

Online Chemventory™ Tutorials

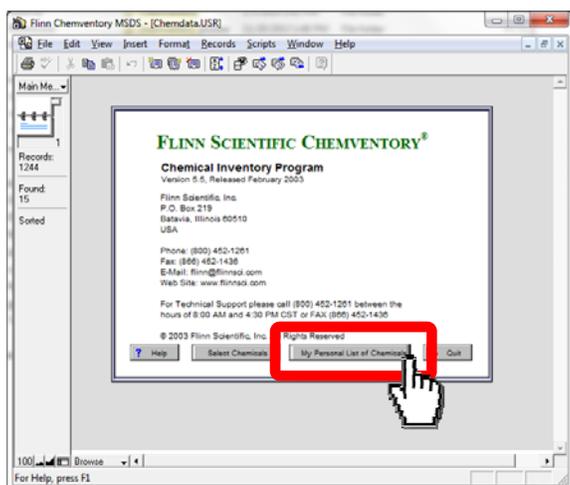
Import Data from Chemventory 8.0 and 5.5

Step-by-step tutorial with screenshots for importing your chemical inventory from our previous Chemventory 8.0 and 5.5 disc based software.

1) Locate and open the Chemventory 8.0 or 5.5 program



2) On the Chemventory Welcome Page click the “My Personal List of Chemicals” button.



- 28 -

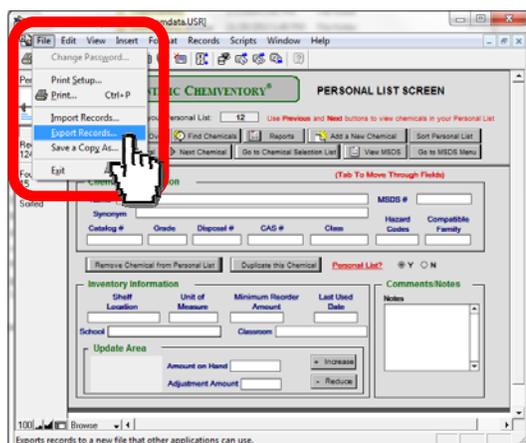


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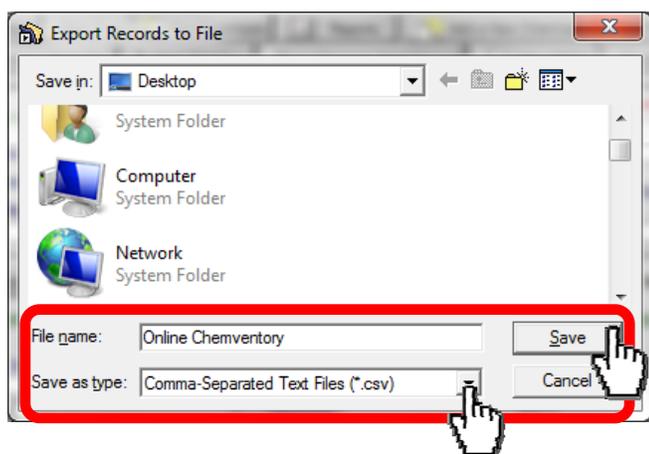
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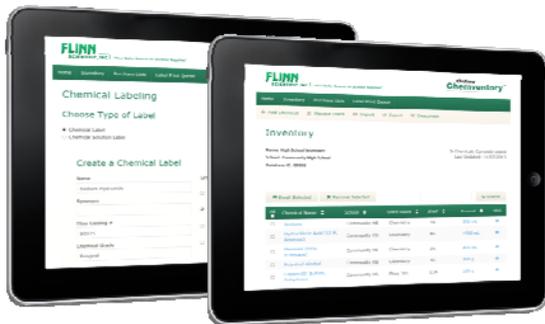
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3) When your personal list screen opens click the “File” tab on the upper left corner of the window. When the option menu opens click on “Export Records”



4) Choose a name for your export. “Online Chemventory” is used in the example below. The export file needs to be saved as a (.csv) file. Use the “Save as type” dropdown box to select Comma-Separated Text Files (.csv). Choose a location in your computer to save this export file and click Save.



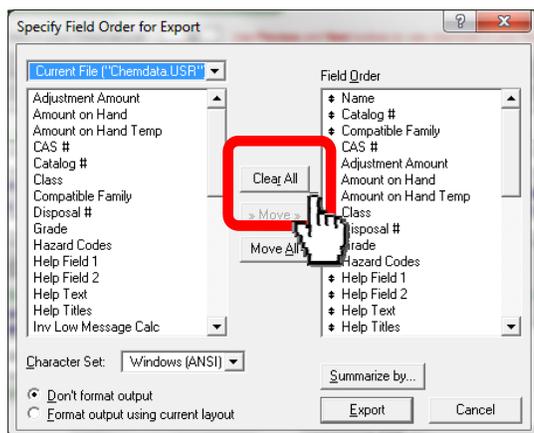


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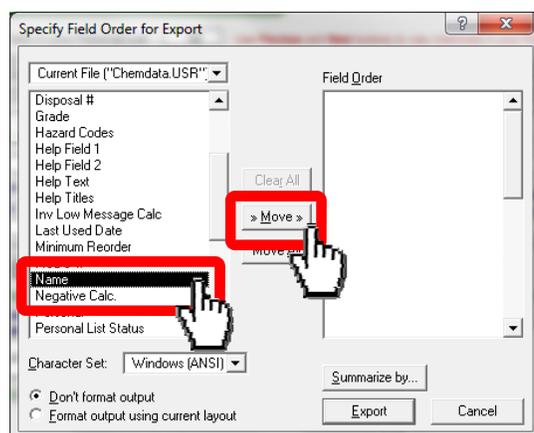
Tutorials

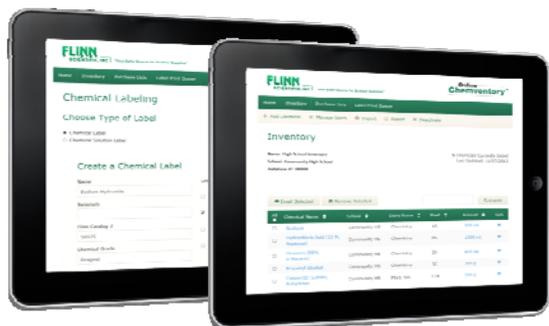
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5) The next few steps involve the “Specify Field Order for Export” window. Begin by clicking the “Clear All” button in the middle of the page.



6) After the Field Order column on the right side of the page is empty you may begin moving your export fields over. These fields will need to be added in a specific order to ensure they import into the Online Chemventory program correctly. The first listing to move is “Name”, click on that title and then click “Move”.



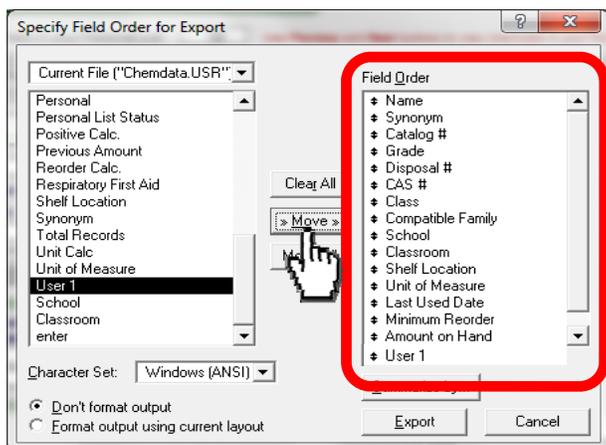


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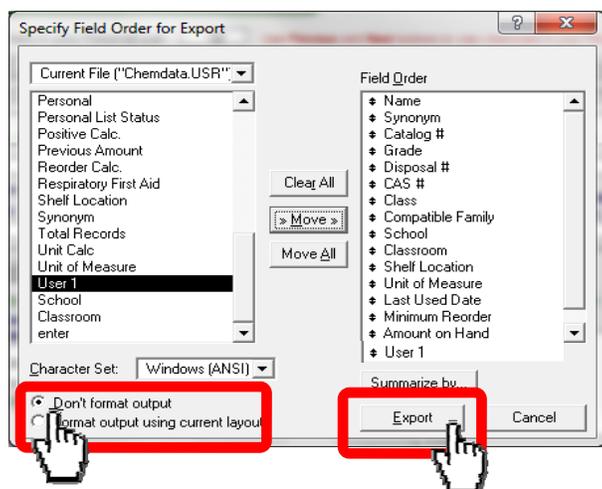
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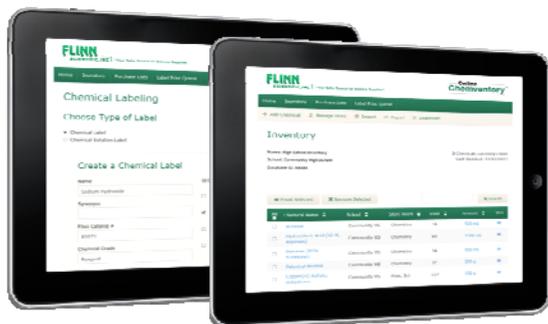
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7) There are 16 fields that need to be moved over and should be listed in order as in the screenshot below. That order is Name, Synonym, Catalog #, Grade, Disposal #, CAS#, Class, Compatible Family, School, Classroom, Shelf Location, Unit of Measure, Last Used Date, Minimum Reorder, Amount on Hand, and User 1.



8) Double check that all fields have been moved over in the correct order, also verify that the “Don’t format output” box is checked. Click the Export button which will save the file to the location you specified in step 4.





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Tutorials

Import Data from Chemventory 8.0 and 5.5

9) Once your export file from your Chemventory Disc is saved to your computer you can login to the Online Chemventory program at <http://chemventory.flinnsci.com>. Open the database in which you would like to import your data. From the inventory page in that database you can click on the “Import” button as show below. *Please note that you must purchase an Online Chemvenory Registration key and activate an Online Chemventory database before you can import data.*

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Online Chemventory™

Home Inventory Purchase Lists Label Print Queue

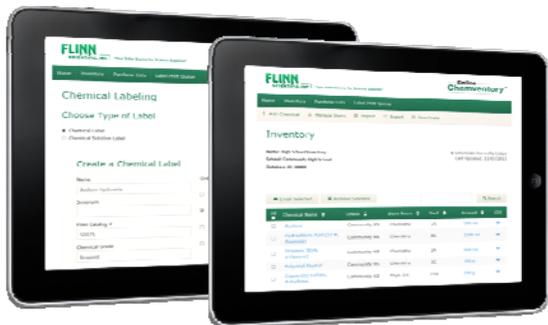
+ Add Chemical Manage User **Import** Export Need Help?

Inventory

Name: Chemventory Test Database **3 Chemicals Currently Listed**
School: Flinn Scientific Last Updated: 11/07/2013
ID: 10001

Email Selection Print Selection Remove Selection

All Chemical Name School Store Room Shelf Amount SDS

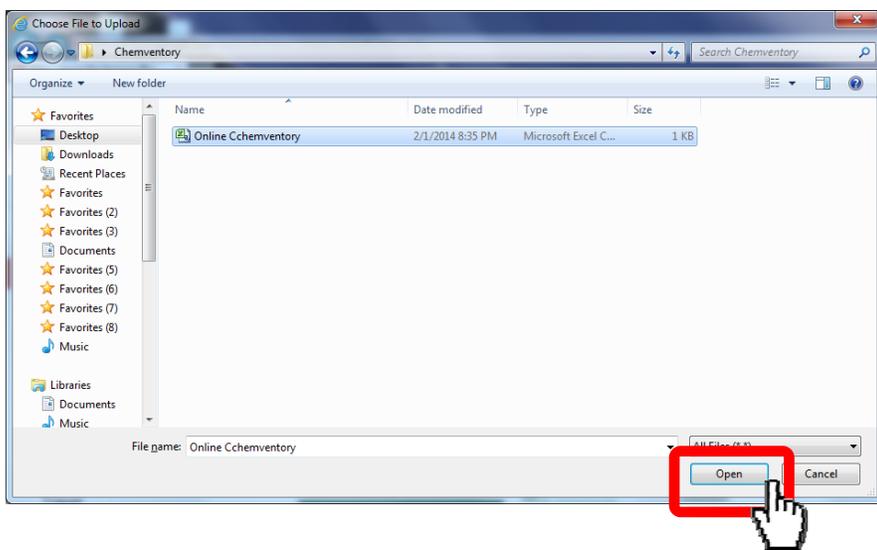
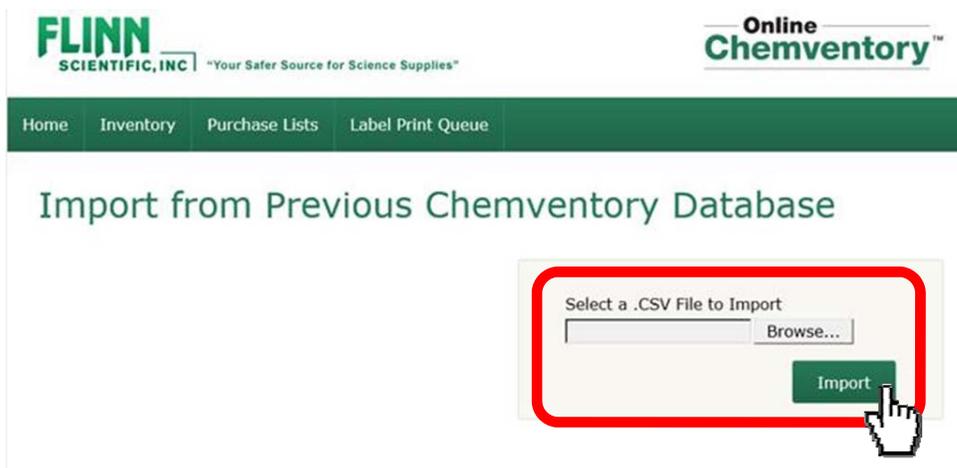


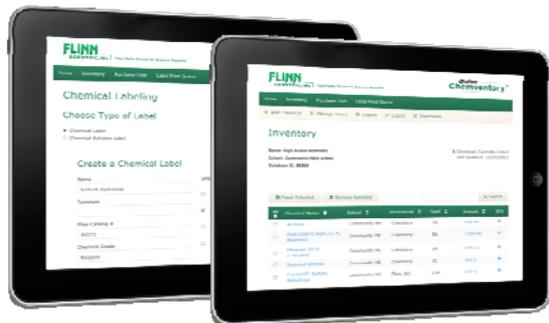
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Import Data from Chemventory 8.0 and 5.5

10) Click the “Browse” button as shown on screenshot #1 below. This will allow you to search your computer for the .CSV file that you exported from the Chemventory 8.0 or 5.5 software. Once you find the file, select the title and click “Open” as show in screenshot #2 below. Once the file is selected click the “Import” button.





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Tutorials

Import Data from Chemventory 8.0 and 5.5

11) Any information that was included in the 16 fields that you selected in step #7 will appear in your Online Chemventory™ Inventory list. Imported chemicals will be added below any chemicals that are currently in your Online Chemventory™ database.

Note: GHS pictograms, GHS hazard statements, and links to SDS will be added to all imported listings that include a Flinn catalog number. You can view this information on the chemical information page in Online Chemventory™.


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Home
Inventory
Purchase Lists
Label Print Queue

+ Add Chemical
👤 Manage Users
📄 Import
📄 Export
Need Help?

Inventory

Name: Chemventory Test Database 299 Chemicals Currently Listed
 School: Flinn Scientific Last Updated: 11/07/2013
 ID: 10001

✉ Email Selection
🖨 Print Selection
✕ Remove Selection

All	Chemical Name	School	Store Room	Shelf	Amount	SDS
<input type="checkbox"/>	Barium oxide			Cabinet 11	1.5 lb	
<input type="checkbox"/>	BARIUM PEROXIDE			Cabinet 11	1 lb	
<input type="checkbox"/>	BEESWAX (YELLOW)			Cabinet 3	400 g	
<input type="checkbox"/>	BISMARK BROWN Y			Cabinet 4	1 g	
<input type="checkbox"/>	BISMUTH (LUMP)			Cabinet 7	0.5 lb	
<input type="checkbox"/>	BISMUTH NITRATE			Cabinet 1	120 g	