

HOW TO BULK UPLOAD INVENTORY ONTO RSS SYSTEM (DESKTOP ONLY)

1.0 EXCEL TEMPLATE

Before importing can occur, please ensure that your inventory is in the [upload template provided](#).

At a minimum, it should look like this once filled:

ID	CAS	Name	Building	Room	Sublocation	Size	Unit	Size Unit Combined	Number	Container Type	Physical State	Private	Custom
2	78-32-2	2-Butanol (methylketone)	Science Building		101 Flammable Cabinet	4	L		1	Glass Bottle	Liquid		
3	78-33-3	2-Butanone	Science Building		101 Flammable Cabinet	4	L		1	Glass Bottle	liquid		
4	110-80-5	2-Ethoxyethanol	Science Building		101 Flammable Cabinet	1	L		1	Glass Bottle	liquid		
5	67-64-1	Acetone	Science Building		101 Flammable Cabinet	2	L		1	Glass Bottle	liquid		
6	67-64-1	Acetone	Science Building		101 Flammable Cabinet	2	L		1	Glass Bottle	liquid		
7	51-43-4	Adrenalin	Science Building		101 Fridge	30	ml		1	Glass Bottle	liquid		
8	12125-02-3	Ammonium chloride	Science Building		101 Shelf	500	g		1	Glass Bottle	Solid		
9	12125-02-3	Ammonium Chloride	Science Building		101 Shelf	500	g		1	Glass Bottle	Solid		
10	12125-02-3	Ammonium Chloride	Science Building		101 Shelf	500	g		1	Glass Bottle	Solid		
11	13106-76-8	Ammonium Molybdate	Science Building		101 Shelf	500	g		1	Glass Bottle	Solid		
12	10043-35-2	Boric Acid	Science Building		101 Shelf	500	g		1	Glass Bottle	Solid		
13	7440-43-9	Cadmium	Science Building		101 Shelf	250	g		2	Glass Bottle	Solid		

One CAS number only

Yellow fields are mandatory

Set to Yes to keep private

Building, Room, and Sublocation is entered the exact same as how it is in database (Tip: Copy and Paste) from the Sublocations Area.

EARTH SCIENCES & CHEMISTRY, Room **151**

Acid Cabinet

Barcode:

Containers: 0

ambient temperature, ambient pressure

Unit, Container Type, Physical State, chosen from drop-down menu*

*The drop-down menu appears on the right side of the cell with the following options:

Size	Unit	Size Unit	Number of	Container Type	Physical State	Container Type	Physical State	Priv
4	L		1	Glass Bottle	liquid	Glass Bottle	Liquid	
4			1	Glass Bottle	liquid	Glass Bottle	Solid	
1	µl		1	Plastic Bottle	liquid	Glass Bottle	Liquid	
1	oz		1	Ampule	liquid	Glass Bottle	liquid	
2	lb		1	Bag	liquid	Glass Bottle	liquid	
2	ton		1	Box	liquid	Glass Bottle	liquid	
2	tonne (metric)		1	Can	liquid	Glass Bottle	liquid	
30	cm ³		1	Cylinder	liquid	Glass Bottle	liquid	
30	m ³		1	Fiber Drum	liquid	Glass Bottle	liquid	
500	g		1	Glass Bottle	Solid	Glass Bottle	Solid	

2.0 IMPORTING INVENTORY

- Once your spreadsheet is ready, enter the **Inventory Summary** section of the Chemical app.



Inventory Summary

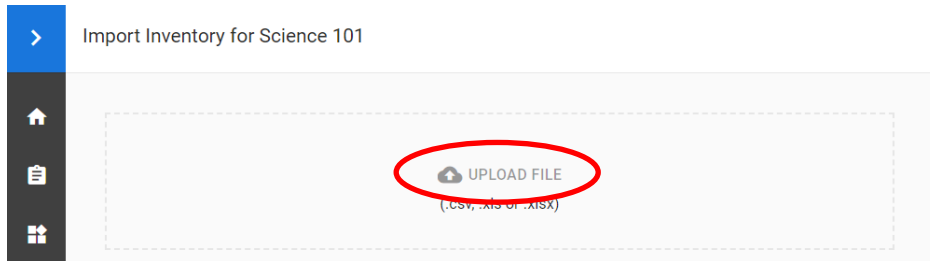


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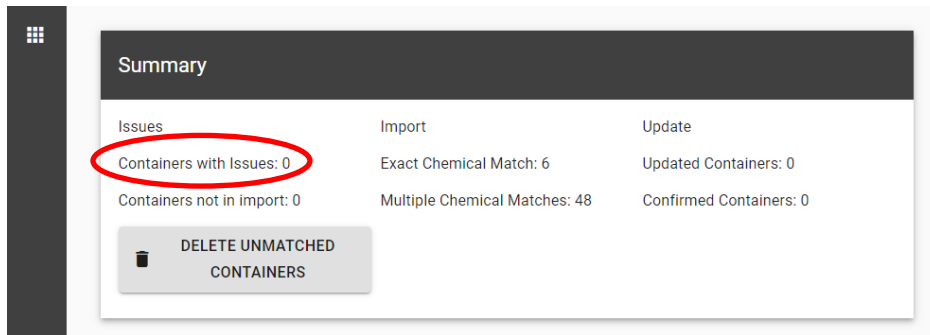
2. Scroll to the **Import & Export** section and click **Import**.



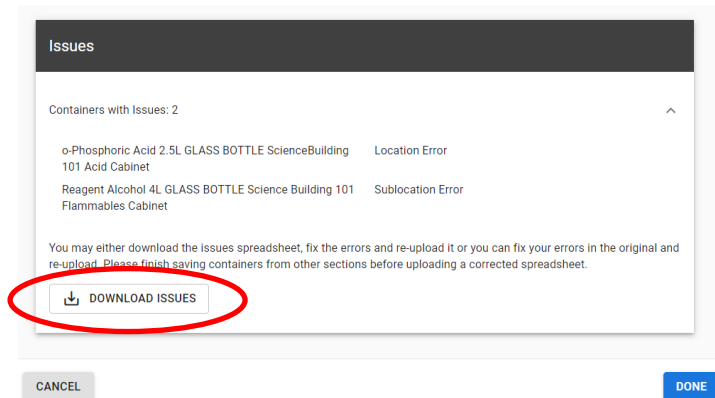
3. Upload your Excel spreadsheet from your computer by clicking on **Upload File**.



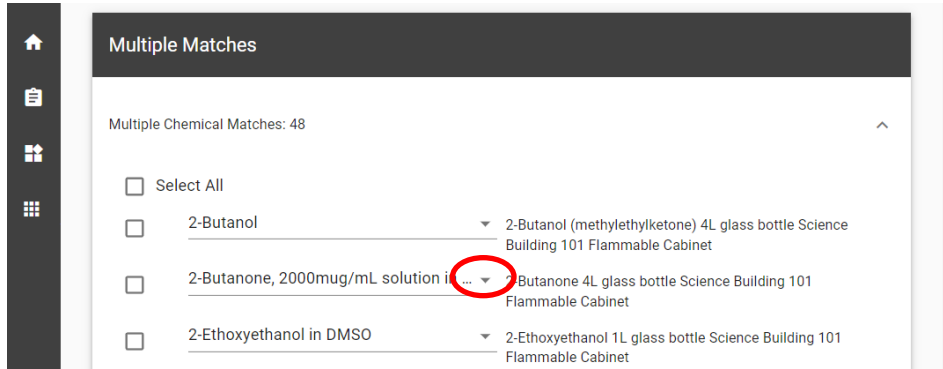
4. If all steps have been followed correctly, there should be zero **Containers with Issues**.



5. If there were errors within your import, scroll down to the **Issues** section and click **DOWNLOAD ISSUES**, which will then provide an Excel sheet. You can either fix the issues on the sheet, and import them a second time or add the chemicals one-by-one via the **Add to Inventory** online tool.



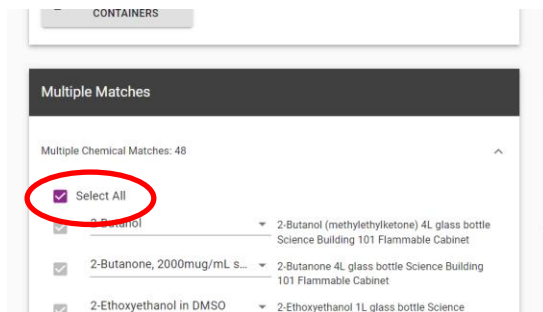
6. Under the **Multiple Matches** section, you can choose which name you would like the chemical to have from the drop-down menu (e.g., isopropanol vs 2-propanol).



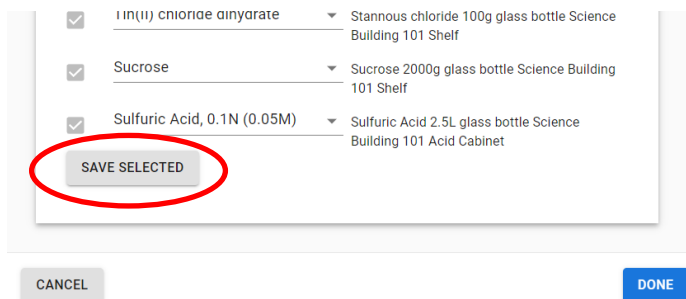
7. After you are done editing, for the **Exact** and/or **Multiple Matches** sections you can either import:
- All chemicals (because all chemicals were correctly able to match), or
 - Some (because some did not match properly or you don't want to add all to your inventory)

8. To import all chemicals:

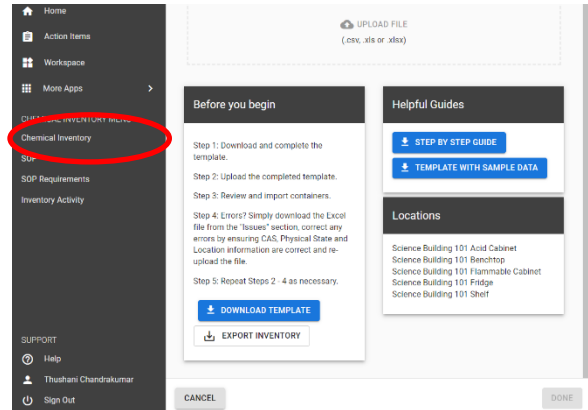
- a. Click **Select All**



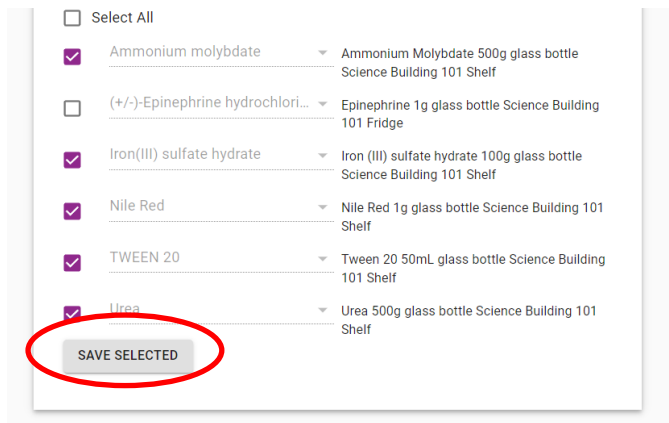
- b. Then click **SAVE SELECTED**



9. The **DONE** button will be greyed out, **we do not have to click it as ALL of the information has been saved.** To return back to the homepage click **Chemical Inventory** on the left-hand side menu.



10. If importing some, select the chemicals you would like to import, then:
a. Click **SAVE SELECTED**



- b. Click the blue **DONE** button, then click the red **COMPLETE IMPORT** button to finish your first import.

11. If you go back to the **Inventory Summary** page, you can see that your total inventory increased by the amount of chemicals added in your inventory upload under **Inventory Overview**.

