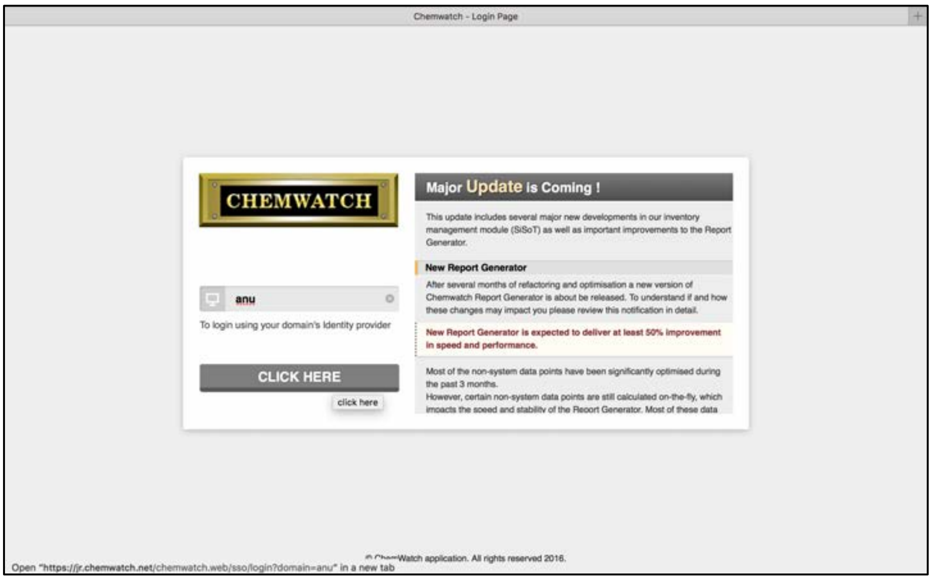
Logging into Chemwatch

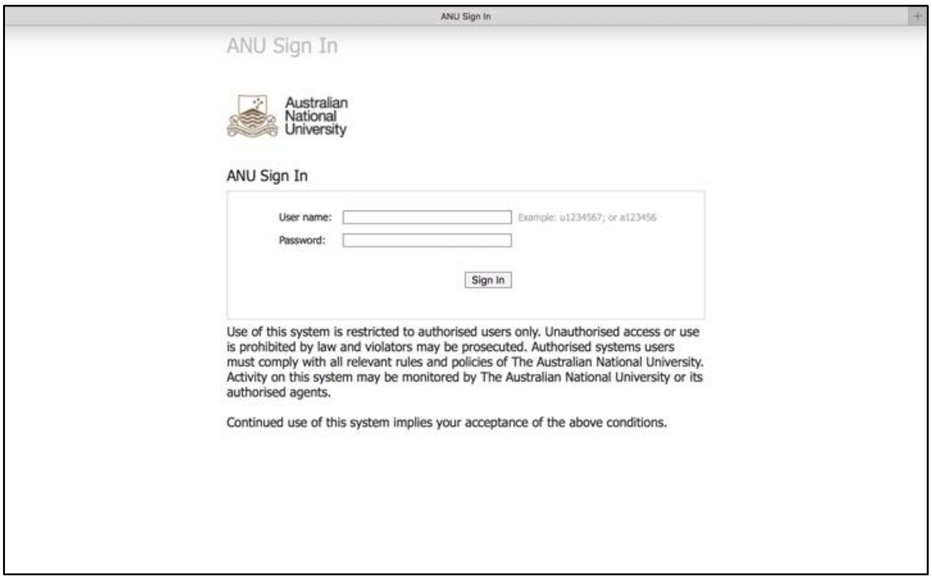
1. Open preferred web browser. (Chemwatch has been optimized for Chrome but will work with others)
2. Navigate to Chemwatch Website:

   http://jr.chemwatch.net/
3. Move the cursor to the account input area. Enter “anu” (in lower case) as the account and move the cursor to the Account Name area.

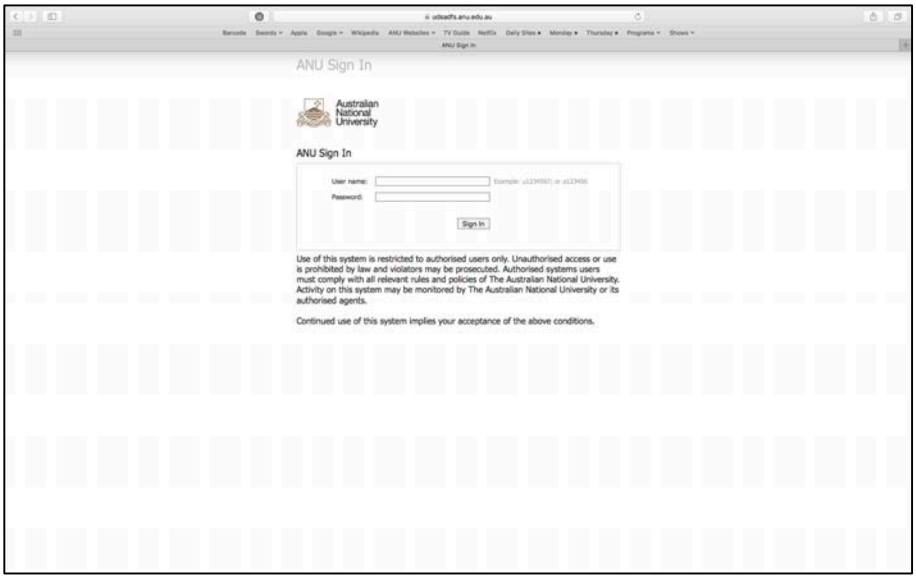
4. The page should reload.



5. Click “Click Here”



6. The page will load again to the ANU login screen. Log into Chemwatch using your standard ANU login information (U-number and password)



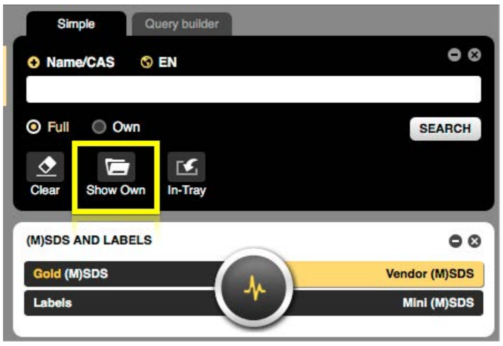
7. If you want to bookmark a page for easy login next time this is the best one

Searching the Manifest

Two forms of searching will be shown here. The first is a search of the manifest for a particular chemical. The second is to perform a search for a particular container.

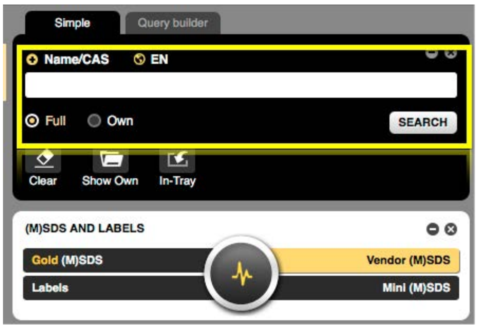
Chemical Search

1. After logging into Chemwatch click on the **Show Own** button in the search panel



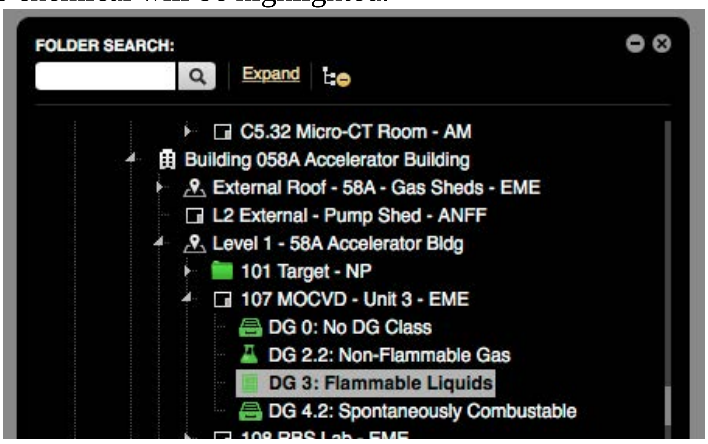
2. Move Chemwatch into SiSoT mode by clicking on the **SiSoT button** located at the top of the home screen.

3. Type the name or CAS number of the desired chemical into the search bar located at the upper left of the home screen and click **Search**



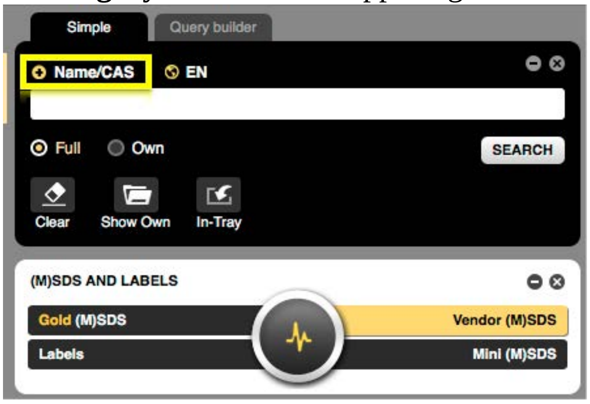
4. When the result appears click on the **Track Icon** located at the left of the chemical entry

5. The tree structure at the bottom left of the home screen will expand and locations containing the chemical will be highlighted.

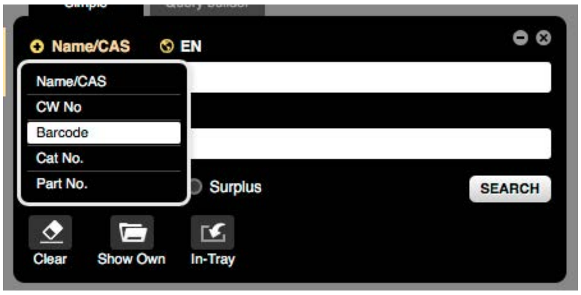


Barcode Search

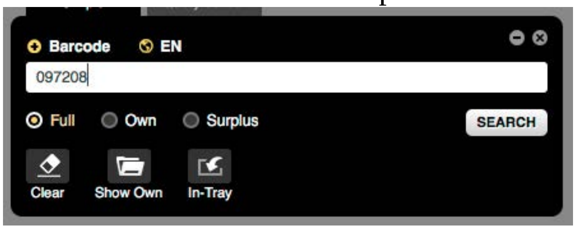
1. Move Chemwatch into **SiSoT mode**
2. Click on the **Search Category** located in the upper right of the search panel.



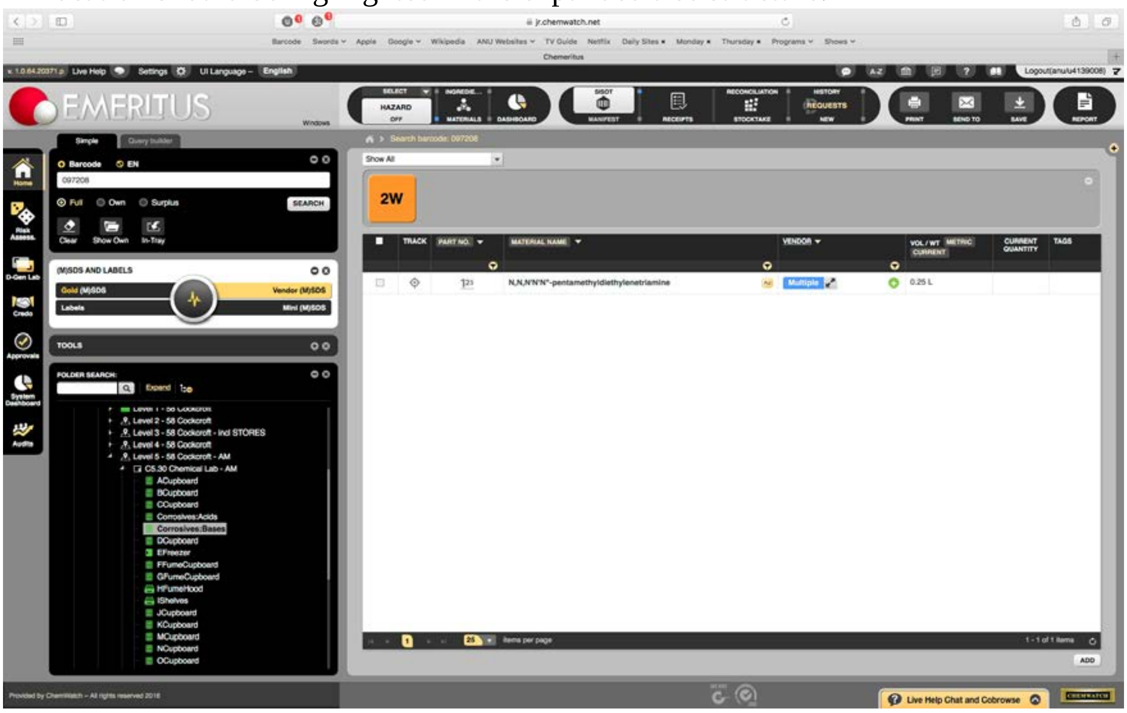
3. Select **Barcode** from the list



4. Enter the barcode to be searched into the search panel and click **Search**



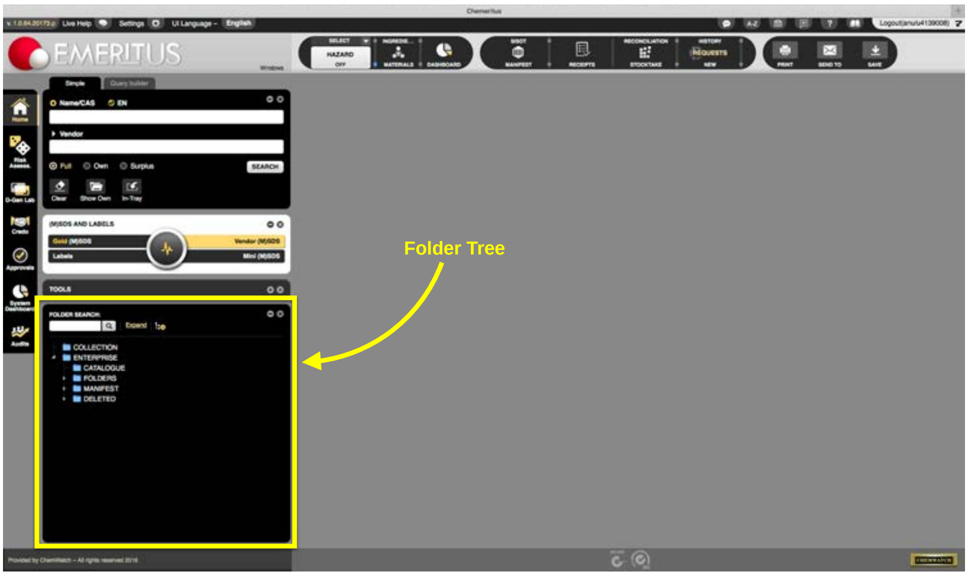
5. Results of the search should be presented in the main panel of the home screen. Location should be highlighted in the expanded tree structure.



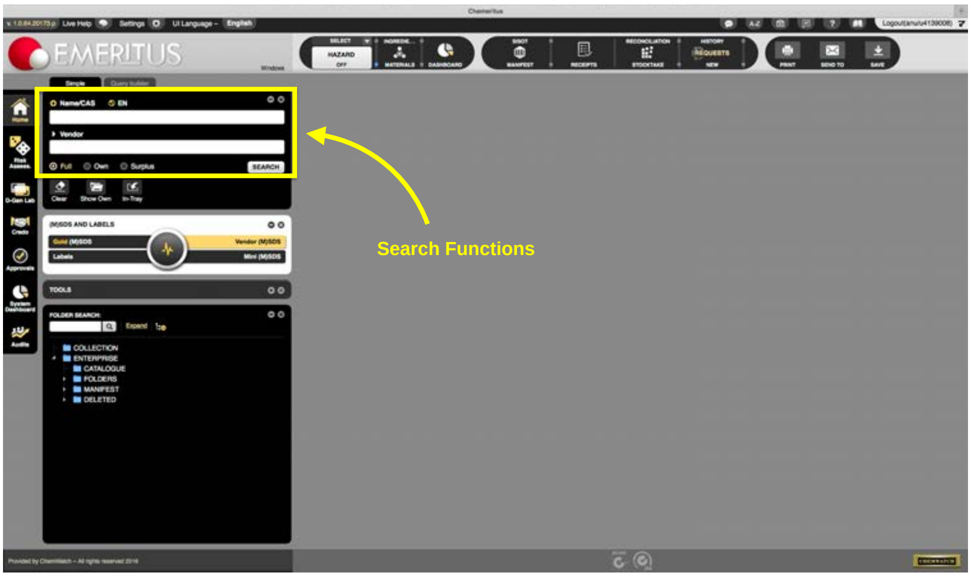
Adding a Chemical to the Manifest

In order to add a container to the inventory first the SDS must be located and placed in the appropriate folder. The procedure described here is not the only way to perform this action but it is the one least likely to allow errors to occur

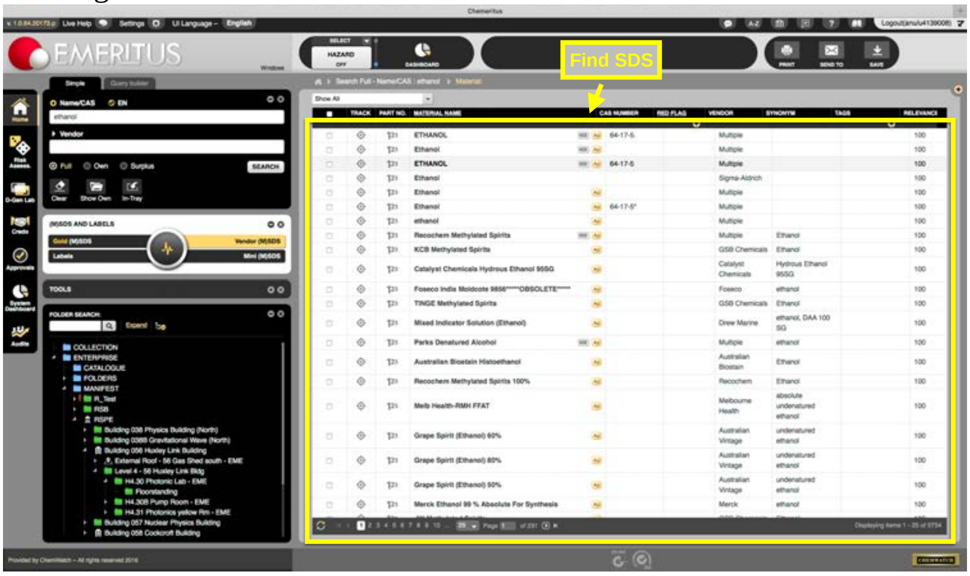
1. Go to the folder tree located at the bottom left of the Chemwatch home page, expand the tree until the desired folder is visible



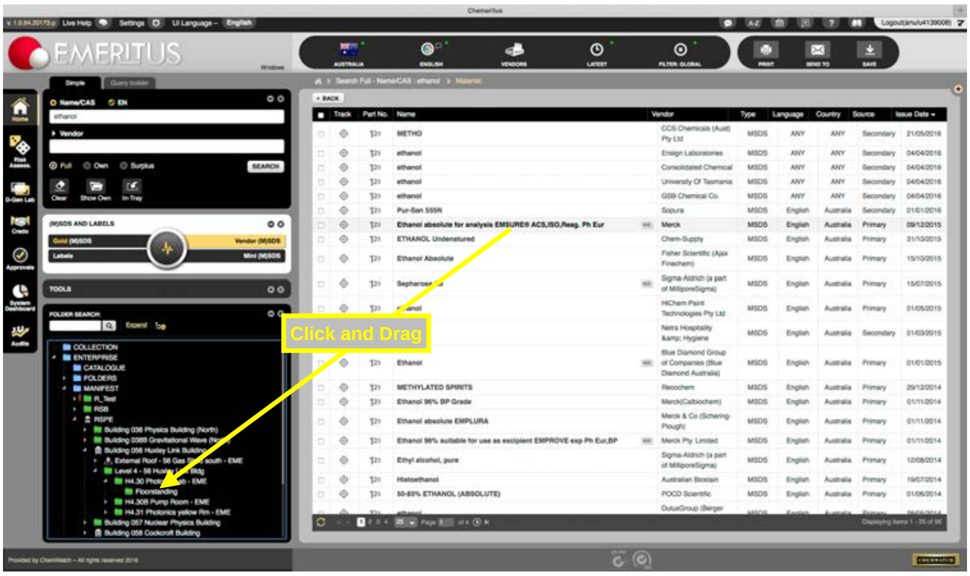
2. Use the search function at the top left of the home page to search for the desired chemical.



3. Sort through the list of available SDS for the chemical.



4. Left click and hold on the entry and drag the SDS into the correct folder in the tree structure.

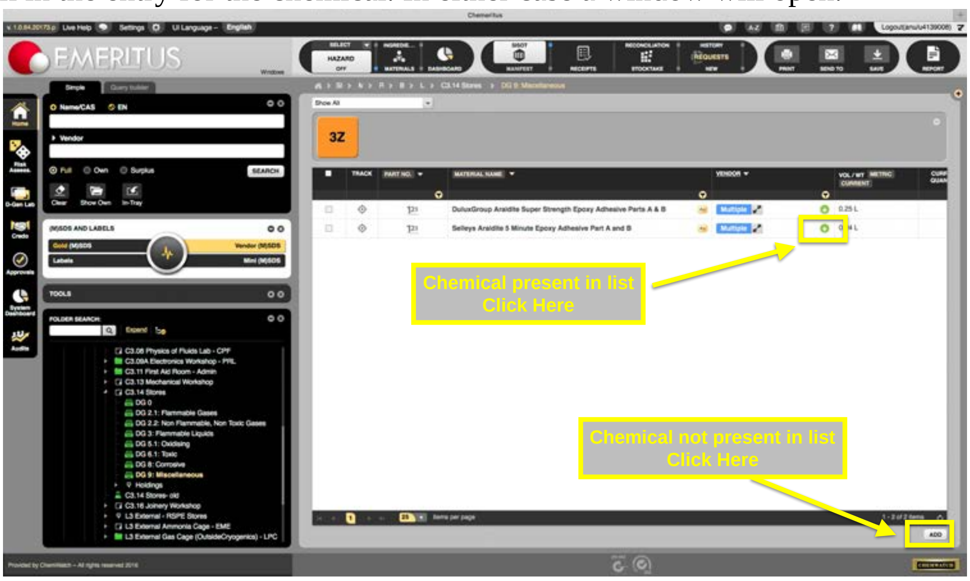


How to add a container to Chemwatch

In order to add a container to the inventory first the SDS must be located in the manifest. If this is not the case, then it needs to be added. See the instructions “Adding a Chemical to the Manifest” if you need to do this.

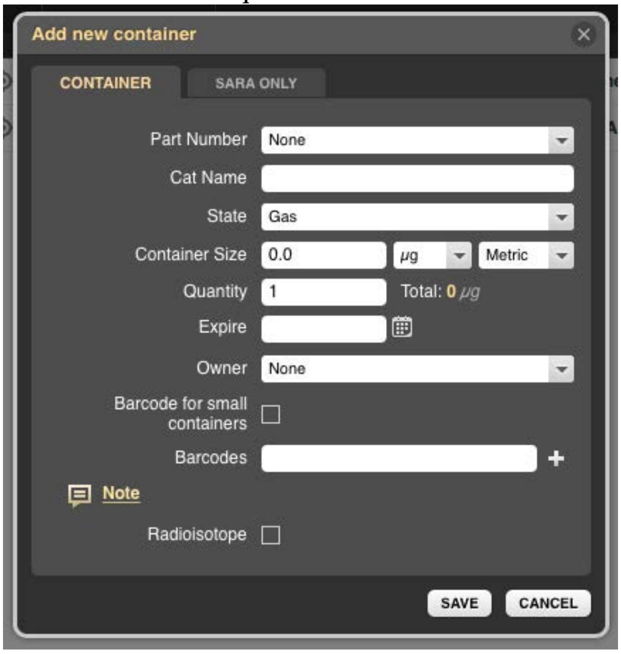
1. Navigate to the folder for the storage area using the tree structure in the bottom right of the Chemwatch home page.
2. Move Chemwatch into SiSoT mode using the Icons at the top of the Chemwatch homepage

3. If there is already a container of this chemical in this storage area the it will appear in the list of chemicals that loads. If there is no previous container for the chemical, then it won’t be visible.
4. In the case of a chemical that does not have a container click on the **Add button** at the bottom right of the page. If the chemical does have a container click the **Green Plus Icon** in the entry for the chemical. In either case a window will open.

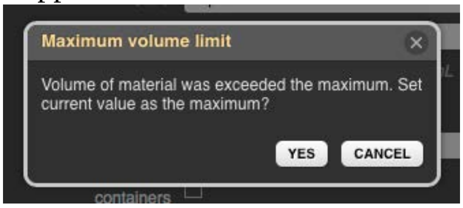


5. If you have used the **Add** button then select the material and vendor from the list. If You have used the **Green Plus** button chose the vendor from the list. Then click on the Add button

6. The following page will load. Fill in the information for the container being added to the inventory and assign a barcode number. Click **Save.**
   It is suggested that the following information is added to the container, **Part number** where possible, **Cat Name** (should contain the chemical name written on the bottle including purity information, molecular weight etc) the **State** and an **Owner**. The **Container size** and **Barcode** are required.



7. If the following window appears then click **Yes**



8. Check that the container has in fact been added to the inventory.

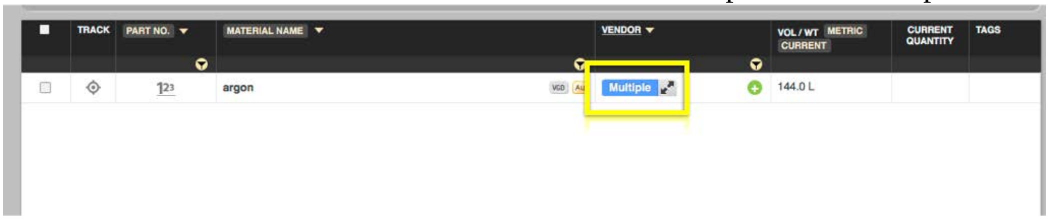
Initiate Transfer Between Folders

There are two methods that can be used to transfer chemical containers in the Chemwatch system both will be described here.

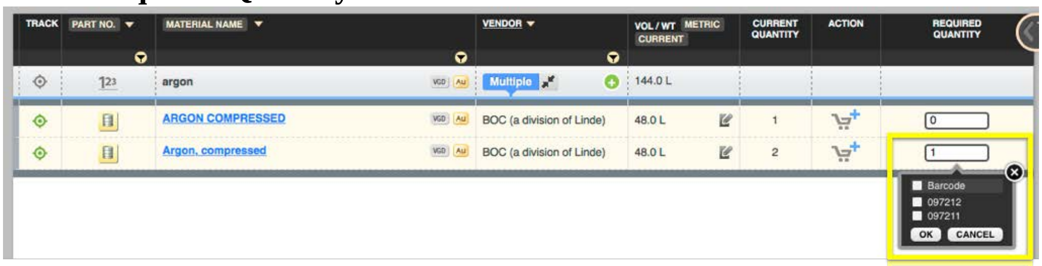
Method 1

1. Move to Requests mode, and select new.
2. Select folder containing item/s to be transferred from the folder tree

3. Locate the chemical to be transferred and click on the multiple button to expand the list



4. Enter the **Required Quantity** and select the barcodes for transfer. Click **Ok**

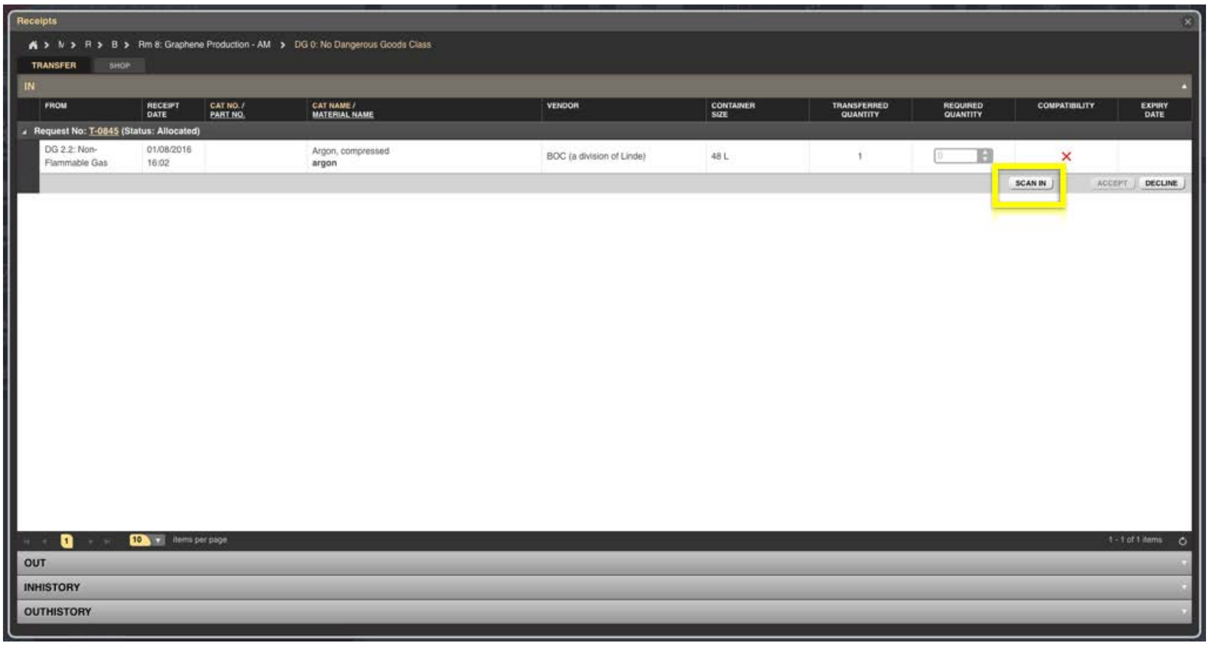


5. Click and drag the container entry to the destination folder.

Receive Transfer Between Folders

1. Move to the destination folder using the folder tree
2. Move Chemwatch to Receipts Mode

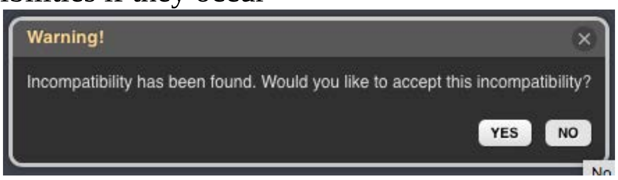
3. Click "Scan In" for the transfer.



4. Scan the barcodes of the containers being moved

5. Click "Accept"

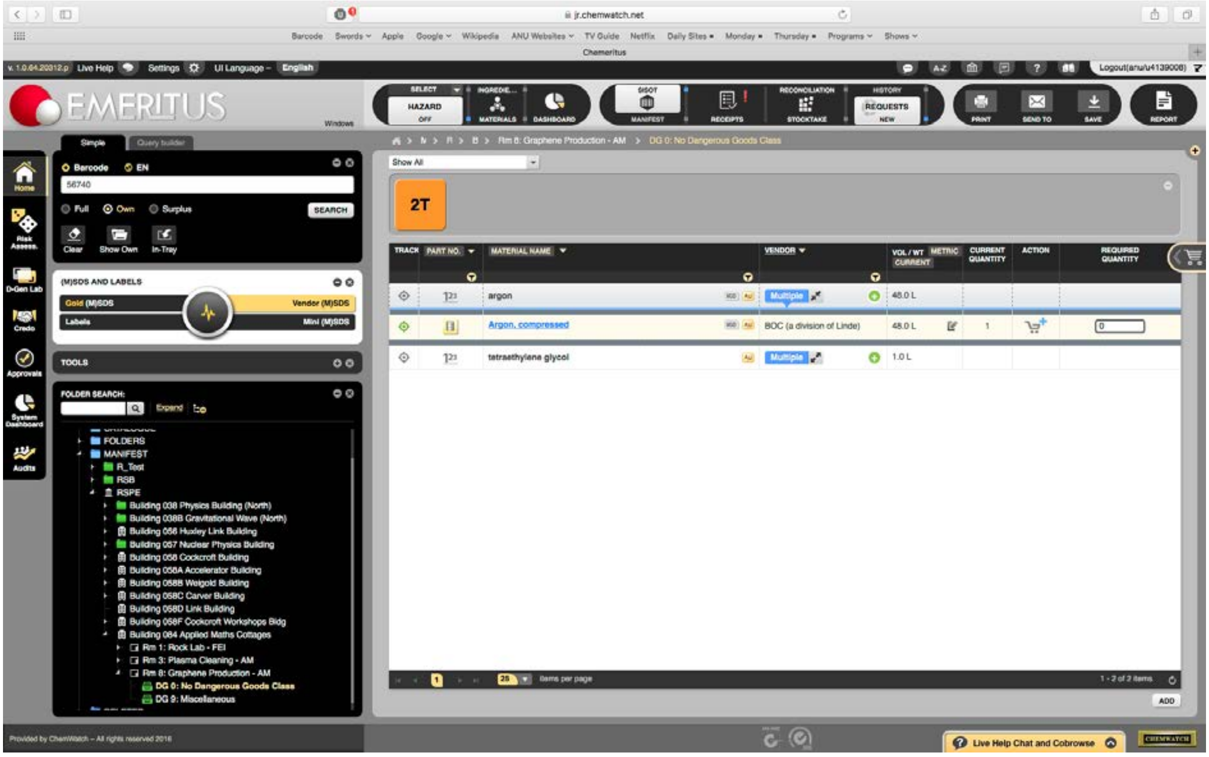
6. Consider Incompatibilities if they occur



7. Check that items have been transferred

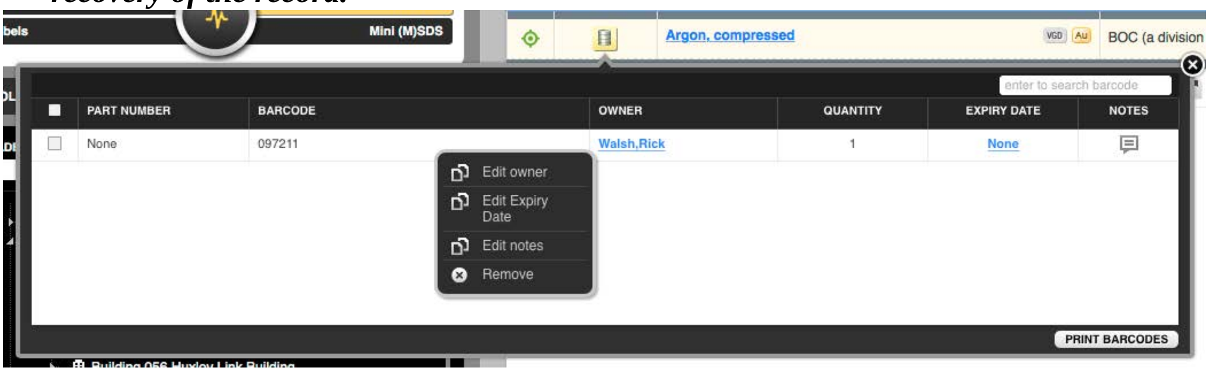
Delete Containers from Chemwatch

1. Move Chemwatch into SiSoT mode using the icons at the top of the Chemwatch homepage
2. Locate folder containing container to be deleted in the folder tree at the bottom left of the home page.
3. Locate the chemical entry for the container to be removed. And expand to show the current container vendors



4. Select container information icon for the container to be deleted.

5. Right click on container to be deleted and select **Remove** from the menu. ***Make sure you select the correct entry as Chemwatch will instantly remove the container from the inventory when remove is selected. There will be no chance for recovery of the record.***

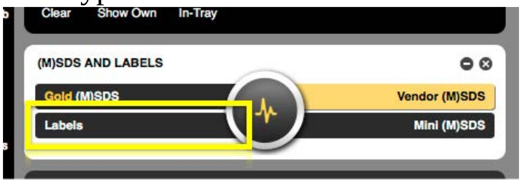


Label Production and Printing

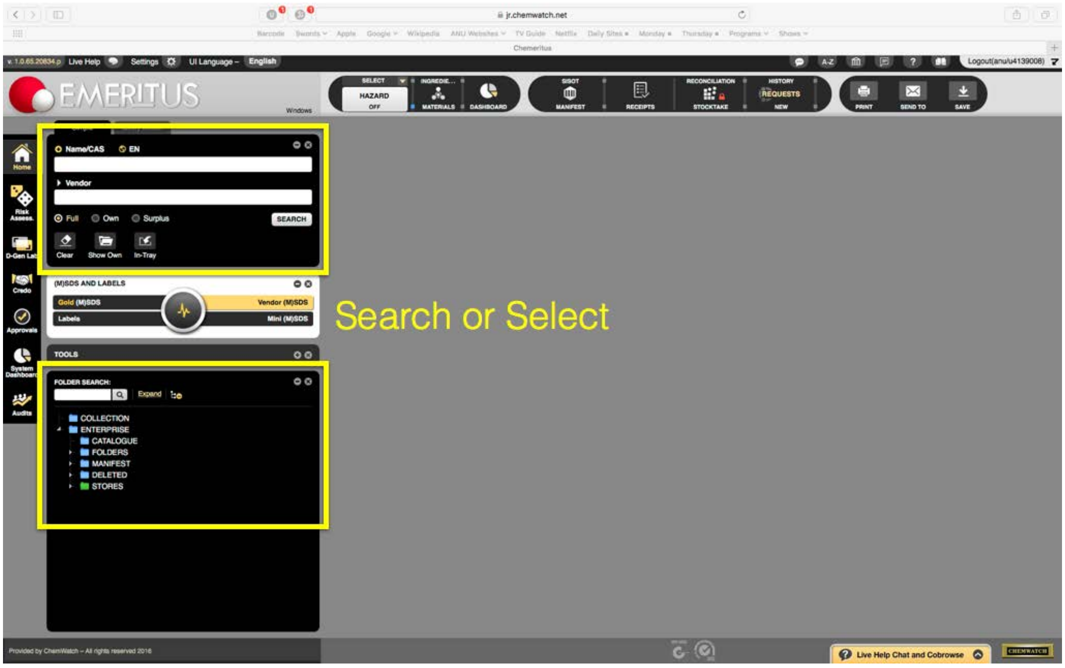
There are two methods that can be used to produce GHS compliant labels in Chemwatch. Both will be described here. Method 1 allows multiple labels to be produced for a single material. Method allow both labels for a single material to be produced and for labels for mutliple materials to be produce simultaneously

Method 1

1. Click on **Labels** in the SDS type section of the Chemwatch Home Page.

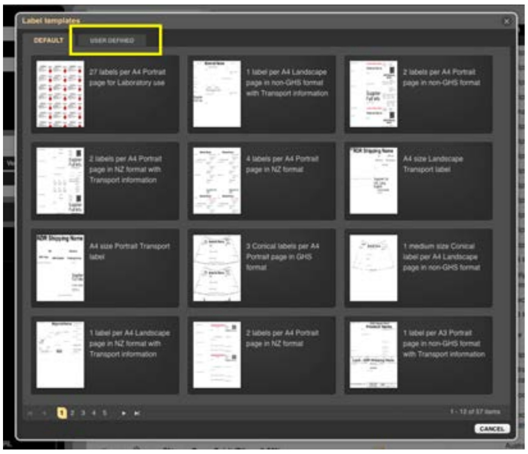


2. Either **search** for a chemical using Chemwatch or find a chemical in the inventory using the **Tree Structure**.

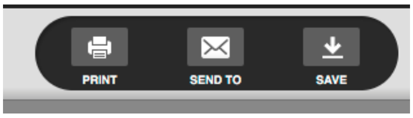


3. Click on the SDS entry from the search or inventory as though you were opening the SDS.

4. You will be asked to choose a label size. Select **User defined** tab and choose from the available list. These Label designed are compliant and follow ANU guidelines for labels.



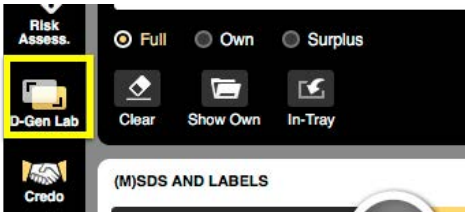
5. The Labels will be created and can be saved using the **Print** or **Save** buttons at the top right of the screen



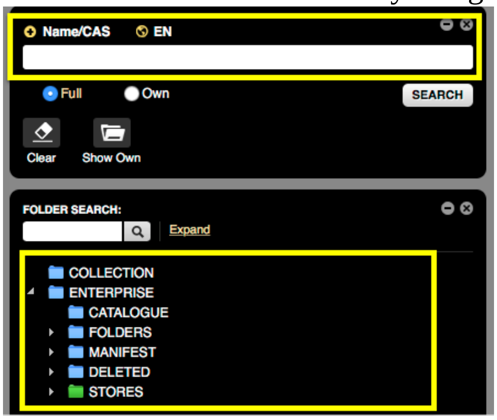
Label Production and Printing (D-Gen Lab)

Method 2

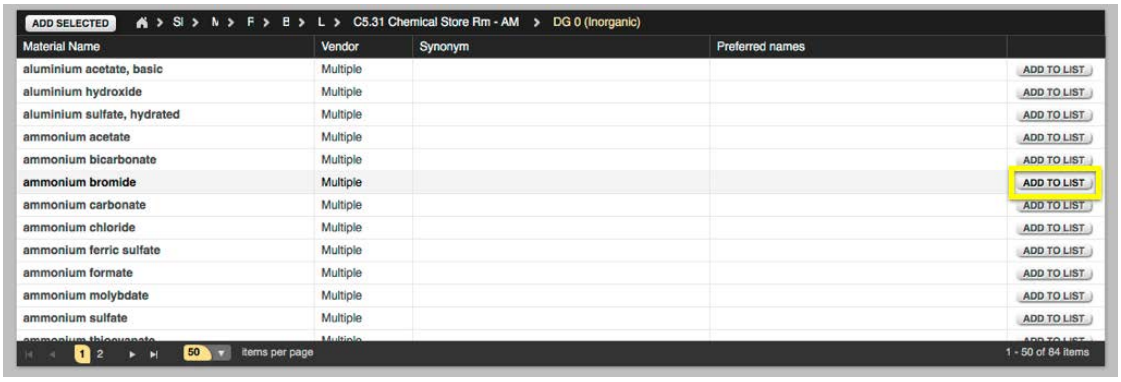
1. Click on **D-Gen Lab** Icon on the Left of the Chemwatch Home Page.



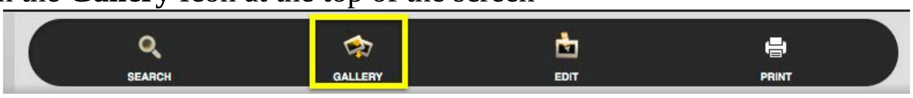
2. After the D-Gen Lab module loads **Search** for the chemical you want to create a Label for. Alternatively select the material from the inventory using the Folder tree.



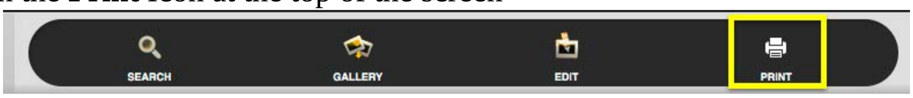
3. Locate the Entry for the chemical required from the list that loads in the section at the bottom of the screen. Click on the **ADD TO LIST** button at the right of the entry. If multiple chemicals are being label repeat the process for each one to create the list of chemicals



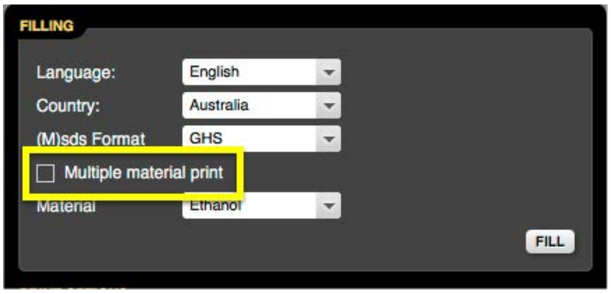
4. Click on the **Gallery** Icon at the top of the screen



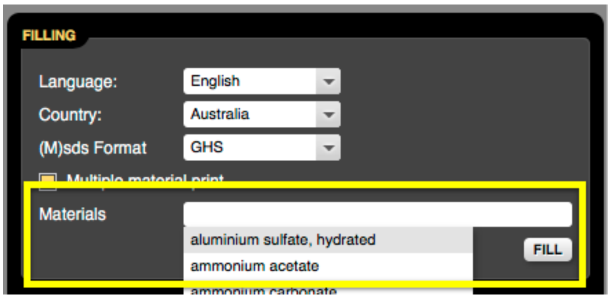
5. Select the **User Defined** tab and choose one of the Available templates
6. Click on the **Print** Icon at the top of the screen



7. If you wish to print labels for multiple chemicals, select the **Multiple Material Print** at the left of the screen



8. Either way select the materials to be labeled from the drop down list on the left of the screen. Then click on the **Fill** button.



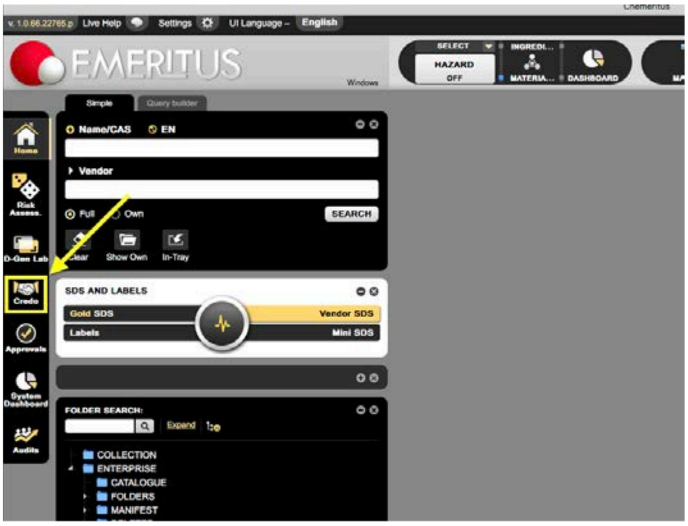
9. After the Label sheet has been created click either the **Save PDF** Button or the **Print** button at the Bottom Left of the Screen

10. To Add or change the Chemicals available in the list for labeling click on the Search Button at the top of the screen

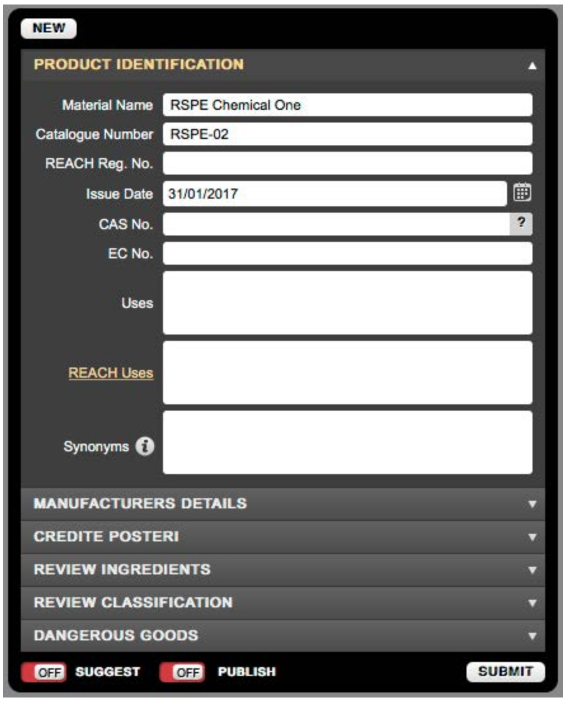
Labels Production and Printing (Credo)

This section describes the process to prepare labels for chemicals prepared in the laboratory or mixtures.

1. Move Chemwatch into the **Credo** module by clicking on the icon ion the left of the home page

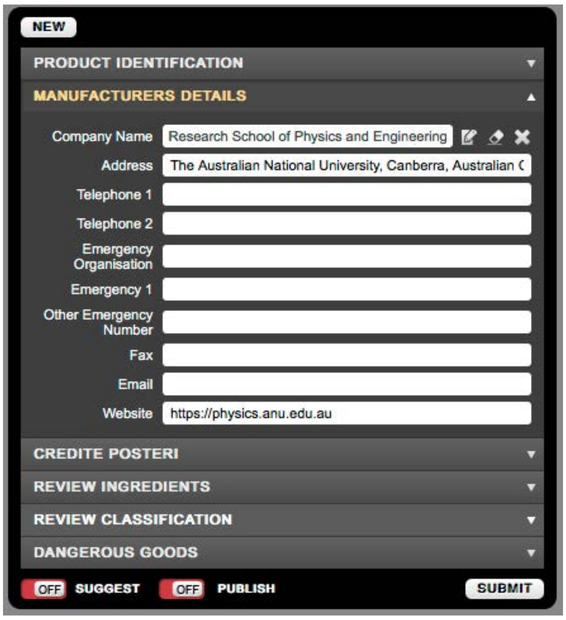


2. Fill out all available information in the **Product Information** section

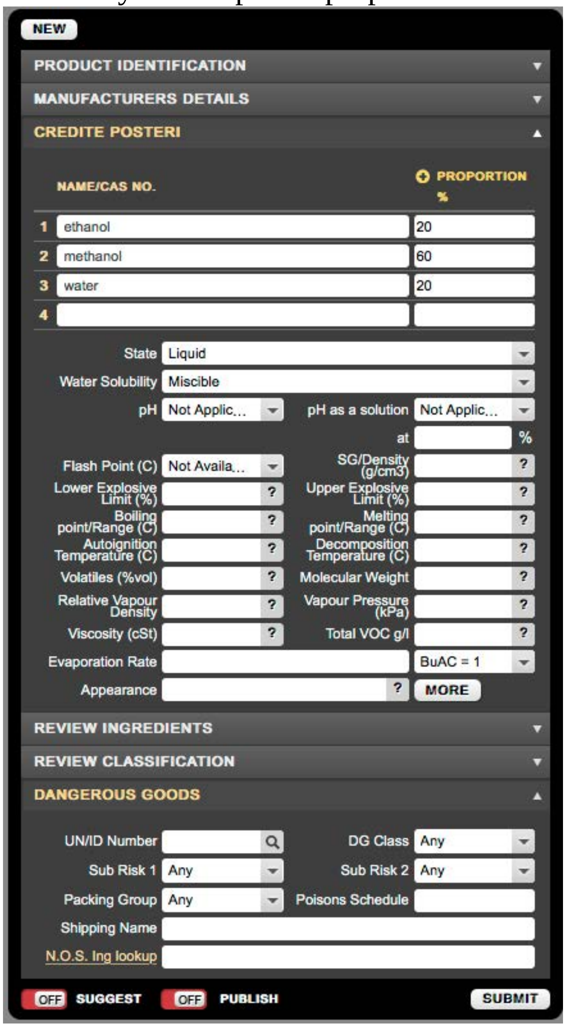


When naming the chemical, use the following convention; RSPE; then Department abbreviation, then chemical name (e.g. RSPE EME 10% HF solution).
For catalog number use RSPE

3. Move to the **Manufacturers Details** pane and type “Research School of Physics and Engineering, ANU” into the company name slot. RSPE should auto fill in positions of the table. Add whatever information is available

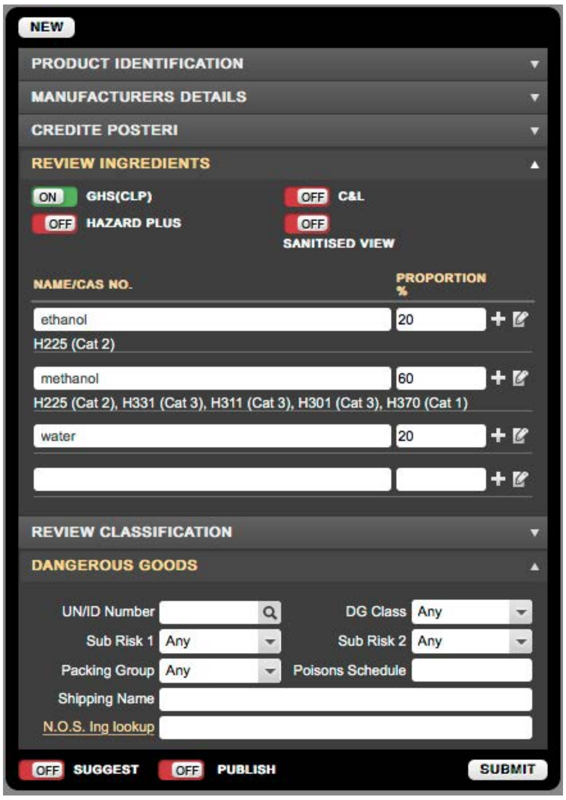


4. Move to the **Credite Posteri** Pane Enter each component into the list and provided the proportion of the chemical they make up. The proportion can be a range (e.g. 1-20%).

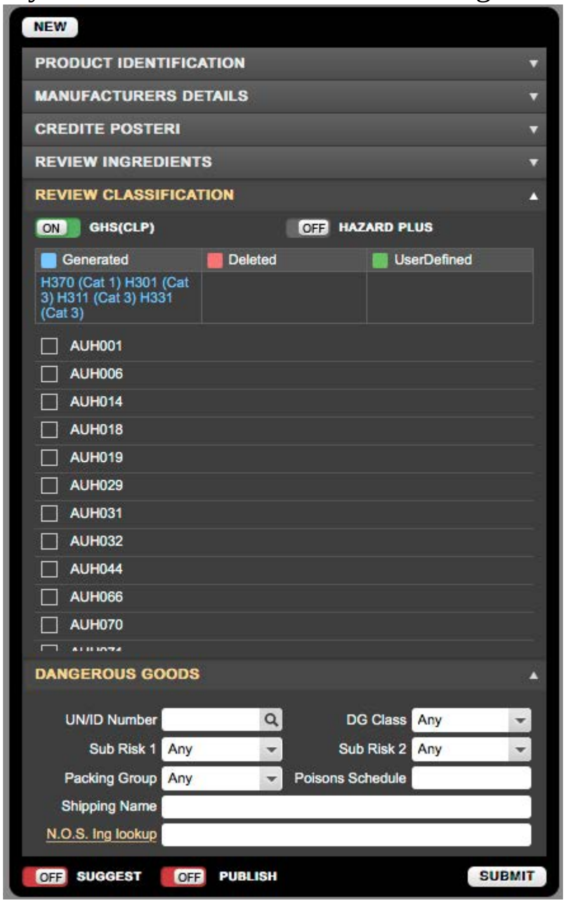


Fill in whatever other information you have available to you

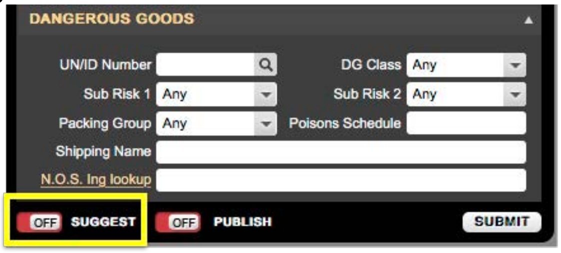
5. Move to the **Review Ingredients** pane and allow the information to load then review the information



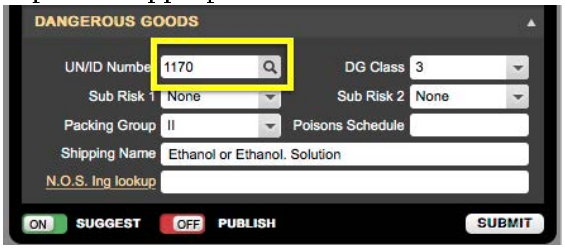
6. Move to the **Review Classification** Pane and allow information to load. Review the information and add any hazard statements that are missing



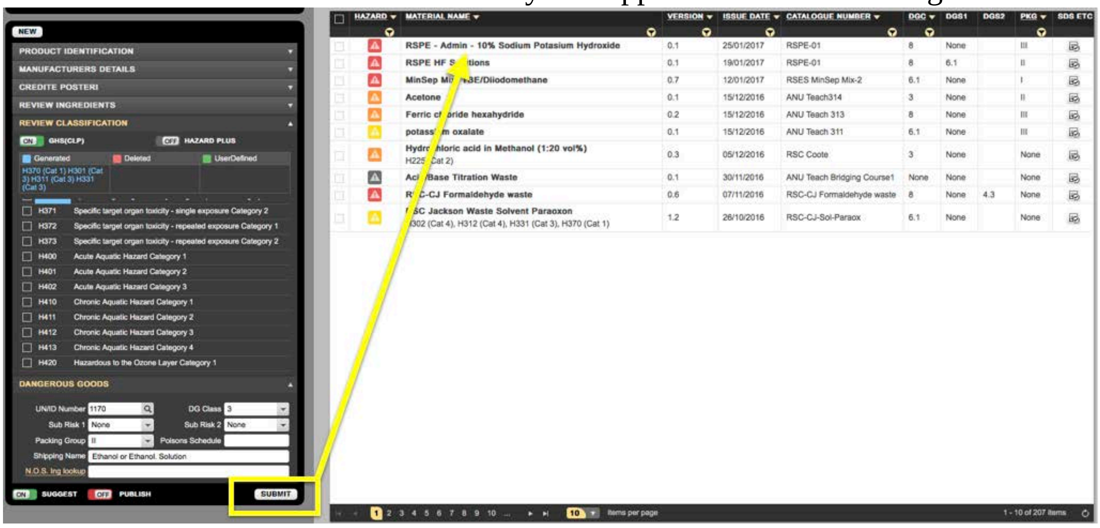
7. Select the **Suggest** button at the bottom of the section and fill in whatever information you have in the **Dangerous Goods** section



8. If options are available pick an appropriate **UN/ID number** from the suggested list.



9. Click the submit button and the new entry will appear in the list to the right



10. Hover the mouse over the icon on the right of the list entry for the new chemical. And select the label option from the pop-up list that appears

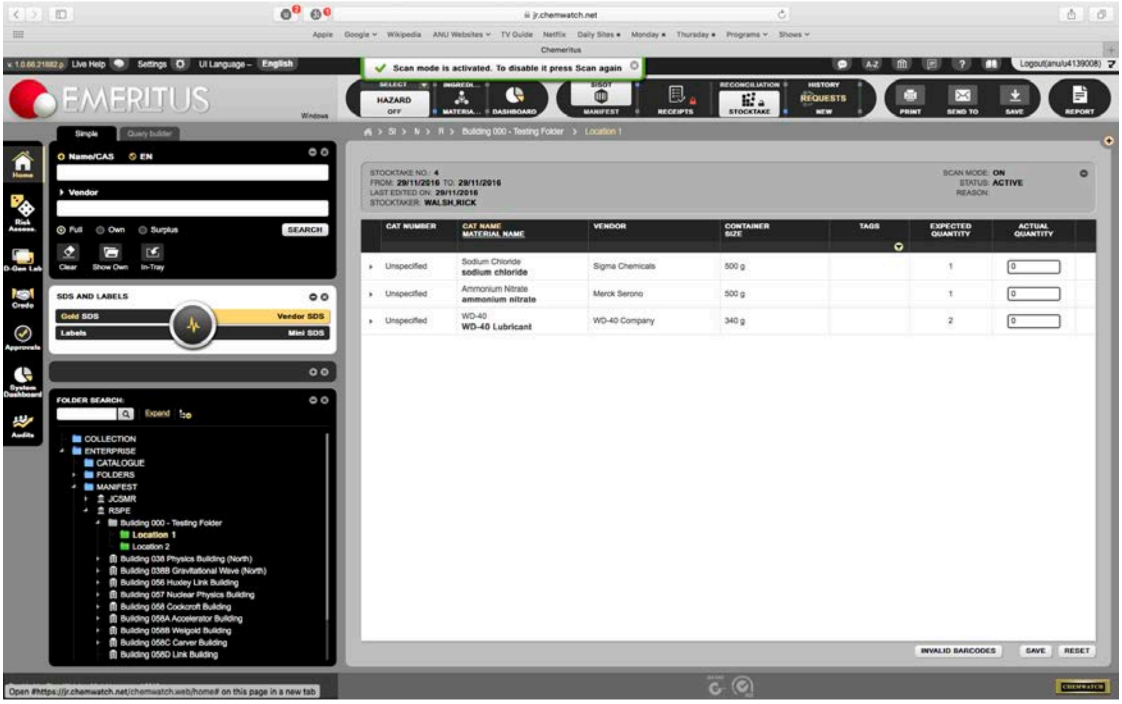
11. Chose and print the preferred label type using the method detailed in Label Production and Printing.

Stock Take Process

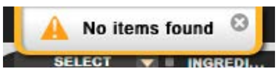
This section describes the aspects of the Stocktake Module that the regular user would encounter. The stock take itself will be initiated by the School Administrator of Chemwatch who will then inform the area that a stock take can be completed.

1. Choose the folder to be audited from the **Folder Tree**
2. Move Chemwatch into stock take mode by clicking on the **Stocktake button** located at the top of the home screen. If a stock take has not been scheduled a message will appear preventing access to stock take mode. In this case contact your School Administrator to organise a stock take.

3. A list of containers in the locations will load on the screen. Using a barcode scanner scan all items for the location.



The scanning of an item which is not anywhere in the inventory will present a message at the top of the screen



Items which present this message are not in the inventory and will need to be added (see "How to add a container to Chemwatch")

4. When All items have been scanned the Stocktake can be saved by pressing the **Save button** at the bottom right of the window

   This stock take process does not need to be completed in one session the process can be done in phases. It can also be restart by clicking the Reset button at the bottom right of the screen.

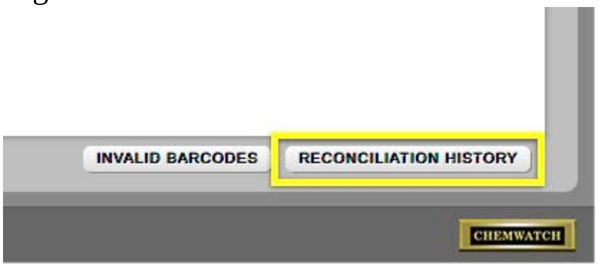
5. After stock take has been completed and has been closed (either by timing out or shut down by the school admin), the inventory can be reconciled

Stock Take Reconciliation

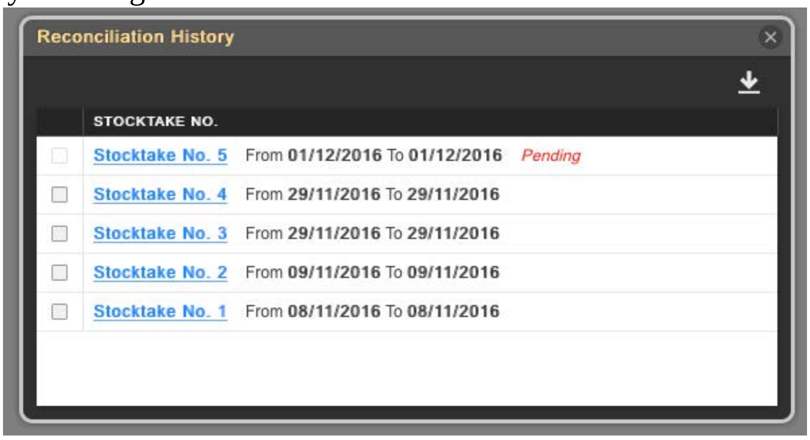
This section describes the stock take reconciliation process that is used to finalize the chemical inventory after a stock take has been performed. This process involves moving any containers within the folder structure that need to be moved and removing missing containers from the inventory.

1. Choose the folder to be reconciled from the **Folder Tree**
2. Move Chemwatch into stock take mode by clicking on the **Reconciliation button** located at the top of the home screen. If a stock take has not been scheduled a message will appear preventing access to stock take mode. In this case contact your School Administrator to organise a stock take.

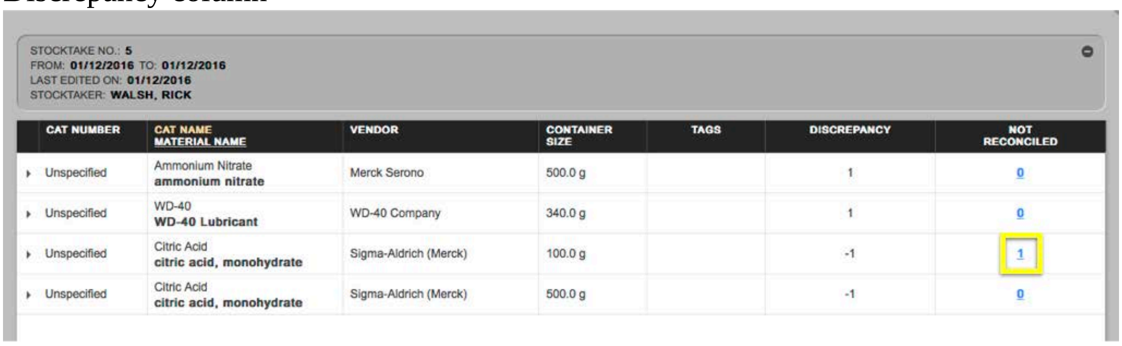
3. To select the most recent stock take reconciliation, click on the **Reconciliation History** button at the bottom right of the screen



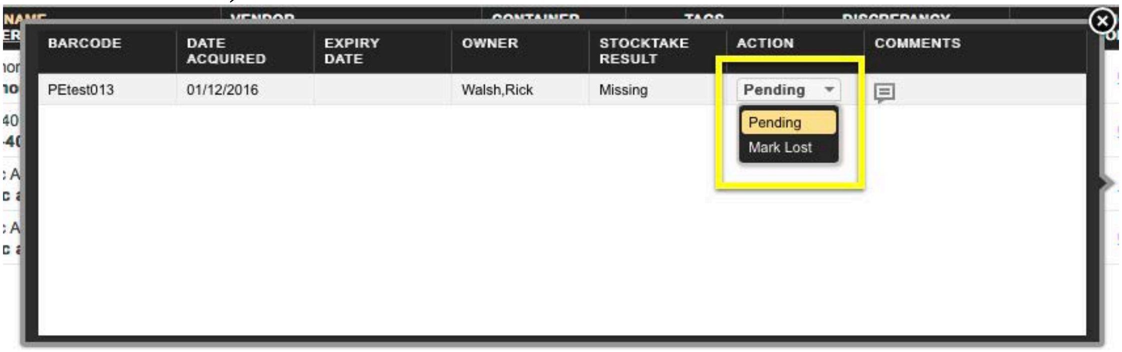
4. Choose the most recent Stock Take from the list the appears. Old stock takes can also be viewed by selecting them from the list.



5. Item which need to be reconciled will be marked by a value other than 0 in the Discrepancy column. To apply an action for these items, click of the value in the Discrepancy column



6. Choose the action to be applied from the drop-down list in the Action Column. The action **Pending** will mark the item as missing in the inventory which will allow it to be found in future stock takes. The action **Mark Lost** will mark the container a permanently lost and remove it from the inventory completely (it cannot be found in future stock takes)



7. When all reconciliation actions are completed click **Update Inventory** at the bottom right of the screen to complete the stock take process for that folder.