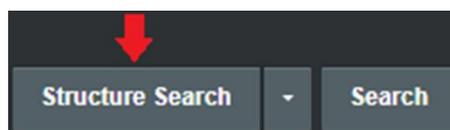
resource for specific instructions on using this method to build your query:

<https://www.cheminventory.net/support/advanced-search.html>

Structure Search

Perform the following steps:

1. Click *Structure Search* option. The **ChemWriter** Structure Search dialog appears.
2. Build a structure or use the Load Structure option to use a previously saved structure file.
3. To execute the structure search, click either *Exact Structure Search* for an exact match or *Substructure Search* for any structure containing your submitted structure.



For help with the molecular structure editor click the  icon or visit the ChemWriter website:

<http://chemwriter.com/user-guide/>

See also the **Create, Edit or Load a Molecular Structure** section in this guide.

Record Management

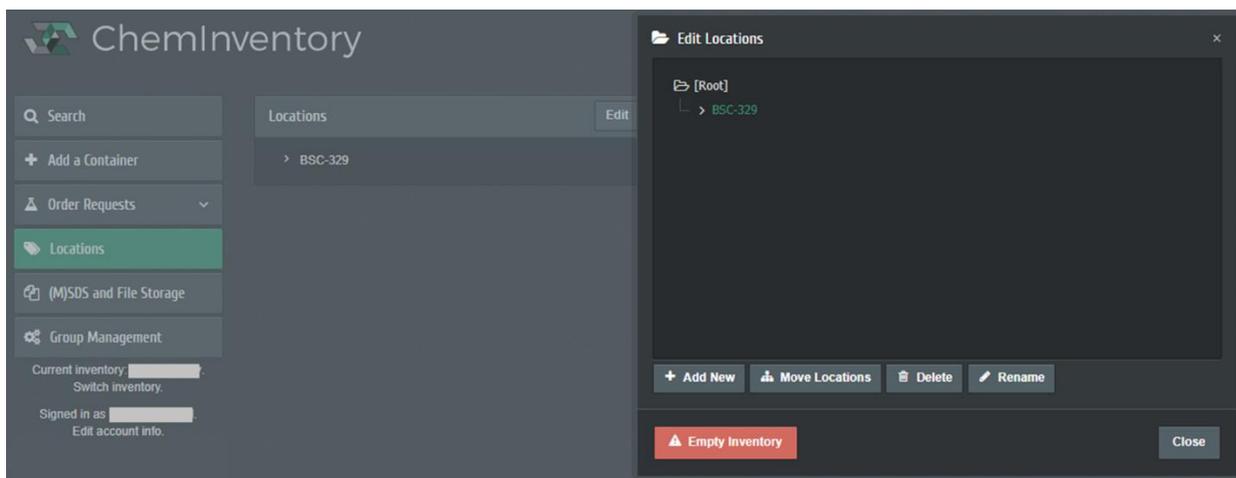
Manage Locations

A group's container records are organized by location. A location can also have sub-locations (i.e. similar to nested folders). As a Group Administrator, you have the option of organizing locations as needed.

For example, to handle exceptional workflows or circumstances you may need to organize specific records that are being moved, or containers that are in queue to be destroyed, or that have been determined to be lost. For these scenarios and others, the creation of new locations or sub-locations within a group may be beneficial.

Perform the following steps:

1. To create a folder within a group, go to *Locations*.
2. Select the *Edit* button. The *Edit Locations* dialog appears.



3. In the Edit dialog you can do the following:
 - a. Add new locations.
 - b. Move existing locations. For example, you may want to create a sub-location called Freezer and move it under an existing location.
 - c. Delete existing locations. This will delete a location and all of its container records.
 - d. Rename existing locations
4. Click *Close* to complete your changes.

Order a New Container

Compounds should only be ordered/re-ordered by the Site Administrator or their alternate. For compounds that are not already in the system, you will need to search online using a supplier of choice.

Perform the following steps:

- Using a supplier of choice, perform an internet search for the compound of interest to obtain the following:
 - Supplier
 - Supplier Catalog #
 - Compound Name or CAS #
 - Quantity/Units
- Email the Site Administrator and include all of the following:
 - Supplier
 - Supplier Catalog #
 - Compound Name or CAS #
 - Quantity/Units
- The Site Administrator will do one the following:
 - Reply to your email acknowledging ...
 - Acknowledgement that the order has been placed.
 - The order has been received and is available for pick up
 - The Site Administrator will assign a barcode to the container.
 - The Site Administrator will add the container's record to the requester's group and specified location.
 - OR - Reply to your email acknowledging ...
 - Questions/clarification about the order request, as needed.
 - The container is out of stock, shipping is delayed, or the container arrived damaged and a replacement must be shipped.
- Once you have received your processed container, the you must move the physical container to its location recorded in the system.

Site Administrator:

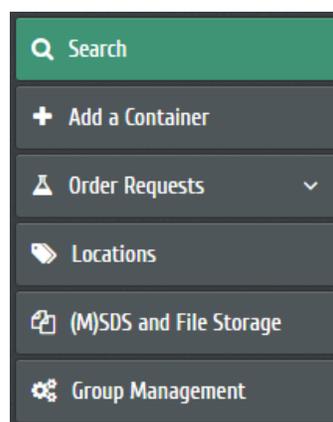
Gisela Demant

gdemant@williams.edu

Alternate:

Maria Recco

mrecco@williams.edu



Move (Borrow) an Existing Container

Within a Group

Moving containers to different locations within a group is very easy. Only Group Administrators may do this (see *Appendix A*).

Move Record to a New Location

If you would like to move container records to a new location, you will first need to create that location in your group.

Perform the following steps:

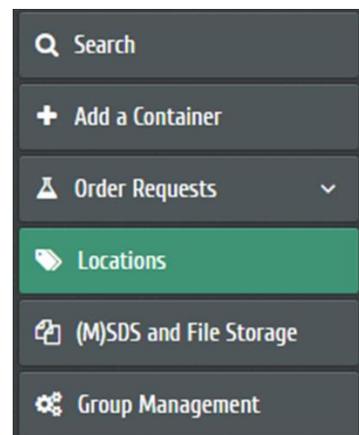
1. Refer to the section *Manage Locations*.
2. Once the new location(s) are created, refer to the *Move Record to an Existing Location* section below.

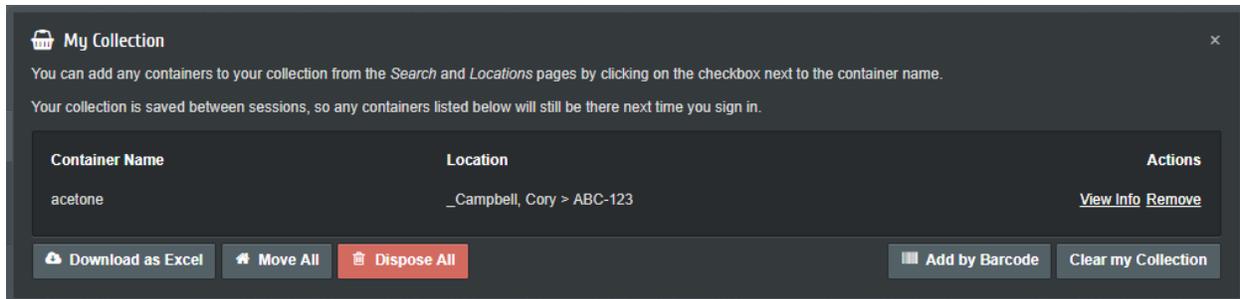
Move Record to an Existing Location

If your group has more than one existing Location, then you can move container records between them using the *My Collection* process.

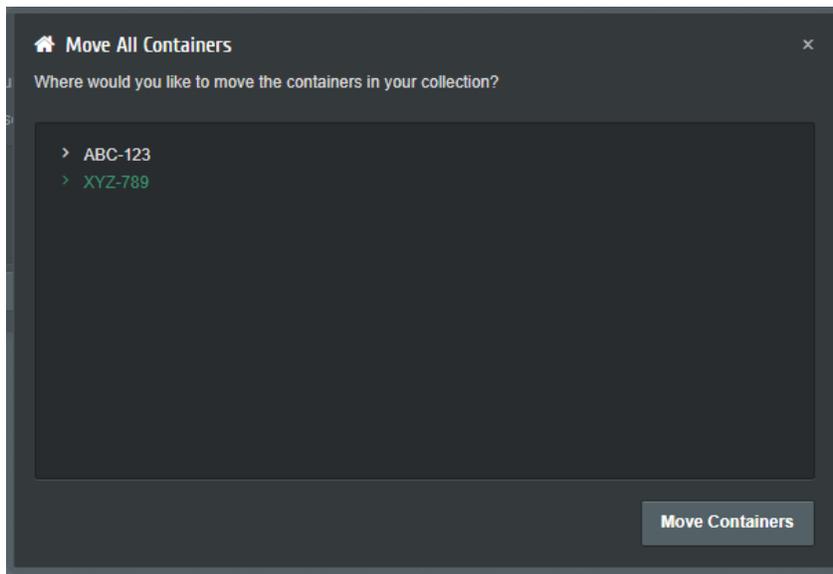
Perform the following steps:

1. Click the *Locations* option from the left menu.
2. Click on the Location (e.g.ABC-123) to view its container records.
3. Check the box next to the container(s) you intend to move. Those records will be added to *My Collection*.
4. Click on the *My Collection* option  in the upper right. This will open the My Collection dialog.





5. Click the Move All option.



6. Select the desired Location so that its text changes from white to green.
7. Click the *Move Containers* option. The container records in My Collection will now appear in the designated Location.
8. If you are finished with the container(s) in My Collection, then you should remove them.
 - a. To remove container records, click the *Remove* option on the right side of each record's row. **Do not click the *Dispose All* option – that will delete the records entirely!**
 - b. OR –
 - i. Exit My Collection
 - ii. Click Locations
 - iii. Click the relevant Location
 - iv. Then uncheck the checked records.

NOTE: Since Move All will move all containers in My Collection, be sure to keep the My Collection space lean (i.e. only add container records you intend to work with in a given session).

Between Groups

Container records cannot be moved between groups. This means that Group Administrators cannot simply move a container record from one faculty's group to another, or from a stockroom group to their own. **Compounds can only be moved by the Site Administrator or their alternate.**

NOTE: All stockroom containers can be found within the Demant, Gisela group.

Perform the following steps:

1. Click the *Search* option from the left menu, and search for a container of interest (either under the stockroom group or another faculty group).
2. For the container of interest, take note of the following:
 - a. Group Name (i.e. owner).
 - b. Container Name.
 - c. Size (in case there are multiple records with identical compounds but different volumes).
3. Email the Site Administrator with the information you noted above, and title the email in a way that will be searchable for future reference (e.g. "Move Compound Request").

NOTE: You will only need to email the alternate when the Site Administrator is away on leave. You do not need to cc the alternate in your email to the Site Administrator.

4. The Site Administrator will move container record to the requestor's group, and notify the requestor when the move is complete.
5. The requestor should then move the container record to the appropriate Location within their Group.

Delete a Container

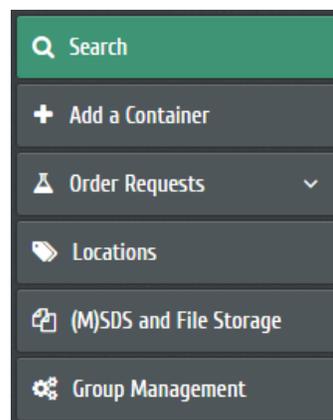
You can delete a container belonging to any group to which you are a Group Administrator.

Perform one of the following steps:

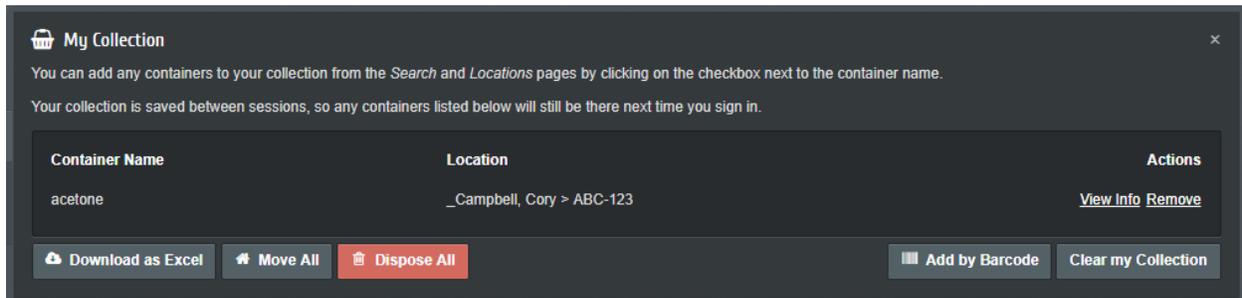
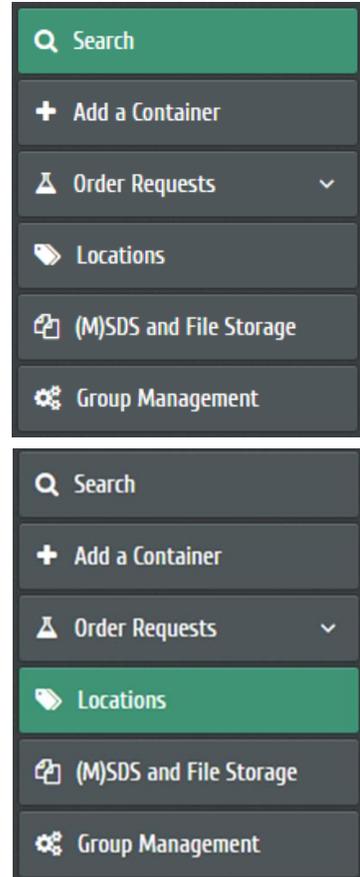
- Use *Search*.
 - a. Click the *Search* option from the left menu, and search for a container of interest.

Site Administrator:
Gisela Demant
gdemant@williams.edu

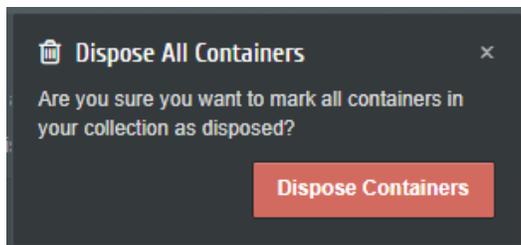
Alternate:
Maria Recco
mrecco@williams.edu



- b. In the search results, click the trashcan icon  to the right of the relevant record. You will be prompted to verify the deletion.
- c. If you still intend to delete the record, click the *Mark as Disposed* option.
- Use *Locations*.
 - d. Click the *Locations* option from the left menu.
 - e. Click on a Location to view its container records.
 - f. In the list of records, click the trashcan icon  to the right of the relevant record. You will be prompted to verify the deletion.
 - g. If you still intend to delete the record, click *Mark as Disposed*.
- Use *My Collection* (useful for bulk deletions).
 - h. Use either the *Search* or the *Locations* options discussed above.
 - i. Click the checkbox next to all relevant container records. They will each be added to *My Collections*.
 - j. Click on the *My Collection* option  in the upper right. This will open the My Collection dialog.



- k. Click the *Dispose All* option. You will be prompted to verify the deletion.



- l. If you still intend to delete all the records, click the *Dispose Containers* option.

Create, Edit or Load a Molecular Structure

For compounds with a known CAS # there should also be molecular structure. However, if that structure is incorrect or does not reflect a custom compound, then that structure should be edited and corrected.

Use ChemWriter

Perform the following steps:

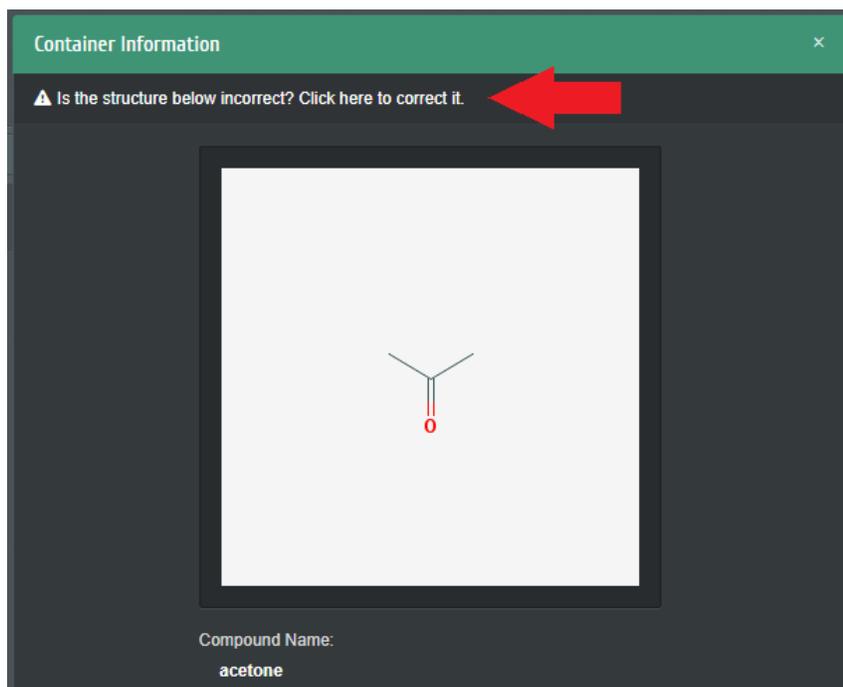
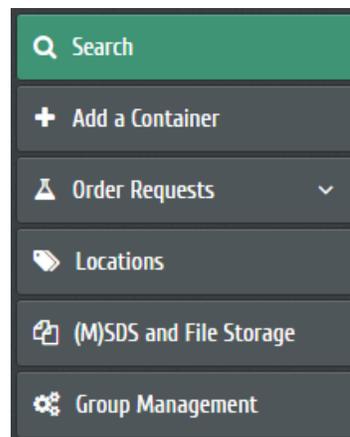
1. Click the *Search* option from the left menu, and search for a container of interest

2. In the search results, click on the  icon to view a container's information. The Container Information dialog opens. At the top of the dialog above the molecular structure image, you will see the text "Is the structure below incorrect? Click here to correct it."

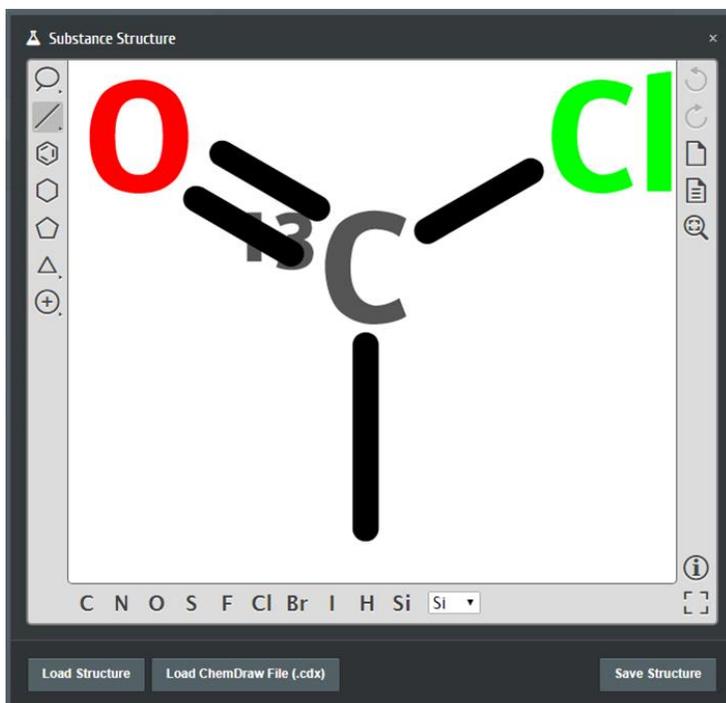
3. Click the text "*Click here to correct it.*"

The **ChemWriter** editor opens.

4. In the ChemWriter editor, use the various tools to add and move atoms, increase or decrease charge, construct bonds, etc.



5. When you are satisfied with your structure, click *Save Structure*.
- In the future, you can re-use this structure file by using the *Load Structure* option.
 - If you prefer to work in ChemDraw software, you can also import a structure created in ChemDraw by using the *Load ChemDraw File (.cdx)* option.



Use ChemWriter Toolsets

Some tools with a small arrow at the lower right corner  are actually toolsets containing multiple tools.

Perform the following steps:

- To expand the toolset, left-click and hold for 1-2 seconds.
- When the toolset appears, release the mouse button.
- Select a tool of interest.



For help with the molecular structure editor click the  icon or visit the ChemWriter website:

<http://chemwriter.com/user-guide/>

View Compound Details

You can view molecular details for a compound in the Container Information dialog of a specific container within your group. The molecular details include the following:

IUPAC Name

Molecular Formula

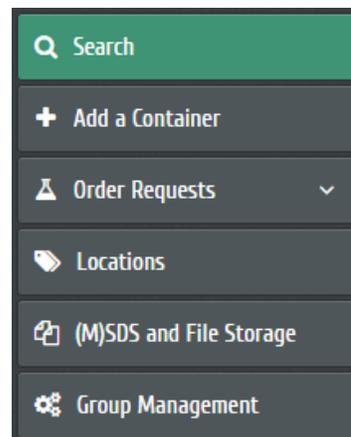
Exact Mass

Molecular Weight

Substance SMILES

Perform the following steps:

1. Click the *Search* option from the left menu, and search for a container of interest
2. In the search results, click on the  icon to view that container's information. The Container Information dialog opens.
3. Below and to the right of the molecular image, click the *More Info* option. The information dialog expands to show molecular details.



(M)SDS

In the ChemInventory system, SDS information must be uploaded and then linked to specific container records.

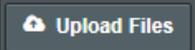
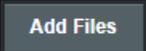
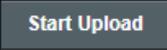
If an appropriate SDS file already exists from a reliable website, you will need to download that file and then upload it to the system. If an appropriate SDS file does not already exist, you will need to create one and then upload it to the system. *Unfortunately, at this time you cannot link to a webpage or file stored outside of the system.*

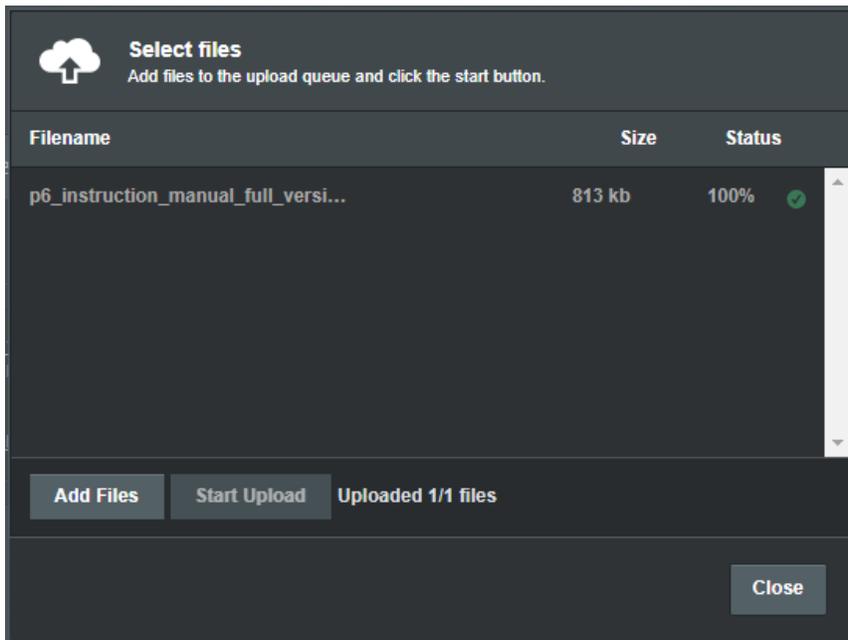
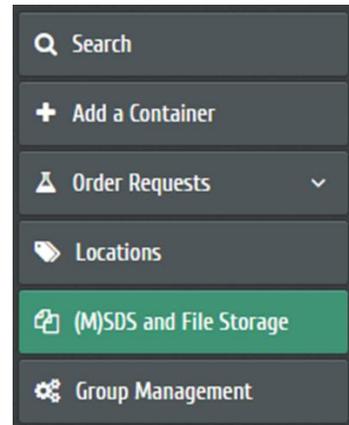
You may upload an unlimited number of SDS files with a total storage limit of 10GB.

NOTE: The ChemInventory system will automatically populate information for known hazardous materials (i.e. identified by CAS #). However, SDS information may be more complete and in-depth.

Add (M)SDS Files

Perform the following steps:

1. Click the *(M)SDS and File Storage* option on the left menu.
2. Click the *Upload Files* option.  The Upload Files dialog appears.
3. Click the *Add Files* option.  Browse to the file you want to upload, then double-click it to add. You can also select and add multiple files.
4. Once added, click the *Start Upload* option. 
5. Once the upload is complete, click the *Close* option.



6. For each file you upload, you have the following options:

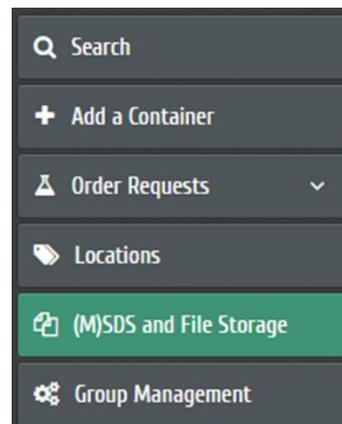
Download	Users may download the file.
Edit Substance Links	Users may link the file to specific container records. (See the <i>Link (M)SDS Files to Records</i> section below for details.)
Rename	Rename a file. This is useful if an original file name is not appropriate.
Delete	Delete a file.

Link (M)SDS Files to Records

Once a file has been uploaded, you can link that file to one or more container records.

Perform the following steps:

1. Click the *(M)SDS and File Storage* option on the left menu.
2. Find the file you intend to link to records.
3. Click the *Edit Substance Links* option. The Link to Substances dialog appears.
 - a. If you have never linked this file to a record, you will see the text “This file is not linked to any substances. Would you like to link to one?”. Click the *link to one* text.
 - b. If you have previously linked this file to a record, click the option + *Link to another substance*.
4. In the search option that appears, enter the compound name or CAS. Use the % character as a wildcard if necessary.
5. Click the Search option.
6. In the results that appear, click the *Add Link* option next to the appropriate record(s).



Link to Substances ×

You can link (M)SDS and other files to substances in your inventory. Linked files can be opened by users directly from search results (from the *Container Information* view).

Linked Substance	Actions
1-octanol (CAS: 111-85-5)	Remove
+ Link to another substance	

Please enter a search term below (compound name or CAS) to find substances in your inventory that you can link to this file.

1-Octanol (111-87-5)	Add Link
1-octanol (111-85-5)	Add Link
ISALCHEM 11A (68603-15-6)	Add Link

7. To remove a linked record, click the *Remove* option next to the appropriate record(s).

Conduct an Inventory

For the safety, health, and well-being of the Williams community, a complete inventory should be undertaken four (4) times per year at a minimum.

- August (after Summer Science ends and before Fall classes begin)
- December (after Fall classes end and before Winter Study begins)
- January (after Winter Study ends and before Spring classes begin)
- May (after Spring classes end and before Summer Science begins)

Use a Barcode Scanner

The barcode scanners currently used by the department will scan a given barcode and then automatically populate the barcode number on a computer.

For instance, you could use the scanner to search for a record in the inventory system. If a container has not record, then a record will need to be created. If a record exists but no container can be found, then the record may need to be marked as lost.

For specific use details and technical specifications for the barcode scanners currently used by the department, please review the *Inateck P6 User Manual* found on the Chemistry Department's inventory webpage under the *Inventory Help* section.

<https://chemistry.williams.edu/chemical-inventory/>

NOTE: Ensure that the barcode scanner is fully charged or connected to a power source before a planned use.

Set up the Barcode Scanner

In order for the barcode scanner to operate with your computer, it must be connected in some way – this means the computer should be as near to your inventory location as possible.

NOTE: With either of the connection options discussed below, it may take a moment for your computer to recognize the connection to the scanner. Refer to the Inateck P6 User Manual for more details.

Perform the following steps:

1. Choose one of the following connection options:

- a. Wired – Plug one end of the USB cable into the USB port on the barcode scanner and plug the other end into an available USB port on your computer. With this option, the computer and inventory must be close together (4ft).
- b. Wireless – Plug the USB dongle into an available USB port on your computer (a laptop computer is recommended for portability).

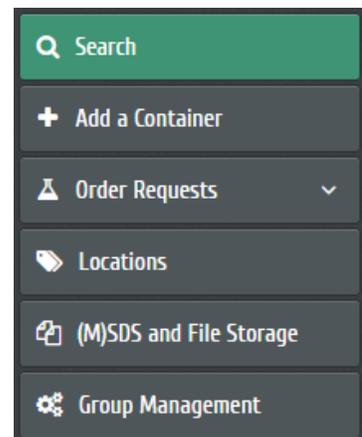
NOTE: With this option, there should be no obstacles to transmitting wireless signals between the scanner and the computer (e.g. walls, metal cabinets, freezers, etc.).

2. Turn on the Barcode Scanner. You should see a horizontal laser light emitted from the receiving end of the device.
3. Proceed to the next section of this guide.

Use the Barcode Scanner with the Inventory System

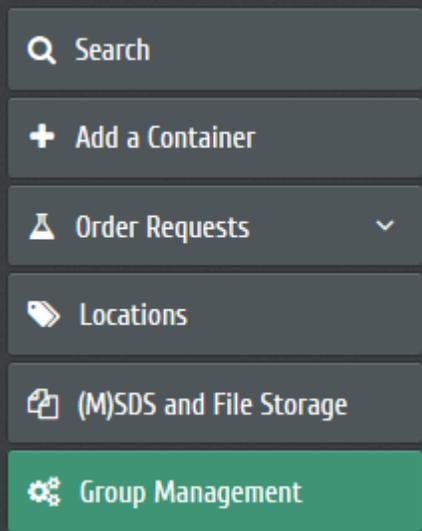
Perform the following steps:

1. Login to the inventory system.
2. Click the *Search* option on the left menu.
3. Click in the *Barcode* field (the barcode scanner will place a barcode number wherever an active cursor is located on the computer).
4. Point the receiving end of the scanner toward the barcode of a given container. The projected laser light should help with accuracy.
5. Press the scanner's trigger to read the barcode. You should hear a brief beep signaling the read, and the barcode number should appear on the computer in the *Barcode* field of the search form.
6. In the Search dialog, click the *Search* button.

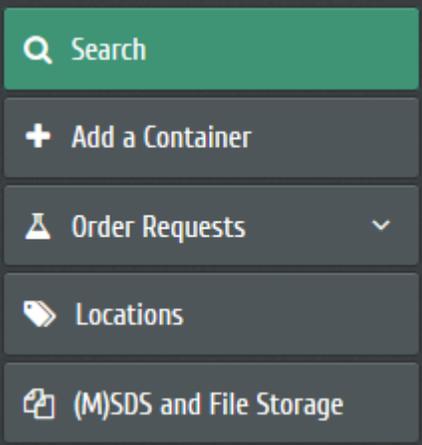


Appendix A: Roles

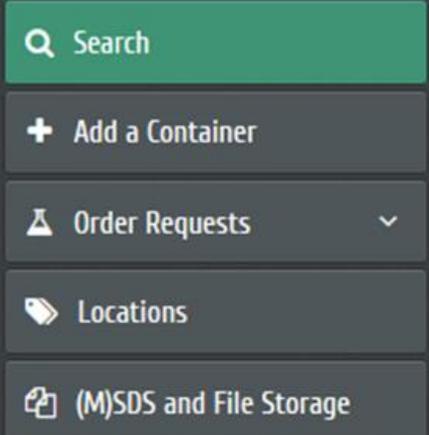
Group Administrator Role

Group Administrator View	Privileges
	<p>Group Administrators have full administrative access to your Inventory. They can add/edit user accounts, reset passwords, change inventory sharing options and more via the <i>Group Management</i> page.</p>

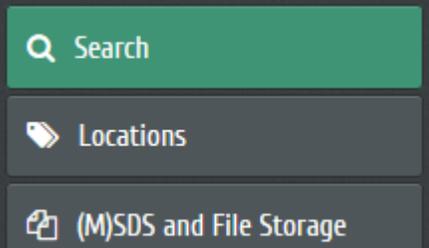
Order Handler Role

Order Handler View	Privileges
	<p>Order Handlers can do everything an ordinary user can do (see below), but they can also mark orders as having been placed (through whichever ordering system your organization uses) or mark them as arrived.</p> <p>If your group members usually purchase compounds themselves then this is the best option to use.</p>

User Role

User View	Privileges
 <p>The image shows a vertical menu with five items: 'Search' (green background), 'Add a Container', 'Order Requests' (with a dropdown arrow), 'Locations', and '(M)SDS and File Storage'.</p>	<p>Users have the second most basic account type. They can search your Inventory, add, move and dispose containers, edit container information and request orders.</p> <p>They cannot mark orders as placed or arrived.</p>

Read-Only Role

Read-Only View	Privileges
 <p>The image shows a vertical menu with three items: 'Search' (green background), 'Locations', and '(M)SDS and File Storage'.</p>	<p>Read-Only users can only view information in your Inventory. They cannot edit any data, request orders or add containers.</p>

Appendix B: Fields

Pre-defined Fields

The following are the pre-defined fields included for every Williams inventory, with descriptions of their benefits and uses.

Container Name

The name of a compound as a standardized chemical description. Custom chemical will vary.

Substance CAS

https://en.wikipedia.org/wiki/CAS_Registry_Number

Container Size

The quantity for a container relative to the Unit.

Unit

The unit of measure for a container.

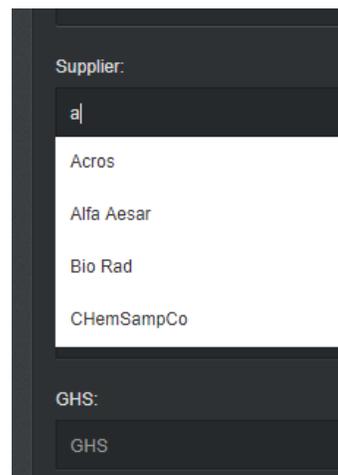
Barcode

Barcode to be assigned to each container. The system requires a prefix for each group – use the First Initial Last Initial of the group admin.

Supplier

The Supplier field is used to store the name of a single supplier for each container. As you add records for containers sold by different suppliers, those supplier names will be made available as a pick list under the *Supplier* field when ordering a new or replacement container by using the *Add a Container* tool. For this reason, be sure to enter supplier names correctly and consistently.

NOTE: These pick lists are specific to each group, so if you manage multiple groups be aware that the list from one group may not be identical to another group (i.e. the lists are determined by the records in each group).



Supplier:

- a|
- Acros
- Alfa Aesar
- Bio Rad
- CHemSampCo

GHS:

GHS

Comments

User comments for each record. PIKA comments were initially imported.

Location

Location of a chemical compound/container. Currently standardized using MSL-001 format.

Date Acquired

The system will automatically tag records with a date/time stamp. Records imported from PIKA may only have a date or be null.

(M)SDS

ChemInventory is not designed to handle the bulk uploading and matching of SDS information (either files or links).

You can include a custom field for SDS when bulk importing, and this field can contain URLs, but after import the URLs are not automatically hyperlinked when viewing container info and so must be manually copied and pasted into a new web browser tab.

The ChemInventory (M)SDS and File Storage option seems to only allow the use of files which then must be manually linked to specific container/chemical records. You cannot upload a table of SDS links and then link records to specific entries in that table – only one SDS at a time may be loaded or linked.

The one advantage to this is that all records identified by a specific CAS or consistent chemical name can be linked to an SDS file at the same time (and presumably new records matching the CAS/name will also be linked). It's unclear how useful this is for custom compounds or variant names.

GHS

ChemInventory provides a web service that *automatically populates* a GHS field with information about the type of hazard and handling appropriate to a given product.

NOTE: This assumes the container record uses a recognizable CAS or chemical name.

Custom Fields

ChemInventory's *Custom Fields* let you store anything that isn't covered by the default fields.

Examples include *Expiry Date*, *Product Code* or *Lot Number* for chemicals. The format of custom fields can be Text, Number or Date. Optionally, all custom fields can be searched by users.

Custom fields can be created from the *Group Management* page. Just click on the *Custom Fields* link under the *Container Tools* menu.

Flynn

Field imported from PIKA. Attribute significance unknown.

Prefix

Field imported from PIKA that captures a molecular sequence as text.

Compound

Field imported from PIKA that captures whether a compound is Organic or Inorganic.

PIKA_ID

Temporary field used to track migrated PIKA records.

PIKA_Loc

Temporary field used to track migrated PIKA records.

Appendix C: Login

Login Configuration

When adding new users you have a choice of how they will authenticate with ChemInventory to login.

SSO

Users who are part of the Williams community (and therefore already have a Williams College network login) should be set up to use SSO. SSO allows a Williams user to enter their network credentials (user name and password), so that they do not have to remember a separate user name and password.

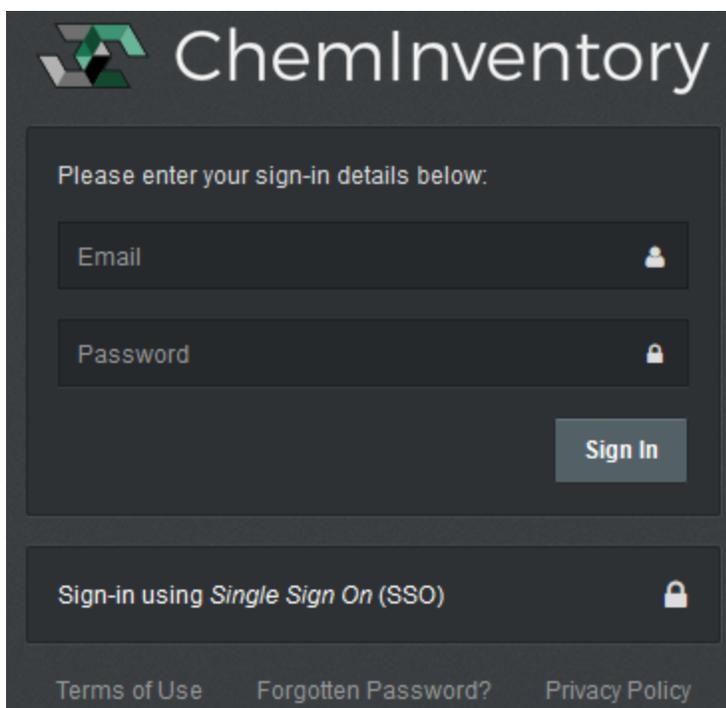
Other

User who not part of the Williams community must have a valid email account using another system (e.g. Gmail, Hotmail, etc.), and must provide that email address prior to their ChemInventory account being set up.

During account setup, enter the user's complete email address. The user will then receive a notification to that email address with a link to the ChemInventory login webpage and a temporary password.

First Time Login

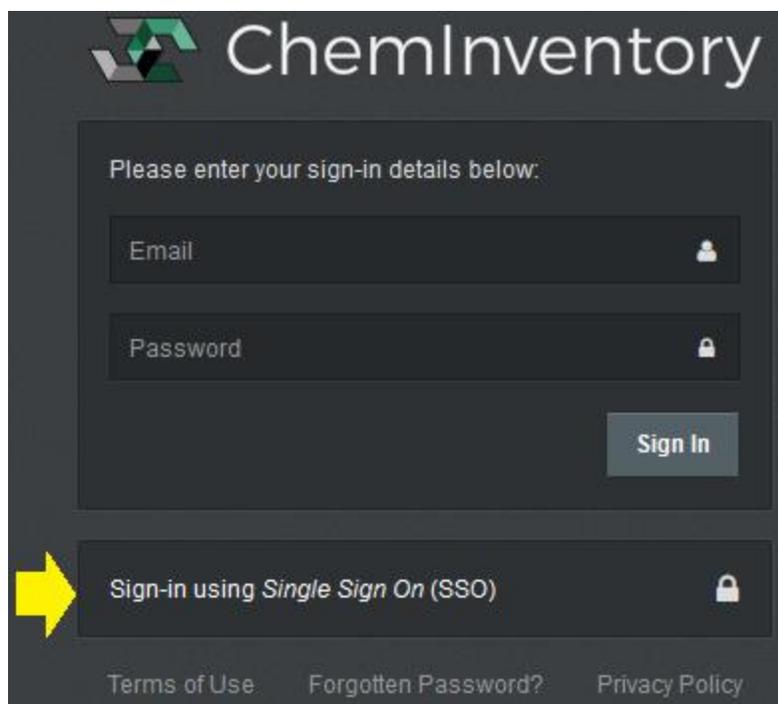
The first time you login to ChemInventory you will see the prompts below (after first time login you should not see these prompts).



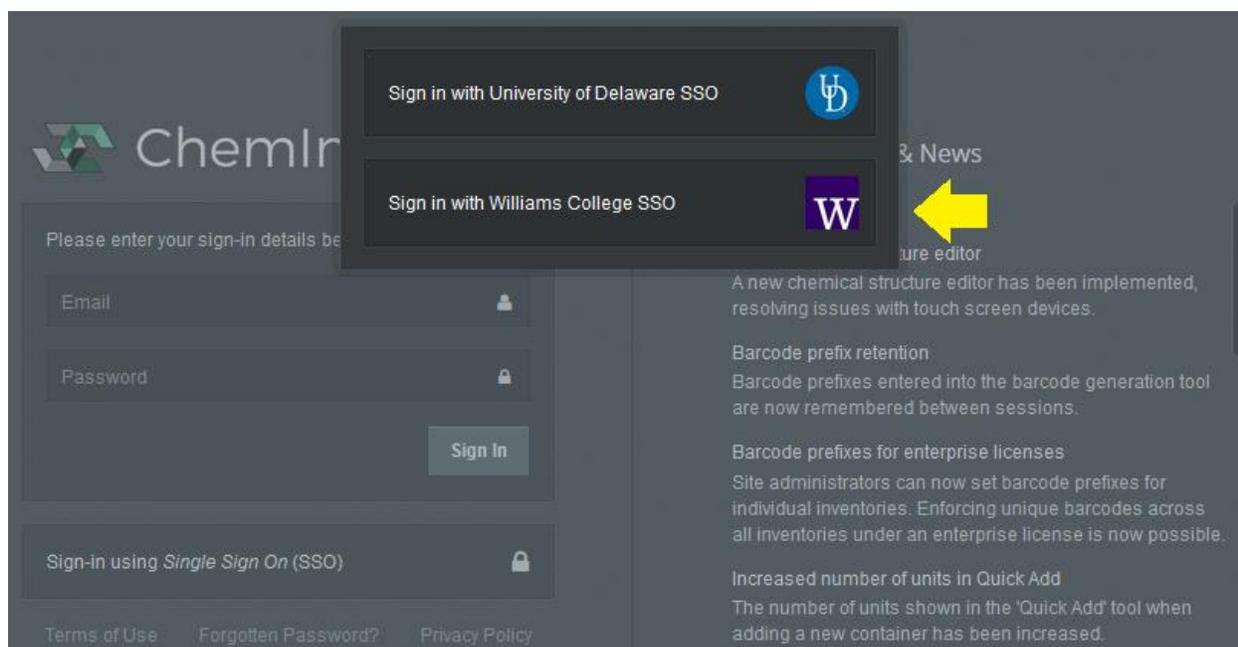
The image shows the ChemInventory login interface. At the top left is the ChemInventory logo, which consists of three interlocking triangles in green and grey. To the right of the logo is the text "ChemInventory" in a white, sans-serif font. Below the logo and title is a dark grey rectangular area containing the login form. The form starts with the text "Please enter your sign-in details below:" in a light grey font. There are two input fields: the first is labeled "Email" and has a small person icon to its right; the second is labeled "Password" and has a small lock icon to its right. Below these fields is a "Sign In" button with white text on a dark grey background. At the bottom of the form area is a link that says "Sign-in using *Single Sign On (SSO)*" with a small lock icon to its right. At the very bottom of the page are three links: "Terms of Use", "Forgotten Password?", and "Privacy Policy", all in a light grey font.

Williams Account

If you are using a Williams account to access ChemInventory, then you will need to select the option near the bottom of the login screen called **Sign-In using *Single Sign On (SSO)***. This will connect to the Williams College user directory and allow you to login using your Williams credentials (i.e. network user name and password).



Williams College shares the use of ChemInventory with other institutions, so you will need to select **Williams College SSO** from the list provided.



You are directed to a Williams College login prompt. Enter your Williams credentials in the fields provided (i.e. network user name and password).

Williams

Username

Password

Don't Remember Login

Clear prior granting of permission
for release of your information to this
service.

Login

You may then be prompted to acknowledge your sharing preference. This “release consent” page is a part of the Williams security policy.

Choose the release option you are most comfortable with, and then click *Accept*.

Williams

You are about to access the service:
sso.cheminventory.net

Information to be Provided to Service

eduPersonPrincipalName	cec5@williams.edu
mail	cec5@williams.edu

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

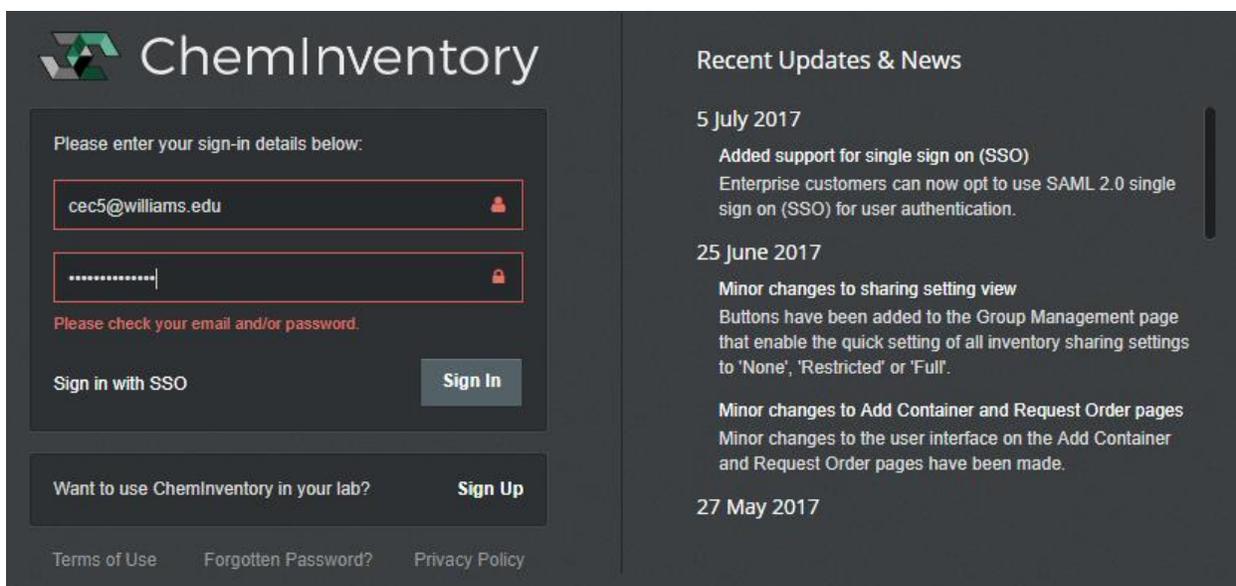
Reject

Accept

Once you have gone through this login process ChemInventory will remember you so that you will only see the simple login page in the future.

NOTE: ChemInventory remembers each computer that accesses it, so if you use multiple computers you will need to initially go through the full login process for each computer.

The next time you login you should only see the following:



ChemInventory

Please enter your sign-in details below:

cec5@williams.edu

.....

Please check your email and/or password.

Sign in with SSO **Sign In**

Want to use ChemInventory in your lab? **Sign Up**

[Terms of Use](#) [Forgotten Password?](#) [Privacy Policy](#)

Recent Updates & News

5 July 2017

Added support for single sign on (SSO)
Enterprise customers can now opt to use SAML 2.0 single sign on (SSO) for user authentication.

25 June 2017

Minor changes to sharing setting view
Buttons have been added to the Group Management page that enable the quick setting of all inventory sharing settings to 'None', 'Restricted' or 'Full'.

Minor changes to Add Container and Request Order pages
Minor changes to the user interface on the Add Container and Request Order pages have been made.

27 May 2017

NOTE: If at any time during your initial login process you see a registration screen like the one below, please exit the login page immediately and contact Cory Campbell, cec5@williams.edu, x4318!



Important Information

This page creates an entirely new ChemInventory account for a laboratory. If you would instead like to join a group that already exists, please contact group administrators for the group. They will be able to create a user account for you.

Account Information

Let's get you started with ChemInventory. Please enter details of your lab below.

Lab name:



Where country is your lab based?



So that you can access your Inventory, we need a few of your details.

Your Email Address:



Your First Name:

Your Last Name:

Your Account Password:



Confirm Your Password:



Next Step

Non-Williams Account

If you login using a non-Williams email address, your login experience will be different from those with a Williams address.



Terms of Use

The use of ChemInventory is governed by the Terms of Use shown below. You must agree to these Terms of Use to use ChemInventory.

These Terms of Use apply to your access to the Website and use of CIS, an online searchable chemical inventory system designed to enable the effective and efficient storage and management of information relating to individual chemical containers. These Terms of Use are intended to explain our obligations as a service provider and your obligations as a customer. Please read them carefully.

By accessing the Website and using CIS you are deemed to agree to be bound by all of these Terms of Use without qualification. If you do not agree to be bound by these Terms of Use, you must stop accessing the Website and stop using CIS.

CIL reserves the right to change these Terms of Use at any time, effective upon the posting of modified terms. We will make every effort to communicate these changes to you via the Website. It is your obligation to ensure that you have read, understood and agree to the most recent terms available on the Website. **By continuing to access the Website and use CIS, you agree to be bound by the amended Terms.**

1. Definitions

"Agent" includes, but is not limited to, those individuals working under your supervision

"Agreement" means these Terms of Use and the Licence

"ChemInventory System" means the web-based searchable chemical inventory system provided by CIL to you via the Website (and includes the Website)

"CIL" means Chemical Inventory Limited, a limited liability company registered in England and Wales with company number 9352872

I have read and accept all the above Terms of Use.

[Continue](#)



ChemInventory

You are seeing this page because you have either signed in for the first time or reset your password.

Please create a new password for yourself below.

New Password:



Password Confirm:



Save New Password

Enter your new password in the fields provided (minimum 8 characters). The system will store your password for future use.

Appendix D: Help Resources

For more information visit the ChemInventory website:

<https://www.cheminventory.net/>

For general help visit the ChemInventory support website:

<https://www.cheminventory.net/support>

For help with the molecular structure editor visit the ChemWriter website:

<http://chemwriter.com/user-guide/>